Enter ADR enrollment and disenrollment data in CAREWare

Purpose	Use this guide when you need to	Validation watch
Show how to add ADAP enrollment and disenrollment records that determine client inclusion in the ADR.	You need to enter or correct new client dates, year-end enrollment status, or disenrollment reasons for the ADR.	Watch ADR Validation checks 44, 46, 47, 48, 49, 53, 95, 99, 100, 101, and 106.

Important: The first-ever ADAP enrollment date in the report year determines the new client and approval date logic in CAREWare.

Steps

1. Click Demographics in the client record.
2. Click ADAP Enrollment History.
3. Click Add.
4. Enter the date of the enrollment record.
5. Select the enrollment status from the dropdown list.
6. Click Save.
7. For a disenrollment record, repeat the process, select Disenrolled as the status, choose the disenrollment reason, complete Other Disenroll Reason if needed, and then click Save.

Helpful tips

- A client is new only if they applied to ADAP for the first time ever and met eligibility during the report year.
- If a newly approved client received no ADAP services, use Enrolled, services not requested.
- The application received date may be earlier than the report year even when the approval date is in the report year.
- ADAP Enrollment Date completes Q. 14 New Client, Q15. Date ADAP application was received, and Q.17 Date Last Eligibility Confirmation
- ADAP Enrollment Status completes Q.18 Client Enrollment Status
- Disenrollment reason completes Q.19 Reason for Disenrollment

Warnings to check before finalizing

- New Enrollment without application received or approval dates triggers checks #44 and #47.
- Approval dates before or after the report year trigger checks #48 and #49.
- A disenrollment reason with a year-end status other than Disenrolled triggers check #53.
- Clients marked Enrolled, receiving services but without insurance or medication assistance can trigger check #95.

Related guides

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