

Vital and Enrollment Status

Purpose	Track a client's vital status and agency enrollment status for demographics and reporting, including the Ryan White Services Report (RSR).
Who should do this	CAREWare users who enter or maintain client demographic information.
Use this guide when you need to	Add or update enrollment dates, enrollment status, vital status, case-closed dates, or dates of death.
Main distinction	Enrollment status records the client's original agency enrollment. Ryan White Eligibility records periodic eligibility reviews.

Quick path

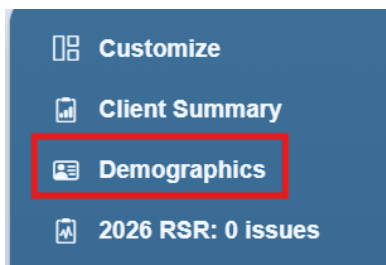
Client record > Demographics > Vital and Enrollment Status

Before you begin

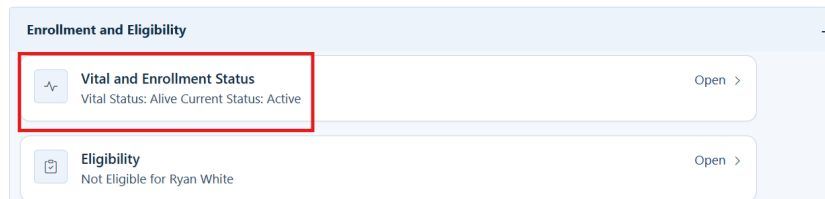
- Enrollment Date should remain the client's original enrollment date, even if the client leaves and later returns.
- Add a new [Ryan White Eligibility record](#) whenever the client re-certifies for services.

Add vital and enrollment status

Step 1. Click Demographics in the left-hand menu.



Step 2. Click Vital and Enrollment Status.



Step 3. Choose the client's enrollment status from the dropdown list. Options are Active, Inactive/Case Closed, Incarcerated, Referred or Discharged, Relocated, and Removed.

Save Cancel

Vital and Enrollment Status

Enrollment Info

Enrollment Status: Active ▼

Enrollment Date: Active

Latest Eligibility Status: Inactive/Case Closed

Vital Status: Incarcerated

Case Closed Date: Referred or Discharged

Date of Death: Relocated

Removed

RSR and ADR fields

Enrollment Date: RSR Q.76 — New client

Vital Status: RSR Q.2 — Client's vital status at the end of the reporting period

Save saves changes. **Cancel** returns to the Demographics menu.

Step 4. Complete the Enrollment Date and the Vital Status fields.

Save Cancel

Vital and Enrollment Status

Enrollment Info

Enrollment Status: Active ▼

Enrollment Date: 01/01/2026 📅

Latest Eligibility Status: Not Eligible for Ryan White

Vital Status

Vital Status: Alive ▼

Case Closed Date: mm/dd/yyyy

Date of Death: mm/dd/yyyy

Note: Last Eligibility Status is automatically updated from data in the [Eligibility](#) tab.

Step 5. Complete the Case Closed Date if Enrollment Status is Inactive/Case Closed, Incarcerated, Referred or Discharged, Relocated, or Removed.

Vital Status

Vital Status: 

Case Closed Date:

Date of Death:

Step 6. Complete the Date of Death field if Vital Status is Deceased.

Vital Status

Vital Status: 

Case Closed Date:

Date of Death:

Step 8. Click Save.

Save **Cancel**

Vital and Enrollment Status

Enrollment Info

Enrollment Status: 

Enrollment Date: 

Latest Eligibility Status:

Vital Status

Vital Status: 

Case Closed Date:

Date of Death:

Using imports to update vital and enrollment status

CAREWare features [data import](#) options that can be used to update vital and enrollment status in client records.

Related References

Document	Use it for
Eligibility	Add Ryan White Eligibility records for the client.
Importing Data into CAREWare	Methods for importing data into CAREWare.