AETC Training Webinar

Ryan White HIV/AIDS Program's (RWHAP) Part F AIDS Education and Training Center

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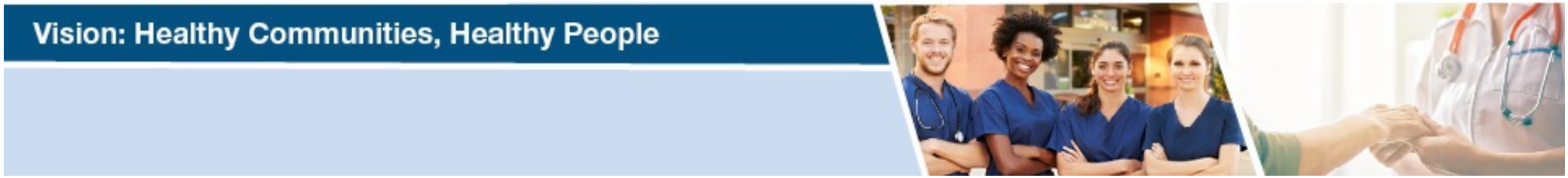

Outline

- Overview of AETC Submission Process
- Data Quality Overview
- Missing Data & Priority Data Elements
- Data Quality Workshop
- Open Q&A Session

Overview of the AETC Submission Process

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Overview of AETC Submission Process

- **Data are submitted annually through the Electronic Handbooks (EHBs) beginning July 12**
  - Agencies indicate collaboration with the Regional Partner Sites
  - Upload a separate Comma Separated Values (CSV) file for your:
    - Event Record (ER) data
    - AETC Participant Information Form (PIF) data
    - Event Participant List (PL) data
  - Validate the AETC Report
    - Errors – Must be corrected to submit
    - Warnings – Revise data or enter a comment, data can be submitted

Attend the training on June 5, for a deeper dive!

Use of ER & PIF Data

- **Describe AETC training activities and reach:**
  - Event Record (ER) – number and characteristics of events and trainings provided by AETCs
  - Participant Information Form (PIF) – number and characteristics of participants reached through AETC events and trainings
- **Analyzed annually for trends over time**
- **Inform training needs and emerging topics**

TA Contact Information

RWHAP Technical Assistance Resources

- The RWHAP TA Resources Brochure features information on each RWHAP technical assistance provider, including:
  - RWHAP reports they support
  - Responses to frequent questions
  - Contact information

Data Quality Overview

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What do the data show?

Between 2020-2022, AETCs led **32,071** unique training events which reached **179,001** participants.

Among training attendees:

- **58%** provide services to clients with HIV
- **68%** have direct interaction with clients
- **64%** do not provide HIV treatment care, but provide behavioral, support, or other clinical services
- **5%** provide advanced HIV care

AETC training attendees were:

- **40%** White
- **19%** Black or African American
- **17%** Hispanic/Latino
- **66%** Female

Missing data also impacts findings:

- **14%** on race/ethnicity
- **11%** on gender

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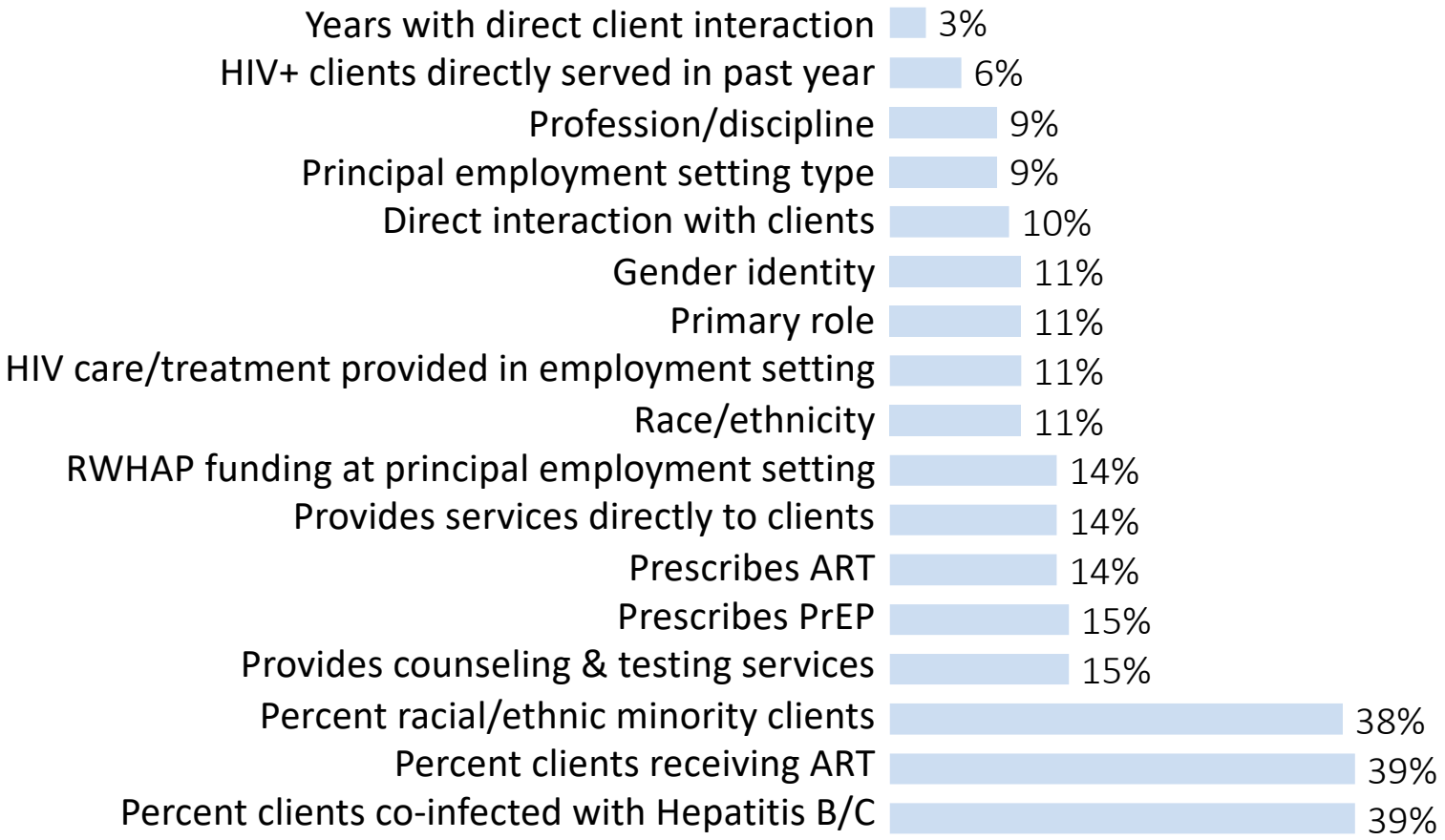
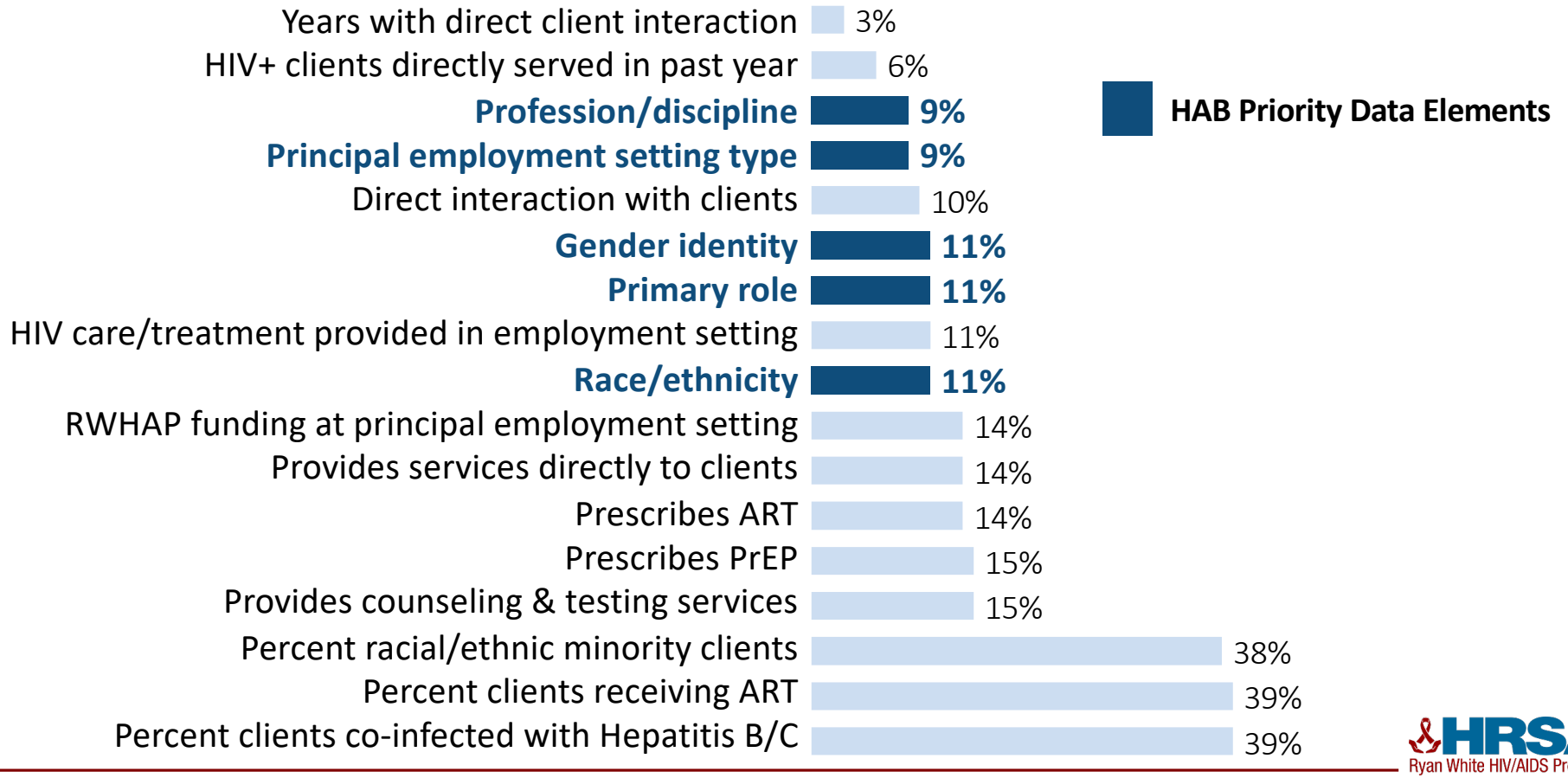
Missing Data in 2020-2022 PIFs



Priority Data Elements for HRSA

1. Profession/Discipline (PIF #3)
2. Primary Role (PIF #4)
3. Hispanic/Latino Origin (PIF #5)
4. Racial Background (PIF #6)
5. Gender Identity (PIF #7)
6. Principal Employment (PIF #8)

Missing Data on Priority Data Elements



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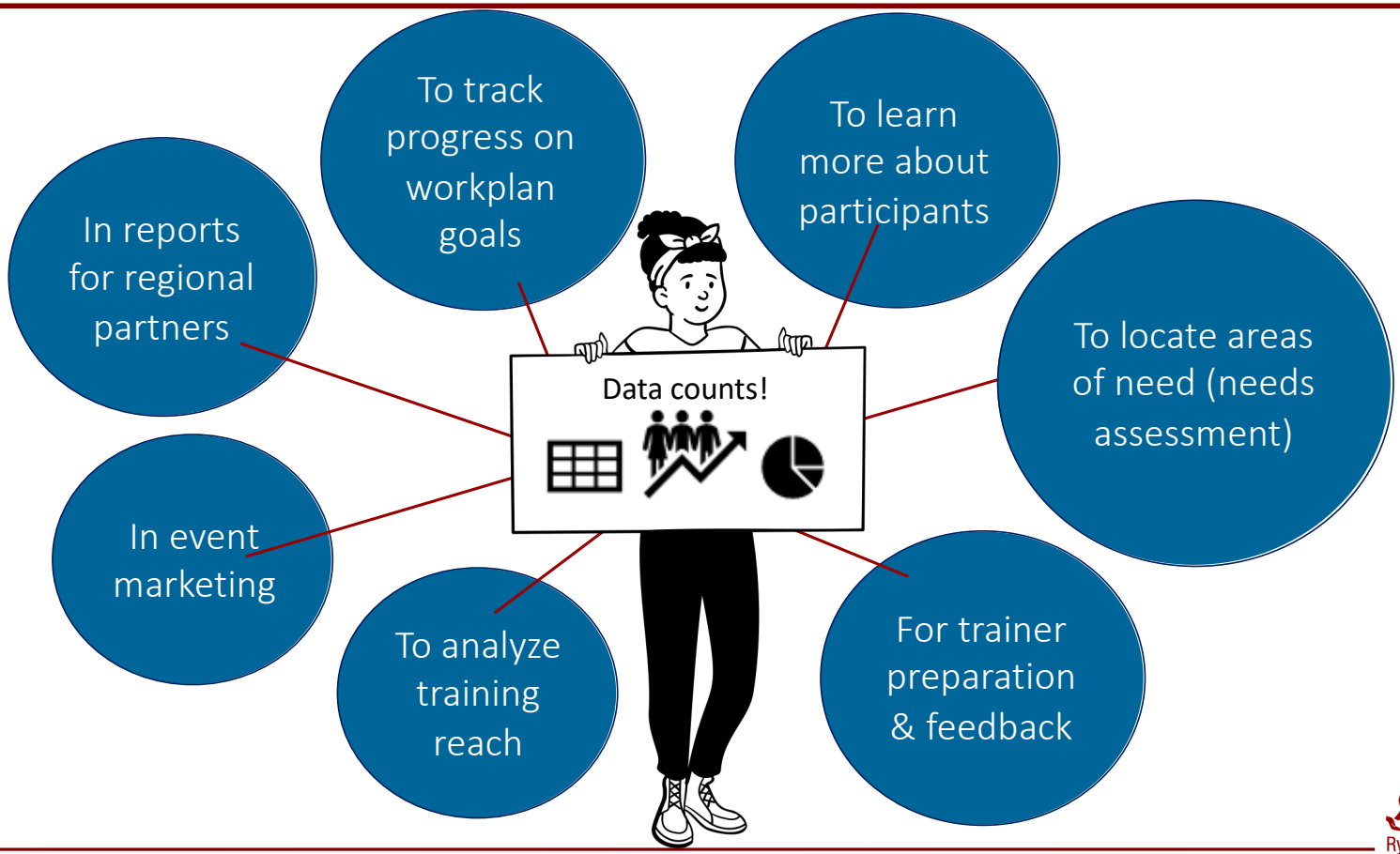
Why does data quality matter?

- **Missing/inaccurate data can distort program outcomes**
- **Only high-quality data can:**
  - Accurately portray the work AETCs do
  - Be used to improve services
- **AETC should have processes to review data for quality prior to submission. Ideally:**
  - Data should be reviewed regularly throughout the year
  - AETCs should work with regional partners to ensure data quality

Profession/Discipline and Primary Role

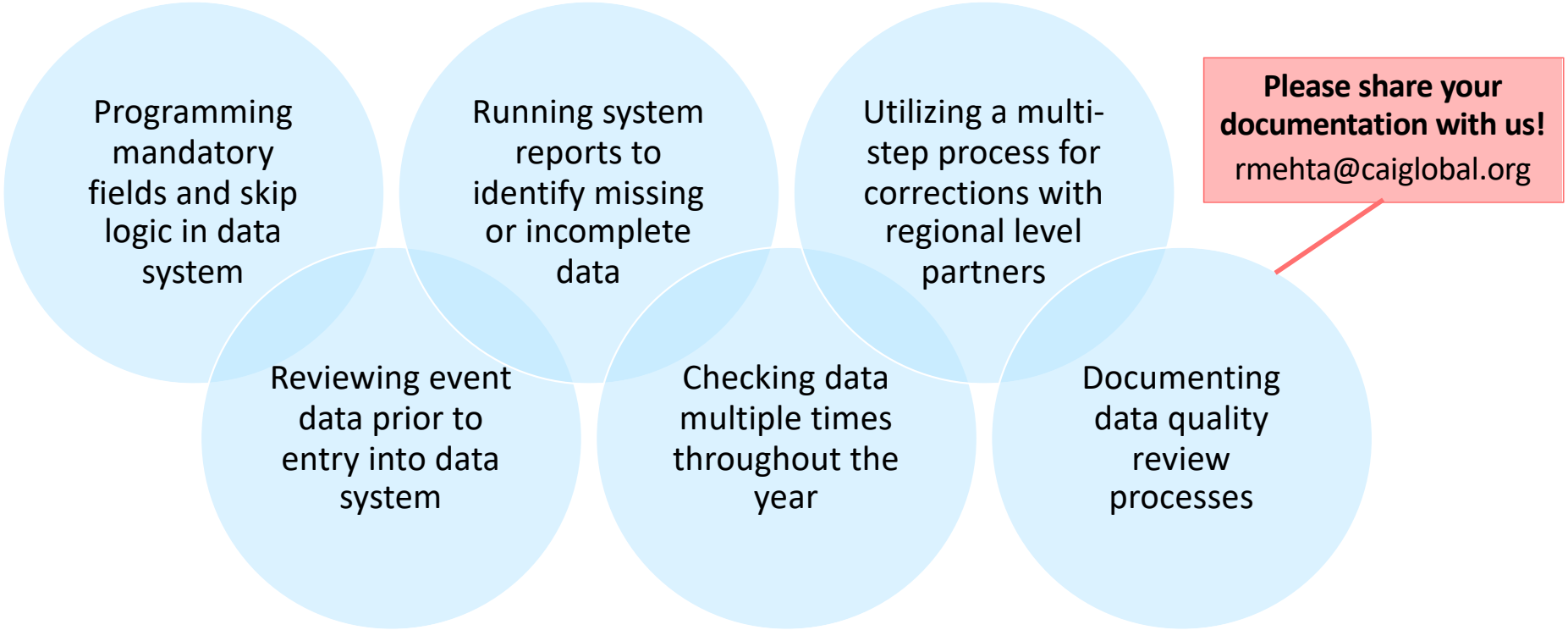
Profession/Discipline	%	Primary Role	%
Social Worker or Case Manager	14%	Other	15%
Nurse Professional (non-prescriber)	13%	Care Provider/Clinician (non-prescriber)	13%
Other Public Health Professional	12%	Case Manager	12%
Physician	10%	Missing	11%
Missing	9%	Student/Graduate Student	10%
Other non-clinical professional	9%	Administrator	9%
Community Health Worker	7%	Care Provider/Clinician (prescriber)	9%
Nurse Professional (prescriber)	5%	Client/Patient Educator	5%
Pharmacist	5%		

How are AETCs using data?



Thank you for engaging with DISQ about your data quality practices!

How are AETCs reviewing data quality?



Data Quality Workshop

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Missing Data

- **If you do encounter missing data, use valid values[1,2]**

Use "." when:	Use "null" or leave blank when:
Variable is numeric	Variable is character/string

[1]Refer to Codebook Chapter III (column "Type") for type of variable
[2]Other user-defined missing values (e.g., 99, 999) will be regarded as out-of-range unless specified as a valid value in the codebook

- **Example data:**

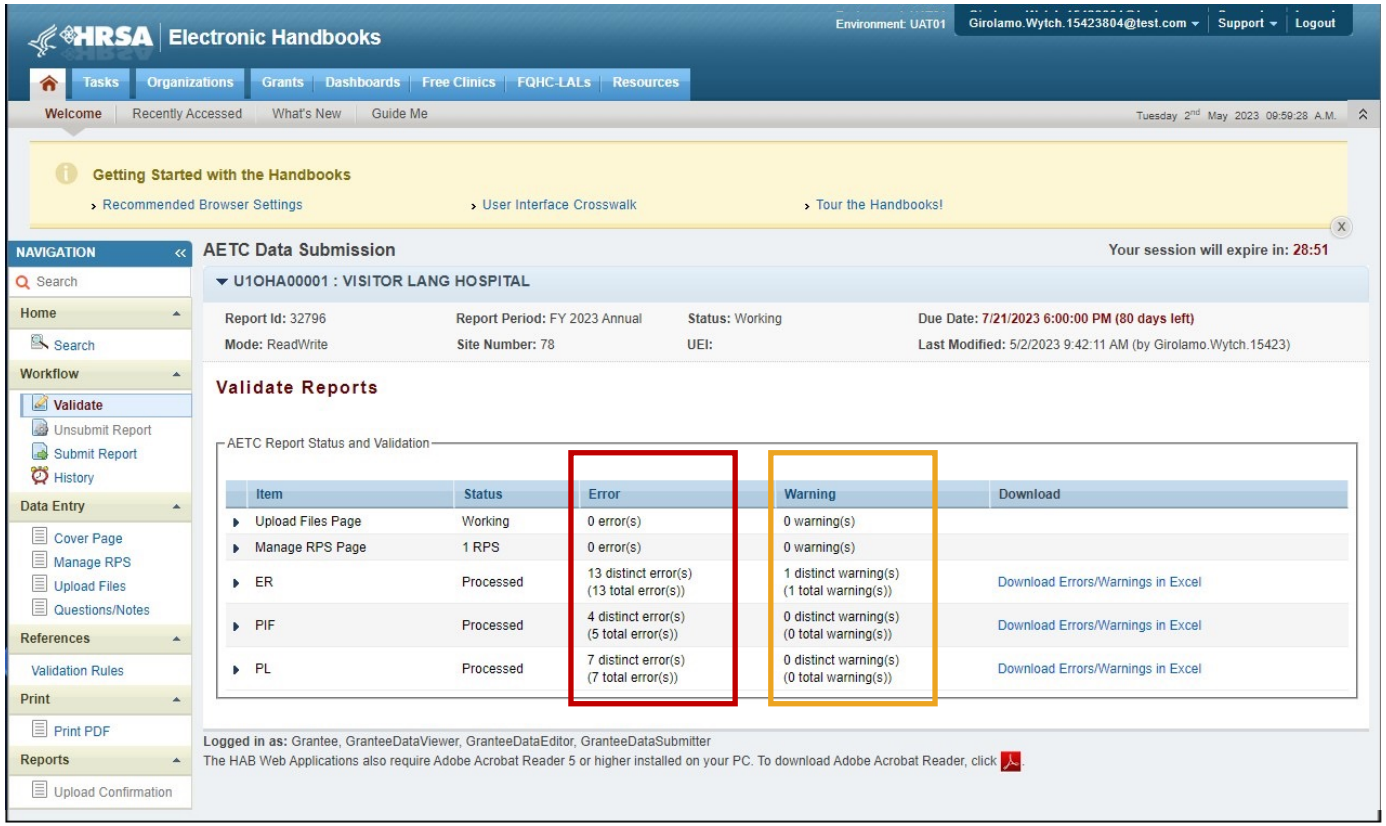
PIF4	PIF4_Specify	PIF20
9	null	0
5		4
16	Statistician	.
12		.

Potential Fixes

Review codebook for which values are numeric vs. character so valid value can be used for missing values.

Identify PIF variables that may have missing data and ensure proper values.

Errors vs. Warnings in EHBs



Remember

You can submit data with “warnings,” but not with “errors.”

If you notice that something is wrong (e.g., you received an error and should have received a warning), please let technical assistance (TA) know!

Don’t forget about Data Support’s June Webinar where Hilary will give more TA information around these topics!

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PIF ID

PIF_ID
StatisticsIsFun123@gmail.com
Light00Bulb@hotmail.com
17
FirstName.LastName333@rocketmail.com

The "17" PIF_ID value creates challenges when pulling AETC PIFs together.

Without a valid email address, this participant cannot be counted.

- PIF data are **pulled across all AETCs** to ensure we capture all participants who attended AETC events, regardless of which AETC hosted the event.
- For best data quality and accuracy, we use email addresses as they are unique to the participant but are general enough that they can be applied to each AETC PIF.

Potential Fixes

If your AETC uses other values for the PIF_ID, make sure to replace/crosswalk those values with accurate email addresses for submission.

Review the PIF dataset prior to submission, ensure PIF_IDs are email addresses.

Survey Skip Patterns

15. **Do you have direct interaction with clients?**

○Yes ○No (Stop here. You are done with this form.)

16. **Do you provide services directly to clients with HIV?**

○Yes ○No (Stop here. You are done with this form.)

8. **Which of the following characteristics best describe your principal employment setting? (Select one)**

- ○ Academic Health Center
- ○ Correctional Facility
- ○ Dental Health Facility
- ○ Emergency Department
- ○ Federally Qualified Health Center
- ○ Family Planning Clinic
- ○ HIV or Infectious Diseases Clinic
- ○ HMO/Managed Care Organization
- ○ Hospital-Based Clinic
- ○ Indian Health Services/Tribal Clinic
- ○ Long-Term Nursing Facility
- ○ Maternal /Child Health Clinic
- ○ Mental Health Clinic
- ○ STD Clinic
- ○ Substance Use Treatment Center
- ○ Student Health Clinic
- ○ Other Community-Based Organization
- ○ Pharmacy
- ○ Military or Veterans' Health Facility
- ○ Other Federal Health Facility
- ○ Private Practice
- ○ State or Local Health Department
- ○ Other Primary Care Setting
- ○ Principal Employment Setting Does Not Involve Direct Provision of Care or Services (Stop Here,
- ○ I Am Not Working (Stop Here. You Are Done With This Form.)

Impact

PIF 8 contradictions

- The following answered that they were not working or their employment setting does not provide care to clients but
  - 173 said "yes" to employer receiving Ryan White HIV/AIDS Program funding
  - 171 said "yes" to HIV care provided by employment setting
  - 315 said "yes" to having direct interaction with clients
  - 126 said "yes" to having direct interaction with clients with HIV

PIF 15 contradictions

- 92 answered "No" or "Null" to PIF15 do you have direct interaction with clients but said "Yes" to PIF16 direct interaction with clients with HIV

PIF 16 contradictions

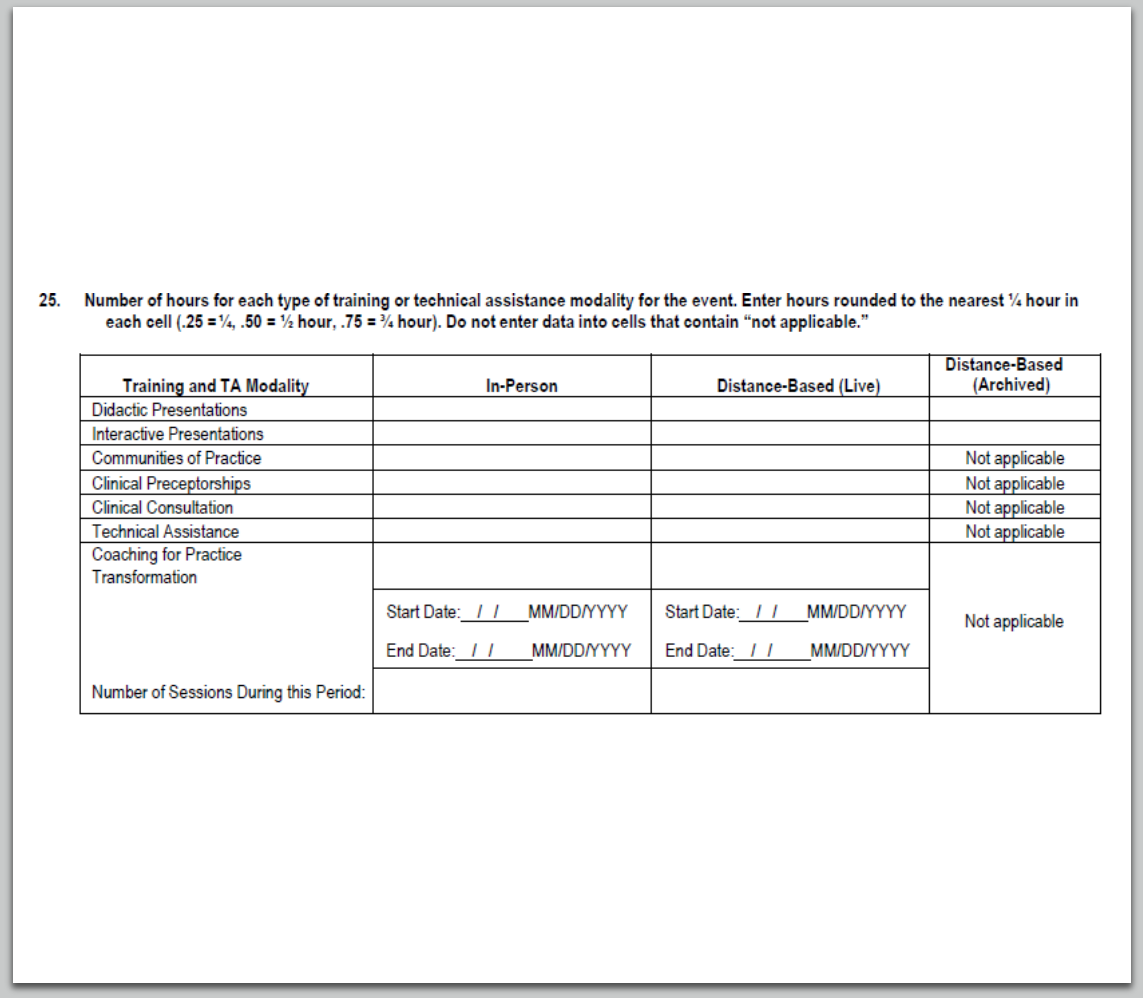
- The following answered "No" or "Null" to PIF16 if they have direct interaction with clients with HIV but
  - 135 provided a number of clients with HIV in the past year that is >=1
  - 231 provided years of experience caring for clients with HIV that is >=1
  - 11,797 provided an answer to PIF19 "Which of the following best describes the way you provide services to clients with HIV"

Potential Fixes

- Implement skip pattern into survey system
- Review and test skip patterns often
- Less likely to receive errors/warnings during submission

Number of Hours

- We currently receive a wide range of hours to ER25
  - ER25_04 (Interactive presentations, in-person)
    - ✓ Hours ranged from 0-800
  - ER25_08 (Communities of practice, distance-based (live))
    - ✓ Hours ranged from 0-1776
  - ER25_11 (Clinical consultation, in-person)
    - ✓ Hours ranged from 0-465



25. **Number of hours for each type of training or technical assistance modality for the event. Enter hours rounded to the nearest ¼ hour in each cell (.25 = ¼, .50 = ½ hour, .75 = ¾ hour). Do not enter data into cells that contain "not applicable."**

Training and TA Modality	In-Person	Distance-Based (Live)	Distance-Based (Archived)
Didactic Presentations			
Interactive Presentations			
Communities of Practice			Not applicable
Clinical Preceptorships			Not applicable
Clinical Consultation			Not applicable
Technical Assistance			Not applicable
Coaching for Practice Transformation			Not applicable
	Start Date: / / MM/DD/YYYY End Date: / / MM/DD/YYYY	Start Date: / / MM/DD/YYYY End Date: / / MM/DD/YYYY	
Number of Sessions During this Period:			

Potential Fixes

Keep in mind the average hours and investigate any outliers

Modality	Average Number of Hours per Event (ER)
Didactic Presentations	2.1
Interactive Presentations	5.2
Communities of Practice	1.9
Clinical Preceptorships	40.9
Clinical Consultations	2.4
Coaching for Organizational Capacity Building	6.1

Event ZIP Code

- **HRSA HAB received ~150 events with invalid event ZIP code**
- **AETCs should review event ZIP codes and ensure 100% valid responses**
  - AETCs should be able to overwrite any invalid responses since event location is known
- **There is a validation during submission to ensure valid ZIP code range**

Potential Fixes

Review and ensure event ZIP codes are within the valid ZIP code range 00501-99950.

Update invalid ZIP codes.

Making updates now will allow submission to run more smoothly, less likely to receive error/warnings.

ER Multi Session Questions

- Session Number (ER11) should be >=1
  - **In 2022, 240 records where session number = 0**
- If “yes” is responded to multi session question (ER9) then number of sessions planned (ER10) should be >=2
- Session number (ER11) should be equal to or less than total number of sessions planned (ER10)

Potential Fix

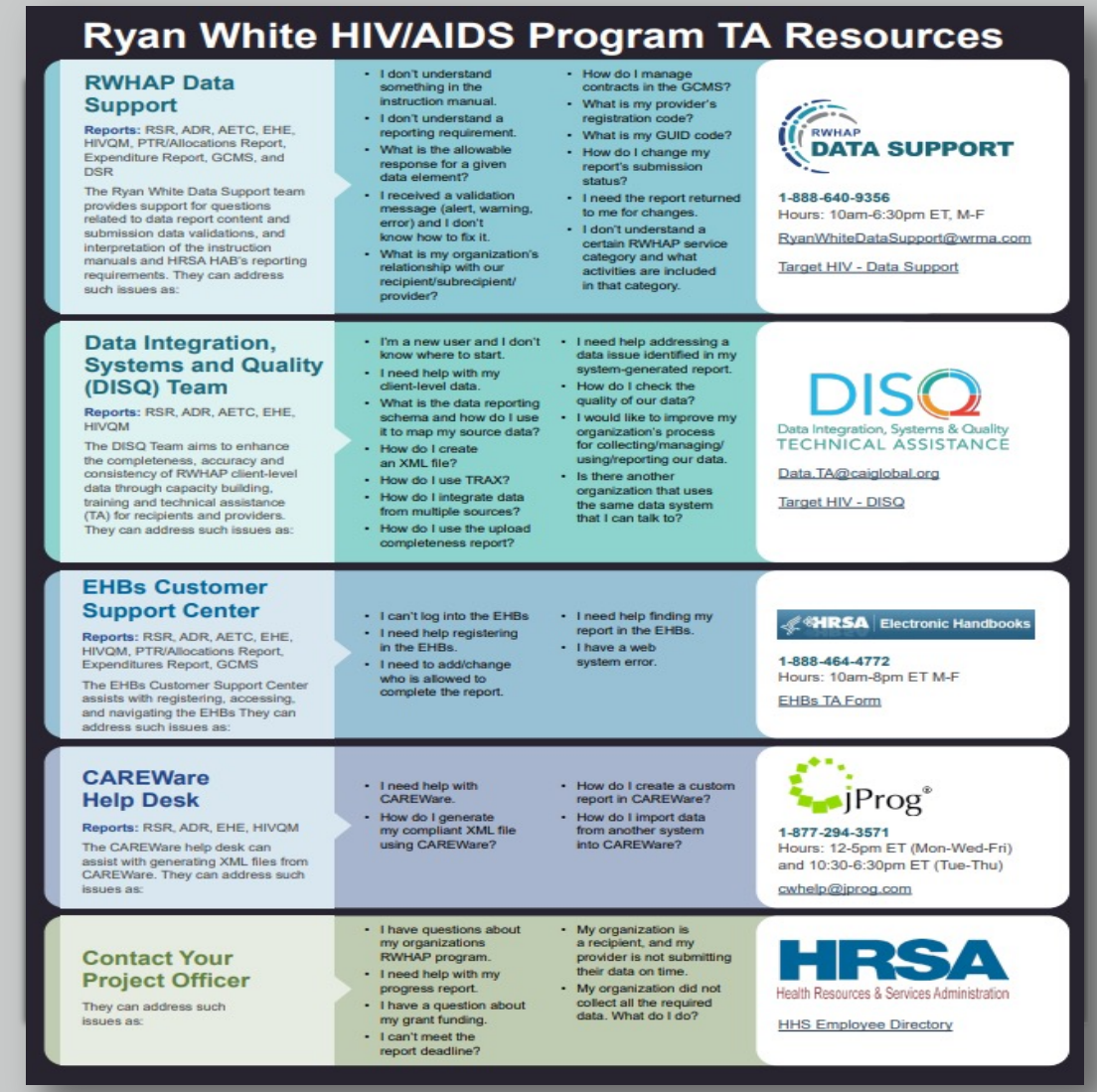
- Incorporate session number must be greater than 1 in survey system for single session events.
- Implement session number must be greater than 2 in survey system for multi session events.
- Provide instruction that the session number should be equal to or less than total number of sessions planned.

General Tips

- **"Less is more" when it comes to data cleaning**
  - If possible, maintain the survey options as it looks in the forms
  - Implement skip patterns, valid hour ranges, valid ZIP code range, and other instructions in the survey into your data systems
    - ✓ The more you can build your system, the less manipulation is needed prior to submission
- **Have system prompt for PIF data to be updated yearly**
  - Ensures the most up-to-date PIF data
- **Make sure not to use "0" in "Specify" fields**
  - If system gives an error/warning for blanks, it is best to enter "Null" instead of "0"
- **Confirm that PIF ID is an email address**
  - We track and count participants across all AETCs using email addresses
- **Check that Event Start and End date are in the same format in the ER and PL**
  - This could trigger a validation error and prevent submission

Questions?

TA Contact Information



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