**Minnesota CAREWare *- User Registration Form***

# *Request to Add/Delete/Change Account to the Minnesota CAREWare System*

*INSTRUCTIONS: This form is to be completed by the user and forwarded to the Provider’s Authorized Representative for review, approval and signature. Once the form is completed and approved, forward the original signed form to the Minnesota Department of Health’s (MDH) CAREWare Data Coordinator for implementation. Please allow three business days to complete your request.*

***[ ]  New Account*** *Mail request to: Minnesota Department of Health*

## [ ]  Change/Update Account Orville L. Freeman Building

***[ ]  Enable Account*** *STD and HIV Section – Attn: Tina Klein*

***[ ]  Delete Account*** *625 Robert Street North, P.O. Box 64975*

***[ ]  Disable Account*** *St. Paul, Minnesota 55164-0975*

 *Confidential Fax: 651-201-4040*

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| **Reason for Disable/Delete:** | ***Please select the option that best describes the reason for disable/delete.*** |
| *This information Is used only to help MDH determine whether to disable or delete this user’s account in Minnesota CAREWare.* | [ ]  **Employee has moved to another Ryan White provider**  |
| [ ]  **Employee has changed responsibilities at this agency** |
| [ ]  **Employee no longer works at this agency** |
| [ ]  **Employee has moved out of state** |
| [ ]  **Other, specify:**       |

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| **Agency Name:** |       |

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| **Date Requested:** |       |

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| **Requestor’s Name:** |       |

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| **Requestor’s Job Title:** |       |

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| **Requestor’s Home Zip Code:** |       |

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| **User Type:** | *Select all that apply* | ***[ ]  Agency Administrator (Admin GSP)*** |
| *See back for descriptions* | ***[ ]  Case Management Administrator (Admin MCM)*** |
|  |  | ***[ ]  Clinical Agency Administrator (Admin Clinical)*** |
|  | *\*Form I Needed* | ***[ ]  General Service Provider (GSP)\****  |
|  |  | ***[ ]  Medical Case Manager (MCM)\**** |
|  |  | ***[ ]  Clinical Provider\**** |
|  |  | ***[ ]  Grantee (HSPHD and DHS only)*** |
|  |  | ***[ ]  Grantee Data Analyst (HSPHD and DHS only)*** |

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| **Requestor’s Signature:** |  |

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| **Requestor’s Phone:** |       |  | **Requestor’s E-Mail:** |       |

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| **1st Security Question:** | What is the name of your high school?  |
| **1st Security Question Answer:** |       |

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| **2nd Security Question:** | What is your mother’s legal **first** name? |
| **2nd Security Question Answer:** |       |

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| **Provider’s Authorized Representative Name:** |       |

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| **Provider’s Authorized Representative Phone:** |       |

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| **Provider’s Authorized Representative Signature:**       | ***Effective Date:***       |

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| *Documented HIPAA Certification and Acknowledgement of Data Privacy Confidentiality Agreement* | ***Effective Date:***       |

***Definition of User Types***

***[ ]  Agency Administrator*** - Agency Administrators access Ryan White data for program oversight. They are able to run reports, request and grant permission to share service data between providers when requested by a client, and view non-clinical client data only. They are not able to enter or edit data. For PDI providers (agencies that continue to use their own data systems), the Agency Administrator is also responsible for ensuring timely uploads of data files.

*Examples: The executive director of an AIDS service organization or manager of the HIV program in community-based organization.*

*MDH Use* - Permission Categories Needed: Admin GSP

***[ ]  Case Management Administrator*** – Case Management Administrators have the same permissions as Agency Administrators with the additional ability to view Form II, client case notes, request the sharing of clinical data and view shared clinical data (with client permission), and run case notes and clinical reports.

*Examples: Executive director of an AIDS service organization or manager of case management program in a community-based organization.*

*MDH Use -* Permission Categories Needed: Admin GSP and Admin MCM

***[ ]  Clinical Agency Administrator*** - Clinical Agency Administrators have the same permissions as Agency Administrators with the additional ability to view client clinical data, run clinical reports, and request and grant the sharing of clinical data (with client permission).

*Example: The manager of the HIV program in a hospital or clinic.*

*MDH Use -* Permission Categories Needed: Admin GSP and Admin Clinical

***[ ]  General Service Provider*** ***(GSP)*** - General Service Providers use Ryan White data in the provision of direct services to consumers. They have the ability to view, enter, and edit non-clinical client data, including Form I, and to run reports. General Service Providers include all direct service providers except for Medical Case Managers and Clinical Providers.

*Examples: Emotional support group leader, benefits counselor, emergency financial assistance worker.*

*MDH Use -* Permission Categories Needed: GSP

***[ ]  Medical Case Manager (MCM)*** – Medical Case Managers have the same permissions as General Service Providers. In addition, they are able to view and enter case notes; view, enter and edit Form II data; and view clinical data (with client permission).

*Example: Case Managers assigned to client to assist in patient care coordination.*

*MDH Use -* Permission Categories Needed: GSP and MCM

***[ ]  Clinical Provider*** *-*Clinical Providers have the same permissions as General Service Providers. In addition, they are able to view, enter, and edit all clinical data, and run clinical reports.

*Example: All primary care staff, medication adherence staff, and early intervention services staff.*

*MDH Use -* Permission Categories Needed: GSP and Clinical

***[ ]  Grantee*** – Grantees access Ryan White data for program oversight. They are able to run reports and view non-clinical client data only. They are not able to enter or edit data.

*Examples: Grant managers from Part A and Part B.*

*MDH Use* - Permission Categories Needed: Central Administration

***[ ]  Grantee*** ***Data Analyst***– Grantees access Ryan White data for program oversight. They are able to run reports and view non-clinical client data only. They are not able to enter or edit data.

*Examples: One Data Analyst from Part A and Part B.*

*MDH Use* - Permission Categories Needed: Central Administration with permissions to all Provider Domains

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| *CAREWare Data Coordinator:*        | ***Effective Date:***       |

***MDH Internal Use Only:***

*Forward to CAREWare System Administrator for Implementation:*

|  |  |
| --- | --- |
| *Username:*        | ***Effective Date:***      |

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| *System Access Completion:*       | ***Effective Date:***       |