

## Overview

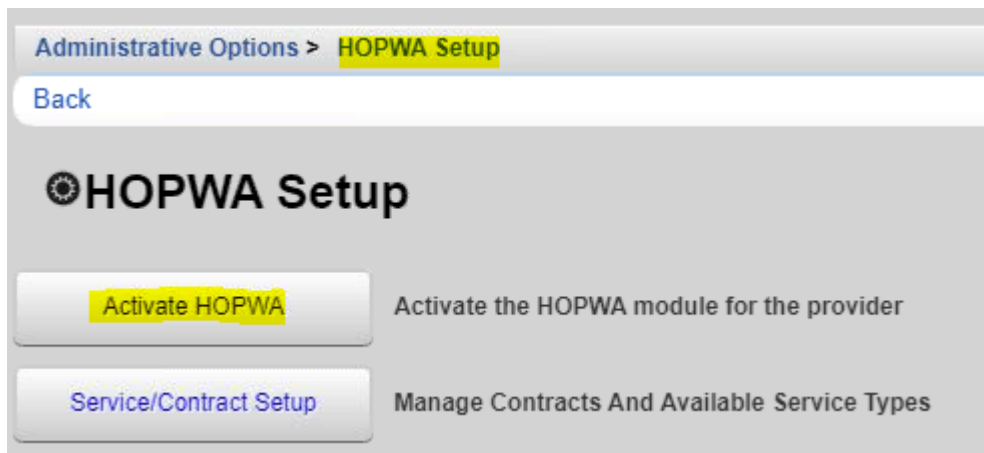
The HOPWA module includes the HOPWA contract, services, custom service fields, and a custom subform that the users can use to enter information for household beneficiaries. There is also a My Reports feature that users can use to store and run HOPWA reports to keep track of all HOPWA services entered through CAREWare.

## Enabling HOPWA

In order to access the HOPWA module, the HOPWA module needs to be enabled and users need necessary permissions. HOPWA can be enabled and its reports run in either Central Administration or the provider.

Follow these instructions to enable HOPWA:

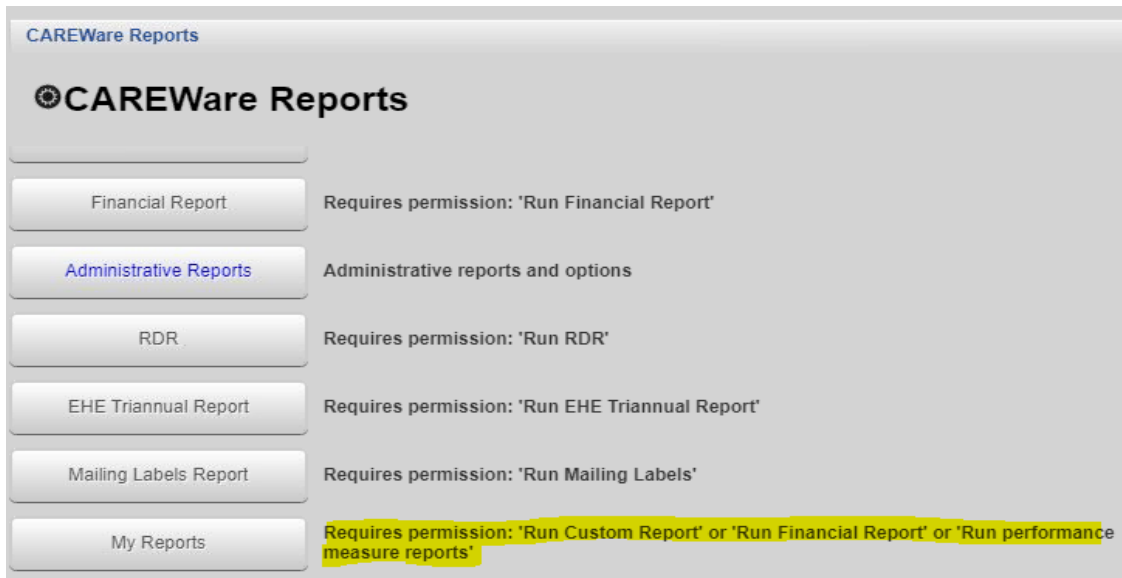
1. Click *Administrative Options*.
2. Click *HOPWA Setup*.
3. Select the *Provider*.
4. Click *Manage Selected*.
5. Click *Activate HOPWA*.



Once enabled, the HOPWA module setup information is added to CAREWare, including a HOPWA contract with active HOPWA subservices.

Permissions important for users related to the HOPWA module include permissions for service and contract setup, reports, and custom fields. Users need the permission *Run Sponsored Custom Fields Wizard* granted in order for the HOPWA Setup option to appear. [Here](#) are instructions for updating permissions for users.

The new permission for the HOPWA Module is *Edit any My Report*. In addition to that permission, users need at least one of the following permissions *Run Custom Report*, *Run Financial Report*, or *Run Performance Measure Reports* to access *My Reports*.



When HOPWA is enabled, CAREWare automatically creates a HOPWA contract, funding source, contract item, and all available pre-defined HOPWA services for that HOPWA contract. It also generates a custom subform labeled Household Beneficiaries. Once HOPWA services are entered for clients, the user cannot disable HOPWA until those services are deleted.

### HOPWA Contract

The HOPWA contract, contract funding, and contract item are all labeled HOPWA when first created. The user can edit the contract name and contract item name, however the funding source must remain the same. The HOPWA contract lacks a contract date span for this contract. Users can enter in a date span and/or create another HOPWA contract with a date span. The HOPWA services are subservices of the Non Care Act services service category.

The pre-defined HOPWA services are:

- H STRMU Enrollment
- H STRMU Update
- H STRMU Exit
- H TBRA Enrollment
- H TBRA Update
- H TBRA Exit
- H Permanent Facility Enrollment
- H Permanent Facility Update
- H Permanent Facility Exit
- H Transitional Facility Enrollment
- H Transitional Facility Update
- H Transitional Facility Exit
- H CF Permanent Facility Enrollment
- H CF Permanent Facility Exit

## Contract Setup

Search:

Contract Name	Start Date	Stop Date	Funding	Central?	Grace Period	Provider
HOPWA	01/01/2018		HOPWA	Yes		tester

## Contract Item Setup

Search:

Contract Item	Subservices	Budget	Allow data ent	Primary Health Ca	Service Category
HOPWA Contract Item	15		Yes		

## Contract Subservice Setup

Search:

Subservice	Service Category	Qty	Price	Active?	Dependency Rules
H CF Permanent Facility Enrollment	Non CARE Act Service	1	\$0.01	Yes	0 dependency rules
H CF Permanent Facility Exit	Non CARE Act Service	1	\$0.01	Yes	0 dependency rules
H Permanent Facility Enrollment	Non CARE Act Service	1	\$0.01	Yes	0 dependency rules
H Permanent Facility Exit	Non CARE Act Service	1	\$0.01	Yes	0 dependency rules
H Permanent Facility Update	Non CARE Act Service	1	\$0.01	Yes	0 dependency rules
H Permanent Housing Placement	Non CARE Act Service	1	\$0.00	Yes	0 dependency rules
H STRMU Enrollment	Non CARE Act Service	1	\$0.01	Yes	0 dependency rules
H STRMU Exit	Non CARE Act Service	1	\$0.01	Yes	0 dependency rules
H STRMU Update	Non CARE Act Service	1	\$0.01	Yes	0 dependency rules
H TBRA Enrollment	Non CARE Act Service	1	\$0.01	Yes	0 dependency rules
H TBRA Exit	Non CARE Act Service	1	\$0.01	Yes	0 dependency rules
H TBRA Update	Non CARE Act Service	1	\$0.01	Yes	0 dependency rules
H Transitional Facility Enrollment	Non CARE Act Service	1	\$0.01	Yes	0 dependency rules
H Transitional Facility Exit	Non CARE Act Service	1	\$0.01	Yes	0 dependency rules
H Transitional Facility Update	Non CARE Act Service	1	\$0.01	Yes	0 dependency rules

## Household Beneficiaries Subform

In order to add client's beneficiaries' records, a custom subform is created when HOPWA is enabled. The subform is labeled *Household Beneficiaries*. In this form, the user can add the client's beneficiary's names, races, ethnicities, and any notes, along with the entry dates.

Administrative Options > Custom Feature Setup > Custom Fields > Custom Subform Tabs

Manage Add Deactivate Move Up Move Down Delete Back Print or Export

### Choose a subform tab to manage

Search:

Active	Tab Name	Date Label	Permissio
Yes	Default	Custom Subform Date	None
Yes	Custom Subform	Custom Subform Date	Subform F
Yes	Custom Subform 2	Custom Subform Date	None
Yes	HOPWA Beneficiaries	HOPWA Date	None

Find Client > Search Results > Demographics > HOPWA Beneficiaries

View Add Delete Current Year Bring Forward Print or Export

### HOPWA Beneficiaries

Search:

HOPWA Date	Name	Race	Hispanic	Notes	HOPWA DOB	HOPWA Income	HOPWA Gender	HOPWA HIV +	Provider
03/01/2022	Richard	American	Yes	HOPW/	03/01/1980	1000	Male	Yes	tester

## Adding HOPWA Services

Adding HOPWA services uses the same methodology as adding any service in CAREWare. [Here](#) are instructions for adding services. The user selects the client with the client find feature in CAREWare and then clicks *Service*. The user may want to have certain HOPWA services precede others. For instance, the user may want to add an enrollment service first, then an update service, then exit. Each service has its own custom controls.

Find Client > Search Results > Demographics > Services

View Add Delete Receipts Help Print or Export

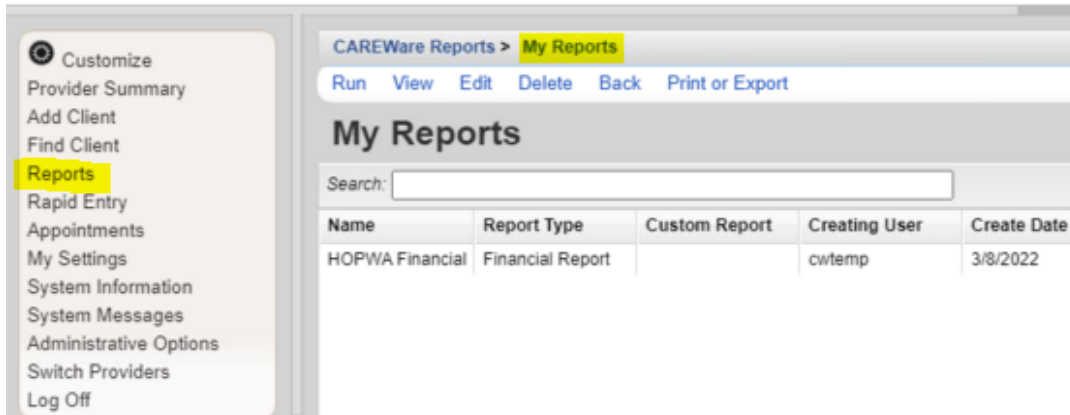
### Services

Search:

Date	Subservice	Contract	Units
08/01/2021	Mental Health Scree	First Contract	1
08/01/2021	Dental Cleaning	First Contract	1
08/01/2021	Nurse Visit	First Contract	1
08/01/2021	Dental	First Contract	1

## My Reports

The HOPWA module includes a new report features called My Reports. Users can save report settings in this single list to easily access reports for HOPWA records.



Clicking a report and then *Run* opens the financial report with the same settings as they were saved. Filtering a financial report by the HOPWA funding source generates a count of clients and service units for HOPWA.

<b>Financial Report</b>			
Saturday, January 1, 2022 through Saturday, December 31, 2022			
<b>Report Criteria:</b>			
Providers:	tester		
Funding Sources:	HOPWA		
Group By Providers:	False		
Include Subservice Detail:	True		
Receipts In Period:	True		
<b>tester</b>			
		Phone:	
		Address:	
Non CARE Act Service	Clients:	Units:	Total:
H Permanent Housing Placement	1	1	\$0.00
Non CARE Act ServiceTotals:	1	1	\$0.00
<hr/>			
Provider Totals:	1	1	\$0.00

For additional instructions for My Reports click [here](#).