1. Log into your Provide Enterprise account.

2. Once the blank gray start screen loads, select the “Reports” drop-down menu and click on “Run.”

3. In the “Select a Report” box, scroll down and select “Prevention- Performance Assessment- Testing- HIV- by Agency Region Grant” and click “OK.”
4. A blank gray box will appear (see background of below image) as the report parameter values box loads. Once the “Enter Parameter Values” box opens, select the correct report settings for your agency:

- Select your organization from the left-hand “Available Values” screen and click the single arrow icon to carry over to the right-hand “Selected Values” screen.
- Select your Region from the left-hand “Available Values” and click the single arrow icon to carry over to the right-hand “Selected Values” screen.
- Select the grant (RIG) from the left-hand “Available Values” and click the single arrow icon to carry over to right-hand “Selected Values” screen.
- Enter a date range for the report by clicking the blue calendar icon to right of the “Enter a Value” bar for both the “Start of Range” and “End of Range.” and then scrolling through to the designated month and year. Once these dates are selected, click “OK” to run the report. The screen will turn a blank gray until the report loads.
5. Once the report loads, the below screen should appear. Evaluate the first three lines for total number of encounters (tests) reported, the total number of encounters delivered to high risk populations, and the percentage of high risk clients reached. If you have identified any confirmed positive clients, be sure to check the “Total Encounters with Confirmed Positive Final Result” and “Positivity Rate” lines. If the positive client is not showing up on the report, the positive client is still “in progress” and must be completed.
6. If you wish to modify the parameters of the report without starting over, move your mouse over to the “toggle parameter panel” icon (the fourth icon from the top left of the report) and click once.

A drop down menu will appear with the report parameters. Bring the mouse to the top white box within the desired report parameter (i.e. “EnterAOrg”) and click once.

A blue and white box will appear to the right for the “advanced dialogue box.” Select this icon. A box will pop up, allowing you to re-enter the parameters for the given category. Select the desired changes, hit “OK,” and then select the “Apply” button at the top left. The report will then reload with the new selected settings.
7. The second page of the report and the pages thereafter break down the race, risk, and gender demographics of clients entered within the designated date range. After each data entry session, wait one day and then run a report for the time period that the newly entered interventions were conducted in order to confirm that those clients are in fact high risk and therefore reimbursable.