



Understanding IDs on the HIV Testing Data Template

ID	Required?	Notes
FormID	Yes	Alphanumeric or numeric – up to 32 characters Unique to each client Cannot contain personally identifiable information (PII) Used for services funded by any CDC Program Announcement
Agency Name or ID Number	Yes	Locally developed alphanumeric ID OR Legal name of agency Write name or ID, not both Used for services funded by any CDC Program Announcement
Directly Funded CBO Agency ID	Yes, for services funded by either PS15-1502 or PS17-1704	Supplied by CDC Alphanumeric Identifies each CBO's data in EvaluationWeb One Agency ID per CBO, regardless of number of funding sources used Only the lead CBO in CBO partnerships receive a CBO Agency ID
Site Name/ID Number	Yes	Site ID is alphanumeric – up to 32 characters Developed locally Write name or ID, not both Used for services funded by any CDC Program Announcement
Client ID	No – Optional in EvaluationWeb	Locally developed Alphanumeric - up to 32 characters Unique to each client Cannot contain PII Used for services funded by any CDC Program Announcement Not transmitted to CDC
Client Record Number	Yes, for services funded by either PS15-1502 or PS17-1704	Locally developed Numeric – up to 32 characters Unique to each client Cannot be same as FormID Cannot contain PII Used for PS15-1502 or PS17-1704-funded services only CBO should make a secure master list of all Client Record Numbers Is transmitted to CDC