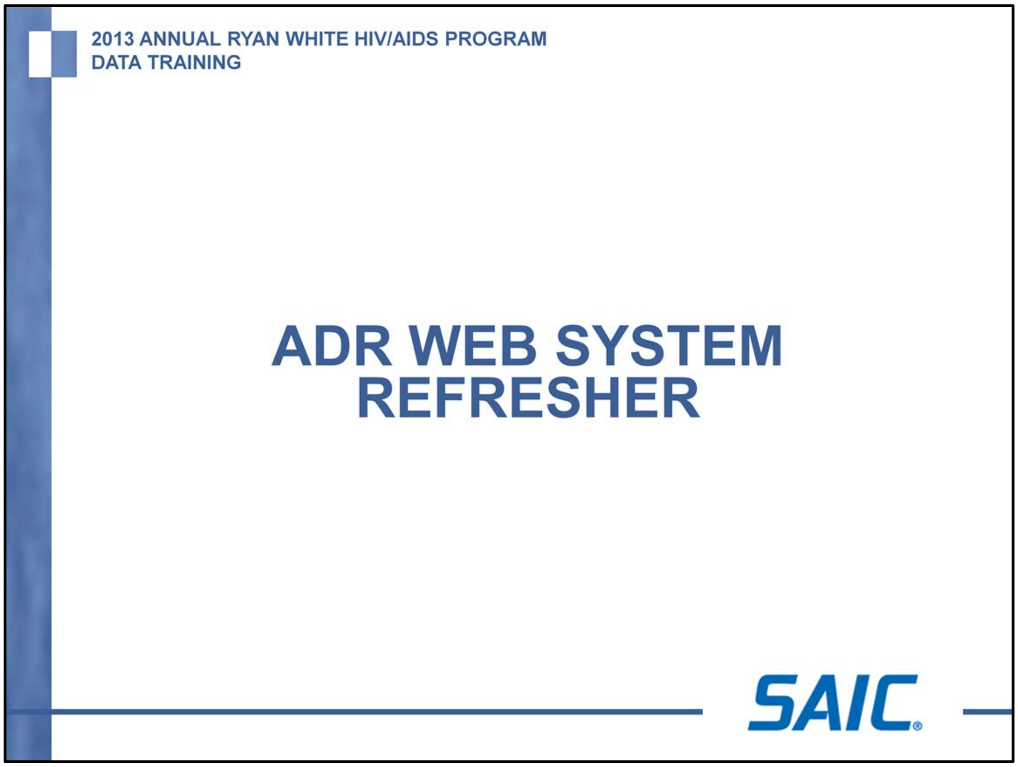


Welcome. My name is Nicci Simpson with SAIC to present to you the ADR System Refresher. I am here with Elisa Peet, also from SAIC, who will be answering any questions. SAIC stands for Science Application International Corporation. We are the contractor who builds and maintains the ADR Web system.

Learning Objectives

Upon completion of this presentation, you should be able to:

- Demonstrate how to navigate through the ADR web system and save information.
- Explain processes for handling validations, uploading client-level data, and printing and submitting the reports.
- Understand the Project Officer (PO) review process.

2

Here are the learning objectives we will cover in the presentation today. Upon completion of this presentation, you should be able to demonstrate how to navigate through the ADR web system and save information; explain processes for handling validations, uploading client-level data, and printing and submitting the reports, and understand the Project Officer (PO) review process.

Agenda

- Creating a Report
- Completing the Grantee Report (Questions 1-10)
- Uploading Client Level Data
- Validations
- Printing the Grantee Report
- Client Level Data Reports - Upload Confirmation and Completeness Reports
- Submission Process
- Un-Submit Requests
- PO Review
- Email Notifications

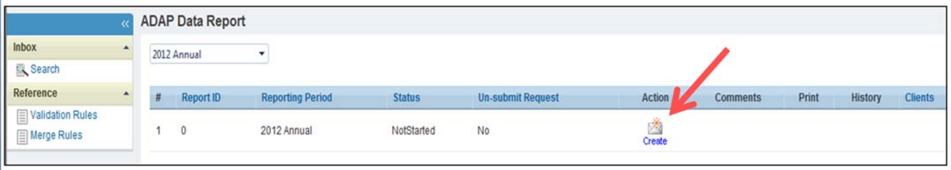
3

To cover the learning objectives displayed on the previous slide, we will navigate through the ADR report, including creating a report, completing the grantee report (questions 1-10) and upload client level data. We will also show the validation process, the print functionality, the upload confirmation and data completeness reports, the process for submitting and un-submitting requests, PO review process, and email notifications.

ADR Report – Creating a Report

Workflow Inbox

- Select “Create”.
- This page will only appear once upon logging in to create report.
- Countdown box – 30 min timer does not recognize typing. It recognizes saving and navigating to another page.

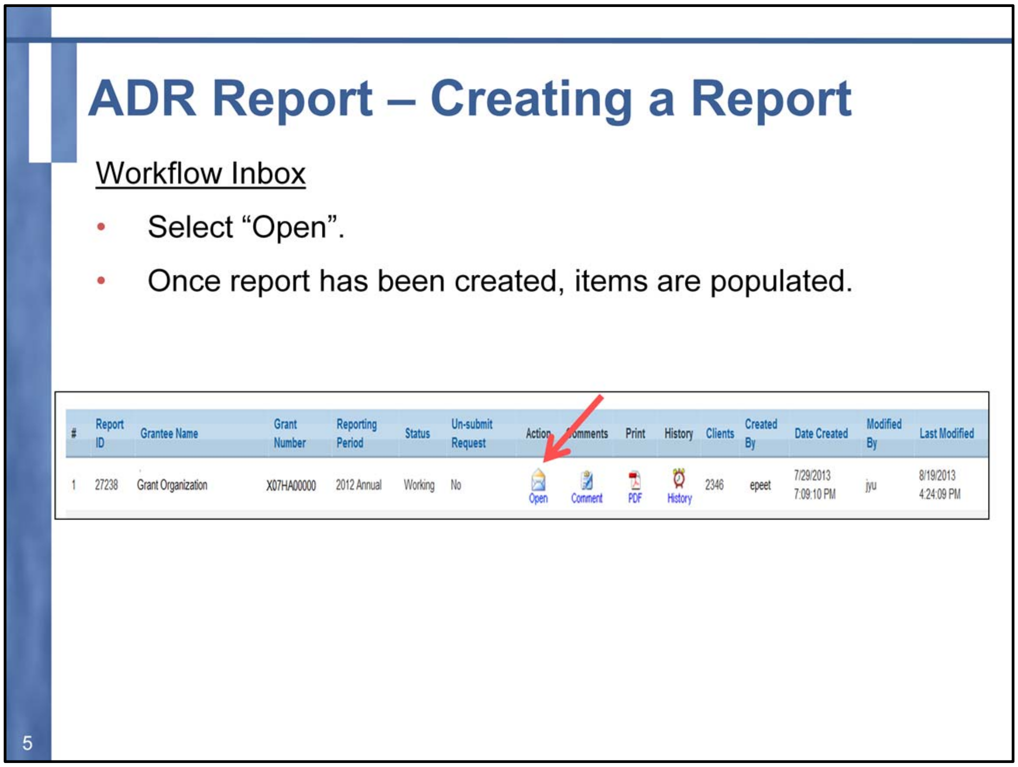


4

This slide displays the workflow inbox, which will only appear the first time upon logging in to create the report.

Please note that there will be a countdown box (not shown on this screen) which has a 30 minute timer. Every time you save or navigate to another section, this timer will reset. Typing is not recognized.

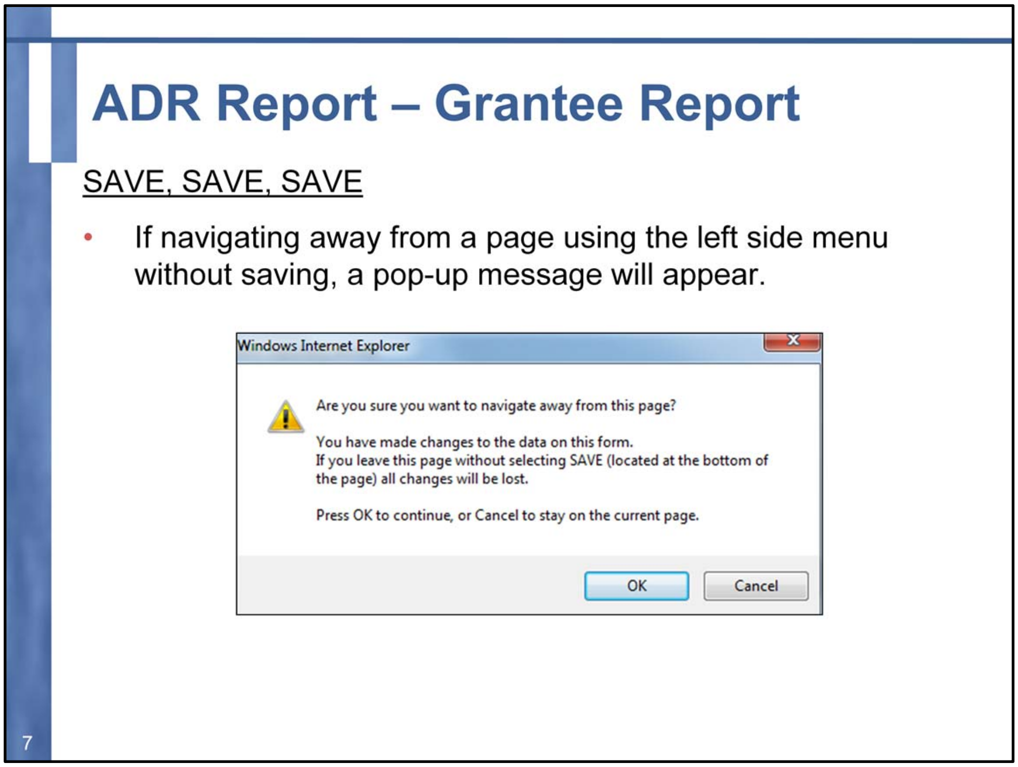
You will also notice the action icon, which is an envelope, will be closed and have “Create” displayed below. Select Create.



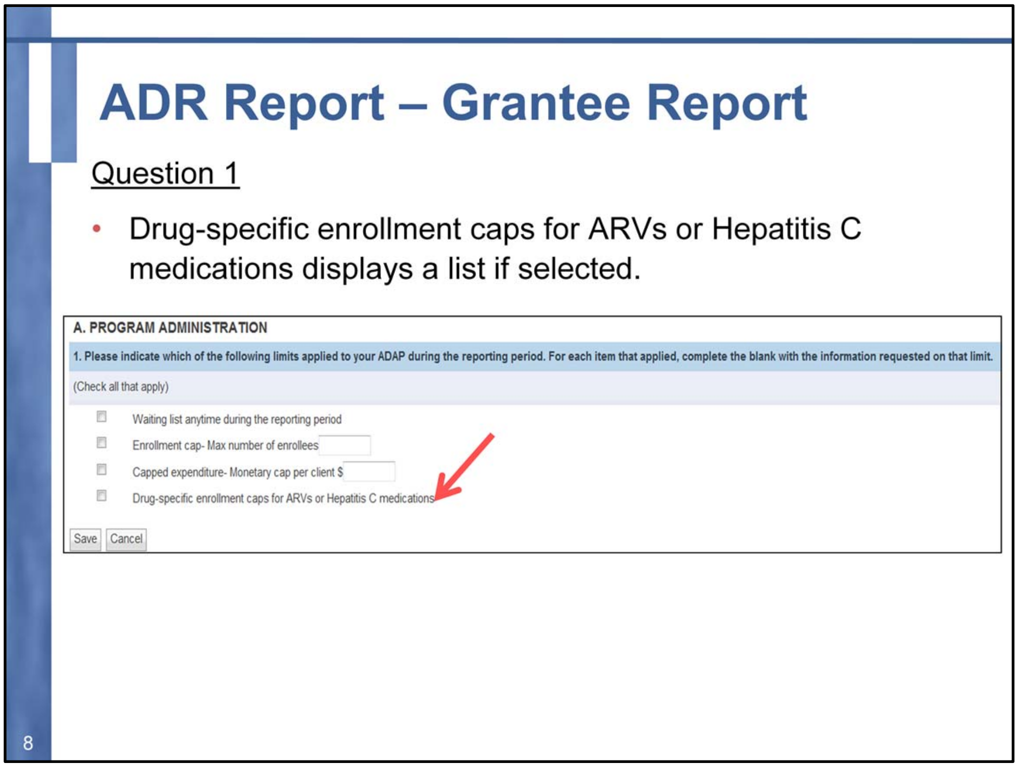
Any time logging in after creating a report, you will be directed to the Inbox – You will notice changes on this page include status changes from 'Not Started' to 'Working'. Action envelope icon changes from closed to open and the text below changes from Create to Open. Other areas that become populated include 'report id, comments icon, print icon, history icon, created by, date created, and modified by'.

Now I'm going to review how to complete the grantee report. This slide displays the cover page.

Questions 1-5 will be auto- populated. You will need to complete contact name and contact title; confirm contact email and phone number.
The left panel menu is utilized to navigate throughout the report. 'Save' must be selected before navigating away or message will pop up.



Each page MUST be saved prior to navigating to another section. If ‘Save’ is not selected before navigating this message will pop up as a reminder. Please make sure this message is read before selecting “ok”. If ok is selected, the system will take you to the other page you’ve selected WITHOUT saving the data you’ve entered. If you click “Cancel”, the system will direct you back to your previous page to save.



This slide shows question 1. If ‘Drug specific enrollment caps for ARVs or Hepatitis C medications’ is selected, the list of drugs will appear.

ADR Report – Grantee Report

Question 1 (cont'd)

- Enter the Max number of enrollees and save (save not shown on the screen below).

☑ Drug-specific enrollment caps for ARVs or Hepatitis C medications

Please specify below for each medication that has an enrollment cap:

Medication	Max number of enrollees
abacavir	12
abacavir/lamivudine/zidovudine	
abacavir/lamivudine	16
atazanavir	
darunavir	
delavirdine	27
didanosine	
efavirenz	
efavirenz/emtricitabine/tenofovir	
elvitegravir/cobicistat/tenofovir/emtricitabine	
emtricitabine	

9

This is the list of drugs where you must enter the max number of enrollees and save.

ADR Report – Grantee Report

Questions 2-4

- Reminder – Questions with red asterisk are required.

* Required

Section 1 (Q1–7) should be completed for each six month period. Please review the Instructions for Completing the ADAP Grantee Report to ensure that you respond to each item appropriately.

A. PROGRAM ADMINISTRATION

2. Indicate which of the following developments or changes occurred in your program during this reporting period:

(Check all that apply)

- [ ] Project budget deficit
- [x] Change in income eligibility criteria- Please specify: from 337% to 500% FP
- [ ] Change in medical eligibility criteria- Please specify:
- [x] Added medications to the formulary
- [ ] Deleted medications from the formulary

* 3. Please indicate the maximum ADAP eligibility requirements as a percentage of Federal Poverty Level (FPL):

Maximum ADAP eligibility requirements as a percentage of FPL: 500 %

* 4. Please indicate which of the following activities your ADAP uses to coordinate with Medicaid or a State-only Pharmacy Assistance Program:

(Check all that apply)

- [ ] Online interface
- [ ] Dual application
- [x] Coordinated benefits

10

These are questions 2-4. Complete and save. Just a Reminder, everything with red asterisk is required.

ADR Report –Grantee Report

<u>Question 5</u>

- Complete and save.

B. FUNDING

*** 5. Please enter the funding received during this reporting period from each of the following sources:**

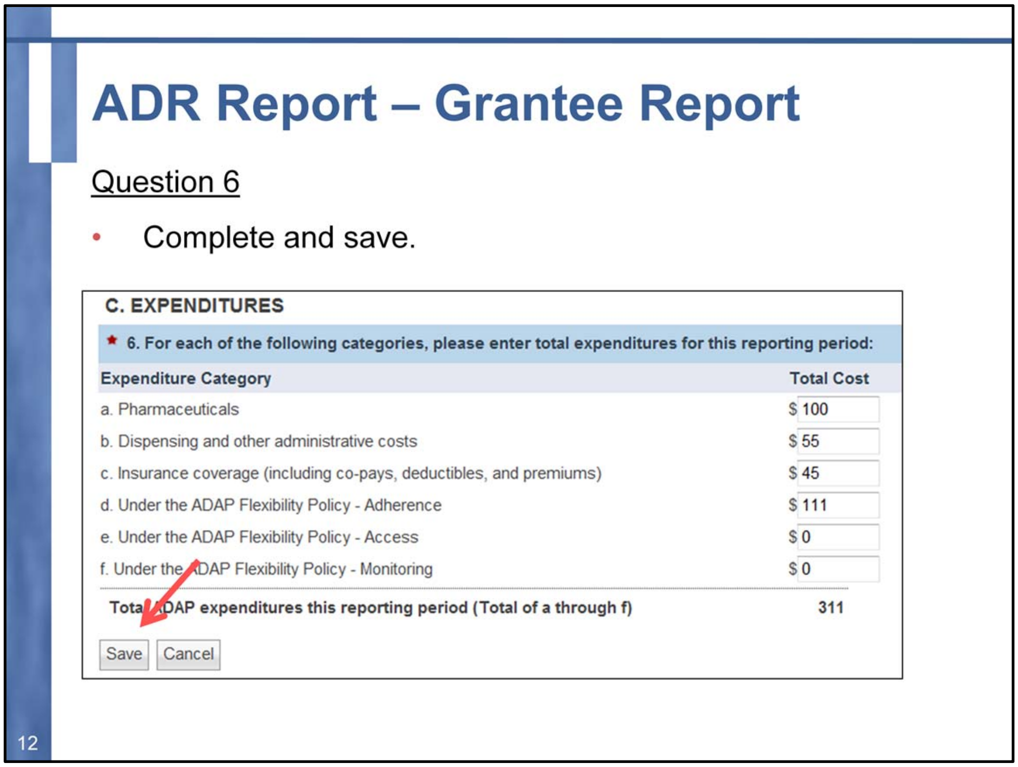
(if no funding was received enter "0")

Funding Source	Amount Received (to nearest dollar)
a. Total contributions from Part A EMA(s)/TGAs	$ 500
b. Total contributions from Part B Base Funding	$ 200
c. Total contributions from Part B Supplemental Funding	$ 300
d. State contributions (other than Ryan White or Required State Match Funds)	$ 100
e. Carry-over of Ryan White funds from previous year	$ 0
f. Manufacturer Rebates	$ 0
g. Other Negotiated Rebates	$ 0
h. All Insurance Reimbursements, including Medicaid	$ 0
Resources received this reporting period (Total of a through h)	**$ 1100**

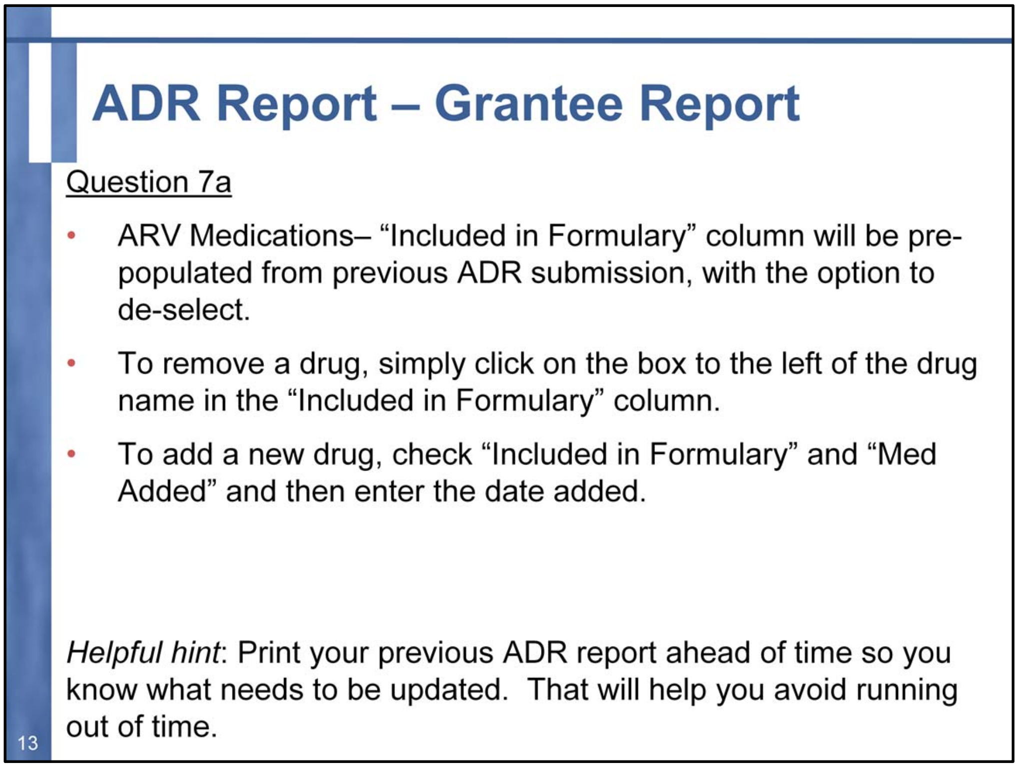
Save Cancel

11

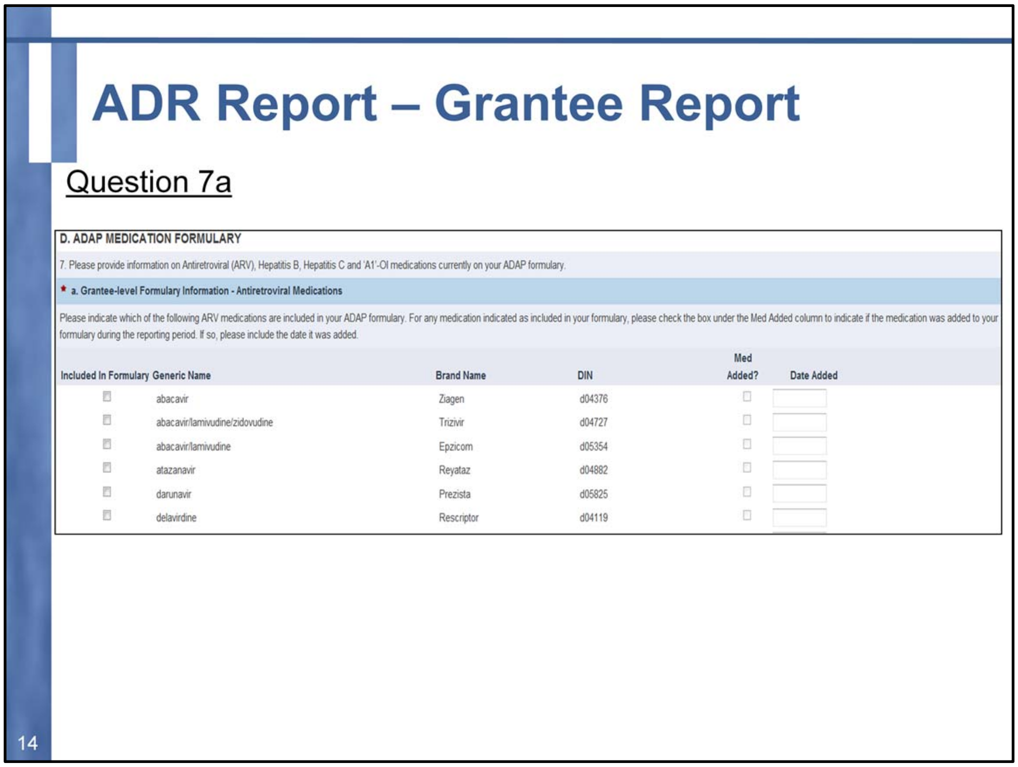
This is question 5. Complete and save. Any tips? Only use whole numbers?



This is question 6; similar to question 5. Complete and save.



For questions 7a-7c, the included in formulary column will be pre-populated or checked from previous ADR submission with the option to de-select. For any pre-checked or newly checked, check “med added” and enter the “date added”. Just a reminder, this is a common place to be timed out of the report. A helpful hint is to print out the previous ADR so you know ahead of time the information for the medications to enter into the report so no data will be lost if timed out without saving.



ADR Report – Grantee Report

Question 7a

D. ADAP MEDICATION FORMULARY

7. Please provide information on Antiretroviral (ARV), Hepatitis B, Hepatitis C and 'A1'-OI medications currently on your ADAP formulary.

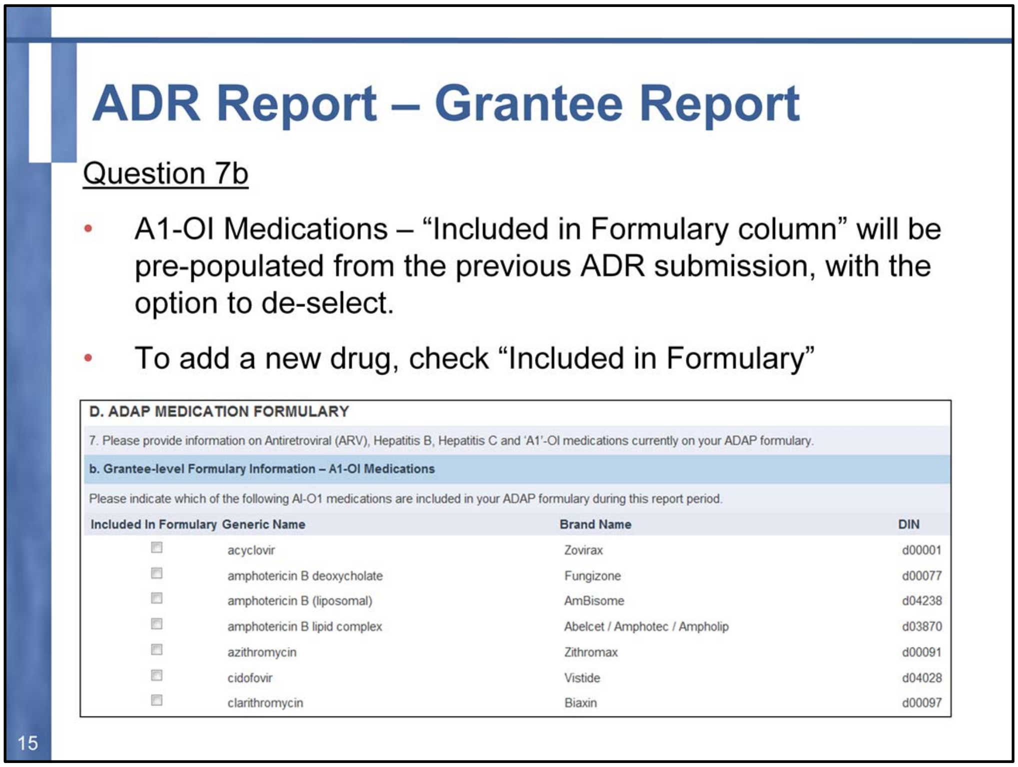
* a. Grantee-level Formulary Information - Antiretroviral Medications

Please indicate which of the following ARV medications are included in your ADAP formulary. For any medication indicated as included in your formulary, please check the box under the Med Added column to indicate if the medication was added to your formulary during the reporting period. If so, please include the date it was added.

Included In Formulary	Generic Name	Brand Name	DIN	Med Added?	Date Added
☐	abacavir	Ziagen	d04376	☐	
☐	abacavir/lamivudine/zidovudine	Trizivir	d04727	☐	
☐	abacavir/lamivudine	Epzicom	d05354	☐	
☐	atazanavir	Reyataz	d04882	☐	
☐	darunavir	Prezista	d05825	☐	
☐	delavirdine	Rescriptor	d04119	☐	

14

Displayed here is an example of 7a.



This is question 7b. Same applies as 7a regarding Included in Formulary being pre-populated from previous ADR with option to de-select. If you are added a new drug, just check "Included in Formulary". To remove a drug, just click on the check box to the left of the medication. However, please note that you don't need to specify whether it was added this reporting period as you do with 7a.

ADR Report – Grantee Report

Question 7c

- Hepatitis B & Hepatitis C Medications – "Included in Formulary" column will be pre-populated from the previous ADR submission, with the option to de-select.
- To add a new drug, check "Included in Formulary"

D. ADAP MEDICATION FORMULARY

7. Please provide information on Antiretroviral (ARV), Hepatitis B, Hepatitis C and 'A1'-OI medications currently on your ADAP formulary.

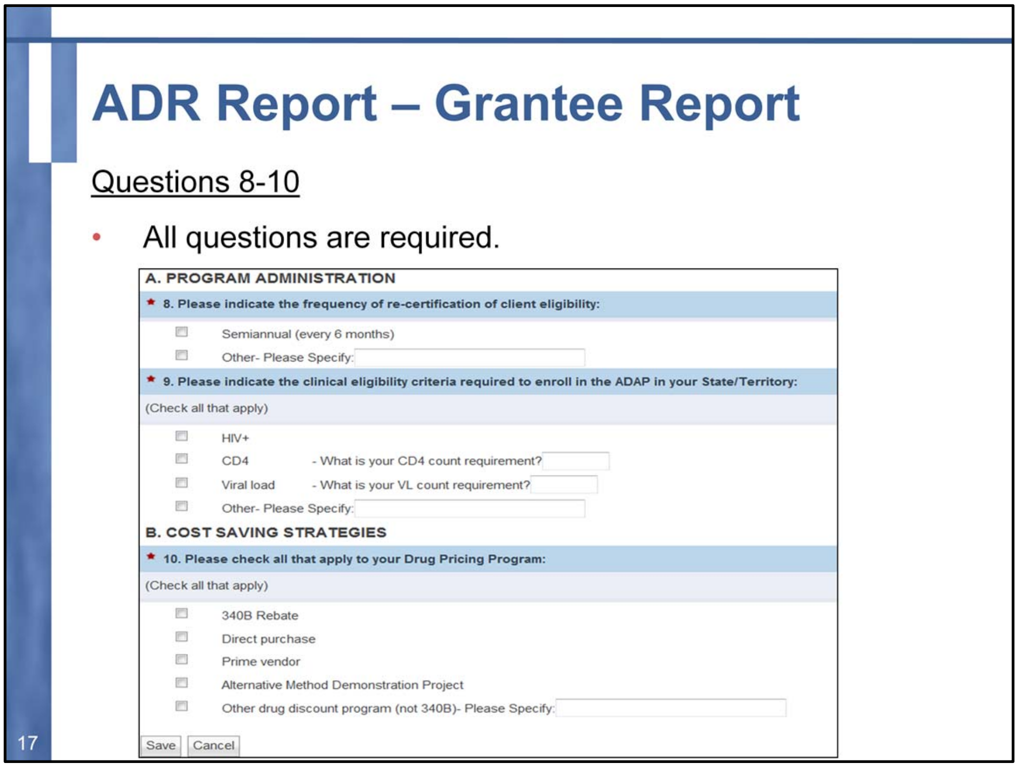
c. Grantee-level Formulary Information – Hepatitis B & Hepatitis C Medications

Please indicate which of the following Hep B and Hep C medications are included in your ADAP formulary during this report period.

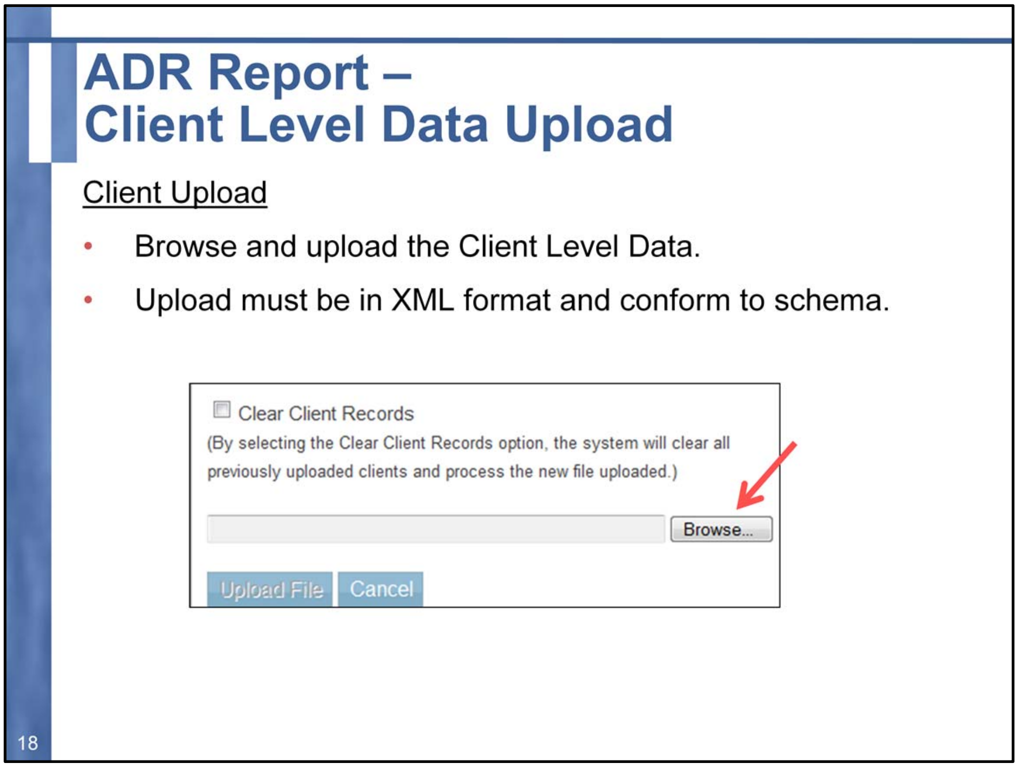
Included In Formulary	Generic Name	Brand Name	DIN
☐	adefovir	Hepsera	d04814
☐	boceprevir	Victrelis	d07774
☐	entecavir	Baraclude	d05525
☐	interferon alfa-2a	Roferon-A	d01368
☐	interferon alfa-2b	Intron A	d01369
☐	interferon alfa-2b/ribavirin	Rebetron	d04321
☐	lamivudine	Epivir HBV	d03858
☐	peginterferon alfa-2a	Pegasys / Pegasys ProClick Autoinjector	d04821

16

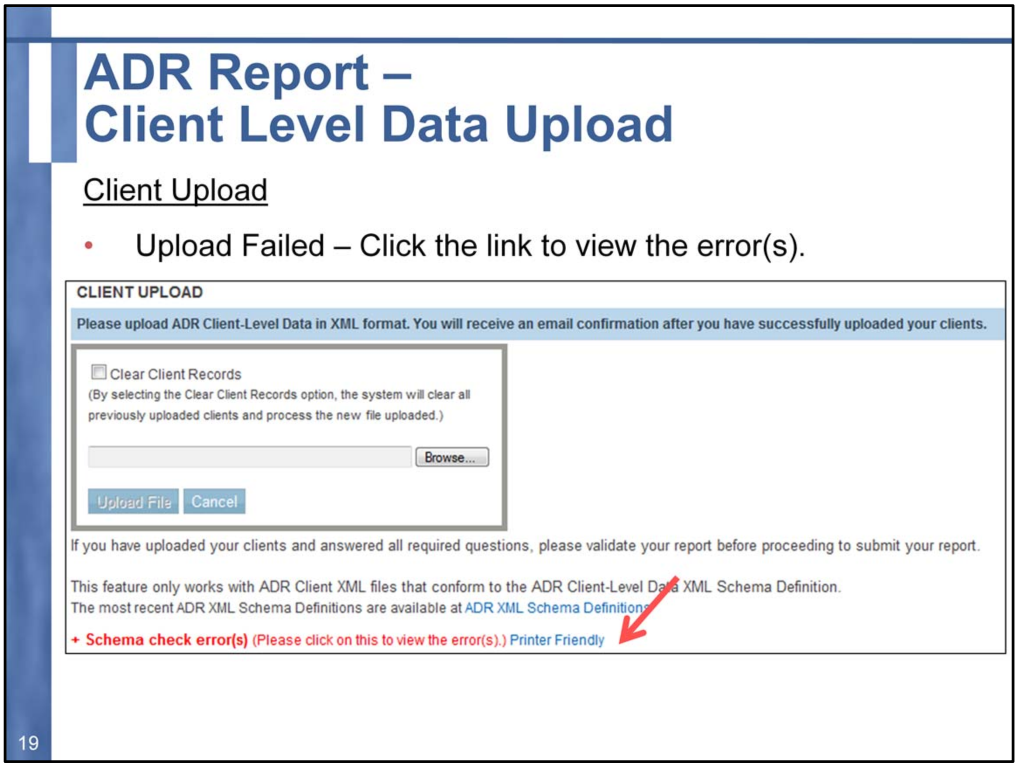
This is question 7c. Same applies as 7a regarding Included in Formulary being pre-populated from previous ADR with option to de-select. However, please note that you don't need to specify whether it was added this reporting period as you do with 7a.



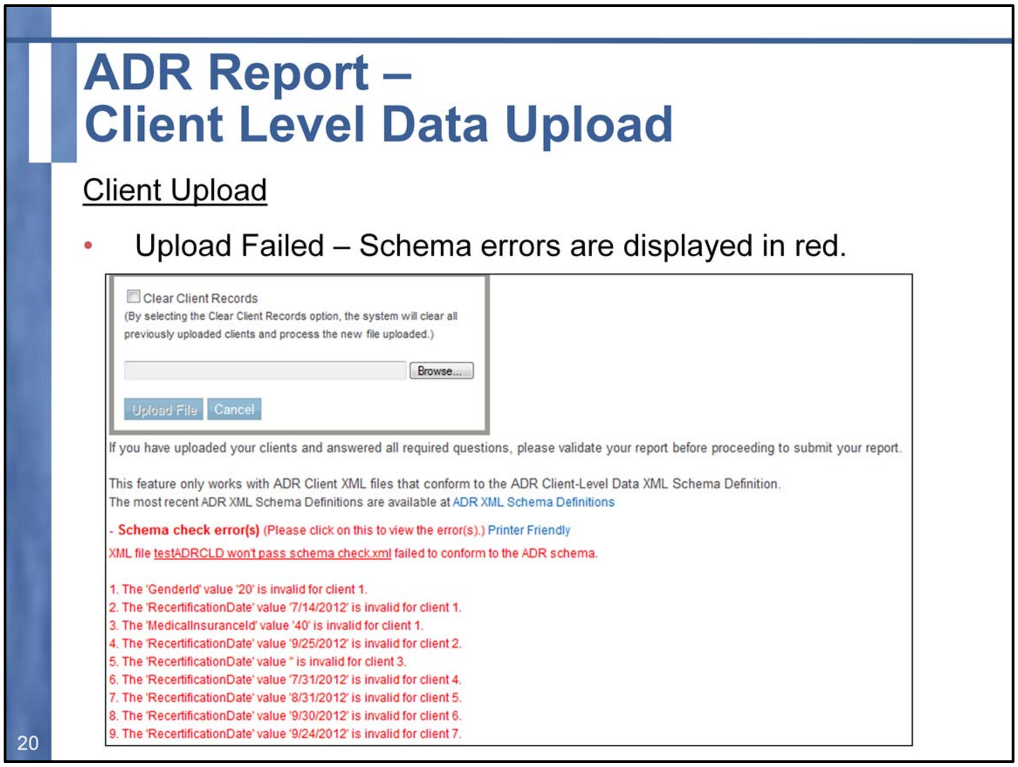
These are questions 8-10. You will notice the instructions state to complete once each year for the previous 12 month period. This will be required each time this report is completed due to changing from bi-annual submissions to annuals submissions. Complete and Save.



This displays the box for the client level data upload. Browse and upload the client level data. The upload must be in XML format and conform to schema.



If the file uploaded doesn’t conform to schema, the following text will appear. “Please click on this to view the error(s).)”



Once clicked on, the following schema errors will display in red. You may utilize the ADR Data Dictionary for reference.

ADR Report – Client Level Data Upload

Client Upload

- Upload Successful – The following message will appear.

Your Client-Level Data file upload request has been successfully posted. Please check below for upload status.

- Status will update from "Pending" to "Success".
- Please allow up to 5 minutes, depending on file size, for status update.

Your current data come from the following uploads:

ID	File Name	Clients	Clear Clients	Status	Uploaded By	Request Date	Processed Date
91	ADR-2346.xml	2346	No	Success	jyu	8/19/2013 4:24:04 PM	8/19/2013 4:24:01 PM

21

After a file has been uploaded successfully, a message will appear at the top of the screen stating 'Your Client-Level Data file upload request has been successfully posted. Please check below for upload status.'

Please allow up to 5 minutes depending on file size for status to update from 'Pending' to 'Success'. Generally you may navigate to another page and come back.

Also, if there are any eUCI duplicates within the upload, the status will be displayed as 'FAIL'. A new validation change (confusing again but we're mixing validation and schema. Please clarify) displays a link if status failed. The link will display

Afterwards, you will be finished with completing the report. You will have to then validate the report.

Also, if there are any eUCI duplicates within the upload, the status will be displayed as 'FAIL'. (you said this already)

ADR Report – Client Level Data Upload

Client Upload

- Upload Successful Exception
  - Status will update from “Pending” to “Fail”.
  - Link will be provided to display list of eUCI duplicates.

22

Also, if there are any eUCI duplicates within the upload, the status will be displayed as ‘FAIL’ and a link will display the list of eUCI duplicates.

Afterwards, you will be finished with completing the report. You will have to then validate the report.

ADR Report – Validations

Page Level Validation:

- This will be an error that needs to be addressed before saving the page.

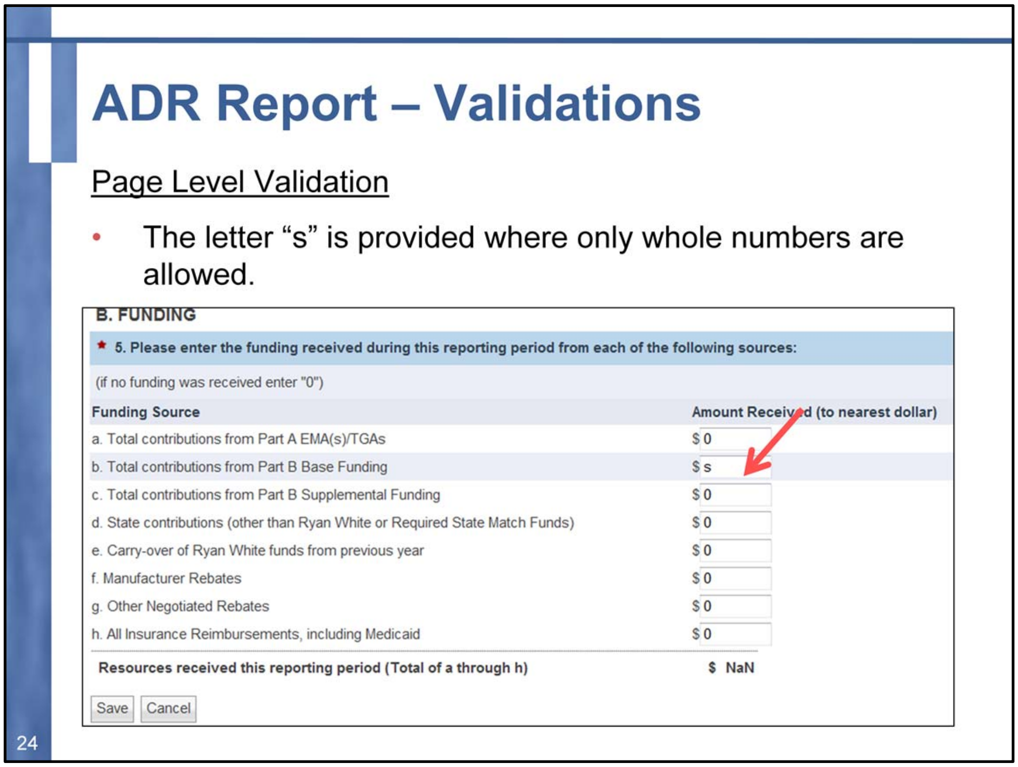
Report Level Validation:

- There are three levels of report level validations:
  - Errors – Go back to the section to address issue and save.
  - Warnings – Go back to the section to address issue and save or add comment if issue cannot be addressed within the section.
  - Alerts – No action is required in order to submit, but is important to understand them and how to resolve them.

23

There are two type of validations. Page level validations and report level validations. Page level validations pops up at the top of a page upon saving. This will need to be addressed before successfully saving and navigating to the next section.

Report level validation is shown upon selecting "Validate" on the left menu. This may be composed of errors, warnings, and/or alerts. Errors must be resolved in order to submit. You should try to resolve warnings, but as long as you enter a comment explaining why you received the warning, you will be able to submit with warnings. As far as alerts, nothing needs to be done in order to submit the report, however, it is important to understand why you have received them. In the next submission, the grantee report can only trigger validation errors and warnings. Your client level data upload will only trigger alerts.



Here is an example of a page level validation. This is a screenshot of question 5. I’ve entered a letter instead of a whole number. Upon saving this page….

ADR Report – Validations

Page Level Validation (cont'd)

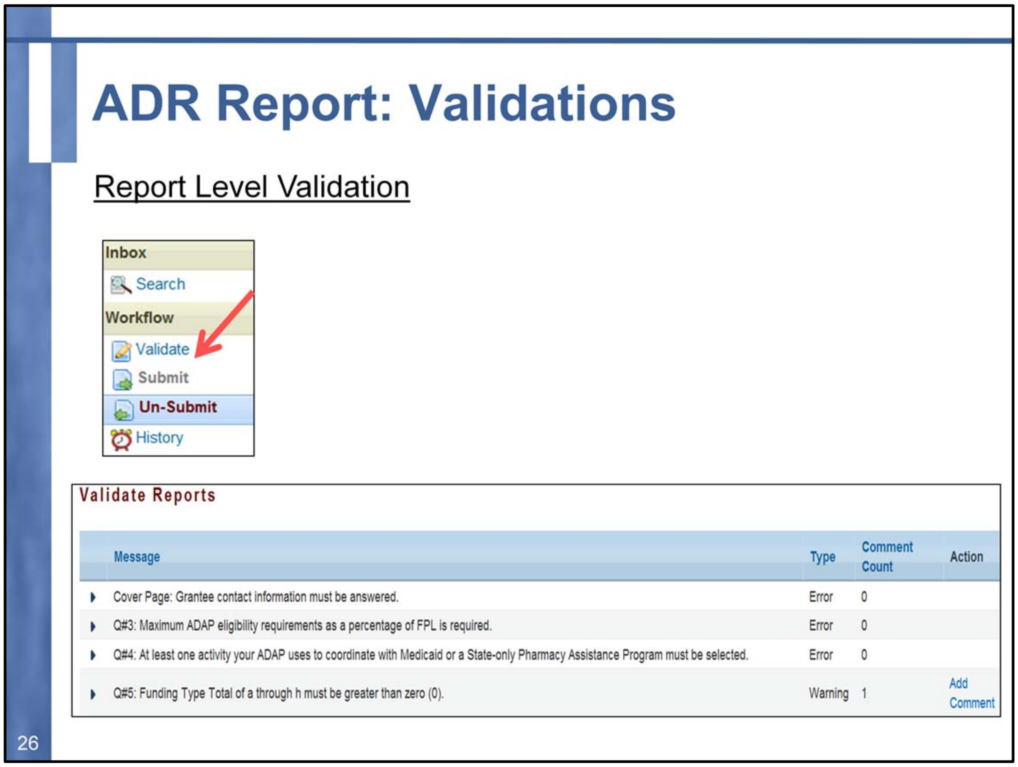
- The error message for the page level validation will appear at the top of the page upon saving.

Error: One or more errors have occurred.

Q5 - b. Total contributions from Part B Base Funding is Required and must be a whole number between 0 and 9999999999.

25

I received an error message telling me it is required and must be a whole number between 0 and 9999999999. This is a page level validation. This must be corrected and saved before moving onto the next section.



The “Validate” link is located under the left menu. Click on it at any point during or after your submission to view a list of validation messages in your report.

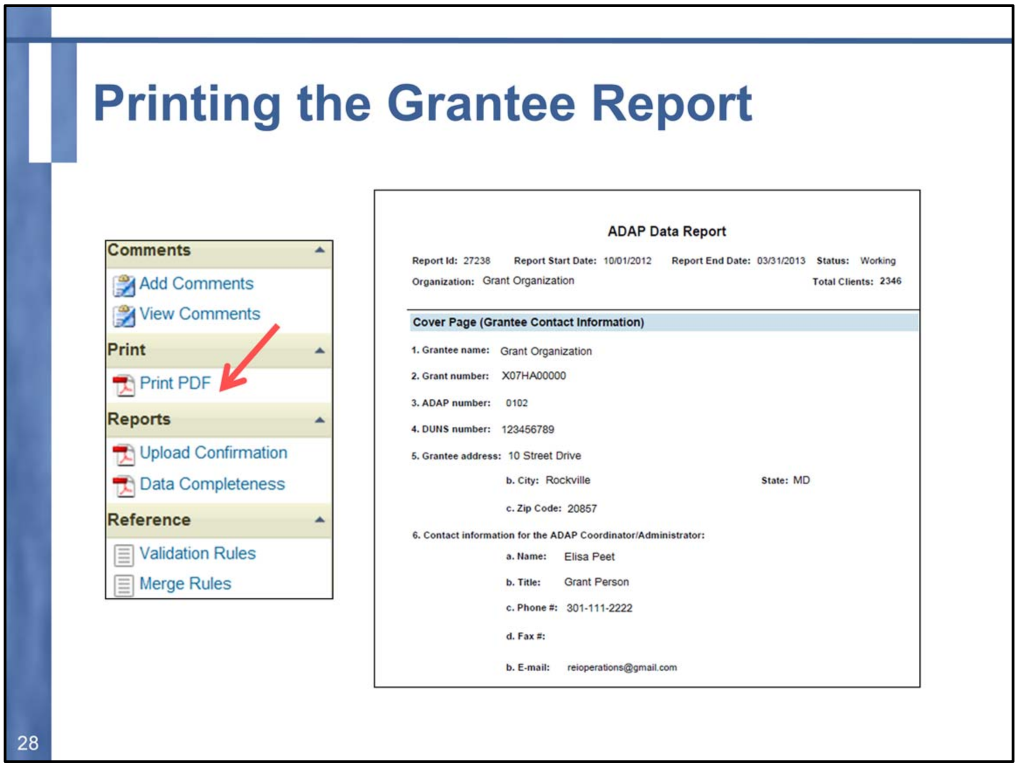
ADR Report: Validations

Addressing Warnings

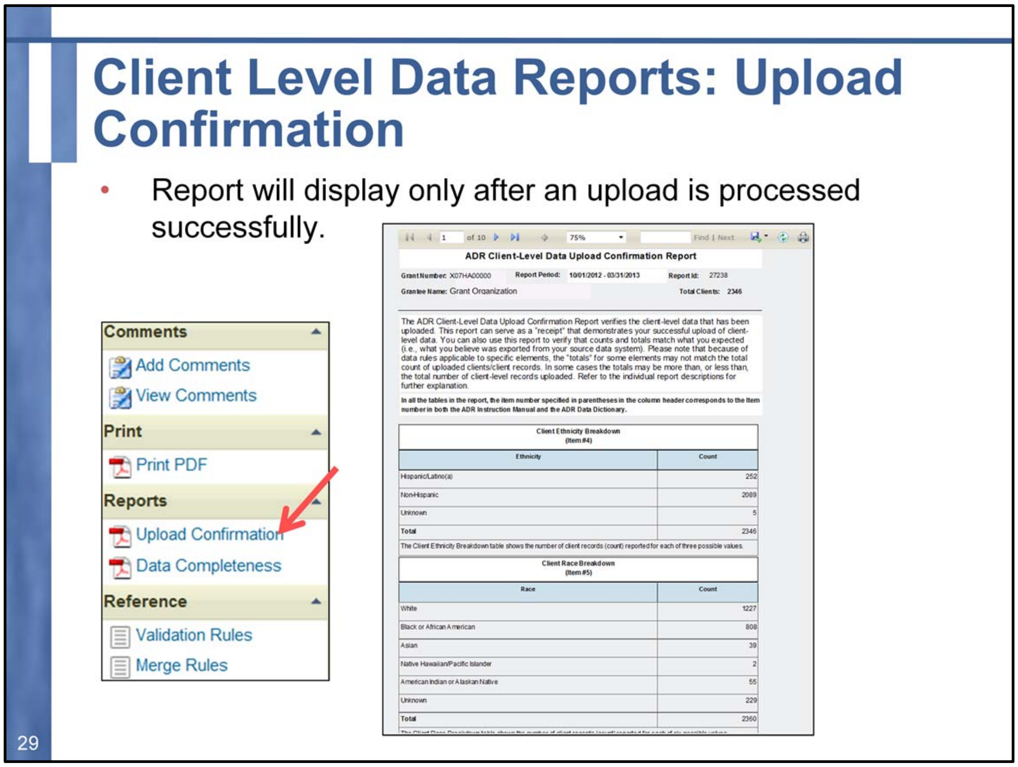
- Enter text to address warnings that cannot be fixed in the report.
- Notice Comment Count.
- Validation passed.

27

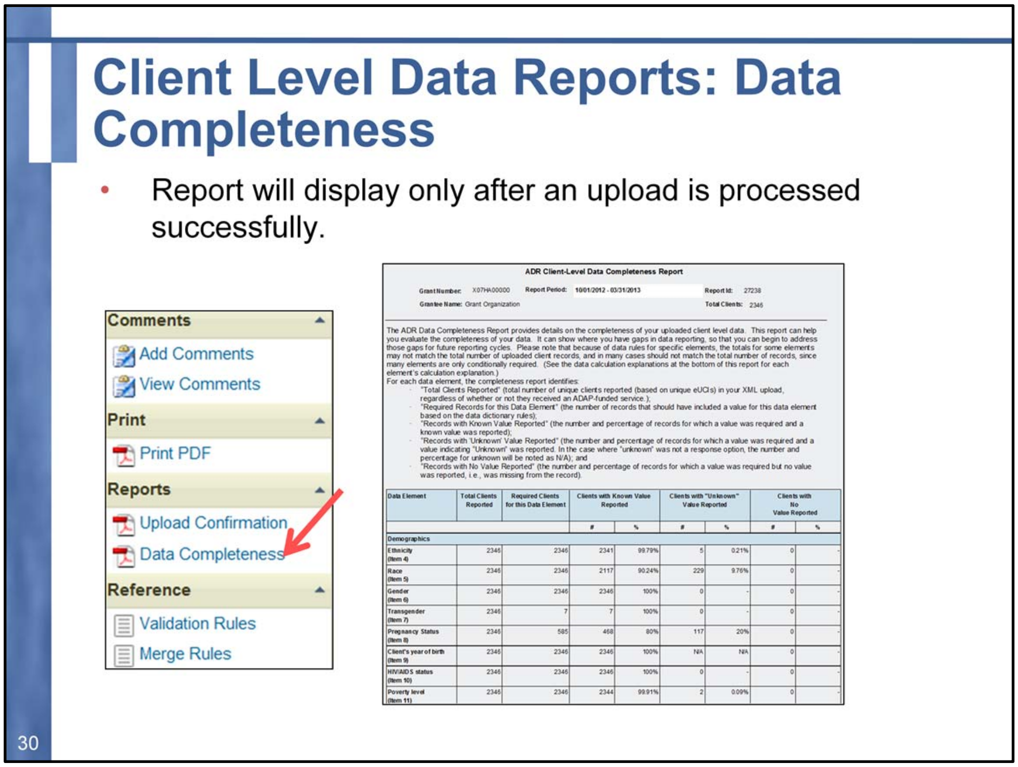
Once you clicked on add comment, enter text to address the warning and save.
You will notice the comment count will change from 0 to 1 and validation will pass.



Select print from the left menu. Once selected the PDF will be displayed to print.



Select upload confirmation from the left menu. Once selected the PDF will be displayed to view the information from the schema file that was uploaded.
If a file received an error message or was not successful, this document will be blank.



ADR Client-Level Data Completeness Report

Grant Number: X07HA00000 Report Period: 10/01/2012 - 03/31/2013 Report Id: 27238
Grantee Name: Grant Organization Total Clients: 2346

The ADR Data Completeness Report provides details on the completeness of your uploaded client level data. This report can help you evaluate the completeness of your data. It can show where you have gaps in data reporting, so that you can begin to address those gaps for future reporting cycles. Please note that because of data rules for specific elements, the totals for some elements may not match the total number of uploaded client records, and in many cases should not match the total number of records, since many elements are only conditionally required. (See the data calculation explanations at the bottom of this report for each element's calculation explanation.)
For each data element, the completeness report identifies:

- "Total Clients Reported" (total number of unique clients reported (based on unique eUCIs) in your XML upload, regardless of whether or not they received an ADAP-funded service.);
- "Required Records for this Data Element" (the number of records that should have included a value for this data element based on the data dictionary rules);
- "Records with Known Value Reported" (the number and percentage of records for which a value was required and a known value was reported);
- "Records with 'Unknown' Value Reported" (the number and percentage of records for which a value was required and a value indicating "Unknown" was reported. In the case where "unknown" was not a response option, the number and percentage for unknown will be noted as N/A); and
- "Records with No Value Reported" (the number and percentage of records for which a value was required but no value was reported, i.e., was missing from the record).

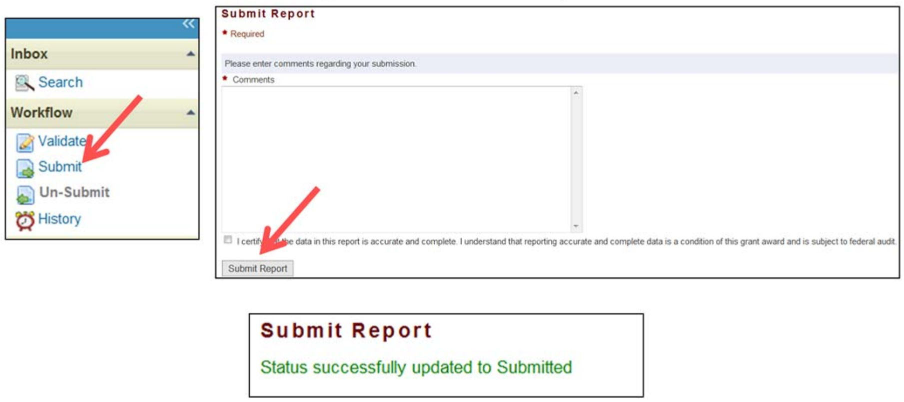
Data Element	Total Clients Reported	Required Clients for this Data Element	Clients with Known Value Reported		Clients with "Unknown" Value Reported		Clients with No Value Reported	
			#	%	#	%	#	%
Demographics								
Ethnicity (Item 4)	2346	2346	2341	99.79%	5	0.21%	0	-
Race (Item 5)	2346	2346	2117	90.24%	229	9.76%	0	-
Gender (Item 6)	2346	2346	2346	100%	0	-	0	-
Transgender (Item 7)	2346	7	7	100%	0	-	0	-
Pregnancy Status (Item 8)	2346	585	468	80%	117	20%	0	-
Client's year of birth (Item 9)	2346	2346	2346	100%	N/A	N/A	0	-
HIV/AIDS status (Item 10)	2346	2346	2346	100%	0	-	0	-
Poverty level (Item 11)	2346	2346	2344	99.91%	2	0.09%	0	-

Select Data Completeness from the left menu. Once selected the PDF will be displayed to view the information from the schema file that was uploaded. The Data Completeness report will update within 24-48 hours.
If a file received an error message or was not successful, this document will be blank.

Submit

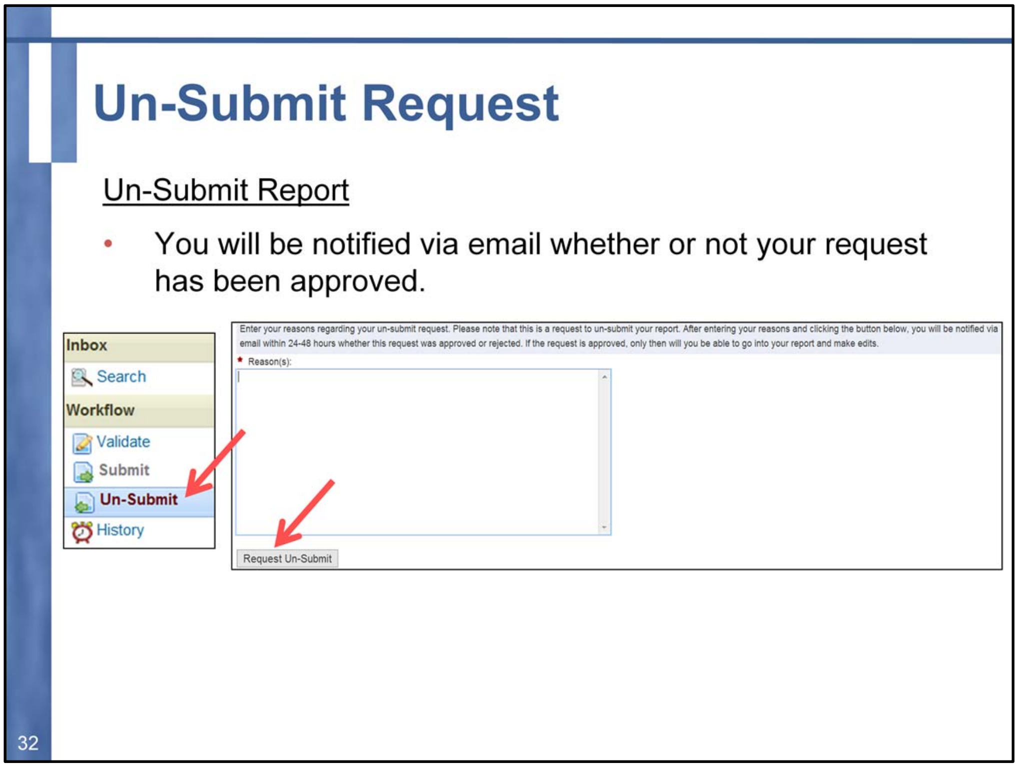
Submit Report

- Note: Un-Submit is grayed out until report has been submitted.
- Enter Comments; select checkbox; and save.



31

Once report has been completed and validated, select ‘Submit’ on the left side panel.
A window will appear where it is required to enter comments and click on the checkbox prior to selecting ‘Submit Report’.
Notice the un-submit is grayed out, since the report has not yet been submitted.



If you have already submitted the report, and updates/edits need to be made, select 'Un-Submit' on the left side panel.
A window will appear where you are required to enter comments of why you want to un-submit the report, then click 'Request Un-Submit'.

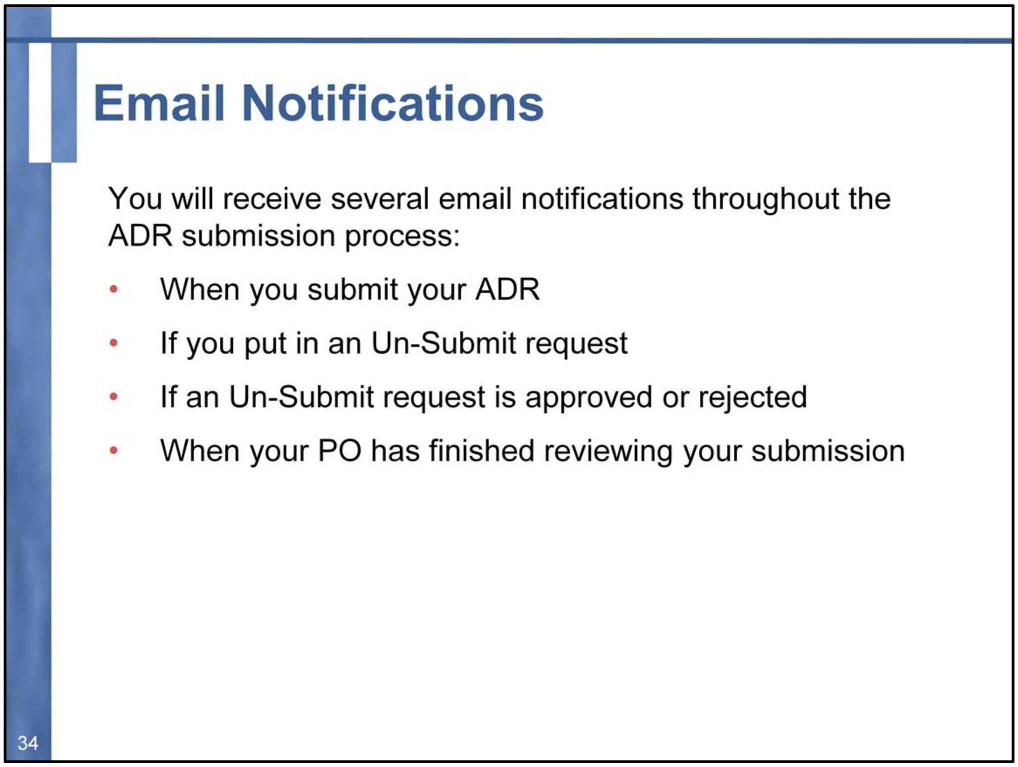
Please Note: After selecting 'Request Un-Submit', you will be notified via email within 24-48 hours if the request was approved or rejected.

PO Review

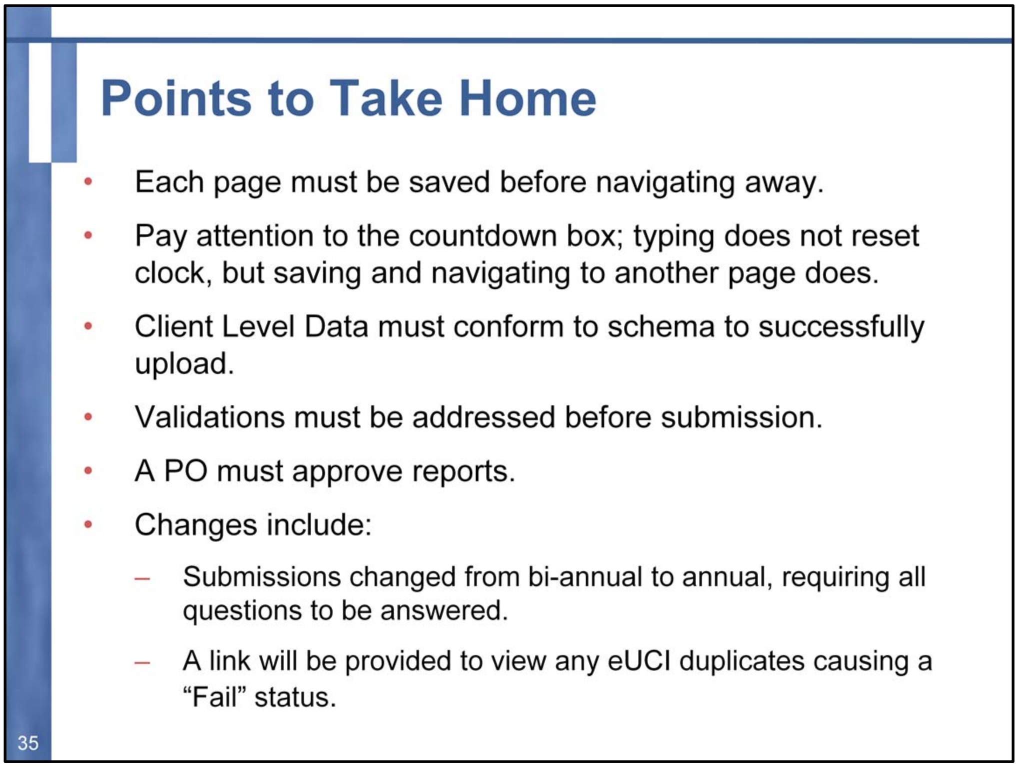
- POs will approve reports ensuring that you have met your reporting requirements.
- POs can only approve a report once it has been submitted.
- Grantees will receive an automatic email once the PO has approved the report.

33

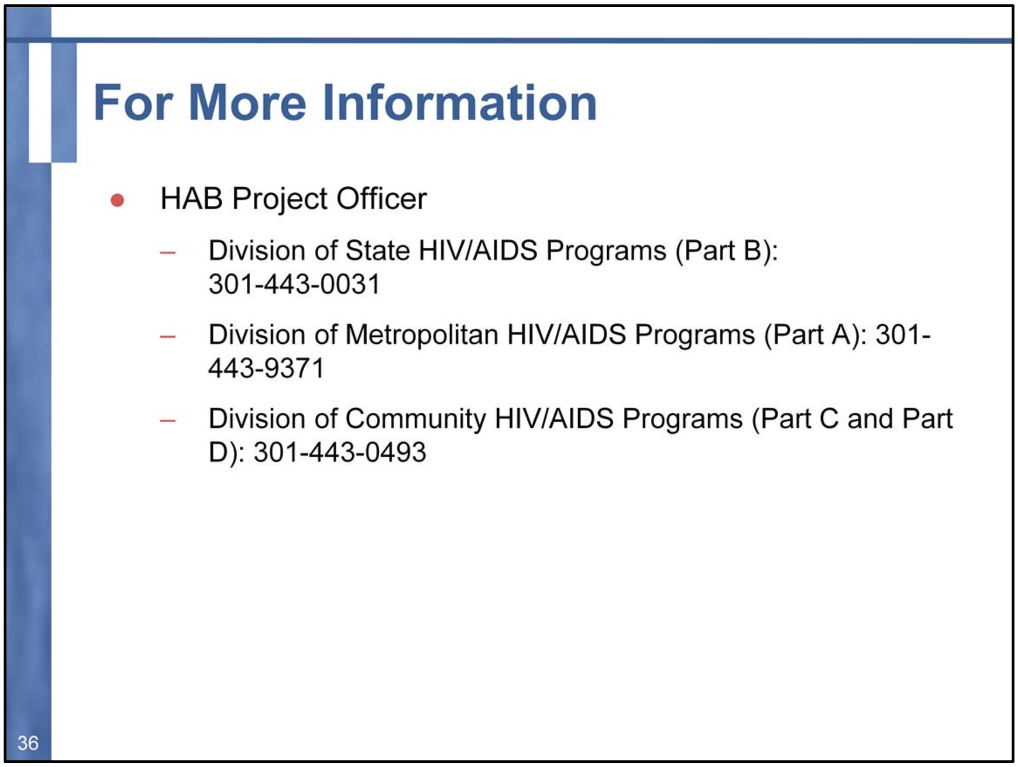
Just a recap of the PO review process. POs will approve reports ensuring that you have met your reporting requirements. POs can only approve a report once it has been submitted. Grantees will receive an automatic email once the PO has approved the report.



Throughout the ADR submission process, you will receive email notifications when you submit your ADR, if you put in an un-submit request, if and un-submit request is approved or rejected, and when your PO has finished reviewing your submission.



Points to take home today – each page must be saved before navigating away. Pay attention to the countdown box. Typing does not reset the clock, but saving and navigating to another page does. Client level data must conform to schema to upload. Validations must be addressed before submission. Reports are approved by project officers after submission. Changes to this refresher include having all questions be required with the submission changing from bi-annual to annual. Also a link will be provided to view any eUCI duplicates causing a "Fail" status.



For more information, you may contact your project officer at the numbers listed below.

Technical Assistance Resources

- Data Support (WRMA/CSR):
  - (888) 640-9356, 9:00 a.m.–5:30 p.m., ET
  - ryanwhitedatasupport.wrma@csrincorporated.com
- HRSA Contact Center:
  - (877) 464-4772
  - CallCenter@HRSA.gov
- DART Team (Cicatelli/Mission/Abt):
  - Data.TA@Caiglobal.org

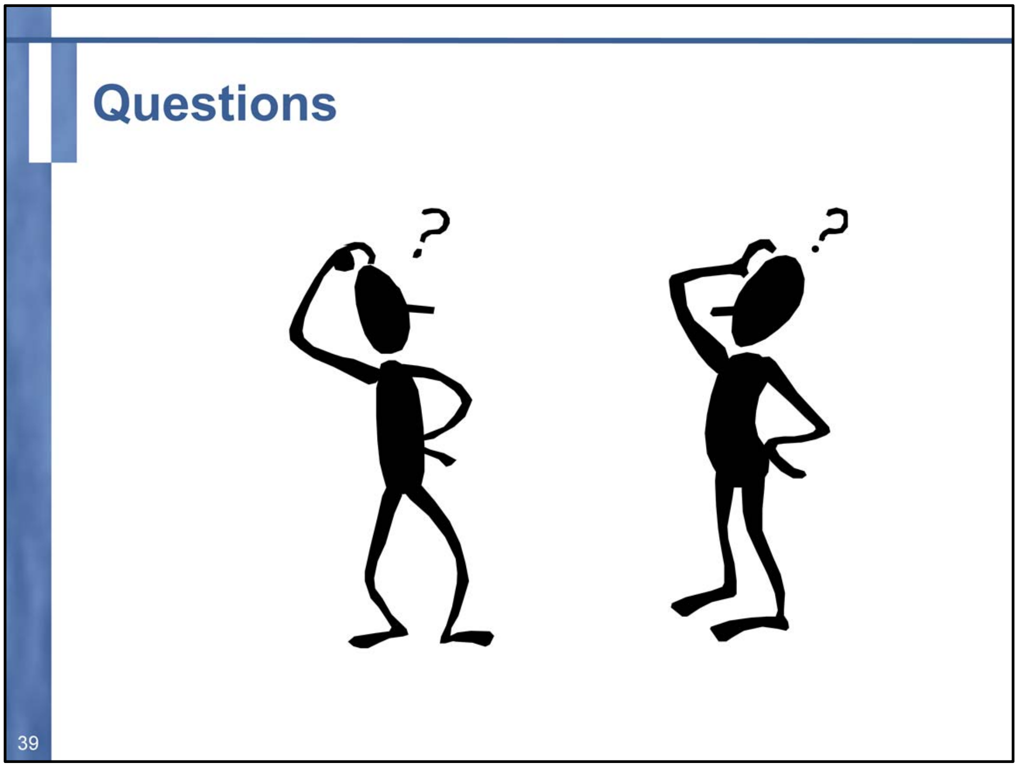
37

Listed here are resources for any assistance needed. SAIC is not listed, but if further assistance is need from anyone on this list, we may be contacted. Any questions?

Technical Assistance Web Resources

- HAB Web Site:
  - http://hab.hrsa.gov
  - Instructions, Forms, and HAB Information E-mails/Policy Notices
- TARGET Center Web Site:
  - http://www.careacttarget.org
  - Important Notices, Dates to Remember, Training Materials

38



Any questions?