

## Annual Screenings

The Annual Screenings tab in CAREWare tracks a historical record of a patient's HIV primary care, HIV risk reduction counseling, housing arrangement, and assessments for mental health and substance use. Some of this data is required for the [Ryan White Services Report](#), and it also supports Clinical Quality Management, statements of need, and other requirements under Ryan White funding.

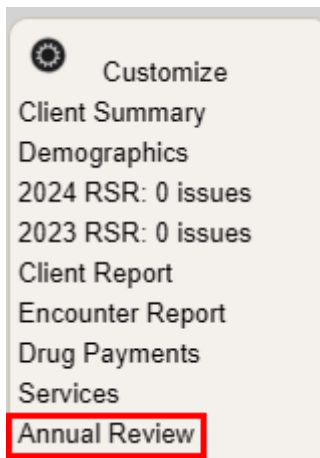
### Annual Screenings for the Ryan White Services Report (RSR)

The following Annual Screenings fields are required for the RSR:

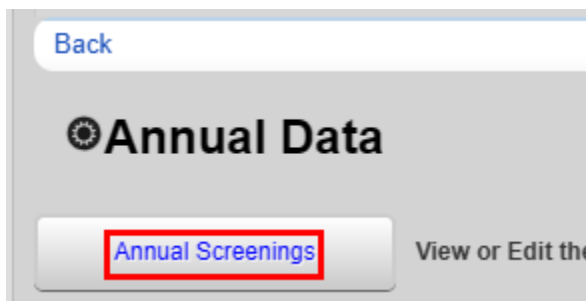
- **Date:** Q. 11 of the RSR Client's housing status collection date
- **Type and Result:** Q.10 of the RSR Client's housing status

### Tracking Annual Screenings in CAREWare 6

1. Click *Annual Review* in the left menu of the client record.



2. Click *Annual Screenings*.



3. Click *Add*.

The screenshot shows a web interface for 'Annual Screenings'. At the top, there is a navigation bar with buttons: View, Add (highlighted with a red box), Edit, Delete, Back, Help, Print or Export, and Hide/Show Columns. Below the navigation bar is a section titled 'Annual Screenings'. Under this title is a search bar labeled 'Search:'. Below the search bar is a table with columns: Date, Type, Result, and Counsele. The table is currently empty.

**View:** View details of Annual Screening entries.

**Add:** Add new records to the Annual Screenings.

**Edit:** Edit an existing annual screening record.

**Delete:** Delete an existing annual screening record.

**Back:** Return to the Annual Data menu.

**Help:** Access the user guide for annual screenings.

**Print or Export:** Print or export a list of annual screening records.

**Hide/Show Columns:** Select the columns for the list of annual screenings.

4. Enter the date of the annual screening.

The screenshot shows a form titled 'Add'. It has a 'Date' field with a calendar icon next to it. The date '07/08/2024' is entered in the field, and the 'Date' label is highlighted with a red box.

5. Select the type of annual screening from the dropdown list.

The screenshot shows the 'Add' form with the 'Date' field filled with '07/08/2024'. The 'Type' dropdown menu is open, showing a list of options: HIV Primary Care, HIV Risk Reduction Counseling, Housing Arrangement, Mental Health, and Substance Abuse. The 'HIV Primary Care' option is selected. To the right of the dropdown menu, there is a button labeled 'Click here to select from 5 choices.'.

6. Enter the result of the Annual Screening.

The screenshot shows a web form titled 'Add' with a 'Save' button and a 'Cancel' button. The form contains the following fields: 'Date' with the value '07/08/2024' and a calendar icon; 'Type' with a dropdown menu showing 'HIV Primary Care'; 'Result' with a dropdown menu showing 'Emergency Room' (this field is highlighted with a red border); and 'Counseled By' with an empty text field. The 'Result' dropdown has a blue arrow icon on the right.

The options for Result are based on the type of annual screening.

**HIV Primary Care:** Emergency Room, Hospital Outpatient Center, No Primary Source of Care, Other, Private Practice, Publicly-funded Clinic or Health Department, and Unknown

**HIV Risk Reduction Counseling:** Yes and No

**Housing Arrangement:** HRSA-defined. Institution, Non-permanently Housed, Other, Stable/Permanent, Temporary, and Unstable. Please refer to the [RSR instructions](#) for definitions of each type of housing arrangement.

**Mental Health:** No, Not Medically Indicated, and Yes.

**Substance Abuse:** No, Not Medically Indicated, and Yes

7. If HIV Risk Reduction Counseling is selected, complete the field for Counseled By.

The screenshot shows the 'Add' form with the 'Counseled By' dropdown menu open. The dropdown menu lists four options: 'Case mgr/social worker', 'Other trained counselor', 'Primary care clinician', and 'Unknown'. A tooltip next to the dropdown says 'Click here to select from 4 choices.' The other fields are: 'Date' (07/08/2024), 'Type' (HIV Risk Reduction Counseling), and 'Result' (Yes).

8. Click Save.

The screenshot shows the 'Add' form with the 'Save' button highlighted with a red border. The form contains the following fields: 'Date' (07/08/2024), 'Type' (Housing Arrangement), 'Result' (Stable/Permanent), and 'Counseled By' (empty text field). The 'Save' button is at the top left, next to the 'Cancel' button.

## CAREWare Imports for Annual Screenings

Annual screenings can be added using the [import feature in CAREWare](#). Providers can add records in bulk versus relying on manual data entry.