



## Version Highlights

### New HOPWA Program Screens:

See page 2 for detailed information.

### Needs Assessment Screen Changes:

When creating a new Needs Assessment, there is now a dropdown menu for Program. Once a program is selected, the categories in the left hand column will change to reflect the service categories for the program selected.

### Client Search Screen

For security purposes, ARIES now clears any previous client search criteria when the Client Search screen is accessed.

### Contact Info Screen

There is now a checkbox to copy a client's current residence address into the previous address fields. This eliminates the need to re-type the current residence into the previous address fields when updating a client's address.

### Cross Tab Wizard

Several fields have been added to the Row and Column dropdown menu that include: 1) Service - Contract Name 2) Service - Funding Source and 3) Service - RDR/CADR Category. In addition, HIV Exposure- CDC/HRSA Hierarchy has been added to the Table dropdown menu.

### Service Edit Screen

When editing an existing service, the screen now displays the client's name. It also displays the date a service record was first created.

### Program Enrollment Screens

These screens now display the Agency Name as a hyperlink for ready access to the agency's contact information.

### Units of Service Locked

Users in California will no longer be able to change the Unit of Service when entering a new service. Only the default UOS from the Contract setup screen may be used.

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### Share Status Change Report

This new report is available on the Compliance Reports page. The California Office of AIDS requires all agencies serving a client to obtain a new consent form if the client's share status changes. However, if a client changed share status at one agency, other agencies did not know about the change. This new report shows all clients whose share status changed since a user-specified date. The report lists the client's full name, the new share status, the date of the change, and the agency where the change was made.

### Agency Specifics Screen

The read-only screen now displays the agency where the client is enrolled. If the client is a Share client, the screen also lists any other agencies where the client is enrolled, along with the agency status and as-of date.

### Duplicate Client Merge

Many duplicate clients have been reported to the California Help Desk, but a technical problem has prevented those duplicates from being merged. Once version 2.2 is installed, the California Help Desk will begin merging those duplicates that have already been reported. The California Help Desk will contact each agency when the merges are complete.

### ReportExport:

Ad Hoc Reports based on the Service Line Item table can now include the name of the Site where the service was provided. The new field "Created Date" is also available for reports based on Service Line Items. The "Lag Time" report has been revised to use this new Created Date field (instead of the less accurate Date Edited field).

## New Assessment & Enrollment Screens for the Housing Opportunities for Persons with AIDS (HOPWA) Program

Included in the Version 2.2 ARIES Update are new HOPWA Assessment and Enrollment screens that will enable ARIES to capture the necessary data for HOPWA reports. Version 2.2 includes only the data entry screens – the reports (Annual Progress Report [APR], Consolidated Annual Performance and Evaluation Report [CAPER], HOPWA Progress Report [HPR], and Missing Data Report) will be included in a future update. For an overview of HOPWA data flow, see the “HOPWA Client and Data Flow Chart” on page 3.

There are three sections to the HOPWA Program. The sections are completed in the following order:

- 1) HOPWA Housing and Income Assessment (Household Members and Rent Worksheet are part of the Assessment)
- 2) HOPWA Enrollment
- 3) Household Status

Before you begin the Housing and Income Assessment, be sure that the applicant’s demographic, financial and HIV/AIDS status fields in ARIES are complete and current. If required information is missing, you may not be able to save the assessment or, in some cases, the applicant may be deemed ineligible for the program. These data elements include: Veteran Status, Race/Ethnicity, Income and HIV Status. In addition, required data needed for Household Members includes: Relationship, Gender, Date of Birth, Race/Ethnicity, CDC Disease Stage and Income.

### Housing and Income Assessment

An Assessment must be completed before an applicant can be enrolled. After enrollment, assessments should be done whenever there are changes in the applicant’s household status and income that may affect HOPWA eligibility. HUD suggests all client and household information be updated at least annually.

**Part 1** of the Assessment assesses the applicant’s current living situation.

**Part 2** captures any HOPWA or non-HOPWA housing rental assistance the applicant is receiving or has applied for, as well as employment status and other public assistance.

**Part 3** contains Household Member information and income for Related/Affected Clients who exist in ARIES and live with the applicant at the time the assessment was done. The information for each Household Member should be edited to include current demographic and financial information. Additional household members may be manually

added using the New button. NOTE: When manually adding household members, you should not enter the real name of the household member. Instead, you should enter a description of the household member, such as “Son 1” or “Older Brother” or some other reference to the household member that does not include a real name.

ARIES will calculate the monthly and annual household income from this information. To determine the Area Median Income for your area, a link to the HUD website is provided. After the Area Median Income has been entered, ARIES will calculate and display the applicant’s eligibility status in the Outcome field. Adjusted Annual Household Income and Rent/Utility Payment will be displayed once the Rent Worksheet is completed and saved.

If an applicant is eligible but must be put on a waiting list, enter the date the applicant is first placed on the waiting list. Do not remove this date, even after the applicant starts receiving HOPWA services. The date will be used in conjunction with the first HOPWA service date, to calculate the waiting list time period for the HOPWA report.

**Enroll in HOPWA Program:** If an applicant is not eligible for HOPWA (per Assessment outcome), the HOPWA Enroll button will not be visible in ARIES. If the applicant is eligible and the Assessment was saved, the Enroll button will appear on the screen and the applicant may be enrolled in HOPWA.

**Household Status:** Once an applicant is enrolled in HOPWA, a Household Status should be completed: 1) whenever the information changes, 2) when the applicant is Disenrolled from HOPWA, and/or 3) at the end of each HOPWA program year if the applicant is still enrolled at that time.

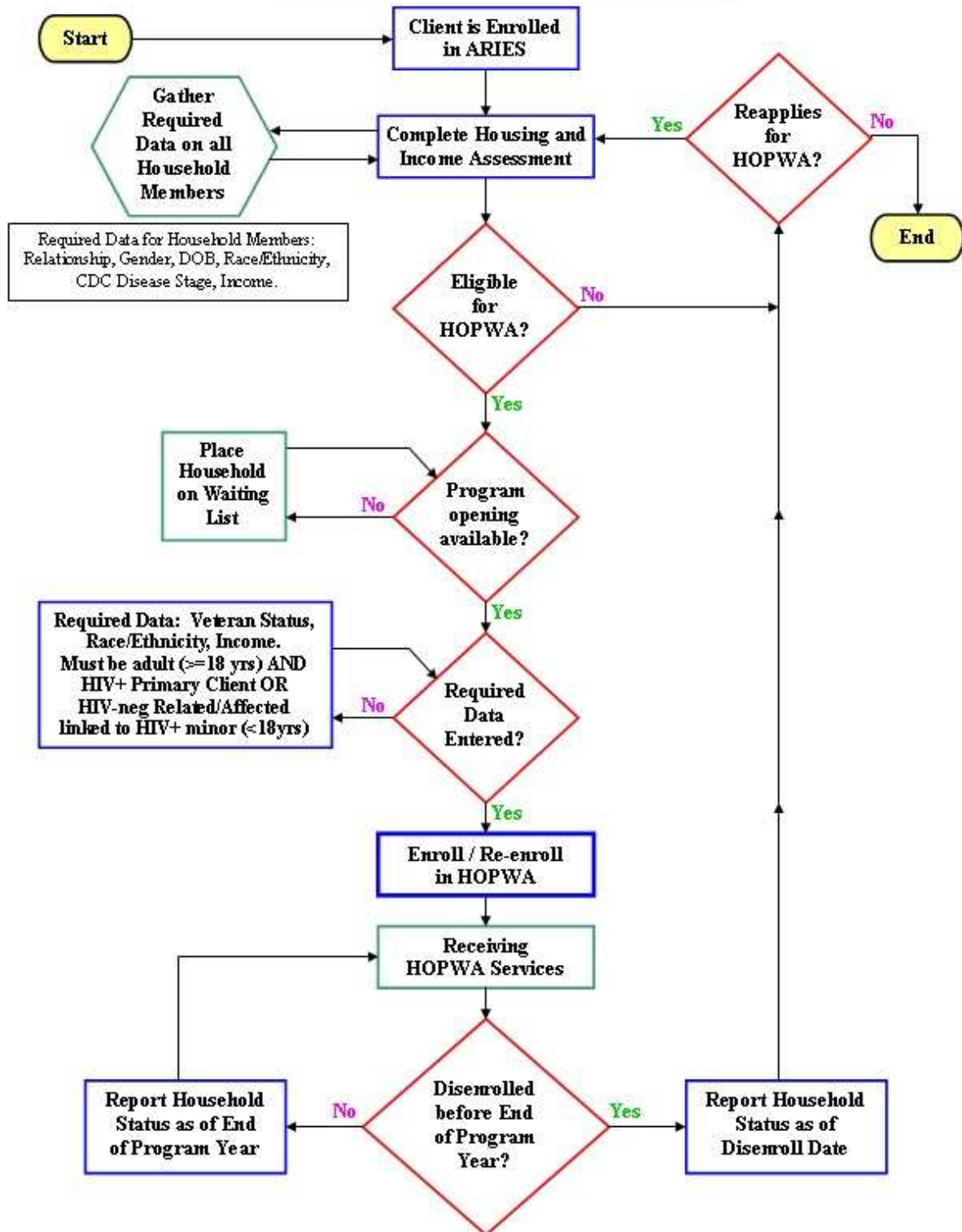
**HOPWA Services:** To comply with the new HOPWA reporting requirements, revised service categories for HOPWA will be implemented on July 1. All services entered under a HOPWA contract after this date will use these new service categories.

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### Password Security Update

To make ARIES a more secure system, passwords now require one upper-case letter, one lower-case letter, one number, and one of the following symbols . , - ' & ! @ # ( ) / : Passwords must also be 6 to 32 characters. Your current ARIES password will continue to work normally until it expires, at which time you will need to select a new password meeting these requirements.

### HOPWA Client and Data Flow



## Client Identifiers and Registering New Clients

As there are many new users of ARIES, we thought it would be beneficial to review how ARIES uses the Client Identifiers when registering new clients. The Client Identifiers are First Name, Last Name, Middle Initial (MI), Date of Birth, Gender, and Mother's Maiden Name (MMN). If a client is already registered in ARIES and a second agency registers the same client but the identifiers are different (even one data element) a duplicate client record will be created. Below are the guidelines published by the California Office of AIDS for entering the Client Identifiers into ARIES at the time of registration. Following these guidelines at all agencies will greatly assist in preventing duplicate records. If you discover duplicate records after the fact, please immediately contact the California Help Desk for assistance.

The California Office of AIDS has adopted the following rules regarding client identifiers:

**Mother's Maiden Name:** Every effort should be made to collect the correct MMN for every client. If obtaining MMN is a problem, it is important to note the difference between clients who are reluctant to provide their MMNs and clients who do not know their MMNs.

- In the case of clients who have a MMN but are reluctant to disclose it, providers should ask for the first three characters of their MMN (e.g., Smi for Smith). Entering just these three characters into ARIES is sufficient to correctly and uniquely identify clients.
- In the case of clients who do not know their MMN or refuse to disclose the first three characters of their MMN, the client's Last Name should be used as the MMN. These clients must be instructed to use their Last Name when asked for their MMN at any ARIES agency.

**Middle Initial:** Every effort should be made to collect the correct MI for every client. However, some clients will not have a MI. In this case, leave the Middle Initial field blank. When generating the URN, ARIES will substitute a 9 for the missing MI.

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## Preview of Coming Attractions...

**Quality Management Indicators:** When the Ryan White Program was reauthorized by Congress, it included a renewed focus on quality of care. The HIV/AIDS Bureau (HAB) of the Health Resources and Services Administration (HRSA) is responsible for oversight of the Ryan White Program, and recently released their Group 1 Quality Management (QM) Indicators. The QM Indicators are similar to outcome measurements already established by HRSA's Office of Performance Review (OPR) and are familiar to many Part C grantees who participate in HIVQUAL.

We expect the Group 1 QM Indicators to be added to ARIES by September. This will involve adding a few new data elements to the client-level screens, as well as creating a new report to calculate the outcomes. In addition to displaying the percentage of clients who meet the requirements of each of the five indicators, ARIES will also provide a listing of the clients who did not meet the requirements so that providers may follow up.

For more information on the HAB Group 1 Indicators, please see HAB's website: <http://hab.hrsa.gov/special/habmeasures.htm>.

**Client-Level Data:** Another requirement of the reauthorization of the Ryan White Program was that the HIV/AIDS Bureau (HAB) be able to provide more detailed data analyses to Congress. HAB intends to meet this requirement by instituting Client-Level Data (CLD) reporting beginning in 2009.

CLD means that for each client served during the reporting period, a separate "record" of that client will be submitted to HAB. The record will be anonymous, identified only by the new Unique Client Identifier (UCI) which is similar to the ARIES Unique Record Number (URN). Each client record will contain demographic and medical information about the client as well as a summary of the services received by the client.

A few new data elements are required for CLD reporting. These will be added to ARIES before January 2009. CLD submission is on a six-month cycle, with the first reporting period being January through June 2009. CLD must be submitted electronically, and ARIES will include an option to export a file that can be uploaded to HAB's website. Much more information will be available as we approach 2009.