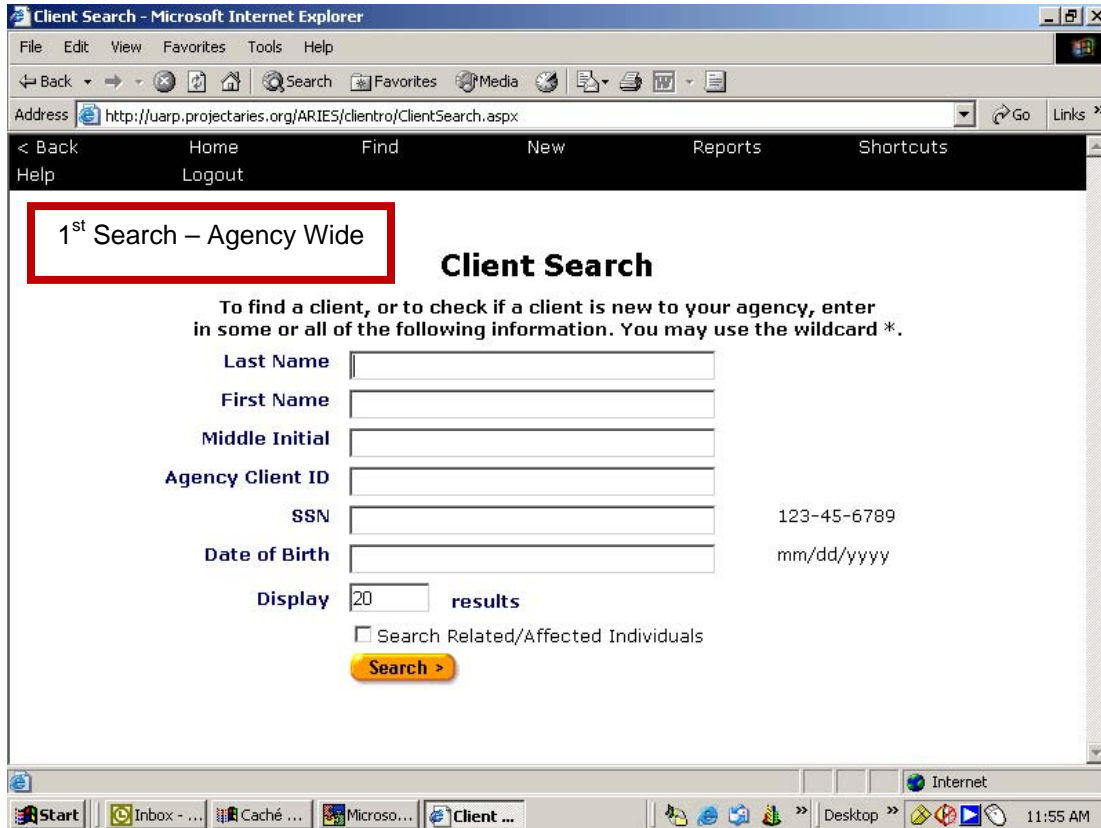




Orange County has opted to have a non-share ARIES system. It is imperative that the check box “*Client Agrees to Share*” is **not** checked when setting up new clients in ARIES, even if the client has signed an ARIES consent agreeing to share. The following is a review of the process to ensure clients are not shared in ARIES.

CLIENT SEARCH

This is the first screen after login to ARIES. This screen allows users to search for a client who may have already been registered at your agency.



Step 1: To search for a client who has already received services at your agency, either:

- Enter as much or as little information as you have and click **Search >**
- OR
- Click **Search >** without entering any information in the fields. An alphabetical list of clients registered at your agency will appear.



ENTERING A NEW CLIENT

If the client cannot be found at your agency (message “No records found. Try broadening your search” will appear), you will need to create a new client record.

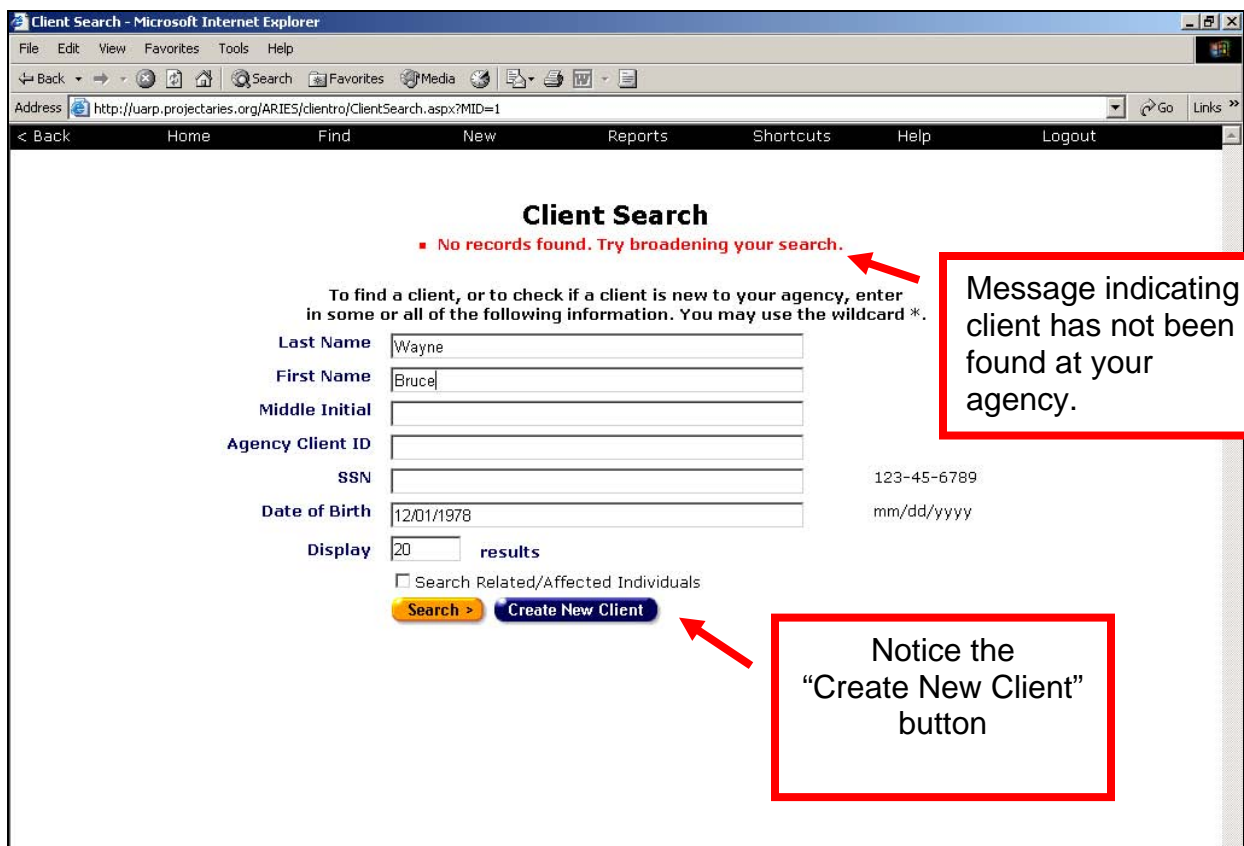
To register a new client you must know all of their “keys”. Client keys include the following:

- Last Name
- First Name
- Middle Initial
- Mother’s Maiden Name
- Date of Birth
- Gender

To reduce the chance duplicate entries of clients, use proof of ID to confirm client’s full legal name including middle initial. Reference the ARIES decision tree for Middle Initial and Mother’s Maiden name as appropriate (available at: <http://www.cdph.ca.gov/programs/aids/Documents/ARIESDecisionTreeMlandMMN.pdf>).

Step 2: Enter as much information about the client as you know on the screen below.

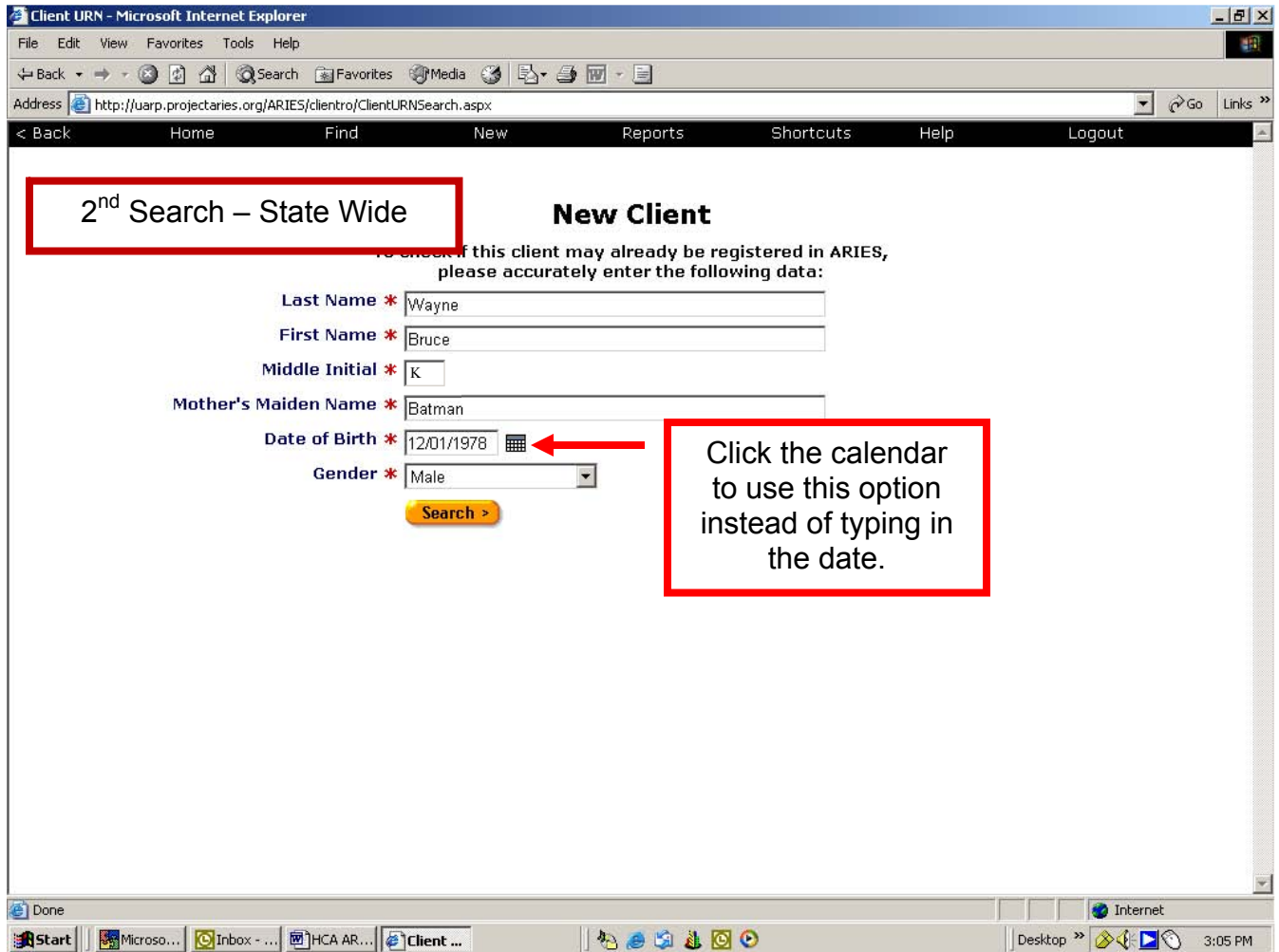
Step 3: Click on the **Create New Client** button. This will take you to the “New Client” Screen.





Information entered on the “Client Search” screen will be carried over to this “New Client” screen.

Step 4: Enter all client keys and click . ARIES will search to see if the client has ever been registered in ARIES state wide.



The screenshot shows a web browser window titled "Client URN - Microsoft Internet Explorer". The address bar shows the URL: <http://uarp.projectaries.org/ARIES/clientro/ClientURNSearch.aspx>. The page content includes a navigation menu with links: Back, Home, Find, New, Reports, Shortcuts, Help, and Logout. The main content area is titled "New Client" and contains a form for entering client information. A red box highlights the text "2nd Search – State Wide". The form fields are: Last Name * (Wayne), First Name * (Bruce), Middle Initial * (K), Mother's Maiden Name * (Batman), Date of Birth * (12/01/1978), and Gender * (Male). A red arrow points to the calendar icon next to the Date of Birth field. A red box contains the text: "Click the calendar to use this option instead of typing in the date." A yellow "Search >" button is located below the form fields. The Windows taskbar at the bottom shows the Start button, several open applications (Microsoft..., Inbox..., HCA AR..., Client...), and the system tray with the time 3:05 PM.

Step 5: If a match is found, the client has been entered in ARIES in another jurisdiction with a shared status. At this point, **STOP AND CONTACT JAMES WILLIAMS at (714) 834-8031**. James will need to change the client’s share status to “non-share.”



Step 6: If a match was NOT found, enter all client keys, verify the value in each field by tabbing through the fields, and then click on the Create button.

NEVER CHECK “Client Agrees to Share Data” BOX WHEN REGISTERING A NEW CLIENT.

New Client

To check if this client may already be registered in ARIES, please accurately enter the following data:
No match was found. Please check your entries and search again.
To create a new client record, verify the value in each field by tabbing through it and then click on the Create button.

Last Name * Wayne
First Name * Bruce
Middle Initial *
Mother's Maiden Name * Batman
Date of Birth * 12/01/1978
Gender * Male

Client agrees to share data

Search >

Never check “Client agrees to share data” box when registering a new client.