

Dated: 4/25/11
Version 2.0

Austin TGA ARIES Required Data Elements

Also incorporates DSHS/BVCOG's required data elements, as amended September 2010

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TA Site: <http://austinaries.tech.officelive.com/default.aspx>

Legend

R = Required by Ryan White Services Report (RSR)

H1 = HAB Group 1 Performance Measure

H2 = HAB Group 2 Performance Measure

Technical Assistance Documents for your Reference on the T.A. Site

- ✓ **Data Entry Training Manual for ARIES Required Data Elements**
- ✓ Primer for Entering Client Insurance Information into ARIES
- ✓ Entering and Reporting on Needs Assessments, Care Plans, & Referrals in ARIES
- ✓ Technical Assistance Bulletin – periodic newsletter

HRSA will be looking more closely at the data that is submitted to them in the Ryan White Services Report, or RSR. Additional data quality checks and validations will be implemented in the RSR submission process, and exceeding these thresholds may prevent you from submitting your RSR until the relevant data issues are remedied. Although at the present time HRSA is not using RSR data to evaluate grantees, this may change in the future.

ARIES Data Required of ALL Providers		Items Indicated with an "R" are required for the RSR
Client Identifiers		
If you incorrectly enter a client's identifiers when creating a new ARIES record or get a "duplicate URN" error message, you will need to contact Betsy for assistance.		
	Client's Full Legal Name	If client does not have a Middle Initial, leave the field blank.
	Mother's Maiden Name	Also enter MMN in the Agency Client ID 2 or Agency User Field 1 or 2
R	Date of Birth	
R	Gender	
Address & Contact Information		
	Residence Address	Be sure that this corresponds with the client's Living Situation information.
	Residence AS OF Date	Be sure that this corresponds with the client's Living Situation As Of date.
R	ZIP Code	If client is homeless, use the ZIP code of the location the client considers his/her "home base", such as a homeless shelter; you may also use your agency's ZIP code.
	Emergency Contact Information	Name, address, phone, etc.
	Mail Preferences	

ARIES Data Required of ALL Providers		Items Indicated with an "R" are required for the RSR
	Phone Numbers and Preferences	
	City	Check your spelling!
	County	
	State	
	Geographical Area/HSDA	Austin = 4812
Demographics		
R	Ethnicity (<i>Hispanic</i>)	
R	Race 1	For multi-race clients, use the Race 2 and Race 3 fields <i>in addition to</i> Race 1
	Sexual Orientation	
	Primary Language	
	Social Security Number	
R	Date of Death	Contact Cynthia before entering a DOD.
R	Current Living Situation	If you provided residential-type services, such as residential substance abuse services, hospice, or housing, be sure this is reflected in the clients' living situation.
R	Living Situation AS OF Date	
Agency Specifics		
	Share Data	DO NOT enter clients into ARIES if the share status is unknown.
R	Agency Enrollment Status	Client's enrollment status is for the agency <i>as a whole</i> , not just individual agency programs that the client participates in. If the client re-enrolls at your agency, DO NOT modify the original enrollment date.
	Agency Enrollment Status <i>AS OF</i> Date	
R	Agency Enrollment Date	
	Agency Client ID 1	
R	Reason for Agency Enrollment Status Change <i>when updated</i>	<p>If a client is being statused as Inactive, Dis-enrolled, Discharged, or LTFU, check to make sure the Reason for status change does not fall into one of the categories below BEFORE using the category <i>Other</i>:</p> <ol style="list-style-type: none"> 1. <i>Referred to Another Program</i> – can ALSO use this category if the client became self-sufficient, no longer needed services, etc 2. <i>Violation of Rules</i> 3. <i>Incarcerated</i> 4. <i>Relocated</i> <p>If the reason for status change does NOT fall into one of the above categories, select <i>Other</i> and type a descriptive reason in the <i>If Other</i> field.</p>

ARIES Data Required of ALL Providers		Items Indicated with an "R" are required for the RSR	
Eligibility			
<p>Due to changes in HRSA monitoring standards there will be increasing emphasis on client eligibility for Ryan White services (i.e., proof of HIV status, proof of residence, proof of income eligibility). Consequently, it will be very important to have documentation of the following information and for it to be entered into ARIES accurately, timely, and for it to be updated. If you need a summary of missing eligibility documents by client, contact Cynthia.</p>			
		Documents:	
		Proof of Residency	Critical for revised HRSA monitoring standards.
		Proof of Income	Critical for revised HRSA monitoring standards.
		HIV Letter of Diagnosis	Critical for revised HRSA monitoring standards.
		Release of Information	
		ARIES Consent Form	Indicate in Notes section whether client chose to <i>Share</i> or <i>Not Share</i>
		Agency Consent Form	
		Picture ID	
		Financial/Income:	If either <i>Household Income</i> or <i>Number of People in Household</i> is missing, the Poverty Level will be Unknown. Both data elements are needed for this calculations
R		Monthly Household Income	To calculate poverty level.
R		Number of People in Household	To calculate poverty level.
		<i>Monthly Individual Income</i>	
		Insurance:	
R		Insurance Source	
		Insurance Type	
R		Insurance Start Date	
R		Insurance End Date	
		Primary Insurance or Prim Ins	
		Notes: Enter the initials of your agency and "2011 Update"	
Staff Assignment			
		Staff Name	Case manager, clinician, client advocate, counselor, therapist, or other service provider.
Basic Medical Information			
R		CDC Disease Stage	
R		Date <u>or</u> Year First HIV Positive	
R		AIDS Diagnosis Date	
		Primary Medical Care Source	

ARIES Data Required of ALL Providers		Items Indicated with an "R" are required for the RSR
	Primary Medical Care Name	
	Primary HIV Care Source	
	Primary HIV Care Name	
	Date of Last HIV Care Visit	Cannot be client self-report.
R	Client Risk Factors	Check all that apply. If the client's risk factor was initially indicated as <i>Unknown</i> and needs to be updated to a known value, be sure to uncheck Unknown .
R	Client Partner Risk Factors	<i>Required only if client had heterosexual contact, i.e., Male sex with Female or visa versa</i>

ARIES Data Required ONLY of Medical Care Providers (OAMC)		Items Indicated with an "R" are required for the RSR
<p>If you are a NON-medical provider, you may enter this information but you MUST have the appropriate documentation. If you need assistance with or training to enter this information, please contact Cynthia or Betsy.</p>		
Medical History		
R		AIDS Defining Conditions
R	H1	CD4's
R		Viral Load's
R	H2	STI & Hepatitis Screenings Syphilis Hepatitis B Hepatitis C
R	H2	Hepatitis B Vaccination Complete series of vaccinations.
R	H2	Tuberculosis Testing Including whether the test is Medically Indicated and the Medically Indicated Date.
R	H1	ART Therapy Type Including the reason for any clients NOT on ART.
		ARV Drugs Prescribed
R	H1	PCP Prophylaxis Drugs
	H2	Adherence to ART Medications
	H2	Adherence to HIV Treatment
Screenings		
R		Substance Abuse Screenings Can be entered in the Substance Abuse section or in the Assessments section under SAMISS.
R		Mental Health Screenings Can be entered in the Mental Health section or in the Assessments section under SAMISS.
R	H2	Risk Reduction Screenings

ARIES Data Required ONLY of Medical Care Providers (OAMC)		Items Indicated with an "R" are required for the RSR
	OB/GYN	
R	H2	Pap Smear/Pelvic Exam Dates
R		Pregnancy Information

Case Management		Additional Information
	Needs Assessments	
	Care Plans	
	Referrals	
	Case Notes	Currently, if you enter case notes into another system, you are not required to enter them again into ARIES.

List of Updates Since Version 1.1 Dated 10/27/2010

1. Added some formatting changes and data entry notations.
2. Removed requirement for Family Income, Number of People in Family, and Income History.
3. Removed the listing of HAB Group 3 measures that are NOT explicitly required but CAN be entered into ARIES. For a complete list of HAB measures, please refer to the HAB measures website at <http://hab.hrsa.gov/special/habmeasures.htm>.



For more information you may contact
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This and other data-related technical assistance information is available on the
 Austin ARIES T.A. website at
<http://austinaries.tech.officelive.com/default.aspx>

Thank you!