Reviewing Your Data at Upload:

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

ADR

AIDS Drug Assistance Program Data Report (ADR)

HIV/AIDS Bureau

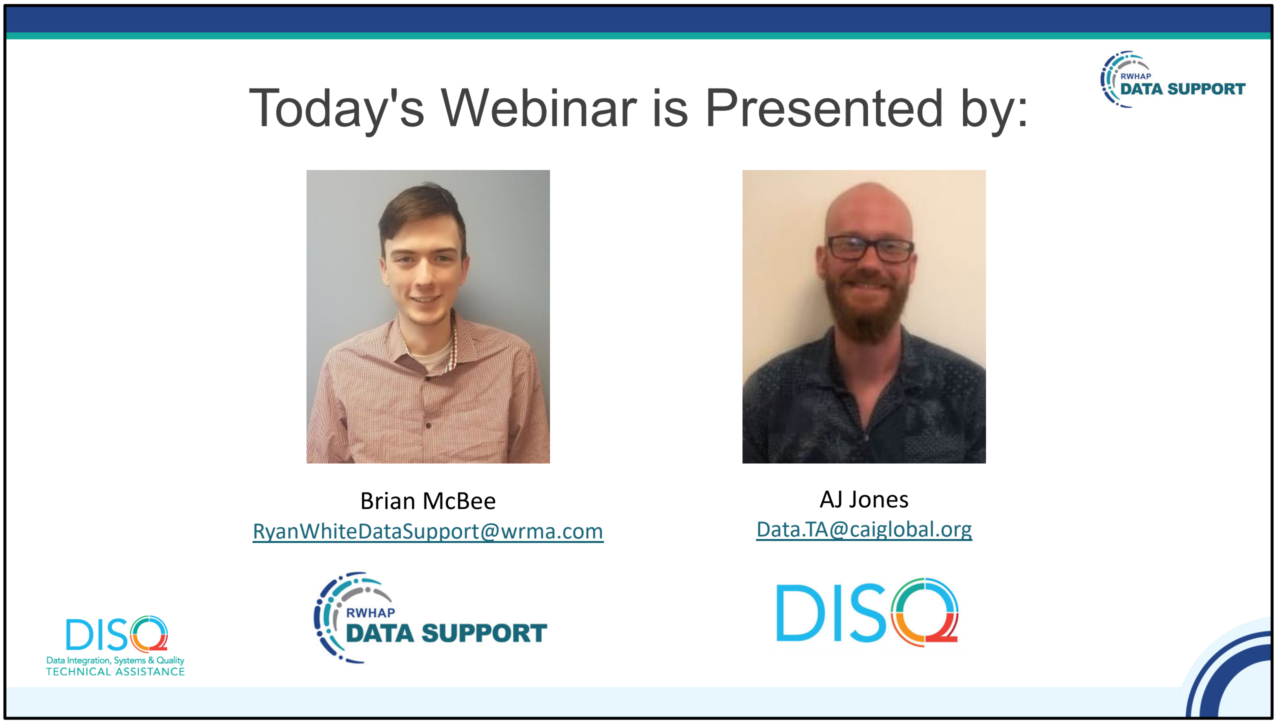
March 2, 2022

RWHAP DATA SUPPORT

DISQ Data Integration, Systems & Quality TECHNICAL ASSISTANCE

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 ADR.

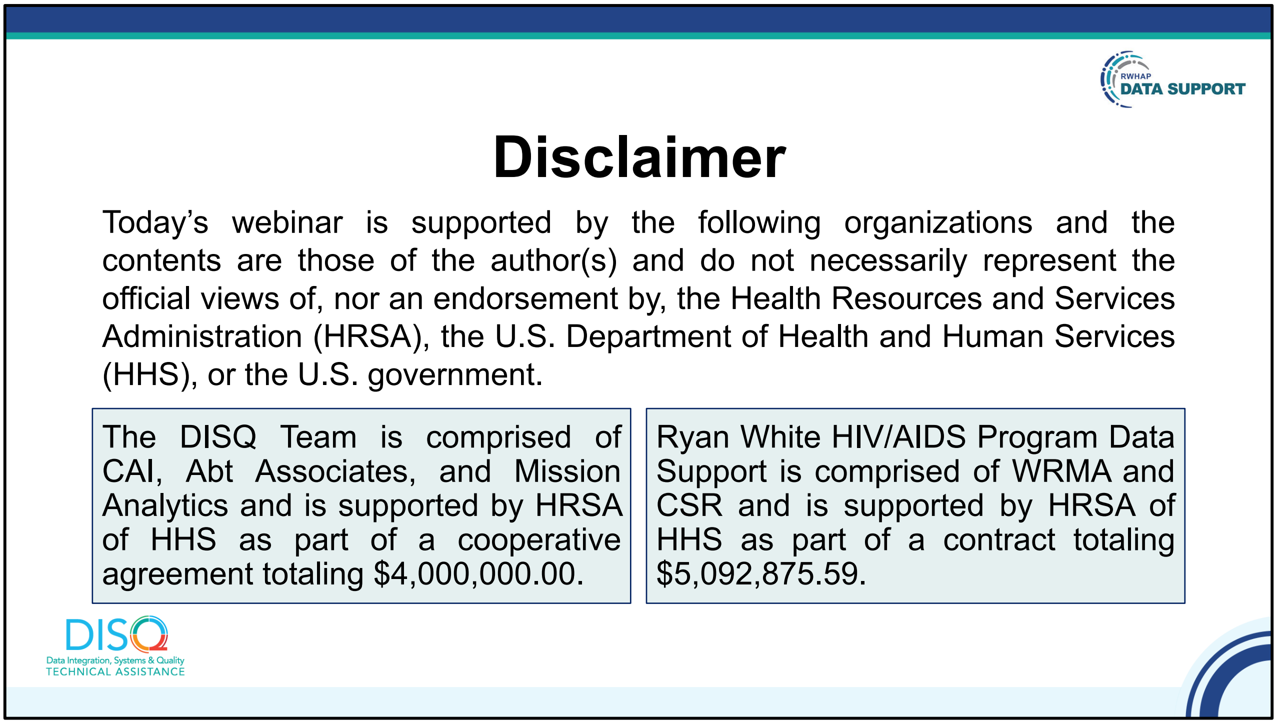


Today's Webinar is presented by Brian McBee from RWHAP Data Support, the experts on RWHAP reporting requirements, and myself representing the DISQ team's work with client-level data. James will provide an explanation for how to use the Check Your XML feature to check ADR data quality prior to submission, as well as cover other features of the ADR Web System available to review data prior to submission, including the upload completeness report (UCR) and the validation reports.

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 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 Isia 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.



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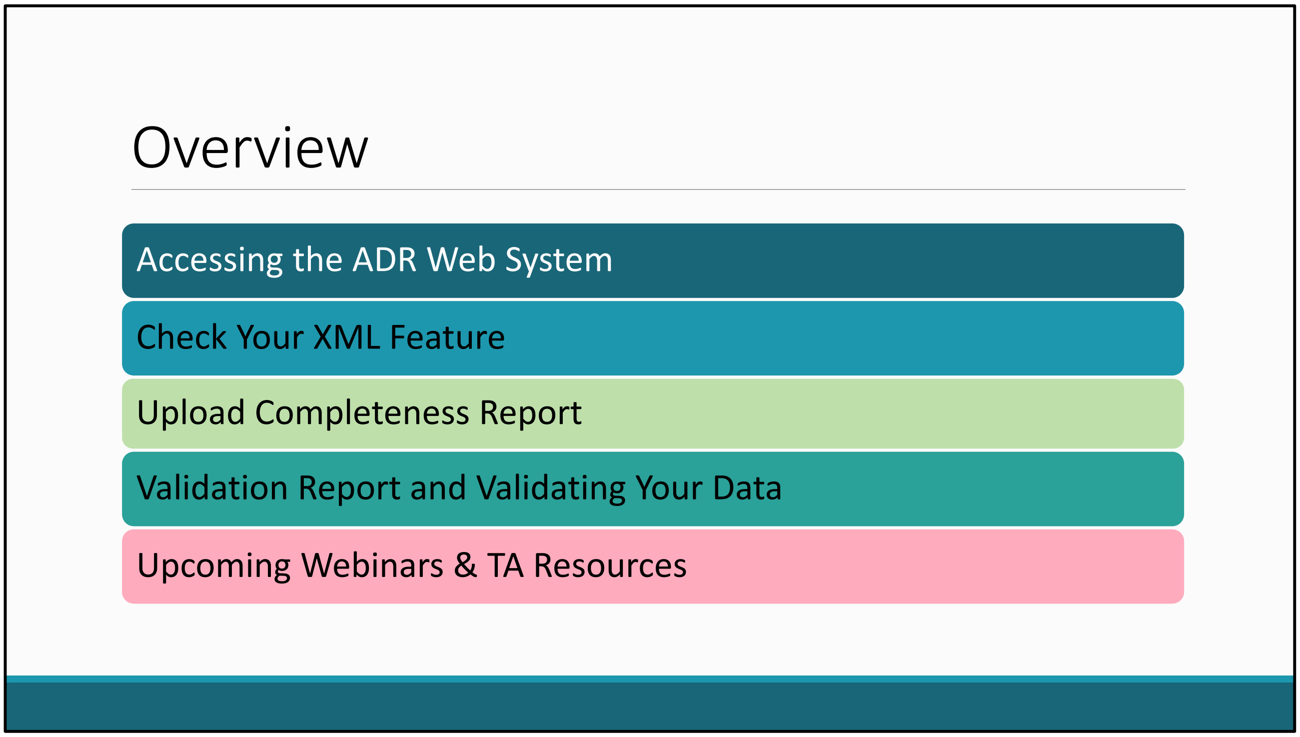
Now I'd like to turn the webinar over to Brian.



Thanks to everyone for joining in on the webinar. Today, we will be discussing data quality and the tools available to help you check your data quality in the ADR web system. Using these tools can help you verify that your data accurately reflect the work that you do and possibly identify areas you may need to improve.

We'll start with a refresher of how to access the ADR web system and get to where you can start uploading and checking your data. Then we'll take a look at the Check Your XML tool that allows you to start testing your data before the ADR officially opens. Next, we'll go over the two data review tools available in the ADR system: the Upload Completeness Report and the Validation Report which will include instructions on how to validate your data. And lastly, we'll close out the presentation with a review of the upcoming webinars and other technical assistance resources available to assist you throughout the ADR reporting season.

2021 ADR Submission Timeline

- Download your own copy of the ADR Submission Timeline on the TargetHIV website

Date	Client XML File Reporting Period: 1/1/21 – 12/31/21	Recipient Report Reporting Period: 4/1/21 – 3/31/22
Monday, February 7, 2022	2021 ADR Check Your XML and Data Quality Feature opens	--
Monday, April 4, 2022	ADR Web System opens for 2021 data submission	
Monday, April 25, 2022	Target upload date for all 2021 ADR client-level data files	--
Monday, June 6, 2022	ADRs must be in “Submitted” status by 6:00 PM ET	

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Before we start, I do want to take a minute to go over the ADR submission timeline. The Check Your XML tool opened up on February 7 for you to go ahead and start checking your data quality. The ADR web system will officially open on Monday, April 4. At that point, you will be able to get to work on your Recipient Report and also upload your client-level data to your 2021 ADR. The target upload date for all client-level data files is on Monday, April 25. Uploading your data by this date ensures that you have plenty of time to fix any issues that may arise before the final ADR submission deadline on Monday June 6, 2022 at 6:00 PM ET. All ADRs must be in submitted status by that time.

2021 ADR Changes

- ADR Changes Webinar
- ADR in Focus: 2021 ADR Changes
- ADR Data Validations

- Multiple changes for the 2021 ADR that affect your client-level data (CLD) and the XML schema
  - 2 data elements removed
  - 2 data elements with new/altered response options
  - 4 data elements were renamed
  - 4 data elements with large changes in reporting (e.g., reporting ALL medications using 11-digit National Drug Codes)
- Changes to the ADR CLD validation messages:
  - 12 new CLD-related validation messages
  - Additional updates including validation messages removed, updated logic, or rewording

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I also want to take a moment to briefly review some of the changes for the 2021. I know this is going to be a super brief way to go over the ADR Changes since that’s not what we’re here to talk about today but we do already have some amazing resources out there that I’ll review in just a sec.

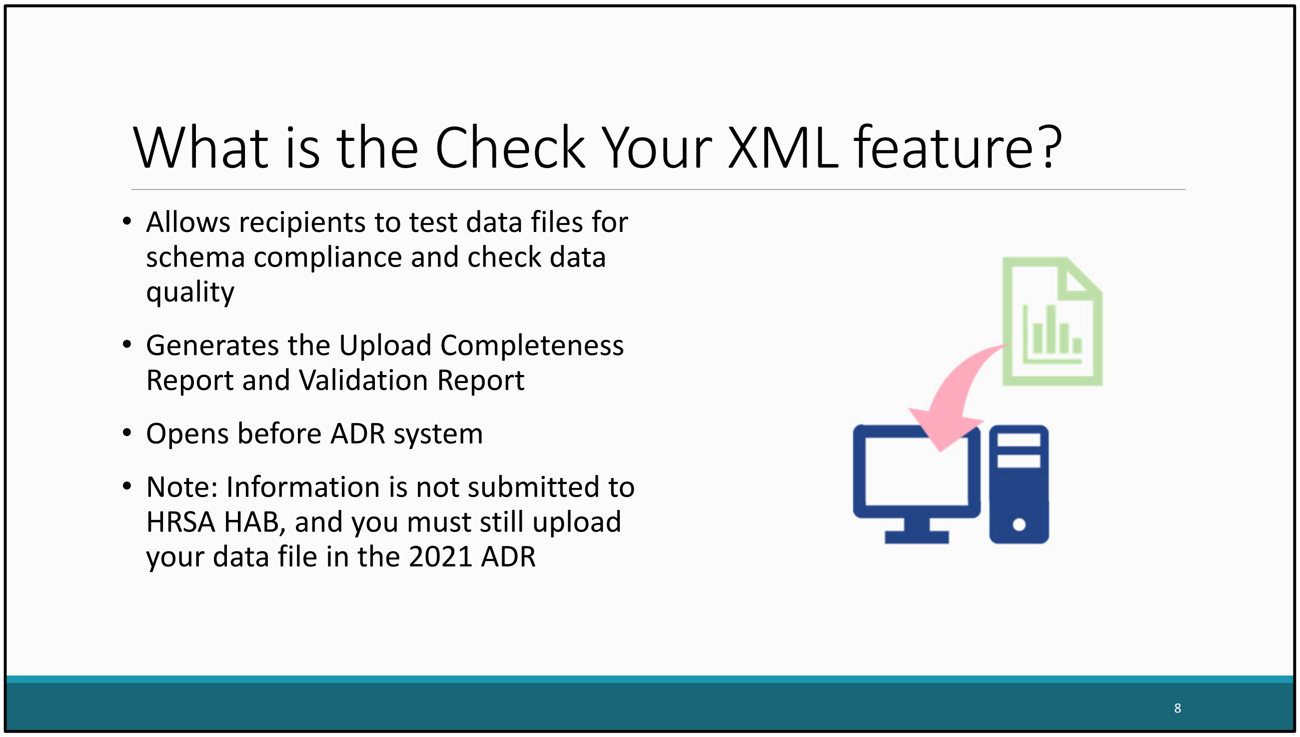
As I’m sure many of you are aware, there are a number of changes for the 2021 ADR including many changes that affect your client-level data and the XML schema such as some data elements being removed, a few with new or altered response options, some elements that were renamed which does affect the schema, and then four data elements that were reworked or had a big change in how they’re reported which were poverty level, medications, and CD4 and viral load test results.

In addition to that, we are talking about validating your data and the Validation Report today, so I also want to remind you all that there have been a number of changes to those validation messages where we have new validations, ones that were removed, and ones that were altered with either updated logic to match the updates to your client-level data or clarifying language

So, what are the resources we have to help you with the ADR Changes? We’ve got those over on the left here, starting with the ADR Changes webinar which we presented back in October, the ADR in Focus document again just reviewing all of these changes, and then we also just have the ADR data validations list which shows all the ADR system validation messages.

Before we delve in, I'd like to get a sense of everyone's experience with the ADR Check Your XML Feature.

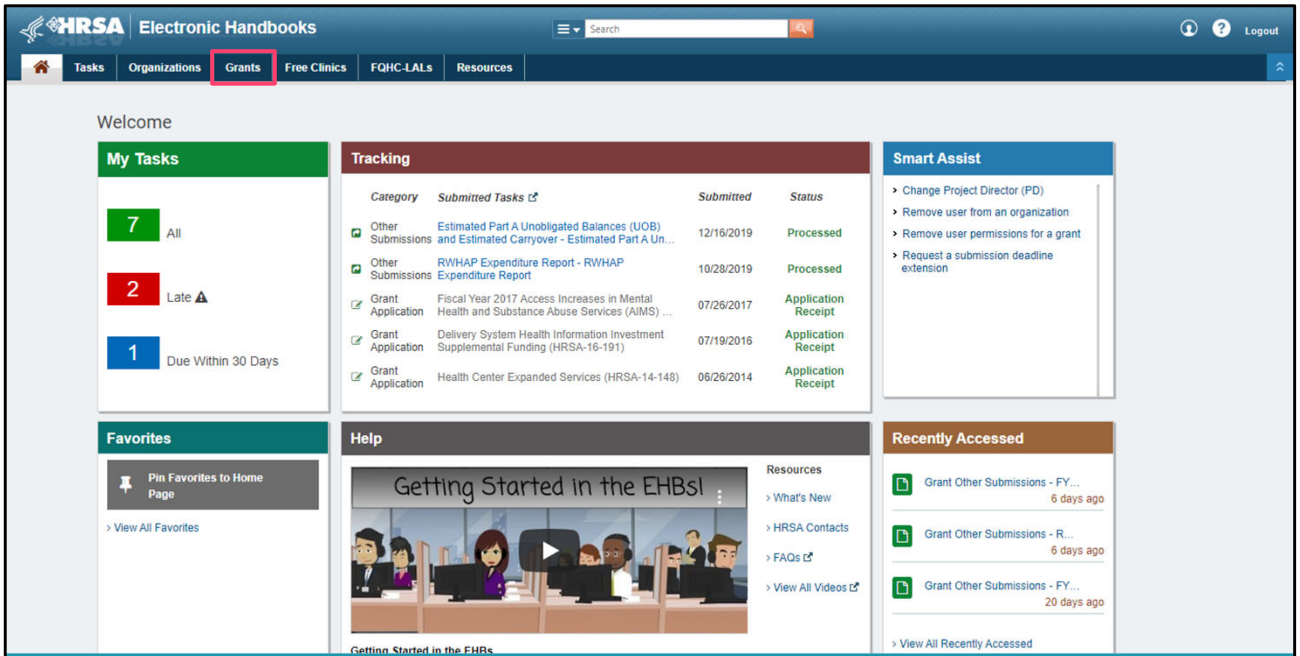
1. What is your experience with the Check Your XML feature?
    1) I am brand new. This will be my first time using the feature.
    2) I have used it a few times but need a refresher.
    3) I am a Check Your XML expert.



Today, we're going to be discussing how to use the Check Your XML feature, so I wanted to quickly just review what it actually is before we jump in. Check Your XML is a great tool for ADAPs to start checking their data quality before the ADR system opens. Many of you I'm sure have heard us encourage the use of Check Your XML before as it is extremely helpful. This system tests your client-level data files to make sure that they comply with the ADR XML schema. Using this feature also allows you to generate the Upload Completeness Report and Validation Report which we'll go over later in this presentation. Both of those reports are really helpful in making sure you're providing accurate high-quality data. It's a great idea to utilize Check Your XML if you're going through any system changes or to weed out any data issues before the ADR is open, which really gives you plenty of time to correct them.

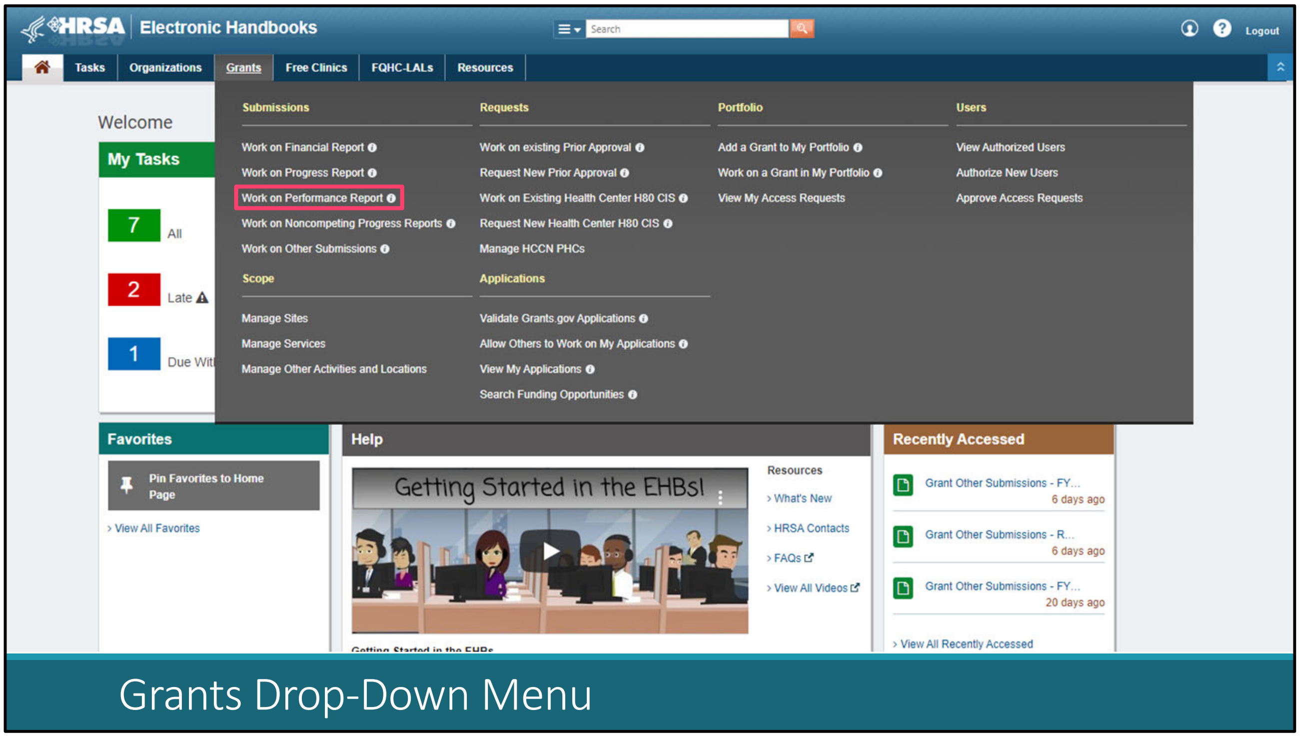
Also as a reminder, none of the information uploaded to the Check Your XML is submitted to HRSA and even if you upload a data file into the Check Your XML you must also upload it into your 2021 ADR in order to be able to submit. Please be aware that all files uploaded to the CYXML are deleted 48 hours after they are uploaded

So with that, let's look at how you access the Check Your XML through the ADR web system.

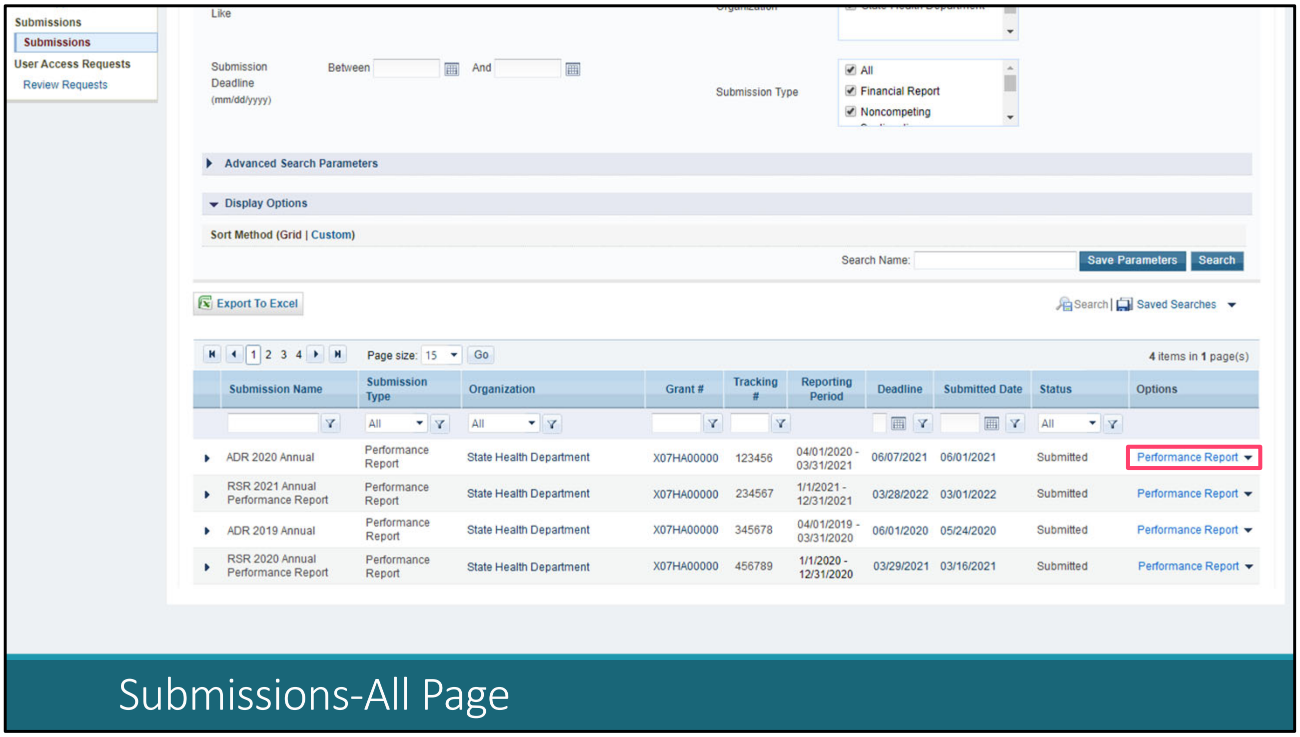


EHBs Home Page

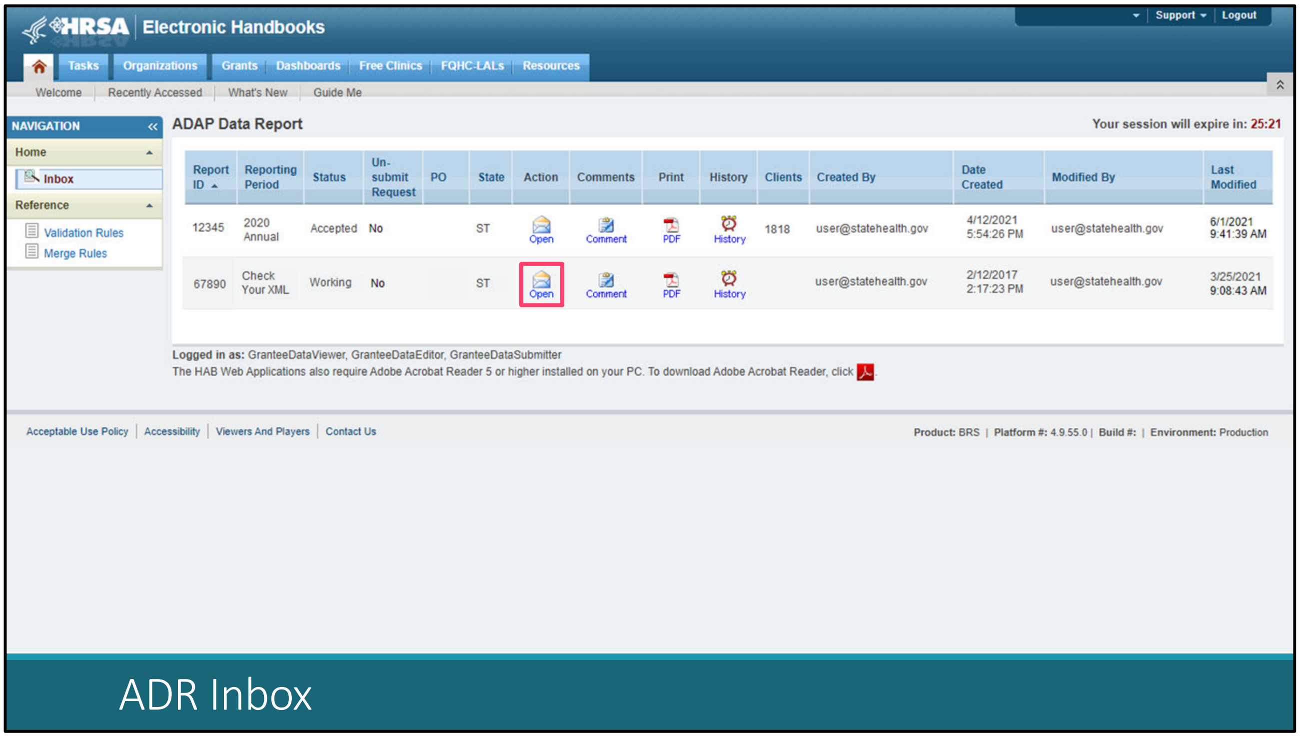
To access the ADR web system, start by logging into the HRSA Electronic Handbooks (or EHBs). After you log in, you'll be taken to the home page displayed here. Hover your mouse over the "Grants" tab at the top of the page.



And then on the drop-down menu that appears, find and click on “Work on Performance Report” listed under the “Submissions” header.

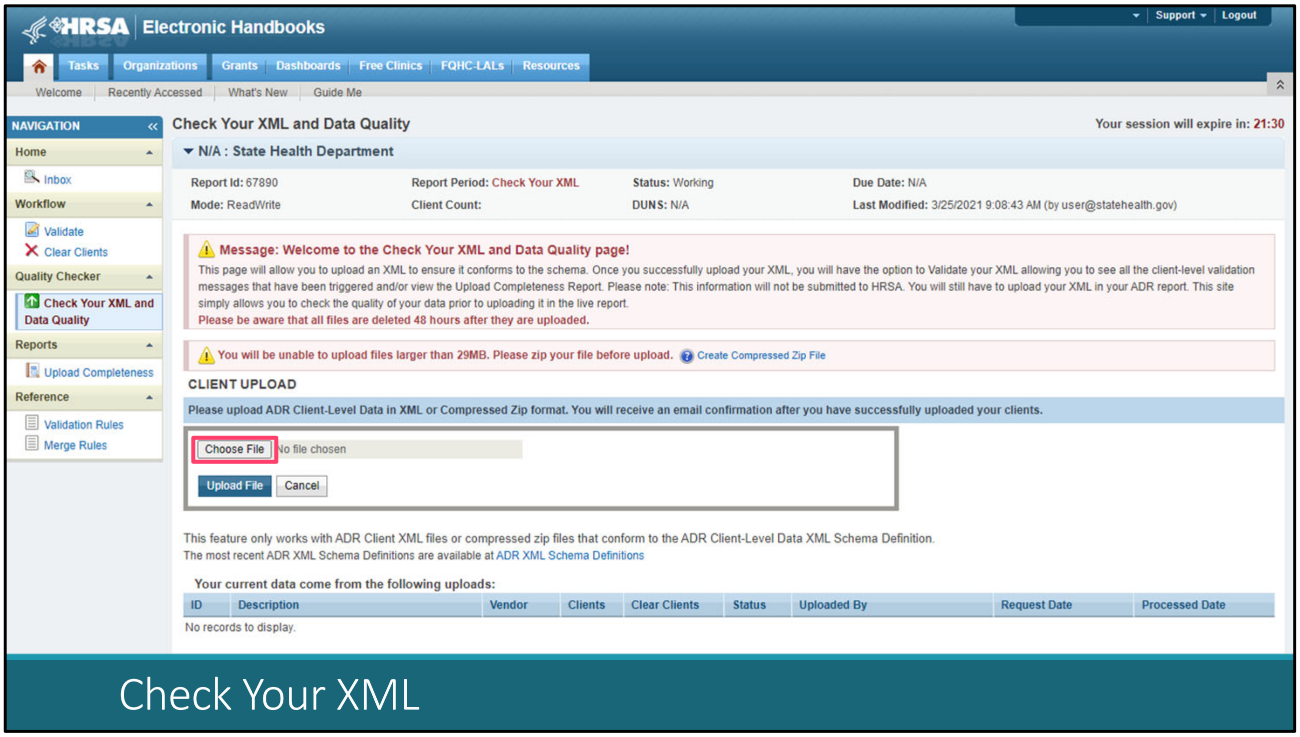


This will take you to a list of submissions for your agency. Scroll down past the search criteria and in your list locate your most recent ADR Annual Performance Report. At the time of this webinar, your most recent report will be your previously submitted 2020 ADR. Select “Performance Report” to navigate to the ADR system.

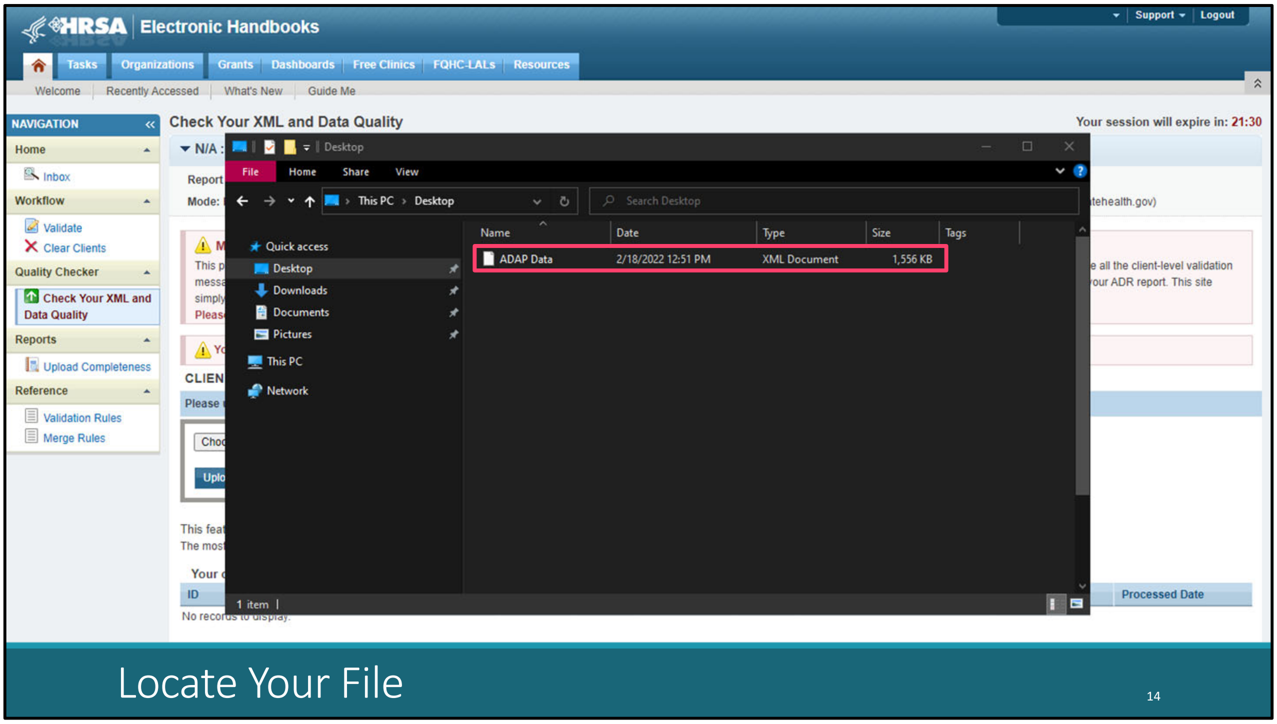


Now finally you will be taken to the ADR inbox. In your inbox on the center of the screen you'll find both last year's ADR and the Check Your XML. For today's presentation we'll be using the Check Your XML feature to show how to utilize both data review tools, the Upload Completeness Report and the Validation Report. As shown earlier this feature opened on February 7 and is currently available for you to check your data files before the 2021 ADR opens up in April. As I stated earlier, Check Your XML is a great way to check your data early in the submission period and allows you to generate both the Upload Completeness Report and Validation Report to review your data.

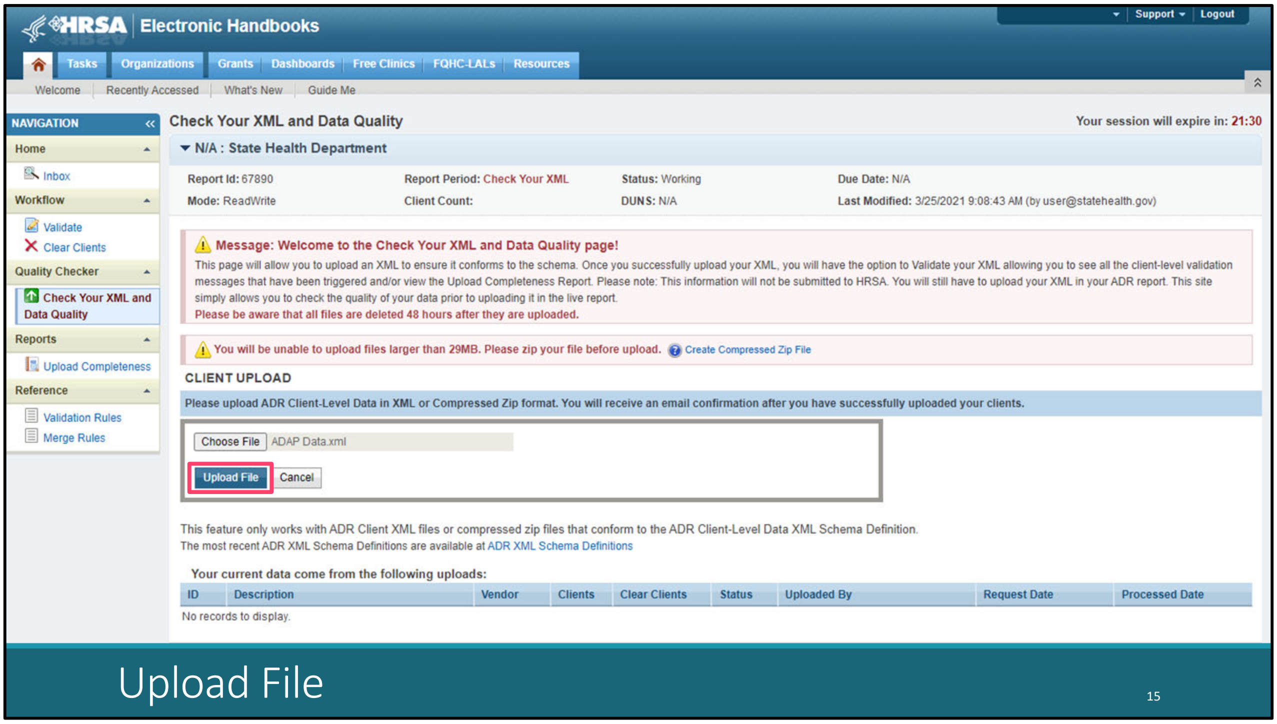
To access the Check Your XML, we'll click on the "Open" envelope icon under the "Action" column.



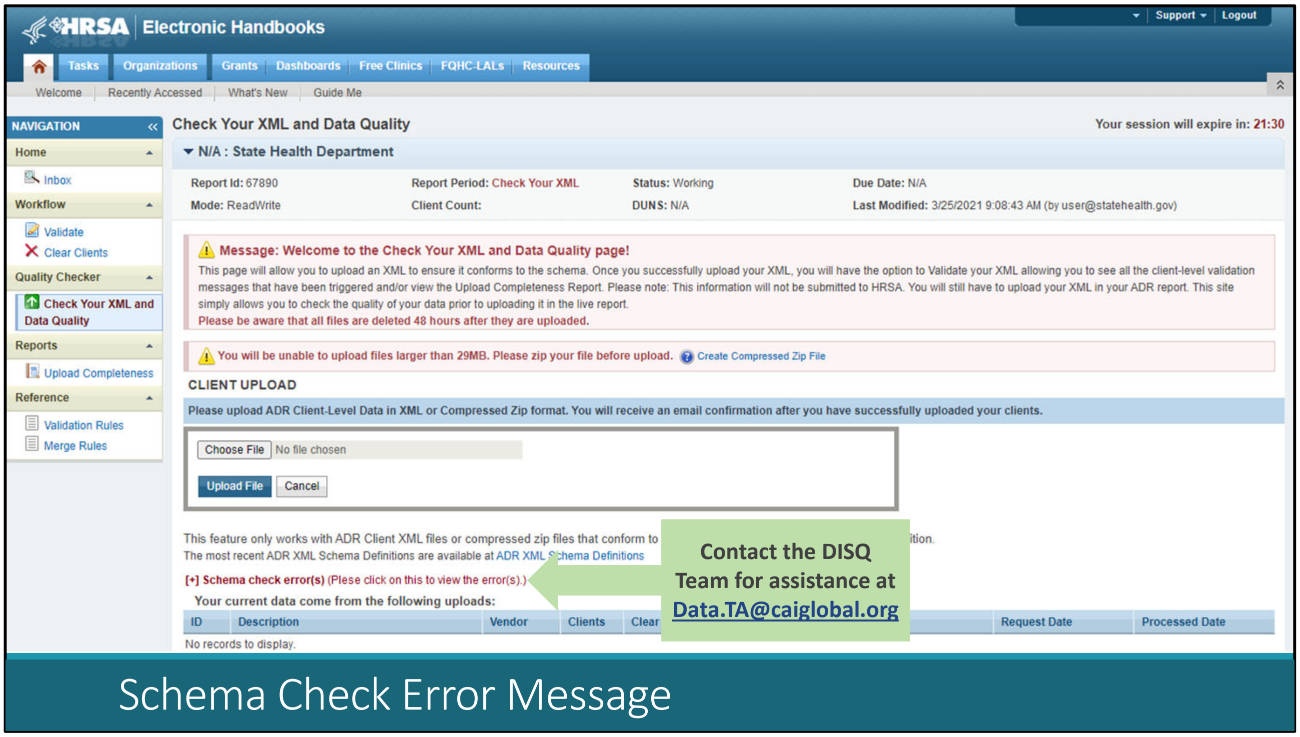
So here is the Check Your XML feature. You can see in the table at the bottom of the screen here that we don’t have any files uploaded currently. Let’s go ahead and upload a file. To do that, we’ll select this “Choose File” button.



Now we can find our XML file that we saved on our desktop here and select that file to upload.

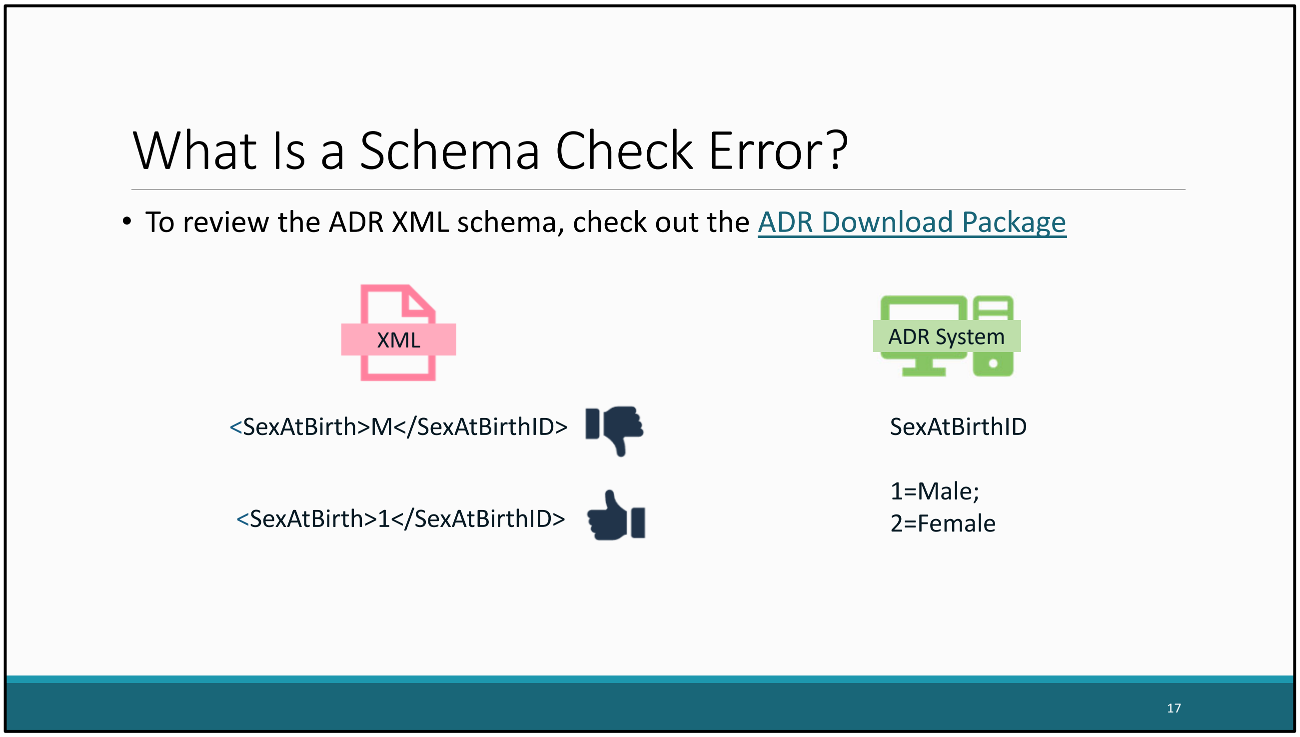


We can see our file listed here and we can go ahead and select “Upload File” to upload our file to the system.



If you attempt to upload a file that is not compatible with the system, your file will fail to upload and instead you'll receive a message that says, "Schema check error(s)." You'll see nothing was added to the table at the bottom of the screen also. If you click on the schema check error link, you'll be able to see a list of the schema errors that are preventing your file from correctly uploading.

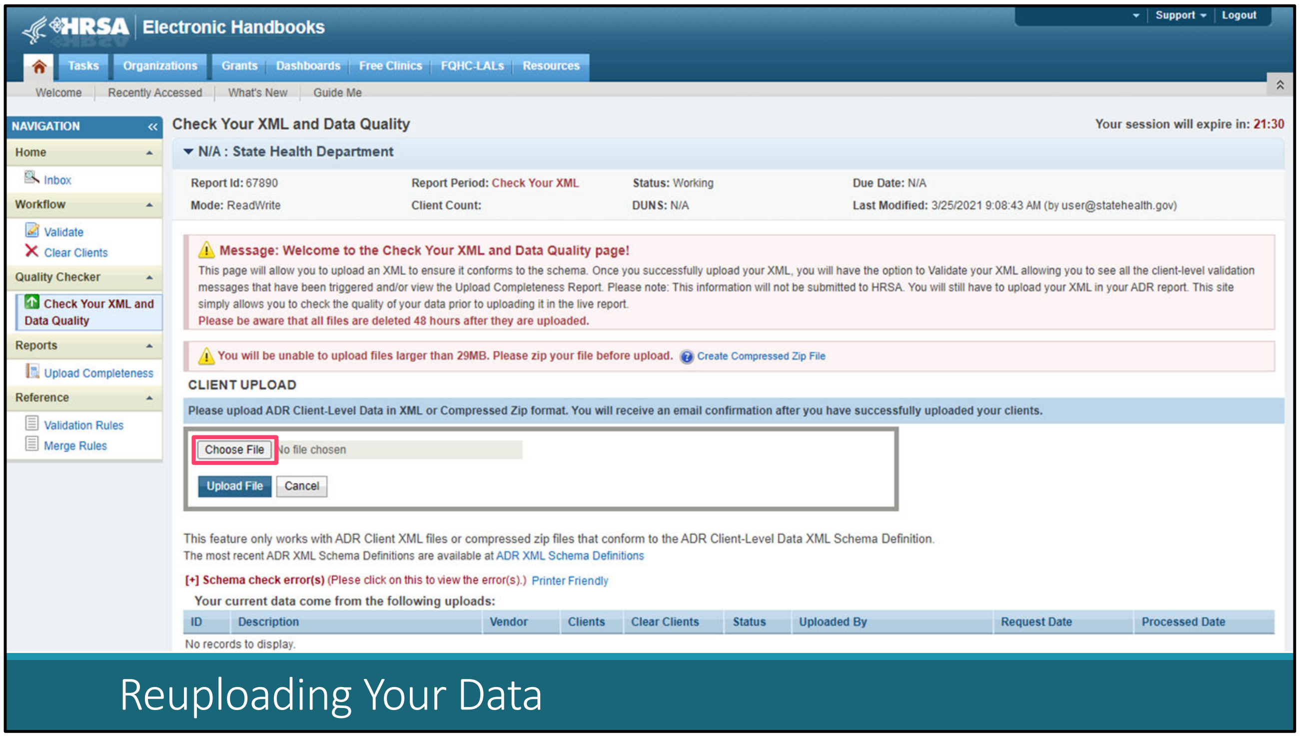
You'll have to correct any schema check errors in order to submit the 2021 ADR. The biggest source of these errors is not having your data system up-to-date. For the 2021 ADR, there are a number of changes to the client-level data including schema changes. So, you'll want to make sure you're using the most recent version of your data system or you have the newest version of TRAX downloaded to help mitigate some of these issues. But if you do receive a schema check error are unsure of how to proceed, reach out to the DISQ Team for assistance and include a screenshot of the schema check error message in your email which can help expedite solving whatever the problem is.



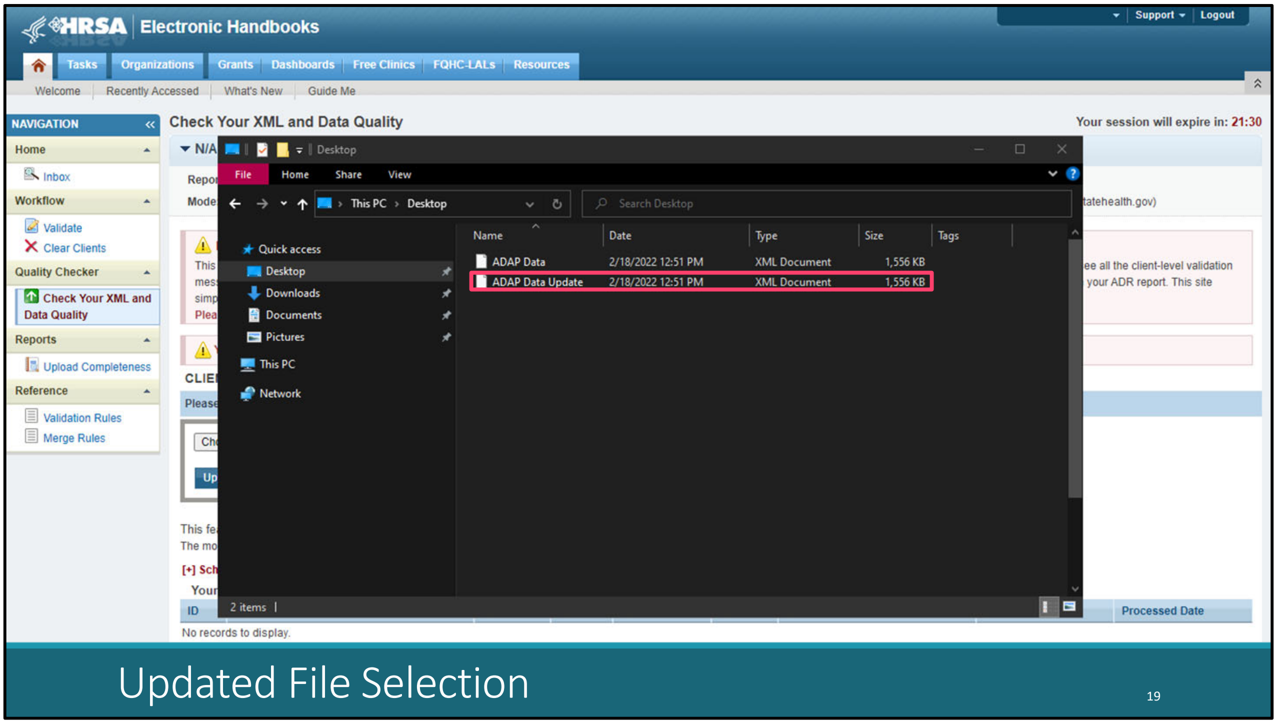
So, when you upload a data file into either the Check Your XML or the ADR system, one of the things the web system does is makes sure that your XML file schema matches up with the system schema, which essentially means that it's making sure your file is structured correctly with the right contents so that the system is able to read your data. Let's look at a quick example so you can see what I mean.

Here is our data file and listed below it we have one data point from our file. So, we have reported this client's sex at birth as being "M" for male. But if we take a look at the system schema, represented on the right side of the screen we see that the system allows for a value of 1 (for male) and 2 (for female), M is not an allowable response. Therefore, if we went to upload our file it would be rejected, and we would receive the schema check error warning message seen on the previous slide. But if we were to correct the error so our file instead is reporting a value of 1 instead of M, then our file would pass the schema check.

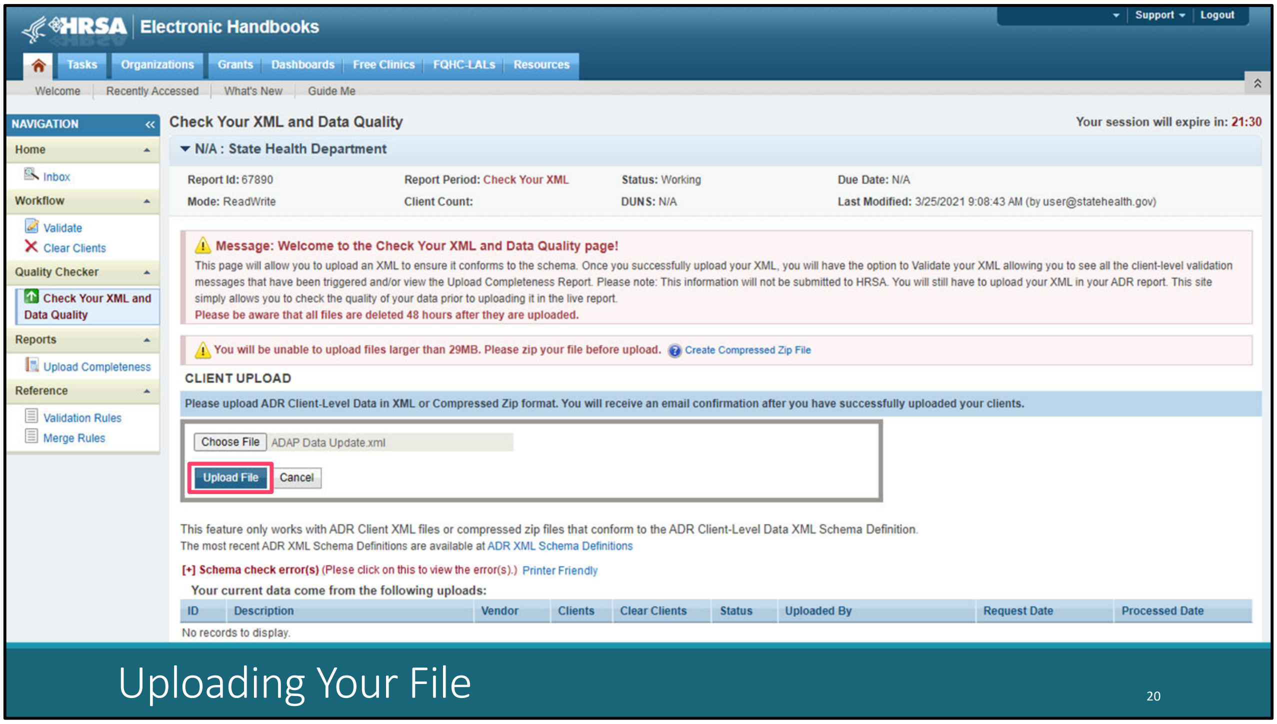
For further information on the ADR web system schema, I definitely recommend checking out the ADR Download Package available at the link on this slide, which includes the latest ADR Schema Implementation Guide.



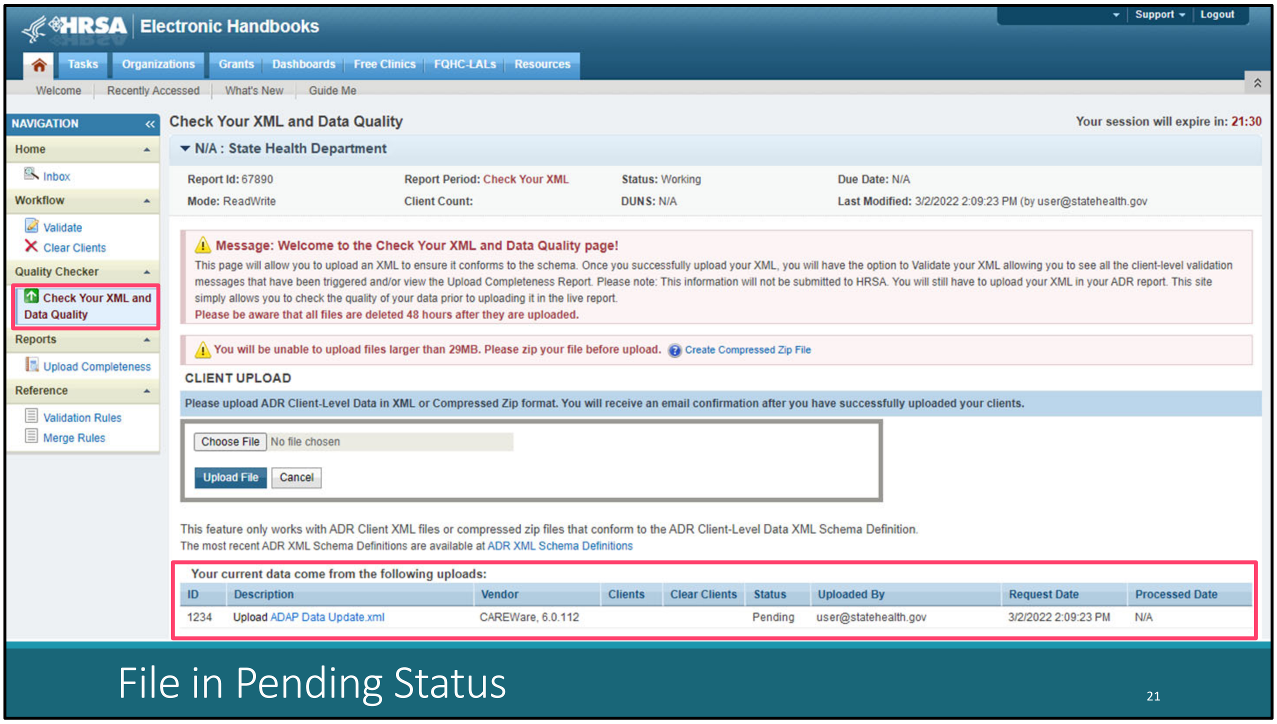
So, let's go ahead and move on and try a different file to upload now. We'll select "Choose File" again.



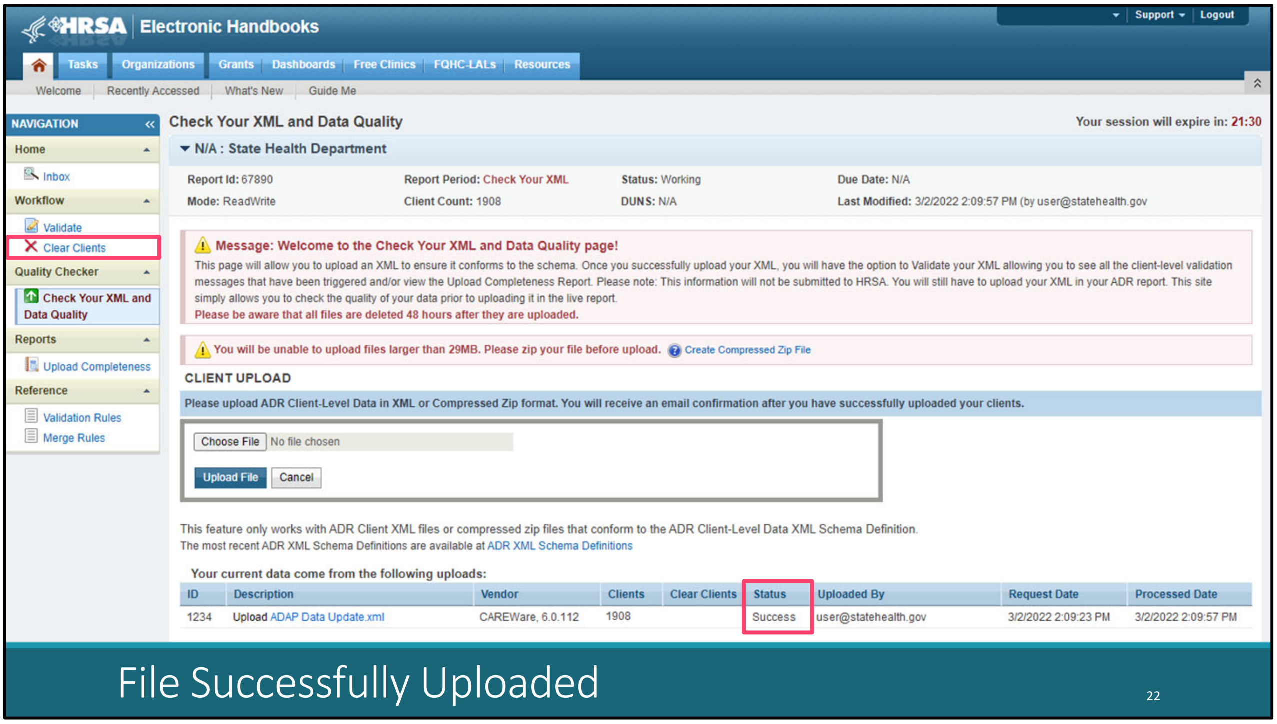
Here we have our updated data, so we'll go ahead and select that.



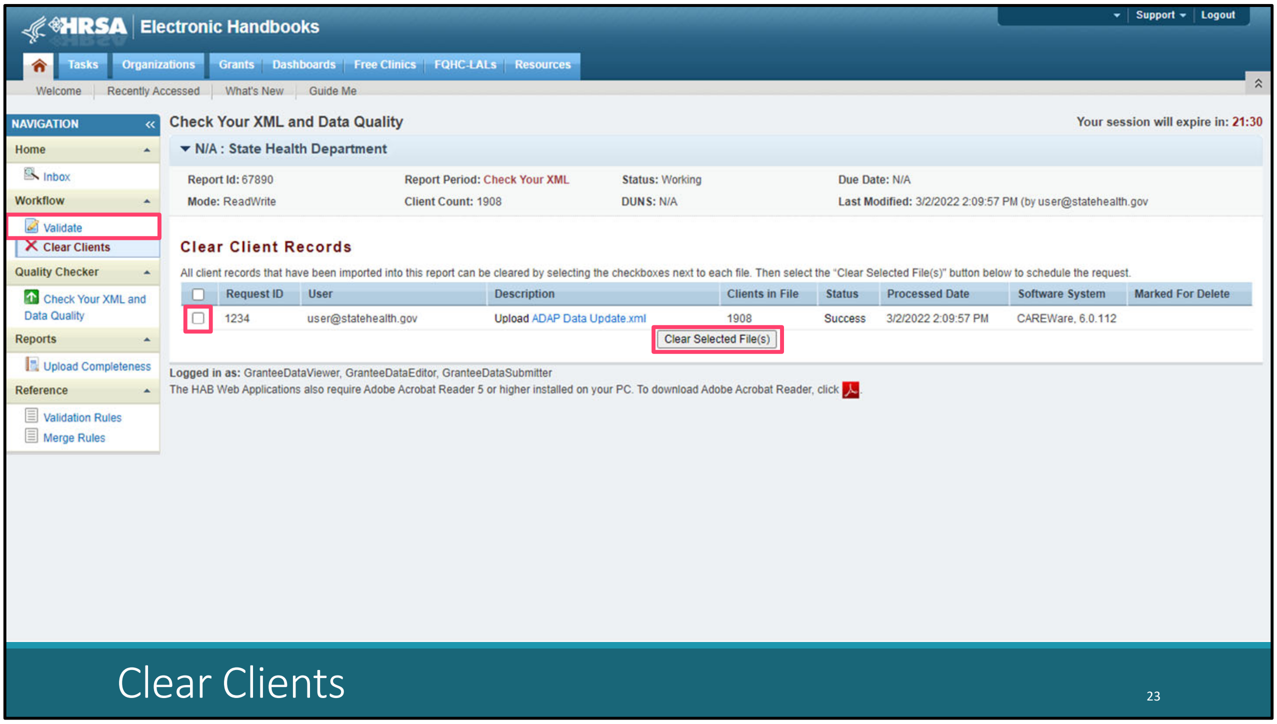
And we see our updated data are listed here, so we'll go ahead and click "Upload File."



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



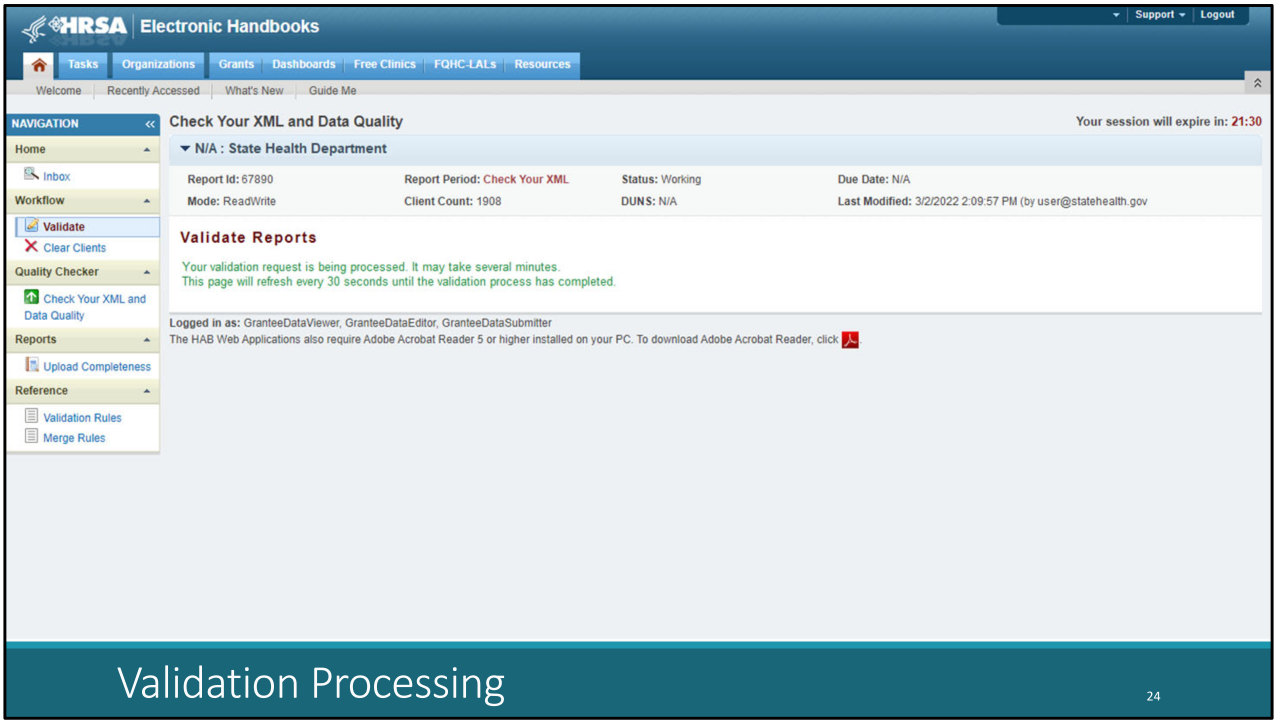
Now if we look, you'll see our file is in "Success" status so that means we're ready to start using our data review tools here in the system. I'll show you how to access those in just a second, but I do want to take a moment to review what to do if you need to delete a file from the system if for instance you make updates to your data and you want to remove a previously uploaded file. To do that, select "Clear Clients" over in the Navigation panel on the left side of the screen.



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

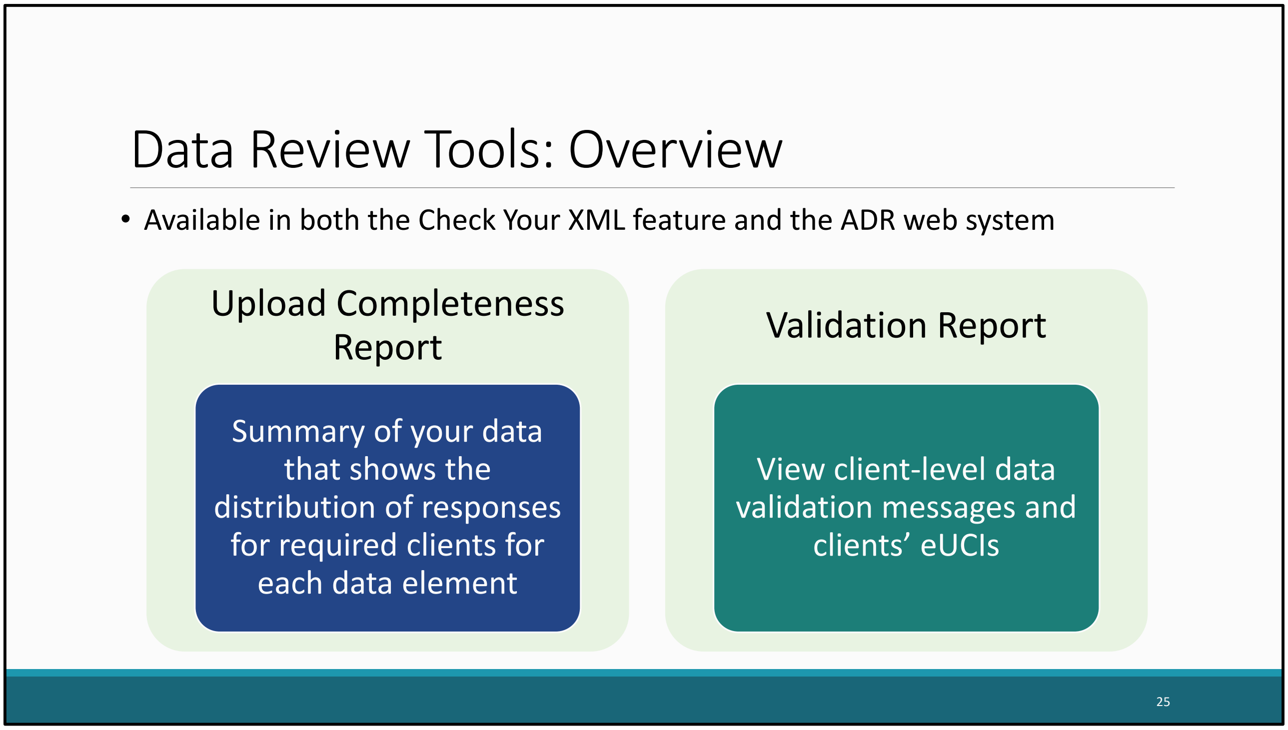
And then select the "Clear Selected File(s)" button to create a delete request to remove it from the system. After a minute or two, navigate back to the Check Your XML section by selecting that link in the Navigation panel and you'll see the file has been moved. We're going to keep this though and take a look at our data review tools. Both of those are available here in the Navigation panel on the left side of the screen. The Upload Completeness Report is right here under the Reports header. Simply select this link and your Upload Completeness Report will open in a new window.

The Validation Report has a little bit more of a process. To see your validation results, you must actually validate your data. To do that, select "Validate" in the Navigation panel on the left side of the screen.



The system will let you know that the validation request is processing. The page will automatically refresh on its own every 30 seconds until it finishes your validation and shows you your results.

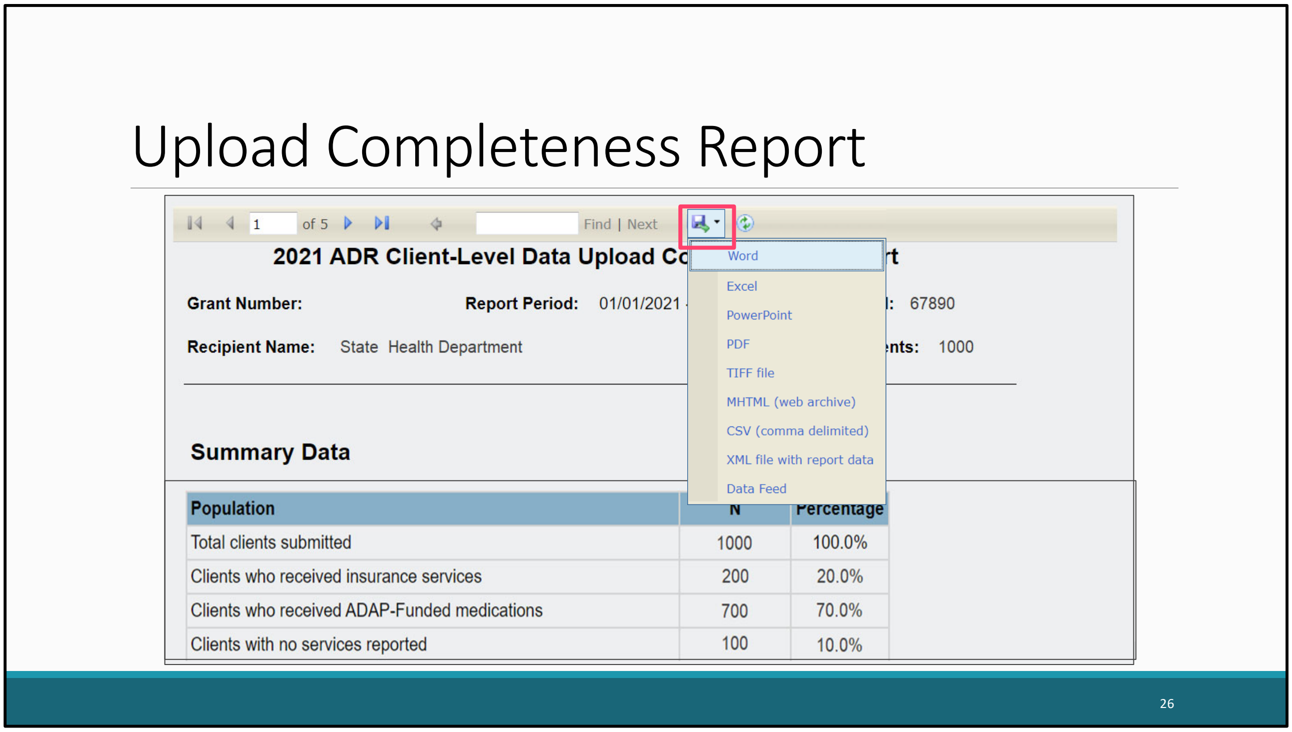
AJ is going to go over utilizing both the Upload Completeness Report and your validation results in the upcoming slides but before he does that, I also want to point out two additional helpful resources available here in the Check Your XML and the ADR system. Down here on the bottom of the Navigation panel, you'll see a link for the Validation Rules which shows you all the possible validation you could receive during this process. I would highly recommend reviewing those, especially this year as there is a pretty large number of validation changes this year, many of which we detailed in our ADR Changes presentation earlier this year. You also have the Merge Rules down here. If you utilize multiple data systems or have multiple files where your data will come from, this is always a good resource to check out so you know exactly how the ADR system will merge your data coming from your multiple files.



Before we go more in depth on each of these data review tools, I'll go over a general description of what each one is. Both of these reports are available in both the Check Your XML feature and the ADR and remember that you must upload your data before you are able to utilize them.

First is the Upload Completeness Report. This report shows a summary breakdown of your data. Using it you'll be able to see the distribution of responses in number of clients and percentages for the required clients for each data element. It is a really helpful resource that can help ensure your data are accurate and complete.

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



First, let's take a look at the Upload Completeness Report. As I stated on the previous slide, this is an aggregate report that summarizes all of the client data that was uploaded. The report will show a breakdown for each data element in a table format. And we'll go over some specific examples of how to use this information in just a minute.

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

Upload Completeness Report: Enrollment Status

Population	N	Percentage
Total clients submitted	1000	100.0%
Clients who received insurance services	200	20.0%
Clients who received ADAP-Funded medications	700	70.0%
Clients with no services reported	100	10.0%

900 clients receiving services

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950 clients receiving services

Enrollment Status at the End of the Calendar Year (Item #18)

Denominator: Number of unique clients reported (N = 1000)

Enrollment Status	N	Percentage
Enrolled, receiving services	950	95.0%
Enrolled, on waiting list	0	0.0%
Enrolled, services not requested	50	5.0%
Disenrolled	0	0.0%
Missing/Out of range	0	0.0%

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So, let’s take a look a bit more in depth at the Upload Completeness Report. You’ll see a row in this table for clients that have no services reported. We can use this to get an idea of whether we’re reporting Enrollment Status correctly. Let’s pull up the Enrollment Status table as well. If you look at the summary table, you’ll see we have a total of 100 clients with no services meaning 900 of our clients are receiving services. But in the Enrollment Status table below we have 950 clients with an Enrollment Status of “Enrolled, receiving services.” These values don’t match up. We could have a number of clients that should instead by reported as “Enrolled, services not requested” if they in fact did not receive any services during the reporting period. Alternatively, these could have been clients that were disenrolled and we should report them as such.

Upload Completeness Report: Insurance Assistance

Insurance Assistance Type* (Item #67)

Denominator: Number of unique clients reported who received insurance services (N = 400)

Insurance Assistance Type Received	N	Percentage
Full Premium payment	250	62.5%
Partial Premium payment	0	0.0%
Medication co-pay/deductible including Medicare Part D co-Insurance, co-payment, or donut hole coverage	300	75.0%
Missing/Out of range	10	2.5%

Insurance Premium (Item #21)

Count: Number of unique clients reported with full or partial premium payment insurance assistance received (N = 250)

Missing/Out of range: 30

Insurance Premium	Amount
Minimum amount paid on behalf of clients	$68
Maximum amount paid on behalf of clients	$25000
Median amount paid on behalf of clients	$6500

Are ACA insurance premiums paid by ADAP considered full or partial payments?

ACA insurance premiums paid by ADAP are considered partial payments due to the premium tax credit.

So, here are another couple tables from the Upload Completeness Report, Insurance Assistance Type Received and Insurance Premium. As you can see, our data show that 250 of our clients received full premium payment and no clients received partial premium assistance. But on the table below you'll see that the minimum amount we paid was only $68 which is quite low for a client receiving full premium payment assistance.

One question that came up quite frequently during last year's reporting period was how to report ACA insurance premiums paid by ADAP. As a reminder, ACA insurance premiums paid by ADAP are considered partial payments due to the premium tax credit. With so many clients in our example receiving full premium payment, we may want to check our data and make sure that we are not reporting ACA insurance premiums as a full premium payment.

When looking through the Upload Completeness Report, you'll also want to pay attention to the missing data/out of range row which you'll see on most every table in the report. It can help you identify areas in your data that may need improvement. In our case, we have 10 clients that we reported as receiving insurance assistance but we're missing information on the type of assistance. And then we're also missing an insurance premium amount for 30 of the 250 clients that received premium assistance. We should go back to our data system and see if we can figure out why we are missing this information for these clients and, if we have the correct information, include it in our data file.

Upload Completeness Report: Viral Load

Last Viral load test result (Item 50)

Response Category	N	%
<200 copies	878	87.8%
≥200 copies	57	5.7%
Missing/Out of range	65	6.5%

Month of viral load tests (Item 50)

Response Category	N	%
Jan-March	374	24.5%
Apr-June	379	24.9%
Jul-Sept	403	26.4%
Oct-Dec	368	24.1%

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One last thing that I wanted to highlight in the UCR is the new tables you'll see for clinical data. These will look familiar to those of you who have done an RSR before. As a reminder, you'll now report clinical data for all clients (rather that those who just received medication services), and you'll report all values during the year. Check out these tables to make sure that you don't have missing clinical data, and that the distribution of tests during the year makes sense. We can see in my data here that I'm only missing viral load testing for about 7% of clients , which meets our goal of 90% completeness, and I've got a pretty even distribution of tests across the year.

For our second poll question, I’d like to see how many have used the UCR in the past.

2. What is your experience with the Upload Completeness Report?
    1) I have never used it before.
    2) I have used it a few times.
    3) I have used it many times.

Validation Report

- Series of system checks applied to an ADR
- Ensures that the data reported are complete, consistent, and make sense

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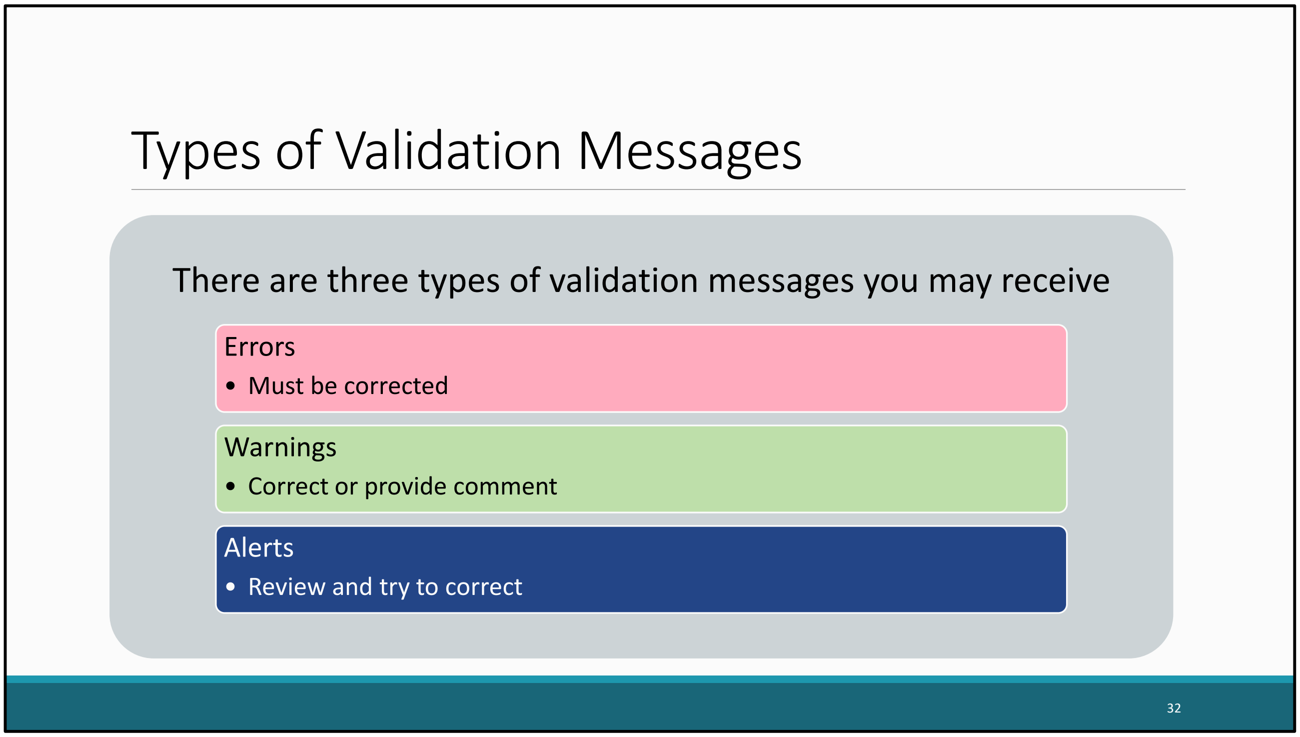
Now that we have looked at the Upload Completeness Report, let's move on to the other data review tool, the Validation Report, which is generated once you validate your data. This process is mostly the same when validating in the ADR and the Check Your XML, the only difference being that when validating in the ADR, the system will also check your Recipient Report for any validation issues.

During the validation process, the system will compare your data with HAB's requirements which helps to ensure that the data you entered for your clients are complete, consistent, and make sense.

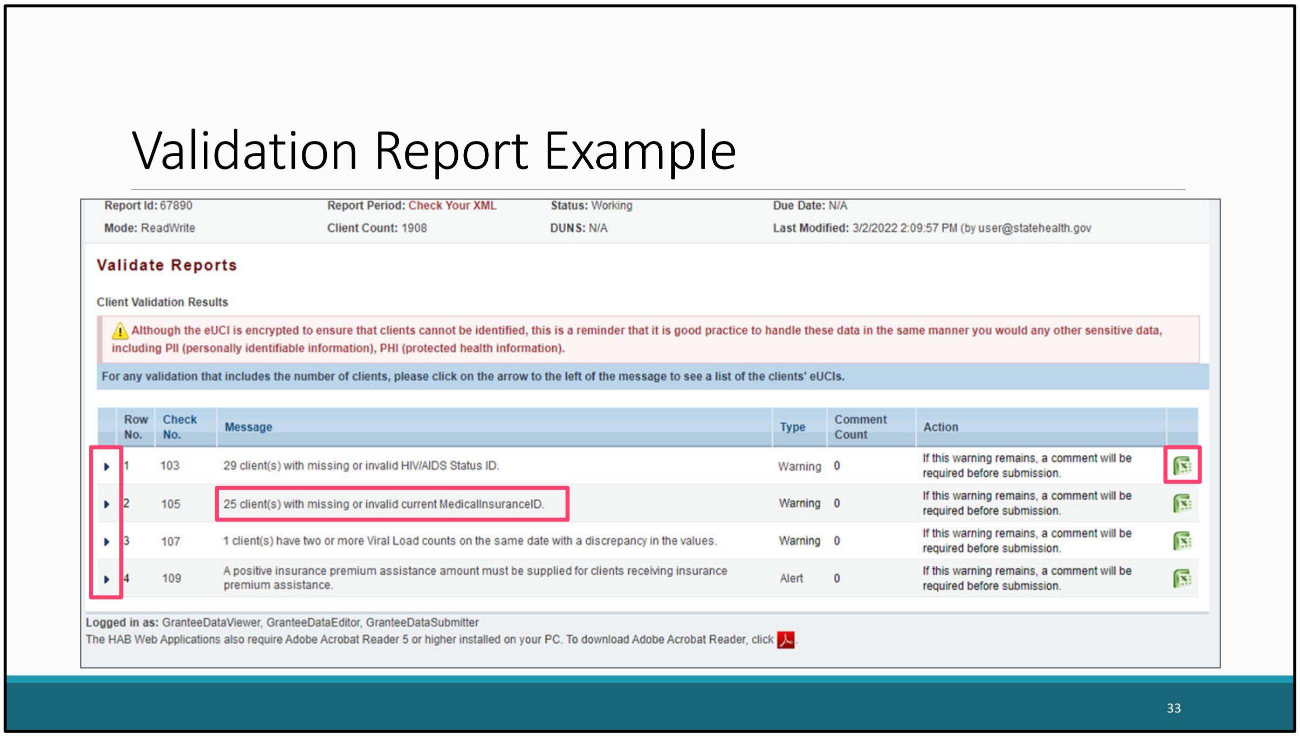


In your validation report, there are three different types of data validation messages that you can receive: errors, warnings, and alerts.

Errors must be corrected. You will not be able to submit your report with any errors.

Warnings you should try to fix but if you are unable to then you must provide a clear explanation in a warning comment explaining why the data reported are correct. In order to submit your report, you will have to provide a comment for each warning that you receive.

Alerts provide useful information on your data. You can submit your report with alerts, but it is definitely recommended to correct them if possible. You always want to try and correct your data whenever you are able to as validation checks can escalate for future reporting periods from alerts to warnings and from warnings to errors.



Here is a sample validation report that you could receive. This report has a really neat feature where you can download an Excel file of the corresponding eUCIs for each validation message by clicking the Excel icon on the far right. This can be really useful if the validation is triggered for a large number of clients. You can also use the expand icon to the left of each validation message to view the corresponding eUCIs.

Once you have reviewed the data quality and validation messages, you will need to determine if you should correct your data and upload a new data file or if a validation comment is the appropriate response. As an example, here you see we received a warning mentioning that we had 25 clients with missing or invalid MedicalInsuranceID. We should take a look at our data and confirm we don't have this information for these clients.

After using these data review tools, you may determine that your data are good to go and ready for the 2021 ADR submission. Alternatively, you may find that you need to make some edits to your data file and reupload. If you determine you want to reupload, you can do so using the instructions we talked about earlier for clearing a file and reuploading.

Upcoming Webinars

Date	Title	Registration Link
Wednesday, April 6, 2022	Completing the ADR: Recipient Report and Client-Level Data Upload	Register Here
Wednesday, April 13, 2022	ADR Data Quality: Lessons from Outreach	Register Here

Moving on, here's a look at the rest of the upcoming ADR webinar series. On April 6, we'll go over Completing the ADR: Recipient Report and Client-Level Data Upload, which will include everything you'll need to know to submit your 2021 ADR.

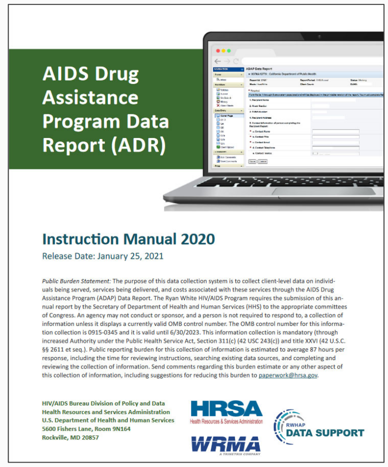
And then on April 13, we'll present ADR Data Quality: Lessons from Outreach.

Make sure to tune into both, by registering at the provided links.

TargetHIV Website

TargetHIV Website - https://targethiv.org/

- 2021 ADR Instruction Manual
- 2021 ADR Download Package
- 2021 ADR Data Validations
- Archived ADR Webcasts
- ADR Training Video Series
- ADR In Focus Series
- ADR TA Brochure



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Now let's move on to the additional technical assistance resources available to assist you throughout the submission process. The TargetHIV website contains a wealth of information related to ADR reporting. Here you can find the 2020 ADR Instruction Manual which has new clarifications and guidance. You can also find the schema implementation guide as part of the ADR Download Package, the list of ADR data validations, as well as all previously archived ADR webcasts. Today's webinar will also be posted onto the TargetHIV web site a couple weeks after today's presentation.

I also included links here to the ADR Training Video Series, as well as the ADR In Focus Series, which includes topics such as "Are Your Data Complete and Do They Reflect Your Program?", and a more extensive look on how to use the Upload Completeness Report. Should you need additional help, check out the ADR TA Brochure to help you decide which TA resource is the best for you to contact. This brochure contains all of the information that we'll present on the next slide.

Technical Assistance Resources

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	• Assisting recipients in data mapping and reporting in the required XML schema • TRAX, CHEX, and the eUCI Application • 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

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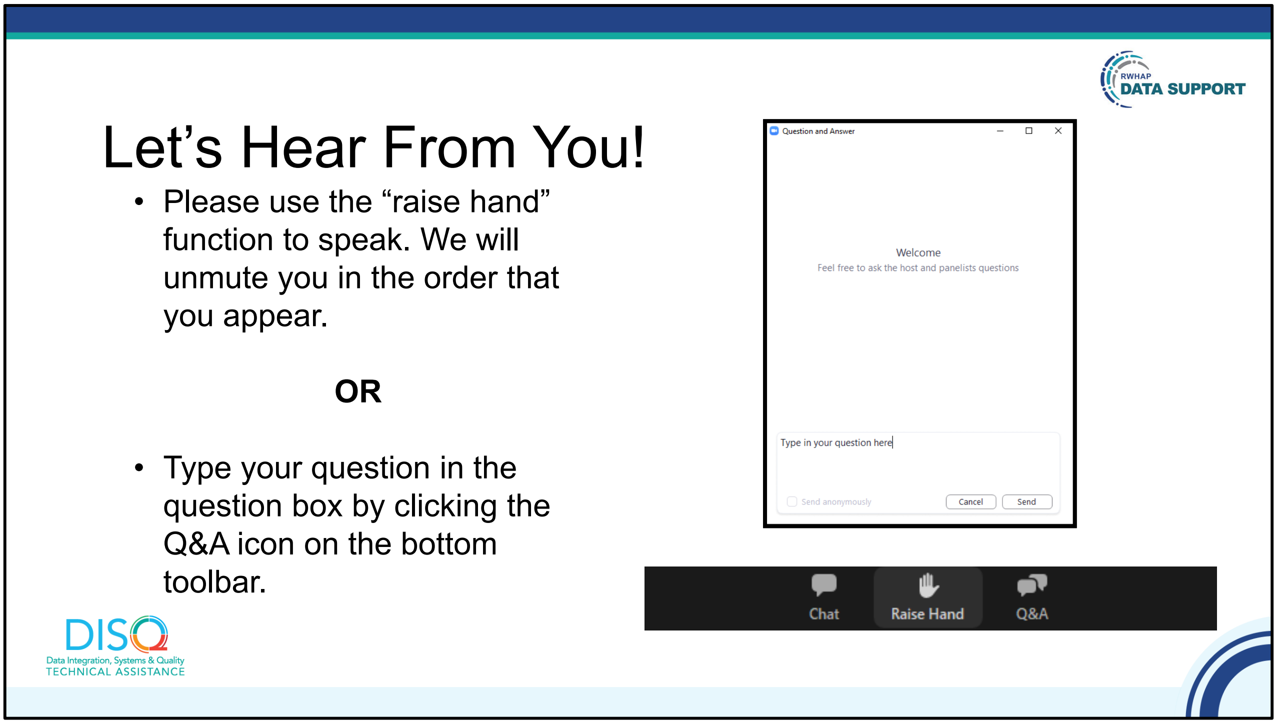
So, if you find that you are still needing help in completing your report, you can find further assistance from the resources listed on this page. Data Support addresses ADR-related content and submission questions including interpretation of the ADR Manual and HAB's reporting requirements, data-related policy and validation question as well as instructions for completing the ADR.

The DISQ team 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 including generating the XML file from CW and creating custom reports. 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.



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 webcast. We appreciate your feedback very much and use this information to plan future webcasts. 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 "Question" function on your control panel on the right-hand side of the screen. You can also ask questions directly "live." You can do this by clicking the raise hand button (on your control panel). If you are using a headset with a microphone, Isia will conference you in; or, you can click the telephone button and you will see a dial in number and code. 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 to follow up. We often need to explore your question in order to give you the most appropriate answer.