

Completing the ADAP Data Report (ADR)

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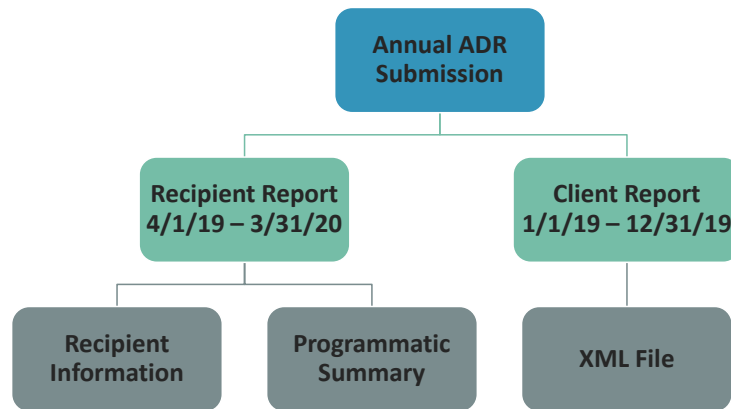
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In today's webinar, I'm going to cover step-by-step instructions for completing and submitting the AIDS Drug Assistance Program Data Report, or ADR. Before we begin, I'd like to point out that there have been no changes for the 2019 ADR, so if you've been through the submission process previously, although there might not be any new information this year, this webinar will serve as a nice refresher. And for those of you who are new, this is a great introduction to the ADR. In this webinar I will not go into detail about each data element, however, feel free to reference the ADR Instruction Manual and take note of any items you have a question on, and I'd be happy to address them in the Q&A portion of the webinar.

I'll begin today with a quick overview of the ADR followed by a quick run-through of the ADR timeline. Next, I'll present step-by-step instructions for accessing your report. Next, I'll go over how to complete the Recipient Report, uploading the client-level data file, and validating and submitting your data. Finally, we'll conclude with an overview of the technical assistance resources available to help you.

Let's move on to an overview of the ADR.

Overview of the ADR



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The ADR is an annual submission comprised of two main components: the Recipient Report and the Client Report .

The responses provided in the Recipient Report are based on your grant year, which ran from April 1, 2019 to March 31, 2020. The Recipient Report is made up of two sections: Recipient Information and the Programmatic Summary.

The Client Report contains data collected over the 2019 calendar year. These data are submitted as an XML file that includes one record for every person who applied and is eligible to receive ADAP services. I'll go into more depth regarding the XML file later in the presentation.

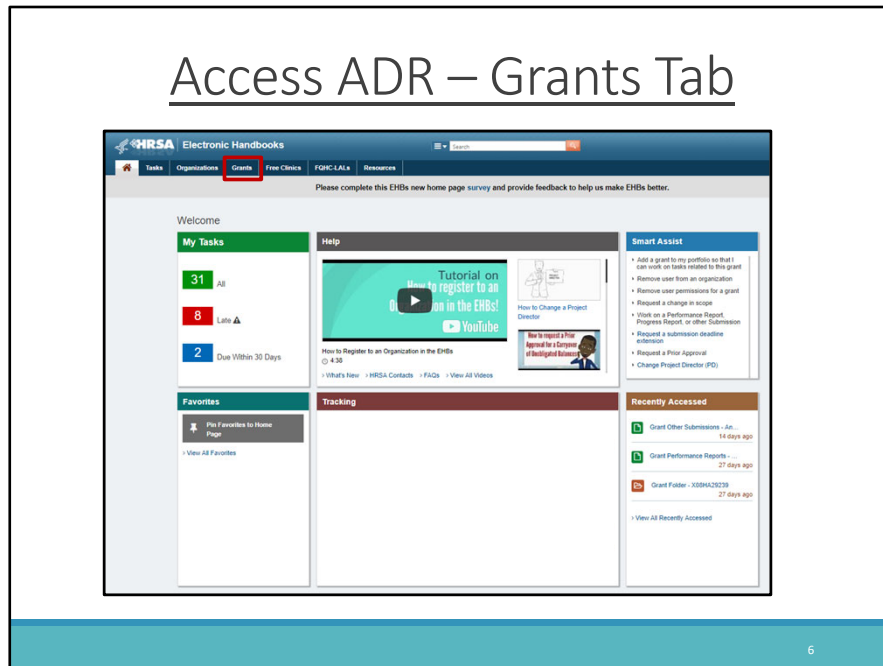
ADR Timeline

Date	Client XML File Reporting period: 1/1/19 to 12/31/19	Recipient Report Reporting period: 4/1/19 to 3/31/20
Monday, February 3, 2020	2019 ADR Check Your XML and Data Quality Feature opens	
Monday, April 6, 2020	2019 ADR Web System opens for 2019 data submission	2019 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	ADRs must be in "Submitted" status by 6:00 PM ET

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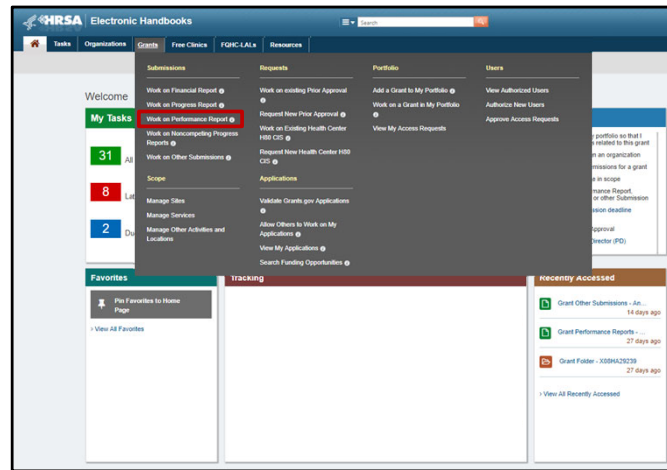
Let's take a look at the ADR submission timeline. The Check Your XML feature opened on February 3rd. Hopefully everyone is already familiar with and has been utilizing this feature to check their client level data files for errors. The ADR deliverable opened this past Monday, April 6, so everyone is now able to get to work on their 2019 ADR. The ADR client-level data Target Upload date is Monday, April 20. It is strongly encouraged that all agencies have their file uploaded at this time to ensure there is enough time to address any data issues that arise. Finally, all reports must be in "Submitted" status by 6:00pm ET on June 1 or they will be marked late by the system.

Access ADR – Grants Tab



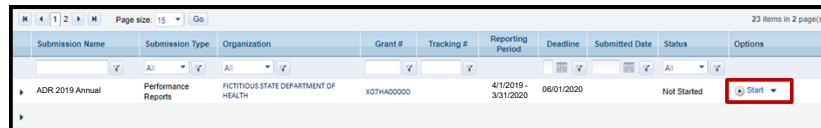
Now that I've gone through the basics of the ADR, let's go over how to access and complete the report. The ADR is accessed online through the Electronic Handbooks, or EHBs. Once you've logged in, you will be brought to the EHBs Home page, pictured on this slide. Begin by hovering over the Grants tab at the top of the page.

Access ADR - Performance Reports



Once you hover over the Grants tab, a dropdown menu will appear. Look for and click on the link labeled “Work on Performance Report” under the “Submissions” heading.

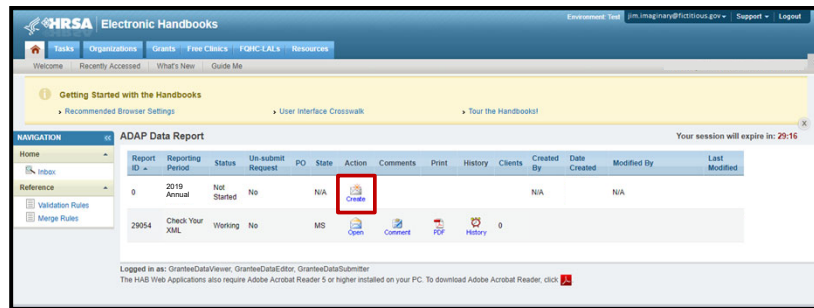
Locate the 2019 ADR



Submission Name	Submission Type	Organization	Grant #	Tracking #	Reporting Period	Deadline	Submitted Date	Status	Options
ADR 2019 Annual Performance Reports	Performance Reports	FICTITIOUS STATE DEPARTMENT OF HEALTH	X0THAD0000		4/1/2019 - 3/31/2020	06/01/2020		Not Started	Start

Clicking on “Work on Performance Report” will bring you to a list of your agency’s deliverables. Look for the 2019 ADR Annual Performance Report, due on Monday, June 1, 2020. Under the far-right column titled “Options,” click on the “Start” or “Edit” link to begin your ADR report. The first time the report is accessed, this link will say “Start”. After the ADR has been started, the link will read “Edit”.

Open Report in the Inbox



At last, you will be brought to your ADR Inbox. To access your report, simply click the “Create” or “Open” envelope under the “Action” column. When accessed for the first time, the link will say “Create”. Once the report has been created, this link will say “Open”.

Navigating the Recipient Report

The screenshot shows the ADAP Data Report web interface. On the left is a navigation panel with sections: Home, Workflow, Data Entry, and Comments. The main area displays report details for 'X07HA00000: FICTITIOUS STATE DEPARTMENT OF HEALTH'. It includes fields for Report ID (99999), Report Period (2019 Annual), Status (Working), and Due Date (6/1/2020 6:00:00 PM). Below this, a list of required fields (1-5) is shown, with field 5 being optional. A 'Save' button is located at the bottom left of the main area. A session timer in the top right corner indicates 'Your session will expire in: 27:52'.

Before I dive into the specifics of the report, I'd like to take a moment to point out a few helpful tools available in the web system. If you look at the left side of the screen, you'll find the navigation panel. You'll use this panel to complete all sections of your report as well as validating and submitting your ADR.

Use the Data Entry links to toggle between all report sections and the client upload. Be sure to save your data before moving on to different sections of the report by clicking on the save button located at the bottom left of the page. If you navigate to another page without clicking "Save" first, the system will proceed without saving the data you just entered. A pop-up message will display asking if you would like to proceed without saving, so be sure to read and double check before navigating away from the page.

You will also notice a timer on the top right of your screen. The web system allows for 30 minutes of continuous data entry before the entered data will be lost and your session will expire. You can reset this timer by clicking "Save," preventing your data from being lost. Remember to routinely click "Save" as some sections of the Recipient Report may take a while to complete.

Recipient Report – Recipient Information

The screenshot shows the ADAP Data Report interface. The left-hand navigation panel has a red box around the 'Cover Page' option under the 'Data Entry' section. The main content area displays a form for 'FICTITIOUS STATE DEPARTMENT OF HEALTH'. The form includes the following fields:

- 1. Recipient Name: FICTITIOUS STATE DEPARTMENT OF HEALTH
- 2. Grant Number: X07HA00000
- 3. DUNS Number: 12-345-6789
- 4. Recipient Address: 123 Sesame Street, Nonexistent City, FT 55555-5555
- 5. Contact Information of person completing the Recipient Report:
 - a. Contact Name
 - b. Contact Title
 - c. Contact Email
 - d. Contact Telephone
 - e. Contact Telefax

A red box highlights the 'Cover Page' option in the navigation panel and the corresponding form fields. The 'Save' button is also highlighted.

The first section of your Recipient Report is the “Cover Page.” This section contains general recipient information.

Items 1 – 4 include the Recipient name, Grant number, DUNS number, and Recipient Address. These items are pre-populated from the EHBs and are read-only. If you need to revise any of these fields, contact the EHB Customer Support Center, whose contact information will be displayed at the end of the presentation.

Item 5 is the contact information of the person completing the Recipient Report. It will also be prepopulated when you begin your report but can be edited if necessary. Please verify the contact information and make sure to click the “Save” button on the lower left side of the page before moving on to the next section of the report. As a reminder, use the left-hand navigation panel to move between the different sections of the report.

Recipient Report – Program Administration

REMINDER:
The Recipient Report (Questions 1 – 7) should be reported for the grant year April 1, 2019 – March 31, 2020, whereas the uploaded client level data should be 2019 calendar year data.

Required
All items in the Grantee Report should be reported for the most recent grant year. Please review the Instructions for Completing the ADAP Grantee Report to ensure that you respond to each item appropriately.

A. PROGRAM ADMINISTRATION

1. Please indicate which of the following limits applied to your ADAP during the reporting period. For each item that applied, complete the blank with the information requested on that limit.

(Check all that apply)

- ☐ Waiting list anytime during the reporting period
- ☐ Enrollment cap- Max number of enrollees
- ☐ Capped number of prescriptions per month- Max number of prescriptions/month
- ☐ Capped expenditure- Monetary cap per client \$
- ☐ Per Month
- ☐ Annual
- ☐ Drug-specific enrollment caps for ARV, Isotretinoin, or Isotretinoin C medications
- ☐ Formulary reduction
- ☐ Decrease in financial eligibility criteria
- ☐ None of these limits were applied to the ADAP during the reporting period

2. Please indicate the maximum ADAP eligibility requirements as a percentage of Federal Poverty Level (FPL):

Maximum ADAP eligibility requirements as a percentage of FPL: %

3. Please indicate the clinical eligibility criteria required to enroll in the ADAP in your State/Territory:

(Check all that apply)

- ☐ CD4 - Please specify the CD4 count requirement: %
- ☐ Viral load - Please specify the VL count requirement: %
- ☐ Other- Please specify: %
- ☐ No clinical eligibility criteria are required to enroll in the ADAP

Save Cancel

The next section of the report begins the Programmatic Summary for your agency, starting at Questions 1-3. The first page includes three questions under Program Administration.

In question 1, indicate whether your program has adopted any of the limits shown by checking the box next to the cost control measure. You may check as many boxes as applicable. For three of the response options you are required to enter additional information. So, if your ADAP has an enrollment cap, enter the maximum number of enrollees. If your ADAP has a capped number of prescriptions per month, enter that cap. And if your ADAP has capped expenditures, enter the monetary cap per client and then indicate if the cap is per month or annual.

Question 2 asks for the maximum income eligibility cap for participation in your ADAP. This should be expressed as a percentage of the Federal Poverty Level (FPL).

In Question 3, check all of the clinical eligibility criteria for clients in your ADAP. For CD4 count or viral load (VL) medical criteria, indicate the threshold number in the space provided. For “Other” medical criteria, indicate each criterion used and the corresponding threshold number.

Recipient Report – Purchasing Mechanisms

The screenshot displays the ADAP Data Report interface. On the left is a navigation pane with sections: NAVIGATION (Home, Inbox), Workflow (Validate, Submit, Un-Submit, History, Clear Clients), and Data Entry (Cover Page, Q1-3, Q4, Q5, Q6, Q7a, Q7b, Q7c). The 'Q4' option is highlighted with a red box. The main content area is titled 'ADAP Data Report' and shows a session expiration timer of 28:50. A reminder box states: 'REMINDER: The Recipient Report (Questions 1 – 7) should be reported for the grant year April 1, 2019 – March 31, 2020, whereas the uploaded client level data should be 2019 calendar year data.' Below this, a 'Required' section notes: 'All items in the Grantee Report should be reported for the most recent grant year. Please review the instructions for Completing the ADAP Grantee Report to ensure that you respond to each item appropriately.' The main section is 'B. PURCHASING MECHANISMS' with a sub-header '4. Please check all that apply to your Drug Pricing Program:'. It contains four checkboxes: '340B Rebate', '340B Direct Purchase', 'Prime vendor', and 'Department of Defense'. The '340B Direct Purchase' checkbox is highlighted with a red box. At the bottom are 'Save' and 'Cancel' buttons.

NAVIGATION

Home

Inbox

Workflow

Validate

Submit

Un-Submit

History

Clear Clients

Data Entry

Cover Page

Q1-3

Q4

Q5

Q6

Q7a

Q7b

Q7c

ADAP Data Report

Your session will expire in: 28:50

X07HA00000 : FICTITIOUS STATE DEPARTMENT OF HEALTH

REMINDER:

The Recipient Report (Questions 1 – 7) should be reported for the grant year April 1, 2019 – March 31, 2020, whereas the uploaded client level data should be 2019 calendar year data.

Required

All items in the Grantee Report should be reported for the most recent grant year. Please review the instructions for Completing the ADAP Grantee Report to ensure that you respond to each item appropriately.

B. PURCHASING MECHANISMS

4. Please check all that apply to your Drug Pricing Program:

☐ 340B Rebate

☐ 340B Direct Purchase

☐ Prime vendor

☐ Department of Defense

Save Cancel

The next section, Question 4 asks about your ADAP’s purchasing mechanisms for medications. Check all of the options that apply to your ADAP. If you indicate 340B Direct Purchase, you will also need to indicate if you are the “Prime Vendor.”

Recipient Report – Funding

ADAP Data Report Your session will expire in: 27:58

REMINDER:
The Recipient Report (Questions 1 – 7) should be reported for the grant year April 1, 2019 – March 31, 2020, whereas the uploaded client level data should be 2019 calendar year data.

Required
All items in the Grantee Report should be reported for the most recent grant year. Please review the instructions for Completing the ADAP Grantee Report to ensure that you respond to each item appropriately.

C. FUNDING

5. Please enter the funding received during this reporting period from each of the following sources:

Funding Source	Amount Received (to nearest dollar)
a. Total contributions from Part A EMAs(TGAs)	\$
b. Total contributions from Part B Base Funding	\$
c. Total contributions from Part B Supplemental Funding	\$
d. Total contributions from Part C-ID grantees	\$
e. State general fund contributions	\$
f. Carry-over of Ryan White funds from previous year	\$
g. Manufacturer Rebates Reinvested in the ADAP	\$
h. All Insurance Reimbursements, excluding Medicaid	\$
i. Medicaid Reimbursements	\$
Resources received this reporting period (Total of a through i)	
	\$ 0

Question 5 requires you to enter data on the funding received during the reporting period. Report funding that was **received**, not awarded. You must enter a value for every field so be sure to leave none blank. If your ADAP did not receive funding during the period, enter a zero for that field.

For some of you, this may be a time-consuming page so be sure to pay attention to the timer at the top right of the page and click the “Save” button frequently in order to avoid losing any entered data. **Be sure to do this on every page of the Recipient report when you are spending more than 30 minutes on the page.**

Recipient Report – Expenditures

The screenshot displays the 'ADAP Data Report' interface for 'X07HA00000 : FICTITIOUS STATE DEPARTMENT OF HEALTH'. The left sidebar contains navigation links: Home, Inbox, Workflow, Validate, Submit, Un-Submit, History, Clear Clients, Data Entry, Cover Page, Q1-3, Q4, Q5, Q6 (highlighted with a red box), Q7a, Q7b, Q7c, Client Upload, and Comments. The main content area features a 'REMINDER' box stating that the Recipient Report (Questions 1-7) should be reported for the grant year April 1, 2019 – March 31, 2020, while uploaded client data should be 2019 calendar year data. Below this is a 'Required' section with instructions. The 'D. EXPENDITURES' section prompts the user to enter total expenditures for the reporting period. It includes a table with four categories: 'a. Full pay medication assistance', 'b. Dispensing costs', 'c. Other administrative costs', and 'd. Health insurance assistance (including co-pays, deductibles, and premiums)'. Each category has a 'Total Cost' column with a dollar sign and an input field. The total ADAP expenditures for the reporting period are shown as '\$ 0'. 'Save' and 'Cancel' buttons are at the bottom.

NAVIGATION

ADAP Data Report

Your session will expire in: 28:02

X07HA00000 : FICTITIOUS STATE DEPARTMENT OF HEALTH

REMINDER:
The Recipient Report (Questions 1 – 7) should be reported for the grant year April 1, 2019 – March 31, 2020, whereas the uploaded client level data should be 2019 calendar year data.

Required
All items in the Grantee Report should be reported for the most recent grant year. Please review the Instructions for Completing the ADAP Grantee Report to ensure that you respond to each item appropriately.

D. EXPENDITURES

6. For each of the following categories, please enter total expenditures for this reporting period:

Expenditure Category	Total Cost	
a. Full pay medication assistance	\$	
b. Dispensing costs	\$	
c. Other administrative costs	\$	
d. Health insurance assistance (including co-pays, deductibles, and premiums)	\$	
Total ADAP expenditures this reporting period (Total of a through d)		\$ 0

Save Cancel

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Question 6 is where you will enter the total expenditures for medication assistance, dispensing, other administrative costs, and health insurance assistance for the reporting period. Other administrative costs includes all other fees excluding dispensing costs paid by your ADAP that are related to purchasing and distributing medication such as shipping and handling and other bulk order fees. Do not include the general administrative costs of your ADAP such as staffing costs here.

If you do not have expenditures for a specific category, enter a zero for that amount. As in the previous section, you cannot leave any of the responses blank. The total ADAP expenditures for the reporting period will be calculated automatically when you hit save.

Recipient Report – Medication Formulary

ADAP Data Report Your session will expire in: 28:44

X07HA00000 : FICTITIOUS STATE DEPARTMENT OF HEALTH

REMINDER:
The Recipient Report (Questions 1 – 7) should be reported for the grant year April 1, 2019 – March 31, 2020, whereas the uploaded client level data should be 2019 calendar year data.

Required
All items in the Grantee Report should be reported for the most recent grant year. Please review the Instructions for Completing the ADAP Grantee Report to ensure that you respond to each item appropriately.

E. ADAP MEDICATION FORMULARY
Alternative View
Please provide information on Antiretroviral (ARV), Hepatitis B, Hepatitis C and 'A1'-OI medications currently on your ADAP formulary.

7a. Grantee-level Formulary Information - Antiretroviral Medications
Please indicate which of the following ARV medications are included in your ADAP formulary. If the medication was added to your formulary during the grant year, check the box in the "Med Added" column and enter the date that the medication was added in the "Date Added" column.

Included In Formulary	Generic Name	Brand Name	DIN	Med Added?	Date Added
<input checked="" type="checkbox"/>	abacavir	Ziagen	d04376	<input type="checkbox"/>	
<input type="checkbox"/>	abacavir/dolutegravir/famivudine	Triumeq	d08284	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	abacavir/famivudine	Epizcom	d05354	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	abacavir/famivudine/zidovudine	Trizivir	d04727	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	atazanavir	Reyataz	d04882	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	atazanavir and cobicistat	Evotaz	d06340	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	cobicistat	Tyboost	d07097	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	cobicistat and darunavir	Prezcobiv	d06305	<input type="checkbox"/>	

Finally, questions 7a, 7b, and 7c are where you will update your anti-retro-viral, A1 opportunistic infections, and Hepatitis medication formularies. Medications that you included on last year's ADR will be pre-populated in your report. Review the checked medications and ensure that they are still included in your ADAP medication formulary.

If you added a medication during the reporting period, check "Med Added" on the right side of the page and enter the date of when it was added. Remember that the data collected in the Recipient Report is based on the grant year of April 1, 2019 – March 31, 2020. Therefore any dates entered here that lie outside the range of the grant year will result in an error.

Once you have completed all of these questions, the Recipient Report section of the ADR is complete, and you are ready to move onto the second component of the ADR, the Client Report.

Overview of the Client Report

- Reporting Period: 1/1/2019 to 12/31/2019
- Target Upload Date: April 20, 2020
- Each client record should contain:
 - Encrypted Unique Client Identifier (eUCI)
 - Demographic data
 - Enrollment and certification data
 - Insurance services
 - Medication services
 - Clinical data

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To complete the Client Report, you must upload an XML file containing data for all eligible clients into the ADR Web Application. As a reminder, the reporting period of the Client Report is different from that of the Recipient Report. The client file should include data from January 1, 2019 to December 31, 2019. It is strongly encouraged that you upload your client-level data by April 20 to avoid any last-minute issues that could cause your submission to be late.

In your data file, each client record should include the following:

- an encrypted Unique Client Identifier (or eUCI), to ensure the confidentiality of client information
- demographic data
- enrollment and certification data, and
- data on if the client received insurance or medication services during the reporting period...and for clients who received medication services, you will also include their clinical data.

Your XML file should include one record for every eligible client, whether or not the individual actually received ADAP services during the reporting period. If you have a client who is certified but did not receive services during the reporting period, still include that client in your XML file.

If you have any issues with your XML file upload or creation, please contact the DART team, whose contact information I will display at the end of the presentation.

Upload Client-level Data

The screenshot displays the ADAP Data Report interface. On the left is a navigation panel with sections: NAVIGATION (Home, Inbox), Workflow (Validate, Submit, Un-Submit, History, Clear Clients), Data Entry (Cover Page, Q1-3, Q4, Q5, Q6, Q7a, Q7b, Q7c, Client Upload), Comments (Add Comments, View Comments), and Print (Print PDF). The 'Client Upload' link is highlighted with a red box. The main content area is titled 'ADAP Data Report' and shows 'X07HA00000 : FICTITIOUS STATE DEPARTMENT OF HEALTH'. It includes a session expiration timer (29:27) and a REMINDER about reporting years. A warning states that files larger than 25MB must be zipped. The 'CLIENT UPLOAD' section instructs users to upload ADR Client-Level Data in XML or Compressed Zip format. It features a checkbox for 'Clear Client Records' and a 'Browse...' button to select a file. The 'Upload File' button is also highlighted with a red box. Below this, there is a table showing current uploads, which is currently empty.

NAVIGATION Home Inbox Workflow Validate Submit Un-Submit History Clear Clients Data Entry Cover Page Q1-3 Q4 Q5 Q6 Q7a Q7b Q7c Client Upload Comments Add Comments View Comments Print Print PDF

ADAP Data Report Your session will expire in: 29:27

X07HA00000 : FICTITIOUS STATE DEPARTMENT OF HEALTH

REMINDER:
The Recipient Report (Questions 1 – 7) should be reported for the grant year April 1, 2019 – March 31, 2020, whereas the uploaded client level data should be 2019 calendar year data.

You will be unable to upload files larger than 25MB. Please zip your file before upload. [Create Compressed Zip File](#)

CLIENT UPLOAD
Please upload ADR Client-Level Data in XML or Compressed Zip format. You will receive an email confirmation after you have successfully uploaded your clients.

☐ Clear Client Records
(By selecting the Clear Client Records option, the system will clear all previously uploaded clients and process the new file uploaded.)

If you have uploaded your clients and answered all required questions, please validate your report before proceeding to submit your report.

This feature only works with ADR Client XML files or compressed zip files that conform to the ADR Client-Level Data XML Schema Definition. The most recent ADR XML Schema Definitions are available at [ADR XML Schema Definitions](#)

Your current data come from the following uploads:

ID	File Name	Vendor	Clients	Clear Clients	Status	Uploaded By	Request Date	Processed Date
No records to display.								

To upload your client-level data file, click on the “Client Upload” link in the left-hand navigation panel. In the client upload window, click “Browse” to find the client-level data file that you have saved onto your computer. Once you have found your file and you are ready to upload, click on the “Upload File” button.

Upload Client-level Data – Schema Check Errors

The screenshot displays the 'CLIENT UPLOAD' section of a web application. On the left is a sidebar with navigation links: 'Data Entry' (with sub-links for Cover Page, Q1-3, Q4, Q5, Q6, Q7a, Q7b, Q7c), 'Client Upload' (highlighted), 'Comments' (with sub-links for Add Comments, View Comments), 'Print' (with sub-links for Print PDF), 'Reports', 'Upload Completeness', and 'Reference' (with sub-links for Validation Rules, Merge Rules). The main content area is titled 'CLIENT UPLOAD' and contains the following text: 'Please upload ADR Client-Level Data in XML, or Compressed Zip format. You will receive an email confirmation after you have successfully uploaded your clients.' Below this is a checkbox for 'Clear Client Records' with a note: '(By selecting the Clear Client Records option, the system will clear all previously uploaded clients and process the new file uploaded.)'. There is a 'Browse...' button and 'Upload File' / 'Cancel' buttons. A message states: 'If you have uploaded your clients and answered all required questions, please validate your report before proceeding to submit your report.' Below this is a note: 'This feature only works with ADR Client XML files or compressed zip files that conform to the ADR Client-Level Data XML Schema Definition. The most recent ADR XML Schema Definitions are available at: ADR XML Schema Definitions'. A red-bordered box highlights the error message: '[x] Schema check error(s) (Please click on this to view the error(s)) Printer Friendly'. Below the error message is a table header: 'Your current data come from the following uploads:' followed by a table with columns: ID, File Name, Vendor, Clients, Clear Clients, Status, Uploaded By, Request Date, and Processed Date. The table body shows 'No records to display.' At the bottom, it says 'Logged in as: GranteeDataViewer, GranteeDataEditor, GranteeDataSubmitter' and 'The HAB Web Applications also require Adobe Acrobat Reader 5 or higher installed on your PC. To download Adobe Acrobat Reader, click [icon]'.

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If you attempt to upload a file that is not compatible with the system, your file will fail to upload and you will receive a message labeled “Schema check error(s)”. Click on the link that reads “Please click on this to view errors” to view a list of schema errors preventing your file upload. Schema errors must be corrected before you can successfully upload your client-level data file. If you decide that you need to request TA help from the DART team, it is strongly recommended to save a screenshot of the error you are encountering and include that in your TA request, so they are able to better assist you.

Just a quick note for our CAREWARE users out there, the minimum build for the 2019 ADR is build 62. Make sure you’ve updated to this build before uploading your client file.

Upload Client-level Data – Status

CLIENT UPLOAD

Please upload ADR Client-Level Data in XML, or Compressed Zip format. You will receive an email confirmation after you have successfully uploaded your clients.

Your Client-Level Data file upload request has been successfully posted. Please check below for upload status.

☐ Clear Client Records
(By selecting the Clear Client Records option, the system will clear all previously uploaded clients and process the new file uploaded.)

[Browse...](#)

[Upload File](#) [Cancel](#)

If you have uploaded your clients and answered all required questions, please validate your report before proceeding to submit your report.

This feature only works with ADR Client XML files or compressed zip files that conform to the ADR Client-Level Data XML Schema Definition.
The most recent ADR XML Schema Definitions are available at ADR XML Schema Definitions

Your current data come from the following uploads:

ID	File Name	Vendor	Clients	Clear Clients	Status	Uploaded By	Request Date	Processed Date
7735	ADRDData2019_2.xml	TRAX, 3.2.0.0	0	No	Pending	jim.imaginary@fdtious.gov	4/03/2020 2:14:00 PM	N/A
7734	ADRDData2019_1.xml	TRAX, 3.2.0.0	100	No	Success	jim.imaginary@fdtious.gov	4/03/2020 2:07:00 PM	4/03/2020 2:08:00 PM

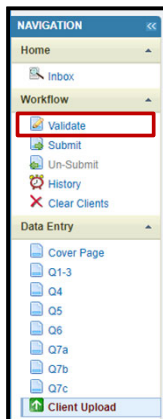
Logged in as: GrantsDataViewer, GrantsDataEditor, GrantsDataSubmitter
The HAB Web Applications also require Adobe Acrobat Reader 5 or higher installed on your PC. To download Adobe Acrobat Reader, click [here](#).

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When your file has passed the schema check and the system has scheduled your upload, it will add an entry to the table at the bottom of the Client Upload window. File uploads are not instantaneous, and therefore your file will begin in “Pending” status, meaning that the system is processing your file for upload. Note that you will need to refresh the page to see any change in statuses within the system.

Once the system has finished processing your file, it will advance to “Success” status and you will receive an email confirmation.

Validate Your Data



- There are 3 types of validation messages you may receive:
 - Errors - must be fixed
 - Warnings - fix or must provide comment
 - Alerts - review, try to fix
- Validations may escalate for future reporting periods
- You cannot validate your report with a pending Client-level Data upload

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Once your XML file has been uploaded to your report, the next step is to validate. To validate your report, click on the “Validate” button in the left-hand navigation panel. A window will open to let you know that your validation request is processing and will take a few minutes to complete. Click on validate again or refresh the page in your web browser to display your validation results once the process has completed.

You may receive 3 types of validation messages. Errors must be fixed before you can submit. Warnings you should fix as appropriate. If not corrected, a comment must be entered explaining the data before you can submit. Alerts should also be fixed as appropriate, but you are still able to submit with them in your report. It is important to correct your data whenever possible as validations can escalate from alerts to warnings or warning to errors in future reporting periods.

Also, please note you will not be able to validate your ADR if your client-level data file is still pending. So be sure that your file has advanced to the “Success” status before validating.

Validate Your Data

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 2018 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		
8	72	37 client(s) with ADAP-Funded Medications Dispensed Flag reported as 'yes' missing Viral Load Test Date.	Warning	0	Add Comment	
9	74	10 client(s) with a Viral Load Test Count but with 'no' reported for ADAP-Funded Medications Flag.	Alert	0		
10	75	37 client(s) with ADAP-Funded Medications Flag reported as 'yes' but missing Viral Load Test Count.	Warning	0	Add Comment	
11	87	38 client(s) missing race.	Alert	0		

Upload Completeness	8	72	37 client(s) with ADAP-Funded Medications Dispensed Flag reported as 'yes' missing Viral Load Test Date.	Warning	0	Add Comment	
Reference	9	74	10 client(s) with a Viral Load Test Count but with 'no' reported for ADAP-Funded Medications Flag.	Alert	0		
Validation Rules	10	75	37 client(s) with ADAP-Funded Medications Flag reported as 'yes' but missing Viral Load Test Count.	Warning	0	Add Comment	
ADAP-Funded Medications	11	87	38 client(s) missing race.	Alert	0		

"Reviewing Your Data at Upload" webinar:

<https://targethiv.org/library/reviewing-your-data-upload-tools-adr-web-system-and-check-your-xml-feature-0>

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Here is a sample of the validation messages you may receive. I recommend checking out the full list of all possible validations by clicking "Validation Rules" in the left-hand navigation panel.

Once your Validation Report has generated, you have the option of using the expand icon to the left of each validation message to view the eUCIs that triggered for the validation. Note that the eUCI is a searchable field within all ADR ready systems, such as CAREWare. If the validation triggered for many clients, it may be helpful to download each validation message and the corresponding eUCIs in an Excel file format.

I encourage you to check your data quality by viewing the Upload Completeness Report in the left-hand navigation panel. After clicking on the link your report will open in a new window. For further information on the Upload Completeness Report and the different tools available in the ADR web system to review your data, I strongly recommend checking out the webinar "Reviewing your Data at Upload" presented in February, a link to which I've provided on this slide.

Once you have reviewed your data quality and validations, determine if you must upload a new data file or if a validation comment is the appropriate response.

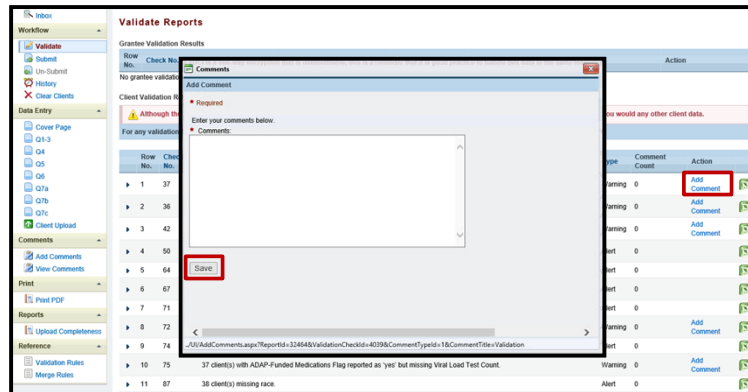
Validate Your Data – Clear Clients

The screenshot displays the 'Validate Reports' interface. On the left-hand navigation panel, the 'Clear Clients' button is highlighted with a red box. The main content area shows a table of validation results with columns: Row No., Check No., Message, Type, Comment Count, and Action. The table lists 11 rows of validation errors, including issues with insurance premium, age, ADAP-Funded Medications Dispensed Flag, and Viral Load Test Date. The 'Clear Clients' button is located in the left-hand navigation panel under the 'Workflow' section.

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 50 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 2019 who also had an ADAP Recertification Date.	Alert	0	Add Comment
5	64	13 client(s) with a CD4 Test Date but 'no' reported for ADAP-Funded Medications Dispensed Flag.	Alert	0	Add Comment
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	Add Comment
7	71	12 client(s) with a Viral Load Test Date but with 'no' reported for ADAP-Funded Medications Dispensed Flag.	Alert	0	Add Comment
8	72	37 client(s) with ADAP-Funded Medications Dispensed Flag reported as 'yes' missing Viral Load Test Date.	Warning	0	Add Comment
9	74	10 client(s) with a Viral Load Test Count but with 'no' reported for ADAP-Funded Medications Dispensed Flag.	Alert	0	Add Comment
10	75	37 client(s) with ADAP-Funded Medications Dispensed Flag reported as 'yes' but missing Viral Load Test Count.	Warning	0	Add Comment
11	87	38 client(s) missing race.	Alert	0	Add Comment

If you determine that your data needs to be corrected, you will have to make those corrections in your data system, regenerate your XML file, and re-upload following the steps detailed earlier. Be sure to clear any old data files **before** uploading your corrected data. To clear an uploaded data file, click “Clear Clients” in the left-hand navigation panel. This function will clear **ALL** the files that have been uploaded. Once the file is successfully cleared you can upload the corrected data file.

Validate Your Data – Adding Warning Comments



If you have determined that a warning comment is appropriate to address a validation, click “Add Comment” under the Action column which will bring up a comment box. Enter your comment and click on “Save” once you are finished.

Submit the Report

The screenshot shows the 'Validate Reports' interface. On the left is a sidebar with a 'Submit' button highlighted in a red box. The main area displays 'Validate Reports' with a table of validation results. The table has columns: Row No., Check No., Message, Type, Comment Count, and Action. The table lists 11 rows of validation errors, including issues with insurance premium, client age, ADAP-Funded Medications Dispensed Flag, and Viral Load Test Date. Each row has an 'Add Comment' link and a green checkmark icon.

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	10 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 2019 who also had an ADAP Recertification Date.	Alert	0	Add Comment
5	64	13 client(s) with a CD4 Test Date but 'no' reported for ADAP-Funded Medications Dispensed Flag.	Alert	0	Add Comment
6	67	13 client(s) with a CD4 Test Date greater than or equal to zero but with 'no' reported for ADAP-Funded Medications Dispensed Flag.	Alert	0	Add Comment
7	71	12 client(s) with a Viral Load Test Date but with 'no' reported for ADAP-Funded Medications Dispensed Flag.	Alert	0	Add Comment
8	72	37 client(s) with ADAP-Funded Medications Dispensed Flag reported as 'yes' missing Viral Load Test Date.	Warning	0	Add Comment
9	74	10 client(s) with a Viral Load Test Count but with 'no' reported for ADAP-Funded Medications Dispensed Flag.	Alert	0	Add Comment
10	75	37 client(s) with ADAP-Funded Medications Dispensed Flag reported as 'yes' but missing Viral Load Test Count.	Warning	0	Add Comment
11	87	38 client(s) missing race.	Alert	0	Add Comment

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Once you have addressed all of your validations, you are ready to submit your report. To do so, click “submit” on the left-hand navigation panel.

Submit the Report (continued)

A field with an asterisk * before it is a required field.

Please enter comments regarding your submission.

Comments

Design Preview

Characters remaining: 3000

☐ I certify that the data in this report is accurate and complete. I understand that reporting accurate and complete data is a condition of this grant award and is subject to federal audit.

Submit

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Clicking on submit will open a screen where you are prompted to add a submission comment and certify that the data in the report are accurate and complete. You are encouraged to enter a meaningful comment about your submission process. These comments will be reviewed by HAB after the submission period. After you have added your comment and checked the box, click on the “Submit Report” button. Congratulations you have successfully completed the ADR.

Technical Assistance Resources

TargetHIV - <https://targethiv.org/>

2019 ADR Instruction Manual

- <https://targethiv.org/library/adr-instruction-manual>

2019 Schema Implementation Guide

- <https://targethiv.org/library/adap-data-report-adr-xml-schema-implementation-guide-0>

TRAX for the ADR: Application and Manual

- <https://targethiv.org/library/trax-adr>

Archived ADR Webcasts & Webinar Calendar

- <https://targethiv.org/dart/webinars>

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Finally, as I wrap up this webcast, I'd like to remind you to take advantage of the many ADR technical assistance resources available starting with the TargetHIV Web site. Here you can view and download the 2019 ADR Instruction Manual and Schema Implementation Guide as well as download the TRAX Application and its supporting materials. The **TargetHIV** website is also the place to find archived and upcoming ADR webinars.

Technical Assistance Resources

TA Resource	Type of TA
Ryan White Data Support 888-640-9356 RyanWhiteDataSupport@wrma.com	<ul style="list-style-type: none"> • ADR-related content and submission questions; • Interpretation of the ADR Instruction Manual and HAB's reporting requirements; • Instructions for completing the ADR Recipient and CLD Reports; and • Data validation questions.
DART Data.TA@caiglobal.org	<ul style="list-style-type: none"> • Data reporting requirements; • Extracting data from systems and reporting it using the required XML schema; • TRAX and CHEX Application; and • Data quality issues.
EHB Customer Support Center 877-464-4772 http://www.hrsa.gov/about/contact/ehbhelp.aspx	<ul style="list-style-type: none"> • ADR software-related questions; • Electronic Handbook (EHB) navigation; • EHB registration; • EHB access and permissions; • Performance Report submission statuses.
CAREWare Help Desk 877-294-3571 cwhelp@jprog.com	<ul style="list-style-type: none"> • How to generate the XML file from CAREWare correctly; • How to view a sample client summary file; and • Creating custom reports. <p>For the 2019 ADR, the minimum build is build 62.</p>

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Here are the additional technical assistance resources available to assist you should you require further help.

Data Support can help you with questions on reporting requirements and interpreting the ADR Instruction Manual.

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 and Chex applications as well as addresses questions related to data quality including analyzing completeness reports.

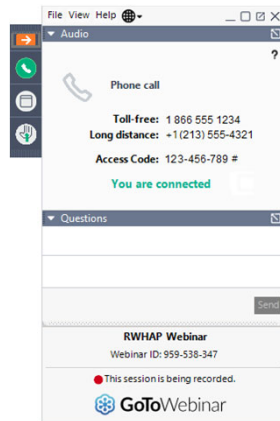
Contact the EHB Customer Support Center for help with the EHBs, such as setting up user accounts, navigating the system and updating your agency's prepopulated information.

Finally, the CAREWare help desk is the best resource for all questions related to CAREWare.

If you don't know who to contact, please reach out to any of the resources listed here and we will be happy to refer you where you need to go.

Thank you for joining us today!

QUESTIONS?



- 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.