

### Introduction

The NY Links database enables NY Links participants to record and track their NY Links measures and benchmark against other participants.

There are three main areas to the NY Links database:

- **User Profile** - where you enter your name and agency information including your organization's Ryan White status, if any.
- **Data Entry** - where you enter your NY Links measures.
- **Reports** - where you generate both on-screen and printed individual or benchmark reports.

You will see links to these areas once you sign in to the Database.

Before you sign in for the first time you must create a username and password.

#### 1. Determine who will be the primary data submitter for your agency

Each participating site should identify one person responsible for routinely submitting the data. This person needs to be familiar with NY Links, the NY Links measures and have basic computer skills to navigate the online database. Some programs have designated the data manager to fulfill this role, but others could take on this role as well.

The person will sign into the database, submit the data collected for each measure every two months, and print out any data reports. If this responsibility is transferred to another individual while NY Links is still in progress, make sure that the information for logging in is passed on to the new person (passwords can be changed by the user at any time). Be aware that control of existing facility data cannot be transferred from one user account to the next.

Participating programs should only report their data in one account to ensure the ability to track their data over time.

#### 2. Register for and sign into the NY Links database at [newyorklinks.org/database](http://newyorklinks.org/database)

Once the participating program has determined the data submitter, this person should register for the first time with the NY Links database, which can be accessed via our NY Links website ([www.newyorklinks.org](http://www.newyorklinks.org)) or directly at [www.newyorklinks.org/database](http://www.newyorklinks.org/database).

Click on 'Create Account' and follow the steps below to register. Any of the information below can be changed at a later point.

- a. On the Create Account Page, enter your First Name, and Last Name.
- b. Select from the drop-down: your State, City, and Organization Name. If you do not see your organization please contact [info@newyorklinks.org](mailto:info@newyorklinks.org)
- c. Enter your Address in the Address line and use the Address 2 line if needed.
- d. Enter the City and select your State, and enter the Zip Code. Please enter the City and State even if you have selected it above in the Organization City and State scroll down.
- e. Enter your Email address and Phone Number.

- f. Determine to the greatest accuracy possible the Number of unduplicated HIV-infected patients/clients served by your agency over the last 12-months by your organization. It is very important that you unduplicate your HIV+ patient count in this step.
- g. Please select all the categories that best describe your organization’s setting and services.
- h. Indicate whether you represent One or Many organizations. For the purposes of NY Links please select “One.”
- i. Select the group/collaborative that your organization is a part of. You must select a group to ensure you have access and are included in group data reports.
- j. Select a Username and Password. Record this information immediately and save it in a safe place.
- k. Read the terms of agreement and select ‘I agree’ when done.
- l. Select Preview Form.
- m. After viewing the form on the Preview page click Create Account.
- n. You will be directed to a page confirming the success of your registration, and the page will ask you to sign in. Click on Sign In and then enter your Username and Password into the sign in page and select Sign In.

### 3. Become familiar with the NY Links measures

Download the measure definitions for NY Links (“Linkage and Retention Measures and Timeframe Guide” [www.newyorklinks.org](http://www.newyorklinks.org) under Data Submission Resources), and study them carefully before conducting any reviews. If you are involved in reporting the data but not in the data collection process, please ensure that other staff in your program are familiar with the measures as well. In case you have questions about the definitions or data collection methodologies, please do not hesitate to contact us at [info@newyorklinks.org](mailto:info@newyorklinks.org) or 212.417.4730. Measure definitions include denominator and numerator parameters, patient exclusions, and measure timeframes. Please note that patient exclusions for each measure apply to both the numerator and denominator.

Measure	Program Type	
1. Linkage	All Programs that Conduct HIV Testing	
2A. Retention	HIV clinical care	Same as in+care Campaign
2B. New Patient Retention		
3A. Clinical Engagement	Supportive Service, General Medical, & Dental	
3B. New Client Clinical Engagement		

### 4. Review and validate your retention and linkage measure data.

Check over your retention and linkage data that you have collected to:

- ensure that all patients in the numerator are eligible for the numerator;
- ensure that all patients in the denominator are eligible for the denominator;
- check that none of the patients fits into data exclusions;
- assess whether or not you feel that these data accurately represent your performance.

Then document any limitations to your retention and linkage measure data. You will have an opportunity to voice any concerns you have with your performance data when you submit it.

### 5. Enter your NY Links data in the online database.

See the individual steps to enter the data; be aware that you can correct any entered data in case you find some data errors at a later time.

- a. After signing in, you will be directed to the Home Page of the database. Click on Data Entry.
- b. First select the submission date for which you are entering data by selecting the submission date.
- c. Next select the measure you will be submitting first (hint: on the bottom of the page, you can see the measures for which you have already submitted performance data and on what date). Click on Enter Data.
- d. Enter the Numerator and Denominator values as determined above for the measure you are entering (hint: the denominator and numerator definitions will appear for each measure if you pass the mouse cursor over the data entry fields).
- e. Select the data collection method for the measure. If it was not a Chart Review or an Electronic Data System extraction (electronic health record, CAREWare, etc.), click Other and explain the method used.
- f. Select whether or not you used a subset of your patients for a sampling method or if you used all eligible patients as the source of information. If you used a sample method, enter the percent of your patients included as the subset.
- g. Document any specific limitations to your retention measure data. What obstacles were encountered when gathering this data? Do the data you are submitting accurately reflect the retention performance of your HIV program? What other issues regarding your data report should the NY-Links know about?
- h. Click on Preview Entry Form. Review your data entry and click Submit when you are ready.
- i. Repeat these steps for each measure you are reporting.

### 6. Review your own data and benchmark against those of others.

After you submit your NY Links performance data for the first time, you will have access to reports displaying your data. The NY Links Database gives you the option of running three different types of reports: **Individual**, **Group** and **Benchmark**. All three reports are based on the data entered by NY Links participants.

The Reports function enables you to generate on-screen reports very quickly. Once a report is generated, you also have the option to print the report or export it to Excel by clicking on the **Print Report** or **Export to Excel** button that appear in the right-hand menu once the on-screen report has been generated.

#### Individual Reports

These are reports that enable you to track the progress of your own organization. To run this type of report, simply click on the **Reports** menu item, and then **Individual Reports**.

Generating the reports is very simple. You can select one submission date, multiple submission dates or all submission dates (by selecting "Display All"). When you then click the **Generate Report** button, the program will automatically generate a report for each measure for which you have entered data for the selected submission date(s).

As indicated above in the introduction to this section, once you have generated the report, you can view them online, export them to an Excel spreadsheet or print them on your printer.

Once you have selected your criteria and checked off the desired submission dates, then click on the **Generate Report** button to see your reports.

### Group Reports

A group report is an aggregation of data from two or more HIV/AIDS healthcare providers who have agreed to pool their data for the purposes of NY Links. You will only be able to generate a Group Report if you indicated that you wanted your organization to be linked to a group of providers in your **User Profile**.

The Group Report works exactly like the Individual Report except that it will automatically print the aggregated data for the group(s) you linked to in your **User Profile**.

\*Please note that you should select New York for State criteria for the purposes of NY Links

\*\*Please note that you should not select a Part for reporting criteria for the purposes of NY Links

### Benchmark Reports

Benchmark Reports are designed to give you an opportunity to see how your organization's progress compares to that of other organizations.

These reports work very similar to the Individual Reports. The difference here is that before running the report, you can also select the types of organizations to include by state, Ryan White Part and/or by Facility Type.

\*Please note that you should select New York for State criteria for the purposes of NY Links.

\*\*Please note that you should **not** select a Part for reporting criteria for the purposes of NY Links.