

# Prepare for AIRS !

## **Background**

The new URS, now called AIDS Institute Reporting System (AIRS), is coming soon. All COBRA programs must clean up their data as soon as possible in order to be ready for early installation. Early installation means your program will be ready when it comes time to bill Medicaid using the new COBRA rate methodology (which the current URS will not accommodate). Right now COBRA programs are on a priority list for conversion to AIRS over other AIDS Institute providers so getting ready now is important!

Here's what needs to happen:

## **Get your current URS data "cleaned" for conversion**

Run the pre\_VFP URS conversion report in your current URS system. It will show data items that need correction before the conversion process can happen. Attached is a guide on how to correct any data conversion problems. Contact John Godfrey at 518-486-1323 ([jhg02@health.state.ny.us](mailto:jhg02@health.state.ny.us)) if you have any questions

## **Get a Test Version of AIRS**

After your data has been "cleaned" you will start working with Defran who will take your cleaned data for testing. Once complete, Defran will help install AIRS and convert your URS data. This is a preliminary conversion process and you will still have your URS system to enter live data. Your organization will need to test the new AIRS installation ensuring the data is good. This is also a time to have staff play with the new system with actual program data without worrying about altering real data.

## **Training**

You will need to get trained on the AIRS system. Luckily the knowledge you need to learn should be minimal as information in AIRS is the same as it is in URS, but the way you look at the various screens is different. Training will probably happen in between any of these steps; however it is essential you call Defran (212-727-8342) to get on the training waiting list ASAP!

## **Go Live**

Once you are done with testing and trying out AIRS with our own data, the real conversion process will happen, and AIRS will be fully implemented and go "live".

Date: 00/00/2006

Time: 00:00am

Version: 4.3c  
Version Date: 05/15/2006

“Everlasting Arms Agency”  
SAMPLE” Pre-VFP URS Conversion Report

**Table**      **Problem Value / Identifying Information**

**Encounter: Actual Date is Blank or Invalid**

AI\_ENC      01/02/0023      Client ID: K6754V, ServCat: 00012 Prevention Case Management, EncType: 01 Screening/Intake, Program: BRAA3 SU HIVC&T, **ActDate: 01/02/0023**

Go to the Service Category encounter screen. If the Date is known, edit the record and add the Date. If the encounter is a mistake, delete it.

**Encounter: Client NOT Enrolled in Group (as of Activity Date)**

AI\_ENC      01/02/2006      Client ID: G61Q5X, ServCat: 00013 Group Level Interventions, EncType: 03, Program: BRAZS, **ActDate: 01/02/2006**

Either enroll the client into the Group OR delete the Encounter *if* it was entered in error. Do not forget to consider the client’s Program Enrollment.

**Encounter: Client NOT Enrolled in Program Requiring Enrollment (as of Activity Date)**

AI\_ENC      FWAZZ      Client ID: 987Q12, ServCat: 00002 Primary Care, EncType: 13, **Program: FWAZZ**, ActDate: 03/12/2002

Either enroll the client into the Program OR delete the Encounter *if* it was entered in error.

**Encounter: Encounter Type is Blank or Invalid**

AI\_ENC      9A      Client ID: 725558, ServCat: 00008 Counseling & Testing, **EncType: 9A**, Program: FWAT2, ActDate: 09/22/2005

Go to the Service Category, select the client and retrieve the encounter record for this date. Edit the encounter and service records. You may want to delete this record if other information is missing.

**Encounter: Group Activity (Grpatt.dbf) Record is Missing**

AI\_ENC      FW00000018      Client ID: TJ48213, ServCat: 00004 Adult Day Health Care, EncType: 01, Program: FWAAX, ActDate: 02/07/2004

In this case, the system has an Encounter record associated with a Group Activity that does not exist. Agency should determine if a) it is a part of a Group Activity, b) a standalone encounter, or c) a mistake which should be deleted. Unless the answer is 'c', correct other problems first and contact AI when this is one of the last problems remaining.

### Encounter: Program is Blank or Invalid

AI\_ENC                      blank                      Client ID: R29334, ServCat: 00002 Primary Care, EncType: 01, **Program:** , ActDate: 11/30/2004

Go to the Service Category, select the client and retrieve the encounter record for this date. Edit and add the Program.

### Table                      Problem Value / Identifying Information

### Encounter: Service Category + Program Combination NOT Found in Table Prog2Sc.dbf

AI\_ENC                      00012BRAA3                      Client ID: JJ406754, **ServCat:** 00012 Prevention Case Management, EncType: 01 Screening/Intake, **Program:** BRAA3 SU HIVC&T, ActDate: 11/25/2003

\* This type of error happens because a **Service Category** was **removed from the Program**. **Do NOT make a correction to this** problem until the date of the VFP conversion. There is a simple fix that will be made to allow the information to be converted. When the conversion is completed, a historical record will effectively remove it from the current Program setup. AI staff will provide assistance for this correction.

### Service: Activity Code is Blank or Invalid

AI\_SERV                      93                      Client ID: 98765432, ServCat: 00005 Supportive Services, EncType: 10, **Service: 93**, Date: 01/01/2001

Go to Service Category, select the client and find the date of service. Correct the service and encounter fields. (You may only have to change the service OR delete the service and possibly enter a new one.)

### Service: Date is Blank or Invalid

AI\_SERV                      01/01/0200                      Client ID: 87654321, ServCat: 00001 Case Management, EncType: E Other, Service: 0005 Service Plan Implementation/Monitoring/Follow-Up, **Date: 01/01/0200**

Determine the range of possible correct dates from the client's profile, determine the correct date within that range, and enter it. This does not look at individual client records. It only looks at dates that have been entered or not entered. It identifies dates prior to 1/1/80 and future dates (after the current/today's date). Please note that only the 'Primary Care' and 'Legal Services' Service Categories have a field in the Services Provided screen where the Service Date can be seen/entered/edited. For all other Service Categories, the user would need to edit and save the Encounter record.

### State: Invalid (Not Found in FIPS Table)

ADDRESS                    NT                    Client ID: RK101010, Street: , City: , **State: NT**

An invalid STATE abbreviation was entered. (Could also be a blank entry.) Edit the entry with the correct State abbreviation.

Blank                    Client ID: 23456789, Street: UNKNOWN, City:, **State:**

A state was not entered for this client. Select the client from the list and add the state.

**Status: Client has Active Status Later than a Closed or Reopened Status (Ai\_Activ.dbf)**

AI\_ACTIV                    A                    Client ID: SB4652, Effect Dt: 12/19/2000, **Status: A**

This type of error happens because a status was changed or deleted. Look at the Client's Profile Report to determine the earliest date of service and then change the late **ACTIVE** status to **REOPENED**, if appropriate. Also check for an error of closing inappropriately. If found, delete the closing.