Completing the ADR: Recipient Report and Client Level Data Upload

AIDS Drug Assistance Program Data Report (ADR)

HIV/AIDS Bureau

April 3, 2024

Welcome to today's Webinar: **Completing the ADR: Recipient Report and Client Level Data Upload.** Thank you so much for joining us today!

My name is Debbie Isenberg. I'm a member of the DISQ Team, one of several groups engaged by HAB to provide training and technical assistance to AIDS Drug Assistance Programs, or ADAPs, in completing the ADAP Data Report (ADR).

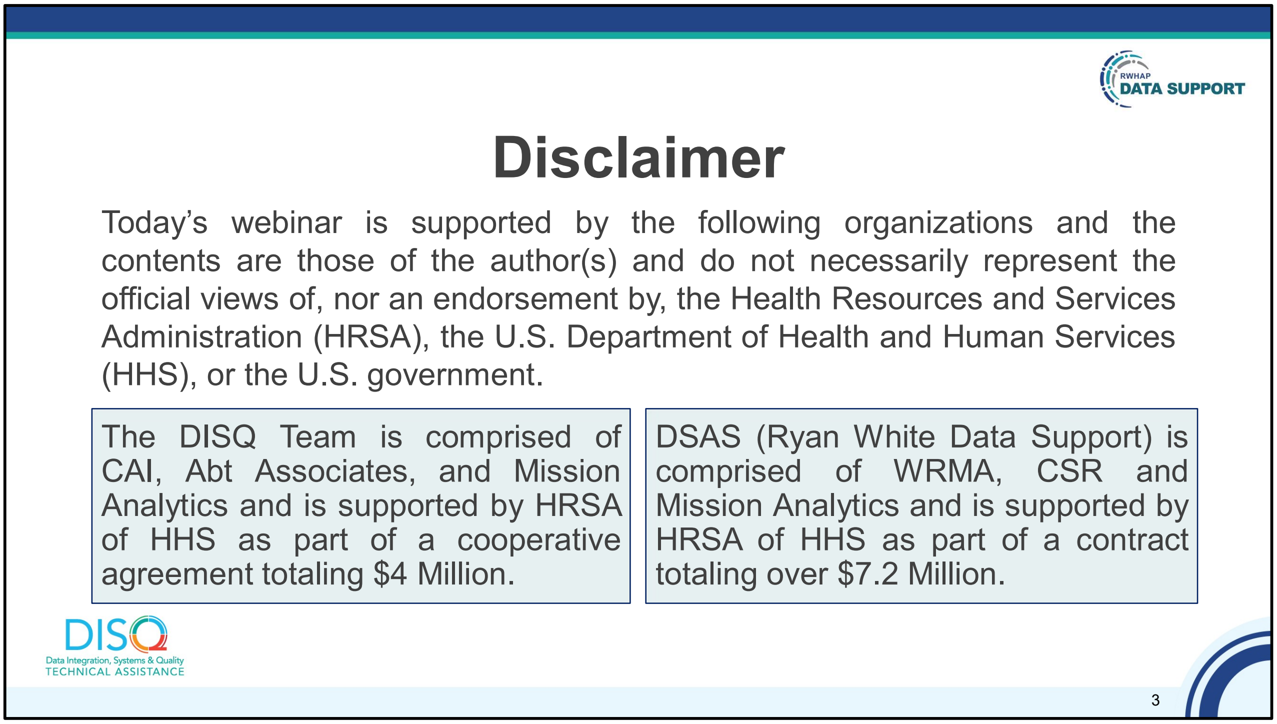
Today’s Webinar is presented by Chris Van der Kaay from RWHAP Data Support. Chris will review the process for completing the ADAP Data Report (ADR) and how to upload the client-level data file.

Today’s webinar is specifically focused on and for ADAPs meaning a program at the state or territorial level that provides medication and/or insurance services. ADAPs are responsible for completing and submitting the ADR annually. This webinar is also focused on reminders and best practices, so we don’t review all of the ADR requirements in detail. If you’re new, we’ll share some resources at the end of the webinar to review to help get you up to speed.

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.

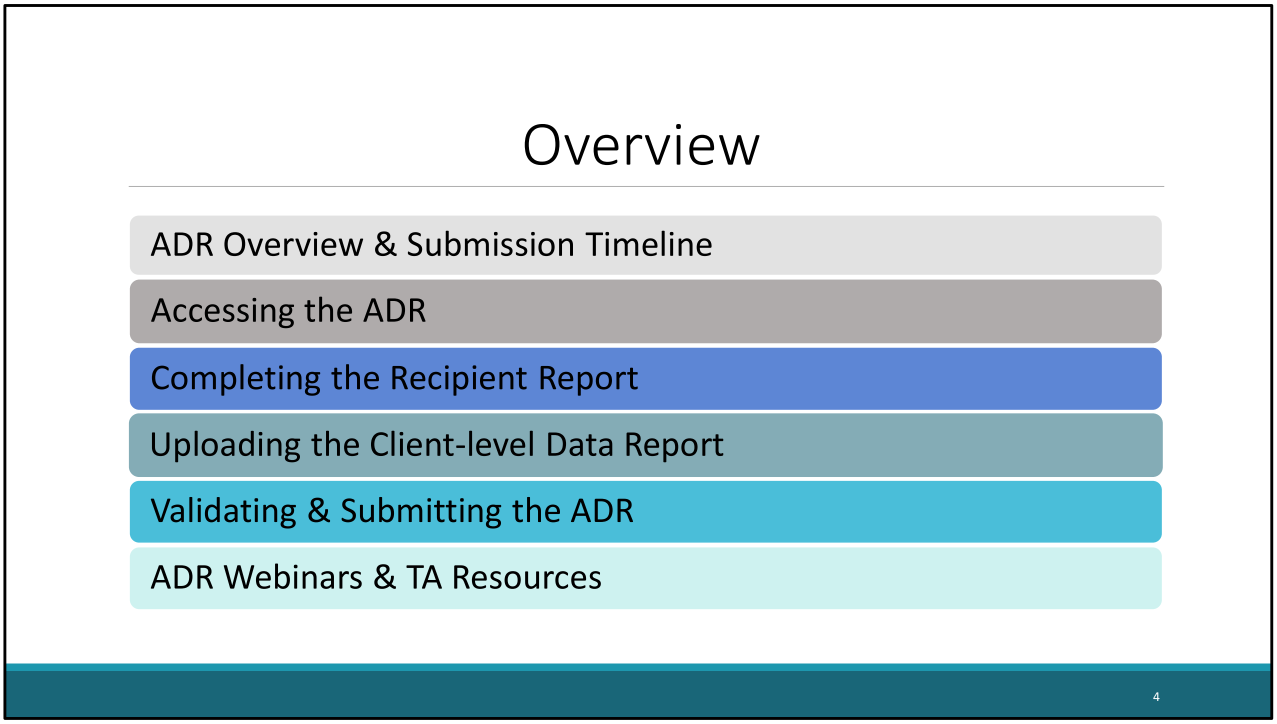
At any time during the presentation, you'll be able to send us questions using the "Q&A" function on the settings bar on the bottom of the screen. All questions will be addressed at the end of the webinar in our live Q&A portion. During that time, you will also be able to ask questions live if you'd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



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 Chris.

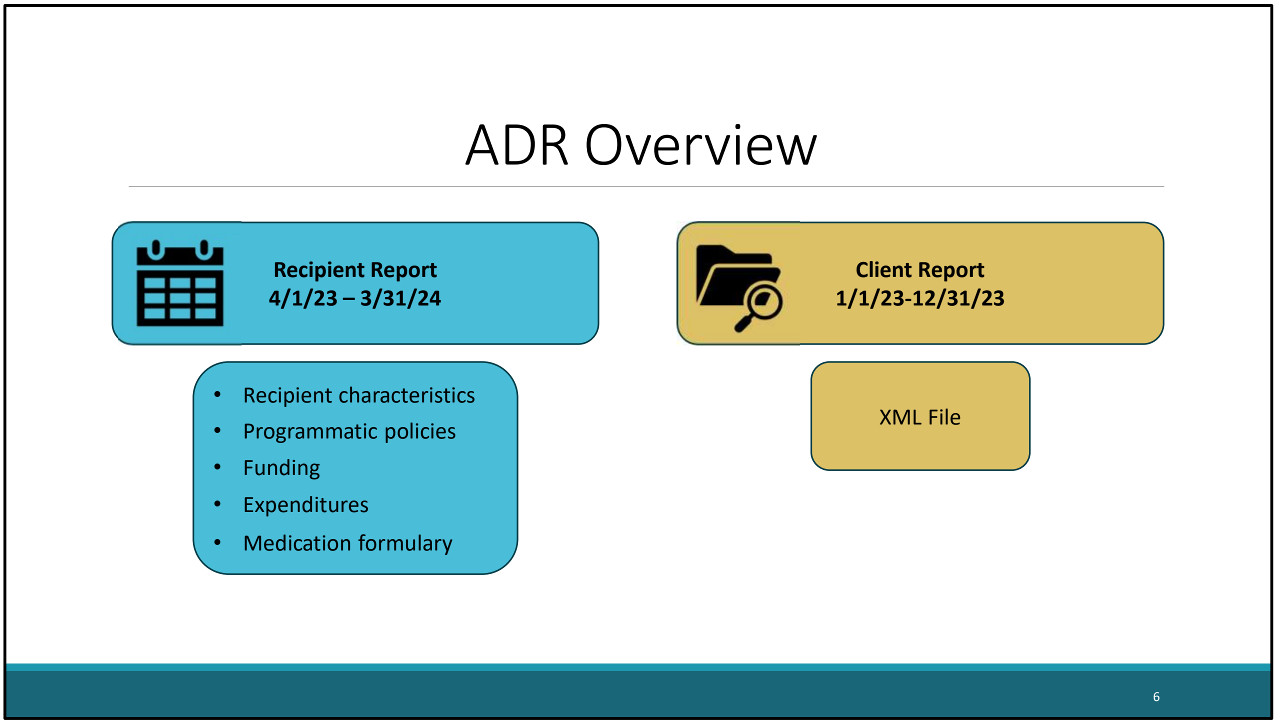


Thanks Debbie! And thank you everyone for joining us.

In today's presentation, we will be going over how to complete the AIDS Drug Assistance Program Data Report, also known as the ADR. We'll begin with an overview of the ADR and the submission timeline before going over how you will access the ADR. Next, I will go over in detail how to complete the recipient report, followed by the steps you will take to upload your client-level data. Following that, I will walk through how to validate and submit the ADR. Finally, we will end the presentation by reviewing the ADR webinars and additional technical assistance resources available to assist you.

Is this your first time working on the ADR submission?

a. Yes, this is my first time working on the ADR.
b. No, I have submitted the ADR once or twice before.
c. No, I have submitted the ADR three times or more.
d. What is the ADR?



Let’s do a quick overview of the ADR Submission. The ADR consists of the Recipient Report and the Client Data Report.

The Recipient Report covers data based on the Part B Grant reporting period, which is April 1st, 2023, to March 31st, 2024. The Recipient Report includes basic information about recipient characteristics, programmatic policies, funding, expenditures, and medication formulary.

The Client Report includes client-level data for clients enrolled in the ADAP for the 2023 calendar year. The data are reported as an XML File that includes each client's eUCI, basic demographic information, and enrollment and certification information. A client's record also includes data about any Ryan White ADAP-funded medication assistance and/or health insurance assistance received and the costs of these services. HIV clinical information is also reported for all clients.

We will go over both of these sections of the report a little bit further on in today's presentation.

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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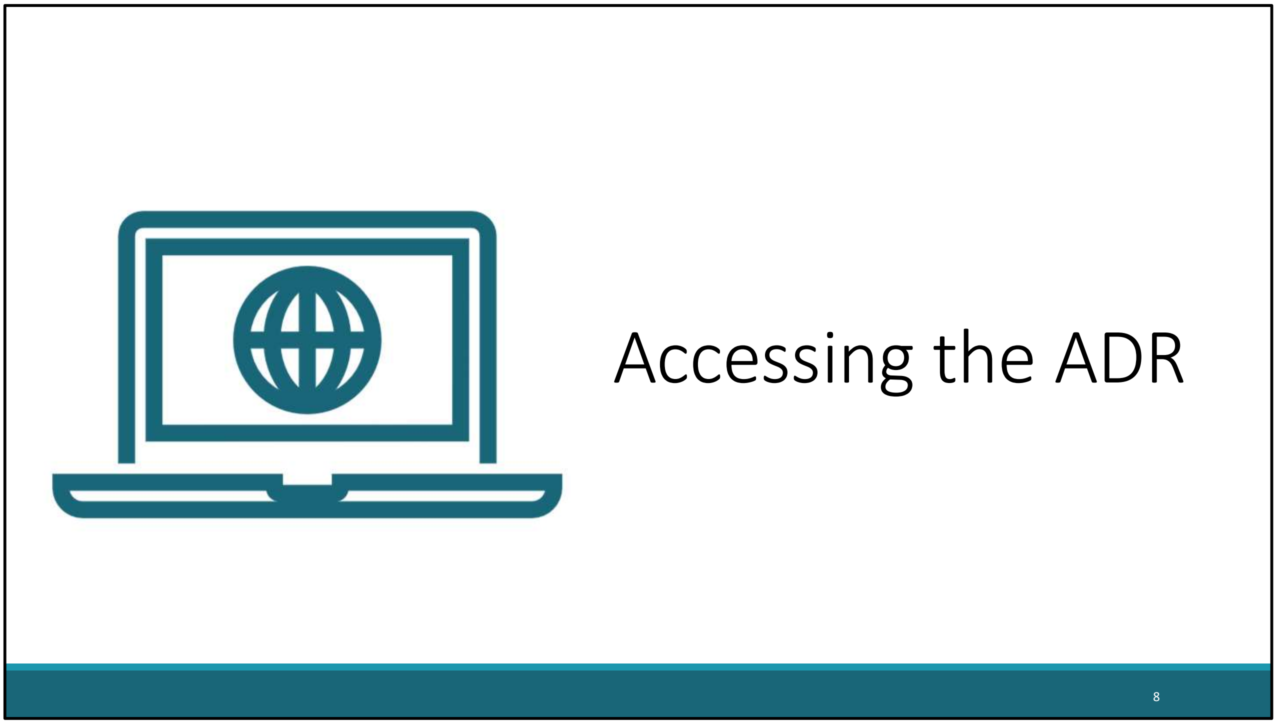
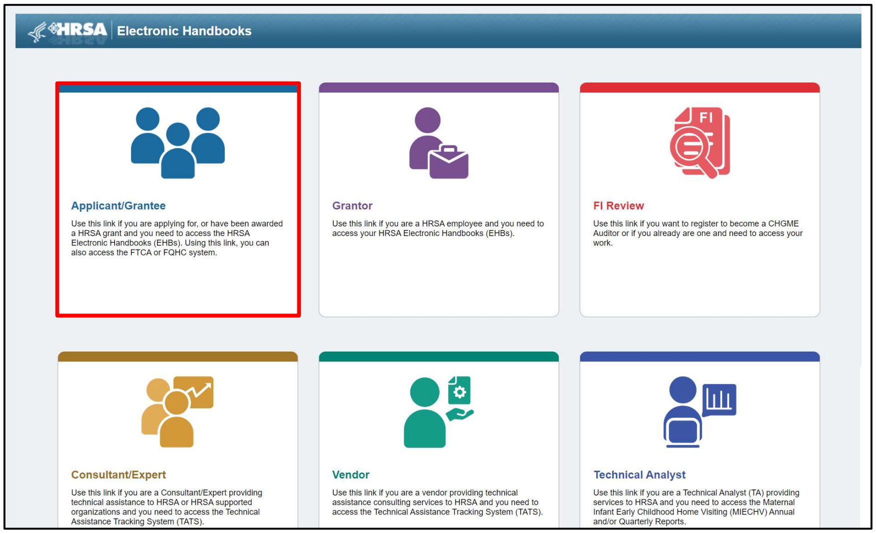
Now let's do a quick overview of the ADR submission timeline. The Check your XML tool opened February 5th allowing you to go ahead and start checking your data quality. On Monday, April 1st, the ADR Web system officially opened, so you can now start working on your ADR. We also encourage you to start working on the recipient report by Monday, April 22nd so that you have enough time to review your data and make any needed corrections. Finally, all ADRs must be in "Submitted" status by Monday, June 3rd at 6:00 pm Eastern time.



Now that we have gone over some background information, let’s begin with how you will access the ADR.

HRSA EHBs Landing Page



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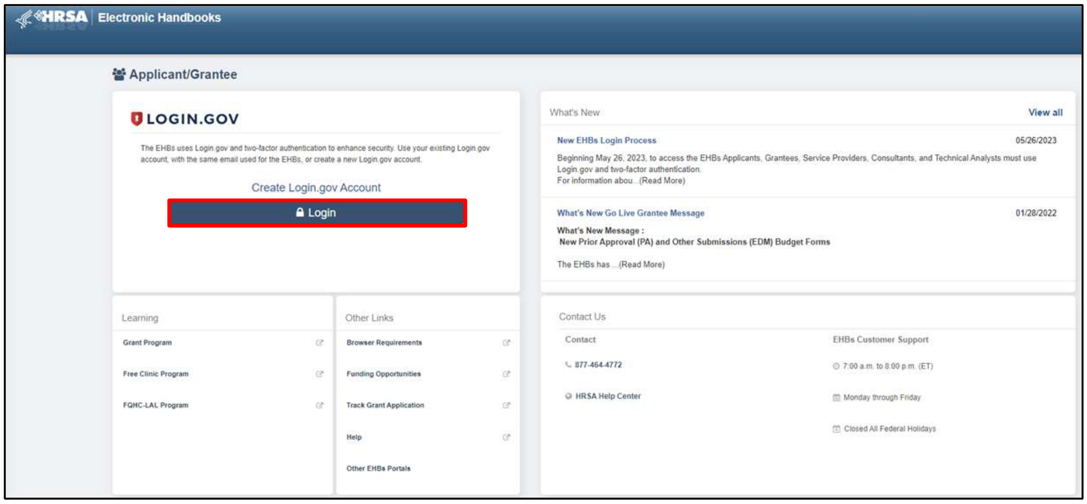
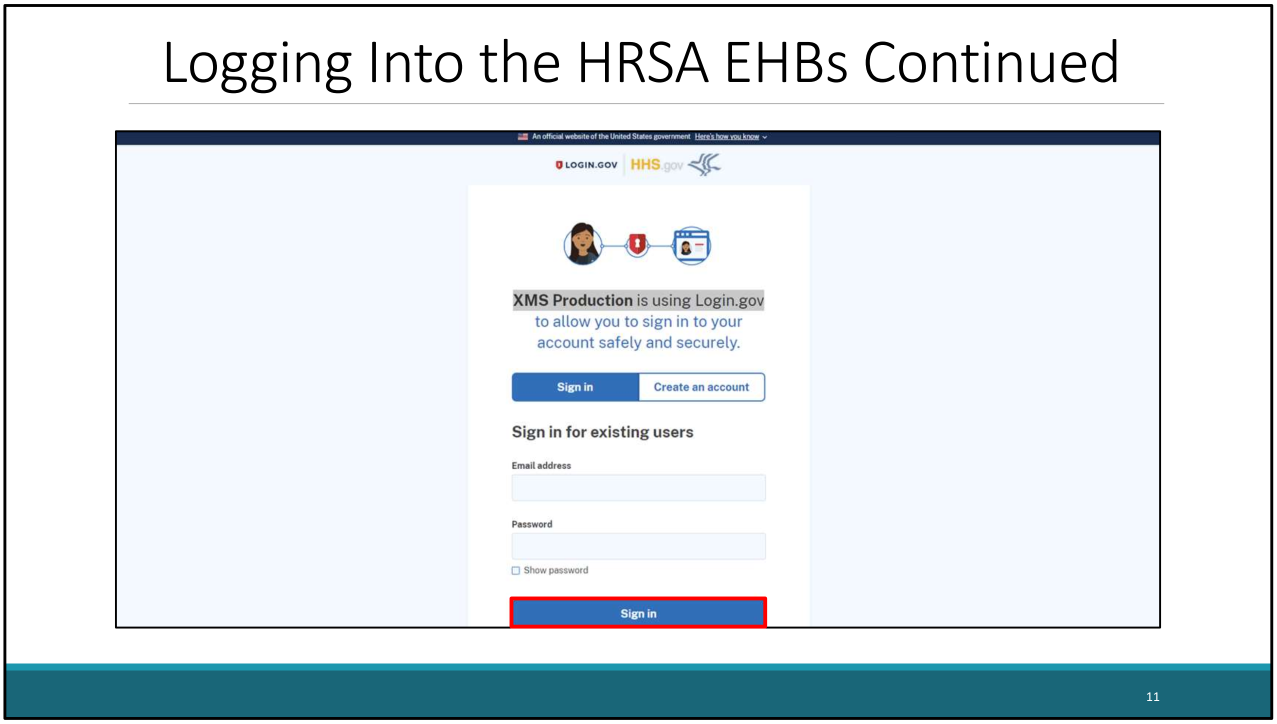
ADAPs will need to access the ADR through the HRSA Electronic Handbooks, also known as the EHBs. On this slide, we are at the EHBs landing page on the grants.hrsa.gov website, where you will see a list of login links. Go ahead and click the Applicant/Grantee" box at the top left of the screen.

Logging Into the HRSA EHBs

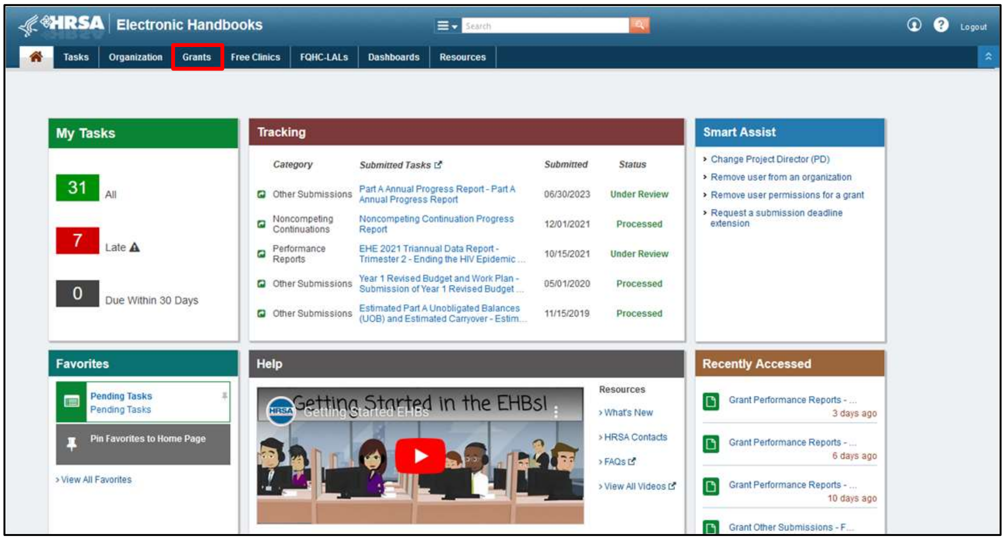


On the next page, you will be directed to login.gov. Go ahead and click the login button here.



Next, you will enter your login.gov credentials and select “Sign in”. You will also be prompted to put in your two factor authentication on the following page. Once you have done so this will then take you to the EHBs home page.

HRSA EHBs Home Page



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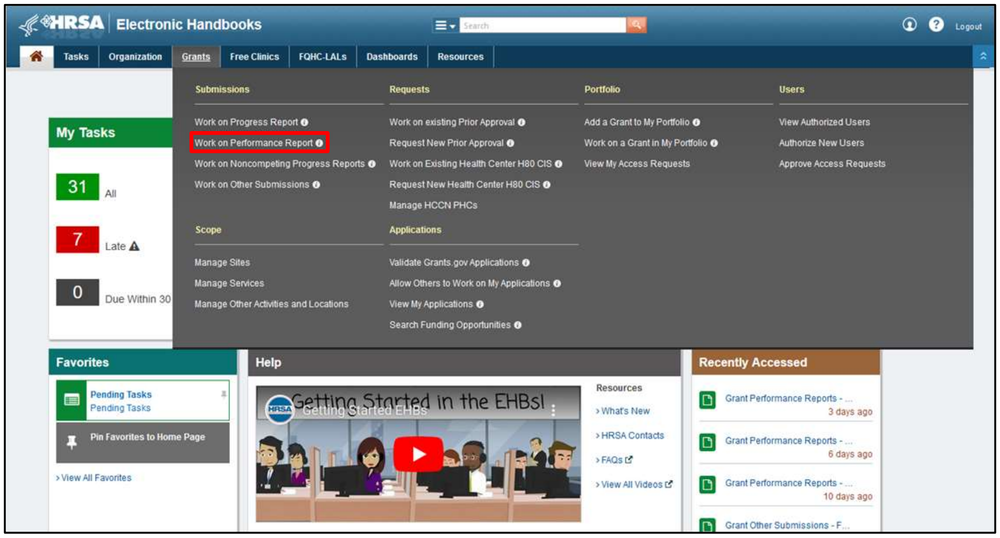
From the EHBs home page shown here. You'll then hover over the Grants tab at the top.

HRSA EHBs Home Page Continued



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On the drop-down menu that appears, click on “Work on Performance Report” under the Submissions header.

Submissions-All Page

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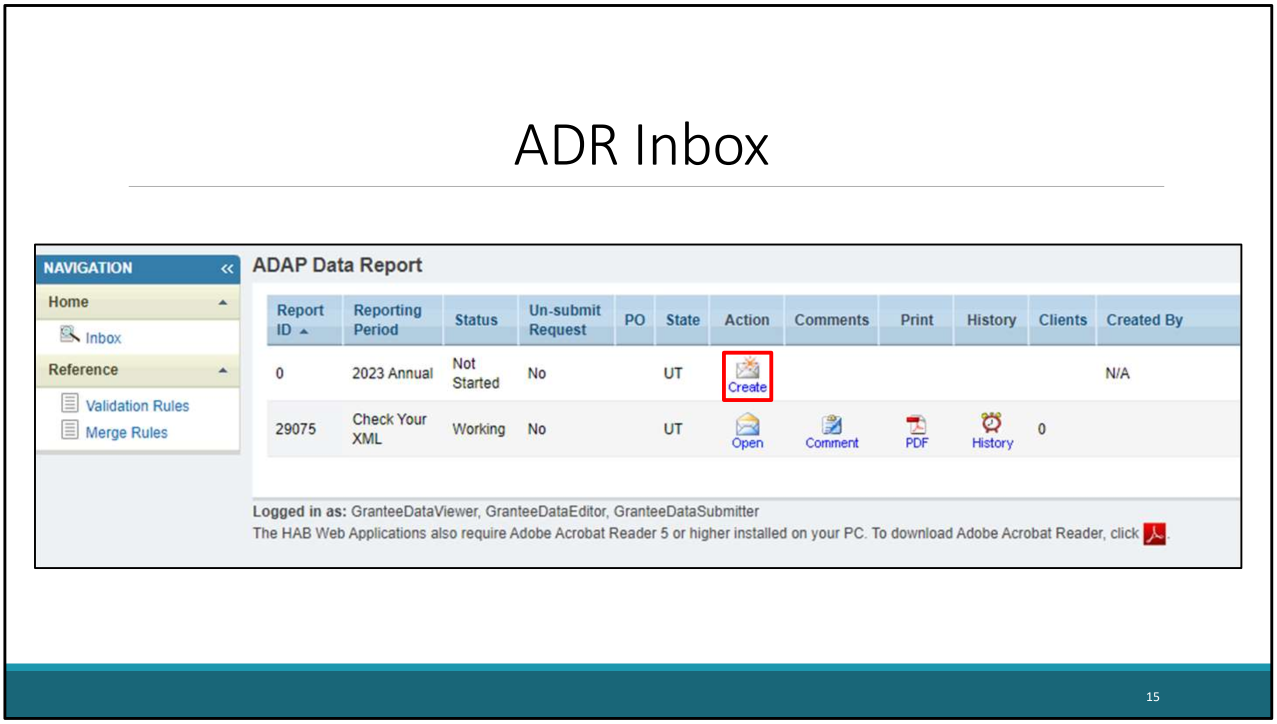
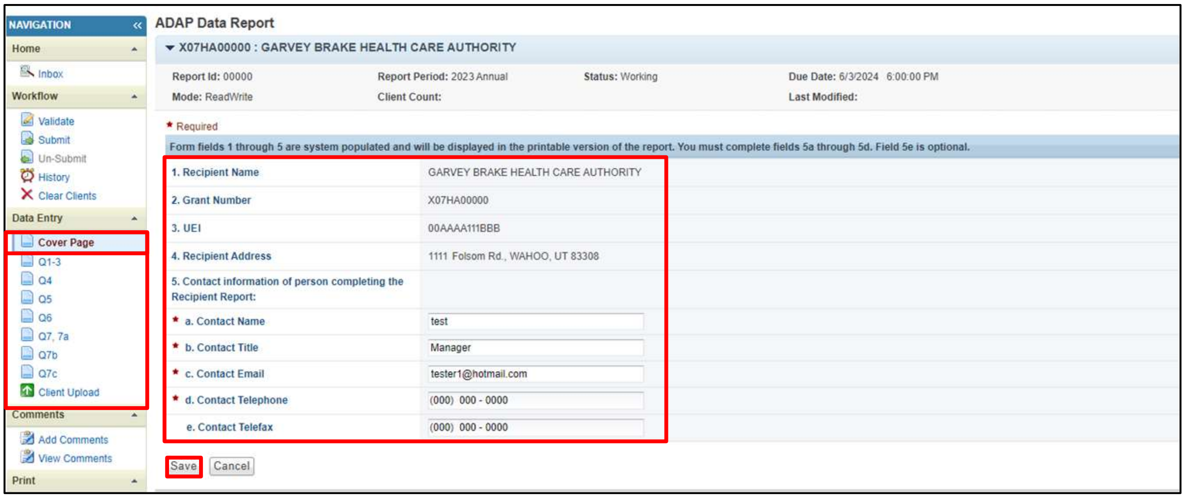
After clicking on the ‘Work on Performance Report’ link, you will be navigated to the Submissions-all page, where you will see a list of submissions for your organization. Scroll down to locate your 2023 ADR under the “Submission Name” header. Once you have located the 2023 ADR Submission, you will select either Start or edit under the options header.



After clicking either start or edit, you will be taken to the ADR Inbox, where you should see your organization's ADR listed. If this is your first time entering the report, you will click on this create link like you see here on the slide. If you are returning to your report this will instead say open.

Now that we have gone over the process for accessing the ADR. Lets move forward with how you will complete the Recipient report portion of the ADR.

Cover Page



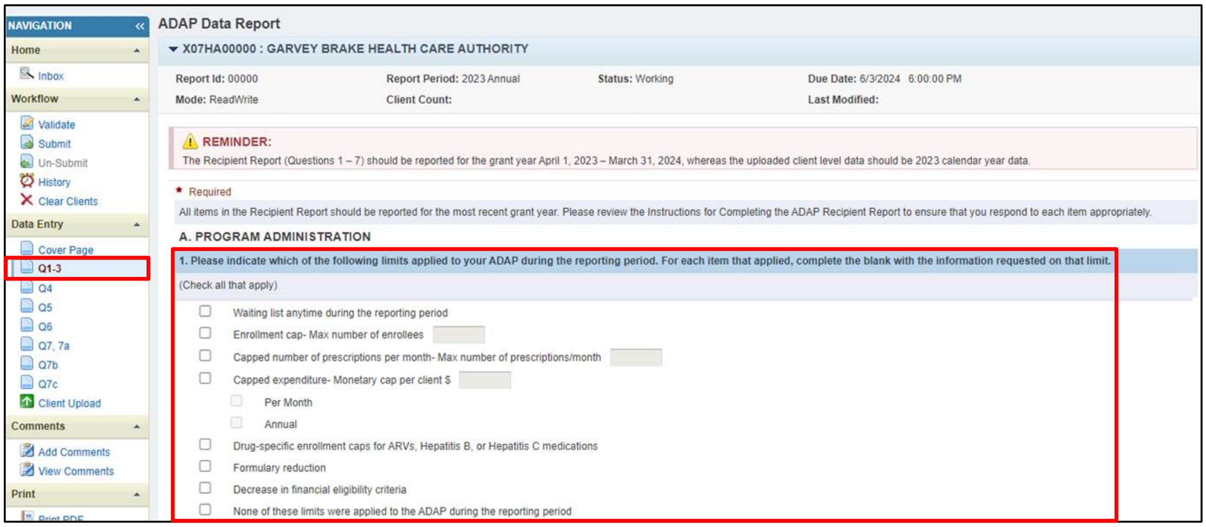
Once you open the ADR, you will be navigated to the Cover Page, which is the first section of the Recipient Report portion of the ADR. The Cover page includes essential recipient information, including the Recipient's name, Grant number, the Unique Entity Identifier or (UEI), the Recipient address, and the contact information for the person who is completing the ADR.

The first four items of the cover page are prepopulated from the EHBs. Iif any of the information listed there is incorrect, please contact the EHBs Customer Support Center to make corrections. If the UEI number is missing, you can contact Ryan White Data Support for assistance getting that added.

Contact information for both Data Support and EHBs Customer Support is listed on the Ryan White TA Resources brochure that we will go over at the end of the presentation.

Once you complete the cover page, make sure to click on the save button located at the bottom of the page. To get to the next section of the ADR, you can use the navigation panel on the left under Data Entry.

Program Administration



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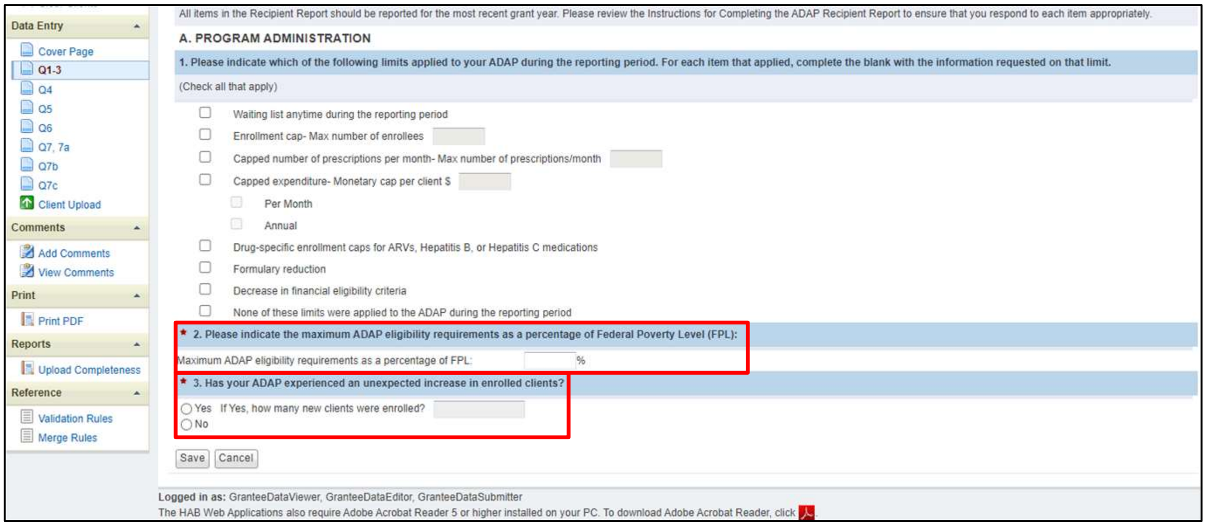
The next section is for program administration, which includes questions 1 through 3. The first question asks you to indicate whether your organization has adopted any control costs that are listed here on the screen and check all that apply. If you select either enrollment cap, capped number of prescriptions per month, or capped expenditure, you will be required to enter additional information. Scrolling down on this page we have question 2

Program Administration Continued



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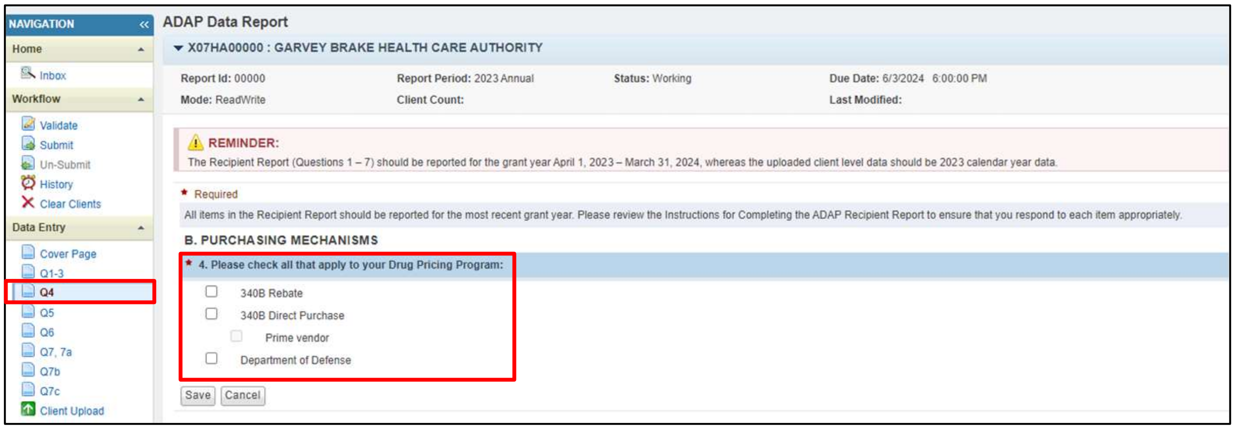
Of the Program Administration section which is ADAP income eligibility. For this question, you will need to enter the maximum income eligibility for participation in your ADAP, which is expressed as a percentage of the Federal Poverty Level or (FPL).

Question 3 asks if your program has experienced an unexpected increase in enrolled clients. So, if your ADAP experienced an enrollment increase you perceived as beyond normal or beyond a projected annual increase, then you would answer yes to this question. If you select yes, you will need to report how many more new clients were enrolled than you anticipated.

Purchasing Mechanisms



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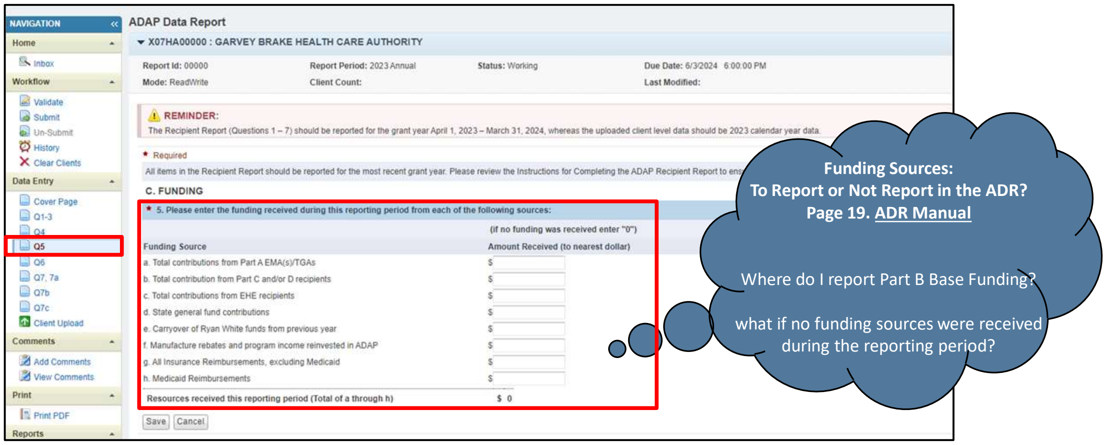
Question 4 asks about the purchasing mechanisms that pertain to your organization. In this section, you'll let HAB know about your drug pricing program. You will indicate here whether you participate in a 340B Rebate, 340B direct purchase and/ or Department of Defense program.

Please note that you can check all that apply. If your Ryan white ADAP participates in the 340B prime vendor program that handles price negotiation and drug distribution responsibilities for its members, check the prime vendor box. If you need any clarification on any of the listed drug pricing cost-saving strategies, check out page 17 of the ADR Instruction manual which provides details on each purchasing mechanism listed here.

Funding



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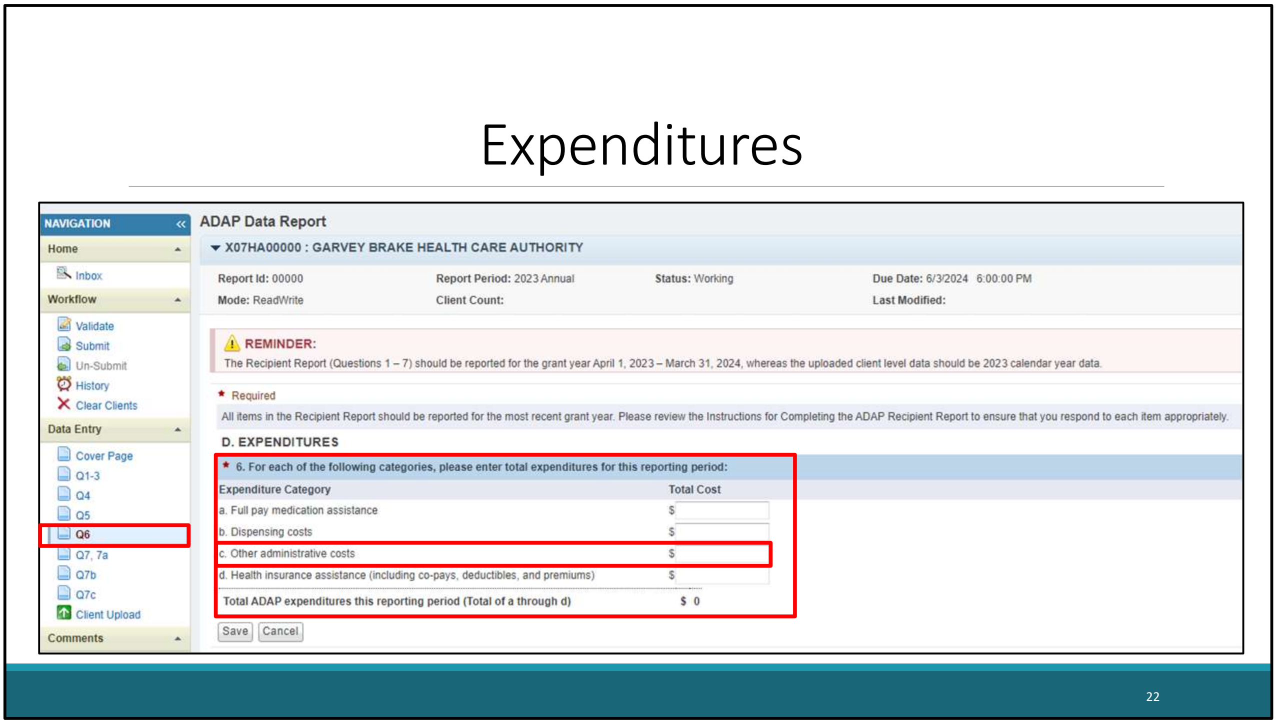
Moving on to Question 5 which pertains to funding. For this question, you are expected to enter the dollar amounts for the funding sources your ADAP received during the reporting period. If your organization did not receive funding for a specific category listed here, please enter a zero in that box or you will get an error message.

I would also like to note that we receive many questions each year regarding which funding sources you should be reporting here on the ADR. Because of this, we actually have a table on page 19 of the ADR manual called:

"Funding Sources: To Report or Not to Report in the ADR" which goes over commonly asked funding questions such as: Where do I report Part B Base Funding? Or what if no funding sources were received during the reporting period? These questions as well as additional ones are answered in that section so I highly recommend you check out this resource.



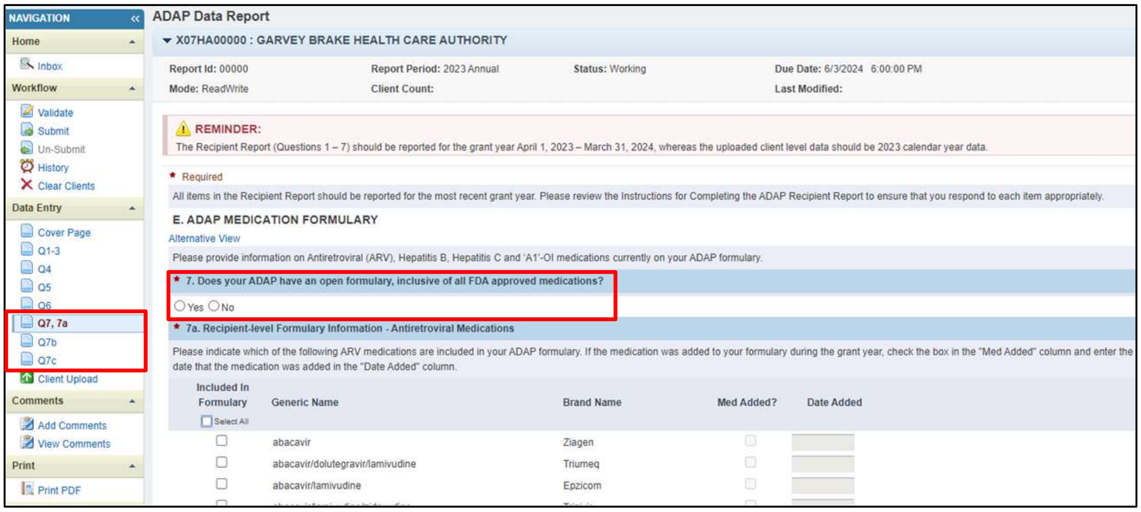
Our next section is for question 6. Here you will enter the total expenditures for full pay medication assistance, dispensing costs, other administrative costs, and health insurance assistance.

Please note that for the other administrative costs field, you will report all fees that were paid by your ADAP that relate to purchasing and distributing medication. Some examples of this include third-party insurance administrative fees, shipping and handling, and other bulk order fees. This is also where you report administrative fees from your Pharmacy Benefits Manager or Insurance Benefits Manager.

For further information about this section, I highly recommend looking over page 20 of the ADR instruction manual.

If your organization does not have any expenditures for one or more of the listed categories, enter a zero in the field as you cannot leave any of the responses blank. Once you click save, the total expenditures for the reporting period will be calculated automatically.

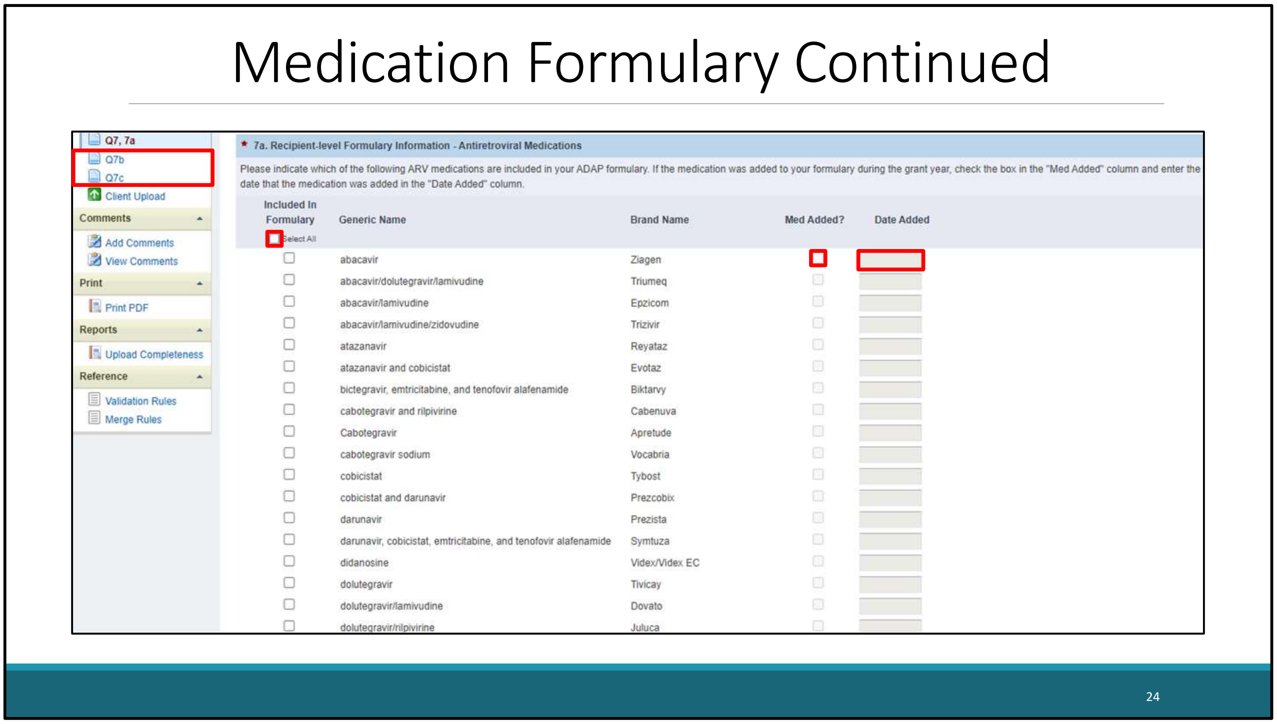
Medication Formulary



Question 7 of the recipient report goes over your Medication Formularies and is separated into these three sections on the left navigation panel here. Questions 7 and 7a are shown here on this slide while questions 7b and 7c have their own separate pages.

Question 7 asks if your ADAP has an open formulary which means that you cover all FDA-approved drugs, with some limited exceptions. For example, someone in a previous webinar said they don't cover vaccines because of the administration fees, but they are still considered having an open formulary with that one limitation. If you're not sure about whether you have an open formulary or not, please contact Ryan White Data Support.

Scrolling down on this page



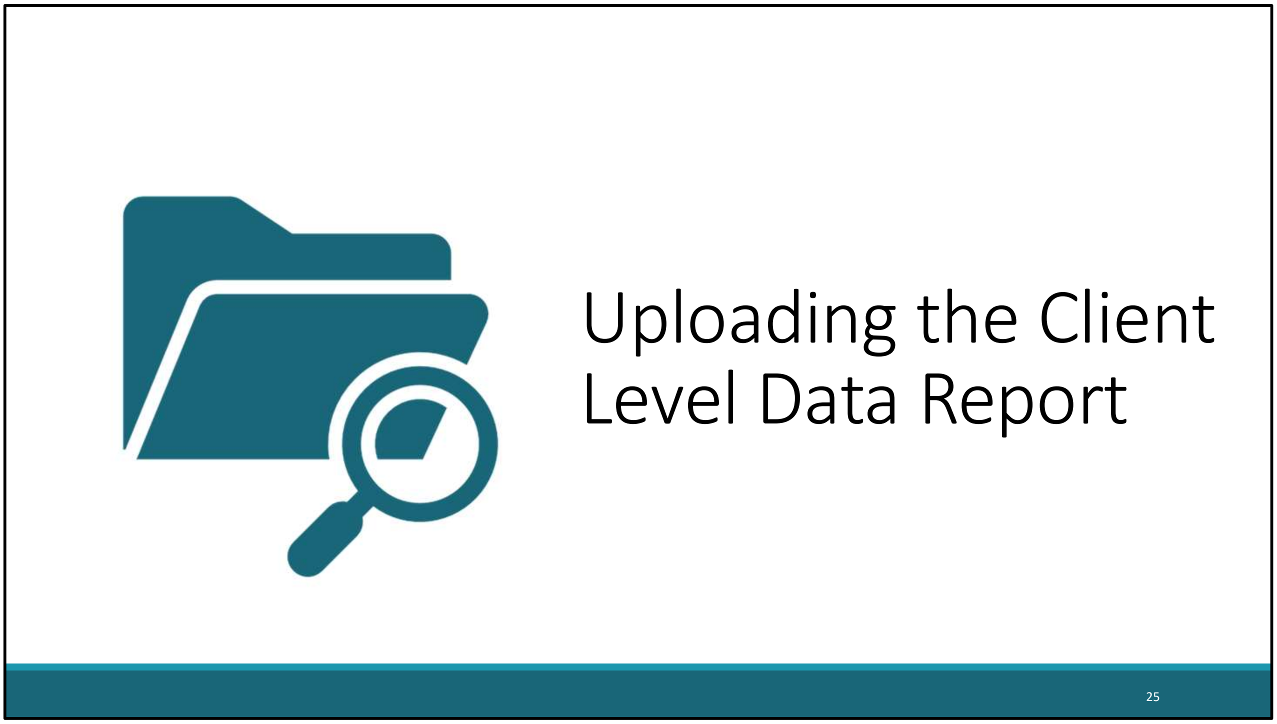
We have question 7a which includes the list of Antiretroviral medications that you will update based on your organization's list. For those with open formularies, you have the option to click on the "Select All" box here.

The medications listed are also automatically populated from your last year's ADR. Please review to make sure all your medications are listed and make any updates if needed. If a medication was added to the medication formulary during the reporting period, please check the

”Med Added” box and enter the date it was added.

Once you have filled in and updated the Medication Formulary section of the report, please remember to save your data after completing each page.

For section 7b you will follow these same instructions, except they will pertain to your organizations A1-Oi medications, and then in section 7c you will fill in your organization's hepatitis B and C medications.



Now let's move forward by reviewing how you will upload the Client-level Data Report portion of the ADR.

Client Report Overview

ADAP Clients
• Eligible to receive ADAP services, regardless if the client received an ADAP service or not

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Let’s start by doing a quick overview of what the Client Report is. The Client Report includes client-level data for all clients enrolled at any time during calendar year 2023, regardless of whether the client actually received an ADAP service.

Client Report Overview Continued

Client Record must include:

- Encrypted Unique Client Identifier (eUCI)
- Demographic Data
- Enrollment & Certification information
- Health Insurance Services
- Medication Services
- Clinical Data

Common Issues for Reporting RWHAP ADAP Services

Page 36.
ADR Instruction Manual

Preparing for 2023 ADR Reporting: Updates and Best Practices

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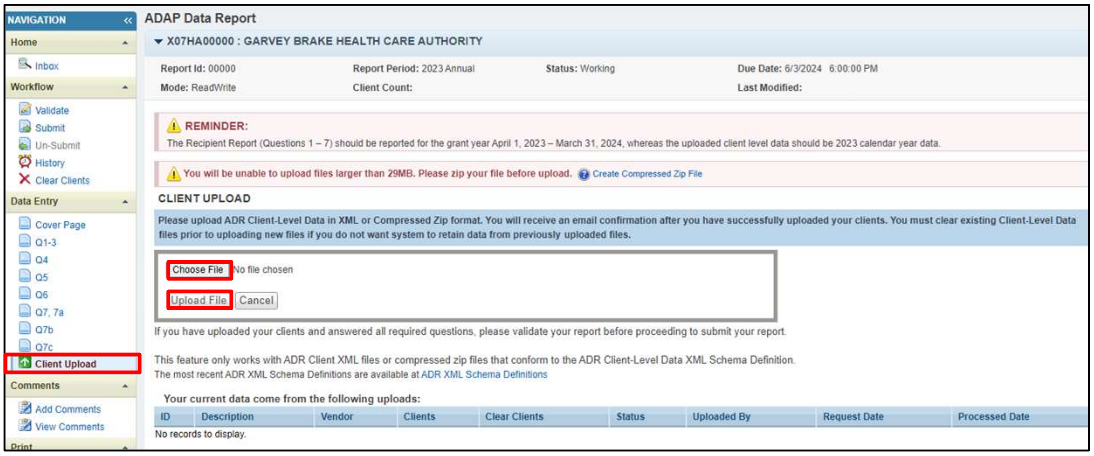
The client record includes information regarding their demographic data, their enrollment and certification information, any health insurance or medication assistance services that they received during the reporting period, and their clinical data. Clinical data includes all CD4 and viral load counts and those respective dates for all clients. Again, please refer to the "Preparing for 2023 ADR Reporting: Updates and Best Practices" webinar for updates regarding reporting client data and the client report.

I also want to highlight another new addition to the ADR manual. The table on Page 36 contains some common issues that come up each year and includes the various reporting guidance to resolve them.

Upload Client-level Data



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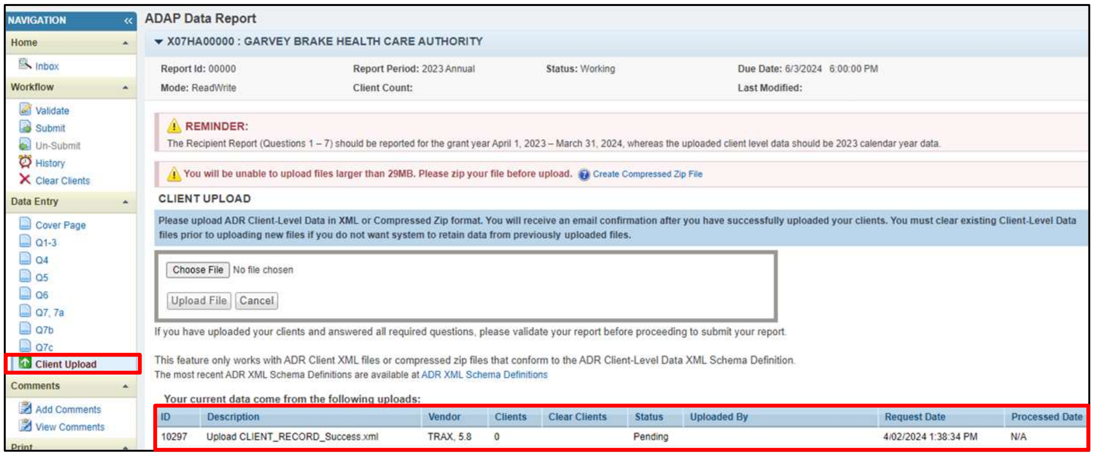
Now Let’s go over how to upload your client-level data. As I mentioned earlier, your client-level data will need to be formatted as an XML file. ADR-ready systems including CAREWare, and Trax will create a compliant xml file for you. But If you need any assistance with creating your XML file, the DISQ team is your go-to for XML assistance.

Once you have an XML file and are ready to upload your client-level data, on the left navigation panel, select the Client upload link. You will be taken to the client upload page as shown here on this slide. You will then select the

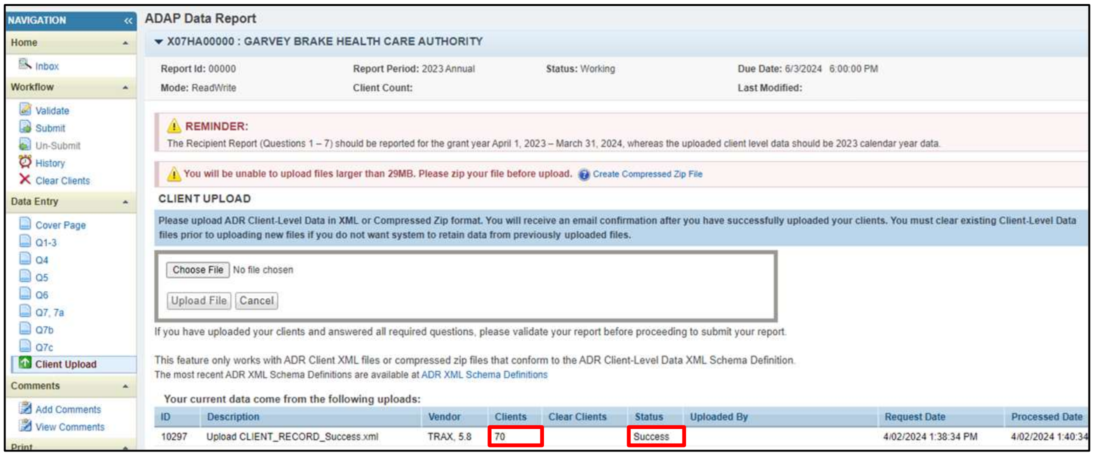
Choose file link and locate your XML file. Once you have found the file, click on the upload file button. You will see your file processing at the bottom of the page here.

Upload Client-level Data: Pending



Give the system a few minutes to finish processing this file. You can refresh the page by clicking on "Client Upload" again using the navigation panel, or by refreshing your browser.

Upload Client-level Data: Success



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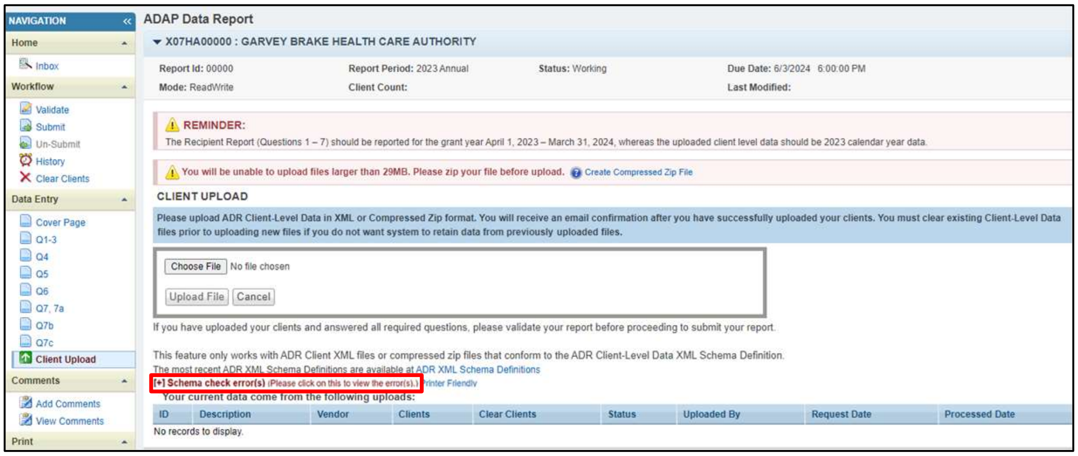
On the slide we now see that our file has processed and the status has moved to success along with a count of the number of clients in our XML file. You will also receive a confirmation email stating that your client-level data file was successfully uploaded.

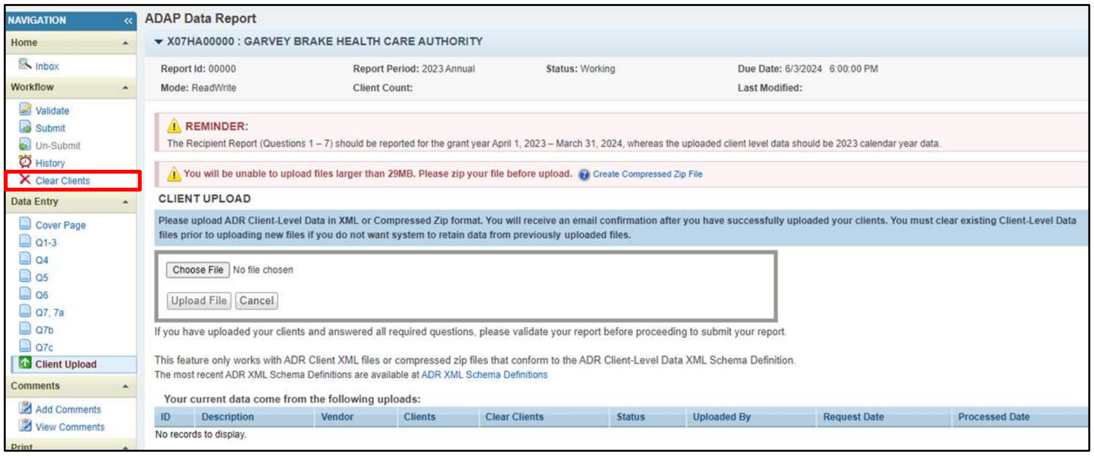
Schema Check Errors



One issue that you may run into while attempting to upload your client-level data file are schema check errors which we see an example of here on this slide, which essentially means that your file is not compatible with the system. To address the schema check error, click on the link to view them. Schema check errors must be fixed in order to upload your data to the Client Report.

If you need any assistance with resolving schema check errors, contact the DISQ team. Please make sure to include a screenshot of the list of schema check errors when contacting the DISQ team, which will give them more information to assist you. Once the schema check errors have been corrected, you can re-upload your client-level data file. Earlier this year, we presented a webinar titled “Reviewing your Data at Upload: Tools within the ADR Web System and the Check your XML feature” that goes over schema check errors in a bit more detail, so I highly recommend checking out that presentation.

Clear Clients



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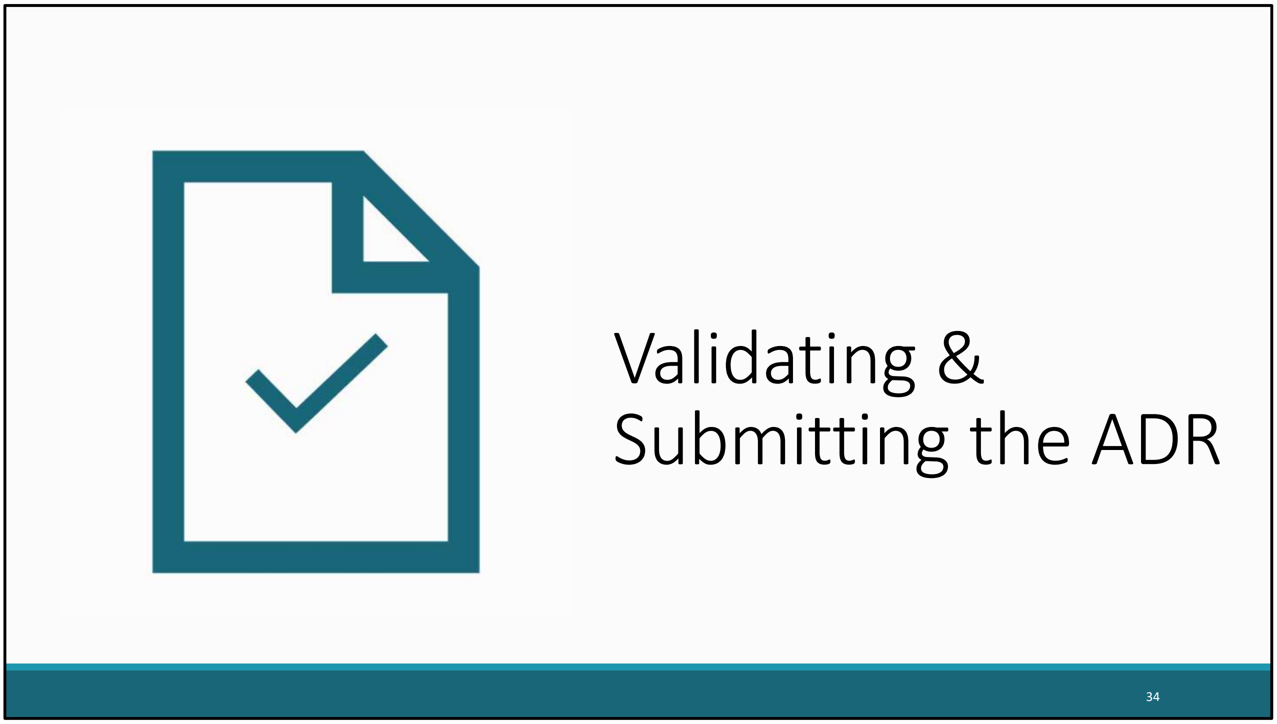
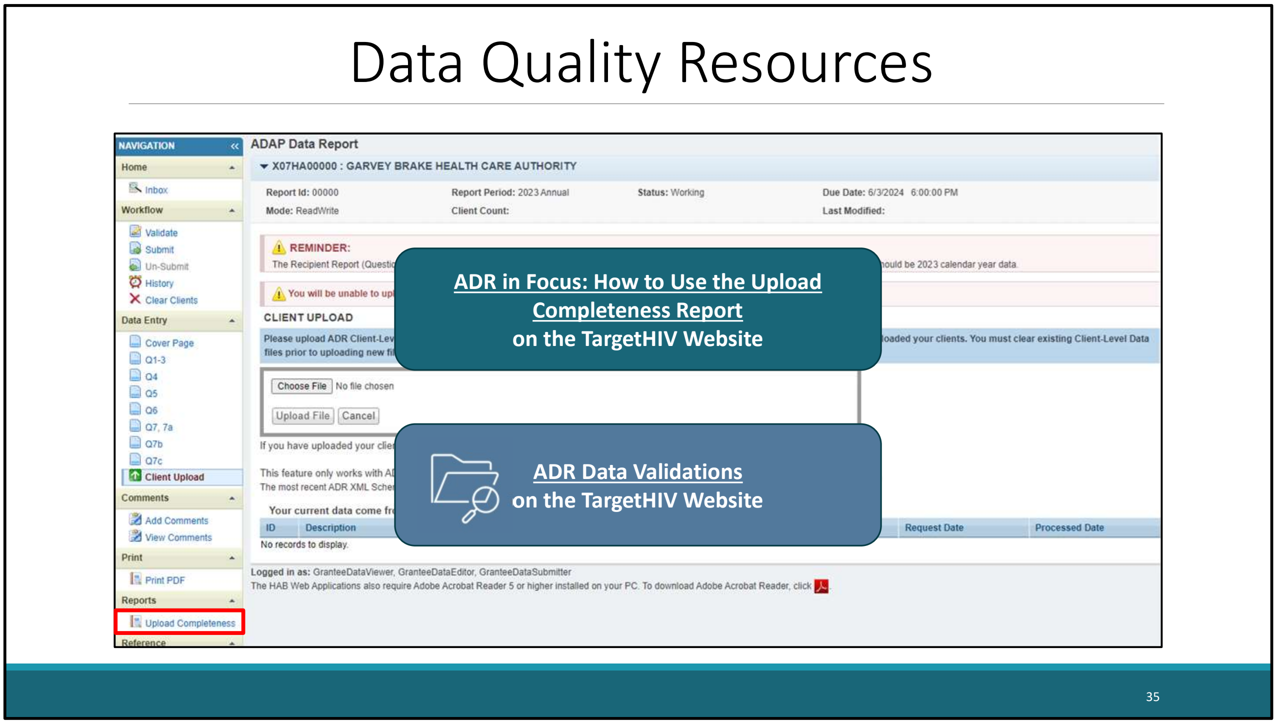
If you determine that some of the data in the client-level data need to be corrected, you will need to remove the older file in the system and re-upload a new file. To remove an uploaded file, you will need to click on the clear clients link on the navigation panel. On the following page, you will be able to choose the file you wish to remove. It may take a few minutes to successfully clear the file, but once the file has been removed, you can upload a new file using the same steps on the previous slides..

How prepared do you feel for the 2023 ADR? Choose all that apply:

1. I’m all set and don't need any help.
2. I may need some assistance with the recipient report.
3. I may need some assistance with the client-level data.
4. I need assistance with the entire ADR submission process.

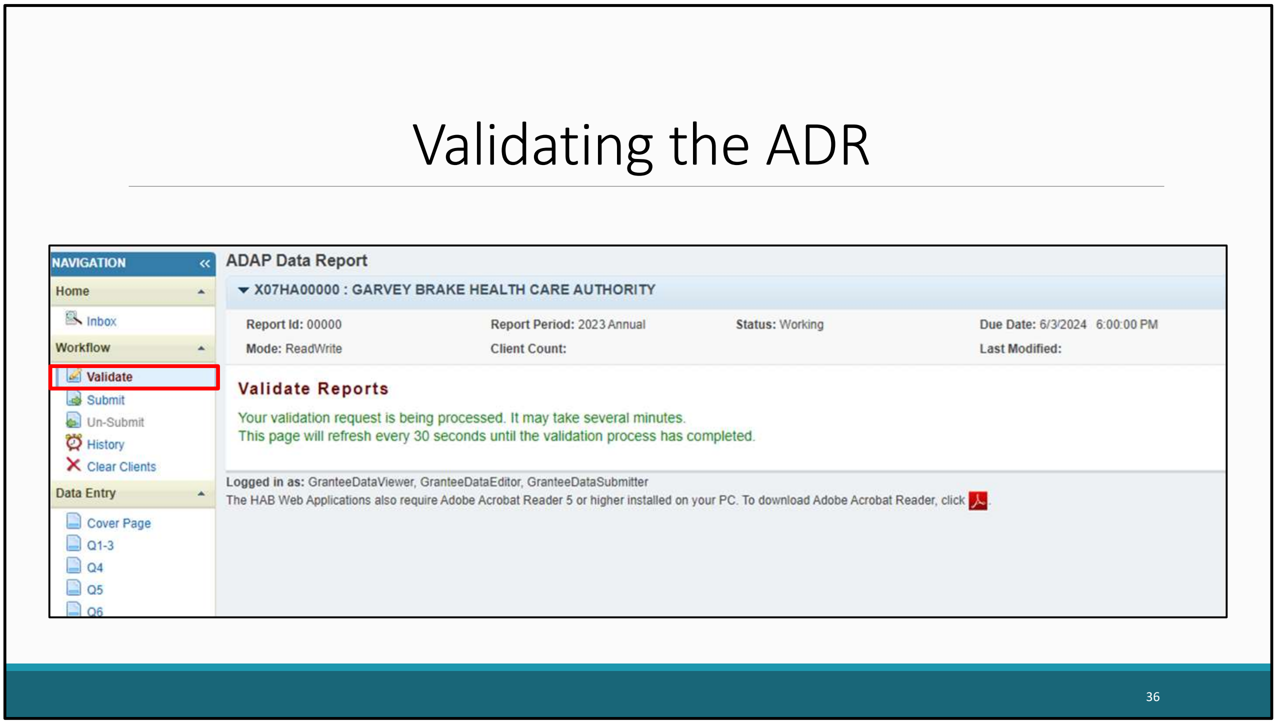


Now, that we have gone over completing both the Recipient report and client level data portions of the ADR, lets review validating & submitting the ADR.

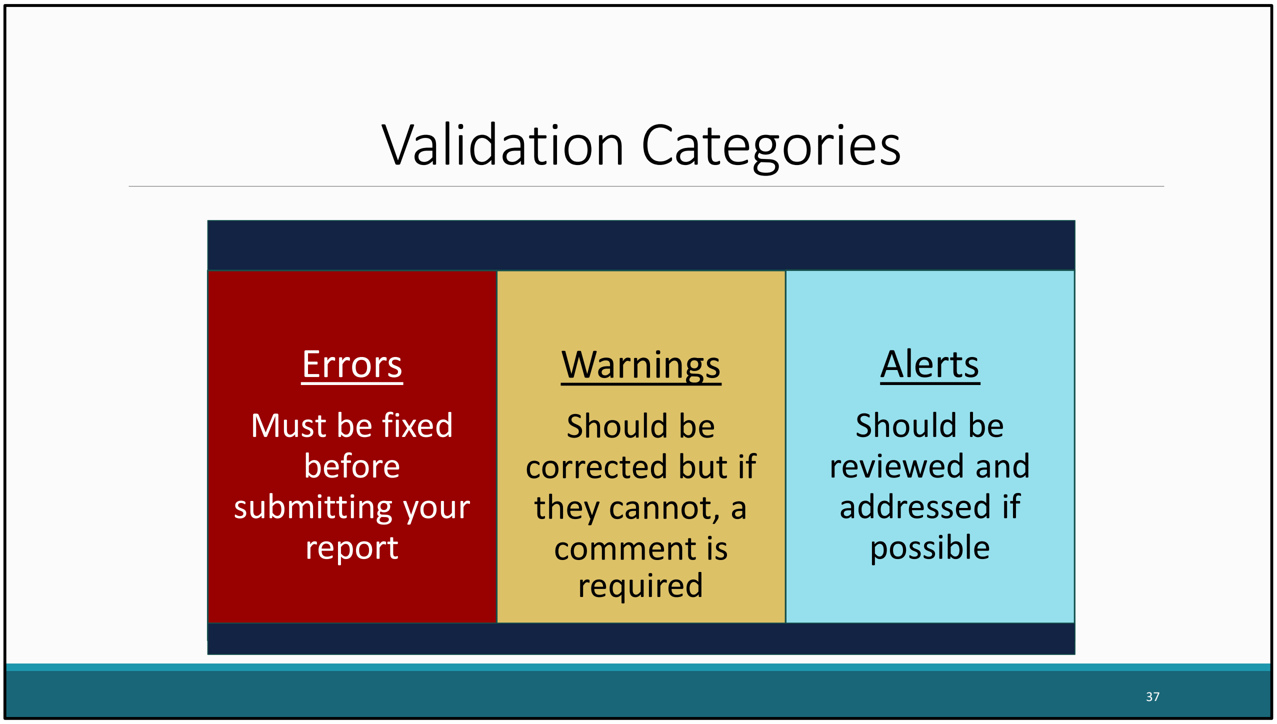


To ensure your data quality, there are two great resources that we recommend reviewing. The first is the Upload Completeness Report, which can be accessed here on the left navigation panel. The Upload Completeness Report, will display your uploaded data by data element so you can review your data quality and identify both missing and inaccurate data. This report is available only after you have uploaded client-level data into the ADR Web Application. There is also an ADR in Focus document that goes more in-depth about how to use and navigate the Upload Completeness report, so I highly recommend looking over that resource on the Target HIV website.

The second resource that I recommend reviewing is the ADR Data Validations document which is also available on the TargetHIV website. This document provides information on the data validations for each data element and the types of notifications that you may receive in the data upload process.

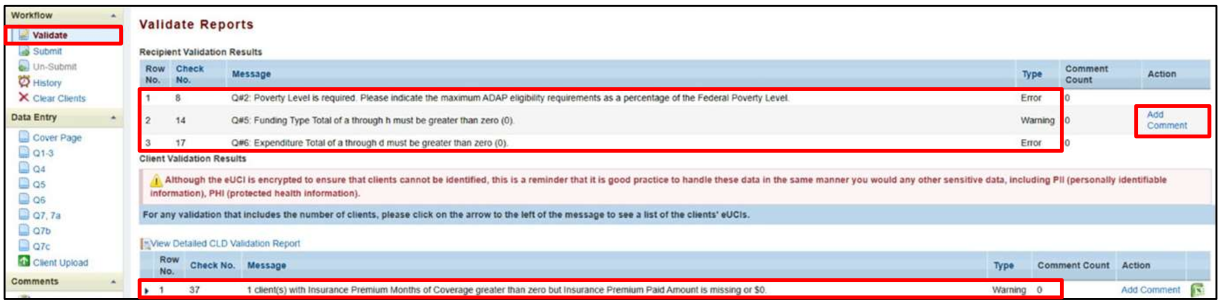


Once you have completed the Recipient Report and uploaded your Client Report, the next step is to validate your report. We'll start by clicking on Validate in the left navigation panel. Once you do this, the system will let you know that it is processing your validation request, and it may take a few minutes to complete. You can refresh the page to see your results by clicking on "Validate" again using the navigation panel or by refreshing your browser.



The three types of validations that may show up in your validation report are Errors, Warnings, and Alerts. Errors must be fixed before you submit your report. Warnings are validations that should be corrected, but if they cannot, then a comment will be required. And lastly, alerts should be reviewed and corrected if possible, but you may still submit your report with an alert. Now that we briefly reviewed these types of validations, lets go back to our validation results.

Adding Warning Comments



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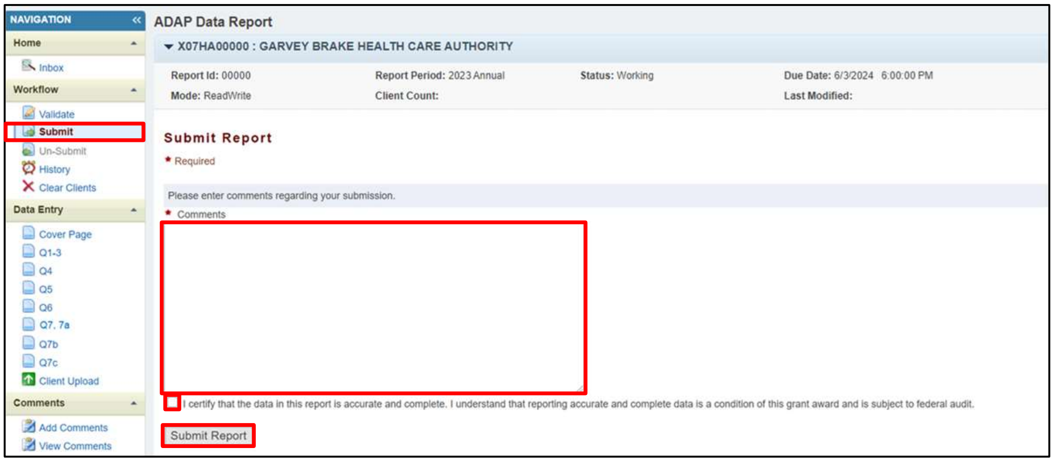
Once your validation request has processed, you will see your validation results for both your Recipient Report and Client level data. On this slide we can see that that there are a few error and warning validation messages in each section. To add a comment to a 'warning' validation, you will select the add comment link under the action column. Once you have addressed any error, warning, or alert messages you can move forward with submitting your ADR.

Please remember that if you make any updates to your report in response to your validation results, you'll need to validate your report again before submitting. Just click the "Validate" link in the Navigation panel to start the validation process again.

Submitting the ADR



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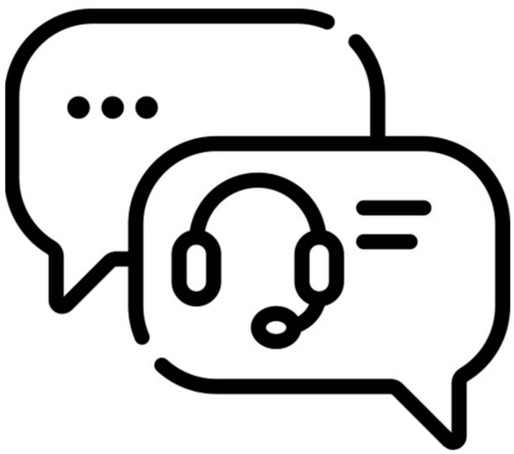
Once you have reviewed your data quality and addressed your validation messages, you can move forward with submitting your ADR. Selecting submit will bring you to the submission screen where you will see a textbox listed here for comment. We recommend entering a meaningful comment regarding your submission as HAB will review this comment after the submission period. Once all comments have been entered, select the box stating that the data in the report are accurate and complete. After that click, the Submit link to submit your report and you have successfully completed the ADR.



ADR Webinars & TA Resources

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Let’s end the presentation by reviewing the list of ADR webinars and TA Resources.

Past & Upcoming ADR Webinars

Date	Webinar
10/25/2023	Preparing for 2023 ADR Reporting: Updates and Best Practices
12/13/2023	Strategies for ADR Data Integration
02/14/2024	Reviewing Your Data at Upload: Tools in the ADR Web System and the Check Your XML Feature
03/06/2024	Using CAREWare for ADR Reporting
04/24/2024	ADR: Data Quality: Lessons from Outreach

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Here is a list of past and upcoming webinars that will be useful in completing the ADR.

This past Fall, The DISQ Team and Data Support presented the Preparing for 2023 ADR Reporting: Updates and Best Practices webinar.

A webinar presented this past winter looked at strategies for ADR Data Integration.

On February 14th , was the Reviewing Your Data at Upload: Tools in the ADR Web System and the Check your XML Feature webinar.

On March 6th , was the webinar for Using CAREWare for ADR Reporting which looked over tips and best practices for using CAREWare for the ADR.

And on April 24th The DISQ team will provide a summary of ADR data quality from 2022.

You can view this schedule and descriptions for all webinars at any time on the TargetHIV website.

RWHAP Technical Assistance Resources

The RWHAP TA Resources Brochure features information on each RWHAP technical assistance provider, including:

- RWHAP reports they support
- Questions they frequently respond to
- Contact information

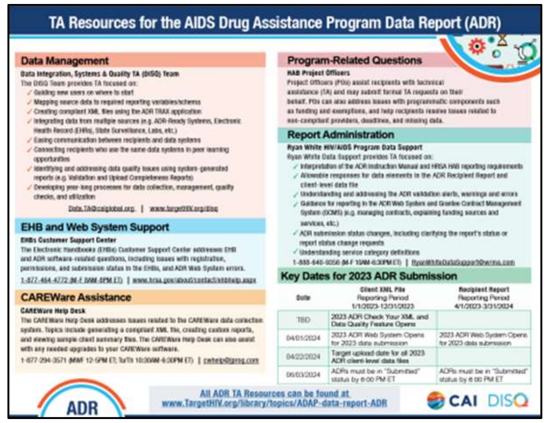
There are several technical assistance resources available to help you. The RWHAP TA Resources brochure outlines information about each technical assistance provider, including the reports they support, frequently asked questions they respond to, and their best contact information. You can find this 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!

ADR Technical Assistance Resources

To learn more about all ADR TA Resources, check out the [ADR TA Brochure]

- Contact information
- Program-related questions
- Key submission dates.



Additionally, to learn more about all things related to the ADR, be sure to check out the ADR TA brochure. Some of the information you will find here includes information for each TA provider specific to the ADR, program related questions, and key dates for your ADR Submission.

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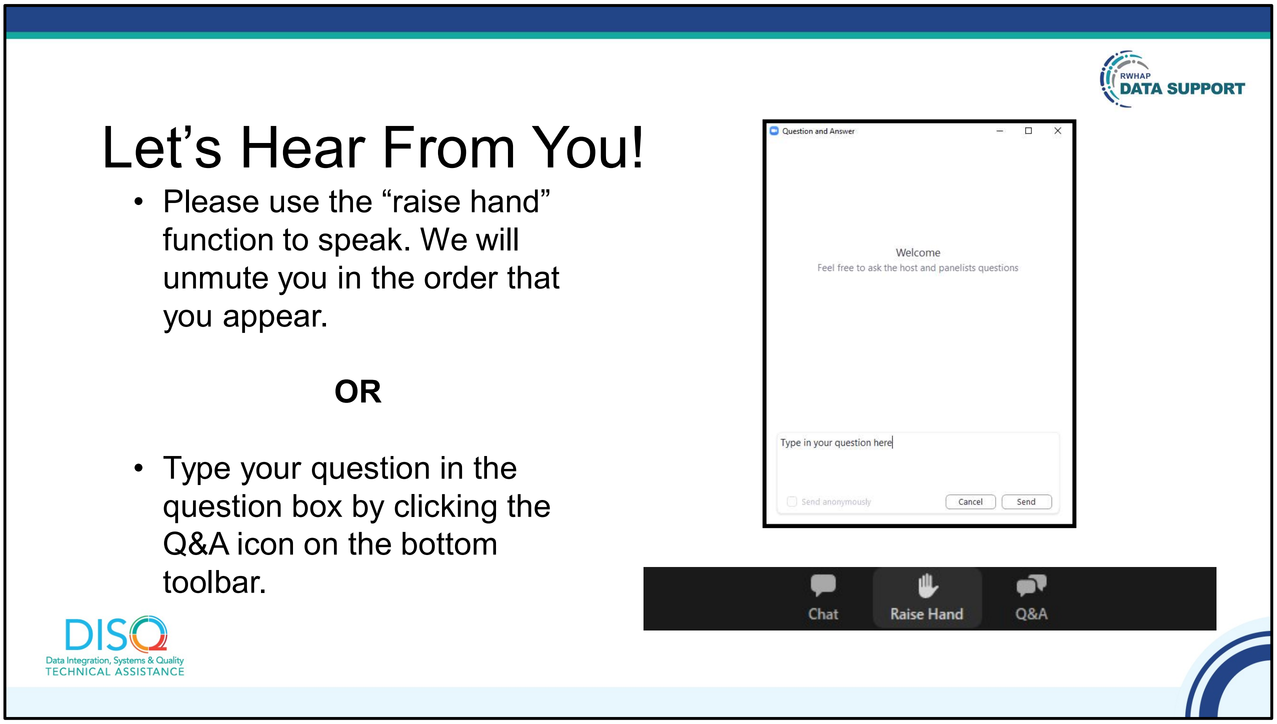
Finally, to connect with and find out more about HRSA, check out HRSA.gov.

I'd like to take a moment thank everyone for joining us on today's presentation and I will now turn it back over for the Q&A portion of the webinar.



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 DISQ 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.