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EDMUND G. BROWN JR.
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OFFICE OF AIDS (OA)
AIDS Drug Assistance Program (ADAP)

Management Memorandum
Memorandum Number: 2014-11

Date: October 17, 2014

TO: LOCAL ADAP COORDINATORS
ADAP ENROLLMENT WORKERS

SUBJECT: ADAP ENROLLMENT APPLICATION MODIFICATIONS AND
PHARMACY BENEFITS MANAGER SYSTEM ENHANCEMENTS AND
ASSOCIATED MANDATORY TRAINING

The purpose of this memorandum is to inform ADAP Enrollment Workers (EWs) of modifications to the ADAP Enrollment Application (ADAP application). The ADAP application has been revised to incorporate the Office of AIDS Health Insurance Premium Payment program (OA-HIPP) application and variables required for the Health Resources and Services Administration (HRSA) ADAP Data Report. Though ADAP EWs will be able to submit OA-HIPP applications electronically for their clients, ADAP clients will continue to have the option of submitting their OA-HIPP applications directly to OA. ADAP EWs will be able to view OA-HIPP application status; pending, approved or denied.

In addition, ADAP's Pharmacy Benefits Manager (PBM) system has been modified to allow ADAP EWs the ability to add, store, and view scanned client eligibility documents for both OA-HIPP and ADAP. Use of this new scanning capacity is optional at this time. More details will be provided during enrollment worker training.

All ADAP EWs will be required to take training on the updated ADAP application and system modifications. Once trained, all ADAP EWs will be authorized to complete OA-

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HIPP applications for eligible ADAP clients wishing to apply for premium payment assistance through the OA-HIPP program.

Webinar training dates:

<u>Date</u>	<u>Time</u>	
October 29, 2014	9:30 am to 11:30 am	2:00 pm to 4:00pm
October 30, 2014	9:30 am to 11:30 am	1:30 pm to 3:30 pm
November 3, 2014	9:30 am to 11:30 am	1:30 pm to 3:30 pm

Additional information on the webinar, including registration, webinar link and access codes, will be provided to EWs by the ADAP PBM prior to the training dates.

Training is mandatory. Therefore, EWs who are not able to participate in one of the training dates above will be required to take part in a recorded training that will be posted by the OA PBM (Ramsell) at a later date. Once the training is posted, ADAP EWs and Coordinators who have not participated in a live training session will receive an email from Ramsell informing them of how to enroll in the “make up” online training. These ADAP EWs and Coordinators will have two weeks to register for one of the “make up” training dates. If an ADAP EW or Coordinator does not participate in one of the live or recorded trainings, that EW or Coordinator may be suspended.

Please contact your OA ADAP Advisor if you have any questions regarding the information provided in this memo. The most current “OA/ADAP Staff Assignments by LHJ” list is available on the OA website at:

<http://cdphinternet/programs/aids/Documents/ADAP-LHJStaffAssignments.pdf>

Sincerely,



Celia Banda-Brown, Chief
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