



Instructions for Completing ARIES Consent Forms

The following is an overview of instructions for completing an ARIES consent form.

Reminders:

- An ARIES consent form is valid for three years from the date of client's signature.
- Be sure that the most current form (dated 7/10) is being used.
- The ARIES system does not automatically deactivate a client's ARIES information if a new consent form has not been gathered. It is up to each agency to monitor and update the ARIES consent form if it has expired.
- Each agency is responsible for obtaining a signed ARIES consent form from each client (share and non-share) and ensuring a valid ARIES consent form is on file at their agency prior to rendering services.

New Clients:

An ARIES consent form needs to be completed for all new clients.

- Review the ARIES Client Information Sheet with the client to help the client choose share or non-share in ARIES. The ARIES Client Information Sheet is located on the HIV Planning and Coordination provider website at the following links:
 - ARIES Client Information Sheet-English:
<https://www.ochealthinfo.com/civicax/filebank/blobdload.aspx?BlobID=115766>
 - ARIES Client Information Sheet-Spanish:
<https://www.ochealthinfo.com/civicax/filebank/blobdload.aspx?BlobID=115767>
- Make sure the client completes the form in its entirety as follows:
 - Print full name at the top of the ARIES consent form
 - Check box indicating "share" or "non-share"
 - Sign the ARIES consent form on the Signature of Client or Parent/Guardian line
 - Date the ARIES consent form on the Date line
- The staff collecting the form must complete the "For Local Agency Use Only" section as follows:
 - Administered By: Printed name of staff person completing the form
 - Signature: Signature of staff person completing the form
 - Date: Date on which form is being completed
- The completed form should be submitted via encrypted email or fax to James Williams at (714) 834-8270 so it can be uploaded into ARIES within one business day of completion.

New Clients with Referral from Another Agency:

If a client new to your agency has been referred for services, the client **must** complete a new ARIES consent form for your agency. Follow the instructions above for completing a consent form for new clients.

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Referrals for Services Rendered on Behalf of the Client (Share and Non-Share)

For clients (share and non-share) who are referred for service(s) that do not require the client to go to the agency to receive the service(s) (i.e., payment of a specialty bill on behalf of the client, Housing, Home Delivered Meals, Emergency Financial Assistance for Medications, Health Insurance Premium Program, Medical Transportation, Dental Services) the referring agency **must** include a new ARIES consent form along with the referral and complete the “For Local Agency Use Only” section of the ARIES consent form as follows:

- Administered By: Print the **referring agency and staff person name** completing the form
- Agency Name: Indicate **agency receiving the referral**
- Signature: This is for the client or parent/guardian to sign indicating that they allow the provider receiving the referral as indicated in the “Agency Name” section (e.g., Dental, Home Delivered Meals, Food Bank, etc.) to enter the client’s information into their ARIES system as a “non-share” client.
- Date: Client or parent/guardian to indicate date of signature, which should correlate with the date of the referral.

In this case, the agency receiving the referral **does not** have to obtain a new ARIES consent form for the client for their agency prior to rendering services. However, it is required that the agency collect an ARIES consent form if the client does require services at the agency after the initial referral for direct services (i.e., Case Management).