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**OFFICE OF AIDS  
AIDS Drug Assistance Program (ADAP)**

**Management Memorandum  
Memorandum Number: 2010-02**

DATE: June 22, 2010

TO: ADAP COORDINATORS

SUBJECT: SITE VISITS TO VERIFY COMPLIANCE WITH ADAP ELIGIBILITY  
GUIDELINES AND ENROLLMENT PROCEDURES

The Office of AIDS (OA) is enhancing its ADAP Enrollment Site oversight and technical assistance (TA) to ensure clients meet eligibility requirements and all necessary documentation is in compliance with the *Enrollment Procedures and Guidelines for Determining ADAP Eligibility* manual. Recent audits indicate that ADAP needs to strengthen internal control over the eligibility process to ensure payments are only made for eligible recipients and that all required documentation is collected and maintained in the client's file. In addition, ADAP is implementing new procedures to follow up on site visit findings.

ADAP's service population consists of individuals with HIV/AIDS infection who meet the following eligibility criteria:

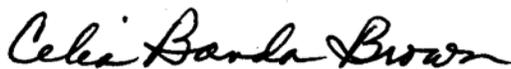
- Have a Federal Annual Adjusted Gross Income under \$50,000;
- Are HIV positive and have a valid prescription from a licensed and practicing California physician;
- Reside in the state of California;
- Are 18 years of age or older; and
- Are not covered 100 percent by Medi-Cal or any other third-party payer.

In addition to the eligibility enrollment criteria, Section 10-00 of the manual states, "Local Health Jurisdictions, ADAP Coordinators, and ADAP Enrollment Workers must ensure all client eligibility requirements are met, documented, and maintained in a hard copy client file, with client information updated annually upon re-certification."

Effective immediately, ADAP will visit every enrollment site over the course of the next three fiscal years to ensure that these policies are being followed, to provide appropriate TA, and to verify that Corrective Action Plans are developed and implemented by the sites, as appropriate.

Also, ADAP will implement new post site visit procedures. The procedural changes will include revision of the ADAP site visit tool used by staff to more fully document site/client file findings. ADAP will also formalize requirements for enrollment site correction of the problem client files, mandate re-training of all enrollment workers at sites with significant client file deficiencies, and conduct follow-up site visits by ADAP staff to confirm correction of the client files identified as deficient. Additionally, after the initial site visit, the ADAP pharmacy benefits management service provider will be notified of the specific client files found to have deficiencies and the necessary documentation required to correct the deficiencies. A 60-day grace period will be placed on these clients' eligibility, during which the missing documentation must be provided by the site/enrollment worker or the client's ADAP eligibility will be suspended until compliance is achieved.

If you have any questions, please contact your ADAP program coordinator. You can also download the most current ADAP staff assignments by LHJ on the Office of AIDS Web site at: [www.cdph.ca.gov/programs/aids/Documents/ADAP-LHJStaffAssignments.pdf](http://www.cdph.ca.gov/programs/aids/Documents/ADAP-LHJStaffAssignments.pdf).



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