



Focused Technical Assistance Now Available

The State Office of AIDS (OA) is now sponsoring focused technical assistance (FTA) webinars as part of a wider, on-going data improvement effort. FTA can be viewed as an extension of the in-person trainings OA used to conduct. But unlike the trainings, the webinars are narrowly focused on improving selected providers' ability to collect and enter key data elements. Each month, OA will focus on a different data element such as client identifiers, poverty level, or CDC Disease Stage. The webinars will clarify how to collect the data element, give tips for improving data entry, and answer questions that users may have.

While only selected providers will be invited to the webinar, all ARIES users can benefit from the webinars in the following ways:

- The Help Desk has designed a series of reports to assist providers in identifying and fixing problematic records. These "Fix-It" reports, which are available to users with permission to access Client Reports, show which records need attention and why. For example, the "Fix-It: Client Identifiers" report indicates which clients have "unknown" entered as their mother's maiden name (MMN) or are missing a MMN or middle initial. For these clients, providers should enter a Client Alert to remind staff to collect this missing information during the client's next appointment.
- After each webinar, OA will post the presentation under the "Training" section at www.projectaries.org. Among other things, the presentations explain the logic behind the "Fix-It" reports. For instance, "unknown" is not a valid MMN and can result in duplicate records being created. Users are encouraged to access the presentation in conjunction with the reports or when additional information about a particular data element is needed.

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Custom Data Added To ARIES

An exciting and powerful new feature has been added to ARIES allowing customized client-level data elements to be added to ARIES. Administrative agencies (e.g., fiscal agents), with the permission and supervision of the State Office of AIDS (OA), now have the ability to create custom data elements that are displayed for all the agencies they manage. However, all users should have a basic understanding of Custom Data and where and how to enter it.

A new Custom Data tab has been added to the client edit screens (*see page 2*). All groups of custom data elements will be accessible from this page. A custom data group may consist of one or more individual data elements, and each custom data group will have its own section on this page. The group can be non-longitudinal, meaning only one record per client can be entered, or longitudinal, meaning there can be multiple records per client. As an example, the Risk Factor screen in ARIES is non-longitudinal (each client can have only one set of risk factors) while the STI/Hepatitis screen is a longitudinal screen (each client can have many tests on this screen).

A new set of user permissions will control who can view, add, edit, or deactivate data on the new Custom Data tab. Most users who currently have access to other client screens will be given similar access to this new tab. You may, as always, customize any user's permissions to grant or revoke permissions for this screen.

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Custom Data *(continued from page 1)*

In addition to these groups of Custom Data elements, AAs can (with OA approval) create custom web links on just about any ARIES client screen. These links can open another website in a new window. The links can also connect to another web application (such as a web-based electronic medical records system), allowing users to enter or edit data about the same client in the other application.

OA will review formal requests for Custom Data. AAs who want to learn more about the approval process should e-mail Karl Halfman at karl.halfman@cdph.ca.gov. Providers should not contact OA directly to request Custom Data. Rather, they should discuss their needs with their AAs. If the AAs support the creation of Custom Data, the AA will submit a formal request to OA for review and approval.

Sample of Custom Data Screen

< Back
Home
Find
New
Reports
Shortcuts
Help
Logout

DEMO-GRAPHICS
ELIGIBILITY
PROGRAMS
MEDICAL
MEDICATIONS
RISK & ASSESSMENTS
CARE PLAN
CASE NOTES
SERVICES
CUSTOM DATA

CUSTOM DATA ARIES

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Custom Data

Clinical Trial Status Edit

Currently in a Clinical Trial

False

Education Level Edit

Graduated High School	Graduated College	Degree
True	True	BS in Business Administration

Fasting Lipids New

Test Date	Total Cholesterol	Triglycerides	HDL	LDL	HDL Ratio	
6/30/2010	141	112	28	91	5.00	Edit
11/7/2009	219	132	35	158	6.30	Edit
4/22/2009	210	152	34	146	6.20	Edit

Satisfaction Survey New

Visit Date	Physician	Wait-Time (Minutes)	Satisfaction Score	Comments	
5/27/2010	Dr. Jones	10	9	Doctor was very pleasant and provided me with several referrals.	Edit
7/19/2009	Dr. Smith	75	2	Long wait, doctor was rushed, did not answer my questions.	Edit

Version 2.6.6.0 Update Highlights

Addition of County of Residence to Cross Tabs

The County of Residence field has been added as a selection option to the Cross Tab Wizard. Users can now generate Cross Tab Reports that display data by the client County of Residence.

Drug Code List Updated

The HRSA Drug Code List in ARIES was updated. Twenty-eight (28) new drugs were added. There were no new ART medications added to the list.

User Permissions for “Finalize” Checkbox on Service Edit Screen

Many agencies reported users mistakenly finalizing (i.e., permanently locking) services. To minimize these errors, a new permission has been added to the User Permissions screen to grant users the ability to check and/or uncheck the “Finalize” checkbox when entering or editing services. Users with “View” permissions will be able to view and check the box. Users with “Change” permissions will be able to view and check *or uncheck* the box.

Longitudinal Records and Non-Share to Share Transition

When a client changed his share status from non-share to share, ARIES used to handle his non-longitudinal records differently than his longitudinal records. All of his historical non-longitudinal records (e.g., race, address, etc.) became visible to all the providers who served him. However, this was not the case for his historical longitudinal records (e.g., CD 4 counts, immunizations, etc.). Even though the client was now a share client, his past longitudinal records could not be viewed by his other providers.

With this release, ARIES now treats historical longitudinal like their non-longitudinal counterparts. When a client decides change his share status from non-share to share, all of his providers can view all his past records with one exception. Records related to mental health, substance abuse, and legal services were not impacted by this change and are never shared among providers.

Reminder about CDC Disease Stage

CDC Disease Stage is a crucial data element that providers must collect in order to complete their Ryan White Data Report (RDR) and Ryan White Service Report (RSR). When this element is blank for a client, the reminder “Check the Client’s CDC Disease Stage” appears in red after the client’s name on all the edit screens. To draw attention to critical nature of this data element, this reminder now appears on all of the client’s read-only screens as well. Once the user has confirmed and entered the client’s CDC Disease Stage, the reminders disappear.

HOPWA

Related/Affected Individuals

ARIES now prevents the editing of read-only records for Related/Affected Clients on the HOPWA Household Edit screen. If HOPWA users need to edit a Related/Affected Client, they can do so by clicking on the Related/Affected button on the Client record.

Phasing Out Internet Explorer 6

Internet Explorer 6 (IE6) is nine years old this summer. Google, YouTube, and other popular websites are now phasing out support of this outdated web browser. ARIES will discontinue support for IE6 in a future release.

A small percentage of ARIES users still have IE6. When these users log into ARIES, a message will now appear on the login page reminding them that IE6 will be phased out soon and asking them to contact the ARIES System Administrator for more information.

ARIES Screen Formatting

ARIES was updated to correct some minor screen formatting problems, such as vertical/horizontal alignment and text truncation, in a range platforms and browsers.

Revised ARIES Client Share/Non-Share Consent Form

The California Office of AIDS (OA) has revised the ARIES Client Share/Non-Share Consent Form effective July 2010. The new form, which is available in English and Spanish, can be found under the “Forms” section at www.projectaries.org. The major changes to the form are as follows:

- The protections for mental health, substance abuse, and legal services are more clearly described. This information is never shared between service providers.
- Providers now need to re-consent their clients every three years rather than annually.
- Language has been added to allow OA to notify local health jurisdictions (LHJ) of HIV-positive clients in ARIES who do not have an HIV Case Report in e-HARS so that the LHJ can work with the individual client’s health care provider to complete the case report.

Providers should begin using the revised form immediately. Any blank copies of the old form should be discarded (or recycled). In order to start following up on missing case reports, clients must be re-consented with the revised form. Providers should re-consent clients when they come in for their next appointment. There is no need for providers to contact clients via phone or mail to re-consent them.

It is also very important that providers log the new consent form on the Eligibility Documents screen. At minimum, they must enter the Document Dated field.

Some California counties have adopted a Local Share Mandate (LSM), requiring their clients to share their ARIES data. If your agency is located in San Bernardino/Riverside, San Diego, San Francisco, San Mateo, or Santa Clara Counties, you should not use the revised Consent Form available on the ARIES website. Instead, you should wait until your county Administrative Agency (i.e., health department) provides you with a customized, county-specific consent form. These forms will have “LSM 8693 (7/10)” in the lower left-hand corner. Please be aware, however, that even though your Consent Form will be slightly different, you still must re-consent all clients on their next visit once you receive the new LSM Consent Form from your county Administrative Agency.

Nearly 63% of clients served by ARIES agencies in the last year decided to share their data. The highest share rates are in San Mateo County (92.5%), which has a local share mandate, and in Plumas County’s five-county region (91.3%).

ARIES Security Reminder

All new staff, including volunteers, who need access to ARIES must first complete and submit an ARIES User Registration Form. The State Office of AIDS will then contact the new users to install digital certificates on their computers. An individual user who wants to access ARIES from multiple computers – such as from her office and from two exam rooms – will have to install digital certificates on each computer.

As a protective measure, ARIES users must never share their logins and passwords with other staff or managers. ARIES maintains an audit trail of each

user’s actions while in the system. Since ARIES can only identify users by their logins and passwords, it is critical that users keep this information confidential.

Agency Information in ARIES

Agency Administrators are asked to update the Agency Information screen in ARIES whenever there are changes to their agency address, primary contact person, telephone or fax numbers, or e-mail addresses. The State Office of AIDS uses this information to communicate with agencies about ARIES.