

# Data Entry Rules for CAREWare Users



Maine Center for Disease  
Control and Prevention

An Office of the  
Department of Health and Human Services

Paul R. LePage, Governor

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# Adding clients\*

\* Not all users have permission to add clients. However, you should still review slides 4-8 if you have permission to edit demographic fields.

# You are required to keep a Disclosure Log

- If you view information on a person who is not actually a client of your program, you must log information viewed
- Disclosure log must include:
  - Date info viewed
  - Name of the person identified
  - Description of the information viewed
  - Reason why the information was viewed
  - Name of the person who viewed the information
- The log must be kept in a secure location for 7 years
- The database administrator must also be alerted when such a disclosure has occurred

# Last Names

- Include apostrophes as appropriate
  - Ex. O'Brien
  - not Obrien
- Abbreviate Saint
  - Ex. St. John
  - not Saint John or St John
- It is very important to do this, because the UCI – the code that determines whether or not a client record is unique in the database (and nationally) can be affected if we are not all entering data the same way

# Capitals

- Use appropriate capitalization
  - Ex. John Smith
  - Not john smith or JOHN SMITH

# Suffixes

- Always include a comma after the last name
  - Ex. John Smith, III
  - not John Smith III
- Include a period when the suffix is an abbreviation
  - Ex. John Smith, Jr.
  - not John Smith Jr. or John Smith, Jr
- We must enter these data consistently, so that data can be matched appropriately if/when it is imported into the system (from EMRs or other data systems)

# Verify Information

- Make certain you are entering the correct date of birth
  - The majority of incorrect duplicates in the system have been created because of incorrect dates of birth
- Make certain you have the correct middle initial
  - Records being imported (from EMRs, etc) may not match up if the middle initials are different

# Legal Name

- Remember to always use the full, legal name
- You can enter nicknames in the “Common Notes” box

# Demographic fields

# Race

## ○ The problem:

- The current build of CAREWare has made it easier to inadvertently select a race
- If you click near the name of a race, the race will be selected or deselected
- This has resulted in a number of clients being erroneously reported as Asian

## ○ What to do:

- Double check race entries any time you are in a client record
- Be careful where you click!

# Social security numbers

- Stored in the QA screen
- Leave blank if client does not have a social security number
- Include dashes if you have the SSN
  - SSNs without dashes make it difficult to search for and fix duplicate records

# MaineCare numbers

- Stored in the Medical and Insurance screen
- If none, leave the field blank
- Include the letter
- Do not enter dashes
  - Improperly formatted numbers make it difficult to search for and fix duplicate records

# ADAP fields

- Stored in the Medical and Insurance screen
- **NEVER EDIT ANY ADAP FIELDS**
  - You can tell which fields are ADAP fields because they all have “ADAP” in the title
- If you make a change to an ADAP field, it can cause an error to the pharmacy upload file, which can result in a client not getting meds
- If you see information in an ADAP field that you think is incorrect, contact Danielle or Lynn immediately