



Directions for Assigning an ARIES User Group Role for Staff



For staff with access to the ARIES Client Application, which contains all the client demographic, medical history and service data, it is necessary for the supervisor to determine what tasks that staff person needs to conduct while logged into ARIES. ARIES is set up to protect client confidentiality by only allowing ARIES staff users access to the minimum amount of client data necessary for that staff person to complete their work. For example, not all staff users need to see medical information; some staff might need to view medical information but do not need to change or edit medical information. The original ARIES partners created the user group roles with their associated permission levels, based on input from agency staff.

This document contains an Excel worksheet delineating:

1. The ARIES user groups, and
2. The designated permission levels for each ARIES user group.

Each sheet is broken out by ARIES user group

The cells filled in with = **granting** of permission level in the column.

The blank cells = **denial** of permission level listed in the column.

The shaded cells = **not applicable** (permission level does not exist).

The following are the user group roles for ARIES:

1. Partner ARIES Administrator
2. Administrative Agency ARIES Administrator (for Fiscal Agents, Counties)
3. Agency ARIES Administrator (for agency IT staff, if appropriate and available)
4. Agency Management
5. Ancillary Services (Transportation, Food, etc.)
6. CARE/HIPP (Office of AIDS staff)
7. Case Manager
8. Data Entry
9. Medical
10. Peer Advocate
11. Receptionist
12. Volunteer Staff
13. Auditor
14. Inactive Staff
15. Non-User

PROCESS: Before your agency is set up to use ARIES, and as part of the process for completing the “ARIES User Registration Form”, please:

1. Review the worksheets,
2. Assign your ARIES user staff to the above user groups, (noting the permission levels associated to each user group), and
3. If the staff person needs access to ARIES Client application, then indicate the appropriate user group role on the line next to the check box.

On a staff-by-staff basis, it is possible to incrementally modify the permission levels within a user group. However, it is best to discuss these modifications first with your Office of AIDS ARIES data contact.

User Group: Partner ARIES Administrator
ARIES Permission Levels Worksheet

Function	View	Change	Create	Deactivate
Appointments	Y	Y	Y	Y
Appointment Outcome		Y		
Client Search	Y			
Social Security Number	Y			
Affected Client	Y			
New Client/URN Elements			Y	
Demographics Tab	Y	Y	Y	
Contact by mail, phone, confidential		Y		
Client Identifiers		Y		
Sexual Orientation	Y	Y		
Related or Affected Individuals	Y	Y	Y	Y
Agency Specifics	Y	Y	Y	
Share Status		Y		
Eligibility Tab	Y	Y	Y	Y
Financial	Y	Y	Y	Y
Programs Tab	Y	Y	Y	Y
Program Enrollment	Y	Y	Y	Y
Staff Assignment	Y	Y		
EIP	Y	Y	Y	Y
TMP	Y	Y	Y	Y
Outcome for TMP		Y		
CMP/MCWP	Y	Y	Y	Y
CARE/HIPP	Y	Y		
HOPWA	Y	Y	Y	Y
Medical Tab	Y	Y	Y	Y
Basic Medical	Y	Y	Y	Y
Medical History	Y	Y	Y	Y
STI/Hepatitis	Y	Y	Y	Y
Medications Tab	Y	Y	Y	Y
Risk Factors Tab	Y	Y		
Substance Abuse History	Y	Y	Y	Y
Mental Health History	Y	Y	Y	Y
Care Plan Tab		Y		
Needs Assessment	Y		Y	
Care Plan	Y	Y	Y	Y
Interventions	Y	Y	Y	Y
Referrals	Y	Y	Y	Y
Referral Outcome		Y		
Referral Target and Follow-up Date/Reason		Y		
Case Notes Tab				Y
Legal Notes	Y	Y	Y	
Mental Health Notes	Y	Y	Y	
Substance Abuse Notes	Y	Y	Y	
Client Incident and Grievance Report Notes	Y	Y	Y	
All Other Notes	Y	Y	Y	
Sign and Seal	Y	Y		
Services	Y	Y	Y	Y
Agency	Y	Y	Y	Y
Funding Sources and Contracts	Y	Y	Y	Y
Services Provided	Y	Y	Y	Y
RDR/CADR	Y			
Lab Batch Data Entry	Y			
Staff Screen	Y	Y	Y	Y
Permission for Staff	Y	Y	Y	
Reports	Y	Y	Y	Y
Client	Y			
Services	Y			
Finance	Y			
Management	Y			
Cross Tab Wizard	Y			
Compliance	Y			
Save Report				
Access ARIESClient	Y			
Access ARIESReportExport	Y			
Access ARIESImport	Y			
Access ARIESAdmin	Y			

ARIES Permission Levels Worksheet

Function	View	Change	Create	Deactivate
Appointments	Y	Y	Y	Y
Appointment Outcome		Y		
Client Search	Y			
Social Security Number	Y			
Affected Client	Y			
New Client/URN Elements			Y	
Demographics Tab	Y	Y	Y	
Contact by mail, phone, confidential		Y		
Client Identifiers		Y		
Sexual Orientation	Y	Y		
Related or Affected Individuals	Y	Y	Y	Y
Agency Specifics	Y	Y	Y	
Share Status		Y		
Eligibility Tab	Y	Y	Y	Y
Financial	Y	Y	Y	Y
Programs Tab	Y	Y	Y	Y
Program Enrollment	Y	Y	Y	Y
Staff Assignment	Y	Y		
EIP	Y	Y	Y	Y
TMP	Y	Y	Y	Y
Outcome for TMP		Y		
CMP/MCWP	Y	Y	Y	Y
CARE/HIPP	Y			
HOPWA	Y	Y	Y	Y
Medical Tab	Y	Y	Y	Y
Basic Medical	Y	Y	Y	Y
Medical History	Y	Y	Y	Y
STI/Hepatitis	Y	Y	Y	Y
Medications Tab	Y	Y	Y	Y
Risk Factors Tab	Y	Y		
Substance Abuse History	Y	Y	Y	Y
Mental Health History	Y	Y	Y	Y
Care Plan Tab				
Needs Assessment	Y		Y	
Care Plan	Y	Y	Y	Y
Interventions	Y	Y	Y	Y
Referrals	Y	Y	Y	Y
Referral Outcome		Y		
Referral Target and Follow-up Date/Reason		Y		
Case Notes Tab		Y		Y
Legal Notes	Y	Y	Y	
Mental Health Notes	Y	Y	Y	
Substance Abuse Notes	Y	Y	Y	
Client Incident and Grievance Report Notes	Y	Y	Y	
All Other Notes	Y	Y	Y	
Sign and Seal	Y	Y		
Services	Y	Y	Y	Y
Agency	Y	Y	Y	Y
Funding Sources and Contracts	Y	Y	Y	Y
Services Provided	Y	Y	Y	Y
RDR/CADR	Y			
Lab Batch Data Entry	Y			
Staff Screen	Y	Y	Y	Y
Permission for Staff	Y	Y	Y	
Reports	Y	Y	Y	Y
Client	Y			
Services	Y			
Finance	Y			
Management	Y			
Cross Tab Wizard	Y			
Compliance	Y			
Save Report				
Access ARIESClient	Y			
Access ARIESReportExport				
Access ARIESImport				
Access ARIESAdmin				rev. 11/14/2008

User Group: Agency ARIES Admin (IT/MIS staff)
ARIES Permission Levels Worksheet

Function	View	Change	Create	Deactivate
Appointments	Y	Y	Y	Y
Appointment Outcome		Y		
Client Search	Y			
Social Security Number	Y			
Affected Client	Y			
New Client/URN Elements			Y	
Demographics Tab	Y	Y	Y	
Contact by mail, phone, confidential		Y		
Client Identifiers		Y		
Sexual Orientation	Y	Y		
Related or Affected Individuals	Y	Y	Y	Y
Agency Specifics	Y	Y	Y	
Share Status		Y		
Eligibility Tab	Y	Y	Y	Y
Financial	Y	Y	Y	Y
Programs Tab	Y	Y		Y
Program Enrollment	Y	Y		
Staff Assignment	Y	Y		
EIP	Y	Y	Y	Y
TMP		Y		
Outcome for TMP		Y		
CMP/MCWP	Y	Y		
CARE/HIPP	Y			
HOPWA	Y	Y	Y	Y
Medical Tab	Y	Y	Y	Y
Basic Medical	Y	Y	Y	Y
Medical History	Y	Y	Y	Y
STI/Hepatitis	Y	Y	Y	Y
Medications Tab	Y	Y	Y	Y
Risk Factors Tab	Y	Y		
Substance Abuse History	Y	Y	Y	Y
Mental Health History	Y	Y	Y	Y
Care Plan Tab				
Needs Assessment	Y		Y	
Care Plan	Y	Y	Y	Y
Interventions	Y	Y	Y	Y
Referrals	Y	Y	Y	Y
Referral Outcome		Y		
Referral Target and Follow-up Date/Reason		Y		
Case Notes Tab		Y		Y
Legal Notes	Y	Y	Y	
Mental Health Notes	Y	Y	Y	
Substance Abuse Notes	Y	Y	Y	
Client Incident and Grievance Report Notes	Y	Y	Y	
All Other Notes	Y	Y	Y	
Sign and Seal	Y	Y		
Services	Y	Y	Y	Y
Agency	Y	Y		
Funding Sources and Contracts	Y			
Services Provided	Y	Y	Y	Y
RDR/CADR	Y			
Lab Batch Data Entry	Y			
Staff Screen	Y	Y	Y	Y
Permission for Staff	Y	Y	Y	Y
Reports	Y	Y	Y	Y
Client	Y			
Services	Y			
Finance	Y			
Management	Y			
Cross Tab Wizard	Y			
Compliance	Y			
Save Report				
Access ARIESClient	Y			
Access ARIESReportExport				
Access ARIESImport				
Access ARIESAdmin				rev. 11/14/2008

User Group: Agency Management
ARIES Permission Levels Worksheet

Function	View	Change	Create	Deactivate
Appointments	Y	Y	Y	Y
Appointment Outcome		Y		
Client Search	Y			
Social Security Number	Y			
Affected Client	Y			
New Client/URN Elements			Y	
Demographics Tab	Y	Y	Y	
Contact by mail, phone, confidential		Y		
Client Identifiers		Y		
Sexual Orientation	Y	Y		
Related or Affected Individuals	Y	Y	Y	Y
Agency Specifics	Y	Y	Y	
Share Status		Y		
Eligibility Tab	Y	Y	Y	Y
Financial	Y	Y	Y	Y
Programs Tab	Y	Y	Y	Y
Program Enrollment	Y	Y	Y	Y
Staff Assignment	Y	Y		
EIP	Y	Y	Y	Y
TMP	Y	Y	Y	Y
Outcome for TMP		Y		
CMP/MCWP	Y	Y	Y	Y
CARE/HIPP	Y			
HOPWA	Y	Y	Y	Y
Medical Tab	Y	Y	Y	Y
Basic Medical	Y	Y	Y	Y
Medical History	Y	Y	Y	Y
STI/Hepatitis	Y	Y	Y	Y
Medications Tab	Y	Y	Y	Y
Risk Factors Tab	Y	Y		
Substance Abuse History	Y	Y	Y	Y
Mental Health History	Y	Y	Y	Y
Care Plan Tab				
Needs Assessment	Y		Y	
Care Plan	Y	Y	Y	Y
Interventions	Y	Y	Y	Y
Referrals	Y	Y	Y	Y
Referral Outcome		Y		
Referral Target and Follow-up Date/Reason		Y		
Case Notes Tab				Y
Legal Notes	Y	Y	Y	
Mental Health Notes	Y	Y	Y	
Substance Abuse Notes	Y	Y	Y	
Client Incident and Grievance Report Notes	Y	Y	Y	
All Other Notes	Y	Y	Y	
Sign and Seal	Y	Y		
Services	Y	Y	Y	Y
Agency	Y	Y		
Funding Sources and Contracts	Y			
Services Provided	Y	Y	Y	Y
RDR/CADR	Y			
Lab Batch Data Entry	Y			
Staff Screen	Y	Y	Y	Y
Permission for Staff	Y	Y	Y	
Reports	Y	Y	Y	Y
Client	Y			
Services	Y			
Finance	Y			
Management	Y			
Cross Tab Wizard	Y			
Compliance	Y			
Save Report				
Access ARIESClient	Y			
Access ARIESReportExport				
Access ARIESImport				
Access ARIESAdmin				rev. 11/14/2008

User Group: Ancillary Services
ARIES Permission Levels Worksheet

Function	View	Change	Create	Deactivate
Appointments	Y	Y	Y	Y
Appointment Outcome		Y		
Client Search	Y			
Social Security Number	Y			
Affected Client	Y			
New Client/URN Elements			Y	
Demographics Tab	Y	Y	Y	
Contact by mail, phone, confidential				
Client Identifiers				
Sexual Orientation	Y			
Related or Affected Individuals	Y	Y	Y	Y
Agency Specifics	Y		Y	
Share Status				
Eligibility Tab	Y	Y	Y	Y
Financial	Y	Y	Y	Y
Programs Tab	Y			
Program Enrollment	Y			
Staff Assignment	Y			
EIP	Y			
TMP	Y			
Outcome for TMP				
CMP/MCWP	Y			
CARE/HIPP	Y			
HOPWA	Y			
Medical Tab				
Basic Medical				
Medical History				
STI/Hepatitis				
Medications Tab				
Risk Factors Tab				
Substance Abuse History				
Mental Health History				
Care Plan Tab				
Needs Assessment	Y			
Care Plan	Y			
Interventions	Y			
Referrals	Y	Y		
Referral Outcome		Y		
Referral Target and Follow-up Date/Reason		Y		
Case Notes Tab				
Legal Notes				
Mental Health Notes				
Substance Abuse Notes				
Client Incident and Grievance Report Notes				
All Other Notes	Y	Y	Y	
Sign and Seal	Y			
Services	Y		Y	
Agency	Y			
Funding Sources and Contracts				
Services Provided				
RDR/CADR	Y			
Lab Batch Data Entry				
Staff Screen	Y			
Permission for Staff				
Reports	Y	Y	Y	Y
Client	Y			
Services	Y			
Finance				
Management				
Cross Tab Wizard	Y			
Compliance	Y			
Save Report				
Access ARIESClient	Y			
Access ARIESReportExport				
Access ARIESImport				
Access ARIESAdmin				

User Group: CARE/HIPP (Office of AIDS Staff)
ARIES Permission Levels Worksheet

Function	View	Change	Create	Deactivate
Appointments				
Appointment Outcome				
Client Search	Y			
Social Security Number	Y			
Affected Client				
New Client/URN Elements				
Demographics Tab	Y	Y	Y	
Contact by mail, phone, confidential		Y		
Client Identifiers		Y		
Sexual Orientation	Y	Y		
Related or Affected Individuals				
Agency Specifics	Y	Y	Y	
Share Status		Y		
Eligibility Tab	Y	Y	Y	
Financial	Y	Y	Y	Y
Programs Tab	Y	Y	Y	
Program Enrollment	Y	Y	Y	Y
Staff Assignment				
EIP	Y			
TMP				
Outcome for TMP				
CMP/MCWP	Y			
CARE/HIPP	Y	Y		
HOPWA	Y			
Medical Tab	Y	Y	Y	
Basic Medical	Y	Y	Y	
Medical History				
STI/Hepatitis				
Medications Tab				
Risk Factors Tab	Y	Y		
Substance Abuse History				
Mental Health History				
Care Plan Tab				
Needs Assessment				
Care Plan				
Interventions				
Referrals				
Referral Outcome				
Referral Target and Follow-up Date/Reason				
Case Notes Tab				
Legal Notes				
Mental Health Notes				
Substance Abuse Notes				
Client Incident and Grievance Report Notes				
All Other Notes				
Sign and Seal				
Services	Y	Y	Y	
Agency				
Funding Sources and Contracts				
Services Provided				
RDR/CADR				
Lab Batch Data Entry				
Staff Screen				
Permission for Staff				
Reports	Y			
Client	Y			
Services	Y			
Finance	Y			
Management				
Cross Tab Wizard	Y			
Compliance	Y			
Save Report				
Access ARIESClient	Y			
Access ARIESReportExport				
Access ARIESImport				
Access ARIESAdmin				

User Group: Case Manager
ARIES Permission Levels Worksheet

Function	View	Change	Create	Deactivate
Appointments	Y	Y	Y	Y
Appointment Outcome		Y		
Client Search	Y			
Social Security Number	Y			
Affected Client	Y			
New Client/URN Elements			Y	
Demographics Tab	Y	Y	Y	
Contact by mail, phone, confidential		Y		
Client Identifiers		Y		
Sexual Orientation	Y	Y		
Related or Affected Individuals	Y	Y	Y	Y
Agency Specifics	Y	Y	Y	
Share Status		Y		
Eligibility Tab	Y	Y	Y	Y
Financial	Y	Y	Y	Y
Programs Tab	Y	Y	Y	Y
Program Enrollment	Y	Y	Y	Y
Staff Assignment	Y	Y		
EIP	Y	Y	Y	Y
TMP	Y	Y	Y	Y
Outcome for TMP		Y		
CMP/MCWP	Y	Y	Y	Y
CARE/HIPP	Y			
HOPWA	Y	Y	Y	Y
Medical Tab	Y	Y	Y	Y
Basic Medical	Y	Y	Y	Y
Medical History	Y	Y	Y	Y
STI/Hepatitis	Y	Y	Y	Y
Medications Tab	Y	Y	Y	Y
Risk Factors Tab	Y	Y		
Substance Abuse History	Y	Y	Y	Y
Mental Health History	Y	Y	Y	Y
Care Plan Tab				
Needs Assessment	Y		Y	
Care Plan	Y	Y	Y	Y
Interventions	Y	Y	Y	Y
Referrals	Y	Y	Y	Y
Referral Outcome		Y		
Referral Target and Follow-up Date/Reason		Y		
Case Notes Tab				Y
Legal Notes	Y	Y	Y	
Mental Health Notes	Y	Y	Y	
Substance Abuse Notes	Y	Y	Y	
Client Incident and Grievance Report Notes	Y	Y	Y	
All Other Notes	Y	Y	Y	
Sign and Seal	Y			
Services	Y	Y	Y	
Agency	Y			
Funding Sources and Contracts				
Services Provided				
RDR/CADR	Y			
Lab Batch Data Entry				
Staff Screen	Y			
Permission for Staff				
Reports	Y	Y	Y	Y
Client	Y			
Services	Y			
Finance				
Management				
Cross Tab Wizard	Y			
Compliance	Y			
Save Report				
Access ARIESClient	Y			
Access ARIESReportExport				
Access ARIESImport				
Access ARIESAdmin				

User Group: Data Entry
ARIES Permission Levels Worksheet

Function	View	Change	Create	Deactivate
Appointments	Y	Y	Y	Y
Appointment Outcome		Y		
Client Search	Y			
Social Security Number	Y			
Affected Client	Y			
New Client/URN Elements			Y	
Demographics Tab	Y	Y	Y	
Contact by mail, phone, confidential		Y		
Client Identifiers		Y		
Sexual Orientation	Y	Y		
Related or Affected Individuals	Y	Y	Y	Y
Agency Specifics	Y	Y	Y	
Share Status		Y		
Eligibility Tab	Y	Y	Y	Y
Financial	Y	Y	Y	Y
Programs Tab	Y	Y	Y	Y
Program Enrollment	Y	Y	Y	Y
Staff Assignment	Y	Y		
EIP	Y	Y	Y	Y
TMP	Y	Y	Y	Y
Outcome for TMP		Y		
CMP/MCWP	Y	Y	Y	Y
CARE/HIPP	Y			
HOPWA	Y	Y	Y	Y
Medical Tab	Y	Y	Y	Y
Basic Medical	Y	Y	Y	Y
Medical History	Y	Y	Y	Y
STI/Hepatitis	Y	Y	Y	Y
Medications Tab	Y	Y	Y	Y
Risk Factors Tab	Y	Y		
Substance Abuse History	Y	Y	Y	Y
Mental Health History	Y	Y	Y	Y
Care Plan Tab				
Needs Assessment	Y		Y	
Care Plan	Y	Y	Y	Y
Interventions	Y	Y	Y	Y
Referrals	Y	Y	Y	Y
Referral Outcome		Y		
Referral Target and Follow-up Date/Reason		Y		
Case Notes Tab				Y
Legal Notes	Y	Y	Y	
Mental Health Notes	Y	Y	Y	
Substance Abuse Notes	Y	Y	Y	
Client Incident and Grievance Report Notes	Y	Y	Y	
All Other Notes	Y	Y	Y	
Sign and Seal	Y			
Services	Y		Y	
Agency	Y			
Funding Sources and Contracts				
Services Provided				
RDR/CADR	Y			
Lab Batch Data Entry	Y			
Staff Screen	Y			
Permission for Staff				
Reports	Y	Y	Y	Y
Client	Y			
Services	Y			
Finance				
Management				
Cross Tab Wizard	Y			
Compliance	Y			
Save Report				
Access ARIESClient	Y			
Access ARIESReportExport				
Access ARIESImport				
Access ARIESAdmin				rev. 11/14/2008

User Group: Medical
ARIES Permission Levels Worksheet

Function	View	Change	Create	Deactivate
Appointments	Y	Y	Y	Y
Appointment Outcome		Y		
Client Search	Y			
Social Security Number	Y			
Affected Client	Y			
New Client/URN Elements			Y	
Demographics Tab	Y	Y	Y	
Contact by mail, phone, confidential				
Client Identifiers				
Sexual Orientation	Y			
Related or Affected Individuals	Y	Y	Y	Y
Agency Specifics	Y		Y	
Share Status				
Eligibility Tab	Y	Y	Y	Y
Financial	Y	Y	Y	Y
Programs Tab	Y	Y	Y	Y
Program Enrollment	Y	Y	Y	Y
Staff Assignment	Y	Y		
EIP	Y	Y	Y	Y
TMP	Y	Y	Y	Y
Outcome for TMP		Y		
CMP/MCWP	Y	Y	Y	Y
CARE/HIPP	Y			
HOPWA	Y	Y	Y	Y
Medical Tab	Y	Y	Y	Y
Basic Medical	Y	Y	Y	Y
Medical History	Y	Y	Y	Y
STI/Hepatitis	Y	Y	Y	Y
Medications Tab	Y	Y	Y	Y
Risk Factors Tab	Y	Y		
Substance Abuse History	Y	Y	Y	Y
Mental Health History	Y	Y	Y	Y
Care Plan Tab				
Needs Assessment	Y		Y	
Care Plan	Y	Y	Y	Y
Interventions	Y	Y	Y	Y
Referrals	Y	Y	Y	Y
Referral Outcome		Y		
Referral Target and Follow-up Date/Reason		Y		
Case Notes Tab				Y
Legal Notes	Y	Y	Y	
Mental Health Notes	Y	Y	Y	
Substance Abuse Notes	Y	Y	Y	
Client Incident and Grievance Report Notes	Y	Y	Y	
All Other Notes	Y	Y	Y	
Sign and Seal	Y			
Services	Y		Y	
Agency	Y			
Funding Sources and Contracts				
Services Provided				
RDR/CADR	Y			
Lab Batch Data Entry				
Staff Screen	Y			
Permission for Staff				
Reports	Y	Y	Y	Y
Client	Y			
Services	Y			
Finance				
Management				
Cross Tab Wizard	Y			
Compliance	Y			
Save Report				
Access ARIESClient	Y			
Access ARIESReportExport				
Access ARIESImport				
Access ARIESAdmin				

User Group: Peer Advocate
ARIES Permission Levels Worksheet

Function	View	Change	Create	Deactivate
Appointments	Y	Y	Y	Y
Appointment Outcome		Y		
Client Search	Y			
Social Security Number	Y			
Affected Client	Y			
New Client/URN Elements			Y	
Demographics Tab	Y	Y	Y	
Contact by mail, phone, confidential				
Client Identifiers				
Sexual Orientation	Y			
Related or Affected Individuals	Y			
Agency Specifics	Y			
Share Status				
Eligibility Tab	Y	Y	Y	Y
Financial	Y			
Programs Tab	Y			
Program Enrollment	Y			
Staff Assignment	Y			
EIP	Y			
TMP	Y			
Outcome for TMP				
CMP/MCWP	Y			
CARE/HIPP	Y			
HOPWA	Y			
Medical Tab				
Basic Medical				
Medical History				
STI/Hepatitis				
Medications Tab				
Risk Factors Tab				
Substance Abuse History				
Mental Health History				
Care Plan Tab				
Needs Assessment	Y			
Care Plan	Y			
Interventions	Y			
Referrals	Y			
Referral Outcome				
Referral Target and Follow-up Date/Reason				
Case Notes Tab				
Legal Notes				
Mental Health Notes				
Substance Abuse Notes				
Client Incident and Grievance Report Notes				
All Other Notes				
Sign and Seal				
Services	Y		Y	
Agency	Y			
Funding Sources and Contracts				
Services Provided				
RDR/CADR				
Lab Batch Data Entry				
Staff Screen				
Permission for Staff				
Reports				
Client				
Services				
Finance				
Management				
Cross Tab Wizard				
Compliance				
Save Report				
Access ARIESClient	Y			
Access ARIESReportExport				
Access ARIESImport				
Access ARIESAdmin				

User Group: Receptionist
ARIES Permission Levels Worksheet

Function	View	Change	Create	Deactivate
Appointments	Y	Y	Y	Y
Appointment Outcome		Y		
Client Search	Y			
Social Security Number	Y			
Affected Client	Y			
New Client/URN Elements				
Demographics Tab	Y	Y	Y	
Contact by mail, phone, confidential				
Client Identifiers				
Sexual Orientation	Y			
Related or Affected Individuals	Y			
Agency Specifics	Y			
Share Status				
Eligibility Tab	Y	Y	Y	Y
Financial	Y			
Programs Tab	Y			
Program Enrollment	Y			
Staff Assignment	Y			
EIP	Y			
TMP	Y			
Outcome for TMP				
CMP/MCWP	Y			
CARE/HIPP	Y			
HOPWA	Y			
Medical Tab				
Basic Medical				
Medical History				
STI/Hepatitis				
Medications Tab				
Risk Factors Tab				
Substance Abuse History				
Mental Health History				
Care Plan Tab				
Needs Assessment	Y			
Care Plan	Y			
Interventions	Y			
Referrals	Y			
Referral Outcome				
Referral Target and Follow-up Date/Reason				
Case Notes Tab				
Legal Notes				
Mental Health Notes				
Substance Abuse Notes				
Client Incident and Grievance Report Notes				
All Other Notes				
Sign and Seal				
Services	Y		Y	
Agency	Y			
Funding Sources and Contracts				
Services Provided				
RDR/CADR				
Lab Batch Data Entry				
Staff Screen				
Permission for Staff				
Reports	Y	Y	Y	Y
Client	Y			
Services	Y			
Finance				
Management				
Cross Tab Wizard	Y			
Compliance	Y			
Save Report				
Access ARIESClient	Y			
Access ARIESReportExport				
Access ARIESImport				
Access ARIESAdmin				

User Group: Volunteer Staff
ARIES Permission Levels Worksheet

Function	View	Change	Create	Deactivate
Appointments	Y	Y	Y	
Appointment Outcome		Y		
Client Search	Y			
Social Security Number	Y			
Affected Client	Y			
New Client/URN Elements				
Demographics Tab	Y			
Contact by mail, phone, confidential				
Client Identifiers				
Sexual Orientation	Y			
Related or Affected Individuals	Y			
Agency Specifics	Y			
Share Status				
Eligibility Tab	Y	Y	Y	Y
Financial	Y			
Programs Tab	Y			
Program Enrollment	Y			
Staff Assignment	Y			
EIP	Y			
TMP	Y			
Outcome for TMP				
CMP/MCWP	Y			
CARE/HIPP	Y			
HOPWA	Y			
Medical Tab				
Basic Medical				
Medical History				
STI/Hepatitis				
Medications Tab				
Risk Factors Tab				
Substance Abuse History				
Mental Health History				
Care Plan Tab				
Needs Assessment	Y			
Care Plan	Y			
Interventions	Y			
Referrals	Y			
Referral Outcome				
Referral Target and Follow-up Date/Reason				
Case Notes Tab				
Legal Notes				
Mental Health Notes				
Substance Abuse Notes				
Client Incident and Grievance Report Notes				
All Other Notes				
Sign and Seal				
Services	Y		Y	
Agency				
Funding Sources and Contracts				
Services Provided				
RDR/CADR				
Lab Batch Data Entry				
Staff Screen				
Permission for Staff				
Reports				
Client				
Services				
Finance				
Management				
Cross Tab Wizard				
Compliance				
Save Report				
Access ARIESClient	Y			
Access ARIESReportExport				
Access ARIESImport				
Access ARIESAdmin				rev. 11/14/2008

User Group: Auditor
ARIES Permission Levels Worksheet

Function	View	Change	Create	Deactivate
Appointments				
Appointment Outcome				
Client Search	Y			
Social Security Number	Y			
Affected Client	Y			
New Client/URN Elements				
Demographics Tab	Y			
Contact by mail, phone, confidential				
Client Identifiers				
Sexual Orientation	Y			
Related or Affected Individuals	Y			
Agency Specifics	Y			
Share Status				
Eligibility Tab	Y			
Financial	Y			
Programs Tab	Y			
Program Enrollment	Y			
Staff Assignment	Y			
EIP	Y			
TMP	Y			
Outcome for TMP				
CMP/MCWP	Y			
CARE/HIPP	Y			
HOPWA	Y			
Medical Tab	Y			
Basic Medical	Y			
Medical History	Y			
STI/Hepatitis	Y			
Medications Tab	Y			
Risk Factors Tab	Y			
Substance Abuse History	Y			
Mental Health History	Y			
Care Plan Tab				
Needs Assessment	Y			
Care Plan	Y			
Interventions	Y			
Referrals	Y			
Referral Outcome				
Referral Target and Follow-up Date/Reason				
Case Notes Tab				
Legal Notes	Y			
Mental Health Notes	Y			
Substance Abuse Notes	Y			
Client Incident and Grievance Report Notes	Y			
All Other Notes	Y			
Sign and Seal	Y			
Services	Y			
Agency	Y			
Funding Sources and Contracts	Y			
Services Provided	Y			
RDR/CADR	Y			
Lab Batch Data Entry				
Staff Screen	Y			
Permission for Staff	Y			
Reports				
Client				
Services				
Finance				
Management				
Cross Tab Wizard				
Compliance				
Save Report				
Access ARIESClient	Y			
Access ARIESReportExport				
Access ARIESImport				
Access ARIESAdmin				

User Group: Inactive Staff
ARIES Permission Levels Worksheet

Function	View	Change	Create	Deactivate
Appointments				
Appointment Outcome				
Client Search				
Social Security Number				
Affected Client				
New Client/URN Elements				
Demographics Tab				
Contact by mail, phone, confidential				
Client Identifiers				
Sexual Orientation				
Related or Affected Individuals				
Agency Specifics				
Share Status				
Eligibility Tab				
Financial				
Programs Tab				
Program Enrollment				
Staff Assignment				
EIP				
TMP				
Outcome for TMP				
CMP/MCWP				
CARE/HIPP				
HOPWA				
Medical Tab				
Basic Medical				
Medical History				
STI/Hepatitis				
Medications Tab				
Risk Factors Tab				
Substance Abuse History				
Mental Health History				
Care Plan Tab				
Needs Assessment				
Care Plan				
Interventions				
Referrals				
Referral Outcome				
Referral Target and Follow-up Date/Reason				
Case Notes Tab				
Legal Notes				
Mental Health Notes				
Substance Abuse Notes				
Client Incident and Grievance Report Notes				
All Other Notes				
Sign and Seal				
Services				
Agency				
Funding Sources and Contracts				
Services Provided				
RDR/CADR				
Lab Batch Data Entry				
Staff Screen				
Permission for Staff				
Reports				
Client				
Services				
Finance				
Management				
Cross Tab Wizard				
Compliance				
Save Report				
Access ARIESClient				
Access ARIESReportExport				
Access ARIESImport				
Access ARIESAdmin				

User Group: Non-User
ARIES Permission Levels Worksheet

Function	View	Change	Create	Deactivate
Appointments				
Appointment Outcome				
Client Search				
Social Security Number				
Affected Client				
New Client/URN Elements				
Demographics Tab				
Contact by mail, phone, confidential				
Client Identifiers				
Sexual Orientation				
Related or Affected Individuals				
Agency Specifics				
Share Status				
Eligibility Tab				
Financial				
Programs Tab				
Program Enrollment				
Staff Assignment				
EIP				
TMP				
Outcome for TMP				
CMP/MCWP				
CARE/HIPP				
HOPWA				
Medical Tab				
Basic Medical				
Medical History				
STI/Hepatitis				
Medications Tab				
Risk Factors Tab				
Substance Abuse History				
Mental Health History				
Care Plan Tab				
Needs Assessment				
Care Plan				
Interventions				
Referrals				
Referral Outcome				
Referral Target and Follow-up Date/Reason				
Case Notes Tab				
Legal Notes				
Mental Health Notes				
Substance Abuse Notes				
Client Incident and Grievance Report Notes				
All Other Notes				
Sign and Seal				
Services				
Agency				
Funding Sources and Contracts				
Services Provided				
RDR/CADR				
Lab Batch Data Entry				
Staff Screen				
Permission for Staff				
Reports				
Client				
Services				
Finance				
Management				
Cross Tab Wizard				
Compliance				
Save Report				
Access ARIESClient				
Access ARIESReportExport				
Access ARIESImport				
Access ARIESAdmin				