

As of build 934 CAREWare has an option for using subservice tags, which can be turned off and on using the [CW Admin Utility](#). The tag boxes only show on the subservice manager when Use Subservice Tags is on. The subservice manager includes a customizable list of tags that can be applied to subservice definitions. Each subservice can get multiple tags. During data entry, users can filter the Service Name box by first selecting a tag. The Service Name box shows the tag or tags next to the service name.

To activate tags:

1. Go to C:\Program Files (x86)\CAREWare\RW CAREWare Business Tier.
2. Click *Stop Server*.
3. Click *Common Storage Settings*.
4. Click *cmm\_st\_pk* to set the list in alphabetical order.
5. Scroll to *UseSubservice Tags*.
6. Change the value for *cmm\_st\_number* from '0' to '1'.
7. Click another space to save the change.
8. Click *Server Settings*.
9. Click *Start Server*.

CAREWare Server Settings

Server Settings | Services | Diagnostics | Database Info | Common Storage Settings

Common Storage Settings. Click on a value to edit it.

cmm_st_pk	cmm_st_text	cmm_st_date	cmm_st_number
ShowEligibilityCustomField			0
skipSoundex			0
SocketExportMax			1000
SQLDBVersion	12.0.4522.0		
SQLPDIVersion			9
SQLServerPDICreated			1
SQLServerPDITemplate			
thirdNamePart			1
thirdNameSortPart			1
ThirdPartyBillingCPTCode	T1016		
ThirdPartyBillingDiagnosisCode	B20		
ThirdPartyBillingMaxUnits			32
ThirdPartyBillingModifier	U9		
UpdateToRun			0
uploadChunkSize			500000
UseSubserviceMedicationTrigger			1
<b>UseSubserviceTags</b>			<b>1</b>
versionTypeLevel			0
vietnameseVersion	0		
*			

To create a tag:

1. Click *Administrative Options*.
2. Click *Contracts*.
3. Click *Manage Subservices*.
4. Click a subservice.
5. Click *Edit Subservice*.
6. Click the ellipsis.
7. Click *Add*.
8. Enter the tag name.
9. Click *Save*.
10. Close *List Editor*.

Subservice Manager

The screenshot shows the 'Subservice Manager' application window. At the top, there are buttons for 'Custom Service Categories', 'Merge Subservices', and 'Close'. Below these, the 'Subservices' section contains a 'Category:' dropdown set to 'Oral Health Care' and a 'Short Name:' text box containing 'dental new'. A 'Tags:' dropdown is set to 'Dental Services', with a yellow ellipsis button to its right. Below the dropdowns is a table with three columns: 'Category:', 'ShortName:', and 'Long Name:'. The table lists various subservices, with the row 'Oral Health Care | dental new | dental new' highlighted in blue. At the bottom of the subservices section are buttons for 'Add Subservice', 'Edit Subservice', and 'Delete Subservice'. A 'List Editor' dialog box is open in the foreground, featuring a 'Label' text box containing 'Dental Services' and buttons for 'Add', 'Edit', 'Delete', 'Save', and 'Cancel'.

Category:	ShortName:	Long Name:
Outpatient/Ambulatory Health Se...	A/O Medical Care	A/O Medical
Face-to-face Case Management	Case Management	Case Manag
Oral Health Care	dental	dental
Oral Health Care	Dental Care	Dental Care
Oral Health Care	Dental Cleaning	Dental Clean
Oral Health Care	dental new	dental new
Non CARE Act Service	H CF Pemanent ...	H CF Peman
Non CARE Act Service	H CF Pemanent ...	H CF Peman
Non CARE Act Service	H Pemanent Faci...	H Pemanent
Non CARE Act Service	H Pemanent Faci...	H Pemanent
Non CARE Act Service	H Pemanent Faci...	H Pemanent
Non CARE Act Service	H Pemanent Hou...	H Pemanent
Non CARE Act Service	H STRMU Enroll...	H STRMU E

To add a tag to a subservice:

1. Click the *Tags* drop down arrow.
2. Check the box for each tag that applies to that subservice.
3. Click *Save*.

Subservice Manager

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Subservices

Category: 
 Short Name: 
 Long Name:

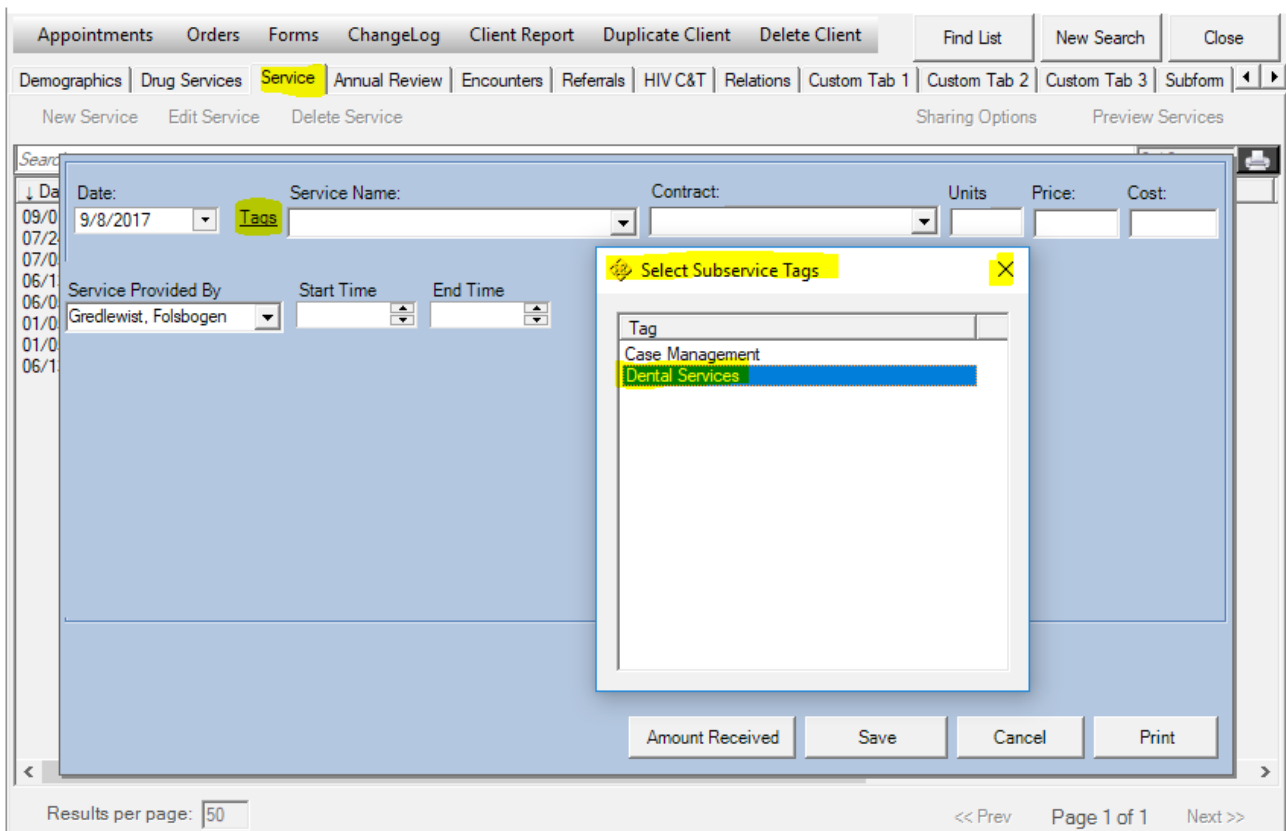
Tags: 

 Trigger medication prompt upon entry

	Long Name:	Under Contract?:	Tags:
<input checked="" type="checkbox"/> Dental Services			
<input type="checkbox"/> Case Management			
Outpatient/Ambulatory Health Se...	A/O Medical Care	A/O Medical Care	Yes
Face-to-face Case Management	Case Management	Case Management	Yes
Oral Health Care	dental	dental	Yes Dental Services
Oral Health Care	Dental Care	Dental Care	Yes Dental Services
Oral Health Care	Dental Cleaning	Dental Cleaning	Yes Dental Services
Oral Health Care	dental new	dental new	Yes Dental Services
Non CARE Act Service	H CF Permanent ...	H CF Permanent Facility Enroll...	Yes
Non CARE Act Service	H CF Permanent ...	H CF Permanent Facility Exit/H...	Yes
Non CARE Act Service	H Permanent Faci...	H Permanent Facility Enrollmen...	Yes
Non CARE Act Service	H Permanent Faci...	H Permanent Facility Exit/HOP...	No
Non CARE Act Service	H Permanent Faci...	H Permanent Facility Update/...	No
Non CARE Act Service	H Permanent Hou...	H Permanent Housing Placem...	No
Non CARE Act Service	H STRMU Enroll...	H STRMU Enrollment/HOPWA	No

A subservice tag can be used to further limit the list of possible subservices when entering a new service for a client.

1. Click *Find Client*.
2. Enter search criteria.
3. Click *Search*.
4. Click the client record.
5. Click *Details*.
6. Click *Service*.
7. Click *New Service*.
8. Click *Tags*.
9. Click a tag to highlight it.
10. Close *Select Subservice Tags*.



Selecting *Dental Services* limits the list of service names to only subservices with the *Dental Services* tag that are Contracted Subservices for a contract that is active as of the date of the service entered.

