

## Monthly Progress Report – Viral Load Suppression Outcome Objective

To identify your monthly rates of viral load suppression, you will need to access two ARIES reports: the “Service Data Download (pbViews) V2” report and the “Client Viral Load Test by Agency” report. The “Service Data Download (pbViews) V2” report contains all the relevant client and service data information, which you can use to calculate your monthly unduplicated and unique client counts.

The “Client Viral Load Test by Agency” report is found under the Management section of the Reports menu at the top of ARIES (the black navigation bar). This report shows you all viral load tests on file for all clients at your agency during the specified date range, which for your November MPR and clients would be 11/1/2019 – 11/30/2020.

The screenshot shows the 'Report Filter Values' section for the 'Client Viral Load Test by Agency' report. The navigation bar at the top includes: < Back, Home, Find, New, Reports, Shortcuts, Help, Logout. The form contains the following elements and annotations:

- 1** Select "Between" for the parameter: Points to the 'Viral Load Date' dropdown menu.
- 2** Make sure to set the correct date range: Points to the date range '11/1/2019 & 11/30/2020'.
- 3** Update the Display from default 1,000 to 999,999 as to not limit the line items allowed in the Excel document: Points to the 'Display' field showing '999999'.
- 4** Click "Export": Points to the 'Export' button.

Other visible text includes: 'Report Filter Values', 'Client Viral Load Test by Agency', 'Viral Load Date', 'Between', '11/1/2019 & 11/30/2020', 'Display 999999', 'results', 'Display print format', 'Report', and 'Export'.

Once you complete the above steps and click “Export,” the page will refresh and look like the image below. Your report will be ready for use once you complete the steps identified below.

The screenshot shows the 'Export Results: Client Viral Load Test by Agency' page. The navigation bar at the top includes: < Back, Home, Find, New, Reports, Shortcuts, Help, Logout. The form contains the following elements and annotations:

- 1** Select "Text, comma-separated": Points to the 'Export Format' dropdown menu.
- 2** Click "Export": Points to the 'Export' button.
- 3** Click "Download" when ready to pull the report: Points to the 'Download' button.

Other visible text includes: 'Export Results: Client Viral Load Test by Agency', 'Export Format', 'Text, comma-separated', 'Export', 'Please click the Download button to save the file to your computer. Then open it with your application. If you used the Table option, there will be a separate button for each table within your report, and you must download each one separately.', and the filename 'ReportResultsExport\_ReportResults\_7284114297297.csv'.

You will need to do some data clean-up before this report is ready to compare against your list of unique clients identified by the “Service Data Download (pbViews) V2” report. Begin by sorting the “VL Date” column from *newest to oldest* so that the most recent viral load test information will be first. Then remove duplicates from the “eURN” column so that you are left with one test per client. Note that when duplicates are removed, the *first* occurrence of the value in the list is kept, but other identical values are deleted, so that is why it is imperative you initially sort the “VL Date” column from *newest to oldest*. Then based upon the viral load test counts, identify the clients whose test counts are suppressed ( $\leq 200$ ), not suppressed ( $>200$ ), or do not have a test on file.

### Keep in Mind:

As an example, if you had 10 *unduplicated clients* during November 2020, these are new clients that have not yet been seen between March 2020 and October 2020. Those 10 clients would go into the November cell for *unduplicated client count*. However, you may still have seen 60 unique clients in November 2020. That would be because 10 were new and 50 were return clients.

These 60 people are who you are checking viral load status for based on their most recent test within the last 12 months, including the current reporting month. If you have entered your data correctly, the total number of clients in your Outcome Objective field on your MPR will equal this number. If we are looking at November 2020 clients, then your date range for your report would be 11/1/2019 – 11/30/2020 and following this pattern in subsequent months.