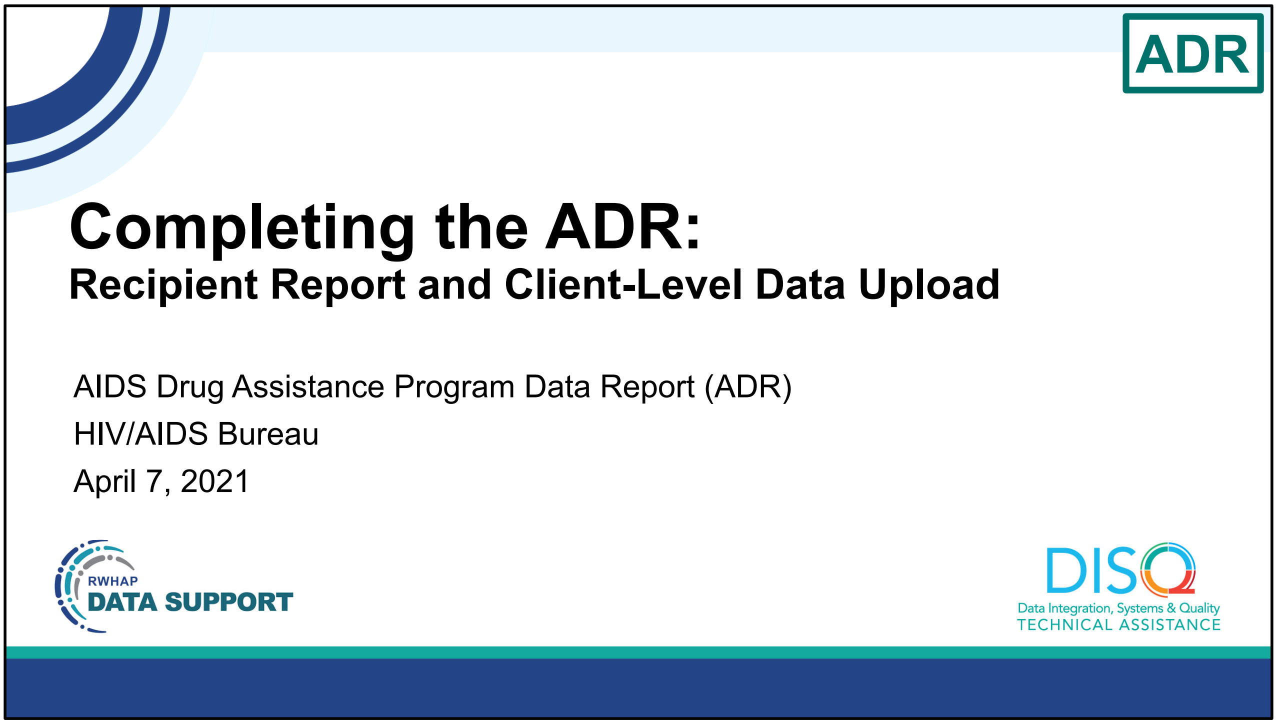


Welcome to today's Webinar. Thank you so much for joining us today!

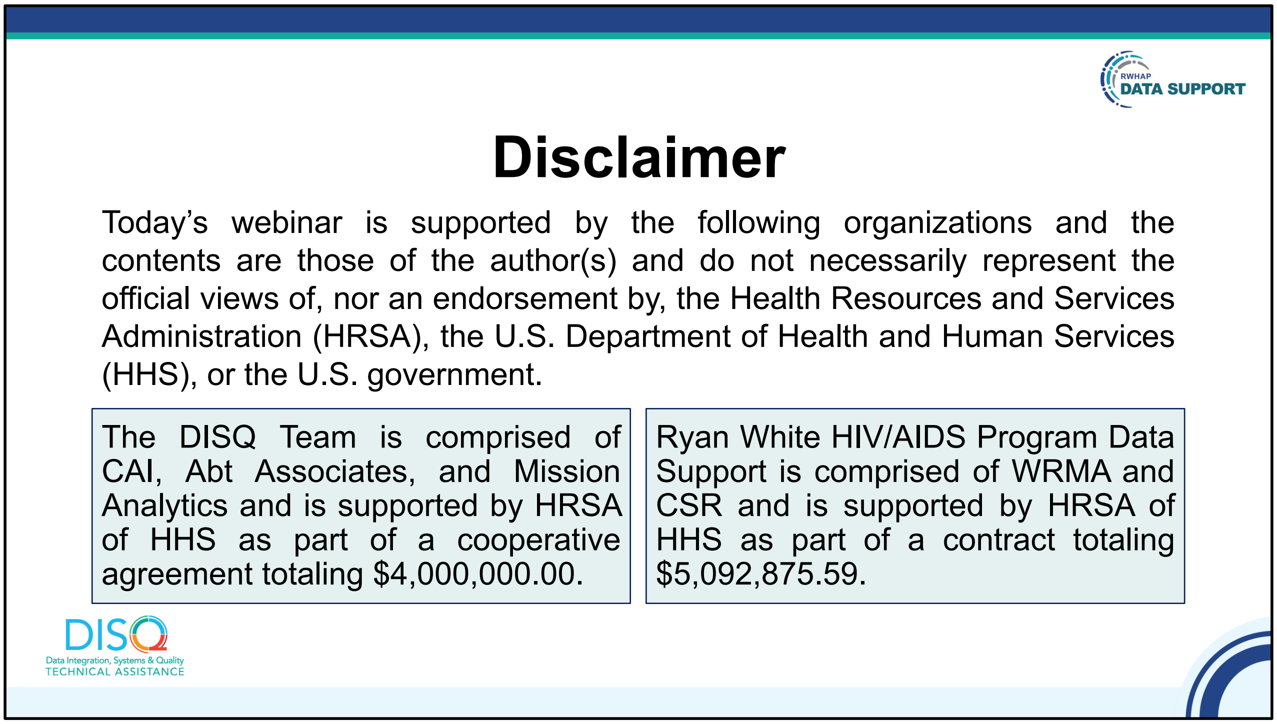
My name is AJ Jones. I'm a member of the DISQ Team, one of several groups engaged by HAB to provide training and technical assistance to recipients and providers for the Ryan White HIV/AIDS Program Services Report or RSR.

Today’s Webinar is presented by Melissa Melendez from RWHAP Data Support, the experts on RWHAP reporting requirements, and myself representing the DISQ team’s work with client-level data. Melissa will review the process for completing the ADAP Data Report (ADR) and how to upload the client-level data file.

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 Audrey is going to chat out the link to a document right now that includes the locations of all the resources mentioned in today’s webinar.

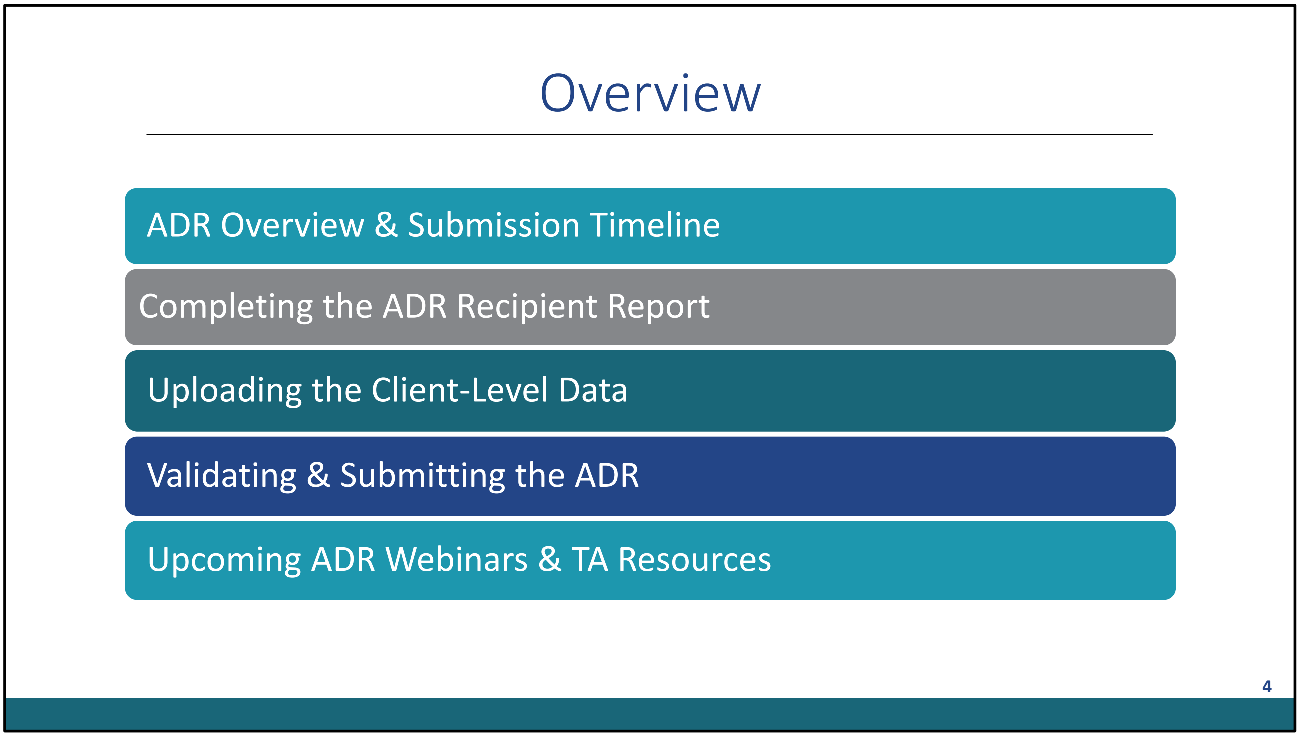
At any time during the presentation, you’ll be able to send us questions using the “Question” function on your settings on the bottom of the screen. You’ll also be able to ask questions directly “live” at the end of the presentation. You can do so by clicking the “raise hand” button (on your settings) and my colleague Ruchi will conference you in.

Now before we start, I’m going to answer one of the most commonly asked questions about the slides. The recording of today’s webinar will be available on the TargetHIV website within one week of the webinar; the slides and written question and answer are usually available within two weeks.



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 Melissa.



Thanks, AJ, and everyone for joining today's webinar.

Today, we will go 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, the submission timeline, and how to access the report in the HRSA Electronic Handbooks (EHBs). Furthermore, I'll discuss how to complete the ADR Recipient Report. Next I'll go over uploading the client-level data, and afterward I will go over validating/submitting the ADR. And finally, we'll end the presentation by reviewing upcoming ADR webinars and additional technical assistance resources available to assist you.

Before we move onto an overview of the ADR, we are going to move onto the first poll question of today's webinar. I will now pass the presentation to Audrey from the DISQ team to launch the poll question. Audrey?

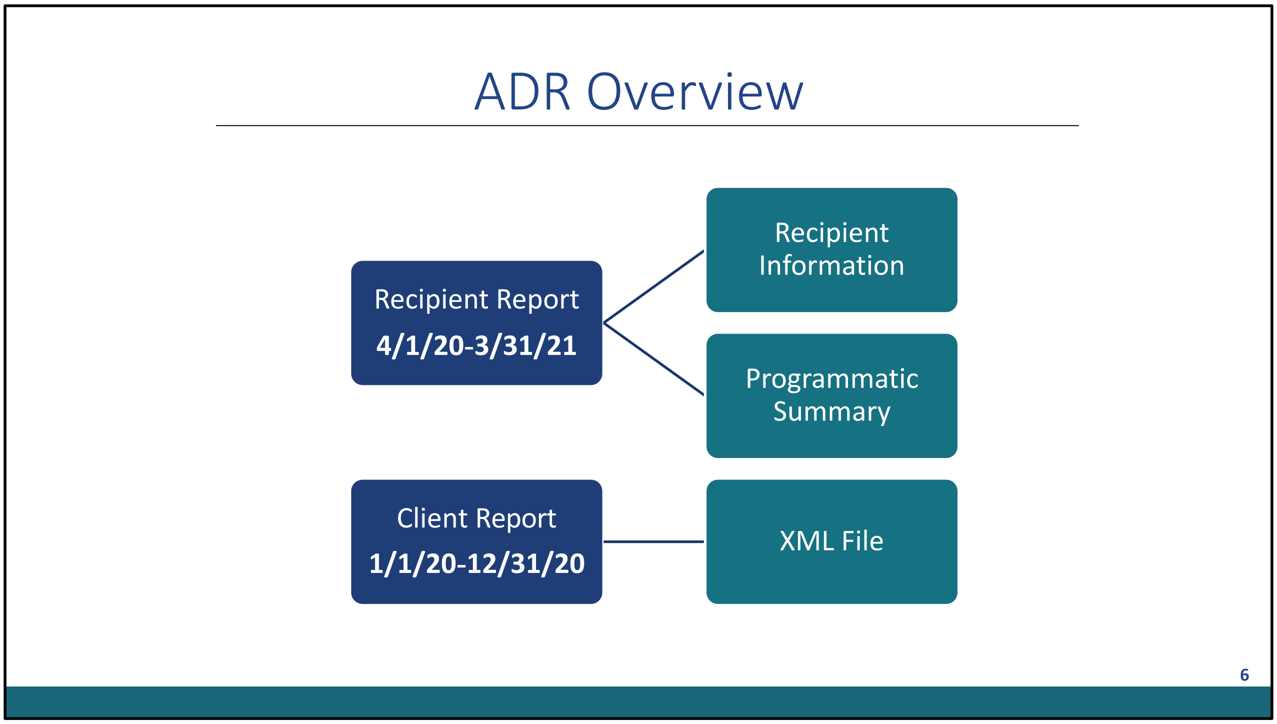
Is this your first time working on the ADR submission?

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.

For all of the newcomers, today's presentation is a great place to start. Also, for everyone that has submitted the ADR more than once, this webinar will be a great refresher. Now let's move onto the presentation.



Let’s begin today’s presentation with an overview of the ADR Submission. The ADR consists of the Recipient Report and the Client Report.

The ADR Recipient Report includes data based on the Part B Grant year reporting period, which is April 1st, 2020 to March 31st, 2021. The ADR Recipient Report contains the Recipient Information and Programmatic Summary.

The Client Report contains data collected during the 2020 calendar year. The data is reported as an XML File which includes one record for every client enrolled in ADAP regardless if they received services or not during the reporting period. I will go over more information on what is required to be reported in the client report later in the presentation.

ADR Timeline

Date	Client XML File Reporting Period: 1/1/20-12/31/20	Recipient Report Reporting Period: 4/1/20-3/31/21
Monday, February 1, 2021	2020 ADR Check Your XML and Data Quality Feature opens	--
Monday, April 5, 2021	ADR Web System opens for 2020 data submission	
Monday, April 26, 2021	Target upload date for all 2020 ADR client-level data files	--
Monday, June 7, 2021	ADRs must be in "Submitted" status by 6:00 PM ET	

Available on the TargetHIV website

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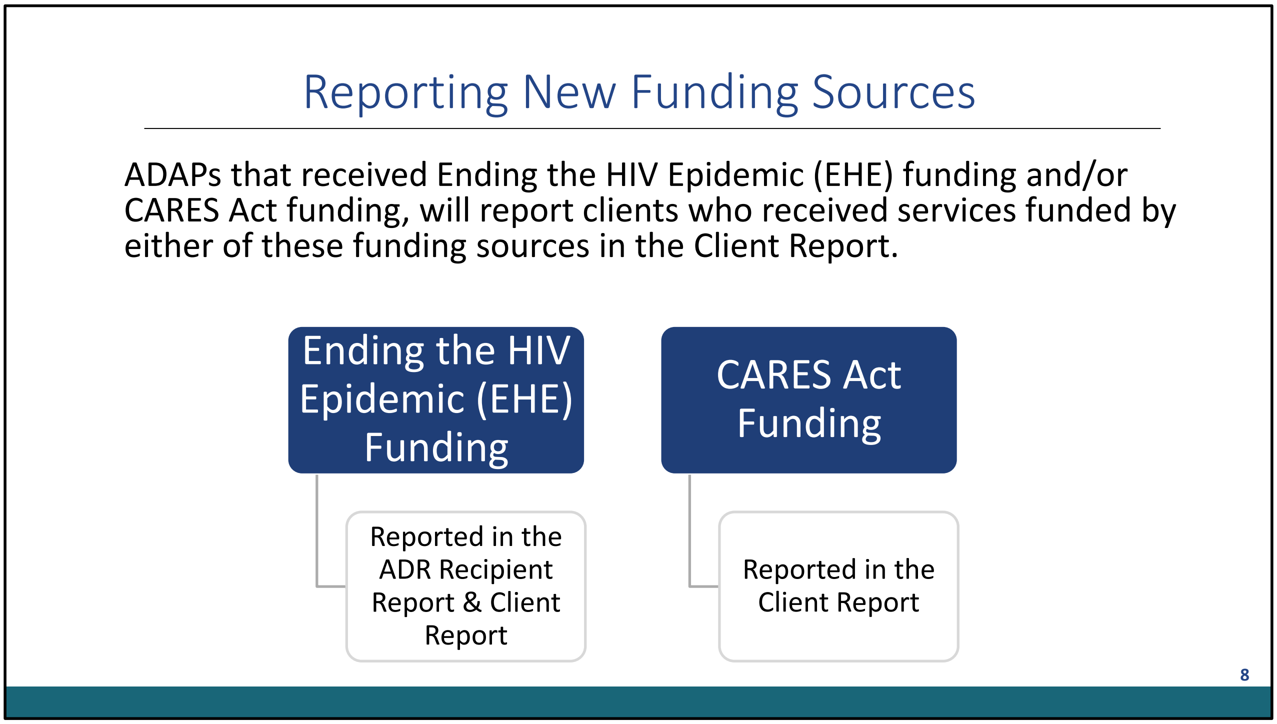
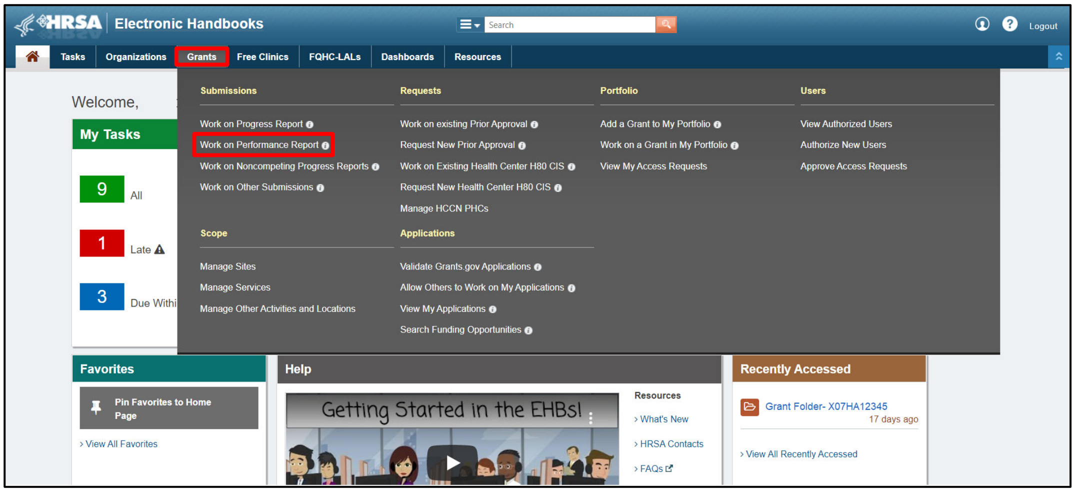
Now let's take a quick moment to review the ADR Submission timeline. On February 1st, the check your XML feature opened up to allow you to start checking your data quality. Monday, February 5th, the ADR Web system officially opened, so now all ADAPs can work on the Recipient Report and uploading the client-level data. Monday, April 26th, is the target upload date for all client-level data files. We recommend uploading by this date so that you have enough time to review and update any data before the final ADR submission deadline, which is on Monday, June 7th at 6:00 pm Eastern time. By this date, all ADRs must be In "submitted" status.



Before I move on to accessing the ADR, I wanted to take a quick moment to discuss reporting Ending the HIV Epidemic (EHE) funding and CARES Act funding in the 2020 ADR. As a reminder, there are no changes to the 2020 ADR reporting and validation messages. Still, it is required for any ADAPs to report any ADAP eligible clients and services funded by either of these funding sources in the client Report. For example, ADAPS who received EHE Funding will report it in the ADR Recipient Report and Client Report, while any ADAPS who received CARES Act Funding will only report the clients in the client report. Also, I definitely recommend reviewing the ADR Instruction Manual to learn more about reporting Ending the HIV Epidemic funding and CARES Act Funding.

Accessing the ADR



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Now let's go over how to access the ADR. ADAPs will access the ADR through the HRSA Electronic Handbooks, also known as HRSA EHBs. After logging in, you will need to hover your mouse over the Grants tab at the top of the page. From here, a drop-down menu will appear, and you will click on Work On Performance Reports under the Submissions header.

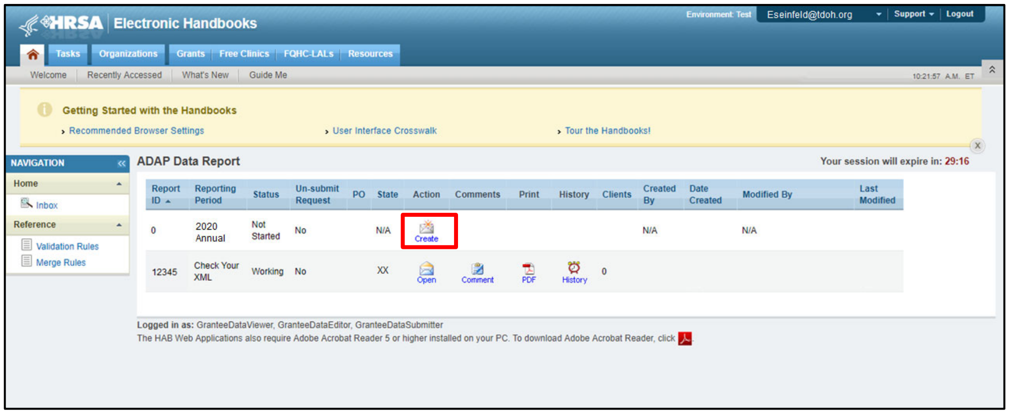
Performance Report List

Page size: 15 Go — 5 items in 1 page(s)

	Submission Name	Submission Type	Organization	Grant #	Tracking #	Reporting Period	Deadline	Submitted Date	Status	Options
		All	All						All	
▸	RSR 2020 Annual Performance Report	Performance Reports	Takoma Department of Health	X07HA12345	0000	1/1/2020-12/31/2020	3/29/2021	3/1/2021	Submitted	Performance Reports
▸	ADR 2020 Annual	Performance Reports	Takoma Department of Health	X07HA12345	1111	4/1/2020-3/31/2020	06/03/2021		Not Started	Start

After clicking on the Work on Performance Reports link, you will be taken to the Submissions-All page, where you will see a list of submissions for your organization. From this page, scroll down to locate your 2020 ADR Performance Report under the Submission Name Header. Once you have located the 2020 ADR Submission, you will either select Start or edit under the options header.

ADR Inbox



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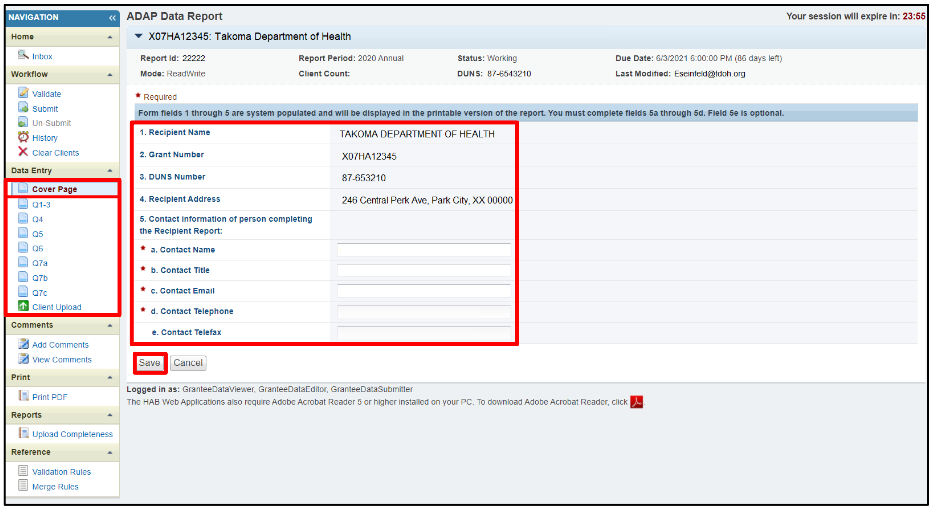
Once you have clicked on either start or edit, you will be navigated to the ADR Inbox, and you should see your organization’s ADR listed. To start the report, you will click on the Create link, or to continue working on the report, you will click on the open link.

ADR Recipient Report-Cover Page



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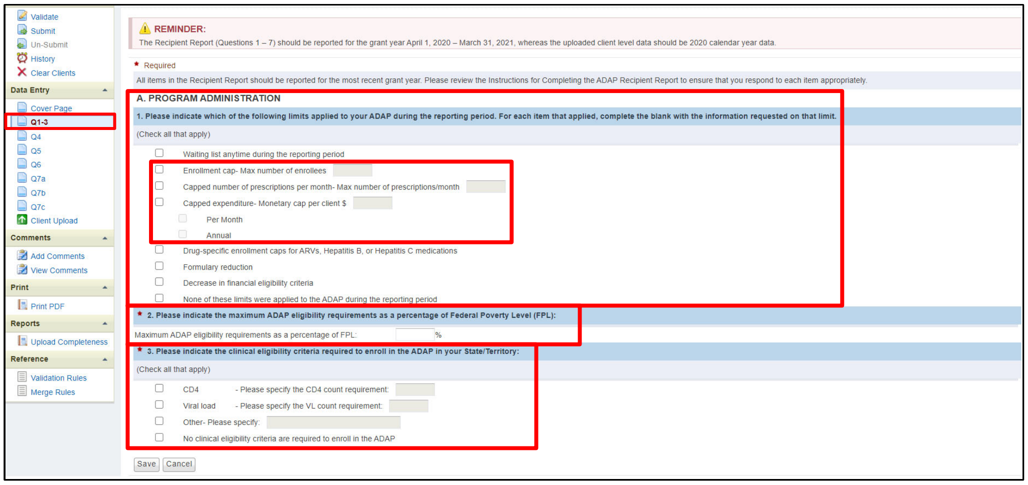
Once you open the ADR, you will be navigated to the Cover Page, which is the first section of the Recipient Report. The Cover page includes essential recipient information, including the Recipient's name, Grant number, Duns number, Recipient's address, and the person's contact information that is completing the Recipient Report. The first four items of the cover page are prepopulated from the EHBs; therefore, if any of the information listed is incorrect, please contact the EHBs Customer Support Center to make corrections. I will provide their contact information towards the end of the presentation. Once you completed the cover page, make sure to click on the save button on the lower left side of the page. Now that you have completed the cover page, you can use the **blue navigation panel on the left side of your screen to navigate to the next section.

Program Administration



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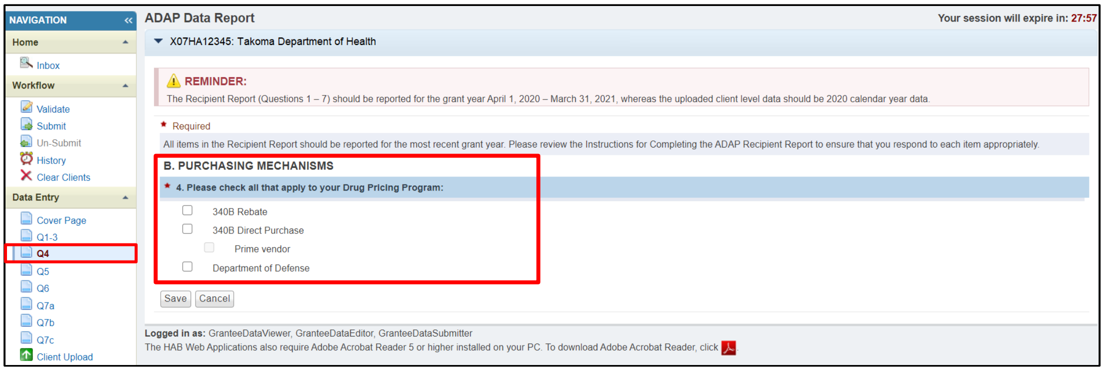
The next section we will go over is the Programmatic Summary, which includes questions 1-3. The first question of the Program Administration asks to indicate whether your organization has adopted any of the following limits to control cost shown on the screen; if so, you will need to check all that apply. If you select either enrollment cap, capped number of prescriptions per month, or capped expenditure, you will be required to enter additional information. For example, if you selected capped expenditure, you will need to enter the monetary cap per client and whether the cap applies monthly or annually.

The next question of the Programmatic Administration section is ADAP income eligibility. For this question, you will need to enter the maximum income eligibility for the participation in your ADAP that was set at the end of the grant year, which is expressed as a percentage of the Federal Poverty Level (FPL). The last question of this section addresses the clinical criteria for ADAP eligibility. You will check all that is required for enrolling in your organization's ADAP. If you check off the CD4 count of viral load criteria, you will need to indicate the threshold number. If you select Other, you will need to mark each criteria used and the corresponding threshold number.

Purchasing Mechanism



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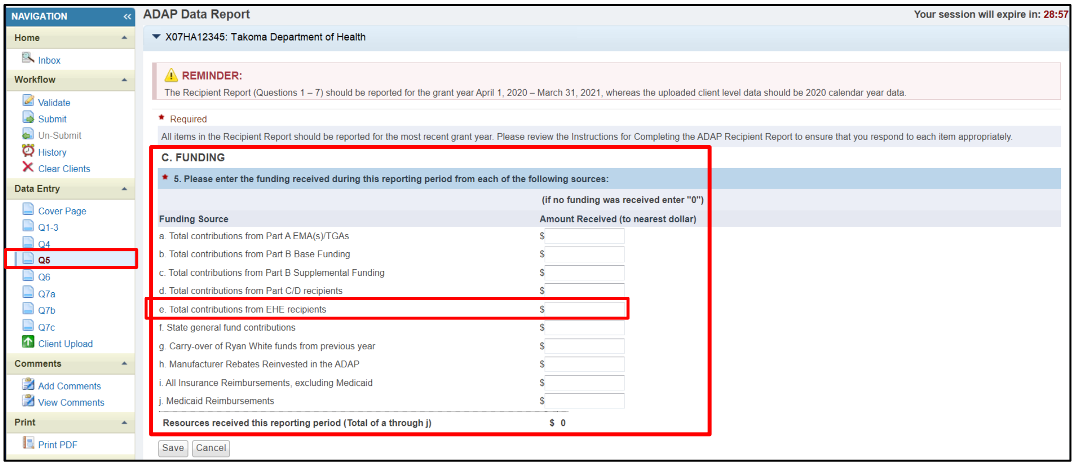
After completing and saving the Programmatic Administration section, the next section is question 4 which is the purchasing mechanisms. In this section, you will indicate which options apply to your drug pricing program. If you check off 340B Direct Purchase, you will need to specify if your organization is the prime vendor. If you need any clarification on any of the listed drug pricing cost-saving strategies, I recommend reviewing the Glossary of the 2020 ADR Instruction manual.

Funding



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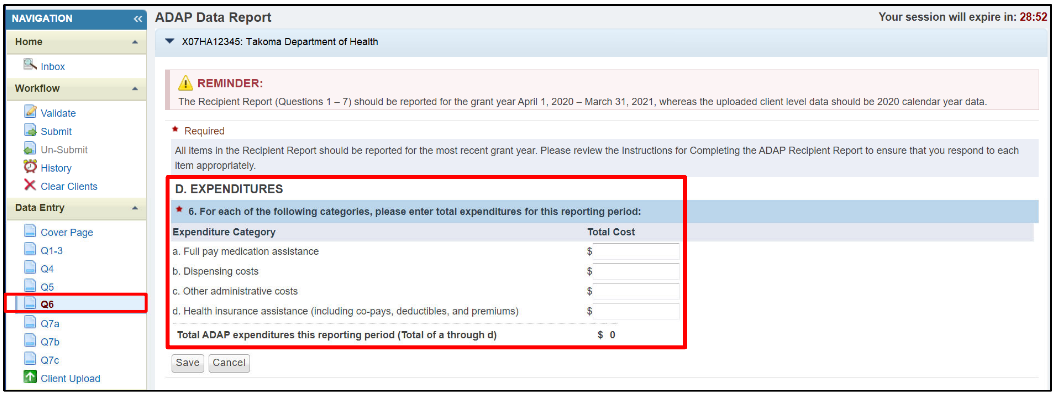
Now let's take a look at the funding section of the Recipient Report. For question 5, you are expected to enter data regarding the funding your organization received during the reporting period. Please enter a value for every funding that your organization received; if your organization did not receive the funding, then you can enter a zero for the field.

An important note to pay attention here is that will you report the amount of funding your organization received for Ending the HIV Epidemic (EHE) funding in this section. As you can see on the slide, EHE Funding was added to this year's report. You will report the funding amount for EHE Funding that was used to provide services to ADAP clients.

Expenditures



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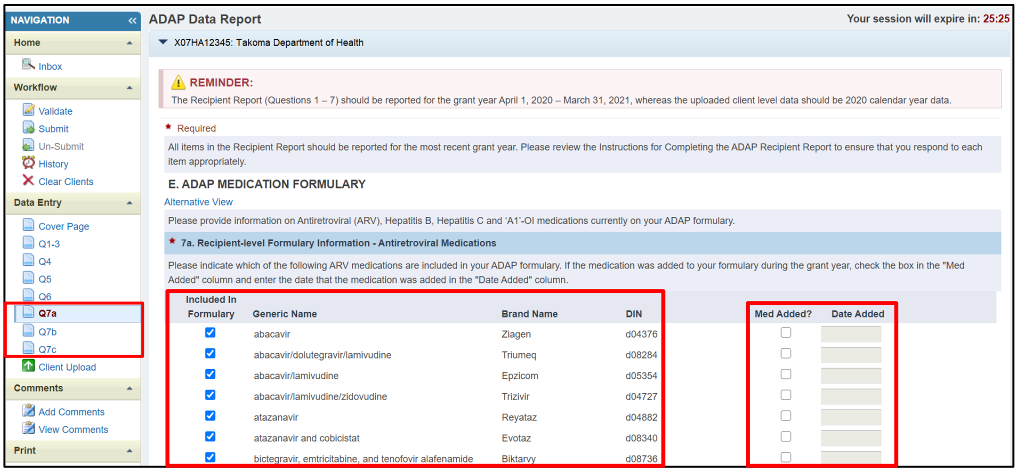
Once completing the funding section of the Recipient Report, you can move onto the next section which is question 6. For question 6, you will enter the total expenditures for pharmaceuticals, dispensing costs, other administrative costs, and health insurance coverage. For other administrative costs, you will report all fees (except dispensing costs) that were paid by your ADAP that relate to purchasing and distributing medication, like pharmacy fees and other bulk order fees. Make sure not to include any ADAP general administrative costs such like staffing costs here. Also, any pharmacy-negotiated rates or fees for services, can be reported under Other administrative costs, depending on what the rates or fees covered.

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

ADAP Medication Formulary



Multum Database

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The final section of the ADR Recipient Report is the Medication Formulary section. This section includes questions 7a, 7b, and 7c where you will update your organization's antiretroviral, opportunistic infection medications, and hepatitis B and C medications. As shown on the slide, the medication's generic name appears first, along with the brand name and its D-code number, which is the five digit drug identification number developed by the Multum Center. I provided a link to the Multum database if you need any information regarding D-codes.

The medication listed in this section will automatically generate from last year's ADR; therefore, make sure to review the medications listed are still included and make any updates if needed. If a medication was added to the the medication formulary during the April 1,st 2020 to March 31st, 2021 reporting period, then you will need to check the Med Added box and enter the date it was added.

After saving the Medication Formulary section, you have successfully completed the ADR Recipient Report. Now you can begin the second component of the ADR, which is the Client Report.

Client Report Overview

Reporting Period

- 1/1/20-12/31/20

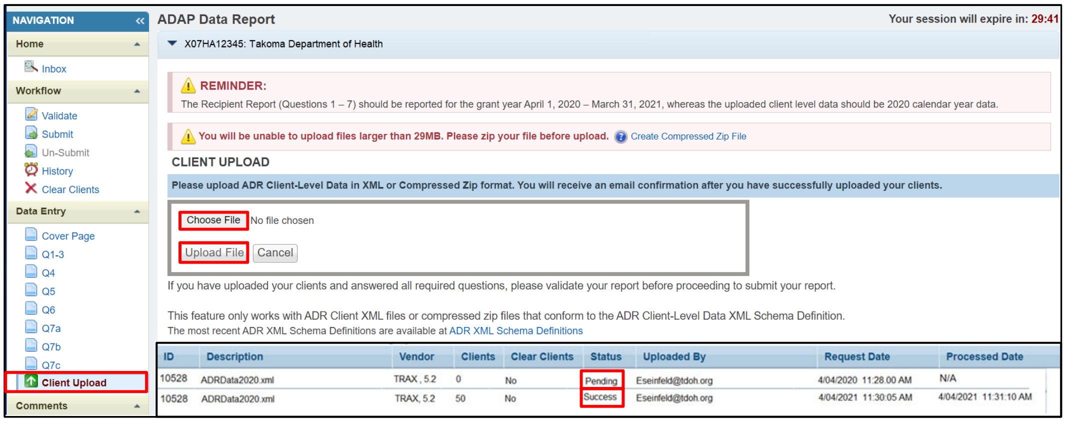
Client Record must include:

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

Before I walk you through the steps of uploading the client-report, I wanted to give you a quick overview. As I noted earlier, the client-level data includes data for certified eligible ADAP clients specifically enrolled from January 1, 2020 to December 31,2020, regardless if the client received an ADAP service or not. Specifically, an ADAP client may have received medications and/or insurance assistance, been placed on a waiting list, been disenrolled, and been eligible but did not receive any services.

In the client-level data, it is expected to report demographic and certification data for all enrolled clients, regardless if they received services or not. Also, for ADAP clients that did receive services, you will need to report if they received health insurances services and/or medication services. For clients who received medication services, clinical data is required.

Upload Client-Level Data



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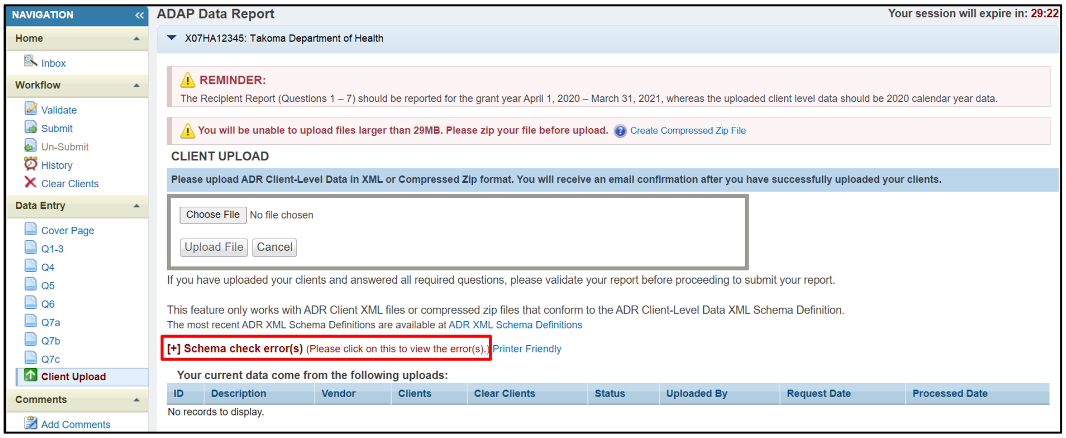
Now that I gave you a quick overview about the Client Report, I can now go over the steps to successfully uploading your client-level data, which you will need to extract from your data systems as an XML file. If you need any assistance with creating your XML file, I definitely recommend reaching out to the DISQ team for assistance. I will go over their contact information near the end of the presentation.

To upload your client-level data, you will need to use the blue navigation panel on the left side of your screen to navigate to the Client upload link. Once you click on the link, you will be taken to the client upload, where you will need to select the Choose file link to locate your client-level data file. Once you have found the file, you will click on the upload file link and it will take a few moments to successfully process the file. Once the system has processed the file, the status will go from pending to success. You will also receive a confirmation email stating that your client-level data file was successfully uploaded.

Schema Check Errors



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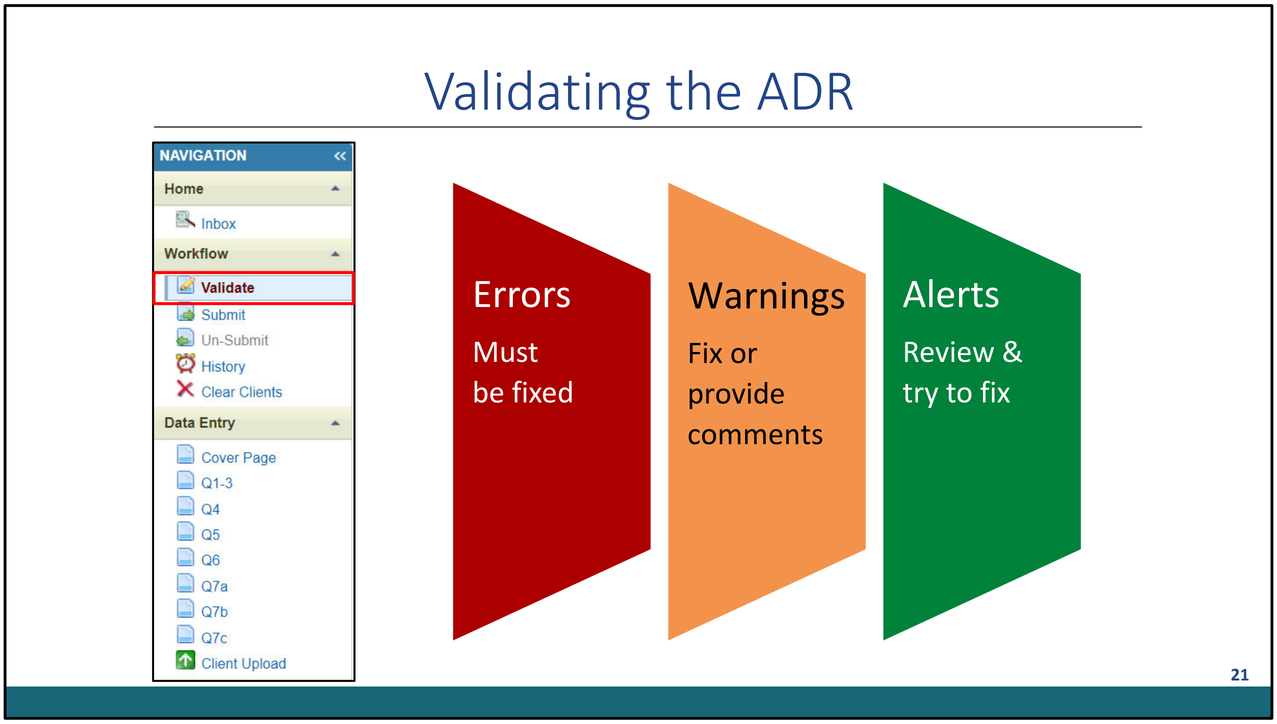
One issue that you may run into while attempting to upload your client-level data file are schema check errors, which essentially means that your file is not compatible with the system. To address the schema check error, click on the link that says Please click on this to view the errors”. As a reminder, schema check errors must be fixed. If you need any assistance with resolving the schema check error, I recommend contacting 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.

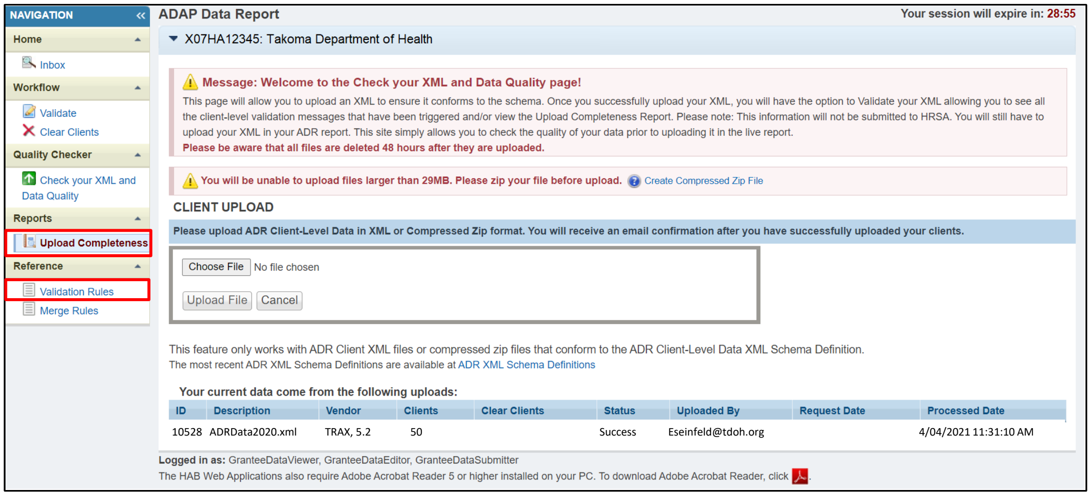
If you would like to learn more about schema check errors and reviewing data quality I recommend viewing the “Reviewing your Data at Upload: Tools within the ADR Web System and the Check your XML feature” webinar that was recently presented by my fellow Data Support Colleague James Tedrow on the TargetHIV website.



Now that you have completed the ADR Recipient Report and uploaded the client-level data, you will need to validate the report. You can navigate to the Validate Section by using the blue navigation panel on the left side of your screen again and click on the validate link. It may take a few moments for the validation results to generate, so after a few moments you can click on the validate link again to refresh the screen.

There are three types of validation messages that may appear in your validation result which are errors, warnings, and alerts. Errors must be fixed or the system will not allow you to submit. For warning messages that appear in the validation result, you can either resolve it or enter a comment explaining the data. For example, some users may receive warning validations indicating there is missing data although the data is reflected in the XML file, for this instance, a user can enter a comment explaining the data is not missing. Also, alerts we recommend reviewing and fixing if possible, but you do not have to enter a comment for an alert. We certainly recommend reviewing and updating the data according to the data validations you receive to ensure accurate data.

Upload Completeness Report



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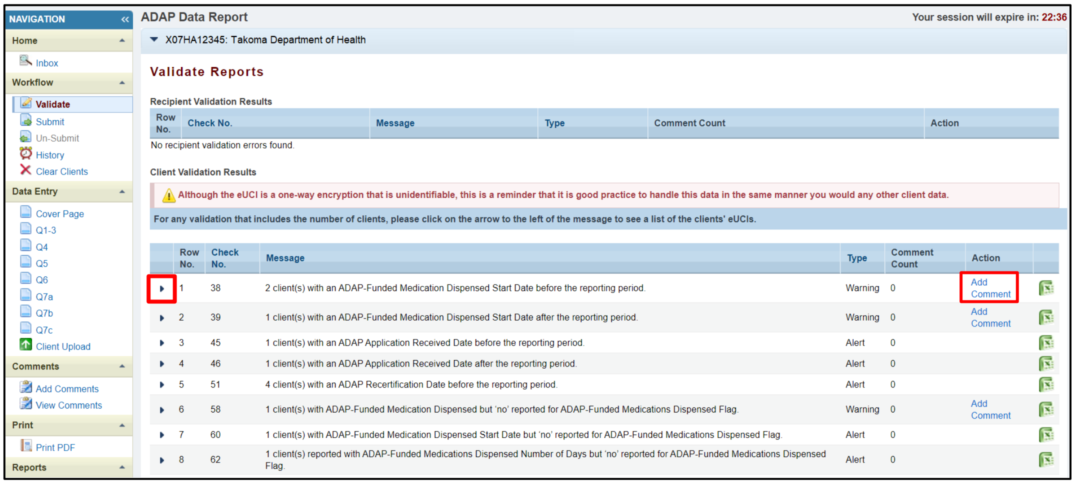
Two great resources to use during the validation process to ensure data quality is the Upload Completeness Report and the Validation rules, which you can find on blue navigation panel. To generate the Upload Completeness Report, you will click on the Upload Completeness link under the Reports header. The Upload Completeness Report, is an aggregate report that summarizes all of the client level data that was uploaded by data element in a table format. As a note, the Upload Completeness Report is available only after the client-level data is uploaded. Also, the Validation Rules is a great tool to review the possible validation messages you may receive during the validation process.

Adding Warning Comments



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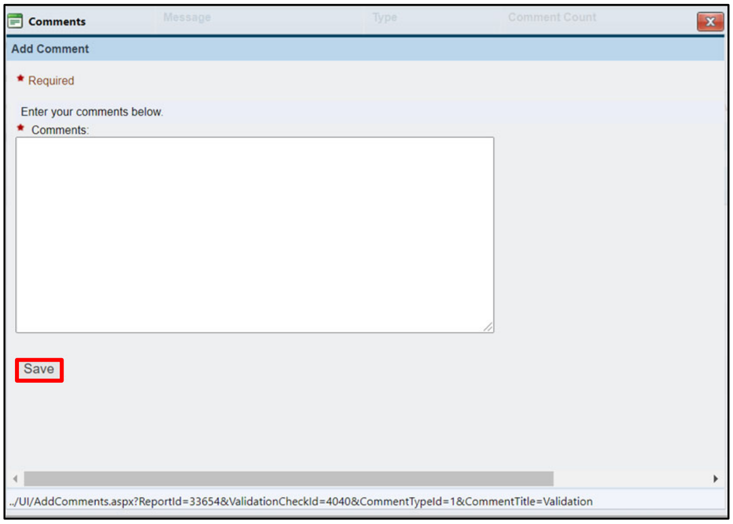
Let's a take a quick moment to go over how to add comments to address any warning messages. As shown on the slide, this ADR has a few validation messages that will need to be addressed. Also, a great way to view which eUCIs triggered the validation, is by selecting the expand icon to the left of each validation message.

Adding Warning Comments Continued



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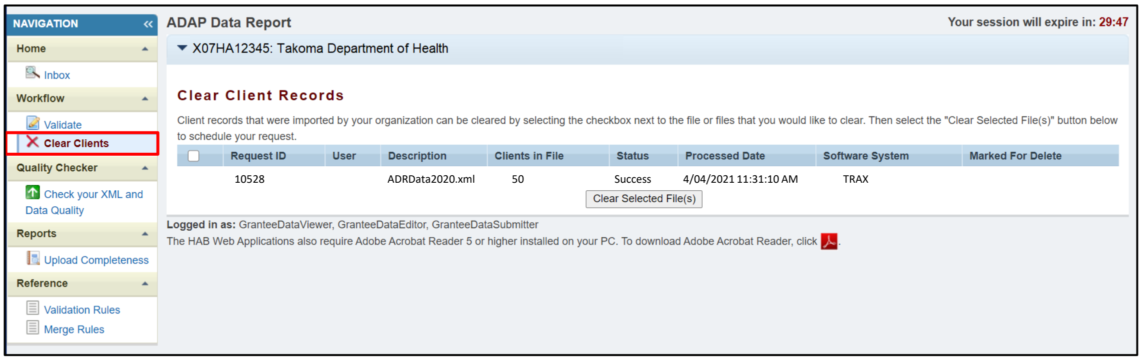
Once you have reviewed the data quality and validation, and would like to add a comment to any warning message, you can click on the Add comment link under the action column. Once you do, a tab will appear for you to enter the comment. After writing your comment, make sure to click on save.

Clear Clients



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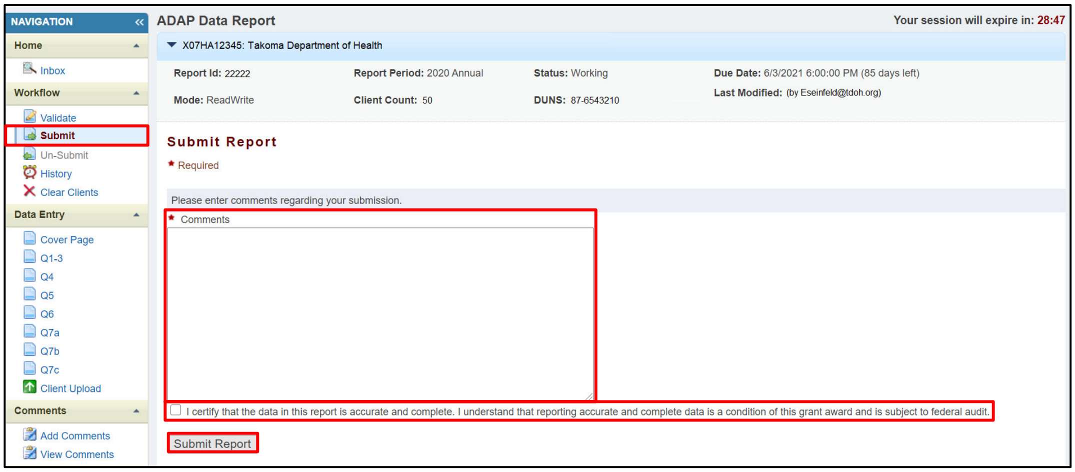
If you determine that some of the data in the client-level data needs to be corrected, you will need to remove the older file in the system and re-upload a new file. To remove an uploaded file, you will need to click on the clear clients link on the blue navigation panel. It may take a few moments to successfully clear the file, but once the file has been removed, you can upload a new file.

Submitting the ADR



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Once you have reviewed your data quality and resolved all validations, you can move onto submitting your ADR. To navigate to the submit page, you will use the blue navigation panel to select on the Submit link under the Workflow header. Once you do, you will be taken to the submit section where you will see a textbox listed for comments. We recommend entering a comment regarding any feedback. HAB will review this comment after the submission. After you entered any comments, make sure to check off the box that states “I certify that the data in the report is accurate and complete.” The final step is to click “submit report”. Congratulations, you have successfully completed the ADR!

Now that we have gone over how to submit the ADR, I will pass the presentation to Audrey for the last poll question.

Which of the following statements, best describes your technical assistance needs with submitting the 2020 ADR?

a) I need assistance.

b) I may need assistance, but don't need any as of now.

c) I don't need any assistance.

Great, thank you, Audrey. For everyone who would like assistance, the Data Support team and DISQ team are gladly here to help. We can reach out to you after the webinar and I will go over our contact information in the upcoming slides as well.

Past & Upcoming ADR Webinars

Date	Title	Link
Wednesday, March 3, 2021	Reviewing Your Data at Upload: Tools in the ADR Web System and the Check Your XML Feature	Webinar
Wednesday, April 14, 2021 2:00pm – 3:00pm ET	ADR: Data Quality: Lessons from Outreach	Register Here

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

On March 3rd, my Data Support Colleague James Tedrow presented the Reviewing Your Data at Upload: Tools in the ADR Web System and the Check your XML Feature webinar. He provided an explanation for how to use the Check Your XML feature to check ADR data quality prior to submission. He also covered other features of the ADR Web System available to review data prior to submission, including the upload completeness report (UCR) and the validation reports.

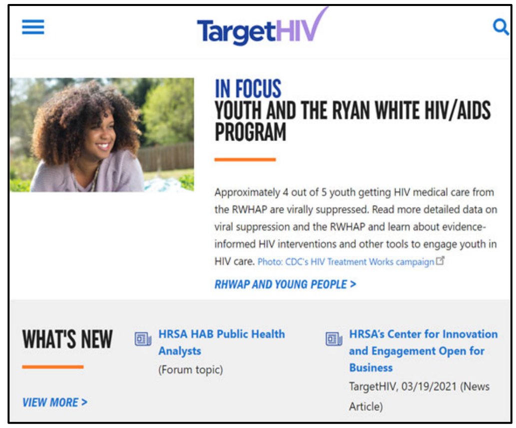
On April 14th, the DISQ team will provide a summary of ADR data quality in 2019 and improvements for 2020. Presenters will focus on the data elements that were most difficult to submit, potential reasons for incomplete data, and strategies to improve completeness for the 2020 submission.

You can view this schedule at any time on the TargetHIV website.

TA Resources

[TargetHIV Website]

- 2020 ADR Instruction Manual
- 2020 ADR Download Package
- 2020 ADR Data Validations
- Archived ADR Webinars
- ADR Training Video Series
- ADR in Focus Series
- ADR TA Brochure
- Data Reporting Changes to the 2021 ADR



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Shown in the screen are great resources to use while working on your 2020 ADR. The TargetHIV website contains a lot of great information relating to the ADR. Here you can find the 2020 ADR instruction manual, the 2020 submission timeline, past webinars, and a lot more resources related to the ADR that I have included on the slide. Also, Audrey from the DISQ Team will chat out a link to a PDF file which you can use to access the resources mentioned in today's webinar. As a note, for anyone who downloaded the 2020 ADR instruction manual before March 9th, an updated version of the manual that includes corrections on reporting CARES Act Funding has been uploaded to the TargetHIV website.

TA Contact Information

TA Resource Contact Information	Type of Technical Assistance
Ryan White HIV/AIDS Program Data Support 888-640-9356 RyanWhiteDataSupport@wrma.com	• ADR-related content and submission questions • Interpretation of the ADR Manual and HAB's reporting requirements • Data-related policy and validation questions • Instructions for completing the ADR
The DISQ Team Data.TA@caiglobal.org TA Request Form Subscribe for DISQ Email Updates	• Guiding new users on where to start • Assisting recipients in data mapping and reporting in the required XML schema • TRAX, CHEX, and the eUCI Application • Identifying and addressing data quality issues
EHBs Customer Support Center 877-464-4772 Online TA Request Form	• ADR software-related questions • Electronic Handbook navigation, account registration, access, and permissions
CAREWare Help Desk 877-294-3571 cwhelp@jprog.com Online TA Request Form CAREWare Listserv	• CAREWare-related issues • Generating the XML file from CAREWare • Creating custom reports • Viewing sample client summary files

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Let's take a moment to review technical assistance resources available to assist you while completing the 2020 ADR.

The Data Support team addresses ADR-related content and submission questions including interpretation of the ADR Manual, HAB's reporting requirements, data-related policy and validation questions as well as instructions for completing the ADR.

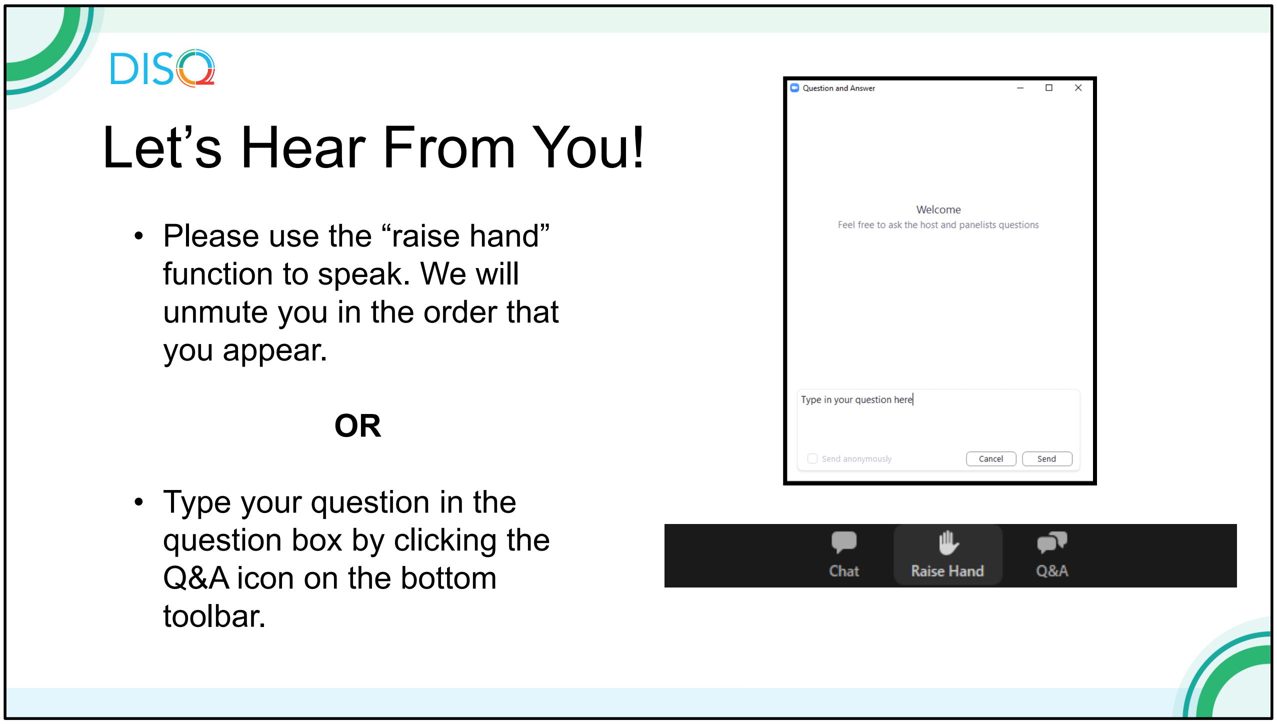
The DISQ team helps guide new users on where to start. Also, helps those needing significant assistance to meet data reporting requirements including making sure recipients' data systems collect required data, data mapping, and making sure recipients are reporting in the required XML schema. DISQ also provides TA for the TRAX, Chex, and eUCI applications as well as addresses questions related to data quality including analyzing completeness reports.

The EHB Customer Support Center addresses EHBs and ADR software related questions such as navigating the EHBs, account registration, and access and permissions.

For CAREWare users, the CAREWare Help Desk is the best place to find assistance with CAREWare-related inquiries, such as generating the XML file from CAREWare, creating custom supports, and viewing sample client summary files. For information regarding the CAREWare 6 minimum build, I recommend signing up for the CAREWare listserv. Remember, CAREWare 6 minimum build 102 is required to create the ADR this year. CAREWare users are also encouraged to sign up for the listserv.

As I stated during the previous slide, you can also find all of this information in the ADR TA Brochure available at the TargetHIV web site. And remember if you are unsure of who to contact, feel free to reach out to any of the resources listed here and we will be sure to direct you exactly where you need to go.

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



Thanks Melissa. Before we start the Q & A, I did want to let everyone know that there will be a short evaluation at the end of the webinar. Your feedback is really important to help us ensure that our webinars are meeting your needs. Ruchi is going to put a link out in the chat feature which you can click on to access the evaluation after the webinar is over. We'll also send out a final reminder via email shortly after the webinar to make sure that we have a chance to get your input.

Now let's move on to the Q & A. As a reminder, you can send us questions using the "Question" function on your settings the bottom of the screen. You can also ask questions directly "live." You can do this by clicking the raise hand button (on the bottom of the screen) and my colleague Ruchi will unmute at the right time. We hope you consider asking questions "live", 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 to follow up. We often need to explore your question in order to give you the most appropriate answer.

[After the Q&A]: As a reminder, please be sure to complete the evaluation for today's webinar.