

Massachusetts Department of Public Health

Demographics & Annual Review

2021



MASSACHUSETTS
careware

Introductions

- Molly Higgins-Biddle, Project Director (JSI)
- Chris Tso, Helpdesk Coordinator (JSI)

Topics Covered In This Webinar

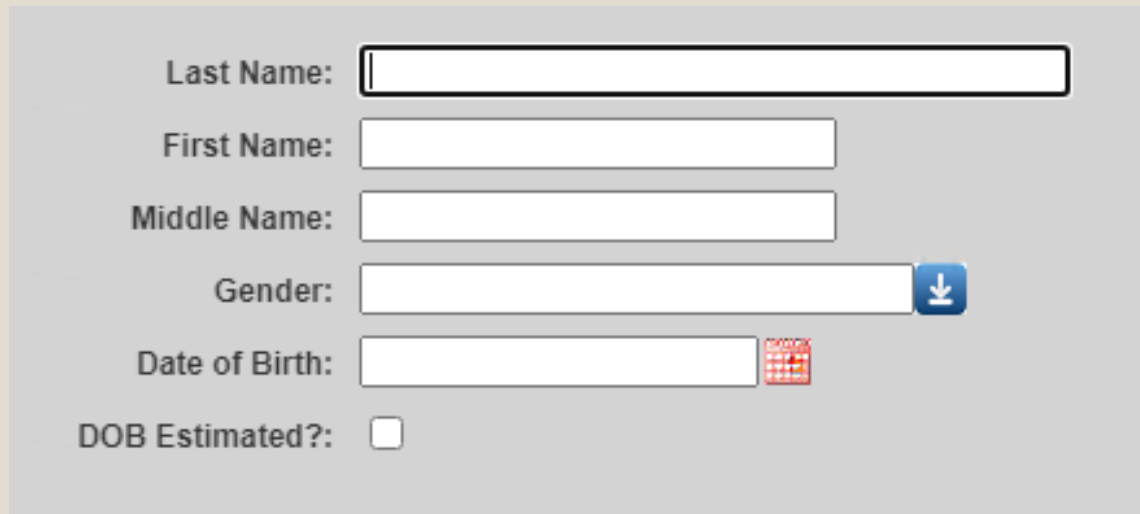
- Demographics Data Requirements
- Annual Review Data Requirements
- Custom fields
- QA reports available
- Case Scenarios
- Support and Resources

DEMOGRAPHICS DATA REQUIREMENTS



Demographics Requirements

- Required when entering a new client:
 - First Name
 - Last Name
 - Gender
 - Date of Birth



A screenshot of a web form for entering client demographics. The form is set against a light gray background and contains the following elements:

- Last Name:** A long, empty text input field.
- First Name:** A shorter, empty text input field.
- Middle Name:** A shorter, empty text input field.
- Gender:** A dropdown menu with a white background and a blue arrow icon on the right side.
- Date of Birth:** A text input field with a small calendar icon to its right.
- DOB Estimated?:** A checkbox that is currently unchecked.

Race/Ethnicity

Race/Ethnicity

Asian:


Black or African American:

American Indian or Alaska Native:

Other:

Native Hawaiian or Other Pacific Islander:

White:


Hispanic or Latino: 




HIV Status


- HIV Status
 - CDC Defined AIDS
 - HIV-indeterminate
 - HIV-negative (affected)
 - HIV-positive (AIDS status unknown)
 - HIV-Positive (not AIDS)
- HIV+ Date
- AIDS Date (if applicable)

HIV Status

HIV Status: 

HIV+ Date: 

Estimated?:

AIDS Date: 

Estimated?:

HIV Risk Factors

HIV Risk Factors

Male to Male sexual contact (MSM):

Injection Drug Use (IDU):

Heterosexual Contact:

Perinatal Transmission:

Hemophilia/Coagulation Disorder:

Receipt of transfusion of blood, blood components, or tissue:

Not Reported or Not Identified:



Enrollment Status & Eligibility

- Enrollment Status
 - Active
 - Referred or Discharged
 - Removed
 - Incarcerated
 - Relocated
- Enrollment Date
- Vital Status
- Case Closed Date
- Date of Death


Vital Enrollment Status


Enrollment Status: 

Enrollment Date: 

Latest Eligibility Status:

Vital Status: 

Case Closed Date: 


Date of Death: 





Ryan White Eligibility

- Eligibility Date
- Is Eligible
 - Yes
 - No
- Funding Source
 - Part B
 - State

Add

Eligibility Date: 

Is Eligible: 

Funding Source: 

Comment:

Optional Demographics Fields

- Personal Info
 - Client ID
- Contact information
 - Address
 - City
 - State
 - Zip Code
 - Phone
- Provider Notes

ANNUAL REVIEW DATA REQUIREMENTS



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Annual Review Requirements

- Annual review fields must be updated when changes occur or at least once every six months
- Insurance Assessments
- Poverty Level Assessments
- Annual Screenings
 - Housing Arrangement
 - HIV Risk Reduction Counseling (optional)
 - Mental Health (optional)
 - Substance Use (optional)

Insurance Assessments

- Insurance Assessment Date
- Primary Insurance
- Other Insurance

Annual Data > Insurance Assessments > Add

Save Cancel

Add

Insurance Assessment Date: 8/4/2019

Primary Insurance: Medicare Part A/B

Private Individual:

Private Employer:

Medicare Part A/B:

Medicare Part D:

Full LIS:

Medicare (Part unspecified):

Medicaid:

VA, Other Military:

IHS:

Other Public:

Other:

Other Insurance Specify:

High Risk Insurance Pool:




Poverty Level Assessments

- Poverty Level Date
- Household Size
- Household Income

Annual Data > Poverty Level Assessments > Add > Edit

Save Cancel

Edit

Date: 

Household Size:


Household Income: \$


Individual Income: \$


Annual Screenings

- Annual Screening Date
- Type
 - Housing Arrangement
 - HIV Risk Reduction Counseling
 - Mental Health
 - Substance Use
- Result

Add

Date: 

Type: 

Result: 

Counseled By:



ENTERING DATA – CUSTOM FIELDS

Custom Fields

- Custom fields tab includes additional fields to help manage programs and CAREWare data
- Fields will only appear if applicable to your agency
- Case Manager Name (optional)
- Date closed out of services
 - Required for CLTC programs. Otherwise optional
- Reason for Closing Case (CLTC)
 - Required for CLTC programs
- Care Access Client
 - Required for Care Access clients
- Priority populations for HIV negative clients (EHE)
 - Only required for CDC EHE programs

Custom Fields


[Find Client](#) > [Search Results](#) > [Demographics](#) > [Custom Fields](#)

[Edit](#) [Back](#)


Custom Fields

Case Manager Name:


Date Closed Out of MCM Services:


Date Closed Out of Housing Services:


Date Closed Out of Legal Services:


Date Closed Out of ARCH Services:

Date Closed Out of CLTC Services:

Next Acuity Assessment:

Reason for Closing Case:

Care Access Client:

Priority Population for HIV- Clients: LTBI:

Priority Population for HIV- Clients: MSM:

Priority Population for HIV- Clients: PWID:

Priority Population for HIV- Clients: Transgender:



QA REPORTS

QA Reports

- Missing data reports:
 - Missing Annual Review
 - Missing Client Status
 - Missing demographics
 - Missing Ryan White Eligibility
- RSR Validation Report
- Other custom reports:
 - Client List
 - Care Access Client List
 - Aggregate housing Counts (6 & 12 months)
 - Aggregate Insurance Counts
 - Aggregate Poverty Level Counts

CAREWare MA SUPPORT & RESOURCES



CAREWare MA Documentation

- Fields and Definitions
- Report Instructions

Fields and Definitions

June 2020 v2.1

Yellow highlights indicate changes since the last version.



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This document describes the fields available in the Massachusetts state CAREWare system. For more details on the field definitions used by the HIV/AIDS Bureau for the Ryan White HIV/AIDS Program (RWHAP), see the most recent Annual Ryan White HIV/AIDS Program Services Report Instruction Manual, available at: <https://careacttarget.org/library/ryan-white-hiv-aids-program-services-report-rsr-instruction-manual>.

TABLE OF CONTENTS

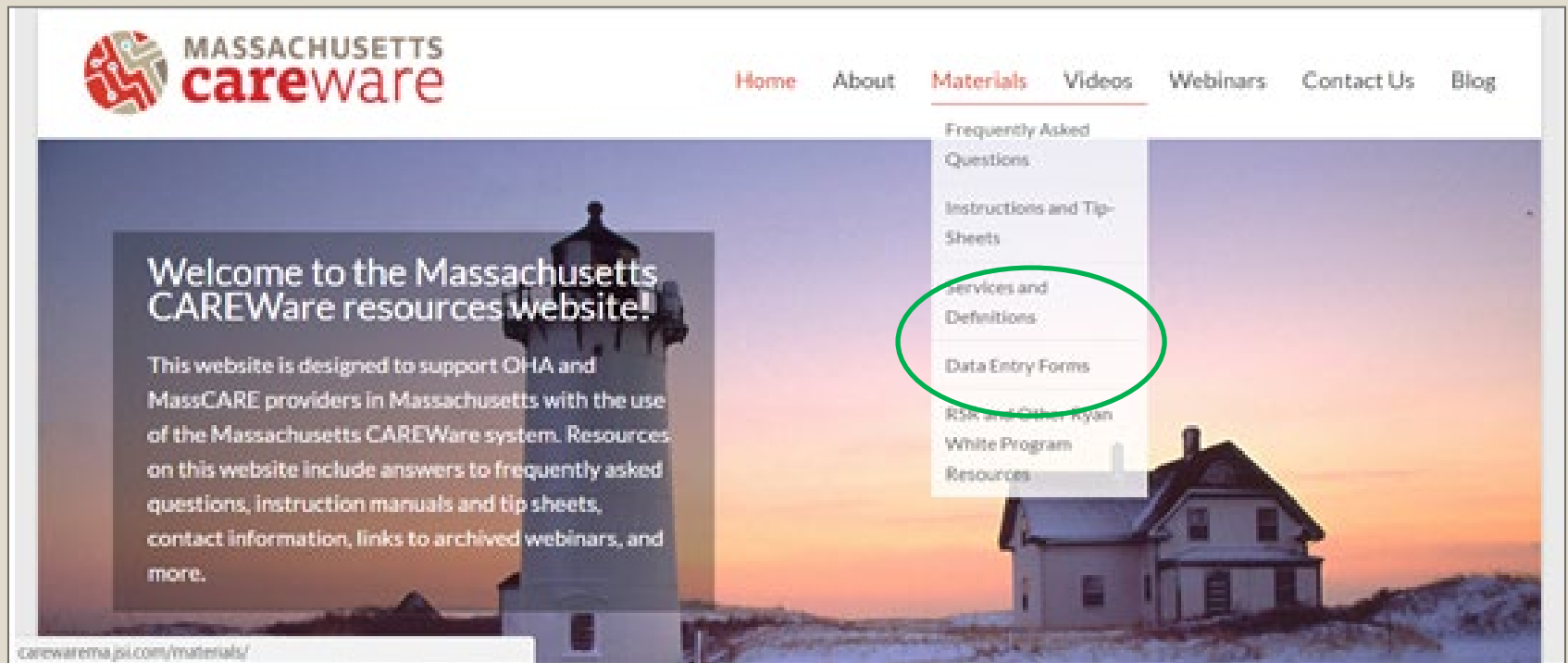
CLIENT IDENTIFIERS.....	4
Field 1 First Name	4
Field 2 Middle Name	4
Field 3 Last Name	4
Field 4 Gender	4



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CAREWare MA Website

Find materials and other resources at <http://carewarema.jsi.com/> under “Materials.”



The screenshot displays the homepage of the Massachusetts CAREWare website. The header features the logo for MASSACHUSETTS careware on the left and a navigation menu on the right with links for Home, About, Materials, Videos, Webinars, Contact Us, and Blog. The 'Materials' link is highlighted in red. A dropdown menu is open under 'Materials', listing several categories: Frequently Asked Questions, Instructions and Tip-Sheets, Services and Definitions (circled in green), Data Entry Forms, Role and Other Ryan White Program Resources, and Resources. The main content area has a dark background with a lighthouse and a house at sunset. A welcome message reads: 'Welcome to the Massachusetts CAREWare resources website! This website is designed to support OHA and MassCARE providers in Massachusetts with the use of the Massachusetts CAREWare system. Resources on this website include answers to frequently asked questions, instruction manuals and tip sheets, contact information, links to archived webinars, and more.' The URL 'carewarema.jsi.com/materials/' is visible at the bottom left.

CAREWare MA Helpdesk Support

- Go to www.CAREWareMA.jsi.com
- Email CAREWareMAhelpdesk@jsi.com
- Call 617-385-3991
- Fax 617-482-0617

THANK YOU!

