ADR in Focus -

ADR Data: Are They Complete? Are They Correct? Do They Accurately Reflect Your Program?

Importance of Data Quality

Good data quality, including both completeness and accuracy, is essential for your ADAP Data Report (ADR) to be useful and reflective of your program's quality of care. Inaccurate data may make your program appear to provide a lower quality of care than it actually does, and does not provide an accurate picture of your program to Congress, the HIV community and the public. Before you submit your ADR, you should ensure your data accurately reflect your program.

There are two main tools in the ADR Web System to help you check the quality of your data: The **Upload Completeness Report** and the **Validation Report**. You can access these reports in the Check Your XML feature year-round and the ADR report during submission season. The steps for accessing these reports are reviewed in the remainder of this document.

	Data Quality Issue	<u>Concept</u>	Tools for Checking		
\checkmark	Are your data correct?	Do your data make sense? Are they internally consistent?	Validation Report		
*	Are your data complete?	Complete data mean a value is reported for each client.	Upload Completeness Report		
	Do they reflect your program?	Do your data match your expectations for your program?			

Accessing the Validation Report and Upload Completeness Report

1. When you are on the ADAP Data Report page, click on the **Open folder** on the Check Your XML or, during the submission season, on your current year Annual submission.

_≪ ∉≪HRSA	Ele	ctronic I	Handbool	KS										Environment.	rest user@state	.gov 👻	Support -	Logout	5
Tasks 0	Organiza	ations Gr	ants Free C	linics F	QHC-LALs	Reso	urces												
Welcome Rec	ently Acr	cessed W	/hat's New	Guide Me													10:21:5	7 A.M. ET	*
Getting 5 Recomm NAVIGATION	Started hended (with the Hara	andbooks ings ata Report		> Us	er Inte	rface Cr	rosswalk			> Tour th	e Handbo	oks!			Your session v	vill expire i	n: 29:16	×
Home	*	Report ID *	Reporting Period	Status	Un-submit Request	РО	State	Action	Comments	Print	History	Clients	Created By	Date Created	Modified By	Last Modifi	ed		
Reference	-	0	2018 Annual	Not Started	No		N/A	Create					N/A		N/A				
Merge Rules	_	12345	Check Your XML	Working	No		ST	Open	omment	PDF	Ö History	0	imaginary user	4/17/2017 5:54:26 PM	user@state.gov	1/24/20 4:46:54 PM	18		

- 2. To upload your ADR client-level data, click on **'Browse'** and browse to the location on your computer where your XML is stored. Click on **'Upload File'**.
- 3. Once your file is successfully uploaded, you will see the status change from 'Pending' to 'Success'. Now you're ready to access the Reports!

This resource was prepared by CAI Global and their partners Abt Associates and Mission Analytics under Cooperative Agreement # UF2HA26520 from the Health Resources and Services Administration's HIV/AIDS Bureau. Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the HIV/AIDS Bureau.

ADR in Focus

NAVIGATION <	ADAP Data Report				Your	session will expire in: 15:23	
Home 🔺	▼ N/A : STATE DEPARTM	ENT OF HEALTH					
🖳 Inbox	Report Id: 12345	Report Period: Check Your XML	Status: Working	Due Date: N/A			
Search 🔺	Mode: ReadOnly	Client Count: 0	DUNS: N/A	Last Modified	5/23/2018 3:40:10 PM (by: user @state.gov)	
Search Workflow	A Message: Welco	First choose your file f	from	Luour VML, you will have i	the option to Validate you	r XML allowing you to goo all the	
Validate Clear Clients	client-level validation mes your XML in your ADR repo	where it is saved es are deleted 48 hours after they	ess Report. Pleas	se note: This information v in the live report.	vill not be submitted to HF	SAL You will still have to upload	
Check your XML and Data Quality Reports	You will be unable to upload files larger than 29MB. Please Ile before upload. Create Compressed Zip File CLIENT UPLOAD						
Image: Completeness Reference Image: Validation Rules Image: Merge Rules	Upload File Cancel	Browse.	Then up	oload it into system		ur cireiris.	
	The The Y ID No re-	Il update when is processed	that conform to the ADR Clien ma Definitions	t-Level Data XML Scher Uploaded By	ma Definition. Request Date	Processed Date	

- 4. Click on the **Validation Report** link to see alerts, warnings and errors in your data, and the eUCIs associated with these issues. Click **'Validation Rules'** to bring up a full list of validation messages.
- 5. Click on the **Upload Completeness Report** link to open a new tab that presents aggregate data for each data element in your XML file.

NAVIGATION «	ADAP Data Report Your session will expire in: 15:23
Home 🔺	▼ N/A : STATE DEPARTMENT OF HEALTH
Search	Click here for the Report Period: Check Your XML Status: Working Due Date: N/A List Modified: 5/23/2018 3:40:10 PM (by: user@state.gov) DUNS: N/A Last Modified: 5/23/2018 3:40:10 PM (by: user@state.gov)
Workflow Validate Clear Clients Quality Checker	Validation Report 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 XML proof. This site is emply allow 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.
Check your XML and Data Quality Reports • Upload Completeness Reference • Validation Rules Merge Rules	You will be unable to upload files larger than 29MB. Please zip your file before upload. CLIENTUM CLIENTUM And here for the Upload Completeness Report Upload File Cancer

Make Corrections as Needed Before Submission

There are many reasons why your ADR data may not reflect your program activities, and only you will be able to assess how well your data reflect your program. Use the Validation Report and Upload Completeness Report to thoroughly review your data completeness and accuracy, and (if needed) upload a new version of your file to correct issues you've identified. To learn more about how to review your data, check out the <u>Reviewing Your Data at Upload: Tools in the ADR Web System and the Check Your XML Feature</u> webinar on the TargetHIV Website.

Contact the DART Team at <u>Data.TA@caiglobal.org</u> for individualized technical assistance to help you address your data quality issues!

This resource was prepared by CAI Global and their partners Abt Associates and Mission Analytics under Cooperative Agreement # UF2HA26520 from the Health Resources and Services Administration's HIV/AIDS Bureau. Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the HIV/AIDS Bureau.