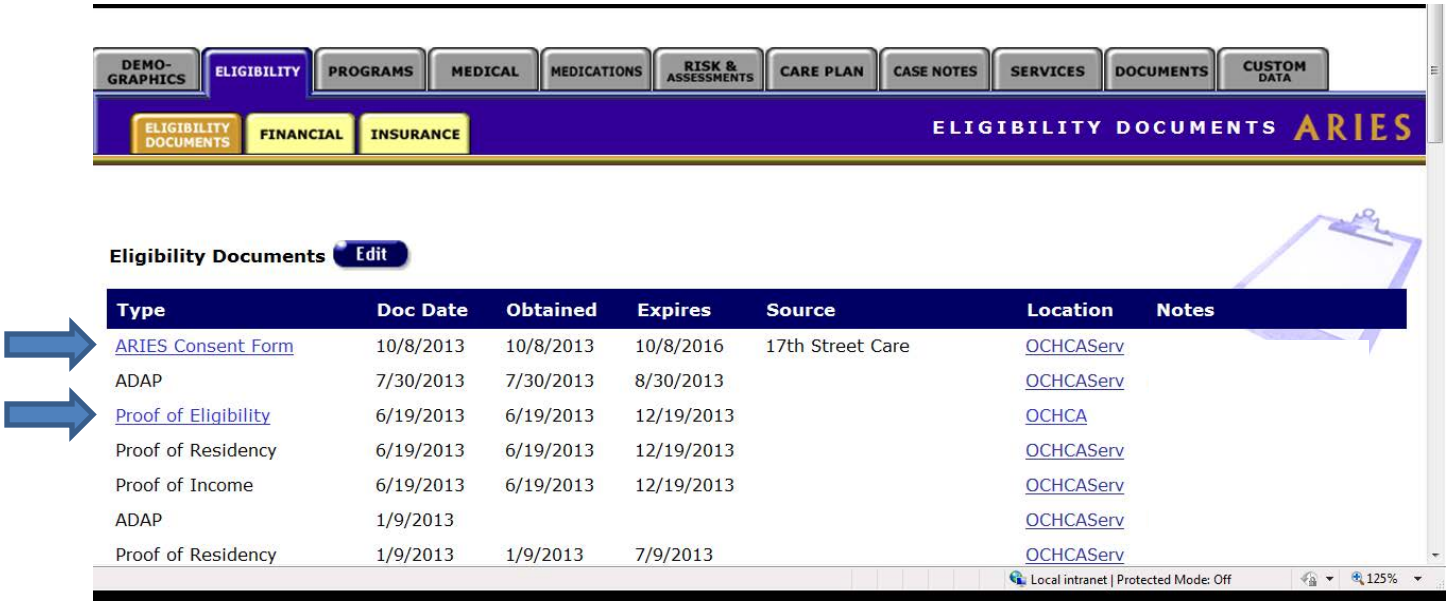
Eligibility Staff will update the following ARIES screens: Eligibility Documents, Financial, Insurance, Demographics (Living Situation).

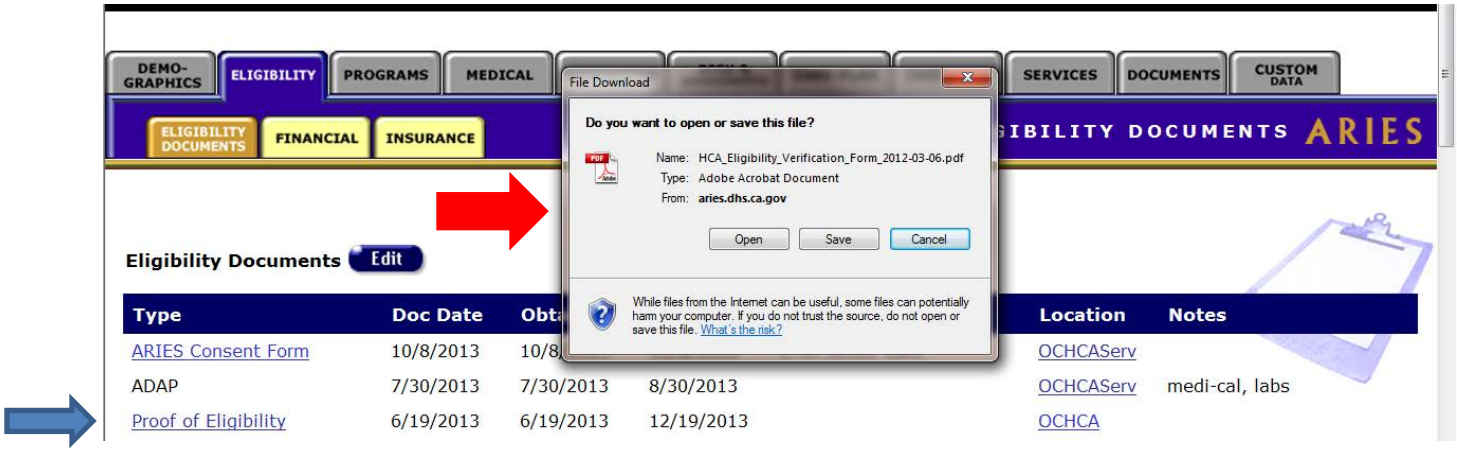
Client Eligibility Documents Screen

- Proof of Eligibility will show up in ARIES in two ways:
  - **Proof of Eligibility** with a valid date range for location "OCHCA or OCHCAServ" and source of "17th Street Care" or
  - **Proof of Residency and Proof of Income** with a valid date range for location "OCHCA or OCHCAServ" and source of "17th Street Care" or
- If a client is **shared** in ARIES, the eligibility tab will include information eligibility document type, expiration date, and location information.
  - If there is eligibility documentation from location "OCHCA or OCHCA Serv" and source of "17th Street Care", the client has been screened at 17th Street Care. Check the eligibility expiration date and use that date for your agency's client eligibility expiration date.
- If the client is **non-share** in ARIES you may not be able to see eligibility data, even if the client has been screened at 17th Street Care (Staff only began uploading eligibility data for non-share clients screened after January 1, 2014).
  - Submit an EVF request form if the client's eligibility has expired or is expiring with your agency within the next 30 days.
- The underlined document types (see blue arrows) indicate that there is a document that can be downloaded.



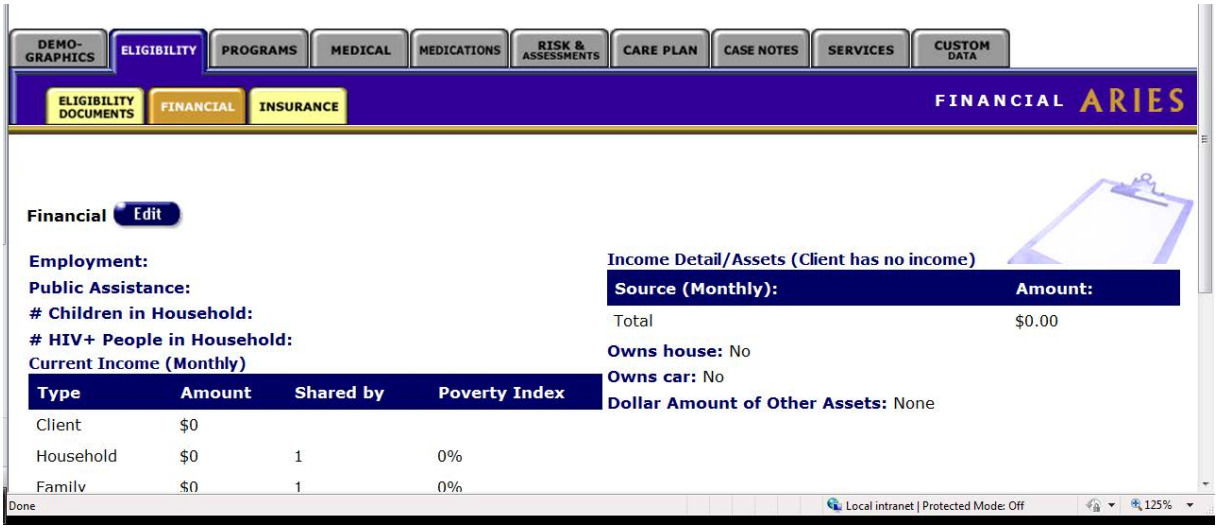
Type	Doc Date	Obtained	Expires	Source	Location	Notes
ARIES Consent Form	10/8/2013	10/8/2013	10/8/2016	17th Street Care	OCHCAServ	
ADAP	7/30/2013	7/30/2013	8/30/2013		OCHCAServ	
Proof of Eligibility	6/19/2013	6/19/2013	12/19/2013		OCHCA	
Proof of Residency	6/19/2013	6/19/2013	12/19/2013		OCHCAServ	
Proof of Income	6/19/2013	6/19/2013	12/19/2013		OCHCAServ	
ADAP	1/9/2013				OCHCAServ	
Proof of Residency	1/9/2013	1/9/2013	7/9/2013		OCHCAServ	

- To download a document, "Click on the underlined document type" (see blue arrow)
- The File Download box will pop up (see red arrow)
- The document (Eligibility Verification Form (EVF) or ARIES Consent Form) can be opened and printed



Client Financial Screen

- Financial information will be documented on the Financial Screen. The client's financial data will also be on the EVF which will be uploaded onto the Eligibility Screen.



Client Insurance Screen

- Insurance information will be documented on the Insurance Screen. The client's insurance data will also be on the EVF which will be uploaded onto the Eligibility Screen.

DEMO-GRAPHICS | ELIGIBILITY | PROGRAMS | MEDICAL | MEDICATIONS | RISK & ASSESSMENTS | CARE PLAN | CASE NOTES | SERVICES | CUSTOM DATA

ELIGIBILITY DOCUMENTS | FINANCIAL | INSURANCE

INSURANCE ARIES

Insurance Edit

Source	Type	Pend.	Prim Ins	Prim HIV Ins	Carr-ier	Policy #	Start / End	Prem	Note
Medi-Cal/Medicaid		No	No	No			2/10/2012 - 7/13/2012		
No insurance		No	No	No			12/27/2011 - 2/10/2012		
No insurance		No	No	No			7/13/2012 - 9/2/2012		
Other public insurance	LIHP	No	No	No			9/3/2012 -		MSI(A)

Client Living Situation Screen

- Client living situation must be updated annually. In this screen, the "as of date" represent the date the living situation was assessed in the year NOT the date since the client has been living in the current situation. So if eligibility screening is done on 1/1/14 and the client indicates that they have been renting a room since 10/20/05; the 1/1/14 date is the date that should be entered in living situation screen.

DEMO-GRAPHICS | ELIGIBILITY | PROGRAMS | MEDICAL | MEDICATIONS | RISK & ASSESSMENTS | CARE PLAN | CASE NOTES | SERVICES | CUSTOM DATA

CONTACT INFO | DEMOGRAPHIC DETAIL | LIVING SITUATION | AGENCY SPECIFICS

LIVING SITUATION ARIES

Living Situation Edit

Current Living Situation: Living with relatives/friends as of 8/9/2012
Housing assistance:
Most recent HOPWA Assessment Date:

Related or Affected Individuals New

Local intranet | Protected Mode: Off 125%