

Evaluation Web Condom Distribution Instructions

HIV Prevention grantees are responsible for data entry into Evaluation Web on a **monthly basis (by the 23rd calendar day after the month being reported)**. Staff assigned this responsibility may want to place a monthly reminder notice on their electronic calendar or phone.

Condom Distribution data should accurately reflect the number of condoms distributed in a given month (we do not expect to see the same number every month). A Condom Distribution Data Collection Tool can be found at [HIV Prevention Projects: Forms \(www.health.state.mn.us/divs/idepc/diseases/hiv/grantee/forms/index.html\)](http://www.health.state.mn.us/divs/idepc/diseases/hiv/grantee/forms/index.html)

Supervisors are expected to have access to Evaluation Web to ensure that data is being logged timely and accurately, be able to complete requests to add or remove staff as needed, and provide quality assurance. If you need to go through the e-authentication process to gain access to Evaluation Web, go to [EvalWeb : e-authentication and User Registration Steps \(www.health.state.mn.us/divs/idepc/diseases/hiv/evaluationweb/eauthentication.html\)](http://www.health.state.mn.us/divs/idepc/diseases/hiv/evaluationweb/eauthentication.html)

Here's the link to the MDH [Evaluation Web Help Desk:](http://www.health.state.mn.us/divs/idepc/diseases/hiv/evaluationweb/index.html)

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Assure all staff responsible for tracking and reporting in Evaluation Web have a copy of these instructions.

HIV Testing:

To report condom distribution associated with your HIV testing activities, please enter it under the program called "Your Agency Name CTR Condom Distribution" (e.g., West Side CTR Condom Distribution)

Syringe Services:

If you are funded for only Syringe Services, please report condom distribution associated with your syringe services programs under the program called "Your Agency Name SSP Condom Distribution"

HIV Testing AND Syringe Services:

If you are funded under both HIV Testing and Syringe Services, you will have two programs listed and a corresponding “Your Agency Name Condom Distribution” for each one.

Please note that in the aggregate data entry section of Evaluation Web, you will see a number of categories in addition to Condom Distribution, such as **Linkage to Care, Re-engagement in Care, Marketing, etc. You should enter a zero (0) in all the fields associated with those categories.** (The categories for aggregate data entry have to be set up in Evaluation Web at the jurisdictional level so if anyone is reporting on any of those categories, they are included in this section. Most of those categories apply to Prevention with Positives Grantees and MDH reports on Marketing.)

Please call 651-201-5414 with any questions regarding reporting Condom Distribution in Evaluation Web.

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To obtain this information in a different format, call: 651-201-5414. Printed on recycled paper.