## CAREWare - MMP Participant Report Guide

- Log in to CAREWare from your MiLogin Account (for those with access to multiple agencies/providers, select the appropriate one). To the left of the screen, you'll see the CAREWare user menu (Fig. 1a). Select the *Reports* link.
- 2. This will take you to the **CAREWare Reports** main page (**Fig. 1b**). Select *Custom Reports*. Once you've entered the Custom Reports page, choose *Manage/Run Custom Reports*.

	RSA	CAREWare Reports > Custom Reports Back	
Ryan White & Globa	al HIV/AIDS Programs	Custom Reports	
Customize	Provider Summary	Manage/Run Custom Reports	Run Or mana
Provider Summary Add Client Find Client	Provider Sum New C	Export Custom Reports	Export custo
Reports Rapid Entry	In Nu	Import Custom Reports from an xml file	Import custor
Appointments My Settings	100 90		
System Information System Messages	80 970 87 60		

Figure 1.

3. You will see a list of all the available reports (**Fig. 2**). To narrow down the options, begin typing "*MMP Participants*". Once the desired report is visible, highlight it with the cursor and select *Manage Run*.

CAREWare Reports > C	ustom Repor	ts > Manage/R	un Custo	om Repor	rts
Manage / Run Add	Delete Ma	ke Read Only	Back	Help	Print or Export
Manage/Run	Custo	m Repo	rts		
Search: mmp					
Name	CrossTab	Report Type	De	scription	Read Only
MMP Survey Participants		Custom Subfor	m		
		Figure 2.			

- 4. From the **MMP Survey Participants** page, select *Run Report*.
- 5. You are almost ready to run the report. Check the report's parameters. You'll find the report's parameters may need to be edited. It should look like the screenshot below (**Fig. 3**):

CAREWare Reports > Custom Reports > Ma	anage/Run Custom Reports > MMP S
Open in New Tab PDF CSV CSV V	Vith Specs Excel Save to My Re
Run Report	
	Parameters
Date From:	
Date Through:	06/01/2023
Clinical Review Year:	
Show New Clients only:	
Show Clients With Service only:	
Show Specifications:	
Sum Numeric Fields:	
	Domain Sharing Settings
Show Shared Service Records:	
Show Shared Clinical Records:	
Show Shared Custom Subform Records:	
Show Shared Case Notes:	

6. To run the report, choose *PDF* (this option will allow you to easily download and/or print the report if needed). A text box with this 
icon will appear in the top-right corner of the screen. This means the report is being generated. This may take several minutes.
7. When this 
icon appears, it signals the report has been generated. Select the View.

report has been generated. Select the *View MMP Survey Participants* link in the text box (**Fig 4**).

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Report generation complete.	
View MMP Survey Participants	
Figure 4.	

A PDF of the report will open in a new window (Fig 5). The report will include:

- the client's demographic information,
- *if they were selected,*
- if they declined to participate, and
- the date the survey was completed/declined.

Data Scope:		CENTR	AL IMPORT	S				
Report Start	Date:	06/12/2023						
Report End Date:		06/15/2023						
Report Crite	ria:	Select	ed for 2023 I	Medical Monit	toring Project (Me	dical Monitoring Project) = Yes		
LastName:	First Name:	Client ID:	DOB:	Gender:	Selected for MMP:	Client Declined Participation:		
Test	Cody	XXXXXXXXX	01/01/1990	Male	Yes	No		
						Number of Records : 1		
						(Count is unduplicated across providers)		
* - Restricted	l Field							

To find MMP information in the client's records, pull up the client's profile and click the Medical Monitoring Project link that can be found near the bottom of the menu on the left. (Fig 6).



Figure 6.

You'll see an entry in the subsequent screen if the client was selected (Fig 7). Highlight the entry and click the View link. This will bring up the MMP form (Fig 8).

Medica	I Moi	nitoring	I Project	:			
Search:							]
Date Úpdated	Se From	the Medical I	MMP Custom R	eport Guide	C	Su	Provider
06/01/2023	Ye Every Some If you If you If you	year, the MDH of your clients r client has con see that your need MMP te	https://www.mich	igan.gov/docur			CENTRAL IMPORT
	ii you						

There's a message from the MMP team and a link that will take you to the MDHHS MMP website, which will provide additional information and resources.

dit Back		
View		
Selected for 2023 Medical Monitoring Project:		
From the Medical Monitoring Project:	Every year, the MDHHS HIV Surveillance team participates in the Medical Monitoring Project (MWP). This project is a nationwide initiative designed to learn more about the experiences and needs of people living with HTV; and to inform policy, healthcare and advocacy efforts. Some of your clients may have been randomly chosen to participate this year. To help identify these clients, a custom report has been created in CAREWare. Steps to running the report can be found in the Custom Report Guide. Follow the link below to download these instructions. If your client has completed the MMP survey, you will see a completion date on the report list and in the MMP Information tab found on the	•
MMP Custom Report Guide:	https://www.michigan.gov/documents/mdhhs/MMP_Survey_Client_List_Instructions	682302 7.pdf
Client Declined Participation:		
Survey Completed/Declined Date:		

If you see that your client has been selected for the MMP interview, but the survey has not been completed, please contact Donnie Walker at **(517) 242-7296.** to facilitate a connection between your client and the MMP to discuss their potential participation. The interview lasts about an hour and the client receives a \$75gift card at the end. This survey cycle will close on **April 15, 2025**.

Thank you, in advance, for your assistance in helping MDHHS obtain the highest response rate possible for this important work!

If you need MMP team assistance, please contact Donnie Walker at WalkerD24@michigan.gov or (517) 242-7296.

If you need CAREWare assistance, please contact Toyin Olumolade at OlumoladeT@michigan.gov or (**517) 894-2475**.