

Pregnancy Custom Fields

Purpose	Activate existing custom controls for use on Pregnancy History records and collect provider-specific pregnancy information.
Who should do this	CAREWare administrators, data managers, or designated support staff with access to Administrative Options and Custom Fields.
Use this setup when	A custom field must be activated, deactivated, or reordered on the Pregnancy History entry screen for a provider.
Main warning	Confirm the correct provider before making changes. Required fields, defaults, or repurposed controls can affect data entry, reports, imports, and historical records.
Video walkthrough	Pregnancy Custom Fields Video

Quick path

Administrative Options > Custom Features > Custom Fields > Pregnancy Custom Fields > select provider > Manage Selected Provider

Before you begin

- Create the custom control definition in [Custom Control Setup](#) before activating it for [Pregnancy History](#).
- Confirm whether you are working in Central Administration or inside a provider, and verify the provider in the top banner.
- Decide what the field must collect and choose the simplest control type that represents the data.
- Use a test or non-production client and pregnancy record when available.

Important

Creating a custom control definition and activating it for [Pregnancy History](#) are separate tasks. Custom pregnancy fields supplement the built-in Pregnancy History fields; they do not replace them.

Open Pregnancy Custom Fields

Step 1. Click Administrative Options.

Step 2. Click Custom Features.

Step 3. Click Custom Fields.

Step 4. Click Pregnancy Custom Fields.

The screenshot displays the CAREWare administrative interface. On the left is a dark blue sidebar with a menu containing: Customize, Provider Summary, Add Client, Find Client, Reports, Rapid Entry, My Settings, System Information, System Messages (237), Administrative Options (highlighted with a left arrow), Switch Providers, and Log Off. At the bottom of the sidebar is the CAREWare logo. The main content area has a breadcrumb trail: Administrative Options > Custom Feature Setup > Custom Fields. Below this is a 'Back' button. The section is titled 'Custom Fields' with a plus icon. A search bar contains the text 'values)'. A list of custom field categories is shown, each with an 'Open >' link: Referral Custom Fields (Manage Referral Custom Fields), Custom User Fields (Manage Custom User Fields), Custom Relations Fields (Manage Custom Relations Fields), Pregnancy Custom Fields (Manage Custom Pregnancy History Fields - highlighted with a yellow border), and Custom Agency Fields (Manage Custom Agency Fields).

Select the provider

Step 5. In Central Administration, select the provider and click Manage Selected Provider. If you are already inside one provider, skip this step.

Administrative Options > Custom Feature Setup > Custom Fields > Custom Pregnancy History Control Setup

Manage Selected Provider

Back

Print or Export

Column visibility ▾

Copy

Custom Pregnancy History Control Setup

Search:

<<

<

1

>

>>

Go to page

1 ▾

100 ▾

 entries per page Showing 1 to 3 of 3 entries

Select	Provider
☐	ADAP
☒	Default
☐	Test Provider

Important

Changes made here apply to the selected provider. Verify the provider before activating, deactivating, copying, or reordering fields.

Activate and order a custom field

Step 6. Enter part of the control name or description in Search.

Step 7. Select the control, then click Activate.

The screenshot shows the 'Custom Control Activation' page. At the top, a breadcrumb trail reads: 'Administrative Options > Custom Feature Setup > Custom Fields > Custom Pregnancy History Control Setup > Custom Control Activation'. Below this is a toolbar with buttons: 'Activate' (highlighted with a yellow box), 'Deactivate', 'Move Up', 'Move Down', 'Copy', 'Back', 'Print or Export', 'Column visibility', and 'Copy'. The main heading is 'Custom Control Activation'. Below the heading is a search bar with the text 'pregnancy' entered. To the right of the search bar are navigation controls: '<<', '<', '1', '>', '>>'. Further right is a 'Go to page' field with a dropdown set to '1' and a '100' entries per page dropdown. To the right of these is the text 'Showing 1 to 2 of 2 entries (filtered from 131 total entries)'. Below this is a table with the following data:

Active	Name	Control Type	Description
	Pregnancy Status	ComboBox	Pregnancy Status
	Test Pregnancy Custom Fields	TextBox	Test Pregnancy Custom Fields

Step 8. Confirm that Active displays Yes for the control.

Step 9. Select an active control and click Move Up or Move Down until it appears in the preferred order.

The screenshot shows the 'Custom Control Activation' page with the left sidebar visible. The sidebar has a 'Customize' button at the top, followed by 'Provider Summary', 'Add Client', 'Find Client', 'Reports', 'Rapid Entry', 'My Settings', 'System Information', 'System Messages 237', 'Administrative Options' (highlighted with a yellow box), 'Switch Providers', and 'Log Off'. The main content area is the same as the previous screenshot, but the table now shows the 'Test Pregnancy Custom Fields' control with the 'Active' column set to 'Yes'.

Active	Name	Control Type	Description
Yes	Test Pregnancy Custom Fields	TextBox	Test Pregnancy Custom Fields
	Pregnancy Status	ComboBox	Pregnancy Status

Deactivate a field

Step 10. Select the active control and click Deactivate.

Important

Deactivating a custom pregnancy field stops displaying it for new or edited [Pregnancy History](#) records. It does not delete the control definition or remove historical values already stored.

Open a client record

Step 11. Click Switch Providers and open the provider where the field was activated.

Step 12. Click Find Client.

Step 13. Enter a search term, then click Client Search.

Find Client

Client Search

Help

Close

Find Client

Last Name:

First Name:

Preferred Name:

DOB:

mm/dd/yyyy

ClientID:

URNorEURN:

Encrypted UCI:

State No (eHars):

Active Only:

☒

Legacy eUCI:

Legacy URN:

EPIC MRN:

Example Memo Custom Control:

Step 14. Select the client, then click View Details.

Find Client > Search Results

View Details

Custom Forms

Back

Print or Export

Column visibility

Copy

Search Results

Search:

<<

<

1

>

>>

Go to page

1

100

 entries per page Showing 1 to 100 of 565 entries

ClientPK	Last Name	First Name	DOB	Client ID	URN
d56fa05d-59ee-42d3-b85c-2e93a2cd062d	Toralasyr	Bradley	11/10/1955	mt5nblPcS	BATR1110552U
4e2c7021-8702-44aa-9782-2e9d84b98535	TestsTests	Bertram	01/01/1990	DKdbJvz+Y	BRTS0101901U
cfa7c5c8-50ec-4c22-81f6-2edb7dda9be6	Tester	Buck	01/01/1990	Ds+oDebSh	BCTS0101902U
058b968b-787f-4f35-a489-2ef1156392b8	Tests	Booker	10/23/1948	6oNvdrkWl	BOTS1023481U
000aa16b-c429-4861-89ab-2f632be8faf5	TesterTester	Carmen	05/23/1989	QEQjw2nHQ	CRTS0523892U
4c6b8dc2-e6ef-4024-9e4f-2f70770e29a1	Tinuelwa	Burton	01/01/1990	yoAHYHvFN	BRTN0101902U

Open Pregnancy History

Step 15. In the client record, click Pregnancy History.

Step 16. Click Add.

Medications

Labs

Screenings

Screening Labs

Immunizations

Sharing Requests

Referrals

Relations

Counseling and Testing

Pregnancy History

Orders

Test New Subform

Custom Subform

Find Client > Search Results > Pregnancy History

View

Add

Delete

Help

Print or Export

Column visibility

Copy

Pregnancy History

Search:

<<

<

>

>>

100

entries per page

Showing 0 to 0 of 0 entries

First day of LMP	Prenatal Begin Date	# Prenatal Visits	Pregnancy Outcome	Delivery Date
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Important

Confirm that the correct client and provider are displayed before entering pregnancy information. Pregnancy History records can contain sensitive clinical information.

jProg

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Enter and save the pregnancy record

Step 17. Complete the applicable built-in Pregnancy History fields. Required fields are marked with an asterisk.

Step 18. Enter or select the value in the custom pregnancy field.

Step 19. Click Save.

Find Client > Search Results > Pregnancy History

Save **Back**

Pregnancy History

First day of LMP *: 01/01/2026

Prenatal Begin Date *: mm/dd/yyyy

Prenatal Visits *:

Pregnancy Outcome:

Delivery Date *: mm/dd/yyyy

HIV Status of Newborn:

ART Counseling ?:

ART Offered ?:

ART Taken ?:

Prenatal ART Date *: mm/dd/yyyy

Test Pregnancy Custom Fields:

Step 20. Confirm that the pregnancy record appears in the Pregnancy History list.

Find Client > Search Results > Pregnancy History

View **Add** **Delete** **Help** **Print or Export** **Column visibility** **Copy**

Pregnancy History

Search:

« < 1 > » Go to page 1 100 entries per page Showing 1 to 1 of 1 entry

First day of LMP	Prenatal Begin Date	# Prenatal Visits	Pregnancy Outcome	Delivery Date
01/01/2026				

Tip

The list may show only built-in Pregnancy History columns. Select the record and click View to confirm that the custom value was retained.

Custom Control Activation buttons

Button	What it does	When to use it
Manage Selected Provider	Opens the activation list for the selected provider.	Use after selecting a provider in Central Administration.
Activate	Adds the selected control to the provider's Pregnancy History entry screen.	Use when the field should be collected on pregnancy records.
Deactivate	Removes the field from new or edited entries without deleting its definition.	Use when the field should no longer be displayed.
Move Up / Move Down	Changes the field's position on the Pregnancy History entry screen.	Use to place related fields in a logical order.
Copy	Copies selected activation settings where supported.	Use only after confirming the destination provider and local change process.
Print or Export	Opens options to print or export the grid.	Use for review, documentation, or change control.
Column visibility	Shows or hides grid columns.	Use to simplify the list or display optional details.

Pregnancy History buttons

Button	What it does
View	Opens the selected Pregnancy History record.
Add	Starts a new Pregnancy History record.
Delete	Removes the selected Pregnancy History record. Follow local correction and retention procedures.
Save	Saves the new or edited record.
Back	Returns without saving additional changes.

Helpful data-quality tips

- Use a DatePicker for pregnancy-related dates and a ComboBox for standardized choices that must be counted or reported consistently.
- Use a TextBox for short values and a Memo for longer narrative information.
- Do not duplicate built-in fields such as First day of LMP, Prenatal Begin Date, Pregnancy Outcome, Delivery Date, or Prenatal ART Date.
- Use default values sparingly; a blank value is safer than an incorrect value accepted without review.
- If a ComboBox choice has been used, deactivate it instead of deleting it so historical records remain understandable.
- Use Toggle Edit by Permission for sensitive or controlled pregnancy information and test each applicable role.

Important

Required fields and default values affect every Pregnancy History entry where the control is active and may affect imports or templates that include the control. Require a value only when staff can consistently obtain it.

Tip

After a control contains production data, do not change its meaning. Create a new control when the business meaning changes, then deactivate the old control after reviewing reports, imports, exports, and staff workflows.

Troubleshooting and common questions

Why is the control not listed?

Confirm that the control definition exists under [Custom Control Setup](#). Refresh the list using [Resetting the Custom Field List](#) when appropriate.

Why does an active field not appear on the Pregnancy History entry screen?

Confirm the correct provider, verify that Active displays Yes, refresh the client record, and reopen the Pregnancy History entry screen.

Why does Save fail?

Complete all required built-in and custom fields, verify the control's length or allowed values, and review any validation message displayed beside the field.

Why can't a user edit the field?

Review Toggle Edit by Permission and the [user's permission group](#). Test each applicable role before production use.

Why does a ComboBox have no choices?

Open the control in [Custom Control Setup](#), add or activate values under [Edit Values](#), and confirm that the intended values are active.

Why is the custom value not shown in the list?

The Pregnancy History grid may show only built-in columns. Select the record and click View to verify the custom value. The columns displayed in the Pregnancy History list can be managed by clicking Column Visibility.

Related CAREWare guides and resources

Resource	How it helps
Custom Control Setup	Create and maintain control definitions before activating them for Pregnancy History.
Edit Values	Add, edit, activate, or deactivate ComboBox choices.
Custom Field Usage	Review where custom controls are active and how they are used.
Resetting the Custom Field List	Refresh custom field lists when a new or changed control is not displayed.
Custom Field Templates	Use custom fields in CAREWare import and export templates.
Custom Fields	Open the CAREWare Custom Fields section for related setup guides.
Manage User Groups	Update user permissions by group.