PLWH Spreadsheet Submission Instructions

PLWH Spreadsheet

DSHS is required by the CDC to match the PLWH in our program with data in HIV surveillance. This is to confirm previous or new diagnoses, linkage/re-engagement in care, and what partner services were conducted for PLWH that were diagnosed with our program. Since EvaluationWeb does not allow us to collect PHI for people we test, PHI must be collected separately via the PLWH spreadsheet to link our clients with people in the HIV surveillance system.

PLWH Spreadsheet Process

To create the PLWH spreadsheet, an extract is pulled from EvaluationWeb and matched to the Primary List, which contains all of the client information that has already been collected by DSHS. Any PLWH in EvaluationWeb that don't match to the Primary List is placed in the PLWH spreadsheet and uploaded to GlobalScape. The PLWH spreadsheet will include information from EvaluationWeb that should help contractors find the clients in their records. Contractors will download the PLWH spreadsheet, fill out the names and DOBs of the clients on the spreadsheet, and upload the completed PLWH spreadsheet to GlobalScape. DSHS will download the spreadsheets from GlobalScape and the client information will be transferred to the Primary List. The Primary List will be matched to surveillance data.

PLWH Spreadsheet Process Steps

1. DSHS uploads the PLWH spreadsheet to GlobalScape (**due two days after the testing data submission deadline**)
2. Contractors download the spreadsheet and complete the names and DOBs
3. Contractors upload the completed spreadsheet to GlobalScape (**due a week from the 17th**)
4. DSHS downloads the completed spreadsheet from GlobalScape and runs the match

The PLWH Spreadsheet is to be submitted to GlobalScape. These data files contain protected health information (PHI) and should never be transmitted via email. Transmitting this information by e-mail would be a **privacy incident and will be reported**. **Please reference HIV-STD Security Policies and Procedures found at:**

dshs.texas.gov/hivstd/policy/security.shtm

Examples

Example 1: PLWH spreadsheet downloaded from GlobalScape by contractors

Form ID	Local Client ID	Test Date	First Name	Last Name	Middle Initial	DOB	Birth Sex	Test Result	Agency	Note
1234	abcd	11/04/2021					Male	Preliminary Positive	Avengers, Inc.	
5678	efgh	11/04/2021					Male	HIV-1 Positive	Avengers, Inc.	
91011	ijkl	11/04/2021					Female	HIV-1 Positive	Avengers, Inc.	

Example 2: Completed PLWH spreadsheet uploaded to GlobalScape by contractors

Form ID	Local Client ID	Test Date	First Name	Last Name	Middle Initial	DOB	Birth Sex	Test Result	Agency	Note
1234	Abcd	11/04/2021	Thor	Asgard	I	1/1/1975	Male	Preliminary Positive	Avengers, Inc.	
5678	Efgh	11/04/2021	Tony	Stark	A	5/29/1970	Male	HIV-1 Positive	Avengers, Inc.	
91011	Ijkl	11/04/2021	Scarlet	Witch	I	12/8/1989	Female	HIV-1 Positive	Avengers, Inc.	

Note: Columns may change over time as contractors suggest other data that will help identify clients in their records.

Tips and Tricks for the PLWH Spreadsheet
Do not change the columns in the PLWH spreadsheet

DSHS will run a program in SAS that will pull all PLWH spreadsheets into the Primary List. *The columns in the spreadsheets have to be identical*. If columns are deleted, renamed, added, or if the order is changed, the program will drop the spreadsheet and it will not be added to the Primary List. DSHS will check to make sure that all spreadsheets are added to the Primary List and will manually copy/paste spreadsheets that weren't automatically added. DSHS will inform contractors that their PLWH spreadsheet failed to be automatically added to the Primary List. If the contractor submits errant spreadsheets in future submissions, *these spreadsheets may be rejected, and the contractor will have to resubmit correctly formatted spreadsheets.*

Some contractors have added extra columns to the PLWH spreadsheet, which are helpful for QA at the end of the match process. If a contractor would like to add extra data, *include the Form ID and extra data on a separate spreadsheet and upload both spreadsheets (PLWH and the extra data) to GlobalScape.*

Solutions to possible issues

If a contractor is aware of the number of people who test positive during the month and this number doesn't match the PLWH spreadsheet submitted by DSHS, the following examples provide potential solutions on how to handle these situations.

Too many cases on the PLWH spreadsheet

This is probably due to records in EvaluationWeb that were entered as positive but weren't positive, either because of a data entry error or because a confirmatory test was negative. DSHS doesn't need the names/DOBs of people who test negative, so there's no need to submit this information. To correct this situation, leave the name and DOB blank and include a note in the "Note" column that the person was negative.

Example 3: Too many cases on the PLWH spreadsheet

Form ID	Local Client ID	Test Date	First Name	Last Name	Middle Initial	DOB	Birth Sex	Test Result	Agency	Note
1234	abcd	11/04/2021					Male	Preliminary Positive	Avengers, Inc.	Negative
5678	efgh	11/04/2021	Tony	Stark	A	5/29/1970	Male	HIV-1 Positive	Avengers, Inc.	
91011	ijkl	11/04/2021	Scarlet	Witch		12/8/1989	Female	HIV-1 Positive	Avengers, Inc.	

In this case, ***make sure the test result in EvaluationWeb is correct (change if necessary)*** and make a note in the PLWH spreadsheet that the person tested negative. ***Double check that all "Preliminary Positive" test results have positive confirmatory results and change the result in EvaluationWeb if necessary.***

Too few cases on the PLWH spreadsheet
This is probably due to records in EvaluationWeb that were entered as negative due to data entry error, or because the record was entered late, so the extract from EvaluationWeb was pulled by DSHS before the record was entered. Contractors can add a row of missing PLWH to the spreadsheet. Please make a note in the "Note" column that the row was added.

Example 4: Too few cases on the PLWH spreadsheet

Form ID	Local Client ID	Test Date	First Name	Last Name	Middle Initial	DOB	Birth Sex	Test Result	Agency	Note
1234	abcd	11/04/2021	Thor	Asgard		1/1/1975	Male	Preliminary Positive	Avengers, Inc.	
5678	efgh	11/04/2021	Tony	Stark		5/29/1970	Male	HIV-1 Positive	Avengers, Inc.	
91011	ijkl	11/04/2021	Scarlet	Witch		12/8/1989	Female	HIV-1 Positive	Avengers, Inc.	
121314	mnop	11/04/2021	Spider	Man		1/1/2003	Male	HIV-1 Positive	Avengers, Inc.	Added

In this case, ***make sure the test result in EvaluationWeb is correct (change if necessary)***, add the row, and make a note in the PLWH spreadsheet that the row was added.

Other issues

There may be other kinds of issues with the PLWH spreadsheet. Please contact your data team assignee to work through other issues. Include your consultant if the issue is substantial.

Missing the deadline

If you miss the deadline, any missed PLWH will be included in the next month's PLWH spreadsheet.