

**Louisiana CAREWare Access Network  
RW CAREWare Custom Report Request Form**

This form should be used to request a custom report from CAREWare. Please review the section on custom reports in the *LaCAN RW CAREWare User Guide* prior to completing this form.

Custom Reports will be created centrally within the system and you will be notified when they are ready for you to run locally within CAREWare. Please email this completed form to your designated LaCAN Partner

Date:

Agency (aka: CAREWare domain):

Name of person requesting report:

If we need additional information or clarification, who should we contact (name, e-mail, and phone)?

1. Has anyone in your agency tried to set-up or run this report? If so, what is the name of the report in CAREWare?

2. Please describe the report you need in your own words:

3. Who is going to use this report and how will the information be used?

4. Is this report a “one-time” report or will it be used on a regular basis?

5. What information do you want displayed in the report results (e.g. poverty level, HIV Risk Factor and client name)?

6. How do you want the information displayed (e.g. by client name alphabetically; by poverty level – lowest to highest)?

7. For which clients do you want the information (e.g. clients served in the past year, Hispanic clients only, all clients with an “active” enrollment status)?

8. Are there specific groups of clients that you want to exclude from the results (e.g. clients under 18 years of age)?