

---

# Entering Aggregate- Level RRA Data into EvaluationWeb<sup>®</sup>

User Guide

---

For Health Departments and Directly Funded CBOs



## Table of Contents

Introduction .....	3
Accessing the Aggregate-Level RRA Data Form .....	4
Overview of the Aggregate-Level RRA Data Form .....	10
Entering Data into a Two-Column Section .....	11
Entering Data in a Single-Column Section.....	13
Saving Data or Exiting Without Saving .....	14
Editing Data .....	15
Getting Help.....	16

## Introduction

---

**What data is entered?**

Aggregate-level Risk Reduction Activities (RRA) data is entered into EvaluationWeb® for specific program announcements at your jurisdiction health department or agency.

---

**Who enters the data?**


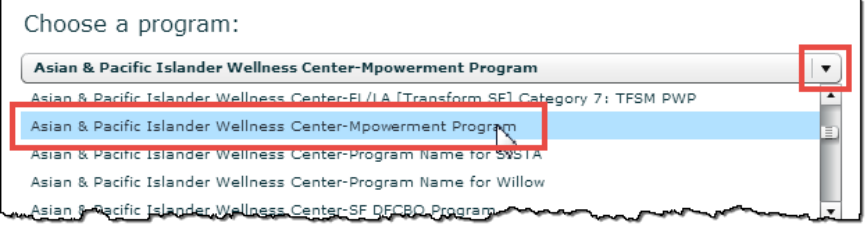
This data can be entered by EvaluationWeb administrators and non-administrators at health departments, community-based organizations (CBOs), or other agencies.

---

## Accessing the Aggregate-Level RRA Data Form




### Accessing the Aggregate-level form

Perform the following steps to access the Aggregate-level RRA data entry form.

Step	Action
1.	<p>Log in to EvaluationWeb. (See the <a href="#">Logging in to EvaluationWeb</a> course or the <a href="#">Logging in to EvaluationWeb Quick Reference</a> for instructions.)</p> <p>Result: The “Choose a program” dialog box opens.</p>  <p>Note: Depending on how your account and your agency are set up in EvaluationWeb, you may not see the “Choose a program” window after logging in. If you do not, skip to Step 4.</p>
2.	<p>Click the <b>Choose a program</b> arrow, and then select the program you want to enter data for.</p> 





*Continued on next page*

Accessing the Aggregate-level form, (continued)

Step	Action
3.	<p data-bbox="553 302 1143 331">Click <b>Ok</b> in the “Choose a program” window.</p> <div data-bbox="553 352 1403 554" style="border: 1px solid black; padding: 5px;"> <p data-bbox="574 373 821 403">Choose a program:</p> <div data-bbox="574 422 1386 451" style="border: 1px solid gray; padding: 2px;"> <span data-bbox="574 422 1166 451">Asian &amp; Pacific Islander Wellness Center-Mpowerment Program</span> <span data-bbox="1360 422 1386 451">▼</span> </div> <div data-bbox="1300 491 1393 548" style="border: 2px solid red; padding: 2px; display: inline-block;"> <span data-bbox="1328 506 1365 533">Ok</span> </div> </div> <p data-bbox="553 604 1305 634"><u>Result:</u> The Select Program or Intervention window opens.</p> <div data-bbox="553 653 1036 1171" style="border: 1px solid gray; padding: 5px;"> <div data-bbox="565 659 894 695" style="border: 2px solid red; padding: 2px;"> <span data-bbox="574 659 885 688">Select Program or Intervention</span> </div> <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 10px;"> <div data-bbox="610 751 756 898" style="text-align: center;">  <p data-bbox="610 919 756 940">All Client Level Programs</p> </div> <div data-bbox="850 751 997 898" style="text-align: center;">  <p data-bbox="867 919 980 940">Target Information</p> </div> </div> <div data-bbox="610 974 756 1121" style="text-align: center; margin-top: 10px;">  <p data-bbox="626 1142 740 1163">SF DFCBO Aggregate</p> </div> </div> <p data-bbox="553 1226 1409 1331"><u>Note:</u> Depending on how your account and your agency are set up in EvaluationWeb, you may not see the Select Program or Intervention window after logging in. If you do not, skip to Step 5.</p>



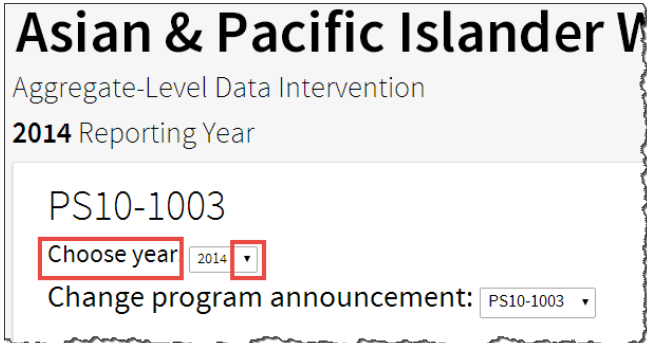
*Continued on next page*

Accessing the Aggregate-level form, (continued)

Step	Action
4.	<p>Click the appropriate Aggregate-level data icon in the Select Program or Intervention window.</p> <div data-bbox="553 388 971 913" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;"><b>Select Program or Intervention</b></p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>All Client Level Programs</p> </div> <div style="text-align: center;">  <p>Target Inform</p> </div> </div> <div style="text-align: center; margin-top: 20px;">  <p>SF DFCBO Aggregate</p> </div> </div> <p><b>Result:</b> The EvaluationWeb page opens.</p> <div data-bbox="553 1003 1414 1283" style="border: 1px solid black; padding: 5px; margin: 10px 0;">  </div>

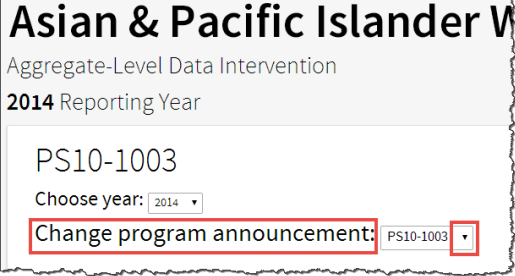
*Continued on next page*

Accessing the Aggregate-level form, (continued)

Step	Action
5.	<p>Click the <b>Data Entry</b> button in the EvaluationWeb page.</p>  <p><b>Result:</b> The Aggregate-level RRA data window opens, with the agency name, program announcement, and reporting year indicated at the top.</p> 
6.	<p>To change to another program year, click the <b>Choose Year</b> arrow, and then select a year.</p> 

*Continued on next page*

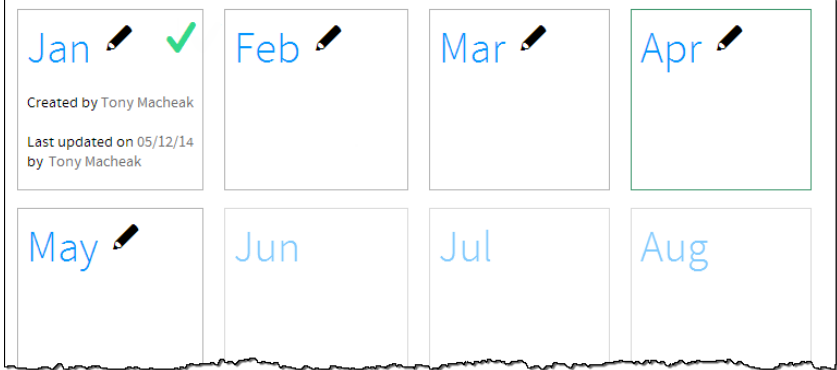

Accessing the Aggregate-level form, (continued)

Step	Action
7.	<p>To change the program announcement, click the <b>Change program announcement</b> arrow, and then select the appropriate program announcement.</p> 

*Continued on next page*



Accessing the Aggregate-level form, (continued)

Step	Action
8.	<p>Click the icon for the month corresponding to when your data was collected.</p> <p><u>Notes:</u></p> <ul style="list-style-type: none"> <li>• When the Aggregate-level data window displays, an icon may indicate a separate month, or a range of months.</li> <li>• Future months are grayed out, and data cannot be entered for them yet.</li> <li>• Months with a green check mark have already been completed.</li> </ul>  <p><u>Result:</u> The Aggregate-level RRA data entry window opens.</p> 

## Overview of the Aggregate-Level RRA Data Form

**Form sections** The Aggregate-level RRA data form is divided into several sections. The following table briefly describes each section.

Note: Depending on how your health department or agency is set up in EvaluationWeb, you may see only some of the sections listed in the table below. Also, the sections may be organized differently for your agency.

Section	Categories
HIV+ clients linked to HIV medical care	Risk Category Race/Ethnicity
HIV+ clients linked to treatment adherence services	Risk Category Race/Ethnicity
HIV+ clients re-engaged into HIV medical care and treatment services	Risk Category Race/Ethnicity
Condoms Distributed	n/a
Total Condoms Purchased	n/a
Condoms distributed for high-risk negative/HIV status unknown persons	n/a
Condoms distributed for HIV positive persons	n/a
Community EBI	n/a
Marketing	n/a
Clients referred to non-occupational PEP therapy	Risk Category Race/Ethnicity
Clients initiated non-occupational PEP therapy	Risk Category Race/Ethnicity
MSM referred to PrEP therapy	n/a
MSM initiated PrEP therapy	n/a

## Entering Data into a Two-Column Section

### Data in two columns

The data in this type of section is shown in two columns labeled **By Risk Category** and **By Race/Ethnicity**. The following is an example of this type of section.

HIV+ clients linked to HIV medical care

By Risk Category	By Race/Ethnicity
<input style="width: 80px;" type="text" value="24"/> HIV+ MSM/IDU	<input style="width: 80px;" type="text" value="# of"/> HIV+ African Americans
<input style="width: 80px;" type="text" value="# of"/> HIV+ MSM	<input style="width: 80px;" type="text" value="# of"/> HIV+ Hispanics
<input style="width: 80px;" type="text" value="# of"/> HIV+ IDU	<input style="width: 80px;" type="text" value="# of"/> HIV+ clients of other/unknown race/ethnicity
<input style="width: 80px;" type="text" value="# of"/> HIV+ heterosexuals	
<input style="width: 80px;" type="text" value="# of"/> HIV+ clients with other/unknown behavioral risk factors	
24	These column totals need to match.

Note: Depending on how your jurisdiction health department or agency is set up in EvaluationWeb, you may not see any two-column data entry sections in your Aggregate-level data window.

Perform the steps below to enter data.

*Continued on next page*

Data in two columns,(continued)

Step	Action														
1.	<p>Click the first box, and then type a number for the requested data. <u>Note:</u> As soon as you type a number in the first box of a column, a column total appears at the bottom of the section. This total updates each time you type a number in the remaining boxes. Also, a message appears in red stating the totals for the two columns must match.</p> <div data-bbox="553 562 1414 1024" style="border: 1px solid #ccc; padding: 10px;"> <p style="color: #4F81BD; margin: 0;">HIV+ clients linked to HIV medical care</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><i>By Risk Category</i></td> <td style="width: 50%; border: none;"><i>By Race/Ethnicity</i></td> </tr> <tr> <td style="border: none;"> <input style="border: 1px solid red; width: 60px;" type="text" value="24"/> HIV+ MSM/IDU         </td> <td style="border: none;"> <input style="border: 1px solid #ccc; width: 60px;" type="text" value="# of"/> HIV+ African Americans         </td> </tr> <tr> <td style="border: none;"> <input style="border: 1px solid #ccc; width: 60px;" type="text" value="# of"/> HIV+ MSM         </td> <td style="border: none;"> <input style="border: 1px solid #ccc; width: 60px;" type="text" value="# of"/> HIV+ Hispanics         </td> </tr> <tr> <td style="border: none;"> <input style="border: 1px solid #ccc; width: 60px;" type="text" value="# of"/> HIV+ IDU         </td> <td style="border: none;"> <input style="border: 1px solid #ccc; width: 60px;" type="text" value="# of"/> HIV+ clients of other/unknown race/ethnicity         </td> </tr> <tr> <td style="border: none;"> <input style="border: 1px solid #ccc; width: 60px;" type="text" value="# of"/> HIV+ heterosexuals         </td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;"> <input style="border: 1px solid #ccc; width: 60px;" type="text" value="# of"/> HIV+ clients with other/unknown behavioral risk factors         </td> <td style="border: none;"></td> </tr> <tr> <td style="border: none; margin-top: 10px;"> <input style="border: 1px solid red; width: 60px;" type="text" value="24"/> </td> <td style="border: none; text-align: center; margin-top: 10px;"> <div style="border: 1px solid red; padding: 2px; color: red; display: inline-block;">These column totals need to match.</div> </td> </tr> </table> </div>	<i>By Risk Category</i>	<i>By Race/Ethnicity</i>	<input style="border: 1px solid red; width: 60px;" type="text" value="24"/> HIV+ MSM/IDU	<input style="border: 1px solid #ccc; width: 60px;" type="text" value="# of"/> HIV+ African Americans	<input style="border: 1px solid #ccc; width: 60px;" type="text" value="# of"/> HIV+ MSM	<input style="border: 1px solid #ccc; width: 60px;" type="text" value="# of"/> HIV+ Hispanics	<input style="border: 1px solid #ccc; width: 60px;" type="text" value="# of"/> HIV+ IDU	<input style="border: 1px solid #ccc; width: 60px;" type="text" value="# of"/> HIV+ clients of other/unknown race/ethnicity	<input style="border: 1px solid #ccc; width: 60px;" type="text" value="# of"/> HIV+ heterosexuals		<input style="border: 1px solid #ccc; width: 60px;" type="text" value="# of"/> HIV+ clients with other/unknown behavioral risk factors		<input style="border: 1px solid red; width: 60px;" type="text" value="24"/>	<div style="border: 1px solid red; padding: 2px; color: red; display: inline-block;">These column totals need to match.</div>
<i>By Risk Category</i>	<i>By Race/Ethnicity</i>														
<input style="border: 1px solid red; width: 60px;" type="text" value="24"/> HIV+ MSM/IDU	<input style="border: 1px solid #ccc; width: 60px;" type="text" value="# of"/> HIV+ African Americans														
<input style="border: 1px solid #ccc; width: 60px;" type="text" value="# of"/> HIV+ MSM	<input style="border: 1px solid #ccc; width: 60px;" type="text" value="# of"/> HIV+ Hispanics														
<input style="border: 1px solid #ccc; width: 60px;" type="text" value="# of"/> HIV+ IDU	<input style="border: 1px solid #ccc; width: 60px;" type="text" value="# of"/> HIV+ clients of other/unknown race/ethnicity														
<input style="border: 1px solid #ccc; width: 60px;" type="text" value="# of"/> HIV+ heterosexuals															
<input style="border: 1px solid #ccc; width: 60px;" type="text" value="# of"/> HIV+ clients with other/unknown behavioral risk factors															
<input style="border: 1px solid red; width: 60px;" type="text" value="24"/>	<div style="border: 1px solid red; padding: 2px; color: red; display: inline-block;">These column totals need to match.</div>														
2.	Tab to the next box, and then type a number for the requested data.														
3.	Continue to type a number in each box of both columns.														
4.	<p>Do the column totals match?</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%; text-align: left;">If...</th> <th style="text-align: left;">Then...</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; vertical-align: top;">Yes</td> <td>The message <b>These column totals need to match</b> goes away. Continue to the next section of the form to enter further data.</td> </tr> <tr> <td style="text-align: center; vertical-align: top;">No</td> <td>Check the numbers you entered in the boxes of each column, and then make corrections so the column totals match. When they match, the message <b>These column totals need to match</b> goes away. Continue to the next section of the form to enter further data.</td> </tr> </tbody> </table>	If...	Then...	Yes	The message <b>These column totals need to match</b> goes away. Continue to the next section of the form to enter further data.	No	Check the numbers you entered in the boxes of each column, and then make corrections so the column totals match. When they match, the message <b>These column totals need to match</b> goes away. Continue to the next section of the form to enter further data.								
If...	Then...														
Yes	The message <b>These column totals need to match</b> goes away. Continue to the next section of the form to enter further data.														
No	Check the numbers you entered in the boxes of each column, and then make corrections so the column totals match. When they match, the message <b>These column totals need to match</b> goes away. Continue to the next section of the form to enter further data.														

## Entering Data in a Single-Column Section

### Data in a single column

The data in this type of section displays in one column.

- Since there is only one column, you do not need to match column totals.
- Some single-column sections display a column total and some do not. Those that do not display a total show **not totalled** at the end of the column.

The following is an example of a single-column section.

Community EBI

# of  community EBI conducted

# of  people reached by community EBIs

*not totalled*

Perform the following steps to enter data into a single-column section.

Step	Action
1.	<p>Click the first box, and then type a number for the requested information.</p> <p><u>Note:</u> As soon as you type a number in the first box of a totalled column, a total appears at the bottom of the section. This total updates each time you type a number in the remaining boxes of the column.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p>Condoms distributed</p> <p><input style="border: 2px solid red;" type="text" value="200"/> condoms distributed to high-risk individuals who are HIV negative or whose HIV status is unknown</p> <p># of <input type="text"/></p> <p><input style="border: 2px solid red;" type="text" value="200"/></p> </div>
2.	Tab to the next box, and then type a number for the requested data.
3.	Continue to type a number in each box in the column.
4.	Continue to the next section of the Aggregate-level data entry form to enter further data.

## Saving Data or Exiting Without Saving


### Exiting without saving data

If you decide to exit the Aggregate-level RRA data form without saving the data you entered, click **exit without saving** at the bottom of the form.



### Saving data





Perform the following steps to save data after completing a form.

Step	Action						
1.	<p>Click <b>save</b> at the top or bottom of the form.</p> <div data-bbox="911 699 1062 758" style="text-align: center;">  </div> <p><b>Result:</b> A <b>saved</b> message appears at the top of the window and the data are saved to the database.</p> <div data-bbox="553 884 1292 1213" style="border: 1px solid black; padding: 5px;"> <p>Test Agency <span style="float: right; border: 1px solid red; padding: 2px;">saved</span></p> <p>PS11-1113 for aggregate</p> <p><i>February 2013</i></p> <p>Community Based Organization Aggregate Level Variables</p> <p><input type="text" value="1000"/> Total condoms purchased</p> </div> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• If you save a form with sections that contain non-matching column totals, you will receive a message saying there are columns that do not match. Make corrections and save again.</li> <li>• If you save a form which has empty boxes, you will receive a message advising you to fill the boxes, which will be shaded red. Make corrections and save again.</li> </ul> <div data-bbox="691 1528 1279 1818" style="border: 1px solid black; padding: 5px;"> <p>HIV+ clients linked to HIV medical care</p> <p><i>By Risk Category</i></p> <table style="width: 100%;"> <tr> <td style="background-color: red; width: 50px; height: 15px;"></td> <td>HIV+ MSM/IDU</td> </tr> <tr> <td style="background-color: red; width: 50px; height: 15px; text-align: center;"># of</td> <td>HIV+ MSM</td> </tr> <tr> <td style="background-color: red; width: 50px; height: 15px; text-align: center;"># of</td> <td>HIV+ IDU</td> </tr> </table> </div>		HIV+ MSM/IDU	# of	HIV+ MSM	# of	HIV+ IDU
	HIV+ MSM/IDU						
# of	HIV+ MSM						
# of	HIV+ IDU						

## Editing Data

### Editing data

Perform the following steps to edit data.

Step	Action
1.	<p>Click the edit symbol  on the time period icon you would like to change data for.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div data-bbox="570 520 899 852" style="border: 1px solid #ccc; padding: 5px; width: 45%;"> <p>Jan → Jun  </p> <p><small>Created by Tony Macheak</small></p> <p><small>Last updated on 06/16/14 by Tony Macheak</small></p> </div> <div data-bbox="967 520 1297 852" style="border: 1px solid #ccc; padding: 5px; width: 45%;"> <p>Jul → Dec </p> </div> </div> <p><u>Result:</u> The Aggregate-level RRA data entry form displays.</p>
2.	<p>Make the needed changes in the form.</p>
3.	<p>Click <b>save</b> at the top or bottom of the form.</p> <p><u>Result:</u> A saved message appears at the top of the window and the changes are saved to the database.</p>

## Getting Help

---

### Contact Information

Contact the Luther Consulting Supportive Services help desk for assistance with EvaluationWeb, including username and password issues.

- Email Address:  
[help@lutherconsulting.com](mailto:help@lutherconsulting.com)
  - Toll-Free Phone:  
866.517.6570 Option 1
  - Hours of Operation  
Monday – Friday, 8:30 a.m. to 5:30 p.m. ET
-