PEMS Aggregate Level Services Module

INTERVENTIONS SUB MODULE

Add HC/PI Intervention

1. Click **Aggregate Level Services** on the module menu bar. The *Maintain Aggregate Intervention Sessions/Events* screen displays.
2. Click **Interventions** on the sub module menu bar. The *Maintain Aggregate Intervention Session* displays.
3. Search for the Aggregate Intervention you want to add to ensure there are no duplicates.
4. Click **Add New Session/Event**. The *Add Aggregate Intervention Session/Event* screen displays.
5. Click the **Year** drop-down list, and then select the year the program was set up.
6. Click the **Program Name** drop-down list, and then select the name of the program the intervention is associated with.
7. Click the **Program Model Name** drop-down list, and then select the program model that the intervention is associated with.
8. Click the **Intervention name** drop-down list, and then select the name of the intervention the client received services from.
9. Click **CONTINUE**. The *Add HC/PI Event Details* screen displays.
10. In the **Key Message** field, type the key message of your HC/PI event.
11. In the **Event Start Date** field, type the date the event started on.
12. In the **Event End Date** field, type the date the event ended on.
13. Click all of the **Delivery methods** that were used based on the program plan and click **Add to List**.
13. Click any **Delivery Methods not included in Program Plan** if applicable and click **Add to list**
14. Click all **Activities included in program plan** that were delivered during the session and click **Add to List.**
15. Click all **Activities not included in program plan** that were delivered during the session (if applicable) and click **Add to List.**
16. Click **SAVE AND FINISH.**
17. *Maintain Existing HC/PI Event* displays. Click **Add/Edit Delivery Methods and Materials Distributed Details**.
18. *Add/Edit Delivery Methods and Materials Distributed Details* displays. Click **Total Number of Attendees** and type the total number of attendees for the HC/PI event.
19. Click **SAVE AND FINISH**.

Add an Outreach Intervention

1. Click **Aggregate Level Services** on the module menu bar. The *Maintain Aggregate Intervention Sessions/Events* screen displays.
2. Click **Interventions** on the sub module menu bar. The *Maintain Aggregate Intervention Session* displays.
3. Search for the Aggregate Intervention you want to add to ensure there are no duplicates.
4. Click **Add New Session/Event**. The *Add Aggregate Intervention Session/Event* screen displays.
5. Click the **Year** drop-down list, and then select the year the program was set up.
6. Click the **Program Name** drop-down list, and then select the name of the program the intervention is associated with.

7. Click the **Intervention name** drop-down list, and then select the name of the intervention the client received services from.

Note: *This should be a program that is set up to deliver Outreach which in turn will populate the Program Model Name*

8. In the **Session Number** field, and then type the number of the session of the Outreach Intervention Session/ Event, if applicable
9. Click **CONTINUE**. The *Add Event/ Session Details* displays.
10. In the **Date of Event/Session** field, and then type the date the session occurred.
11. In the **Duration of Event/Session** field, type the length of the session (in minutes).
12. In the **Number of Client Contacts** fields, and type the total number of clients reached in this particular outreach session/event.
13. Click all the **Worker(s)** that delivered the services, and then click **ADD TO LIST**.
14. For the following information, enter any that is applicable:
    a. Under **Client Primary Risk**, click **Total Clients**. Type a number or percentage for any of the primary risk categories which apply to data collected for your outreach session/ event.
    b. Under **Client Gender**, click **Total Clients**. Type a number or percentage for any of the gender categories which apply to data collected for your outreach session/event.
    c. Under **Client Race**, click **Total Clients** . Type a number or percentage for any of the race categories which apply to data collected for your outreach session/event.
    d. Under **Client Ethnicity**, click **Total Clients**. Type a number or percentage for any of the ethnicity categories which apply to data collected for your outreach session/event.
    e. Under **Client HIV Status**. click **Total Clients**. Type a number or percentage for any of the HIV Status categories which apply to data collected for your outreach session/event.
15. Click all the **Delivery methods** that were used based on the program plan, and then click **ADD TO LIST**.
16. Click any **Delivery Methods not included in Program Plan** that were used, and then click **ADD TO LIST**.
17. Click all the **Activities included in program plan** (including **Elicit Partners)** that were delivered during the session, and then click **ADD TO LIST**.
18. Click any **Activities not included in program plan** that were delivered during the session, and then click **ADD TO LIST**.
19. Click **SAVE AND FINISH**.

REFERRAL SUB MODULE

Add a Referral Resulting from an Aggregate Intervention

1. Click **Aggregate Level Services** on the module menu bar. The *Maintain Aggregate Intervention Sessions/Events* screen displays.
2. Click **Interventions** on the sub module menu bar. The *Maintain Aggregate Intervention Session* displays.
3. Search for the Aggregate Intervention you want to add to ensure there are no duplicates.

PEMS Aggregate Level Services Module

4. Click **Add New Session/Event**. The *Add Aggregate Intervention Session/Event* screen displays.
5. Click the **Year** drop-down list, and then select the year the program was set up.
6. Click the **Program Name** drop-down list, and then select the name of the program the intervention is associated with.
7. Click the **Intervention name** drop-down list, and then select the name of the intervention the client received services from.
8. Click **CONTINUE**. The *Add Aggregate Session/Event Details* displays.
9. Click all the **Delivery methods** that were used based on the program plan, and then click **ADD TO LIST**.
10. Click any **Delivery Methods not included in Program Plan** that were used, and then click **ADD TO LIST**.
11. Click all the **Activities included in program plan** (including **Elicit Partners)** that were delivered during the session, and then click **ADD TO LIST**.

Note: *A Referral must be added as an activity either through the program plan or not included in the program plan.*

12. Click any **Activities not included in program plan** that were delivered during the session, and then click **ADD TO LIST**.
13. Click **SAVE AND FINISH**. The *Maintain Existing Event* screen displays.
14. Under **Activity(s)**, click **Add New** Referral. The *Add Referral* screen displays. **Note:** The referral date is already included
15. In the **PEMS Referral Code** field, type the PEMS generated referral code from the Referral and Recruitment report. **(Reports > Referral and Recruitment)**

    Or

    In the **Local Referral Code** field, type the unique local referral code.
16. Click the **Referral Service Type** drop-down list, and then select the type of service the client is being referred to.

17a. If the client is being referred internally within your agency, click the site they are being referred to under **Internal Agency Site Name**, and then click **ADD TO LIST**.

17b. If the client is being referred externally to a network agency, click the click the site they are being referred to under **Network Agency Site Name**, and then click **ADD TO LIST**.

18. Click the **Ethnicity** drop-down list and then select the appropriate ethnicity.
19. Click the appropriate **Race** checkboxes.
20. Click **SAVE AND FINISH**.