

CW Enrollment Status Definitions

“Referred or Discharged”—The client was referred to another program or services and will not continue to receive services at this agency. Also select this category if the client was discharged from a program because he or she became self-sufficient and no longer needed Ryan White Services.

“Removed”— The client was removed from treatment due to violation of rules.

“Incarcerated”—The client will not be continuing in the agency’s program because he or she is serving a criminal sentence.

“Relocated”—The client has moved out of the agency’s service area and will not continue to receive RW services at your agency.

“Deceased”

“Unknown”—The client has been “lost to care”.

Reminder- If you are closing out a record, you must select a ***Case Closed Date*** for the record to be truly closed in CAREWare.

Additional tip: if you close a record, a client may return for services at a later time. It is recommended that when you are working with a client, use the ***“find client*** search—unchecking the box that says ***“Active Only”*** so that you will be able to see if the client is a returning client.