ARIES Required and Recommended Data Fields (updated 4/13/17)

*Items highlighted in yellow have been added since the last version of this document was published.

Data Element	Required	Recommended	Notes	ARIES Error Report*
Demographics Main Tab				
New Client or Demographic Detail Sub tab (below)				
Last Name	A			Fix-It: Client Identifiers
First Name	A			Fix-It: Client Identifiers
Middle Initial	A		Use ARIES Decision Tree.	Fix-It: Client Identifiers
Mother's Maiden Name	A		Use ARIES Decision Tree.	Fix-It: Client Identifiers
Date of Birth	A			Fix-It: Client Identifiers
Gender	A			Fix-It: Client Identifiers RSR Export
Contact Info Sub tab				
Residence				
Since Date	A		Enter known first date living at residence. Update if residence changes.	
Street 1	A			Fix-It: Residential Address
City	A			Fix-It: Residential Address
State	A			Fix-It: Residential Address
Zip	A		**Do not leave this field blank.** Record appears in Missing Data Report if data element is blank or "99999," "99998, " or "99997."	Fix-It: Residential Address RSR Export
County	A			Fix-It: Residential Address
May we contact you by mail?		A		
Phone 1	A		Do not leave field blank. If person does not have a phone number enter 999-999-9999.	
Phone Type	A			
Allow Contact	A			
Confid (Confidential)	A			
Msgs OK (Messages Okay)	A			
Mailing				
Same as Residence		A		
Street 1		A	Recommended if address is not same as residence.	
City		A	Recommended if address is not same as residence.	
State		A	Recommended if address is not same as residence.	
Zip		A	Recommended if address is not same as residence.	
County		A	Recommended if address is not same as residence.	
Emergency Contact				
Name		A		
Telephone 1		A		
Confid (Confidential)		A		
Msgs OK (Messages Okay)		A		

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Data Element	Required	Recommended	Notes	ARIES Error Report*
Demographic Detail Sub tab				
Identifiers (See New Client Above)				
Last Name	A			Fix-It: Client Identifiers
First Name	A			Fix-It: Client Identifiers
Middle Initial	A		Use ARIES Decision Tree.	Fix-It: Client Identifiers
Mother's Maiden Name	A		Use ARIES Decision Tree.	Fix-It: Client Identifiers
Date of Birth	A			Fix-It: Client Identifiers
Gender	A			Fix-It: Client Identifiers
Gender at Birth	A		Added as a requirement. Biological sex at birth to be reported.	Fix-It: Client Identifiers
Demographics				
Hispanic	A		**Do not leave this field blank.** Record appears in Missing Data Report if data element is blank or "Unknown." Sub-group ethnicity required: Mexican/Mexican-American, Puerto Rican, Cuban, Another Hispanic.	RSR Export Fix-It: Race and Ethnicity
Asian	A		**Do not leave this field blank. Record appears in Missing Data Report if data element is blank or "Unknown."** Sub-group ethnicity required: Asian Indian, Chinese, Filipino, Japanese, Korean, Vietnamese, Other Asian.	RSR Export Fix-It: Race and Ethnicity
Native Hawaiian/Pacific Islander	A		**Do not leave this field blank. Record appears in Missing Data Report if data element is blank or "Unknown."** Sub-group ethnicity required: Native Hawaiian, Guamanian or Chamorro, Samoan, Other Pacific Islander.	RSR Export Fix-It: Race and Ethnicity
Race 1	A		**Do not leave this field blank.** Record appears in Missing Data Report if data element is blank or "Unknown."	RSR Export Fix-It: Race and Ethnicity
Primary Language		A		
Date of Death	A [A]		Enter as necessary if available. Also select appropriate status ("Reported Deceased" or "Confirmed Deceased") in Demographics/Agency Specifics sub tab.	
Living Situation Sub tab				
Current Living Situation	A		**Do not leave this field blank.** This field should be updated annually using the date of assessment as the "as of" date for the current living situation. Record appears in Missing Data Report if data element is blank or "Unknown."	RSR Export
Living Situation Since	A		**Do not leave this field blank.** Record appears in Missing Data Report if data element is blank or date is after the reporting period.	RSR Export
Agency Specifics Sub tab				
Agrees to Share Data	A		**Never check "Client Agrees to Share Data" when registering a new client. Share status will be changed only by individuals who have permission to change the share status. Fax a completed ARIEs Consent form to (714) 834-8720 for share status changes.**	
Agency Status	A		Update as necessary. If client is deceased, select appropriate status ("Reported Deceased" or "Confirmed Deceased") in this field, and enter "Date of Death" under Demographics Detail sub tab. Record appears in Missing Data Report if data element is "Unknown."	
Status as of Date	A			
Agency Enrollment Date	A			
Reason for Status Change	A		Update as necessary. If a client is given an Agency Status of "Disenrolled" or "Discharged", the "Reason for Status Change" cannot be "Other." "Disenrolled" or "Discharged" cannot be in the free text response either.	Fix-It: Disenroll Reason
Referral Source		D	Recommended for Dental clients only.	

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Data Element	Required	Recommended	Notes	ARIES Error Report*
Eligibility Main Tab				
Eligibility Documents Sub tab				
ARIES Consent Form	A		Needs to be updated every three years. Enter date "Doc Date", "Obtained," and date "Expires." Appears as error of no "Expires" date is entered.	Fix-It: Eligibility Documents
HIV Letter of Diagnosis/Proof of Diagnosis	A [R] / A [E]	R	Needs to be input only once. Do not enter "Expires" date. Recommended, but not required, if eligibility is documented based on Eligibility Verification Form (EVF) or Ryan White Eligibility and Registration Form.	Fix-It: Eligibility Documents
Proof of Disability	A [R]	R	Needs to be updated for provision or referral of services with disability requirement (See Eligibility Requirements" document). Enter "Expires" date as applicable. If no expiry date due to permanent disability, indicate in "Notes." Recommended, but not required, if eligibility is documented based on Eligibility Verification Form (EVF) or Ryan White Eligibility and Registration Form.	
Proof of Income	A [R] / A [E]	R	Needs to be updated annually. Enter date "Obtained" and date "Expires." Recommended, but not required, if eligibility is documented based on Eligibility Verification Form (EVF) or Ryan White Eligibility and Registration Form.	
Proof of Residency	A [R] / A [E]	R	Needs to be updated annually. Enter date "Obtained" and date "Expires." Recommended, but not required, if eligibility is documented based on Eligibility Verification Form (EVF) or Ryan White Eligibility and Registration Form.	
Financial Sub tab				
Client Income Total		A	If no client income, check "No source of income." "Total Monthly income" must be greater than $0 unless No source of income is checked.	
Household Income Household Income	A [E]		**Do not leave this field blank.** If no household income, enter $0. Record appears in Missing Data Report if data field is blank.	Fix-It: Poverty Level RSR Export
# People in Household	A [E]		**Do not leave this field blank.** Must be at least 1. Record appears in Missing Data Report if the data element is blank or less than 1.	RSR Export
Insurance Sub tab				
Source	A [E]		**Do not leave this field blank.** If client has no insurance, select "No Insurance." Record appears in Missing Data Report if no insurance records cover any portion of the reporting period.	Fix-It: Insurance RSR Export
Start Date	A [E]		**Do not leave this field blank.** If insurance start date is unknown, enter date of inquiry. Record appears in Missing Data Report if no insurance records cover any portion of the reporting period. Do not enter an insurance End Date, if insurance has not ended.	RSR Export

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Data Element	Required	Recommended	Notes	ARIES Error Report*
Medical Main Tab - **If client receives medical services at the 17th St Clinic, changes should only be made by 17th Street Clinic**				
Basic Medical Sub tab				
Primary Medical Care	M	CM, MH	Choose appropriate information from drop down menu.	
Primary HIV Care	M	CM, MH	Choose appropriate information from drop down menu.	
CDC Disease Stage	M, CM	A	**Do not leave this field blank. Data should be entered based on documentation not client self-report.** Record appears in Missing Data Report if data element is blank, "Unreported," or "Unknown." If client has AIDS diagnosis, field should only indicate "CDC-Defined AIDS" or "Disabling AIDS."	Fix-It: CDC Disease Stage Fix-It: HIV/AIDS Diagnosis Dates RSR Export
Date First HIV Positive Test	M, CM	A	**Do not leave this field blank. Data should be entered based on documentation not client self-report.** Record appears in Missing Data Report if data element is blank, "Unreported," or "Unknown."	Fix-It: CDC Disease Stage Fix-It: HIV/AIDS Diagnosis Dates RSR Export
Year of First HIV Positive Test	M, CM	A	**Do not leave this field blank. Data should be entered based on documentation not client self-report.** Record appears in Missing Data Report if data element is blank, "Unreported," or "Unknown."	Fix-It: CDC Disease Stage Fix-It: HIV/AIDS Diagnosis Dates RSR Export
AIDS Diag (Diagnosis) Date	M, CM	A	**Data should be entered based on documentation not client self-report.** Enter only if client is diagnosed with AIDS. Record appears in Missing Data Report if data element is "CDC-defined AIDS" or "Disabling AIDS" AND the "AIDS Diagnosis Date" is blank.	Fix-It: CDC Disease Stage RSR Export
AIDS Defining Conditions				
AIDS Defining Condition	M	CM	**Data should be entered based on documentation not client self-report.** Enter only if client is diagnosed with AIDS.	Fix-It: CDC Disease Stage
Diagnosis Date	M	CM	Enter only if client is diagnosed with AIDS.	
Medical History Sub tab				
Tests				
CD4 Date	M		**Needs to be updated every 6 months.** Record appears in Missing Data Report if no CD4 tests are entered within the reporting period.	Fix-It: CD4 and Viral Load RSR Export
T Cell Count	M		Needs to be updated every 6 months.	Fix-It: CD4 and Viral Load RSR Export
Viral Load Date	M		**Needs to be updated every 6 months** Record appears in Missing Data Report if no Viral Load tests are entered within the reporting period.	Fix-It: CD4 and Viral Load RSR Export
Value	M		**Needs to be updated every 6 months.**	Fix-It: CD4 and Viral Load RSR Export
STI/Hepatitis	M		**Syphilis, Hepatitis B, and Hepatitis C screening needs to be updated annually.** Record appears in Missing Data Report if there are no STI/Hepatitis records within the reporting period where the test type is "Syphilis," "Hepatitis B," and/or "Hepatitis C." Record appears in Missing Data Report if data element is "Unknown."	RSR Export
Test Date	M			
Diagnosis	M			
Treatment Start Date	M			

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Data Element	Required	Recommended	Notes	ARIES Error Report*
Medical Main Tab (Continued)				
Tuberculosis				
TB Test Medically Indicated	M		**Do not leave this field blank.** Record appears in Missing Data Report if the "TB Test Medically Indicated" data element is blank or "Unknown."	RSR Export
TB Test Medically Indicated Date	M		Record appears in Missing Data Report if the "TB Test Medically Indicated Date" data element is blank, or the "TB Test Medically Indicated" data element is Not "No" and the "TB Test Medically Indicated Date" data element is prior to the reporting period.	RSR Export
Date PPD/TST Placed	M		Record appears in Missing Data Report if the "TB Test Medically Indicated" data element is "Yes" and the "TB PPD/TST Test Placed" data is blank or prior to the reporting period.	RSR Export
Date PPD/TST Read	M			
IGRA Rate	M		Enter if applicable.	
Immunizations				
Immunization Type	M		**Hepatitis B-Dose 3 immunization should be completed.** Record appears in Missing Data Report if there is no immunization record, regardless of date, where the type is "Hepatitis B - Dose 3" or immunization is reoprted "unknown".	RSR Export
Is not medically indicated	M			
Date	M			
OB/GYN & Pregnancy			Required for female Medical clients only.	
Primary Ob/GYN	M		Enter for female clients.	
Phone	M		Enter for female clients.	
Pap Smear & Pelvic Exam Date	M		**Needs to be updated annually for female clients.** Record appears in Missing Data Report if gender is not "Male" and there is no Pap Smear record within the reporting period. Record appears in Missing Data Report if data element is "Unknown."	RSR Export
Pregnancy History				
Date first reported pregnant	M		Enter if pregnant.	RSR Export
Estimated Date of Conception OR Estimated Date of Delivery	M		**If pregnant, do not leave both fields blank.** Record appears in Missing Data Report if gender is not "Male" and a pregnancy record exists but both "Estimated Date of Conception" AND "Estimated Date of Delivery" data fields are blank.	RSR Export
HIV Status During Pregnancy	M		**If pregnant, do not leave field blank.** Record appears in Missing Data Report if gender is not "Male" and a pregnancy record exists but "HIV Status During Pregnancy" data field is blank.	
Date Prenatal Care Began	M		**If pregnant, do not leave field blank.** Record appears in Missing Data Report if gender is not "Male" and a pregnancy record exists but "Date Prenatal Care Began" data field is blank.	RSR Export
ART Counseling offered to reduce HIV transmission to infant	M		Enter if pregnant.	
Date Received ART Counseling	M		Enter if pregnant.	
ART was offered to reduce vertical transmission to infant	M		**If pregnant, do not leave field blank.** Record appears in Missing Data Report if gender is not "Male" and a pregnancy record exists but "Date Prenatal Care Began" data field is blank.	RSR Export
Date ART was taken	M		Enter if pregnant.	
Pregnancy Outcome	M		Enter if pregnant.	
Date of Pregnancy Outcome	M		Enter if pregnant.	
Newborn HIV status	M		Enter if pregnant.	
Date Received ART Counseling	M		Enter if pregnant.	

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Medications Main Tab				
ART Sub tab				
ART Type				
ART Type	M		Needs to be updated as necessary. Select "None/not applicable" if client is not on ART.	
Reason not on HAART	M		Enter reason if "None/not applicable" is selected under ART Type.	
Start Date	M		**Do not leave this field blank.** Needs to be updated as necessary if client is on ART therapy. If client is not on ART, enter date it was determined that client should not be on ART. Record appears in Missing Data Report if there are no ART Type records where type is 'Highly Active Anti-Retroviral Therapy (HAART)' that cover any portion of the reporting period.	RSR Export
End Date	M		Leave this field blank if patient is on ART therapy. If patient has ended ART, enter end date for ART as approrirate.	
Anti-Retroviral Drugs				
Anti-retroviral Drugs	M		Needs to be updated as necessary if patient is taking anti-retroviral drugs.	
Start Date	M		Needs to be updated as necessary if patient is taking anti-retroviral drugs.	
End Date	M		Leave this field blank if patient is taking anti-retroviral drug. If patient has ended drug, enter end date for drug as appropriate.	
Dosage	M		Needs to be updated annually to verify client is taking anti-retroviral drugs. Enter current 4-digit RSR year (i.e., 2012).	
Adherence - days taking ART	M		Needs to be updated annually if client is taking anti-retroviral drugs.	
Adherence - as of date	M		Needs to be updated annually if client is taking anti-retroviral drugs.	
Genotypic/Phenotypic testing performed (Yes/No/Unknown)	M		If no test was done enter explanation for no test under notes.	
Date of Test	M			
Notes	M		Enter explanation if no Genotypic/Phenotypic testing performed.	
Other Medications				
Other Medications	M			
Used For	M		Record appears in Missing Data Report if there are no Other Medications records that cover any portion of the reporting period where "Used For" contains the text "PCP" AND "Type" is "Prophylaxis" AND "Other Medications" code is d00124, d00098, d00030, and d01120.	RSR Export
Type	M			
Start/End Date	M			

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Data Element	Required	Recommended	Notes	ARIES Error Report*
Risk and Assessments Main Tab				
Risk Factors Sub tab				
Client Risk Factors	A		**Do not leave ALL check boxes blank.** Check "Unknown" only if risk factor is truly unknown. Record appears in Missing Data Report if there are no checkmarks on this screen, or the only checkmarks are one or both of the 'Unknown' items.	Fit-It: HIV Exposure RSR Export
Sex Partner Risk Factors, Heterosexual Contact ONLY	A		Complete for female clients for which "Sex with Male" OR male clients for which "Sex with Female" is checked under Client Risk Factors.	
Primary HIV Exposure		A	Select "Unknown," only if primary HIV exposure is truly unknown.	
Substance Abuse Sub tab				
Treatment Status	M, CM, MH [non-CM]		Do not leave this field blank. Select "No active treatment or counseling" if appropriate.	
Date	M, CM, MH [non-CM]		Enter date of inquiry if "No active treatment or counseling" is selected under Treatment Status.	
Screen Date	M, CM, MH [non-CM]		**Do not leave this field blank.** Record appears in Missing Data Report if there are no Substance Abuse Screening records within the reporting period or "unknown" is selected.	RSR Export
Mental Health Sub tab				
Treatment Status	M, CM, MH		Do not leave this field blank. Select "No active treatment or counseling" if appropriate.	
Date	M, CM, MH		Enter date of inquiry if "No active treatment or counseling" is selected under Treatment Status.	
Screen Date	M, CM, MH		**Do not leave this field blank.** Record appears in Missing Data Report if there are no Substance Abuse Screening records within the reporting period or "unknown" is selected.	RSR Export
Assessments Sub tab				
Risk Reduction Screening Date	M		**Do not leave this field blank.** Record appears in Missing Data Report if there are no Risk Reduction Screening records within the reporting period.	RSR Export

A = Required for all clients. M = Required for Medical clients only. CM = Required for Case Management clients only. MH = Required for Mental Health clients only. A [E] = Required for all clients from eligibility screening locations. A[A] = Required if data is available.
A [R] = Required for all clients, unless eligibility is documented as "verified via referral." R = Recommended for clients who are documented as "verified via referral."

*ARIES Error Report	ARIES Location	Description
Fix-It: Client Identifiers	Client Report	Lists clients served within a date range, and any problems with client identifiers.
Fix-It: Residential Address	Client Report	Lists clients served within a date range, and any problems with residential address.
Fix-It: Eligibility Documents	Client Report	Lists clients served within a date range and any problems with HIV Documentation (not required for R/A) or ARIES Consent Form.
Fix-It: CDC Disease Stage	Client Report	Lists clients served within a date range with CDC Disease Stage, AIDS Diagnosis Date, and AIDS Defining Conditions.
Fix-It: CD4 and Viral Load	Client Report	Lists clients served within a date range and any problems with CD4 tests and Viral Load tests.
Fix-It: Insurance	Client Report	Lists clients served within a date range and any problems with Insurance data in the past year.
Fix-It: Poverty Level	Client Report	Lists clients served within a date range and any problems with Household Income, Household Size, or Poverty Level.
Fix-It: Race and Ethnicity	Client Report	Lists clients served within a date range and any problems with Race 1 or Hispanic Ethnicity.
Fix-It: HIV/AIDS Diagnosis Dates	Client Report	Lists clients served within a date range and any problems with HIV+ Date, HIV+ Year, or AIDS Diagnosis Date.
Fix-It: HIV Exposure Categories	Client Report	Lists clients served within a date range and any problems with HIV Risk Factors.
Fix-It: Disenroll Reason	Client Report	Lists clients served within a date range and any problems with Disenroll Reason as reported on the RWSR (RSR).
Ryan White HIV/AIDS Services (RSR) Export	Compliance Report	Shows clients with missing RSR data