

LEO Release Notes: January 2014

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, and a list of known issues.

Brief Summary of Changes

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

- Calendar year contract periods
- HERR form validation revisions
- Date format changes

Other minor changes include:

- Report parameters page now retains settings after a report is generated. This facilitates re-running the report for different agencies or time periods without having to re-enter all of the remaining parameters.
- PA codes (e.g., 12-1201 Category A) are now included in the funding source column on the contracts page list. This provides additional clarity regarding the source of the funding.
- Total number of encounters now appears at the bottom of the encounters column when viewing the list of interventions from the data entry menu. This allows users to easily see how many encounters have been entered for a given agency and/or intervention type.
- DEBI list has been updated in the appropriate HERR intervention set-up screens to include the currently supported DEBIs. **[However, please see known issue related to this item.]**
- Other minor bugs and errors have been corrected, including known issues from last release:
 - GSAQs with missing responses for question 15, 17, 19 and/or 26 may now be entered by selecting the declined/refused option in LEO data entry. **[See Action Item at the end of this document.]**
 - Minor TIR interface bugs
 - Minor validation fixes
 - Other minor bugs

Calendar Year Contract Periods

LEO now allows for contract periods that span either Fiscal Year (July – June) or Calendar Year (Jan – Dec) time periods. The contract period designation is set up at the level of the Master Agreement (MA), so new MAs are required to accommodate the calendar year contract periods beginning January 1, 2014. The previous year's interventions may be copied forward into the new Calendar Year MAs as necessary.

HERR Form Validation Changes

Although the HERR form validation changes are relatively minor, they are the result of a reconceptualization of some key data elements collected on the HERR form, and so they have significant implications for data collection procedures. [Also see action item at the end of this document.] The next version of the HERR form will simplify and remove redundancy from this series of questions to reflect our new understanding. For now, the validation changes below will enhance our ability to assess key indicators related to the HIV prevention continuum for services provided in the interim.

The changes are:

- **Section IV:** A response for “Date of Last HIV Medical Care Visit” is now *required* if “Currently in Medical Care” is Yes.
- **Section VI:** The current question reads, “If no, has client ever been in medical care.”
 - Please ignore the “if no” clause, and answer this question for all positive and preliminary positive clients. D/R and DNA responses have been added to the data entry screen to accommodate declined/refused and did not ask responses.
 - If the response to the above is yes, please answer “Date of last medical care visit.” Data entry format for this field has been changed to mmyyyy, so no day is required. Note that this date and the date in Section IV should be the same (although no system validations are currently in place.)
- **Section VI:** The current question reads, “If Positive and not currently in medical care.”
 - Please ignore the “and not currently in medical care” clause – this question is now required for all positive and preliminary positive clients, regardless of current medical care status.
 - *Rationale:* Recognize that a response of “No referral made” is sometimes an appropriate response, for instance, if a client is currently in stable medical care. However, sometimes a referral to care/linkage is an appropriate response even if the client has had a recent medical care visit, for instance in the case where a client has relocated from out of the area, or insurance coverage has changed, or some other circumstance indicates that their current care situation is not stable. In those cases, a referral may be considered an activity related to retention in care.

Please also note the “known issue” below regarding re-editing this screen.

Date Format Changes

Date fields previously required slashes (/) to be entered between month/day/year numeric entries. Dates may now be entered using an eight-digit numeric format (e.g., 01122014 for 1/12/2014). LEO will convert the eight-digit format to display slashes upon saving. If preferred, slashes may still be entered during data entry.

Known Issues

- HERR data entry: Re-editing (or reviewing and re-saving) the referrals screen on the HERR form results in some fields related to HIV medical care referrals not saving properly. Specifically, the response to “If Positive and Not Currently in HIV Medical Care” and sub-responses to referral agency and outcome disappear if this screen is re-saved. This issue will be fixed in a subsequent patch. In the meantime, either refrain from re-saving this screen until after the issue is corrected, or review the screen a third time, adding back in the information that was deleted. (You can view the screen and cancel out without saving to verify the information has been saved appropriately.)
- Intervention set-up: The list of DEBIs has been modified to include the currently supported DEBIs. However, the “old” list of DEBIs (inclusive of both supported and non-supported DEBIs) also appears in the pull-down menu just below the list of approved DEBIs. It does not matter which instance of a DEBI you select, as long as it is a currently supported one. Your OA intervention specialist will assist in ensuring you have selected an appropriate DEBI.
- GSAQ data entry: Subsequent sessions for an existing client are not displaying pre-existing client information appropriately. Please do NOT re-enter this information for an existing client. Upon saving the new record for the subsequent session, the existing client information will properly populate the client information screen. This issue will be fixed in a subsequent patch.

Action Items

- **Please enter any GSAQ forms that could not be entered because of a missing response for questions 15, 17, 19 and/or 26.** In the last patch a validation was added requiring a response to these questions in order to mark the record complete. We asked that you set aside any forms that could not be entered because of this issue until we could add a D/R option in LEO data entry screens. This has been completed in the current patch, so all GSAQ forms may now be entered.
- **Please disseminate the information regarding changes to HERR form validations to all front line staff to facilitate appropriate data collection.** If you need assistance or additional clarification, please contact appropriate OA staff.