Workforce Development Initiative:
Generating eUCIs to identify patients in the RSR data

Background

The HRSA SPNS Workforce Development Initiative Evaluation and Technical Assistance center (ETAC) will be analyzing patient outcomes data using the Ryan White Services Report (RSR) data submitted to HRSA by Workforce Development Initiative demonstration sites. However, RSR data submitted to HRSA may cover a reference population that is not representative of the target population for a demonstration site's Workforce Development Initiative intervention.

The RSR data uses a 40 digit encrypted unique client identifier (eUCI) to identify patients across datasets and ensure the client privacy. To ensure the ETAC analyzes data representative of the target population, sites will submit a list of eUCI's to identify the appropriate analysis population within the RSR data.

The ETAC will be working with the demonstration sites to help them identify the appropriate target population.

Purpose

The following document provides technical guidance on how to generate eUCI's once the demonstration site has identified their target population.

Recommended Procedures

1. Demonstration site will work with the ETAC to define identifying characteristics of their target population. This may include, but is not limited to geographic area, service at a particular clinic receipt of specific services, insurance status, etc.

2. If your site has one of the following systems, you may be able to query this system for your target population and generate the eUCI as part of this process: AIRS, Allscripts, CAREWare, Casewatch Millennium, CHAMP, eClinicalWorks, eCOMPAS, LabTracker, Provide Enterprise, Sage Intergu CHC, SuccessEHS
   a. If you are able to generate eUCI's directly from your system (named above), generate them and move to step 6.
      i. If you are unsure how to do this, please work with your system administrator/IT staff or contact the ETAC for further guidance.
   b. If you are unable to generate eUCI's directly from your system, move to step 3.

3. Download the eUCI Generator Application and User Guide from the TARGET Center: https://careacttarget.org/library/encrypted-unique-client-identifier-euci-application-and-user-guide
   a. Install the eUCI Generator Application (consult with your IT department as necessary)
   b. The User Guide provides detailed instructions on download and installation of the correct version of the Generator based on the type of data you will be inputting. It also

provides comprehensive information on how to set up your data to generate the eUCI and can serve as further reference as you follow steps 4 – 5below.

4. Query your EMR system to generate a dataset with the following variables for your identified target population (from step 1):
    a. Variables:
        i. First name
        ii. Last name
        iii. DOB (in format MM/DD/YY)
        iv. Gender code: Male=1, Female=2, Transgender=3, Unknown=9
        v. Note: Include the identifier your site uses to search records, for example a Clinic ID or EMR record number for the patient. This site-specific identifier will not be used to generate the eUCI, but will be helpful if specific patients need to be investigated later.

    b. Optional: Generate a Unique Record Number using variables i-iv above. The Unique Record Number is 11 characters consisting of:
        i. Components of data elements:
            1. First name: 1st and 3rd letter of the first name (if no 3rd letter exists use X). e.g. John = J, H
            2. Last name: 1st and 3rd letter of the last name (if no 3rd letter exists use X). e.g. Smith = S, I
            3. DOB: 2 digits of month, 2 digits of day, last 2 digits of year. e.g. 12/20/72 = 122072
            4. Gender: use code, e.g. Male=2
        ii. 11 digit URN = JHSI1220722
        iii. Apply a Letter code for uniqueness of URN:
            1. If URN is unique in the whole dataset, add a "U" at the end.
            2. If URN is repeated, add "A" to the first, "B" to the second, "C" the third, etc.
    c. Save the final dataset generated in either 4.a. or 4.b. as a CSV format file

Examples of datasets:
Data elements only (step 4a)

Clinic ID	First Name	Last Name	DOB	Gender
1234KL2	John	Smith	12/20/72	1
3467KL3	Joan	Nicholson	09/12/75	2
6789KL4	Joanne	Nichols	09/12/75	2

URN created from data elements (optional step 4b)

Clinic ID	URN
1234KL2	JHSI1220721U
3467KL3	JANC0912752A
6789KL4	JANC0912752B

5. Open the eUCI Creator CmdLine.exe (downloaded as part of the eUCI Generator Application)
    a. For "Input File" specify the file pathway for the .csv file you created in step 4. Then Enter.
    b. When asked Input file type:
        i. "URN" if using a .csv with URN already created, then press Enter key
        ii. "DATA" if using a .csv with data elements only, then press Enter key
    c. When asked for "Output File": specify the file pathway where you would like the file containing the eUCI's to be saved (it will be a .csv file type), then press Enter key
    d. The generator will run and when complete, the command window will display the message: "Output file Created"
    e. If you receive error messages, reference the eUCI Application User Guide for tips on troubleshooting.
    f. Open the file Output by the eUCI generator and double check that the eUCI's are appearing for all patients.
        i. ETAC recommends saving the original output file with the eUCI's and Clinic/EMR IDs somewhere secure so that if there are any questions about an eUCI in the future the demonstration site will be able to reference the original output.

6. To send the eUCI's to ETAC
    a. Save a copy of the output file from the eUCI Generator. Remove any Clinic or EMR IDs in the file before sending it to the ETAC. To protect client privacy the ETAC may only receive the eUCI's for the target population.
    b. Contact your ETAC site liaison and the ETAC data manager to inform them your eUCI's are ready. Do not send the eUCI file yet.
    c. The ETAC will establish secure means for sharing the eUCI file and inform you of the procedure.

If you have questions about generating your eUCI's, contact the ETAC data manager for assistance: Mary Guzé (mary.guze@ucsf.edu)