



System Administration Guide

AIRS Version 8.9

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Introduction

Conversion From Legacy URS

The conversion populates AIRS with the data from the legacy URS.

- The conversion from the legacy URS to AIRS will entail having an empty new AIRS copied to the network server (or standalone AIRS computer).

Implementation Considerations

For agency-wide reporting purposes, every agency must be capable of having all their AIRS data contained in a single AIRS database. This can be accomplished with a:

- Central or standalone computer for AIRS
OR
- Single Local Area Network (LAN) or Wide Area Network (WAN) installation

Important Note: It is imperative that **AIRS is only “installed” once!**

The reasons for this follow:

There is a Unique AIRS System ID assigned to your agency. It is extremely important to realize that this assigned Unique System ID is associated with all data entered into AIRS. The numerous tables (that comprise AIRS) all contain underlying codes that utilize this Unique System ID code.

If an agency incorrectly copies the system and ends up with more than 1 AIRS, **there is no way to combine the 2 systems**. One would have to be sacrificed and its data entered into the surviving system.

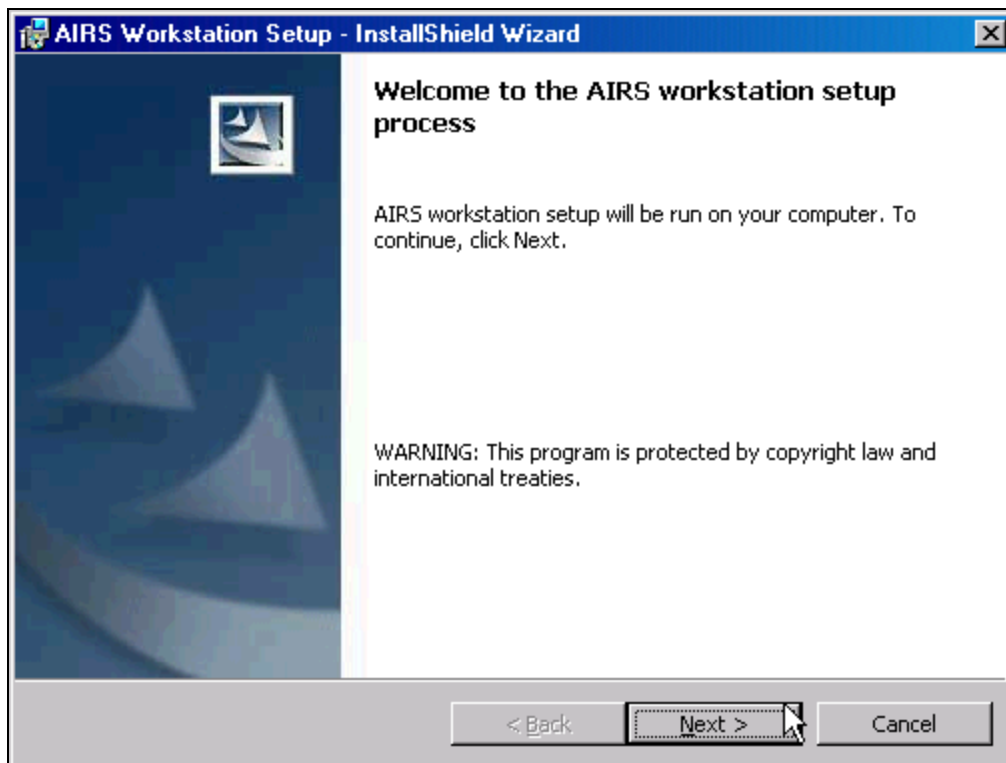
Workstation Setup

The workstation setup program is **SETUP.EXE** found in the AIRS folder.

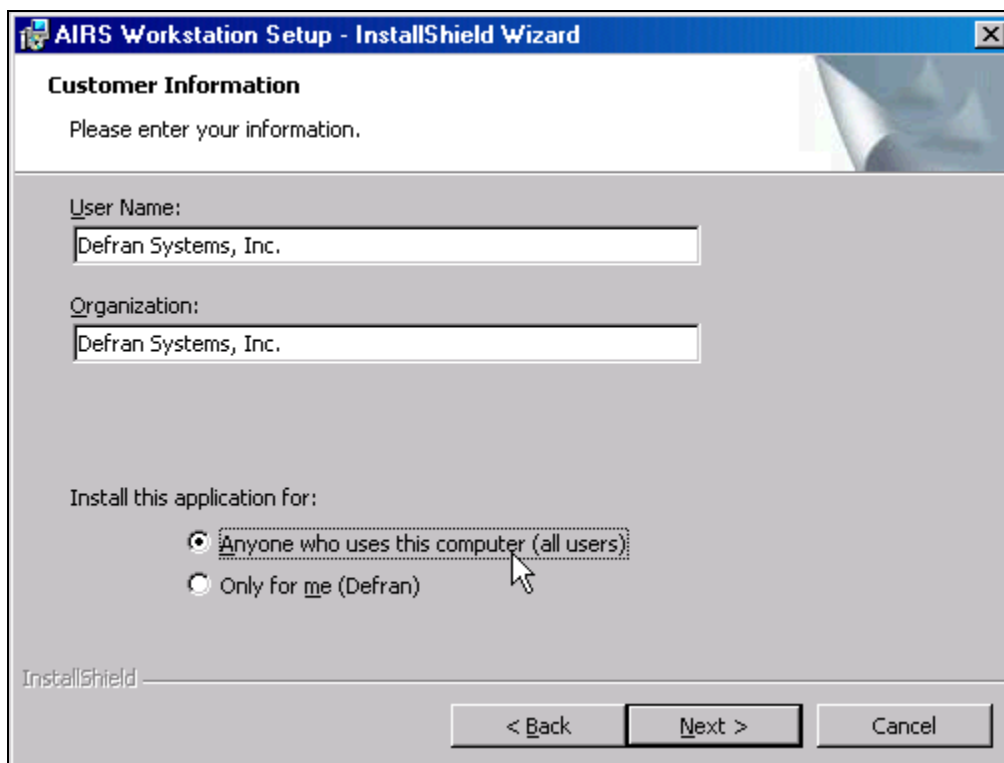
- Run SETUP.EXE to allow the user from this workstation to have access to the AIRS.
- It is recommended that this is run under the option “As Administrator” to ensure proper installation. The most recent Setup.exe is dated 12/04/2009.



Follow the Setup Wizard Instructions.



- If AIRS users share a computer, choose the Install Option “Anyone who uses this computer (all users)”



AIRS Workstation Setup - InstallShield Wizard

Customer Information

Please enter your information.

User Name:
Defran Systems, Inc.

Organization:
Defran Systems, Inc.

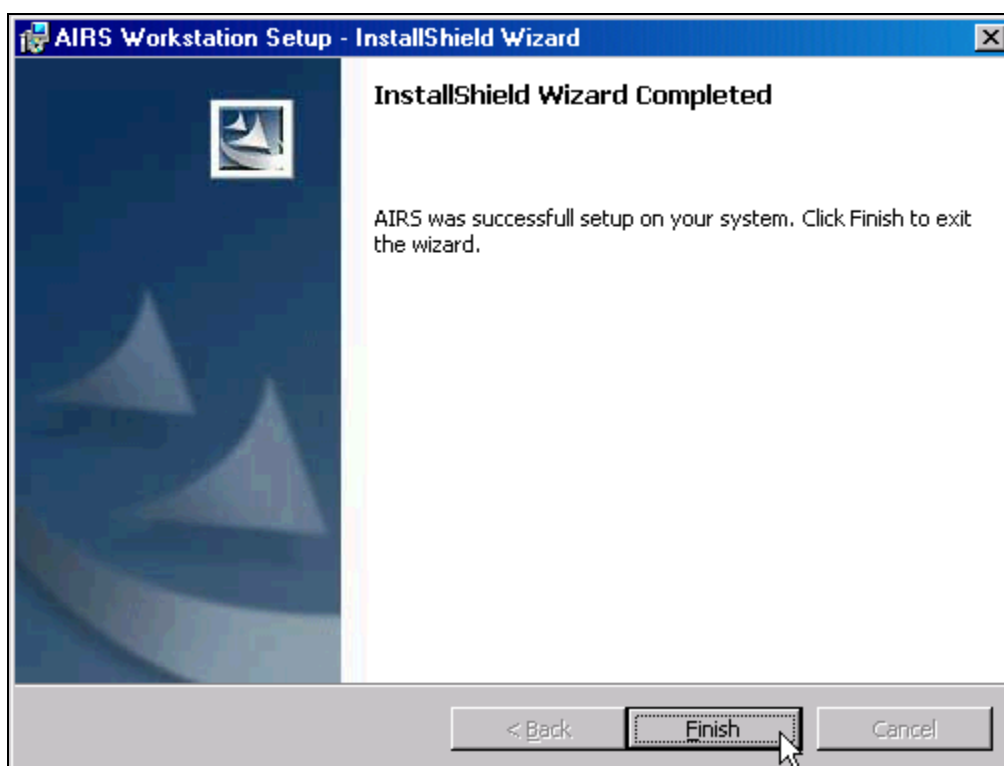
Install this application for:

☒ Anyone who uses this computer (all users)

☐ Only for me (Defran)

InstallShield

< Back Next > Cancel



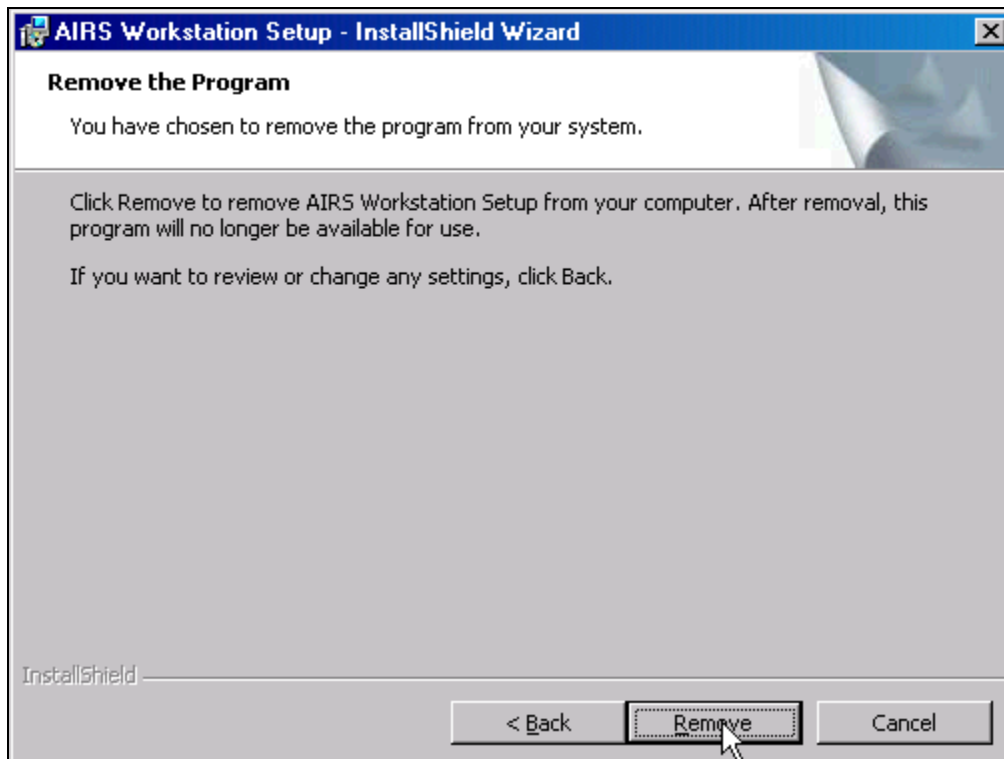
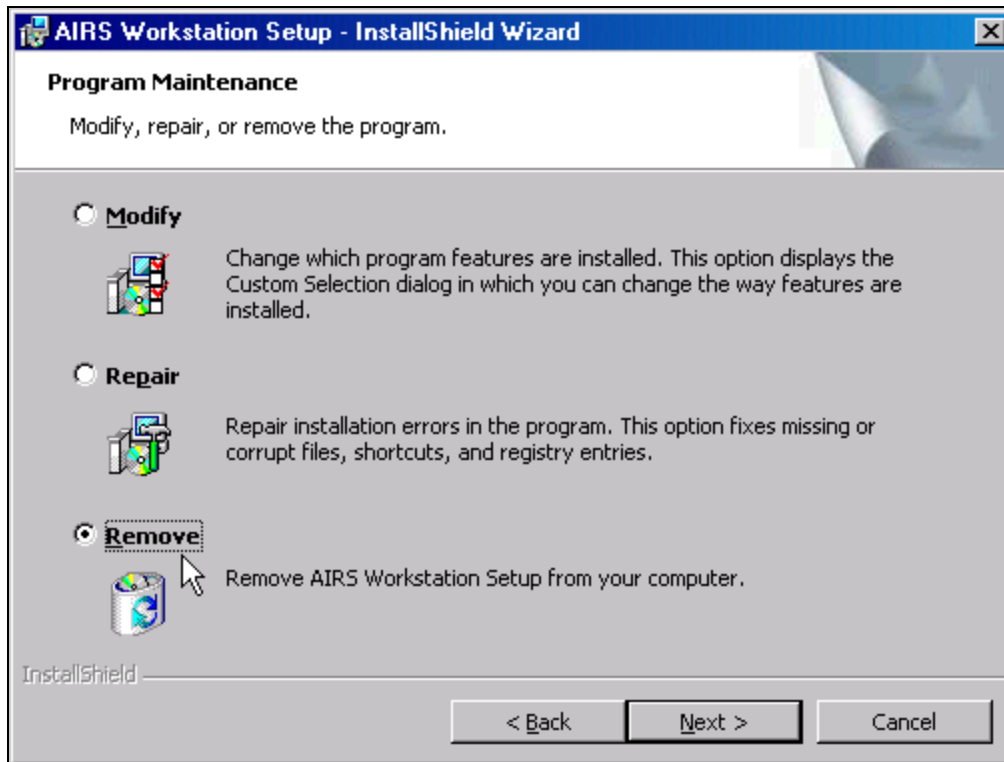
AIRS Workstation Setup - InstallShield Wizard

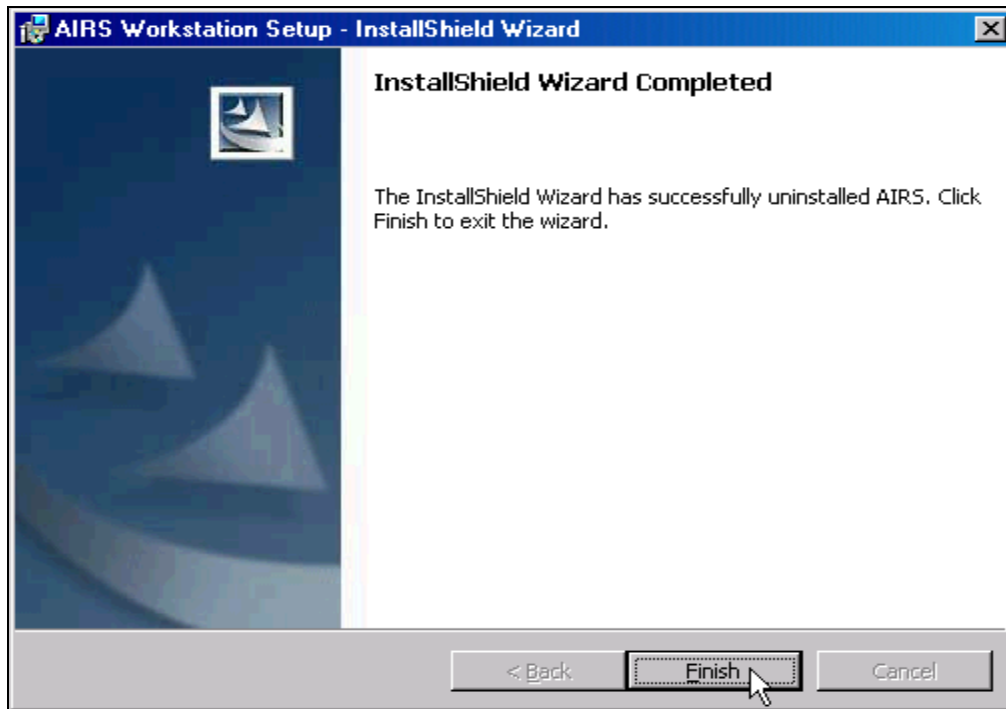
InstallShield Wizard Completed

AIRS was successfull setup on your system. Click Finish to exit the wizard.

< Back Finish Cancel

If there is a problem accessing AIRS, run **SETUP.exe** on the workstation again and choose the **REMOVE** option to uninstall the application.





Then run SETUP.exe again and install application. Follow the procedures above.

- SETUP.EXE accomplishes the following.
 - Loads the necessary files into the Windows directory
 - Loads the necessary files into the folder housing the user's Windows profile
 - Make a Windows Registry entry
 - Creates a Program Group
 - Sets up a shortcut icon for URS.EXE (this is AIRS)
 - Sets up a shortcut icon for AIRSUTILITIES.EXE (this is the Utilities)

Shortcut for the UTILITIES Program on the Desktop

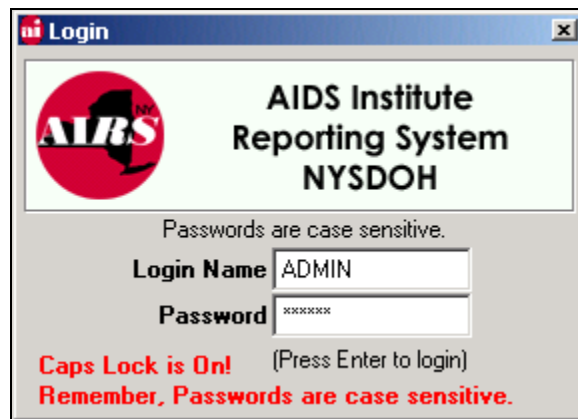
The Utilities program provides access to the Reindex, Repair, Backup, and the Upgrade applications.

- The program is named **AIRSUTILITIES.EXE**.
- The Utilities program is found in the UTILITIES sub-folder under the AIRS folder.
 - If the AIRS folder is on your G:\ drive, the command would read:
G:\AIRS\UTILITIES\AIRSUTILITIES.EXE

- See the AIRS UTILITIES section on pages 30 – 42 for detailed information on the utilities provided with the system. For now, set up the shortcut if needed.

The Login Screen

- Note that the Login Name will *display* in CAPS regardless of case entered. For example “admin” will display as “ADMIN”.
- The Password is case sensitive. It is important to type the Password in the assigned case (lower or upper). A message in **red** will be displayed when Caps Lock key is on.
- The Password field will be displayed as "*****".
- Press the Enter key on the keyboard to log into AIRS. Login attempts are limited to 3 tries before you have to click on the application shortcut to try again.



- NOTE: Each user must be assigned their own Login and Password. See the *Agency / Staff Information* screen. Unless the user has System Administrative rights, only one person at a time can log into the system using the same Login/Password.

Suggestions

- It is strongly recommended that the System Administrator change the Password of the ADMIN Login Name. (In the initial legacy URS installation, the default ADMIN Password was distributed with all copies of the system. It provided full access to all information. Your agency should have already changed this.) After logging in with ADMIN, go to the System Menu | Change Password option. Be sure the new Password is something that you will not forget (but not easy enough for everyone to figure out).
- It is also important to designate at least one other person with System Administrator Rights to act as a backup to you when you are unavailable.

- The person(s) designated as AIRS System Administrator should add a Staff record for themselves having “System Administrator Rights” by checking the box next to “Can Act as a System Administrator” in the *Agency | Staff* screen. **Only those individuals that have this box checked off can perform AIRS Utilities!**

System Administrator Checklist

Updating Security Schemes:

After an AIRS version upgrade new features, screens, or reports will not automatically be available to all users. Therefore, use “Define Security Schemes” in *System | System Options & Security Setup | Options* to make the necessary changes for user access. These changes should be made for all security schemes that access the following modules:

Agency module: For each, highlight and the change the access properties (if appropriate) to **HAS ACCESS** and **EDIT**, for the following screens.

- Service Targets

Clients & Services module: For each, highlight and the change the access properties (if appropriate) to **HAS ACCESS**, **ADD**, **EDIT**, and **DELETE** for the following screens.

- Worker Assignment
- Site Assignment
- Financial Information (now retains historical records)
- Primary Care Physician Information
- Substance Use History (now historical records)
- Treatment Adherence (in Assessments)
- Service Encounters
- Testing (Part B)
- Post Test (Part D)

Session Based Encounters module: For each, highlight and the change the properties (if appropriate) to **HAS ACCESS** for the following screen.

- Batch Group Enrollment

Reporting module: For each, highlight and the change the properties (if appropriate) to **HAS ACCESS** for the following Reports.

- PEMS Plannng Data Report
- MHRA DLA Hours Report
- Session Encounter Detail Report

- Session Encounter Summary Report
- Session Encounter Data Reports
- HIV Quality of Care Patient Listing Report
- Clients w/o PCP: Referral Status Report
- PCP Status Review Report
- Clients NOT on ARV Therapy: Referral Status Review(continued next page)
- ARV Therapy Status Review Report
- Clients w/o CD4/Viral Load: Referral Status Review
- CD4/Viral Load Test Status Review Report
- CDC Service Roll-up Reports

Extracts menu: For each, highlight and the change the access properties (if appropriate) to **HAS ACCESS** for the following screens.

- HIVQUAL Extract
- PEMS2AIRS Data Import
- PHS Extract
- Ryan White Data Report (RDR) Extract
- HIVQUAL Extract
- Electronic MPR

System menu: For each, highlight and the change the access properties (if appropriate) to **HAS ACCESS** for the following screens.

- Force Password Change for all staff
- Close All Enrollments in a Program
- Close & Transfer Enrollments in a Program

Post Setup:

- ☐ * Workstation setup for each user needing access to the system (page 5).
- ☐ * Updating Security Schemes for user access to the new screens and reports (above).
- ☐ Print the "**Planning Data Report**" (*Reporting module | Activities & Services | Planning Data Report*) to get a list of the AIDS Institute Programs, Contract, Service Category, Model, Intervention, Encounter, and Service combinations which are based on your agency's contracts. The *Contracts, Models, and Interventions have been set up for your agency to limit data entry to the funded Service Categories, Encounters, & Services combinations in AIRS.* (If you also work with PHS, contact Data Link about their program mappings).
- ☐ **OPTIONAL:** Print the "Security Rights Report" (*Reporting module | Agency | Security Rights Report*) to get a list of the Security Schemes which have currently been set up.
- ☐ **RECOMMENDED:** Print the "**AIRS Encounters & Services Listing**" found in the (*Reporting module | Activities & Services*) to see the new Service Categories, Encounters and Services. NOTE: Select only the "Active" ones.

- ☐ *OPTIONAL*: Use “Define Job Titles” in *System Options & Security Setup | Options* to customize job titles for your agency.

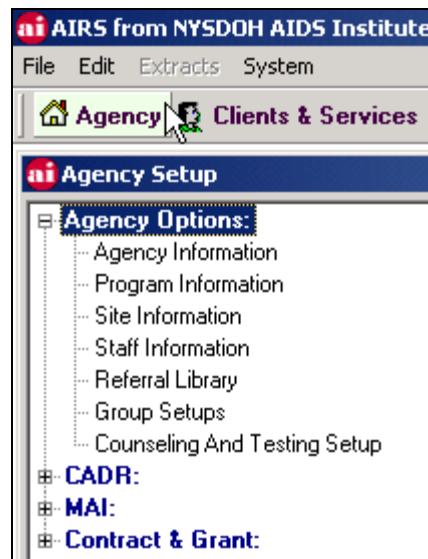
Post Setup: (Continued)

- ☐ *OPTIONAL*: Print relevant table lists and codes in AIRS using *System /Table Maintenance* (for use on forms or by your data entry staff).
- ☐ *OPTIONAL*: Print relevant Data Entry Forms. Modify the Word documents as needed.

Agency Module

Agency, Program, Site, Staff, Group & Referral Library Setup

Agency Options



Agency Information

Set up general agency information in the Agency Information screen. Periodically confirm that *Contact Information* is current!

Program Information

Add a record in the Program Information screen for each “AIRS Program” assigned to your agency.

- **Eligibility Type:** Click the appropriate boxes in the Agency | Program screen to specify whether a program is *Ryan White Eligible*, *HIV Counseling & Testing Eligible*, *HV Prevention Eligible*, or *Other*.
- **Funding Type:** This selection indicates how the Program is funded. It is based on the Program’s Eligibility Type. Therefore, a Program can be funded by Ryan White (RW) Title I, RW Title II, RW Title III, RW Title IV, MAI Title I, MAI Title II, MAI Title III, MAI Title IV HUD, HOPWA, CDC, State, or Other depending upon the selected Eligibility.

- Indicate if the Program Requires Enrollment. If this is true, clients must be enrolled into that program in the Client menu. *Only enrolled clients will be eligible for services in programs requiring enrollment.* You will not be able to enter services for non-enrolled clients. Programs that do not require enrollment can render services to any active client in the AIRS database.
 - Examples of Programs that Require Enrollment: Adult Day Health Care and COBRA Case Management programs; most programs that report to the Bureau of Ambulatory Care and Family and Youth Services (FAYS) at the AIDS Institute; TB programs; and most other Case Management programs.
- Right-click mouse for Service Categories Operated by this Program to add/edit service categories for each AIRS Program.
- Counseling and Testing programs must enter PEMS/CTR Information.
- Note: Agencies unsure about AIRS Program Setup/Enrollment or the proper associated Encounters/Services should contact their Contract Manager. Program setup is determined by the PEMS2URS / Planning file created by the AIDS Institute.

Programs Setup

Code	Program Name
FWAAF	5 SS/MH/SU/CC/House Program
FWAAG	6 Prevention-Clients Program
FWAAH	7 Prevention-Sessions Program
FWAAI	8 C&T Program
FWAAJ	9 Legal Services Program
FWAAL	EVERYTHING-CLIENT Program

Status: ☒ Active ☐ Inactive
☒ This program requires Enrollment

System Generated Code: FWAAI Agency Defined Code:

Name: 8 C&T Program

Agency: FWAAB VFP Test System of URS

Type:

Eligibility Type: 02 HIV Counseling & Testing

Funding Type: 05 Ryan White Funded

PEMS/CTR Information

CTS/CTR Funding Source: 08 Criminal Justice Initiative/Direct Program Operator

CTR Risk Factor Local Recall Period: 8

Service Categories Operated by this Program

Counseling And Testing

+ Add Service Category Link
 Edit Selected Service Category Link
 - Remove Service Category Link
 Cancel

Site Information

Enter all required information for each of your agency's sites. Include the main office if services are rendered there.

- Certified Counseling & Testing Sites must enter a C&T Location Code comprised of the 4-digit Facility ID # and 2-digit Site ID #. This information is provided by the AIDS Institute.
- Providers unsure about C&T Location Codes should contact their Contract Manager.
- See Appendix 1 for the Site Information Setup form.

Sites Setup	
Code ▲	Site Name
FWAAB	SITE 1
FWAAC	SITE 2
FWAAD	SITE 3
FWAAE	SITE 4 (Inactive)

Status ☒ Active ☐ Inactive

Agency FWAAB VFP Test System of URS

Name SITE 1

Address 101 First Avenue
First Floor

Zip Code 10001-5231

City New York **State** NY

County New York

AI Site ID# 1111111111

Contact Bill First

Title CEO

Phone (212) 555-1212 **Fax** (212) 555-9898

CDC Setting Type 03 Clinic/Health Care Facility

Counseling & Testing Locator Code (Legacy)

Facility ID 7777

Site ID 24

PEMS/CTR Site Information

Site Type F06.09 Community Setting - Workplace

☐ Disable CTR Form ID AutoAssign

HIV Testing Laboratory ID#

Staff

Enter information for each staff member in the STAFF INFORMATION screen.

Staff who need to be entered into the AIRS:

- Staff who provide a direct service to clients (Listed as Staff or Worker in Encounter)
- Staff who perform Data Entry into the system
- Staff who need access to the AIRS for viewing Information, generating reports, generation of extracts, or processing billings, etc.
- IT staff responsible for supporting the AIRS.

Entry Order: Since the Staff screen asks for the individual's supervisor, it is necessary to enter the staff member in a hierarchy order. Therefore, the Supervisors need to be entered before entering their staff.

- If a staff member is a Counseling & Testing worker, you must enter a unique *C&T ID* number for that worker. Without the C&T ID number, the worker will not be available for selection in the CTR section.
- If the staff member provides Medicaid services, you should enter their *MMIS ID number* and check them off as *Medicaid Licensed*.
- For each user that is given access to the AIRS, assign a Login Name and Password. Assigned Login Names and Passwords should be used by all staff including the assigned AIRS System Administrator. **Login and passwords should be unique and not shared among staff.**
- *Reminder*: Concurrent Logins are no longer allowed in AIRS.
- **The System Administrator should change the default “DEFTRAN” Password of the ADMIN Login Name for security purposes (if not already changed).**
 - NOTE: It is strongly advised that at least one other staff member is given System Administrative privileges. A backup administrator becomes extremely valuable when the primary System Administrator is absent from work. Therefore, check the “Can Act as System Administrator” box for these individuals. When checked, this overrides any other Security Scheme and allows access to all screens in the AIRS and AIRS Utilities.
- Job Titles are directly linked with Security Schemes.
- See Appendix 1 for the Staff Entry Setup Form.

Originally Installed Security Schemes & Definitions:

System Administrator - This Security Scheme allows the user access to all screens in the AIRS. It should only be used by staff who will not be providing any services to clients. It is commonly assigned to MIS/IT staff with AIRS System Administration privileges.

Data Entry - This Security Scheme allows ADD, EDIT, and DELETE access to the Agency, Clients & Services, and Session-Based Encounters modules. There is limited access to the System menu.

Direct Service Staff - This Security Scheme allows access to the Clients & Services, Session-Based Encounters, and Reports modules. It allows “view only” access to Agency module.

Management - This Security Scheme allows access to the Agency, Clients & Services, Session-Based Encounters, and Reports modules. There is limited access to the System menu.

Medicaid Billing Staff - This Security Scheme allows access to the Billing/Finance module only.

The Staff Information Screen: Display Grid and General Tab**General Tab**

Contains personal information, licensing information, identifiers, and employment information.

Worker ID	Name ▲	Job Title
FWAAC	HOLIDAY, DOC	Physician
FWAAR	KIRK, JAMES	Social Worker
FWAAG	LEAH, PRINCESS	Manager
FWAAF	LIBRE, NACHO	Social Worker

General	Access	Access to Services in Programs	Remarks
Personal Information <div> Last Name: KIRK First Name: JAMES Middle Initial: T Date of Birth: / / Gender: <input type="text"/> Race / Ethnicity: <input type="text"/> Primary Language: <input type="text"/> Second Language: <input type="text"/> Degree: <input type="text"/> </div>			
Licensing Information <div> <input type="checkbox"/> Medicaid Licensed License #: <input type="text"/> License Date: / / Provider Type: <input type="text"/> </div>			
Identifiers <div> Tax ID or SSN: - - C&T Counselor ID: 9879 PEMS Worker ID: FWAAR00000 System Generated Worker ID: FWAAR </div>			
Employment <div> Start Date: 04/04/2000 End Date: / / Worker Type: <input type="radio"/> Volunteer <input checked="" type="radio"/> Paid <input type="checkbox"/> Peer Team: <input type="text"/> </div>			

Access Tab

The information on this screen details the staff person's job title, login/password information, and access to data in AIRS. The System Administrator can also specify if staff can see client address information displayed in the information panel.

General	Access	Access to Services in Programs	Remarks
<input checked="" type="checkbox"/> This staff person can access the system. <input type="checkbox"/> Can act as a System Administrator			
Login Name <input type="text" value="DOC"/> Password <input type="password" value="****"/> <input type="checkbox"/> Force user to change password on next login			
Worker's Access Profile			
<input checked="" type="checkbox"/> User can NOT see client address information in information panel. Agency <input type="text" value="FWAAB"/> VFP Test System of URS Site <input type="text" value="FWAAB"/> SITE 1 Access for this user can be limited to only clients at this site. Otherwise, the user will have access to all clients regardless of the site. <input checked="" type="checkbox"/> Limit access to only clients at this site.			
Program <input type="text"/> Access for this user can be limited to only clients enrolled into this program. Otherwise, the user will have access to all clients regardless of the program enrollment. <input type="checkbox"/> Limit access to only clients of selected program			
Job Title <input type="text" value="03"/> Physician			
<input checked="" type="checkbox"/> Self Supervisor <input type="text" value="FWAAC"/> HOLIDAY, DOC T			

Access to Services in Programs Tab (new!)

The System Administrator can allow a staff person who is logged into the system to:

- 1) Enter information associated with All Programs (when checked)

OR

- 2) Be limited to view or enter information only in the "Selected Programs". This holds true for the Service Encounters, Legal Services, CTR, Group Activities, Fast Track, and Session-based Encounter screens. No other Programs besides those accessible will be available to the Staff member who has Program limitations set.

General | Access | **Access to Services in Programs** | Remarks

This staff person can provide services in the following programs:

☐ All programs

1 Case Management Program
8 C&T Program

Select Programs
Cancel

Remarks tab

General remarks about the staff can be entered here.

General | Access | Access to Services in Programs | **Remarks**

Remarks go here.
Right-click mouse for Date & Time stamp options as well as Spell Check.
05/11/2007 03:19:40 PM, Administrator System

Worker Name
Date & Time
Date, Time & Worker Name
Spell Check
Cancel

Referral Library

In the **Agency | Referral Library** screen there are three types of categories (1) agencies that refer clients into your agency, 2) agencies to which clients are referred from your agency, and 3) agencies to which client placement occurs). Be sure to appropriately flag each Referral item. Each Referral item can be checked for 1, 2, or all 3. This creates a Referral Library that becomes a Pick List in the AIRS from which the user can make selections. This is also the library that Medical Facility Name is populated from in the Primary Care Physician Information screen.

****It is recommended that agencies appoint one person to maintain the referral library to avoid duplicate entries!**

Groups

If your agency has regularly scheduled sessions with selected clients, add a Group (or many Groups) in the Agency | Group Setup screen (for example, weekly Support Groups.) If you do not offer group services, skip this step. Please note the following.

- The *Group Code* will be system generated.
- Staff must *enroll* clients into Groups in the Client & Services | Group Enrollment screen or via the Session-Based Encounters | Group Activities | Batch Group Enrollments.
- *Data entry* of the Group Attendance occurs in the Session Based Encounters | Group Activities screen.
- Structured Interventions should enter both the *Number of Planned Cycles and Number of Planned Sessions* to ensure reports are functioning properly.

Groups Setup

Code	Name	Program
PRV1	Prevention Group	6 Prevention-Clients Program
GRP2	Saturday Night Special Group	5 SS/MH/SU/CC/House Program
GRP1	OMNIPRESENT Group	EVERYTHING-CLIENT Program
FWAAH	Group for Program KZAAC	BCBS MSA HIV-/unk (4Planning)
FWAAG	Group for Program KZAAB	BCBS MSA HIV+ (4Planning)

Code FWAAG (System Generated for new groups)

Name Group for Program KZAAB

Leader #1

Leader #2

Program KZAAB BCBS MSA HIV+ (4Planning)

Location

Start Date 06/01/2007

End Date / /

Number of Planned Cycles 3

Number of Planned Sessions 8

Risk Group Target

Counseling & Testing Setup

- If your agency provides Counseling and Testing services, a range of CTR Form IDs needs to be set up in the AIRS.
- NYSDOH AIDS Institute staff will provide the correct series of Counseling and Testing Form ID codes for your site(s). **Please note you cannot make these numbers up!!!!**

System Menu

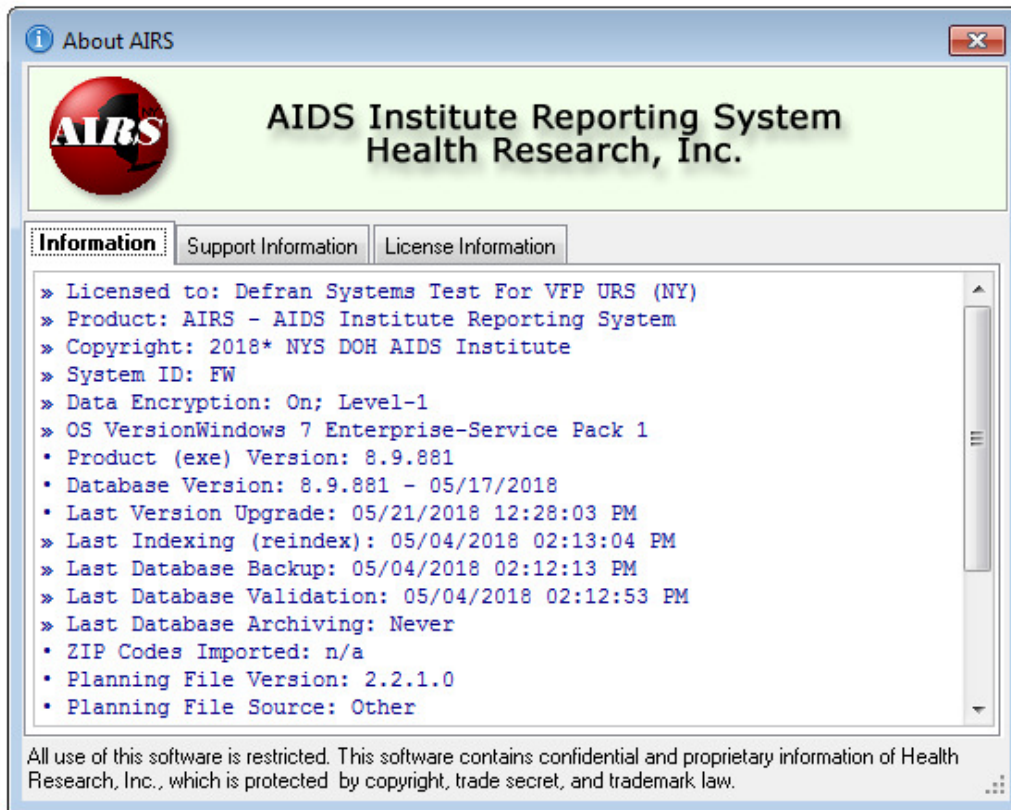
As the System Administrator, you should become familiar with these menu choices.

Help

This feature is the online version of the existing user guide. It also contains additional information for each menu item contained throughout the system.

About AIRS

Provides basic information about the AIRS Version, Release number, System ID, Date of the application, Temp File location, last Planning File Imported, and support contact information.



System Options & Security Setup

- Security Schemes:
 - Define Security Schemes
- Job Titles:
 - Define/Maintain Job Titles
- Options:
 - General System Preferences
 - Force Password Change for all staff
- Login History:
 - Display history of system logins
- System Errors:
 - Run-time errors

Security Schemes

Define Security Schemes - Basic Security Schemes are delivered with the system which provide or restrict access to AIRS entry screens. Agencies can add new ones or view and/or modify existing ones.

- Select *Define Security Schemes* to Add or Edit (select the “Security Scheme Name”) a Security Scheme Name. See next page.

Security Scheme Maintenance | Screen Level Access

Security Scheme Name: Direct Service Staff

Scheme Code: 03

Name: Direct Service Staff

Remarks: THIS SECURITY SCHEME ALLOWS ACCESS TO THE CLIENT AND SERVICES MODULES. IT ALLOWS VIEW ONLY ACCESS TO AGENCY INFORMATION.

Choose the Security Scheme and select SCREEN LEVEL ACCESS tab to add, edit or delete rights to specific screens for the chosen security scheme.

Security Scheme Maintenance

Screen Level Access

Security Scheme Name: Direct Service Staff

Description	Has access	View only	Add	Edit	Delete
AGENCY					
Agency Information	✓	✓	n/a	✗	n/a
Program	✓	✓	✗	✗	✗
Site	✓	✓	✗	✗	n/a
Staff	✓	✓	✗	✗	✗
Referral Library	✓	✓	✗	✗	✗
Groups	✓	✓	✗	✗	✗
Add C&T Form IDs	✓	✓	✗	✗	✗
CADR Information	✓	✗	✓	✓	✗
CADR Service Info	✓	✗	✓	✓	n/a
Contract Staff Time Definition	✓	✓	✗	✗	✗
MAI Information	✗				
Contracts Services Allocation	✓	✓	✗	✗	✗
Contract/Grant Information	✓	✗	✓	✓	✗
Service Targets	✗				
Contract Type & Service Type Link	✓	✓	✗	✗	✗
Define Services to Contract/Service Types	✓	✓	✗	✗	✗
Contract/Program Services Definition	✓	✓	✗	✗	✗
CLIENT AND SERVICES					

Job Titles

Define/Maintain Job Titles

This feature further defines security for the staff person at the client level. This includes defining whether a worker can or cannot

- be assigned to particular cases,
- supervise staff, and
- access cases that have not been assigned to them.

Also note,

- The Job Title properties take priority over the Staff limitations on the Staff Information screen.
- The existing Job Titles can be Viewed and/or Modified.
- The System Administrator can Create new Job Titles.
- Each Job Title is linked to a Security Scheme. (A Security Rights Report exists under Reports Module | Agency | Security Rights Report.)

Options

General System Preferences

- System Inactivity Timeout – The duration is calculated in minutes and applies to all users. All keystroke and process activities within AIRS reset the clock to 0.
- Allow Concurrent Logins – ****Although a check box exists on this screen, this option is no longer available.** Individual users cannot be actively logged into the system more than once (one active session at a time). The exceptions to this rule are the System Administrator (ADMIN login) and any user with System Administration privileges. Therefore, the system no longer allows concurrent logins.
- Days Between Password Expirations – You have the ability to determine the number of days between forcing users to change their passwords. The number entered includes the current day. After upgrading, the default is 0.
- When changing password; user can reuse the current password. When this box is checked it will allow users to reuse their password when prompted to change their password. Left unchecked users will need to enter a password different from current when changing their password.

- Populate 'Site' with the 'worker's' site- When this box is checked, upon selection of a worker in an encounter, the site field will populate based on the worker's site assignment. If the box is unchecked, the site field will need to be manually entered when inputting an encounter.
- Display change message if site changes- When this box is checked, upon changing the staff person, if the staff person's assigned to site is different than previously selected worker the following dialogue box will be displayed:



If Yes is selected the site will update the encounter with the staff person selected. If No is selected, the site will remain unchanged.

Force Password Change for All Staff

When clicking on Reset Password, all users will be forced to change their passwords the next time they attempt to log in. The new password cannot be the same as the expired password.

Login History

Display History of System Logins

This allows the System Administrator to see the history of all users who have been or are currently active in AIRS. The display options can be limited to only the active users or "today's" logins.

Clear Connection: ***The clearing of a connection does NOT log the user out of the system.*** Although clearing a connection may be utilized at any time, it is needed most when a user has been disconnected on a network, Citrix, or Terminal Server configuration and can not log back into the AIRS. To clear a connection, right-click mouse on user name.

Display Options: <input type="radio"/> Active <input type="radio"/> Today <input checked="" type="radio"/> All			
User Name	Log In ▲	Log Out	Duration
Doc T Holiday	10/19/2006 03:50:08 PM	10/19/2006 04:09:06 PM	00:18:58
Administrator System	10/19/2006 03:50:30 PM	10/19/2006 04:11:09 PM	00:23:39
Administrator System	10/19/2006 04:01:55 PM		9:39
Administrator System	10/19/2006 04:14:36 PM		9:00
Administrator System	10/19/2006 04:21:57 PM		4:23
Nacho Libre	10/19/2006 04:26:29 PM		1:52
Administrator System	10/19/2006 04:28:31 PM		1:32
Nacho Libre	10/19/2006 04:30:16 PM		4:04
Doc T Holiday	10/19/2006 04:30:24 PM		8:22
Nacho Libre	10/19/2006 04:34:28 PM	10/19/2006 04:35:39 PM	00:01:11

System Errors

Run-Time Errors

This screen shows the detailed information about the errors encountered in AIRS. To view the error, click on the appropriate line and read the error in **blue** (found in the information box at the very bottom of the screen). Please note the Line Number. For more information, click on the [...] box under the Memory and Status headings. Right click to see options (below) for pruning (deleting) older errors.

Display Options: <input checked="" type="radio"/> All <input type="radio"/> Today					
Error Date ▼	User Name	Error	Line	Memory	Status
10/20/2006 10:38:46 AM	Doc T Holiday	230	3
10/20/2006 10:49:17 AM	Doc	9	23

Other System Menu Items

Change Password

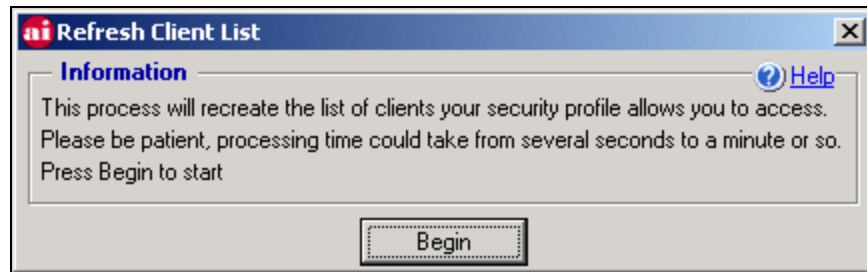
This screen allows users who are logged in to change their individual password. This also allows the System Administrator to change the password for the “default” ADMIN/DEFTRAN Login-Password combination.



A screenshot of a Windows-style dialog box titled "Change of Password". The dialog has a blue title bar with a close button (X) in the top right corner. Below the title bar, the text "Enter a new password. Passwords are case sensitive." is displayed. There are two text input fields: the first is labeled "New Password" and the second is labeled "Confirm". Below these fields is a button labeled "Enter Change".

Refresh Client List

AIRS creates a session client list by Job Title and Staff definition based upon the individual who logs into the system. That client list remains in existence until the user logs out. The next time the user logs into the system, a new client list is created for that session. The "Refresh Client List" feature provides the capability to refresh the existing client list for the user while they are logged into the system. *This utility acts as if the user logged out of AIRS and then back in.*



A screenshot of a Windows-style dialog box titled "Refresh Client List". The dialog has a blue title bar with a close button (X) in the top right corner. Below the title bar, there is a section titled "Information" with a blue question mark icon and a "Help" link. The text in the "Information" section reads: "This process will recreate the list of clients your security profile allows you to access. Please be patient, processing time could take from several seconds to a minute or so. Press Begin to start". At the bottom of the dialog is a button labeled "Begin".

- In agencies where there are high numbers of client intakes entered by other users and assigned to staff who are already logged in at the time, this utility can be executed in order to refresh/repopulate the staff's client list with the newly input client data.

Define UDF's & Lab/Psych Maintenance

Define Intake UDF (User Defined Field) Labels

This allows the System Administrator to create additional entry fields in the *Clients & Services / Agency Intake* screen.

- The fields are placed on the Intake's *Agency Defined* tab.
- You can create up to fifteen (15) User Defined Fields.
- Ten (10) UDF's will allow for 2-character alpha-numeric fields. You also have the option of creating your own data entry "pick lists" associated with these fields.
- Up to five (5) fields are 40-character alpha-numeric fields.
- The Field Name labels can be up to 20 characters long.

In Use	Field Caption	Use Lookup	
<input checked="" type="checkbox"/>	Use Picklist	<input checked="" type="checkbox"/>	Update lookup table...
<input checked="" type="checkbox"/>	Eye Color	<input checked="" type="checkbox"/>	Update lookup table...
<input checked="" type="checkbox"/>	Enter 2 Characters	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Cooperative?	<input checked="" type="checkbox"/>	Update lookup table...
<input type="checkbox"/>	*Unused Table	<input type="checkbox"/>	
<input type="checkbox"/>	*Unused Table	<input type="checkbox"/>	
<input type="checkbox"/>	*Unused Table	<input type="checkbox"/>	
<input type="checkbox"/>	*Unused Table	<input type="checkbox"/>	
<input type="checkbox"/>	*Unused Table	<input type="checkbox"/>	
<input type="checkbox"/>	*Unused Table	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Open Text Field	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Label is 20 Characte		
<input checked="" type="checkbox"/>	Last Update?		
<input type="checkbox"/>	*Unused Text Field		
<input type="checkbox"/>	*Unused Text Field		

Fields from lookup tables
 Max. 40 Character Text fields

Information

User Defined Fields (UDF's) are additional fields that you can enable for use when completing a client intake. For a field to be available you must check the 'In Use' box and enter a value in the 'Field Caption'.

If the value is from a lookup table, that table must have values. The 'Update lookup table' button is displayed in italics if the table is empty..

The screen below is the display of the Agency Defined tab of the *Agency Intake* based on the example on the previous page. Note that the fields with “pick lists” are grouped first.

Identification	More Details	Other Information	Agency Defined	Enrollment	Comments
Agency Defined Fields					
Use Picklist	01	Yes			
Eye Color					
Cooperative?					
Enter 2 Characters	XY				
Open Text Field	Response can be 40 characters maximum!!!				
Label is 20 Characte					
Last Update?					

Define ETO & Prevention UDF Labels

This screen allows the System Administrator to create additional entry fields in the *Session Based Encounters* / *Session Encounters* screen.

- The fields are placed on the Agency Defined Fields tab of the *Session Encounters* screen.
- The 14 user-defined fields are 50-character alpha-numeric fields.

In Use	Field Caption
<input checked="" type="checkbox"/>	Discussion?
<input checked="" type="checkbox"/>	Demonstration?
<input checked="" type="checkbox"/>	Information?
<input checked="" type="checkbox"/>	Education?
<input checked="" type="checkbox"/>	Training?
<input checked="" type="checkbox"/>	Outreach?
<input checked="" type="checkbox"/>	Scale of Usefulness (1-10):
<input checked="" type="checkbox"/>	Value to Staff (1-5):
<input checked="" type="checkbox"/>	Expectation (1-5):
<input checked="" type="checkbox"/>	Suggestion 1:
<input checked="" type="checkbox"/>	Suggestion 2:
<input checked="" type="checkbox"/>	Is this client going to be part of MHRA Contracts?
<input checked="" type="checkbox"/>	Suggestion 4:
<input checked="" type="checkbox"/>	12345678901234567890123456789012345678901234567890

The screen below is the display of *Session Encounters* screen from the example on the previous page.

Session

Find Existing Event/Session... **Presentation/Lectures** 01/30/2006

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

Discussion? 12345678911234567892123456789312345678941234567895

Demonstration? Each field can hold up to 50 characters max!

Information?

Education?

Training?

Outreach?

Scale of Usefulness (1-10):

Value to Staff (1-5):

Expectation (1-5):

Suggestion 1:

Suggestion 2:

Is this client going to be part of MHRA Contracts?

Suggestion 4:

8901234567890123456789012345678901234567890

Lab & Psychological Test Maintenance

Laboratory Test records that appear in **red** cannot be edited. Additional Labs and Psychological Test Types, their associated Specific Lab Tests (if any), Test Results, and Test Ranges can be entered into AIRS for selection through this screen.

Test Type... (Please Note: Test Types displayed in Red cannot be edited)




Code	Description	Test	HIV	TB
02	HIV1/2 COMBINATION TESTS	T	T	T
03	WESTERN BLOT/IIFA	T	T	T
04	OTHER HIV ANTIBODY TESTS	F	T	T
05	HIV DETECTION/ANTIGEN/VIRAL/LOAD TESTS	F	T	T
06	CD4 (T-HELPER) TESTS	T	F	F
20	PREGNANCY TEST	F	F	F
22	HEP C	T	F	F

Specific Lab Test

No Specific sub-tests for the selected Test Type

Test Result

01	Positive
02	Negative
03	Inconclusive

 Add to List
 Edit Selected Item
 Remove Item
 Cancel

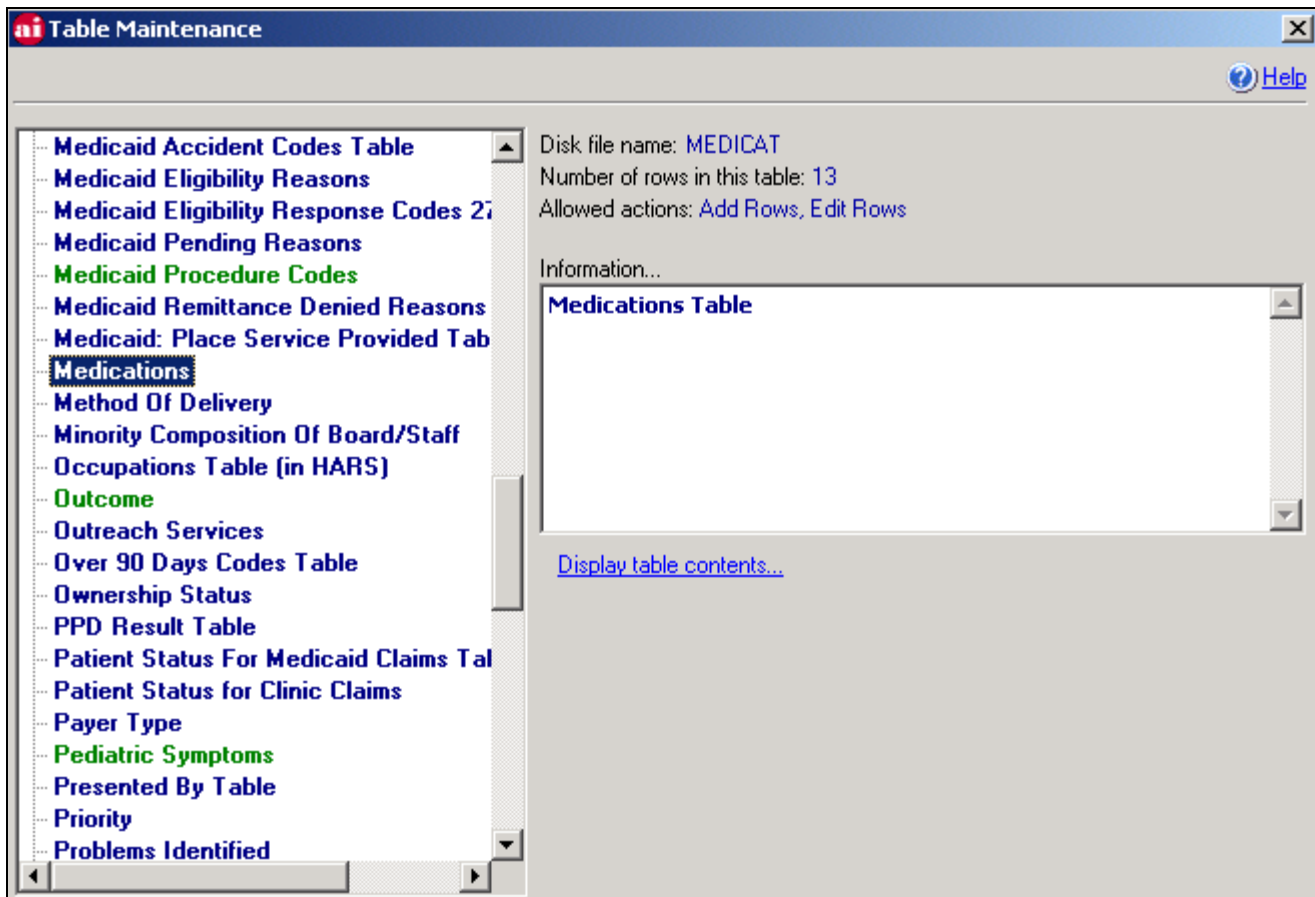
Test Range

No Test Range for this Test

Table Maintenance

The Table Maintenance section allows the user to *print*, *view*, and, in some cases, *add to or modify* information in the tables supplied with the software.

- Tables listed in **green** may be modified.
- “Disk file name” This is the name of the table.
- “Allowed actions”: Indicates whether records (rows) in the table can be added, edited or just viewed.



Close/Transfer Program Enrollments

Use this utility with extreme caution since changes made with this utility are permanent. .
Defran Systems recommends making a backup of AIRS prior to performing these functions so a restore can be performed in the event of a mistake.

This powerful utility offers two options for use

Close: Will close out all Program Enrollments in the selected Closing Program as of the specified Closing Date. Additionally, any Group Enrollments associated with the Closing Program will also be closed out as of the Closing Date.

Close And Transfer: Will close out all Program Enrollments in the selected Closing Program as of the Closing Date you specify. Additionally, any Group Enrollments associated with the Closing Program will also be closed out as of the Closing Date. New Program Enrollments will be made in the selected Transfer Program for each of the Closed Enrollments as of the Start Date. Workers assigned to the Closing Program Enrollments will also be assigned to the Transfer Program Enrollments. Note: New Group Enrollments will NOT be made.

Fix Duplicate Clients: Move Services

This powerful utility transfers Encounters, Services, Referrals, Insurance Information, and Claims from one client to another client. The “receiver” client must have the proper Program Enrollments for the Encounters and Services to be moved. An option exists to retain or delete the “sender” client records. This is usually used for “cleaning up” duplicate client records.

Note: For completeness and continuity, Group Enrollments, other Statuses (HIV, TB), Histories, (TB, Substance Use, Financial, Pregnancy, Lab Tests, Diagnoses, Medications), Collaterals, and Client Demographics need to be reviewed and possibly added to the “receiver” client records as they will NOT be transferred to the “receiver” client.

Defran Systems recommends making a backup of AIRS prior to performing this function so a restore can be performed in the even of a mistake.

By placing a check next to the incomplete client's name at the left and clicking '*Begin*' the incomplete client will be removed from the client database.

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AIRS Utilities

There is a sub-folder named UTILITIES in the AIRS folder that contains an application that allows the user to a) run Reindex, b) perform Table Repair, c) Backup the system, d) perform Upgrades, e) see Runtime Errors, and f) clear Administrative login connections.

- The application is started when executing **airsutilities.exe**. (If the AIRS folder is on your C:\ drive, the path to the program would read: C:\AIRS\UTILITIES\airsutilities.exe).
- To close, click on the 'X' in the top right corner.

When first executing the program, a Login and Password are required to activate the utilities (which are initially grayed out on far left).

- NOTE: *Only users with System Administrative privileges can log into the utility.*
- When successfully logged in, the "All checks passed" message is displayed and the menu on the left becomes active.
- Once logged in to the Utilities, locking occurs. Therefore, if the Utilities is open, users who attempt to log into AIRS will receive a message indicating that they cannot log in.
- If anyone is logged into AIRS, the individual applications in the Utilities will not function. Only the AIRS Errors, AIRS Connections, and Configuration options will be available.
- The AIRS/UTILITIES folder also contains 3 subfolders (data, logs, vup_data). Please leave these folders alone (they are used in running the utility applications).

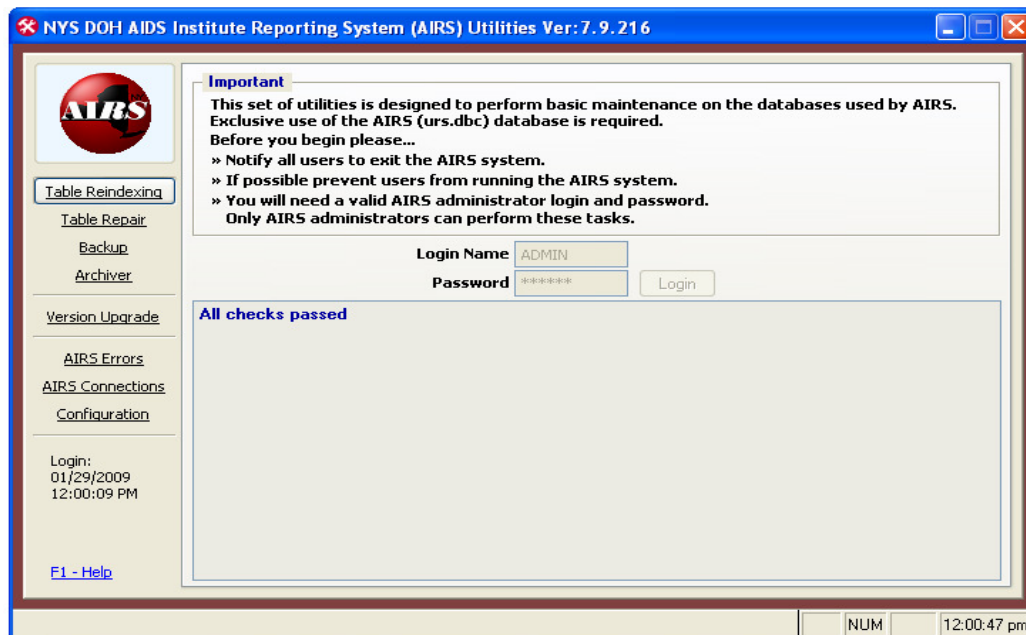
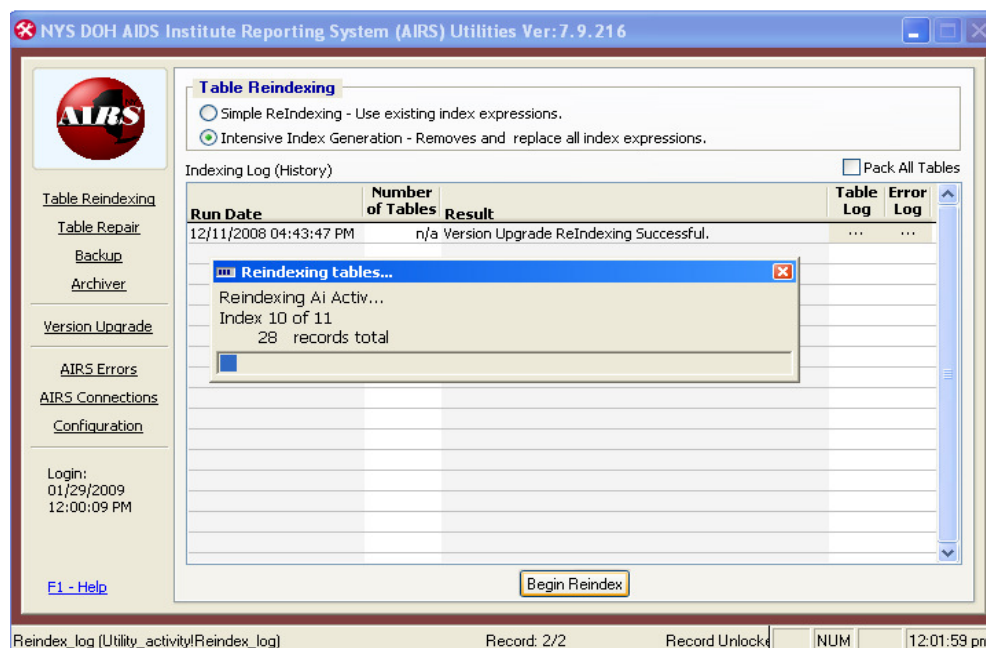


Table Reindexing

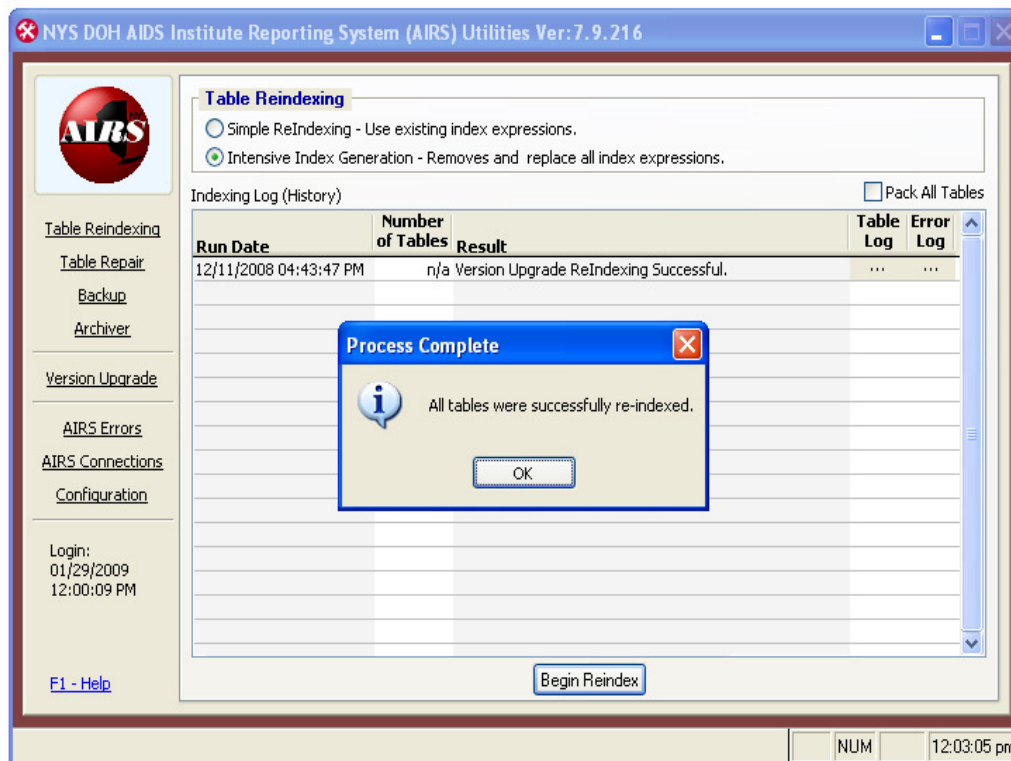
Table Reindexing

Tables in the system have key fields called indexes. The utility reminds the system of these indexes and tries to correct tables where the indexes (pointers) have become corrupted (misaligned) causing data contained in the table to appear shifted. The index will be corrected unless the corruption is severe and contained in the data itself. To prevent problems in the database, re-indexing should be run on a regular basis.

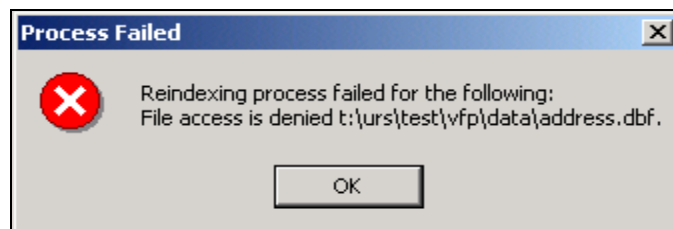
- The choices are *Simple* or *Intensive*. The default is the quicker, 'Simple' option.
- **WARNING:** Do not click on the "Pack All Tables" unless instructed by Technical Support. This actually removes records marked for deletion.
- Click on the [Begin Reindex] button to start.



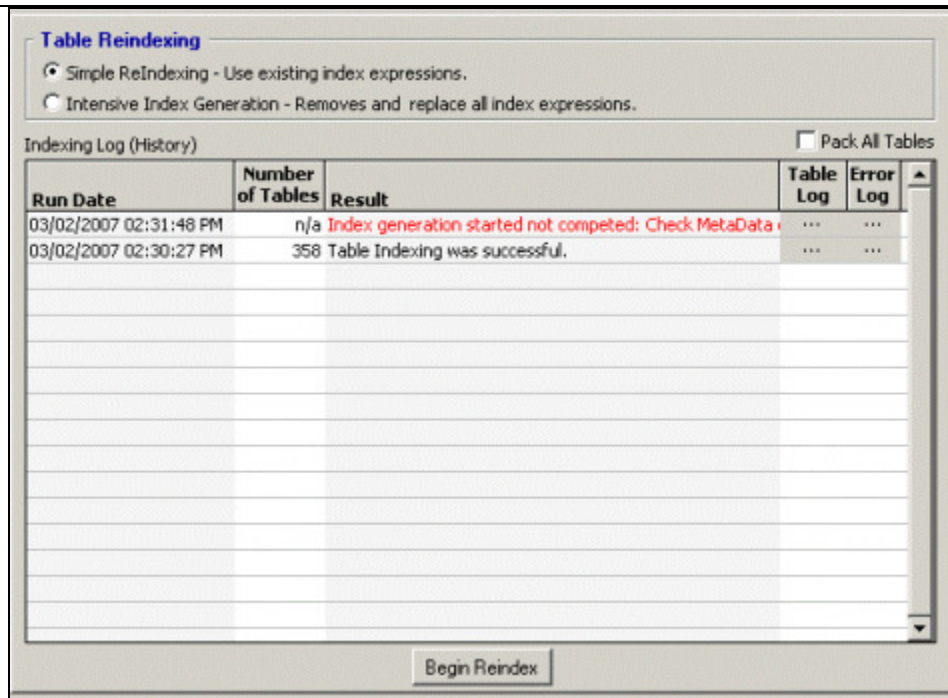
- If Successful: Index processing completes and logs the run.



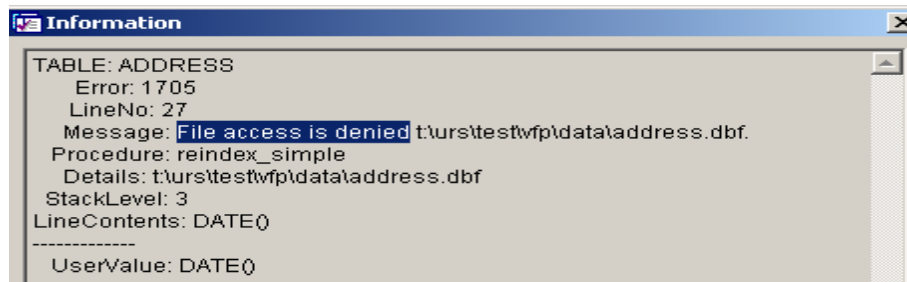
- If the Process Fails:
 - The user will receive an error message like the one below indicating the error and the offending table (.dbf).



- The Unsuccessful Run will be logged in **red** on the grid.



- Details of the problem are also contained in the Error Log. To view, click on the ... under the 'Error Log' column.



Additional Information About Reindex

- History is seen in the grid.
- Details can be viewed by clicking on the record's 'Table Log' and 'Error Log'.
- Simple Reindex:
 - The .CDX index files are *retained*.
 - Checks the integrity of the existing indexes (pointers)
 - Makes corrections to the index files as needed.
 - Quick. This runs relatively fast.
- Intensive Reindex


- This is a more involved indexing process
- All Table Indexes (.CDX files) are first *deleted and then recreated* using the baseline Version Indexes.
 - The baseline is found in METADATA which contains every detail of every field in every table.
 - NOTE: METADATA and AIRS must be the same version. (Otherwise, this becomes a huge problem.)
- An error will be returned when encountering corrupted indexes.
- Note: The Version Upgrade and Scheduling Tasks use the “Intensive” option.
- Can be a lengthy process for big tables.

Table Repair

This is a powerful utility which can fix the headers and/or table structures of corrupted tables.

- It is version-specific.
- Running Table Repair will not adversely affect good tables.
- Can be run for an individual table or all the tables in AIRS.
- With every Upgrade, a new set of metadata tables are delivered to facilitate the easy repair of tables with damaged headers or memo fields.
- ***Do not run this unless instructed by Defran Systems' Technical Support.***

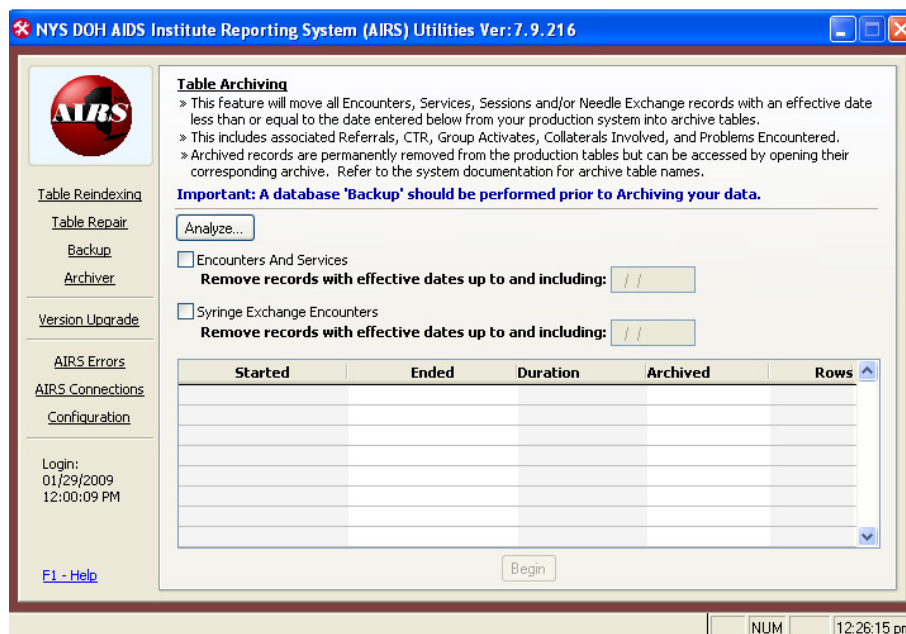
[illegible]

- The *Destination* folder displayed is set up in the *Configuration*. The default is the AIRS\BACKUPS folder.
- If you want to change the *Destination* folder for this backup, you can select another folder by clicking on the  icon on the right and browsing for a different folder. The change, however, is only for this backup run. Otherwise, it uses the default from the Configuration.
- The grid can be sorted by “Run Date”, if desired.
- Click on the [Begin] button to start.

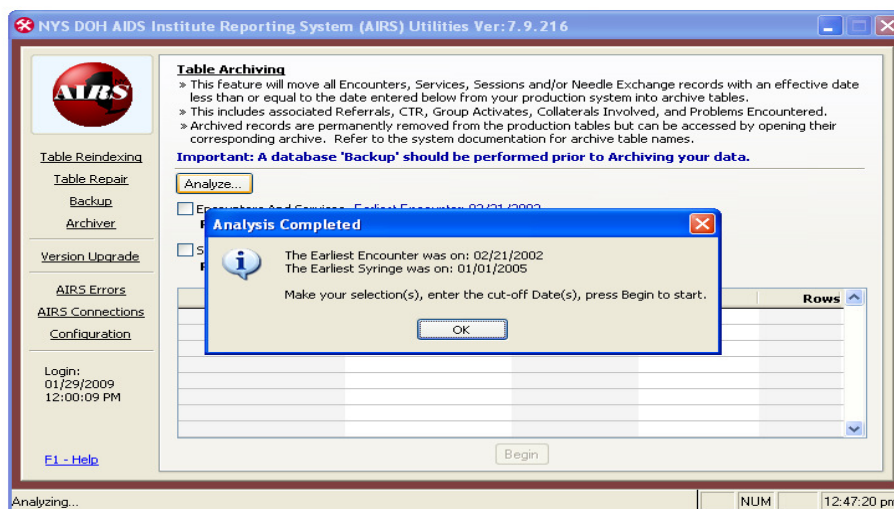


Archive Utility

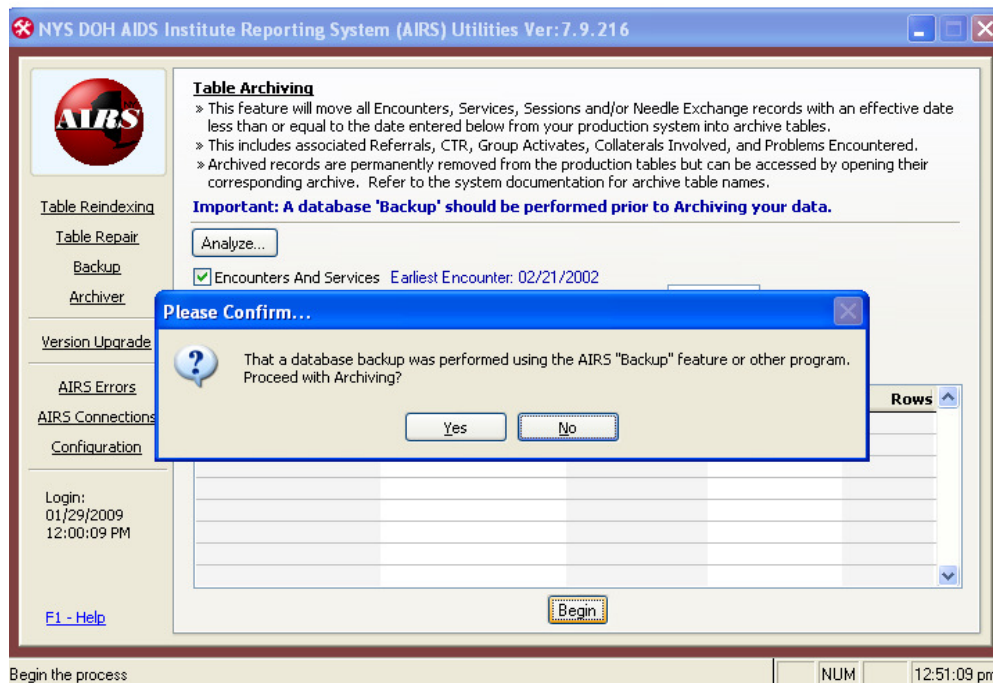
Data from selected tables can be 'archived' into corresponding 'archive' tables contained in the AIRS database. Archived records are permanently removed from their containing tables and can not be recalled. The purpose of this utility is to remove older records thereby saving space and increasing performance. *****It is not recommended that this utility be used unless specifically instructed by either Defran Systems or NYS AIDS Institute.**



To aid the user the 'Analyze' button, when pressed, will display the earliest encounter dates for Syringe Exchanges and Encounters And Services. Unfortunately we cannot determine how much room will be saved by entering any one date.

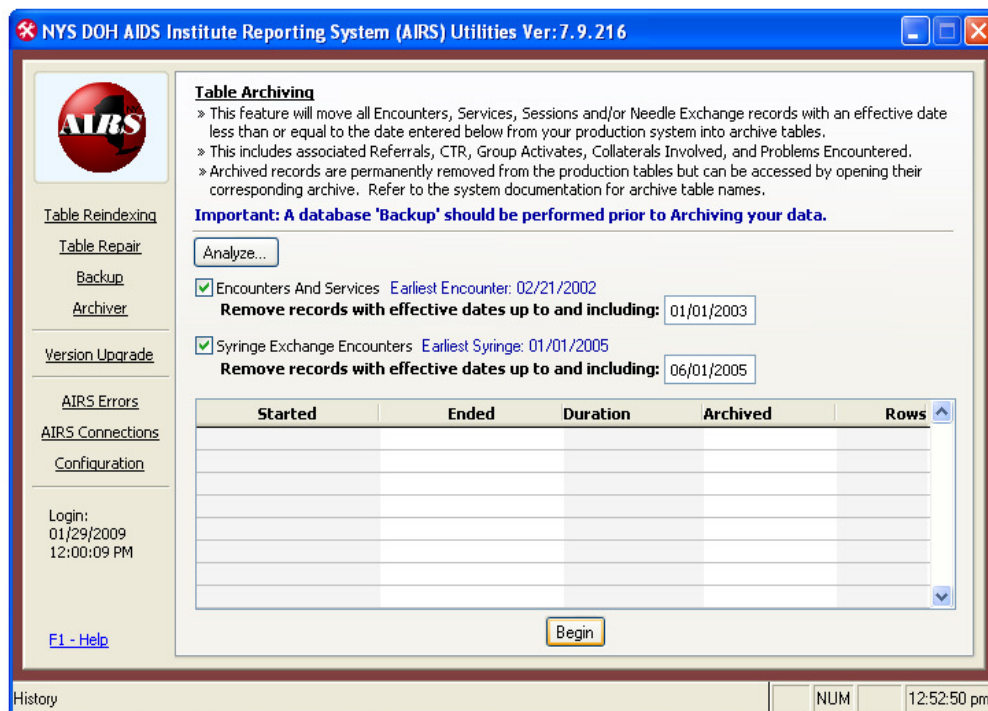


- 1) The user selects which set of tables to archive. Both Syringe Exchange and Encounters and Services can be selected.



Warning!!!

Make sure that you perform a database backup prior to using the archiving utility!
It is the only way to restore the archived data!

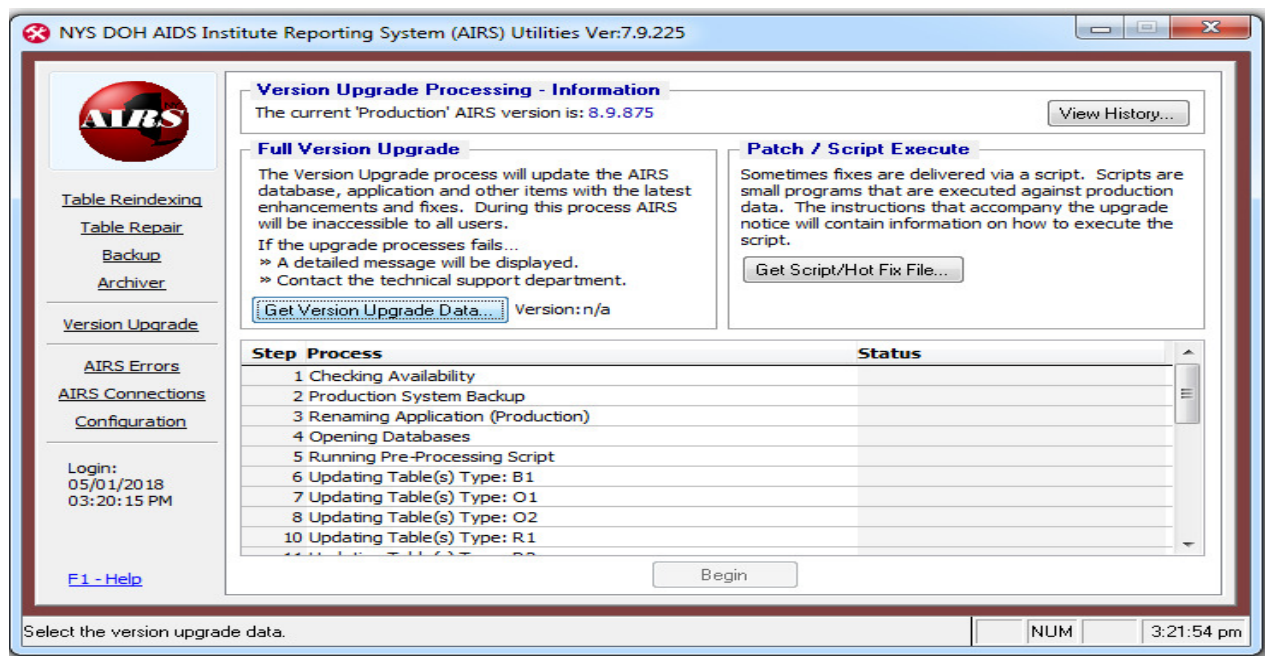


- 2) Rows are moved from the production system into the archive table one by one. Base on the date of the encounter. Encounters with dates less than or equal to the date entered are selected for archiving.
- 3) The production tables are then packed. Packing reorganizes the files and recreates the indexes for maximum performance. All deleted rows are permanently removed by packing.

Version Upgrade

Unlike the upgrade and patch processes for legacy URS, the AIRS Utilities screen will be used to a) upgrade the system to the next version or b) implement a “patch” to AIRS. Some basic information follows.

****It is important with every upgrade to download and follow the accompanying upgrade instructions. Variations may occur on the process from upgrade to upgrade based on content.**



- The current ‘Production version’ of the system is displayed in the “Information” section.
- Upgrade history can be displayed by clicking on the [View History] button.
- Patches/Scripts: When only simple changes are needed, executing a “patch/script eliminates the need for a full version upgrade.

- Version Protection:
 - Upgrades: The user cannot re-run the same version of the Upgrade on the same system.
 - Upgrades: Only the next sequential version will run.
 - Patches/Scripts: It will not run unless the correct version is in place.
- All processes (steps and tables) are logged. The logs can be sent to Defran for troubleshooting analysis.

Steps For Upgrading

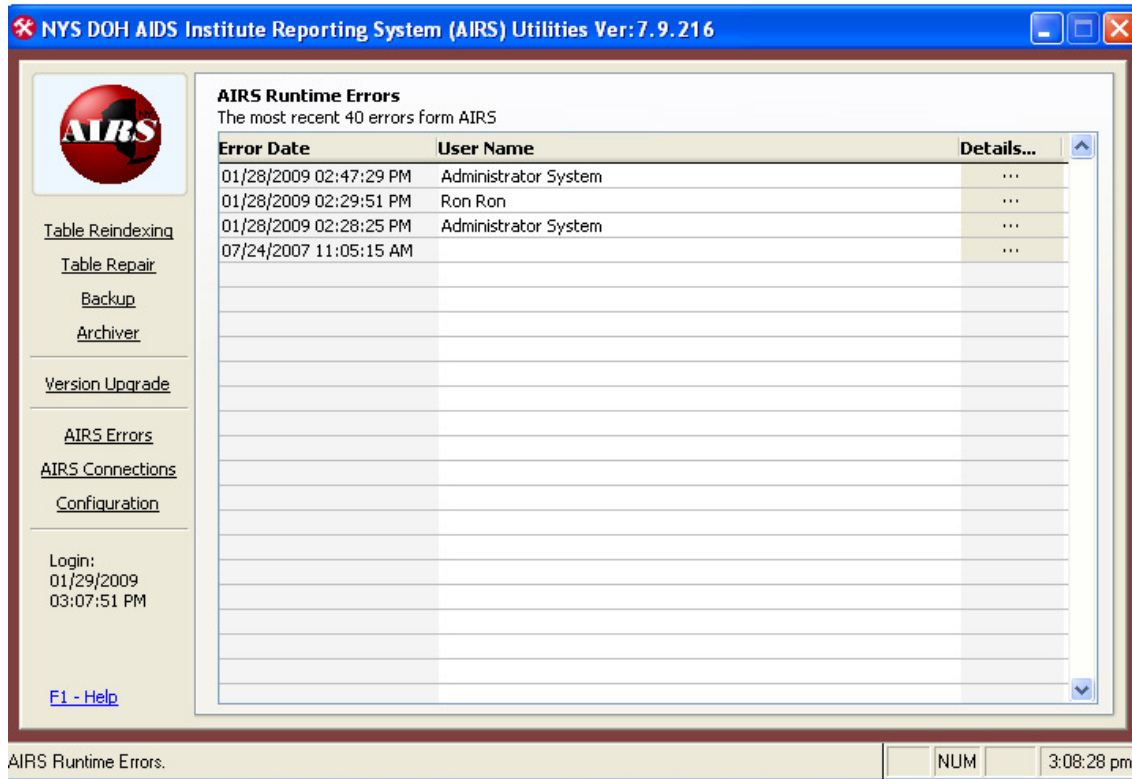
1. In AIRS, create the TempDefran folder (if not already there). For example, AIRS\TempDefran. If it already exists, empty the contents.
2. User obtains the .ZIP Upgrade file and copies it to the AIRS\TempDefran folder.
3. Navigate to the 'Version Upgrade' option of the Utilities.
4. Click on the [Get Version Upgrade Data] button and select the Upgrade file.
5. The 35 steps are displayed in the grid. As the upgrade proceeds, the Status will be added and logged.
6. All the tables in the system are closed, thereby restricting user access.
7. A Backup is created, stored, and logged.
8. The URS.EXE is renamed to URS_OLD.EXE to prevent user access during the upgrade.
9. Reindex occurs and is logged. The log can be sent to Defran for troubleshooting analysis.
10. If upgrade is successful: User will receive a message indicating this and an Upgrade Confirmation Form is printed.
11. If upgrade fails: User receives a detailed error message(s). Logs can be exported and sent to Defran for troubleshooting analysis. Agency may then need to either a) rename AIRS_OLD to AIRS or b) restore from the backup just created.

Steps For Implementing A Patch/Script/Hot Fix

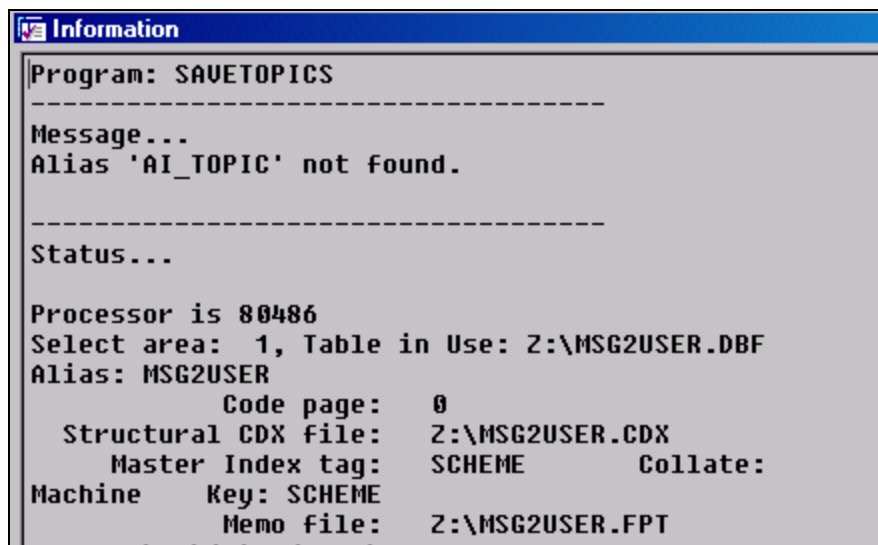
1. User obtains the .ZIP file and copies it to the AIRS\TempDefran folder.
2. Navigate to the 'Version Upgrade' option of the Utilities.
3. Click on the [Get Script/Hot Fix file] button and Select the file.
4. Process completes unless a problem is encountered.

AIRS Errors

This screen will display the 40 most recent user errors from AIRS.



For details of the error, click the  under details. For example,




In the event the System Administrator (ADMIN login) or a user with System Administration rights (Administrator) is locked out of the AIRS and cannot login to clear the active connection, any System Administrator or Administrator can clear the connection from this screen.

Note: Only the connections from Administrators will appear on the list.

Configuration


This screen shows the current paths being used for the (production) system, backups, and upgrades.


- The application auto-configures itself and sets the defaults based on the folder where it is first launched.
- Production: This is the live AIRS. The database tables are contained in the DATA subfolder.
- Backup (ZIP): This where the .ZIP backup file will be created when the backup is run.
- Upgrade Data: This is folder where the upgrade process actually occurs. This allows the live system to be retained in case of a problem during the upgrade.
- NOTE: The folder selections can be changed by clicking on the  icon on the right and browsing for a different folder. **WARNING**: We do not recommend changing the Production folder unless the AIRS folder has been moved or renamed. If you do make the change, be sure you can log into the Utilities and that the users have access to AIRS.


NYS DOH AIDS Institute Reporting System (AIRS) Utilities Ver: 7.9.216

Configuration Options: Utilities Version: 7.9.216

Folder Selection...

Production: C:\AIRS\ 

Backup (ZIP): C:\AIRS\BACKUPS\ 

Upgrade VUP: C:\AIRS\UTILITIES\VUP_DATA\ 

Backup (ZIP) file Password Protection...

☐ Password protect all data backup files (max 30 characters).
 IMPORTANT: Passwords are case sensitive. Remember this password, without it the data can not be extracted.

Number of Backup files to keep

E-mail Notification...

☐ Send E-mail notification when any job is finished.

Outgoing Mail Server (SMTP) Port

Senders Name

Senders E-mail

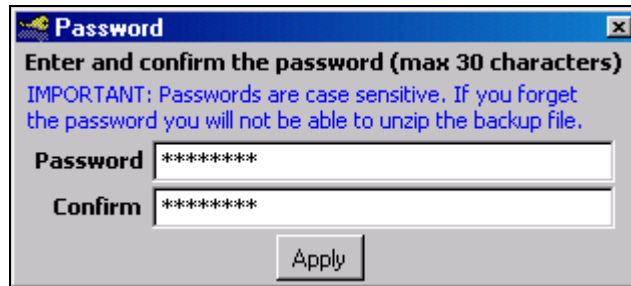
Recipient E-Mail Address Recipient Name

☐ Backup ☐ Reindexing

Set various defaults for this application NUM 3:46:44 pm

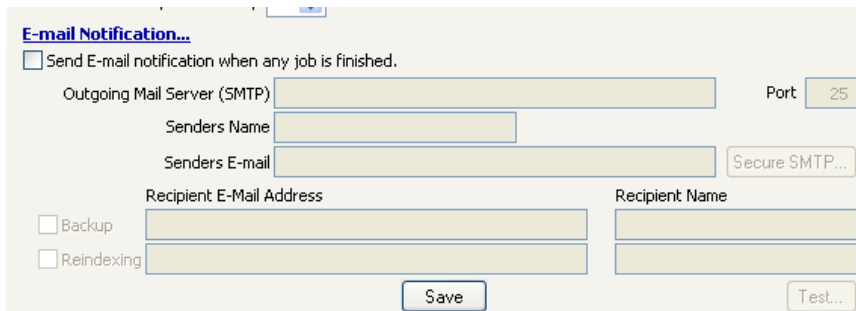
- Backup (ZIP) file Password Protection:

Selecting this option will allow the zip file containing the Backup to be password-protected.



- Warning: Password is masked during the entry. Therefore, user must be very careful to accurately enter the Password
 - Warning: If the Password is entered incorrectly or lost, there is no way to extract the data. Same problem if it is changed.
 - We do currently have an un-encryption utility for this password.
- E-mail Notification:

This feature will allow emails to be sent to designated individuals indicating a Backup and/or Reindexing job had completed. It would need to be properly set up with the properties of your internal email.



Alternative Ways to Run the Backup and Reindex Applications

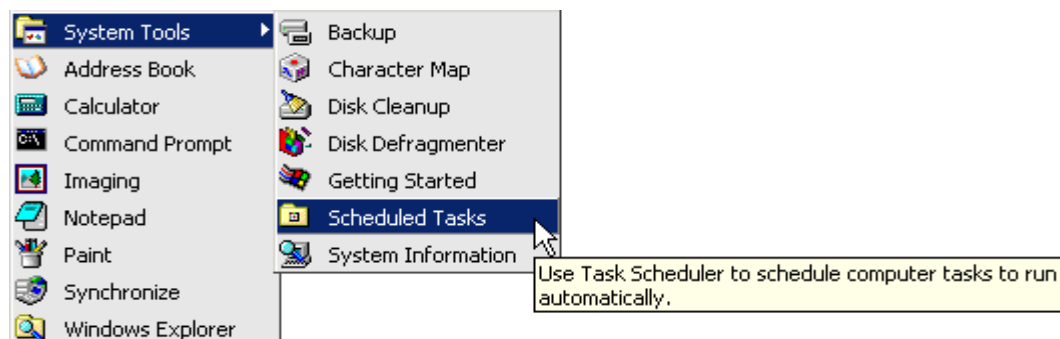
In addition to running (directly or via a shortcut) **airsutilities.exe** and then manually starting the Backup or Reindex, there are two other ways to run.

1. **Start | Run:** Enter the "...AIRS\UTILITIES\AIRSUTILITIES.EXE *OPTION*" where, *OPTION* is BACKUP or INDEX.

- The option must be in CAPS because it is case sensitive.
- Choose only one option at a time.
- Application will use the Configuration settings.

2. **Scheduled Task:**

- The command above (in the Start | Run) can be set up as a Windows Scheduled Task to run in an unattended mode. (Start | Programs | Accessories | System Tools | Scheduled Tasks)



- Windows Network, Security Authentication is used to execute the program(s).
- The automated task will log the user into the network, run the task, and log the user out when task is completed.
- User should check log to be sure everything ran successfully.
- We strongly suggest running Backup before Reindex and allow a significant time between the start of each.

Preventive Measures

Backup! Backup! Backup! & More Backups!

In case of a disaster, you must be able to recover your data. This is why we cannot stress enough the importance of backups. Therefore....

- Backups are your first line of defense against unexpected system failure or data corruption. The idea of a backup is to minimize the impact of failure to the normal operation of your business. Generally it is a lot easier to recover from the loss of one or two days of work rather than an entire month or more.
- It is recommended that you backup all AIRS files (and your entire hard drive) prior to making any changes to your computer system.
- It is recommended that a nightly backup is performed of all AIRS files (and your entire hard drive) using a different CD/DVD/Tape for each nights' backup. We suggest that you label one for each day of the working week, Monday through Friday.
- Remember that your data restoration is only as good as the backup. A backup is useless if the information has not been put onto the media or cannot be read once it has been properly backed up. One possible scenario is where the media contains bad sectors and needs to be replaced. Therefore, make certain that
 - The backups are being performed correctly
 - You are able to restore from the backups
- If you have network backups:
 - Know when the backups are performed.
 - Know how long backups are kept (if network backup).
 - Confirm that backups are successfully occurring.
- We recommend setting up a regular schedule for backing up the AIRS. Possibilities include:
 - Network backups
 - *AIRS Backup Utility* creates zipped backups of AIRS.
 - Manually zip up AIRS directory using PKZIP, WinZip, etc.
 - Copy the AIRS directory to some other media (CD, DVD, Zip)

Preventive Maintenance & System Optimization

Keep your computer's hard drive clean, optimized, and virus free. Here are some suggestions.

- Install a Virus Protection program on your computer system. This should be scheduled to *run daily or, (at the very least), once a week*. Common anti-virus programs include Norton, McAfee VirusScan, etc.
- Run SCANDISK and/or DISK CLEANUP *once every few months*.
 - SCANDISK is a powerful utility that identifies and flags the bad sectors of the hard drive. Future writing to the hard drive will avoid these marked areas. It will also find lost file clusters.
 - DISK CLEANUP will remove temporary files that are not needed from your computer's hard drive. (Start - Programs - Accessories - System Tools – Disk Cleanup)
- Delete files in your TEMP directory *once a month* to keep the hard drive clean.
 - If you are not running the DISK CLEANUP, you can manually delete temporary files. In WINDOWS, temp (temporary) files are normally found in a designated directory such as C:\WINDOWS\TEMP or C:\WINNT\TEMP and your personal local Documents and Settings folder. To manually empty the local TEMP folder, follow the instructions below.
 - Right click on *Start* – Explore.
 - Locate the Temp directory in C:\WINDOWS (or C:\WINNT).
 - In the C:\WINDOWS\TEMP directory, delete all files (leave folders).
 - NOTE: Should you delete something needed by mistake, the file(s) can be restored to their original location from the Recycle Bin.
 - At some point, you need to empty the Recycle Bin to reclaim hard disk space.
- Run Disk Defragmenter *once every few months* to optimize the system's response resulting in faster processing and less chances of crashes, corruption, etc.
 - DEFRAG combats fragmentation of programs and data files by consolidating “like” files on the hard drive. The result is that files are more “contiguous” (found next to each other) while the free space sections become larger.
(Go to Start - Programs - Accessories - System Tools - Disk Defragmenter)

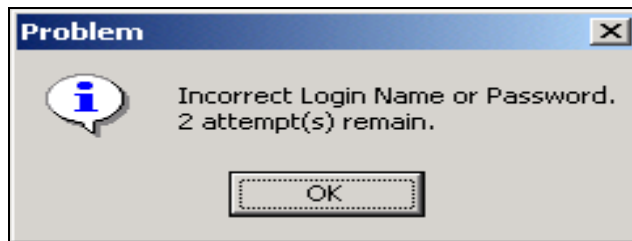
Troubleshooting Problems

Problems and Error Messages

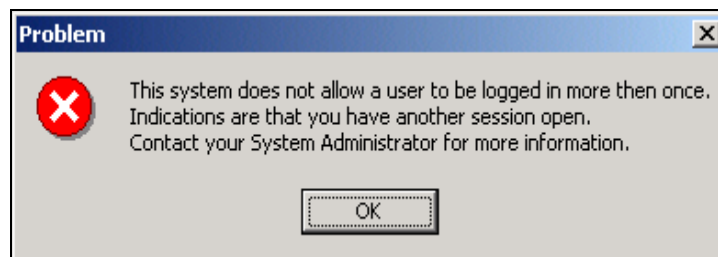
Although many problems can be fixed, problems with Windows and Memory Conflicts can arise at any time. Therefore, it is best to run the AIRS with little or no other programs in use.

Problem: User is Unable To Log In

A) The person is entering an incorrect Login or Password.



B) The login/password combination is already accessing the system either by another user, the same user, or when the user encountered an error and was booted out of the system.



If the user encountered an error and was booted out of system, the following steps must be taken.

1. The System Administrator must log in and go to the "Display History of System Logins" screen under the System Menu | System Options & Security Setup | Login History.
2. The user who is unable to log in will be showing an "Active Connection".
3. Highlight their name and click on "Clear Connection".
4. The user will then be able to login and access the database.

Common AIRS/Visual FoxPro Error Messages

Although many exist, here is one of the most common error messages:

Error: Not A Table/DBF

The table's indexes (pointers) are either "out of sync" or the table has been corrupted.

Solution: Run REINDEX (Do Not Pack). Be sure to write down the Table Name and Error if the REINDEX process stops. Call Defran Systems so that we can help you fix the problem table(s).

SUMMARY OF KEY SYSTEM ADMINISTRATION POINTS

- Create a Shortcut Icon for AIRS (URS.EXE) on the Windows Desktop.
- Create a Shortcut Icon for the Utilities (AIRSUTILITIES.EXE) on the Windows Desktop for Standalone PCs and AIRS networked System Administrator's PCs.
- Obtain the proper AIRS Program Setups from the AIDS Institute.
- Update the Security Schemes to allow users access to the new/updated entry screen and reports. Print them out, if needed.
- Print out the AIRS Encounters & Services Listing to see how the Service Categories, Encounter, and Services have changed.
- Print out the PEMS Planning Data Report to see the Contract, Model, Intervention, Service Categories, Encounters, and Services available for data entry into AI Programs.
- For security, change the Password for the ADMIN Login.
- Assign a Backup (or second) System Administrator.
- Set an Inactivity Timeout for the AIRS system.
- Assign a set number of days for all users to be prompted to change their passwords.
- Have users log into the AIRS with their own Login and Password.
- Regularly run the REINDEX utility. Always run after PC or network (hard or soft) crash or freeze. When REINDEX provides an error message, contact Defran Systems.
- Backup the AIRS on a regular schedule.
- Virus check and Optimize the computer's hard drive on a regular basis.

- After running the AI extract, exit the extract screen, go back in and run the MHRA extract.

APPENDIX 1

Agency Set up Forms (Included):

- AIRS: Site Information Form (see page 49)
- AIRS: Staff Entry Setup Form (see page 50)

Client Data Entry Forms

- Client and Service-related forms are available in zip files which can be downloaded in PDF and Microsoft Word formats from the Downloads section of Defran's on-line Support Tracker database.
 - Login via <http://support.defran.com>.
 - Contact AIRS Support (airs@defran.com) for your Login and Password (if you do not already have them)
- Download individual forms from www.AIRSNY.org.
- The Microsoft Word forms may be modified as needed.

AIRS: SITE INFORMATION FORM

Site 1:

Name: _____ CDC Setting Type: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact: _____ Title: _____

Phone: _____ Fax: _____

If Counseling & Testing Site, Facility ID#: _____ Site ID#: _____

Site 2:

Name: _____ CDC Setting Type: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact: _____ Title: _____

Phone: _____ Fax: _____

If Counseling & Testing Site, Facility ID#: _____ Site ID#: _____

Site 3:

Name: _____ CDC Setting Type: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact: _____ Title: _____

Phone: _____ Fax: _____

If Counseling & Testing Site, Facility ID#: _____ Site ID#: _____

CDC Setting Type:

01: CBO

06: Drug Treatment
Facility

02: Community Setting

07: Correction/Detention

03: Clinic/Health Care

08: School/Educational

Facility

04: HIV C/T Site

99: Other

05: STD Clinic



AIRS: Staff Entry Setup Form

	Name	Site	AIRS Job Title	Program (Optional)	Supervisor	Volunteer Or Paid	System Access? Login/Password	System Administrator Access? Y/N
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								

Note: Remember to enter the staff hierarchy from the top down. Start with Executive Director, Program Directors, and Managers, etc.





AIRS (AIDS Institute Reporting System)

General Email: AIRSSUPPORT@DEFRAN>COM

Telephone: 1-212-727-8342 X 3

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

(Must first request a User Id and Password by emailing AIRSSUPPORT@DEFRAN.COM)

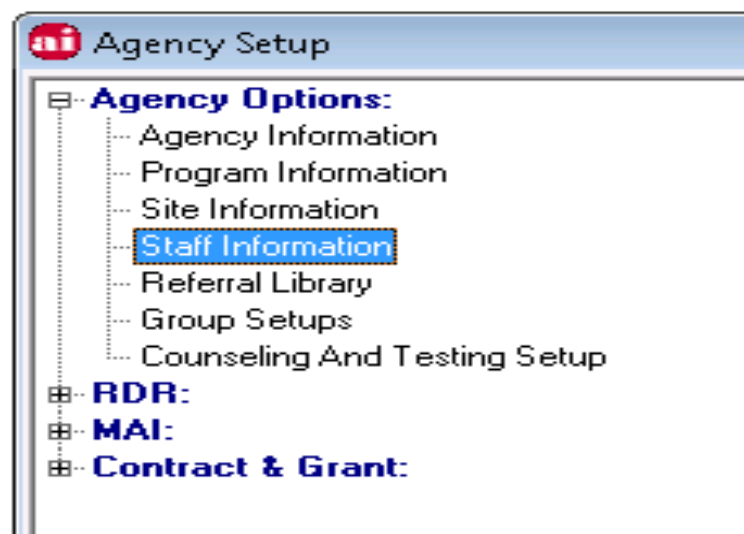
AIDS Institute Reporting System (AIRS) website: www.airsny.org

APPENDIX 2- Quick References

Entering New Staff into AIRS

Agency Module

Agency Setup -> Agency options->Staff Information



Click Add

Complete **Bolded** Fields on General Tab, Last Name, First Name, Worker Type.

Staff Info

Worker ID	Name	Job Title
FWAAS	Aceto, Ron	System Administrator
FWAAH	BALDINO, PETER	System Administrator
FWAAI	DEVIL, TASMANIAN	Physician
FWAAE	EARP, WYATT	Manager

General | Access | Access to Services in Programs | Remarks

Personal Information

Last Name:
First Name:
Middle Initial:
Date of Birth:
Gender:
Race / Ethnicity:
Primary Language:
Second Language:
Degree:

Licensing Information

☐ Medicaid Licensed
License Date:
Provider Type:

Identifiers

Tax ID or SSN:
C&T Counselor ID:
Planning File Worker ID:
System Generated Worker ID:

Employment

Start Date:
End Date:
Worker Type: ☐ Volunteer ☒ Paid
☐ Peer
Team:

Navigate to Access Tab

Staff Info		
Worker ID	Name	Job Title
FWAAS	Aceto, Ron	System Administrator
FWAAH	BALDINO, PETER	System Administrator
FWAAI	DEVIL, TASMANIAN	Physician
FWAAE	EARP, WYATT	Manager

General
Access
Access to Services in Programs
Remarks

☒ This staff person can access the system.

☒ Can act as a System Administrator
Login Name
Password ☒
☐ Force user to change password on next login

Worker's Access Profile

☐ User can NOT see client address information in information panel.

Agency AIRS Test System from URS Conv
Site SITE 1

Access for this user can be limited to only clients at this site.
Otherwise, the user will have access to all clients regardless of the site.
☐ Limit access to only clients at this site.

Program

Access for this user can be limited to only clients enrolled into this program.
Otherwise, the user will have access to all clients regardless of the program enrollment.
☐ Limit access to only clients of selected program

Job Title System Administrator

☒ Self Supervisor ACETO, RON

Does user need a login to AIRS?- If yes-
Check *The staff person can access the system.*

Does user need access to AIRS Utilities?- If yes
Check *Can act as System Administrator*

Enter Login Name and Password
Enter Worker's Access Profile:
Agency, Site, Job Title, and, Supervisor.
Click Save

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