

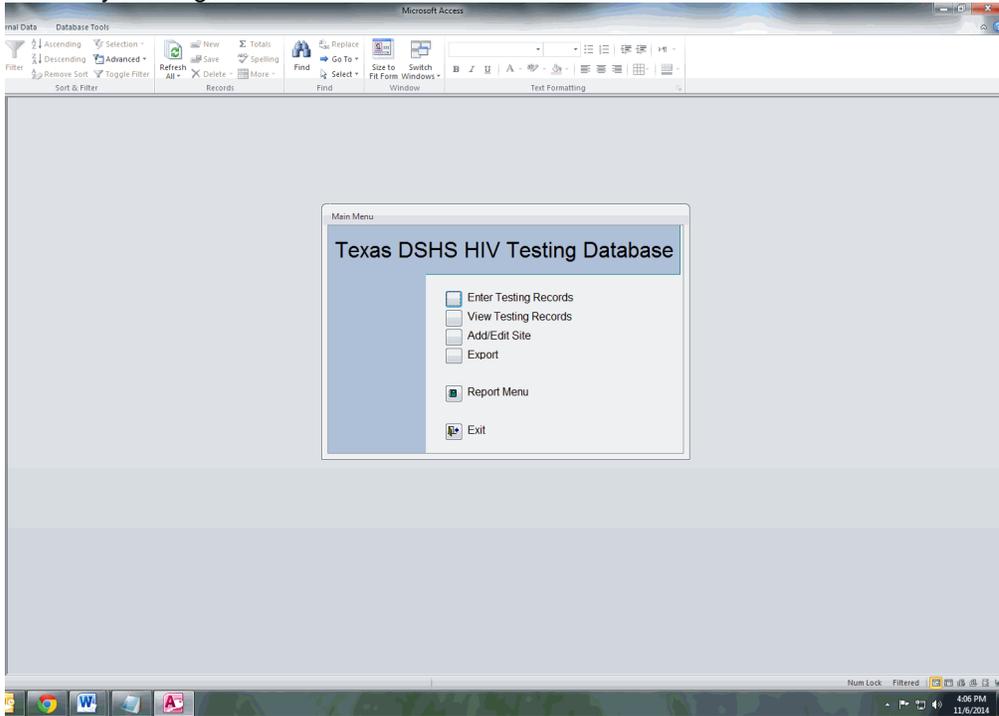
Texas DSHS HIV Testing Database Instructions and Submission Information

Data is entered into the Texas DSHS HIV Testing Access database, and compressed xml export files are submitted via the TxPHIN by the 20th of each month.

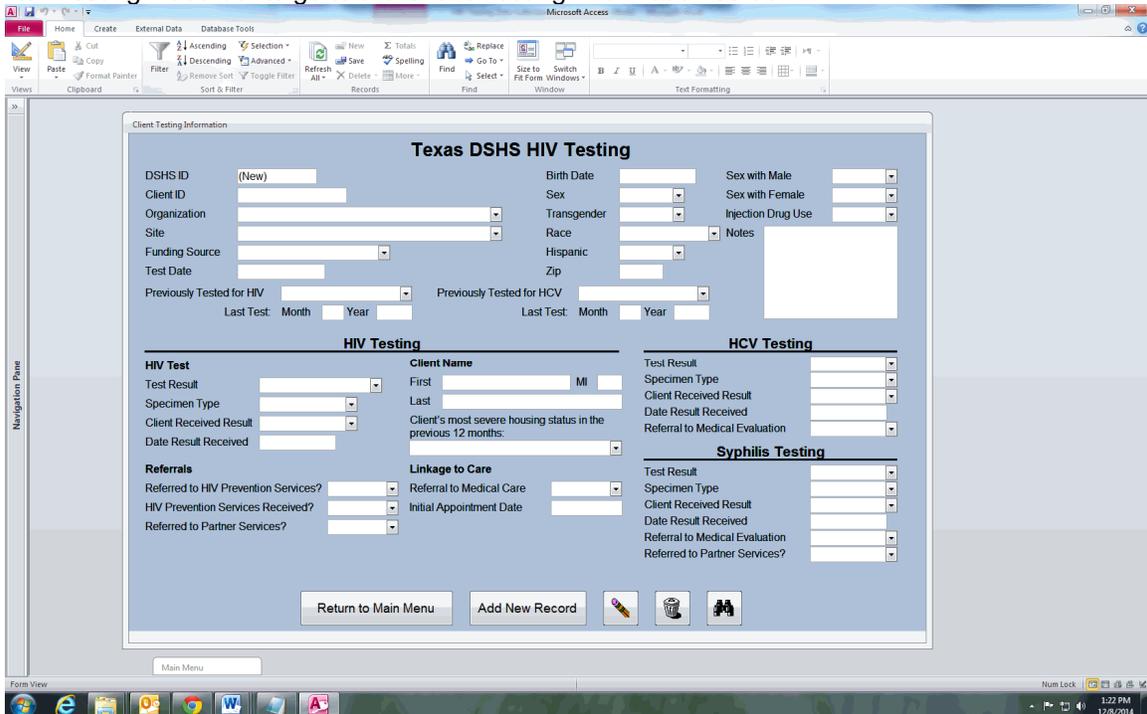
Data Entry

Main Menu

Select an item by clicking in the box to its left.



Click "Enter Testing Records" to go to the Client Testing Information screen.



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Client Testing Information screen

DSHS ID: A unique key is automatically generated each time a new form is opened. Use this key for searching and troubleshooting.

Client ID: Identification code specific to your organization. Do not use any information that could identify a client.

Organization Name: Select your organization name from the drop down menu.

Site: Select a site from the drop-down menu

Funding Source: Select "DSHS HIV Prevention Base," "Expanded Testing," "CDC Directly Funded," or "DSHS MHSA."

Test Date: Enter date of the initial test in MM/DD/YYYY format.

Previous Test Information

Previously Tested for HIV: Select "No," "Yes – Negative," "Yes – Positive," "Yes – Indeterminate," "Yes – Unknown result," or "Unknown."

Last Test: If previously tested, enter month in MM format and year in YYYY format.

Previously Tested for HCV: Select "No," "Yes – Negative," "Yes – Positive," "Yes – Indeterminate," "Yes – Unknown result," or "Unknown."

Last Test: If previously tested, enter month in MM format and year in YYYY format.

Client Demographic Information

Birth Date: Enter date in MM/DD/YYYY format.

Sex: Select the sex/gender from the dropdown menu.

Transgender: Select "MtF" for a Male to Female transgendered person or select "FtM" for a Female to Male transgendered person. If the person is not transgendered, select "N/A." If you do not know the person's transgender status, select "Unknown."

Race: Select race from the dropdown menu.

Hispanic: Select "No," "Yes," or "Unknown."

Zip Code: Enter the client's 5-digit zip code (if known).

Sex with Male: Select "No," "Yes," "Refused," or "Unknown."

Sex with Female: Select "No," "Yes," "Refused," or "Unknown."

Injection Drug Use: Select "No," "Yes," "Refused," or "Unknown."

HIV Testing

HIV Test Technology: Select the type of test ("Not Tested," "Indeterminate," "Negative," "Preliminary Positive," "Multispot Positive," "NAAT Positive," or "Western Blot Positive") from the drop down menu.

Specimen Type: If tested, select "Finger stick," "Venipuncture," "Blood spot," "Oral," or "Urine."

Client Received Result: If tested, select "Yes," "No," or "Unknown."

Date Result Received: If client received result, enter date in MM/DD/YYYY format.

Referrals (if tested)

Referred to HIV Prevention Services: Select "Yes," "No," or "Unknown."

HIV Prevention Services Received: If referred, select "Yes," "No," or "Unknown."

Referred to Partner Services: Select "Yes," "No," or "Unknown."

Client Name (if client tested positive)

First Name: Enter client's first name.

MI: Enter client's middle initial.

Last Name: Enter client's last name.

Client's most severe housing status in the previous 12 months: Select "Literally homeless," "Unstably housed and/or at-risk of losing housing," "Stably housed," "Unknown," or "Not asked."

Linkage to Care (if client tested positive)

Referral to Medical Care: Select "None," "Made," "Confirmed," "Deceased," or "Unknown."

Initial Appointment Date: If referred to medical care, enter date in MM/DD/YYYY format.

HCV Testing

Test Result: Select "Negative," "Positive," "Indeterminate," "No result," or "Not tested."

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Specimen Type: Select "Finger stick," "Venipuncture," "Blood spot," "Oral," or "Urine."

Client Received Result: Select "Yes," "No," or "Unknown."

Date Result Received: Enter date in MM/DD/YYYY format.

Referral to Medical Evaluation: Select "None," "Made," "Confirmed," or "Unknown."

Syphilis Testing

Test Result: Select "Negative," "Positive," "Indeterminate," "No result" or "Not tested"

Specimen Type: Select "Finger stick," "Venipuncture," "Blood spot," "Oral," or "Urine."

Client Received Result: Select "Yes," "No," or "Unknown."

Date Result Received: Enter date in MM/DD/YYYY format.

Referral to Medical Evaluation: Select "None," "Made," "Confirmed," or "Unknown."

Referred to Partner Services: Select "Yes," "No," or "Unknown."

NOTE: Access automatically saves a record. Check your data entries to verify that your data is complete and was saved. You can click "View Testing Records" on the Main Menu OR click the binoculars icon to use the Search function.

***** Data entry tips*****

- Moving from one box to another: Use the tab key to move from one box to another.
- Boxes with drop down menus: Enter the first letter of a word to fill in a word automatically. For example, in the "Sex" box, press the "m" key and "Male" appears.

Other Features

Return to Main Menu: Returns you to the main menu.



Add New Record: Allows you to add a new record.



Delete Form: Deletes everything you have entered in the form.



Undo Record: Erases data already entered in a form.



Search Records: Allows you to search for a specific record in the database. See **Search** section for details.

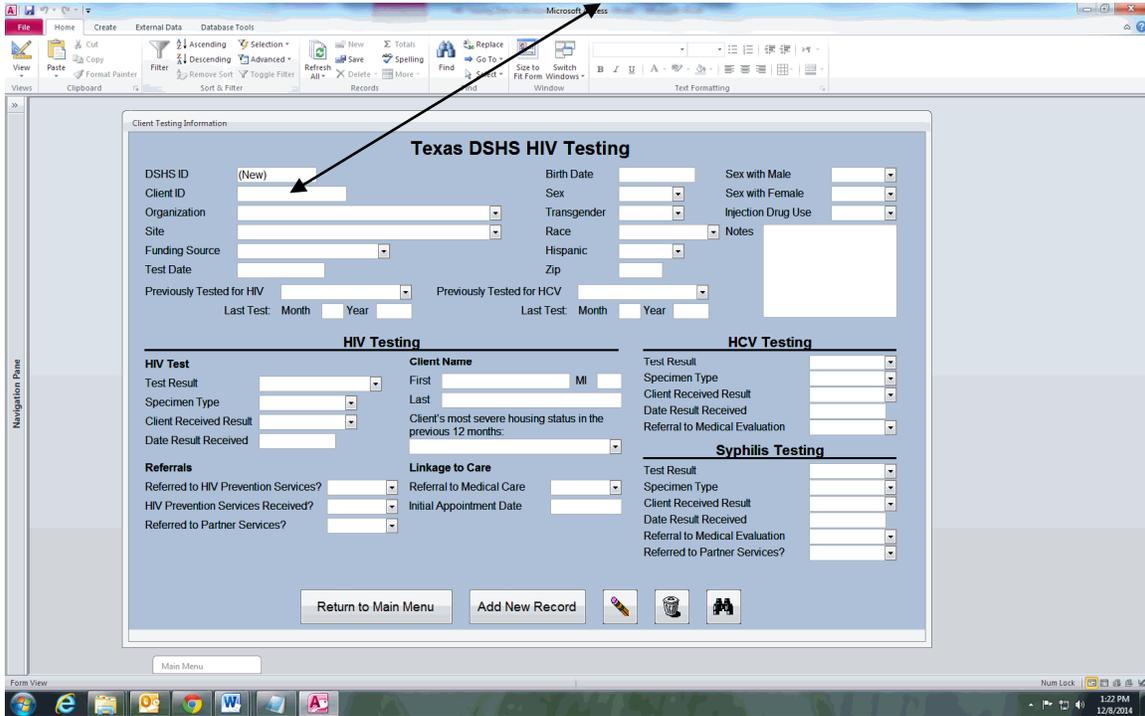


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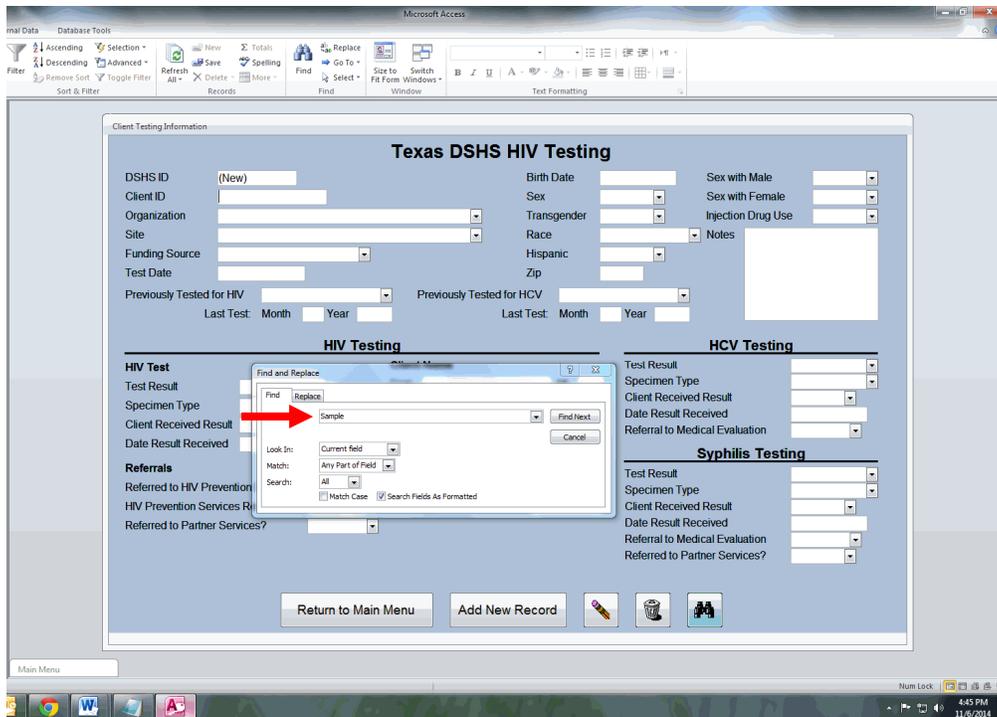
Search

Use the Search function to search for a specific record in the database. The Search function can be used in the “Enter Testing Records,” “View Testing Records,” and “Add/Edit Site” forms.

To search for a record in the “Enter Testing Records” screen, click in the box of the variable that you want to search on in a record. In this example, Client ID is the variable being searched.



Click in the Client ID box and then on the binoculars icon, then enter the item you are searching for in the “Find What” field.



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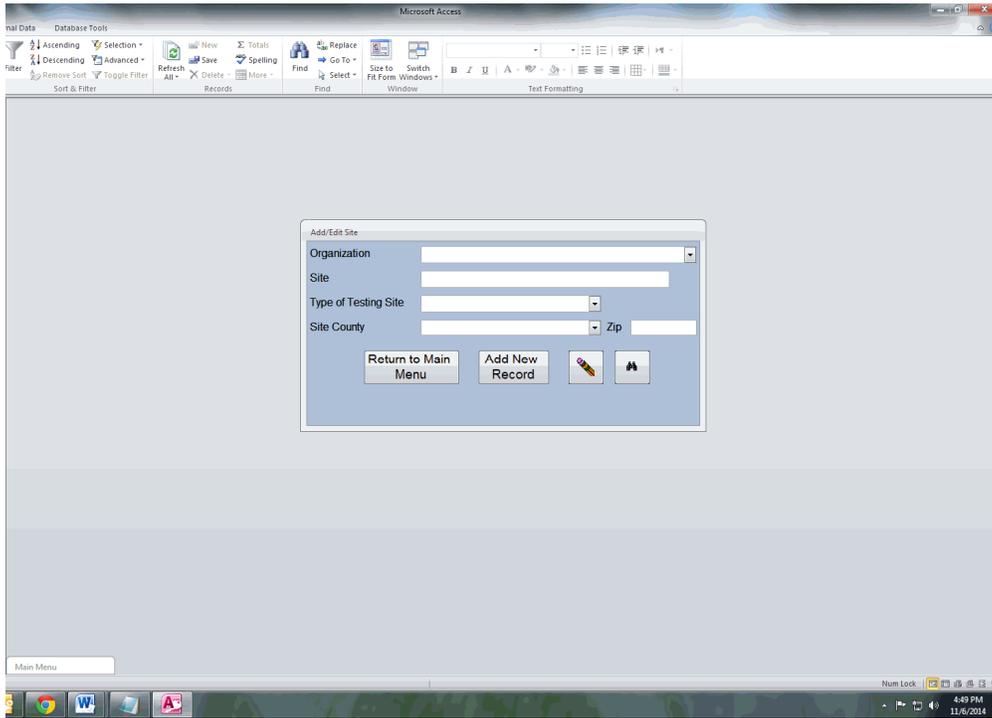
Then click “Find Next” and the record containing the text you are searching on will appear.

The screenshot displays the Microsoft Access interface for the Texas DSHS HIV Testing Database. The main window is titled "Client Testing Information" and contains a form for entering and viewing client data. The form is divided into several sections: "Texas DSHS HIV Testing" (client details), "HIV Testing", "HCV Testing", and "Syphilis Testing". A "Find and Replace" dialog box is open over the "HIV Testing" section, with the "Find" tab selected. The "Find What:" field contains the text "Sample". The "Look In:" dropdown is set to "Current field", and the "Match:" dropdown is set to "Any Part of Field". The "Search:" dropdown is set to "All". The "Match Case" checkbox is unchecked, and the "Search Fields As Formatted" checkbox is checked. The "Find Next" button is highlighted. The background form shows fields for Client ID (Sample123), Birth Date (11/22/1985), Sex (Female), and Test Date (9/30/2014). The system tray at the bottom right shows the time as 4:46 PM on 11/07/2014.

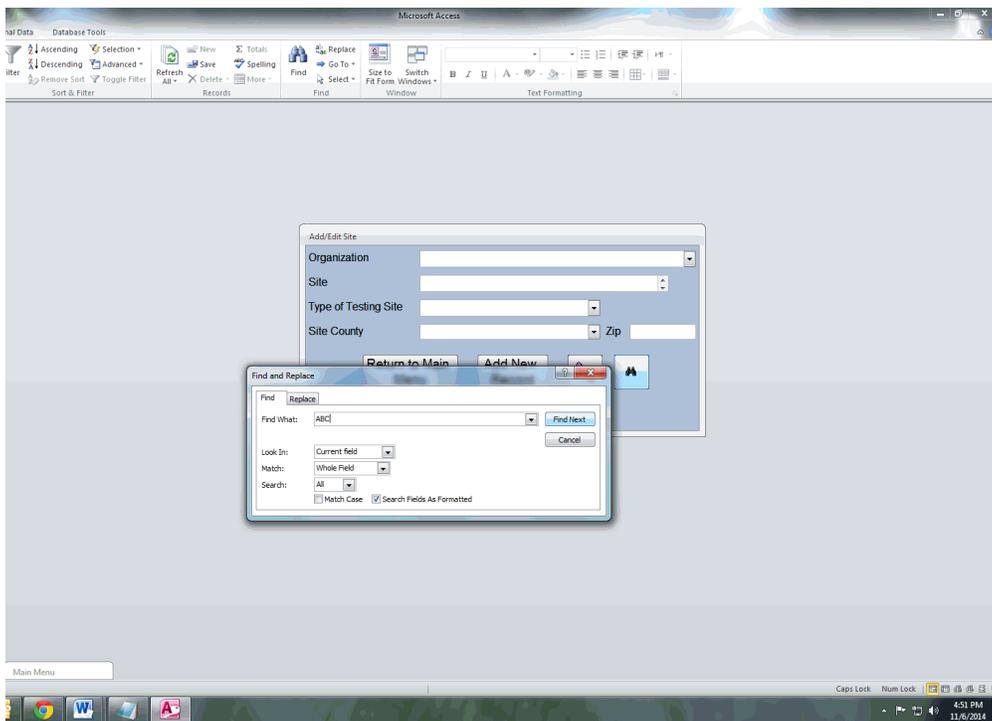
Note: You do not need to enter all the information in a field if you select “Any Part of Field” in the “Match” area. If you select “Whole Field” to find a record, you must enter all information exactly as it was originally entered into that field in the record.

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Similarly, to search for a record in the “Add/Edit Site” form, click in the box of the variable that you want to search on in a test site. In this example, Site is the variable being searched.

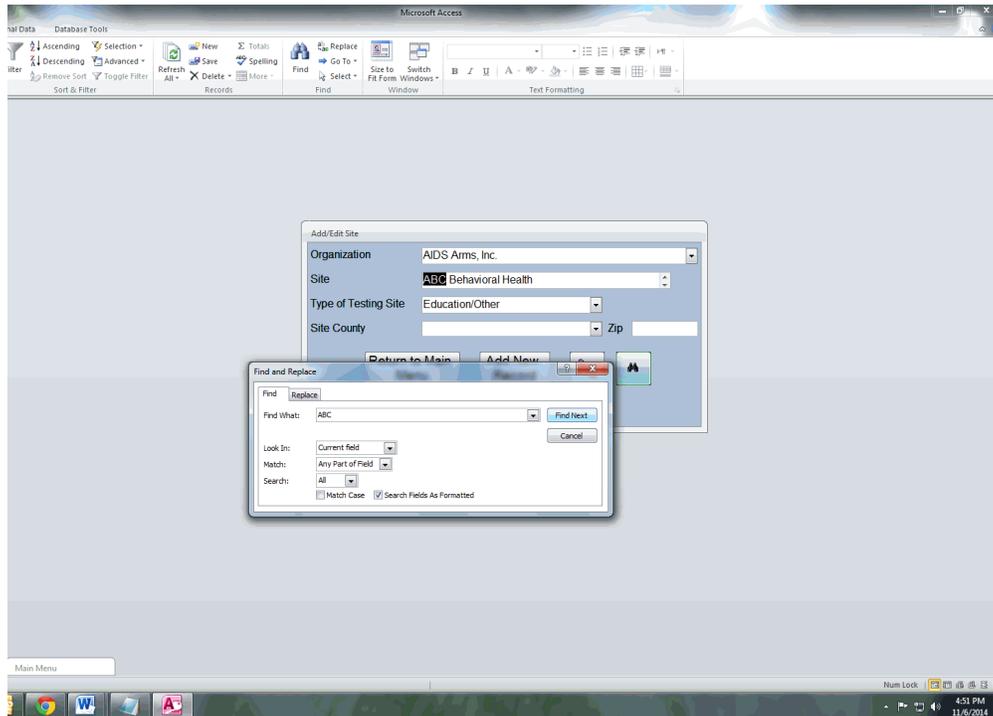


Click in the Site box and then on the binoculars icon, then enter the item you are searching for in the “Find What” field.



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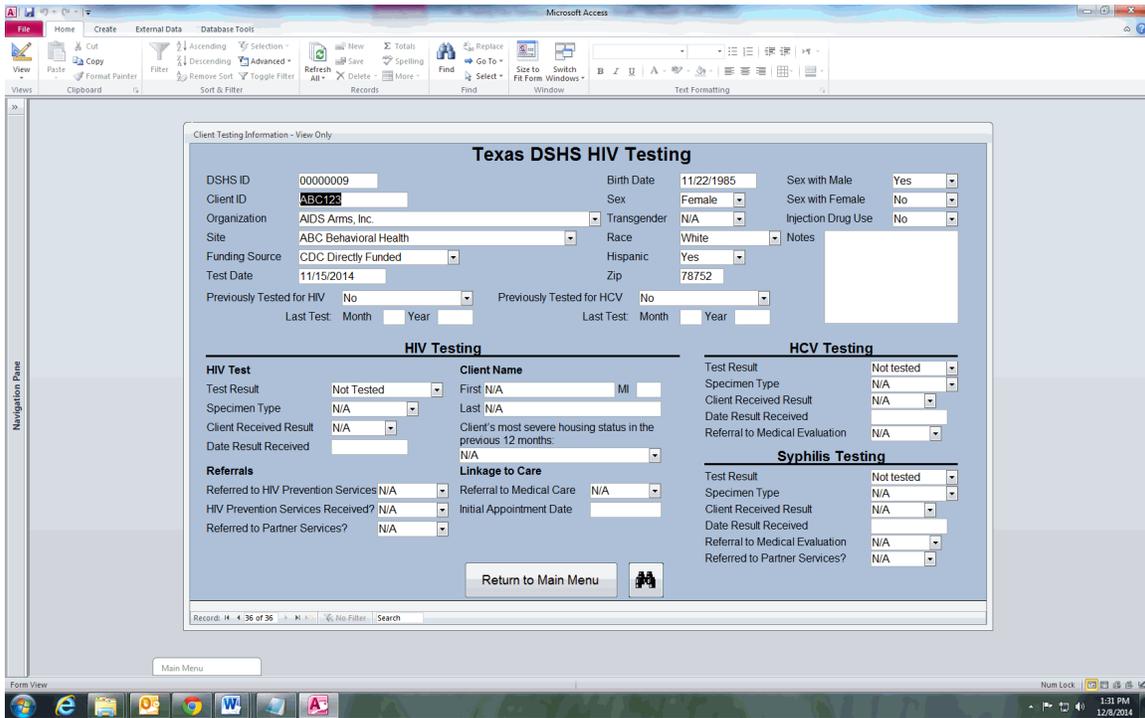
Then click “Find Next” and the record containing the text you are searching on will appear.



You do not need to enter all the information in a field if you select “Any Part of Field” in the “Match” area. If you select “Whole Field” to find a record, you must enter all information exactly as it was originally entered into that field in the record.

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Viewing Data in View Testing Records Mode



Change the "Look In" box to "Current Document" to search the entire database. Changing the "Match" box from "Whole Field" to "Any Part of Field" is recommended.

Use the View Testing Records mode to view records by using the scroll bar at the bottom of the screen or by using the Find Records button (binoculars icon). You are in the View Testing Records mode when "Client Testing Information View Only" can be seen in the banner at the top left portion of the screen.

Scrolling:

Scroll buttons are located at the bottom left of the "View Testing Records" screen. These buttons allow you to navigate through all records entered into the database.



Use the first arrow at the far left of the scroll bar to go to the first record in the database. Use the second arrow on the left to go to the previous record (one record back). Use the first arrow to the right of the record number to go to the next record (one record forward). Use the second arrow on the right to go to the last record. The arrow at the far right is used to go to the next new record.

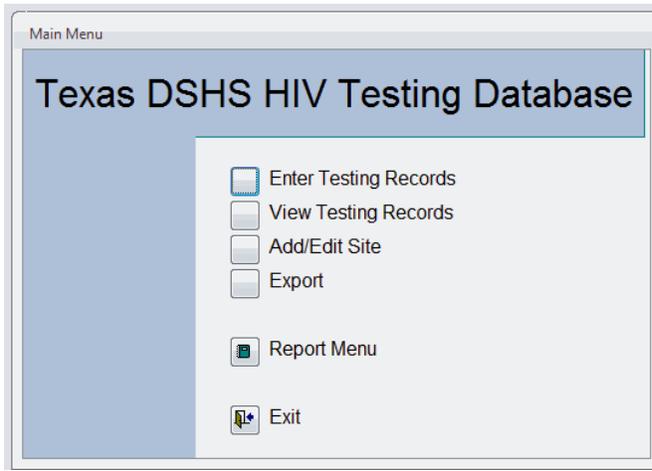
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Data Submission

Data Submission Method

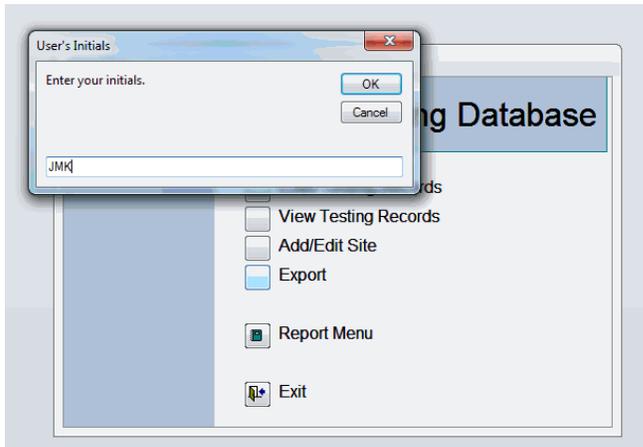
Data are exported from your Access database as xml files and submitted via the TxPHIN. If this is the first time you are exporting data, you will need to create a destination folder and note its location. Although the “C” drive is the default location for exported files on your computer, it is recommended that you create a destination folder for saving exported files on a shared drive. In this example, a “TWOC xml” destination folder was created on the S drive. Before the exported xml file can be uploaded, you will need to zip it and store it in the destination folder you created. You must have a file compression application (such as WinZip) installed before you can zip a file. If you do not have a file compression application, or if you need help using it, please contact your IT support.

Exporting data: Click “Export” on the main menu.



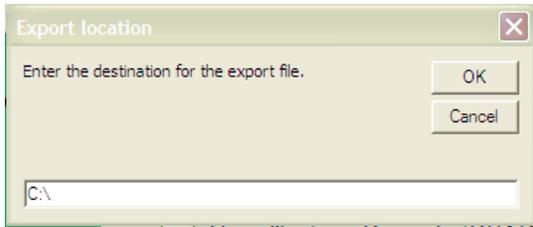
The following prompts are displayed:

Enter your initials. In this example, the initials are JMK.

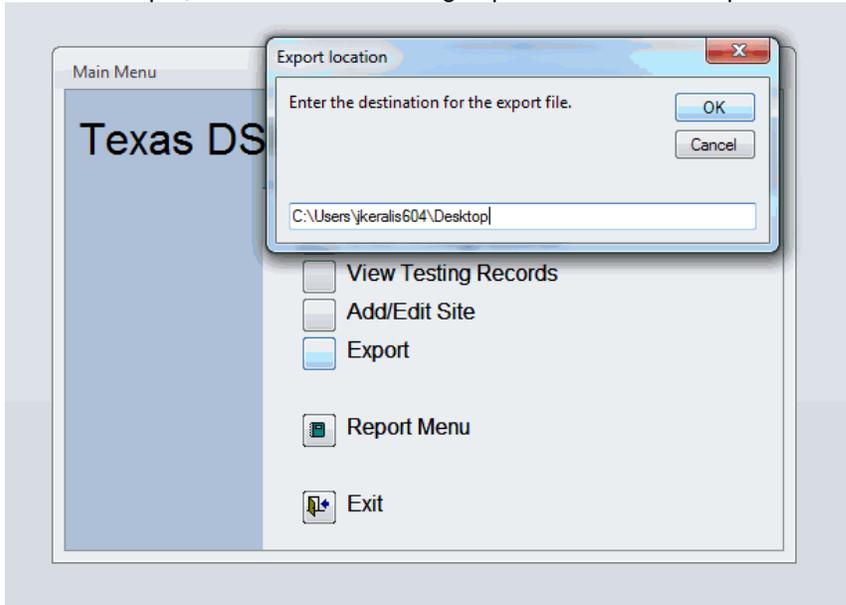


Enter the destination folder for export file: The C drive is the default location for exported files on in your computer, so the destination needs to be changed to the folder created on a shared drive.

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In this example, the xml files are being exported to the desktop.



When the export is complete, an “Export Complete” message appears. If this message does not appear, your export was not successful.



Submit data via TxPHIN

To submit your data, log in to the TxPHIN. Upload the appropriate zipped xml file from the destination folder you created. If the upload is successful, the uploaded file will appear in your PHIN folder. If no new file appears, the upload was not successful. This can occur if the xml file was not zipped. Zip the xml file and try again.

The monthly deadline for data export and upload to the TXPHIN is the 20th of each month.

Questions and Troubleshooting

For questions about the database, email jessica.keralis@dshs.state.tx.us.
For programmatic questions, contact your DSHS consultant.