

EvaluationWeb® 2018 HIV Test Template Guidance

This HIV testing data collection template is provided to assist CDC -funded recipients who are collecting National HIV Prevention Program Monitoring and Evaluation (NHME) HIV testing data. This template is not mandated for use in the field, and it may be customized to best fit your agency's needs. Contact the NHME Service Center (1-855-374-7310 or NHMEservice@cdc.gov) to receive a Microsoft Publisher version of this template that can be edited.

The fields on this form reflect data requirements as described in the most current NHME Data Variable Set. This template is designed for direct data entry into EvaluationWeb; however, it is not intended for use as an Optical Character Recognition (OCR) document.

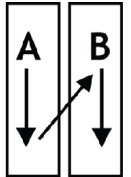
Instructions

Within each numbered section, move from **top to bottom of column A** (on the left), then from **top to bottom of column B** (on the right).

There are three different response formats that you will use to record data: **text boxes** (used to write in information like codes and dates), **fill-in ovals** (used to select only one response), and **check boxes** (used to select as many responses that apply).

Six data fields are mandatory for a valid testing event:

- Form ID (write in or adhere a sticker with the Form ID bar code to each data entry page)
- Session Date
- Program Announcement
- Jurisdiction (populated automatically in EvaluationWeb)
- Agency ID (populated automatically in EvaluationWeb)
- Site ID (populated automatically in EvaluationWeb)



Flow of
Data Entry

For agencies entering data directly into EvaluationWeb, it may not be necessary to complete the following fields (they will be pre-loaded by the system administrator): **Agency Name or Agency ID, Site Type, Site County, and Site ZIP code.**

Depending on your jurisdiction, you will either write in the name or the ID for the Agency and Site. In these instances, you will want to follow the convention of your jurisdiction. Do not write both the name and the ID for these fields.

For assistance with data reporting and submissions

To add new sites: contact the Luther Consulting Help Desk at help@lutherconsulting.com or 1-866-517-6570, Option #1.

For questions about NHME data elements: contact the NHME Service Center at NHMEservice@cdc.gov or 1-855-374-7310.

CDC assurance of confidentiality

The CDC Assurance of Confidentiality statement assures clients and agency staff that data collected and recorded on templates will be handled securely and confidentially. All CDC recipients are encouraged to include the CDC Assurance of Confidentiality Statement on all HIV prevention program data collection templates.

Assurance of Confidentiality Statement:

The information in this report to the Centers for Disease Control and Prevention (CDC) is collected under the authority of Sections 304 and 306 of the Public Health Service Act, 42 USC 242b and 242k. Your cooperation is necessary for evaluation of the interventions being done to understand and control HIV/AIDS. Information in CDC's HIV/AIDS National HIV Prevention Program Monitoring and Evaluation (NHME) system that would permit identification of any individual on whom a record is maintained, or any health care provider collecting NHME information, or any institution with which that health care provider is associated will be protected under Section 308(d) of the Public Health Service Act. This protection for the NHME information includes a guarantee that the information will be held in confidence, will be used only for the purposes stated in the Assurance of Confidentiality on file at CDC, and will not otherwise be disclosed or released without the consent of the individual, health care provider, or institution described herein in accordance with Section 308(d) of the Public Health Service Act (42 USC 242m(d)). Form Approved: OMB No. 0920-0696, Exp. 10/31/2021.