



<b>Policy Number</b>	<b>231.000</b>
<b>Effective Date</b>	<b>January 17, 2013</b>
<b>Revision Date</b>	<b>January 17, 2013</b>
<b>Subject Matter</b>	<b>Services Data Internal Workgroup</b>
<b>Approval Authority</b>	<b>Bexar County Ryan White Administrative Agency</b>
<b>ARIES User Policy</b>	

**1.0 Purpose**

To provide guidance to Administrative Agencies (AA) regarding appropriate user(s) for the AIDS Regional Information and Evaluation System (ARIES) data application.

**2.0 Authority**

Ryan White Care ACT, 2009; Texas Health and Safety Code, Chapter 12, §12.052, §12.083, Chapter 85, §85.032; Texas Administrative Code (TAC), Title 1, Part 10, Chapter 202, Subchapter C Security Standards for State Agencies; Information Resources Management Act, Texas Government Code 2054.

**3.0 Definitions**

*AIDS Regional Information and Evaluation System (ARIES)*

ARIES is web-based, client-level software that Ryan White and/or State Services HIV Providers use to report all Ryan White and State services provided to Ryan White eligible clients.

*Administrative Agency (AA)*

Entity under contractual agreement with the Department of State Health Services (DSHS) to manage and distribute federal and state funds to HIV Service Provider(s).

*Data Managers*

Staff at the Administrative Agency responsible for providing support to local organizations using ARIES to report their service delivery activities.

*HIV Service Provider*

Organization(s) under contractual agreement with AA to provide HIV-related medical and psychosocial support services to person(s) living with HIV/AIDS.

*Housing Opportunities for Persons with AIDS (HOPWA) Program*

HUD's Office of HIV/AIDS Housing manages the HOPWA program in collaboration with 44 state and area CPD offices in providing guidance and program oversight. The Office works with other HUD offices to ensure that all HUD programs and initiatives are responsive to the special needs of people with HIV/AIDS. HOPWA funding provides housing assistance and related supportive services.

*Ryan White HIV/AIDS Program*

Program authorized in 1990 and administered by the U.S. Department of Health and Human Services (HHS), Health Resources and Services Administration (HRSA), HIV/AIDS Bureau (HAB). The program is for those who do not have sufficient health care coverage or financial resources for coping with HIV disease. Federal funds are awarded to agencies located around the country, which in turn deliver care to eligible individuals under funding categories called Parts.

## 4.0 Policy

It is the policy of the DSHS HIV Care Services Group that only users described in this policy will gain access to the ARIES system and data thereby securing, protecting, and maintaining client confidentiality.

## 5.0 Persons Affected

This policy applies to the Administrative Agency Data Managers who grant access to ARIES system.

## 6.0 Responsibilities

### 6.1 APPROPRIATE USERS

AA data managers will only give access to users working at agencies that receive Ryan White, HOPWA, or State Service funds to provide HIV services. Users should gain access to client-level data only when there is a direct and ongoing need that will improve and benefit client care and services. Access to client-level data may be given to supervisory or program management personnel at a service provider or the AA if the information is necessary for performing oversight of client services (e.g., granting a case management supervisor access to allow for review of case information and notes).

### 6.2 INAPPROPRIATE USERS

An AA data manager must not create users at agencies that are not HIV service providers or grant users access to client-level data through ARIES unless necessary to facilitate delivery of services to the client. AA must not create users whose sole need for access relates to surveillance, research; grant reporting, or other ancillary uses for these data.

### 6.3 EXCEPTIONS

Consideration of users not meeting criteria above will be a case-by-case decision by DSHS.

### 6.4 ARIES PERMISSIONS

ARIES is set up to protect client confidentiality by only allowing ARIES staff users access to the minimum amount of client data necessary for that staff person to complete their work. For example, not all staff users need to see medical information; some staff might need to view medical information but do not need to change or edit medical information. Only designated staff will have access to edit, create, or deactivate any areas in ARIES, as the AA deems necessary.

### 6.5 ARIES SERVICES

Staff will not edit, change, or modify Services in ARIES after the data has been invoiced or billed.

## 7.0 Procedures

The AA must develop local procedures to implement this policy, and on an annual basis submit it within their Data Improvement Plan for approval to DSHS. Assignment of users' permissions and rights must be consistent with ARIES Security Policy guidelines established by DSHS.

## 8.0 Revision History

Date	Action
06/25/2006	Original policy
07/07/10	Policy renumbered; expanded the definitions section and deleted sections relating to security (see ARIES security policy)

# EMPLOYEE POLICY ACKNOWLEDGEMENT FORM

## ARIES User Policy 231.000

I certify that I have read, understand, and agree to adhere to the ARIES User Policy 231.000

I understand that Bexar County may revoke my access code or other authorized access to confidential information for any reason. My ARIES access privileges are subject to periodic review, revision, and if appropriate, renewal.

I understand that I will be held responsible for my misuse or wrongful disclosure of confidential information and for my failure to safeguard my access code/password or other authorized access to confidential information.

I understand that it is my responsibility to ask clarifying questions if I need assistance interpreting a policy.

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Signature

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Date

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Print Name

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Agency