Payment Request Reports

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☥

The purpose of this technical assistance document is to provide instructions for running the required utilization data for payment requests.

If you are already familiar with running payment request reports, you can use the table of contents to go specific sections of this document.

**   Training is Available Upon Request **

Table of Contents

The number of pages in this document is due to the inclusion of screen prints, tables, and other graphics.

Background Information on ARIES Service Category Setup

Within your funding source(s) and associated contract(s), the services are set up within the following hierarchy:

- ♦ **Primary Service Category**
- ♦ **Secondary Service Category**
- ♦ **Subservice Category**

This relationship is demonstrated in the Service Delivery Data Entry Screen, shown below:

The number of Secondary and/or Subservice categories you provide and have to report on effect the reports that you will need to use to run your request for payment utilization data.

For example, if you provide both Tier 2 non-medical case management and social case management under your Part A contract, you should run a report that breaks out your utilization by **subservice** category.

On the other hand, if all of your Part A case management services are Tier 2 non-medical case management, running a report that breaks out your utilization by primary service category would be sufficient.

Other factors can affect the best report for you to run, and there are a number of reports available in ARIES to assist you.

However, this technical assistance document will focus primarily on two reports which display your data grouped by (1) primary service category only and by (2) primary AND subservice category:

- ♦ **5001 Utilization by Primary Service Category**
- ♦ **5003 Utilization by Primary & Subservice Category**

Reports that display your data grouped by funding stream, primary/subservice category will be discussed briefly:

- **5005 Utilization by Funding, Primary & Subservice**
- **5006 Utilization by Funding & Primary Service**
- **5009 Utilization by Contract & Primary Svc**
- **5010 Utilization by Contract, Primary & Subservice**

If you need a **monthly**, grant year to date analysis of your utilization data, the following crosstab reports are good selections:

- **5701 GY 12 Monthly Unduplicated Clients by Contract and Primary Service**
- **5702 GY 12 Monthly Units by Contract and Primary Service**

Both of these reports run automatically when you click on them. The Filter Values screen will not appear.

For a comprehensive list of reports that can assist you with your payment request data, go to the section named *List of Payment Request Reports in ARIES* on page 16.

Introduction to Payment Request Reports

Payment Request reports are located under the Finance Reports under the Reports menu, as shown in the screen print below.
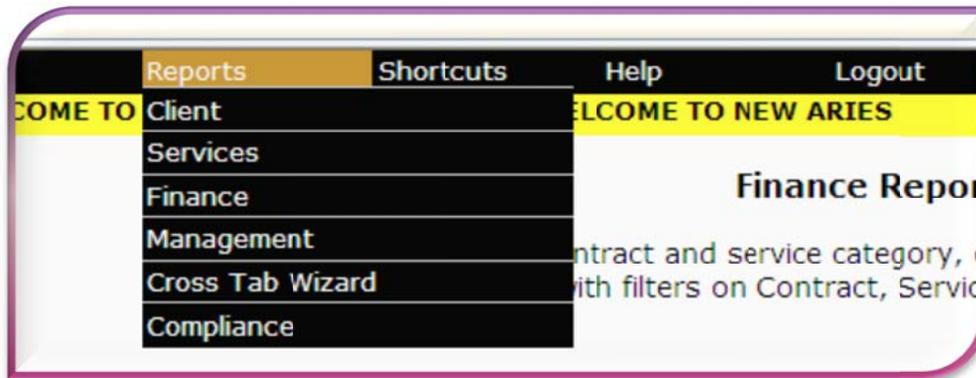
These reports are numbered in a 5,000-series, from 5001 to 5099, with pertinent titles. The date displayed in the title of the report is the date the report was last updated.

There are other 5,000-series reports on this screen, including but not limited to:
- **5,100 Series – Utilization by various demographic, medical, and other data elements**
- **5, 200 Series – Utilization by individual clients, displays results as a client list**
- **5,700 Series – Crosstab Reports**

The reports you will be using to run your request for payment data will summarize the following essential information:

♦ **Total unduplicated clients (UDC) served during the reporting month**
♦ **Total units of service (UOS) during the reporting month**
♦ **Cumulative unduplicated clients served since the beginning of the grant year.**
♦ **Cumulative units of service since the beginning of the grant year**

To run these reports you will need to need to specify filtering criteria. The filtering criteria tell ARIES the scope of the data in your report results. For payment requests, can include but are not limited to any of the following:

- ♦ **Date range**
- ♦ **Funding source**
- ♦ **Contract name**
- ♦ **Primary service category**
- ♦ **Subservice category**

This technical assistance document will focus primary on the first two items, date range and funding source.

If you need help choosing which report(s) to run, contact Cynthia Manor at 512.972.5076 or **cynthia.manor@austintexas.gov**.

Selecting the Best Report to Run

Output by Primary Service Category

As introduced earlier, two reports typically used to run request for payment data are:

♦ **5001   Utilization by Primary Service Category**
   o *displays utilization data grouped by primary service category*

♦ **5003   Utilization by Primary & Subservice Category**
   o *displays utilization data grouped by both primary and associated subservice categories*

Since users cannot select the individual fields which appear in the report results, multiple reports were created to account for various grouping requirements.

Typically, an agency can run the 5001 report if it provides a single subservice within a primary service category.

For example, Heart Counseling Services (HCS) provides group mental health services under its Part A contract but does not provide individual counseling. HCS does not need to break their utilization data down by subservice since they have only one subservice.

Below is _sample_ output from the 5001 report:

5001 Utilization by Primary Service Category			
Primary Service Category	**UNDUPLICATED CLIENTS**	**UNITS OF SERVICE**	**TOTAL COST**
Mental Health Services	166	729.00	77,306.75

1 records, generated 7/30/2012 9:07:13 AM
Criteria: Service Line Item Service Date BETWEEN '1/1/2012' AND '3/31/2012' AND Service Line Item Primary Service LIKE '%mental%' AND Funding Source Name IN ('Ryan White Part A')

Export

Overall Primary Service Category Utilization for Multiple Subservices

Some agencies provide multiple subservices within a primary service category, for example, transportation services. However, the agency would like to know the overall number of unduplicated clients served in their transportation program. In this instance, the agency should run the 5001 Utilization by Primary Service Category report.

Output by Primary and Subservice Category

The 5003 Utilization by Primary & Subservice Category report displays utilization data grouped by both primary and associated subservice categories.

In the previous transportation services example, the 5003 report would show the utilization for each subservice within the transportation primary service category.

Below is _sample_ output from the 5003 report:

5003 Utilization by Primary & Subservice Category (03.29.11)

Primary Service Category	Subservice Category	UNDUPLICATED CLIENTS	UNITS OF SERVICE	COST
Medical Transportation Services	31-day metro pass	138	1,186.00	17,790.00
Medical Transportation Services	Day metro	8	28.00	28.00
Medical Transportation Services	Disability fare card	13	13.00	65.00
Medical Transportation Services	Gas voucher	24	323.00	3,230.00
Medical Transportation Services	STS ticket	92	3,272.00	24,540.00
Medical Transportation Services	Taxi Cab	49	116.00	2,320.00

6 records, generated 7/27/2012 9:50:40 AM

Criteria: Service Line Item Service Date BETWEEN '3/1/2012' AND '7/27/2012' AND Service Line Item Primary Service LIKE '%transport%' AND Funding Source Name IN ('Ryan White Part A')

Export

How to Run Payment Request Reports

Reporting Basics

To run these reports you will need to need to specify filtering criteria. The filtering criteria tell ARIES the scope of the data in your report results. For payment requests, this can include the date range of the report, funding source(s), etc.

When you click on a report on the Finance Reports screen, the Report Filter Values screen will appear.

The Service Line Item Service Date will be pre-populated with a default range.

Filtering criteria are established by:

♦ **Selecting the appropriate** *operators*
♦ **Selecting values from** *list boxes*
♦ **Typing values into** *text boxes*

OPERATORS

Operators help you specify a range of values for a field or fields. These include EQUALS, BETWEEN, ON, BEFORE, AFTER, LIKE, IS NOT NULL, OR.

Example: Service date range is selected using the BETWEEN operator.

LIST BOXES

To select a value form a list box, simply right-click on the desired value. You may have to scroll through the list to find the value you need.

If you need to select more than one value, hold down the ALT key and right-click on each desired value. Repeat this step to DE-select one or more values.

Example: Multiple funding sources are selected.

Due to a recent ARIES upgrade, the funding sources of non-Austin TGA contractors appear in the list box. Consequently, there are multiple entries for Ryan White funding sources.

The correct Ryan White funding sources for Austin TGA are listed below. If you run a report filtering by funding source and it produces no data, double-check that the correct funding source was selected.

♦ **Ryan White Part A**
♦ **Ryan White Part B**
♦ **Ryan White Part C**
♦ **Minority AIDS Initiative (MAI)**

> **TIP**
> To quickly jump to the desired funding source name in the list box, click the first letter of the funding source name on your keyboard after selecting any value in the list box.

If you run a report and no data appear, be sure that you selected the appropriate funding source in the list box.

TEXT BOXES

Text box fields, used in combination with an operator, allow you to type the information you would like to filter by. The primary, secondary, subservice, contract name, and any date fields are text boxes.

Typically you will use the EQUALS or LIKE operators if you need to use the primary, secondary, or subservice fields to run your reports.

The LIKE operator is helpful when you don't know or can't remember the exact name of a service category. This operator is used in combination with a "wildcard". A wildcard is a character used in a search operation that takes the place of one or more unknown characters.

The expression "%ynthia%" would pull up any data that contains the string of characters "ynthia", such as:

- **Cynthia**
- **Cynthia Manor**
- **Ms. Cynthia Gail**
- **M ynthias**

You would like to run the 5003 Utilization by Primary & Subservice Category report but you only want the report to display information for your case management services. However, you don't remember the exact wording of the service category, so you can't use the EQUALS operator.
Use the LIKE operator as shown below:

Report Filter Values

5003 Utilization by Primary & Subservice Category

Service Line Item Service Date	Between	1/1/2012	&	7/30/2012
Service Line Item Program			&	
Service Line Item Primary Service	Like	%case manage%	&	
Service Line Item Secondary Service			&	
Service Line Item Subservice			&	
Service Line Item RDR CADR Category			&	
Service Line Item RSR Category			&	

Generating Your Report Output

To display your report results on your screen, click the gold Report button.

You can also export your results to a file. ARIES currently exports data in the following formats: text, comma separated value (Excel), XML. For technical assistance on exporting data, please contact Cynthia Manor at 512.972.5076 or cynthia.manor@austintexas.gov.

Payment Request Report 5001 Utilization by Primary Service Category

Current Month

1. Select the BETWEEN operator from the operator drop-down list to the left of the Service Line Item Service Date.
2. Select the date range of the current month from the Service Line Item Service Date field.
3. Select your funding source from the Funding Source Name list box.
4. To quickly jump to the desired funding source name in the list box, click the first letter of the funding source name on your keyboard after selecting any value in the list box.
5. Click on the Report button at the bottom of the screen to generate the report.

> **Ryan White Funding Source Names for Austin TGA**
>
> - **Ryan White Part A**
> - **Ryan White Part B**
> - **Ryan White Part C**
> - **Minority AIDS Initiative (MAI)**

Review the following sample output for Ryan White Part A, May 2011.

5001 Utilization by Primary Service Category

Primary Service Category	UNDUPLICATED CLIENTS	UNITS OF SERVICE	TOTAL COST
Medical Case Management (including Treatment Adherence)	285	1,277.00	19,777.84
Medical Nutrition Therapy	74	281.00	7,924.20
Medical Transportation Services	148	286.00	3,079.50
Medicare/Medicaid Supplement	19	28.00	1,638.05
Mental Health Services	128	343.00	27,116.38

5 records, generated 7/27/2012 12:56:05 PM

Criteria: Service Line Item Service Date BETWEEN '3/1/2011' AND '3/31/2011' AND Service Line Item Primary Service BETWEEN 'm' AND 'n' AND Funding Source Name IN ('Ryan White Part A')

Export

Cumulative Grant Year to Date

1. Select the BETWEEN operator from the operator drop-down list to the left of the Service Line Item Service Date.
2. Select the date range of the current grant year from the Service Line Item Service Date field, i.e., March 1, 2012 through July 31, 2012.
3. Select your funding source from the Funding Source Name list box.
4. To quickly jump to the desired funding source name in the list box, click the first letter of the funding source name on your keyboard after selecting any value in the list box.
5. Click on the Report button at the bottom of the screen to generate the report.

Ryan White Funding Source Names for Austin TGA

- **Ryan White Part A**
- **Ryan White Part B**
- **Ryan White Part C**
- **Minority AIDS Initiative (MAI)**

Review the following _sample_ output for Part A, cumulative grant year to date for GY 2012.

5001 Utilization by Primary Service Category

Primary Service Category	UNDUPLICATED CLIENTS	UNITS OF SERVICE	TOTAL CO
Case Management (non-medical)	200	3,137.00	64,177.61
Medical Case Management (including Treatment Adherence)	69	1,820.00	39,150.55

2 records, generated 7/27/2012 12:58:20 PM

Criteria: Service Line Item Service Date BETWEEN '3/1/2012' AND '6/30/2012' AND Service Line Item Primary Service LIKE '%case%mana%' AND Funding Source Name IN ('Ryan White Part A')

Export

Payment Request Report 5003 Utilization by Primary & Subservice Category

> **The steps are described below but they are essentially the same as for running the 5001 Utilization by Primary Service Category report. If you need assistance, contact Cynthia Manor at 512.972.5076 or cynthia.manor@ci.austin.tx.us.**

Current Month

1. Select the BETWEEN operator from the operator drop-down list to the left of the Service Line Item Service Date.
2. Select the date range of the current month from the Service Line Item Service Date field.
3. Select your funding source from the Funding Source Name list box.
4. To quickly jump to the desired funding source name in the list box, click the first letter of the funding source name on your keyboard after selecting any value in the list box.
5. Click on the Report button at the bottom of the screen to generate the report.

Ryan White Funding Source Names for Austin TGA

- **Ryan White Part A**
- **Ryan White Part B**
- **Ryan White Part C**
- **Minority AIDS Initiative (MAI)**

Review the following _sample_ output for Ryan White Part A, March 2012:

5003 Utilization by Primary & Subservice Category

Primary Service Category	Subservice Category	UNDUPLICATED CLIENTS	UNITS OF SERVICE	COST
Medical Transportation Services	31-day metro pass	62	67.00	1,005.00
Medical Transportation Services	Disability fare card	2	2.00	10.00
Medical Transportation Services	Gas voucher	8	17.00	170.00
Medical Transportation Services	STS ticket	61	156.00	1,170.00
Medical Transportation Services	Taxi Cab	16	31.00	620.00

5 records, generated 7/27/2012 1:05:22 PM

Criteria: Service Line Item Service Date BETWEEN '3/1/2012' AND '3/31/2012' AND Service Line Item Primary Service LIKE '%transportation%' AND Funding Source Name IN ('Ryan White Part A')

Export

Cumulative Grant Year to Date

1. Select the BETWEEN operator from the operator drop-down list to the left of the Service Line Item Service Date.
2. Select the date range of the current grant year from the Service Line Item Service Date field, i.e., March 1, 2012 through July 31, 2012.
3. Select your funding source from the Funding Source Name list box.
4. To jump quickly to the Ryan White funding sources in the list, click "R" on your keyboard.
5. Click on the Report button at the bottom of the screen to generate the report.

Ryan White Funding Source Names for Austin TGA

- **Ryan White Part A**
- **Ryan White Part B**
- **Ryan White Part C**
- **Minority AIDS Initiative (MAI)**

Review the following _sample_ output for MAI, cumulative grant year to date for GY 2012.

5003 Utilization by Primary & Subservice Category

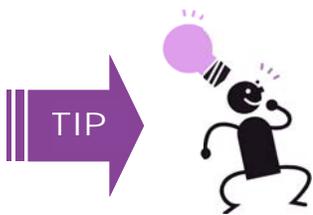| Primary Service Category	Subservice Category	UNDUPLICATED CLIENTS	UNITS OF SERVICE	COST
Case Management (non-medical)	Case Management (non-medical)	66	544.00	15,776.60
Case Management (non-medical)	Social case management	11	453.00	7,968.27
Case Management (non-medical)	Tier 2 Non-Medical case management	64	850.00	19,019.56
Medical Case Management (including Treatment Adherence)	Medical Case Management - Pilot	4	486.00	13,097.70

4 records, generated 7/27/2012 1:14:05 PM

Criteria: Service Line Item Service Date BETWEEN '3/1/2012' AND '6/30/2012' AND Funding Source Name IN ('Minority AIDS Initiative (MAI)')

Export

List of Payment Request Reports in ARIES

Except for the crosstab reports, all of the following reports can be filtered by various criteria, including but not limited to, funding source, contract name, primary service category, secondary service category, subservice category, service date, agency client ID, ARIES ID, enrollment status, and enrollment date.

If you need additional filtering criteria added to any report, contact Cynthia Manor at 512.972.5076 or cynthia.manor@austintexas.gov. This list does NOT include reports set up by BVCOG.

TIP

To quickly jump to a report on your screen, go to your Internet Explorer browser toolbar, click on *Edit*, *Find on Page*, and then type in the code number of the desired report.

Finance Reports that Group on Service Category – 5000 Series

The following reports group first on Primary Service Category. Additional grouping levels are indicated in the report's name. These reports display unduplicated clients, units of service, and total cost per group(s).

5001	Utilization by Primary Service Category
5002	Utilization by Primary & Secondary Category
5003	Utilization by Primary & Subservice Category

Finance Reports that Group on Funding Source – 5000 Series

The following reports group first on Funding Source. Additional grouping levels are indicated in the report's name. These reports display unduplicated clients, units of service, and total cost per group(s).

5004	Utilization by Funding, Primary & Secondary Svc

Finance Reports that Group on Funding Source – 5000 Series

5005	Utilization by Funding, Primary and Subservice
5006	Utilization by Funding & Primary Service
5007	Utilization by Funding Source

Finance Reports that Group on Contract Name – 5000 Series

The following reports group first on Contract Name. Additional grouping levels are indicated in the report's name. These reports display unduplicated clients, units of service, and total cost per group(s).

5008	Utilization by Contract
5009	Utilization by Contract & Primary Service
5010	Utilization by Contract, Primary & Subservice
5011	Utilization by Contract, Primary & Secondary Service

Finance Reports that Group on Program – 5000 Series

The following reports group first on Program name. Each contract in ARIES is set up under a specific program. **Most of the contracts in the system are set up under the Ryan White program.** The following reports group on the following programs. Ryan White, HOPWA, CARE-HIPP, State Services Only, State Services Insurance.

Additional grouping levels are indicated in the report's name. These reports display unduplicated clients, units of service, and total cost per group(s).

5019	Utilization by Program *This report is a quick way to look at your agency's overall utilization if all of your contracts are set up under the Ryan White program.*
5016	Utilization by Program and Primary Service

Finance Reports that Group on Staff Member – 5000 Series

The following reports group first on Staff Name. Additional grouping levels are indicated in the report's name. These reports display unduplicated clients, units of service, and total cost per group(s).

5014	Utilization by Staff
5015	Utilization by Staff & Primary Service
5024	Utilization by Staff & Contract
5025	Utilization by Staff & Funding Source

Finance Reports that Group on Demographic, Medical, Other Data Elements – 5,100 Series

The following reports group first on the data element indicated in the report name. These reports display unduplicated clients, units of service, and total cost per group(s).

5100	Utilization by Gender
5102	Utilization by Race (does NOT include Hispanic ethnicity)
5118	Utilization by Race/Ethnicity (includes Hispanic ethnicity). The results of the report are based on Ryan White Data Report (RDR) category names that were in effect a few years ago. **Please note that clients with an ARIES Race 1 category of "Other" may "roll up" into the RDR category "Unknown", depending on the client's Ethnicity selection.**
5103	Utilization by Hispanic Ethnicity
5104	Utilization by Household Poverty Level
5105	Utilization by Insurance Source
5108	Service Utilization by Age Category
5109	Utilization by HIV Status (CDC Disease Stage)
5113	Utilization by Client Share Status

Finance Reports that Group on Demographic, Medical, Other Data Elements – 5,100 Series

5115	Utilization by STI and Hepatitis Type
5117	Utilization by Enrollment Status
5119	Utilization by County

Finance Reports that Group on Client – 5, 200 Series

The following reports group your data by client. Additional grouping by client is indicated in the name of the report, for example, by client and primary service category. The client will appear on the report once for each additional grouping level.

Service dates are NOT shown for service category grouping. See Service Line Item Reports in the next section if you need service dates in your output.

5201	Utilization by Client
5202	Utilization by Client & Primary Service Category
5203	Utilization by Client & Primary & Subservice Category
5204	Utilization by Client & Staff

Crosstab Reports – 5,700 Series

The crosstab reports list your data in tabulated form, similar to a spreadsheet, rows, columns, and associated headers. The reports below present your clients or units by month for each primary service category. Each of these is presented in separate tables which correspond to each of your active contracts.

5701	GY 12 Monthly Unduplicated Clients by Contract and Primary Service *This report runs automatically when you click on it. The Filter Values screen will not appear.*

Crosstab Reports – 5,700 Series

5702	GY 12 Monthly Units by Contract and Primary Service ***This report runs automatically when you click on it. The Filter Values screen will not appear.***

Service Line Item Reports that list Individual Service Entries – 6,000 Series

The following reports list your clients and their individual service entries, ***including service dates***. Unlike the other reports covered in this document, ***these reports are under Service Reports***.

6002	Service Line Item Basic Report
6003	Service Line Item Report Extended
6004	Service Line Item Report by Staff
6006	Service Line Item Report Basic No Names

Management Reports that List Individual Clients

The following reports provide lists of clients based on the criteria you specify. The clients appear only once on the output.

These reports are useful if you need to view a list of clients who received specific services, as opposed to a utilization summary.

1002	Client Demographics 1
1003	Client Enrollment Status
8003	Client Identifiers Report 2
8008	Client ARIES ID Report

ARIES Statistical Analysis Report (STAR)

The STAR report presents a multi-faceted summary of your data, similar to the Ryan White Data Report (RDR) and Ryan White Services Report (RSR). This report is located under **Client Reports**.

The STAR report not only provides a demographic profile of your clients, but also shows service category utilization data, including units of service, unduplicated clients, and total cost.

Unlike the RDR and RSR, multiple filtering criteria are available for you to set the parameters of the report's output.

Technical Assistance with Reports

If you need help running any of these reports, contact Cynthia Manor at the phone number or email below.

She can also assist with modifications to existing reports, creation of new reports, and training needs.

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Austin Transitional Grant Area (TGA)
City of Austin Health and Human Services
Community Services Division
HIV Resources Administration Unit
(512) 972-5076 – cynthia.manor@austintexas.us

If you have reporting needs that cannot currently be set up in ARIES, contact Cynthia so that she can export the data and run the reports you need in Microsoft Access, SPSS, or Excel.

Please allow ample time for the processing of such requests.

Document Revision History

Version Number	Effective Date	Description
V 3.0	Jul. 30, 2012	Document redesigned and significantly re-written in Microsoft Word. Information on new and continuing clients removed from this document until further notice.
V 2.0	Nov. 5, 2010	Based on a review of the monthly Payment Request () Excel workbooks developed by David Garza, added information on running reports by the month being submitted, GYTD cumulative reporting, broken out by "new" and "continuing" clients. Also added information on running reports by demographic data, i.e., race/ethnicity data required for MAI contracts.
V 1.2	Oct. 19, 2010	Added information on running reports for "new" clients and other miscellaneous updates
V 1.1	Aug. 30, 2010	Original