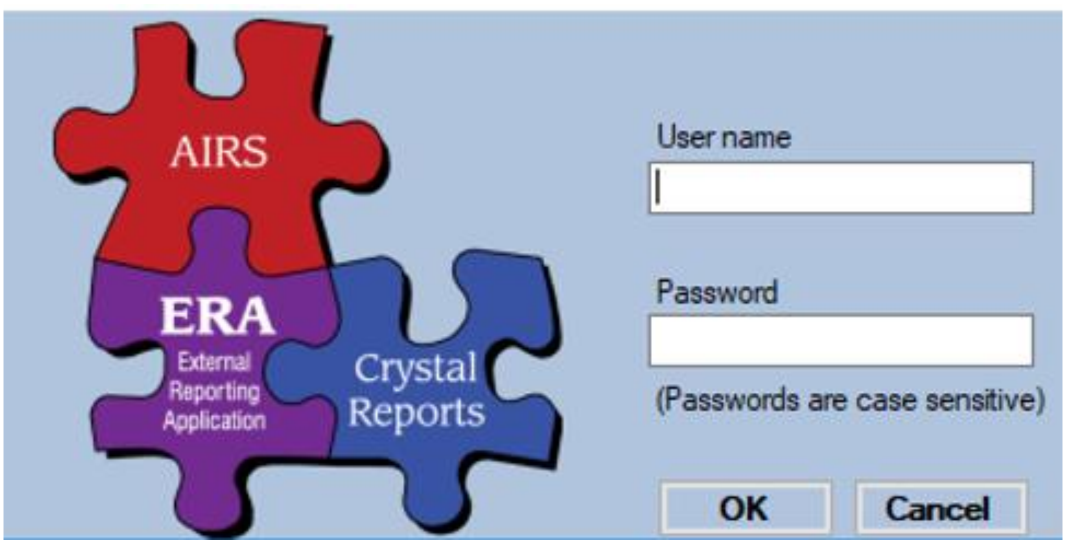
EXTERNAL REPORTING APPLICATION (ERA) USER'S GUIDE

ERA is a reports application for use with AIRS data. It is maintained and updated by AI. The current version is **1.0.9.8**. AI periodically releases updated versions of ERA and new reports.

The **ERA login** is the same as the user's **AIRS login**.

ERA can be run when other users are in AIRS. Users can be in AIRS and ERA simultaneously.



INSTALLING, UPGRADING AND SETTING UP ERA

DOWNLOADING ERA SOFTWARE AND REPORTS

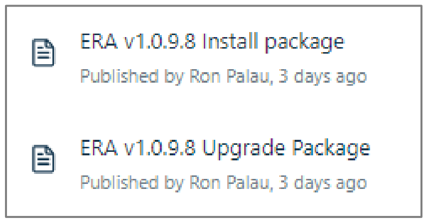
AIRS users need to have a Freshdesk account from Netsmart to access AIRS TA and downloads, including the ERA. Freshdesk accounts can be requested by emailing *SUPPORTAIRS@defran.com*.

Go to the Freshdesk website to download installation files, upgrade files and individual reports: *https://airs.freshdesk.com/support/login*

Click on > Solutions - AIRS Knowledge - ERA Downloads

Over 50 ERA reports are contained in the installation and upgrade files.

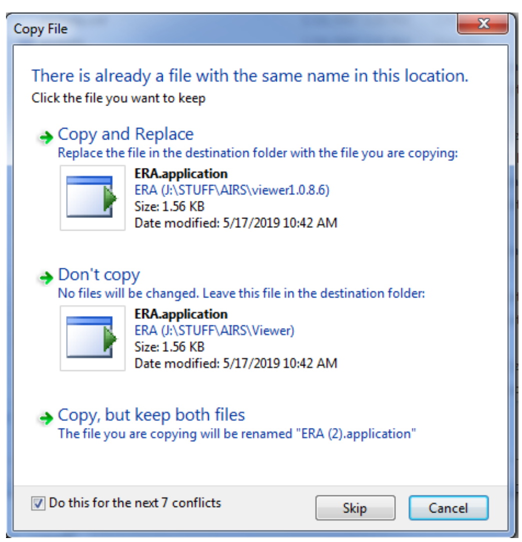
Be sure to read the instructions carefully for installing and loading reports.



INSTALL AND UPGRADE INSTRUCTIONS

(You will only need to perform steps 1-7 on the server or computer AIRS is located on)

1. Download ERA Upgrade or ERA Install files depending on what is needed
    a. If an ERA version is already installed, then the Upgrade is needed
        i. AIRS systems with AIRS\Viewer and AIRS\ViewerEXE folders have ERA
    b. If you do not currently have ERA you need the ERA Install
2. Unzip the files to a location that is easy to find
    a. The recommended folder is AIRS\TempDefran
3. Once unzipped you will find 2 folders (viewer, viewerexe). Copy these 2 folders and paste them into the AIRS main folder.
4. If you already have ERA installed when prompted you should "Copy and Replace" all files.



5. Log into ERA using the same username and password as AIRS
6. You will be prompted that you have upgraded and new reports need to be loaded. Just click ok and the reports will be loaded into ERA. (If you get a "table does not exist error", disregard and click ok)
7. Once the reports are finished loading the system will indicate that X number of reports have been loaded into ERA. You can click OK and ERA should be ready to use.
8. If you are installing ERA for the first time, move on to Workstation Setup (see below) for all machines that will be using ERA
   a. If you are upgrading ERA no additional steps are needed. ERA upgrades need to be done only once. All users will then have the upgraded version

WORKSTATION SETUP

(Must be performed once at install on each computer that will run ERA)

1. Navigate to the AIRS\Viewer folder
2. Right-click on the setup.exe file and select "Run as Administrator" and follow the instructions

USING ERA

USER ACCESS TO ERA

Users with access to client level reports in AIRS will have access to ERA.

RUNNING REPORTS

Reports are located in the reports library found under "Reports / Run Reports".

Most reports use a date filter, which is always the first to be completed and often determines the contents of other filters. (e.g., a report on service data will only show Programs, Service Categories, etc. that were provided during the given time period.)

NEW REPORT REQUEST

Users can submit a report request by clicking "Reports / Report Request". This brings up a report request form in a web browser for completing and sending to AI. These should be detailed and contain an attached report mock up. Report requests are reviewed by AI db managers and prioritized based on extent of need

ERA REPORT MENU

ERA has an extensive list of reports with more added throughout the year. This menu provides a brief summary of what each report does.

Reports that are useful for comparing to the RCMR and/or otherwise highly recommended for the purposes of program monitoring and evaluation are highlighted.

Additionally, each report may be previewed in ERA by right clicking on Report Name and selecting "Documentation".

Report Name	Report Location	Recommended Use
Planning Data Report – Active Services	*Agency Setup*	
Displays planning data for active services only		
Active Clients by Intake Program (Date of Last Service)	*Client Info*	
Detailed report of active clients by intake program and date of last service which can be used to close clients who have not been served for 6, 9 or 12+ months		
Client Referral Details	*Client Info*	
Details of client referrals		
Clients Served Demographics (xtab)	*Client Info*	
Displays crosstab of gender, race, age for clients served. Can be filtered on risk, HIV status by intervention		
Clients Served Risk and HIV Status (xtab)	*Client Info*	
Displays crosstab of gender, risk and HIV status for clients served. Can be filtered on risk and by intervention		
Clients Served Status	*Client Info*	**1**
Detailed listing by client including HIV status, CDC Risk, date/suppression status at last VL test and date of last service. This report can be used to assess the proportion of clients who are undetectable		
Clients Served with No Identified Risk	*Client Info*	**1**
Detailed list of clients with No Identified Risk which can be used to assess how well programs are targeting		
Collateral Clients with Demographics	*Client Info*	
Demographics for client collaterals		
Demographics of Clients Served (data)	*Client Info*	**1, 2**
Displays summary demographics of clients served and can be used to assess how well programs are targeting their interventions		
Demographics of Clients Served (graph)	*Client Info*	
Displays summary demographics of clients served in graph form		
Detailed Listing of Clients Enrolled	*Client Info*	
Roster of clients enrolled by program		
Demographics of Clients Served by Program and Client Residence	*Client Info*	
List of clients served by zip code of residence which includes gender, race, age, risk and HIV status		

Report Name	Report Location	Recommended Use
Detailed Listing of Clients Enrolled Roster of clients enrolled by program	*Client Info*	
Outstanding Referrals List of client referrals that remain open which can be used to close the loop and update referral outcomes	*Client Info*	1
HIV Risk Status for Clients Served Displays the most recent risk status for clients served which can be used to assess how well interventions are being targeted	*Client Info*	1
Primary Language of Clients Served (graph and xtab) Summary of primary languages of clients served by program	*Client Info*	
Client Listing by Program/Service Category List of clients by Program and Service Category	*Client Services*	
Client Services List of services provided by client in a given time frame	*Client Services*	
Client and Aggregate Services Summary Summary services provided by program and service category which can be used to evaluate progress towards meeting program service targets	*Client Services*	1, 2
Clients Receiving PrEP Related Services Detailed listing by program of clients with PrEP related services, evidence of PrEP use and/or whether there is evidence of recent STI. This report can be used to ensure clients eligible for PrEP are being linked.	*Client Services*	1
Clients Served and Client Services by Month (xtab) Detailed list of clients and services they received by month	*Client Services*	
Clients Served and Encounters by Month (xtab) Crosstab summary of the number of clients/encounters by program/service cat/encounter type	*Client Services*	
Clients Served by Model/Service Category Aggregate of clients served and services by model and service category	*Client Services*	
Condom Distributed to Clients Receiving Encounters Summary of number of male and female condoms distributed by program	*Client Services*	
Linkage Summary Summary of linkage services using pre-2019 logic	*Client Services*	
Medical Transportation Outcome Summary Summary of outcomes for transportation specific services	*Client Services*	
Medical Transportation Outcomes Detailed outcomes of transportation specific services by client	*Client Services*	
Positive Clients Served Detailed list of HIV positive clients served by program	*Client Services*	2

1 = *Program Monitoring and Evaluation* **2** = *Routine Contract Management Report (RCMR)*

Report Name	Report Location	Recommended Use
STI Referrals – Statuses Needing Correction	*Client Services*	
List of STI-specific referrals that remain open which can be used to close the loop and update referral outcomes		
STI Referrals Summary	*Client Services*	
Summary of STI-specific referrals provided		
CTR Demographics	*Counseling and Testing*	
Detailed listing of demographics for clients with CTR encounters including gender, race, ethnicity, age and risk		
CTR Demographics (data)	*Counseling and Testing*	**1**
Summary of client demographics for individuals with CTR encounters which can be used to assess how well the program is doing at targeting HIV testing		
CTR Summary	*Counseling and Testing*	**1**
Summary of tests with detailed listing of positives and referrals completed which can be used to assess outcomes for individuals testing confirmed positive		
CTR Summary (no names)	*Counseling and Testing*	
Summary of tests with detailed listing of positives and referrals completed which does not include identifiers		
Counseling and Testing Detail	*Counseling and Testing*	
Detailed listing of testing information for tests performed		
Clients Enrolled with Missing or Outdated HCV Status ***NEW!!***	*HCV*	
List of clients *enrolled* with missing HCV status or a status that is more than a year old which can be filtered by HIV status		
Clients Served with Missing or Outdated HCV Status ***UPDATED!!***	*HCV*	**1, 2**
List of clients *served* with missing HCV status or a status that is more than a year old which can be filtered by HIV status		
HCV Rapid Testing Reactive Report ***NEW!!***	*HCV*	
List of clients living who received an HCV Rapid Test, the result of that test and the current stage of individuals who test reactive on the HCV Care Continuum		
Patient Navigation Report ***NEW!!***	*HCV*	
Summary report of metrics associated with HCV Patient Navigation programs		
Aggregate HEP C Rapid Testing Data	*Historical Information*	**1**
Summary of client demographics and HCV testing outcomes for clients receiving rapid HCV tests which can be used to evaluate targeting of HCV testing as well as outcomes related to diagnostic testing		
Annual IPRO Case List	*Historical Information*	
Annual IPR report		
CD4 or Viral Load 184 Days Past Due	*Historical Information*	**1**
Detailed list of clients who have not had a CD4 or viral load test entered in the last six months which can be used to ensure compliance with data requirements		
HCV Rapid Testing	*Historical Information*	**2**
Summary of tests entered into the HCV rapid testing screen		

Report Name	Report Location	Recommended Use
Lab Test History	*Historical Information*	
Detailed listing of all lab tests listed by client		
Lab Test History by Program	*Historical Information*	**1, 2**
Summary of number of clients who received a lab test, number of tests and number of positives		
Lab Test Summary	*Historical Information*	
Summary of lab tests performed including the name of test, number of clients and positive results which can be used to assess positivity rate		
Lab Test Summary by Program Enrollment	*Historical Information*	
Summary of tests performed based on program the client is enrolled in		
Projected vs. Actuals	*Historical Information*	**1, 2**
Provides a real-time analysis of actual services provided versus what was projected for the time frame and can be used to assess progress towards meeting workplan projections		
Group Attendance List	*Session*	**1**
Lists clients who attended specific groups by date		
Group Session Summary	*Session*	**1, 2**
Summarizes the number of sessions and total participants by group for the selected time period		
Clients Receiving Syringes with no Enrollment	*Syringe Exchange*	
Detailed list of clients receiving syringes without enrollment in a SEP program		
New SEP Participants by Client ID	*Syringe Exchange*	
List of new SEP participants		
SEP Anonymous Referral Entries	*Syringe Exchange*	
Anonymous SEP referral entries		
SEP Anonymous Referrals Summary	*Syringe Exchange*	
Summary list of specific referral entities		
SEP Participants Not Assessed as IDU	*Syringe Exchange*	**1**
Detailed listing of clients receiving syringes that have never been assessed as having an IDU risk which can be used to assist with data clean up		
SEP Unit Referral Report – All	*Syringe Exchange*	
Summary of referrals for anonymous and known clients		
SEP Unit Referral Report - Anonymous	*Syringe Exchange*	
Summary of referrals for anonymous clients only		
Services Summary by SEP vs Non SEP Participants	*Syringe Exchange*	
Summary of encounters by SEP/non-SEP clients which can be used to compare the two		

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