



California HIV/AIDS Surveillance Standard Operating Procedures

External

Assignment of State Identification Number STATENO

Version 3.0

February 19, 2013

Standard Operating Procedures

REVISION HISTORY

Version #	Revision Date	Summary of Changes	Revised By
1.0	02.03.2010	Initial draft	Tracy Sneed
1.5	03.22.2010	Procedural changes for assigning STATENOS	Lorena/Tracy
2.0	04.15.2010	Minor changes to procedures	Tracy Sneed
2.5	05.13.2010	Created external version	Steven Starr
3.0	02.19.2013	Rewording and procedural changes for LA and SF added	Julia Zuo

Standard Operating Procedures

State identification (ID) numbers assignment at the county level (excluding Los Angeles County and San Francisco)

In the statewide Enhanced HIV/AIDS Reporting System (eHARS) database, there is one state ID number assigned to each HIV/AIDS case. The state ID number begins with "3" and contains seven numbers. It should not contain: any identifying information, any letters, be re-used, or assigned using the eHARS unique ID (UID). A state ID number should be assigned for all out-of-state, out-of-jurisdiction and re-ascertained cases as well. Note that records without the state ID number will not be transmitted to the Centers for Disease Control and Prevention (CDC). Also, state numbers are not county specific numbers; they are all considered California state numbers.

To ensure that jurisdictions do not use the same state ID number, the OA HIV/AIDS Surveillance Section allocates a valid set of state ID numbers to local health departments (LHDs) and maintains a log of all assigned state ID numbers. Because reporting levels can vary between jurisdictions and over time, the Office of AIDS (OA) provides assigned state numbers in blocks to LHDs on an as-needed basis.

State ID numbers assignment between counties (excluding Los Angeles County and San Francisco)

The county reporting the out-of-jurisdiction case will assign a California state number from the list of numbers in its county. The reporting county will forward the case to OA for processing with a memo attached identifying the case as an out-of-jurisdiction case. OA will then enter the case into eHARS and send a copy to the county of residence.

State ID numbers assignment at the county level for Los Angeles County and San Francisco

Los Angeles County and San Francisco create, assign, and maintain their own state ID numbers. OA's HIV/AIDS Surveillance Section does not issue blocks of ID numbers to these two counties.

The state ID number assigned by Los Angeles County begins with "2" and contains seven numbers. Blocks of numbers are assigned to different sites within the county. A state ID number will be assigned by Los Angeles County also to an out-of-jurisdiction case that has not been reported. Los Angeles County will enter the case into eHARS and is supposed to send a copy (via SFT if they choose to) to OA so that OA can forward it to the county of residence.

The state ID number assigned by San Francisco begins with "1" and contains seven numbers. For cases re-ascertained from code to name the state ID number begins with "1" and ends with an X; it consists of eight digits. The use of the letter "X" was approved by CDC in the San Francisco transition plan and can only be used for these cases. A state ID number will be assigned by San Francisco also to an out-of-jurisdiction case that has not been reported. San Francisco County will enter the case into eHARS and is supposed to send a copy via SFT to OA so that OA can forward it to the county of residence.

State ID numbers assignment for out-of-state at OA

When a county calls to have an out-of-state case check done, a California state number needs to be assigned before calling the state. If the county is not prepared to give a California state number, OA will assign a California state number from the Excel spreadsheet located on the network computer. OA will give the out-of-state California STATENO to the county and will document onto the spreadsheet: 1) the county name; 2) soundex; 3) date of birth; 4) gender; 5) Social Security Number; 6) date STATENO was assigned; 7) date of HIV/AIDS diagnosis; and 8) completed by.