

Hyphenated Names in ARIES

When you have a client who has a hyphenated name, (Jonathan R. **Apple-Pear**, AKA = Johnny, Bubba) you should use the following steps to enter their information into ARIES:

- Use their **Legal Name** as it is listed on the acceptable forms for documentation of identity from the Subgrantee Guidelines, HCM User's Manual Version 3, Section 1, Policy and Procedure, **Assessment of Client Eligibility (SG-06)**.

First Name = **J**onathan Middle Initial = **R** Last Name = **A**pple-Pear AKA/Aliases = Johnny, Bubba

- The Hyphenated Name to be used in ARIES is documented using the **FIRST NAME** of the given hyphenated name.

Jonathan **R. Apple-Pear** **NOT** Jonathan **R. Apple-Pear**

Identification reviewed for data entry into ARIES becomes:

First Name = Jonathan
Middle Initial = R
Last Name = Apple-Pear
AKA = Johnny, Bubba

Therefore, the **14 Character Code** for Mr. Apple-Pear, born on 12/25/1975 to Mrs. Barbara Jones, Apple-Pear then becomes:

JoNathan R. **Ap**Ple-Pear, **12/25/1975**, Male=1, Clients Middle Initial=**R**, Mother's Maiden Name= **Jo**Nes

14 Character Code = JNAP1225751RJN

ARIES RULE: If the client has **NO MIDDLE NAME**, then leave the middle initial space **blank, null, or empty** during entry.
(ARIES will use a value of "9" in place of these blank, null, or empty values to populate the URN/Extended URN.)

NOTE: *Even if the client presents himself as: Johnny Red "Bubba" Apple-Pear you should use their legal name per their legal proof of documentation using any item from the acceptable forms for documentation of identity found in the Assessment of Client Eligibility (SG-06).*

If a client has a **Name change due to Marriage or Divorce** and is:

"PRESENTING/PROVIDING SUPPORTIVE DOCUMENTATION",

Always start the process by:

- Search ARIES for existing records (use all possible names provided by the client).
- Next, modify the name to reflect the **New Spelling** from their **LEGAL DOCUMENT FOR NAME CHANGE** (*Marriage License, Divorce Decree, etc.*)
- **Keep a copy in your records to support such change has occurred.**