

# A Guide to Creating and Submitting Monthly AIRS Data Extracts

Introduction.....	1
NYSDOH Health Commerce System (HCS) Access .....	2
HCS System Access Set Up.....	2
Multi-factor Authentication Set Up.....	2
Accessing the HIV/AIDS Provider Portal to Submit The Epi Extract .....	3
Creating the Three AIDS Institute Extracts.....	3
Submitting the Extracts via HCS .....	4
Submitting the Monthly AI Extract.....	4
Submitting the Monthly HCV Extract.....	5
Submitting the Monthly Epidemiology (Epi) Extract .....	6
Troubleshooting and FAQ .....	6
Do I need to submit all three extracts? .....	6
What are the different roles in HCS – what’s the difference between a Coordinator and a User? .....	6
How can I find out who my Agency's HCS Coordinator is? .....	7
I created the extracts in AIRS, why am I being notified that my agency’s extract is late? .....	7
File Name Error.....	7

## INTRODUCTION

All agencies are contractually required to create and submit at least one data extract to the AIDS Institute every month, and **most agencies** are required to submit three.

Extract Type	Description	Required For
AI Monthly Extract	Includes demographic and service data for all individuals served	<b>All agencies</b>
HCV Extract	Includes demographic and service data for a subset of individuals served	<b>All agencies</b> except those who do not provide client level services* and/or who are HHS-funded only
Epidemiology (Epi) Extract		

\*Client level services are defined as those that require a Client Intake be entered into AIRS

## NYSDOH HEALTH COMMERCE SYSTEM (HCS) ACCESS

Submission of extracts will happen via the Health Commerce System (HCS) which can be accessed online:

<https://commerce.health.state.ny.us>

HCS allows for secure file transfer to NYSDOH. Individuals must have access to HCS to access the applications needed to submit extracts – ***this access is tied to your name and your organization*** and therefore users should not share login information with others or utilize login credentials from a previous place of employment.

There are multiple levels of access needed for individuals who will be responsible for submitting extracts.

1. HCS System Access
2. Multi-factor Authentication
3. Access to HIV/AIDS Provider Portal (for those who will submit the Epi extract)

## HCS SYSTEM ACCESS SET UP

If an individual who will be responsible for submitting AIRS extracts does not have access to the HCS, authorization can be approved by their organization's HCS Coordinator\*.

Detailed instructions for the individual requesting access and the organization's HCS Coordinator can be found here: [Instructions to add a Health Commerce System \(HCS\) User Account](#).

- The requester should follow the steps along the left-hand side of the document and notify their HCS Coordinator to be on the lookout for the request
- The HCS Coordinator should follow the steps along the right-hand side of the document

\*If you are unsure who your organization's HCS Coordinator is, please reach out to the Commerce Accounts Management Unit (CAMU) at 1-866-529-1890 (option 1). They are available Monday-Friday from 9am to 4:45pm.

## MULTI-FACTOR AUTHENTICATION SET UP

Multifactor Authentication will be required for submission of the extracts via the Secure File Transfers (SFT). Instructions for setup can be found [here](#).

Self-set up of MFA requires a valid NYS ID. If you do not have one, contact your HCS Coordinator for assistance. If you do not know who your HCS Coordinator is and you already have access to HCS, you can find them via the My Content Menu → Look Up My Coordinators

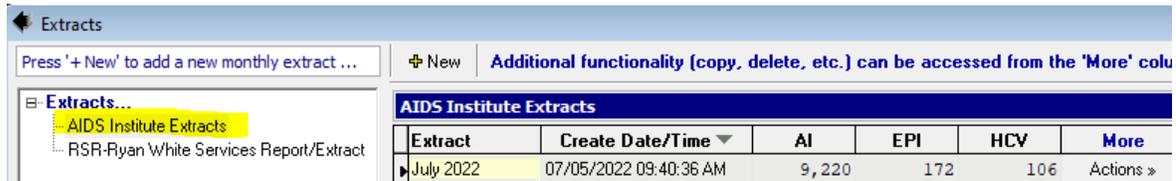
## ACCESSING THE HIV/AIDS PROVIDER PORTAL TO SUBMIT THE EPI EXTRACT

Individuals can only access the **HIV/AIDS Provider Portal** after successful login into the HCS

1. Log into HCS and click on My Content → All Applications. Under the letter 'H' you will find the **HIV/AIDS Provider Portal**
2. Click the green plus sign to add the application to the sidebar on your HCS homepage. You will only have to add it once. After adding it once, the **HIV/AIDS Provider Portal** will be listed on the left side of your HCS home page.
3. If you do not see the **HIV/AIDS Provider Portal** listed as an option for you to choose, you will need to reach out to your contract manager. When contacting your contract manager, include the need for permissions to upload the AIRS HIV/AIDS Epidemiology Extract and provide their active HCS user id to get the access.
4. Once you have access, log into HCS and the application will be listed under applications. If you don't see it, click on 'Refresh My Application List'

## CREATING THE THREE AIDS INSTITUTE EXTRACTS

1. In the AIRS main menu, select **Extracts** menu and then select **Extracts** from the drop down.
2. Click on **AIDS Institute Extracts**



The screenshot shows the 'Extracts' menu in the AIRS system. The 'AIDS Institute Extracts' sub-menu is selected. Below the menu, there is a table with the following data:

Extract	Create Date/Time	AI	EPI	HCV	More
July 2022	07/05/2022 09:40:36 AM	9,220	172	106	Actions »

3. Click on [New], then click on **Proceed** button in lower right-hand corner (always leave default settings unless instructed otherwise)



The screenshot shows a dialog box titled 'Encounters and Services selection...'. It contains the following text: 'Please leave these dates at the 12-month range unless otherwise instructed. This date range will include all new entries, recent edits and any records that may have been missed from past extracts.' Below this text, there is a checkbox labeled 'Limit dates to 12 months?' which is checked. To the right of the checkbox, there are two date fields: 'Start Date' with the value '06/15/2021' and 'End Date' with the value '06/15/2022'. At the bottom right of the dialog box, there are two buttons: 'Proceed...' and 'Cancel'. A red arrow points to the 'Proceed...' button.

4. Data Cleanup Report will become available; this should be checked periodically
5. Click **Continue**
6. Once extracts are created, a confirmation message will be displayed that shows where the three extracts have been created and saved. To help navigate to the extracts you can right click on your AIRS application and click "Open file location". From here you can navigate to each extract using the file paths listed below.
  - a) AI: \AIRS\extracts\AIDSInstituteExtracts\AIExtract\xxAIImmyy.zip
  - b) EPI: \AIRS\extracts\AIDSInstituteExtracts\EPIExtract\xxEPIooo\_mmdyyyyy.zip
  - c) HCV: \AIRS\extracts\AIDSInstituteExtracts\HCVExtract\xxHCVooo\_mmdyyyyy.zip
7. Clicking on the "Actions" button will enable a display of the extracts with direct links to their respective folder locations. Click on "Open Folder Location" to navigate to each extract.
8. Now you are ready to submit the extracts using HCS.

## SUBMITTING THE EXTRACTS VIA HCS

### FIRST LOGIN:

1. Log into HCS (Health Commerce System) and Click on **My Content**
2. Select **All Applications** from the drop-down menu
3. Click on alphabet letter 'A' and click on the green plus sign next to 'AIDS Institute Monthly Report Extract Upload'. Now the application will be available to select from your homepage sidebar.



Application Name	Acronym	Profile	Restricted	Add/Remove
Advantage Dual Eligible Managed Care			Yes	
AIDS Institute Monthly Report Extract Upload	SFT 2.0			
AIDS Institute Sexual Health Clinic Chart Review Upload	SFT 2.0			

4. Repeat for the **HIV/AIDS Provider Portal**

## SUBMITTING THE MONTHLY AI EXTRACT

1. Select the AIDS Institute Monthly Report Extract application from the homepage sidebar and click on the yellow button labeled **AIDS Institute Monthly Report Extract**

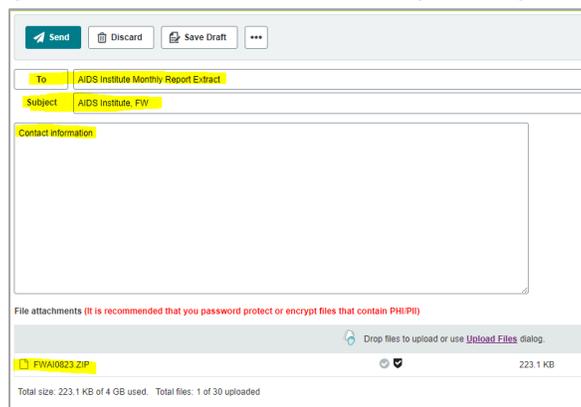


2. After completing verification by text message or RSA token, you will see the 'New Package' screen which will be used for the upload. Your name will show in a green bar at the top of the screen.
3. The following fields are required:
  - a. **To:** This field will auto-populate with *AIDS Institute Monthly Report Extract*
  - b. **Subject:** Enter your Agency name
  - c. **Note:** Enter your email address in case you need to be contacted
4. Click **Upload Files** to open the **HCS Upload Wizard**
5. Click on **Select file to Upload**, browse to folder location, *Select* the file (e.g., xxAl0622.zip) and click the **Upload** button

**Alternatively:** Click and Drag

From the Extracts screen in AIRS,

- Click on "Action..." to open Extracts Options window showing extract links
- Next to AI Extract, click Open Folder Location and 'click and drag' extract zip file into the **HCS Upload Wizard**
- Click the **Upload** button to add the file to your request.



6. **Optional:** Click the **Delivery Receipt(s)** box if you want to know when the recipient opens your package.
7. Click **Send** to submit your secure file transfer (SFT) package.

**Note:** Extract file names should not be altered.

## SUBMITTING THE MONTHLY HCV EXTRACT

1. The HCV extract is submitted through the same application as the AI extract. Select the **AIDS Institute Monthly Report Extract Upload** application on your sidebar and then click on the yellow **HCV Monthly Data Extract Button**
2. After completing verification by text message or RSA token, you will see the 'New Package' screen which will be used for the upload. Your name will show in a green bar at the top of the screen.



3. Similar to the [AI extract](#), the following fields are required:
  - a. **To:** This field will automatically be filled with *HCV Monthly Data Extract*
  - b. **Subject:** Enter the agency name
  - c. **Note:** Enter your email address in case you need to be contacted
4. Click **Upload Files** to open the HCS upload wizard
5. Click on Select File to **Upload**, browse to folder location and select the file (e.g., xHCV000\_061522.zip) and click the upload button

**Alternatively:** Click and Drag

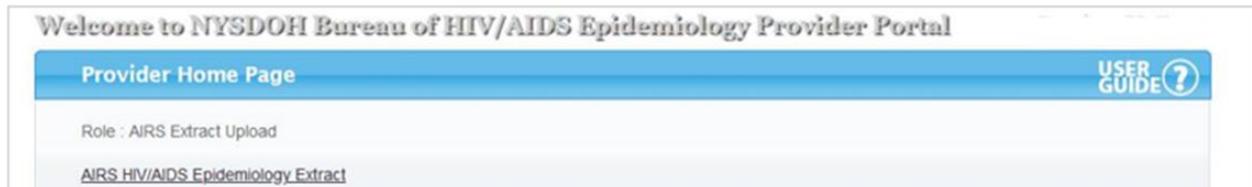
From the Extracts screen in AIRS,

- Click on "Action..." to open Extracts Options window showing extract links
  - Next to AI Extract, click [Open Folder Location](#) and 'click and drag' extract zip file into the **HCS Upload Wizard**
  - Click the **Upload** button to add the file to your request.
6. **Optional:** Click the **Delivery Receipt(s)** box if you want to know when the recipient opens your package.
  7. Click **Send** to submit your secure file transfer (SFT) package.

**Note:** Extract file names should not be altered.

## SUBMITTING THE MONTHLY EPIDEMIOLOGY (EPI) EXTRACT

1. Select the **HIV/AIDS Provider Portal**, click on **Agree**.
2. The appearance of the Provider home page will look different depending on the level of permissions granted. Users with **AIRS HIV/AIDS Epidemiology Extract Upload** permission only should see the below (if you do not see the screen below, you [will have to request permission to access this area of HCS](#)):



3. Select **AIRS HIV/AIDS Epidemiology Extract**
4. Click on **Select file to Upload**, *Browse* to location, *Select* the file (e.g., xxEPI000\_061522.zip) (The "Click and Drag" option is not available for the EPI extract.);
5. Click on **Submit**, if the upload was successful, a message will be display with number of records uploaded.



**Note:** Extract file names should not be altered.

## TROUBLESHOOTING AND FAQ

### DO I NEED TO SUBMIT ALL THREE EXTRACTS?

The three extracts provide us with different information. The AI extract gives us the bulk of information on services and encounters. The HCV extract provides information related to Hepatitis C and the Epi extract provides client level information as well as important information on positive clients. Please submit all three regardless of what contracts your agency has!

### WHAT ARE THE DIFFERENT ROLES IN HCS – WHAT’S THE DIFFERENCE BETWEEN A COORDINATOR AND A USER?

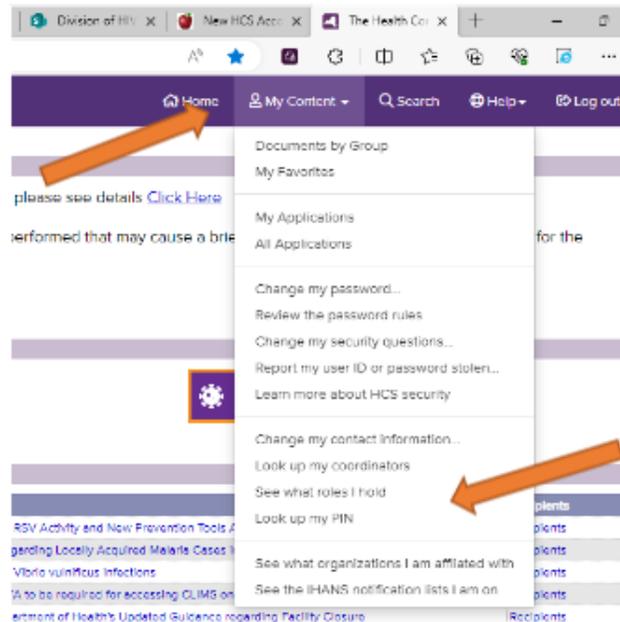
**HCS Coordinators** are able to submit extracts, approve new HCS Users and assist HCS Users with Multi Factor Authentication set up. **HCS Users** are able to submit extracts. We recommend agencies have at least one back-up HCS Coordinator.

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## HOW CAN I FIND OUT WHO MY AGENCY'S HCS COORDINATOR IS?

If you don't yet have access to HCS and you are unsure who your organization's HCS Coordinator is, please reach out to the Commerce Accounts Management Unit (CAMU) at 1-866-529-1890 (option 1). They are available Monday-Friday from 9am to 4:45pm.

If you do have HCS access and you need to know who your HCS Coordinator you can find them via the My Content Menu → Look Up My Coordinators



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## I CREATED THE EXTRACTS IN AIRS, WHY AM I BEING NOTIFIED THAT MY AGENCY'S EXTRACT IS LATE?

AIRS is not an online system that can communicate with the AIDS Institute on its own. After creating the extracts in AIRS, they must be sent manually each month using HCS, as detailed in this guide.

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## FILE NAME ERROR

Please do not edit/change the file names of the extract files. If you have altered the extract file name, you may get the error shown below. You will need to fix the file name to fit within the stated rules and try again.

