



**Riverside/San Bernardino, CA TGA**  
**Policy and Procedure**  
**ARIES Policy # 5**

Effective.....March 1, 2010  
 Revised.....March 1, 2011  
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 APPROVED

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 Scott Rigsby, Public Health Program Manager

**Subject – Minimum ARIES Data Requirements**

**PURPOSE** To establish guidelines for the minimum set of data elements required to be collected and entered in the AIDS Regional Information and Evaluation System (ARIES) to ensure data completeness and responsiveness to Health Resources and Services Administration (HRSA), California State Office of AIDS (CA OA), San Bernardino County, and Ryan White Program (RWP) reporting requirements.

**SCOPE** This applies to all contracted agencies providing Ryan White Program funded services to eligible clients in the Riverside/San Bernardino, CA TGA.

**PROCEDURE** **A. Minimum Data Elements**  
 Ideally, all applicable elements contained in ARIES should be collected and entered into ARIES at point of service for all clients receiving any service from a RW-funded agency. However, due to varying agency workflow constraints, it is understood that this is not always possible. Therefore, the RWP office has determined the minimum elements that must be collected to ensure that all reporting requirements are met. Please note that some of these elements may not be applicable to all clients. These particular elements are only required when they are applicable to the client. For example, AIDS Diagnosis Date is only required if the client has been diagnosed with AIDS.

Attached are two documents that communicate the minimum data requirements in two different formats:

***Attachment 1: ARIES Minimum Data Requirements***

This Excel document lists the minimum required data elements by ARIES screen in table format. The column headers indicate on which screen the data elements can be found. *Example:*

<b>MAIN TAB</b>	Demographics
<b>SECOND TAB</b>	Contact Info
<b>EDIT BUTTON</b>	Contact Information
<b>SECTION</b>	Addresses

To access the screen that contains the required data elements in this example column, click on the main tab “Demographics” in ARIES, click on the second tab “Contact Info”, click on the edit button “Contact Information”, then go to the section titled “Addresses”.

Also included, on the first page of the first tab, is a table indicating which elements must be updated on an annual basis and which must be updated biannually. The remaining elements should be updated as necessary. The **second tab** contains the same information, but lists the required elements by report. For instance, the first set of rows indicates, which elements are required for the Ryan White Service Report (RSR).

***Attachment 2: ARIES Data Forms (Screen Shots)***

This word document contains screen shots of all of the screens in ARIES to visually demonstrate which elements are required. On each screen shot, the minimum required elements have been highlighted with an orange box. As indicated earlier, ideally, all of the elements in ARIES should be collected. However, at a minimum, to meet all reporting requirements, the elements highlighted with orange boxes must be collected, entered into ARIES, and updated as required.

This document could also be used to collect information from clients when computer access to ARIES is not available. In most cases, the available options/choices are included on the screenshots to facilitate information gathering as well as a section on the first page for gathering general information such as client name, chart number, and staff member name.

**B. Monitoring**

RWP staff will conduct periodic Quality Assurance checks in ARIES with respect to this policy.

RWP staff will visit provider sites as necessary to ensure compliance with this policy.

Violation of this policy may result in delay or denial of payment and program monitoring findings.