FLORIDA AIDS DRUG ASSISTANCE PROGRAM

July 21, 2016 Statewide Conference Call Minutes

10AM - 11AM

Counties Represented: Alachua, Bay, Bradford, Brevard, Broward, Charlotte, Citrus, Collier, Desoto, Duval, Escambia, Flagler, Gadsden, Gulf, Hendry / Glades, Hernando, Hillsborough, Indian River, Jackson, Lake, Lee, Leon, Manatee, Marion, Martin, Miami-Dade, Monroe, Nassau, Okaloosa, Okeechobee, Orange, Osceola, Pasco, Pinellas, Polk, Putnam, Santa Rosa, Sarasota, St. Lucie, Sumter, Taylor, Union, Volusia.

ADAP Headquarters Participants: Jimmy Llaque, Steven Badura, Paul MeKeel, Tammy Cuyler, Cherrishe Brown, James Easton, Joseph Cohen, Nneka Abara, Debra Johnson, Lavell Pryor.

Program Processes

Central Pharmacy

- Requirements for advance prescription fill request, made by ADAP staff, must include the client's name, birthdate and the total number of fills requested. Along with this information, staff should complete an Advance Medication Pickup Authorization form and submit to their area consultant. This document can be found in the Forms section of the ADAP Policy Manual.

- Dr. Broxton has explained that Central Pharmacy is receiving requests for 30 day supplies of Harvoni. As a reminder, this drug is only available as a 28 day supply. Central Pharmacy staff along with the medical team have been working to keep providers cognizant of this.

Quality Management

COOP

- Counties are expected to complete the Continuity of Operations Plan (COOP) form that was sent out in the month of June. All COOP forms should be submitted by close of business on August 1st. Those who have additional questions can contact Tammy Cuyler for more information.

Office Communications

Email Security

- All staff are advised to learn and adhere to DOH communication guidelines, concerning emails sent both internally and externally.

Key Reminders

- Subject lines - The subject line is **never** confidential. Please be sure that you do not include any client identifying information in the subject line of **any** email.

- Attachments containing confidential information – The body of the email and attachments the email contains are encrypted in the Office 360 environment. However, staff should never name attachments using identifiable information.

- Sharing files on One Drive – OneDrive generates outgoing emails that include the filename in the subject line. Once again, it is imperative that confidential information is not in the name of the file being shared.

CVS Pharmacy Network List

- The program has expanded the National CVS Caremark Pharmacy Network to Florida Premium Plus clients. The expanded network will allow clients with insurance to pick up their ADAP formulary medications from a variety of participating pharmacies, including national walk-in retailers, mail-order pharmacies, specialty pharmacies and local independent pharmacies nationwide.

- Please note, clients who have already met their deductible and maximum out-of-pocket costs for the year will not have co-pays assessed and pick up information will not be shared with the ADAP program. A major component of ADAP is treatment adherence.

- ADAP collects prescription pickup information and CD4 and viral load test results to track viral suppression rates for the client, for the county and statewide. It is essential that clients who are in this situation continue to report their medication pickups to the local ADAP program on a monthly basis in order to avoid automatic suspension of their ADAP record.

- The list of participating pharmacies is available on www.floridahealth.gov on the ADAP Program Information page. Please note, only the pharmacies listed on this directory will be able to assist ADAP clients, as not all major brand store pharmacies in your county may be included on this list.

Groupware / Provide Enterprise System

- ADAP central office is conducting the final series of reviews for the customized program and will be holding in-person area trainings beginning in August. Groupware Technologies, Inc., the developers of the PE system, will be sending two trainers for hands-on sessions, in an effort to increase staff familiarity of the system, before the September launch.

- The trainings will take place from 9:00a– 4:00p, in a hotel conference room, using computers provided by the vendor. These classes of approximately 25 persons each, will be held in locations statewide throughout the month.

- If you are unable to attend the training scheduled for your area, exceptions may be made if certain factors permit. Staff should contact Nneka Abara for training information, such as dates, times and locations.