# ARIES ADVISOR

November, 2006
Volume 1, Issue 1

www.projectaries.org

Version 1.18.2

## Version Highlights

INSIDE THIS ISSUE



### New Longitudinal Data Elements

ARIES has been revised to capture more medical, financial and psychosocial history for clients. These revisions enable staff to instantly view client progress or trends at a quick glance. There are now fields to capture a client's Income History, Substance Abuse Treatment History, Mental Health Treatment History, a history of the client's Weight, Acuity Scores, TB Type and Treatment Status History and HIV Treatment Adherence history. Previously, users could enter only the client's current status for the aforementioned data elements.

### Medical History Flowsheet

This report allows agency staff to view a client's medical history to evaluate the client's health progress. The Flowsheet is a longitudinal medical history report for a client, over a specified time period. In ARIES, the user may select the medical history elements to include on the Flowsheet from a list of medical data maintained in ARIES. See related article on page 2.

### Medicare Part D

Agencies can now enter their client's Medicare Part D insurance enrollment information into ARIES. Combined with the insurance information previously collected in ARIES, users will now have a complete picture of their client's insurance status. See related article on page 4.

### Assessments

Prior to Version 1.18.2, the Psychosocial, Functional, Behavioral and Barriers to Care Assessments were only available for clients enrolled in the EIP Program. Beginning in Version 1.18.2, these assessment tools are available for use with all clients. To access the Assessment screen, from the client's information page, click the Risk & Assessments tab from the top tier of tabs. From the second tier of tabs, select the Assessments tab. Because assessments can contain sensitive information about the client's sexual activity, mental health, or substance abuse, assessments are not shared between agencies even for share clients.

***Psychosocial Factors Assessment***
When a client is first registered at an agency, a baseline assessment of psychosocial status can be conducted. The Psychosocial Factors evaluation consists of three screens: History of Abuse, Legal, and Diagnostic Impression and Mental Health History. When performing an evaluation, attention to detail is critical. This is the only assessment that is not longitudinal (historical) because it represents the client's psychosocial status at enrollment.

***Functional Status Assessment***
The purpose of the Functional Status Assessment is to evaluate clients for their functional status and their quality of life. The assessment is separated into two sections: one based on their current state of health, and the other based on the client's well-being for the previous month.

***Behavioral Assessment***
Clients can be assessed for HIV transmission risk, including sexual and substance abuse behaviors as well as changes in life circumstances or health and mental status that may affect risk behaviors.

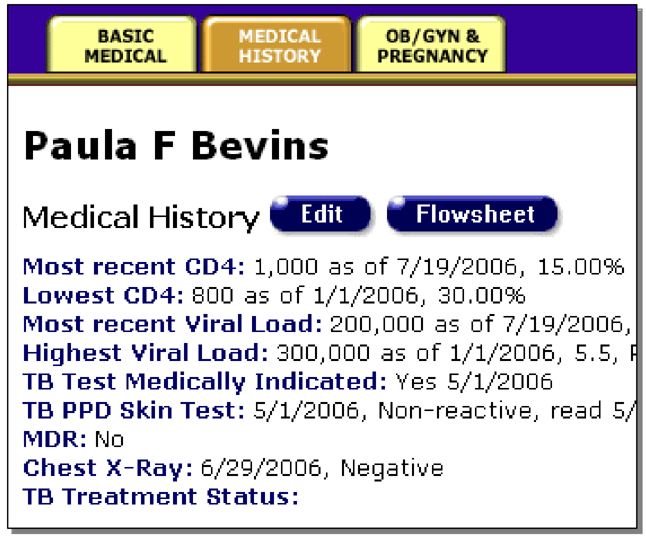
***Barriers to Care Assessment***
The Barriers to Care Assessment seeks to identify HIV-positive clients who have never been in care and link them with the appropriate service providers. This assessment also works with clients who have dropped out of care, in an effort to bring them back into care.

*Continued on Page 3*

# Medical History Flowsheet

The Flowsheet is a longitudinal medical history report for a client, over a specified time period. In ARIES, the user may select the medical history elements to include on the Flowsheet from a list of longitudinal data maintained in ARIES. This report allows agency staff to view a client's medical history over time to evaluate the client's health progress.

To access the Flowsheet, from the Client Information screen, click on the Medical tab on top tier and then click on the Medical History tab on the lower tier.
On the Medical History review screen click on the Flowsheet button to create a new flowsheet. (See Figure 1)

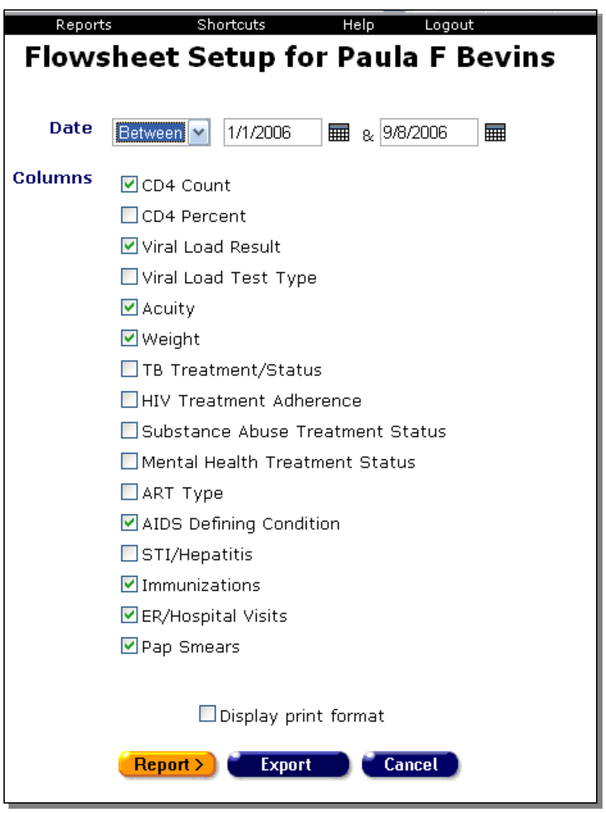

BASIC MEDICAL | MEDICAL HISTORY | OB/GYN & PREGNANCY

**Paula F Bevins**

Medical History Edit Flowsheet

**Most recent CD4:** 1,000 as of 7/19/2006, 15.00%
**Lowest CD4:** 800 as of 1/1/2006, 30.00%
**Most recent Viral Load:** 200,000 as of 7/19/2006,
**Highest Viral Load:** 300,000 as of 1/1/2006, 5.5,
**TB Test Medically Indicated:** Yes 5/1/2006
**TB PPD Skin Test:** 5/1/2006, Non-reactive, read 5/
**MDR:** No
**Chest X-Ray:** 6/29/2006, Negative
**TB Treatment Status:**

*Figure 1*


Reports Shortcuts Help Logout

**Flowsheet Setup for Paula F Bevins**

**Date** Between 1/1/2006 & 9/8/2006

**Columns**
- [x] CD4 Count
- [ ] CD4 Percent
- [x] Viral Load Result
- [ ] Viral Load Test Type
- [x] Acuity
- [x] Weight
- [ ] TB Treatment/Status
- [ ] HIV Treatment Adherence
- [ ] Substance Abuse Treatment Status
- [ ] Mental Health Treatment Status
- [ ] ART Type
- [x] AIDS Defining Condition
- [ ] STI/Hepatitis
- [x] Immunizations
- [x] ER/Hospital Visits
- [x] Pap Smears

- [ ] Display print format

Report > Export Cancel

*Figure 2*

Use the Date filter to report on a specific time span for the client's medical history. From the drop-down list, select the type of filter you want to perform. You can search on, before or after a date, or between two dates. (See Figure 2)

Enter the date(s) you wish to filter by in the first text field. To filter for records on a given day, select "On" from the drop-down list and enter a specific date, e.g. 6/23/2005, in the first text field. Leave the second text field empty. Select "Before" to sort through all entries before – but not including – that specific date. Enter the date, e.g. 6/23/2005, in the first text field and leave the second text field empty. This will retrieve records dated before midnight on June 22, 2005. Select "After" to bring up all records dated after a specific date, including records dated that day. For example, entering 6/23/2005 in the first text field and clicking Search will display all the records dated June 23, 2005 and all the days following it. For this option, leave the second text field empty.

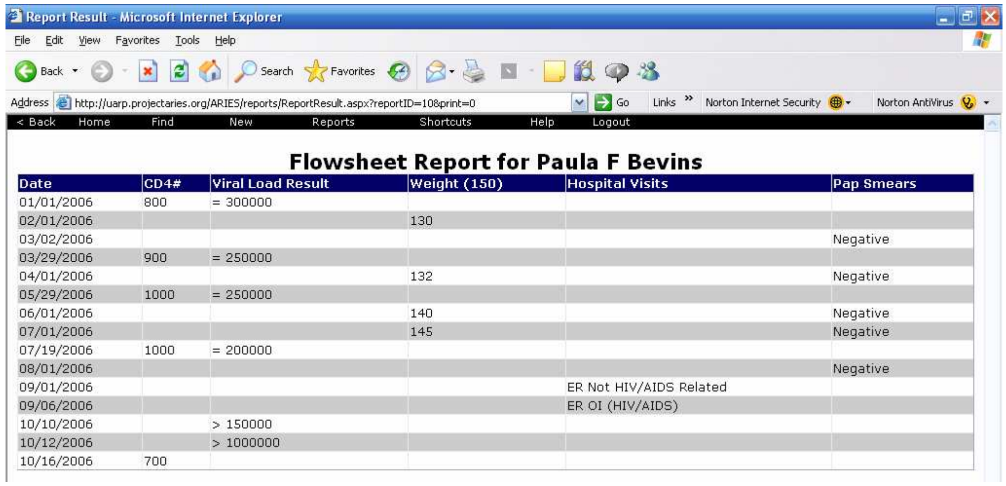
To filter a range of dates, select "Between" from the drop-down list and enter in the beginning date in the first text field and the ending date in the second text field. Your report results will include all records from 12:00 AM on the first date to 11:59 PM on the second date. For example, entering 6/23/2005 in the first text field and 6/27/2005 in the second text field and clicking Search will display all records on June 23, 2005 through June 27, 2005.

Select, by checking each box, the medical data elements to include on the flowsheet.

*Continued on page 3*

## Flowsheet *(continued from page 2)*

After selecting the Medical data elements, click on the Report button to display the client's flowsheet on the screen. To display the report in print format, check the Display Print Format box. The results screen displays a table of the client's medical data elements by the date filter selected (See Figure 3). The first column represents the date of the medical information in ascending date order and the proceeding columns represent the medical data elements that were selected in the flowsheet setup.



Flowsheet Report for Paula F Bevins

| Date | CD4# | Viral Load Result | Weight (150) | Hospital Visits | Pap Smears |
|---|---|---|---|---|---|
| 01/01/2006 | 800 | = 300000 | | | |
| 02/01/2006 | | | 130 | | |
| 03/02/2006 | | | | | Negative |
| 03/29/2006 | 900 | = 250000 | | | |
| 04/01/2006 | | | 132 | | Negative |
| 05/29/2006 | 1000 | = 250000 | | | |
| 06/01/2006 | | | 140 | | Negative |
| 07/01/2006 | | | 145 | | Negative |
| 07/19/2006 | 1000 | = 200000 | | | |
| 08/01/2006 | | | | | Negative |
| 09/01/2006 | | | | ER Not HIV/AIDS Related | |
| 09/06/2006 | | | | ER OI (HIV/AIDS) | |
| 10/10/2006 | | > 150000 | | | |
| 10/12/2006 | | > 1000000 | | | |
| 10/16/2006 | 700 | | | | |

*Figure 3*

## Version Highlights *(continued from page 1)*

### Revisions to Reports

ARIES now cross-validates the CDC Disease Stage and Risk Factors fields for pediatric clients.

Revisions were made to the Missing HRSA Data Report, located on the Management Reports menu, and the report now reflects the missing required data elements.

The Disease Management report, on the Clients Report menu, was modified to reflect HRSA race/ethnicity categories and an option to show either client name or urn was added.

Client telephone numbers, including extensions, are now visible on the client rosters that are generated from the ARIES Client reports menu.

### Changes to Data Fields

ARIES Appointments is on hiatus. These data fields are not available beginning with version 1.18.2. Look for new and improved Appointment capabilities in the coming year.

Contract ID field on Service data entry screen has been renamed Contract Name.

The amount of allowable text in the Other Chronic Medical Condition text box on the Medical Edit screen has been increased.

ARIES will now allow a Related/Affected client to be enrolled in EIP, but only if the client is 14 or older, and the Related/Affected's primary client is also enrolled in EIP.

CD4 test percentage text field, located on the Medical Edit screen, is no longer a required field.

The client URN is now displayed on the Client Identifiers edit screen, located by selecting the Demographics tab on the top tier and then selecting the Demographic Detail from the lower tier, and clicking on the Identifiers Edit button.

Median Area Income field on the HOPWA edit screen has been increased to accept value up to $99,999.

An asterisk has been added next to the "Estimated Date of Conception" on the OB/GYN screen as it is required to calculate one of the CADR fields.

### Client Search

Searching for a client by Agency Client ID or Program Client ID has been enhanced to provide more accurate search results.

### Staff Screen

User permissions can now be set to only allow editing of passwords, not to create new users or edit permissions of users. This feature is helpful to allow assigned staff to reset user passwords but not allow them to create new users or edit permissions of users.

# Medicare Part D

ARIES now includes the ability to track a client's participation in Medicare Part D.

In California, all Medicare-eligible clients must enroll in Medicare Part D coverage or provide documentation of creditable coverage before enrolling in ADAP. ADAP will be able to help cover some of the out-of-pocket costs associated with Part D coverage. Persons who utilize ADAP to pay their Medicare drug plan costs will be required to apply for, and utilize Medicare's "Extra Help" subsidy assistance. For more information visit the California Department of Health Services website at: http://www.dhs.ca.gov/ .

In California, all Medicare Part D data will be entered at the Office of AIDS. However, for share clients within your agency, you will be able to see (but not edit) the client's Medicare Part D data. In other states, please contact your state's ADAP or Medicare office for enrollment requirements.

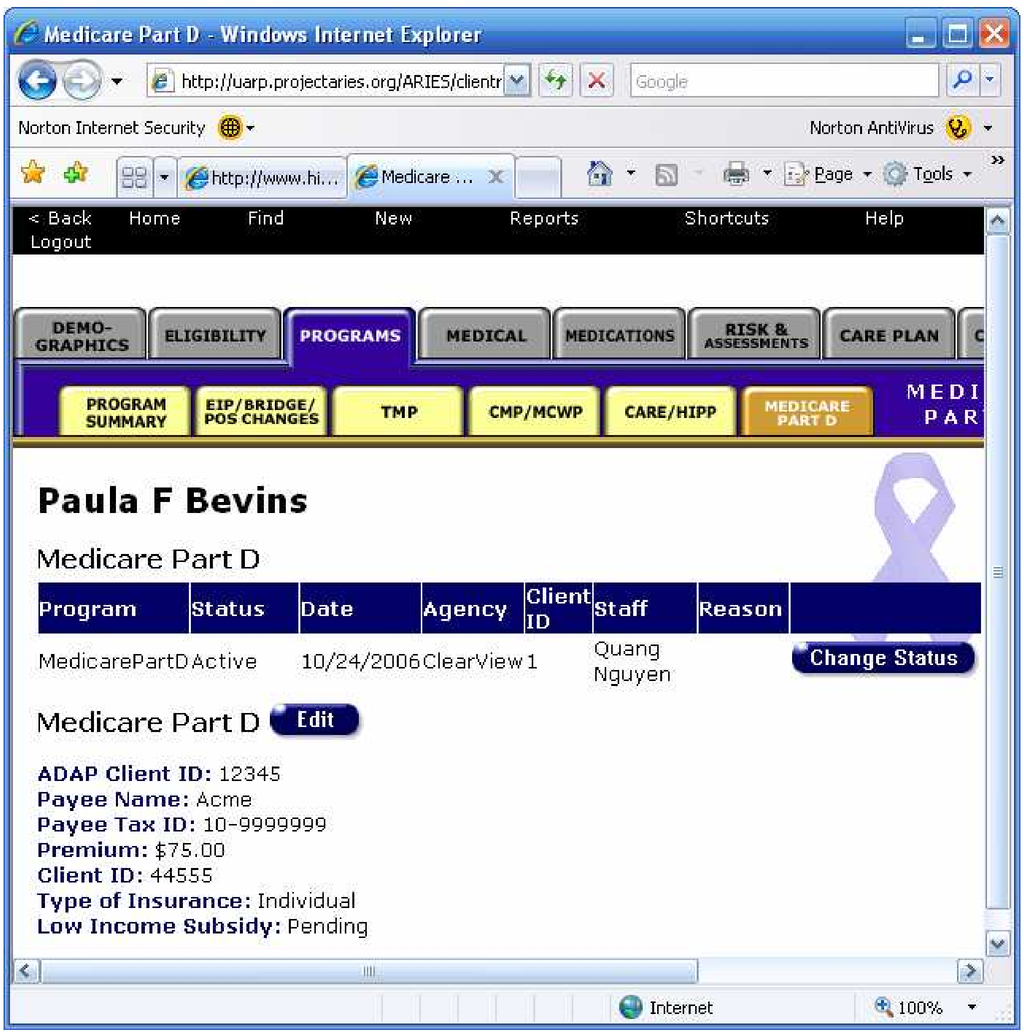



*Figure 4*

To access the MEDICARE PART D screen, from a client's information screen, click the Program tab from the top tier of tabs. From the second tier of tabs, select the MEDICARE PART D tab. (See Figure 4)

The screen is separated into two sections. The top portion shows the client's program status in a table. Listed are the client's status, the date of their last program update, the agency that enrolled them, their client ID, and the staff person assigned to them. Also included are any additional notes.
The second half of the screen contains a table of the client's MEDICARE PART D insurance information.
The table elements include: ADAP Client ID, Payee Name, Payee Tax ID, monthly premium costs, client ID number, Type of Insurance and Low Income Subsidy application status.

# ARIES Q & A

**Question**: *How do I delete a staff person from ARIES that is no longer working at our agency?*

**Answer**: While it is possible to delete (deactivate) a staff person from ARIES, we strongly recommend that you do not delete staff from the system. To eliminate their access to ARIES we recommend you revoke their certificate and change their password in the system. Why? Usernames (staff name) are attached to client records in ARIES and other users need to be able to access/edit past users' records. Deleting users may also produce unexpected results when generating ARIES reports. We are currently evaluating a variety of options for tagging or marking former staff in such a way that will not interfere with the necessary capabilities outlined above.

**Question**: *I'm working in ARIES entering data and when I click on the SAVE button ARIES takes me out to the login-in screen. When I sign back in, the information I was entering was not saved. Why?*

**Answer**: The circumstance you describe is the result of the ARIES time-out function. A time-out will occur if a user does not use the system within a specified time period. The time-out period varies depending upon your system setup. By "use the system" we mean a user must either press SAVE, SAVE & Done, Cancel buttons or click on one of the tabs on the upper portion of the screen. The typing of text, selecting items from the drop down lists, etc., do not "restart" the time-out clock. We recommend that if you are entering a significant amount of data (ie, registering a new client, entering a case note) that you periodically save your data. This is especially helpful for users who may be interrupted with telephone calls or may need to stop working in ARIES to meet with clients. The purpose of the time-out function is to preserve the security of the data in ARIES in the event a user leaves their computer for an extended period of time and has not logged out of the system.

*REMEMBER…*

*the F1 key in ARIES is available to help answer your questions as you work.*

**Question**: *When I do a client search for all clients whose last names begin with P by using the wildcard character (P*) my search results include client names that do not begin with the letter P. Is it working correctly?*

**Answer**: Yes! Even though the search results screen does not show the "Also Known As" field, ARIES is searching that field as well for all names that begin with the letter P. For example, someone named Lawrence Lance whose "Also Known As" field contains "Pepe" would also be included on your search results using a search criteria of "P*".

**Question**: *If a client is "shared" what information is shared?*

**Answer**: Here is a quick review of the information in ARIES and information about what is shared/not shared. In general, client demographic, financial, eligibility and medical information are shared data elements. Any data elements concerning legal, mental health, substance abuse are not shared. That includes case notes and service line items that deal with these subjects. All assessments on the Assessments tab are not shared.

**Question**: *What do the red asterisks mean that appear next to some of the data fields?*

**Answer**: When a <u>large</u> red asterisk accompanies a field on a screen (usually to the left of the field), this field is required in the CARE Act Data Report (CADR). These fields provide required CADR information; without this information, your CADR may contain incomplete or inaccurate information. It is important to enter this information as soon and as accurately as possible. In some cases, you will not be able to save the data on a screen without filling in all red-asterisked fields. When a <u>small</u> red asterisk appears while you are editing a field (usually to the right of the field), it means that you have entered incorrect data in that field, or not completed a required field. Whenever a small red asterisk appears, it will be accompanied by a red error message shown at the top of the page. The error message will explain what's wrong with the data in the indicated field. You must correct the error before you will be able to save the data on that screen.