



ARIES Data Entry Instructions: *Acuity*

Version	1.0
Dated	May 6, 2013
Purpose	To provide step-by-step instructions for entering Austin TGA acuity scale information into ARIES
Audience	Basic ARIES data entry training or equivalent Austin TGA acuity scale training
Contact	ARIES/Data Analysis & Reporting: Cynthia Gail Manor, B.A., Data Manager/System Support Technician 512.972.5076 or cynthia.manor@austintexas.gov Quality Management: Gloria Bean, R.N., Health Quality/Risk Management Coordinator 512.972.5062 ~ gloria.bean@austintexas.gov

Contents

DATA ENTRY STEPS	1
REPORTING.....	2
CLOSING.....	3

DATA ENTRY STEPS

1. Click on the **Medical** tab at the top of the screen.
2. Click on the **Basic Medical** sub-tab. It may already be active.
3. Click the **Edit** button.

If the Edit button is not visible, you do not have permissions to edit this information. Contact the BVCOG data manager to update your permissions.

4. Scroll down to the **Acuity Scale** section.
5. To edit an existing entry, click on the **Edit** button adjacent to the entry.

6. Click the **New** button to create a new entry.
7. Click on the **Acuity Scale** drop-down field.
8. Select **Other** for the **Acuity Scale** type.
9. Enter medical and non-medical acuity scores in the **Acuity Score** field using the formats below. Substitute **X** and **Y** with your actual values.
 - a. Medical. *Austin TGA Medical, Raw Score X, Level Y*
 - b. Non-medical. *Austin TGA Non-medical, Raw Score X, Level Y*
10. Enter the date the scale was completed into the **Acuity Date** field.
11. Figure 1 below contains sample acuity scale entries.

Figure 1. Acuity Scale Data Entry Examples from ARIES Training Site (fictitious data)

Acuity Scale	Acuity Score	Date	
Other	Austin TGA Medical, Raw Score 3, Level 1	5/3/2013	Edit
Other	Austin TGA Medical, Raw Score 1, Level 1	1/1/2013	Edit
Other	Austin TGA Non-medical, Raw Score 3, Level 1	9/25/2012	Edit
			New

REPORTING

The following reports provide acuity history information for your clients. Contact Cynthia Manor at 512.972.5076 for assistance running these reports or if you need modifications to these reports.

Note that the filters you chose affect the values of the most recent CD4 and viral load dates as well as the most recent visit dates.

Report ID # and Name	Report Category	Output
1013	Acuity History Management Reports	Client name, agency client ID, ARIES ID, enrollment status, acuity date, score & scale, most recent viral load date and score, most recent CD4 date and score, most recent visit date
1014	Acuity History Management Reports	Client name, agency client ID, ARIES ID, enrollment date, enrollment status, acuity date, acuity score, acuity scale, most recent visit date

CLOSING

For data analysis, data management and reporting assistance, contact Cynthia Manor, Data Manager/System Support Technician, at 512.972.5076 or cynthia.manor@austintexas.gov.

If you need help using the Austin TGA Acuity Scale, contact Gloria Bean, R.N., Health Quality/Risk Management Coordinator, 512.972.5062, gloria.bean@austintexas.gov.