EHE In Focus: EHE Triannual Provider Report Validations

What are data validations?

When you enter your data into the Ending the HIV Epidemic (EHE) Triannual Provider Report, your data passes through a series of validation checks. These validation checks look for consistency and accuracy in your data to improve your data quality. If you receive a validation you may have to correct your data before you can submit your report. See the next page for a summary of validation checks.

Where do I encounter validation checks?

The validation process occurs in two places in the EHE Triannual Provider Report:

- **Page-level Validations:** If the data entered in the "Triannual Report" page do not pass validation checks, when you try to save the page you will see a "page-level validation" message at the top of the screen stating what validation(s) your data have triggered.
- **Validation Report:** When you click on the "Validate" link after you have entered data and are ready to check your report, the Validation Report will be run.

What will I see and how do I respond?

How you respond to validations will depend on whether they arise in page-level validations or the Validation Report. You may encounter two types of notifications:

		Page-Level Validations	Validation Report
🚩	**Errors**	Errors must be corrected to save your data.	Errors must be corrected to submit your report.
🚩	**Warnings**	If you receive a warning, double check your data and correct it if possible before proceeding.	If you receive a warning, you must either correct your data or provide a comment explaining your data issue.

How can I reduce the stress of the validation process?

Start your report once the reporting period opens! Don't wait until the report deadline to enter your data. You'll have time to fix issues and submit well before the deadline. The EHE Web System opens in January, May, and September, a month before each deadline.

> **Remember!**
> Validation checks do not ensure good quality data. They help prevent mistakes, but they can't ensure that you are collecting and reporting on all required data. Remember to keep data quality in mind throughout the collection and reporting process.

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Provider Report General Information Section **Page-level Validations**	Error	Warning
Missing required fields.	•	
'Other' selected for a field but no corresponding description provided.	•	

Provider Report Triannual Report Section **Page-level Validations**	Error	Warning
The number of clients reported in column B (existing clients) must be less than or equal to column C (total clients).*	•	
The number of clients reported in column A (new clients) must be less than or equal to column C (total clients).*	•	
The number of clients reported in rows 1a – 1h and 2 must be less than or equal to the column's total number of clients reported in row 1.* *e.g., Column A row 1f may not exceed Column A row 1, Column B row 2 may not exceed Column B row 1*	•	
The number of re-engaged clients in rows 1a – 1h and 2 must be less than or equal to the corresponding column's total number of re-engaged clients in row 1. *Re-engaged clients are calculated in Column D using the formula:* *= column C [total clients] – column A [new clients] – column B [existing clients]*	•	
A number must be entered in every field. If there are no clients to report, enter "0".	•	
The number of clients reported in column B (existing clients) is 0 but the number of clients reported in column C (total clients) is greater than 0.		•

For each of these validations, a list of row(s) in the data entered that violate the validation will be listed.

EHE Triannual Provider Report Validation Report Checks	Error	Warning
Missing a required field in the **Provider Profile** section of the General Information page.	•	
Missing a required field in the **Organization Details** section of the General Information page.	•	
Missing a required field in the **Organization Contacts** section the of General Information page.	•	
All questions are not answered.	•	
Missing EIN.		•
Missing UEI.		•

Still have questions? Reach out to the DISQ Team at data.ta@caiglobal.org for help.

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