Generate the ADR XML file from CAREWare

Purpose
Show how to run the ADR Client Report and save the XML file used for submission and review.

Use this guide when you need to
Create the client-level ADR export file.

Validation watch
Common trouble spots include clients with no qualifying enrollment status, missing sex at birth, missing labs, NDC's in invalid format, and missing insurance service data.

Before you begin: Make sure that the clients' ADAP Enrollment History is updated for the reporting period. The client report period is January 1, 2025 through December 31, 2025

Steps

1. Click Reports.
2. Click HRSA Reports.
3. Click ADR Client Report.
4. Click Edit.
5. Select the report year.
6. Check Cross Provider Labs if labs are shared between providers.
7. Click Save.
8. Click Run.
9. When the report is complete, click Download ADR File to save the XML.

Helpful tips

• Report one record for every enrolled ADAP client, even if the client did not receive ADAP services during the year.

• Use the latest CAREWare build before creating the file.

• After you create the XML, open it in the ADR Viewer to review completeness. Also run the ADR Validation Report to resolve alerts, warnings or errors before uploading the XML to the EHB.

Warnings to check before finalizing

• Sex at birth is required for the eUCI used in the ADR export.

• Clients with no ADAP services should still have correct enrollment status; use Enrolled, services not requested when appropriate.

• Race/ethnicity subgroup gaps and missing CD4 or viral load results often surface after the XML is generated.

Related guides

ADR | ADR Viewer | ADR Validation Report | ADAP Enrollment History | Labs | Data Sharing | Upgrading CAREWare