



Basic Training Guide



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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, Reporting, and Export capabilities.
- Written in Visual FoxPro (VFP) Version 9.0
- Contains over 300 inter-related tables

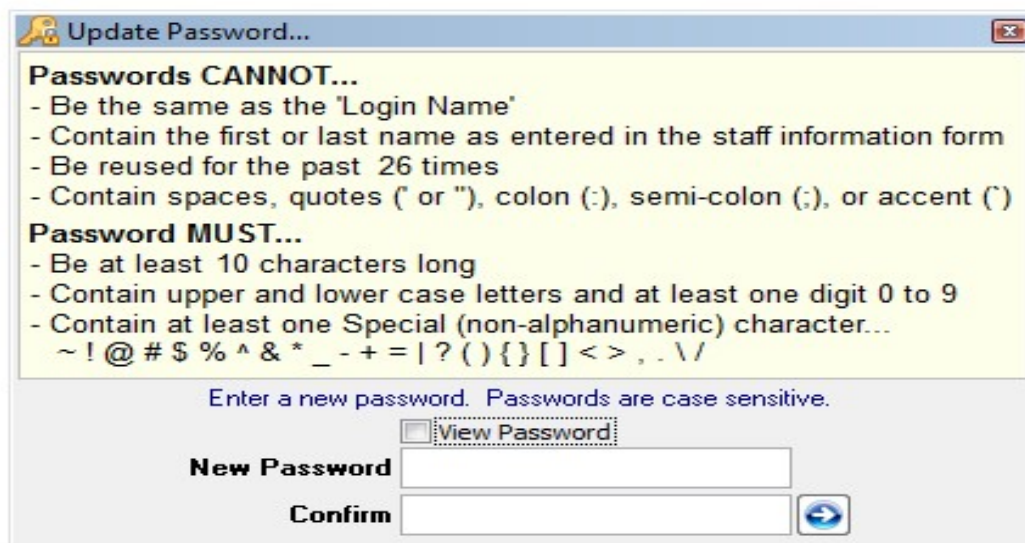
Prior to Starting AIRS

- 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.

Note: In Windows 7 Environments and higher you must Right-Click on *setup.exe* and choose the option “Run as Administrator” to install. Additionally, you must be logged onto the workstation as an Administrator.

Starting AIRS

- Login/Password combinations are set by the AIRS System Administrator at your agency **NOT** NYS-DOH AIDS Institute or Netsmart Technologies, Inc.
- Every user will have to change their Password the first time they log into the new system.



The screenshot shows a Windows dialog box titled "Update Password...". It contains the following text:

Passwords CANNOT...

- Be the same as the "Login Name"
- Contain the first or last name as entered in the staff information form
- Be reused for the past 26 times
- Contain spaces, quotes (' or "), colon (:), semi-colon (;), or accent (')

Password MUST...


- Be at least 10 characters long
- Contain upper and lower case letters and at least one digit 0 to 9
- Contain at least one Special (non-alphanumeric) character...

~ ! @ # \$ % ^ & * _ - + = | ? () { } [] < > , . \ /

Enter a new password. Passwords are case sensitive.

View Password

New Password

Confirm 

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 Ryan White Data Report, Ryan White Services Report, the AIDS Institute Aggregate Reports, and the PHS 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.

State Funded Programs that receive funding through New York State Dept. of Health.

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.

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, generating Reports, or running Extracts, etc.
- Note: Staff Job Titles are directly linked to Security Schemes.

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

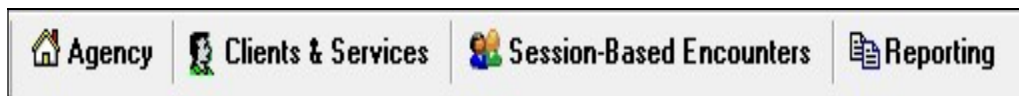
After selecting a client in an AIRS screen, the client information will remain accessible on subsequent screens. To see a different client, open and select another client, which in turn, will be carried to the next menu option/screen.

Client Information

Agency Intake

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

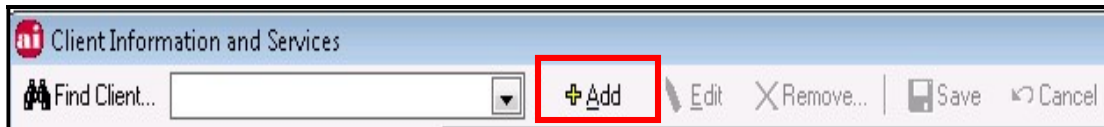
Select the Clients & Services module.



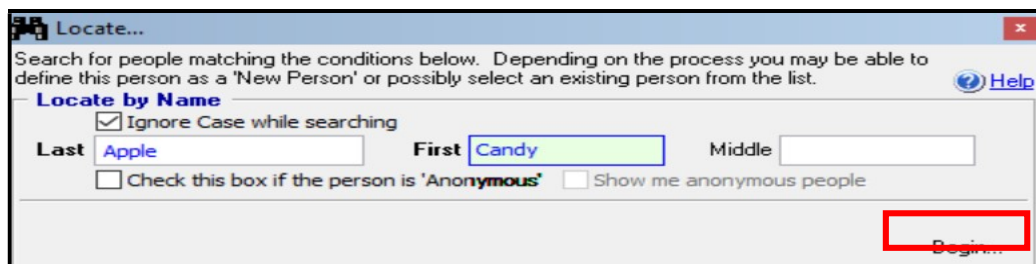
Expand the Intake Information option.



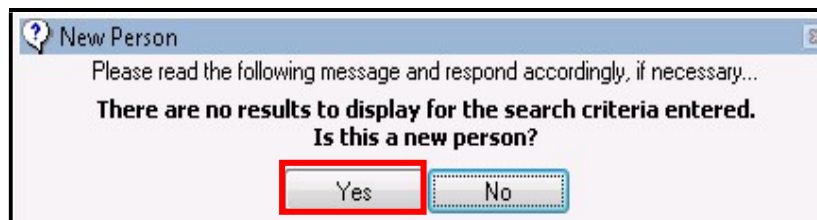
- Select **Agency Intake**.
 - To see existing information for an Existing Client, click on CLIENT.
 - To enter a New Intake, click on ADD.



- 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.

Retrieve Information for...

Client ID# Exact Match on Client ID#

Last Name First Mi DOB

Ignore Case Hide people who are only collaterals

Search For: Everyone Active Clients Only Incomplete Intakes Only

More search options: ...

Search...

Click in the list and start typing to search by... Name ID Number Active Inactive Incomplete Intakes Collateral Only

Name (Last, First)	ID Number	Status
APPLE, CANDY	1	Active

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

Intake and Personal Information

Identification More Details Agency Defined Enrollment Comments

1 – Identification:

General Demographic information

2 – More Details:

Race/Ethnicity, Insurance Information, Referral Source information

3– Agency Defined fields:

Additional data entry fields created and implemented by Agency (not used by all agencies) **Note:** Fields are reported in the AIRS Data Extracts.

4 – 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.

5 – 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.

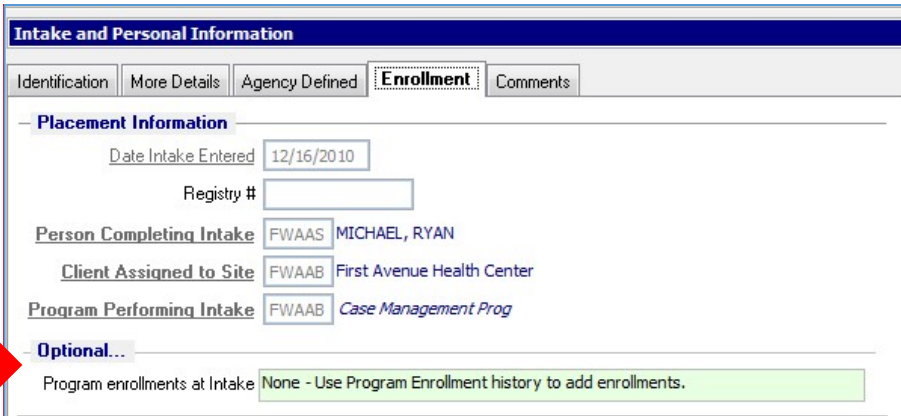
Intake and Personal Information	
Identification	More Details Agency Defined Enrollment Comments
Intake Date	04/04/2010
<input checked="" type="checkbox"/> Incomplete Agency Intake	Client ID
	W562562

- 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.

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.
- 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.)
- Program Enrollments at Intake (Optional) - This feature allows for the creation of one or more program enrollments at the time of intake.



Intake and Personal Information

Identification | More Details | Agency Defined | **Enrollment** | Comments

– **Placement Information**

Date Intake Entered: 12/16/2010

Registry #:

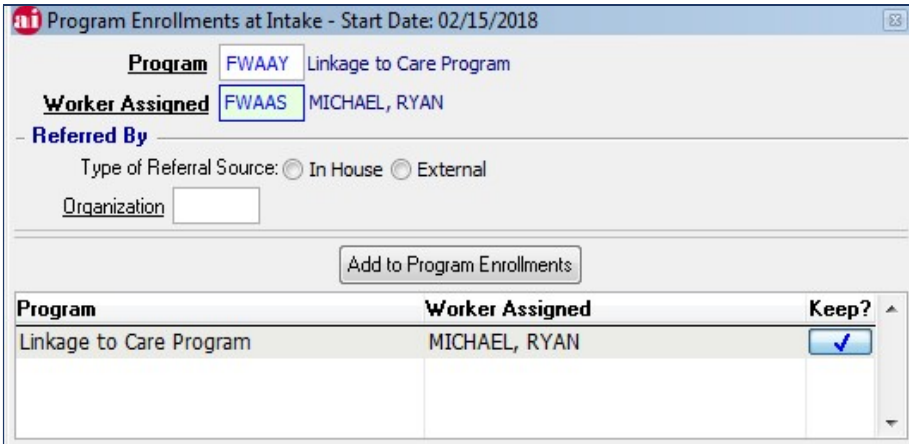
Person Completing Intake: FWAAS MICHAEL, RYAN

Client Assigned to Site: FWAAB First Avenue Health Center

Program Performing Intake: FWAAB Case Management Prog

Optional...

Program enrollments at Intake: None - Use Program Enrollment history to add enrollments.



Program Enrollments at Intake - Start Date: 02/15/2018

Program FWAAY Linkage to Care Program

Worker Assigned FWAAS MICHAEL, RYAN

– **Referred By**

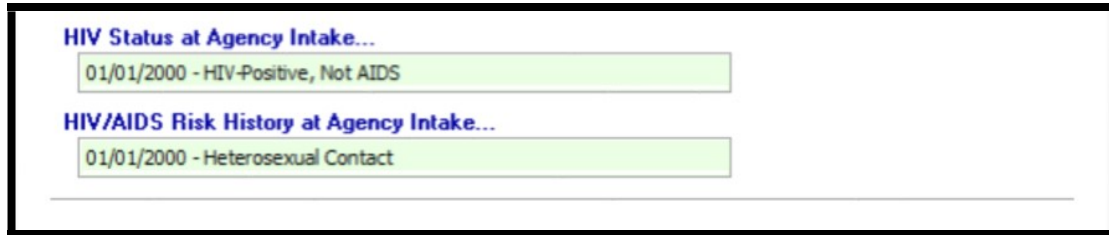
Type of Referral Source: In House External

Organization:

Add to Program Enrollments

Program	Worker Assigned	Keep?
Linkage to Care Program	MICHAEL, RYAN	<input checked="" type="checkbox"/>

When performing a complete Agency Intake, the HIV Status and 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 Risk information through the HIV Status and Risk History screens.



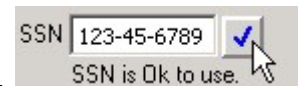
HIV Status at Agency Intake...
01/01/2000 - HIV-Positive, Not AIDS

HIV/AIDS Risk History at Agency Intake...
01/01/2000 - Heterosexual Contact

Important Notes:

- Remember to update the Unknown HIV Statuses as soon as available. This is especially important for reporting Ryan White clients.
- 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 AIDS Institute to see if you are required to enter information into the Substance Use, Pregnancy History, Financial Information, etc. screens. While some fields may not be required to save a record within AIRS, they may be required based on your agency's contractual obligations.

Identification Tab



- If entering SSN, click the blue check button to ensure SSN is unique.
- SOGI (*Sexual Orientation Gender Identity*) Optional Write-In Fields are only available when *Not Listed* options are selected.
- *Household Data at agency intake* can only be entered during initial data entry of the intake. Updates can be made in the *Financial Information* section of *Historical Information*.

More Details Tab

Intake and Personal Information

Identification
More Details
Agency Defined
Enrollment
Comments

Ethnicity & Race

Ethnicity Non-Hispanic Hispanic **Details** Puerto Rican

Race

White **Details**

Black / African American **Details**

Asian **Details**

American Indian or Alaska native

Native Hawaiian / Pacific Islander **Details**

Insurance/Payment Option Information at Intake

Status: Known Unknown / Unreported No Insurance/Self Pay

Insurance/Payment Option 10/20/2021 - Medicaid FHPlus

Country of Birth

USA Other/US Dependency

Marital Status & Religion

Marital Status

Religion

Referred By

Referral Source Community Health Center **Organization**

Type of Referral Source: In House External **Contact**

- Clients with Hispanic Ethnicity will be required to complete the *Details*.
- If Insurance / Payment Option is “Known”, you will need to fill out the Insurance Information.

Agency Defined Tab

Intake and Personal Information

Identification
More Details
Agency Defined
Enrollment
Comments

Other Information

Eye Color	UN	UNKNOWN plus more here to fill the field
Cooperative?	MS	12345678901234567890123456789012345678901234567890
12345678901234567890	08	
When was he/she last	9876543210987654321098765432109876543210	
12345678901234567890	Never use this label more than once.	
Last Update?	07/12/2005 and 03/31/2006	

- The Agency Defined Tab are available to agencies to configure for custom reporting objectives.
- Agency AIRS System Administrators are responsible for the content of these questions and drop-down menus.
- The AIRS Data Extracts can be used to report how these questions have been completed.

Enrollment Tab

Intake and Personal Information

Identification | More Details | Agency Defined | **Enrollment** | Comments

– **Placement Information**

Date Intake Entered: 12/16/2010

Registry #:

Person Completing Intake: FWAAS MICHAEL, RYAN

Client Assigned to Site: FWAAB First Avenue Health Center

Program Performing Intake: FWAAB Case Management Prog

– **Optional...**

Program enrollments at Intake: None - Use Program Enrollment history to add enrollments.

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

The following information is required to complete the intake. Note:

- › HIVSTATUS: "Not Entered" indicates that the earliest "Effective Date" found is after the client's Intake Date. Refer to the "Historical Information" form.
- › RISK: "Not Entered" indicates an "Effective Date" not equal to the client's Intake Date. Refer to the "Historical Information" form.

HIV Status at Agency Intake...

02/14/2018 - HIV-Positive, AIDS Status Unknown

HIV/AIDS Risk History at Agency Intake...

02/14/2018 - IDU

NOTE: Once entered at intake, 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.

HIV STATUS INFORMATION

- 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.

RISK HISTORY

This is where the (running) history of the client’s Risk Information is entered.

- This Risk History is a requirement for every complete Agency Intake and must be entered from the “Enrollment” tab in the Agency Intake form. The screen includes two sections: **Sexual Risk / Other Risk**. Note: **All Questions must be answered!**
- NOTE: Subsequent Risk History entries should occur when the information is updated, the client receives testing results, or as mandated by other funding sources. These updates will be made from the Risk History Screen under Historical information.
- You will be able to view all current and prior Risk Histories while in the screen to detect trends in client behavior.

SEXUAL RISK

This section includes questions about the client and their sexual partner’s Risk for disease transmission. Once completed, Click *Other Risk*

The screenshot shows a web-based form titled "Risk Assessment" for a client named "Power, Flower...". The form is divided into several sections:

- Header:** Includes "Date Asked" (06/01/2021) and "RSK".
- Source and Categories:** "Source: Risk History as part of Agency Intake" and "Risk Categories: CDC: Transgender @risk | RW: Risk factor not reported or not identified".
- Sexual History:** A table with columns "In the last 5 years..." and "In the last 6 months...". Rows include:
 - Women:** Radio buttons for No, Yes, and "Chose not to respond/Unknown". Includes a sub-section "If Yes, Select all that apply:" with checkboxes for Vaginal, Anal, and Oral sex without a condom.
 - Men:** Similar structure to Women.
 - Transgender women:** Similar structure to Women.
 - Transgender men:** Similar structure to Women.
 - Gender non-conforming, non-binary, or questioning persons:** Similar structure to Women.
- Partners:** A section titled "Were any of your partners..." with sub-sections:
 - In the last 6 months...**
 - A person who is living with HIV?**
 - A person who is living with HCV?**
 - A person diagnosed with an STI?**
 - A person who engages in sex in order to get something they needed such as money, drugs, food, or housing?**
 - A person who injects drugs?**
- Other Risk:** A section titled "Have you..." with sub-sections:
 - In the last 6 months...**
 - Been diagnosed with an STI?**
 - Had sex in order to get something you needed such as money, drugs, food, or housing?**
- Navigation:** A red box highlights the "Other Risk" button at the bottom right.



OTHER RISK

- This section includes questions related PrEP, Injection Drug Use, Previous HIV Testing, and risk factors specific to Hepatitis.

The screenshot shows a web-based 'Risk Assessment' form for a client named 'Power, Flower ...'. The form includes a table for 'Date Asked' with one entry: 06/01/2021, RSK. The main form area contains several sections of questions:

- Have you ever...:**
 - Heard of PrEP?** No Yes Chose not to respond/Unknown
 - If Yes, On PrEP in last 12 months?** No Yes Chose not to respond/Unknown
 - If Yes, Currently on PrEP?** No Yes Chose not to respond/Unknown
 - Injected Drugs?** No Yes Chose not to respond/Unknown
 - If Yes, within last 5 years?** No Yes Chose not to respond/Unknown
 - If Yes, within last 12 months?** No Yes Chose not to respond/Unknown
 - Had a previous HIV Test?** No Yes Chose not to respond/Unknown
 - If Yes, Date:** 08/12/2019
 - Result:** Positive Negative Chose not to respond Result not known
 - Been diagnosed with a Hemophilia/coagulation disorder?** No Yes Chose not to respond/Unknown
 - If Yes, received products prior to 1987?** No Yes Chose not to respond/Unknown
 - Received a blood product or transplant?** No Yes Chose not to respond/Unknown
 - If Yes, prior to 1992?** No Yes Chose not to respond/Unknown
 - Snorted Drugs?** No Yes Chose not to respond/Unknown
 - Had a Tattoo from an unlicensed artist?** No Yes Chose not to respond/Unknown
 - Had a Body Piercing from an unlicensed piercer?** No Yes Chose not to respond/Unknown
 - Had chronic hemodialysis?** No Yes Chose not to respond/Unknown
 - Lived with someone who had Hep C?** No Yes Chose not to respond/Unknown
 - Been exposed to blood or body fluids while at work?** No Yes Chose not to respond/Unknown

Additional elements in the form include a 'Risk Information' button and a 'Sexual Risk' button (highlighted with a red box). On the left side, there is a 'Risk History...' section with 'CTR: No' and 'HCV: No'.

HIV/AIDS RISK HISTORY (LEGACY):

HIV/AIDS Risk records entered prior to v9.0.4 are available for review using the menu on the left side of the screen. This information has different content and format than the current risk information.

The screenshot shows the 'Risk Assessment' application window for client 'APPLE, CANDY ...'. The interface includes a toolbar with 'Add...', 'Edit...', 'Remove...', 'Save', 'Cancel', and 'Print...' options. On the left, a table lists 'Date Asked' and corresponding risk types. The entry for '09/02/2014 HIV' is highlighted with a red box. The main area displays the 'Source: HIV Risk History' and 'Risk Categories: CDC: IDU @risk | RW: IDU'. A detailed form for the selected date shows the 'Effective Date' as 09/02/2014 and 'Recall Period' set to CDC. The form is divided into 'Sexual Risk Factors' and 'Non-Sexual' sections. Under 'Sexual Risk Factors', 'Sex (vaginal or anal) with...' is checked for 'Male'. Several risk scenarios are listed with checkboxes, including 'In exchange: Sex for drugs/money.', 'While intoxicated and/or high on drugs.', 'With a person who is an IDU.', 'With a person who is HIV positive.', 'With person of unknown HIV status.', 'With person who exchanges sex for drugs/money.', 'With anonymous partner.', 'With multiple partners.', 'Without a condom.', and 'With person who is a known MSM (Female client only)'. Under 'Non-Sexual', 'Injection Drug Use (IDU)' is checked, while other options like 'Shared Drug Injection Equipment', 'Hemophilia/Coagulation disorder', 'Blood product or transplant recipient', 'Mother at risk/perinatal', and 'Other' are unchecked. A 'View only' button is located at the bottom left of the main area.

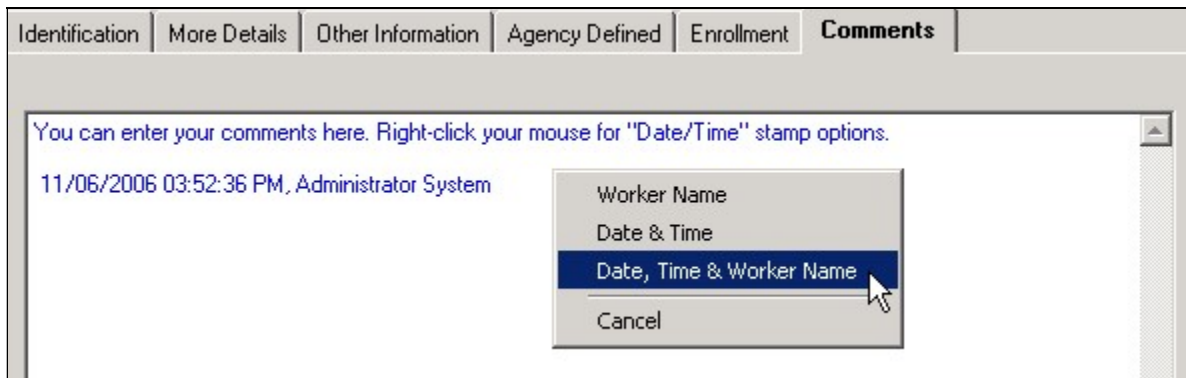
Date Asked	Risk
03/04/2020	RSK
03/01/2020	CTR
03/11/2019	HCV
03/04/2019	HCV
12/24/2018	HIV
01/08/2018	HCV
11/20/2016	HIV
10/05/2015	HCV
09/02/2014	HIV
12/01/2010	CTR
07/01/2007	HIV
01/01/2006	HIV
01/01/2000	HIV

- When available, the information will display in a **view-only** mode.



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 spell check.

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*.

 Add
  Edit
  Remove...
  Save
  Cancel
  Help

Active Status - Maintain a clients association with the agency

The list below shows the selected clients active status history and history of treatment disruptions.

- Use the Add button to change the status of a client in the agency.
- Edit can only be used to make corrections to the effective date or a comment.

Effective Date ▼	Status
06/19/2006	Case Reopened
05/15/2004	Case Closed
01/01/2000	Active

Effective Date Time

Status Code Case Reopened

If Case is Closed...

Reason for Closure

If the case is closed because of death:

Date of Death State of Death

Comment...

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.

Program FWAAC 2 Primary Care Program
Start Date 08/15/2006

Worker(s) Assigned:
 Add initial workers here when making a program enrollment.
 Use the Worker Assignments form to add or change worker(s) after program enrollment.

Not Entered

Program Enrollments

Enrollment	End Date	Program Name
03/01/2012	//	2 Primary Care Program
02/01/2012	//	4 Syringe Exchange
01/01/2009	01/01/2009	6 Prevention-Clients Program
12/01/2005	//	BCBS MSA HIV 4Planning
01/01/2000	//	Case Management Prog
01/01/2000	//	EVERYTHING CLIENT P

Program FWAAC 2 Primary Care Program
Start Date 03/01/2012

Referred By
 Type of Referral Source: In House External
Organization FWAAL Harborside Health

Worker(s) Assigned:
 Add initial workers here when making a program enrollment.
 Use the Worker Assignments form to add or change worker(s) after program enrollment.

Primary Worker - POTTER, HARRY Effective 03/01/2012 10:00am

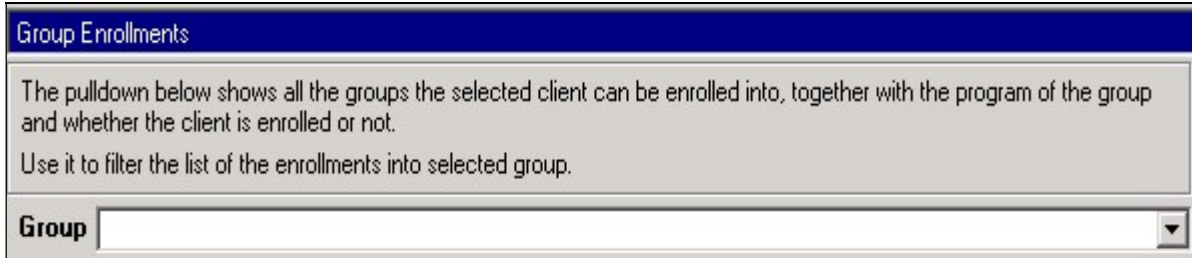
Enrollment Ending Information
 End Date: // (NOTE: This is the last day that services can be provided)
 Reason:
 HUD/HOPWA Destination:

- 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.

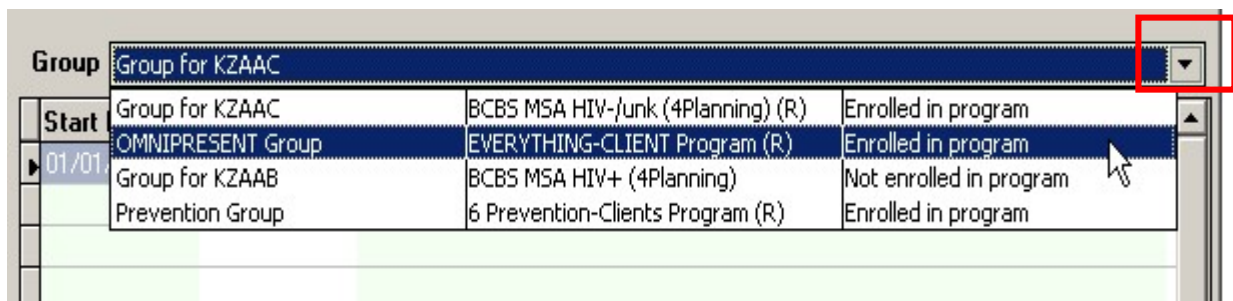
Group Enrollment

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, and the client's Enrollment status for the Program.



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

Group Enrollments

The pulldown below shows all the groups the selected client can be enrolled into, together with the program of the group and whether the client is enrolled or not. Use it to filter the list of the enrollments into selected group.

Group:

Group	Start Date	End Date	Program (enrollment)
OMNIPRESENT Group	01/01/2000	/ /	EVERYTHING-CLIENT Program - 01/01/2000 - curr

Group: OMNIPRESENT Group
 Start Date:
 Worker: HOLIDAY, DOC T

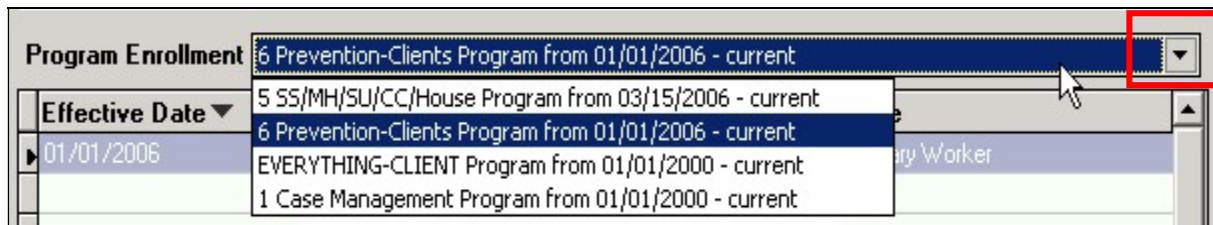
Group Enrollment Closing Information

End Date:
 Reason:

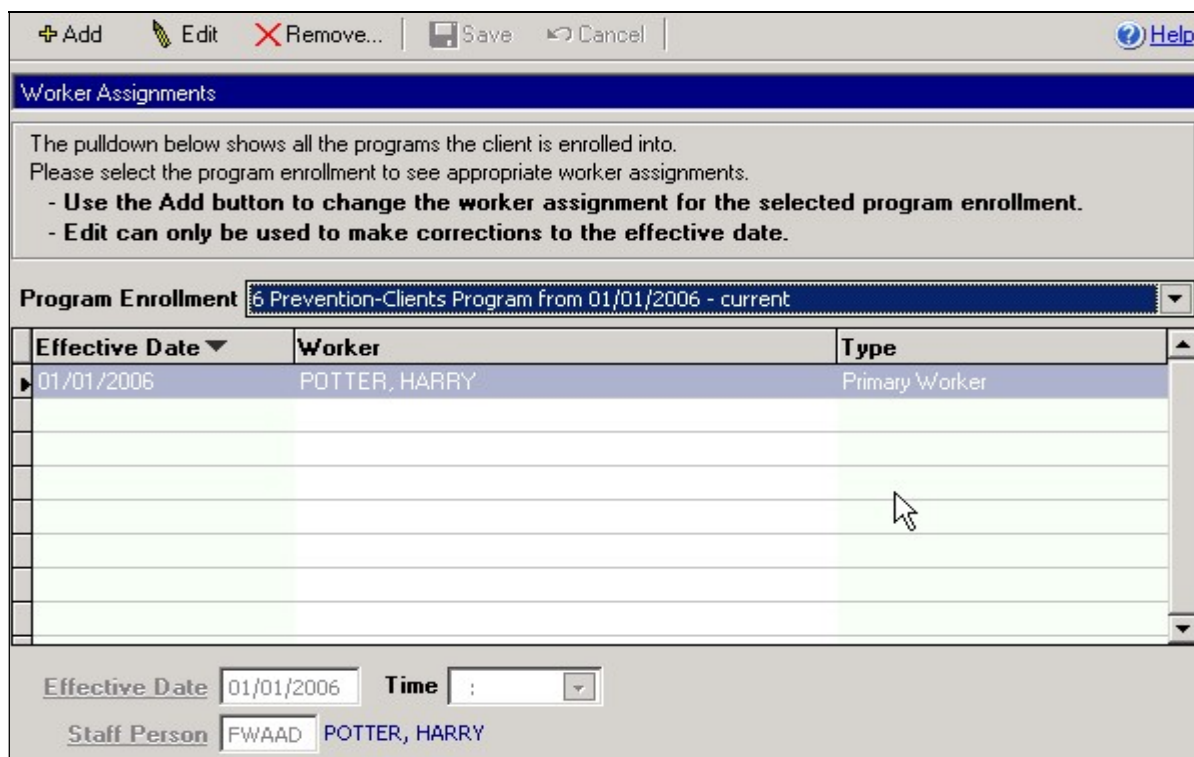
- A client's Group Enrollment can be "ended" using this screen. To end the enrollment, enter an *End Date*. The client, however, remains active in the agency unless their case is closed in the Status Changes screen.
- NOTE: When closing a client in the agency using the Status Changes screen, all Group Enrollments are ended by the system adding an End Date to each Group Enrollment record.

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).



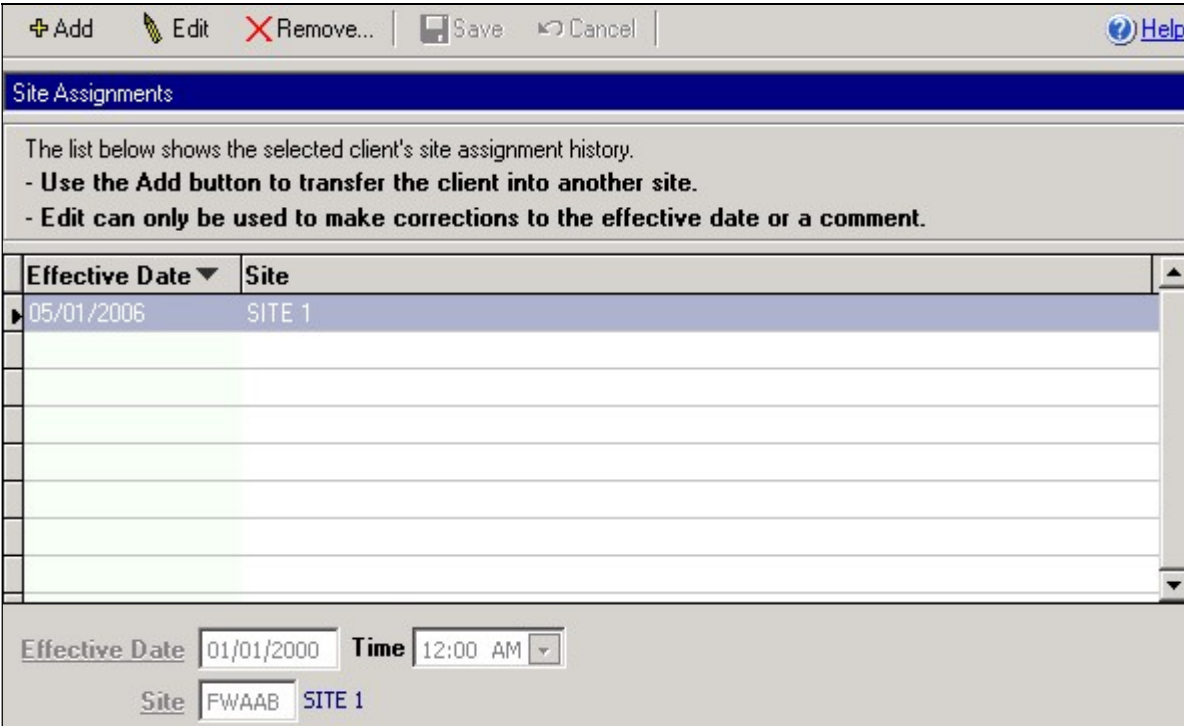
- The pull-down feature (identified by a down arrow next to entry field) will display a list of the client's Program Enrollments in AIRS. Select a specific Program using the pull-down list.
- Choose the ADD button to change the worker assignment for the program selected.
- Choose EDIT to make corrections,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



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.



Site Assignments

The list below shows the selected client's site assignment history.

- Use the Add button to transfer the client into another site.
- Edit can only be used to make corrections to the effective date or a comment.

Effective Date	Site
05/01/2006	SITE 1

Effective Date: 01/01/2000 Time: 12:00 AM

Site: FWAAB SITE 1

Historical Information

Add or modify client historical information including, but not limited to: Collateral Information, Diagnosis Information, Housing Information, Laboratory Tests, Medication History, HIV Status, Risk History, Insurance/Healthcare Coverage Information, 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.

Name	Type	Client?
APPLE, GOLDENRED	Other	Yes
APPLE, MACINTOSH	Other	No
ORANGE, SUNKIST	Personal Contact	No

Anonymous Last name: APPLE First: GOLDENRED Middle:

SSN: - -

Type (this person is): Personal Contact Emergency Contact Other Family Member

This Person Lives: With Client On his/her Own Other

Relationship to Client: 04 Daughter Date of Birth: 05/01/2004 (or age) 1

Gender: 11 Male Birth Weight: lbs 10 oz. 1

Address
 Street: 1234 AVENUE A
 APT. 1A
 Zip Code: 10128-
 City: New York State: NY
 County: New York

Phone: Day: (212) 727-4444 Evening: (212) 555-2222

Personal
 OK to Contact HIV Positive
 Collateral is aware of client's HIV status
 Aware of affiliation with this agency

Race
 white Asian
 Black / African American
 Hawaii / Pacific Islander
 American Indian / Alaskan Native
 Some Other Race Unknown

Ethnicity Non-Hispanic Hispanic

Remarks...

**Personal identifiers for this person cannot be edited on this form.
 This "Person Lives (with)" is informational only.
 The address is the address of the highlighted person.**

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.

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.

Drug Regimen History

This screen tracks the client's drug regimens. Currently, ARV, PrEP, and PEP Drug Regimen Histories are recorded in this section.

Financial Information

This screen is a snapshot of the client's monetary situation. It includes the client's Household Size, Total Annual Household Income, and calculation of % of Federal Poverty Level (FPL). A financial assessment is also included with 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


Risk History

This screen captures risk for all clients and will encompass HIV/AIDS, CTR, HCV, STI, and Drug treatment. The two-page history includes the sections: Sexual Risk and Other Risk. See pages 18-20 for more information.

Housing Information

- The Client's Housing Information is captured on this screen.
The following questions are included:
 - *Effective Date*
 - *Head of Household?*
 - *Dependent Children Living with the client?*
 - *Is client inadequately housed?*
 - *Housing Status*

Housing Information	
Effective Date ▼	Housing
▶ 09/12/2022	Permanent Housing - Rental
06/18/2020	Permanent Housing - Rental
01/15/2019	Permanent Housing - Rental
04/15/2018	Permanent Housing - Rental
11/22/2016	Permanent Housing - Rental
06/11/2014	With Relations / Friends

Last Verified: Never Verify  Add new or Verify by: 09/12/2023

Effective Date:

Head of Household?

Dependent Children living with client?

Housing: Permanent Housing - Rental

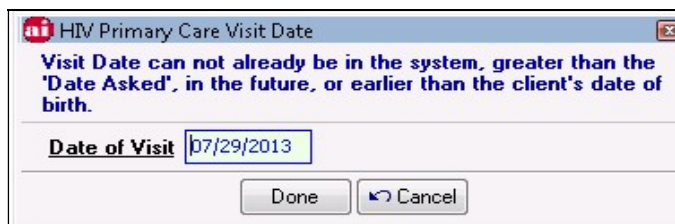
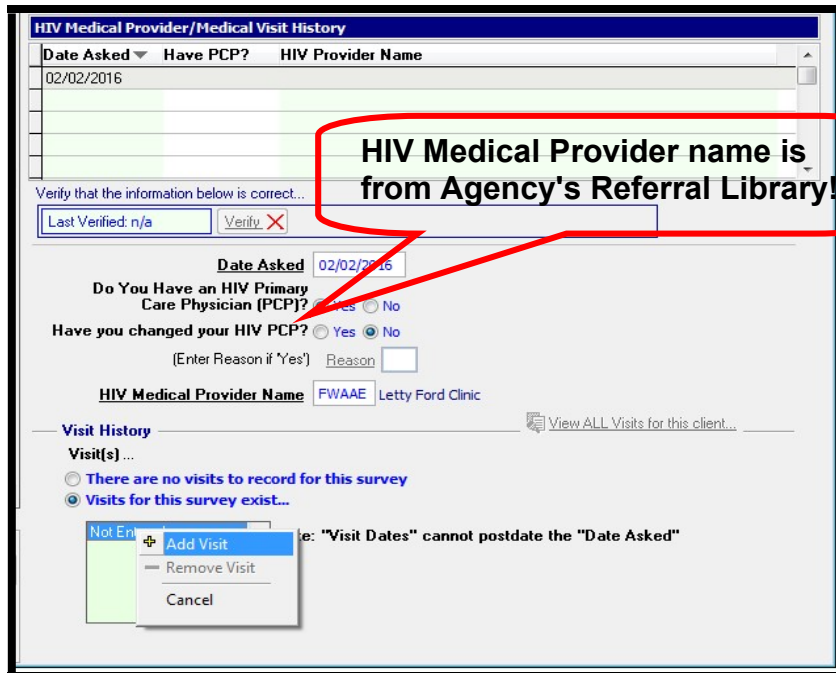
Comment...

- **Note** The *Housing Status at Agency Intake* will automatically create a record for this screen with the message below:

This information was collected during "Agency Intake"

HIV Medical Provider /Medical Visit History

The screen maintains information regarding a client’s HIV Medical Provider. A visit history is also included. Visit dates cannot be previously entered into the system, must occur before the date asked, cannot occur in the future, and must be greater than the client’s date of birth.



Insurance / Healthcare Coverage

The client's Insurance and Healthcare Coverage records are entered here.

- If the 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 pick list. 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, Hepatitis, STI Tests, and their associated results.

Date	Test Type	Test	Result	Count	%
01/01/2020	VL	Quantitative HIV Viral Load Tes	Quantitative PCR	Undetectable	1.00 0
01/01/2020	06	CD4 (T-Helper) Tests			0.00 0
07/15/2019	VL	Quantitative HIV Viral Load Tes	Quantitative PCR	Detectable	5000.00 0
07/15/2019	06	CD4 (T-Helper) Tests			0.00 0
04/23/2019	06	CD4 (T-Helper) Tests			0.00 0
03/11/2019	HC	Hepatitis C Test	HCV Rapid Test	Reactive (Positive)	0.00 0
03/04/2019	HC	Hepatitis C Test	HCV Rapid Test	Reactive (Positive)	0.00 0
01/07/2019	SY	Syphilis Test	RPR / non-treponemal	1:128	0.00 0
05/01/2018	VQ	Qualitative HIV Diagnostic Test	Western Blot / IFA	No Diagnostic Band	0.00 0
04/27/2018	GC	Gonorrhea	Vagina	Negative (Normal)	0.00 0
04/26/2018	HR	Hepatitis B Test	Anti-HBs	Positive(+)	0.00 0

Test Date 01/01/2020
Test Type VL Quantitative HIV Viral Load Tests
 Not Medically Indicated [NMI]
Test 01 Quantitative PCR

Count Options: No Count / Not Applicable Count = '0' Count > 0
Count 1
Percentage 0
Range
Test Result 6 Undetectable
Test Result Date / /
Provided by
Program

Did client receive the results? **If Yes, Date the client received the results** / /

- The Test Date is required, Test Result Date, Program, *Did client receive the Results?* are optional questions. Should *Client receive the results?* be answered **Yes**, *Date client received the results* is **REQUIRED**.

Pregnancy History

This screen maintains the historical records of the client's pregnancies (Female Client's only). Additionally, a record of "Not Pregnant" can be recorded.

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	
<input type="checkbox"/> On site	
Referred To	FWAAC Referral Agency 1
Date Need Identified	01/21/2006
Follow-up Method	<input checked="" type="radio"/> Active referral <input type="radio"/> Passive referral-agency verification <input type="radio"/> Passive referral-client verification <input type="radio"/> None
Date Referral Made	01/21/2006
Referral Verification	
Date Service Verified	01/21/2006
Status	+01 Client Received Service
# Appointments Per Week	0
<input type="checkbox"/> Appointments Being Kept	

Substance Use History

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

Substance Use History

Effective Date	Source / Used By...	Substances
04/04/2018	Substance Use History	1 Substances
04/02/2018	Substance Use History	2 Substances
01/02/2018	Substance Use History	1 Substances
01/18/2017	Substance Use History	1 Substances
09/07/2022		0 Substances

Effective Date: 09/07/2022 Program: FWAAY Linkage to Care Program

Selection Options... Abstaining None (Scroll up/down to view all choices)

Substance	Route and Frequency
<input checked="" type="checkbox"/> Alcohol	Route: 1 / Frequency: 1...
<input type="checkbox"/> Amphetamine type stimulants (excludes Crystal Meth and MDMA below)	
<input type="checkbox"/> * Crystal Methamphetamine	
<input type="checkbox"/> * MDMA [Molly, Ecstasy]	
<input type="checkbox"/> Cannabis [Marijuana/Hashish] (excludes K2/Spice/Bath salts below)	
<input type="checkbox"/> * K2/Spice/Bath salts	
<input checked="" type="checkbox"/> Cocaine (excludes Crack below)	Route: 1 / Frequency: 1...
<input type="checkbox"/> * Crack	
<input checked="" type="checkbox"/> Hallucinogens	Route: 1 / Frequency: 1...
<input type="checkbox"/> Hormones: Estrogen	
<input type="checkbox"/> Hormones: Testosterone	
<input checked="" type="checkbox"/> Inhalants	Route: 1 / Frequency: 1...
<input type="checkbox"/> Opioids (excludes Opioids below)	
<input type="checkbox"/> * Heroin/Fentanyl	
<input type="checkbox"/> * Speedball	
<input type="checkbox"/> * Rx Methadone	
<input type="checkbox"/> * Non-Rx Methadone	
<input type="checkbox"/> * Opioid Pills [Oxycontin, Percocet, Vicodin, etc.]	
<input type="checkbox"/> * Rx Buprenorphine	
<input type="checkbox"/> * Non-Rx Buprenorphine	
<input type="checkbox"/> * Xylazine (opioid cut)	

Double-Click to enter Route and Frequency for selected substances

Route and Frequency for Alcohol

Route: 10 Oral Frequency: []

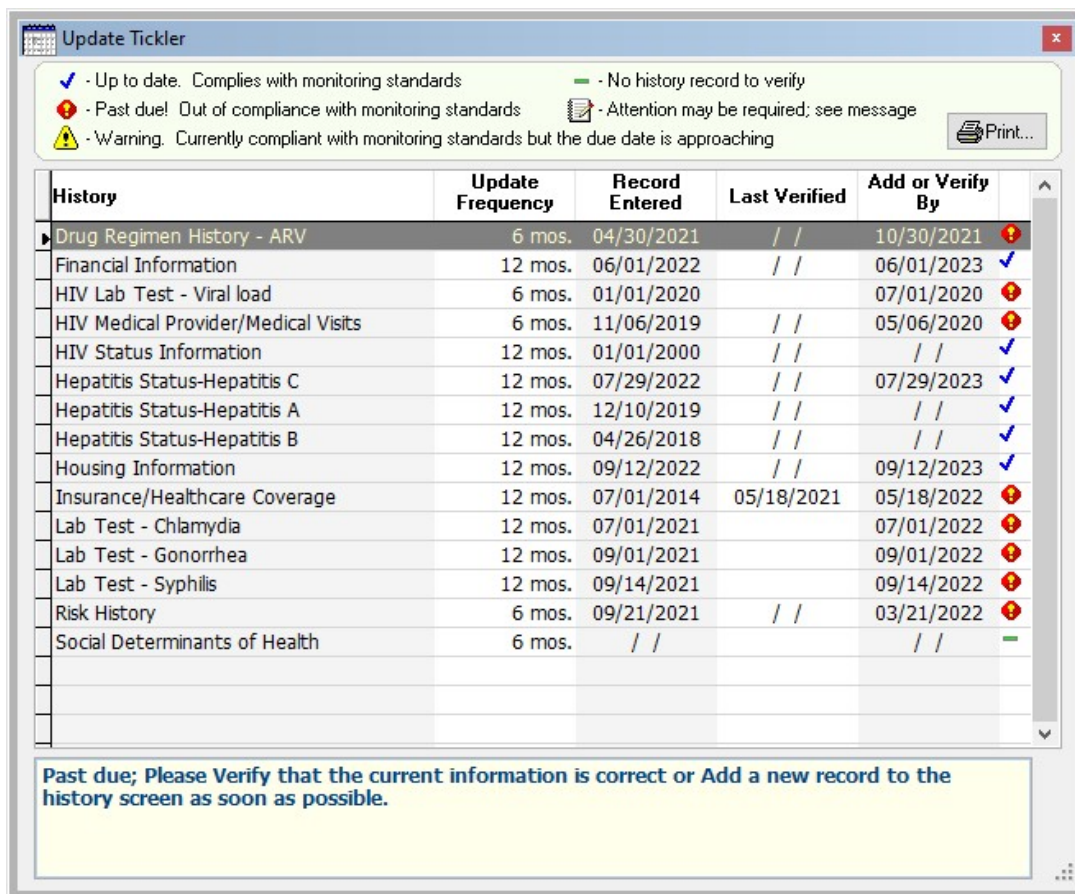
Route: [] Frequency: []

Route: [] Frequency: []

Done Cancel

Update Tickler

The Update Tickler contains a summary of the current status of all verifiable historical records. Records are marked as *Up to date*, *Past Due*, *Warning* (for records that are about to go out of date), *OK* (no record) or *Attention required*. This screen can be printed for each client.



✓ - Up to date. Complies with monitoring standards - - No history record to verify
! - Past due! Out of compliance with monitoring standards ! - Attention may be required; see message
! - Warning. Currently compliant with monitoring standards but the due date is approaching

History	Update Frequency	Record Entered	Last Verified	Add or Verify By	
▶ Drug Regimen History - ARV	6 mos.	04/30/2021	/ /	10/30/2021	!
Financial Information	12 mos.	06/01/2022	/ /	06/01/2023	✓
HIV Lab Test - Viral load	6 mos.	01/01/2020		07/01/2020	!
HIV Medical Provider/Medical Visits	6 mos.	11/06/2019	/ /	05/06/2020	!
HIV Status Information	12 mos.	01/01/2000	/ /	/ /	✓
Hepatitis Status-Hepatitis C	12 mos.	07/29/2022	/ /	07/29/2023	✓
Hepatitis Status-Hepatitis A	12 mos.	12/10/2019	/ /	/ /	✓
Hepatitis Status-Hepatitis B	12 mos.	04/26/2018	/ /	/ /	✓
Housing Information	12 mos.	09/12/2022	/ /	09/12/2023	✓
Insurance/Healthcare Coverage	12 mos.	07/01/2014	05/18/2021	05/18/2022	!
Lab Test - Chlamydia	12 mos.	07/01/2021		07/01/2022	!
Lab Test - Gonorrhea	12 mos.	09/01/2021		09/01/2022	!
Lab Test - Syphilis	12 mos.	09/14/2021		09/14/2022	!
Risk History	6 mos.	09/21/2021	/ /	03/21/2022	!
Social Determinants of Health	6 mos.	/ /		/ /	-

Past due; Please Verify that the current information is correct or Add a new record to the history screen as soon as possible.

Hepatitis

Those agencies with specific reporting requirements for Hepatitis treatment and vaccination need to complete these three screens.

- Hepatitis:**
 - Hepatitis Status/Vaccination History...
 - HCV Rapid Testing...
 - HCV Treatment Status...

HCV Status/Vaccination History- To record the client's Hepatitis A, B, or C status information for specific dates.

Effective	Type	Status Description
07/29/2022	Hepatitis C	Infected - Chronic or Acute
07/13/2021	Hepatitis C	Not Infected
12/10/2019	Hepatitis A	Immune due to previous vaccination
04/26/2018	Hepatitis B	Infected (acute)
09/01/2017	Hepatitis A	Immune due to previous vaccination
10/31/2016	Hepatitis B	Susceptible, vaccination refused
10/05/2015	Hepatitis A	Susceptible, vaccination initiated

Last Verified: Never Verify Add new or Verify by: 07/29/2023

Effective Date: 07/29/2022

Type:

 Hepatitis A

 Hepatitis B

 Hepatitis C

Status: 18 Infected - Chronic or Acute

Was HCV-infected client referred for HCV care and treatment? Yes No

* Modifications to existing information or additions to the following Hepatitis Type(s) are not allowed...
 *Hepatitis B



HCV Rapid Testing-

This screen includes *two tabs: Test Information and Referrals and Risk Assessment.*

HCV Rapid Testing

Date	Program	Result	# of Referrals
03/11/2019	Hepatitis Services Program	Reactive (Positive)	2
03/04/2019	Hepatitis Services Program	Reactive (Positive)	1
10/05/2015	Hepatitis Services Program	Reactive (Positive)	2

Test Date: 03/11/2019 Program: FWAAW Hepatitis Services Program
 Worker: FWAAK MARY, LADY
 Site: FWAAD Park Avenue Center for Care

Test Information and Referrals Risk Assessment
 If the day is unknown, enter '01'

Client been previously tested for HCV? Yes No Unknown If Yes, Date: // /
 Client been previously cured of HCV? Yes No Unknown If Yes, Date: // /

Results **Provided**
 Reactive (Positive) Yes If Yes, Date: 03/11/2019
 Non-Reactive (Negative) No If No, Reason:

Client Referred for HCV Diagnostic Test? Yes No Client refused offer of referral
 If Yes... Organization: Outcome: HCV RNA Test Date: // / HCV RNA Result: Provided Yes No If Yes, Date: // /

Client Referred for HCV Medical Evaluation & Treatment? Yes No Client refused offer of referral
 If Yes... Organization: Outcome:

HCV Rapid Testing

Date	Program	Result	# of Referrals
03/11/2019	Hepatitis Services Program	Reactive (Positive)	2
03/04/2019	Hepatitis Services Program	Reactive (Positive)	1
10/05/2015	Hepatitis Services Program	Reactive (Positive)	2

Test Date: 03/11/2019 Program: FWAAW Hepatitis Services Program
 Worker: FWAAK MARY, LADY
 Site: FWAAD Park Avenue Center for Care

Test Information and Referrals **Risk Assessment**

Primary Risk Factors...
 HIV+ (as of Test/Effective Date) Birth Cohort (Born between 1945 and 1965)

Injected drugs (ever)? No Yes Chose not to respond/Unknown
 Snorting Drugs? No Yes Chose not to respond/Unknown
 Had a Tattoo from an unlicensed artist? No Yes Chose not to respond/Unknown
 Had a Body Piercing from an unlicensed piercer? No Yes Chose not to respond/Unknown
 Received a blood product or transplant? No Yes Chose not to respond/Unknown
 If Yes, prior to 1992? No Yes Chose not to respond/Unknown
 Been diagnosed with a Hemophilia/coagulation disorder? No Yes Chose not to respond/Unknown
 If Yes, received products prior to 1987? No Yes Chose not to respond/Unknown
 Had chronic hemodialysis? No Yes Chose not to respond/Unknown
 Been exposed to blood or body fluids while at work? No Yes Chose not to respond/Unknown

Additional Risk Factors...
 Any of your partners living with HCV? No Yes Chose not to respond/Unknown
 Ever lived with someone who had HCV? No Yes Chose not to respond/Unknown

- Once saved, a record will be created in the client's Risk History including the Risk Assessment.

HCV Treatment Status—To record the client's treatment information for Hepatitis C as of a certain date. Note: The appropriate Initiative must be selected to begin data entry.

Date Asked	Initiative	On MAT?	Treatment Initiated?
01/01/2016	BHHC HCV Care and Treatment		No

Initiative:
Initiative BCBS CJI HCV is not available for this agency since there is no active BCBS CJI HCV program.

Date Asked:

Client is: Treatment Naïve Treatment Experienced

Is the patient on Medication Assisted Treatment for substance use? Yes No
 - If Yes, which treatment?
 Methadone Buprenorphine (Suboxone, Subutex, Zubsolv) Naltrexone (ReVia, Vivitrol, Depade)

Was HCV Treatment initiated? Yes No
 - If "No", select primary reason patient did not initiate treatment...
 Reason: Client Contemplating Treatment

- If "Yes", Select 'HCV Treatment Types' ...
 HCV Treatment Types:

Treatment Start Date:
 Treatment End Date:
 Treatment Outcome:

Assessments

The following Client assessments are available in AIRS: Agencies should check with their AIDS Institute contract managers to see which they should be completing.

CJI HIV Treatment Outcome Assessment- This assessment is used by those agencies funded through the Prevention Division's Criminal Justice Initiative (CJI). This assessment will record treatment outcomes for PLWHA who are re-entering the community after incarceration.

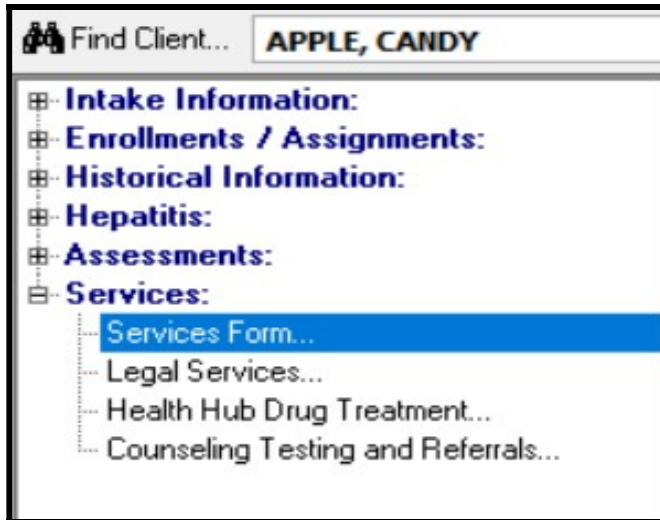
RSR Client Completeness- This is a data completeness assessment based on questions 46-66 of the Ryan White Services Report. Note: This assessment will only populate for clients that have received at least one medical service during the selected reporting period.

Social Determinants of Health- This assessment is used by AIDS Institute programs to identify unmet needs of individuals that impact health outcomes. It must be completed at client intake and regular intervals determined by AIDS Institute program guidance.

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 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
- Health Hub Drug Treatment
- Counseling, Testing and Referrals (CTR) Form
- Syringe Exchanges – (Found under the “Session-based Encounters” module)

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”.
- This Date field is reported in the Reports / Activities & Services / Scheduled Activities.

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

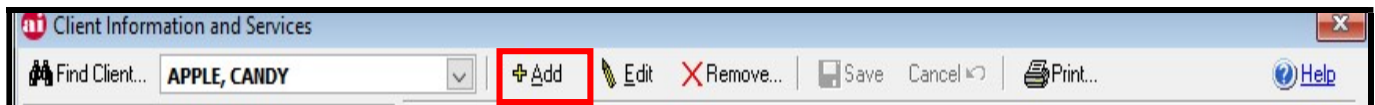
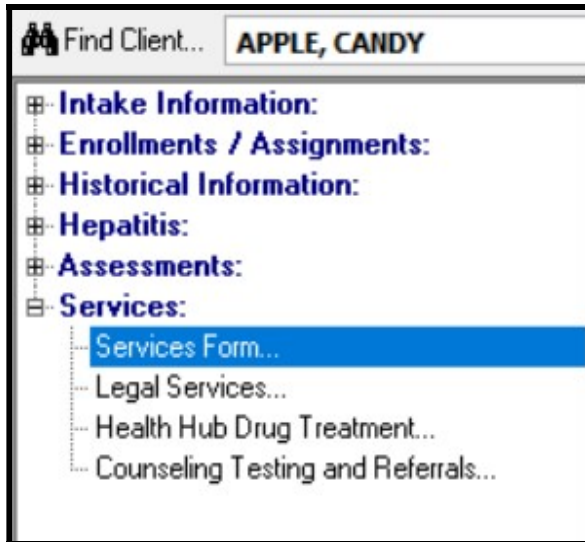
Collaterals involved in an encounter can be entered/added to the encounter (assuming the client’s collateral(s) is entered into the Collateral Information screen) under the Additional Information tab.

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.

Encounter Info Tab

Service Encounters

Find Existing Encounter Face To Face at 06/01/2022 (Case Management)

Encounter Information Progress Note Additional Information

Actual Date: 06/01/2022 Program: FWAAN 11 Case Management Program

Service Category: 00001 Case Management Start Time: End Time: Time Spent: n/a

Staff: FWAAK MARY, LADY Site: FWAAC Valley Stream Health Center

Services Provided: Assessment, Case Conference, Reassessment

Prevention Related Information: Session Number: 0, Incentive Provided: [], SNS Referral Source: [], SNS Partner Services #: 0

Next Scheduled Appointment: Date: [], Location: []

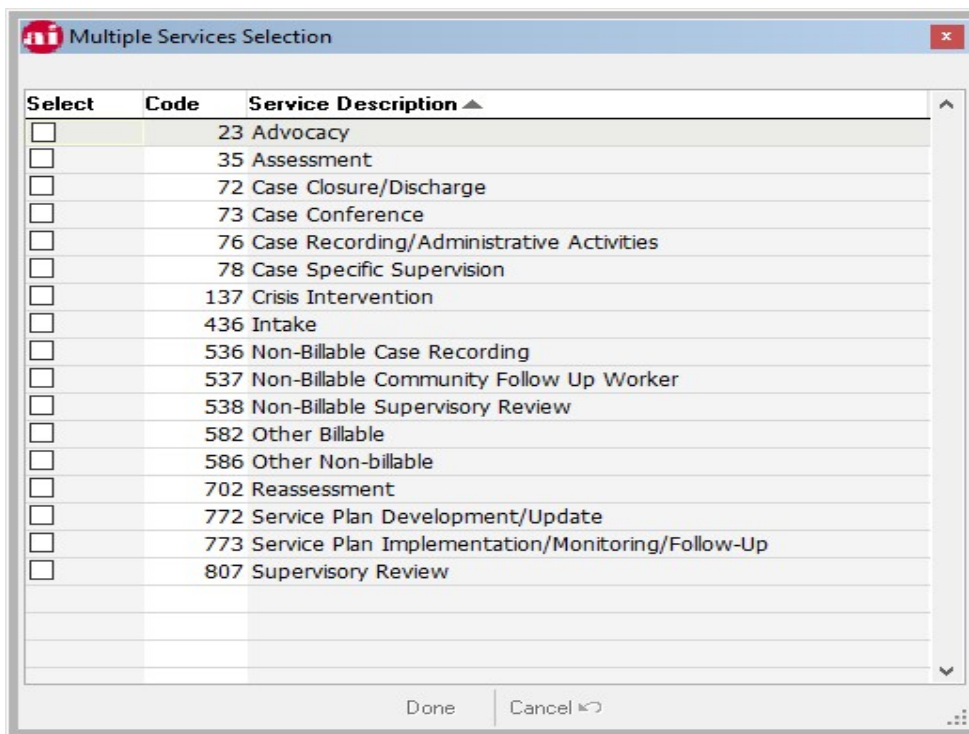
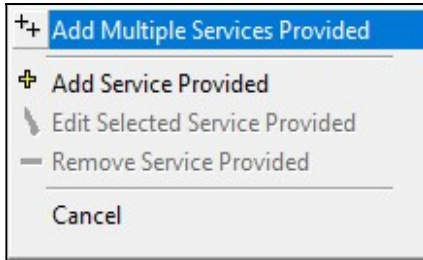
Right-click mouse under 'Services/Activities Provided' for options to add *individual* (Add Service Provided) or *multiple* (Add Multiple Services Provided) services.

Services Provided: Not Entered

- + Add Multiple Services Provided
- + Add Service Provided**
- Edit Selected Service Provided
- Remove Service Provided
- Cancel

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.

SERVICE SCREEN FOR ADDING INDIVIDUAL SERVICES

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

REFERRAL SCREEN

Enter referrals on this screen.

Referral

Service Need

Category 400 Basic Living Needs
Service 030 Food
Priority

Referral Information

On site
Referred To FWAAD Agency for Better Tomorrows 1313 Mockingbird Lane, Ithaca, NY 14850
Date Need Identified 09/13/2022
Appointment Date / /

Follow-up Method

Active referral
 Passive referral-agency verification
 Passive referral-client verification
 None

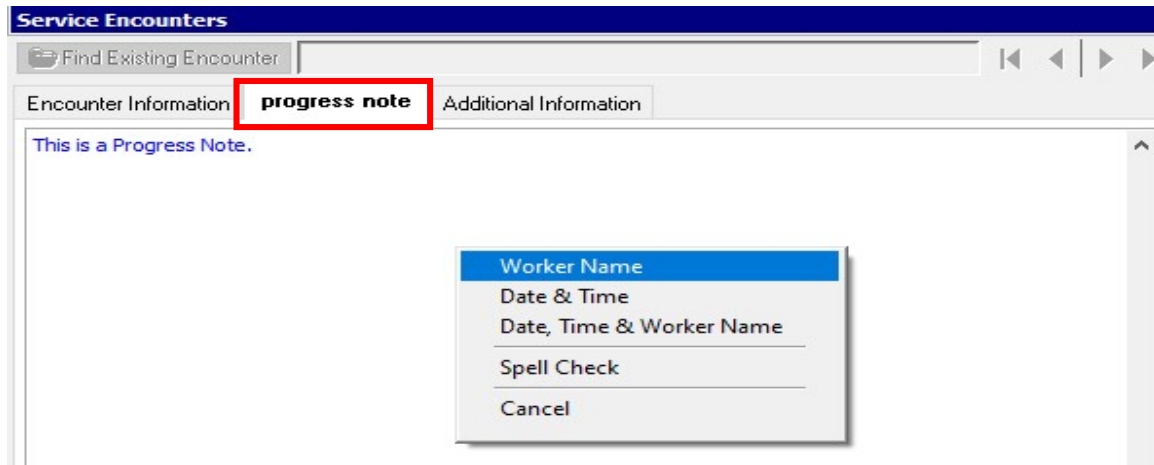
Referral Verification

Date Service Verified 09/27/2022
Status +01 Client Received Service
Appointments Per Week 0
 Appointments Being Kept

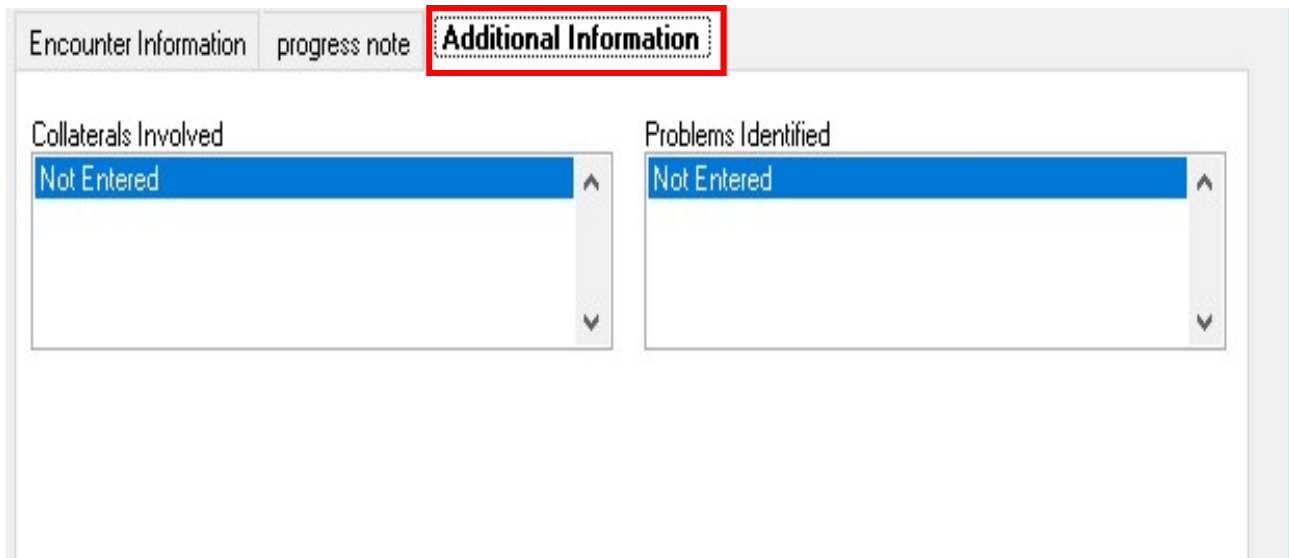
Done Cancel ↶

Progress Note Tab

Select the Progress Note Tab to enter Progress Notes, comments or remarks for the client encounter. Right-Click to enter Worker Name, Date & Time, and to perform a Spell Check.

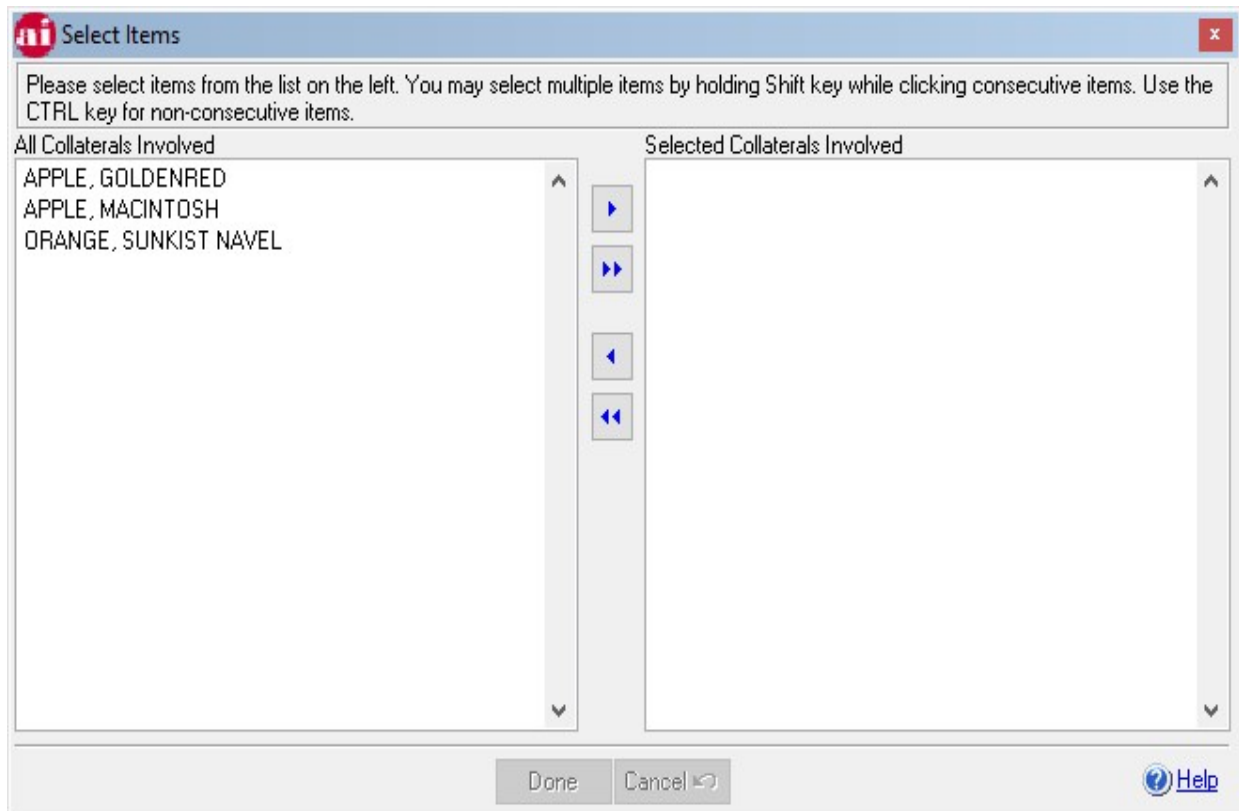
**Additional Info Tab:**



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



COLLATERALS INVOLVED

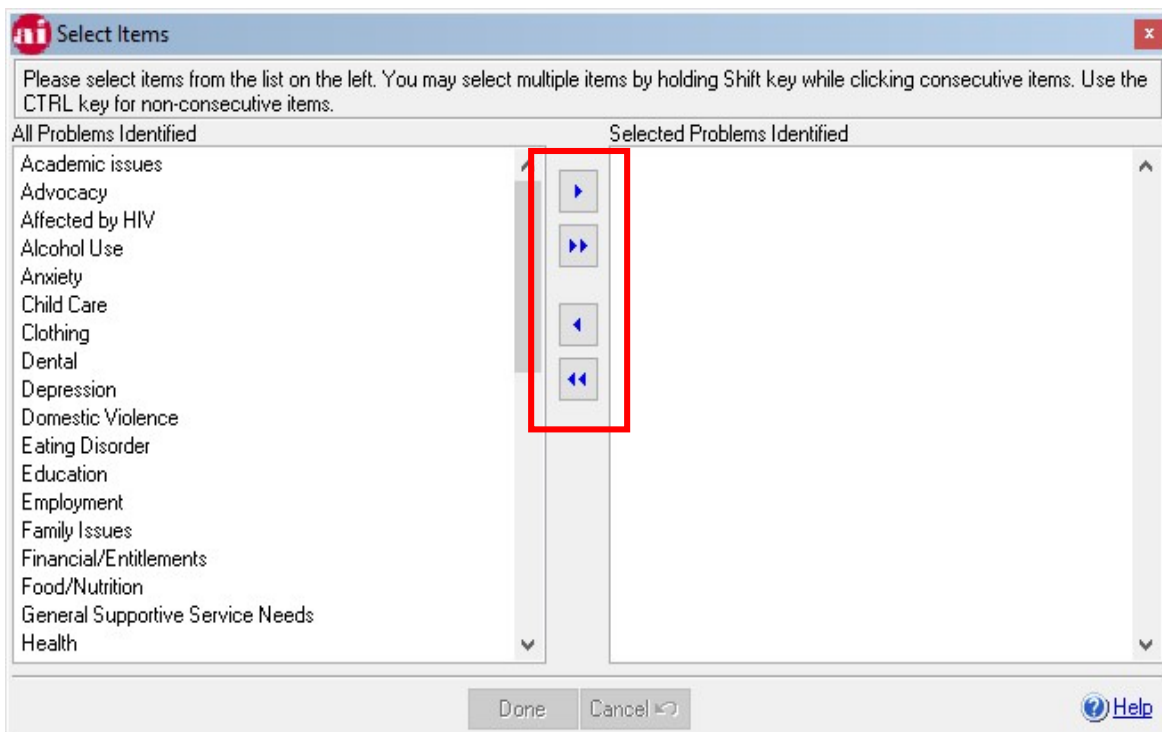
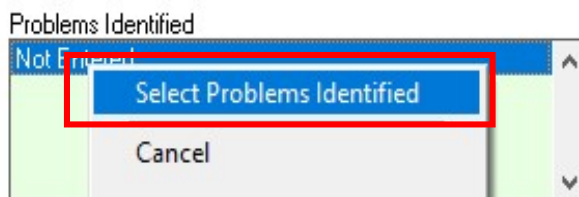
To enter Collaterals Involved, right-click the mouse and select the client's collaterals.





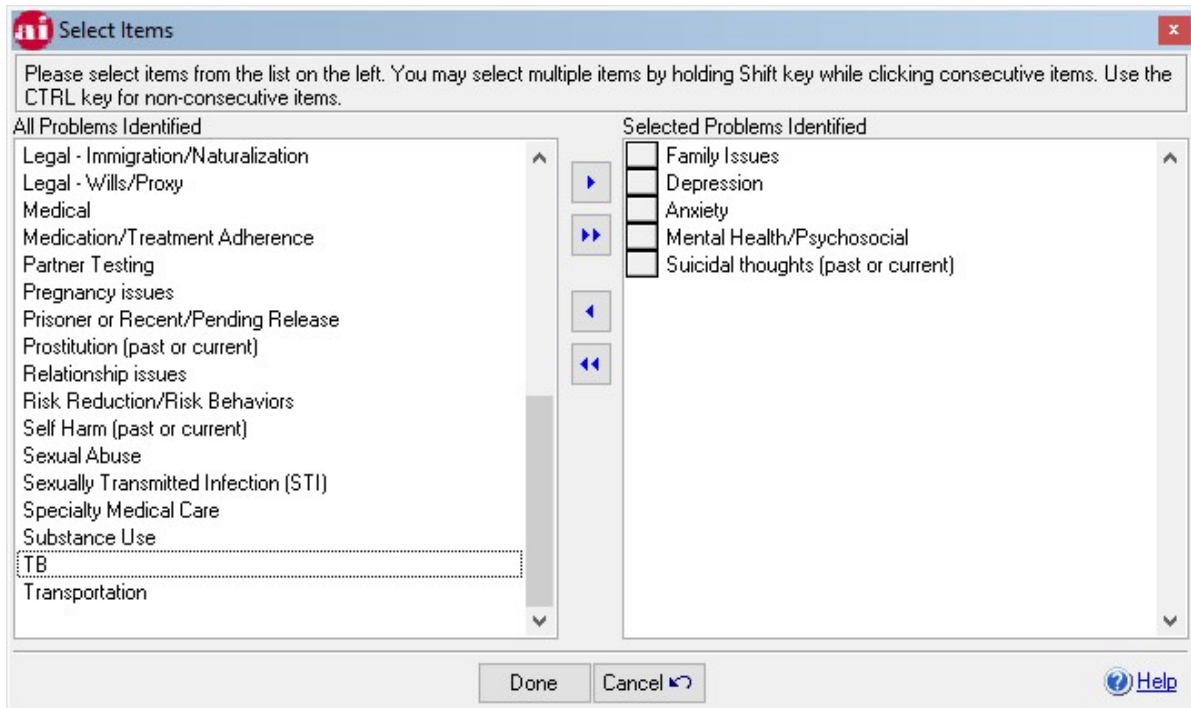
- Highlight the Collaterals Involved from the list on the left.
 - You may select multiple consecutive names by holding the [SHIFT] key while clicking first collateral and the last.
 - Use the [CTRL] key to select non-consecutive items.
- Move the highlighted Collaterals.
 - Click the single arrow  to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

PROBLEMS IDENTIFIED

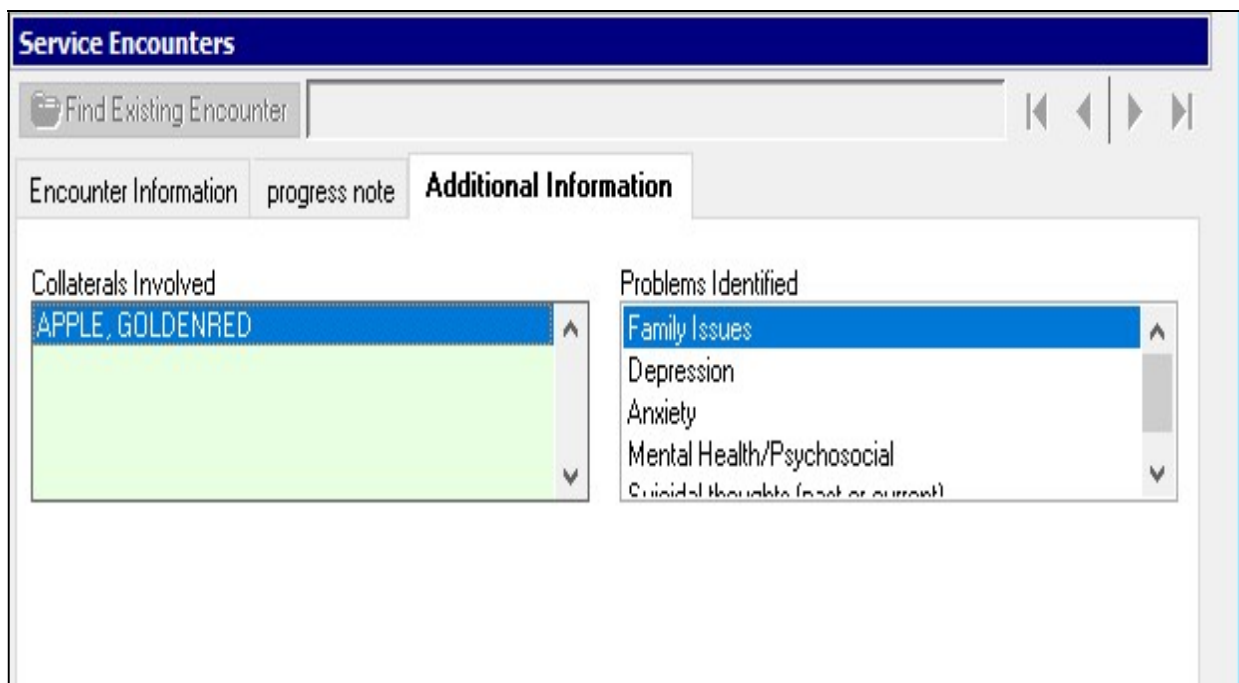
- To enter Problems Identified, right-click the mouse and select the Problems Identified.



- 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.

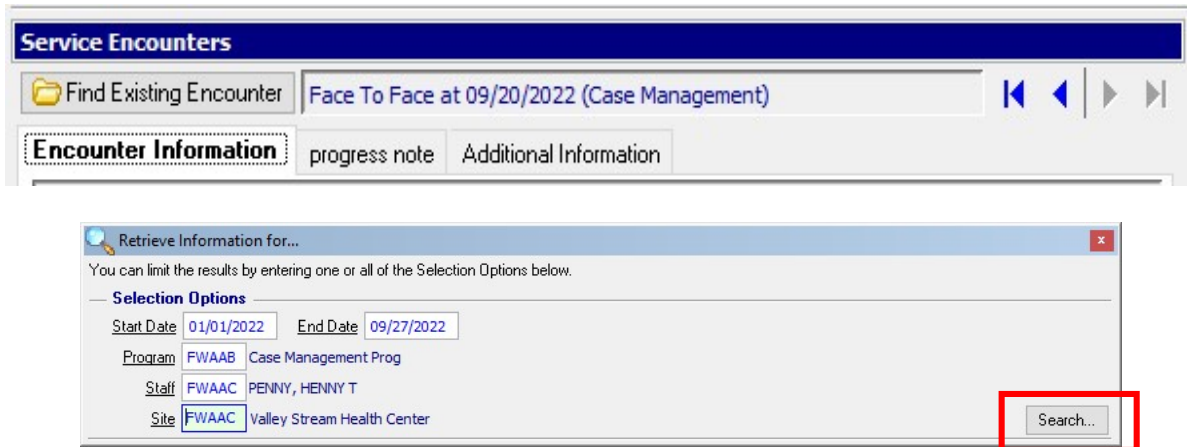


- Click [Save] to save the encounter and all associated information (Services, Referral Information, Progress Note, Collaterals Involved, Problems Identified, etc.)

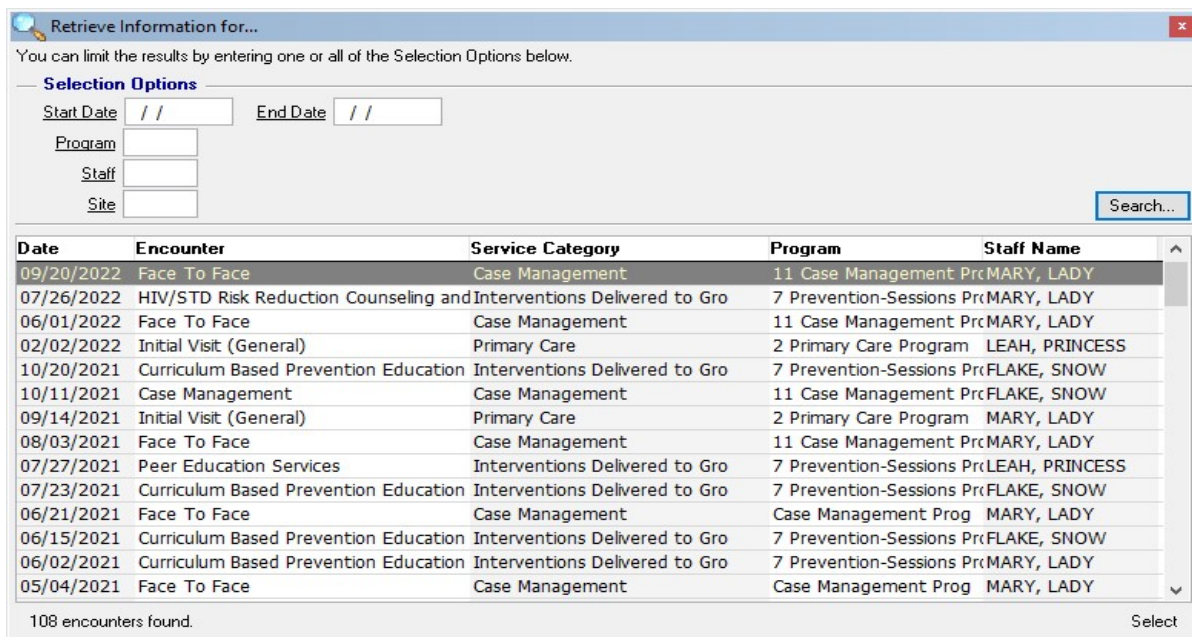


Find an Existing Encounter

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



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

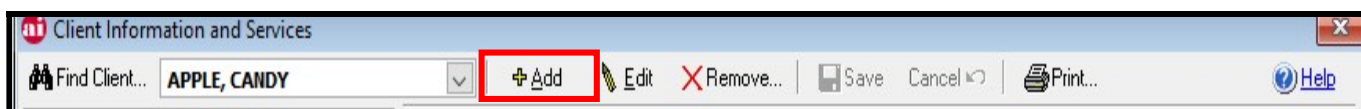


- You may add criteria such as date range, Program, Staff, and/or Site to limit your search results. Note that the more criteria, the fewer results.
- Highlight an Encounter record and click 'Select' to view or edit the specific record

Legal Services



- 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.

Case #	Case Started	Case Category	Case Type
24352AA	01/03/2022	Health	Medicaid
788900-	08/01/2007	Individual Rights	
T18	02/11/2006	Individual Rights	Other
T1	01/01/2005	Consumer/Finance	Bankruptcy/Debtor Relief

Legal Case # 24352AA Case Description

Case Start Date 01/03/2022 Program FWAAJ 9 Legal Services Program

Contract

Service Category 00021 Legal Services

Model

Intervention

Case Category 005 Health

Case Type 113 Medicaid

Staff FWAAK MARY, LADY Site FWAAC Valley Stream Health Center

Legal Service(s) Provided

- 01/03/2022 Legal Assistance
- 02/07/2022 Legal Assistance

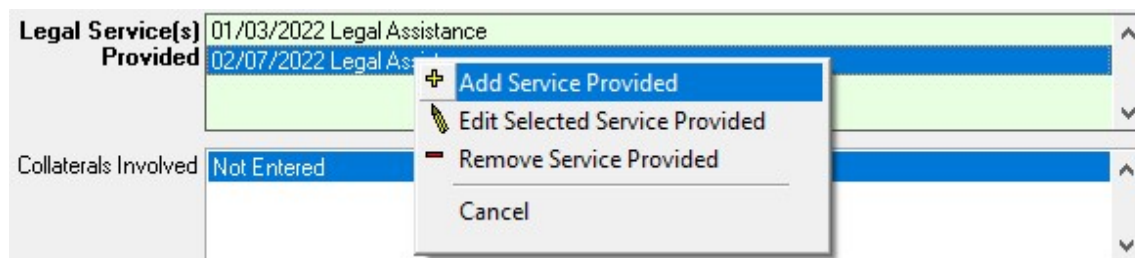
Collaterals Involved Not Entered

Case Closure Information

Case Close Date / / Closing Reason

Outcome

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:

The screenshot shows a dialog box titled 'Legal Service'. It contains the following fields and controls:

- Service Code:** 461 Legal Assistance
- Date of Service:** 09/27/2022
- Start Time:** : [dropdown]
- End Time:** : [dropdown]
- Time Spent:** n/a
- Staff:** FWAAC PENNY, HENNY T
- Remarks:** 09/27/2022 11:39:49 AM
- Buttons:** Done, Cancel
- Help:** [Help icon]

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

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.

Legal Services			
Case #	Case Started	Case Category	Case Type
24352AA	01/03/2022	Health	Medicaid
788900-	08/01/2007	Individual Rights	
T18	02/11/2006	Individual Rights	Other
T1	01/01/2005	Consumer/Finance	Bankruptcy/Debtor Relief

Legal Case # Case Description

Case Start Date Program 9 Legal Services Program
 Contract

Service Category Legal Services
 Model
 Intervention

Case Category Health
 Case Type Medicaid

Staff MARY, LADY Site Valley Stream Health Center

Legal Service(s) Provided
 01/03/2022 Legal Assistance
 02/07/2022 Legal Assistance
 *09/27/2022 Legal Assistance

Collaterals Involved

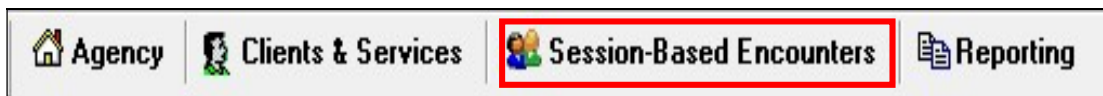
Case Closure Information
 Case Close Date Closing Reason Counsel & Advice
 Outcome Case Closed After Service

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

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: Batch Group Enrollment


- This option allows for multiple clients to be enrolled into a particular group at the same time.
- A list of clients eligible for enrollment will be displayed based on the enrollment *Start Date* entered. Eligibility can be based on intake date or program enrollment date (if program enrollment is required).
- To begin click ADD

The screenshot shows a software interface for "Batch-Group Enrollments". At the top, there is a toolbar with buttons: "+ Add" (highlighted with a red box), "Edit", "X Remove...", "Save", "Cancel", "Print...", and "Help". Below the toolbar, the form has a title bar "Batch-Group Enrollments". The form contains several input fields: "Select Group..." (a dropdown menu), "Group Start Date: / /", "View Enrollees..." (a button), "Program:" (a text field), "Enrollment Start Date" (a date picker showing //), and "Worker" (a text field). A "Locate Clients..." button is located at the bottom right of the form.

- Select Group by clicking on SELECT GROUP button. Enter the *Enrollment Start Date*, *Worker (Optional)*, and click *Locate Clients*.

- Displayed are the clients eligible for the group selected.

Batch-Group Enrollments

 [Select Group...](#) Getting & Staying Healthy Group Start Date: 01/01/2020

[View Enrollees...](#) Program: 7 Prevention-Sessions Program

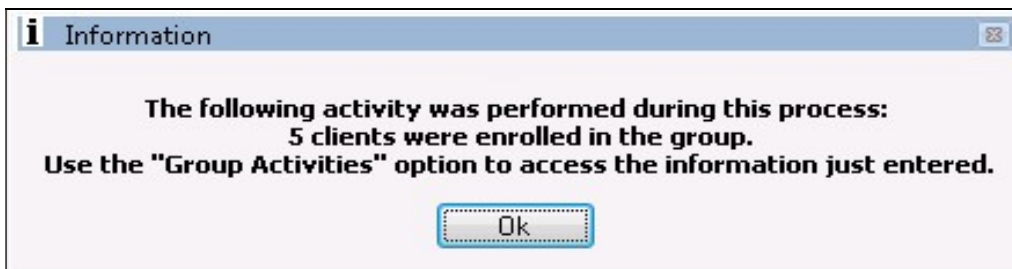
Enrollment Start Date 09/01/2022

Worker FWAAL CHARITY, SWEET [Locate Clients...](#)

Select	Client Name ▲	Client ID	Intake Date
<input type="checkbox"/>	Power, Flower	964352DDD	06/01/2021
<input type="checkbox"/>	Pregnant, Peg	708	03/01/2010
<input type="checkbox"/>	Risks, Rita	706	03/01/2010
<input type="checkbox"/>	Santana, Anna	58699	01/03/2007
<input type="checkbox"/>	Slipper, Lady	W562562	04/04/2010
<input type="checkbox"/>	Small, Tiny	3254125	08/05/2022
<input type="checkbox"/>	Smith, Granny	101	01/16/2007

- Place a check in the box next to the Client Name.
- Click SAVE

A message will display confirmation the enrollment was complete



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

Select a group by clicking on SELECT GROUP button.

The screenshot shows the 'Group Activities' form with the following fields and sections:

- Select Group...** (dropdown menu)
- Encounter...** (text input)
- Encounter Information** (tabbed view):
 - Date**: // (date input)
 - Program**: (dropdown menu)
 - Contract**: (text input)
 - Service Category**: (dropdown menu)
 - Model**: (text input)
 - Intervention**: (text input)
 - Encounter**: (text input)
 - Start Time**: (dropdown menu)
 - End Time**: (dropdown menu)
 - Time Spent**: n/a
 - Staff**: (text input)
 - Site**: (text input)
 - CDC Setting Type**: (text input)
 - On Site**:
 - Location**: (text input)
 - Off Site ZIP Code**: (text input)
 - Services/Activities Provided...**: (list box showing 'Not Entered')
 - Prevention Related Information**:
 - Incentive Provided**:
 - Cycle Number**: 0
 - Session Number**: 0
 - Unit of Delivery**: (text input)
- Locate Clients...** (button)

This close-up shows the 'Select Group...' dropdown menu. A mouse cursor is hovering over the dropdown arrow, and a tooltip labeled 'Select from list' is visible. The 'Program:' label is also visible to the right.

- Highlight the Group and click on the SELECT button.

The 'Group Selection' dialog box contains the following table:

Group Name	Start Date	Program Name
Getting & Staying Healthy	01/01/2020	7 Prevention-Sessions Program
Healthy Choices	01/17/2020	7 Prevention-Sessions Program
Sharing Positively	04/01/2001	7 Prevention-Sessions Program
Sister to Sister	06/01/2007	7 Prevention-Sessions Program
[Brother to Brother]	06/01/2007	7 Prevention-Sessions Program

A 'Select' button is located at the bottom right of the dialog box.

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

Session Date	Service Category	Encounter Type	Staff Name
07/26/2022	Interventions Delivered to Gro	HIV/STD Risk Reduction Counsel	MARY, LADY
10/20/2021	Interventions Delivered to Gro	Curriculum Based Prevention Ed	FLAKE, SNOW
07/27/2021	Interventions Delivered to Gro	Peer Education Services	LEAH, PRINCESS
07/23/2021	Interventions Delivered to Gro	Curriculum Based Prevention Ed	FLAKE, SNOW
06/15/2021	Interventions Delivered to Gro	Curriculum Based Prevention Ed	FLAKE, SNOW
06/02/2021	Interventions Delivered to Gro	Curriculum Based Prevention Ed	MARY, LADY
01/11/2017	PrEP/PEP Services	PrEP Services	POTTER, HARRY
11/10/2015	Interventions Delivered to Gro	Single Session Curriculum Base	POTTER, HARRY
06/11/2013	Interventions Delivered to Gro	Substance Use Harm Reduction	LEAH, PRINCESS
05/02/2012	Interventions Delivered to Gro	Peer Training Services	POTTER, HARRY
05/01/2012	Interventions Delivered to Gro	Multiple Session Curriculum Ba	POTTER, HARRY
12/14/2011	Adult Day Health Care	Attendance	POTTER, HARRY
09/03/2010	Interventions Delivered to Gro	Multiple Session Curriculum Ba	PENNY, HENNY T
09/01/2010	Interventions Delivered to Gro	Multiple Session Curriculum Ba	POTTER, HARRY

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.

Encounter Information Tab

Encounter Information

Date: 09/27/2022 Program: FWAAH 7 Prevention-Sessions Program

Service Category: 00013 Interventions Delivered to Groups (IDG)

Encouter: 223 Peer Education Services

Staff: FWAAJ FLAKE, SNOW

Site: FWAAB HIV HOME TEST SITE

CDC Setting Type: 03 Clinic/Health Care Facility

Services/Activities Provided...
Not Entered
Select Services/Activities Provided
Cancel

Prevention Related Information

Incentive Provided

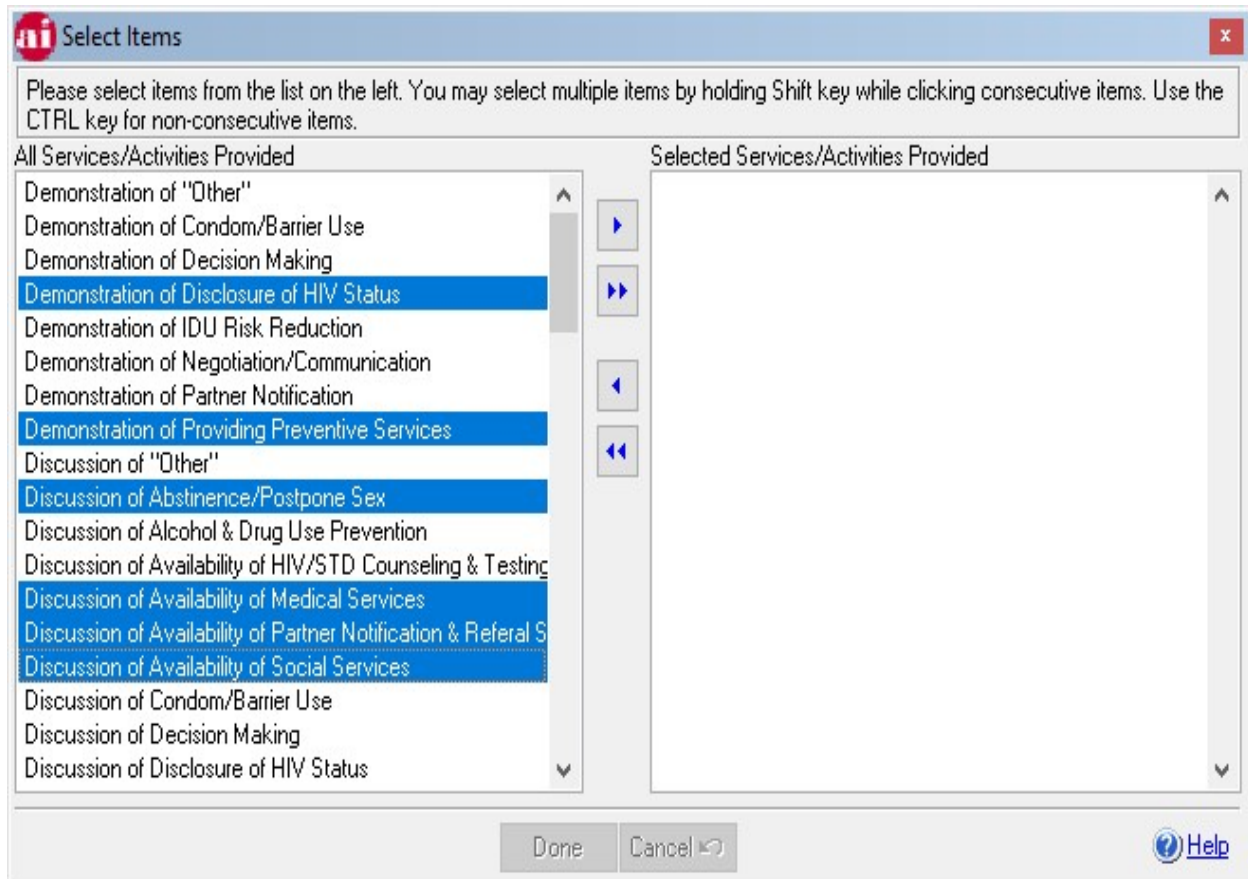
Cycle Number: 0

Session Number: 0

Unit of Delivery

Locate Clients...

Right-click mouse to enter Services/Activities Provided.



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

Group Activities

Select Group... Getting & Staying Healthy

Encounter...

Encounter Information

[progress note](#)
[Additional Information](#)
[Attendees](#)

Date 09/27/2022 **Program:** FWAAH 7 Prevention-Sessions Program

Contract

Service Category 00013 Interventions Delivered to Groups (IDG) **Start Time** : ▼

Model **End Time** : ▼

Intervention Time Spent: n/a

Encounter 223 Peer Education Services

Staff FWAAJ FLAKE, SNOW

Site FWAAB HIV HOME TEST SITE

CDC Setting Type 03 Clinic/Health Care Facility

On Site

Location **Off Site ZIP Code** -

Services/Activities Provided...

- Demonstration of Disclosure of HIV Status
- Demonstration of Providing Preventive Services
- Discussion of Abstinence/Postpone Sex
- Discussion of Availability of Medical Services
- Discussion of Availability of Partner Notification & Referral
- Discussion of Availability of Social Services

Prevention Related Information

Incentive Provided

Cycle Number 0

Session Number 0

Unit of Delivery

Locate Clients...

Select *Locate Clients* 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.

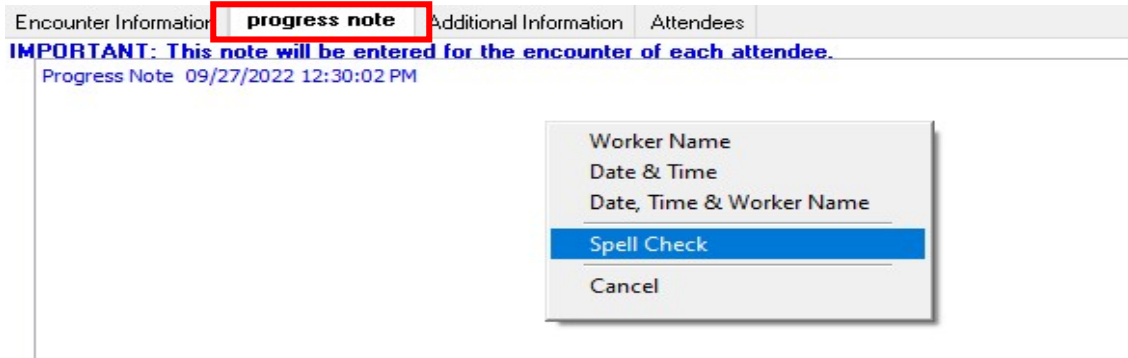
Attended	Client ID ▲	Client Name	Time In	Time Out
<input checked="" type="checkbox"/>	02999	ADAMS, ANGELA	:	:
<input checked="" type="checkbox"/>	1	APPLE, CANDY	:	:
<input checked="" type="checkbox"/>	C1	APPLE, GOLDENRED	:	:
<input checked="" type="checkbox"/>	2	BOND, JAMES	:	:
<input type="checkbox"/>	23451345	Bondi, James	:	:
<input type="checkbox"/>	709	BOY, TOM	:	:
<input type="checkbox"/>	Q324	Brown, Braun	:	:
<input type="checkbox"/>	1111AAA	Bug, Lady	:	:
<input type="checkbox"/>	19	BUNNY, BUGS	:	:
<input type="checkbox"/>	4352345	Carmel, Carmel	:	:
<input type="checkbox"/>	100	Column, Colin	:	:

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 72.

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.

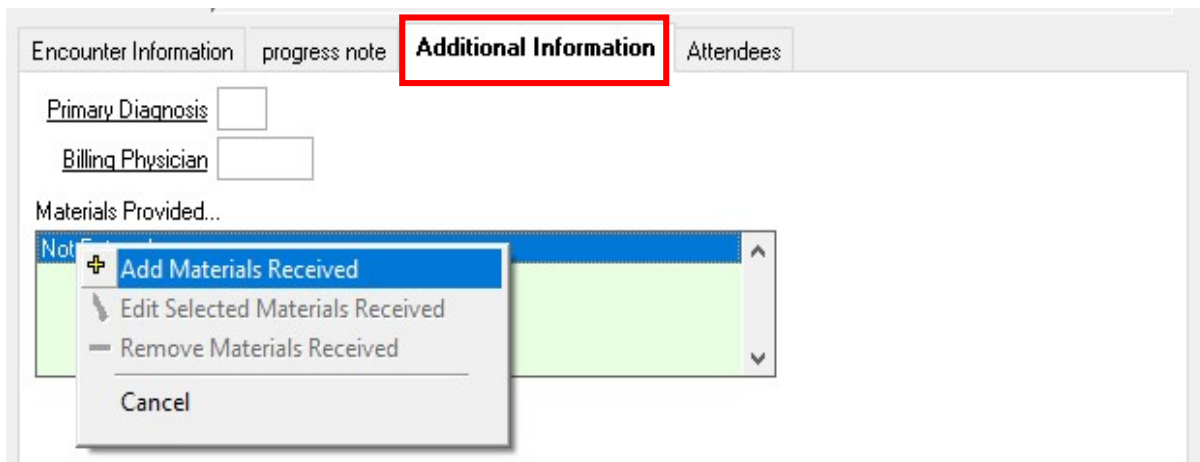


If you are now finished with the Group Activities, click on SAVE.

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.



Materials Received

Enter the type and quantity of the material distributed. [Help](#)

Type: 100 External/inserptive condoms

Quantity: 25

Done Cancel

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.

Encounter Information		progress note	Additional Information	Attendees	
Attended	Client ID ▲	Client Name		Time In	Time Out
<input checked="" type="checkbox"/>	02999	ADAMS, ANGELA		:	:
<input checked="" type="checkbox"/>	1	APPLE		:	:
<input checked="" type="checkbox"/>	C1	APPLE		:	:
<input checked="" type="checkbox"/>	2	BOND		:	:
<input type="checkbox"/>	23451345	Bondi		:	:
<input type="checkbox"/>	709	BOY,		:	:
<input checked="" type="checkbox"/>	Q324	Browr		:	:
<input checked="" type="checkbox"/>	1111AAA	Bug, l		:	:
<input checked="" type="checkbox"/>	19	BUNN, BOB		:	:
<input checked="" type="checkbox"/>	4352345	Carmel, Carmen		:	:
<input checked="" type="checkbox"/>	100	Column, Colin		:	:

Mark All Attended

Mark All Not Attended

Update all Start & End Times

Collaterals

Referrals

Cancel

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.

Attended	Client ID ▲	Client Name	Time In	Time Out
<input checked="" type="checkbox"/>	02999	ADAMS, ANGELA	:	:
<input checked="" type="checkbox"/>	1	APPLE, CANDY	:	:
<input checked="" type="checkbox"/>	C1	APPLE, GOLDE	:	:
<input checked="" type="checkbox"/>	2	BOND, JAMES	:	:
<input type="checkbox"/>	23451345	Bondi, James	:	:
<input type="checkbox"/>	709	BOY, TOM	:	:
<input checked="" type="checkbox"/>	Q324	Brown, Braun	:	:
<input checked="" type="checkbox"/>	1111AAA	Bug, Lady	:	:
<input checked="" type="checkbox"/>	19	BUNNY, BUGS	:	:
<input checked="" type="checkbox"/>	4352345	Carmel, Carmel	:	:

Mark All Attended

Mark All Not Attended

Update all Start & End Times

Collaterals

Referrals

Cancel

Referrals...

Referral Information for this Group Activity

Date	Referred For	Referred To	Status
07/26/2022	High School		Client Received Service

Service Need

Category: 200 Education/Employment
 Service: 035 High School
 Priority:

Referral Information

Referral Date: 07/26/2022
 On site
 Referred To:
 Date Need Identified: // Appointment Date: //

Follow-up Method

Active referral
 Passive referral-agency verification
 Passive referral-client verification
 None

Referral Verification

Date Service Verified: //
 Status: +01 Client Received Service
 # Appointments Per Week:
 Appointments Being Kept

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.

The screenshot shows the 'Fast Track Data Entry' form. At the top, there are input fields for Date (//), Program, Contract, Service Category, Model, Intervention, Encounter, Staff, and Site. On the right side, there are dropdown menus for Start Time and End Time, and a label 'Time Spent: n/a'. Below these fields are three tabs: 'Session Defaults', 'Default Progress Note', and 'List of Clients'. The 'Session Defaults' tab is active, showing a dropdown menu for 'Services/Activities Provided...' with 'Not Entered' selected. To the right of this dropdown is a section titled 'Prevention Related Information' containing checkboxes for 'Incentive Provided', 'Unit of Delivery', and 'Default "# of Items" for services', along with a 'Session Number' input field. Below the dropdown are input fields for Location, Outcome, Team, Involved Agency, Involved Agency 2, Billing Physician, Primary Diagnosis, and Secondary Diagnosis. At the bottom, there are checkboxes for 'Limit client selection to Only those clients enrolled in Group' and 'Populate "List of Clients" (next tab) with existing encounters.', and a 'Locate Clients...' button.

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.

Fast Track Data Entry

Date 09/01/2022 **Program** FWAA0 PrEP Services
 Contract

Service Category 00054 PrEP/PEP Services Start Time :
 Model End Time :
 Intervention Time Spent: n/a

Encounter 139 Peer Services

Staff FWAAJ FLAKE, SNOW
Site FWAAC Valley Stream Health Center

Session Defaults Default Progress Note List of Clients

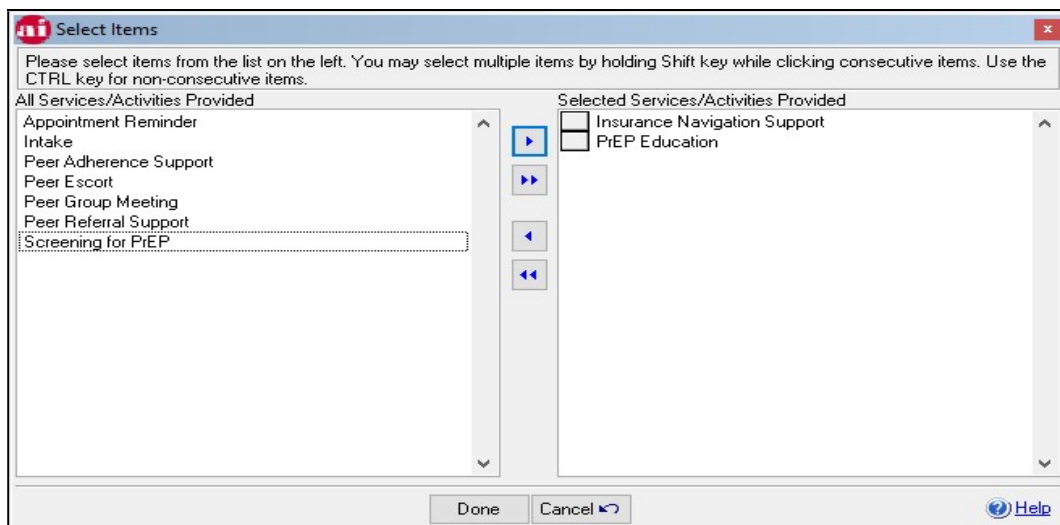
Services/Activities Provided... Not Entered
 Select Services/Activities Provided
 Cancel

Prevention Related Information
 Incentive Provided Session Number
 Unit of Delivery
 Date Completed //
 Encounter With
 Default "# of Items" for services

Location
 Outcome
 Team
 Involved Agency
 Involved Agency 2
 Billing Physician
 Primary Diagnosis
 Secondary Diagnosis

Limit client selection to Only those clients enrolled in Group
 Populate "List of Clients" (next tab) with existing encounters. **Locate Clients...**

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



- 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).

Session Defaults | Default Progress Note | List of Clients

Services/Activities Provided...

Insurance Navigation Support
PrEP Education

Prevention Related Information

Incentive Provided Session Number
 Unit of Delivery

Date Completed
 Encounter With
 Default "# of Items" for services

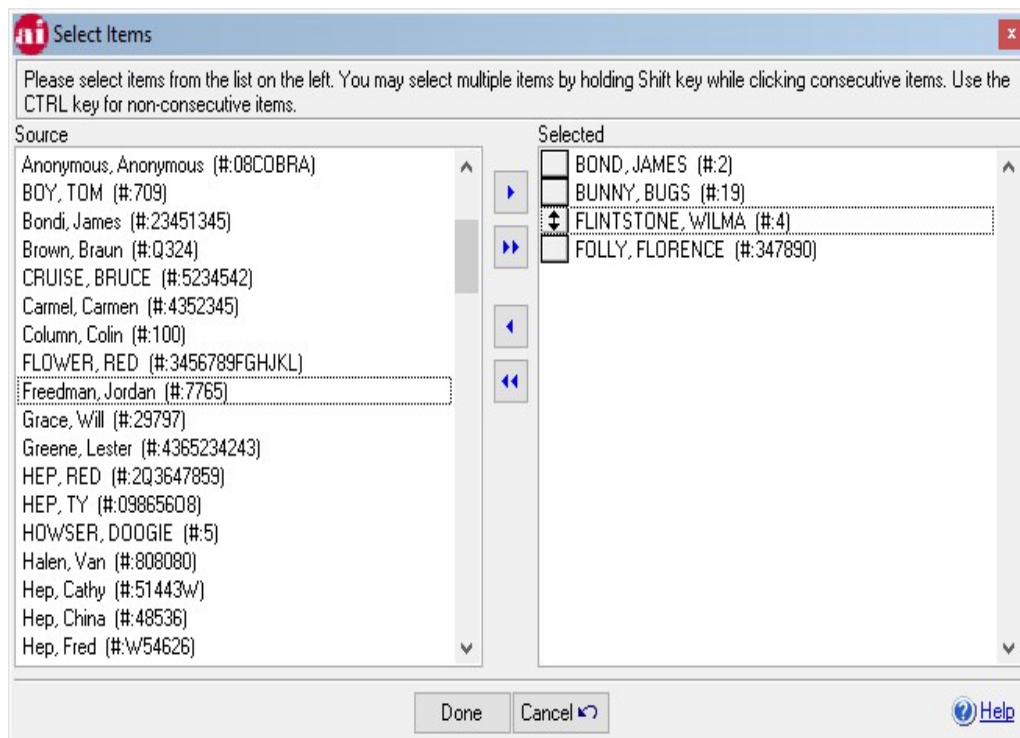
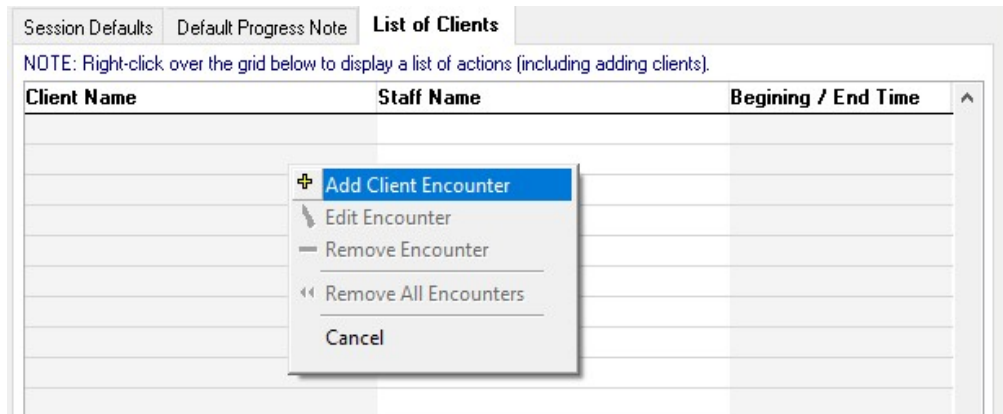
Location
 Outcome
 Team
 Involved Agency
 Involved Agency 2
 Billing Physician
 Primary Diagnosis
 Secondary Diagnosis

Limit client selection to Only those clients enrolled in Group
 Populate "List of Clients" (next tab) with existing encounters.

Locate Clients...

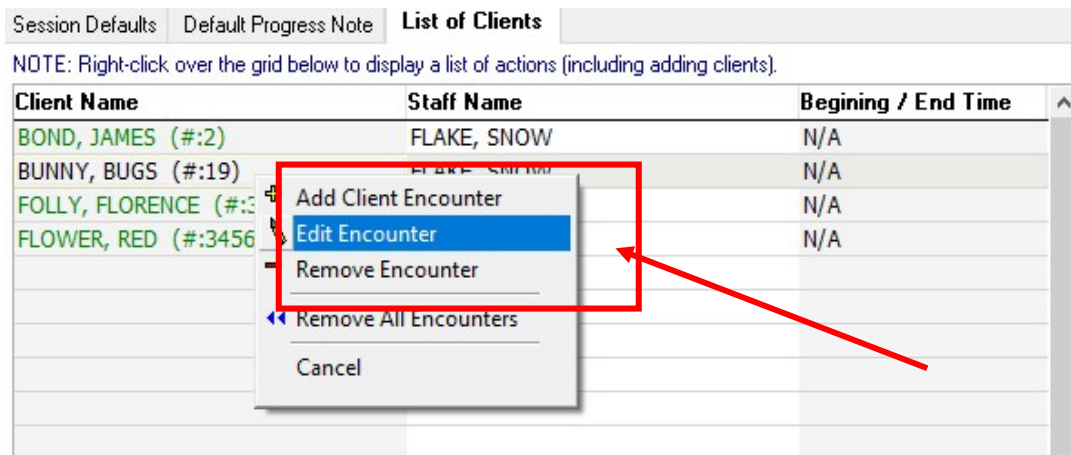
List of Clients Tab

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



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

- 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.
- 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).

The screenshot shows a software interface with three tabs: 'Session Defaults', 'Default Progress Note', and 'List of Clients'. The 'Default Progress Note' tab is selected and highlighted with a red box. Below the tabs, the text 'Encounter Progress Note...' is visible. The main content area is a large text input field containing the text 'Default Progress Note 09/28/2022 04:03:46 PM'. A vertical scrollbar is visible on the right side of the text area.

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.

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.
 - **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.”

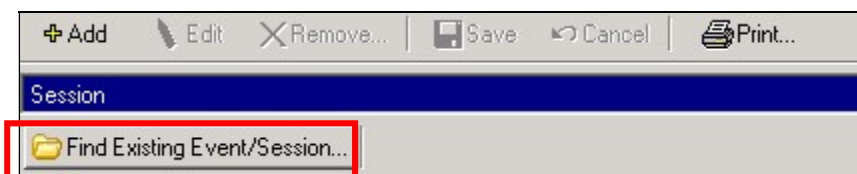
Session Encounters: Find Existing or Create New

- Select Session Encounters



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.

Session Encounters

Event/Session

Demographics

Session Provided

Agency Defined Fields

Date **Program** 7 Prevention-Sessions Program

Contract

Service Category PrEP/PEP Education and Outreach

Model

Intervention

Encounter Community Presentations (Outreach)

Start Time

End Time

Time Spent: 03:00

Location

Type Community Setting

Specific Location

Organization

Contact

Street

Zip Code **City** **State**

County

Additional ZIP Codes covered

Scheduled Date

Session Presented By...

Peers

Staff

Session Staffed By...

Not Entered

+ Add Session Staffed By

Edit Selected Session Staffed By

Remove Session Staffed By

Cancel

Incentive Provided **Session Number**

Unit of Delivery

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.
- The Primary Risk section is new and optional. If data is entered, the total must equal to the Demographics Known.

Session Encounters

Find Existing Event/Session...

Event/Session **Demographics** Session Provided Agency Defined Fields

Demographics of Participants

Total Participants:
 Demographics **Known** **Unknown**

Gender...		
Woman/Girl	<input type="text" value="10"/>	
Transgender Woman/Girl	<input type="text" value="10"/>	
Man/Boy	<input type="text" value="15"/>	
Transgender Man/Boy	<input type="text" value="1"/>	
Non-Binary person	<input type="text" value="10"/>	
Gender Non-Conforming person	<input type="text" value="8"/>	
Not sure/Questioning	<input type="text" value="0"/>	
Gender not listed	<input type="text" value="4"/>	
Chose not to respond	<input type="text" value="0"/>	

Age Groups..		
Children (under 13)	<input type="text" value="0"/>	
Adolescents (13 -18)	<input type="text" value="0"/>	
19 to 24	<input type="text" value="25"/>	
25 to 34	<input type="text" value="25"/>	
35 to 44	<input type="text" value="0"/>	
45 and over	<input type="text" value="0"/>	

Race/Ethnicity...		
(NH) = Non Hispanic		
Hispanic	<input type="text" value="5"/>	
(NH) White	<input type="text" value="10"/>	
(NH) Black or African American	<input type="text" value="15"/>	
(NH) Asian	<input type="text" value="5"/>	
(NH) Native Hawaiian or Pacific Islander	<input type="text" value="5"/>	
(NH) American Indian or Alaskan Native	<input type="text" value="0"/>	
More than one Race/Ethnicity	<input type="text" value="10"/>	
Other	<input type="text" value="0"/>	
Unknown/Unreported	<input type="text" value="0"/>	

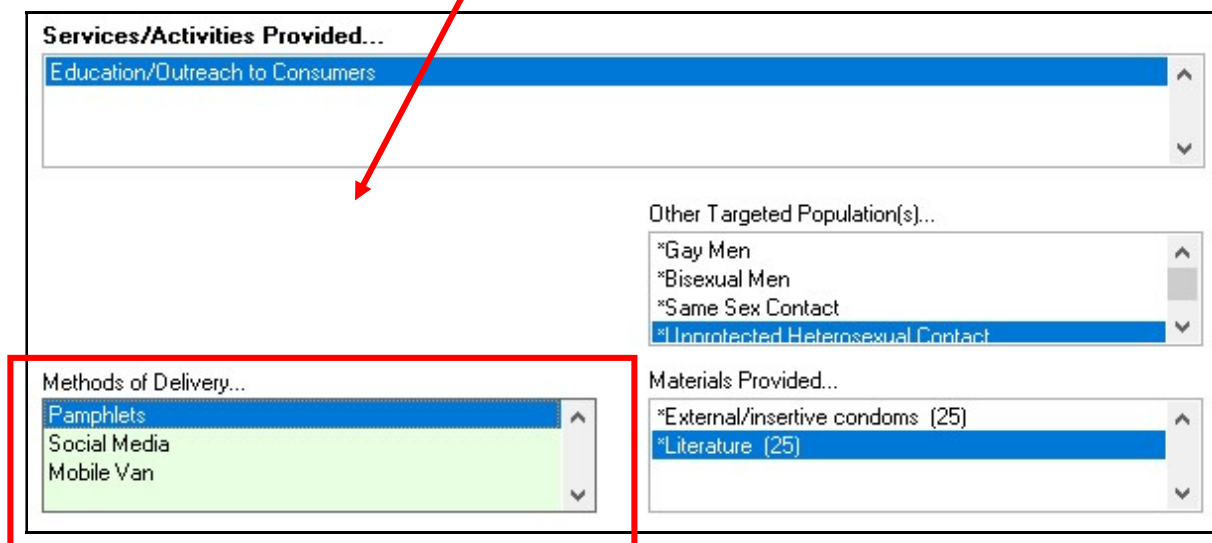
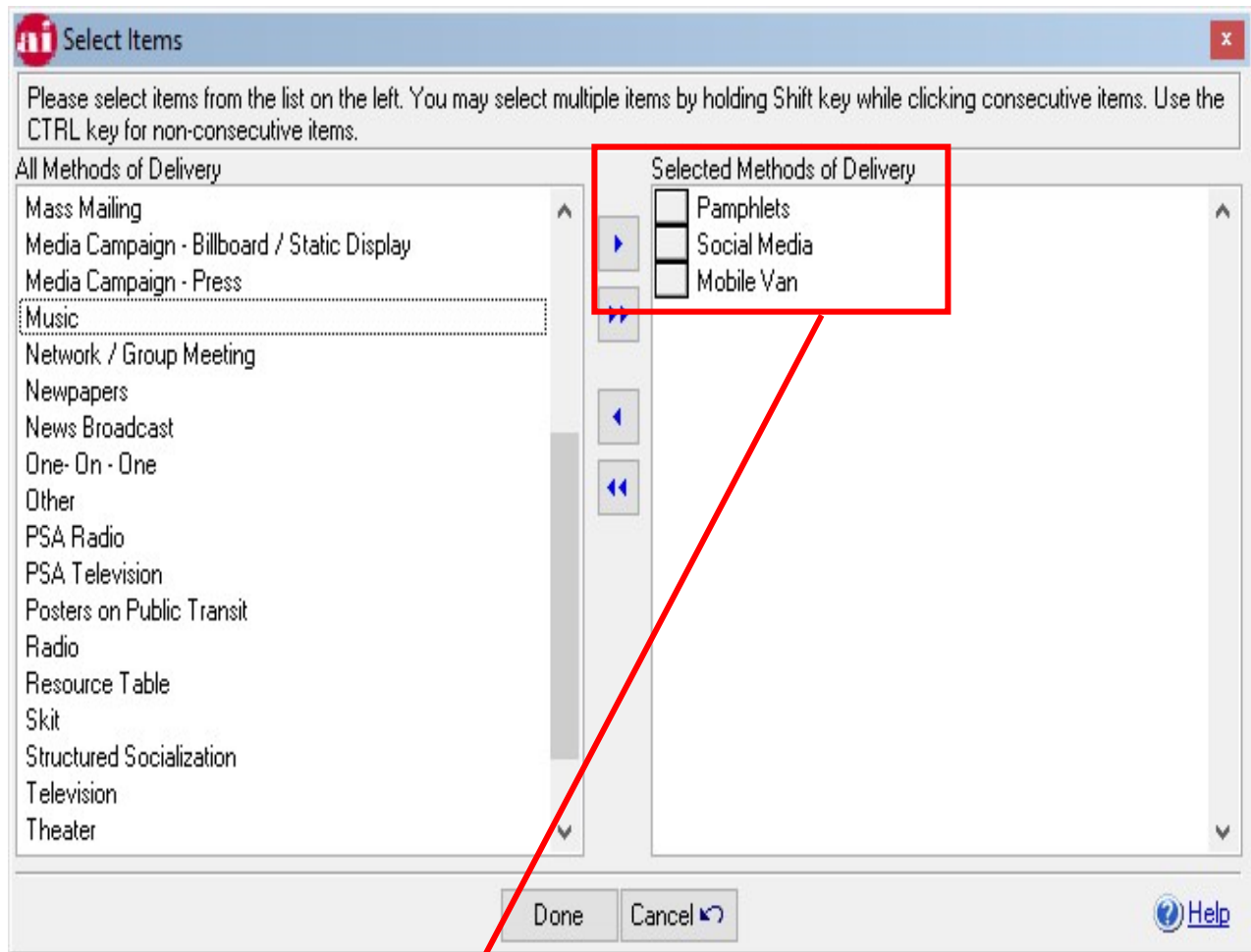


Sessions Provided Tab

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

The screenshot displays the 'Session Encounters' form with the 'Session Provided' tab selected. The form includes a search bar at the top, followed by tabs for 'Event/Session', 'Demographics', 'Session Provided', and 'Agency Defined Fields'. Below the tabs is a 'Target Group' field. The main content area is divided into several sections: 'Services/Activities Provided...' with a list containing 'Education/Outreach to Consumers'; 'Other Targeted Population(s)...' with a list containing '*Gay Men', '*Bisexual Men', '*Same Sex Contact', and '*Unprotected Heterosexual Contact'; 'Methods of Delivery...' with a list containing 'Not Entered' and a context menu open over it showing 'Select Methods of Delivery' and 'Cancel'; and 'Materials Provided...' with a list containing '*External/insertive condoms (25)' and '*Literature (25)'. At the bottom is a 'Remarks...' text area.

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



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.

Event/Session	Demographics/Risk	Session Provided	Agency Defined Fields
			Discussion? Yes
			Demonstration? No
			Information? A lot
			Education?
			Training?
			Outreach?
			Scale of Usefulness (1-10): 9
			Value to Staff (1-5):
			Expectation (1-5):
			Suggestion 1: Bring more materials
			Suggestion 2:
			Is this client going to be part of MHRA Contracts?
			Suggestion 4:
			8901234567890123456789012345678901234567890

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

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.

 A screenshot of the "Syringe Exchange Information" screen. At the top is a toolbar with buttons for "Add", "Edit", "Remove...", "Save", "Cancel", and "Print...". Below the toolbar is a tabbed interface with two tabs: "Current" and "Previous Exchange(s)". The "Current" tab is active, showing input fields for "Site", "Program", "Staff", and "Date". A "Begin..." button is located to the right of these fields. Below the input fields is a table with the following columns: "#", "Client ID", "In", "Out", "CC Reason", "Comment", "Referrals", "(!)", and "[X]". The table is currently empty. A note below the table reads: "Use the mouse, ↑Up & Down↓ keys to move between rows. Use the down arrow ↓ to add a new row."

To enter a new batch of exchanges, user clicks on the *Current* tab. To access exchanges that have already been entered, the user clicks on the *Previous Exchanges* tab.

To navigate from exchange to exchange the user uses the arrow keys on the keyboard.

To remove a row during an ADD session, they should check the X. This will prevent the row from being validated and saved.

The Previous Session tab is used for editing. The user can not edit a previous session from the 'Current' tab.

The Remove button is available from the Previous Session tab and removes all exchanges for the selected session.



The number of In's and Out's must be entered, user can enter 0; empty/null is not valid. This (!) column indicates errors that were found during the validation process. By clicking on that icon, errors will be displayed.

- *Optional:* Click on *CC Reason* to select the Contingency Contracting Reason.
- *Optional:* Click on the *Comments* to add notes to the record
- *Optional:* Click on the *Referrals* 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.

Anonymous Referral- Used by Syringe Exchange Programs to track Anonymous Referrals. Site, Program, Staff, Date, and client demographic information are captured along with the Referral Category, Service, and Referred to Agency.

Anonymous Referral

Use this feature to locate referrals for viewing or editing

Details

Site FWAAC Valley Stream Health Center

Program FWAAE 4 Syringe Exchange

Staff FWAAJ FLAKE, SNOW

Date 09/01/2022

Client Information

Age 30

Gender 12 Transgender Woman/Girl

Ethnicity & Race

Ethnicity Non-Hispanic Hispanic

Race White

Black / African American

Asian

American Indian or Alaska native

Native Hawaiian / Pacific Islander Some Other Race

Referral

Category 980 STI Screening/Testing & Treatment

Service 308 Screening/Testing for STDs (in general)

Referred To

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).

Selection | Output

Selection Options...

Worker At Encounter	- All
Service Category	- Supportive Services
Encounter Type	- All
Program	- 6 Prevention-Clients Program
Site	- All

Order by: Last Name

Report Selection: All Clients

Date Options...

From: 07/14/2005 To: 07/14/2006

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
 Client Listing by Primary Insurance Provider
 Clients Served by Program
 Patient Flow Sheet
 Duplicate Clients
 Client List of Update Tickler Statuses
 Update Tickler

ACTIVITIES AND SERVICES

Activities and Services Report
 Activities and Services Report (By Service)
 Collaterals Associated with Services
 Scheduled Activities Report
 Progress Notes Report
 Services Summary Report by Program
 Problems Identified Report by Program
 Weekly Billable Units Report
 Billable Units by Date Range Report
 Outcome Indicators Report
 Active Clients Without Encounters
 AIRS Encounters and Services Listing
 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
 Syringe Exchange Unit Referral Report

AGGREGATE REPORTS

AIDS Institute Aggregate Reports
 Encounters by Service Type – Total + Anonymous
 List Clients in Main Aggregate (DO NOT SEND)
 Main Aggregate Report - Active Clients
 Main Aggregate Report - New Clients
 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)

RSR Completeness Reports

RSR Client List
RSR Client Detail Report
RSR Provider Report
RSR Missing Data Report by Client
RSR Aggregate Completeness Report

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

LEGAL SERVICES REPORTS

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

TARGET REPORTS

CONTRACT/PROGRAM TARGET
CLIENT PREVENTION ATTENDANCE
AGGREGATE PREVENTION INTERVENTION
ATTENDANCE

Data Issues

Data Cleanup Report



AIRS (AIDS Institute Reporting System)

General Email: SUPPORTAIRS@ntst.com

Telephone: 1-212-727-8342 X 1

Internet Support System: <http://airs.freshdesk.com>

(Must first request a User Id and Password by emailing
SUPPORTAIRS@ntst.com)

AIDS Institute Reporting System (AIRS) website: www.airsny.org