



California HIV/AIDS Surveillance  
Standard Operating Procedures

External

LHJ Request for County eHARS  
Summary Report

Version 1.0

January 18, 2011

# Standard Operating Procedures

---

## REVISION HISTORY

Version #	Revision Date	Summary of Changes	Revised By
1.0	01.18.11	Initial draft	Gary Horpedahl
1.5	2.15.11	Finalized	Steven Starr
2.0			
2.5			
3.0			

# Standard Operating Procedures

---

## Requesting an eHARS Summary Report

The Summary Reports consist of five tables:

- Number of cases and deaths by diagnosis status and age category
- Number of cases by age at diagnosis and sex
- Number of cases by race/ethnicity and age category
- Number of cases among adults/adolescents by transmission category and sex
- Number of cases, deaths, and case fatality rates by time of diagnosis

Requests for a two-page summary report may be made from your processor via email. Please clearly specify the following variables:

1. The time period you want the report to cover: (mm/dd/yyyy)
2. Select Diagnostic Status:
  - HIV infection (not AIDS)
  - AIDS
  - HIV/AIDS
3. Select Date Variable:
  - HIV or AIDS Diagnosis date
  - HIV or AIDS Report date
  - HIV/AIDS Diagnosis date
  - HIV/AIDS Report date
4. Output Type:
  - HTML
  - PDF
  - RTF
  - EXCEL
5. To whom do you want the report sent? How do you want the reports sent?  
(i.e.: Email address; postal address)

Please allow 5 working days for the processor to run the report and get it back to you. If you have not received the report by COB on the fifth day, contact your Surveillance Coordinator (Gary Horpedahl or Frank Dionisio).