

Annual Screenings

Purpose	Record annual HIV care, counseling, housing, mental health, and substance use screening information.
Who should do this	CAREWare users responsible for annual review and Ryan White Services Report data entry.
Use this guide when you need to	Add or review an Annual Screenings record in a client's Annual Review.
Main warning	Housing status date, type, and result support RSR reporting. Enter the screening date and result accurately.

Quick path

Client record > Annual Review > Annual Screenings > Add > enter Date, Type, and Result > Save

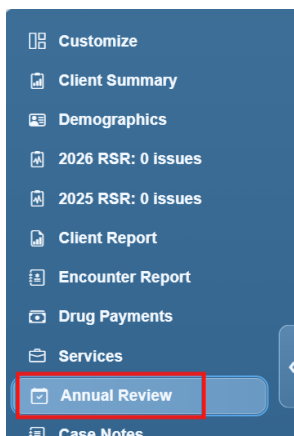
Annual Screenings for the Ryan White Services Report (RSR)

The following Annual Screenings fields are required for the RSR:

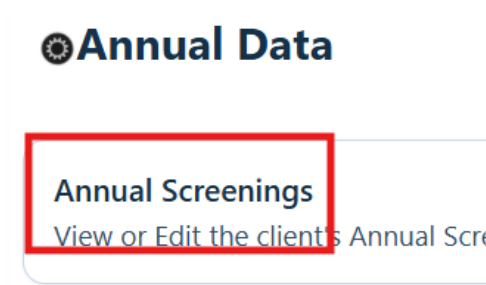
- Date: RSR Question 11 — the client's housing status collection date.
- Type and Result: RSR Question 10 — the client's housing status.

Track Annual Screenings in CAREWare 6

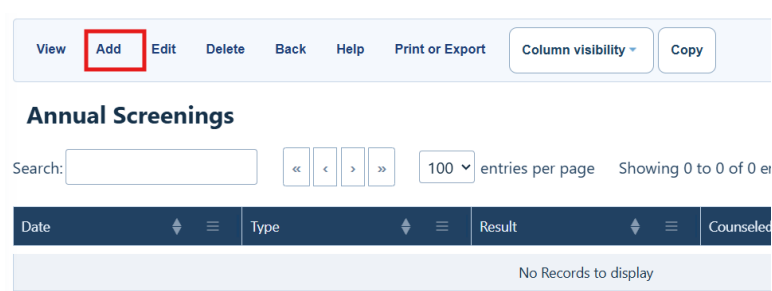
Step 1. Click Annual Review in the left menu of the client record.



Step 2. Click Annual Screenings.



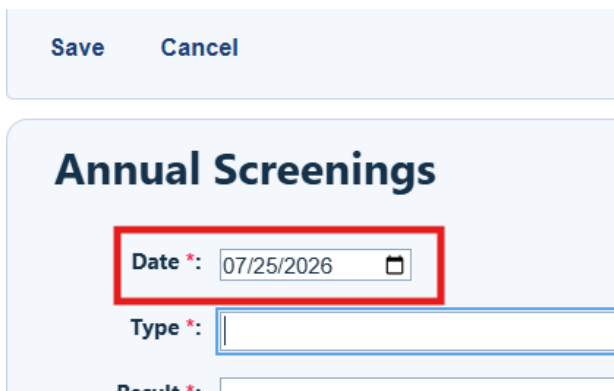
Step 3. Click Add.



Annual Screenings menu options

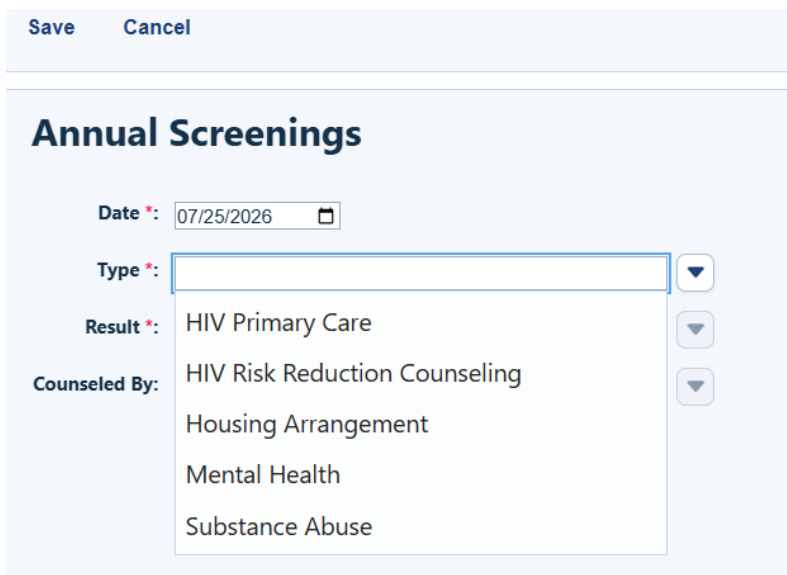
Item	What it does
View	Views details of an Annual Screenings entry.
Add	Adds a new Annual Screenings record.
Edit	Edits an existing Annual Screenings record.
Delete	Deletes an existing Annual Screenings record.
Back	Returns to the Annual Data menu.
Help	Opens the user guide for Annual Screenings.
Print or Export	Prints or exports the list of Annual Screenings records.
Column Visibility	Selects the columns displayed in the list.

Step 4. Enter the date of the annual screening.



The screenshot shows the top of a form titled "Annual Screenings". At the top left are "Save" and "Cancel" buttons. Below the title, the "Date *" field is highlighted with a red rectangle and contains the date "07/25/2026" with a calendar icon. Below it, the "Type *" field is empty. The "Result *" field is partially visible at the bottom.

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



The screenshot shows the "Annual Screenings" form with the "Type *" dropdown menu open. The "Date *" field is set to "07/25/2026". The dropdown list for "Type *" is empty. The "Result *" field is set to "HIV Primary Care". The "Counseled By:" field is set to "HIV Risk Reduction Counseling". The dropdown menu for "Type *" is open, showing a list of options: "HIV Primary Care", "HIV Risk Reduction Counseling", "Housing Arrangement", "Mental Health", and "Substance Abuse".

Step 6. Enter the result of the Annual Screening.

Result options

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

HIV Risk Reduction Counseling: Yes or No.

Housing Arrangement: HRSA-defined Institution; Non-permanently Housed; Other; Stable/Permanent; Temporary; or Unstable. Refer to the current RSR instructions for definitions.

Mental Health: No; Not Medically Indicated; or Yes.

Substance Abuse: No; Not Medically Indicated; or Yes.

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

SaveCancel

Annual Screenings

Date *:07/25/2026

Type *:HIV Primary Care

Result *:

Counseled By:Emergency Room
Hospital outpatient center
No primary source of care
Other
Private practice
Publicly-funded clinic or health dept.
Unknown

Step 8. Click Save.

SaveCancel

Annual Screenings

Date *:07/25/2026

Type *:HIV Primary Care

Result *:Emergency Room

Counseled By:

Troubleshooting and common questions

How do I edit an existing record?

Select the record from the list and click Edit.

Related References

Document	Use it for
RSR Documents	Documentation for the RSR.