

How to Enter URS Form ID Numbers for Counseling and Testing

Client Number Policy

When entering counseling and testing data in the URS under *Counseling, Testing & Partner Notification*, it is no longer necessary to match Bubble Form Numbers with URS Form ID Numbers. In addition, client counseling and testing data can be entered in the URS without regard to the sequence of bubble form numbers. When entering data using both the URS and the bubble form, the URS Form ID Number should be written on the third copy of the bubble form, on the bottom left side of Form A.

It may also be a good idea to log the URS Form ID Number, along with the Bubble Form Number, in your Test Results Log. Anonymous clients' Bubble Form Number's are entered on the first screen of the client's URS General Intake form, in the *Case Number* field, so that the client's test can be tracked.

Procedure for using URS Client ID Numbers

1. Each agency will periodically receive a range of URS Form ID Numbers from the State Department of Public Health. Enter this range of numbers in the URS by going to the URS *Agency* menu and selecting the item *Counseling and Testing Setup* with the sub-item *Add C&T IDs*. Here is where you enter the range of URS Form ID Numbers.
2. Select the name of the site from the pick list and press *Edit*. Replace the *Last ID* field with the number currently in the *Next ID* field. Press *OK*. Press *Add*. Select Site, enter the new first number of the new URS Form ID Number range in the *First ID in Series* field, then enter the last URS Form ID Number range in the *Last ID in Series* and press *OK*, then *Close*. You will see one last number of the old range when you enter the next client's counseling and testing data. The next client after that will show new Form ID range.

Site	Starting ID	Next ID	Last ID
FWAAB Downtown Site	100	101	200
FWAAB Downtown Site		70000000	70000200

Buttons: Add, Edit, Delete, Close

This agency (one site) has URS Form IDNumber range of 70,000,000 to 70,000,200

3. If your agency has multiple sites (three, for example), you must enter a separate ranges of that entire new URS Form ID Number range for each site. For example, this agency is given URS Form ID Number range 700 – 749. Site 1 provides the

most tests so we enter URS Form ID Number range 700 – 730. Site 2 has 731 – 740 and Site 3 has 741 – 749.

Sample CTS Form A

3. Enter a testing encounter under *Prevention Services* menu using the option *Counseling, Testing & Partner Notification*. Select the client, then press *Add* for a new encounter, enter the data, and press *Save*. Click on the *Counseling and Testing* button for Form A. When you click *Add* you will not yet see a URS Form ID Number displayed yet. After selecting the *Service Site* and *Funding Program*, however, the URS will automatically assign a URS Form ID Number and Locator Code to the Form A record. These will be displayed on the title bar of the screen.
4. Enter the test details, press *Save*, and the next URS Form ID Number range displays. Write this URS Form ID Number down on the bottom left section of that Bubble Form A (onto the third and last of three copies) underneath the question "CLIENT POSTTEST COUNSELED?" It is optional to record the URS Form ID Number in your site's Test Results Log, so that the URS Form ID Number can be easily retrieved in URS. The next page shows where write the URS Form ID Number on the third copy of the client's Bubble Form.
5. Anonymous clients' Bubble Form Number's are entered on p. 1 of that client's URS General Intake form, in the *Case Number* field, in order to easily find that client's test.

must be added. You must obtain a new batch of CTS URS Form ID Number's from CT Dept. of Public Health. Within the *Add C&T IDs* screen add the new URS Form ID Number range.

REPORTING OPTIONS IN THE URS

PRINT (From the entry screen):

When you are on any screen, you can print the information by clicking on *Print* button.



To Print Hard Copy of CTS Form

REPORTS / ACTIVITIES & SERVICES / PRE-TEST COUNSELING REPORT:

This report will print CTS Form information for clients that have a Pre-Test Counseling Form A entered but do not have either a Post-Test Counseling Form B1 or Form B2 entered in the URS.

Date: 05/13/2001	Time: 10:42:00	UNIFORM REPORTING SYSTEM	Page: 1
PRE-TEST COUNSELING AND TESTING REPORT			
Selection Criteria: All			
CLIENT: DE MIL, TASMANIAN		PHONE: 718-333-5555	
CLIENT ID: 3			
FORM ID#: 000000002			
SITE: FWAAC Upstate Soc		CLIENT CODE: FWA0000003	
FUNDING PROGRAM: 01 Anonymous Counseling & Testing		DATE OF BIRTH: 03/03/1953	
LOCATOR CODE: 22220111		GENDER: Male	
HEALTH INSURANCE TYPE: Medicaid		RACE/ETHNICITY: Hispanic	
PRETEST COUNSELOR CODE: 3333 MCKEYSEY, SPUDS		DATE OF THIS ENCOUNTER: 05/21/2001	
PRETEST COUNSELED?: Yes		PREVIOUSLY TESTED?: No	
ANONYMOUS OR CONFIDENTIAL?: No		AT THIS AGENCY?: No	
MOST RECENT PREVIOUS TEST DATE: No		CLIENT KNOWS HIV STATUS?: No	
HIV RISK SINCE LAST TEST			
CLIENT HAD SEXUAL RELATIONS WITH:		CLIENT'S DRUG/NEEDLE USE HISTORY:	
MALE: No		IDU: No	
FEMALE: No		SHARE DRUG INJECTION PARAPHERNALIA: No	
IDU: No			
MALE THAT HAD SEX WITH A MALE (MSM): No			
PERSON WITH HIV/AIDS: No			
ENCOUNTER DATE: 05/21/2001		IS CLIENT PREGNANT?: No	
CLIENT TESTED THIS ENCOUNTER?: Yes		IF YES, DUE DATE/EDC?: No	
IF YES, TEST TYPE?: Confidential		IF YES, DATE OF FIRST PRENATAL VISIT: No	
IF NO, REASON?:		NO PRENATAL CARE YET: No	
BLOOD SAMPLE#:			
DATE BLOOD DRAWN: ''			
HIV RISK HISTORY AS OF 05/21/2001			
CLIENT HAD SEXUAL RELATIONS WITH:			
PERSON WITH ANOTHER HIV/AIDS RISK			