

# ARIES Imports

## Intended Audience

- Managers and Supervisors
- Administrative Agencies

## Policy Background

### Capabilities

The AIDS Regional Information and Evaluation System (ARIES) has the capability to import data on an on-going basis from other client information systems including, but not limited, to electronic medical records.

The data from the source system can be submitted on a regular schedule (such as weekly) via a secure and manual web-based import process. The data will be automatically processed overnight and an exceptions report will be generated of any records that could not be imported.

The scope of the import can be the entire client record or a portion of the record (such as lab results). However, only those data for which fields exist in ARIES can be imported. For example, an agency won't be able to import client "eye color" because ARIES does not collect client eye color.

### Technical Requirements

Agencies that want to import data into ARIES are responsible for programming the export routine from the source system. The export routine translates the data from the format of the source system into a format that ARIES recognizes. The export routine must generate an Extensible Markup Language (XML) output file that meets the schema requirements of the ARIES import routine.

In order to import data into ARIES, the source system must contain these six client identifiers: client's first and last name, middle initial, birth date, gender and mother's maiden name. The identifiers will be used to link the imported data to the appropriate, unique client record in ARIES.

The export routine must also be written in incremental format. That is, the source system must time or date stamp the data elements to be exported so that only new or updated data is included in the export routine.

### Resource Requirements

In addition to the initial programming, agencies that want to import data must have the staff resources to:

- Ensure that the client identifiers in the source system are always in sync with the client identifiers in ARIES,

- Review and remedy the exceptions reports on a routine basis, and
- Maintain and upgrade their export routine so that it remains in sync with all future upgrades of ARIES.

#### Funding

Funds from the State Office of AIDS (OA) including, but not limited to Part B funds of the Ryan White Program, may not be used to write, develop, program, maintain, or upgrade the export routine.

## Procedures

There is a three-step approval process for requesting permission to import data into ARIES.

- Interested agencies must request an ARIES Import Request Form from OA. To obtain a copy of the form, e-mail [karl.halfman@cdph.ca.gov](mailto:karl.halfman@cdph.ca.gov). Agencies must complete the form and fax it back to OA.
- OA will review the request to determine whether or not an agency can proceed with developing the export routine. OA will consider its system and staff resources when reviewing all requests.
- If approval is granted, the agency can develop the export routine. At that time, OA will provide the documentation and answer technical questions. When the agency has developed the export routine, the format and content of the XML output file must be tested and approved by OA. Once the file format and content are approved, the initial few imports will occur on a less frequent interval (such as monthly). This gives OA and the agency a chance to correct any problems. Once problems are resolved, the interval could become more frequent.

## Related Policies

- ARIES Policy Notice No. G2 regarding ARIES Data Extraction (see “Exporting Data from ARIES Report/Export”)