

CAROLINA FAMILY HEALTH CENTERS, INC. PROCEDURE

TITLE: RW-100.07 Data Reporting and Management

EFFECTIVE DATE: June 6, 2023

SECTION: Ryan White

REFERENCE POLICY: RW-100 Ryan White Program

RESPONSIBLE CHIEF OF STAFF: Chief Medical Officer

RESPONSIBLE COMMITTEE: Medical CIT

REVIEWED: 01/06/2026

I. PURPOSE

The purpose of this procedure is to outline how Ryan White data is collected, validated, reported, and managed at Carolina Family Health Centers, Inc. (CFHC, Inc.)

II. PROCEDURE

CFHC, Inc. collects, validates, reports, and manages Ryan White data through a free, electronic health and social support services information platform called CAREWare. CFHC, Inc. abides by all of the rules for CAREWare utilization outlined in our Ryan White executed contracts, which include hardware, web application, security, data, and training.

The CAREWare dataset is the property of the state of North Carolina. The HIV Care Program and the Epidemiology Section (IT Staff) work with CFHC, Inc. to ensure maximum access to and control of this dataset, including control and delineation of permission rights and use of the State CAREWare server.

All required patient data, including demographics, services, annual review, and encounters, are entered in CAREWare within 30 days of receipt of any of the aforementioned information. Data is collected by the Continuous Quality Improvement (CQI) Associate and entered into CAREWare on a monthly basis for the medical providers and licensed clinical social workers. Case managers and peer counselors are responsible for entering their own data into CAREWare within the required 30 days from the date of service.

Every employee entering data into CAREWare receives mandatory training by the CAREWare program coordinator through the HIV Care Program at the North Carolina Division of Public Health Communicable Disease Branch.

The data is validated by the CQI Associate through performing monthly audits on the data entered. The monthly audit evaluates the patient's eligibility, patient name, date of birth, CAREWare entry, and confirmation of appropriate service entry.

The required data is reported to grant funding agencies and used to assist with management of continuous improvement projects. The CQI Associate uses CAREWare for Ryan White Services Report (RSR) and the Health Resources and Services Administration HIV/AIDS Bureau (HAB)

performance measures. Data is managed by the CQI Associate, Ryan White Program Manager, and the Director of Ryan White Program at CFHC, Inc.

CFHC, Inc. uses the electronic health record system, internal accounting system, and Excel spreadsheets to create financial statements.

Data reporting and management for emergency preparedness are outlined in *RM-200 Emergency Preparedness Plan*.

Upon initiation of treatment at CFHC, Inc., patients sign the general consent form and receive a copy of the HIPAA notice of privacy Practices. Language within these documents notifies patients that CFHC, Inc. shares protected health information with the health information exchange (HIE), entities, and regulatory bodies as allowed by HIPAA and the Coronavirus Aid, Relief, and Economic Security (CARES) Act. CFHC, Inc. provides patients with a mechanism to restrict their information from being shared electronically. Refer to *RM-506.01 Consents and Informed Refusal* and *HIPAA-400.01 Request for Restrictions*.

The Ryan White Case Manager I/II is responsible for the completion of all data sharing documentation (see attachment) in accordance with the Ryan White grants (see *RW-100.0 Medical Case Management*). Attached is the signed data sharing form utilized for all Ryan White patients.

III. ATTACHMENTS

- *Ryan White Permission to Disclose Health Information*