

# How to use the CAREWare ADAP Drug Services Module

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CAREWare 4.0

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## Introduction

The CAREWare ADAP drug services module is designed to allow grantees who manage these services to track in detail client level AIDS Drug Assistance information. The module includes a complete medication list, searchable by generic medication name, brand name, or NDC.

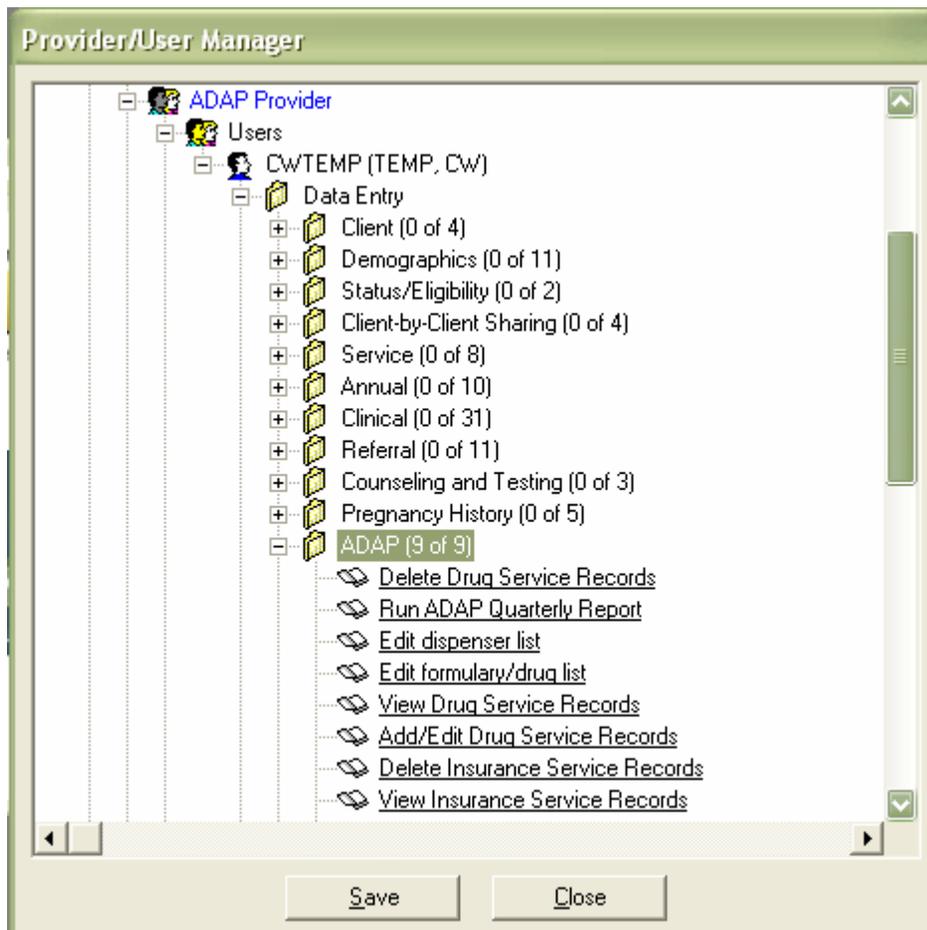
A new custom report type called Drug Services has also been added.

## Getting Started

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You must first activate the ADAP module by creating an ADAP domain.

1. Log into Central Administration.
2. Go to the Provider/User Manager.
3. Right-click the node labeled Real-time Providers > Select 'Add ADAP Provider
4. Now go to the 'All Users' node (the last entry in the Provider User manager) and add the user of interest to the ADAP domain. Do this by simply right-clicking the Username and select 'Grant Provider'
5. Now go up to the new ADAP Provider node (it will be named whatever you called it when you created it) and assign permissions. As a default, the ADAP provider will already have the basic permissions needed to use ADAP features. You will now need to grant these permissions to the user that you just added to this domain. A quick way to do this is simply to right-click the user and select '**Add template permissions.**' Select the ADAP Template.
6. Remember that user rights are hierarchical: You must grant the Provider domain itself the right to perform specific functions before any user within that domain can perform those functions.



This screen shows the Data Entry ADAP rights (9 of 9) for the User CWTEMP within the ADAP Domain that was created.

Once you've created the ADAP domain and given a user the rights to use it, you're ready to begin setup.

- Logout of the Central Administration Domain and log into the new ADAP Domain.
- If a user has not been added to the ADAP domain then they would not see that domain available to them after they log in.

Once you're logged into the ADAP domain:

- Go to Administrative Options > ADAP Setup

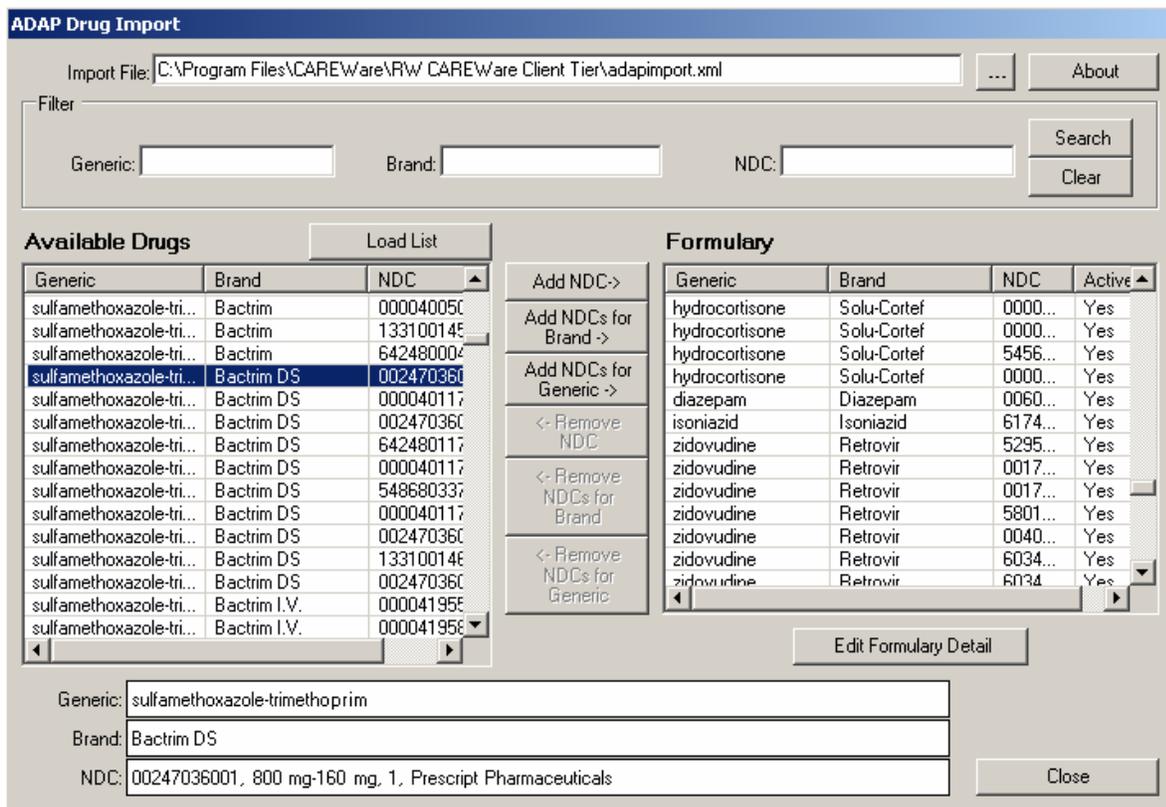
### **Activating the ADAP Formulary Medications List**

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In the ADAP Setup Wizard, you'll be asked if you want to import and activate the ADAP medications. Select the first option to do this.

The Medications list is extensive, listing virtually all approved drugs, cross-referenced by Generic ingredient, Brand Name, and NDC.

Here's a view of the ADAP Drug Import screen



1. To import the medications list, you will first have to download the list from the CAREWare website. Place this file in the following folder: C:\Program Files\CAREWare\RWCarewareClientTier.
2. Now click the 3 dot ellipsis to the right of the long Import file field on the top. Browse to the above folder and select the **AdapImport.xml** file. This may take a moment to load.
3. Once you've imported the file, you can begin building your formulary. You can search for medications by their Generic or Brand name, or by a specific NDC. Enter the name in the appropriate field and click Search on the right. Again, the search may take a moment.
4. Your Available drugs appear on the left. In the above screen we searched for the Brand name "Bactrim." Now we can add them to our formulary. Select one entry in the group. Now click one of the three top buttons in the center depending on your need: Add a specific NDC, Add NDCs for Brand (all NDCs for that Brand Name will be added to your formulary); or Add NDCs for Generic.
5. Remember that each medication entry within a brand or generic group is unique by NDC; the details are listed in the fields below, including the strength and the manufacturer.
6. To perform a new search, simply click Clear and the medication list will reload. Be patient!
7. Just as you've added groups of medications to your Formulary on the right, you can remove them by groups; that is the function of the bottom three buttons in the center

of the screen.

- Once you've moved over a medication to the formulary, you can click 'Edit Formulary Detail' on the bottom right to provide additional important information on that medication. Here's a view of the ADAP Formulary Edit Screen. Note that the medications listed are based on the filters applied in the previous action.

**ADAP Formulary Edit**

Edit Formulary Detail

Generic:  Brand:

NDC:

Active Date:  Unit Price:  Disp. Fee:  Total:  Indication:

Active   
 Requires Protocol

Generic	Brand	NDC	Active Date	Unit Price	Fee	Total	Indication	Protocol
zidovudine	Retrovir	580160864...	05/15/07	\$0.00	\$0.00	\$0.00		Yes
zidovudine	Retrovir	580160690...	05/15/07	\$0.00	\$0.00	\$0.00		Yes
zidovudine	Retrovir	580160690...	05/15/07	\$0.00	\$0.00	\$0.00		Yes
zidovudine	Retrovir	580160864...	05/15/07	\$0.00	\$0.00	\$0.00		Yes
zidovudine	Retrovir	580160690...	05/15/07	\$0.00	\$0.00	\$0.00		Yes
zidovudine	Retrovir	001730113...	05/15/07	\$0.00	\$0.00	\$0.00		Yes
zidovudine	Retrovir	545691772...	05/15/07	\$0.00	\$0.00	\$0.00		Yes
zidovudine	Retrovir	548682504...	05/15/07	\$0.00	\$0.00	\$0.00		Yes
zidovudine	Retrovir	545694334...	05/15/07	\$0.00	\$0.00	\$0.00		Yes
zidovudine	Retrovir	001730107...	05/15/07	\$0.00	\$0.00	\$0.00		Yes
zidovudine	Retrovir	529590509...	05/15/07	\$0.00	\$0.00	\$0.00		Yes
zidovudine	Retrovir	000810108...	05/15/07	\$0.00	\$0.00	\$0.00		Yes
zidovudine	Retrovir	000810108...	05/15/07	\$0.00	\$0.00	\$0.00		Yes
zidovudine	Retrovir	529590509...	05/15/07	\$0.00	\$0.00	\$0.00		Yes
zidovudine	Retrovir	529590509...	05/15/07	\$0.00	\$0.00	\$0.00		Yes
zidovudine	Retrovir	004034049...	05/15/07	\$0.00	\$0.00	\$0.00		Yes
zidovudine	Retrovir	529590509...	05/15/07	\$0.00	\$0.00	\$0.00		Yes
zidovudine	Retrovir	580160690...	05/15/07	\$0.00	\$0.00	\$0.00		Yes

For each entry we can supply an Active Date, Unit Price, Dispensing Fee, and an Indication (Antiretrovirals, Opportunistic Infection Treatment or Prevent, Other.)

In a future build you will be able to establish these settings for multiple medications at a time.

Now that we've set up our formulary, we're ready to enter data on clients.

There are now two new tabs on the client's screen: Drug Services and Insurance Services. Here's a view of the Drug Services screen for a specific client:

**Dracula, Count**

Forms | Change Log | Client Report | Delete Client | Find List | New Search | Close

Demographics | **Drug Services** | Insurance Services | Annual Review | Relations | Custom Tab 1 | Custom Tab 2 | Custom Tab 3 | Custom Subform | Pharmacy

Year:  Vital Status:  Deceased Date:  ADAP Enrl Stat:  ADAP Enrl Date:  ADAP Closed:

Add/Edit Service Detail:

Date:  Dispenser:  Drug:  NDC:

Funding Source:  Quantity:  Price:  Total:

Date	Dispenser	Drug	NDC	Funding Source	Quantity
05/15/07	Big Drug	isoniazid/pyraz...	00098057641	ADAP	100
05/15/07	CVS	hydrocortisone	00009001201	ADAP	2

00081010793, 10 mg/mL, 20, Glaxo Wellcome  
00081010855, 100 mg, 100, Glaxo Wellcome  
00081010856, 100 mg, 100, Glaxo Wellcome  
00081011318, 50 mg/5 mL, 240, Glaxo Wellcome  
00173010793, 10 mg/mL, 20, GlaxoSmithKline  
00173010855, 100 mg, 100, GlaxoSmithKline  
00173010856, 100 mg, 100, GlaxoSmithKline  
00173011318, 50 mg/5 mL, 240, GlaxoSmithKline

- **Date:** Date medication dispensed to client
- **Dispenser:** Add dispenser name here. Click the ellipsis to the right of the field to add Dispenser names.
- **Drug:** Select drug to dispense. Here we've entered Zidovudine. There are multiple NDCs associated with this medication, based on either the strength or differing manufacturers. The list will shown either brand or generic name, depending on what you've selected in the radio buttons in the above screen.
- **Funding Source:** Select ADAP or Other
- **Quantity:** The number of pills dispensed
- **Price:** The unit price will default to what you've already entered.
- **Total :** Auto-calculated (Quantity x price)

**To enter Insurance Services, click on the tab next to Drug Services.** You'll need to create a contract first to enter insurance services. ADAP insurance contracts can be created through the Setup Wizard. Insurance service entry works the same as it does in the regular CAREWare service tab.

## Drug Service Custom Reports

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All the fields in the ADAP module can be used in Custom Reports under the new Drug Service report type.

In custom reports, create a new report of report Type Drug Service.

Create a field selection. In the Field Selection, you'll find all the new drug service fields listed together beginning with ADAP, as in this screen:

The screenshot shows the 'Custom Reports - Field Selection' window. At the top, there is a text box for 'Custom Selection Format Name' containing 'adap1', a checkbox for 'Use Totals', a help icon, and 'Close' and 'Delete Selection' buttons. Below this is a 'Report Type' dropdown menu set to 'Drug Service'. The main area is titled 'Field Selection' and contains a list of fields with columns for 'Field', 'Report Column Header', 'Total', 'Sort', and 'Sort Priority'. The 'Field' list includes: ADAP Formulary Dispensing Fee, ADAP Formulary Indication, ADAP Formulary Unit Price, ADAP Generic Drug, ADAP NDC, ADAP NDC Manufacturer, ADAP NDC Package Size, and ADAP NDC Strength. A table at the bottom right has headers 'Totals', 'Sort', and 'Sort Priority' and is currently empty.

Note: Insurance Services custom report fields are the same as those for non-ADAP services -- use the "Service" report type.