

The eSHARE Informer

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Happy New Year!

The New Year is upon us. This is a time to reflect upon this year and all the wonderful work you do. We look to learn from the past and anticipate a brighter future. From all of us at eSHARE we wish you a happy, healthy New Year!

eSHARE Reporting Change

As of December 20, 2012, eSHARE canned report data resides on a separate database. As a result and similar to the "Services/Forms Scheduling" report all other reports have changed to reflect data entered as of the previous business day. We implemented this change with the eSHARE system deployment of December 20, to help speed up the reporting process and alleviate real time production processing congestion that periodically caused disconnects and slow response. This change should both increase the availability of canned reports and speed up real time processing speed and server access.

Enter your daily data as usual. If you want to verify what was

entered, view the entry on-line, real time*. You must wait until the next business day to see the previous day's data entry reflected in your eSHARE canned reports.



INSIDE THIS ISSUE

Happy New Year!	1
eSHARE's Reporting Change	1
eSHARE's Growth	1
This Month's eSHARE Tip	2
eSHARE Trainings for 2013	3

eSHARE's Growth

Over these past six months, the number of clients reported has more than doubled. eSHARE has grown as well. We have added new services, new reports, new functions and increased support. We will continue to make changes throughout the coming year. Stay tuned!

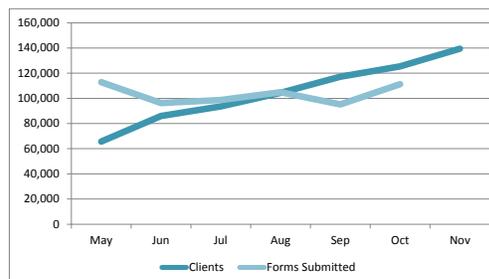
eSHARE Stats

Users: 1,702

Agencies: 182

Registered clients: 139,496

Forms submitted in October: 111,264



* Please remember PCSM on-line form submissions are not reflected within the eSHARE system until the next business day due to an overnight processing requirement. If you enter a PCSM form, eSHARE will not acknowledge that entry until the next business day. - For further information regarding PCSMs see page 2

This Month's eSHARE Tip

Important Notice Regarding PCSM: Please Read

We receive many requests to explain PCSM service lockouts, so we are taking this opportunity to explain why a PCSM lockout occurs and how to prevent it.

Filling a Primary Care Status Measures or (PCSM update) form is a way of ensuring that a client receives regular medical attention in compliance with your Ryan White programs and ensuring that your staff members are aware of their clients' clinical health status and engagement with HIV medical care, since services must be appropriately targeted to client needs. Not all contracts require a PCSM update, but if your contract requires the update, you need to be sure; you and/or other responsible staff at your agency take steps to complete the process.

A PCSM update form contains critical information allowing you to monitor your client's progress within your program. Information recorded on the form like includes the date of the last Primary Care Physician provider (PCP) visit, the latest CD4 test dates and values, the latest viral load test dates and values, updates to ART regimens (e.g., if the client goes on or off ART), the most recent HIV status, and for a couple of programs (MCM & OMC) medication and dosing details the client's ART regimen.

If no program at your agency completes a PCSM update or Intake Assessment on a client for over 120 days since the client's last PCSM update or Intake Assessment form date, then all PCSM-requiring programs at the your agency is are locked out of entering services for that client. This does not mean the client should not receive services; it means your agency appears not to have performed due diligence by gathering data required on the PCSM, therefore you are forfeiting payment on any services provided during the PCSM-noncompliant period. Please note that the countdown is based on form completion date, not form entry date; however, eSHARE can only recognize (and thus give an agency PCSM 'credit' for) forms that have been submitted in eSHARE.

To prevent a PCSM service lockout, complete the PCSM form in the prescribed period, or confirm that the client is having an Intake Assessment or PCSM update completed for them during the period by another Part A program at your agency.

(Note: there is no penalty for completing PCSM updates more often than every 90-120 days, and doing so may be worthwhile to avoid data entry backlog on clients with more frequent PCP visits or laboratory monitoring.)



eSHARE makes it easy to determine when a PCSM form is due or about to be due. As the date for a PCSM review approaches, upon searching for an existing client you will see on the bottom of the screen a message stating that a PCSM form is required (with the specific deadline for that client to remain in compliance),. In addition to this on-line alert, you can run and view or print the Services/Forms Scheduling Report. The Services/Forms Scheduling Report alerts you to the need to submit time- sensitive forms and perform time-sensitive services depending upon the services contract services you provide. We suggest that you view or print the Services/Forms Scheduling Report weekly and reference the details to see which clients are pending, due or overdue for PCSM updates or other expected forms or services.

If the time for a new PCSM update approaches and there is no new information to be had, you can indicate this on the PCSM form and still submit the form as complete. However, each PCSM form must represent an actual assessment of the client. It is important to remember that assessment and documentation (or at least ensuring that another program at your agency assesses and documents) PCSM for an open, active client is a contractual requirement.

"Filling a Primary Care Status Measures or (PCSM update) form is a way of ensuring that a client receives regular medical attention in compliance with your Ryan White programs"

eSHARE Training

To register for End User and/or Super User training, we ask that you strictly follow the schedules listed below and e-mail the following information to esharetraining@health.nyc.gov:

1. Name
2. Title
3. Agency
4. E-mail Address
5. Phone Number
6. Service Category or Service Contract Number

The deadline for registration is 48 business hours prior to the date of the class. This will allow the trainers and other personnel to plan accordingly.

The following training sessions focus on basic data entry and data use within eSHARE. For training on data entry for specific services, please contact your Project Officer. Super User training is intended for eShare Administrators who would typically perform Contract Management and eSHARE User, Worker and Agency Administration functions.

2013 Long Term Training Schedule

End User

Month	Day (RW)	Date	Location	Time	Day (Prevention)	Date	Location	Time
January	Tuesday	1/8/2013	TBD	10:00 AM	Wednesday	1/16/2013	TBD	10:00 AM
February	Tuesday	2/12/2013	TBD	10:00 AM	Wednesday	2/20/2013	TBD	10:00 AM
March	Tuesday	3/12/2013	TBD	10:00 AM	Wednesday	3/20/2013	TBD	10:00 AM
April	Tuesday	4/9/2013	TBD	10:00 AM	Wednesday	4/17/2013	TBD	10:00 AM
May	Tuesday	5/14/2013	TBD	10:00 AM	Wednesday	5/15/2013	TBD	10:00 AM
June	Tuesday	6/11/2013	TBD	10:00 AM	Wednesday	6/19/2013	TBD	10:00 AM
July	Tuesday	7/9/2013	TBD	10:00 AM	Wednesday	7/17/2013	TBD	10:00 AM
August	Tuesday	8/14/2013	TBD	10:00 AM	Wednesday	8/15/2013	TBD	10:00 AM
September	Tuesday	9/10/2013	TBD	10:00 AM	Wednesday	9/18/2013	TBD	10:00 AM
October	Tuesday	10/8/2013	TBD	10:00 AM	Wednesday	10/16/2013	TBD	10:00 AM
November	Tuesday	11/12/2013	TBD	10:00 AM	Wednesday	11/20/2013	TBD	10:00 AM
December	Tuesday	12/10/2013	TBD	10:00 AM	Wednesday	12/18/2013	TBD	10:00 AM

eSHARE Training

eSHARE Super User Trainings are offered once every three months for newly hired Program Directors, Administrators, and any other employee deemed eligible to serve as a Super User by their respectful agency. The trainings begin at 9:30 AM and last approximately 7 hours with one hour for lunch. The trainings can handle a maximum of 16 people. The training site is yet to be determined, but attendees will be notified via e-mail approximately a week before their scheduled training date with complete information.

Super User

Month	Day	Date	Location	Time
February	Wednesday	2/13/2013	TBD	10:00 AM
May	Wednesday	5/22/2013	TBD	10:00 AM
August	Wednesday	8/21/2013	TBD	10:00 AM
November	Wednesday	11/27/2013	TBD	10:00 AM

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