

ADR TRAX

AIDS Drug Assistance Program Data Report (ADR)

HIV/AIDS Bureau

April 12, 2023



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

My name is Hunter Robertson. 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 AIDS Drug Assistance Program Data Report (ADR).

Today's Webinar is Presented by:



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Today's Webinar is presented by Ellie Coombs and Daniel Salas from the DISQ Team. Daniel will provide an overview of creating an XML file for the ADR with TRAX. Ellie will demo the process. I'd like to mention two items before we continue. First, this webinar is designed for folks who are working on the ADR for their jurisdiction. If you don't work on the ADR, you are welcome to listen in but the information may not be helpful. Second, TRAX is used by ADAPs that do not use an ADR-ready system. If your ADAP uses an ADR-ready system, you're welcome to listen in but you may not find the information useful for preparing the ADR submission.

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 "Q&A" function on the settings bar on the bottom of the screen. All questions will be addressed at the end of the webinar in our live Q&A portion. During that time, you will also be able to ask questions live if you'd like to unmute yourself and chat with us directly.

Disclaimer

Today's webinar is supported by the following organizations 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 (HRSA), the U.S. Department of Health and Human Services (HHS), or the U.S. government.

The DISQ Team is comprised of CAI, Abt Associates, and Mission Analytics and is supported by HRSA of HHS as part of a cooperative agreement totaling \$4,000,000.00.

DSAS (Ryan White Data Support) is comprised of WRMA, CSR and Mission Analytics and is supported by HRSA of HHS as part of a contract totaling over \$7.2 Million.

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.

Agenda

Overview of TRAX

Steps for Using TRAX

Q&A

So here is our agenda for today. We will first provide an overview of what TRAX is and then discuss the steps on how to use it. And then we will close out with a Q&A.

This webinar is very detailed, but don't worry. There is a detailed user manual with the same information that comes along with the TRAX download package. The webinar recording and slides will also be posted on TARGET.

This webinar just focuses on TRAX for the ADR; so if you are here for the RSR, you should go to the TARGET HIV website and review the webinar we did specifically for the RSR.

Why Use TRAX?

- You don't use an ADR-Ready System to capture ADR data
- Data live in multiple systems
- You don't have the resources to create your own XML export



So why use TRAX?

TRAX is a free tool available to help Ryan White providers create their client-level data XML file. It converts data in .CSV files into the correctly structured XML file.

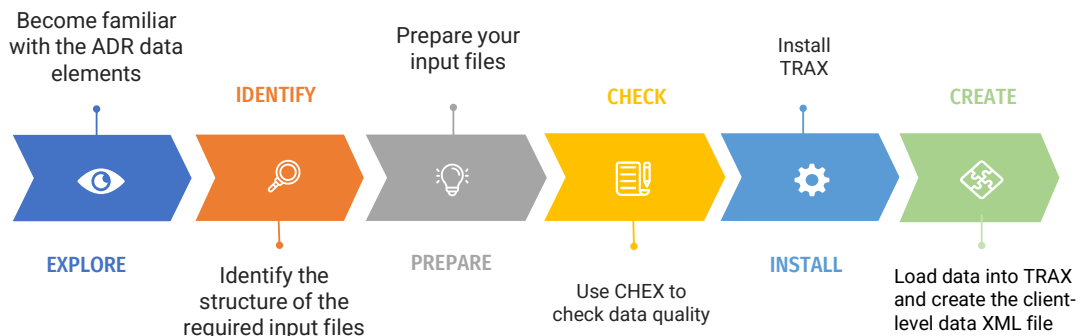
About half of ADAPs used TRAX last year to create the ADR client-level data file.

TRAX is a good tool for you if don't already input your data into an ADR Ready System, such as CAREWare, Provide Enterprise, etc.

Also, it's not uncommon for ADAPs to house their ADR data in multiple systems. TRAX can help you aggregate that data to submit a single XML file.

We think you will find it easier to get your data into the input files required for TRAX than the XML file.

Steps to Using TRAX



There are six steps to using TRAX. First, you need to explore and become familiar with the ADR data elements. Then, you need to identify and understand the structure of the TRAX input files to prepare those files with your data. You can use a tool, called CHEX to check the quality of your data. And then install TRAX and load your data to create that XML file.

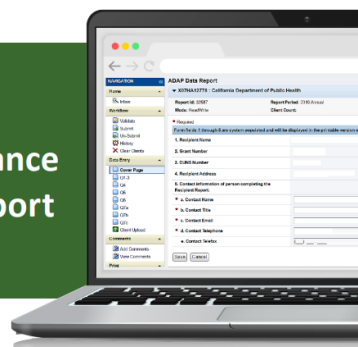
I'll go over these steps in more detail.

ADR Instruction Manual

- Detailed description of ADR data elements and reporting requirements
- Changes for the 2022 reporting year are highlight on page 4

RYAN WHITE
HIV/AIDS PROGRAM

AIDS Drug Assistance Program Data Report (ADR)



Instruction Manual 2022

Release Date: March 6, 2023 (Version 3)

Become familiar
with data elements

To start preparing your input files, you need to become very familiar with the ADR data elements. If you haven't already done so, please check out the instruction manual, which has a detailed description of each required item.

Changes for the 2022 reporting season are highlighted on page 4.

ADR Implementation Guide v4.0

- Also known as the [Data Dictionary](#)
- Required values for each data element

Become familiar
with data elements

Acquired Immune Deficiency Syndrome (AIDS)
Drug Assistance Program (ADAP) Data Reports (ADR)

XML Schema Implementation Guide
Version 3.6

February 2023: Revised

Submitted to:
HRSA
Health Resources & Services Administration
5600 Fishers Lane
Rockville, MD 20857

Additionally, the ADR implementation guide also known as the data dictionary has the required values for each data element. This resource is crucial for TRAX users because it tells you what values to include in your .CSV files.

Use the ADR Crosswalk

- Where do these data elements live in your system(s)?
 - What is the field name?
 - What are the response options?
- How do I need to transform my data?



Next, you may want to complete a crosswalk that maps the data elements in the ADR to the data elements in your data management system.

Find out where these data elements live and how they are coded.

This will help you assess how you'll need to format your data to correctly report the ADR.

Let me provide you with an example of what I mean.

Use the ADR Crosswalk

YOUR DATA		ADR DATA	
Variable	Client Race		Race ID
Values	White	➡	1
	Black or African American	➡	2
	Asian	➡	3
	Native Hawaiian / PI	➡	4
	Native American (AK native)	➡	5

Become familiar
with data elements

In this example, with the RaceID variable, your own database might categorize clients as “white”, “black”, etc. However, the ADR requires this variable to be categorized as numbers 1 through 5.

Using this crosswalk, it will be easier to see and track what data transformations are necessary, as “white” becomes “1”, “black” becomes “2”, and so on so forth.

ADR Crosswalk Template

ADR				Your System		
ID	Variable	Definition	Value	Variable	Value	Notes
Client Demographics Elements						
4	Ethnicity	Client's ethnicity.	1. Hispanic 2. Non-Hispanic			
5	Race	Client's race (choose all that apply)	1. White 2. Black or African American 3. Asian 4. Native Hawaiian/Pacific Islander 5. American Indian or Alaska Native			
68	Hispanic Subgroup	If Ethnicity = Hispanic (If ID 4=1, then ID 68 required), client's Hispanic sub-group (choose all that apply)	1. Mexican, Mexican American or Chicano/a 2. Puerto Rican 3. Cuban 4. Another Hispanic, Latino/a or Spanish origin			

[ADAP Data Report \(ADR\) Crosswalk](#)

Become familiar
with data elements

Here is the screenshot of the ADR crosswalk. This will help you identify and track what transformations are required between the ADR and your own data system. You can find this in the ADR TRAX support package, located on TARGETHIV.

Download Support Materials

Tools for HRSA's Ryan White HIV/AIDS Program



TRAX for the ADR: Application and Manual

March 7, 2023

Data Integration, Systems and Quality (DISQ) Team

Note: You must enter a valid email address before downloading the TRAX package. This is so we can keep track of TRAX users, and keep you informed about updates.

Please enter your email address *

SUBMIT

Support Package

- User manual
- ADR crosswalk
- Templates for input files (12 .CSV files)
- CHEX

Identify structure of
input files

Now that you have a good idea of what is required for the ADR, as a second step, you'll need to start creating the input files, which consist of 12 .CSV files.

You'll need to download the TRAX support package to identify the structure of the .CSV files.

If you don't know what .CSV is, please do not worry. It is essentially the same as an Excel file, you can easily create a .CSV file from an Excel file using "Save As".

Go to the TargetHIV website, input your email address, and download the support package.

The support package is a zip file with the TRAX user manual and templates for the 12 input files. The support package does not have the TRAX application. You can access the TRAX application from another link on TargetHIV. I will review that shortly.

TRAX .CSV Files

- Blank CSVs for ADR
- Sample CSVs for ADR
- 2022-ADR-Crosswalk-508_DISQ-2.2023
- ADR_CHEX_2022
- TRAX_ADR_User_Manual_2022_Updated_508_DI...

AdrClientReport	3/30/2023 10:34 AM	Microsoft Excel Comma Separat...	1 KB
AdrClientReportAsianSubgroup	3/30/2023 10:34 AM	Microsoft Excel Comma Separat...	1 KB
AdrClientReportC44Test	3/30/2023 10:34 AM	Microsoft Excel Comma Separat...	1 KB
AdrClientReportDisenrollmentReason	3/30/2023 10:34 AM	Microsoft Excel Comma Separat...	1 KB
AdrClientReportHealthCoverage	3/30/2023 10:34 AM	Microsoft Excel Comma Separat...	1 KB
AdrClientReportHispanicSubgroup	3/30/2023 10:34 AM	Microsoft Excel Comma Separat...	1 KB
AdrClientReportLastEligibilityConfirmation	3/30/2023 10:34 AM	Microsoft Excel Comma Separat...	1 KB
AdrClientReportMedication	3/30/2023 10:34 AM	Microsoft Excel Comma Separat...	1 KB
AdrClientReportNhpiSubgroup	3/30/2023 10:34 AM	Microsoft Excel Comma Separat...	1 KB
AdrClientReportRace	3/30/2023 10:34 AM	Microsoft Excel Comma Separat...	1 KB
AdrClientReportViralLoadTest	3/30/2023 10:34 AM	Microsoft Excel Comma Separat...	1 KB
AdrInsuranceAssistanceReceived	3/30/2023 10:34 AM	Microsoft Excel Comma Separat...	1 KB

Identify structure of
input files

When you finish downloading the support package, here are the contents of the zip file (click) and you can find your blank CSV files here (click) and view all the 12 .CSV files from there (click).

TRAX .CSV Files

One row per client

Name	Date modified	Type	Size
AdrClientReport	3/30/2023 10:34 AM	Microsoft Excel Comma Separat...	1 KB
AdrClientReportAsianSubgroup	3/30/2023 10:34 AM	Microsoft Excel Comma Separat...	1 KB
AdrClientReportCd4Test	3/30/2023 10:34 AM	Microsoft Excel Comma Separat...	1 KB
AdrClientReportDisenrollmentReason	3/30/2023 10:34 AM	Microsoft Excel Comma Separat...	1 KB
AdrClientReportHealthCoverage	3/30/2023 10:34 AM	Microsoft Excel Comma Separat...	1 KB
AdrClientReportHispanicSubgroup	3/30/2023 10:34 AM	Microsoft Excel Comma Separat...	1 KB
AdrClientReportLastEligibilityConfirmation	3/30/2023 10:34 AM	Microsoft Excel Comma Separat...	1 KB
AdrClientReportMedication	3/30/2023 10:34 AM	Microsoft Excel Comma Separat...	1 KB
AdrClientReportNhpiSubgroup	3/30/2023 10:34 AM	Microsoft Excel Comma Separat...	1 KB
AdrClientReportRace	3/30/2023 10:34 AM	Microsoft Excel Comma Separat...	1 KB
AdrClientReportViralLoadTest	3/30/2023 10:34 AM	Microsoft Excel Comma Separat...	1 KB
AdrInsuranceAssistanceReceived	3/30/2023 10:34 AM	Microsoft Excel Comma Separat...	1 KB

Identify structure of input files

The first file contains the bulk of the data elements in the ADR. It has all the data elements with just one response per client, like poverty level and new enrollment flag. When your data is in this file, You'll have just one row per client in this file.

Note, that the Last Eligibility Confirmation Date file also only allows one row per client given the change in reporting guidance.

I wil go ahead and show you what these two files look like.

(Pull in example file)

TRAX .CSV Files

Multiple rows
per client

Name	Date modified	Type	Size
AdrClientReport	3/30/2023 10:34 AM	Microsoft Excel Comma Separat...	1 KB
AdrClientReportAsianSubgroup	3/30/2023 10:34 AM	Microsoft Excel Comma Separat...	1 KB
AdrClientReportCd4Test	3/30/2023 10:34 AM	Microsoft Excel Comma Separat...	1 KB
AdrClientReportDisenrollmentReason	3/30/2023 10:34 AM	Microsoft Excel Comma Separat...	1 KB
AdrClientReportHealthCoverage	3/30/2023 10:34 AM	Microsoft Excel Comma Separat...	1 KB
AdrClientReportHispanicSubgroup	3/30/2023 10:34 AM	Microsoft Excel Comma Separat...	1 KB
AdrClientReportLastEligibilityConfirmation	3/30/2023 10:34 AM	Microsoft Excel Comma Separat...	1 KB
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AdrClientReportNhpiSubgroup	3/30/2023 10:34 AM	Microsoft Excel Comma Separat...	1 KB
AdrClientReportRace	3/30/2023 10:34 AM	Microsoft Excel Comma Separat...	1 KB
AdrClientReportViralLoadTest	3/30/2023 10:34 AM	Microsoft Excel Comma Separat...	1 KB
AdrInsuranceAssistanceReceived	3/30/2023 10:34 AM	Microsoft Excel Comma Separat...	1 KB

Identify structure of
input files

Each of the other files represent one data element that allows for multiple responses. So, for example, an individual might have more than one Race or multiple viral load counts. I'm going to pull in one of those files. *pull in Virallloadtest .csv* For example, here is the race file that I hope you can see on my screen. You can see client number 96 has two viral load counts. There is a row for each viral load test completed within the reporting period.

Extract Data from Your System(s)

- Most time-consuming part of the process!
- Meet with your IT staff and take:
 - Data Dictionary
 - ADR Crosswalk



After you have completed the ADR Crosswalk and downloaded the example input files, you need to extract client-level data from your system or from multiple systems. Some providers have set up an automated process that pulls data from your data management systems and spits it out in the correct .CSV file format.

Others have to do this work manually. Either way, we understand that getting data out of your data system is the hardest part of the process. Most likely, you'll need to meet with your IT staff. When you do this. Please take your crosswalk and data dictionary, so they understand exactly what data you need. Please Start now! Ongoing conversations with your IT staff are very important, as they are notoriously busy and could take some time to create the files you need.

Prepare Input Files

- Your files must have identical names as the templates
- Column order does not matter, but column headers should be identical
- Capitalization matters!
- Replace your values with ADR-required values



Then, you will structure your data to mirror the TRAX's 12 .CSV files. First, file names must be identical to those in the folder on TargetHIV. Second, within the file, although the column order does not matter, the columns headers do – they must be identical to the ones in the .CSV files. As a reminder, capitalization in the header names matters! Lastly, you also must replace your values with the ADR-required values.

ClientId is the Primary Key

- Unique sequential or internal number
(no letters; no more than 10 digits)
- First column in every file
- ClientId must be the same for a given client across files

	A	B	C	D
1	ClientId	FirstName	LastName	ClientDateofBi
2	1	Carmelo	Salter	11/2/1983
3	2	Noel	Cordova	4/12/1998
4	3	Kiana	Winslow	12/18/2001
5	4	Ays		10/14

File1: Client Report

	A	B
1	ClientId	MedicalInsurance
2	1	16
3	1	11
4	2	16
5	3	12

File 2: Health Insurance

Same person

Prepare input files

Now, let's talk about a couple of specific data elements. The records of clients within each file are linked by the Client ID. It is the first column in every file. It can be a sequential number or internal number. They can't have letters; just numbers. It can't be more than 10 digits. This number must be unique for every client; You must make sure that the same client has the same ID in each table. Let's look at an example. Carmelo has an ID of 1. Through this same ID in the health coverage file, we can see that he has health insurance status of 11 and 16.

Medications



	A	B	C	D	E
1	ClientId	MedicationId	MedicationStartDate	MedicationCost	MedicationDaysSupply
2	289	00074-2625-28	4/27/2022	5771	60
3	96	00006-3074-02	2/28/2022	3574	30
4	1419	49702-0242-13	4/19/2022	1111	1
5	1520	49702-0250-18	11/18/2022	5771	60

Report all medications paid for in full by the ADAP and dispensed in the reporting period

Prepare input files

Medications can also be tricky. Report all medications paid for in full by the ADAP and dispensed in the reporting period. For these medications, you'll report:

- ClientID
- the 11-digit NDC code
- the date the medication was dispensed
- the cost of the medication before rebates. It should not include dispensing or administrative fees. Make sure to round to the nearest dollar.
- the days supply of the dispensed medication

Viral Load

- For “undetectable” viral load counts:

- Report the lower test limit for the viral load count
- If you don't know the threshold, report 0 for clients with “undetectable” status

	A	B	C
1	ClientId	ServiceDat	Count
2	29	2/15/2019	11,546
3	29	6/19/2019	350
4	35	3/2/2019	20
5	40	4/14/2019	0
6			

Undetectable viral loads



We also get questions about viral load. You report all the viral load test dates and values in the reporting period for all clients enrolled in ADAP.

Values under a certain threshold are often captured as “undetectable” in data management systems.

The ADR does not accept text or less than signs for the viral load value.

Therefore, you should input the threshold value of the lab in the count field. In this example, you see these clients have undetectable viral loads. The test has a threshold of 20.

If you don't know the threshold, report 0.

Last Eligibility Confirmation Date

- Reported for existing clients
- Only one date should be reported
- Should be before the end of the reporting period

A	B	C	D
ClientId	LastEligibilityConfirmationDate		
96	7/4/2022		
400	10/18/2022		
635	6/27/2022		
696	12/28/2022		
896	4/10/2022		
956	3/22/2022		
1003	5/6/2022		

Prepare input files

One of the changes to the ADR reflects the change in guidance in PCN 21-02. ADAPs should no longer report multiple recertification dates. Instead, ADAPs should report the latest eligibility confirmation date in the ADR.

The date is only required for existing clients and should be before the end of the reporting period.

TRAX and the eUCI

- There are multiple identifier fields that relate to the eUCI (encrypted unique client identifier) in the ADRClientReport file
- The ones you populate depend on whether you already create the eUCI or would like TRAX to do it for you
- If you want TRAX to create the eUCI for you, populate:
 - First name
 - Last name
 - Full date of birth
 - Gender



Another important data element I want to go over is the eUCI. It's the identifier HAB uses to link data across submissions.

It's made up of first and third letters of the first and last name, date of birth, and a gender code.

This 11-digit number is then encrypted to a 40-digit number. The last digit is used to indicate whether more than one client shares the same eUCI.

That first .CSV file – ClientReport – has multiple data elements related to the eUCI. The ones you populate depend on whether you already create the eUCI or want TRAX to create it for you. If you do not already create the eUCI and you want TRAX to create it for you, you need to populate the first and last name, full date of birth, and gender ID.

For more information, please take a look at the user guide!

Avoid Common Mistakes

- Eliminate duplicate values
- Eliminate characters in the ClientID
- Include all files even if there are no data
- Use the XX/XX/XXXX format for data, not commas
- How to deal with missing data:
 - In the Client Report file, leave cell blank
 - In the other files, exclude clients entirely



Eliminate duplicate values Eliminate characters in the ClientID Include all files even if there are no data Use the XX/XX/XXXX format for data, not commas Finally, TRAX allows you to create files with missing data. In the ClientReport file, just leave that cell empty. In the other files, exclude those clients entirely.

CHEX: Checking Data Quality

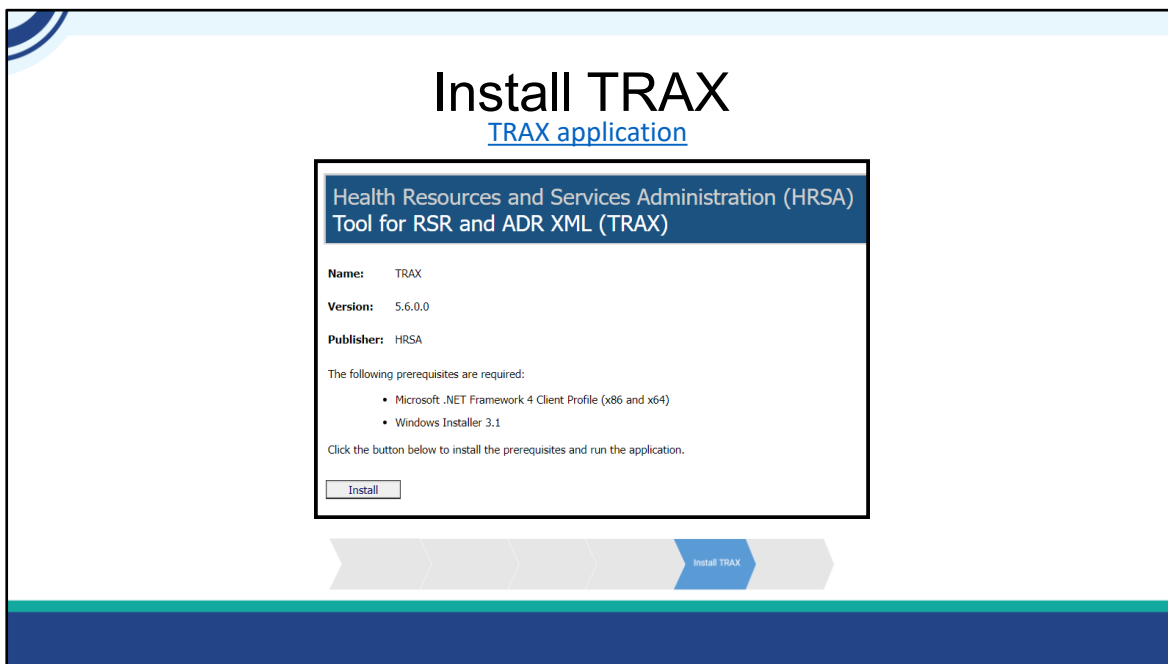
- An Excel spreadsheet pre-loaded with drop down menu and condition formatting
- Steps:
 - Copy and paste your data into each tab
 - “Validate” data to find invalid values
 - Review color-coded cells to identify other validation issues



The next step is to use a tool called CHEX. It is an Excel spreadsheet pre-loaded with drop down menus and conditional formatting to help you check the quality of your data. It is also located in the support package and I will walk you through that!

show CHEX template

There is a tab for each of the 12 .csv files. What I do to use CHEX is I copy and paste my data from each of these 12 .CSV files into this template. Let me show you some of the features of CHEX. There are filters, so you can sort by different feature. Also, there are drop down menus that force you to use the correct ADR values. There is conditional formatting that helps you see if you have data validation issues. Here I can see that this is highlighted gray, to know what that is, I can hover over the cell and it tells me that the birth year is not equal to the date of birth that is needed for the eUCI. The next feature I want to show you is data validation. If I want to circle invalid values, I can go ahead and go to data validation “circle invalid values” and sure enough it looks like I have report three for ethnicity which is no a valid value and that means I have to go back to my source data and figure out the correct value.



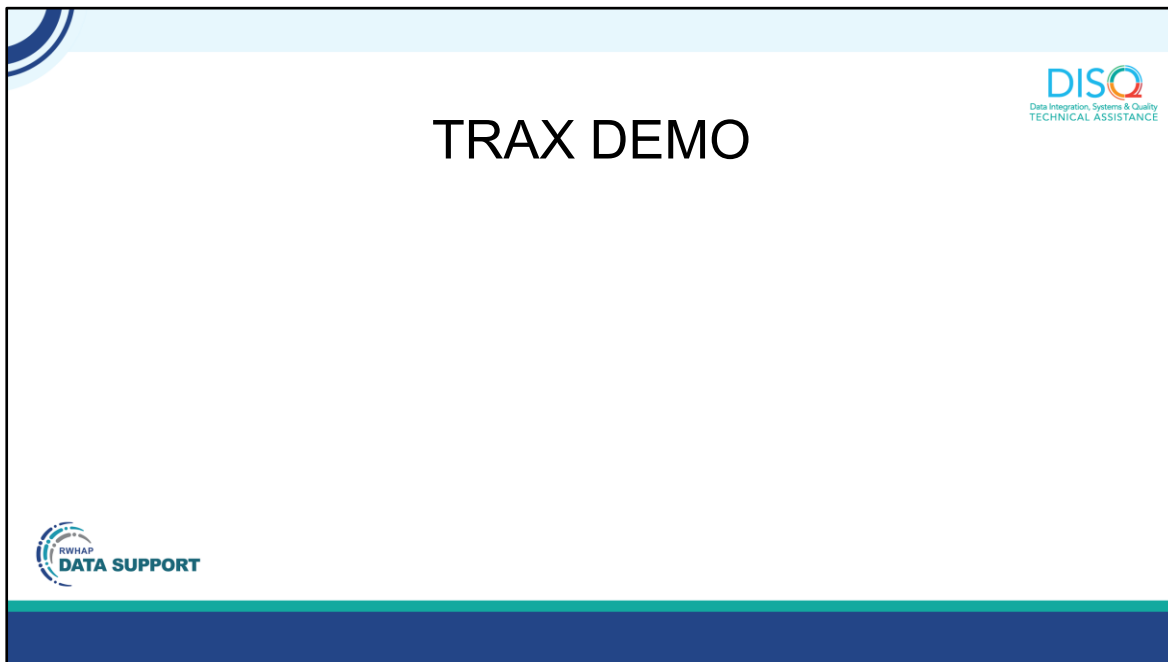
Our next step is to install TRAX. This can be found on the TargetHIV website. When you click on the link, this is what you'll see. Click install; it'll walk you through the process.

Import Data into TRAX

- Closes files prior to upload
- Include all required files even if you don't have data (just the header row) and no other files



In terms of importing Data into TRAX, please be sure to Close files prior to upload and Include all files even if you don't have data (just the header row), and no other files
Now I am going to conduct a TRAX demo.



Close files prior to upload Include all required files even if you don't have data (just the header row) and no other files After you have downloaded TRAX on your computer, Open TRAX, click Tools and Import CLD, and browse to and upload your folder. Click Tools and Generate CLD XML. Browse to location where you want file saved and type in name of file, including .xml extension. Data are deleted once you close TRAX. TRAX does not serve as a merging tool; new data imported overwrite pre-existing data. After you generate your file, go to View Client Report to obtain a crosswalk of eUCI to Client ID (copy and paste table into Excel).

Data Security

- Keep the populated Excel and .CSV files secure:
 - Store on a secure system
 - Only use secure transfer methods
- Resources on TargetHIV: [Data Security Refresher](#)

Lastly, I want to discuss data security. Ellie used dummy data that was on her desktop. The client XML does not contain personally identifying information, like name or full date of birth. However, most likely, your Excel spreadsheet or .CSV file will. So, I want to emphasize the importance of keeping this data secure. Store your .CSV files on secure systems, such as behind firewalls, and only use secure transfer mechanisms to transfer the files. If you would like more information about data security, just go to TARGET and do a search on “data security.” There are lots of archived webcasts and resources there.

Resources and Questions

- Download TRAX support package
- Install TRAX
- Start with the DISQ team: DATA.TA@caiglobal.org
 - Be prepared to share your desktop with us through webinar software (We'll send you a link)

There are lots of resources to help you with TRAX. You can always start with contacting us (the DISQ team), at data.ta@caiglobal.org. Please be prepared to share your desktop!

TA Resources

- The DISQ Team:
 - DATA.TA@caiglobal.org
 - [Sign up for the DISQ listserv](#)
 - [Submit a DISQ TA request](#)
- Ryan White HIV/AIDS Program Data Support:
 - RyanWhiteDataSupport@wrma.com
 - 888-640-9356
- EHBs Customer Support Center:
 - 877-464-4772
 - Submit an EHBs TA Request
- [ADR TA Brochure](#)

Before we finish up, I'd like to review the available technical assistance. The DISQ Team addresses questions for those needing significant assistance to meet data reporting requirements. DISQ also deals with data quality issues, as well as providing TA on TRAX.

Data Support addresses ADR-related content and submission questions.

The EHBs Customer Support Center addresses software-related questions, such as EHB registration and navigation.

Most importantly, there is no wrong door for TA – if you're not sure who to contact, we're happy to refer you to where you need to go!



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Finally, to learn more about HRSA, check out HRSA.gov.


And, now I'll hand it over to Hunter to facilitate the question/answer period.


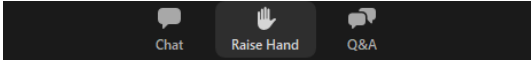
Let's Hear From You!

- Please use the “raise hand” function to speak. We will unmute you in the order that you appear.

OR

- Type your question in the question box by clicking the Q&A icon on the bottom toolbar.



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 webinar. We really appreciate your feedback, and use this information to plan future webinars. My 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 “Q&A” button on your control panel on the bottom of your screen. You can also ask questions directly “live.” You can do this by clicking the “raise hand” button, which is also on your control panel. If you raise your hand, we'll be able to allow you to unmute and ask your question. 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 via email to follow up. Sometimes we need to do some follow-up before providing you with a final answer, so stay tuned for the written Q&A as well for answers to all of your questions.