



**Improving the Quality of  
*Race and Ethnicity*  
Data in ARIES**

**June 2011**

teamwork

teamwork

# Welcome!

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- As outlined in the Data Improvement Plan, the State Office of AIDS (OA) is continuing to work with providers to improve data quality in ARIES.
- Today's webinar will focus on entering data for Race and Ethnicity.

# Objectives

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- Discuss the importance of collecting Race and Ethnicity data;
- Define the Race and Ethnicity Fields;
- Review how to edit Race and Ethnicity data;

# Objectives (cont.)

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- Provide tips for completing Race and Ethnicity;
- Show how to run the *Fix-It: Race and Ethnicity Report*; and
- Hold a question and answer session.

# Importance of Race and Ethnicity

- These data can help agencies to monitor specific target populations that may need to be reached through some action or intervention.
- It aids the Federal Government, the State of California, and providers to track and understand the demographics of the HIV/AIDS population in California.
- It can be used to apply for grants or other funding opportunities that seek to improve health outcomes for people living with HIV disease within communities of color.
- These fields are system required; you cannot save data on the *Demographics* tab until these fields are completed.

# Importance of Race and Ethnicity

- Race and Ethnicity are critical because they are required for several OA Programs:
  - HIV Care Program(HCP);
  - Medi-Cal Waiver Program (MCWP);
  - Health Insurance Premium Payment Program (CARE/HIPP); and
  - Housing Opportunities for Persons with AIDS Program (HOPWA).

# Importance of Race and Ethnicity (cont.)

- The Health Resources and Services Administration (HRSA) requires that Race and Ethnicity be collected and reported for the following:
  - The Ryan White Data Report (RDR);  
and
  - The Ryan White Services Report (RSR).

# Importance of Race and Ethnicity (cont.)

- The Office of Management and Budget (OMB) provides regulations including the common language that is to be used for data on race and ethnicity.
- For more information please visit:  
[www.whitehouse.gov/omb/fedreg\\_1997standards](http://www.whitehouse.gov/omb/fedreg_1997standards)



# Hispanic/Ethnicity Field Definitions

Data Element	Field Values	Definition
Hispanic	Yes	A client who self-identifies as an individual of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. In general, any client who self-identifies themselves as Hispanic or Latino.
	No	A client who did not self-identify as an individual of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. In general, any client who self-identifies themselves as Hispanic or Latino.
	Unknown	A client who did not self-report on ethnicity.

# Race/Ethnicity Field Definitions

Data Element	Field Values	Definition
Race 1		
	White	An individual having origins in any of the original peoples of Europe, the Middle East, or North Africa.
	Black	An individual having origins in any of the black racial groups of Africa.
	Asian	An individual having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
	American Indian or Native Alaskan	An individual having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
	Pacific Islander	An Individual having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
	Other	An individual who does not identify with any of the other race categories listed above.
	Unknown/Unreported	An individual who did not self-report either race or ethnicity.

# Editing Race and Ethnicity

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- We're going to review the steps for editing Race and Ethnicity for an existing client.
- We'll also provide tips for entering accurate information.

# Begin by finding the client record.


< Back   Home   Find   New   Reports   Shortcuts   Help   Logout

DEMO   DEMO   DEMO   DEMO   DEMO   DEMO   DEMO   DEMO

### Client Search

To find a client, or to check if a client is new to your agency, enter in some or all of the following information. You may use the wildcard \*.

Last Name	<input type="text" value="Ashton"/>	
First Name	<input type="text" value="Zach"/>	
Middle Initial	<input type="text"/>	
Client ID	<input type="text"/>	
SSN	<input type="text"/>	123-45-6789
Date of Birth	<input type="text"/>	mm/dd/yyyy
Display	<input type="text" value="20"/> results	
<input type="checkbox"/> Search Related/Affected Individuals		
<input type="button" value="Search &gt;"/>		



**ALL DATA IS FROM THE ARIES DEMONSTRATION SITE AND IS FICTITIOUS.**

# Once the client record is found, ARIES will bring you to the *Demographics* Major Tab.

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

CONTACT INFO   DEMOGRAPHIC DETAIL   LIVING SITUATION   AGENCY SPECIFICS   CONTACT INFORMATION **ARIES**

**Zach A Ashton** ⚠

Contact Information [Edit](#)

**Phones:**

936-864-2875 (Mobile) -- be confidential; no messages  
936-847-3452 (TTY) -- do not contact; be confidential; no messages  
[zashton106@ibm.com](mailto:zashton106@ibm.com) -- be confidential; no messages

**Residence:**

19883 Sunset Blvd  
#28  
Hollywood, CA 91123  
**County:** Los Angeles  
**Geog Area/HSDA:**

**Previous Address:**

**County:**  
**Geog Area/HSDA:**

**Contact by mail:** Yes

Be confidential  
Note: Contact Dr. Howard Tsai regarding condition

**Mailing Address:**

19883 Sunset Blvd  
#28  
Hollywood, CA 91123  
**County:** Los Angeles  
**Geog Area/HSDA:**

**Emergency:**

**Phone 1:**

**Phone 2:**

be confidential; no messages




[Contact Information](#)


# Click on the *Demographic Detail* Subtab

Navigation tabs: DEMOGRAPHICS, ELIGIBILITY, PROGRAMS, MEDICAL, MEDICATIONS, RISK & ASSESSMENTS, CARE PLAN, CASE NOTES, SERVICES, CUSTOM DATA

Subnavigation tabs: CONTACT INFO, DEMOGRAPHIC DETAIL, LIVING SITUATION, AGENCY SPECIFICS

CONTACT INFORMATION **ARIES**



**Zach A Ashton** 

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**Phone 1:**

**Phone 2:**  
be confidential; no messages




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# From the *Demographic Detail* Read-Only screen, click on *Edit* (next to *Demographics*).

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


CONTACT INFO   DEMOGRAPHIC DETAIL   LIVING SITUATION   AGENCY SPECIFICS

DEMOGRAPHIC DETAIL   ARIES

Zach A Ashton 

Identifiers 

Gender: Male  
Birth date: 10/16/1967 (43 years old)  
ARIES ID: 10001722

Demographics 



AKA:  
SSN:  
Hispanic: Yes (Mexican/Mexican-American)  
Race: 1) Pacific Islander (Samoan) 2) 3)  
Marital Status: Single  
Sexual Orientation: Heterosexual  
Education Level: Graduate degree  
Veteran: No  
Primary language: English  
Secondary language:  
Place of Death:  
Special needs:  
Notes:

[Contact Information](#)




To edit the *Hispanic* field, click on the *Hispanic* drop down box.

DEMO DEMO DEMO DEMO DEMO DEMO DEMO

### Zach A Ashton Demographics

AKA

Hispanic \*  

Race

1 \*

2

3

SSN

Marital Status


Sexual Orientation

Primary Language

Secondary Language

Place of Death

Other:

Date of Death \*  

Nat'l Orig/Ethnic.

Education Level

Veteran

Special Needs

Notes

***\*Click on the appropriate answer option as identified by the client.***



To edit the *Nat'l Orig/Ethnic* Field for *Hispanic*, click on the *Nat'l Orig/Ethnic* drop down box.

DEMO DEMO DEMO DEMO DEMO DEMO DEMO

### Zach A Ashton Demographics ⚠

AKA

Hispanic \* Yes ▾

Race

1 \* Pacific Islander ▾

2 ▾

3 ▾

SSN

Marital Status Single ▾

Sexual Orientation Heterosexual ▾


Primary Language English ▾

Secondary Language ▾

Place of Death ▾

Other:

Date of Death \*

**Nat'l Orig/Ethnic.** 

- Mexican/Mexican-American
- Cuban
- Puerto Rican
- Central American
- South American
- Spanish, Portuguese, Cape Verdean
- Other Caribbean
- Other Hispanic
- Spanish, Hispanic or Latino
- Chicano/a
- Jamaican, Haitian, Dominican Republic
- Unknown/Unreported

Special Needs

Notes

Save + Next Save + Done Cancel

*\*National Origin/Ethnicity is not required; you can fill in this field if the client self-identifies their ethnicity.*

To edit the first *Race* field, click on the box labeled *1* under *Race*.


DEMO DEMO DEMO DEMO DEMO DEMO DEMO

### Zach A Ashton Demographics ⚠

AKA

Hispanic \* Yes

**Race**

1 \*  

2

3

SSN

Marital Status

Sexual Orientation

Primary Language

Secondary Language

Place of Death

Other:

Date of Death \*

Nat'l Orig/Ethnic.

Education Level

Veteran

Special Needs

Notes

[Contact Information](#)

To edit the corresponding *Nat'l Orig/Ethnic* field, click on the *Nat'l Orig/Ethnic* drop down box and navigate to the appropriate answer.

DEMO DEMO DEMO DEMO DEMO DEMO DEMO

### Zach A Ashton Demographics ⚠

AKA

Hispanic \* Yes

Race

1 \* Pacific Islander

2

3

SSN

Marital Status Single

Sexual Orientation Heterosexual

Primary Language English

Secondary Language

Place of Death


Other:

Date of Death \*

**Nat'l Orig/Ethnic.**

Mexican/Mexican-American

- White (including Caucasian, Middle Eastern, No...
- White (Middle East, SouthWest Asia)
- Black or African American
- African American Black
- Caribbean (Jamaican, Haitian, Dominican), not f
- graduate degree
- African Black
- All Other Black
- Asian
- East Asian
- Chinese
- Japanese
- Korean
- Taiwanese
- South Asian
- Bangladeshi
- Burmese
- East Indian
- Pakistani
- Southeast Asian
- Cambodian
- Filipino
- Hmong
- Indonesian
- Laotian
- Malaysian
- Singaporean
- Thai
- Vietnamese
- Other Asian/Pacific Islander



[Contact Information](#)

If the client self-identifies more than one race, click on the drop down box labeled 2 and fill in the appropriate value.

DEMO DEMO DEMO DEMO DEMO DEMO


### Zach A Ashton Demographics

AKA

Hispanic \* Yes

Race

1 \* Pacific Islander

2  

3

White  
Black  
Asian  
American Indian or Native Alaskan  
Pacific Islander  
Other  
Unknown/Unreported

SSN

Marital Status


Sexual Orientation

Primary Language English

Secondary Language

Place of Death

Other:

Date of Death \*  

Nat'l Orig/Ethnic.

Education Level Graduate degree

Veteran No

Special Needs

Notes

[Contact Information](#)

If the client also self-identifies more than one *Nat'l Orig/Ethnic*, click on the corresponding drop down box labeled to the right of *Race 2* and fill in the appropriate value.

DEMO DEMO DEMO DEMO DEMO DEMO DEMO

### Zach A Ashton Demographics ⚠

AKA	<input type="text"/>
Hispanic *	Yes <input type="button" value="v"/>
Race	
1 *	Pacific Islander <input type="button" value="v"/>
2	White <input type="button" value="v"/>
3	<input type="button" value="v"/>
SSN	<input type="text"/>
Marital Status	Single <input type="button" value="v"/>
Sexual Orientation	Heterosexual <input type="button" value="v"/>
Primary Language	English <input type="button" value="v"/>
Secondary Language	<input type="button" value="v"/>
Place of Death	<input type="button" value="v"/>
Other:	<input type="text"/>
Date of Death *	<input type="text"/> <input type="button" value="calendar"/>
Nat'l Orig/Ethnic.	Mexican/Mexican-American <input type="button" value="v"/>
	Samoan <input type="button" value="v"/>
	<input type="button" value="v"/>
	<input type="button" value="v"/>
Education Level	Graduate de <input type="button" value="v"/>
Veteran	No <input type="button" value="v"/>
Special Needs	<input type="text"/>
Notes	<input type="text"/>

White (including Caucasian, Middle Eastern, Nc  
White (Middle East, SouthWest Asia)  
Black or African American  
African American Black  
Caribbean (Jamaican, Haitian, Dominican), not f  
African Black  
All Other Black  
Asian  
East Asian  
Chinese  
Japanese  
Korean  
Taiwanese  
South Asian  
Bangladeshi  
Burmese  
East Indian  
Pakistani  
Southeast Asian  
Cambodian  
Filipino  
Hmong  
Indonesian  
Laotian  
Malaysian  
Singaporean  
Thai  
Vietnamese  
Other Asian/Pacific Islander

# Tips for Collecting Race and Ethnicity Data

- The data must be self-identified.
- Hispanic and Race 1 are system required fields. You must complete these fields to save the data entered on the Demographics edit screen.

DEMO DEMO DEMO DEMO

**Zach A Ashton Demographics** ⚠

AKA

Hispanic \* Yes ▾

Nat'l Orig/Ethnic. Mexican/Mexican-American ▾

Race 1 \* Pacific Islander ▾

Samoan ▾

# Tips for Collecting Race and Ethnicity Data

- Race 2 and 3 are optional fields.
- National Origin/Ethnicity is an optional field for both Hispanic and Race fields.

DEMO	DEMO	DEMO	DEMO
<b>Zach A Ashton Demographics</b> ⚠			
AKA	<input type="text"/>		
Hispanic *	<input type="text" value="Yes"/>	<b>Nat'l Orig/Ethnic.</b>	<input type="text" value="Mexican/Mexican-American"/>
Race			
1 *	<input type="text" value="Pacific Islander"/>		<input type="text" value="Samoaan"/>
2	<input type="text" value="White"/>		<input type="text" value="White (including Caucasian, Middle Eastern, N"/>
3	<input type="text"/>		<input type="text"/>



# Tips for Collecting Race and Ethnicity Data (cont.)

- If the client self-identifies as Hispanic and also supplies more details of national origin and ethnicity, add details from the corresponding National Origin/Ethnicity dropdown.

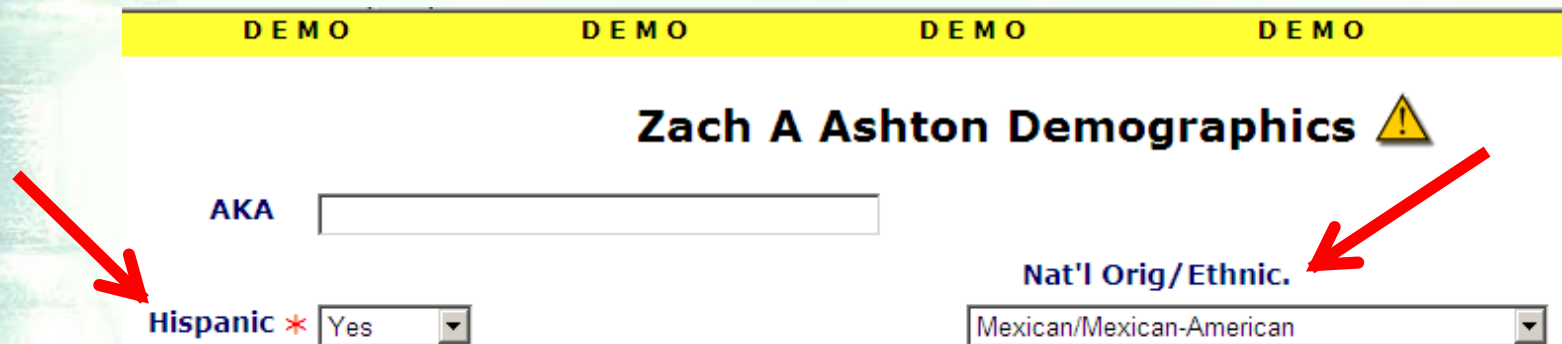
DEMO DEMO DEMO DEMO

**Zach A Ashton Demographics** ⚠

AKA

Hispanic \* Yes

Nat'l Orig/Ethnic.





# Tips for Collecting Race and Ethnicity Data (cont.)

Note: To activate the National Origin/Ethnicity dropdown, you must first select “yes” in the Hispanic dropdown.

The screenshot shows a demographic form titled "Zach A Ashton Demographics" with a warning icon. The form includes several fields: AKA, Hispanic (set to Yes), Race (with three dropdowns: Pacific Islander, White, and an empty one), SSN, Marital Status (Single), and Orientation (Heterosexual). A dropdown menu for "Nat'l Orig/Ethnic." is open, showing options like Mexican/Mexican-American, Cuban, Puerto Rican, etc. Two green boxes with arrows point to the "Hispanic" dropdown (labeled "1") and the "Nat'l Orig/Ethnic." dropdown (labeled "2").

DEMO DEMO DEMO DEMO

**Zach A Ashton Demographics** ⚠

AKA

1 **Hispanic \*** Yes ▾

2 **Nat'l Orig/Ethnic.**

**Race**

1 \* Pacific Islander ▾

2 White ▾

3 ▾

**SSN**

**Marital Status** Single ▾

**Orientation** Heterosexual ▾

Mexican/Mexican-American ▾

Mexican/Mexican-American

Cuban

Puerto Rican

Central American

South American

Spanish, Portuguese, Cape Verdean

Other Caribbean

Other Hispanic

Spanish, Hispanic or Latino

Chicano/a

Jamaican, Haitian, Dominican Republic

Unknown/Unreported

# Tips for Collecting Race and Ethnicity Data (cont.)

- Since Race 1 is required, you must make a selection from the Race 1 dropdown even if the client self-identifies only as Hispanic. Do not automatically put 'Other' if a client only identifies themselves as Hispanic.
- After asking a client their Ethnicity AND Race, indicate 'Other' under Race 1 if they don't self-identify a Race option.
- Please be aware that if you indicate 'Other' for Race 1, the client's race will not be counted the RSR. HRSA does not have an option for 'Other' on the RSR. However, the client's race will be reported on the RDR.

# Tips for Collecting Race and Ethnicity Data (cont.)

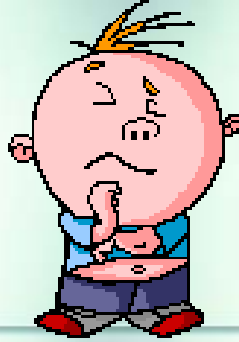
- Select from Race 2 and Race 3 as appropriate for a client of mixed race. If selections are made from the Race 2 and Race 3 dropdowns, you can make selections from the corresponding National Origin/Ethnicity dropdown lists.
- ARIES examines all Race fields when generating the RSR. If more than one Race field is completed, the client will be classified as multi-race.
- Some reports only utilize the Race 1 field. If more than one Race field is completed, make sure the known race is in Race 1. For example, don't put 'Other' in Race 1 and 'White' in Race 2.

# Race and Ethnicity Data Fields: Interesting Facts

- After examining the Race/Ethnic data in ARIES, we found that 84.18% of the fields were complete.
- The Hispanic data element had a compliance rate of 97.98%. This is the highest of any data element we have examined thus far in ARIES.

# Race and Ethnicity: Interesting Facts (cont.)

- The Race data element, however, had a lower completion rate: 84.49%. Perhaps this lower rate is caused by the Hispanic clients who have 'Other' selected as their Race (since Race 1 is a required field).
- The data also showed that, for clients served in the last year, Hispanic clients were 12 times more likely to have an 'Unknown' Race as Non-Hispanic clients.

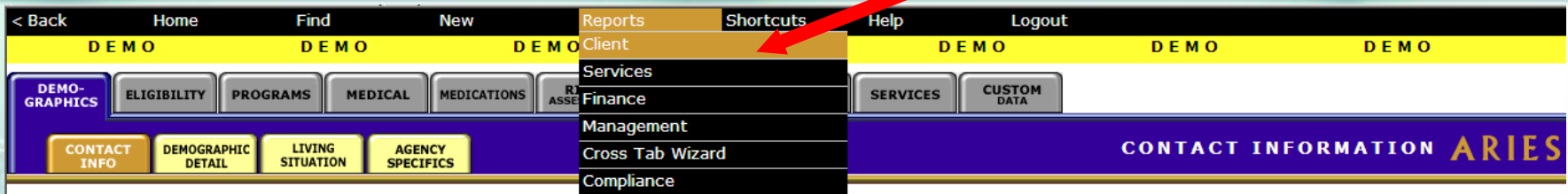


- What should I do to make sure my agency does not have a high number of *Unknown* or *Missing* race data?????
- Run the Fix-It Race and Ethnicity Report!!!!


# Running the Fix-It Report


- We hope these tips help improve your data collection in the future.
- Some of your records need attention now. We have designed a report that will help you find records in your agency that need Race and Ethnicity data corrected and/or updated.

To locate the *Fix-It: Race and Ethnicity* report, go to *Reports* and select the *Client* menu.



The screenshot shows a navigation bar with the following items: < Back, Home, Find, New, Reports, Shortcuts, Help, Logout. Below this is a yellow bar with 'DEMO' repeated. A dropdown menu is open under 'Reports', showing 'Client' (highlighted with a red arrow), 'Services', 'Finance', 'Management', 'Cross Tab Wizard', and 'Compliance'. Other navigation options include 'ELIGIBILITY', 'PROGRAMS', 'MEDICAL', 'MEDICATIONS', 'CONTACT INFO', 'DEMOGRAPHIC DETAIL', 'LIVING SITUATION', 'AGENCY SPECIFICS', 'SERVICES', and 'CUSTOM DATA'. The 'ARIES' logo is visible on the right side of the navigation bar.

**Zach A Ashton** 

Contact Information 

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936-847-3452 (TTY) -- do not contact; be confidential; no messages  
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# The *Fix-It: Race and Ethnicity* Report is located at the bottom of the report page.

[Fix-It: Insurance](#)

Lists clients served within a date range and any problems with Insurance.

[Fix-It: Poverty Level](#)

Lists clients served within a date range and any problems with Household Income, Household Size, or Household Poverty Level

[Fix-It: Race and Ethnicity](#)

Lists clients served within a date range and any problems with Race 1 or Hispanic Ethnicity

[ARIES ID and Primary Staff Name](#)

Lists all clients by ARIES ID, plus the name of the Primary Staff person



Input your specified dates on the *Report Filter Values* page and click *Report*.

Back Home Find New Reports Shortcuts Help Logout  
DEMO DEMO DEMO DEMO DEMO DEMO

### Report Filter Values

Fix-It: Race and Ethnicity

Service Line Item Service Date

Display  **results**  Display print format

**Report >** **Export**

[Contact Information](#)

# Running the Fix-It Report

- Next a report will appear displaying records for all clients served by your agency during the specified date range.
- Error messages will indicate which records need attention and why.
- The report will look something like this...

# Sample *Fix-It Race and Ethnicity Report*

DEMO					
Fix-It: Race and Ethnicity					
ARIES ID	Client	Hispanic Ethnicity	Race 1	Errors	Service Count
10004456	Botwin, Silas S	No	Unknown/Unreported	Missing Race 1	2
10004457	Drecker, Ray R	No	Other	Missing Race 1	6
10004458	Northman, Eric E	Yes	Unknown/Unreported	Missing Race 1	1
10004462	Stackhouse, Sookie S			Missing Hispanic Ethnicity, Missing Race 1	5
10004463	Sterling, Roger R			Missing Hispanic Ethnicity, Missing Race 1	5
10004464	Simpson, Maggie M	Unknown	Other	Missing Hispanic Ethnicity, Missing Race 1	6
10004465	Henrickson, Benny B			Missing Hispanic Ethnicity, Missing Race 1	1
10004466	Stackhouse, Jason J			Missing Hispanic Ethnicity, Missing Race 1	4
10004467	White, Walter W			Missing Hispanic Ethnicity, Missing Race 1	1
10004468	Shephard, Jack J			Missing Hispanic Ethnicity, Missing Race 1	1
10004469	Rubble, Bambam B			Missing Hispanic Ethnicity, Missing Race 1	6
10004450	Botwin, Nancy N	Unknown	Unknown/Unreported	Missing Hispanic Ethnicity, Missing Race 1	2
10004447	Draper, Don S	Unknown	White	Missing Hispanic Ethnicity,	4
10004448	Peyton, Jackie J	Yes	Other	**WARNING** RSR Race will be Unknown/Unreported	5
10004449	Cooper, Fitch F	No	American Indian or Native Alaskan		11
10004460	Compton, Bill B	Yes	White		3
10001622	Brown, Charlie	Yes	White		1
10001722	Ashton, Zach A	Yes	Black		2
10001806	Hopwa, Test T	Yes	White		4
10004337	Hopwa, Janet C	Yes	White		3
10004394	Tran, Michelle B	No	Asian		1
10004398	Hopwa, John A	Yes	White		2
10004399	Hoopla, James A	Yes	Black		3

# Running the Fix-It Report

Error Message	Criteria
Missing Hispanic Ethnicity	Hispanic Ethnicity is NULL or 'Unknown'.
Missing Race 1	Race 1 is NULL or 'Unknown/Unreported' or 'Other'.

**\*\*\*Warning\*\*\* message**

(When Ethnicity = 'Yes' and Race 1 = 'Other'):

While the data have not been entered incorrectly into ARIES, the Race/Ethnicity data for the client may not be reported on your RSR.

# Running the Fix-It Report: Tips

- The records that need attention will be displayed at the top of the report.
- The values for those clients whose Race and/or Ethnicity fields are complete, will be displayed toward the bottom of the report.
- The report will display the ARIES ID and the client name so that you can look up the records that need attention and update the data as necessary.
- The service counts will be displayed in the far right column.

# Questions & Answers

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- Do you have any questions?
- **Additional Resources:**
  - This presentation is posted in the Training section of [www.projectaries.org](http://www.projectaries.org).
  - The **ARIES User Manual** can be accessed by pressing the F1 button while in ARIES.
  - The ARIES Help Desk can be reached at **866-411-ARIES (2743)**.

# Thank you!

- Thank for participating! We hope that this has been a productive use of your time.
- Together we can improve ARIES data quality!

