

Performance Measure Groups

Purpose	Create, run, review, and export a group of performance measures.
Who should do this	CAREWare staff who manage Clinical Quality Management or HIVQM reports .
Use this guide when you need to	Build a measure group, set a reporting period, review results, or export an HIVQM file.
Main warning	For HIVQM reporting, select only the measures submitted through the Electronic Handbook.

Quick path

Reports > Performance Measures > Performance Measure Groups

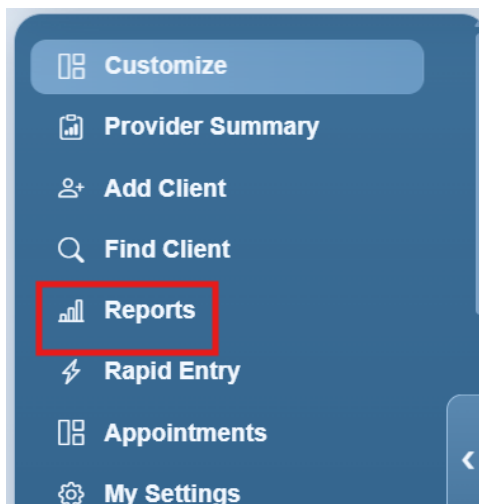
Important: The [HIVQM export](#) must use the required reporting period and HIVQM Format before you create the CSV file.

Before You Begin

- Be familiar with [performance measures](#) in CAREWare.
- For HIVQM submission through the Electronic Handbooks (EHB), review instructions for [HIVQM Setup](#).

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.

 **Performance Measures**

Create an export containing performance measure configura

Setup Client Tab
Configure the performance measure tab within the client rec

Performance Measure Groups
Manage Performance Measure Groups

Create or Add Measures to a Group

Step 1. Click Add.

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

Performance Measure Export Groups

Search:

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Go to page entries

Group Name

Core01 by Aqe

Performance Measure Export Groups Menu Options

Button	What it does
Evaluate	Run all performance measures in the selected group.
Add	Create a new performance measure group.
Edit	Change 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	Show or hide columns in the list of performance measure groups.

Step 2. Enter a name for the group.

SaveCancel

Performance Measure Export Groups

Group Name

New PM Group

Step 3. Click Save.

SaveCancel

Performance Measure Export Groups

Group Name

New PM Group

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

EvaluateAddEditDeleteSelect Performance MeasuresBack

Performance Measure Export Groups

Search:

<<<1234567>

Group Name

New PM Group

Step 5. Check each performance measure you want to include.

SaveCancelPrint or Export

Performance Measure

Search:

Member	Mea
☒	ffff 000
☒	ffff 000
☒	ffff 000
☒	ffff 000

Important: For HIVQM reporting, choose the measures that will be submitted through EHB. See [HIVQM Setup](#) for more information.

JPROG2026-09-114

Step 6. Click Save.

SaveCancelPrint or Export

Performance Measure

Search:

Member	Mea
☒	fffff 000
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Run the Group of Measures

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

EvaluateAddEditDeleteSelect

Performance Measure Export

Search: <<<

Group Name

New PM Group

Step 2. Select Change to edit the Performance Measure Group and End Date. Check the box for [HIVQM Format](#) if the report is being submitted in the EHB.

ChangeOpen In New TabPDFCSVList ViewSet to Last 365 DaysSet HRSA Submission TimeframeBack

Performance Measure Settings

Parameters

Performance Measure Group *: New PM Group

End Date: 09/30/2026

HIVQM Format: ☒

Performance Measure Settings Menu Options

Option	What it does
Change	Set a specific begin and end date.
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.
List View	View the report in CAREWare and open client lists for each measure.
Set to Last 365 Days	Use the most recent 365-day period.
Set HRSA Submission Timeframe	Choose the year and reporting period for HIVQM reporting.
Back	Return to the list of performance measure groups.

Select a Date Range for the Report

You can use a specific end date, the last 365 days, or the HRSA submission timeframe for HIVQM reporting.

Use a Specific End Date

Step 1. Click Change.

[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. Select the End Date.

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

Performance Measure Settings

Parameters

Performance Measure Group *:

End Date: 

HIVQM Format: ☒

Step 3. Click Save.

Save

Cancel

Performance Measure Settings

Parameters

Performance Measure Group *

Core01 by Age

End Date:

09/30/2026

HIVQM Format:

☒

Use the Last 365 Days

Step 1. Click Set to Last 365 Days.

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 *

Core01 by Age

End Date:

09/30/2026

HIVQM Format:

☒

Use the HRSA Submission Timeframe

Important: Use this option for preparing the HIVQM report that is submitted through EHB. See [HIVQM Setup](#) 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 *

Core01 by Age

End Date:

09/30/2026

HIVQM Format:

☒

Step 2. Choose the report year.

SaveCancel

HRSA Timeframes for HIVQM Export

Year *:2026

Reporting Period *:

Step 3. Select the Reporting Period.

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.

Save

Cancel

HRSA Timeframes for HIVQM Export

Year *:2026

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

Check the Results

Run the report as a PDF or open it in a new browser tab.

Change

Open In New Tab

PDF

CSV

List View

Set to Last 365 Days

Set HRS...

Performance Measure Settings

Parameters

Performance Measure Group *:

Core01 by Age

End Date:

09/30/2026

HIVQM Format:

☒

The report shows the numerator, denominator, and percentage for each measure.

Performance Measure Group: Core01 by Age HIVQM Format As of: 9/30/2026

Selection:

Provider I...	Provider Name:	Software Na...	Measure ID:	Measure name:	Report S...	Report...	Report...	Recor...	Nu
12345	AZ HIV Community ...	CAREWare	Core01a	HAB: HIV viral load suppressi...	10/01/2025	09/30/2026	09/11/2026	23	
12345	AZ HIV Community ...	CAREWare	Core01y	HAB: HIV viral load suppressi...	10/01/2025	09/30/2026	09/11/2026	23	
12345	AZ HIV Community ...	CAREWare	Core01g	HAB: HIV viral load suppressi...	10/01/2025	09/30/2026	09/11/2026	23	
12345	AZ HIV Community ...	CAREWare	Core01b	HAB: HIV viral load suppressi...	10/01/2025	09/30/2026	09/11/2026	23	
12345	AZ HIV Community ...	CAREWare	Core01e	HAB: HIV viral load suppressi...	10/01/2025	09/30/2026	09/11/2026	23	
12345	AZ HIV Community ...	CAREWare	Core01h	HAB: HIV viral load suppressi...	10/01/2025	09/30/2026	09/11/2026	23	
12345	AZ HIV Community ...	CAREWare	Core01c	HAB: HIV viral load suppressi...	10/01/2025	09/30/2026	09/11/2026	23	
12345	AZ HIV Community ...	CAREWare	Core01d	HAB: HIV viral load suppressi...	10/01/2025	09/30/2026	09/11/2026	23	

Real-Time Lookup List View

Step 1. Select List View.

Change

Open In New Tab

PDF

CSV

List View

Set to Last 365 Days

Performance Measure Settings

Parameters

Performance Measure Group *:

Core01 by Age

End Date:

09/30/2026

HIVQM Format:

☒

CAREWare displays a table with the measure ID, measure name, report start date, reports end date, number of records reviewed, number of clients in the numerator, and number of clients in the denominator.

Client List

Back

Print or Export

Column visibility

Copy

Performance Measure Export Group

Search:

<<

<

1

2

>

>>

Go to page

1

5

 entries per page Showing 1 to 5 of 8 entries

Measure ID	Measure name	Report Start Date	Report End Date	Records Reviewed	Numerator	Denominator
Core01g	HAB: HIV viral load suppression 55-64	10/01/2025	09/30/2026	23	0	1
Core01b	HAB: HIV viral load suppression 13-18 yrs	10/01/2025	09/30/2026	23	0	0
Core01a	HAB: HIV viral load suppression <13 yrs	10/01/2025	09/30/2026	23	0	1
Core01c	HAB: HIV viral load suppression 19-24 yrs	10/01/2025	09/30/2026	23	0	0
Core01h	HAB: HIV viral load suppression 65+ yrs	10/01/2025	09/30/2026	23	1	1

Step 2. Select a performance measure and select Client List.

Client List

Back

Print or Export

Column visibility

Performance Measure Export Group

Search:

<<

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1

2

>

>>

Measure ID	Measure name
Core01g	HAB: HIV viral load suppression 55-64
Core01b	HAB: HIV viral load suppression 13-18 yrs
Core01a	HAB: HIV viral load suppression <13 yrs

Performance Measure Export Group Menu Options

Button	What it does
Client List	Displays a client list for the selected performance measure.
Back	Returns to Performance Measure Settings.
Print or Export	Print or export a list of the measures with client counts.

Step 3. Select Edit to change the settings for the client list.

[Edit](#)
[Today](#)
[Create Client List](#)
[Back](#)

Performance Measure Client List Settings

Performance Measure:

As Of Date:

Performance Measure Section:

Output Format:

Performance Measure Client List Settings Menu Options

Button	What it does
Edit	Edit the settings for the name of the Performance Measure, As Of Date, Performance Measure Section, and Output Format.
Today	Set the As Of Date to today's date.
Create Client List	Displays the client list for the performance measure.
Back	Return to the Performance Measure Export Group list.

Step 4. Select Save.

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

Performance Measure

Performance Measure:

Step 5. Select Create Client List.

EditTodayCreate Client ListBack

Performance Measure Client List Settings

Performance Measure:

HAB: HIV viral load suppression 55-64

As Of Date:

09/01/2026

Performance Measure Section:

In Denominator

Output Format:

Real-time lookup list

CAREware displays a real-time lookup list of clients or a printable list.

How to Confirm It Worked

- The group appears in Performance Measure Export Groups.
- The report shows a numerator, denominator, and percentage for each measure.
- For HIVQM reporting, the CSV file downloads after you select HIVQM Format and the correct reporting period.

Troubleshooting and Common Questions

Why is a measure missing from the report?

Open Select Performance Measures and confirm that the measure is checked for the group.

Why is the report using the wrong dates?

Open Performance Measure Settings. Use Change, Set to Last 365 Days, or Set HRSA Submission Timeframe to set the correct period.

Why is the HIVQM export not ready for upload?

Confirm that you selected HIVQM Format and the correct HRSA submission timeframe before creating the CSV file.

Related References

Document	Use it for
HIVQM Setup	Create a CSV file with specific performance measures to submit through the EHB.
Performance Measures	Understand how performance measures work in CAREWae.