



ARIES Client Intake Form

Intake Date: ____ / ____ / ____

General Information:

*Last Name: _____ *First Name: _____ *Middle Initial: ____ *Mother's Maiden Name: _____

*Date of Birth: ____/____/____ Age: ____ *Gender: M F TMF TFM Other Unknown

Residence Verification:

Current Residence Since: ____/____/____
MM DD YYYY

Street: _____ City: _____ State: ____ Zip: _____ County: _____

Geographic Area HSDA: 4807 - Abilene 4826 - Fort Worth 4803-Wichita Falls

Mailing Address:

Same as residence? Yes No (If No, complete the following)

Street: _____ City: _____ State: ____ Zip: _____ County: _____

Geographic Area HSDA: 4807 - Abilene 4826 - Fort Worth 4803-Wichita Falls

May we contact you by mail? Yes No Should mail to you be confidential? Yes No

Phone & Email:

Phone Type Allow Calls Confidential Messages OK
(Work/Home/Mobile/Fax/Messages/TTY)

Phone 1: (____) ____-____ Wk Hm Mb Fx Ms TTY Y N Y N Y N
Phone 2: (____) ____-____ Wk Hm Mb Fx Ms TTY Y N Y N Y N

Emergency Contact Info:

Name: _____

Street 1: _____ Street 2: _____ City: _____ State: ____ Zip: _____ County: _____

Phone Type Allow Calls Confidential Messages OK
(Work/Home/Mobile/Fax/Messages/TTY)

Contact Phone 1: (____) ____-____ Wk Hm Mb Fx Ms TTY Yes No Yes No Yes No
Contact Phone 2: (____) ____-____ Wk Hm Mb Fx Ms TTY Yes No Yes No Yes No

Demographics:

By what names are you also known (AKA) _____

Hispanic: * Yes No Unknown

* Race: White Black / African-American Asian
 American Indian / Native Alaskan Unknown
 Other _____

National Origin/Ethnicity:

Mexican/Mexican-American Cuban Puerto Rican Central American South American Unknown / Unreported
 Spanish / Portuguese/Cape Verdean Other Carribean Other Hispanic Spanish, Hispanic, or Latino/a Chicano/a
 Jamaican, Haitian, Dominican Republic

SSN: ____-____-____ Education Level No School Some high school High School/Diploma/GED Some College
 College Degree Some Graduate Graduate Degree Unknown

Marital Status: Single Married Domestic Partner Separated Divorced Widowed Veteran: Yes No

Sexual Orientation: Heterosexual Homosexual Lesbian Bisexual Declines to state Unsure Pediatric N/A Unknown

Special Needs: Hearing Vision Wheelchair Mobility More than once Unknown Other: _____

Primary Language: English Spanish Other

Secondary Language: English Spanish Other

Current Living Situation: _____
MM DD YYYY

Homeless from the streets Homeless from Emergency Shelter Transitional Housing Psychiatric Facility Substance Abuse Treatment Facility Hospital or other Medical Facility Jail/Prison Domestic Violence Situation Living with Relatives/Friends Rental Housing Participant-owned Housing Board Care or Assisted Living Rental Room Refused to Answer Unknown Other: _____

Housing Assistance: HOPWA HUD Shelter & Care Section 8/Housing Choice Vouchers HUD Tenant-based project Short Term Emergency Other

HUD Application
Date: _____
MM DD YYYY

If rent or own, do you have a signed lease, title or tax receipt? Yes No Unknown

Living Situation in Past 12 Months: (check all that apply)

Homeless from the streets Homeless from Emergency Shelter Transitional Housing Psychiatric Facility Substance Abuse Treatment Facility Hospital or other Medical Facility Jail/Prison Domestic Violence Situation Living with Relatives/Friends Rental Housing Participant-owned Housing Board Care or Assisted Living Rental Room Refused to Answer Unknown Other: _____

**Agency Specifics:
(FOR OFFICE USE ONLY)**

Client Agrees to Share Data: Yes No Did Not Ask
Release Faxed to Admin Agency: Yes No

(In agreement to sharing client-level data, proves indication to sharing all ARIES Client-Level data among HSDA agencies ONLY providing services to the client. All HSDA agencies providing services to the client are bounded by the same terms under the same conditions. An indication of agreement must be present with all service providing agencies for sharing of ARIES client-level data. The following client-level data WILL NOT be shared among HSDA providers under any circumstances: Legal, Substance, and Mental Status. Optional sharing of client-level case notes may be determined between a client and his/her case manager and indicated accordingly.)

*Agency Status: Active Inactive Disenrolled Lost to Follow up Discharged Reported Deceased Confirmed Deceased Unknown/Unreported Reason for Status Change _____

*Status as of Date: _____ Agency Enrollment Date: _____ Referral Date: _____
MM DD YYYY MM DD YYYY MM DD YYYY

Agency Client ID1: _____ Agency Client ID2: _____ Referral Source: MD CM RN Self Other
Referral Source If Other: _____

Eligibility Documents:

| Doc Type | Pending | Doc Date | Obtained | Expires | Location |
|-------------------------|---|----------------|----------------|----------------|----------|
| Proof of Residency | <input type="checkbox"/> Y <input type="checkbox"/> N | ____/____/____ | ____/____/____ | ____/____/____ | _____ |
| HIV Letter of Diagnosis | <input type="checkbox"/> Y <input type="checkbox"/> N | ____/____/____ | ____/____/____ | ____/____/____ | _____ |
| Proof of Income | <input type="checkbox"/> Y <input type="checkbox"/> N | ____/____/____ | ____/____/____ | ____/____/____ | _____ |
| Picture ID | <input type="checkbox"/> Y <input type="checkbox"/> N | ____/____/____ | ____/____/____ | ____/____/____ | _____ |
| ARIES Consent Form | <input type="checkbox"/> Y <input type="checkbox"/> N | ____/____/____ | ____/____/____ | ____/____/____ | _____ |
| Agency Consent Form | <input type="checkbox"/> Y <input type="checkbox"/> N | ____/____/____ | ____/____/____ | ____/____/____ | _____ |
| Release of Information | <input type="checkbox"/> Y <input type="checkbox"/> N | ____/____/____ | ____/____/____ | ____/____/____ | _____ |
| HOPWA | <input type="checkbox"/> Y <input type="checkbox"/> N | ____/____/____ | ____/____/____ | ____/____/____ | _____ |
| | <input type="checkbox"/> Y <input type="checkbox"/> N | ____/____/____ | ____/____/____ | ____/____/____ | _____ |
| | <input type="checkbox"/> Y <input type="checkbox"/> N | ____/____/____ | ____/____/____ | ____/____/____ | _____ |

Financial Screening: Client Income: Monthly Annual Public Assistance: Yes No Unknown

Employed: F/T P/T Not employed Other (Student, Volunteer, etc.) Unknown

| | | |
|-----------------------------------|--|---------------------|
| _____ Employment/Wages | _____ State Disability Ins/SDI | _____ Retirement |
| _____ Supp Security Income/SSI | _____ Long Term Disability/LTD | _____ Investment |
| _____ Soc Sec Disability Ins/SSDI | _____ Worker's Compensation | _____ Gift |
| _____ Social Security Retirement | _____ TANF | _____ Other 1 _____ |
| _____ General Assist/Relief | _____ Veteran's Benefits/VA | _____ Other 2 _____ |
| _____ Unemployment/UI | _____ Alimony/Child Support | _____ Other 3 _____ |
| _____ Total | <input type="checkbox"/> No Source of Income | _____ Food Stamps |

Household Income: *\$_____ Monthly Annually Percent of Federal Poverty Level: _____ %
 # People in Household*: _____ # Children in Household: _____ #HIV + Persons in Household: _____

Family Income: \$_____ Monthly Annually Percent of Federal Poverty Level: _____ %
 # Family Members in Household: _____

Assets: Do you own a house: Yes No A Car? Yes No
 Do You Have Other Assets? Yes No Approx Value: \$_____

Client Insurance:

(Please enter your Insurance Source, Type, and Carrier using the selections below)

Source: ADAP; Public 1; Public 2; Private 1,2,3; Vision; Dental; Medicaid; Veteran; Medicare; Other Public; Other; Unknown; No Insurance

Type: Full Scope; Shared Costs; Managed; Restricted; Baby; Medicare A; Medicare A & B; Veterans; County Sponsored; CMSP; Champus; COBRA; OBRA; HIPIC; Conversion (Rx); Private Self Pay; Other; Unknown; No Insurance

Carrier: Blue Cross; Kaiser; Aetna; Other

| Source | Type | Pending | Carrier | Policy # | Start Date | End Date | Monthly Premium |
|--------|-------|---|---------|----------|----------------|----------------|-----------------|
| _____ | _____ | <input type="checkbox"/> Y <input type="checkbox"/> N | _____ | _____ | ____/____/____ | ____/____/____ | \$ _____ |
| _____ | _____ | <input type="checkbox"/> Y <input type="checkbox"/> N | _____ | _____ | ____/____/____ | ____/____/____ | \$ _____ |
| _____ | _____ | <input type="checkbox"/> Y <input type="checkbox"/> N | _____ | _____ | ____/____/____ | ____/____/____ | \$ _____ |
| _____ | _____ | <input type="checkbox"/> Y <input type="checkbox"/> N | _____ | _____ | ____/____/____ | ____/____/____ | \$ _____ |

Basic Medical History:

Primary Medical Care: Alternative/Complimentary County Hospital or DPH Clinic Community Based Clinic-Public
 Community Based Clinic-Private HMO Hospital/Clinics (e.g. Kaiser) VA Hospital/CHAMPUS Other
 Private MD Emergency Room No Primary Care Unknown

Name: _____ Phone: (____) ____-____ Last Visit: ____/____/____

Primary HIV Care: Alternative/Complimentary County Hospital or DPH Clinic Community Based Clinic-Public
 Community Based Clinic-Private HMO Hospital/Clinics (e.g. Kaiser) VA Hospital/CHAMPUS Other
 Private MD Emergency Room No Primary Care Unknown

Name: _____ Phone: (____) ____-____ Last Visit: ____/____/____

*HIV/AIDS Status: HIV Negative HIV Positive-Disease Stage Unknown Source: Letter of Diagnosis
 HIV A symptomatic HIV Symptomatic-Not AIDS Medical Record
 HIV Positive-Disabling CDC Defined AIDS Awaiting Letter of Diagnosis
 Disabling AIDS Pediatric Indeterminate
 Unreported Unknown

First HIV+ Diagnosis Year: _____ AIDS Diagnosis Date: ____/____/____ County of Diagnosis _____
 State of Diagnosis: _____ Source: _____

ART Medications:

| Name | Phone | Allergies |
|---------------------------------------|-------|-----------|
| Pharmacy 1 _____ (____) _____ - _____ | | |
| Pharmacy 2 _____ (____) _____ - _____ | | |
| Pharmacy 3 _____ (____) _____ - _____ | | |

ART Type:

| | Start Date | End Date |
|---|-------------|-------------|
| Highly Active Anti-Retroviral Therapy (HAART)(Triple Therapy) | ___/___/___ | ___/___/___ |
| Combination Anti-Retroviral but not HAART (Dual Therapy) | ___/___/___ | ___/___/___ |
| Mono Therapy | ___/___/___ | ___/___/___ |
| Salvage Therapy | ___/___/___ | ___/___/___ |
| None / Not applicable | ___/___/___ | ___/___/___ |
| Unknown / Unreported | ___/___/___ | ___/___/___ |

Anti-Retroviral Drugs:

| Drug | Prescribed By | Side Effects | Start Date | End Date | Dosage |
|----------|---------------|--------------|-------------|-------------|--------|
| 1. _____ | _____ | _____ | ___/___/___ | ___/___/___ | _____ |
| 2. _____ | _____ | _____ | ___/___/___ | ___/___/___ | _____ |
| 3. _____ | _____ | _____ | ___/___/___ | ___/___/___ | _____ |
| 4. _____ | _____ | _____ | ___/___/___ | ___/___/___ | _____ |
| 5. _____ | _____ | _____ | ___/___/___ | ___/___/___ | _____ |
| 6. _____ | _____ | _____ | ___/___/___ | ___/___/___ | _____ |

Adherence: In the last three days, not including today, how many days did you take your ART medications at the times and in the amounts prescribed by your doctor? 0 1 2 3 as of ___/___/___

Adherence to HIV treatment for the past four weeks: (select one)

- Never missed a pill (100% of doses taken)
 Almost all the time (>95%, >19-20 doses taken)
 Most of the time (80-95%)
 Usually (60-80%)
 Half (40-60%, half of doses taken)
 Some (20-40%)
 Very little (<20%, <1-5 doses taken)
 Unknown

Genotype / Phenotype testing performed to determine resistance to HIV medication Yes No Unknown

Date of Test: ___/___/___ DAM Custom: _____

Other Medications:

| | Drug | Prescribed By | Side Effects | Start Date | End Date | Dosage |
|----|-------------|----------------------|---------------------|-------------------|-----------------|---------------|
| 1. | _____ | _____ | _____ | __/__/__ | __/__/__ | _____ |
| 2. | _____ | _____ | _____ | __/__/__ | __/__/__ | _____ |
| 3. | _____ | _____ | _____ | __/__/__ | __/__/__ | _____ |
| 4. | _____ | _____ | _____ | __/__/__ | __/__/__ | _____ |
| 5. | _____ | _____ | _____ | __/__/__ | __/__/__ | _____ |
| 6. | _____ | _____ | _____ | __/__/__ | __/__/__ | _____ |

Adherence: In the last three days, not including today, how many days did you take your ART medications at the times and in the amounts prescribed by your doctor? 0 1 2 3 as of ___/___/___

Client Risk Factors: (Check all behaviors engaged in prior to first HIV+ test results) **Pediatric**

- Sex with a male Sex with a female Injected nonprescription drugs Received clotting factor for hemophilia or coagulation disorder
- Received transfusion of blood / blood components (other than clotting factor), (transplant of tissue / organs or artificial insemination)
- Worked in healthcare or clinical lab setting Mother HIV infected / perinatal transmission Sexual Abuse (pediatric only) Unknown
- Other

Sex Partner Risk Factors:

- Intravenous / Injection Drug User Bisexual Male Person with AIDS or documented HIV
- Other (person with hemophilia or coagulation disorder, transfusion recipient with documented HIV infection or transplant recipient with Documented HIV infection) Unknown

Substance Abuse: (select one)

- No Yes, active within last 3 months Yes, not active within past 3 months
- Unknown

Date last used ___/___/___

Age First Used: _____ Frequency: Daily Weekly Monthly

- Treatment Status: In Treatment Waiting list for treatment Refused Treatment Completed Treatment Pre-Treatment Process
- Dropped out of Treatment No Active Treatment or Counseling Other Unknown N / A

Mental Health : (select one)

- No Yes, active within last 3 months Yes, not active within past 3 months Unknown

Date: ___/___/___

- Treatment Status: In Treatment Waiting list for treatment Refused Treatment Completed Treatment Pre-Treatment Process
- Dropped out of Treatment No Active Treatment or Counseling Other Unknown N / A



ARIES Application for Services

In applying for services at AIDS Outreach Center I attest that I meet the following criteria:

- I am HIV positive, as shown by a HIV antibody test or proof of diagnosis from my physician.
- I am a resident of Texas.
- I reside within one of the following Texas counties: Archer, Baylor, Brown, Callahan, Clay, Coleman, Comanche, Cottle, Eastland, Erath, Fisher, Foard, Hardeman, Haskell, Hood, Jack, Johnson, Jones, Kent, Knox, Mitchell, Montague, Nolan, Palo Pinto, Parker, Runnels, Scurry, Shackelford, Somervill, Stephens, Stonewall, Tarrant, Taylor, Throckmorton, Wichita, Wilbarger, Wise, or Young.
- I do not claim residency in any other state.
- I maintain a residence within the county indicated and not merely a post office box.

By signing below I confirm that this form is complete, and to the best of my knowledge all information contained herein is accurate.

Client Name: _____ **Signature:** _____ **Date:** ____/____/____
(Please Print)

Case Manager/
Intake Coordinator: _____ **Signature:** _____ **Date:** ____/____/____
(Please Print)

North Central Texas HIV/AIDS Service Organizations

Release of Information and Referral

I, _____, agree to let the following agencies' staff communicate with other

_____ agencies that help people with HIV and AIDS about my needs. I understand that these agencies work together to help people get the services they need. **If I do not want an agency to get my information, I will cross out that agency and put my initials there.**

HIV/AIDS Service Organizations

1. AIDS Outreach Center
2. Cook Children's Medical
3. Tarrant County Hospital District (JPS)
4. Tarrant County MHMR
5. Tarrant County Public Health (PMC)
6. Tarrant County Samaritan Housing, Inc.

Client Initials

| |
|-------|
| _____ |
| _____ |
| _____ |
| _____ |
| _____ |

I understand that I can stop these agencies from talking with any of these agencies at any time. I agree to contact this agency to tell them I want to change this form.

Others Who May Get My Information

Family and Friends that may get my information, including emergency contact.

Name and Relationship

Client Initials and Date

Name and Relationship

Client Initials and Date

Doctors/Nurses/Hospital/Clinics:

Name and Relationship

Client Initials and Date

Name and Relationship

Client Initials and Date

Client Signature:

Date

Witness Signature:

Date

*Note: This release form expires one year from the date of signing.

CLIENT POLICIES AND PROCEDURES

I. Statement of Confidentiality

1. All North Central Texas HIV/AIDS Service Organizations' staff and volunteers are required to undergo a background check and sign a statement of confidentiality. All of these agencies, listed below, agree to comply with all federal/ state laws and regulations regarding the confidentiality of information. Included in these laws are those referred to as HIPAA (please refer to attached HIPAA brochure).
2. As an agency client, I may be exposed to confidential information regarding HIV status of individuals receiving care and treatment or volunteering. I agree not to seek out, nor disclose confidential information and report any instance of inappropriate disclosure.
3. I understand that there are three situations where the right to confidentiality is limited: a) if a client reveals information about child abuse or neglect, it must be reported to the authorities; b) if a court orders the release of information, the court's order must be obeyed; and, c) if a client reveals that he or she has immediate plans to harm someone, we must call 911.

Client Initials: _____

II. Client Bill of Rights

Each person receiving care funded by the Department of State Health Services (DSHS) has a right to:

1. Not be physically or mentally abused or exploited.
2. Be treated with respect, consideration and recognition of his or her dignity and individuality. The client must also render the same to the provider to receive personal care and treatment in safe, clean surroundings.
3. Appropriate care regardless of his/her race, religious practice, color, national origin, sex, age, handicap, marital status, or sexual orientation.
4. Communication in a culturally sensitive manner to address the client's needs for the purpose of getting any type of treatment, care or services.
5. Receive service, care and treatment regardless of any disabilities.
6. Present grievances to the executive director, agencies, or other persons without denial of services. The grievance policy/procedure, as set by the administrative agency must be presented and explained to the client by any service provider. In the event that this procedure cannot be followed because of direct conflict with the administrative agency or subcontractor, the grievance will be submitted to the administrative agency.
7. Have local, confidential records, which cannot be released without his/her written permission. A client may inspect his/her personal records that are maintained by the agency providing services.
8. Have freedom of choice when choosing a provider of comprehensive outpatient health and psychosocial support services.
9. Be given the opportunity to actively participate in the planning of his/her service plan or medical treatment.
10. Refuse treatment.
11. Participate in an annual needs assessment survey.

Client Initials: _____

III. Grievance Policy

When a client or volunteer voices a complaint about a staff member's conduct or performance of duties, a formal grievance procedure is initiated. The procedure is as follows:

1. When a client or volunteer voices a complaint, s/he must first attempt to resolve the difference directly with the staff member in question.

(CLIENT POLICIES AND PROCEDURES Continued)

2. If unresolved, the client or volunteer may then meet with the staff member's supervisor to review the complaint. At this meeting, the staff member, client or volunteer and the appropriate supervisor meet to attempt to resolve the situation.
3. If the issue remains unresolved, the client or volunteer may then request in writing a meeting with the agency's chief executive.

4. If unresolved, the client or volunteer may then request that the agency's chief executive forward a written complaint for review by the agency's governing body.
5. Should the grievance remain unresolved, the client or volunteer may contact the Planning Council and (or) Margie Drake at: Tarrant County Public Health, 1101 South Main Street, Suite 2500, Fort Worth, Texas 76104-4802. (817) 321-4740.

Client Initials: _____

IV. Right To Refuse Service

The North Central Texas HIV/AIDS Service Organizations* reserve the right to refuse services to anyone who is:

1. Being verbally abusive to anyone;
2. Threatening physical abuse to anyone;
3. In possession of illegal substances, drug paraphernalia, or weapons on agency property; and/or
4. Otherwise acting in an unacceptable manner

Until in the judgment of the agency, the individual ceases such behavior.

Client Initials: _____

V. Consent to Receive Services

By signing below, client hereby consents to receive services from The North Central Texas HIV/AIDS Service Organizations and to abide by the foregoing policies and procedures.

Client Initials: _____

Client's Printed Name

Client's Signature

Date

Witness

*North Central Texas HIV/AIDS Service Organizations includes:

1. AIDS Outreach Center 400 N. Beach Street , Fort Worth, TX 76111 /817-335-1994
2. Cook Children's Medical 800 Seventh Avenue, Fort Worth, TX 76104/682-885-1485
3. Tarrant County Hospital District (JPS) 1500 S. Main Street, Fort Worth, TX 76104/ 817-927-3701
4. Tarrant County MHMR 1527 Hemphill Street, Fort Worth, Texas 76104/817-569-4200
5. Tarrant County Public Health (PMC) 1101 S. Main Street, Fort Worth, TX 76104/ 817-321-4850
6. Tarrant County Samaritan Housing, Inc. 929 Hemphill, Fort Worth, TX 76104/ 817-332-6410