LEO Release Notes: September 2011

This document is intended to inform you of changes to the LEO system associated with the current LEO release. It includes a brief summary of the recent system changes, instructions for completing actions required for data clean-up, and a description of the new reports available.

Brief Summary of Changes

This LEO release includes a number of important new features, including:

- HE/RR Intervention Indicators report
- C&T Indicators report
- HIV Status variable finalized

Other minor changes include:

- Intervention Set-up:
  - New "cost per client" calculation added
  - Goals and Objectives now optional
  - Target populations now required for both HE/RR and C&T interventions
  - Syringe exchange checkbox added (***Action Required*** - see below)
  - Ability to filter and sort interventions by funding source
- Numerous lab slip validations added (***Action Required*** - see below)
- Field on conventional lab slip for "Other" screening and "Other" confirmatory test
- Incomplete records now have an HIV Status value
- Reports for C&T prior to FY 10-11 now appear on legacy tab
- Other minor system corrections and additions

Action Items

There are two action items for providers associated with this patch. Instructions for completing them are below.

1. Indicate Syringe Exchange Interventions

If you are doing any syringe services program activities, please open each intervention related to those services and check the "syringe exchange" checkbox so we can easily identify all interventions related to syringe services.

2. Correct Lab Slip Data Entry

In this LEO release the “HIV Status” variable that was introduced for C&T records in the previous patch has been finalized. The process included implementing validation rules for lab slip data to ensure accurate HIV Status values. Existing records that do not meet the newly implemented validation rules have been marked ‘incomplete’ to make it easy to identify them for correction.

Please see the step-by-step instructions below regarding making these corrections.

Instructions for Correcting Records

1. Find existing C&T records that did not pass validation

From the LEO main menu, click “Data Entry,” and select the agency and intervention you want to work with. In the list of records, click the heading “Passed Validation.” Any records with a validation status of “No” will be sorted to the top.

2. Click on the OAID to go to the encounter summary screen

For any record that did not pass validation, click the OAID to go to the encounter summary screen.

3. Review messages in the Validation Table

On the right hand side of the encounter summary screen is the ‘Validation Issues’ table. Examine the messages in this table to see what is needed for this record to pass validation. (See notes in this document, below, for explanations of new validations applied in this patch.)

4. Correct data and mark the record complete

Correct data entry errors, and/or enter required data or missing forms (such as lab slips, TIRs, or PIFs) as necessary. When all validation issues have been cleared, the “Mark Complete” button on the encounter summary screen will become available and you can mark the record complete. The record will now be included in reports.

Explanations of Validations

#	Validation Message	Explanation/Required Action
0.1	TIR Section A: Required for Positive RT and WB/IFA non-reactive or indeterminate	Complete Section A of the Testing Incident Report to describe actions taken re: discordant results.
0.2	TIR Section A: Required for WB/IFA indeterminate	Complete Section A of the Testing Incident Report to describe actions taken for indeterminate results.
0.3	TIR Section B: Required for RT Invalid	Complete Section B of the Testing Incident Report to describe the invalid test result incident.
0.4	TIR Section C: Required for RT result not disclosed	Complete Section C of the Testing Incident Report to explain why the rapid test result was not disclosed.
0.5	Section D: Required for RT positive with no confirmatory sample	Complete Section D of the Testing Incident Report to explain why no confirmatory specimen was collected.
0.6	TIR Section E: Required for no confirmatory disclosure	Complete Section E of the Testing Incident Report to explain why the confirmatory test result was not delivered.
0.7	Lab Slips: Lab slip sequence should start from #1 and not skip any numbers.	Check the lab slip numbering and make corrections.
0.8	Lab Slips: Additional lab slip required if confirmatory specimen is given.	Enter the lab slip ordering the confirmatory test, if a specimen was given, or deselect 'confirmatory specimen given' on the existing rapid lab slip if a confirmatory specimen was not given.
0.9	Lab Slips: EIA Reactive requires and IFA or WB result to be entered.	On a conventional lab slip, a reactive EIA requires a confirmatory test result to be entered on that slip.
0.10	Lab Slips: Conventional lab slip must have one or more test results marked.	Entering only the 'Summary Interpretation' is not sufficient. EIA, WB, or IFA results must also be indicated.
0.11	Lab Slips: Summary Result does not concur with test result(s).	The summary result on the conventional lab slip should follow from the test results indicated on that lab slip. Check and correct.
0.12	Lab Slips: Conventional lab slip without Rapid lab slip with an IFA or WB-1 or WB-2 result requires a screening test result also.	A conventional lab slip for a client record with no rapid test must include at least one screening test (e.g., EIA) if it has a confirmatory test.
0.99	Lab Slips: TIR Section F: Required for unusual test result sequences.	This message appears for a sequence of testing that is not a part of the standard algorithm, such as two negative rapid tests, a negative rapid test with a confirmatory test, etc. Please complete Section F of the TIR to explain the unusual testing sequence. (Please note that lab slip order matters!)

If you are unable to enter a sequence of test results and/or lab slips that actually occurred, please contact your OA Operations Advisor for technical assistance.

New lab slip fields – other screening test, other confirmatory test

If you are using a conventional screening or confirmatory test not listed on the lab slip, you can use these fields. Please note that you must first enter the result in the pull-down menu, and *then* enter the name/type of test used.

Note that these fields ARE used in the algorithm to calculate the HIV status of the client.

Incomplete records now have an HIV Status

Incomplete records now have a value for HIV status, but keep in mind that if the record is incomplete because testing data is missing, the HIV status will not be accurate. For example, in some cases missing test data will result in a status of "Follow-up Required," indicating that the testing algorithm or pattern of results does not comply with expected values. Once complete testing data has been entered, this HIV status will update to show the new outcome. If "Follow-up Required" shows for a completed record, then the record should be examined to determine the appropriate follow-up. Please request TA from OA if necessary.

Other Information About "HIV Status"

Understanding which 'results' are displayed where

In the lab slip table on the encounter summary screen, the column labeled 'results' shows: For rapid test lab slip, the rapid test result: preliminary positive, negative, or invalid. For Conventional lab slips, the summary interpretation from the lab: HIV antibody detected, HIV-2 antibody detected, no antibody detected, inconclusive.

Below this table, HIV Status is displayed. This represents the client's likely HIV status, given ALL of the test results reported in the lab slip table above. Possible outcomes are Negative, Positive, Preliminary Positive, Discordant, Inconclusive, Invalid, Follow-up Required, Not Tested. This value is used in reports to categorize records according to HIV status.

On the CIF in the Risk Reduction and Testing section, "Final HIV Test Result" is entered according to data indicated on the CIF. It is presumed that this is the information that was delivered to the client in the disclosure session (if one occurred). This field should match the "HIV Status" calculated by LEO according to lab tests entered. If it does not, follow-up measures should be taken, including investigating what information was given to the client as well as whether lab slip information for the record is complete and correct.

Quality Assurance Activity: Sort by (record) Status

You may wish to sort by the column labeled “Status” to see any records which are not yet marked incomplete. A record may have passed validation but not be marked complete because it is awaiting additional data, such as verification of a medical visit, or additional disclosure sessions. Review the record and mark it complete if appropriate. (Incomplete records are not included in reports.)

Quality Assurance Activity: Sort by HIV Status

You may wish to sort by HIV Status to examine any records with unusual results, such as FUR (Follow Up Required), or positive or preliminary positive results, to determine if any further action should be taken for that client.

Reports for C&T prior to FY 10-11 now appear on legacy tab

C&T data prior to FY 10-11 are housed in the Legacy system (green color scheme). Reports that work for these interventions now appear on the “Legacy” tab of the report screen. To access them, click the “legacy” tab in the upper right corner of the report interface and select the report you want to run. Be sure to select an intervention from FY 09-10 or earlier. (You can login to the legacy system from the LEO Resource page to identify intervention numbers from that period. Your login information is the same as the current version of LEO.)

HE/RR Intervention Indicators report

The HE/RR Intervention Indicators report was designed to monitor the four CDC proposed indicators for HE/RR. Since the report's inception, the CDC has announced they intend to revise the HE/RR indicators; however we believe this report continues to provide relevant and helpful information for program monitoring and evaluation.

The report summarizes data for ILI, GLI and CRCS intervention types. It does not analyze TPA or HCPI intervention types.

Like all LEO reports, the top portion incudes the Start/End Date for the data included in the report, the agency name(s), intervention title(s) and location(s) included.

HE/RR INTERVENTION INDICATORS REPORT

Start/End Date: 7/1/2010 - 6/30/2011

Agency Name(s): Agencies here | Intervention Titles Here | Locations Here

Like all LEO reports, only complete records are included in analysis.

Indicator Scores – All Interventions

The first data box for the HE/RR Indicators Report is the **Indicator Scores** for **All Interventions** selected. There are four summary columns, one for each of the four indicators measured. The result is an aggregate calculation of all interventions selected in the HE/RR Intervention Indicator report.

Indicator Scores - All Interventions			
INDICATOR 1 (ILI, GLI, & CRCS) % of Projected Clients Enrolled	INDICATOR 2 (ILI & GLI only) % of Enrolled Clients Attending ALL Sessions	INDICATOR 3 (ILI & GLI only) % of Enrolled HIV+ Clients Attending ALL Sessions	INDICATOR 4 (CRCS only) % of Enrolled Clients Attending 4 or more Sessions
120 %	0 %	0 %	78 %

Indicator 1 (1^{st} column): Analyzes all ILI, GLI and CRCS data and provides percentage of clients enrolled in all interventions. The numerator is the sum of the number enrolled in the selected intervention(s) during the specified time period. The denominator is the total number expected to be enrolled in the selected interventions during the specified time period (sum of "total to be reached" on Intervention Set Up page for each intervention).

Indicator 2 (2^{nd} column): Analyzes all ILI and GLI intervention data. CRCS data is not analyzed for Indicator 2. It provides percentage of clients who attended ALL sessions within the intervention(s). The numerator is the sum of all clients who attended all sessions in the selected intervention(s) during the specific time period. The denominator is the total number clients enrolled in each intervention selected during the specified time period.

Indicator 3 (3rd column): Analyzes all ILI and GLI intervention data. CRCS data is not analyzed for indicator 3. It provides the percentage of HIV-positive clients who attended ALL sessions within the intervention(s) during the specified time period. The numerator is the sum of all HIV+ clients who attended all sessions in the selected intervention(s) during the specific time period. The denominator is the total number of HIV+ clients enrolled in each intervention selected during the specified time period.

Indicator 4 (4th column): Analyzes all CRCS intervention data. ILI and GLI intervention data is not analyzed for indicator 4. It provides the percentage of all clients who attended four or more CRCS sessions for selected interventions during the specified time period. The numerator is the number of clients attending 4 or more CRCS sessions during the specified time period. The denominator is the total number of clients enrolled in the CRCS intervention(s) during the specified time period.

Intervention Specific Tables

Beneath the Indicator Scores table are up to three intervention specific tables, depending on interventions selected. There will be a specific table each intervention type: ILI, GLI and/or CRCS interventions.

GLI Interventions					Client Attendance Summary Data						
							INDICATOR 1	INDICATOR 2		INDICATOR 3	
#	Name	# of Sessions	Unique Clients Projected	Unique Clients Enrolled	Unique HIV+ Clients Enrolled	Average # of Sessions Attended	% of Projected Clients Enrolled	Enrolled Clients Attending ALL Sessions		Enrolled HIV+ Clients Attending ALL Sessions	
								#	%	#	%
10102 - 15	Charm School	6	15	12	6	2.25	80 %	0	0 %	0	0 %

CRCS Interventions					Client Attendance Summary Data						
							INDICATOR 1	INDICATOR 4			
#	Name	# of Sessions	Unique Clients Projected	Unique Clients Enrolled	Unique HIV+ Clients Enrolled	Average # of Sessions Attended	% of Projected Clients Enrolled	Enrolled Clients Attending 4 or more Sessions		Enrolled HIV+ Clients Attending 4 or more Sessions	
								#	%	#	%
10102 - 1	Individual CRCS Counseling	4	15	18	11	4.33	120 %	14	78 %	8	73 %

The left set of columns related to all Interventions is the same in all three tables. The columns starting near the middle and going to the right side of the table differ according to intervention type.

"#" column provides the agency code and intervention number for each selected intervention.

"Name" provides the intervention name for each selected intervention.

“# of Sessions” reports the number of sessions expected in each intervention. This information was entered during Intervention Set Up and can be found in the Intervention Details box of “edit intervention” function in the LEO Intervention tab.

“Unique Clients Projected” is the number of anticipated clients to be served in each intervention. This information was also entered during Intervention Set Up and is the “Total to be Reached” in the Intervention Details box of the “edit intervention” function in the LEO intervention tab.

“Unique Clients Enrolled” is the number of clients entered into LEO to date, within the specified time period for each intervention selected. Remember, only “complete” records are used in report analysis.

“Average # of sessions attended” is the calculated average number of sessions attended of all clients enrolled in the intervention during the specified time period for each intervention selected.

Indicator 1 Column: This column is within all three intervention type tables, and provides the percentage of clients enrolled, during the specified time period in the specific intervention, relative to the total number of clients projected.

Indicator 2 column: This column is on the ILI and GLI tables. It provides the number and percentage of clients who have completed ALL planned sessions for each ILI and GLI intervention selected, relative to the number of clients enrolled.

Indicator 3 column: This column is on the ILI and GLI tables. It provides the number and percentage of HIV-positive clients who have completed ALL planned sessions for each ILI and GLI intervention selected, relative to the total number of HIV-positive clients enrolled in the specific intervention during the specified time period.

Indicator 4 column: This column is on the CRCS table only. It provides the number and percentage of clients who have completed 4 or more sessions during the specified time period for each CRCS intervention selected, relative to the number of clients enrolled.

On the CRCS table, the last column provides the number of percentage of HIV-positive clients who have completed 4 or more sessions during the specified time period for each CRCS intervention selected, relative to the number of HIV-positive clients enrolled.

C&T Indicators report

The C&T Indicators report summarizes a variety of indicators for testing, including: total tests performed, number and percent informed of result, confirmed positives, preliminary positives, referrals to care, and offered & accepted partner services. It reports outcomes by gender, race/ethnicity, age group, risk level, and risk group.

Results are grouped in three overarching columns:

1. Total Tests: includes records with a valid HIV Status result. (Excludes records with HIV Status of invalid or follow-up required.)
2. Confirmed Positive Tests: Includes records with a final outcome of "Positive" (i.e., rapid testing records with a confirmed positive result and conventional records with a positive result).
3. Preliminary Positive Tests: Includes records with a final outcome of "Preliminary Positive" (i.e., rapid test result was preliminary positive with no confirmatory specimen, so no additional testing could be conducted.)

Within these three columns, the following indicators are reported on:

	Indicator	#	%
1	**Confirmed Positive**	Includes both positive conventional tests and rapid tests with a confirmatory positive result	# confirmed positive out of the # total HIV tests.
2	**Informed of Confirmed Result**	Includes confirmed positives that received their confirmed positive test result (regardless of whether initial testing was conventional or rapid)	# confirmed positive that received their confirmed positive test result out of the # confirmed positive.
3	**Informed of Preliminary or Confirmed Result**	Includes confirmed positives that received either a preliminary positive or confirmed positive test result *for records that are confirmed positive.*	# confirmed positive that received either a preliminary positive or confirmed positive test result out of the # confirmed positive
4	**Confirmed Positive and Referred to Care**	Includes confirmed positives who were referred to care	# confirmed positive who were referred to HIV medical care out of the # confirmed positive
5	**Confirmed Positive with Verified Medical Visit**	Includes confirmed positive tests with date for first medical appointment	# confirmed positive with verified medical visit out of the # confirmed positive and referred to care
6	**Confirmed Positive and Offered Partner Services**	Includes partner services offers to confirmed positives	# confirmed positive and offered partner services out of the # confirmed positive
7	**Confirmed Positive and Accepted Partner Services**	Includes accepted partner services offers to confirmed positives	# confirmed positive and accepted partner services out of the # confirmed positive and offered partner services
8	**Preliminary Positive**	Includes preliminary positive rapid tests with no confirmatory testing	# preliminary positive out of the # total HIV tests

9	**Preliminary Positive and Informed of Result**	Includes preliminary positives that received their preliminary positive rapid test result	# preliminary positive that received their rapid test result out of the # preliminary positive
10	**Preliminary Positive and Referred to Care**	Includes preliminary positives who were referred to care	# preliminary positive who received any HIV positive medical referrals out of the # preliminary positive
11	**Preliminary Positive with Verified Medical Visit**	Includes preliminary positives with date for first medical appointment	# preliminary positive with verified medical visit out of the # preliminary positive and referred to care

Row Category Descriptions

Results are grouped in rows according to composite variables described below. Note that within each grouping, records are counted only once (that is, they are mutually exclusive) so percentages sum to 100% within each category.

Gender

Males and Females are categorized as such if their gender identity and biological gender at birth are consistent within their respective category. Records are counted as transgender if gender identity is transgender, or if gender identity and biological gender at birth differ.

Race/Ethnicity

Although multiple races/ethnicities may be indicated on the CIF, each record is categorized into a single race/ethnicity according to a 'minority priority' strategy for this composite variable. For example, a client who reports being both 'Asian' and 'white' would be categorized as Asian. The purpose of this strategy is to ensure that underserved populations are not under-reported. Records with two 'non-white' races and records with three or more races are categorized as 'multiple races.'

Age Group

Records are categorized according to the client's age at the time of the risk assessment session.

Risk Level

Records are categorized into Low Risk, High Risk, and Unknown based on the risk group the record falls into (see Risk Category description below). Low Risk includes "Multiple Sex Partners" and "Other Risk Factors." "Unknown" includes records that either have no risk indicated, or risk level cannot be determined because of missing data.

Risk Category

Risk categories are mutually exclusive. A record is categorized according to the 'highest' risk reported.

Transgender	See gender variable definitions.
MSM	Males who report sex with one or more male or transgender partners
MSM/IDU	Males who report both MSM and IDU risk factors (see MSM and IDU definitions.)
IDU	Clients who report injection drug use during the previous 12 months
HIV+ sex partner	Clients who report vaginal or anal sex with a partner who is HIV+
Trade Sex for Drugs or Money	Clients who report receiving drugs, money, or other items in exchange for sex
IDU Sex Partner	Clients who report sex with a partner who injects drugs
MSM sex partner	Female clients who report sex with a male who has sex with males
Syphilis/Gonorrhea Diagnosis	Clients who report a syphilis or gonorrhea diagnosis in the previous 12 months
Stimulant User	Clients who report non-injection use of meth, cocaine, and/or crack
Multiple Sex Partners	Clients with more than one sex partner of the opposite sex
Other Risk Factors	Clients who report other HIV risk behavior not captured above
No Indicated Risk/Unknown	Clients who report no risk factors, or risk level cannot be determined because of missing data