

Subservice Manager

Purpose	Create, review, and understand subservices that can be activated for CAREWare contracts.
Who should do this	CAREWare administrators and staff responsible for service and contract setup.
Use this guide when you need to	Add a custom subservice, identify the contracts using it, or understand module-created services.
Main warning	Services already delivered to clients may be protected from deletion or removal from contracts.

Quick path

Administrative Options › Service/Contract Setup › Subservice Manager

Before you begin

- Confirm the service category, short name, and long name you plan to use.
- Determine whether the service is custom or supplied by an ADAP, HIP, or HOPWA module.

Open Subservice Manager

- Step 1.** Click Administrative Options.
- Step 2.** Click Service/Contract Setup.
- Step 3.** Click Subservice Manager.
- Step 4.** Click Add.

ViewEditAddDeleteSet TagsView ContractsManageCodesBackPrint or ExportColumn visibilityCopy

Subservice Manager

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Service Category	Short Name	Long Name	Under Contract?	Tags
ADAP Insurance	adap	Other Health Insurance		
Child Care Center	Test Child Care Center	Test Child Care Center		HIP/HV

Subservice Manager Menu Options

Item	When to use it
View	View an existing subservice.
Edit	Edit an existing subservice.
Add	Add a new subservice.
Delete	Delete an existing subservice.
Set Tags	Set tags for an existing subservice.
View Contracts	View contracts that include the selected subservice.
Manage Codes	Manage coding system for an existing subservice.
Back	Return to the Service/Contract Setup Menu.
Print or Export	Print or export the list of subservices.
Column Visibility	Hide or show columns in the list of subservices.

Step 5. Select a Service Category.

Step 6. Enter a Short Name.

Step 7. Enter a Long Name.

Step 8. Trigger medication prompt upon entry. When selected, adding the service to a client displays a prompt asking whether to add a medication. Choosing Yes opens the Start Medication tab

Step 8. Click Save.

How to confirm it worked

Step 1. Open the contract and verify that the new subservice is activated.

Step 2. Open a client record and confirm that the service is available on the Services tab.

Step 3. After delivery, return to View Contracts and verify the service count and funding source.

Data protection: After a service has been delivered to a client, CAREWare may prevent the subservice from being deleted or removed from a contract.

ADAP Insurance Services

ADAP Insurance Services exist only in the ADAP provider, which is designed for completing the ADR. These built-in subservices all belong to the ADAP Insurance service category and are the services that count for the ADR. Custom services are automatically excluded from ADR reporting.

View	Edit	Add	Delete	Set Tags	View Contracts	Back	Print or Export	Column visibility
ADAP Insurance				High-risk insurance medication co-payment (ADAP)	Assistance Program			Yes
ADAP Insurance				High-risk insurance premiums (ADAP)	High-risk insurance medication co-payment/AIDS Drug Assistance Program			Yes
ADAP Insurance				High-risk insurance premiums -full payment (ADAP)	High-risk insurance premiums/AIDS Drug Assistance Program			Yes
ADAP Insurance				High-risk insurance premiums -partial payment (ADAP)	High-risk insurance premiums -full payment/AIDS Drug Assistance Program			Yes
ADAP Insurance				High-risk insurance premiums -partial payment (ADAP)	High-risk insurance premiums -partial payment/AIDS Drug Assistance Program			Yes
ADAP Insurance				Medicare Part D medication co-insurance (ADAP)	Medicare Part D medication co-insurance (ADAP)/AIDS Drug Assistance Program			Yes
ADAP Insurance				Medicare Part D medication co-payment (ADAP)	Medicare Part D medication co-payment (ADAP)/AIDS Drug Assistance Program			Yes
ADAP Insurance				Medicare Part D medication out-of-pocket (ADAP)	Medicare Part D medication out-of-pocket (ADAP)/AIDS Drug			Yes

Health Insurance Premium and Cost Sharing Assistance (HIP)

Activate the HIP module

Step 1. Click Administrative Options.

Step 2. Click Provider Setup.

Step 3. Click Care Act Program(s).

Step 4. Check HIP.

Step 5. Click Save.

Service Category	Short Name	Long Name	Under Contract?	Ta
Health Insurance Program (HIP)	Other health insurance co-payments	Other health insurance co-payments/Health Insurance Program	Yes	
Health Insurance Program (HIP)	Other health insurance deductibles	Other health insurance deductibles/Health Insurance Program	Yes	
Health Insurance Program (HIP)	Other health insurance premiums	Other health insurance premiums/Health Insurance Program	Yes	
Health Insurance Program (HIP)	Medicare supplement co-	Medicare supplement co-payments/Health	Yes	

HOPWA module

Activate the HOPWA module

Step 1. Click Administrative Options.

Step 2. Click HOPWA Setup.

Step 3. Click Activate HOPWA. After HOPWA is activated, its services appear in Subservice Manager.

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Service Category	Short Name	Long Name	Under Contract?
Non CARE Act Service	H Permanent Facility Exit	H Permanent Facility Exit/HOPWA	Yes
Non CARE Act Service	H Transitional Facility Update	H Transitional Facility Update/HOPWA	Yes
Non CARE Act Service	H STRMU Exit	H STRMU Exit/HOPWA	Yes
Non CARE Act Service	H CF Permanent Facility Enrollment	H CF Permanent Facility Enrollment/HOPWA	Yes

Related references

Document	Use it for
Contract Manager	Activate subservices for contracts and review contract setup.
ADR	Understand ADAP reporting and eligible ADAP services.
RSR	Review HRSA service reporting requirements.
HOPWA	Set up and use the HOPWA module.