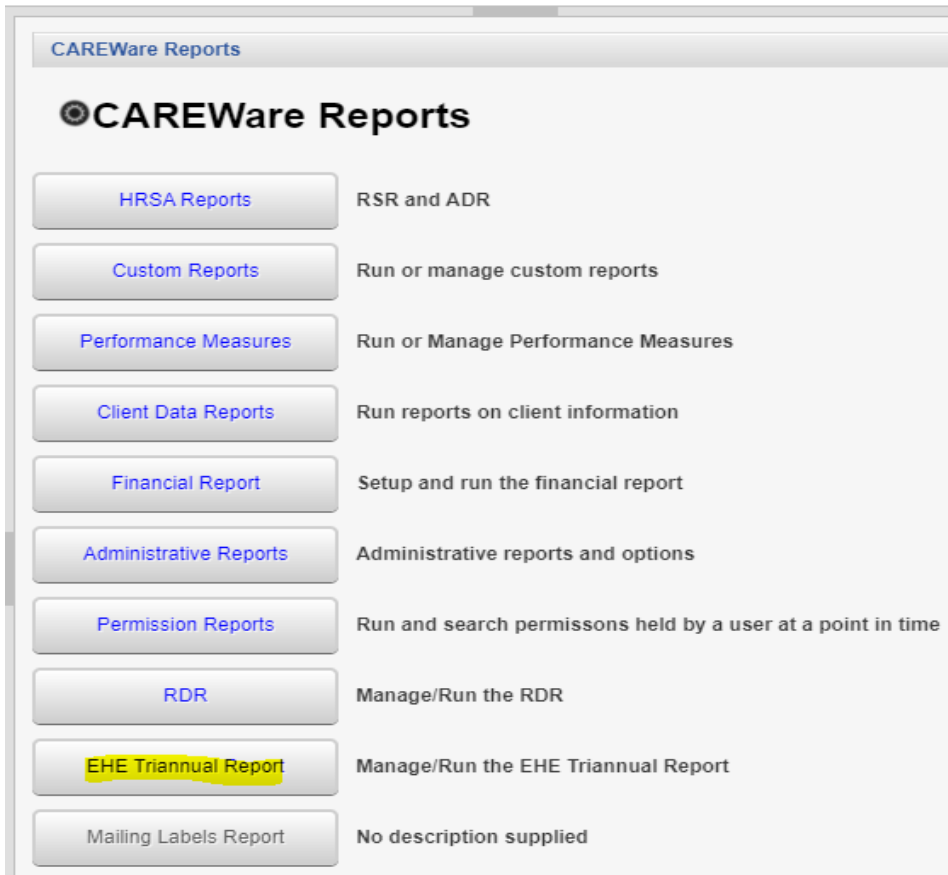


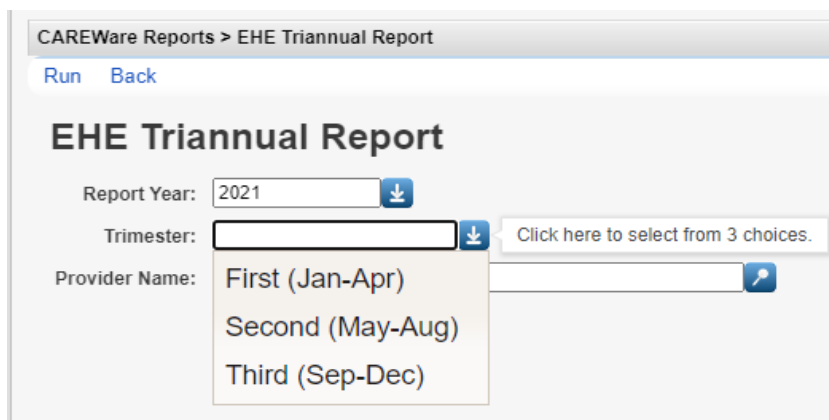
The EHE Triannual Report in CAREWare generates the contract data to be uploaded to the Grantee Contract Management System (GCMS). The EHE Triannual Report includes clients that received RWHAP or EHE Initiative funded services. The EHE Triannual Report adheres to the guidelines outlined in the EHE Triannual Report Instruction Manual which can be reviewed [here](#).

Follow these instructions to generate the EHE Triannual Report in CAREWare:

1. Click *Reports*.
2. Click *EHE Triannual Report*.



3. Select the *Report Year*.
4. Select the Trimester.
5. Select the Provider Name (If running the report in Central Administration).



6. Click *Run*.



CAREWare Reports > EHE Triannual Report

Run Back

EHE Triannual Report

Report Year:

Trimester:

Provider Name:

7. Click *View Report*.

CAREWare Reports > EHE Triannual Report > View Report

[View Client List](#) [Back](#) [Print or Export](#)

View Report

Search:

Service Category	# of New Clients	# Existing Clients	Total Clients
RWHAP/INITIATIVE SERVICES			
Any RWHAP or Initiative Service	2	8	52
Initiative Services	0	0	0
Outpatient/Ambulatory Health Services	2	4	47
Medical Case Management, including Treatment Adherence Services	0	1	2
Non-Medical Case Management Services	0	0	0
Mental Health Services	0	0	0
Substance Abuse Outpatient Care	0	0	0
Substance Abuse Services (residential)	0	0	0
Housing	0	0	0
HEALTH OUTCOMES			
Prescribed ART in the reporting period	0	2	24

View Client List – A list of Total Clients for the row highlighted when clicked.

of New Clients – Clients that received their first service during this trimester this reporting period.

of Existing Clients – Clients that received a service during this trimester and had a service during the prior year.

Total Clients – Clients that received a RWHAP or EHE Initiative funded service during the reporting period, which may include clients that did not receive a service in the prior year.

Clients can be reviewed using the Realtime lookup list by following these instructions:

1. Click a *Service Category* to highlight it.
2. Click *View Client List*.

CAREWare Reports > EHE Triannual Report > View Report > View Client List

[Go To Client](#) [Back](#) [Print or Export](#)

Realtime lookup list

Search:

Client	Viewed
Tester, Dorothy Add	

3. Select a *Client*.
4. Click *Go To Client*.

CAREWare Reports > EHE Triannual Report > View Report > View Client List

[Go To Client](#) [Back](#) [Print or Export](#)

Realtime lookup list

Search:

Client	Viewed
Tester, Dorothy Add	X

Each client reviewed is marked as Viewed in the list.

The results of the EHE Triannual Report can be exported by following these instructions:

1. At the View Report screen, click *Print or Export*.

CAREWare Reports > EHE Triannual Report > View Report

[View Client List](#) [Back](#) [Print or Export](#)

View Report

Search:

Service Category	# of New Clients	# Existing Clients	Total Clients
RWHAP/INITIATIVE SERVICES			
Any RWHAP or Initiative Service	2	8	52
Initiative Services	0	0	0
Outpatient/Ambulatory Health Services	2	4	47
Medical Case Management, including Treatment Adherence Services	0	1	2

2. Click *CSV Export (All Pages)*.

[Back](#)

Report Setup

[Print Current Page](#)

Generate a report for the current page in a printable format

[Print All Pages](#)

Generate a report for the current list in a printable format

[View Current Page as a PDF document](#)

Generate a PDF document for the current page in a printable format

[View All Pages as a PDF document](#)

Generate a PDF document for the current list in a printable format

[Printable List Format Options](#)

Customize the report format

[CSV Export \(All Pages\)](#)

Download the list as a CSV File

[CSV For Excel \(All Pages\)](#)

Download the list as a CSV File for opening in Excel

The EHE Triannual Report results are now in the download folder.