ARIAS System Training

ARIAS is the platform that OHA, Counties, and potentially some Tribes in Oregon will use to record data from COVID-19 contact tracing calls.

This predominantly self-guided, virtual training is meant to familiarize you with using ARIAS in a practice/test environment with mock contacts. This training is estimated to take 3-4 hours to complete and consists of three parts: video instruction, practice and a live Q&A session.

For this training you will need:

Materials:
- ARIAS User Guide (pdf)
- ARIAS FAQ (pdf)
- Contact Tracing Script
  OHA's script is provided with training materials, but if available, use the script provided to you by the County or Tribe you are working with

Pre-requisites (recommended): Required trainings will differ depending on the County or Tribe you are working on behalf of. Here are some examples:
- OHA's 6-hour *Contact Tracing Fundamentals* live training
- ASTHO's *Making Contact: A Training for COVID-19 Contact Tracers* self-guided online training.
- Other self-guided online trainings (i.e. John Hopkins, Washington State, TRAIN)

Technology:
- **ARIAS Access**: ARIAS is a web-based platform. The recommended browsers are Firefox and Chrome. Some versions of Explorer and Safari do not fully support ARIAS.
  - For technical issues using ARIAS, contact ARIAS.Support@dhsoha.state.or.us
  - If you need an ARIAS password reset, please contact the Office of Information Services (OIS) Service Desk at 503-945-5623. You will need to provide your Partner Number or P# provided in your welcome email.

- **ZOOM**: The ZOOM video conferencing platform has been chosen for the live Question & Answer Session. A minimum of a phone line is required, but there will be visual content and demonstrations, so we recommend joining online. ***For more details about ZOOM system requirements, visit: https://support.zoom.us/hc/en-us/articles/201362023-System-requirements-for-Windows-macOS-and-Linux***

Training Instructions:

Step 1: Contact Tracing Data Collection: ARIAS Training (video)
https://youtu.be/wuZ1IUcNiek
This 41-minute video provides a basic overview of the ARIAS system for contact tracers. It can be viewed and revisited as needed. The ARIAS User Guide document (pdf) is a companion to the video in addition to being quick reference that you can use after training.

Step 2: ARIAS "Sandbox" Practice Tasks:

https://or-arias-training.crm9.dynamics.com

Login to the test environment or "Sandbox" site for the ARIAS contact tracing database using your personal Microsoft Sign-In ID (i.e.: *your.name@dhsoha.state.or.us*) provided by ARIAS Support "Login Instruction" email.

> **Based on what you learned in the video, please practice the following tasks:**
> - ☐ **Change your time zone to Pacific Time.**
> - ☐ **Create a new assessment for one of your contacts.**
> - ☐ **Pretend dialogue: go through the script and update a contact and assessment.**
>   *(If possible, use a colleague, friend or family member to "play" the contact - using their answers in real time to enter data into ARIAS.)*
> - ☐ **Reassign one of your contacts to user named Shaun Parkman.**
> - ☐ **Pin the "My active contacts with symptoms" to the "Pinned" section.**
> - ☐ **Pin one assessment to your "Pinned" section.**
> - ☐ **Deactivate one contact, use the "All contacts" system view and the search box to find the contact again. Reactivate the contact record again and assign to yourself.**

Step 3: Live Orientation/Q&A Session

A one-hour, live orientation via ZOOM for new ARIAS users. This orientation will provide an open forum to ask questions, get additional instruction or demonstration, explore best practices, and get tips from an ARIAS trainer or other users.

- **Registration via ZOOM is required**. A link to register will be sent to participants via email from: active.surveillancetrainings@dhsoha.state.or.us
- You may pre-submit questions, using the following form: https://app.smartsheet.com/b/form/ee9bacce4d474dac87ab2af596314810.

Next Steps:

Your County or Tribe may require additional trainings for contact tracers before you begin engaging the work.

> **For the latest versions of documents and resources related to ARIAS, visit:**
> ***https://www.oregon.gov/oha/PH/Pages/ARIAS.aspx***