

Related and Affected Clients

Intended Audience

- Agencies Funded by:
 - The Ryan White Program including the HIV Care Program (HCP)
 - The Housing Opportunities for People with AIDS (HOPWA) Program

Policy Background

For the Ryan White Program, the Health Resources and Services Administration (HRSA) defines “related/affected clients” as those individuals:

- Whose HIV status is negative or unknown,
- With a family member, partner, roommate, or other relation who is HIV-positive (called a “primary client”), and
- Who are receiving Ryan White-funded supportive services such as child care or respite care.

Only clients who meet all three of these criteria should be entered into ARIES. ARIES creates separate records for related/affected clients that are linked to their primary client. Related/affected client records are never shared between agencies. Though ARIES treats all related/affected clients as non-share, providers still need to document that these clients have been informed about ARIES by obtaining a signed ARIES Client Share/Non-Share Consent Form from the related/affected clients (see ARIES Policy Notice No. C1).

It should be noted that household members of applicants for HOPWA Program who do not meet the definition of related/affected need not sign an ARIES Client Share/Non-Share Consent Form. Special procedures for handling these clients are noted below.

Procedures

- Entering Related/Affected Clients

Users should enter related/affected clients into ARIES after consenting them (see ARIES Policy Notice No. C1). To add a related/affected individual for a primary client, go to the primary client’s read-only “Living Situation” tab and click the “New” button next to “Related or Affected Individual.” The user can now add the related/affected client’s information to ARIES.

The CDC Disease Stage for related/affected clients should only be “HIV Negative,” “Unknown,” or “Unreported.” Conversely, no primary clients should have these categories entered for their CDC Disease Stages.

Indeterminate infants should not be enrolled as related/affected clients. An indeterminate infant is a child who is less than 21 months old and whose mother was HIV-positive at the time of the birth. Such infants are considered “indeterminate” since their immune system is not mature enough to produce antibodies to the HIV virus, making it impossible to know their true HIV status. Be sure to enroll an indeterminate infant as a regular ARIES client and use a CDC Disease Stage of “Pediatric Indeterminate.” The CDC Disease Stage should be confirmed and updated after the client reached 21 months of age.

- Changing HIV Status

In the event that a related/affected client becomes HIV-positive, the user must update that client’s CDC Disease Stage on the “Basic Medical” screen. When the user updates the field, the following message will pop up: “Client is related/affected and the CDC Disease Stage is not ‘HIV Negative,’ ‘Unknown,’ or ‘Unreported.’ Click ‘OK’ to save the change, and convert the client to a non-Related/Affected client.” The user should click OK.

- Special Procedures for HOPWA Applicants

As part of its eligibility determination, HOPWA staff must collect demographic and financial information on all the people living with the HOPWA applicant. HOPWA staff must manually enter this information on the Housing Income and Assessment’s “HOPWA Household” screen. When entering this information, it is important to note the difference between those household members who meet the related/affected definition and those who do not.

- Related/Affected Clients: Some of the household members might meet HRSA’s definition of related/affected and thus may already exist in ARIES as a related/affected client linked to the primary client who is now applying for HOPWA Program. These related/affected clients will automatically be added as household members to the “HOPWA Household” screen. Their existing ARIES data will then populate the “HOPWA Household” screen.
- Non-Related/Affected, Non-ARIES Clients: In most cases, the members of the household will not meet HRSA’s definition of related/affected clients and will not have been enrolled in ARIES previously. These household members should not be entered into ARIES as related/affected clients. For these non-ARIES clients, HOPWA staff must enter their demographic and financial information manually into the “HOPWA Household” screen. Because these clients have not been consented, HOPWA staff should enter the relationship in the “Name” field (i.e., Husband, Son 1, Son 2), not their actual names.

Additional Information

- Providers needing assistance with using the creating, editing, or searching for related/affected clients should consult the ARIES User Manual by pressing the F1 key while in ARIES or call the ARIES Help Desk at 1-866-411-ARIES (2743).
- For more information about related/affected clients and the services for which they may be eligible, please refer to HAB Policy Notice 10-02 entitled Federal Policy on Allowable Uses of Funds. The notice is available at <http://hab.hrsa.gov/law/1002.htm>.

Related Policies

- ARIES Policy Notice No. C1 regarding Client Consent and Share Options