

CONTRACTUAL EXPECTATIONS FOR DATA AND MANAGEMENT INFORMATION SYSTEMS

General Data/MIS Compliance Requirements include, but are not limited to:

1. Subgrantee must **obtain and maintain access to the AIDS Regional Information and Evaluation System (ARIES)**. New users must establish access within the first thirty (30) days of employment. The 2015 revision REQUIRES at least one Administration person, one Finance Person and the applicable Supporting Positions, (IT, Eligibility, Receptionist, etc.) to have ARIES certificates and access to ARIES. This ensures quality data entry, monitoring and reporting, and financial support for contract accounts. Note: ALL Directly Funded Staff are REQUIRED to obtain an ARIES Certificate and provide service encounter data entry to reflect services rendered as identified in the case notes.
2. Subgrantee must **have the Security of each PC reserved for ARIES data must have a screen saver requiring a password to reactivate**. Each ARIES login has a unique password from the PC passwords. Each person's screen must be faced away from the door, away from high traffic areas, or in a closed office when possible.
3. Subgrantee must **enter all the required client-level data elements for all clients serviced** under TRG contracts in ARIES. All data will follow encounter codes specified by funded service categories and employment position/title for Role in ARIES. In the case of an error or questionable entry, ARIES User's shall call or email requested changes to the Data Manager
4. at TRG for appropriate action.
5. **Service Encounters in ARIES** must be entered within five (5) business days of the encounter. The number of days may be modified in the Agency Policy and Procedures for less than five (5) business days if preferred.
6. Subgrantee must create, implement, evaluate and revise a **Data Quality Improvement (DQI) Plan and submit acknowledgement via email of a clean RSR on or by the due dates.**

<u>DATA REPORT DATES</u>	<u>REPORT DUE DATES</u>
1 st Qtr 01/01 – 03/31	04/20
2 nd Qtr 01/01 – 06/30	07/20
3 rd Qtr 01/01 - 09/30	10/20
4 th Qtr 01/01 – 12/31 of the Calendar Year	01/20

7. Subgrantee must update the DQI Plan and submit the attachment with the **Unified Quarterly Report**. The Unified Quarterly and the DQI Plan are due at the same time. (See Data Report Dates)
8. Subgrantee must complete the **annual Ryan White Services Report (RSR)** on an annual basis. All data must be entered into ARIES by January 31st. Data corrections and provider questions should be completed by February 15th. The Upload and submission date will be based upon DSHS request from Mid-February to March.
9. If using an electronic health record (EHR), Subgrantees must ensure that the **EHR complies with the 2014 Meaningful Use Final Rule requirements**. All prerequisites must be made available and confirmed by the start date of the Quality Compliance Review.