e S H A R E Informer

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eSHARE Mapping

What is an eSHARE Mapping?

An eSHARE Mapping is a document intended to guide programmatic reporting and evaluation. The mapping will provide details for all activities contracted per service category in eSHARE. The mappings are updated periodically. **Mapping details include:**

- Contract Activity
- eSHARE Service Type
- eSHARE Entry Form
- Site(s) of Service
- Service Details
- Payment Point

Where can I find the eSHARE Mapping for my service category?

You can find the Mapping for your service category on the 'Resources' section on the eSHARE Dashboard shown to the right.

The mappings are listed by service categories in alphabetical order.

You can save, open and print each mapping in PDF format.

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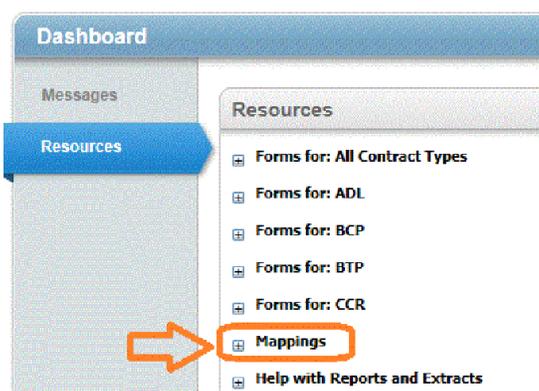
eSHARE Recent Updates: Ryan White and ETE

In the recent release of eSHARE changes there was a removal of 4 questions on the Ryan White Re-Assessment form:

- Has your employment status changed since the last assessment?

- Has your insurance changed since the last assessment?

- Has your housing situation changed at all since the last assessment?

- Has there been any change in who lives with you (any change in your household)?

Instead of asking clients if there has been a change since the last assessment, they are now asked about these data elements as of the time of the assessment (similar to the Intake Assessment). We understand that records of a client's previous assessments may not always be available for review when completing the Re-Assessment form, so asking these questions anew will help facilitate the collection of these data elements. In addition, we hope to minimize the need for clients to recall information that was provided at previous assessments. Generally with Ryan White Part A contracts, it is recommended that clients be re-assessed for eligibility at least every six-months, at the time of the scheduled re-assessment.

You can find an updated Re-Assessment form for your service category on the eSHARE Dashboard under 'Resources'.

Clinical Reports in eSHARE

These five reports are designed for Ryan White service providers that collect Primary Care Status Measures in eSHARE and show graphs of CD4 and viral load test result values from the Intake Assessment, PCSM Update or Special Assessment forms dated within the period specified, by agency or client. They are located under the Reports menu as shown to the right.

Agency Reports

The criteria screen for the Agency reports includes date range, interval and type of year, and service category/contract:
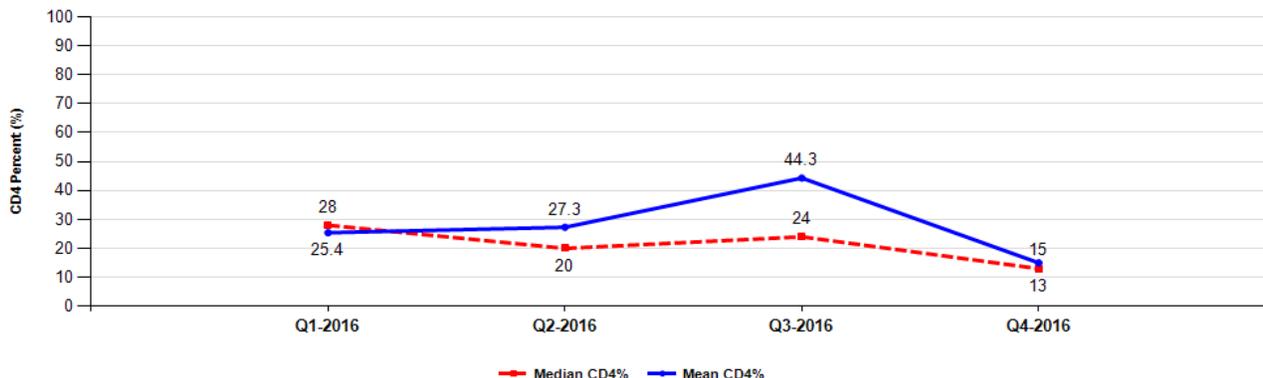

Notes on the criteria:

- 'From' and 'To' dates are both required.
- Interval is either Monthly, Quarterly (3 months) or Trimester (120 days or approximately 4 months)
- 'Type of Year' is either Fiscal or Calendar.
- Agency name should appear automatically.
- Select appropriate service categories in 'Service Categories' box on the left or check 'All' for all service categories.
- Selection of a service category will display corresponding contract in the 'Contract Number' selection box on the right.
- Select appropriate contract or check 'All' for all contracts within the service categories selected.

Clinical Reports in eSHARE

ZZZTest Mean and Median CD4 %, 01/01/2016 - 12/31/2016
(Quarterly based on calendar year)

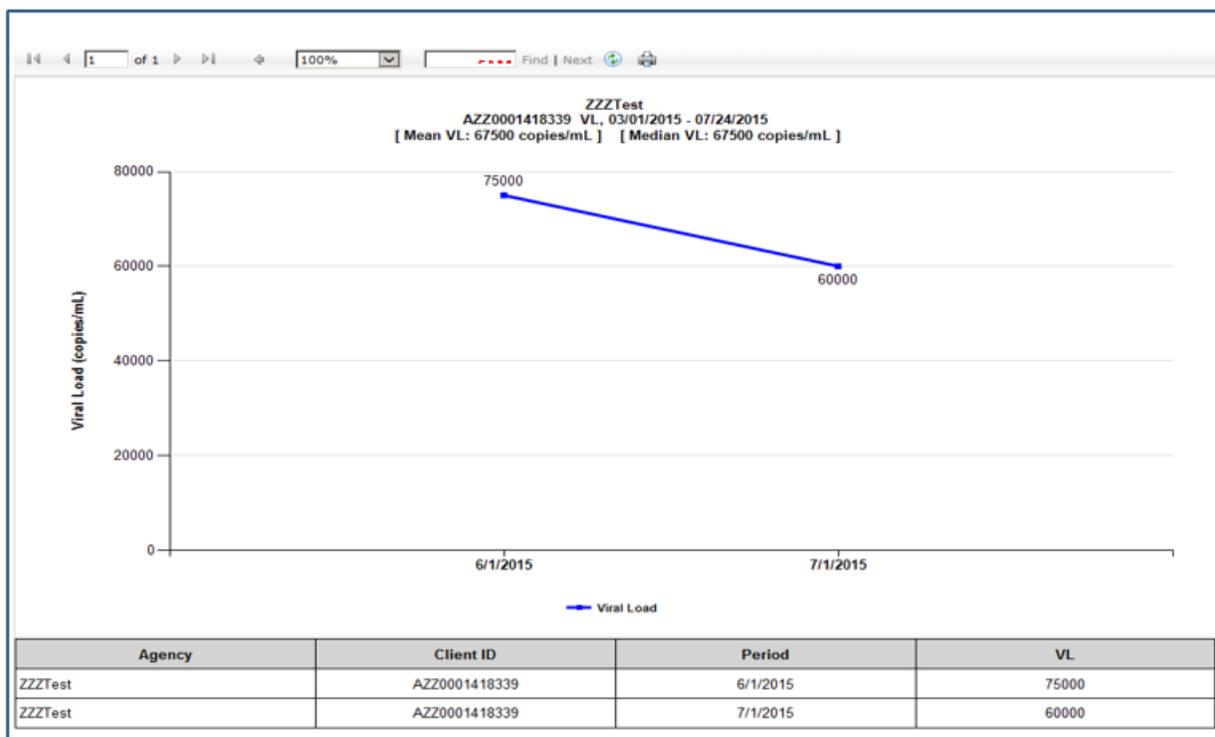| Agency	Period	Median Percent	Mean Percent
ZZZTest	Q1-2016	28	25.4
ZZZTest	Q2-2016	20	27.3
ZZZTest	Q3-2016	24	44.3
ZZZTest	Q4-2016	13	15

Client Reports

On the Criteria screen, enter the Client System ID from the Client Demographics form:
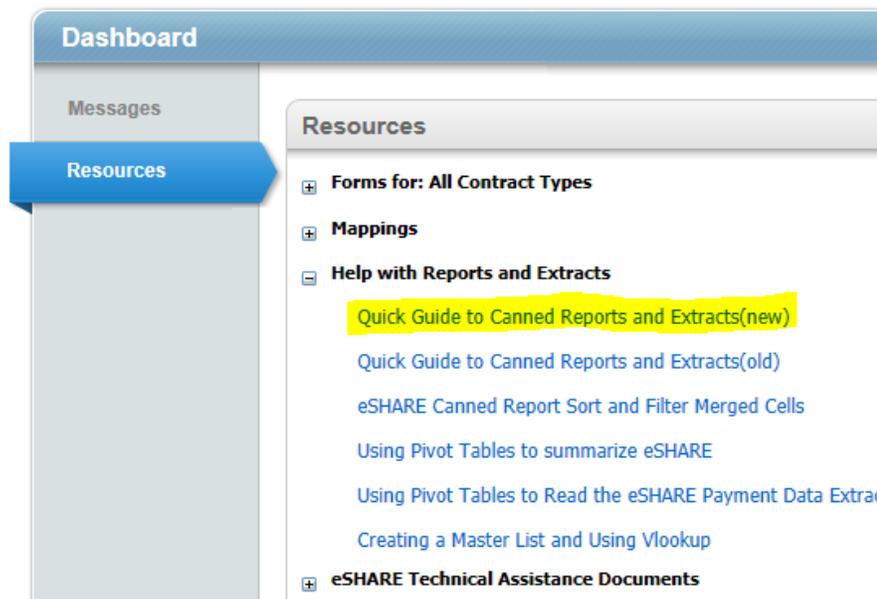
Client Viral Load Graphic Report

Report Criteria

* From: 3/1/2015   * To: 7/24/2015

* Client Id: AZZ0001418339

|◀ ◀ 1 of 1 ▶ ▶| ⇔   100% ▼   [   ] ⊶ Find | Next ⊕ 🖨

ZZZTest
AZZ0001418339 VL, 03/01/2015 - 07/24/2015
[Mean VL: 67500 copies/mL]   [Median VL: 67500 copies/mL]

Agency	Client ID	Period	VL
ZZZTest	AZZ0001418339	6/1/2015	75000
ZZZTest	AZZ0001418339	7/1/2015	60000

Canned Reports Guide (updated)

We have exciting news! There is a new and improved **Quick Guide to Canned Reports and Extracts** document.

You will find both the new and old version of this document under the 'Help with Reports and Extracts' in the Resources tab of the eSHARE Dashboard.

We welcome feedback about the new format at **eSHAREinfo@health.nyc.gov**

Process for Adding Service Sites to eSHARE

Purpose: **The following chart is designed to illustrate the process and roles of Public Health Solutions Contract Managers (CAMS CM), agency and DOHMH Staff in the establishment of new service sites in eSHARE.**

Person Responsible	Duties
Agency	• Contact your PHS CAMS Contract Manager who will verify in your contract documents that the service site(s) is valid. • Enter the service site(s) in Agency Profile (Agency Administrator only) in the Administration Module. • Confirm the site(s) is entered in Agency Profile.
CAMS CM	• Verify in *Appendix G1* that service site(s) are in the contract documents. • If valid, activate that service site(s) for the contract within eSHARE Contract Management Module. • If not valid, contact the DOHMH Project Officer to confirm that the addition of this service site(s) to the contract is allowable.
DOHMH PO / QMS	• Verify that the service site(s) to be added is within the scope of work and appropriate for the relevant program.
CAMS CM	• If allowable, activate that site(s) for the contract within eSHARE Contract Management Module. • Add additional site to *Appendix G1.* • Contact agency to communicate site addition.

eSHARE Training Schedule

eSHARE HIV Testing	March 28, 2018
eSHARE Agency Administrator	April 10, 2018
eSHARE Ryan White	April 18, 2018
eSHARE Canned Reports	April 20, 2018
eSHARE Prevention	May 2, 2018
eSHARE Canned Reports	May 17, 2018
eSHARE Ryan White	May 22, 2018
eSHARE Agency Administrator	May 30, 2018

eSHARE Off-Site Training

The eSHARE Technical Assistance team also offers off-site training. This enables users with difficult schedules or with several staff members to be trained to be able to attend an eSHARE training. We hope this will create a more flexible and comfortable environment for our users as well.

Off-site trainings can take place at any agency that meet the requirements below:

- At least 8 participants
- Must have internet access
- Google Chrome or Internet Explorer browsers installed on desktops
- At least 8 computers or laptops available (tablets are NOT eligible)
- A projector screen/Wide screen for TA   purposes

Contact eSHARE Training:

If you would like to arrange an off-site training, please contact the eSHARE Training TA team:

Email: esharetraining@health.nyc.gov

Phone: 347-396-7401