CAREWare and the 2021 ADR
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Welcome to today's Webinar. Thank you so much for joining us today!

My name is Rachel Gross and I'm a member of the Ryan White Data Support team. Today's Webinar is presented by Melissa Melendez from RWHAP Data Support and John Milberg from HAB's Division of Policy and Data.

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 and I will conference you in.

Today's Goals

- Review 2021 ADR Changes
- Provide an overview of ADR Eligible Clients & Client Report
- CAREWare Updates & Generating the XML File
- Walkthrough uploading the Client-Level data
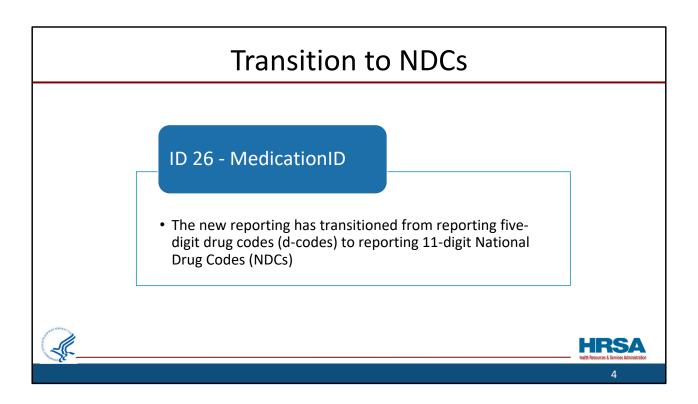- ADR Webinars, TA Resources, and Q&A

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

Today, we'll begin with reviewing the 2021 ADR changes to the client-level data and validations. Next, we'll provide an overview of ADR Eligible Clients and the client report. Following that, we'll go over the updates in CAREWare and generating the XML file. Afterward we'll provide a walkthrough of uploading the client-level data into the ADR. And finally, we'll end the presentation by reviewing ADR webinars, technical assistance resources available to assist you, and the Q&A.

2021 ADR Changes

Client-Level Data

- Two data elements removed
- Two data elements new/altered response options
- Four data elements renamed
- Four data elements with reporting changes

ADR Validations

- 12 client-level data validation messages added
- 13 client-level data validation messages removed
- Additional validation messages renamed and/or updated logic

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I'm going to begin today's presentation by providing a quick overview of the changes to the ADR client-level data and validations. There have been several changes, including two data elements removed, two data elements with new or altered response options, four data elements renamed, and lastly, four data elements with changes in reporting.

Moving along to the changes to the ADR validations. 12 client level data validation messages have been added, 12 client level data validations were removed, and additional validation messages were renamed and/or have updated logic. For today's presentation, I won't go into too much detail about the Client-Level ADR changes; however, I do recommend reviewing the 2021 ADR Changes Webinar which was presented in October 2021 that goes into further details about the ADR Client-Level data changes as well as the changes to the ADR validations.

Transition to NDCs

ID 26 - MedicationID

- The new reporting has transitioned from reporting five-digit drug codes (d-codes) to reporting 11-digit National Drug Codes (NDCs)

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Before I move onto the providing an overview of ADAP Eligible clients and the client report, I wanted to take a moment to emphasize the change in medication coding used for the 2021 ADR. For Medication ID, it is now required to report the 11-digit National Drugs Codes (NDCs) rather than the five-digit D-codes. In the upcoming slides, John will point out the NDC codes that are already built into CAREWare.

ADR Eligible Clients & Client Report

- **Eligible Clients**
  - Individuals eligible to receive ADAP services, regardless if the client received an ADAP service or not during the reporting period (January 1, 2021 - December 31, 2021)
- **Client Report**
  - Encrypted Unique Client Identifier (eUCI)
  - Demographic Data
  - Enrollment & Certification Data
  - Health Insurance Services
  - Medication Services

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Now let's take a moment to review ADAP Eligible clients and what's included in the Client Report. The client-level data includes data for certified eligible ADAP clients, regardless if the client received an ADAP service or not during the reporting period January 1st– December 31st, 2021.

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. For ADAP clients that did receive services, you will need to report if they received health insurances services and/or medication services. Also, as a reminder, ADAPs will now report all CD4 and viral load counts and dates for all clients during the reporting period.

Now I will pass the presentation to John so he can review common issues encountered while preparing the ADR in CAREWare.

Common Issues/Challenges preparing the ADR in CAREWare

- Entering clients, enrollment information and services in non-ADAP domain
  - This information must be in the ADAP domain to be included in the ADR
  - Only labs can populate across domains for the ADR
- Confusion about where to enter Application Received Date, Application Approved Date and Recertification Dates
  - Updated screens will help with this
- Updating enrollment status for clients who are enrolled and don't receive services
- Mapping to correct insurance service categories
- Importing full pay medication data correctly

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My goal today is to walk through the generation of the ADR for 2021. Specifically, focus on areas that may help you improve the quality of data and fill in holes by using features of CAREWare.

A couple of items on this slide were provided by Debbie Isenberg that works closely with the ADAPs. CAREWare handles a lot of the issues mentioned here; we really try to make the process as easy and efficient as possible. Particularly in the second bullet, we will look at the new interface that will provide clarity regarding inputting Application Received Date, Application Approved Date, and Recertification Dates. Some other items that we will clarify include reporting medications and the NDC codes and how they will be handled in the export. Also, of course, we will address the insurance service categories and any issues related to them, particularly reimbursement and costs, since there is some confusion on what should be exported. Okay, I will now boot up CAREWare.
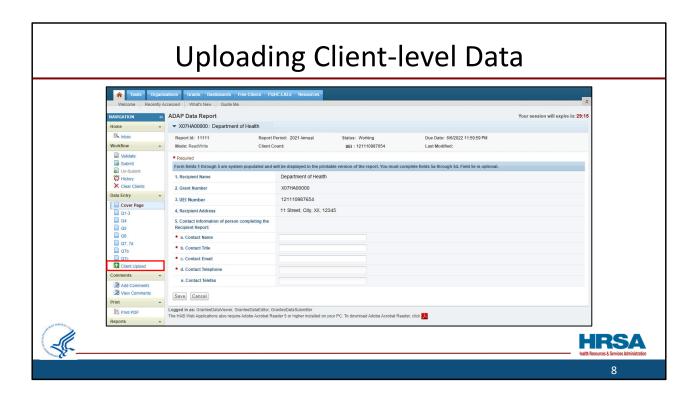
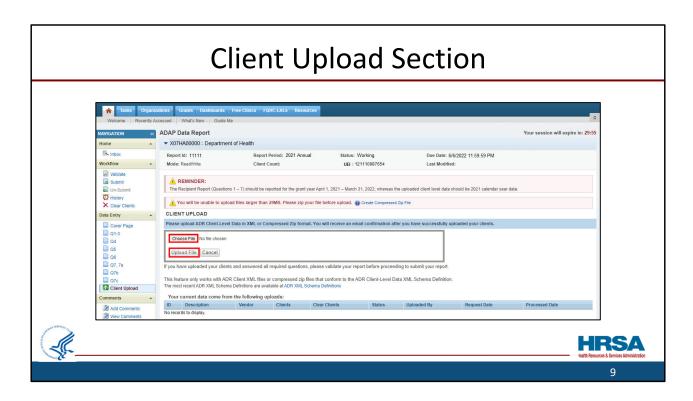# Updates & Generating the Client-level Data in CAREWare

(Live demo)

Uploading Client-level Data

Great, thank you John! Now let's continue with the presentation with a quick walk through of uploading the client-level data into the ADR. Once you are in the ADR, you will need to use the blue navigation panel on the left side of your screen to navigate to the Client Upload link.

Client Upload Section

After being navigated to the Client Upload section, you will need to click on the Choose File link to locate your exported XML file from CAREWare. Once you have located the file, you will click on the upload file link, and it will take a few moments to successfully process the file. Once the file has successfully been uploaded, you will receive a confirmation email. For an in-depth process of validating and addressing validation messages, I recommend registering for the Completing the ADR: Recipient Report & Client Level Data Upload webinar on April 6th. Now let's end the presentation by reviewing the ADR submission timeline, ADR webinars, and TA resources.

ADR Submission Timeline

Date	Client XML File Reporting Period: 1/1/21 – 12/31/21	Recipient Report Reporting Period: 4/1/21 – 3/31/22
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	

2021 ADR Submission Timeline

Let's go ahead and review the ADR Submission timeline. On Monday, April 4th, the ADR Web system will officially open to allow ADAPs to work on the Recipient Report and upload their client-level data. Monday, April 25th, 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 Monday, June 6th at 6:00 pm Eastern time. By this date, all ADRs must be In "Submitted" status.

ADR Webinars

Date	Webinar
October 27, 2021	2021 ADR Changes
March 2, 2022	Reviewing Your Data at Upload: Tools in the ADR Web System and the Check Your XML Feature
April 6, 2022	Completing the ADR: Recipient Report & Client-Level Data Upload
April 13, 2022	ADR: Data Quality: Lessons from Outreach

Past & Upcoming Webinars

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Shown on the slide are a list of past and upcoming ADR webinars that are useful to view for assistance with the ADR submission. Past webinars include the 2021 ADR Changes and Reviewing Your Data at Upload: Tools in the ADR Web System and the Check Your XML feature. You can view a recording of two webinars on the TargetHIV website. Also, I recommend registering for the upcoming webinars that you can do so by clicking on the two links for Completing the ADR: Recipient Report & Client-Level Data Upload and ADR: Data Quality: Lessons from Outreach.

TA Contact Information

TA Resource	Type of TA
Ryan White 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 Data Integration, Systems, & Quality (DISQ) Team Data.TA@caiglobal.org Sign up for the DISQ listserv Submit a DISQ TA Request	• 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 | Submit an EHBs TA Request	• ADR software-related questions • Electronic Handbook navigation, account registration, access, and permissions
CAREWare Help Desk 877-294-3571 | cwhelp@jprog.com Join the 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 2021 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. CAREWare users are also encouraged to sign up for the listserv.

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.