

Reviewing your Data at Upload:

Tools within the ADR Web System and the Check Your XML Feature

AIDS Drug Assistance Program Data Report (ADR)

HIV/AIDS Bureau

February 14, 2024



Welcome to today's Webinar. Thank you so much for joining us today!
My name is Ellie Coombs. I'm a member of the DISQ Team, one of several groups engaged by HAB to provide training and technical assistance to recipients and providers for the ADR.

Today's Webinar is Presented by:



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Today's Webcast is presented by Richard Ali from RWHP Data Support, the experts on RWHP reporting requirements, and myself representing the DISQ team's work with client-level data. Richard and I will provide an explanation for how to use the Check Your XML feature to check ADR data quality prior to submission, as well as cover other features of the ADR Web System available to review data prior to submission, including the upload completeness report (UCR) and the validation reports. Today's webinar is specifically focused on and for AIDS Drug Assistance Programs or ADAPS (meaning a program at the state or territorial level that provide medication and/or insurance services).

Throughout the presentation, we will reference some resources that we think are important. To help you keep track of these and make sure you have access to them immediately, my colleague Isia is going to chat out the link to the presentation slides right now which include all the resources mentioned in today's webinar.

At any time during the presentation, you'll be able to send us questions using the "Q&A" function on the settings bar on the bottom of the screen. All questions will be addressed at the end of the webinar in our live Q&A portion. During that time, you will also be able to ask questions live if you'd like to unmute yourself and chat with us directly.

Now before we start, I'm going to answer one of the most commonly asked questions about the recording. The recording of today's webinar will be available on the TargetHIV website within one week of the webinar. The slides are already available for you to access on the TargetHIV website using the link that Isia just chatted out. Please note that these slides are not 508 compliant, but we will follow up with all registrants in about two weeks when the 508 compliant slides and written question and answer are posted.

Disclaimer

Today's webinar is supported by the following organizations and the contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement by, the Health Resources and Services Administration (HRSA), the U.S. Department of Health and Human Services (HHS), or the U.S. government.

The DISQ Team is composed of CAI, Abt Associates, and Mission Analytics and is supported by HRSA of HHS as part of a cooperative agreement totaling over \$4 Million.

DSAS (Ryan White Data Support) is composed of WRMA, CSR and Mission Analytics and is supported by HRSA of HHS as part of a contract totaling over \$7.2 Million.

Today's webinar is supported by the organizations shown on the slide, and the contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by the Health Resources and Services Administration, the U.S. Department of Health and Human Services, or the U.S. Government.

Now I'd like to turn the webinar over to Richard.

Webcast Overview

Accessing the ADR Web System

Check Your XML Feature

Upload Completeness Report and Validation Report

Upcoming Webinars & TA Resources

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Thank you, Ellie! In today's webcast, we will be discussing data quality and the tools available to help you check your data quality in the ADR web system. The tools we talk about today can help you verify that your data accurately reflect the work that you do and to possibly identify areas you may need to improve.

We'll start by reviewing how to access the ADR web system and navigating to where you can start uploading your XML file to check your data. We'll then look at the Check Your XML tool and how to use it to start testing your data before the ADR officially opens. Next, we'll go over the two data review tools available in the ADR system: the Upload Completeness Report and the Validation Report. I will go over how to get to these tools in the system and then Ellie will provide a detailed review of these. And to close out the presentation we will go over the upcoming webinars and other technical assistance resources available to assist you throughout the ADR reporting season.





2023 ADR Instruction Manual



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Before we begin, I wanted to let everyone know that the 2023 ADR Instruction Manual, will be made available soon on the TargetHIV website. The ADR Instruction Manual is an essential resource to use while completing your ADR, and I recommend downloading it before you begin. **There are no changes this year to the reporting requirements, however there are updated clarifications and explanations to certain data elements. All updates in the ADR manual will appear with a star logo next to the information or the information will be highlighted in gray as shown on the screen.**

2023 ADR Submission Timeline

Monday, February 5, 2024	2023 ADR Check Your XML and Data Quality Feature opens	
Monday, April 1, 2024	ADR Web System opens for 2023 data collection	
Monday, April 22, 2024	Start your Recipient Report	
Monday, June 3, 2024	ADRs must be in "Submitted" status by 6:00 PM ET	

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Now let's take a quick moment to review the ADR Submission timeline. The Check your XML tool, opened February 5th allowing you to go ahead and start checking your data quality. On April 1st the ADR Web system will officially open, for 2023 data collection. **Monday April 22nd is when we recommend that ADAPs should start their Recipient Report to make sure you don't get behind and ensure your data is correct.** And finally, on Monday June 3rd at 6:00 pm Eastern time is the submission deadline. By this date, all ADRs must be In "Submitted" status.

What is the Check Your XML feature?

Tool that allows recipients to test data files for schema compliance and data quality

Generates the Upload Completeness Report and Validation report to review your data

Data uploaded to the Check your XML is **NOT** submitted to HRSA

You will still need to upload your data file in the 2023 ADR System

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Since today's presentation is largely about the Check your XML Feature, I wanted to include a review of what it is and the purpose of this tool. Check Your XML is a great tool for ADAPs to start checking their data quality before the ADR system opens. This tool allows you to test your client-level data files to make sure that they comply with the ADR XML schema. Using this feature allows you to generate the Upload Completeness Report and Validation Report which we'll go over later in the presentation. Both of those reports are extremely helpful to make sure you're providing accurate high-quality data. It's a great idea to utilize the Check Your XML tool if you are going through any system changes or to check for any data issues before the ADR is open, which in turn will give you plenty of time to correct any issues that the check your XML shows.

Also, as a reminder, **none** of the information uploaded to the Check Your XML is submitted to HRSA and if you upload a data file into the Check Your XML you will also need to upload it into your 2023 ADR if you wish to submit it. Please be aware that all files uploaded to the Check Your XML tool are deleted 48 hours after they are uploaded.



So before we move forward, I'd like to get an idea of everyone's experience is with the ADR Check Your XML Feature. I'm going to pass it over for our first poll question.

What is your experience with the Check Your XML feature?

- 1) I am brand new. This will be my first time using the feature.
- 2) I have used it a few times but need a refresher.
- 3) I am a Check Your XML expert.

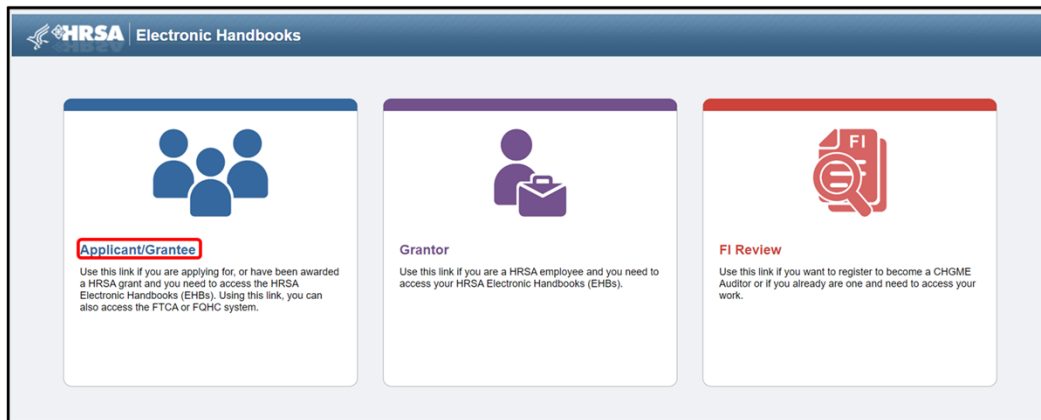
Thanks Isia! It sounds like we have a good mix of people who have used the Check your XML feature before as well as some who have never used this tool. So, for those who have used the Check Your XML before this will be a good refresher. And for those who are new to using the Check Your XML , this presentation will walkthrough how to use it to check your data quality.

Accessing & Using the Check Your XML

Ok, so now that we have reviewed what the Check Your XML is and have an idea of what everyone's experience using this feature is, lets dive into accessing it and then using it to check our data quality.

Recipient Login

[HRSA Electronic Handbooks](#)



Applicant/Grantee
Use this link if you are applying for, or have been awarded a HRSA grant and you need to access the HRSA Electronic Handbooks (EHBs). Using this link, you can also access the FTCA or FQHC system.

Grantor
Use this link if you are a HRSA employee and you need to access your HRSA Electronic Handbooks (EHBs).

FI Review
Use this link if you want to register to become a CHGME Auditor or if you already are one and need to access your work.

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The first step to accessing the Check your XML tool for the ADR is to log in to the HRSA Electronic Handbooks, or EHBs. Recipients will use the “Applicant/Grantee” login link on the Grants.HRSA.Gov website to get to the page seen on this slide.

Recipient Login

HRSA Electronic Handbooks

Applicant/Grantee

LOGIN.GOV

The EHBs uses Login.gov and two-factor authentication to enhance security. Use your existing Login.gov account, with the same email used for the EHBs, or create a new Login.gov account.

Create Login.gov Account

Login

What's New [View all](#)

New EHBs Login Process 05/26/2023

Beginning May 26, 2023, to access the EHBs Applicants, Grantees, Service Providers, Consultants, and Technical Analysts must use Login.gov and two-factor authentication. For information about...(Read More)

What's New Go Live Grantee Message 01/28/2022

What's New Message :
New Prior Approval (PA) and Other Submissions (EDM) Budget Forms

The EHBs has ...(Read More)

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After selecting the “Applicant/Grantee” link, on then next page the system will prompt you to login using your login.gov account. And if you want to ensure you're using the correct EHBs link, the page will show the type of portal you're using as shown here . So, in this case we are using the correct portal so let's select login.

Recipient Login

LOGIN.GOV | HHS.gov

XMS Production is using Login.gov to allow you to sign in to your account safely and securely.

Sign in | Create an account

Sign in for existing users

Email address

Password

Show password

Sign in

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And once we've selected login, we will enter our email address and password as shown here and select Sign in.

HRSA EHBs Home Page

HRSA Electronic Handbooks

Tasks Organization **Grants** Free Clinics FQHC-LALs Dashboards Resources

You are here: Home

Welcome, Jane Smith

My Tasks

- 2 All
- 0 Late
- 0 Due Within 30 Days

Tracking

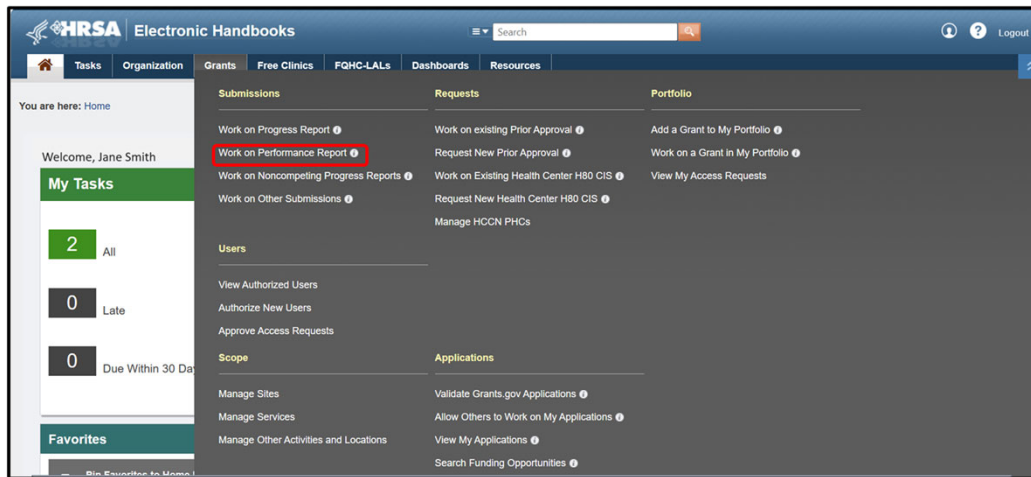
Category	Submitted Tasks	Submitted	Status
Grant Application	Children's Hospitals Graduate Medical Education (CHGME) Payment Program (HRSA-24-020)	08/11/2023	Award Determination
Grant Application	Maternal, Infant and Early Childhood Home Visiting Program Base Grant Awards - FY 2023...	08/03/2023	Award Determination
Grant Application	Maternal and Child Health Services (HRSA-24-001)	07/17/2023	Award Determination
Grant Application	Children's Hospitals Graduate Medical Education (CHGME) Payment Program (HRSA-23-012)	08/19/2022	Application Receipt
Grant Application	Maternal and Child Health Services (HRSA-23-001)	08/04/2022	Application Receipt

Smart Assist

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Once you are logged into your EHBs account, you will be taken to the EHBs home page shown here. Your next step will be to hover over the Grants tab at the top.

Grants Drop-Down Menu



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On the “Grants” drop-down menu, select the “Work on Performance Report” link under the “Submissions” header.

Submissions-All Page

Submission Name	Submission Type	Organization	Grant #	Tracking #	Reporting Period	Deadline	Submitted Date	Status	Options
	All	All						Submitted	
▶ ADR 2022 Annual	Performance Reports	SPECTATOR SHEPHERD MEDICAL CENTER, PR	X07HA00000	1888	04/01/2022-03/31/2023	06/16/2023	06/02/2023	Submitted	Performance Reports
▶ ADR 2021 Annual	Performance Reports	SPECTATOR SHEPHERD MEDICAL CENTER, PR	X07HA00000	1809	04/01/2021 - 03/31/2022	06/06/2022	05/20/2022	Submitted	Performance Reports
▶ ADR 2020 Annual	Performance Reports	SPECTATOR SHEPHERD MEDICAL CENTER, PR	X07HA00000	1747	4/1/2020 - 3/31/2021	06/07/2021	05/21/2021	Submitted	Performance Reports

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This will take you the submissions-all page which list completed and/or pending submissions for your agency. Here you will locate your most recent ADR Annual Performance Report. At the time of this presentation, the 2023 ADR won't be available just yet so your most recent ADR will be from last year's submission, the 2022 ADR which we will go through to access the Check Your XML . So, let's go ahead and select "Performance Report" to navigate to the ADR inbox.

ADR Inbox

The screenshot shows the ADAP Data Report interface. On the left is a navigation pane with 'Home', 'Inbox', and 'Reference' sections. The main area displays a table of ADRs. The first row is highlighted with a red box, showing a 'Check Your XML' tool with an 'Open' icon also highlighted. The second row shows a 2022 Annual report with an 'Accepted' status.

Report ID	Reporting Period	Status	Un-submit Request	PO	State	Action	Comments	Print	History	Clients	Created By	Date Created	Modified By
29069	Check Your XML	Working	No		PR						NA_AbtsA_10615	2/26/2014 5:54:26 PM	SpalterJ_16399
32787	2022 Annual	Accepted	No		PR					8168	SpalterJ_16399	4/5/2023 12:06:49 PM	Detlef.Markson.16621035@

Logged in as: GranteeDataViewer, GranteeDataEditor, GranteeDataSubmitter
The HAB Web Applications also require Adobe Acrobat Reader 5 or higher installed on your PC. To download Adobe Acrobat Reader, click

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We are now in the ADR Inbox and at the center of the screen you'll see both last year's ADR and the Check Your XML tool listed here. For today's presentation we'll be using the Check Your XML feature to show how to utilize both the Upload Completeness Report and the Validation Report. As mentioned earlier, the Check Your XML is open and available for you to go in and check your data files before the 2023 ADR opens.

To access the Check Your XML tool, we'll click on the "Open" envelope icon under the "Action" column.

Check Your XML Feature

The screenshot shows a web application interface for 'Check Your XML and Data Quality'. The page title is 'Check Your XML and Data Quality' and the user is logged in as 'NIA : AUGUST WHITEHALL CO.'. The session will expire in 29:42. The interface includes a navigation sidebar on the left with options like Home, Inbox, Workflow, Quality Checker, Reports, and Reference. The main content area displays a report for 'Report Id: 00000' with a status of 'Working'. It contains several messages: a welcome message, a warning about file size (29MB limit), and a 'CLIENT UPLOAD' section with a 'Choose File' button highlighted in red. Below the upload section is an 'Upload History' table with columns for ID, User, Description, Request Date, Processed Date, Clients in File, and Status. The table currently shows 'No records to display.'

Message: Welcome to the Check Your XML and Data Quality page!
This page will allow you to upload an XML to ensure it conforms to the schema. Once you successfully upload your XML, you will have the option to Validate your XML allowing you to see all the client-level validation messages that have been triggered and/or view the Upload Completeness Report. Please note: This information will not be submitted to HRSA. You will still have to upload your XML in your ADR report. This site simply allows you to check the quality of your data prior to uploading it in the live report. Please be aware that all files are deleted 48 hours after they are uploaded.

Warning: You will be unable to upload files larger than 29MB. Please zip your file before upload. [Create Compressed Zip File](#)

CLIENT UPLOAD
Please upload ADR Client-Level Data in XML or Compressed Zip format. You will receive an email confirmation after you have successfully uploaded your clients. You must clear existing Client-Level Data files prior to uploading new files if you do not want system to retain data from previously uploaded files.

Choose File no file chosen

This feature only works with ADR Client XML files or compressed zip files that conform to the ADR Client-Level Data XML Schema Definition.
The most recent ADR XML Schema Definitions are available at [ADR XML Schema Definitions](#)

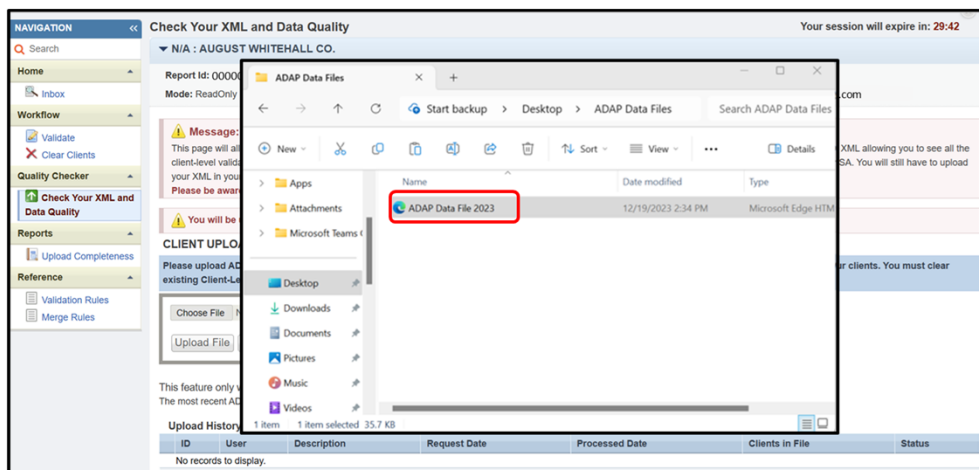
Upload History

ID	User	Description	Request Date	Processed Date	Clients in File	Status
No records to display.						

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Here is the Check Your XML feature. You can see in the table at the bottom of the screen here that we don't have any files uploaded currently. To start, let's go ahead and upload a file. To do so we'll select the "Choose File" button.

Locate Your File



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On the window that appears, we can find our XML file that we have saved on our desktop and select it for upload.

Upload Your Data File

Check Your XML and Data Quality Your session will expire in: 28:42

▼ N/A : AUGUST WHITEHALL CO.

Report Id: 00000 Report Period: Check Your XML Status: Working Due Date: N/A
Mode: ReadOnly Client Count: 0 UEI: GVD1234DAS2D3F4 Last Modified: Jane.Smith@awc.com

Message: Welcome to the Check Your XML and Data Quality page!
This page will allow you to upload an XML, to ensure it conforms to the schema. Once you successfully upload your XML, you will have the option to Validate your XML, allowing you to see all the client-level validation messages that have been triggered and/or view the Upload Completeness Report. Please note: This information will not be submitted to HRSA. You will still have to upload your XML in your ADR report. This site simply allows you to check the quality of your data prior to uploading it in the live report. Please be aware that all files are deleted 48 hours after they are uploaded.

You will be unable to upload files larger than 29MB. Please zip your file before upload. [Create Compressed Zip File](#)

CLIENT UPLOAD
Please upload ADR Client-Level Data in XML or Compressed Zip format. You will receive an email confirmation after you have successfully uploaded your clients. You must clear existing Client-Level Data files prior to uploading new files if you do not want system to retain data from previously uploaded files.

Choose File: **Adap Data File 2023 .xml**
Upload File Cancel

This feature only works with ADR Client XML files or compressed zip files that conform to the ADR Client-Level Data XML Schema Definition.
The most recent ADR XML Schema Definitions are available at [ADR XML Schema Definitions](#)

Upload History

ID	User	Description	Request Date	Processed Date	Clients in File	Status
No records to display.						

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We can see our file was successfully selected here, and we now can go ahead and select the “Upload File” button to upload our file to the system.

Schema Check Error Message

NAVIGATION << Search

Home > Inbox > Workflow > Validate > Clear Clients > Quality Checker > Check Your XML and Data Quality > Reports > Upload Completeness > Reference > Validation Rules > Merge Rules

Check Your XML and Data Quality

Your session will expire in: 29:42

N/A : AUGUST WHITEHALL CO.

Report ID: 00000 Report Period: Check Your XML Status: Working Due Date: N/A
Mode: ReadOnly Client Count: 0 UEI: GVD1234DAS2D3F4 Last Modified: Jane.Smith@awc.com

Message: Welcome to the Check Your XML and Data Quality page!
This page will allow you to upload an XML to ensure it conforms to the schema. Once you successfully upload your XML, you will have the option to Validate your XML allowing you to see all the client-level validation messages that have been triggered and/or view the Upload Completeness Report. Please note: This information will not be submitted to HRSA. You will still have to upload your XML in your ADR report. This site simply allows you to check the quality of your data prior to uploading it in the live report.
Please be aware that all files are deleted 48 hours after they are uploaded.

You will be unable to upload files larger than 29MB. Please zip your file before upload.

CLIENT UPLOAD

Please upload ADR Client-Level Data in XML or Compressed Zip format. You will receive an email notification when your upload is complete. You must clear existing Client-Level Data files prior to uploading new files if you do not want system to re-upload.

Choose File No file chosen

Upload File Cancel

This feature only works with ADR Client XML files or compressed zip files that conform to the schema. The most recent ADR XML Schema Definitions are available at ADR XML Schema Definitions.

Schema check error(s) (Please click on this to view this error(s)) Enter Friendly

Upload History

ID	User	Description	Request Date	Processed Date	Clients in File	Status
No records to display.						

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If you attempt to upload a file that is not compatible with the system, your file will fail to upload and you'll receive a message that says, **"Schema check errors."** You'll also notice that the table at the bottom of the screen is still **blank**. If you click on the schema check error link, you'll be able to see a list of the schema errors that are preventing your file from correctly uploading.

You'll have to correct any schema check errors in order to submit the 2023 ADR. The biggest source of these errors is not having your data system up-to-date. You'll want to make sure you're using the most recent version of your data system, or you have the newest version of TRAX downloaded to help mitigate some of these issues. But if you do receive a schema check error and are unsure of how to proceed, please reach out to the **DISQ Team** for assistance and include a screenshot of the schema check error message in your email which can help expedite solving whatever the problem is. Their contact information is linked here on the slide and will also be provided on the TA Brochure towards the end of the presentation.

What is a Schema Check Error?

- To review the ADR XML schema, check out the [ADR Download Package](#)



`<SexAtBirth>M</SexAtBirthID>`



~~`<SexAtBirth>1</SexAtBirthID>`~~

System Schema

1= Male
2= Female

To help explain a Schema Check error a bit more, when you upload a data file into either the Check Your XML or the ADR system, one of the things the web system does is makes sure that your XML file schema matches up with the system schema, which means that it's making sure your file is structured correctly with the right contents so that the system is able to read your data. Let's go over a brief example of what I mean by this.

So let's say we take our data file and we have reported this client's sex at birth as being "M" for male. But if we take a look at the system schema, represented on the right side of the screen we see that the system allows for a value of 1 (for male) and 2 (for female), meaning "M" is not an allowable response. Therefore, if we went to **upload our file it would be rejected, and we would receive the schema check error warning message seen on the previous slide.

What is a Schema Check Error?

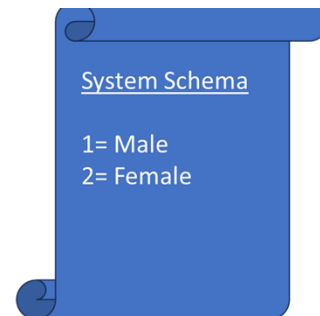
- To review the ADR XML schema, check out the [ADR Download Package](#)



```
<SexAtBirth>1</SexAtBirthID>
```



```
<SexAtBirth>1</SexAtBirthID>
```



However, if we were to correct the error so our file instead is reporting a value of 1 instead of M according to the system schema on the right, and then upload our file, the data would pass the schema check.

For further information on the ADR web system schema, I recommend checking out the ADR Download Package which includes the latest ADR Schema Implementation Guide. A link is provided here on this slide and will also be chatted out in the resource document.

Re-Upload Your Data File

NAVIGATION << Check Your XML and Data Quality Your session will expire in: 29:42

Search

Home

Influx

Workflow

Validate

Clear Clients

Quality Checker

Check Your XML and Data Quality

Reports

Upload Completeness

Reference

Validation Rules

Merge Rules

NIA : AUGUST WHITEHALL CO.

Report Id: 00000 Report Period: Check Your XML Status: Working Due Date: N/A

Mode: ReadOnly Client Count: 0 UEI: GVD1234DAS2D3F4 Last Modified: Jane.Smith@awc.com

Message: Welcome to the Check Your XML and Data Quality page!

This page will allow you to upload an XML to ensure it conforms to the schema. Once you successfully upload your XML, you will have the option to Validate your XML allowing you to see all the client-level validation messages that have been triggered and/or view the Upload Completeness Report. Please note: This information will not be submitted to HRSA. You will still have to upload your XML in your ADR report. This site simply allows you to check the quality of your data prior to uploading it in the live report. Please be aware that all files are deleted 48 hours after they are uploaded.

You will be unable to upload files larger than 29MB. Please zip your file before upload. [Create Compressed Zip File](#)

CLIENT UPLOAD

Please upload ADR Client-Level Data in XML or Compressed Zip format. You will receive an email confirmation after you have successfully uploaded your clients. You must clear existing Client-Level Data files prior to uploading new files if you do not want system to retain data from previously uploaded files.

Choose File No file chosen

Upload File Cancel

This feature only works with ADR Client XML files or compressed zip files that conform to the ADR Client-Level Data XML Schema Definition. The most recent ADR XML Schema Definitions are available at [ADR XML Schema Definitions](#)

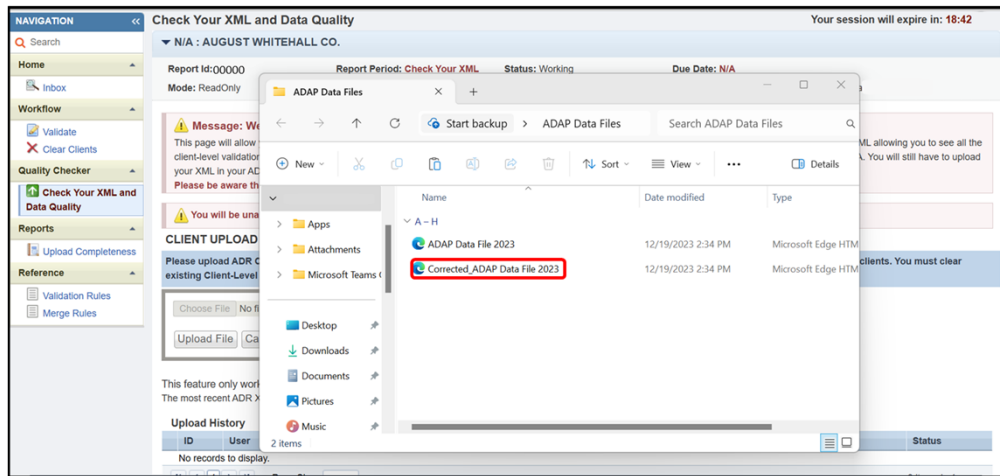
Upload History

ID	User	Description	Request Date	Processed Date	Clients in File	Status
No records to display.						

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Back in the Check your XML feature, let's say that we fixed the issues with our data file, and we are now ready to re-upload our data. Once again, we'll select the "Choose File" button

Locate Your Updated File



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Similar to before, we can find our updated XML file that we have saved on our desktop and select that new file for upload.

Upload Your Data File

NAVIGATION

- Home
- Inboxes
- Workflow
- Validate
- Clear Clients
- Quality Checker
- Check Your XML and Data Quality
- Reports
- Upload Completeness
- Reference
- Validation Rules
- Merge Rules

Check Your XML and Data Quality Your session will expire in: 29:42

▼ N/A : AUGUST WHITEHALL CO.

Report Id: 00000 Report Period: Check Your XML Status: Working Due Date: N/A
Mode: ReadOnly Client Count: 0 UEI: GVD1234DAS2D3F4 Last Modified: Jane.Smith@awc.com

Message: Welcome to the Check Your XML and Data Quality page!
This page will allow you to upload an XML, to ensure it conforms to the schema. Once you successfully upload your XML, you will have the option to Validate your XML, allowing you to see all the client-level validation messages that have been triggered and/or view the Upload Completeness Report. Please note: This information will not be submitted to HRSA. You will still have to upload your XML in your ADR report. This site simply allows you to check the quality of your data prior to uploading it in the live report. Please be aware that all files are deleted 48 hours after they are uploaded.

You will be unable to upload files larger than 29MB. Please zip your file before upload. [Create Compressed Zip File](#)

CLIENT UPLOAD

Please upload ADR Client-Level Data in XML or Compressed Zip format. You will receive an email confirmation after you have successfully uploaded your clients. You must clear existing Client-Level Data files prior to uploading new files if you do not want system to retain data from previously uploaded files.

Choose File **Corrected Adap Data File_2023.xml**

Upload File Cancel

This feature only works with ADR Client XML files or compressed zip files that conform to the ADR Client-Level Data XML Schema Definition. The most recent ADR XML Schema Definitions are available at [ADR XML Schema Definitions](#)

Upload History

ID	User	Description	Request Date	Processed Date	Clients in File	Status
No records to display.						

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Our updated data are now listed here, so we'll go ahead and click "Upload File."

File Pending Status

The screenshot displays a web application interface for checking XML and data quality. The main content area contains several messages and an upload section. The 'Upload History' table at the bottom is as follows:

ID	User	Description	Request Date	Processed Date	Clients in File	Status
12345	Jane.Smith@awc.com	Upload Corrected_Adap.xml	1/13/2024 2:30 PM	NA	0	Pending

Our file is now listed on the table at the bottom of the page. Files are not automatically processed by the system, and you'll see under the Status column that the file is in "Pending" status. There's also no client count or processed date either, letting us know that the system is still processing our data. Wait about a minute or so, then refresh the page by selecting the "Check Your XML and Data Quality" link on the Navigation panel on the left side of the page to refresh the screen. If you are still seeing it's in "Pending" status just continue to wait and refresh the page again.

File Successfully Uploaded

Check Your XML and Data Quality

Your session will expire in: 25:52

N/A : AUGUST WHITEHALL CO.

Report Id: 00000 Report Period: Check Your XML Status: Working Due Date:

Mode: ReadWrite Client Count: 15 UE: GVD1234DAS2D3F4 Last Modified: Jane.Smith@awc.com

Message: Welcome to the Check Your XML and Data Quality page!

This page will allow you to upload an XML to ensure it conforms to the schema. Once you successfully upload your XML, you will have the option to Validate your XML, allowing you to see all the client-level validation messages that have been triggered and/or view the Upload Completeness Report. Please note: This information will not be submitted to HRSA. You will still have to upload your XML in your ADR report. This site simply allows you to check the quality of your data prior to uploading it in the live report. Please be aware that all files are deleted 48 hours after they are uploaded.

You will be unable to upload files larger than 25MB. Please zip your file before upload. Create Compressed Zip File

CLIENT UPLOAD

Please upload ADR Client-Level Data in XML or Compressed Zip format. You will receive an email confirmation after you have successfully uploaded your clients. You must clear existing Client-Level Data files prior to uploading new files if you do not want system to retain data from previously uploaded files.

Choose File No file chosen

Upload File Cancel

This feature only works with ADR Client XML files or compressed zip files that conform to the ADR Client-Level Data XML Schema Definition. The most recent ADR XML Schema Definitions are available at ADR XML Schema Definitions

Upload History

ID	User	Description	Request Date	Processed Date	Clients in File	Status
12345	Jane.Smith@awc.com	UploadCorrected_Adap.xml	1/13/2024 2:30 PM	1/13/2024 2:32 PM	15	Success

Page Size: 25 1 items in 1 pages

Logged in as: GraniteDataViewer, GraniteDataEditor, GraniteDataSubmitter

The HAB Web Applications also require Adobe Acrobat Reader 5 or higher installed on your PC. To download Adobe Acrobat Reader, click

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After refreshing we can see our file is in “Success” status which means we’re ready to start using our data review tools here in the system. I’ll show you how to access those in just a moment but let’s take a quick look at what to do if you need to delete a file from the system. Let’s say you want to make updates to your data and want to remove a previously uploaded file. To do that, you would select the “Clear Clients” option over on the Navigation panel on the left side of the screen.

Clear Clients Option

The screenshot displays the 'Check Your XML and Data Quality' interface for 'AUGUST WHITEHALL CO.'. The page title is 'Clear Client Records'. Below the title, there is a table with the following data:

Request ID	User	Description	Clients in File	Status	Processed Date	Software System	Marked For Delete
12345	Jane.Smith@awc.com	Upload Corrected_Adap.xml		Success		TRAX, 5.8	

Below the table, there is a 'Clear Selected File(s)' button. The navigation panel on the left includes 'Validate' and 'Clear Clients' options. The page also includes a footer with the text: 'Logged in as: GranteeDataViewer, GranteeDataEditor, GranteeDataSubmitter. The HAB Web Applications also require Adobe Acrobat Reader 5 or higher installed on your PC. To download Adobe Acrobat Reader, click [PDF icon].'

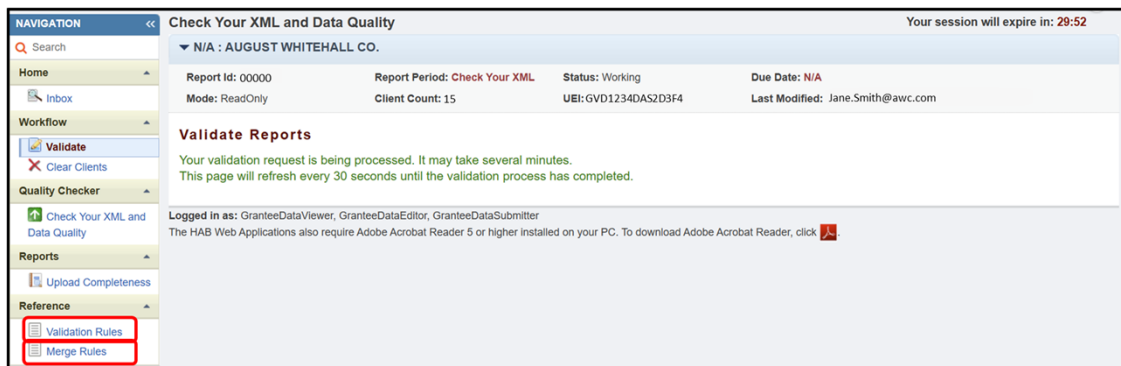
28

On the Clear Clients page, you'll see a table with all of the files currently uploaded to the system. To delete a file, select the checkbox to the left of the listing.

You'll then click on the "Clear Selected File(s)" button to create a deletion request to remove that file from the system. After a minute or two, navigate back to the Check Your XML section by selecting that link in the Navigation panel and you'll see that the file has been removed. For today's presentation however, we are going to keep this file and will now take a look at the tools we have to review our data. Both of these are available on the Navigation panel on the left side of the screen. The first is the Upload Completeness Report which is listed here under the Reports header. Simply select this link and your Upload Completeness Report will open in a new window.

The other tool available is the Validation Report which has a couple more steps to generate these results. To see your validation results, we have to validate our data. To do that, select the "Validate" option under the workflow header on the left.

Validating Your Data



[DISQ Team](#)

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Once you click validate, you will come to this page telling you that the system has received your validation request and is processing. This page will automatically refresh on its own every 30 seconds until it finishes your validation and shows you your results.

I also want to point out additional resources available here in the Check Your XML and the ADR system. Down here on the bottom of the left Navigation panel, you'll see a link for the Validation Rules which shows you all the possible validations you could receive during this process. And although ADAPs typically don't upload multiple data files we also have the Merge Rules listed right below the validation rules in the event you happen to upload more than one file. So, if you utilize multiple data systems or have multiple files where your data will come from, this is always a good resource to check out so you know exactly how the ADR system will merge your data coming from your multiple files. If you have any questions about the Validation and/or Merge rules, please reach out to our DISQ team whose contact information is linked here and will also be available later in the presentation in our TA data brochure.

Now that we have gone over how to use the Check Your XML feature to check your ADR data quality prior to submission, I will pass the presentation over to my

colleague Ellie, who is going to go over utilizing both the Upload Completeness Report and your validation results.

Data Review Tools: Overview

- Available in both the Check Your XML feature and the ADR Web System

Upload Completeness Report

Summary of your data that shows the distribution of responses for required clients for each data element

Validation Report

View client-level data validation messages and clients' eUCIs

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Awesome, thank you so much Richard. So before we go more in depth on each of these data review tools, I'll go over a general description of what each one is. Both of these reports are available in both the Check Your XML feature and the ADR Web System. Once the main system opens April 1, you should stop using Checking Your XML and start using the main system.

First is the Upload Completeness Report. This report shows a summary breakdown of your data. Through the report, you can see the distribution of response options for each data element out of required clients, including missing data. It is a really helpful resource that can help ensure your data is accurate and complete.

And then second is the Validation Report. This report allows you to view the validation errors, warnings, and alerts. You're also able to view the eUCIs of the clients generating the validation message. It's a great idea to utilize this tool early on in the submission process in the Check Your XML feature so that you are well prepared for your ADR submission and can correct any validation issues as soon as possible.

Click Upload Completeness

Check Your XML and Data Quality

N/A : Mission Analytics Group, Inc.

Report Id: 32711	Report Period: Check Your XML	Status: Working	Due Date: N/A
Mode: ReadOnly	Client Count: 20	UEI:	Last Modified: 1

Message: Welcome to the Check Your XML and Data Quality page!
 This page will allow you to upload an XML to ensure it conforms to the schema. Once you successfully upload your XML, you will have the option to Validate that have been triggered and/or view the Upload Completeness Report. Please note: This information will not be submitted to HRSA. You will still have to up the quality of your data prior to uploading it in the live report.
Please be aware that all files are deleted 48 hours after they are uploaded.

You will be unable to upload files larger than 29MB. Please zip your file before upload. [Create Compressed Zip File](#)

CLIENT UPLOAD

Please upload ADR Client-Level Data in XML or Compressed Zip format. You will receive an email confirmation after you have successfully upload to uploading new files if you do not want system to retain data from previously uploaded files.

Choose File: No file chosen

Upload File Cancel

This feature only works with ADR Client XML files or compressed zip files that conform to the ADR Client-Level Data XML Schema Definition. The most recent ADR XML Schema Definitions are available at [ADR XML Schema Definitions](#)

Upload History

ID	User	Description	Request Date	Processed
11441	disenberg@caiglobal.org	Upload ADR_DISQ.xml	1/29/2024 1:47:49 PM	1/29/2024 1:

Page Size: 25

First, let's take a look at the Upload Completeness Report.

Once you upload your file, you click on Upload Completeness in the lefthand navigation pane.

Upload Completeness Report

2023 ADR Client-Level Data Upload C

Grant Number: **Report Period:** 01/01/2023

Recipient Name: Mission Analytics Group, Inc.

Summary Data

Population	N	
Total clients submitted	20	100.0%

- Word
- Excel
- PowerPoint
- PDF
- TIFF file
- MHTML (web archive)
- CSV (comma delimited)
- XML file with report data
- Data Feed

You can export and save this report in a number of different file formats. To do that click on the floppy disc icon on the top of page. This will open up a drop down menu where you can choose your preferred file format including PDF, Excel, or Word.

Upload Completeness Report

Population	2022		2021	
	N	%	N	%
Total clients submitted	5000	100.0%	5700	100.0%
Clients who received insurance services	4000	80.0%	5000	87.7%
Clients who received ADAP-Funded medications	2000	40.0%	1140	20.0%
Clients with no services reported	400	8.0%	285	5.0%

Let's talk through the contents of the report. You'll note my dates are 2022 and 2021. Your reports will have 2023 and 2022 dates. In a bit, I'll talk through some minor changes to the UCR for 2023 reporting.

The first table presents the total number of clients enrolled in your ADAP as reported in the ADR. It's great to check total counts and make sure any changes from the previous year reflect your program and policy landscape. For example, this ADAP saw a decrease in total clients. Why was that? Did more clients enroll in Medicaid and not need ADAP services? Did disenrollments pick up after the end of the public health emergency? If not, you may have a data quality problem.

You also want to check the services provided. Once again, we see a shift here from insurance assistance to medication assistance. This could reflect program changes, or it could be a data quality issue to explore.

And, finally, in the last row, we see clients with no services reported. It's normal for some clients to stay enrolled in ADAP, but not need services. We typically see the percentage to be between 5%-20%. Once again, it's important to assess whether this percentage is an accurate reflection of your program or if you are missing some

services.

Insurance Assistance

Partial premiums:
employer-sponsored plans with
employer contribution,
subsidized ACA plans

Number of clients reported as
receiving insurance assistance

Insurance Assistance Type* (Item #67)

Current year denominator: Number of unique clients reported who received insurance services (N = 5300)

Prior year denominator: Number of unique clients reported who received insurance services (N = 5500)

Insurance Assistance Type Received	2022		2021	
	N	%	N	%
Full Premium payment	2500	47.2%	2610	47.5%
Partial Premium payment	0	0.0%	0	0.0%
Medication co-pay/deductible including Medicare Part D co-insurance, co-payment, or donut hole coverage	5200	98.1%	5410	98.4%
Missing/Out of range	0	0.0%	0	0.0%



Let's look at some of the other tables. If a client receives insurance assistance, you need to report which type: full premium assistance, partial premium assistance, or copay/deductible support. This ADAP has reported over 5,000 clients with insurance assistance, which serves as the denominator in the percent calculations. Almost all clients have copay/deductible support, and half have full premium assistance.

No clients are reported with partial premium assistance. Some examples of partial premium are employer-sponsored health insurance with an employer contribution, subsidized ACA plans, and Medicare Part D Low Income Subsidy (LIS). This may be an accurate reflection of the ADAP services, or it may mean that the report is not accurately distinguishing between full and partial assistance.

The last row in every table has the percent missing and out of range. We try to shoot for less than 10%. Gold star for this ADAP.

Medications: Co-Payment/Deductible Support v. Full Pay

Medication co-pay/deductible Amount (Item #23)

Count: Number of unique clients reported with deductibles and co-pay insurance assistance received (N = 0)

Missing/Out of range: 0

Deductibles and Co-Pays	Amount
Minimum amount paid on behalf of clients	\$1
Maximum amount paid on behalf of clients	\$80,000
Median amount paid on behalf of clients	\$500

Total Cost of Dispensed ADAP Funded Medication (Item #29)

Count: Number of unique clients reported who received ADAP-Funded medications (N = 100)

Missing/Out of range: 0

Total Cost of Dispensed Medications	Amount
Minimum amount paid	\$1
Maximum amount paid	\$5,000
Median amount paid	\$850

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Another thing to check for is to make sure that your medications are being reported in the right place. You may be paying the full cost of the medication because the client is uninsured or the insurance does not cover the medication. Or, you may be paying the co-pay or covering the medication in the deductible, which is insurance support.

The UCR has a table for each of the data elements that lists the minimum, the maximum, and the median amounts. These table can help you gauge whether your costs are accurate.

As a reminder, medication copays and deductibles are an insurance service, where you'll report the sum of all copay costs paid out for a client during the year. You'll want to check this data to make sure full pay medications aren't being reported here. Very high costs here might actually include full pay costs.

Similarly, you'll also want to check the costs for your full pay medications to make sure they seem reasonable given what you know about your program. Very low costs minimum costs, especially if you only cover a limited formulary that's mostly expensive medications, might mean you are reporting copay costs as full pay

medications.

Clinical Data

Viral Load Values Reported (Item #35)

Current year Denominator: Number of unique clients reported (N = 5500)

Prior year Denominator: Number of unique clients reported (N = 6000)

Description	2023		2022	
	N	%	N	%
<=20 copies	2000	36.4%	N/A	N/A
21 to 200 copies	2000	36.4%	N/A	N/A
>200 copies	450	8.2%	N/A	N/A
Missing	950	17.3%	650	10.8%
Out of Range	100	1.8%	50	0.8%

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Finally, you'll also want to make sure to check your clinical data report, especially for viral load.

As you may know, you report all CD4 count and viral load lab dates and values for all clients in the reporting period.

You'll notice that the UCR now differentiates between missing, meaning no value was reported at all, and out of range, meaning that the value is out of the acceptable range (**100,000,000**). Strive for no more than 10% missing AND out of range data here.

It's also important to double check that the share of your clients who are virally suppressed aligns with your expectations. If this number seems off, it's very important to try to gather corrected clinical data before you submit your report. There is a change in the UCR table. Now, you have to add up the percentages in the first two rows to get the percent virally suppressed.

Changes to 2023 UCR

Insurance Premium (Item #21)

Current year Count: Number of unique clients reported with full or partial premium payment insurance assistance received (N = 8)

Prior year Count: Number of unique clients reported with full or partial premium payment insurance assistance received (N = N/A)

Missing/Out of Range Count of Clients Current Year: 2

Missing/Out of Range Count of Clients Prior Year: N/A

	2023	2022
Insurance Premium	Amount	Amount
Minimum amount paid on behalf of clients	\$370	N/A
Maximum amount paid on behalf of clients	\$13252	N/A
Median amount paid on behalf of clients	\$7184	N/A

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As I mentioned, I've been showing 2022 reports. There are some upcoming changes I'd like to highlight. For some insurance assistance tables, you'll see missing/out of range at the top of the tables instead of also as a last row.

(This change is specific to the tables for cost-insurance premiums, medication co-payment, co-insurance and deductible and full pay medications (Items 21, 23 and 29).)

Changes to 2023 UCR

Last Eligibility Confirmation Date (Item #17)

Current year Denominator: Number of unique clients reported who are not (1) disenrolled or (2) newly enrolled (N = 31)

Prior year Denominator: Number of unique clients reported who are not (1) disenrolled or (2) newly enrolled (N = 31)

Note: Count reflects the date the client was last determined to be eligible to continue receiving ADAP services.

Last Eligibility Confirmation Date	2023		2022	
	N	%	N	%
Prior to Current Reporting Year	4	30.8%	N/A	N/A
January - March	1	7.7%	98	2.5%
April - June	2	15.4%	1683	42.7%
July - September	0	0.0%	1844	46.8%
October - December	2	15.4%	311	7.9%
Missing/Out of range	4	30.8%	N/A	N/A

Before

Missing or after

FOR LAST ELIGIBILITY CONFIRMATION DATE, A NEW ROW HAS BEEN ADDED TO REFLECT DATES PRIOR TO THE CURRENT REPORTING PERIOD. DATES THAT ARE MISSING OR AFTER THE CURRENT REPORTING PERIOD WILL BE REPORTED IN THE MISSING/OUT OF RANGE ROW.

Validation Report

- The Validation Report will display:

Errors Must be fixed in order to submit	Warnings (1) Need to be fixed OR (2) Need to enter a comment	Alerts Don't require comment but correct if mistake
---	---	--

- Review the full list of validations [here](#)

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The **validation report** displays all the validation messages for the Recipient Report and client level data. Just a quick reminder about validation messages you'll see in the validation report. **Errors** must be fixed. You should try to resolve your **warnings**, but if you can't resolve them, you will need to enter a comment. You don't need to enter a comment to explain an **alert**, but you should double-check and fix mistakes as necessary.

You can check out a full list of the validations at the first link on this slide.

Note that the validation report in the Check Your XML focuses on the client-level data file, not the Recipient Report.

Validation Report

Click Validate

Check Your XML and Data Quality

N/A : Mission Analytics Group, Inc.

Report Id: 32711 Report Period: Check Your XML Status: Working Due Date: N/A
 Mode: ReadOnly Client Count: 20 UEI: Last Modified: 1

Message: Welcome to the Check Your XML and Data Quality page!
 This page will allow you to upload an XML to ensure it conforms to the schema. Once you successfully upload your XML, you will have the option to Validate that have been triggered and/or view the Upload Completeness Report. Please note: This information will not be submitted to HRSA. You will still have to up the quality of your data prior to uploading it in the live report.
Please be aware that all files are deleted 48 hours after they are uploaded.

You will be unable to upload files larger than 29MB. Please zip your file before upload. [Create Compressed Zip File](#)

CLIENT UPLOAD

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Choose File No file chosen

This feature only works with ADR Client XML files or compressed zip files that conform to the ADR Client-Level Data XML Schema Definition. The most recent ADR XML Schema Definitions are available at [ADR XML Schema Definitions](#)

Upload History

ID	User	Description	Request Date	Processed
11441	disenberg@caiglobal.org	Upload ADR_DISQ.xml	1/29/2024 1:47:49 PM	1/29/2024 1:

Page Size: 25

40

To access the report, click Validate in the lefthand navigation pane after you upload your file.

Validation Report

The screenshot displays a web interface for a validation report. The main content area shows a table of validation messages. A callout bubble points to a green arrow icon in the table, labeled 'Click carrot for eUCI'. Another callout bubble points to the 'Type' column of the table, labeled 'Type of issue'. A third callout bubble points to a 'Download' icon in the top right corner, labeled 'Download an Excel file with eUCIs'. A fourth callout bubble points to a 'View Detailed CLD Validation Report' link in the left sidebar, labeled 'Download entire report'.

Row	Check	Type	Comment Count	Action
4	56	Warning	0	If this warning remains, a comment will be required before submission.
5	73	Warning	0	If this warning remains, a comment will be required before submission.
6	110	Alert	0	
7	112	Alert	0	

A list of your validation messages will appear. If you click the carrot, you will see all the eUCIs, or client identifiers, with that issue. You can also export an Excel spreadsheet with the eUCIs associated with that validation. You'll also know the validation type. This is the Check Your XML, so you don't leave a comment for warnings, but you'll do that in the main system when it opens and you upload your file. Finally, you can download a single report with all your validations and associated eUCIs in your favorite format.

Changes to 2023 ADR Validations

- Enabled validations with updated logic and/or language
 - Validation 112: Last eligibility confirmation date missing or outside of the reporting period (alert)
 - Validation 118: Clients with insurance premium assistance months outside of 1-18 (previously was 1-14 months)
- New validation
 - Validation 117: Missing poverty level percent (warning)
- Validations with revised wording but no change in logic
 - Validations 109-111 (all alerts)

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As some of you know, HAB reviews and updates validations every yet.

Two validations have been enabled with updated logic and/or language

- Missing last eligibility confirmation date or a date outside of the reporting period is an alert
- You'll also get an alert for clients with insurance premium assistance months outside of 1-18. Previously, it was 1-14 months.

There is an entirely new validation: Missing poverty level percent will get you a warning.

Some validations has slightly revised wording but no change in logic.

Changes to 2023 ADR Validations

- Downgraded
 - Validation 95: No services reported, but enrollment status is enrolled, receiving services (from warning to alert)
- Disabled
 - Validation 45: Application received date before the reporting period
 - Validation 116: NDC not in National Drug Code Directory

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The warning related to clients with no services reported, but who had an enrollment status as enrolled, receiving services is downgraded from a warning to an alert.

The application received date before the reporting period was disabled. So was the validation about the NDC not being the national directory. This will relieve some of you who spent some time looking into these validations.

ADR Technical Assistance Resources

- The [TA Resources for the ADR Brochure](#) features information on each RWHAP technical assistance provider, including:
 - Questions they frequently respond to
 - Contact information

TA Resources for the AIDS Drug Assistance Program Data Report (ADR)

Data Management
 Data Integration, Systems & Quality TA (DISQ) Team
 The DISQ Team provides TA focused on:
 ✓ Guiding new users on where to start
 ✓ Mapping source data to required reporting standards/schemas
 ✓ Creating compliant XML files using the ADR TAAX application
 ✓ Integrating data from multiple sources (e.g. ADR Ready Systems, Electronic Health Record (EHR), State Surveillance, Labs, etc.)
 ✓ Easing communication between recipients and data systems
 ✓ Connecting recipients who use the same data systems in peer learning opportunities
 ✓ Identifying and addressing data quality issues using system-generated reports (e.g. Validation and Internal Completeness Reports)
 ✓ Developing year-long processes for data collection, management, quality checks, and utilization
 Data_TAD@caidist.org | www.targetHIV.org/disq

EHR and Web System Support
 EHRs Customer Support Center
 The Electronic Handbooks (EHRs) Customer Support Center addresses EHR and ADR software-related questions, including issues with registration, permissions, and submission status in the EHRs, and ADR Web System errors.
 1-877-684-6722 (toll-free) | www.hrsa.gov/about/contact/ehrsupport.aspx

CAREWare Assistance
 CAREWare Help Desk
 The CAREWare Help Desk addresses issues related to the CAREWare data collection system. Topics include generating a compliant XML file, creating custom reports, and viewing sample client summary files. The CAREWare Help Desk can also assist with any needed upgrades to your CAREWare software.
 1-877-264-3071 (toll-free) | www.hrsa.gov/about/contact/careware.aspx

Program-Related Questions
 RAB Project Offices
 Project Offices (POs) assist recipients with technical assistance (TA) and may submit formal TA requests on their behalf. POs can also address issues with programmatic components such as funding and exceptions, and help recipients resolve issues related to non-compliant providers, deadlines, and missing data.

Report Administration
 Ryan White HIV/AIDS Program Data Support
 Ryan White Data Support provides TA focused on:
 ✓ Interpretation of the ADR Instruction Manual and RWHAP reporting requirements
 ✓ Allowable responses for data elements in the ADR Recipient Report and client-level data file
 ✓ Understanding and addressing the ADR validation alerts, warnings and errors
 ✓ Guidance for reporting in the ADR Web System and Grants and Contract Management System (GCMS) (e.g. managing contracts, explaining funding sources and services, etc.)
 ✓ ADR submission status changes, including clarifying the report's status or report status change request
 ✓ Understanding service category definitions
 RyanWhiteDataSupport@hrma.com

Key Dates for 2023 ADR Submission

Date	Client XML File Reporting Period	Recipient Report Reporting Period
02/05/2024	2023 ADR Check Your XML and Data Quality Feature Opens	4/1/2023-3/31/2024
04/01/2024	2023 ADR Web System Opens for 2023 data submission	2023 ADR Web System Opens for 2023 data submission
04/22/2024	Target upload date for all 2023 ADR client-level data files	
06/03/2024	ADRs must be in "Submitted" status by 6:00 PM ET	ADRs must be in "Submitted" status by 6:00 PM ET

All ADR TA Resources can be found at www.TargetHIV.org/library/topics/ADR-Data-Report-ADR


If you need help using these reports, there are several technical assistance resources available to help you. The ADR TA Resources brochure outlines information about each technical assistance provider, including frequently asked questions they respond to and their best contact information. You can find this resource on the TargetHIV website.

Most importantly, please don't forget that there is no wrong door for TA – if we can't assist you, we're happy to refer you to someone who can!

Connect with HRSA

To learn more about our agency,
visit

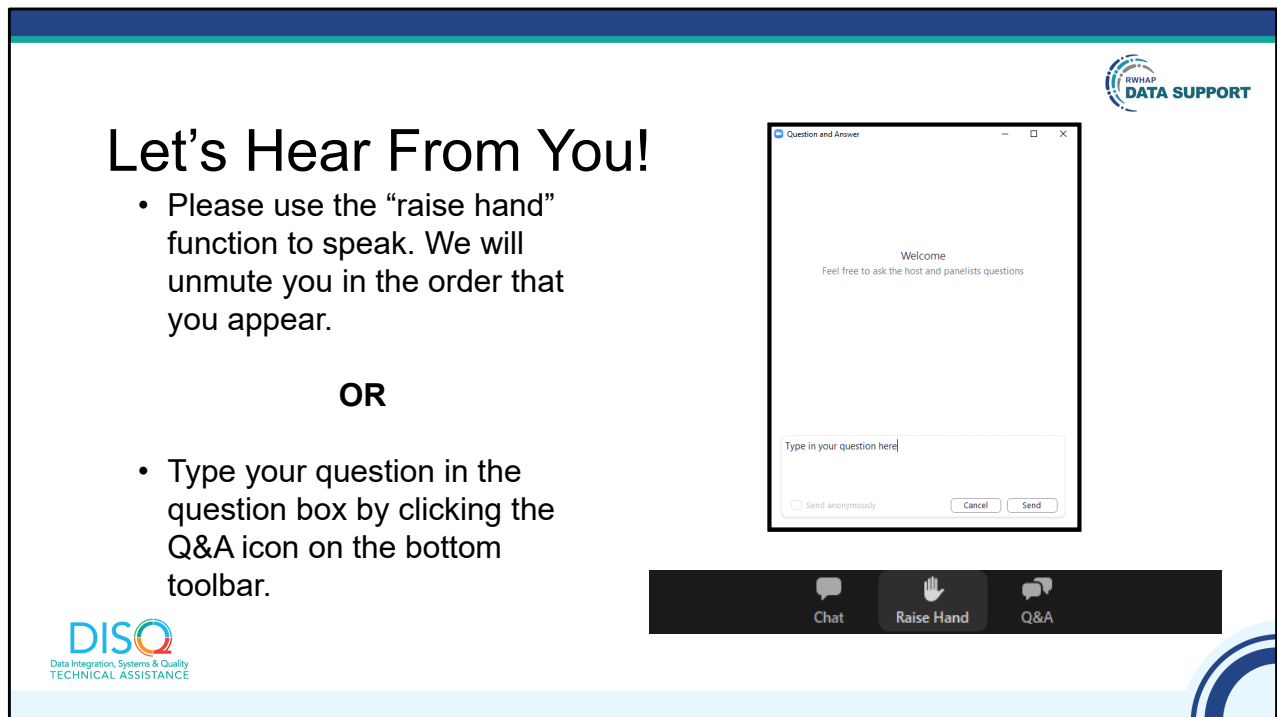
www.HRSA.gov

 Sign up for the HRSA eNews

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Finally, to connect with and find out more about HRSA, check out HRSA.gov.



Let's Hear From You!

- Please use the “raise hand” function to speak. We will unmute you in the order that you appear.

OR

- Type your question in the question box by clicking the Q&A icon on the bottom toolbar.

DISQ
Data Integration, Systems & Quality
TECHNICAL ASSISTANCE

RWHAP DATA SUPPORT

Question and Answer

Welcome
Feel free to ask the host and panelists questions

Type in your question here

Send anonymously

Cancel Send

Chat Raise Hand Q&A

And now to your questions – but first, I would like to remind you that a brief evaluation will appear on your screen as you exit, to help us understand how we did and what other information you would have liked included on this webinar. We really appreciate your feedback, and use this information to plan future webinars. My colleague Isia is going to put a link out in the chat feature if you would prefer to access the evaluation right now. We'll also send a final reminder via email shortly after the webinar.

As a reminder, you can send us questions using the “Q&A” button on your control panel on the bottom of your screen. You can also ask questions directly “live.” You can do this by clicking the “raise hand” button, which is also on your control panel. If you raise your hand, we'll be able to allow you to unmute and ask your question. We hope you consider asking questions “live” because we really like hearing voices other than our own.

We do want to get all of your questions answered, and we do not usually run over an hour. If you have submitted your question in the question box and we cannot respond to your question today, we will contact you via email to follow up. Sometimes we need to do some follow-up before providing you with a final answer, so stay tuned for

the written Q&A as well for answers to all of your questions.