Key ARTAS Definitions:

- **ATRAS Linkages**
  - **Linkage to medical care -** process of assisting HIV-diagnosed clients into medical with an HIV primary care provider (authorized to prescribe HAART medications) following the receipt of a HIV diagnosis. Linkage to medical care requires follow-up and documentation.
  Note: Clients may not see the doctor on the first medical visit, but may have services rendered such as labs drawn. Clients are not linked until they have kept a medical appointment with an HIV primary care provider (authorized to prescribe HAART medications).
  - **Linkage to supportive services –** process of assisting HIV-diagnosed clients in accessing critical needs for supportive and ancillary medical services that may impede HIV primary medical care. Linkage to supportive services requires follow-up and documentation.
  - **Referral –** process of providing information but not assistance in accessing the service; does not require follow-up for the purpose of determining the outcome of the referral (passive).
  - **Newly Diagnosed-** the client has received an HIV diagnoses within the previous 12 months.
  - **Previously diagnosed –** the client has received a previous HIV diagnoses, NOT within the past 12months
    Newly engaged – Previously diagnosed, but never having entered into medical care.
    Lost to care – Previously diagnosed, without a visit for routine HIV medical care in the preceding 12 months.
  - **Lost-to-follow-up (designates linkage attempts) -** three (3) unsuccessful attempts to contact the client within a 90 day period.

How to Complete the Chart Portion of the Monthly Report (Due by the 15th of each month):

Month: Type the month that is reflected in the data submitted in the report.

Year: Type in current year.

Name of Agency: Type in the name of the agency.

Phone Number: Type the phone number for the person completing the report.

Name of Person Completing the Form: Type the name of the person completing the form.

The number of clients enrolled:6		Month	Cumulative
Total # of clients **"Newly Diagnosed"**		5	5
Total # of *Previously Diagnosed*	clients **"Lost to Care"**	0	0
	clients **"Newly Engaged"**	1	1

When completing this table include the numbers for the clients enrolled during the reporting month. The cumulative number should increase on a monthly reporting basis, because you will be adding the new monthly number to the cumulative amount you listed previously.

. The number of clients enrolled: **7**		Month	Cumulative
Total # of clients **"Newly Diagnosed"**		2	7
Total # of *Previously Diagnosed*	clients **"Lost to Care"**	3	3
	clients **"Newly Engaged"**	2	3

* Clients that were not enrolled in ARTAS**,** but linked to medical care through **General Linkage** should **not be included** on this table. General Linkage information should be documented in the narrative section, pg. 2, and on Form HIV-550, Narrative Summary.

Referral Types given:	Total Ref	**# of Clients Linked:** *(this month)*		**# on Wait List/Pending:** *(this month)*	
		Newly Diagnosed	*Previously Diagnosed*	*Newly Diagnosed*	*Previously Diagnosed*
Medical Care					
STD Clinic					
Substance Abuse Treatment/Prevention					
Mental Health					
Housing Assistance					
Employment					
Medicaid					
ADAP					
Long-term Case Management					

When completing this table include the numbers for the clients served during the reporting month who were given referrals to each service. These numbers will not necessarily add up as one client can be entered in multiple categories.

Total # of Clients Linked (Only clients newly linked this month)	
White (Non-Hispanic)	
Black/African American (Non-Hispanic)	
Asian	
Native American/Alaskan Native	
Native Hawaiian/Pacific Islander	
Other	
More than One Race	
Hispanic	
Total	

← When completing this table
 Include the numbers for the clients **Linked** during the reporting month. The total should match the total of the number of clients Newly Linked to medical care for the month.

Number of Target Populations Linked This Month (One client may be entered in multiple target population categories)			
Heterosexual Women		Lesbian/Bisexual women	
Heterosexual Men		Transgender	
Men that have sex with men(MSM)		MSM/IDU	
Homeless			
Incarcerated persons			
Parolees		***This is the total for both sides of this table**	
Injection Drug users (IDU)		***Total***	

When completing this table include numbers for the clients linked to medical care during the reporting month. This includes clients who were newly and/or previously enrolled but newly LINKED to medical care during the reporting month. These numbers will not necessarily add up as one client can be entered in multiple categories.

When completing this table→
Include the numbers for the clients
 Linked during the reporting month.
The total should match the total of
clients linked to medical care for the
month.

Total # of Clients Linked **(Only clients newly linked this month)**	
# of Females **>24**	
# of Males **>24**	
# of Transgender **Male to Female**	
# of Transgender **Female to Male**	
# of Transgender Unknown	
# of Females **18-24**	
# of Males **18-24**	
Total	

*The number of clients served:*1	Month	Cumulative
Total # of clients **"Successfully"** discharged this month		
Total # of clients discharged to "**General Linkage through Support Services**"		
Total # of clients **"Lost to Follow-Up" or Non-compliant**	1	1
Total # of clients **"Deceased"**		

When completing this table include the numbers for clients who received services, including those
LINKED to medical care or support services, those who could not be reached during designated time
frame, or those who deceased during the month. In the Cumulative column include the number of
clients served for the year. During the first month of implementation (e.g. March 2015) the number for
month and cumulative should match.
The cumulative number should increase on a monthly basis because you will be adding the new monthly
number to the cumulative amount you listed previously. For example, if one (1) client served in March
was lost to care, the Cumulative column should also have the number one. If two (2) clients served in
April were lost to care, then under month you would enter (2) but under cumulative you would put a
three (3): One (1) client in March and Two (2) in April.

*The number of clients served:*2	Month	Cumulative
Total # of clients **"Successfully"** discharged this month		
Total # of clients discharged to "**General Linkage through Support Services**"		
Total # of clients **"Lost to Follow-Up" or Non-compliant**	2	3
Total # of clients **"Deceased"**		

90 Day Follow-up:
Of clients linked to medical care three months prior, _____ are still in care out of _____ linked that month. Example – For clients enrolled in March, the number remaining in care should be documented on the March and April monthly report.

Example: If reported in March, **two** (2) clients were linked to medical care. Of clients linked to medical care three months prior, two **(2)** are still in care out of **(2)** linked that month.

Then in April, **three** (3) additional clients were linked; however **one** (1) is no longer in care. Of clients linked to medical care three months prior, **four (4)** are still in care out of **(5)** linked that month.

*Complete questions for an overview of the month. Provide details on the Narrative Summary,
  Form HIV-550.

List any barriers that you experienced while trying to link clients to needed services:
_____
_____
_____

Describe successes that you had in getting clients into care or services more quickly or efficiently:
_____
_____
_____

Additional Notes:
_____
_____
_____

ARTAS Monthly Report Key Definitions and Instruction Sheet

To the best of my knowledge, belief, and ability, this is a complete and accurate report of activities conducted as part of this contract for the period stated herein and no pertinent information has been omitted from this report.

_____   _____   _____   _____
Signature of employee   Date   Signature of said employee's   Date
primarily responsible for   Administrative Director
contract implementation

Signed copy of report should be scanned and e-mailed or faxed.
Electronic signatures or typed signatures are acceptable.

Instructions for submitting the
ARTAS Monthly Report

The Georgia Department of Public Health (Office of HIV/AIDS) ARTAS providers must submit the Monthly Report no later than the 15th day of the month following the month being reported. This information can be submitted via mail or fax to the Linkage Coordinator at the following address:

Georgia Department of Public Health
Attn: Statewide Linkage Coordinator
2 Peachtree Street, N.W., 12th floor
Atlanta, GA. 30303
404.463.0392 (office)
404.463.0407 (fax)
Zenora.Sanders@dph.ga.gov
cc-Jamila.Ealey@dph.ga.gov

The information requested in this report represents the requirements of your current contract. Reporting accuracy and timely receipt are very important.