

# eHARS Basic Training

HIV/STD Surveillance & Data Management Program  
Tennessee Department of Health  
Developed February 2014

# Unit 1- Course Outline

Lesson 1.1: Welcome to eHARS

Lesson 1.2: Getting Started with eHARS

Lesson 1.3: Navigating in eHARS

Lesson 1.4: eHARS Home Pages

Lesson 1.5: Collecting Data in eHARS

Lesson 1.6: Multiple Jurisdictions and eHARS

Lesson 1.7: Using Help in eHARS

Lesson 1.8: Changing Your eHARS Password

Lesson 1.9: Logging Out of eHARS

# Lesson 1.1: Welcome to eHARS

- The Enhanced HIV/AIDS Reporting System (eHARS) is an application for:
- Collecting, storing, and retrieving TN HIV/AIDS data that the Centers for Disease Control and Prevention (CDC) has identified as necessary to:
  - monitor the HIV/AIDS epidemic
  - evaluate HIV prevention policies and programs
- HIV/STD Prevention and Ryan White Programs are allocated federal funding based both on the number and characteristics of persons with HIV and/or AIDS.

# Lesson 1.1: Welcome to eHARS

- eHARS encompasses core HIV/AIDS surveillance data activities and projects, and provides tools to assist in the following:
  - investigation of potential HIV/AIDS cases
  - management of current data
  - import and export of data
  - transfer of data to CDC
  - reporting
  - analysis

# Lesson 1.2: Getting started with eHARS

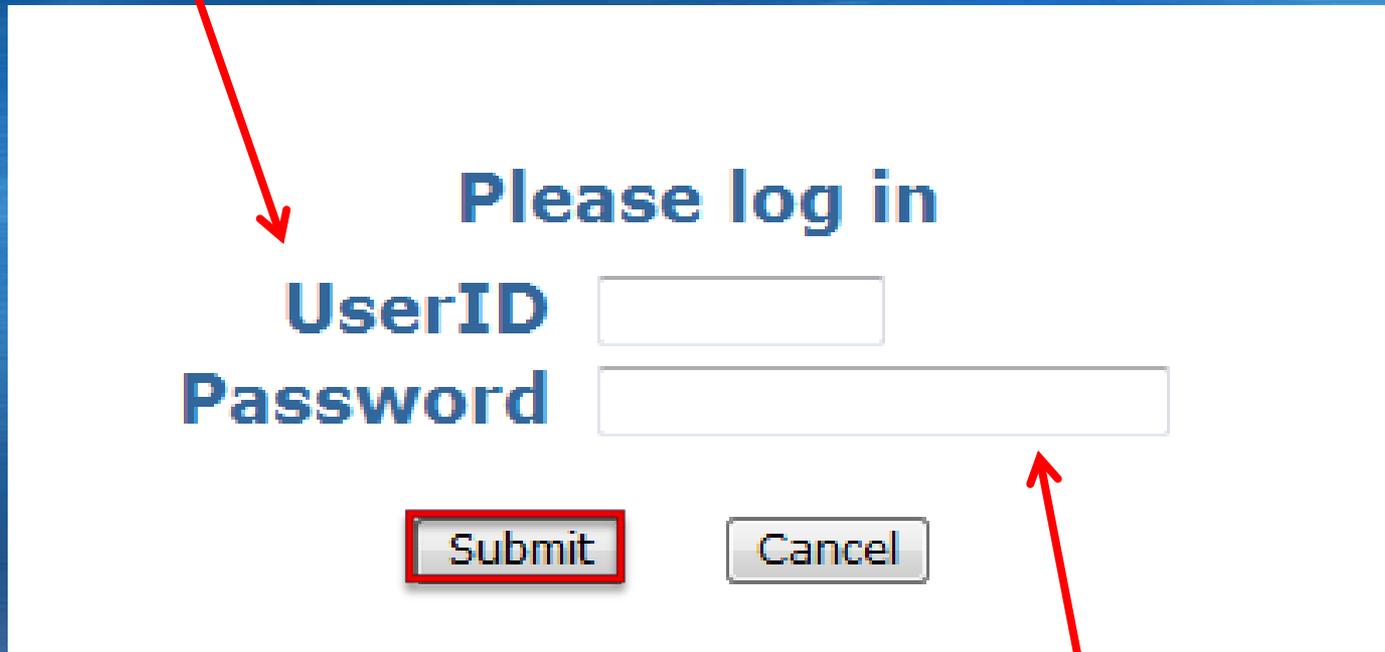
- eHARS is a Web-based, or browser-based, application.
  - The latest version of Internet Explorer is recommended as the preferred browser.
- Within TN, there is only one eHARS “Production” database.
  - This means that all users have access to the exact same database at the same time.
  - This eliminates the potential for duplicate patients
  - Greatly improves data quality.

# Launching eHARS

- To launch eHARS, do one of the following:
  - Double-click the **eHARS** icon on the desktop.
  - Select the **eHARS** icon on the desktop and press **Enter** on the keyboard.
  - Click the **Start** menu, point to **Programs**, and select **eHARS**.
  - Open Internet Explorer, enter the URL (Uniform Resource Locator) for eHARS in the **Address** box, and click **Go** or press **Enter** on the keyboard.
  - If eHARS is set as the home page in your browser, double-click the **Internet Explorer** icon on your computer's desktop.

# eHARS Log In Screen

DC Number (RACFID) goes here



The image shows a white rectangular login form on a blue background. At the top center of the form is the text "Please log in" in blue. Below this are two input fields: "UserID" with a small rectangular box, and "Password" with a larger rectangular box. At the bottom of the form are two buttons: "Submit" and "Cancel". A red arrow points from the text "DC Number (RACFID) goes here" to the "UserID" field. Another red arrow points from the text "Password goes here" to the "Password" field. The "Submit" button is highlighted with a red border.

Password goes here

# Lesson 1.3: Navigating in eHARS

- Like most internet browser-based applications, eHARS uses buttons, menus, tabs, and links to give you access to the information and features you need.
- These navigational aids allow you to display, enter, and report collected information.
- eHARS displays the following navigation aids at the top of each page:
  - Main Menu bar
  - Header bar
  - Navigation bar

# eHARS Record Search Screen

User: Thomas Shavor **HIV/AIDS REPORTING SYSTEM v4.2 (NON-MJ)** [SITEMAP](#) | [CONTACT US](#) | [HELP](#) | [LOGOFF](#)

**DOCUMENT** **REPORT** **ADMIN**

[Search a Document](#)  
[All Document Import](#)  
[Add a Person](#)

### Documents and Forms Search

[SWITCH TO FUZZY SEARCH](#)

Date of Birth:	<Select>	<input type="text"/>
Last Name:	<Select>	<input type="text"/>
Middle Name:	<Select>	<input type="text"/>
First Name:	<Select>	<input type="text"/>
Last Name Soundex:	<Select>	<input type="text"/>
ID:	<Select>	TN STATENO <input type="text"/>
Document UID:	<Select>	<input type="text"/>
Street Address:	<Select>	<input type="text"/>
City:	<Select>	<input type="text"/>
State:	<Select>	<Select>
County:	<Select>	<input type="text"/>
Zip Code:	<Select>	<input type="text"/>
Sex:	<Select>	<Select>
Race:	<Select>	<SELECT>
Ethnicity:	<Select>	<SELECT>
Date of Death:	<Select>	<input type="text"/>
Vital Status:	<Select>	<Select>
Health Care Facility:	<Select>	<input type="text"/>
Local Field:	<Select>	<SELECT>
Diagnosis:	<Select>	<Select>

Main Menu Bar

Navigation Bar

Header Bar

# The Header Bar

- The Header bar is a site navigation tool. The following table describes the features of the Header bar:
  - **User**: displays the logged-on user's name at the top left of the page.
  - **Sitemap**: (Not yet functional)
  - **Contact Us**: displays contact information for the DHAP Help Desk
  - **Help**: opens a new browser window that displays eHARS Help and the Welcome topic.
  - **Logoff**: logs the current user out of eHARS. After a user logs off, eHARS displays the Login page.

# The Navigation Bar

- The Navigation bar gives you access to the different modules within eHARS, such as Documents and Forms (the data entry module):
  - **Document:** enables you to search for documents and persons, view and enter case reports and other documents, and import documents
  - **Report:** The Reports module enables you to generate reports against eHARS datasets
  - **Admin:** enables you to manage your password and other eHARS settings

# The Main Menu Bar

- The Main Menu bar displayed beside the Documents and Forms Search page features three commands:
  - Search a Document
  - All Document Import (Admin Only)
  - Add a Person

**Note:** You will only be using the 1<sup>st</sup> and 3<sup>rd</sup> of these choices in normal HIV Surveillance work.

# Lesson 1.4: eHARS Home Pages

- eHARS is composed of the following modules:
  - Documents and Forms: the search and data entry tool
  - Reports: the reporting system
  - Administrative Tasks: the system and data maintenance application

# Documents and Forms Home Page

User: Thomas Shavor

**HIV/AIDS REPORTING SYSTEM v4.2 (NON-MJ)**

SITEMAP | CONTACT US | HELP | LOGOFF

[DOCUMENT](#) [REPORT](#) [ADMIN](#)

### Documents and Forms Search

[SWITCH TO FUZZY SEARCH](#)

Date of Birth:	<Select> ▾	<input type="text"/>
Last Name:	<Select> ▾	<input type="text"/>
Middle Name:	<Select> ▾	<input type="text"/>
First Name:	<Select> ▾	<input type="text"/>
Last Name Soundex:	<Select> ▾	<input type="text"/>
ID:	<Select> ▾	TN STATENO ▾
Document UID:	<Select> ▾	<input type="text"/>
Street Address:	<Select> ▾	<input type="text"/>
City:	<Select> ▾	<input type="text"/>
State:	<Select> ▾	<Select> ▾
County:	<Select> ▾	<input type="text"/>
Zip Code:	<Select> ▾	<input type="text"/>
Sex:	<Select> ▾	<Select> ▾
Race:	<Select> ▾	<SELECT> ▾
Ethnicity:	<Select> ▾	<SELECT> ▾
Date of Death:	<Select> ▾	<input type="text"/>
Vital Status:	<Select> ▾	<Select> ▾
Health Care Facility:	<Select> ▾	<input type="text"/>
Local Field:	<Select> ▾	<SELECT> ▾
Diagnosis:	<Select> ▾	<Select> ▾

Search a Document  
All Document Import  
Add a Person



Search a Document

# Reports Home Page

- The Reports Home page displays the following headings in the Main Menu bar:
  - **Administrative**
  - **Surveillance**
  - **Operational**
- Expand a heading in the Main Menu bar on the Reports Home page to display the standard reports available.

# Reports Home Page

User: Lindsey Sizemore HIV/AIDS REPORTING SYSTEM v4.2 (NON-MJ) [SITEMAP](#) | [CONTACT US](#) | [HELP](#) | [LOGOUT](#)

DOCUMENT	REPORT	ADMIN
<ul style="list-style-type: none"><li>Administrative<ul style="list-style-type: none"><li>Users, Groups, and Permissions</li><li>MJP Record Move And Merge Report</li></ul></li><li>Operational<ul style="list-style-type: none"><li>Person View Status</li><li>Person View Override</li><li>Data Transfer</li><li>Unresolved Inter and Intrastate Pending Duplicates</li><li>New, Updated, Moved, Deleted and Purged Documents</li><li>Transmission Category Tracking</li><li>Identify Intrastate Duplicate Cases Based on CDC Matching String</li><li>Electronic Lab Reporting by Source</li><li>Multiple Jurisdiction Ownership Reconciliation</li><li>Cases Missing Residence at Diagnosis</li></ul></li><li>Surveillance<ul style="list-style-type: none"><li>Surveillance Summary</li></ul></li></ul>	<h2>REPORTS: HOME</h2>	

# Administrative Tasks Home Page

- The Administrative Tasks Home page displays the following types of commands in the Main Menu bar:
  - personal administration, such as the **Change Password** command
  - data administration, such as the **Dataset Maintenance** command
  - document administration, such as the **Document Purge** command
  - system administration, such as the **Group Maintenance** command
- **Note:** eHARS displays administrative tasks depending upon the rights assigned to you by the system administrator.

# Administrative Tasks Home Page

User: Lindsey Sizemore **HIV/AIDS REPORTING SYSTEM v4.2 (NON-MJ)** [SITEMAP](#) | [CONTACT US](#) | [HELP](#) | [LOGOFF](#)

**DOCUMENT** **REPORT** **ADMIN**

Change Password  
Document and Case Maintenance  
Dataset Maintenance

### Dataset Maintenance

Dataset Type	Date Last Modified
Person-based	2014-02-20 06:07:23
Document-based	2014-02-21 08:37:57
Core Person-based	2014-02-20 06:09:11
Administrative	2014-02-20 06:09:28
Incidence	2013-04-20 04:03:17

**DATASET**  
Update Analysis Dataset

Specify Update Dataset Type:

Export Existing Analysis Dataset

Specify Export Dataset Type:

Specify Output Type:



Dataset Maintenance allows data to be exported for analysis.

# Lesson 1.5: Collecting Data in eHARS

- eHARS uses form fields on pages loaded in your Web browser to collect data.
- eHARS pages typically consist of tables, forms, tabs, sections, and fields.
  - For example, clicking **Document** on the Navigation bar loads the Documents and Forms Search page in your Web browser.
  - The Documents and Forms Search page displays a form for conducting searches.
- For data entry, eHARS displays electronic documents that correspond to the paper forms used to collect patient information.
- eHARS versions of these forms enable you to enter data that, once submitted, are validated. If valid, the data are stored in tables in the database.

# Form for Conducting Searches

User: Thomas Shavor

## HIV/AIDS REPORTING SYSTEM v4.2 (NON-MJ)

[SITEMAP](#) | [CONTACT US](#) | [HELP](#) | [LOGOFF](#)

[DOCUMENT](#)

[REPORT](#)

[ADMIN](#)

- Search a Document
- All Document Import
- Add a Person

### Documents and Forms Search

[SWITCH TO FUZZY SEARCH](#)

Date of Birth:	<Select> ▾	<input type="text"/>
Last Name:	<Select> ▾	<input type="text"/>
Middle Name:	<Select> ▾	<input type="text"/>
First Name:	<Select> ▾	<input type="text"/>
Last Name Soundex:	<Select> ▾	<input type="text"/>
ID:	<Select> ▾	TN STATENO ▾
Document UID:	<Select> ▾	<input type="text"/>
Street Address:	<Select> ▾	<input type="text"/>
City:	<Select> ▾	<input type="text"/>
State:	<Select> ▾	<Select> ▾
County:	<Select> ▾	<input type="text"/>
Zip Code:	<Select> ▾	<input type="text"/>
Sex:	<Select> ▾	<Select> ▾
Race:	<Select> ▾	<SELECT> ▾
Ethnicity:	<Select> ▾	<SELECT> ▾
Date of Death:	<Select> ▾	<input type="text"/>
Vital Status:	<Select> ▾	<Select> ▾
Health Care Facility:	<Select> ▾	<input type="text"/>
Local Field:	<Select> ▾	<SELECT> ▾
Diagnosis:	<Select> ▾	<Select> ▾



# Storing Multiple Types of Information

- Some sections also enable the storing of different and multiple types of information.
  - For example, the following illustrates the storing of legal, birth, and professional names in the Name section:

Identification Information					
Name					
Name	Name Type	Soundex(L,F)			
JOHN Z SMITH	Legal	S530 / J500	EDIT	DELETE	
JONATHAN ZANUCK SMITH	Birth	S530 / J535	EDIT	DELETE	
JAYZEE SMITH	Professional	S530 / J200	EDIT	DELETE	
			Add Name	Clear	
Name Type:	Alias	First Name:	Clear Name	Soundex	
Prefix:		Middle Name:	First:		
Suffix:		Last Name:	Last:		

Previously Added Names

Type of Name

# Lesson 1.6: Overview of Multiple Jurisdictions (MJ)

- HIV/AIDS case surveillance is conducted by every U.S. state and territory, as well as Chicago, Houston, Los Angeles, Philadelphia, New York City, and San Francisco.
- Separately funded jurisdictions and their states require a version of eHARS that enables case ownership, the maintenance of separate databases, and the transfer of data between states and separately funded jurisdictions.

Note: This does not apply to Tennessee.

# Lesson 1.7: Using Help in eHARS

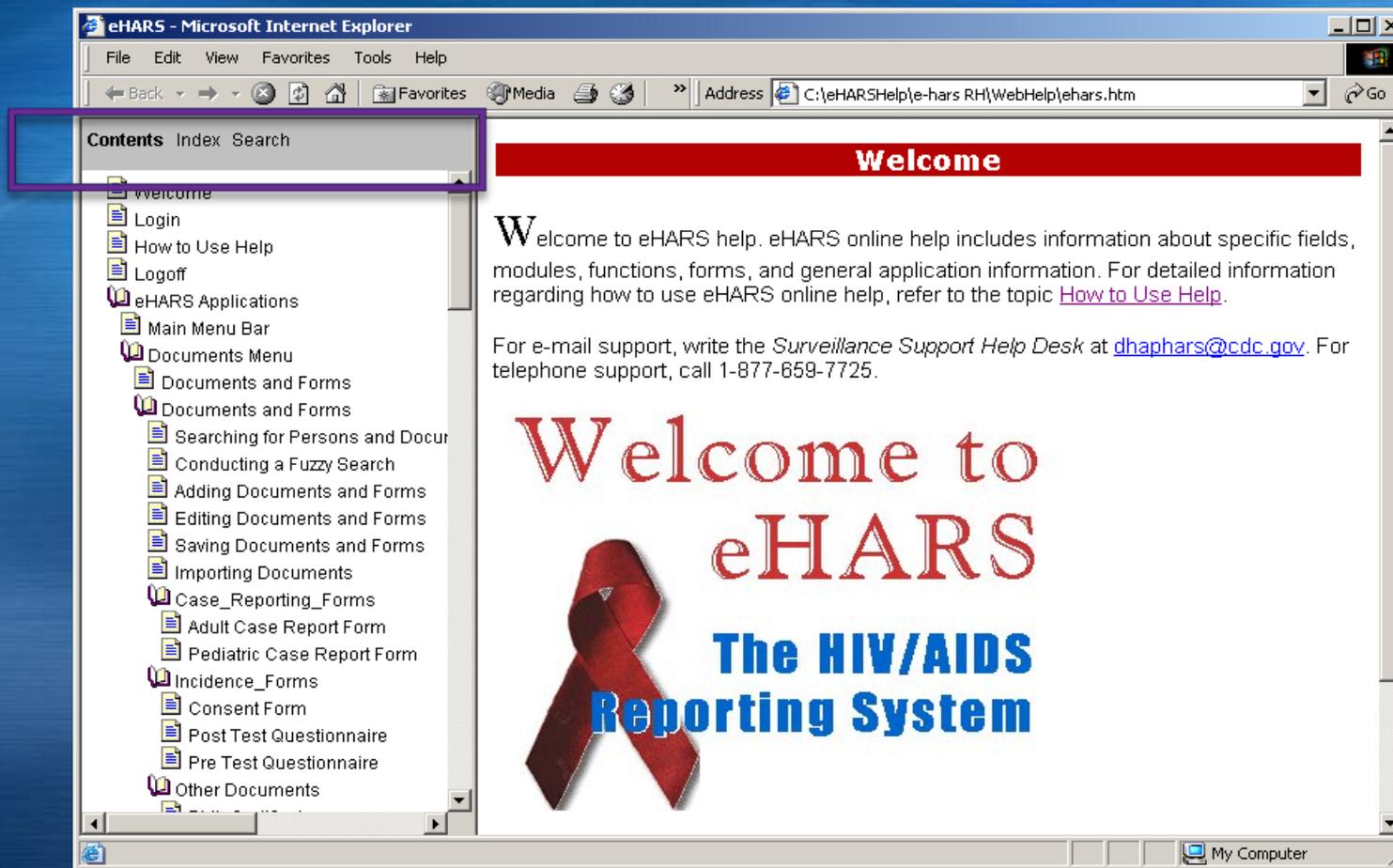
- To display eHARS help, click **Help** on the Header bar:



User: ehars general user	<b>HIV/AIDS REPORTING SYSTEM</b>	<a href="#">SITEMAP</a>   <a href="#">CONTACT US</a>   <a href="#">HELP</a>   <a href="#">LOGOFF</a>
<a href="#">DOCUMENT</a>	<a href="#">REPORT</a>	<a href="#">ADMIN</a>   <a href="#">INVESTIGATION</a>

# Help Window

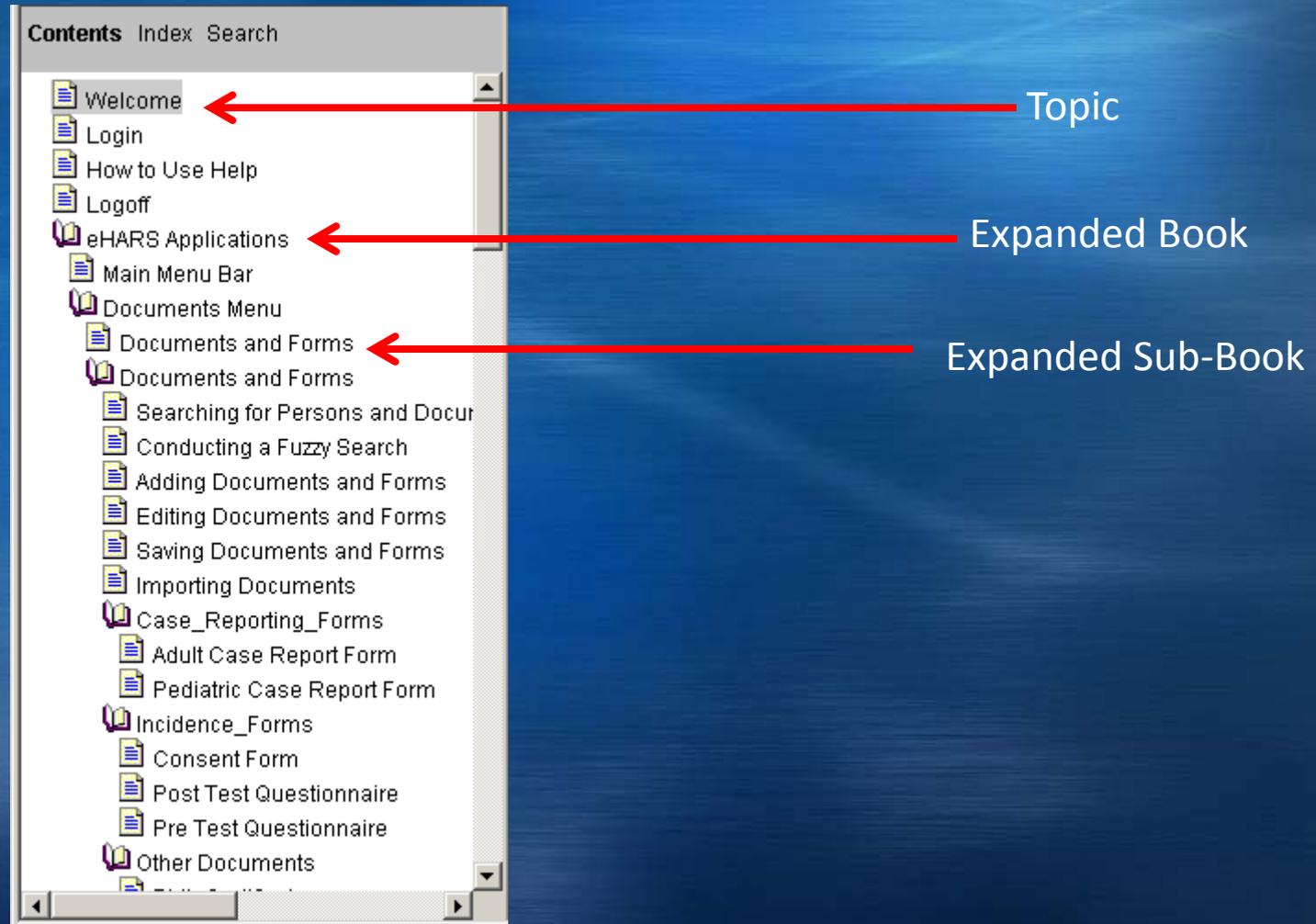
- The eHARS Help window provides the following features on the Tab bar:
  - Table of Contents, Index, Search



# Help Window

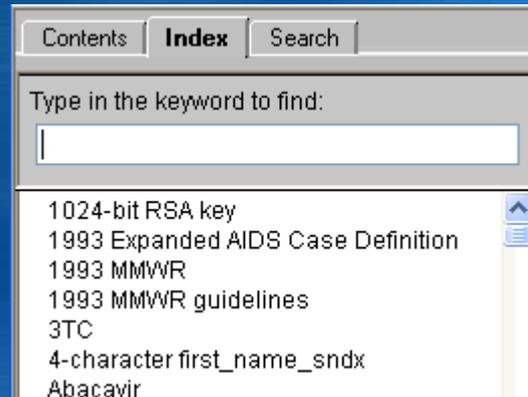
- The eHARS Help Window Features:
  - Tab Bar
    - Displays the tabs available for accessing eHARS help features.
  - Contents Tab
    - Displays the books, topics, and pages that compromise the eHARS Help system.
  - Index Tab
    - Displays the list of index entries (sorted alphabetically).
  - Search Tab
    - Allows you to locate every occurrence of a keyword in online help.
  - Content Pane
    - Displays the content associated with the item selected in the Tab bar.

# Displaying Help Topics using the Table of Contents



# Help Topics using the Index

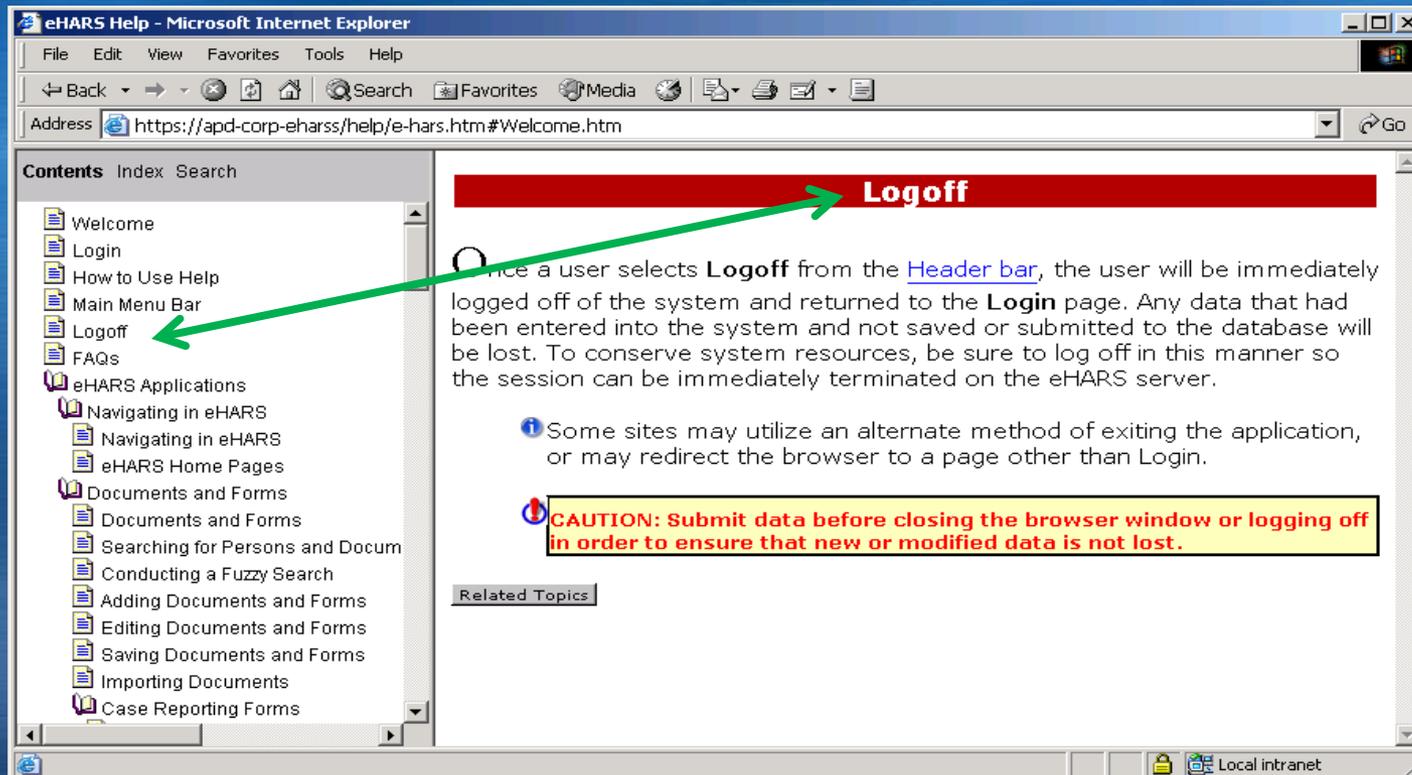
- To display the index for eHARS Help, do the following:



- Enter a keyword in the **Type in the keyword to find** box.
  - eHARS Help displays a list of entries and sub-entries matching the entered characters.

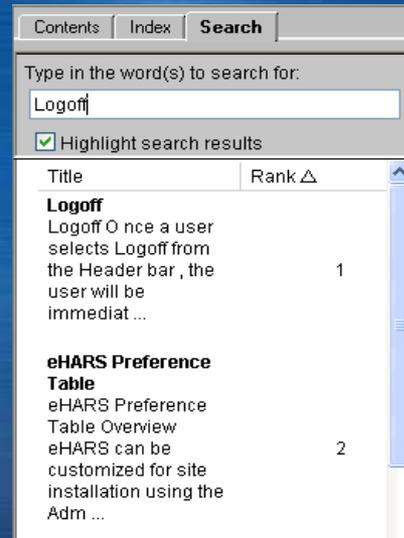
# Help Content Pane

- Click the entry you want to display.
- eHARS displays the topic in the Content pane:



# Searching for Keywords in eHARS Help

- Click **Search** on the Tab bar.
- Enter a keyword in the **Type in the word(s) to search for** box, and then press the **ENTER** key.
- eHARS Help displays a list of topics and the rank of each match:



- Click the title of a topic that you want to display in the Content pane.

# Displaying eHARS Technical Specifications

- eHARS Help includes topics from the *eHARS Technical Reference Guide*, such as:
  - browser setup
  - an explanation of the Soundex algorithm
  - extended ethnicity codes
  - extended race codes
  - the Person View hierarchy
  - data dictionaries
  - calculated variables
  - document source codes
- The Technical Specifications book is located at the bottom of the table of contents.

# Lesson 1.8: Changing your eHARS password

- It is advisable to change your password immediately after the system administrator creates your account.
- To change your eHARS password, do the following:
  - Click **Admin** on the Navigation bar.
  - eHARS displays the Administrative Tasks Home page.
  - In the Main Menu bar, click **Change Password**:

User: Lindsey Sizemore

HIV/AIDS REPORTING SYSTEM v4.2 (NON-MJ)

SITEMAP | CONTACT US | HELP | LOGOFF

DOCUMENT REPORT ADMIN

Change Password  
Documents and Case Maintenance  
Dataset Maintenance

Change Password

User Information

User Name: Lindsey Sizemore

Current Password:

New Password:

Confirm Password:

Save Cancel

# Lesson 1.9: Logging Out of eHARS

- When you finish working in eHARS, or if you will be away from your desk for an extended period, log off for system security and efficiency reasons.
- To log off, click **Logoff** on the Header bar:



**CAUTION:** For maximum security, close the eHARS browser window after logging off.

# Timeout Notification

- Each connection to eHARS consumes a certain amount of server resources.
- The default timeout is 60 minutes; if your connection is considered idle for that period, eHARS automatically logs you off of the system and displays the Login page.
- When a connection is considered idle, eHARS displays a message indicating the session will timeout in 60 seconds:
  - Click **OK** in the message to stay connected to eHARS and reset the idle timer.

# Unit 2- Course Outline

Lesson 2.1: Overview of eHARS Documents

Lesson 2.2: Manually Adding Data to eHARS

Lesson 2.3: Entering Information in the Adult Case Report Form

Lesson 2.4: Entering Information in the Pediatric Case Report Form

Lesson 2.5: Entering Information in the Birth Certificate Document

Lesson 2.6: Entering Information in the Death Document

# Unit 2- Course Outline

Lesson 2.7: Entering Information in the Laboratory Report

Lesson 2.8: Adding a New Person in eHARS

Lesson 2.9: Reviewing Calculated Data for a Person

Lesson 2.10: Editing eHARS Documents

Lesson 2.11: Deleting Documents

Lesson 2.12: Viewing Information in the HARS System Documents

# Lesson 2.1: Overview of eHARS Documents

- eHARS collects and presents HIV/AIDS data via fields displayed in electronic documents, such as the eHARS versions of case reports, birth certificates, death certificates, and lab reports.
- When you add a document to eHARS, you must choose to create a new person or add the document to a person already in the system. All data entry documents in eHARS are linked to a person.

# Linking of a Document to a Person

- This linking of a document to a person takes place manually during data entry in eHARS.
- Before adding a document to eHARS, conduct a search in the system for the person who is the subject of the corresponding paper form.
  - If a match is found, add a new document to the person's eHARS record
  - if a match is not found, add a new person to eHARS
    - This will be discussed later in the presentation.
- The data entry document is then linked to the eHARS UID of the new person.

# Document Based Design

- The document-based design of eHARS links a person to the many sources of information gathered and entered for a single case.
- Each person entered in the system is associated with the documents collected for a particular case and also with a summary data document (the Person View document) that is created when the first document for a case is entered.

# Duplicate Cases

- Possible duplicate cases can be tracked in eHARS, and documents can be transferred to other persons if subsequent research indicates the need for a change.
- When importing documents, such as lab reports, eHARS uses identifiers in the imported data to determine whether or not matches exist in eHARS.
- The data from the imported documents can then be linked to the matching person or persons.

# Person View Document

- For each individual entered into eHARS, the Person View document displays a summary of data collected from documents associated with that individual.
- The Person View document cannot be added as a standalone document; it is generated by eHARS whenever a new case is added to the system.

# Person View Document

- eHARS uses an algorithm, the Person View hierarchy algorithm, to calculate which values are displayed in the fields of the Person View document.
- Many of these primary values are the data transferred to CDC that comprise the national dataset.

**This is why accurate and complete data are crucial!**

# Data Entry – Final Steps

- In the final steps of the data entry process, a document is submitted to the database for validation and storage.
- eHARS then displays a Document Summary and Person View Summary page that itemizes the validation process.
  - The Document Summary and Person View Summary page displays any errors and warnings, such as invalid dates.
- After reviewing the Summary page, a user can then return to the document, make changes, and submit the changed document to the database.

# The Summary Page

- The Summary page also lists changes that resulted from the entered and submitted data, such as new values for calculated variables.
- For example, if the mode of transmission changes because of the data entered in the submitted document, eHARS notes that change on the Summary page.

# Available eHARS Documents

- The following documents are available for data entry in eHARS:
  - Adult Case Report Form
    - The Adult HIV/AIDs Case Report Document.
  - Pediatric Case Report Form
    - The Pediatric HIV/AIDS Case Report Document.
  - Birth Certificate Document
  - Death Document
    - A death document that allows you to record death details, including the ICD Code and ICD Code Type.
  - Laboratory Document
    - A laboratory report that allows you to capture an unlimited number of results from common types of lab tests.
  - **Testing and Treatment History Document**

**Note: This does not apply to Tennessee!**

# Available eHARS Documents

- HARS System Adult

- The legacy HARS adult case reports as they were when imported into eHARS.
- These documents cannot be deleted or edited; however, users can search for these documents and review their data. HARS System Adult documents are used in the generation of the Person View document.

- HARS System Pediatric

- The legacy HARS pediatric case reports as they were when imported into eHARS.
- These documents cannot be deleted or edited; however, users can search for these documents and review their data. HARS System Pediatric documents are used in the generation of the Person View document.

# Calculated Data

- In addition to capturing information, eHARS performs calculations upon the data entered from the various electronic documents and generates values for calculated fields, such as Transmission Category (trans\_cat) and Diagnostic Status (dx\_status).
- These fields are displayed on the **Calculated variables** tab, which is part of the Person View document.

# Calculated Data

- The following illustrates the calculated fields displayed in the **Calculated variables** section of a Person View document:

- CALCULATED VARIABLES - ^					
field name	code	Value	document type	document id	date entered
Earliest date the first document was entered into the system	219	04/11/2005	Person View	GA00-000114587-9	04/11/2005
Earliest date the first document was received at the health department	220	04/11/2005	Person View	GA00-000114587-9	04/11/2005
Transmission category	221	10 - Adult with no risk factor reported (NRR)	Person View	GA00-000114587-9	04/11/2005
Expanded transmission category	222	14 - Adult with undetermined transmission category	Person View	GA00-000114587-9	04/11/2005
HIV case definition category	272	9 - Unknown	Person View	GA00-000114587-9	04/11/2005
AIDS case definition category	273	9 - Not an AIDS case	Person View	GA00-000114587-9	04/11/2005
Class	286	X9 - Unknown clinical category, unknown CD4	Person View	GA00-000114587-9	04/11/2005
Diagnostic status	287	9 - Unknown	Person View	GA00-000114587-9	04/11/2005
Meets CDC case definition for HIV (not AIDS)	297	N	Person View	GA00-000114587-9	04/11/2005
Meets CDC case definition for AIDS	298	N	Person View	GA00-000114587-9	04/11/2005
Meets CDC case definition for HIV disease	299	N	Person View	GA00-000114587-9	04/11/2005

**STATENO:** << SEARCH << SEARCH RESULTS  
**Status: A - Active** Person View Last Modified Date: 04/11/2005

# Lesson 2.2: Manually Adding Data to eHARS

- The Documents and Forms module in eHARS is the data entry tool of the system.
- Typically, the process of manually adding data to eHARS begins with receiving paper forms that have been completed by health department staff, counselors, healthcare providers, or facility and laboratory personnel.

# Manually Adding Data to eHARS

- The following tasks complete the process:
  - Determining whether or not the person referenced in a surveillance related document exists in eHARS
  - Selecting the electronic document you want to add to an existing case or use to create a new case
  - Entering information into the sections and fields of the selected document
  - Submitting the completed document
  - Reviewing the Document Summary and Person View Summary page that displays error and warning messages
  - Returning to the eHARS document to make changes, if necessary

# Searching for a Person

- Every document in eHARS is linked to a particular individual.
- The Documents and Forms Search page displays a form that enables you to search for a person in the eHARS database using a broad range of criteria, such as name, diagnosis, document identifier, birth date, and vital status.

**Note:** You must search for an individual in the system before creating a new person!

# Searching for a Person

User: Lindsey Sizemore **HIV/AIDS REPORTING SYSTEM v4.2 (NON-MJ)** [SITEMAP](#) | [CONTACT US](#) | [HELP](#) | [LOGOFF](#)

**DOCUMENT** **REPORT** **ADMIN**

Search a Document  
All Document Import  
Add a Person

**Documents and Forms Search**

**SWITCH TO FUZZY SEARCH**

Date of Birth:	<Select>	
Last Name:	Equals	SMITH
Middle Name:	<Select>	
First Name:	<Select>	
Last Name Soundex:	<Select>	
ID:	<Select>	TN STATENO
Document UID:	<Select>	
Street Address:	<Select>	
City:	<Select>	
State:	<Select>	<Select>
County:	<Select>	
Zip Code:	<Select>	
Sex:	<Select>	<Select>
Race:	<Select>	<SELECT>
Ethnicity:	<Select>	<SELECT>
Date of Death:	<Select>	
Vital Status:	<Select>	<Select>
Health Care Facility:	<Select>	
Local Field:	<Select>	<SELECT>
Diagnosis:	<Select>	<Select>

This is how you search for the full last name (i.e. last name **equals** Smith)

**Note:** Entering detailed criteria narrows the number of potential matches; however, if too few criteria are entered, the search may return an overwhelming number of matches, or the system may time out while processing the search.

# Searching for a Person

User: Lindsey Sizemore **HIV/AIDS REPORTING SYSTEM v4.2 (NON-MJ)** [SITEMAP](#) | [CONTACT US](#) | [HELP](#) | [LOGOFF](#)

**DOCUMENT** **REPORT** **ADMIN**

Search a Document  
All Document Import  
Add a Person

**Documents and Forms Search**

[SWITCH TO FUZZY SEARCH](#)

Date of Birth:	<Select>	
Last Name:	Begins With	SM
Middle Name:	<Select>	
First Name:	<Select>	
Last Name Soudex:	<Select>	
ID:	<Select>	TR STATENO
Document UID:	<Select>	
Street Address:	<Select>	
City:	<Select>	
State:	<Select>	
County:	<Select>	
Zip Code:	<Select>	
Sex:	<Select>	
Race:	<SELECT>	
Ethnicity:	<SELECT>	
Date of Death:	<Select>	
Vital Status:	<Select>	
Health Care Facility:	<Select>	
Local Field:	<SELECT>	
Diagnosis:	<Select>	

Note: This is how you search for the first part of a last name (i.e. last name begins with 'SM' for Smith)

# Searching for a Person

User: Lindsey Sizemore **HIV/AIDS REPORTING SYSTEM v4.2 (NON-MJ)** [SITEMAP](#) | [CONTACT US](#) | [HELP](#) | [LOGOFF](#)

**DOCUMENT** **REPORT** **ADMIN**

Search a Document  
All Document Import  
Add a Person

### Documents and Forms Search

[SWITCH TO FUZZY SEARCH](#)

Date of Birth:	<Select>	
Last Name:	Contains	MORE
Middle Name:	<Select>	
First Name:	<Select>	
Last Name Soundex:	<Select>	
ID:	<Select>	TN STATENO
Document UID:	<Select>	
Street Address:	<Select>	
City:	<Select>	
State:	<Select>	
County:	<Select>	
Zip Code:	<Select>	
Sex:	<Select>	
Race:	<Select>	
Ethnicity:	<Select>	
Date of Death:	<Select>	
Vital Status:	<Select>	
Health Care Facility:	<Select>	
Local Field:	<Select>	
Diagnosis:	<Select>	

**Note:** This is how you search for part of a last name (i.e. last name contains 'MORE' for Sizemore)

# Searching Fields

- You can search for a person by **equals, begins with, or contains** on any of the following search fields:
  - Date of Birth (mmddyyyy or mmddy format)
  - Last Name, Middle Name, First Name
  - ID, Document UID
    - A search for a specific document ID may return more than one result.
      - For example, if you search for a document ID from an adult case report form, the search results will include a Person View document and any other documents linked to that case.
  - Street Address, City, State, County, Zip Code

# Additional Search Fields

- Sex
- Race
- Ethnicity
- Date of Death
- Vital Status
- Health Care Facility
- Health Care Provider
- Laboratory Name
- Local Field
- Diagnosis

# Document Search Results

- eHARS displays a Document Search Results page with cases and document matches listed in a table:

Document Search Results - Page: 1

EXECUTED: Tue Nov 22 16:31:45 EST 2005  
 CRITERIA: last\_name begins with SM  
 SORTED: personName, ascending - [\* NOT Sortable]  
 SUMMARY: Cases: 13 | Pages: 3

<< >> 1 2 3

NAME/NEI	DOCUMENT UID	*DOCUMENT	STATENO	ENTERED DATE	SOUNDEX	CUR. RES.	SEX	RACE	ETHNICITY	DOB	DDO	*LAB. NAME	DIAGNOSIS	
<b>ADD DOCUMENT</b>														
SMITH, FARAH	NJ00-000126298-5	<a href="#">Person View</a>	CS12345	02/18/1992	S530		F - Female	Black / African American	Not Hispanic or Latino	06/04/1991	03/07/1993		4 - Pediatric HIV	<a href="#">DELETE</a>
SMITH, FARAH	NJ00-000138228-7	<a href="#">Adult Case Report Form HARS Pediatric System (Legacy)</a>		11/22/2005	S530									<a href="#">DELETE</a>
NOLAN, CHERI	NJ00H100017500-4	<a href="#">HARS Adult System (Legacy)</a>	CS12345	02/18/1992	N450	ALLAMUCHY NJ WARREN CO. 32145	F - Female	Black / African American	Not Hispanic or Latino	06/04/1991	03/07/1993			
<b>ADD DOCUMENT</b>														
SMITH, FARAH	NJ00-000040725-1	<a href="#">Person View</a>	111889	05/31/1994	S530,F600		F - Female	Black / African American	Not Hispanic or Latino	11/23/1960			1 - Adult HIV	<a href="#">DELETE</a>
KAZINSKI, CHERI	NJ00H100031185-3	<a href="#">HARS Adult System (Legacy)</a>	111889	05/31/1994	K252,C600	HOBOKEN NJ HUDSON CO.	F - Female	Black / African American	Not Hispanic or Latino	11/23/1960				
<b>ADD DOCUMENT</b>														
SMITH, JOE	NJ00-000130556-7	<a href="#">Person View</a>		06/16/2005	S530,J000		M - Male		Hispanic or Latino	01/06/1961			9 - Unknown	<a href="#">DELETE</a>
JO SMITH, JOE	NJ00-000130519-2	<a href="#">Adult Case Report Form Birth Certificate Document</a>		06/16/2005	S530,J000	ATLANTA GA			Hispanic or Latino					<a href="#">DELETE</a>
SMITH, JOE	NJ00-000130557-8	<a href="#">Birth Certificate Document</a>		06/16/2005	S530,J000									<a href="#">DELETE</a>
<b>ADD DOCUMENT</b>														
SMITH, JULIE	NJ00-000135131-9	<a href="#">Person View</a>		09/02/2005	S530,J400		F - Female	Native Hawaiian / Other Pacific Islander	Not Hispanic or Latino	11/12/1949		ANESIA KUDRIN MEMORIAL CLINIC	9 - Unknown	<a href="#">DELETE</a>
SMITH, JULIE	NJ00I000135130-4	<a href="#">Laboratory Document</a>		09/02/2005	S530,J400	*WARNER ROBBINS GA HOUSTON CO. 31095	F - Female		Not Hispanic or Latino	11/12/1949		ANESIA KUDRIN MEMORIAL CLINIC		<a href="#">DELETE</a>
<b>ADD DOCUMENT</b>														
SMITH, JULIE	NJ00-000135373-1	<a href="#">Person View</a>		09/02/2005	S530,J400		F - Female	Native Hawaiian / Other Pacific Islander	Not Hispanic or Latino	11/12/1949	04/02/2005		9 - Unknown	<a href="#">DELETE</a>
SMITH, JULIE	NJ00I000135372-6	<a href="#">Death Document</a>		09/02/2005	S530,J400		F - Female		Not Hispanic or Latino	11/12/1949	04/02/2005			<a href="#">DELETE</a>
<b>ADD DOCUMENT</b>														
SMITH, MARK	NJ00-000135187-0	<a href="#">Person View</a>		09/02/2005	S530,M620		M - Male	American Indian / Alaska Native	Not Hispanic or Latino	11/12/1949		ANESIA KUDRIN MEMORIAL CLINIC	9 - Unknown	<a href="#">DELETE</a>
SMITH, MARK	NJ00I000135186-5	<a href="#">Laboratory Document</a>		09/02/2005	S530,M620	SAVANNAH GA CHATHAM CO. 31402	M - Male	American Indian / Alaska Native	Not Hispanic or Latino	11/12/1949		ANESIA KUDRIN MEMORIAL CLINIC		<a href="#">DELETE</a>

<< >> 1 2 3

Column containing links to eHARS documents

Note: If more than one page of results are available, eHARS displays a list of pages at the top and bottom left of the table.

Click a page number or the next arrows to display another page of results.

# Document Search Results

- Identify the appropriate person from the list of results.
- Click the document type beside a person's name if you are undecided regarding whether or not this person is the match you want.
- The document type is a link to the corresponding document. eHARS displays the **Form Info** tab of the selected document in the browser window.
- Review the information eHARS displays for the person and then decide.

# Sorting Search Results

- By default, eHARS sorts search results in ascending order by the values in the Name/NCI column of the Person View document.
- To sort the results using a different column, click the column heading. eHARS then applies an ascending sort to the Person View documents listed in the search results.

**Note:** You can apply a sort using any column that is not marked with an asterisk (\*).

# Sorting Search Results

- The column used for the ascending sort displays a hyphen (-) beside the column heading:

Document Search Results - Page: 1

EXECUTED: Wed Nov 23 09:11:45 EST 2005  
CRITERIA: last\_name begins with SMI  
SORTED: enteredDt, ascending - [\* NOT Sortable]  
SUMMARY: Cases: 13 | Pages: 3

<<>> 1 2 3

NAME/NCI	DOCUMENT UID	*DOCUMENT	STATENO	ENTERED DATE -	SOUNDEX	CUR. RES.	SEX	RACE	ETHNICITY
<b>ADD DOCUMENT</b>				eHARS UID: NJ00H018884*****					
SMITH-JONES, SUSAN	NJ00-000018064-4	<a href="#">Person View</a>	018884	12/17/1990	S532,S250		M - Male	Black / African American	Hispanic or Latino
S	NJ00-000135834-9	<a href="#">Pediatric Case Report Form</a>	018884	09/23/2005	S000,				
JONES, SUSAN	NJ00H100003604-0	<a href="#">HARS Pediatric System (Legacy)</a>	018884	12/17/1990	J520,S250	HAMILTON NJ ATLANTIC CO. 60532	M - Male	Black / African American	Not Hispanic or Latino
SMITH-JONES, SUSAN	NJ00-000136893-9	<a href="#">Birth Certificate Document</a>	018884	10/18/2005	S532,S250				
JONES	NJ00-000115369-4	<a href="#">Laboratory Document</a>	018884	04/21/2005	J520,		F - Female	Black / African American	

Column used for ascending sort

# Sorting Search Results

- Click the same column heading to apply a descending sort.
- The column used for the descending sort displays a plus sign (+) beside the column heading:

Document Search Results - Page: 1

EXECUTED: Wed Nov 23 09:16:54 EST 2005  
 CRITERIA: last\_name begins with SMI  
 SORTED: enteredDt, descending - [\* NOT Sortable]  
 SUMMARY: Cases: 13 | Pages: 3

<< >> 1 2 3

NAME/NCI	DOCUMENT UID	*DOCUMENT	STATENO	ENTERED DATE +	SOUNDEX	CUR. RES.	SEX	RACE	ETHNICITY
<b>ADD DOCUMENT</b>				<b>eHARS UID: NJ000S000135550-2</b>					
SMITH, MARVIN	NJ00-000135552-8	Person View		09/13/2005	S530,M615		M - Male	American Indian / Alaska Native	
SMITH, MARVIN	NJ00I000135551-3	Laboratory Document		09/13/2005	S530,M615	ATLANTA GA *FULTON 30022	M - Male	American Indian / Alaska Native	
<b>ADD DOCUMENT</b>				<b>eHARS UID: NJ000S000135410-3</b>					
SMITH, MARK	NJ00-000135412-9	Person View		09/02/2005	S530,M620		M - Male	American Indian / Alaska Native	Not Hispanic or Latino
SMITH	NJ00-000135784-3	Adult Case Report Form		09/21/2005	S530,				
SMITH, MARK	NJ00I000135411-4	Death Document		09/02/2005	S530,M620		M - Male	American Indian / Alaska Native	Not Hispanic or Latino

Column used for descending sort

# Fuzzy Search

- A “fuzzy” search is useful:
  - when you are unsure of the spelling of a keyword
  - when the database contains misspelled data
- A fuzzy search typically increases the number of results eHARS returns.
- The results of a fuzzy search may include variations of the entered criteria, such as different spellings or transposed characters.

# Conducting a Fuzzy Search

- To conduct a fuzzy search in eHARS, do the following:
  - On the Documents and Forms Search page, click **Switch to Fuzzy Search**:

**SWITCH TO FUZZY SEARCH**

- eHARS displays the Fuzzy Search form:

Documents and Forms Search		
<a href="#">SWITCH TO NORMAL SEARCH</a>		<input type="button" value="Search"/> <input type="button" value="Reset"/>
	Last Name:	<input type="text"/>
	Middle Name:	<input type="text"/>
	First Name:	<input type="text"/>
	Last Name Soundex:	<input type="text"/>
	Street Address:	<input type="text"/>
	Health Care Facility:	<input type="text"/>
	Health Care Provider First Name:	<input type="text"/>
	Health Care Provider Last Name:	<input type="text"/>
	Laboratory Name:	<input type="text"/>

# Conducting a Fuzzy Search

- Enter the keywords or characters you want to search for in any or all of the text fields of the form.
- Click **Search**.
- eHARS closes the Fuzzy Search form, conducts the search, and displays a Document Search Results page.

# Adding a Document

- To help differentiate between each unique person in the list of results, eHARS displays a blank row before the next record begins.
- The Add Document row also displays the eHARS UID of the case.
  - Depending upon system settings, the Document Search Results page may display the Name/NCI, Document UID, Document, STATENO, Entered Date, Soundex, Current Residence, Sex, Race, Ethnicity, Date of Birth, Date of Death, Lab Name, and Diagnosis columns.

# Adding a Document

- To add a document to a person previously entered in eHARS, do the following:
- From the Document Search Results page, click **Add Document** above the name of the person for whom you want to enter new data:

NAME/NCI -	DOCUMENT UID	*DOCUMENT	STATENO	ENTERED DATE	SOUNDEX	CUR. RES.
<b>ADD DOCUMENT</b> SMITH-JONES, SUSAN	NJ00-000018064-4	<b>Person View</b>	018884	12/17/1990	S532,S250	
S	NJ00-000135834-9	<b>Pediatric Case Report Form</b>	018884	09/23/2005	S000,	
JONES, SUSAN	NJ00H100003604-0	<b>HARS Pediatric System (Legacy)</b>	018884	12/17/1990	J520,S250	HAMILTON NJ ATLANTIC CO. 60532

Add a Document

# Adding a Document

- eHARS displays the Add A Document page:

Document for New Person

Search a Document  
All Document Import  
Add a Person

ADULT CASE REPORT FORM  
ADULT CASE REPORT FORM  
PEDIATRIC CASE REPORT FORM  
PEDIATRIC CASE REPORT FORM  
BIRTH CERTIFICATE DOCUMENT  
BIRTH CERTIFICATE DOCUMENT  
DEATH DOCUMENT  
DEATH DOCUMENT  
LABORATORY DOCUMENT  
LABORATORY DOCUMENT

- Click the type of document you want to use for data entry.

# Adding a Document

- eHARS displays the Form Info tab of the corresponding document and the Reporting Health Department, Document Information, and other sections:

**Adult Case Report** Name:  State No:  << SEARCH

**Form Info** | Identification | Demographics | Facility | History | Lab Data | Clinical | Treatment | Local Fields | Duplicate Review | Comments

**Form Information**

**Reporting Health Department**

Reporting State:	GA	Stateno/Primary Identifier:	<input type="text"/>
Reporting Site:	GA00	Cityno/Secondary Identifier:	<input type="text"/>
Reporting City:	<input type="text"/> <a href="#">reset</a>		

**Document Information**

Document Type:	ACRF	Document UID:	GA00-000124536-1
Entered By:	Michael Friend	eHars UID:	GA00S000124535-6
Document Status:	A-Active	Date Entered:	04/11/2012
Date Received at Health Department:	<input type="text"/> (mm/dd/yyyy)	Date Modified:	<input type="text"/>
Document Source:	<input type="text"/>		
Did this report/document initiate a new case investigation?	<Select>	Report Medium :	<Select>
Surveillance Method :	<Select>		

**ACRF Information**

Date Form Completed:	<input type="text"/> (mm/dd/yyyy)	Medical Record Number:	<input type="text"/>
Person Completing Form:	<input type="text"/>	Phone Number:	<input type="text"/>

**Facility Completing Form**

Facility UID:	<input type="text"/>	Facility Name:	<input type="text"/>
Short Name:	<input type="text"/>	Facility Type:	<Select>
Facility Setting:	<Select>	Street Address:	<input type="text"/>
Street Address 2:	<input type="text"/>	Zip Code:	<input type="text"/>
City:	<input type="text"/>	County:	<input type="text"/>
State:	<Select>		
Country:	<SELECT>		
Phone Number:	<input type="text"/>	HRSA Funding:	<Select>

**Provider Completing Form**

Provider UID:	<input type="text"/>	Name Prefix:	<input type="text"/>
Last Name:	<input type="text"/>	First Name:	<input type="text"/>
Middle Name:	<input type="text"/>	Name Suffix:	<input type="text"/>
Provider Specialty:	<Select>	Phone Number:	<input type="text"/>

# Submitting a Completed Document

- As you enter data in a document, eHARS stores the data in memory.
- The entered data are only submitted to the server for validation and written to the database if you click **Submit**.
- If you navigate away from the document or close the browser window without submitting, the data are lost.

# Submitting a Completed Document

- To submit information to eHARS, do the following:
  - Click **Submit** when you want to save entered data to the database.
    - eHARS validates the data, saves the data to the database, and displays a Document Summary and Person View Summary page.
    - The Summary page displays information about the data entered, including error messages, warnings, the status of the submitted document and the Person View document, and a link to the Person View document.

# The Summary Page

- The Summary page also displays **Back** and **Print** buttons and a **Search** link:

<a href="#">&lt;&lt; SEARCH</a>   <a href="#">&lt;&lt; SEARCH RESULTS</a>	<b>Document Summary</b>
Status : Active State No. : 018884	
* A surveillance method should be selected. * A report medium should be selected.	
<b>PERSON VIEW SUMMARY DETAILS</b>	<b>Person View Summary</b>
STATUS: A - Active	
*Data element values that changed in the person view: *Vital status: Old Value=    New Value= 1 *Transmission Mode: Old Value= 10    New Value= 12 *Expanded category: Old Value= 14    New Value= 16	
<input type="button" value="Back"/> <input type="button" value="Print"/>	

**Note:** eHARS displays a **Search Results** link on the Summary page if this is a new document added to an existing case, or if the document was opened, changed, and submitted after conducting a search for a document or case.

# Submitting a Completed Document

- Review the information displayed on the Summary page.
  - eHARS displays the document's status and the Person View document's status.

**Note**: Only data from Person View documents with an Active or Warning status are considered for transfer to CDC!

- If an **Error**, **Required field missing**, or **Warning** status is displayed, the information displayed in the Document Summary and Person View Summary sections can help you correct entered data.

# Submitting a Completed Document

- If appropriate, click **Back**.
  - eHARS closes the Summary page and returns to the document.
- Change information as noted in the error and warning messages, if applicable.
- Click **Submit** when finished and repeat steps.

**Note**: Click **Search** at the top of the document or in the Main Menu bar to return to the Documents and Forms Search page.

# Lesson 2.3: Entering Information in the Adult Case Report Form

- The Adult Case Report form in eHARS enables you to enter data from the paper version of the form into the electronic version.
- The tabs displayed near the top of the Adult Case Report form correspond to the sections of the paper version of the form:



The screenshot shows the 'Adult Case Report' form interface. At the top left, the title 'Adult Case Report' is displayed in red. To the right, there is a '<< SEARCH' button. Below the title, there are two input fields: 'Name:' and 'State No:'. A 'Submit' button is located to the right of the 'State No:' field. Below these fields is a row of tabs: 'Form Info', 'Identification', 'Demographics', 'Facility', 'History', 'Lab Data', 'Clinical', 'Treatment', 'Local Fields', and 'Duplicate Review'. A red arrow points to the 'Form Info' tab. Below the tabs, there is a 'Comments' section.

Click a tab to access the corresponding data entry fields

# Adult Case Report Form

- To enter information in the Adult Case Report form, do the following:
  - If a search of eHARS returns a matching person, click **Add Document** above the person's name and then click **Adult Case Report Form** on the Add a Document page.
  - If a search does not return a matching person, click **Add a Person** on the Main Menu bar and then click **Adult Case Report Form** on the Document for New Person page.

**Note:** While screenshots will depict all fields within each tab, only fields that require specific data entry processes or fields that you may not be familiar with will be discussed in detail for the remainder of this presentation.

# Form Tab

- On the **Form Info** tab, enter information in the Reporting Health Department, Document Information, ACRF Information, Facility Completing Form, and Provider Completing Form sections:

Form Info				Identification				Demographics				Facility				History				Lab Data				Clinical				Treatment				Legal Fields				Duplicate Review				Retired				Comments																																																			
Form Information																																																																																															
<b>Reporting Health Department</b>																																																																																															
Reporting State:								TN								Reporting Site:								TN00								Reporting City:								[ ]								[reset]								Staten/Primary Identifier:								[ ]								Cityno/Secondary Identifier:								[ ]															
<b>Document Information</b>																																																																																															
Document Type:								ACRF								Document UID:								TN00-000298944-5								Entered By:								Lindsey Sizemore								eHars UID:								TN00S000298943-0								Document Status:								A-Active								Date Entered:								02/27/2014							
Date Received at Health Department:								[ ] (mm/dd/yyyy)								Date Modified:								[ ]								Document Source:								[ ]								Did this report/document initiate a new case investigation? :								<Select>								Report Medium :								<Select>																							
Surveillance Method :								<Select>								ACRF Information								Date Form Completed:								[ ] (mm/dd/yyyy)								Medical Record Number:								[ ]								Person Completing Form:								[ ]								Phone Number:								[ ]															
<b>Facility Completing Form</b>																																																																																															
[Search] [Clear]																																																																																															
Facility UID:								[ ]								Facility Name:								[ ]								Short Name:								[ ]								Facility Type:								<Select>								Facility Setting:								<Select>								Street Address:								[ ]							
Street Address 2:								[ ]								Zip Code:								[ ]								City:								[ ]								County:								[ ]								State:								<Select>								Country:								<SELECT>							
Phone Number:								[ ]								HRSA Funding:								<Select>								<b>Provider Completing Form</b>																																																															
[Search] [Clear]																																																																																															
Provider UID:								[ ]								Name Prefix:								[ ]								Last Name:								[ ]								First Name:								[ ]								Middle Name:								[ ]								Name Suffix:								[ ]							
Provider Specialty:								<Select>								Phone Number:								[ ]																																																																							

# Document Information

- The following illustrates the Document Information section:

Document Information			
Document Type:	ACRF	Document UID:	GA00-000124538-3
Entered By:	eHARS User	eHars UID:	GA00S000124537-8
Document Status:	A-Active	Date Entered:	04/11/2012
Date Received at Health Department:	<input type="text"/> (mm/dd/yyyy)	Date Modified:	
Document Source:	<input type="text"/>		
Did this report/document initiate a new case investigation?	<Select> ▼	Report Medium :	<Select> ▼
Surveillance Method :	<Select> ▼		

# Document Information

- The following table describes how to complete the Document Information section:
  - Document Type
    - Automatically entered by eHARS, this field identifies the type of document
    - Example: For Adult Case Report form, eHARS enters **ACRF**
  - Document UID
    - Automatically generated by eHARS, this field displays the unique identifier assigned to this document
  - Entered By
    - Automatically entered by eHARS, this field displays the unique identifier assigned to the person

Note: All documents entered in eHARS for this person will display the same eHARS UID value.

# Document Information

- eHARS UID
  - Automatically generated by eHARS, this field displays the unique identifier assigned to the person

Note: All documents entered in eHARS for this person will display the same eHARS UID value.

- Document Status
  - Automatically entered by eHARS, this field displays the current status of the document
  - The status options for data entry documents are:
    - Active
    - Deleted
    - Moved
    - Purged

# Document Information

- Date Entered
  - Automatically entered by eHARS, this field displays the date the document was entered into the system
- Date Received at Health Department
  - Enter the date the document was received at the reporting health department
  - Enter the date in the mmddyyyy or mmddy format
  - Enter missing months or days using two periods
    - Example: 12..2012 for missing day or ....2012 for missing month and day
- Date Modified
  - Automatically entered by eHARS, this field displays the date the document was last modified

# Document Information

- Document Source
  - Enter the code for the document source
    - Example: Enter *A01.01* if the source of the report is an Acute Care Facility
  - After entering a code and exiting this field, eHARS displays a **Document Source Results** dialog box listing possible matching document source codes
  - To choose a match from the dialog box, click the appropriate entry
  - To close the dialog box without selecting a match, click the dialog box's **Close** button

**Note:** To search for a document source code, enter the first few characters of the code, such as *A01* or *A10*, or characters from the document source label, such as *Lab* or *Coroner*, and then press the **TAB** key. Select the appropriate document source code from the **Document Source Results** dialog box eHARS displays.

# Document Information

- Did this report/document initiate a new investigation?
  - Select **Yes, No, or Unknown**

Note: If you select **Yes**, this document is available for selection from the **If this report/document is an epidemiological follow-up related to another document, enter the document ID of the original document** list that is displayed when another data entry document is added to this case and **Follow-up** is selected from the **Surveillance Method** list.

- Report Medium
  - Paper form, field visit
  - Paper form, mailed
  - Paper form, faxed
  - Telephone
  - Electric Transfer, Internet
  - Diskette, mailed

# Document Information

- Surveillance Method
  - Active
  - Follow-up
  - Passive
  - Reabstraction
  - Unknown

Most commonly, it will be passive surveillance.

# ACRF Information

- The following illustrates the ACRF Information section:

ACRF Information				
Date Form Completed:	<input type="text"/>	(mm/dd/yyyy)	Medical Record Number:	<input type="text"/>
Person Completing Form:	<input type="text"/>		Phone Number:	<input type="text"/>

- The following fields are included in the ACRF Information section:
  - Date Form Completed
  - Medical Record Number
  - Person Completing Form
  - Phone Number

**Note:** The medical record number is also an identifier and can be used for search criteria in the **ID** field of the Documents and Forms Search page.

# Identification Tab

- On the Identification tab, enter information in the Name, Address, Census, and ID sections:

**Adult Case Report** << SEARCH

Name:  State No:  Submit

**Form Info** | **Identification** | Demographics | Facility | History | Lab Data | Clinical | Treatment | Local Fields | Duplicate Review | Retired | Comments

Identification Information

**Name** Add Name Clear

Name Type:	Legal	First Name:	<input type="text"/>	<input type="button" value="Clear Name"/>	<a href="#">Soundex</a>
Prefix:	<input type="text"/>	Middle Name:	<input type="text"/>	First:	<input type="text"/>
Suffix:	<input type="text"/>	Last Name:	<input type="text"/>	Last:	<input type="text"/>

**Address** Add Address Clear

Address Type:	Residential	Zip Code:	<input type="text"/>
State:	<Select>	Address2:	<input type="text"/>
Address1:	<input type="text"/>	County Name:	<input type="text"/>
City:	<input type="text"/>	<a href="#">reset</a>	<a href="#">reset</a>
Country Name:	<SELECT>		
Phone Number:	<input type="text"/>		

**Census**

**ID** addID Clear

Type:	TN STATENO	Number:	<input type="text"/>
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# Name

- The following illustrates the Name section:

Name						
					Add Name	Clear
Name Type:	Legal	First Name:	JOHN	Clear Name	Soundex	
Prefix:		Middle Name:		First:	J500	
Suffix:		Last Name:	SMITH	Last:	S530	

- Name Type

- Legal is the default choice and only one legal name is accepted for each document.
- eHARS stores multiple names in a document for each name type, except **Legal**.
  - For example, a person can have multiple aliases stored in a case report form.
- After completing the fields for the selected type of name, click **Add Name**. eHARS displays the added name at the top of the Name section and clears the fields. You can add an unlimited number of names.

# Name

- Soundex First
  - eHARS automatically calculates this value after you enter a name in the **First Name** field and then exit the field.
- Soundex Last
  - eHARS automatically calculates this value after you enter a name in the **Last Name** field and then exit the field.

**Note:** Soundex codes in eHARS are generated by the SAS implementation of the Soundex algorithm.

# Name

- Add Name
  - click **add name** as this allows you to add another type of name to the document.
  - eHARS displays the names added to this document at the top of the section, and displays **Edit** and **Delete** commands beside each name.
    - When you click **Edit** beside a name, eHARS switches to Update mode, the data associated with the selected name are displayed in the fields of the Name section, and the **Add Name** button changes to **Update Name**. After making the necessary changes to the selected name, click **Update Name**.
    - When you click **Delete** beside a name, eHARS switches to Delete mode, the data associated with the selected name are displayed in the fields of the Name section, and the **Add Name** button changes to **Delete Name**. Click **Delete Name** to flag the selected name and its data for deletion.

# Address

- The following illustrates the Address section:

Address		Add Address	Clear
Address Type:	<input type="text" value="Residential"/>		
State:	<input type="text" value="&lt;SELECT&gt;"/>	Zip Code:	<input type="text"/>
Address1:	<input type="text"/>	Address2:	<input type="text"/>
City:	<input type="text"/>	County Name:	<input type="text"/>
	<a href="#">reset</a>		<a href="#">reset</a>
Country Name:	<input type="text" value="&lt;SELECT&gt;"/>		
Phone Number:	<input type="text"/>		

# Address

- Address Type
  - Residential is the default choice
  - eHARS stores an unlimited number of addresses for each type, except Residential
    - For example, a person can have multiple bad addresses
  - After completing the fields for the selected type of address, click **Add Address**
- Address1
  - Enter the primary address of the person
  - Enter additional address information, such as apartment number, suite number, or mail stop, in **Address2**
- Address2
  - Enter the secondary address of the person

# Address

- County Name
  - Select a county from the list
  - **United States** is the default choice. If **U.S. Minor Outlying Areas** is selected, eHARS displays the **please specify** field. Select an island, reef, or atoll from that list
- Phone Number
  - Enter the primary phone number for this address
    - Enter a seven or ten digit number. eHARS formats the number with dashes when you exit the field.
    - You can enter dashes when typing the number, but you cannot enter any other character.

# ID

- The following illustrates the ID section:



The screenshot shows a window titled "ID" with a light blue header. Below the header is a white input field. To the right of this field are two buttons: "addID" and "Clear". Below the input field is a "Type:" label followed by a dropdown menu showing "AL STATENO" and a small downward arrow. To the right of the dropdown is a "Number:" label followed by an empty text input field.

- **Type**

- Select the type of identifier from the list. The default option for Tennessee is TN STATENO.
- eHARS can store multiple IDs in a document and some ID types, such as Prison Number, can contain multiple entries; however, other ID types, such as STATENO and SSN, can be stored only once.

- **Number**

- Enter the identifier associated with the selected ID type.
- The selected ID type determines which characters you may enter in this field.

# Demographics Tab

- On the **Demographics** tab, enter information in the **Person Demographics**, **Core Demographics**, and **Residence at Diagnosis** sections:

Person Demographics			
Diagnosis Status:	<SELECT>	Sex at Birth:	<Select>
Age at Diagnosis HIV Infection (not AIDS):	<input type="text"/> Years	Age of Diagnosis AIDS:	<input type="text"/> Years
Date of Birth:	<input type="text"/> (mm/dd/yyyy)	Alias Date of Birth:	<input type="text"/> (mm/dd/yyyy)
Country of Birth:	<SELECT>		
Vital Status:	<Select>	Date of Death:	<input type="text"/> (mm/dd/yyyy)
State of Death:	<Select>		
Core Demographics			
Marital Status:	<Select>	Education:	<Select>
Current Gender Identity:	<Select>		
Ethnicity:	<Select>		
	<input type="text"/>		
	<input type="text"/>		
Race:	<input type="checkbox"/> American Indian or Alaska Native	<input type="checkbox"/> Native Hawaiian	<input type="checkbox"/> White
	<input type="checkbox"/> Black or African American	<input type="checkbox"/> Asian	<input type="checkbox"/> Unknown
Extended Race:	<input type="text"/>		
	<input type="text"/>		
Is this Person a health care industry worker?	<Select>		
Residence at Diagnosis			
Address Type:	Residence at HIV diagnosis	<input type="button" value="Pull Residential Address"/>	<input type="button" value="Add Address"/>
Address1:	<input type="text"/>	Address2:	<input type="text"/>
City:	<input type="text"/>	County Name:	<input type="text"/>
	<a href="#">reset</a>		<a href="#">reset</a>
State:	<Select>	Zip Code:	<input type="text"/>
Country Name:	<SELECT>		
Census			

# Person Demographics

- Enter information in the Person Demographics section:

Person Demographics	
Diagnosis Status: <SELECT>	Sex at Birth: <SELECT>
Age at Diagnosis HIV Infection (not AIDS): <input type="text"/> Years	Age of Diagnosis AIDS: <input type="text"/> Years
Date of Birth: <input type="text"/> (mm/dd/yyyy)	Alias Date of Birth: <input type="text"/> (mm/dd/yyyy)
Country of Birth: <SELECT>	
Vital Status: <SELECT>	Date of Death: <input type="text"/> (mm/dd/yyyy)
State of Death: <SELECT>	

- Diagnostic Status
  - Adult HIV
  - Adult AIDS

# Person Demographics

- Age at Diagnosis of HIV Infection (not AIDS)
  - Enter the age of the person (in years) at diagnosis of HIV
- Age at Diagnosis AIDS
  - Enter the age of the person (in years) at diagnosis of AIDS
- Alias Date of Birth
  - Enter a second date of birth, if noted on the ACRF
- Vital Status
  - Select Dead, Alive, or Unknown
- Date of Death\*
  - Enter the date of death
- State of Death\*
  - Select the state where death occurred

\*Note: You can only access this field if DEAD is selected from the Vital Status list

# Core Demographics

- Enter information in the Core Demographics section:

Core Demographics			
Marital Status:	<Select> ▼	Education:	<Select> ▼
Current Gender Identity:	<Select> ▼		
Ethnicity:	<Select> ▼		
	<input type="text"/>		
	<input type="text"/>		
Race:	<input type="checkbox"/> American Indian or Alaska Native	<input type="checkbox"/> Native Hawaiian	<input type="checkbox"/> White
	<input type="checkbox"/> Black or African American	<input type="checkbox"/> Asian	<input type="checkbox"/> Unknown
Extended Race:	<input type="text"/>		
	<input type="text"/>		
Is this Person a health care industry worker?	<Select> ▼		

# Core Demographics

- Current Gender Identity
  - Male
  - Female
  - Transgender – Male to Female
  - Transgender – Female to Male
  - Additional Gender Identity
  - Unknown
- Ethnicity
  - Hispanic/Latino
  - Not Hispanic/Latino
  - Unknown

**Note:** If you select **Hispanic/Latino**, eHARS displays **E1** in the **ethnicity** field, **Hispanic or Latino** as a descriptive caption below the field, and adds a second, blank **ethnicity** field below the caption. This enables you to add a secondary ethnicity to this person's demographic data.

# Core Demographics

- ethnicity
  - Automatically completed by eHARS after you make a choice from the Ethnicity list.
  - If you want to change the code in this **ethnicity** field from **E1** to a more precise ethnicity, advance to the field and then press the **TAB** key.
  - eHARS displays the **Ethnicity Results** dialog box and a list of choices, including the following main categories:
    - **Central American, Cuban, Dominican, Latin American, Mexican, Puerto Rican, South American, or Spaniard**
    - Click an item in the list to select it. eHARS then enters its code in the **ethnicity** field.

# Core Demographics

- Race
  - Specify as many races as appropriate by selecting the check box beside each race
- Extended Race
  - Automatically completed by eHARS after you select **Race** check boxes
- Is this person a health care industry worker?
  - Select **Yes** or **No** from the list.
  - If **Yes** is selected, eHARS displays an **Occupation Type** list. Select the appropriate occupation from the list, such as **Dentist, Embalmer, or Other**

# Residence at Diagnosis

- Enter information in the Residence at Diagnosis section:

Residence at Diagnosis				
		<input type="button" value="Pull Residential Address"/>	<input type="button" value="Add Address"/>	<input type="button" value="Clear"/>
Address Type:	<input type="text" value="Residence at HIV diagnosis"/>			
Address1:	<input type="text"/>	Address2:	<input type="text"/>	
City:	<input type="text"/>	County Name:	<input type="text"/>	
	<a href="#">reset</a>		<a href="#">reset</a>	
State:	<input type="text" value="&lt;SELECT&gt;"/>	Zip Code:	<input type="text"/>	
Country Name:	<input type="text" value="&lt;SELECT&gt;"/>			

- Address1
  - Enter the primary address at diagnosis
- Address2
  - Enter the secondary address, such as apartment number

# Residence at Diagnosis

- Pull Residential Address
  - Click this button to complete the **Residence at Diagnosis** fields with the residential address entered on the **Identification** tab.
  - If a residential address is not available, eHARS displays a message to that effect after this button is clicked.
- Add Address
  - Click to add this residence at diagnosis to the section
- Address Type
  - Select the type of address associated with the patient's diagnosis
    - Residence at HIV diagnosis\*
    - Residence at AIDS diagnosis\*

\*Note: Only one of each type of diagnosis address can be added.

# Facility Tab

- eHARS displays the Facility tab and the Facility/Provider Information table, which consists of the Facility of Diagnosis and Provider of Diagnosis sections:

**Note:** If you are adding a provider of diagnosis, you are required to enter a facility of diagnosis.

**Adult Case Report** << SEARCH

Name:  State No:  Submit

[Form Info](#) | [Identification](#) | [Demographics](#) | [Facility](#) | [History](#) | [Lab Data](#) | [Clinical](#) | [Treatment](#) | [Local Fields](#) | [Duplicate Review](#) | [Comments](#)

**Facility/Provider Information**

Diagnosis Code:  Facility Of HIV Diagnosis

**Facility Of Diagnosis** Search Clear

Facility UID:	GA00I000114571-7	Facility Name:	GRADY MEM
Short Name:	GRADY MEM	Facility Type:	<Select>
Facility Setting:	<Select>	Street Address:	123 PEACHTREE
Street Address 2:		Zip Code:	30329
City:	ATLANTA	County:	Fulton Co.
State:	Georgia		
Country:	United States		
Phone Number:	770-222-4444	HRSA Funding:	<Select>

**Provider Of Diagnosis** Search Clear

Provider UID:	GA00-000117611-7	Name Prefix:	MR
Last Name:	TEST	First Name:	TEST
Middle Name:	H	Name Suffix:	3
Provider Specialty:	Dermatology	Phone Number:	639-2049

**Provider Search Results**

Provider UID	Last Name	First Name	Provider Specialty	Phone Number
GA00-000123362-7	TEST	3,2,1	General Practice	404-639-2049
GA00-000117135-0	TEST	SMOKE	Infectious Disease	958-8555
GA00-000117611-7	TEST	TEST	Dermatology	639-2049
GA00-000122728-0	TEST1234	PRO1234	Gastroenterology	918-928-9187
GA00-000123199-3	TEST987	TEST987	Internal Medicine	817-8787
GA00-000118555-7	TESTLAB			

# Facility Tab

- Diagnosis Code
  - Facility of HIV Diagnosis
  - Facility of AIDS Diagnosis
- Facility of Diagnosis
  - Enter search criteria in the Facility of Diagnosis fields to search for a facility, or in the Provider of Diagnosis fields to search for a provider, and then click **Search**.
- Provider Search Results
  - Enter search criteria in the Facility of Diagnosis fields to search for a facility, or in the Provider of Diagnosis fields to search for a provider, and then click **Search**.

Note: Click a facility or provider name in the list of results to complete the fields in the Facility of Diagnosis or Provider of Diagnosis sections.

# Facility of Diagnosis

- Facility of Diagnosis
  - Facility UID
    - The eHARS-generated identifier associated with the facility.
  - Facility Name
    - The primary name of the facility providing the diagnosis.
  - Short Name
    - The shortened name of the facility.
  - Facility Type
    - Lists the type of facility
  - Facility Setting
    - Lists the setting of the facility

# Facility and Provider of Diagnosis

- Street Address
  - The primary address of the facility
- Street Address 2
  - The secondary address of the facility, such as a suite or building number
- HRSA Funding
  - Lists the type of funding the facility receives
- Provider UID
  - The eHARS-generated identifier for the provider
- Provider Specialty
  - Lists the specialty of the provider making the diagnosis

# History Tab

- eHARS displays the **History** tab and the Person History section:

Person History		
Risk Factor Description	Risk Factor Value	Show Pediatric Risk Factors <input type="checkbox"/>
<b>After 1977 and preceding the first positive HIV antibody test or AIDS diagnosis this patient had:</b>		
Sex with male		<SELECT> ▾
Sex with female		<SELECT> ▾
Injected non-prescription drugs		<SELECT> ▾
Received clotting factor for hemophilia/coagulation disorder		<SELECT> ▾
<b>Heterosexual relations with any of the following:</b>		
Heterosexual contact with intravenous/injection drug user		<SELECT> ▾
Heterosexual contact with bisexual male		<SELECT> ▾
Heterosexual contact with person with hemophilia/coagulation disorder		<SELECT> ▾
Heterosexual contact with transfusion recipient with documented HIV infection		<SELECT> ▾
Heterosexual contact with transplant recipient with documented HIV infection		<SELECT> ▾
Heterosexual contact with person with AIDS or documented HIV infection, risk not specified		<SELECT> ▾
Received transfusion of blood/blood components (other than clotting factor)		<SELECT> ▾
Received transplant of tissue/organs or artificial insemination		<SELECT> ▾
Worked in a health care or clinical laboratory setting		<SELECT> ▾
Other documented risk		<SELECT> ▾
No identified risk factor (NIR)		<SELECT> ▾
<input type="button" value="Reset"/>		

Only applies to female cases

# History Tab

- Selecting **Yes** for certain risk factors, such as those concerning transfusions and transplants, require investigations coordinated by CDC and state health department surveillance staff.
- These cases are referred to as Cases of Public Health Importance (COPHI).
- Contact the COPHI Coordinator at CDC for information regarding how to conduct COPHI investigations.

# History Tab

## ● Show Pediatric Risk Factors

- Select this check box to display additional fields specific to pediatric risk factors:

<b>Pediatric Risk Factors for this Adult:</b>	
Child's biological mother's infection status	<Select>
Date of mother's first positive HIV confirmatory test:	<input type="text"/>
Mother was counseled about HIV testing during this pregnancy, labor or delivery:	<SELECT>
<b>After 1977, this child's biological mother had:</b>	
Perinatally acquired HIV infection	<Select>
Injected non-prescription drugs	<Select>
Heterosexual contact with intravenous/injection drug user	<Select>
Heterosexual contact with bisexual male	<Select>
Heterosexual contact with male with hemophilia/coagulation disorder	<Select>
Heterosexual contact with transfusion recipient with documented HIV infection	<Select>
Heterosexual contact with transplant recipient with documented HIV infection	<Select>
Heterosexual contact with male with AIDS or documented HIV infection, risk not specified	<Select>
Received transfusion of blood/blood components (other than clotting factor)	<Select>
Received transplant or tissue/organs or artificial insemination	<Select>
<b>Before the diagnosis of HIV Infection/AIDS this child had:</b>	
Injected non-prescription drugs	<Select>
Received clotting factor for hemophilia/coagulation disorder	<Select>
Received transfusion of blood/blood components (other than clotting factor)	<Select>
Received transplant of tissue/organs	<Select>
Sexual contact with male	<Select>
Sexual contact with female	<Select>
Other documented risk	<Select>
No identified risk factor (NIR)	<Select>

# Pediatric Risk Factors (for Adult)

- Child's Biological Mother's Infection
    - Refused HIV Testing
    - Known UINFECTED after birth
    - Known HIV+ before pregnancy
    - Known HIV+ during pregnancy
    - Known HIV+ at time of delivery
    - Known HIV+ sometime before birth
    - Known HIV+ sometime after birth
    - HIV+ with time unknown
    - Unknown
  - Date of Mother's First Positive HIV Confirmatory Test
    - Enter date of mother's first positive HIV test
- Note: Remaining questions have Yes/No answers

# Lab Data Tab

- eHARS displays the Lab Data tab and the Laboratory Information form with its Lab Test, Immunologic Tests (CD4 count and percentage), and Documentation of Tests sections:

Form Info	Identification	Demographics	Facility	History	Lab Data	Clinical	Treatment	Local Fields	Duplicate Review	Retired	Comments
<b>Laboratory Information</b>											
Sample ID(Specimen)	<input type="text"/>	Accession Number	<input type="text"/>								
Collection Date	<input type="text"/>	Result Date	<input type="text"/>								
Received Date	<input type="text"/>										
<input type="button" value="Add Lab"/> <input type="button" value="Clear"/>											
<b>Lab Test</b>											
Test	<input type="text" value="&lt;Select&gt;"/>	<input type="checkbox"/> Rapid Test Type	Sample Type	<input type="text" value="&lt;Select&gt;"/>							
Manufacturer	<input type="text" value="&lt;Select&gt;"/>										
<b>Immunologic Tests (CD4 count and percentage)</b>											
CD4 at or closest to current diagnostic status:											
Please enter the CD4 test results in the Lab Test section above.											
First CD4 result <200 cells/uL or <14%:											
<b>Documentation of Tests</b>											
Complete only if none of the following was positive: HIV-1 Western blot, IFA, culture, p24 Ag test, viral load, or qualitative NAAT [RNA or DNA]. Did the documented laboratory test results meet approved alternative HIV testing algorithm criteria?											
<input type="text" value="&lt;SELECT&gt;"/>										If YES, provide specimen collection date of earliest positive test for the approved alternative HIV testing algorithm:	
Date of last documented negative HIV test?											
Please enter the last documented negative HIV test in the Lab Test section above.											
If HIV laboratory tests were not documented, is HIV diagnosis documented by a physician?											
<input type="text" value="&lt;SELECT&gt;"/>										If YES, provide date of documentation by physician:	

# Lab Tab Data

- Add Lab
  - Adds this lab to the section. This allows you to add another lab test to the document.
  - eHARS displays the lab tests added to this document at the top of the Lab Test section, and displays commands beside each lab test listed.
- Clear
  - Clears the lab test fields.
- Edit
  - To edit lab information, click Edit beside the lab test you want to change, modify the displayed data, and click **Update Lab**.
- Delete
  - To delete a lab test, click Delete beside the lab information you want to remove.
- View
  - The view command is displayed if the lab test cannot be edited.

# Laboratory Information

- Sample ID (Specimen)
  - Enter the identifier assigned to the sample.
- Accession Number
  - Enter the accession number assigned to the sample.
  - This is typically an identifier assigned by the lab performing the test, acts as a tracking mechanism for the sample.

# Laboratory Information

- Collection Date
  - Enter the date the sample was collected.
  - Enter the date in the *mmddyyyy* or *mmyyyy* format.
  - If a collection date is not entered, eHARS will display a warning message that the lab result is excluded from the processes that generate calculated variables (such as the date of first positive test).
- Result Date
  - Enter the date of the test result.
- Received Date
  - Enter the date the sample was received by the lab.

# Lab Test

**Lab Test**

Test: HIV-1 RNA/DNA NAAT (Quantitative viral load)  Rapid Test Type Sample Type: <Select>

Manufacturer: <Select>

Interpretation: <Select>

Result: 1200 copies/mL  
3.07918124 Log

Result Range  
Lower Limit:  Upper Limit:

Comments:

**Note: Data entered in the Comments box on the Lab Data tab are transferred to CDC.**

## • Test

- Select a test from the list.

**CAUTION:** Select a test and complete the fields before clicking the Add Lab button.

## • Rapid Test Type

- Select the check box if this was a rapid test

# Lab Test

- Sample Type
  - Blood
  - Other
  - Saliva
  - Urine
  - Unknown
  - The options displayed on the **Sample Type** list are dependent upon the test selected.
    - For example, only **Blood**, **Other**, and **Unknown** are available for genotype tests.
- Manufacturer
  - Select the manufacturer of the test from the list.

# Lab Test

- Result
  - Select a result from the list.
  - If this is a viral load test, enter a result in the **copies/mL** or **Log** field.
  - If this is an HIV-2 test and Positive is selected from the Result list, eHARS immediately displays a confirmation message:
    - *Please confirm that this is a positive HIV-2 test result. Click **OK** to confirm this is a positive HIV-2 test result. Click **Cancel** to remove the positive result for the HIV-2 test.*
    - If **Cancel** is clicked in the confirmation message, eHARS closes the message and changes the option selected on the **Result** list to **<Select>**.
    - If **OK** is clicked in the confirmation message, eHARS closes the message and displays a new message: *A positive HIV-2 test result should be reported to the CDC COPHI coordinator for special investigations of possible HIV-2 cases. Additional tests and a special interview may be necessary.*

# Lab Test

- Comments

- Enter notes from the lab regarding the test.

**CAUTION:** Lab notes are transmitted to CDC. Do not enter personal identifiers in this field

- Interpretation

- Click the list to select an interpretation of the viral load test result.
  - (<) Undetectable – below limit
  - (=) Detectable – within limits
  - (>) Detectable – above limit
    - Without an interpretation, viral load results are excluded from the calculation of certain variables (such as the date of first positive test).
    - eHARS displays a warning message if a quantitative viral load test is entered without an interpretation.

# Lab Test

- CD4 Count
  - Enter the count from the CD4 test results.
- CD4 Percent
  - Enter the percentage from the CD4 test results.

# Immunologic Tests

- The fields in the Immunologic Tests section of the Laboratory Information form remind you to enter specific CD4 test results in the Lab Tests section; these CD4 tests results include **CD4 at or closest to current diagnostic status** and **First CD4 result less than 200 cells/ $\mu$ L or less than 14%**:

Documentation of Tests	
Complete only if none of the following was positive: HIV-1 Western blot, IFA, culture, p24 Ag test, viral load, or qualitative NAAT (RNA or DNA). Did the documented laboratory test results meet approved alternative HIV testing algorithm criteria?	<input type="text" value="&lt;SELECT&gt;"/>
	If YES, provide specimen collection date of earliest positive test for the approved alternative HIV testing algorithm:
Date of last documented negative HIV test?	Please enter the last documented negative HIV test in the Lab Test section above.
If HIV laboratory tests were not documented, is HIV diagnosis documented by a physician?	<input type="text" value="&lt;SELECT&gt;"/>
	If YES, provide date of documentation by physician:

# Documentation of Tests

## Documentation of Tests

Complete only if none of the following was positive: HIV-1 Western blot, IFA, culture, p24 Ag test, viral load, or qualitative NAAT [RNA or DNA]. Did the documented laboratory test results meet approved alternative HIV testing algorithm criteria?

<SELECT>

If YES, provide specimen collection date of earliest positive test for the approved alternative HIV testing algorithm:

Date of last documented negative HIV test?

Please enter the last documented negative HIV test in the Lab Test section above.

If HIV laboratory tests were not documented, is HIV diagnosis documented by a physician?

<SELECT>

If YES, provide date of documentation by physician:

- Did the documented laboratory test results meet approved alternative HIV testing algorithm criteria?
  - Answer if none of the following tests were positive:
    - HIV-1 Western Blot
    - HIV-1 IFA
    - HIV-1 Culture
    - HIV-1 p24 Antigen
    - HIV-1 RNA/DNA NAAT (Qualitative) viral load

# Documentation of Tests

- To complete the approved alternative HIV testing algorithm criteria question:
  - Did the documented laboratory test results meet approved alternative HIV testing algorithm criteria?
  - **If YES, provide specimen collection date of earliest positive test for the approved alternative HIV testing algorithm field.**

# Documentation of Tests

- Answer the HIV testing and diagnosis questions at the bottom of the Documentation of Tests section:

Date of last documented negative HIV test?	Please enter the last documented negative HIV test in the Lab Test section above.	
If HIV laboratory tests were not documented, is HIV diagnosis documented by a physician?	<SELECT> ▼	If YES, provide date of documentation by physician:

- Date of last documented negative HIV test?
  - Enter all lab test results, including negative results, in the Lab Test Section.
- If HIV lab tests were not documented, is HIV diagnosis documented by a physician?
  - If YES, provide date of documentation by physician field.

# Clinical Tab

- eHARS displays the Clinical tab and the Clinical Status and AIDS Indicator Diseases sections:

**Adult Case Report** << SEARCH

Name:  State No:

**Clinical Information**

**Clinical Status**

Clinical Record Reviewed :  <SELECT> ▾

Enter date patient was diagnosed as:

Asymptomatic (including acute retroviral syndrome and persistent generalized lymphadenopathy):  (mm/dd/yyyy)

Symptomatic (not AIDS):  (mm/dd/yyyy)

AIDS Indicator Diseases	Initial Diagnosis		Initial Date
	Def	Pres	(mm/dd/yyyy)
Candidiasis, bronchi, trachea, or lungs	<input type="checkbox"/>	N/A	<input type="text"/>
Candidiasis, esophageal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Carcinoma, invasive cervical	<input type="checkbox"/>	N/A	<input type="text"/>
Coccidioidomycosis, disseminated or extrapulmonary	<input type="checkbox"/>	N/A	<input type="text"/>
Cryptococcosis, extrapulmonary	<input type="checkbox"/>	N/A	<input type="text"/>
Cryptosporidiosis, chronic intestinal (>1 mo. duration)	<input type="checkbox"/>	N/A	<input type="text"/>
Cytomegalovirus disease (other than in liver, spleen, or nodes)	<input type="checkbox"/>	N/A	<input type="text"/>
Cytomegalovirus retinitis (with loss of vision)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
HIV encephalopathy	<input type="checkbox"/>	N/A	<input type="text"/>
Herpes simplex: chronic ulcer(s) (>1 mo. duration) or bronchitis, pneumonitis, or esophagitis	<input type="checkbox"/>	N/A	<input type="text"/>
Histoplasmosis, disseminated or extrapulmonary	<input type="checkbox"/>	N/A	<input type="text"/>
Isosporiasis, chronic intestinal (>1 mo. duration)	<input type="checkbox"/>	N/A	<input type="text"/>
Kaposi's sarcoma	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Lymphoid interstitial pneumonia and/or pulmonary lymphoid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Lymphoma, Burkitt's (or equivalent term)	<input type="checkbox"/>	N/A	<input type="text"/>
Lymphoma, immunoblastic (or equivalent term)	<input type="checkbox"/>	N/A	<input type="text"/>
Lymphoma, primary in brain	<input type="checkbox"/>	N/A	<input type="text"/>
Mycobacterium avium complex or M. kansasii, disseminated or extrapulmonary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
M. tuberculosis, pulmonary	<input type="checkbox"/>	N/A	<input type="text"/>
M. tuberculosis, disseminated or extrapulmonary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Mycobacterium, of other species or unidentified species, disseminated or extrapulmonary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Pneumocystis carinii pneumonia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Pneumonia, recurrent, in 12 mo. period	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Progressive multifocal leukoencephalopathy	<input type="checkbox"/>	N/A	<input type="text"/>
Salmonella septicemia, recurrent	<input type="checkbox"/>	N/A	<input type="text"/>
Toxoplasmosis of brain, onset at >1 mo. of age	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Wasting syndrome due to HIV	<input type="checkbox"/>	N/A	<input type="text"/>

Def. = definitive diagnosis    Pres. = presumptive diagnosis

RVCT Case Number

# Clinical Status

- Clinical Record Reviewed
  - Yes or No
- Enter date patient was diagnosed as:
  - Asymptomatic (including acute retroviral syndrome and persistent generalized lymphadenopathy)
    - Enter the date the patient was diagnosed.
  - Symptomatic (not AIDS)
    - Enter the date the patient was diagnosed.

# AIDS Indicator Diseases

- AIDS Indicator Diseases
  - These are the diseases that signify a patient meets the clinical definition of AIDS.
  - If a check box is selected in this section, either **Definitive** or **Presumptive**, a corresponding date of diagnosis must be entered in the **Initial Date** field.
  - Without a corresponding date, eHARS will not allow the document to be submitted.

# Treatment Tab

- eHARS displays the Treatment tab and the Treatment/Services Referrals, For Woman, For Child, and Hospital of Birth sections:

Treatment Information			
<b>Treatment/Services Referrals</b>			
Has this patient been informed of his/her HIV infection?	<SELECT>	This patient's partners will be notified about their HIV exposure and counseled by:	<SELECT>
This patient is receiving or has been referred for:		This patient received or is receiving:	
HIV related medical services	<SELECT>	Anti-retroviral therapy	<SELECT>
Substance abuse treatment services	<SELECT>	PCP prophylaxis	<SELECT>
This patient has been enrolled at (Clinical Trial):	<SELECT>	This patient has been enrolled at (Clinic):	<SELECT>
At time of HIV diagnosis, medical treatment primarily reimbursed by:	<SELECT>	At time of AIDS diagnosis, medical treatment primarily reimbursed by:	<SELECT>
<b>For Woman</b>			
This patient is receiving or has been referred for gynecological or obstetrical services:			<SELECT>
Is this patient currently pregnant?			<SELECT>
Has this patient delivered live-born infants?			<SELECT>
<b>For Child</b>			
			<input type="button" value="Add Child"/> <input type="button" value="Clear Child"/>
			<input type="button" value="Clear Name"/>
Child's First Name:	<input type="text"/>	Child's Last Name:	<input type="text"/>
Child's First Soundex	<input type="text"/>	Child's Last Soundex	<input type="text"/>
Child's State ID Number:	<input type="text"/>	Child's Coded Identifier:	<input type="text"/>
Child's Date of Birth:	<input type="text"/> (mm/dd/yyyy)		
<b>Hospital of Birth</b>			
			<input type="button" value="Search"/> <input type="button" value="Clear"/>
Facility UID:	<input type="text"/>	Facility Name:	<input type="text"/>
Short Name:	<input type="text"/>	Facility Type:	<Select>
Facility Setting:	<Select>	Street Address:	<input type="text"/>
Street Address 2:	<input type="text"/>	Zip Code:	<input type="text"/>
City:	<input type="text"/>	County:	<input type="text"/>
State:	<Select>		
Country:	<SELECT>		
Phone Number:	<input type="text"/>	HRSA Funding:	<Select>

# Treatment/Services Referrals

- This patient's partners will be notified about their HIV exposure and counseled by:
  - Health Department
  - Physician/Provider
  - Patient
  - Unknown
  
- This patient has been enrolled at (Clinical Trial)
  - NIH Sponsored
  - Other
  - None
  - Unknown

# Treatment/Services Referrals

- This patient has been enrolled at (Clinic)
  - NIH Sponsored
  - Other
  - None
  - Unknown
- At the time of HIV diagnosis, medical treatment primarily reimbursed by
  - Medicaid
  - Private Insurance
  - Unknown
- At the time of AIDS diagnosis, medical treatment primarily reimbursed by
  - Medicaid
  - Private Insurance
  - Unknown

# For Women

For Woman	
This patient is receiving or has ben referred for gynecological or obstetrical services:	<SELECT>
Is this patient currently pregnant?	<SELECT>
Has this patient delivered live-born infants?	<SELECT>



If **Yes**, enter information about the child in the fields displayed in the For Child and Hospital of Birth sections.

**Note:** eHARS only enables the For Woman section if **Female** is selected from the **Sex at Birth** list on the **Demographics** tab.

# For Child

- Enter information in the For Child section, if appropriate:

For Child		Add Child	Clear Child
Child's First Name:	<input type="text"/>	Child's Last Name:	<input type="text"/>
Child's First Soundex	<input type="text"/>	Child's Last Soundex	<input type="text"/>
Child's State ID Number:	<input type="text"/>	Child's Coded Identifier:	<input type="text"/>
Child's Date of Birth:	<input type="text"/> (mm/dd/yyyy)		

# For Child

- Add Child
  - Click to add the information entered in the For Child and Hospital of Birth sections to the document.
  - eHARS displays each child added to this document in a list at the top of the For Child section, and displays **Edit** and **Delete** commands beside each child.
- Child's State ID Number
  - Enter the child's state identifier.
- Child's Coded Identifier
  - Enter the coded identifier for the child.

# Hospital of Birth

- Select a facility in the Hospital of Birth section, if appropriate:

Hospital of Birth			
<input type="button" value="Search"/> <input type="button" value="Clear"/>			
Facility UID:	<input type="text"/>	Facility Name:	<input type="text"/>
Short Name:	<input type="text"/>	Facility Type:	<Select> ▼
Facility Setting:	<Select> ▼	Street Address:	<input type="text"/>
Street Address 2:	<input type="text"/>	Zip Code:	<input type="text"/>
City:	<input type="text"/>	County:	<input type="text"/>
State:	<Select> ▼		
Country:	<SELECT> ▼		
Phone Number:	<input type="text"/>	HRSA Funding:	<Select> ▼

# Local Fields Tab

- eHARS displays the **Local Fields** tab and local fields, including any local fields sections created by the system administrator:

Local Field Information	
Local Fields	
Field/Question	Answer
ENTERED BY	<input type="text"/>
REGION	<SELECT> ▼
WAS CLIENT REFERRED TO MEDICAL CARE?	<SELECT> ▼
IF YES, DID CLIENT ATTEND THE FIRST APPOINTMENT?	<SELECT> ▼
IF NO REFERRAL WAS MADE FOR MEDICAL CARE, WHY?	<SELECT> ▼
IF FEMALE, IS CLIENT PREGNANT?	<SELECT> ▼
IF YES, IN PRENATAL CARE?	<SELECT> ▼
IF NO, WAS CLIENT REFERRED TO PRENATAL CARE?	<SELECT> ▼
IF YES, DID CLIENT ATTEND 1ST PRENATAL CARE APPT.?	-<SELECT> ▼

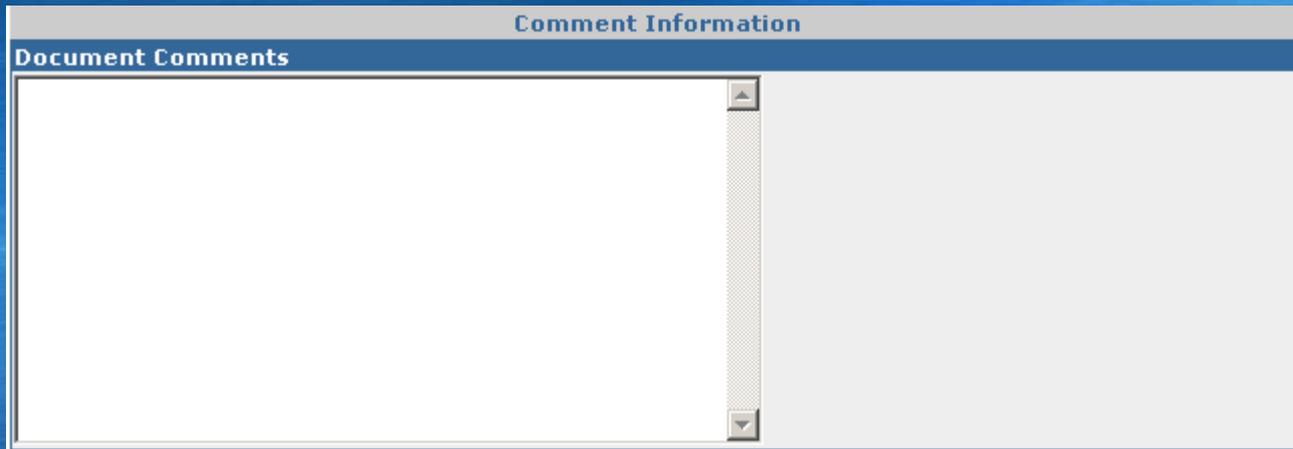
# Retired Tab

- The **Retired** tab displays fields that are no longer collected in eHARS.
- Data cannot be entered or changed on the **Retired** tab.

Form Info	Identification	Demographics	Facility	History	Lab Data	Clinical	Treatment	Local Fields	Duplicate Review	Retired	Comments
Retired Information											
Retired Data											
Description										Value	

# Comments Tab

- eHARS displays the **Comments** tab and the **Document Comments** box:

A screenshot of a software window titled "Comment Information". Inside the window, there is a sub-section titled "Document Comments" which contains a large, empty text area with a vertical scrollbar on the right side. The text area is currently blank.

- For example, if **Other** was selected from a list (such as **Marital Status**) but more information is noted on the paper form, please enter specifics in the **Document Comments** box.

Note: Data entered in the Document Comments box are not transferred to CDC.

# Submitting Adult Case Report Form

- Once all tabs have been completed, click **submit**
  - eHARS saves the information to the database, performs a series of validations and edit checks, and displays the Document Summary and Person View Summary page:

## Adult Case Report

Name:

State No:

<< SEARCH

Submit

[Form Info](#) [Identification](#) [Demographics](#) [Facility](#) [History](#) [Lab Data](#) [Clinical](#) [Treatment](#) [Local Fields](#) [Duplicate Review](#) [Retired](#) [Comments](#)

### Retired Information

#### Retired Data

Description	Value

# Lesson 2.4: Entering Information in the Pediatric Case Report Form

- The Pediatric Case Report form in eHARS enables capturing all of the data found on a Pediatric HIV/AIDS Confidential Case Report paper document.
- The tabs displayed near the top of the Pediatric Case Report Form correspond to the sections of the paper version of the form:

The screenshot displays the 'Pediatric Case Report' form interface. At the top left, the title 'Pediatric Case Report' is shown in red. To the right is a search icon with the text '<< SEARCH'. Below the title, there are two input fields: 'Name:' and 'State No:'. A 'Submit' button is located to the right of the 'State No:' field. Below the search fields is a row of navigation tabs: 'Form Info', 'Identification', 'Demographics', 'Facility', 'History', 'Lab Data', 'Clinical', 'Birth History', 'Treatment', and 'Local Fields'. Below this row is another row of tabs: 'Duplicate Review', 'Retired', and 'Comments'.

# Pediatric Case Report Form Tabs

- The Pediatric Case Report Form and the Adult Case Report Form tabs are similar.
- The following slides will only highlight the differences between the Pediatric Case Report Form Tabs compared to the Adult Case Report Form Tabs.
  - These slides will focus on the differences as they relate to the Pediatric Case Report Form Tabs.
  - The Pediatric Case Report Form Tabs not discussed can be treated exactly like the Adult Case Report Form tabs.

# Demographic Tab: Person Demographics

Person Demographics			
Diagnosis Status:	<SELECT>	Date of Last Medical Evaluation	
Date of Birth:	(mm/dd/yyyy)	Alias Date of Birth:	(mm/dd/yyyy)
Age at Diagnosis HIV Infection (not AIDS):	Years Months	Age of Diagnosis AIDS:	Years Months
Vital Status:	<SELECT>	Date of Death:	(mm/dd/yyyy)
State of Death:	<SELECT>		
Date of Initial Evaluation for HIV infection			

- Diagnosis Status
  - Perinatal HIV Exposure, Pediatric HIV, Pediatric AIDS, Pediatric Seroreverter
- Date of Initial Evaluation for HIV infection
  - Enter the date the patient was first evaluated for HIV
- Date of Last Medical Evaluation
  - Enter the date of the patient's last medical evaluation

# Demographics Tab: Core Demographics

Core Demographics			
Marital Status:	<SELECT>	Education:	<SELECT>
Sex at Birth:	<SELECT>	Current Gender Identity:	<SELECT>
Ethnicity:	<SELECT>		
Race:	<input type="checkbox"/> American Indian or Alaska Native	<input type="checkbox"/> Native Hawaiian	<input type="checkbox"/> White
	<input type="checkbox"/> Black or African American	<input type="checkbox"/> Asian	<input type="checkbox"/> Unknown
Extended Race:			
Country of Birth:	<SELECT>		

# History Tab

- eHARS displays the **History** tab and the Person History section:

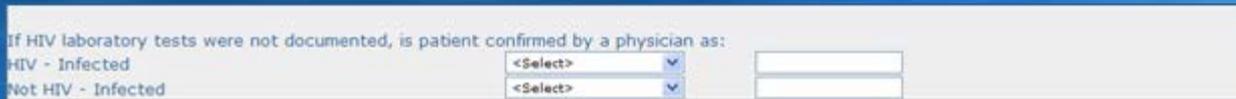
Person History	
Risk Factor Description	Risk Factor Value
Child's biological mother's infection status	<SELECT>
Date of mother's first positive HIV confirmatory test:	<input type="text"/>
Mother was counseled about HIV testing during this pregnancy, labor or delivery:	<SELECT>
<b>After 1977, this child's biological mother had:</b>	
Perinatally acquired HIV infection	<SELECT>
Injected non-prescription drugs	<SELECT>
Heterosexual contact with intravenous/injection drug user	<SELECT>
Heterosexual contact with bisexual male	<SELECT>
Heterosexual contact with male with hemophilia/coagulation disorder	<SELECT>
Heterosexual contact with transfusion recipient with documented HIV infection	<SELECT>
Heterosexual contact with transplant recipient with documented HIV infection	<SELECT>
Heterosexual contact with male with AIDS or documented HIV infection, risk not specified	<SELECT>
Received transfusion of blood/blood components (other than clotting factor)	<SELECT>
Received transplant of tissue/organs or artificial insemination	<SELECT>
<b>Before the diagnosis of HIV infection/AIDS, this child had:</b>	
Injected non-prescription drugs	<SELECT>
Received clotting factor for hemophilia/coagulation disorder	<SELECT>
Received transfusion of blood/blood components (other than clotting factor)	<SELECT>
Received transplant of tissue/organs	<SELECT>
Sexual contact with male	<SELECT>
Sexual contact with female	<SELECT>
Other documented risk	<SELECT>
No identified risk factor (NIR)	<SELECT>

# History Tab

- Child's Biological Mother's Infection Status
  - Refused HIV Testing
  - Known UNINFECTED after birth
  - Known HIV+ before pregnancy
  - Known HIV+ during pregnancy
  - Known HIV+ at time of delivery
  - Known HIV+ sometime before birth
  - Known HIV+ sometime after birth
  - HIV+ with time unknown
  - Unknown
- Date of mother's first positive HIV confirmatory test
  - Enter date in the *mmddy* or *mmddyyy* format
    - Note: Remaining questions have Yes/No answers and questions differ from questions on Adult Case Report Form

# Lab Data Tab

## Documentation of Tests



If HIV laboratory tests were not documented, is patient confirmed by a physician as:

HIV - Infected	<Select>	
Not HIV - Infected	<Select>	

- If HIV laboratory tests were not documented, is patient confirmed by a physician as: HIV-infected
  - If yes is selected, enter the date of diagnosis on the adjoining field
- If HIV lab tests were not documented, is patient confirmed by a physician as: Not HIV-infected
  - If yes is selected, enter the date of diagnosis in the adjoining field

# Clinical Tab

Clinical Information			
AIDS Indicator Diseases	Initial Diagnosis		Initial Date (mm/dd/yyyy)
	Def	Pres	
Bacterial infection, multiple or recurrent (including Salmonella septicemia)	<input type="checkbox"/>	N/A	<input type="text"/>
Candidiasis, bronchi, trachea, or lungs	<input type="checkbox"/>	N/A	<input type="text"/>
Candidiasis, esophageal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Coccidioidomycosis, disseminated or extrapulmonary	<input type="checkbox"/>	N/A	<input type="text"/>
Cryptococcosis, extrapulmonary	<input type="checkbox"/>	N/A	<input type="text"/>
Cryptosporidiosis, chronic intestinal (>1 mo. duration)	<input type="checkbox"/>	N/A	<input type="text"/>
Cytomegalovirus disease (other than in liver, spleen, or nodes)	<input type="checkbox"/>	N/A	<input type="text"/>
Cytomegalovirus retinitis (with loss of vision)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
HIV encephalopathy	<input type="checkbox"/>	N/A	<input type="text"/>
Herpes simplex: chronic ulcer(s) (>1 mo. duration) or bronchitis, pneumonitis, or esophagitis	<input type="checkbox"/>	N/A	<input type="text"/>
Histoplasmosis, disseminated or extrapulmonary	<input type="checkbox"/>	N/A	<input type="text"/>
Isosporiasis, chronic intestinal (>1 mo. duration)	<input type="checkbox"/>	N/A	<input type="text"/>
Kaposi's sarcoma	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Lymphoid interstitial pneumonia and/or pulmonary lymphoid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Lymphoma, Burkitt's (or equivalent term)	<input type="checkbox"/>	N/A	<input type="text"/>
Lymphoma, immunoblastic (or equivalent term)	<input type="checkbox"/>	N/A	<input type="text"/>
Lymphoma, primary in brain	<input type="checkbox"/>	N/A	<input type="text"/>
Mycobacterium avium complex or M. kansasii, disseminated or extrapulmonary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
M. tuberculosis, disseminated or extrapulmonary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Mycobacterium, of other species or unidentified species, disseminated or extrapulmonary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Pneumocystis carinii pneumonia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Progressive multifocal leukoencephalopathy	<input type="checkbox"/>	N/A	<input type="text"/>
Toxoplasmosis of brain, onset at >1 mo. of age	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Wasting syndrome due to HIV	<input type="checkbox"/>	N/A	<input type="text"/>
<b>Def. = definitive diagnosis    Pres. = presumptive diagnosis</b>			
RVCT Case Number <input type="text"/>			
Has this child been diagnosed with pulmonary tuberculosis?	<input type="checkbox"/>	<SELECT>	<input type="text"/>

**Note:** There is no Clinical Status section .

Additionally, there are more AIDS Indicator Diseases and an additional question pertaining to pulmonary tuberculosis at the bottom.

# Birth History Tab

- eHARS displays the **Birth History** tab and the Birth History Available, Residence at Birth, Hospital of Birth, Birth History, and Maternal Information sections.
- The following illustrated the Birth History Available Section:



The screenshot shows a software interface for "Birth History Information (for Perinatal cases only)". It features a dropdown menu labeled "Birth History Available:" with the text "<SELECT>" and a downward arrow.

- Select **Yes**, **No**, or **Unknown** from the **Birth History Available** list.
  - If **No** or **Unknown** is selected, skip to step 32.
  - If **Yes** is selected, complete the sections on the **Birth History** tab.

# Birth History Tab

## Residence at Birth

- The following illustrates the Residence at Birth section:

The screenshot shows a web form titled "Residence At Birth". At the top left is a button labeled "Pull Residential Address". Below this are several input fields: "Address1:" (a large text box), "Address2:" (a smaller text box), "City:" (a text box with a "reset" link below it), "County Name:" (a text box with a "reset" link below it), "State:" (a dropdown menu showing "<Select>"), and "Zip Code:" (a text box). At the bottom left are "Country Name:" and "Country Name:" (both dropdown menus showing "<SELECT>").

- Pull Residential Address
  - Click this button to complete the Residence at Birth fields with the residential address entered on the Identification tab.
  - If the residential address is not available, eHARS displays a message to that effect if this button is clicked.

# Birth History Tab

## Hospital at Birth

- The following illustrates the Hospital at Birth section:

Hospital At Birth				Search	Clear
Facility UID:	<input type="text"/>	Facility Name:	<input type="text"/>		
Short Name:	<input type="text"/>	Facility Type:	<Select>		
Facility Setting:	<Select>	Street Address:	<input type="text"/>		
Street Address 2:	<input type="text"/>	Zip Code:	<input type="text"/>		
City:	<input type="text"/>	County:	<input type="text"/>		
State:	<Select>				
Country:	<SELECT>				
Phone Number:	<input type="text"/>	HRSA Funding:	<Select>		



# Birth History Tab

## Birth History

- Type
  - Single
  - Twin
  - >2
  - Unknown
- Delivery
  - Vaginal
  - Elective Caesarean
  - Non-elective Caesarean
  - Caesarean, unknown type
  - Unknown

# Birth History Tab

## Birth History

- Birth Defects
  - If yes, specify the type by entering the three-character code for the defect.
    - Example: A04 for Spina Bifida or R01 for Down Syndrome
- Neonatal Status
  - Full Term
  - Premature
  - Unknown
- Neonatal Status Weeks
  - Enter the number of weeks the baby was carried
    - Enter *99* for Unknown

# Birth History Tab

## Birth History

- Prenatal Care – Month of pregnancy prenatal care began
  - Enter which month of pregnancy prenatal care began
    - Example: If prenatal care began during the second month of pregnancy, enter *02*
    - Enter *99* for Unknown
- Prenatal Care – Enter the total number of visits made for prenatal care while pregnant
  - Enter *99* for Unknown

# Birth History Tab

## Birth History

- Did mother receive zidovudine (ZDV, AZT) during pregnancy?
  - If Yes, what week of pregnancy was zidovudine (ZDV, AZT) started?
    - Enter the number of the week during pregnancy that ZDV or AZT was started?
      - For example, if zidovudine was administered beginning with the tenth week of pregnancy, enter *10*.
- Did mother receive zidovudine (ZDV, AZT) during labor/delivery?
- Did mother receive zidovudine (ZDV, AZT) prior to this pregnancy?

# Birth History Tab

## Birth History

- Did mother receive any other anti-retroviral medication during pregnancy?
  - If yes, select an anti-retroviral medication from the list.
  - eHARS displays five specify types fields allowing multiple medications to be entered.

Did mother receive any other Anti-retroviral medication during pregnancy?	Y - Yes ▼
<i>(If yes, specify types)</i>	<Select> ▼
<i>(If yes, specify types)</i>	<Select> ▼
<i>(If yes, specify types)</i>	<Select> ▼
<i>(If yes, specify types)</i>	<Select> ▼
<i>(If yes, specify types)</i>	<Select> ▼

**Note: Saquinavir (Fortavase, Invirase)** is a legacy value from HARS and is not intended for selection in current documents; instead, select either **Fortavase (saquinavir)** or **Invirase (saquinavir mesylate)**.

# Maternal Information

- The following illustrates the Maternal Information section:

Maternal Information	
Maternal Date of Birth:	<input type="text"/> (mm/dd/yyyy)
Maternal Soundex:	<input type="text"/>
Maternal State ID Number:	<input type="text"/>
Maternal birth place:	<SELECT> <input type="button" value="v"/>

- Maternal Date of Birth
- Maternal Soundex
  - Enter the mother's soundex code for last name
- Maternal State ID Number
  - Enter the mother's state identifier
- Maternal Birthplace
  - Select a country from the list

# Treatment Tab

## Treatment/Services Referrals

- The following illustrates the Treatment information section:

Treatment Information	
<b>Treatment/Services Referrals</b>	
This child recieved or is recieving.	
Neonatal zidovudine(ZDV,AZT) for HIV prevention:	<SELECT> <input type="text"/> mm/dd/yyyy
Other neonatal anti-retroviral medication for HIV prevention:	<SELECT> <input type="text"/> mm/dd/yyyy
(If yes, specify):	<Select>
Anti-retroviral therapy for HIV treatment:	<SELECT> <input type="text"/> mm/dd/yyyy
PCP Prophylaxis:	<SELECT> <input type="text"/> mm/dd/yyyy
Was this child breastfed?	<Select>
This patient has been enrolled at (Clinical Trial):	<SELECT>
This patient has been enrolled at (Clinic):	<SELECT>
At time of HIV diagnosis, medical treatment primarily reimbursed by:	<SELECT>
At time of AIDS diagnosis, medical treatment primarily reimbursed by:	<SELECT>
This child's primary caretaker is:	<SELECT>

# Treatment Tab

## Treatment/Services Referrals

- Neonatal zidovudine (ZDV, AZT) for HIV prevention:
  - If **Yes**, enter the date treatment began in the *mmddyyyy* or *mmddy* format in the box beside the list.
- Other neonatal anti-retroviral medication
  - If yes, enter the date treatment began and select one or more medications (up to five) from the specify list
- Anti-retroviral therapy for HIV treatment
  - If **Yes**, enter the date treatment began in the *mmddyyyy* or *mmddy* format in the box beside the list.
- PCP Prophylaxis
  - If **Yes**, enter the date treatment began in the *mmddyyyy* or *mmddy* format in the box beside the list.

# Treatment Tab

## Treatment/Services Referrals

- Was this child breastfed?
  - Yes, No, Unknown
- This child has been enrolled at (clinical trial)
  - NIH Sponsored
  - Other
  - None
  - Unknown
- This child has been enrolled at (clinic)
  - HRSA Sponsored
  - Other
  - None
  - Unknown

# Treatment/Services Referrals

- At time of HIV diagnosis, medical treatment primarily reimbursed by
  - Select an option from the list
- At time of AIDS diagnosis, medical treatment primarily reimbursed by
  - Select an option from the list

# Treatment Tab

## Treatment/Services Referrals

- The child's primary caretaker is
  - Biological Parents
  - Other relative
  - Foster/adoptive parent, relative
  - Foster/adoptive parent, unrelated
  - Social service agency
  - Other (if selected, please enter any available specifics in the **Document Comments** box on the **Comments** tab)
  - Unknown

# Lesson 2.5: Entering Information in the Birth Certificate Document

- The Birth Certificate document in eHARS enables capturing most of the data found on the U.S. Standard Certificate of Live Birth. The tabs displayed near the top of the Birth Certificate document roughly correspond to the sections of the paper version of the certificate:

The screenshot shows the 'Birth Certificate' document interface. At the top left, the title 'Birth Certificate' is displayed. To the right, there is a search function with the text '<< SEARCH'. Below the title, there are two input fields: 'Name:' followed by a text box, and 'State No:' followed by a text box. A 'Submit' button is located to the right of the 'State No:' field. Below these fields is a horizontal row of navigation tabs. The tabs are: 'Form Info', 'Identification', 'Mother Identification', 'Mother Demographics', 'Father Demographics', 'History', and 'Child Information'. Below the 'Form Info' and 'Identification' tabs, there are two more sub-tabs: 'Local Fields' and 'Comments'.

# Birth Certificate Document Tabs

- Some of the Birth Certificate Document tabs and the Adult Case Report Form tabs are similar.
- The following slides will only highlight the differences between the Birth Certificate Document tabs compared to the Adult Case Report Form Tabs.
  - These slides will focus on the differences as they relate to the Birth Certificate Document Tabs.
  - The Birth Certificate Document Tabs not discussed can be treated exactly like the Adult Case Report Form tabs.

# Identification Tab

- The following illustrates the Identification Tab:

Child Identification						
<b>Name</b>						
					<input type="button" value="Add Name"/>	<input type="button" value="Clear"/>
Name Type:	Legal	First Name:	<input type="text"/>	<input type="button" value="Clear Name"/>	<b>Soundex</b>	
Prefix:	<input type="text"/>	Middle Name:	<input type="text"/>	First:	<input type="text"/>	<input type="text"/>
Suffix:	<input type="text"/>	Last Name:	<input type="text"/>	Last:	<input type="text"/>	<input type="text"/>
<b>ID</b>						
Type:	TN STATENO	Number:	<input type="text"/>	<input type="button" value="addID"/>	<input type="button" value="Clear"/>	
<b>Child Demographics</b>						
Sex at Birth:	<Select>	Date of Birth:	<input type="text"/>			
Place Where Birth Occurred:	<Select>					

- Place where birth occurred
  - Hospital
  - Free-standing birthing center
  - Home birth, Clinic/doctor's office
  - Unknown

# Mother Demographics Tab

- eHARS displays the **Mother Identification** tab and the Name, Address, and ID sections:

<b>Form Info</b>   <b>Identification</b>   <b>Mother Identification</b>   <b>Mother Demographics</b>   <b>Father Demographics</b>   <b>History</b>   <b>Child Information</b>   <b>Local Fields</b>   <b>Comments</b>									
<b>Mother Identification</b>									
<b>Name</b>									
<input type="button" value="Add Name"/> <input type="button" value="Clear"/>									
Name Type:	Legal	First Name:	<input type="text"/>			<input type="button" value="Clear Name"/>	<b>Soundex</b>		
Prefix:	<input type="text"/>	Middle Name:	<input type="text"/>	First:	<input type="text"/>				
Suffix:	<input type="text"/>	Last Name:	<input type="text"/>	Last:	<input type="text"/>				
<b>Address</b>									
<input type="button" value="Add Address"/> <input type="button" value="Clear"/>									
Address Type:	Residential								
State:	<Select>		Zip Code:	<input type="text"/>					
Address1:	<input type="text"/>			Address2:	<input type="text"/>				
City:	<input type="text"/>			County Name:	<input type="text"/>				
	<a href="#">reset</a>				<a href="#">reset</a>				
Country Name:	<SELECT>								
Phone Number:	<input type="text"/>								
<b>ID</b>									
<input type="button" value="addID"/> <input type="button" value="Clear"/>									
Type:	TN STATENO			Number:	<input type="text"/>				

# Mother Demographics Tab

## Mother Demographics

- eHARS displays the **Mother Demographics** tab and the Mother Demographics, Mother's Medical Health Information, and Method of Delivery sections:

Mother Demographics			
Date of Birth:	<input type="text"/>	(mm/dd/yyyy)	
Country of Birth:	<SELECT>		
Ethnicity:	<SELECT>		
	<input type="text"/>		
	<input type="text"/>		
Race:	<input type="checkbox"/> American Indian or Alaska Native	<input type="checkbox"/> Native Hawaiian	<input type="checkbox"/> White
	<input type="checkbox"/> Black or African American	<input type="checkbox"/> Asian	<input type="checkbox"/> Unknown
Extended Race:	<input type="text"/>		
	<input type="text"/>		

# Mother's Demographics Tab

## Mother's Medical Health Information

- The following illustrates the Mother's Medical Health Information section:

Mother's Medical Health Information			
Date of First Prenatal Care Visit:	<input type="text"/>	Date of Last Prenatal Care Visit:	<input type="text"/>
	(mm/dd/yyyy)		(mm/dd/yyyy)
Total # of Prenatal Visits:	<input type="text"/>	Date Last Normal Menses Began:	<input type="text"/>
			(mm/dd/yyyy)
Total # of Previous Live Births:	<input type="text"/>	Date Last Live Birth:	<input type="text"/>
			(mm/dd/yyyy)

- Total #of Prenatal Care Visits
  - Enter the total number of visits made for prenatal care while pregnant.
- Total # of Previous Live Births
  - Enter the number of live children previously born to the mother.
    - **Note:** DO NOT include this child in the figure entered

# Mother's Demographic Tab

## Method of Delivery

- The following illustrates the Method of Delivery section:



The image shows a screenshot of a software form. The title bar reads "Method of Delivery". Below the title bar, there is a text label "Final route and method of delivery?" followed by a dropdown menu. The dropdown menu currently displays "<SELECT>" and has a small downward-pointing arrow on its right side.

- Final route and method of delivery
  - Vaginal, spontaneous
  - Vaginal, forceps
  - Vaginal vacuum
  - Caesarian

# Father Demographics Tab

- eHARS displays the **Father Demographics** tab and the Father Demographics section:

Father Demographics	
Ethnicity:	<Select> <input type="text"/>
Race:	<input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Native Hawaiian <input type="checkbox"/> White
	<input type="checkbox"/> Black or African American <input type="checkbox"/> Asian <input type="checkbox"/> Unknown
Extended Race:	<input type="text"/>
	<input type="text"/>

# History Tab

- eHARS displays the **History** tab and the Person History section:

Person History	
Risk Factor Description	Risk Factor Value
Child's biological mother's infection status	<SELECT>
Date of mother's first positive HIV confirmatory test:	<input type="text"/>
Mother was counseled about HIV testing during this pregnancy, labor or delivery:	<SELECT>
<b>After 1977, this child's biological mother had:</b>	
Perinatally acquired HIV infection	<SELECT>
Injected non-prescription drugs	<SELECT>
Heterosexual contact with intravenous/injection drug user	<SELECT>
Heterosexual contact with bisexual male	<SELECT>
Heterosexual contact with male with hemophilia/coagulation disorder	<SELECT>
Heterosexual contact with transfusion recipient with documented HIV infection	<SELECT>
Heterosexual contact with transplant recipient with documented HIV infection	<SELECT>
Heterosexual contact with male with AIDS or documented HIV infection, risk not specified	<SELECT>
Received transfusion of blood/blood components (other than clotting factor)	<SELECT>
Received transplant of tissue/organs or artificial insemination	<SELECT>
<b>Before the diagnosis of HIV infection/AIDS, this child had:</b>	
Injected non-prescription drugs	<SELECT>
Received clotting factor for hemophilia/coagulation disorder	<SELECT>
Received transfusion of blood/blood components (other than clotting factor)	<SELECT>
Received transplant of tissue/organs	<SELECT>
Sexual contact with male	<SELECT>
Sexual contact with female	<SELECT>
Other documented risk	<SELECT>
No identified risk factor (NIR)	<SELECT>

# Child Information Tab

- eHARS displays the **Child Information** tab and the Child Information section:

Form Info	Identification	Mother Identification	Mother Demographics	Father Demographics	History	Child Information	Local Fields	Comments
<b>Child Information</b>								
Birth Weight:	<input type="text"/>	(lbs)	<input type="text"/>	(oz)	Obstetric Est. of Gestation:	<input type="text"/>		
Plurality	<Select> ▼							
Congenital Anomalies (check all that apply) :								
<input type="checkbox"/> Anencephaly				<input type="checkbox"/> Meningomyelocele/Spina bifida				
<input type="checkbox"/> Cyanotic congenital heart disease				<input type="checkbox"/> Congenital diaphragmatic hernia				
<input type="checkbox"/> Omphalocele				<input type="checkbox"/> Gastroschisis				
<input type="checkbox"/> Limb reduction defect(excluding congenital amputation and dwarfing syndromes)				<input type="checkbox"/> Cleft Lip with or without Cleft Palate				
<input type="checkbox"/> Cleft Palate alone				<input type="checkbox"/> Down Syndrome				
<input type="checkbox"/> Suspected chromosomal disorder				<input type="checkbox"/> Karyotype confirmed				
<input type="checkbox"/> Karyotype confirmed				<input type="checkbox"/> Karyotype pending				
<input type="checkbox"/> Karyotype Pending				<input type="checkbox"/> Hypospadias				
<input type="checkbox"/> None of the anomalies listed above								
Was infant transferred within 24 hours of Delivery?	<Select> ▼							
If yes, name of facility infant transferred to:				Facility UID :	<input type="text"/>			
				Facility Name :	<input type="text"/>			
				City :	<input type="text"/>			
				<input type="button" value="Search"/>	<input type="button" value="Clear"/>			
Is infant living at time of report?	1 - Yes/Alive ▼							
Is the infant being breastfed at discharge?	<Select> ▼							

# Child Information Tab

- Obstetric Estimate of Gestation
  - Enter the obstetric estimation of complete weeks in utero (inside the uterus)
- Plurality
  - Select the plurality of births from the list
- Congenital Anomalies
  - Select the check box beside each of the anomalies obvious at birth
- Was infant transferred within 24 hours of delivery?
  - If **Yes**, use the next field to search for the transfer facility.

# Lesson 2.6: Entering Information in the Death Document

- The Death Document in eHARS enables capturing most of the data found on the U.S. Standard Certificate of Death. The tabs displayed near the top of the Death Document give you access to data entry fields that correspond to many of the fields found on the standard death certificate:



The screenshot displays the 'Death Document' interface. At the top left, the title 'Death Document' is shown in red. To the right is a search button labeled '<< SEARCH'. Below the title are two input fields: 'Name:' followed by a text box, and 'State No:' followed by a text box. A 'Submit' button is located to the right of the 'State No' field. At the bottom, there is a horizontal row of seven tabs: 'Form Info', 'Identification', 'Demographics', 'Death Data', 'History', 'Local Fields', and 'Comments'. The 'Death Data' tab is currently selected and highlighted.

# Death Document Tabs

- Some of the Death Document tabs and the Adult Case Report Form tabs are similar.
- The following slides will only highlight the differences between the Death Document tabs compared to the Adult Case Report Form Tabs.
  - These slides will focus on the differences as they relate to the Death Document Tabs.
  - The Death Document Tabs not discussed can be treated exactly like the Adult Case Report Form tabs.

# Form Tab

- On the **Form Info** tab, enter information in the Reporting Health Department, Document Information, and Death Report Information sections:

Form Information			
<b>Reporting Health Department</b>			
Reporting State:	TN	Stateno/Primary Identifier:	<input type="text"/>
Reporting Site:	TN00	Cityno/Secondary Identifier:	<input type="text"/>
Reporting City:	<input type="text"/> <a href="#">reset</a>		
<b>Document Information</b>			
Document Type:	Death Document	Document UID:	TN00-000299041-2
Entered By:	Lindsey Sizemore	eHars UID:	TN00S000299040-7
Document Status:	A-Active	Date Entered:	02/27/2014
Date Received at Health Department:	<input type="text"/>	Date Modified:	<input type="text"/>
Document Source:	<input type="text"/>		
Did this report/document initiate a new case investigation?	<Select> ▼	Report Medium :	<Select> ▼
Surveillance Method :	<Select> ▼		
<b>Death Report Information</b>			
Date Report Completed :	<input type="text"/> (mm/dd/yyyy)	Death Certificate Number:	<input type="text"/>

- Date Report Completed
  - Enter date the death certificate was completed
- Death Certificate Number
  - Enter the number from the death certificate



# Death Data Tab

- eHARS displays the **Death Data** tab and the **Death Document Information** and **Cause of Death Information** sections:

Death Document Information					
City of Death:	<input type="text"/>	<a href="#">reset</a>	State of Death:	<Select> ▼	
County of Death:	<input type="text"/>	<a href="#">reset</a>	Place of Death:	<Select> ▼	
Autopsy?	<Select> ▼		Country of Death:	<SELECT> ▼	
Cause of Death Information					
	ICD Code Type	ICD Code	Line	Position	Death Certificate Diagnosis Description
Additional Cause	<Select> ▼	<input type="text"/>	<Select> ▼	<input type="text"/>	<input type="text"/>
					<input type="button" value="Add Cause"/> <input type="button" value="Clear"/>

# Death Data Tab

## Additional Cause

- Additional Cause
  - To enter the disease or injury that resulted in death, begin by selecting a code type from the ICD Code Type list:
    - **ICD 9** (used for deaths before 1999)
    - **ICD10** (used for deaths after 1998)
  - In the **ICD code** box, enter the ICD code notes on the paper death certificate.
- From the **Line** list, select the line of the death certificate on which the code appears:
  - Select *1, 2, 3, or 4* to correspond to lines a, b, c, or d of Part I of the U.S. Standard Certificate of Death. Select *5* to denote additional causes added to Part I, but listed on a line other than a, b, c, or d. Select *6* to represent causes listed in Part II of the death certificate.

# Death Data Tab

## Additional Cause

- In the **Position** box, enter the position of the cause of death on each line:
  - Enter *1* if the cause is the first one listed on the line.
  - Enter *2* if the cause is the second one listed on the line, and so forth.
  - Press the **TAB** key to generate the diagnosis description.
  - **Note:** If a description of the cause of death is available on the death certificate but not the ICD code, enter the description in the **Death Certificate Diagnosis Description** box and leave the **ICD Code** box blank.
  - To save the information, you must select **ICD9** or **ICD10** from the **ICD Code Type** list.
- **Add Cause**
  - Click to add the current cause of death information to the document and display another Additional Cause row of fields

# Lesson 2.7: Entering Information in the Laboratory Report

- The Laboratory Report in eHARS enables capturing data reported by laboratories. Data specific to testing that are collected on the **Lab Data** tab include lab name, specimen ID, type of test, type of sample, collection date, result, and result date:

Laboratory Report << SEARCH

Name:  State No:

Submit

Form Info Identification Demographics History Lab Data Local Fields Comments

# Laboratory Report Tabs

- Some of the Laboratory Report tabs and the Adult Case Report Form tabs are similar.
- The following slides will only highlight the differences between the Laboratory Report tabs compared to the Adult Case Report Form Tabs.
  - These slides will focus on the differences as they relate to the Death Document Tabs.
  - The Death Document Tabs not discussed can be treated exactly like the Adult Case Report Form tabs.

# Form Tab

- eHARS displays the Laboratory Report, the **Form Info** tab, and the Reporting Health Department, Document Information, and Lab Information sections:

Form Info	Identification	Demographics	History	Lab Data	Local Fields	Comments
<b>Form Information</b>						
<b>Reporting Health Department</b>						
Reporting State:	TN					
Reporting Site:	TN00	Stateno/Primary Identifier:	<input type="text"/>			
Reporting City:	<input type="text"/>	<a href="#">reset</a>	Cityno/Secondary Identifier:	<input type="text"/>		
<b>Document Information</b>						
Document Type:	Laboratory Report	Document UID:	TN00-000299048-9			
Entered By:	Lindsey Sizemore	eHars UID:	TN00S000299047-4			
Document Status:	A-Active	Date Entered:	02/27/2014			
Date Received at Health Department:	<input type="text"/>	Date Modified:	<input type="text"/>			
Document Source:	<input type="text"/>					
Did this report/document initiate a new case investigation?	<Select> ▼	Report Medium :	<Select> ▼			
Surveillance Method :	<Select> ▼					
<b>Lab Information</b>						
Date Report Completed :	<input type="text"/>	(mm/dd/yyyy)				

# Demographics Tab

- eHARS displays the **Demographics** tab and the **Person Demographics** and **Core Demographics**:

**Person Demographics**

Date of Birth:  (mm/dd/yyyy)

**Core Demographics**

Marital Status:	<Select>	Education:	<Select>
Sex at Birth:	<Select>	Current Gender Identity:	<Select>
Ethnicity:	<Select>		
	<input type="text"/>		
Race:	<input type="checkbox"/> American Indian or Alaska Native	<input type="checkbox"/> Native Hawaiian	<input type="checkbox"/> White
	<input type="checkbox"/> Black or African American	<input type="checkbox"/> Asian	<input type="checkbox"/> Unknown
Extended Race:	<input type="text"/>		
	<input type="text"/>		

# Lab Data Tab

- eHARS displays the **Lab Data** tab and the **Laboratory Information** section:

Laboratory Information			
<b>Lab Name</b>			
Lab Name	<Select>		<input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Remove"/>
<b>Facility Name</b>			
Facility Ordered By	Facility UID :	<input type="text"/>	<input type="button" value="Search"/> <input type="button" value="Clear"/>
	Facility Name :	<input type="text"/>	
	City :	<input type="text"/>	
<b>Provider Name</b>			
Provider Ordered By	Provider UID :	<input type="text"/>	<input type="button" value="Search"/> <input type="button" value="Clear"/>
	Last Name :	<input type="text"/>	
	First Name :	<input type="text"/>	
Sample ID(Specimen)	<input type="text"/>	Accession Number	<input type="text"/>
Collection Date	<input type="text"/>	Result Date	<input type="text"/>
Received Date	<input type="text"/>		<input type="button" value="Add Lab"/> <input type="button" value="Clear"/>
<b>Lab Test</b>			
Test	<Select>	<input type="checkbox"/> Rapid Test Type	Sample Type <Select>
Manufacturer	<Select>		

# Lab Data Tab

- The Lab Name, Facility Name, and Provider Name entered on a Laboratory Report document apply to all lab results entered on that document.
- If the lab results for a person are from 2 or more laboratories, or ordered by 2 or more facilities or providers, enter a Laboratory Report document for each unique source of information.

# Lesson 2.8: Adding a New Person in eHARS

- At the heart of eHARS surveillance and reporting is a unique individual.
- eHARS maintains a registry of persons and all documents entered in the system are associated with a particular person.

**CAUTION:** Always conduct a search first for the person referred to in a document you are adding to the system.

The statistical integrity of eHARS (and HIV/AIDS surveillance data) depends upon each person entered being a unique individual and not a duplicate of a previous entry.

If the search returns possible matches, research each match by clicking document links in the Search Results table.

# Adding a Person

- Clicking **Add a Person** on the Main Menu bar of a Documents and Forms page loads the Document for New Person page in your Web browser.
- This page consists of a list of links to eHARS documents:

Search a Document  
All Document Import  
Add a Person



## Document for New Person

[ADULT CASE REPORT FORM](#)  
[ADULT CASE REPORT FORM](#)  
[PEDIATRIC CASE REPORT FORM](#)  
[PEDIATRIC CASE REPORT FORM](#)  
[BIRTH CERTIFICATE DOCUMENT](#)  
[BIRTH CERTIFICATE DOCUMENT](#)  
[DEATH DOCUMENT](#)  
[DEATH DOCUMENT](#)  
[LABORATORY DOCUMENT](#)  
[LABORATORY DOCUMENT](#)

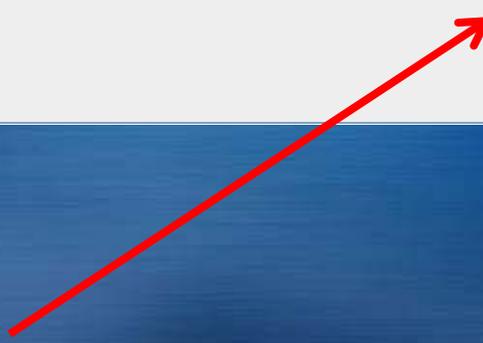
# Adding a Person

- Click one of the following documents to use for data entry:

Search a Document  
All Document Import  
Add a Person

## Document for New Person

[ADULT CASE REPORT FORM](#)  
[ADULT CASE REPORT FORM](#)  
[PEDIATRIC CASE REPORT FORM](#)  
[PEDIATRIC CASE REPORT FORM](#)  
[BIRTH CERTIFICATE DOCUMENT](#)  
[BIRTH CERTIFICATE DOCUMENT](#)  
[DEATH DOCUMENT](#)  
[DEATH DOCUMENT](#)  
[LABORATORY DOCUMENT](#)  
[LABORATORY DOCUMENT](#)



# Adding a Person

- eHARS displays the selected document and its **Form Info** tab, similar to the following:

The screenshot shows the 'Laboratory Report' form in the eHARS system. The 'Form Info' tab is selected, displaying various fields for reporting and document information. The form is organized into sections: Reporting Health Department, Document Information, and Lab Information. The 'Form Info' tab is highlighted in blue, and the 'Submit' button is visible in the top right corner.

**Laboratory Report** << SEARCH

Name:  State No:  Submit

**Form Information**

**Reporting Health Department**

Reporting State: GA  
Reporting Site: GA00 Stateno/Primary Identifier:   
Reporting City:  [reset](#) Cityno/Secondary Identifier:

**Document Information**

Document Type: Laboratory Report Document UID: GA00-000114773-5  
Entered By: System Administrator eHars UID: GA00S000114772-0  
Document Status: A-Active Date Entered: 02/10/2005

Date Received at Health Department:  Date Modified:   
Document Source:

Did this report/document initiate a new case investigation? <SELECT> Report Medium : <SELECT>  
Surveillance Method : <SELECT>

**Lab Information**

Date Report Completed :  (mm/dd/yyyy)

- Enter information in the fields displayed in the sections of the **Form Info** tab.
- Complete the fields on the remaining tabs and **SUBMIT**.

# Lesson 2.9: Reviewing Calculated Data for a Person

- The Person View document is the summary document for all information contained in the eHARS database for a selected person.
- eHARS creates this document when the first data entry or legacy document for a person is added to the database.
- The Person View document is updated whenever new data are added to a case or when data are changed or deleted.

# Person View Document

- In compiling the Person View document, eHARS uses a hierarchy of rules to determine the primary value displayed in certain fields.
- Primary values comprise the majority of data transferred to CDC for national reporting.
- If multiple documents have been entered for a person, the system may default to the most recent information entered.
  - For example, if a person's residential address was submitted from an Adult Case Report form and a Laboratory Report, eHARS displays the value from the most recently entered document in the **Address** field of the Person View document.

# Person View Document

- For other fields, such as **Date of Birth**, eHARS defaults to the information entered in a preferred document.
- The established order for the **Date of Birth** field is as follows:
  - Birth certificate
  - HARS System Adult or Pediatric (legacy data)
  - Pediatric Case Report form
  - Adult Case Report form
  - Death document
  - Laboratory document

# Person View Document

- Fields cannot be directly edited in the Person View document, and you cannot enter new data in Person View.
- To enable access to contributing documents that can be edited, eHARS displays Document IDs as links in the Person View document.
  - Click a link to display the appropriate document, edit the information, and submit the document to the database. eHARS then recalculates the information in the Person View document.

Note: An **Override** command allows an authorized user to change a primary value by selecting another value contained in the database.

The hierarchy that determines which primary values are selected by eHARS cannot be changed by users, administrators, or sites.

# Calculated Variables

- eHARS uses algorithms to calculate certain variables, such as age at diagnosis for HIV.
- These fields are displayed on the **Calculated variables** tab.
  - As information is entered or modified in the system for an individual, the calculated variables are automatically updated to reflect the most accurate and current values available.
  - These values cannot be edited directly.

# Person View Document Tabs

- Many of the tabs match those common to all eHARS documents; however, the Person View document has the following unique tabs:
  - **Available Documents**, which displays each document entered into the system for this person, the site code, the source of the document, and the date entered.
  - **Duplicate Review History**, which displays the records of previously resolved case pairs. These records are grouped by Site and Stateno and sorted in descending order by verified date, from most recent verified date to earliest verified date.

# Person View Document Tabs

- **Contacts**, which displays contact information for each document added to the case, including report source, the name of the person who completed the paper form, and the phone number of the person who completed the paper form.
- **Investigation**, which displays the investigation number, status, opened and closed dates, and who is assigned to (or closed) any investigations linked to this case.
- **Calculated variables**, which displays the results of the many calculations performed by eHARS.
  - For example, the results of whether or not a case meets the CDC case definition for AIDS (#298) or meets CDC eligibility for AIDS (#301) are displayed on this tab.

# Displaying the Person View Document

- To display the Person View document and review all information entered for a person, do the following:
  - Click Document on the Navigation bar.

The screenshot shows a web application interface with a navigation bar at the top containing three tabs: 'DOCUMENT', 'REPORT', and 'ADMIN'. The 'DOCUMENT' tab is highlighted with a yellow border. Below the navigation bar is a search form titled 'Documents and Forms Search'. The form includes a search bar with the text 'Search a Document' and two buttons: 'Search' and 'Reset'. Below the search bar is a list of search criteria, each with a dropdown menu and a text input field. The criteria are: Date of Birth, Last Name, Middle Name, First Name, Last Name Soundex, ID, Document UID, Street Address, City, State, County, Zip Code, Sex, Race, Ethnicity, Date of Death, Vital Status, Health Care Facility, Local Field, and Diagnosis. The 'ID' dropdown menu is currently set to 'TN STATENO'. The 'Local Field' dropdown menu is currently set to '<SELECT>'. The 'Diagnosis' dropdown menu is currently set to '<SELECT>'. On the left side of the search form, there are two buttons: 'All Document Import' and 'Add a Person'.

# Displaying the Person View Document

- Enter your search criteria and click **Search**.
- eHARS runs the search and displays a list of matches.
- In the Document column of the Document Search Results page, click **Person View** beside the name of the person whose Person View document you want to review.

# Displaying the Person View Document

## Document Search Results - Page: 1

NAME/NCI	DOCUMENT UID	*DOCUMENT	STATENO	ENTERED DATE	SOUNDEX	CUR. RES.	SEX	RACE	ETHNICITY	DOB	DOD	*LAB. NAME	DIAGNOSIS	
EXECUTED: Tue Nov 22 16:31:45 EST 2005 CRITERIA: last_name begins with SMI SORTED: personName, ascending - [* NOT Sortable] SUMMARY: Cases: 13   Pages: 3														
<<<>> 1 2 3														
<b>ADD DOCUMENT</b>														
SMITH	NJ00-0001381	8-5 <b>Person View</b>	CS12345	02/18/1992	S530,		F - Female	Black / African American	Not Hispanic or Latino	06/04/1991	03/07/1993		4 - Pediatric HIV	<b>DELETE</b>
SMITH	NJ00-000138228-7	<b>Adult Case Report Form</b>		11/22/2005	S530,									<b>DELETE</b>
NOLAN	NJ00H100017500-4	<b>HARS Pediatric System (Legacy)</b>	CS12345	02/18/1992	N450,	ALLAMUCHY NJ WARREN CO. 32145	F - Female	Black / African American	Not Hispanic or Latino	06/04/1991	03/07/1993			<b>DELETE</b>
<b>ADD DOCUMENT</b>														
SMITH, FARAH	NJ00-00004072	-1 <b>Person View</b>	11889	05/31/1994	S530,F600		F - Female	Black / African American	Not Hispanic or Latino	11/23/1960			1 - Adult HIV	<b>DELETE</b>
KAZINSKI, CHERI	NJ00H100031185-3	<b>HARS Adult System (Legacy)</b>	11889	05/31/1994	K252,C600	HOBOKEN NJ HUDSON CO.	F - Female	Black / African American	Not Hispanic or Latino	11/23/1960				<b>DELETE</b>
<b>ADD DOCUMENT</b>														
SMITH, JOE	NJ00-000130556	7 <b>Person View</b>		06/16/2005	S530,J000		M - Male		Hispanic or Latino	01/06/1961			9 - Unknown	<b>DELETE</b>
SMITH, JOE	NJ00-000130519	<b>Report Form Birth Certificate Document</b>		06/16/2005	S530,J000	ATLANTA GA			Hispanic or Latino					<b>DELETE</b>
SMITH, JOE	NJ00-000130557-8			06/16/2005	S530,J000									<b>DELETE</b>
<b>ADD DOCUMENT</b>														
SMITH, JULIE	NJ00-00013513	-9 <b>Person View</b>		09/02/2005	S530,J400		F - Female	Native Hawaiian / Other Pacific Islander	Not Hispanic or Latino	11/12/1949		ANESIA KUDRIN MEMORIAL CLINIC	9 - Unknown	<b>DELETE</b>
SMITH, JULIE	NJ00I000135130-4	<b>Laboratory Document</b>		09/02/2005	S530,J400	*WARNER ROBBINS GA HOUSTON CO. 31095	F - Female		Not Hispanic or Latino	11/12/1949		ANESIA KUDRIN MEMORIAL CLINIC		<b>DELETE</b>
<b>ADD DOCUMENT</b>														
SMITH, JULIE	NJ00-00013537	-1 <b>Person View</b>		09/02/2005	S530,J400		F - Female	Native Hawaiian / Other Pacific Islander	Not Hispanic or Latino	11/12/1949	04/02/2005		9 - Unknown	<b>DELETE</b>
SMITH, JULIE	NJ00I000135372-6	<b>Death Document</b>		09/02/2005	S530,J400		F - Female		Not Hispanic or Latino	11/12/1949	04/02/2005			<b>DELETE</b>
<b>ADD DOCUMENT</b>														
SMITH, MARK	NJ00-00013518	0 <b>Person View</b>		09/02/2005	S530,M620		M - Male	American Indian / Alaska Native	Not Hispanic or Latino	11/12/1949		ANESIA KUDRIN MEMORIAL CLINIC	9 - Unknown	<b>DELETE</b>
SMITH, MARK	NJ00I000135186-5	<b>Laboratory Document</b>		09/02/2005	S530,M620	SAVANNAH GA CHATHAM CO. 31402	M - Male	American Indian / Alaska Native	Not Hispanic or Latino	11/12/1949		ANESIA KUDRIN MEMORIAL CLINIC		<b>DELETE</b>
<<<>> 1 2 3														
NAME/NCI	DOCUMENT UID	*DOCUMENT	STATENO	ENTERED DATE	SOUNDEX	CUR. RES.	SEX	RACE	ETHNICITY	DOB	DOD	*LAB. NAME	DIAGNOSIS	

# Person View

- eHARS displays the Person View document and the **Available Documents** tab:

Person View Information					ADD DOCUMENT	
STATENO: 110			<a href="#">&lt;&lt; SEARCH</a> <a href="#">&lt;&lt; SEARCH RESULTS</a>			
Status: A - Active			Person View Last Modified Date: 01/24/2005			
<a href="#">Available Documents</a>	<a href="#">Identification</a>	<a href="#">Demographics</a>	<a href="#">Facility</a>	<a href="#">History</a>	<a href="#">Lab Data</a>	<a href="#">Clinical</a>
<a href="#">Treatment/Services</a>	<a href="#">Children linked to this case</a>	<a href="#">Birth History</a>	<a href="#">Death</a>	<a href="#">Duplicate Review</a>	<a href="#">Local Fields</a>	
<a href="#">Comments</a>	<a href="#">Contacts</a>	<a href="#">Investigation</a>	<a href="#">Calculated variables</a>			
- AVAILABLE DOCUMENTS - ^						
document type	document id	report source		site code	date entered	
Birth Certificate Document	<a href="#">GA00-000105364-1</a>	Other Database/Birth Certificate		GA00	01/24/2005	
Adult Case Report Form	<a href="#">GA00-000105398-6</a>			GA00	01/24/2005	
- IDENTIFICATION - ^						
field name	value	document type	document id	date entered	override	
NAME	JOHN, SMITH Type: Legal Soundex: J500	Adult Case Report Form	<a href="#">GA00-000105398-6</a>	01/24/2005	<b>OVERRIDE</b>	

- eHARS displays the **STATENO**, **Status**, and **Person View Last Modified Date** fields at the top of the Person View document.

# Status Field Values

- The following describes the possible Status field values for the case:
  - Active
    - An 'Active' case is not necessarily a case that is eligible for inclusion on the national dataset
    - Check values on the **Calculated Variables** tab of the Person View document to determine whether or not the case meets CDC case definitions for HIV or AIDS and eligibility criteria.
  - Deleted
    - Indicates the case has been flagged for deletion from the eHARS database.
  - Error
    - Indicates an error exists in the case data.

# Status Field Values

- Required Fields missing
  - Indicates required fields, such as **Vital Status**, have not been completed.
- Warning
  - Indicates certain fields are not completed or may be incorrect.
  - For example, if the selected diagnostic status is **Confirmed HIV Infection (not AIDS)**, but information entered on the **Lab Data** or **Clinical** tab indicates AIDS, eHARS displays a warning on the Summary page when the data entry document is submitted.

# Person View

- Select other tabs to review additional information for this person.
  - For example, click the **History** tab to display risk factor information entered for this person.
  - Note: If the case has been assigned NIR (No Identified Risk) as the transmission category, the **History** tab indicates whether NIR was user assigned (1) or system assigned (2). If NIR was system assigned, eHARS does not allow changing the risk factors on the document that led to the NIR assignment.

# Calculated Variables

- The following is a partial illustration of the information displayed on the **Calculated variables** tab:

<b>- CALCULATED VARIABLES - ^</b>					
field name	code	Value	document type	document id	date entered
Earliest date the first document was entered into the system	219	01/24/2005	Person View	GA00-000105403-9	01/24/2005
Earliest date the first document was received at the health department	220	01/24/2005	Person View	GA00-000105403-9	01/24/2005
Transmission category	221	10 - Adult with no risk factor reported (NRR)	Person View	GA00-000105403-9	01/24/2005
Expanded transmission category	222	14 - Adult with undetermined transmission category	Person View	GA00-000105403-9	01/24/2005
HIV case definition category	272	9 - Unknown	Person View	GA00-000105403-9	01/24/2005
AIDS case definition category	273	9 - Not an AIDS case	Person View	GA00-000105403-9	01/24/2005
Class	286	X9 - Unknown clinical category, unknown CD4	Person View	GA00-000105403-9	01/24/2005
Diagnostic status	287	9 - Unknown	Person View	GA00-000105403-9	01/24/2005
Meets CDC case definition for HIV (not AIDS)	297	N	Person View	GA00-000105403-9	01/24/2005
Meets CDC case definition for AIDS	298	N	Person View	GA00-000105403-9	01/24/2005
Meets CDC case definition for HIV disease	299	N	Person View	GA00-000105403-9	01/24/2005

**STATENO: 110** [<< SEARCH](#) [SEARCH RESULTS](#)  
**Status: A - Active** Person View Last Modified Date: 01/24/2005

- Click the up arrow beside the **Calculated Variables** heading to return to the top of the **Person View** document.

# Lesson 2.10: Editing eHARS Documents

- If an error was made in entering document information, you can return to the eHARS document, make the necessary changes, and submit the document's data to the database.
- Making changes to a document and submitting those changes results in eHARS recalculating the Person View document for a person.

**CAUTION:** A document should only be edited to correct errors made during data entry, or to add information that was unclear or illegible during data entry but was subsequently clarified.

If additional information is received from another source, use the **Add Document** command to enter the new data using the appropriate data entry document.

# Editing Documents

- Search a Document
- All Document Import
- Add a Person

## Documents and Forms Search

Search Reset

SWITCH TO FUZZY SEARCH

Date of Birth:	<Select>	<input type="text"/>
Last Name:	<Select>	<input type="text"/>
Middle Name:	<Select>	<input type="text"/>
First Name:	<Select>	<input type="text"/>
Last Name Soundex:	<Select>	<input type="text"/>
ID:	<Select>	TN STATENO <input type="text"/>
Document UID:	<Select>	<input type="text"/>
Street Address:	<Select>	<input type="text"/>
City:	<Select>	<input type="text"/>
State:	<Select>	<Select>
County:	<Select>	<input type="text"/>
Zip Code:	<Select>	<input type="text"/>
Sex:	<Select>	<Select>
Race:	<Select>	<SELECT>
Ethnicity:	<Select>	<SELECT>
Date of Death:	<Select>	<input type="text"/>
Vital Status:	<Select>	<Select>
Health Care Facility:	<Select>	<input type="text"/>
Local Field:	<Select>	<SELECT>
Diagnosis:	<Select>	<Select>

# Editing Documents

- To edit a document, do the following:
    - Click Document on the Navigation bar.
      - eHARS displays the Documents and Forms Search page.
    - Enter your search criteria in the fields displayed on the Documents and Forms Search page.
    - After entering all the necessary criteria, click **Search**.
    - Identify the appropriate person and document from the list of results.
- Note: You cannot edit HARS Legacy documents or imported death documents.

# Editing Documents

- In the Document column of the Document Search Results page, click the link to the document you want to edit.
  - eHARS displays the **Form Info** tab of the selected document.
  - Note: If this is not the correct document, click Search Results at the top right of the document to return to the Document Search Results page.
- Make the necessary changes to the information in the document.
- Click **Submit** when finished.
- Review the information displayed on the Summary page.

# Lesson 2.11: Deleting Documents

- To delete a document in eHARS, click **Delete** beside the document on the Document Search Results page.
- eHARS does not physically remove the document from the database; instead, it changes the status of the document from “Active” to “Deleted.”

**Note:** Not every user will be assigned the necessary permissions to delete documents.

# Deleting Documents

- Because a deleted document is not removed from the database, eHARS continues to display deleted documents in search results. eHARS notes the status of such documents in the list of search results by displaying the document's name in italics.
- Deleted documents are not used in the calculations that generate a Person View document; therefore, deleting documents may affect the status of a case.

# Deleting Documents

- To delete a document, do the following:
  - Click **Document** on the Navigation bar.
    - eHARS displays the Documents and Forms Search page.
  - Enter your search criteria in the fields displayed on the Documents and Forms Search page.
  - After entering all the necessary criteria, click **Search**.
  - Identify the appropriate person and document from the list of results.
  - Click **Delete** beside the document you want to remove.
    - **Note:** If the document is the only document entered for a case, eHARS also flags the Person View document as “Deleted.”

# Deleting Documents

## Document Search Results - Page: 1

EXECUTED: Tue Nov 22 16:31:45 EST 2005  
 CRITERIA: last\_name begins with SM  
 SORTED: personName, ascending - [\* NOT Sortable]  
 SUMMARY: Cases: 13 | Pages: 3

<<>> 1 2 3

NAME/NCT	DOCUMENT UID	*DOCUMENT	STATENO	ENTERED DATE	SOUNDEX	CUR. RES.	SEX	RACE	ETHNICITY	DOB	DOD	*LAB. NAME	DIAGNOSIS	
<b>ADD DOCUMENT</b>														
SMITH	NJ00-000138198-5	<a href="#">Person View</a>	CS12345	02/18/1992	S530,		F - Female	Black / African American	Not Hispanic or Latino	06/04/1991	03/07/1993		4 - Pediatr HIV	<a href="#">DELETE</a>
SMITH	NJ00-000138228-7	<a href="#">Adult Case Report Form</a>		11/22/2005	S530,									<a href="#">DELETE</a>
NOLAN	NJ00H100017500-4	<a href="#">HARS Pediatric System (Legacy)</a>	CS12345	02/18/1992	N450,	ALLAMUCHYF - NJ WARREN CO. 32145	F - Female	Black / African American	Not Hispanic or Latino	06/04/1991	03/07/1993			
<b>ADD DOCUMENT</b>														
SMITH, FARAH	NJ00-000040725-1	<a href="#">Person View</a>	111889	05/31/1994	S530,F600		F - Female	Black / African American	Not Hispanic or Latino	11/23/1960			1 - Adult HIV	<a href="#">DELETE</a>
KAZINSKI, CHERI	NJ00H100031185-3	<a href="#">HARS Adult System (Legacy)</a>	111889	05/31/1994	K252,C600	HOBOKEN NJ HUDSON CO.	F - Female	Black / African American	Not Hispanic or Latino	11/23/1960				
<b>ADD DOCUMENT</b>														
SMITH, JOE	NJ00-000130556-7	<a href="#">Person View</a>		06/16/2005	S530,J000		M - Male		Hispanic or Latino	01/06/1961			9 - Unknown	<a href="#">DELETE</a>
SMITH, JOE	NJ00-000130519-2	<a href="#">Adult Case Report Form</a>		06/16/2005	S530,J000	ATLANTA GA			Hispanic or Latino					<a href="#">DELETE</a>
SMITH, JOE	NJ00-000130557-8	<a href="#">Birth Certificate Document</a>		06/16/2005	S530,J000									<a href="#">DELETE</a>
<b>ADD DOCUMENT</b>														
SMITH, JULIE	NJ00-000135131-9	<a href="#">Person View</a>		09/02/2005	S530,J400		F - Female	Native Hawaiian / Other Pacific Islander	Not Hispanic or Latino	11/12/1949		ANESIA KUDRIN MEMORIAL CLINIC	9 - Unknown	<a href="#">DELETE</a>
SMITH, JULIE	NJ00I000135130-4	<a href="#">Laboratory Document</a>		09/02/2005	S530,J400	*WARNER ROBBINS GA HOUSTON CO. 31095	F - Female		Not Hispanic or Latino	11/12/1949		ANESIA KUDRIN MEMORIAL CLINIC		<a href="#">DELETE</a>
<b>ADD DOCUMENT</b>														
SMITH, JULIE	NJ00-000135373-1	<a href="#">Person View</a>		09/02/2005	S530,J400		F - Female	Native Hawaiian / Other Pacific Islander	Not Hispanic or Latino	11/12/1949	04/02/2005		9 - Unknown	<a href="#">DELETE</a>
SMITH, JULIE	NJ00I000135372-6	<a href="#">Death Document</a>		09/02/2005	S530,J400		F - Female		Not Hispanic or Latino	11/12/1949	04/02/2005			<a href="#">DELETE</a>
<b>ADD DOCUMENT</b>														
SMITH, MARK	NJ00-000135187-0	<a href="#">Person View</a>		09/02/2005	S530,M620		M - Male	American Indian / Alaska Native	Not Hispanic or Latino	11/12/1949		ANESIA KUDRIN MEMORIAL CLINIC	9 - Unknown	<a href="#">DELETE</a>
SMITH, MARK	NJ00I000135186-5	<a href="#">Laboratory Document</a>		09/02/2005	S530,M620	SAVANNAH GA CHATHAM CO. 31402	M - Male	American Indian / Alaska Native	Not Hispanic or Latino	11/12/1949		ANESIA KUDRIN MEMORIAL CLINIC		<a href="#">DELETE</a>

<<>> 1 2 3

# Deleting Documents

- Do one of the following:
  - Click **Search Results** to return to the Document Search Results page.
  - eHARS displays the deleted document's name in italics in the list of the results. In place of **Delete** beside the document, eHARS displays **Undelete**.
  - Click **Document Search** to return to the Documents and Forms Search page.

# Restoring Deleted Documents

- Deleted documents are not immediately removed from eHARS.
- eHARS changes the status flag of these documents from “Active” to “Deleted” and continues to display the documents in search results.
- eHARS notes the status of such documents in the list of search results by displaying the document’s name in italics.

**Note:** Restoring a deleted document can result in the status of a case changing.

# Restoring Deleted Documents

- Until deleted documents are purged from the system, these documents are available to review.
- Documents are purged from the system when the monthly transmission is performed (last Monday of every month).
- The status flag of deleted documents can be changed using the **Undelete** command.

# Undeleting Documents

- To undelete a document, do the following:
  - Click **Document** on the Navigation bar.
    - eHARS displays the Documents and Forms Search page.
  - Enter your search criteria in the fields displayed on the Documents and Forms Search page.
  - After entering all the necessary criteria, click **Search**.
  - Identify the document you want to restore from the list of results.
  - Click **Undelete** beside the document you want to restore.
- **Note:** eHARS recalculates the Person View document whenever a document linked to it is restored.

# Lesson 2.12: Viewing Information in the HARS System Documents

- eHARS contains information imported from documents originally collected in HARS.
- The HARS System Adult, HARS NDI (National Death Index), and HARS System Pediatric documents are available for review and system calculations only.

Note: These legacy documents cannot be edited in eHARS as they were frozen with the HARS to eHARS conversion took place.



# HARS System Pediatric Document

## Document Search Results - Page: 1

EXECUTED: Mon Feb 27 15:51:35 EST 2006  
 CRITERIA: last\_name equals JONES AND first\_name equals LONNIE  
 SORTED: personName, ascending - [\* NOT Sortable]  
 SUMMARY: Cases: 1 | Pages: 1

<<<>> 1

NAME/NCI -	DOCUMENT UID	*DOCUMENT	STATENO	SOUNDEX	SEX	RACE	ETHNICITY	DOB	DOD	DIAGNOSIS	
<b>ADD DOCUMENT</b>		<b>eHARS UID: NJ00H143614*****</b>									
JONES, LONNIE	NJ00-000066068-5	<a href="#">Person View</a>	143614	J520,L500	F - Female	Black / African American	Not Hispanic or Latino	06/18/1988		5 - Pediatric AIDS	<b>DELETE</b>
JONES, LONNIE	NJ00H100068272-6	<a href="#">HARS Pediatric System (Legacy)</a>	143614	J520,L500	F - Female	Black / African American	Not Hispanic or Latino	06/18/1988			
JONES, LONNIE	NJ00H200068272-7	<a href="#">HARS NDI (Legacy)</a>	143614	J520,L500							

NAME/NCI -	DOCUMENT UID	*DOCUMENT	STATENO	SOUNDEX	SEX	RACE	ETHNICITY	DOB	DOD	DIAGNOSIS	
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<<<>> 1

# HARS System Documents

- If necessary, click other tabs to display their contents.
- To view the details of names, addresses, and identifiers, click **View** beside the item.
- For example, click **View** beside an address to populate the fields of the Address section with the selected item's information:

Address					
Address	Address Type	City	State	Zip Code	
1234 BENTWOOD ROAD	Residential	WASHINGTON	NJ	02110	<a href="#">VIEW</a>

Address Type:

State:  Zip Code:

Address1:  Address2:

City:  County Name:

Country Name:

Phone Number:

Notice how this information is grayed out.

# Closing Thoughts

- If there is something that looks incorrect in eHARS (e.g. gender, race, etc.), please notify your supervisor.
- This includes information in the Person View document attributed to the HARS files.
  - Although the HARS files cannot be updated, measures can be taken to override them and ensure the person view document reflects the most accurate information.