

ADR

CAREWare quick guide for the annual ADAP Data Report workflow

Purpose

Summarize the ADR workflow in CAREWare from data review through XML creation and review.

Use this guide when you need to

You need a concise starting point for annual ADR preparation, review, and export.

Validation watch

Focus on enrollment status, drug payments, service setup, premium amounts, medication costs, race/ethnicity subgroups, and labs.

2025 ADR change: Sex at birth is required for ADR and is now part of the eUCI calculation.

2025 ADR change: Use Full or partial premium payment for premium assistance reporting.

Steps

1. Review required ADR data in [Personal Info](#), [Race/Ethnicity](#), [ADAP Enrollment History](#), [Insurance Assessments](#), [Drug Payments](#), and [Labs](#).
2. Confirm ADAP-funded insurance and medication records are entered in the ADAP provider so they count for the ADR.
3. Run the [ADR Validation Report](#) and correct the issues it identifies.
4. Run the [ADR Client Report](#) to generate the XML export file.
5. Open the XML in the [ADR Viewer](#) to review counts, drill into client lists, and fix data before upload.
6. Upload the final XML through the HRSA EHB and submit after all required issues are addressed.

Helpful tips

- Clients whose last ADAP enrollment status is Enrolled, receiving services, Enrolled, on waiting list, or Enrolled, services not requested, or disenrolled during the reporting period are included in the CAREWare ADR export.
- Use both the [ADR Validation Report](#) and [ADR Viewer](#) before upload to catch missing data and incorrect client details.
- If you are importing ADR data, use the current CSV or SQL specifications and review the output before final submission.

Warnings to check before finalizing

Round any non-zero medication cost below \$1 up to \$1 to avoid avoidable warnings.

Missing race, ethnicity, subgroup, CD4, or viral load data are common reasons for ADR submission issues.

Related guides

[ADR Client Report](#) | [ADR Viewer](#) | [ADR Validation Report](#) | [ADAP Enrollment History](#) | [Drug Payments](#) | [Custom Reports for Data Quality](#)