



Entering Addresses

MINNESOTA CAREWARE POLICY AND PROCEDURE

Issue Date: June 30, 2009

Revised: July 1, 2019

Purpose

The Ryan White Program requires client level data for reporting to HRSA and for Parts A, B and state HIV services grant management. In Minnesota, these data are collected in Minnesota CAREWare.

Policy

The client's county, state, and zip code are required for geographical analysis.

Procedure

Required Fields

County, State, Zip Code

- Providers are encouraged to enter the complete street address for their use in maintaining client communications (only county, state, and zip code are required by HRSA).
- If a provider changes any of the client address fields, the provider will note that a change was made in the common notes section of the client record. The note will include the date the change was made, the initials of the individual who made the change, and the agency at which the individual works.

Example: Client Address changed 6/25/09 by AR at Agency ABC.

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