# CAREWare Database Administrator Job Description and Administrative Permissions

A. Provide program-level management of CAREWare database:

1. Monitor and approve RDR and RSR Part B electronic reporting to HRSA, in the format required and by the due date specified.

2. Complete ad hoc reports as requested by the HIV Services Manager by the due date specified.

3. Add/delete users as requested by providers or HIV Services Manager.

4. Maintain provider CAREWare contracts to reflect budgets approved by the HIV Services Manager.

5. Resolve problems with provider usage of CAREWare that are within employee responsibility as noted in the CAREWare manual.

6. Provide provider/program staff training on CAREWare as needed.

| **Function** | **NMDOH**  **Data Manager** | **Provider Data Manager** |
| --- | --- | --- |
| **EXPORT MENU** | | |
| Provider Data Export | **✓** | **✓** |
| **RSR** | | |
| Run RSR | **✓** | **✓** |
| **PROVIDER SETUP WIZARD** | | |
| Run Setup Wizard | **✓** | **✓** |
| Set CARE Act Programs | **✓** | **✓** |
| Set Service Sharing | **✓** |  |
| Enable Category for Provider | **✓** |  |
| Enable Subservice for Provider | **✓** |  |
| Add/Edit/Delete Subservice | **✓** |  |
| Set Clinical Sharing | **✓** |  |
| Edit Agency and Contact Information | **✓** | **✓** |
| Set Case Notes Sharing | **✓** |  |
| Set Provider Logo | **✓** | **✓** |
| **CLINICAL SETUP** | | |
| Import Medication | **✓** | **✓** |
| Set Medication Active/Inactive | **✓** | **✓** |
| Define Labs | **✓** | **✓** |
| Set Labs Active/Inactive | **✓** | **✓** |
| Define Screening Labs | **✓** | **✓** |
| Set Screening Labs Active/Inactive | **✓** | **✓** |
| Define Screenings | **✓** | **✓** |
| Set Screenings Active/Inactive | **✓** | **✓** |
| Import Diagnoses | **✓** | **✓** |
| Set Diagnoses Active/Inactive | **✓** | **✓** |
| Defining Vaccine | **✓** | **✓** |
| Set Vaccine Active/Inactive | **✓** | **✓** |
| **USER MANAGER** | | |
| Open User Manager | **✓** |  |
| Add User | **✓** |  |
| Remove User | **✓** |  |
| Add Templates | **✓** |  |
| Edit Templates | **✓** |  |
| Delete Templates | **✓** |  |
| Grant/Merge/Revoke/Replace Permissions | **✓** |  |
| View/Clear User Log Alarm | **✓** | **✓** |
| View/Edit Settings | **✓** |  |
| Edit My Settings | **✓** | All Users |
| **CONTRACTS** | | |
| Apply Funding Source | **✓** |  |
| Add/Edit/Delete Funding Source | **✓** |  |
| View Contracts | **✓** | **✓** |
| Add/Edit/Delete Contract | **✓** |  |
| Add/Edit Contract Items | **✓** |  |
| Delete Contract Items | **✓** |  |
| Merge Subservices | **✓** |  |
| Import Contracts | **✓** |  |
| **SYSTEM INFO** | | |
| View System Info | **✓** | **✓** |
| Edit System Info | **✓** | **✓** |
| **SCHEDULER SETUP** | | |
| Scheduler Setup | **✓** | **✓** |
| **EDIT LISTS** | | |
| View Employee | **✓** | **✓** |
| View/Add/Edit Employee (this does not apply to user management or accounts for CAREWare) | **✓** | **✓** |
| Delete Employee (this does not apply to user management or accounts for CAREWare) | **✓** | **✓** |
| **QUALITY OF CARE SETUP** | | |
| Run Quality of Care Wizard | **✓** | **✓** |
| Setup Performance Measures | **✓** | **✓** |