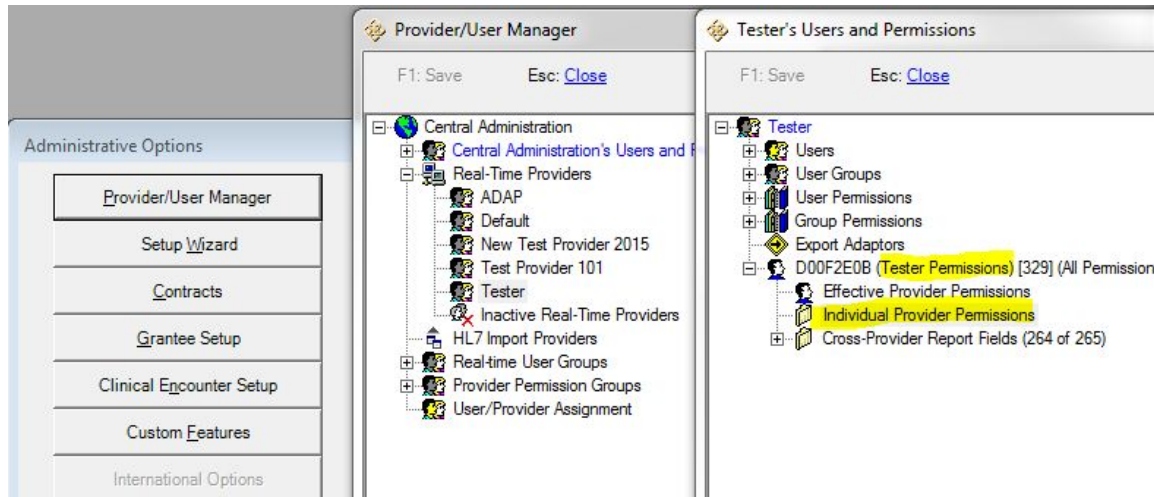


## Eligibility History Instructions

Eligibility Status is used to track the history of client's eligibility for RSR as the client becomes eligible and at times is deemed ineligible for Ryan White Services. This status will be used for RSR reporting and to determine if a client is eligible for Ryan White funded services.

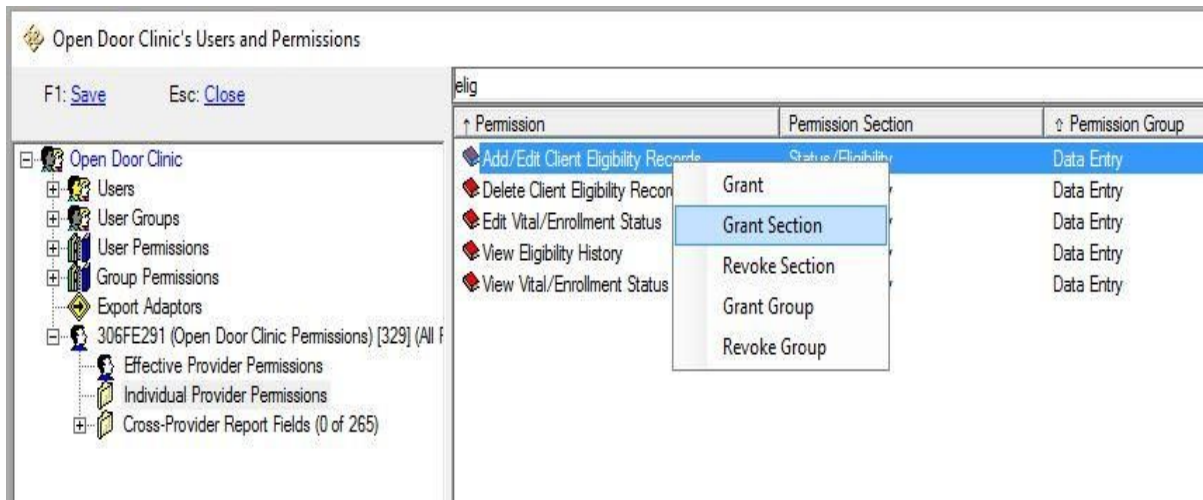
### To grant Eligibility History permissions for a provider domain:

1. Log into the Central Administration domain.
2. Click *Administrative Options*.
3. Click *Provider/User Manager*.
4. Expand *Real-Time Providers*.
5. Right click the provider domain.
6. Click *View Provider*.
7. Expand *Provider permissions*. ("Name of Provider" Permissions)
8. Click *Individual Provider Permissions*.

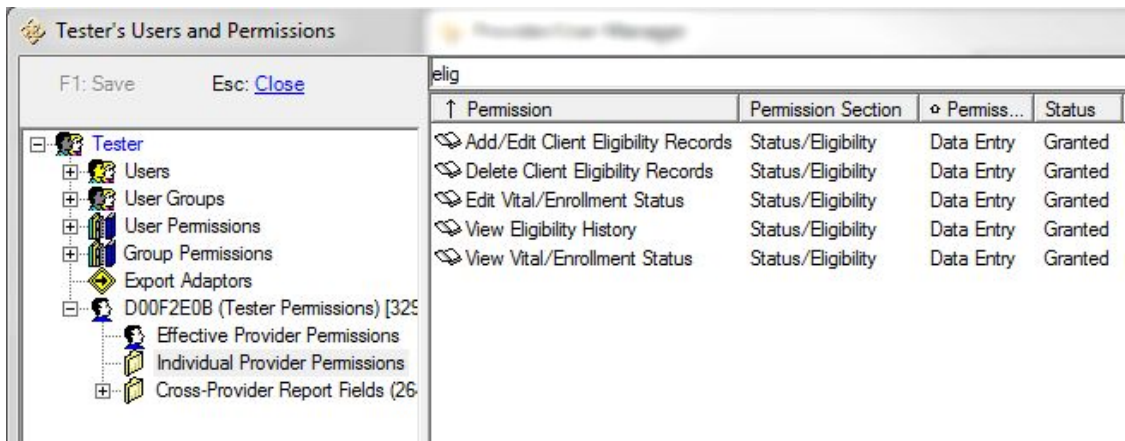


9. Type *elig* in the text box to find the Eligibility permissions.
10. Right-click on one of the permissions.

11. Click *Grant Section*.
12. Click *Save*.



Once these permissions are granted for the provider domain, users for that domain can be granted permission to access the Eligibility History menu.



### To add Eligibility History permissions for a user:

1. Log into the Central Administration domain/ provider domain
2. Click *Administrative Options*
3. Click *Provider/User Manager*
4. Expand *Users*
5. Expand the user name
6. Click *Individual Permissions*
7. Right click on the eligibility permission
8. Click *Grant*
9. Click *Save*.

Permissions for Eligibility Status in the Central Administration domain:

↑ Permission	Permission Section	◊ Permission Group	Status
✎ Edit Client Eligibility Note List	Eligibility	Administration	Granted
🔍 View Eligibility History	Status/Eligibility	Data Access	Granted
🔍 View Vital/Enrollment Status	Status/Eligibility	Data Access	Granted

Permissions for Eligibility Status in the Provider domain:

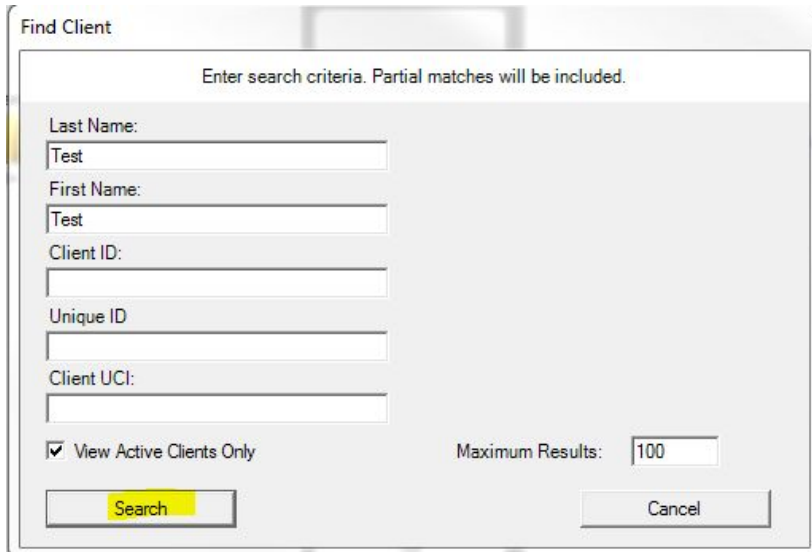
↑ Permission	Permission Section	◊ Permission Group	Status
✎ Add/Edit Client Eligibility Records	Status/Eligibility	Data Entry	Granted
✎ Delete Client Eligibility Records	Status/Eligibility	Data Entry	Granted
✎ Edit Vital/Enrollment Status	Status/Eligibility	Data Entry	Granted
🔍 View Eligibility History	Status/Eligibility	Data Entry	Granted
🔍 View Vital/Enrollment Status	Status/Eligibility	Data Entry	Granted

## To add an eligibility record to the Eligibility History:

1. Click *Find Client*.



2. Type in a client's identifying information and click *Search*.



Find Client

Enter search criteria. Partial matches will be included.

Last Name:

First Name:

Client ID:

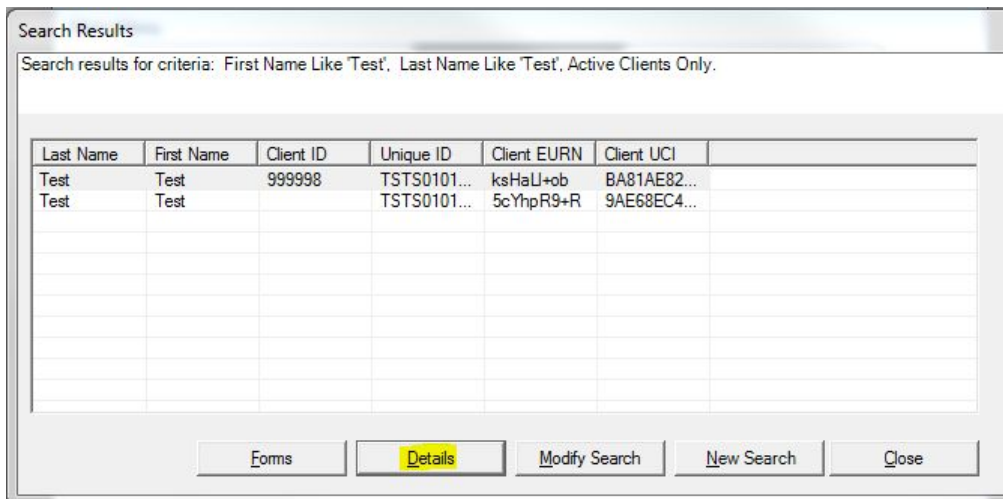
Unique ID:

Client UCI:

View Active Clients Only

Maximum Results:

3. Click on the client's name and click *Details*.



Search Results

Search results for criteria: First Name Like 'Test', Last Name Like 'Test', Active Clients Only.

Last Name	First Name	Client ID	Unique ID	Client EURN	Client UCI	
Test	Test	999998	TSTS0101...	ksHaLI+ob	BA81AE82...	
Test	Test		TSTS0101...	5cYhpR9+R	9AE68EC4...	

A client currently not eligible will have this listed in his or her Eligibility Status.

ge Client	Delete Client	Find List	New Search	Close
HIV C&T   Relations   Custom Tab 1   Case Manger Case Notes   Mental Health				
Enrollment Status:	Enrollment Date:	Eligibility Status		
Active	1/1/2014	Not Eligible for Ryan White		
Vital Status:	Case Closed Date:	<a href="#">Eligibility History</a>		
Alive				
HIV Status:	HIV+ Date:	Est?	AIDS Date:	Est?
HIV-positive (not AIDS)	11/4/2014	<input type="checkbox"/>		<input type="checkbox"/>
HIV Risk Factors:				
Injecting Drug Use				

4. Click *Eligibility History*.

ge Client	Delete Client	Find List	New Search	Close
HIV C&T   Relations   Custom Tab 1   Case Manger Case Notes   Mental Health				
Enrollment Status:	Enrollment Date:	Eligibility Status		
Active	1/1/2014	Not Eligible for Ryan White		
Vital Status:	Case Closed Date:	<a href="#">Eligibility History</a>		
Alive				
HIV Status:	HIV+ Date:	Est?	AIDS Date:	Est?
HIV-positive (not AIDS)	11/4/2014	<input type="checkbox"/>		<input type="checkbox"/>
HIV Risk Factors:				
Injecting Drug Use				

5. Click *Add Record*.

Eligibility History

**Eligibility Records**

F1: [Add Record](#)  
 F2: [Edit Record](#)  
 Del: [Delete](#)  
 Esc: [Close](#)

Search 0 / 0

↓ Date	Is Eligible	• Funding Source	Ryan White
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6. Enter the information in this form and click *Save*.

Date : 1/1/2015    Funding Source: Part A    Is Eligible: Yes

Comment :  
 Client has been eligible this year

[Save](#)    [Cancel](#)

These records can be edited by clicking *Edit Record*.

Eligibility History

Search 1 / 1

↓ Date	Is Eligible	Funding Source	Ryan White
1/1/2015	Yes	Part A	True

F1: [Add Record](#)  
 F2: [Edit Record](#)  
 Del: [Delete](#)  
 Esc: [Close](#)

Once the Eligibility History is updated, the client’s Eligibility Status will change.

Clients can be eligible for multiple funding sources. In this case, they would need separate Eligibility History records for each funding source they are eligible for. For instance, they may be eligible for Part A, which began on 2/1/2015, and Part C services which began on 3/1/2015. A separate Eligibility History record will have to be created for each funding source and date.

The date span in which they are Ryan White Eligible determines which services count for RSR reporting. If they receive a Ryan White funded service before or after an eligibility period, that service will not count toward the RSR report for them, with the exception of Outpatient Ambulatory services. If a client is eligible for Outpatient Ambulatory services any time during the RSR report year, all Outpatient Ambulatory Services will be included in the RSR. For all other services, they are only counted if the service has a service date during the time frame the client is eligible for any funding source.

[Delete Client](#) [Find List](#) [New Search](#) [Close](#)

HIV C&T | Relations | Custom Tab 1 | Case Manger Case Notes | Mental Health

Enrollment Status:  Enrollment Date:  Eligibility Status:

Vital Status:  Case Closed Date:  [Eligibility History](#)

HIV Status:  HIV+ Date:  Est?  AIDS Date:  Est?

HIV Risk Factors:

