



Riverside/San Bernardino, CA TGA Policy and Procedure ARIES Policy # 3	By..... Bonnie Flippin, MBA, Staff Analyst II
	Effective..... November 2, 2006
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	Revised..... March 2, 2011
	APPROVED <i>Scott Rigsby</i>
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Subject – Timely Data Entry to Meet Monthly Data Reporting Requirements

PURPOSE To establish guidelines for the timely entry of data into ARIES to assist with accurate service delivery to clients and to meet the reporting requirements of the Office of the Grantee (Grantee).

POLICY Client service data are to be entered into ARIES as soon as possible by contractors (providers). Providers must enter all relevant data into ARIES to support their monthly invoices.

SCOPE This Procedure applies to all contracted agencies providing services to eligible clients under the Ryan White Programs within the Riverside/San Bernardino, CA TGA.

- PROCEDURE**
1. Whenever possible, service delivery data are to be entered into ARIES at the point of service (POS), in real time.
 2. Provider staff members are to complete their “charting” (entry) of service delivery data as soon as possible after services are delivered. In cases where there is a delay in data entry, providers are to ensure that all required data supporting their monthly invoice to Ryan White Programs for payment is entered into ARIES prior to submission of the invoice. See Part A *Policy #2* for monthly invoicing and reporting requirements. For example, if the November invoice is due to the Grantee December 20th, then the data supporting the November invoice must be completely entered in ARIES before the 20th of December.
 3. Enter the data into ARIES so that the Grantee and all providers that have access to the client’s record in ARIES can view the data. Timely entry of data allows for more efficient service delivery throughout the TGA and helps to reduce the risk of duplication of services (double dipping).
 4. Ryan White Programs staff will conduct periodic Quality Assurance checks in ARIES with respect to this Policy.
 5. Ryan White Programs staff will visit provider sites as necessary to ensure compliance with this P&P.
 6. Violation of this P&P will result in delay or denial of payment.