Using CAREWare for the ADAP Data Report

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Objectives

- Demonstrate how ADAPs need to set up CAREWare in order to use it for the ADAP Data Report
- Review where to enter data to meet the ADR reporting requirements
- Highlight updates made to meet the new reporting requirements
Main steps

1. Setting up an ADAP domain
   - Add provider
   - Add user
   - Assign permissions

2. Creating ADAP Formulary

3. Creating insurance service contracts

4. Data Entry for demographics, enrollment and certification, insurance services, drug and drug expenditures and clinical information
Setup
Create an ADAP Domain – Main steps

• Log into Central Administration
• Go to Provider/user manager
• Right click the “Real time Providers” node and select “Add ADAP Provider” and name the provider to fit your program.
• Finally, add a user to that domain and give them permissions
Switch to CAREWare
Creating ADAP Formulary
Creating ADAP Formulary

- Log into ADAP domain
- Go into Administrative Options, then ADAP setup
- Fill out setup screens for your agency
- When you reach screen asking if you want to import/activate meds right select YES.
Creating ADAP Formulary

• Download medication file from HAB website
• Save in “Client Tier Folder”
• Attach medications file
• Add/Edit medications
  • *To Search* - Enter all or part of medication name (brand, generic), Set default disp fee:
  • *Adding* - Select drug on left and add individually or all NDCs for the brand or generic
  • *Editing* – Select and make any necessary changes
Switch to CAREWare
Creating Insurance Services Contracts
Creating an insurance contract

To capture ADAP-covered insurance services, you'll need to setup a contract:

1. Goto Admin Options
2. Select Contracts
3. Name the contract
4. Add a contract item and add all the requisite insurance types funded by the Grantee
5. The top list contains the remaining insurance services available to add and the bottom are those that are currently in this specific contract.
Switch to CAREWare
Entering Client Data
Demographics
### ADR client-level fields: Demographics

<table>
<thead>
<tr>
<th>Field Number</th>
<th>Variable Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Encrypted UCI</td>
</tr>
<tr>
<td>4</td>
<td>Ethnicity</td>
</tr>
<tr>
<td>5</td>
<td>Race</td>
</tr>
<tr>
<td>6</td>
<td>Gender</td>
</tr>
<tr>
<td>7</td>
<td>Transgender</td>
</tr>
<tr>
<td>9</td>
<td>Year of birth</td>
</tr>
<tr>
<td>10</td>
<td>HIV/AIDS Status</td>
</tr>
</tbody>
</table>
Demographics

• Variables 2, 4-7, 9-10 can all be entered in the demographics tab
• Add a client
• Encrypted eUCI automatically created by CAREWare
• Ethnicity and race are each entered
• Gender and transgender status combined in gender field
• Year of birth pulled from date of birth
  • Full date of birth is not reported to HAB
• HIV/AIDS status reported in HIV status
  • Diagnosis dates not required for ADR
### ADR client-level fields: Demographics

<table>
<thead>
<tr>
<th>Field Number</th>
<th>Variable Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>Pregnancy status</td>
</tr>
</tbody>
</table>
Demographics

Pregnancy information can be entered in two places

1. Screening tab
   - enter pregnancy data in Screenings under the encounters tab
   - Note the response categories to meet ADR

OR if you want to capture more information locally than is required for reporting

2. Pregnancy Tab
   - enter conception date
   - outcome information
## ADR client-level fields:

### Demographics

<table>
<thead>
<tr>
<th>Field Number</th>
<th>Variable Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>Poverty level</td>
</tr>
<tr>
<td>12</td>
<td>High risk insurance</td>
</tr>
<tr>
<td>13</td>
<td>Health insurance coverage</td>
</tr>
</tbody>
</table>
Demographics

- Variables 11-13 are entered in the annual review tab
- Poverty level autocalculated by entering household size and household income
- Insurance entered as primary and secondary, but for ADR all insurance reported
- Check if client is in a high risk insurance pool
Switch to CAREWare
Enrollment and Certification
## ADR client-level fields:

### Enrollment and Certification

<table>
<thead>
<tr>
<th>Field Number</th>
<th>Variable Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>Individual new or existing client</td>
</tr>
<tr>
<td>15</td>
<td>Date of receipt of completed client application</td>
</tr>
<tr>
<td>16</td>
<td>Date of approval of client’s ADAP application</td>
</tr>
<tr>
<td>17</td>
<td>Client’s recertification date during reporting period</td>
</tr>
<tr>
<td>18</td>
<td>Client’s enrollment status as of end of reporting period</td>
</tr>
<tr>
<td>19</td>
<td>Reasons for disenrollment</td>
</tr>
</tbody>
</table>
Enrollment and Certification

- Variables 14-19 are entered in either the Drug or Insurances tab
  - Includes information for clients on waiting list
- App receipt date
- Latest enrollment date
- ADAP enrollment status
- Disenrollment reason – if choose disenrolled
- Enrollment history enables you to track enrollment over time
Switch to CAREWare
ADAP-Funded Insurance Services
<table>
<thead>
<tr>
<th>Field Number</th>
<th>Variable Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>Did client receive any ADAP-funded insurance assistance during reporting period</td>
</tr>
<tr>
<td>21</td>
<td>Total amount of insurance premiums paid during the reporting period</td>
</tr>
<tr>
<td>22</td>
<td>Total months of coverage for insurance premium</td>
</tr>
<tr>
<td>23</td>
<td>Total amount of deductibles/copays paid during reporting period</td>
</tr>
<tr>
<td>24</td>
<td>Total Medicare Part D co-insurance, copayment or donut hole coverage</td>
</tr>
</tbody>
</table>
ADAP-funded Insurance Services

- Variables 20-24 are entered in the Insurances tab
- Receive ADAP funded insurance service during reporting period
- Insurance premiums and copays pulled from service name
- Be sure to pick correct contract
- Months covered Amount of insurance premiums and copays pulled from price of service per month and months covered
  - CAREWare will calculate total cost
Switch to CAREWare
Drug and Drug Expenditures
# ADR client-level fields: Drug and Drug Expenditures

<table>
<thead>
<tr>
<th>Field Number</th>
<th>Variable Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>25</td>
<td>ADAP funded medications dispensed to client</td>
</tr>
<tr>
<td>26</td>
<td>List medication dispensed to client</td>
</tr>
<tr>
<td>27</td>
<td>Start of ADAP-funded medication dispensed to client</td>
</tr>
<tr>
<td>28</td>
<td>Days ADAP-funded medication dispensed</td>
</tr>
<tr>
<td>29</td>
<td>Total cost of ADAP-funded medication</td>
</tr>
<tr>
<td>30</td>
<td>Are dispensing fees collected separately</td>
</tr>
<tr>
<td>31</td>
<td>Total cost of all dispensing fees for medications dispensed to client</td>
</tr>
</tbody>
</table>
Drug and Drug Expenditures

- Variables 25-31 are entered in the Drug tab
- Date dispensed
- Drug name
- Funding
Switch to CAREWare
Clinical Information
<table>
<thead>
<tr>
<th>Field Number</th>
<th>Variable Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>32</td>
<td>Date of most recent CD4 count in last 12 months</td>
</tr>
<tr>
<td>33</td>
<td>Value of most recent CD4 in last 12 months</td>
</tr>
<tr>
<td>34</td>
<td>Date of most recent viral load in last 12 months</td>
</tr>
<tr>
<td>35</td>
<td>Value of most recent viral load in last 12 months</td>
</tr>
</tbody>
</table>
Clinical Information

- Variables 32-35 are entered in the Encounter/Labs tab.
- Results may be entered by creating an encounter or through Rapid Entry.
- CAREWare will report only the latest result in the 12 months preceding the end of the reporting period.
Switch to CAREWare
Resources

- CAREWare helpdesk
  - 877-294-3571, 12-5 PM EST Monday-Friday
- Manuals
- Current build
- Medication files
Resources

• TARGET website - http://www.careacttarget.org/category/topics/careware

• Upcoming and archived webcasts

• User resources

• Links to HAB and jPROG websites

• AGM session - Tuesday November 27th, 3:30pm, Washington 4
Questions?