

CAREWare - MMP Participant Report Guide

1. 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](#).

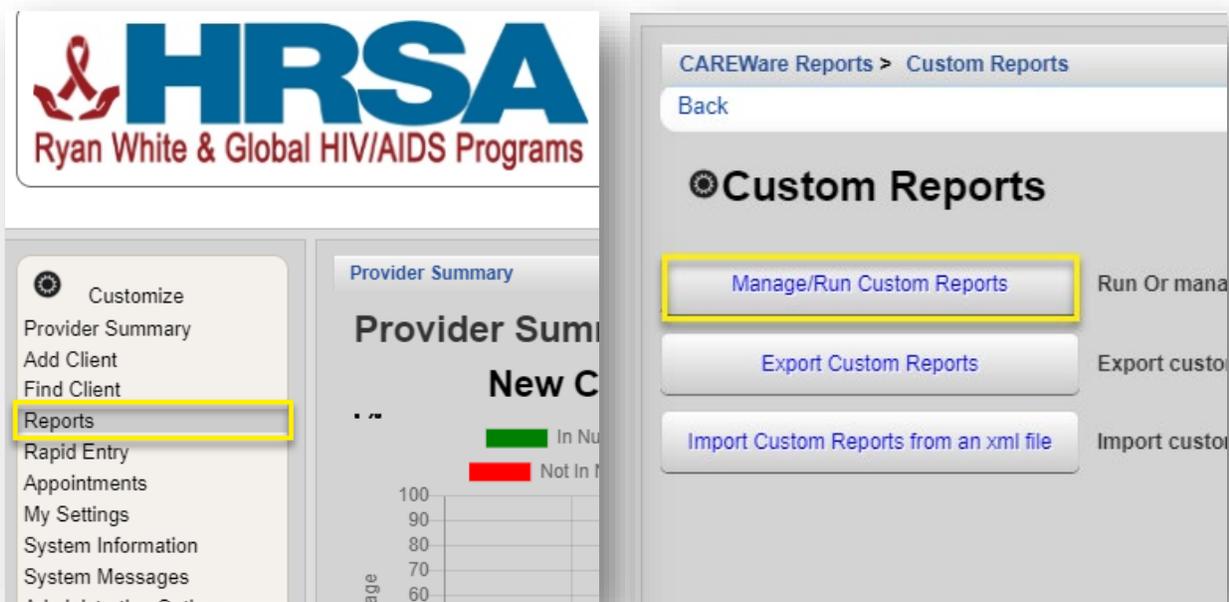


Figure 1.

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](#).

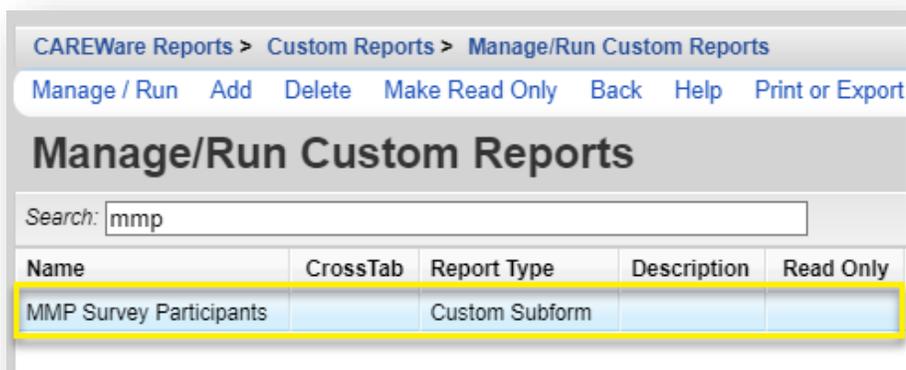


Figure 2.

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 > Manage/Run Custom Reports > MMP S

Open in New Tab PDF CSV CSV With Specs Excel Save to My R

Run Report

Parameters

Date From:

Date Through:

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 MMP Survey Participants](#) link in the text box (Fig 4).

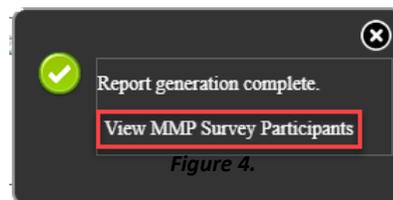


Figure 4.

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.*

MMP Survey Participants

Data Scope: CENTRAL IMPORTS

Report Start Date: 06/12/2023

Report End Date: 06/15/2023

Report Criteria: Selected for 2023 Medical Monitoring Project (Medical Monitoring Project) = Yes

<u>Last Name:</u>	<u>First Name:</u>	<u>Client ID:</u>	<u>DOB:</u>	<u>Gender:</u>	<u>Selected for MMP:</u>	<u>Client Declined Participation:</u>
Test	Cody	XXXXXXXX	01/01/1990	Male	Yes	No

Number of Records : 1
(Count is unduplicated across providers)

* - Restricted Field

Figure 5.

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).

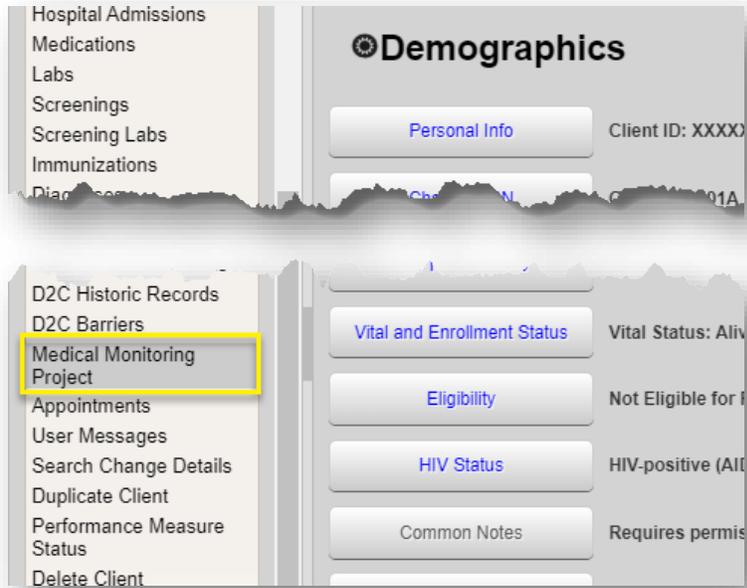


Figure 6.

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).

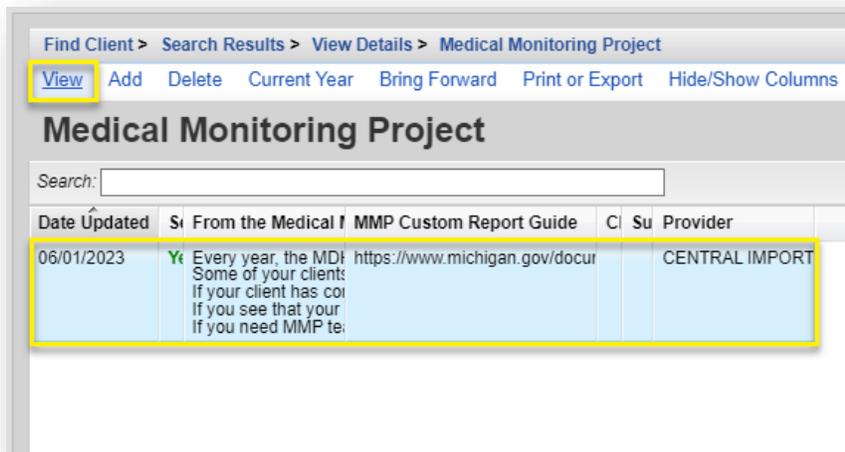


Figure 7.

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.

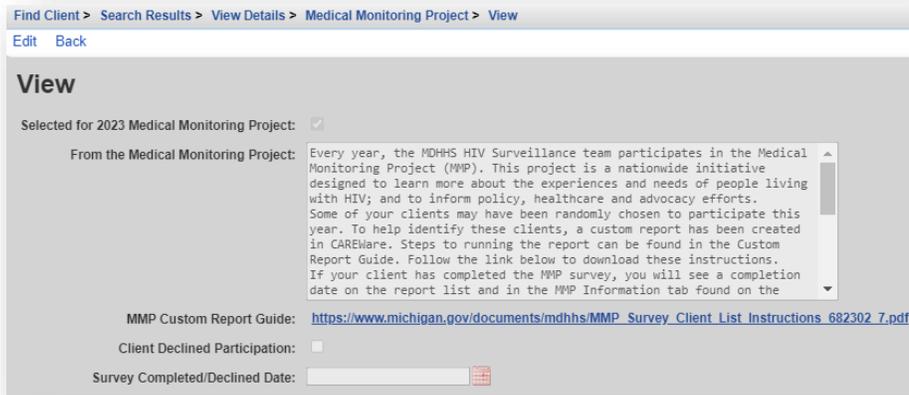


Figure 8.

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**.*