

Timeliness of Data Entry

Intended Audience

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

Policy Background

In the past, agencies were required to submit data reports to their funders at various intervals: monthly, quarterly, bi-annually, or annually. Often the data were compiled well after the services were rendered. ARIES changes this business practice.

ARIES is meant to be used in real-time. Prompt data entry is now vital. Many people are impacted when data are entered belatedly. For instance, when data are not entered in a timely manner:

- New “share” clients who enroll at additional agencies will have to provide all their information again because it has not been entered into ARIES.
- Providers who are treating share clients will not have access to the latest information about their clients’ health status.
- Managers and funders who generate reports for quality assurance reviews, fiscal monitoring, and other programmatic activities will have out-dated data.

The optimum goal for entering data into ARIES is in real-time. Some agencies may not be able to meet this goal due to staffing levels, lack of computers, or other business practices. Agencies which are unable to enter data in real-time have up to two weeks from the service date to enter the data.

Procedures

Providers should enter data no later than two weeks from the date services were rendered.

Administrative agencies (AA) and agency managers should regularly monitor the timeliness of data entry. The Timeliness of Service Entry by Staff Report shows the number of services entered, and the minimum, maximum, and average lag time between the service date and the data entry date. The report can filter for agency name, primary service, and service date. To run the report,

- Select “Management” from the Reports menu in ARIES.
- Click on Timeliness of Service Entry by Staff.
- Uses the drop-down lists and text fields to define the parameters of the report, such as the date range.
- Click the Report button.

Agency managers should follow up with staff who are consistently taking more than two weeks to enter services.

Compliance Monitoring

OA will monitor State-funded programs for compliance by routinely reviewing the Timeliness of Service Entry by Agency Report. OA will follow up with agencies with average lag times in excess of 30 days and offer technical assistance as needed.

AAs and agency managers should monitor for compliance as well.

Related Policies

- ARIES Policy Notice No. E2 regarding Completeness of Data Entry
- ARIES Policy Notice No. E3 regarding Date of Service