

HIVQM Setup

Purpose	Create, run, review, and export a group of performance measures for HIV Quality Management (HIVQM) reporting.
Who should do this	CAREWare staff who prepare HIVQM data for HRSA reporting.
Use this guide when you need to	Set up a measure group, choose a reporting period, check results, and create the HIVQM CSV file to upload into the Electronic Handbooks (EHB).
Main warning	Review the results before you export. Use HIVQM Format only when preparing the file for upload to the EHB.

Quick path

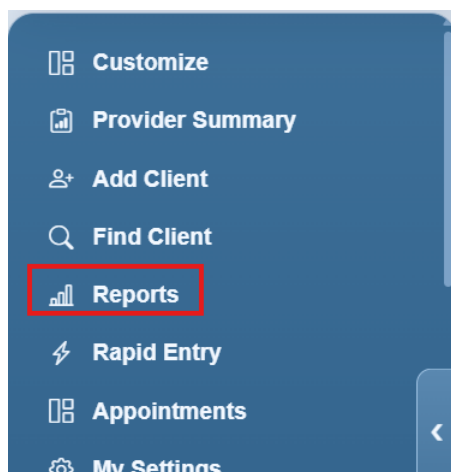
Reports > Performance Measures > Performance Measure Groups > Select a group > Evaluate

Before You Begin

- Review the [HIVQM Instruction Manual](#) to understand how to submit performance measure data in the EHB.
- Identify the [HRSA-defined performance measures](#) to include in your HIVQM reporting. Measures include Core, All Ages, Adolescent and Adult, Children, HIV-Exposed Children, Medical case Management, Oral Health, ADAP, and Systems-Level.

Open Performance Measure Groups

Step 1. Click Reports.



Step 2. Click Performance Measures.

 **CAREWare Reports**

HRSA Reports
RSR And ADR

Custom Reports
Run Or manage custom reports

Performance Measures
Run Or Manage Performance Measures

Step 3. Click Performance Measure Groups.

[Back](#)

 **Performance Measures**

Create an export containing performance measures

Setup Client Tab
Configure the performance measure tab within

Performance Measure Groups
Manage Performance Measure Groups

Create a Group and Add Measures

Step 1. Click Add.

[Evaluate](#) [Add](#) [Edit](#) [Delete](#) [Select Performance Measures](#) [Back](#) [Print or Export](#) [Column visibility ▼](#) [Copy](#)

Performance Measure Export Groups

Search: [«](#) [<](#) [1](#) [>](#) [»](#) Go to page [1 ▼](#) [100 ▼](#) entries per page Showing 1 to 29 of 29 entries

Group Name

Performance Measure Export Groups options

Button	What it does
Evaluate	Run the performance measures in the selected group.
Add	Create a performance measure group.
Edit	Edit the selected group.
Delete	Delete the selected group.
Select Performance Measures	Choose the measures included in the group.
Back	Return to the Performance Measures menu.
Print or Export	Print or export the list of performance measure groups.
Column Visibility	Hde/show columns in the list of performance measure groups.

Step 2. Enter a name for the group.

[Save](#) [Cancel](#)

Performance Measure Export Groups

Group Name *:

Step 3. Click Save.

[Save](#) [Cancel](#)

Performance Measure Export Groups

Group Name *:

Step 4. Select the group name, and then click Select Performance Measures.

EvaluateAddEditDeleteSelect Performance Measures

Performance Measure Export Groups

Search:

hab core

<<<>>>

1

Go to page

Group Name

HAB Core Performance Measures Group

Step 5. Select each performance measure that you want to include in the HIVQM reporting group.

SaveCancelPrint or ExportColumn visibility▼Copy

Performance Measure Export Groups

earch:

<<<>>>

123...6

Go to pag

Member	MeasurePK	Performance Measure
☒	31e6861b-2d1f-4ea4-a2b8-22c738645b87	HAB: Prescription of antiretroviral therapy (Core02)
☒	2e8ce0b1-5f77-4c15-ae8d-753f48f25dd1	HAB: Annual Retention in Care (Core05)
☒	139909b8-928c-46f1-be7e-a742cfd34f67	HAB: HIV viral load suppression (Core01)
☒	593677f7-08f8-42df-bc0a-d46edbc9b0df	HAB: Gap in HIV medical visits (Core04)

Step 6. Click Save.

SaveCancelPrint or ExportColumn visibility▼Copy

Performance Measure Export Groups

earch:

<<<>>>

123...6

Go to pag

Member	MeasurePK	Performance Measure
☒	31e6861b-2d1f-4ea4-a2b8-22c738645b87	HAB: Prescription of antiretroviral therapy (Core02)
☒	2e8ce0b1-5f77-4c15-ae8d-753f48f25dd1	HAB: Annual Retention in Care (Core05)
☒	139909b8-928c-46f1-be7e-a742cfd34f67	HAB: HIV viral load suppression (Core01)
☒	593677f7-08f8-42df-bc0a-d46edbc9b0df	HAB: Gap in HIV medical visits (Core04)

JPROG2026-09-094

Run the Group of Measures

Step 1. Select the performance measure group, and then click Evaluate.

[Evaluate](#) [Add](#) [Edit](#) [Delete](#) [Select Performance Meas](#)

Performance Measure Export Groups

Search:

<< < 1 > >>

Group Name

HAB Core Performance Measures Group

[Change](#) [Open In New Tab](#) [PDF](#) [CSV](#) [List View](#) [Set to Last 365 Days](#) [Set HRSA Submission Timeframe](#) [Back](#)

Performance Measure Settings

Parameters

Performance Measure Group *:

End Date:

HIVQM Format: ☒

Performance Measure Settings

Option	What it does
Change	Edit the Performance Measure Group, end date, and HIVQM Format option.
Open in New Tab	Open the report in a new browser tab.
PDF	Create the report as a PDF file.
CSV	Create the report as a CSV file. The CSV file can be uploaded to the EHB for HIVQM reporting.
List View	Open the report in CAREWare and lets you view client lists for each measure.
Set to Last 365 Days	Set the report date range to the last 365 days.
Set HRSA Submission Timeframe	Select a HRSA-defined reporting period.
HIVQM Format	Creates the report in the format required for uploading to the EHB.

Select the HRSA Submission Timeline

TIP

If the report is not for submission through the EHBs, select Set to Last 365 Days or select an End Date. See [Performance Measure Groups](#) for more information.

Step 1. Click Set HRSA Submission Timeframe.

[Change](#) [Open in New Tab](#) [PDF](#) [CSV](#) [List View](#) [Set to Last 365 Days](#) **Set HRSA Submission Timeframe** [Back](#)

Performance Measure Settings

Parameters

Performance Measure Group *:

End Date:

HIVQM Format: ☒

Step 2. Choose the report year.

[Save](#) [Cancel](#)

HRSA Timeframes for HIVQM Export

Year *: 

Reporting Period *: 

Step 3. Select the reporting period.

TIP

Reporting periods are pre-defined by HRSA and cannot be modified.

SaveCancel

HRSA Timeframes for HIVQM Export

Year *:2026

Reporting Period *:

4/1/2025 - 3/31/2026

7/1/2025 - 6/30/2026

10/1/2025 - 9/30/2026

1/1/2026 - 12/31/2026

Step 4. Click Save.

SaveCancel

HRSA Timeframes for HIVQM Export

Year *:2026

Reporting Period *:10/1/2025 - 9/30/2026

JPROG

2026-09-09

7

Check the Results

Check the report results before you export the HIVQM file. Open the report in a new tab or run it as a PDF.

Change

Open In New Tab

PDF

CSV

List View

Set

Performance Measure Settings

Parameters

Performance Measure Group *: HAB Core Performance Measures Group

End Date: 09/30/2026

HIVQM Format: ☒

The report shows the provider ID, provider name, software name, measure ID, and other information for each measure.

Performance Measure Group: HAB Core Performance Measures Group HIVQM Format As of: 9/30/2026

Selection:

Provider I...	Provider Name:	Software Na...	Measure ID:	Measure name:	Report S...	Report ...	Report ...	Recor...	Nume.
12345	AZ HIV Community ...	CAREWare	Core04	HAB: Gap in HIV medical visits	10/01/2025	09/30/2026	09/09/2026	22	5
12345	AZ HIV Community ...	CAREWare	Core01	HAB: HIV viral load suppression	10/01/2025	09/30/2026	09/09/2026	22	1
12345	AZ HIV Community ...	CAREWare	Core02	HAB: Prescription of antiretro...	10/01/2025	09/30/2026	09/09/2026	22	4
12345	AZ HIV Community ...	CAREWare	Core05	HAB: Annual Retention in Care	10/01/2025	09/30/2026	09/09/2026	22	0
12345	AZ HIV Community ...	CAREWare	Core03	HAB: HIV medical visit frequ...	10/01/2025	09/30/2026	09/09/2026	22	0

Export the File for HIVQM Reporting

The EHBs require HIVQM data in a specific CSV format. Turn on HIVQM Format before you export the file.

Step 1. Click Change in Performance Measure Settings.

Change

Open In New Tab

PDF

CSV

List View

S

Performance Measure Settings

Parameters

Performance Measure Group *: HAB Core Performance Measures Group

End Date: 09/30/2026

HIVQM Format: ☒

Step 2. Select HIVQM Format.

SaveCancel

Performance Measure Settings

Parameters

Performance Measure Group *:

HAB Core Performance Measures

End Date:

09/30/2026

HIVQM Format:

☒

Step 3. Click Save.

SaveCancel

Performance Measure Settings

Parameters

Performance Measure Group *:

HAB Core Performance Measures

End Date:

09/30/2026

HIVQM Format:

☒

Step 4. Click CSV to export the report.

ChangeOpen In New TabPDFCSVList ViewSet to La

Performance Measure Settings

Parameters

Performance Measure Group *:

HAB Core Performance Measures Group

End Date:

09/30/2026

HIVQM Format:

☒

How to Confirm It Worked

- The CSV file downloads without an error.
- The report includes the selected measures and reporting period.
- The report results match the values you reviewed in CAREWare.

Troubleshooting and Common Questions

Why is a measure missing from the report?

Select the group, click Select Performance Measures, and make sure the measure is selected. Save the group and run it again.

Why is the reporting period wrong?

Click Change, select Set HRSA Submission Timeframe, choose the correct year and period, and save the settings.

When should I select HIVQM Format?

Select HIVQM Format to create the CSV file for upload to the EHBs.

Related References

Document	Use it for
Performance Measures	Running, creating, and modifying performance measures in CAREWare.
Performance Measure Groups	Creating and managing performance measure groups.
HIVQM Instruction Manual	Learning how to submit HIVQM performance measure data in the EHB.
HRSA-Defined Performance Measures	Reviewing the HRSA HAB performance measure portfolio, including Core, All Ages, Adolescent and Adult, Children, HIV-Exposed Children, Medical case Management, Oral Health, ADAP, and Systems-Level.