This is a quick guide to show you how to include/view shared Service, Clinical, and Case Note data from other providers within CAREWare.

**Custom Reports**

Check one or more of the desired data scopes, then select the specific report > Set timeframe > Run Report to include shared data.
Custom Reports – Filter (The filter when building a custom report is used to determine which data sets will be included or excluded from your report.)

In the filter, change “Domain Wide” to “Yes” to include shared data for a specific filter.
Ryan White HIV/AIDS Program Services Report (RSR)

Check “Domain Wide Lab Data” to include shared lab data.
Encounters

By default, the checkbox “Only show data for this provider” will be checked, if you want to see data from other providers simply uncheck this box.
Case Notes

Uncheck “Only show this provider” to include shared Case Notes.

If you have any questions or concerns please contact Barry or Cody through the general mailbox at MDHHS-CAREWARESUPPORT@michigan.gov.

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