

## EvaluationWeb Add-Intervention Form

In order to add a program to your agency's EvaluationWeb account, we will need to gather some information from you. Please complete the following and email or fax to Beth Leftwich ([elizabeth.leftwich@vdh.virginia.gov](mailto:elizabeth.leftwich@vdh.virginia.gov), 804-864-7970).

Before you complete the form, please read the following:

### Intervention type

Data can be entered at the client level, or the aggregate level, but not both.

- Client level data is data related to individuals enrolled in interventions.
- Aggregate level data is data related to recruitment activities, outreach, and social marketing/health communications/public information activities.

Aggregate level data cannot be collected for client level interventions through EvaluationWeb. It should, however, be collected and submitted in other formats, such as quarterly progress reports. Please work with the VDH HIV Prevention Evaluation Coordinator to determine your additional data collection needs.

### Data type

If you are collecting client level data, you can record that data in one of two ways: session or summary.

- Session level allows you to record data from multiple sessions of the intervention. It records: session date, length of session, session number, session name, incentives, session activities, and referrals.
- Summary level records intervention data only once. It records: intervention name, EBI, date of enrollment, and site location.

### Sites

Where will the intervention take place? You can list sites individually, or write "all."

### Users

Who will be entering data for this intervention? You can list users individually, or write "all."

### Add-Intervention Form

Agency name: \_\_\_\_\_

Contact information for person completing this form: \_\_\_\_\_

Grant name (eg. MSM, HPACC, etc): \_\_\_\_\_

Intervention name (eg. Respect, SISTA, etc): \_\_\_\_\_

Intervention type: (client, aggregate): \_\_\_\_\_

If client level, data type: (session, summary): \_\_\_\_\_

If session level, number of sessions: \_\_\_\_\_

Sites (list, or "all"): \_\_\_\_\_

Users (list, or "all"): \_\_\_\_\_