

# AETC Training Webinar

## Data Quality Workshop

April 30, 2024

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### Missing Data

If you encounter missing data, use valid values<sup>1,2</sup>

#### Use "." when:

Variable is **numeric**

#### Use "null" or leave blank when:

Variable is **character/string**

<sup>1</sup>Refer to Codebook Chapter III (column "Type") for type of variable

<sup>2</sup>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

### EHB Validations: **Errors** vs. **Warnings**

Don't forget, you **can** submit data files with "warnings," but **not** with "errors" in EHBs. If you need additional help, please contact technical assistance (*see below*).

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### PIF ID

Confirm that all PIF\_IDs are **email addresses** prior to submission. *This allows for a clean capture of all participants who attended AETC events, regardless of which AETC hosted the event.*

### Priority Data Elements

The following data elements are **required fields** in your survey systems:

**PIF3:** Profession/Discipline

**PIF4:** Primary Role

**PIF5:** Hispanic/Latinx Origin

**PIF6:** Racial Background

**PIF7:** Gender Identity

**PIF8:** Principal Employment

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### Survey Skip Pattern

The following data elements have, "**Stop here. You are done with this form**" options. Be sure to review and test skip patterns often to ensure they are properly in place.

**PIF8:** Principal Employment

**PIF15:** Direct interaction with clients

**PIF16:** Provide services directly to clients with HIV

### Technical Assistance Resources

RWHAP Data Support | 1-888-640-9356 | [RyanWhiteDataSupport@wrma.com](mailto:RyanWhiteDataSupport@wrma.com)

The Data Integration, Systems, & Quality (DISQ) Team | [Data.TA@caiglobal.org](mailto:Data.TA@caiglobal.org)

EHBs Customer Support Center | 1-888-464-4772 | [Submit an EHBs TA Request](#)

CAREWare Help Desk | 1-877-294-3571 | [cwhelp@jprog.com](mailto:cwhelp@jprog.com)

