



Riverside/San Bernardino, CA TGA Policy and Procedure ARIES Policy # 8	By..... Theresa Brennan, Staff Analyst II Effective..... September 6, 2007 Revised..... March 2, 2011 APPROVED <i>Scott Rigsby</i> _____ Scott Rigsby, Public Health Program Coordinator
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Subject – Staff ARIES-Users Change Notification

- PURPOSE** To establish guidelines for the notification of Staff ARIES-Users changes for the security of the ARIES database.
- POLICY** Providers using ARIES shall provide notice to the Riverside/San Bernardino, CA Grantee’s office when an ARIES-User Staff member leaves service at the agency, has a change in permission/user role levels, has a change in their contact information, and/or will not be using ARIES any longer while at the agency.
- SCOPE** This procedure applies to all providers using ARIES as a client database within the Riverside/San Bernardino, CA TGA.
- PROCEDURE**
1. Agencies shall notify County in writing of any change of staff assigned an ARIES certificate in ARIES group role assignment, mailing address, and/or physical location, within ten (10) business days of the change, and shall immediately notify County of changes in telephone or fax numbers.
 2. Ryan White Program (RWP) staff will conduct periodic Quality Assurance checks in ARIES with respect to this Policy.
 3. RWP Part A/B-funded providers found to be in violation of this Policy & Procedure (P&P) will be contacted and required to submit a plan to correct any deficiencies.
 4. RWP staff will visit provider sites as necessary to ensure compliance with this P&P.