
Basic Reporting in EvaluationWeb

User Guide



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Running Reports in EvaluationWeb

Running Reports

What reports can users run?

EvaluationWeb users have different access privileges, depending on their roles at their agencies. Some users can create EvaluationWeb reports, while others can only enter data. Users who can create reports fall into one of three categories:

- **Reporters** - Those who can view HIV Testing, Partner Services (PS), and/or Risk Reduction Activity (RRA) data at:
 - o Jurisdiction Health Departments
 - o Indirectly funded CBOs
 - o Directly funded CBOsThe number of reports available to Reporters depends on how your agency is set up in EvaluationWeb.

- **Administrators**
 - o EvaluationWeb Administrators at jurisdiction health departments

- **CDC Staff**
 - o Program Evaluation Branch (PEB)
 - o Prevention Program Branch (PPB)

List of reports

The following table describes the various reports available in EvaluationWeb, who can run them, and on which EvaluationWeb Report tab they are located.

Report	Who Can Run Report	Report Tab
Data Quality Report (DQR)	<ul style="list-style-type: none">• Reporter• Administrator• CDC Staff	<ul style="list-style-type: none">• Data QA
HIV Testing Dashboard	<ul style="list-style-type: none">• Reporter• Administrator• CDC Staff	<ul style="list-style-type: none">• Dashboard Reports
Reflexx	<ul style="list-style-type: none">• Reporter• Administrator• CDC Staff	<ul style="list-style-type: none">• Reflexx

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Running Reports, Continued

List of reports, (continued)

Report	Who Can Run Report	Report Tab
PPB Reports – Behavioral Risk Factor Report	<ul style="list-style-type: none"> • Reporter • Administrator • CDC Staff 	<ul style="list-style-type: none"> • CDC Reports (for Reporters and Administrators) • National Reports (for CDC Staff)
PPB Reports – Jurisdiction Summary Report	<ul style="list-style-type: none"> • Reporter • Administrator • CDC Staff 	<ul style="list-style-type: none"> • CDC Reports (for Reporters and Administrators) • National Reports (for CDC Staff)
PPB Reports – HIV Testing Summary Report	<ul style="list-style-type: none"> • Reporter • Administrator • CDC Staff 	<ul style="list-style-type: none"> • CDC Reports (for Reporters and Administrators) • National Reports (for CDC Staff)
PEB - National HIV Testing Summary Report	<ul style="list-style-type: none"> • CDC Staff 	<ul style="list-style-type: none"> • National Reports
PEB Report Card	<ul style="list-style-type: none"> • CDC Staff 	<ul style="list-style-type: none"> • National Reports
Budget Allocation	<ul style="list-style-type: none"> • CDC Staff 	<ul style="list-style-type: none"> • National Reports
CBO Indicator Report	<ul style="list-style-type: none"> • Reporter • Administrator • CDC Staff 	<ul style="list-style-type: none"> • CDC Reports (for Reporters and Administrators) • National Reports (for CDC Staff)
Positivity Report	<ul style="list-style-type: none"> • Administrator 	<ul style="list-style-type: none"> • Custom Reports
Site Intervention Associations	<ul style="list-style-type: none"> • Administrator 	<ul style="list-style-type: none"> • Custom Reports

Accessing the Reports Window

Accessing Reports

In the EvaluationWeb window, click **Reports**.



Result: The Reports window opens, with multiple tabs displayed.



Running the Data Quality Report (DQR)

Data Quality Report

Perform the following steps to run the Data Quality Report.

Step	Action
1	Click the Data Quality tab. <u>Result:</u> The report parameters display.
2	Select a value for each parameter in the report: <ul style="list-style-type: none"> • Data Type • Schema • Jurisdiction • Agency • Date Range <u>Note:</u> See the following table for descriptions of each parameter and parameter value.
3	Click Run Data Quality Report . <u>Result:</u> The report opens.

Data Quality parameters

The following table describes the parameters for the Data Quality Report.

Data Type	
CTR	HIV Testing data
Partner Services	Partner Services data
HD Client Level	Risk Reduction Activities client-level data reported by jurisdiction health departments
HD Aggregate	Risk Reduction Activities aggregate-level data reported by jurisdiction health departments
CBO Client Level	Risk Reduction Activities client-level data reported by directly funded CBOs
CBO Aggregate	Risk Reduction Activities aggregate-level data reported by directly funded CBOs

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Running the Data Quality Report (DQR), Continued

Data Quality parameters, (continued)


Schema	
<p><u>Note</u>: When you choose CTR or Partner Services as the data type, you get the option to choose the schema that was used for data upload.</p>	
V1 Variables Only	Includes records uploaded using Version 1 of the schema or entered using Version 1 of the data entry form (2011 or earlier).
V2 and V3 Variables Only	Includes records uploaded using Version 2 of the schema or entered using Version 2 of the data entry form (2012 or later).
V3.1 Variables	Includes records uploaded using Version 3.1 of the schema or entered using Version 3.1 of the data entry form (2013 or later).
All Versions	Includes records uploaded using any version of the schema (Version 1, 2, or 3.1) or all records entered through direct data entry.
Definitions Only	<p>Includes the definition and business rules for each variable in the DVS.</p> <p><u>Note</u>: This option returns definitions and business rules only. No data records are included in the report.</p>
Jurisdiction	
<p>Jurisdiction for the report.</p> <p><u>Note</u>: Only CDC staff sees this parameter.</p>	
Agency	
<p>Agency for the report.</p> <p><u>Note</u>: Only CDC staff and Administrators see this parameter.</p>	
Date Range	
<p>Start date and end date for the report. By default, the report will include all records for the current year to date.</p> <p><u>Note</u>: Data range options do not display for Definitions Only.</p>	
Report ALL data	Includes all records with valid, unknown, and questionable session dates. Session dates of 01/01/1800 or 01/01/1900 are considered unknown, and session dates before 01/01/2008 or after today's date are considered questionable.
Report within date range	Includes only records with valid session dates within a user-defined date range. Records with unknown or questionable session dates, or session dates outside of the selected date range are not included.
Report questionable session dates	Includes only records that have unknown or questionable session dates. It does not include any records with valid session dates.

Running the HIV Testing Dashboard

HIV Testing Dashboard

Perform the following steps to run the HIV Testing Dashboard.

For additional information on running and filtering the HIV Testing Dashboard, see the document, *Running a Dashboard Report Quick Reference*, found on the EvaluationWeb help page.

Step	Action
1	Click the Dashboard Reports tab.
2	Click Launch HIV Testing Dashboard . 
3	Select a value for each parameter in the report: <ul style="list-style-type: none"> • Agency • Programs • Dates <p><u>Note:</u> See the following table for descriptions of each parameter and parameter value.</p>
4	Click Submit . <u>Result:</u> The report opens.

HIV Testing Dashboard parameters

The following table describes the parameters for the HIV Testing Dashboard.

Parameter	Description
Agency	Agency for the report. <u>Note:</u> Only CDC staff and Administrators see this parameter.
Programs	Program for the report. If your agency has multiple HIV Testing programs in EvaluationWeb, the drop-down list will allow you to choose among them; otherwise, the program name will default to CTR for HIV Testing.
Dates	Start date and end date for the report. By default, the report will include all records for the current year to date.

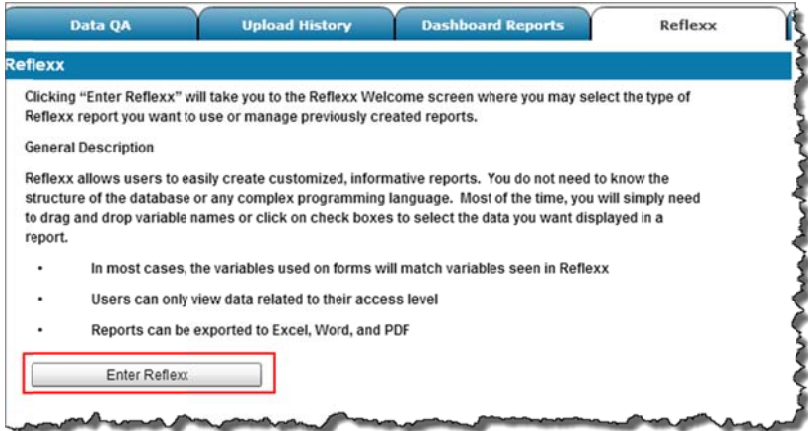
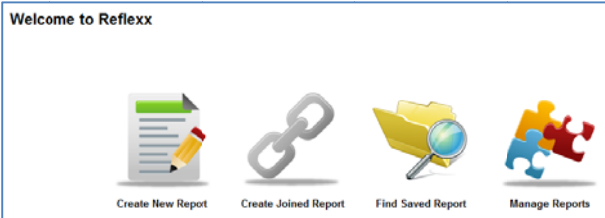
Running Reflexx Reports

Reflexx

Reflexx is an ad-hoc query tool that allows you to easily create customized reports incorporating any of the NHM&E variables stored in EvaluationWeb.

For additional information on using Reflexx, see the document, *Using Reflexx User Guide*, found on the EvaluationWeb help page.

Perform the following steps to access Reflexx.

Step	Action
1	Click the Reflexx tab.
2	Click Enter Reflexx .  <p>The screenshot shows a navigation bar with tabs for 'Data QA', 'Upload History', 'Dashboard Reports', and 'Reflexx'. Below the tabs, the 'Reflexx' section is active. It contains a heading 'Reflexx', a paragraph explaining that clicking 'Enter Reflexx' leads to a welcome screen, and a 'General Description' section. The description states that Reflexx allows users to create customized reports without needing database knowledge. It lists three bullet points: variables on forms match those in Reflexx, users can only view data within their access level, and reports can be exported to Excel, Word, and PDF. At the bottom, the 'Enter Reflexx' button is highlighted with a red rectangular box.</p>
3	Click one of the four menu options.  <p>The screenshot shows the 'Welcome to Reflexx' screen. It features four icons with corresponding labels below them: a document icon for 'Create New Report', a chain link icon for 'Create Joined Report', a folder with a magnifying glass icon for 'Find Saved Report', and a puzzle piece icon for 'Manage Reports'.</p>

Running the PPB Reports – Behavioral Risk Factor Report

PPB Reports - Behavioral Risk Factor Report

Perform the following steps to run the PPB Reports – Behavioral Risk Factor Report.

Step	Action
1	Click the CDC Reports tab. <u>Note:</u> For CDC staff, click the National Reports tab.
2	Select a value for each parameter in the report: <ul style="list-style-type: none"> • Report Name • Jurisdiction • Agency • County • Program Announcements • Date Range • Original Source <u>Note:</u> See the following table for descriptions of each parameter and parameter value.
3	Click View Report . <u>Result:</u> The report opens.

PPB Reports - Behavioral Risk Factor parameters

The following table describes the parameters for the PPB Reports - Behavioral Risk Factor Report.

Parameter	Description
Report Name	Report to run.
Jurisdiction	Jurisdiction for the report. <u>Note:</u> Only CDC staff sees this parameter.
Agency	Agency for the report. <u>Note:</u> Only CDC staff and Administrators see this parameter.
County	County for the report. <u>Note:</u> Only CDC staff and Administrators see this parameter.

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Running the PPB Reports – Behavioral Risk Factor Report, Continued

PPB Reports - Behavioral Risk Factor parameters, (continued)

Parameter	Description
Program Announcements	<ul style="list-style-type: none"> • PS12-1201 - Category A – The category within the health department flagship FOA that relates to overall HIV prevention program activities. • PS12-1201 - Category B – The category within the health department flagship FOA that specifically addresses the Expanded HIV Testing Initiative. • PS12-1201 - Category C - The category within the health department flagship FOA that funds demonstration projects. • PS11-1113 - HIV Prevention Projects for Young Men of Color Who Have Sex with Men and Young Transgender Persons of Color for Community-Based Organizations (includes Funding Categories A and B) • PS11-1113 - Category A - HIV Prevention Projects for Young Men of Color Who Have Sex with Men and Young Transgender Persons of Color for Community-Based Organizations – Funding Category A. • PS11-1113 - Category B - HIV Prevention Projects for Young Men of Color Who Have Sex with Men and Young Transgender Persons of Color for Community-Based Organizations – Funding Category B. • PS08-803 - HIV Prevention Projects in Puerto Rico and US Virgin Islands. • PS12-1210 – CAPUS - The Care and Prevention in the United States (CAPUS) Demonstration Project: a cross-agency demonstration project, led by CDC, to reduce HIV and AIDS-related morbidity and mortality among racial and ethnic minorities living in the United States. • Other (specify) - Any Program Announcement or Program Strategy other than those listed, such as PS 11-1117 - Enhanced Comprehensive HIV Prevention Planning (ECHPP). This value option should also be used if the test being reported to CDC has been funded by another agency or organization.
Date Range	Start date and end date for the report. If no dates are selected, the report will include records for all dates in the database.
Original Source	Initial method of data entry for your data: <ul style="list-style-type: none"> • DDE – Data were entered through direct data entry • XML – Data were entered through file upload

Running the PPB Reports – Jurisdiction Summary Report

PPB Reports - Jurisdiction Summary Report

Perform the following steps to run the PPB Reports – Jurisdiction Summary Report.

Step	Action
1	Click the CDC Reports tab. <u>Note:</u> For CDC staff, click the National Reports tab.
2	Select a value for each parameter in the report: <ul style="list-style-type: none"> • Report Name • Jurisdiction • Agency • County • Date Range • Original Source <u>Note:</u> See the following table for descriptions of each parameter and parameter value.
3	Click View Report . <u>Result:</u> The report opens.

PPB Reports - Jurisdiction Summary Report parameters

The following table describes the parameters for the PPB Reports - Jurisdiction Summary Report.

Parameter	Description
Report Name	Report to run.
Jurisdiction	Jurisdiction for the report. <u>Note:</u> Only CDC staff sees this parameter.
Agency	Agency for the report. <u>Note:</u> Only CDC staff and Administrators see this parameter.
County	County for the report. <u>Note:</u> Only CDC staff and Administrators see this parameter.
Date Range	Start date and end date for the report. If no dates are selected, the report will include records for all dates in the database.
Original Source	Initial method of data entry for your data: <ul style="list-style-type: none"> • DDE – Data were entered through direct data entry • XML – Data were entered through file upload

Running the PPB Reports – HIV Testing Summary Report

PPB Reports - HIV Testing Summary Report

Perform the following steps to run the PPB Reports – HIV Testing Summary Report.

Step	Action
1	Click the CDC Reports tab. <u>Note:</u> For CDC staff, click the National Reports tab.
2	Select a value for each parameter in the report: <ul style="list-style-type: none"> • Report Name • Jurisdiction • Agency • County • Program Announcements • Date Range • Original Source <u>Note:</u> See the following table for descriptions of each parameter and parameter value.
3	Click View Report . <u>Result:</u> The report opens.

PPB Reports - HIV Testing Summary parameters

The following table describes the parameters for the PPB Reports - HIV Testing Summary Report.

Parameter	Description
Report Name	Report to run.
Jurisdiction	Jurisdiction for the report. <u>Note:</u> Only CDC staff sees this parameter.
Agency	Agency for the report. <u>Note:</u> Only CDC staff and Administrators see this parameter.
County	County for the report. <u>Note:</u> Only CDC staff and Administrators see this parameter.

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Running the PPB Reports – HIV Testing Summary Report, Continued

PPB Reports - HIV Testing Summary parameters, (continued)

Parameter	Description
Program Announcements	<ul style="list-style-type: none"> • PS12-1201 - Category A – The category within the health department flagship FOA that relates to overall HIV prevention program activities. • PS12-1201 - Category B – The category within the health department flagship FOA that specifically addresses the Expanded HIV Testing Initiative. • PS12-1201 - Category C - The category within the health department flagship FOA that funds demonstration projects. • PS11-1113 - Category A - HIV Prevention Projects for Young Men of Color Who Have Sex with Men and Young Transgender Persons of Color for Community Based Organizations. – Funding Category A. • PS11-1113 - Category B - HIV Prevention Projects for Young Men of Color Who Have Sex with Men and Young Transgender Persons of Color for Community Based Organizations. – Funding Category B. • PS08-803 - HIV Prevention Projects in Puerto Rico and US Virgin Islands. • PS12-1210 – CAPUS - The Care and Prevention in the United States (CAPUS) Demonstration Project: a cross-agency demonstration project, led by CDC, to reduce HIV and AIDS-related morbidity and mortality among racial and ethnic minorities living in the United States. • MSM Testing Initiative - Scaling-up HIV Testing among African American & Hispanic MSM: The special study funded to conduct testing among MSM only with the goal of identifying 3,000 newly identified HIV positive MSM over the course of the 3-year project. This project uses four different strategies to identify and test high risk MSM. • Other (specify) - Any Program Announcement or Program Strategy other than those listed, such as PS 11-1117 - Enhanced Comprehensive HIV Prevention Planning (ECHPP). This value option should also be used if the test being reported to CDC has been funded by another agency or organization.
Date Range	Start date and end date for the report. If no dates are selected, the report will include records for all dates in the database.
Original Source	Initial method of data entry for your data: <ul style="list-style-type: none"> • DDE – Data were entered through direct data entry • XML – Data were entered through file upload

Running the PEB – National HIV Testing Summary Report

PEB - National HIV Testing Summary Report

Perform the following steps to run the PEB – National HIV Testing Summary Report.

Step	Action
1	Click the National Reports tab.
2	<p>Select a value for each parameter in the report:</p> <ul style="list-style-type: none"> • Report Name • Category Selection • Program Announcements • Date Range <p><u>Note:</u> See the following table for descriptions of each parameter and parameter value.</p>
3	<p>Click View Report.</p> <p><u>Result:</u> The report opens.</p>

PEB - National HIV Testing Summary parameters

The following table describes the parameters for the PEB - National HIV Testing Summary Report.

Parameter	Description
Report Name	Report to run.
Category Selection	<p>Breakout for the report.</p> <ul style="list-style-type: none"> • Jurisdiction: HIV Testing targets are broken out by state. If a state contains one or more metropolitan jurisdictions, your report will be broken out by all jurisdictions, including the state itself. For example, a report for California will be broken out by: <ul style="list-style-type: none"> o Targets for Los Angeles o Targets for San Francisco o Targets for the rest of California o Total targets for the entire state of California.

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Running the PEB – National HIV Testing Summary Report, Continued

PEB - PEB - National HIV Testing Summary parameters, (continued)

Parameter	Description
Category Selection, continued	<ul style="list-style-type: none">• Directly Funded CBO: Similar to breakout by jurisdiction, this report is broken out by directly funded CBOs. In the California example, a report will be broken out by:<ul style="list-style-type: none">o Targets for directly funded CBOs in Los Angeleso Targets for directly funded CBOs in San Franciscoo Targets for directly funded CBOs in the rest of Californiao Total targets for all directly funded CBOs in the entire state of California• Program Announcement: This report displays HIV Testing targets for the selected Program Announcement for each jurisdiction. If the All option is selected, the report will display targets for all Program Announcements in each jurisdiction.

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Running the PEB – National HIV Testing Summary Report, Continued

PEB - National HIV Testing Summary parameters, (continued)

Parameter	Description
<p>Program Announcements</p> <p><u>Note:</u> This parameter is only visible if Program Announcement is selected as the Category Selection.</p>	<ul style="list-style-type: none"> • PS12-1201 - Category A – The category within the health department flagship FOA that relates to overall HIV prevention program activities. • PS12-1201 - Category B – The category within the health department flagship FOA that specifically addresses the Expanded HIV Testing Initiative. • PS12-1201 - Category C - The category within the health department flagship FOA that funds demonstration projects. • PS11-1113 - Category A - HIV Prevention Projects for Young Men of Color Who Have Sex with Men and Young Transgender Persons of Color for Community Based Organizations. – Funding Category A. • PS11-1113 – Category B - HIV Prevention Projects for Young Men of Color Who Have Sex with Men and Young Transgender Persons of Color for Community Based Organizations. – Funding Category B. • PS08-803 - HIV Prevention Projects in Puerto Rico and US Virgin Islands. • PS12-1210 – CAPUS - The Care and Prevention in the United States (CAPUS) Demonstration Project: a cross-agency demonstration project, led by CDC, to reduce HIV and AIDS-related morbidity and mortality among racial and ethnic minorities living in the United States. • Other (specify) - Any Program Announcement or Program Strategy other than those listed, such as PS 11-1117 - Enhanced Comprehensive HIV Prevention Planning (ECHPP). This value option should also be used if the test being reported to CDC has been funded by another agency or organization.
<p>Date Range</p>	<p>Start date and end date for the report. If no dates are selected, the report will include records for all dates in the database.</p>

Running the PEB Report Card

PEB Report Card

Perform the following steps to run the PEB Report Card.

Step	Action
1	Click the National Reports tab.
2	Select a value for each parameter in the report: <ul style="list-style-type: none">• Report Name• Date Range <p><u>Note:</u> See the following table for descriptions of each parameter and parameter value.</p>
5	Click View Report . <u>Result:</u> The report opens.

PEB Report Card parameters

The following table describes the parameters for the PEB Report Card Report.

Parameter	Description
Report Name	Report to run.
Date Range	Start date and end date for the report. If no dates are selected, the report will include records for all dates in the database.

Running the Budget Allocation Report

Budget Allocation Report

Perform the following steps to run the Budget Allocation Report.

Step	Action
1	Click the National Reports tab.
2	<p>Select a value for each parameter in the report:</p> <ul style="list-style-type: none"> • Report Name • Jurisdiction • Budget Year • Desired Report <p><u>Note:</u> See the following table for descriptions of each parameter and parameter value.</p>
3	<p>Click View Report.</p> <p><u>Result:</u> The report opens.</p>

Budget Allocation parameters

The following table describes the parameters for the Budget Allocation Report.

Parameter	Description
Report Name	Report to run.
Jurisdiction	Jurisdiction for the report.
Budget Year	Appropriate budget year for the report.
Desired Report	<ul style="list-style-type: none"> • Print - Prints the report. • PDF - Exports the report to your computer as a PDF file.

Running the PPB Reports – CBO Indicator Report

PPB Reports - CBO Indicator Report

Perform the following steps to run the PPB Reports – CBO Indicator Report.

Step	Action
1	Click the CDC Reports tab.
2	Select a value for each parameter in the report: <ul style="list-style-type: none"> • Report Name • Jurisdiction • Agency • Date Range <p><u>Note:</u> See the following table for descriptions of each parameter and parameter value.</p>
3	Click View Report . <u>Result:</u> The report opens.

PPB Reports - CBO Indicator parameters

The following table describes the parameters for the PPB Reports - CBO Indicator Report.

Parameter	Description
Report Name	Report to run.
Jurisdiction	Jurisdiction for the report. <u>Note:</u> Only CDC staff sees this parameter.
Agency	Agency for the report. <u>Note:</u> Only CDC staff and Administrators see this parameter.
Date Range	Start date and end date for the report. If no dates are selected, the report will include records for all dates in the database.

Running the Positivity Report

Positivity Report

Perform the following steps to run the Positivity Report.

Step	Action
1	Click the Custom Reports tab.
2	Select a value for each parameter in the report: <ul style="list-style-type: none">• Start Date• End Date• Report <p><u>Note:</u> See the following table for descriptions of each parameter and parameter value.</p>
3	Click Run Custom Report . <u>Result:</u> The report opens.

Positivity Report parameters

The following table describes the parameters for the Positivity Report.

Parameter	Description
Start Date	Start date for the report.
End Date	End date for the report.
Report	Report to run.

Running the Site Intervention Associations Report

Site Intervention Associations Report

Perform the following steps to run the Site Intervention Associations report.

Step	Action
1	Click the Custom Reports tab.
2	Select a value for each parameter in the report: <ul style="list-style-type: none">• Start Date• End Date• Report <p><u>Note:</u> See the following table for descriptions of each parameter and parameter value.</p>
3	Click Run Custom Report . <u>Result:</u> The report opens.

Site Intervention Associations parameters

The following table describes the parameters for the Site Intervention Associations Report.

Parameter	Description
Start Date	Start date for the report.
End Date	End date for the report.
Report	Report to run.
