

ADR Client-Level Data Elements (2025)

Purpose	Show where each 2025 ADR client-level data element is entered in CAREWare and highlight the most important entry tips and validation risks.
Who should use this	CAREWare administrators, ADR preparers, data managers, ADAP staff, and quality reviewers.
Use this guide when you need to	Review missing data, correct CAREWare records before exporting the ADR Client Report, or train staff on where ADR data live in CAREWare.
Main warnings	For 2025, sex at birth is required and the insurance assistance type changed to Full or partial premium payment.
Reporting period	2025 ADR Client Report data are reported for January 1, 2025 through December 31, 2025.

Quick path

Client-level [ADR](#) work usually touches these CAREWare areas:

Demographics > [Personal Info](#)

Demographics > [ADAP Enrollment History](#)

Demographics > [Race/Ethnicity](#)

Demographics > HIV Status

Annual Review > [Poverty Level Assessments](#)

Annual Review > [Insurance Assessments](#)

[Services](#)

[Drug Payments](#)

[Labs](#)

Before you begin

This guide covers the 2025 ADR Client Report only. Use it to review the client-level data before generating the ADR Client Report XML for review in the [ADR Viewer](#).

The 2025 ADR client report period is January 1, 2025 through December 31, 2025.

Important 2025 ADR changes

Sex at birth is now required for generating the eUCI used for the ADR Client Export. The options Male, Female, or Unknown are allowed for the ADR.

The types of health care coverage assistance received now combines premium help into full or partial premium payments.

Demographics

Validation watch

Common 2025 ADR Validation checks in this section: 35, 36, 86, 87, 88, 89, 90, 91, 92, 93, 96,

Field ID	ADR data element	What to enter	Location in CAREWare / quick steps / notes
2	Encrypted Unique Client Identifier (eUCI)	Auto-calculated by CAREWare from first name, last name, date of birth, and sex at birth.	Path: Demographics > Personal Info Tip: CAREWare calculates the eUCI automatically. Changes to first name, last name, date of birth, or sex at birth will change the eUCI.
4	Client self-reported ethnicity	Select one: - Hispanic/Latino - Non-Hispanic/Latino	Path: Demographics > Race/Ethnicity FAQ steps: open Race/Ethnicity, select Hispanic or Latino = Yes or No, then Save. Note: Only the HRSA ADR options count. Unknown will export as missing.
68	Hispanic subgroup (select all that apply)	Required when ethnicity = Hispanic/Latino: - Mexican, Mexican American, Chicano/a - Puerto Rican - Cuban - Another Hispanic, Latino/a, or Spanish origin	Path: Demographics > Race/Ethnicity FAQ steps: set Hispanic or Latino = Yes, check each applicable subgroup, then Save. Tip: Leave blank only when the client is not Hispanic/Latino.
6	Client self-reported race (select all that apply)	Use only ADR race groups: - American Indian or Alaska Native - Asian - Black or African American - Native Hawaiian or Pacific Islander - White	Path: Demographics > Race/Ethnicity FAQ steps: check all self-reported race groups, then Save. Note: Race is separate from ethnicity. If only ethnicity is entered, race will still be missing for ADR.
69	Asian subgroup (select all that apply)	Required when race includes Asian: - Asian Indian - Chinese - Filipino - Japanese - Korean - Vietnamese - Other Asian	Path: Demographics > Race/Ethnicity FAQ steps: check Asian first, then select each applicable Asian subgroup and Save.
70	Native Hawaiian / Pacific Islander subgroup (select all that apply)	Required when race includes Native Hawaiian or Pacific Islander: - Native Hawaiian - Guamanian or Chamorro - Samoan - Other Pacific Islander	Path: Demographics > Race/Ethnicity FAQ steps: check Native Hawaiian or Pacific Islander first, then select each applicable subgroup and Save.
71	Sex at birth	Select one: - Male - Female - Unknown	Path: Demographics > Personal Info FAQ steps: open Personal Info, update Sex at Birth, then Save. 2025 change: Missing values are no longer allowed for ADR.

Field ID	ADR data element	What to enter	Location in CAREWare / quick steps / notes
9	Year of birth	CAREWare uses the Date of Birth field and exports the year only.	Path: Demographics > Personal Info FAQ steps: open Personal Info, confirm Date of Birth, then Save. Tip: Keep the full DOB accurate because CAREWare also uses it for the eUCI.
10	HIV/AIDS status	Select one ADR status: - HIV-positive, not AIDS - HIV-positive, AIDS status unknown - CDC-defined AIDS - HIV-indeterminate (infants under age 2 only)	Path: Demographics > HIV Status Tip: HIV/AIDS dates must be prior to the end of the report year. If a client has ever had AIDS, report CDC-defined AIDS.
11	Percent of the Federal Poverty Level	Whole number from 0 to 9999. No percent sign or commas.	Path: Annual Review > Poverty Level Assessments FAQ steps: Add a Poverty Level Assessment, enter Date, Household Size, and Household Income, then Save. CAREWare calculates FPL. Tip: Household size must be 1 or higher.
13	Health coverage (all coverage during the reporting period)	Report all applicable coverage types during the year, including No insurance/uninsured if the client had any gap in coverage.	Path: Annual Review > Insurance Assessments FAQ steps: Add an Insurance Assessment, enter the assessment date, select primary insurance, check all secondary insurances, then Save. Tip: Include all applicable sources for the reporting period.

Enrollment and Certification

Validation watch

Common 2025 ADR Validation checks in this section: 44, 46, 47, 48, 49, 53, 95, 99, 100, 101, and 106. Check new client dates, year-end enrollment status, disenrollment reasons, and clients marked enrolled without insurance or medication assistance.

Field ID	ADR data element	What to enter	Location in CAREWare / quick steps / notes
14	New client	Client is new only if they applied to ADAP for the first time ever and met eligibility during the report year.	Path: Demographics > ADAP Enrollment History FAQ steps: Add an ADAP Enrollment History record with the correct first enrollment date and status, then Save. CAREWare note: the first ever ADAP enrollment date in the report year drives this field.

Field ID	ADR data element	What to enter	Location in CAREWare / quick steps / notes
15	Date completed application was received	MM/DD/YYYY. Report only for newly enrolled clients whose application was approved during the reporting period.	Path: Demographics > Enrollment Status > Application Received Date Tip: The date may be prior to the reporting period.
16	Date completed application was approved	MM/DD/YYYY. Report the first date the client was approved for any ADAP service during the report year.	Path: Demographics > ADAP Enrollment History > Enrollment Date FAQ steps: in ADAP Enrollment History, enter the first approval/enrollment date and the status, then Save. CAREWare note: the first ADAP enrollment date entered is used as the approval date.
18	Enrollment status at end of year	Select one: - Enrolled, receiving services - Enrolled, on waiting list - Enrolled, services not requested - Disenrolled	Path: Demographics > ADAP Enrollment History > Enrollment Status FAQ steps: add or edit the latest ADAP enrollment record in the report year and select the correct status. Tip: If a client received no ADAP services, use Enrolled, services not requested when appropriate.
19	Reason(s) for disenrollment	Select all that apply when the year-end status is Disenrolled.	Path: Demographics > ADAP Enrollment History > Reason for Disenrollment FAQ steps: choose the reason when the status is Disenrolled, then Save. Tip: If Other is used, complete the Other Disenroll Reason field in CAREWare.

Insurance Services

Validation watch

Common 2025 ADR Validation checks in this section: 37, 54, 55, 56, 57, 84, 85, 108, 109, 110, and 111. Most issues come from missing amounts, missing assistance type, or months covered outside 1-18.

Field ID	ADR data element	What to enter	Location in CAREWare / quick steps / notes
20	Receipt of health care coverage services	Yes if at least one ADAP insurance service was provided during the report year; otherwise No.	Path: ADAP provider > Insurance Services Tip: ADAP Insurance services only exist in the ADAP provider. Custom services are excluded from HRSA reports.

Field ID	ADR data element	What to enter	Location in CAREWare / quick steps / notes
67	Type of health care coverage assistance received	Choose all that apply: - Full or partial premium payment - Medication co-pay/deductible including Medicare Part D co-insurance, co-payment, or donut hole coverage	Path: ADAP provider > Insurance Services > Subservice CAREWare note: the ADR value is driven by the ADAP Insurance subservice used. 2025 change: Full and Partial Premium Payment are now combined into one ADR response. Use current ADAP Insurance subservices only.
21	Amount paid for premiums	Whole dollar amount for premium payments only. No dollar sign, commas, or cents.	Path: ADAP provider > Insurance Services > Service Total Tip: CAREWare totals current full and partial premium payment subservices for the report year.
22	Months coverage of premiums paid	Whole number of months of coverage for premiums paid. Do not prorate for partial premiums.	Path: ADAP provider > Insurance Services > Months Covered (Units) Tip: The total months should normally fall between 1 and 18.
23	Amount paid for medication co-pays and deductible	Whole dollar amount for medication co-pays, co-insurance, deductibles, and Medicare Part D-related medication costs. Round amounts between \$0 and \$1 up to 1.	Path: ADAP provider > Insurance Services > Service Total Tip: Only medication co-pay/deductible type subservices should feed this field. Exclude medical visit co-pays, except for antiretroviral medications.

Medication Assistance Services

Validation watch

Common 2025 ADR Validation checks in this section: 38, 39, 42, 58, 59, 60, 61, 62, 63, and 80. Check for drug payment dates outside the report year and missing medication costs.

Field ID	ADR data element	What to enter	Location in CAREWare / quick steps / notes
25	Receipt of medication services	Yes if at least one ADAP-funded medication was dispensed and paid in full by ADAP during the report year; otherwise No.	Path: ADAP provider > Drug Payments FAQ steps: add a drug payment record when ADAP paid the full medication cost. Warning: Do not report reversed claims.
26	Medication dispensed (Medication ID)	11-digit NDC for each medication dispensed.	Path: ADAP provider > Drug Payments > NDC
27	Medication dispensed date	MM/DD/YYYY for each dispensed medication.	Path: ADAP provider > Drug Payments > Date FAQ steps: enter the date of the drug payment and Save. Validation watch: dates before first ADAP enrollment or outside the report year should be reviewed.

Field ID	ADR data element	What to enter	Location in CAREWare / quick steps / notes
28	Days supply of medication	Whole number of days supplied for each dispensed medication.	Path: ADAP provider > Drug Payments > Days FAQ steps: enter the number of days supplied when adding the drug payment.
29	Amount paid for medication	Whole dollar amount for each medication dispense. Exclude dispensing fees and administrative fees. Round amounts between \$0 and \$1 up to 1.	Path: ADAP provider > Drug Payments > Drug Cost FAQ steps: CAREWare calculates drug cost from units and price. Warning: If the medication was covered by insurance and ADAP only paid the deductible/co-pay, report it in insurance services instead.

Clinical Information

Validation watch

Common 2025 checks in this section: 40, 41, 65, 66, 72, 73, 102, and 107. Review missing CD4 or viral load tests, dates outside the report year, and conflicting results on the same date.

Field ID	ADR data element	What to enter	Location in CAREWare / quick steps / notes
32	CD4 test date	MM/DD/YYYY for every CD4 test during the report year.	Path: Labs > Date FAQ steps: add a lab record, enter the lab date, choose CD4 Count, enter the result, then Save. Tip: Use the blood draw date, not the date the lab was posted.
33	CD4 count value	Whole number from 0 to 5,000 for each CD4 test.	Path: Labs > Test Result FAQ steps: after selecting CD4 Count, enter the numeric result and Save.
34	Viral load date	MM/DD/YYYY for every viral load test during the report year.	Path: Labs > Date FAQ steps: add a lab record, enter the lab date, choose Viral Load, enter the result, then Save. Tip: Report all viral load dates for enrolled clients, even if the client received no ADAP service.
35	Viral load count	Whole number from 0 to 500,000,000. If undetectable, report the lower test limit if available; otherwise 0.	Path: Labs > Test Result FAQ steps: after selecting Viral Load, enter the numeric result and Save. Warning: Log values should be converted to copies/mL before reporting.