Program Evaluation and Monitoring System

User Manual

Release 1.0, 1.2, 2.0, 3.0

Last Updated June 2007

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How to Use the PEMS User Manual (PUM)

This user manual was developed to describe the functionality of PEMS for its end-users. The PUM is intended to be used as an online or hardcopy tool to help users at agencies answer specific questions around how to use PEMS functionality. This document is inclusive of all major releases of PEMS software to date, as of March 2007, as well as associated patches up to 3.0.4.

The PUM is divided into the *modules* and *submodules* of PEMS. Each section contains an overview of key functionality, the roles in PEMS required to use the functionality, and instructions with selected screen shots to help orient you to the system and its features.

There are hyperlinks included in the PUM to allow the document to be used as an online tool. Hyperlinked items are blue and underlined. To access a hyperlinked item, hold the control key (**Ctrl)** on your keyboard and click on the hyperlinked word with your mouse. This will automatically take you to that section of the document. The entire table of contents is hyperlinked to allow quick navigation to particular sections of interest.

If you or your agency is **NEW** to PEMS, consider reading the What is PEMS section first to get an overview of the program. Read through the User Interface Overview section for an explanation of the structure of PEMS and how you should navigate in PEMS. Then, begin with the Admin Module and work through each module and sub module in the order they appear. You can work in the PEMS training environment with each section until you are comfortable working in your own instance of PEMS.

It is important to note that the PUM is a tool for users of the system, but it is not intended to take the place of training. For more information on PEMS training, contact your regional lead, visit the PEMS website, or contact the PEMS Service Center.

General Information

PEMS Mission and Goals

PEMS Mission

PEMS will contribute to the goal of decreased HIV transmission by strengthening accountability and improving organizational capacity to monitor and evaluate HIV prevention programs. PEMS will provide secure, standardized, reliable, and timely data for effective program monitoring and evaluation in collaboration with community, state, and national partners.

PEMS Goals

The purpose of PEMS is to provide data to better monitor and strengthen HIV prevention activities. PEMS was developed by the Centers for Disease Control and Prevention, with extensive input from health departments and community-based organizations, to facilitate the collection, reporting, analysis, and interpretation of standardized data on HIV prevention services.

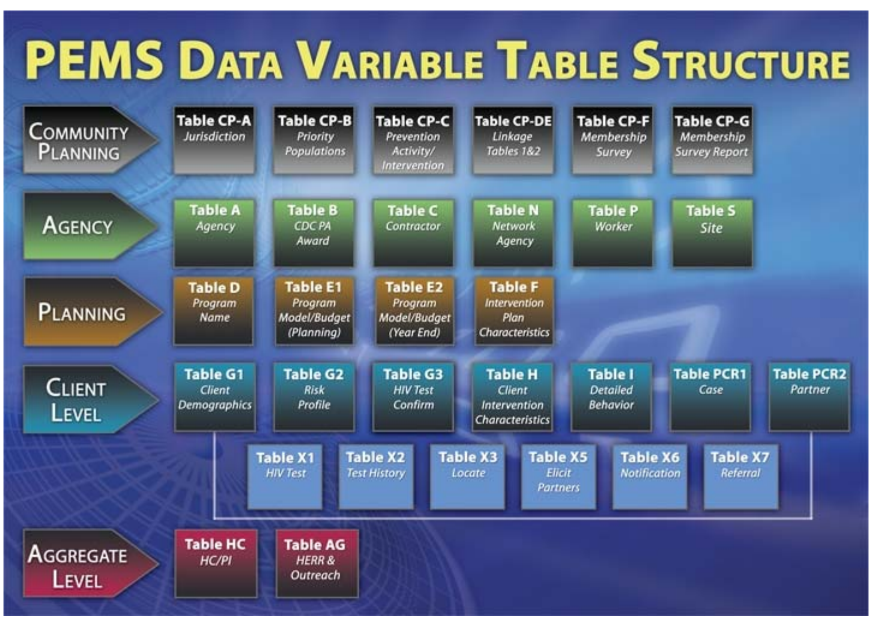
The common goals of PEMS include:

- Reduce the number of new HIV infections
- Implement evidence-based programs
- Promote accountability
- Improve program monitoring

What is PEMS?

PEMS is a program that captures information through secure Internet Explorer browser-based software for data entry and reporting. PEMS was designed as a confidential data collection tool geared toward evaluating and monitoring public health programs for and by Health Departments, Community Based Organizations (CBOs) and CDC.

PEMS contains a comprehensive and standardized set of variables for monitoring CDC-funded HIV prevention programs. These data variables are based on federal program guidance mandates (e.g. Program Performance Indicators) and are collected by Health Departments and directly funded CBOs. These standardized data variables facilitate improvement in data collection, reporting, analysis, interpretation, and program delivery.



CDC developed PEMS to strengthen monitoring and evaluation of HIV prevention. The first release of PEMS software was disseminated in the fall of 2004 to 42 health departments and 27 CBOs. In 2006, PEMS was available to over 200 directly funded agencies nationwide. PEMS will ensure that CDC receives standardized, accurate, and thorough program data from health department and CBO grantees. The data variables include:

- Agency information
- Program plan details
- Client demographics
- Referral outcomes
- HIV test results
- Partner elicitation and notification
- Client use of services
- Community planning priority populations and interventions

These data will allow more comprehensive reporting of HIV prevention activities, fiscal information, and community planning information. This information will help HIV prevention stakeholders examine program fidelity, monitor use of key program services and behavioral outcomes, and calculate and report the program performance indicators. PEMS will help CDC monitor, evaluate, and coordinate HIV prevention programs and support the rapid set-up of special studies and evaluation projects.

PEMS can help improve Program Monitoring by providing information to describe:

- What services are being provided?
- Which agencies are delivering or funding services?
- To whom are services being provided?
- What resources are allocated to those services?
- What behavioral and service utilization outcomes to clients report?

PEMS can help improve Program Evaluation by providing data to describe the:

- Extent to which the program is reaching target population
- Extent to which the intervention plan is delivered as intended
- Degree to which performance indicator targets are being achieved
- Relationship between exposure to services and changes in behavioral outcomes

PEMS can help support data analysis to:

- Monitor client and service data
- Understand community needs
- Improve HIV/AIDS prevention programs
- Comply with federal funding requirements
- Provide enhanced reporting capabilities

PEMS can help:

- Providers identify, develop, and refine their interventions for maximum effectiveness and efficiency
- Identify local prevention practices, capacity building and technical assistance needs
- Increase motivation among staff and volunteers by offering a concrete way of tracking success
- Ensure that HIV prevention resources are reaching priority populations
- Provide systematic information about the status of HIV prevention efforts throughout a jurisdiction for ongoing planning

CDC Program Evaluation Framework

For health departments and local providers, evaluation of planning, implementation, and results is critical to ensure that the highest-quality prevention services are provided with available resources. Program evaluation data serve a variety of purposes: to help programs meet client's needs; to inform program planning and improvement; to assess agency performance; and to increase accountability to all stakeholders, including Federal appropriators and clients. CDC's Program Evaluation Framework [Centers for Disease Control and Prevention, Framework for program evaluation in public health. MMWR 1999; 48 (NO.RR-11: ii-35)] follows six steps:

1. **Engage Stakeholders**
   - Identify and involve those people with a vested interest in the success of your programs
   - To whom are you accountable:
     - Funders, partners, administrators, staff
     - Those served or affected by the program
     - Program opponents
   - Conduct a stakeholder analysis

PEMS data are informative for a range of stakeholders:

- Funders
- Contractor agencies
- Workers
- Partners or network agencies
- Clients

2. **Describe the Program**
   - Fully document and understand program operations, processes and goals
   - Clarify program goals and objectives
   - List program activities, strategies, inputs, program effects, outcomes, and results
   - List how activities lead to outcomes
   - Ask the questions:
     - Are there activities with no effects?
     - Are there effects with insufficient activities?
     - Is there a lack of clarity in how activities lead to effects?
   - Restate the activities in measurable terms (e.g. not just "counseling" but "three counseling sessions")

PEMS supports program description as it contains information about:

- Types of programs to be delivered
- Number of sessions to be delivered
- Populations to be reached
- Number of clients to be served
- Number of activities to be delivered
- Locations of service delivery

3. **Focus the Evaluation Design**

   - What areas or components do you want to evaluate?
     - What is happening?
     - How are things happening?
     - What are the effects of what is happening?
   - What do you intend to achieve with the evaluation?
   - What are the appropriate processes and methods?
   - Who should perform the evaluation?

- What do you want to know about?
    - Program description?
    - Program management and operations?
    - Program improvement?
    - Program performance? (e.g. accountability)

Sample questions that can be answered by PEMS:

- What need or problem is the program trying to address?
- What resources are available for the program?
- Who do you intend to serve?
- What services do you intend to provide?
- Where do you intend to provide them?
- Who should provide these services?
- Who am I funding to deliver which programs?
- Where am I delivering my programs?
- Who are my workers?
- How are my workers performing?
- What are the characteristics of my clients served by programs within my agency or by my contract agencies?
- What are client's risk characteristics? What detailed risk behaviors do they report? Have these changed over the course of my intervention?
- Are programs being delivered as planned?
- Are programs reaching their intended populations?
- Are clients receiving the intended activities?
- Are clients attending all sessions of a given intervention?

4. **Gather and Analyze Evidence**

- What data sources do you need to answer your evaluation questions?
- What types of data are needed to understand and manage your program, plan for future programs, respond to external requests and ensure you are targeting the right populations for your programs?

Types of data available in PEMS:

- Community Planning
    - Target populations and priority interventions
- Agency Characteristics
    - Budget, sites, workers, contracts, and network agencies
- Program Plans
    - Program models, target populations, interventions (e.g. counseling and testing, partner counseling and referral services), settings, sessions and activities
- Client Information
    - Demographics, risk profile, detailed risk behavior assessments
- Service Delivery
    - Service activities, recruitment and referral for CTR, PCRS, CRCS, HE/RR (including DEBIs), outreach

5. **Justify Conclusions**

- Ensure data quality and interpretation
- Be able to validate and substantiate findings
    - What did you find?
    - Why is it important?
    - What do you recommend given your findings?

PEMS Supports Data Management and Analysis:

- Includes reports for:
    - Quality Assurance
    - Program Management
    - Program Monitoring
    - Program performance
- Data extracts for additional analyses

6. **Share Lessons Learned**

- Disseminate findings
    - Share data with stakeholders (program staff, community groups, funding agencies)
- Ensure data security and confidentiality
    - Meet state and federal standards for data security and protecting client confidentiality
    - Know how to store data
    - Know how to report data
    - Know what types of data are relevant to the stakeholders (e.g. worker information, client information)
- Utilize PEMS data
    - Program improvement
    - Staff training
    - Resource planning and acquisition
    - Defend or expand program
    - Sharing best practices
    - Advocacy/community mobilization

How will CDC use PEMS Data?

Primarily, CDC will be looking at these data from a national level to determine the extent to which HIV prevention efforts nationwide have contributed to a reduction in HIV transmission, to help programs better meet that goal, to focus technical assistance and support, and to be accountable to stakeholders by informing them of progress made in HIV prevention nationwide. PEMS data can be used locally by Health Departments and CBOs to monitor program activities. Summaries of these data, including answers to critical monitoring and evaluation questions and performance indicator measures, will be disseminated through a variety of methods including national conferences and reports.

PEMS Security

PEMS is built on secure Internet Browser-based software:

- PEMS was developed following industry standards, systematic development practices, and federal policies.
- PEMS conforms to security and confidentiality standards (e.g. user roles and permission based).
- PEMS was designed with options for:
    - Multiple data entry methods (e.g. scanning)
    - Locally defined variables
    - 'Real-time' reports for local use
    - Data import/export for analysis and data sharing

Client confidentiality, security and privacy are top PEMS priorities:

- PEMS security measures are designed to prevent unauthorized release, accidental loss or damage of data.
- A variety of security measures are used including technical controls (user ID & passwords, digital certificates), management controls (documented security plan, Certification & Accreditation, Assurance of Confidentiality), and operational controls (Rules of Behavior (ROB) for end users, Memorandum of Understanding (MOU)).
- Everyone involved with PEMS has security related responsibilities – health department and CBO leadership & staff, individual end users of PEMS, and CDC.
- Security responsibilities differ according to the selected deployment model for PEMS.

PEMS has the following controls built in for security:

- Digital Certificate application process
- User ID and Password
- System Audit Trails
- Roles and permissions assignments to restrict access
- Secure Socket Layer (SSL) - protocol for transmitting private information via the internet. SSL encrypts data being sent so that only the intended recipient of the information can view it.
- Use of Secure Data Network
- Dual encryption key

PEMS follows a certification and accreditation process:

- Certification and Accreditation (C&A) is a process undertaken within CDC for the protection of PEMS that is conducted in compliance with the E-Government Act: Federal Information Security Management Act (FISMA). Through the C&A, vulnerabilities and risks to PEMS are identified through a formal risk assessment process.
- Controls are selected to cost effectively mitigate those risks which are documented in a security plan.
- PEMS also has an Assurance of Confidentiality. This Assurance of Confidentiality:
    - Provides protection of sensitive data stored at CDC from subpoena, Freedom of Information Act (FOIA) and other requests.
    - Does not apply to data held on grantee's servers, it only applies once data are submitted to CDC.
    - Provides assurance that data will be kept confidential in accordance with the procedures outlined in the Assurance. Section 308d of the Public Health Service Act prescribes how and when such an assurance may be granted.
    - CDC will not have access to sensitive or client identifying data.
    - Each state should develop their own rules and procedures to ensure data security.
- Each agency is expected to complete a Memorandum of Understanding (MOU):
    - The MOU establishes an agreement between CDC and grantees.

- The Memorandum of Understanding (MOU) is a written document which establishes policies or procedures of mutual concern to CDC and grantees that use PEMS. An MOU addresses system security, system maintenance, access to PEMS, privacy, PEMS technical assistance, and roles and responsibilities. It provides a general description of the responsibilities that are to be assumed by each party in pursuit of security goals. While it is not a contract, it is used to define areas of mutual interest. This is a document that is required by the CDC Certification and Accreditation process.
- Directly-funded grantees are required to sign a MOU with CDC verifying that they have taken the necessary steps to secure the data at their location. The MOU verifies that basic physical and electronic safeguards are in place locally.
- MOU/ROB agreements are good for the entire PA award. While these agreements do not have to be signed each year, an annual review is recommended.

- Each agency is also expected to review and follow Rules of Behavior (ROB). These are PEMS user and administrative policies developed by CDC.
  - The Rules of Behavior document dictates system administrator responsibilities and provides guidelines and policies for acceptable administrator behavior with regard to PEMS. The PEMS ROB provides system users with information about controlling hardware, managing system access (granting and revoking privileges), controlling data, and managing personnel. This document is required by the CDC Certification and Accreditation process.

Health Departments, CBO leadership and staff are responsible for:

- Understanding federal, state and local policies and regulations on the safeguarding of sensitive data
- Implementing policies and procedures locally to comply with those guidelines
- Training staff to appropriately safeguard data
- Storing data and paper forms in secure locations in compliance with state and federal laws
- Encouraging responsible use of PEMS digital certificates
- Assigning a local PEMS administrator and back up that will be responsive to monitoring end user activities
- Putting policies in place to encourage responsible use of electronic resources

Technology Requirements

The following is required for PEMS at the agency level:

- Microsoft Internet Explorer v6.0
  - PEMS was designed to work on Internet Explorer v6.0. If you are currently operating or plan to be operating Internet Explorer 7.0 in the near future, you can still use this for PEMS. This will not pose any security issues. However, some screens may display different formatting than they do in Internet Explorer v6.0. You can still enter and view data in PEMS as you normally would. The PEMS team is working to make adjustments to the PEMS application to allow screens to display normally through Internet Explorer v7.0. **NOTE**: Be sure to save a copy of your digital certificate on a thumb drive or CD before attempting to download or operate Internet Explorer 7.0. Users have reported corruption of digital certificates and problems accessing PEMS shortly after upgrading their browser.
- Internet connection (high-speed recommended)

The following is recommended for PEMS at the agency level:

- Minimum computer hardware configuration
  - 128 MB RAM
  - Pentium 3, 600 MHz processor
  - 6.4 GB hard drive
  - Super VGA (800 x 600) or higher-resolution monitor with 256 colors
  - Ethernet network card
  - Keyboard
  - Mouse

- Computer software configuration
  - Windows 2000 Professional Operating System
- High speed internet connection

Digital Certificate and CDC Secure Data Network (SDN)

The CDC Secure Data Network (SDN) is a mechanism for securing and managing access to Internet-based CDC information systems. The SDN consists of hardware and software technology and administrative procedures to verify, restrict, and manage end user access to PEMS data and system functionality. Data in transit between the agency site and the CDC site are encrypted and cannot be modified without detection.

Each PEMS user is required to have a digital certificate. Digital certificates are issued by CDC to identify specific users authorized to access the SDN website. Individuals requiring access to the SDN website must request and install a digital certificate on the user's workstation to access the SDN website. If a user is new to an agency, they are not able to use someone else's digital certificate. It is not recommended that you install a digital certificate on a laptop because this presents challenges for the protection of the security and confidentiality of sensitive client level data.

The customer support for PEMS (Coordinating Center for Infectious Diseases Informatics Customer Support – CCID ICS) should be notified when a PEMS user has left the agency so that the digital certificate is deactivated. Digital certificates expire annually and must be renewed each year. The installation of a digital certificate requires that users have a valid email address. The process and instructions for digital certificates follows on the next four pages. Detailed information is provided for the following items:

- Enrolling for a CDC Digital Certificate
- Creating a challenge phrase
- Downloading and Installing a Digital Certificate in Internet Explorer
- Exporting a Digital Certificate from Internet Explorer
- Importing a Digital Certificate in Internet Explorer
- Creating a Certificate Password
- Accessing the SDN and PEMS Activities

> Once a user requests to renew a digital certificate, the user may not have access to log into PEMS until the renewed digital certificate is processed. This can take a few days. This is because PEMS does not allow one user to have two active digital certificates. Plan ahead when renewing a digital certificate to allow for a few days where access to PEMS is not necessary.

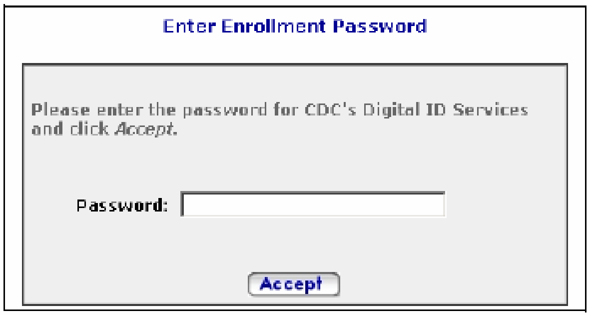
Quick Guide to the Secure Data Network and PEMS Activities

Enrolling for a CDC Digital Certificate

Digital certificates are issued by CDC to identify specific users authorized to access the SDN Web site. Individuals requiring access to the SDN Web site must request a digital certificate, and the certificate must be installed on the workstation used to access the SDN Web site.

1. Open Internet Explorer, enter *https://ca.cdc.gov* in the **Address** field, and press **Enter**.

The browser displays the Digital ID Enrollment page:



2. Enter the site password.

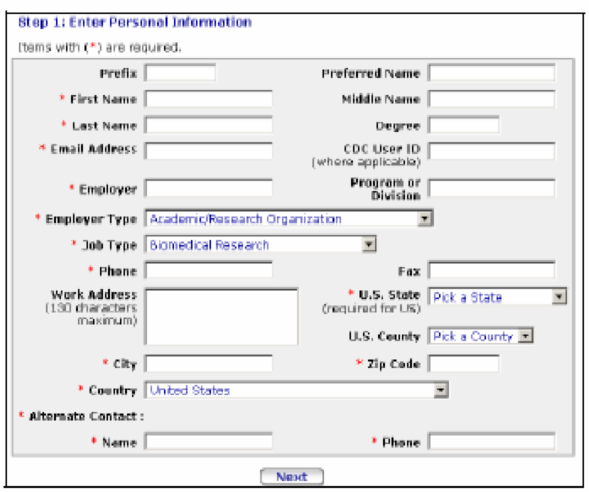
Note: Contact the SDN Help Desk at 1-800-532-9929 or by e-mail at cdcsdn@cdc.gov to obtain the site password.

3. Click **Accept**.

The browser displays the System Requirements and Digital ID Subscriber Agreement page.

4. Review the information concerning digital certificate registration and click **Enroll** at the bottom of the form.

The browser displays the Step 1: Enter Personal Information page:



5. Complete the fields on the page.

Note: Fields with a red asterisk are required.

6. Click **Next**.

The browser displays a confirmation message containing your e-mail address.

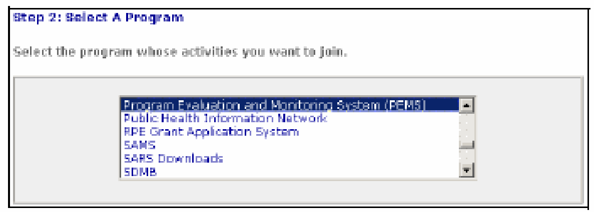
Note: The correct e-mail address must be entered. After the certificate is issued, the system sends you an e-mail with a link to download the certificate.

7. Verify the accuracy of the e-mail address displayed and do one of the following:

- Click **Yes** if the e-mail address is correct.
- Click **No** if the e-mail address is incorrect. Correct the e-mail address on the Enter Personal Information page and repeat steps 6 and 7.

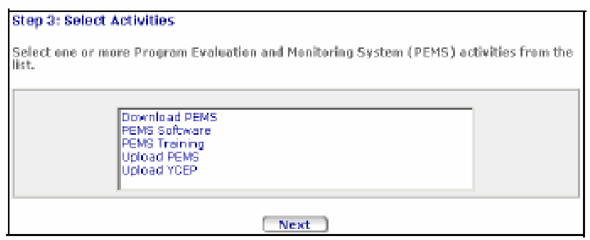
The browser closes the confirmation message and displays the Step 2: Select a Program list.

8. Select **Program Evaluation and Monitoring System (PEMS)**:



Note: You can only request one program during enrollment.

The browser displays PEMS activities in the **Step 3: Select Activities** list:



9. Select the necessary activities.

Note: To select more than one activity, press and hold the **CTRL** key while clicking each activity.

10. Click **Next**.

The browser displays the Step 4: Choose a Challenge Phrase page:

The SDN server requires the challenge phrase be correctly entered everytime a user accesses the https://sdn.cdc.gov Web site. It is also required when installing a digital certificate.

11. Enter the challenge phrase in both fields and then click **Next**.

    Note: For specific criteria that must be followed when creating a challenge phrase, refer to "Creating a Challenge Phrase."

    The browser displays a message indicating the request for the certificate has been received. An e-mail message is generated and sent to the address entered on the Step 1: Enter Personal Information page. This is not an e-mail indicating you have been approved for the certificate. If this verification e-mail message is not received within two hours, contact the SDN Help Desk by phone at 1-800-532-9929 or by e-mail at cdcsdn@cdc.gov.

Creating a Challenge Phrase

The challenge phrase entered must meet all of the following conditions:

- Is at least eight characters long.
- Contains only English letters, numbers, spaces, or any of the following special characters:

  - (hyphen)   + (plus)   : (colon)
  ' (apostrophe)   . (period)
- Contains at least one non-alphabetic character.
- Does not contain your name or any part of your e-mail address.
- Is not a word unless the word is either:
  - interrupted by one or more non-alphabetic characters, or
  - prefixed or suffixed by three or more non-alphabetic characters.
- Does not contain more than two consecutive repeating characters.
- Contains at least four unique characters.

  pro+duce, **JSmoltz29**, and **cart'pony** are examples of secure challenge phrases.

Note: A challenge phrase is case sensitive.

The information in this Quick Guide is condensed from *Using the Secure Data Network to Access PEMS Program Activities*. Please refer to the manual for in-depth information regarding the SDN and PEMS. For a copy, contact CCID customer support at 1-877-659-7725.

Downloading and Installing a Digital Certificate in Internet Explorer

To successfully download and install a certificate on a computer that utilizes user IDs and passwords, you must be logged on as an administrator or member of the Administrators group. If you have any doubts regarding your installation rights, contact the local network administrator. Verify you have admin rights before clicking the hyperlink sent in an e-mail from CDC: the link can only be used once.

1. Do one of the following:
   - If Internet Explorer is the default browser, click the hyperlink in the e-mail.
   - Open Internet Explorer. Copy the complete hyperlink from the message to the **Address** field of the Internet Explorer window, and press **Enter**.

   Note: For either option, ensure that the hyperlink is unbroken and not wrapping to a second line in the message.

2. Enter the challenge phrase and click **Submit**.

   Note: The challenge phrase is case sensitive. If you cannot remember the challenge phrase, you cannot download the certificate and you must request a new certificate.

   After the successful entry of the challenge phrase, Internet Explorer displays the personal information that was entered on the Step 1: Enter Personal Information page.

3. Click **Confirm**.

   Note: If some information is incorrect, do not update it at this time. If you do, the installation will stop and you will have to request a new certificate. Correct the information after installing the certificate.

   Internet Explorer displays warnings regarding installation requirements, including the VeriSign Import Control requirement. If the control is not found on the computer, Internet Explorer displays a prompt to install it. You must install this control or the certificate installation will fail.

4. Click **Download**.

   After the certificate is successfully installed, Internet Explorer displays a verification page:

Exporting a Digital Certificate from Internet Explorer

Once the certificate has been successfully installed, CDC strongly recommends that the owner of the certificate export a copy of it. Exporting a copy of the certificate serves as a backup and allows you to load it on other machines you may be using.

Note: Export the certificate to an external storage device and lock the disk in a secure location.

During the export, the private key embedded in the certificate must be exported with the certificate. A function within the browser requires that the private key be password protected when exported. This password is required when importing the certificate. If you are not prompted to create a password to protect the key during the export process, the certificate is not being exported with the private key and therefore cannot be used to access the SDN.

1. Insert an external storage device in the appropriate drive.
2. Open Internet Explorer, click the **Tools** menu, and select **Internet Options**.

   Internet Explorer displays the **Internet Options** dialog box.
3. Click the **Content** tab and click the **Certificates** button.
4. Select the certificate to be exported, and click the **Export** button.

   Internet Explorer displays the Certificate Export Wizard.
5. Click **Next**.
6. If the certificate is password protected, you are prompted to enter the password.
7. Click **Next**.
8. When prompted to export the private key with the certificate, select **Yes**, and then click **Next**.

   Note: The certificate can only be exported with a *** .pfx** file name extension.
9. Ensure that **Enable strong protection** and **Include all certificates in the certification path** are selected and click **Next**.
10. Enter and confirm a password to protect the key and click **Next**.

    Note: This password is required when importing the certificate. Store this password in a secure location.
11. Do one of the following:
    - Enter a path for the external storage device and a file name for the export file.
    - Click **Browse**, navigate to the location where you want to export the certificate, and enter the file name.
12. Click **Next**.
13. When a summary of the information entered is displayed, do one of the following:
    - Click **Back** to make any changes.
    - If the information is correct, click **Finish**.
14. When Internet Explorer displays the 'Export was successful' message, click **OK** to close the message.

Importing a Digital Certificate in Internet Explorer

1. Insert the external storage device that contains the password-protected certificate.
2. Open Internet Explorer, click the **Tools** menu and select **Internet Options**.

   Internet Explorer displays the **Internet Options** dialog box.
3. Select the **Content** tab and click the **Certificates** button.
4. Click the **Import** button.

   Internet Explorer displays the Certificate Import Wizard.
5. Click **Next**.

   The Certificate Import Wizard displays the File to Import screen.
6. Click **Browse**, navigate to the location of the digital certificate in the **Open** dialog box, and double-click the file name of the certificate.
7. Click **Next**.

   The Certificate Import Wizard displays the Password screen.
8. Enter the password created during exporting.
9. Select both of the following options:
   - **Enable strong private key protection**
   - **Mark the private key as exportable**
10. Click **Next**.

    The Certificate Import Wizard displays the Certificate Store screen.
11. Select **Automatically select the certificate store based on the type of certificate**, and click **Next**.

    The Certificate Import Wizard displays the Completing the Certificate Import Wizard screen and the specified settings.
12. Click **Finish**.
13. Internet Explorer displays an **Importing** dialog box.
14. Click **OK**.

    Internet Explorer displays a successfully imported message.
15. Click **OK**.

Internet Explorer displays the imported certificate in the list of certificates on the **Personal** tab of the **Certificates** dialog box.

Creating a Certificate Password

1. If the security level displayed in the Importing dialog box is not set to **High**, click the **Set Security Level** button.

   Internet Explorer displays the Choose a security level appropriate for this item screen.

2. Select **High** and click **Next**.

   Internet Explorer displays the Create a password to protect this item screen.

3. Enter a name for the certificate in the **Password for** field.

   For example, enter *SDN Certificate*.

4. Enter the password you want to create for the item in the **Password** and **Confirm** fields.

5. Click **Finish**.

   Internet Explorer returns to the **Importing** dialog box and displays the name of the certificate along with the new security level.

6. Click **OK**.

Accessing the SDN and PEMS Activities

To access the SDN and PEMS activities, do the following:

1. Enter *https://sdn.cdc.gov* into the **Address** box of the appropriate browser and press **Enter**.

2. If the browser displays a list of available certificates, select the SDN certificate from the list and click **OK**.

3. If the browser displays a certificate or master password dialog box, enter the appropriate password and click **OK**.

   The browser displays the Login page.

4. Enter the SDN challenge phrase and click **Submit**.

   The browser displays the CDC Public Health Partners home page.

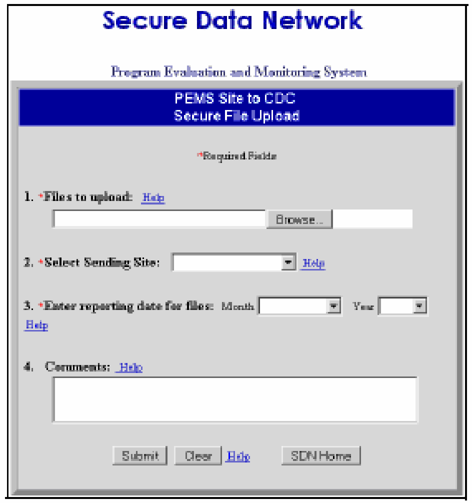
5. Click the appropriate activity, such as **Upload PEMS**.

Uploading Files to CDC via the SDN

Note: If sensitive data is uploaded to the SDN using the procedures contained in this section, the transfer file must be encrypted using SEAL software.

1. Click **Upload PEMS**.

   The browser displays the Secure File Upload form:



2. Do one of the following in the **Files to upload** box:
   - Click **Browse**, locate and select the file using the **Look in** list and box in the **Choose file** dialog box, and click **Open**.
   - Enter the path to the file.

3. Select your site from the **Select Sending Site** list.

4. Select the reporting period from the **Month** and **Year** lists.

   Note: Only files that reflect the selected date should be uploaded.

5. Enter any notes regarding the file in the **Comments** box.

   Note: These comments are included in the e-mail automatically sent to the certificate administrator.

6. Click **Submit**.

   When the transfer of data is complete, the browser displays the PEMS Program summary table with details regarding the file upload, including a transaction number.

7. Close the browser window after reviewing the summary table.

Contact the SDN Help Desk at **1-800-532-9929** or **cdcsdn@cdc.gov.**

Contact the CCID customer support at **1-877-659-7725** or **dhapsupport@cdc.gov**

For additional copies of the Quick *Guide to the Secure Data Network and PEMS Activities*, contact the PEMS Help Desk.

Creating Users, Roles and Permissions in PEMS by PEMS Administrator

The CDC Super Administrator establishes each CDC directly funded agency in PEMS. The CDC Super Administrator creates an Administrator for the directly funded agency and provides this person login information. This Agency Administrator is responsible for the following:

- Adding all new PEMS users for the agency
- Assigning roles for each user; creating user-defined roles for the agency
- Creating PEMS administrators for contract agencies
- Resetting forgotten passwords
- Revoking access to PEMS for users who have left the agency
- Sending announcement messages to all agency end users

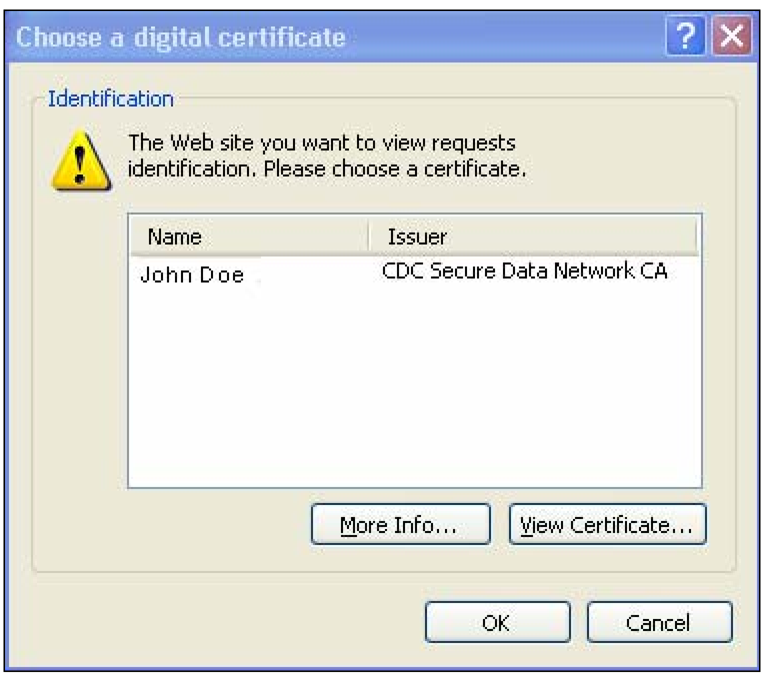
PEMS Login information

1. Follow instructions on previous page to obtain Digital Certificate and Challenge Phrase.

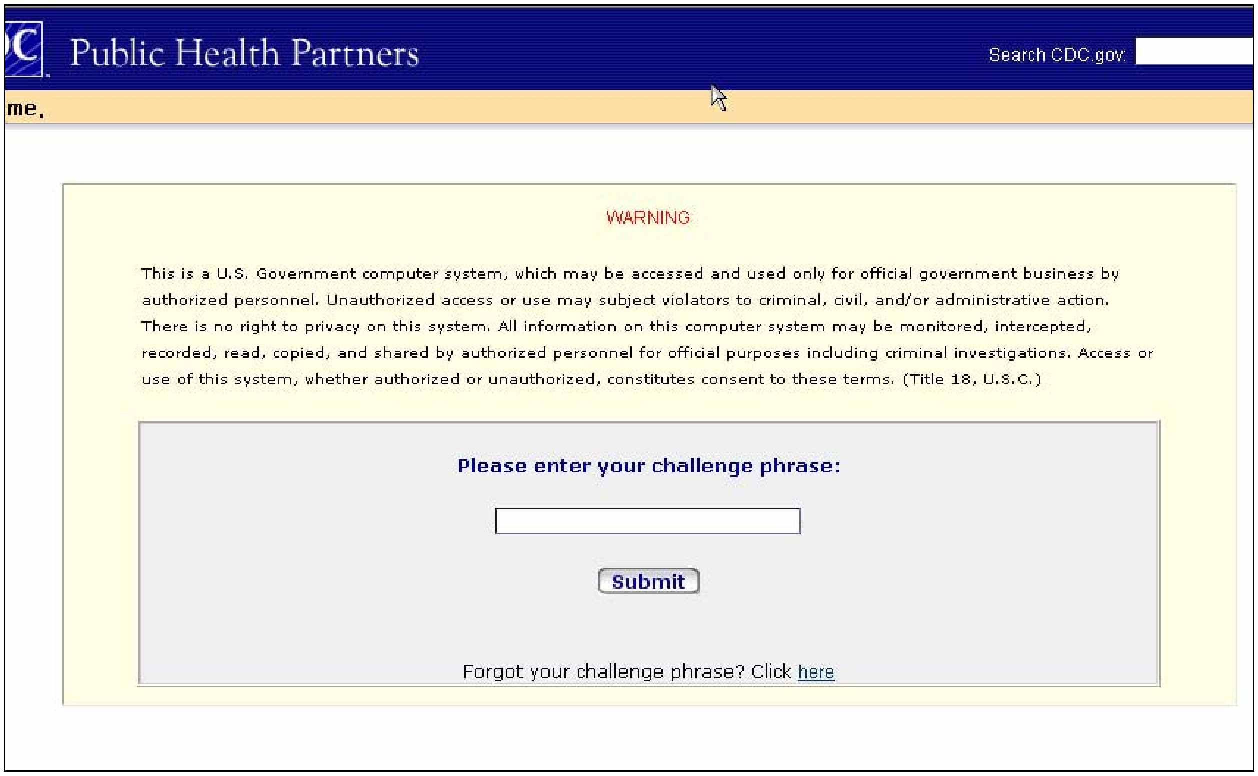
2. Follow instructions on previous pages to load Digital Certificate onto the workstation(s) you will use to access PEMS.

3. Launch Internet Explorer and type https://sdn.cdc.gov in the address field of the browser.

4. You may be prompted to select your digital certificate. If this happens, a pop-up window titled "***Choose a digital certificate***" will display, prompting you to select your digital certificate and click **OK**.



The SDN Challenge Phrase screen displays.



5. In the **Please enter your challenge phrase:** field, type your challenge phrase

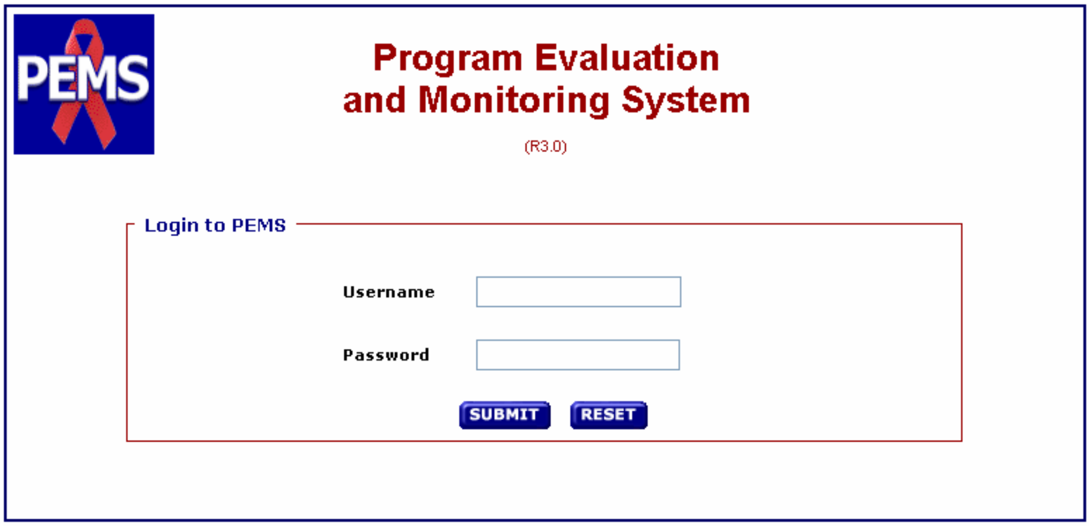
6. Click **SUBMIT**.

> You have three attempts to enter your challenge phrase. After three attempts you will be locked out and will need to wait 20 minutes before attempting to log in again. If you continue to have problems, contact CCID Customer Support (CCID ICS) for additional help.
>
> Phone: 1-877-659-7725
>
> Email: dhapsupport@cdc.gov

The SDN screen displays.

7. Under **My Applications** in the upper left corner, click **PEMS Software**.

8. The PEMS login screen displays.



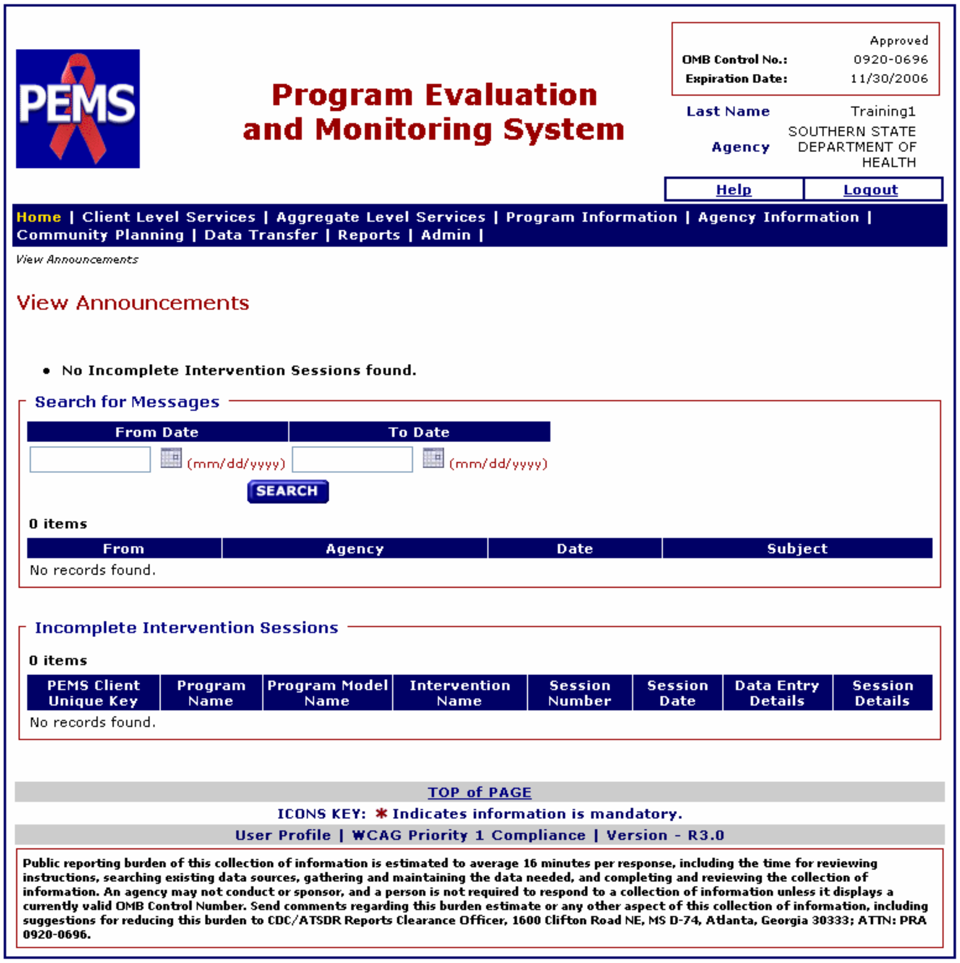
9. Type your **Username** and **Password** provided by your agency's Administrator.

10. Click **SUBMIT**.

> You have three attempts to enter your PEMS login and Password. If you enter your username and/or your password incorrectly three times, your agency's administrator will need to log in, view your user profile and enable your log in before you can attempt to log in again. To avoid getting locked out, close the browser window after two incorrect attempts and open a new browser to begin again.

The *View Announcements* screen displays. The modules and sub modules that display vary based on the user's roles and permissions. The person assigned the Administrator core role in PEMS has permission to add or modify roles for users. See the **Admin** section of this document for more information.

> The Last Name of the user and the agency they are logged into display in the upper right part of the screen.
>
> All incomplete intervention sessions added by the user display at the bottom of the screen in the **Incomplete Intervention Sessions** section. The user can click information in the **Data Entry Details** column to view the session data that is incomplete.



To prevent compromising client data and placing your agency at risk of breaching the Memorandum of Understanding/Rules of Behavior (MOU/ROB):

- Do NOT share your digital certificate or digital certificate login information with others.
- Do NOT distribute your PEMS Username or Password to others.
- Do NOT write your PEMS Username or Password where it can be found by others.
- Do NOT walk away from your computer with the PEMS browser still up. Log off before you leave your computer unattended.
- Do NOT close your browser or shutdown your computer before you log out.
- PEMS will time out after 16 minutes of inactivity. If PEMS times out, you will receive an error message that your session has timed out when interacting with the screen. You will have to log back in to continue.

Log in as a Proxy

Once a user has been assigned proxy permissions, he or she can log in on behalf of the other user and perform all the functions the original user's PEMS permissions allow. Now that we have assigned John Johnson proxy permissions for John Doe, John Johnson can log in on behalf of John Doe and use PEMS. John Johnson does not receive John Doe's username or password. He will log in as himself and use a proxy link to log in on behalf of John Doe.

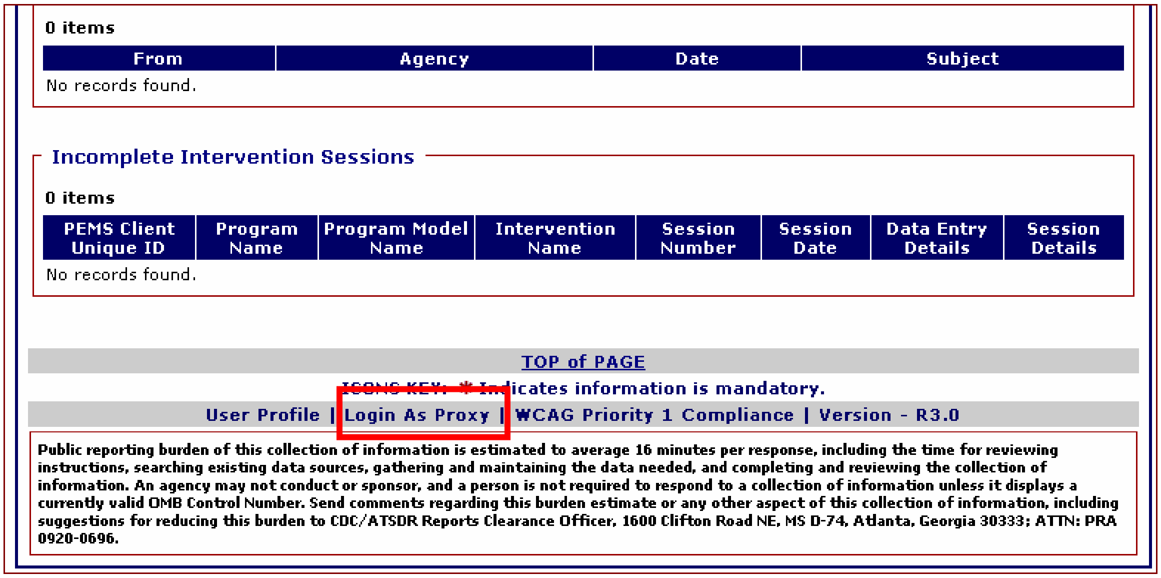
PEMS Core Roles Required

Users that have received proxy permissions can log in as a proxy.

Step > Action

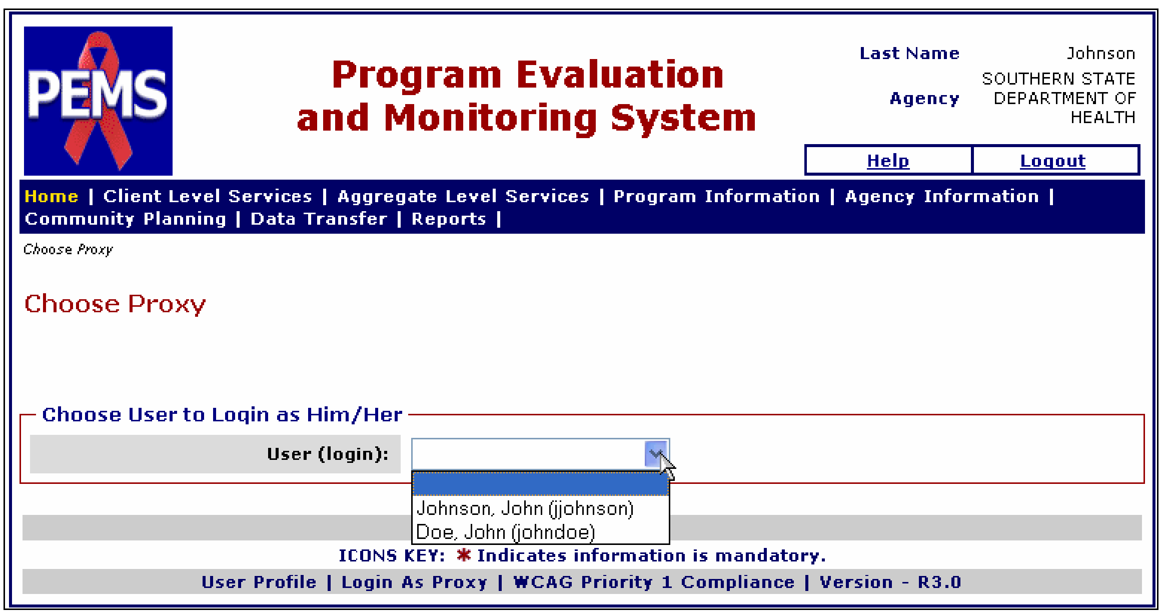
1. Log into PEMS with your username and Password.

The *View Announcements* screen displays.



2. Click **Log in as Proxy** in the footer of the **View Announcements** screen.

The *Choose Proxy* screen displays.

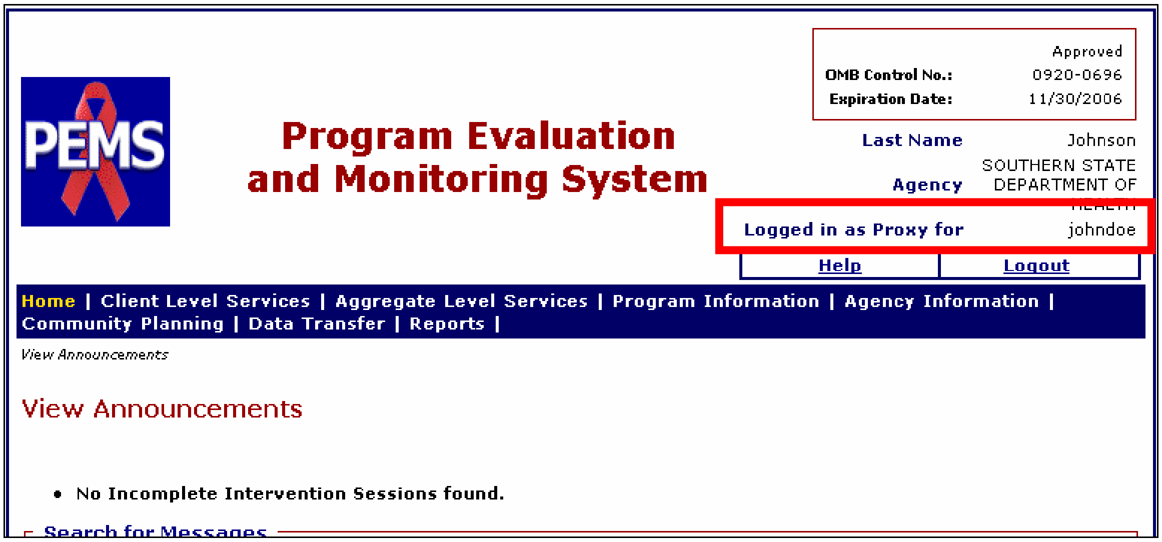


3. In the **Choose User to Login as Him/Her** section, click the **User (login)** drop-down list.
4. A drop-down list displays containing the users for which the participant is a proxy.

> The drop-down list also displays the user’s own name to allow the participant to log in as him or herself.

5. Select the appropriate user from the **User (login)** drop-down list.

The *View Announcements* screen displays showing the participant is now logged on as a proxy user.

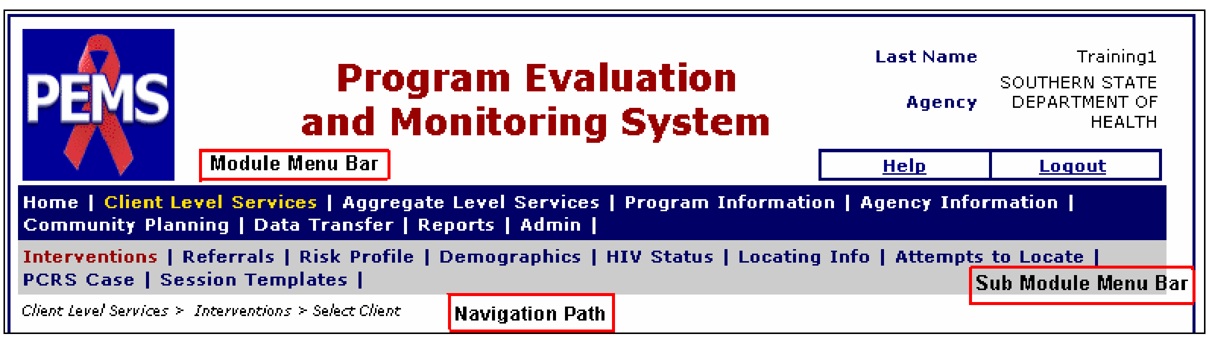


The **Logged in as Proxy for** section at the top right side of the screen displays the name of the person the user is logged in as the proxy. The original user cannot monitor when a user is logged into PEMS using their proxy. All system audit trails will display the original username and not that of the proxy.

Sections of the PEMS screen – User Interface Overview

The PEMS screen has three major sections: Header, body, and footer.

The **Header** section of the PEMS software screen contains the logo, title, and information about the current user. The header also includes the module and sub module menu bar, navigation path, Help and Logout links.



- The **Module Menu Bar** and **Sub Module Menu bar** provide the navigation for the PEMS software. Modules and sub modules display based on the roles and permissions assigned to the user logged in. These are the dark blue (module) and gray bars (sub module) at the top of the screen. Once the user is within a module, the text on the module menu bar displays in yellow. When the user selects a sub module, the text on the sub module menu bar displays in red. The sub modules vary based on the module selected.

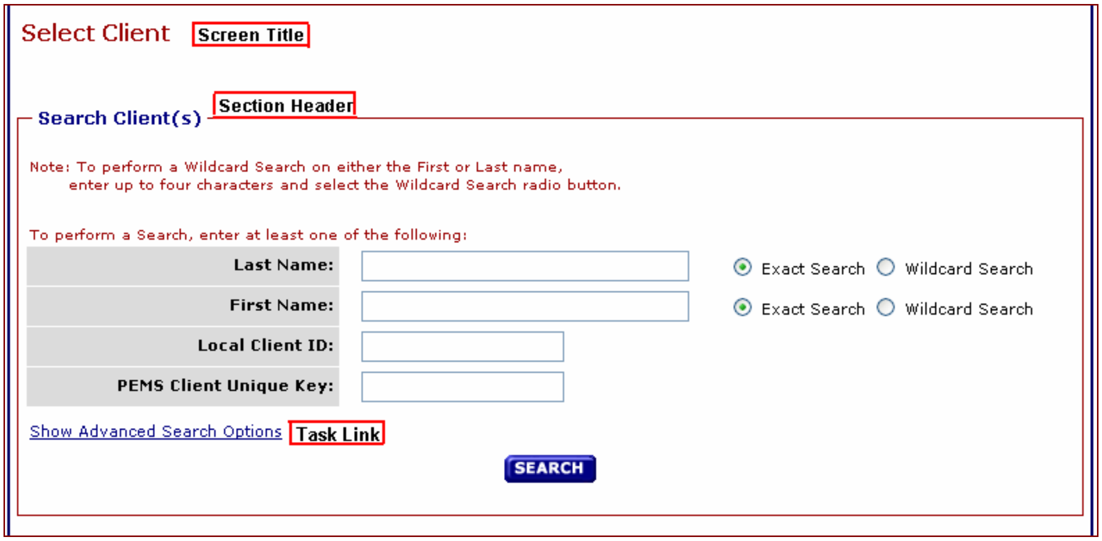
- The navigation path displays the three levels of depths contained within the PEMS software. The first item is the name of the module. The second item is the name of the sub module. The last item is the screen name.

- The name of the user logged in and the name of the agency always display in the top right of the screen.

- **Help** displays in the top right of the screen. This is a link to a help file that will display in a pop-up window. The help file contains a definition for each variable on the screen in alphabetical order. The help files also provide the email address and phone number to CCID Customer Support.

- **Logout** displays in the top right of the screen. This is a link the user should click to log out of PEMS. When the user clicks **Logout,** the PEMS login screen displays.

The **Body** section of the PEMS software screen contains the Screen Title, Section Header, Task Links, and Information Fields.



- A Screen Title is displayed within the body of every screen in PEMS. This allows users to confirm the screen they are working on at any given time.
- Section Headers are labeled on each screen in the body section to separate and group functionality.
- Task links display in the body section and take the users to other PEMS screens for additional functionality.
- Mandatory variables display in the body section of various PEMS screens. These are variables that require the entry of data into a field before being able to save and proceed to the next screen. These mandatory variables are marked with a red asterisk ✱.

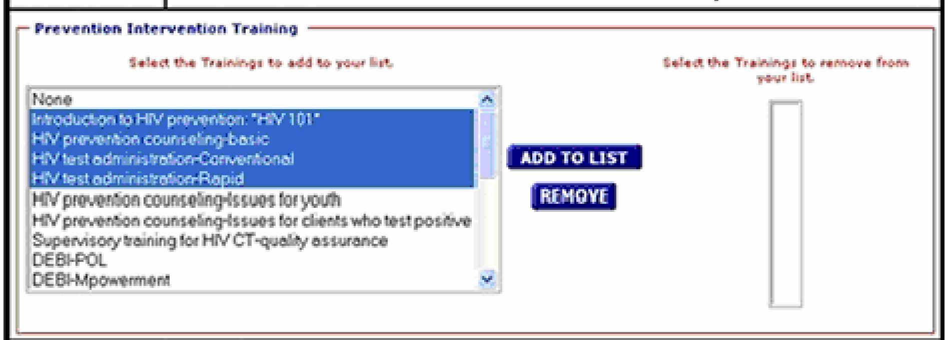
The **Footer** section of the PEMS software screen contains the User Profile and the Web Content Accessibility Guidelines (WCAG) Priority 1 Compliance links. It also displays the current PEMS software version.

1. **TOP of PAGE** provides an immediate link for the user to move to the top of the page without scrolling.
2. The **User Profile** link allows users to view more details of their assigned Roles within the PEMS software and provides a way for the user to change their password.
3. When the **WCAG Priority 1 Compliance** link is clicked, a pop-up window displays with a PEMS compliance statement.
4. The current version of the software always displays in the bottom right of the footer.

PEMS Data Entry Features

Type	View	Description
Text Box	Single line text area	Allows data entry or display.
Text Area	Multiple line text area	Allows data entry or display.
Check Boxes	☐ Option #1 ☐ Option #2	Allows selection of multiple options.
Radio Buttons	○ Yes ◉ No	Allows selection of 1 or more options.
Drop Box	choice #1	Allows selection of only 1 choice.
Button	CANCEL	Executes a PEMS software function.
Links	Logout	Navigates users to another screen.
Labels	Program Name:	Text descriptions of data entry fields.

Type	Description
Multiple Selection Controls	Allow Users to select one or more text options from a main list and 'Add' them to another list. Likewise, entries can be 'Removed' from the newly created list.



Type		Description
Asterisk	*	Indicates mandatory data variables that require the entry of data in the input field in order to save and/or proceed to the next screen.

Do **NOT** use Internet Explorer's Browser Forward or Back Navigation Buttons to go forward or back in the PEMS software. Using these buttons will cause an error and you will have to log out and log back into PEMS. All navigation in PEMS must be done through the module menu bar, the sub module menu bar, or through links on the screen.

Saving Data in PEMS

Saving your work is important in PEMS. Data are not saved until the user clicks a button to save the data. Most screens allow users different ways to save the data.

- **SAVE AND CONTINUE** allows users the ability to save their work and move to the next logical screen to continue entering data.
- **SAVE AND FINISH** allows the user to save their work. At this point the user can either continue entering data on other screens or log out.
- **SAVE AND SUSPEND** allows the user to save the data when they are in the middle of entering data for a process and return to it at a later time (for example, entering client session data).
- **CANCEL** does not save any data entered and automatically moves the user back to the previous screen.

Changing Your Own Password

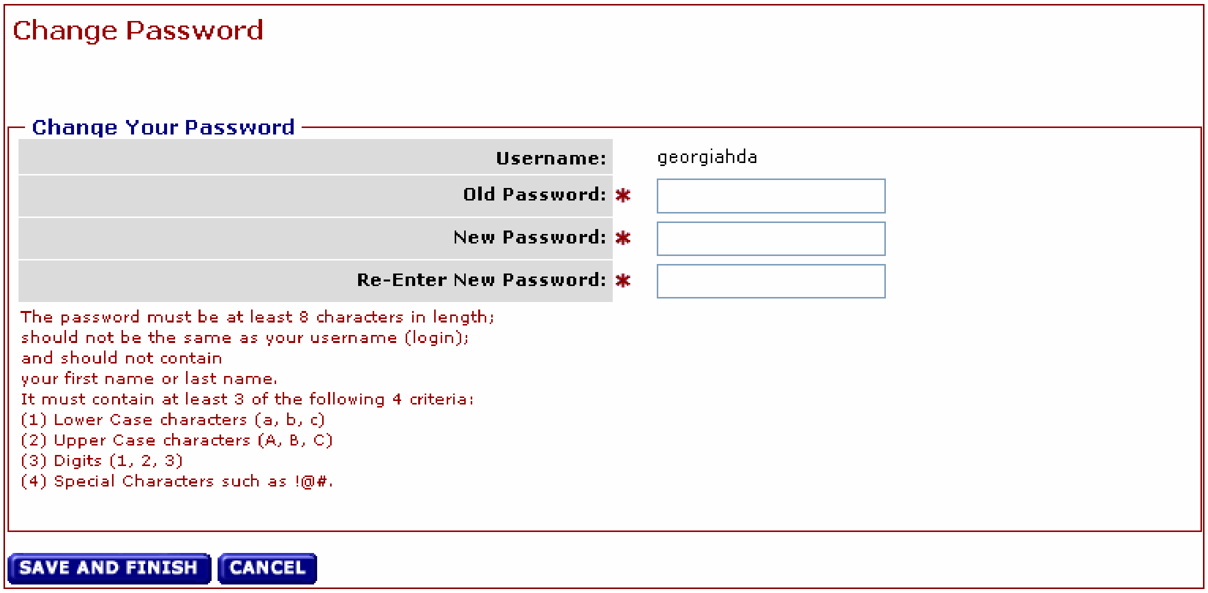
All users should change their password when they receive it and log into PEMS for the first time. PEMS requires unique user names of at least six characters for each user.

1. Log into the PEMS application with current Username and Password.
2. Click **User Profile** in the footer of the screen.

The *User Profile* screen displays with the user's name and agency.

3. Click **Change Password**.

The *Change Password* screen displays



4. In the **Old Password** field, type the current password.
5. In the **New Password** field, type the desired new password (refer to the red text on the screen to verify that the new password meets password guidelines).
6. In the **Re-Enter New Password** field, type the new password again for confirmation.
7. Click **SAVE AND FINISH**.

A message displays that the password has been successfully changed.

PEMS Customer Support

CCID ICS and PEMS Service Center

If you encounter any problems or have any questions you can contact PEMS customer support, which is comprised of representatives from both the CCID ICS and PEMS Service Center. Someone will respond to you either by email or phone and will help resolve your problem. Requests for enhancements to PEMS software should also be reported through PEMS customer support.

> Please note: NO SCREEN SHOTS are to be sent to CDC. All attachments to emails are automatically deleted for security purposes. All information related to the problem or question should be submitted in the body of the email requests and should not include any client level information.

Phone: 1-877-659-7725

Email: dhapsupport@cdc.gov

Fax: 404-639-8642

Admin Module

The Admin Module allows the PEMS Administrator to add users and create permissions that determine the modules each user is able to view and access. **Only users assigned the PEMS Administrator role have access to and may make changes within the Admin Module.*

In the Admin Module the PEMS Administrator can:

- Add new users
- Assign roles to new and existing users
- Maintain roles for a user
- Maintain permissions for a role
- Send an announcement

Users Sub Module

The Users Sub Module allows the PEMS Administrator to:

- Add a new user
- View user information
- Reset forgotten passwords
- Revoke access to the PEMS software
- Assign roles and permissions for a user
- View PEMS user roles and aggregate permission
- Add a PEMS Administrator for a contract agency
- Add and remove a proxy

Determining which PEMS Roles are Appropriate for each User

PEMS Roles define what functionality a user has access to in the system. A role is not a job description. One user may have many roles and multiple users may be assigned the same role. Roles are assigned in PEMS at the module and sub module levels. There are two types of roles in PEMS: PEMS core roles and user-defined roles. Associated with each role in PEMS are permissions which define the level of access for each user.

Permissions

Within PEMS core roles and user-defined roles, there are four levels of permissions that grant users access to the functions within specified modules and sub modules. The following pages show the PEMS core roles and level of permissions assigned to each role. These levels are:

- **View** – allows the user to see information, but not add, edit or delete information
- **Add/Edit** – allows the user to add or edit existing information
- **Delete** – allows the user to edit or delete existing information
- **Manage** – allows the agency administrator to assign this role or modify permissions for users

User-Defined Roles

User-defined roles are created by the agency's administrator. These may be created to view worker reports or when existing core roles do not provide the level of access desired by the agency. User-defined roles cannot be duplicates of the PEMS core roles. When creating user-defined roles, the administrator creates the name and selects the modules and sub modules to which the user-defined role will have access. The user-defined role also identifies the level of permission the role includes to utilize specific PEMS functionality.

PEMS Core Roles

PEMS core roles are those roles that already exist in PEMS for specific modules with certain levels of permissions built into them. PEMS core roles cannot be edited; however, these roles were designed with user needs in mind and are likely to provide the appropriate levels of permissions for the majority of an agency's needs. Core roles simplify PEMS administration in that you simply select preset roles for particular users. The following table lists each of the core roles in PEMS and provides a description of the functionality to which the role has access.

Core Roles	Functionality and Tasks
PEMS Administrator	Manages administration of users, roles, and permissions within an agency. The PEMS administrator role can also create announcements and create contract agency administrators.
Agency Budget Information	Maintains program award data for the agency
Agency Information	Maintains all agency information data (address, contacts, workers, sites, excluding the program awards data)
Aggregate HC/PI	Maintains Aggregate HC/PI intervention data
Aggregate HERR/OR	Maintains Aggregate HERR/OR intervention data
Aggregate Services	Maintains all Aggregate intervention data
CRCS	Maintains Comprehensive Risk Counseling and Service Intervention data (does not include CTR or PCRS intervention data)
CTR	Maintains Counseling, Testing and Referral data (does not include PCRS or CRCS intervention data).
Client HERR	Maintains DEBI intervention data (does not include PCRS, CRCS or CTR intervention data)
Client Service	Maintains all Client Service intervention data (including CRCS, CTR, and PCRS)
Community Planning	Maintains all community planning data
Data Transfer	Maintains all data extract requests, data sharing permissions with other agencies and data submission parameters to CDC; Also provides access to the Scanning Import Sub Module for those agencies that have implemented a scanning solution
PCRS	Maintains PCRS intervention data (does not include to CRCS or CTR)
Program Budget Information	Maintains program model budget information data that is entered at the end of the year to determine how the program model funding was spent
Program Information	Maintains all program information data, including the program, program model, interventions, additional target populations and program model templates
Quality Assurance	Under the Reports Module, allows the generation of two quality assurance reports for agency data, and/or the data shared by contract agencies

Descriptions of PEMS core roles, their permissions, and module/sub module access are provided below.

Agency Budget Role

View Priority-1 Compliant Page

Role Name: Agency Budget Role

Program Information		View	Add/Edit	Delete	Manage
	Program Details	Yes			
	Program Model Details	Yes			
	Program Model Templates	Yes			
	Intervention Details	Yes			
	Additional Target Populations	Yes			
	Program Model Budget Information	Yes			
Agency Information		**View**	**Add/Edit**	**Delete**	**Manage**
	Agency Details	Yes			
	Workers	Yes			
	Sites	Yes			
	Contract Agencies	Yes			
	Program Awards	Yes	Yes	Yes	
Community Planning		**View**	**Add/Edit**	**Delete**	**Manage**
	Comprehensive HIV Prevention Plan	Yes			
Reports		**View**	**Add/Edit**	**Delete**	**Manage**
	Agency and Program Plan	Yes	Yes	Yes	
	PCRS Case	Yes	Yes	Yes	
	Referral and Recruitment	Yes	Yes	Yes	

Access Level for Interventions

Intervention Types	View	Add/Edit	Delete	Manage
No records found.				

Agency Information Role

View Priority-1 Compliant Page

Role Name: Agency Information Role

Program Information		View	Add/Edit	Delete	Manage
	Program Details	Yes			
	Program Model Details	Yes			
	Program Model Templates	Yes			
	Intervention Details	Yes			
	Additional Target Populations	Yes			
	Program Model Budget Information	Yes			
Agency Information		**View**	**Add/Edit**	**Delete**	**Manage**
	Agency Details	Yes	Yes	Yes	
	Workers	Yes	Yes	Yes	
	Sites	Yes	Yes	Yes	
	Contract Agencies	Yes	Yes	Yes	
	Network Agencies	Yes	Yes	Yes	
Community Planning		**View**	**Add/Edit**	**Delete**	**Manage**
	Comprehensive HIV Prevention Plan	Yes			
Reports		**View**	**Add/Edit**	**Delete**	**Manage**
	Agency and Program Plan	Yes	Yes	Yes	

Access Level for Interventions

Intervention Types	View	Add/Edit	Delete	Manage
No records found.				

Aggregate HC/PI

View Priority-1 Compliant Page

Role Name: **Aggregate HCPI Role**

Aggregate Level Services		View	Add/Edit	Delete	Manage
	Interventions	Yes	Yes	Yes	
	Referrals	Yes	Yes	Yes	
Program Information		**View**	**Add/Edit**	**Delete**	**Manage**
	Program Details	Yes			
	Program Model Details	Yes			
	Program Model Templates	Yes			
	Intervention Details	Yes			
	Additional Target Populations	Yes			
	Program Model Budget Information	Yes			
Agency Information		**View**	**Add/Edit**	**Delete**	**Manage**
	Agency Details	Yes			
	Workers	Yes	Yes		
	Sites	Yes	Yes		
	Contract Agencies	Yes			
	Program Awards	Yes			
	Network Agencies	Yes	Yes		
Community Planning		**View**	**Add/Edit**	**Delete**	**Manage**
	Comprehensive HIV Prevention Plan	Yes			
Data Transfer		**View**	**Add/Edit**	**Delete**	**Manage**
	Extract	Yes			
Reports		**View**	**Add/Edit**	**Delete**	**Manage**
	Agency and Program Plan	Yes	Yes		
	PCRS Case	Yes	Yes		
	Referral and Recruitment	Yes	Yes		
	Aggregate Level Services	Yes	Yes		

Access Level for Interventions

Intervention Types	View	Add/Edit	Delete	Manage
Health Communication/Public Information	Yes	Yes	Yes	

Aggregate HERR/OR

View Priority-1 Compliant Page

Role Name: **Aggregate HERR/OR Role**

Aggregate Level Services		View	Add/Edit	Delete	Manage
	Interventions	Yes	Yes	Yes	
	Referrals	Yes	Yes	Yes	
Program Information		**View**	**Add/Edit**	**Delete**	**Manage**
	Program Details	Yes			
	Program Model Details	Yes			
	Program Model Templates	Yes			
	Intervention Details	Yes			
	Additional Target Populations	Yes			
	Program Model Budget Information	Yes			
Agency Information		**View**	**Add/Edit**	**Delete**	**Manage**
	Agency Details	Yes			
	Workers	Yes	Yes		
	Sites	Yes	Yes		
	Contract Agencies	Yes			
	Program Awards	Yes			
	Network Agencies	Yes	Yes		
Community Planning		**View**	**Add/Edit**	**Delete**	**Manage**
	Comprehensive HIV Prevention Plan	Yes			
Data Transfer		**View**	**Add/Edit**	**Delete**	**Manage**
	Extract	Yes			
Reports		**View**	**Add/Edit**	**Delete**	**Manage**
	Agency and Program Plan	Yes	Yes		
	PCRS Case	Yes	Yes		
	Referral and Recruitment	Yes	Yes		
	Aggregate Level Services	Yes	Yes		

Access Level for Interventions

Intervention Types	View	Add/Edit	Delete	Manage
Outreach	Yes	Yes	Yes	
Health Education/Risk Reduction	Yes	Yes	Yes	

Aggregate Service Role

View Priority-1 Compliant Page

Role Name: Aggregate Service Role

Client Level Services		View	Add/Edit	Delete	Manage
	Interventions	Yes			
	Referrals	Yes			
	Risk Profile	Yes			
	Demographics	Yes			
	HIV Status	Yes			
	Locating Info	Yes			
	Attempts to Locate	Yes			
	PCRS Case	Yes			
	Session Templates	Yes	Yes		
Aggregate Level Services		**View**	**Add/Edit**	**Delete**	**Manage**
	Interventions	Yes	Yes	Yes	
	Referrals	Yes	Yes	Yes	
Program Information		**View**	**Add/Edit**	**Delete**	**Manage**
	Program Details	Yes			
	Program Model Details	Yes			
	Program Model Templates	Yes			
	Intervention Details	Yes			
	Additional Target Populations	Yes			
	Program Model Budget Information	Yes			
Agency Information		**View**	**Add/Edit**	**Delete**	**Manage**
	Agency Details	Yes			
	Workers	Yes	Yes		
	Sites	Yes	Yes		
	Contract Agencies	Yes			
	Program Awards	Yes			
	Network Agencies	Yes	Yes		
Community Planning		**View**	**Add/Edit**	**Delete**	**Manage**
	Comprehensive HIV Prevention Plan	Yes			
Data Transfer		**View**	**Add/Edit**	**Delete**	**Manage**
	Extract	Yes	Yes	Yes	
	Data Sharing	Yes	Yes	Yes	
	Data Submission	Yes	Yes	Yes	
Reports		**View**	**Add/Edit**	**Delete**	**Manage**
	Agency and Program Plan	Yes	Yes		
	Referral and Recruitment	Yes	Yes		
	Aggregate Level Services	Yes	Yes		

Access Level for Interventions

Intervention Types	View	Add/Edit	Delete	Manage
Counseling, Testing and Referral	Yes			
Health Communication/Public Information	Yes	Yes	Yes	
Partner Counseling and Referral Services	Yes			
Prevention Case Management	Yes			
Outreach	Yes	Yes	Yes	
Health Education/Risk Reduction	Yes	Yes	Yes	
Other	Yes			

CRCS Role

View Priority-1 Compliant Page

Role Name: **CRCS Role**

Client Level Services		View	Add/Edit	Delete	Manage
	Interventions	Yes	Yes	Yes	
	Referrals	Yes	Yes	Yes	
	Risk Profile	Yes	Yes	Yes	
	Demographics	Yes	Yes	Yes	
	HIV Status	Yes	Yes	Yes	
	Locating Info	Yes	Yes	Yes	
	Attempts to Locate	Yes	Yes	Yes	
Program Information		**View**	**Add/Edit**	**Delete**	**Manage**
	Program Details	Yes			
	Program Model Details	Yes			
	Program Model Templates	Yes			
	Intervention Details	Yes			
	Additional Target Populations	Yes			
	Program Model Budget Information	Yes			
Agency Information		**View**	**Add/Edit**	**Delete**	**Manage**
	Agency Details	Yes			
	Workers	Yes	Yes		
	Sites	Yes	Yes		
	Contract Agencies	Yes			
	Program Awards	Yes			
	Network Agencies	Yes	Yes		
Community Planning		**View**	**Add/Edit**	**Delete**	**Manage**
	Comprehensive HIV Prevention Plan	Yes			
Data Transfer		**View**	**Add/Edit**	**Delete**	**Manage**
	Extract	Yes	Yes	Yes	
	Data Sharing	Yes	Yes	Yes	
	Data Submission	Yes	Yes	Yes	
Reports		**View**	**Add/Edit**	**Delete**	**Manage**
	Agency and Program Plan	Yes	Yes		
	Referral and Recruitment	Yes	Yes		
	Other Client Level Services	Yes	Yes		

Access Level for Interventions

Intervention Types	View	Add/Edit	Delete	Manage
Prevention Case Management	Yes	Yes	Yes	

CTR Role

View Priority-1 Compliant Page

Role Name: CTR Role

Client Level Services		View	Add/Edit	Delete	Manage
	Interventions	Yes	Yes	Yes	
	Referrals	Yes	Yes	Yes	
	Risk Profile	Yes	Yes	Yes	
	Demographics	Yes	Yes	Yes	
	HIV Status	Yes	Yes	Yes	
	Locating Info	Yes	Yes	Yes	
	Attempts to Locate	Yes	Yes	Yes	
	Session Templates	Yes	Yes	Yes	
Program Information		**View**	**Add/Edit**	**Delete**	**Manage**
	Program Details	Yes			
	Program Model Details	Yes			
	Program Model Templates	Yes			
	Intervention Details	Yes			
	Additional Target Populations	Yes			
	Program Model Budget Information	Yes			
Agency Information		**View**	**Add/Edit**	**Delete**	**Manage**
	Agency Details	Yes			
	Workers	Yes	Yes		
	Sites	Yes	Yes		
	Contract Agencies	Yes			
	Program Awards	Yes			
	Network Agencies	Yes	Yes		
Community Planning		**View**	**Add/Edit**	**Delete**	**Manage**
	Comprehensive HIV Prevention Plan	Yes			
Data Transfer		**View**	**Add/Edit**	**Delete**	**Manage**
	Extract	Yes	Yes	Yes	
	Data Sharing	Yes	Yes	Yes	
	Data Submission	Yes	Yes	Yes	
	Scanning Import	Yes	Yes	Yes	
Reports		**View**	**Add/Edit**	**Delete**	**Manage**
	Agency and Program Plan	Yes	Yes		
	Referral and Recruitment	Yes	Yes		
	CTR	Yes	Yes		
	Other Client Level Services	Yes	Yes		

Access Level for Interventions

Intervention Types	View	Add/Edit	Delete	Manage
Counseling, Testing and Referral	Yes	Yes	Yes	

Client HERR Role

View Priority-1 Compliant Page

Role Name: **Client HERR Role**

Client Level Services		View	Add/Edit	Delete	Manage
	Interventions	Yes	Yes	Yes	
	Referrals	Yes	Yes	Yes	
	Risk Profile	Yes	Yes	Yes	
	Demographics	Yes	Yes	Yes	
	HIV Status	Yes	Yes	Yes	
	Locating Info	Yes	Yes	Yes	
	Attempts to Locate	Yes	Yes	Yes	
	Session Templates	Yes	Yes	Yes	
Aggregate Level Services		**View**	**Add/Edit**	**Delete**	**Manage**
	Interventions	Yes			
	Referrals	Yes			
Program Information		**View**	**Add/Edit**	**Delete**	**Manage**
	Program Details	Yes			
	Program Model Details	Yes			
	Program Model Templates	Yes			
	Intervention Details	Yes			
	Additional Target Populations	Yes			
	Program Model Budget Information	Yes			
Agency Information		**View**	**Add/Edit**	**Delete**	**Manage**
	Agency Details	Yes			
	Workers	Yes	Yes		
	Sites	Yes	Yes		
	Contract Agencies	Yes			
	Program Awards	Yes			
	Network Agencies	Yes	Yes		
Community Planning		**View**	**Add/Edit**	**Delete**	**Manage**
	Comprehensive HIV Prevention Plan	Yes			
Data Transfer		**View**	**Add/Edit**	**Delete**	**Manage**
	Extract	Yes			
Reports		**View**	**Add/Edit**	**Delete**	**Manage**
	Agency and Program Plan	Yes	Yes		
	Referral and Recruitment	Yes	Yes		
	Other Client Level Services	Yes	Yes		

Access Level for Interventions

Intervention Types	View	Add/Edit	Delete	Manage

No records found.

Client Service Role

View Priority-1 Compliant Page

Role Name: Client Service Role

Client Level Services		View	Add/Edit	Delete	Manage
	Interventions	Yes	Yes	Yes	
	Referrals	Yes	Yes	Yes	
	Risk Profile	Yes	Yes	Yes	
	Demographics	Yes	Yes	Yes	
	HIV Status	Yes	Yes	Yes	
	Locating Info	Yes	Yes	Yes	
	Attempts to Locate	Yes	Yes	Yes	
	PCRS Case	Yes	Yes	Yes	
	Session Templates	Yes	Yes	Yes	
Aggregate Level Services		**View**	**Add/Edit**	**Delete**	**Manage**
	Interventions	Yes			
	Referrals	Yes			
Program Information		**View**	**Add/Edit**	**Delete**	**Manage**
	Program Details	Yes			
	Program Model Details	Yes			
	Program Model Templates	Yes			
	Intervention Details	Yes			
	Additional Target Populations	Yes			
	Program Model Budget Information	Yes			
Agency Information		**View**	**Add/Edit**	**Delete**	**Manage**
	Agency Details	Yes			
	Workers	Yes	Yes		
	Sites	Yes	Yes		
	Contract Agencies	Yes			
	Program Awards	Yes			
	Network Agencies	Yes	Yes		
Community Planning		**View**	**Add/Edit**	**Delete**	**Manage**
	Comprehensive HIV Prevention Plan	Yes			
Data Transfer		**View**	**Add/Edit**	**Delete**	**Manage**
	Extract	Yes	Yes	Yes	
	Data Sharing	Yes	Yes	Yes	
	Data Submission	Yes	Yes	Yes	
	Scanning Import	Yes	Yes	Yes	
Reports		**View**	**Add/Edit**	**Delete**	**Manage**
	Agency and Program Plan	Yes	Yes		
	PCRS Case	Yes	Yes		
	Referral and Recruitment	Yes	Yes		
	CTR	Yes	Yes		
	Other Client Level Services	Yes	Yes		

Access Level for Interventions

Intervention Types	View	Add/Edit	Delete	Manage
Counseling, Testing and Referral	Yes	Yes	Yes	
Health Communication/Public Information	Yes			
Partner Counseling and Referral Services	Yes	Yes	Yes	
Prevention Case Management	Yes	Yes	Yes	
Outreach	Yes	Yes	Yes	
Health Education/Risk Reduction	Yes	Yes	Yes	
Other	Yes	Yes	Yes	

Community Planning Role

View Priority-1 Compliant Page

Role Name: **Community Planning Role**

Program Information		View	Add/Edit	Delete	Manage
	Program Details	Yes			
	Program Model Details	Yes			
	Program Model Templates	Yes			
	Intervention Details	Yes			
	Additional Target Populations	Yes			
	Program Model Budget Information	Yes			
Agency Information		**View**	**Add/Edit**	**Delete**	**Manage**
	Agency Details	Yes			
	Workers	Yes			
	Sites	Yes			
	Contract Agencies	Yes			
Community Planning		**View**	**Add/Edit**	**Delete**	**Manage**
	Comprehensive HIV Prevention Plan	Yes	Yes	Yes	
Reports		**View**	**Add/Edit**	**Delete**	**Manage**
	Agency and Program Plan	Yes	Yes	Yes	

Access Level for Interventions

Intervention Types	View	Add/Edit	Delete	Manage

No records found.

Data Transfer Role

View Priority-1 Compliant Page

Role Name: **Data Transfer Role**

Data Transfer		View	Add/Edit	Delete	Manage
	Extract	Yes	Yes	Yes	
	Data Sharing	Yes	Yes	Yes	
	Data Submission	Yes	Yes	Yes	
	Scanning Import	Yes	Yes	Yes	

Access Level for Interventions

Intervention Types	View	Add/Edit	Delete	Manage

No records found.

PRCS Role

View Priority-1 Compliant Page

Role Name: **PCRS Role**

Client Level Services		View	Add/Edit	Delete	Manage
	Interventions	Yes	Yes	Yes	
	Referrals	Yes	Yes	Yes	
	Risk Profile	Yes	Yes	Yes	
	Demographics	Yes	Yes	Yes	
	HIV Status	Yes	Yes	Yes	
	Locating Info	Yes	Yes	Yes	
	Attempts to Locate	Yes	Yes	Yes	
	PCRS Case	Yes	Yes	Yes	
	Session Templates	Yes	Yes	Yes	
Program Information		**View**	**Add/Edit**	**Delete**	**Manage**
	Program Details	Yes			
	Program Model Details	Yes			
	Program Model Templates	Yes			
	Intervention Details	Yes			
	Additional Target Populations	Yes			
	Program Model Budget Information	Yes			
Agency Information		**View**	**Add/Edit**	**Delete**	**Manage**
	Agency Details	Yes			
	Workers	Yes	Yes		
	Sites	Yes	Yes		
	Contract Agencies	Yes			
	Program Awards	Yes			
	Network Agencies	Yes	Yes		
Community Planning		**View**	**Add/Edit**	**Delete**	**Manage**
	Comprehensive HIV Prevention Plan	Yes			
Data Transfer		**View**	**Add/Edit**	**Delete**	**Manage**
	Extract	Yes			
	Data Sharing	Yes			
	Data Submission	Yes			
Reports		**View**	**Add/Edit**	**Delete**	**Manage**
	Agency and Program Plan	Yes	Yes		
	PCRS Case	Yes	Yes		
	Referral and Recruitment	Yes	Yes		
	Other Client Level Services	Yes	Yes		

Access Level for Interventions

Intervention Types	View	Add/Edit	Delete	Manage
Partner Counseling and Referral Services	Yes	Yes	Yes	

Program Budget Information Role

View Priority-1 Compliant Page

Role Name: **Program Budget Information Role**

Program Information		View	Add/Edit	Delete	Manage
	Program Details	Yes			
	Program Model Details	Yes			
	Program Model Templates	Yes			
	Intervention Details	Yes			
	Additional Target Populations	Yes			
	Program Model Budget Information	Yes	Yes	Yes	
Agency Information		**View**	**Add/Edit**	**Delete**	**Manage**
	Agency Details	Yes			
	Workers	Yes			
	Sites	Yes			
	Contract Agencies	Yes			
Community Planning		**View**	**Add/Edit**	**Delete**	**Manage**
	Comprehensive HIV Prevention Plan	Yes			
Reports		**View**	**Add/Edit**	**Delete**	**Manage**
	Agency and Program Plan	Yes	Yes	Yes	

Access Level for Interventions

Intervention Types	View	Add/Edit	Delete	Manage
No records found.				

Program Information Role

View Priority-1 Compliant Page

Role Name: **Program Information Role**

Program Information		View	Add/Edit	Delete	Manage
	Program Details	Yes	Yes	Yes	
	Program Model Details	Yes	Yes	Yes	
	Program Model Templates	Yes	Yes	Yes	
	Intervention Details	Yes	Yes	Yes	
	Additional Target Populations	Yes	Yes	Yes	
Agency Information		**View**	**Add/Edit**	**Delete**	**Manage**
	Agency Details	Yes			
	Workers	Yes			
	Sites	Yes			
	Contract Agencies	Yes			
Community Planning		**View**	**Add/Edit**	**Delete**	**Manage**
	Comprehensive HIV Prevention Plan	Yes			
Reports		**View**	**Add/Edit**	**Delete**	**Manage**
	Agency and Program Plan	Yes	Yes	Yes	

Access Level for Interventions

Intervention Types	View	Add/Edit	Delete	Manage
No records found.				

QA role

View Priority-1 Compliant Page

Role Name: **QA Role**

Reports		View	Add/Edit	Delete	Manage
	Quality Assurance	Yes	Yes	Yes	

Access Level for Interventions

Intervention Types	View	Add/Edit	Delete	Manage
No records found.				

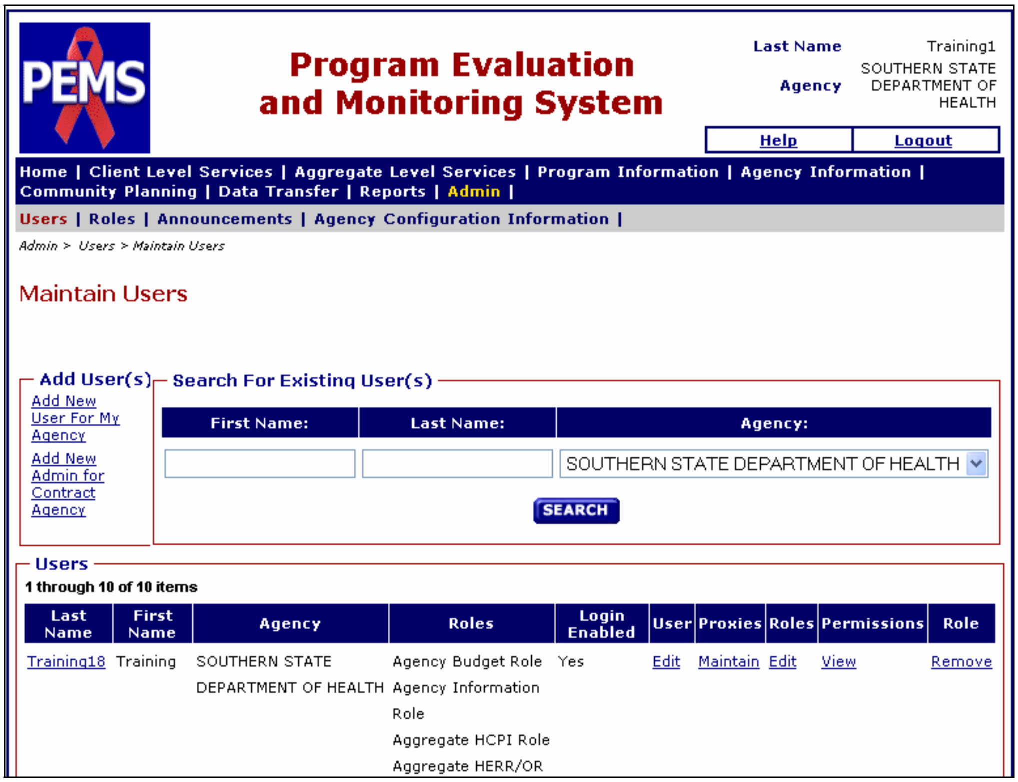
Add a New User in Own Agency and Assign PEMS Roles

For a user to be able to access PEMS, the user must be added to PEMS, assigned roles and permissions and receive a Username and Password. The roles and permissions assigned to the user will determine the specific modules and sub modules the user will be able to view and access while working in PEMS. *Only users assigned the PEMS Administrator role can add new users and assign roles.

Step > Action

1. Click **Admin** on the module menu bar.

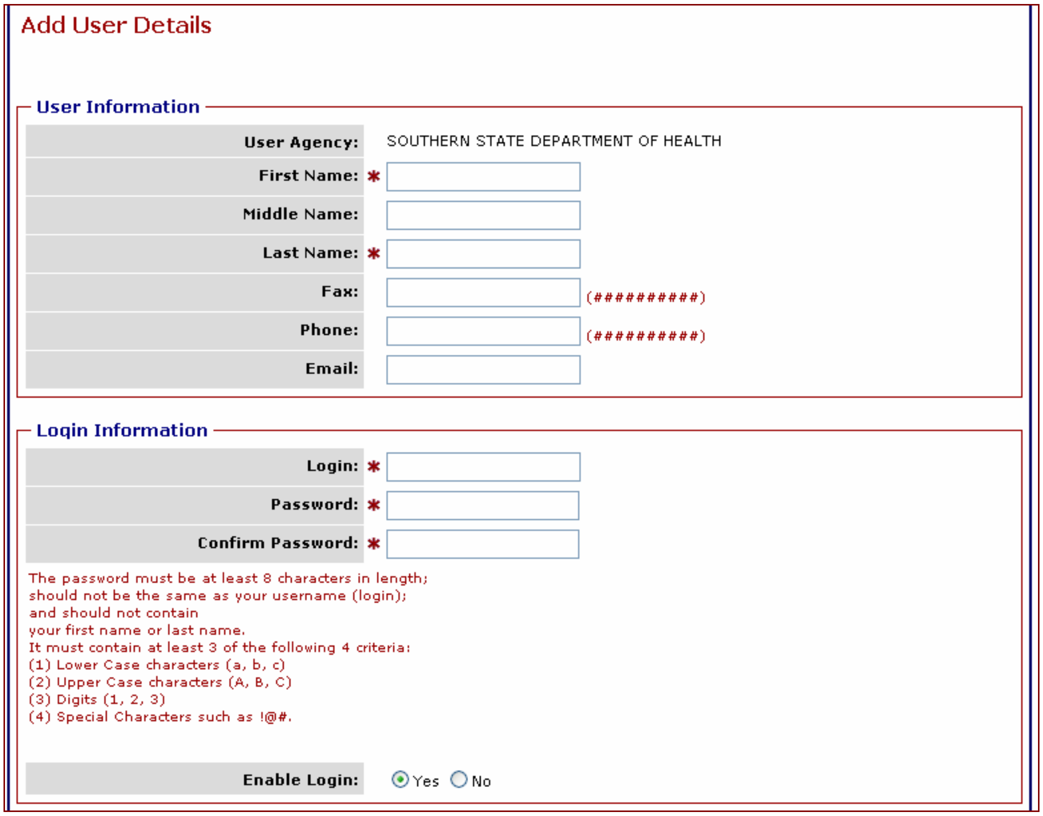
The *Maintain Users* screen displays.



> Before a new user can be added into PEMS, the system demands that a search for users with the same first and last name be performed to avoid a duplicate entry. Users are never deleted from the system. However, a user can be inactive in the system and not have access to a digital certificate, username or password, but the user record will always remain in PEMS. You can search for all users within an agency by selecting the agency name from the drop-down list in the **Search for Existing User(s)** section and clicking SEARCH. All users for the agency will display.

2. In the **Search for Existing User(s)** section, type first and last names of the user.
3. Click **SEARCH**.
4. If the search results show **0 items found**, continue with step 6.
5. If the search returns a duplicate entry, determine if the user displayed is indeed the same. If it is, stop here. This user already has a username and password. For more information on how to reset this user's password, click here. If not, continue to step 6.
6. Click **Add New User For My Agency** in the **Add User(s)** section.

The *Add User Details* screen displays.


Add User Details

User Information

User Agency:	SOUTHERN STATE DEPARTMENT OF HEALTH
First Name: *	
Middle Name:	
Last Name: *	
Fax:	(##########)
Phone:	(##########)
Email:	

Login Information

Login: *	
Password: *	
Confirm Password: *	

The password must be at least 8 characters in length;
should not be the same as your username (login);
and should not contain
your first name or last name.
It must contain at least 3 of the following 4 criteria:
(1) Lower Case characters (a, b, c)
(2) Upper Case characters (A, B, C)
(3) Digits (1, 2, 3)
(4) Special Characters such as !@#.

Enable Login:	Yes No

* Indicates a mandatory field that must be completed.

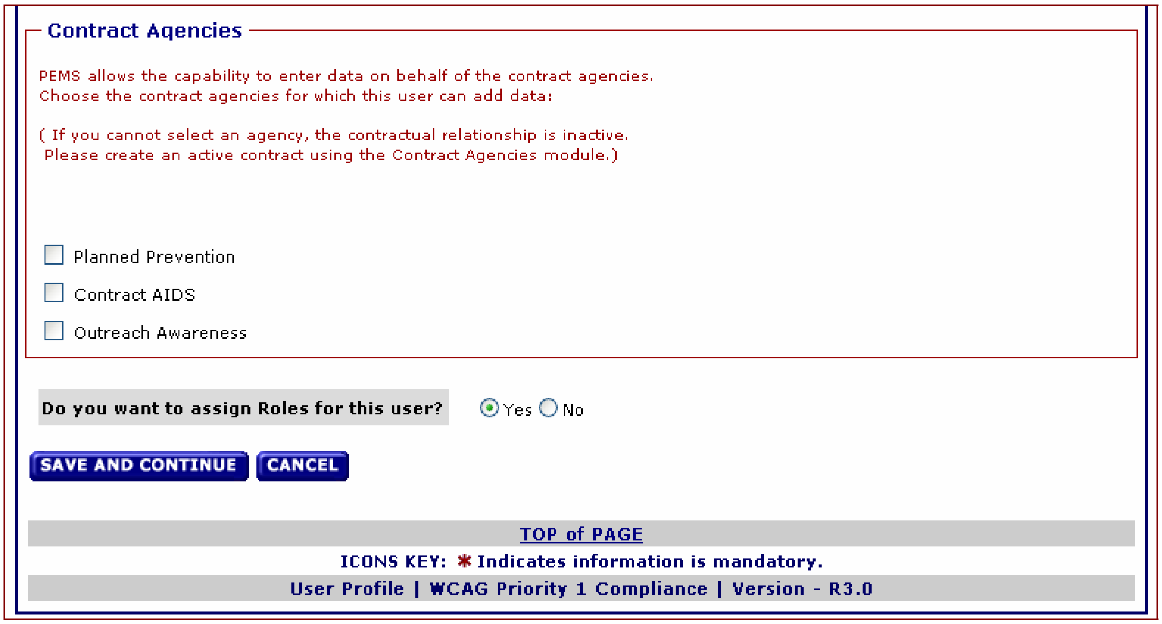
7. In the **First Name** and **Last Name** fields, type the user's first and last names.
8. In the **Login** field, type a unique login for the user. (The password must be at least 8 characters)
9. In the **Password** field, type a password.
10. In the **Confirm Password** field, type the password again.

PEMS login ID and passwords must meet the following guidelines:

The password must be at least 8 characters in length;
should not be the same as your username (login);
and should not contain
your first name or last name.
It must contain at least 3 of the following 4 criteria:
(1) Lower Case characters (a, b, c)
(2) Upper Case characters (A, B, C)
(3) Digits (1, 2, 3)
(4) Special Characters such as !@#.

11. Click **Yes** for Enable Login.

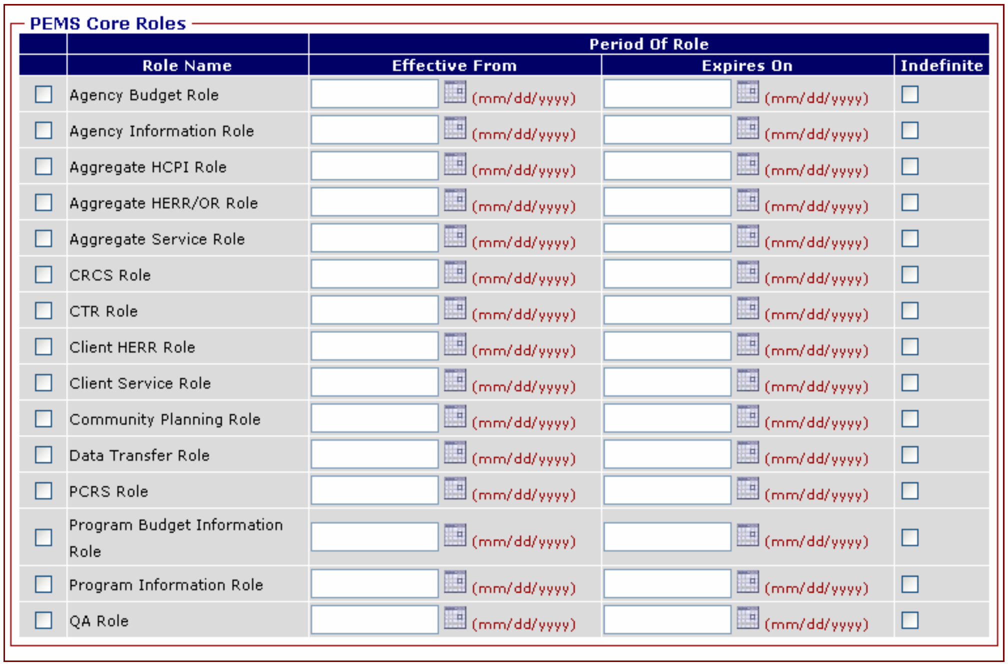
> If a user enters their PEMS login and Password incorrectly three times, they will be locked out of the system. This automatically defaults the user's Enable Login status to "No" as a security measure. The PEMS Administrator must log into PEMS, search for the user's profile and click "Yes" for Enable Login. Once SAVE has been clicked by the PEMS Administrator, the user can attempt to log in again.



12. If applicable, select the contract agency checkbox at the bottom of the screen allowing the user to enter data on behalf of the contact agency. This only displays for those contract agencies that do not have PEMS administrators.
13. Select **Yes** for **Do you want to assign Roles for this user?**
14. Click **SAVE AND CONTINUE**.

The *Assign Roles to User* screen displays, indicating the new user has been added successfully.

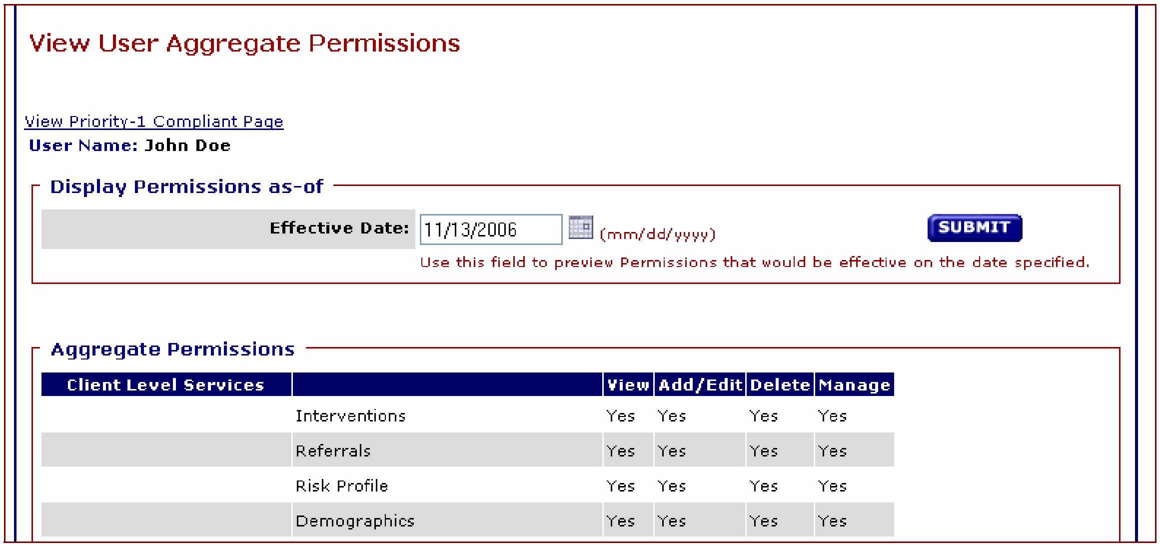
> The Assign Roles User screen allows you to assign the PEMS Administrator role, core roles, and user-defined roles.


PEMS Core Roles

	Role Name	Period Of Role: Effective From	Period Of Role: Expires On	Indefinite
☐	Agency Budget Role	(mm/dd/yyyy)	(mm/dd/yyyy)	☐
☐	Agency Information Role	(mm/dd/yyyy)	(mm/dd/yyyy)	☐
☐	Aggregate HCPI Role	(mm/dd/yyyy)	(mm/dd/yyyy)	☐
☐	Aggregate HERR/OR Role	(mm/dd/yyyy)	(mm/dd/yyyy)	☐
☐	Aggregate Service Role	(mm/dd/yyyy)	(mm/dd/yyyy)	☐
☐	CRCS Role	(mm/dd/yyyy)	(mm/dd/yyyy)	☐
☐	CTR Role	(mm/dd/yyyy)	(mm/dd/yyyy)	☐
☐	Client HERR Role	(mm/dd/yyyy)	(mm/dd/yyyy)	☐
☐	Client Service Role	(mm/dd/yyyy)	(mm/dd/yyyy)	☐
☐	Community Planning Role	(mm/dd/yyyy)	(mm/dd/yyyy)	☐
☐	Data Transfer Role	(mm/dd/yyyy)	(mm/dd/yyyy)	☐
☐	PCRS Role	(mm/dd/yyyy)	(mm/dd/yyyy)	☐
☐	Program Budget Information Role	(mm/dd/yyyy)	(mm/dd/yyyy)	☐
☐	Program Information Role	(mm/dd/yyyy)	(mm/dd/yyyy)	☐
☐	QA Role	(mm/dd/yyyy)	(mm/dd/yyyy)	☐

15. Click the applicable role checkboxes. Multiple checkboxes may be selected. These roles will grant permission for the user to access specific modules and sub module within PEMS. For more detailed information on the PEMS core roles, see the **Determining which PEMS Roles are Appropriate for each User** section of this user manual.
16. Click **CONTINUE**.

The View User Aggregate Permissions screen displays.


View User Aggregate Permissions

View Priority-1 Compliant Page
User Name: John Doe

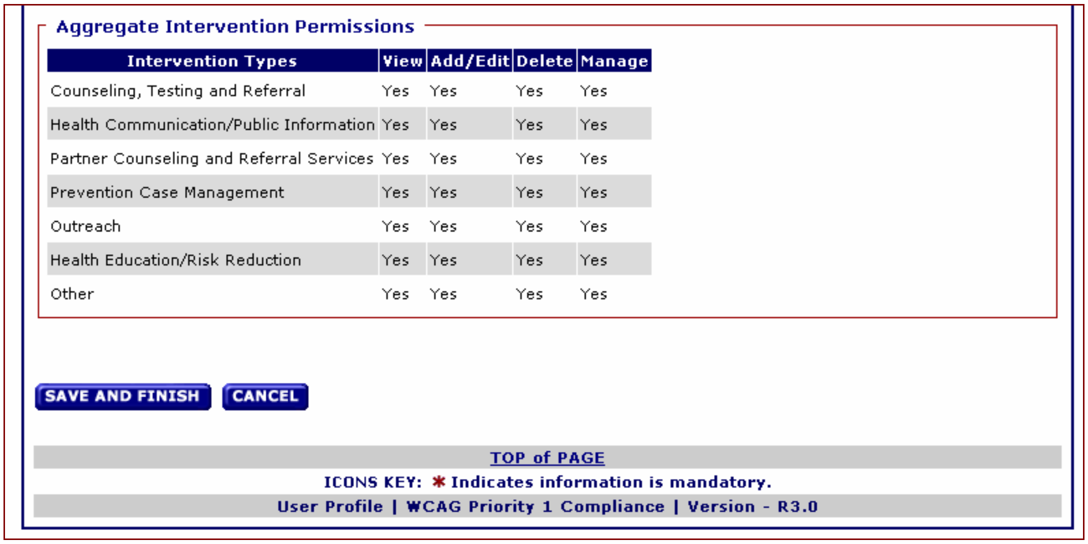
Display Permissions as-of

Effective Date: 11/13/2006 (mm/dd/yyyy) SUBMIT
Use this field to preview Permissions that would be effective on the date specified.

Aggregate Permissions

Client Level Services		View	Add/Edit	Delete	Manage
	Interventions	Yes	Yes	Yes	Yes
	Referrals	Yes	Yes	Yes	Yes
	Risk Profile	Yes	Yes	Yes	Yes
	Demographics	Yes	Yes	Yes	Yes

17. Review and verify each of the permissions selected.



Aggregate Intervention Permissions

Intervention Types	View	Add/Edit	Delete	Manage
Counseling, Testing and Referral	Yes	Yes	Yes	Yes
Health Communication/Public Information	Yes	Yes	Yes	Yes
Partner Counseling and Referral Services	Yes	Yes	Yes	Yes
Prevention Case Management	Yes	Yes	Yes	Yes
Outreach	Yes	Yes	Yes	Yes
Health Education/Risk Reduction	Yes	Yes	Yes	Yes
Other	Yes	Yes	Yes	Yes

If you do not click **SAVE AND FINISH,** the roles will not be assigned to the user and the user will not be able to view any of the modules or sub modules when they log in. If roles and permissions are modified for a user, the user must log back in to be able to view the modules and sub modules related to the new roles and functionality.

18. Click **SAVE AND FINISH**.

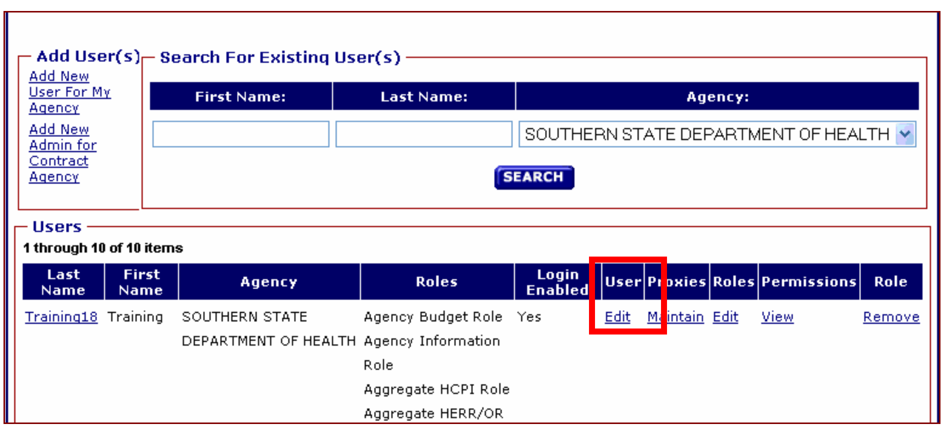
The *Maintain Users* screen displays, indicating the role has been assigned to the user successfully and that the user can now login to the system.

Resetting a Login or Password for a User

For a user to be able to access PEMS, the user must be added to PEMS, assigned roles and permissions and receive a Username and Password. If the user forgets either a login or a password, the *PEMS Administrator* at the agency can log into their instance of the system and reset either the login or password. *Only users assigned the PEMS Administrator role can edit passwords and logins for users at their agencies.

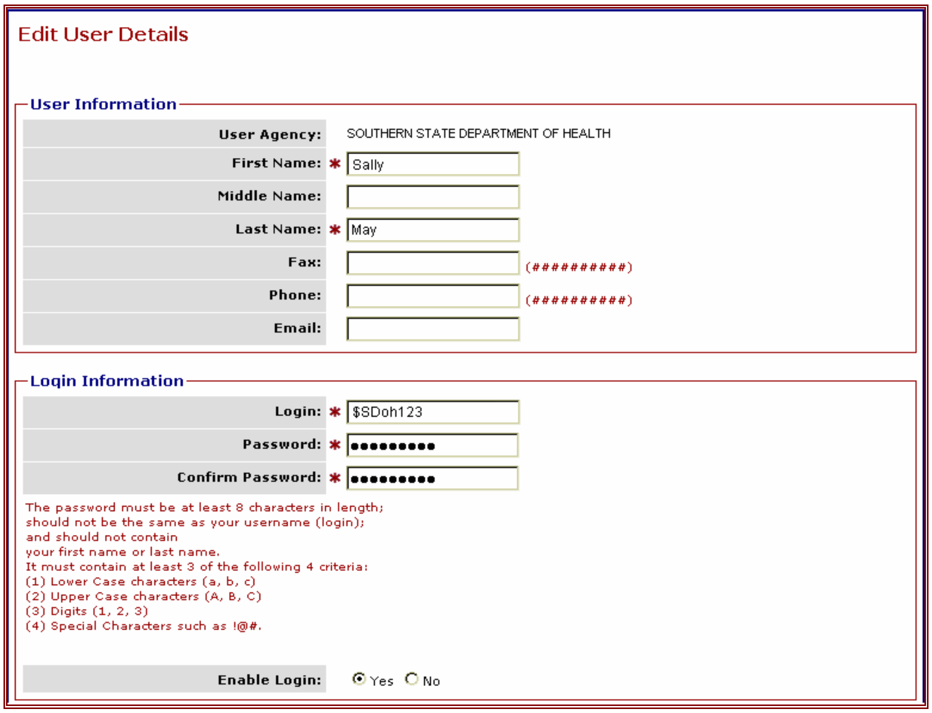
Step > Action

1. Click **Admin** on the module menu bar. The *Maintain Users* screen displays.



2. In the **Search for Existing User(s)** section, type first and last names of the user.
3. Click **SEARCH**. The user's record should display at the bottom of the screen.
4. Click **Edit** in the **User** column of the user for whom you would like to change a login or password.

The *Edit User Details* screen displays



5. Under the **Login Information** section of the screen, type the login or password.
6. Click the **Yes** radio button to enable login.
7. Click **SAVE AND FINISH**.

The *Maintain Users* screen displays.

View a User's PEMS Roles and Aggregate Permissions

PEMS roles and permissions dictate the level of access a user has in PEMS. There are four levels of permissions for the PEMS modules and sub modules: view, add/edit, delete, and manage. (For more information on the difference between PEMS core roles and user-defined roles, or a description of PEMS core roles and permissions, see the **Determining which PEMS Roles are Appropriate for each User** section of this user manual. *Only users assigned the PEMS Administrator role can view PEMS roles and aggregate permissions.

The four levels of permissions within PEMS core roles and user-defined roles are:

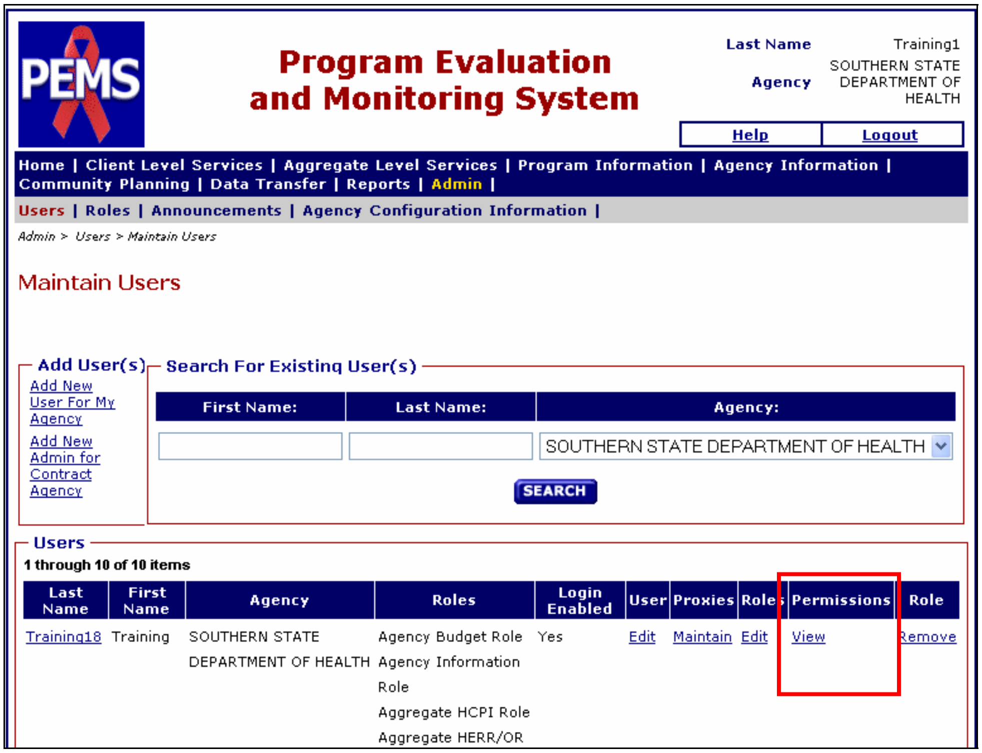
- **View** – allows the user to see information, but not add, edit or delete information
- **Add/Edit** – allows the user to add or edit existing information
- **Delete** – allows the user to edit or delete existing information
- **Manage** – allows the agency administrator to assign this role or modify permissions for users

Step > Action

1. Click **Admin** on the module menu bar.
2. Click **Users** on the sub module menu bar.

The *Maintain Users* screen displays.

3. Search for the user, if needed. (The ten most recently modified user records automatically display at the bottom of the screen, but if the user is not displayed, you must conduct a search.)



4. In the **Users** search result section, click **View** in the **Permissions** column.

The *View User Aggregate Permissions* screen displays.

5. Click **BACK TO MAINTAIN**.

The *Maintain Users* screen displays.

Add a PEMS Administrator for a Contract Agency

Funding agencies must determine if they will create an administrator for contract agencies or enter data on behalf of contract agencies. Once the funding agency creates an administrator for the contract agencies, the funding agency can no longer enter data on behalf of the contract agency. Contract agencies responsible for entering their own data into PEMS will be assigned an administrator to manage their instance of PEMS. *Only users assigned the PEMS Administrator role can add administrators for other agencies.

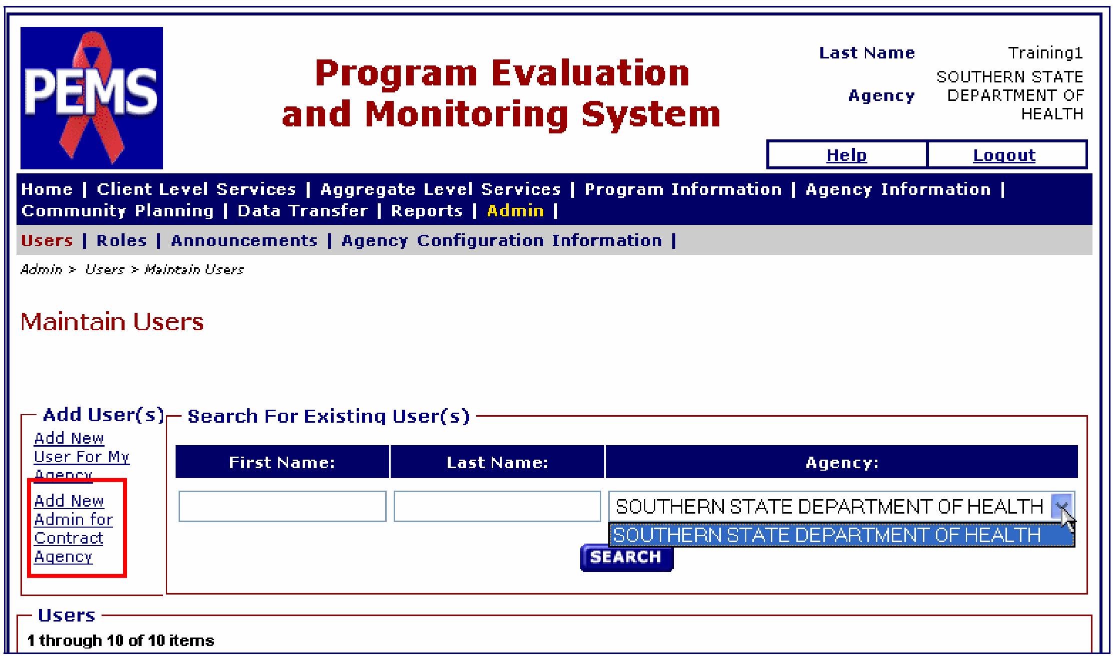
Step > Action

1. Click **Admin** on the module menu bar.

The *Maintain Users* screen displays.

Before you add an administrator, you should check to determine if an administrator has already been set up for the contract agency. If the contract agency displays in the drop-down list, an administrator has already been added for the contract agency. If the contract agency name is not in the drop-down list, an administrator has not been added to the contract agency.

As with all users, a PEMS administrator cannot be deleted once added for a contract agency; however, the administrator role can be unassigned.

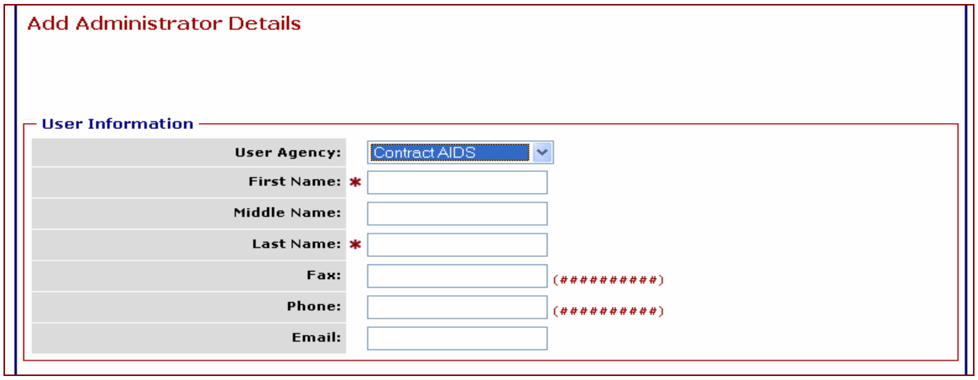


2. In the **Search for Existing User(s)** section, click the **Agency** drop-down list. If the contract agency is not in the drop-down list, continue with step 3.

The PEMS software allows you to add only one administrator for each contract agency. Once the contract agency administrator logs into their instance of PEMS, he/she can add new administrators for the agency. Once the contract agency administrator logs in, the funding agency can no longer enter data on behalf of the contract agency.

3. In the **Add User(s)** section, click **Add New Admin for Contract Agency**.

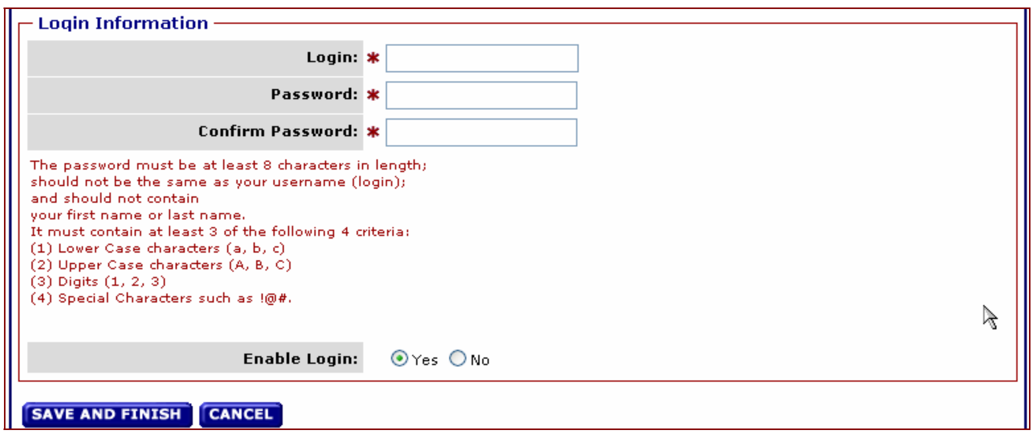
The *Add Administrator Details* screen displays.



4. Click the **User Agency** drop-down list and select the agency.

> Only the user agencies that do not have a PEMS Administrator assigned will display in the drop-down list.

5. In the **First Name** and **Last Name** fields type the users first and last names.



6. In the **Login** field type a unique login.
7. In the **Password** field type a password.
8. In the **Confirm Password** field type the password again.

> PEMS login ID and passwords must meet the following guidelines:
>
> The password must be at least 8 characters in length; should not be the same as your username (login) and should not contain your first or last name. It must contain at least 3 of the following 4 criteria:
>
> 1. Lowercase characters (a, b, c)
> 2. Uppercase characters (A, B, C)
> 3. Digits (1, 2, 3)
> 4. Special Characters such as !@ #.

9. Click **Yes** for **Enable Login**, to allow the Administrator to be able to log in.
10. Click **SAVE AND FINISH**.

The *Maintain Users* screen displays, indicating the administrator has been created successfully and that the administrator can now log into the system.

Add a Proxy

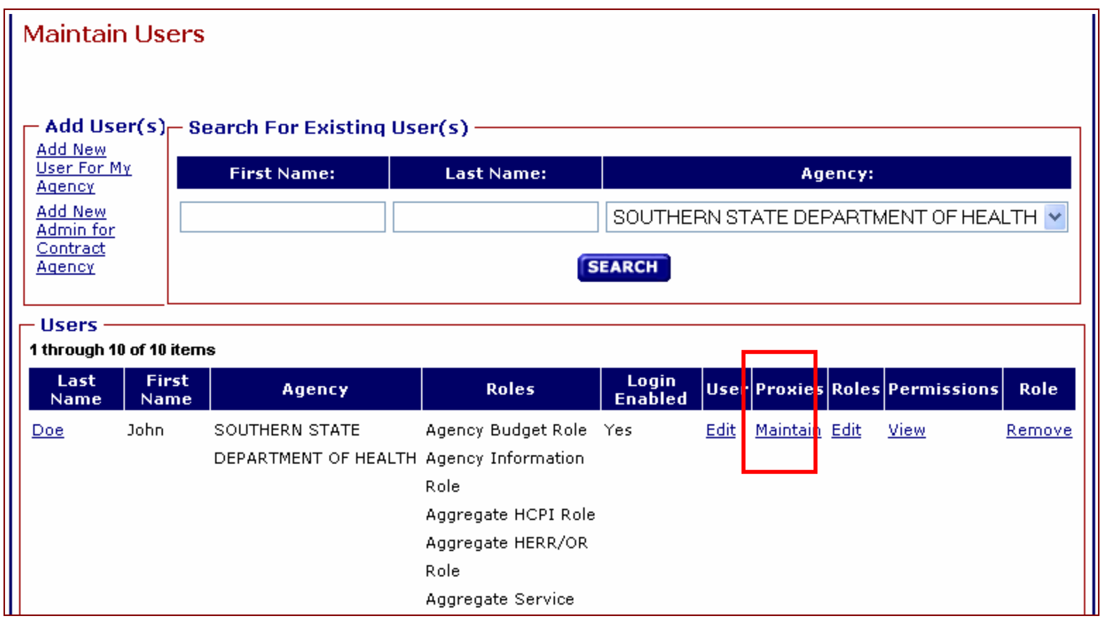
The proxy option was created in PEMS for users who needed to temporarily grant another user access to their permissions. For example, if a PEMS user, John Doe, was going out on medical leave, he may grant another PEMS user, John Johnson, proxy access to his permissions to cover for him while he was out. John Johnson would be able to log in on behalf of John Doe and have access to the modules and sub modules he does. **NOTE**: All system audit trails would record John Doe as the user for anything that John Johnson did in PEMS while logged in as John Doe's proxy.

Though one user grants the other user access, only the PEMS Administrator can assign tallow this in the system. It is imperative that strict discretion is used when granting a proxy. If there is a permanent need for a user to have roles and permissions, the agency administrator should add them to their PEMS roles and permissions. *Only users assigned the PEMS Administrator role may add proxies.

Step > Action

1. Click **Admin** on the module menu bar.

The *Maintain Users* screen displays.



2. In the **Users** search results section, click **Maintain** in the **Proxies** column for the user that the proxy will be assigned.

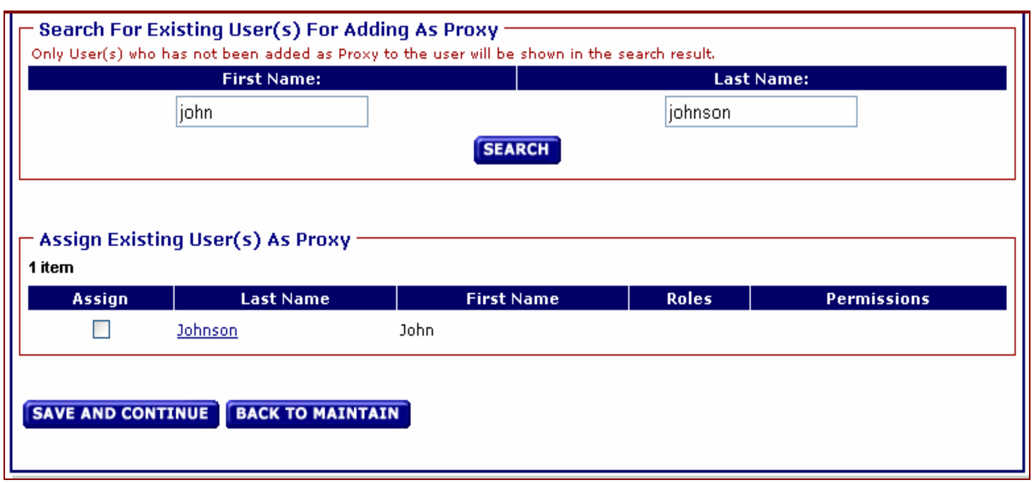
The *Maintain Proxies* screen displays.

3. In the **Search for Existing User(s) For Adding as Proxy** section, type the first and last name of the user to which the proxy access will be assigned.

> Proxy status can only be assigned to someone who is already a PEMS user and has at least one role assigned.

4. Click **SEARCH**.

The list of records matching the search criteria displays in the **Assign Existing User(s) As Proxy** section.



5. In the **Assign Existing User(s) As Proxy** section, click the checkbox next to the name of the user to which the proxy will be assigned.
6. Click **SAVE AND CONTINUE**.

The proxy is assigned to the desired user and displays in the **Assigned Proxy User(s)** section. For a user to be assigned proxy permissions, they must be assigned at least one role in PEMS. Once granted proxy permissions and logged in as a proxy, they then assume roles and permissions of the person for whom they are acting as proxy.

Remove a Proxy

Once a proxy is granted, it must be removed when no longer needed or else it will remain in effect indefinitely. *Only the users assigned the PEMS Administrator role can remove a proxy.

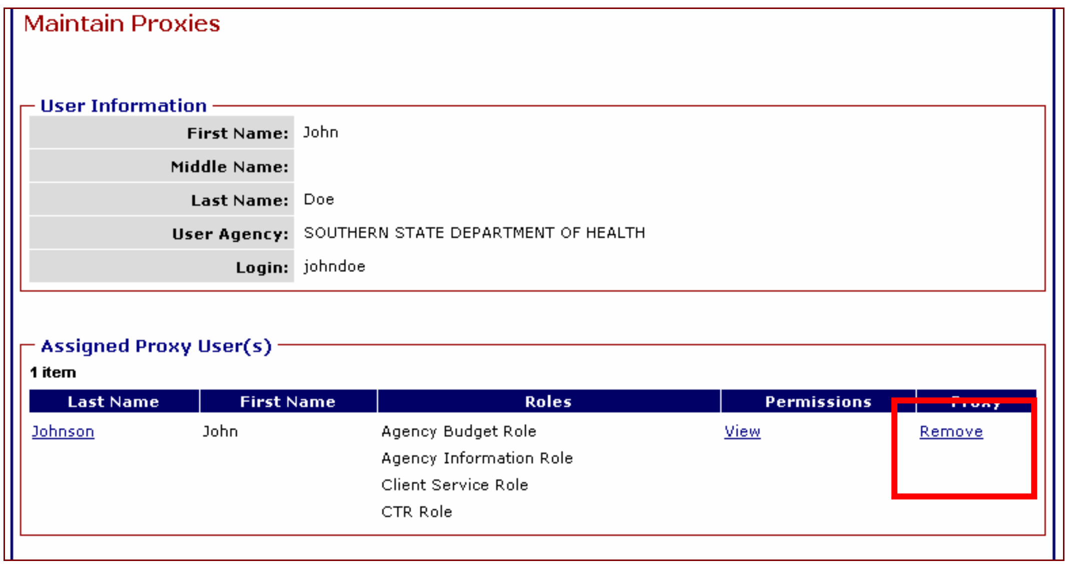
Step > Action

1. Click **Admin** on the module menu bar.

The *Maintain Users* screen displays.

2. In the **User Search Result** section, click **Maintain** in the **Proxies** column of the desired user.

The *Maintain Proxies* screen displays.



3. In the **Assigned Proxy User(s)** section, click **Remove** in the **Proxy** column of the appropriate user.

A confirmation box displays with the message "**Proxy User Will be Permanently Deleted!**"

4. Click **OK**.
5. Click **BACK TO MAINTAIN**.

The deletion will take effect after the user logs out of PEMS. When the user logs back in, the **Log in As Proxy** link will no longer be available if the user has no other proxies assigned.

Roles Sub Module

The Roles Sub Module allows administrators to:

- Create user-defined roles for their own agency
- View PEMS roles and aggregate permissions

Create a New User-Defined Role

PEMS has several core roles that include built-in permissions to allow users to access various modules and sub modules of PEMS. However, agencies may find the core roles are either too broad or limiting for their agency's needs. Agencies can create user-defined roles that determine the specific permissions the role will have. Once they are created, user-defined roles are added to user profiles from the same screen that PEMS core roles are added. *Only the users assigned the PEMS Administrator role have permission to create a user-defined role.

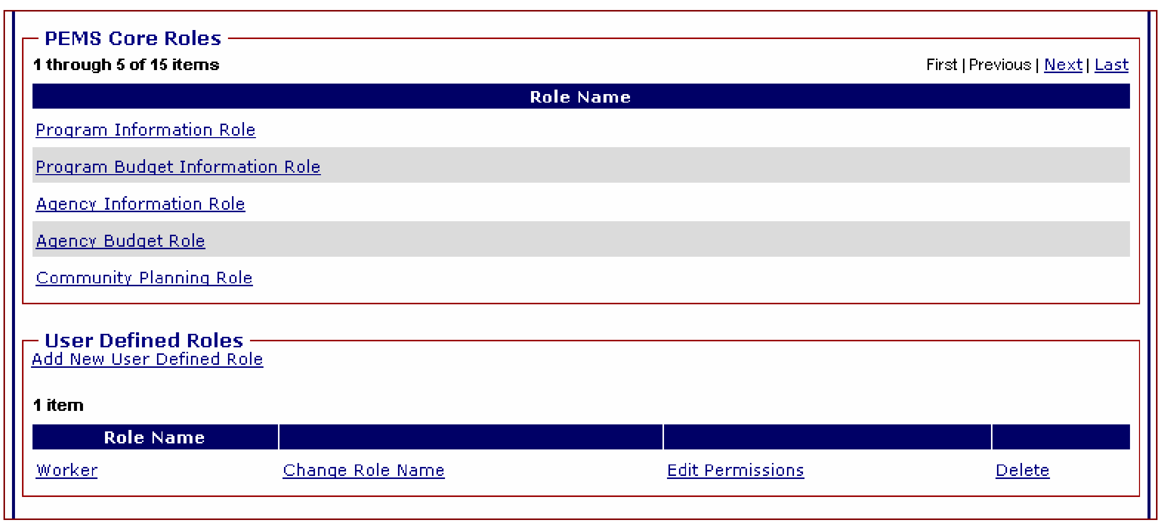
Step > Action

1. Click **Admin** on the module menu bar.

The *Maintain Users* screen displays.

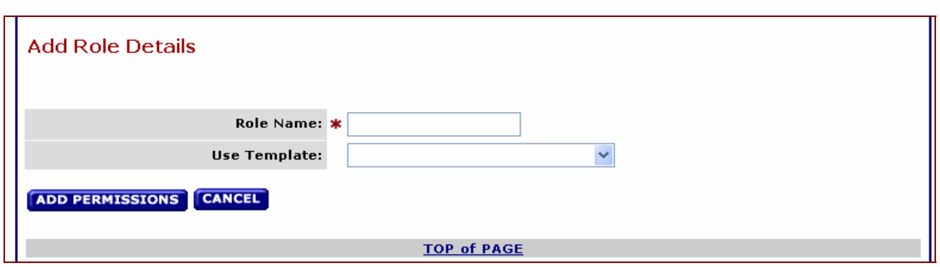
2. Click **Roles** on the sub module menu bar.

The *Maintain Roles* screen displays.



3. Click **Add New User Defined Roles** in the **User Defined Roles** section.

The *Add Role Details* screen displays.

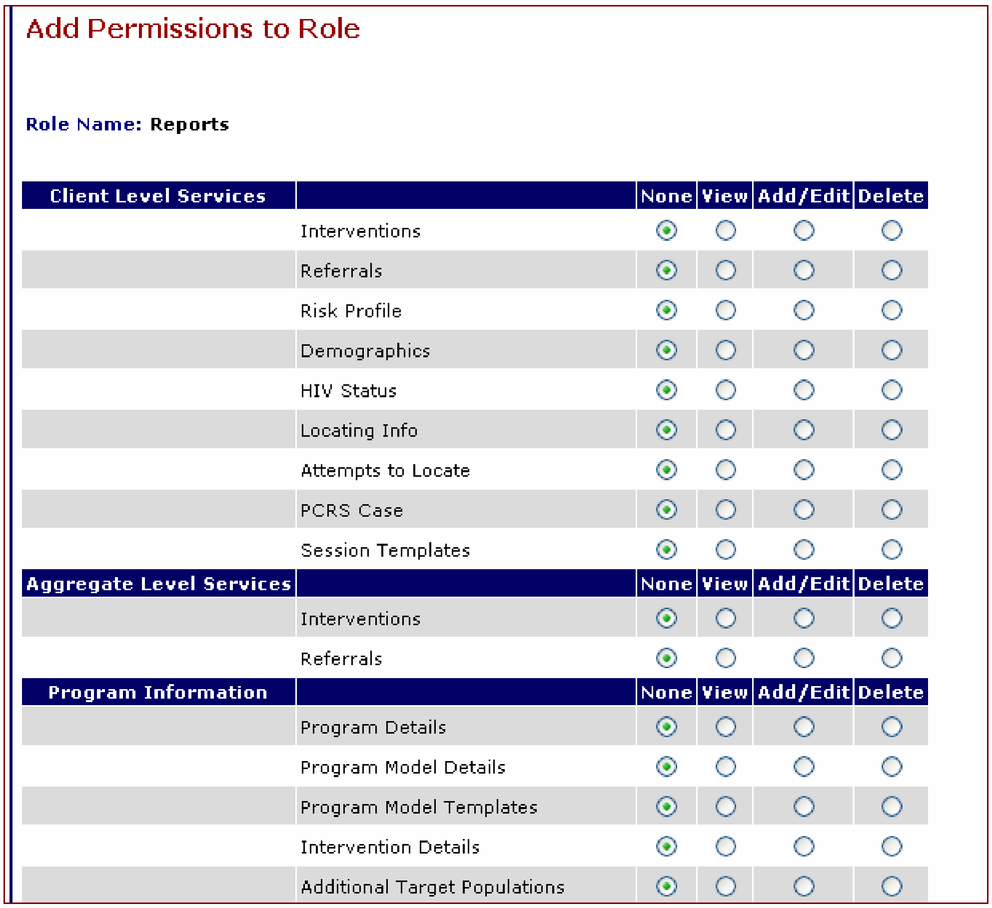


4. Type a descriptive name (e.g., "Worker Training Manager") in the **Role Name** field.

You can base a user-defined role on a template of an existing core role. If you select a template, the **Add Permissions to Role** screen will display with the permissions for the core role of the template you have selected. You will need to modify the permissions as needed for your user-defined role. PEMS will not allow you to create a duplicate of a core role.

5. Click **ADD PERMISSIONS**.

The *Add Permissions to Role* screen displays.



6. Select desired permissions by clicking the radio buttons for **None, View, Add/Edit,** or **Delete**.

PEMS does not allow you to create a user-defined role that is a duplicate of existing roles (core role or user-defined role). If you try to create a role that has duplicate permissions, you will receive an error message.

When creating a role with Program Information permissions, the same level of permissions must be assigned to the role because the sub modules are interdependent. For example, if you assign “**add/edit**” permissions for **Program Details**, you must also assign “**add/edit**” permissions to **Program Model Details** and **Interventions**. If you grant “**add/edit/delete**” permissions to Program Model Details functionality and “**none**” to Program Details, PEMS will give you an error message and ask you to modify the level of permissions you have set.

7. Click **SAVE AND FINISH**.

The *Maintain Roles* screen displays, indicating the user-defined role has been created successfully. The Admin can now add this user-defined role to any PEMS user.

Announcements Sub Module

If an agency's PEMS Administrator has an update for PEMS users, the administrator can create an announcement. The administrator selects the PEMS users that should receive the message by PEMS roles. For example, the administrator could send an announcement to all users who have the Client Level Services Core role to let them know they need to enter their data in the next two weeks to meet the deadline for reporting. When those users log into PEMS, the announcement displays on the *View Announcements* screen. Only those users with the Client Level Services core role would see this announcement. The administrator determines who will be able to view the announcement by selecting specific roles to receive the announcements. *Only users with the PEMS Administrator core role can send announcements. **NOTE**: Announcements are not sent like email; announcements are only viewable from the *View Announcements* screen by the roles to which they are posted.

The Announcements Sub Module allows the Administrator to:

- Create announcements to users within their own agency
- Create announcements to their agency's contract agencies

Send a New Announcement

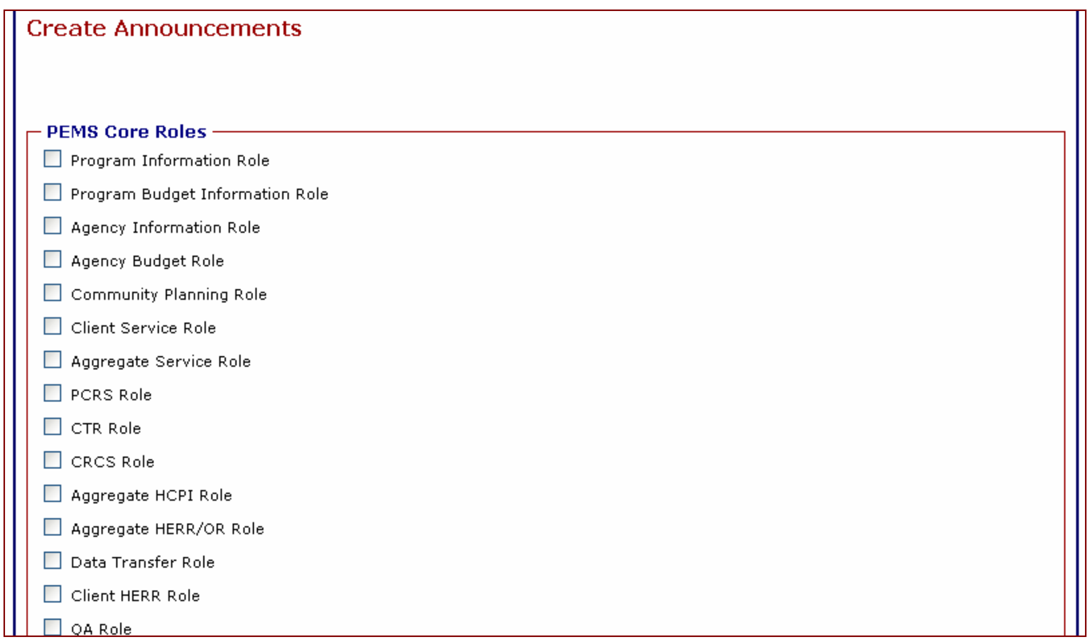
Step > Action

1. Click **Admin** on the module menu bar.

The *Maintain Users* screen displays.

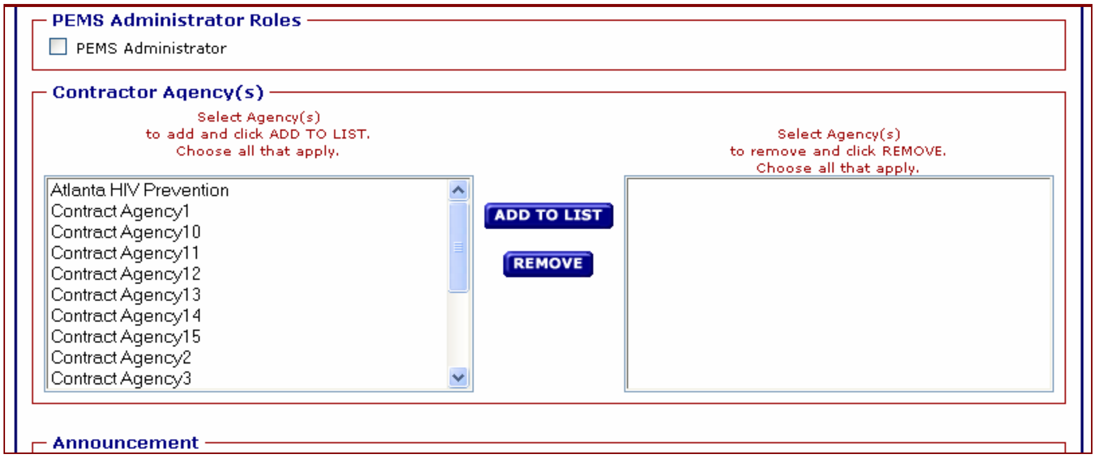
2. Click **Announcements** on the sub module menu bar.

The *Create Announcements* screen displays.



3. Click the checkbox next to the desired role(s) that will be able to view the announcement.

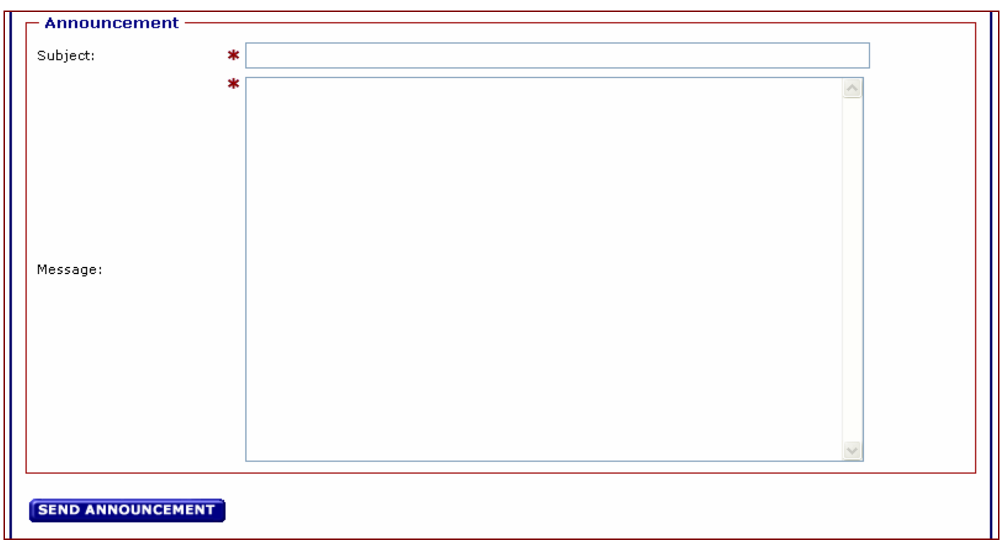
Announcements are viewable by each role to which it is addressed. Announcements are not sent to individuals like email. Announcements display on the *View Announcements* screen so the user can view the announcement when they log in. Any user that has the role selected is able to view the announcement. Once announcements are created and sent, they always remain in that agency's instance of PEMS.



4. If the Admin would like to send an announcement to one or more of the agency's contract agencies, each agency name must be selected under the **Contractor Agency(s)** section and the Admin must click **ADD TO LIST**.

> If the PEMS Administrator sends an announcement to a contract agency, it will only be sent to the contract agency's PEMS Administrator role. However, the contract agency PEMS administrator can elect to distribute the update. The first step would be to select each role within the contract agency that should receive the message. Then, the administrator should retype the message into the subject text field and click **SEND ANNOUNCEMENT**.

5. If the Admin would like to receive a copy of the announcement, the **PEMS Administrator** checkbox must be checked. Otherwise the admin will not receive a copy of the announcement.



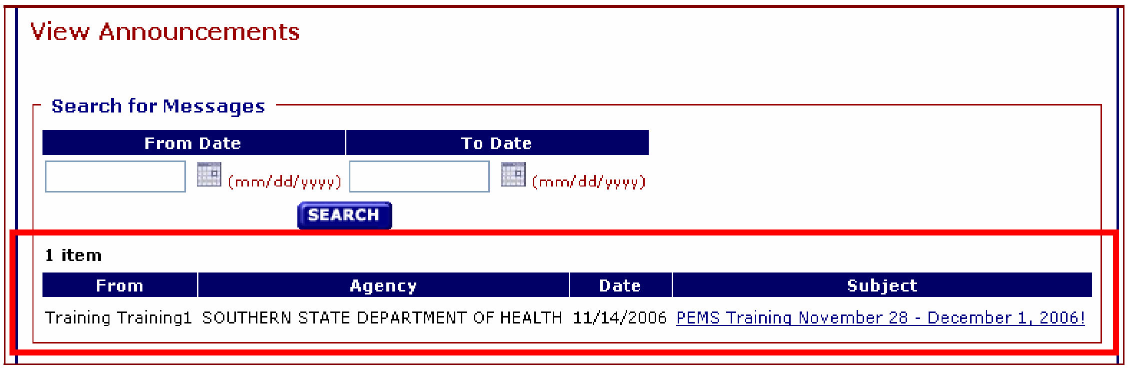
6. Complete the **Subject** and **Message** fields.
7. Click **SEND ANNOUNCEMENT**.

A confirmation displays, indicating the Announcement has been created successfully.

Once an announcement is created, it will always remain in PEMS and cannot be deleted. You can search for all announcements on the Home screen.

8. Click **Home** on the module menu bar.

The *View Announcements* screen displays.



9. Click the announcement subject link in the **Subject** column of the **Message Search Result** section. The Message box displays the announcement details.
10. Click **CLOSE WINDOW** to close the message box.

Agency Information Module

The Agency Information Module allows each agency to maintain all information related to their agency. This includes information on the agency budget, workers, sites, contract agencies and network agencies. From this module you can:

- Edit and view agency information
- Add a new agency contact
- Add a new site, worker, and contract agency information
- Add and view annual contract agency information
- Add a new annual agency HIV prevention budget
- Maintain funding sources for an annual agency HIV prevention budget
- Add and view CDC HIV program awards and distribution information
- Add yearly Program Award Budget information
- Add Network Agencies

PEMS Core Roles Required

Users assigned any of the following roles have either view, add/edit, and/or delete permissions to access the Agency Information Module:

- Agency Information Role
- Agency Budget Role
- Program Information Role
- Program Budget Information Role
- Community Planning Role
- Client Service Role
- Aggregate Service Role
- PCRS Role
- CTR Role
- CRCS Role
- Aggregate HC/PI Role
- Aggregate HERR/OR Role
- Client HERR Role

Agency Details Sub Module

The Agency Details Sub Module allows the Agency Information role to maintain agency details and contact information and the Agency Budget role to maintain the agency budget.

PEMS Core Roles required

The following core roles have access to the **Agency Details** Sub Module:

- Agency Information
- Agency Budget

Edit Your Agency Details

Agency Details contains general information about the agency such as the address, website and fiscal start and end month dates.

Only CBOs can edit the community plan jurisdiction for their agency on the Edit Agency Details screen. Jurisdictions are automatically assigned for Health Departments.

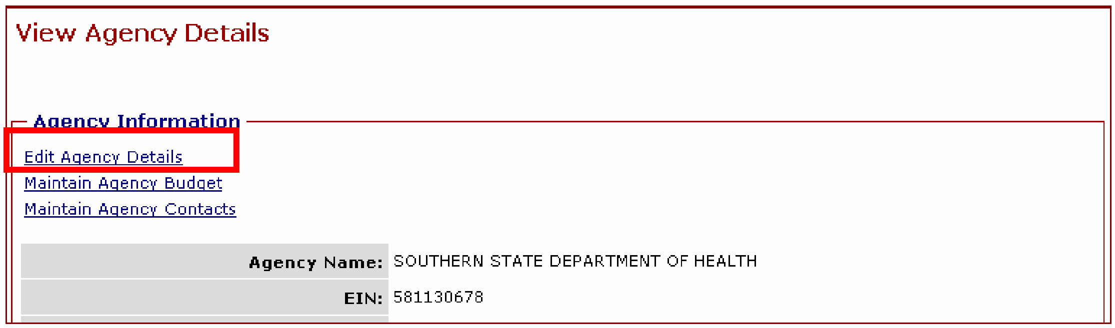
PEMS Core Roles required

Users assigned the Agency Information role have permission to edit agency details.

Step > Action

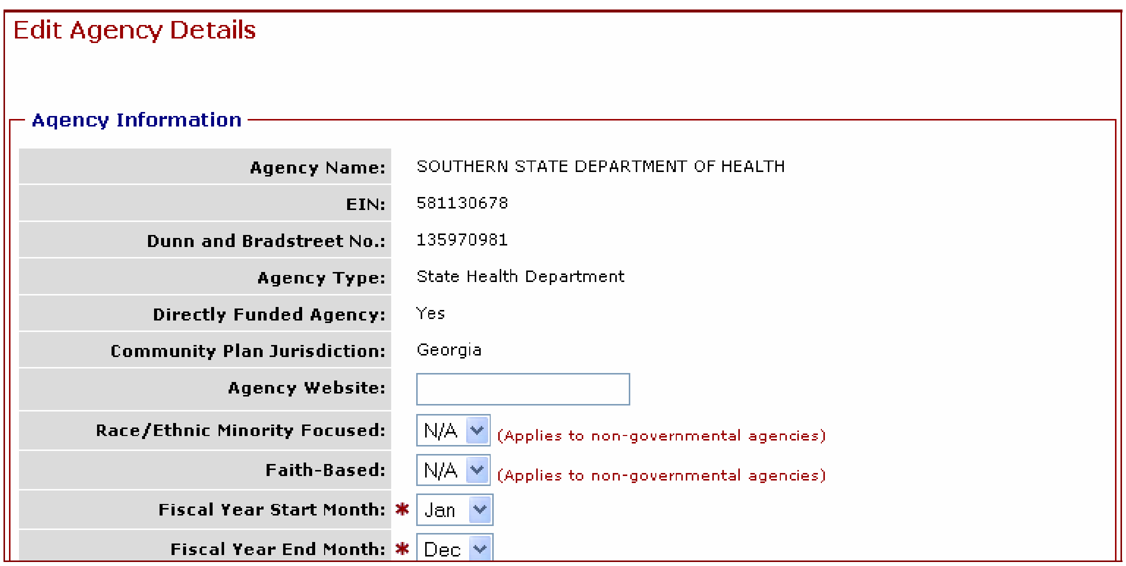
1. Click **Agency Information** on the module menu bar.

The *View Agency Details* screens displays.



2. Under the **Agency Information** section, click the **Edit Agency Details**.

The *Edit Agency Details* screen displays.



3. Edit or add the new information regarding your agency.

The agency name, EIN, DUNS, agency type and funding status cannot be edited. If your agency needs changes to this information, the PEMS implementation coordinator should contact the help desk and request the CDC Superadmin make these changes.

4. Click **SAVE AND FINISH**.

The *View Agency Details* screen displays, indicating that the agency detail is modified successfully.

Add a New Agency Contact

Each agency in PEMS is required to have one primary point-of-contact. A contact can include the Executive Director, PEMS Implementation Coordinator or the Director for HIV Prevention.

PEMS Core Roles Required

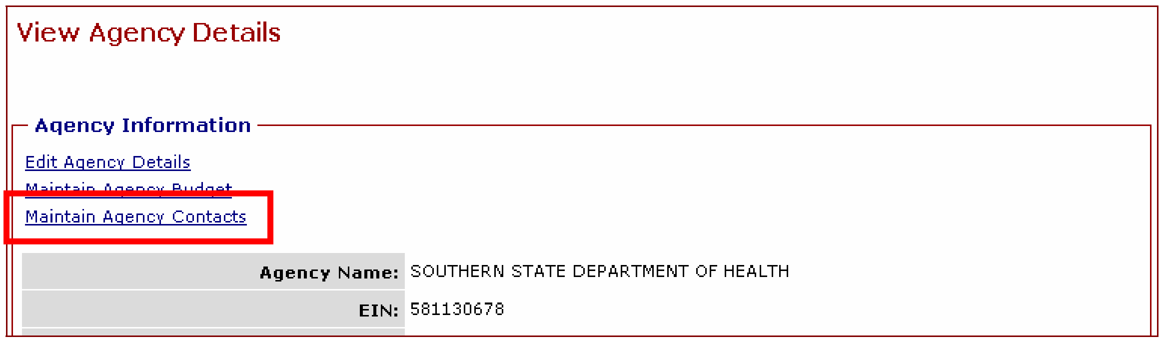
The Agency Information role contains the permissions to add a new agency contact.

Step > Action

1. Click **Agency Information** on the module menu bar.

The *View Agency Details* screen displays.

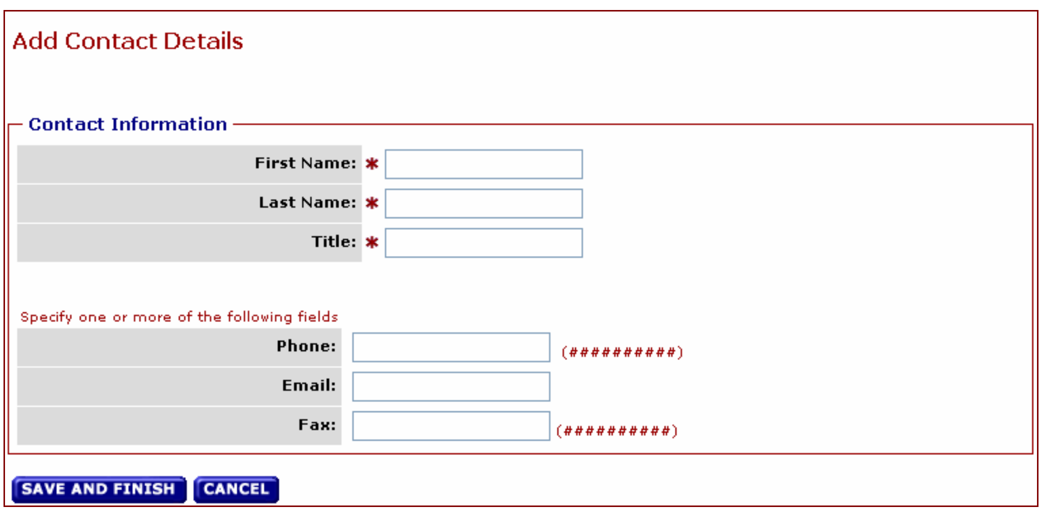
2. Click **Maintain Agency Contacts**.



The *Maintain Contacts* screen displays.

3. Click **Add New Contact**.

The *Add Contact Details* screen displays.



4. Add the information for the new contact.
5. Type the **First Name, Last Name, Title, Phone, Email** and **Fax**.

> At least one of the three contact fields (Phone, Email, and Fax) must be entered to save and continue.

6. Click **SAVE AND FINISH**.

The *Maintain Contacts* screen displays a confirmation message that the contact information was saved successfully.

Add a New Annual Agency HIV Prevention Budget

Each year all HIV prevention funds received from ALL funding sources are entered into PEMS. The Annual Agency Budget includes all funds used to conduct community planning, HIV prevention services, evaluation, capacity building, and STD prevention specifically to enhance HIV prevention efforts and reduce HIV transmission (as approved by CDC). The annual budget period is based on the *agency's* fiscal year.

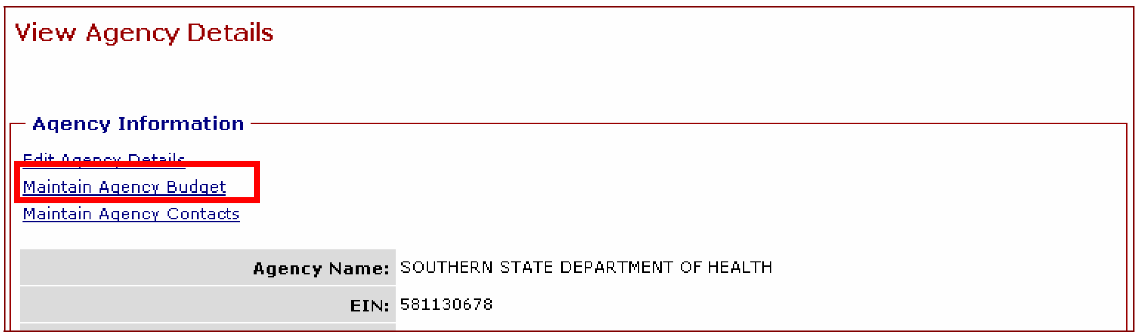
PEMS Core Roles Required

Users assigned the Agency Budget role have permission to add new annual agency HIV prevention budget.

Step > Action

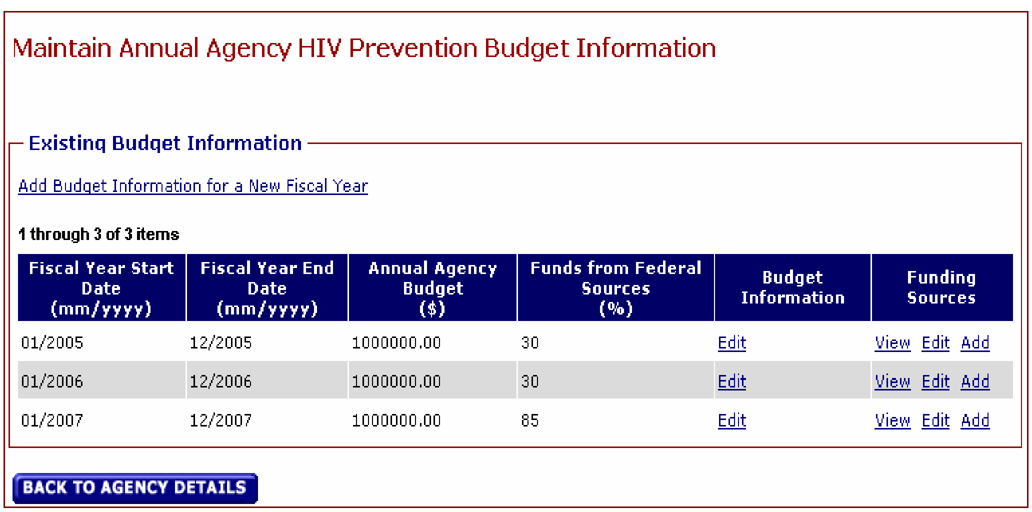
1. Click **Agency Information** on the module menu bar.

The *View Agency Details* screen displays.



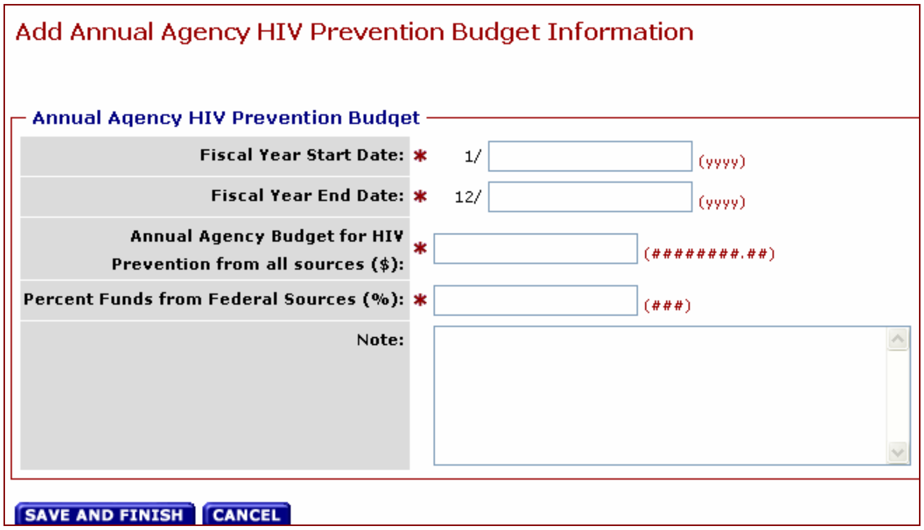
2. Click **Maintain Agency Budget**.

The *Maintain Annual Agency HIV Prevention Budget Information* screen displays.



3. Click **Add Budget Information for a New Fiscal Year**.

The *Add Annual Agency HIV Prevention Budget Information* screen displays.



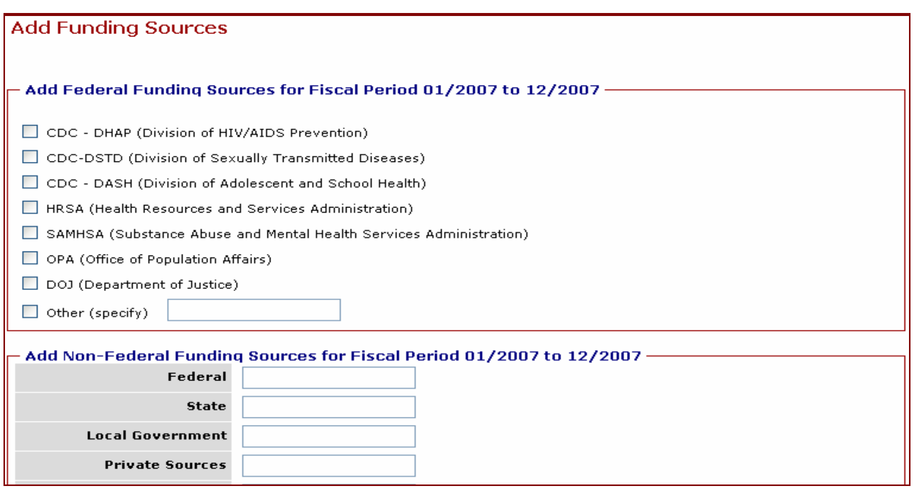
The annual budget period for your agency in PEMS is based on your agency's fiscal year.

4. In the **Fiscal Year Start Date** field, type **the starting year**.
5. In the **Fiscal Year End Date** field type **the ending year**.
6. In the **Annual Agency Budget for HIV Prevention** from all sources, type the total amount of the agency's budget for HIV Prevention from all sources. Do not include a dollar sign.
7. In the **Percent Funds from Federal Sources** field, type the number for the percentage of funds received from federal sources. Do not include a percent sign.
8. Click **SAVE AND FINISH**.

The *Maintain Annual Agency HIV Prevention Budget Information* screen displays a confirmation message that the agency budget is added successfully.

9. Under the **Funding Sources** column, click **ADD**.

The *Add Funding Sources* screen displays.



10. Under **Add Federal Funding Sources,** click the checkbox next to each federal source of HIV Prevention funding.
11. Under **Add Non-Federal Funding Sources,** type name of the funding agency that is a source of HIV Prevention funding for your agency, if applicable.
12. Click **SAVE AND FINISH**.

The *Maintain Annual Agency HIV Prevention Budget Information* screen displays with the confirmation message that the funding sources have been successfully added.

Maintain Funding Sources

Each year the Federal and Non-Federal source(s) of funding that the agency receives for HIV prevention are entered into PEMS. Funding sources can be maintained throughout the year if additional funding is added or if funding is rescinded.

PEMS Core Roles Required

Users assigned the Agency Budget role have permission to maintain funding sources.

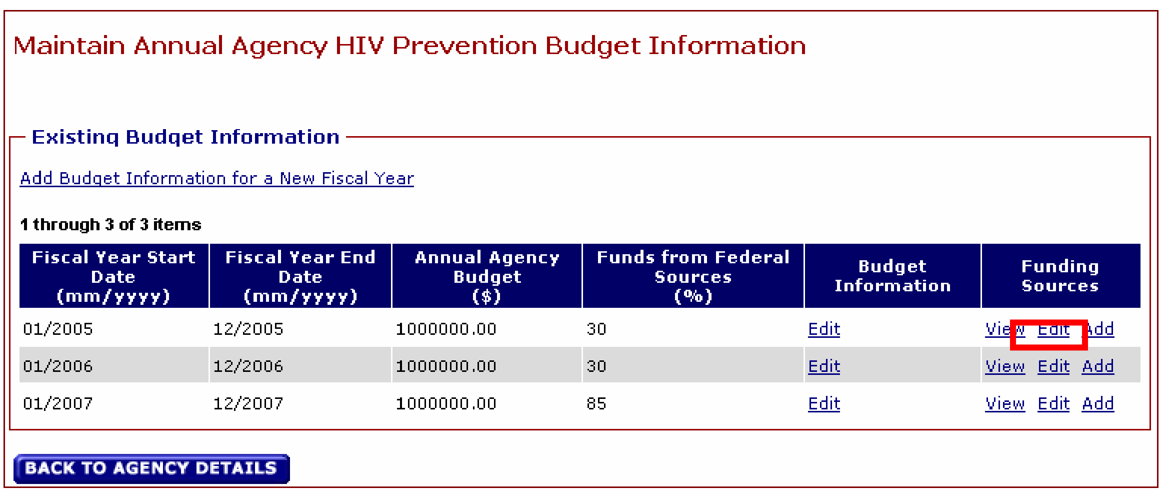
Step > Action

1. Click **Agency Information** on the module menu bar.

The *View Agency Details* screen displays.

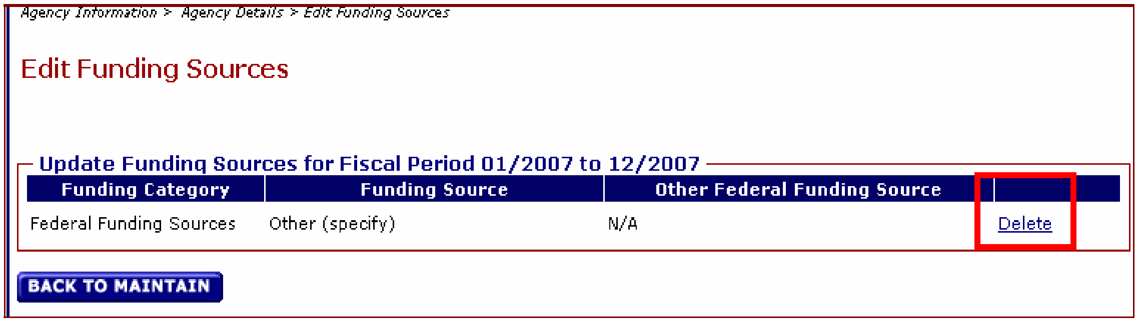
2. Click **Maintain Agency Budget**.

The *Maintain Annual Agency HIV Prevention Budget Information* screen displays.



3. Under the **Funding Sources** column for your contract agency, click **Edit**.

The *Edit Funding Sources* screen displays.



4. Click **Delete** to delete the funding agency.

The *Edit Funding Sources* screen displays with the confirmation message that the funding source was successfully deleted.

5. Click **BACK TO MAINTAIN**.

The Maintain Annual Agency HIV Prevention Budget Information screen displays.

Sites Sub Module

A site is any location where services are delivered. Sites can be specific to an address or as broad as a zip code. Each site is entered into PEMS and is specified when entering service delivery data. The Sites Sub Module in PEMS allows a user to:

- Add a new site
- Make a site active or inactive
- Edit a site

> Sites should be entered into PEMS before workers are entered. Each worker is associated with the anticipated sites they will deliver services at when they are entered into PEMS.

PEMS Core Roles Required

The following PEMS core roles have access to the Sites Sub Module:

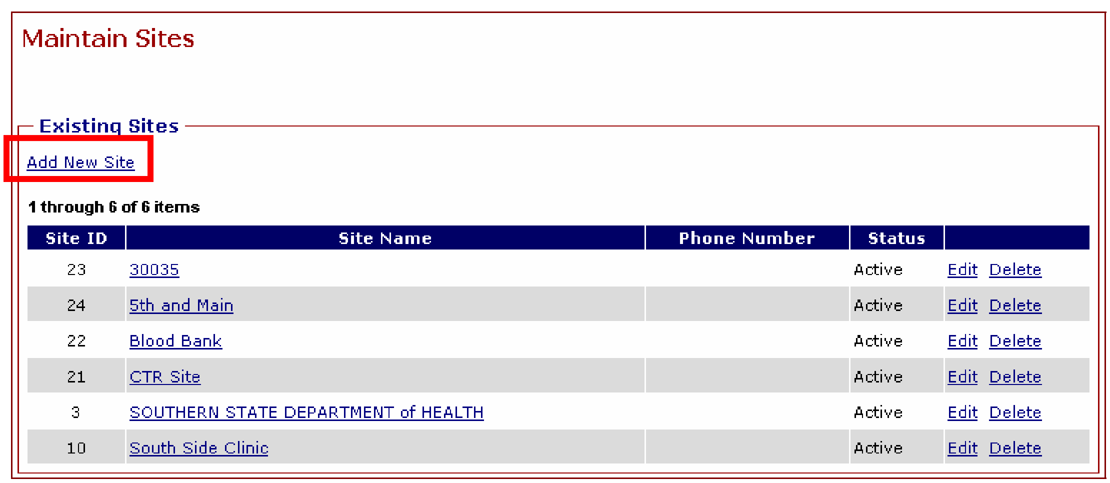
- Agency Information Role
- Agency Budget Role
- Program Information Role
- Program Budget Information Role
- Community Planning Role
- Client Service Role
- Aggregate Service Role
- PCRS Role
- CTR Role
- CRCS Role
- Aggregate HC/PI Role
- Aggregate HERR/OR Role
- Client HERR Role

Add a New Site

Step > Action

1. Click **Agency Information** on the module menu bar.
2. Click **Sites** on the sub module menu bar.

The *Maintain Sites* screen displays.


Maintain Sites

Existing Sites

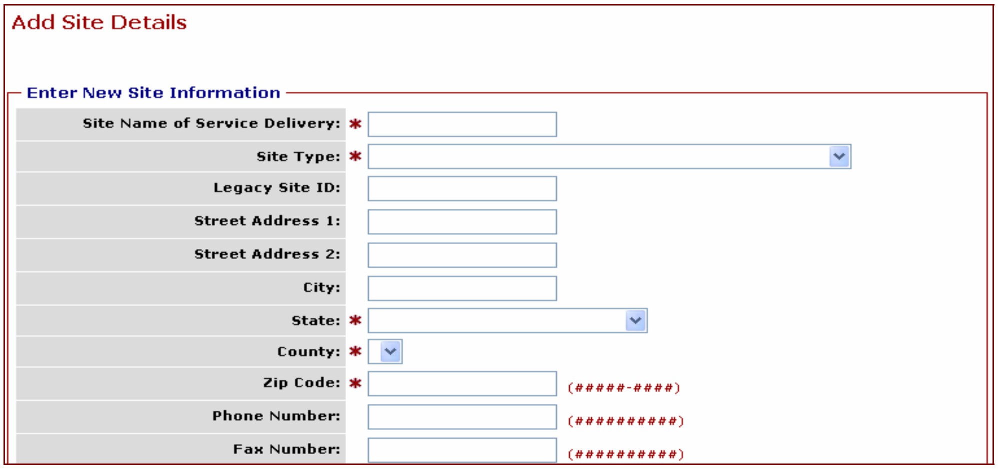
Add New Site

1 through 6 of 6 items

Site ID	Site Name	Phone Number	Status	
23	30035		Active	Edit Delete
24	5th and Main		Active	Edit Delete
22	Blood Bank		Active	Edit Delete
21	CTR Site		Active	Edit Delete
3	SOUTHERN STATE DEPARTMENT of HEALTH		Active	Edit Delete
10	South Side Clinic		Active	Edit Delete

3. Click **Add New Site**.

The *Add Site Details* screen displays.



4. In the **Site Name of Service Delivery** field, type a name of the site that will be recognizable to your agency.

> The site name must be unique. The PEMS software automatically checks for duplicates.

5. Click the **Site Type** drop-down list and select the type of services provided at this site.
6. In the **Legacy Site ID** field, type the legacy site ID, if appropriate.
7. In the **Street Address 1** and **2 fields,** type the street address of the site.
8. In the **City** field, type the city in which the site is located.
9. Click the **State** drop-down list and select the state in which the site is located. The screen will refresh and the **County** drop-down list will populate.
10. Click the **County** drop-down list and select the county in which the site is located.
11. In the **Zip Code** field, type the zip code of the site.
12. In the **Phone Number** field, type the main phone number of the site.
13. In the **Fax Number** field, type the fax number of the site.
14. In the **Contact First Name** field, type the first name of the main contact for the site.
15. In the **Contact Last Name** field, type the last name of the main contact for the site.
16. Click the **Use of Mobile Unit** drop-down list and select **Yes** or **No** to indicate whether a mobile unit is used at this site.

> Use of Mobile Unit indicates that the mobile unit is used at that site. A mobile unit itself is not a site. The places the mobile unit stops and delivers services are sites.

17. Check the **Is Active** checkbox to indicate that the site is active and currently available for delivering services.

> If the **Is Active** checkbox is not checked, the site will not be active and will not display as an option of sites to select to indicate where services were delivered. Sites should only be made inactive when they are no longer in use. A site cannot be deleted if it has been associated with an intervention session.

18. Click **SAVE AND FINISH**.

The *Maintain Sites* screen displays with the confirmation message that the site is successfully added.

Workers Sub Module

Workers can be either paid or volunteer employees that deliver prevention services for clients. Each worker's information should be entered into PEMS. When entering service delivery data for a client, the workers that delivered the services are included in the intervention session record.

PEMS Core Roles Required

The following PEMS core roles have permissions to the Workers Sub Module:

- Agency Information Role
- Agency Budget Role
- Program Information Role
- Program Budget Information Role
- Client Service Role
- Aggregate Service Role
- PCRS Role
- CTR Role
- CRCS Role
- Aggregate HC/PI Role
- Aggregate HERR/OR Role
- Client HERR Role

> The Workers sub module under Client Level Services requires the roles listed above. The Workers sub module under the Reports Module requires a user-defined role and will be discussed in a later lesson.

Add a New Worker

Each worker who delivers HIV prevention services must be entered into PEMS. (Worker names are not reported to the CDC). However, each worker's name must be provided to generate a worker ID in the system and for agency identification purposes (i.e., to generate a Worker report).

PEMS Core Roles Required

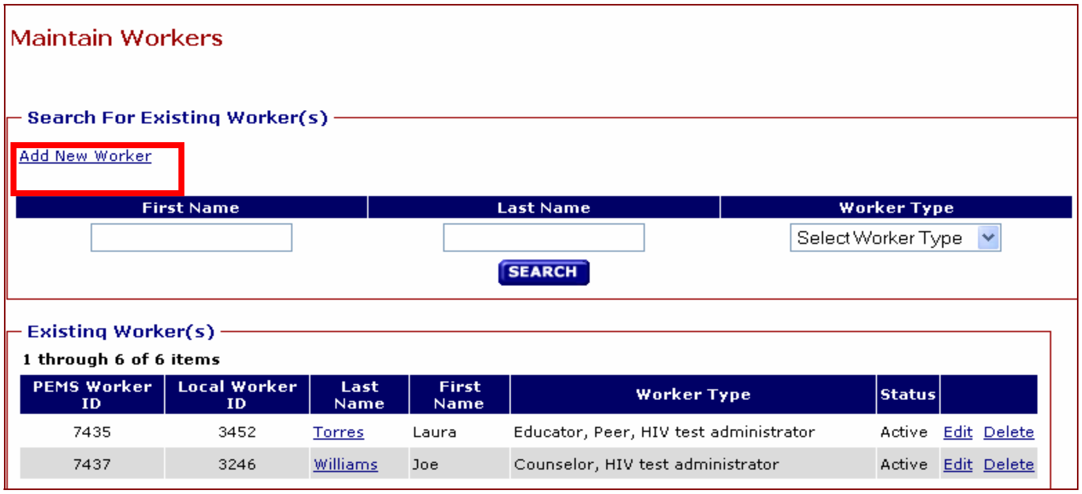
The following PEMS core roles have permissions to add new workers:

- Agency Information Role
- Agency Budget Role
- Program Information Role
- Program Budget Information Role
- Client Service Role
- Aggregate Service Role
- PCRS Role
- CTR Role
- CRCS Role
- Aggregate HC/PI Role
- Aggregate HERR/OR Role
- Client HERR Role

Step > Action

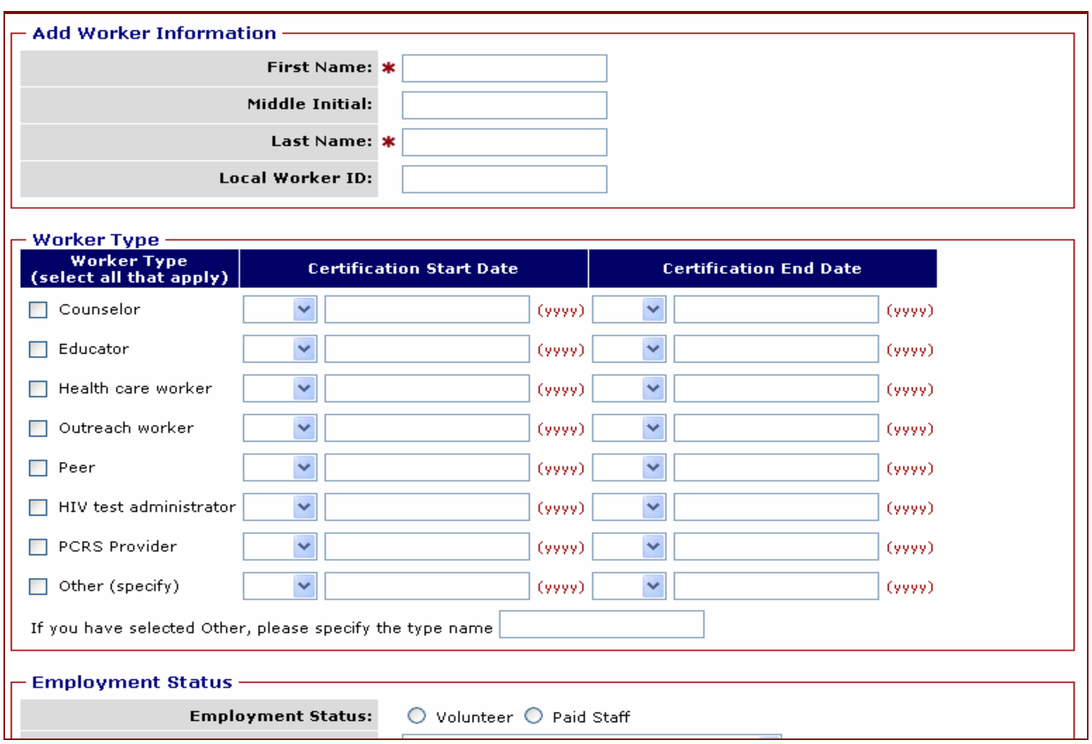
1. Click **Agency Information** on the module menu bar.
2. Click **Workers** on the sub module menu bar.

The *Maintain Workers* screen displays.



3. Click **Add New Worker**.

The *Add Worker Details* screen displays.



4. In the **First Name** field, type the first name of the worker.

5. In the **Last Name** field, type the last name of the worker.
6. Under **Worker Type**, click each checkbox for the type of services the worker will perform. Include any certifications each worker may have for each role**.**

> Certification Start and End dates refer to the dates that an agency worker is authorized to begin or end providing a specific service. This information is not required to be entered, but can be captured to track the worker's certification.

7. Under **Employment Status** click the **Volunteer** or **Paid Staff** radio button.
8. Click the **Education Level** drop-down list and select the appropriate education level for the worker.
9. Click the **Worker Start Date** drop-down list and select the month the worker began at your agency. Type the year the worker began.
10. Click the **Worker End Date** drop-down list and select the month the worker stopped working at your agency. Type the year the worker stopped working for your agency.

> If the worker is currently working at your agency and does not have an end date, enter the end date of the program award contract with CDC. **Remember to come back to this later and update this information**. If a worker's end date is earlier than the current date, the worker's name will not display as an option to select during service delivery. The worker will remain in PEMS, but will remain inactive until the Worker End Date is modified.

11. Under **Select Site of Service Delivery,** select at least one site where the worker may deliver services.

> A worker must be associated with at least one site. Sites must be entered in PEMS before entering workers.

12. Click **ADD TO LIST**.
13. Under **Prevention Intervention Training**, select each training activity in which the worker has participated.
14. Click **ADD TO LIST**.
15. Click **SAVE AND FINISH**.

The *Maintain Workers* screen displays with the confirmation message that the new worker has been successfully created.

Program Awards Sub Module

CDC directly awards funds to Health Departments and Community Based Organization agencies through Program Announcement (PA) numbers. Agencies may be assigned one or more PA awards. This information is entered into PEMS annually and modified throughout the year as appropriate. When an agency “goes live” for the first time with PEMS, this information is already entered in their instance of PEMS for the first year. Each year thereafter the agency receives funding, the agency has to enter this information.

Each award granted through a specific CDC PA number is assigned a program award number by CDC. This program award number is unique to each agency. The program awards are used by agencies for prevention services, community planning, evaluation, capacity building, STD prevention and treatment, and indirect costs.

PEMS Core Roles Required

Users assigned the Agency Budget role have permissions to access the Program Awards Sub Module.

Add CDC HIV Program Award Information

The CDC HIV Prevention Program Award allows a user to add the CDC HIV Prevention Program Award information for a specified budget period.

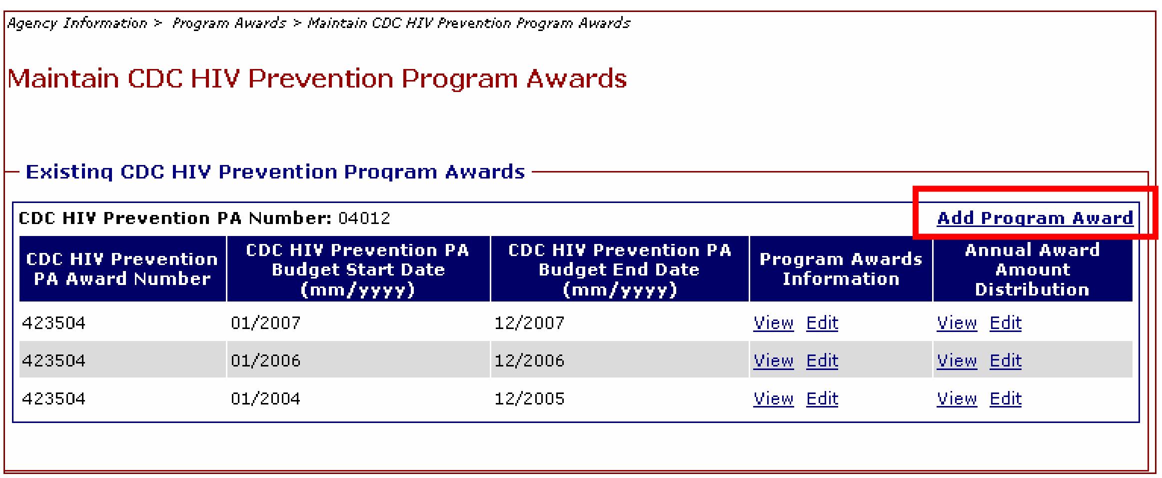
PEMS Core Roles Required

Users assigned the Agency Budget role have permissions to add CDC HIV Program Award information.

Step > Action

1. Click **Agency Information** on the module menu bar.
2. Click **Program Awards** on the sub module menu bar.

The *Maintain CDC HIV Prevention Program Awards* screen displays.


Agency Information > Program Awards > Maintain CDC HIV Prevention Program Awards

Maintain CDC HIV Prevention Program Awards

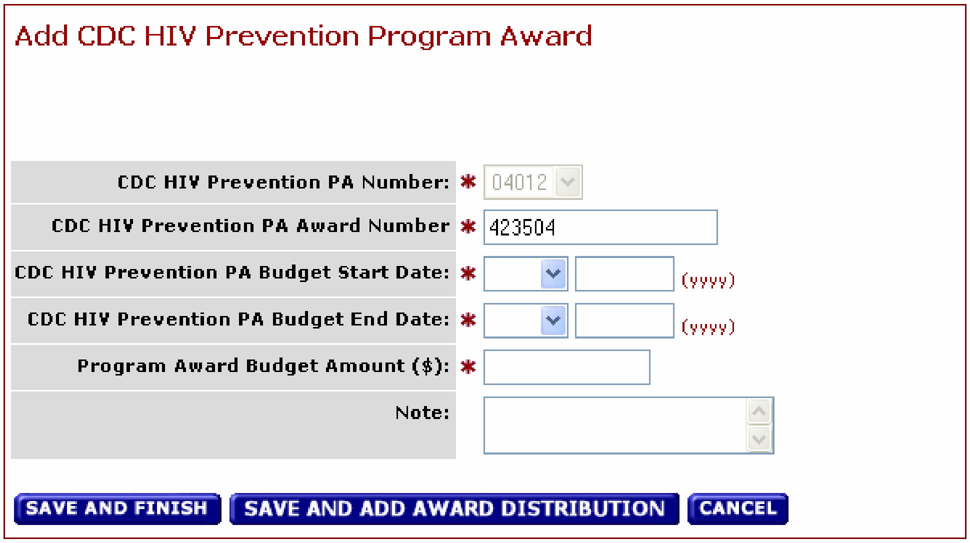
Existing CDC HIV Prevention Program Awards

CDC HIV Prevention PA Number: 04012 Add Program Award

CDC HIV Prevention PA Award Number	CDC HIV Prevention PA Budget Start Date (mm/yyyy)	CDC HIV Prevention PA Budget End Date (mm/yyyy)	Program Awards Information	Annual Award Amount Distribution
423504	01/2007	12/2007	View Edit	View Edit
423504	01/2006	12/2006	View Edit	View Edit
423504	01/2004	12/2005	View Edit	View Edit

3. Click **Add Program Award**.

The *Add CDC HIV Prevention Program Award* screen displays.



4. Click the **CDC HIV Prevention PA Number** drop-down list and select the PA number, if applicable.
5. In the **CDC HIV Prevention PA Award Number** field type the **CDC HIV Prevention PA Award Number**.
6. Click the **CDC HIV Prevention PA Budget Start Date** drop-down list and select the month the Prevention Budget begins and type the year.
7. Click the **CDC HIV Prevention PA Budget End Date** drop-down list and select the month the Prevention Budget ends and type the year.
8. Click the **Program Award Budget Amount** field and type the amount of the program award your agency will receive. **NOTE**: Do not include a dollar sign.
9. Click either **SAVE AND FINISH** or **SAVE AND ADD AWARD DISTRIBUTION**.

The *Maintain CDC HIV Prevention Program Awards* screen displays with the confirmation message indicating that the new program award has been successfully created.

Add CDC HIV Program Award Distribution

Once CDC HIV Prevention Program Award data are entered, the data can be updated throughout the year to capture how it is being spent. This data must be entered before the end of the program award year and data are reported to CDC.

PEMS Core Roles Required

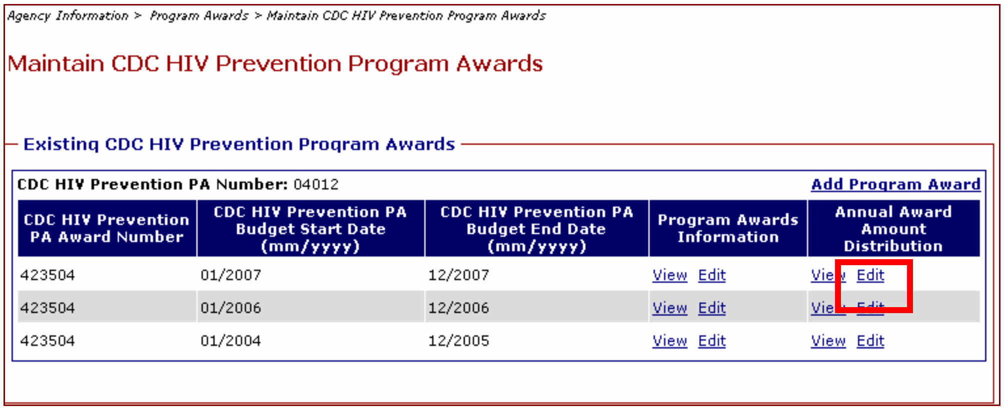
Users assigned the Agency Budget role have permissions to the add CDC HIV Program Award Distribution.

Step > Action

1. Click **Agency Information** on the module menu bar.
2. Click **Program Awards** on the sub module menu bar.

The *Maintain CDC HIV Prevention Program Awards* screen displays.

3. In the **Existing CDC HIV Prevention Program Awards** section, locate the program award.



Agency Information > Program Awards > Maintain CDC HIV Prevention Program Awards

Maintain CDC HIV Prevention Program Awards

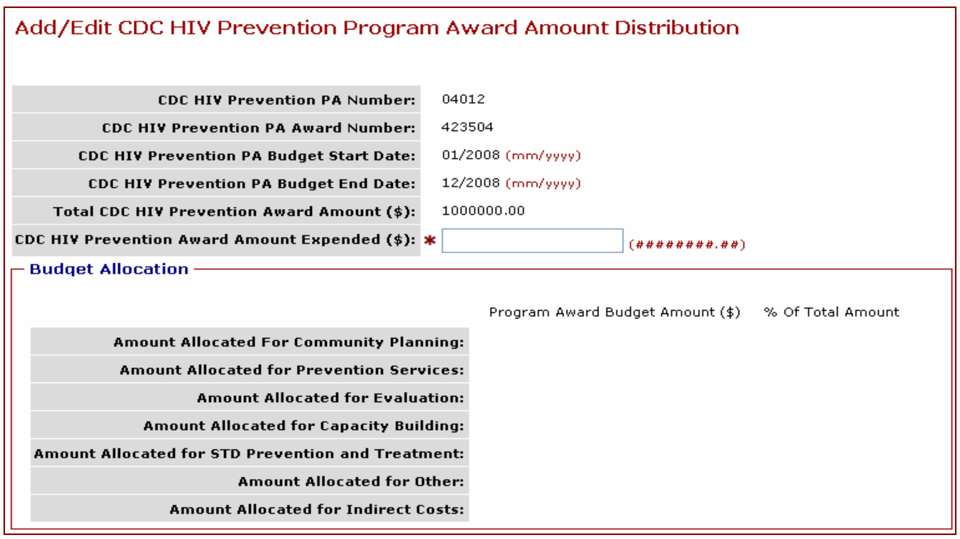
Existing CDC HIV Prevention Program Awards

CDC HIV Prevention PA Number: 04012 — Add Program Award

CDC HIV Prevention PA Award Number	CDC HIV Prevention PA Budget Start Date (mm/yyyy)	CDC HIV Prevention PA Budget End Date (mm/yyyy)	Program Awards Information	Annual Award Amount Distribution
423504	01/2007	12/2007	View Edit	View Edit
423504	01/2006	12/2006	View Edit	View Edit
423504	01/2004	12/2005	View Edit	View Edit

4. In the **Annual Award Amount Distribution** column, click **Edit**.

The *Add/Edit CDC HIV Prevention Program Award Amount Distribution* screen displays.



Add/Edit CDC HIV Prevention Program Award Amount Distribution

CDC HIV Prevention PA Number:	04012
CDC HIV Prevention PA Award Number:	423504
CDC HIV Prevention PA Budget Start Date:	01/2008 (mm/yyyy)
CDC HIV Prevention PA Budget End Date:	12/2008 (mm/yyyy)
Total CDC HIV Prevention Award Amount ($):	1000000.00
CDC HIV Prevention Award Amount Expended ($): *	(########.##)

Budget Allocation

	Program Award Budget Amount ($)	% Of Total Amount
Amount Allocated For Community Planning:		
Amount Allocated for Prevention Services:		
Amount Allocated for Evaluation:		
Amount Allocated for Capacity Building:		
Amount Allocated for STD Prevention and Treatment:		
Amount Allocated for Other:		
Amount Allocated for Indirect Costs:		

5. In the **CDC HIV Prevention Award Amount Expended ($)** field, type the total contract amount expended.

> This field can be entered and modified throughout the year but should be completed at the end of the program award year before data are reported to CDC.

6. In the **Budget Allocation** section click the **$ Amount or % of Total Amount** radio button.
7. Type the distribution amount in the appropriate fields by either $ Amount or % Of Total Amount.
8. Click **VALIDATE**.

> - If you specify the distribution in dollars, “Validate” auto populates the associated % fields. The specified amounts must equal the total award amount.
> - If you specify the distribution by percent, “Validate” auto populates the associated dollar fields. The specified percentages must total 100%.
> - If you try to save the program award distribution amount without validating, the PEMS software will prompt you to validate.

9. Click **SAVE AND FINISH**.

The *Maintain CDC HIV Prevention Program Awards* screen displays a confirmation message that the program award has been successfully updated.

Contract Agencies Sub Module

Contract agencies are those agencies that receive CDC HIV prevention funding from your agency. Each contract agency is required to be entered into PEMS. Once each contract agency has been entered into PEMS and an active contract is created, each agency will have their own instance of PEMS. If a PEMS administrator has been assigned, the contract agency can begin to enter their service delivery data.

If the contract agency is a new agency to PEMS, funding agencies may determine if they want to create an administrator at the contract agency to allow the contract agency the ability to enter data – or – enter data on behalf of the contract agency. Once a contract agency receives administrative access to their own instance of PEMS, the funding agency can no longer enter data on behalf of the contract agency or view any data of the contract agency. The Contract Agencies Sub Module allows contractual relationship information to be maintained and viewed.

An active contract for the agency (Add Contract Details) must be entered into PEMS. If an active contract is not added, a user will not be able to enter data on behalf of the agency or create an administrator for the contract agency.

PEMS Core Roles Required

Users assigned the Agency Information role have permission to access the Contract Agencies Sub Module.

Add a New Contract Agency

Each agency that receives CDC HIV prevention funds from your agency needs to be entered into PEMS as a contract agency.

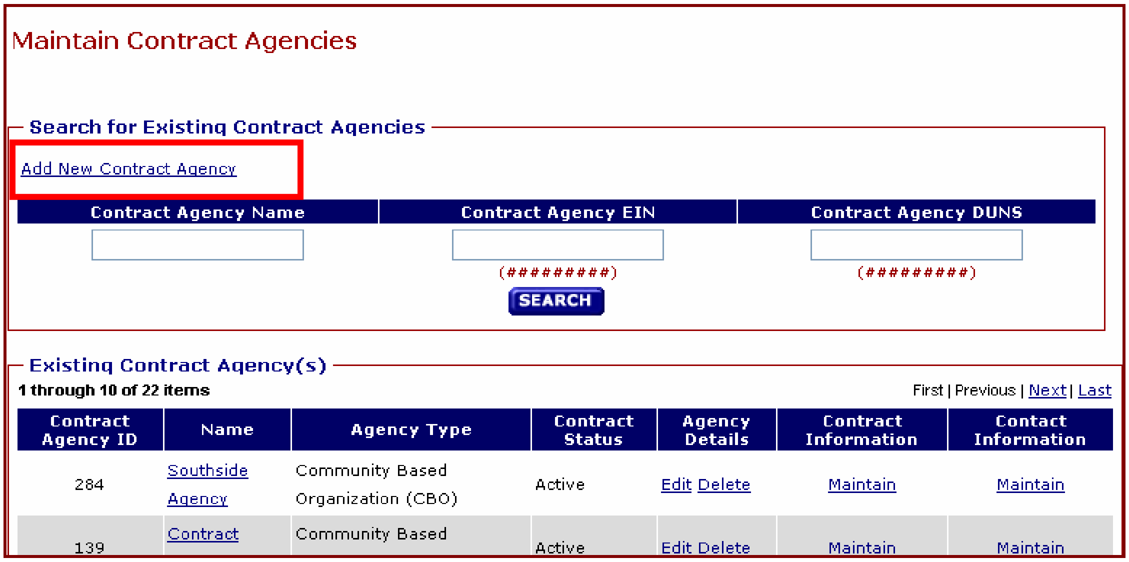
PEMS Core Roles required

Users assigned the Agency Information role have permissions to add new contract agencies.

Step > Action

1. Click **Agency Information** on the module menu bar.
2. Click **Contract Agencies** on the sub module menu bar.

The *Maintain Contract Agencies* screen displays.



3. Click **Add New Contract Agency**.

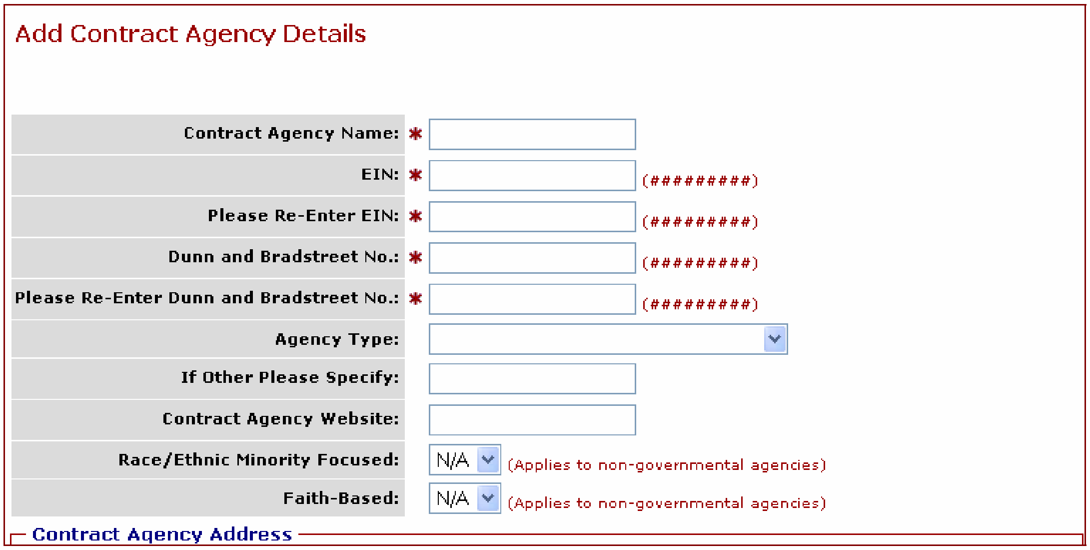
The *Search Contract Agencies* screen displays.

> Before adding a contract agency, a search should be done to see if the contract agency already exists in PEMS to avoid duplicate entry. The search functionality on the Maintain Contract Agencies screen searches in your own instance of PEMS. The search functionality on the Search Contract Agencies screen searches across all instances of PEMS to determine if the agency has already been entered. You may search for contract agencies by partial Contract Agency Name, partial EIN, or partial DUNS.

4. If the contract agency does not currently exist after searching, then click **Add This Agency**. If this agency does exist, click **Associate Agency** and continue to adding contract information.

> If the contract agency has already been entered into PEMS, your agency will be unable to modify the agency address or contact information. The funding agency that first enters a contract agency is the only agency that is able to make changes to contract agency information. Agencies may contact PEMS Customer Support to determine which agency first entered the contract agency into PEMS and has the ability to modify contract agency data.

The *Add Contract Agency Details* screen displays.



5. In the **Contract Agency Name** field, type the name of the contract agency.
6. In the **EIN** field, type the EIN for the contract agency.
7. In the **Please Re-Enter EIN** field, type the EIN for the contract agency.
8. In the **Dunn and Bradstreet No.** field, type the Agency's Dunn and Bradstreet Number.
9. In the **Please Re-Enter Dunn and Bradstreet No.** field, type the Agency's Dunn and Bradstreet Number.
10. Click the **Agency Type** drop-down list and select the type of agency.
11. Complete the **Contract Agency Website, Race/Ethic Minority Focused, Faith-Based, Street Address 1** and **2, State, County,** and **City** fields, if appropriate.
12. In the **Zip Code** field, type the zip code of the contract agency.
13. In the **Contract Agency Activities** section, click each checkbox that applies for the activities the contract agency will perform for your agency.
14. Click **SAVE AND FINISH**.

The *Maintain Contract Agencies* screen displays with the confirmation message that the contract agency has been added to your agency.

Another option is to click **SAVE AND ADD CONTACT**.

Add a New Contract Agency Contact

Each agency is required to have one contact.

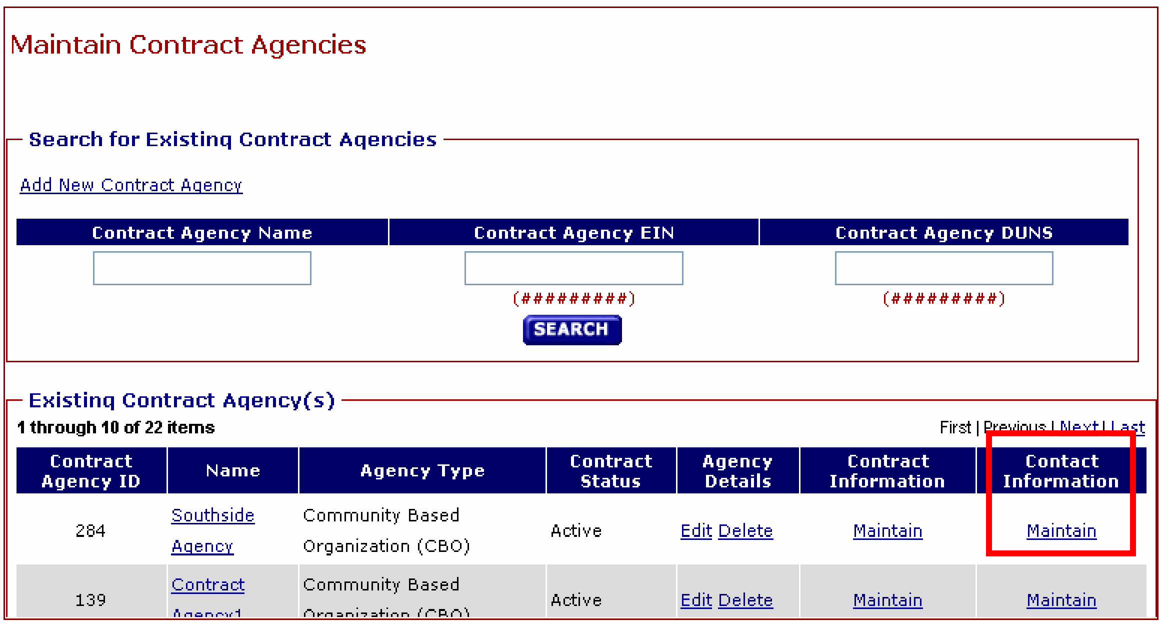
PEMS Core Roles Required

Users assigned the Agency Information role have permission to add a new contract agency contact.

Step > Action

1. Click **Agency Information** on the module menu bar.
2. Click **Contract Agencies** on the sub module menu bar.

The *Maintain Contract Agencies* screen displays.

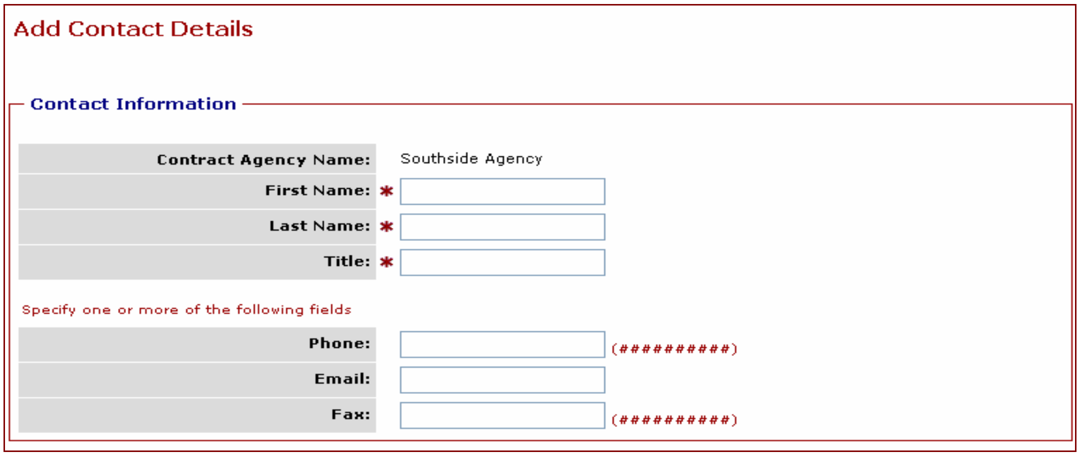


3. In the **Existing Contract Agencies** section, click **Maintain** in the **Contact Information** column.

The *Maintain Contacts* screen displays.

4. Click **Add New Contact**.

The *Add Contact Details* screen displays.



5. In the **First Name** field, type the first name of the contract agency contact.
6. In the **Last Name** field, type the last name of the contract agency contact.
7. In the **Title** field, type the title of the contact at the contract agency.
8. Enter a **Phone number, Email,** or **Fax** for the contract agency.

> At least one of the three contact fields (phone, email or fax) must be entered to save and continue.

9. Click **SAVE AND FINISH**.

The *Maintain Contacts* screen displays the confirmation message that the contact was successfully added.

Add Annual Contract Information

Once contract agencies are created, contracts have to be added to the contract agencies' records to make them active. Contract agencies require active contracts before an administrator can be created for the contract agency or before the funding agency can enter data on their behalf.

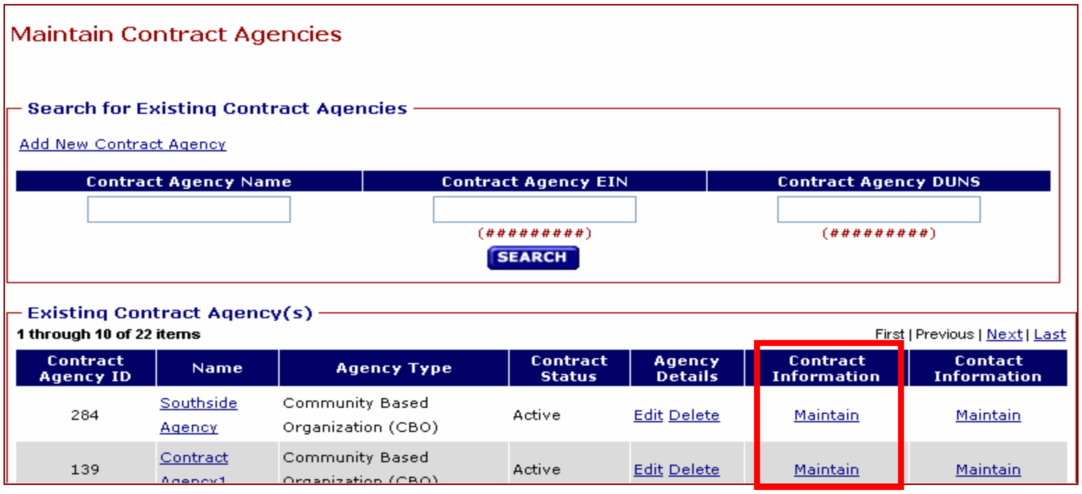
PEMS Core Roles Required

Users assigned the Agency Information role have permission to create annual contract information.

Step > Action

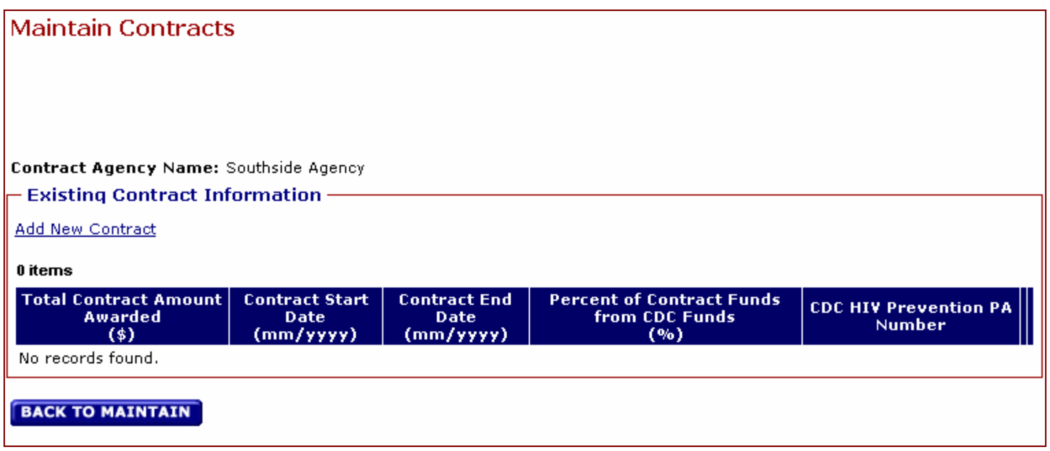
1. Click **Agency Information** on the module menu bar.
2. Click **Contract Agencies** on the sub module menu bar.

The *Maintain Contract Agencies* screen displays.



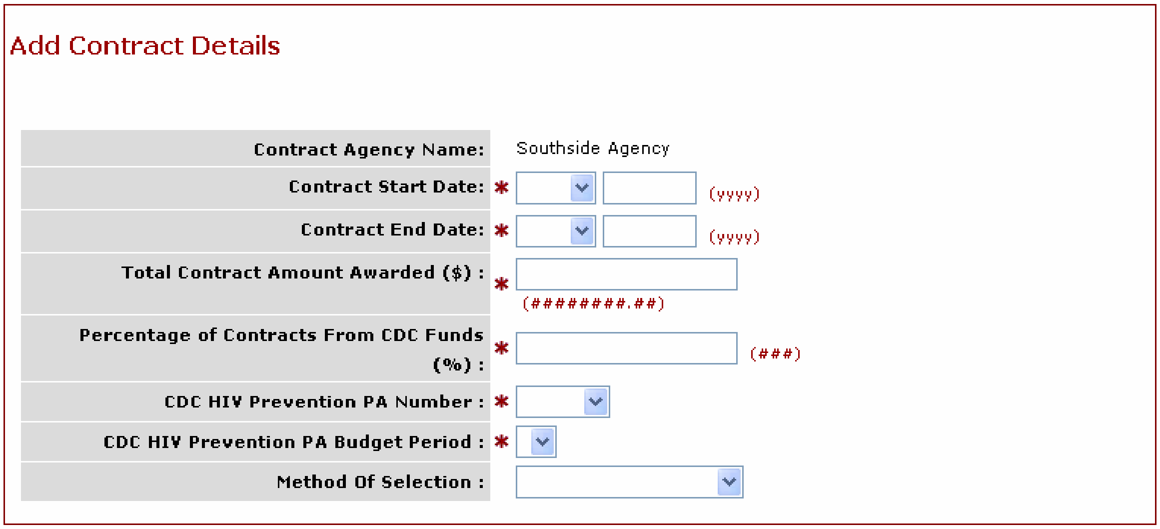
3. In the **Existing Contract Agency(s)** section, click **Maintain** in the **Contract Information** column of the desired contract agency.

The *Maintain Contracts* screen displays.



4. Click **Add New Contract**.

The *Add Contract Details* screen displays.



You can only add contract information to a contract agency that is being directly funded by your agency. Contract information must be entered annually, even if a contract agency is being funded across multiple years.

5. Click the **Contract Start Date** drop-down list and select the month the contract begins. Type the Year.
6. Click the **Contract End Date** drop-down list and select the month the contract ends. Type the Year.

The contract start and end dates should not span more than 12 months. The contract start and end dates should fall between the Program Announcement (PA) budget period.

7. In the **Total Contract Amount Awarded ($)**, type the contract amount awarded for that year.
8. In the **Percentage of Contracts from CDC Funds (%)** type the percentage of contract agency funds coming from CDC funding.
9. Click the **CDC HIV Prevention PA Number** drop-down list and select the PA Number. The screen will refresh and populate the **CDC HIV Prevention PA Budget Period**.
10. Click the **CDC HIV Prevention PA Budget Period** drop-down list and select the budget period.
11. Complete any appropriate additional fields.
12. Click **SAVE AND FINISH**.

The *Maintain Contracts* screen displays a confirmation message that the new contract has been successfully created. The contract agency's status should display as **Active** if the contract is the same as the current date.

The **Contract Status** field will display **I**nActive if an Active Contract has not been entered, or if the contract has not began. An active contract must exist between a contract agency and funding agency for the status to display as **Active**.

A contract may exist between the two agencies, and the status can still be InActive. This is because the contract status is calculated based on the contract ending date. If the current date is outside the time span (Contract start date and contract end date + 63 days), then the status is InActive.

PEMS will allow data to be entered into a contract agency's instance of PEMS 63 days before the start of their contract, and 63 days after the end of their contract.

Add Annual Contract Information for Non-CDC Funded Agencies

PEMS allows agencies to enter contract information for agencies funded with non-CDC funds. This allows agencies to enter and track all of their HIV prevention service data in one place.

> The process to follow is the same as adding contracts for CDC contracts. First, the contract agency must be added through the *Maintain Contract Agency* screen. The other processes to maintain agency details and contract contact information are also the same.

PEMS Core Roles Required

Users assigned the Agency Information role have permission to add annual contract information for Non-CDC funded agencies.

Step > Action

1. Click **Agency Information** on the module menu bar.
2. Click **Contract Agency** on the sub module menu bar.

The *Maintain Contract Agencies* screen displays.

3. In the **Existing Contract Agency(s)** section, click **Maintain** in the **Contract Information** column of the desired agency.

The *Maintain Contracts* screen displays.

4. Click **Add New Contract**.

The *Add Contract Details* screen displays.

5. Click the **Contract Start Date** drop-down list and select the month the contract begins. Type the Year.
6. Click the **Contract End Date** drop-down list and select the month the contract ends. Type the Year.

> The contract start and end dates should not span more than 12 months. The contract start and end dates should fall between the PA budget period.

7. In the **Total Contract Amount Awarded ($)**, type the contract amount awarded for that year.
8. In the **Percentage of Contracts from CDC Funds (%)** type ***0*** for the percentage of contract agency funds coming from CDC funding. (Entering “0” indicates that no CDC funds were given to this contract agency.)
9. Complete any appropriate additional fields.
10. Click **SAVE AND FINISH**.

The *Maintain Contracts* screen displays with the confirmation message that the new contract has been successfully created. The contract agency’s status should display as **Active** if the contract start date is the same as the current date.

View Existing Contract Agency and Annual Contract Information

After contract agency information has been entered into PEMS, the details can be viewed.

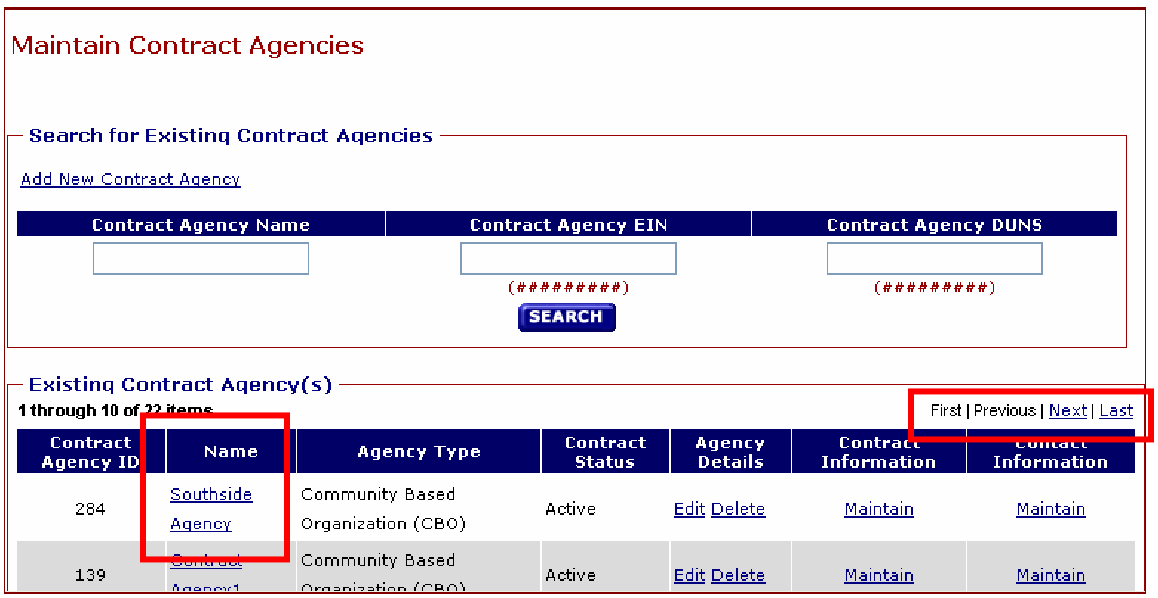
PEMS Core Roles Required

Users with the Agency Information core role have permissions to view existing contract agency and annual contract information.

Step > Action

1. Click **Agency Information** on the module menu bar.
2. Click **Contract Agency** on the sub module menu bar.

The *Maintain Contract Agencies* screen displays.



> The 10 most recently updated or created contract agencies will display on the *Maintain Contract Agencies* screen. If there are more than 10 agencies, **First, Previous, Next** and **Last** will display in the upper right corner of the Existing Contract Agency(s) section. These links will take the user to the remaining contract agencies, displaying 10 per screen.

3. If your contract agency is not displayed in the Existing Contract Agency(s) section, then you could also use the **SEARCH** function.
4. Once you have located the contract agency, in the **Name** column, click the contract agency name for the desired agency.

The *View Contract Agency Details* screen displays in a pop-up window showing the agency's **EIN, DUNS**, and **Address**.

5. You can also view Contract information by clicking **Maintain** in the **Contract Information** and/or the **Contact Information** columns.
6. Click **BACK TO MAINTAIN**.

The *Maintain Contract Agencies* screen displays.

Log In on Behalf of a Contract Agency

When a funding agency creates a contract agency in PEMS, the funding agency can decide to enter data on behalf of the contract agency. **NOTE**: This can only be done if the contract agency does not already have an instance of PEMS. The contract agency would not be provided login information. If a contract agency does not have access to their own instance of PEMS, the funding agency can enter data on the contract agency's behalf.

> If a funding agency creates an administrator for a contract agency, the funding agency can no longer enter data on behalf of the contract agency. Additionally, they can no longer view the contract agency's data. Only funding agencies that enter data on behalf of their contract agencies have the ability to view their contract agencies data. Once an agency receives its own instance of PEMS and has administrative rights, no other agency has access to view the agency's data.

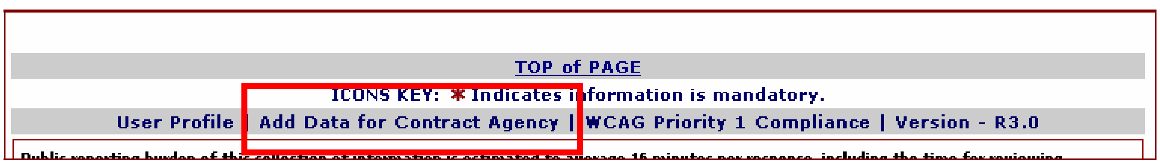
PEMS Core Roles Required

Users of the funding agency who have been assigned permissions (by the funding agency's Administrator) have the roles and permissions required to enter data on behalf of the contract agency. This does not require a separate login and password.

Step > Action

1. Login to PEMS with the username and password for the funding agency.

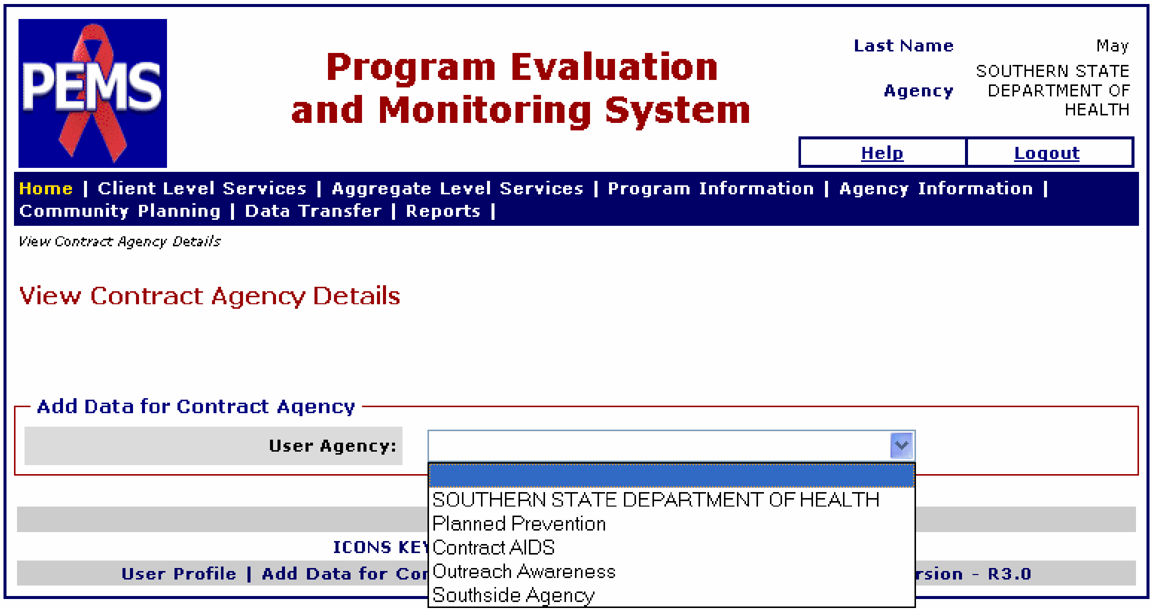
The *View Announcements* screen displays. Scroll to the bottom of the screen.



2. Click **Add Data for Contract Agency** at the bottom of the screen.

> The **Add Data for Contract Agency** link only displays at the bottom of the screen for those users that have been assigned permissions to enter data on behalf of their contract agencies.

The *View Contract Details* screen displays.



If you are the first user assigned to enter data on behalf of this contract agency, the *Edit Agency Details* screen displays requiring you to add the jurisdiction, fiscal start and end dates, and street address for the contract agency.

3. Click the **User Agency** drop-down list and select the desired contract agency.

The *View Announcements* screen displays agency in the upper right corner of the screen indicating you are logged in for that contract agency. You may begin entering data for the contract agency.

4. To switch back to entering and accessing data in your agency's instance of PEMS, repeat step 3 and select the name of your agency. The screen will refresh and you will be logged into your agency's instance of PEMS.

Check the upper right corner of the screen to verify the agency that a user is logged into and entering data on behalf of. You will have the access to all the PEMS roles and permissions for the contract agency, except the Admin role.

Network Agencies Sub Module

Network agencies are those agencies that belong to a referral network or coalition of service providers for your agency. Network agencies are used to facilitate the tracking and verification of client referrals to services outside of the agency. Network agencies do not require an exchange of funding for referrals to be made.

Add a Contract Agency as a Network Agency

Agencies that are directly funded by your agency to deliver services can also be added as network agencies if your agency makes client referrals to these agencies.

PEMS Core Roles Required

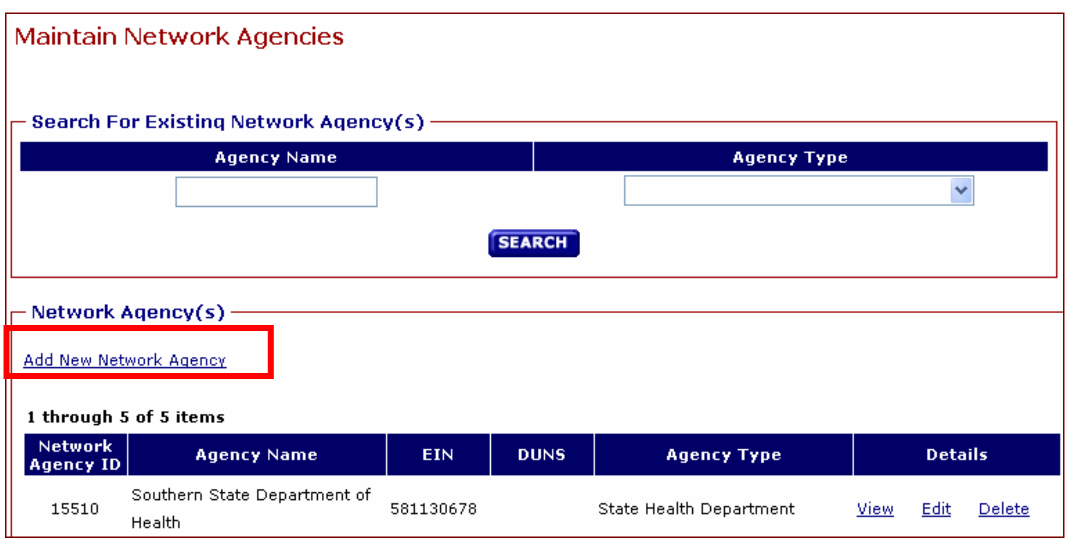
The following PEMS core roles have access to add a contract agency as a network agency:

- Agency Information Role
- Client Service Role
- Aggregate Service Role
- PCRS Role
- CTR Role
- CRCS Role
- Aggregate HC/PI Role
- Aggregate HERR/OR Role
- Client HERR Role

Step > Action

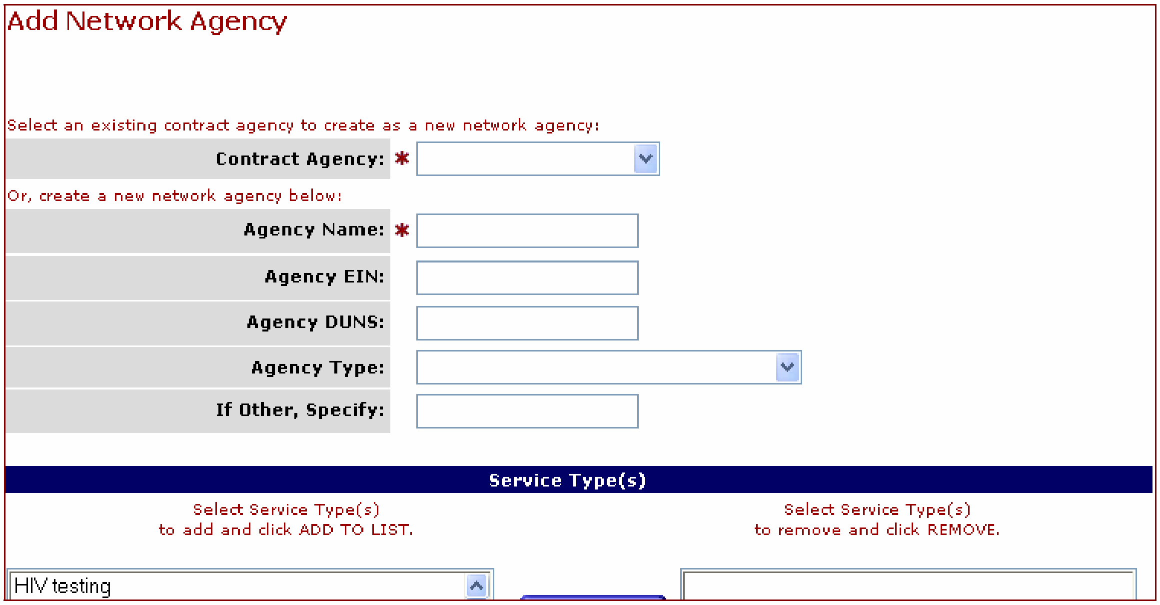
1. Click **Agency Information** on the module menu bar.
2. Click **Network Agencies** on the sub module menu bar.

The *Maintain Network Agencies* screen displays.



3. Under the **Network Agency(s)** section, click **Add New Network Agency**.

The *Add Network Agency* screen displays.



4. Click the **Contract Agency** drop-down list and select the name of your contract agency you want to add as a network agency.
5. The screen will refresh and the **Agency Name, Agency EIN, Agency DUNS** and **Agency Type** fields will be populated.
6. Select each **Service Type(s)** the network agency provides.
7. Click **ADD TO LIST**.
8. Click **Active** or **InActive** radio button for **Network Activity Status** to indicate whether the agency is currently a network agency.

> Only active network agencies will display as options to select for referrals in Client Level Services. Network agencies cannot be deleted if they have been associated with a client record through a referral activity.

9. In the **Address Line 1** and **2** fields, type the address of the network agency.
10. Click the **State** drop-down list and select the state in which the network agency is located. The screen will refresh and populate the **County** drop-down list.
11. Click the **County** drop-down list and select the county in which the network agency is located.
12. In the **City** field, type the city in which the network agency is located.
13. In the **Zip Code** field, type the zip code of the network agency.
14. Add any contact information you have for the network agency.
15. Click **SAVE AND FINISH**.

Add a Non-Contract Agency as a Network Agency

Agencies that are not directly funded by your agency to deliver services also need to be added as a network agency in PEMS to populate the network agency list that displays when adding a referral for services. Network agencies do not require an exchange of funding for service delivery.

PEMS Core Roles Required

The following PEMS core roles have access to add a contract agency as a network agency:

- Agency Information Role
- Client Service Role
- Aggregate Service Role
- PCRS Role
- CTR Role
- CRCS Role
- Aggregate HC/PI Role
- Aggregate HERR/OR Role
- Client HERR Role

Step > Action

1. Click **Agency Information** on the module menu bar.
2. Click **Network Agencies** on the sub module menu bar.

The *Maintain Network Agencies* screen displays.

3. Under **Network Agency(s)** section, click **Add New Network Agency.**

The *Add Network Agency* screen displays.

4. In the **Agency Name** field, type the name of the network agency.
5. In the **Agency EIN** field, type the EIN number of the network agency.
6. In the **Agency DUNS** field, type the DUNS number of the network agency.
7. Click the **Agency Type** drop-down list and select the agency type of the network agency.
8. Select each **Service Type(s)** the agency provides.
9. Click **ADD TO LIST**.
10. Click **Active** or **InActive** radio button for **Network Activity Status** to indicate whether the agency is currently a network agency.

> Only active network agencies will display as options to select for referrals in Client Level Services. Network agencies cannot be deleted if they have been associated with a client record through a referral activity.

11. In the **Address Line 1** and **2** fields, type the address of the network agency.
12. Click the **State** drop-down list and select the state in which the network agency is located. The screen will refresh and populate the **County** drop-down list.
13. In the **City** field, type the city in which the network agency is located.
14. Click the **County** drop-down list and select the county in which the network agency is located.
15. In the **Zip Code** field, type the zip code of the network agency.
16. Add any contact information you have for the network agency.
17. Click **SAVE AND FINISH**.

Community Planning Module

The Community Planning process is intended to improve HIV prevention programs by increasing meaningful community involvement in prevention planning, to improve the scientific basis of program decisions, and to target resources to those communities at highest risk for HIV transmission/acquisition.

The Advancing HIV Prevention (AHP) Initiative is focused on reducing the number of new HIV infections in the US by emphasizing counseling, testing and referral for people unaware of their infection. AHP also focuses on partner notification, partner counseling and referral services and prevention services for people living with HIV to prevent further transmission once they are diagnosed. AHP impacts the community planning priority setting process. Because of its potential to substantially reduce HIV incidence, Community Planning Groups are required to prioritize HIV-infected people as the highest priority population for appropriate prevention services. This target population will be ranked 1.1 – 1.10 in the community plan. Uninfected, high-risk populations such as sex and needle-using partners should be prioritized based on local epidemiology and community needs. These target populations will be ranked 2.0 – 99 in the community plan.

The Community Planning Module in PEMS allows you to:

- Enter or update priority populations in the PEMS software that will populate the priority populations for each agency in the jurisdiction
- Add a new priority population worksheet (HIV+ and other priority populations)
- Add new priority population worksheets based on previous community plans
- View all information relevant to current and prior community plans

The Community Planning Module is only available to Health Departments.

PEMS Core Roles Required

The Community Planning Core Role is the only core role with access to the Community Planning Module. This module is only available to Health Departments. CBOs can view target populations through the Program Model Details Sub Module in Program Information, or through data extracts. CBOs can also create additional target populations in the Program Information Module if the target populations available in their jurisdiction do not meet their agency's specific needs.

Comprehensive HIV Prevention Plan Sub Module

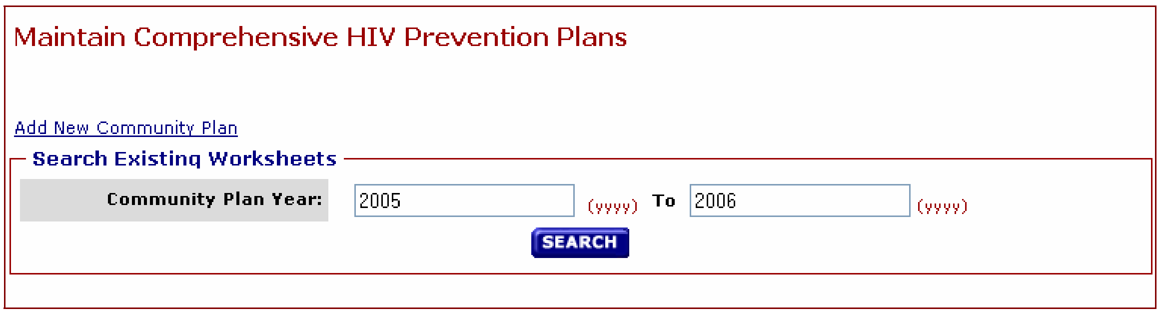
Enter a Community Plan Year

Community plans must be entered into PEMS yearly and should be entered by mid-January. Each agency in the jurisdiction is unable to create their yearly program models until the yearly community plan data are entered. The community plan year must be created before target populations are identified.

Step > Action

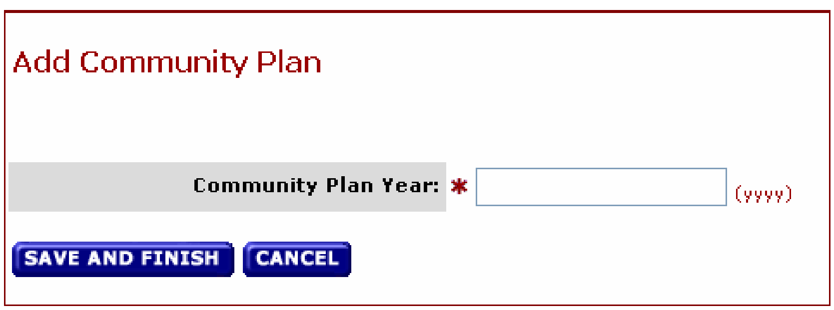
1. Click **Community Planning** on the module menu bar.

The *Maintain Comprehensive HIV Prevention Plans* screen displays.



2. Click **Add New Community Plan.**

The *Add Community Plan* screen displays.



3. In the **Community Plan Year** field, type the community plan year.

> If the community plan year already exists, the PEMS software will not allow you to add a community plan year for the same year.

4. Click **SAVE AND FINISH**.

The *Maintain Comprehensive HIV Prevention Plans* screen displays, indicating that the community plan year has been added.

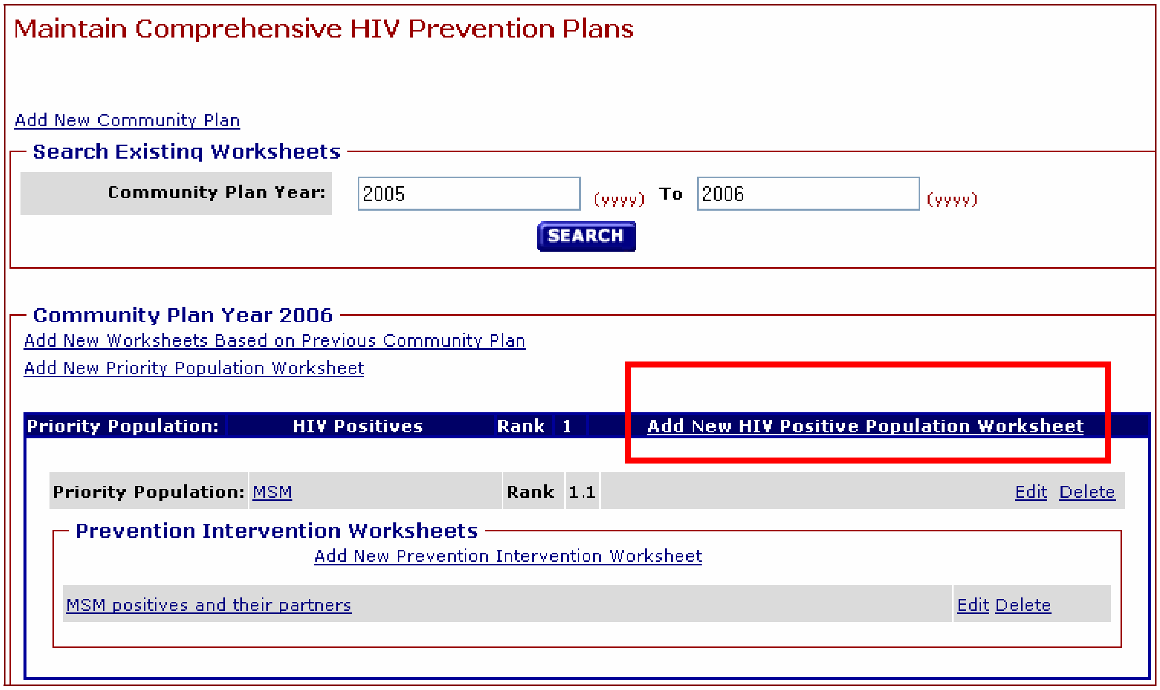
Add a New HIV+ Priority Population Worksheet

Each community plan must target an HIV positive population to deliver prevention services. The New HIV+ Priority Population worksheet captures the risk and demographic information for the positive population that will be targeted for prevention services.   All HIV positive populations should be ranked 1.1 – 1.10.

Step > Action

1. Click **Community Planning** on the module menu bar.

The *Maintain Comprehensive HIV Prevention Plans* screen displays.



2. In the **Search Existing Worksheets section**, type the year in the Community Plan Year From and To fields to which you want the HIV+ Priority Population worksheet added.

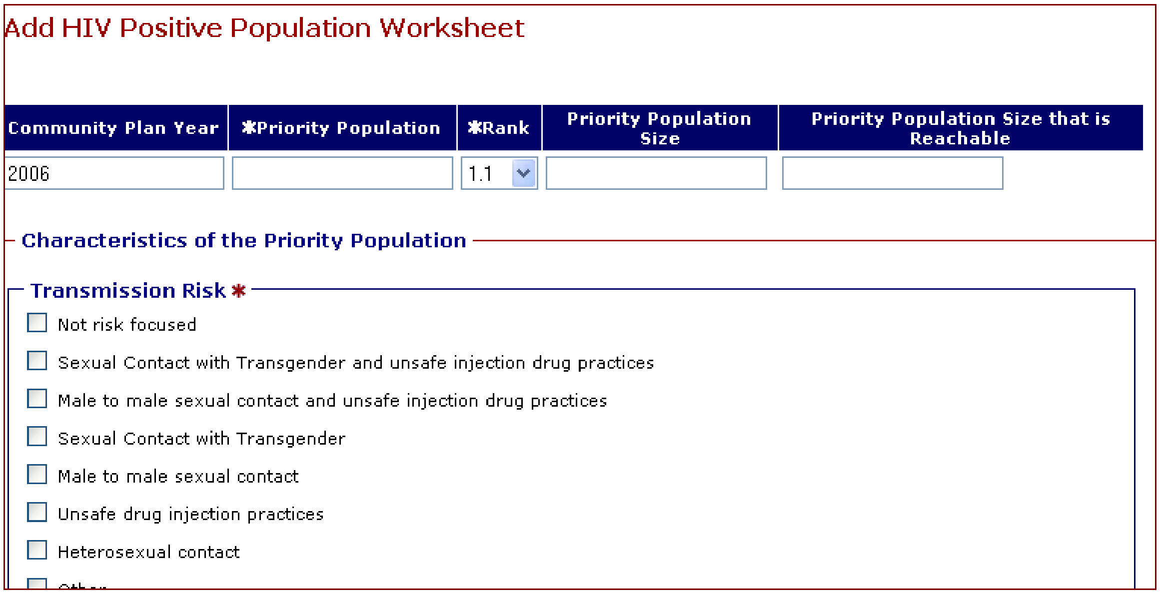
3. Click **SEARCH**.

The screen refreshes and the *Maintain Comprehensive HIV Prevention Plans* screen displays with the Community Plan Year you selected.

4. In the **Community Plan Year** section, click **Add New HIV Positive Population Worksheet**.

> If the priority population is not HIV+, click **Add New Priority Population Worksheet**. The subsequent steps will remain the same.

The *Add HIV Positive Population Worksheet* screen displays.



5. In the **Priority Population** field, type a unique name to identify the HIV+ priority population.
6. Click the **Rank** drop-down list and select the rank for the populations.

> The HIV+ Priority population will always have a Rank of 1.1 – 1.10. Additional priority populations (those that are not HIV positive) will have a rank of 2.0 – 99.

7. In the **Transmission Risk** section, click each checkbox that applies to the HIV+ priority population.
8. In the **Race** section, click each checkbox that identifies the race targeted for the HIV+ priority population.
9. In the **Ethnicity** section, click each checkbox that identifies the ethnicity targeted for the HIV+ priority population.
10. In the **Gender** section, click each checkbox that identifies the gender targeted for the HIV+ priority population.
11. In the **Age** section, click each checkbox that identifies the age range targeted for the HIV+ priority population.
12. In the **HIV Status** section, click the appropriate radio button for **Positive, Positive and their partners, Negative/Unknown,** or **Mixed** to identify the HIV Status of the HIV+ priority population.
13. In the **Geo Location** section, click each checkbox that identifies the geographic location targeted for the HIV+ priority population.
14. Enter any text appropriate for the **HIV/AIDS Prevalence, Prevalence of Risky Behavior** or **Description of Community's Input on Priority Population.**
15. Click **SAVE AND FINISH**.

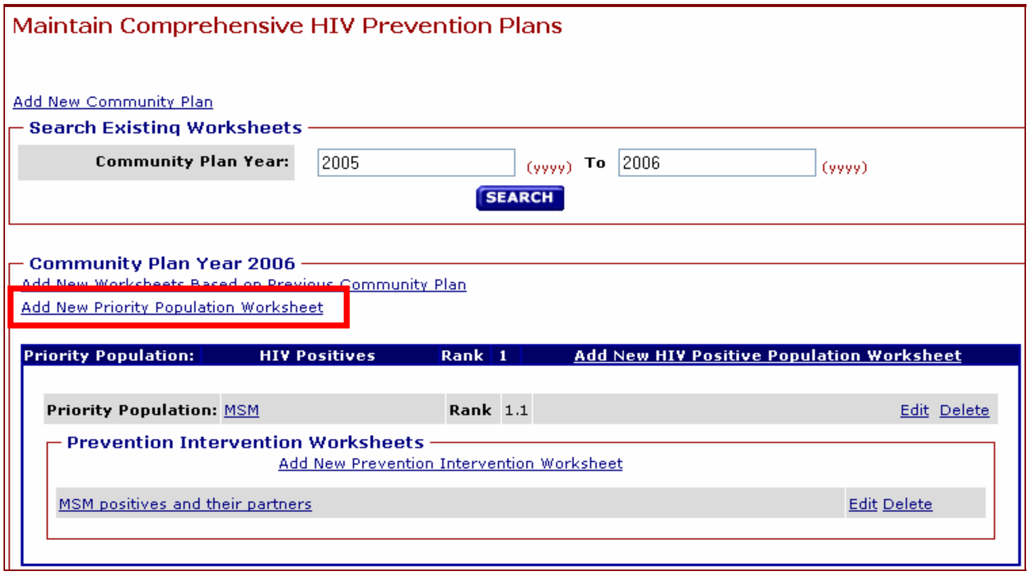
The *Maintain Comprehensive HIV Prevention Plans* screen displays, indicating the Priority Population Worksheet has been added successfully.

Add a New Prevention Intervention Worksheet

Step > Action

1. Click **Community Planning** on the module menu bar.

The *Maintain Comprehensive HIV Prevention Plans* screen displays.



2. In the **Community Plan Year** section, click **Add New Priority Population Worksheet**.

The *Add Priority Population* screen displays.

3. In the **Priority Population** field, type a unique name to identify the priority population.
4. Click the **Rank** drop-down list and select the rank for the populations. Priority population ranks begin at 2 and continue through 99.

> The HIV+ Priority population will always have a Rank of 1.1 – 1.10. Additional priority populations (not necessarily positives) will have a rank of 2.0 – 99.

5. In the **Transmission Risk** section, click each checkbox that applies to the priority population.
6. In the **Race** section, click each checkbox that identifies the race targeted for the priority population.
7. In the **Ethnicity** section, click each checkbox that identifies the ethnicity targeted for the priority population.
8. In the **Gender** section, click each checkbox that identifies the gender targeted for the priority population.
9. In the **Age** section, click each checkbox that identifies the age range targeted for the priority population.
10. In the **HIV Status** section, click the appropriate radio button for **Positive, Positive and their partners, Negative/Unknown,** or **Mixed** to identify the HIV Status of the priority population.
11. In the **Geo Location** section, click each checkbox that identifies the geo location targeted for the priority population.
12. Enter any text appropriate for the **HIV/AIDS Prevalence, Prevalence of Risky Behavior** or **Description of Community's Input on Priority Population**.
13. Click **SAVE AND FINISH**.

The *Maintain Comprehensive HIV Prevention Plans* screen displays, indicating that the prevention intervention worksheet has been updated successfully. Agencies within your jurisdiction can now begin to create program models for the community plan information created for this year.

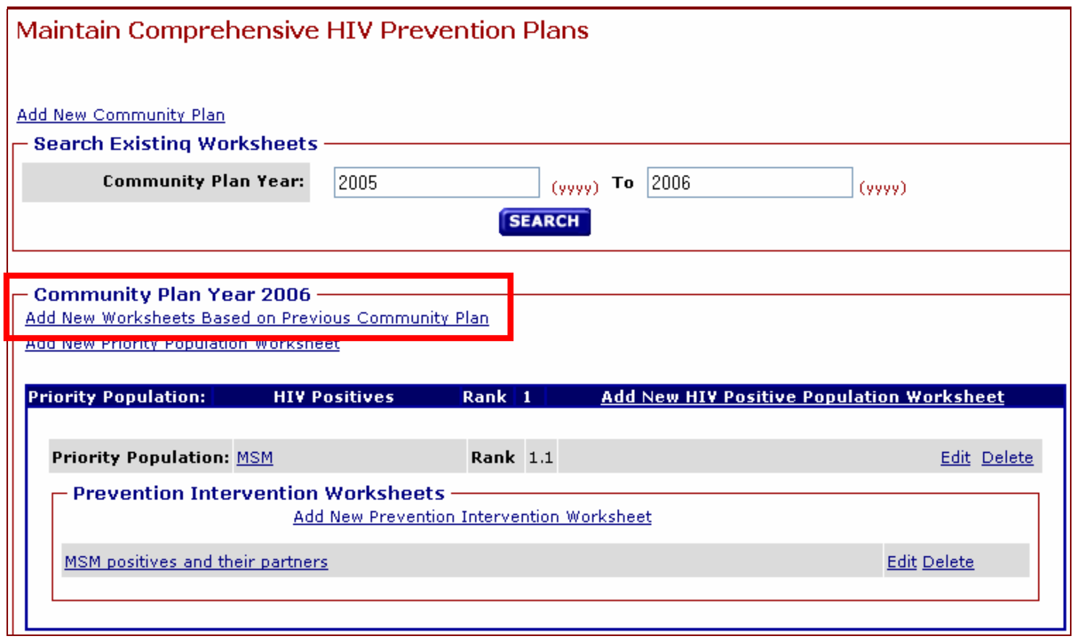
Add New Worksheets Based on Previous Community Plans

When information within the community plan does not change on a yearly basis or may be similar from year to year, an existing community plan can be used for adding a new worksheet.

Step > Action

1. Click Community Planning on the module menu bar.

The *Maintain Comprehensive HIV Prevention Plans* screen displays.



2. In the **Community Plan Year** section, click **Add New Worksheets Based on Previous Community Plans**.

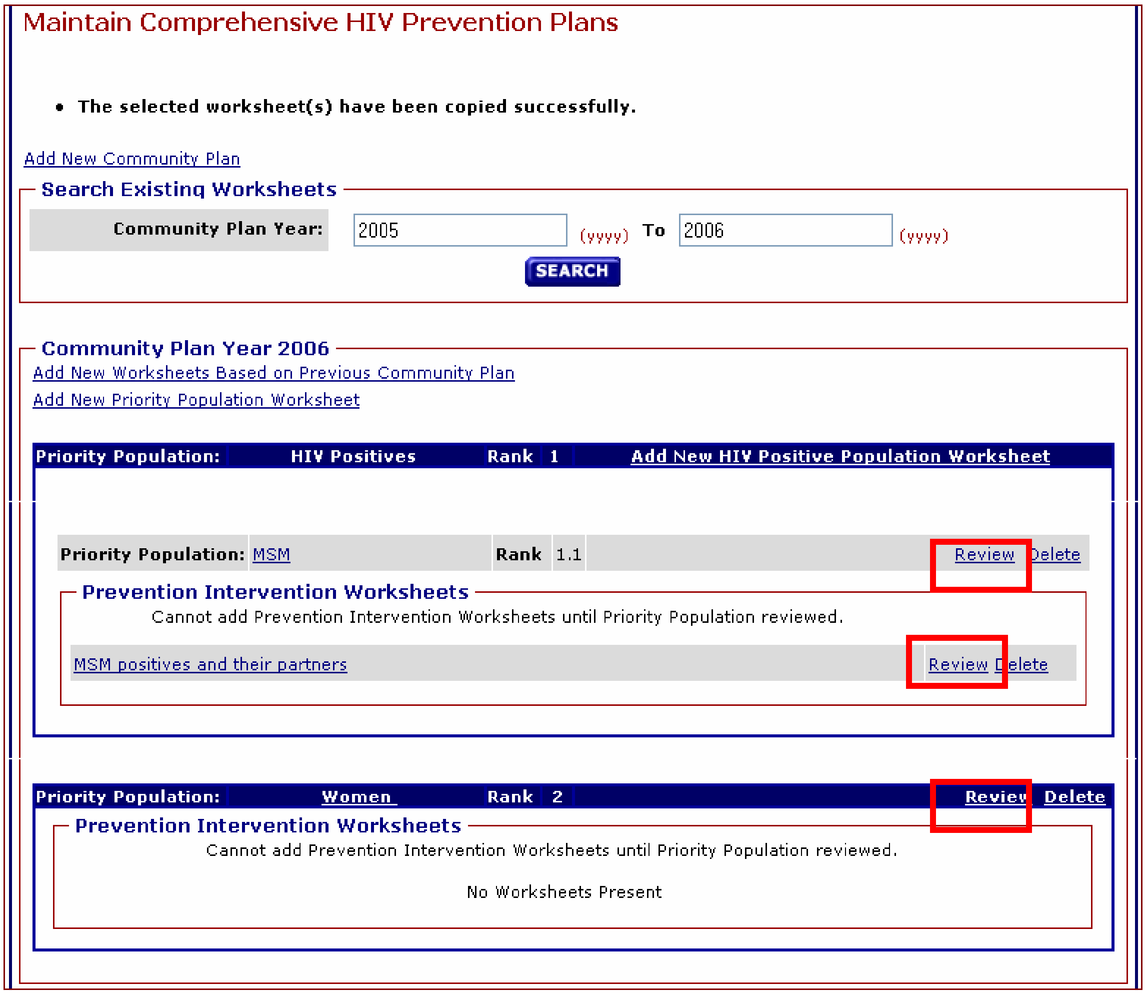
The *Add New Worksheets Based on Previous Community Plan* screen displays.

3. In the **Search Existing Worksheets** field, type the desired community plan year.
4. Click **SEARCH**.

The screen will refresh with the search results displaying under the **Community Plan Year** section.

5. Click the **Priority Populations** and **Prevention Interventions** checkboxes that you want to add to your current community plan.
6. Click **SAVE AND FINISH**.

The *Maintain Comprehensive HIV Prevention Plans* screen displays, indicating that the worksheets have been copied successfully.



> You must click **Review** for each worksheet, verify each worksheet and save before the community plan is updated.

7. On the **Maintain Comprehensive HIV Prevention Plans** screen, click the **Review** link that is associated with the worksheet(s) you have added.
8. Review the worksheet information, and make applicable changes.
9. Click the checkbox that indicates the worksheet has been reviewed.
10. Click **SAVE AND FINISH**.

The *Maintain Comprehensive HIV Prevention Plans* screen displays, indicating that the prevention intervention worksheet has been updated successfully.

Program Information Module

The Program Information Module is where agencies define the components of the program services they intend to deliver. These programs are based on prevention funding requirements. The Program Information Module was designed as a planning activity for agencies to define the services it intends to deliver. This information will display when entering intervention sessions for clients in PEMS, which reduces data entry burden for agency staff; and these data are critical for comparing what was planned for a program to what was actually delivered. A program can have one or more program models within it. The term “program model” refers to the scientific or operational rationale that serves as the foundation for the development of an intervention. An intervention is the prevention approach being used, such as CRCS, CTR, HC/PI, HE/RR, Outreach, and PCRS. The planned number of sessions and activities are defined within an intervention. A program model can contain one or more interventions (e.g. outreach and HE/RR). Some interventions are delivered to individuals and some are delivered to couples, or groups (large or small). PEMS refers to this distinction as the “unit of delivery,” or the number of clients that intervention will reach for each session.

The **Program Information** Module allows a user to:

- Add new program
- Add a new program model
- Add a new intervention and session
- Select activities for a session or intervention
- View all information relevant to existing programs
- Add and view end-of-year budget information
- Complete and view an additional target population worksheet

PEMS Core Roles Required

The following core roles have access to the Program Information Sub Module:

- Agency Information Role
- Agency Budget Role
- Program Information Role
- Program Budget Information Role
- Community Planning Role
- Client Service Role
- Aggregate Service Role
- PCRS Role
- CTR Role
- CRCS Role
- Aggregate HC/PI Role
- Aggregate HERR/OR Role
- Client HERR Role

Program Details Sub Module

A program consists of one or many program models, interventions, sessions and activities. An agency may have one or more programs in the same calendar year. The Program Details Sub Module is where each agency will create their program, program models, interventions, sessions, and activities that define the prevention services their agency intends to deliver.

PEMS Core Roles Required

The following core roles have access to the **Program Details** Sub Module:

- Program Information Role
- Program Budget Information Role

Add New Program Details

Add Program Details allows a user to create the program for prevention services and identify the community plan year to which the program relates. Programs must be created first. Program models are created second and must be created annually, based on the funding cycle of the program award. Programs are used by agencies to organize one or more program models designed to provide HIV prevention services to clients and the interventions that comprise them. The first step in creating a program is to give it a unique name. The program name links the agency name with the program model and distinguishes it from similar programs provided within the same agency.

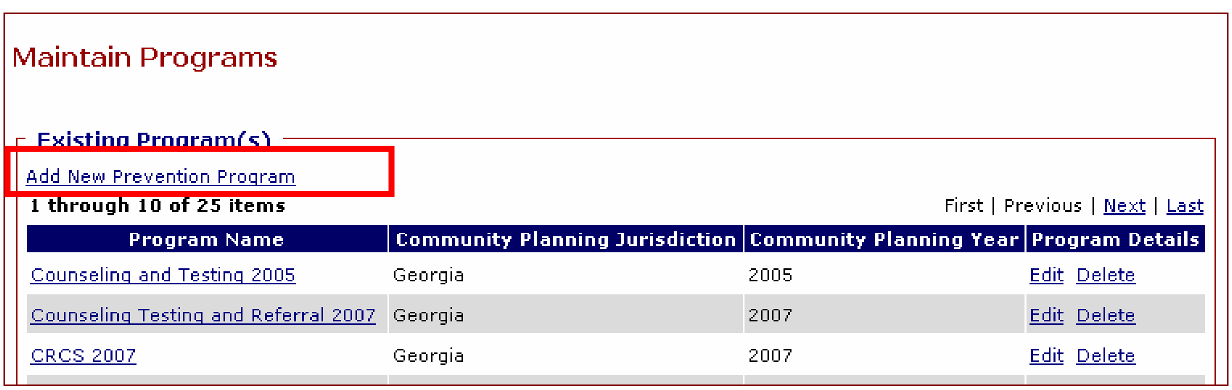
> Programs, Program Models, and Interventions should each be uniquely named, even across years. For example, if your agency delivers CTR each year, the program, program model and interventions should be uniquely named each year. (e.g. CTR 2006, CTR 2007). This will make it easier to identify the specific program, program model and interventions when working with Monitoring and Evaluation Reports.

PEMS Core Roles Required

Users assigned the Program Information role have permission to add new program details.

1. Click **Program Information** on the module menu bar.

The *Maintain Programs* screen displays.


Maintain Programs

Existing Program(s)

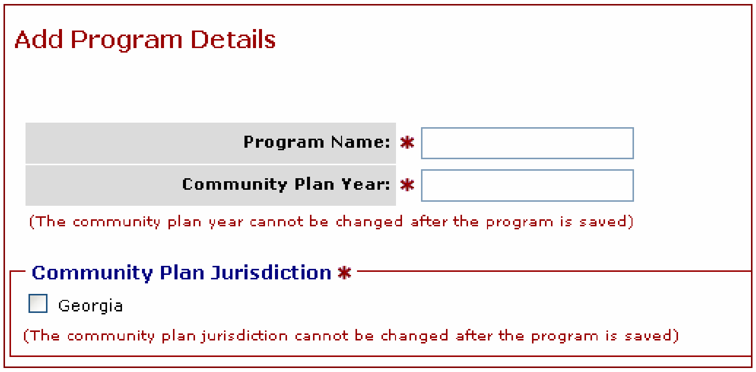
Add New Prevention Program

1 through 10 of 25 items

First | Previous | Next | Last

Program Name	Community Planning Jurisdiction	Community Planning Year	Program Details
Counseling and Testing 2005	Georgia	2005	Edit Delete
Counseling Testing and Referral 2007	Georgia	2007	Edit Delete
CRCS 2007	Georgia	2007	Edit Delete

2. In the **Existing Program(s)** section, click **Add New Prevention Program**.
3. The *Add Program Details* screen displays.


Add Program Details

Program Name: *
Community Plan Year: *
(The community plan year cannot be changed after the program is saved)

Community Plan Jurisdiction *
☐ Georgia
(The community plan jurisdiction cannot be changed after the program is saved)

> * Indicates a mandatory field that must be completed to save the record.

4. In the **Program Name** field, type a unique name for your prevention program.
5. In the **Community Plan Year** field, type the year ***(YYYY)*** to reference. This will pull all of the target populations identified for the community plan for that year and display them when creating the program model.

> Community Plan Data must be entered annually. The information entered in program information should support the jurisdiction's community plan. PEMS draws upon the information that was entered into the Community Planning Module. Agencies within a jurisdiction will not be able to enter their annual program models or intervention data until the Health Department enters the community plan data. Once created, this will automatically update for all agencies within the jurisdiction. NOTE: The community plan year and jurisdiction cannot be edited after the program model details are saved.

6. Click the checkbox next to the applicable **Community Plan Jurisdiction**.
7. Click **SAVE AND FINISH**.

The *Maintain Programs* screen displays, indicating the program has been added successfully.

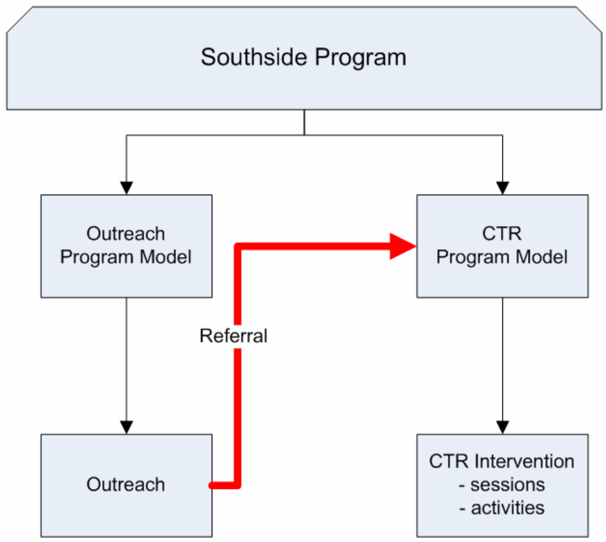
Another option is to click **SAVE AND ADD PROGRAM MODEL**. This would automatically take you to the next screen and allow you to create the program model for the program you just created.

> Programs can be deleted only if they do not have any associated client intervention sessions and:
>
> - All related activities have been deleted
> - All related sessions have been deleted
> - All related interventions have been deleted
> - All related program models have been deleted

Program Model Details Sub Module

A program model is the scientific or operational basis that serves as the foundation for the development of a program. A program can have multiple program models. Agencies should create multiple program models for a program when they want to track referrals from one program model to another. Currently, there are three program model categories in PEMS: 1) Evidence-based study (i.e., the DEBIs); 2) CDC Recommended Guidelines (i.e., CTR, CRCS, PCRS); and 3) Other Basis.

> Counseling, Testing, and Referral (CTR) should **always** be set up as a separate program model. CTR should not be delivered as an intervention under a non-CTR program model. This allows the tracking of referrals into CTR services and facilitates the generation of CTR reports.



The **Program Details** Sub Module allows program models to be added and maintained.

> Program models must be entered annually in PEMS. Program models can only be entered after annual Community Planning data have been entered for the jurisdiction. If the community plan does not include the desired target population, you should first create an Additional Target Population before creating a program model. Once the target population is defined for a program model, it cannot be modified. The program model has to either be deleted – or a new program model has to be created.
>
> If an agency is dually funded by CDC and a funding agency to provide the same prevention service, the agency has the option of creating one program model or two separate program models. If the agency creates one program model, when sharing the data with their funding agency, the funding agency would receive all the program model data, including that funded by CDC. When reporting data to CDC, CDC would receive all the program model data, including that funded by the funding agency. If an agency does not want both CDC and the funding agency to have access to all their program model data, they can create two separate program models and track services for each funding source. When creating sharing and submission parameters, the agency will be able to only select the program model appropriate for the specific funding source.

PEMS Core Roles Required

Users assigned the Program Information role have permission to access the **Program Model Details** Sub Module.

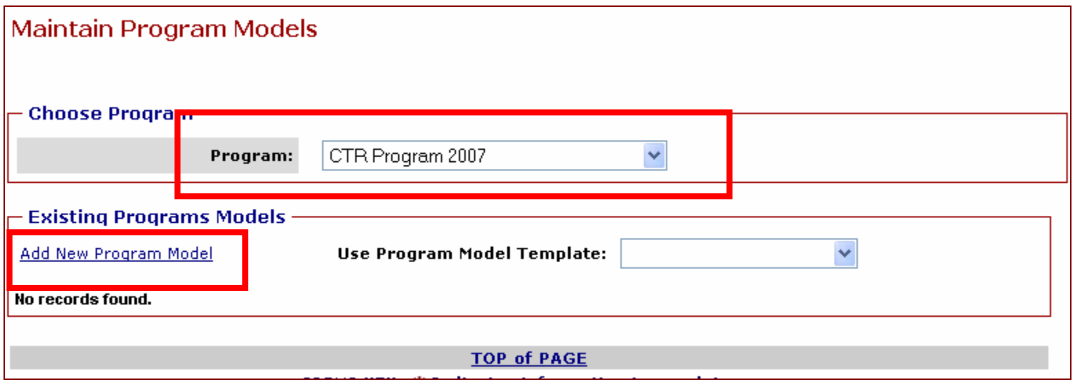
Add a New Program Model

Once Programs are created, agencies can identify the basis for the services that will be delivered, the timeframe the program model will be delivered within, and identify the populations that will receive the service delivery.

Step > Action

1. Click **Program Information** on the module menu bar.
2. Click **Program Model Details** on the sub module menu bar.

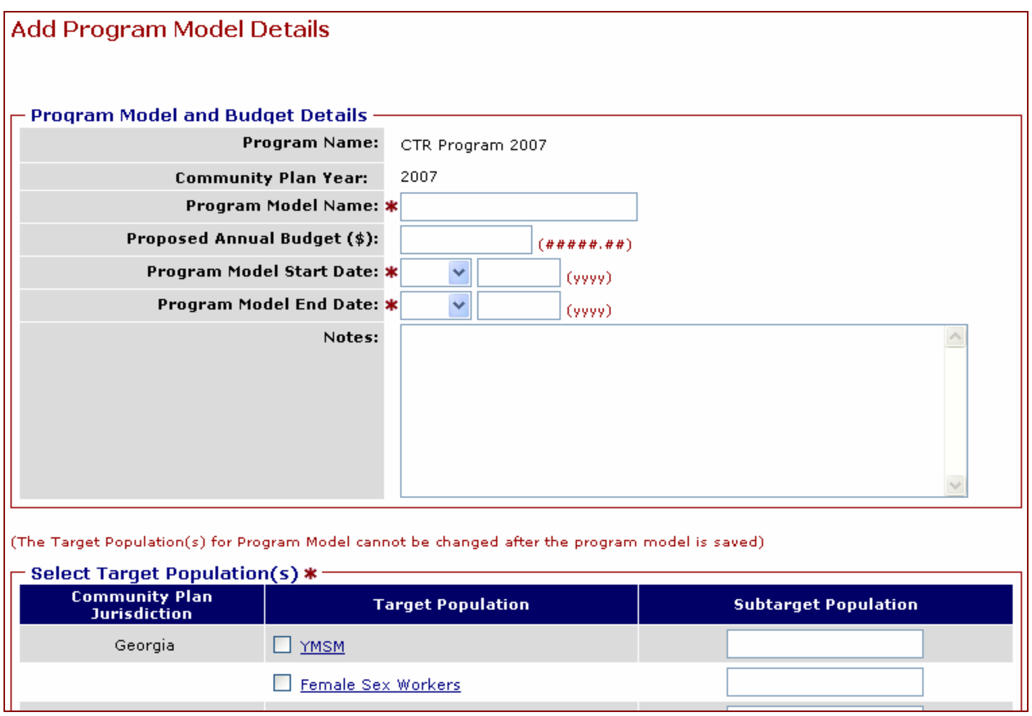
The *Maintain Program Models* screen displays.



3. In the **Choose Program** section, click the **Program** drop-down list and select the name of the program to which you want to add the program model.
4. Under the **Existing Program Models** section, click **Add New Program Model**.

The *Add Program Model Details* screen displays.

Another option is to add a new program model using a Program Model Template, which is discussed in the Program Model Templates Sub Module section.



The **Program Name** and **Community Plan Year** fields are already populated from when the **Program** was created.

5. In the **Program Model Name** field, type a unique name for the program model.

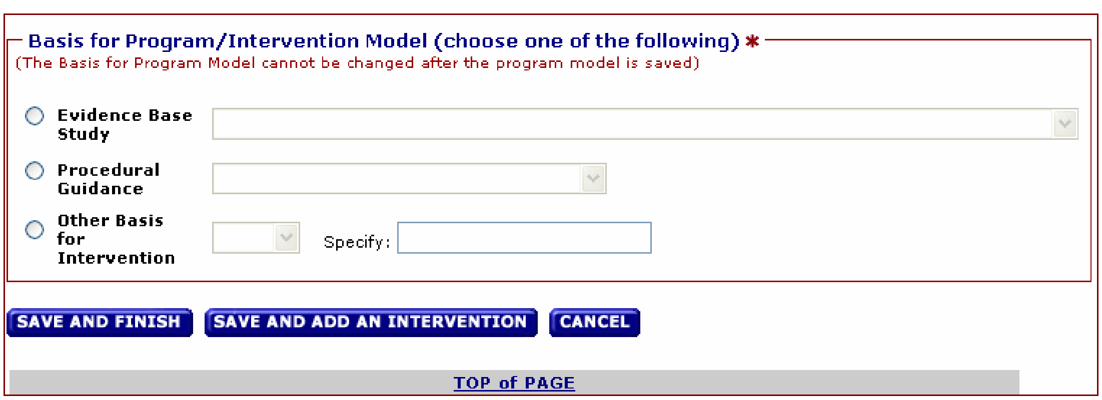
> Program, program models, and interventions should each be uniquely named, even across years. For example, if your agency delivers CTR each year, the program, program model and interventions should be uniquely named each year (e.g. CTR 2006, CTR 2007). This will make it easier to identify the specific program, program model and interventions when working with Monitoring and Evaluation Reports.

6. In the **Proposed Annual Budget ($)** field, type the proposed budget for the program model.
7. Click the **Program Model Start Date** drop-down list and select the month the program begins. Type the year (***YYYY***).
8. Click the **Program Model End Date** drop-down list and select the month the program ends. Type the year (***YYYY***).

> The program model start date or end date must fall within the community plan year. If the program model start and end date fall outside of the community plan year, you will receive an error message.
>
> The Program Announcement funding for the year has to be entered by the agency before the program data can be entered. The system checks the start date of the program to see if it falls within the period of funding. This information is entered by CDC the first year the agency goes live. Each year thereafter, the agency is required to enter the information themselves.

9. In the **Select Target Population(s)** section, click the appropriate checkboxes for each population the program model will target.

> When you are entering program model data, you must specify a target population for the program model. The target population(s) that display are from the community plan data of the jurisdiction(s) to which the agency belongs. If the agency is targeting a population that is not represented in the community plan target populations, Additional Target Populations can be created in the Additional Target Populations sub module in Program Information. These Additional Target Populations must be created before creating the program model so they display in the list of Target Populations.



10. In the **Basis for Program/Intervention Model** (choose one of the following) section, click the radio button for **Evidence Base Study**, **Procedural Guidance**, or **Other Basis for Intervention**.

> As with target populations, the Basis for Program/Intervention Model cannot be modified once the program model is saved.

11. Click the related **Evidence Base Study**, **Procedural Guidance**, or **Other Basis for Intervention** drop-down list and select the appropriate program model basis.
12. Click **SAVE AND FINISH**.

Another option is to click **SAVE AND ADD INTERVENTION**. This would automatically take you to the next screen and allow you to create the intervention for the program model you just created.

Once a program model has been created, target populations within the program model cannot be edited. Program models can be deleted only if it does not have any associated client intervention sessions and:

- All related activities have been deleted
- All related sessions have been deleted
- All related interventions have been deleted

View Existing Program Model Information

Once Program Models are created, the program model data can be viewed.

PEMS Core Roles Required

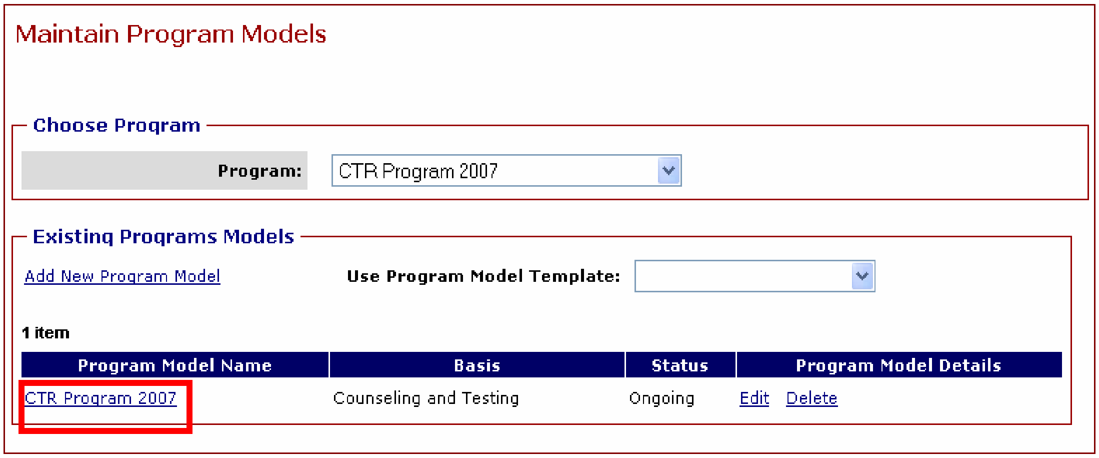
The following core roles have permissions to view existing program model information:

- Agency Information Role
- Agency Budget Role
- Program Information Role
- Program Budget Information Role
- Community Planning Role
- Client Service Role
- Aggregate Service Role
- PCRS Role
- CTR Role
- CRCS Role
- Aggregate HC/PI Role
- Aggregate HERR/OR Role

Step > Action

1. Click Program Information on the module menu bar.
2. Click Program Model Details on the sub-module menu.

The *Maintain Program Models* screen displays.



3. Click the **Program** drop-down list and select the applicable program to display the associated program model.
4. The screen will refresh and each related program model will display in the **Existing Program Models** section.
5. In the **Existing Programs Models** section click the program model name in the Program Model Name column.
6. The **View Program Model Details** screen will display with a summary of the program model data.
7. Click **BACK TO MAINTAIN**.

The *Maintain Program Models* screen displays.

Intervention Details Sub Module

The Intervention Details Sub Module allows an agency to define specific intervention details to be delivered under programs and program models. An intervention includes activities intended to change the knowledge, attitudes, beliefs, behaviors, or practices of individuals and populations to reduce health risk. The Intervention Details Sub Module allows each agency to specify the intervention and the specific activities to take place in each session of that intervention.

Counseling, Testing and Referral program models can only have one intervention associated with the program model

- **HIV Testing** can only be selected as an activity under a Counseling, Testing and Referral program model.

Partner Counseling and Referral Services program models can only have one intervention associated with the program model.

- **Elicit Partners** can only be selected as an activity under Partner Counseling and Referral Services.
- **Notification of Exposure** can only be selected as an activity under Partner Counseling and Referral Services.

PEMS Core Roles Required

Users assigned the Program Information role have permission to access the **Intervention Details** Sub Module.

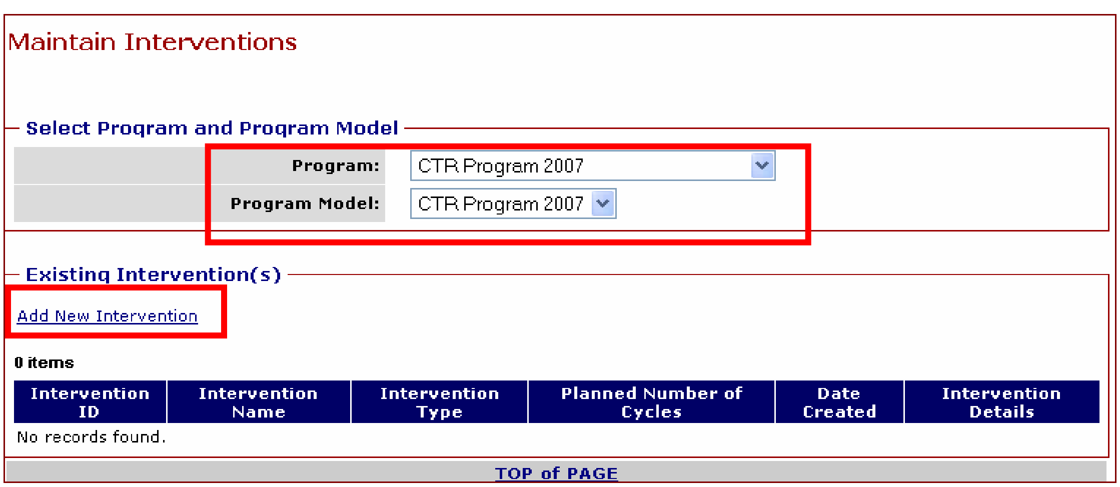
Add a New Intervention

A program model can contain one or multiple interventions. Interventions specify the number of sessions and core components of services to be delivered to clients. These data include the specification of delivery methods, sites, and session activities planned for an intervention. The intervention also defines the level of data collection. If **Individual** is selected, service data can *only* be entered through the Client Level Services Module. If **Aggregate** is selected, service data can *only* be entered through the Aggregate Level Services module. **Add Intervention Details** allows a user to add one or more interventions to a program model.

Step > Action

1. Click **Program Information** on the module menu bar.
2. Click **Intervention Details** on the sub module menu.

The *Maintain Interventions* screen displays.

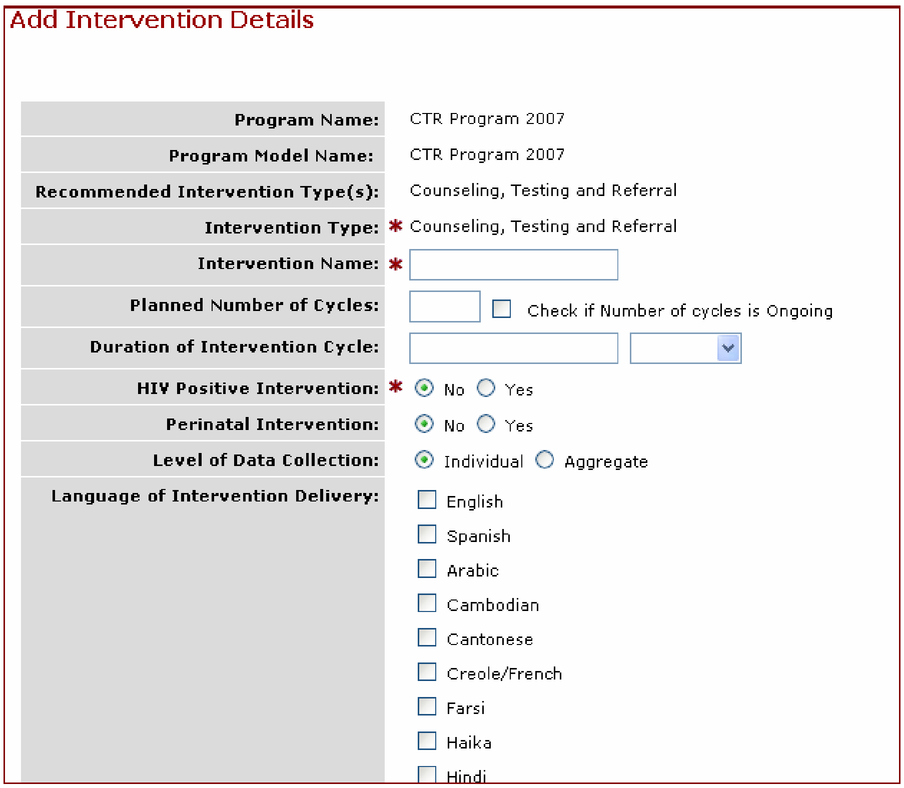


3. Click the **Program** drop-down list and select the program to which you want to add the intervention.
4. Click the **Program Model** drop-down list and select the program model to which you want to add the intervention.

> Once a program is selected, the **Program Model** drop-down list populates with each of the program models contained in the program.

5. In the **Existing Intervention Section**, click **Add New Intervention**.

The *Add Intervention Details* screen displays with the **Program Name**, **Program Model Name**, and **Recommended Intervention Type(s)**.


Add Intervention Details

Program Name:	CTR Program 2007
Program Model Name:	CTR Program 2007
Recommended Intervention Type(s):	Counseling, Testing and Referral
Intervention Type: *	Counseling, Testing and Referral
Intervention Name: *	
Planned Number of Cycles:	Check if Number of cycles is Ongoing
Duration of Intervention Cycle:	
HIV Positive Intervention: *	No Yes
Perinatal Intervention:	No Yes
Level of Data Collection:	Individual Aggregate
Language of Intervention Delivery:	English Spanish Arabic Cambodian Cantonese Creole/French Farsi Haika Hindi

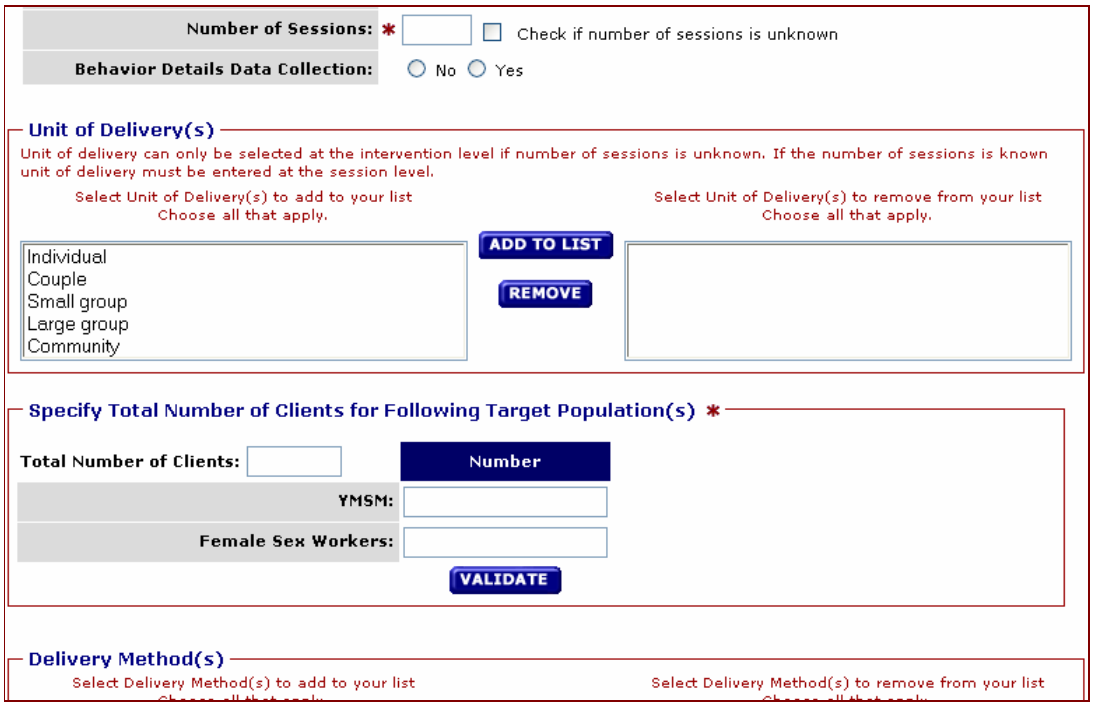
6. Click the **Intervention Type** drop-down list and select **Health Communication/Public Information**, **Health Education Risk Reduction**, **Outreach**, **Comprehensive Risk Counseling and Services**, or **Other**. **NOTE**: If CTR or PCRS is selected (under CDC recommended guidelines in Program Model Basis) when adding a new program model, the intervention type will automatically display in the Intervention Type field on this screen.
7. In the **Intervention Name** field, type a unique intervention name. This will allow you to easily identify the intervention when generating monitoring and evaluation reports.
8. In **Planned Number of Cycles** field either type a number for the planned number of cycles for the program model, or click the checkbox for **Check if Number of cycles is Ongoing**.

> **Cycle** is the amount of time it takes to deliver all of the sessions and activities within an intervention. Planned number of cycles is the number of times that cycle is to be repeated over the course of a year. Typically, HERR interventions have a planned number of cycles with discrete sessions in each.
>
> **Ongoing** is typically chosen for interventions that are delivered on a continuing basis and the number of sessions is not always known. CRCS, CTR, Outreach and PCRS are examples of cycles that are ongoing.

9. If you entered a number in the **Planned Number of Cycles** field, type a number in the **Duration of Intervention Cycle** field and click the drop-down list to select days or months.
10. In **HIV Positive Intervention,** click **Yes** or **No**.
11. In **Perinatal Intervention,** click **Yes** or **No**.
12. In **Level of Data Collection** click **Individual** or **Aggregate**.

> The **Level of Data Collection** selection will determine if data are entered under the Client Level Services module or the Aggregate Level Services module. If **Individual** is selected, service data can only be entered through the Client Level Services Module. If **Aggregate** is selected, service data are only able to be entered through the Aggregate Services module.

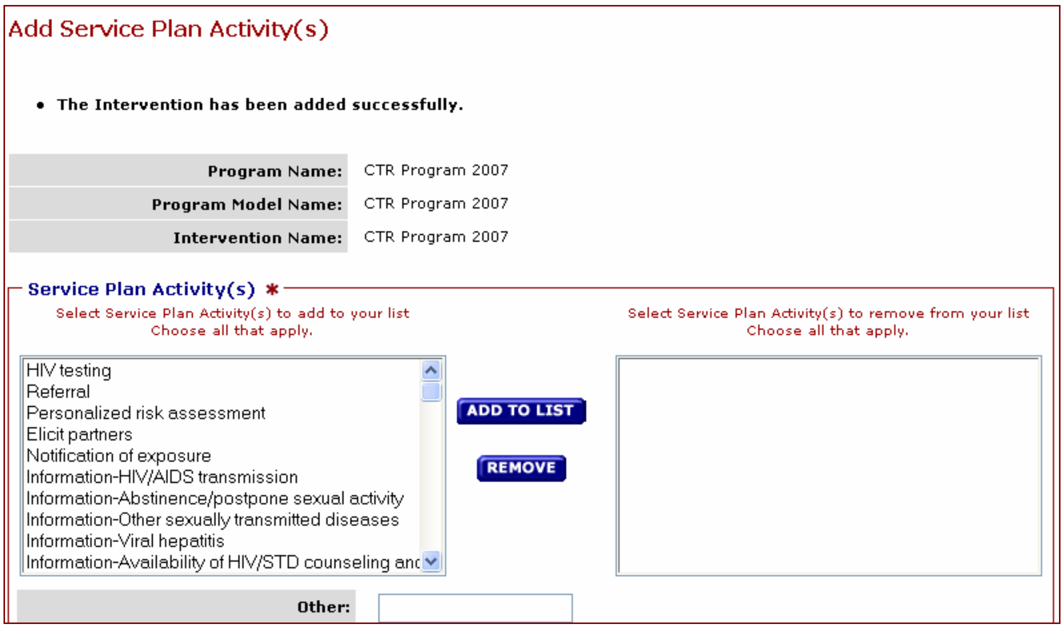
13. In **Language of Intervention Delivery**, click each checkbox applicable for the language(s) in which the intervention will be delivered.



14. In the **Number of Session** field, type a number for the planned number of sessions to be delivered, or click the checkbox for **Check if number of sessions is unknown**. **NOTE**: When CTR or PCRS is selected as the intervention type, the **Check if number of Sessions is Unkonwn** checkbox is automatically selected and the **Number of Sessions** field cannot be edited.
15. In the **Behaviors Details Data Collection** section**,** click **Yes** or **No**.
16. For the **Unit of Delivery** section, if you select the number of sessions as **Unknown**, select each delivery method for the intervention. If the number of sessions is known, you will specify the delivery methods for each individual session on the next screen for adding session details.
17. For **Specify Total Number of Clients for Following Target Population(s)** section, type the **Total Number of Clients** intended to be reached by this intervention.
18. For each target population, type the number intended to be reached for that population by this intervention.
19. Click **VALIDATE**. If you do not click validate, you will receive an error message.

Target populations must include at least one integer. You can enter 0 for the target population if you are delivering multiple interventions for a program model and are not targeting each population within an intervention.

20. In the **Delivery Method(s)** section, select each delivery method planned for the intervention.
21. Click **SAVE AND CONTINUE**.
22. If you entered a number in the **Number of Sessions** field, the *Add Session Details* screen displays. Continue to step 29. If you selected **Number of Sessions Unknown**, the *Add Service Plan Activity(s)* screen displays.
23. Under **Service Plan Activity(s)**, select each activity to be delivered in the Intervention.
24. Click **SAVE AND CONTINUE**.



25. Under **Service Plan Activity(s)**, select each activity to be delivered during the session.
26. Click **ADD TO LIST**.
27. Click **SAVE AND CONTINUE**.

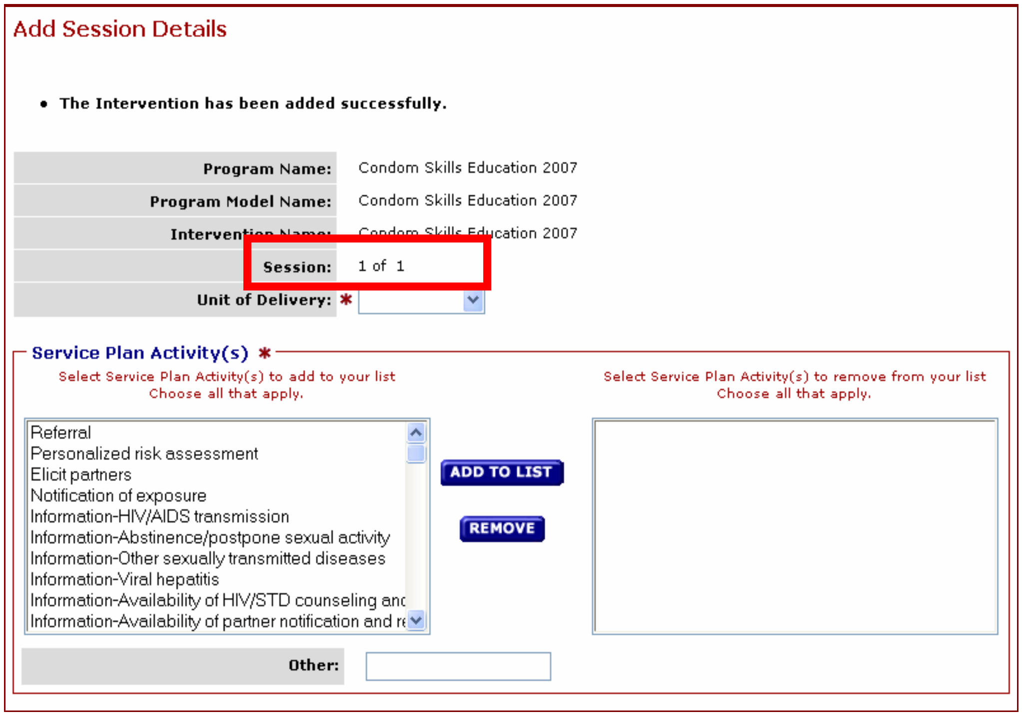
The *Intervention Summary* screen displays with a summary of intervention information.

28. Click **BACK TO MAINTAIN**.

The *Maintain Interventions* screen displays with the Intervention displaying under the **Existing Intervention(s)** section of the screen.

29. If you entered a number in the **Number of Sessions** field, the *Add Session Details* screen displays with the **Program Name, Program Model Name, Intervention Name** and **Session Number** already populated.

A session is a planned span of time when the client is engaged in prevention services. The **Session** field will indicate how many sessions are planned for the intervention and the current session for which you are entering data. Session details are added until you have entered what you plan to deliver in each of the sessions you have specified. Each session must be entered individually. For example, if there are five sessions for a group-delivered intervention (e.g., SISTA), the Add Session Details screen displays to automatically continue with adding session details for each of the five sessions specified.


Add Session Details

- The Intervention has been added successfully.

Program Name:	Condom Skills Education 2007
Program Model Name:	Condom Skills Education 2007
Intervention Name:	Condom Skills Education 2007
Session:	1 of 1
Unit of Delivery: *	

Service Plan Activity(s) *

Select Service Plan Activity(s) to add to your list
Choose all that apply.

Select Service Plan Activity(s) to remove from your list
Choose all that apply.

Referral
Personalized risk assessment
Elicit partners
Notification of exposure
Information-HIV/AIDS transmission
Information-Abstinence/postpone sexual activity
Information-Other sexually transmitted diseases
Information-Viral hepatitis
Information-Availability of HIV/STD counseling anc
Information-Availability of partner notification and re

ADD TO LIST

REMOVE

Other:

30. Click the **Unit of Delivery** drop-down list and select **Individual**, **Couple**, **Small Group**, **Large Group**, or **Community**. (**NOTE**: If you enter a specific number of sessions, you will specify the delivery methods for each individual session on this screen.)
31. Under **Service Plan Activity(s)**, select each activity to be delivered during the session.

> To select multiple activities, hold the shift key down and click on each item to select. Each selected item will be highlighted in blue.

32. Click **ADD TO LIST**.
33. Click **SAVE AND CONTINUE**.
34. The *Add Session Details* screen will continue to display until you have completed entering the unit of delivery and activity data for each session.

The *Intervention Summary* screen displays with a summary of intervention information.

35. Click **BACK TO MAINTAIN**.

The *Maintain Interventions* screen displays with the Intervention displaying under the **Existing Intervention(s)** section of the screen. The **Intervention ID** displays at the bottom of the screen in the first column.

> An intervention can be deleted only if it does not have any associated client intervention sessions and:
>
> - All related activities have been deleted
> - All related sessions have been deleted

> **NOTE**: Consider adding Session Templates for stable interventions with a known number of sessions and little variation in delivery. Session templates are located in Client Level Services and are useful tools to reduce data entry burden.

View Existing Intervention Details

Users should review intervention details annually to determine if modifications are needed.

PEMS Core Roles required

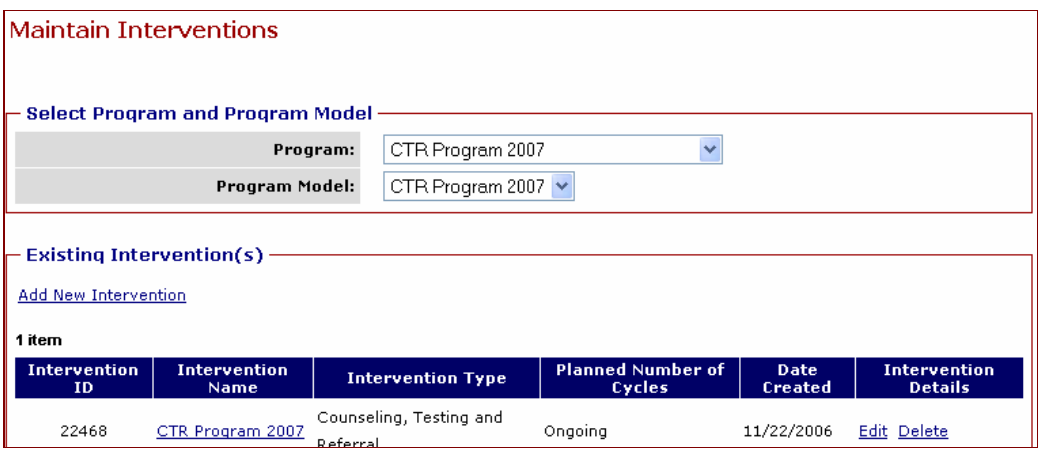
The following core roles have permissions to view intervention details:

- Agency Information Role
- Agency Budget Role
- Program Information Role
- Program Budget Information Role
- Community Planning Role
- Client Service Role
- Aggregate Service Role
- PCRS Role
- CTR Role
- CRCS Role
- Aggregate HC/PI Role
- Aggregate HERR/OR Role

Step > Action

1. Click **Program Information** on the module menu bar.
2. Click **Intervention Details** on the sub module menu bar.

The *Maintain Interventions* screen displays.



3. Click the **Program** drop-down list and select the name of the program.
4. Click the **Program Model** drop-down list and select the name of the program model.
5. In the **Existing Intervention(s)** section, click the intervention name in the **Intervention Name** column.

The *View Intervention Details* screen displays.

6. In the **Existing Session(s)** section, click the **Session** to view session details, if a discrete number of sessions was specified.
7. Click **BACK TO VIEW INTERVENTION**.

The *View Interventions* screen displays.

8. Click **BACK TO MAINTAIN**.

The *Maintain Interventions* screen displays.

Program Model Templates Sub Module

Program model templates can be created to make it easier to create program models year after year. To create a program model template, a program model must first be created. When a program model template is created, any interventions, sessions and activities associated with the program model are also included in the template. The program model template also copies the estimated budget information and program model details, excluding the plan year information. Program model templates must be uniquely named.

PEMS Core Roles Required

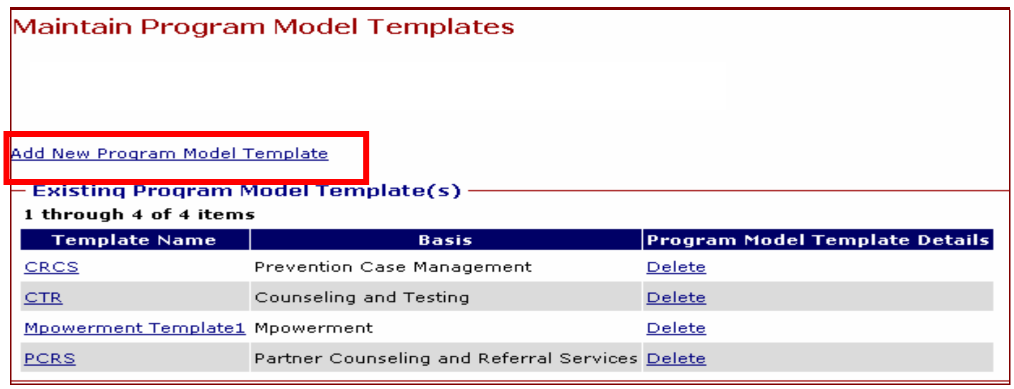
Users assigned the Program Information role have access to the **Program Model Templates** Sub Module.

Add a New Program Model Template

Step > Action

1. Click **Program Information** on the module menu bar.
2. Click **Program Model Templates** on the sub module menu.

The *Maintain Program Model Templates* screen displays.


Maintain Program Model Templates

Add New Program Model Template

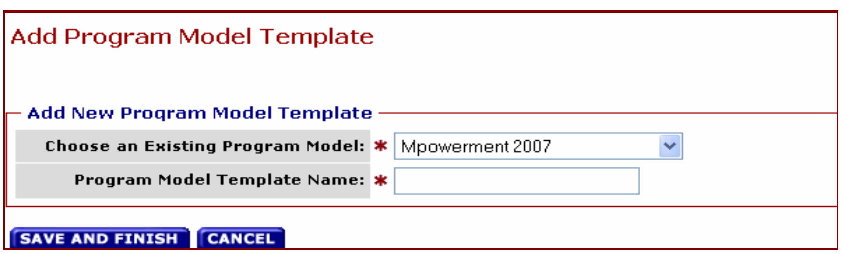
Existing Program Model Template(s)

1 through 4 of 4 items

Template Name	Basis	Program Model Template Details
CRCS	Prevention Case Management	Delete
CTR	Counseling and Testing	Delete
Mpowerment Template1	Mpowerment	Delete
PCRS	Partner Counseling and Referral Services	Delete

9. Click **Add New Program Model Template**.

The *Add Program Model Template* screen displays.


Add Program Model Template

Add New Program Model Template

Choose an Existing Program Model: * Mpowerment 2007

Program Model Template Name: *

SAVE AND FINISH CANCEL

10. Click the **Choose an Existing Program Model** drop-down list and select an existing program model for the template.
11. In the **Program Model Template Name** field, type a unique template name.
12. Click **SAVE AND FINISH**.

The Maintain Program Model Templates screen displays, indicating the program model template has been added successfully. You can now create program models using the new template.

> Any interventions, sessions, or activities included under the program model are included in the template and will display when the program model template is applied. A program model template can be deleted if it has not been associated with a program model.

Create a Program Model Using a Program Model Template

Once Program Model Templates are created, they can be used when creating new program models to save time.

PEMS Core Roles Required

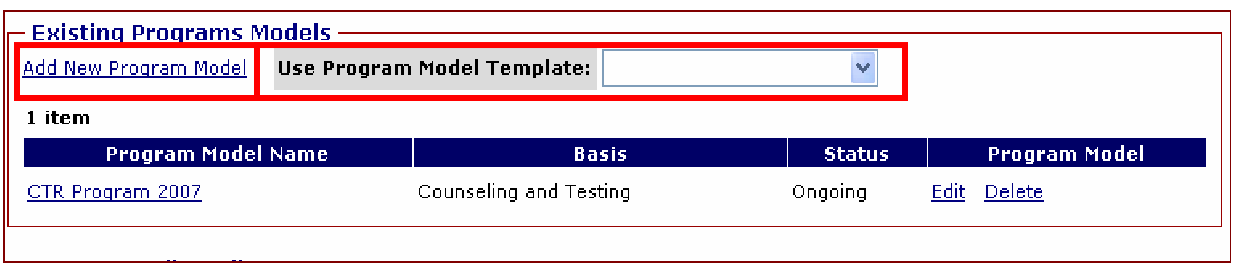
The following core roles have permissions to create program models using **Program Model Templates**:

- Agency Information Role
- Agency Budget Role
- Program Information Role
- Program Budget Information Role
- Community Planning Role
- Client Service Role
- Aggregate Service Role
- PCRS Role
- CTR Role
- CRCS Role
- Aggregate HC/PI Role
- Aggregate HERR/OR Role

Step > Action

1. Click **Program Information** on the module menu bar.
2. Search for the program to add a program model template to – or create a new program.
3. In the **Program Name** column, click the name of the Program to which you want to add a program model.

The *View Program Model Details* screen displays.



4. Scroll down to the **Existing Program Models** section.
5. Click the **Use Program Model Template** drop-down list and select the name of the program model template you want to use.
6. Click **Add New Program Model**.
7. The *Add Program Model Details* screen displays with the program model data already populated. Review the information and modify as appropriate.
8. Click **SAVE AND FINISH**.

The *Maintain Program Models* screen displays.

Program Model Budget Information Sub Module

Program Model Budget Information allows the user to manage a program model's existing budget information throughout the year and before reporting data to CDC.

Add End-of-Year Budget Information

End-of-year budget information should be entered for each program model before data are reported to CDC. This can be modified throughout the year; however the data are intended to identify how much of the program model budget was spent by year end.

PEMS Core Roles Required

Users assigned the Program Model Budget Information role have access to the Program Model Budget Information Sub Module.

Step > Action

1. Click **Program Information** on the module menu bar.
2. Click **Program Model Budget Information** on the sub module menu bar.

The *Maintain Program Model Budget Information* screen displays.


Maintain Program Model Budget Information

Existing Budget Information

1 through 10 of 26 items

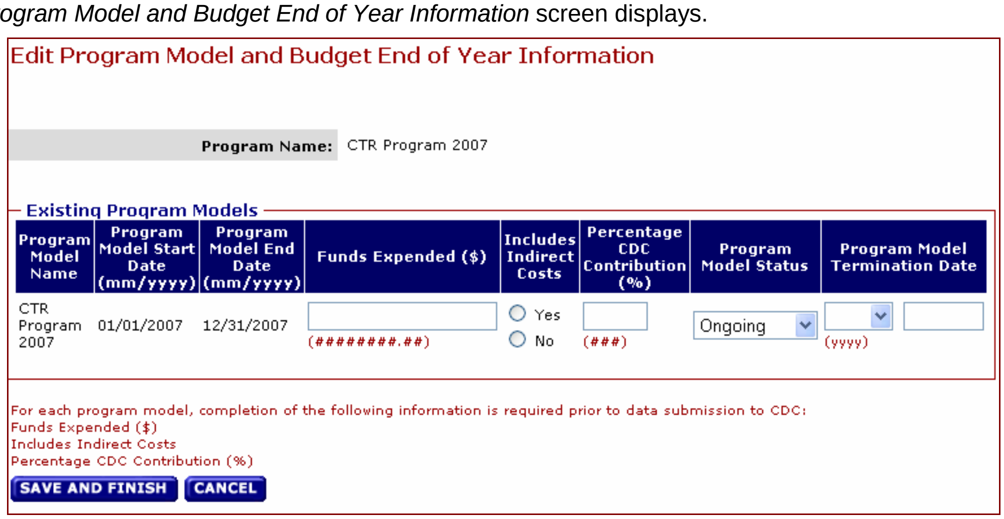
First | Previous | Next | Last

Program Name	Program Model Names	Community Planning Year	Program Model Budget Information	Data Entry Status
CTR Program 2007	CTR Program 2007	2007	View Edit	Incomplete
Counseling Testing and Referral 2007	CTR 2007	2007	View Edit	Incomplete
Counseling and Testing 2006	CTR 2006	2006	View Edit	Incomplete
CRCS 2006	CRCS 2006	2006	View Edit	Incomplete

If the **Data Entry Status** column displays an **Incomplete,** the end-of-year budget information has not been added.

3. In the **Existing Budget Information** section, click **Edit in the Program Model Budget Information** column.

The *Edit Program Model and Budget End of Year Information* screen displays.


Edit Program Model and Budget End of Year Information

Program Name: CTR Program 2007

Existing Program Models

Program Model Name	Program Model Start Date (mm/yyyy)	Program Model End Date (mm/yyyy)	Funds Expended ($)	Includes Indirect Costs	Percentage CDC Contribution (%)	Program Model Status	Program Model Termination Date
CTR Program 2007	01/01/2007	12/31/2007	(########.##)	Yes No	(###)	Ongoing	(yyyy)

For each program model, completion of the following information is required prior to data submission to CDC:
Funds Expended ($)
Includes Indirect Costs
Percentage CDC Contribution (%)

SAVE AND FINISH | CANCEL

4. In the **Funds Expended ($)** field, type the amount of funds spent on the program model.
5. In the **Includes Indirect Costs** column, click **Yes** or **No**.
6. In the **Percentage CDC Contribution (%)** type the percentage of funds that came from CDC.
7. If the program model has not ended, click the **Program Model Status** drop-down list and select **Ongoing**.
8. If the program is ending, in the **Program Model Termination Date**, enter the month and year the program model is ending.
9. Click **SAVE AND FINISH**.

The *Maintain Program Model Budget Information* screen displays showing the Data Entry Status as complete.

Additional Target Populations Sub Module

Target populations are identified through the community plan. If an agency is targeting a population not identified in the community plan, an additional target population needs to be created so it can be specified in a program model.

> Additional Target Populations need to be created before creating program models so they can be included within program models. Once program models are created, the target populations in them cannot be modified.

PEMS Core Roles Required

Users assigned the Program Information role have permissions to the Additional Target Populations Sub Module.

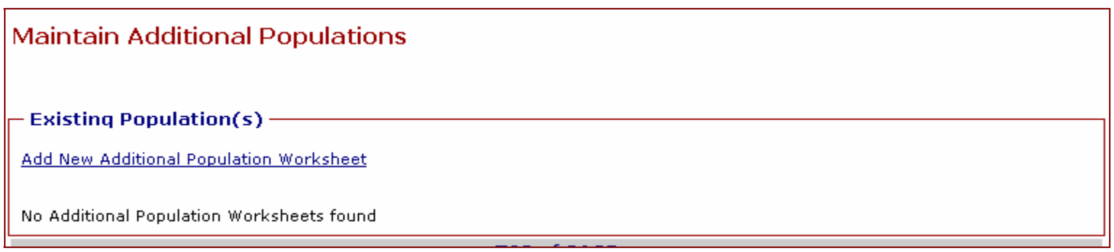
Add and Complete a New Additional Population Worksheet

Add Additional Population Worksheet allows a user to add population worksheets that were not included in their associated agency's community plan. The worksheet is included so that appropriate resources are allocated for this additional target population and to ensure that agencies can select the most appropriate target population for services.

Step > Action

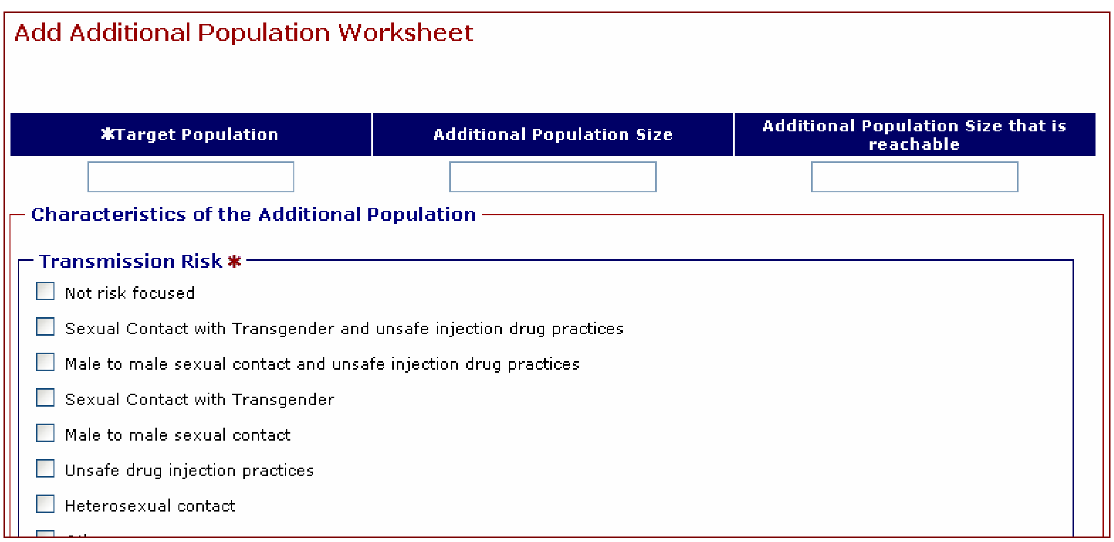
1. Click **Program Information** on the module menu bar.
2. Click **Additional Target Populations** on the sub module menu.

The *Maintain Additional Population* screen displays.



3. Click **Add New Additional Population Worksheet**.

The *Add Additional Population Worksheet* screen displays.



4. In the **Target Population** field, type a unique name to identify the priority population.
5. In the **Additional Population Size field,** type the number or size of the population for the jurisdiction.
6. In the **Additional Population Size that is reachable** field, type the number for the size of the population the agency thinks it will be able to reach through service delivery.
7. In the **Transmission Risk** section, click each checkbox that applies to the population.
8. In the **Race** section, click each checkbox that identifies the race targeted for the population.
9. In the **Ethnicity** section, click each checkbox that identifies the ethnicity targeted for the population.
10. In the **Gender** section, click each checkbox that identifies the gender targeted for the population.
11. In the **Age** section, click each checkbox that identifies the age range targeted for the population.
12. In the **HIV Status** section, click the appropriate radio button for **Positive, Positive and their partners, Negative/Unknown,** or **Mixed** to identify the HIV Status of the priority population.
13. In the **Geo Location** section, click each checkbox that identifies the geo location targeted for the priority population.
14. Enter any text appropriate for the **HIV/AIDS Prevalence, Prevalence of Risky Behavior** or **Description of Community's Input on Priority Population.**
15. Click **SAVE AND FINISH**.

The *Maintain Additional Populations* screen displays, indicating the worksheet has been added successfully. This additional target population will display as a population option to select in program models that are created.

Client Level Services Module

The Client Level Services Module in PEMS is where all client records and all service delivery details are entered for clients. PEMS is a client driven system. The majority of service delivery records are linked to client records. The Client Level Services module is also where an agency specifies what was delivered, by selecting data from what was identified in Program Information Planning. In this module you can:

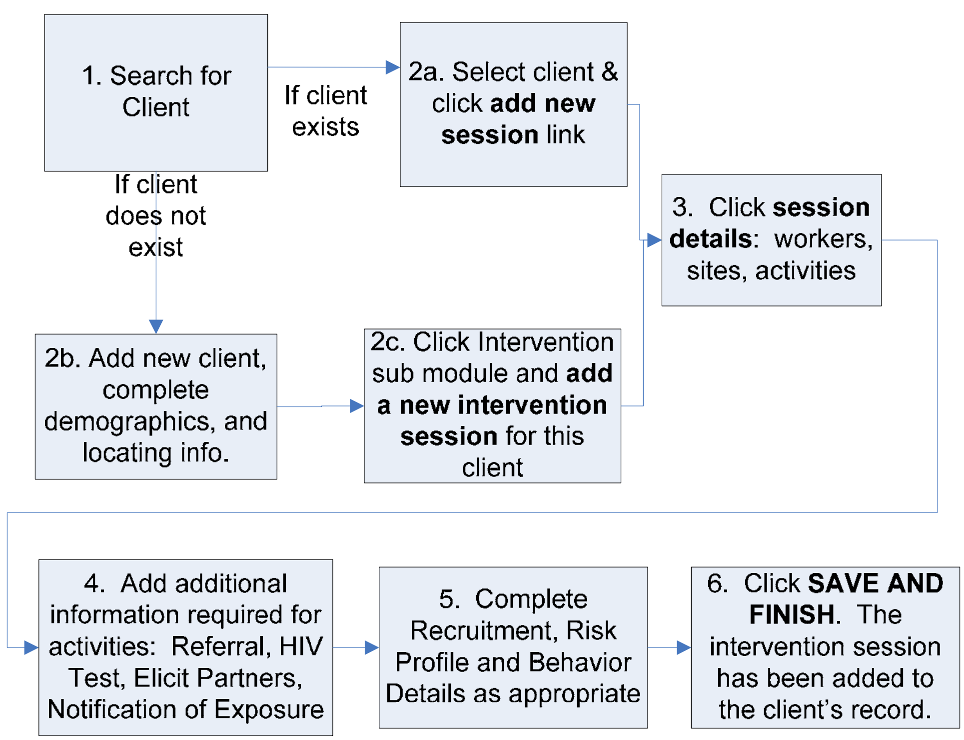
- Add a new client and add client demographics
- Add updated client demographics
- Add client interventions session details
- Add and track referrals
- Add HIV test activities and outcomes
- Add client risk profiles
- Add client locating information
- Add PCRS intervention data
- Add CTR intervention data
- Add CRCS intervention data
- Add DEBI intervention data

PEMS Core Roles required

The following core roles have access to the Client Level Services Module:

- Client Service Role
- Client HERR Role
- PCRS Role
- CRCS Role
- CTR Role

The flow chart below walks through each of the major steps required to add an intervention session to a client in PEMS.



Demographics Sub Module

The Demographics Sub Module allows the user to add demographic information for a client and displays a historical list of demographic data collected for a client.

PEMS Core Roles required to

The following core roles have access to the Demographics Sub Module:

- Client Service Role
- Client HERR Role
- PCRS Role
- CRCS Role
- CTR Role

Add a New Client

Any client who receives prevention services may be entered into PEMS. This includes clients who test anonymously. Client names are not required in PEMS. The PEMS generated ID (and local client ID, if used by the agency) identifies clients in the system. Each client receives a unique PEMS generated client ID, which cannot be edited. In addition, agencies may decide to enter a unique local client ID of up to 12 characters. This local client ID is editable. Clients cannot be deleted once entered into PEMS.

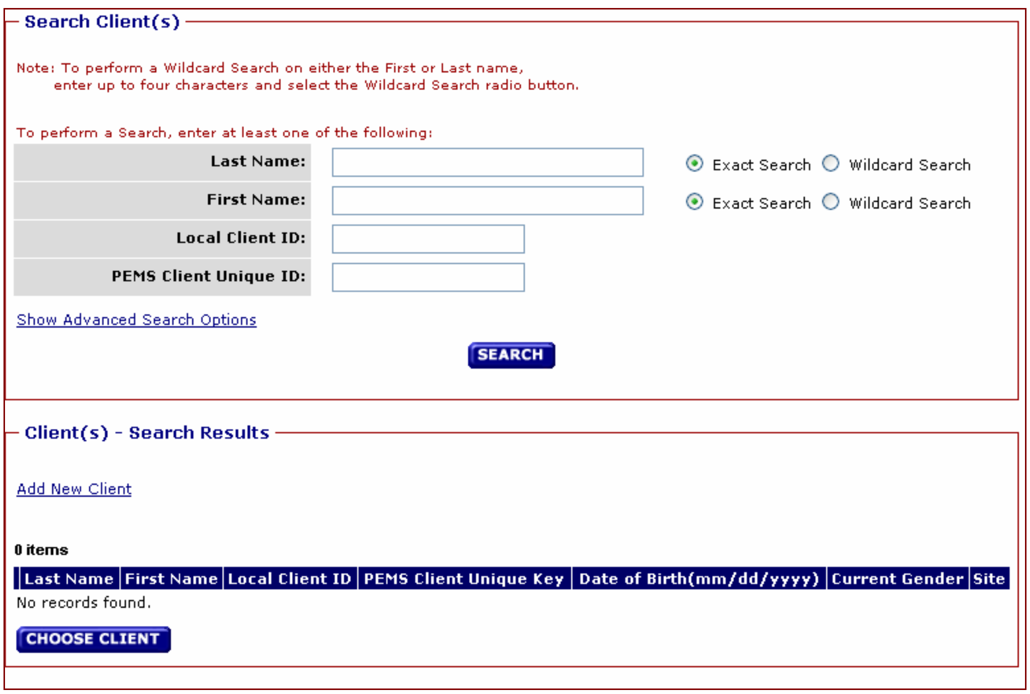
Client Intervention Sessions can be deleted only if:

- Any activities (referral, HIV Testing, etc) associated with the session are deleted
- Any session details associated with the session are deleted

Step > Action

1. Click **Client Level Services** on the module menu bar.
2. Click **Demographics** on the sub module menu bar.

The *Select Client* screen displays.



PEMS is a client based system. All data are added to client records. Therefore, PEMS will always require a user to search for a client record to see if it exists in PEMS or to see if a new record must be created. This prevents duplicate client records from being entered inadvertently.

To search for a client, the user can:

- Search by First Name, Last Name, Local Client ID, or PEMS Client Unique ID
- Conduct an advanced search by Program Model and Intervention, Session Date Range, Demographics, Referral Codes, or Form ID
- Conduct a wildcard search by clicking the **Wildcard Search** radio button and entering up to four characters in either the Last Name or First Name fields and clicking **SEARCH**

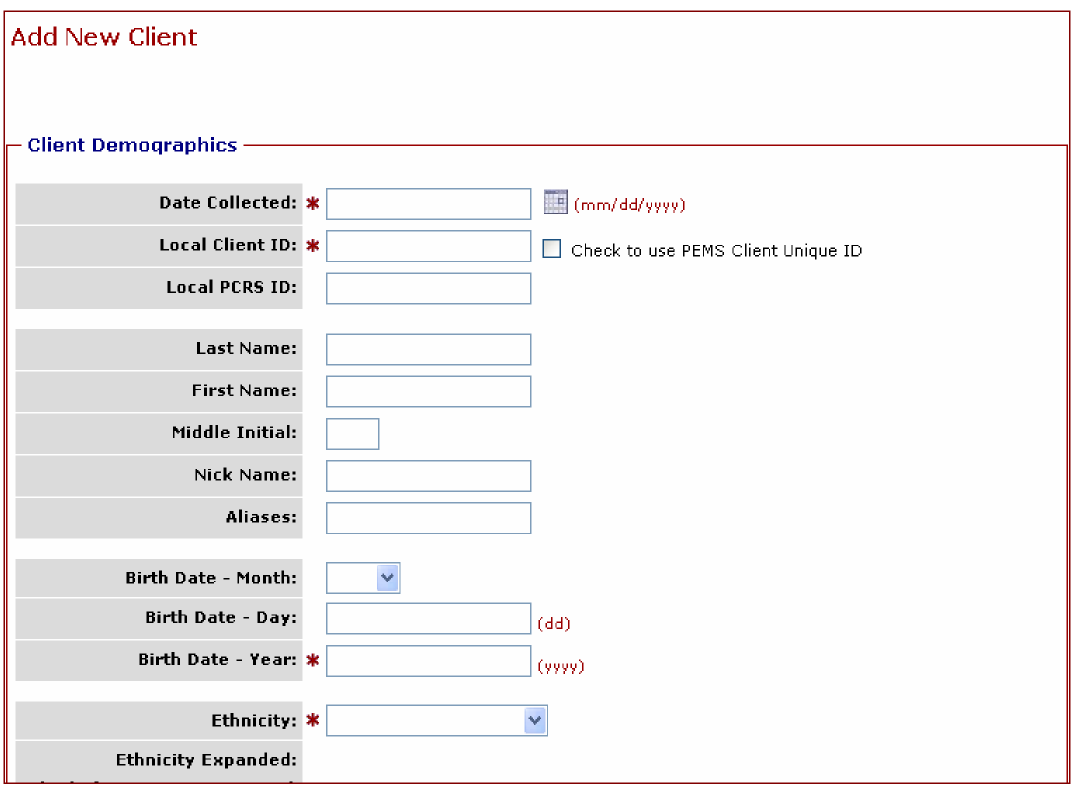
3. Type the client's first name, last name or unique key into the appropriate fields.
4. Click **SEARCH**.

* Icon next to a field in PEMS requires data to be entered for that field before the screen may be saved. Not all fields that are required to be reported to CDC have an * next to them. Refer to the Data Variables document to identify those variables that are **Reported to CDC-Yes**.

The *Client Search Results* display at the bottom of the screen.

5. Click **Add New Client**.

The A*dd New Client* screen displays.



6. In the **Date Collected** field, type the date the client demographics were collected by the agency.
7. In the **Local Client ID** field, type a unique client ID that your agency generates, or click the **Check to use PEMS Client ID** checkbox.

> The **Local Client ID** field accepts a maximum of 12 alpha/numeric characters and no dashes or underscores. (NOTE: client-identifying data such as initials should not be used.) The Local Client ID field can be edited. If a PEMS generated Client ID is selected, the PEMS Client ID will become both the PEMS Client ID and the Local Client ID. The PEMS client ID cannot be edited.

8. In the **Birth Date – Year** field, type the birth year of the client.
9. Click the **Ethnicity** drop-down list and select the ethnicity of the client.
10. Click **ADD/EDIT ETHNICITY EXPANDED** to select additional information for ethnicity, if appropriate.
11. Click the appropriate **Race** checkboxes.
12. Click **ADD/EDIT RACE EXPANDED** to select additional information for race, if appropriate.
13. Click the **State/Territory of Residence** drop-down list and select the client's state of residence.
14. Click the **Assigned Sex at Birth** drop-down list and select the sex the client was assigned at birth.
15. Click the **Current Gender** drop-down list and select the current gender for the client.
16. Add in any additional information you have for the client in the other fields
17. Click **SAVE AND FINISH**.
18. To begin entering Intervention Session details for a client, click **Interventions** on the sub module menu bar. The *Maintain Intervention Sessions* screen will display with the client's record at the top of the screen.

Add Updated Demographics

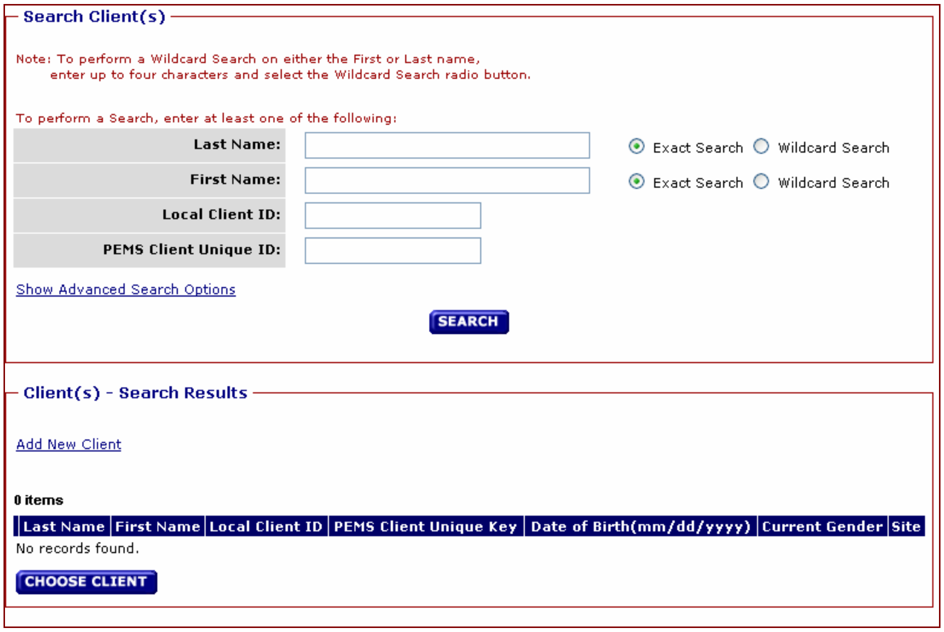
Any new information or changes to a client's demographic information can be made through the Demographics Sub Module. If existing information is being modified (e.g., due to a data entry error), you should select **Edit. The original Date Collected date will remain the same and the system will display the time stamp in the Last Modified By section in the audit trail at the bottom of the screen.** If you are adding new demographic information, you should select **Add** to enter a new Date Collected record for the client. The Demographics Sub Module will keep a historical record of each added or edited demographic.

Step > Action

1. Click **Client Level Services** on the module menu bar.

2. Click **Demographics** on the sub module menu bar.

The Select Client screen displays.

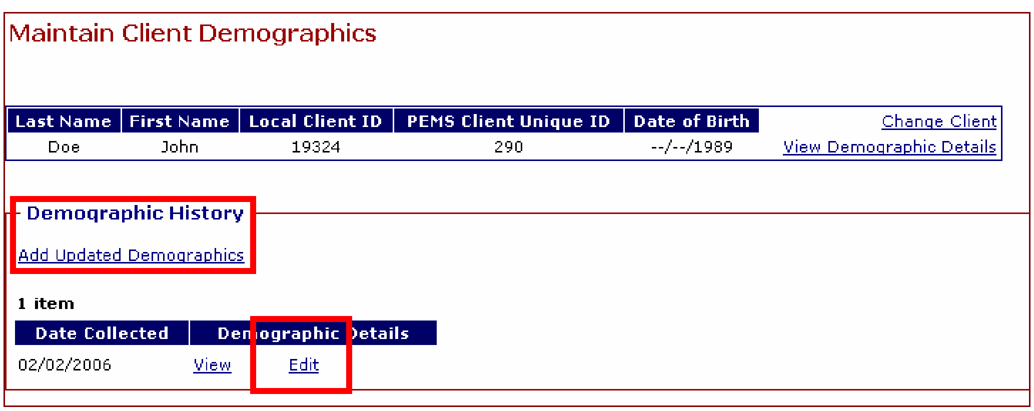


3. Type the client's first name, last name or unique key into the appropriate fields.
4. Click **SEARCH**.

The *Client Search Results* displays at the bottom of the screen.

5. Click **CHOOSE CLIENT**.

The Maintain Client Demographics screen displays.



6. Click **Add Updated Demographics**.

The *Add Updated Client Demographics* screen displays.

7. Complete at least the mandatory fields.
8. Click **SAVE AND FINISH**.

Risk Profile Sub Module

The Risk Profile Sub Module allows the user to add risk profiles outside of an intervention (for example: when a client first comes to an agency and risk profile information is collected during intake). This sub module also allows users to review existing risk profiles for a client, including those entered through an intervention.

> PEMS is a client based system and all service data are linked to client records. For a risk profile to be linked to an intervention, it must be added through the interventions sub module. This links the risk profile to the intervention services delivered.
>
> Risk profiles added through the Risk Profile sub module menu bar are NOT linked to an intervention and typically should be used for entering risk profile data captured during agency screening and/or intake. (NOTE: Agencies can also add an intake session to their intervention plans to ensure that extracts and reports on the intervention include these data.)
>
> All risk profiles can be viewed and maintained through Risk Profile on the sub module menu bar.

PEMS Core Roles Required

The following core roles have access to the Risk Profile Sub Module:

- Client Service Role
- Client HERR Role
- PCRS Role
- CRCS Role
- CTR Role

Add a Risk Profile for a Client on Intake (Outside of an Intervention)

All risk profiles added through the Risk Profile Sub Module will be added outside of an intervention, which means that these data would not be associated with an intervention and would not be included in intervention-specific extracts. To add a risk profile linked to an intervention, it must be added through the Interventions Sub Module.

Step > Action

1. Click **Client Level Services** on the module menu bar.
2. Click **Risk Profile** on the sub module menu bar.

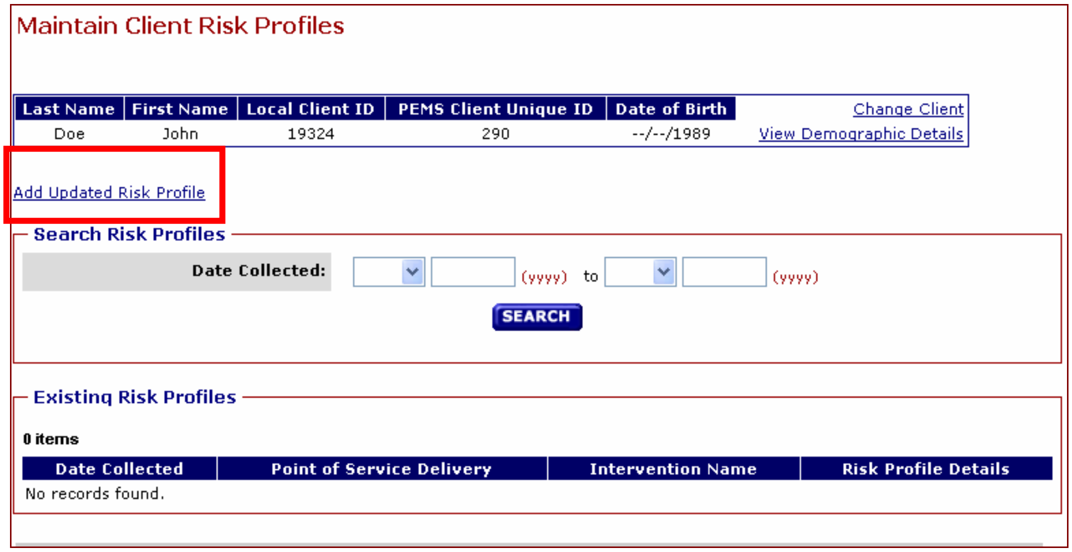
The *Select Client* screen displays.

3. Search for the client record that you want to add risk profile information to.

The search results display at the bottom of the screen.

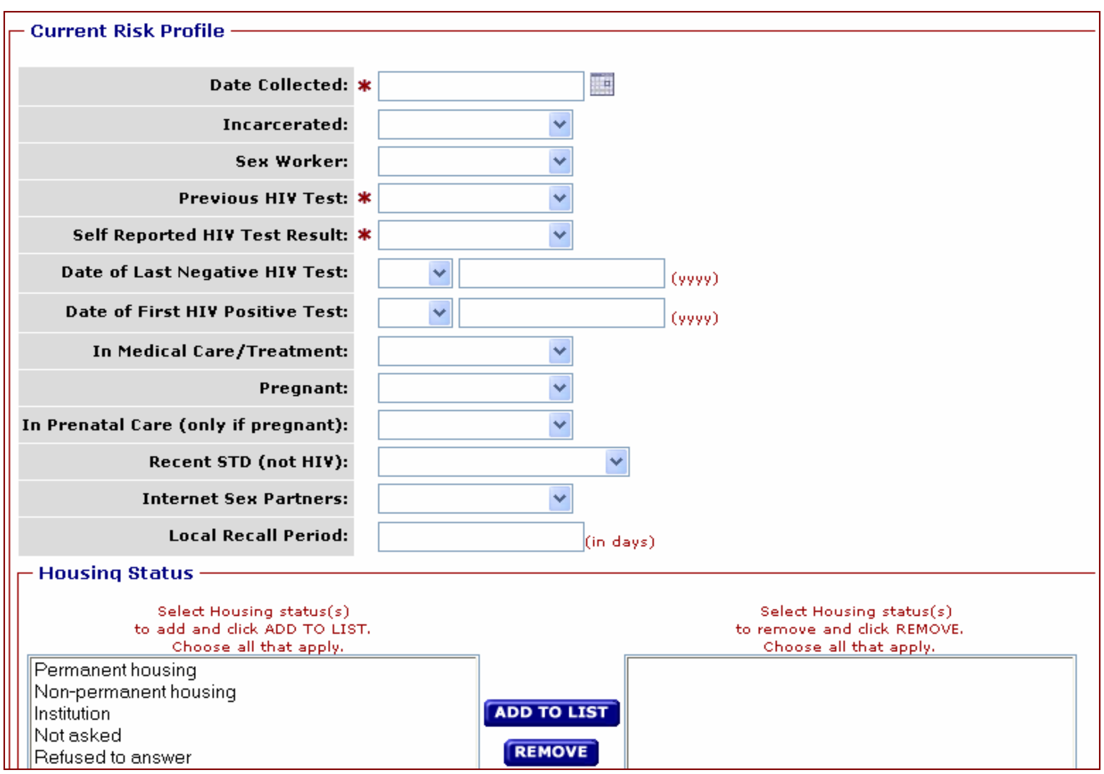
4. Click the radio button next to the client's name you would like to select.
5. Click **CHOOSE CLIENT**.

The Maintain Client Risk Record displays.



6. Click **Add Updated Risk Profile**.

The *Add Updated Risk Profile* screen displays. The **Most Recent Risk Profile** displays at the top of the page. Scroll down to **Current Risk Profile**.



7. In the **Date Collected** field, type the date the risk profile information was collected.
8. Click the **Incarcerated** drop-down list and select from the options listed.
9. Click the **Sex Worker** drop-down list and select from the options listed**.**
10. Click the **Previous HIV Test** drop-down list and select **Y** from the options listed.
11. Click the **Self Reported HIV Status** drop-down list and select from the options listed.
12. If the client reported he/she had a previous HIV test, complete the **Date of Last Negative HIV Test** or **Date of First Positive Test** fields.
13. Complete any applicable information for **In Medical/Care Treatment** (only if the client is HIV positive), **Pregnant, In Prenatal Care (only if pregnant), Recent STD (not HIV),** and **Internet Sex Partners**.
14. The risk profile is for a 90 day recall (3 months). If you have asked your client to recall a timeframe in addition to the 90 days, enter that in the **Local Recall Period** field.
15. Under **Housing Status**, select each status that applies to the client.
16. Click **ADD TO LIST**.

Client Risk Factors: *	Last 3 Months	Local Period
Injection drug use	☑	☐
Sex with transgender	☐	☐
Sex with female	☑	☐
Sex with male	☑	☐
No risk identified	☐	☐
Not asked	☐	☐
Refused to answer	☐	☐
Other (Specify)	☐	☐
If Other, Specify:		

Sex Relations:	Last 3 Months			Local Period		
	M	F	T	M	F	T
Exchange sex for drugs/money/or something they needed	☐	☐	☐	☐	☐	☐
While intoxicated and /or high on drugs	☐	☑	☐	☐	☐	☐
With person who is an IDU	☑	☐	☐	☐	☐	☐
With person who is HIV positive	☐	☐	☐	☐	☐	☐
With person of unknown HIV status	☑	☐	☐	☐	☐	☐
With person who exchanges sex for drugs/money	☐	☑	☐	☐	☐	☐
With person who is an MSM	☐		☐	☐		☐
With anonymous partner	☐	☑	☐	☐	☐	☐
With person who has hemophilia or transfusion/transplant recipient	☐	☐	☐	☐	☐	☐
No additional risk information specified	☐	☐	☐	☐	☐	☐
Not asked	☐	☐	☐	☐	☐	☐
Refused to answer	☐	☐	☐	☐	☐	☐

17. In the **Client Risk Factors** section, click each checkbox that the client reported for the past 90 days. If you selected a local recall period, enter any risk factors that apply for the recall period.
18. In the **Sex Relations** section, click each checkbox (related to the risk factors above), the client reported for the past 90 days. If you selected a local recall period, enter any sex relations that apply for the recall period.

19. In the **Injection drugs/Substances** section, click each checkbox (related to the risk factors above), the client reported for the past 90 days. If you selected a local recall period, enter any injection drug use that applies for the recall period.

The Risk factors selected in the **Client Risk Factors** section dictate what you can enter for the remainder of the risk profile. For example: If **Sex with male** is chosen as a risk factor, any sex relations selected can only be with males. If **Injection drug use** is not selected as a risk factor, no checkboxes in the **Injection drugs/substances** section may be selected.

20. Click **SAVE AND FINISH**.

If the client already has a risk profile, the most recent risk profile will display at the top of the screen. You can click the **Check to Use Most Recent Risk Profile and Update as of This Session Date** checkbox and update the appropriate information. Be sure to click the checkbox at the bottom before saving to verify that you have reviewed and updated the data.

If a user is adding a risk profile through **Interventions**, the user will be prompted to check the **Date collected valid as of Session date** checkbox before saving. This checkbox must be selected regardless if a previous risk profile is being used. This checkbox does not display if the user adds risk profile outside of an intervention.

NOTE: PEMS is designed to only directly capture those factors associated with IDU/Substance Use and the associated risk for HIV/AIDS transmission. The categories of risk for transmission correspond to those used by Surveillance and other groups within CDC. While important to know for targeted services to clients, non-injection drug/substance use is not captured as a client risk factor in PEMS. However, you may choose to select “Other” and specify non-injection drug/substance use in the text box provided. A client’s non-injection drug use may only be specified if “sex with transgender,” “sex with female,” or “sex with male” is chosen as a risk factor. You have the opportunity to further specify these sexual activities under Add Behavior Details without an Intervention Session whereby you may indicate the number of unprotected sex events (with a transgender/female/male) while intoxicated and/or high on non-injection drugs/substances. PEMS allows you to further specify the non-injection drugs under the “What Drugs? Section of Add Behavior Details. Please keep in mind that the intention of “What Drugs” is to allow for the specification of non-injection drugs/substance use associated with unprotected sexual activity and is NOT to be used to solely capture non-injecting drug/substance use alone.

Update to Self-Reported HIV Test Result Variable

In prior releases of PEMS, the variable Self Reported HIV Test Result was mandatory when completing a client risk profile, even if the response choice to Previous HIV Test was “No.” In release 3.0.3, Self Reported HIV Test Result was changed to be conditionally mandatory based upon whether the response of “Yes” is selected for Previous HIV Test. Records in PEMS entered prior to this patch release that contain a value in Self Reported HIV Test Result when Previous HIV Test is “No” will be changed to “Not Asked” in the database.

Interventions Sub Module

The Interventions Sub Module is where all intervention details are added to client records. Most client level data should be added through this sub module in PEMS. The Interventions Sub Module displays first on the sub module menu bar because it is the most frequently used. The other sub modules in Client Level Services serve as a quick links to modify or update data entered through the Interventions Sub Module. Using the Interventions Sub Module, you can add the following to client records to capture service delivery:

- Add recruitment details
- Add risk profile information
- Add behavior details for a client
- Add local variables
- Add session details
- Add activities
- Add and update referrals
- Add HIV test activities

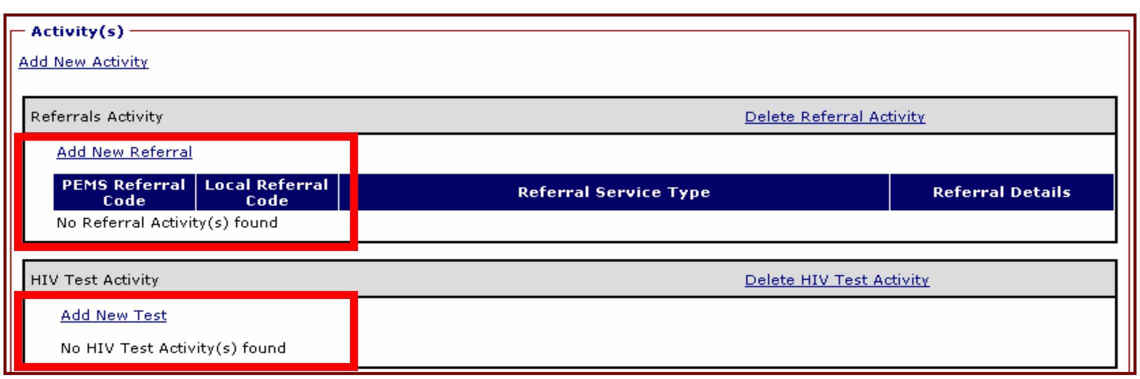
When first adding intervention session data for a client, data are entered through an **Add Intervention Sessions** screen. Once the session data, worker, site, delivery method and activities have been entered and the user clicks **SAVE AND FINISH**, the **Maintain Intervention Session** screen displays.

The **Maintain Interventions** screen allows you to **Add** additional data that was not included when the intervention session record was first created. Additionally, it allows you to **Edit** existing data. The **Maintain Interventions** screen is where all data for that intervention session record can be accessed. From a **Maintain Intervention Sessions** screen you can:

- Edit intervention sessions
- Add/Edit/Delete activities
- Add/Edit/Delete recruitment details (can be added after the intervention session is created)
- Add/Edit/Delete risk profile information (can be added after the intervention session is created)
- Add/Edit/Delete behavior details for the client (if appropriate for the intervention)
- Add/Edit/Delete local variables (if applicable)

Some activities require you to enter additional information from the **Maintain Intervention Sessions** screen. When you scroll to the **Activities** section of the screen, these activities requiring additional information display with a message "**No activities found**" and a link to additional information (see the screen shot below for an example). If you do not add the additional information, the intervention session record will be considered "incomplete" when it is saved. This record will display in the two Quality Assurance Reports (**Report of Incomplete Variables Reported to CDC** and **Report of Sessions with Incomplete Data**). Additionally, this record will display on the Home screen as **Incomplete** for the user that first entered it into PEMS. The following activities in PEMS require you to enter additional information from the **Maintain Intervention Session** screen:

- HIV Test
- Referral
- Elicit Partners
- Notification of Exposure



PEMS Core Roles required

The following core roles have access to the Interventions Sub Module:

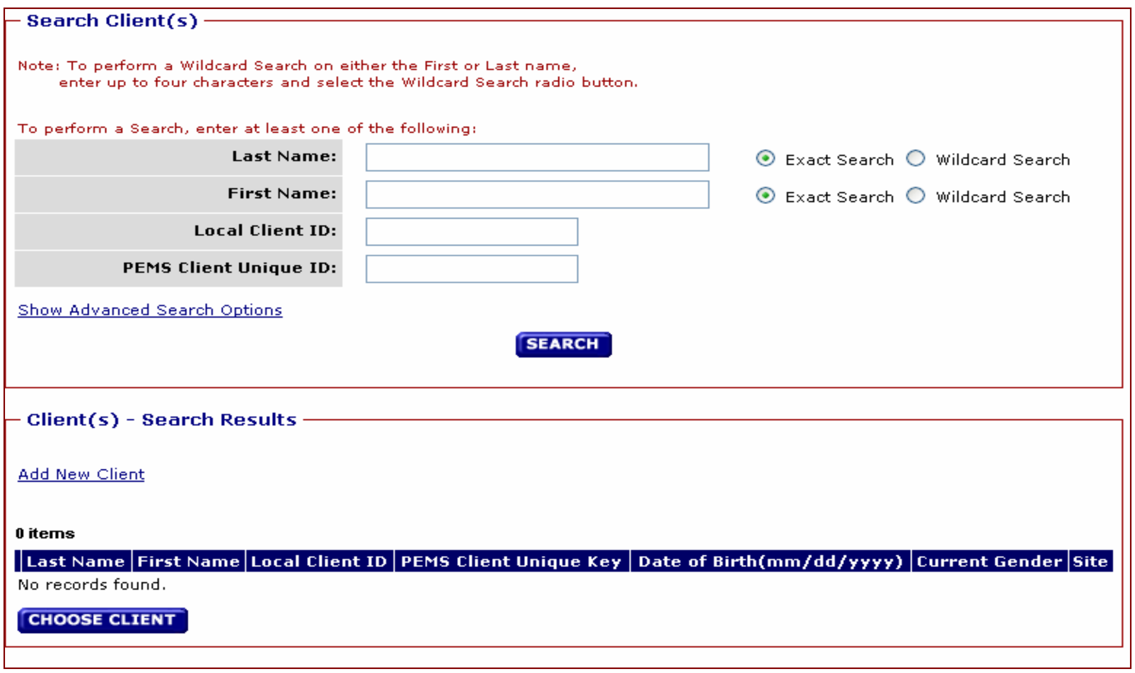
- Client Service Role
- Client HERR Role
- PCRS Role
- CRCS Role
- CTR Role

Add an Intervention Session for a Client

Step > Action

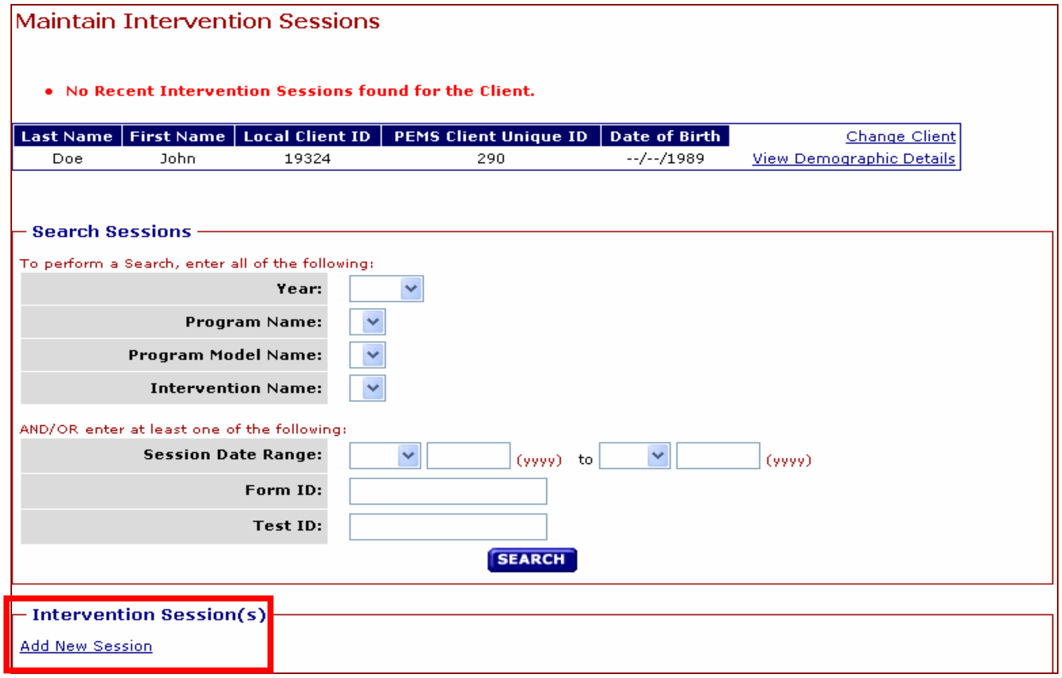
1. Click **Client Level Services** on the module menu bar.
2. Click **Interventions** on the sub module menu bar.

The *Select Client* screen displays.



3. Search for the client record to which you want to add intervention session information.
4. Click **CHOOSE CLIENT**.

The *Maintain Intervention Sessions* screen displays. If no recent interventions are available for the client, the message **No Recent Intervention Sessions found for the client** will display at the top of the screen.

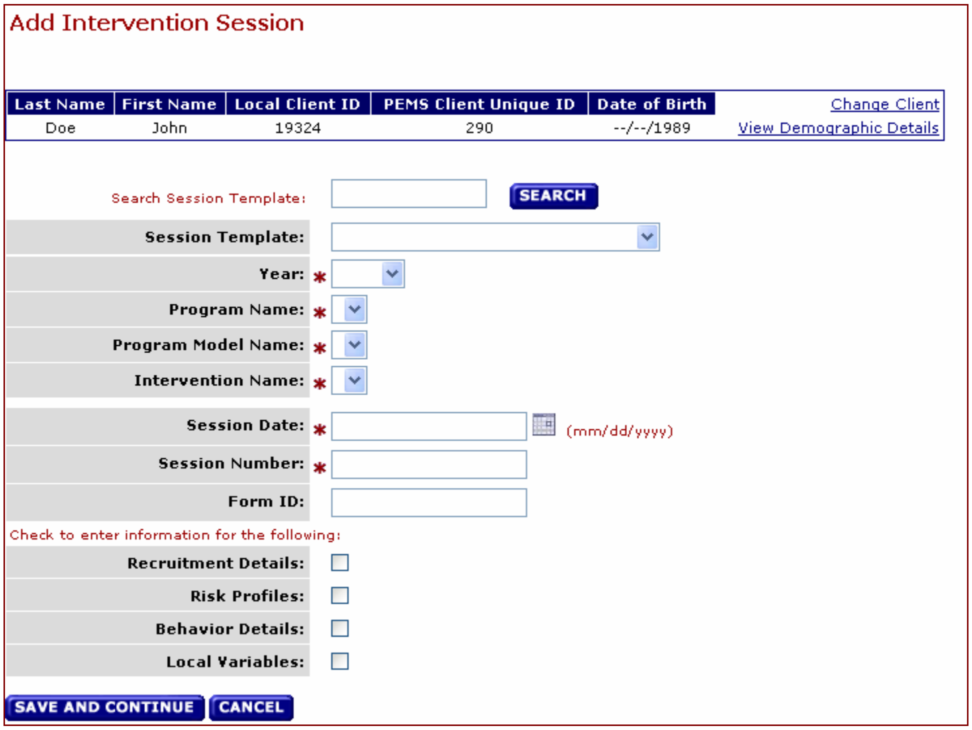


5. Under the **Intervention Session** section, click **Add New Session**.

The user will select the Year, Program Name, Program Model Name, and Intervention Name from which the client received services. These data were entered under the **Program Information** module. The Program Model data must be entered annually before service data can be entered. For more information on how to enter **Program Information,** click here.

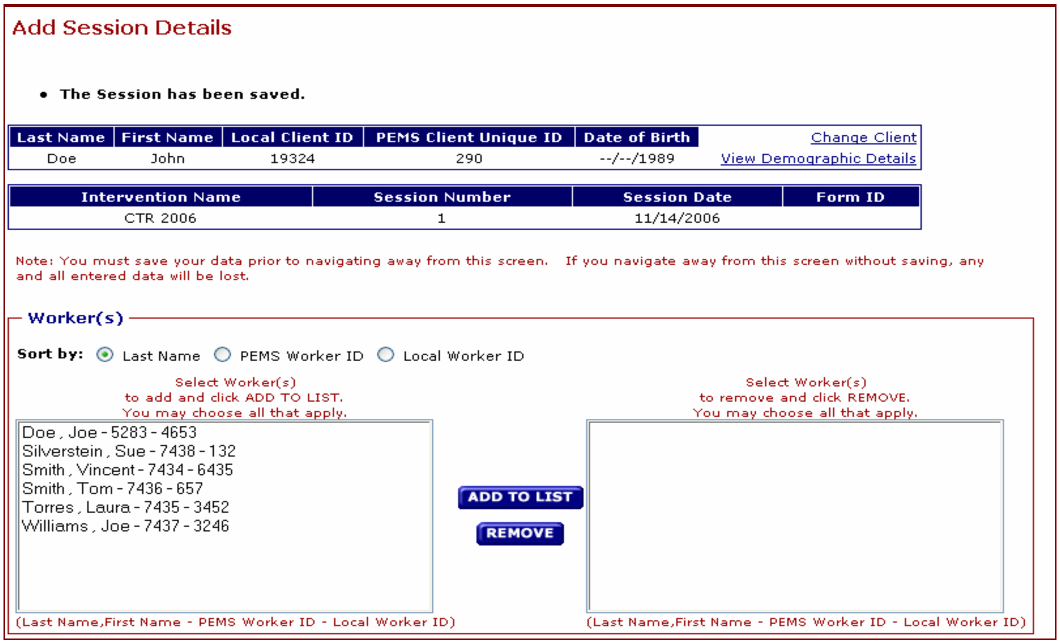
To add an intervention session for a client, the user must complete the fields sequentially as they appear on the screen (top to bottom). For example, the user must begin by clicking the **Year** drop-down list and selecting the year the program was delivered. The screen will refresh and the **Program Name** drop-down list will include programs for that year. The user must click the **Program Name** drop-down list and select the appropriate Program Name. The screen will refresh and the **Program Model Name** drop-down list will include program models for that program. The user must click the **Program Model Name** drop-down list and select the appropriate program model. The screen will refresh and the **Intervention Name** drop-down list will include interventions for that program model. The user must click the **Intervention Name** drop-down list and select the appropriate intervention.

The *Add Intervention Session* screen displays.



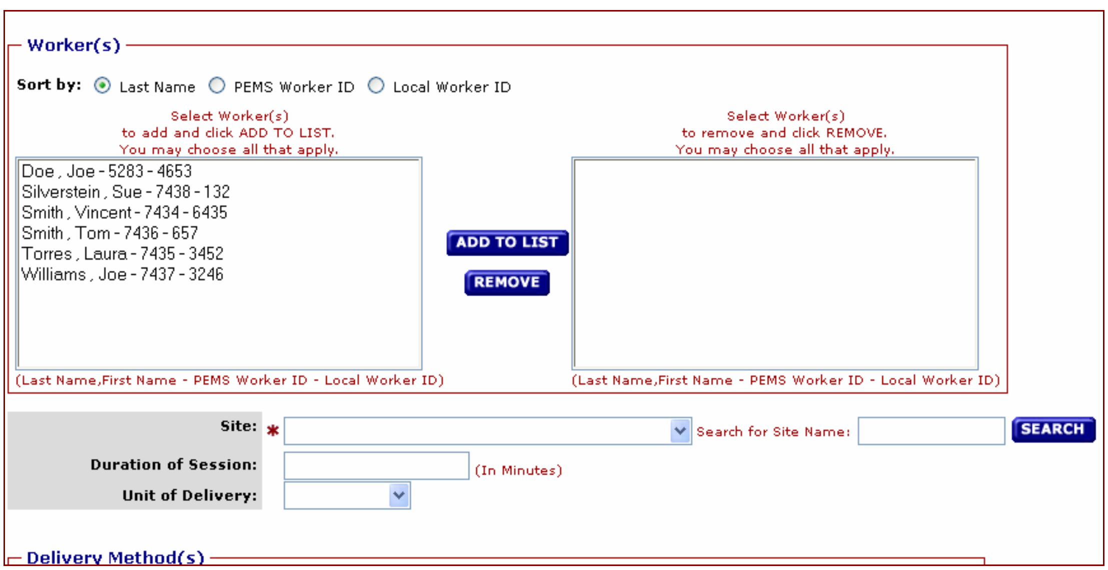
6. Click the **Year** drop-down list and select the year of the program.
7. Click the **Program Name** drop-down list and select the name of the program.
8. Click the **Program Model Name** drop-down list and select the name of the program model.
9. Click the **Intervention name** drop-down list and select the name of the intervention from which the client received services.
10. Click **Session Date** (*MM/DD/YYYY)* and type the date of the session that the client received services.
11. If you want to add Recruitment Details, Risk Profiles, Behavior Details or Local Variables, check those boxes. This will automatically direct you to those screens before you enter session data. You will also have the option to enter this information after the session data has been entered, from the *Maintain Intervention Details* screen.
12. Click **SAVE AND CONTINUE**.

The *Add Session Details* screen displays.

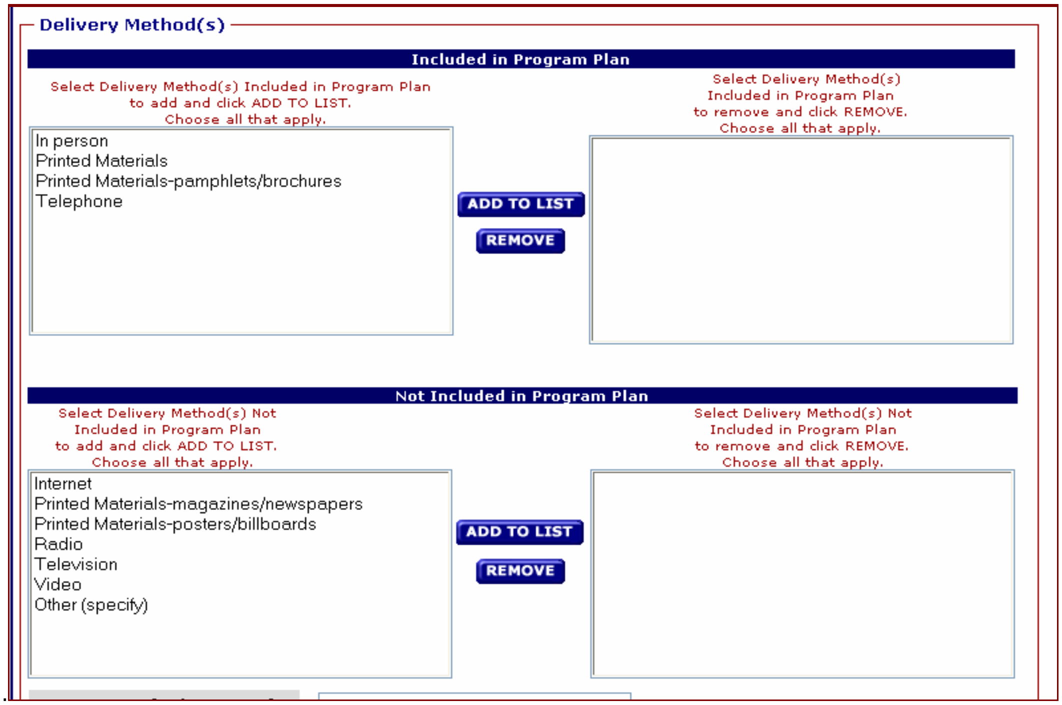


13. From the **Workers** section, click the workers that delivered the services.
14. Click **ADD TO LIST**.

Worker and Site data have to be entered before entering service delivery information. These data were entered under the **Agency Information** module. For more information on how to enter **Agency Information,** click here.



15. Click the **Site** drop-down list for and select the site where services were delivered.
16. Click the **Duration of Session** field and type the total number of minutes the session lasted.
17. Click the **Unit of Delivery** drop-down list and select **Individual, Couple, Small Group, Large Group,** or **Community** for the intervention.



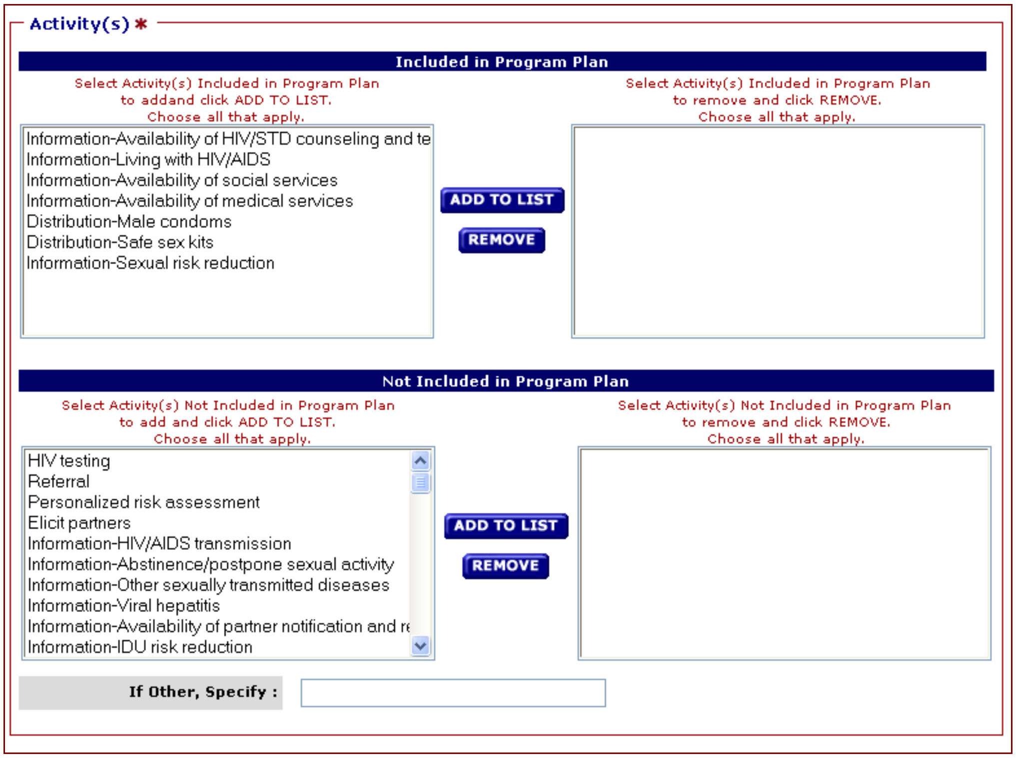
18. Click each of the **Delivery methods** for **Included in Program Plan** that were created in the **Program Information** module.

> To select multiple records, hold the shift key down and click on each item to select. Each selected item will be highlighted in blue.

19. Click **ADD TO LIST**.

20. Click any **Delivery Methods** for **Not included in Program Plan** to capture session details that were delivered but not included in the original program plan.

21. Click **ADD TO LIST**.



22. Click each of the **Activities** for **Included in Program Plan** that were delivered during the session.
23. Click **ADD TO LIST**.
24. Click any **Activities** for **Not Included in Program Plan** that were delivered during the session to capture session details which were delivered but not included in the original program plan.
25. Click **ADD TO LIST**.
26. Click **SAVE AND FINISH**.

The *Maintain Existing Session* screen displays.

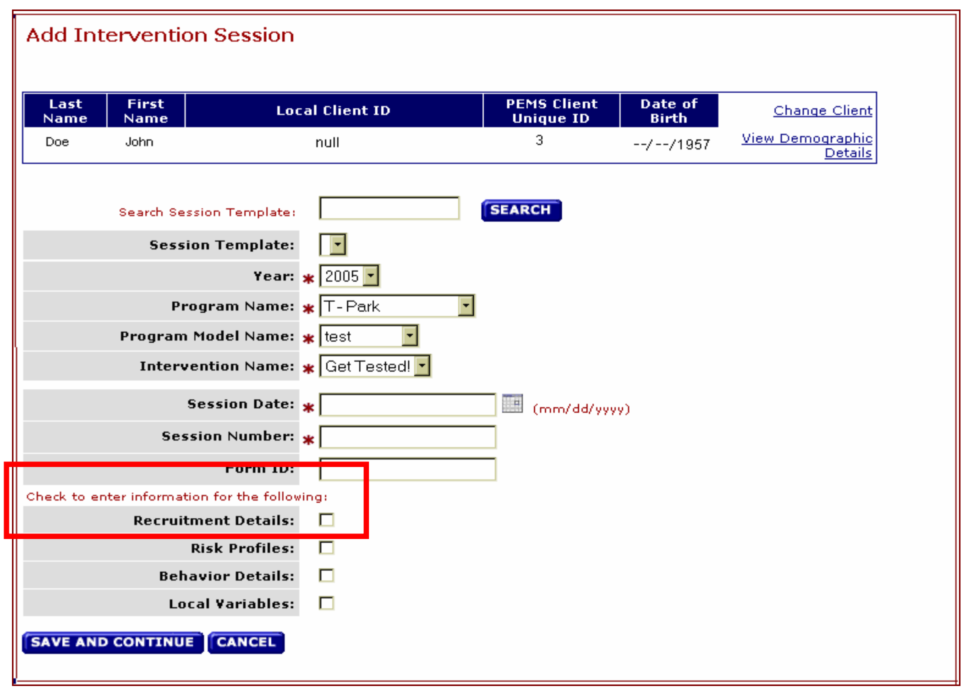
> The *Maintain Existing Session* screen allows you to add additional session details or activities to the intervention session. You can also add recruitment details, risk profile or local variables if they were not added when the session was created. Any updates to referrals or HIV Test activities can also be made through this screen. Once an intervention session is created for a client, each time you want to review or modify session details, you will do so from the *Maintain Existing Session* screen.

Update to Adding Intervention Session Data

In prior releases of PEMS, a worker in PEMS who was currently inactive (ineligible to deliver services based on worker start/end dates) was not able to be selected within the intervention session details, irrespective of when the intervention session took place. Only active workers could be selected. With the release of 3.0.3, the multi-select box that allows the addition of workers to various interventions will be populated with active workers based on the date of the intervention session. Therefore, if a worker is currently inactive in PEMS but was active in PEMS based on the date the session was delivered, that worker will appear and be able to be selected for that particular intervention.

Add Recruitment Details

The Recruitment Details for a client identifies how the client gained knowledge about an intervention and the type of service and site related to the intervention where the recruitment was made. In some cases, the recruitment source is within the same agency as the intervention. Recruitment details can be added during the first entry of intervention session details for a client or separately when updating or maintaining intervention session details. When first entering intervention session details for a client, if the **Recruitment Details** checkbox is selected the *Add Recruitment Details* screen will automatically display.



If the checkbox is not selected, follow the steps below to add recruitment details.

Step > Action

1. Click **Client Level Services** on the module menu bar.

2. Click **Interventions** on the sub module menu bar.

The *Select Client* screen displays.

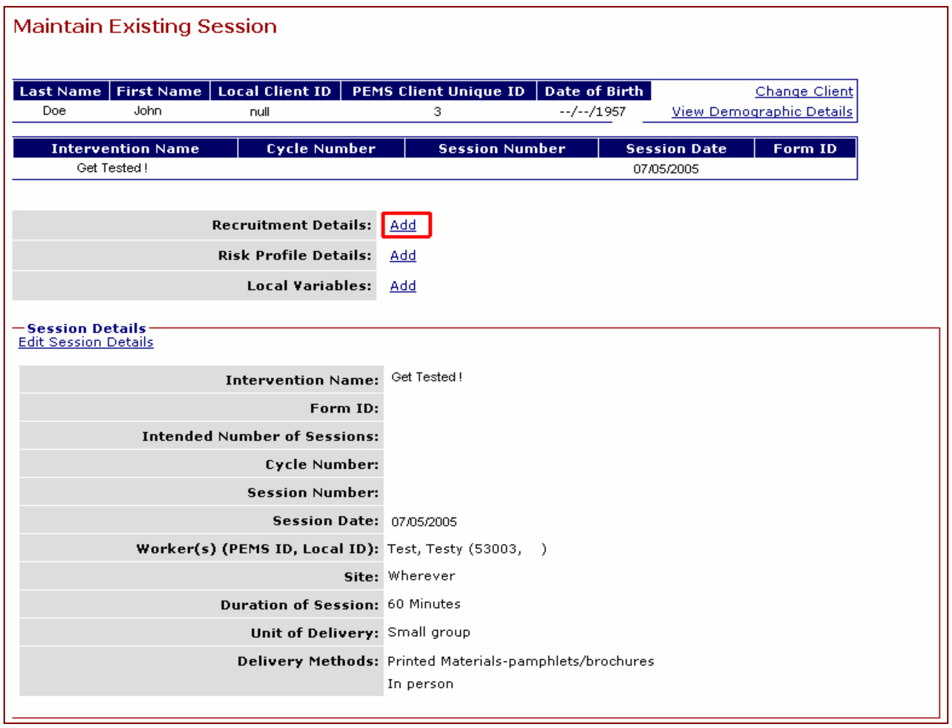
3. Search for the client record to which you want to add recruitment details.

4. Click **CHOOSE CLIENT**.

The *Maintain Intervention Sessions* screen displays.

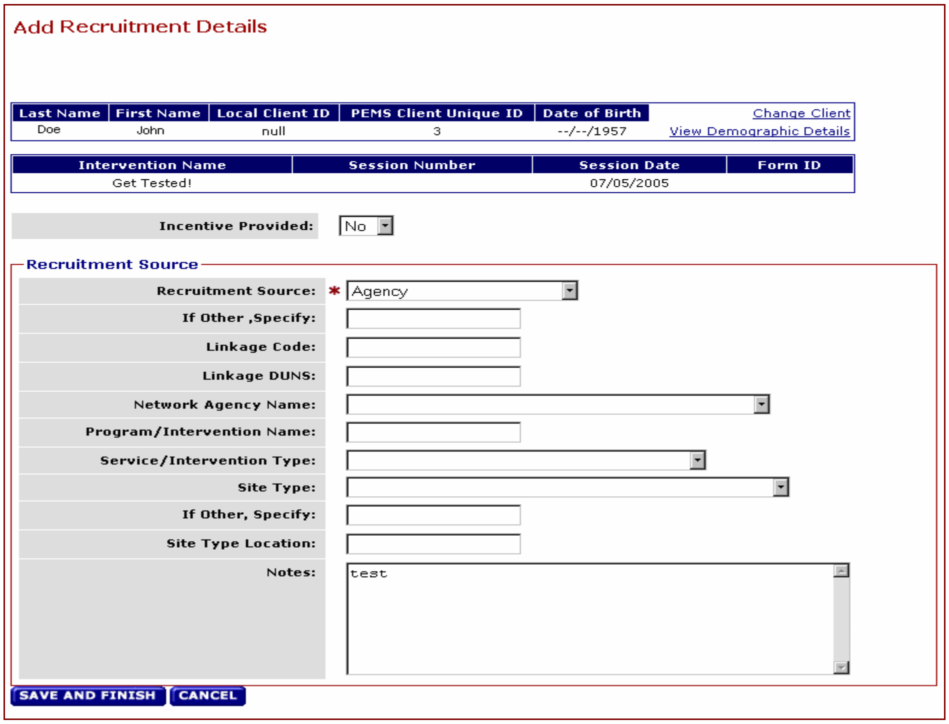
5. Under the **Intervention Session** section, select the *Maintain* link for the Intervention that you want to add recruitment details.

The *Maintain Existing Session* screen displays.



6. Click the **Add** link for **Recruitment Details**.

The *Add Recruitment Details* screen displays.



7. Select **Yes** or **No** from the **Incentive Provided** drop-down list. This field refers to anything offered or given to a client to encourage participation in the intervention.

8. Click the **Recruitment Source** drop-down list and select the source of recruitment. These options reference the way in which the client became informed of and/or entered the intervention.

9. Complete the **If Other, Specify** field if there is another source of recruitment.

10. In the **Linkage Code** field, type the referral code provided by the agency that referred the client.

11. In the **Linkage DUNS** field, type the nine-digit DUNS (Data Universal Numbering System) identification number for the network agency. This field should be completed only if '*Agency*' is selected as the recruitment source.

12. Click the **Network Agency Name** drop-down list and select the name of the agency. This field should be completed only if '*Agency*' is selected as the recruitment source.

13. In the **Program / Intervention Name** field, type the name of the program / intervention provided by the agency at the time the client was referred. This field should be completed only if '*Agency*' is selected as the recruitment source. This variable is commonly used for referrals for another program within the same agency.

14. Click the **Service / Intervention Type** drop-down list and select the type of service provided by the agency when the client was referred. This service is recorded at the first session only. This field should be completed only if '*Agency*' is selected as the recruitment source.

15. Click the **Site Type** drop-down list and select the type of site from which the referral was given. This field should be completed only if '*Agency*' is selected as the recruitment source. This field is not applicable if 'PCRS' is selected as the intervention.

16. Complete the **If Other, Specify** field if there is another site type.

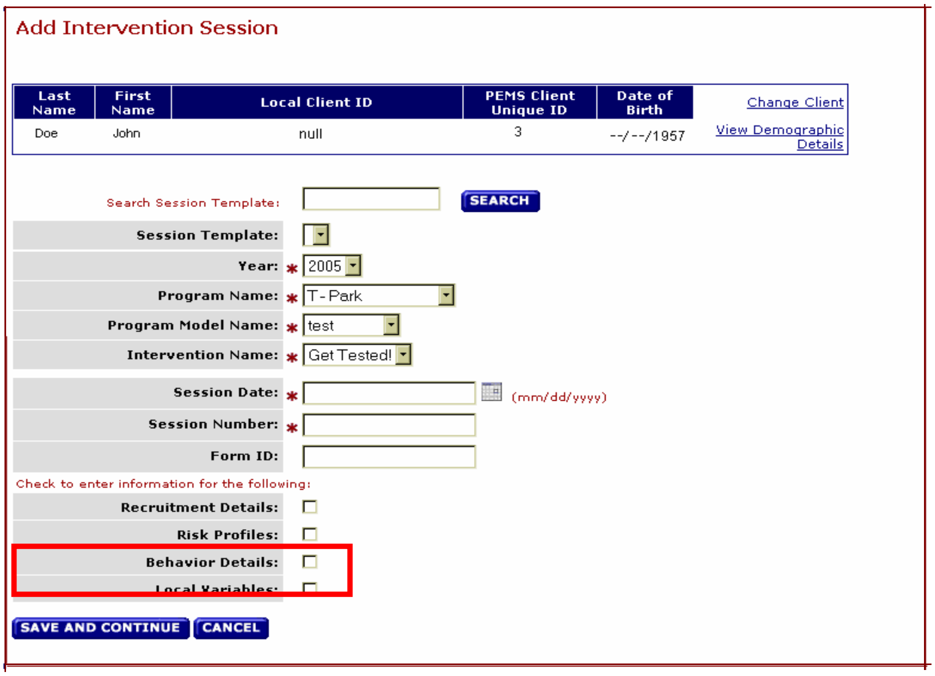
17. In the **Site Type Location** field, type the location information of the site from which the referral was given.

18. Complete the **Notes** field if there is additional information that should be captured for the recruitment.

19. Click **SAVE AND FINISH**.

Add Behavior Details

Behavior Details identify the types of actions taken in a specific situation and the related risk factors. A client's behavior details can be collected at intake, the final session, and intermittently during an intervention or at a follow-up. Behavior details can be added during the first entry of intervention session details for a client or separately when updating or maintaining intervention session details. When first entering intervention session details for a client, if the **Behavior Details** checkbox is selected the *Add Behavior Details* screen will automatically display.



If the checkbox is not selected, follow the steps below to add behavior details.

Step > Action

1. Click **Client Level Services** on the module menu bar.
2. Click **Interventions** on the sub module menu bar.

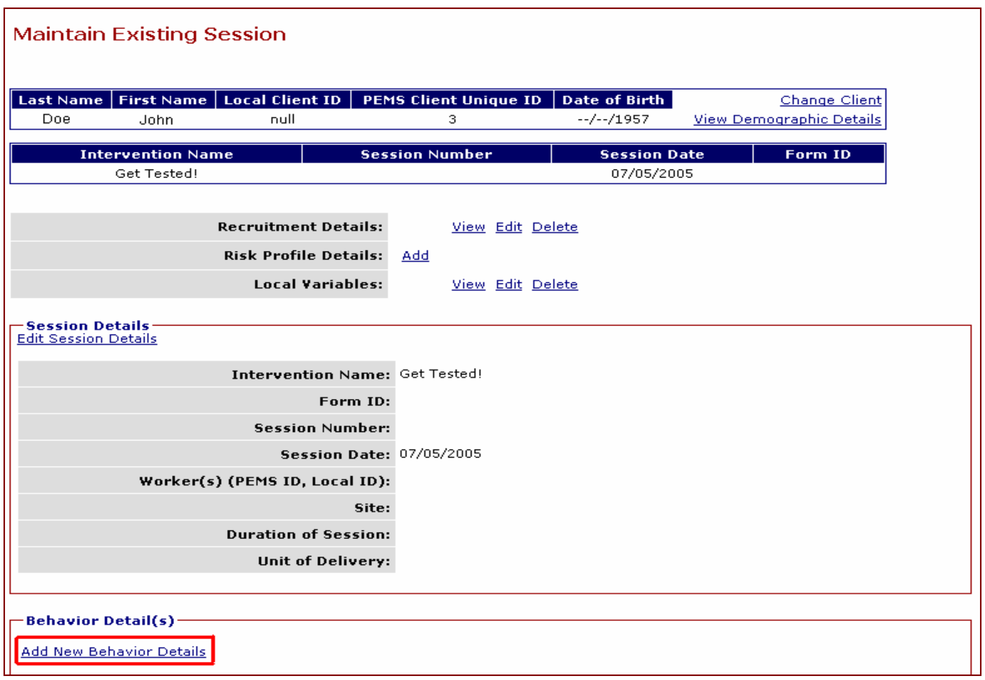
The *Select Client* screen displays.

3. Search for the client record to which you want to add behavior details.
4. Click **CHOOSE CLIENT**.

The *Maintain Intervention Sessions* screen displays.

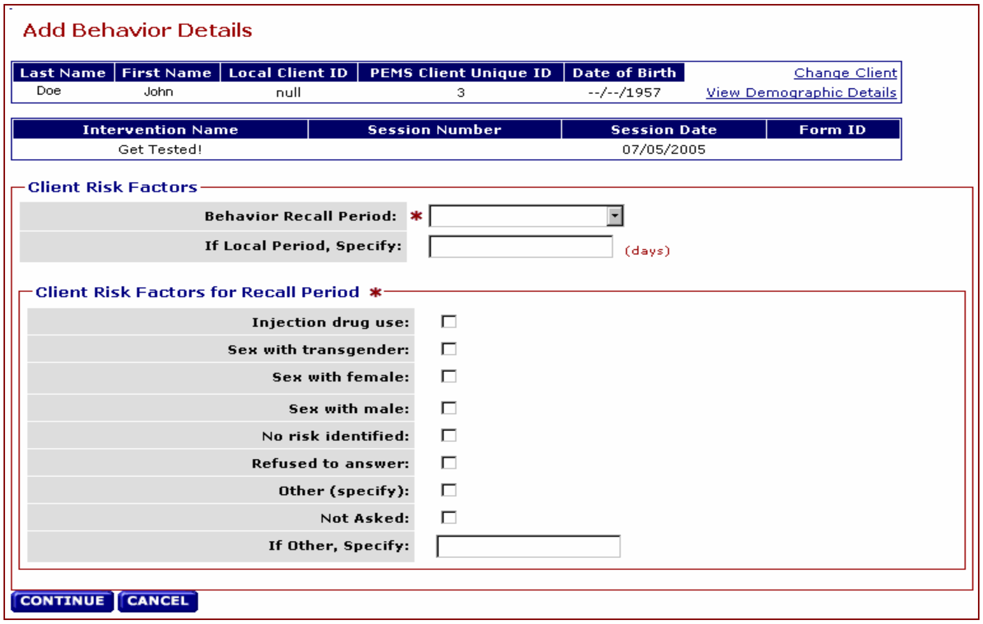
5. Under the **Intervention Session** section, select the *Maintain* link for the Intervention in which behavior details will be added.

The *Maintain Existing Session* screen displays.



6. Click the **Add New Behavior Details** link under the **Behavior Details** section.

The *Add Behavior Details* screen displays.



7. Click the **Behavior Recall Period** drop-down list and select a recall period. This refers to a time period for which the client is asked to remember engage specific behaviors.

8. If a locally defined recall period is being used, type that information in the **If Local Period, Specify** field.

9. Select one or more of the **Client Risk Factors for Recall Period** by clicking the appropriate checkboxes. These risk factors represent the activities that the client was involved in during the specified recall period which could bring risks for exposure or transmission of HIV. These variables are the same variables that were identified in the Risk Profile.

10. Click **Continue**. The client risk factors are added. Additional behavior detail options display based on the client risk factors identified.

NOTE: For the *Behavior Details*, if the client refused to answer or did not know the answer, click the checkboxes for those respective fields.

Add Client Behavior Details

Last Name	First Name	Local Client ID	PEMS Client Unique ID	Date of Birth	Change Client
		57573	57573	--/--/1968	View Demographic Details

Intervention Name	Cycle Number	Session Number	Session Date	Form ID
HR Buckhead		1	05/03/2006	

Client Risk Factors

Edit Client Risk Factors

Behavior Recall Period:	30 days
If Local Period, Specify:	

Client Risk Factors for Recall Period	
Injection drug use:	Yes
Sex with female:	Yes
Sex with male:	Yes

Sex Partners

Sex Partners	Number	Refused to answer	Don't know
Number of sex partners:		☐	☐
Serodiscordant or HIV status unknown:		☐	☐
HIV status unknown that are Anonymous:		☐	☐

11. In the **Number of sex partners** field, type the total number of partners the client had anal or vaginal sex with during the specified recall period. If the client refused to answer or does not know, click the checkboxes for the respective fields.

12. To complete the **Serodiscordant or HIV status unknown** field, use the overall total number of sex partners identified by the client, and indicate how many of those sex partners were serodiscordant with the client (i.e. one sex partner is HIV negative and the other is HIV positive) or the HIV status of the partner was unknown during the specified recall period. If the client had both types of partners (serodiscordant and HIV status unknown), type the total number of both types of partners. If the client refused to answer or does not know, click the checkboxes for the respective fields.

13. To complete the **HIV status unknown that are Anonymous** field, use the total number of serodiscordant or HIV status unknown sex partners given by the client, and indicate how many of those sex partners with an unknown HIV status also were anonymous or could not be identified by the client during the specified recall period. If the client refused to answer or does not know, click the checkboxes for the respective fields.

Sex Events

Sex Events	Number	Refused to answer	Don't know
Total number of sex events:		☐	☐
Number of sex events with serodiscordant or HIV status unknown partners:		☐	☐
Number of unprotected sex events:		☐	☐
Unprotected Sex Events with a serodiscordent or HIV status unknown partner (Total):		☐	☐
Unprotected Sex Events with a serodiscordent or HIV status unknown partner (Male):		☐	☐
Unprotected Sex Events with a serodiscordent or HIV status unknown partner (Female):		☐	☐
Unprotected Sex Events with a serodiscordent or HIV status unknown partner (Transgender):		☐	☐
Unprotected Sex Events with Injection Drug User:		☐	☐
Unprotected Sex Events with Partner Who Exchanged Sex for Drugs or Money:		☐	☐
Unprotected Sex Events while intoxicated and/or high on non-injection drugs:		☐	☐

14. In the **Total number of sex events** field, type the total number of times the client had anal or vaginal sex (protected and unprotected) during the specified recall period.

15. In the **Number of sex events with serodiscordant or HIV status unknown partners** field, type the number of times the client had (protected and unprotected) anal or vaginal sex with a person who was serodiscordant with the client or whose HIV status was unknown to the client at the time of the sex event.

16. In the **Number of unprotected sex events** field, type the total number of times the client had unprotected anal or vaginal sex during the specified recall period.

17. To complete the **Unprotected Sex Events with a serodiscordant or HIV status unknown partner (Total)** field, use the total number of unprotected sex events given by the client, and indicate how many of those sex events (anal or vaginal) were with partners who were serodiscordant or had an HIV status of unknown during the specified recall period.

18. To complete the **Unprotected Sex Events with a serodiscordant or HIV status unknown partner (Male)** field, use the total number of unprotected serodiscordant / HIV unknown sex events given by the client, and indicate how many of those sex events were with a male partner who was serodiscordant or had an HIV status of unknown during the specified recall period.

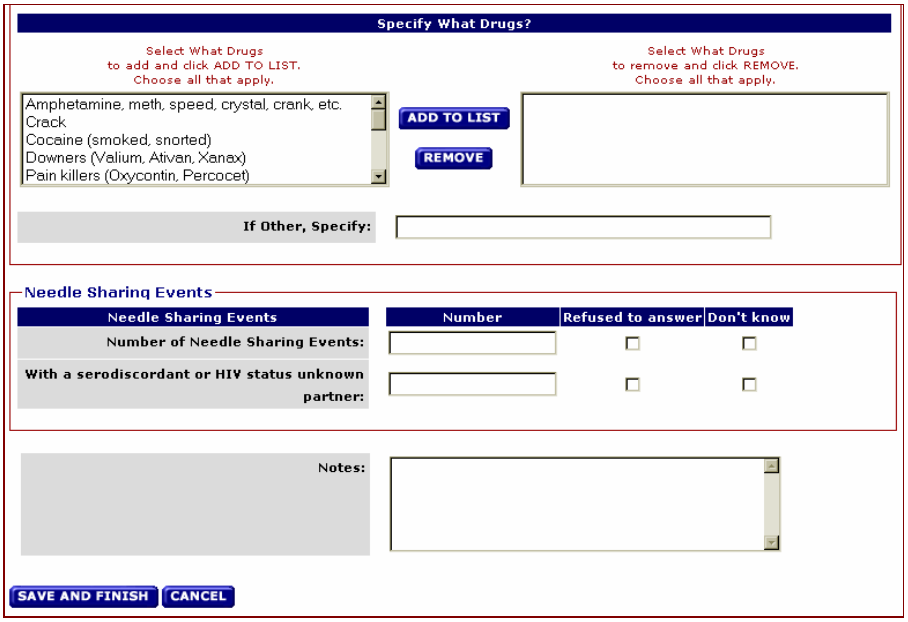
19. To complete the **Unprotected Sex Events with a serodiscordant or HIV status unknown partner (Female)** field, use the total number of unprotected serodiscordant / HIV unknown sex events given by the client, and indicate how many of those sex events (anal or vaginal) were with a female partner who was serodiscordant or had an HIV status of unknown during the specified recall period.

20. To complete the **Unprotected Sex Events with a serodiscordant or HIV status unknown partner (Transgender)** field, use the total number of unprotected serodiscordant / HIV unknown sex events given by the client, and indicate how many of those sex events (anal or vaginal) were with a transgender partner who was serodiscordant or had an HIV status of unknown during the specified recall period.

21. In the **Unprotected Sex Events with Injection Drug User** field, type the total number of times the client had unprotected anal or vaginal sex with a partner who was an injection drug user during the specified recall period.

22. In the **Unprotected Sex Events with Partner Who Exchanged Sex for Drugs or Money** field, type the total number of times the client had unprotected anal or vaginal sex with a partner who exchanges sex for drugs or money.

23. In the **Unprotected Sex Events while Intoxicated and/or high on non-injection drugs** field, type the total number of times the client had unprotected anal or vaginal sex while intoxicated or high on non-injection drugs.



24. If the client reported unprotected anal or vaginal sex events while high on non-injection drugs during the specified recall period, complete the **Specify What Drugs** section. Click each option identified by the client.

25. Click **ADD TO LIST**.

26. If '*Other*' is selected from the list, complete the **If Other, Specify** field by typing the name of the drug in this field.

27. If the client reported using injection drugs, type the total number of times the client has shared needles/syringes during the specified recall period in the **Number of Needle Sharing Events** field.

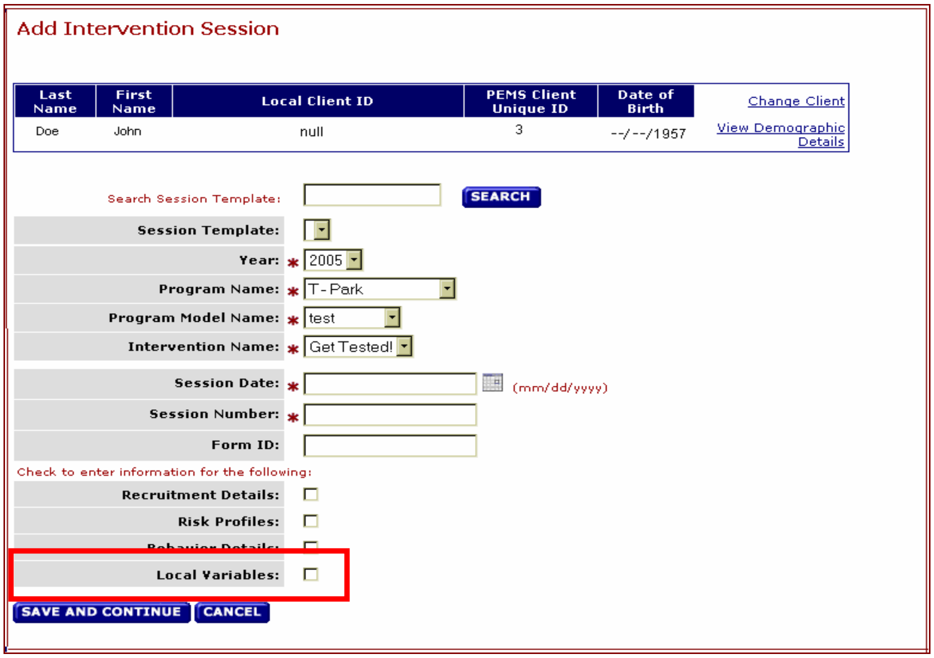
28. To complete the With a serodiscordant or HIV status unknown partner field, use the total number of times the client has shared needles/syringes, and indicate the number of times the client shared needles/syringes with a partner who was serodiscordant or whose HIV status was unknown to the client during the specified recall period.

29. Complete the **Notes** field if there is additional information that should be captured in the behavior details.

30. Click **SAVE AND FINISH**.

Add Local Variables

Local variables are available for agencies who define their own data variables for local use within their agency. For example, an agency may use Local Variable 1 to identify how a provider administered the client-level data collection form. The options for this variable could include: (1) In person, (2) by phone, or (3) by e-mail. The number that corresponds to the appropriate option would be entered into the Local Variable 1 field. An agency can identify up to 32 local variables. Local variables can be added during the first entry of intervention session details for a client or separately when updating or maintaining intervention session details. When first entering intervention session details for a client, if the **Local Variables** checkbox is selected the *Add Local Variables* screen will automatically display.



If the checkbox is not selected, follow the steps below to add local variables.

1. Click **Client Level Services** on the module menu bar.

2. Click **Interventions** on the sub module menu bar.

The *Select Client* screen displays.

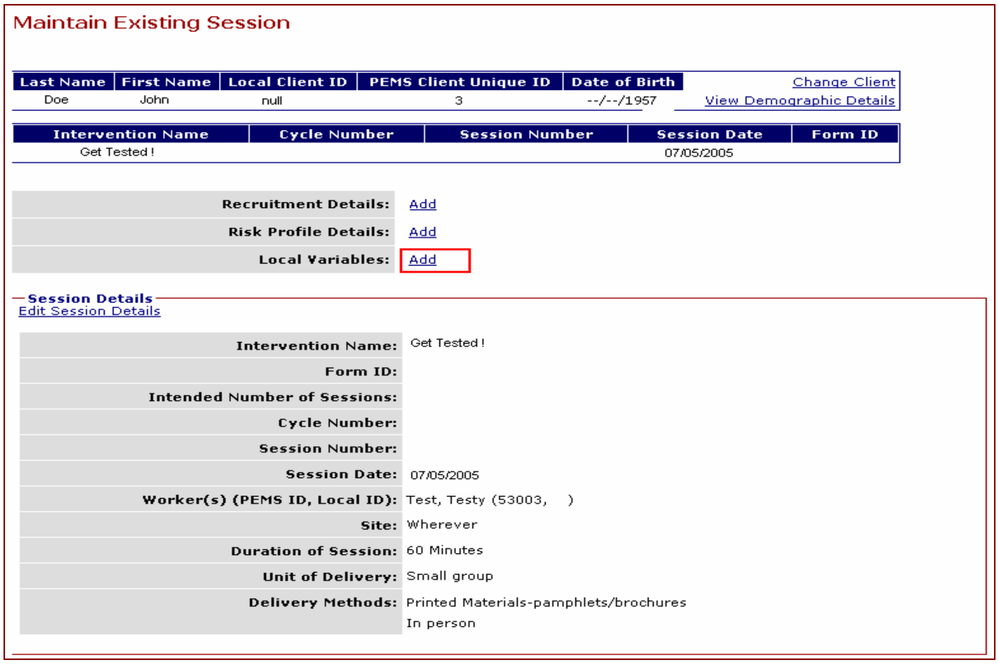
3. Search for the client record to which you want to add local variables.

4. Click **CHOOSE CLIENT**.

The *Maintain Intervention Sessions* screen displays.

5. Under the **Intervention Session** section, select the *Maintain* link for the Intervention that you want to add recruitment details.

The *Maintain Existing Session* screen displays.



Maintain Existing Session

Last Name	First Name	Local Client ID	PEMS Client Unique ID	Date of Birth	Change Client
Doe	John	null	3	--/--/1957	View Demographic Details

Intervention Name	Cycle Number	Session Number	Session Date	Form ID
Get Tested !			07/05/2005	

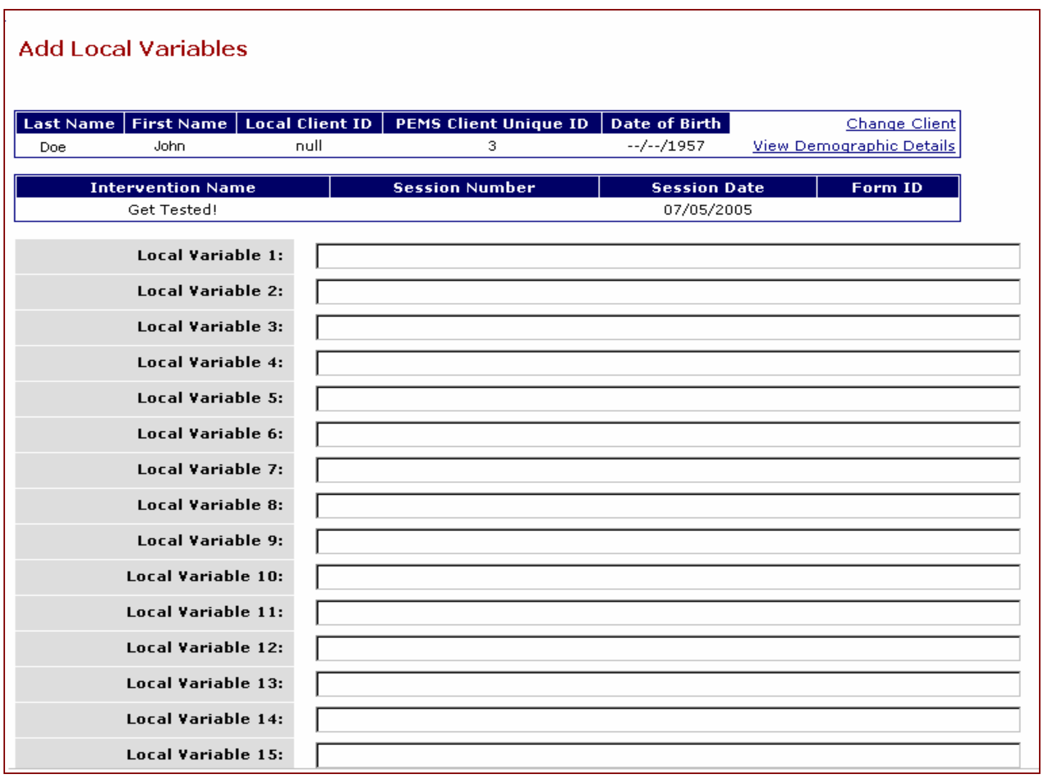
Recruitment Details:	Add
Risk Profile Details:	Add
Local Variables:	Add

Session Details
Edit Session Details

Intervention Name:	Get Tested !
Form ID:	
Intended Number of Sessions:	
Cycle Number:	
Session Number:	
Session Date:	07/05/2005
Worker(s) (PEMS ID, Local ID):	Test, Testy (53003,)
Site:	Wherever
Duration of Session:	60 Minutes
Unit of Delivery:	Small group
Delivery Methods:	Printed Materials-pamphlets/brochures In person

6. Click the **Add** link for **Local Variables**.

The *Add Local Variables* screen displays.



Add Local Variables

Last Name	First Name	Local Client ID	PEMS Client Unique ID	Date of Birth	Change Client
Doe	John	null	3	--/--/1957	View Demographic Details

Intervention Name	Session Number	Session Date	Form ID
Get Tested!		07/05/2005	

Local Variable 1:	
Local Variable 2:	
Local Variable 3:	
Local Variable 4:	
Local Variable 5:	
Local Variable 6:	
Local Variable 7:	
Local Variable 8:	
Local Variable 9:	
Local Variable 10:	
Local Variable 11:	
Local Variable 12:	
Local Variable 13:	
Local Variable 14:	
Local Variable 15:	

7. Type the data variable information defined by your agency in the fields provided.

8. Click **SAVE AND FINISH**.

Planning and Delivering a Counseling, Testing, and Referral Intervention in PEMS

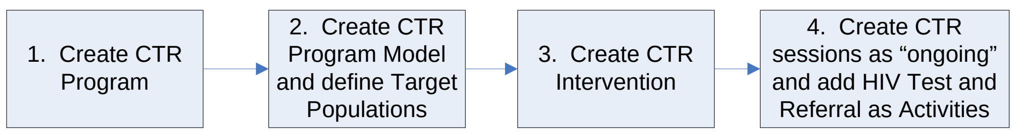
Many PEMS agencies plan and deliver Counseling, Testing, and Referral Services (CTR). The instructions in the chart below help walk an agency through how to create their CTR program and begin to enter service delivery data into PEMS for the CTR program.

The following information must be completed before completing the steps below:

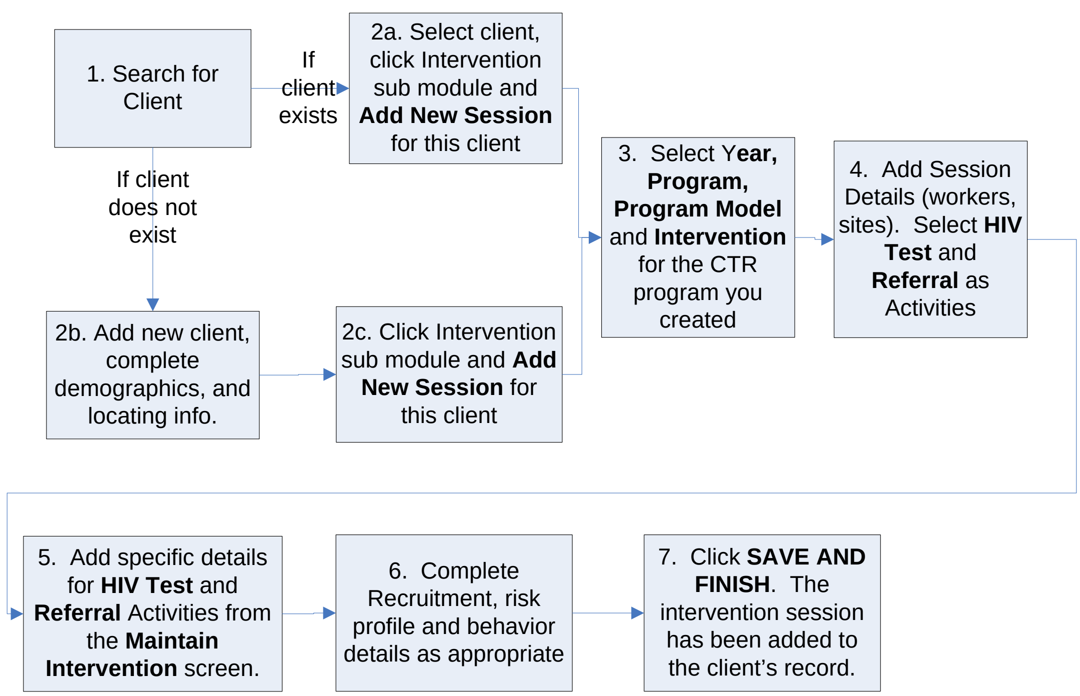
- Community Planning data for the year must be entered.
- Program Award Information must be entered.
- If applicable, additional target populations must be defined.

The following flow chart outlines the major steps required to plan and deliver a CTR Intervention in PEMS.

Planning CTR Intervention



Entering Service Delivery Data for CTR Intervention



PEMS Core Roles Required

The following core roles have access to the Program Information and Client Level Services modules:

- Program Information Role
- Client Service Role
- CTR Role

Step > Action

Create CTR Program

1. Click **Program Information** on the module menu bar.

The *Maintain Programs* screen displays.

2. Click **Add New Prevention Program**.

The *Add Program Details* screen displays.

3. In the **Program Name** field, type a unique name that identifies the program as CTR.
4. In the **Community Plan Year** field, type the year (***YYYY***).
5. Click the checkbox next to the applicable **Community Plan Jurisdiction(s)**.
6. Click **SAVE AND ADD PROGRAM MODEL**.

The *Add Program Model Details* screen displays with the message that the program has been added successfully. The **Program Name** field and **Community Plan Year** field are populated with the information entered on the previous screen.

7. In the **Program Model Name** field, type a unique name that identifies the program model as CTR.
8. In the **Proposed Annual Budget ($)** field, type the annual budget for the program model.
9. Click the **Program Model Start Date** drop-down list and select the month the program model begins.
10. Click the **Program Model Start Date** (*YYYY)* year field and type the year of the program model.
11. Click the **Program Model End Date** drop-down list and select the month the program model ends.
12. Click the **Program Model End Date** (*YYYY)* year field and type the year of the program model.
13. Under **Select Target Populations**, click the checkbox next to the appropriate population(s).
14. Under **Basis for Program/Intervention Model** section, click the **Procedural Guidance** radio button and select **Counseling, Testing and Referral** from the drop-down list.
15. Click **SAVE AND ADD AN INTERVENTION**.

The *Add Intervention Details* screen displays with the message that the Program model has been added successfully. The **Program Name, Program Model Name, Recommended Intervention Type,** and **Intervention Type** fields are populated with the information entered on previous screens.

16. Click the **Intervention Name** field and type a unique name that identifies the intervention as CTR.
17. In the **Planned Number of Cycles** field, either type the planned number of cycles, or click checkbox for **Check if Number of Cycles is Ongoing**. Typically CTR interventions would have an ongoing number of cycles.
18. In the **Duration of Intervention Cycle** field, type the duration of the intervention cycle. This is only filled out if the number of cycles to be delivered was previously identified.
19. Click the **Yes** or **No** radio button for **HIV Positive Intervention.** This is an intervention that primarily or exclusively targets persons living with HIV/AIDS and their sex and/or injection drug using partners.
20. Click the **Yes** or **No** radio button for **Perinatal Intervention**. This is an intervention that primarily or exclusively targets pregnant women to reduce the risk of perinatal HIV transmission.
21. Click **Individual** for the **Level of Data Collection**.
22. Under **Language of Intervention Delivery**, click the appropriate checkboxes for the languages the intervention will be delivered in. Multiple checkboxes can be selected.
23. In the **Number of Sessions** field, either type the number of sessions or click the checkbox for **Check if number of sessions is ongoing**.
24. Under **Unit of Delivery(s)** click **Individual**.
25. Click **ADD TO LIST**.
26. In the **Total Number of Clients** field, type the total number of clients planned to be reached by the intervention.
27. For each population, type the number of clients intended to be reached for that population.

28. Click **VALIDATE**.
29. Select the appropriate **Delivery Method(s)** that your agency plans to use to deliver the interventions.
30. Click **ADD TO LIST**.
31. Click **SAVE AND CONTINUE**.

The *Add Service Plan Activity(s)* screen displays with the message that the intervention has been added successfully. The **Program Name, Program Model Name** and **Intervention Name** fields display populated with information entered on previous screens.

32. Under **Service Plan Activity(s)**, select **HIV Testing** and other activities that apply for your agency. If the user has chosen to define CTR with a specific number of sessions, then the user will be asked the activities for each discrete session.
33. Click **ADD TO LIST**.
34. Click **SAVE AND CONTINUE**.

The *Intervention Summary* screen displays with all of the intervention information your agency plans to deliver. Your CTR program, program model, intervention sessions and activities have now been created. You can begin entering CTR intervention sessions in PEMS for clients under Client Level Services.

To Add CTR Intervention Session Data for a Client

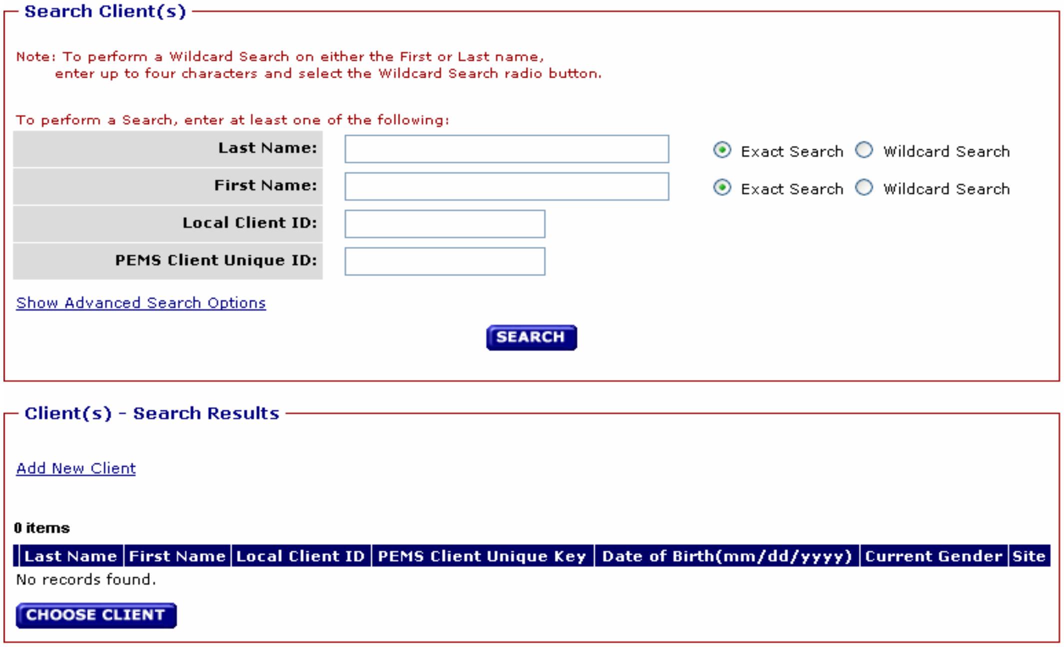
1. Click **Client Level Services** from the module menu bar.
2. Click **Demographics** from the sub module menu bar.

The *Select Client* screen displays.

PEMS is a client based system. All data are added to client records. Therefore, PEMS will always require a user to search for a client record to see if it exists in PEMS or to see if a new record must be created. This prevents duplicate client records from being entered inadvertently.

To search for a client, the user can:

- Search by First Name, Last Name, Local Client ID, or PEMS Client Unique ID
- Conduct an advanced search by Program Model and Intervention, Session Date Range, Demographics, Referral Codes, or Form ID
- Conduct a wildcard search by clicking the **Wildcard Search** radio button and entering up to four characters in either the Last Name or First Name fields and clicking **SEARCH**



3. Type the client's first name, last name or unique key into the fields.
4. Click **SEARCH**.
5. The *Client Search Results* display at the bottom of the screen. If your client displays in the search results, click the radio button next to your client's name and click **CHOOSE CLIENT**. Proceed to step 19.
6. If your client does not display in the search results, click **Add New Client**.

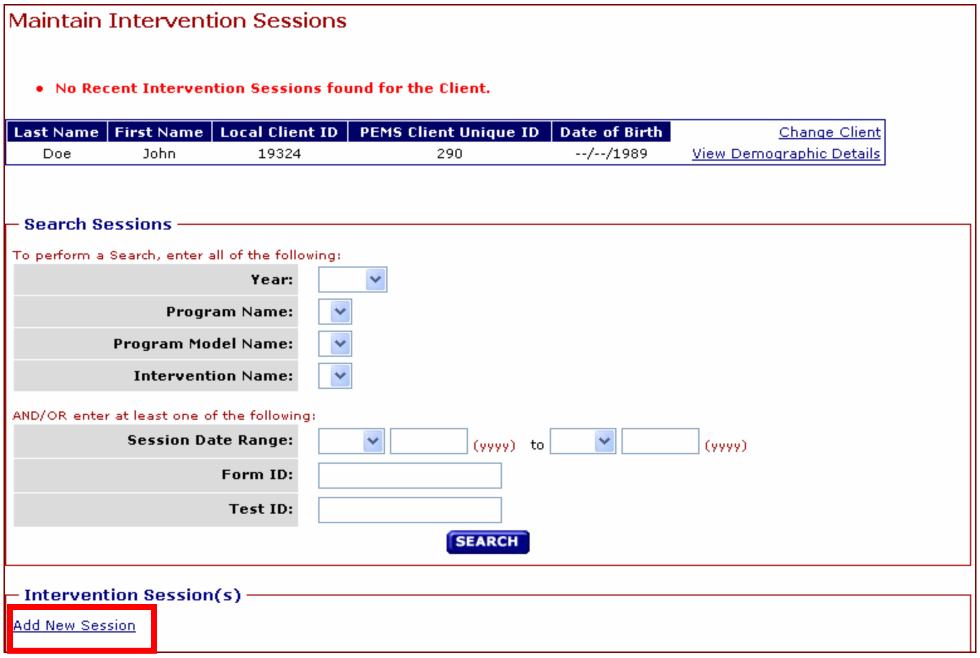
The *Add New Client* screen displays.

7. In **Date Collected,** type the date the worker collected the information from the client.
8. In the **Local Client ID** field, either type a unique local client ID (alphanumeric) or click the checkbox to **Check to use PEMS Client Unique Key**.
9. Fill in the appropriate information for the Last Name, First Name, Middle Initial, Nick Name, Aliases, Birth Date – Month, and Birth Date – day fields.
10. In the **Birth Date – Year** field, type the year the client was born.
11. Click the **Ethnicity** drop-down list and select the appropriate option for the client.
12. Click **ADD/EDIT ETHNICITY EXPANDED** to select additional information for ethnicity, if appropriate.
13. Check the appropriate boxes for **Race.**
14. Click **ADD/EDIT RACE EXPANDED** to select additional information for race, if appropriate.
15. Click the **State/Territory of Residence** drop-down list and select the state in which the client lives.
16. Click the **Assigned Sex at Birth** drop-down list and select the sex the client was assigned at birth.
17. Click the **Current Gender** drop-down list and select current gender for the client.
18. Fill the in appropriate information for **Physical Description**, **Relationship Status**, **Level of Education**, **Primary Occupation**, **Employer** and **Notes**.
19. Click **SAVE AND FINISH**.

The *View Demographic Details* screen displays with the message **The Client has been added.**

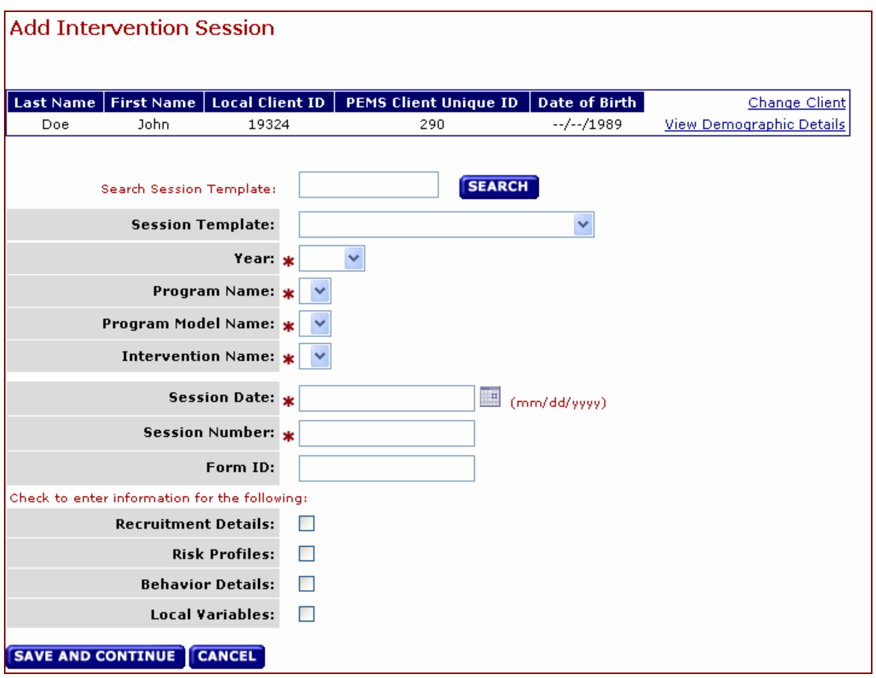
20. Click **Interventions** on the module menu bar.

The *Maintain Intervention Sessions* screen displays with the client record at the top of the screen.



21. Click **Add New Session**.

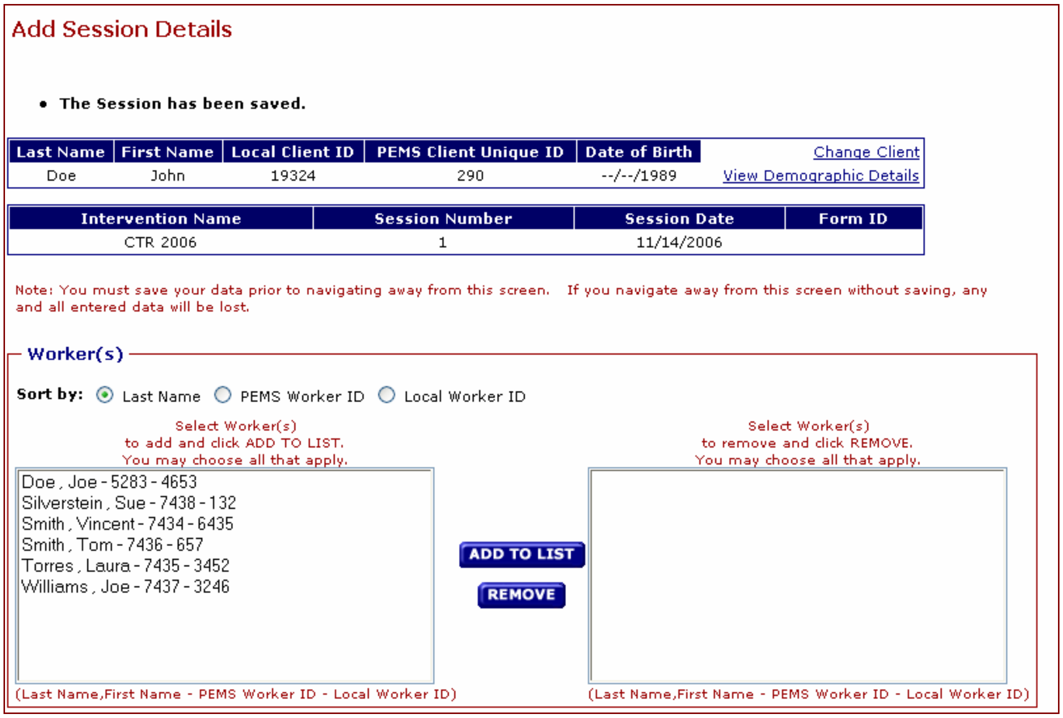
The *Add Intervention Session* screen displays.



22. Click the **Year** drop-down list and select the year for the program.
23. Click the **Program Name** drop-down list and select the name of the CTR program.

24. Click the **Program Model Name** drop-down list and select the name of the CTR program model.
25. Click the **Intervention Name** drop-down list and select name of the CTR intervention.
26. Click the **Session Date** field and type the date the session was delivered.
27. In the **Session Number** field, type the number for the session.
28. Click **SAVE AND CONTINUE**.

The *Add Session Details* screen displays with the Client Header Information and Intervention Name.

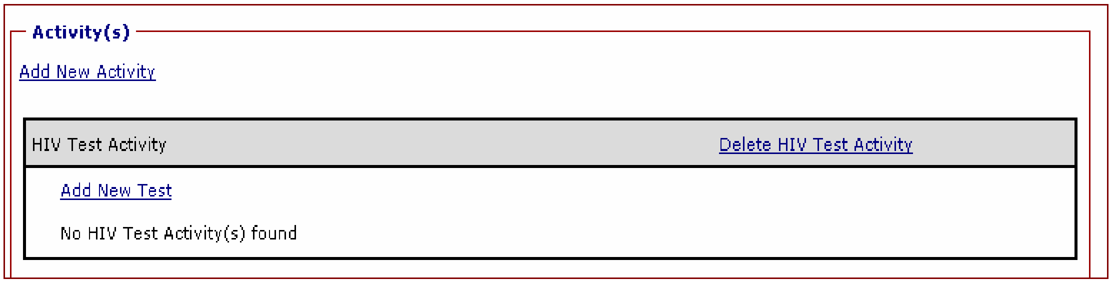


29. Click each worker that delivered the CTR services to a client.
30. Click **ADD TO LIST**.
31. Enter the appropriate information for **Site, Duration of Session** and **Unit of Delivery**.
32. Select **Activities** for **Included in Program Plan** that were delivered during the session (including **HIV Testing**).
33. Click **ADD TO LIST**.
34. Select any **Activities** for **Not Included in Program Plan** that were delivered during the session (if applicable).
35. Click **ADD TO LIST**.
36. Click **SAVE AND FINISH**.

Activities are specific components of an intervention in which the client participated or received during a particular session. Activities are entered in PEMS when entering session data. Once activities are selected, they display on the **Maintain Existing Session** screen. Some activities (e.g. HIV Testing, Referral, Elicit Partners, and Notification of Exposure) require additional information be added to each activity. If this information is not added, the data entry for the session is considered “Incomplete” and the session will display on the home page of PEMS for that user until the details are entered.

The *Maintain Existing Session* screen displays.

37. Scroll to **Activity(s)** section of the screen.



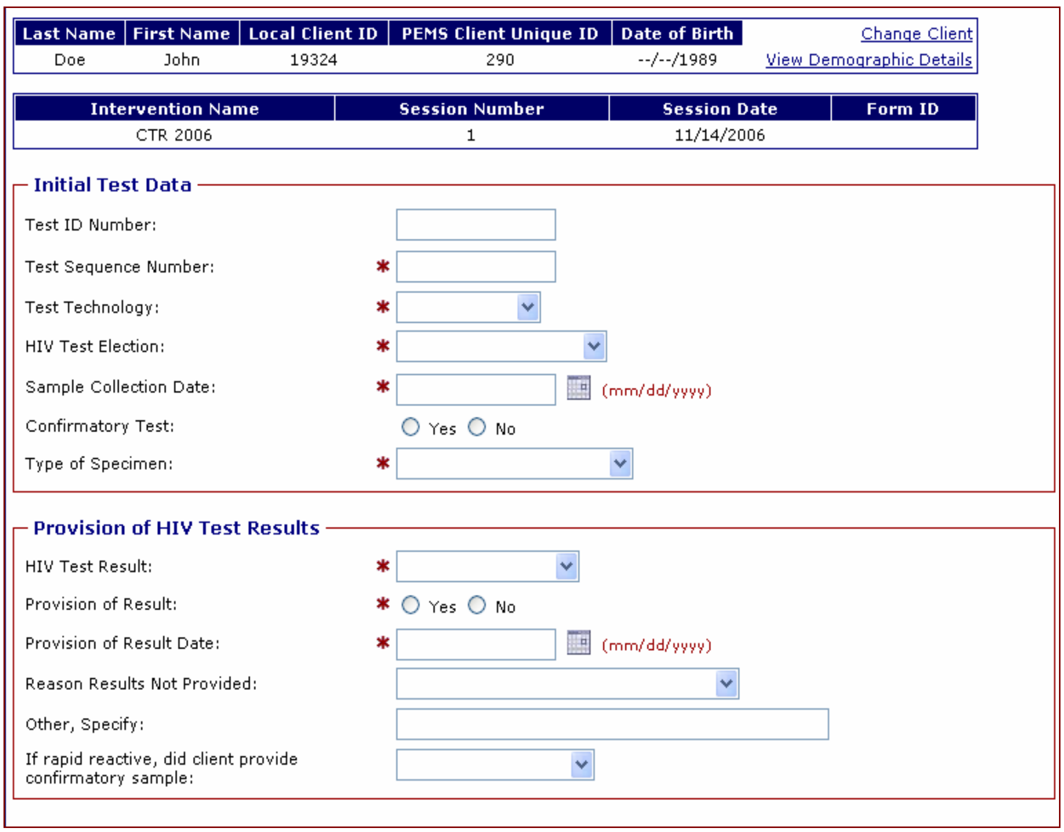
Activity(s)

Add New Activity

HIV Test Activity	Delete HIV Test Activity
Add New Test	
No HIV Test Activity(s) found	

38. Under the **HIV Test Activity** section, click **Add New Test**.

The *Add HIV Test Details* screen displays.



Last Name	First Name	Local Client ID	PEMS Client Unique ID	Date of Birth	Change Client
Doe	John	19324	290	--/--/1989	View Demographic Details

Intervention Name	Session Number	Session Date	Form ID
CTR 2006	1	11/14/2006	

Initial Test Data

Test ID Number:
Test Sequence Number: *
Test Technology: *
HIV Test Election: *
Sample Collection Date: * (mm/dd/yyyy)
Confirmatory Test: Yes No
Type of Specimen: *

Provision of HIV Test Results

HIV Test Result: *
Provision of Result: * Yes No
Provision of Result Date: * (mm/dd/yyyy)
Reason Results Not Provided:
Other, Specify:
If rapid reactive, did client provide confirmatory sample:

39. In the **Test Sequence Number** field, type the sequence number of this test for this client.
40. Click the **Test Technology** drop-down list and select **Conventional, Rapid,** or **Other**.
41. Click **the HIV Test Election drop-down list and select the appropriate value: Tested Anonymously, Tested Confidentially, or Refused Testing**.
42. In the **Sample Collection Date** (*MM/DD/YYYY)* field, type the date the test sample was taken.
43. In the Confirmatory Test field, select the **Yes** or **No** radio button to indicate whether or not this was a confirmatory test.
44. Click the **Type of Specimen** drop-down list and select **Blood-finger stick**, **Blood-venipuncture**, **Blood-spot**, **Oral mucosal transudate**, or **urine**.

Once the test results are available, they are entered in the **Provision of HIV Test Results** section of the screen.

45. Click the **HIV Test Result** drop-down list and select **Positive/Reactive**, **NAT-Positive**, **Negative**, **Indeterminate**, **Invalid**, or **No result**.
46. Click **SAVE AND FINISH**.

The *Maintain Existing Session* screen displays.

47. Click **BACK TO MAINTAIN**.

NOTE: HIV tests conducted at any site within an agency should ONLY be entered in the HIV Test Activity section within a CTR intervention and NOT under the HIV Status Sub Module, which is intended to capture confirmed HIV status with documentation from outside the agency.

Session Templates Sub Module

Session Templates allow for the creation of a template with the core elements of the session stored on the template. Once created, the user can search for clients and individually apply the template, modify and save. Session templates can only be created for Client Level Interventions. Session templates can be helpful when multiple clients attend the same intervention session. The session template can be used to avoid entering each piece of information separately for each client who attended. Session templates are also helpful in ensuring data integrity when they are created during the planning stages of program creation. Because the template contains the core components of the intervention session, there is little room for data entry error.

NOTE: Session templates cannot be created for aggregate level service delivery, only client level service delivery. Also, it is ideal to create session templates during the planning process and not during service delivery to prevent too many templates from being entered (requiring a search through multiple templates). Keep in mind that interventions with an associated session template cannot be deleted until each session template is deleted.

In the Session Templates Sub Module you can:

- Create Session Templates
- Modify Existing Session Templates
- Delete Session Templates

PEMS will prevent the creation of duplicate session templates (with the same name and data). Only one session template per session for each intervention can be created. For example, SISTA is an HERR intervention that typically contains five sessions. A session template can be created for each of the 5 sessions within SISTA.

PEMS Core Roles Required

The following core roles have access to the Session Templates Sub Module:

- Client Service Role
- Client HERR Role
- PCRS Role
- CRCS Role
- CTR Role

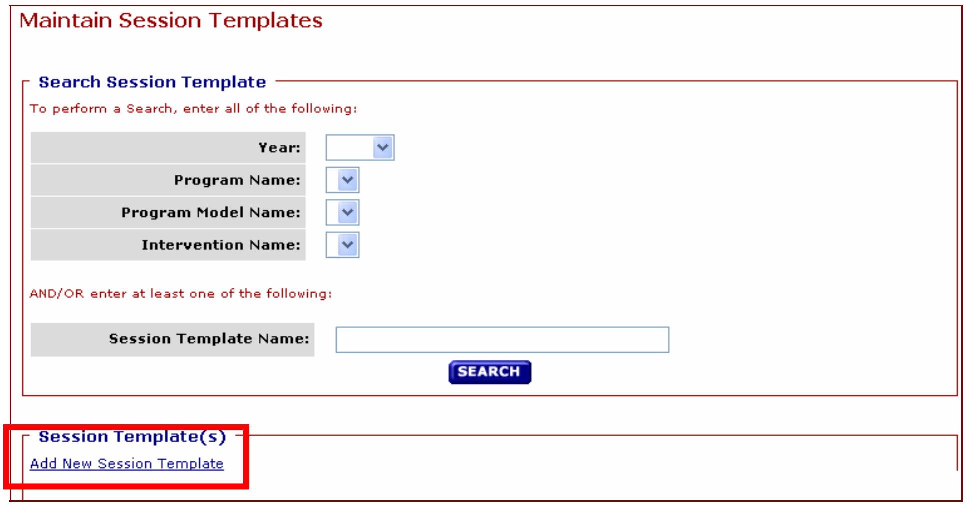
Create a New Session Template

Session templates can be created to expedite data entry. Session templates should be created when program plans are added annually.

Step > Action

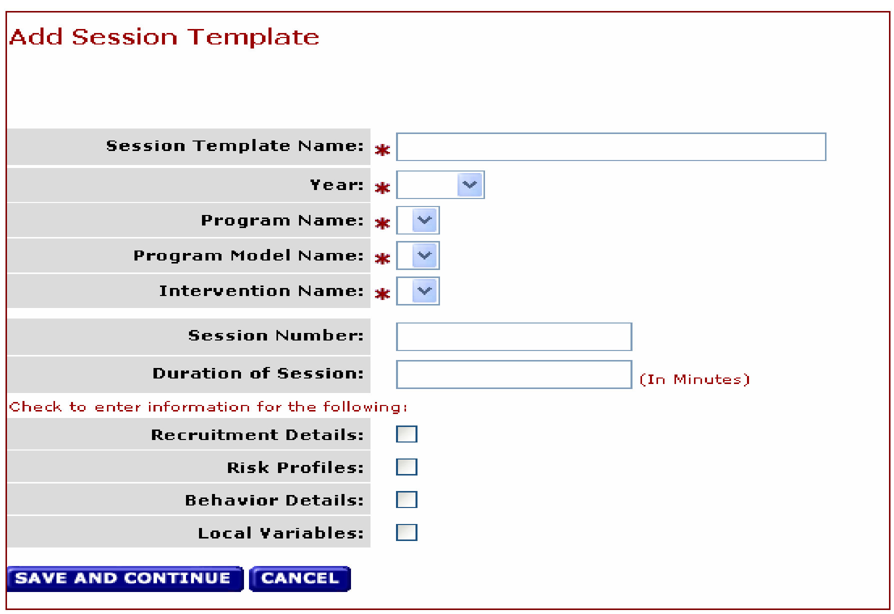
1. Click **Client Level Services** on the module menu bar.
2. Click **Session Templates** on the sub module menu bar.

The *Maintain Session Template*s screen displays. You should first search to make sure your session template does not exist.



3. Click **Add New Session Template**.

The *Add Session Template* screen displays.



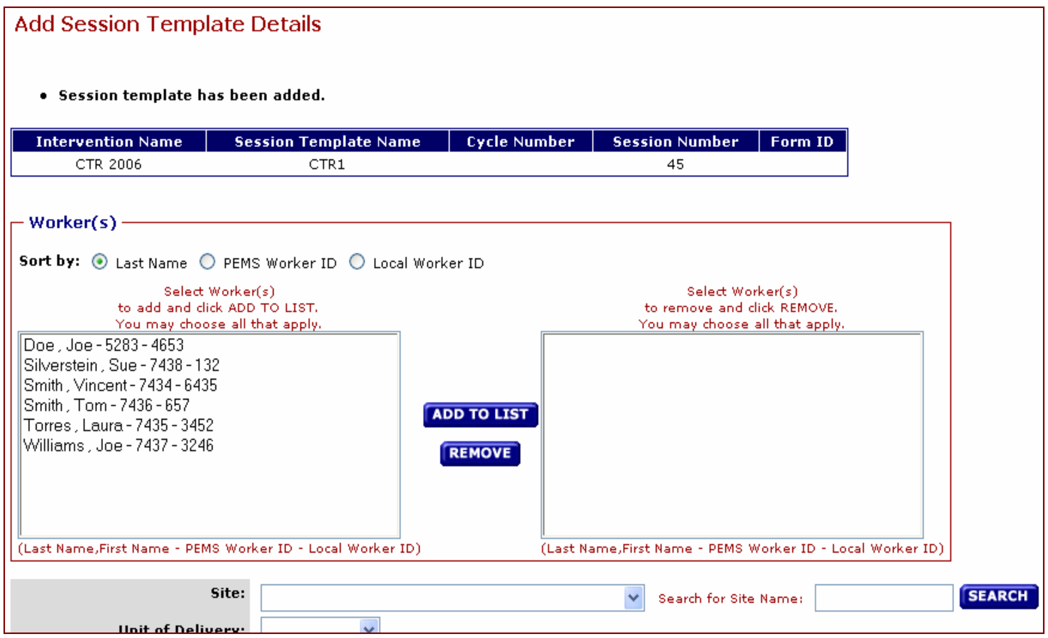
4. In the **Session Template Name** field, type a unique name for the session template.

> Session templates should be named using the intervention name and the session number. For example: SAFETY COUNTS2.
>
> Consider assigning one person in your agency to create session templates so your agency doesn't have too many templates to manage.

5. Click the **Year** drop-down list and select the year of the program model for which the session template is to be created.

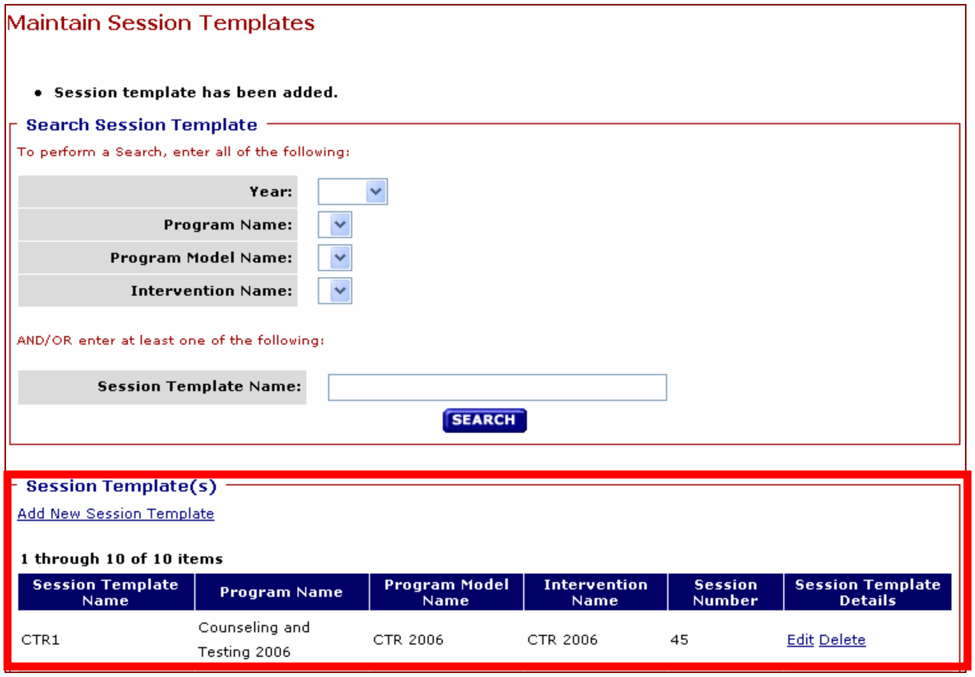
6. Click the **Program Name** drop-down list and select the name of the program.
7. Click the **Program Model Name** drop-down list and select the name of the program model.
8. Click the **Interventions** drop-down list and select the name of the intervention.
9. In the **Session number** field, type the number of the session.
10. In the **Duration of Session** field, type the planned duration of the session.
11. If you intend to enter **Recruitment Details, Risk Profile, Behavior Details** or **Local variables** as a part of this session, click the appropriate checkboxes. This will automatically supply those screens when the template is applied to a client record.
12. Click **SAVE AND CONTINUE**.

The *Add Session Template Details* screen displays.



13. Under the **Worker(s)** section, click each worker that is planned to deliver the session.
14. Click **ADD TO LIST**.
15. Enter the appropriate planned information for **Site, Duration of Session** and **Unit of Delivery**.
16. For **Activity(s) Included in Program Plan**, select each activity that was delivered during the session.
17. Click **ADD TO LIST**.
18. For **Activity(s) Not Included in Program Plan**, select any activity delivered during the session but was not included in the program plan (if applicable).
19. Click **ADD TO LIST**.
20. Click **SAVE AND FINISH**.

The *Maintain Session Templates* screen displays with the message that the template has been added. The session template displays in the **Session Template(s)** section of the screen and can now be applied to a client record.



Maintain Session Templates

- Session template has been added.

Search Session Template

To perform a Search, enter all of the following:

Year:	
Program Name:	
Program Model Name:	
Intervention Name:	

AND/OR enter at least one of the following:

Session Template Name:	

SEARCH

Session Template(s)

Add New Session Template

1 through 10 of 10 items

Session Template Name	Program Name	Program Model Name	Intervention Name	Session Number	Session Template Details
CTR1	Counseling and Testing 2006	CTR 2006	CTR 2006	45	Edit Delete

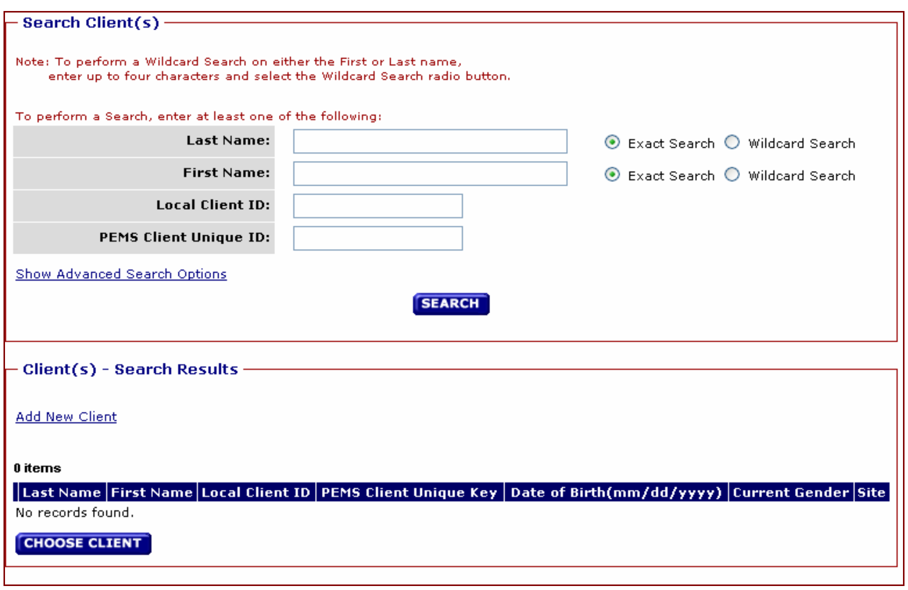
Apply a Session Template to a Client

Session templates can be applied to client records individually to expedite data entry. Session templates contain the core components of a session. Once applied, the session template can be modified as needed and saved.

Step > Action

1. Click **Client Level Services** on the module menu bar.

The *Select Client* screen displays.



Search Client(s)

Note: To perform a Wildcard Search on either the First or Last name, enter up to four characters and select the Wildcard Search radio button.

To perform a Search, enter at least one of the following:

Last Name:		Exact Search Wildcard Search
First Name:		Exact Search Wildcard Search
Local Client ID:		
PEMS Client Unique ID:		

Show Advanced Search Options

SEARCH

Client(s) - Search Results

Add New Client

0 items

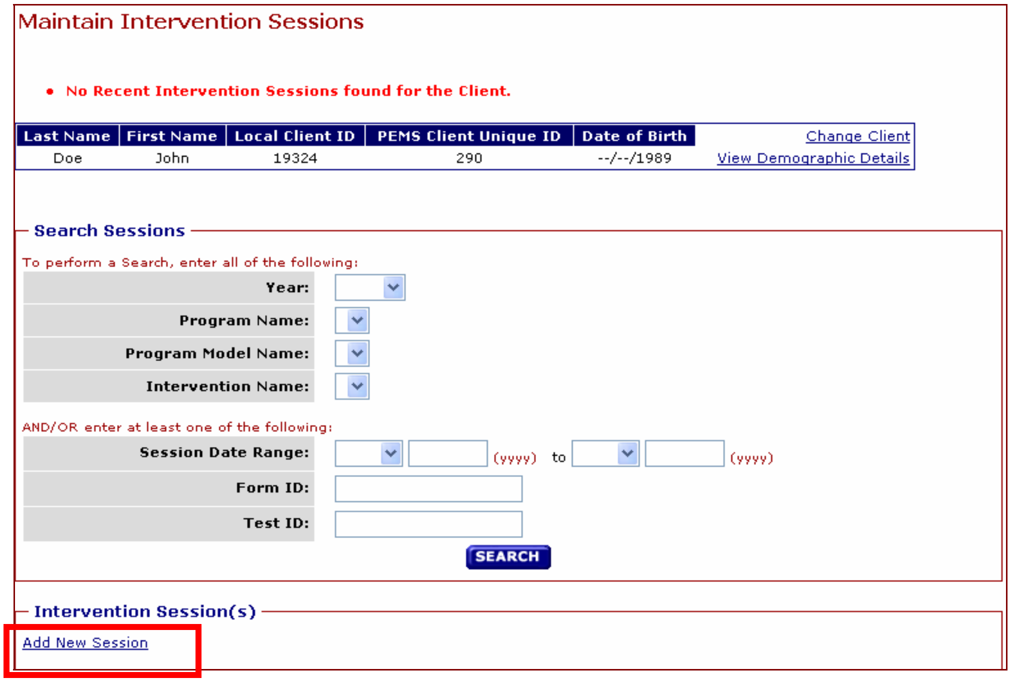
Last Name	First Name	Local Client ID	PEMS Client Unique Key	Date of Birth(mm/dd/yyyy)	Current Gender	Site

No records found.

CHOOSE CLIENT

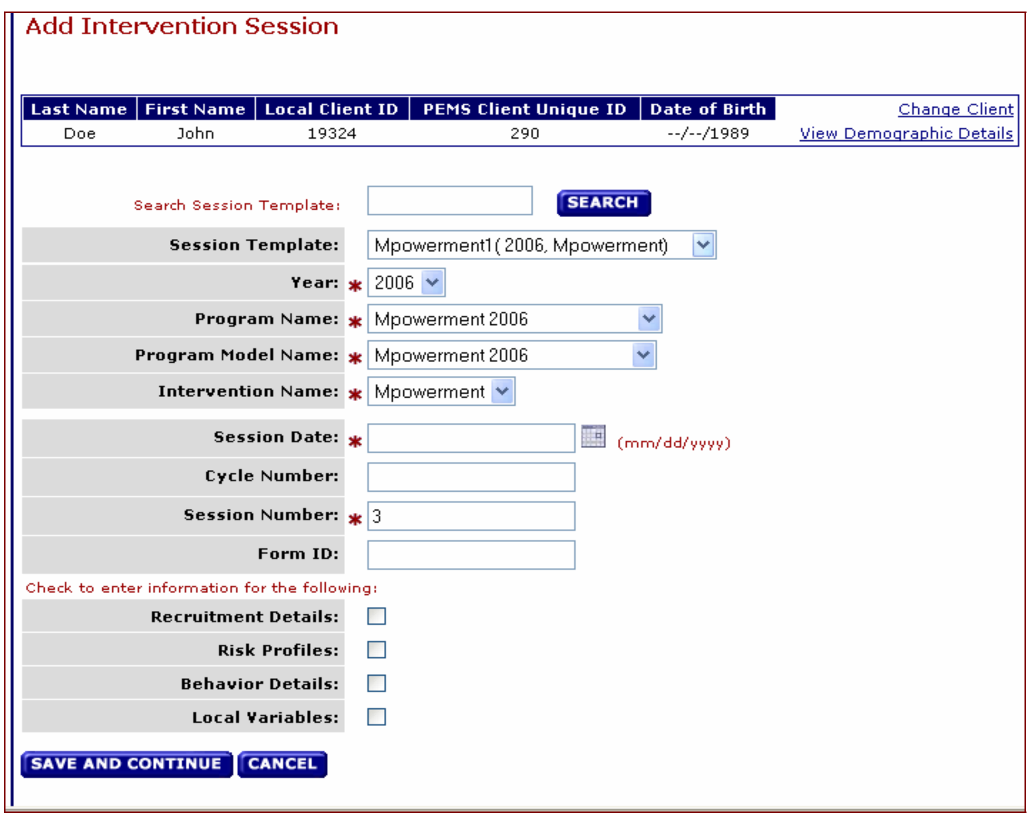
2. Search for the client record for which you want to apply the session template.
3. Click the radio button next to the client's name.
4. Click **CHOOSE CLIENT**.

The *Maintain Intervention Sessions* screen displays.



5. Click **Add New Session**.

The *Add Intervention Session* screen displays.



6. Click the **Session Template** drop-down list and select the name of the session template.

The screen will refresh and the data will populate with the **Year, Program Name, Program Model Name,** and **Intervention Name**.

7. In the **Session Date** field, type the date the session was delivered.
8. In the **Cycle** field, type the cycle in which the intervention session was delivered. A cycle is considered the “full dose of the intervention,” or a complete delivery of intervention sessions and activities to its intended audience.

> Cycle will only display for those intervention sessions that had a discrete number of cycles entered in Program Information. Cycle is not relevant for “ongoing” interventions with unknown session numbers.

9. Modify any remaining data.
10. Click **SAVE AND CONTINUE**.

The *Add Session Details* screen displays with the data from the session templates populating the fields.

11. Review and modify the fields as needed.
12. Click **SAVE AND FINISH**.

The *Maintain Existing Session* screen will display with the message the session has been saved.

Referrals Sub Module

A referral is a process by which immediate client needs for prevention, care, and supportive services are assessed and prioritized, and clients are provided with information and assistance in identifying and accessing specific services. Referrals can also be tracked to determine if the client accessed services. Referrals are made within intervention sessions as a part of activities and services delivered. Referrals are entered in PEMS as a part of the intervention session by selecting referrals as one of the activities that was delivered during the intervention session.

Referrals are activities delivered in a session and are entered in PEMS through the **Interventions** sub module. Referrals can be tracked in PEMS by a unique referral code to determine whether the client accessed services. In the referrals sub module you can:

- Update the outcomes of referrals for clients added as a part of interventions
- Search for all referrals made for a client
- Review all referrals made for a client

There are two types of referral codes that can be used to track referrals for an agency: a PEMS generated referral code, or a locally generated referral code. PEMS generated referral codes can be created through the **Reports Module** > **Referral and Recruitment Sub Module** > **Referral Label Report**. PEMS will only accept one referral code per referral. PEMS referral codes are entered in the **PEMS Referral Code** field and locally generated referral codes are entered in the **Local Referral Code** field. Local referral codes may be up to 12 characters and may contain dashes (-) and underscores (_). Keep in mind that client-identifying information should never be used to create locally generated codes. In summary, either the PEMS generated referral code or the local referral code can be used, but not both. PEMS will verify that the PEMS generated or locally generated referral code entered is unique.

PEMS Core Roles Required

The following core roles have access to the referrals services module:

- Client Service Role
- Client HERR Role
- PCRS Role
- CRCS Role
- CTR Role

Add a Referral for a Client

Referrals are activities that are a part of sessions delivered for clients. Therefore, referrals can only be made as a part of an intervention. Referrals are captured within session details for clients through the **Interventions** Sub Module.

Step > Action

1. Click **Client Level Services** on the module menu bar.
2. Click **Interventions** on the sub module menu bar.

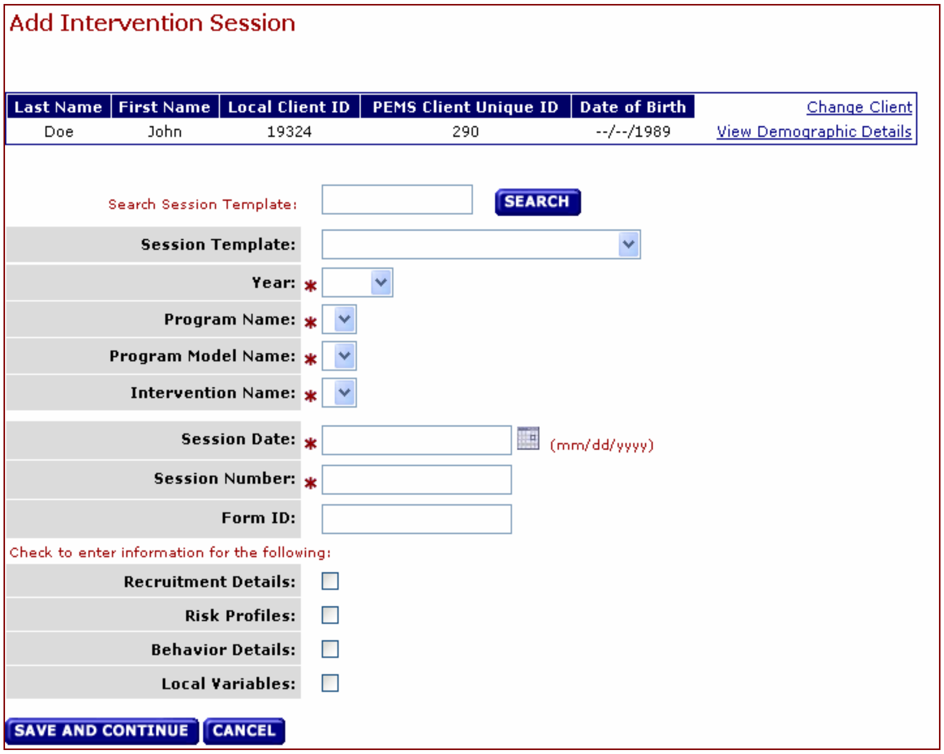
The *Select Client* screen displays. Search for the client record to which you want to add intervention session information. The search results display at the bottom of the screen.

3. Click the radio button next to the name of the client.
4. Click **CHOOSE CLIENT**.

The *Maintain Intervention Sessions* screen displays.

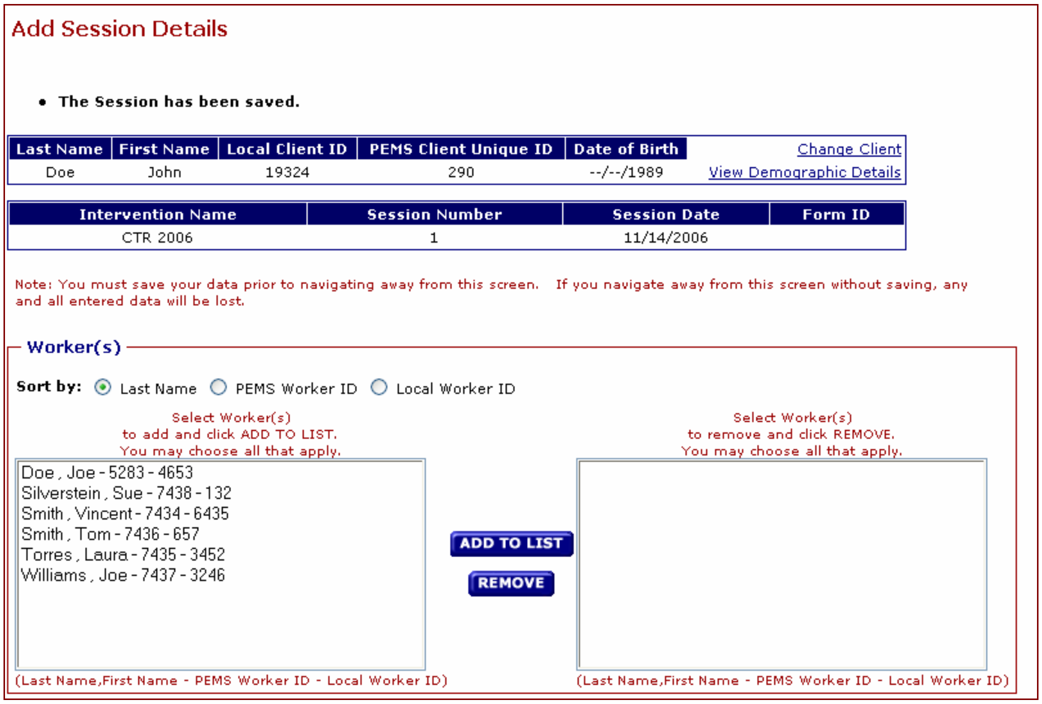
5. Click **Add New Session** under the **Intervention Session(s)** section of the screen.

The *Add Intervention Session* screen displays.



6. Click the **Year** drop-down list and select the year of the program.
7. Click the **Program Name** drop-down list and select the name of the program.
8. Click the **Program Model Name** drop-down list and select the name of the program model.
9. Click the **Intervention name** drop-down list and select the name of the intervention from which the client received services.
10. In the **Session Date** (*MM/DD/YYYY)* field, type the date of the session the client received services.
11. If you want to add recruitment details, risk profile, behavior details or local variables, check those boxes. This will automatically direct you to those screens before you enter session data. You will have the option to enter this information after the session data have been entered, from the *Maintain Intervention Details* screen.
12. Click **SAVE AND CONTINUE**.

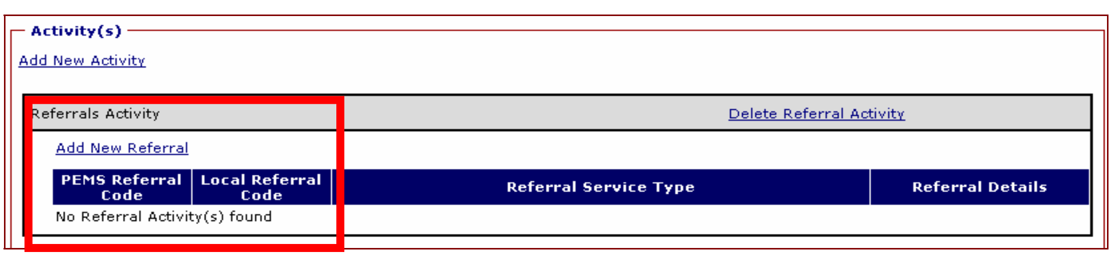
The *Add Session Details* screen displays.



13. Click each worker that delivered services during the session.
14. Click **ADD TO LIST**.
15. Click the **Site** drop down list and select the site where the session was delivered.
16. For **Delivery Methods Included in Program Plan**, select each of the delivery methods used during the session.
17. Click **ADD TO LIST**.
18. For **Delivery Methods Not Included in Program Plan**, select each of the delivery methods delivered during the session that were not included in the program plan.
19. Click **ADD TO LIST**.
20. For **Activity(s) Included in Program Plan**, click Referral (and any other applicable activities).
21. Click **ADD TO LIST**.
22. For **Activity(s) Not Included in Program Plan**, select any activities that were delivered during the session, but were not included in the program plan.
23. Click **ADD TO LIST**.
24. Click **SAVE AND FINISH**.

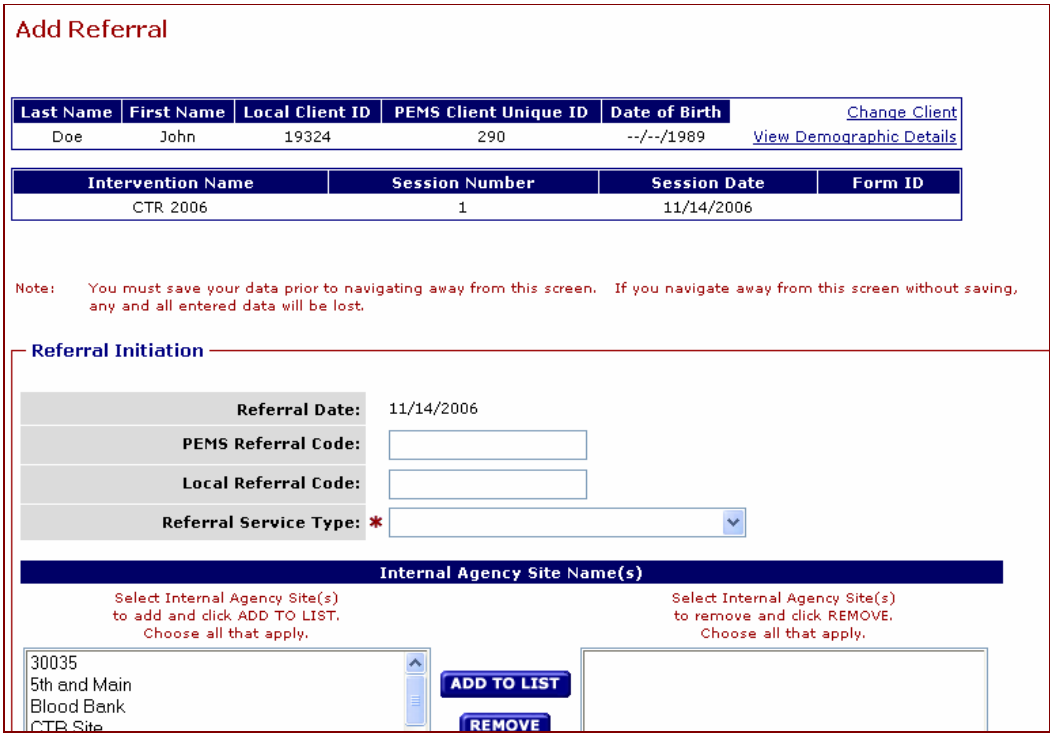
The *Maintain Existing Session* screen displays.

25. Scroll to the **Activity(s)** section of the screen.



26. Under **Referrals Activity**, click **Add New Referral**.

The *Add Referral* screen displays with the referral date already included (from the date of the session).



27. In the **Referral Initiation** section of the screen you can either:

    a. Enter a PEMS generated referral code (generated from the **Reports** Module > **Referral and Recruitment** Sub Module > **Referral Labels Report**) in the **PEMS Referral Code** field.

    Or

    b. Enter a unique, locally generated referral code in the **Local Referral Code** field.

28. Click the **Referral Service Type** drop-down list and select the type of service to which the client was referred.
29. If the client is being referred internally to a site within your agency, select the names of the site(s) they are being referred to under the **Internal Agency Site Name(s)** section.
30. Click **ADD TO LIST**.
31. If the client is being referred externally to a network agency, select the names of the network agency(s) they are being referred to under the **Network Agency Site Name(s)** section.
32. Click **ADD TO LIST**.
33. Click the **Referral Follow-up** drop-down list and select from **None, Active, Passive-agency verification,** or **Passive-client verification** to indicate how you plan to follow up on the outcome of the referral.

> The **Referral Outcome** drop-down list in the **Referral Follow Up** section of the screen automatically defaults to **Pending**. This referral will remain in the **Pending** state for 60 days. At the end of 60 days, if no changes are made to the **Referral Outcome** drop-down list, the status of the referral will automatically default to **Lost to Follow-up**. Agencies can go in at any time and change the status of a referral, even after 60 days. The **Referrals Made** report can be used to identify the status of each referral.

34. Click **SAVE AND FINISH**.

Add a Referral Follow-up for a Client

Referral follow-up should be used to track the outcomes of referrals for each agency. Outcomes of referrals are tracked and entered on the same screen the initial referral was made for each client. Users can also search for referrals from the sub module menu bar for each client and update referral outcomes there.

Step > Action

1. Click **Client Level Services** on the module menu bar.
2. Click **Interventions** on the sub module menu bar.

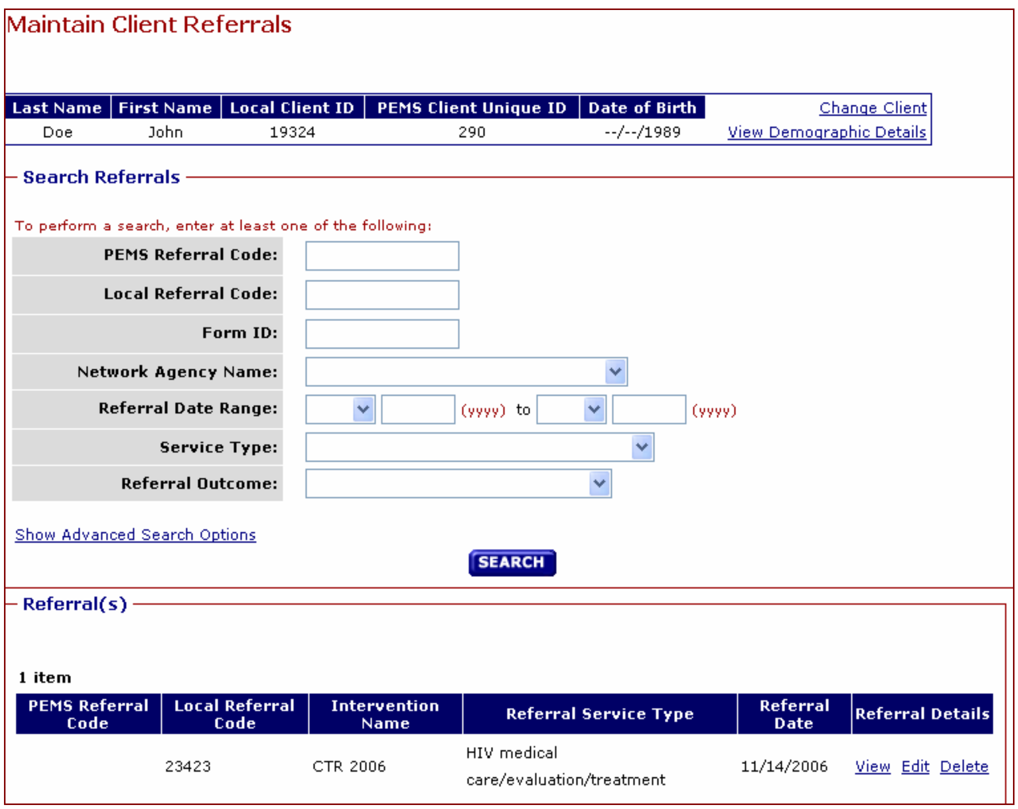
The *Select Client* screen displays. Search for the client record to which you want to add intervention session information. The search results display at the bottom of the screen.

3. Click the radio button next to the name of your client.
4. Click **CHOOSE CLIENT**.

The *Maintain Intervention Sessions* screen displays.

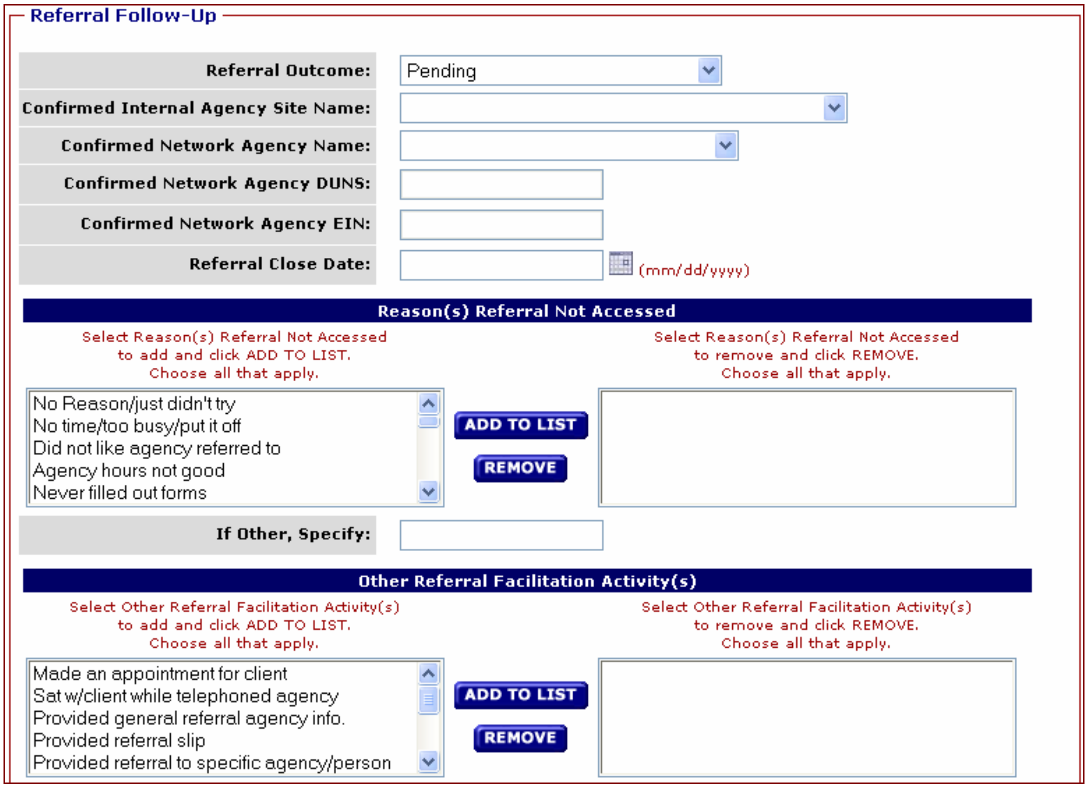
5. Click **Referrals** on the sub module menu bar.

The *Maintain Client Referrals* screen displays with 10 most recent referrals displaying at the bottom of the screen.



6. If the referral you want to update does not display, search by **PEMS Referral Code**, **Local Referral Code**, **Form ID**, **Network Agency Name**, **Referral Date Range**, **Service Type**, or **Referral Outcome**.
7. Under **Referral Details** in the **Referral(s)** section, click **Edit** for the referral to which you want to add follow up information.

The *Edit Referral Details* screen displays.



8. Scroll down to the **Referral Follow-Up** section of the screen.
9. Click the **Referral Outcome** drop-down list and select from **Pending, Confirmed-Accessed service, Confirmed-Did not access service, Lost to follow-up,** or **No follow-up**.
10. If the client accessed service at an internal site within your agency, click the **Confirmed Internal Agency Site Name** drop-down list and select the name of the internal site the client accessed services.
11. If the client accessed service at a network agency, click the **Confirmed Network Agency Name** drop-down list and select the name of the network agency where the client accessed service. The screen will refresh and the **Confirmed Network Agency DUNS** and **Confirmed Network Agency EIN** will automatically populate.
12. In the **Referral Close Date** (*MM/DD/YYYY)* field, type the date the referral was confirmed or lost to follow-up.
13. If they client did not access services, click each of the reasons the referral was not accessed.
14. Click **ADD TO LIST**.
15. Click **SAVE AND FINISH**.

The **Referrals Made Report** can be generated monthly to determine how many referrals are in need of follow up.

HIV Status Sub Module

The HIV Status Sub Module is used to capture Confirmed HIV Status, as evidenced by lab results, prescriptions, or other documentation, from clients who have been tested by another agency. Confirmed HIV Status is often captured during intake for an intervention and can be entered under the HIV Status Sub Module. This sub module will also allow you to view all HIV Test activities that have been conducted by your agency as a part of interventions. This sub module should not be used to enter HIV tests conducted by your agency. Each HIV test activity conducted by your agency should be entered as an activity within a CTR intervention in the Intervention Sub Module of Client Level Services.

PEMS Core Roles required

The following core roles have access to the HIV Status Sub Module:

- Client Service Role
- Client HERR Role
- PCRS Role
- CRCS Role
- CTR Role

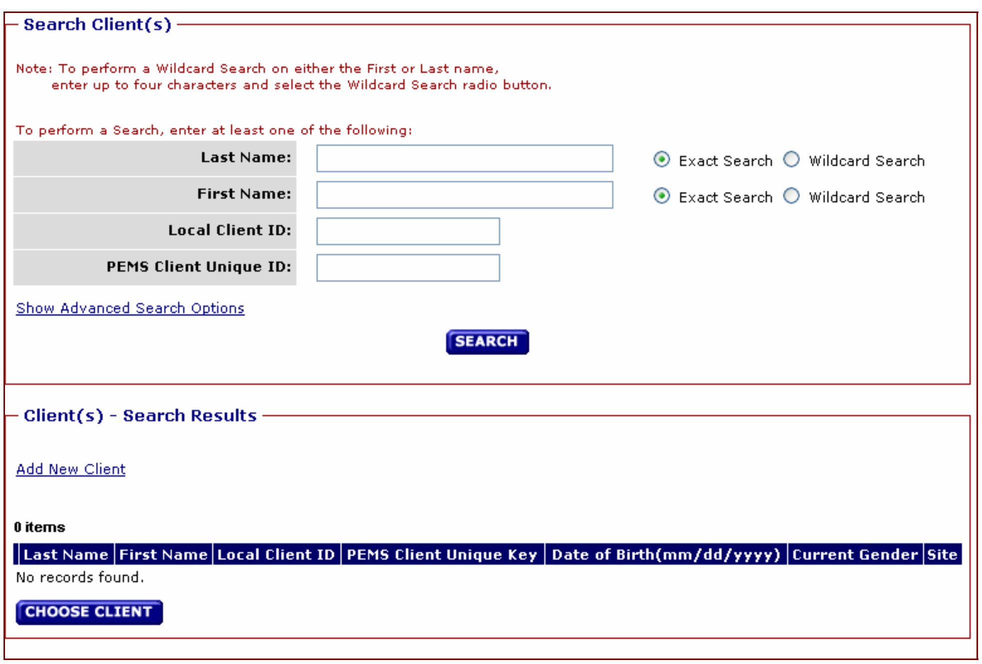
Add Confirmed HIV Status

You can add Confirmed HIV Status for clients outside of an intervention. Confirmed status could be a result of the client testing at another agency or at another site within your agency. Confirmed HIV Status should not be confused with HIV Test Activity. HIV Test Activity is the actual act of providing a client with an HIV Test and results. All HIV Test Activities should be entered under Counseling, Testing and Referral programs in your agency. Confirmed HIV Status is used only when the client was given an HIV test and results by someone else. Confirmed HIV Status could be entered for a new client who presents Confirmed HIV Status documentation from another agency. Additionally, HIV status could be entered for a client referred for services within an agency and the agency provides the Confirmed HIV Status documentation.

Step > Action

1. Click **Client Level Services** on the module menu bar.
2. Click **HIV Status** on the sub module menu bar.

The *Select Client* screen displays.

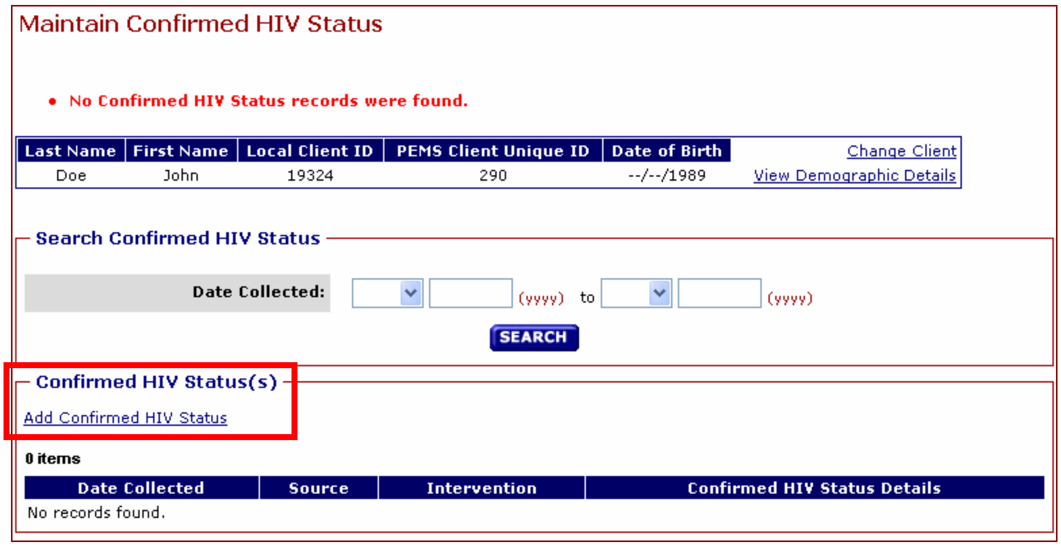


3. Search by **Last Name, First Name, Local Client ID,** or **PEMS Client Unique ID** for the client record to which you want to add HIV Status information.

The search results display at the bottom of the *Select Client* screen under the **Client(s) - Search Results** section.

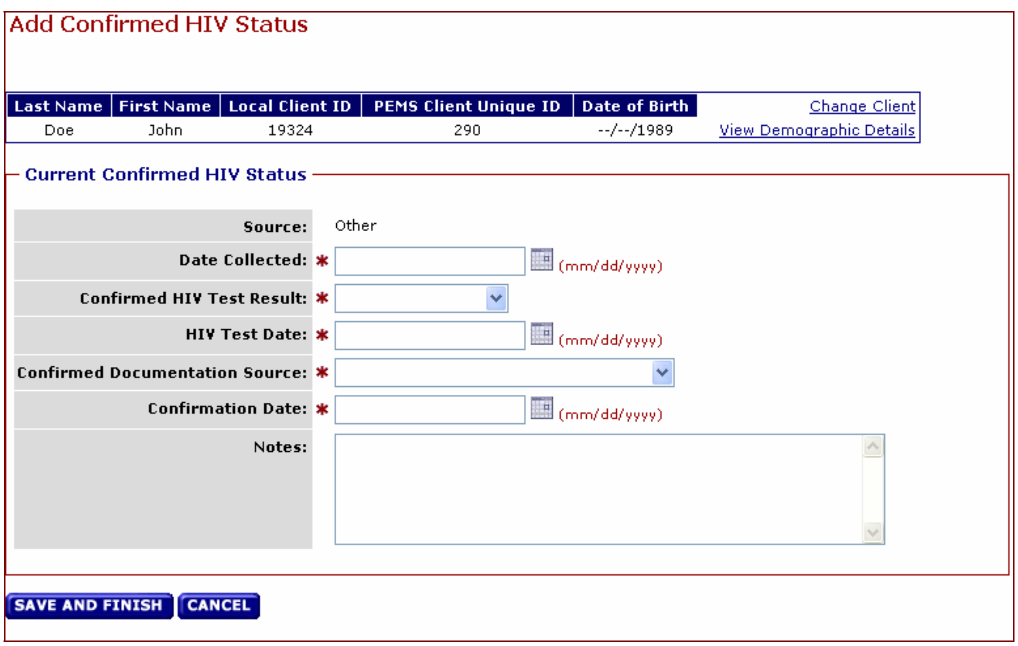
4. Click the radio button next to the client you want to select.
5. Click **CHOOSE CLIENT**.

The *Maintain Confirmed HIV Status* screen displays.



6. Click **Add Confirmed HIV Status** under the **Confirmed HIV Status(s)** section.

The *Add Confirmed HIV Status* screen displays.



7. In the **Date Collected** field, type the date that the information was collected from the client.
8. Click the **Confirmed HIV Test Result** drop-down list and select **Positive/Reactive, NAT-Positive, Negative, Indeterminate, Invalid,** or **No result**.

9. In the **HIV Test Date** field, type the date the HIV test date was administered.
10. Click the **Confirmed Documentation Source** drop-down list and select from Within Agency, External Test Result – Agency Provided, or External Test Result – Client Provided.
11. In the **Confirmation Date** field, type the date that the confirmed test results were received.
12. Click **SAVE AND FINISH**.

Locating Info Sub Module

When a client is added into PEMS the first time, the user has the opportunity to enter locating information for the client as a part of the Demographics screen. Once the client has been added, the only way to add or update locating information for a client is through the **Locating Information** Sub Module. This sub module will keep a historical record of all locating information for a client.

PEMS Core Roles Required

The following core roles have access to the Locating Info Sub Module:

- Client Service Role
- Client HERR Role
- PCRS Role
- CRCS Role
- CTR Role

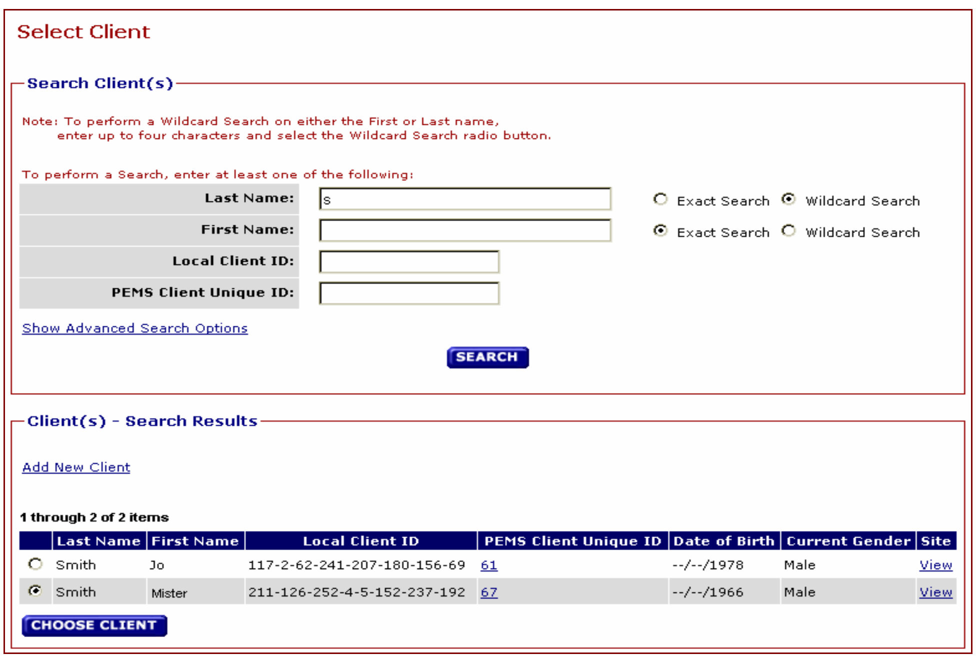
Add Locating Information for a Client

Locating information can be added or updated with address or contact information for a client. This information is used by workers when they need to contact a client.

Step > Action

1. Click **Client Level Services** on the module menu bar.
2. Click **Locating Info** on the sub module menu bar.

The *Select Client* screen displays.

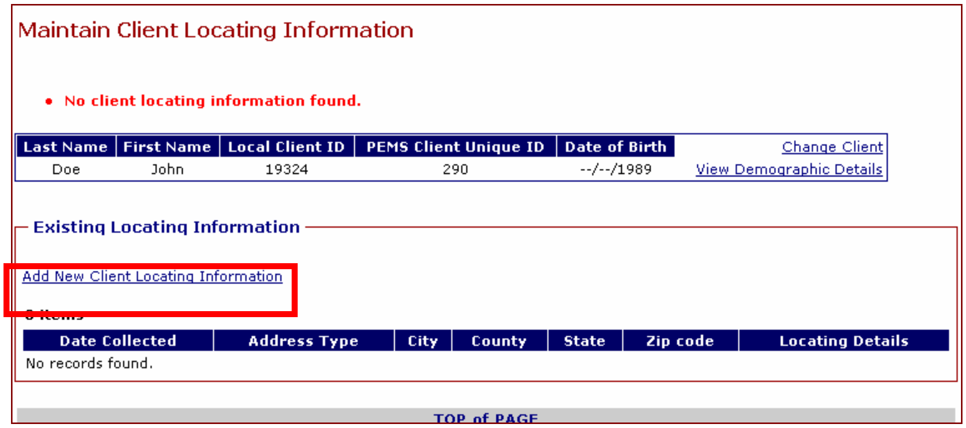


3. Search by **Last Name, First Name, Local Client ID,** or **PEMS Unique Client ID** for the client record to which you want to add locating information.

The search results display at the bottom of the *Select Client* screen under the **Client(s) - Search Results** section.

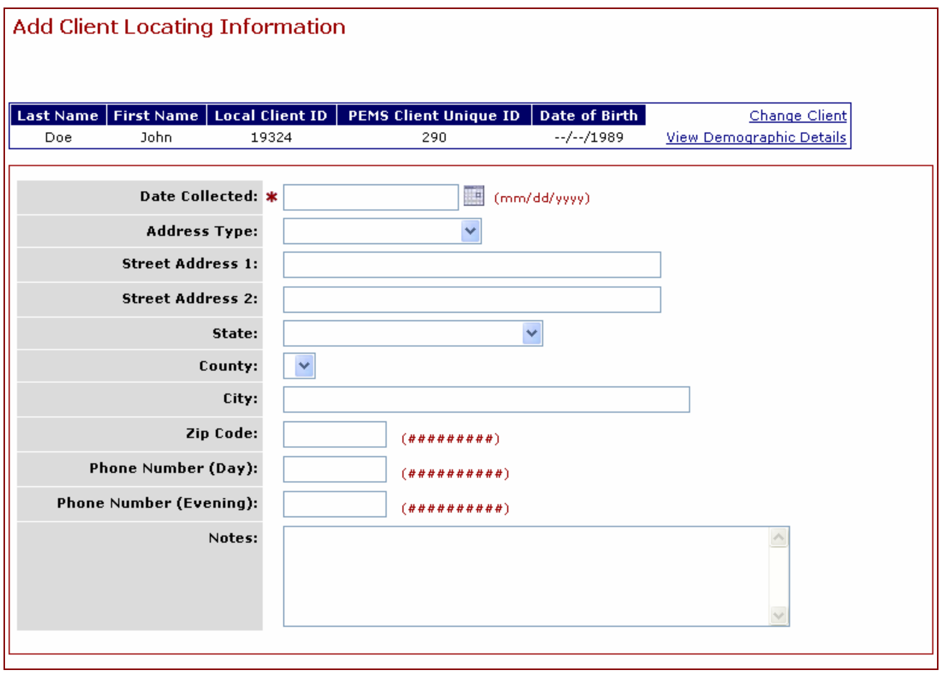
4. Click the radio button next to the client you want to select.
5. Click **CHOOSE CLIENT**.

The *Maintain Client Locating Information* screen displays.



6. Under the **Existing Locating Information** section, click **Add New Client Locating Information**.

The *Add Client Locating Information* screen displays.



7. In the **Date Collected** field, type the date (*MM/DD/YYYY)* the locating information was collected from the client.
8. Click the **Address Type** drop-down list and select from **House/Home, Apartment/Dorm, Business/Office, Postal address/Mailing, Nursing Home, Correctional facility/Jail, Migrant camp,** or **Other.**
9. In the **Street Address 1** and **Street Address 2** fields, type the address the client provided.
10. Click the **State** drop-down list and select the state in which the client resides.

The screen will refresh and the **County** drop-down list will populate.

11. Click the **County** drop-down list and select the county in which the client resides.
12. In the **City** field, type the name of the city in which the client resides.
13. In the **Zip Code** field, type the zip code in which the client resides.
14. In the **Phone Number (Day)** and **Phone Number (Evening)** fields, type the phone numbers the client provided.
15. Click **SAVE AND FINISH**.

Attempts to Locate Sub Module

The Attempts to Locate Sub Module allows the user to view all "Attempts to Locate" information. The user can:

- Add a new attempt to locate
- Choose to edit or delete an existing attempt to locate
- View the case detail information for the current client

Add Attempts to Locate

Each attempt to locate a client can be tracked in PEMS. The Attempts to Locate Sub Module can be used to track clients who did not receive their HIV Test results or clients who did not show up for an intervention.

> The Attempts to Locate Sub Module should not be used to capture attempts to locate clients or partners for PCRS. Those attempts to locate are embedded in the data entry process for PCRS in PEMS.

PEMS Core Roles required

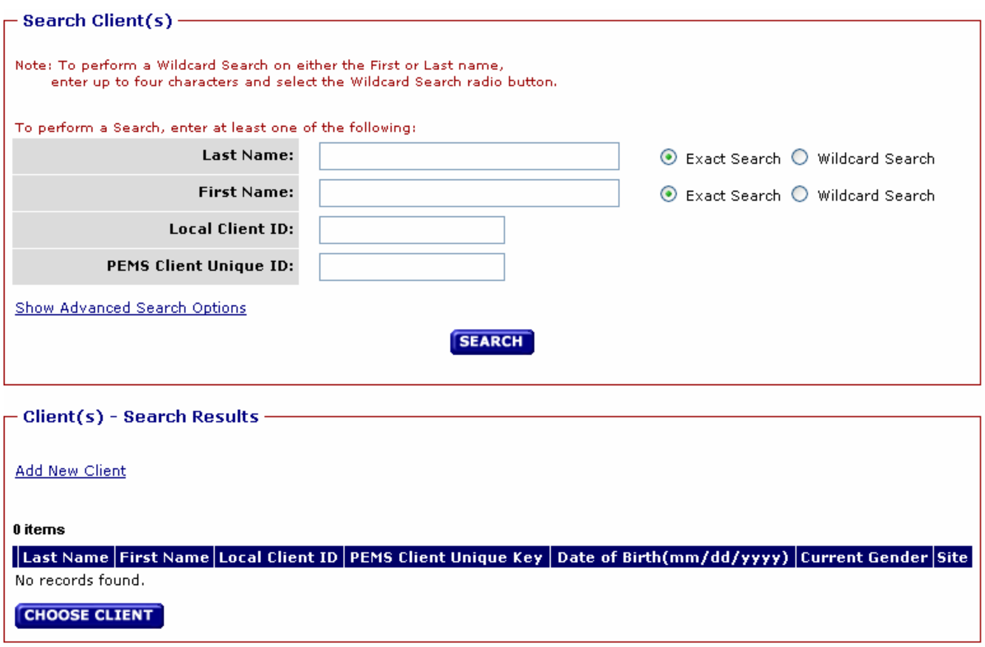
The following core roles have access to the Attempts to Locate Sub Module:

- Client Service Role
- Client HERR Role
- PCRS Role
- CRCS Role
- CTR Role

Step > Action

1. Click **Client Level Services** on the module menu bar.
2. Click **Attempts to Locate** on the sub module menu bar.

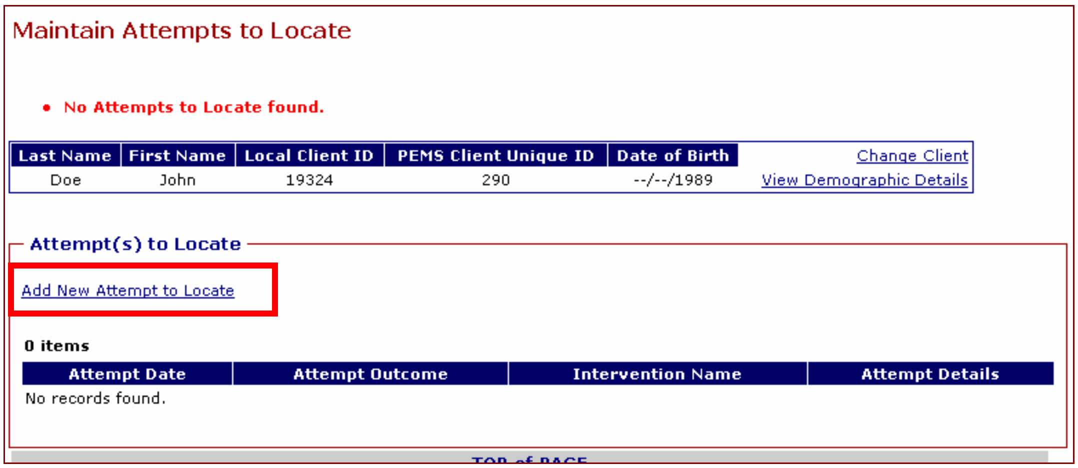
The *Select Client* screen displays.



3. Search by **Last Name, First Name, Local Client ID,** or **PEMS Client Unique ID** for the client record to which you want to add an attempt to locate.

The search results display at the bottom of the *Select Client* screen under the **Client(s) Search Results** section.

4. Click the radio button next to the client you want to select.
5. Click **CHOOSE CLIENT**.
6. The *Maintain Attempts to Locate* screen displays.



Maintain Attempts to Locate

- No Attempts to Locate found.

Last Name	First Name	Local Client ID	PEMS Client Unique ID	Date of Birth	Change Client
Doe	John	19324	290	--/--/1989	View Demographic Details

Attempt(s) to Locate

Add New Attempt to Locate

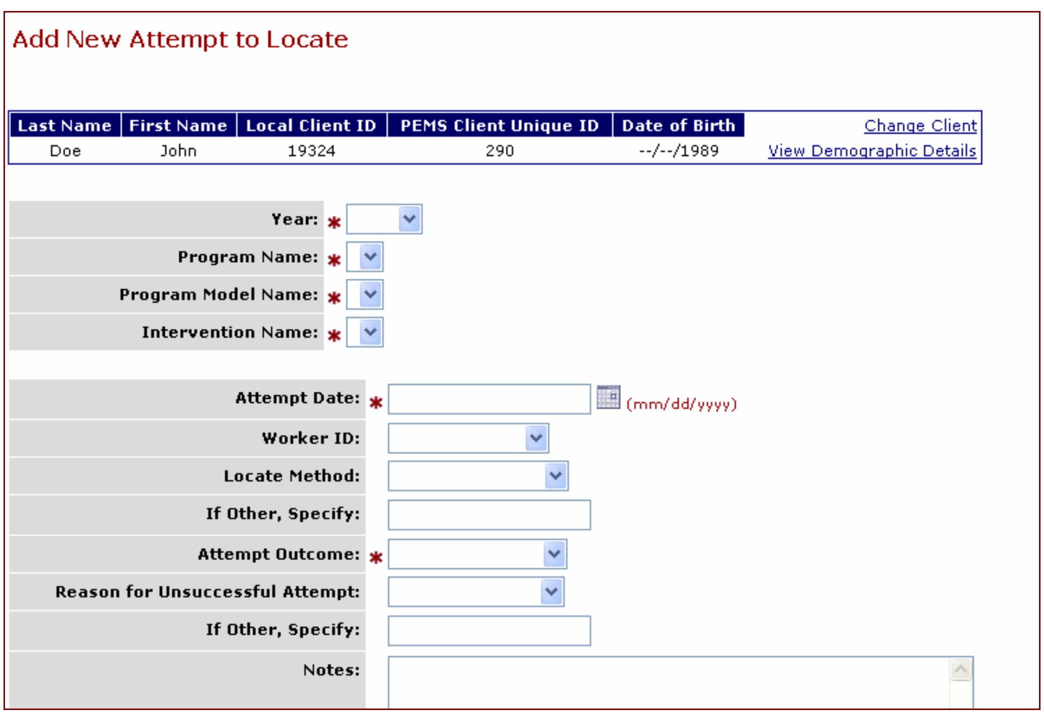
0 items

Attempt Date	Attempt Outcome	Intervention Name	Attempt Details
No records found.			

TOP of PAGE

7. Click **Add New Attempt to Locate**.

The *Add New Attempt to Locate* screen displays.



Add New Attempt to Locate

Last Name	First Name	Local Client ID	PEMS Client Unique ID	Date of Birth	Change Client
Doe	John	19324	290	--/--/1989	View Demographic Details

Year: *
Program Name: *
Program Model Name: *
Intervention Name: *
Attempt Date: * (mm/dd/yyyy)
Worker ID:
Locate Method:
If Other, Specify:
Attempt Outcome: *
Reason for Unsuccessful Attempt:
If Other, Specify:
Notes:

8. Click the **Year** drop-down list and select the year of the program for which you are attempting to locate the client.

9. Click the **Program Name** drop-down list and select the name of the program for which you are attempting to locate the client.
10. Click the **Program Model Name** drop-down list and select the name of the program model for which you are attempting to locate the client.
11. Click the **Intervention Name** drop-down list and select the name of the intervention for which you are attempting to locate the client.
12. In the **Attempt Date** field, type the date (*MM/DD/YYYY)* that you attempted to locate the client.
13. Click the **Worker ID** drop-down list and select the name of the worker who attempted to locate the client.
14. Click the **Locate Method** drop-down list and select the method used to attempt to locate the client.
15. Click the **Attempt Outcome** drop-down list and select whether or not the client was located.
16. If the client was not located, click the **Reason for Unsuccessful Attempt** drop-down list and select the reason why the attempt to locate the client was unsuccessful.
17. Click **SAVE AND FINISH**.

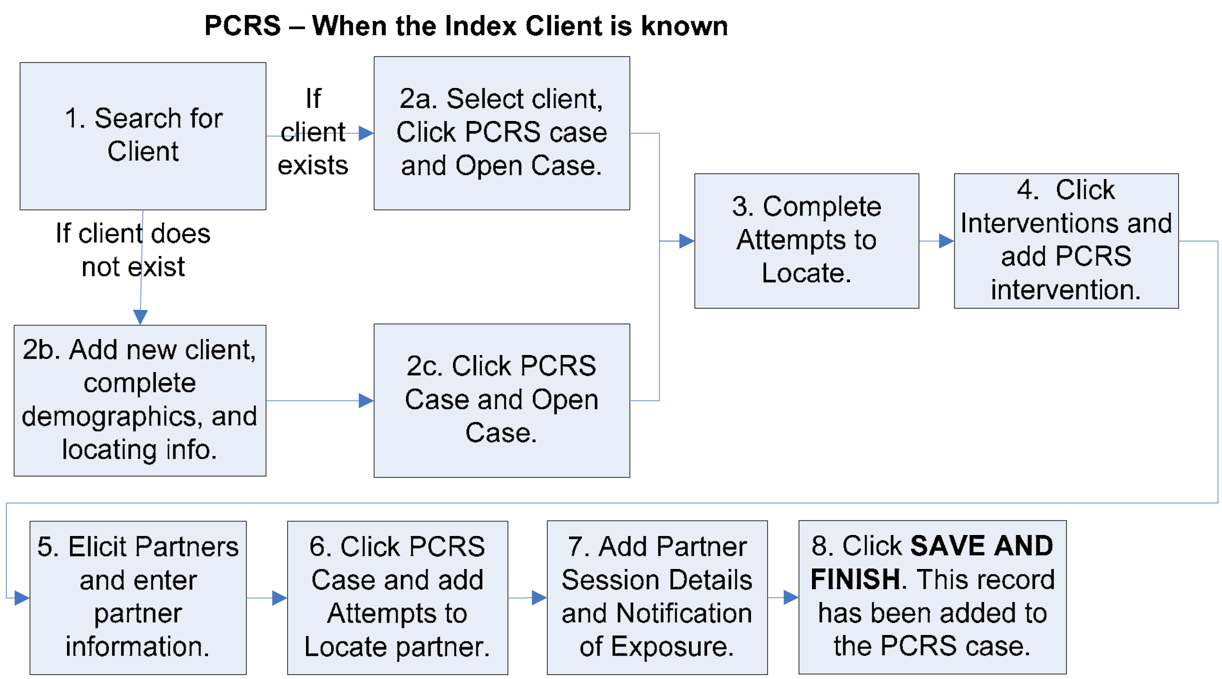
PCRS Case Sub Module

PCRS Case Sub Module is where all information about PCRS cases are entered in PEMS. PCRS Case data can be entered both when an agency is working with an index client to elicit partners and when an agency is only working with the partners.

The following core roles have access to the PCRS Case Sub Module:

- Client Service Role
- PCRS Role

The following flow chart outlines the steps for entering PCRS data in PEMS when the index client is known.

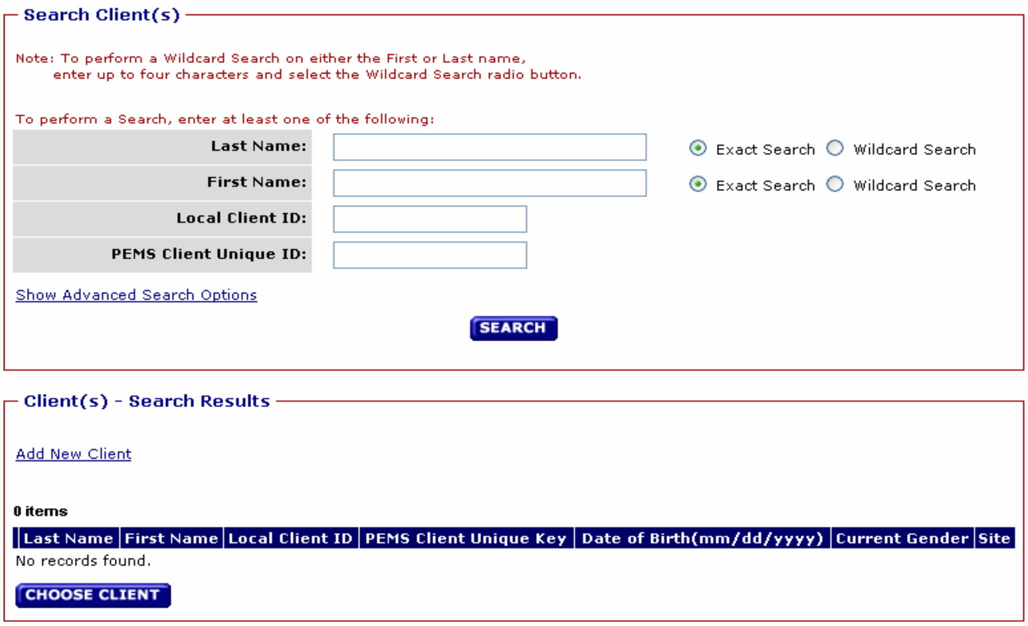


Open a PCRS Case, Add a PCRS Intervention and Elicit Partners When the Index Client is Known

Step > Action

1. Click **Client Level Services** on the module menu bar.
2. Click **PCRS Case** on the sub module menu bar.

The *Select Client* screen displays.



3. Type **Last Name, First Name, Local Client ID,** or **PEMS Client Unique ID** for the client record to which you want to add PCRS information.
4. Click **SEARCH**.

The search results display at the bottom of the *Select Client* screen under the **Client(s) - Search Results** section. If your client displays in the system, continue to step five. If your client does not display in the system, continue to step seven.

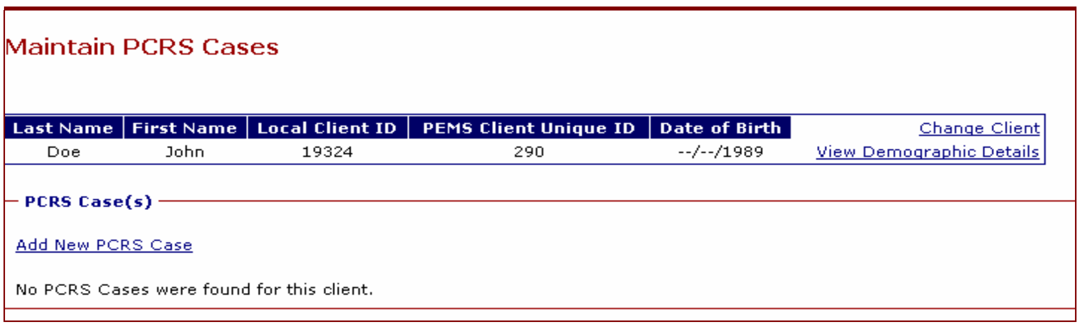
5. Click the radio button next to the client you want to select.
6. Click **CHOOSE CLIENT**. Continue to step 21.
7. If the client is not already in the system, click **Add New Client**.

The A*dd New Client* screen displays.

8. In the **Date Collected** field, type the date the individual became a client at the agency.
9. In the **Local Client ID** field, type a unique client ID that your agency generates, or click the **Check to use PEMS Client ID** checkbox.

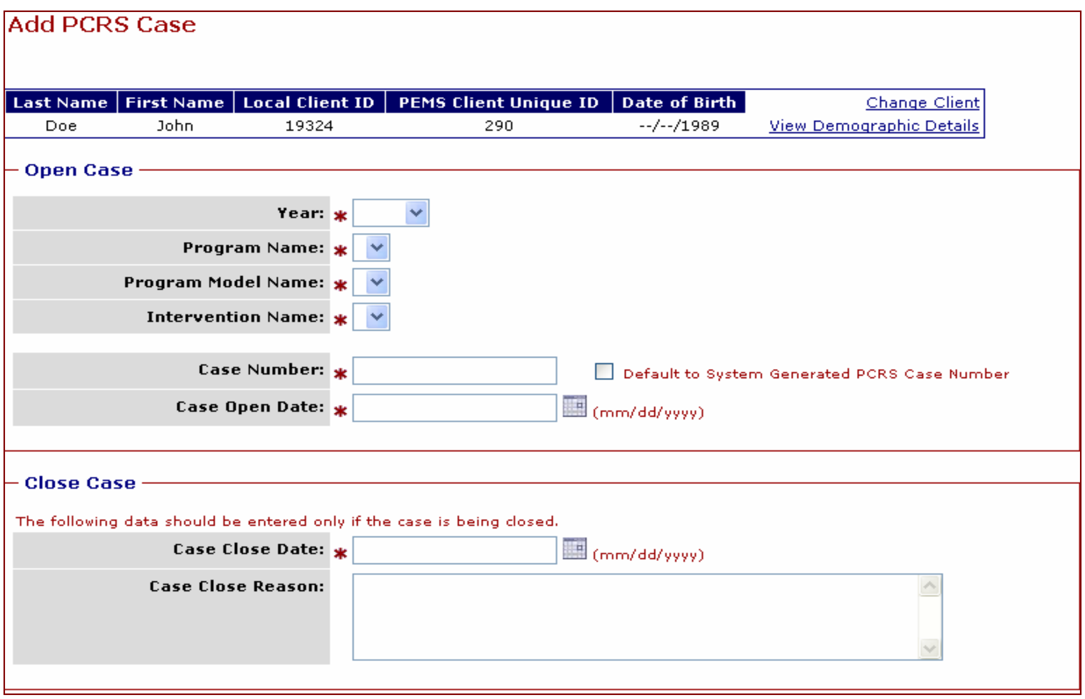
The **Local Client ID** field accepts a maximum of 12 alpha/numeric characters with no dashes or underscores. The **Local Client ID** field can be edited. If a PEMS generated Client ID is selected, the PEMS Client ID will become both the PEMS Client ID and the Local Client ID. The Local Client ID may be edited later; however, the PEMS client ID cannot be edited.

10. In the **Birth Date – Year** field, type the birth year of the client.
11. Click the **Ethnicity** drop-down list and select the ethnicity of the client.
12. Click **ADD/EDIT ETHNICITY EXPANDED** to select additional information for ethnicity, if appropriate.
13. Click the appropriate **Race** checkboxes.
14. Click **ADD/EDIT RACE EXPANDED** to select additional information for race, if appropriate.
15. Click the **State/Territory of Residence** drop-down list and select the client's state of residence.
16. Click the **Assigned Sex at Birth** drop-down list and select the sex the client was assigned at birth.
17. Click the **Current Gender** drop-down list and select the current gender for the client.
18. Add in any additional information you have for the client in the other fields
19. Click **SAVE AND FINISH**.



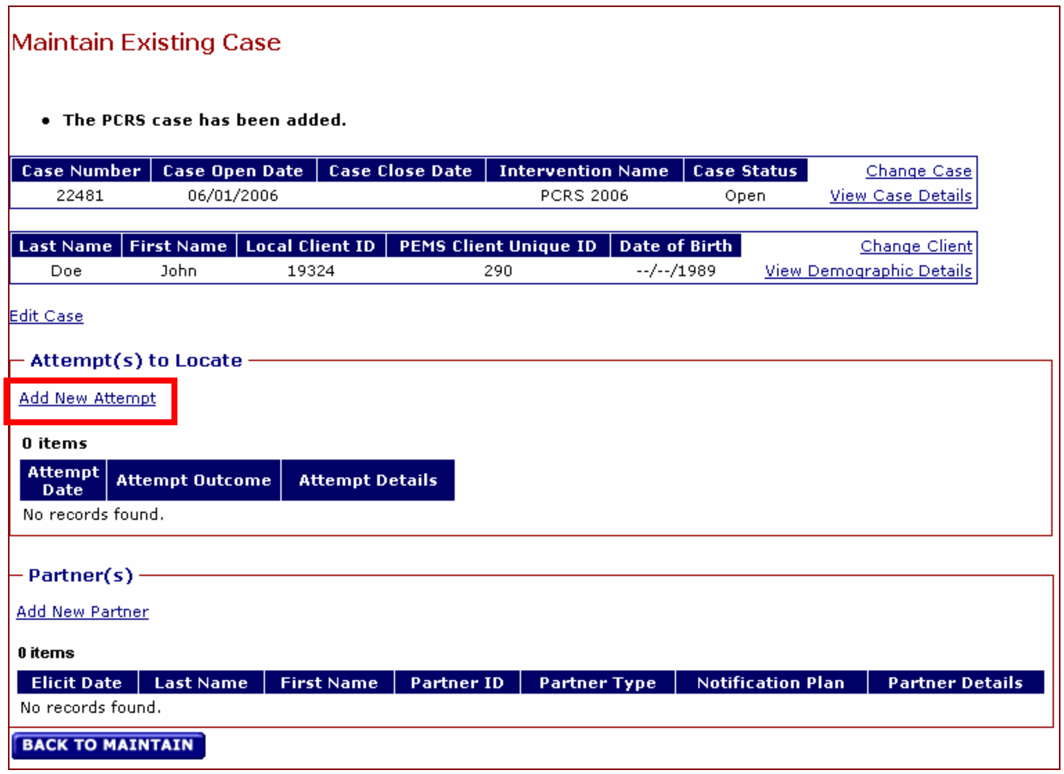
20. Click **PCRS Case** on the sub module menu bar.
21. Click **Add New PCRS Case**.

The *Add PCRS* Case screen displays.



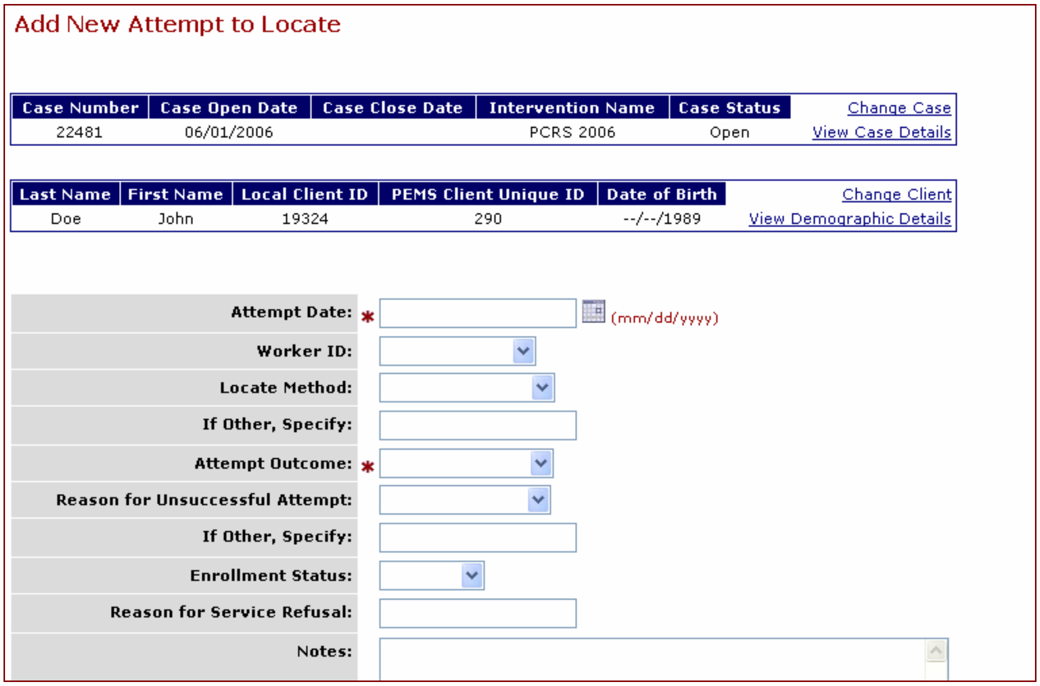
22. Click **Year** drop-down list and select the appropriate year of the PCRS Intervention.
23. Click the **Program Name** drop-down list and select the appropriate program name.
24. Click the **Program Model Name** drop-down list and select the PCRS program model name.
25. Click the **Intervention Name** drop-down list and select the name of PCRS intervention.
26. Click the field for **Case Number** and either type in a unique PCRS case key for your agency, or click the checkbox for **Default to System Generated PCRS Case Number**.
27. In the **Case Open Date** field, type the date (*MM/DD/YYYY)* the PCRS case was opened.
28. Click **SAVE AND FINISH**.

The *Maintain Existing Case* screen displays with the PCRS case and index client information displaying at the top of the screen. From this screen you can add, edit or delete index client information and partner information for a PCRS case.



29. Under the **Attempt(s) to Locate** section, click **Add New Attempt**. This will capture enrollment into PCRS for the Index Client.

The *Add New Attempt to Locate* screen displays.



30. In the **Attempt Date** field, type the date (*MM/DD/YYYY)* the attempt was made to locate the client.
31. Click the **Worker ID** drop-down list and select the worker who attempted to locate the client.
32. Click the **Locate Method** drop-down list and select the method that was used to locate the index client.
33. Click the **Attempt Outcome** drop-down list and select **Locate**.

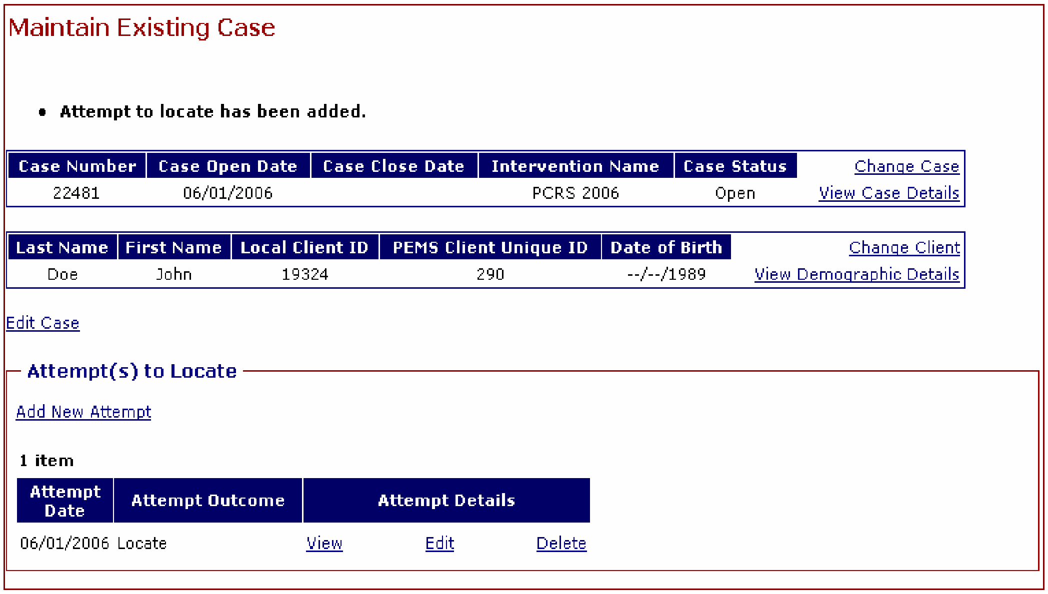
> If you do not select **Locate**, PEMS will not allow you to continue entering PCRS information after saving the **Attempt to Locate**.

34. Click the **Enrollment Status** drop-down list and select **Accept**.

> If you do not select **Accept**, PEMS will not allow you to continue entering PCRS information after saving the **Attempt to Locate**. **Enrollment Status** indicates that the client has accepted PCRS.

35. Click **SAVE AND FINISH**.

The *Maintain Existing Case* screen displays.



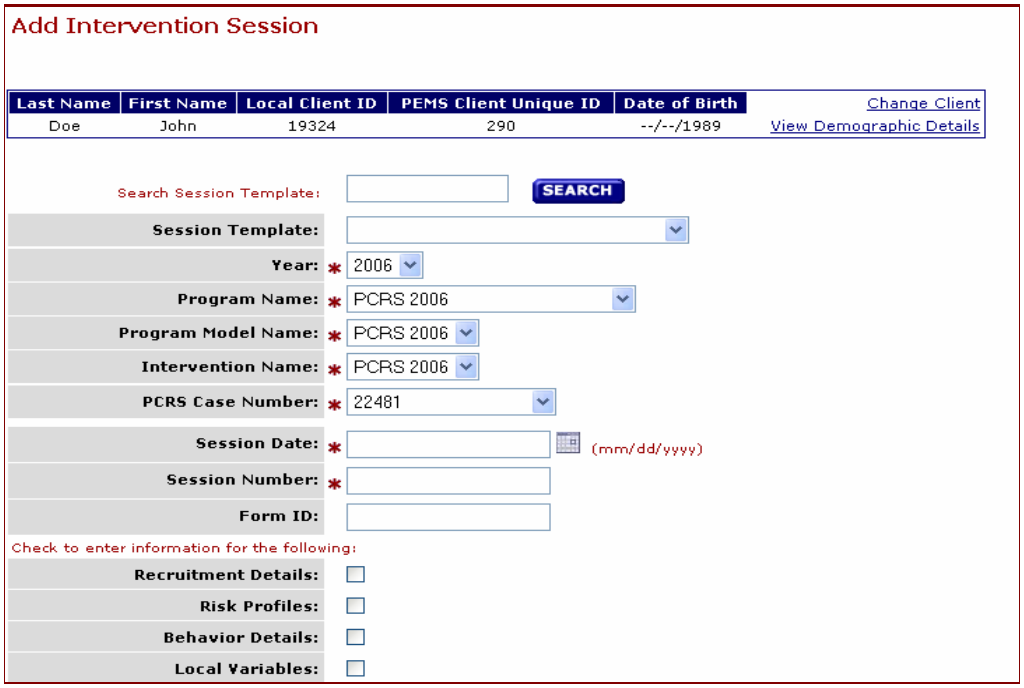
36. Click **Interventions** on the sub module menu bar. Because you are working with the index client, you must enroll the client into a **PCRS Intervention** and conduct the **Elicit Partners Activity**.

The *Maintain Intervention Sessions* screen displays with the index client's name at the top of the screen.

37. Scroll down to **Intervention Session(s)** section of the screen.

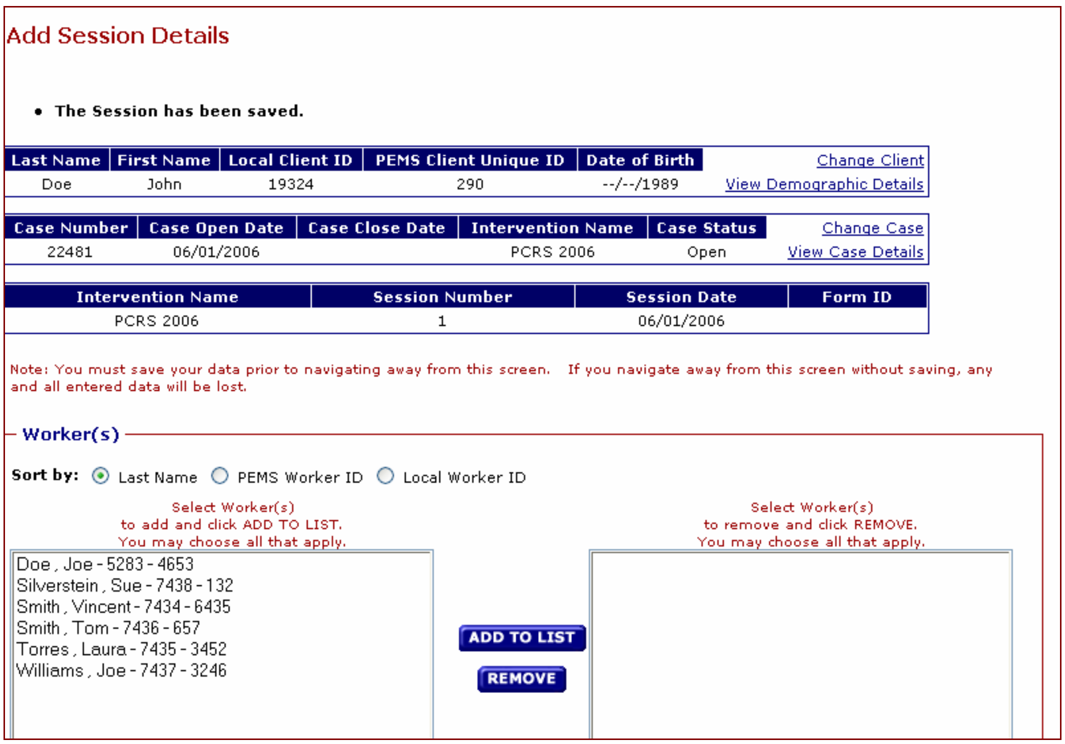
38. Click **Add New Session**.

The *Add Intervention Session* screen displays.



39. Click the **Year** drop-down list and select the year of the PCRS program.
40. Click the **Program Name** drop-down list and select the name of the PCRS program.
41. Click the **Program Model Name** drop-down list and select the name of the PCRS program model.
42. Click the **Intervention Name** drop-down list and select the name of the PCRS intervention from which the client received services.
43. Click the **PCRS Case Number** drop-down list and select the PCRS Case number for the PCRS case opened for the client.
44. In the **Session Date** field, type the date of the session that the client received services.
45. In the **Session Number** field, type the number of the session with the index client.
46. If you want to add recruitment details, risk profile, behavior details or local variables, check those boxes. This will automatically direct you to those screens before you enter session data. You will have the option to enter this information after the session data has been entered from the *Maintain Intervention Details* screen.
47. Click **SAVE AND CONTINUE**.

The *Add Session Details* screen displays.


Add Session Details

- The Session has been saved.

Last Name	First Name	Local Client ID	PEMS Client Unique ID	Date of Birth	Change Client
Doe	John	19324	290	--/--/1989	View Demographic Details

Case Number	Case Open Date	Case Close Date	Intervention Name	Case Status	Change Case
22481	06/01/2006		PCRS 2006	Open	View Case Details

Intervention Name	Session Number	Session Date	Form ID
PCRS 2006	1	06/01/2006	

Note: You must save your data prior to navigating away from this screen. If you navigate away from this screen without saving, any and all entered data will be lost.

Worker(s)

Sort by: Last Name PEMS Worker ID Local Worker ID

Select Worker(s) to add and click ADD TO LIST. You may choose all that apply.

Doe, Joe - 5283 - 4653
Silverstein, Sue - 7438 - 132
Smith, Vincent - 7434 - 6435
Smith, Tom - 7436 - 657
Torres, Laura - 7435 - 3452
Williams, Joe - 7437 - 3246

ADD TO LIST
REMOVE

Select Worker(s) to remove and click REMOVE. You may choose all that apply.

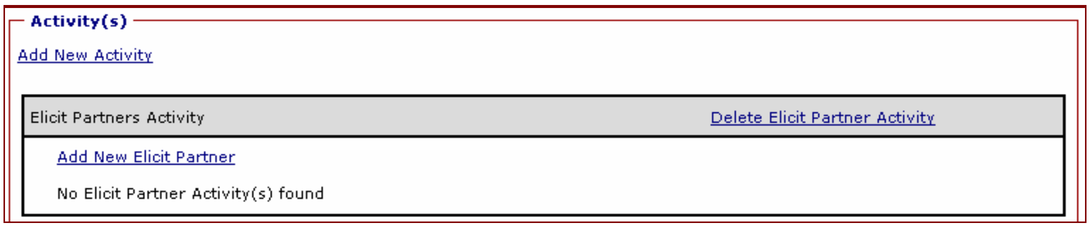
48. Under the **Worker(s)** section**,** select the **Worker(s)** who delivered PCRS services to the client for this session.

Worker and Site data have to be entered before entering service delivery information. These data were entered under the **Agency Information** module. For more information on how to enter **Agency Information,** click here.

49. Click **ADD TO LIST**.
50. Click the **Site** drop-down list and select the name of the site of service delivery.
51. In the **Duration of Session** field, type the number of minutes the intervention session lasted.
52. Click the **Unit of Delivery** drop-down list and select **Individual**.

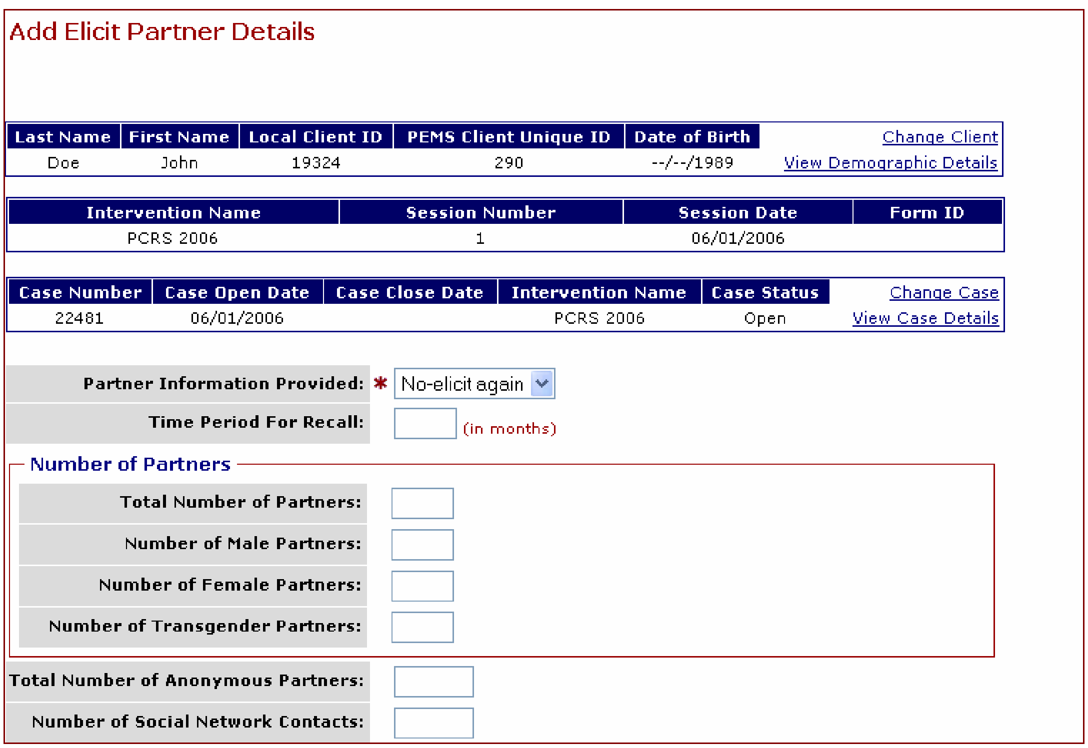
53. For **Activity(s) Included in Program Plan,** click **Elicit Partners** (and any other applicable activities).
54. Click **ADD TO LIST**.
55. For **Activity(s) Not Included in Program Plan,** select any activities that were delivered during the session but were not included in the program plan.
56. Click **ADD TO LIST**.
57. Click **SAVE AND FINISH**.

The *Maintain Existing Session* screen displays.



58. Scroll down to the **Activity(s)** section.
59. Under **Elicit Partners Activity**, click **Add New Elicit Partner**.

The *Add Elicit Partner Details* screen displays.

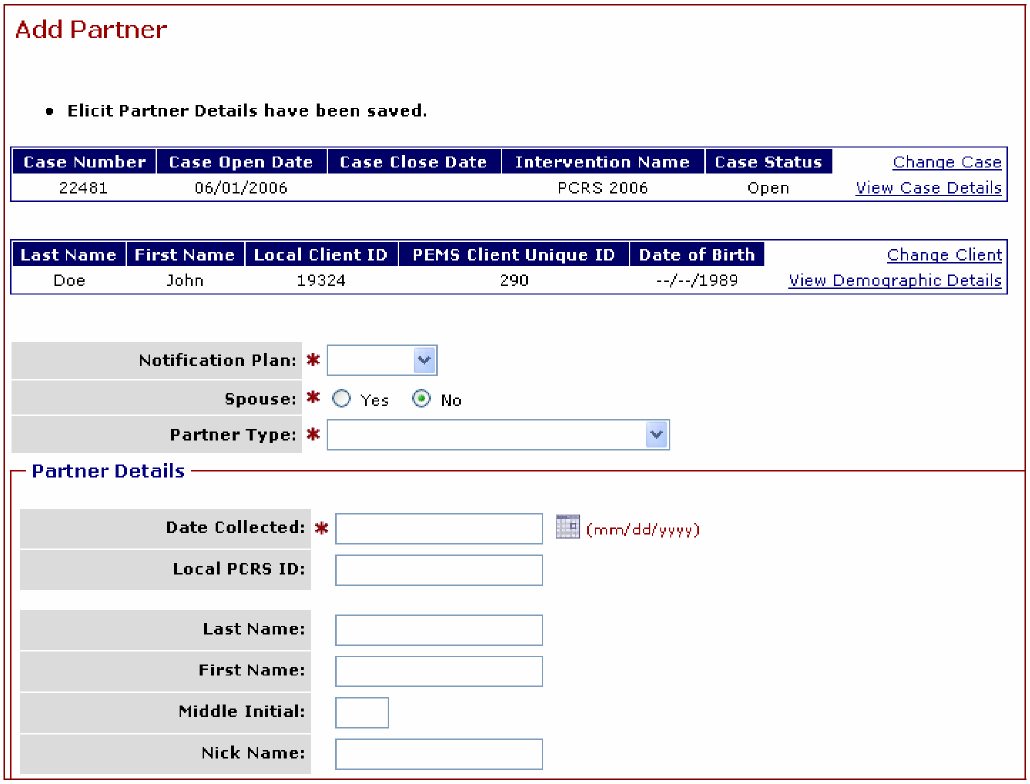


60. Click the **Partner Information Provided** drop-down list and select **Yes**, **No-elicit again** or **No-closed**.
61. In the **Time Period for Recall** field, type the number of months the partner is recalling.
62. In the **Total Number of Partners** field, type the total number of sex or needle sharing partners the client had during the recall period.

63. Fill in any information that you have for the total number of partners (including anonymous), number of social network contacts, if the elicitation was done at a venue – and if so, the date of the week, time of day and venue type.

64. Click **SAVE AND ADD PARTNER DETAILS**.

The *Add Partner* screen displays.



65. Click the **Notification Plan** drop-down list and select **Provider**, **Client**, **Dual** or **Contract**.

66. Click the **Yes** or **No** for **Spouse** to indicate if the partner is a spouse of the index client.

67. Click the **Partner Type** drop-down list for and select from Sex partner, needle-sharing partner, both sex and needle sharing partner or a Social network partner.

68. In the **Date Collected** field under **Partner Details**, type the date *(MM/DD/YYYY)* that the Partner information was collected.

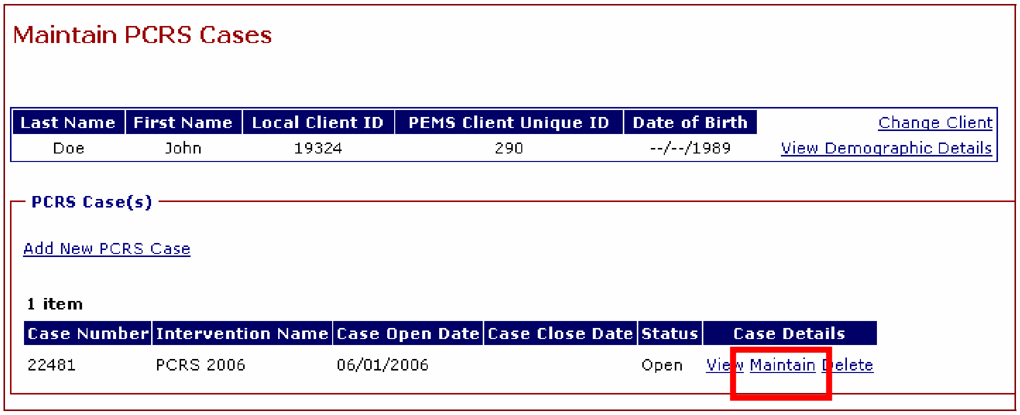
69. Click the **State/Territory of Residence** drop-down list and select the state in which the partner resides.

70. Click **SAVE AND FINISH**. If the index client recalls multiple partners, select **SAVE AND ADD ANOTHER**.

The *Maintain Existing Session* screen displays.

71. Click **PCRS Case** on the sub module menu bar.

The *Maintain PCRS Cases* screen displays.



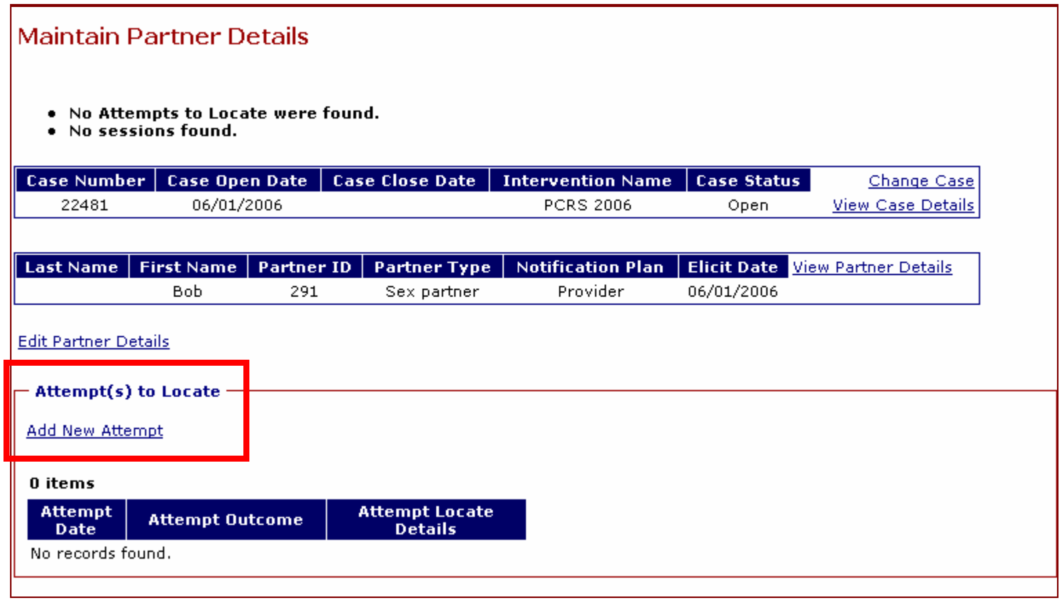
72. Under the **PCRS Case(s)** section in the **Case Details** column, click **Maintain**.

The *Maintain Existing Case* screen displays.

73. Scroll to the **Partner(s)** section of the screen. The partner name added under **Interventions** displays in this section.

74. Click **Maintain** under **Partner Details**.

The *Maintain Partner Details* screen displays.


Maintain Partner Details

- **No Attempts to Locate were found.**
- **No sessions found.**

Case Number	Case Open Date	Case Close Date	Intervention Name	Case Status	Change Case
22481	06/01/2006		PCRS 2006	Open	View Case Details

Last Name	First Name	Partner ID	Partner Type	Notification Plan	Elicit Date	View Partner Details
	Bob	291	Sex partner	Provider	06/01/2006	

Edit Partner Details

Attempt(s) to Locate

Add New Attempt

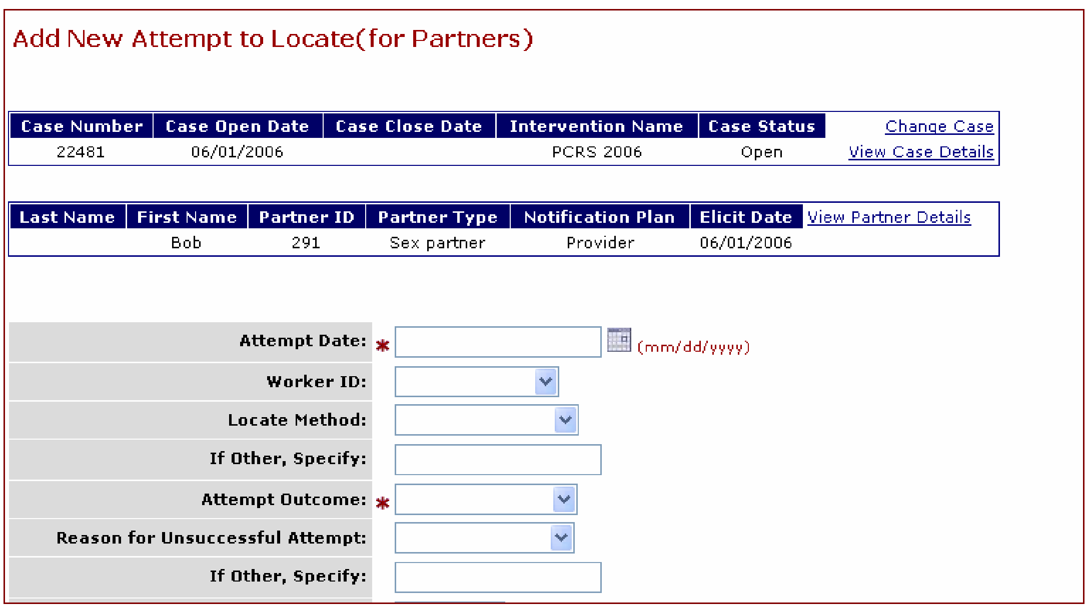
0 items

Attempt Date	Attempt Outcome	Attempt Locate Details

No records found.

75. Under **Attempt(s) to Locate**, click **Add New Attempt**.

The *Add New Attempt to Locate (for Partners)* screen displays.


Add New Attempt to Locate(for Partners)

Case Number	Case Open Date	Case Close Date	Intervention Name	Case Status	Change Case
22481	06/01/2006		PCRS 2006	Open	View Case Details

Last Name	First Name	Partner ID	Partner Type	Notification Plan	Elicit Date	View Partner Details
	Bob	291	Sex partner	Provider	06/01/2006	

Attempt Date: *	(mm/dd/yyyy)
Worker ID:	
Locate Method:	
If Other, Specify:	
Attempt Outcome: *	
Reason for Unsuccessful Attempt:	
If Other, Specify:	

76. In the **Attempt Date** field, type the date *(MM/DD/YYYY)* the attempt was made to locate the partner.
77. Click the **Worker ID** drop-down list and select the worker who attempted to locate the partner.
78. Click the **Locate Method** drop-down list and select the method that was used to locate the partner.
79. Click the **Attempt Outcome** drop-down list and select **Locate**.

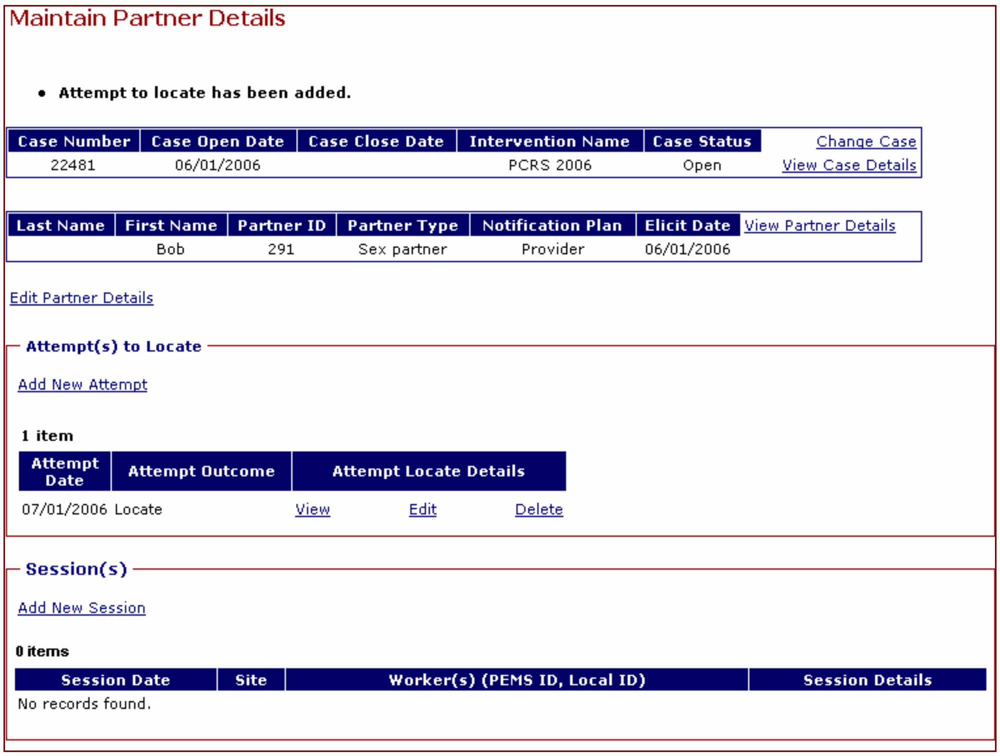
> If you do not select **Locate**, PEMS will not allow you to continue entering PCRS information after saving the **Attempts to Locate**.

80. Click the **Enrollment Status** drop-down list and select **Accept**.

> If you do not select **Accept**, PEMS will not allow you to continue entering PCRS information after saving the **Attempts to Locate**. **Enrollment Status** is what indicates that the partner has accepted PCRS.

81. Click **SAVE AND FINISH**.

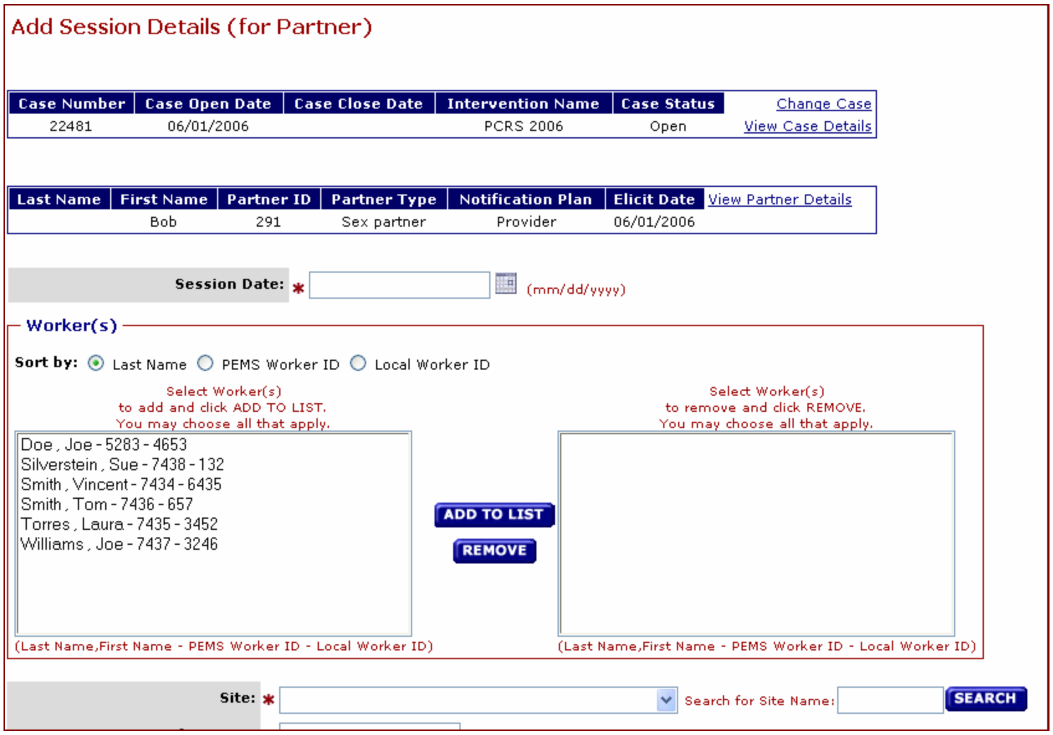
The *Maintain Partner Details* screen displays with the message “Attempt to locate has been added.”



82. Scroll to the **Session(s)** section of the screen.

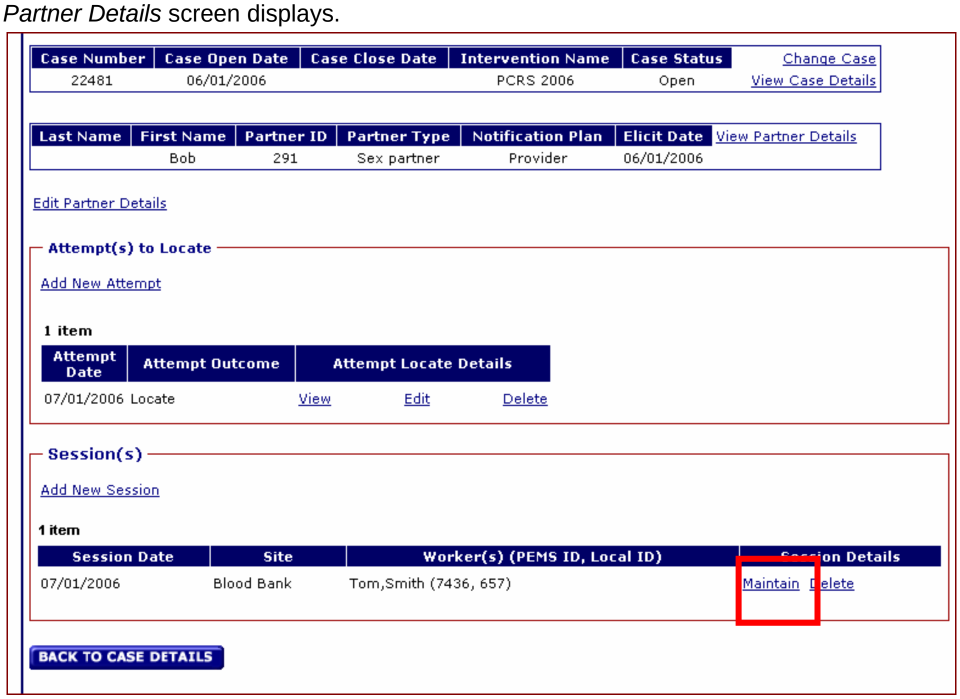
83. Click **Add New Session**.

The *Add Session Details (for Partner)* screen displays.



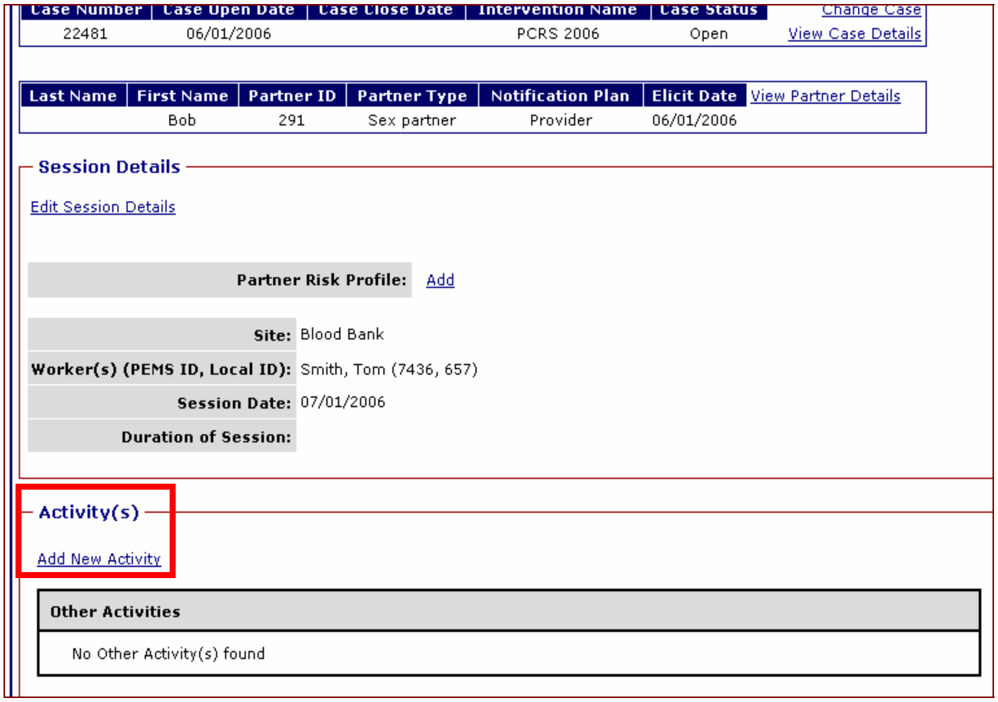
84. In the **Session Date** field, type the date *(MM/DD/YYYY)* of the session delivered to the partner.
85. Under the **Worker(s)** section, select the names of the workers who delivered the PCRS session.
86. Click **ADD TO LIST**.
87. Click the **Site** drop-down list and select the site the services were delivered.
88. In the **Duration of Session** field, type the length of the session in minutes.
89. Click **SAVE AND FINISH**.

The *Maintain Partner Details* screen displays.



90. Under the **Session(s)** section in the **Session Details** column, click **Maintain**.

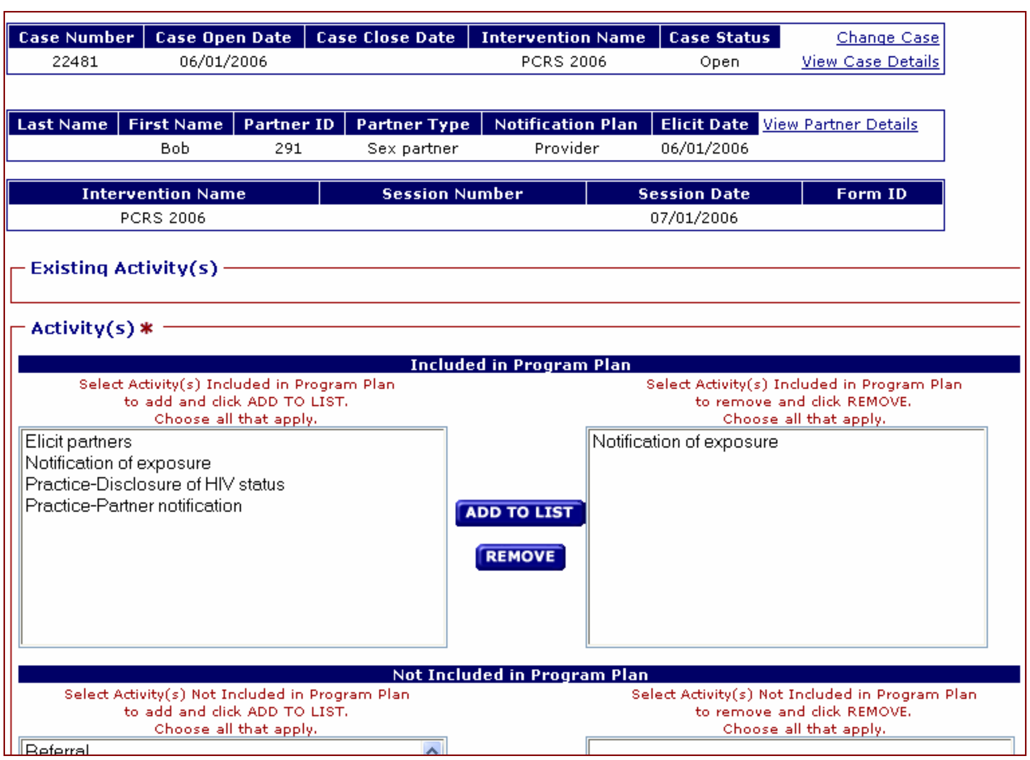
The *Maintain Existing Partner Sessions* screen displays.



91. Scroll to the **Activity(s)** section of the screen.

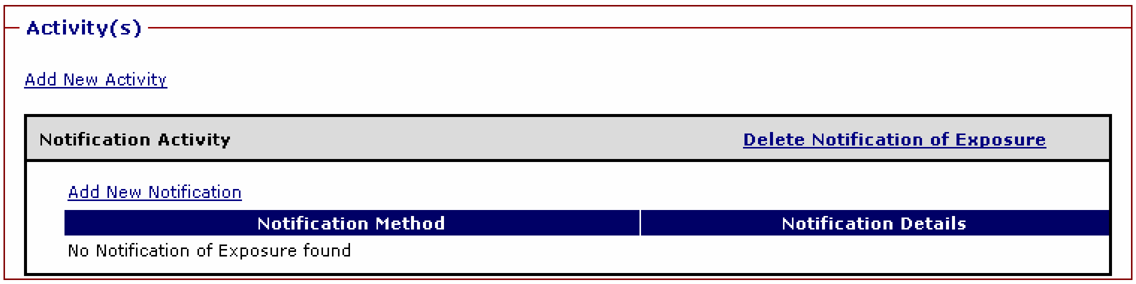
92. Click **Add New Activity**.

The *Add New Activity (for Partner)* screen displays.



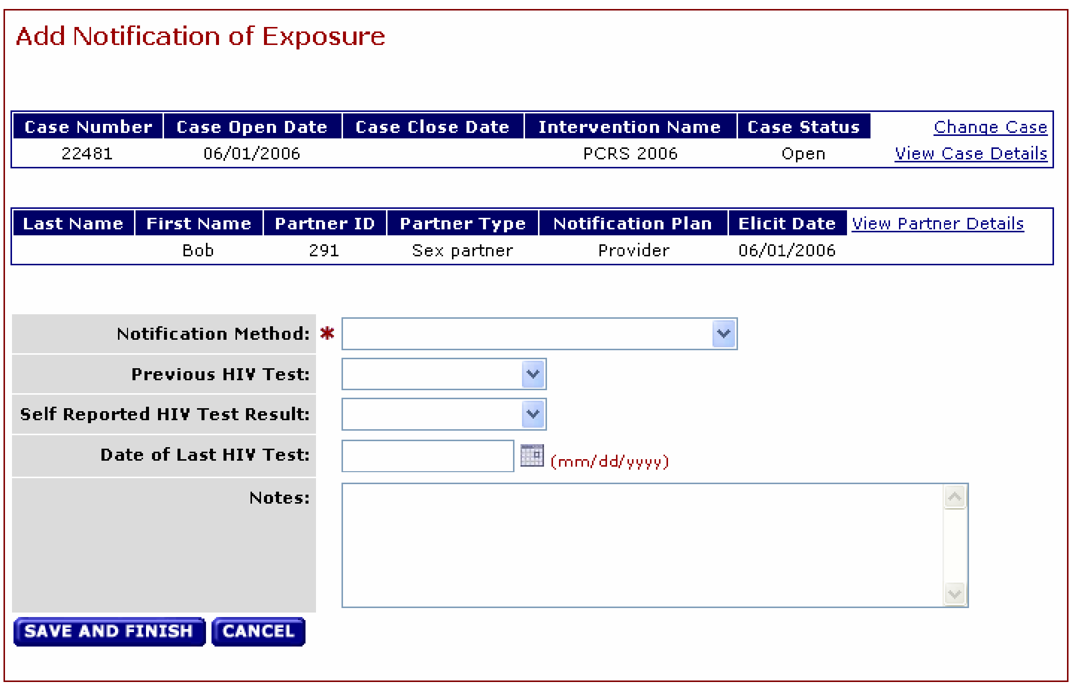
93. For **Activity(s) Included in Program Plan**, select **Notification of exposure** (and any other applicable activities).
94. Click **ADD TO LIST**.
95. For **Activity(s) Not Included in Program Plan**, select any applicable activities.
96. Click **ADD TO LIST**.
97. Click **SAVE AND FINISH**.

The *Maintain Existing Partner* screen displays.



98. Scroll to the **Activity(s)** section and click **Add New Notification**.

The *Add Notification of Exposure* screen displays.

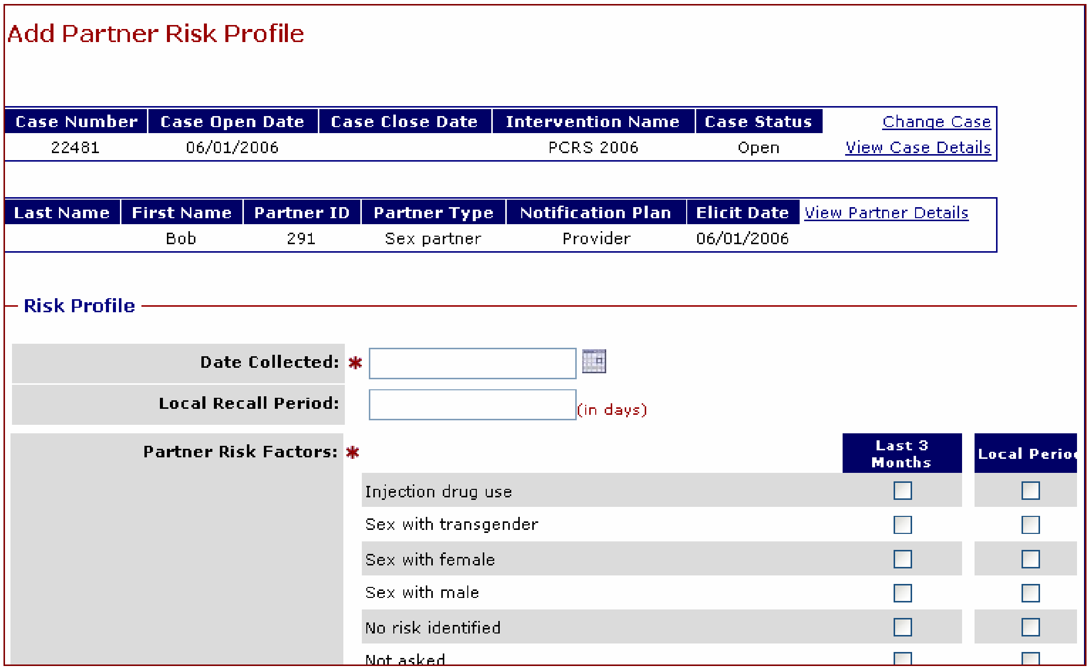


99. Click the **Notification Method** drop-down list and select from the options listed.
100. Click the **Previous HIV Test** drop-down list and select from the options listed.
101. Click the **Self Reported HIV Test Result** drop-down list and select from the options listed.
102. In the **Date of Last HIV Test**, type the date *(MM/DD/YYYY)* the client last took an HIV test.
103. Click **SAVE AND FINISH**.

The *Maintain Existing Partner* screen displays with the note **Notification of exposure has been added**.

104. Under **Session Details**, click **Add for Partner Risk Profile**.

The *Add Partner Risk Profile* screen displays.



105. In the **Date Collected** field, type the date *(MM/DD/YYYY)* the risk profile was collected for the partner.

If there is a **Local Recall Period**, type the number of days for that period in the field provided.

106. Under **Partner Risk Factors**, check the appropriate checkboxes for the risk behavior information the partner provided.

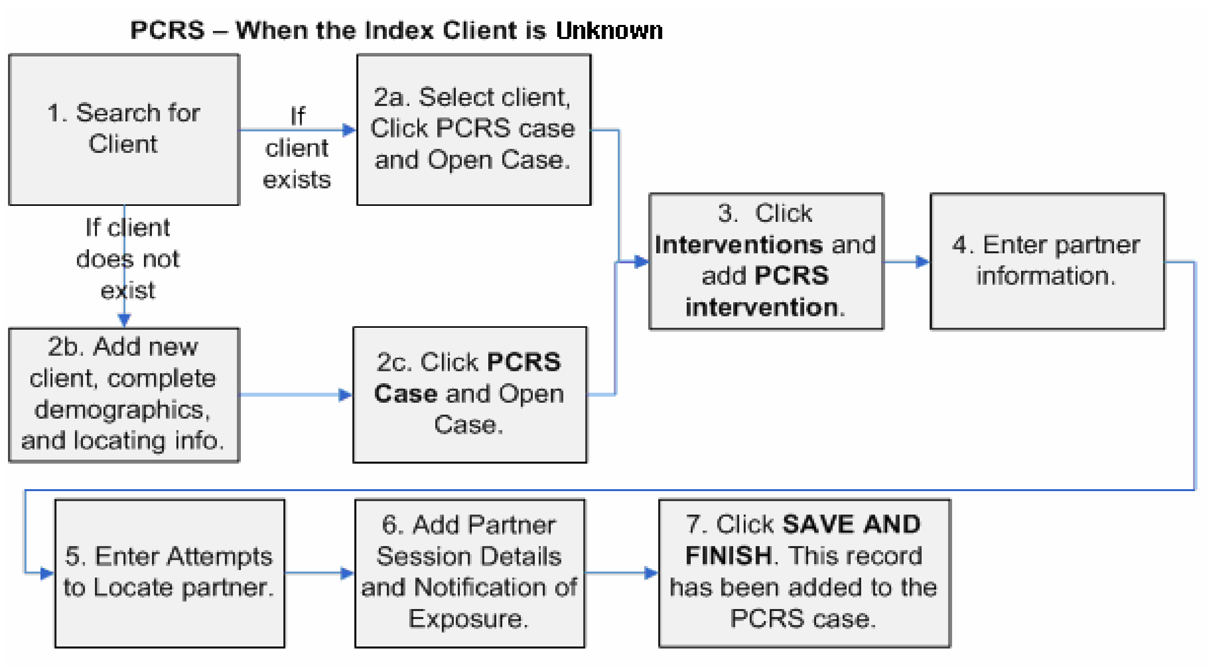
107. Under **Sex Relations,** check the appropriate checkboxes for the sex relations behaviors the partner provided.

> Information in Sex Relations and Injection Drugs/Substances can only be selected if it was selected as a risk factor. For example, if the partner reported to having a sex with male, the sex relations can only be checked for Male.

108. Click **SAVE AND FINISH**.

Open a PCRS Case and Add Partner When the Index Client is Unknown

The following flow chart outlines the steps for entering PCRS data in PEMS when the index client is unknown.



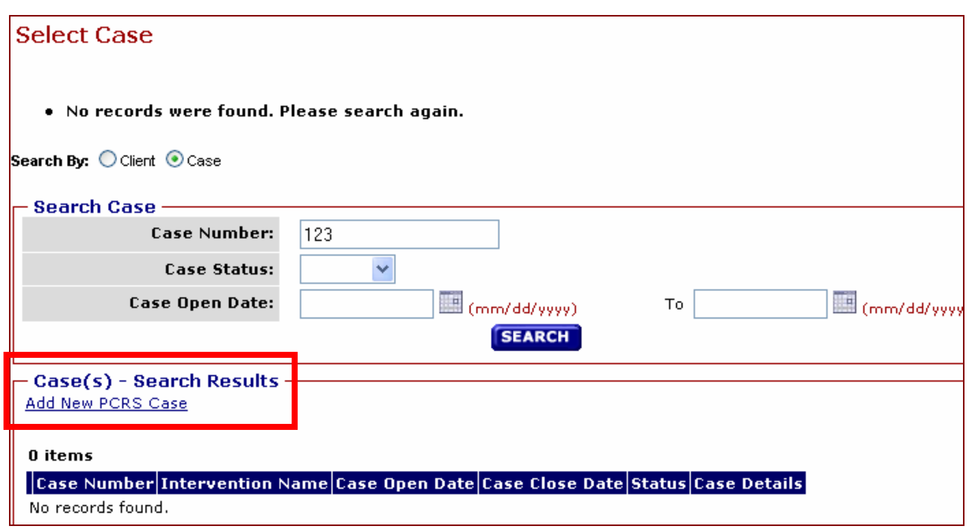
Step > Action

1. Click **PCRS Case** on the sub module menu bar.

The *Select Client* screen displays.

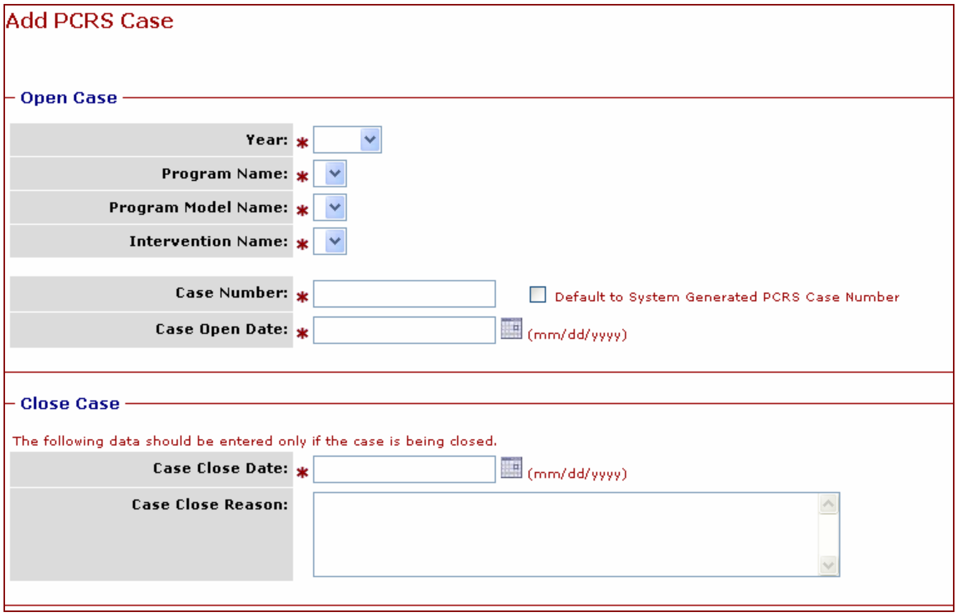
2. Click the **Case** radio button.

The *Select Case* screen displays.



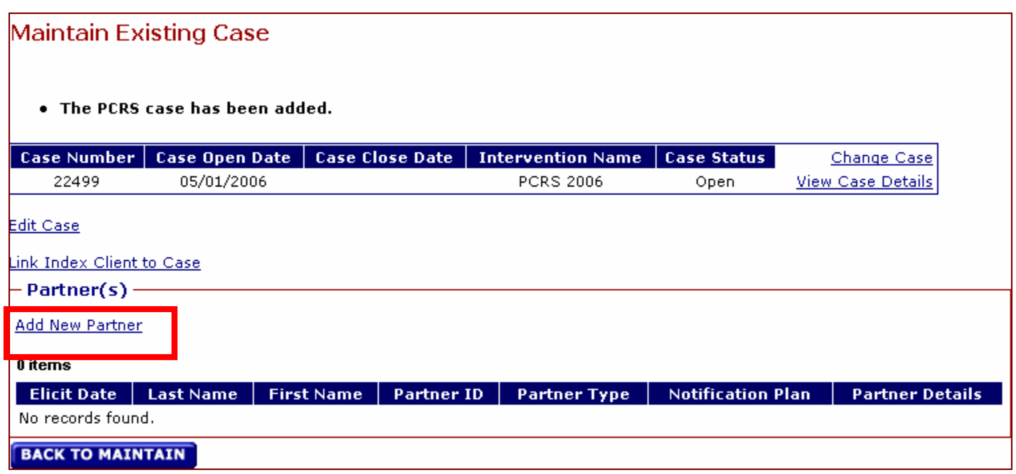
3. Complete at least one field for **Case Number**, **Case Status**, or **Case Open Date**.
4. Click **SEARCH**.
5. Under the **Case(s) – Search Results** section, click **Add New PCRS Case**.

The *Add PCRS* Case screen displays.



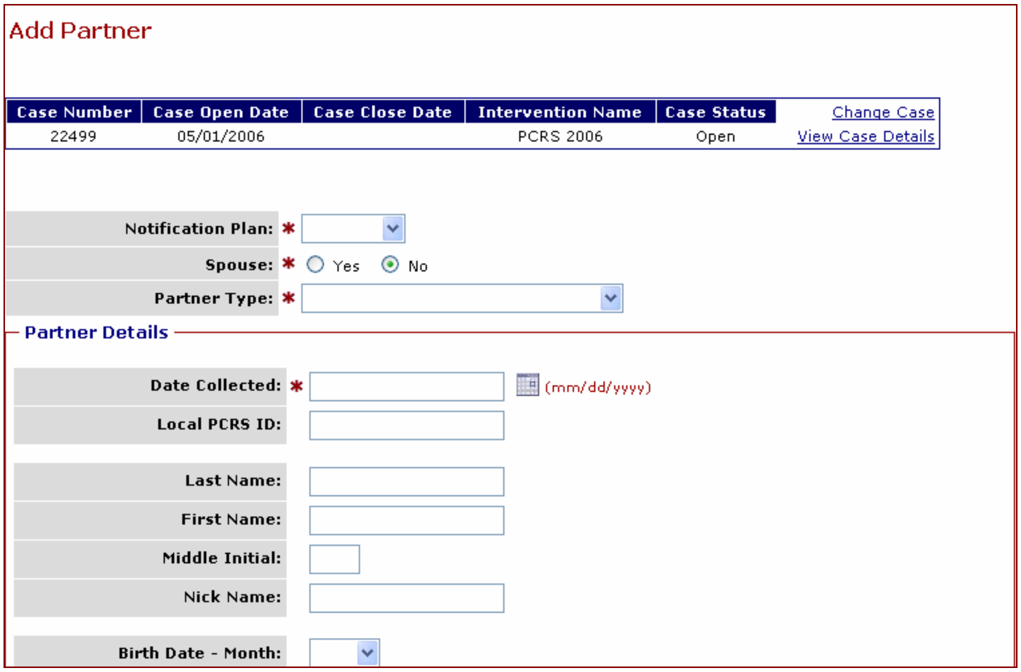
6. Click **Year** drop-down list and select the appropriate year of the PCRS intervention.
7. Click the **Program Name** drop-down list and select the appropriate program name.
8. Click the **Program Model Name** drop-down list and select the name of the PCRS program model.
9. Click the **Intervention Name** drop-down list and select the name of the PCRS intervention.
10. Click the field for **Case Number** and either type in a unique PCRS case key for your agency or click the checkbox for **Default to System Generated PCRS Case Number**.
11. In the **Case Open Date** field, type the date (*MM/DD/YYYY)* the PCRS case was opened.
12. Click **SAVE AND FINISH**.

The *Maintain Existing Case* screen displays with the PCRS case information displaying at the top of the screen. From this screen you can add, edit or delete partner information for a PCRS case.



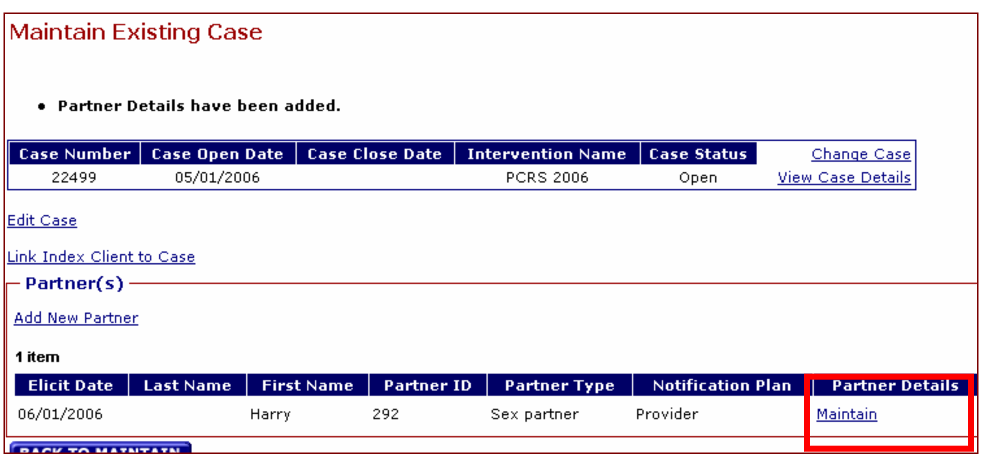
13. Under the **Partner(s)** Section, click **Add New Partner**.

The *Add Partner* screen displays.



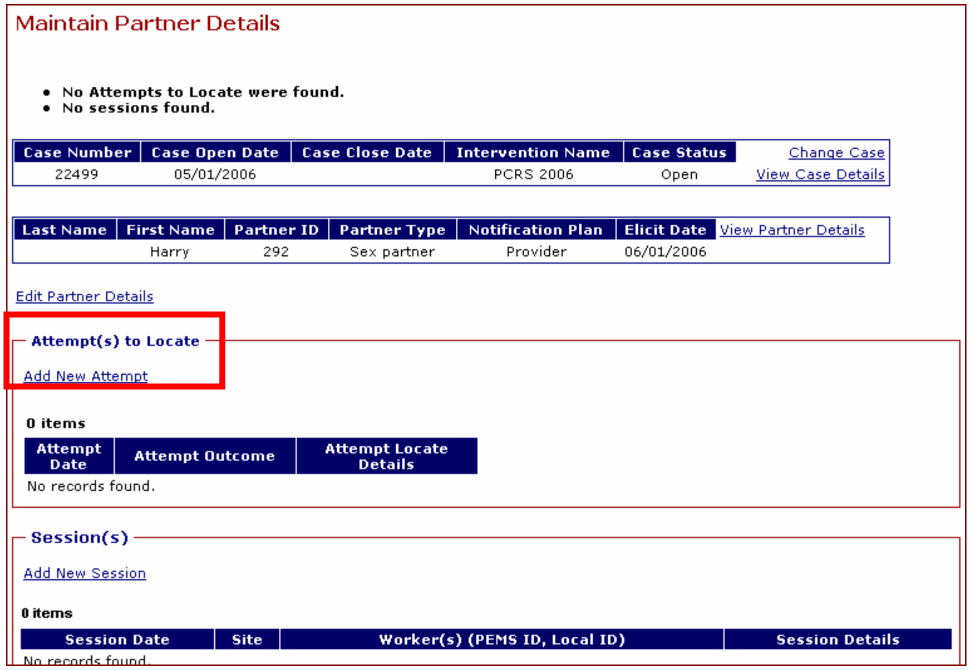
14. Click the **Notification Plan** drop-down list and select how the client would like the partner notified of potential exposure.
15. Click **Yes** or **No** for **Spouse** to indicate if the partner is a spouse of the client.
16. Click the **Partner Type** drop-down list and select **Sex partner, needle-sharing partner, Both sex and needle sharing partner** or a **Social network**.
17. In the **Date Collected** field in **Partner Details**, type the date that the Partner Details were collected.
18. Click the **State/Territory of Residence** drop-down and select the state in which the partner resides.
19. Click **SAVE AND FINISH**.

The *Maintain Existing Case* screen displays.



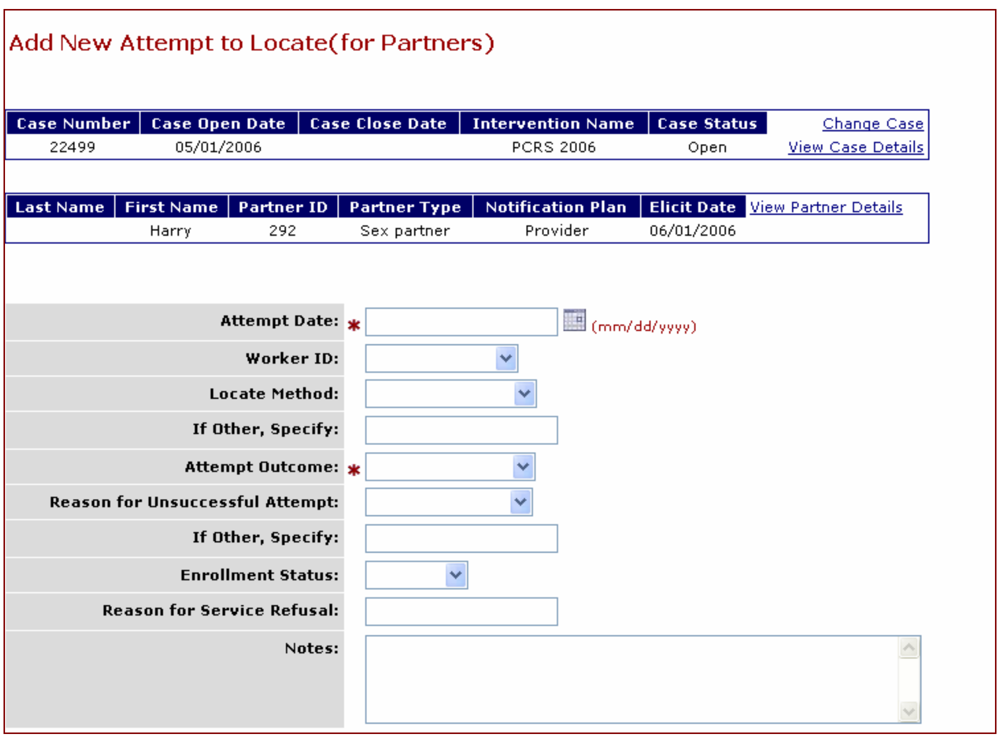
20. Under the **Partner(s)** section, click **Maintain**.

The *Maintain Partner Details* screen displays.



21. Under **the Attempt(s) to Locate** section, click **Add New Attempt** to enter attempts to locate for the partner.

The *Add New Attempt to Locate* (for Partners) screen displays.



22. In the **Attempt Date** field, type the date (*MM/DD/YYYY)* the attempt was made to locate the partner.

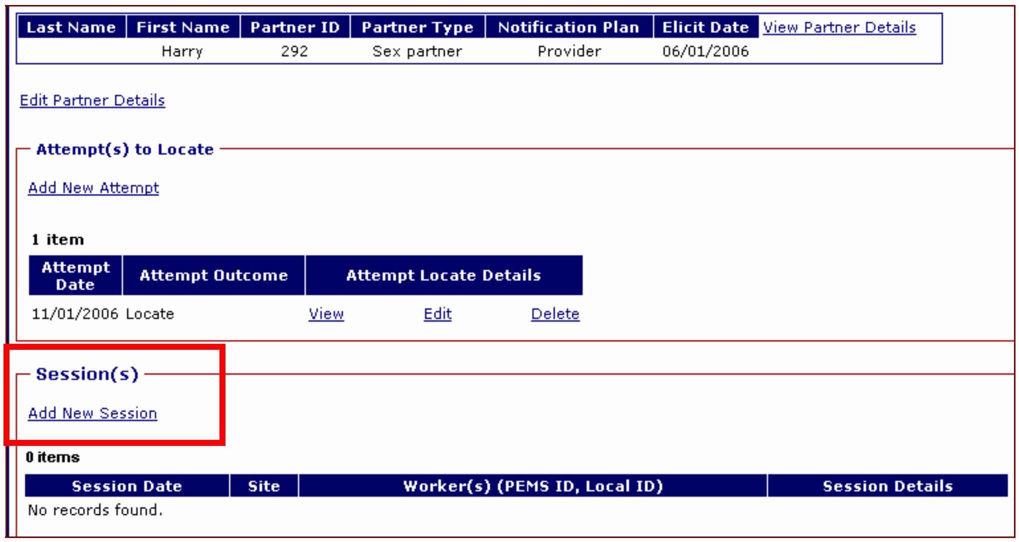
23. Click the **Attempt Outcome** drop-down list for and select **Locate**. **NOTE**: If you do not select **Locate**, PEMS will not allow you to continue entering PCRS information after saving the **Attempts to Locate**.

24. Click the **Enrollment status** drop-down list and select **Accept** or **Refused**. If you do not select **Accept,** PEMS will not allow you to continue entering PCRS information after saving the **Attempts to Locate**. **Enrollment Status** is what indicates that the partner has accepted PCRS.

25. Click **SAVE AND FINISH**.

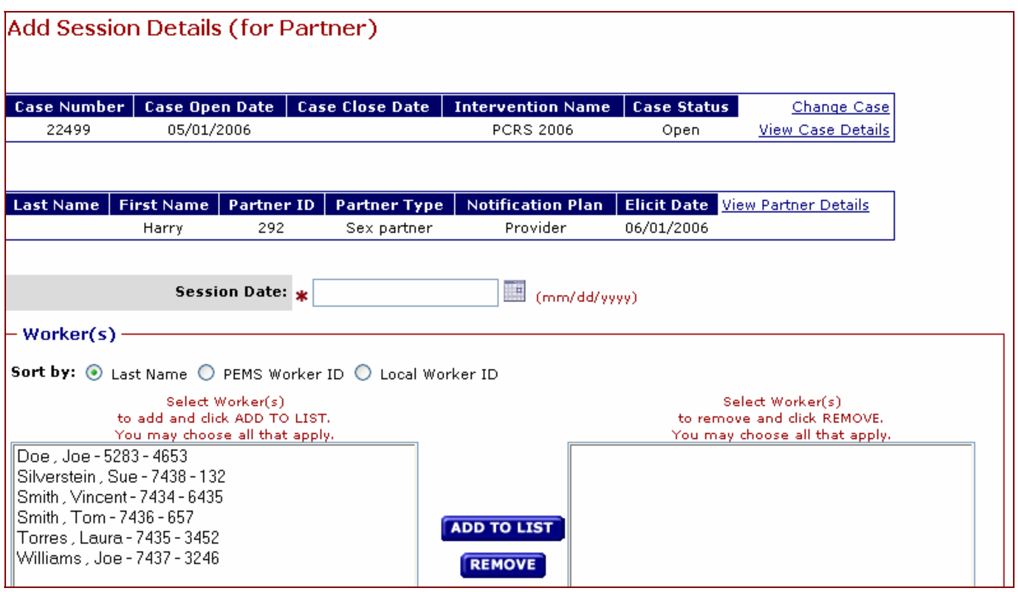
The *Maintain Partner Details* screen displays.

26. Scroll to the **Session(s)** section of the screen.



27. Click **Add New Session**.

The *Add Session Details (for Partner)* screen displays.



28. In the **Session Date** field, type the date *(MM/DD/YYYY)* the session was delivered to the partner.

29. Under the **Worker(s)** section, select the names of the workers who delivered the PCRS session.

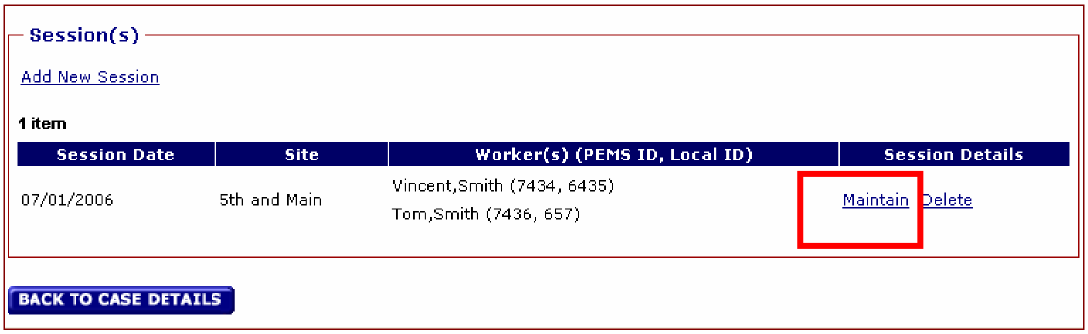
30. Click **ADD TO LIST**.

31. Click the **Site** drop-down list and select the site where the services were delivered.

32. In the **Duration of Session** field, type the length of the session in minutes.

33. Click **SAVE AND FINISH**.

The *Maintain Partner Details* screen displays.



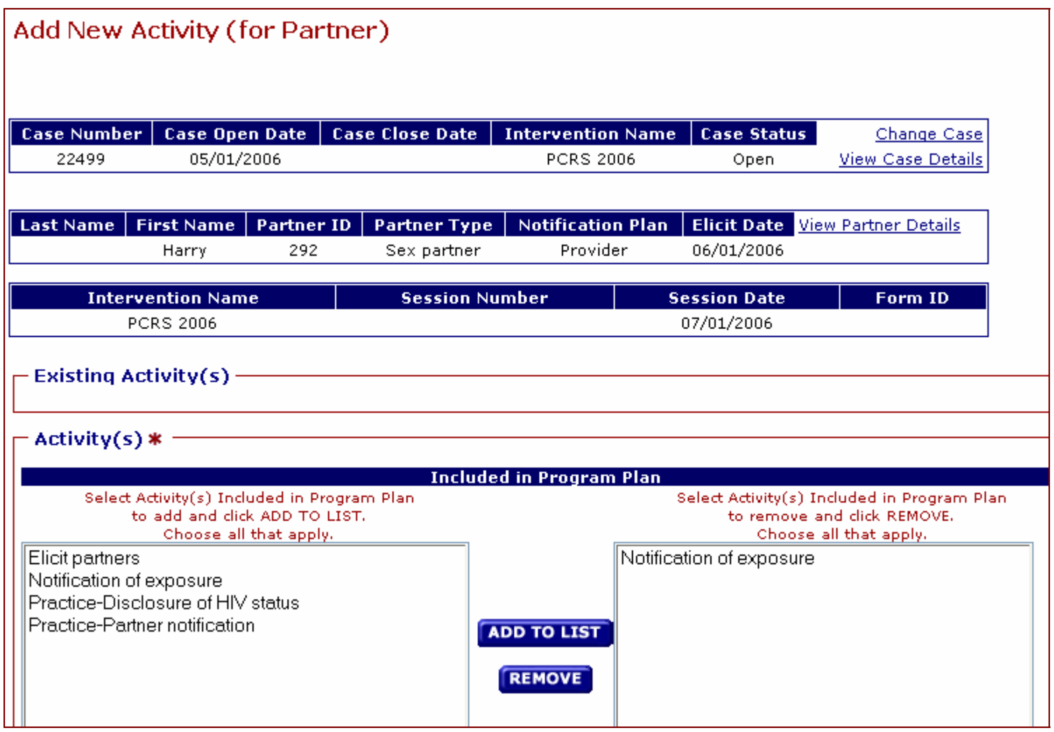
34. Under the **Session(s)** section of the screen in the **Session Details** column, click **Maintain**.

The *Maintain Existing Partner Session* screen displays.

35. Scroll down to the **Activity(s)** section of the screen.

36. Click **Add New Activity**.

The *Add New Activity (for Partner)* screen displays.



37. Under the **Activity(s) Included in Program Plan** section, select **Notification of exposure** (and any other applicable activities).

38. Click **ADD TO LIST**.

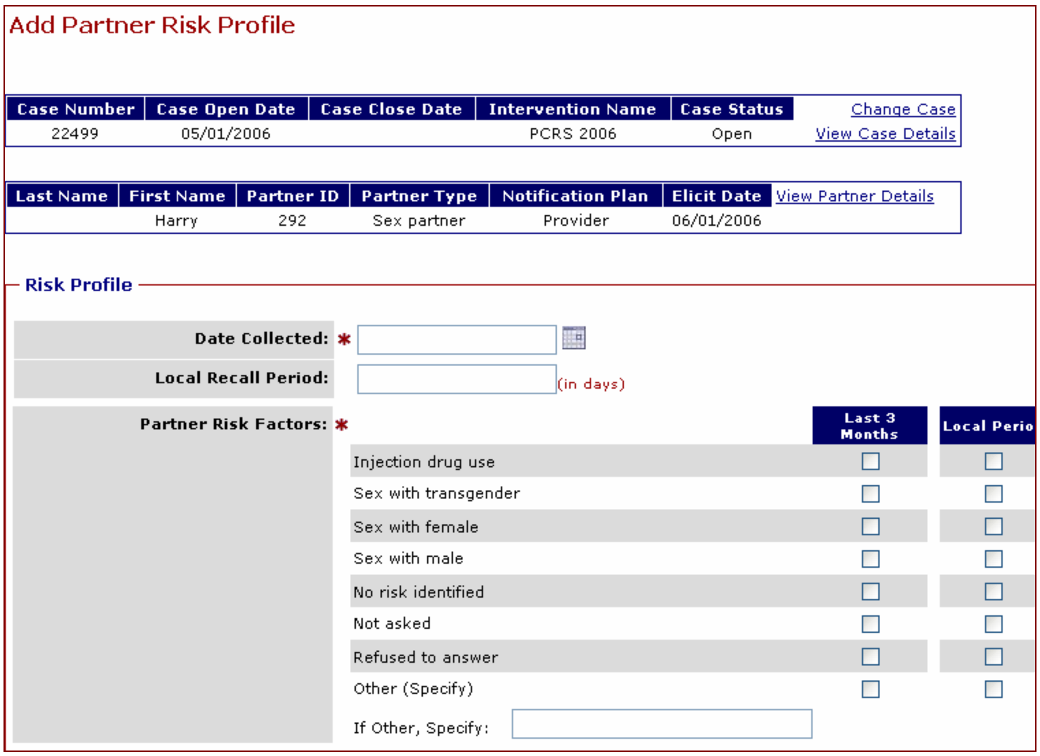
39. Under the **Activity(s) Not Included in Program Plan** section, select any applicable activities that were not part of the program plan.

40. Click **ADD TO LIST**.
41. Click **SAVE AND FINISH**.

The *Maintain Existing Partner Session* screen displays.

42. Under **Session Details**, click **Add for Partner Risk Profile**.

The *Add Partner Risk Profile* screen displays.



43. In the **Date Collected** field, type the date (*MM/DD/YYYY)* the risk profile was collected for the partner.
44. Under **Partner Risk factors**, check the appropriate checkboxes for the risk behavior information the partner provided.
45. Under **Sex Relations,** check the appropriate checkboxes for the sex relations behaviors the partner provided.

> Information in **Sex Relations** and **Injection Drugs/Substances** can only be selected if it was selected as a risk factor. For example, if the partner reported to having a sex with male, the sex relations can only be checked for Male.

46. Click **SAVE AND FINISH**.

PCRS – Elicitation Process

Agencies that only work with the index client to identify their partners that need to be notified of potential exposure deliver the Elicitation part of PCRS. Agencies (or DIS) that work to locate partners and notify them of exposure but do not know who the index client is deliver the Notification part of PCRS. Some agencies deliver both the Elicitation and Notification parts of PCRS. The process for entering Elicitation information in PEMS is different from the process for entering the Notification information. The next two pages provide flow charts of the high level process for the steps involved in each. These steps are also covered earlier in this sub module with Entering PCRS Information When the Index Client is Known and Entering PCRS Information When the Index Client is Unknown in this user manual.

PCRS may differ from jurisdiction to jurisdiction and the services may or may not be offered in one location. The steps depicted below assumes that the index client is managed at a community-based organization (CBO) and partners are managed by the Health Department/DIS. **NOTE**: If your agency does both elicitation and notification, follow this process and then refer to the *PCRS – Notification Process* steps for the notification steps.

Step 1

Search for a client in PEMS.

Open a PCRS case for the client. (Generate a unique case number or enter own number.)

→

Step 2

Add **Attempt(s) to Locate** and complete enrollment status accepting the PCRS service.

→

Step 3

Through Interventions, **Add New Session** and enter program information.

Step 4

Add the **Elicit Partner** activity.

Add Partner Details.

You are complete with your data entry

→

Step 5

Reports – Generate the **PCRS Partner Information** report.

Mail, fax or deliver the report to the PCRS/DIS worker that performs the notification process.

→

Step 6

Close Case

Note: Close the case when all your agency guidelines have been followed.

PCRS – Notification Process

PCRS may differ from jurisdiction to jurisdiction and the services may or may not be offered in one location. This outline of steps assumes that the index client is managed at a community-based organization and partners are managed by the Health Department/DIS. **NOTE**: If your agency does both elicitation and notification, refer to the *PCRS – Elicitation Process* handout for the elicitation steps first. Then start with step 2a, skip step 2b, continue with step 3, and then skip step 7 on this handout to complete the notification process.

Step 1

Health department will receive the Partner Information report from the CBO.

Step 2

a. Search by case. (Use the case # on the Partner Information report.)

b. Open a case and manually enter the case number from the report.

Step 3

Enter the information from the **PCRS Partner Information** report and enter into PEMS.

Step 4

Add **Attempt(s) to Locate** and complete enrollment status.

Step 5

Add New Session and enter program information.

Step 6

Add **Referral** and **Notification of Exposure** activities.

Step 7

Generate the **PCRS Case Status Report**. The Health Department/DIS can forward the partner notification process results back to the CBO to enable them to close the case.

Step 8

Close Case.
Note: Close the case when all your agency guidelines have been followed.

Aggregate Level Services

In the Aggregate Level Services Module you can:

- Add an HC/PI intervention
- Add an Outreach intervention
- Maintain an Aggregate intervention
- Add a referral resulting from an Aggregate intervention

PEMS Core Roles Required

The following PEMS core roles have permissions to access the **Aggregate Level Services Module:**

- Aggregate Service Role
- Aggregate HERR/OR Role
- Aggregate HC/PI Role

Interventions Sub Module

The Interventions Sub Module allows users to enter data for each aggregate service delivery, including Health Communication/Public Information (HC/PI), Outreach or Health Education/Risk Reduction (HE/RR). The program models are created the same way as they are for capturing Client Level Service data; however, the Level of Data collection is Aggregate. In the Interventions Sub Module you can enter:

- HC/PI Interventions
- Outreach Interventions
- Referrals from outreach interventions
- Demographic information for outreach interventions
- Number of contacts made during an outreach intervention
- Types and numbers of materials distributed during an intervention

PEMS Core Roles Required

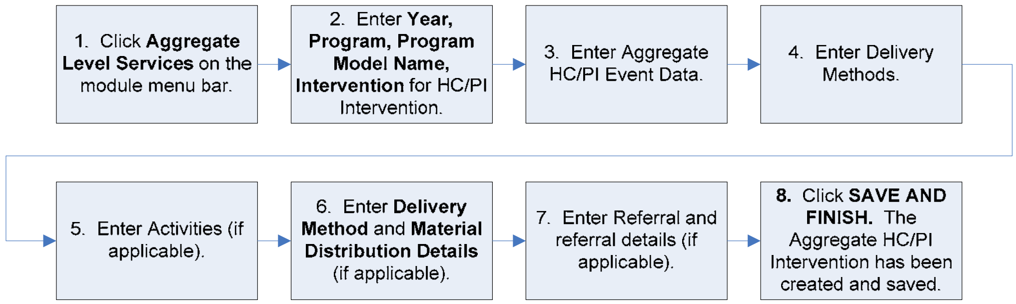
The following PEMS core roles have access to the **Interventions** Sub Module:

- Aggregate Service Role
- Aggregate HERR/OR Role
- Aggregate HC/PI Role

Add HC/PI Intervention Session/Event Data

Health Communication/Public Information (HC/PI) events are delivered to groups of individuals during a specific period of time (e.g. a single lecture or a series of Public Service Announcements) or as ongoing interventions (e.g. hotline, website). HC/PI interventions typically include some type of media (billboard, television, website, hotline, public service announcement, radio broadcast, etc). The following flow chart outlines the process for entering HC/PI Intervention data in PEMS.

Aggregate HC/PI Interventions



PEMS Core Roles Required

The following PEMS core roles have access to add an HC/PI intervention:

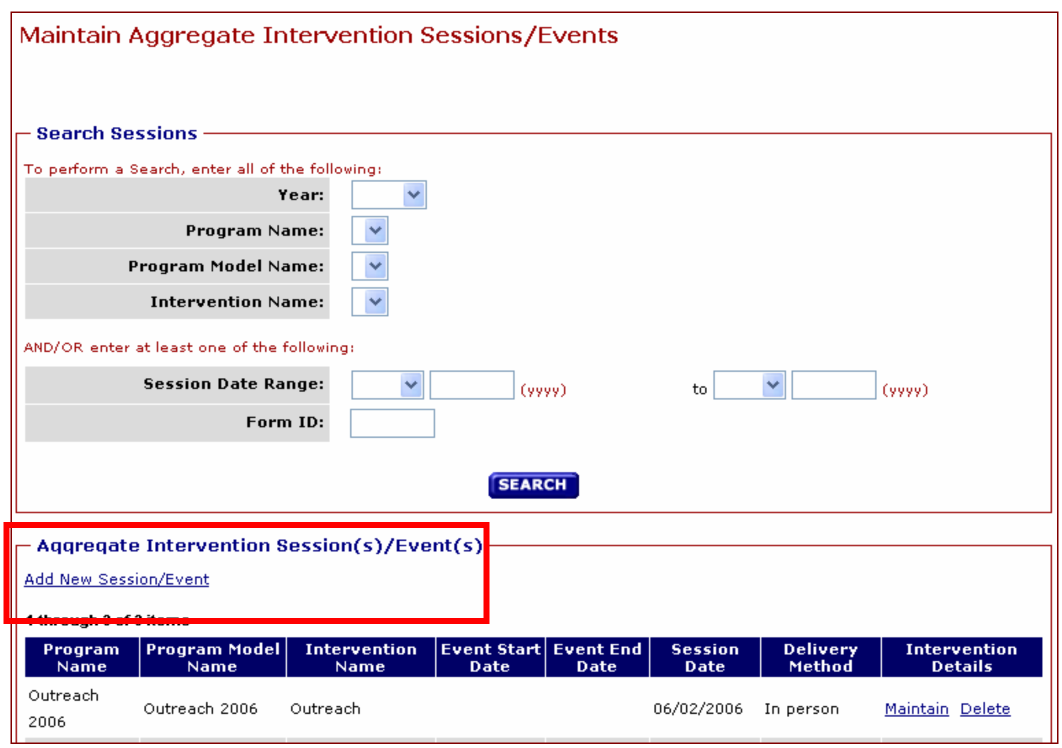
- Aggregate Service Role
- Aggregate HERR/OR Role
- Aggregate HC/PI Role

> The roles also have view access for Aggregate HC/PI interventions: Client Service and Client HERR/OR.

Step > Action

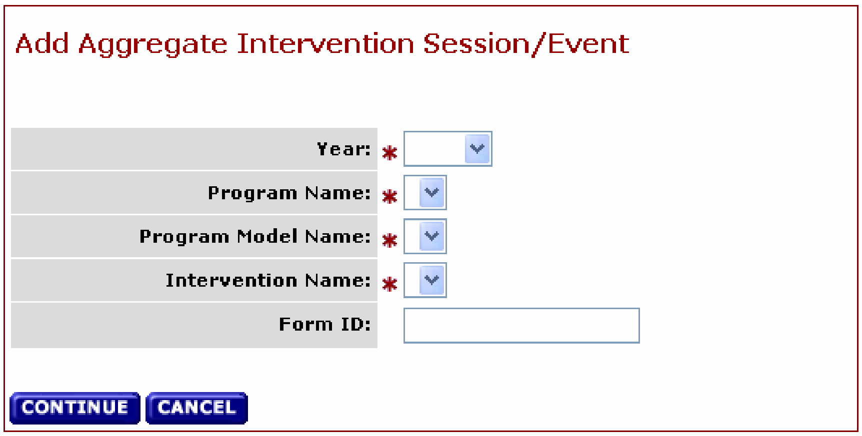
1. Click **Aggregate Level Services** on the module menu bar.
2. Click **Interventions** on the sub module menu bar.

The *Maintain Aggregate Intervention Session/Events* screen displays.



3. First you must search for the name of the Aggregate Intervention you want to enter to make sure it has not already been entered in PEMS. Search results will display in the **Aggregate Intervention Session(s)/Event(s)** section of the screen.
4. Click **Add New Session/Event**.

The *Add Aggregate Intervention Session/Event* screen displays.


Add Aggregate Intervention Session/Event

Year: *
Program Name: *
Program Model Name: *
Intervention Name: *
Form ID:

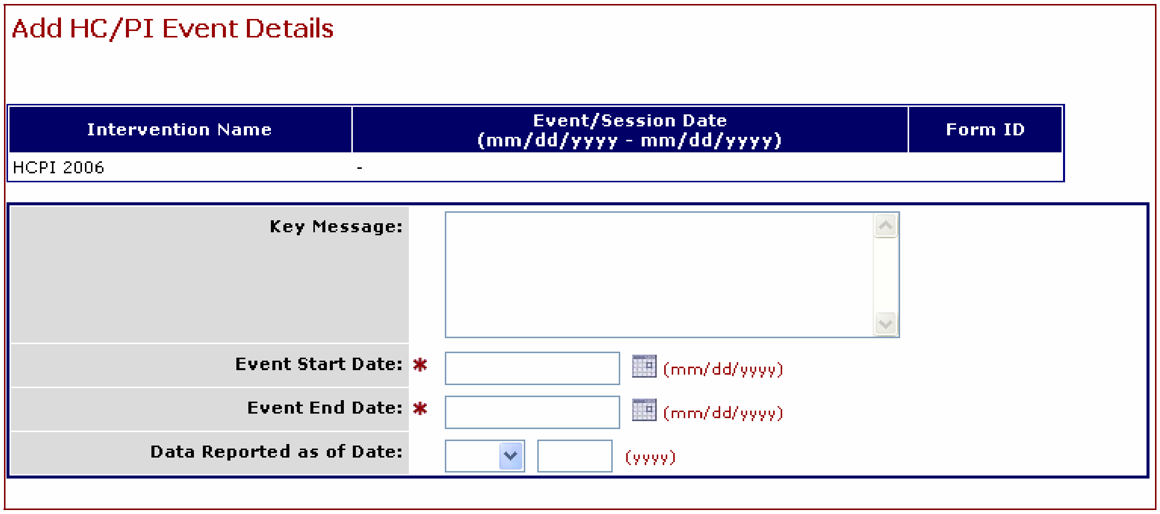
CONTINUE CANCEL

5. Click the **Year** drop-down list and select the year that the program was created.
6. Click the **Program Name** drop-down list and select the name of the program associated with the intervention.

> The user will select the **Year**, **Program Name**, **Program Model Name**, and **Intervention Name** from which the client received services. These data were entered under the **Program Information** Module. The program model data must be entered annually before service data can be entered. For more information on how to enter **Program Information,** click here.

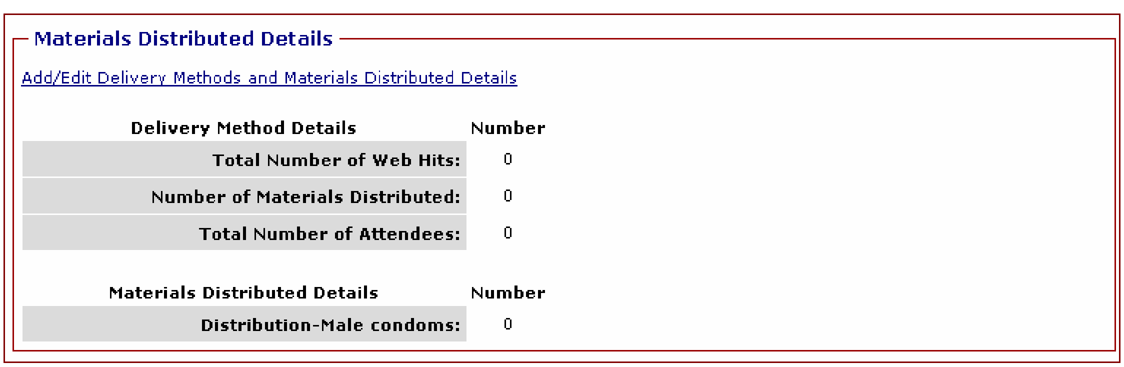
7. Click the **Program Model Name** drop-down list and select the name of the program model associated with the intervention.
8. Click the **Intervention name** drop-down list and select the name of the intervention. **NOTE**: If you do not see the intervention(s) you expect, you may need to return to Program Details to verify that Aggregate was selected as the level of data collection. Only interventions with Aggregate level data collection selected at the planning level will display here.
9. Click **CONTINUE**.

The *Add HC/PI Event Details* screen displays.



10. In the **Key Message** field, type the message of your HC/PI event.
11. In the **Event Start Date** field, type the date (*MM/DD/YYYY)* on which the event started.
12. In the **Event End Date** field, type the date (*MM/DD/YYYY)* on which the event ended.
13. Click the **Data Reported as of Date** drop-down list and select the current month. Type the year (*YYYY)*. **NOTE**: The **Data Reported as of Date** must occur within the event start/end dates. If it does not, an error message will display.
14. For **Delivery Methods Included in Program Plan**, select each method that was used based on the program plan.
15. Click **ADD TO LIST**.
16. For **Delivery Methods Not Included in Program Plan**, select any method that was used but was not part of the program plan.
17. Click **ADD TO LIST**.
18. Under the **Activity(s) Included in Program Plan** section, select any that were delivered during the session.
19. Click **ADD TO LIST**.
20. Under the **Activity(s) Not included In Program Plan** section, select any that were delivered during the session but were not included in the program plan (if applicable).
21. Click **ADD TO LIST**.
22. Click **SAVE AND FINISH**.

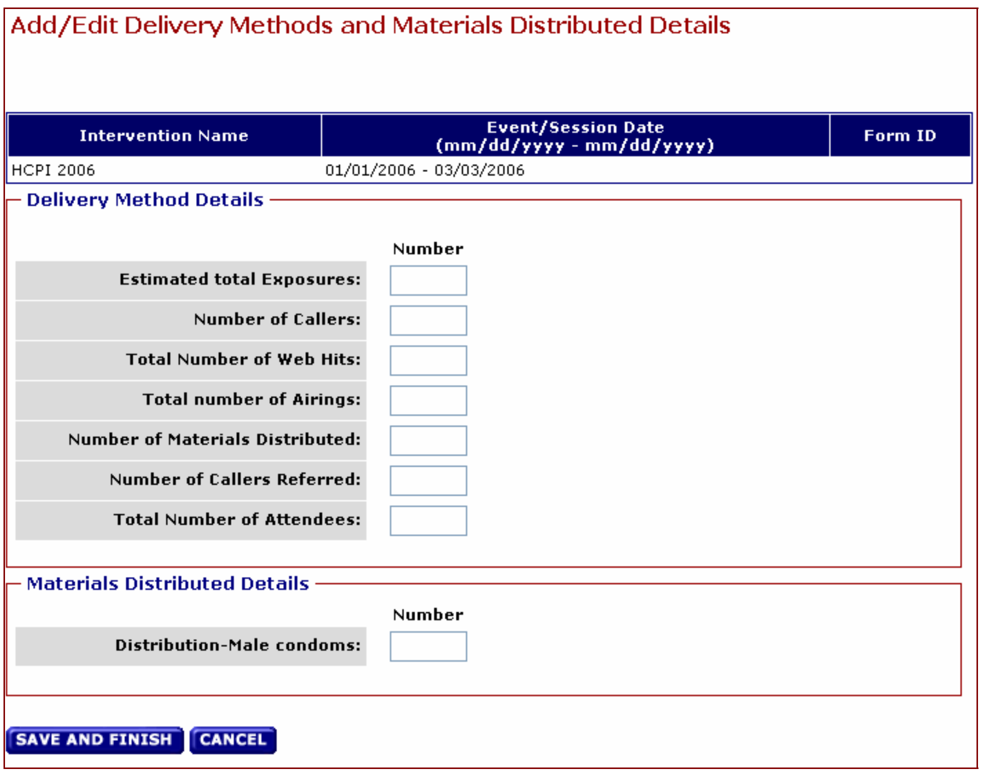
The *Maintain Existing HC/PI Event* screen displays.



23. Scroll to the **Materials Distributed Details** section and click **Add/Edit Delivery Methods and Materials Distributed Details**.

> Materials distributed will only display if **Material Distribution** was selected as an activity (e.g., educational materials, condoms, or safe sex kits)
>
> The **Materials Distributed Section** will also capture:
>
> - The **Total Number of Attendees** if **In Person** was selected as a delivery method
> - The **Total Number of Web Hits** if Internet was selected as a delivery method
> - The **Number of Materials Distributed**
> - The **Materials Distributed Details** grouped by specific materials distributed

The *Add/Edit Delivery Methods and Materials Distributed Details* screen displays.



24. Scroll to the **Delivery Method Details** section of the screen.
25. In the **Estimated total Exposures** field, type the estimated number of persons exposed to the radio broadcast, televised event or to the printed materials distributed during the HC/PI event, if applicable. This will only display if **Radio, Television** or **Printed Materials** were selected as a delivery method.
26. In the **Number of Callers** field, type the number of callers who received HIV prevention intervention from a hotline for the HC/PI event, if applicable. This will only display if **Telephone** was selected as a delivery method.
27. In the **Total Number of Web Hits** field, type the total number of web hits for the HC/PI event, if applicable. This will only display if **Internet** was selected as a delivery method.
28. In the **Total Number of Airings** field, type the number of times the key message for the event aired via radio or television during the HC/PI event period, if applicable. This will only display if **Television** or **Radio** were selected as a delivery method.

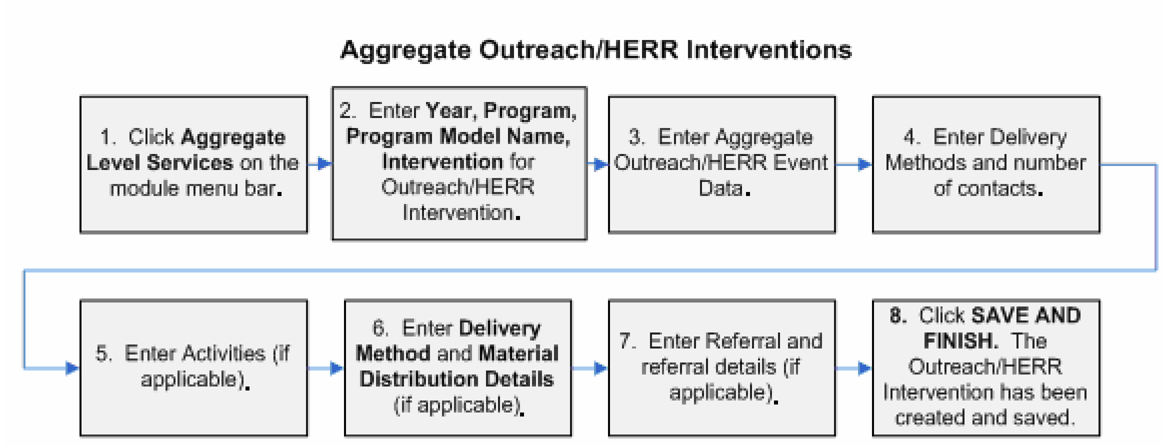
29. In the **Number of Materials Distributed** field, type the total number of materials distributed for the HC/PI event, if applicable. This will only display if **Printed Materials** is selected as a delivery method.
30. In the **Number of Callers Referred** field, type the total number of callers who were referred to other services through the hotline for the HC/PI event, if applicable. This will only display if **Telephone** was selected as a delivery method.
31. In the **Total Number of Attendees** field type the total number of attendees for the HC/PI event, if applicable. This will only display if **In Person** was selected as a delivery method.
32. In the **Materials Distributed Details** section, type the number of Materials distributed for any materials distributed. This will only display if you selected **Materials** in the **Activity(s)** section, such as condoms, education materials or safe sex kits.
33. Click **SAVE AND FINISH**.

The *Maintain Existing HC/PI Event* screen displays with the message that the delivery methods and material details have been added/updated.

34. Click **BACK TO MAINTAIN**.

Add Outreach/HERR Intervention Session/Event Data

Outreach and Health Education/Risk Reduction events are delivered in a specific site at a specific time. Demographic data can be captured and entered into PEMS for the group receiving the intervention. These data can be entered as a count or percentage. The following flowchart outlines the steps required to enter an Outreach/HERR Aggregate Intervention into PEMS.



PEMS Core Roles Required

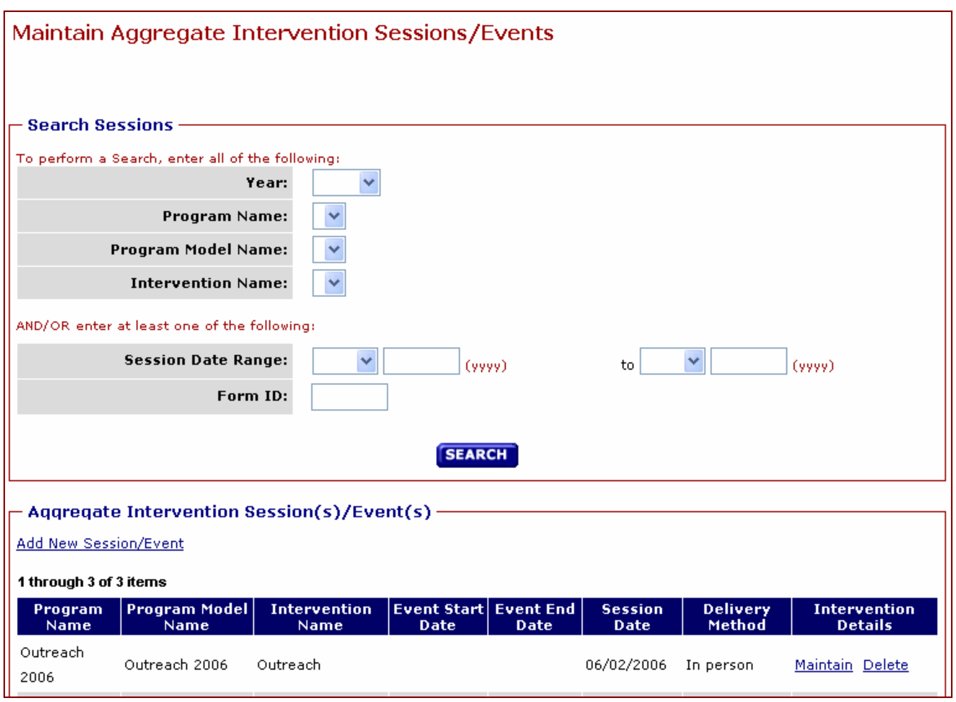
Users with the following PEMS core role have permissions to add outreach interventions:

- Aggregate Service Role
- Aggregate HERR/OR Role

Step > Action

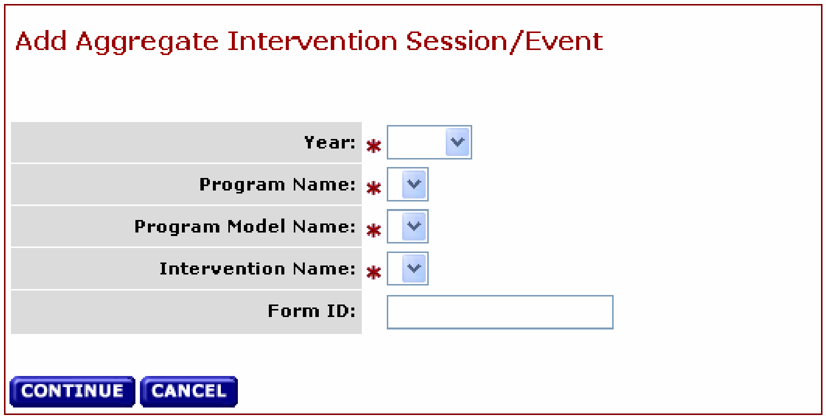
1. Click **Aggregate Level Services** on the module menu bar.
2. Click **Interventions** on the sub module menu bar.

The *Maintain Aggregate Intervention Sessions/Events* screen displays.



3. Search for the **Aggregate Intervention** you want to add to ensure there are no duplicates.
4. Scroll to the **Aggregate Intervention Session(s)/Event(s)** section and click **Add New Session/Event**.

The *Add Aggregate Intervention Session/Event* screen displays.



5. Click the **Year** drop-down list and select the year of the program.
6. Click the **Program Name** drop-down list and select the name of the program.

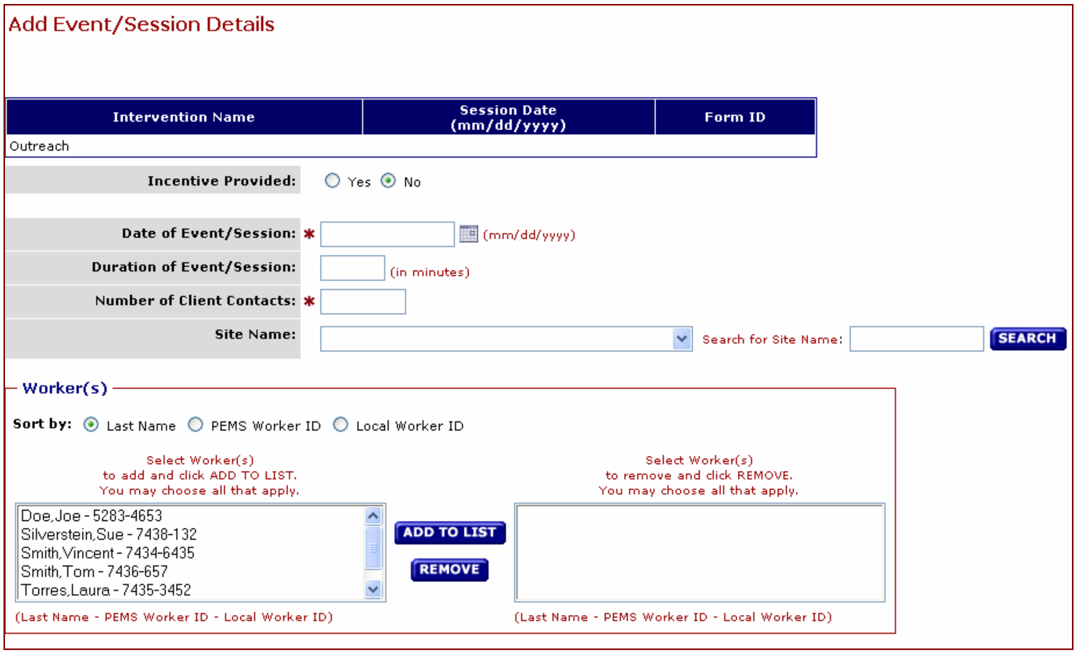
> The user will select the **Year**, **Program Name**, **Program Model Name**, and **Intervention Name** from which the client received services. These data were entered under the **Program Information** module. The Program Model data must be entered annually before service data can be entered. For more information on how to enter **Program Information,** click here.

7. Click the **Program Model Name** drop-down list and select the program model.
8. Click the **Intervention Name** drop-down list and select the name of the intervention. **NOTE**: If you do not see the intervention(s) you expect, you may need to return to **Program Details** to verify that **Aggregate** was selected as the level of data collection. Only interventions with **Aggregate Level Data Collection** selected at the planning level will display here.

The **Session Number** field displays.

9. In the **Session Number** field, type the number of the session, if applicable.
10. Click **CONTINUE**.

The *Add Event/Session Details* displays.



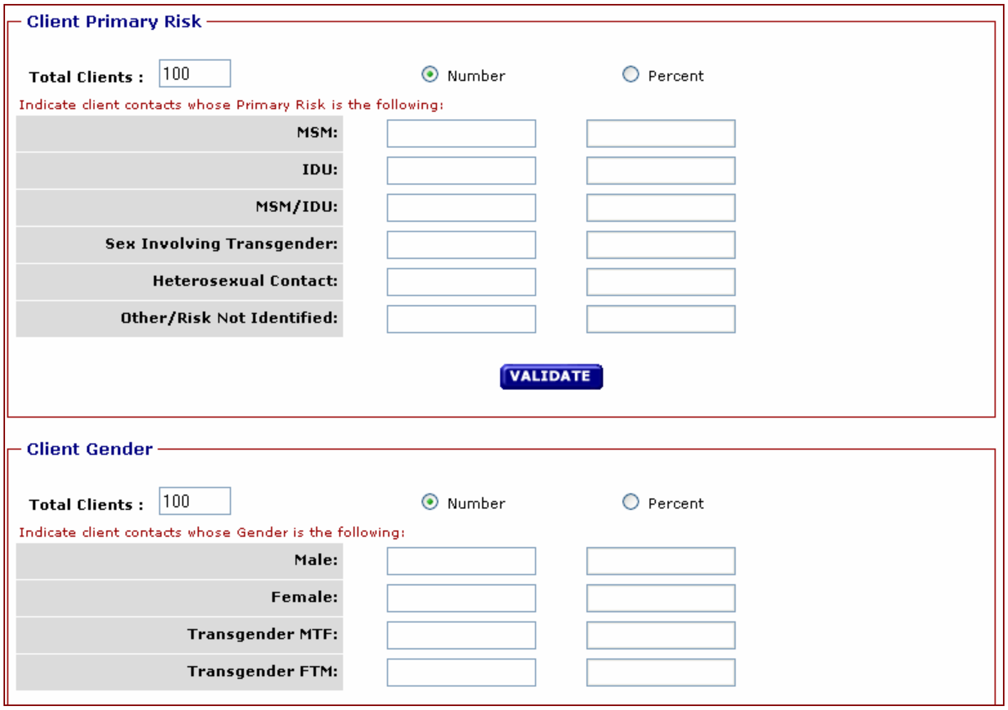
11. In the **Date of Event/Session** field, type the date (*MM/DD/YYYY*) the session was delivered.
12. In the **Duration of Event/Session** field, type the length of the session (in minutes).
13. In the **Number of Client Contacts** field, type the total number of client contacts reached in this particular outreach session/event.

Once the **Number of Client Contacts** field is populated, this number will automatically display in the **Total Clients** fields for **Client Primary Risk**, **Client Gender**, **Client Race**, **Client Ethnicity**, **Client Age**, and **Client HIV Status**.

14. Click the **Site Name** drop-down list and select the site where the session was delivered.

Worker and Site data have to be entered before entering service delivery information. These data were entered under the **Agency Information** Module. For more information on how to enter **Agency Information,** click here.

15. Under the **Worker(s)** section, select each worker who delivered the service.
16. Click **ADD TO LIST**.



17. For the following information, enter any that is applicable:

    a. Under **Client Primary Risk**, click the **Number** or **Percent** radio button. Type a number or percentage for any of the primary risk categories that apply to data collected for your outreach session/event.

    b. Click **VALIDATE**.

    c. Under **Client Gender** click the **Number** or **Percent** radio button. Type a number or percentage for any of the gender categories that apply to data collected for your outreach session/event.

    d. Click **VALIDATE**.

    e. Under **Client Race**, click the **Number** or **Percent** radio button. Type a number or percentage for any of the race categories that apply to data collected for your outreach session/event.

    f. Click **VALIDATE**.

    g. Under **Client Ethnicity**, click the **Number** or **Percent** radio button. Type a number or percentage for any of the ethnicity categories that apply to data collected for your outreach session/event.

    h. Click **VALIDATE**.

    i. Under **Client HIV Status**, click the **Number** or **Percent** radio button. Type a number or percentage for any of the HIV Status categories which apply to data collected for your outreach session/event.

    j. Click **VALIDATE**.

> The **Total Clients** fields are already populated from the number entered in the **Number of Client Contacts**. If you do not have any data for one or more of the **Client Primary Risk**, **Client Gender**, **Client Race**, **Client Ethnicity**, **Client Age**, **Client HIV Status** categories, click the **Total Clients** field for that category and delete the number. Make sure there are no spaces left in the field. Click **VALIDATE**, and you will be able to leave that category blank.
>
> You must click **VALIDATE** for each category before clicking **SAVE AND FINISH**.

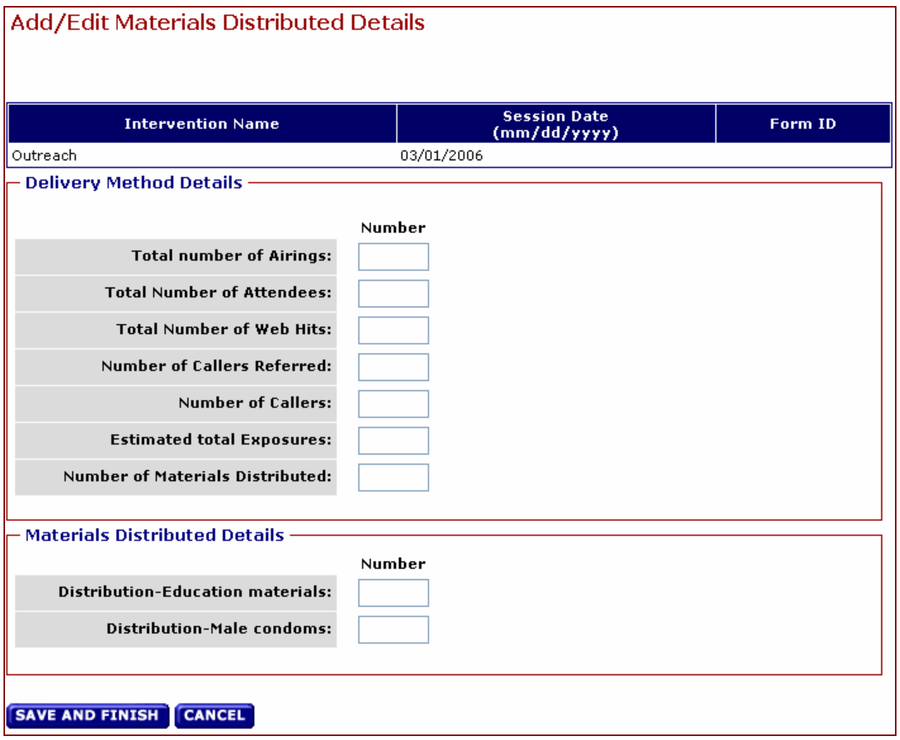
18. For **Delivery Methods Included in Program Plan**, select each method that was used based on the program plan.
19. Click **ADD TO LIST**.

20. Under the **Delivery Methods Not Included in Program Plan** section, select any method that was used but was not part of the program plan.
21. Click **ADD TO LIST**.
22. Under the **Activity(s) Included in Program Plan** section, select each activity that was delivered during the session.
23. Click **ADD TO LIST**.
24. For **Activity(s) Not Included in Program Plan**, select any activity that was delivered during the session but was not part of the program plan.
25. Click **ADD TO LIST**.
26. Click **SAVE AND FINISH**.

The *Maintain Existing Event/Session* screen displays.

27. Scroll to the Materials Distributed Details section and click **Add/Edit Materials Distributed Details**.

The *Add/Edit Materials Distributed Details* screen displays.



28. Scroll to the **Delivery Method Details** section of the screen.
29. In the **Estimated total Exposures** field, type the estimated number of persons exposed to the radio broadcast, televised event or to the printed materials distributed during the outreach event, if applicable. This will only display if **Radio**, **Television** or **Printed Materials** were selected as a delivery method.
30. In the **Number of Callers** field, type the number of callers who received HIV prevention intervention from a hotline for the outreach event, if applicable. This will only display if **Telephone** was selected as a delivery method.
31. In the **Total Number of Web Hits** field, type the total number of web hits for the outreach event, if applicable. This will only display if **Internet** was selected as a delivery method.
32. In the **Total Number of Airings** field, type the number of times the key message for the event aired via radio or television during the outreach event period, if applicable. This will only display if **Television** or **Radio** were selected as a delivery method.
33. In the **Number of Materials Distributed** field, type the total number of materials distributed for the outreach event, if applicable. This will only display if **Printed Materials** is selected as a delivery method.

34. In the **Numbers of Callers Referred** field, type the total number of callers who were referred to other services through the hotline for the outreach event, if applicable. This will only display if **Telephone** was selected as a delivery method.
35. In the **Total Number of Attendees** field, type the total number of attendees for the outreach event, if applicable. This will only display if **In Person** was selected as a delivery method.
36. In the **Materials Distributed Details** section, type the number of materials distributed for the specific materials selected. This will only display if you selected materials in the activities section, such as condoms, education materials or safe sex kits.

The *Materials Distributed Details* screen may not include all the materials mentioned above but rather will include the materials that were marked as distributed in the specific intervention.

37. Click **SAVE AND FINISH**.
38. The *Maintain Existing Session* screen displays with the message that the delivery methods and material details have been added/updated.
39. Click **BACK TO MAINTAIN**.

Add a Referral Resulting from an Aggregate Intervention

Referral is a process by which immediate client needs for prevention, treatment, and supportive services are assessed and prioritized and clients are provided with information and assistance in identifying and accessing specific services. Just as in Client Level Services, Aggregate Referrals are captured as activities delivered during an intervention session. The user may enter a unique referral code generated by PEMS or locally by their agency.

PEMS Core Roles Required

Users with the following PEMS core roles have permissions to add outreach interventions:

- Aggregate Service Role
- Aggregate HERR/OR Role
- Aggregate HC/PI Role

Step > Action

1. Click **Aggregate Level Services** on the module menu bar.
2. Click **Interventions** on the sub module menu bar.

The *Add Aggregate Intervention Sessions/Events* screen displays.

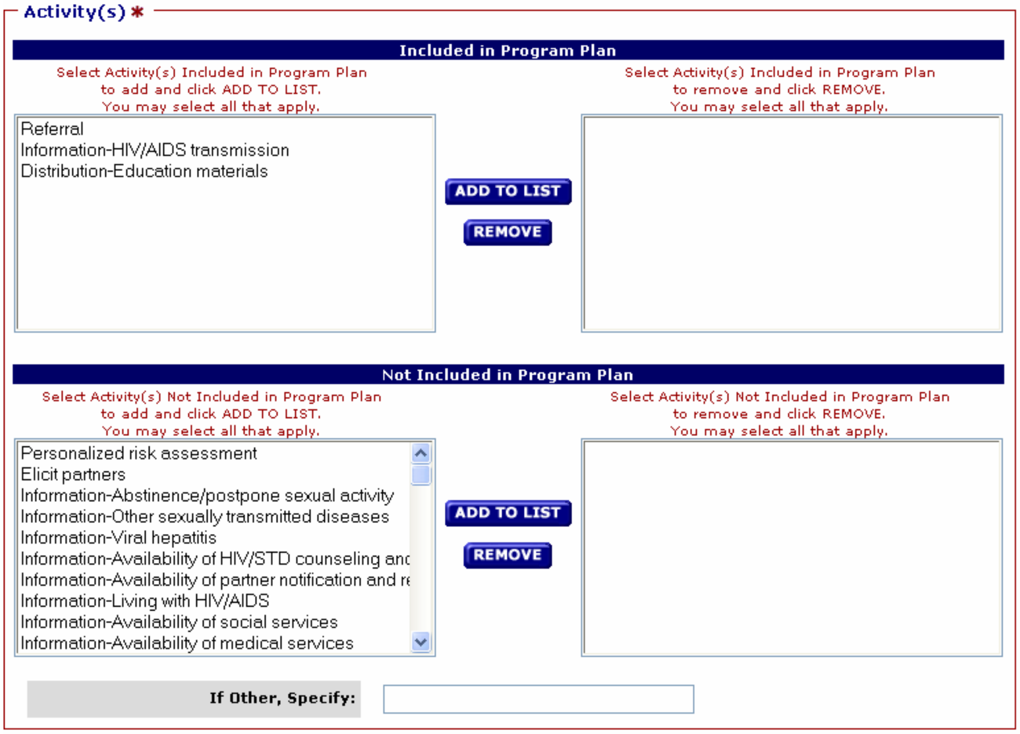
3. First, search for the **Aggregate Intervention** you want to add to ensure there are no duplicates.
4. Click **Add New Session/Event**.

The *Add Aggregate Intervention Session/Event* screen displays.

5. Click the **Year** drop-down list and select the year of the program.
6. Click the **Program Name** drop-down list and select the name of the program.
7. Click the **Program Model Name** drop-down list and select the program model.
8. Click the **Intervention name** drop-down list and select the name of the intervention.
9. In the **Session Number** field, type the number of the session for the intervention session/event, if applicable.
10. Click **CONTINUE**.

The *Add Event/Session Details* displays.

11. For the **Delivery Method(s) Included in Program Plan** section, select each method that was used based on the program plan.
12. Click **ADD TO LIST**.
13. For the **Delivery Methods Not Included in Program Plan** section, select any method that was used but was not part of the program plan.
14. Click **ADD TO LIST**.



15. For the **Activity(s) Included in Program Plan** section, select all that were delivered during the session. Make sure you select **Referral** as one of the activities.

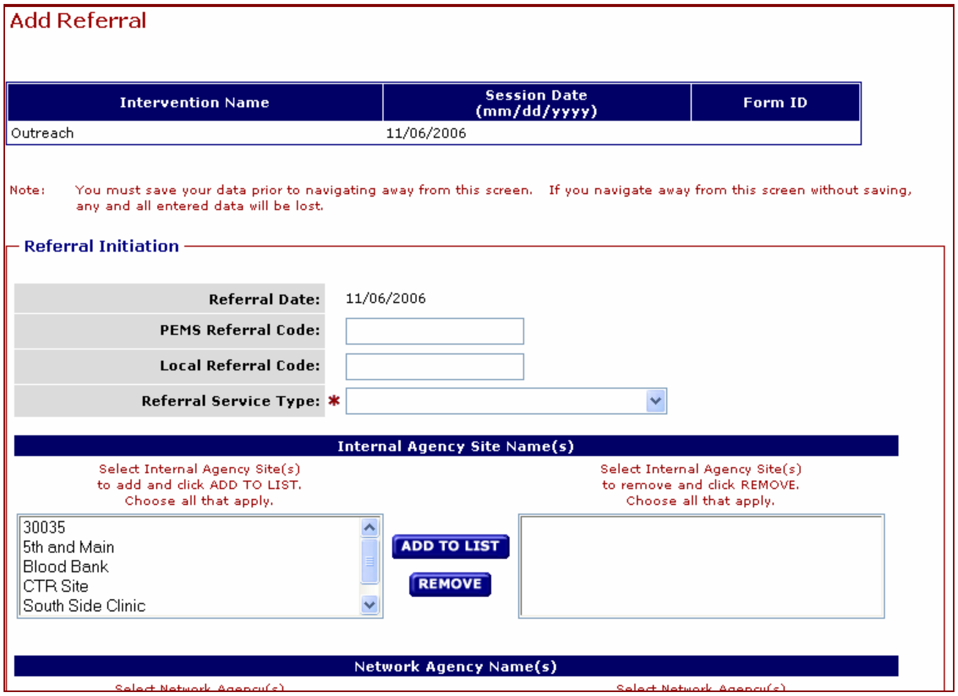
> A Referral must be added as an activity either through the program plan or not included in the program plan.

16. Click **ADD TO LIST**.
17. For the **Activity(s) Not Included in Program Plan** section, select all that were delivered during the session but were not part of the program plan.
18. Click **ADD TO LIST**.
19. Click **SAVE AND FINISH**.

The *Maintain Existing Event* screen displays with a message that the Event/Session Details have been added successfully.

20. Under the **Activity(s)** section, click **Add New Referral**.

The *Add Referral* screen displays.



The referral date is already populated on the screen from the session date.

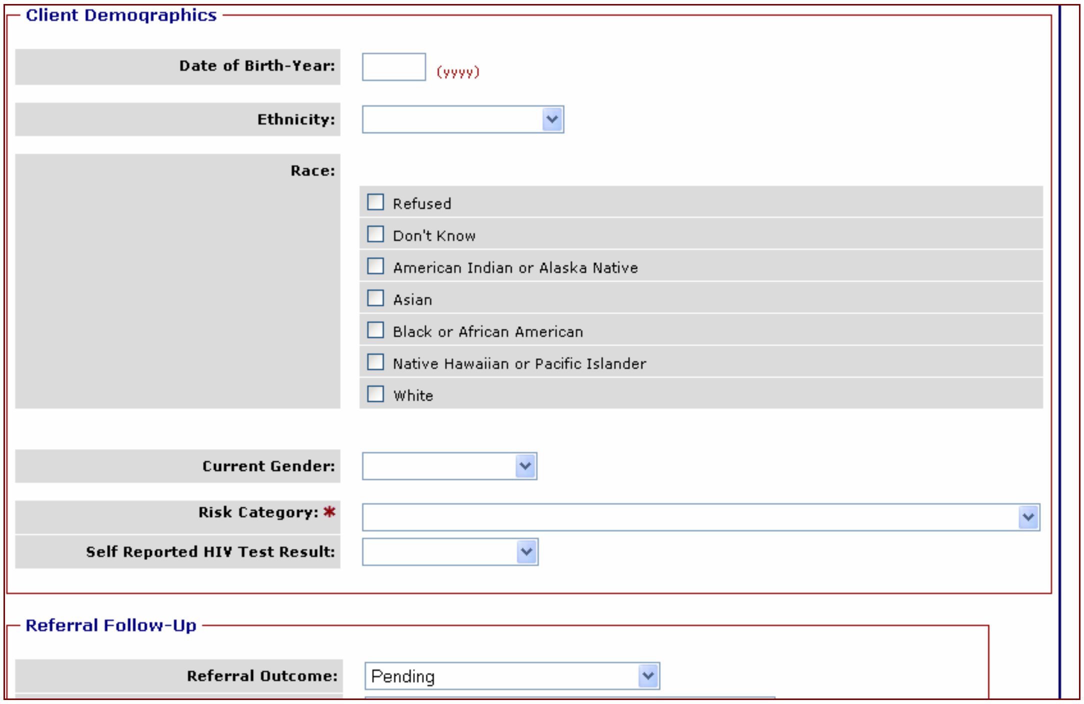
21. In the **PEMS Referral Code** field, type the PEMS generated referral code from the Referral Labels report. (To access go to : **Reports > Referral and Recruitment > Referral Labels Report.)**

Or

In the **Local Referral Code** field, type a unique, locally generated referral code.

Only one referral code may be added per referral, either a locally generated referral code or a PEMS generated referral code. PEMS will check to make sure each referral code is unique in an agency's instance of PEMS.

22. Click the **Referral Service Type** drop-down list and select the type of service to which the client is being referred.
23. If the client is being referred internally within your agency, click the site they are being referred to under **Internal Agency Site Name(s)**.
24. Click **ADD TO LIST**.
25. If the client is being referred externally to a network agency, click the click the site they are being referred to under **Network Agency Site Name(s)**.
26. Click **ADD TO LIST**.
27. Click the **Referral Follow-up** drop-down list and select how you intend to follow up on the referral.



28. In the **Client Demographics** section, type the year of birth (*YYYY*) for the client being referred.
29. Click the **Ethnicity** drop-down list and select the appropriate ethnicity.
30. Click the appropriate checkbox(s) for **Race**.
31. Click the **Current Gender** drop-down list and select the appropriate gender.
32. Click the **Risk Category** drop-down list and select the appropriate risk category.
33. Click the **Self Reported HIV Test Result** drop-down list and select the appropriate self reported HIV Test result.
34. Click **SAVE AND FINISH**.

The *Maintain Existing Event/Session* screen displays with the message that your referral has been saved.

Referral Sub Module

The Referral Sub Module in PEMS can be used to review and update referrals made as a part of aggregate interventions. Referral is a process by which immediate client needs for prevention care, and supportive services are assessed and prioritized, and clients are provided with information and assistance in identifying and accessing specific services.

PEMS Core Roles Required

Users with the following PEMS core role have permissions to access the **Referrals** Sub Module:

- Aggregate Service Role
- Aggregate HERR/OR Role
- Aggregate HC/PI Role

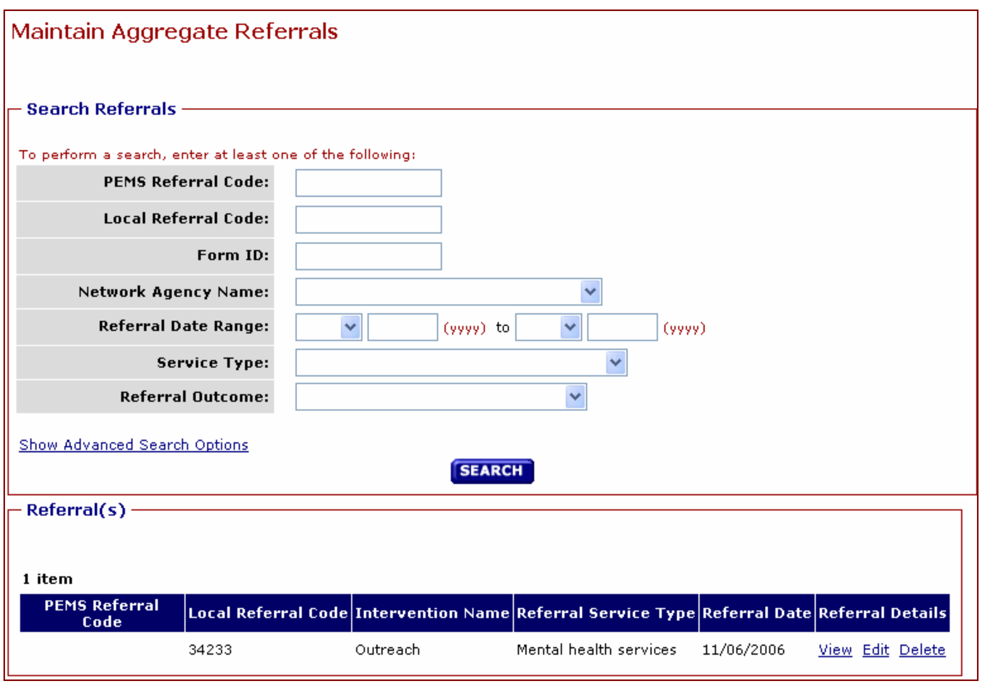
Add a Referral Follow-up for an Aggregate Intervention

Once referrals are added through an aggregate intervention, they can be reviewed and updated through the Referrals Sub Module.

Step > Action

1. Click **Aggregate Level Services** on the module menu bar.
2. Click **Referrals** on the sub module menu bar.

The *Maintain Aggregate Referrals* screen displays.



Maintain Aggregate Referrals

Search Referrals

To perform a search, enter at least one of the following:

PEMS Referral Code:	
Local Referral Code:	
Form ID:	
Network Agency Name:	
Referral Date Range:	(yyyy) to (yyyy)
Service Type:	
Referral Outcome:	

Show Advanced Search Options

SEARCH

Referral(s)

1 item

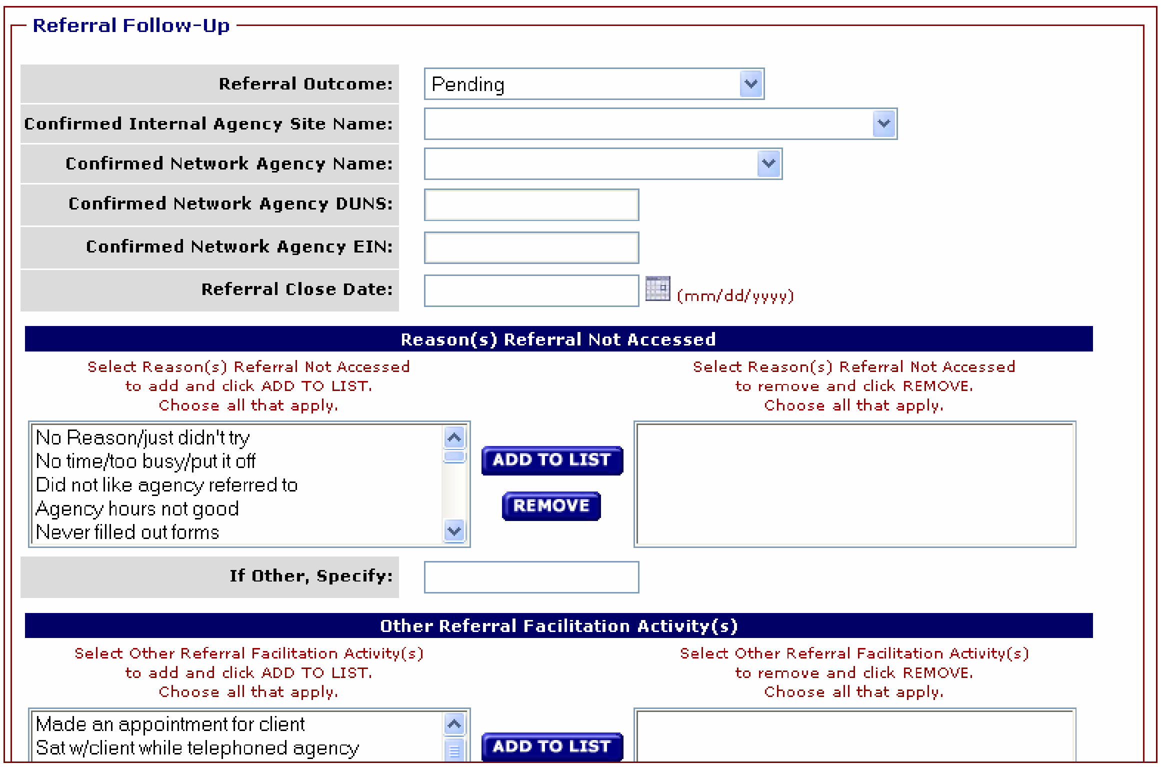
PEMS Referral Code	Local Referral Code	Intervention Name	Referral Service Type	Referral Date	Referral Details
	34233	Outreach	Mental health services	11/06/2006	View Edit Delete

> The 10 most recently added or updated referrals will display in the Referral(s) section at the bottom of the screen. If you do not see the referral you want to update, you can search by **PEMS Referral Code, Local Referral Code, Form ID, Network Agency Name, Referral Date Range, Service Type** or **Referral Outcome.** This will only search for Aggregate referrals. To view, add or update referrals to clients receiving client level services, you must go to the Client Level Service sub module.

3. Once you locate the referral you want to update, click **Edit** under the **Referral Details** column.

The *Edit Referral Details* screen displays.

4. Scroll to the **Referral Follow-Up** section.



5. Click the **Referral Outcome** drop-down list and select **Pending**, **Confirmed-Accessed Service**, **Confirmed-Did Not Access Service**, **Lost to follow up**, or **No follow up**.
6. If the client accessed services at an internal agency, click the **Confirmed Internal Agency Site Name** drop-down list and select the name of the site where the client accessed service.
7. If the client accessed services at a network agency, click the **Network Agency Name** drop-down list and select the name of the network agency where the client accessed service.
8. In the **Referral Close Date** field, type the date the referral was closed.
9. Complete any additional information you have for **Reason(s) Referral Not Accessed**, or **Other Referral Facilitation Activity(s)**.
10. Click **SAVE AND FINISH**.

The *Maintain Existing Event/Session* screen displays with the message that your referral has been updated successfully.

Data Transfer Module

The Data Transfer Module allows you to:

- View data transfer permissions
- Request a data extract
- Download and view a data extract
- Add, view and remove sharing permissions
- Add, view and remove submission parameters
- Search, view and edit scanned data imports
- Filter program models

PEMS Core Roles Required

Only the Data Transfer core role has permission to access the Data Transfer Module.

Data Extract Sub Module

Maintain Data Extracts allows the user to request data extracts for their own agency or contract agencies, access completed data extract files, and manage pending data extract requests.

PEMS Core Roles required

Only the Data Transfer core role has permission to access the Data Extract Sub Module.

Add a New Data Extract Request

Add Data Extract Request allows the user to submit a data extract request for either their agency's data or for the shared data of a contract agency. These data extracts can be requested for a specified dataset for a specified start (From Date) and end (To Date) time period.

> It is recommended that users assigned a role with the data extract permission should be granted access to all PEMS program and client data to facilitate requests for any data extract.

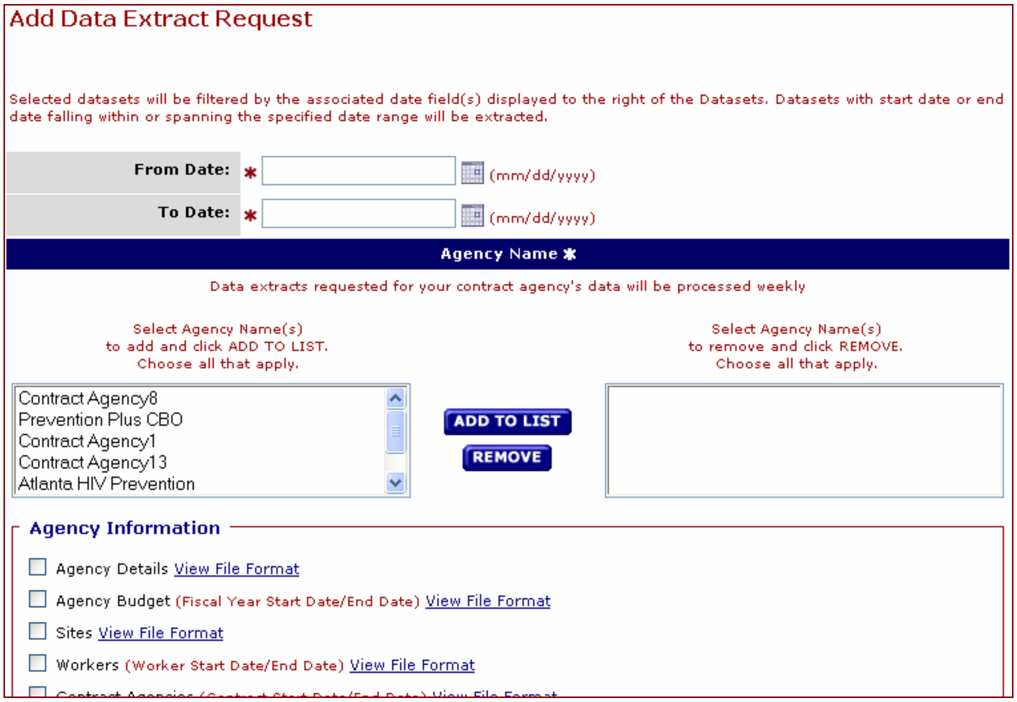
Step > Action

1. Click **Data Transfer** on the module menu bar.
2. Click **Extract** on the sub module menu bar.

The *Maintain Data Extracts* screen displays.

3. Click **Add New Data Extract Request for Your Agency** or click **Add New Data Extract Request for Contract Agency(s)**.

The *Add Data Extract Request* screen displays.



4. In the **From Date** field, type the date from which you want to begin data extraction.

5. In the **To Date** field, type the end date for the data extraction.

Data extract requests for your own agency can be requested for up to a 6 month date range (e.g., 01/01/2007 – 05/31/2007). Requests for your agency's data process nightly. If you need a year's worth of data for your agency, you would submit two data extract requests (e.g., 01/01/2007 – 05/31/2007, 06/01/2007 – 12/31/2007).

Data extract requests for your contract agencies can be requested for up to a 3 month date range (e.g., 01/01/2007 – 03/31/2007). Requests for your contract agency's data process weekly. If you need six month's worth of data for your contract agency, you would submit two data extract requests (e.g., 01/01/2007 – 03/31/2007, 04/01/2007 – 06/30/2007).

Data extract requests older than 14 days will automatically be deleted regardless of status. Agencies should save processed data extracts locally in a secure folder so they are not lost. Each agency can have up to 25 pending requests. Requests must be unique. An error message will be returned if the exact request is made twice.

6. If you are requesting a data extract for a contract agency, in the **Agency Name** section, select each contract agency from which you would like to extract data.

7. Click **ADD TO LIST**.

8. Click the checkbox next to the desired datasets for **Agency Information, Program Information, Client Level Services, Aggregate Level Services,** and **Community Planning**. The red text next to each dataset indicates the criteria that will be used to extract the data based on the date ranges for the extract.

9. Click **View File Format** next to a dataset to view the variables included in the dataset and the names of the columns in the extract.

File Format For : General Agency Information

Column Header	Data Variable
A01a SYS_GEN	Agency ID
A11	Agency DUNS Number
A01	Agency Name
A03	Employer Identification Number (EIN)
A02	Community Plan Jurisdiction
A12_VC	Agency Type Code
A12_DESC	Agency Type Descriptor
A13	Faith-based
A14	Race/Ethnicity Minority Focused
A18	Directly Funded Agency
A10	Agency Website
A04	Street Address 1
A05	Street Address 2
County FIPS Code SYS_GEN	County FIPS Code
County	County
A06	City
A08_VC	State Code
A08_DESC	State Descriptor
A09	Zip Code

A **View File Format** hyperlink is provided next to each dataset and displays in a pop-up window that provides the data variables included in the data set and their variable numbers. Column headers will either display with:

- Variable Number (i.e. A11)
- System Generated Variables (i.e. A01a Sys_Gen)
- Value code (A12_VC)
- Descriptions for Value Codes (A12_DESC)

10. Click **SAVE AND FINISH**.

The *Maintain Data Extract* screen displays and the request displays in the **Data Extract Requests** section indicating a Pending status.

If the number of data extract requests for an agency reaches the 25 active data extract request limit (pending and/or In Progress status), the user will not be allowed to submit a new data extract until the active request total subsides to below the maximum level.

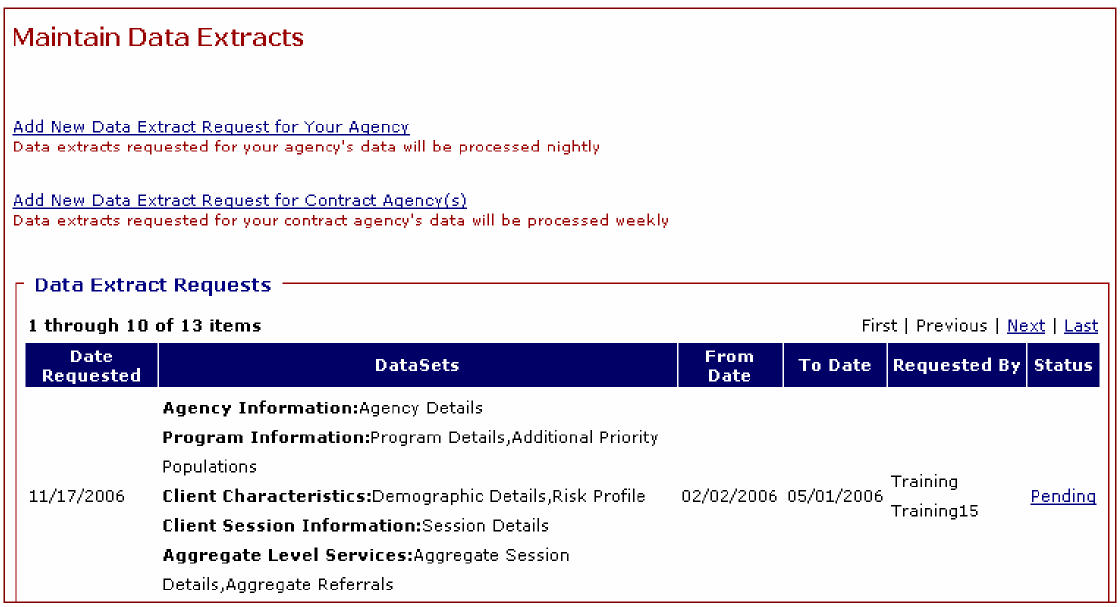
Request Status of Data Extract

Once data extracts have been requested, they are processed in a nightly (own agency) or weekly (contract agency) batch according to their position in the queue (date and time requested). Agencies cannot have multiple identical data extract requests for the same date ranges and datasets. A data extract is determined to be a duplicate if it matches exactly (same datasets and same dates) to an existing request in the **Pending**, **In Progress**, or **Extract(s) Available** status. To request the same datasets and dates, click **Resubmit** on the initial request.

Step > Action

1. Click **Data Transfer** on the module menu bar.
2. Click **Extract** on the sub module menu bar.

The *Maintain Data Extracts* screen displays.



Maintain Data Extracts

Add New Data Extract Request for Your Agency
Data extracts requested for your agency's data will be processed nightly

Add New Data Extract Request for Contract Agency(s)
Data extracts requested for your contract agency's data will be processed weekly

Data Extract Requests

1 through 10 of 13 items — First | Previous | Next | Last

Date Requested	DataSets	From Date	To Date	Requested By	Status
11/17/2006	**Agency Information:** Agency Details **Program Information:** Program Details, Additional Priority Populations **Client Characteristics:** Demographic Details, Risk Profile **Client Session Information:** Session Details **Aggregate Level Services:** Aggregate Session Details, Aggregate Referrals	02/02/2006	05/01/2006	Training Training15	Pending

3. In the **Data Extract Requests** section, locate the desired extract and view the Status.

The Data Extract Request status will display as either **Pending, In Progress, Extract(s) Available,** or **Failed.** Following are the descriptions of each status:

IN PROGRESS – This status indicates the request has already begun processing. The request cannot be canceled while it is in progress.

PENDING – This status indicates that the request is submitted but the server has not started processing the request. The request can be canceled while it is still in the pending state by clicking the **Pending** status link, and then clicking **Cancel** in the status window.

FAILED – This status indicates the request has failed during offline processing. The request can be resubmitted by clicking the **Failed** status link, and then clicking **Resubmit** in the status window. Failed extracts should only result from items outside the user's control. (e.g., burden on the SDN, power outage, network problem, etc.).

EXTRACT(S) AVAILABLE – This status indicates that the request has been successfully processed and a data extract(s) is available for downloading.

Data extract requests older than 14 days will automatically be deleted regardless of status. Agencies should save processed data extracts locally in a secure folder so they are not lost.

Downloading Data Extracts

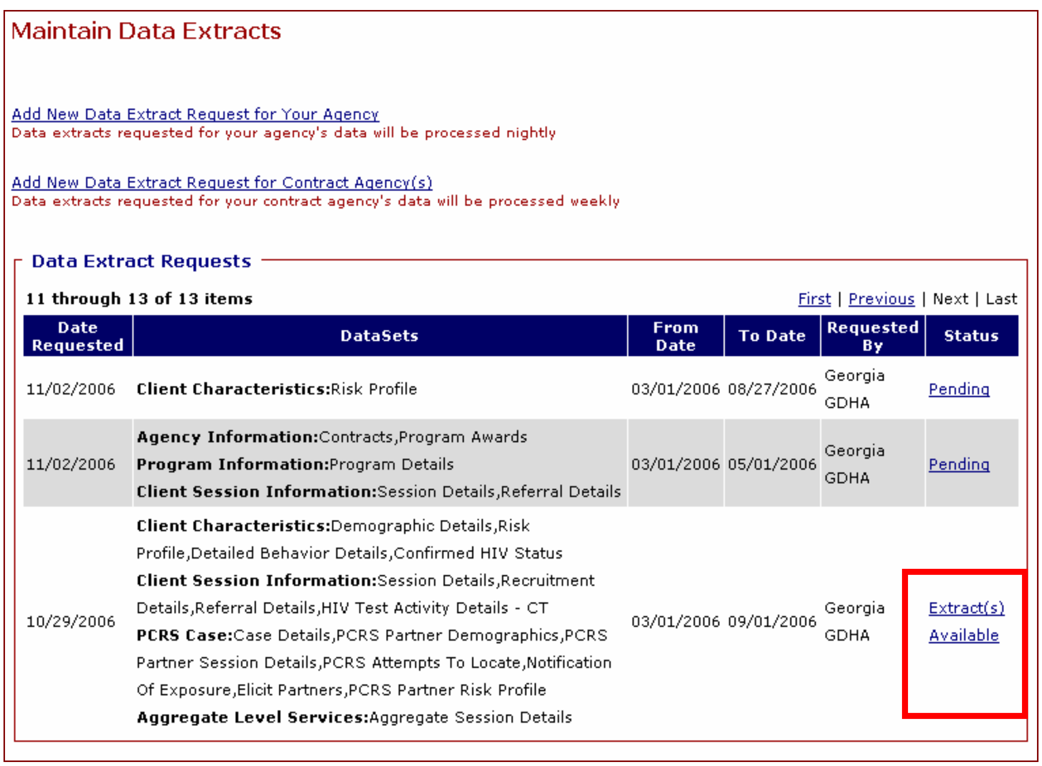
Once Extracts are processed, they are ready to be downloaded. Agencies can save them locally onto their workstations.

Agencies should apply local security measures to any locally saved data extracts (e.g., password protect any folders in which the extracts are saved).

Step > Action

1. Click **Data Transfer** on the module menu bar.
2. Click **Extract** on the sub module menu.

The *Maintain Data Extracts* screen displays.


Maintain Data Extracts

Add New Data Extract Request for Your Agency
Data extracts requested for your agency's data will be processed nightly

Add New Data Extract Request for Contract Agency(s)
Data extracts requested for your contract agency's data will be processed weekly

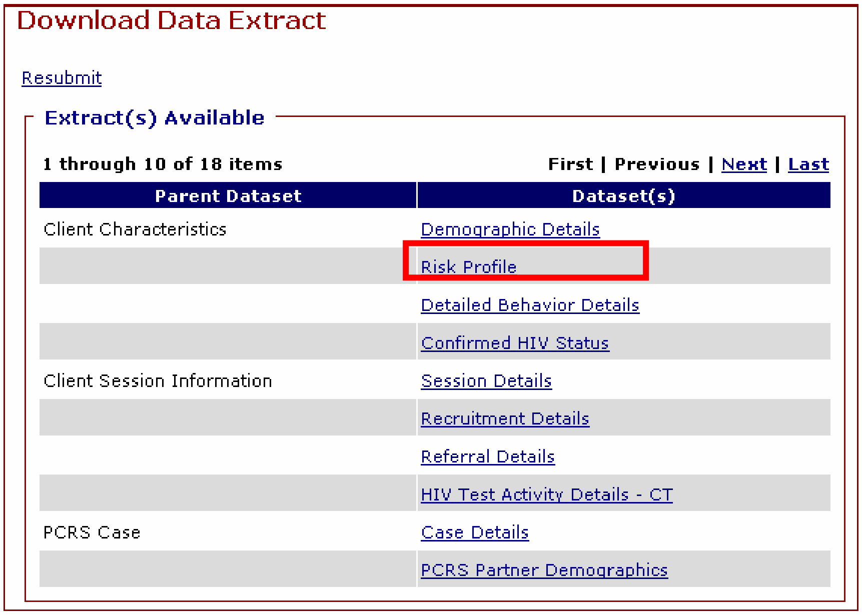
Data Extract Requests

11 through 13 of 13 items — First | Previous | Next | Last

Date Requested	DataSets	From Date	To Date	Requested By	Status
11/02/2006	**Client Characteristics:**Risk Profile	03/01/2006	08/27/2006	Georgia GDHA	Pending
11/02/2006	**Agency Information:**Contracts,Program Awards **Program Information:**Program Details **Client Session Information:**Session Details,Referral Details	03/01/2006	05/01/2006	Georgia GDHA	Pending
10/29/2006	**Client Characteristics:**Demographic Details,Risk Profile,Detailed Behavior Details,Confirmed HIV Status **Client Session Information:**Session Details,Recruitment Details,Referral Details,HIV Test Activity Details - CT **PCRS Case:**Case Details,PCRS Partner Demographics,PCRS Partner Session Details,PCRS Attempts To Locate,Notification Of Exposure,Elicit Partners,PCRS Partner Risk Profile **Aggregate Level Services:**Aggregate Session Details	03/01/2006	09/01/2006	Georgia GDHA	Extract(s) Available

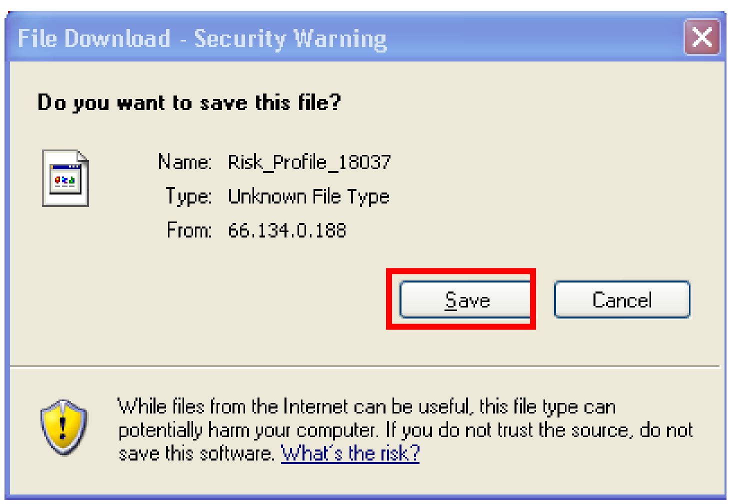
3. In the **Data Extract Request** section for the requested dataset, click **Extract(s) Available** for the extract to download.

The *Download Data Extract* screen displays in a pop-up window.



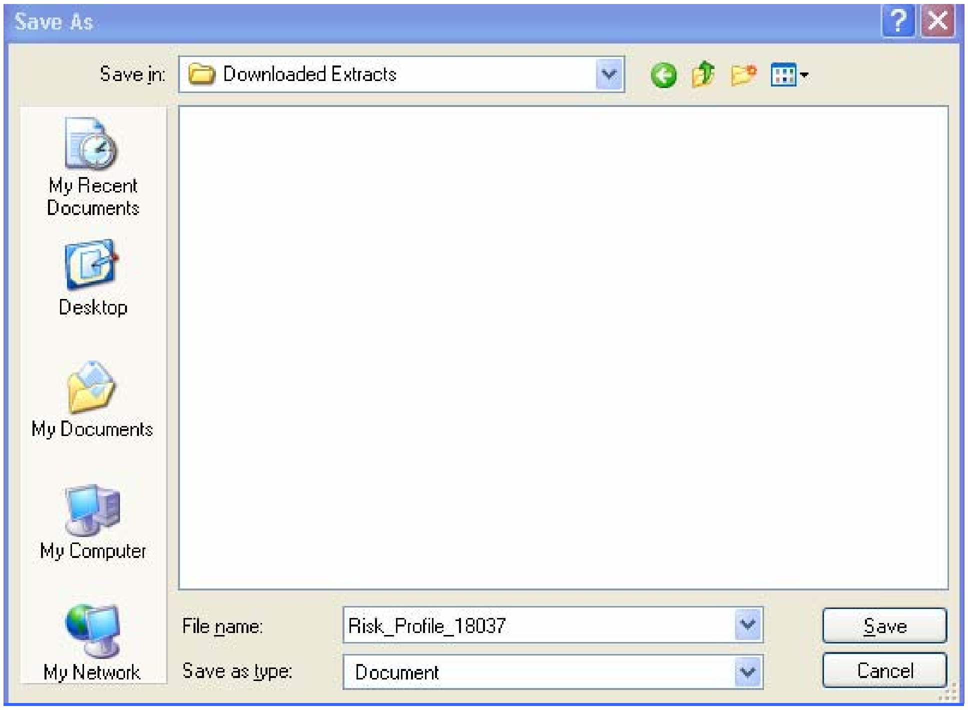
4. In the **Dataset** column, click the name of the dataset to download.

The *File Download* window displays.



5. Select the desired location to save the extract and click **Save**.

The *Save As* window displays.



Always click **Save**, never click **Open**.

6. Click **Save**.

The *Download Complete* pop-up window displays.

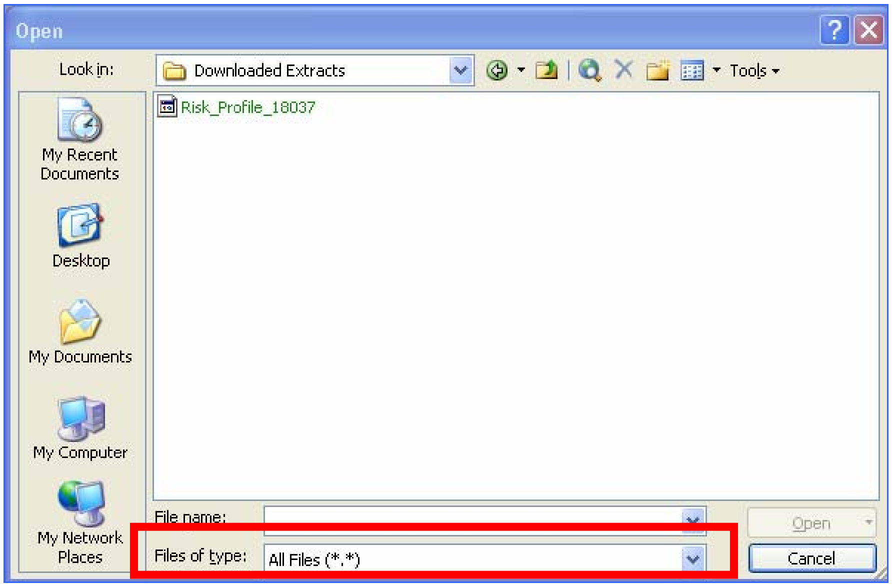
7. Click **Close**.

Open and View Data Extracts in Excel

Data extracts from the PEMS database are stored using the Semicolon Separated Values (SSV) format. Any tool that supports SSV format can be used to open and view data extracts (e.g., Excel, Access, or SPSS). These instructions demonstrate how to open and view an extract in Excel.

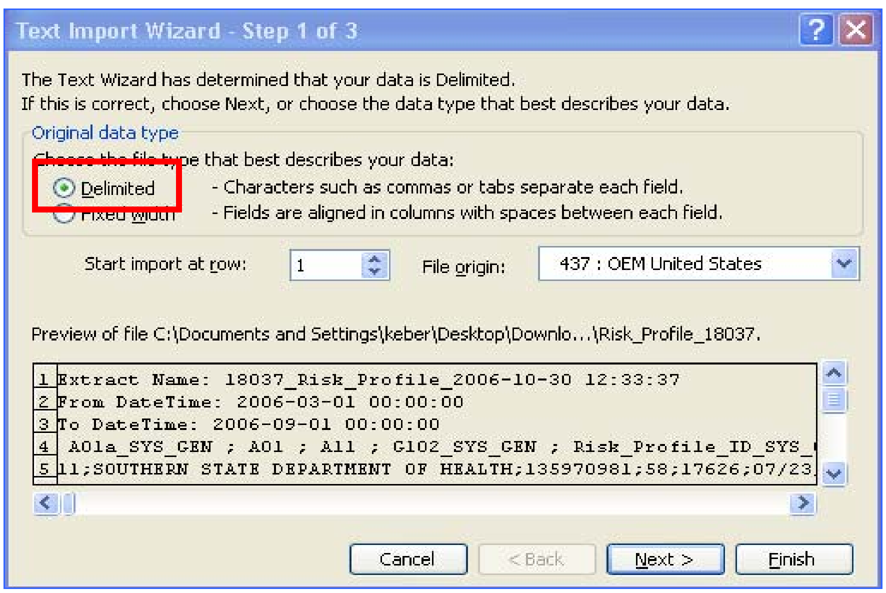
Step > Action

1. Launch Microsoft Excel.
2. Click **File → Open**.

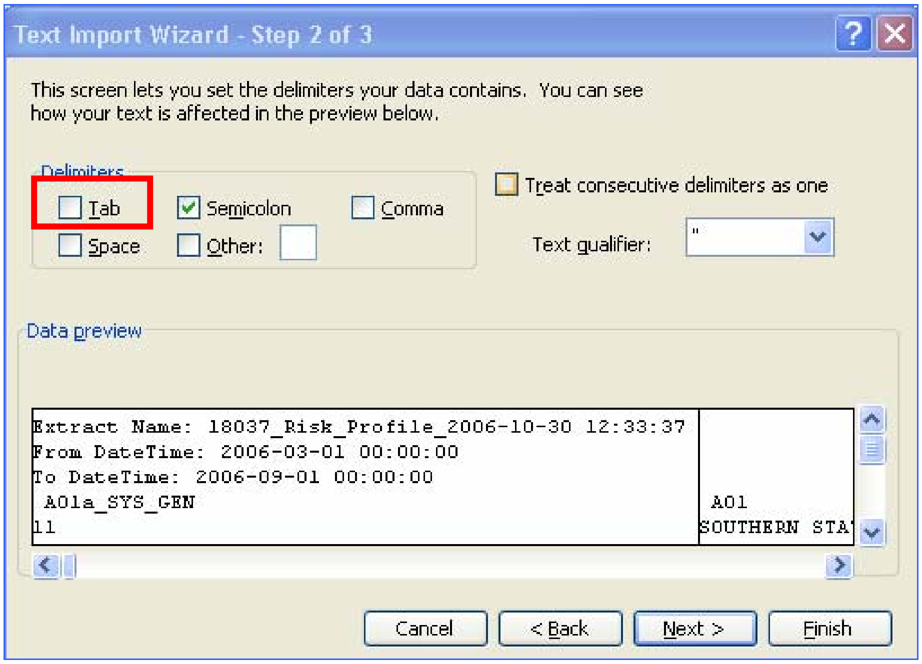


3. In the **Files of type** drop-down list, click **All Files (*.*)**, and locate the downloaded extract.
4. Select the downloaded extract and click **Open**.

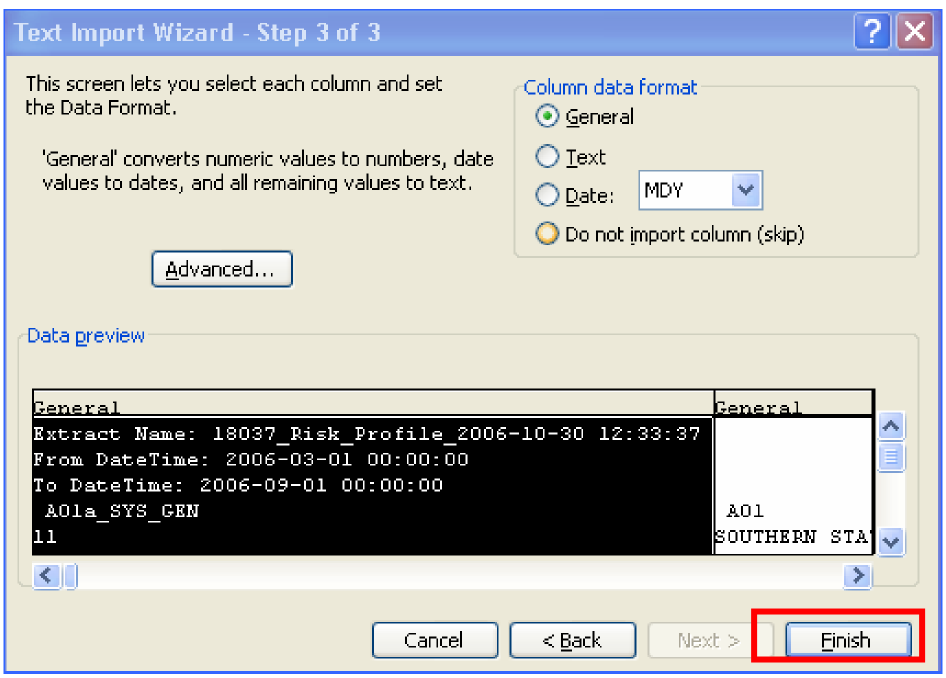
Step 1 of the *Text Import Wizard* displays.



5. Verify **Delimited** is selected as the file type.
6. Click **Next** to go to step 2 of the *Text Import Wizard.*



7. In the **Delimiters** section, click the **Tab** checkbox to deselect, and then click the **Semicolon** checkbox to select it.
8. Click **Next** to go to step 3 of the *Text Import Wizard.*



9. Click **Finish.**

The downloaded extract opens in Excel. The columns may need to be resized to view all of the data optimally. Instructions on how to resize columns in Excel follow on the next page.

To Resize Excel Columns

Step > Action

1. Press **Crtl + A** to select the entire worksheet.
2. Click **Format →Column → AutoFit Selection**. The columns resize based on the longest cell data for each column.

	A	B	C	D	E	F	G	H	I
1	Extract Name: 18037_Risk_Profile_2006-10-30 12:33:37								
2	From DateTime: 2006-03-01 00:00:00								
3	To DateTime: 2006-09-01 00:00:00								
4	A01a_SYS_GEN	A01	A11	G102_SYS_GEN	Risk_Profile_I	G200	G201_VC	G201_DESC	G202_VC
5	11	SOUTHER	135970981	58	17626	7/23/2006	1	Yes	1
6	11	SOUTHER	135970981	146	17651	4/9/2006	1	Yes	1
7	11	SOUTHER	135970981	146	17894	4/23/2006	1	Yes	1
8	11	SOUTHER	135970981	150	10045	5/1/2006			
9	11	SOUTHER	135970981	150	17662	4/10/2006	1	Yes	1
10	11	SOUTHER	135970981	151	9956	4/10/2006			0
11	11	SOUTHER	135970981	151	17685	4/11/2006	1	Yes	1
12	11	SOUTHER	135970981	152	17696	4/12/2006	1	Yes	1
13	11	SOUTHER	135970981	152	17924	4/25/2006	1	Yes	1
14	11	SOUTHER	135970981	153	17718	4/13/2006	1	Yes	1
15	11	SOUTHER	135970981	154	17722	4/14/2006	1	Yes	1
16	11	SOUTHER	135970981	155	10117	4/21/2006			
17	11	SOUTHER	135970981	155	17726	4/15/2006	1	Yes	1
18	11	SOUTHER	135970981	156	17729	4/16/2006	1	Yes	1
19	11	SOUTHER	135970981	157	17754	4/18/2006	1	Yes	1
20	11	SOUTHER	135970981	158	17765	4/19/2006	1	Yes	1

Updates to Data Extracts

As part of release 3.0.4 (also known as the fourth patch to release 3.0), the variable "Cycle" was added to the variables available for data extracts. This addition allows agencies to determine which sessions were completed for particular intervention cycles. For example, if an agency delivered four full cycles of SISTA in one year, with the improved extract, agency staff will be able to link sessions and their appropriate cycle. Before this change was made, it was difficult to decipher the correct order and timing of sessions, particularly if multiple cycles (perhaps delivered by different workers) were taking place concurrently within an agency.

In addition, as part of release 3.0.1, the Local Client ID was unencrypted to allow the Local Client ID variable to display on data extracts.

Analyzing Data Extracts

To help you identify data, the data extract file displays column header names as data variable numbers. You can refer to the *Data Extract Request* screen within PEMS by selecting **View File Format** to identify the data variable information.

- Data displays uniquely by row
- Columns with 0 in it mean "no"
- Columns with 1 in it mean "yes"

There are five possible types of data that can display in columns:

Column Header	Description	Column Contents
Variable Number (e.g. A11)	Data Variable Numbers and Definitions	Data related to that variable (e.g., EIN # - 135970081)

Column Header	Description	Column Contents
System Generated Variable Numbers (e.g., A01a Sys_Gen)	Some of the variables are generated by PEMS and do not have an actual number in the Data variables. These are indicated with a Sys_Gen after the variable number.	Data related to the variable. A01a Sys_Gen is the PEMS client ID, so the column contents are the PEMS client ID
Value code (G201_VC)	Indicates the value code for the item the user selected when entering data in PEMS.	G201_VC
Descriptions for Value Codes (G201_DESC)	Immediately follows any columns with VS and provides the definition for the value code selected.	G201_DESC is the description for the G201_VS displaying in the previous column: Yes
G203_Permanent_Housing	The user can select multiple options on a screen for the same variable. Each will display in its own column with a unique name and a 0 or 1 in the column to indicate if the user selected the option	0 = No, or did not select 1 = Yes, or did select Blank = nothing entered

Data Sharing Sub Module

Data sharing allows contract agencies to create sharing permissions with the agencies that provide them with funding for prevention services. To create sharing permissions, each contract agency will first identify an agency that provides them with funding for HIV prevention services. Next, each contract agency will identify the program models to share with their funding agencies. Sharing permissions cannot be created with CDC; CDC cannot access shared data.

> For more information on *submitting* data to CDC, refer to the Data Submission section of this user manual.

Sharing permissions require an active contract between a contract agency and funding agency. Sharing permissions should be created and reviewed annually and as program models are added.

Once data sharing permissions are created, the funding agency can generate quality assurance reports, monitoring and evaluation reports and data extracts on the contract agency data shared with their agency.

> Funding agencies are those which provide direct funding to another agency for the delivery of prevention services. For example, a Health Department that provides funding to a CBO is a funding agency.

PEMS Core Roles Required

Only the Data Transfer Core Role has access to the **Data Sharing** Sub Module.

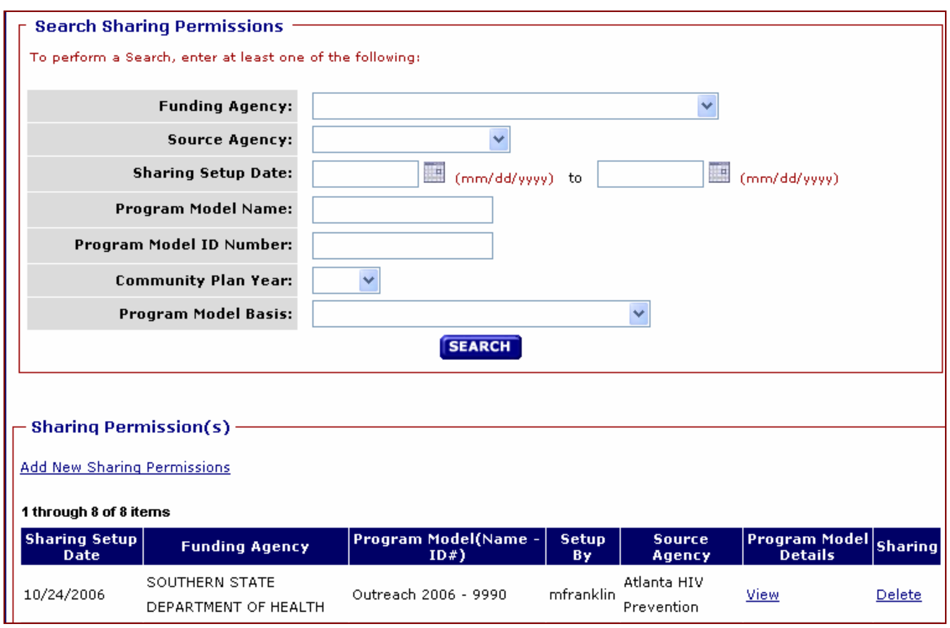
Search for Sharing Permissions

Agencies should first search for sharing permissions before creating new permissions.

Step > Action

1. Click **Data Transfer** on the module menu bar.
2. Click **Data Sharing** on the sub module menu.

The *Maintain Sharing Permissions* screen displays.



Search Sharing Permissions

To perform a Search, enter at least one of the following:

Funding Agency:
Source Agency:
Sharing Setup Date: (mm/dd/yyyy) to (mm/dd/yyyy)
Program Model Name:
Program Model ID Number:
Community Plan Year:
Program Model Basis:

SEARCH

Sharing Permission(s)

Add New Sharing Permissions

1 through 8 of 8 items

Sharing Setup Date	Funding Agency	Program Model(Name - ID#)	Setup By	Source Agency	Program Model Details	Sharing
10/24/2006	SOUTHERN STATE DEPARTMENT OF HEALTH	Outreach 2006 - 9990	mfranklin	Atlanta HIV Prevention	View	Delete

3. In the **Search Sharing Permissions** section, type the desired criteria in the search fields to locate the funding agency with which you want to share your agency program models. At least one field is required to search.
4. Click **SEARCH**.

The search results display in the **Sharing Permission(s) – Search Results** section. If the search does not result in locating the sharing permissions, click **Add New Sharing Permissions** to add a sharing permission.

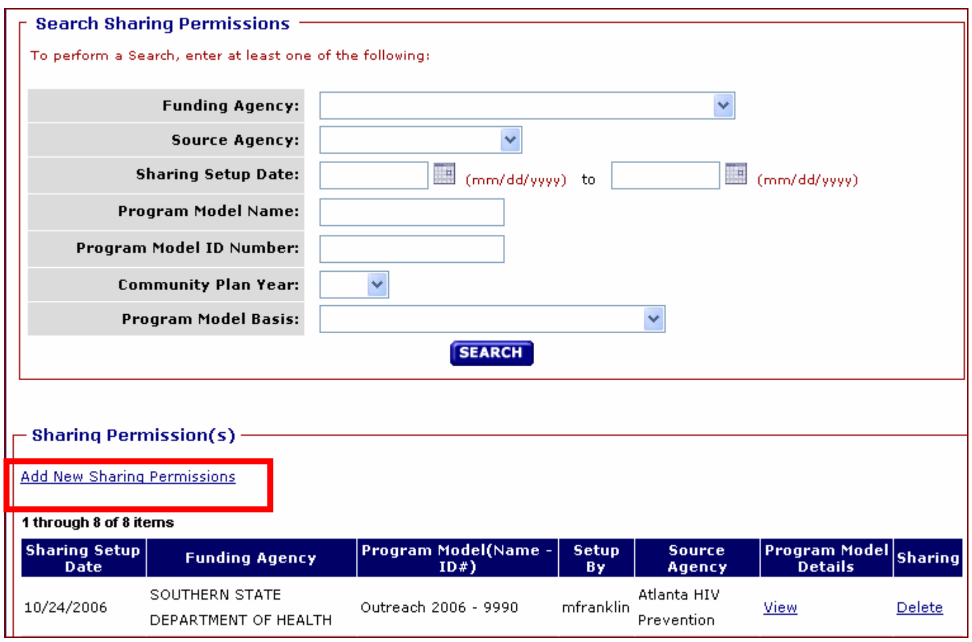
Add New Sharing Permissions

Sharing permissions are added by a contract agency. An active contract is required before sharing permissions can be created. Once the contract agency creates sharing permissions, they will display immediately in that agency's instance of PEMS. However, it may take up to 24 hours for the sharing permissions to process and display in the funding agency's instance of PEMS.

Step > Action

1. Click **Data Transfer** on the module menu bar.
2. Click **Data Sharing** on the sub module menu.

The *Maintain Sharing Permissions* screen displays.



3. In the **Sharing Permission(s)** section, click **Add New Sharing Permissions**.

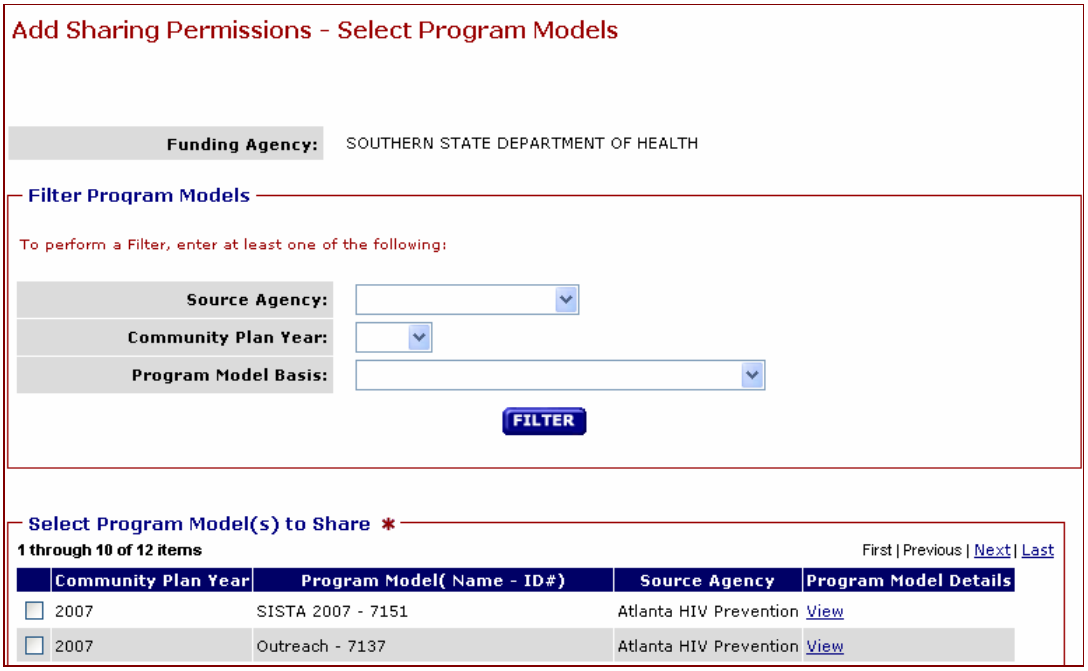
The *Add Sharing Permissions – Select Funding Agency* screen displays.

The **Funding Agency** drop-down list is populated by each agency that funds the user's agency. CDC is not included as a funding agency within Data Sharing. The drop-down list is only populated after the funding agency creates a contract and the contract is active.

4. Click the **Funding Agency** drop-down list, and then select the desired funding agency.

5. Click **CONTINUE**.

The *Add Sharing Permissions – Select Program Models* screen displays showing the available program model(s) in the **Select Program Model(s) to Share** section.



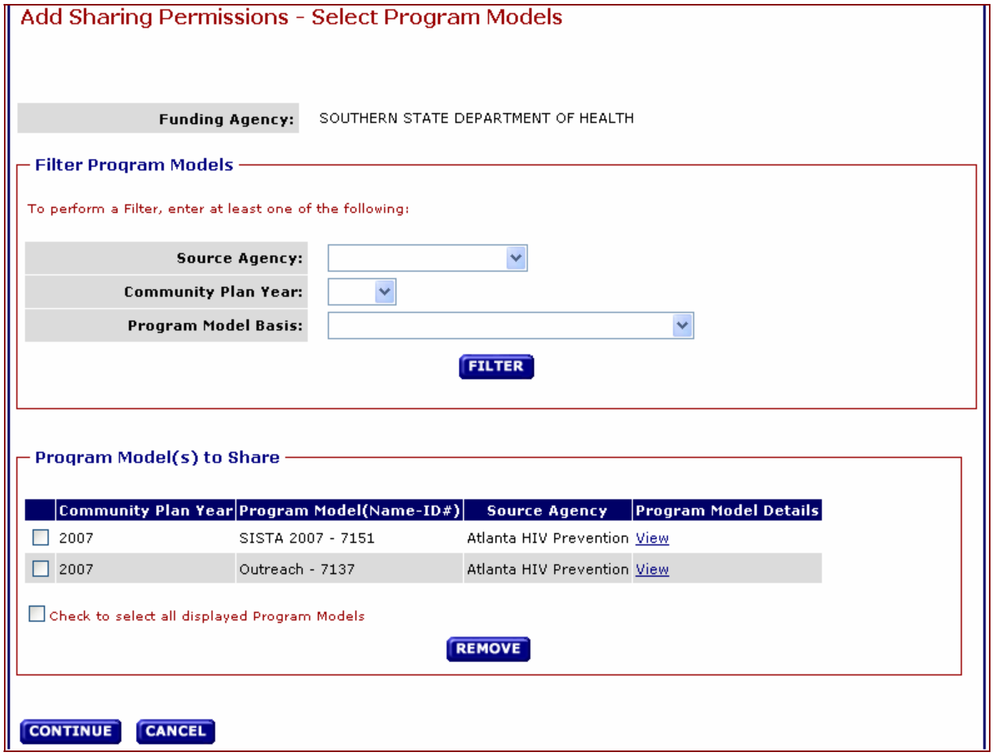
The program models displayed are either from the user's agency or from other agencies that have shared their program models with the user's agency.

6. Click the checkbox next to each program model to share with the funding agency.

Multiple program models can be selected. To select all the program models, click the **Check to select all displayed Program Models** checkbox. Click **View** under the **Program Model Details** column to display additional information about a particular program model.

7. Click **ADD TO LIST**.

The *Add Sharing Permissions – Select Program Models* screen refreshes and displays the **Program Model(s) to Share** section.



Add Sharing Permissions - Select Program Models

Funding Agency: SOUTHERN STATE DEPARTMENT OF HEALTH

Filter Program Models

To perform a Filter, enter at least one of the following:

Source Agency:

Community Plan Year:

Program Model Basis:

FILTER

Program Model(s) to Share

	Community Plan Year	Program Model(Name-ID#)	Source Agency	Program Model Details
☐	2007	SISTA 2007 - 7151	Atlanta HIV Prevention	View
☐	2007	Outreach - 7137	Atlanta HIV Prevention	View

☐ Check to select all displayed Program Models

REMOVE

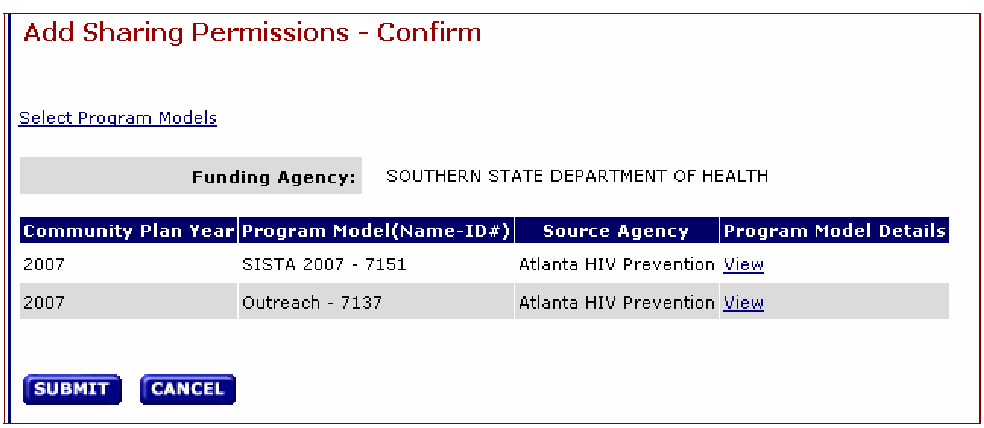
CONTINUE CANCEL

Click the checkbox next to a program model and click **REMOVE** to deselect a program model. (Clicking **CANCEL** will not save the update.)

8. Click **CONTINUE**.

The *Add Sharing Permissions – Confirm* screen displays.

9. Click **SUBMIT**.



Add Sharing Permissions - Confirm

Select Program Models

Funding Agency: SOUTHERN STATE DEPARTMENT OF HEALTH

Community Plan Year	Program Model(Name-ID#)	Source Agency	Program Model Details
2007	SISTA 2007 - 7151	Atlanta HIV Prevention	View
2007	Outreach - 7137	Atlanta HIV Prevention	View

SUBMIT CANCEL

Filter Program Models

If an agency has a long list of program models, they can be filtered to narrow results. Program models can be filtered by source agency, community plan year and program model basis.

> If your agency originated the program model, your agency is the source agency. If your contract agency originated the program model, the contract agency is the source agency.

Step > Action

1. Select the desired filter criteria.
2. Click **Filter**.

The screen refreshes and the filtered program models display under the **Select Program Models to Share** section.

View Sharing Permissions

Sharing permissions should be reviewed yearly and updated as needed.

Step > Action

1. Click **Data Transfer** on the module menu bar.
2. Click **Data Sharing** on the sub module menu.

The *Maintain Sharing Permissions* screen displays

3. Search for the sharing permissions, if applicable.
4. In the **Sharing Permission** section, click **View** under the **Program Model Details** column for the desired program model.

The *View Program Model Details* window displays.

5. Click **CLOSE WINDOW**.

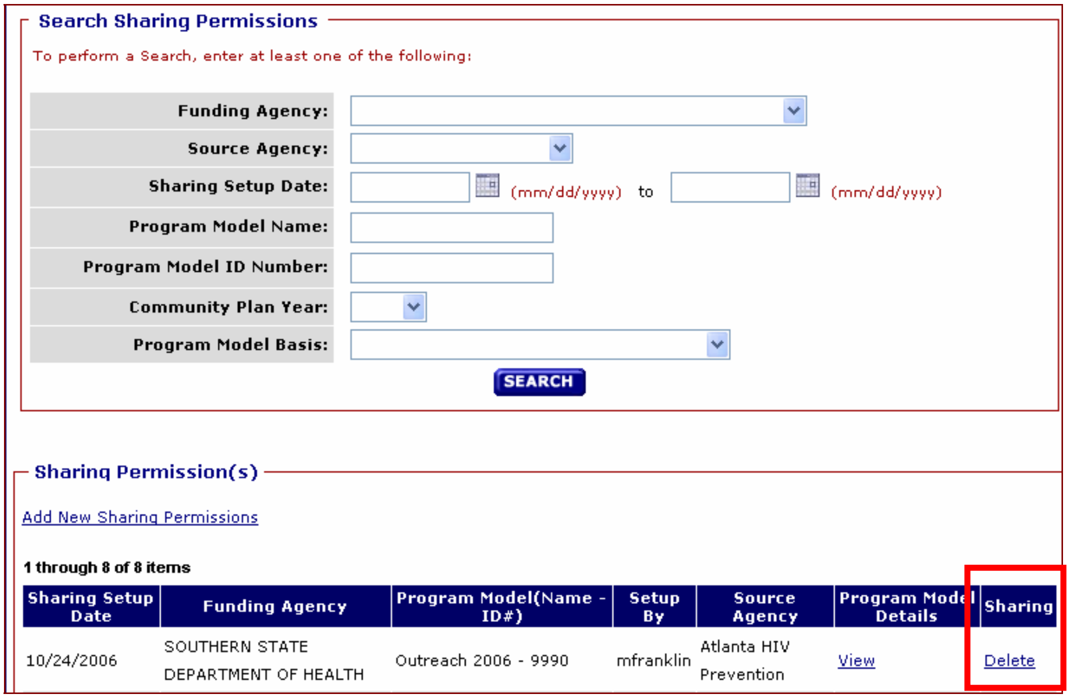
Remove Sharing Permissions

Data sharing permissions can only be removed by the contract agency. Once the sharing permissions are removed, it takes up to 24 hours for the sharing permissions to be removed from the funding agency's instance of PEMS.

> Sharing permissions cannot be removed if the funding agency has shared the program model with another agency. Sharing permissions must be removed hierarchically before the contract agency will be able to remove the sharing permissions.
>
> **Scenario for creating sharing permissions:**
>
> - Prevention Plus is an indirectly funded CBO.
> - H.E.R.O. funds Prevention Plus to deliver Outreach.
> - Prevention Plus shared the Outreach program model information with H.E.R.O.
> - Once Prevention Plus shares information, H.E.R.O. shares that information with the local health department who funds H.E.R.O.
>
> **Scenario for removing sharing permissions:**
>
> - Prevention Plus would like to remove sharing permissions with H.E.R.O.
> - Prevention Plus first needs to contact H.E.R.O to have them remove the sharing permissions with the local health department.
> - Once H.E.R.O. removes sharing permissions with the local health department, Prevention Plus can remove the sharing permissions from H.E.R.O.
>
> Sharing permissions cannot be deleted if the funding agency has shared the shared data with another agency. If the contract agency tries to delete the sharing permissions, they will receive an error message that the sharing permissions must be removed at the highest level before they are able to remove them at the contract level.

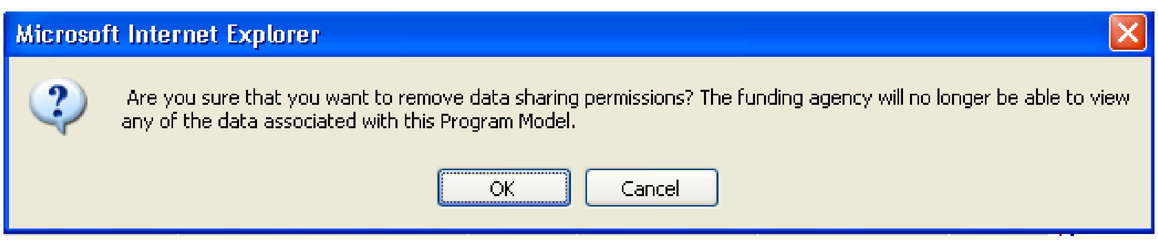
2. Click **Data Sharing** on the sub module menu.

The *Maintain Sharing Permissions* screen displays.



3. In the **Sharing Permission(s)** section, click **Delete** under the **Sharing** column for the agency from which you want to remove sharing permissions.

The delete confirmation pop-up window displays.



4. Click **OK**.

The *Maintain Sharing Permissions* screen refreshes and the funding agency is no longer listed. It will take up to 24 hours for the sharing permissions to be removed from the funding agency's instance of PEMS.

Once sharing permissions are deleted, the funding agency will no longer be able to generate reports or extracts on contract agency data.

Data Submission Sub Module

The Data Submission Sub Module allows each agency to specify the program model data that is to be reported to CDC. Submission parameters should be created annually and as program models are added. Submission parameters require an active contract be in place. The Data Submission Sub Module allows users to:

- Search for submission parameters
- Create submission parameters
- Remove submission parameters

PEMS Core Roles Required

Only the Data Transfer Core Role has access to the **Data Submission** Sub Module.

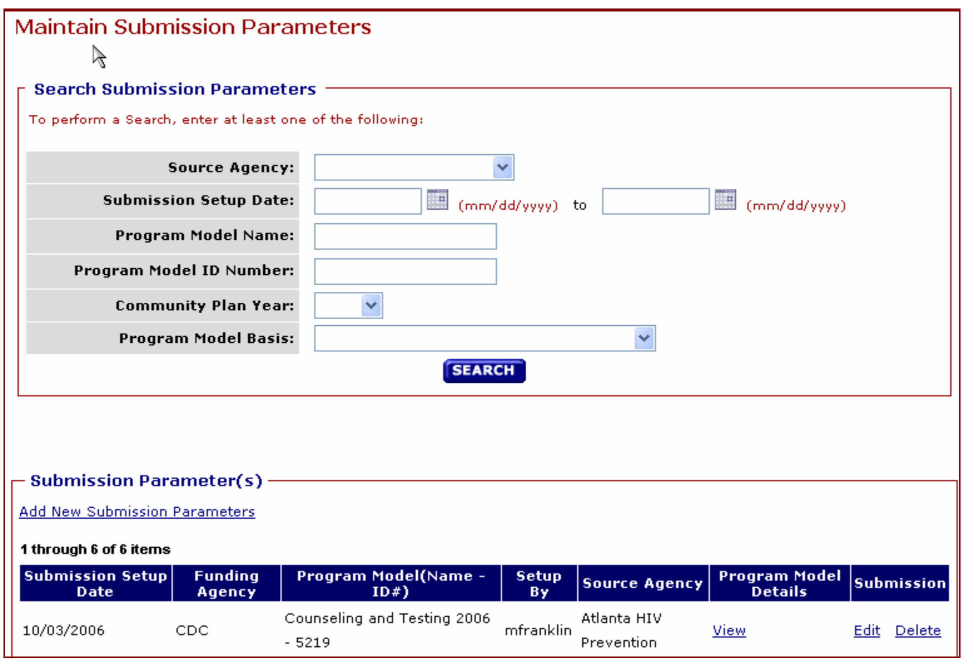
Search Submission Parameters

Agencies should search for existing submission parameters before creating new ones.

Step > Action

1. Click **Data Transfer** on the module menu bar.
2. Click **Data Submission** on the sub module menu bar.

The *Maintain Submission Parameters* screen displays.


Maintain Submission Parameters

Search Submission Parameters

To perform a Search, enter at least one of the following:

Source Agency:	
Submission Setup Date:	(mm/dd/yyyy) to (mm/dd/yyyy)
Program Model Name:	
Program Model ID Number:	
Community Plan Year:	
Program Model Basis:	

SEARCH

Submission Parameter(s)

Add New Submission Parameters

1 through 6 of 6 items

Submission Setup Date	Funding Agency	Program Model(Name - ID#)	Setup By	Source Agency	Program Model Details	Submission
10/03/2006	CDC	Counseling and Testing 2006 - 5219	mfranklin	Atlanta HIV Prevention	View	Edit Delete

3. In the **Search Submission Parameters** section, type the desired criteria in the search fields to locate the funding agency with which you want to share your agency program models.
4. Click **SEARCH**.

The search results display in the **Submission Parameter(s) – Search Results** section.

If the search does not result in the submission parameters, click **Add New Submission Parameters** to add a new submission parameter.

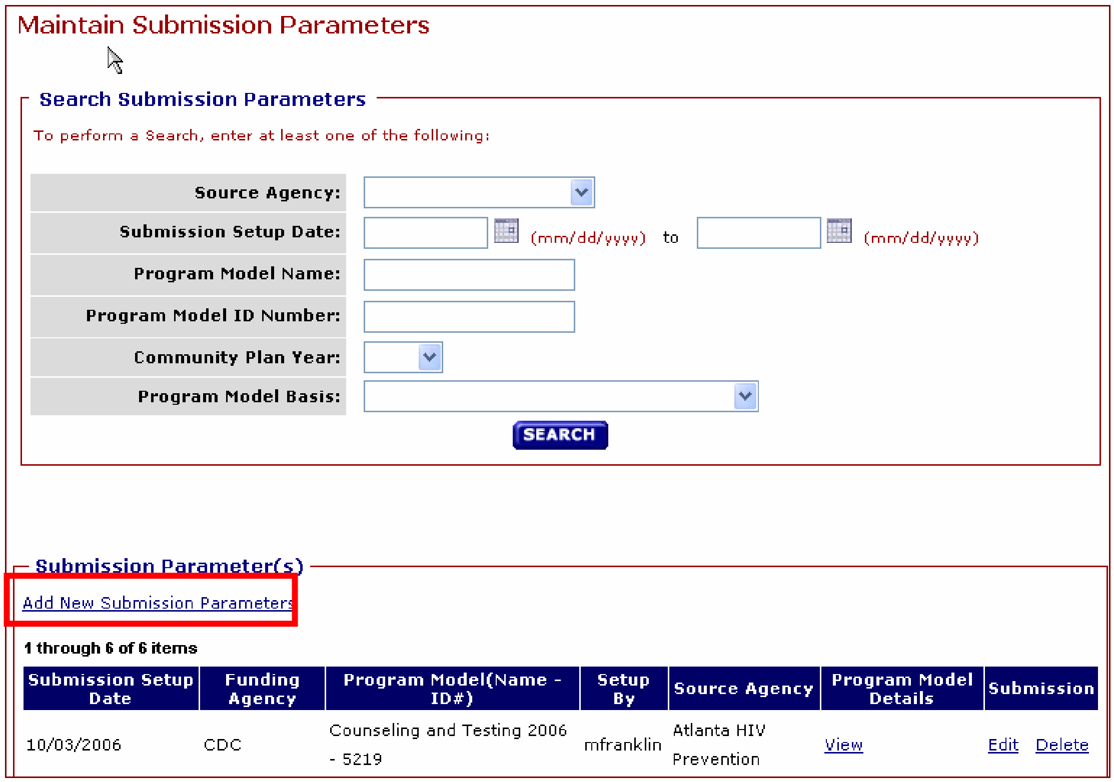
Add New Submission Parameters

Add Submission Parameters is the process to select the program model data to be reported to CDC. Submission parameters cannot be created with any agency other than CDC. Once submission parameters are created, data are automatically reported to CDC 30 days after the end of each month.

Step > Action

1. Click **Data Transfer** on the module menu bar.
2. Click **Data Submission** on the sub module menu bar.

The *Maintain Submission Parameters* screen displays.


Maintain Submission Parameters

Search Submission Parameters

To perform a Search, enter at least one of the following:

Source Agency:	
Submission Setup Date:	(mm/dd/yyyy) to (mm/dd/yyyy)
Program Model Name:	
Program Model ID Number:	
Community Plan Year:	
Program Model Basis:	

SEARCH

Submission Parameter(s)

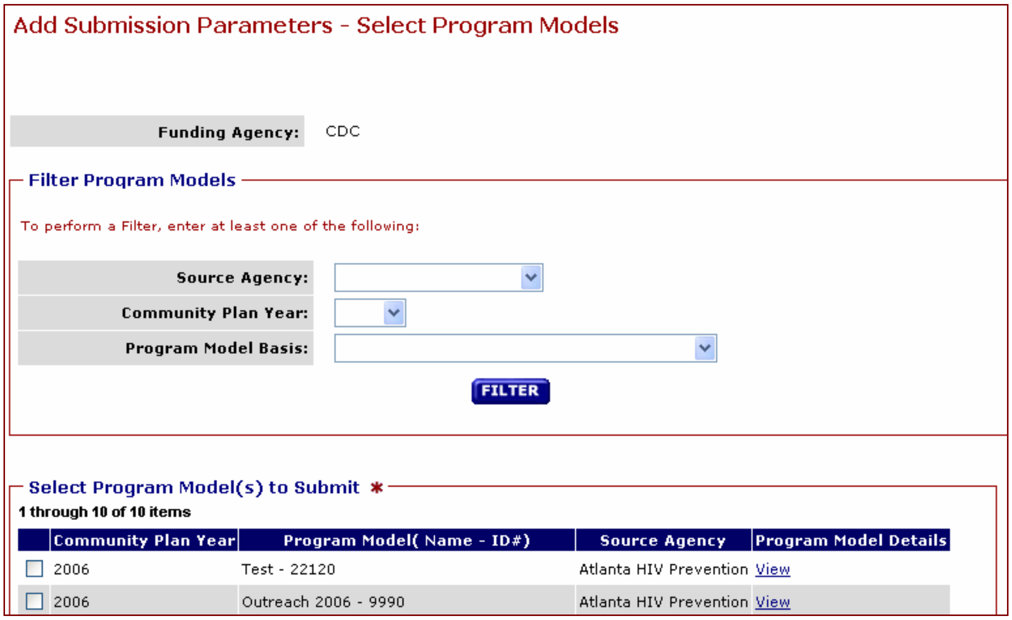
Add New Submission Parameters

1 through 6 of 6 items

Submission Setup Date	Funding Agency	Program Model(Name - ID#)	Setup By	Source Agency	Program Model Details	Submission
10/03/2006	CDC	Counseling and Testing 2006 - 5219	mfranklin	Atlanta HIV Prevention	View	Edit Delete

3. In the **Submission Parameter(s)** section, click **Add New Submission Parameters**.

The *Add Submission Parameters – Select Program Models* screen displays showing the available program models in the **Select Program Model(s) to Submit** section.

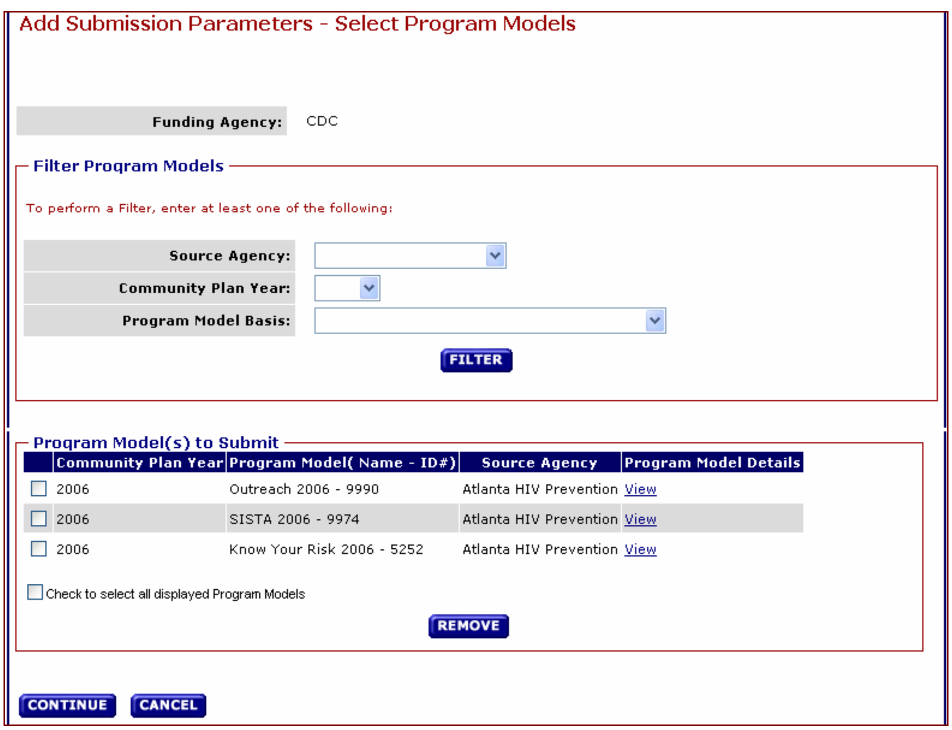


4. In the **Select Program Model(s) to Submit** section**,** click the checkbox of each program model to report to CDC.

> Multiple program models may be selected. To select all the program models click the **Check to select all displayed Program Models** checkbox. Click **View** under the **Program Model Details** column to display additional information about a particular program model.

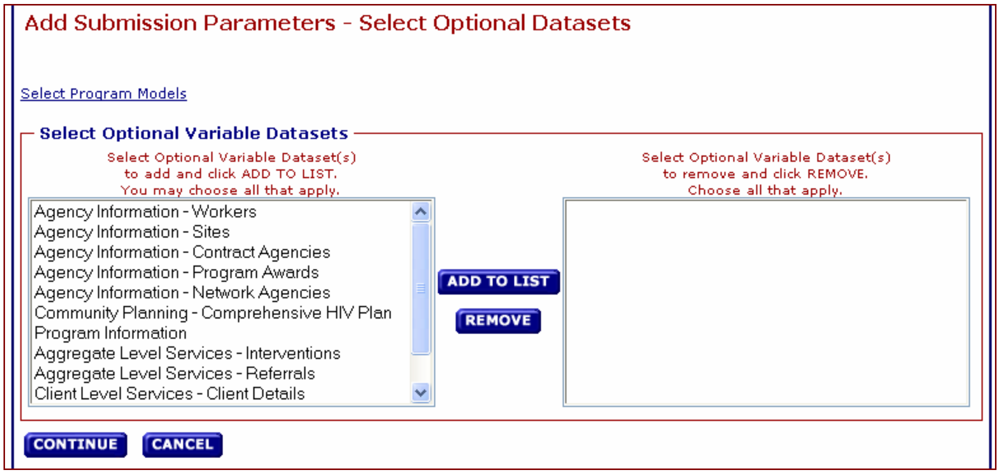
5. Click **ADD TO LIST**.

The *Add Submission Parameters – Select Program Models* screen refreshes and displays the **Program Model(s) to Submit** section.



6. Click **CONTINUE**.

The Add Submission Parameters – Select Optional Datasets screen displays. This screen allows an agency to select optional variable datasets to submit to CDC



Optional variables are those variables identified as "Reported to CDC – No" in the data variables. They are not required to be included in data reported to CDC.

7. Click the desired variable(s) from the **Select Optional Variables Datasets** list on the left.

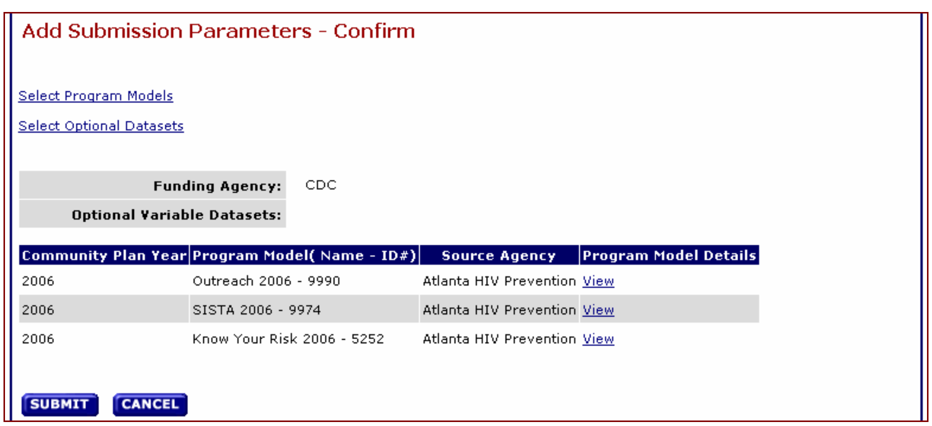
Tip: Hold down the Shift or Control key to select multiple variables.

8. Click **ADD TO LIST**.

The variables are added to the **Select Variables Datasets** list on the right.

9. Click **CONTINUE**.

The *Add Submission Parameters - Confirm* screen displays. To make revisions to the program models selected, click **Select Program Models**. To go back and make revisions to optional datasets, click **Select Optional Datasets**.



10. Review the submission parameters details, and then click **SUBMIT**.

The *Maintain Submission Parameters* screen displays showing the new submission parameter(s) listed under the **Submission Parameter(s)** section.

Filter Program Models

If an agency has a long list of program models, they can be filtered to narrow results. Program models can be filtered by source agency, community plan year and program model basis.

Step > Action

1. Select the desired filter criteria.
2. Click **Filter**.

The screen refreshes and the filtered program models display under the **Select Program Models to Submit** section.

View Submission Parameters

Submission parameters should be reviewed annually and modified throughout the year. Submission parameter details can be reviewed through the **View** link.

Step > Action

1. Click **Data Transfer** on the module menu bar.
2. Click **Data Submission** on the sub module menu.

The *Maintain Submission Parameters* screen displays

3. Search for the submission parameters, if applicable.
4. In the **Sharing Parameters** section, click **View** under the **Program Model Details** column for the desired program model.

The *View Program Model Details* pop-up window displays.

5. Click **CLOSE WINDOW**.

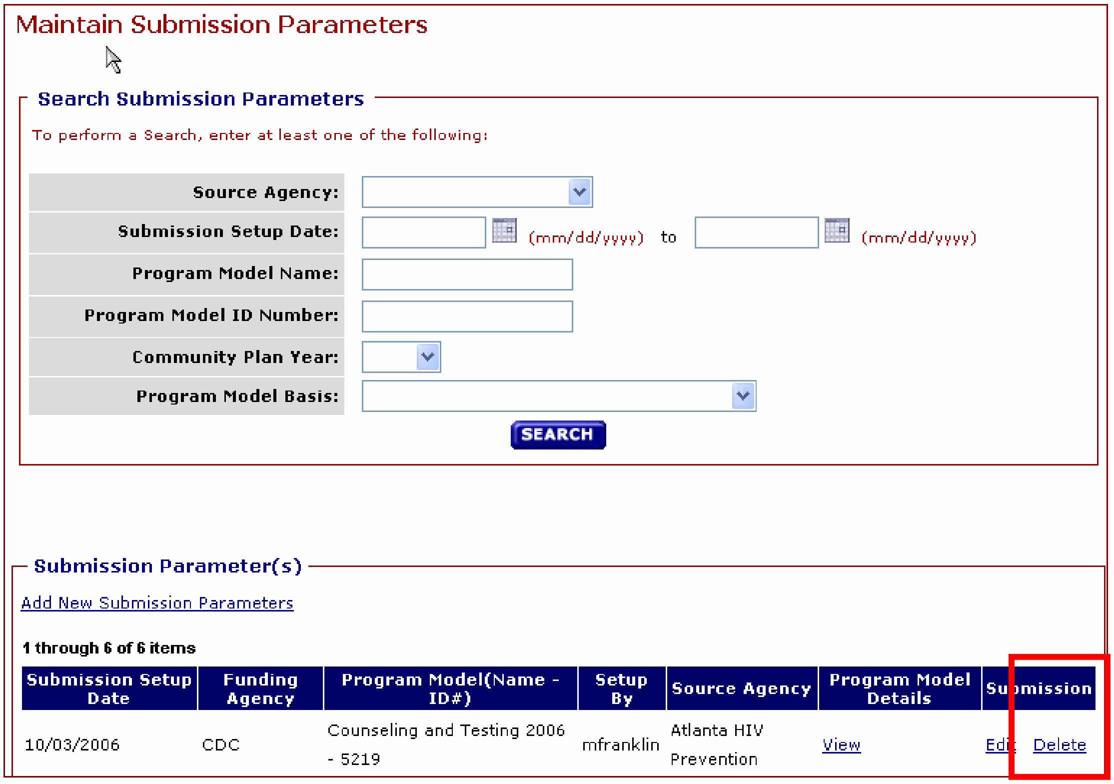
Remove Submission Parameters

Agencies can remove submission parameters to stop reporting data to CDC when funding ends. Once an agency removes submission parameters, it will automatically display as removed in the agency's instance of PEMS. However, it will take 24 hours to process and remove the parameters from CDC.

Step > Action

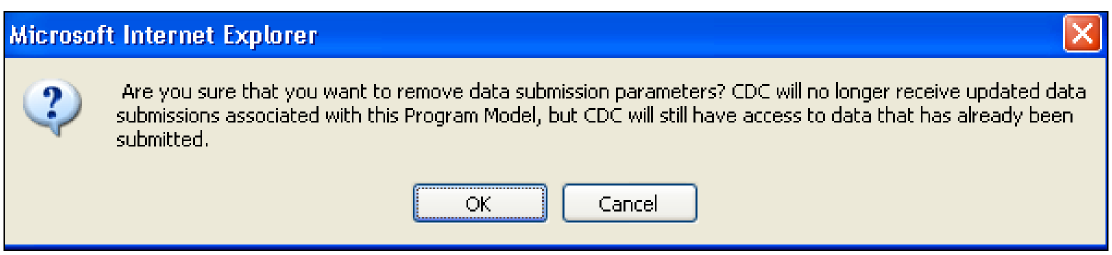
1. Click **Data Transfer** on the module menu bar.
2. Click **Data Submission** on the sub module menu bar.

The *Maintain Submission Parameters* screen displays.



3. In the **Submission Parameter(s) - Search Results** section, click **Delete** under the **Submission** column for the desired program model.

The *delete confirmation window* displays.



4. Click **OK**.

The *Maintain Submission Parameters* screen refreshes with a message that the submission parameters have been successfully removed.

If you search for the program model, it will no longer display under the **Submission Parameters – Search Results** section.

Scanning Import Sub Module

The Scanning Import Sub Module is only for those agencies that have implemented a CTR scanning solution. Data that are scanned and stored locally are imported into PEMS weekly as an XML file through PHIN-MS. XML stands for Extensible Markup Language and is a flexible specification for structuring data. Due to this flexibility, XML is the industry standard for data exchange between applications. Once data are imported, they display in PEMS as if they were entered through the PEMS interface. Users can search for and view the status of scanned forms as a result of the import process. Scanned data can be modified as needed.

Search Scanned Data Imports

In the **Scanned Data Imports** section, users can click the desired status to view additional information. The status definitions are as follows:

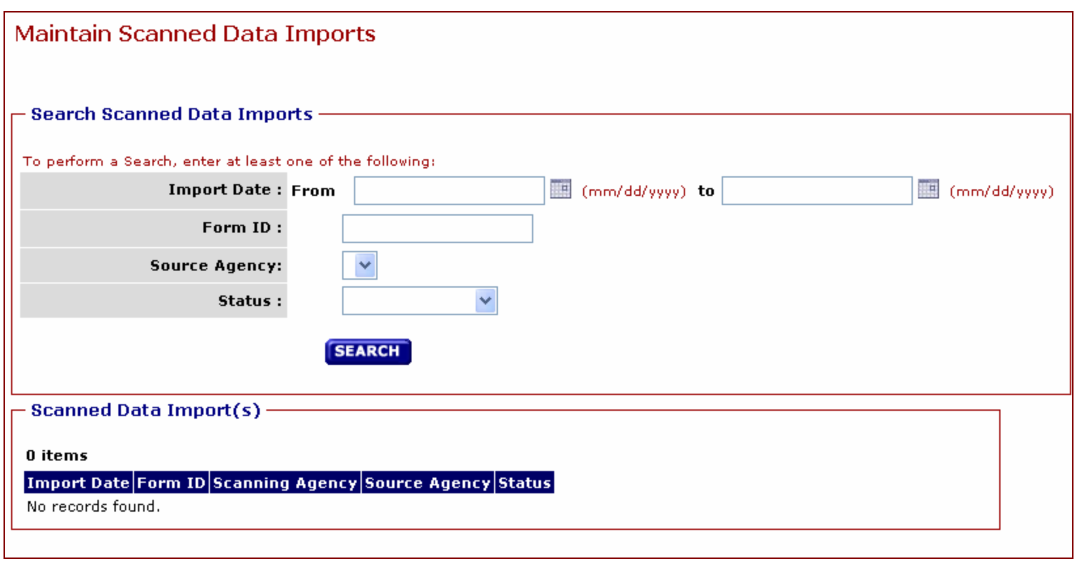
- **Pending** - indicates the form has been submitted and the server has not started processing the request.
- **In Progress** - indicates the form has already begun processing.
- **Failed** - indicates that the form has failed during the offline batch processing.
- **Completed** - indicates the form has successfully been scanned and imported into PEMS. The information from the scan import can now be found under the **Scanning Import** Sub Module. Users can search by **Form ID** under Client Level Services, locate the imported record, and modify if needed.

> If the form returns a **Failed** status, the user should review the **Error Message of Failure Import** on the **Status of Failed Scanned Data Imports** pop up window to determine the reason why the import failed. The user may need to work with the admin that maintains the local database (who can access the error folder and review the error message details and user error log) to diagnose the problem.

Step > Action

1. Click **Data Transfer** on the module menu bar.
2. Click **Data Submission** on the sub module menu bar.

The *Maintain Scanned Data Imports* screen displays with the 10 most recently scanned data imports displaying in the **Scanned Data Import(s)** section.



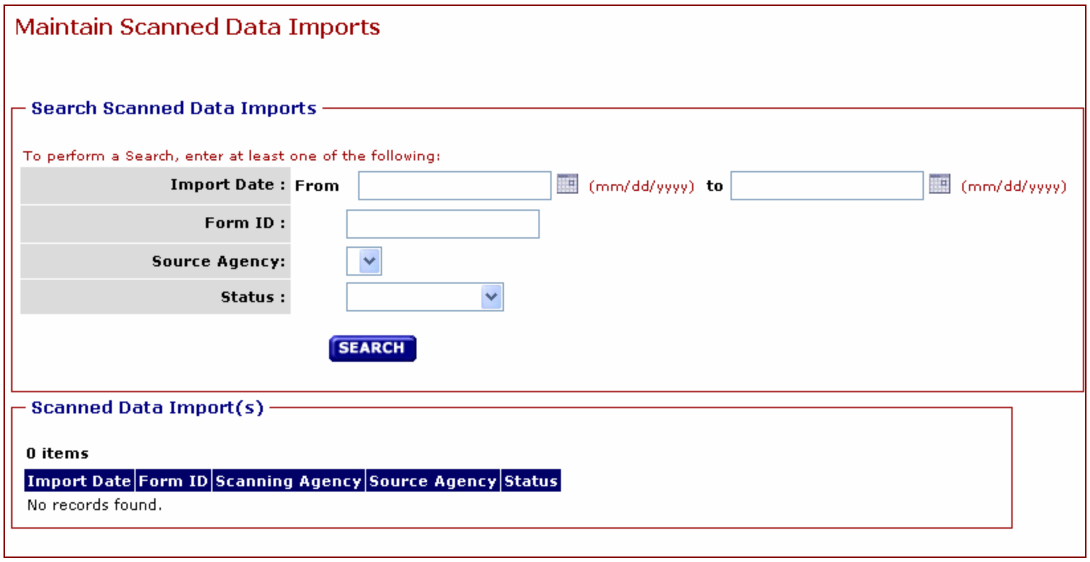
3. In the **Search Scanned Data Imports** section, search by **Import Date**, **Form ID**, **Source Agency** or **Status**.
4. The search results will display in the **Scanned Data Import(s)** section.

View/Edit Scanned Data Import Information

Step > Action

1. Click **Data Transfer** on the module menu bar.
2. Click **Scanning Import** on the sub module menu bar.

The *Maintain Scanned Data Imports* screen displays.



3. If applicable, search for the desired scanned data import. The search results display under the **Scanned Data Import(s**) section.
4. Take note of the **Form ID** for the form you would like to view. In step #6 below, you will use this ID to locate the client record in PEMS.
5. Click **Client Level Services** on the module menu bar.

The *Select Client* screen displays.

6. Click **Show Advanced Search Options**. The screen expands to display additional search fields.
7. In the **Form ID** field, type the ***Form ID***.
8. Click **SEARCH**.

The *Select Client* screen refreshes to display the search results under the **Client(s) – Search Results** section.

9. Click the radio button next to the desired client.
10. Click **CHOOSE CLIENT**.

The *Maintain Intervention Sessions* screen displays with the scanned data that can now be viewed and edited through PEMS.

Reports Module

Reports allow agencies to view selected groupings of aggregated PEMS data. There are three types of reports in PEMS: **Program Management**, **Quality Assurance** and **Monitoring and Evaluation**.

- **Program Management** reports provide a summary of information about the agency, programs and contract agencies. These reports can be generated at any time with current data.
- **Quality Assurance** reports provide a summary of data completeness and can be used to determine where additional sessions need to be completed or where additional variables need to be completed before reporting data to CDC. QA reports can be generated both on your agency's data and contract agency's data if appropriate sharing permissions have been created. These reports can be generated at any time, but the data may be up to one week old.

There are two types of data completeness that the Quality Assurance reports address. The **Report of Sessions with Incomplete Data** displays information about any session data that the user needs to enter in order to make the session "complete" in PEMS. For example, a session may have referral specified as an activity, but if no referral details are saved for the session, the session will be incomplete. The **Report of Incomplete Variables Reported to CDC** provides information on any missing variable that is identified as "Reported to CDC-Yes." Agencies will need to review this report and determine locally what variables they may revisit as a result of analyzing this report.

- **Monitoring and Evaluation** reports can be generated on your agency's data and most can be generated on contract agency's data if appropriate sharing permissions have been created. All reports can be generated at any time, but the data may be up to one week old. These reports can help directly answer many questions that will help agencies monitor and evaluate their programs. For example:
  - What types of contract agencies does my agency fund to deliver services?
  - What program models are being delivered and to what target population(s)?
  - What are the demographics and risk factors for the clients served through the interventions?
  - How many referrals has my agency generated?
  - To what extent are workers following up on referrals?
  - Which HIV PCRS cases are open/closed?
  - How is the workload/cases distributed among workers?
  - What is the breakdown of HIV Test results?
  - How consistently is my agency providing HIV Test results to its clients and what is the average time frame?
  - Which target populations did my agency intend to serve?
  - Did my agency serve its intended populations?
  - How successful is my agency in retaining clients across sessions (of an intervention cycle)?
  - What are the trends in client characteristics and risk categories for those receiving CTR interventions?

PEMS Core Roles Required

PEMS is a role-based system in which modules and sub modules require specific core roles to be assigned to a given user that allows access to that functionality. All reports have at least one core role that allows a user to generate specific reports. Access corresponds to the sub module in which each report resides. The table on the following page lists the report(s) to which each PEMS Core Role has access:

Report Sub Module	Report	Core Role														
		Agency Budget	Agency Information	Aggregate HCPI	Aggregate HERR/OR	Aggregate Service	CTR	Client Services	Client HERR	Community Planning	CRCS	Data Transfer	PCRS	Program Budget Information	Program Information	QA
Agency and Program Plan	Report on Agencies Funded to Deliver Services	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	
	Intervention Details and Client Characteristics (Planned vs. Delivered)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	
PCRS Case	HIV PCRS Activity Report							✓					✓			
Referral and Recruitment	Referrals Made Report			✓	✓	✓	✓	✓	✓		✓		✓			
Quality Assurance	Report of Incomplete Variables Reported to CDC															✓
	Report of Sessions with Incomplete Data															✓
CTR	Test-Level HIV Testing Report						✓	✓								
	Client-Level Confidential HIV Testing Report						✓	✓								
Aggregate Level Services	Summary Report on Aggregate Service Delivery			✓	✓	✓										
Other Client Level Services	Overview of Client Characteristics by Agency(s)						✓	✓	✓		✓		✓			
	Overview of Client Risk Behaviors by Agency(s)						✓	✓	✓		✓		✓			
Workers	HIV PCRS Cases by Worker and Case Status	A user-defined role must be created to grant access to worker reports.														
	Reports on Workers Delivering Aggregate Level Services															
	Report on Workers Delivering Client Level Services															

User-Defined Roles Required

There are no pre-existing core roles in PEMS that allow access to **Worker** Reports; therefore, reports in the Workers Sub Module require a user-defined role to be created. This is done to allow each agency to be thoughtful about who will be given access to worker data. These worker reports are not eligible to be generated for a contract agency because they contain worker specific information. The Workers Sub Module will not display until a user-defined role is created, is added to a user's role and permissions and that user logs into PEMS.

Click here to learn more about how to create a user-defined role in PEMS

Accessing and Generating Reports

All reports are accessed through the **Reports** Module in PEMS. Reports are then further categorized by sub module. Reports Sub Modules include:

- Agency and Program Plan
- PCRS Case
- Referral and Recruitment
- Quality Assurance
- CTR
- Aggregate Services
- Other Client Level Services
- Workers

Once you select the appropriate sub module and report, the *Report Criteria* screen displays.

- This screen allows the user to select criteria to include in the report.
- There are two types of selection criteria: mandatory and optional.

For every grantee report, the user must select a **Date Range** on which to generate the report. Most other reports require the user to select the names of the agencies on which to generate the report.

In addition to mandatory criteria, many reports contain optional criteria, which may be used to narrow the results of the report so that the report is easier to read and meets the needs of the user generating the report. Optional criteria vary by report. Some examples of optional criteria include:

- Site
- Zip Code
- Program Model Basis
- Program Model Name
- Intervention Name
- Target Population Name(s)
- Demographics and Risk Categories
- HIV Test Technology
- Worker Types

In order to make the reports modules easier to navigate, verify that each of your **Programs, Program Models and Interventions** have unique names. By having distinct names, they will be more easily identifiable. You may want to consider adding a year to the intervention name if you intend to generate reports over the span of multiple program years.

Once you have selected the mandatory and optional criteria, you may click **GENERATE REPORT**.

- Users that generate a large request (a date range spanning longer than a year or requesting data on all contract agencies) may find it will take a few minutes to generate the report.

- The report displays in a pop-up window.

Update Regarding Limits on Pop-Up Windows for Reports

In PEMS version 3.0, the various reports could be generated and compared in multiple pop up windows. This is still possible in the latest version of PEMS (3.0.4, March 2007), however, a limit has been placed on the number of pop up windows that can be open at one time. With the release of the fourth patch to 3.0, users are only able to generate one pop up window per unique report. Essentially, this means that only one version of each individual report can be open at one time. This change affects all reports.

Navigating and Analyzing Report Data

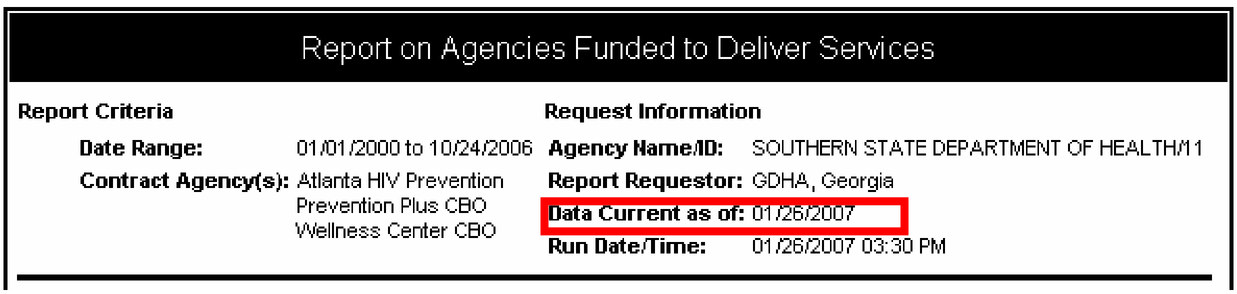
Although reports can be generated at any time, the data may be up to a week old. The datasets for both the Quality Assurance and Monitoring and Evaluation reports are updated in the system weekly. Data in the Program Management reports are in real-time and do not require a weekly refresh.

The header of each report contains a summary of the following information:

- **Report Criteria** – criteria includes a summary of the data the user selected to generate the report. Criteria include the date ranges requested for data and the agency data to be included in the report.

- **Request Information** – request information includes a summary of who made the request to generate the report and when the request was made. The request information includes the Agency Name, the name of the user that requested the report, the date the data were last updated, and the date and time the report was generated.

> You will need to verify the **Data Current as of** field on the report to determine when the data were last updated. This field is located in the header all Quality Assurance and Monitoring and Evaluation Reports. See below:


Report on Agencies Funded to Deliver Services

Report Criteria		Request Information	
Date Range:	01/01/2000 to 10/24/2006	Agency Name/ID:	SOUTHERN STATE DEPARTMENT OF HEALTH/11
Contract Agency(s):	Atlanta HIV Prevention Prevention Plus CBO Wellness Center CBO	Report Requestor:	GDHA, Georgia
		Data Current as of:	01/26/2007
		Run Date/Time:	01/26/2007 03:30 PM

Drill Down Functionality

Select reports provide a function that allows users to look into more detail of the summary data provided in the high-level report. This is called drill down functionality and these reports are called drill down reports.

For example, a high-level report will provide data on the total number of clients who attended a given session of a client level intervention. The drill down would provide a list of clients (IDs as well as related demographic and risk profile data) who attended the session.

> The following reports provide drill down functionality:
>
> - Report of Incomplete Variables Reported to CDC
> - Client-Level Confidential HIV Testing Report
> - Overview of Client Characteristics by Agency(s)
> - Overview of Client Risk Behaviors

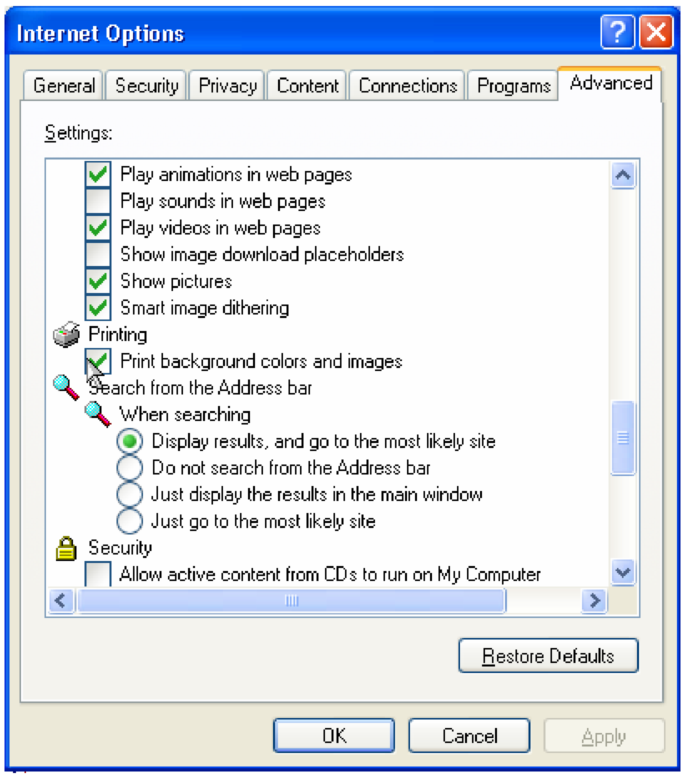
Reports Printing Guidelines

Many reports contain background shading to better help you analyze and interpret the report.

Step > Action

To print background shades on reports:

1. Open **Internet Explorer**.
2. Click **Internet Options**.
3. Click the **Advanced** Tab.
4. Scroll down to the **Printing** section.



5. Click the **Print background colors and images** checkbox.
6. Click **OK**.

Paper Size and Settings for Printing Reports

Below is a reference table listing Paper Size, Paper Orientation and Margin Settings that are recommended when printing each report:

Name of Report	Paper size required	Portrait or Landscape	Left Margin	Right Margin
Contract Agency Details	8.5 x 11	Portrait	.9	.9
Program Plan and Budget Information	8.5 x 11	Portrait	.9	.9
Report on Agencies Funded to Deliver Services	8.5 x 11	Portrait	.9	.9
Intervention Details and Client Characteristics (Planned vs. Delivered) Report	8.5 x 11	Portrait	.9	.9
HIV PCRS Activity Report	8.5 x 11	Portrait	.8	.75
Client Information Report	8.5 x 11	Portrait	.9	.9
Partner Information Report	8.5 x 11	Portrait	.9	.9
Case Status Report	8.5 x 11	Portrait	.9	.9
Referral Labels Report (use label paper)	8.5 x 11	Portrait	.5	.5
Referrals Made Report	8.5 x 14	Landscape	1.5	1.5
Test-Level HIV Testing Report	8.5 x 11	Portrait	.25	.25
Client-Level Confidential HIV Testing Report	8.5 x 11	Portrait	.3	.25
Client-Level Confidential HIV Testing Report (Drill Down)	8.5 x 11	Portrait	.9	.9
Summary Report on Aggregate Service Delivery	8.5 x 11	Landscape	1.2	1.1
Overview of Client Characteristics by Agency(s)	8.5 x 11	Portrait	.7	.7
Overview of Client Characteristics by Agency(s) (Drill Down)	8.5 x 11	Portrait	.9	.9
Overview of Client Risk Behaviors by Agency(s)	8.5 x 11	Landscape	.3	.3
Overview of Client Risk Behaviors by Agency(s) (Drill Down)	8.5 x 11	Portrait	.7	.6
HIV PCRS Cases by Worker and Case Status	8.5 x 11	Portrait	.9	.9
Report on Workers Delivering Aggregate Level Interventions	8.5 x 11	Portrait	.9	.9
Report on Workers Delivering Client Level Interventions	8.5 x 11	Portrait	.9	.9
Report of Incomplete Variables Reported to CDC	8.5 x 11	Portrait	.5	.5
Report of Sessions with Incomplete data	8.5 x 11	Portrait	.5	.5

Agency and Program Plan Reports Sub Module

Reports in the Agency and Program Plan Sub Module focus on information about the agency, programs the agency plans and delivers, and contract agency information. The following reports can be generated from the Agency and Program Plan Sub Module:

- **Contract Agency Details** – Program Management Report
- **Program Plan and Budget Information** – Program Management Report
- **Report on Agencies Funded to Deliver Services** – Monitoring and Evaluation Report
- **Intervention Details and Client Characteristics (Planned vs. Delivered) Report** – Monitoring and Evaluation Report

PEMS Core Roles Required

The following core roles have access to these reports:

- Program Information Role
- Program Budget Role
- Agency Information Role
- Agency Budget Role
- Community Planning Role
- Client Service Role
- Aggregate Service Role
- PCRS Role
- CTR Role
- CRCS Role
- Aggregate HC/PI Role
- Aggregate HERR/OR Role
- Client HERR Role

Contract Agency Details Report

The **Contract Agency Details Report** will help your agency answer:

- What agencies does my agency fund to deliver services?
- What are the contract details for the agencies my agency funds to deliver services?

This program management report can be used to view **Contract Agency Details** for contract agencies you fund to deliver services.

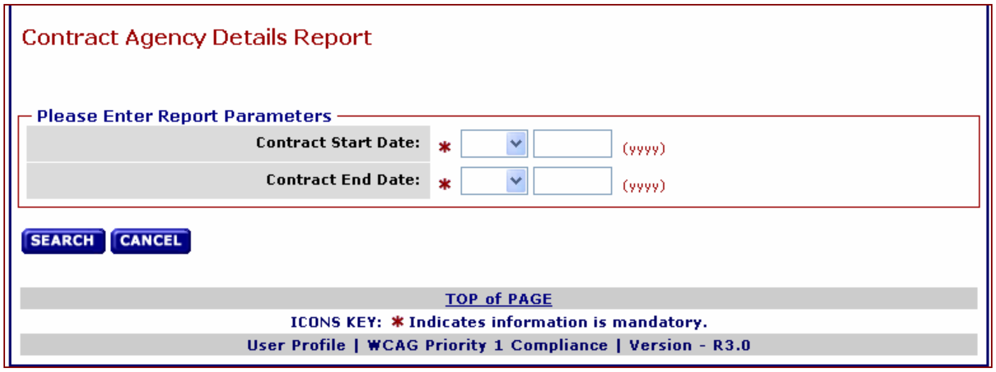
Step > Action

1. Click **Reports** on the module menu bar.

The *Report Selection – Agency and Program Plan* screen displays.

2. Under the **Program Management Reports** section, click **Contract Agency Details**.

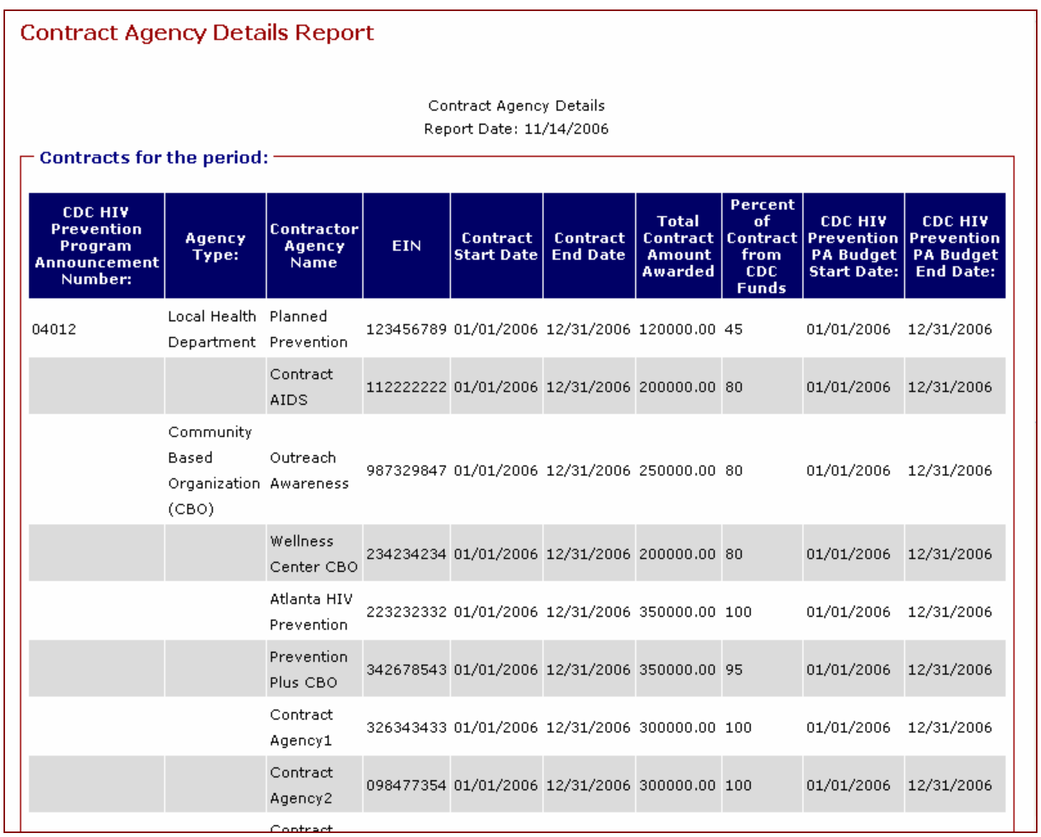
The *Contract Agency Details Report* screen displays.



3. In the **Contract Start Date** field, select the month type the year (*YYYY*) the contract began between your agency and your contract agency.
4. In the **Contract End Date** field, select the month and type the year (*YYYY*) the contract ended between your agency and your contract agency. **Tip**: Type the current date if the contract is ongoing.
5. Click **SEARCH**.

The *Contract Agency Details Report* displays in a pop-up window.

Each of your contract agencies that had an active contract between the start and end date you entered will display in the report. The report is organized by CDC HIV Prevention Program Announcement Number and reads from left to right.



Contract Agency Details Report

Contract Agency Details
Report Date: 11/14/2006

Contracts for the period:

CDC HIV Prevention Program Announcement Number:	Agency Type:	Contractor Agency Name	EIN	Contract Start Date	Contract End Date	Total Contract Amount Awarded	Percent of Contract from CDC Funds	CDC HIV Prevention PA Budget Start Date:	CDC HIV Prevention PA Budget End Date:
04012	Local Health Department	Planned Prevention	123456789	01/01/2006	12/31/2006	120000.00	45	01/01/2006	12/31/2006
		Contract AIDS	112222222	01/01/2006	12/31/2006	200000.00	80	01/01/2006	12/31/2006
	Community Based Organization (CBO)	Outreach Awareness	987329847	01/01/2006	12/31/2006	250000.00	80	01/01/2006	12/31/2006
		Wellness Center CBO	234234234	01/01/2006	12/31/2006	200000.00	80	01/01/2006	12/31/2006
		Atlanta HIV Prevention	223232332	01/01/2006	12/31/2006	350000.00	100	01/01/2006	12/31/2006
		Prevention Plus CBO	342678543	01/01/2006	12/31/2006	350000.00	95	01/01/2006	12/31/2006
		Contract Agency1	326343433	01/01/2006	12/31/2006	300000.00	100	01/01/2006	12/31/2006
		Contract Agency2	098477354	01/01/2006	12/31/2006	300000.00	100	01/01/2006	12/31/2006
		Contract							

Program Plan and Budget Information Report

The **Program Plan and Budget Information Report** will help your agency answer:

- What is the community plan jurisdiction information for my agency?
- What are the budget and prevention award information for my agency?

This program management report provides summarized data on **Agency Details** and **Budget Details** for your agency.

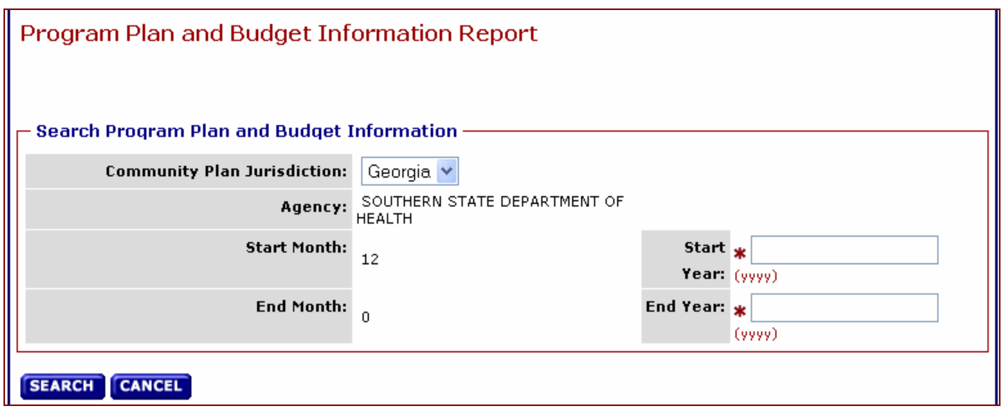
Step > Action

1. Click **Reports** on the module menu bar.
2. Click **Agency and Program Plan** on the sub module menu bar.

The *Report Selection – Agency and Program Plan* screen displays.

3. Under the **Program Management Reports** section, click **Program Plan and Budget Information**.

The *Program Plan and Budget Information Report* screen displays.



4. Click the **Community Plan Jurisdiction** drop-down list and select your community plan jurisdiction.
5. In the **Start Year** field, type the year (*YYYY*) the program plan began.
6. In the **End Year** field type, the year (*YYYY*) the program plan ended. If the program plan is ongoing, type the current year.
7. Click **SEARCH**.

The *Program Plan and Budget Information Report* displays in a pop-up window.

Program Plan and Budget Information Report

Community Plan Jurisdiction: Georgia

Agency:	SOUTHERN STATE DEPARTMENT OF HEALTH
EIN :	581130678
Street Adddress 1:	876 Peachtree St
Street Adddress 2:	
City, State, Zip:	Atlanta, Georgia, 30303

Budget Information

Fiscal Year Start Date:	12/2005
Fiscal Year End Date:	0/2006

CDC HIV Prevention Program Award

CDC HIV Prevention PA Number:	04012
CDC HIV Prevention PA Budget Start Date:	01/01/2004
CDC HIV Prevention PA Budget End Date:	12/31/2005
CDC HIV Prevention PA Award Number:	423504

CDC HIV Prevention Award Allocation

Total CDC HIV Prevention Award Amount ($):	7934098.00

CLOSE WINDOW

Report on Agencies Funded to Deliver Services

This monitoring and evaluation report can be used to view **Agency Details, Budget Details** and **Program Details** for your agency and any contract agencies you fund to deliver services.

This report can primarily be used for monitoring purposes as it includes agency type, geographic location, budget and contract details, program model details, and target populations. Your agency might generate this report to answer questions such as.

- What contract agency(s) does my agency fund?
- What program models are being delivered and to what target populations?
- Does my agency's data contain any out of range or unexpected values for my contract agencies?

The **Report on Agencies Funded to Deliver Services** can only be generated if your agency funds contract agencies. PEMS will not allow you to generate this report using only your agency's data. To generate this report, there must be an active contract and sharing permissions created between your agency and the contract agency(s).

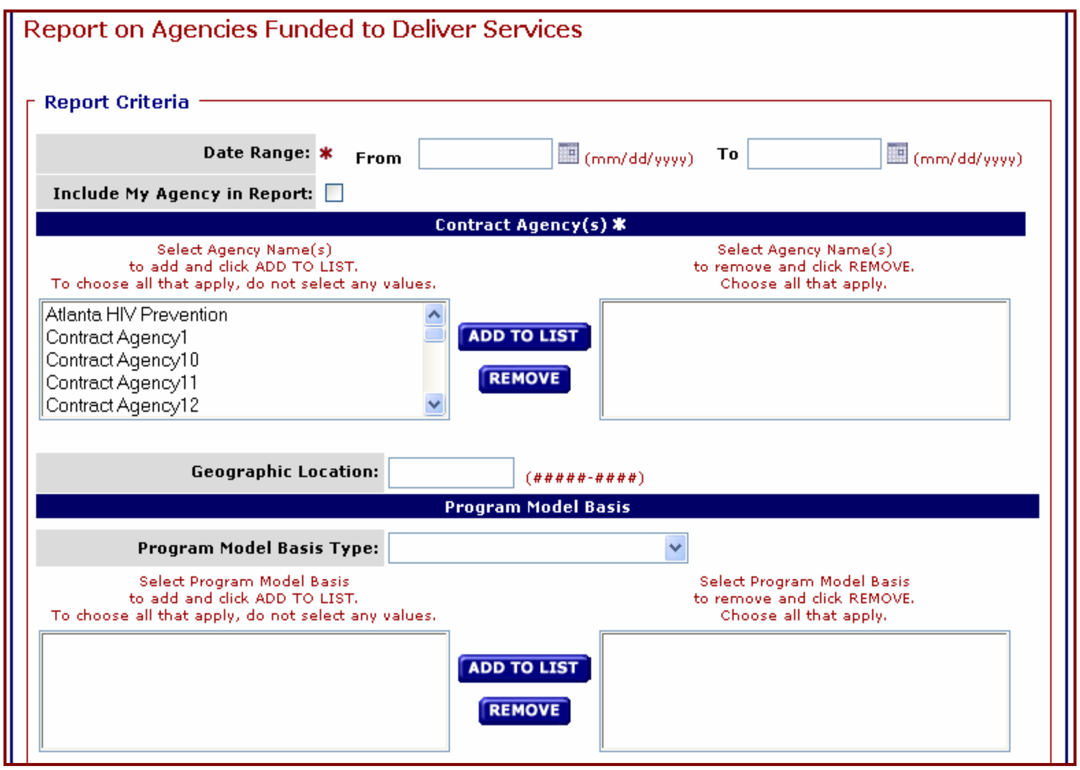
Step > Action

1. Click **Reports** on the module menu bar.

The *Report Selection – Agency and Program Plan* screen displays.

2. Under **Monitoring and Evaluation Reports**, click **Report on Agencies Funded to Deliver Services**.

The *Report on Agencies Funded to Deliver Services – Report Criteria* screen displays.



3. In the **Date Range From** field, type the date (*MM/DD/YYYY*).
4. In the **Date Range To** field, type the date (*MM/DD/YYYY*).
5. Click the **Include My Agency in Report** checkbox to include your agency's data in the report generation.
6. Under **Contract Agency(s)**, select the name of the agency(s) to include in the report.
7. Click **ADD TO LIST**.

The *Report on Agencies Funded to Deliver Services – Report Criteria* screen refreshes.

8. If you want to narrow the results of your report, enter the appropriate information for **Geographic Location**, **Priority/Additional Target Populations**, **Program Model Basis Type**, and **Program Model Basis**.
9. Click **GENERATE REPORT**.

The *Report on Agencies Funded to Deliver Services* displays in a pop-up window.

The following pages contain data variables included in the report and illustrate how the report can be used to answer questions. This report reads from the top to the bottom of the page. Data are organized in this report by agency. If you generate the report and include your own agency's data, your own agency's data displays first. Data for the total number of contract agencies displays after your agency's data.

The data in this report differs for your agency and your contract agencies. The contract agency section includes the activities that your agency is funding (e.g., evaluation, provision of HIV prevention services), agency details, and contract details.

This report may be generated for any contract agencies that have created sharing permissions with your agency. This report can be generated at any time, but data may be up to one week old. Please verify the last updated date with the **Data Current as of** field on the report.

Report on Agencies Funded to Deliver Services

Report Criteria

Date Range:

Contract Agency(s):

Request Information

Agency Name/ID:

Report Requestor:

Data Current as of:

Run Date/Time:

Agency Name	A01
Agency ID	A01a

Agency Details		
City	State	Zip Code
A06	A08	A09

Agency Type	Faith-based	Race/Ethnicity Minority Focused
A12	A13	A14

Budget Details	
Annual Agency HIV Prevention Budget	Total CDC HIV Prevention Award Amount
A15	B06

Program Details				
Program Model Basis	Program Model Name	Start Date	End Date	Target Population
E102 - E104	E101	E107	E108	E105

Total # of Contract Agencies:

Agency Name	C01
Agency ID	A01a

Agency Details		
City	State	Zip Code
C04	C06	C07

Agency Type	Faith Based	Race/Ethnicity Minority Focused	Agency Activities
C15	C17	C18	C16

Contract Details			
Total Contract Amount Awarded	Percent of Contract from CDC Funds	Contract Start Date	Contract End Date
C23	C24	C19, C20	C21, C22

Shared Program Details				
Program Model Basis	Program Model Name	Start Date	End Date	Target Population
E102-E104	E101	E107	E108	C29

10. Click **PRINT REPORT**. This report prints on letter size paper (8.5 x 11).

Report on Agencies Funded to Deliver Services

Report Criteria

Date Range: 01/01/2006 to 10/24/2006
Contract Agency(s): Atlanta HIV Prevention

Request Information

Agency Name/ID: SOUTHERN STATE DEPARTMENT OF HEALTH/11
Report Requestor: GDHA, Georgia
Data Current as of:
Run Date/Time: 10/24/2006 02:12 PM

Agency Name	GEORGIA DEPARTMENT OF HEALTH
Agency ID	11

Agency Details		
City	State	Zip Code
Atlanta	Georgia	30303

Agency Type	Faith-based	Race/Ethnicity Minority Focused
State Health Department	N/A	N/A

Budget Details	
Annual Agency HIV Prevention Budget	Total CDC HIV Prevention Award Amount
$1,000,000.00	$900,000.00

Program Details				
Program Model Basis	Program Model Name	Start Date	End Date	Target Population
Counseling and Testing	CTR 2006	01/01/2006	12/31/2006	MSM
				Women
Mpowerment	Mpowerment 2006	01/01/2006	12/31/2006	MSM
	Mpowerment Outreach	01/01/2006	12/31/2006	MSM
Partner Counseling and Referral Services	PCRS	01/01/2006	12/31/2006	MSM
				Women
Prevention Case Management	CRCS	01/01/2006	12/31/2006	MSM
				Women

Total # of Contract Agencies: 1

Agency Name	Atlanta HIV Prevention
Agency ID	97

Agency Details		
City	State	Zip Code
Atlanta	Georgia	30303

Agency Type	Faith Based	Race/Ethnicity Minority Focused	Agency Activities
Community Based Organization (CBO)	N/A	N/A	Evaluation
			Provision of HIV Prevention Services

Contract Details			
Total Contract Amount Awarded	Percent of Contract from CDC Funds	Contract Start Date	Contract End Date
$350,000.00	[illegible]	[illegible]	12/31/2006
$350,000.00	[illegible]	[illegible]	12/31/2007

Contract Agency Data

Shared Program Details				
Program Model Basis	Program Model Name	Start Date	End Date	Target Population
Counseling and Testing	Counseling and Testing	01/01/2006	12/31/2006	MSM
				Women
Partner Counseling and Referral Services	Partner Counseling Referral Services	01/01/2006	11/30/2006	MSM
				Women
Prevention Case Management	CRCS	01/01/2006	12/31/2006	MSM
				Women

Report Header

Includes report criteria the user selected and request information.

A Content Section Header

Includes Agency Name and Agency ID.

NOTE: Report data are grouped by agency name.

B Agency Details

Includes a snapshot of agency details including: City, State, Zip Code, Agency Type, Faith-based, Race/Ethnicity Minority Focused

Data are pulled from Data Variable Table A.

C Budget Details

For your own agency – Annual HIV Prevention Budget, Total CDC HIV Prevention Award Amount

Tip: Look for any out of range values to monitor accuracy of data entry – data are pulled from Data Variable Table C.

D Program Details

Includes Program Details, Program Model Name, Start/End Dates, and Target Population.

Total # of Contract Agencies

Total number of **contract** agencies included in the report.

NOTE: This field displays first on the report when the user elects not to include his or her agency in the report.

Report on Agencies Funded to Deliver Services

Report Criteria

Date Range: 01/01/2006 to 10/24/2006
Contract Agency(s): Atlanta HIV Prevention

Request Information

Agency Name/ID: SOUTHERN STATE DEPARTMENT OF HEALTH/11
Report Requestor: GDHA, Georgia
Data Current as of:
Run Date/Time: 10/24/2006 02:12 PM

Agency Name	GEORGIA DEPARTMENT OF HEALTH
Agency ID	11

Agency Details		
City	State	Zip Code
Atlanta	Georgia	30303

Agency Type	Faith-based	Race/Ethnici[illegible]ority Fo[illegible]
State Health Department	N/A	N/[illegible]

Your Agency's Data

[illegible]	
[illegible] HIV Preve[illegible]	To[illegible] CDC HIV Prevention Award Amount
[illegible],000.00	$900,000.00

Program Details				
Program Model Basis	Program Model Name	Start Date	End Date	Target Population
Counseling and Testing	CTR 2006	01/01/2006	12/31/2006	MSM
				Women
Mpowerment	Mpowerment 2006	01/01/2006	12/31/2006	MSM
	Mpowerment Outreach	01/01/2006	12/31/2006	MSM
Partner Counseling and Referral Services	PCRS	01/01/2006	12/31/2006	MSM
				Women
Prevention Case Management	CRCS	01/01/2006	12/31/2006	MSM
				Women

Total # of Contract Agencies: 1

Agency Name	Atlanta HIV Prevention
Agency ID	97

Agency Details		
City	State	Zip Code
Atlanta	Georgia	30303

Agency Type	Faith Based	Race/Ethnicity Minority Focused	Agency Activities
Community Based Organization (CBO)	N/A	N/A	Evaluation
			Provision of HIV Prevention Services

Contract Details			
Total Contract Amount Awarded	Percent of Contract from CDC Funds	Contract Start Date	Contract End Date
$350,000.00	100	01/01/2006	12/31/2006
$350,000.00	100	01/01/2007	12/31/2007

Shared Program Details				
Program Model Basis	Program Model Name	Start Date	End Date	Target Population
Counseling and Testing	Counseling and Testing	01/01/2006	12/31/2006	MSM
				Women
Partner Counseling and Referral Services	Partner Counseling Referral Services	01/01/2006	11/30/2006	MSM
				Women
Prevention Case Management	CRCS	01/01/2006	12/31/2006	MSM
				Women

Report Header

Includes report criteria the user selected and request information.

A Section Header

Includes contract Agency Name and Agency ID.

NOTE: Report data are grouped by agency name.

B Agency Details

Includes a quick snapshot of contract agency details including: City, State, Zip Code, Agency Type, Faith-based, Race/Ethnicity Minority Focused, **Agency Activities**.

NOTE: The addition of the Agency Activities field for contract agencies.

Data are pulled from Data variable Table A.

C Contracts Details

For your contract agency—Total Contract Amount Awarded, Percent of Contract from CDC Funds, Contract Start/End Date.

Tip: Look for any out of range values to monitor accuracy of data entry – data are pulled from Data Variable Table C.

D Shared Program Details

Includes Program Model Basis, Program Model Name, Start/End, Target Population for the programs your contract agency is funded to deliver.

Report Name	Report on Agencies Funded to Deliver Services
Report Type	Monitoring and Evaluation
PEMS Module	Reports
PEMS Sub Module	Agency and Program Plan
PEMS Core Roles with Access	The following core roles: Program Information, Program Budget, Agency Information, Agency Budget, Community Planning, Client Services, Aggregate Service, PCRS, CTR, CRCS, Aggregate HC/PI, Aggregate HERR/OR, Client HERR *A user-defined role may also be created to grant access.
Prerequisites for Generating This Report	▪ A contract must be active between your agency and any contract agencies. ▪ Sharing permission must be created between your agency and any contract agencies.
How Often Should My Agency Run This Report?	▪ At least once per quarter ▪ As needed and per ad hoc request ▪ When a contract is about to expire ▪ After entering contract information
How Is This Report Useful?	This report allows you to view **Agency Details**, **Budget Details** and **Program Details** for your agency as well as any contract agencies you fund to deliver services.
Reasons For Generating This Report	**Monitoring** – This report may help to answer the following questions: ▪ What contract agency(s) does my agency fund? ▪ What program models are being delivered and to what target populations? ▪ Does my agency's data contain any out of range or unexpected values for my contract agencies?
Helpful Hints	▪ Look for any out of range values that might be a sign of incorrect data entry.

Intervention Details and Client Characteristics (Planned vs. Delivered) Report

This monitoring and evaluation report can be used to compare what your agency or contract agency planned to do and what it actually delivered. This report can be generated for your agency and your contract agencies. This report can only be generated after client level data have been entered into PEMS for the selected programs. This report is for client level services interventions only and can be used to compare what was planned to what was delivered for DEBI, CTR, PCRS or CRCS interventions. To generate this report on contract agencies, a contract must be active and the necessary sharing permissions must be created between your agency and the contract agency(s).

This report can be used for both monitoring and evaluation purposes.

Program Monitoring
Your agency might generate this report to help monitor program delivery, gauge the effectiveness of the recruitment process, and track overall progress of interventions against your agency plan.

This report may help answer:

- What services did my agency (or contract agencies) plan to deliver?
- What services did my agency (or my contract agencies) deliver?
- To what extent did my agency or contract agencies deliver what was planned?

Program Evaluation
Your agency might generate this report to help evaluate program delivery, recruitment effectiveness and track overall progress of interventions against your agency plan.

This report may help answer:

- Do changes need to be made to the program plan?
- Who did the agency intend to serve? (e.g., number of clients, client characteristics, target populations, etc.)
- Did my agency deliver services as intended?

This report many help indirectly answer:

- How well are our recruitment strategies working? Are we targeting the right clients for this program?

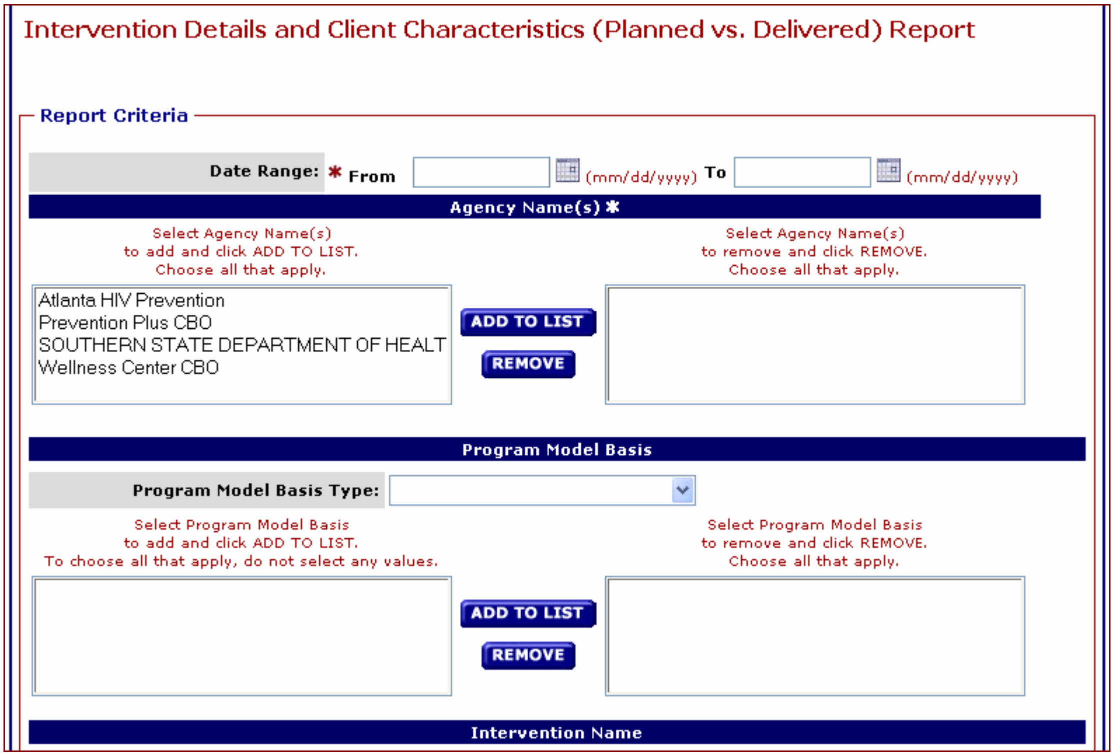
Step > Action

1. Click **Reports** on the module menu bar.

The *Report Selection -- Agency and Program Plan* screen displays.

2. Under **Monitoring and Evaluation Reports** section, click **Intervention Details and Client Characteristics (Planned vs. Delivered) Report**.

The *Intervention Details and Client Characteristics (Planned vs. Delivered) – Report Criteria* screen displays.



3. In the **Date Range From** field, type the date (*MM/DD/YYYY*).
4. In the **Date Range To** field, type the date (*MM/DD/YYYY*).
5. Under **Agency Name(s)**, select the name of the agency to include in the report generation. More than one agency may be selected. You can generate this report for your own agency, for your contract agencies or for your agency and contract agencies together. Data will be organized in the report by agency.
6. Click **ADD TO LIST**.
7. If you want to narrow the results of your report, enter the appropriate information for **Program Model Basis Type**, **Program Model Basis**, **Intervention Name**, or **Target Population Name(s)**.

The *Intervention Details and Client Characteristics (Planned vs. Delivered) – Report Criteria* screen refreshes.

8. Click **GENERATE REPORT**.

> This report may be generated for any contract agencies that have created sharing permissions with your agency. This report can be generated at any time, but data may be up to one week old. The **Data Current as of** field on the report will indicate when the data was last updated.

The following pages contain data variables included in the report and illustrate how the report can be used to answer questions. Data in this report are organized by agency. This report reads from left to right.

Intervention Details and Client Characteristics (Planned vs. Delivered) Report

Report Criteria	Request Information
Session Date Range:	Agency Name/ID:
Agency Name (s):	Report Requestor:
	Data Current as of:
	Run Date/Time:

Agency Name	A01
Program Model Name	E01
Intervention Name	F02
Planned Delivery Method(s)	F11

# of Cycles		# of Sessions		# of Unique Clients		# of Clients		
Planned	Delivered	Planned	Delivered (Average)	Planned	Delivered	Target Population Name	Planned	Delivered
F07	Calculated	F08		F05		E105	F06	

				Activities		
Cycle Number	Session Number	# of Times Delivered	Delivery Method(s)	Activity Name	Planned	Delivered
H01a	H05	Calculated	H23	F10 and H20	F10	H20

9. Click **PRINT REPORT**. This report prints on letter size paper (8.5 x 11).

Update to Intervention Details and Client Characteristics (Planned vs. Delivered) Report

Although the layout of this report remains the same, the formula used to calculate target populations on this report has been modified with the release of PEMS 3.0.3 to provide a better representation of client target population served. When matching clients to a target population or client risk factor, PEMS uses a combination of the earliest risk profile data in the given date range of the report and any demographics entered for the relevant clients. If HIV status is necessary in determining target population or client risk factor, the Confirmed HIV Test Result is used. If the client does not have a Confirmed HIV Test Result for the specified date range of the report, Self Reported HIV Test Result is used.

Specifically, the following variables are used to match reported client demographics and risk to the target populations established in community plans:

CP-B03 Age (specified in priority population) links to G113 Calculated Age
CP-B04 Gender (specified in priority population) links to G124 Current Gender
CP-B05 Ethnicity (specified in priority population) links to G114 Ethnicity
CP-B06 Race (specified in priority population) links to G116 Race
CP-B07 HIV Status (specified in priority population) links to G301 Confirmed HIV Test Result Or G205 Self Reported HIV Test Result
CP-B09 Transmission Risk (specified in priority population) links to G211 Reported Client Risk Factors

Intervention Details and Client Characteristics (Planned vs. Delivered) Report

Report Criteria

Session Date Range: 01/01/2006 to 10/24/2006

Agency Name (s): SOUTHERN STATE DEPARTMENT OF HEALTH

Request Information

Agency Name/ID: SOUTHERN STATE DEPARTMENT OF HEALTH/11

Report Requestor: GDHA, Georgia

Data Current as of: 10/21/2006

Run Date/Time: 11/02/2006 10:26 AM

Agency Name	SOUTHERN STATE DEPARTMENT OF HEALTH
Program Model Name	CRCS
Intervention Name	CRCS 2006
Planned Delivery Method(s)	In person,Printed Materials,Printed Materials-pamphlets/brochures,Telephone

# of Cycles		# of Sessions		# of Unique Clients		# of Clients		
Planned	Delivered	Planned	Delivered (Average)	Planned	Delivered	Target Population Name	Planned	Delivered
Ongoing	N/A	Unknown	3	100	14	MSM	50	6
						Women	50	5
						Outside of Planned Target Populations	0	3

				Activities		
Cycle Number	Session Number	# of Times Delivered	Delivery Method(s)	Activity Name	Planned	Delivered
Not Available	1	14	Printed Materials-pamphlets/brochures	Referral		3 of 14
			Printed Materials	Practice-Condom/barrier use		1 of 14
			In person	Personalized risk assessment		1 of 14
				Information-Viral hepatitis		1 of 14
				Information-Sexual risk reduction	Yes	14 of 14
				Information-Other sexually transmitted diseases		1 of 14
				Information-Living with HIV/AIDS	Yes	14 of 14
				Information-HIV/AIDS transmission		2 of 14
				Information-Availability of social services	Yes	14 of 14
				Information-Availability of medical services	Yes	14 of 14
				Information-Availability of HIV/STD counseling and testing	Yes	14 of 14
				Distribution-Safe sex kits	Yes	14 of 14
				Distribution-Male condoms	Yes	14 of 14
	2	8	Telephone	Referral		2 of 8
			Printed Materials-pamphlets/brochures	Personalized risk assessment		1 of 8
			Printed Materials	Information-Sexual risk reduction	Yes	8 of 8

Report Header

Includes report criteria the user selected and request information.

A Content Section Header

NOTE: Report content is grouped by Agency Name, then Program Model Name, then Intervention Name.

B Intervention Summary

Includes a quick snapshot of the intervention, including planned (program year) vs. delivered (to date) for:

- # of Cycles
- # of Sessions per Cycle
- # of Unique Clients served
- # of Clients by Target Population Name

Tip: Reference the **Overview of Client Characteristics by Agency(s) Report** to get a closer look at clients reached who fall Outside of Planned Target Populations.

C Intervention Details

Intervention Details are displayed by Cycle Number, then Session Number.

For interventions not “ongoing” – includes planned vs. delivered by cycle/session for all activities delivered.

# of Times Delivered indicates the number of instances a session assigned this session number occurred in the given cycle.

Activities – Delivered displays the number of times an activity was delivered during its corresponding session number.

Report Name	Intervention Details and Client Characteristics (Planned vs. Delivered) Report
Report Type	Monitoring and Evaluation
PEMS Module	Reports
PEMS Sub Module	Agency and Program Plan
PEMS Core Roles with Access	The following core roles: Program Information, Program Budget, Agency Information, Agency Budget, Community Planning, Client Services, Aggregate Service, PCRS, CTR, CRCS, Aggregate HC/PI, Aggregate HERR/OR, Client HERR *A user-defined role may also be created to grant access.
Prerequisites for Generating This Report	▪ A contract must be active between your agency and any contract agencies. ▪ Necessary sharing permission must be created between your agency and any contract agencies.
How Often Should My Agency Generate This Report?	▪ During an intervention cycle (to determine if adjustments should be made) ▪ At the end of each intervention cycle ▪ At least once per reporting period for contract agencies
How Is This Report Useful?	This report provides a "Program-at-a-Glance" client level interventions and a comparison of planned vs. delivered.
Reasons For Generating This Report	**Monitoring** – Your agency might generate this report to help monitor to what extent it is delivering services as it intended. Evaluation – Your agency might generate this report to help evaluate the extent to answer critical process evaluation questions, such as "To what extent are we reaching the appropriate target population for this service/intervention?"
Helpful Hints	Reference the **Overview of Client Characteristics by Agency(s) Report** to get a closer look at clients Outside of Planned Target Populations.

PCRS Case Sub Module

Reports in the PCRS Sub Module focus on information about the PCRS cases within an agency. The following reports can be generated from the PCRS Case Sub Module:

- **Client Information Report** – Program Management Report
- **Partner Information Report** – Program Management Report
- **Case Status Report** – Program Management Report
- **HIV PCRS Activity Report** – Monitoring and Evaluation Report

PEMS Core Roles Required

The following core roles have access to these reports:

- Client Service Role
- PCRS Role

Client Information Report

This program management report can be used to view a summary of all PCRS case information for the index client.

The **Client Information Report** will help your agency answer:

- What are the agency details for the agency associated with the PCRS case?
- What are the case details for the PCRS case?
- What are the client details for the index client associated with the PCRS case?

Step > Action

1. Click **Reports** from the module menu bar.
2. Click **PCRS Case** from the sub module menu bar.

The *Report Selection – PCRS Case* screen displays.

3. Under the **Program Management Reports** section, click **Client Information Report**.

The *PCRS Client Information Report Search Client(s)* screen displays.

4. Complete at least one of the following fields:
   - **Last Name**
   - **First Name**
   - **Local Client ID**
   - **PEMS Client Unique ID**
   - **Case Number**
5. Click **SEARCH**.
6. In the PCRS **Information Report(s) – Search Results** section, click the radio button next to the client's name for which you want to generate a **PCRS Client Information Report**.
7. Click **GENERATE REPORT**.

The *PCRS Client Information Report* displays in a pop-up window.

PCRS Client Information Report

Agency Details

Agency:	SOUTHERN STATE DEPARTMENT OF HEALTH	**Agency EIN:**	581130678
Street Address 1:	876 Peachtree St		
Street Address 2:	876 Peachtree St		
State:	Georgia	**County:**	Fulton Co.
City:	Atlanta	**Zip Code:**	30303
Telephone Number:		**Fax Number:**	

Case Details

Case Number:	9852	**Case Status:**	Open
Case Open Date:	01/25/2006	**Case Close Date:**	
Intervention Name:	PCRS 2006		

Client Details

PEMS Client Unique ID:	146	**Local Client ID:**	9121
Client Last Name:	Bussey	**Client First Name:**	Joel
Client Middle Initial:		**Client Alias(es):**	
Birth Date-Month:	Jan	**Birth Date-Day:**	23
Birth Date-Year:	1970	**Age:**	36

Race:	Race Expanded
Native Hawaiian or Pacific Islander	

Ethnicity:	Ethnicity Expanded
Not Hispanic or Latino	

Birth Country:		**State/Territory of Residence:**	Georgia
English Speaking:	Yes	**Primary Language:**	English
		Primary Language-Other:	
Assigned Sex at Birth:	Male	**Current Gender:**	Male
Physical Description:			
Relationship Status:		**Level Of Education:**	
Primary Occupation:			
Employer:			

CLOSE WINDOW PRINT REPORT

8. To print, scroll to the bottom and click **PRINT REPORT**.
9. To close the report, click **CLOSE WINDOW**.

Partner Information Report

This program management report can be used to view a summary of all partners within a PCRS case.

The **Partner Information Report** will help your agency answer:

- What are the agency details for the agency associated with the PCRS case?
- What are the case details for the PCRS case?
- What are the partner details for the partner associated with the PCRS case?

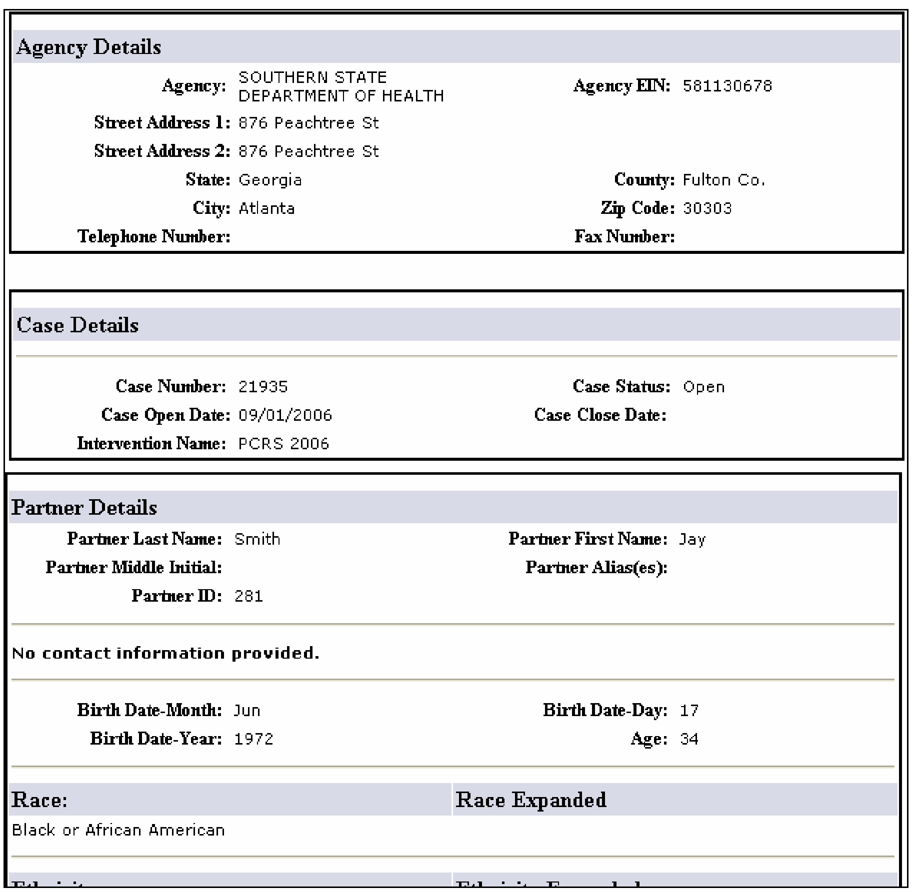
Step > Action

1. Click **Reports** on the module menu bar.
2. Click **PCRS Case** on the sub module menu bar.

The *Report Selection – PCRS Case* screen displays.

3. Under the **Program Management Reports** section, click **Partner Information Report**.
4. Complete at least one of the following fields: **Last Name, First Name, Partner ID, Partner Type, Spouse**, or **Notification Plan**.
5. Click **SEARCH**.
6. Click the radio button for the partner for whom you want to generate a **PCRS Partner Information Report**.
7. Click **GENERATE REPORT**.

The *PCRS Partner Information Report* displays in a pop-up window.



Agency Details

Agency:	SOUTHERN STATE DEPARTMENT OF HEALTH	Agency EIN:	581130678
Street Address 1:	876 Peachtree St		
Street Address 2:	876 Peachtree St		
State:	Georgia	County:	Fulton Co.
City:	Atlanta	Zip Code:	30303
Telephone Number:		Fax Number:	

Case Details

Case Number:	21935	Case Status:	Open
Case Open Date:	09/01/2006	Case Close Date:	
Intervention Name:	PCRS 2006		

Partner Details

Partner Last Name:	Smith	Partner First Name:	Jay
Partner Middle Initial:		Partner Alias(es):	
Partner ID:	281		

No contact information provided.

Birth Date-Month:	Jun	Birth Date-Day:	17
Birth Date-Year:	1972	Age:	34

Race:	Race Expanded
Black or African American	

8. To print, scroll to the bottom and click **PRINT REPORT.**

Case Status Report

This program management report can be used to view a summary of all data associated with a PCRS Case.

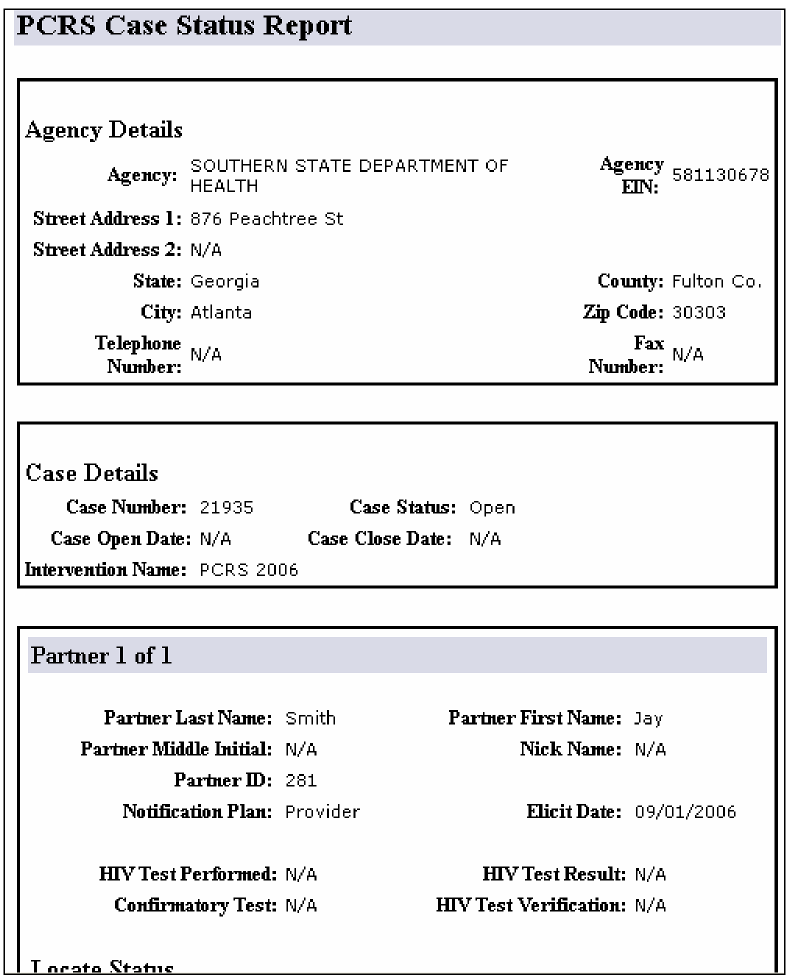
The **Case Status Report** will help your agency answer:

- What are the agency details for the agency associated with the PCRS case?
- What are the case details for the PCRS case?
- What are the partner details and status details for the partner associated with the PCRS case?

Step > Action

1. Click **Reports** on the module menu bar.
2. Click **PCRS Case** on the sub module menu bar.
3. Under the **Program Management** section, click **Case Status Report**.
4. Complete at least one of the following fields: **Case Number, Case Status,** or **Case Open Date.**
5. Click **SEARCH**.
6. Under the **PCRS Case Status Report(s) – Search Results** section, click the radio button next to the PCRS Case Number on which you want to generate a **Case Status Report**.
7. Click **GENERATE REPORT**.

The *PCRS Case Status Report* displays in a pop up window.


PCRS Case Status Report

Agency Details

Agency:	SOUTHERN STATE DEPARTMENT OF HEALTH	Agency EIN:	581130678
Street Address 1:	876 Peachtree St		
Street Address 2:	N/A		
State:	Georgia	County:	Fulton Co.
City:	Atlanta	Zip Code:	30303
Telephone Number:	N/A	Fax Number:	N/A

Case Details

Case Number:	21935	Case Status:	Open
Case Open Date:	N/A	Case Close Date:	N/A
Intervention Name:	PCRS 2006		

Partner 1 of 1

Partner Last Name:	Smith	Partner First Name:	Jay
Partner Middle Initial:	N/A	Nick Name:	N/A
Partner ID:	281		
Notification Plan:	Provider	Elicit Date:	09/01/2006
HIV Test Performed:	N/A	HIV Test Result:	N/A
Confirmatory Test:	N/A	HIV Test Verification:	N/A

Locate Status

HIV PCRS Activity Report

This monitoring and evaluation report can be used to view HIV PCRS Activity organized by index client and elicited partner information for your own agency as well as any contract agencies you fund to deliver services.

The **HIV PCRS Activity Report** can be used for both monitoring and evaluation purposes:

Program Monitoring
Your agency might generate this report to help monitor PCRS delivery.

This report may help answer:
- How many PCRS Index clients are there?
- How many PCRS Index clients accepted enrollment into PCRS?
- How many partners were elicited?
- How many partners were notified of exposure?
- How many of the notified partners already knew their status, and were they positive, negative or unknown?
- How many partners are being referred to testing?

Program Evaluation
Your agency might generate this report to help evaluate the overall PCRS for your agency and determine if any changes are needed in the way services are delivered.

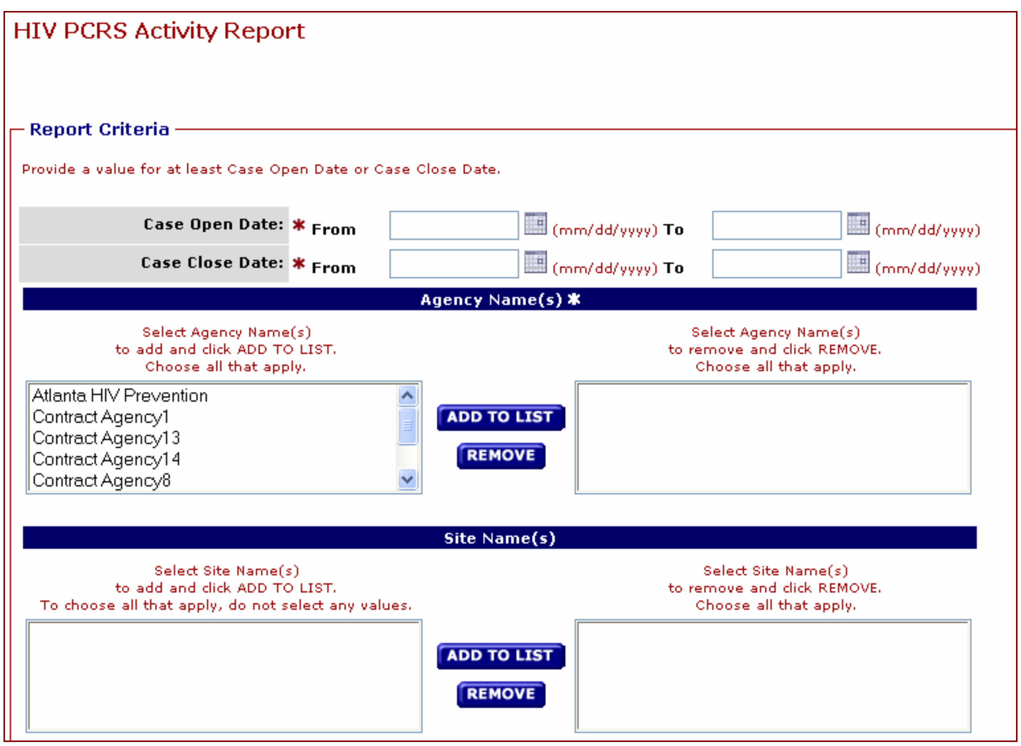
Step > Action

1. Click **Reports** on the module menu bar.
2. Click **PCRS Case** on the sub module menu bar.

The *Report Selection – PCRS Case* screen displays.

3. Under **Monitoring and Evaluation Reports**, click **HIV PCRS Activity Report**.

The *HIV PCRS Activity Report – Report Criteria* screen displays.



4. In the **Case Open/Close Date From** field, type the date (*MM/DD/YYYY*).
5. In the **Case Open/Close Date To** field, type the date (*MM/DD/YYYY*).

You may choose to only enter criteria for **Case Open Date** or **Case Closed Date Range** fields. You are not required to enter date ranges for both. However, if you do enter date ranges in both the **Case Open** and **Case Closed** date range fields, the report results will only include those PCRS cases that were both opened AND closed during the date ranges specified. To generate a report with the most results possible, only enter criteria in the **Case Open** or the **Case Closed** date range fields, not both.

6. Under **Agency Name(s)**, select the name of the agency for the report.
7. Click **ADD TO LIST**.

The *HIV PCRS Activity Report – Report Criteria* screen refreshes.

8. If you want to narrow the results of the report, enter the appropriate information for **Site Name(s), Worker(s), Program Model Name(s),** or **Partner Type**.
9. Click **GENERATE REPORT**.

The *HIV PCRS Activity Report* displays in a pop-up window. The following pages include screen shots of the sample report format, data variables included in the report, and how the report can be used to answer questions. This report reads from left to right, and down each column.

Under **Index Client Information**:

- **Attempt Outcome** is the number of clients the agency attempted to locate
- **Enrollment Status** is the number who accepted or refused PCRS of the total number of clients located.
- **# of Partners** the number of partners named by those clients who were located and accepted PCRS.

Under **Elicited Partner Information**:

- **Locate method** is the method used to attempt to locate each partner.
- **Enrollment status** is the number of partners located and offered PCRS.
- **Notification method** is the method used to notify each located partner who accepted PCRS.
- **Previous HIV Test** refers to the number of partners that self-reported taking a previous HIV test of the parnters notified of exposure and accepted PCRS.
- **Self-Reported HIV Test Result** refers to the self-reported test results of the partners who reported taking a previous HIV test.
- **Referred to Testing** refers to the total number of parters referred to HIV testing of those partners that were notified of exposure.
- **HIV Test Performed** refers to the total number of tests that were performed of those partners that were referred to HIV testing.
- **HIV Test Result** refers to the breakdown of results for those partners who took an HIV test as a result of PCRS.

10. Click **PRINT REPORT**. This report prints on letter size paper (8.5 x 11).

HIV PCRS Activity Report

Report Criteria

Case Open Date:

Case Close Date:

Agency Name (s):

Request Information

Agency Name/ID:

Report Requestor:

Data Current as of:

Run Date/Time:

PEMS Agency Name	A01

# of Index Clients:

X302 X306

Index Client Information									
Attempt Outcome		Enrollment Status		# of Partners					
Locate	Unable to Locate	Accept	Refused	Total	Male	Female	Transgender	Anonymous	Spouse
				X503	X503a	X503b	X503c	X504	PCR208

# of Elicited Partners:

Elicited Partner Information								
Of Those Elicited		Of Those Located		Of Those Notified			Of Those Referred to Testing	
Attempt Outcome	Locate Method	Enrollment Status	Notification Method	Previous HIV Test	Self-Reported HIV Test Result	Referred to HIV Testing	HIV Test Performed	HIV Test Result
X302	X301	X306	X601	X602	X603	X703	X712	X713

HIV PCRS Activity Report

Report Criteria

Case Open Date: 01/01/2006 - 10/24/2006
Agency Name (s): SOUTHERN STATE DEPARTMENT OF HEALTH

Request Information

Agency Name/ID: SOUTHERN STATE DEPARTMENT OF HEALTH/11
Report Requestor: GDHA, Georgia
Data Current as of: 10/21/2006
Run Date/Time: 10/29/2006 01:17 PM

PEMS Agency Name	SOUTHERN STATE DEPARTMENT OF HEALTH

# of Index Clients: 5

Index Client Information									
Attempt Outcome		Enrollment Status		# of Partners					
Locate	Unable to Locate	Accept	Refused	Total	Male	Female	Transgender	Anonymous	Spouse
5	0	5	0	8	8	0	0	0	0

# of Elicited Partners: 9

Elicited Partner Information																
Of Those Elicited				Of Those Located				Of Those Notified					Of Those Referred to Testing			
Attempt Outcome		Locate Method		Enrollment Status		Notification Method		Previous HIV Test		Self-Reported HIV Test Result		Referred to HIV Testing	HIV Test Performed		HIV Test Result	
Unable to Locate	2	Field	2	Accept	5	Provider notification	3	No	1	Positive	1	2	No	0	Positive/Reactive	1
Locate	5	Agency identified	0	Refused	0	Dual notification	0	Yes	2	Negative	1		Yes	2	Negative	1
		Telephone	0	Not Available	0	Client notification-coaching provided	0	Not asked	0	Not asked	0				Indeterminate	0
		Internet	0			Client notification-coaching not provided	0	Refused to answer	0	Refused to answer	0				Invalid	0
		Mail	0			Refused notification	0	Don't Know	0	Don't know	1				No result	0
		Other (specify)	0			Not Available	2	Not Available	2	Not Available	2				Not Available	0
		Not Available	3													

Report Header

Includes report criteria the user selected and request information.

A Content Section Header

Report content is grouped by **PEMS Agency Name**.

B Index Client Information

Includes:
- # of Index Clients

1. How many attempts were made to locate the index client and offer services?
2. Of these attempts, how many resulted in acceptance or refusal of PCRS?
3. Total number of partners identified for index clients.
4. Breakdown of partners.

C Elicited Partner Information

Includes:
- # of Elicited Partners

- Of those elicited how many partners were/were not located? (Analyze which method is successful.)
- Of the located partners, how many were notified?
- Of the located, notified partners, how many have had a previous HIV test and how many were given a referral?
- Of the located, notified partners, how many have had a previous HIV test?
- How many were tested?
- How many provided self reported HIV test results?
- Breakdown of HIV test results of the located, notified partners who were tested from the referral.

Report Name	HIV PCRS Activity Report
Report Type	Monitoring and Evaluation
PEMS Module	Reports
PEMS Sub Module	PCRS Case
PEMS Core Roles with Access	The following core roles: Client Services, PCRS *A user-defined role may also be created to allow access to this report.
Prerequisites for Generating This Report	▪ A contract must be active between your agency and any contract agencies. ▪ Sharing permissions must be created between your agency and any contract agencies.
How Often Should My Agency Generate This Report?	▪ As needed ▪ Quarterly
How Is This Report Useful?	This report allows you to view **HIV PCRS activity grouped by index client and elicited partner information** for your own agency as well as any contract agencies you fund to deliver services.
Reasons For Generating This Report	**Monitoring** – Your agency might generate this report to help monitor PCRS delivery. This report may help answer: ▪ How many PCRS Index clients are there? ▪ How many PCRS Index clients accepted enrollment into PCRS? ▪ How many partners were elicited? ▪ How many partners were notified of exposure? ▪ How many of the notified partners already knew their status, and were they positive, negative or unknown? ▪ How many partners are being referred to testing? **Evaluation** –Your agency might generate this report to help evaluate the overall PCRS for your agency and determine if any changes are needed in the way services are delivered.
Helpful Hints	Tip: Look for trends that might help determine what methods have been most effective.

Referral and Recruitment Sub Module

Reports in the **Referral and Recruitment** Sub Module focus on information about referrals within an agency. The following reports can be generated from the **Referral and Recruitment** Sub Module:

- **Referral Label Report** – Program Management Report
- **Referrals Made Report** – Monitoring and Evaluation Report

PEMS Core Roles Required

The following core roles have access to these reports:

- Client Service Role
- Client HERR Role
- CTR Role
- PCRS Role
- CRCS Role

Referral Label Report

> This program management report can be used to generate unique referral codes in your instance of PEMS that can be entered under client level services to track referrals. These referral codes can be printed on labels and incorporated into an agency's referral tracking process.

Step > Action

1. Click **Reports** on the module menu bar.

The *Report Selection - Agency and Program Plan* screen displays.

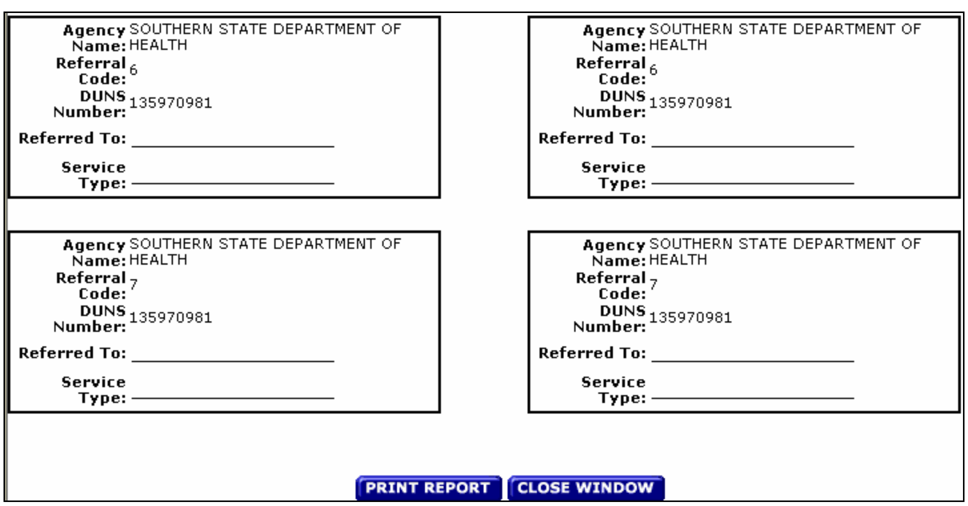
2. Click **Referral and Recruitment** on the sub module menu bar.

The *Report Selection - Referral and Recruitment* screen displays.

3. In **Number of Labels**, type in the number of unique referral codes that you want PEMS to generate.

The *Referral Labels Report* displays.

> Each unique referral code displays with two labels. If you need more than two labels, print additional copies of the report before closing the window.



Agency Name: SOUTHERN STATE DEPARTMENT OF HEALTH
Referral Code: 6
DUNS Number: 135970981
Referred To: ____________________
Service Type: ____________________

Agency Name: SOUTHERN STATE DEPARTMENT OF HEALTH
Referral Code: 6
DUNS Number: 135970981
Referred To: ____________________
Service Type: ____________________

Agency Name: SOUTHERN STATE DEPARTMENT OF HEALTH
Referral Code: 7
DUNS Number: 135970981
Referred To: ____________________
Service Type: ____________________

Agency Name: SOUTHERN STATE DEPARTMENT OF HEALTH
Referral Code: 7
DUNS Number: 135970981
Referred To: ____________________
Service Type: ____________________

PRINT REPORT CLOSE WINDOW

4. Scroll to the bottom of the screen, and then click **PRINT REPORT**.
5. To close the report, click **CLOSE WINDOW**.

To print labels, you will need Avery Labels 5762 (1.33" X 4"). Make sure the labels are in the printer before printing and follow the label instructions to adjust the margins if needed.

Referral labels will print up to seven rows on a page (14 total labels). Once a PEMS referral code is generated, it will not be generated again. PEMS generated referral codes never expire. PEMS will display an error message if you try to enter a previously used referral code.

Referrals Made Report

This monitoring and evaluation report can be used to view details of each referral made, grouped by referral outcome for your agency as well as any contract agencies you fund to deliver services.

This report can be used for both monitoring and evaluation purposes:

Program Monitoring:
Your agency might generate this report to monitor total number of referrals being made by your agency.

This report may help answer:

- How many referrals are in need of follow-up?
- How many clients accessed referrals?
- At what network agencies are clients accessing services?
- How many referrals are made by program?
- What are the referral activities for a given worker?
- What is the status of referrals made to a specific contract agency?
- What are the types of referrals that are coming from specific program models?

This report may help indirectly answer:

- Are specific workers conducting referral follow-up?

Program Evaluation
Your agency might generate this report to evaluate effectiveness of referrals made to each network agency.

This report may help answer:
Are our HIV positive clients accessing prevention, care and treatment services?

This report may help indirectly answer:
- Which network agencies close out the most referrals?

Step > Action

1. Click **Reports** on the module menu bar.

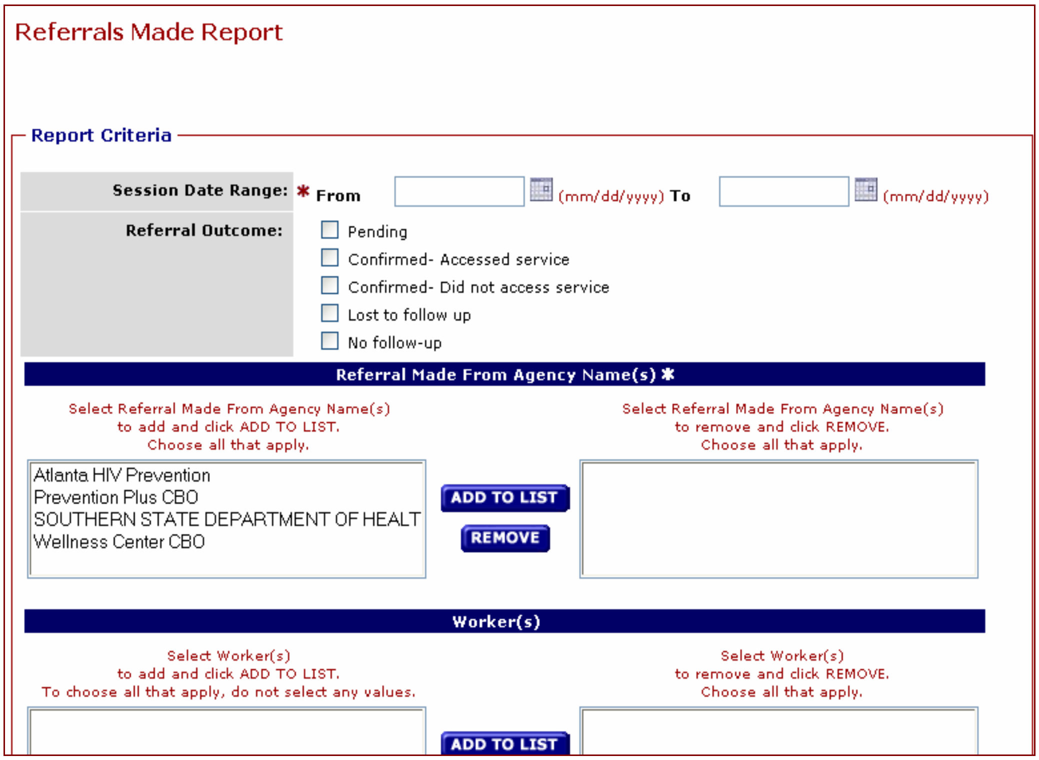
The *Report Selection - Agency and Program Plan* screen displays.

2. Click **Referral and Recruitment** on the sub module menu bar.

The *Report Selection – Referral and Recruitment* screen displays.

3. Under **Monitoring and Evaluation Reports**, click **Referrals Made Report**.

The *Referrals Made Report – Report Criteria* screen displays.



4. In the **Session Date Range From** field, type the date (*MM/DD/YYYY*).
5. In the **Session Date Range** To field, type the date (*MM/DD/YYYY*).
6. Under **Referral Made From Agency Name(s)**, select the name of the agency(s) to include in the report.
7. Click **ADD TO LIST**.

The *Referrals Made Report – Report Criteria* screen refreshes.

8. If you want to narrow the results of your report, enter the appropriate information for **Referral Outcome, Workers, Program Model Basis Type, Program Model Basis, Program Model Name, Intervention Name, Referrals Made to Agency Name(s), Self Reported HIV Test Results, Confirmed HIV Test Result**, and **Pregnant**.
9. Click **GENERATE REPORT**.

The *Referrals Made Report* displays in a pop-up window. The following pages include screen shots of the sample report format, data variables included in the report, and how the report can be used to answer questions. This report reads from left to right. If a referral was made to multiple sites or network agencies, each site or agency will display on its own line with blank fields around it so you know it relates to the referral above.

Report Name	Referrals Made Report
Report Type	Monitoring and Evaluation
PEMS Module	Reports
PEMS Sub Module	Referral and Recruitment
PEMS Core Roles with Access	The following core roles: Client Services, PCRS, CTR, CRCS, Client HERR *A user-defined role may also be created to grant access.
Prerequisites for Generating This Report	▪ A contract must be active between your agency and any contract agencies. ▪ Sharing permissions must be created between your agency and any contract agencies.
How Often Should My Agency Generate This Report?	▪ Monthly ▪ As needed and ad hoc
How Is This Report Useful?	This report provides the **details of each referral made by an agency**, grouped by referral outcome.
Reasons For Generating This Report	**Monitoring** – Your agency might generate this report to help monitor the total number of referrals being made. This report may help answer: ▪ How many referrals are in need of follow-up? ▪ How many clients accessed referrals? ▪ At what network agencies are clients accessing services? ▪ How many referrals are made by program? ▪ What are the referral activities for a given worker? ▪ What is the status of referrals made to a specific contract agency? ▪ What referrals types are coming from specific program models? This report may help indirectly answer: ▪ Are specific workers conducting referral follow-up? **Evaluation** – Your agency might generate this report to help evaluate effectiveness of referral activities. This report may help answer: ▪ Are our HIV positive clients accessing prevention, care and treatment services? This report may help indirectly answer: ▪ Which network agencies close out the most referrals?

Referrals Made Report

Report Criteria

Session Date Range: 01/01/2006 to 10/24/2006
Agency Name(s): SOUTHERN STATE DEPARTMENT OF HEALTH

Request Information

Agency Name/ID: SOUTHERN STATE DEPARTMENT OF HEALTH/11
Report Requestor: GDHA, Georgia
Data Current as of: 10/21/2006
Run Date/Time: 10/28/2006 07:57 PM

A

B

Referral Outcome | **Pending**

Total Number of Referrals: 3

Agency Name	Intervention Name	Worker ID PEMS	Worker ID Local	Referral Service Type	Referral Date	Internal Referral Site ID	Network Agency Name	Referral Follow-up	Confirmed Internal Referral Site ID	Confirmed Network Agency Name	Reason Referral Was Not Accessed	Other Facilitation Activities	PEMS Client Unique Key	Local Referral Code	PEMS Referral Code
SOUTHERN STATE DEPARTMENT OF HEALTH	Mpowerment	7436	657	STD screening and treatment	06/01/2006	11167		Not Available			Not Available	Not Available	193	56876	
	Mpowerment Outreach	7436	657	HIV confirmatory test	04/21/2006	10065		Not Available			Not Available	Not Available	152	342	
	Mpowerment Outreach	7437	3246	Other prevention services	05/01/2006	10568		Not Available			Not Available	Not Available	179	67456	

Report Header

Includes report criteria the user selected and request information.

A Referral Outcome

Displays the Referral Outcome and the corresponding Total Number of Referrals.

NOTE: This report is grouped by Referral Outcome.

B Referral Details

Referral details are listed by Agency Name, then Intervention Name, and PEMS Worker ID.

Helpful Hints:

- Emphasize the value of entering this data so your agency can view details such as these.
- Which Referral Service Types are the most successful?
- Consider: What are the major themes and trends for why referrals were not accessed?
- Worker IDs can be referenced to follow-up with workers for more information.

Referrals Made Report

Report Criteria

Session Date Range:

Agency Name(s):

Request Information

Agency Name/ID:

Report Requestor:

Data Current as of:

Run Date/Time:

Referral Outcome X706

Total Number of Referrals:

Agency Name	Intervention Name	Worker ID PEMS	Worker ID Local	Referral Service Type	Referral Date	Internal Referral Site ID	Network Agency Name	Referral Follow-up	Confirmed Internal Referral Site ID	Confirmed Network Agency Name	Reason Referral Was Not Accessed	Other Facilitation Activities	PEMS Client Unique ID	Local Referral Code	PEMS Referral Code
A01 / CA01	H01	H09	H09a	X703	X702	X703a	X704	X705	X706a	X707	X7221	X7222	G102	X701	X701a

10. Click **PRINT REPORT**. This report prints landscape on legal size paper (8.5 x 14).

Update to Referrals Made Report

Although it is not depicted in the screen shot above, with the release of PEMS 3.0.3, the Referrals Made Report has been enhanced with the addition of a column for Referral Close Date (if available). The referral close date provides users with additional information about the timeliness of referral access.

Quality Assurance Report Sub Module

There are two quality assurance reports in PEMS that can be generated to determine data completeness for your agency or for your contract agencies.

- **Report of Incomplete Variables Reported to CDC** – Quality Assurance Report
- **Report of Sessions with Incomplete Data** – Quality Assurance Report

PEMS Core Roles Required

The QA core role has access to these reports.

Report of Incomplete Variables Reported to CDC

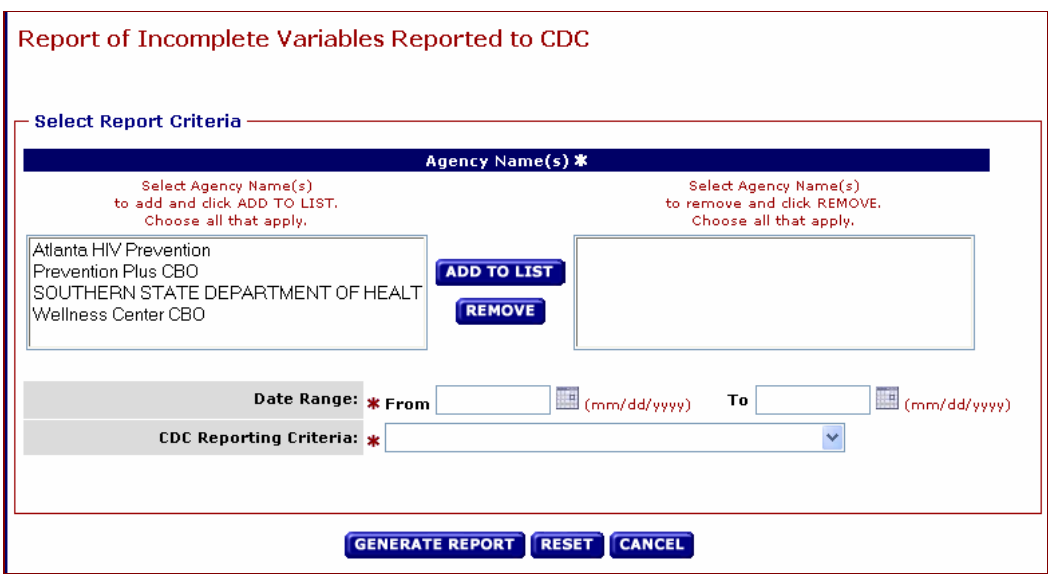
This report can be used to identify the “Reported to CDC –Yes” variables missing for intervention sessions. This report provides an overview of data completeness within PEMS and provides agencies an understanding of where the incomplete variables are in PEMS. This report can be generated for your own agency or for contract agency program models shared with your agency.

> This report can be used to help your agency assess data completeness. There are a variety of reasons an agency might generate this report on its own agency or its contract agency(s). The **Report of Incomplete Variables Reported to CDC** can be used to help answer:
>
> - Which sessions do not have all required components entered?
> - Where in PEMS does incomplete data need to be updated?
> - If data are missing, follow up with workers to determine:
>   - Are data being entered correctly and completely?
>   - Is a variable missing from a data collection form?

Step > Action

1. Click **Reports** on the module menu bar.
2. Click **Quality Assurance** on the sub module menu bar.
3. Click **Report of Incomplete Variables Reported to CDC**.

The *Report of Incomplete Variables Reported to CDC – Select Report Criteria* screen displays.



4. Under **Agency Name(s)**, click the name of the agency on which you want to generate this report.
5. Click **ADD TO LIST**.
6. In the **Date Range** fields, type a beginning and ending date (*MM/DD/YYY*) for the report. The **Date Range** will include records that were last modified during the date range entered.
7. Click the **Reporting Criteria** drop-down list and select *Reported to CDC for Health Departments or Reported to CDC for CBO*.

Reported to CDC for Health Departments should be selected if:

- The agency is a CDC directly funded health department
- The agency is funded by a health department with CDC funds

Reported to CDC for CBO should be selected if:

- The agency is a CDC directly funded CBO
- The agency is funded by a CBO with CDC funds

8. Click **GENERATE REPORT**.

The *Report of Incomplete Variables Reported to CDC – Agency Level* displays in a pop-up window. The following page also provides a description of how to read this level of the report.

Incomplete Records Report - Agency Level

Report Criteria

Agency Name(s): SOUTHERN STATE DEPARTMENT OF HEALTH
Date Range: 01/01/2006 **to** 10/24/2006
CDC Reporting Criteria: Reported to CDC for Health Departments

Request Information

Agency Name/ID: SOUTHERN STATE DEPARTMENT OF HEALTH/11
Report Requestor: GDHA, Georgia
Data Current as of: 10/21/2006
Run Date/Time: 12/05/2006 01:48 PM

Agency Name	SOUTHERN STATE DEPARTMENT OF HEALTH

PEMS Module	# of Records	# of Incomplete Records	% Incomplete
Agency Information	18	9	50
Aggregate Level Services	0	0	0
Client Level Services	197	180	91
Community Planning	9	1	11
Program Information	4	2	50
		Overall Level of Data Incompleteness:	84%

The purpose of this report is to communicate number and percentage of incomplete records for the specified report criteria. A record is defined as incomplete if one or more of the data variables defined as "Reported to the CDC - Yes" is unspecified or blank. The target is to achieve 0% of incomplete records.

PRINT REPORT | CLOSE WINDOW

Incomplete Records Report - Agency Level

A

Report Criteria

Agency Name(s): SOUTHERN STATE DEPARTMENT OF HEALTH
Date Range: 01/01/2006 **to** 11/01/2006
CDC Reporting Criteria: Reported to CDC for Health Departments

Request Information

Agency Name/ID: SOUTHERN STATE DEPARTMENT OF HEALTH/11
Report Requestor: Training1 , Training
Data Current as of: 10/21/2006
Run Date/Time: 10/28/2006 02:32 PM

B

Agency Name	GEORGIA DEPARTMENT OF HEALTH

C

PEMS Module	# of Records	# of Incomplete Records	% Incomplete
Agency Information	20	9	45
Aggregate Level Services	0	0	0
Client Level Services	239	221	92
Community Planning	11	1	9
Program Information	20	10	50
		Overall Level of Data Incompleteness:	83%

The purpose of this report is to communicate number and percentage of incomplete records for the specified report criteria. A record is defined as incomplete if one or more of the data variables defined as "Reported to the CDC - Yes" is unspecified or blank. The target is to achieve 0% of incomplete records.

PRINT REPORT | CLOSE WINDOW

A	Header
	The header will contain information about the agency generating the report such as Agency Name, PEMS Agency ID, Report Requestor, and Run Date/Time, PEMS Agencies, Specified Date Period, and Reporting Criteria.

B	Content Section Header
	This header is the content section header for each agency.

C	Content Section Summary
	This includes each of the modules in PEMS. Clicking the module name will move the report to the module level and provide more details for the selected module. Each module includes information for Total Number of Records, Number of Incomplete Records and Percent Incomplete. An overall level of data incompleteness displays for the agency.

Navigating an the Report of Incomplete Variables Reported to CDC

The *Report of Incomplete Variables Reported to CDC* report is a multi-level report that shows incomplete data on the agency, module, sub module and record levels.

> A record is defined as the location in PEMS where data variables are entered.

Step > Action

Agency Level – Provides summary statistics of missing data variables per module. This level shows trends for data not entered and can help identify PEMS data collection challenges by module.

1. Click **CLOSE WINDOW** to close the report.
2. Click **PRINT REPORT** to print the report. This report prints on 8.5 x 11 letter size paper.
3. Under **PEMS Module**, click the name of the module for which you want to view incomplete variables.

The screen refreshes and the *Report of Incomplete Variables Reported to CDC - Module Level* displays. The following page provides additional information on how to read this level of report.

Incomplete Records Report - Module Level

Report Criteria		**Request Information**	
Agency Name(s):	SOUTHERN STATE DEPARTMENT OF HEALTH	**Agency Name/ID:**	SOUTHERN STATE DEPARTMENT OF HEALTH/11
Date Range:	01/01/2006 **to** 10/24/2006	**Report Requestor:**	GDHA, Georgia
CDC Reporting Criteria:	Reported to CDC for Health Departments	**Data Current as of:**	10/21/2006
PEMS Module:	Client Level Services	**Run Date/Time:**	12/05/2006 01:50 PM

PEMS Module Name	**Client Level Services**

PEMS Module	**# of Records**	**# of Incomplete Records**	**% Incomplete**
Client Level Services	197	180	91

PEMS Submodule	**# of Records**	**# of Incomplete Records**	**% Incomplete**
Attempts To Locate	5	4	80
Client Referrals	19	17	89
Demographics	51	51	100
Intervention Sessions	79	79	100
PCRS Case	32	18	56
Risk Profiles	11	11	100
		Overall Level of Data Incompleteness:	91%

The purpose of this report is to communicate number and percentage of incomplete records for the specified report criteria. A record is defined as incomplete if one or more of the data variables defined as "Reported to the CDC - Yes" is unspecified or blank. The target is to achieve 0% of incomplete records.

BACK **PRINT REPORT** **CLOSE WINDOW**

A

Incomplete Records Report - Agency Level

Report Criteria		Request Information	
Agency Name(s):	SOUTHERN STATE DEPARTMENT OF HEALTH	**Agency Name/ID:**	SOUTHERN STATE DEPARTMENT OF HEALTH/11
Date Range:	01/01/2006 **to** 11/01/2006	**Report Requestor:**	Training1 , Training
CDC Reporting Criteria:	Reported to CDC for Health Departments	**Data Current as of:**	10/21/2006
		Run Date/Time:	10/28/2006 02:32 PM

B

Agency Name	GEORGIA DEPARTMENT OF HEALTH

C

PEMS Module	# of Records	# of Incomplete Records	% Incomplete
Agency Information	20	9	45
Aggregate Level Services	0	0	0
Client Level Services	239	221	92
Community Planning	11	1	9
Program Information	20	10	50
		Overall Level of Data Incompleteness:	83%

The purpose of this report is to communicate number and percentage of incomplete records for the specified report criteria. A record is defined as incomplete if one or more of the data variables defined as "Reported to the CDC - Yes" is unspecified or blank. The target is to achieve 0% of incomplete records.

PRINT REPORT | CLOSE WINDOW

A Header

The header will contain information about the agency generating the report such as Agency Name, PEMS Agency ID, Report Requestor, and Run Date/Time, PEMS Agencies, Specified Date Period, and Reporting Criteria.

B Content Section Header

This header is the content section header for each agency.

C Content Section Summary

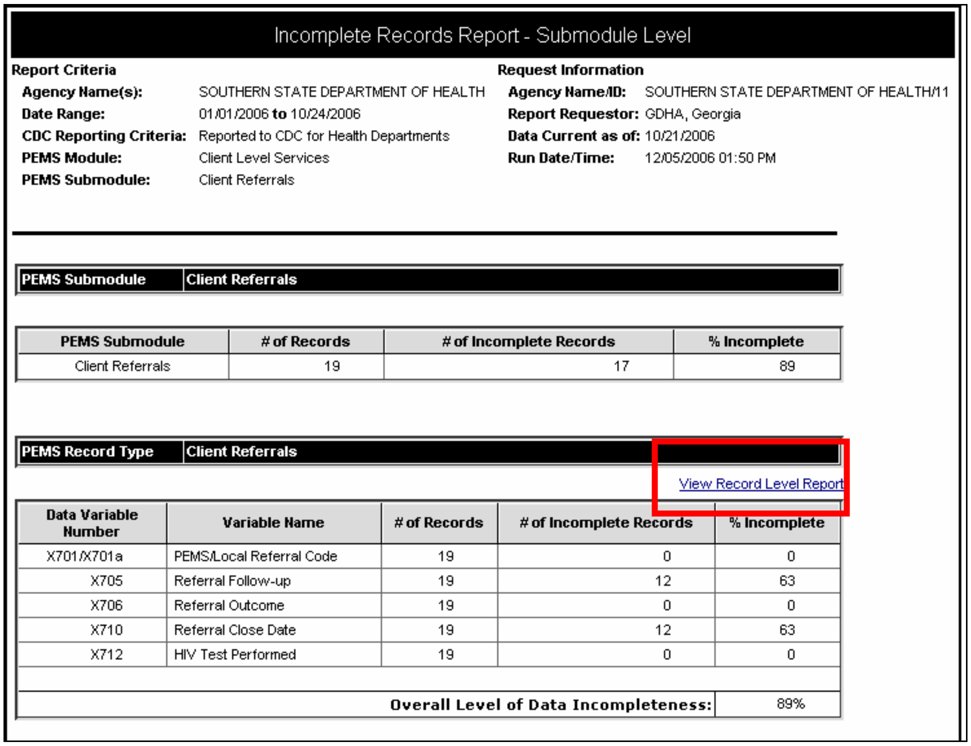
This includes each of the modules in PEMS. Clicking the module name will move the report to the module level and provide more details for the selected module. Each module includes information for Total Number of Records, Number of Incomplete Records and Percent Incomplete. An overall level of data incompleteness displays for the agency.

Module Level Report – Provides summary statistics of missing data variables per sub module. This level points the user to the areas within the sub module that are missing variables

Step > Action

1. Click **BACK** to return to the previous report.
2. Click **CLOSE WINDOW** to close the report.
3. Click **PRINT REPORT** print the report. This report prints on 8.5 x 11 letter size paper.
4. Under the **PEMS Sub Module** column, click the desired sub module.

The *Report of Incomplete Variables Reported to CDC – Sub Module Level* displays. The following page provides additional information on how to read this level of the report.



Incomplete Records Report - Submodule Level

Report Criteria

Agency Name(s): SOUTHERN STATE DEPARTMENT OF HEALTH
Date Range: 01/01/2006 **to** 10/24/2006
CDC Reporting Criteria: Reported to CDC for Health Departments
PEMS Module: Client Level Services
PEMS Submodule: Client Referrals

Request Information

Agency Name/ID: SOUTHERN STATE DEPARTMENT OF HEALTH/11
Report Requestor: GDHA, Georgia
Data Current as of: 10/21/2006
Run Date/Time: 12/05/2006 01:50 PM

PEMS Submodule	Client Referrals

PEMS Submodule	# of Records	# of Incomplete Records	% Incomplete
Client Referrals	19	17	89

PEMS Record Type	Client Referrals

View Record Level Report

Data Variable Number	Variable Name	# of Records	# of Incomplete Records	% Incomplete
X701/X701a	PEMS/Local Referral Code	19	0	0
X705	Referral Follow-up	19	12	63
X706	Referral Outcome	19	0	0
X710	Referral Close Date	19	12	63
X712	HIV Test Performed	19	0	0
			Overall Level of Data Incompleteness:	89%

A

B

C

D

Incomplete Records Report - Submodule Level

Report Criteria

Agency Name(s): SOUTHERN STATE DEPARTMENT OF HEALTH
Date Range: 01/01/2006 **to** 11/01/2006
CDC Reporting Criteria: Reported to CDC for Health Departments
PEMS Module: Client Level Services
PEMS Submodule: Risk Profiles

Request Information

Agency Name/ID: SOUTHERN STATE DEPARTMENT OF HEALTH/11
Report Requestor: GDHA, Georgia
Data Current as of: 10/21/2006
Run Date/Time: 11/27/2006 09:29 AM

PEMS Submodule	Risk Profiles

PEMS Submodule	# of Records	# of Incomplete Records	% Incomplete
Risk Profiles	60	59	98

PEMS Record Type	Risk Profile

View Record Level Report

Data Variable Number	Variable Name	# of Records	# of Incomplete Records	% Incomplete
G201	Incarcerated	60	41	68
G202	Sex Worker	60	42	70
G203	Housing Status	60	35	58
G206	Date of Last HIV Negative Test (only if HIV-)	60	18	30
G207	Date of First HIV Positive Test (only if HIV+)	60	27	45
G208	In HIV Medical Care/Treatment (only if HIV+)	60	24	40
G209	Pregnant (only if female)	60	24	40
G210	In Prenatal Care (only if pregnant)	60	0	0
G212	Additional Client Risk Factors	60	12	20
G212a	Local Recall Additional Client Risk Factors	60	1	2
G213	Recent STD (Not HIV)	60	48	80
			Overall Level of Data Incompleteness:	98%

The purpose of this report is to communicate number and percentage of incomplete records for the specified report criteria. A record is defined as incomplete if one or more of the data variables defined as "Reported to the CDC - Yes" is unspecified or blank. The target is to achieve 0% of incomplete records.

BACK | PRINT REPORT | CLOSE WINDOW

Additional Notes:
The Sub Module Level Report provides summary statistics of missing data variables per record type.

o The user may also view a record level report by clicking View Record Level Report. (Section D)

A Header

The header will contain the same information as the Module Level Report and it includes the sub module selected.

B Content Section Header

This header contains the name of the sub module selected.

C Content Section Summary

This summary provides a summary of the Total Number of Records, Number of Incomplete Records, and % Incomplete for the sub module selected.

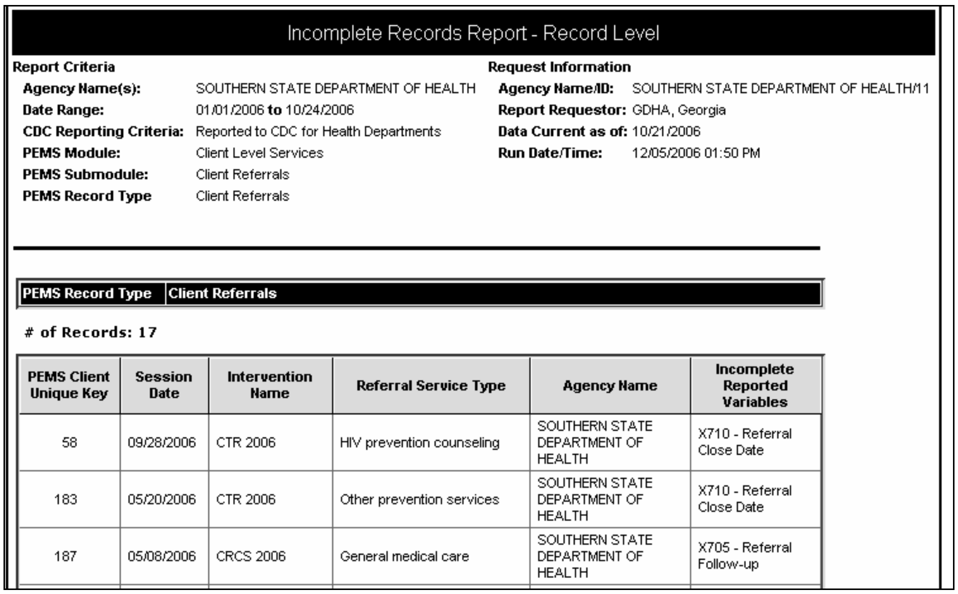
D Content Section Details

The data will enable the user to identify the source of incompleteness so revisions can be made. The Record Level Report contains columns with data that will uniquely identify individual records.

Sub Module Level – Provides summary statistics of missing data variables per record type. This level shows actual data incompleteness and points to the specific variable missing data.

1. Click **BACK** to return to the previous report.
2. Click **CLOSE WINDOW** to close the report.
3. Click **PRINT REPORT** print the report. This report prints on 8.5 x 11 letter size paper.
4. Click **View Record Level**.

The *Report of Incomplete Variables Reported to CDC – Record Level* displays. The following page provides additional information on how to read this level of report.



Incomplete Records Report - Record Level

Report Criteria		Request Information	
Agency Name(s):	SOUTHERN STATE DEPARTMENT OF HEALTH	**Agency Name/ID:**	SOUTHERN STATE DEPARTMENT OF HEALTH/11
Date Range:	01/01/2006 **to** 10/24/2006	**Report Requestor:**	GDHA, Georgia
CDC Reporting Criteria:	Reported to CDC for Health Departments	**Data Current as of:**	10/21/2006
PEMS Module:	Client Level Services	**Run Date/Time:**	12/05/2006 01:50 PM
PEMS Submodule:	Client Referrals		
PEMS Record Type	Client Referrals		

PEMS Record Type | **Client Referrals**

# of Records: 17

PEMS Client Unique Key	Session Date	Intervention Name	Referral Service Type	Agency Name	Incomplete Reported Variables
58	09/28/2006	CTR 2006	HIV prevention counseling	SOUTHERN STATE DEPARTMENT OF HEALTH	X710 - Referral Close Date
183	05/20/2006	CTR 2006	Other prevention services	SOUTHERN STATE DEPARTMENT OF HEALTH	X710 - Referral Close Date
187	05/08/2006	CRCS 2006	General medical care	SOUTHERN STATE DEPARTMENT OF HEALTH	X705 - Referral Follow-up

Record Level – Provides a listing of the data corresponding to a chosen record type. This level specifies the exact missing record.

1. Click **BACK** to return to the previous report.
2. Click **CLOSE WINDOW** to close the report.
3. Click **PRINT REPORT** print the report. This report prints on 8.5 x 11 letter size paper.

A

Incomplete Records Report - Record Level

Report Criteria

Agency Name(s): SOUTHERN STATE DEPARTMENT OF HEALTH
Date Range: 01/01/2006 **to** 11/01/2006
CDC Reporting Criteria: Reported to CDC for Health Departments
PEMS Module: Client Level Services
PEMS Submodule: Risk Profiles
PEMS Record Type Risk Profile

Request Information

Agency Name/ID: SOUTHERN STATE DEPARTMENT OF HEALTH/11
Report Requestor: GDHA, Georgia
Data Current as of: 10/21/2006
Run Date/Time: 11/27/2006 09:29 AM

B

PEMS Record Type **Risk Profile**

# of Records: 59

Next Last

C

PEMS Client Unique Key	Date Collected	Agency Name	Incomplete Reported Variables
58	07/23/2006	SOUTHERN STATE DEPARTMENT OF HEALTH	G207 - Date of First HIV Positive Test (only if HIV+)
58	09/28/2006	SOUTHERN STATE DEPARTMENT OF HEALTH	G212a - Local Recall Additional Client Risk Factors G213 - Recent STD (Not HIV)
59	01/04/2006	SOUTHERN STATE DEPARTMENT OF HEALTH	G207 - Date of First HIV Positive Test (only if HIV+)
146	04/09/2006	SOUTHERN STATE DEPARTMENT OF HEALTH	G207 - Date of First HIV Positive Test (only if HIV+) G208 - In HIV Medical Care/Treatment (only if HIV+)
146	04/23/2006	SOUTHERN STATE DEPARTMENT OF HEALTH	G207 - Date of First HIV Positive Test (only if HIV+) G208 - In HIV Medical Care/Treatment (only if HIV+)
150	05/01/2006	SOUTHERN STATE DEPARTMENT OF HEALTH	G208 - In HIV Medical Care/Treatment (only if HIV+) G201 - Incarcerated G213 - Recent STD (Not HIV) G202 - Sex Worker

The purpose of this report is to communicate number and percentage of incomplete records for the specified report criteria. A record is defined as incomplete if one or more of the data variables defined as "Reported to the CDC - Yes" is unspecified or blank. The target is to achieve 0% of incomplete records.

BACK PRINT REPORT CLOSE WINDOW

A Header

The header will contain information about the agency running the report such as Agency Name, PEMS Agency ID, Report Requestor, and Run Date/Time, PEMS Agencies, Specified Date Period, and Reporting Criteria, and the selected PEMS module and sub module and record type.

B Content Section Header

This header contains the information on the specific record type the data reflects.

C Content Section Details

This is a breakdown of each incomplete record within this record type. Statistics for each record will contain for each 'Required' variable, the 'DVS Variable Number', 'Variable Name', 'Number of Incomplete records'. The user may navigate to the appropriate client in PEMS using the Client ID and revise any incomplete variables.

Report of Sessions with Incomplete Data

This quality assurance report can be used to summarize the intervention sessions with a data entry status of "incomplete." An intervention session is marked as incomplete if:

- The intervention session does not have a session details record saved for it.
- The intervention session has activities that require further details but the details have not been added (e.g., detailed behaviors, risk profiles, HIV Test, referral)

This report can be generated for your own agency or for contract agency program models shared with your agency.

> This report can be used to help your agency assess data completeness.
>
> There are a variety of reasons an agency might generate this report on its own agency or its contract agencies. The **Report of Sessions with Incomplete Data** can be used to help answer:
> - Which sessions do not have all required components entered?
> - If data are missing, follow-up with workers to determine:
>   - o Have the data been collected?
>   - o Have the data been collected but not entered?
>   - o Are workers unsure of which data to collect or enter?
> - Is a variable missing from the data collection form being used by the agency?

Step > Action

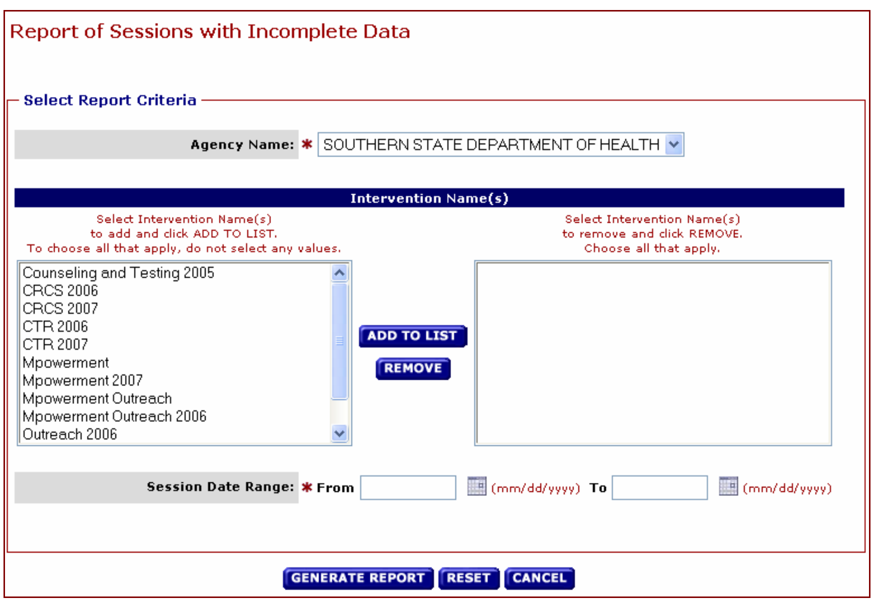
1. Click **Reports** on the module menu bar.

The *Report Selection – Quality Assurance* screen displays.

2. Click **Quality Assurance** on the sub module menu bar.

3. Click **Report of Sessions with Incomplete Data**.

The *Report of Sessions with Incomplete Data – Report Criteria* screen displays.



4. Click the **Agency Name** drop-down list and select the name of the agency for the report.

The screen refreshes and the **Intervention Name(s)** list box populates with the interventions applicable to that agency.

5. In the **Intervention Name(s)**, click the name of the intervention(s) to select for the report.
6. Click **ADD TO LIST**.
7. In the **Session Date Range** fields**,** type a start and end date range (*MM/DD/YYY*) for the report.
8. Click **GENERATE REPORT**.

The *Report of Sessions with Incomplete Data* displays in a pop-up window. This report reads from left to right. Users can search for the incomplete sessions by the **PEMS Client Unique ID** included in the report.

Report of Sessions with Incomplete Data

Report Criteria

Agency Name(s)::	SOUTHERN STATE DEPARTMENT OF HEALTH
Intervention Name(s):	
Date Range:	01/01/2006 **to** 10/24/2006

Request Information

Agency Name/ID:	SOUTHERN STATE DEPARTMENT OF HEALTH/11
Report Requestor:	GDHA, Georgia
Data Current as of:	10/21/2006
Run Date/Time:	12/05/2006 02:03 PM

Total Number of Intervention Sessions	**83**
# of Incomplete Intervention Sessions	6
% Incomplete Intervention Sessions	7%

# of Records: 6

Program Name	Counseling and Testing 2006

Program Model Name	Intervention Name	Session Date	Site Name	Last Updated By	PEMS Client ID
CTR 2006	CTR 2006	04/01/2006		GDHA , Georgia	210
		04/17/2006	CTR Site	GDHA , Georgia	168
		04/20/2006	CTR Site	GDHA , Georgia	153
		05/15/2006	SOUTHERN STATE DEPARTMENT of HEALTH	GDHA , Georgia	192
		06/20/2006	Blood Bank	GDHA , Georgia	200

9. Click **PRINT REPORT**. This report prints on 8.5 x 11 letter size paper.

The following screen includes additional information about how to read this report.

Report Name	Report of Sessions with Incomplete Data
Report Type	Quality Assurance
PEMS Module	Reports
PEMS Sub Module	Quality Assurance
PEMS Core Roles with Access	The following core roles: QA Role *A user-defined role may also be created to grant access.
Prerequisites for Running This Report	▪ An active contract between your agency and contract agency ▪ Necessary sharing permission between your agency and contract agency
How Often Should My Agency Run This Report?	▪ Agencies should run this report on a weekly/biweekly basis. ▪ Agencies should incorporate this report into their local QA process.
How Is This Report Useful?	This report allows you to view **Incomplete Session Data** for your agency as well as any contract agencies you fund to deliver services.
Reasons For Running This Report	Your agency might run this report to help monitor the completeness of data entry on a session level for your agency and your contract agency.
Helpful Hints	Use the **PEMS Client ID** field to locate clients in PEMS who have incomplete session data. Use the **Last Updated By** field when assigning revisions. The worker who appears in this field will have the incomplete intervention session on their PEMS Home screen and will be able to see what parts of the session are incomplete.

Report of Sessions with Incomplete Data

Report Criteria

Agency Name(s):: SOUTHERN STATE DEPARTMENT OF HEALTH
Intervention Name(s): CTR 2006
Date Range: 01/01/2006 **to** 11/01/2006

Request Information

Agency Name/ID: SOUTHERN STATE DEPARTMENT OF HEALTH/11
Report Requestor: GDHA, Georgia
Data Current as of: 10/21/2006
Run Date/Time: 10/27/2006 03:54 PM

Total Number of Intervention Sessions	27
# of Incomplete Intervention Sessions	6
% Incomplete Intervention Sessions	22%

# of Records: 6

Program Name	Counseling and Testing 2006

Program Model Name	Intervention Name	Session Date	Site Name	Last Updated By	PEMS Client ID
CTR 2006	CTR	04/01/2006		GDHA , Georgia	210
		04/17/2006	CTR Site	GDHA , Georgia	168
		04/20/2006	CTR Site	GDHA , Georgia	153
		05/15/2006	GEORGIA DEPARTMENT OF HEALTH	GDHA , Georgia	192
		06/20/2006	Blood Bank	GDHA , Georgia	200
		10/02/2006		GDHA , Georgia	144

PRINT REPORT CLOSE WINDOW

NOTE: The **PEMS Client ID** column allows an agency to locate the specific client who is causing an intervention session to be marked as incomplete. The **Last Updated By** field provides the worker that last updated the session in PEMS. This worker will see the incomplete intervention session on their PEMS Home screen and will have the ability to view what parts of the session that are incomplete.

A Report Header

Contains information about the agency running the report such as agency name, PEMS Agency ID, Report Requestor, and Run Date/Time, PEMS Agencies, Specified Date Period, and Reporting Criteria.

B Section Header

Contains the total number of Intervention sessions, number of incomplete intervention sessions and the percent incomplete intervention sessions.

C Report Content

Includes the specific information on the sessions with incomplete data. It includes Program Name, Program Model Name, Intervention Name, Session Date, Site, Last Updated By, and PEMS Client ID.

CTR Sub Module

Reports in the **CTR** Sub Module describe the CTR services delivered within an agency. The following reports can be generated from the CTR Sub Module:

- **Test-Level HIV Testing Report** – Monitoring and Evaluation Report
- **Client-Level Confidential HIV Testing Report** – Monitoring and Evaluation Report

PEMS Core Roles required

The following core roles have access to these reports:

- Client Service Role
- CTR Role

The differences between the **Test-Level HIV Testing Report** and the **Client-Level Confidential HIV Testing Report** are:

- The **Client-Level Confidential HIV Testing Report** includes a drill-down.
- The **Client-Level Confidential HIV Testing Report** includes only confidential HIV Test data.
- The **Test-Level HIV Testing Report** includes the additional field: **Test Election**.

Test-Level HIV Testing Report

This monitoring and evaluation report can be used to view a summary of HIV tests administered by your agency as well as any contract agencies you fund to deliver services. Data in these reports are aggregated and not grouped by agency if multiple agencies are included in the report criteria.

This report can be used for both monitoring and evaluation purposes:

Program Monitoring
Your agency might generate this report to help monitor how many HIV tests are being conducted. This report may help answer:

- How many unique clients have been tested?
- How many clients received test results?
- How many clients tested positive?
- How many clients tested positive and received their test results?
- How many clients provided a confirmatory sample?

Program Evaluation
Your agency might generate this report to help evaluate delivery of HIV Testing programs. This report can be used in conjunction with other reports (e.g., Overview of Client Characteristics by Agency(s) to check Target Populations. This may help answer:

- Are higher or lower than expected rates of new positive tests being identified for this target population?

Step > Action

1. Click **Reports** on the module menu bar.

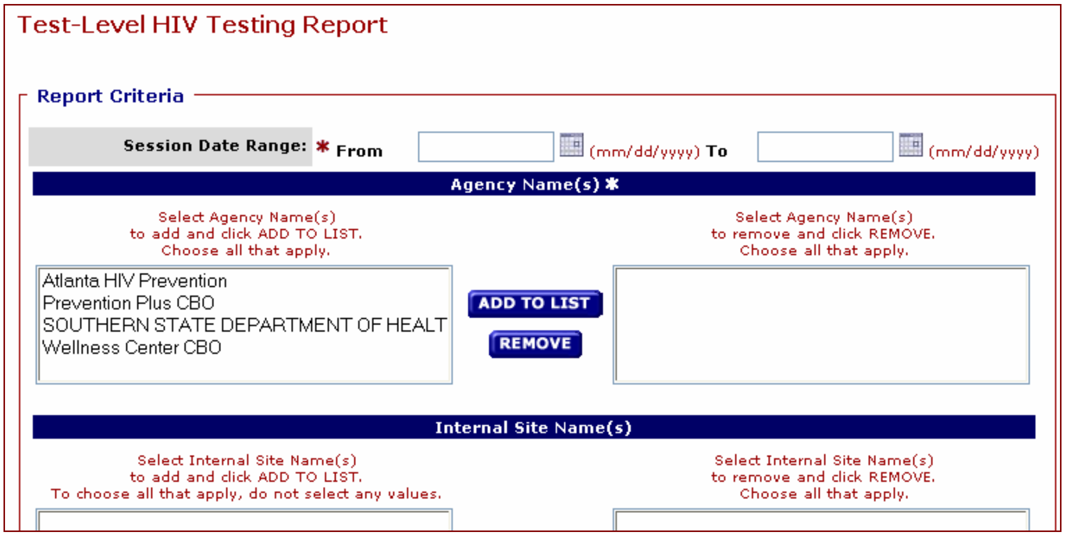
The *Report Selection - Agency and Program* screen displays.

2. Click **CTR** on the sub module menu bar.

The *Report Selection - CTR* screen displays.

3. Under **Monitoring and Evaluation Reports**, click **Test-Level HIV Testing Report**.

The *Test-Level HIV Testing Report – Report Criteria* screen displays.



4. In the **Session Date Range From** field, type the date (*MM/DD/YYYY*).
5. In the **Session Date Range To** field, type the date (*MM/DD/YYYY*).
6. Under **Agency Name(s)**, select the name of the agency for the report.
7. Click **ADD TO LIST**.

The *Test-Level HIV Testing Report – Report Criteria* screen refreshes. If you have included your agency in the criterion for the report, worker names for your agency will now display as an option to select to narrow the results of the report. **NOTE**: Worker names will only display when your agency is selected.

8. If you want to narrow the results of your report, enter the appropriate information for **Site Name(s), Program Model Name(s), Worker(s), Testing Criteria,** and **Demographic** and **Risk Categories**.
9. Click **GENERATE REPORT**.

The *Test-Level HIV Testing Report* displays in a pop-up window. The following pages include screen shots of the sample report format, data variables included in the report, and how the report can be used to answer questions. Data are grouped by HIV Test Result for demographic and risk categories. Data are aggregated for each agency selected. This report is read from left to right across each row.

Test-Level HIV Testing Report

Report Criteria

Session Date Range:

Agency Name(s):

Request Information

Agency Name/ID:

Report Requestor:

Data Current as of:

Run Date/Time:

# of Unique Clients:

# of Tests Provided:

		HIV Test Result X110									
		Positive/Reactive			NAAT Positive	Negative	Indeterminate	Invalid	No Result	Not Available	Total
		Conventional	Rapid	Other							
Overall Total Tests											
Current Gender	Male										
G124	Female										
	Transgender-MTF										
	Transgender-FTM										
Age Range	Under 13 years										
~G113	13-18 years										
	19-24 years										
	25-34 years										
	35-44 years										
	45 years and over										
Race	Multiple Race										
G116	American Indian or Alaska Native										
	Asian										
	Black or African American										
	Native Hawaiian or Pacific Islander										
	White										
	Don't Know										
Ethnicity	Hispanic or Latino										
G114	Not Hispanic or Latino										
	Don't know										
	Refused to answer										
Primary 90 Day-HIV Risk Category	Not Available										

10. Click **PRINT REPORT.** This report prints on letter size paper (8.5 x 11).

Report Name	Test-Level HIV Testing Report
Report Type	Monitoring and Evaluation
PEMS Module	Reports
PEMS Sub Module	CTR
PEMS Core Roles with Access	The following core roles: Client Services, CTR *A user-defined role may also be created to grant access.
Prerequisites for Generating This Report	▪ A contract must be active between your agency and any contract agencies. ▪ Sharing permission must be created between your agency and any contract agencies.
How Often Should My Agency Generate This Report?	▪ At least twice per year ▪ Ad hoc ▪ As needed for Community Planning Group activities
How Is This Report Useful?	This report provides a **summary of all HIV Tests administered by your agency** as well as any contract agencies you fund to deliver services.
Reasons For Generating This Report	**Monitoring** – Your agency might generate this report to help monitor how many HIV tests are being conducted. This report may help answer: ▪ How many unique clients have been tested? ▪ How many clients received test results? ▪ How many clients tested positive? ▪ How many clients tested positive and received their test results? ▪ How many clients provided a confirmatory sample? **Evaluation** – This report can be used in conjunction with other reports (e.g., Overview of Client Characteristics by Agency(s) to check Target Populations. This report may help answer: Are higher or lower than expected rates of new positive tests being identified for this target population?
Helpful Hints	Can be used in conjunction with the **Overview of Client Characteristics/Risk Behaviors by Agency(s) Reports**

Test-Level HIV Testing Report

Report Criteria

Session Date Range: 01/01/2006 to 10/24/2006
Agency Name(s): SOUTHERN STATE DEPARTMENT OF HEALTH

Request Information

Agency Name/ID: SOUTHERN STATE DEPARTMENT OF HEALTH/11
Report Requestor: GDHA, Georgia
Data Current as of: 10/21/2006
Run Date/Time: 10/30/2006 09:38 AM

A

# of Unique Clients: 24
# of Tests Provided: 26

B

C

		HIV Test Result									
		Positive/Reactive			NAAT Positive	Negative	Indeterminate	Invalid	No Result	Not Available	Total
		Conventional	Rapid	Other							
Overall Total Tests		5	1	0	0	13	2	0	1	4	26
Current Gender	Male	2	1	0	0	3	1	0	0	2	9
	Female	3	0	0	0	9	1	0	1	2	16
	Transgender-MTF	0	0	0	0	1	0	0	0	0	1
	Transgender-FTM	0	0	0	0	0	0	0	0	0	0
Age Range	Under 13 years	0	0	0	0	0	0	0	0	0	0
	13-18 years	1	0	0	0	3	0	0	1	0	5
	19-24 years	2	1	0	0	6	0	0	0	3	12
	25-34 years	2	0	0	0	4	1	0	0	1	8
	35-44 years	0	0	0	0	0	1	0	0	0	1
	45 years and over	0	0	0	0	0	0	0	0	0	0
Race	American Indian or Alaska Native	2	0	0	0	2	0	0	1	0	5
	Asian	0	0	0	0	1	0	0	0	1	2
	Black or African American	1	0	0	0	3	2	0	0	1	7
	Native Hawaiian or Pacific Islander	1	1	0	0	2	0	0	0	1	5
	White	0	0	0	0	5	0	0	0	1	6
	Don't Know	1	0	0	0	0	0	0	0	0	1
	Multiple Race	0	0	0	0	0	0	0	0	0	0
Ethnicity	Hispanic or Latino	3	0	0	0	4	1	0	0	2	10
	Not Hispanic or Latino	0	0	0	0	8	0	0	1	2	11
	Don't know	2	1	0	0	1	1	0	0	0	5
	Refused to answer	0	0	0	0	0	0	0	0	0	0
Primary 90 Day-HIV Risk Category	Not Available	0	0	0	0	1	0	0	0	0	1
	MSM only	2	1	0	0	2	0	0	0	1	6
	IDU only	0	0	0	0	1	0	0	1	0	2
	Heterosexual Contact only	2	0	0	0	5	1	0	0	3	11
	MSM & IDU	0	0	0	0	0	0	0	0	0	0
	Other	0	0	0	0	1	0	0	0	0	1
	No Identified Risk Factor	1	0	0	0	3	1	0	0	0	5
	No Risk Reported	0	0	0	0	0	0	0	0	0	0
	Not Asked	0	0	0	0	0	0	0	0	0	0
	Transgender Sex	0	0	0	0	2	0	0	1	0	3
Local Recall Period-HIV Risk Category	Not Available	5	1	0	0	13	2	0	1	4	26
	MSM only	0	0	0	0	0	0	0	0	0	0
	IDU only	0	0	0	0	0	0	0	0	0	0
	Heterosexual Contact only	0	0	0	0	0	0	0	0	0	0
	MSM & IDU	0	0	0	0	0	0	0	0	0	0
	Other	0	0	0	0	0	0	0	0	0	0
	No Identified Risk Factor	0	0	0	0	0	0	0	0	0	0
	No Risk Reported	0	0	0	0	0	0	0	0	0	0
	Not Asked	0	0	0	0	0	0	0	0	0	0
	Transgender Sex	0	0	0	0	0	0	0	0	0	0

Report Header

Includes report criteria the user selected and request information.

A Test Summary

Displays the # of Unique Clients who received HIV Tests and the # of HIV Test Results Provided.

B Overall Total Tests

Displays a breakdown of overall test results across all clients who received HIV tests.

C Test Results/ Demographic and Risk Category

Displays a breakdown of overall test results for all clients by Demographic and Risk Category.

Client-Level Confidential HIV Testing Report

This monitoring and evaluation report can be used to view a summary of Confidential HIV Tests administered by your agency as well as any contract agencies you fund to deliver services. Data are grouped by HIV test result for demographic and risk categories. Data are aggregated for each agency selected. This report includes a drill-down with a list of Client IDs that contributed to the count that was selected by the user in the high-level report. Click here for more information on report drill downs.

This report can be used for both monitoring and evaluation purposes:

Program Monitoring
Your agency might generate this report to help monitor how many confidential HIV tests your agency is conducting. This report may help answer:

- How many unique clients have been confidentially tested?
- How many clients received test results?
- How many clients were identified as positive?
- How many clients who were identified as positive received their test results?
- How many clients provided a confirmatory sample?

Program Evaluation
Your agency might generate this report to help evaluate delivery of Confidential HIV Testing programs. This report can be used in conjunction with other reports [e.g., **Overview of Client Characteristics by Agency(s)**] to check Target Populations. This may help answer:

- Is my target population displaying a higher or lower than expected rate of positive test results?

Step > Action

1. Click **Reports** on the module menu bar.

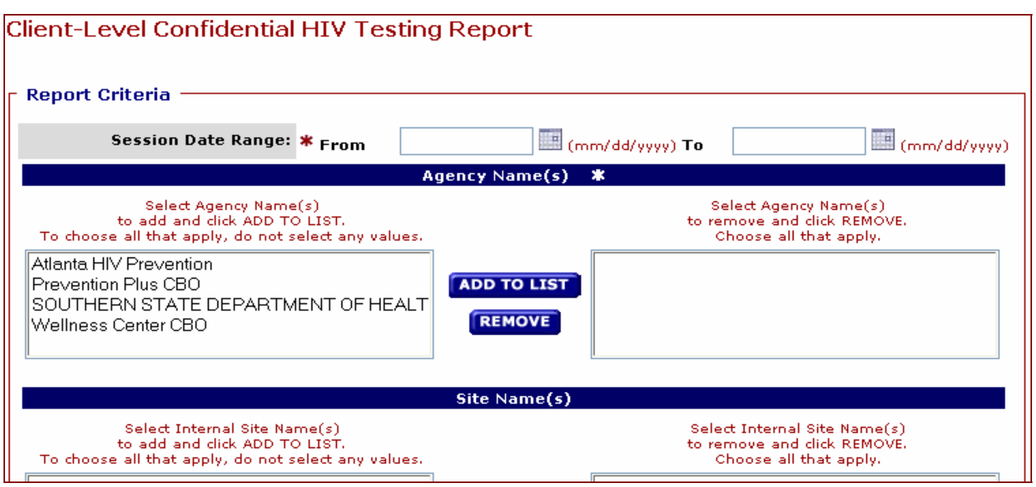
The *Report Selection* – Agency *and Program* screen displays.

2. Click **CTR** on the sub module menu bar.

The *Report Selection - CTR* screen displays.

3. Under *Monitoring and Evaluation Reports*, click **Client-Level Confidential HIV Testing Report**.

The *Client-Level Confidential HIV Testing Report – Report Criteria* screen displays.



4. In the **Session Date Range From** field, type the date (*MM/DD/YYYY*).
5. In the **Session Date Range To** field, type the date (*MM/DD/YYYY*).
6. Under **Agency Name(s)**, select the name of the agency for the report.
7. Click **ADD TO LIST**.

The *Client-Level Confidential HIV Testing Report – Report Criteria* screen refreshes.

8. If you want to narrow the results of your report, enter the appropriate information for **Site Name(s)**, **Testing Criteria**, and **Demographic and Risk Categories**.
9. Click **GENERATE REPORT**.

The *Client-Level Confidential HIV Testing Report* displays in a pop-up window. The following pages include screen shots of the sample report format, data variables included in the report, and how the report can be used to answer questions. This report is read from left to right across each row.

Client-Level Confidential HIV Testing Report

Report Criteria

Session Date Range:

Agency Name(s):

Request Information

Agency Name/ID:

Report Requestor:

Data Current as of:

Run Date/Time:

# of Unique Clients:

		HIV Test Result X110									
		Positive/Reactive			NAAT Positive	Negative	Indeterminate	Invalid	No Result	Not Available	Total
		Conventional	Rapid	Other							
Overall Total Tests											
Current Gender	Male										
G124	Female										
	Transgender-MTF										
	Transgender-FTM										
Age Range	Under 13 years										
~G113	13-18 years										
	19-24 years										
	25-34 years										
	35-44 years										
	45 years and over										
Race	Multiple Race										
G116	American Indian or Alaska Native										
	Asian										
	Black or African American										
	Native Hawaiian or Pacific Islander										
	White										
	Don't Know										
Ethnicity	Hispanic or Latino										
G114	Not Hispanic or Latino										
	Don't know										
	Refused to answer										
Primary 90 Day-HIV Risk Category	Not Available										
Calculated	MSM only										
	IDU only										
	Heterosexual Contact only										
	MSM & IDU										
	Other										
	No Identified Risk Factor										
	No Risk Reported										
	Not Asked										
	Transgender Sex										
Local Recall Period-HIV Risk Category	Not Available										
G212	MSM only										
	IDU only										
	Heterosexual Contact only										
	MSM & IDU										
	Other										

10. Click **PRINT REPORT**. This report prints on letter size paper (8.5 x 11).

Client-Level Confidential HIV Testing Report

Report Criteria

Session Date Range: 01/01/2006 to 10/24/2006

Agency Name(s): SOUTHERN STATE DEPARTMENT OF HEALTH

Request Information

Agency Name/ID: SOUTHERN STATE DEPARTMENT OF HEALTH/11

Report Requestor: GDHA, Georgia

Data Current as of: 10/21/2006

Run Date/Time: 10/29/2006 01:28 PM

A

# of Unique Clients: 21

B

C

		HIV Test Result									
		Positive/Reactive			NAAT Positive	Negative	Indeterminate	Invalid	No Result	Not Available	Total
		Conventional	Rapid	Other							
Overall Total Tests		4	0	0	0	12	2	0	0	3	21
Current Gender	Male	2	0	0	0	3	1	0	0	1	7
	Female	2	0	0	0	8	1	0	0	2	13
	Transgender-MTF	0	0	0	0	1	0	0	0	0	1
	Transgender-FTM	0	0	0	0	0	0	0	0	0	0
Age Range	Under 13 years	0	0	0	0	0	0	0	0	0	0
	13-18 years	1	0	0	0	3	0	0	0	0	4
	19-24 years	2	0	0	0	5	0	0	0	2	9
	25-34 years	1	0	0	0	4	1	0	0	1	7
	35-44 years	0	0	0	0	0	1	0	0	0	1
	45 years and over	0	0	0	0	0	0	0	0	0	0
Race	American Indian or Alaska Native	2	0	0	0	2	0	0	0	0	4
	Asian	0	0	0	0	1	0	0	0	1	2
	Black or African American	1	0	0	0	3	2	0	0	1	7
	Native Hawaiian or Pacific Islander	1	0	0	0	1	0	0	0	1	3
	White	0	0	0	0	5	0	0	0	0	5
	Don't Know	0	0	0	0	0	0	0	0	0	0
	Multiple Race	0	0	0	0	0	0	0	0	0	0
Ethnicity	Hispanic or Latino	2	0	0	0	4	1	0	0	1	8
	Not Hispanic or Latino	0	0	0	0	7	0	0	0	2	9
	Don't know	2	0	0	0	1	1	0	0	0	4
	Refused to answer	0	0	0	0	0	0	0	0	0	0
Primary 90 Day-HIV Risk Category	Not Available	4	0	0	0	10	1	0	0	3	18
	MSM only	0	0	0	0	1	0	0	0	0	1
	IDU only	0	0	0	0	0	0	0	0	0	0
	Heterosexual Contact only	0	0	0	0	1	1	0	0	0	2
	MSM & IDU	0	0	0	0	0	0	0	0	0	0
	Other	0	0	0	0	0	0	0	0	0	0
	No Identified Risk Factor	0	0	0	0	0	0	0	0	0	0
	No Risk Reported	0	0	0	0	0	0	0	0	0	0
	Not Asked	0	0	0	0	0	0	0	0	0	0
	Transgender Sex	0	0	0	0	0	0	0	0	0	0
Local Recall Period-HIV Risk Category	Not Available	4	0	0	0	12	2	0	0	3	21
	MSM only	0	0	0	0	0	0	0	0	0	0
	IDU only	0	0	0	0	0	0	0	0	0	0
	Heterosexual Contact only	0	0	0	0	0	0	0	0	0	0
	MSM & IDU	0	0	0	0	0	0	0	0	0	0
	Other	0	0	0	0	0	0	0	0	0	0
	No Identified Risk Factor	0	0	0	0	0	0	0	0	0	0
	No Risk Reported	0	0	0	0	0	0	0	0	0	0
	Not Asked	0	0	0	0	0	0	0	0	0	0
	Transgender Sex	0	0	0	0	0	0	0	0	0	0

Report Header

Includes report criteria the user selected and request information.

A # of Unique Clients

Displays the # of Unique Clients who received Confidential HIV Tests and the # of HIV status provided.

B Overall Total Tests

Displays a breakdown of overall test results across all clients who received Confidential HIV tests.

C Test Results/ Demographic and Risk Category

Displays a breakdown of overall test results for all clients by Demographic and Risk Category.

Client-Level Confidential HIV Testing Report(Drill Down)

Report Criteria

Session Date Range: 01/01/2006 to 10/24/2006

Agency Name (s): SOUTHERN STATE DEPARTMENT OF HEALTH

Request Information

Agency Name/ID: SOUTHERN STATE DEPARTMENT OF HEALTH/11

Report Requestor: GDHA, Georgia

Data Current as of: 10/21/2006

Run Date/Time: 10/29/2006 01:53 PM

Additional Criteria

Overall Total Tests

Test Technology: Conventional

HIV Test Result: Positive/Reactive

# of Unique Clients: 4

PEMS Client ID	Sample Date	Test Sequence Number	Test Technology	If Rapid Reactive, did Client Provide Confirmatory Sample	HIV Test Result	Provision of Result Date	Reason Results Not Provided	Time Elapsed Between Sample Date and Provision of Results (Days)	Self-Reported HIV Test Result
157	05/20/06	1	Conventional	Not Available	Positive/Reactive	05/27/06	Not Applicable	7	Not Available
162	04/20/06	2	Conventional	Not Available	Positive/Reactive	04/29/06	Not Applicable	9	Not Available
171	04/26/06	1	Conventional	Not Available	Positive/Reactive	05/01/06	Not Applicable	5	Not Available
174	04/27/06	1	Conventional	Not Available	Positive/Reactive	05/10/06	Not Applicable	13	Not Available

Report Header

Includes report criteria the user selected and request information.

Additional Criteria

Indicates the criteria the user clicked to generate the drill down report.

of Unique Clients

Displays # of Unique Clients included in the drill down version.

Time Elapsed Between Sample Date and Provision of Results (Days)

Displays the number of days elapsed between the day the HIV test sample was collected and **Provision of Result Date**.

Tip: These data can be copied and pasted into Excel for further analysis.

Report Name	Client-Level Confidential HIV Testing Report
Report Type	Monitoring and Evaluation
PEMS Module	Reports
PEMS Sub Module	CTR
PEMS Core Roles with Access	The following core roles: Client Level Services, CTR *A user-defined role may also be created to grant access.
Prerequisites for Generating This Report	▪ A contract must be active between your agency and any contract agencies. ▪ Sharing permission must be created between your agency and any contract agencies.
How Often Should My Agency Generate This Report?	▪ At least twice per year ▪ Ad hoc ▪ As needed for Community Planning Group activities
How Is This Report Useful?	This report provides a **summary of all Confidential HIV Tests administered** by your agency or any contract agencies you fund to deliver services.
Reasons For Generating This Report	**Monitoring** – Your agency might generate this report to help monitor how many confidential HIV tests your agency is conducting. This report may help answer: ▪ How many unique clients have been confidentially tested? ▪ How many clients received test results? ▪ How many clients were identified as positive? ▪ How many clients who were identified as positive received their test results? ▪ How many clients provided a confirmatory sample? **Evaluation** – This report can be used in conjunction with other reports (e.g., Overview of Client Characteristics by Agency(s) to check Target Populations. This may help answer: ▪ Is my target population displaying higher or lower than expected rates of positive test results?
Helpful Hints	This report has a drill down capability that allows you to see a detailed view of the data.

Aggregate Level Services Sub Module

Reports in the **Aggregate Level Services** Sub Module describe the aggregate interventions delivered within an agency. The following report can be generated from the Aggregate Level Services Sub Module:

- **Summary Report on Aggregate Service Delivery** – Monitoring and Evaluation Report

PEMS Core Roles required

The following core roles have access to these reports:

- Aggregate Service Role
- HC/PI Role
- Aggregate HERR Role

Summary Report on Aggregate Service Delivery

This monitoring and evaluation report can be used to view a summary of aggregate service delivery through Outreach, HERR and other aggregate interventions for your agency as well as any contract agencies you fund to deliver services.

This report can be used for monitoring purposes. Your agency might generate this report to help monitor the types of clients who are being reached through its programs. This report may help answer:

- Who is my agency serving though its aggregate level interventions?
- What populations are my programs reaching?
- What populations are my contract agencies reaching?

Step > Action

1. Click **Reports** on the module menu bar.

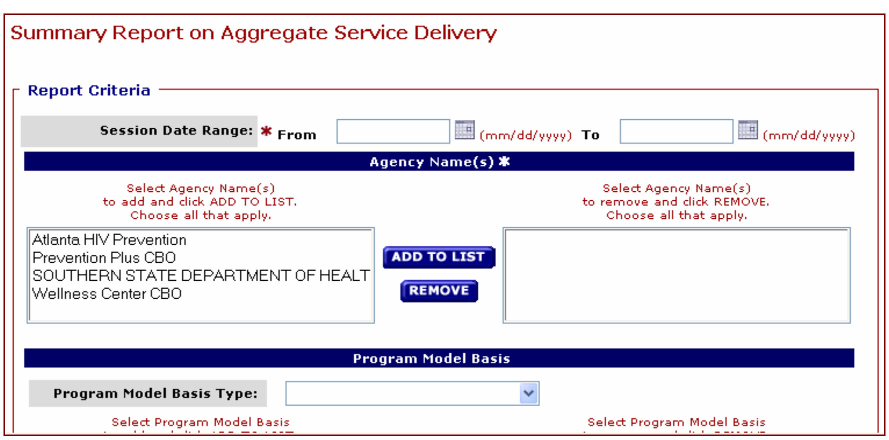
The *Report Selection - Agency and Program* Plan screen displays.

2. Click **Aggregate Level Services** on the sub module menu bar.

The *Report Selection – Aggregate Level Services* screen displays.

3. Under **Monitoring and Evaluation Reports**, click **Summary Report on Aggregate Service Delivery**.

The *Summary Report on Aggregate Service Delivery – Report Criteria* screen displays.

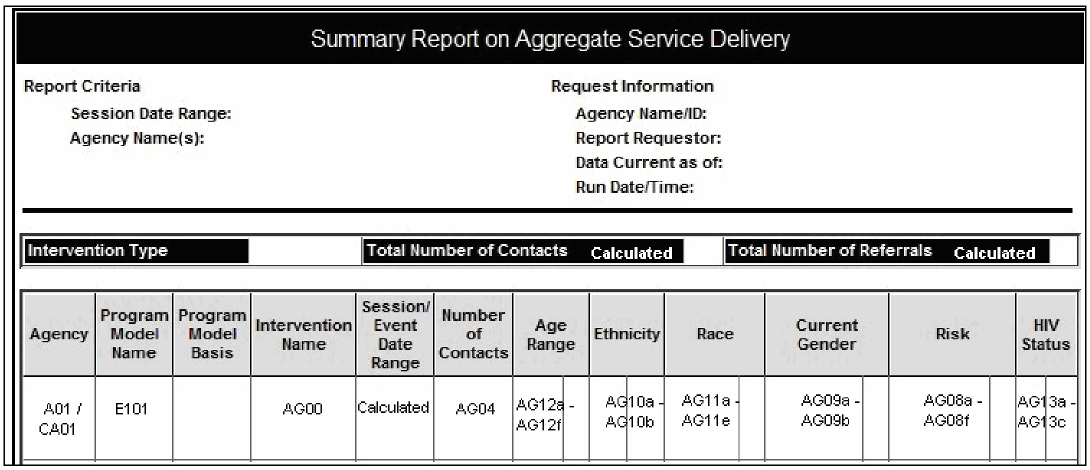


4. In the **Session Date Range From** field, type the date (*MM/DD/YYYY*).
5. In the **Session Date Range To** field, type the date (*MM/DD/YYYY*).
6. Under **Agency Name(s)**, select the name of the agency for the report.
7. Click **ADD TO LIST**.

The *Summary Report on Aggregate Service Delivery – Report Criteria* screen refreshes.

8. If you want to narrow the results of your report, enter the appropriate information for **Program Model Basis Type**, **Program Model Basis**, **Program Model Name**, and **Intervention Type(s)**.
9. Click **GENERATE REPORT**.

The *Summary Report on Aggregate Service Delivery* displays in a pop-up window. The following pages include screen shots of the sample report format, data variables included in the report, and how the report can be used to answer questions. This report is read from left to right.



Summary Report on Aggregate Service Delivery

Report Criteria
Session Date Range:
Agency Name(s):

Request Information
Agency Name/ID:
Report Requestor:
Data Current as of:
Run Date/Time:

Intervention Type | Total Number of Contacts Calculated | Total Number of Referrals Calculated

Agency	Program Model Name	Program Model Basis	Intervention Name	Session/ Event Date Range	Number of Contacts	Age Range	Ethnicity	Race	Current Gender	Risk	HIV Status
A01 / CA01	E101		AG00	Calculated	AG04	AG12a - AG12f	AG10a - AG10b	AG11a - AG11e	AG09a - AG09b	AG08a - AG08f	AG13a - AG13c

10. Click **PRINT REPORT**. This report prints landscape on letter size paper (8.5 x 11).

Report Name	Summary Report on Aggregate Service Delivery
Report Type	Monitoring and Evaluation
PEMS Module	Reports
PEMS Sub Module	Aggregate Level Services
PEMS Core Roles with Access	The following core roles: Aggregate Service, HC/PI, Aggregate HERR *A user-defined role may also be created to grant access.
Prerequisites for Generating This Report	▪ A contract must be active between your agency and any contract agencies. ▪ Sharing permissions must be created between your agency and any contract agencies.
How Often Should My Agency Generate This Report?	▪ At least once per quarter ▪ Once a cycle per interventions ▪ Throughout an intervention cycle
How Is This Report Useful?	This report allows you to view a **summary of Aggregate Service Delivery through Outreach, HE/RR and other aggregate interventions** delivered by your agency or any contract your agency funds to deliver services.
Reasons For Generating This Report	**Monitoring** – Your agency might generate this report to help monitor the types of clients who are being reached through aggregate programs. This report may help answer: ▪ Who is my agency serving though its aggregate level interventions? ▪ What populations are my programs reaching? ▪ What populations are my contract agencies reaching? You should also reference the **Report on Workers Delivering Aggregate Level Interventions** for a *worker* view of aggregate level intervention data.
Helpful Hints	This report can be used in conjunction with the **Referrals Made Report**.

Summary Report on Aggregate Service Delivery

Report Criteria

Session Date Range: 01/01/2006 to 10/24/2006

Agency Name(s): SOUTHERN STATE DEPARTMENT OF HEALTH

Request Information

Agency Name/ID: SOUTHERN STATE DEPARTMENT OF HEALTH/11

Report Requestor: GDHA, Georgia

Data Current as of: 10/21/2006

Run Date/Time: 10/30/2006 12:16 PM

A

B

Intervention Type	Outreach	Total Number of Contacts	80	Total Number of Referrals	0

Agency	Program Model Name	Program Model Basis	Intervention Name	Session/ Event Date Range	Number of Contacts	Age Range		Ethnicity		Race		Current Gender		Risk		HIV Status	
SOUTHERN STATE DEPARTMENT OF HEALTH	Outreach 2006	Other	Outreach	02/02/06 - 06/02/06	80	.	.	.	.	American Indian or Alaska Native	0	Male	57	MSM	26	.	.
										Asian	8	Female	23	IDU	2		
										Black or African American	8	Transgender MTF	0	MSM/IDU	5		
										Native Hawaiian or Other Pacific Islander	0	Transgender FTM	0	Sex Involving Transgender	2		
										White	10			Heterosexual Contact	29		
														Other/Risk Not Identified	16		

Additional Notes

This report may help answer:

- Who is my agency serving through its aggregate level interventions?
- What target population(s) is an intervention reaching?
- Is the intervention serving the right target population?

Report Header

Includes report criteria the user selected and request information.

A Aggregate Intervention Summary

Content is grouped by Intervention Type, and includes a quick snapshot of outcomes by listing the Total Number of Contacts and Total Number of Referrals for the intervention type.

B Aggregate Intervention Details

Includes aggregate service delivery data by Agency, Program Model Name, Program Model Basis and Intervention Name.

It also lists:

- Session/Event Date Range
- Number of Contacts
- Age Range
- Ethnicity
- Current Gender
- Race
- Risk
- HIV Status

Tip: These data can help determine if the intervention reached the number of contacts as it intended.

Other Client Level Services Sub Module

Reports in the **Other Client Level Services** Sub Module focus on information about the risk profile, detailed behaviors and demographics of clients receiving services within an agency. The following reports can be generated from the **Other Client Level Services** Sub Module:

- **Overview of Client Characteristics by Agency(s)** – Monitoring and Evaluation Report
- **Overview of Client Risk Behaviors by Agency(s)** – Monitoring and Evaluation Report

PEMS Core Roles required

The following core roles have access to these reports:

- Client Service Role
- PCRS Role
- CTR Role
- CRCS Role
- Client HERR Role

Overview of Client Characteristics by Agency(s)

This monitoring and evaluation report can be used to view a comparison of the demographic and risk characteristics of clients you planned to deliver services for versus those clients whom you are actually delivering services.

This report can be used for both monitoring and evaluation purposes:

Program Monitoring
Your agency might generate this report to help monitor types of clients who are being reached through its programs. This report may help directly answer:

- What are the characteristics of clients reached through my agency's programs?

Program Evaluation
This report may help directly answer:

- How successful is my agency in retaining clients across sessions?

Step > Action

1. Click **Reports** on the module menu bar.

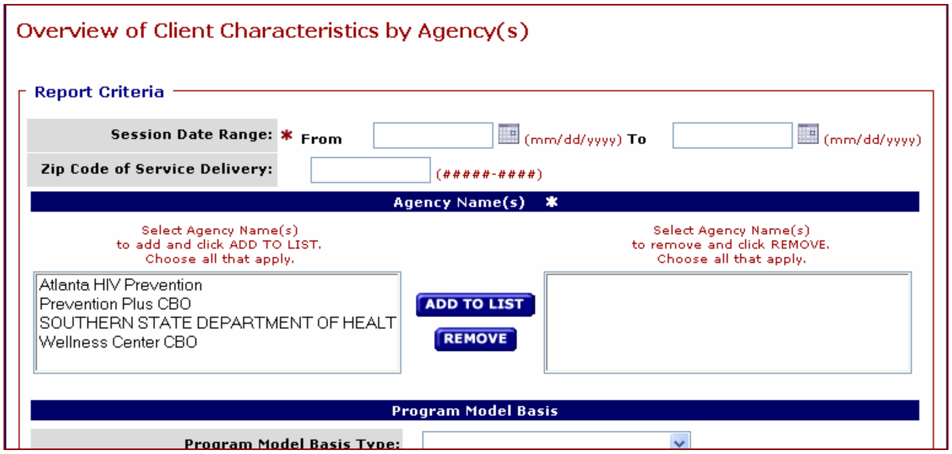
The *Report Selection - Agency and Program* screen displays.

2. Click **Other Client Level Services** on the sub module menu bar.

The *Report Selection – Other Client Level Services* screen displays.

3. Under the **Monitoring and Evaluation Reports** section, click **Overview of Client Characteristics by Agency(s)**.

The *Overview of Client Characteristics by Agency(s) – Report Criteria* screen displays.



4. In the **Session Date Range From** field, type the date (*MM/DD/YYYY*).
5. In the **Session Date Range To** field, type the date (*MM/DD/YYYY*).
6. Under **Agency Name(s)**, select the name of the agency for the report.
7. Click **ADD TO LIST**.

The *Overview of Client Characteristics by Agency(s) – Report Criteria* screen refreshes.

8. If you want to narrow the results of your report, enter the appropriate information for **Zip Code of Service Delivery, Program Model Basis Type, Program Model Basis, Program Model Name(s), Site Name(s), Intervention Type(s), Demographics,** and **Risk Categories**.
9. Click **GENERATE REPORT**.

The *Overview of Client Characteristics by Agency(s) Report* displays in a pop-up window. The following pages include screen shots of the sample report format, data variables included in the report, and how the report can be used to answer questions. This report is read from left to right in rows. This report contains links to additional information that can be selected from data in the high-level report.

The **Overview of Client Characteristics by Agency(s) Report** includes both high-level and drill down version reports:

- The high-level report provides a summary of the characteristics of clients reached through various client level interventions. The summary will contain counts of clients reached under various demographic and risk categories. “Counts” refers to the number of clients who contributed to a given demographic category.
- The drill-down report provides a close up view of the data presented in the summary report. This report allows the user to view the demographic details of clients who were included in the high-level report. Users may click on the hyperlinks within the summary report to generate drill down reports.

It is important to understand how the reports are generated – how PEMS “pulls” the client data – to interpret the reports accurately. For example, the first risk profile for a client within the date range used to generate the report is used to “match” to target population information. Therefore, if demographic or risk information is missing for a particular client in the first risk profile associated with the intervention and within the date range of the intervention, the client will not be “counted” in the report under the expected demographic category.

Update regarding Overview of Client Characteristics by Agency

In prior releases of PEMS, the drill down level of this report did not contain associated intervention names. Although it is not depicted in the following screen shots, with the release of the third patch (3.0.3), the drill down level of the report has been modified to include **Intervention Name** in the *Additional Criteria* section of the screen.

Overview of Client Characteristics by Agency(s)

Report Criteria	Request Information
Session Date Range:	Agency Name/ID:
Agency Name(s):	Report Requestor:
	Data Current as of:
	Run Date/Time:

Agency	**A01**
Program Model Name	E101
Program Model Basis	E102 - E104

Intervention Name	Intervention Cycle	# of Clients Reached
H01	H01a	Calculated

Client Characteristics	Total Numbers									
Ethnicity G114	Hispanic or Latino	Not Hispanic or Latino	Don't know	Refused to answer						
Race G116	American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Pacific Islander	White	Don't Know	Multiple Race			
Assigned Sex at Birth G123	Male	Female								
Current Gender G124	Male	Female	Transgender-MTF	Transgender-FTM						
Self Reported HIV Test Result G205	Positive	Negative	Indeterminate	Not asked	Refused to answer	Don't know	Not Available			
Age Range Calculated	Not aged focused	<13 years	13-18 years	19-24 years	25-34 years	35-44 years	45+ years			
Confirmed HIV Test Result	Positive/Reactive	NAT-positive	Negative	Indeterminate	Invalid	No result	Not Available			
G301										
Local Recall Period-HIV Risk Category Calculated	MSM only	IDU only	Heterosexual Contact only	MSM & IDU	Other	No Identified Risk Factor	No Risk Reported	Not Asked	Transgender Sex	Not Available
Primary 90 Day-HIV Risk Category Calculated	MSM only	IDU only	Heterosexual Contact only	MSM & IDU	Other	No Identified Risk Factor	No Risk Reported	Not Asked	Transgender Sex	Not Available
Session Number H05										

10. Click **PRINT REPORT**. This report prints on letter size paper (8.5 x 11).

Overview of Client Characteristics by Agency(s)

Report Criteria

Session Date Range: 01/01/2006 to 10/24/2006

Agency Name(s): SOUTHERN STATE DEPARTMENT OF HEALTH

Request Information

Agency Name/ID: SOUTHERN STATE DEPARTMENT OF HEALTH/11

Report Requestor: GDHA, Georgia

Data Current as of: 10/21/2006

Run Date/Time: 10/31/2006 06:10 PM

A

Agency	SOUTHERN STATE DEPARTMENT OF HEALTH
Program Model Name	CTR 2006
Program Model Basis	Counseling and Testing

B

Intervention Name	Intervention Cycle	# of Clients Reached
CTR 2006	Not Applicable	26

C

Client Characteristics	Total Numbers									
Ethnicity	Hispanic or Latino	Not Hispanic or Latino	Don't know	Refused to answer						
	10	12	4	0						
Race	American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Pacific Islander	White	Don't Know	Multiple Race			
	4	1	9	4	7	1	0			
Assigned Sex at Birth	Male	Female								
	10	16								
Current Gender	Male	Female	Transgender-MTF	Transgender-FTM						
	10	15	1	0						
Self Reported HIV Test Result	Positive	Negative	Indeterminate	Not asked	Refused to answer	Don't know	Not Available			
	13	8	0	2	0	1	2			
Age Range	Not aged focused	<13 years	13-18 years	19-24 years	25-34 years	35-44 years	45+ years			
	0	0	4	11	10	1	0			
Confirmed HIV Test Result	Positive/Reactive	NAT-positive	Negative	Indeterminate	Invalid	No result	Not Available			
	0	0	0	0	0	0	26			
Local Recall Period-HIV Risk Category	MSM only	IDU only	Heterosexual Contact only	MSM & IDU	Other	No Identified Risk Factor	No Risk Reported	Not Asked	Transgender Sex	Not Available
	0	0	0	0	0	0	0	0	0	26
Primary 90 Day-HIV Risk Category	MSM only	IDU only	Heterosexual Contact only	MSM & IDU	Other	No Identified Risk Factor	No Risk Reported	Not Asked	Transgender Sex	Not Available
	6	1	12	0	1	4	0	0	2	2
Session Number	1	2								
	26	1								

Report Header

Includes report criteria the user selected and request information.

A Content Section Header

NOTE: Report content is grouped by Agency Name, then Program Model Name, then Program Model Basis.

B Intervention Summary

Data are grouped by Intervention Name and Cycle.

Includes a quick snapshot of the intervention, including:

- Intervention Name
- Intervention Cycle
- # of Clients Reached

C Client Characteristics

Summary of client characteristics of clients reached through various client level interventions. Contains counts of clients reached under various demographic and risk categories.

Tip: Report can be generated by various criteria (e.g., Intervention Name) to see what types of clients are being reached.

Drill Down Capability

User may click on any of the hyperlinked counts to generate a drill down version with detailed behaviors for the clients who contributed to the count.

List of Individual Client Characteristics by PEMS ID

Report Criteria

Session Date Range: 01/01/2006 to 10/24/2006

Agency Name(s): SOUTHERN STATE DEPARTMENT OF HEALTH

Request Information

Agency Name/ID: SOUTHERN STATE DEPARTMENT OF HEALTH/11

Report Requestor: GDHA, Georgia

Data Current as of: 10/21/2006

Run Date/Time: 10/31/2006 07:08 PM

Additional Criteria

Age Range: 35-44 years

# of Unique Clients: 2

PEMS Client ID	Calculated Age	Ethnicity	Race	Assigned Sex at Birth	Current Gender	Local Recall Period HIV Risk Category (Computed)	90 Days HIV Risk Category (Computed)	Self-Reported HIV Test Result	Confirmed HIV Status	Number of Sessions Attended
146	36	Not Hispanic or Latino	Native Hawaiian or Pacific Islander	Male	Male	Not Available	MSM only	Positive	Positive/Reactive	2
150	35	Hispanic or Latino	Black or African American	Male	Male	Not Available	MSM only Transgender Sex	Negative	Not Available	2

Report Header

Includes report criteria the user selected and request information.

The drill down version of the Overview of Client Characteristics by Agency(s) report is titled “List of Individual Client Characteristics by PEMS ID.”

Additional Criteria

Indicates the criteria the user clicked to generate the drill down report.

of Unique Clients

Indicates the number of unique clients who met the criteria the user selected to generate the drill down report.

Client Characteristics

Includes: PEMS Client ID, Calculated Age, Ethnicity, Race, Assigned Sex at Birth, Current Gender, Local Recall Period, HIV Risk Category (Computed), 90 Days HIV Risk Category (Computed), Self-Reported HIV Test Result, Confirmed HIV Status, and Number of Sessions Attended.

Tip: These data can be copied and pasted to Excel to further analyze. For example, the user could user the Number of Sessions column to begin to help analyze retention across sessions.

Report Name	Overview of Client Characteristics by Agency(s)
Report Type	Monitoring and Evaluation
PEMS Module	Reports
PEMS Sub Module	Other Client Level Services
PEMS Core Roles with Access	The following core roles: Client Services, PCRS, CTR, CRCS, Client HERR *A user-defined role may also be created to grant access.
Prerequisites for Generating This Report	▪ A contract must be active between your agency and any contract agencies. ▪ Sharing permission must be created between your agency and any contract agencies.
How Often Should My Agency Generate This Report?	▪ At least once per quarter ▪ Once a cycle per intervention ▪ Throughout an intervention cycle to see if any changes should be considered
How Is This Report Useful?	Provides a summary of **client characteristics for clients reached through client level interventions** for your agency as well as any contract agencies you fund to deliver services.
Reasons For Generating This Report	**Monitoring** – Your agency might generate this report to help monitor types of clients who are being reached through its programs. This report may help directly answer: ▪ What are the characteristics of clients reached through my agency's programs? **Evaluation** – Your agency might generate this report to help evaluate: ▪ How successful is my agency in retaining clients across interventions?
Helpful Hints	▪ This report can be used in conjunction with the **Planned vs. Delivered Report** to identify the characteristics of clients you are reaching outside of planned target population(s).

Overview of Client Risk Behaviors

This monitoring and evaluation report can be used to view risk behaviors categories for clients reached through client level interventions for your agency as well as any contract agencies you fund to deliver services. This report contains a drill-down to detailed behaviors (if entered for the client).

This report can be used for monitoring purposes. Your agency might generate this report to help monitor risk categories of clients who are being reached through its programs. This report may help directly answer:

- What are the risk factors for my clients served through my agency's interventions?
- What are the characteristics of clients reached through my agency's programs?

Step > Action

1. Click **Reports** on the module menu bar.

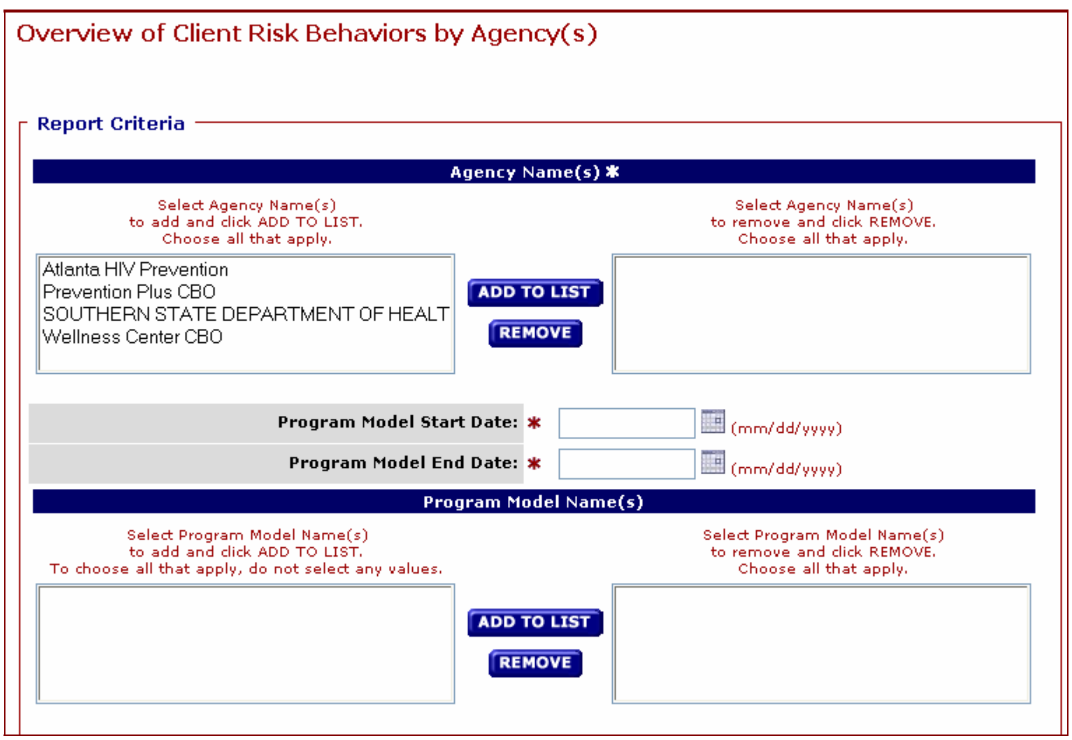
The *Report Selection - Agency and Program Plan* screen displays.

2. Click **Other Client Level Services** on the sub module menu bar.

The *Report Selection – Other Client Level Services* screen displays.

3. Under **Monitoring and Evaluation Reports**, click **Overview of Client Risk Behaviors**.

The *Overview of Client Risk Behaviors – Report Criteria* screen displays.



4. Under **Agency Name(s)**, select the name of the agency for the report.
5. Click **ADD TO LIST**.

The *Overview of Client Risk Behaviors by Agency(s) – Report Criteria* screen refreshes.

6. In the **Program Model Start Date** field, type the date (*MM/DD/YYYY*).
7. In the **Program Model End Date** field, type the date (*MM/DD/YYYY*).
8. If you want to narrow the results of your report, enter the appropriate information for **Program Model Name(s), Intervention Name(s), Cycle Number(s), Target Population Name(s), 90-day Primary HIV Risk Category**, and **Self Reported HIV Test Result.**
9. Click **GENERATE REPORT**.

The *Overview of Client Risk Behaviors* report displays in a pop-up window. The following pages include screen shots of the sample report format, data variables included in the report, and how the report can be used to answer questions. This report is read from left to right in rows. This report contains links to detailed behavior data entered for clients based on categories selected from the high-level report.

Overview of Client Risk Behaviors by Agency(s)

Report Criteria
Program Model Start Date:
Program Model End Date:
Agency Name(s):

Request Information
Agency Name/ID:
Report Requestor:
Data Current as of:
Run Date/Time:

# of Unique Clients:

Self-Reported HIV Test Result G205	Positive	Negative	Indeterminate	Not asked	Refused to answer	Don't know	Not Available						
In HIV Medical Care/Treatment (Only if HIV+) G208	No	Yes	Not asked	Refused to answer	Don't know	Not Available							
Client Risk Factors G211	Injection drug use	Sex with transgender	Sex with female	Sex with male	No risk identified	Not asked	Refused to answer	Other (Specify)	Not Available				
Additional Client Risk Factors G212	Exchange sex for drugs/money/or something they needed	While intoxicated and /or high on drugs	With person who is an IDU	With person who is HIV positive	With person of unknown HIV status	With person who exchanges sex for drugs/money	With person who is an MSM	With anonymous partner	With person who has hemophilia or transfusion/transplant recipient	No additional risk information specified	Not asked	Refused to answer	Not Available
Recent STD (Not HIV) G213	No	Yes-self report	Yes-laboratory confirmed	Not asked	Don't know	Not Available							
Primary 90 Day-HIV Risk Category Calculated	MSM only	IDU only	Heterosexual Contact only	MSM & IDU	Other	No Identified Risk Factor	No Risk Reported	Not Asked	Transgender Sex	Not Available			
Injection Drugs/Substances G124	Heroin and cocaine together	Heroin alone	Cocaine alone	Crack	Amphetamines, speed, crystal, meth, ice	Other narcotic drugs	Hormones	Steroids	Silicone	Botox	Other medical substances	Not Available	

10. Click **PRINT REPORT**. This report prints on letter size paper (8.5 x 11).

NOTE: The **Select Agency Name(s)** field contains a list of all the contract agencies for the user's agency as well as its own agency name. This field allows the user agency to generate the report on one or more agencies. Once the report is generated, the data are aggregated for all selected agencies; data are not displayed for each individual agency.

It is important to understand how the reports are generated – how PEMS "pulls" the client data – to interpret the reports accurately. For example, the first risk profile for a client within the date range used to generate the report is used to "match" to target population information. Therefore, if demographic or risk information is missing for a particular client in the first risk profile within the date range of the intervention, the client will not be "counted" in the report under the expected demographic category.

Update to Overview of Client Risk Behaviors

Although the layout of this report remains the same, the formula used to calculate target populations on this report has been modified with the release of PEMS 3.0.3 to provide a better representation of client target population served. When matching clients to a target population or client risk factor, PEMS uses a combination of the earliest Risk Profile data in the given date range of the report and any Demographics entered for the relevant clients. If HIV Status is necessary in determining target population or client risk factor, the Confirmed HIV Test Result is used. If the client does not have a Confirmed HIV Test Result for the specified date range of the report, Self Reported HIV Test Result is used.

Specifically, the following variables are used to match reported client demographics and risk to the target populations established in Community Plans:

CP-B03 Age (specified in priority population) links to G113 Calculated Age
CP-B04 Gender (specified in priority population) links to G124 Current Gender
CP-B05 Ethnicity (specified in priority population) links to G114 Ethnicity
CP-B06 Race (specified in priority population) links to G116 Race
CP-B07 HIV Status (specified in priority population) links to G301 Confirmed HIV Test Result OR G205 Self Reported HIV Test Result
CP-B09 Transmission Risk (specified in priority population) links to G211 Reported Client Risk Factors

Report Name	Overview of Client Risk Behaviors by Agency(s)
Report Type	Monitoring and Evaluation
PEMS Module	Reports
PEMS Sub Module	Other Client Level Services
PEMS Core Roles with Access	The following core roles: Client Services, PCRS, CTR, CRCS, Client HERR *A user-defined role may also be created to grant access.
Prerequisites for Generating This Report	▪ A contract must be active between your agency and any contract agencies. ▪ Sharing permission must be created between your agency and any contract agencies.
How Often Should My Agency Generate This Report?	▪ At least once per quarter ▪ Once a cycle per intervention ▪ Throughout an intervention cycle to see how you are doing and see if any changes should be considered
How Is This Report Useful?	This report provides a summary of **risk behavior categories for clients reached through client level interventions** for your agency as well as any contract agencies you fund to deliver services.
Reasons For Generating This Report	**Monitoring** – Your agency might generate this report to help monitor what types of clients are being reached through its interventions. This report may help directly answer: • What are the risk factors for my clients served through my agency's interventions? • What are the characteristics of clients reached through my agency's programs?
Helpful Hints	Can be used hand-in-hand with **Overview of Client Characteristics by Agency(s)** and **Intervention Details and Client Characteristics (Planned vs. Delivered) Report**.

Overview of Client Risk Behaviors by Agency(s)

Report Criteria

Program Model Start Date: 01/01/2006
Program Model End Date: 10/24/2006
Agency Name(s): SOUTHERN STATE DEPARTMENT OF HEALTH

Request Information

Agency Name/ID: SOUTHERN STATE DEPARTMENT OF HEALTH/11
Report Requestor: GDHA, Georgia
Data Current as of: 10/21/2006
Run Date/Time: 10/31/2006 10:31 PM

A

# of Unique Clients: 47

B

Self-Reported HIV Test Result	Positive	Negative	Indeterminate	Not asked	Refused to answer	Don't know	Not Available						
	23	19	0	2	0	3	0						
In HIV Medical Care/Treatment (Only if HIV+)	No	Yes	Not asked	Refused to answer	Don't know	Not Available							
	0	4	0	0	0	43							
Client Risk Factors	Injection drug use	Sex with transgender	Sex with female	Sex with male	No risk identified	Not asked	Refused to answer	Other (Specify)	Not Available				
	7	3	4	33	0	0	5	0	0				
Additional Client Risk Factors	Exchange sex for drugs/money/or something they needed	While intoxicated and /or high on drugs	With person who is an IDU	With person who is HIV positive	With person of unknown HIV status	With person who exchanges sex for drugs/money	With person who is an MSM	With anonymous partner	With person who has hemophilia or transfusion/transplant recipient	No additional risk information specified	Not asked	Refused to answer	Not Available
	22	28	12	10	12	8	9	7	5	0	0	0	10
Recent STD (Not HIV)	No	Yes-self report	Yes-laboratory confirmed	Not asked	Don't know	Not Available							
	0	5	4	1	0	37							
Primary 90 Day-HIV Risk Category	MSM only	IDU only	Heterosexual Contact only	MSM & IDU	Other	No Identified Risk Factor	No Risk Reported	Not Asked	Transgender Sex	Not Available			
	15	4	17	3	3	5	0	0	3	0			
Injection Drugs/Substances	Heroin and cocaine together	Heroin alone	Cocaine alone	Crack	Amphetamines, speed, crystal, meth, ice	Other narcotic drugs	Hormones	Steroids	Silicone	Botox	Other medical substances	Not Available	
	7	4	2	2	2	1	1	1	0	0	0	40	

Report Header

Includes report criteria the user selected and request information.

A # of Unique Clients

Displays the number of unique clients included in the report.

NOTE: Some rows below will not match the total number of unique clients in cases where the same client falls into multiple categories.

B Risk Behavior Summary

Report can be generated by various criteria (e.g., Intervention Name) to see what types of clients are being reached.

Drill Down Capability

User may click on any of the hyperlinked counts to generate a drill down version with detailed behaviors for the clients who contributed to the count.

List of Detailed Client Behaviors by PEMS ID

Report Criteria

Program Model Start Date: 01/01/2006

Program Model End Date: 10/24/2006

Agency Name(s): SOUTHERN STATE DEPARTMENT OF HEALTH

Request Information

Agency Name/ID: SOUTHERN STATE DEPARTMENT OF HEALTH/11

Report Requestor: GDHA, Georgia

Data Current as of: 10/21/2006

Run Date/Time: 10/31/2006 10:49 PM

Additional Criteria

Self-Reported HIV Test Result: Positive

# of Clients with Risk Profiles : 23

# of Clients with Detailed Behaviors: 4

				PEMS Variable (See Legend Below)															
PEMS Client ID	Session	Behavior Recall Period	Client Risk Factors	I03	I04	I05	I06	I07	I08	I09	I10	I11	I12	I13	I14	I15	I16	I17	I18
146	Intake	30 days	Sex with male	0	0	4	0	0	0	0	0	0	0	0	0	0	Not Available		
	Final	90 days	Sex with female ,Sex with male	3	0	2	0	0	0	0	0	0	0	0	0	0	Not Available		
152	Intake	90 days	Injection drug use ,Sex with male	6	0	0	0	0	0	0	0	0	0	0	0	0	Amphetamine, meth, speed, crystal, crank, etc.	1	0
	Final	90 days	Injection drug use ,Sex with male	6	0	0	0	0	0	0	0	0	0	0	0	0	Amphetamine, meth, speed, crystal, crank, etc.	1	0
182	Intake	30 days	Sex with male	0	0	2	0	0	0	0	0	0	0	0	0	0	Not Available		
	Final	30 days	Sex with male	0	0	2	0	0	0	0	0	0	0	0	0	0	Not Available		
187	Intake	90 days	Sex with female ,Sex with male	3	0	2	0	0	0	0	0	0	0	0	0	0	Not Available		
	Final	90 days	Sex with female ,Sex with male	3	0	2	0	0	0	0	0	0	0	0	0	0	Not Available		

PEMS Variable Legend

- I03 Number of sex partners
- I04 Number of sex partners with serodiscordant or HIV status unknown
- I05 Number of HIV status unknown sex partners that were Anonymous
- I06 Total number of sex events
- I07 Number of sex events with serodiscordant or HIV status unknown partners
- I08 Number of unprotected sex events
- I09 Number of Unprotected Sex Events with a serodiscordant or HIV status unknown partner (Total)
- I10 Number of Unprotected Sex Events with a serodiscordant or HIV status unknown partner (Male)
- I11 Number of Unprotected Sex Events with a serodiscordant or HIV status unknown partner (Female)
- I12 Number of Unprotected Sex Events with a serodiscordant or HIV status unknown partner (Transgender)
- I13 Number of Unprotected Sex Events with Injection Drug User
- I14 Number of Unprotected Sex Events with Partner Who Exchanged Sex for Drugs or Money
- I15 Number of Unprotected Sex Events while intoxicated and/or high on non-injection drugs
- I16 What drugs?
- I17 Number of Needle Sharing Events
- I18 Number of Injection Drug Events with a serodiscordant or HIV status unknown partner

Report Header

Notice: Drill Down version is called **List of Detailed Client Behaviors by PEMS ID**.

Includes report criteria the user selected and request information.

Additional Criteria

Indicates the criteria the user clicked to generate the drill down report.

of Clients with Risk Profiles / # of Clients with Detailed Behaviors

Displays # of unique clients included in the drill down version. Represents the # of clients for whom detailed behaviors have been entered in PEMS.

NOTE: There may be times when the drill down displays fewer Client IDs than the number clicked on by the user. See the bottom of this page for additional information.

Client Behaviors by PEMS ID

Displays the number of times a client recalled specific detailed behaviors during the recall period. Counts are grouped between **Intake** and **Final** sessions.

Column I16 – Displays drug names and NOT counts.

NOTE: This variance information may help evaluate effectiveness of client level interventions.

PEMS Variable Legend

A PEMS Variable Legend displays at the bottom of the report to help the user reference data variables.

What happens when no detailed behaviors have been entered in PEMS?

The following message displays on the drill down report:

No results matching the selected report criteria were found

Workers Sub Module

Reports in the **Workers** Sub Module focus on information about worker activity within an agency. Worker reports can only be generated for your agency and not for your contract agency regardless of the sharing relationship.

The following reports can be generated from the **Workers** Sub Module:

- **HIV PCRS Cases by Worker and Case Status** – Monitoring and Evaluation Report
- **Report on Workers Delivering Aggregate Level Interventions** – Monitoring and Evaluation Report
- **Report on Workers Delivering Client Level Interventions** – Monitoring and Evaluation Report

PEMS Core Roles Required

A user-defined role must be created and assigned to access worker reports. Refer to the user defined section of the user manual for more information.

HIV PCRS Cases by Worker and Case Status

This monitoring and evaluation report can be used to view HIV PCRS cases grouped by worker and case status for your agency only.

This report can be used for monitoring purposes. Your agency might generate this report to monitor case load among HIV PCRS workers. This report may help directly answer:

- Which cases are open / closed within the agency?
- How many cases are pending?

This report may help indirectly answer:

- Is there a need to distribute cases differently?

Step > Action

1. Click **Reports** on the module menu bar.

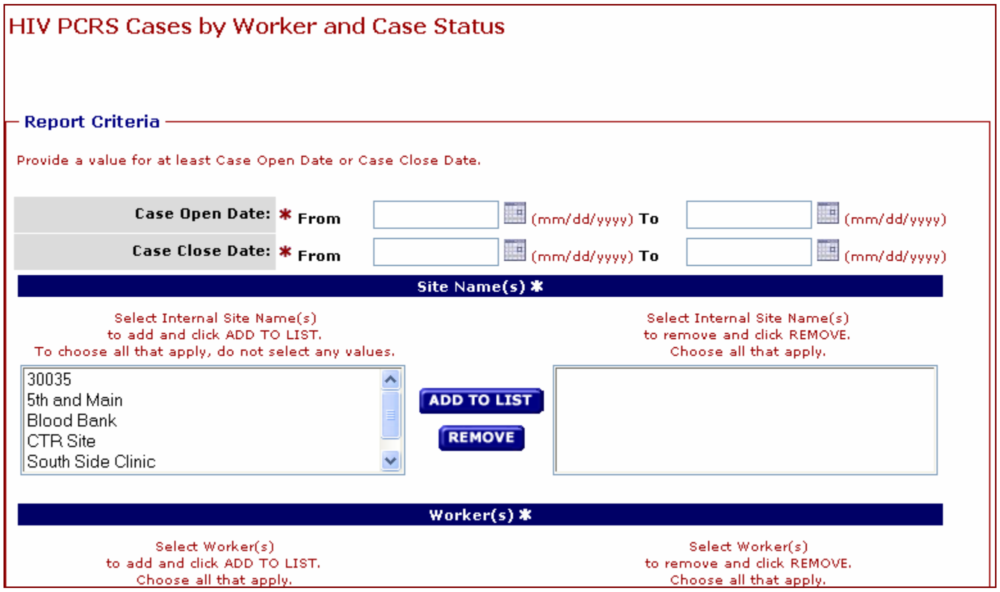
The *Report* Selection – Agency *and Program Plan* screen displays.

2. Click **Workers** on the sub module menu bar.

The *Report Selection – Workers* screen displays.

3. Under **Monitoring and Evaluation Reports**, click **HIV PCRS Cases by Worker and Case Status**.

The *HIV PCRS Activity Report – Report Criteria* screen displays.



4. In the **Case Open/Close Date From** field, type the date (*MM/DD/YYYY*).
5. In the **Case Open/Close Date To** field, type the date (*MM/DD/YYYY*).

> You may choose to only enter criteria for **Case Open Date** or **Case Close Date Range** fields. You are not required to enter date ranges for both. However, if you do enter date ranges in both the **Case Open** and **Case Close** date range fields, the report results will only include those PCRS cases that were both opened AND closed during the date ranges specified. To generate a report with the most results possible, only enter criteria in the **Case Open** or the **Case Close** date range fields, not both.

6. Under **Internal Site Name(s)**, select all sites to include in the report.
7. Click **ADD TO LIST**.

The *HIV PCRS Cases by Worker and Case Status – Report Criteria* screen refreshes.

8. Under **Worker(s)**, select desired workers to include in the report.
9. Click **ADD TO LIST**.

The *HIV PCRS Cases by Worker and Case Status – Report Criteria* screen refreshes.

10. If you want to narrow the results of your report, enter the appropriate information for **Program Model Name(s)**.
11. Click **GENERATE REPORT**.

The *HIV PCRS Cases by Worker and Case Status* displays in a pop-up window. The following pages include screen shots of the sample report format, data variables included in the report, and how the report can be used to answer questions. This report is read from left to right.

HIV PCRS Cases by Worker and Case Status

Report Criteria	Request Information
Case Open Date:	Agency Name/ID:
Case Close Date:	Report Requestor:
Site Name(s):	Data Current as of:
Worker(s):	Run Date/Time:

# of Unique Cases	Calculated
# of Currently Open Cases	
# of Closed Cases	

Worker Last Name	Worker First Name	PEMS Worker ID	Local Worker ID	Program Model Name	Intervention Name	Case Number	Case Open Date	Case Close Date	Current Case Status
P05	P03	H09 /	H09a	E101	PCR102	PCR101	PCR103	PCR104	Calculated

12. Click **PRINT REPORT.** This report prints on letter size paper (8.5 x 11).

HIV PCRS Cases by Worker and Case Status

Report Criteria

Case Open Date:	01/01/2006 to 10/24/2006
Site Name(s):	30035 5th and Main Blood Bank CTR Site GEORGIA DEPARTMENT OF HEALTH South Side Clinic
Worker(s):	Doe, Joe /5283 Silverstein, Sue /7438 Smith, Tom /7436 Smith, Vincent /7434 Torres, Laura /7435 Williams, Joe /7437

Request Information

Agency Name/ID:	SOUTHERN STATE DEPARTMENT OF HEALTH/11
Report Requestor:	GDHA, Georgia
Data Current as of:	10/21/2006
Run Date/Time:	10/29/2006 09:10 PM

A

B

# of Unique Cases	5
# of Currently Open Cases	2
# of Closed Cases	3

Worker Last Name	Worker First Name	PEMS Worker ID	Local Worker ID	Program Model Name	Intervention Name	Case Number	Case Open Date	Case Close Date	Current Case Status
Doe	Joe	5283	4653	PCRS	PCRS	10084	05/01/2006	07/25/2006	Closed
Doe	Joe	5283	4653	PCRS	PCRS	10216	04/30/2006		Open
Doe	Joe	5283	4653	PCRS	PCRS	10263	05/10/2006	09/10/2006	Closed
Silverstein	Sue	7438	132	PCRS	PCRS	10263	05/10/2006	09/10/2006	Closed
Smith	Tom	7436	657	PCRS	PCRS	10084	05/01/2006	07/25/2006	Closed
Smith	Tom	7436	657	PCRS	PCRS	10200	05/10/2006	08/01/2006	Closed
Smith	Tom	7436	657	PCRS	PCRS	10263	05/10/2006	09/10/2006	Closed
Smith	Tom	7436	657	PCRS	PCRS	9852	01/25/2006		Open
Smith	Vincent	7434	6435	PCRS	PCRS	10200	05/10/2006	08/01/2006	Closed
Smith	Vincent	7434	6435	PCRS	PCRS	10216	04/30/2006		Open
Smith	Vincent	7434	6435	PCRS	PCRS	10263	05/10/2006	09/10/2006	Closed
Smith	Vincent	7434	6435	PCRS	PCRS	9852	01/25/2006		Open
Torres	Laura	7435	3452	PCRS	PCRS	9852	01/25/2006		Open

Report Header

Includes report criteria the user selected and request information.

A Summary of PCRS Cases

Includes:

- # of Unique Cases
- # of Currently Open Cases
- # of Closed Cases

NOTE: The number of currently open/closed cases includes current status for all cases that meet the report criteria.

B PCRS Cases

Includes:

- Worker Name (sorted alphabetically)
- PEMS Worker ID/Local Worker ID
- Program Model Name, Intervention Name, Case Number, Case Open/Close Date, Current Case Status

Additional Notes

This report can help your agency monitor PCRS case workload among PCRS workers and evaluate overall effectiveness of PCRS case handling. The data will help make decisions about shifting cases or may help identify staff development opportunities.

Worker Details and Case Status table can be copied and pasted into Microsoft Excel for further analysis such as sorting by case status, etc.

Report Name	HIV PCRS Cases by Worker and Case Status
Report Type	Monitoring and Evaluation
PEMS Module	Reports
PEMS Sub Module	Worker
PEMS Core Roles with Access	A user-defined role must be created to allow access because it contains worker information.
How Often Should My Agency Generate This Report?	▪ Ad hoc ▪ As determined by your agency ▪ Possibly quarterly
How Is This Report Useful?	This report provides a summary view of **HIV PCRS cases grouped by worker and case status**. It also includes the total number of index clients and elicited partners for each worker.
Reasons For Generating This Report	**Monitoring** – Your agency might generate this report to monitor workload among HIV PCRS workers. This report may help answer: ▪ Which cases are open/closed within the agency? ▪ How many cases are pending? This report may help indirectly answer: ▪ Is there a need to distribute shift work differently?

Report on Workers Delivering Aggregate Level Interventions

This monitoring and evaluation report can be used to view aggregate level intervention session details by worker for your agency.

This report can be used for both monitoring and evaluation purposes:

Program Monitoring
Your agency might generate this report to help monitor aggregate service delivery. This report may help answer the following for a given worker:

- What is the workload distribution in service delivery?
- How many contacts were reached?
- What delivery methods are being deployed?
- What activities are being delivered?
- To what extent are activities being delivered as planned?

This report may help indirectly answer:

- How can workers best be supported? (**Tip**: Look to see if there is an appropriate distribution among workers.)

Step > Action

1. Click **Reports** on the module menu bar.

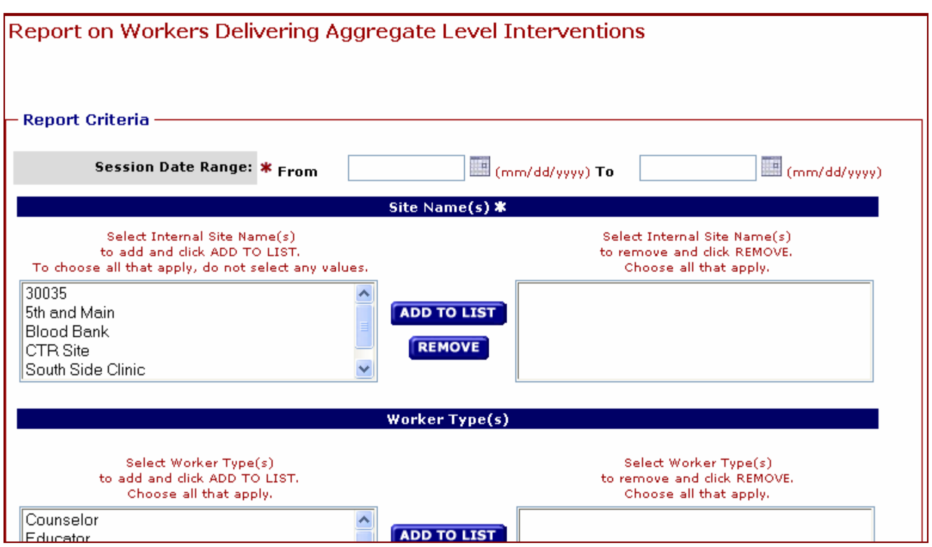
The *Report Selection – Agency and Program Plan* screen displays.

2. Click **Workers** on the sub module menu bar.

The *Report Selection – Workers* screen displays.

3. Under **Monitoring and Evaluation Reports**, click **Report on Workers Delivering Aggregate Level Interventions**.

The *Report on Workers Delivering Aggregate Level Interventions – Report Criteria* screen displays.



4. In the **Session Date Range From** field, type the date (*MM/DD/YYYY*).
5. In the **Session Date Range To** field, type the date (*MM/DD/YYYY*).
6. Under **Internal Site Name(s)**, select all sites to include in the report.
7. Click **ADD TO LIST**.

The *Report on Workers Delivering Aggregate Level Interventions – Report Criteria* screen refreshes.

8. Under **Worker(s)**, select all workers to include in the report.
9. Click **ADD TO LIST**.

The *Report on Workers Delivering Aggregate Level Interventions – Report Criteria* screen refreshes.

10. If you want to narrow the results of your report, enter the appropriate information for **Program Model Basis Type, Program Model Basis, Program Model Name,** and **Intervention Name**.
11. Click **GENERATE REPORT**.

The *Report on Workers Delivering Aggregate Level Interventions* displays in a pop-up window. The following pages include screen shots of the sample report format, data variables included in the report, and how the report can be used to answer questions. This report is read from left to right.

Report on Workers Delivering Aggregate Level Interventions

Report Criteria

Session Date Range:
Site Name(s):

Worker(s):

Request Information

Agency Name/ID:
Report Requestor:
Data Current as of:
Run Date/Time:

Worker Details

Last Name	First Name	PEMS Worker ID	Local Worker ID	Worker Type	Employment Status	Site Name
P05	P03	AG07	P02	P06	P07	P13

Program Model Name	E101
Intervention Name	AG00
Planned # of Client Contacts	F05

			Activities			Materials Distributed	
Session Number	Delivery Method(s)	# of Contacts Reached	Activity Name	Planned	Delivered	Item	Number
AG01	AG05a	AG04	AG05b & F10	F10	AG05b	AG14a - AG14h	

12. Click **PRINT REPORT**. This report prints on letter size paper (8.5 x 11).

Update to Workers Delivering Aggregate Level Interventions

Although not shown in the screen shots for this report, with the release of PEMS 3.0.3, **Worker Names** will be displayed in the intervention grouping of the report.

Report on Workers Delivering Aggregate Level Interventions

Report Criteria

Session Date Range: 01/01/2006 to 10/24/2006

Site Name(s): 30035
5th and Main
Blood Bank
CTR Site
SOUTHERN STATE DEPARTMENT of HEALTH
South Side Clinic

Worker(s): Doe, Joe /5283
Silverstein, Sue /7438
Smith, Tom /7436
Smith, Vincent /7434
Torres, Laura /7435
Williams, Joe /7437

Request Information

Agency Name/ID: SOUTHERN STATE DEPARTMENT OF HEALTH/11
Report Requestor: GDHA, Georgia
Data Current as of: 10/21/2006
Run Date/Time: 10/30/2006 01:37 PM

A

Worker Details

Last Name	First Name	PEMS Worker ID	Local Worker ID	Worker Type	Employment Status	Site Name
Doe	Joe	5283	4653	Counselor		South Side Clinic

B

Program Model Name	Outreach 2006
Intervention Name	Outreach
Planned # of Client Contacts	100

C

			Activities			Materials Distributed	
Session Number	**Delivery Method(s)**	**# of Contacts Reached**	**Activity Name**	**Planned**	**Delivered**	**Item**	**Number**
Not Available	In person	25	Distribution-Education materials	Yes	Yes	Distribution-Education materials	0
			Information-HIV/AIDS transmission	Yes	Yes		
			Referral	Yes			

Report Header

Includes report criteria the user selected and request information.

A Worker Details

Displays the Workers Details of the workers whose activities are displayed including:

- Worker Name, Worker ID
- Worker ID
- Employment Status
- Site Name

B Intervention Summary

Includes a snapshot of the intervention including:

- Program Model Name
- Intervention Name
- Planned # of Client Contacts

C Intervention Details

Displays the Intervention Details for the worker whose activities are listed in this section of the report including:

- Session Number
- Delivery Method
- # of Contacts Reached
- Activities (Planned vs. Delivered)
- Materials Distributed

Report Name	Report on Workers Delivering Aggregate Level Interventions
Report Type	Monitoring and Evaluation
PEMS Module	Reports
PEMS Sub Module	Workers
PEMS Core Roles with Access	A user-defined role must be created to allow access because it contains worker information.
Generating on a Contract Agency(s)	*This report cannot be generated on contract agencies because it contains worker information.
How Often Should My Agency Generate This Report?	▪ As needed ▪ At the end of an intervention cycle to capture a summary ▪ After an agency hires a new worker
How Is This Report Useful?	Provides a **summary of aggregate intervention session details** grouped by worker.
Reasons For Generating This Report	**Monitoring** – Your agency might generate this report to help monitor aggregate service delivery. This report may help directly answer, for a given worker: ▪ What is the staffing and workload distribution in service delivery? ▪ How many contacts were reached? ▪ What delivery methods are being deployed? ▪ What activities are being delivered? ▪ To what extent are activities being delivered as planned? This report may help indirectly answer: ▪ How can workers best be supported? (Tip: Look to see if there is an appropriate distribution among workers.)

Report on Workers Delivering Client Level Interventions

This monitoring and evaluation report can be used to view client level intervention session details by worker for your agency.

This report can be used for both monitoring and evaluation purposes:

Program Monitoring
This report may help directly answer:

- What is the workload distribution in service delivery?
- How many unique clients/partners were served?
- What delivery methods are being implemented?
- What activities are being delivered?
- To what extent are activities being delivered as planned?

Program Evaluation
This report may help indirectly answer:

- How can my agency best determine what type of support workers need to assist in delivering aggregate services?

Step > Action

1. Click **Reports** on the module menu bar.

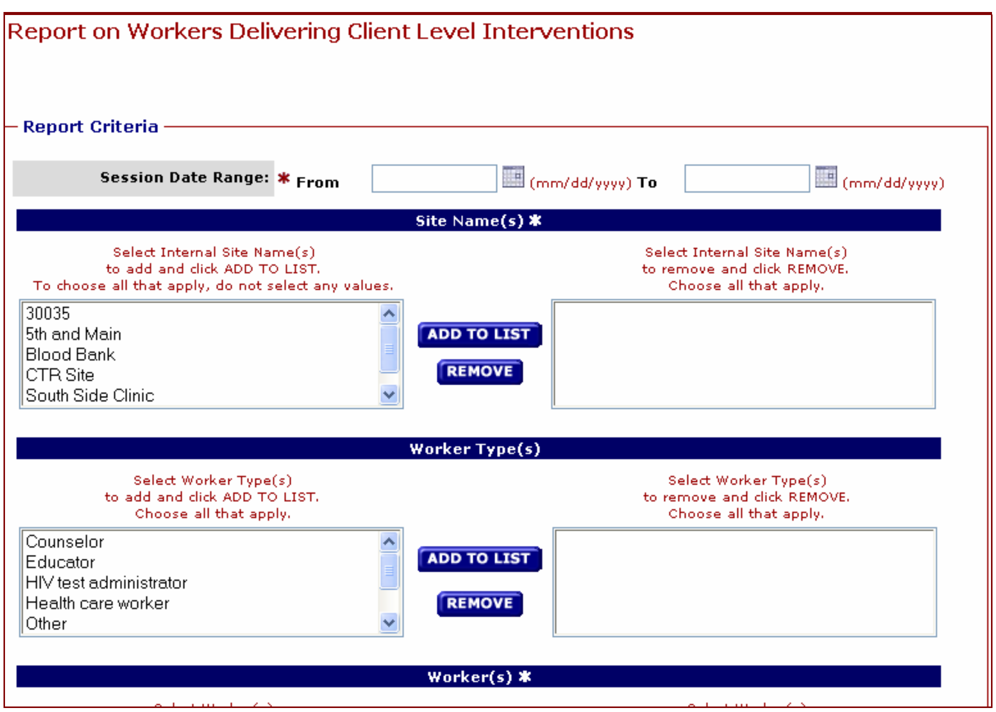
The *Report Selection – Agency and Program Plan* screen displays.

2. Click **Workers** on the sub module menu bar.

The *Report Selection – Workers* screen displays.

3. Under **Monitoring and Evaluation Reports**, click Report **on Workers Delivering Client Level Interventions**.

The *Report on Workers Delivering Client Level Interventions – Report Criteria* screen displays.



4. In the **Session Date Range From** field, type the date (*MM/DD/YYYY*).
5. In the **Session Date Range To** field, type the date (*MM/DD/YYYY*).
6. Under **Internal Site Name(s)**, select all sites to include in the report.
7. Click **ADD TO LIST**.

The *Report on Workers Delivering Client Level Interventions – Report Criteria* screen refreshes.

8. Under **Worker(s)**, select desired workers to include in the report.
9. Click **ADD TO LIST**.

The *Report on Workers Delivering Client Level Interventions – Report Criteria* screen refreshes.

10. If you want to narrow the results of your report, enter the appropriate information for **Program Model Basis Type, Program Model Basis, Program Model Name,** and **Intervention Name(s)**.
11. Click **GENERATE REPORT**.

The *Report on Workers Delivering Client Level Interventions* displays in a pop-up window. The following pages include screen shots of the sample report format, data variables included in the report, and how the report can be used to answer questions. This report is read from left to right.

Report on Workers Delivering Client Level Interventions

Report Criteria	Request Information
Session Date Range:	Agency Name/ID:
Site Name(s):	Report Requestor:
	Data Current as of:
	Run Date/Time:
Worker(s):	

Worker Details						
Last Name	First Name	PEMS Worker ID	Local Worker ID	Worker Type	Employment Status	Site Name
P05	P03	H09	H09a	P06	P07	P13

Program Model Name	E101
Intervention Name	H01
Planned Number of Cycles	F07
# of Unique Clients/Partners Served	Calculated

				Activities		
Cycle Number	Session Number	Delivery Method	# of Unique Clients / Partners Served	Activity Name	Planned	Delivered
H01a	H05	H23	Calculated	H20 / F10	F10	H20

12. Click **PRINT REPORT**. This report prints on letter size paper (8.5 x 11).

Report on Workers Delivering Client Level Interventions

Report Criteria

Session Date Range: 01/01/2006 to 10/24/2006

Site Name(s): 30035
5th and Main
Blood Bank
CTR Site
SOUTHERN STATE DEPARTMENT of HEALTH
South Side Clinic

Worker(s): Doe, Joe /5283
Silverstein, Sue /7438
Smith, Tom /7436
Smith, Vincent /7434
Torres, Laura /7435
Williams, Joe /7437

Request Information

Agency Name/ID: SOUTHERN STATE DEPARTMENT OF HEALTH/11
Report Requestor: GDHA, Georgia
Data Current as of: 10/21/2006
Run Date/Time: 10/30/2006 05:57 PM

A

Worker Details						
Last Name	**First Name**	**PEMS Worker ID**	**Local Worker ID**	**Worker Type**	**Employment Status**	**Site Name**
Doe	Joe	5283	4653			South Side Clinic

B

Program Model Name	CTR 2006
Intervention Name	CTR 2006
Planned Number of Cycles	Ongoing
# of Unique Clients/Partners Served	1

C

				Activities		
Cycle Number	**Session Number**	**Delivery Method**	**# of Unique Clients / Partners Served**	**Activity Name**	**Planned**	**Delivered**
Not Available	1		1	HIV testing	Yes	Yes
				Referral	Yes	
				Information-HIV/AIDS transmission		Yes
				Information-Abstinence/postpone sexual activity		Yes

Report Header

Includes report criteria the user selected and request information.

A Worker Details

Displays the Worker Details of the worker whose activities are displayed including:

- Worker Name, Worker ID
- Worker Type
- Employment Status
- Site Name

B Intervention Summary

Includes a quick snapshot of the intervention including: Program Model Name, Intervention Name, Planned Number of Cycles and # of Unique Clients/Partners Served.

C Intervention Details

Intervention Details are displayed by Cycle Number, then Session Number. Data include:

- Cycle Number
- Session Number
- Delivery Method
- # of Unique Clients/Partners Served
- Activities (Name and Planned vs. Delivered)

Report Name	Report on Workers Delivering Client Level Interventions
Report Type	Monitoring and Evaluation
PEMS Module	Reports
PEMS Sub Module	Workers
PEMS Core Roles with Access	A user-defined role must be created to allow access because it contains worker information.
Generating on a Contract Agency(s)	*This report cannot be generated on contract agencies because it contains worker information.
How Often Should My Agency Run This Report?	▪ As Needed ▪ At the end of an intervention cycle to capture a summary
How Is This Report Useful?	Provides a **summary of client intervention session details** grouped by worker.
Reasons For Generating This Report	**Monitoring** – Your agency might generate this report to help monitor client service delivery. This report may help directly answer, for a given worker: ▪ What is the workload distribution in service delivery? ▪ How many unique clients/partners were served? ▪ What delivery methods are being deployed? ▪ What activities are being delivered? ▪ To what extent are activities being delivered as planned? **Evaluation** – Your agency might generate this report to help evaluate actual delivery of services against plan. This report may help indirectly answer: ▪ How can my agency best determine what type of support workers need to assist in delivering client services?

Additional Resources

CCID Informatics Customer Support and PEMS Service Center

The PEMS Service Center receives emails and calls made by grantees to the CCID ICS (support desk). The Service Center staff works to provide answers and problem resolution to the grantees either through emails or follow up phone calls. You can contact the CCID ICS and PEMS Service Center with questions or problems through dhapsupport@cdc.gov or 1-877-659-7725.

PEMS Website

CDC has created a new PEMS website to include key communications and resources to support agencies use of PEMS. The PEMS website includes all training materials, Frequently Asked Questions, and Dear Colleague letters. The PEMS website also includes information on the data variables, security, performance indicators, and Counseling, Testing and Referral (CTR).

To access the new PEMS website (if the user has accessed the previous PEM website):

1. Type https://teamcdc.gov/team/cdc/dispatch.cgi/pems/workspace into an Internet Explorer address field.
2. Type your full email address in the login name field.
3. The first time you log in, use the temporary password **9900000Pwd**
4. After typing the password a screen will display that says "Login unsuccessful or rejected login." This means that the **temporary password is only accepted once.**
5. After you use the temporary password the first time, **you must change it to a permanent password** by clicking on the hyperlink on the next line.
6. You will be prompted to enter the temporary password and your new password. The new password must be eight characters in length with at least three of the following a capital letter, a lowercase letter, a number or a symbol.

*For new users to the PEMS website, visit the previous PEMS website http://www2a.cdc.gov/pems/ to register for a user account on the new website.

Regional Leads

Regional leads are a part of the CDC Implementation team. Regional leads proactively reach out to agencies within their region to see how their implementation and use of PEMS is progressing. Regional leads also are available to answer questions from any of their agencies and when appropriate, provide technical assistance. Often the regional lead will reach out to other implementation team members (Service Center and CDC staff) to resolve the question for the grantee. A map and contact information of regional leads is on the PEMS website under **Technical Assistance**. Regional leads are also a great resource for grantees to learn what other agencies are doing and see if there are any materials or lessons learned that can be shared among grantees.

PEMS Training Environment

All agencies using PEMS have access to a PEMS training environment. This requires use of a digital certificate with **PEMS Training** included in the **My Applications** section. If your digital certificate does not include **PEMS Training**, contact CCID ICS and request for it to be added to your digital certificate. The training environment has some basic data already entered. Some data are geared to helping agencies learn how to enter client level data. Other data are geared to helping agencies understand how to generate and interpret the monitoring and evaluation reports. Because of this, there are two different login usernames that can be used for the training environment.

The training environment is refreshed weekly on Fridays at 3pm EST. Therefore, any data entered during the week will be wiped out. Plan to work in the training environment Monday through Friday morning to avoid this. This training environment is for all grantees. This training environment is a shared environment for all grantees, so you may see data entered by other agencies. Training materials on the PEMS website can be used to provide exercises to use in the training environment.

No client identifying data should ever be entered into the CDC Training environment.

Instructions for logging into the CDC PEMS Training Environment:

1. Open Internet Explorer.
2. Type https://sdn.cdc.gov.
3. The Challenge Phrase screen displays. Type your challenge Phrase and click Submit.
4. The SDN screen displays. Under **My Applications** click **PEMS Training**.
5. The PEMS login screen displays.
6. Choose the appropriate information below and log in.

To access information to help you learn how to enter Client Level Data (this logs you into a fake CBO instance):

Login: completedtraining3
Password: Password1

To access information to help you learn how to generate and interpret monitoring and evaluation reports and data extracts (this logs you into a fake HD instance with contract agency data shared with the HD):

Login: HDuser3
Password: Password1

Training

All training materials for PEMS are located on the PEMS website. Training materials include instructor guides, student guides, quick reference cards (QRC), hand outs, and planning work sheets. You can also contact your regional lead to determine which training materials are appropriate for your agency.

Glossary of Terms

Term	Definition
Activity	Action or set of actions intended to bring about or support HIV risk reduction in a particular target population
Assurance of Confidentiality	For data stored at CDC, the Assurance of Confidentiality provides for the protection of sensitive data from subpoena, Freedom of Information Act (FOIA), and other requests for data. It ensures that data will be kept confidential, in accordance with the procedures outlined in the Assurance. Section 308d of the Public Health Service Act prescribes how and when such an assurance may be granted
Browser-based	Software that is accessed via Microsoft Internet Explorer or Netscape Navigator; may access without going to the world wide web, but through Intranet
Business Process	Day-to-day work of a business or non-profit organization that provides a specific service or product, such as HIV prevention activities
Capacity Building Branch (CBB)	Group within Division of HIV/AIDS Prevention (DHAP) that ensures grantees have the necessary infrastructure to perform HIV/AIDS prevention activities; Branch of DHAP
Coordination Center for Infectious Diseases (CCID)	Coordination Center for Infectious Diseases at CDC
CDC Reporting Environment (in PEMS)	Environment at CDC where agency data are sent when reported to CDC. Only CDC has access to this data
Centralized PEMS (CPEMS)	Centrally hosted version of PEMS (The software and data are maintained in a single, secure location that is only accessible with an authenticated id and password. CDC is responsible for procuring and maintaining PEMS hardware, software, and any additional costs)
Certification and Accreditation	Certification and Accreditation (C&A) is a process undertaken within CDC for the protection of PEMS that is conducted in compliance with the E-Government Act: Federal Information Security Management Act (FISMA). Through the C&A, vulnerabilities and risks to PEMS are identified through a formal risk assessment process, and controls are selected to cost effectively mitigate those risks. A detailed review of this process is documented in the PEMS security plan
Client Level Data	Data that are derived from intervention sessions delivered to individual clients
Community Planning Groups (CPG)	Group responsible for conducting HIV Prevention Community Planning; CPGs are composed of community representatives, scientists and other technical experts, and staff of non-governmental organizations, and departments of health, education and substance abuse prevention
Comprehensive Risk Counseling and Services (CRCS)	Client-centered HIV prevention activity with the fundamental goal of promoting the adoption of HIV risk-reduction behaviors by clients with multiple, complex problems and risk-reduction needs; a hybrid of HIV risk-reduction counseling and traditional case management that provides intensive, ongoing, and individualized prevention counseling, support, and service brokerage
Counseling, Testing, and Referral	The voluntary process of client-centered, interactive information sharing in which an individual is made aware of the basic information about HIV/AIDS, testing procedures, how to prevent the transmission and acquisition of HIV infection, and given tailored support on how to adapt this information to their life

Term	Definition
Community Level Interventions (CLI)	Programs designed to reach a defined community (geographic or identified subgroup), to increase community support of the behaviors known to reduce the risk for HIV infection and transmission, by working with the social norms or shared beliefs and values held by members of the community; CLI aims to reduce risky behaviors by changing attitudes, norms, and practices through community mobilization and community-wide events.
CT Scan Environment	The CT Scan Environment is where data are saved locally at each agency after it has been scanned, verified and interpreted. (This is only for agencies that have implemented the CT Scan solution.)
CT Scan Import	Data movement from the CT Scanning Environment to the Transactional Environment. This requires basic data to be set up in the Transactional Environment. Client and CT service delivery data are then transferred into the Transactional Environment
Data	Specific information or facts that are collected. A data element is usually a discrete or single measure. Examples of client-level data elements are sex, race/ethnicity, age, and neighborhood.
Data Sharing	Transfer of data from the Transactional Environment to the Quality Assurance Environment. This involves moving the non client-identifying data from the Transactional Environment to the Quality Assurance Environment.
Data Submission	After data quality assurance checks (i.e., QA reports) are performed in the Quality Assurance Environment, the data are moved into the Reporting Environment (as necessary).
Database	Designed for storage of data; may only be accessed by authorized end users and administrators; an accumulation of information that has been systematically organized for easy access and analysis.
Diffused Effective Behavioral Intervention (DEBI)	Designed to bring science-based, community and group-level prevention interventions to community-based service providers and state and local health departments; goal is to enhance capacity to implement effective interventions at the state and local levels to reduce the spread of HIV and STDs, and to promote healthy behaviors.
Decentralized PEMS (DPEMS)	Locally installed and maintained version of PEMS (The grantee is responsible for procuring and maintaining PEMS hardware, software, and any additional costs.)
Demographics	The statistical characteristics of human populations such as age, race, ethnicity, and sex that can provide insight into the development, culture, and sex specific issues that the intervention will need to account for.
Division of HIV/AIDS Prevention (DHAP)	The Division involved in HIV/AIDS prevention activities and responsible for the coordination of PEMS. DHAP is under the Coordination Center for Infectious Disease (CCID) and the National Center for HIV/AIDS, Viral Hepatitis, STD, & TB Prevention (NCHHSTP).
Drill Down	Select reports provide a function that allows users to look into more detail of the summary data provided in the high-level report. This is called drill down functionality and these reports are called drill down reports.
Efficiency Analysis	Determining whether particular characteristics of the clients or the program are associated with different levels of outcomes
Epidemic	A disease that spreads rapidly through a demographic segment of the human population, such as everyone in a given geographic area, a military base, or similar population unit; or everyone of a certain age or sex, such as the children or women of a region. Epidemic diseases can be spread from person to person or from a contaminated source such as food or water.

Term	Definition
Epidemiology	The study of the distribution and determinants of health-related states or events in specified populations, and the application of this study to the control of health problems
End User	Refers to any authorized grantee who uses PEMS software
Evidence Basis	Behavioral, social, and policy interventions that are relevant and methodologically rigorous are evidence- or science-based. These interventions have been evaluated using behavioral or health outcomes; they report positive, negative or no change (null) findings; they use control/comparison groups (or pre-post data without a comparison group if a policy study); and they have no apparent bias when assigning persons to intervention or control groups or have adjusted for any apparent assignment bias.
Fixed-site Outreach	Outreach activities conducted at a specific place (i.e., setting up a table at a corner or working out of a mobile van or store front)
Formative Evaluation	Evaluation undertaken during the design and pre-testing of programs to guide the design process; emphasizes questions related to how the program is operating; used to assist planners, managers and staff to develop a new program or improve an ongoing program
Group-level Interventions (GLI)	Health education and risk reduction activities intended to be delivered to groups of varying sizes; uses peer and non-peer models involving a wide-range of skills, information, education and support
Health Communication/Public Information (HC/PI)	The delivery of planned HIV/AIDS prevention messages through one or more channels to target audiences that are designed to build general support for safe behavior, support personal risk-reduction efforts, and/or inform persons at risk for infection how to obtain specific service, i.e., electronic media, print media, hotline, clearinghouse, presentations/lectures.
Heath Education and Risk Reduction Interventions (HERR)	Organized efforts to reach persons at increased risk of becoming HIV-infected or, if already infected, of transmitting the virus to others, with the goal of reducing risk of these events occurring; activities range from individual case management to broad community-base interventions
HIV Prevention Community Planning	The cyclical, evidence-based planning process in which authority for identifying priorities for funding HIV prevention programs is vested in one or more planning groups in a state or local health department that receives HIV prevention funds from CDC
HIV Prevention Counseling	An interactive process between client and counselor aimed at identifying concrete, acceptable, and appropriate ways to reduce risky sex and needle-sharing behaviors related to HIV acquisition (for HIV-uninfected clients) or transmission (for HIV-infected clients).
IDU	Injection drug user; people who are at risk for HIV infection through the use of equipment used to inject drugs, i.e., syringes, needles, cookers, spoons, etc.
Incidence	The rate of new cases in a defined population within a certain time period (often a year) which can be used to measure disease frequency. It is important to understand the difference between HIV incidence and reported HIV diagnoses. A person with HIV infection may be tested at any point in the course of disease, not just when recently infected.
Individual Level Interventions (ILI)	Health Education and risk-reduction counseling provided to one individual at a time; ILIs assist clients in making plans for individual behavior change and ongoing appraisals of their own behavior. These interventions also facilitate linkages to services in both clinic and community settings, e.g. substance abuse treatment settings, in support of behaviors and practices that prevent transmission of HIV, and they help clients make plans to obtain these services.

Term	Definition
Intervention	Includes an activity or set of activities intended to change the knowledge, attitudes, beliefs, behaviors, or practices of individuals and populations to reduce health risks (An intervention has distinct process and outcome objectives. Examples are partner counseling and referral services.)
Jurisdiction	An area or region that is the responsibility of a particular governmental agency. This term usually refers to an area where a state or local health department monitors HIV prevention activities, i.e., Jonestown is within the jurisdiction of the Jones County Health Department.
Memorandum Of Understanding (MOU)	The Memorandum of Understanding (MOU) is a written document which establishes policies or procedures of mutual concern to CDC and grantees that use PEMS. It provides a general description of the responsibilities that are to be assumed by each party in pursuit of security goals. While it is not a contract, it is used to define areas of mutual interest. This is a document that is required by the CDC Certification and Accreditation process.
National Center for HIV, STD,&TB Prevention (NCHSTP)	The Center of CDC that includes the Division of HIV/AIDS Prevention (DHAP), where PEMS is coordinated.
Outcome Evaluation	Evaluation employing rigorous methods to determine whether the prevention program has an effect on the predetermined set of goals; the use of such methods allows one to rule out factors that might otherwise appear responsible for the changes seen.
Outcome Monitoring	Efforts to track the progress of clients or a program based upon outcome measures set forth in program goals. These measurements assess the effects of interventions on such client outcomes as knowledge, attitudes, beliefs, and behavior. Monitoring will allow one to identify changes that occurred, but one cannot conclude that the intervention was responsible for the change. This would take a more rigorous approach (see Outcome Evaluation).
Outreach	HIV/AIDS educational interventions generally conducted by peer or paraprofessional educators face-to-face with high-risk individuals in the clients' neighborhoods or other areas where clients typically congregate. Outreach usually includes distribution of condoms, bleach, sexual responsibility kits, and educational materials. Includes peer opinion leader models.
Partner Counseling and Referral Services (PCRS)	A systematic approach to notifying sex and needle-sharing partners of HIV-infected persons of their possible exposure to HIV so they can avoid infection or, if already infected, can prevent transmission to others. PCRS helps partners gain earlier access to individualized counseling, HIV testing, medical evaluation, treatment, and other prevention services.
Prevalence	The total number of cases of a disease not known to have died in a given population at a particular point in time. Prevalence does not give an indication of how long a person has had a disease and cannot be used to calculate rates of disease. It can provide an estimate of risk that an individual will have a disease at a point in time. For HIV/AIDS surveillance, prevalence refers to living persons with HIV disease regardless of time of infection or diagnosis date. Note the difference between prevalence of a condition in the population and the prevalence of cases, namely that to be a case as person must be diagnosed according to a definition.
Prevalence Rate	The number of people living with a disease or condition in a defined population on a specified date, divided by that population. It is often expressed per 100,000 populations.
Prevention Services	Interventions, strategies, programs, and structures designed to change behavior that may lead to HIV infection or other diseases. Examples of HIV prevention services include street outreach, educational sessions, condom distribution, and mentoring and counseling programs.

Term	Definition
Priority Population	Population for which prevention programs can make the biggest impact on the epidemic, i.e., if HIV rates can be reduced in such a population, then it would have a major impact on the epidemic in the jurisdiction. Priority populations form the set of population groups that are then prioritized as target populations.
Program	A program consists of one or many program models, interventions, session and/or activities.
Program Announcement	The publication by CDC in the *Federal Register* which describes the amount of funding available for a particular public health goal and solicits applications for funding. The program announcement describes required activities and requests that the applicant describe how they will carry out the required activities.
Program Evaluation and Monitoring System (PEMS)	A program that includes standardized data variables, training, technical assistance, and browser-based monitoring and evaluation software for prevention service providers that provides a standardized and integrated approach to improve reporting and data quality for CDC-funded HIV/AIDS prevention activities
Program Indicator	A program indicator is a quantitative measure of program performance, e.g., the number of persons with positive test results who received post-test counseling. In this program announcement, each health department is responsible for developing an overall five-year goal for each indicator and a specific level of achievement for each year of the project period.
Program Model	A program model is the scientific or operational basis that serves as the foundation for the development of a program. A program can have multiple program models.
Prevention Programs Branch (PPB)	Responsible for reviewing funding applications and monitoring HIV/AIDS risk reduction activities in the jurisdictions; Branch of DHAP
Public Health Information Network Messaging System (PHIN MS)	Local, State, and Federal public health professionals and organizations use the Public Health Information Network Messaging System, PHIN MS, to rapidly and securely send sensitive health information over the Internet to other local, State, and Federal organizations as well as the Centers for Disease Control and Prevention. Information such as HIV records, pandemics, and bioterrorism can be text, graphics, or any other file type.
Quality Assurance Environment in PEMS	Where all non-client identifying data are copied. Agencies can generate quality assurance reports, grantee reports, and data extracts on their data and their funded agency data (shared with their agency) through this environment. There is no client identifying data in this environment.
Qualitative Data	Non-numeric data. Information from sources such as narrative behavior studies, focus group interviews, open-ended interviews, direct observations, ethnographic studies, and documents. Findings from these sources are usually described in terms of underlying meanings, common themes, and patterns of relationships rather than with numeric or statistical analysis. Qualitative data often complement and help explain quantitative data.
Quantitative Data	Numeric information (i.e., numbers, rates, and percentages) representing counts or measurements
Referral	A process by which immediate client needs for prevention, care, and supportive services are assessed and prioritized and clients are provided with assistance (e.g., setting up appointments, providing transportation) in identifying and accessing services. Referral does not include ongoing support or management of the client or case management. There should be a strong working relationship with other providers and agencies that might be able to provide needed services.
Relevance	The extent to which an intervention plan addresses the needs of affected populations in the jurisdiction and of other community stakeholders. As described in the Guidance, relevance is the extent to which the populations targeted in the intervention plan are consistent with the target populations in the comprehensive HIV prevention plan.

Term	Definition
Risk Factor or Risk Behavior	Something that actively contributes to the production of a result. For example, drug use is a factor that increases risk of acquiring HIV infection; and factors such as sharing injection drug use equipment, unprotected anal or vaginal sexual contact, and commercial unprotected sex increase risk of acquiring and transmitting HIV.
Rules Of Behavior (ROB)	The Rules of Behavior document dictates system administrator responsibilities and provides guidelines and policies surrounding what is and what is not acceptable system administrator behavior with regard to PEMS. Specifically, the PEMS Rules of Behavior provides system users with information about controlling hardware, and managing system access including granting and revoking privileges, controlling data, and managing personnel, among other things. This document is required by the CDC Certification and Accreditation process.
Secure Data Network (SDN)	CDC's Secure Data Network. This requires a digital certificate to log into before accessing PEMS.
Security	Measures taken to protect data; security techniques such as encryption, passwords, and firewalls are designed to prevent unauthorized access to data, to protect the integrity of PEMS software, and to limit the potential damage that can be caused by attackers and intruders
Seroprevalence	The number of people in a population who test HIV+ based on serology (blood serum) specimens. Seroprevalence is often presented as a percent of the total specimens tested or as a rate per 1,000 persons tested.
Service Center (PEMS)	The PEMS Service Center responds to requests made by grantees via the CCID ICS support desk. Service Center representatives are familiar with the PEMS program, its requirements, and the software. They investigate reported issues and work with grantees and subject matter experts (including CDC and system developers) to provide answers and problem resolution to the grantees.
Session	A session is a planned span of time when a client is engaged in prevention services.
Surveillance	The ongoing and systematic collection, analysis, and interpretation of data about a disease or health condition
Target Populations	Prioritized populations that are the focus of HIV prevention efforts because they have high rates of HIV infection and high levels of risky behavior. Groups are often identified using a combination of behavioral risk factors and demographic characteristics.
Technical Assistance (TA)	Delivery of expert programmatic, scientific, and technical support to organizations and communities in the design, implementation, and evaluation of HIV prevention interventions and programs (CDC funds a National Technical Assistance Providers' Network to assist HIV prevention community planning groups in all phases of the community planning process.)
Web-based	Available by accessing the world wide web and using a web-browser such as Microsoft Internet Explorer or Netscape Navigator
Webinar	A means of communicating information or holding workshop sessions via the Internet (Participants are sent a link, such as www.webinar123.com, with the date and time of the session.)
XPEMS	Agencies that are not using CPEMS or DPEMS. They have their own hardware and software system to capture HIV/AIDS prevention data. A data transfer interface will exist between the XPEMS and CPEMS systems to allow reporting of data.
XML – Extensible Markup Language	Extensible Markup Language and is a flexible specification for structuring data. XML is the industry standard for data exchange between applications due to this flexibility. Once data are imported, they display in PEMS as if they were entered through the PEMS interface.