AIDS DRUG ASSISTANCE PROGRAM REPORT (ADR)
ADAP ROLES AND RESPONSIBILITIES

Activity	Key Steps	Resources
New Staff Orientation	• Clarify your role and ensure you have the correct permissions in the EHBs • Download the ADR from the prior year so you can see how it was historically reported • Review the introductory videos in the ADR Training Video Series • Contact the DISQ Team and Ryan White Data Support to get you started • Sign up for the ADR listserv to receive key updates	• ADR Training Video Series • ADR Technical Assistance Brochure • ADR Listserv
General ADR Preparation Steps	• Make sure that everyone who has a role is registered in the EHBs with correct permissions • Establish an internal timeline to meet the ADR deadline • Notify your finance team that information will be needed for the report and provide timeline • Download ADR materials and register for upcoming ADR webinars • Review the ADR In Focus Series for reporting changes, common challenges and best practices in submitting the report • Determine what system you will use to create the client-level data file (e.g. ADR-ready system, TRAX) • Review client-level data throughout the year	• ADR Submission Timeline • Data Webinar Calendar • TargetHIV ADR Resources • ADR In Focus Series
Recipient Report	• Compile financial information for the grant year including funding sources and expenditures • Compile changes to your formulary (if any) for the grant year • Enter required information on your program, funding, expenditures and formulary • Review the "Completing the ADR webinar" for a walk through of the report • Submit by the deadline	• ADR Instruction Manual • "Completing the ADR" webinar
Client-Level Data File	• Download the ADR Download Package for documentation on any client-level data changes • Upload your file in Check Your XML to review your data before the ADR opens • Upload Data in the Recipient Report once the system opens • Review the Reviewing Your Data at Upload webinar to learn about the different ways to review your data in the EHBs • Review validation messages and the Upload Completeness Report (UCR) • Review lessons learned about ADR data quality to review common issues • Review your medication data using the Medication Dashboard Tool	• ADR Download Package • ADR Instruction Manual • 2019 ADR Data Quality: Lessons Learned from Outreach • Reviewing Your Data at Upload: Tools within the ADR Web System and Check Your XML • ADR Medication Dashboard Tool • Completing the ADR webinar

Download TA Materials and Resources → Start the Recipient Report on the first Monday in April → Upload a client-level data file by the last Monday in April → Check your data quality in the UCR, validations, and medication dashboard → Submit your ADR by the first Monday in June at 6:00pm ET

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