Contract Set Up

Intended Audience

Administrative Agencies

Managers and Supervisors

Policy Background

A "contract" in ARIES is a list of specific services, funded by a single source, covering a defined time frame. Each contract can have only one funding source. In order to enter a client service into ARIES, the user must select a single contract.

Contracts can only be set up by the following entities: local Administrative Agencies (AA), the State Office of AIDS (OA), and the ARIES Help Desk. The responsibility for contract set up varies based on the funding source.

Program	Who Sets Up This Contract?
Ryan White HIV/AIDS (RWHAP) Part A	Local Administrative Agency
Minority AIDS Initiative (MAI) for RWHAP Part A	
End the HIV Epidemic (EHE) Initiative	
Coronavirus Aid, Relief, and Economic Security (CARES) Act Supplemental for RWHAP Part A	
RWHAP Part C	Local Administrative Agency ARIES Help Desk
CARES Act Supplemental for RWHAP Part C	
RWHAP Part D	
CARES Act Supplemental for RWHAP Part D	
RWHAP Part F (Community-Based Dental Partnership Program or Dental Reimbursement Program)	
RWHAP-Related Funding (such as program income or pharmaceutical rebates)	
Other Local Contracts (e.g., city or county funded, private grants, other programs not identified in this chart)	
Housing Opportunities for Persons with AIDS (HOPWA) Program (Federal funded)	
CARES Act Supplemental for HOPWA (Federal funded)	
HIV Care Program (RWHAP Part B)	State Office of AIDS
Housing Plus Project	
MAI for RWHAP Part B	
CARES Act Supplemental for HCP (RWHAP Part B)	
HOPWA Program (State funded)	
CARES Act Supplemental for HOPWA Program (State Funded)	
Medi-Cal Waiver Program (MCWP)	

Service agencies cannot create or edit contracts, although they can create and edit agency subservices. Agencies needing contracts set up or renewed should contract the responsible entity listed above.

Procedures

Contract set up conventions have been developed to facilitate aggregate reporting across agencies and programs, and to ensure data is reported correctly on federal reports, such as the RSR. When setting up contracts, find the program of interest in the table below and then follow the directions in the columns to the right.

When activating services from the service hierarchy, do not select services from more than one section of the hierarchy. For example, do not select services from the HOPWA section for a Ryan White contract.

AAs should be aware of the limitations of the "Other Service" category:

- Under the Ryan White portion of the service hierarchy, "Other Service" is not reported on the Ryan White Services Report (RSR). This service category was eliminated as an allowable expense by the Ryan White HIV/AIDS Treatment Modernization Act of 2006. However, ARIES retained this service for use in custom contracts. Some custom contracts may provide services that do not fall under an existing primary service. In these cases, "Other Service" can be selected as the primary and secondary service and then agency subservices can be created to define the actual service.

- Under the EHE section of the service hierarchy, "Other Services" may be used to capture those "Initiative services" funded by the Health Resources and Services Administration's HIV/AIDS Bureau's (HAB) EHE Initiative that do not meet any established service definitions outlined in Policy Clarification Notice 16-02. Create agency subservices to further define these services, such as Other Services > Other Services > Rapid ART. These services will be reported on the RSR as "Initiative services."

It is highly recommended that: (1) contract terms are a reasonable duration (e.g., one year) and (2) AAs do not simply revise End Dates when renewing contracts but either copy or create new contracts for the subsequent year. The service hierarchy changes frequently and there are only two points at which the contract setup is verified against the hierarchy: when a new contract is created or when an existing contract is copied (i.e., renewed). Simply extending a contract End Date allows for the possibility that old configuration information (e.g., revised services, RSR categories, units, etc.) might be carried forward to the new contract.

Compliance Monitoring

OA periodically reviews the contracts in ARIES for technical errors in set up. When suspect problems are identified, OA notifies the AA of the potential problem and remedy.

Additional Information

- For more information on the primary and secondary services in ARIES, please consult the "ARIES Service Hierarchy" posted at www.projectaries.org/resources.

- To review the definitions for each RWHAP service category (called "primary services" in ARIES), please refer to HAB's Policy Clarification Notice 16-02 posted at https://hab.hrsa.gov/program-grants-management/policy-notices-and-program-letters.

Related Policies

- ARIES Policy Notice No. D2 regarding **Agency Subservices**

A: Program [1]	B: Which **Funding Source** should be selected?	C: What should the **Contract** be named?	D: Check **Is Ryan White Funded** box?	E: Check **Is Ryan White Related Funded (program income, rebates)** box? [2]	F: Check **Is Ryan White Eligible** box?	G: Check **Is ACE/MAI Contract** box? [3]	H: Which **service hierarchy** should be used to activate services?
Ryan White Part A	Ryan White Part A	Part A 20/21 RW	Yes	No	Yes	Yes, if providing Early Intervention or Outreach Services to anonymous clients	Ryan White [4]
Minority AIDS Initiative (MAI) for RWHAP Part A	Ryan White Part A	Part A 20/21 MAI	Yes	No	Yes	Yes, if providing Early Intervention or Outreach Services to anonymous clients	Ryan White
Coronavirus Aid, Relief, and Economic Security (CARES) Act Supplemental for RWHAP Part A [6]	Ryan White Part A	Include the term **COVID** in the contract name (e.g., Part A 20/21 COVID)	Yes	No	Yes	Yes, if providing Early Intervention or Outreach Services to anonymous clients	Ryan White
End the HIV Epidemic (EHE) Initiative	Ryan White Part A	Part A 20/21 EHE	Yes	No	Yes	Yes, if providing Early Intervention or Outreach Services to anonymous	EHE [5]

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[1] Contract conventions have been developed to facilitate aggregate reporting across agencies and programs, and to ensure data is reported correctly on federal reports, such as the RSR.

[2] To activate the "Is Ryan White Related Funded (program income, rebates)" checkbox, please contact the ARIES Help Desk at aries@cdph.ca.gov.

[3] Any clients and services entered into the Anonymous Client Encounter model will not be reported on the Ryan White Services Report (RSR). In order to include these clients in the RSR, each client must be linked to a full ARIES client record.

[4] The Ryan White section of the service hierarchy includes a primary service called Other Services. It is not recommended that this service be activated for RWHAP-funded contracts as these services are not reported on the RSR. Other Services may be used for Other Local Contracts funded by sources like city or county funds, private grants, or other programs not identified on this table.

A: Program [1]	B: Which **Funding Source** should be selected?	C: What should the **Contract** be named?	D: Check **Is Ryan White Funded** box?	E: Check **Is Ryan White Related Funded (program income, rebates)** box? [2]	F: Check **Is Ryan White Eligible** box?	G: Check **Is ACE/MAI Contract** box? [3]	H: Which **service hierarchy** should be used to activate services?
Ryan White Part C	Ryan White Part C	Part C 20/21 RW Part C 2021 RW	Yes	No	Yes	Yes, if providing Outreach Services to anonymous clients	Ryan White [4]
CARES Act Supplemental for RWHAP Part C [6]	Ryan White Part C	Include the term **COVID** in the contract name (e.g., Part C 20/21 COVID)	Yes	No	Yes	Yes, if providing Outreach Services to anonymous clients	Ryan White
Ryan White Part D	Ryan White Part D	Part D 20/21 RW Part D 2021 RW	Yes	No	Yes	Yes, if providing Outreach Services to anonymous clients	Ryan White [4]
CARES Act Supplemental for RWHAP Part D [6]	Ryan White Part D	Include the term **COVID** in the contract name (e.g., Part D 20/21 COVID)	Yes	No	Yes	Yes, if providing Outreach Services to anonymous clients	Ryan White
Ryan White Part F (Community-Based Dental Partnership Program and Dental Reimbursement Program)	Ryan White Part F	Part F 20/21 RW Part F 2021 RW	Yes	No	Yes	No	Ryan White [4]

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[5] The EHE section of the service hierarchy includes a primary service called Other Services. Use Other Services to capture those "Initiative services" funded by the HIV/AIDS Bureau's EHE Initiative that do not meet any established service definition outlined in Policy Clarification Notice 16-02. Create agency subservices to further define these services, such as Other Services > Other Services > Rapid ART. These services will be reported on the RSR as "Initiative services."

[6] Consult these documents for detailed instructions on tracking CARES Act Supplemental funding in ARIES and compiling HAB's COVID-19 Data Report.

A: Program [1]	B: Which **Funding Source** should be selected?	C: What should the **Contract** be named?	D: Check **Is Ryan White Funded** box?	E: Check **Is Ryan White Related Funded (program income, rebates)** box? [2]	F: Check **Is Ryan White Eligible** box?	G: Check **Is ACE/MAI Contract** box? [3]	H: Which **service hierarchy** should be used to activate services?
RWHAP-Related Funding (such as program income or pharmaceutical rebates) [7]	RWHAP-Related	The names may vary but should include the program year (e.g., RW-Related Funding 2020, Program Income 2020, or Drug Rebates 2020)	No	Yes [2, 6]	Yes	Yes, if providing Early Intervention or Outreach Services to anonymous clients	Ryan White [4]
Other Local Contracts (e.g., city or county funded, private grants, other programs not identified in this chart)	CDC City GF County GF Non-Ryan White Other (specify)	These names will vary and should include the program year (e.g., Non-Ryan White 2021, Medi-Cal 2020/21, Broadway Cares 2020, etc.).	No	No	Yes	Yes, if providing Early Intervention or Outreach Services to anonymous clients	Ryan White [4]
HOPWA (Federal funded)	HOPWA	HOPWA 20/21 HUD HOPWA 2021 HUD	No	No	Yes	No	HOPWA
CARES Act Supplemental for HOPWA (Federal funded) [6]	HOPWA	Include the term **COVID** in the contract name (e.g., HOPWA 20/21 COVID)	No	No	Yes	No	HOPWA

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7 The HIV/AIDS Bureau has expanded the scope of the RSR. RHWAP-funded providers need to collect and report data on services provided with RWHAP-related funding (i.e., program income or pharmaceutical rebates). Follow the contract set up instructions for this contract to ensure ARIES includes these services on the RSR. Providers may begin reporting these services with the 2020 RSR (submitted in March 2021) but will be required to report them on the 2021 RSR (submitted in March 2022).

A: Program [1]	B: Which **Funding Source** should be selected?	C: What should the **Contract** be named?	D: Check **Is Ryan White Funded** box?	E: Check **Is Ryan White Related Funded (program income, rebates)** box? [2]	F: Check **Is Ryan White Eligible** box?	G: Check **Is ACE/MAI Contract** box? [3]	H: Which **service hierarchy** should be used to activate services?
HIV Care Program (RWHAP Part B)	CA State Office of AIDS	HCP 20/21 CA/OA	Yes	No	Yes	Yes, if providing Early Intervention or Outreach Services to anonymous clients	Ryan White
CARES Act Supplemental for HCP (RWHAP Part B) [6]	CA State Office of AIDS	HCP COVID 20/21 CA/OA	Yes	No	Yes	No	Ryan White
Housing Plus Project	CA State Office of AIDS	Housing Plus 20/21 CA/OA	Yes	No	Yes	No	Ryan White HPP
MAI for RWHAP Part B	CA State Office of AIDS	MAI 20/21 CA/OA	Yes	No	Yes	Yes, if providing Outreach Services or Treatment Education to anonymous clients	MAI
HOPWA (State Funded)	CA State Office of AIDS	HOPWA 20/21 CA/OA	No	No	Yes	No	HOPWA
CARES Act Supplemental for HOPWA Program (State Funded)	CA State Office of AIDS	HOPWA COVID 20/21 CA/OA	No	No	Yes	No	HOPWA
Medi-Cal Waiver Program	CA State Office of AIDS	MCWP 2015 CA/OA	No	No	Yes	No	MCWP