



LEO Help

Quick Start Guide

Topic	Links	Description
Introduction to LEO	LEO Intro & Tour	An introduction to LEO for all users. Includes an orientation to the purpose and features of LEO, including navigation tips and login information, as well as password tips.
Administrative Module	LEO Administrative Module	A step-by-step guide to setting up program information in LEO for C&T and E&P program coordinators and agency supervisors. Includes information for setting up agencies, contracts, locations, interventions, and staff.
Password Help	LEO User ID and Password Tips	Helpful password tips for all users. Includes instructions for setting up a secret question so you can use the automated utility to reset your password if you forget it, along with how to request a user ID or get password help if you need it.

Recorded Trainings

Topic	Links	Description
Administrative Set-up	Agency Set-up Editing Contracts Entering Locations Setting Up Interventions Entering Staff	A series of short videos designed to help C&T and E&P program coordinators and agency supervisors set up program information. Useful for both Counseling and Testing as well as Education and Prevention programs, although C&T users may notice minor inconsistencies since the videos were developed with E&P programs in mind.
Data Entry	HERR Data Entry	A short video designed to assist with HE/RR data entry. Covers common elements of all HERR forms. Useful for data entry staff and their supervisors.
Forms Training	New C&T Forms (recorded 07/12/12) New HE/RR Forms (recorded 07/12/12)	A short video describing which forms correspond to each intervention type and explaining common misunderstandings regarding form completion. Useful for providers who complete forms and their supervisors.

Form Guidance Documents

Topic	Links	Description
HTF Guidance	HTF Guidance	A detailed explanation of each item on the Health Care HIV Test Form (HTF).

Data Quality Tips

Topic	Links	Description
LEO Data Quality Tip Summary	LEO Data Quality Tip Summary	The LEO Data Quality Tip Summary sheet contains links to LEO data quality tips.

Helpful Links

Topic	Links	Description
LEO Report Help	LEO Report Help	LEO Report Help contains links to documentation for LEO reports, including explanations for how to use the available reports and how variables are calculated for inclusion in different reports.
LEO Resource Page	LEO Resource Page	The LEO Resource page on the OA website contains the link to login to LEO and archive data systems, along with other LEO and program resources.
LEO Help	Request Help	Use this e-mail link to get LEO technical assistance if you have a problem that needs a response. (Mailbox is monitored by multiple OA staff.)
Report a Bug or Suggest an Improvement	Send LEO Feedback	Use this e-mail link to send an e-mail to the LEO developers if you find a bug, or have a suggestion to improve LEO.
Password Reset Link	Extranet Password Admin Utility	Use this link to set up a secret password question, or to change your temporary password to one of your choosing.