General instructions for completing the EvaluationWeb HIV Test Template

This HIV testing data collection template is provided to assist CDC grantees 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 may be customized so that an agency may make any changes to the template to best fit their needs. Contact the NHME Service Center to receive a Microsoft Publisher version of this template that can be edited (1-855-374-7310 or NHMEservice@cdc.gov).

- Part One-for all CDC-funded testing events
- Part Two—for recording linkage and referral data on all preliminary and confirmed HIV-positive clients
- Part Three—for jurisdictions funded to collect HIV incidence data. These data should be entered into EvaluationWeb.
- NHM&E Required Additional HIV Test Questions for CDC-Directly Funded CBOs-Completion of the NHM&E Required Additional HIV Test questions are mandatory for CDC-directly funded CBOs. The required additional HIV Test questions are to be collected per client per testing event.

This template is designed for direct data entry into EvaluationWeb. The template follows the EvaluationWeb direct data entry screens beginning from top upper left column A to bottom left, then to upper right column B to bottom right. This template is **not** intended for use as an Optical Character Recognition (OCR) document.

Detailed instructions for completing the EvaluationWeb HIV Test Template

- The fields on this form reflect data requirements as described in the most current NHME Data Variable Set.
- Six data fields are mandatory for a valid testing event: Form ID, Session Date, Program Announcement, Agency ID or CBO agency ID as applicable, Jurisdiction (populated automatically in EvaluationWeb) and Site ID.
- Write in the Form Identification (ID) number or adhere a sticker with the Form ID (barcode) to each data entry page.
- There are three different response formats that you will use to record data: (1) text boxes, (2) check boxes and (3) fill-in ovals. Text boxes are used to write in information (codes and dates). Check boxes and fill-in ovals are used to select only one response, unless otherwise indicated on the template.
- Page 3 lists codes for Site Type, Other Risk Factor(s), and Other Session Activities. Please refer to these codes for entry in Part One.
- For agencies directly entering data into EvaluationWeb, it may not be necessary to complete the fields Agency ID, Site Type, Site County and Site ZIP code as they will be pre-loaded by the system administrator.
- Depending on your jurisdiction you will either write in the name or the identification number for the Agency and Site. In these
 instances you will want to follow the convention of your jurisdiction. Do not write both the identification number and name for these
 fields.
- For client county of residence, report the three-digit FIPS code for the county, not the county name.

For assistance with data reporting and submissions

- To add new sites, contact the HELP DESK at Luther Consulting (help@lutherconsulting.com or 1-866-517-6570 option #1).
- For questions about NHME data elements, contact the NHME Service Center (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 grantees 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 Confidentially 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. 02/28/2019

Public reporting burden of this collection of information is estimated to average 8 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB Control Number. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to CDC/ATSDR Reports Clearance Officer, 1600 Clifton Road NE, MS D-79, Atlanta, Georgia, 30333, ATTN: PRA 0920-0696. CDC 50.135b(E),10/2007

Enter or adhere Form ID PART ONE Session Date D D Υ Μ MM Υ D D Sample Date D D D D Program Announcement (select only one) HIV Test 1 **HIV Test 2 HIV Test 3** PS12-1201 Category A PS15-1509 PS12-1201 Category B □ PS17-1704 Category A—YMSM Worker ID PS15-1502 Category A PS17-1704 Category B-YTG PS15-1502 Category B ☐ OTHER: Anonymously Anonymously Anonymously PS15-1506 PRIDE Test Confidentially Confidentially Confidentially All CDC-directly funded CBOs must to complete the required Election Test Not Offered Test Not Offered Test Not Offered **Declined Testing Declined Testing Declined Testing** additional HIV test questions. Conventional Conventional Conventional Agency Name/ID Number Test Rapid Rapid Rapid Technology NAAT/RNA Testing NAAT/RNA Testing NAAT/RNA Testing Other Other Other Directly Funded CBO Agency ID (For CDC-directly funded CBOs only) Positive/Reactive Positive/Reactive Positive/Reactive Negative Negative Negative Test Site Name/ID Number Indeterminate Indeterminate Indeterminate Result Invalid Invalid Invalid Site Type $\ \square$ No Result No Result No Result F # # # (enter type code from page 3) No □ No Site ZIP Code # # # | # Yes Yes Yes Result Yes, client obtained results from another Yes, client obtained results from another Yes, client obtained results from another Provided Site County # (enter 3-digit FIPS code) agency agency agency Declined Declined Declined Client ID Notification Notification Notification If Results NOT Did Not Return/ Could Not Locate Did Not Return/ Could Not Locate Did Not Return/ Could Not Locate Client Record Number provided, why? (Required for CDC-directly funded # # ☐ Other # # # # # Other Other CBOs. Numeric only) Choose status of collection of behavioral risk profile Date of Birth M M D D Υ Υ Client completed a behavioral risk profile Client was asked, but no behavioral risks identified (enter 01/01/1800 if unknown) Client was not asked about behavioral risk factors Client declined to discuss behavioral Client State (use USPS abbreviation) risk factors For clients completing a risk profile, did the client report the following behaviors in Client County the past 12 months? (select all that apply) Client ZIP Code # # # # No Yes Don't Know Client Ethnicity Vaginal or Anal Sex with a male Don't Know With a male without using a condom Hispanic or Latino Declined □ Not Hispanic or Latino With a male who is IDU ☐ Not Asked With a male who is HIV + Client Race (check all that apply) Vaginal or Anal Sex with a female American IN/AK Native White With a female without using a condom Asian Don't Know Declined With a female who is IDU Black/African American Native HI/Pac. Islander ☐ Not Asked With a female who is HIV + Client Assigned Sex at Birth Vaginal or Anal Sex with a transgender person ☐ Male □ Declined With a transgender without using a condom Female ☐ Not Asked With a transgender who is IDU Client Current Gender Identity With a transgender who is HIV + Male Transgender MTF Injection drug use Female ☐ Transgender FTM Share drug injection equipment? Declined Transgender Unspecified Not Asked Vaginal or Anal Sex with MSM (female only) Additional Risk Factors ☐ Additional (specify): # # 2 # 3 # (enter two-digit code from page 3) **Previous HIV Test?** # # # # 3 # # # # □ No Session Activities (enter codes from page 3) If Yes, what is the client's self-reported # # # 2 # # # # # 4 Yes result? # # Positive L1 # # # L3 # # # Don't Know ☐ Don't Know Negative Local Use Fields Declined Declined **Preliminary Positive** Not Asked □ Not Asked # # # # # # L2 # L4 Indeterminate

Codes for Site Type: CLINICAL	Codes for Site Type: NON-CLINICAL			
F01.01 Clinical - Inpatient hospital F02.12 Clinical - TB clinic F02.19 Clinical - Substance abuse treatment facility F02.51 Clinical - Community health center F03 Clinical - Emergency department F08 Clinical - Primary care clinic (other than CHC) F09 Clinical - Pharmacy or other retail-based clinic F10 Clinical - STD clinic F11 Clinical - Dental clinic F12 Clinical - Correctional facility clinic F13 Clinical - Other	F04.05 Non-clinical - HIV testing site F06.02 Non-clinical - Community setting - School/educational facility F06.03 Non-clinical - Community setting - Church/mosque/synagogue/temple F06.04 Non-clinical - Community setting - Shelter/transitional housing F06.05 Non-clinical - Community setting - Commercial facility F06.07 Non-clinical - Community setting - Bar/club/adult entertainment F06.08 Non-clinical - Community setting - Public area F06.12 Non-clinical - Community setting - Individual residence F06.88 Non-clinical - Community setting - Other F07 Non-clinical - Correctional facility - Non-healthcare F14 Non-clinical - Health department - Field visit F15 Non-clinical - Community setting - Syringe exchange program F88 Non-clinical - Other			
Codes for Additional Risk Factor(s)				
01 Exchange vaginal/anal sex for drugs/money/or something they needed 02 Vaginal/anal sex while intoxicated and/or high on drugs 05 Vaginal/anal sex with person of unknown HIV status 06 Vaginal/anal sex with person who exchanges sex for drugs/money	08 Vaginal/anal sex with anonymous partner 12 Diagnosed with a sexually transmitted disease (STD) 13 Sex with multiple partners 14 Oral sex 15 Unprotected vaginal/anal sex with a person who is an IDU	16 Unprotected vaginal/anal sex with a person who is HIV positive 17 Unprotected vaginal/anal sex in exchange for drugs/money/or something they needed 18 Unprotected vaginal/anal sex with person who exchanges sex for drugs/money 19 Unprotected sex with multiple partners		
Codes for Session Activities				
04.00 Referral 05.00 Personalized risk assessment 06.00 Elicit partners 07.00 Notification of exposure 08.01 Information - HIV/AIDS transmission 08.02 Information - Abstinence/postpone sexual activity 08.03 Information - Other sexually transmitted diseases 08.04 Information - Viral hepatitis 08.05 Information - Availability of HIV/STD counseling and testing 08.06 Information - Availability of partner notification and referral services 08.07 Information - Living with HIV/AIDS 08.08 Information - Availability of social services 08.09 Information - Availability of medical services 08.10 Information - IDU risk reduction 08.11 Information - IDU risk reduction 08.12 Information - IDU risk-free behavior 08.13 Information - Condom/barrier use 08.14 Information - Decision making 08.16 Information - Decision making 08.16 Information - Disclosure of HIV status 08.17 Information - Providing prevention services 08.18 Information - HIV testing 08.19 Information - HIV testing 08.20 Information - HIV medication therapy adherence 08.21 Information - Alcohol and drug use prevention 08.22 Information - Sexual health 08.23 Information - TB testing 08.88 Information - Other 09.01 Demonstration - Condom/barrier use 09.02 Demonstration - IDU risk reduction	09.03 Demonstration - Negotiation/ communication 09.04 Demonstration - Decision making 09.05 Demonstration - Disclosure of HIV status 09.06 Demonstration - Providing prevention services 09.07 Demonstration - Partner notification 09.88 Demonstration - Other 10.01 Practice - Condom/barrier use 10.02 Practice - IDU risk reduction 10.03 Practice - Negotiation/Communication 10.04 Practice - Decision making 10.05 Practice - Disclosure of HIV status 10.06 Practice - Providing prevention services 10.07 Practice - Partner notification 10.88 Practice - Other 11.01 Discussion - Sexual risk reduction 11.02 Discussion - IDU risk reduction 11.03 Discussion - HIV testing 11.04 Discussion - Other sexually transmitted diseases 11.05 Discussion - Disclosure of HIV status 11.06 Discussion - Partner notification 11.07 Discussion - HIV medication therapy adherence 11.08 Discussion - Abstinence/postpone sexual activity 11.09 Discussion - IDU risk-free behavior 11.10 Discussion - HIV/AIDS transmission 11.11 Discussion - Viral hepatitis 11.12 Discussion - Living with HIV/AIDS 11.13 Discussion - Availability of HIV/AIDS counseling & testing 11.14 Discussion - Availability of partner notification and referral services	11.15 Discussion - Availability of social services 11.16 Discussion - Availability of medical services 11.17 Discussion - Condom/barrier use 11.18 Discussion - Negotiation/communication 11.19 Discussion - Decision making 11.20 Discussion - Providing prevention services 11.21 Discussion - Alcohol and drug use prevention 11.22 Discussion - Sexual health 11.23 Discussion - TB testing 11.24 Discussion - Stage-based encounter 11.88 Discussion - Other 12.01 Other testing - Pregnancy 12.02 Other testing - STD 12.03 Other testing - Wiral hepatitis 12.04 Other testing - TB 13.01 Distribution - Male condoms 13.02 Distribution - Female condoms 13.03 Distribution - Safe sex kits 13.04 Distribution - Safer injection/bleach kits 13.05 Distribution - Education materials 13.06 Distribution - Referral lists 13.07 Distribution - Role model stories 13.09 Distribution - Role model stories 13.09 Distribution - Other 14.01 Post-intervention follow-up 14.02 Post-intervention booster session 15.00 HIV testing history survey 16.00 Risk reduction counseling 17.00 Personalized cognitive counseling 88 Other		

PART TWO

CDC requires the following	information on all preliminary and confirmed H	IIV-positive clients:		Lo	cal U	ro Eid	dde	
								-11
Was the client referred to HIV medical care?			L5	#	#	#	#	#
□ No →	Reason the client not referred to HIV № □ Client Already in Care □ Client Declined Care				#	#	#	#
□ Yes →	Did the client attend the first appointm	Did the client attend the first appointment?				#	#	#
□ Don't Know	☐ Pending ☐ Confirmed: Accessed Service ☐ Confirmed: Did Not Access Service	PS17-1704 only: Date client attended first HIV medical	L8	#	#	#	#	#
	☐ Lost to Follow-Up ☐ No Follow-Up	care appointment:	L10	#	#	#	#	#
	□ Don't Know	M M D D Y Y Y	L11	#	#	#	#	#
		All others: First medical appointment within 90 days	L12	#	#	#	#	#
		of the HIV test?	L13	#	#	#	#	#
		☐ No ☐ Yes ☐ Don't Know	L14	#	#	#	#	#
			L15	#	#	#	#	#
Was the client referred to/contacted by Partner Services?				#	#	#	#	#
□ No			L17	#	#	#	#	#
☐ Yes →	Was the client interviewed for Partner	Was the client interviewed for Partner Services?					//	
☐ Don't Know	□ No	□ No						
	☐ Yes → ☐ Don't Know	Was the client interview within 30 days of		CDC Use Fields				
		receiving their result?	C3	#	#	#	#	#
		☐ No ☐ Yes ☐ Don't Know	C4	#	#	#	#	#
Was the client referred to h	IIIV Provention Corvices?		C5	#	#	#	#	#
	iiv rievention services:		C6	#	#	#	#	#
□ No □ Yes →	Did the glient receive UIV Presention C	omicos?	C7	#	#	#	#	#
□ Don't Know	□ No	Did the client receive HIV Prevention Services?			#	#	#	#
Don't know	☐ Yes ☐ Don't Know		C9	#	#	#	#	#
What was the client's most	severe housing status in the past 12 months (c	heck only one)?	Not	es:				
☐ Literally Homeless ☐ Unstably Housed or At Risk ☐ Stably Housed	Literally Homeless Not Asked Unstably Housed or At Risk of Losing Housing Declined to Answer							
If female, is the client preg	nant?		l —					
□ No			l —					
□ Yes →	Is the client in prenatal care?							
☐ Don't Know☐ Declined☐ Not Asked☐	☐ No ☐ Yes ☐ Don't Know	☐ Declined ☐ Not Asked						
Prior to the client testing posurveillance department as	ositive during this testing event, was she/he pr being HIV-positive?	eviously reported to the jurisdiction's						
□ No □ Yes	☐ Not Checked							

PART THREE

	·	-		
Enter or adhere Form ID			22	Agenerase (amprenavir)
HIV Incidence (if required by	health department)		30	Aptivus (tipranavir, TPV)
Date the client reported info	rmation	M M D D Y Y Y	32	Atripla (efavirenz/emtricitabine/tenofovir DF)
Has the client ever had a pre	vious positive HIV test?		24	Combivir (lamivudine/zidovudine, 3TC/AZT)
□ No □ Yes	vious positive filly test.		38	Complera (emtricitabine, rilpivirine/ tenofovir DF, FTC/RPV/TDF)
☐ Don't Know☐ Declined			06	Crixivan (indinavir, IDV)
Date of first positive HIV test		4455744	37	Edurant (rilpivirine, RPV)
•		M M D D Y Y Y	11	Emtriva (emtricitabine, FTC)
Has the client ever had a neg	ative HIV test?		03	Epivir (lamivudine, 3TC)
☐ No ☐ Yes			28	Epzicom (abacavir/lamivudine, ABC/3TC)
☐ Don't Know ☐ Declined			25	Fortovase (saquinavir, SQV)
Date of last negative HIV test			10	Fuzeon (enfuvirtide, T20)
buce of fuse negative fire test		M M D D Y Y Y	19	Hepsera (adefovir)
_	within 24 months before the cur	# # #	02	Hivid (zalcitabine, ddC)
(or first positive) HIV test		\parallel \parallel \parallel \parallel Declined	23	Hydroxyurea
Has the client used or is client	currently using antiretroviral med	lication (ARV)?	18	Invirase (saquinavir,SQV)
\square No			34	Intelence (etravirine)
☐ Yes →	Specify antiretroviral medication	s	36	Isentress (raltegravir)
☐ Don't Know	1 # # 3 # # (see co	odes from right-hand column)	16	Kaletra (lopinavir, ritonavir)
□ Davida ad			31	Lexiva (fosamprenavir, 908)
☐ Declined	2 # # 4 # #		07	Norvir (ritonavir, RTV)
Date ARV began		M M D D Y Y Y	33	Prezista (darunavir,DRV)
Date All Control			09	Rescriptor (delavirdine, DLV)
Date of last ARV use		M M D D Y Y Y	26	Retrovir (zidovudine, ZDV, AZT)
Notes:			15	Reyataz (atazanavir, ATV)
			08	Saquinavir (Fortavase, Invirase)
			35	Selzentry (maraviroc)
			39	Stribild (elvitegravir/cobicistat/tenofovir/ emtricitabine)
			21	Sustiva (efavirenz, EFV)
			40	Tivicay (dolutegravir)
			13	Trizivir (abacavir/lamivudine/zidovudine, ABC/3TC, AZT)
			27	Truvada (tenofovir DF/emtricitabine, TDF/FTC)
			01	Videx (didanosine, ddl)
			14	Videx EC (didanosine, ddl)
			17	Viracept (nelfinavir, NFV)
			05	Viramune (nevirapine, NVP)
			12	Viread (tenofovir DF, TDF)
			04	Zerit (stavudine, d4T)
			20	Ziagen (abacavir, ABC)
			88	Other
			99	Unspecified

NHM&E Required Add	itional	HIV Test	Questions for Directly Funded CBOs				
Instructions Enter		Enter or adhere Form ID					
Completion of the NHM&E Required Additional HIV Test questions are mandatory for CDC-directly funded		ent ID					
CBOs. The required additional HIV Test questions are to be collected per client per testing event. Client Record Number Required for CDC-directly funded CBOs. Num				# # # # # #			
	Se	ssion Date	M M	D D Y Y Y			
	Ag	ency Name					
			d CBO Agency ID funded CBOs only)				
Which population targeted by your organization's targeted HIV testing program does the client belong to? (primary and secondary target populations will be selected from a drop-down menu specific for each funded agency) Primary target population Both target populations							
☐ Secondary target population			Not a member of either target population For HIV-positive clients, only				
Is the client at high-risk for HIV infection?			At the time of this positive test, is the client alread care?	dy in HIV medical			
☐ Yes ☐ No ☐ Not Assessed			☐ Yes ☐ No ☐ Declined to Answer	☐ Not Asked			
Navigation	and Pro	evention ar	nd Essential Support Services				
Services For HIV Positive Clients Only (Select all that apply)	Referre	d Provided	Services For HIV Negative Clients Only (Select all that apply)	Referred Provided			
High Impact Prevention (HIP) behavioral intervention			High Impact Prevention (HIP) behavioral intervention				
Medication adherence support services			Non-occupational post-exposure prophylaxis (nPEP)				
Screening for STDs (syphilis, gonorrhea, and chlamydia)			Pre-exposure prophylaxis (PrEP)				
Screening for viral hepatitis			Screening for STDs (syphilis, gonorrhea, and chlamydia)				
Screening for TB/TB infection			Screening for viral hepatitis				
Treatment for STDs (syphilis, gonorrhea, and chlamydia)			Screening for TB/TB infection				
Treatment or vaccination for viral hepatitis			Treatment for STDs (syphilis, gonorrhea, and chlamydia)				
Treatment for TB/TB infection			Treatment or vaccination for viral hepatitis				
			Treatment for TB/TB infection				
Additional Support Services For All Clients (Select	t all that	t apply)		Referred			
Basic education continuation and completion services							
Employment services							
Housing services							
Insurance navigation and enrollment services							
Sex Education, including HIV education (e.g., risk reduction programs, school-based HIV prevention providers)							
Mental Health Counseling and Services							
Substance abuse treatment and services							
Transportation services (to and from HIV prevention and medical care appointments, including HIV medical care appointments)							
Primary medical care (PS17-1704 only)							
Violence prevention services (PS17-1704 only)							
Education services for hormone replacement therapy (HRT) and sex reassignment procedures (PS17-1704 only)							
Other: Specify:							