

This document describes the CAREWare data entry requirements for the Correctional Linkage-to-Care (CLTC) program.

When to enter a client into CAREWare

Enter a client into CAREWare when they have completed an intake form.

Demographics

All fields on the demographics tab are required, except for these optional fields:

- Street address
- Phone number and type
- Asian subgroup, pacific subgroup, Hispanic subgroup
- Eligibility status (leave as default: Not Eligible for Ryan White)
- Provider notes

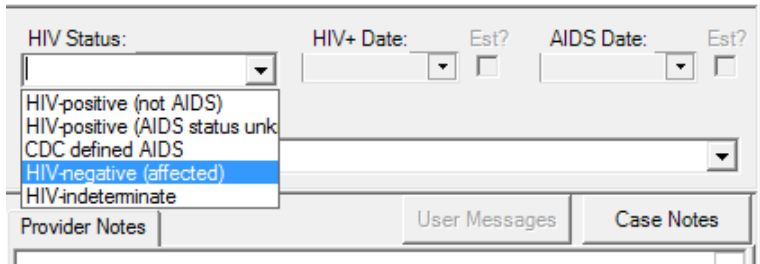
Demographics	Service	Annual Review	Encounters	Pregnancy	MassCARE	Custom Fields
First Name: <input type="text" value="Granny"/> Middle Name: <input type="text"/> Last Name: <input type="text" value="Smith"/> Gender: <input type="text" value="Female"/> Date of Birth: <input type="text" value="1/1/1985"/> Est? <input type="checkbox"/> Sex at Birth: <input type="text" value="Female"/> Encrypted UCI: <input type="text" value="13E08D041EBFCE72AD84724E01C1AFAF815B1B5EU"/> Client ID: <input type="text"/>	Unique ID: <input type="text" value="GASI0T01852U"/> ... Encrypted URN: <input type="text" value="YRNDpEQU"/>	Enrollment Status: <input type="text" value="Active"/> Enrollment Date: <input type="text" value="9/6/2016"/> Eligibility Status: <input type="text" value="Not Eligible for Ryan White"/> Vital Status: <input type="text" value="Alive"/> Case Closed Date: <input type="text"/> Eligibility History	HIV Status: <input type="text" value="HIV-positive (not AIDS)"/> HIV+ Date: <input type="text" value="1/15/2000"/> Est? <input type="checkbox"/> AIDS Date: <input type="text"/> Est? <input type="checkbox"/> HIV Risk Factors: <input type="text"/>	Provider Notes User Messages Case Notes OPTIONAL		
Address Mailing Address Street Address: <input type="text" value="OPTIONAL"/> <input checked="" type="checkbox"/> Include on label report City: <input type="text"/> State: <input type="text"/> Zip Code: <input type="text"/> County: <input type="text"/> Phone Number: <input type="text" value="OPTIONAL"/> Phone Type: <input type="text"/>	Race(s): <input type="text" value="Asian, American Indian or Alaska Nat"/> Asian Subgroup: <input type="text"/> Ethnicity: <input type="text" value="Hispanic"/> Hispanic Subgroup: <input type="text"/>					

Enrollment Status

If a client is transitioned from CLTC to medical case management, keep the enrollment status as “Active,” but complete the CLTC close out fields on the Custom Fields tab (see instructions below).

HIV Status

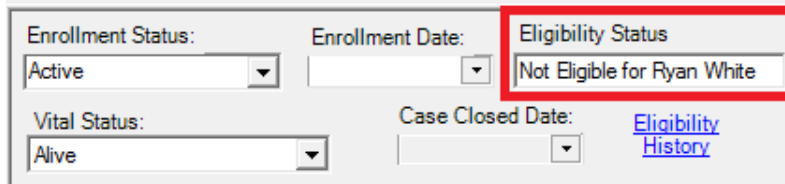
Select the appropriate HIV positive status for HIV positive clients. For HCV clients, select “HIV-negative (affected)” (even though the client may not be affected). If the client’s HIV status is unknown, leave this field blank.



The screenshot shows a form with the following fields: HIV Status (dropdown), HIV+ Date (dropdown), Est? (checkbox), AIDS Date (dropdown), and Est? (checkbox). The HIV Status dropdown is open, showing options: HIV-positive (not AIDS), HIV-positive (AIDS status unk), CDC defined AIDS, HIV-negative (affected) (highlighted), and HIV-indeterminate. Below the dropdown are buttons for Provider Notes, User Messages, and Case Notes.

Eligibility Status

Make sure to leave the eligibility as “Not Eligible for Ryan White.”



The screenshot shows a form with the following fields: Enrollment Status (dropdown), Enrollment Date (dropdown), Eligibility Status (dropdown), Vital Status (dropdown), and Case Closed Date (dropdown). The Eligibility Status dropdown is highlighted with a red box and shows the option “Not Eligible for Ryan White”. There is also a link for Eligibility History.

Services

Enter the date, subservice, and unit. Leave price as \$0. The contract will populate automatically. As a reminder, units are 1 per 15 minutes for time-based services (e.g., face-to-face or phone conversations). See the **Subservices & Definitions** document for a complete list of CLTC services.

Demographics | Service | Annual Review | Encounters | Pregnancy | MassCARE | Custom Fields

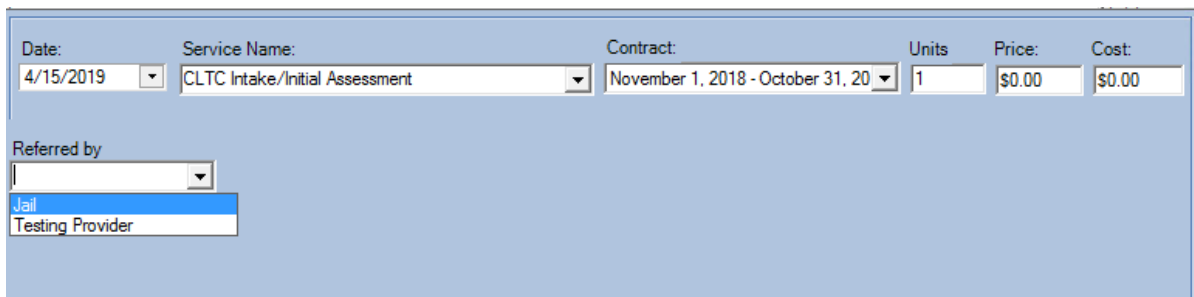
[New Service](#) | [Edit Service](#) | [Delete Service](#) | [Sharing Options](#) | [Preview Services](#)

Search 5 / 5

Date	Subservice	Contract	Units	Price	Total
05/07/2019	CLTC Referrals to Partner Services	November 1, 2018 - October 31, 2019 (State)	1	\$0.00	\$0.00
05/07/2019	CLTC Referrals (non medical)	November 1, 2018 - October 31, 2019 (State)	1	\$0.00	\$0.00
05/07/2019	CLTC Linkage to Drug Assistance	November 1, 2018 - October 31, 2019 (State)	1	\$0.00	\$0.00
05/07/2019	CLTC Intake/Initial Assessment	November 1, 2018 - October 31, 2019 (State)	1	\$0.00	\$0.00
05/01/2019	CLTC Intake/Initial Assessment	November 1, 2018 - October 31, 2019 (State)	1	\$0.00	\$0.00

Referred by:

This field will appear when the CLTC Intake/Initial Assessment service is selected.



The screenshot shows a form with the following fields: Date (dropdown), Service Name (dropdown), Contract (dropdown), Units (input), Price (input), and Cost (input). The Referred by dropdown is open, showing options: Jail and Testing Provider.

Date of HIV/HCV Medical Appointment:

This field will appear when the CLTC Linkage to Medical Care service is selected. Fill in Linkage type (HCV/HIV) and Confirmation of Linkage Date

Date:	Service Name:	Contract:	Units	Price:	Cost:
4/15/2019	CLTC Linkage to Medical Care	November 1, 2018 - October 31, 20	1	\$0.00	\$0.00
Linkage Type					
Linkage Status		Confirmation of Linkage Date			
<div style="border: 1px solid black; padding: 2px;"> HCV HIV Non-HIV Related STI Screening </div>					

Correctional Referral Type:

This field will appear when the CLTC Referrals (non medical) service is selected. Select the appropriate referral type. **If your agency is funded for Medical Transportation for people with HIV, do not report that service for CLTC clients.** Use this option for as long as CLTC clients are in the program. Options for Correctional Referral Type include: Financial benefits, Food/nutrition support services, Housing, Legal, Mental Health, Other, Other Support (HCV+ only), Peer support services, SSP/OEND, Substance use, and Transportation.

Date:	Service Name:	Contract:	Units	Price:	Cost:
7/9/2019	CLTC Referrals (non medical)	November 1, 2018 - October 31, 20	1	\$0.00	\$0.00
Correctional Referral Type					
Status of Referral		Confirmation of Referral Date			
<div style="border: 1px solid black; padding: 2px;"> Legal Mental Health Other Other support (HCV+ only) Peer support services SSP/OEND Substance use Transportation </div>					

Annual Review

Enter the client's insurance and housing arrangement. Insurance and housing are both recorded on the CLTC intake form. All other fields on this tab – including poverty level - are optional.

Demographics | Service | Annual Review | Encounters | Pregnancy | MassCARE | Custom Fields |

Annual | Annual RSR View |

Summary Data as of 5/7/2019 Bring Forward

Insurance 5/7/2019

Primary Insurance: **Medicare Part A/B**

Other Insurance:

Federal Poverty Level 5/7/2019

Household Income: **\$10,000**

Household Size: **5** Poverty Level: **34%**

Annual Screening

HIV Primary Care

Housing Arrangement 5/7/2019 +
Stable/Permanent

HIV Risk Reduction Counseling

Mental Health

Substance Abuse

Annual Screening Add Edit Delete

Search 4 / 4

Date	Screening	Result	Action
5/7/2019	Housing Arrangement	Stable/Permanent	
5/6/2018	Housing Arrangement	Temporary	
7/12/2017	Housing Arrangement	Stable/Permanent	
9/6/2016	Housing Arrangement	Stable/Permanent	

Encounters

No fields on this tab are required for CLTC clients.

Custom Fields

Only the case manager name and CLTC fields (release date from jail, date closed out, and completion status) will appear, unless your agency is funded for other services that have their own custom fields (e.g., medical case management, ARCH, housing, and legal services). All fields are required, except for Case Manager Name, which is optional.

Demographics | Service | Annual Review | Encounters | MassCARE | Custom Fields |

Case Manager Name

Date Closed Out of CLTC Services

Reason for Closing Case

Reason for Closing Case

Reason for Closing Case

- Deceased
- Declined Further Follow-Up
- Linked to care
- Lost to Follow-Up