

COVID-19 Data Report (CDR) Instructions

July 2020 v1.0



The purpose of the COVID-19 Data Report (CDR) is to provide HRSA HAB with an understanding of how Coronavirus Aid, Relief, and Economic Security (CARES) Act funds are being used to support Ryan White HIV/AIDS Program (RWHAP) clients. The CDR report must be generated and submitted on a monthly basis.

This resource describes the steps to run your agency's data in CAREWare MA and use it to complete the CDR. For more detailed information on how to complete and submit, see the [CDR Instruction Manual](#).

Important: If your agency is receiving CARES Act funding through more than one RWHAP Part, the CDR must reflect all RWHAP clients across Parts. If your agency maintains a data system containing information on all RWHAP clients, generate the aggregate numbers for the CDR from that system, rather than CAREWare MA.

Reporting Timeline

The CDR will be due by the 15th of the month for the previous month. For example, the July report is due by August 15th. Please refer to the email from JSI for information about when to start completing your CDR.

Accessing the EHB and Creating the CDR

If your agency is a RWHAP recipient (meaning you receive any funds directly from HRSA HAB Part C or D), log into the [HRSA HAB electronic handbooks \(EHB\)](#). If your agency is a subrecipient only (meaning you only receive RWHAP funds through Massachusetts Department of Public Health and/or the Boston Eligible Metropolitan Area), log into the [HRSA web application](#). This is the same system that agencies use to submit the RSR.

Once logged in, click on "CDR Inbox" on the left hand panel. You should see your organization name. From there, click on "Create" under the "Action" column and fill out all of the General Information.

CDR Section 1: Organization-level Activities

What services were provided using telehealth during the reporting period?

Please refer to the email you received for information on the service categories to check off in this section. Please contact us at CAREWareMAhelpdesk@jsi.com with questions.

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CDR Section 2: Clients Served

Is your provider site conducting COVID-19 testing?

Complete this section if your agency is providing testing for COVID-19 (regardless of funding source) and you can easily identify the RWHAP-eligible clients who have received tests and the results of those tests. Refer to the [CDR Instruction Manual](#) for details.

Total number of RWHAP-eligible clients receiving CARES Act funded services in the reporting period.

Report all clients served for CARES Act-funded service categories. Run the Financial Report in CAREWare MA to get these numbers.

1. From the Reports menu, click on “Financial Report”
2. Specify the date range (monthly). Click “Funding Source Filter” to select Part B funding and state funding.

CAREWare Reports > Financial Report Settings

Funding Source Filter Edit Filter Run PDF Help Cancel

Financial Report Settings

Begin Date: 2/1/2019
End Date: 6/26/2019

Funding Sources: Part B, State

Include Subservice Detail?:

Include Provider Information?:

Pull Amount Received from receipts in the date span?:

Apply Filter:

Filter Description: Report Filter is empty

CAREWare Reports > Financial Report Settings > Funding Source Filter

Save Cancel Print or Export

Funding Source Filter

Search:

Select	Funding Source
<input type="checkbox"/>	Medicare
<input type="checkbox"/>	Part A
<input checked="" type="checkbox"/>	Part B
<input type="checkbox"/>	Part C
<input type="checkbox"/>	Part D
<input type="checkbox"/>	Part D Youth
<input type="checkbox"/>	Part F, Part A MAI
<input type="checkbox"/>	Part F, Part B MAI
<input type="checkbox"/>	RW-Related (Progr
<input checked="" type="checkbox"/>	State

3. The financial report will look like the screenshot below. The total number of de-duplicated clients for each service category (Medical Case Management, Medical Transportation, or Emergency Financial Assistance) is bolded in the total row. For example, the screenshot below shows the total number of de-duplicated clients that received a Medical Case Management service is 7.

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Financial Report

Friday, February 1, 2019 through Wednesday, June 26, 2019

Report Criteria:

Providers:	MDPH
Funding Sources:	Part B, Part D
Group By Providers:	False
Include Subservice Detail:	True
Receipts In Period:	False

MDPH

Case Management (non-medical)	Clients:	Units:	Total:	Amount Received:	Not Received:
MC NMCM Acuity Assessment	1	1	\$0.00	\$0.00	\$0.00
Case Management (non-medical)Totals:	1	1	\$0.00	\$0.00	\$0.00
Health ed./risk reduction/prevention	Clients:	Units:	Total:	Amount Received:	Not Received:
MC Communication with Health Care Provider	1	1	\$0.00	\$0.00	\$0.00
MC HERR Health Education/Risk Education Session	1	2	\$0.00	\$0.00	\$0.00
MC HIV, the Viral Cycle & Medications at work	1	1	\$0.00	\$0.00	\$0.00
Health ed./risk reduction/preventionTotals:	1	4	\$0.00	\$0.00	\$0.00
Medical Case Management	Clients:	Units:	Total:	Amount Received:	Not Received:
MCM Acuity assessment	1	1	\$0.00	\$0.00	\$0.00
MCM Acuity Reassessment	4	4	\$0.00	\$0.00	\$0.00
MCM Adherence Support (Not Face to Face)	1	1	\$0.00	\$0.00	\$0.00
MCM HDAP linkage and recertification	2	2	\$0.00	\$0.00	\$0.00
MCM Initial acuity assessment	1	1	\$0.00	\$0.00	\$0.00
MCM Referrals to Partner Services	1	1	\$0.00	\$0.00	\$0.00
Medical Case ManagementTotals:	7	10	\$0.00	\$0.00	\$0.00

Validate and Submit the CDR

To validate the CDR, click on “Validate” on the left hand panel. Error validations must be corrected before the CDR is submitted. Once validated and errors have been resolved, click on “Submit” on the left hand panel. Submit your CDR with a comment. **Note: the CDR cannot be un-submitted-. Please verify that all data are accurate prior to submission.**

As always, please direct any questions to our helpdesk at CAREWareMAhelpdesk@jsi.com.