Oregon Health Authority - HIV Community Services Program

CAREware Data Category Definitions:

Enrollment Status Guidance (Found on Services Tab):

The enrollment status should be kept current:

- Removed indicates that the client was removed from your agency due to violation of rules.
- Relocated indicates that the client has moved out of the Part B Service area (to the Part A service area/Portland metro area or out of state or country).
- Incarcerated indicates that the client is serving a criminal sentence in a correctional institution (prison or jail)
- Referred or discharged indicates that you have
  - Referred the client to another Part B funded provider.
  - Closed the client because he/she requested closure from case management.
  - Lost contact with a client and they are considered to be “lost to follow up”.
  - Been notified that client is deceased.
- Active indicates that a client is currently enrolled in case management and will be continuing in the program.
- Unknown – Do not use.

Insurance Data Entry Guidance (Found on Annual Tab):

Report all sources of health insurance the client had for any part of the reporting period.

- Private means health insurance plans such as BlueCross/BlueShield, Kaiser Permanente, and Aetna. If a client is insured by OMIP or FMIP, they are considered to have private insurance.
- Medicare is a health insurance program for people 65 years of age and older, some disabled people under 65 years of age, and people with end-stage renal disease (permanent kidney failure treated with dialysis or a transplant).
- Medicare Part A – Hospital coverage, B – Other Medical care, D – Drug coverage
- Medicaid is a jointly funded, Federal–State health insurance program for certain low-income and needy people. The Oregon Health Plan (OHP) is funded by Medicaid.
- Other public means other Federal, State, and/or local government programs providing a broad set of benefits for eligible individuals. Examples include State-funded insurance plans, military health care (TRICARE), State Children’s Health Insurance Program (SCHIP), Indian Health Service, and Veterans Health Administration.
- No insurance means the client did not have insurance to cover the cost of services at any time during the reporting period, the client self pays, or services are covered by RWHAP funds.
- Other insurance means client has an insurance type other than those listed above.
- Unknown means the primary source of medical insurance is unknown and not documented.
- If the “Unknown” option is reported, no additional options may be reported.
- High Risk Insurance Pool such as FMIP (Federal Medical Insurance Pool) or OMIP (Oregon Medical Insurance Pool).

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**Housing Arrangement Guidance (Found on Annual Tab):**

Report the housing status of the client as:

**Stable Permanent Housing includes the following:**
- Renting and living in an unsubsidized room, house, or apartment.
- Owning and living in an unsubsidized house or apartment.
- Unsubsidized permanent placement with families or other self-sufficient arrangements.
- OHOP funded housing
- Subsidized, non-HOPWA, house or apartment, including Section 8, the HOME Investment Partnerships Program, and Public Housing.
- Permanent housing for formerly homeless persons, including Shelter Plus Care, the Supportive Housing Program (SHP), and the Moderate Rehabilitation Program for SRO Dwellings (SRO Mod Rehab).
- Institutional setting with greater support and continued residence expected (psychiatric hospital or other psychiatric facility, foster care home or foster care group home, or other residence or long term care facility).

**Temporary Housing includes the following:**
- Transitional housing for homeless people.
- Temporary arrangement to stay or live with family or friends.
- Temporary placement in an institution (hospital, psychiatric or substance abuse treatment facility or detox center).
- Hotel or motel paid for without emergency shelter voucher.

**Unstable Housing Arrangement includes the following:**
- Emergency shelter, a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings, including a vehicle, an abandoned building, a bus/train/subway station/airport or anywhere outside.
- Jail, prison, or a juvenile detention facility.
- Hotel or motel paid for with an emergency shelter voucher.

**Unknown:**
- The client's housing status is unknown or was not reported.

**Referral Status Guidance (Found on Referrals Tab):**
- Pending – Status of all new referrals. If referral is pending, follow up with the client every two weeks with regards to the status.
- Completed – When you have evidence that client has made initial contact with the agency to which you referred the client.
- Lost to Follow up – After a reasonable amount of time, or a maximum of 3 months, during which time you have been unable to verify the outcome of the referral.
- Rejected – If at any point in the referral process, the client informs you that they no longer need or desire the referral you provided.

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