



New Data Elements for RSR 2014

The HIV/AIDS Bureau (HAB) of the Health Resources and Services and Administration (HRSA) is responsible for collecting data to support the Ryan White HIV/AIDS Program, and that data is submitted through the Ryan White HIV/AIDS Program Services Report (RSR). For 2014, HAB revised the RSR, making it necessary for recipients of Ryan White funding to collect some new data elements. The most recent release of ARIES contains these new data elements as well as some changes to existing data elements. You'll see changes to ARIES in the following areas:

Demographics: A new data element called Sex at Birth has been added, and is required for the RSR. The existing Gender field (on the Identifiers screen) is now called Current Gender, and is referred to as such on all other ARIES screens. The dropdown options for the new Sex at Birth field are Female, Male, and Other. The field will be blank for new clients. For existing clients, this new field has been prepopulated to reduce your data entry burden. Clients whose Current Gender is Male or Transgender MTF have had Sex at Birth set to Male, clients whose Current Gender is Female or Transgender FTM have had Sex at Birth set to Female, and clients whose Current Gender is Other have had Sex at Birth set to Other. If you find that the prepopulated value is incorrect, simply edit the field and enter the correct value. As a part of your regular data collection process, you should collect Sex at Birth for new clients, and verify Sex at Birth for existing clients.

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Also on the Demographics screen, you'll notice changes to the dropdowns for National Origin/Ethnicity. In accordance with legislation at both the federal and state levels, collecting a race subgroup is now required for clients who identify as Hispanic, Asian, or Native Hawaiian/Pacific Islander. We've standardized the dropdowns based on the subgroups specified by the new legislation. These new subgroups are also incorporated into the 2014 RSR.

Living Situation: The ARIES Living Situation screen has always used a dropdown list of 15 possible values. However, the RSR uses only three values: Stable/Permanent, Temporary, and Unstable. In the past, we "mapped" the 15 ARIES values to the three RSR values, but that practice was arbitrary and inflexible. For the 2014 RSR, users will be able to specify their own mapping for Living Situation. A new Stability Scale data element has been added to the screen, and this field alone will determine how the client's Living Situation will be reported on the RSR. For existing Living Situation records, Stability Scale

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has been prepopulated based on the old mapping rules. As you review existing records, if you find the prepopulated value should be different, simply edit the record and change the Stability Scale. For new records, the field will be blank, and you should specify how you want the record to be reported. For more information about how HAB defines these Stability Scale categories, refer to page 50 of the [2014 RSR Instruction Manual](#).

Laptop X Computer Living Situation

As Of Date *	Living Situation	Stability Scale *
11/4/2014	Rental housing	Stable/Permanent

Save Cancel

Insurance: There are many changes on this screen. To begin with, the read-only screen now uses two lines for each Insurance record. Due to the addition of new data elements, it was no longer possible to display all of the necessary data on one line. For the same reason, editing an Insurance record will now display a completely new screen with the data elements arranged vertically. As for content, you'll see a new Payer data element with the values Client, Employer, Ryan White, Other Public, and Other. For clients with Private Insurance, this is a required field for the RSR. In addition, the Source dropdown now contains Indian Health Services, Tricare, Other Military, and CoveredCA/ACA, and the Type dropdown contains CoveredCA – Platinum, CoveredCA – Gold, CoveredCA – Silver, and CoveredCA – Bronze.

When you edit an existing Insurance record, you'll also see the following message at the top of the screen: "Does this new coverage replace any old coverage? If so, enter an End Date for the coverage(s) that have ended." Our analysis of Insurance data indicates that many users do not "close out" old records when they enter new records, and as a consequence, the old records remain active and continue to be reported on the RSR. The message is intended to remind you to close coverage records that are no longer in force.

Another substantial change to this screen is that Start Date, Source, and Type are now required fields -- you cannot save the record without these fields. These data elements are required for accurate RSR reporting of Insurance, and ARIES will now require them too. Payer is not required, although it is used for RSR reporting, and you should provide the data if you have it, especially for clients with Private Insurance. Note that if the client has Private Insurance, and if Client or Employer is not selected for Payer, the entire Insurance record will be excluded from the RSR. Any existing records without Start Dates will also be excluded from the RSR.

Red Asterisks: Large red asterisks indicate fields that are required for RSR reporting (see the Living Situation screen shot above). HAB removed a number of data elements from the RSR, and the red asterisks have been removed from those data elements in ARIES. Please note that even though these data elements are not reported on the RSR, your grantee may still require you to collect and report these data elements. Also note that the large red asterisk does not indicate a field that you must complete before saving the record. For example, on the new Insurance screen, Payer is marked with a red asterisk, but you can leave the field blank and still save the record.

New Data Elements for 2014 RSR (continued from page 2)

Compliance Reports: This is the screen where you run the RSR. The old RSR has been renamed "Ryan White HIV/AIDS Services (RSR) Export (2009–2013)" and can only be run for 2009 to 2003. This is to prevent users from accidentally using the old report to submit a 2014 report. However, this means you cannot use the old report to "clean up" your 2014 data. To prepare for the 2014 RSR, we suggest you run the STAR report from the Client Reports page in ARIES, which is modeled after the RSR and will help identify problem areas. To identify specific clients with missing data, try the ARIES Fix-It Reports on the Client Reports page. Many of these reports are designed specifically to find missing data related to the RSR. If you have additional reporting needs, feel free to contact the ARIES Help Desk at 866-411-ARIES (2743).

When can I run the new RSR?

The ARIES programmers are currently writing and testing the new report, and we expect it to be available sometime between mid-December and early January. We'll be publishing another issue of the ARIES Advisor at that time to explain the special features of the new report. Reporting deadlines for HIV Care Program (HCP) agencies will also be announced at that time.

Where are the Unknowns?

For 2014, HAB has eliminated the value Unknown from many RSR data elements. Existing data elements in ARIES will not change -- the Unknown value is still present. However, for new data elements, ARIES is following HAB's lead and not using Unknown. That's why in the new Sex at Birth, Stability Scale, and Payer dropdowns, you won't see Unknown. If you do not know the value, simply leave the field blank.

Attention Importers!

With the approval of the Office of AIDS, some agencies regularly use the ARIES Import application to import client and service data into ARIES. If you're one of those agencies, you'll need to change how you prepare your data for import:

Things you must do (your data won't be accepted without these changes)

- Make sure that all Insurance records, even those that indicate No Insurance, have a Start Date
- Make sure that all Insurance records have both a Source and a Type

Things you should do (your data won't be reported on the RSR without these changes)

- Make sure that all clients have a Sex at Birth
- Make sure that clients who identify as Hispanic, Asian, or Native Hawaiian/Pacific Islander have the appropriate National Origin/Ethnicity
- Make sure that all Insurance records, especially those for Private Insurance, have a Payer
- Review the changes to the dropdown values for Insurance Source and Type, and change your export mapping to accurately reflect the client's coverage
- Make sure that all Living Situation records have a Stability Scale

For more information, log in to ARIES Import and download the new schema files and Validator. If you have questions, contact [Bill Hunter](#), the ARIES System Administrator. If you would like information on the import approval process, please see [ARIES Policy Notice E5](#).

Referral Screen Gets a Makeover

Finally! It's been a long time coming, but the Referral screen in ARIES is finally getting a makeover. Visibly, not too much has changed, but functionally, there are a lot of new features:

1. Previously, ARIES assumed that the person who was entering the data was the person making the Referral. That's not always true, so there's now a Referred By dropdown where you can select the appropriate user.
2. Previously, the Refer To dropdown contained a list of types of agencies. That wasn't really very helpful, but it did help to identify the type of Referral. So, on the new screen, this data element is now called Type.
3. Perhaps most importantly, the Referral Screen now lets you specify the agency to which you're referring the client -- the Refer To Agency! The content of this dropdown is completely up to you! Each agency can specify the names to appear in this

dropdown. Using a setup task (see next page), you can choose other ARIES agencies to which you refer clients and manually add non-ARIES agencies.

4. Although not shown in the screen below, there is an important new feature related to Refer To Agency: If you refer a Share client to another ARIES agency, and if the Referral is not a non-share type (such as Mental Health or Substance Abuse), the other agency can enter the Outcome of the Referral! Previously, all other ARIES agencies where the Share client was enrolled would be able to see but not edit the Referral. All agencies can still see the Referral, but the specific agency you selected as the Refer To Agency can now edit the Referral and enter the Outcome and Outcome Date. They cannot, however, edit any of the other data you originally entered on the Referral screen.

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Old	New
Laptop X Computer Referral	Laptop X Computer Referral
Referral Date: 11/4/2014	Referral Date: 11/4/2014
Program: Ryan White	Referred By: Nurse, Nurse 1
Primary Service: Food Bank/Home-Delivered Meals	Program: Ryan White
Secondary Service: Home-Delivered Meals	Primary Service: Food Bank/Home-Delivered Meals
Refer To: Food pantry	Secondary Service: Home-Delivered Meals
(other):	Referral Type: Food pantry 2
Target Date: 11/7/2014	Referral Type (other):
Follow-Up Date: 11/10/2014	Refer To Agency: Dubois Wellness Clinic 3
PSC Code:	Target Date: 11/7/2014
Reason: Client can no longer prepare his own meals, is in need of home delivered meals.	Follow-Up Date: 11/10/2014
	Reason: Client can no longer prepare his own meals, is in need of home delivered meals.

Referral Screen (continued from page 4)

To set up the unique Refer To Agency list for your agency, go to your agency's home page. You can search for your agency by name, or there's a faster way. From the Shortcuts menu, select My Profile. On your profile screen, click on your agency name to take you directly to your agency's home page. Once there, click on the Agency Utilities tab and then click on the Referral Agencies link. Note: this link appears only for users who have the necessary permissions. Agency Managers or Agency Administrators who wish to use this feature should contact the ARIES Help Desk to obtain permissions.

Referral Agencies for Dubois Wellness Clinic

Please enter all the referral agencies for this agency.

Agency Name

Dubois Wellness Clinic
 OA Training Agency 1
 The Palm Desert Agency

Save
Cancel

AA Agency 1
 AA Agency Sub
 Dubois Wellness Clinic
 OA Training Agency 1
 Web Ex
 Other

if other:

When you first arrive at the setup screen, you'll see a list of the agencies that already make up your dropdown. Initially, that list will be blank, but in the example above, three agencies have been set up, and a new fourth agency is in the process of being set up. The dropdown you see here will contain ALL of the ARIES agencies. To add one of these agencies to your custom dropdown, simply select it here and click the Save button. Note that the list of ARIES agencies also contains a selection called Other at the bottom of the list. If you wish to add a non-ARIES agency to your custom dropdown, select Other, type the name of the agency in the provided field, then click Save. In the example above, an ARIES agency called OA Training Agency 1 has been added to the custom dropdown as well as a non-ARIES agency called The Palm Desert Agency. When manually adding an agency, please be sure that the agency is not already in the dropdown under a slightly different name. If the agency is an ARIES agency, and you manually add the agency to your list instead of selecting the name from the dropdown, the agency will not be able to edit the Outcome for shared Referrals.

Note also that this agency, Dubois Wellness Clinic, has added *their own agency* to the dropdown. This can be a very useful feature. If your agency is large, one department may refer clients to another department, and this feature will allow you to track such referrals. This feature can also be used to track unmet needs. If you cannot find another agency who can meet the client's needs, you can refer the client *to your own agency* and leave the Outcome fields blank to indicate the client never received the service.

Got Training?

Self-paced training modules are available online for all ARIES users. The 13 modules cover a wide variety of topics, and are a helpful refresher for current users, and a must for all new users. At minimum, all new users must take courses 1, 2, and 3 first because they contain key concepts and policies about ARIES. The modules are now hosted on Vimeo, not on WebEx. To access them:

- Go to <http://vimeo.com/cdphoa>.
- Click on the link that says "+See all ## videos."
- Then click "Alphabetical" next to the Sort By option.
- There are 13 modules. To find them, look for the course titles that begin with "ARIES Training."
- Click on the name of the desired module to begin viewing. The modules are narrated so users should have sound enabled on their computer when viewing the courses.

Case Note Security Warning

Those of you who use Case Notes are aware that each paragraph of a note can be tagged with a Category. This aids greatly in grouping and organizing notes, and in finding those that cover a specific subject. However, the Category also plays an important function in the sharing of the note. Case Notes are shared only for Share clients, only after the note is Signed & Sealed, and only if the Don't Share box is not checked. When you use one of the four special Categories of Incident Report, Legal, Mental Health, or Substance Use, the Don't Share box is automatically checked and cannot be unchecked, thereby forcing the note to be non-share. This prevents sensitive information from being shared inappropriately beyond the agency where the note was written.

Recently, the California Department of Public Health (CDPH), Office of AIDS has become aware of Case Notes that contain mental health or substance abuse information, but which did not use the correct Category of Mental Health or Substance Abuse. Consequently, these notes were shared outside the agency of origin. Because of the special confidentiality rules around mental health and substance abuse data, *these notes constitute a reportable security incident and must be reported to the CDPH Privacy Officer.* [ARIES Policy Notice B1](#) provides more information on security incidents.

ARIES users who write Case Notes should be very careful to use one of the special Mental Health or Substance Abuse categories whenever a paragraph contains anything about mental health or substance abuse. This includes any information related to the client's history, diagnosis, treatment, or presentation of Mental Health or Substance Abuse issues. Even something as simple as saying "the client sometimes has unprotected sex while high" is something that must be categorized as non-share. This also applies to any information entered into a Case Note about other people with Substance Abuse or Mental Health issues. For example, "client is under stress due to his spouse's manic depressive behavior" must be treated as non-share. In this last example, the paragraph might more accurately be categorized as Family/Support Issues, which would be acceptable as long as you manually check the Don't Share box to prevent the mental health information from being shared.

Managers of ARIES agencies should regularly review these requirements with their staff who write Case Notes. For more information, see [ARIES Policy Notices E5](#). Users who need instruction on the use of Case Notes should take the online training modules discussed earlier on this page.

Changes in User Permissions

User permissions are settings that determine what a particular user can and can't do in ARIES. Right now there are **213** specific checkboxes in the user permission matrix! Every time new features are released, the permission matrix usually expands. Enhancements like the Refer To Agency setup (page 4) and the Document Upload feature (see the [December 2013 ARIES Advisor](#)) are good examples of enhancements that expand user permissions.

Typically, when an enhancement is accompanied by new user permissions, the CDPH Office of AIDS will "roll out" those permissions to existing users, and also change the default permissions for new users so that appropriate staff can use the new feature. Unfortunately, due to the large number of recent enhancements, the Office of AIDS hasn't been able to keep up with the demand. Consequently, permissions for many new features have not yet been rolled out to users. If you find that you cannot perform an ARIES task -- especially an ARIES task associated with a new feature -- you should contact the ARIES Help Desk at 866-411-ARIES (2743). For new features, the Help Desk will typically grant permissions to the Agency Manager or Agency ARIES Administrator, then that person can grant the permission to appropriate staff within the agency.

Within the next few months, the Office of AIDS will review all user permissions, and access to new features will be rolled out to existing users at that time. If you have an opinion as to which user groups should or shouldn't be able to perform a particular task, send your feedback via email to the [ARIES Help Desk](#).

Documenting "Vigorous Pursuit"

Ryan White providers are expected to vigorously pursue enrollment into health care coverage for which their clients may be eligible (e.g., Medicaid, Medicare, state-funded HIV/AIDS programs, employer-sponsored health insurance coverage, and/or other private health insurance) in order to extend finite Ryan White funds to new clients and/or needed services. Providers who use the [Comprehensive Health Care Coverage](#) to document these efforts can track that a client has signed the form using the Eligibility Documents screen in ARIES. Simply log the form in using the "Health Care Coverage Form" document type and complete the other appropriate fields (like Document Date). For more information, please see the [HIV Care Program Management Memorandum 14-01](#).

Attention ReportExport Users!

The new version of ARIES includes several changes to the application end users can access to create ad hoc reports and export data, ARIES ReportExport. For those who have used the Export side of ReportExport before, you'll be glad to know that it's back! You may now do broad-based data exports as you did in the past. You'll notice that there are two Living Situation tables in the export, Living Situation, and Living Situation Log. The Log file contains the longitudinal list of all Living Situation records for a client. The Living Situation table should contain the current Living Situation for each client, but you'll find that this table is empty. In a future update, that table will be populated. In the meantime, you can calculate a client's Current Living Situation by locating a client's most recent record in the Living Situation Log table.

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ReportExport (continued from page 7)

Two new tables are also available in both the Export and Report side of ReportExport: Client Latest Data, and Client Latest Data Periodic. Client Latest Data is useful only at the Administrative Agency (AA) level. It contains selected non-longitudinal data elements, and resolves any conflicts for Non-Share clients with disparate data from different agencies. For example, a Non-Share client enrolled at multiple agencies may have different CDC Disease Stages at each agency. Client Latest Data will collapse those values into a single value using two simple rules: If multiple values exist for a client, use only the known values, and if multiple known values exist, use the known value from the most recently edited record. Certain data elements, like Enrollment Status, have more complex rules, but in general, this is the rule that applies.

Client Latest Data Periodic is useful at both the Agency and AA level. It contains selected longitudinal data elements, and determines what the client's most recent value would have been at multiple points in time -- or within multiple "periods" -- hence the name of the table. For example, if you wanted to know a client's Living Situation as of 6/30/2014, you would not be able to get that from ReportExport in the past. Instead, you would have had to export ALL of a client's Living Situation Log records, and then find the most recent one dated on or before 6/30/2014. Client Latest Data Periodic does that for you. For each

client, it contains multiple Current Living Situation records with month/year tags indicating the month for which Current Living Situation was calculated. There is always a record for the current month, and for every month of the past three years. For periods prior to three years ago, only a year-end record will exist. For example, there are currently monthly records in this table for January 2012 through November 2014, and year-end records (December records) for 2005 through 2011. By filtering on the month and year you want, you can get a client's Living Situation as of the end of that month.

There are certain anomalies that you need to keep in mind when using these tables, and there are enhancements we plan on making to increase the usability of this valuable data. If you have questions about how to use these tables, contact the ARIES Help Desk at 866-411-ARIES (2743). In some cases, the Help Desk will be able to create a report for you using these tables, and in other cases, the Help Desk can provide you with some technical tips to allow you to create your own reports using these tables.

Typically, only highly skilled users have access to ARIES ReportExport. If you need access, please consult your manager and follow the instructions in [ARIES Policy Notice A1](#).

For the Technically Minded...

If you've ever run the RSR and looked at the output, you can't help but be amazed at the massive number of calculations that ARIES performs within a short time to generate that report. The truth is that ARIES *doesn't* do all of these calculations in real time. If it did, the RSR would take over an hour to run for some agencies. Instead, the RSR uses values from Client Latest Data Periodic. These values are generated every night in a process that takes many hours. That's why some changes you make to client data do not show up in the RSR until the next day. In addition, if you've run the RSR at the AA level, you've used the "Aggregate" check box to consolidate the data. This box uses Client Latest Data to resolve any conflicts in data for Non-Share clients enrolled at multiple agencies within your AA. These two tables were the brilliant idea of our lead ARIES programmer and have been used for many years in the RSR, the STAR, and the QM reports. And now these two tables are available for your use in ReportExport!