

Eligibility Documents

Intended Audience

- Agencies Funded by:
 - The Ryan White Program including the HIV Care Program (HCP)
 - The Housing Opportunities for People with AIDS (HOPWA) Program
 - Medi-Cal Waiver Program (MCWP)

Policy Background

The eligibility criteria and documentation requirements vary from program to program. Some programs have more stringent eligibility criteria than others. Some programs require more detailed documentation than others. However, there are two documents that every ARIES client should have: Proof of HIV Status and the ARIES Consent Form.

The following overviews of the major care and treatment programs show that they all have one common thread – they all serve people with HIV or AIDS.

Ryan White Program including HCP

The principal intent of the Ryan White Program is to provide services to persons infected with HIV, including those whose illness has progressed to the point of clinically defined AIDS, who are uninsured or underinsured. Some Part A Grantees may optionally define eligibility for certain services more precisely, but they may not broaden the definition of who is eligible for services.

Some Ryan White providers may also offer limited services to related/affected clients (i.e., HIV-negative partners and family members of HIV-positive clients). For more information on related/affected clients, please refer to ARIES Policy Notice No. C5.

HOPWA Program

The HOPWA Program provides housing assistance designed to alleviate or prevent homelessness for persons living with HIV/AIDS. Clients receiving housing and supportive service assistance through HOPWA must be:

- Low-income per HUD requirements,
- Diagnosed with HIV or AIDS, and
- Homeless or at risk of being homeless.

MCWP

MCWP clients must have:

- A written diagnosis of HIV/AIDS with current symptoms related to HIV disease, AIDS, or HIV disease treatment,
- A health status that is stable enough to make home care appropriate, and
- A home setting that is safe for the client and service providers.

Clients must be Medi-Cal eligible on date of enrollment and each month thereafter, and must be certified to meet the Nursing Facility Level of Care or higher as defined in Title 22, California Code of Regulations, Sections 51334 and 51335.

All of these programs are expected to establish and monitor procedures to ensure that all funded providers verify and document client eligibility. Though this policy notice does not provide an exhaustive list of each program's documentation requirements, it does outline the expectation for providers to collect, at minimum, two documents – Proof of HIV Status and the ARIES Consent Form – for every ARIES client.

Programs, as well as individual Part A Grantees or individual agencies, may have additional eligibility documentation requirements (e.g., proof of residency). Providers who need clarification should contact their appropriate Administrative Agency.

Procedures

Every client in ARIES should, at minimum, have (a) Proof of HIV Status and (b) a current ARIES Consent Form entered on the "Eligibility Documents" screen.

Proof of HIV Status

When a new or returning client goes to an agency, the provider should confirm that there is a "HIV Letter of Diagnosis" or "Proof of Diagnosis" record on the client's "Eligibility Documents" screen in ARIES.

- If there is no record in ARIES, the provider must:
 - Confirm the client has an HIV or AIDS diagnosis by obtaining a letter or lab report stating the diagnosis.
 - Enter either "HIV Letter of Diagnosis" or "Proof of Diagnosis" on the "Eligibility Documents" screen in ARIES (see Figure A). Enter when the letter or lab report was dated and when the provider obtained it. If desired, enter the "Source" such as the "Physician" or "Lab."
 - Place the hardcopy document in the client's paper file.

Type	Pending	Doc Dated	Obtained	Expires	Source	Location	Note
Agency Consent Form	No	5/27/2010	5/27/2010	5/27/2013		CA Sample	Share
HIV Letter of Diagnosis	<input type="checkbox"/>	5/1/2010	6/1/2010		Client's doctor	CA Sample	

• Figure A. Entering HIV Letter of Diagnosis on the "Eligibility Documents" Screen

- If the document was already entered into ARIES by another agency (i.e., for a “share” client), the provider should print out the “Eligibility Documents” screen and retain it in the client’s chart. The Location field will show which agency has the original document on paper file.
- For “non-share” clients, each agency needs to enter its own “HIV Letter of Diagnosis” or “Proof of Diagnosis” on the “Eligibility Documents” screen in ARIES. The hardcopy document must be retained in the client’s paper file. For “share” clients, however, only one agency that serves the client needs to retain the hardcopy Proof of HIV Status.

ARIES Consent Form

The procedures for documenting the ARIES Consent Form on the “Eligibility Documents” screen are outlined in ARIES Policy Notice No. C1 regarding Client Consent and Share Options. Some highlights of that notice are:

- Every agency is required to obtain a signed ARIES Consent Form for each client.
- The form expires in three years or unless a client changes his “share” decision before that date. When a new ARIES Consent Form is signed, the provider must create a new “Eligibility Documents” record for the new form.

Compliance Monitoring

There are two reports agencies should run to assist them with Eligibility Documents.

- The Pending Eligibility Documents Report lists which documents have been flagged as still needing to be collected. To run the report,
 - Select “Client” from the “Reports” menu in ARIES.
 - Click on the Pending Eligibility Documents.
 - Select the date range for the report.
 - Click the Report button.
 - The report will list which records are still marked “Pending.” Staff should confirm that the documents have been obtained and then remove the “Pending” check box by editing the document record in question.

- Agencies should periodically run the Fix-It: Eligibility Documents to identify which clients are missing the ARIES Consent Form and/or Proof of HIV Status. To run the report,
 - Select “Client” from the “Reports” menu in ARIES.
 - Click on Fix-It: Eligibility Documents.
 - Select the date range for the report (i.e., the last 12 months with today as the End Date).
 - Click the Report button.
 - Error messages on the report will indicate which records need attention and why. Agencies should look up the clients with error messages using their ARIES ID, obtain the missing documents, and update ARIES accordingly.

The State Office of AIDS (OA) will monitor for compliance by routinely reviewing reports for each agency on the number of clients with missing Eligibility Documents. OA will work with noncompliant agencies to improve their collection and entry of these documents.

Additional Information

- Providers needing assistance with creating Eligibility Document records should consult the ARIES User Manual by pressing the F1 key while in ARIES or call the ARIES Help Desk at 1-866-411-ARIES (2743).

Related Policies

- ARIES Policy Notice No. C1 regarding Client Consent and Share Options
- ARIES Policy Notice No. C4 regarding Insurance
- ARIES Policy Notice No. C5 regarding Related and Affected Clients