

# Contract Set Up

## Intended Audience

Administrative Agencies

## 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 Part A	Local Administrative Agency
Ryan White Part B (HIV Care Program [HCP])	State Office of AIDS
Ryan White Part C	ARIES Help Desk Local Administrative Agency
Ryan White Part D	ARIES Help Desk Local Administrative Agency
Ryan White Part F (HIV/AIDS Dental Reimbursement Program and Community-Based Dental Partnership Program)	ARIES Help Desk Local Administrative Agency
Minority AIDS Initiative (MAI) – Part A	Local Administrative Agency
Minority AIDS Initiative (MAI) – Part B	State Office of AIDS
Housing Opportunities for People with AIDS (HOPWA) Program – Federally funded	ARIES Help Desk Local Administrative Agency
Housing Opportunities for People with AIDS (HOPWA) Program – State funded	State Office of AIDS
Medi-Cal Waiver Program (MCWP)	State Office of AIDS
Other Local Contracts	ARIES Help Desk Local Administrative Agency

Individual agencies do not have the permissions to 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 conventions have been developed to facilitate reporting. When setting up contracts, the conventions listed below should be adhered to.

Programs	Which "Funding Source" should be selected?	What should the "Contract" be named?	Which hierarchy should be used to select services?	Should "Is Ryan White Funded" be checked?	Should "Is ACE/MAI Contract" be checked?
Ryan White Part A	Ryan White Part A	Part A 15/16 RW	Ryan White	Yes	Yes, if providing Early Intervention or Outreach Services
Ryan White Part B (HCP)	CA State Office of AIDS	HCP 15/16 CA/OA	Ryan White	Yes	Yes, if providing Early Intervention or Outreach Services
Ryan White Part C	Ryan White Part C	Part C 15/16 RW Part C 2015 RW	Ryan White	Yes	Yes, if providing Outreach Services
Ryan White Part D	Ryan White Part D	Part D 15/16 RW Part D 2015 RW	Ryan White	Yes	Yes, if providing Outreach Services
Ryan White Part F (HIV/AIDS Dental Reimbursement Program and Community-Based Dental Partnership Program)	Ryan White Part F	Part F 15/16 RW Part F 2015 RW	Ryan White	Yes	No
MAI – Part A	Ryan White Part A	Part A MAI 15/16 RW	Ryan White	Yes	Yes, if providing Early Intervention or Outreach Services
MAI – Part B	CA State Office of AIDS	MAI 15/16 CA/OA	MAI	Yes	Yes, if providing Outreach Services or Treatment Education
HOPWA – Federally funded	HOPWA	HOPWA 15/16 HUD	HOPWA	No	No
HOPWA – State funded	CA State Office of AIDS	HOPWA 15/16 CA/OA	HOPWA	No	No
MCWP	CA State Office of AIDS	MCWP 2015 CA/OA	MCWP	No	No
Other Local Contracts	CDC City GF County GF Non-Ryan White Other (specify)	These names will vary (e.g., Non-Ryan White 2013, Medi-Cal 2015, etc.). It is recommended that the program year is included in the name.	Ryan White	No	Yes, if providing Early Intervention or Outreach 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 ARIES 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 rolled over (e.g., copied). 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.

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.

## Compliance Monitoring

OA periodically reviews the contracts in ARIES for technical errors (e.g., using the HOPWA service hierarchy for a Ryan White contract). When suspect contracts are identified, OA notifies the AA of the potential problem and remedy.

## Additional Information

- Agencies needing a contract set up should contact their AA or the ARIES Help Desk at 1-866-411-ARIES (2743).
- For more information on the primary and secondary services in ARIES, please consult the “ARIES Service Hierarchy” posted at [www.projectaries.org](http://www.projectaries.org) > Resources/Supporting Documentation.
- To read the definitions for each Ryan White service category (called “primary services” in ARIES), please refer to the most recent version of the RSR Instruction Manual available at <https://careacttarget.org/category/topics/ryan-white-services-report-rsr>.

## Related Policies

- ARIES Policy Notice No. D2 regarding Agency Subservices