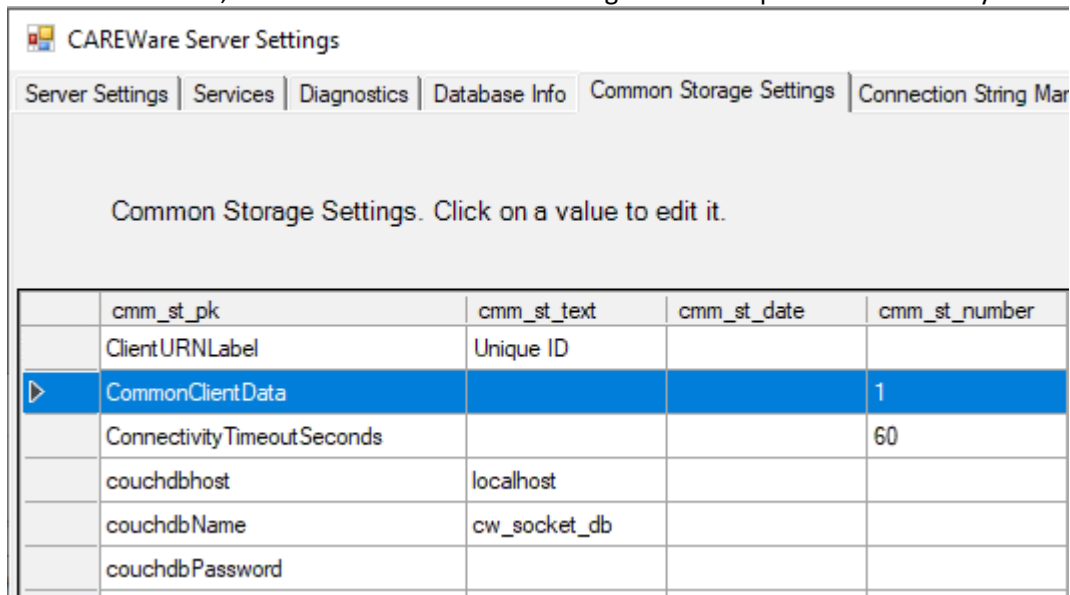


No Common Data Option

For CAREWare Central Administrators: Turning On the No Common Data Option

Turning on the No Common Data option is done by the Central Administrator in a multi-provider CAREWare network by using the CW Admin utility program that is found in the CAREWare Business Tier folder. Typically the path to this folder is C:\Program Files\Careware Business Tier, though your path may be different, depending on where you have installed CAREWare.

1. Open the CW Admin.exe utility by double-clicking on it (or you may need to right-click and choose Run as Administrator).
2. On the Server Settings screen, click on Stop Server. (This stops the CAREWare Business Tier service, not the server where it is installed).
3. Then click on the Common Storage Settings tab.
4. Adjust the column width of the first column of the Common Storage Settings table to be able to read labels better, and click on the column heading to sort in alphabetical order by name.



	cmm_st_pk	cmm_st_text	cmm_st_date	cmm_st_number
	ClientURNLabel	Unique ID		
▶	CommonClientData			1
	ConnectivityTimeoutSeconds			60
	couchdbhost	localhost		
	couchdbName	cw_socket_db		
	couchdbPassword			

5. Find the cell labeled CommonClientData in the first column and change the value in the last column to 0 (zero). Changing the 1 to a 0 will disable common data and make all data provider-specific.
6. Click in another cell of the table to save the change.
7. Return to the Server Settings screen, and Start the Server (Business Tier).
8. Close CW Admin.

The No Common Data option has now been turned on and the Common Data has been turned off. To check this, log in to CAREWare as usual, and open a client record. The only visible difference is that the Common Notes tab is no longer found on the first client screen (the Demographics tab) when a client record is opened. Only the Provider Notes are available. Otherwise, the CAREWare screens appear the same for each setting.

Implications of No Common Data for the CAREWare User

For the ordinary user of CAREWare at the provider level, turning on the No Common Data Option will not be obvious, except for the absence of the Common Notes. For users who are accustomed to working with CAREWare in stand-alone systems, where each provider has a separate CAREWare database, it will be business as usual. Even when the dispersed CAREWare databases have been consolidated into a centrally managed single database with multiple provider domains, each provider's client data will continue to be separate. Clients being served by more than one provider will have distinct records in each provider domain. They may have one address at Provider A and another at Provider B. In fact, everything except the URN fields (name, date of birth, and gender) could be different at different provider domains for the same client.

For providers who have been using CAREWare in a multi-provider, centralized network for some time, turning off the Common Data will be more noticeable. In the original CAREWare design, with Common Data turned on, most of the information on the Demographics tab and Annual Review tab are data held in common among all the Provider Domains serving the same client. The only exceptions to this are the Client ID and Provider Notes (on the Demographic screen) and the Enrollment Date and Enrollment Status (on the Services tab). Custom client fields might also be common or shared information if the custom client fields are activated in each provider domain.

This means that a change of address, or HIV status, made by one provider would be visible to other providers serving the same person. The change would overwrite the existing data and replace it with a new common value. The use of Common Data also means that CAREWare alerts users when they add a client who already exists in the system that there is already a record with the same URN. If the user agrees that it is the same client being added, the existing demographic and annual review data for the client would be a part of the new client record. This saves time for the user and keeps basic data for the same client consistent across multiple service providers.

Turning off the Common Data will eliminate this. Instead, when adding clients, each provider will need to enter all demographic and annual review data, even if the information already exists elsewhere in the system. And providers will not be alerted when adding a new client that the record may already exist elsewhere in the CAREWare system.

Implications of No Common Data for the Central Administrator of CAREWare

In places where a centralized CAREWare data system was prohibited because of confidentiality constraints that do not permit the sharing of common client data, the No Common Data option will allow CAREWare data to be consolidated into a single database and will centralize administration of the system while securely segregating provider data. It is easier to manage a statewide or region-wide system when it can be done centrally, rather than having to support multiple individual CAREWare installations. Central administration will also facilitate program monitoring and data analysis and take the burden of system maintenance and administration from the local provider organizations.

In a centralized data system the Central Administrator will be able to run reports for individual providers or combined reports across provider domains, to get unduplicated client counts and evaluate system-

wide program performance. When data differ for clients with the same URN in a multi-provider report, the data from a primary provider will be used for the report. The Primary Provider is chosen by the Central Administrator before running a custom report. The Primary Provider may be selected based on the provider with the most medical service records, the one with the most services, or the one with the most custom forms during the report time span. The Primary Provider is not selected by name.

Because the No Common Data design permits the existence of different demographic and annual review data for the same individuals, this may develop into an area that will require oversight and corrective measures.

Although each Provider Domain will only be able to see and work with their own data, at least one Central Administrator (Global User) should have access to all the data across all providers that serve clients. If unusual discrepancies between records for the same client become apparent, it may be necessary to develop policies and procedures for addressing these differences.