Entering New Data in Past Reporting Periods
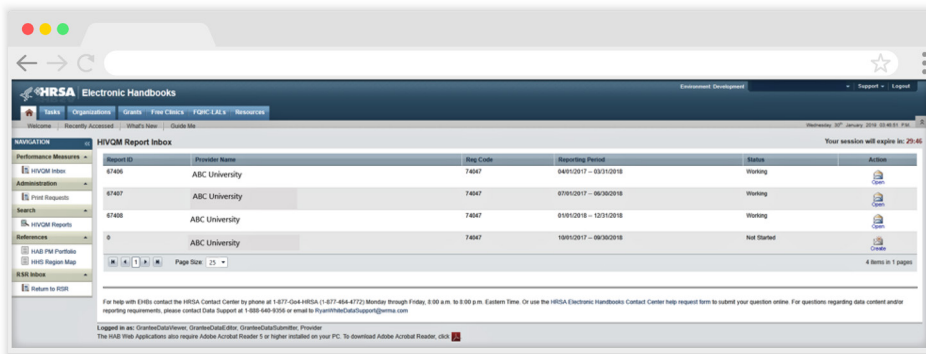
The HIVQM Module Information Sheet

Do you have corrections to your past HIVQM performance reports? Do you want to add more performance measures data? Did you miss a reporting period and want to submit an entire report?

During every March reporting period, the HIVQM Module will open the past four reporting periods for recipients and sub-recipients to edit existing data and submit new data. You can either manually enter or upload these data using the following steps below.

Tip: For more technical assistance in editing or entering new data during the March reporting period, you can contact Ryan White Data Support at 888-640-9356 or email RyanWhiteDataSupport@wrma.com.

Manually entering new data or editing existing data:

Step 1: In your HIVQM Inbox (see screenshot below), look for the reporting period that you want to enter or edit data in and click on the "Open" icon under the action column. This will bring you to the first section of the Module.

Step 2: On the left side is the Navigation menu. Click on "Select Measures" to enter or edit performance measures data in the module.

Step 3: Then click on "Enter Performance Data" to enter or edit performance measures data.

Step 4: When you finish entering or editing data, click "Save" at the bottom lower right of the screen.

Uploading new data or editing existing data

You can upload at least one single CSV file to update or enter new data for the entire four reporting periods. (For instructions on how to create a CSV file, see Appendix A of the HIVQM Manual.) The module will match the data in each file to the corresponding reporting period folder. If there are existing data in the reporting period folder, the new data will replace the existing data.

Step 1: To upload your CSV file, click on the "Upload HIVQM Data" on the left side of the Navigation menu. This will take you to the HIVQM Data Upload page. See screenshot below.

Step 2: You will see a list of the reporting periods that are open for data submission and editing. Below you will also see a drop-down menu where you will select your provider name.
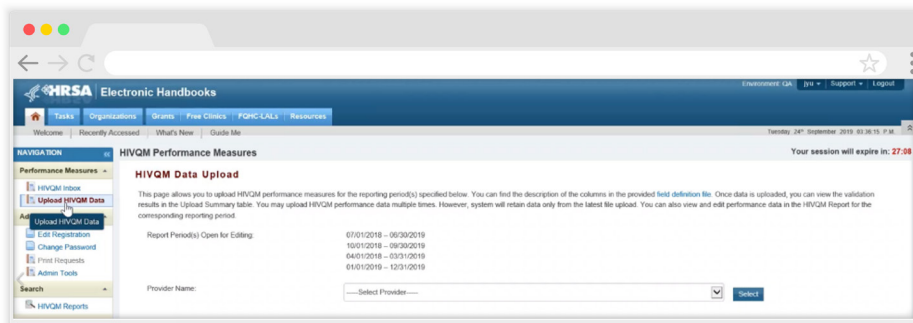
Step 3: To upload your CSV file, click on the "Browse" button to find the file saved on your computer. See screenshot below.

Step 4: Once you have identified your CSV file, click on the "Upload File" button. You will receive error messages at the top of the page if the file does not successfully upload. You will need to correct any file errors before you can upload your file successfully.

Step 5: Once your file is uploaded, a validation process will automatically begin to ensure your data meet system requirements. You can look at the Upload Summary Table and click on the "Validation Result" to look at your data errors and alerts. See screenshot below. You will only be able to upload your file when you fix the errors; however, you can upload your file with alerts.
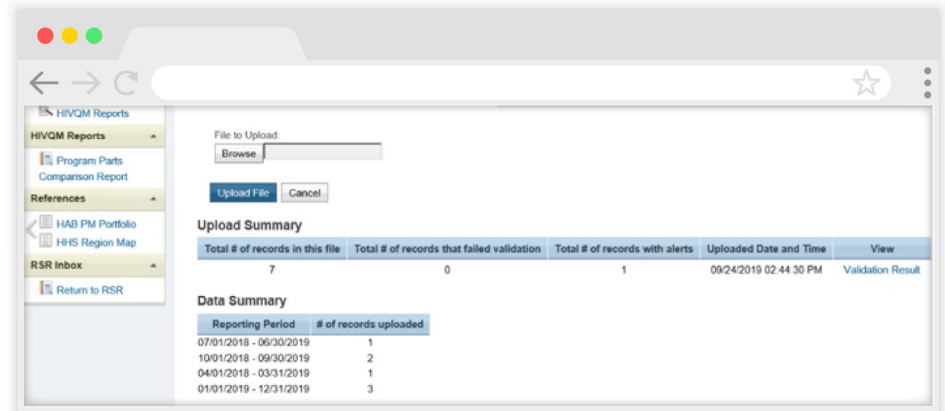
Tip: Take a look at the Upload Summary and Data Summary tables to ensure all your records have been uploaded and are uploaded in the correct reporting periods.

Other online resources include the HIVQM manual and webinar.

1. HIV Quality Measures (HIVQM) Module Instruction Manual 2018-2019. https://www.targethiv.org/sites/default/files/file-upload/resources/09_20_19_HIVQM_Instruction_Manual_508.pdf

2. Completing the HIV Quality Measures (HIVQM) Module: 2019 Features Webinar. https://www.targethiv.org/library/completing-hiv-quality-measures-hivqm-module-2019-features