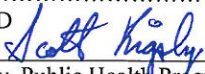




<b>Riverside/San Bernardino, CA TGA</b> <b>Policy and Procedure</b> <b>ARIES Policy # 7</b>	By..... Bonnie Flippin, MBA, Staff Analyst II Effective.....December 5, 2006 Revised.....March 2, 2011 APPROVED
	 Scott Rigsby, Public Health Program Coordinator

**Subject – Data Entry and Service Dates**

**PURPOSE** To establish guidelines for the entry of service date for service provision in ARIES.

**POLICY** The date the client actually received the service should be entered as the “Date of Service” when entering service delivery in ARIES.

**SCOPE** This procedure applies to all contractors (providers) serving eligible clients under 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. In cases where there is a delay in data entry, the date the client actually received services should be recorded in the “Date of Service” field when entering service delivery information in the Services section of ARIES. For example, if the client received Home Health services on October the 20<sup>th</sup>, but the agency is not able to enter the service delivery information into ARIES until November 20<sup>th</sup>, the date “10/20/2006” should be entered into the Date of Service field.
  3. The ARIES system records date of data entry “behind the scenes”. Therefore, reports can be run that more closely match the data that the agency had available at the time of invoicing if services delivered in a billing cycle cannot be entered until the following billing cycle. HOWEVER, it is expected that agencies will make a reasonable effort to ensure that all services provided during a billing cycle are entered into ARIES before invoices are due to the Office of the Grantee. See *ARIES Policy #3* for more information on timely data entry.

4. Ryan White Program staff will conduct periodic Quality Assurance checks in ARIES with respect to this Policy.
5. 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.
6. Ryan White Program staff will visit provider sites as necessary to ensure compliance with this P&P.