

# CAREWare 6

## August 2020

### HIVQM File Export

An excerpt from Miscellaneous Features Guide

CAREWare Quick Start Guides will walk you through the basics of setting up, managing, and using the main CAREWare functions. It is intended for non-technical users who need to get basic information in and out of CAREWare.

*PLEASE NOTE: The client data used in these manuals is purely fictional.*

## HIVQM CSV File Export

This feature can be used to generate a .csv file for upload to the HAB HIVQM Module. The .csv file will include performance measure results, for one or more selected measures, including numerator, denominator, and percent totals.

There is also the option to export the .csv file in the HIVQM Format for upload to the HRSA HIVQM Module.

To export the .csv file, follow these instructions:

1. Log into a Provider domain of CW6. Go to **Reports** and then **Performance Measures**.

The screenshot displays the CAREWare Reports interface. On the left is a navigation sidebar with the following items: Customize, Provider Summary, Add Client, Find Client, Reports (highlighted with a red box), Rapid Entry, Appointments, My Settings, System Information, System Messages, Administrative Options, External Links, Switch Providers, and Log Off. Below the sidebar, there is a note: "This space intentionally left not blank." and a message: "We hope that you enjoyed the virtual National Ryan White conference last week." The main content area is titled "CAREWare Reports" and contains a list of report options, each with a button and a description:

Report Name	Description
HRSA Reports	RSR and ADR
Custom Reports	Run or manage custom reports
Performance Measures	Run or Manage Performance Measures
Client Data Reports	Run reports on client information
Financial Report	Setup and run the financial report
RDR	Manage/Run the RDR
EHE Triannual Report	Manage/Run the EHE Triannual Report
Mailing Labels Report	Setup and run the Mailing Labels Report

## 2. Select HIVQM Export Groups.

CAREWare Reports > Performance Measures

Back

### Performance Measures

Run Performance Measures	Evaluate the current status of one or more performance measures
Create Client List	Examine clients in the performance measure sections
Create Aggregate Report	Track results for a performance measure over time
Set up, Copy, and Customize Performance Measures	Manage the list of available performance measures
Import Performance Measures	Import external performance measures from file
Export Performance Measures	Create an export containing performance measure configurations
Setup Client Tab	Configure the performance measure tab within the client record
<b>HIVQM Export Groups</b>	Manage HIVQM Export Groups

3. Select a Group Name from the list. We have selected the CORE Group (01 – 04), which is the group of performance measures we will be running. For more information, see the [Performance Measure Portfolio](#). Click **Evaluate** from the action bar.

CAREWare Reports > Performance Measures > HIVQM Export Groups

**Evaluate** Add Edit Delete Select Performance Measures Back Print or Export

### HIVQM Export Groups

Search:

Group Name
BillTest1
<b>CORE Group (01 - 04)</b>
HAB_Group1
HCV HIV Qual NC
NQC Syph

- Click **Set HRSA Submission Timeframe** from the action bar.

CAREWare Reports > Performance Measures > HIVQM Export Groups > Performance Measure Settings

Change Open In New Tab PDF CSV Set to Last 365 Days **Set HRSA Submission Timeframe** Back

## Performance Measure Settings

**Parameters**

Performance Measure Group: CORE Group (01 - 04)

Begin Date: 11/3/2019

End Date: 11/2/2020

HIVQM Format:

- In this example, we have selected the HRSA Timeframe of 7/1/2019 – 6/30/2020 for the reporting period and 2020 for the year. Click **Save**.

CAREWare Reports > Performance Measures > HIVQM Export Groups > Performance Measure Settings > HRSA Timeframes for HIVQM Export

**Save** Cancel

## HRSA Timeframes for HIVQM Export

Year: 2020

Reporting Period:

- 4/1/2019 - 3/31/2020
- 7/1/2019 - 6/30/2020**
- 10/1/2019 - 9/30/2020
- 1/1/2020 - 12/31/2020

- Click **Change** from the action bar. Select the **HIVQM Format** checkbox. Click **Save** (the Save button will replace the Change link).

CAREWare Reports > Performance Measures > HIVQM Export Groups > Performance Measure Settings

**Change** Open In New Tab PDF CSV Set to Last 365 Days Set HRSA Submission Timeframe Back

## Performance Measure Settings

**Parameters**

Performance Measure Group: CORE Group (01 - 04)

Begin Date: 7/1/2019

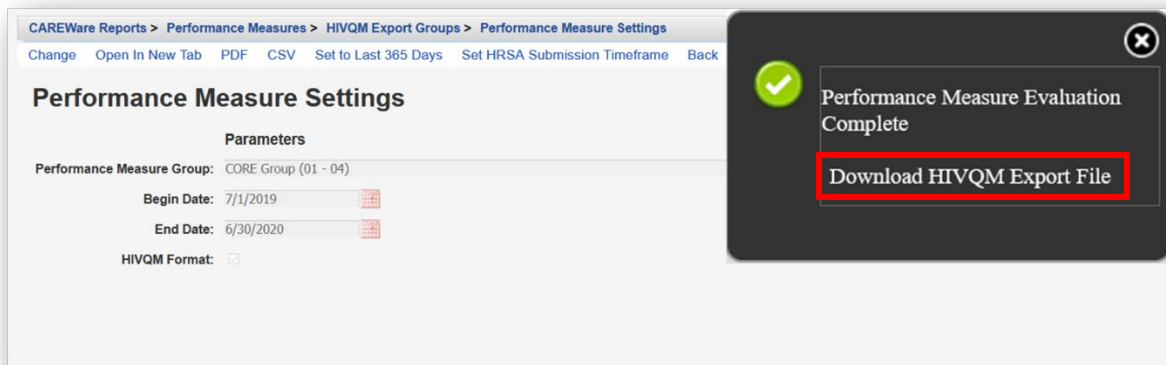
End Date: 6/30/2020

HIVQM Format:

- Click **CSV** from the action bar.



- Click **Download HIVQM Export File**. Save the file to your computer and then open the file to view it.



The following is a sample HIVQM .csv file, in the HRSA HIVQM Format, for HAB Core (01 – 04) Performance Measures.

The report is a single .csv file, which for readability, is shown in three (3) separate sections below:

Provider ID	Provider Name	Software Name	Measure ID	Measure name	
1234	Ryan White AIDS Care Treatment Clinic	CAREWare	Core03	HAB: HIV medical visit frequency	
1234	Ryan White AIDS Care Treatment Clinic	CAREWare	Core01	HAB: HIV viral load suppression	
1234	Ryan White AIDS Care Treatment Clinic	CAREWare	Core04	HAB: Gap in HIV medical visits	
1234	Ryan White AIDS Care Treatment Clinic	CAREWare	Core02	HAB: Prescription of antiretroviral therapy	
Report Start Date	Report End Date	Report Creation Date	Records Reviewed	Numerator	Denominator
7/1/2019	6/30/2020	10/29/2020	24	0	5
7/1/2019	6/30/2020	10/29/2020	24	4	9
7/1/2019	6/30/2020	10/29/2020	24	2	3
7/1/2019	6/30/2020	10/29/2020	24	68	125
MinAge	MaxAge	Gender	Race/Ethnicity	HIV Risk Factor	

Note: MinAge, MaxAge, Gender, Race/Ethnicity, and HIV Risk Factor: If you run measures stratified by any of these demographic factors, their corresponding codes will be populated.

The codes are:

Min Age	Minimum age if age range set
Max Age	Max age
Gender	1=Male; 2=female; 3=Transgender(all); 4=Trans MtoF; 5=Trans FtoM 6=Trans unk 9=Unk
Race/ethnicity	1 = American Indian/Alaska Native 2 = Asian 3 = Black/Afr. American 4 = Hispanic /Latinx (any race) 5 = Nat Haw/Pac. Island 6 = White 7 = Multiracial
HIV risk	1 = Male to Male sexual contact (MSM) 2 = Injection drug use (IDU) 3 = MSM and IDU 4 = Heterosexual contact 5 = Perinatal transmission 6 = Other 9 = unknown

For further details regarding submission of the HIVQM Module, refer to the [HIV Quality Measures Module Manual](#).