

## Missing Data Frequency

*This spreadsheet calculates the frequency of missing data elements in the "Missing RSR Data Report."*

- From the Reports menu in ARIES, select Management Reports. Click on the link "Missing RSR Data Report." Enter the data range for the report. If the agency provides medical services, select "Yes" from the dropdown.
- Click the Export button (NOT the Report button). On the next screen, select "Text, comma-separated" as the Export format, then click Export. When the Download button appears, click it and save the file to a convenient location.  
**WARNING!! This file contains CLIENT NAMES and must be treated with the highest level of security.**
- Open the downloaded file in Excel: right-click on the file and use the "Open With" option, or open Excel and use the "Open" option (be sure to change "Files of Type" to Text files so you can see \*.csv files). Click on the small box to the left of the "A" column header to select all the data, then from the Edit menu, select "Copy" (or press <CTRL-C>).
- Open (or switch to) this spreadsheet, and click on the "Raw Data" tab (bottom of screen). Click on cell A1 to select it, then from the Edit menu, select Paste (or press <CTRL-V>). **For security purposes, select columns A through G and press <Delete> to delete the confidential data in those columns (do not delete the columns themselves, just the data they contain).** Return to this "Results" tab and the frequency results will appear below. For a criteria used to report each data element as missing, see the "Definitions" tab.

	<b>All Clients Served</b>	<b>0</b>	<b>0.00%</b>
<b>Required for ALL Providers</b>	Hispanic	0	0.00%
	Race Major 1	0	0.00%
	Living Situation	0	0.00%
	Living Situation Date	0	0.00%
	Residence ZIP Code	0	0.00%
	Date of Death	0	0.00%
	Household Income	0	0.00%
	# People in Household	0	0.00%
	Insurance	0	0.00%
	HIV Status	0	0.00%
	AIDS Diagnosis Date	0	0.00%
	Risk Factor	0	0.00%
	<b>Required ONLY for Medical Providers</b>	CD4	0
Viral Load		0	0.00%
TB Test Medically Indicated		0	0.00%
TB Test Medically Indicated Date		0	0.00%
TB Skin Test Date		0	0.00%
STI: Syphilis		0	0.00%
STI: Hepatitis B		0	0.00%
STI: Hepatitis C		0	0.00%
Immunization: Hepatitis B - Dose 3		0	0.00%
HAART		0	0.00%
Screen Risk Reduction		0	0.00%
Screen Substance Abuse		0	0.00%
Screen Mental Health		0	0.00%
PCP Prophylaxis		0	0.00%
Pap Smear		0	0.00%
Pregnancy	0	0.00%	

## Required for ALL Providers

**NOTE: Five of the six ARIES identifiers (First Name, Last Name, Middle Initial, Gender, Date of Birth), plus Enrollment Date, Enrollment Status, and Enrollment Status As-Of Date are also required for the RSR. However, these fields are required in ARIES (cannot be left blank) and are therefore not a part of the Missing RSR Data Report.**

Data Element	ARIES Location	Appears in Missing Data Report if...	Notes
Hispanic	Demographics: Demographic Detail	The "Hispanic" data element is blank or "Unknown"	
Race Major 1	Demographics: Demographic Detail	The "Race 1" data element (left column) is blank or "Unknown/Unreported"	
Living Situation	Demographics: Living Situation	The "Current Living Situation" data element is blank or "Unknown"	
Living Situation Date	Demographics: Living Situation	The "Living Situation since" data element is blank or prior to the reporting period	
Residence ZIP Code	Demographics: Contact Info	The "Residence Zip" data element is blank or "99999" or "99998" or "99997"	
Date of Death	Demographics: Demographic Detail	"Agency Status" (Agency Specifics tab) is either "Reported Deceased" or "Confirmed Deceased" AND "Date of Death" (Demographic Detail tab) is blank	
Household Income	Eligibility: Financial	The "Monthly Household Income" data element is	
# People in Household	Eligibility: Financial	The "# People in Household" data element is blank or less than 1	
Insurance	Eligibility: Insurance	There are no Insurance records that cover any portion of the reporting period	1
HIV Status	Medical: Basic Medical	The "CDC Disease Stage" data element is blank or "Unreported" or "Unknown"	
AIDS Diagnosis Date	Medical: Basic Medical	The "CDC Disease Stage" data element is "CDC-defined AIDS" or "Disabling AIDS" AND the "AIDS Diag Date" is blank	
Risk Factor	Risk & Assessments: Risk Factors	There are NO checkmarks on this screen, or the ONLY checkmarks are one or both of the 'Unknown' items (Primary/Secondary dropdowns are NOT considered)	

### Notes:

1. The phrase "that cover any portion of the reporting period" is used for records with a Start Date and an End Date. The Start date must be within or prior to the reporting period. The End Date must be blank or after the start of the reporting period. For Insurance, if multiple records exist that meet this criteria, the client is reported in multiple categories in the RSR.

***Required ONLY for Medical Providers***

Data Element	ARIES Location	Appears in Missing Data Report if...	Notes
CD4	Medical: Medical History	No CD4 tests within the reporting period	
Viral Load	Medical: Medical History	No Viral Load tests within the reporting period	
TB Test Medically Indicated	Medical: Medical History	The "TB Test Medically Indicated" data element is blank or "Unknown"	
TB Test Medically Indicated Date	Medical: Medical History	The "TB Test Medically Indicated Date" data element is blank, OR the "TB Test Medically Indicted" data element is NOT "No" and the "TB Test Medically Indicated Date" data element is prior to the reporting period	2
TB Skin Test Date	Medical: Medical History	The "TB Test Medically Indicated" data element is "Yes" and the "TB PPD/TST Test Placed" data is blank or prior to the reporting period	3
STI: Syphilis	Medical: Medical History	There are no STI/Hepatitis records within the reporting period where the test type is "Syphilis"	4
STI: Hepatitis B	Medical: Medical History	There are no STI/Hepatitis records within the reporting period where the test type is "Hepatitis B"	4
STI: Hepatitis C	Medical: Medical History	There are no STI/Hepatitis records within the reporting period where the test type is "Hepatitis B"	4
Immunization: Hepatitis B - Dose 3	Medical: Medical History	There is no Immunization record, regardless of date, where the Type is "Hepatitis B - Dose 3"	5
HAART	Medications: ART	There are no ART Type records where Type is 'Highly Active Anti-Retroviral Therapy (HAART)' that cover any portion of the reporting period	1
Screen Risk Reduction	Risk & Assessments: Assessments	There are no Risk Reduction Screening records within the reporting period	6
Screen Substance Abuse	Risk & Assessments: Substance Abuse	There are no Substance Abuse Screening records within the reporting period	6
Screen Mental Health	Risk & Assessments: Mental Health	There are no Mental Health Screening records within the reporting period	6
PCP Prophylaxis	Medications: Other Medications	There are no Other Medications records that cover any portion of the reporting period where "Used For" contains the text 'PCP' (any position, not case-sensitive) AND "Type" is "Prophylaxis" AND the drug code is d00124, d00098, d00030, or d01120	1
Pap Smear	Medical: OB/GYN & Pregnancy	Gender is not "Male" and there is no Pap Smear record within the reporting period	
Pregnancy	Medical: OB/GYN & Pregnancy	Gender is not "Male" and a Pregnancy record exists but has insufficient data to determine the correct values to report on the RSR	7

**Notes:**

- In order for TB data to be reported for a client, the "Medically Indicated" dropdown must have a "Yes" and the "Medically Indicated Date" must be within the reporting period. IF a TB test is NOT medically indicated for the client, that data IS reported even if the "Medically Indicated Date" is PRIOR to the reporting period.
- Unlike the RDR, the RSR only asks if the client was "screened" for TB -- the result of the screening is not reported, nor is the treatment status. Consequently, the RSR only uses the "Placed" date while the RDR used both the "Placed" and "Read" date as well as the "Result" field and the TB Treatment history table.
- Clients who have a record that indicates the test is not medically indicated will be reported as such even if the record is PRIOR to the reporting period. Such clients will still appear on the missing data report even though technically the data is not missing.
- The RSR asks only if the client received the complete HBV vaccine, regardless of date. While there are some HBV vaccines that use more or less than 3 doses, ARIES is only able to currently collect the three-dose variety. If you know that a client received the complete vaccine, enter a "Hepatitis B - Dose 3" immunization record regardless of the type of vaccine or the number of doses in the series.
- There are specific assessments in ARIES that may qualify as screening (SAMISS, Behavioral Risk, etc). These records are not considered for the RSR. Only the generic screening records referenced above are considered. If you enter one of the other specific assessments, you must also enter a generic screening record for the data to be reported on the RSR.
- To be reportable on the RSR, a pregnancy record must include EITHER the Approximate Conception Date OR the Estimated Delivery Date. In addition, HIV Status during Pregnancy, Date Prenatal Care Began, ART Offered to Reduce Vertical Transmission are also required. If Date of Pregnancy Outcome is not blank, Pregnancy Outcome is also required.