



State of California
Department of Justice

CURES 2.0
X

Prescriber and Dispenser User Guide

CURES 2.0 Online Help

Table of Contents

Table of Contents	2
Introduction	3
System Navigation	4
Global Navigation	4
General Field and Tool Definitions	4
Data Entry Fields	4
General Formatting Rules	4
Drop Down Menus	5
Tabs	5
Tables	5
Editing Fields in CURES 2.0	6
Supporting Documents	6
Error Messages and Confirmations	7
CURES 2.0 Screens	7
First Time Login	7
Dashboard/Home Page	7
User Profile – Prescriber and Dispenser Users	8
Account Renewal	8
Delegate Management – Adding a Delegate	8
Delegate Management – Removing a Delegate	10
Patient Activity Report	10
Patient Load Saved Search	10
Patient Search – Prescribers & Dispensers	11
Patient Search – Save Search	13
Patient Results	13
Patient Details – Prescribers and Dispensers	13
Manage Saved Searches	14
Compacts and Messaging – Prescriber and Dispenser	14
Report Prescription Theft/Loss	15
Search Prescription Theft/Loss Reports	16
Prescription Theft/Loss Report Details	17

Introduction

The Controlled Substance Utilization Review and Evaluation System (CURES) 2.0 is a database of Schedule II, III, and IV controlled substance prescriptions dispensed in California.

Access to CURES 2.0 is limited to licensed prescribers and pharmacists strictly for patients in their direct care; and regulatory board staff and law enforcement personnel for official oversight or investigatory purposes.

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) and confidentiality and disclosure provisions of California law cover the information contained in CURES 2.0.

CURES 2.0 is committed to the reduction of prescription drug abuse and diversion without affecting legitimate medical practice or patient care.

CURES 2.0 provides a vastly improved use interface, ease of use, robustness, and an analytics engine that provides prescribers and dispensers with critical information regarding at-risk prescription behavior.

System Navigation

The primary navigation in the CURES 2.0 system is a navigation bar across the top of each screen. In addition, the system makes use of drop down menus for the user to navigate between screens. This section also describes the standard web application fields and tools used in the design of the system.

Global Navigation

The primary method of navigation throughout CURES 2.0 is a global navigation bar that appears at the top of each page. The navigation bar is composed of drop down menus and links.

General Field and Tool Definitions

CURES 2.0 utilizes various types of data entry fields and formats. Fields default to blank unless otherwise specified in this User Interface Design document.

The following types of data entry fields are utilized within CURES 2.0. Each is applied in the design as appropriate to ensure accurate and simplified data entry.

Data Entry Fields

- Drop down fields – allow the user to select a single entry of a “drop down” list of values (LOV) by clicking on the entry they want to select. Drop down lists are alphabetically ordered and includes an “alpha jump” feature that allows the user to type a letter to jump to the first entry in the list of values that begins with that letter.
- Text fields – allow the user to enter data, which can be any character. Text fields that include formatting (such as the parentheses used around area codes for phone numbers) can be entered as numeric fields, and the system will automatically insert the additional formatting.
- Single check box fields – allow the user to select yes or no. Checking the box indicates a yes designation.
- Check box list fields – allow the user to select one or more than one item in a list (or leave it blank). Selection of more than one item in a check box list is determined to be an “and” selection.
- Radio buttons – allow the user to select one of two options.

General Formatting Rules

The following formatting rules are globally applied in the design of the CURES 2.0 page layouts:

- Field labels and content are left justified.
- Buttons that allow users to take action on one section of data on a page are left justified.
- Buttons that allow the user to take action on an entire page are center justified.
- Upon login, the user’s name and role will display in the top right corner of each CURES 2.0 page in the format “First Name Last Name, Role.”

- Dates can be typed into the date field or selected from a Date Picker calendar.
- Phone numbers will be displayed in the format (NNN) NNN-NNNN.
- Zip codes will be displayed in the format NNNNN.

Drop Down Menus

Drop down menus allow the user to navigate throughout the system. The menu options that appear in the navigation bar depend on the user's role. The navigation bar provides access to all screens accessible to the user grouped by the primary functions of the system. This approach allows the user to access any function on any CURES 2.0 page with minimal key strokes.

Tabs

Many functions within CURES 2.0 provide the ability to search for, view, add, and edit records. In these cases, the pages for these functions contain tabs to take any of these actions without leaving the page. This interface style is most common with web browsers, web applications, text editors and preference panes, allowing multiple panels to be contained in a single window.

Tables

On pages that provide the user with a view of multiple records, CURES 2.0 presents the records in tables. The tables display as many records as possible based on the available space on the page. If the number of records to be displayed exceeds the number of records that can be viewed at a time, scroll bars will be included to the right of the table to allow the user to view additional records. For tables that exceed the horizontal width of the screen, a horizontal scroll bar will be provided below the table to allow the user to view the additional fields.

Tables can be sorted by any column by clicking on a sort icon that appears in each column header. By clicking again, the user can modify the sort between ascending and descending order.

Users can view the details of a record by clicking on the table row. A single click displays the details on the same screen, when this option is available. A double click navigates the user to a detail screen, when this option is available.

Throughout CURES 2.0, when all fields related to a record can be displayed in a table format, the table itself will include action buttons to modify the record's editable fields within the table.

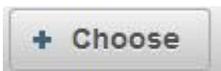
Editing Fields in CURES 2.0

Users can edit sections and fields within the screen, the following are editing functionalities. The 'Edit' functionality may come in the form of a button, an icon or a text box. Any of these may be displayed within CURES 2.0:

- Clicking the "Edit" Button.  Typically, when this button is selected, buttons change to the "Save" and "Cancel" buttons. 
- Clicking on the pencil icon.  This icon is displayed when the user can edit an individual field or a table row. When the pencil icon is selected, the field or row selected will become editable, with a checkmark to accept the edit or an 'x' to cancel the edit.
- Typing into a text box.  The text box is presented whenever the user can enter text into a field.

Supporting Documents

Supporting documents are required for registration and other functions within CURES 2.0. The user can attach files where the "Choose" button is displayed:



Single File Upload – The user selects a file, which will immediately trigger the upload of the file to CURES 2.0. If the user uploads another file, the existing file is replaced with the latest upload. Files must be in PDF format and the file name must not exceed 50 characters. The

Multiple File Upload – The user may select up to ten files. The total size of all files must not exceed 10 MB. Files must be in PDF format and file names must not exceed 50 characters.

Supporting Document Description Field – This field allows the user to enter a text description for the uploaded file. The description must not exceed 250 characters.

To upload documents:

1. To attach a document, click Browse next to Supporting Documents section, or click Choose next to Attach File.
2. Browse for the file, select it, and click Open. There is a limit of 10 MB total for file uploads.
 - If an unsupported file type is chosen, a message will display with the acceptable file type.
 - To remove a selected file prior to uploading, click on the "X" button displayed next to the file name.

3. Once the selected files have been added, click the Upload button. (This button is displayed when multiple files are uploaded, not on single file upload.)

To remove all updated files:

1. To remove all uploaded files, click on the Delete button.
2. File(s) are now attached/uploaded to Supporting Documents section.

*Note: When the user selects the Clear button, all screen content is cleared out, including uploaded files.

Error Messages and Confirmations

To support usability and user experience, CURES 2.0 includes on-screen error messages and confirmation messages. Error messages will display on-screen for failed field validations. These will be displayed directly below the page name at the top of the page, above any tabs. Failed field validations prevent the user from continuing with the attempted action (for example, saving a record or submitting a query). Confirmation messages (for example, leaving a page with unsaved changes) will appear as pop-up messages that require the user to take action using buttons in order to return to the page that generated the message.

CURES 2.0 Screens

First Time Login

Upon logging in for the first time to CURES 2.0, the user must update their user profile and agree to CURES 2.0 Terms and Conditions before proceeding to the Home Page (Dashboard).

To complete the first time login process:

1. Log in to CURES 2.0. The system automatically navigates to the User Profile page.
2. Review your user profile, complete additional required fields, and agree to the Terms and Conditions.
3. Click the "Update" button. The system automatically navigates to the Home Page.

Dashboard/Home Page

The Home Page is the landing page for all users upon login to CURES 2.0. It includes the following:

- Saved searches and searches initiated by delegates
- Advisories and bulletins from DOJ regarding the CURES Program or CURES 2.0 application
- A link to CURES 2.0 statistics and data trends
- For prescribers, user messages and patient alerts

User Profile – Prescriber and Dispenser Users

CURES 2.0 stores user profile information and provides the user with the ability to maintain personal information on the User Profile page. This page is pre-populated with information provided by the user during registration.

Instructions:

1. From the Global Navigation Menu, select “User Profile.”
1. From the drop down list, select “Profile.”
2. On the User Profile page, edit the user profile information by clicking the “Edit” Button:
 - Name and ID Section
 - Address Section

▼ Address								
<small>Note: The Primary Address is Required. All fields with (*) are required Please enter physical addresses only. No post office boxes</small>								
Primary	Business Name	Address *	Address Line2	Zip Code *	State	City	County	
Y		1 Big Time Road		91127	CA	Hugeville	Alameda	

▼ Address								
<small>Note: The Primary Address is Required. All fields with (*) are required Please enter physical addresses only. No post office boxes</small>								
Primary	Business Name	Address *	Address Line2	Zip Code *	State	City	County	
Y		1 Big Time Road		91127	CA	Hugeville	Alameda	

- DEA Section (User may add up to 9 additional DEA numbers.)
- Email Section
- Delegations Section

Account Renewal

All CURES 2.0 users are required to renew their account on an annual basis. Users receive renewal notifications on the renewal date and thirty days after the user’s one year renewal date.

Delegate Management – Adding a Delegate

Delegates are CURES 2.0 users who have the authority only to initiate PAR Requests for a “parent” prescriber or dispenser user. (No other functionality is accessible to the Delegate user.) The CURES 2.0 Delegate Registration Page allows users to create delegates within CURES 2.0. This process for delegates applies only to Prescriber and Dispenser Roles.

Delegate Registration is managed by a Prescriber or Dispenser or “Parent” CURES 2.0 users. From their own User Profile, Prescribers and Dispensers can view, add and remove Delegates.

The following rules apply to delegate registration and the delegate’s access to CURES 2.0:

- A delegate can be associated with more than one prescriber or dispenser.
- A delegate must be associated with at least one prescriber or dispenser in order to initiate a PAR query.
- If a delegate is associated with more than one prescriber or dispenser, and one parent unlinks the delegate, the delegate will still have access to CURES 2.0 through the remaining associations.
- When a delegate account is created and associated with a new parent prescriber or dispenser, a notification will be sent to the parent user to indicate that the account has been created. A notification will also be sent to the delegate with login information.
- When an existing delegate account is associated with a new parent prescriber or dispenser, a notification will be sent to the parent user to indicate that the account has been created. A notification will also be sent to the delegate with login information.
- The system will allow up to 50 delegates per parent.
- The system will allow up to 50 parents per delegate.

Instructions:

1. Select ‘User Profile’ from Global Navigation
2. Select the “Delegations” section
3. Click on the “Manage Delegates” button.
4. User will be navigated to the “Manage Delegates” Screen
5. Enter the required fields:
 - Delegate First Name*
 - Delegate Last Name*
 - Delegate Email Address*
 - Confirm Delegate E mail Address*
6. Accept the terms and conditions*
7. Click on the “Add” button.
 - Delegate will receive an email with access to CURES 2.0 and their associated parent name (that added delegate)

- Delegate will also receive via email a system generated Username and a separate email with a one-time temporary password

Delegate Management – Removing a Delegate

At any time a “parent” user may remove one of their delegates. By doing so, the delegate will no longer be able to generate a PAR search on behalf of the parent.

To remove a delegate:

1. From the Global Navigation Menu, select “User Profile.”
2. Select “Manage Delegates.”
3. On the Delegates tab, click on the Delete button in the row of the delegate you want to remove. A confirmation message will display in a pop-up window.
4. Click the OK button below the confirmation message to remove the delegate.

Note: Delegate user accounts are deleted from CURES 2.0 when:

- the delegate has no parent Prescriber or Dispenser Users for more than 30 days.
- the delegate has not logged into CURES 2.0 for 12 months.

Patient Activity Report

The Patient Activity Search tab allows the user to search for patients on whom to view and export Patient Activity reports.

The following rules will be implemented on the Patient Activity Search tab:

- The system will allow partial search on First Name, Last Name, and Address fields.
- Prescribers and Dispensers will be required to enter Date of Birth as one of the search criteria.
- Unless the user selects a search mode of “Exact Match,” the system will use Metaphone to return similar records based on first and last name.

The Patient Results Tab allows the user to view their search criteria and display desired Patient Details.

The Patient Activity Details tab allows the user to view patient activity for all patients selected on the Search tab. This tab also allows the user to download the patient activity records shown on the page to Excel (to save as .csv, .xls, or PDF) and generate a standard (formal) Patient Activity Report in PDF format.

Patient Load Saved Search

Once the user has saved a search, it can be run in the future by selecting the title of the saved search on the Patient Activity Search tab. Please note that saved searches that include a date range may become invalid if the start or end date falls outside of the allowed timeframe for searches.

To load a saved search:

1. On the Patient Activity Search tab, select a saved search from the Load Saved Search drop down list.

Search Criteria

Note: First Name and/or Last Name are required

Load Saved Search:

Last Name: First Name:

Date of Birth: Gender:

Address: City:

State: Zip Code:

Search Mode:

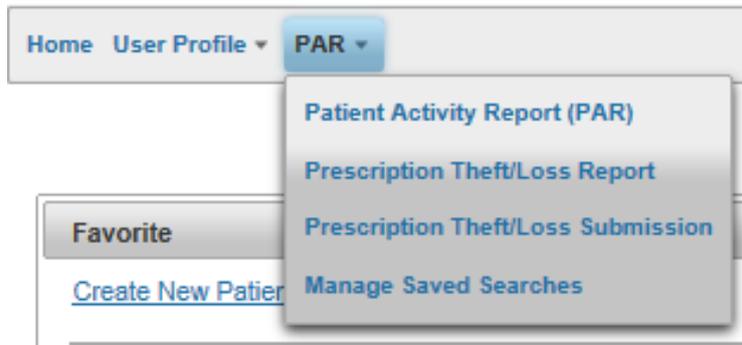
2. Search criteria will be populated with the selected saved search. Click the Search button to run the search.

Patient Search – Prescribers & Dispensers

For Prescriber, Dispenser, and Delegate users, CURES records can be searched up to 12 months using the date range option.

To search for patients:

1. From the Global Navigation Menu, select “PAR.”
2. Select Patient Activity Report (PAR) from the drop down list.



3. Enter the following search criteria:
 - Last Name* (Last Name or First Name is required)
 - First Name* (Last Name or First Name is required)
 - DOB* (Date of Birth in the following format: mm/dd/yyyy)
 - Gender
 - Address
 - City
 - State

- Zip Code
4. Search by period (drop down list defaults to 36 months) or by date range.
 - Start and End Date (must be in the following format: mm/dd/yyyy)
 5. Set the search mode to either Partial or Exact Match.
 6. Select the Search button to view the results.

Patient Activity

SearchDetails

Search Criteria

Note: First Name and/or Last Name and DOB are required

Load Saved Search: ▼

Last Name: <input style="width: 100%;" type="text"/>	First Name: <input style="width: 100%;" type="text"/>
Date of Birth: <input style="width: 100%;" type="text"/> <input style="width: 20px; height: 20px;" type="button" value="📅"/>	Gender: <input style="width: 100%;" type="text" value=""/>
Address: <input style="width: 100%;" type="text"/>	City: <input style="width: 100%;" type="text"/>
State: <input style="width: 100%;" type="text" value="Select One"/> ▼	Zip Code: <input style="width: 100%;" type="text"/>

Search Mode: ▼ My Compacts Only:

Search By Time

Search By: Time Period (Months) Date Range ▼

SearchClear

Patient Search – Save Search

CURES 2.0 provides the ability for the user to save search criteria for patient searches and access saved searches on the Manage Saved Searches page.

To save a search:

1. On the Patient Activity Search tab, enter search criteria.
2. Click the Search button. Search criteria will display as read only.
3. Click the Save Search button.
4. A pop up will display with a text box field to title the saved search. Enter a title, then click the Save button.

Patient Results

Once the user searches for patient records, the results are displayed in a table below the search criteria. A selection check-box displays on every row.

To view and select patient search results:

1. When search results are displayed, select the boxes to view details by clicking the “View Details” button.
2. Revise search criteria by clicking the Revise Search button or save search criteria by clicking the Save Search button. Revising the search will navigate you back to the search screen. ([More information on saving searches is provided in the Manage Saved Searches section of this document.](#))
3. Select the View Details button to navigate to the Details tab.

Patient Details – Prescribers and Dispensers

The prescription activity history of each selected patient will display on the Details tab. From this page, the user can download the displayed patient activity records or generate Patient Activity reports with or without the DOJ certified cover letter.

To download patient details:

1. Click the Download PAR button to create an Excel spreadsheet of the displayed records. (The Excel spreadsheet can then be saved as .csv, .xls, or PDF.)

To generate a PAR:

1. Click the Print PAR button to create a PDF version of the PAR.



Manage Saved Searches

To view and manage saved searches:

1. From the Global Navigation Menu, select “PAR.”
2. Select “Manage Saved Searches” from the drop down menu.



3. From the Manage Saved Searches page, select the saved search row to view details.

Compacts and Messaging – Prescriber and Dispenser

CURES 2.0 provides the ability for the prescriber user to set a compact with a patient through the Patient Activity Details tab. When a compact already exists, the user can view prescribers and compact information associated with a patient record. This page also provides prescriber and dispenser users with the ability to send a message to other CURES 2.0 users who have prescribed to the patient within the timeframe used for the patient activity search.

To set a compact:

1. From the Patient Activity Search tab, search for a patient, select the patient from the search results table, and click the View Details button.

2. Click the Compact & Messaging link for the patient in the carousel. The system navigates to the Compact and Messaging tab.
3. Click the Set Compact check-box (to select it). Your name, email address, and phone number will display in the Compact Details section of the page.

To remove a compact you have set:

1. From the Patient Activity Search tab, search for a patient, select the patient from the search results table, and click the View Details button.
2. Click the Compact & Messaging link for the patient in the carousel. The system navigates to the Compact and Messaging tab.
3. Click the Set Compact check-box (to de-select it). Your name, email address, and phone number will be removed from the Compact Details section of the page.

To send a message to prescribers for the selected patient:

1. From the Patient Activity Search tab, search for a patient, select the patient from the search results table, and click the View Details button.
2. Click the Compact & Messaging link for the patient in the carousel. The system navigates to the Compact and Messaging tab.
3. In the Messages section of the Compact and Messaging tab, enter a message to send to all prescribers listed in the Prescribers for Their Patient table.
4. Click the Send Message button to send the message to the prescribers.

The following rules apply for messages:

- All prescribers who are listed in the table will receive a Dashboard message if they have an active CURES 2.0 account.
- If the user who sends the message is not the prescriber who has a compact with the selected patient, the compact prescriber will also receive the Dashboard message.
- The message will contain the information displayed in the Messaging section, including the contact information for the user sending the message, the patient details, and the message text.

Report Prescription Theft/Loss

CURES 2.0 provides the ability for prescribers to directly report prescription pad theft or loss within the application.

To report a prescription pad theft/loss:

1. From the Global Navigation Menu, select "Prescription Theft/Loss."
2. Select "Report Prescription Theft/Loss" from the drop down menu.



- On the Prescription Theft/Loss Report Create tab, enter all required fields and any additional information needed to complete the report.

- Click the Save button.

Search Prescription Theft/Loss Reports

CURES 2.0 provides the ability for prescribers to search for and view their prescription pad theft or loss reports.

To search for a prescription pad theft/loss report:

- From the Global Navigation Menu, select "Prescription Theft/Loss."
- Select "Search Theft/Loss Reports" from the drop down menu.



- On the Prescription Theft/Loss Report Search tab, enter search criteria.

The screenshot shows a web interface for searching prescription theft/loss reports. At the top, there are three tabs: 'Search' (selected), 'Create', and 'Details'. Below the tabs is a 'Search Criteria' section. This section contains several input fields and dropdown menus:

- Date Reported:** Two date pickers for 'Start Date' and 'End Date'.
- Date of Theft/Loss:** Two date pickers for 'Start Date' and 'End Date'.
- City:** A text input field.
- Zip Code:** A text input field.
- Principal Business:** A dropdown menu with 'Select One'.
- Number of Prescriptions Lost:** A text input field.
- County:** A dropdown menu with 'Select One'.
- DEA Number:** A text input field.
- Reported Via:** A dropdown menu with 'Select One'.
- Type of Theft or Loss:** A dropdown menu with 'Select One'.

 At the bottom of the search criteria section are two buttons: 'Search' and 'Clear'.

- Click the Search button. The search criteria display as read-only, and the search results are displayed in a table below the search criteria.
- Click on the row of the report you want to view. The Details tab will open and the report details will display.

Prescription Theft/Loss Report Details

Theft/loss reports are editable to the prescriber who submitted the report and to DOJ users. Other users who have the ability to view the report details will only see a read-only version of the page.

To view details of a prescription pad theft/loss report:

- From the Search Prescription Theft/Loss page, click on the row of the report you want to view.
- The Prescription Theft/Loss Details tab will open and the report details will display.

To edit details of a prescription pad theft/loss report:

- From the Search Prescription Theft/Loss page, click on the row of the report you want to view.
- The Prescription Theft/Loss Details tab will open and the report details will display.
- Edit the record as needed.
- Click the Save button to save the updated record.