

# Ryan White Services Report

## Getting Your Data in the Right Place: Contracts in CAREWare

Ryan White Services  
Report

Welcome to today's webcast: Getting Your Data in the Right Place: Contracts in CAREWare. During the RSR's first year, many of you struggled with the funded scope requirement. The goal of this webcast is to help you CAREWare users assign services to funded versus non-funded contracts. That way, you can capture the right clients in the RSR.

My name is Michael Costa, and I am part of the SPHERE/Abt team. Along with SAIC and WRMA/CSR, we provide technical assistance for the RSR. I am accompanied today by Becki Bishop. Many of you are familiar with Becki because of her work at the CAREWare helpdesk.

This webcast is one of many we plan to do in the months preceding the 2010 submission deadline.

Webcasts typically occur every Tuesday at 1:00 EST. Check out the TARGET Center website or sign up for our bi-weekly email blast to get the latest information on the webcast schedule.

## Presentation Goals

---

- Clarify funded scope requirements
- Demonstrate how to:
  - Set up contracts in CAREWare
  - Assign a contract to a service at the point of data entry
  - Assign a contract to a preexisting service
- Answer any questions you may have

During today's presentation, we hope to clarify the funded scope requirements and provide you with links to additional resources.

Becki will then conduct a demonstration of CAREWare, highlighting how to 1) set up contracts (such as Ryan White funded), 2) assign a contract to a service at the point of data entry, and finally, 3) assign a contract to a preexisting service .

Finally, we hope to answer any other RSR-related questions you may have.

## Changing from Reporting Eligible to Funded Clients

- For the RDR:
  - Preferred reporting scope (Scope 01): Clients ***eligible*** for RW funding
  - Funded reporting scope (Scope 02): Only clients whose services were funded ***completely*** by RW
- For the RSR:
  - All clients who were ***funded*** by RW for at least one service
  - All services that were at least ***partially funded*** by RW

On the RDR, grantees and providers report services for clients who received a service ***eligible*** for Ryan White funding, whether the service was funded or not.

In contrast, for the RSR, the clients must have ***received*** a Ryan White-funded service during the period to be reported.

A Ryan White-funded service is a service fully or partially funded by Ryan White.

## Using Contracts to Identify Funded Clients

- Set up a contract for each funding source (e.g. Ryan White Part A, Ryan White Part C, Medicaid)
- Assign a contract to a service
  - A new service
  - A pre-existing service
- CAREWare restricts the client-level data XML file to the clients and services in the funded contract(s)

The contracts feature in CAREWare can help you with the RSR funded scope requirement.

You first set up contract for each funding source. You can lump all of your Ryan White dollars together or create a contract for each Part. The point is to create a contract for *non*-Ryan white funded services, such as those funded by Medicaid or Medicare.

You then must allocate services to those contracts. This is particularly tricky if you created the contracts *after* the service was already entered. Becki will go over this process in the demo.

Finally, when you create the client-level data XML file, CAREWare will select the clients and services within the funded contract or contracts.

## What if You Don't Know the Funder...

- Particularly relevant for assigning a contract to a *preexisting* service
- Do not report the service if:
  - You are not sure how the visit was funded
  - The client is insured (e.g. by Medicaid) and you know the insurance covers the service
- Report the service if Ryan White dollars typically fund this type of service and you cannot confirm that Ryan White funding was not used

You should be able to identify a Ryan White-funded service because you should know the client's insurance status and what services that insurance covers.

However, it's possible that you don't know, especially if you are assigning a *preexisting* service a contract. If that's the case, here are some rules of thumb:

If you are not sure how the visit was funded, then do not report the service as Ryan White funded.

Also, if the client is insured, say by Medicaid, and you know that Medicaid covers the service, then do not report the service.

**However**, if Ryan White dollars typically fund this type of service and you **cannot** confirm that Ryan White funding was **not** used, this service should be reported.

## For More Information

- Funded Scope Webcast: May 11, 2009
  - <http://careacttarget.org/webcasts.asp#rsr>
- Funded Scope Document
  - [http://careacttarget.org/library/Summary\\_The\\_New\\_Funded\\_Scope\\_Requirement.pdf](http://careacttarget.org/library/Summary_The_New_Funded_Scope_Requirement.pdf)



For more information on funded scope, please go to the TARGET Center website and watch the May 11 webcast. There is also a document on the website that goes through different funding scope examples for you.

## Presentation Goals

- Clarify funded scope requirements
- Demonstrate how to:
  - Set up contracts in CAREWare
  - Assign a contract to a service at the point of data entry
  - Assign a contract to a preexisting service
- Answer any questions you may have

Now, I'll hand the presentation to Becki who will do a demonstration of setting up contracts in CAREWare.

## For more information regarding CAREWare...

---

- Join the CAREWare listserv, download the program and get more information at:  
<http://hab.hrsa.gov/careware/>
- Contact the CAREWare helpdesk  
– 1- 877-294-3571

There is plenty of helpful information regarding CAREWare on the HRSA website. You can also contact the CAREWare helpdesk for assistance.

## For General RSR Support ...

---

- Review the instruction manual, join the discussions groups, and consult the FAQs at <http://careacttarget.org/rsr.asp>
- Data element definitions and reporting logistics, contact WMRA/CSR
  - 1-888-640-9356
  - [rwdatasupport.wrma@csrincorporated.com](mailto:rwdatasupport.wrma@csrincorporated.com)
- XML schema and export, contact SAIC
  - 1-877-466-4772
  - [CallCenter@HRSA.gov](mailto:CallCenter@HRSA.gov)
- Additional development help, contact SPHERE/Abt
  - [RSR.TA@sphereinstitute.org](mailto:RSR.TA@sphereinstitute.org)

Ryan White Services  
Report

9

If you have any further questions, please contact us!

For questions regarding data elements and reporting logistics, contact the WRMA/CSR helpdesk. XML questions can be answered by SAIC. And finally, contact the SPHERE/Abt team with questions regarding the eUCI or systems development.

## TA Resources on TARGET

---

- Instruction Manual
  - [http://careacttarget.org/library/RSR\\_Instruction\\_Manual.pdf](http://careacttarget.org/library/RSR_Instruction_Manual.pdf)
- Data Dictionary
  - [http://careacttarget.org/library/RSR\\_Client\\_Level\\_Data\\_Dictionary.pdf](http://careacttarget.org/library/RSR_Client_Level_Data_Dictionary.pdf)



## Presentation Goals

- Clarify funded scope requirements
- Demonstrate how to:
  - Set up contracts in CAREWare
  - Assign a contract to a service at the point of data entry
  - Assign a contract to a preexisting service
- Answer any questions you may have