NASTAD

ADAP Programmatic Management Checklist

March 2016

When considering making changes to or implementing additional programmatic management strategies, ADAPs should:

Core Checklist

- Be familiar with any state legislation and administrative regulations that may impact the program's ability to make changes to the ADAP
- Follow the internal state agency process for review and approval of changes to the ADAP
- Communicate with your HRSA Project Officer and NASTAD when the state is considering changing the eligibility criteria, when and if significant challenges arise, and when any changes are actually implemented
- Consult other ADAPs that have investigated and/or changed their programs to find out how they approached it, the results and lessons learned prior to embarking on a major change within your own program
- Involve the state's ADAP advisory committee in reviewing and recommending any changes
- Communicate to the community when there are changes, including the reason for the changes
- Determine if the proposed changes are economically feasible and administratively manageable for the program, based on the current staff capacity and internal processes

Financial Forecasting Checklist

- Review and understand the data that is currently within your ADAP, including your programs history, structure, and individual program components
- Consider what data elements and trends need to be included in the ADAP financial forecasting model
- Examine and analyze historic and current enrollment and utilization trends over the past three to five years
- Use available forecasting resources (e.g., a home-grown fiscal projections model, NASTAD's ADAP financial projection model,)

Rebate Checklist

- Review and ensure your program/contract pharmacy is currently enrolled as a covered entity in the 340B Program (including Prime Vendor Program, if applicable)

- Review expenses and ensure that you are receiving the 340B discount prices accurately
- Participate in the ADAP Crisis Task Force (ACTF) and review the supplemental rebates/discounts available
- Review the ACTF agreements periodically to ensure the most updated pricing schedule and rebate rates are used
- File rebate requests on a timely basis to ensure timely and efficient payment
- Report rebates funds properly on your Federal Financial Report (FFR) (see Policy Notice 12-02)

Eligibility and Re-certification Checklist

- Collaborate with and consider coordinating the eligibility criteria of ADAP with other RWHAP programs and state programs that may assist people living with HIV (e.g. Medicaid, Medicare Part D, and pharmaceutical pharmacy assistance programs (PAPs) and cost-sharing assistance programs (CAPs))
- Provide eligibility screening at enrollment and recertification by self-attestation to identify clients who are eligible or have become eligible for other payer sources
- Review other payer programs regularly as they update their eligibility criteria in order to ensure clients transition to other payer sources, if applicable
- When considering changes to eligibility and re-certification criteria, review current data and examine the number of clients that could be impacted by such a change prior to implementation

Formulary and Utilization Checklist

- Follow HHS Guidelines for the Use of Antiretroviral Agents in HIV-I-Infected Adults and Adolescents
- Thoroughly review drug utilization patterns for the previous year
- Establish contract requirements with the ADAP pharmacy network or direct purchase administrative agency for all client or financial data tracking and reporting needs
- Forecast program costs for new medications coming to the market
- Determine if the ADAP can afford to add additional medications based on available funds
- Determine if NASTAD's ADAP Crisis Task Force has negotiated additional rebates/discounts on medications considered for change
- Determine if any medications on the formulary are available to ADAP clients through any other payer source
- Consult the state's ADAP Advisory Committee for guidance on formulary and utilization changes

- Consider any impact formulary and utilization changes may have on patient adherence
- Develop procedures to rapidly address unintended consequences of patient access to medications
- Consider whether prior authorization is needed as part of an overall cost-containment effort
- Develop a process for applicants to request authorization for these medications
- Consult other ADAPs that have investigated and/or changed their formulary and utilization, to find out how they approached it, the results and lessons learned
- Notify the ADAP pharmacy network or direct purchase administrative agency of formulary and utilization changes
- Communicate in an effective and timely manner with the community about why and when the formulary and utilization criteria will change

Waiting List Checklist

- Train ADAP eligibility staff on how to screen for and maintain a client on the waiting list; how to enroll clients on PAPs and other medication access programs; or how to transfer clients to other medical insurance programs
- Educate clients and case managers about the waiting list, including how long a client can anticipate being on a waiting list and other options for receiving medications
- Report waiting list numbers to HRSA/HAB project officers and NASTAD (as instructed)
- Participate in NASTAD's monthly conference call with all ADAPs managing a waiting list and those considering implementing a waiting list to discuss the challenges and strategies to carefully manage a waiting list

Coordination of Benefits Checklist

- Create and/or conduct training for case managers or other direct client staff on how to effectively screen clients for eligibility in other prescription drug or health insurance programs
- Collect income information at enrollment and recertification for all clients
- Require ADAP clients inform the program of any changes to their insurance status and update their ADAP enrollment accordingly
- Provide eligibility screening at enrollment and recertification by self-attestation to identify clients who are eligible or have become eligible for other payer sources
- Educate clients on other payer sources and options

Patient Assistance Program and Cost-Sharing Assistance Program Checklist

- Familiarize yourself with HarborPath and the variety of patient assistance programs and cost-sharing assistance programs
- Educate case managers and clients about these programs and the Common PAP Application (CPAPA) and companion document
- Train case managers on how-to complete the CPAPA

Quality Management Checklist

- Develop a quality management program for your ADAP
- Facilitate implementation of quality management program
- Develop a team to collect and review quality management program data
- Review, collect and analyze project related data for quality management
- Test possible changes
- Evaluate results of tests with key stakeholders inside and outside of the ADAP
- Systematize changes after the review
- Monitor systems to eliminate waste or unnecessary duplication of services
- Evaluate quality management program as whole

Health Systems Integration Checklist

- Study your state's Medicaid expansion plans
- Familiarize yourself with the health insurance marketplace portal and create guidelines for use by ADAP staff
- Review the essential health benefits and the benchmark plan selected for your state
- Evaluate the scope of coverage available for your clients and determine where gaps may exist
- Create plans to cover these gaps in coverage when appropriate
- Evaluate ADAP-funded insurance programs (i.e., the program through which ADAP makes premium, co-payment, co-insurance, and/or deductible payments on behalf of clients for private or public insurance coverage) to ensure they are able to support clients as more people enroll in insurance coverage and are able to coordinate with federal subsidies and Marketplace infrastructure
- Educate clients on eligibility for insurance through the Marketplaces and for Medicaid expansion
- Train ADAP staff to help navigate the insurance Marketplace for clients

Technical Assistance Checklist

- Participate in NASTAD and HRSA's technical assistance program and opportunities

- Participate in NASTAD's peer mentorship opportunity
- Make requests for individualized technical assistance from NASTAD, including peer-to-peer TA when appropriate, and/or HRSA/HAB Project Officer

Client-Level Data Checklist

- Participate in NASTAD's ad hoc CAREWare committee activities
- Work with the HRSA/HAB client-level data TA provider
- Send questions and TA requests to Data.TA@caiglobal.org

RESOURCES

- Centers for Disease Control and Prevention (CDC)
- Centers for Medicare and Medicaid Services (CMS)
- Comprehensive information on ARVs and OI medications
- HarborPath
- HRSA HIV/AIDS Bureau
- HRSA 340B Prime Vendor Program
- HRSA Office of Pharmacy Affairs
- HRSA Target Center
- Kaiser Family Foundation
- Ryan White HIV/AIDS Treatment Modernization Act, (2009)
- U.S. Department of Health and Human Services

For more information, visit: NASTAD's website or contact NASTAD's Health Care Access team (e-mail Amanda Bowes at abowes@NASTAD.org or Britten Pund at bpund@NASTAD.org).

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