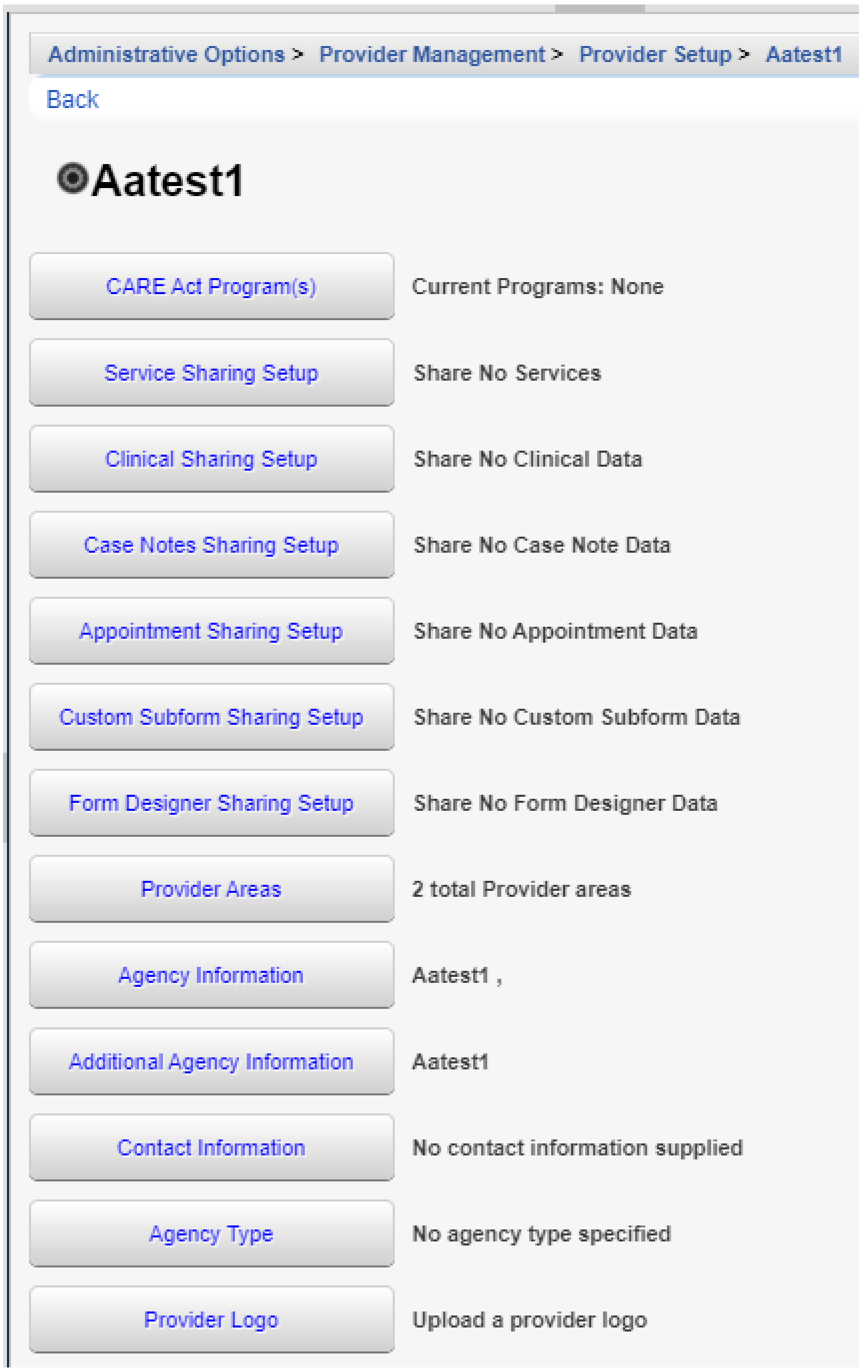
Provider Setup includes settings for Provider funding, data sharing, and agency information. Provider Setup should be completed prior to adding contracts and client data for new providers.

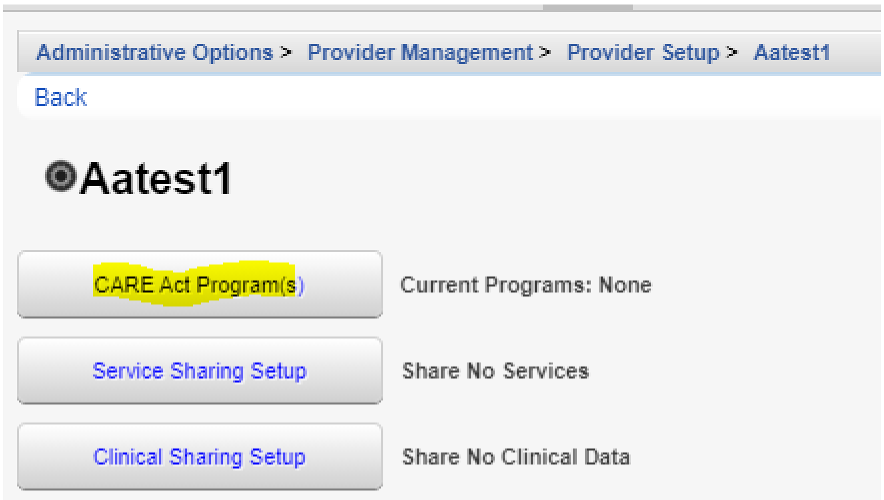
To complete Provider Setup, follow these instructions:

1. Log into Central Administration.
2. Click *Administrative Options*.
3. Click *Provider Management.*
4. Click *Provider Setup*.
5. Select a *Provider.*
6. Click *Manage Selected Provider.*

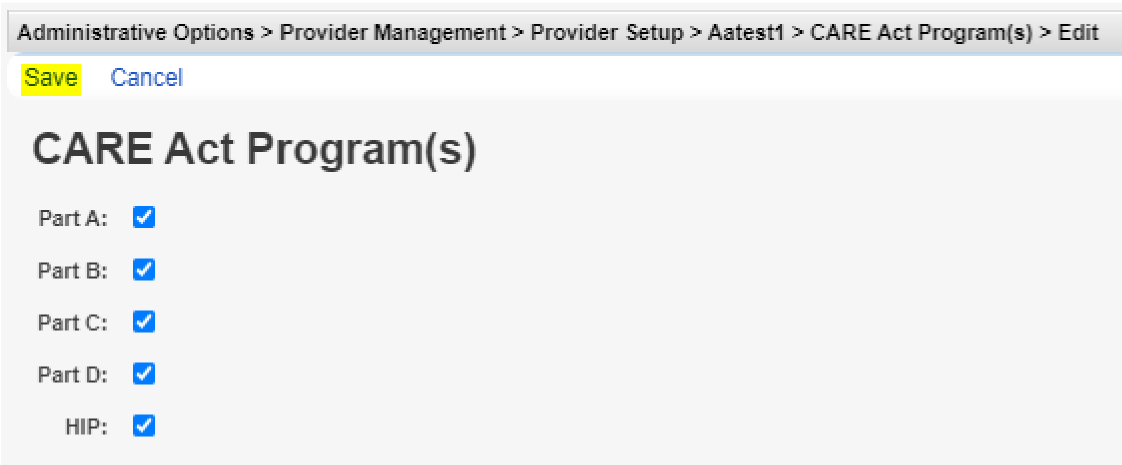


Set the program(s) for the P*rovider* by selecting the *CARE Act* Program(s) by following these instructions:

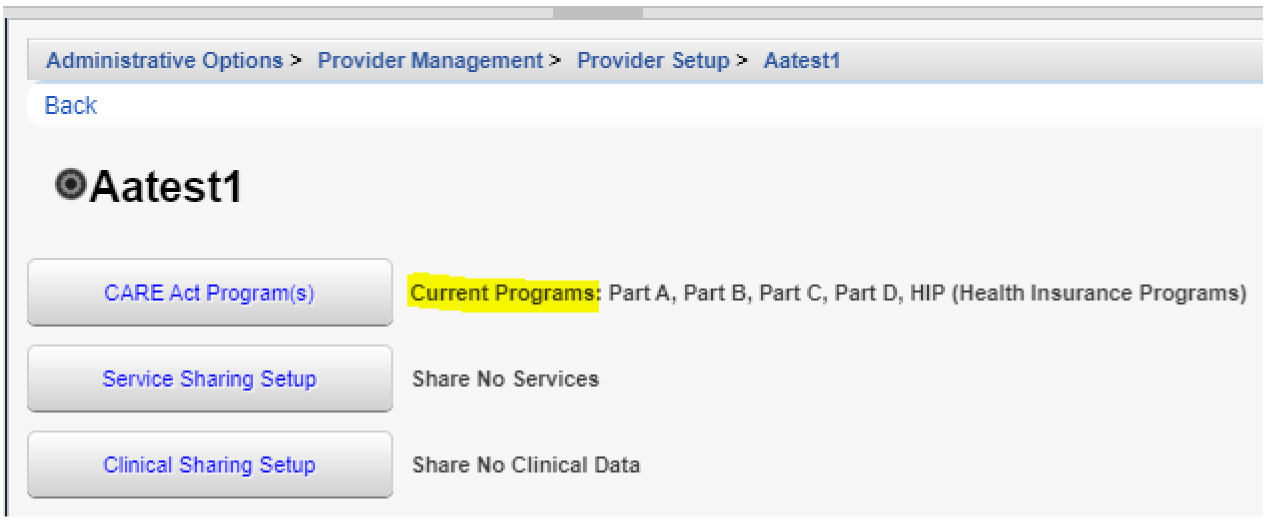
1. Click *CARE Act Program(s)*.



2. Click *Edit*.
3. Check each program.
4. Click *Save*.

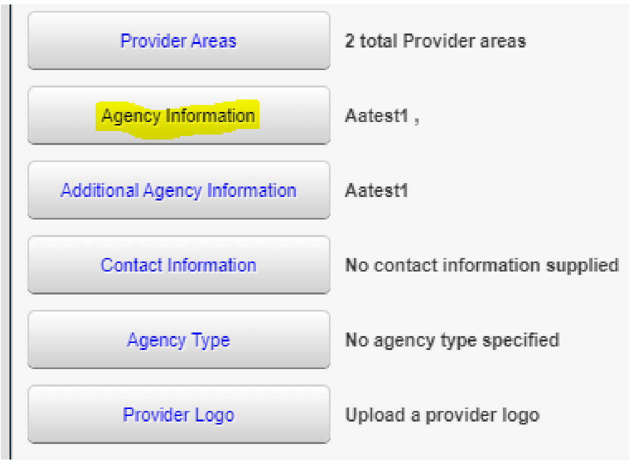


The *Current Programs* are now listed for this provider.

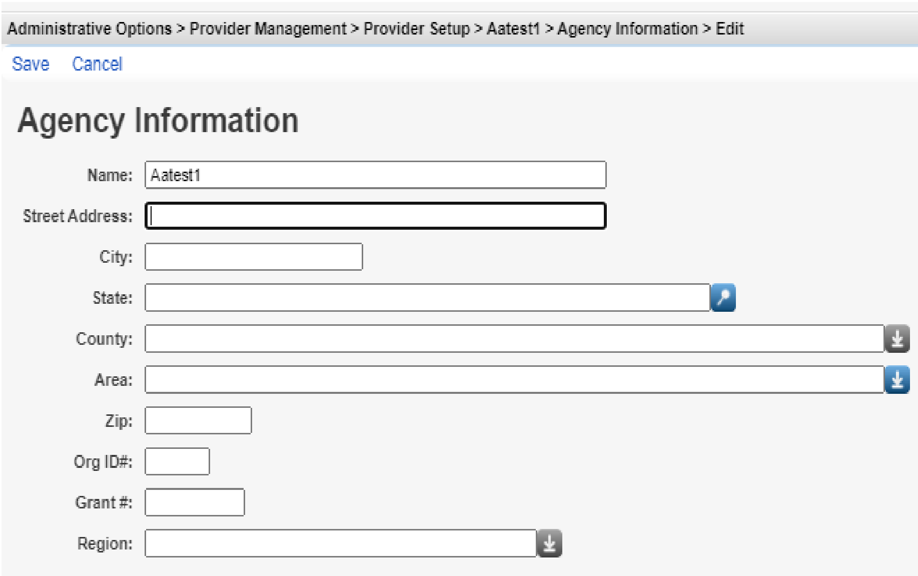


Once the *CARE Act Program(s)* are set other *Agency Information* can be completed by following these instructions:

1. Click *Agency Information*.

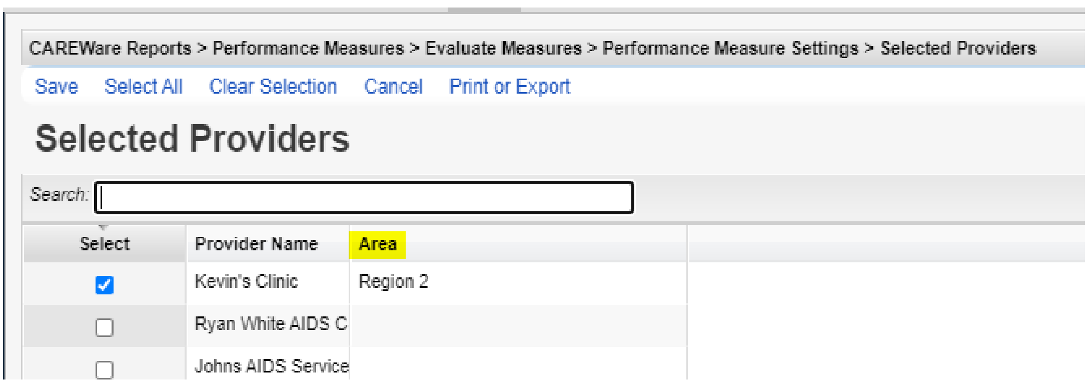


2. Click *Edit*.



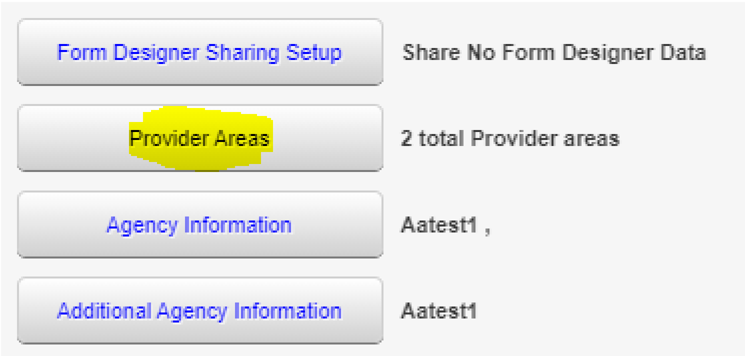
3. Complete each field.
4. Click *Save*.

Note: *Area* are regions listed in *Provider Areas*. The region field is used to group providers together in an area when running *Performance Measures*.

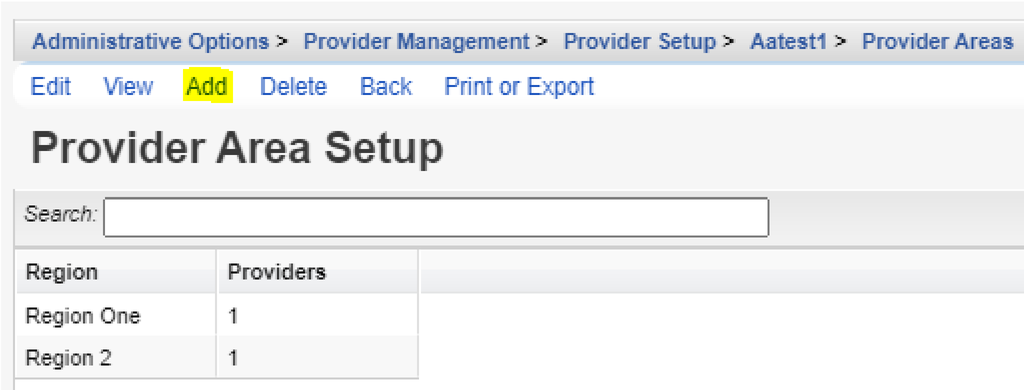


To add a *Provider Area*, follow these instructions:

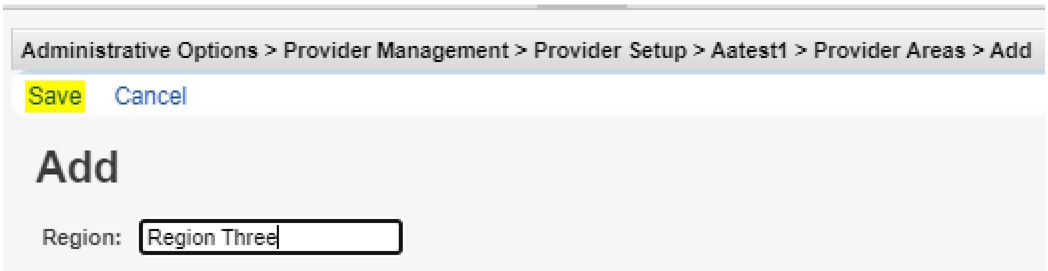
1. Click *Provider Areas*.



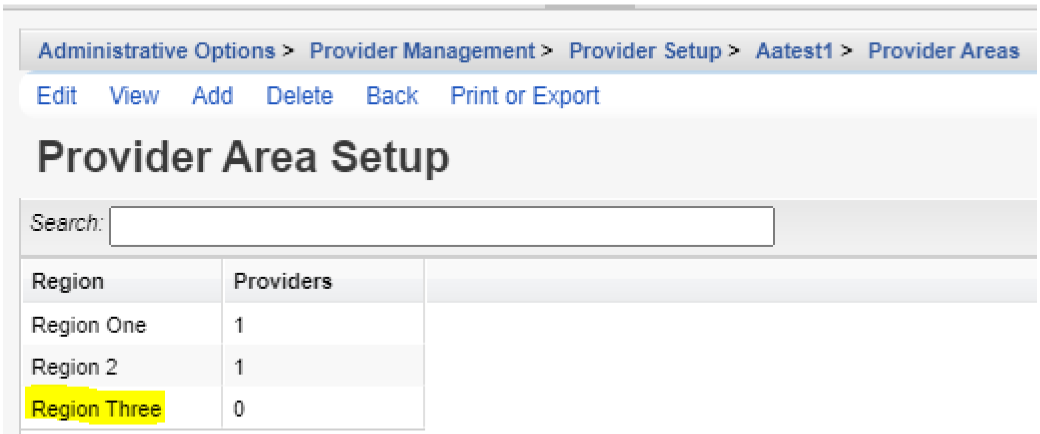
2. Click *Add*.



3. Enter a *Region* name.
4. Click *Save*.

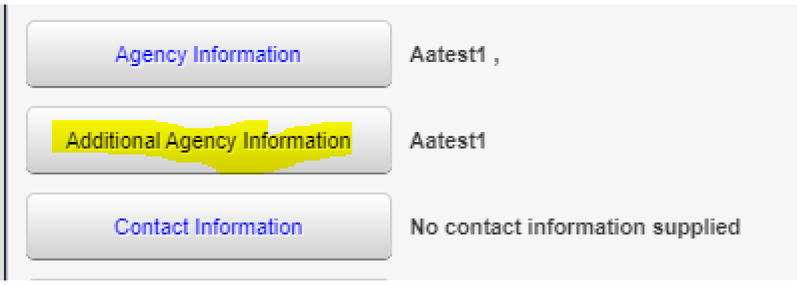


The number of providers are listed next to each *Area*. That number increases once a *Provider* selects that region in the *Area* field for *Agency Information*.

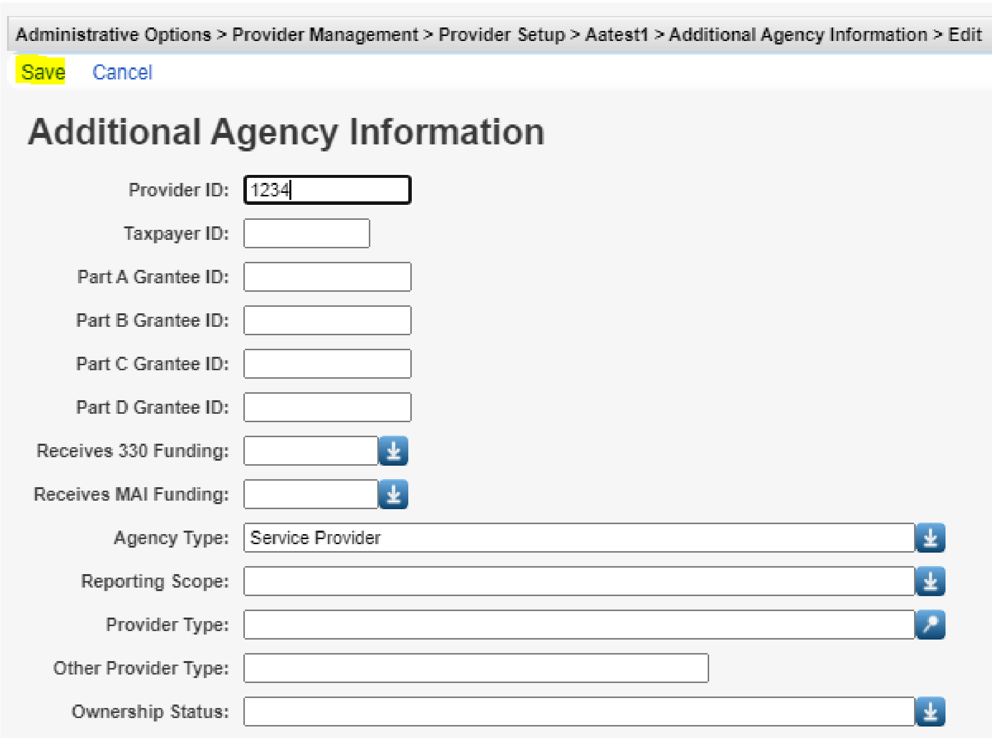


Next, complete any *Additional Agency Information* by following these instructions:

1. Click *Additional Agency Information*.



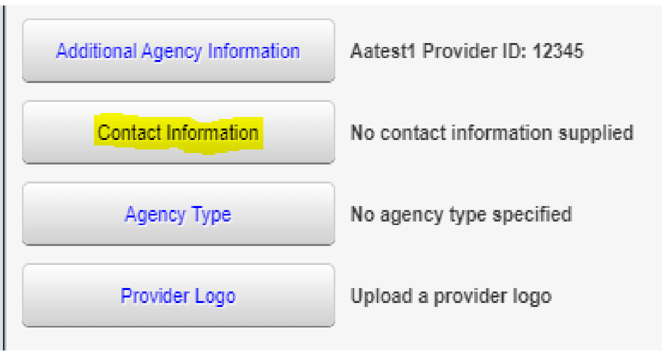
2. Click *Edit*.



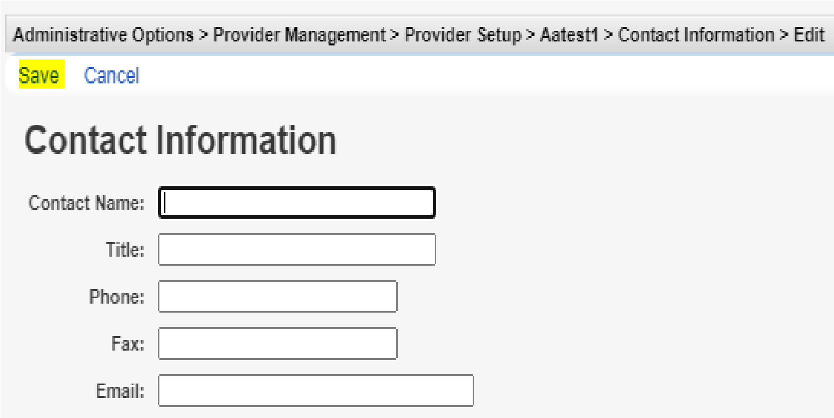
3. Complete each field.
4. Click *Save*.

Follow these instructions to complete Contact Information:

1. Click *Contact Information*.



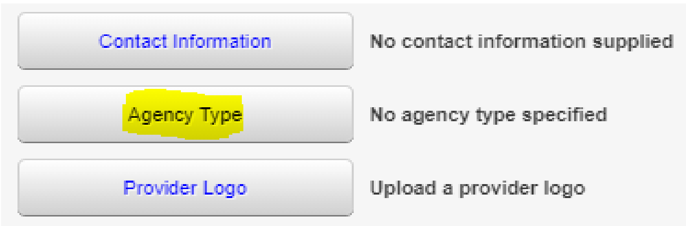
2. Click *Edit*.



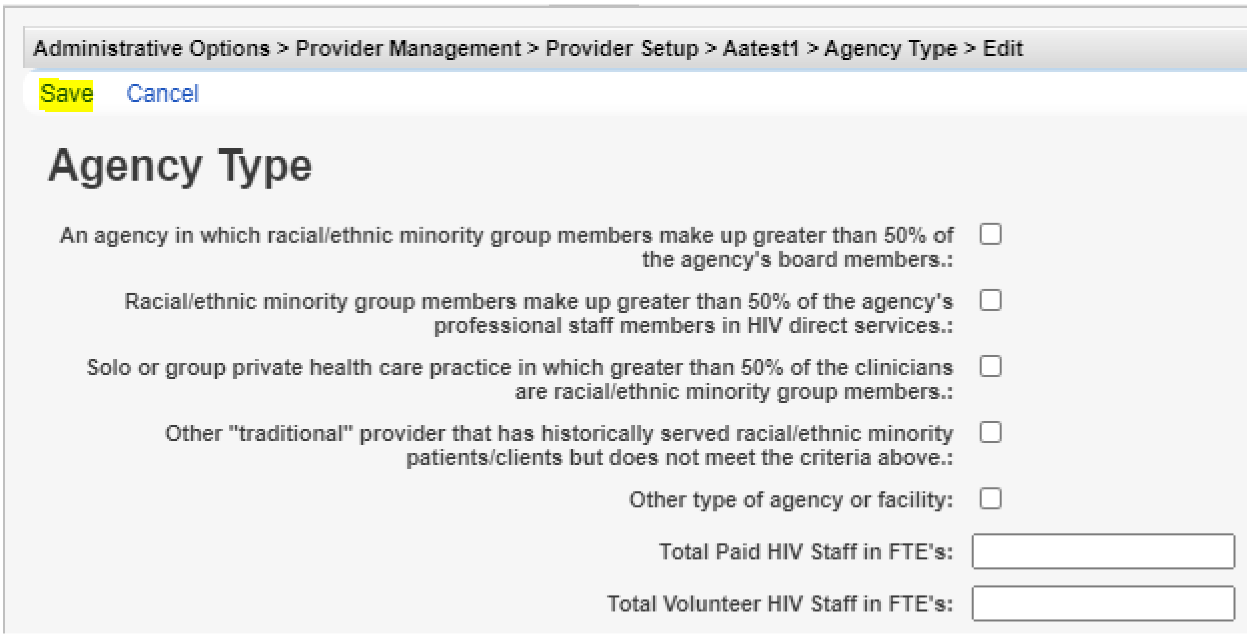
3. Complete each field.
4. Click *Save*.

Next, select the *Agency Type* by following these instructions:

1. Click *Agency Type*.



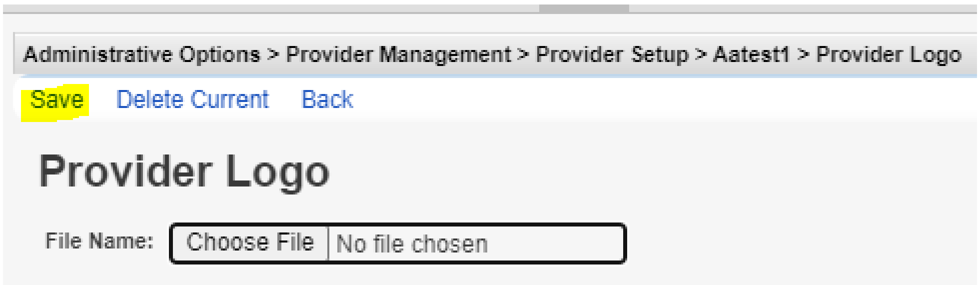
2. Click *Edit*.



3. Check each *Agency Type* for this Provider.
4. Enter the number of Paid HIV Staff.
5. Enter the number of Volunteer HIV Staff.
6. Click *Save*.

Each Provider can have their Logo added to CAREWare by following these instructions:

1. Click *Provider Logo*.



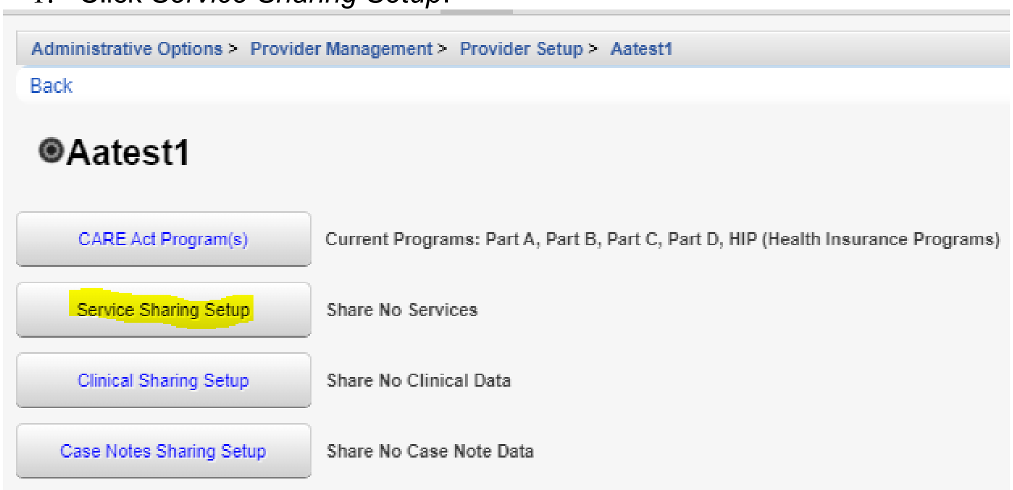
2. Click *Choose File*.
3. Select an image file.
4. Click *Open*.
5. Click *Save*.

If the *Provider Logo* needs to be changed repeat the instructions again to select a new logo The *Provider Logo* can also be deleted by clicking *Delete Current*.

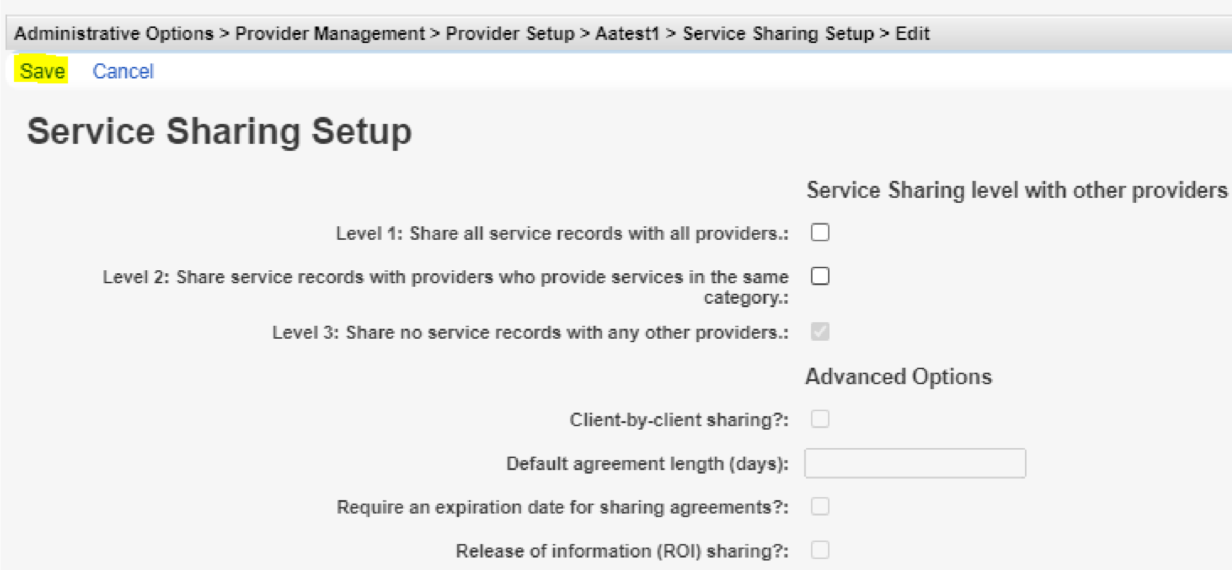
Data sharing settings can be activated under *Provider Setup* by following these instructions:

Select a data type the provider needs to share with other providers. For instance to share services, click *Service Sharing Setup*.

1. Click *Service Sharing Setup*.



2. Click *Edit*.



3. Select the *Service Sharing Level*.
4. Select *Advanced Options* for this provider.
5. Click *Save*.

Service Sharing Level with other Providers

- Level 1 – Turns on *Provider by Provider* sharing. The default setting allows sharing to all providers, however *Provider by Provider* sharing can be set to allow sharing only to specific providers.
- Level 2 – Sets data sharing options to use service categories to determine which providers service data is shared with. Client services that are subservices of the same service category are shared.
- Level 3 – This turns off data sharing for this provider.

Advanced Options

- Client-by-client sharing? - This activates *Client by Client Sharing* requiring a sharing request and acceptance of that sharing request in the client record to begin sharing services.
- Default agreement length (days) – This sets an expiration date for data sharing.
- Require an expiration date for sharing agreements? - This makes the *Default agreement length (days)* a required value.
- Release of information (ROI) sharing? - This turns on the requirement for a ROI for client by client sharing.