Basic Training Guide

AIRS Version 7.x

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Overview of the AIRS

- The AIDS Institute Reporting System (AIRS) is a relational database system for entry of Client Information and Service Tracking with Billing, Reporting, and Export capabilities.
- Written in Visual FoxPro (VFP) Version 9.0
- Contains over 300 inter-related tables

Prior to Starting AIRS

- Shortcut to AIRS: If a shortcut does not exist, run SETUP.EXE to create one for AIRS on your Windows desktop. The program is URS.EXE.

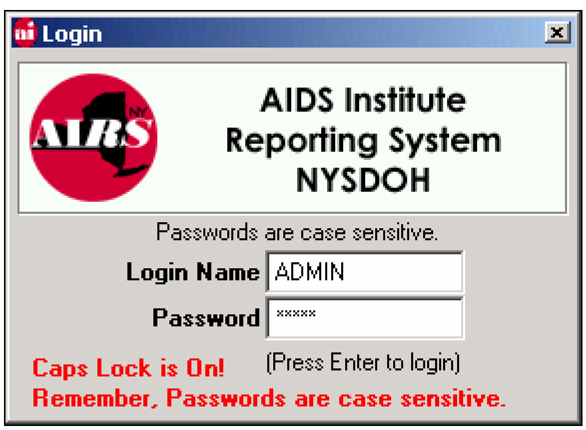
- If Shortcut was Deleted: If you are certain that SETUP.EXE had been run but the shortcut was deleted, either re-run SETUP.EXE or recreate the shortcut by right-clicking on any empty area of your desktop and selecting the “New” option. Select “Shortcut” from the drop-down menu and type the path name to the drive where AIRS is located and for the file that starts (executes) the AIRS software.

Starting AIRS

- The Login/Password combinations that your agency set up in the legacy URS for Staff and the System Administrator will be available in AIRS.

- Every user will have to change their Password the first time they log into the new system.

- Passwords are now case-sensitive. If the Caps Lock is on, the system will inform you of this in **red**. Note, if your password was entered in caps, having the caps lock on is fine.



- Note: A default administrative Login for AIRS is not being provided. (The ADMIN login with default password was provided to each agency when the legacy URS was first installed. It should have been changed by now.)

Agency Module

Programs

The screen contains setup information for Programs operated by your agency.

Eligibility Types

Ryan White Eligible programs serve clients who are HIV/AIDS-infected or HIV-affected. Client and Service statistics from AIRS Programs flagged as Ryan White Eligible will be used by the AIRS to generate the CARE Act Data Report (CADR), the AIDS Institute Aggregate Reports, and the MHRA Contract Monitoring Reports. Programs identified as Ryan White Eligible will be included in the AIDS Institute Extracts.

HIV Prevention Eligible programs serve individuals at risk for HIV infection as well as HIV positive clients requiring anonymous services or secondary prevention education. Client and Service statistics from AIRS Programs flagged as HIV Prevention Eligible will be used by AIRS in generating the AIDS Institute Aggregate Report used for program monitoring. Programs identified as HIV Prevention Eligible will be included in the AIDS Institute Extracts.

HIV Counseling and Testing Eligible programs serve individuals with Counseling, Testing and Partner Notification services. These programs are now eligible for funding under the Ryan White CARE Act. Programs identified as HIV Counseling & Testing Eligible will be included in the AIDS Institute Extracts.

Other - Programs flagged as 'Other' usually identifies internally funded programs that an agency chooses to track in the AIRS. These Programs will NOT be included in the AIDS Institute Extracts.

Funding Type

This selection indicates how the Program is funded.

- It is based on the Program's Eligibility Type.
- A Program can be funded by Ryan White (RW) Title I, RW Title II, RW Title III, RW Title IV, HUD, HOPWA, MAI Title I, MAI Title II, MAI Title III, MAI Title IV CDC, State, or Other money depending upon the selected Eligibility Type.

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Requires Enrollment

- When the AIRS Program is marked as "Requires Enrollment":
    - Only enrolled clients will be eligible for services in the Program. Therefore, clients must be enrolled into the Program (see Enrollments) before any encounter/services can be entered for clients.
    - The user will not be able to enter services for non-enrolled clients.

- When the AIRS Program is NOT marked as "Requires Enrollment":
    - Users can enter encounter/services in the Program for any active client in the database.

Service Categories Operated By This Program

For each AIRS Program, the types of services rendered are identified here.

- Select all the appropriate AIRS Service Categories for each Program.

- Users will not be able to enter encounter/services for the AIRS Program from unselected Service Categories or ones that have ended.

Agency | Staff Information:

- Staff who need to be entered into AIRS:
    - Any staff member who renders a Service to a client
    - Any staff member who provides Data Entry into the system
    - Any staff member needing access to AIRS for Viewing information, creating Billings, generating Reports, or running Extracts, etc.

- Note: Staff Job Titles are directly linked to Security Schemes.

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Client & Service Screens

VIEW MODE

- When you first bring up a client's information, the user will always be in a View Mode until directing AIRS to perform another action (i.e., ADD or EDIT).

CLIENT SELECTION CARRY-OVER from screen to screen

After selecting a client in an AIRS screen, the client information will remain accessible on subsequent screens. To see a different client, open and select another client, which in turn, will be carried to the next menu option/screen.

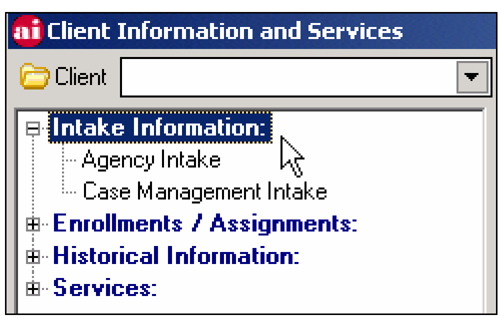
Client Information

Agency Intake

Allows the user to either a) Edit or View existing client information or b) Add a new Client Intake.

Select the Clients & Services module.

Expand the Intake Information option.



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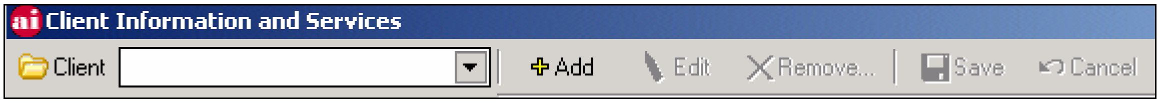
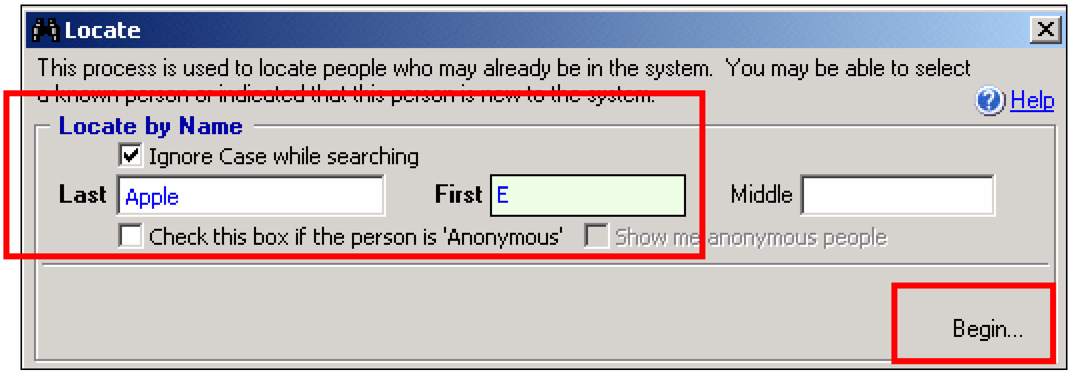
- Select **Agency Intake**.
    - To see existing information for an Existing Client, click on CLIENT.
    - To enter a New Intake, click on ADD.



- Enter the **Last Name** and **First Name**. Select **BEGIN**.



- If this is a new person to be entered into the system, select YES to continue.

- If the client information is already in the system, do not proceed with a new Intake. This person already exists in AIRS.
    - This person may already be a client, have an incomplete Intake, or be listed as a collateral to a client.
    - Review the information to determine if this is a new person.

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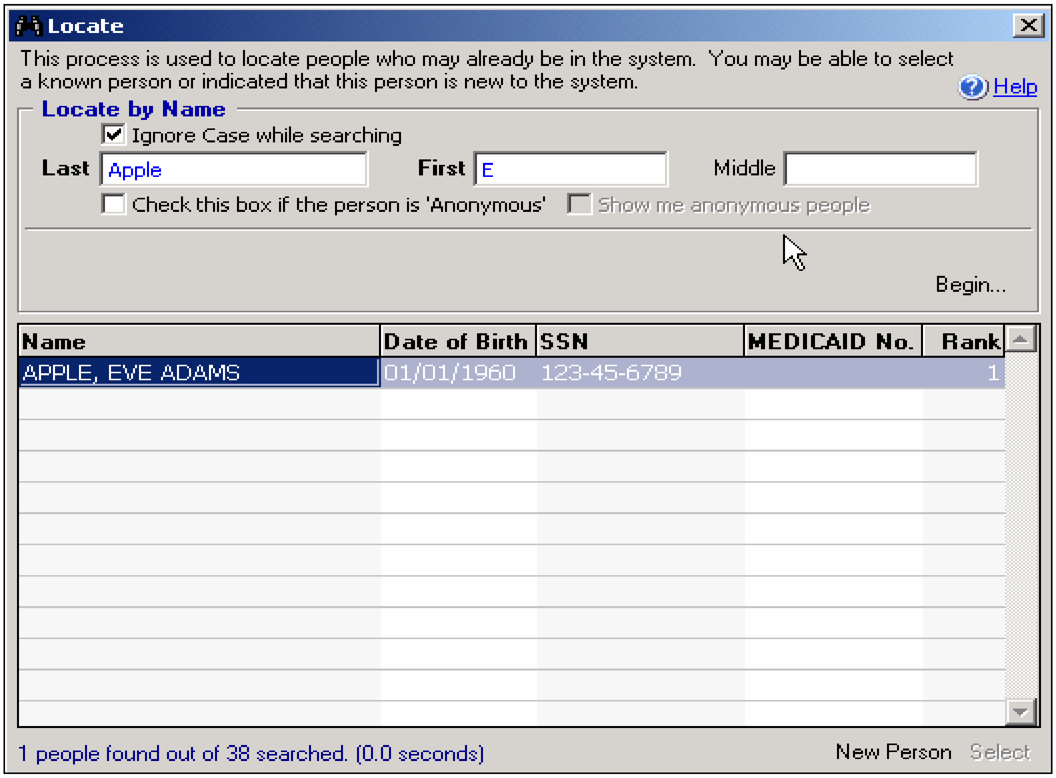
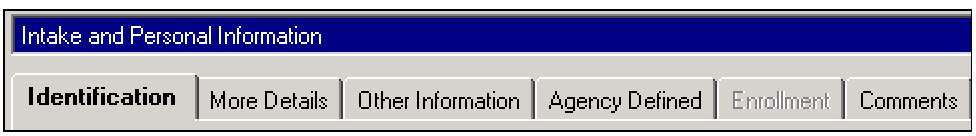


- The Agency Intake is comprised of 6 tabs. Each tab contains different information.



1 – Identification:

General Demographic information

2 – More Details:

Race/Ethnicity, Insurance Information, Referral Source information

3 – Other Information:

History of Substance Abuse, Income Sources/Benefits, Special Populations

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4 – Agency Defined fields:

Additional data entry fields created and implemented by Agency (not used by all agencies)

5 – Enrollment:

Contains Person Completing Intake, Site Assignment, Program Performing Intake (and enrollment), HIV Status, and HIV/AIDS Risk. This tab is not available for Incomplete Intakes.

- Note: When the Intake record is saved, the HIV Status and HIV/AIDS Risk information become View Only. To edit this information, you need to access the data from the "Historical Information" section.

6 – Comments:

Text box for entering comments/notes

Incomplete/Partial Intake

By selecting the "Incomplete Agency Intake" checkbox, it is possible to fill out a partial or incomplete intake for a person. The person only becomes a "client" when the Intake is completed.

- Incomplete Intakes are records without an Intake Date. It is possible to enter as little information as the person's name, gender and zip code to save the record. This is much less than the numerous required fields associated with a complete intake.
- People with Incomplete Intakes are available to all users in the 'Agency Intake' feature but they do not appear in any other area of the system.
- People with Incomplete Intakes are not counted in any reports as they are only considered clients after an Intake has been completed. A person with an incomplete intake may be made an active client by un-checking the "Incomplete Agency Intake" box and entering all the required information, thereby creating a complete Intake record.

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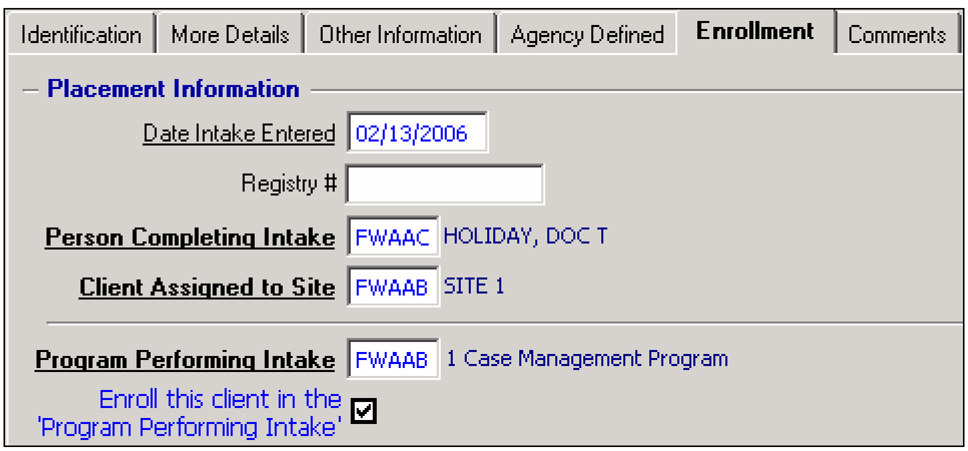
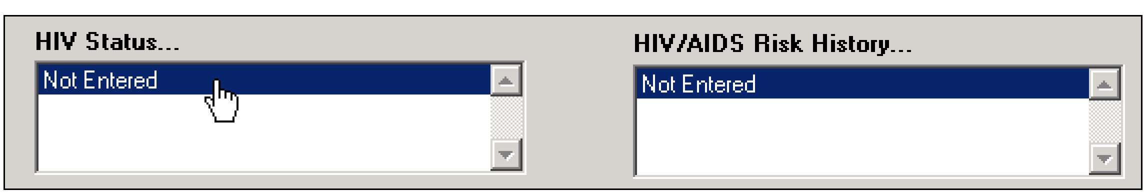
Complete Agency Intake

Please note…

- All required fields must be entered. Required fields are displayed in **bold, black** type.
- Agency ID is a unique agency-assigned ID given to each client.
- (Not currently in place: When selecting the Person Completing Intake, AIRS will automatically enter the Client Assigned to Site from the selected Staff's assigned Site and Program Performing Intake (if the staff has a default Program identified in the Staff screen) into the next field(s). If needed, the user can change the information in these by clicking on the underlined field labels.)
- If you want to enroll your client into the Program Performing Intake, select the checkbox labeled "Enroll this client into the 'Program Performing Intake'". Any client who will be receiving a service in a program that requires enrollment must be enrolled. Otherwise, the service record will not be able to be saved in the system.



When performing a complete Agency Intake, the HIV Status and HIV/AIDS Risk History must be entered before saving the record. Right click under the appropriate header to enter the client's HIV Status and Risks. If unknown, enter as such and save. Enter additional client HIV Status and HIV/AIDS Risk information through the HIV Status and HIV/AIDS Risk History screens.



Remember to update the Unknown HIV Statuses as soon as available. This is especially important for reporting Ryan White clients.

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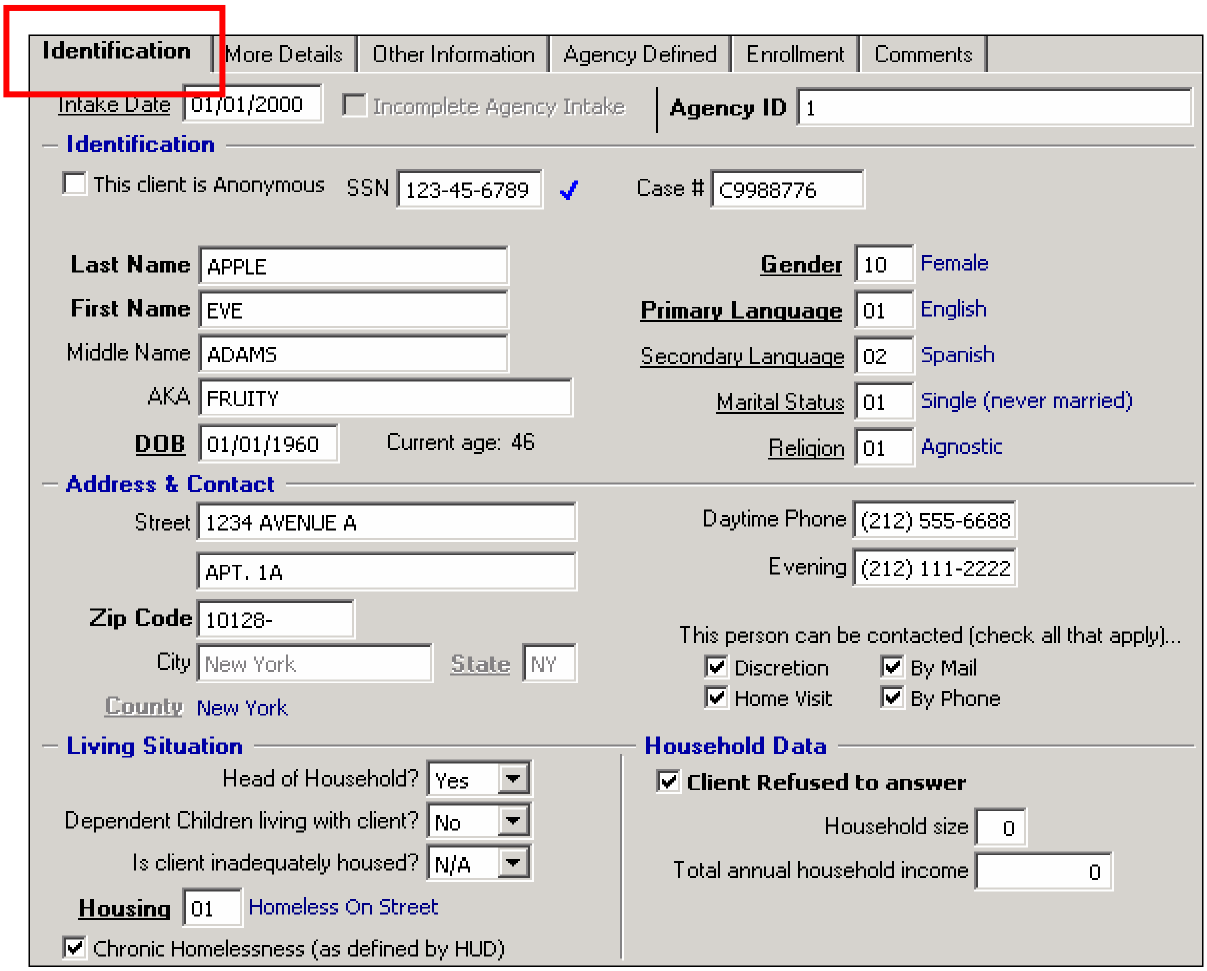
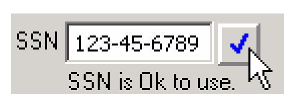
- If Insurance Status is flagged as “Known” (under the More Details tab), the user will be required to enter a record into the Insurance Information screen which is accessible from Enrollment tab. If Insurance is listed as “No Insurance” or “Unknown/Unreported”, the user will not be required to enter information in the Insurance Information screen.

- Check with your Contract Manager at the funding agency to see if you are required to enter information into the TB Status, Substance Use, Pregnancy History, Financial Information, etc. screens.

Identification Tab



- If entering SSN, click the blue check button to ensure SSN is unique.



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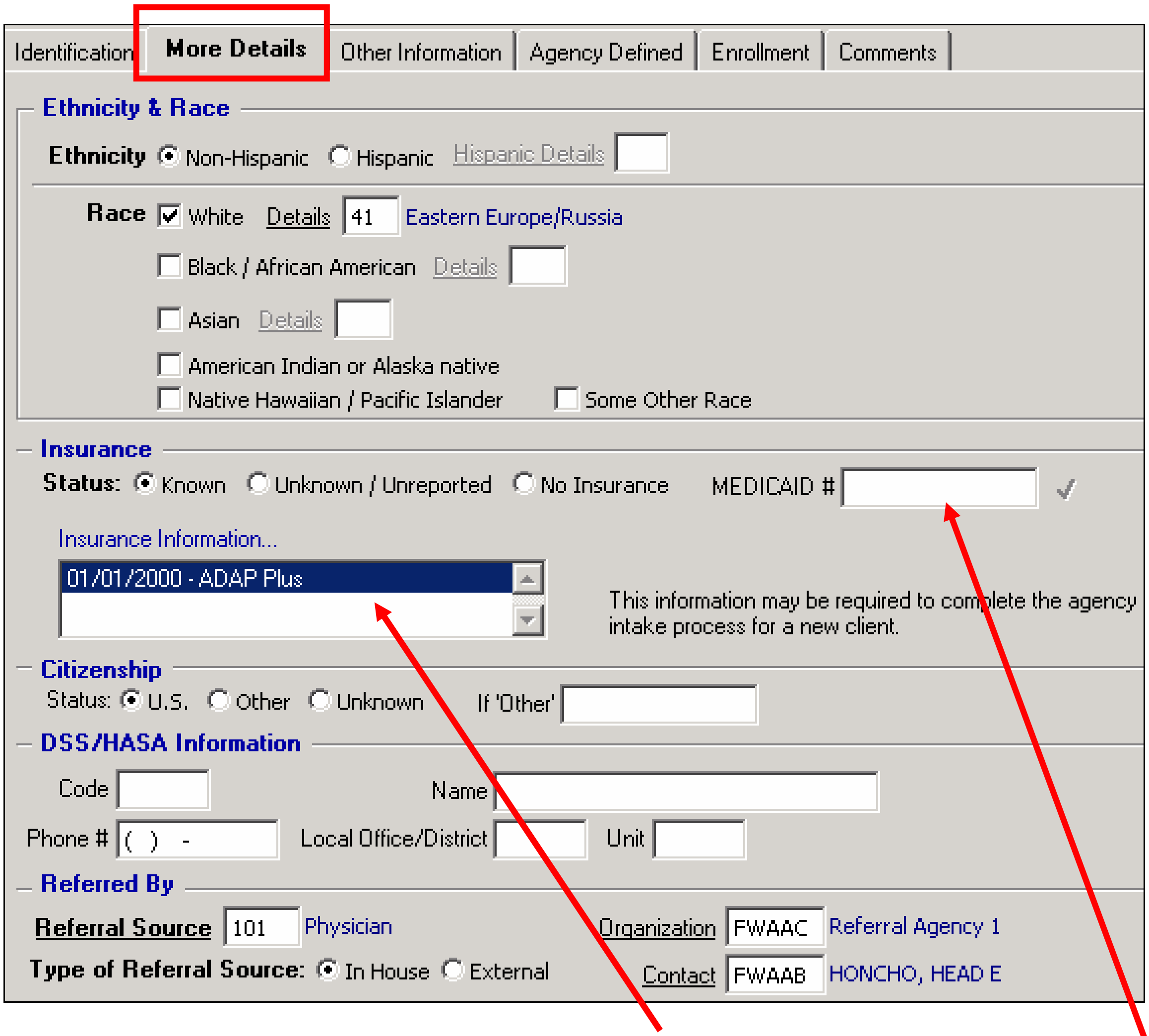
More Details Tab



- If Insurance Status is "Known", you will need to fill out the Insurance Information to complete the Intake.
- Clients receiving billable Medicaid services must have an 8-digit alphanumeric Medicaid Number. When entering Medicaid # in the Agency Intake, a Primary Insurance record for Medicaid will be created in the Insurance Information screen. Any change to the Medicaid # must be made from the Insurance Information screen.

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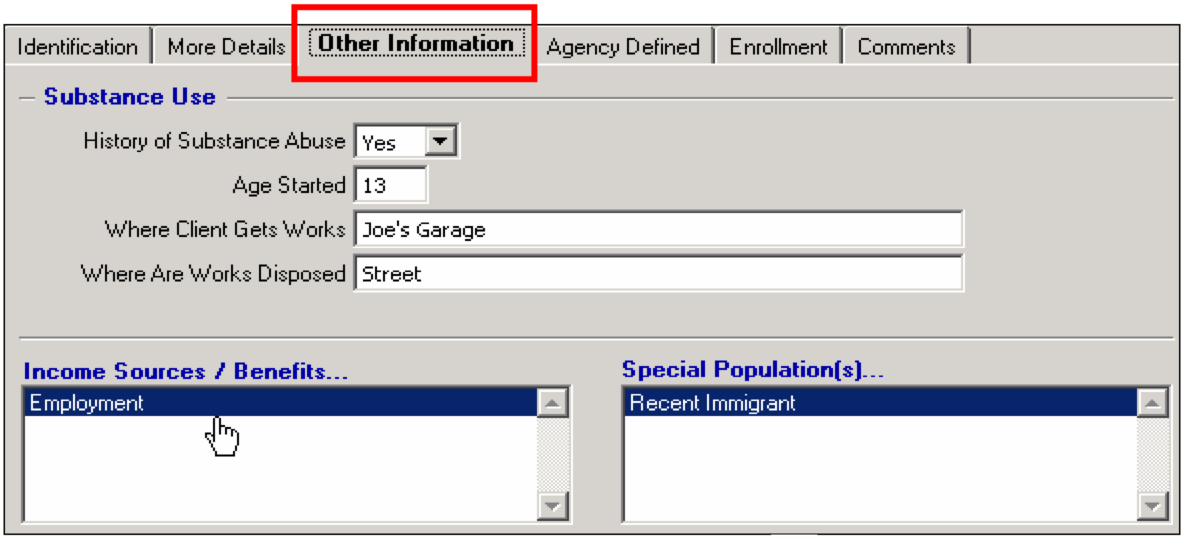
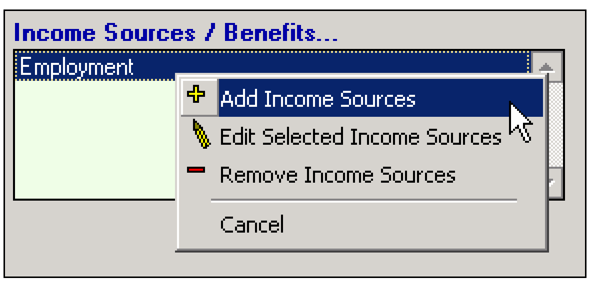
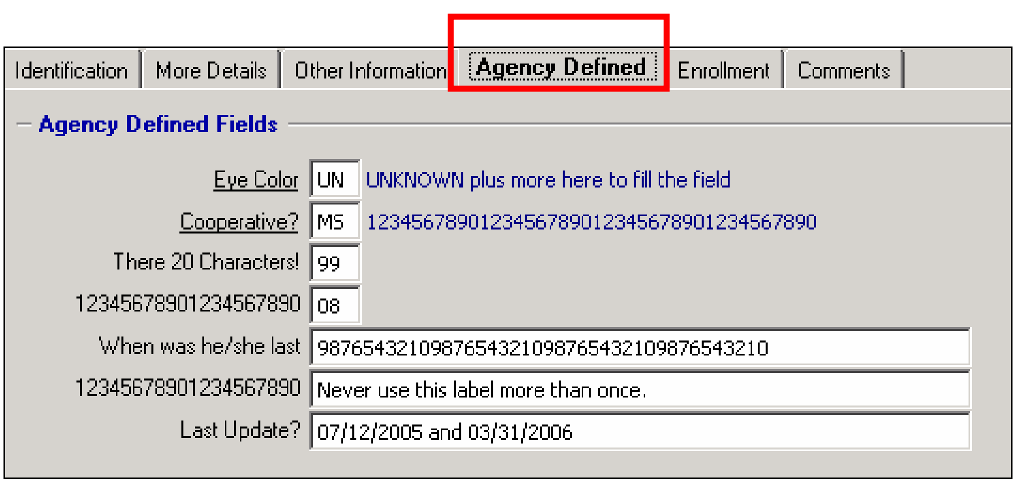
Other Information Tab



- When mouse arrow/cursor becomes a "pointed finger", right-click mouse for more options.



Agency Defined Tab



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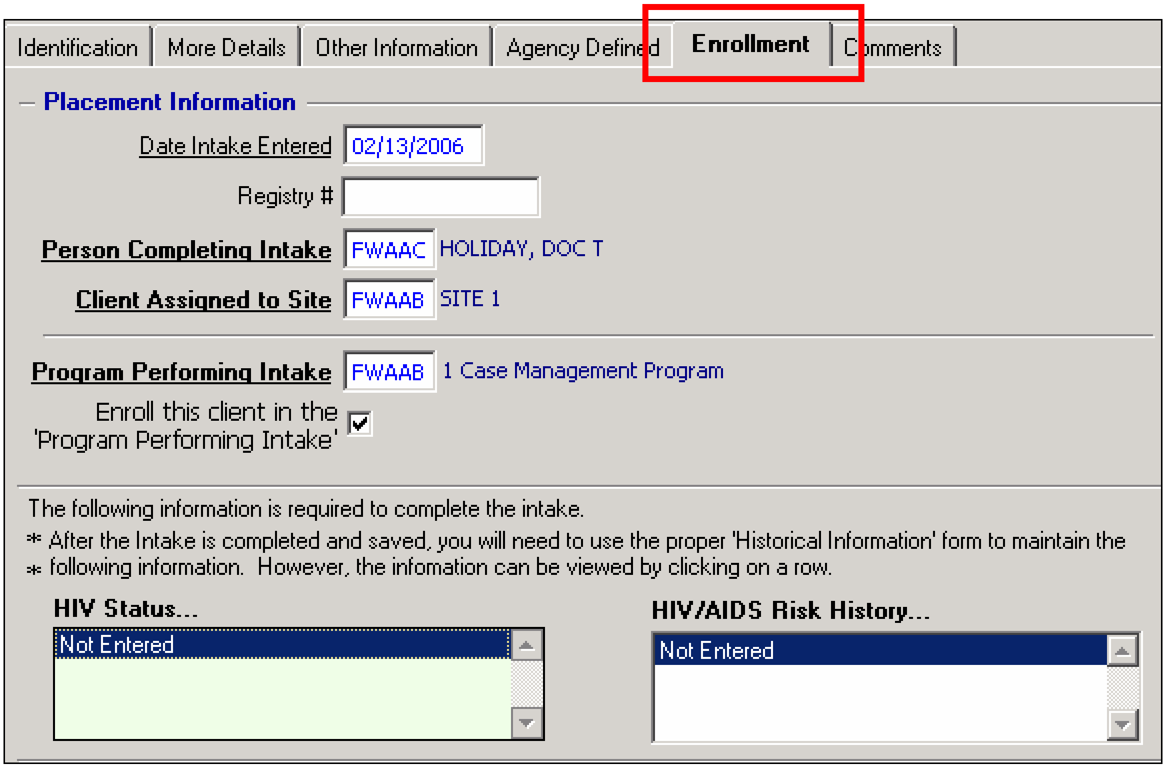
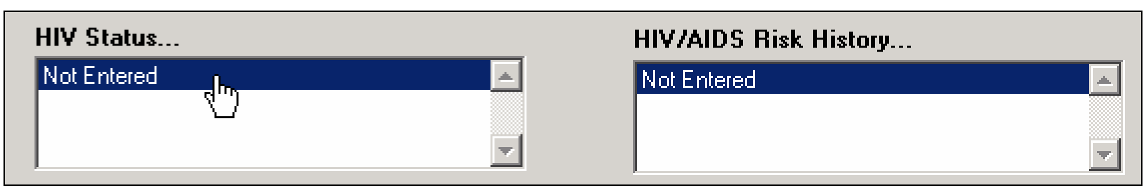
Enrollment Tab



- HIV Status and HIV/AIDS Risk History are required for a complete Intake.



NOTE: Any changes and/or additions to HIV Status, HIV/AIDS Risk History and Insurance Information must be made from the appropriate screens listed under Historical Information.

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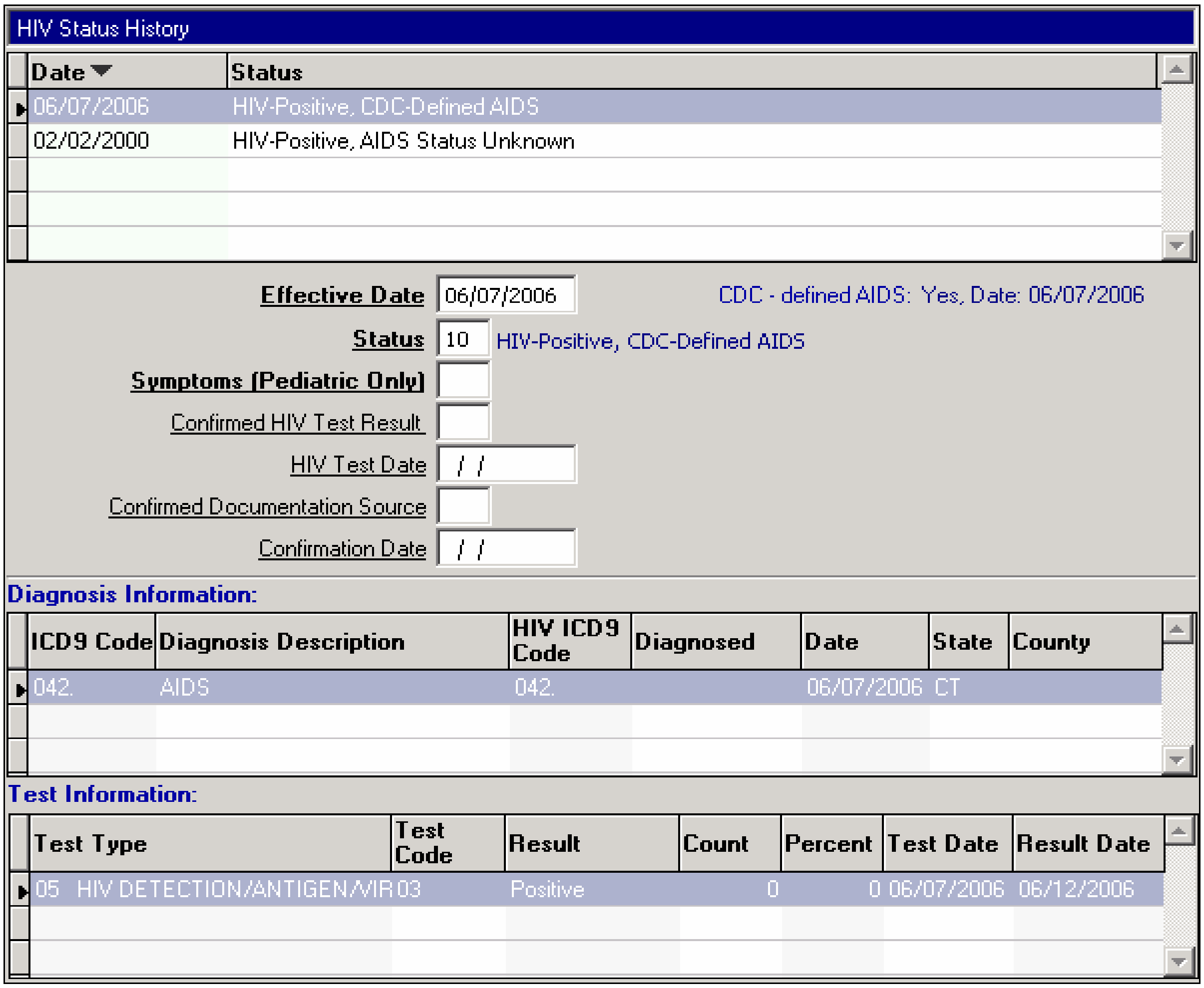
HIV STATUS INFORMATION

This is the screen where the (running) history of the client's HIV Status is entered.

- This HIV Status Information screen is a requirement for every complete Agency Intake and must be entered from the "Enrollment" tab in the Agency Intake form.

- If a client is less than 12 years old, you must fill out the Pediatric Symptoms. Be sure to update your client's Pediatric HIV Status to an Adult HIV status when they are 13 years or older.



Diagnoses are displayed (middle screen panel) in View Mode only.

- Laboratory and Psych Tests are displayed (lower screen panel) in View Mode only.

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- NOTE: When the client has an HIV+ Status record entered and has a CD4+ count < 200 (or Percent < 14) in the Lab Test Information screen or has an Opportunistic Infection (AIDS Indicator Disease) identified in the Diagnosis Information screen, the CDC-Defined AIDS display field will indicate "Yes with the earliest AIDS-defined Date". **This field is also flagged as "Yes" when an AIDS diagnosis is entered or when an HIV status of HIV Positive-CDC Defined AIDS is entered.

- NOTE: Subsequent HIV Status entries should occur when information is updated, the client receives HIV test results, or as mandated by other funding sources. These updates will be made from the HIV Status Information Screen under Historical information.

HIV/AIDS RISK HISTORY

This is the screen where the (running) history of the client's HIV/AIDS Risk is entered.

- This HIV/AIDS Risk History screen is a requirement for every complete Agency Intake and must be entered from the "Enrollment" tab in the Agency Intake form.

- This screen displays the HIV/AIDS Risk data for the client historically.

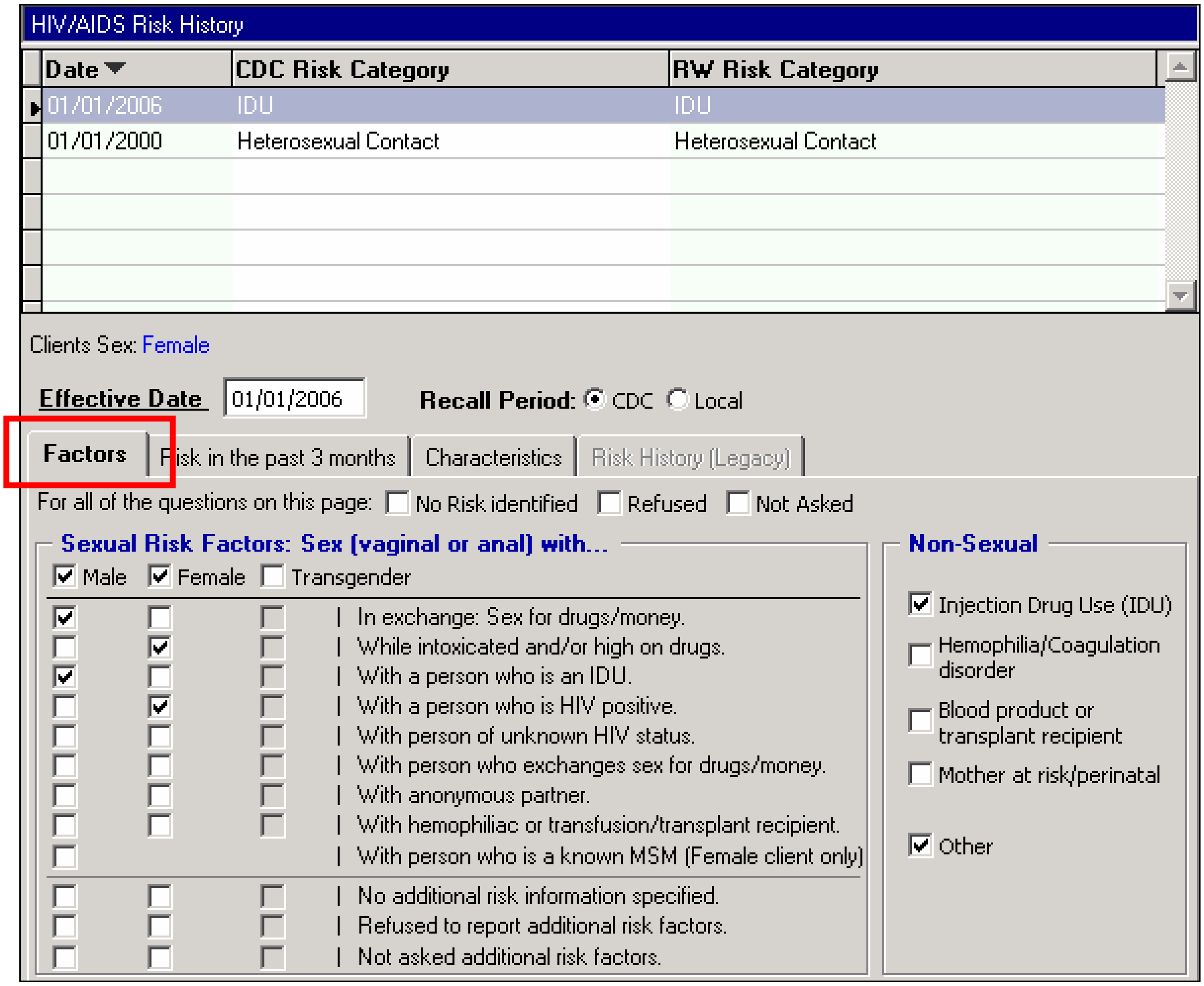
- NOTE: Subsequent HIV/AIDS Risk History entries should occur when the information is updated, the client receives HIV test results, or as mandated by other funding sources. These updates will be made from the HIV/AIDS Risk History Screen under Historical information.

- You will be able to view all current and prior HIV/AIDS Risk Histories while in the screen to detect trends in client behavior.

- There are 4 tabs associated with HIV/AIDS Risk entries. See the next pages. The tabs are:
  - Factors - Sexual and Non-sexual Risk Factors
  - Risk in the past 3 months – Recent STD, Incarceration, Sex Worker, and Housing.
  - Characteristics – Pregnancy, Previous HIV Test, and HIV Medical Care
  - Risk History (Legacy) – Previously-entered legacy Risks (which were entered in a different way) are displayed.

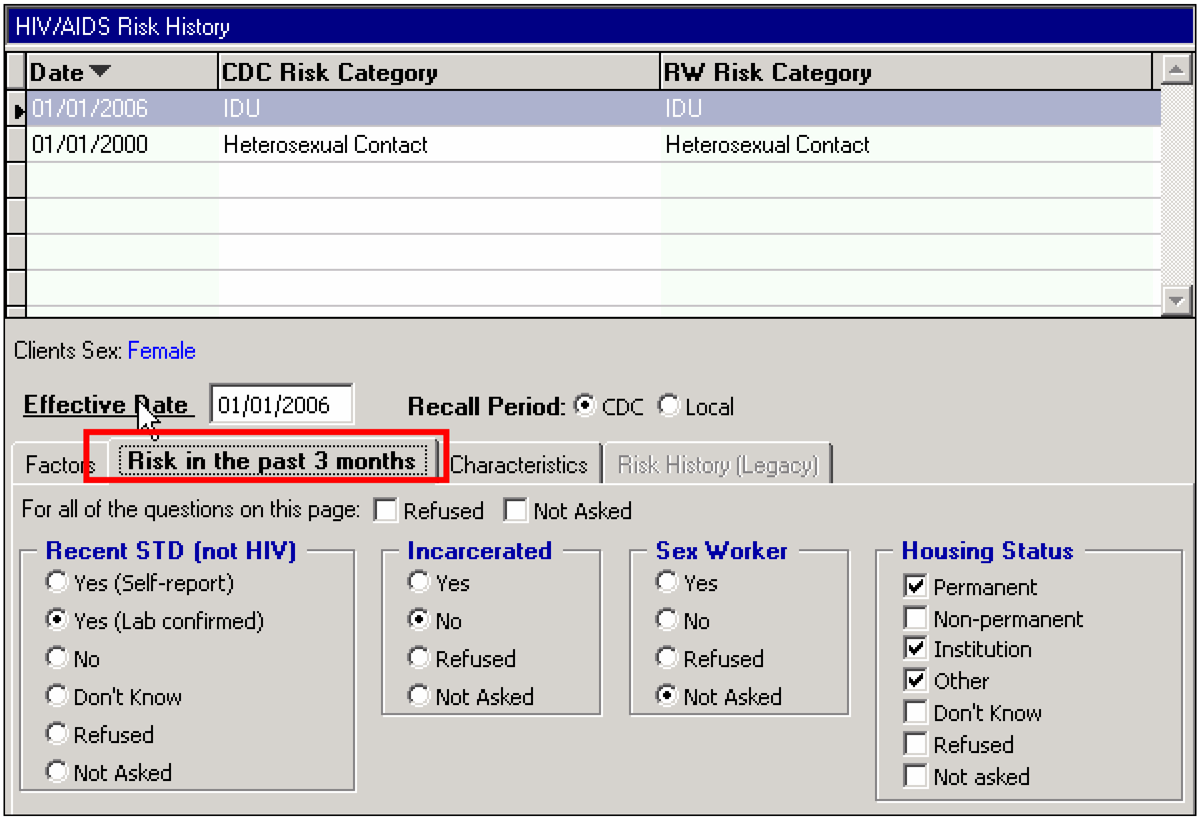
FACTORS TAB

This tab includes questions about the client's Sexual and Non-Sexual Risks.

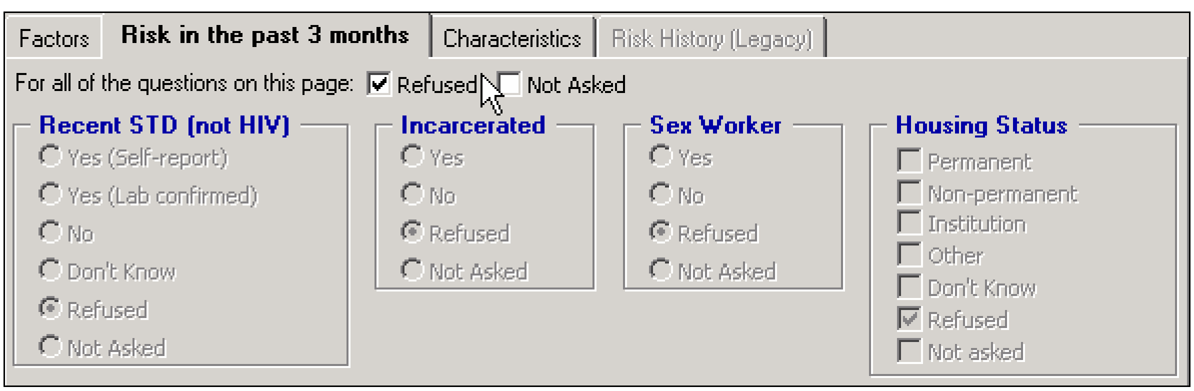


RISK IN THE PAST 3 MONTHS TAB

This tab identifies recent risks.



If the client refused to answer or was not asked these 4 questions, the user can check either the “Refused” or “Not Asked” box which will automatically check “Refused” or Not Asked” for the 4 fields.



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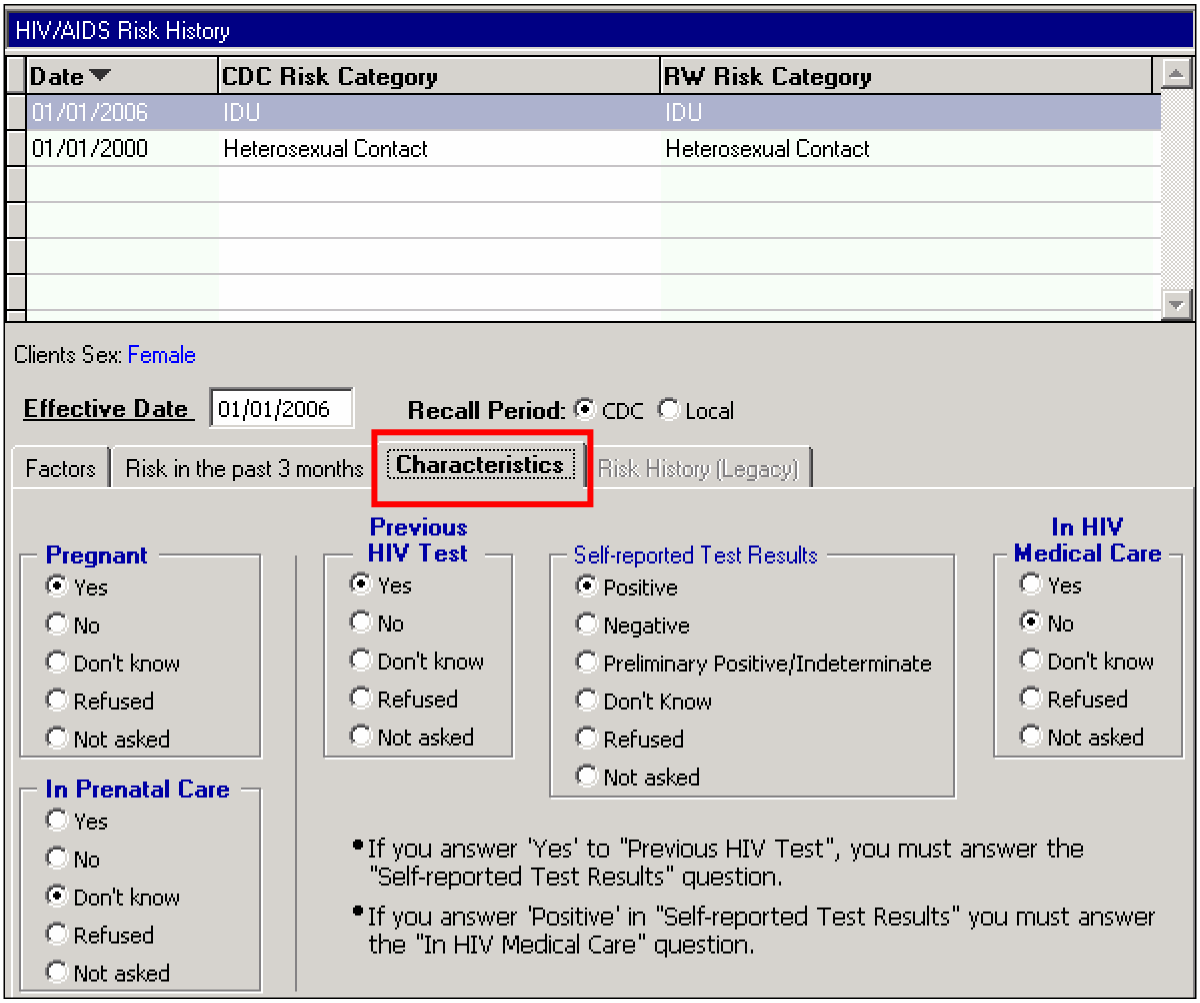
CHARACTERISTICS TAB:

This tab asks about the client's Pregnancy and HIV Test statuses.



- Note: Pregnancy information will not be available for:
  - Male clients (as identified on their Agency Intake Form).
  - Female clients younger than 15 and older than 50.

- Some fields contain options that, when selected, will result in another field becoming required. For example, selecting "Yes" for Previous HIV Test field will require the user to enter an answer for the Self-Reported Test Result field in order to save the record.

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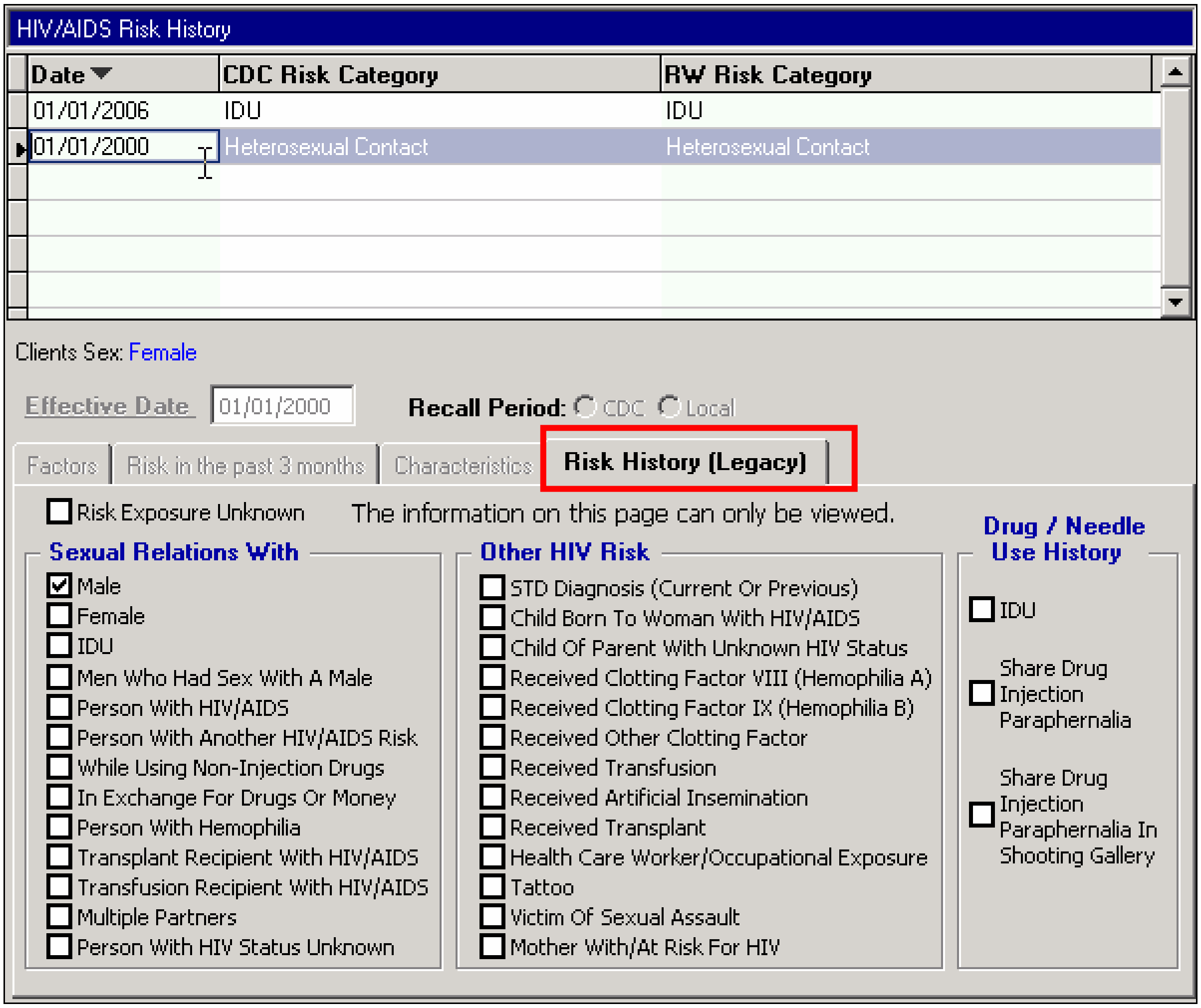
RISK HISTORY (LEGACY) TAB:

Legacy Risk records entered prior to URS V4.3b had a different format than the current information but can still be viewed by the user. This information is displayed in the 'Risk History (Legacy)' tab.



- This screen can be accessed when highlighting a historical record that was entered with the former Risk screen.
- When available, the information will display in a **view-only** mode.

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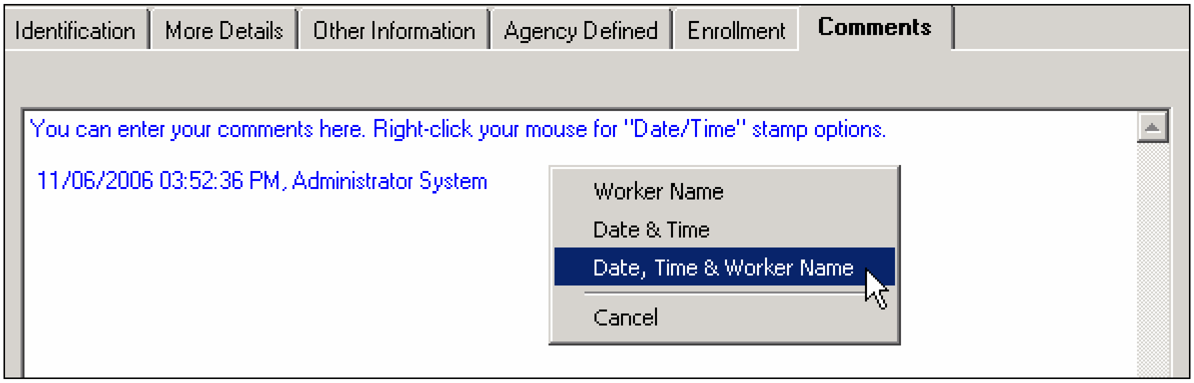
Comments Tab = *Optional*

Enter any comments related to the client here.



Right-click your mouse to select the Date, Time & Worker Name stamp options and spel check.

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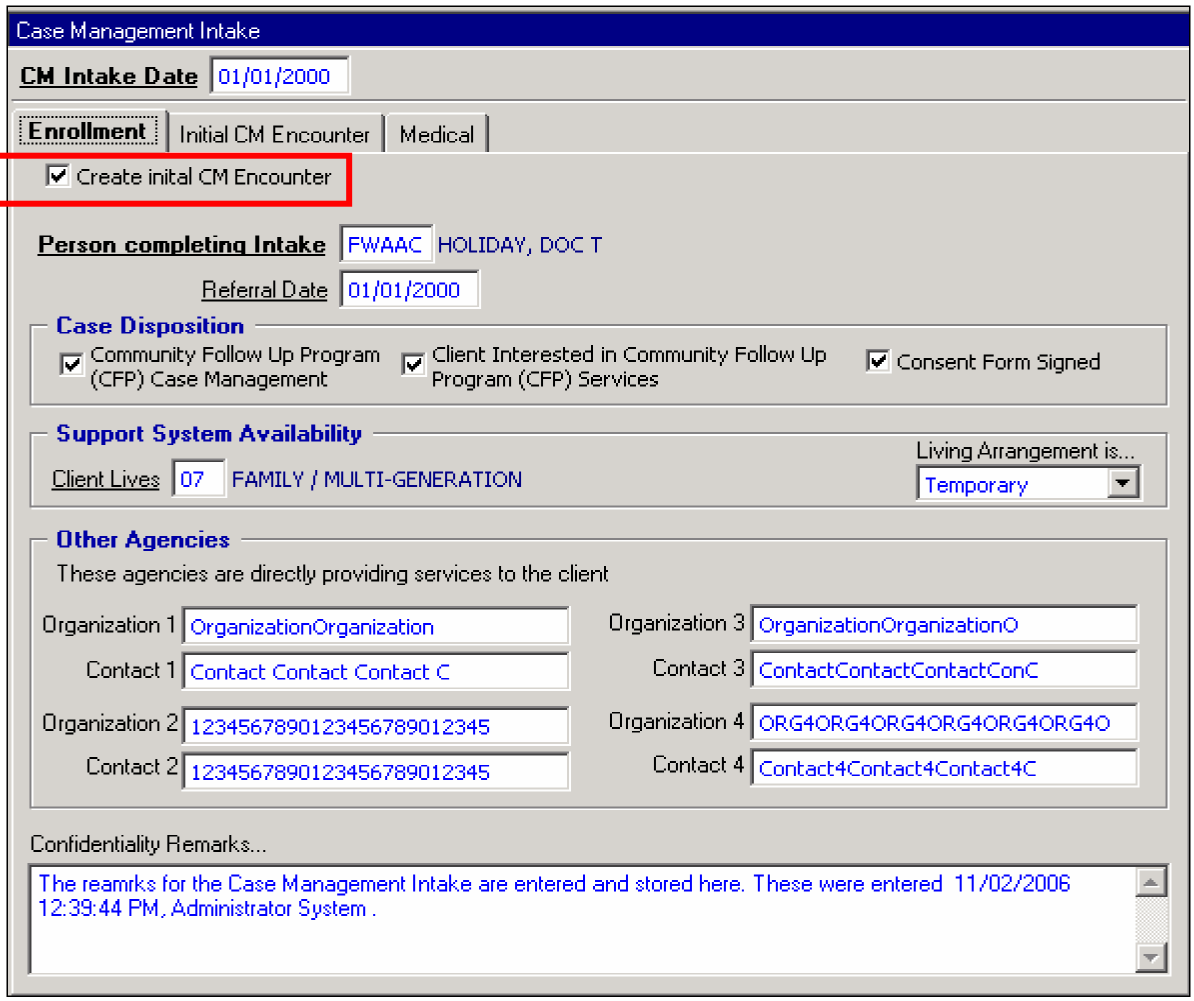
Case Management Intake

This is the Case Management Intake screen. (Not necessarily used by all agencies.)

- Client must first have a complete Agency Intake.
- Click on ADD to enter the client's Case Management Intake Information.

Enrollment Tab



- Optional: The system can automatically enter the Initial Case Management encounter for the Intake service if the client is enrolled in a Program that performs Case Management services by placing a check in the box to the left of "Create Initial CM Encounter".

- The "Initial CM Encounter" tab only becomes available to the user when the box is checked for "Create Initial CM Encounter". Otherwise, the tab is not available.

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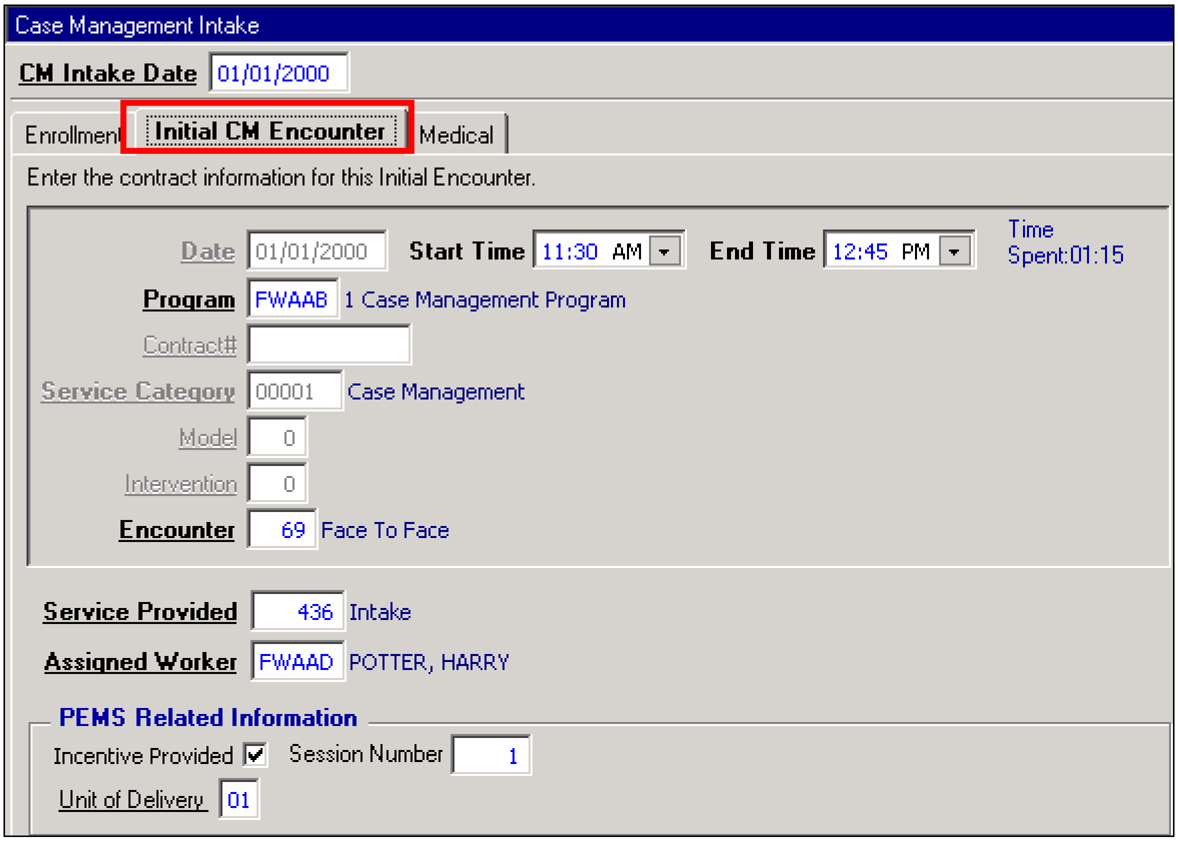
Initial CM Encounter Tab

This tab allows entry of the Case Management encounter.

- The client must be enrolled in a Case Management Program in order to select the Program.
- The Start Time and End Time are required.



- When you save the record, AIRS will indicate that a Face-to-Face Encounter with an Intake Service for the Date and Times has been created in the Services Form screen for this client.
- NOTE: The user will not be able to make any changes to the date and times once the record is saved. However, all changes can be made in the Services Form screen for the client.

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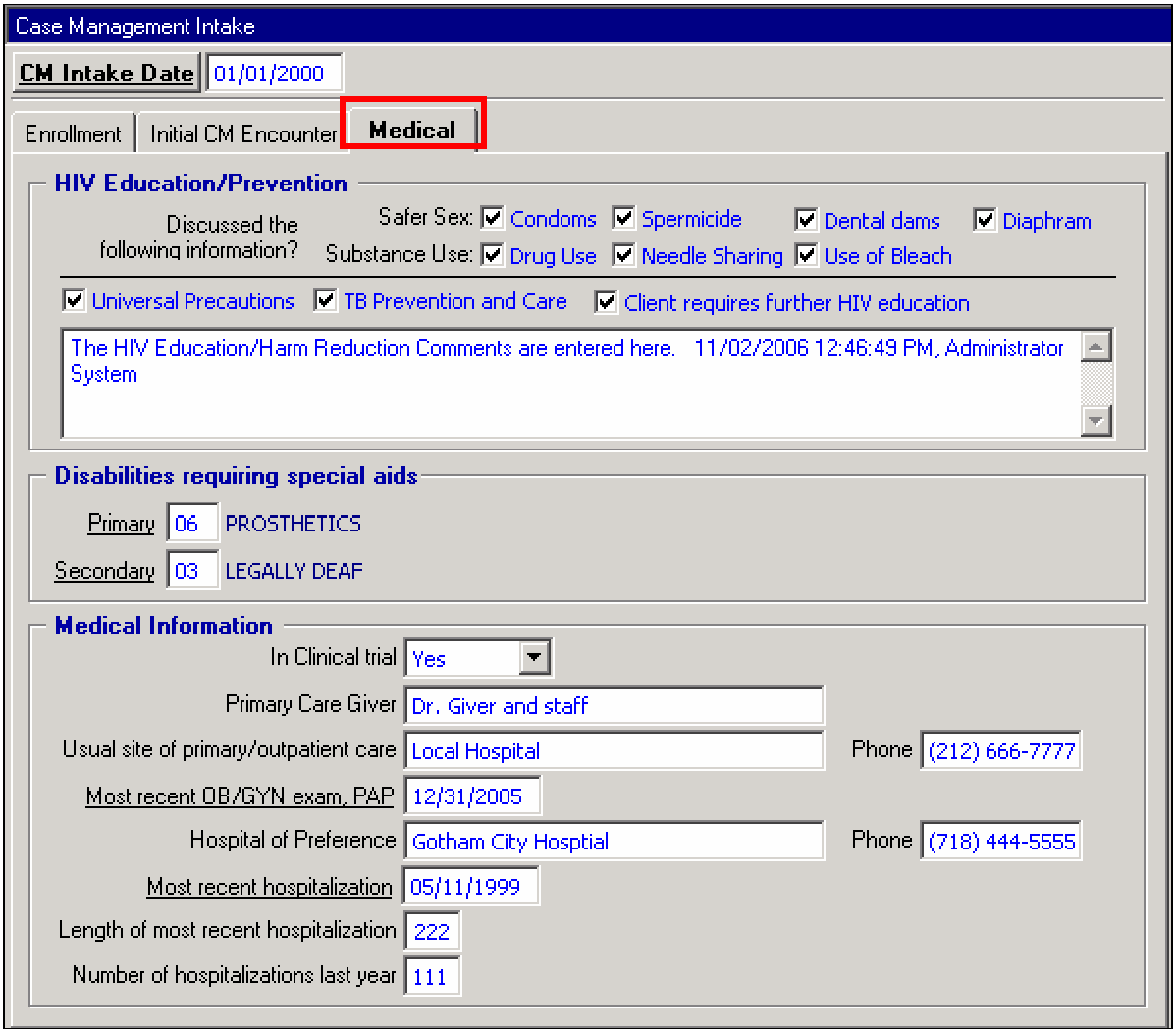
Medical Tab

Medical-related information can be entered here.



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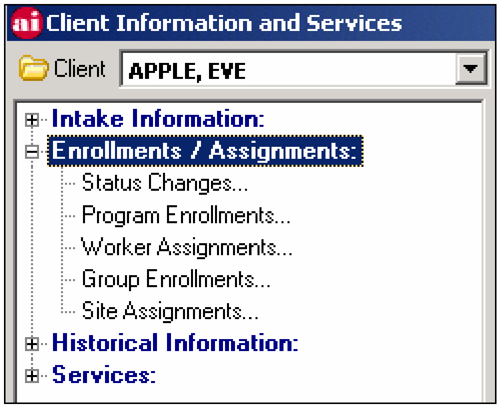
Enrollments / Assignments

Add or modify client Status in the agency, Program Enrollments, Worker Assignments, Group Enrollments, and Site Assignments.



Status Changes

This screen allows the user to add, edit, or remove a client's associated information in regard to their Active or Closed Status in the Agency.

- Adding a *Case Closed* status to a client will automatically end all the client's Program Enrollments and Group Enrollments by adding an End Date to each Enrollment record.

- When adding a change of client Status from *Closed* to *Reopen*, all previous Active Program Enrollments and Group Enrollments will NOT be reopened. The user will have to manually add new Program Enrollments and Group Enrollments that apply.

- Note that every saved record will add a line to the Status History and result in a change of the client's status. In the example below, the client's status changed from *Active* to *Case Closed* to *Case Reopened*.

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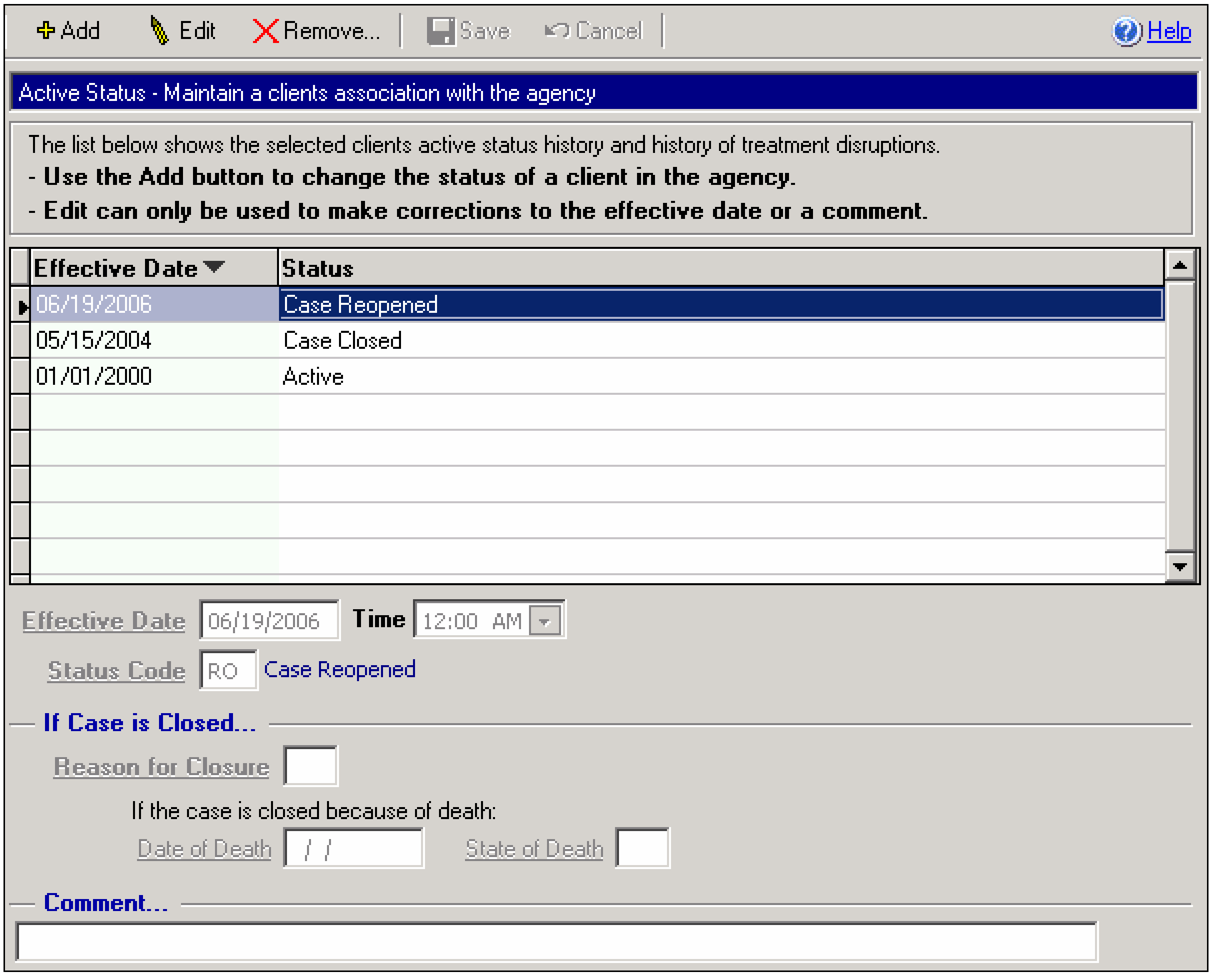


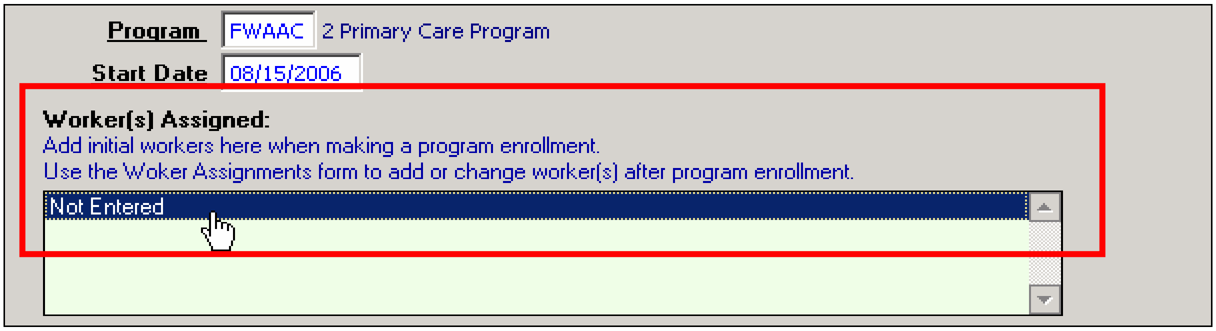
Program Enrollment

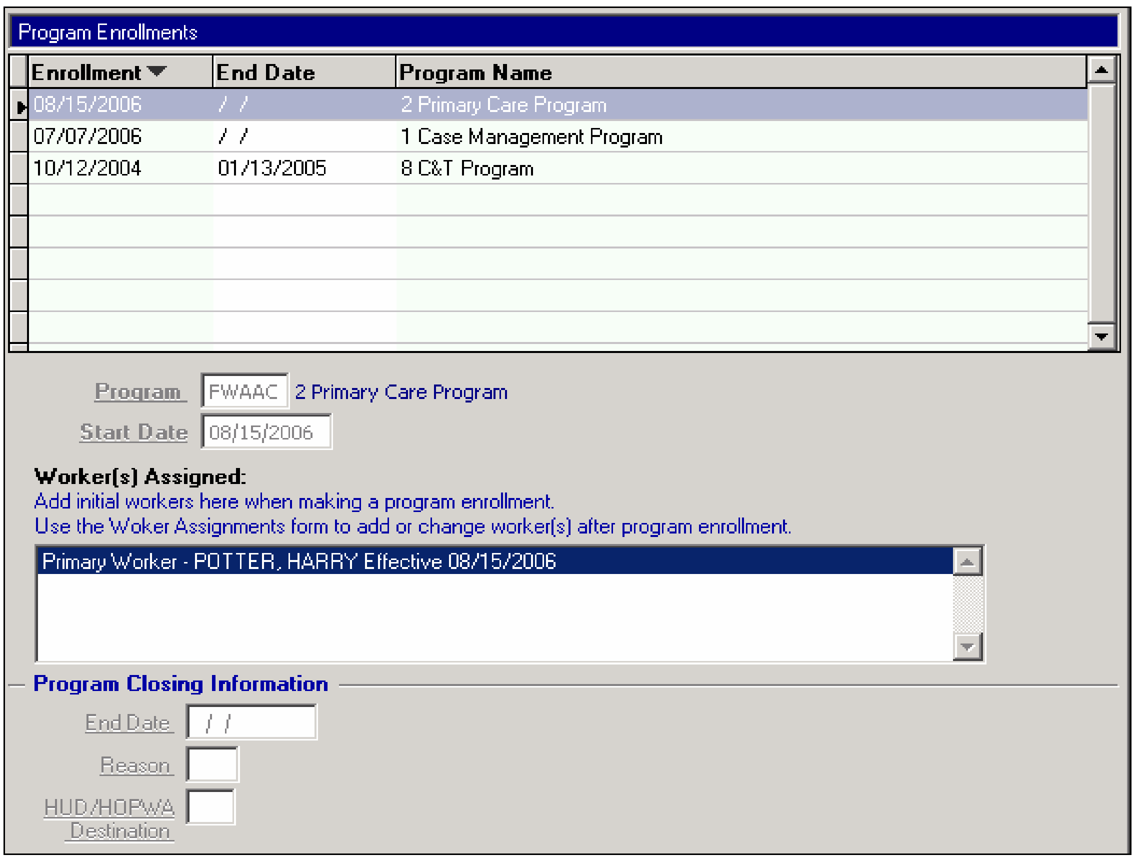
Use this screen to enter Program Enrollments. The name of the Program, Start Date, and assigned Worker must be entered.

For any Program that Requires Enrollment, the client must be enrolled, otherwise the user will not be allowed to select the Program in the Encounter/Service information screen.

- A client can be enrolled in multiple AIRS Programs.

- When ADDING a Program Enrollment, right-click to enter an Initial Worker. After saving, any changes to the Initial Worker Assignment must be made through the Worker Assignment Screen.





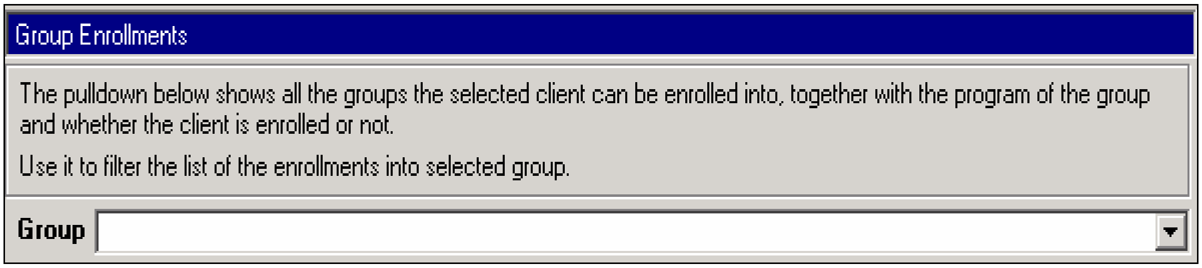
- A client's Program Enrollment can be ended using this screen by editing the Program Enrollment record and adding an End Date. The client, however, remains active in the agency unless closed in the Status Changes screen.

- NOTE: When closing a client in the agency using the Status Changes screen, all Program Enrollments are also ended by the system adding an End Date to each Program Enrollment record.

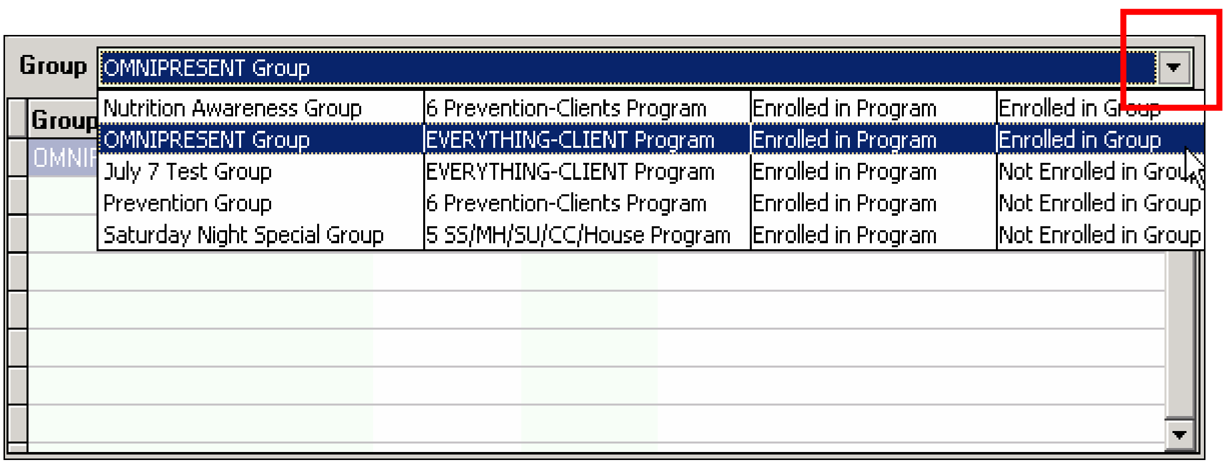
Group Enrollment

This screen is used to enroll clients who are participants of a AIRS Group into the appropriate Group(s).

- A client can be enrolled in multiple groups.



- The pull-down feature (identified by a down arrow next to entry field) will display a list of the available Groups (setup in AIRS) for the client. It will display the name of the Group, the Program associated with the Group, the client's Enrollment status for the Program, and the client's Enrollment status for the Group.



- Select a specific group using the drop-down list. Click on ADD to enter appropriate enrollment information.

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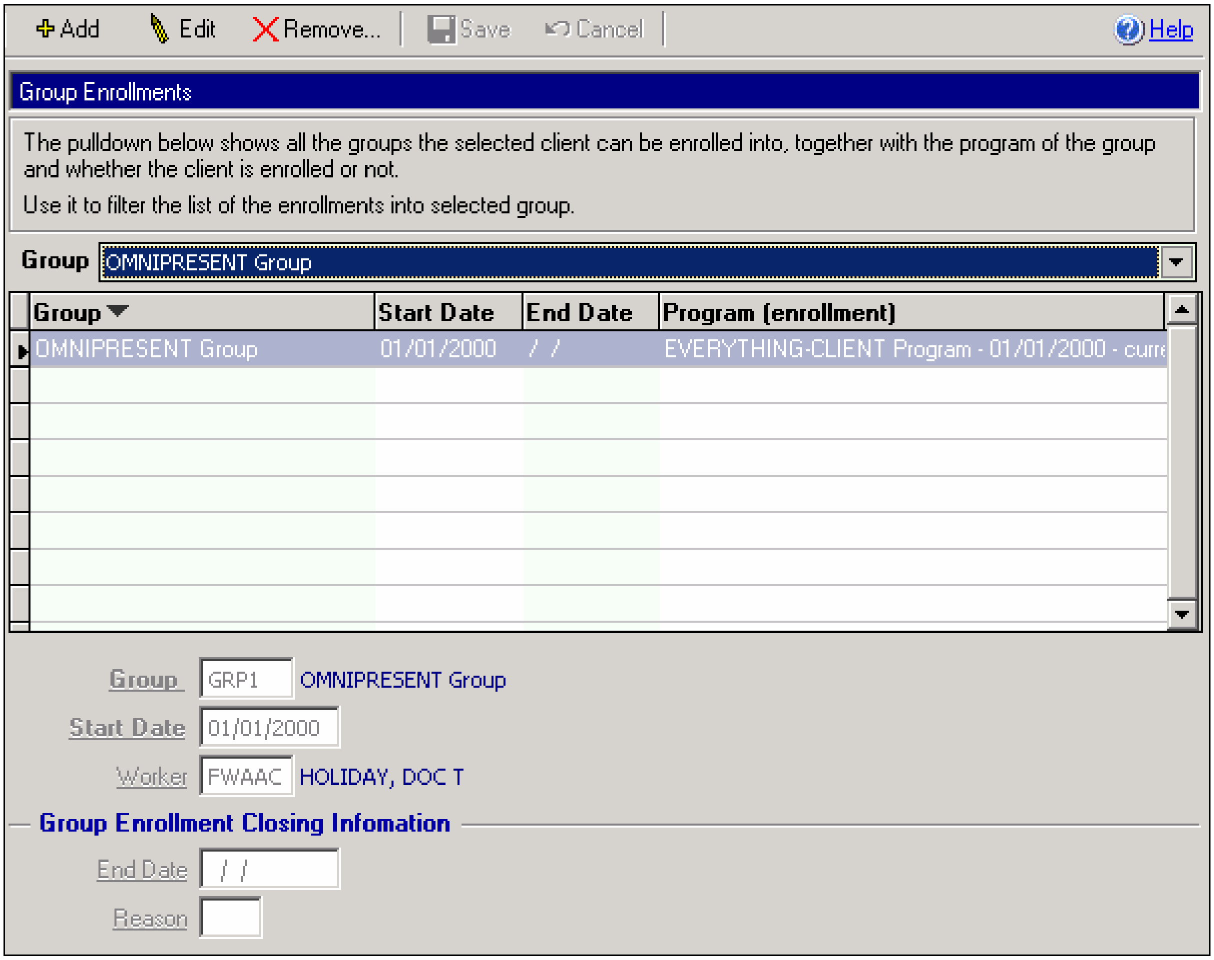

- A client's Group Enrollment can be "ended" using this screen. To end the enrollment, enter an *End Date*. The client, however, remains active in the agency unless their case is closed in the Status Changes screen.

- NOTE: When closing a client in the agency using the Status Changes screen, all Group Enrollments are ended by the system adding an End Date to each Group Enrollment record.

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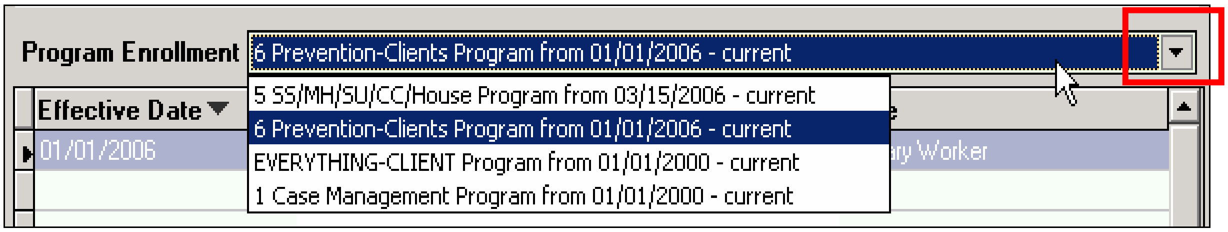
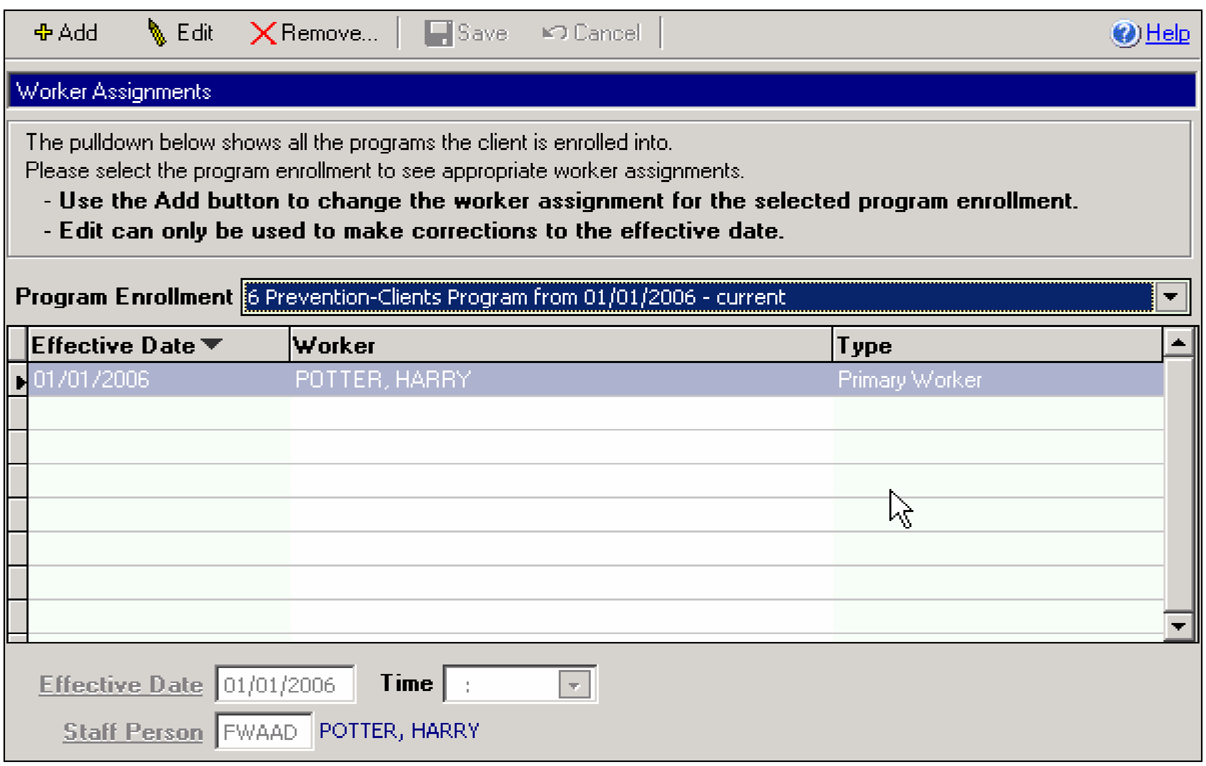
Worker Assignment

This allows the user to Add, Modify, or Remove a client's associated information in regard to their Assigned Worker (related to their Program Enrollments).



- The pull-down feature (identified by a down arrow next to entry field) will display a list of the client's Program Enrollments in AIRS. Select a specific Program using the pull-down list.
- Choose the ADD button to change the worker assignment for the program selected.
- Choose EDIT to make corrections, if necessary, to the Effective Date.



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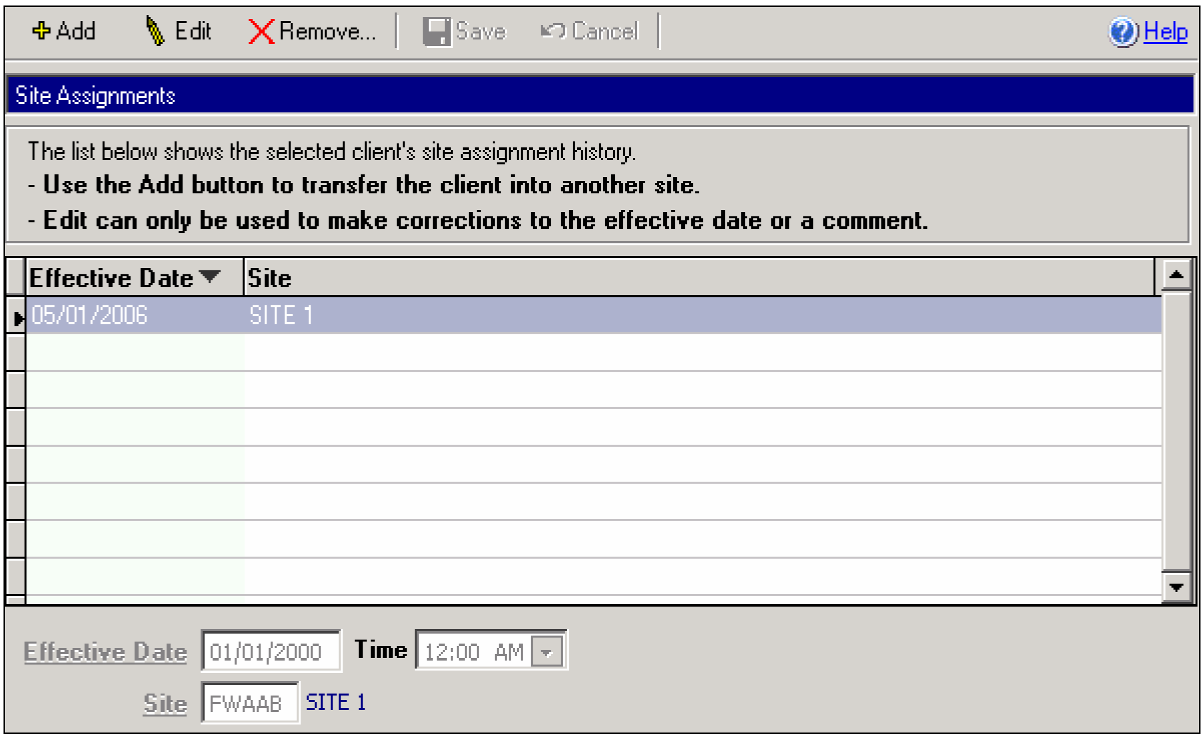
Site Assignment

This allows the user to Add, Modify, or Remove a client's associated information in regard to their Assigned Site.

- Choose the ADD button to move client into a different site.
- Select the EDIT button to make corrections to the Effective Date.



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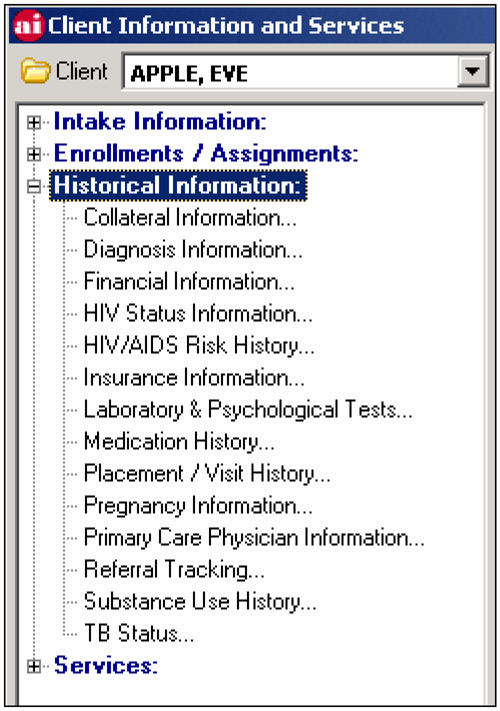
Historical Information

Add or modify client historical information including, but not limited to: Collateral Information, Diagnosis Information, Laboratory Tests, Medication History, HIV Status, HIV/AIDS Risk, Insurance Information, TB Status and more.



Collateral Information

Information about people associated with clients is entered here.

- A collateral of a client can be a relative, spouse, friend, significant other, emergency contact, etc.
- If the collateral is identified as a family member, the AIRS will require the entry of DOB, Gender, Ethnicity status, and Race before the record can be saved.
- Each collateral is linked to a client (or multiple clients, if applicable).
- Collaterals can be involved (and entered) in a client encounter.

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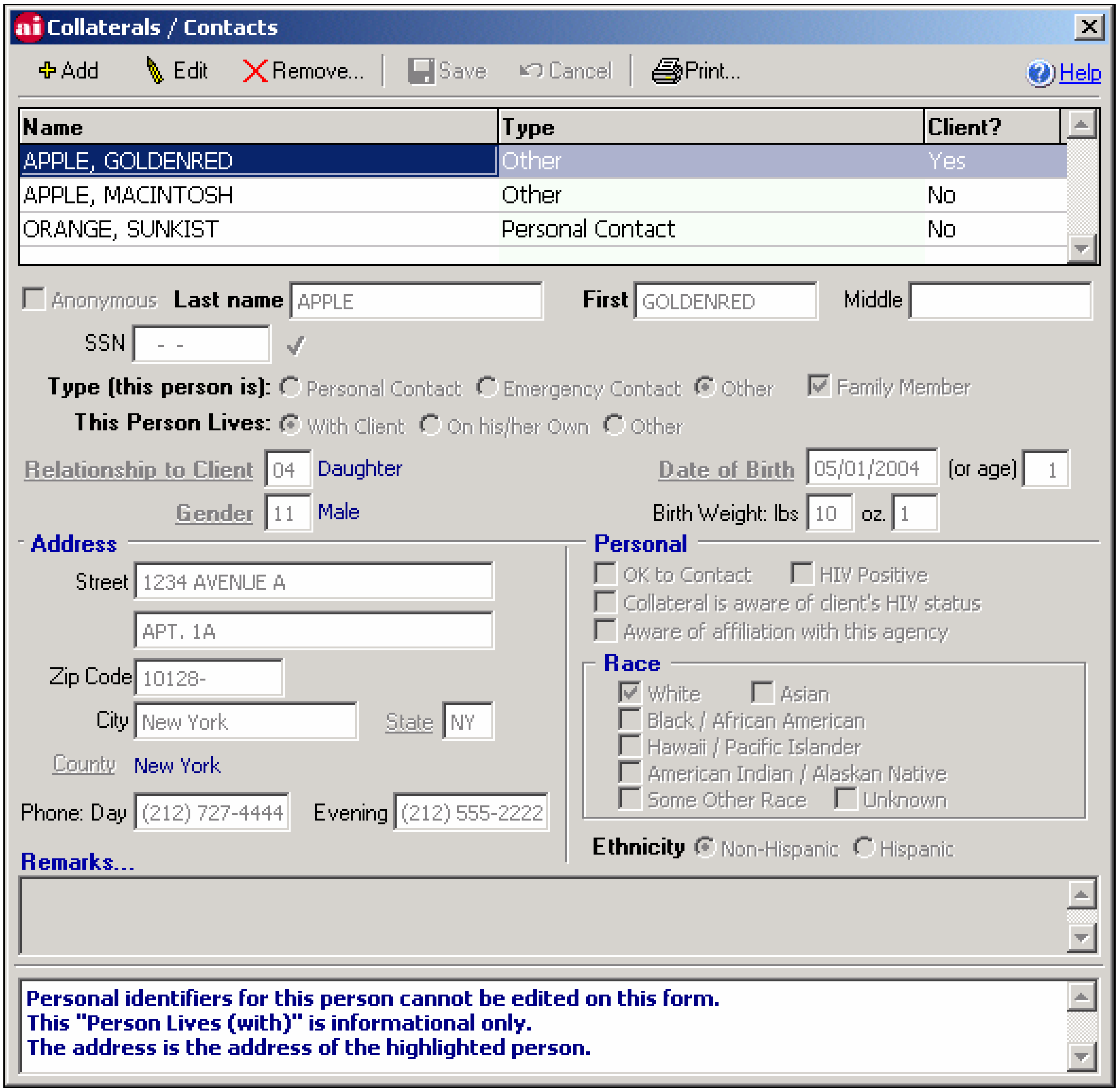

Collaterals of clients can become clients. (Note the link to the original client will be retained if the directions below are followed.)

Procedure to Make a Collateral a Client

1. Go to the Agency Intake screen.
2. Click on ADD for entering a new client.
3. Enter the person's Last Name and First Name.
4. Click the BEGIN button.
5. You should see the person displayed.
6. Highlight the person that you want to make a client.
7. Choose the SELECT button.
8. Fill in all necessary information so you can SAVE the person as a client.

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Diagnosis Information

This screen contains the history of client's diagnoses.

- Select from list of diagnoses. The list includes the AIDS Diagnosis.

- All diagnoses have an ICD9 Code. Only "AIDS Indicator Diagnoses" also have an HIV ICD9 CODE. To display only the AIDS Indicator Diseases (in Pick List and the client's Diagnoses display), click on the box to the left of the AIDS Indicator Diseases located on the top left of the screen.

Financial Information

This screen is a snapshot of the client's monetary situation. It includes a Date of Assessment, Finances, Working Status, Life Insurance, Rent, and other info.

HIV Status Information

This is the screen where the (running) history of the client's HIV Status is entered. See page **17** for more information.

HIV/AIDS Risk History

This screen displays historical and current HIV/AIDS Risk data for the client. Note that only one HIV/AIDS Risk History can be entered for a specific day. See page **18** for more information.

Insurance Information

The client's Insurance details are entered here.

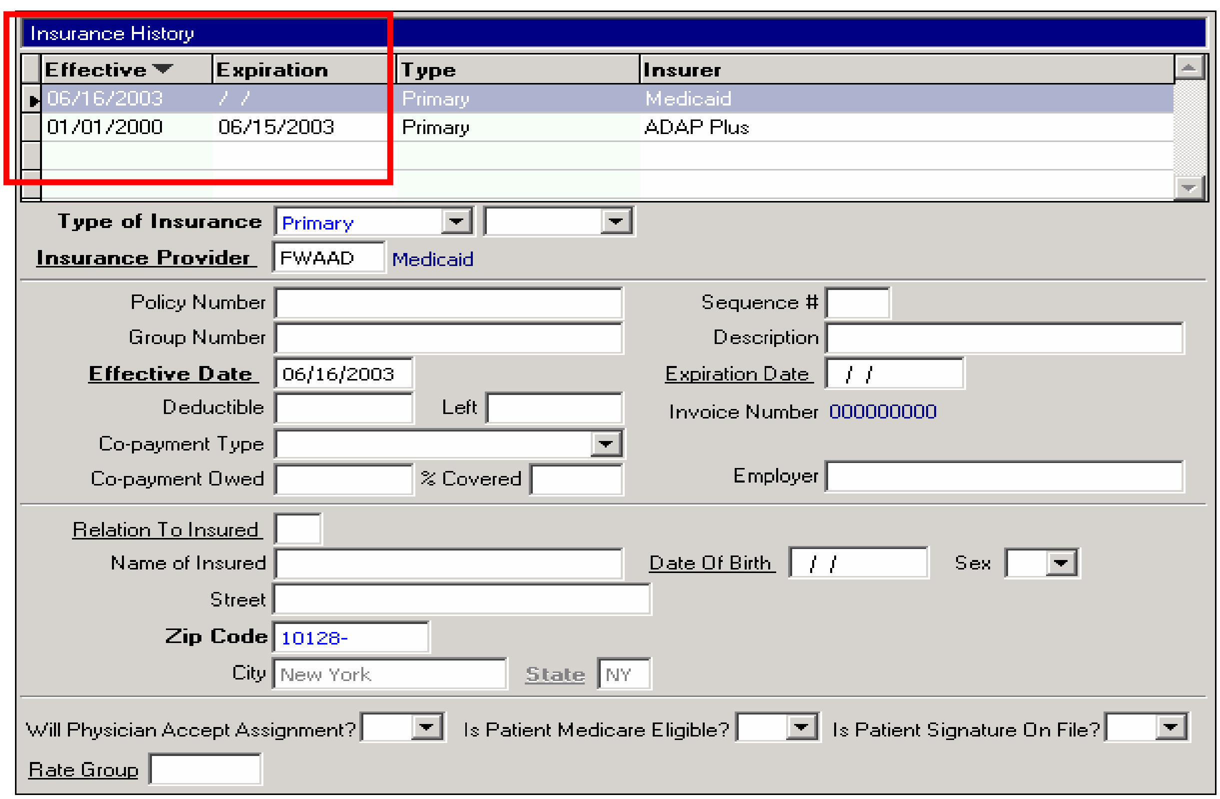
- If the Insurance Status on the Agency Intake is flagged as "Known", the user will be required to enter a record on the Insurance Information screen which is accessible from the Enrollment tab.

- If a client has Medicaid Insurance and the client's Medicaid Number is entered into the Agency Intake screen, a Primary Insurance record of Medicaid is automatically created. The Effective Date will be identified as the Intake Date.

- Any additions or changes to Insurance information must be made from the Insurance Information screen. This includes any modification made to the Medicaid Number.

- The Insurance Provider field in the Insurance Information screen is directly related to the first screen of the Billing/Finance | Setup | Payers Setup screen. Without creating this 'library' of payers, insurance agencies may not be available from the Insurance Provider picklist. Therefore, the Name of the Insurer must be entered into the Billing/Finance | Setup | Payers Setup screen prior to client insurance entry.

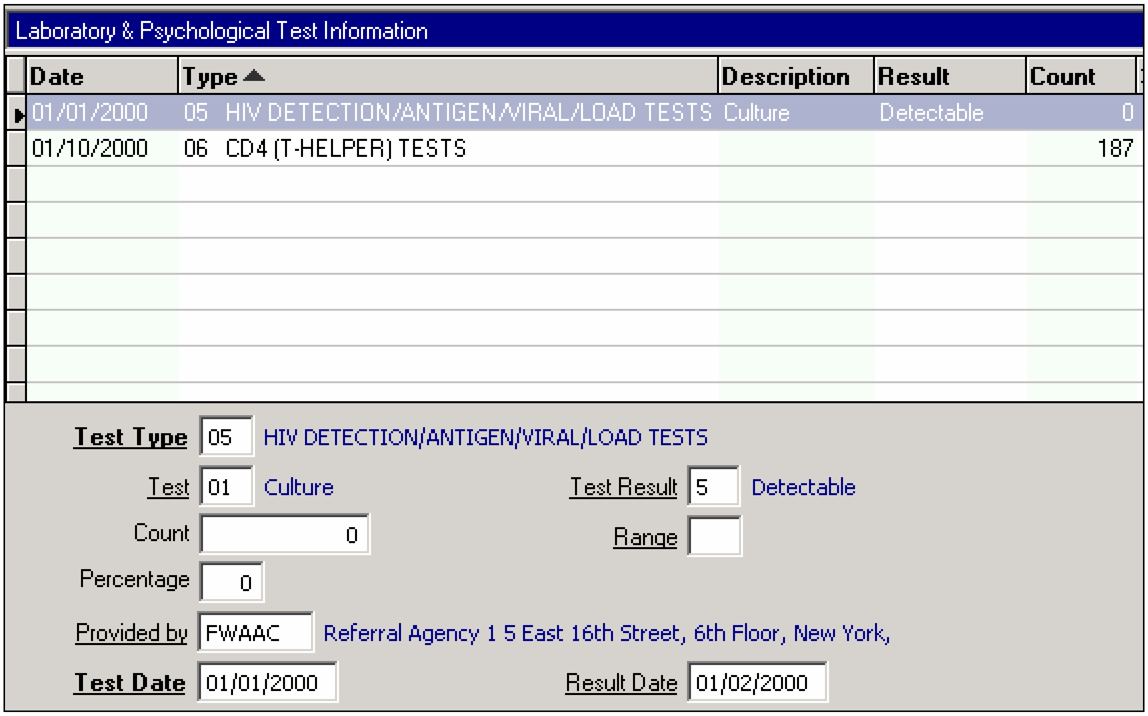
- Note: Dates of Insurance (of the same Type) cannot overlap.



Laboratory and Psychological Test Information

Lab and Psychological tests and results are entered in this screen.

- Choose from CD4+, Viral Load, Antigen, Western Blot, EIA Tests, HIV1/2 Combination, and Other HIV Antibody tests and results.



- NOTE: Additional Lab Test Types, Specific (associated) Lab Tests, Test Results, and Test Ranges can be entered into the AIRS in the *Lab & Psychological Test Maintenance* screen found under the "Define UDFs & Lab/Psych Maintenance" option on the System menu.

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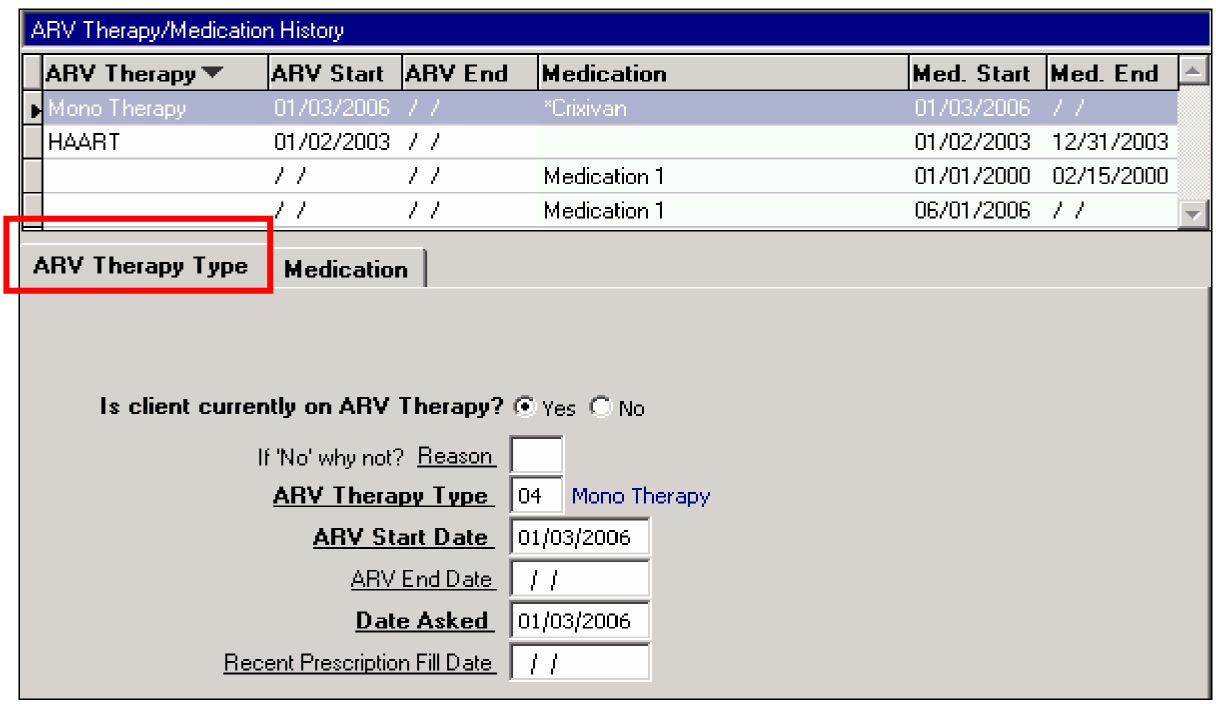
Medication History

Use this screen to Add, Edit, Remove, or view ARV Therapy and Medications prescribed to the client.

- The grid displays both ARV Therapy and Medication information entered into AIRS. Select a row to view detailed information.
- It is possible to enter ARV Therapy information without entering Medication information and vice versa.
- It is also possible to enter both ARV Therapy and Medication data in the same record.

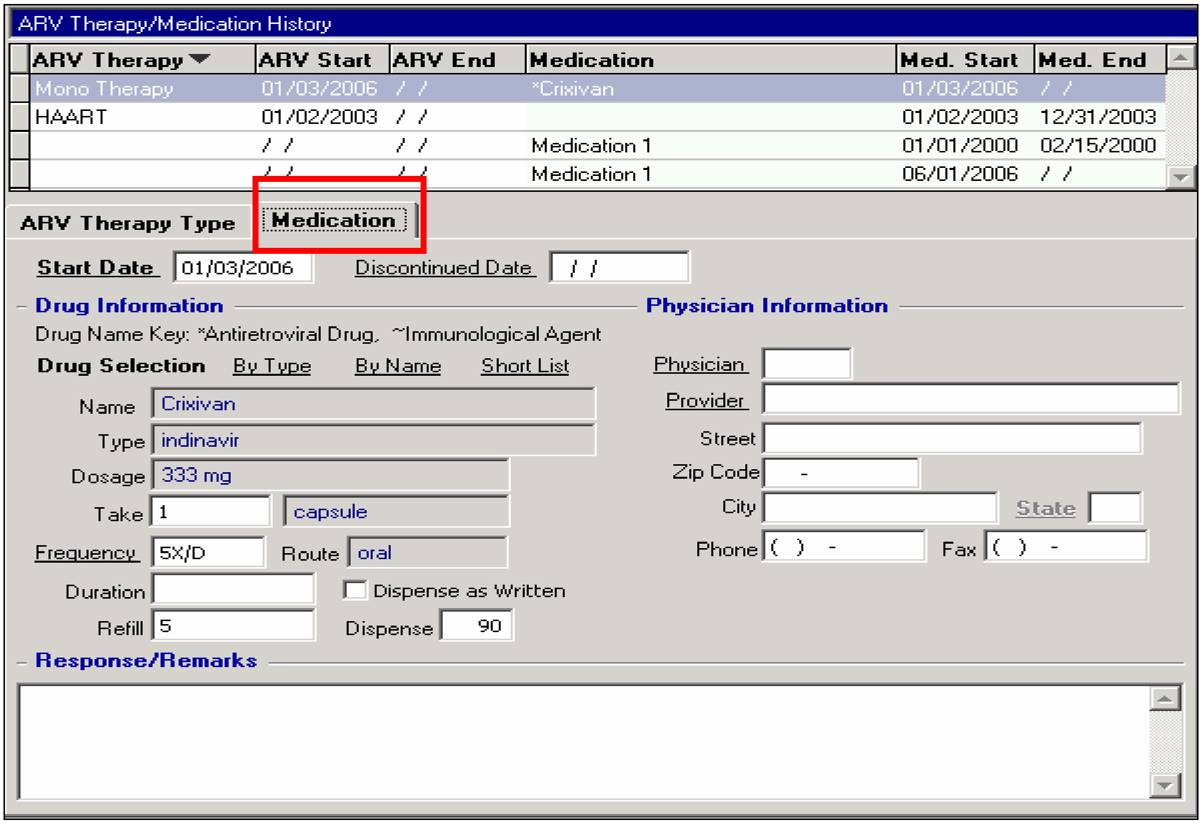
ARV Therapy Type Tab

Enter information for ARV Therapy in this screen.



Medication Tab

Enter information for Medications in this screen.



Select medications By Type, By Name, or by the Short List. Please note that the By Type and By Name lists are extensive.

- Short List:
    - By clicking on the Short List, the user may be able to limit the choices and therefore, speed the medication selection process.
    - Behind the scenes, each medication that is entered is also added to the Short List. Therefore, the Short List contains all medications entered into the system. It is not client specific.
    - Any Medications added to the system via System | Table Maintenance will only be available from the Short List.
- In the future, Prescriptions will be available for printing.

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Placement/Visit History

This screen maintains historical information about the client's physical placement and/or visits.

Pregnancy History

This screen maintains the historical records of the client's pregnancies.

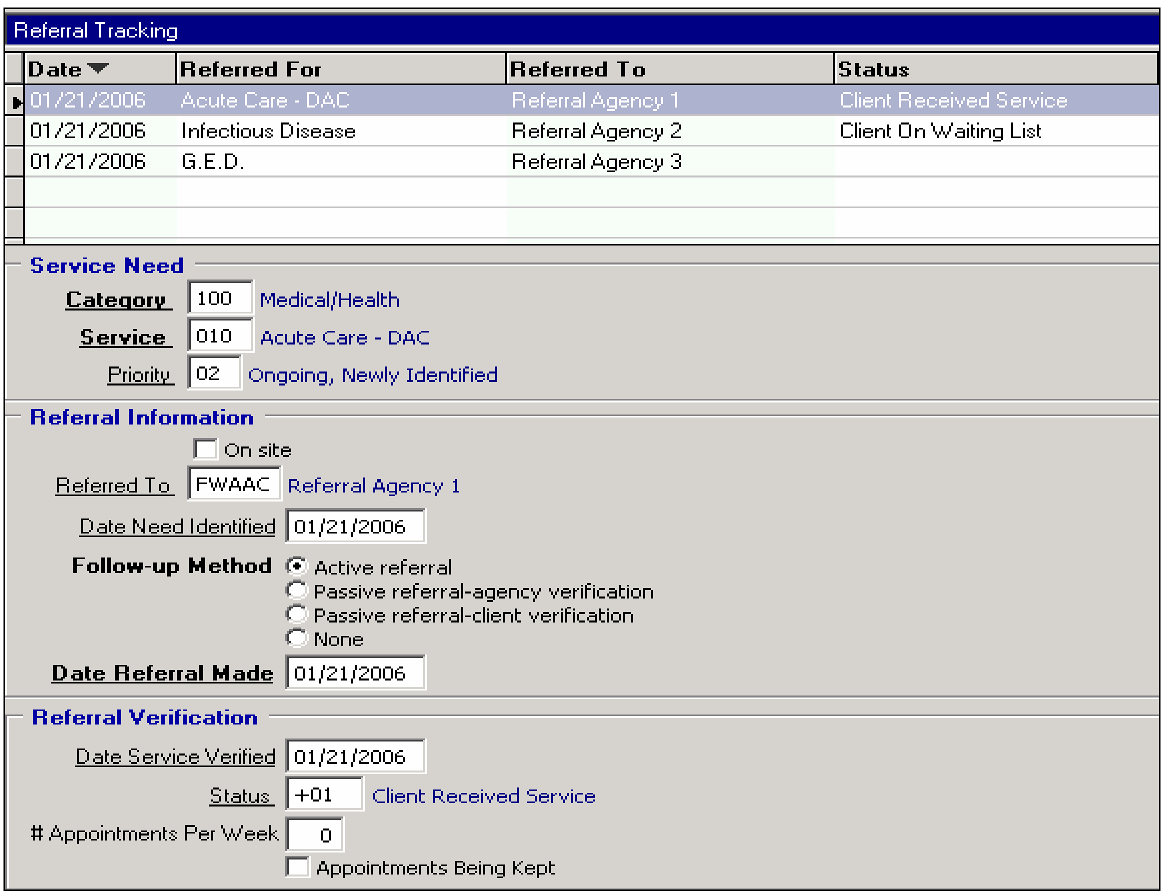
Primary Care Physician Information

The screen maintains information regarding a client's Primary Care Physician.

Referral Tracking

Although ALL referrals are made from the Service Encounters form, the full list of referrals for the client is displayed on this screen.

The user can edit or delete the referral from this screen, if desired. Reasons to edit the referral record include adding information such as the Date Service Verified, Status, # Appointments per Week, and whether the Appointments are Being Kept.


Referral Tracking

Date	Referred For	Referred To	Status
01/21/2006	Acute Care - DAC	Referral Agency 1	Client Received Service
01/21/2006	Infectious Disease	Referral Agency 2	Client On Waiting List
01/21/2006	G.E.D.	Referral Agency 3	

Service Need
Category 100 Medical/Health
Service 010 Acute Care - DAC
Priority 02 Ongoing, Newly Identified

Referral Information
On site
Referred To FWAAC Referral Agency 1
Date Need Identified 01/21/2006
Follow-up Method
Active referral
Passive referral-agency verification
Passive referral-client verification
None
Date Referral Made 01/21/2006

Referral Verification
Date Service Verified 01/21/2006
Status +01 Client Received Service
Appointments Per Week 0
Appointments Being Kept

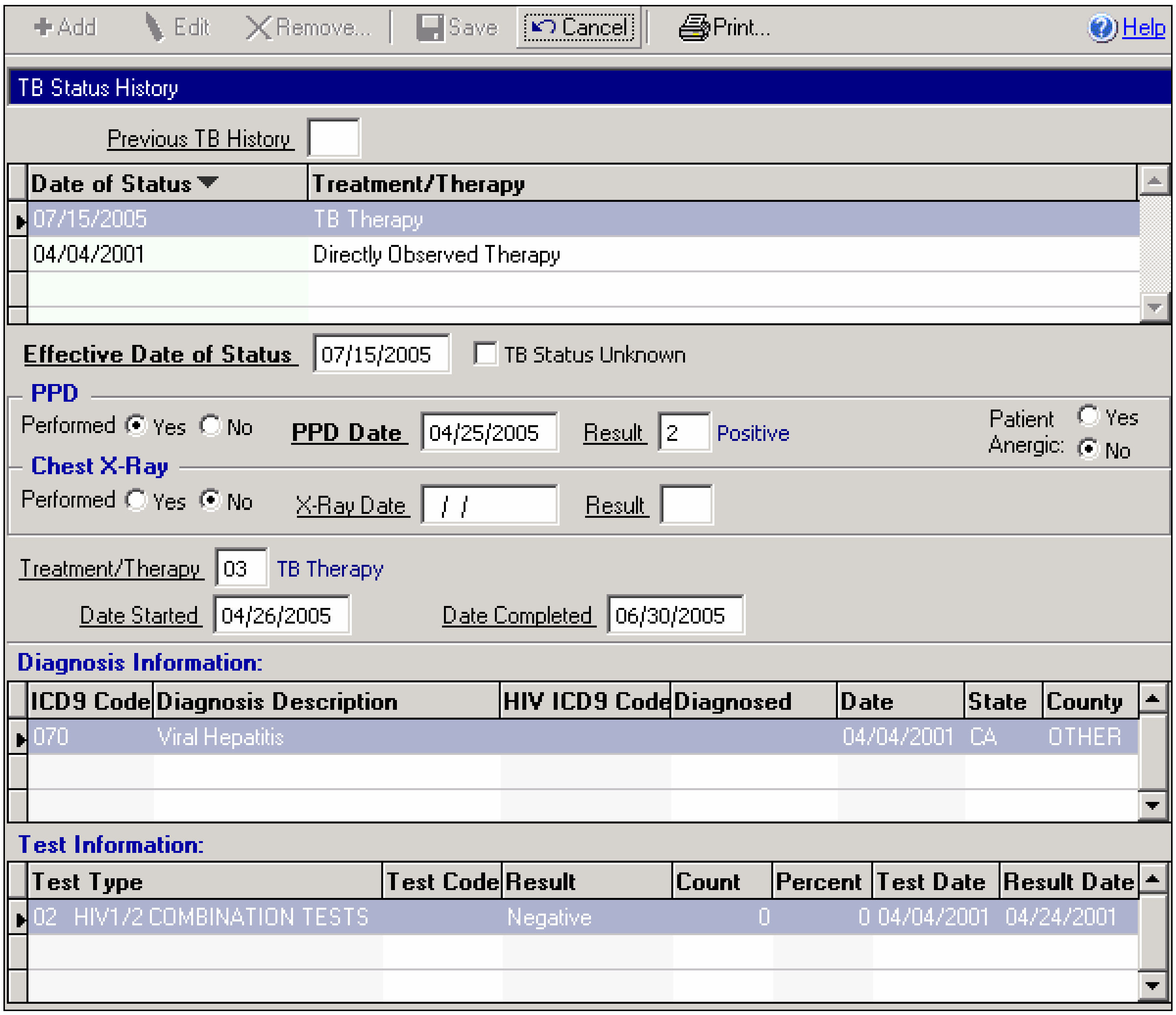
Substance Use History

This screen maintains information and the historical records of the client's substance use.

TB Status History

This is the screen where the (running) history of the client's TB History is entered.

- Select ADD to enter new TB Status Information.
- Select EDIT to make changes to an existing record.
- Diagnoses and Laboratory Tests are displayed in View Mode only.



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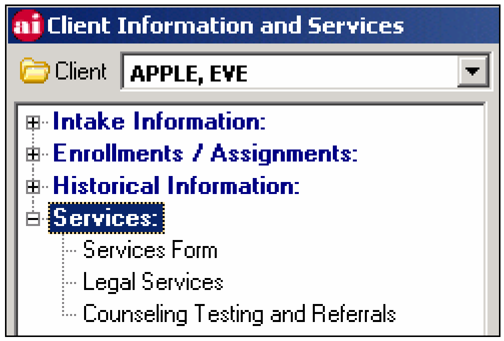
Services

Services Form

Add or modify client encounters, services, referrals, progress notes, and more.



The AIRS “Services” is actually a 2-tier record. The first tier is the Encounter. This broad-based category is further detailed with the Service record(s) associated with each Encounter.

All encounters require at least one (1) service to be entered in order to save the record.

Types of Entry Forms

There are different types of AIRS entry forms for encounter/service data. The individual Client-based forms include:

- Services Form
- Legal Services Form
- Counseling, Testing and Referrals (CTR) Form
- Syringe Exchanges – (Found under the “Session-based Encounters” module)

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Important Service Encounter Notes

Scheduling Next Appointment

The *Next Scheduled Appointment Date* is a scheduled date in the future that identifies when the client is to return to the agency for the Encounter Type / Service Type identified.

- An encounter with an Actual Date entered can be saved with a Next Scheduled Appointment Date.
  - In this case, the record serves a dual purpose. It contains the entered encounter/service information and is also a future "reminder".
- An encounter without an Actual Date entered can be saved with a Next Scheduled Appointment Date.
  - In this case, the record is a "reminder" and not an encounter/service provided to the client. When the client receives the encounter/service, this record should be edited so the Actual Date can be added.
- This Date field is reported in the Reports / Activities & Services / Scheduled Activities.

Case Management

- The Service *Start Time* and *End Time* fields are required.

Primary Care, Medical Specialty Care, Primary Medical Care 5 Tier, Primary Medical Care 7 Tier

- The service "Lab Test: CD4" is found in a number of Encounter Types. When this service is selected and the user saves the Encounter record, a message will display asking the user if they would like the system to add this test to the Lab Test Information Table. If the user's response is "Yes", the CD4 Test and Test Date equal to the Encounter Date will be automatically added to the Laboratory Test Information screen
- The service "Lab Test: Viral Load" is found in a number of Encounter Types. When this service is selected and the user saves the Encounter record, a message will display asking the user if they would like the system to add this test to the Lab Test Information Table. If the user's response is "Yes", the Viral Load test and Test Date equal to the Encounter Date will be automatically added to the Laboratory Test Information screen.

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- The services “TB Skin Test (PPD) Indicated” and “Lab Test TB Screen/PPD/Anergy Screen” are found in a number of Encounter Types. When these services are selected and the user saves the Encounter record, a message will display asking the user if they would like the system to add a TB Status record. If the user’s response is “Yes”, the TB Test and Test Date equal to the Encounter Date will be automatically added to the TB Status History screen.

HIV Primary Care Billing

For “HIV Primary Care Billing”, the following holds true.

- The Date Completed field must be entered.
- The Diagnosis(es) Treated field(s) (found on the Additional Information tab) is used if the client does not have a AIDS Indicator Diagnoses entered in the Diagnoses Information screen.

CRCS (Comprehensive Risk Counseling and Services, formerly known as PCM)

CRCS are client-based HIV prevention activities with the goal of promoting the adoption of HIV risk-reduction behavior. The clients have multiple, complex problems and risk-reduction needs. CRCS is a cross between “HIV risk-reduction counseling and traditional case management that provides intense, ongoing, and individualized prevention counseling, support, and service brokerage.”

Interventions Delivered to Individuals (formally ILI now IDI)

IDIs are health education and risk-reduction counseling services provided to one client at a time. IDIs assist clients in making plans for individual behavior change and ongoing appraisals. These interventions include skills building activities and facilitate linkages to services in both clinic and community settings in support of behaviors and practices to prevent transmission of HIV. This intervention type may also help clients make plans to obtain these services.

Collaterals

Collaterals involved in an encounter can be entered/added to the encounter (assuming the client’s collateral(s) is entered into the Collateral Information screen) under the Additional Information tab.

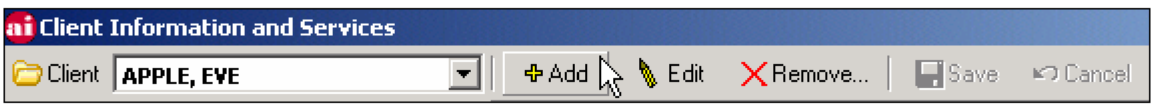
Problems

Any problems that are identified during this encounter/service can be entered into the Problems Identified section under the Additional Information tab.

Enter Encounters and Services

Services Form

Select the Services Form



- Select ADD to enter new Encounter Information,
- Select EDIT to modify existing information.
- Enter Encounter and Service data.

Fields that are **BOLD and BLACK** are required fields. See next page.

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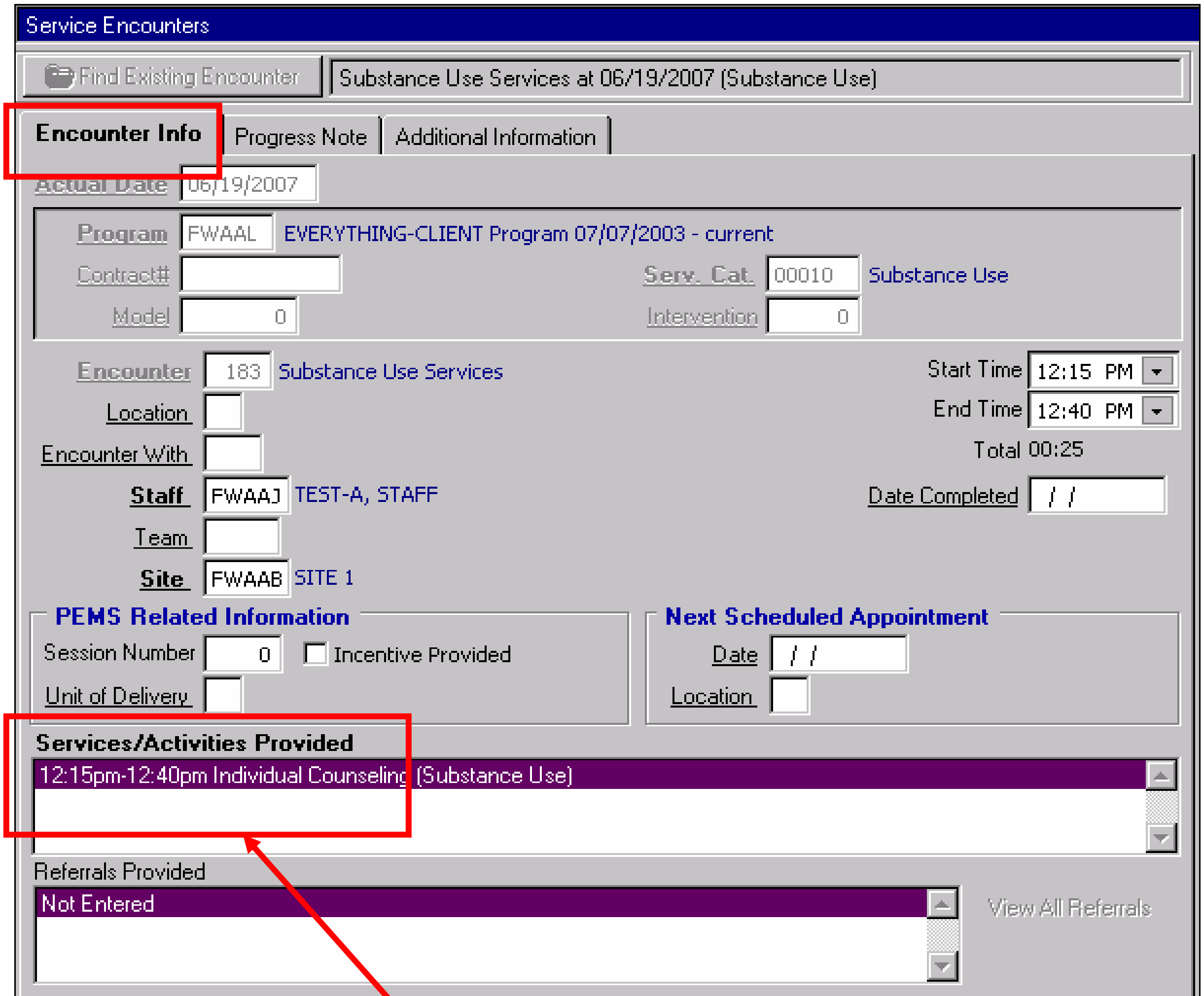
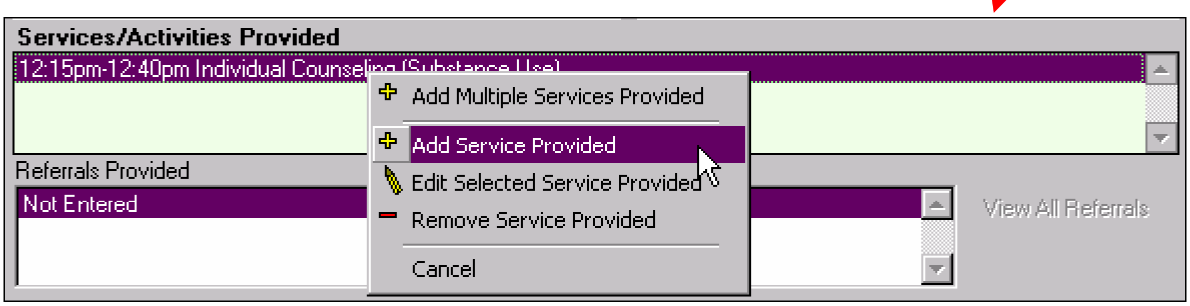
Encounter Info Tab



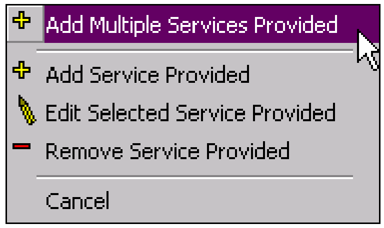
Right-click mouse under 'Services/Activities Provided' for options to add *individual* (Add Service Provided) or *multiple* (Add Multiple Services Provided) services.

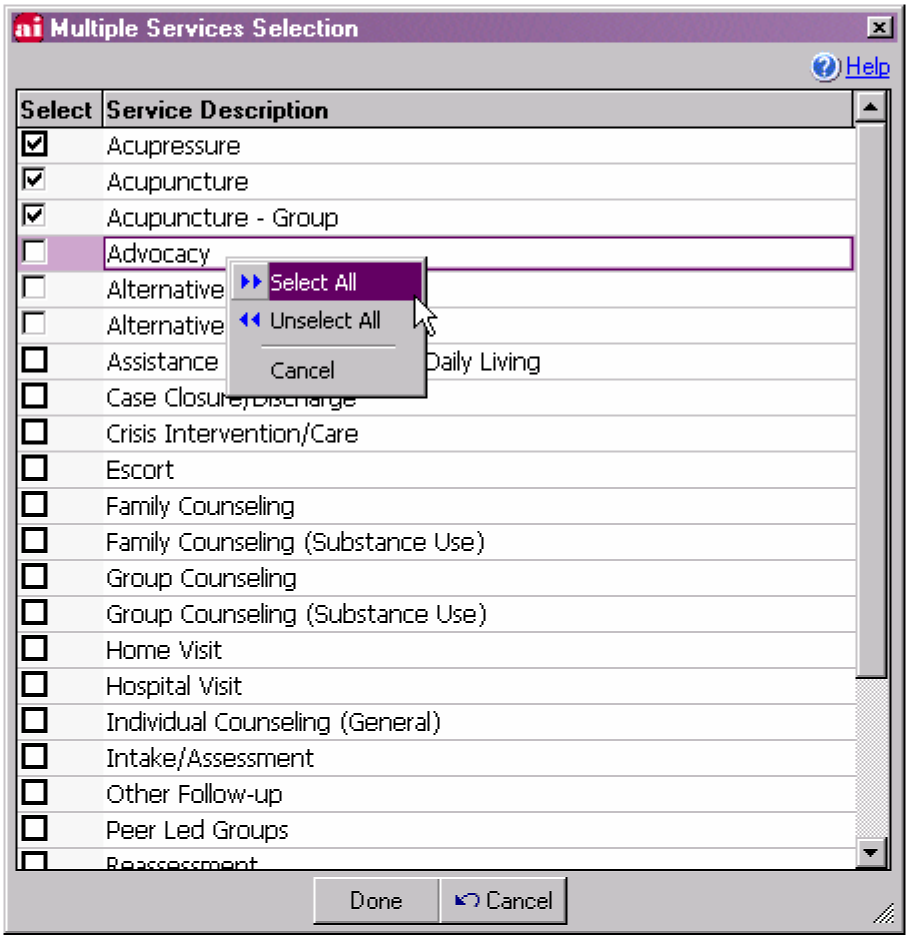


NOTE: *Case Management* Service Category will not have the "Add Multiple Services Provided" option since Start Time and End Time are required.

SERVICE SCREEN FOR ADDING MULTIPLE SERVICES

Right-click mouse and select *Add Multiple Services Provided*.





- Check services individually OR right-click to "Select All".
- Click on "Unselect All" to remove all the checks.
- Click on DONE when finished.
- If you want to add more information to an individual Service selected above (for example, Start Time, End Time, How Provided, etc.), you can edit an individual service when you are back on the Encounter form.

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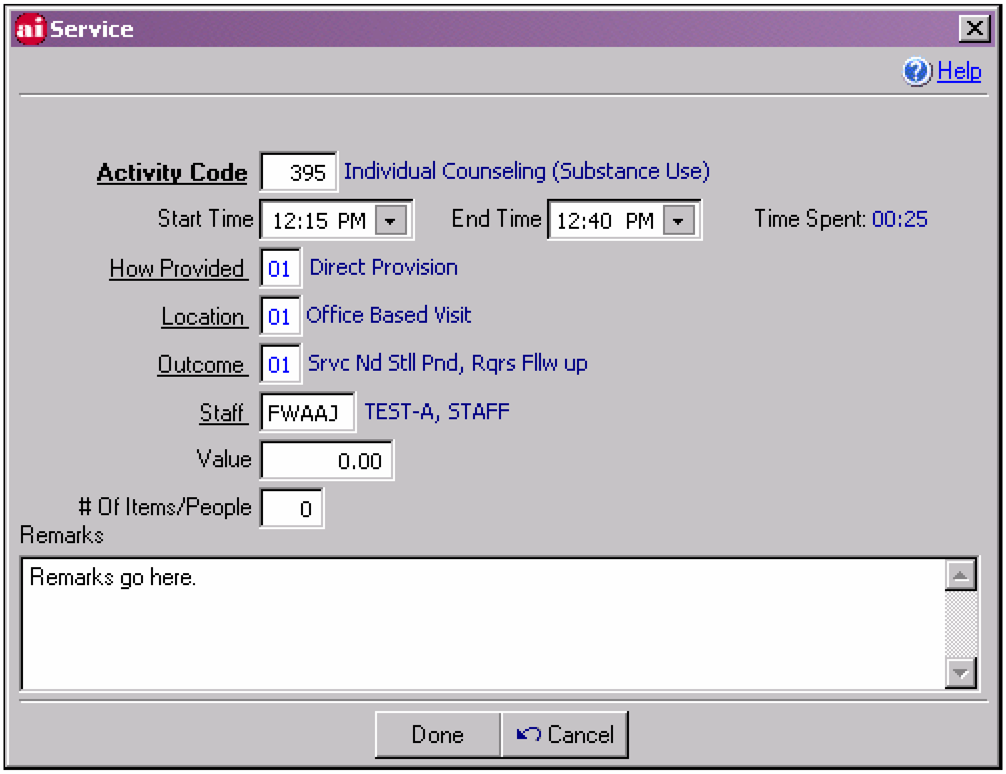
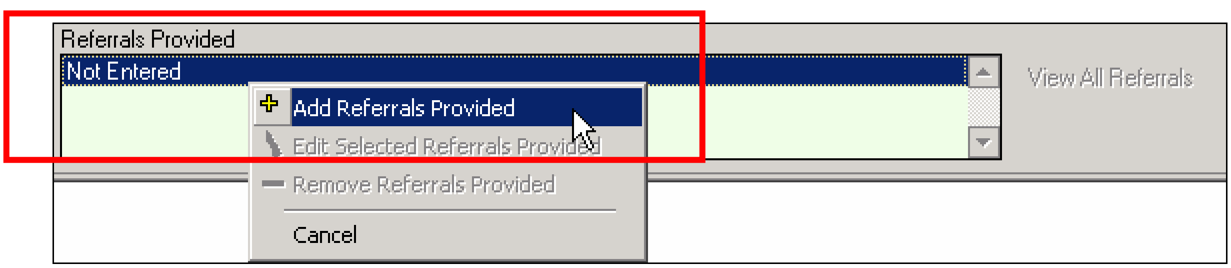
SERVICE SCREEN FOR ADDING INDIVIDUAL SERVICES



Right-click mouse under Referrals Provided to add Referral Information.



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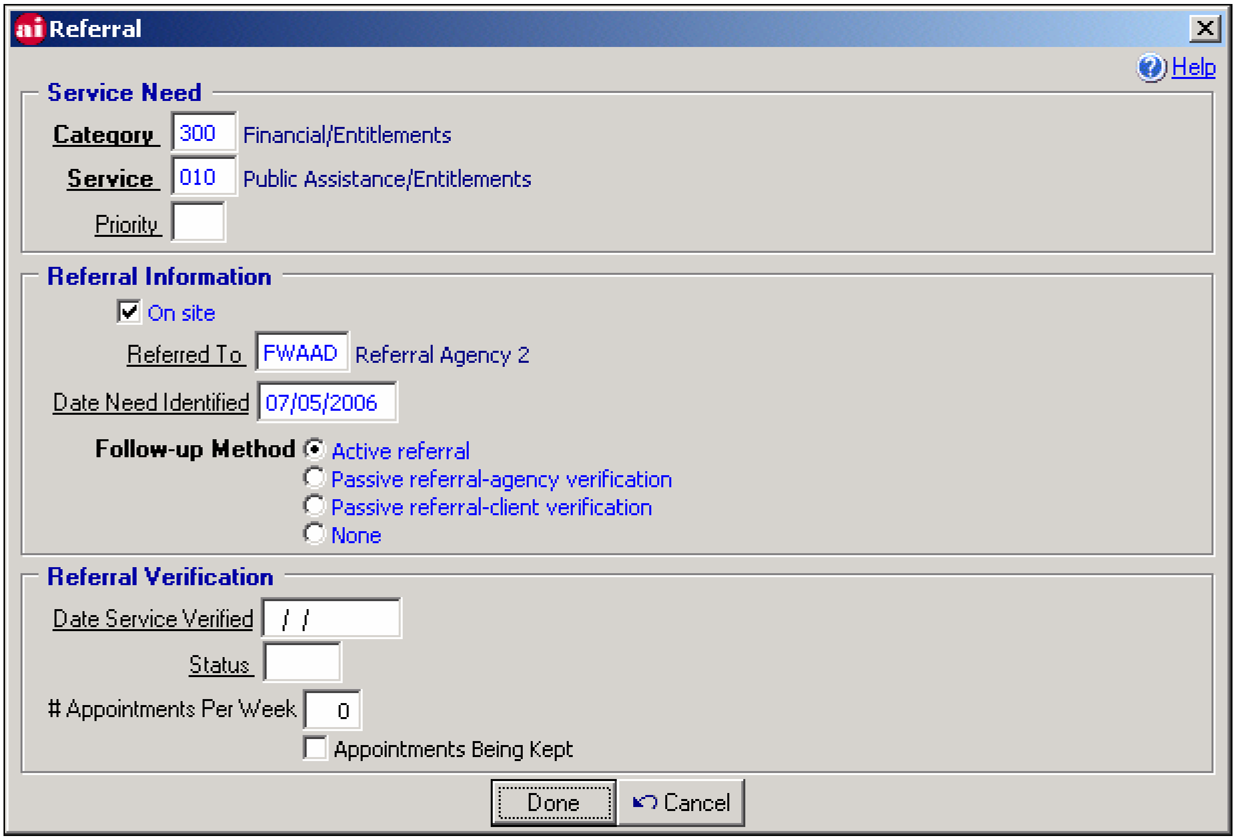
REFERRAL SCREEN

Enter referrals on this screen.



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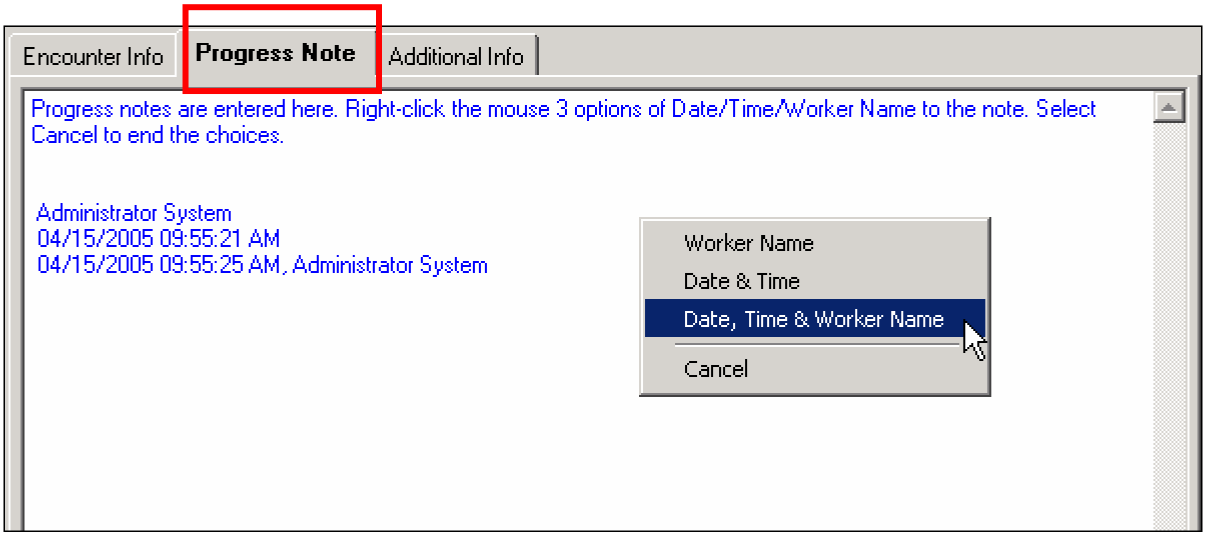
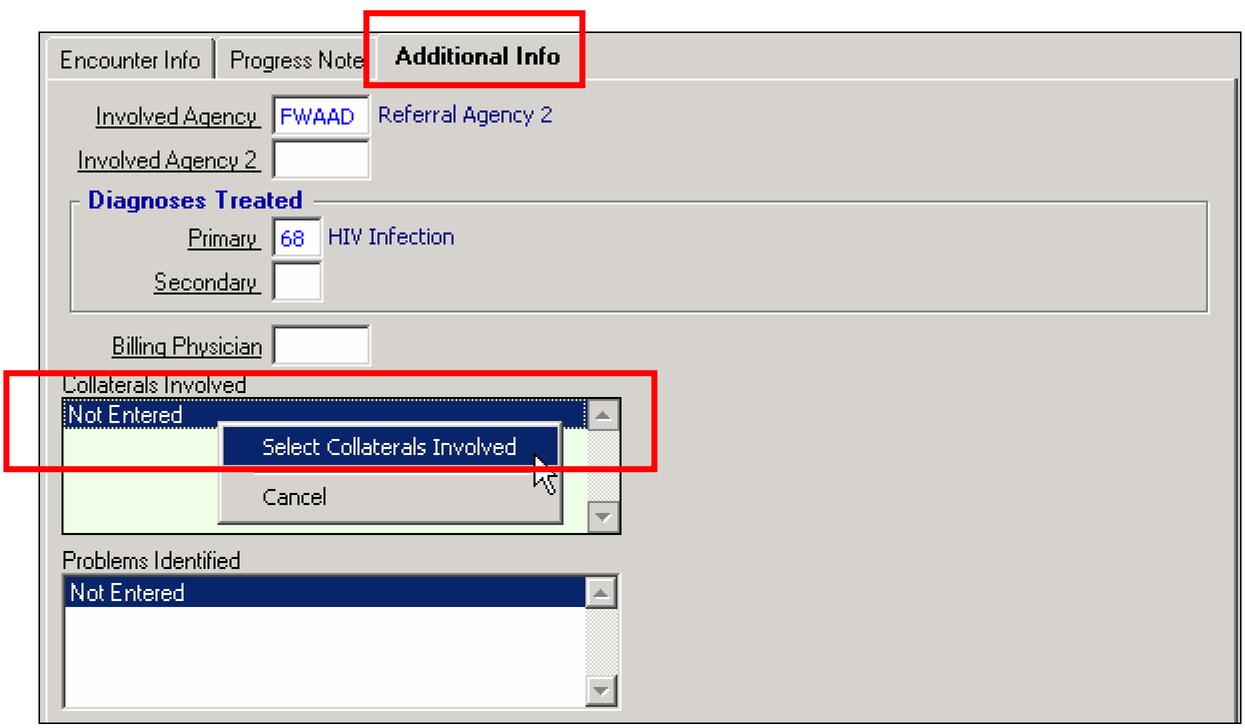
Progress Note Tab

Select the Progress Note Tab to enter Progress Notes, comments or remarks for the client encounter.



Additional Info Tab:

Select Additional Info tab to enter Collaterals Involved in the client's encounter, Problems Identified, and other information.



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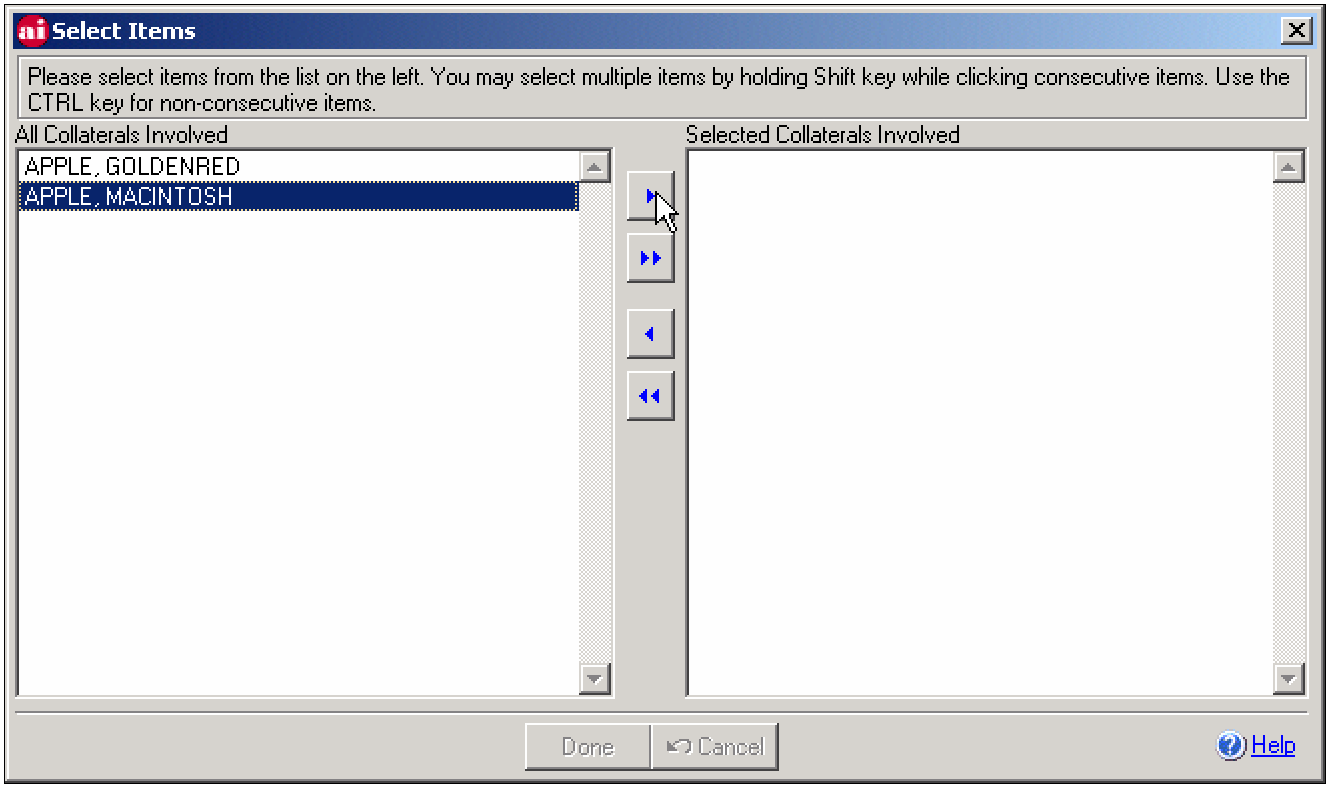
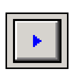
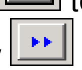
COLLATERALS INVOLVED

To enter Collaterals Involved, right-click the mouse and select the client's collaterals.



- Highlight the Collaterals Involved from the list on the left.
  - You may select multiple consecutive names by holding the [SHIFT] key while clicking first collateral and the last.
  - Use the [CTRL] key to select non-consecutive items.
- Move the highlighted Collaterals.
  - Click the single arrow  to add the selected items.
  - Click the double arrow  to add all items.

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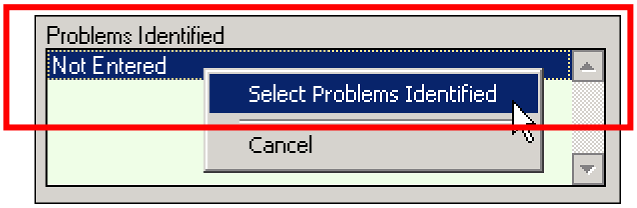
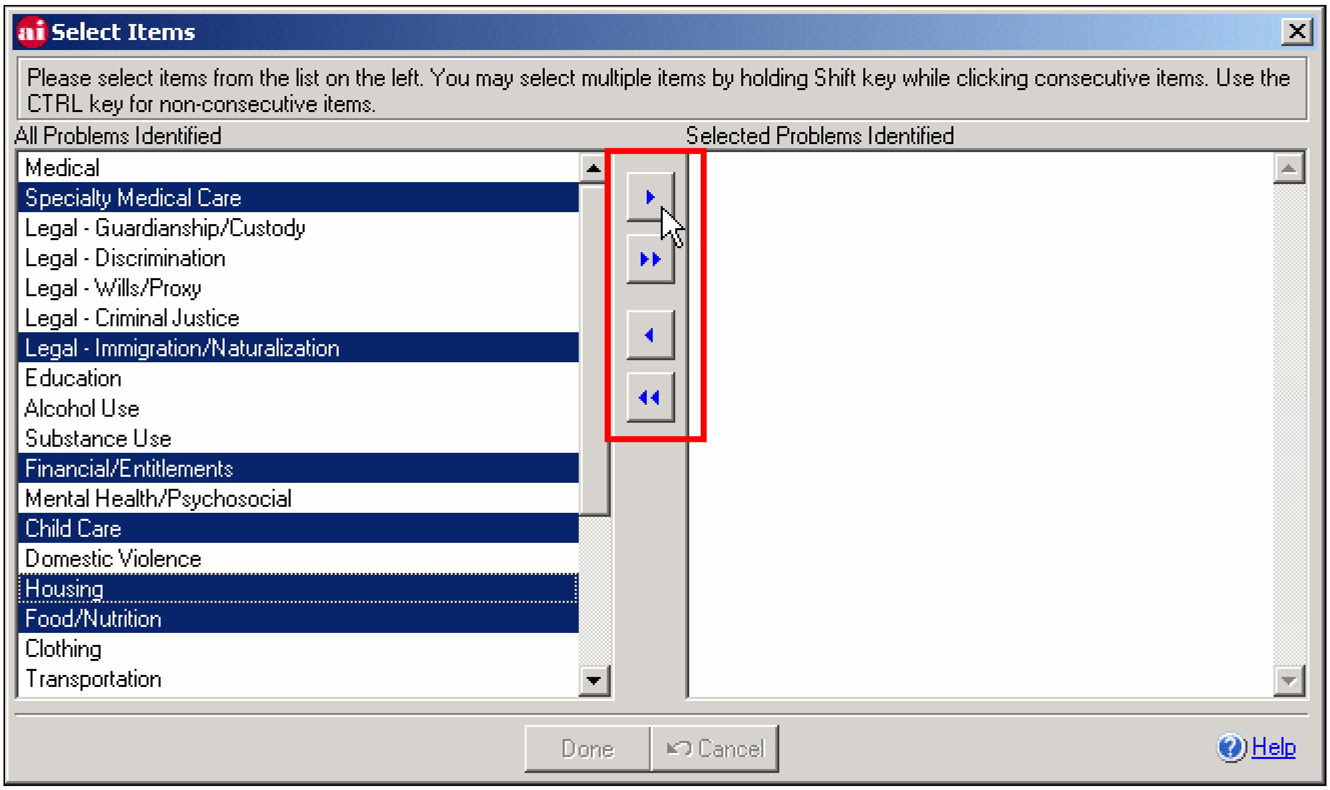
PROBLEMS IDENTIFIED

- To enter Problems Identified, right-click the mouse and select the Problems Identified.





- Highlight the Problems Identified from the list on the left.
  - You may select multiple consecutive Problems by holding the [SHIFT] key while clicking first Problem and the last.
  - Use the [CTRL] key to select non-consecutive items.
- Move the highlighted Problems.
  - Click the single arrow to add the selected items.
  - Click the double arrow to add all items.

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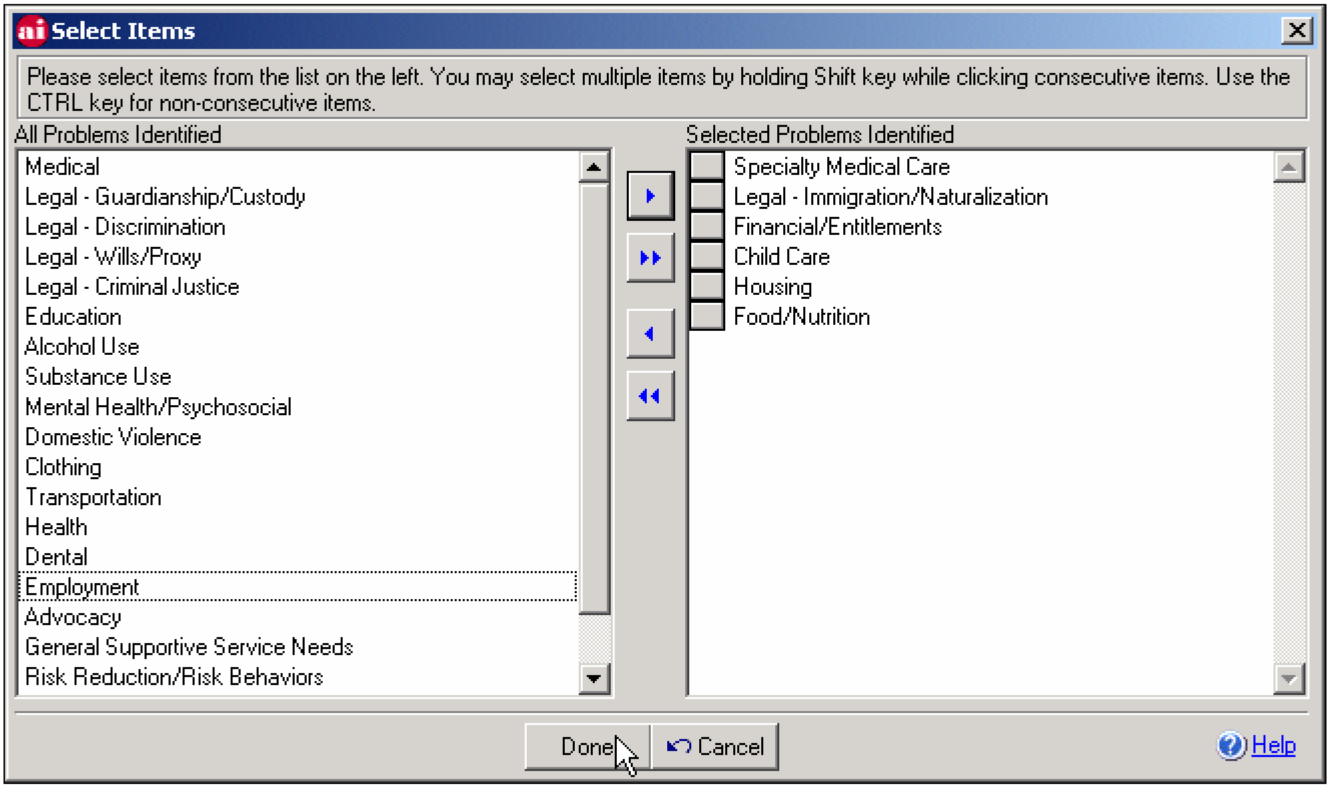
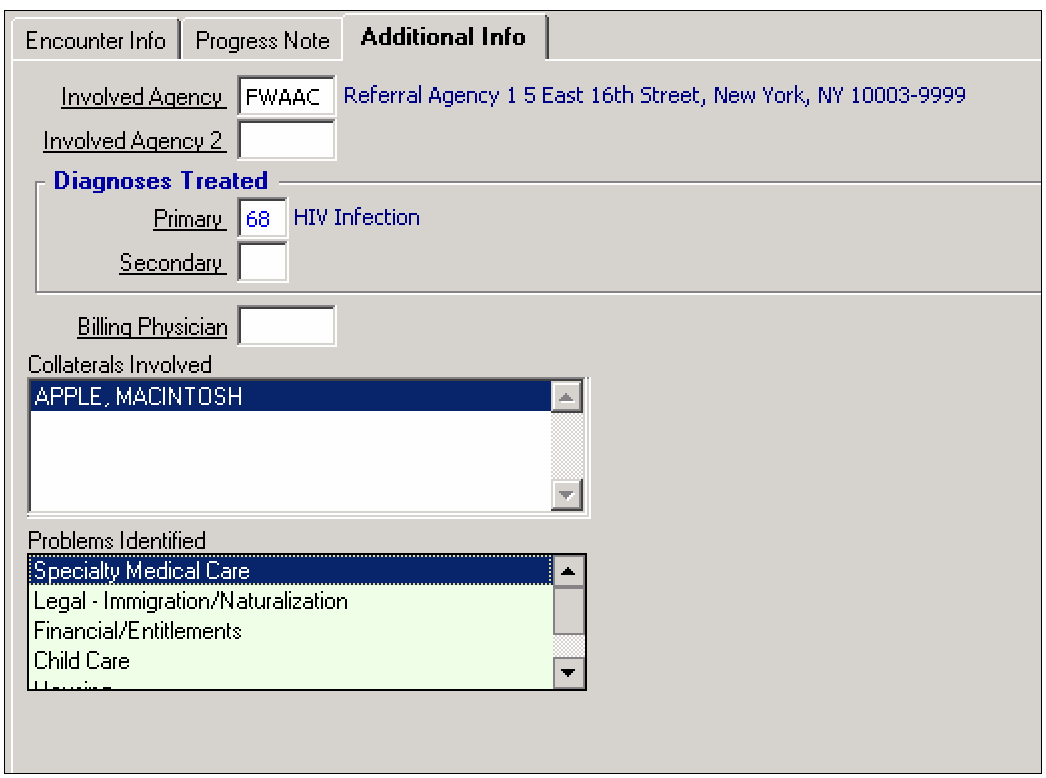


- Click [Save] to save the encounter and all associated information (Services, Referral Information, Progress Note, Collaterals Involved, Problems Identified, etc.)



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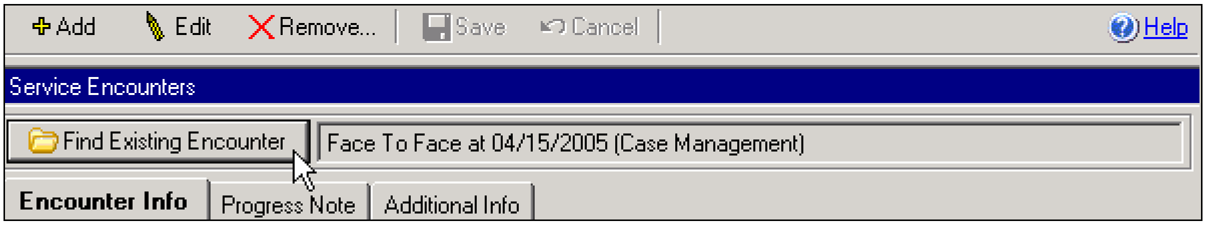
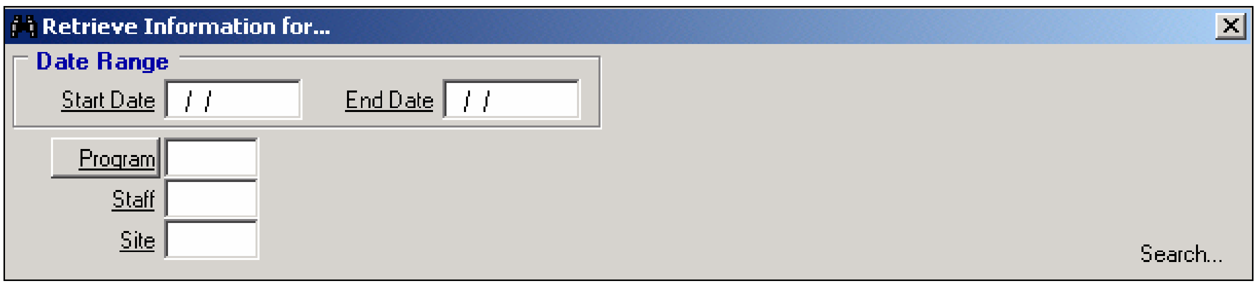
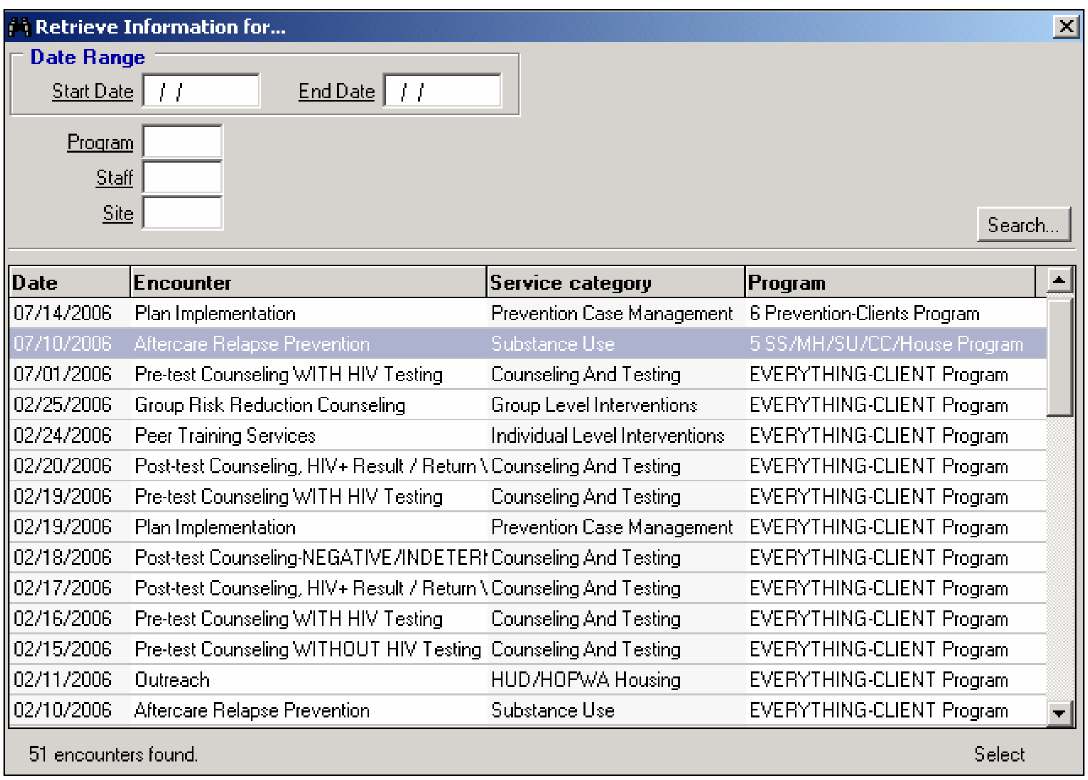
Find an Existing Encounter

Search for an existing encounter by clicking the [Find Existing Encounter] button.





- Select SEARCH to see all encounters and services for a client.



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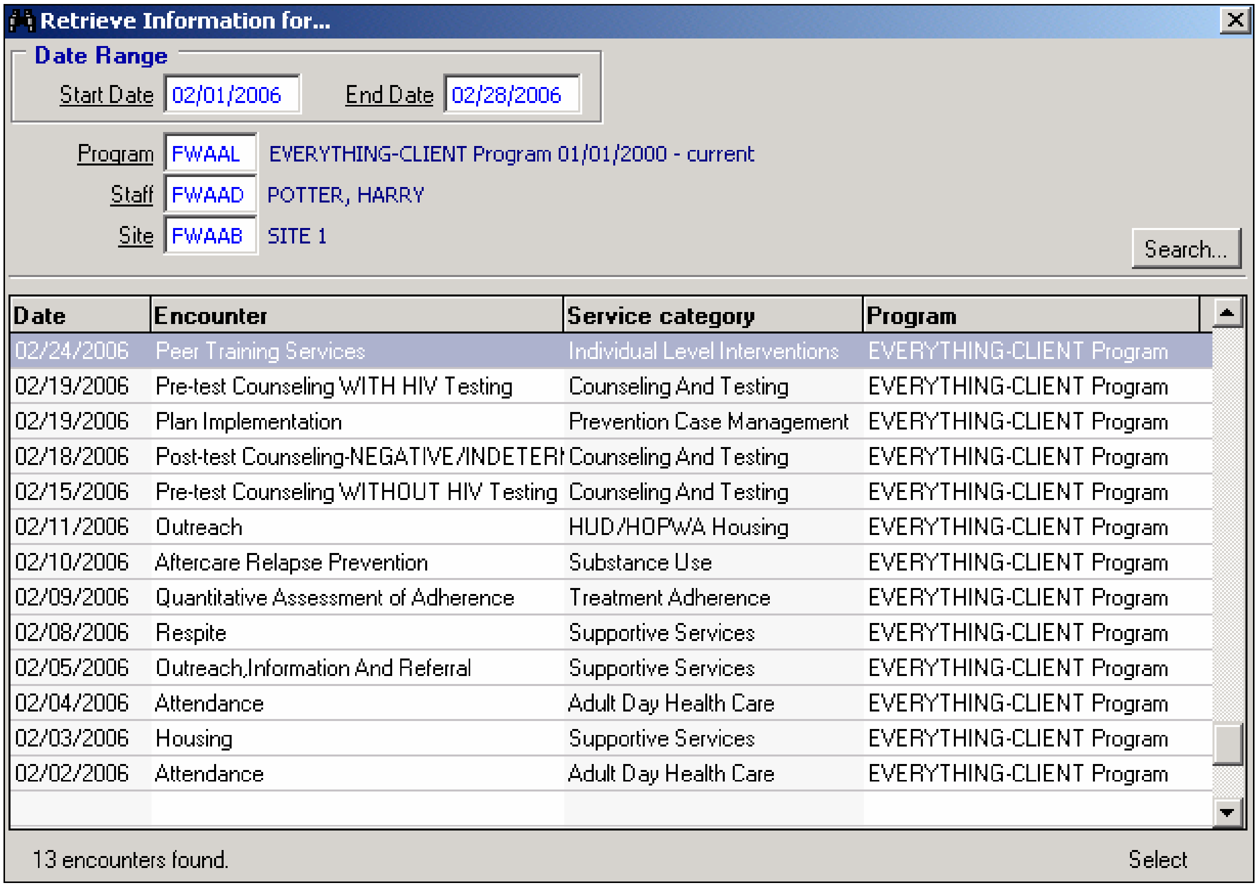
- You may add criteria such as date range, Program, Staff, and/or Site to limit your search results. Note that the more criteria, the fewer results.

- Highlight an Encounter record and click 'Select' to view or edit the specific record.



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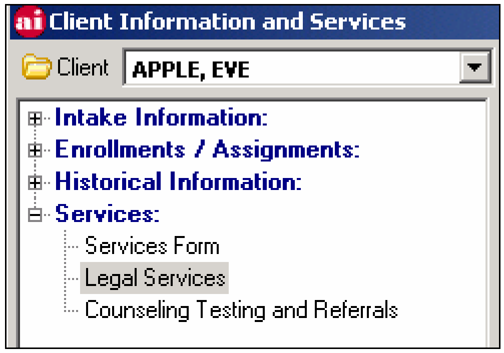
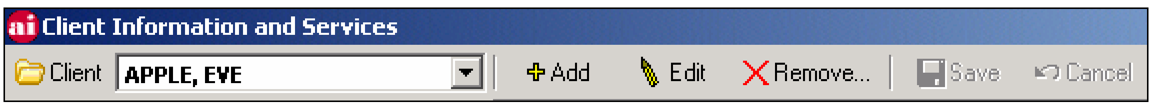
Legal Services

Select Legal Services from the menu.

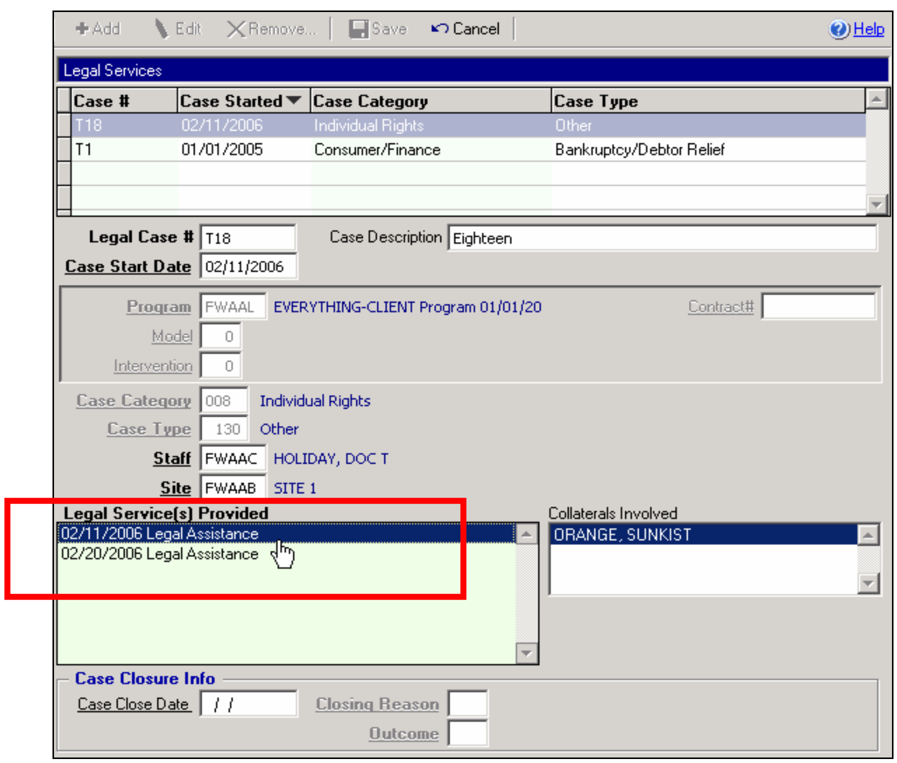


- Click ADD to enter a new Case.



- Important Note: Each Case is entered into AIRS only once and the Case Number must be unique.

- Click on EDIT to enter additional Legal Service information for each Case, modify existing information, or enter the Case Closure Information.



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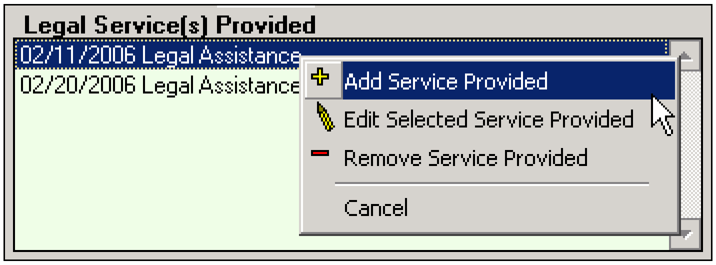
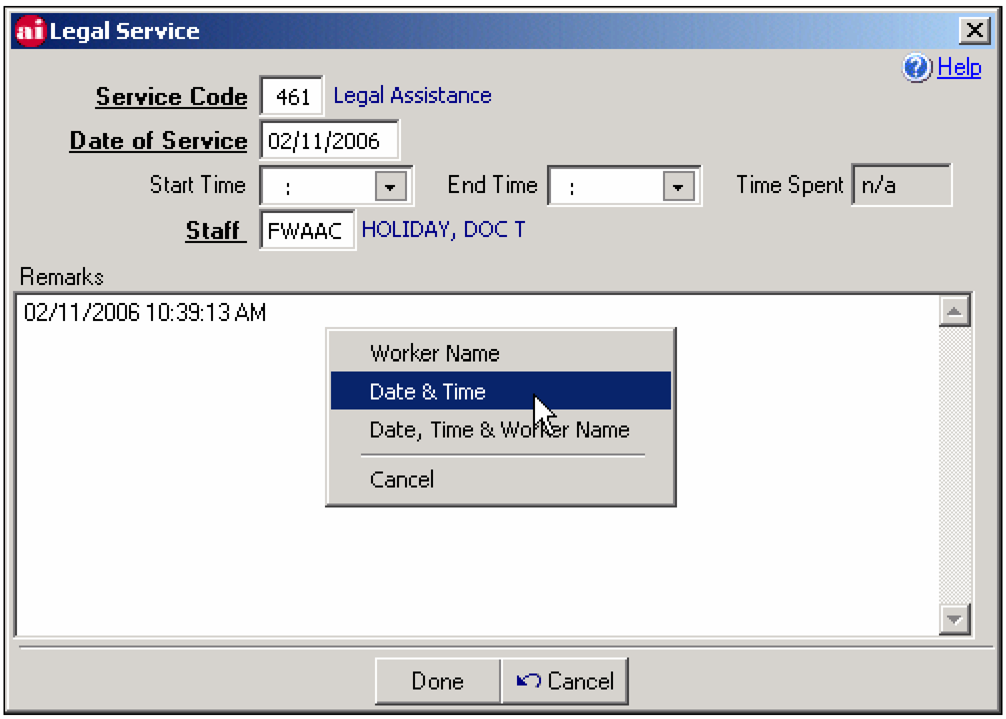
Once the selected CASE is in EDIT mode, right-click mouse under Legal Service(s) Provided to ADD/EDIT/REMOVE additional services.



LEGAL SERVICES PROVIDED SCREEN:



- When finished, select DONE.
- Click SAVE to save the Legal Services record.

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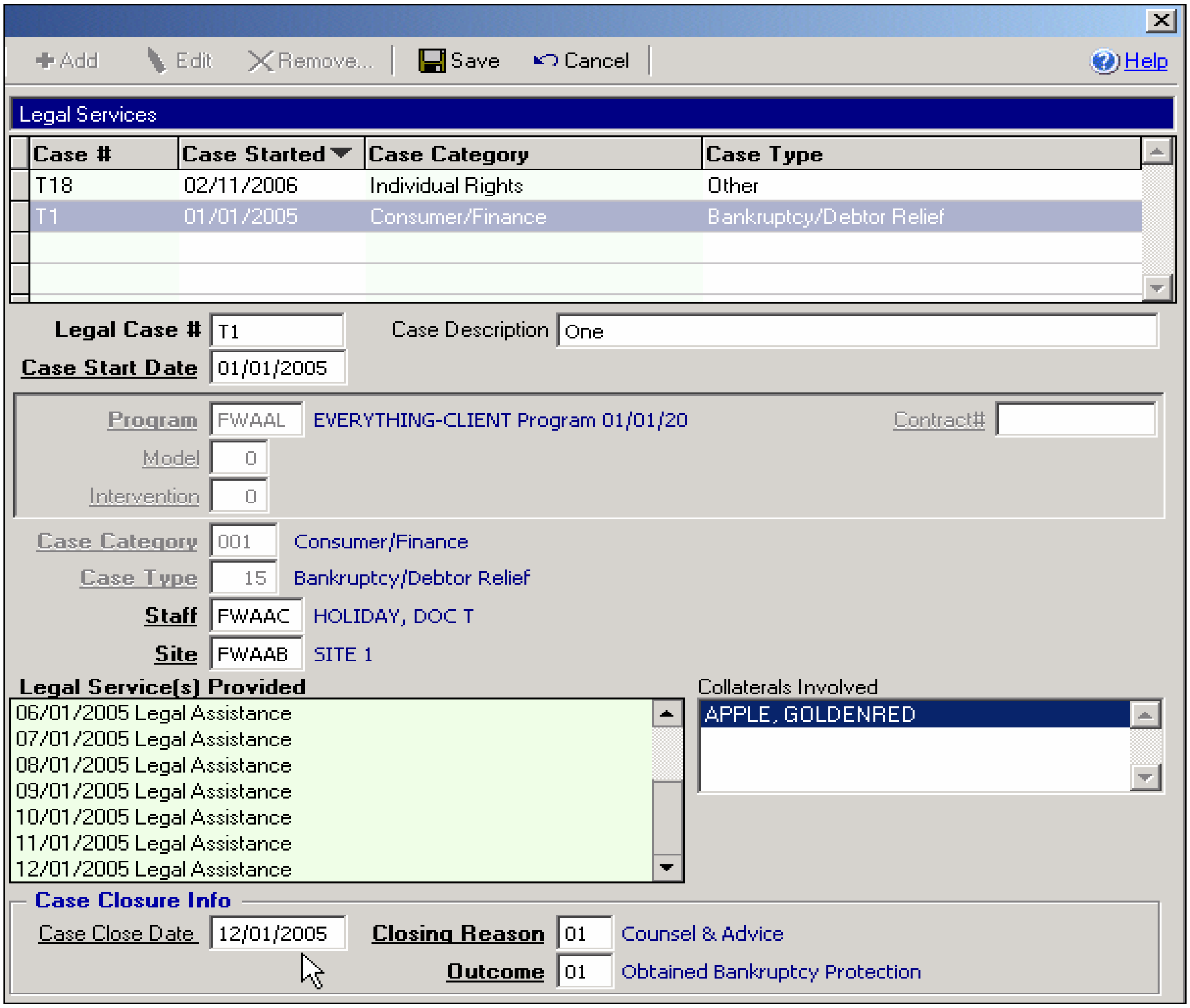
LEGAL SERVICES SCREEN WITH CASE CLOSURE INFORMATION

- When a case is closed, enter the Case Closure Information. The Case Close Date must be on or after the last Legal Service date.
- When the Case Close Date is entered, you must select a Closing Reason and Outcome from the pick lists.

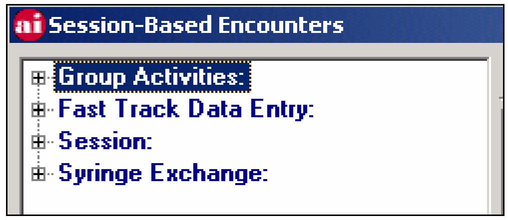


Counseling, Testing & Referrals (CTR)

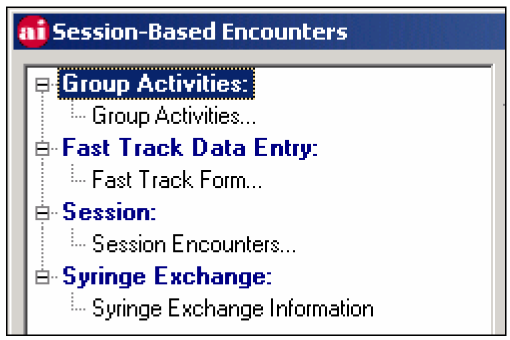
This is for agencies that need to enter CTR information. Please see the CTR documentation for instructions on entering this data.

Session-Based Encounters

There are different types of AIRS entry forms for Session-Based Encounter data.



When the menu is expanded, you see the following.



Group Activities

Used for entering Group Activities, Interventions Delivered to Groups (IDG), and Adult Day Health Care (ADHC)-Group data.

(IDG) Interventions Delivered to Groups (formally GLI) are health education and risk-reduction counseling sessions that shifts the delivery of service from one client to groups of clients. IDGs use peer and non-peer models involving a wide range of skills, information, education, and support.

Each agency sets up the Groups in Agency module of AIRS.

For Groups associated with Programs that Require Enrollment:

a) Clients not enrolled in the Program cannot be enrolled in the associated Group.

b) Closing a Program Enrollment will automatically close the client out of the Group

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For Groups associated with Programs that do Not Require Enrollment:

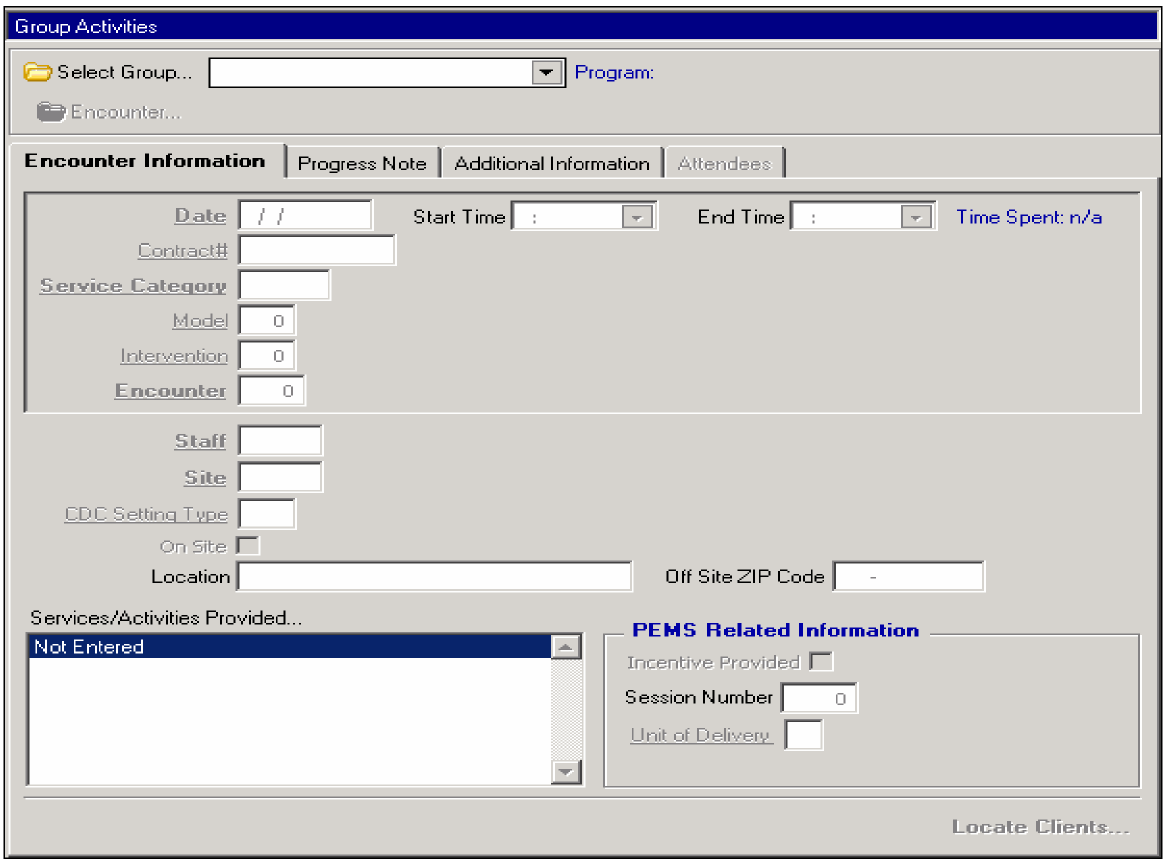
a) All clients active in the agency can be enrolled in the Group.

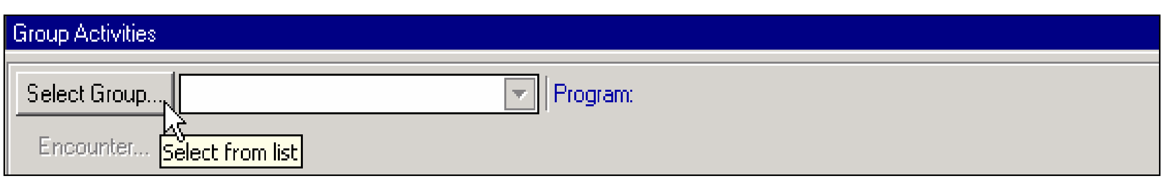
- After clients are enrolled, the user enters the Group Activity and marks attendance with a "Yes" or "No" (default).

- Once saved, the associated encounter/service(s) are then automatically entered into the Service Encounter form for each client who attended the Group. The information can be viewed afterwards by navigating to the client's Service Encounter form.

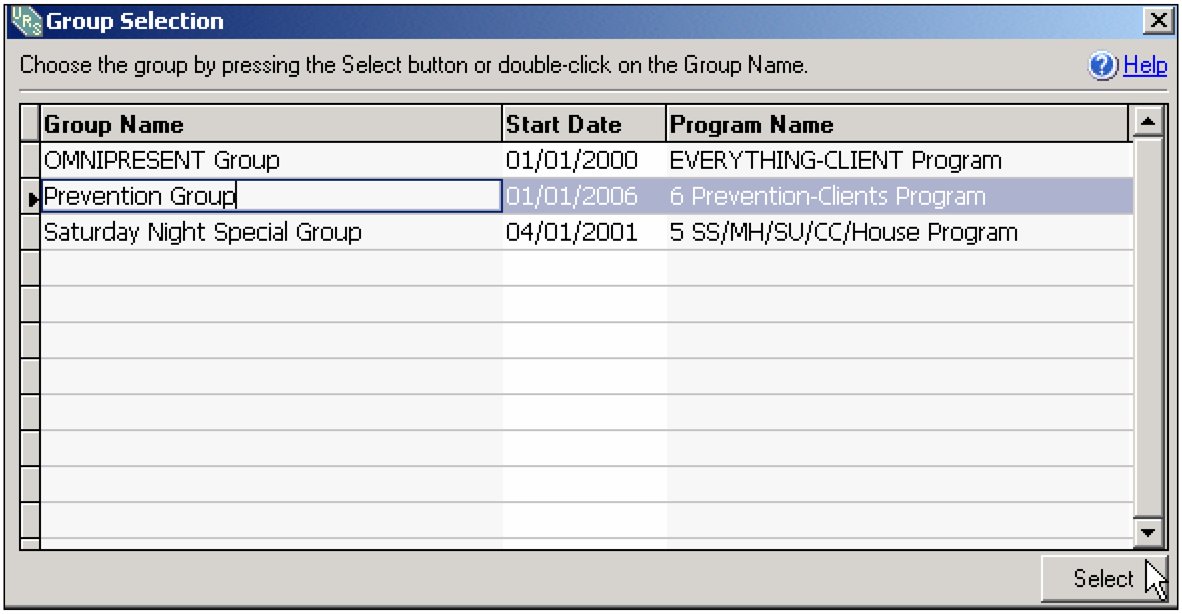
Group Activity: Add A New Activity OR View An Existing Activity

Select Group by clicking on SELECT GROUP button.



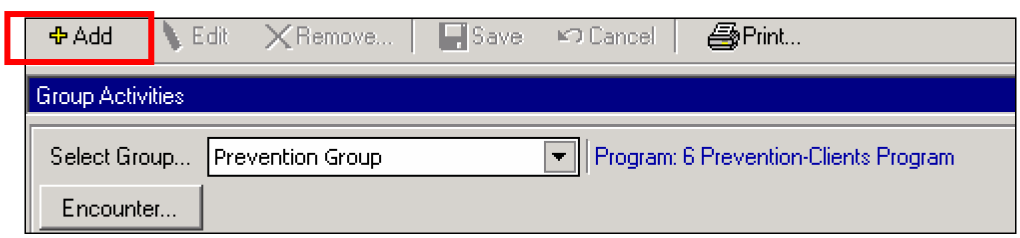


Highlight the Group and click on the SELECT button.



To VIEW Previously Entered Activities: Click on the Encounter button and select the Group Activity.

To ADD: Select ADD to enter new information



Enter appropriate information.
Required fields are bold and black.
At least 1 Service is required.
When all required information has been entered, the Locate Clients button will become active.
Clicking on the Locate Clients button activates the Attendees tab and brings the user to it.

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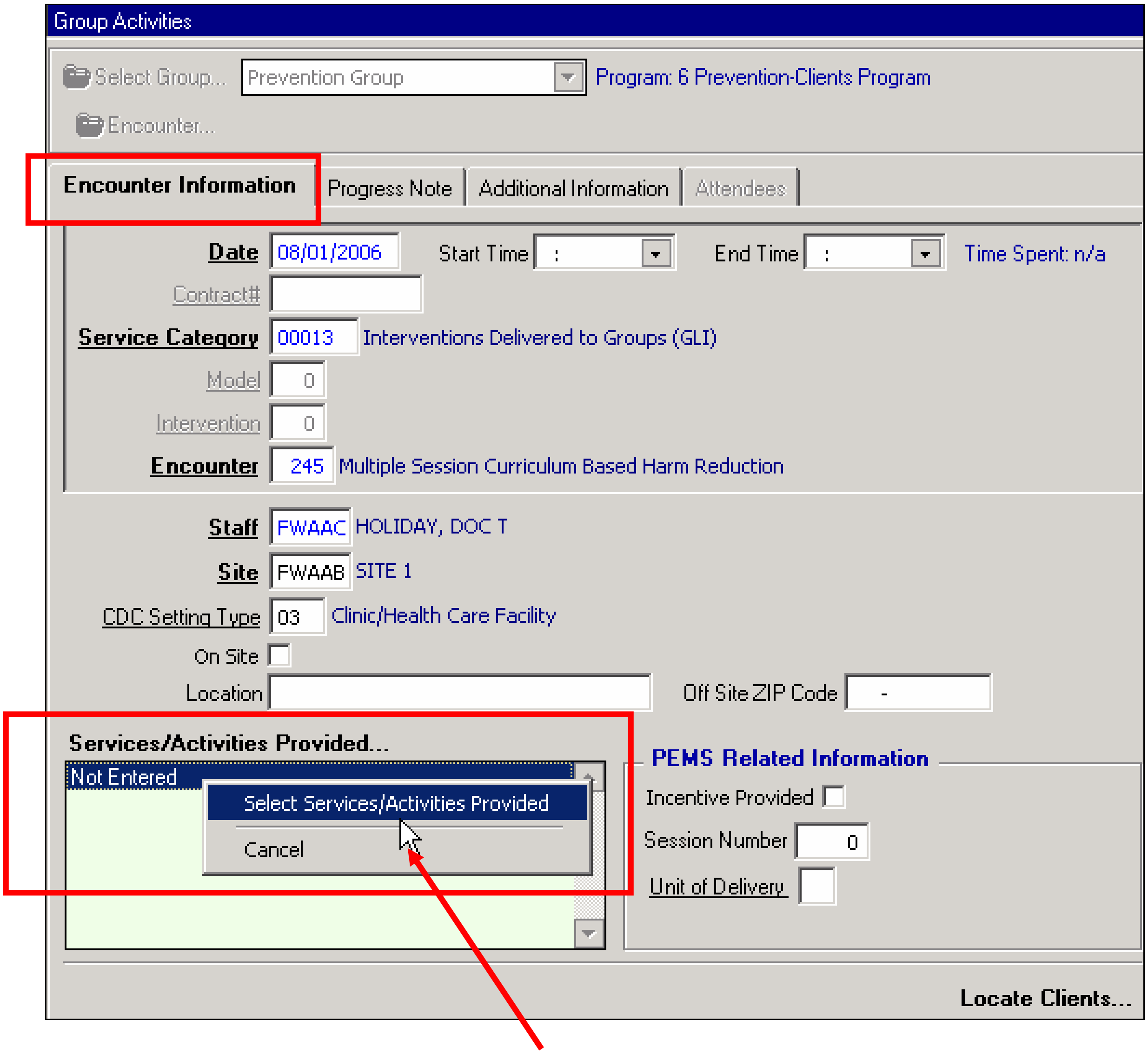
Encounter Information Tab



Right-click mouse to enter Services/Activities Provided.

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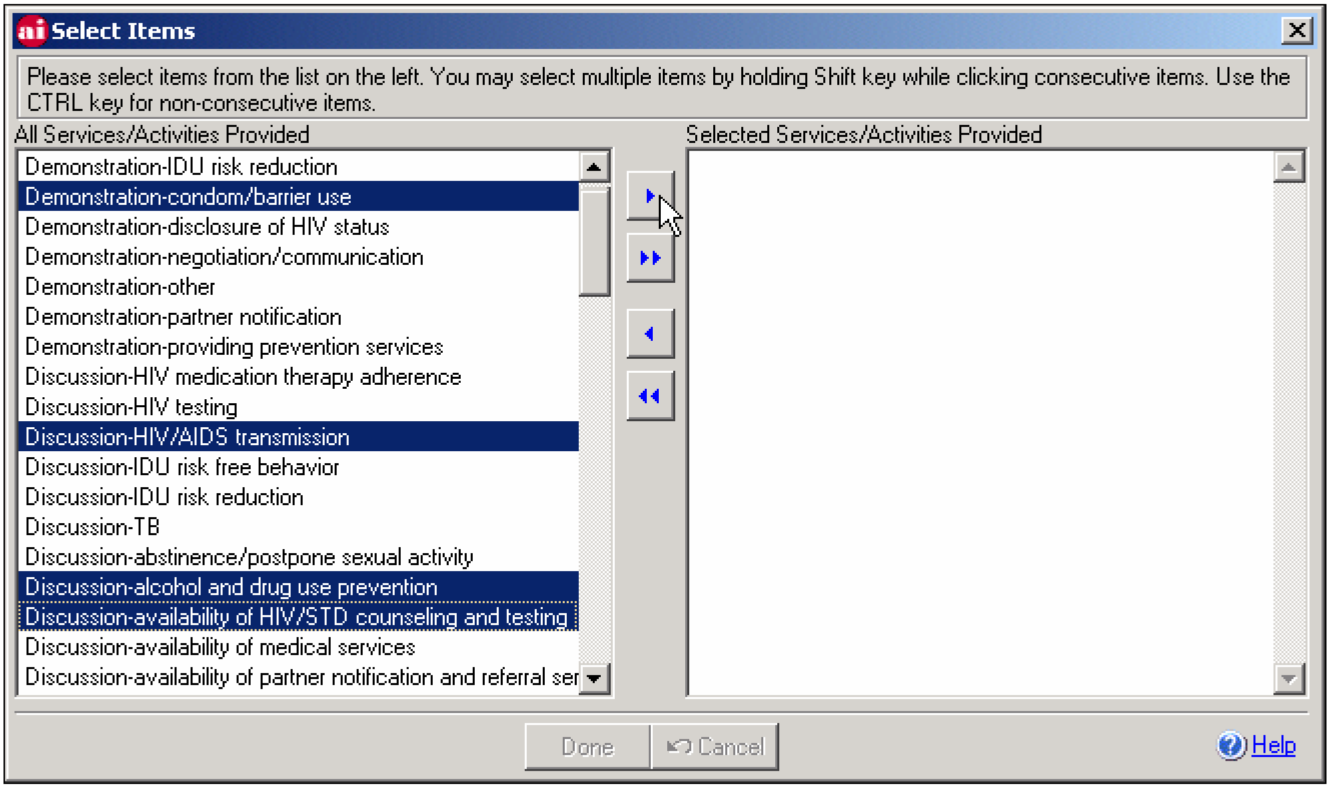

Highlight the Services/Activities from the list on the left and move to the right. Select individually, consecutive [SHIFT], or non-consecutive [CTRL] items.

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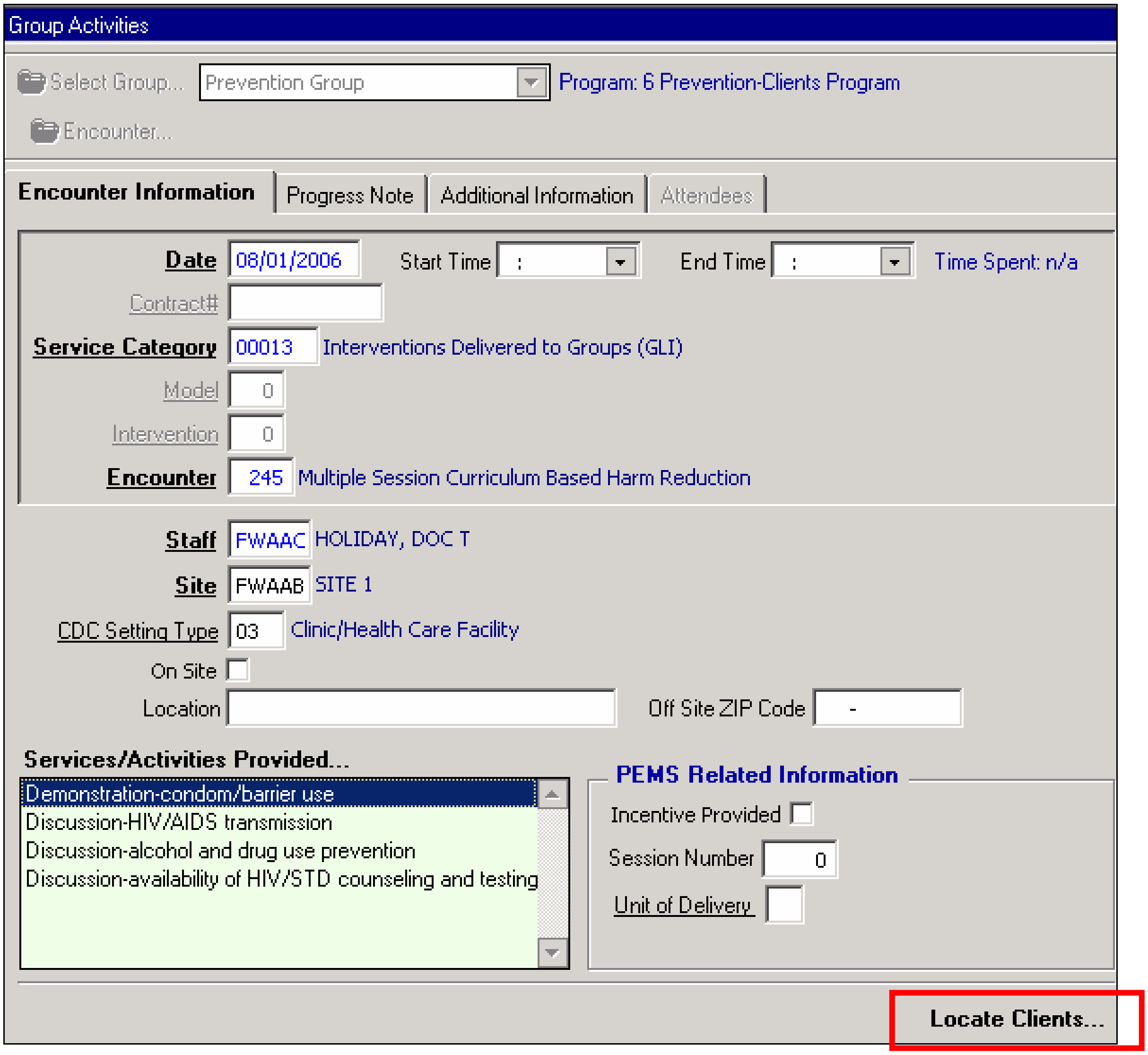
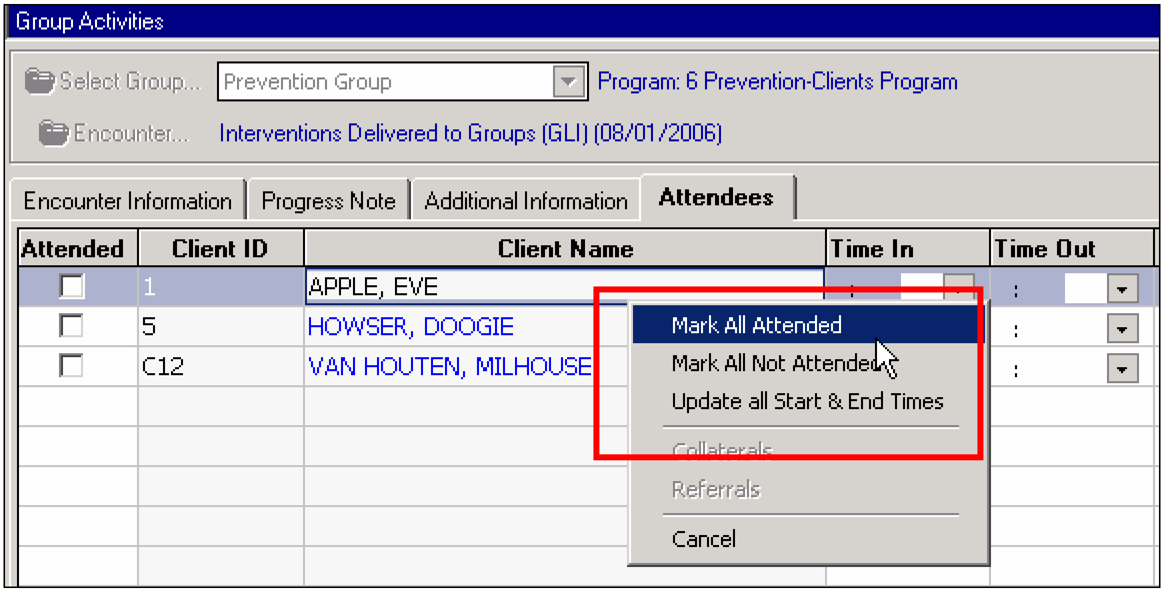


Select Locate Clients button to mark attendance for the Group. You will be brought to the Attendees tab.

Attendees Tab: Marking Attendance

You may select individual check boxes under the “Attended” column to mark attendance or you may right-click for more options, such as Mark All Attended.



The user can either:

- Enter Progress Notes and Additional Information from the tabs. See next pages.
  OR
- Click on **SAVE** to save the Group Activity (to create records in the system).
  - If the Group Activity is saved, Collaterals Involved can be entered. See page 66.
  - If the Group Activity is saved, Referrals Made can be entered. See page 67.

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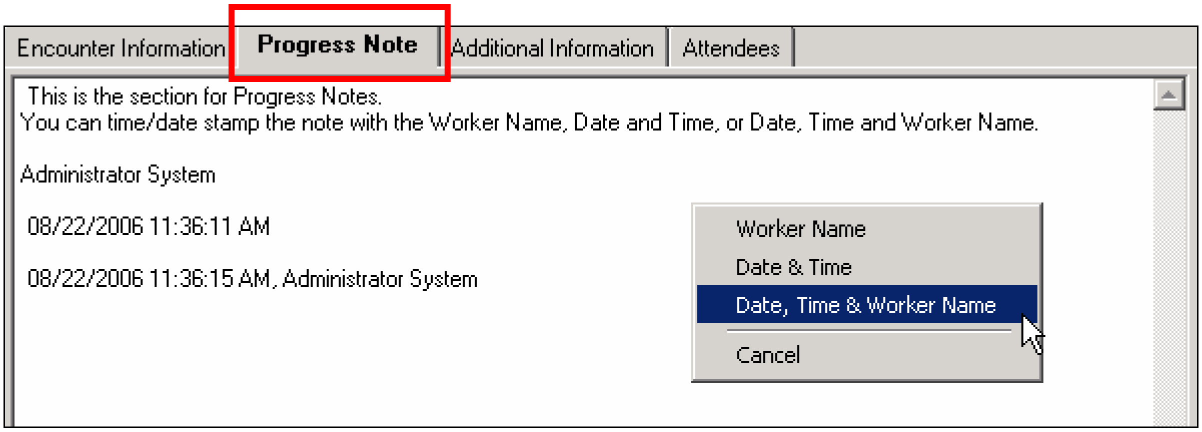
Progress Note Tab = *Optional*

Select the Progress Note tab to enter Progress Notes. When the Group Activity is saved, the information will be associated with the Group Activity and each attendee's Service Encounter record.

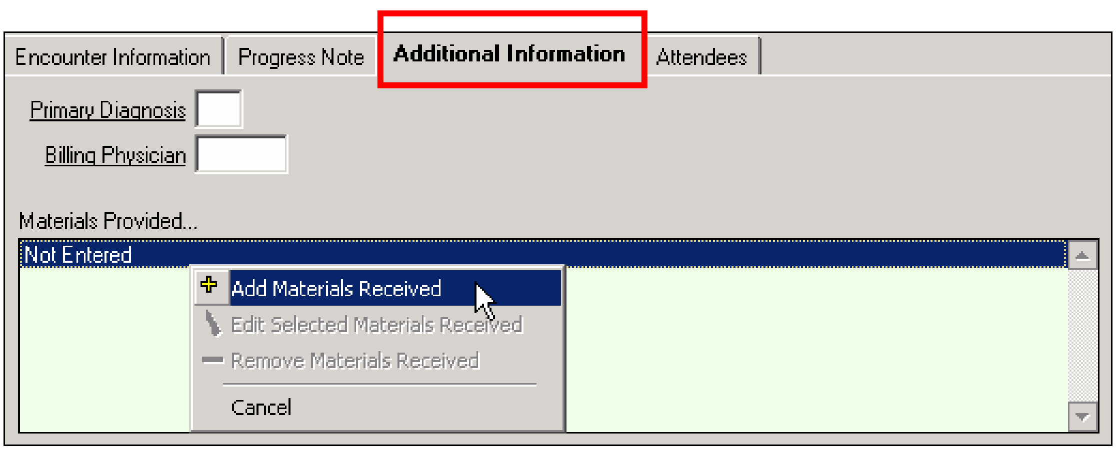


If you are now finished with the Group Activities, click on SAVE.

NOTE: After saving, any changes or additions to the Progress Note will only be seen/associated with the Group Activity (and not seen on the clients' Progress Notes).

Additional Information Tab = *Optional*

If needed, select the Additional Information tab to enter Primary Diagnosis, Billing Physician and Materials Provided.



Right-click mouse to enter Materials Received.

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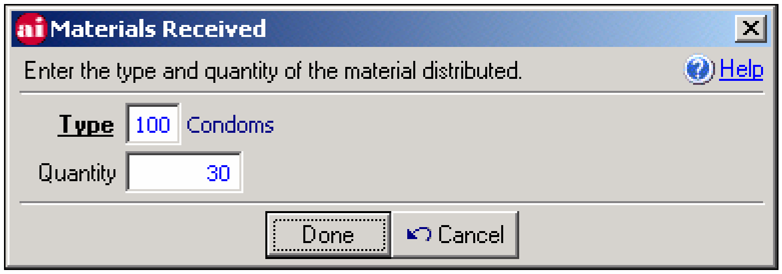


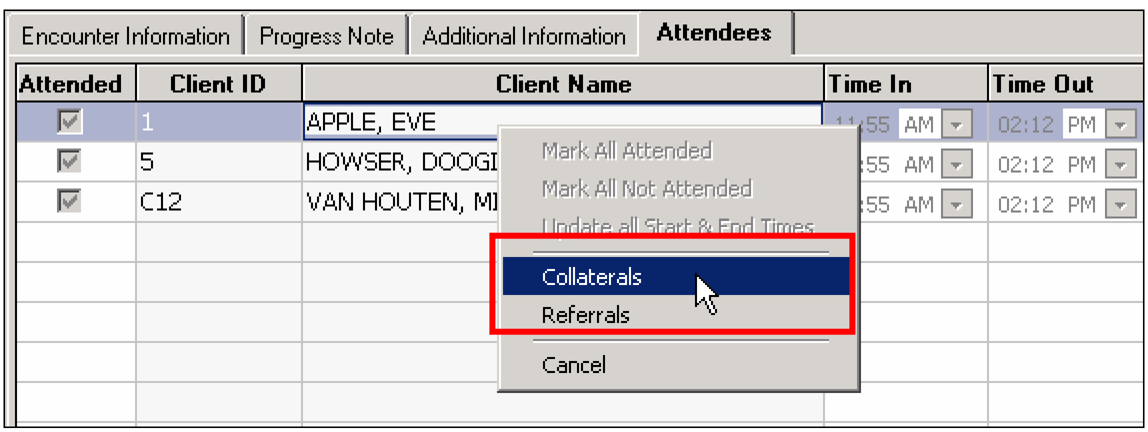
Select DONE to complete the Materials Received entry.

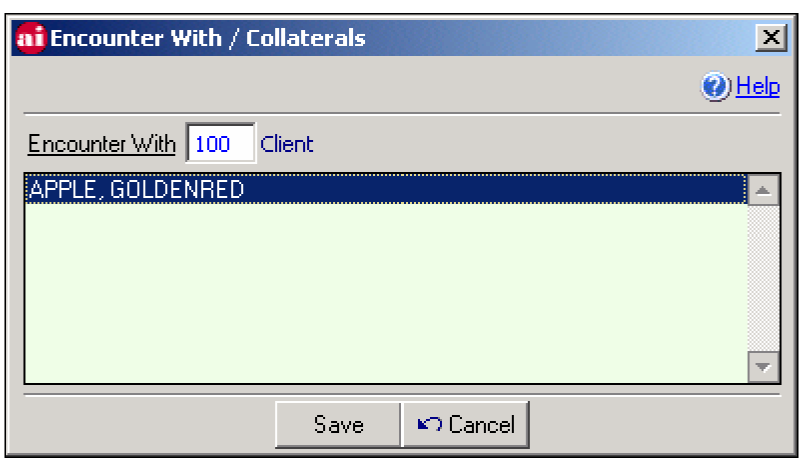
If you are now finished with the Group Activities, click on SAVE.

Attendees Tab: Entering Collaterals Involved and/or Referrals (*Optional*)

COLLATERALS (OPTIONAL)

- Accessible from the Attendees tab only after saving the Group Activity record.
- You may then highlight a specific client, right-click, select the Collaterals option, and enter collateral information.





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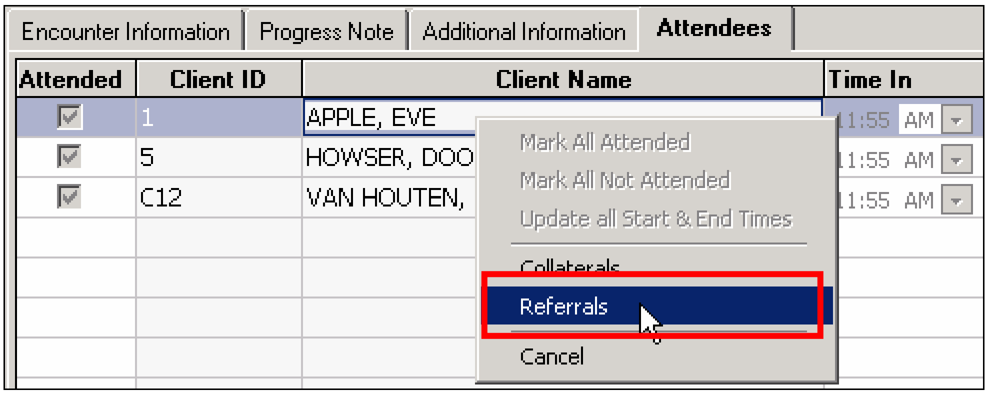
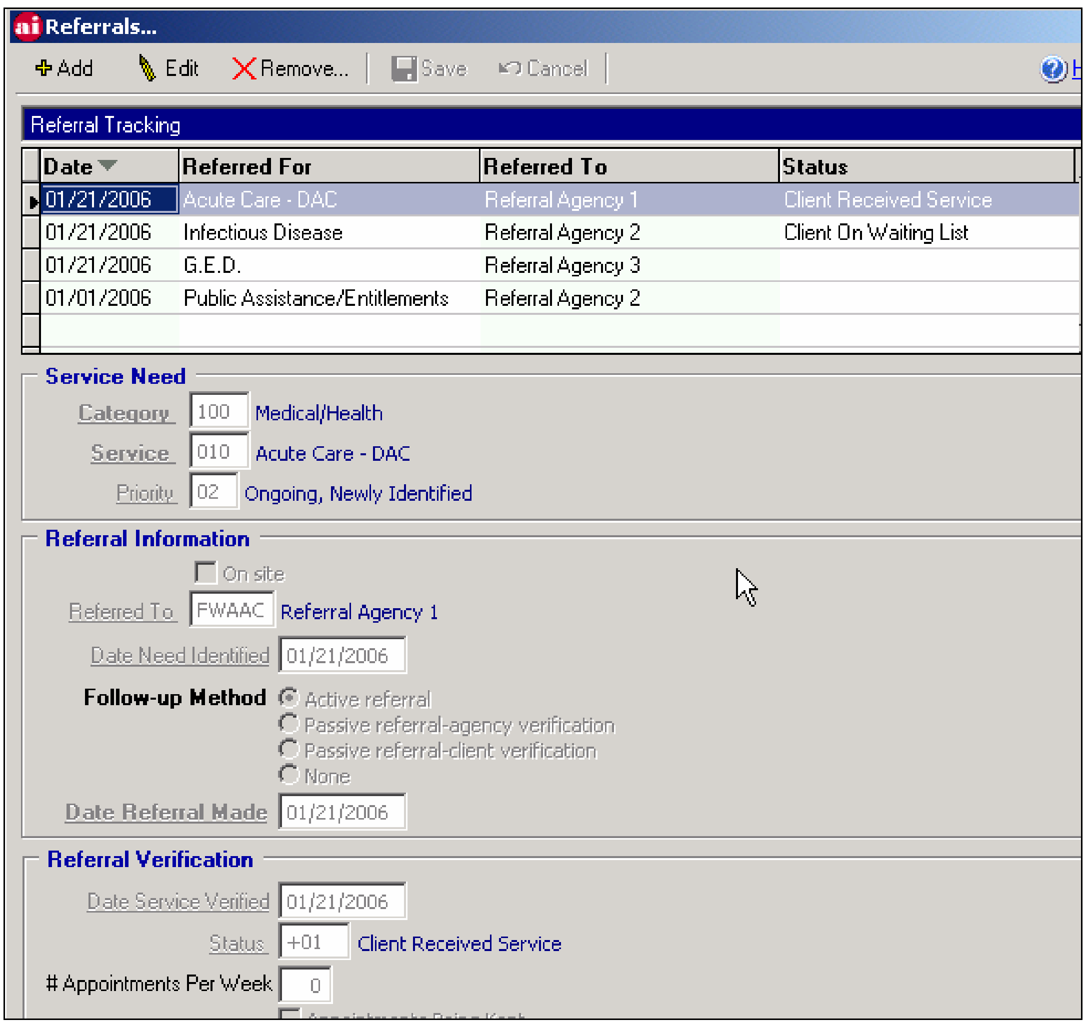
REFERRALS (OPTIONAL):

- Accessible from the Attendees tab only after saving the Group Activity record.
- You may then highlight a specific client, right-click, select the Referrals option, and enter referral information in the Referral tracking screen.





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Fast Track Data Entry

Used for batch adding of individual client encounters and services. It is very important to understand the procedures for using this. We therefore, strongly suggest this not be used without full understanding and/or specific guidance from Defran Systems, Inc.

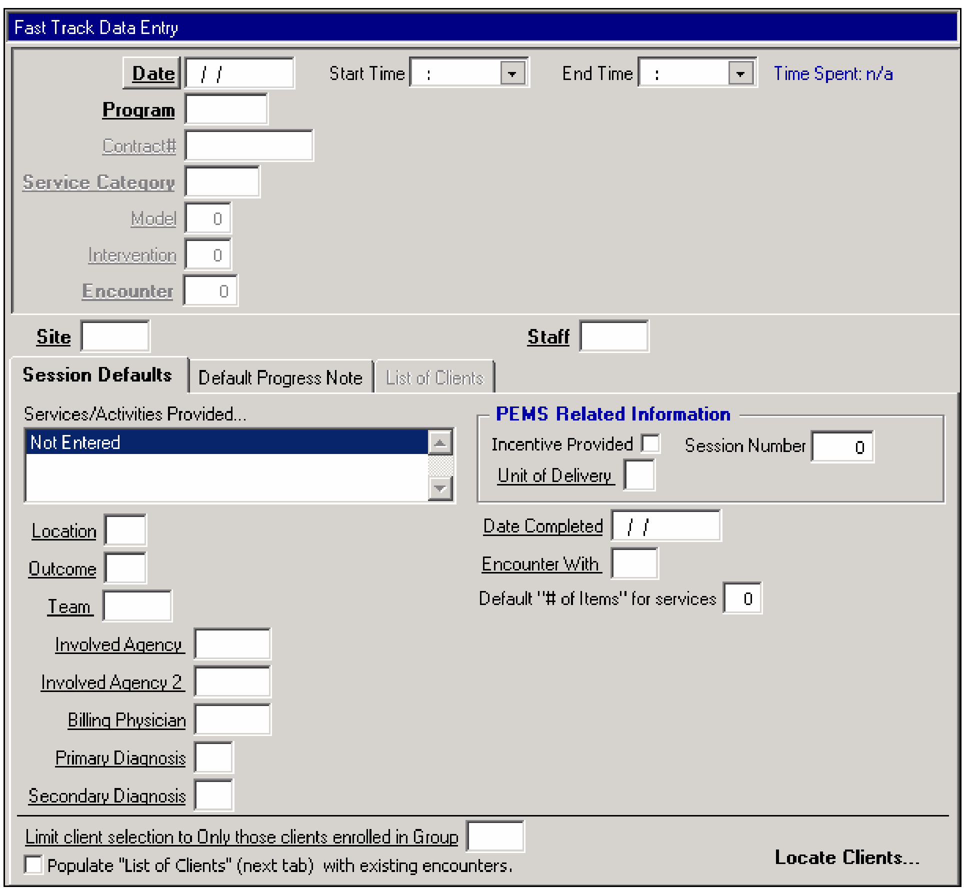
Fast Track Form

- This is an extremely powerful utility allowing batch entry of similar or "like" Encounter/Services for multiple clients.

- This data entry interface is used for a single Program and Encounter Type provided by one Staff person at one Site on a particular Date.

  Fast Track cannot be used for entering Case Management, CTR (Counseling, Testing & Referrals), or Syringe Exchanges.

  To start, enter the information above the tabs.



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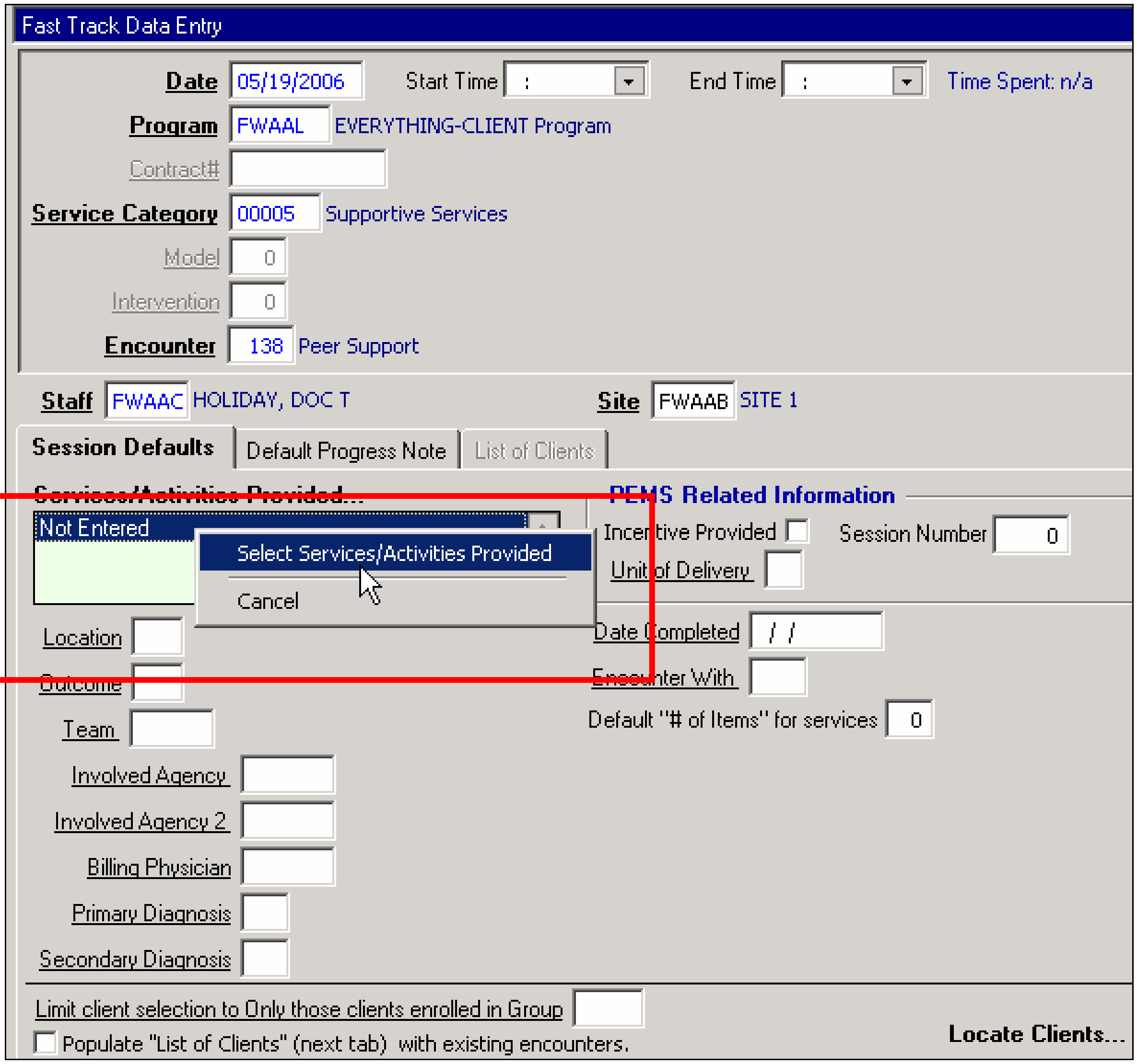
Session Defaults Tab

This contains a variety of information that includes the Services to be entered.

Right-click over the Session/Activities Provided to add Services.



After selecting, the complete list of associated Services is displayed.

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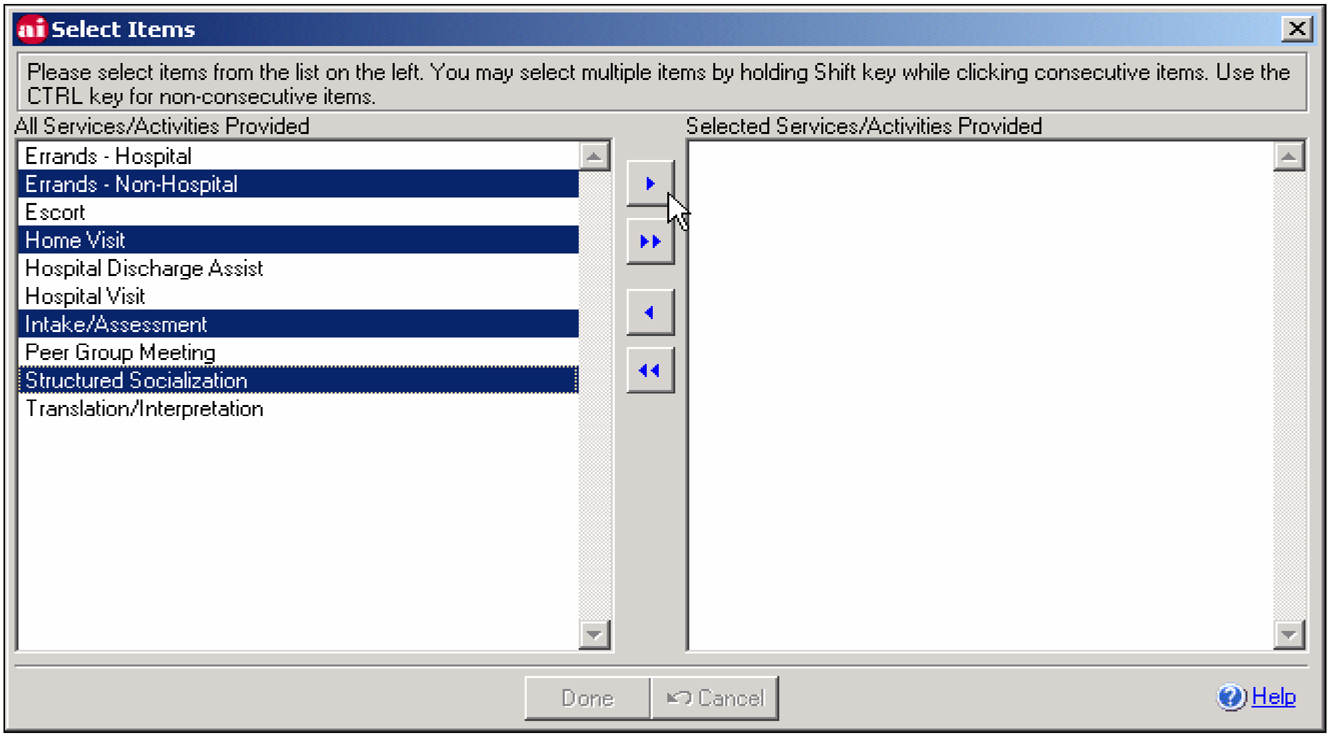
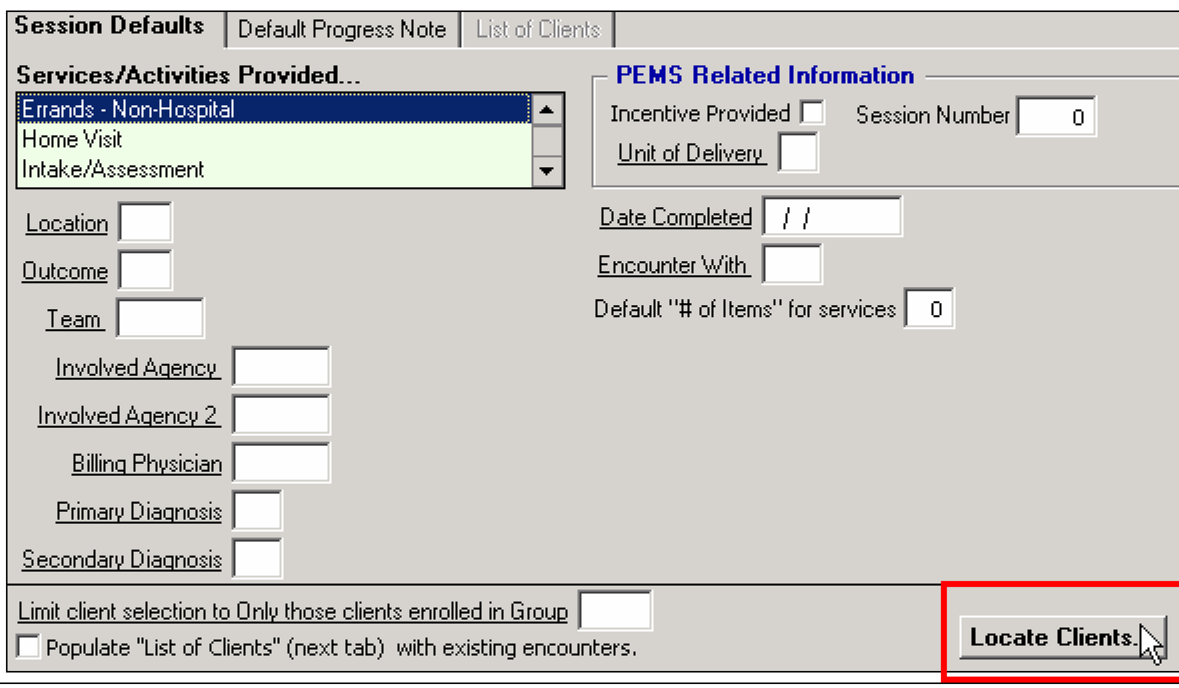


- Select and move the actual Services Provided to the right column.
- Click on DONE when finished.
- After entering appropriate information, click the Locate Clients button. You will be brought to the List of Clients tab so that you may to select clients receiving this Encounter and Service(s).



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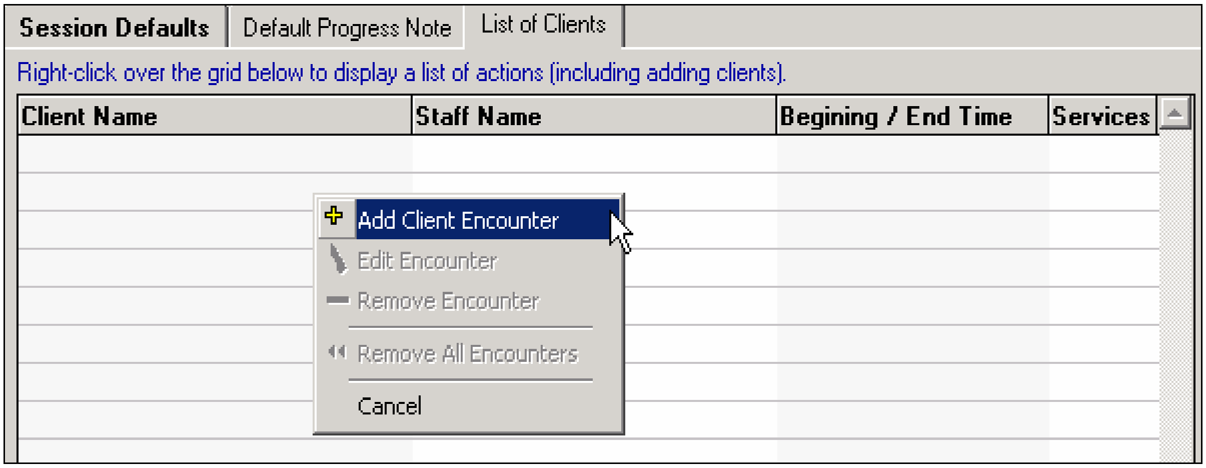
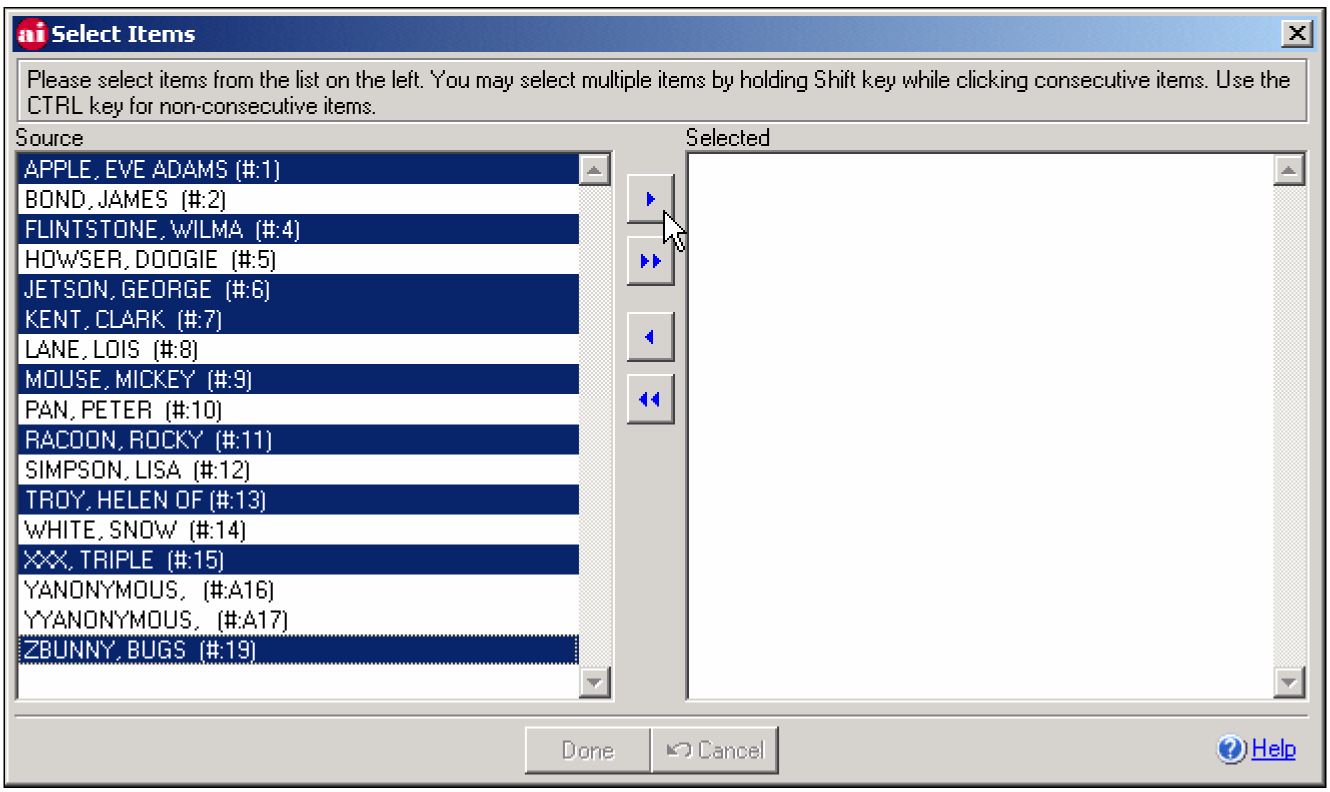
List of Clients Tab

- Right-click mouse over the grid to add clients.





- Select and move the clients who received the Encounter/Services information to the right column.

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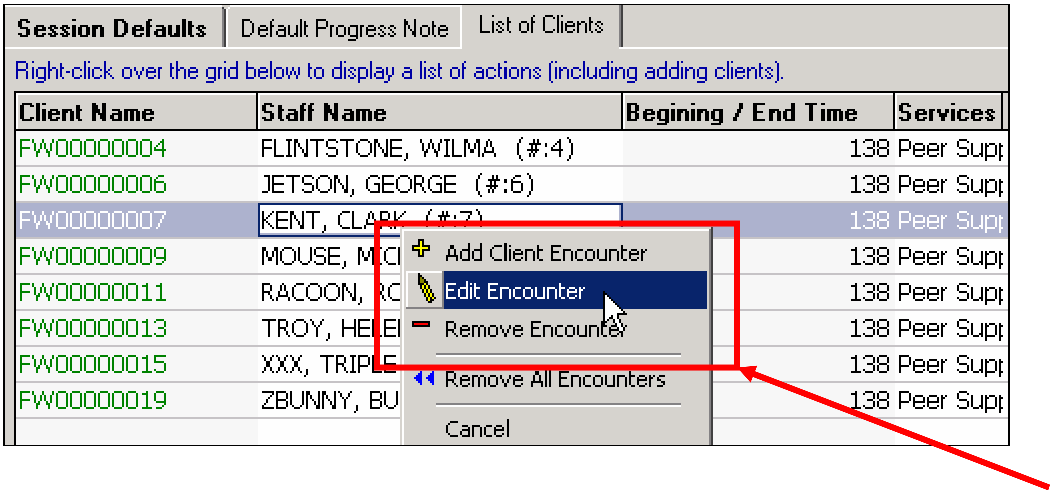
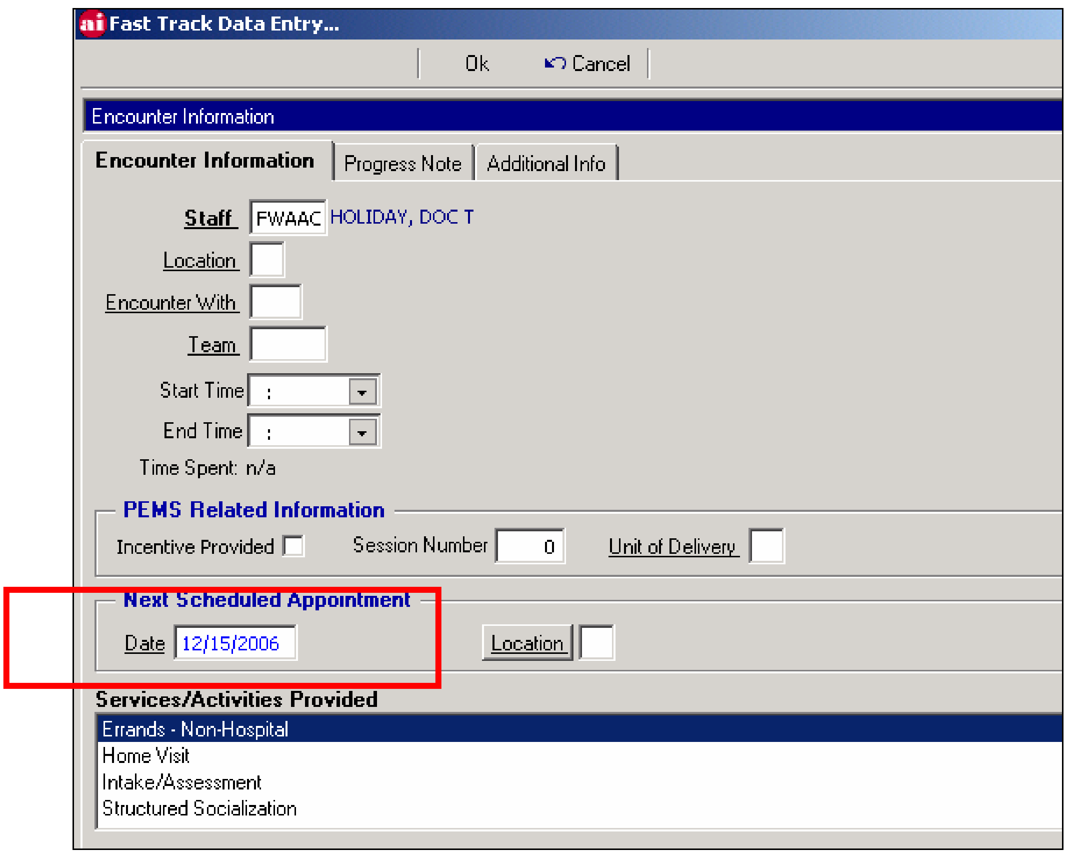


- Optional: You can highlight a specific client and right-click the mouse for a list of actions. In this example, a client's encounter will be edited.

  Note: The user can enter additional fields, Progress Notes, and Additional Information. In the example below, a Next Scheduled Appointment date was added.



- Click on OK to save and return to the List of Clients tab.
- Other client-encounters can be edited, if desired.

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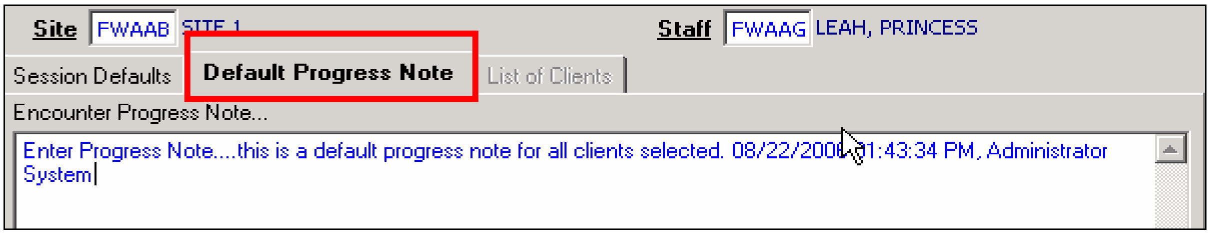
- You can complete the Fast Track Data Entry process by clicking on SAVE or you can add a Progress Note.

Default Progress Note Tab = *Optional*

Information entered under Default Progress Note will be displayed for all clients receiving the Encounter and Service(s).

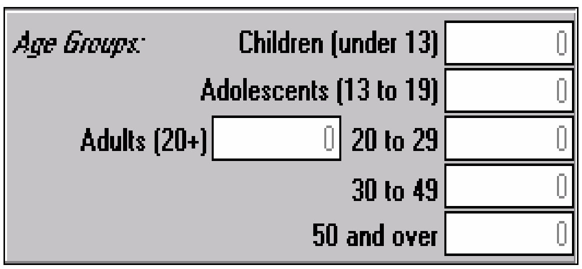


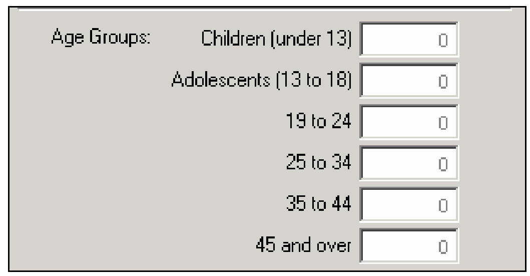
After entering information, click on SAVE to save the encounter to the clients' individual service encounter screens.

Session Encounters

These screens are used for entering Events/Session-based (non-client) data. These usually occur in a group setting, educational setting, as a training, or an outreach event.

- They do not involve Intake clients or create client-based service encounters.
- Although no client names, HIV Statuses, Client IDs, etc. are recorded or assigned, the demographics of the participants receiving the "service" are recorded.
- NOTE: The Age Groups have changed. The Age Groups starting with 13 that were entered in the legacy URS will not display in the current Age Groups. The data, however, has been kept in the table and can be reported.





Age Groups from legacy URS

Age Groups in AIRS

- User Defined Fields Are Available: When the System Administrator at your agency enters questions into the System menu's Define ETO & Prevention UDF Labels screen, the last page of each of the ETO and Prevention Event form will contain the questions. There are up to 14 fields available that allow a response up to 50 characters to be entered.
- Note: "Required" fields will vary and depend on the Service Category being entered.
- Brief descriptions of the Service Categories available in AIRS are as follows:
  - **Education/Training (RW) Event** and **Targeted Outreach (RW) Event** (both formally ETO) has multiple uses. One is to provide information to the community of the types of services your agency provides. This "reaching out", hopefully, will bring clients into the agency. Another possibility could be for educating and training the community, peers, or staff of the issues in relation to HIV+ and/or AIDS.

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- **Prevention Outreach** is a CDC Intervention type. They are “HIV/AIDS educational interventions generally conducted by peer or paraprofessional educators face-to-face with high risk individuals in the clients’ neighborhoods or other areas of where clients’ typically congregate. Outreach usually includes distribution of condoms, bleach, sexual responsibility kits, and educational materials. Includes peer opinion leader models.”

- **Prevention Training** is not an official CDC intervention type. It was decided, however, to make this event-based training available to allow recording training for non-client or non-registered groups, including peers. Note: From CDC’s perspective, most training is understood to occur in Group Level Interventions with known clients.

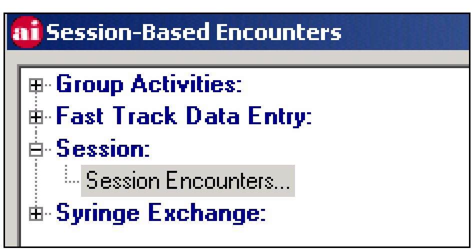
- **HCPI Education**, in actuality, is the Presentation/Lectures part of the CDC Intervention type, HCPI (Health Communications/Public Information). Presentation/Lectures are “information-only activities conducted in group settings”. They are often called “one-shot” education interventions.

- **HCPI** (Health Communications/Public Information) covers the “delivery of planned HIV/AIDS prevention messages through one or more channels to target audiences to build general support for safe behavior, support personal risk-reduction efforts, and/or inform persons at risk for infection how to obtain specific services.” ‘Channels’ include Electronic Media, Print Media, Hotlines, and Clearinghouses (interactive electronic outreach using telephones, mail, and internet). For the AIRS, it does not include Presentation/Lectures that are entered in the HCPI-Education screens.

- **Community Level Interventions** are funded with CDC Announcement 99004 funds that are not covered by the other types of interventions. This includes Community-Level Interventions (CLI). Community-Level Interventions “seek to improve the risk conditions and behaviors in a community through a focus on the community as a whole, rather than by intervening with individuals or small groups. This is often done by attempting to alter social norms, policies, or characteristics of the environment. Examples of CLI include community mobilizations, social marketing campaigns, community-wide events, policy interventions, and structural interventions.”

Session Encounters: Find Existing or Create New

- Select Session Encounters



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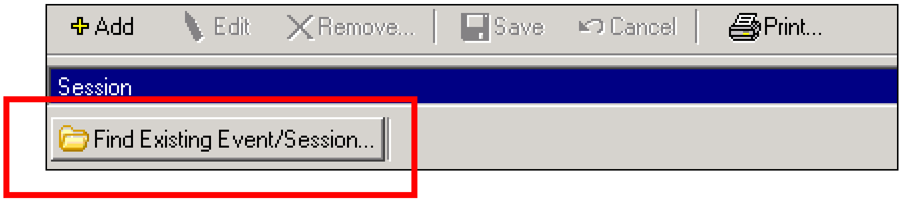
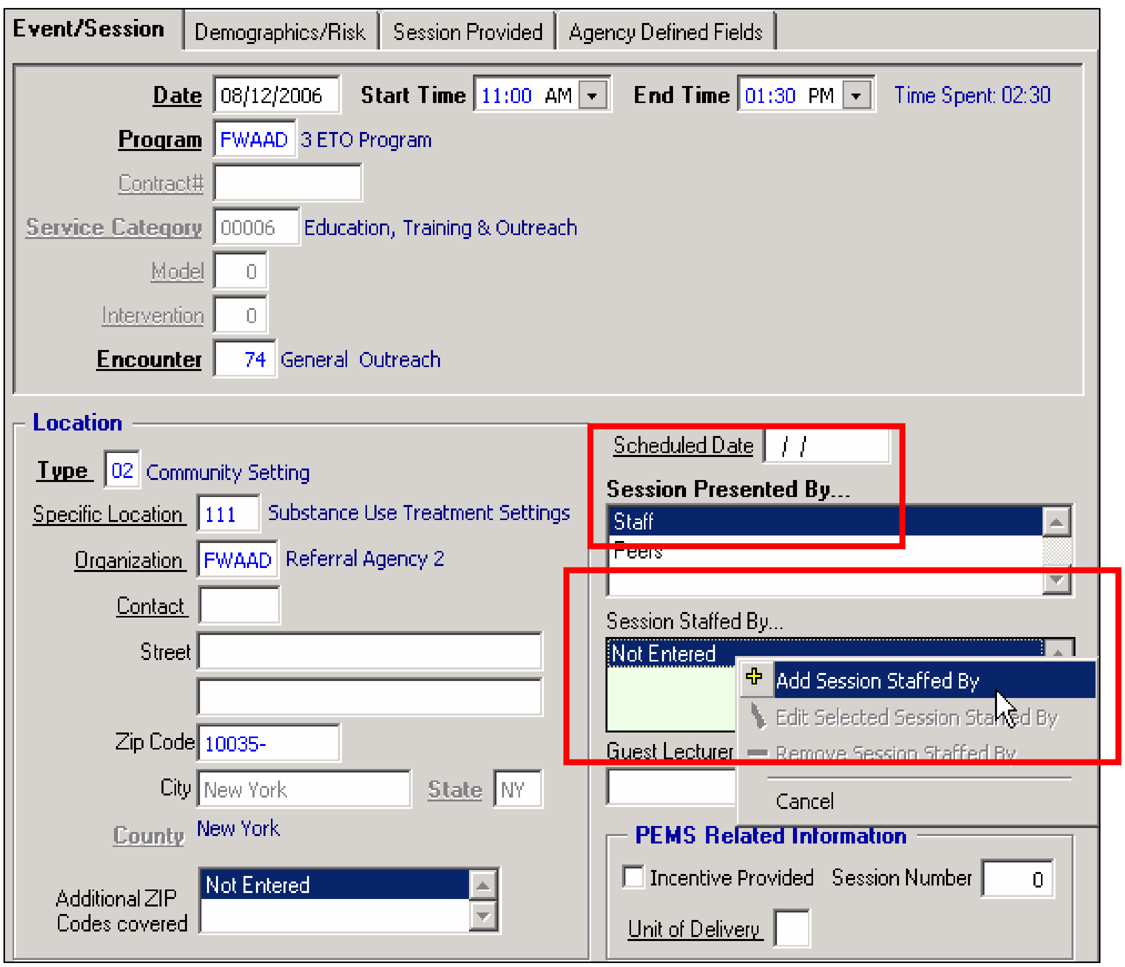
Event/Session Tab

- To find existing information, select Find Existing Event/Session button and select the event.



- Select ADD to enter new Event/Session information.
- Enter the appropriate information. Fields that are bold and black are required fields.
- Note: Session Presented By and Session Staffed By are required. Right-click the mouse under Session Presented By and under Session Staffed By to select information.



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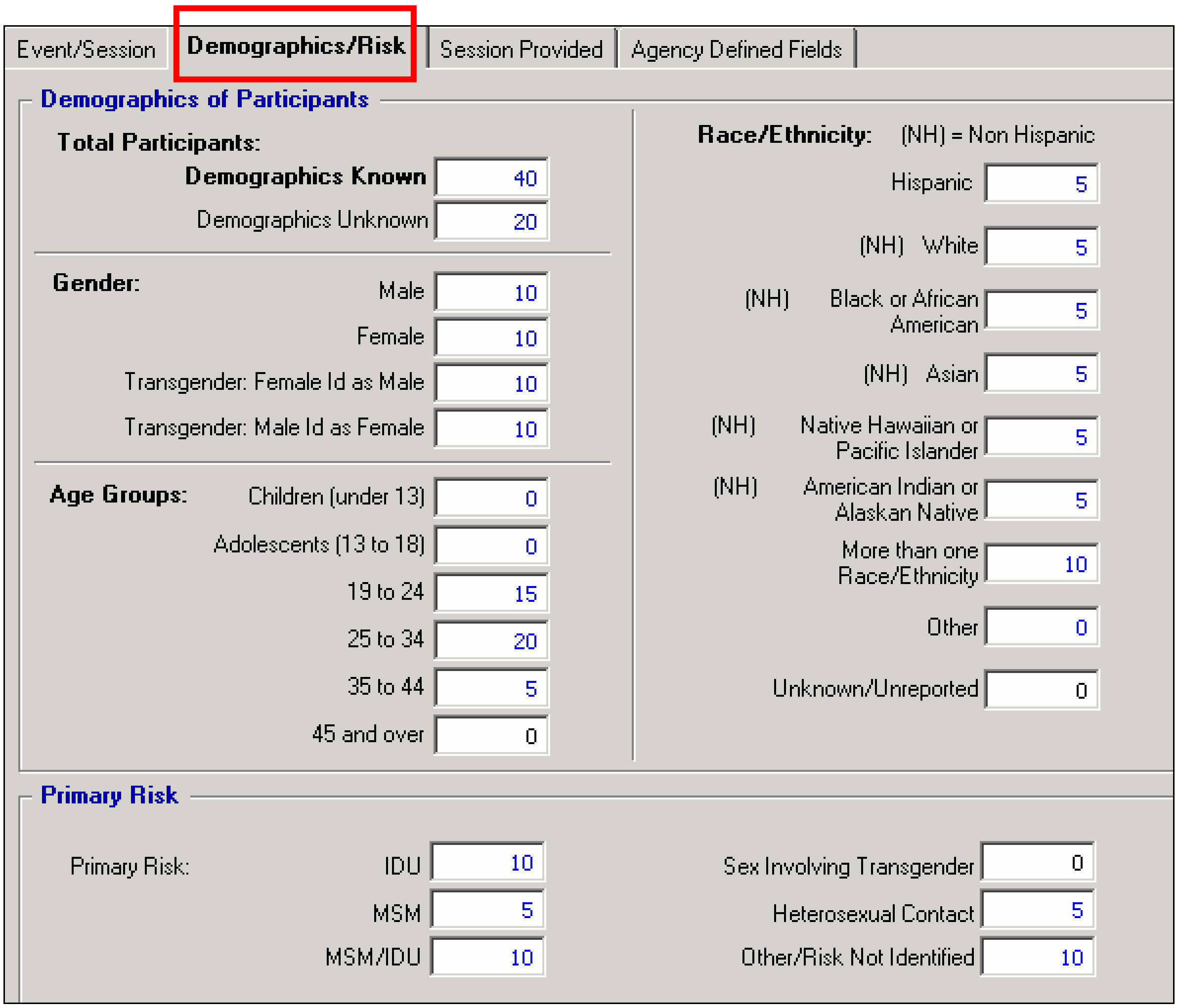
Demographics/Risk Tab

- Enter demographic information in this form.
- If you enter a number for Demographics Known, each subsequent section (Gender, Age Groups, and Race/Ethnicity) must total the number entered. In the example below, Demographics Known = 40. Therefore, each section totals 40.
- NOTE: As mentioned before, the Age Group categories have changed in AIRS from legacy URS. They new ranges are 13-18, 19-24, 25-34, 35-44, and 45 and over.
- The Primary Risk section is new and optional. If data is entered, the total must equal to the Demographics Known.



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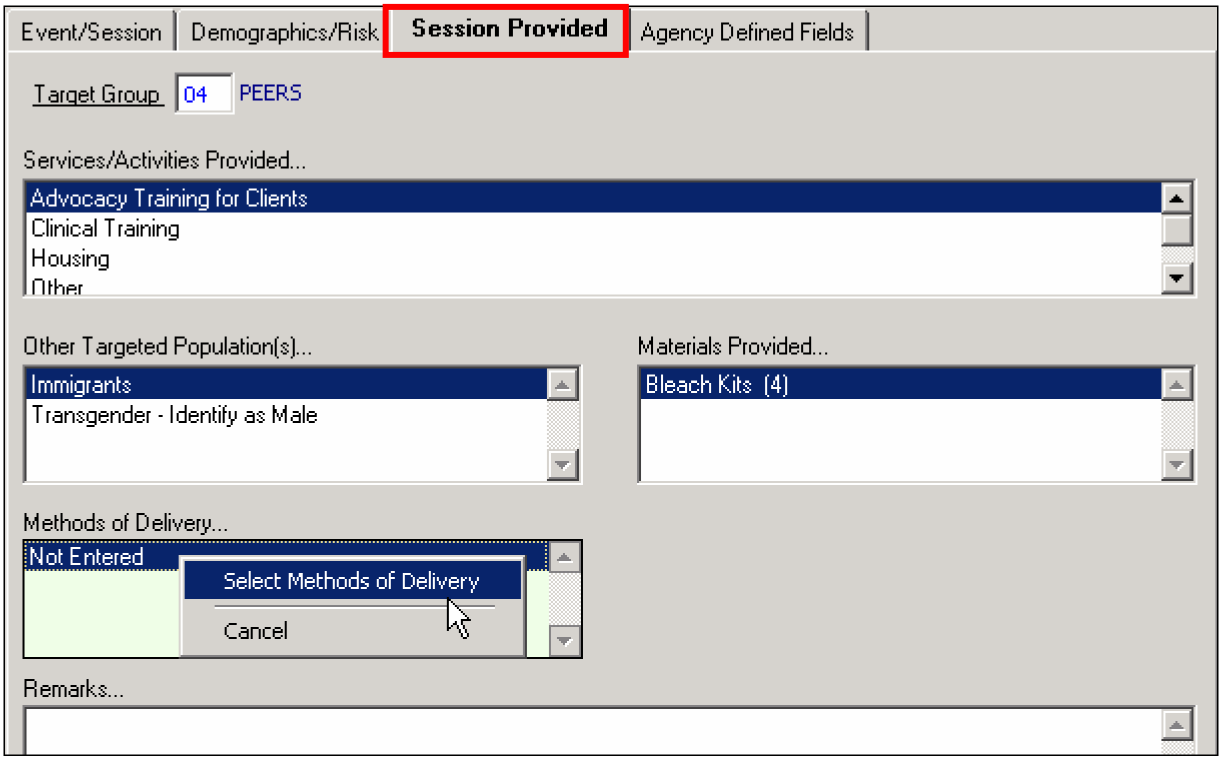
Sessions Provided Tab

- Right-click mouse to select Services, Other Targeted Populations, Materials Provided and Methods of Delivery.



- The following page shows an example of selecting Methods of Delivery.

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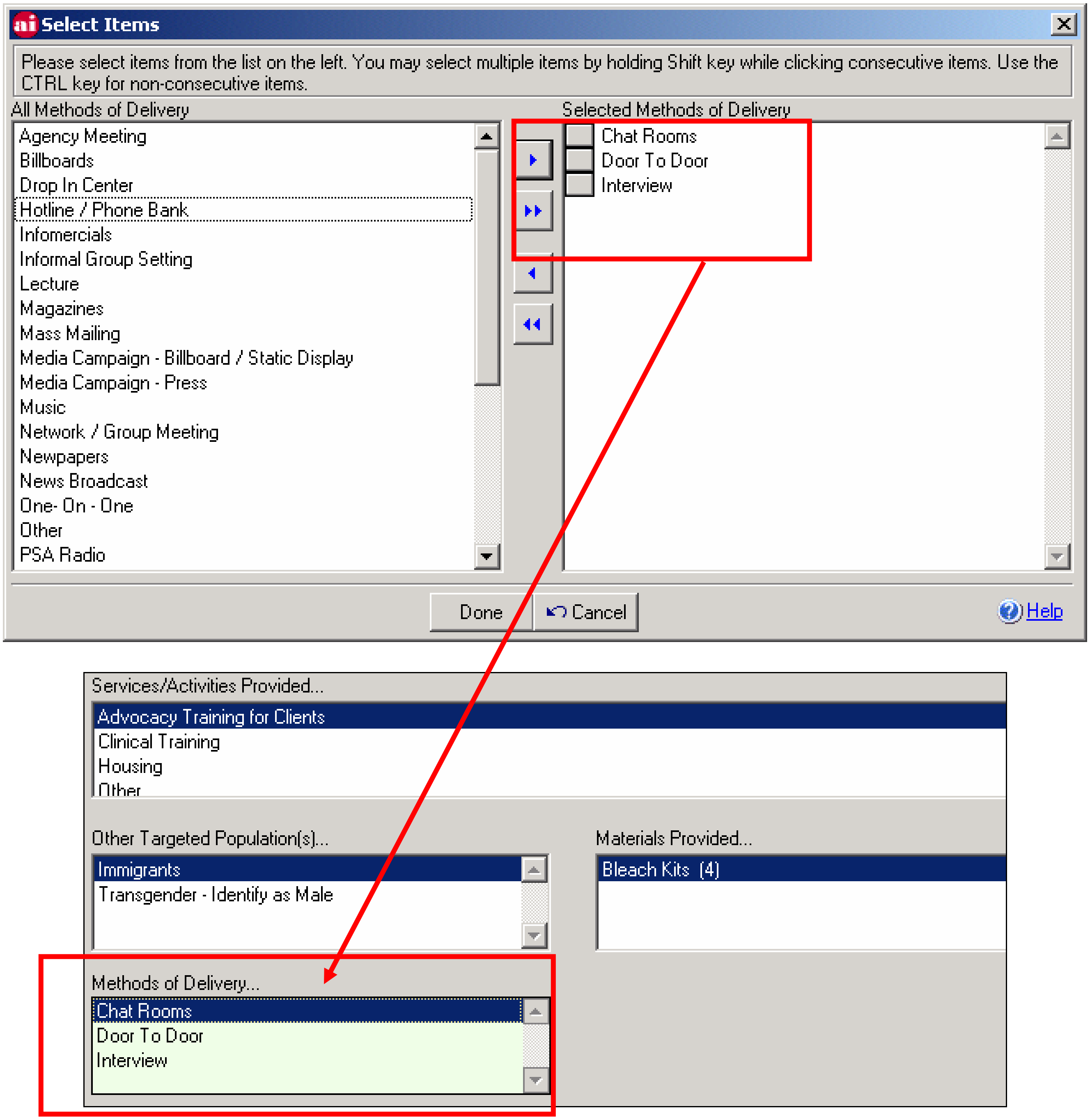

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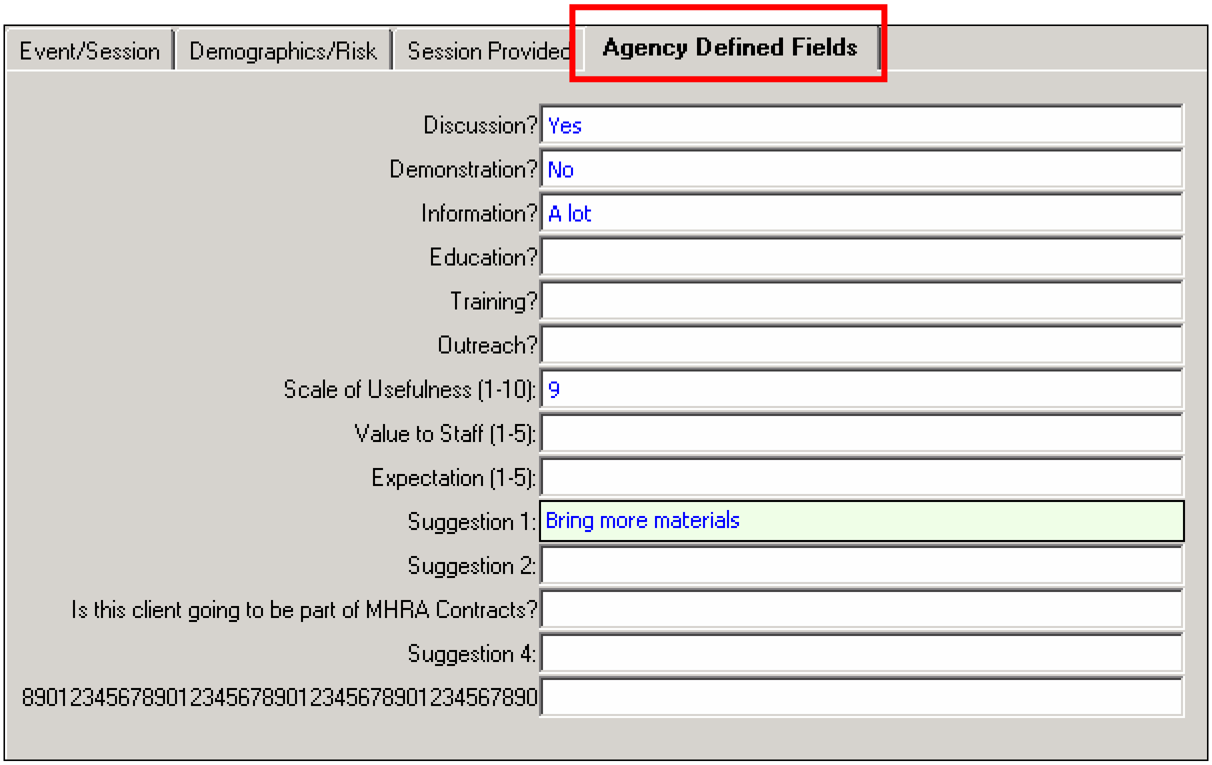
Agency Defined Fields Tab

- These fields are created by the AIRS System Administrator. The System Administrator can create up to 14 user defined fields that are only available in your Agency's AIRS.



- After entering all appropriate and required information, select SAVE to save the record.

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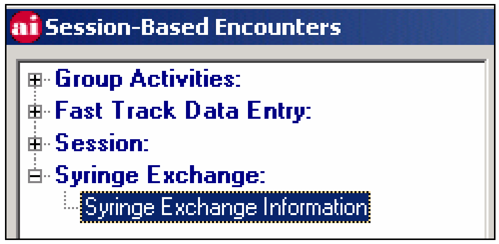
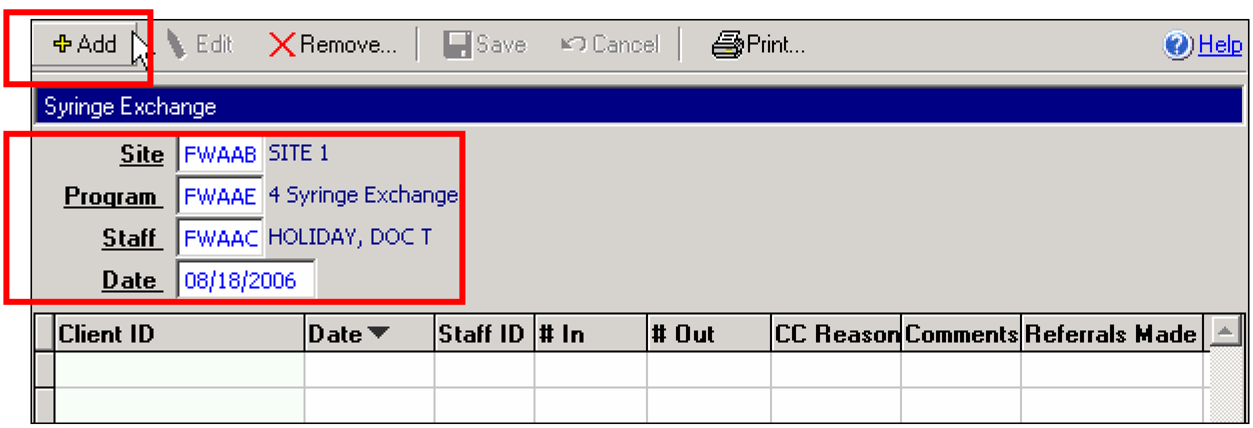
Syringe Exchange



Syringe Exchange Information

This unique screen interface allows entry and display of the Syringe Exchange Service Category transactions from clients by Site, Program, Staff, and Date.

- Enter required fields (Site, Program, Staff, and Date).
- Once the required fields are entered, exchanges entered at the Site for the Program provided by the Staff on the Date entered will display.



- Select ADD to enter Client ID and Syringe Exchange information.
- Enter the number of syringes brought in and taken out (# In and # Out).

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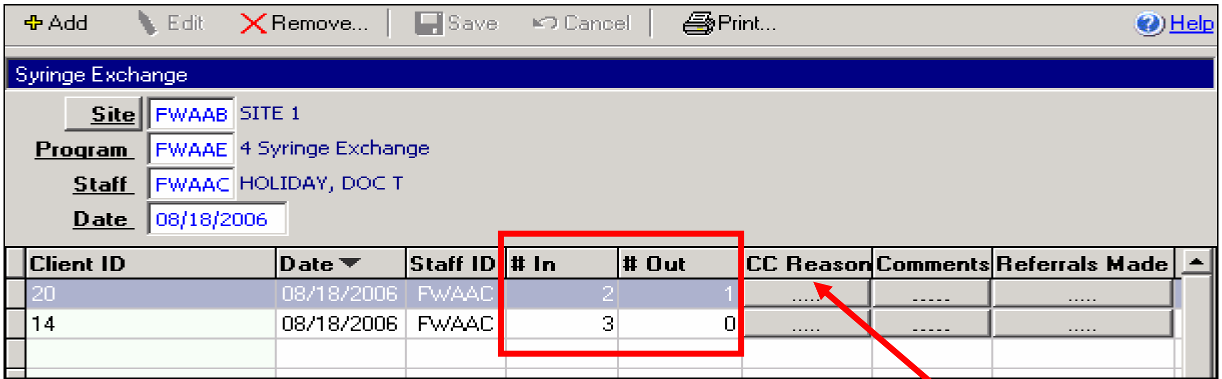
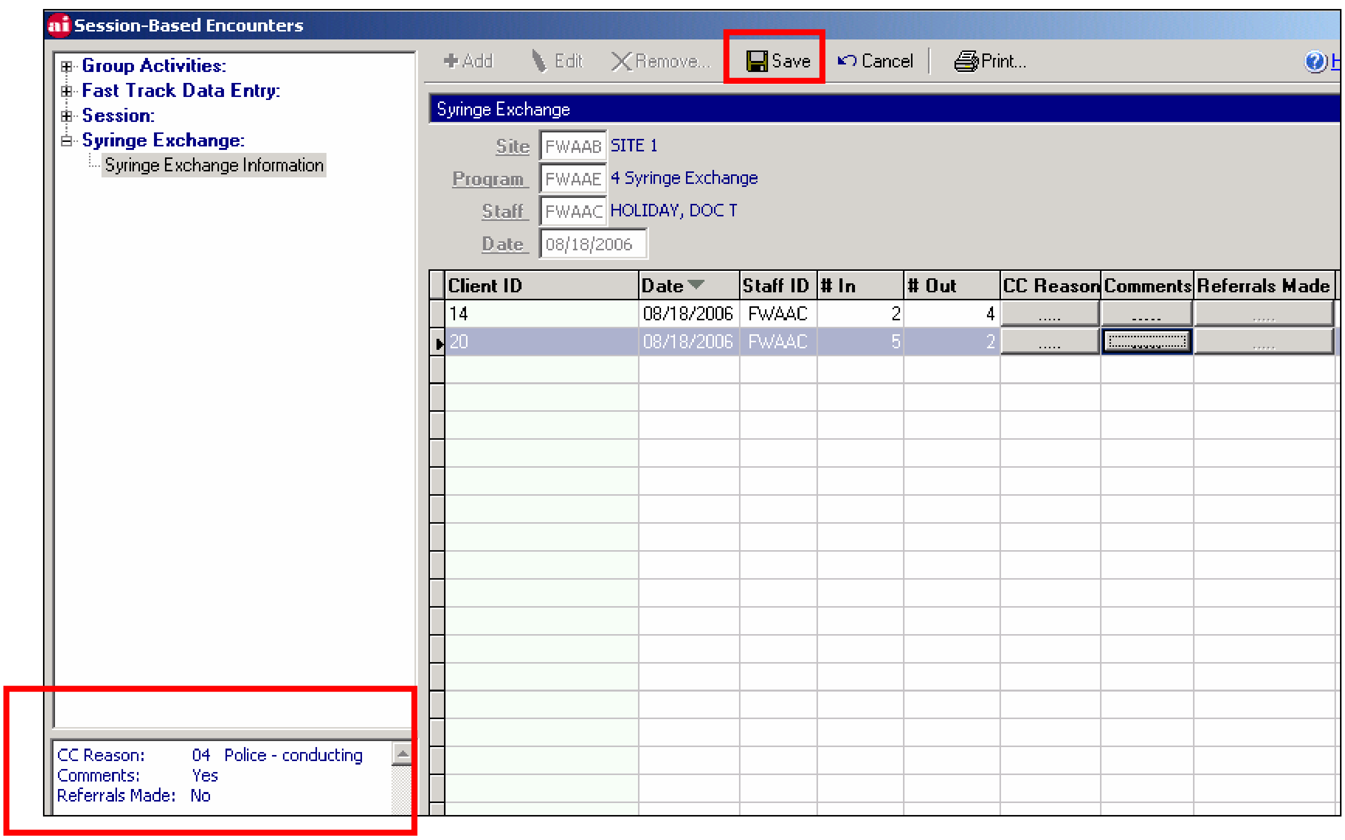
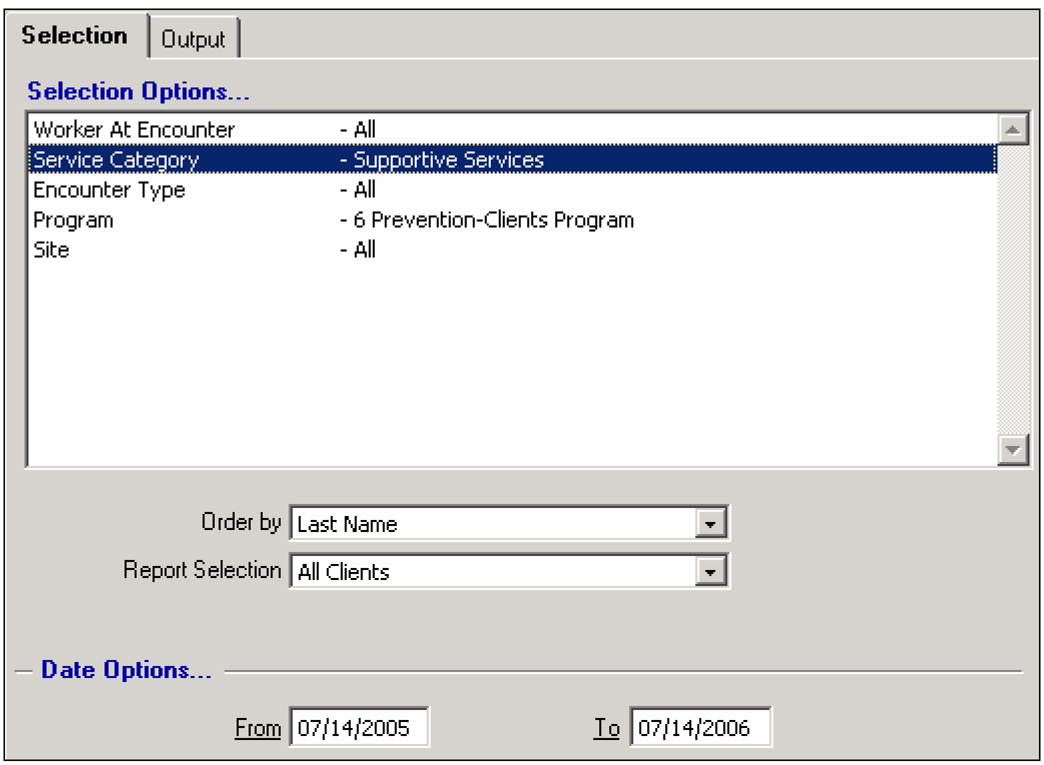


- *Optional:* Click on CC Reason button to select the Contingency Contracting Reason.
- *Optional*: Click on the Comments button to add notes to the record
- *Optional*: Click on the Referrals Made button to make a referral for the client.
- Click on SAVE to save the record. The entered information will be shown in the display window on the bottom left corner of the screen.



Reports in AIRS

- Reports are generated from the REPORTING Module.
- FYI: Each entry screen in AIRS contains a PRINT button.
- Many of the reports allow the user to selectively narrow the reporting population by narrowing the search/query criteria. To narrow the criteria of the report, right-click on the Selection Options and select a specific item. For example, instead of printing the requested information from All Programs, the user could select only one Program. In some instances, the user can further narrow this to one Service Category and so on. See the form below.
- In addition to Selection Options, forms may also contain choices for Order By, Report Selection, and Date Options. See the form below.
    - Order By is a choice the user may find available to change how the report will be sorted/ordered.
    - Report Selection is a broader/global choice in filtering the requested data that may be available.
    - Date Options – The user can identify the Start Date and End Date (in most reports).



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List of Reports in AIRS

CLIENT INFO

Client Profile
Client Listings by Intake Date Range
- *All Clients*
- *Clients Active in Agency*
- *Clients Active with Unknown HIV Status*
- *Clients Active Without HIV Status*
- *Clients With Incomplete Intake*
- *Clients without Medicaid Numbers*
- *Closed Clients*

Client Listings by Program
Client Listings by Group
Clients Closed in Agency
Client Listing by Primary Insurance Type
Clients Served by Program
- *Clients Served In Each Program*
- *Detailed Client List By Program*

Patient Flow Sheet
Duplicate Clients

ACTIVITIES AND SERVICES

Activities and Services Report
- *Activities and Services*
- *Activities and Services - By Site*
- *Activities and Services - Summary Totals*

Collaterals Associated with Services
Scheduled Activities
Progress Notes Report
Services Summary Report by Program
Problems Identified Report by Program
Pre-Test Counseling Report
Weekly Billable Units Report
- *Fractional Units (original)*
- *Whole Number Units (new)*

Billable Units by Date Range Report
Outcome Indicators Report
Active Clients Without Encounters
AIRS Encounters and Services Listing
PEMS Planning Data Report

AGENCY

Staff Listing
Services Summary Report by Worker
Referral Library List
Security Rights Report
Agency Setup Report

GROUP ACTIVITIES

Group Attendance

AGENCY REFERRALS

Client/Agency Referral

SYRINGE EXCHANGE

Syringe Exchange By Participant Report
Syringe Exchange ID Number Report
Syringe Exchange Cross Tab Reports
- *Syringe Clients by Age, Ethnicity, Gender - All*
- *Syringe Clients by Age, Ethnicity, Gender - New*
- *Syringe Encounters by Age, Ethnicity, Gender - All*
- *Syringes Exchanged by Age, Ethnicity, & Gender*

Syringe Exchange by Client ID Report

AGGREGATE REPORTS

AIDS Institute Aggregate Reports
- *Age by Sex by Ethnicity/Race – Active Clients*
- *Age by Sex by Ethnicity/Race – New Clients*
- *Encounters by Cont, Service Type–Total + Anon.*
- *Encounters by Service Type – Total + Anonymous*
- *List Clients in Main Aggregate (DO NOT SEND)*
- *Main Aggregate Report - Active Clients*
- *Main Aggregate Report - New Clients*
- *Revenue Detail Report*
- *Revenue Summary Report*
- *Summary of Referrals*

Service Category Aggregate Reports
- *Age by Sex by Ethnicity/Race*
- *Client Demographics*
- *Client Demographics (Condensed)*
- *Encounters by Service Category*
- *Encounters by Service Category (Condensed)*

MHRA REPORTS

Agency Monthly Program Narrative
Print MHRA Reports
- *01. Summary of Services Provided*
- *02. Follow-Up Activities Report*
- *03. Summary of Referrals Into Program*
- *04. Summary of Referrals by Agency*
- *05. Summary of Client Enrollment and Statuses*
- *06. Summary of Special Populations*
- *07. Demographics of New Clients by Age/Race*
- *08. Summary of New/Total Clients by Zip Code*
- *09. Anonymous Services & Client Demographics*
- *10. Summary of Education, Training, & Outreach*

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PREVENTION REPORTS

NYC Prevention Reports

Summary of Services Provided
Summary of Anonymous Services Provided
Summary of Client Enrollment and Caseload

SESSION ENCOUNTERS REPORTS

Session Encounters Detail Report
Session Encounters Summary Report
Session Encounters Data Reports

Demographics by Program and Category
Methods of Delivery by Program and Category
Services by Presenter and Program
SESSION AND PARTICIPANT COUNTS BY PROGRAM

ETO REPORTS (LEGACY)

ETO Detail Report
ETO Summary Report
ETO Data Reports

Demographics by Program and Category
Methods of Delivery by Program and Category
Services by Presenter and Program
SESSION AND PARTICIPANT COUNTS BY PROGRAM

OUTREACH REPORTS (LEGACY)

Outreach Detail Report
Outreach Summary Report
Outreach Data Reports

Demographics by Program and Category
Methods of Delivery by Program & Category
Session Type by Presenter and Program
Session and Participant Counts by Program

TRAINING REPORTS (LEGACY)

Training Detail Report
Training Summary Report
Training Data Reports

Demographics by Program and Category
Session Type by Presenter and Program
Session and Participant Counts by Program

HCPI EDUCATION REPORTS (LEGACY)

HCPI Detail Report
HCPI Summary Report
HCPI Data Reports

Demographics by Program and Category
Methods of Delivery by Program & Category
Session Type by Presenter and Program
Session and Participant Counts by Program

HCPI REPORTS (LEGACY)

Outreach (Prevention) Detail Report
Outreach (Prevention) Summary Report
Outreach (Prevention) Data Reports

Methods of Delivery by Program & Category
Session and Participant Counts by Program

OTHER INTERVENTIONS REPORTS (LEGACY)

Outreach (Prevention) Detail Report
Outreach (Prevention) Summary Report
Outreach (Prevention) Data Reports

Session Type by Presenter and Program
Session and Participant Counts by Program

LEGAL SERVICES REPORTS

Client Summary Report
Client Demographics Report
Client's County of Residence Report
Case Summary Report
Case Outcome Report

HUD REPORTS

HUD 40118 Report

MAI REPORT

MAI Plan and Annual Report

HIVQUAL REPORT

HIV Quality of Care Patient Listing Report

MHRA PCSM REPORTS

Clients w/o PCP: Referral Status Review
PCP Status Review Report
Clients NOT on ARV Therapy: Referral Status
ARV Therapy Status Review Report
Clients w/o CD4/Viral Load Tests: Referral Stat
CD4/Viral Load Tests Status Review Report

BILLING REPORTS

Encounters and Service Billing Report

CARE ACT DATA REPORT (CADR)

AIRS DATA EXTRACTS

Populates FoxPro tables & XML files found in AIRS directory for ad-hoc reporting using a report writing sw (Access, Crystal Rpts, etc.).

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Important Information

Software, Policy and Programming Changes that Generate Questions

On the Agency screen

- The Add button is disabled so agencies cannot add more than one record for an agency.

On the Program screen

- The Type field is for future use of reporting "like" AIRS Programs on the same report. Therefore, clicking on the field yields a blank screen unless set up in Table Maintenance.
- The Requires Enrollment field will require agency staff to “register” or create a Program Enrollment for each client that receives services in that AIRS Program. This can be easily done in the Program Enrollment screen. A client’s encounter record can only be saved with a AIRS Program entry. If the client is not enrolled, the desired AIRS Program will not be displayed. The user, therefore, will not be able to save the record until the client is enrolled in the AIRS Program.
- Selecting the Service Categories in the Service Categories Program Operates section for each AIRS Program links to the encounter/service screen.

On the HIV History screen

- Diagnoses and Lab Tests are “view only” fields. To add, edit, or delete, go to the Diagnoses Information or Laboratory & Psychological Test Information screen.

On the Program Enrollment Screen

- When you receive a message that states “Periods of Enrollment Can’t Overlap,” it means that you are attempting to create a duplicate enrollment for the client into the same AIRS Program. Time periods may overlap for different AIRS Programs but not within the same AIRS Program.

On the Case Management Intake screen

- At the request of providers, emergency contacts are not listed with personal contacts on the case management intake screen. You can look up emergency contacts through the List function on the collateral information screen.
- To make/change worker assignments (case manager) and other staff assignments, go to the Program Enrollment and Worker Assignment screens.

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Problems

In general, the Visual FoxPro platform is fairly stable. When the user encounters an error, the user will be forced to exit the system.

- Most errors will provide a message and allow the user to gracefully exit.
- Problems are logged in the Error Log.
- If there is a problem exiting the system, have the user "End Task" using Windows Task Manager accessed by Alt-Ctrl-Del.
- The user should log back into the system and determine if the any information from the last screen accessed was actually saved. If not, re-enter. If so, edit and complete the entry or delete and re-enter.
- Note: Although many problems can be fixed, problems with Visual FoxPro, Microsoft Windows and computer memory conflicts can arise at any time.

Troubleshooting

- It is very important that you index the table by running the Table Reindex application on a regular basis. This can only be run when all users have completely exited the AIRS. We recommend reindexing regularly and at least once a week.
- If there is a severe problem caused by table corruption, Defran will instruct you to select the table and run the Table Repair application.

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