Reviewing Your Data at Upload

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

AIDS DRUG ASSISTANCE PROGRAM DATA REPORT (ADR)

HRSA HIV/AIDS BUREAU

FEBRUARY 12, 2020

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 HRSA, HHS or the U.S. Government.

- CAI and their partners Abt Associates and Mission Analytics, supported by the Health Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services (HHS) as part of an award totaling $450,000.
- Ryan White HIV/AIDS Program Data Support and Technical Assistance contract is supported by the Health Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services (HHS) as part of an award totaling $4,631,254.

2

Thanks, AJ.

Overview

- Accessing the ADR Web System
- Check Your XML Feature
- Upload Completeness Report
- Validation Report and Validating Your Data
- Upcoming Webinars & TA Resources

3

Thank you to everybody 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 to 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.

2019 ADR Submission Timeline

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

Date	Client XML File Reporting Period: 1/1/19 12/31/19	Recipient Report Reporting Period: 4/1/19 3/31/20
Monday, February 3, 2020	2019 ADR Check Your XML and Data Quality Feature opens	--
Monday April 6, 2020	ADR Web System opens for 2019 data submission	
Monday, April 20, 2020	Target upload date for all 2019 ADR client-level data files	--
Monday June 1, 2020	ADRs must be in “Submitted” status by 6:00 PM ET	

Before we start, I do want to take a minute to go over the ADR submission timeline. The Check Your XML tool opened on February 3 for you to go ahead and start checking your data quality. The ADR web system will officially open on Monday, April 6. At that point, you will be able to get to work on your Recipient Report and upload your client-level data to your 2019 ADR. The target upload date for all client-level data files is Monday, April 20. 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 1, 2020 at 6:00 PM ET. All ADRs must be in submitted status by that time.

2019 ADR Changes

- No changes to 2019 ADR reporting
- No changes to ADR validation messages

One other point I wanted to note before we move on to the presentation are the changes for the 2019 ADR. Thankfully, we can all breathe a little easier this year as there are no changes to either the ADR itself or to the validation messages.

What is Check Your XML?

- Allows recipients to test data files for schema compliance and check data quality
- Able to generate the Upload Completeness Report and Validation Report
- Opens before ADR system
- Information is not submitted to HRSA and you must still upload your data file in the 2019 ADR

6

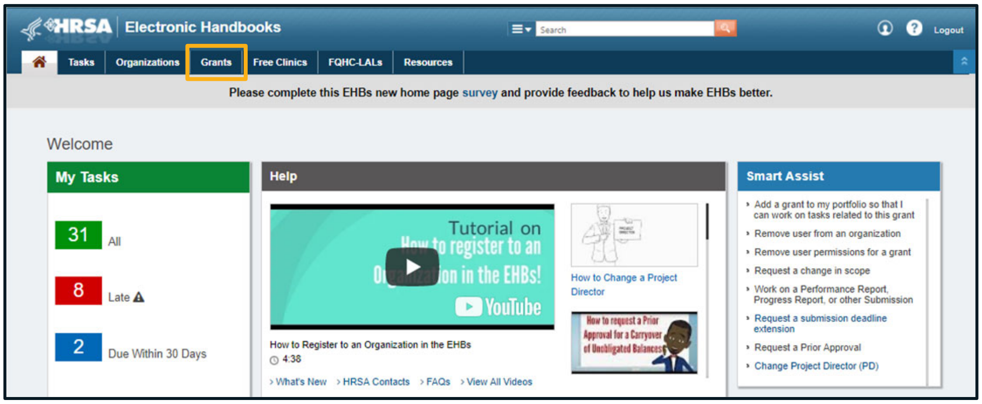
Today, we’re going to be discussing how to use the Check Your XML feature, so I wanted to quickly just review what it actually is before we jump in. Check Your XML is a great tool for ADAPs to start checking their data quality before the ADR system opens. Many of you I’m sure have heard us encourage 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 2019 ADR in order to be able to submit.

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

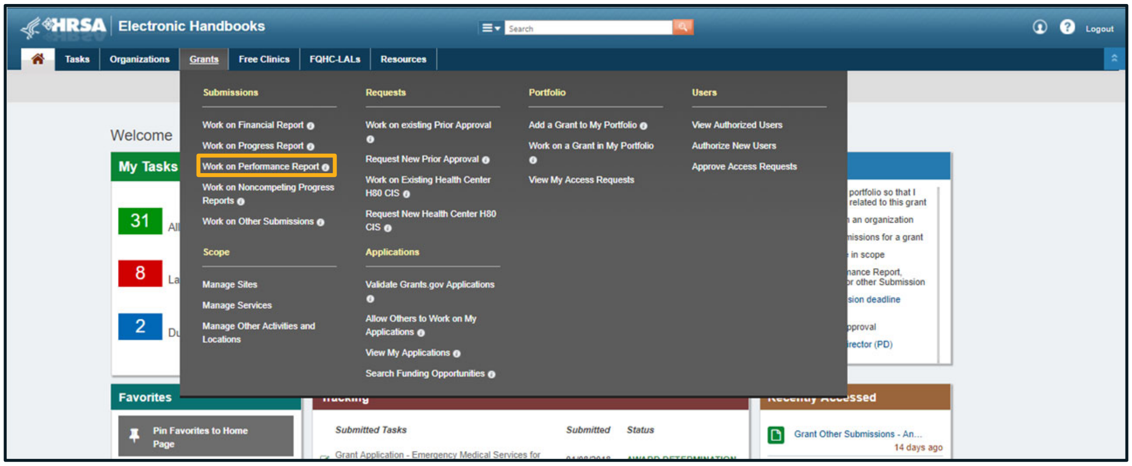
Accessing the ADR

- Log into the EHBs at: https://grants.hrsa.gov/webexternal



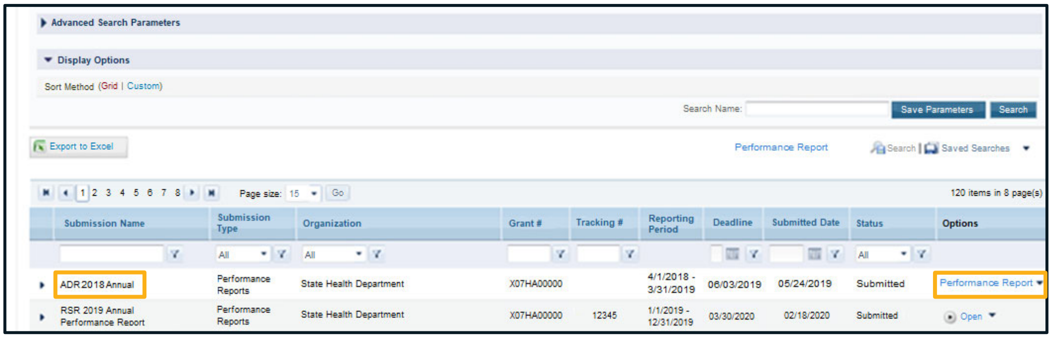
To access the ADR web system, start by logging into the HRSA Electronic Handbooks (or EHBs) using the link listed on this slide. After you log in, you'll be taken to the home page displayed here. Hover over the "Grants" tab at the top of the page.

Accessing the ADR: Grants Tab



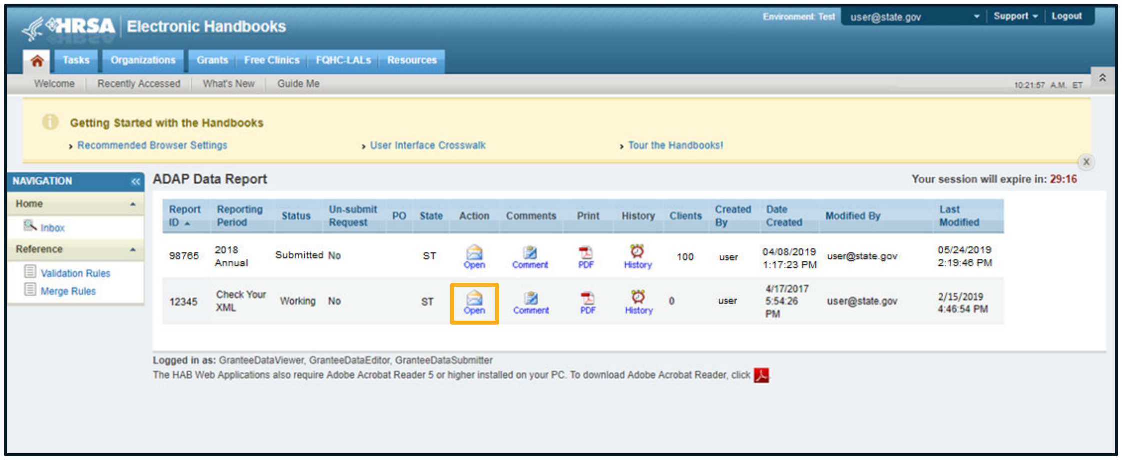
Hovering over the “Grants” tab will open up a drop-down menu. On this menu, find and click on “Work on Performance Report” listed under the “Submissions” header.

Accessing the ADR: Submissions List



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, that should be the 2018 report but once you see the 2019 report you will be able to use that. In the far-right column select Performance Report to access your report.

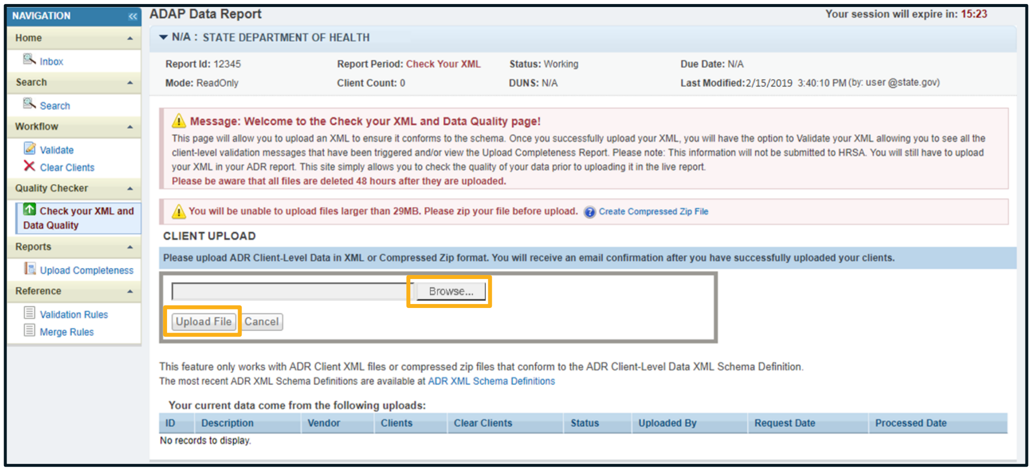
Accessing the ADR: Inbox



Now finally you will be taken to the ADR inbox. In your inbox on the center of the screen you'll find both your ADR and 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 3 and is currently available. The Upload Completeness Report and Validation Report will also be available though in your 2019 ADR when it opens in April.

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

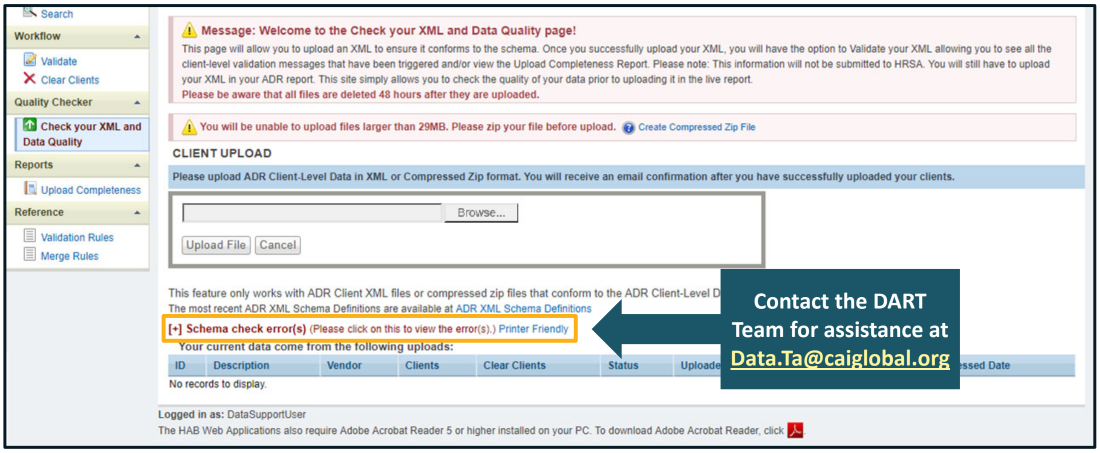
Check Your XML



11

So here is the Check Your XML feature. This is the screen you'll see after clicking on the "Open" envelope seen on the previous slide. So let's move on and start uploading a file. To do that, you'll click on "Browse." Then, locate your client-level data file that you have saved on your computer and click on "Upload File."

Schema Check Errors

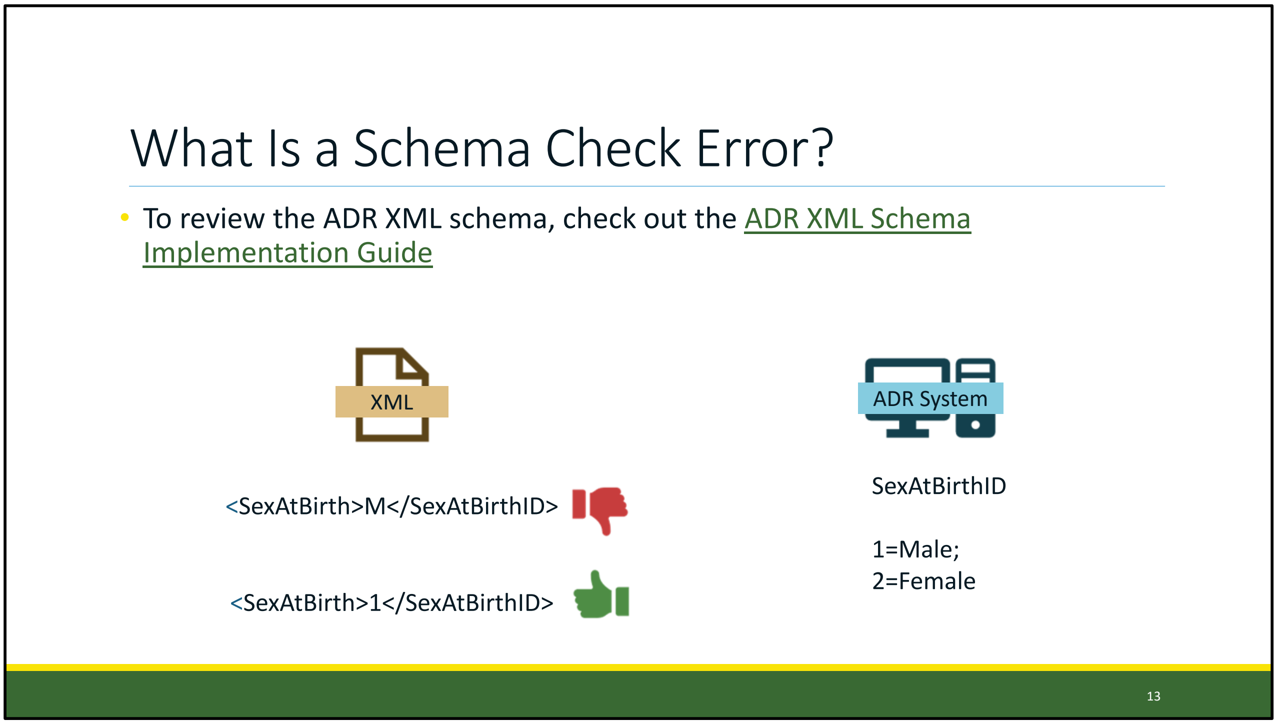


12

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)." If you click on this link, you'll be able to see a list of the schema errors that are preventing your file from correctly uploading. As a reminder, schema errors must be corrected in order for you to successfully upload your client-level data file.

If you receive a schema check error and don't know what to do, I definitely recommend contacting the DART Team at the email provided on this slide. They can help you figure out what error is preventing your file from uploading and what you need to do to correct it. An additional helpful tip though, if you contact the DART Team for assistance with a schema check error, include a screenshot of the list of schema errors in your email which is really helpful in diagnosing the issue.

So now that we have talked a lot about schema check errors and who to contact when you need assistance with them, let's take a minute though to review what a schema check error actually is.

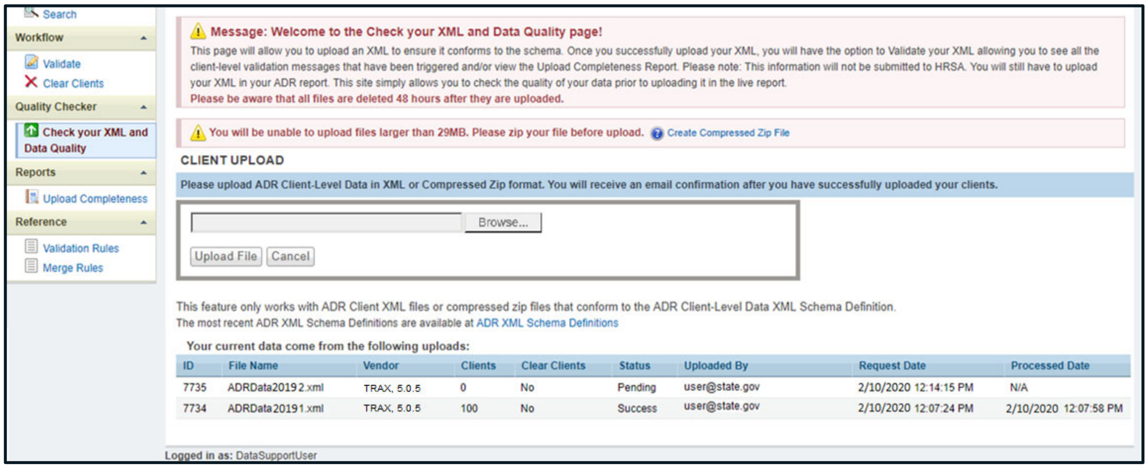


So as I mentioned previously one of the things that happens when you upload a data file into either the Check Your XML or the ADR system, one of the things the web system does is makes sure that your XML file schema matches up with the system schema, which essentially means that it's making sure your 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 that 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 Schema Implementation Guide available at the link on this slide.

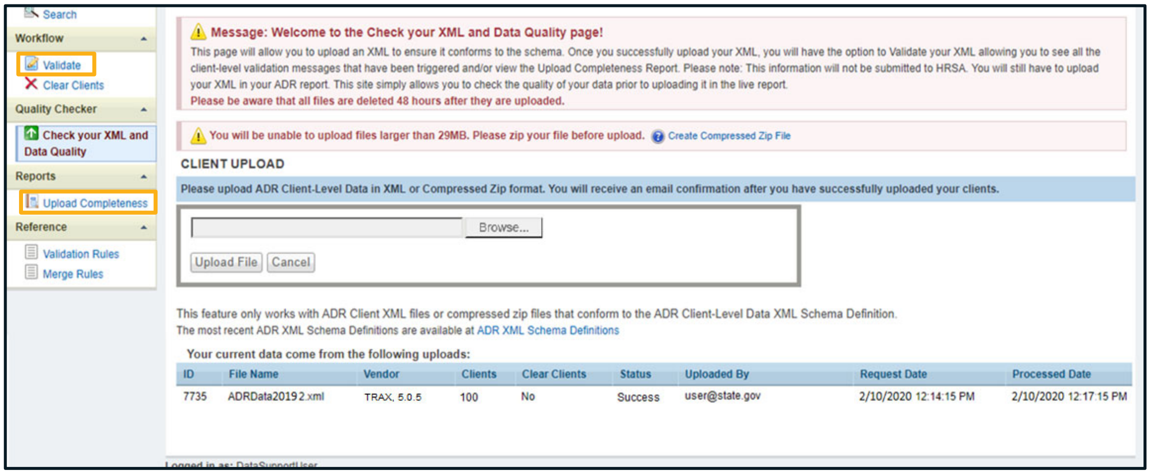
File Upload Status



14

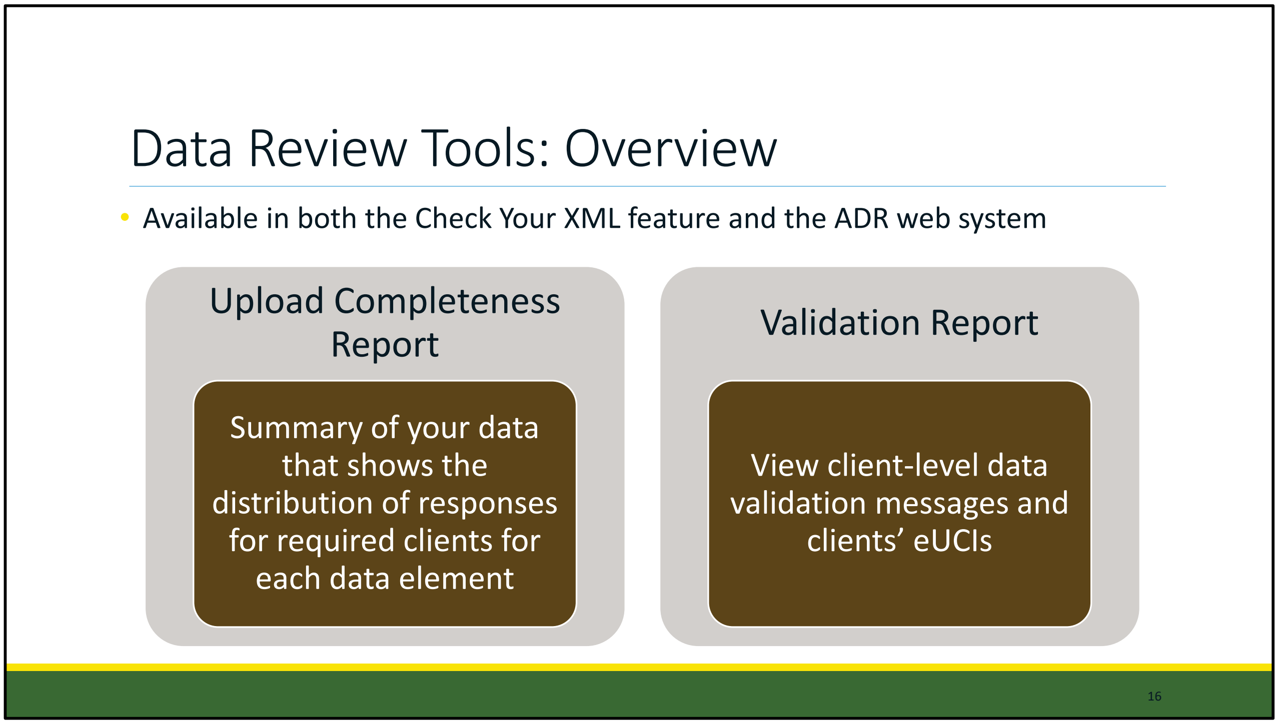
Once you add a data file and it passes the schema check, it will be added to the table at bottom of the page. File uploads are not instantaneous and must be processed by the system. Therefore, the file will begin in “Pending” status. The upload process may take a couple minutes. Refresh the page, and once the file has been fully uploaded it will advance to “Success” status.

Accessing Data Review Tools



15

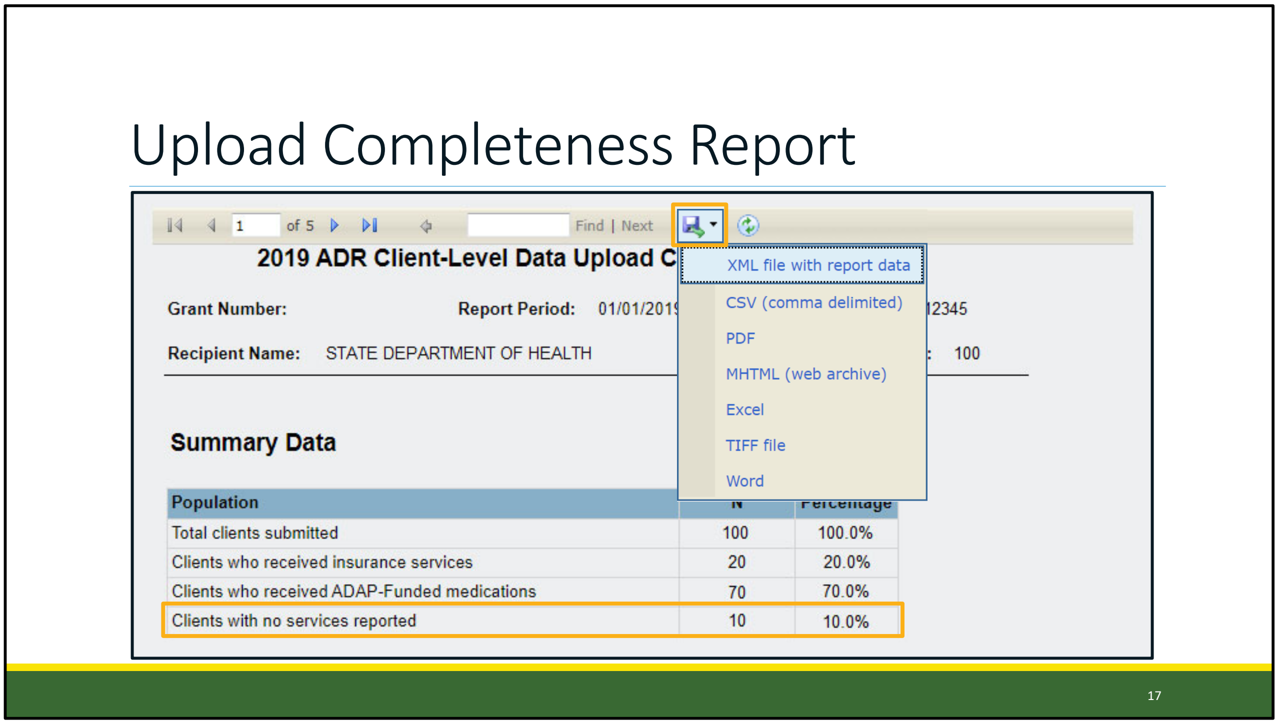
Once you successfully uploaded your data file and you have no files in “Pending” status then you are ready to start checking your data quality using the data review tools, the Upload Completeness Report and Validation Report**.** You can get to both of these tools by using the Navigation Panel on the left side of the screen. You can click on “Upload Completeness” under the “Reports” header to generate the Upload Completeness Report. You can get to the Validation Report by clicking on “Validate” under the “Workflow” header.



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 is 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.

So let's take a look a bit more in depth at the Upload Completeness Report. If you're looking closely you may notice a change on this initial summary table. You'll now see a row in this table for clients that have no services reported. We can use this to get an idea of whether or not we're reporting Enrollment Status correct.

Upload Completeness Report

Population	N	Percentage
Total clients submitted	100	100.0%
Clients who received insurance services	20	20.0%
Clients who received ADAP-Funded medications	70	70.0%
Clients with no services reported	10	10.0%

90 clients receiving services

≠

95 clients receiving services

Enrollment Status (Item #18)

Denominator: Number of unique clients reported (N =)

Enrollment Status	N	Percentage
Enrolled, receiving services	95	95.0%
Enrolled, on waiting list	0	0.0%
Enrolled, services not requested	5	5.0%
Disenrolled	0	0.0%
Missing/Out of range	0	0.0%

18

So 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 10 clients with no services meaning 90 of our clients are receiving services. But in the Enrollment Status table below we have 95 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 Type* (Item #67)

Denominator: Number of unique clients reported who received insurance services (N =70)

Insurance Assistance Type Received	N	Percentage
Full Premium payment	60	85.7%
Partial Premium payment	0	0.0%
Co-pay/deductible including Medicare Part D co-Insurance, co-payment, or donut hole coverage	0	0.0%
Missing/Out of range	10	14.3%

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.

Insurance Premium (Item #21)

Count: Number of unique clients reported with full or partial premium payment insurance assistance received (N = 70)

Missing/Out of range: 10

Insurance Premium	Amount
Minimum amount paid on behalf of clients	$75
Maximum amount paid on behalf of clients	$14165
Median amount paid on behalf of clients	$7843

19

So here are another couple tables from the Upload Completeness Report, Insurance Assistance Type Received and Insurance Premium. As you can see, our data shows that 60 of our clients received full premium payment and no clients received any other type of insurance assistance. But on the table below you'll see that the minimum amount we paid was only $75 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 and the type of assistance and the amount paid. 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.

Validation Report

- Series of system checks applied to an ADR
- Ensures that the data reported are complete, consistent, and make sense
- For a full list of validations, see ADR Data Validations on the TargetHIV website

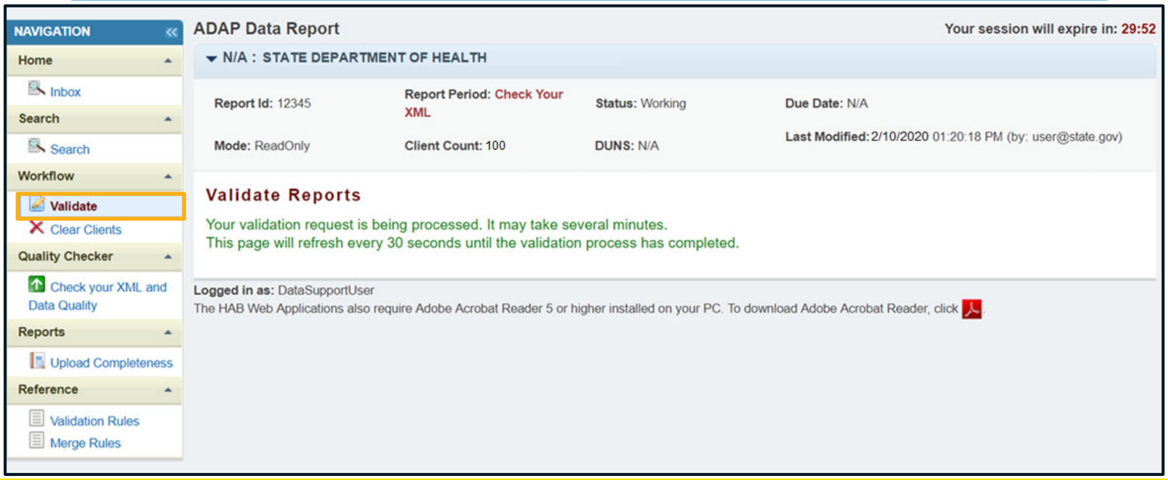
20

Now that we have looked at the Upload Completeness Report, let's move on to the other data review tool, the Validation Report, is generated once you validate your data. As I stated earlier, we'll be going through these data review tools in the Check Your XML feature as opposed to the ADR. 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.

I definitely recommend checking out the ADR data validation list available at the link on this slide to familiarize yourself with the different validation messages you may receive.

Validation Processing



21

To validate your report, remember you'll click on "Validate" in the navigation panel on the left side of the screen. That will bring you to the screen shown on this slide where you'll see a message letting you know that your validation request is being processed. The page will refresh automatically until your data has been fully processed and you can view your validation report.

Types of Validation Messages

There are three types of validation messages you may receive

Error
- Must be fixed

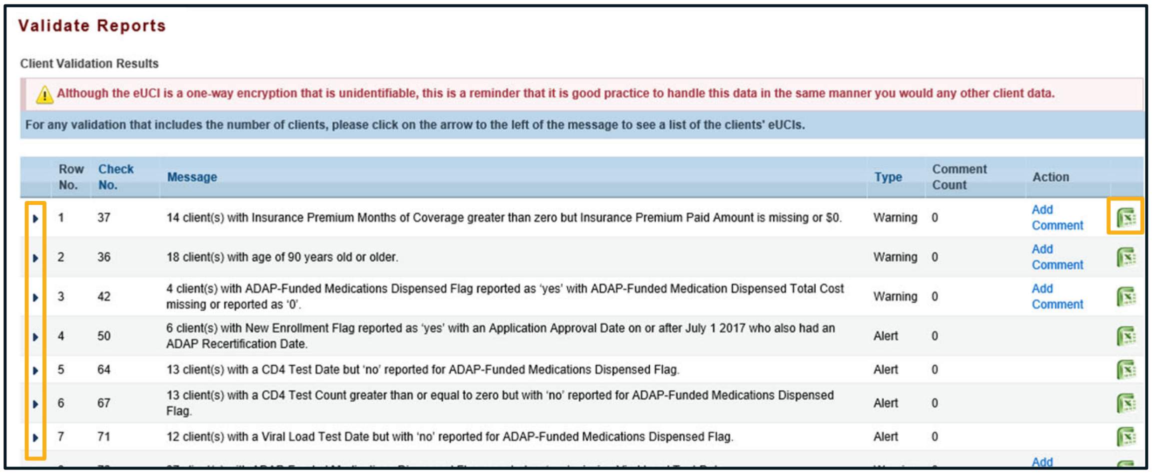
Warning
- Fix or must provide comment

Alert
- Review, try to fix

22

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 is 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.

Validation Report Example



Validate Reports

Client Validation Results

Although the eUCI is a one-way encryption that is unidentifiable, this is a reminder that it is good practice to handle this data in the same manner you would any other client data.

For any validation that includes the number of clients, please click on the arrow to the left of the message to see a list of the clients' eUCIs.

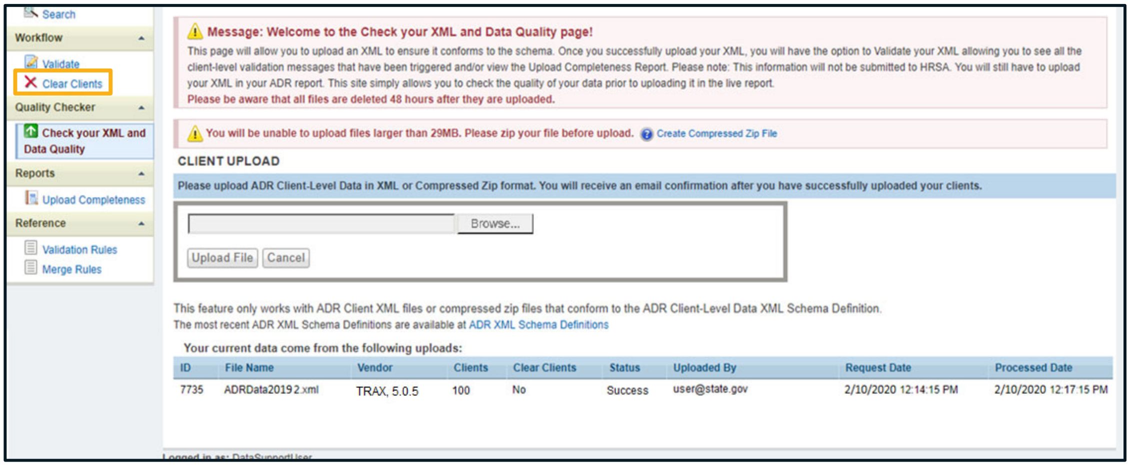
Row No.	Check No.	Message	Type	Comment Count	Action
1	37	14 client(s) with Insurance Premium Months of Coverage greater than zero but Insurance Premium Paid Amount is missing or $0.	Warning	0	Add Comment
2	36	18 client(s) with age of 90 years old or older.	Warning	0	Add Comment
3	42	4 client(s) with ADAP-Funded Medications Dispensed Flag reported as 'yes' with ADAP-Funded Medication Dispensed Total Cost missing or reported as '0'.	Warning	0	Add Comment
4	50	6 client(s) with New Enrollment Flag reported as 'yes' with an Application Approval Date on or after July 1 2017 who also had an ADAP Recertification Date.	Alert	0	
5	64	13 client(s) with a CD4 Test Date but 'no' reported for ADAP-Funded Medications Dispensed Flag.	Alert	0	
6	67	13 client(s) with a CD4 Test Count greater than or equal to zero but with 'no' reported for ADAP-Funded Medications Dispensed Flag.	Alert	0	
7	71	12 client(s) with a Viral Load Test Date but with 'no' reported for ADAP-Funded Medications Dispensed Flag.	Alert	0	
					Add

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 18 clients with an age of 90 or older. We should go back and verify that these ages are correct. If we are able to confirm that indeed all of these clients are 90 or older, when we go to submit our ADR, we can add a comment detailing that these client ages were verified to be correct.

After using these data review tools, you may determine that your data are good to go and ready for the 2019 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'll also want to delete the previous data file you uploaded to the system so let's go over how to do that.

Clear Clients



24

Now I’ve brought us back to the main Check Your XML screen to show what to do if you want to delete a data file. This is a question we often get since it’s not readily clear how you do that.

To delete a file, you’ll need to use the Clear Clients function. To get there, click on “Clear Clients” in the navigation panel to the left.

Clear Clients

25

That will bring you to this page. From here you use the check box in the left column to select which file or files you would like to delete. After selecting, click on the "Clear Selected File(s)" button on the bottom of the page.

So with that we have come to the end of our instructions for today's webinar. While we won't go over them today, there are other data review tools available for many of you out there. CAREWare users can check their data quality and validations before uploading by using the built-in reports. And TRAX users can use CHEX to check validations before uploading. If you are unsure of where to start, just reach out to one of the TA resources which we'll go over at the end of the presentation and of course, please chime in on the Q&A after the presentation has concluded. We'd love to hear from you.

Upcoming Webinars

Date	Title	Registration Link
Wednesday, February 26, 2020 2:00pm – 3:00pm ET	ADR: Data Quality: Lessons from Outreach	Register Here
Wednesday, April 8, 2020 2:00pm to 3:00pm ET	Completing the ADR: Recipient Report and Client-Level Data Upload	Register Here

26

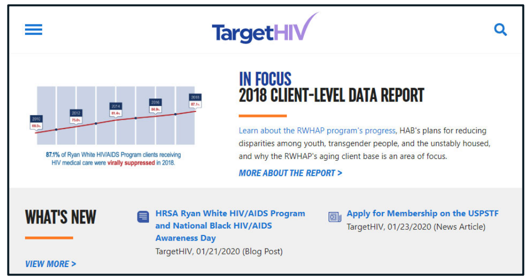
Moving on, here's a look at the rest of the upcoming ADR webinar series. On February 26 we'll go over a summary of ADR data quality for the 2019 report including a look at the most difficult data elements and strategies to improve completeness for the 2019 ADR.

And then on April 8, we'll present Completing the ADR including the Recipient Report and the client-level data upload.

TargetHIV Website

TargetHIV Website - https://targethiv.org/

- 2019 ADR Instruction Manual
- 2019 ADR XML Schema Implementation Guide
- 2019 ADR Data Validations
- Archived ADR Webcasts
- ADR Training Video Series
- ADR TA Brochure



27

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 2019 ADR Instruction Manual which has new clarifications and guidance as well as a new, updated look. You can also find the schema implementation guide, 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 which is an excellent batch of short videos for new and experienced grant recipients all about the ADR. 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 DART Team Data.TA@caiglobal.org	• Assisting recipients in data mapping and reporting in the required XML schema • TRAX, CHEX, and the eUCI Application • Data quality issues
EHB 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 • Upgrading to CAREWare 6

28

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 DART 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. DART 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 upgrading to CAREWare 6 for the 2019 ADR. Remember, CAREWare 6 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.

Connect with HRSA

To learn more about our agency, visit

www.HRSA.gov

Sign up for the HRSA *eNews*

FOLLOW US:

HRSA
Ryan White & Global HIV/AIDS Programs

29

Finally, to connect with and find out more about HRSA, check out HRSA.gov.

I'd like to take a moment 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.

Questions?

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

Type your question in the question box.