

## Completeness of Data Entry

### 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

ARIES shifts the paradigm for data collection. In the past, programs within an agency and agencies within a community were responsible for collecting much of the same data for their common clients. Many agencies entered the same data into multiple database systems. Data collection was a duplicative effort for agencies.

With ARIES, data collection is now a collaborative effort for agencies. For example, a “share” client is case managed by Agency A but goes to Agency B for medical care and Agency C for housing assistance. The first agency he went to, Agency A, has already entered his contact and demographic information. When he goes to Agency B, they add his medical data. When Agency C helps him find an apartment, Agency C updates his contact information. All agencies enter the services they provide to this client into ARIES on an on-going basis. Essentially, these agencies now share the responsibility for data collection for this client.

All agencies must enter the elements of the extended unique record number (eURN) in order to register a client in ARIES. The eURN consists of the client’s first and last names, middle initial, birth date, gender, and mother’s maiden name.

Additional data collection requirements vary based on funding source.

Ryan White Program (including the HIV Care Program [HCP])

- All agencies that receive Ryan White funding need to collect the core data elements required by the Health Resources and Services Administration (HRSA) for the Ryan White Annual Program Data Report (RDR) and the Ryan White Services Report (RSR). Agencies that provide direct medical care are also required to collect data on the “Medical History” and “OB/GYN & Pregnancy” tabs.
- HCP providers must also collect additional data elements as outlined on the HCP Minimum Dataset posted at [www.projectaries.org](http://www.projectaries.org).

Housing Opportunities for People with AIDS (HOPWA) Program

- OA-funded HOPWA providers need to collect the data elements required by the Housing and Urban Development (HUD) for the HOPWA Annual Progress Report (APR) or the HOPWA

Consolidated Annual Performance and Evaluation Report (CAPER). The required data elements are outlined in the HOPWA Minimum Dataset posted at [www.projectaries.org](http://www.projectaries.org).

- Use of ARIES for HOPWA providers in Eligible Metropolitan Statistical Areas (EMSA) is optional. However, should these HOPWA providers want to generate either an APR or CAPER, they must follow the procedures outlined below.

Medi-Cal Waiver Program (MCWP)

- MCWP providers have their own program-specific data collection requirements. The MCWP Minimum Dataset is posted at [www.projectaries.org](http://www.projectaries.org).

## Procedures

The data collection requirements for the Ryan White Program, HOPWA, and MCWP are outlined separately below. Agencies that are funded for multiple programs must comply with each program's data collection requirements.

Ryan White Program (including HCP)

Ryan White-funded agencies should enter HRSA-required data as they obtain them. These required data elements are denoted in ARIES by large red asterisks (\*) (see Figure A).

**Bart J Simpson Basic Medical**

Name Phone Last Visit

Primary Med Care

Primary HIV Care

CDC Disease Stage \* HIV positive, asymptomatic Source

Date First HIV+  Year First HIV+

AIDS Diag Date \*  County  State  Source

**HIV TESTS**

HIV Test Date *	Result	County	State	Source	Pre-test Counseling *	Post-test Counseling *

**AIDS DEFINING CONDITIONS**

AIDS Defining Condition *	Diagnosis Date *	Treatment Date

New

• Figure A. HRSA-Required Data Elements

Throughout the calendar year, Administrative Agencies (AA) and agency managers should monitor the collection of the HRSA-required data elements. This can be accomplished by running a missing data report. To run the report,

- Select "Management" from the Reports menu in ARIES.
- Click on either Missing RSR Data Report or Missing RDR Data Report.

- Select “No” for Include Medical Data if the agency does not provide direct medical care.
- Select “After” for the Service Date.
- Enter a date in the next field (usually January 1 of the year in question).
- Click the Report button.

A client-level report listing any missing RDR or RSR data will be generated. Agencies should work to collect and enter the missing data.

#### HOPWA Program

HOPWA-funded agencies should enter HOPWA-required data as they obtain them. Since ARIES does not denote these required data fields, HOPWA providers should rely on the HOPWA Minimum Dataset to know which data fields are required.

Throughout the calendar year, AAs and agency managers should monitor the collection of the HOPWA-required data elements. This can be accomplished by running the Missing HOPWA Data Report. To run the report,

- Select “Compliance” from the Reports menu in ARIES.
- Click on the Missing HOPWA Data Report.
- Enter a date range in the “Service Dates” fields (usually July 1 to June 30 for the year in question).
- Click the Report button.

A client-level report listing any missing HOPWA data elements will be generated. Agencies should work to collect and enter the missing data.

#### MCWP

MCWP providers should routinely enter the MCWP-required data as they obtain them. Since ARIES does not denote MCWP-required data elements, MCWP providers should rely on the MCWP Minimum Dataset to know which data fields are required.

Throughout the calendar year, agency managers should monitor the collection of the MCWP-required data elements. This can be accomplished by running the Missing MCWP Required Data Compliance Report. To run the report,

- Select “Compliance” from the Reports menu in ARIES.
- Click on Missing MCWP Required Data Compliance Report.
- Select “As Of” for the Status.
- Enter a date in the next field (usually January 1 of the year in question).
- Click the Report button.

A client-level report listing any missing MCWP data elements will be generated. Agencies should work to collect and enter the missing data.

## Compliance Monitoring

As part of its on-going data improvement efforts, the State Office of AIDS (OA) will monitor State-funded programs (HCP, HOPWA, and MCWP) for compliance with this policy. Additionally, OA will monitor the collection and entry of selected required data elements. OA will provide technical assistance as needed.

## Additional Information

- While the Missing RSR Data Report provides a client-level view of missing data, an agency-level view can be generated by using the Missing Data Frequency Excel Program. This report can help identify if there is a particular area where an agency is having trouble entering data. To access this program, go to the Resources/Supporting Documentation section at [www.projectaries.org](http://www.projectaries.org) and click on the Missing Data Frequency (RSR) (Excel) link.
- Minimum datasets for HCP, HOPWA, and MCWP can be found at [www.projectaries.org](http://www.projectaries.org) under the Program section.
- Providers needing assistance with running any of the missing data reports 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. C2 regarding Mother's Maiden Name
- ARIES Policy Notice No. C4 regarding Insurance
- ARIES Policy Notice No. E1 regarding Timeliness of Data Entry
- ARIES Policy Notice No. E3 regarding Date of Service
- ARIES Policy Notice No. E4 regarding Units of Service