

Combo box type custom fields are used to create drop down lists, which can be activated in several different locations for different purposes.

The items in that list are custom field values, that can be added, deleted, edited, activated, or deactivated under Custom Control Setup.

Examples of locations are as follows:

- custom client tabs
- custom service tabs
- custom subform tabs

As a custom client tab combo box field, a user may create a case manager field to assign a patient to that case manager's case load.

As a custom service combo box field, a user may create a case manager field to note the case manager provided that service on that date.

As a custom subform combobox field, a user may create a case manager field so that a case manager could note they completed that form on that date.

To manage a combo box custom field list of items, follow these steps:

Click [here](#) for a video

1. Click Administrative Options.
2. Click Custom Features.



- Customize
- Provider Summary
- Add Client
- Find Client
- Reports
- Rapid Entry
- My Settings
- System Information
- System Messages (215)
- Administrative Options**
- Switch Providers
- Log Off

Administrative Options

Administrative Options

Provider User Manager	Manage Provider and User Permissions
Clinical Setup	Clinical definition and code management
Provider Management	Manage Provider Setup and Provider By Provider Sharing
Grantee Setup	Manage Grantee Settings
Active Grantee Funding Sources	No active funding sources
Service/Contract Setup	Manage Contracts And Available Service Types
Custom Features	Manage Custom Fields and provider/client summaries
Advanced Security Options	Manage Advanced Security Options
Data Import and Export Features	(PDI, PDE, HL7)
Data Oversight	(Client Merge, Field Merge, Required Fields)
Message Alert Scheduler	Manage Message Alert Scheduler
Employee Setup	Link a user account to employee information
Server Management	Manage server settings and view logged system events
Cap On Charges setup	Feature is not activated
Manage Referral Setup	Manage external providers, referral classes and more
HOPWA Setup	Manage HOPWA Setup

3. Click Custom Fields.

The screenshot shows a web interface for 'Administrative Options > Custom Feature Setup'. At the top left, there is a 'Back' button. Below it is the main heading 'Custom Feature Setup' with a gear icon. A list of eight options is displayed, each with a button and a description. The 'Custom Fields' option is highlighted with a yellow background. The other options are: Custom Service Data Entry Rules, Client Menu Link Management, Main Menu Link Management, Incoming URL Lookup, Form Designs, Client Summary Designer, and Provider Summary.

Option	Description
Custom Fields	Create custom data fields and place them in various domains and user screens
Custom Service Data Entry Rules	Manage Custom Service Rules
Client Menu Link Management	Manage external links that appear on the client menu
Main Menu Link Management	Manage external links for the main menu
Incoming URL Lookup	Manage http query fields for incoming data lookup requests
Form Designs	Manage Form Designs
Client Summary Designer	Create, design, and assign Client Summary Screens
Provider Summary	Create, configure, and assign Provider Summary (PS) screens

4. Click Custom Control Setup.

[Back](#)

Custom Fields

[Custom Control Setup](#)

Add/Edit/Delete Custom Control Definitions

[Custom Field Usage](#)

View Custom Fields Usage

[Demographics Tab Custom Field](#)

Manage the demographics tab custom field

[Custom Tab 1](#)

Manage Custom Tab 1

[Custom Tab 2](#)

Manage Custom Tab 2

[Custom Tab 3](#)

Manage Custom Tab 3

[Central Custom Tab](#)

Manage Central Custom Tab

[Service Custom Fields](#)

Manage Custom Service Fields

5. Click the combobox custom field to highlight it.
6. Click View.

Custom Control Setup

Search:

Name	Control Type	Description	Required
12-step self-help	CheckBox	12-step self-help	
abdominal pain	CheckBox	abdominal pain	
Addressed?	CheckBox	Was the adherence	
Adherence to Cotrimoxazole	ComboBox	Adherence to Cotrin	
Alcohol	CheckBox	Alcohol	
anemia	CheckBox	anemia	
anxiety	CheckBox	anxiety	
Anxiety screening?	CheckBox	Was an anxiety scre	
Appetite assessment?	CheckBox	Was an appetite ass	
ARV Adherence Assessment	ComboBox	ARV Adherence Ass	
Beneficiary DOB	DatePicker	Beneficiary DOB	
Beneficiary Hispanic	CheckBox	Beneficiary Hispani	
Beneficiary Name	TextBox	Beneficiary Name	
Beneficiary Notes	Memo	Beneficiary Notes	
Beneficiary Race	ComboBox	Beneficiary Race	
Blue nails	CheckBox	Blue nails	
Breathing difficulty	CheckBox	Breathing difficulty	
burning	CheckBox	burning	
Cocain Inj.	CheckBox	Cocain Inj.	
Cocaine	CheckBox	Cocaine	

6. Click Edit Values.

Administrative Options > Custom Feature Setup > Custom Fields > Custom Control Setup

Edit **Edit Values** Back

Custom Control Setup

Name: Adherence to Cotrimoxazole

Description: Adherence to Cotrimoxazole

Control Type: ComboBox

Toggle Edit by Permission:

Required:

Activate Values Automatically:

7. If in Central Administration, select a provider and click Manage Selected.

Administrative Options > Custom Feature Setup > Custom Fields > Custom Control Setup > Provider Selection

Manage Selected Back Print or Export Hide/Show Columns

Provider Selection

Search:

Provider
Central Administration
Default
ADAP
Test Provider

Here custom field values can be added, edited, activated, and deactivated.

Note: Once a custom field value has been included in client data, that value should only be deactivated as it is associated with client records. Deleting the value could result in orphaned records, data loss, or more likely errors.

Administrative Options > Custom Feature Setup > Custom Fields > Custom Control Setup > Provider Selection > Combo Box Values (Test Provider)

Activate Deactivate Activate All Deactivate All View Add Edit Synchronize across providers Delete Back Print or Export Hide/Show Columns

Combo Box Values (Test Provider)

Search:

Active	Code	Value	Owner
Yes	K00156	Good Adherence	Central Administration
Yes	K00157	Fair Adherence	Central Administration
Yes	K00158	Poor Adherence	Central Administration
Yes	K00159	Meds taken none	Central Administration
Yes	K00160	Meds taken very few	Central Administration
Yes	K00161	Meds taken about half	Central Administration
Yes	K00162	Meds taken most	Central Administration
Yes	K00163	Meds taken all	Central Administration

Activate – Sets the value to appear in the dropdown list in the location this field is active.

Deactivate – Sets the value to not appear in the dropdown list in the location this field is active

Activate All – Sets all values in the list to appear in the dropdown list in the location this field is active.

Deactivate All – Sets all values to not appear in the dropdown list in the location this field is active

View – Opens the value to view it.

Add – Creates a new value.

Edit – Opens the value to change it.

Synchronize across providers – Sets the values to be in the same condition for all providers.

Delete – Removes a value from the list.

Back – Returns to the previous page.

Print or Export – Opens the print menu.

Hide/Show Columns – Opens the menu customization setup to alter the columns available in the list.