ADR in Focus

ADR Data: Are They Complete? Are They Correct? Do They Accurately Reflect Your Program?
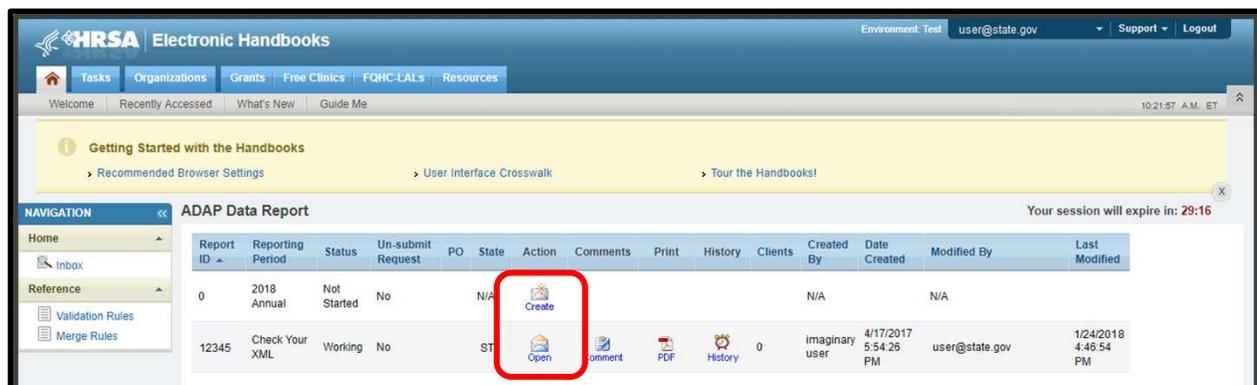
Importance of Data Quality

Good data quality, including both completeness and accuracy, is essential for your ADAP Data Report (ADR) to be useful and reflective of your program's quality of care. Inaccurate data may make your program appear to provide a lower quality of care than it actually does, and does not provide an accurate picture of your program to Congress, the HIV community and the public. Before you submit your ADR, you should ensure your data accurately reflect your program.

There are two main tools in the ADR Web System to help you check the quality of your data: The **Upload Completeness Report** and the **Validation Report**. You can access these reports in the Check Your XML feature year-round and the ADR report during submission season. The steps for accessing these reports are reviewed in the remainder of this document.

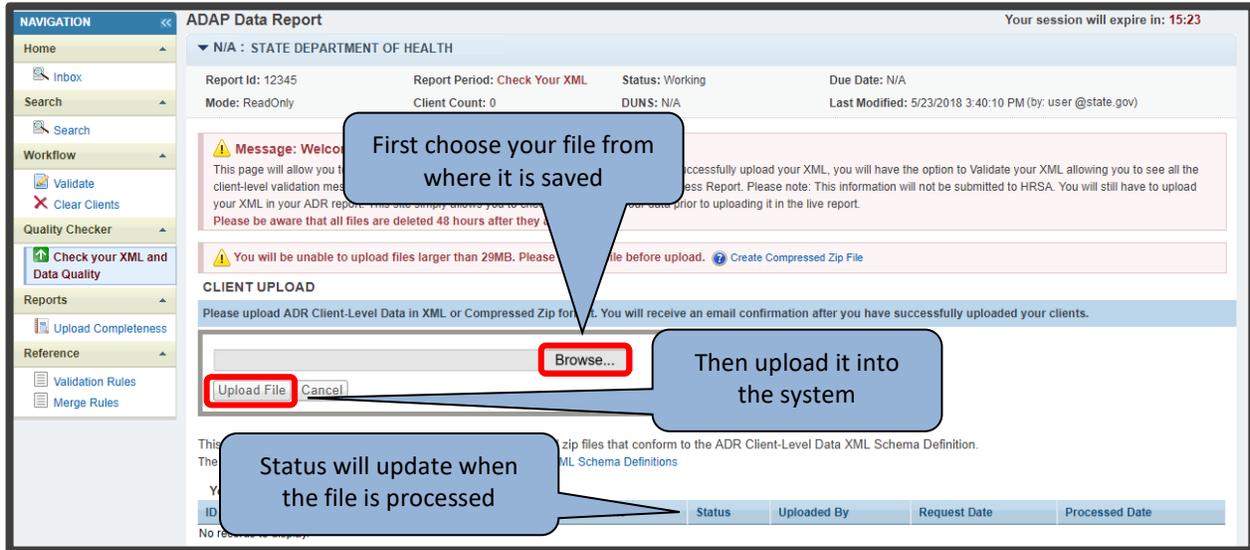|	Data Quality Issue	Concept	Tools for Checking
	Are your data correct?	Do your data make sense? Are they internally consistent?	Validation Report
	Are your data complete?	Complete data mean a value is reported for each client.	Upload Completeness Report
	Do they reflect your program?	Do your data match your expectations for your program?	

Accessing the Validation Report and Upload Completeness Report

1. When you are on the ADAP Data Report page, click on the **Open folder** on the Check Your XML or, during the submission season, on your current year Annual submission**.**
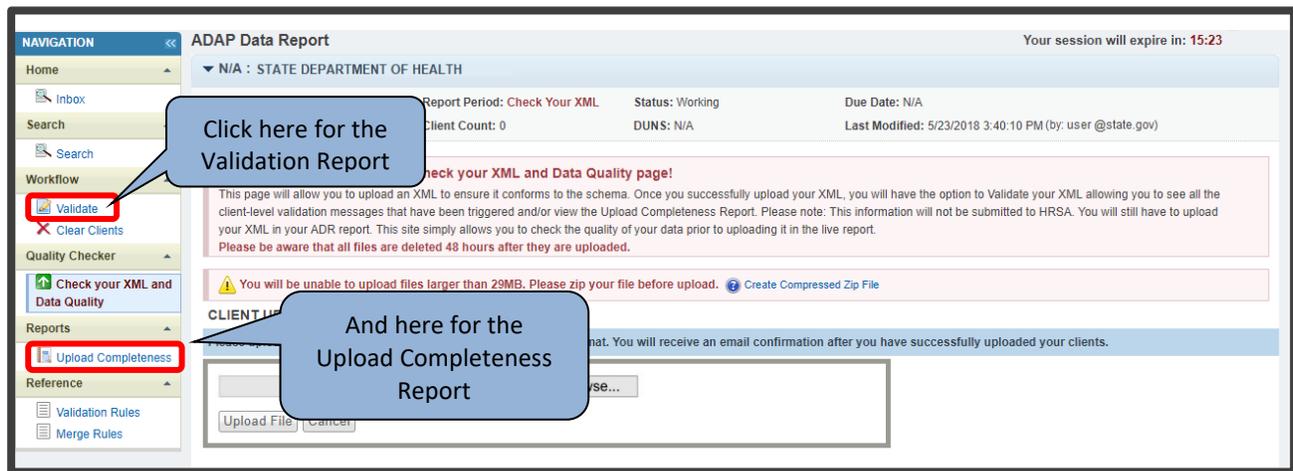

2. To upload your ADR client-level data, click on **'Browse'** and browse to the location on your computer where your XML is stored. Click on **'Upload File'**.

3. Once your file is successfully uploaded, you will see the status change from 'Pending' to 'Success'. Now you're ready to access the Reports!

ADR in Focus

4. Click on the **Validation Report** link to see alerts, warnings and errors in your data, and the eUCIs associated with these issues. Click **'Validation Rules'** to bring up a full list of validation messages**.**

5. Click on the **Upload Completeness Report** link to open a new tab that presents aggregate data for each data element in your XML file.

Make Corrections as Needed Before Submission

There are many reasons why your ADR data may not reflect your program activities, and only you will be able to assess how well your data reflect your program. Use the Validation Report and Upload Completeness Report to thoroughly review your data completeness and accuracy, and (if needed) upload a new version of your file to correct issues you've identified. To learn more about how to review your data, check out the Reviewing Your Data at Upload: Tools in the ADR Web System and the Check Your XML Feature webinar on the TargetHIV Website.

Contact the DART Team at Data.TA@caiglobal.org for individualized technical assistance to help you address your data quality issues!