Nevada Office of HIV/AIDS
Ryan White HIV/AIDS Program
ADAP Cost Effectiveness Worksheet Instructions

The ADAP Cost Effectiveness (ACE) Worksheet is a dynamic Excel Spreadsheet that will assist the Eligibility & Enrollment Providers in the preliminary determination of a Ryan White Part B client's eligibility for Health Insurance Program or ADAP Medication Assistance Program.

The shaded blue cells are the only ones that can be edited in the spreadsheet. All of the remaining cells are formula driven.

Before entering in insurance and medication data into the ACE Worksheet, fill out the top portion with the **Date**, **Client's Name**, **Client's Date of Birth**, **Eligibility & Enrollment Worker**'s name, and the number of **Months of ADAP or Insurance Coverage** that is requested (up to 12 months per worksheet/per RWPB Membership window).

- In Step 1, the Eligibility & Enrollment Provider will select from the drop down menu, the name of the **ADAP Formulary Medications** that the client has been prescribed. The **Cost of the Medications** will automatically populate in the second column. The total medication cost will be added together in the **Medication Cost** box.
- In Step 2, the **RWPB-HIP Share of Premium** will be calculated from the **Annual Insurance Premium** minus the **Annual Premium Subsidy.**
- In Step 3, the **RWPB-HIP Share of Out of Pocket** is calculated from determining the **Annual Out of Pocket Maximum** plus the **Total Medication Co-Pays** that are not included in the Out of Pocket Maximum. This will give the true out of pocket maximum for the client.
- In Step 4, the **Total Medication Cost** is compared with the **Total RWPB-HIP Cost** and a cost effectiveness determination is made.

If the plan is cost effective or not, the Eligibility & Enrollment Provider will refer the client to the ADAP/HIP/SPAP Provider for them to research other options that could be available to further assist the client. This includes if the client does not have insurance or does not have insurance options at the Eligibility & Enrollment appointment, a referral will be made to the ADAP/HIP provider to further assist the client.

The Eligibility & Enrollment Provider will attach the ACE Worksheet to the insurance documentation from either the client's employer, spouse's employer, or Nevada Health Link. Client is instructed to bring in invoices to any Eligibility & Enrollment provider or Outreach provider for scanning and referral to the HIP provider in CAREWare for timely processing of the insurance payment.