



Requesting a name change in ARIES

Version 1.2

Ryan White
Part B, Part C, Part D
and
DSHS State Services



ARIES Update

500 Lovett Blvd Ste 100
Houston TX 77006
713 526 1016

Rev 100706



Changing a Name in ARIES



First go to the Demographics > Agency Specifics screen

Click Edit

Enter the correct name in the Client Alert Box

Demographics

Agency Specifics

Clay A Allison

Agency Specifics **Edit**

Share Data: Yes
 Agency Name: 4816 - The Resource Group - Houston HSDA
 Agency Status: Active as of 2/16/2005
 Reason for Status Change: New Enrollment
 Agency Enrollment Date: 2/16/2005
 Referral:
 Client ID1:
 Client ID2:
 Agency User Field 1:
 Agency User Field 2:

Agency Specifics for Clay A Allison

Agrees to Share Data Yes No

Agency Status * Active

Status as of Date * 2/16/2005

Agency Enrollment Date * 2/16/2005

Agency Client ID 1

Agency Client ID 2

Agency User Field 1

Agency User Field 2

Client Alert
 Cleatus A Alexanderaovich

Reason for Status Change

if Other

Referral Date

Referral Source

if Other

Save + Next **Save + Done** **Cancel**



Changing a Name in ARIES



Go to Demographics > Demographic Detail

Include the ARIES ID in an email to

Jim Willis at jwillis@hivresourcegroup.org

requesting to change the client name as indicated in the Client Alert.

The screenshot shows the ARIES system interface. At the top, there is a navigation bar with links: < Back, Home, Find, New, Reports, Shortcuts, Help. Below this is a menu bar with tabs: DEMOGRAPHICS, EL, IDENTIFIERS, RISK & ASSESSMENTS, CARE PLAN, CASE NOTES, SERVICES. Underneath, there are sub-tabs: CONTACT INFO, DEMOGRAPHIC DETAIL, and DEMOGRAPHIC. The main content area displays the profile for 'Clay A Allison' with a warning icon. It includes an 'Identifiers' section with an 'Edit' button and a text box containing 'Cleatus A Alexandraevich -- by Clay Allison on 9/8/2009 11:32 AM'. Below this, the profile lists: Gender: Male, Birth date: 4/28/1954 (55 years), ARIES ID: 10004004, and a 'Demographics' section with an 'Edit' button. The demographics section lists: AKA:, SSN:, Hispanic: No, Race: 1) White 2) 3), Marital Status: Single, Sexual Orientation: Unknown, Education Level:, Veteran:, Primary language: English, Secondary language:, Place of Death:, Special needs:, and Notes:.



Changing a Name in ARIES



Jim will change the name as indicated and then clear the Client Alert.

Be sure your name is displayed in the Staff Assignment area on the Programs > Program Summary screen

He will reply to your email when it is done.

< Back Home Find New Reports Shortcuts Logout

DEMO-GRAPHICS ELIGIBILITY PROGRAMS MEDICAL MEDICATIONS RISK & ASSESSMENTS CARE PLAN CASE NOTES

PROGRAM SUMMARY EIP/BRIDGE/POS CHANGES PROGRAMS SUMMARY ARIES

Clay A Allison

Program Summary

Program	Status	Date	Agency	Client ID	Staff	Reason
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Staff Assignment

[Carol Carlucci](#)

[Contact Information](#)



The Resource Group

Changing a Name in ARIES



Technical Assistance

By using the ARIES ID, you don't have to figure out the 14 character code, simply go to the Demographics Detail screen to get the number. It can be searched in the "Client ID" on the Client Search screen.

The ARIES client id makes it easy to be HIPAA compliant when referring to clients in emails.





The Resource Group

Changing a Name in ARIES



Technical Assistance

Thank you for following these simple steps to change the name of a client.

Should you have questions, please contact:

Jim Willis

713 526 1016 x 115 jwillis@hivresourcegroup.org

“Art is the imposing of a pattern on experience, and our aesthetic enjoyment is recognition of the pattern.”

~Alfred North Whitehead