



| | |
|---|---|
| Riverside/San Bernardino, CA TGA Policy and Procedure ARIES Policy # 4 | By..... Bonnie Flippin, MBA, Staff Analyst II |
| | Effective..... November 9, 2006 |
| | Revised..... March 2, 2011 |
| | APPROVED <i>Scott Rigsby</i> |
| Scott Rigsby, Public Health Program Coordinator | |

Subject – Maintaining Previous Data Systems

PURPOSE To establish guidelines to minimize the risk of loss of data due to the migration to ARIES as the primary data collection/management system in the TGA.

POLICY It is mandated that all agencies contracted for services under the Ryan White Programs shall integrate ARIES into their service delivery system. This shall be accomplished through either direct data entry into ARIES or by developing a systematic, periodic export of data from their proprietary system for import into ARIES.

Contractors who plan to abandon their previous system(s) shall maintain their previous system for a period of time sufficient to ensure that data loss is minimized. The Grantee expects that annual reporting requirements will be fully met.

SCOPE This Procedure applies to all contractors (providers) serving eligible clients under the Ryan White Programs within the Riverside/San Bernardino, CA TGA.

- PROCEDURE**
1. While data conversions have been performed for various databases, e.g., COMPIS and Caminar, it is the expectation of the Grantee that all providers will maintain their previous systems for a period of time sufficient to allow for full data reporting.
 2. Ryan White Program staff will conduct periodic Quality Assurance checks in ARIES with respect to this Policy.
 3. Ryan White Program-funded providers found to be in violation of this P&P will be contacted and required to submit a plan to correct any deficiencies.
 4. Ryan White Program staff will visit provider sites as necessary to ensure compliance with this P&P.