



AIMS Caseload Tracker Licensing Instructions

Purchase a license for your organization to use the University of Washington's [AIMS Caseload Tracker](#) registry software by following these steps.

1. Visit the Licensing Website

Start at the [University of Washington CoMotion licensing webpage](#).

2. Identify the Correct Agreement

- **Standard Agreement:** Select this option if you are NOT a qualified safety net organization.
- **Discounted Agreement:** Select this option if you are a qualified non-profit safety net organization, including but not limited to FQHCs, RHCs, CCBHCs, CMHCs, Critical Access Hospitals, Sole Community Hospitals, IHS, and HCH Grantees. If your designation is not listed or you are unsure if your organization qualifies, contact us at aimstech@uw.edu.
- **Volume License:** If you are a parent organization purchasing a single license on behalf of multiple sites/practices, stop here and contact aimstech@uw.edu for volume pricing.

3. Determine the Appropriate Licensing Tier

How many user accounts will you need? Users typically include behavioral health providers, care managers, psychiatry providers, behavioral health supervisors and other administrators.

[Pricing tiers are described on the AIMS Center's website](#).

4. Review the Terms

Click the "Preview Terms" link above the appropriate license. The license includes a Business Associate Agreement to protect patient privacy. Review the complete terms before proceeding.

5. Order

- Click the "Order Now" link for the appropriate license.
- Select the number of user accounts. The price will reflect your chosen licensing tier.
- Click "Checkout Now".

6. Log In

Click "Register" to create an account. You can check your order status at any time by logging in and clicking "My Orders".



7. Complete the Questionnaire

You will be asked to provide this information:

- Contact information for your designated Account Manager. This is the person responsible for managing user login access to the AIMS Caseload Tracker on behalf of your organization.
- Contact for where UW will send invoices.
- Contact information for your designated privacy office.
- List of participating clinic locations including street address and phone number.

8. Sign the Agreement

Electronically sign OR forward to another authorized person for signature.

9. Gain Access

UW will countersign and send out a confirmation email and invoice with payment instructions. You will be contacted by the AIMS Center to set up access to the AIMS Caseload Tracker within one week of receipt of payment.

10. Renewals

Your license term is one year from the date of execution. You will receive a renewal invoice from the UW CoMotion finance team three months before your renewal date. The license automatically renews upon receipt of payment for each year's renewal fee.

You may pre-pay for multiple years by emailing license@uw.edu to request an email amendment to extend the agreement. Pre-payment of fees is permitted for up to five years.

Questions?

Contact the UW CoMotion Technology Licensing Office with any questions about this process:

Express Licensing Program

UW CoMotion

University of Washington

Email: license@uw.edu

