

Create Aggregate Report

Purpose	Run one performance measure for several comparison dates.
Who should do this	CAREWare users who review performance measure trends.
Use this guide when you need to	Compare the same measure across equal periods of time.
Main warning	The period setting changes each As of Date. It does not replace the date spans built into the measure.

Quick path

Reports > Performance Measures > Create Aggregate Report > choose a measure > Use Selected

Important: The Number of Days in Each Period counts backward to set the next As of Date. The measure still uses its own filter date spans to decide which records are included.

Before You Begin

- Aggregate reports run the same performance measure over multiple periods of time using a different As of Date.
- Use aggregate reports to compare clinical outcomes over time, which helps measure the efficacy of your quality improvement efforts.

Create the report

Step 1. Click Reports.

Step 2. Click Performance Measures.

Step 3. Click Create Aggregate Report.

Performance Measures

Create Client List

Examine clients in the performance measure sections

Create Aggregate Report

Track results for a performance measure over time

Step 4. Select the performance measure you want to run.

Step 5. Click Use Selected.

Use Selected

Back

Print or Export

Column visibility

Aggregate Report

Search:

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Go
page

Code	Name
HAB01	Two Primary

Aggregate Report Menu Options

Button	What it does
Use Selected	Use the selected performance measure for the aggregate report.
Back	Return to the Performance Measures menu.
Print or Export	Print or export a list of the performance measures.
Column Visibility	Show or hide columns in the list of performance measures.

Step 6. Click Edit.

Edit

Today

Open In New Tab

CSV

Back

Performance Measure Aggregate Setting

Performance Measure:

Two Primary Care visits>= 3mos Apart

As Of Date:

12/31/2024

Number of Periods to Compare:

2

Number of Days In Each Period:

365

Step 7. Select an As of Date. This is the end date for the first report period.

Step 8. Enter the Number of Periods to Compare.

Step 9. Enter the Number of Days in Each Period.

TIP

The period length controls the comparison dates. It does not change the date spans inside the performance measure.

Step 10. Click Open in New Tab to view the results on a separate browser tab or click CSV to download a CSV file.

Step 11. Click View Report.

Review the Results

The report shows one result for each period. Each earlier As of Date is calculated by counting backward the number of days you entered.

Aggregate Performance Measure Report

HAB01 - Two Primary Care visits >= 3mos Apart

Selection: AZ HIV Community Services

<u>As Of Date:</u>	<u>Numerator:</u>	<u>Denominator:</u>	<u>Percent:</u>
12/31/2024	3	8	37.50%
01/01/2024	1	9	11.11%

TIP

If you run the report in Central Administration, click **Select Providers** to choose which providers are included.

How to confirm it worked

- The report lists the performance measure you selected.
- The number of result groups matches the Number of Periods to Compare.
- Each result has an As of Date separated by the Number of Days in Each Period.

Troubleshooting and common questions

Why are the dates not exactly one calendar year apart?

CAREWare counts backward by the exact number of days you entered. Leap years can shift a date by one day.

Why does a 90-day report still use records from a full year?

The 90-day setting controls the As of Dates. The date spans built into the measure still control which records are included.

Why can I select providers?

The Select Providers option is available when you run the report from Central Administration. Use it to choose which provider data is included.

Related references

Document	Use it for
Performance Measures	Learn how to run and review a single performance measure.