

Tip 1: Setting up contracts for insurance assistance – premiums and copay/deductibles

One of the important steps in managing your ADAP data in CAREWare is setting up contracting to correctly capture the ADAP services that you provide. Contracts can be set up in the ADAP Setup Wizard or in the Contracts screen for the ADAP domain on the Administrative Options screen. All the defined ADAP insurance service types are included in CAREWare - be sure that you are using the [most recent build available from HAB](#).

Tip 2: Where to enter application received date and enrollment status

A common question that we received is where application received date and enrollment status were recorded in CAREWare.

- **Application received date** is recorded in the Application Date field in the upper right corner of the ADAP demographics screen, just above the Enrollment History link.
 - When you click on the Enrollment History hyperlink the ADAP Enrollment History opens.
 - The Latest Enrollment Date and ADAP Enrollment Status on the Demographic tab hold the current values for the client from the ADAP Enrollment History screen.
- **Enrollment status** is tracked through the Enrollment History field.
 - Current Enrollment Status is simply the latest value in the Enrollment history. This is the value that is exported in the ADR.
 - Date of Re-certification is the latest date in the history where the Enrollment Status is set to “Enrolled, receiving services.”

The screenshot displays the ADAP Enrollment History interface for a client named 'Test, Test Test'. The top navigation bar includes tabs for Appointments, Orders, Forms, ChangeLog, Client Report, Merge Client, and Delete Client. The main form area shows demographic and enrollment details. A red box highlights the 'Application Date' field, which is set to 1/1/2014. Below this, the 'ADAP Enrollment History' window is open, showing a table of enrollment records. The table has columns for Date, Enrollment Status, and Reason for Disenrollment. The records show a history of enrollment and disenrollment, with the most recent record being 'Enrolled, receiving services' on 5/5/2015. The 'App Receipt Date' is also shown as 1/1/2014.

Date	Enrollment Status	Reason for Disenrollment
5/5/2015	Enrolled, receiving services	
12/8/2014	Enrolled, receiving services	
9/8/2014	Disenrolled	Did not fill prescription
7/1/2014	Enrolled, receiving services	
1/1/2014	Enrolled, receiving services	

Tip 3: Options for importing data into CAREWare

Many ADAPs who use CAREWare import data obtained from other sources, such as HIV Surveillance or a PBM. There are two options for importing data into CAREWare: HL7 and the Provider Data Import (PDI). If you are working with a flat file that you need to move into the PDI template tables, you can use the data translation module (DTM). [Click here](#) to find out more about these options. These approaches require preparation on your part, so be sure to start early if you're going to be importing data.

Tip 4: How to Use CAREWare Built-In Reports to Review Data

There are several reports available in CAREWare that enable you to review your ADAP data before submitting it to HAB. Even though there are built-in reports in the ADR web system, it is recommended that you review your data using the CAREWare reports before you upload it.

- Client Report – This report provides you with an aggregated report of all ADAP data, with hyperlinks that enable you to click on a hyperlinked number, resulting in a list of clients who comprise that number
- Validation Report – This report compares all of your CAREWare ADAP data against the ADR web system validations
- View Client File – Enables you to review what is in your ADR XML using a report format.

Tip 5: Understanding Common vs Shared Data in CAREWare

If you use CAREWare for both the ADR and the RSR, you should be aware of some other features in CAREWare such as common and shared data.

- Common data include most of the information on the Demographic tab and on the Annual Review tab. This is the default setting in CAREWare, so that each unique client has core information that is available to all domains that serve the client. If one domain changes a common data element, such as race or HIV status, the change will show up in the client record at all domains that serve him or her. If another domain adds a new record for the insurance status of a client, that information can be seen by other domains serving the client and will be available in reports.
- Shared data must be "turned on" (using the Setup Wizard) and is a "view only" type of sharing. Other domains serving the same client can see the data, and even use it in reports, but cannot edit it. The CD4 and Viral Load tests are viewable to the ADAP domain if Clinical Sharing is activated by both domains.