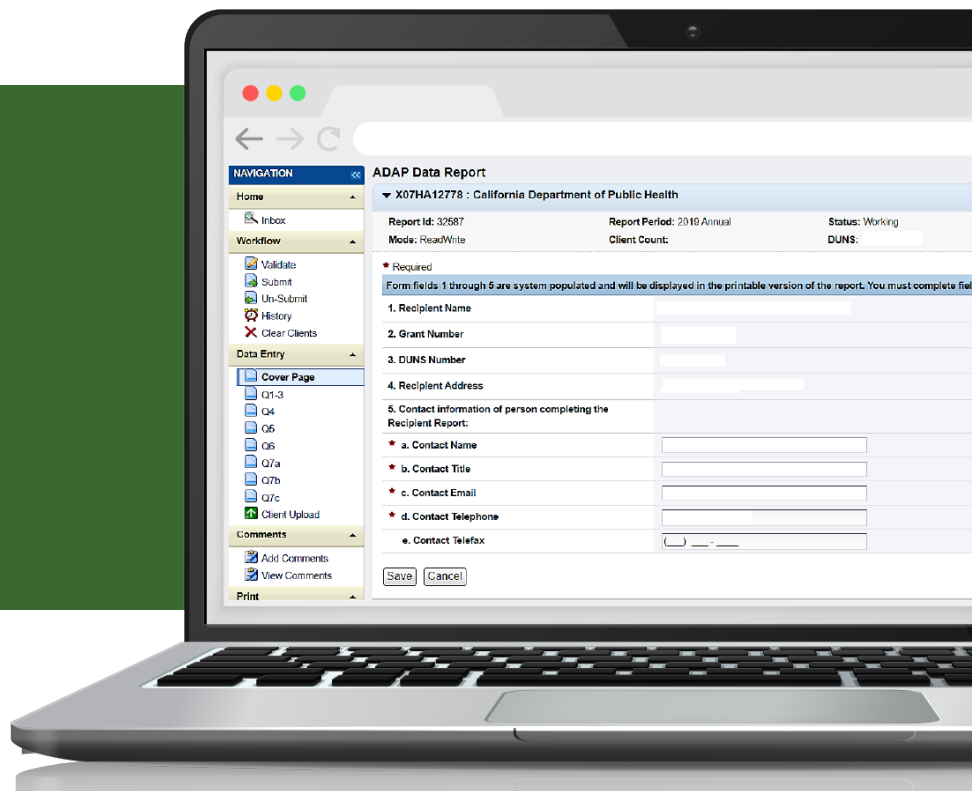


AIDS Drug Assistance Program Data Report (ADR)



Instruction Manual 2021

Release Date: December 31, 2021

Public Burden Statement: The purpose of this data collection system is to collect client-level data on individuals being served, services being delivered, and costs associated with these services through the AIDS Drug Assistance Program (ADAP) Data Report. The Ryan White HIV/AIDS Program requires the submission of this annual report by the Secretary of Department of Health and Human Services (HHS) to the appropriate committees of Congress. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this information collection is 0915-0345 and it is valid until 6/30/2023. This information collection is mandatory (through increased Authority under the Public Health Service Act, Section 311(c) (42 USC 243(c)) and title XXVI (42 U.S.C. §§ 2611 et seq.). Public reporting burden for this collection of information is estimated to average 87 hours per response, including the time for reviewing instructions, searching existing data sources, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to paperwork@hrsa.gov.

HIV/AIDS Bureau Division of Policy and Data
Health Resources and Services Administration
U.S. Department of Health and Human Services
5600 Fishers Lane, Room 9N164
Rockville, MD 20857



Table of Contents

Icons Used in this Manual	1
Introduction	2
What's New	4
About the ADR	5
Who is an ADAP client?	5
What are ADAP services?	6
Medication Assistance Services	6
Health Insurance Assistance Services	6
Services Provided under the ADAP Flexibility Policy.....	6
How is the ADR submitted to HRSA HAB?	7
Who submits the ADR?	7
What are the reporting periods?	7
Important Dates	8
The Recipient Report	9
Cover Page	9
Programmatic Summary Submission	10
A. Program Administration	11
B. Purchasing Mechanisms.....	13
C. Funding.....	15
D. Expenditures	17
E. ADAP Medication Formulary	19
Next Step: Upload Your Client-Level Data	20
The Client Report	21
Submitting Client-level Data to HRSA HAB	21
If you have an ADR-ready system	21
If you do not have an ADR-ready system	21

Client-level Data Elements	22
System Variables	22
Client Demographics.....	23
Enrollment and Certification.....	30
ADAP Services	34
ADAP Health Insurance Services.....	34
Medication Assistance Services	36
Clinical Information.....	38
Uploading the XML Client File	40
Ensuring Data Quality	41
Reviewing Your Client Report.....	41
Report Validation	41
Uploading a New or Corrected Client Report	41
Submitting Your Report	41
Appendix A: Required Client-level Data Elements	42
Appendix B: Frequently Asked Program Questions	43
Appendix C: Glossary	44
ADAP Manual Index	49

Icons Used in this Manual

The following icons are used throughout this manual to alert you to important and/or useful information.



The note icon highlights information that you should know when completing this section.



The tip icon points out recommendations and suggestions that can make it easier to complete this section.



The question mark icon indicates common questions asked by ADAPs with answers provided.



New text in the document is indicated with a **gray highlight** or a star icon.

Introduction

The Ryan White HIV/AIDS Program (RWHAP), first authorized by the U.S. Congress in 1990, is administered by the U.S. Department of Health and Human Services (HHS), Health Resources and Services Administration's (HRSA) HIV/AIDS Bureau (HAB).¹ HRSA's RWHAP uses dynamic data-driven and innovative approaches to provide a comprehensive system of care to achieve optimal health outcomes for people with HIV. Funds are provided to cities, states, and local community-based organizations that provide HIV medical care treatment and essential support services to over half-a-million people in the United States living with diagnosed HIV infection. A smaller but equally critical portion is used to fund technical assistance, clinical training, and the development of innovative models of HIV care.

Of the estimated 1.2 million people with HIV in the United States, more than 50 percent receive high-quality HIV medical care, treatment, and support services from the HRSA RWHAP each year. The HRSA RWHAP has developed a comprehensive system of care and treatment that provides the foundation for ending the HIV epidemic in the United States. The RWHAP is critical to ensuring that low-income uninsured or underserved people with HIV are linked to medical care, retained in medical care, prescribed antiretroviral medications, and achieve viral suppression. HIV treatment is a recognized form of prevention. In line with the National HIV/AIDS Strategy 2020, the HRSA RWHAP works toward four national HIV health outcome goals:

1. Reducing new infections,
2. Increasing access to care and improving health outcomes for people with HIV,
3. Reducing HIV-related disparities and health inequities, and
4. Achieving a more coordinated national response to the HIV epidemic.

The HRSA RWHAP has been increasingly successful in achieving improved outcomes along the HIV care continuum.² The RWHAP legislation authorizes a portion of RWHAP Part B funds to be designated for the AIDS Drug Assistance Program (ADAP), which provides medications for the treatment of HIV disease, access to medications through the purchase of health insurance for eligible clients, and for services that enhance access, adherence, and monitoring of drug treatments. The following states, territories, and Pacific Island jurisdictions are eligible to apply for RWHAP ADAP funding: all 50 states, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, the Republic of Palau, the Federated States of Micronesia, and the Republic of the Marshall Islands.

¹ The Ryan White HIV/AIDS Treatment Extension Act of 2009—Title XXVI of the Public Health Service Act, as amended <https://hab.hrsa.gov/about-ryan-white-hiv-aids-program/ryan-white-hiv-aids-program-legislation>

² HIV/AIDS Bureau HIV Performance Measures. <https://hab.hrsa.gov/clinical-quality-management/performance-measure-portfolio>

HAB requires all ADAPs (with the exception of American Samoa, the Commonwealth of the Northern Mariana Islands, the Republic of Palau, the Federated States of Micronesia, and the Republic of the Marshall Islands) report client-level data using the ADAP Data Report (ADR). The ADR was developed and implemented in 2013. The ADR enables HAB to evaluate the impact of the ADAP program on a national level and allows HAB to characterize the individuals using the program, describe the ADAP-funded services being used, and delineate the costs associated with these services. The ADAP client-level data submitted are used to:

- Monitor the clinical outcomes of clients receiving medication assistance through ADAP,
- Monitor the use of ADAP funds in addressing the HIV epidemic in the United States,
- Monitor the support provided by ADAP to the most vulnerable communities, especially minorities,
- Address the data needs of Congress and the Department of HHS concerning the HIV epidemic and the RWHAP,
- Monitor progress toward the national goals to end the HIV epidemic, and
- Disseminate data on client sociodemographics and service utilization via the publicly available ADAP Report.



HRSA HAB uses an encrypted Unique Client Identifier (eUCI) to ensure client confidentiality and limits data collection to only that information reasonably necessary to accomplish the ADR's purposes.



ADR technical resources are available to ADAPs through the [HRSA HAB website](#) or the [TargetHIV website](#).

What's New



There are several revisions to the ADR reporting this year. Below are some key highlights of these changes and the page number where you will find the full changes.

Recipient Report	Questions Added	Questions Removed	Questions Modified
Programmatic Summary	<p>Q3. Has your ADAP experienced an unexpected increase in enrolled clients? If yes, how many new clients were enrolled? (see page 13)</p> <p>Q7. Does your ADAP have an open formulary, inclusive of all FDA-approved medications? (see page 19)</p>	<p>Q3. Clinical eligibility criteria required to enroll in ADAP</p>	<p>Q5. Funding (see page 15). Part B Base Funding and Part B Supplemental Funding are no longer required to be reported</p> <p>Program income is now required to be reported under (f) for funding resources</p>

Client-level Report	Questions Added	Questions Removed	Questions Modified
Demographics		<p>ID 12. High Risk Insurance</p>	<p>ID 11. Poverty level is now reported as their exact poverty level percentage (see page 27).</p> <p>ID 13. Health Insurance response options slightly changed (see page 28).</p>
Enrollment and Certification			<p>ID 19. Disenrollment Reason response options slightly changed (see page 33).</p>
Medication Assistance Services		<p>ID 28. Days Supply of Medication</p>	<p>ID 26. Medications Dispensed will now use the 11-digit National Drug Codes (NDC) rather than d-codes.</p> <p>ADAPs will now report ALL medications paid in full by the ADAP, rather than just A101s, Hep B, Hep C, and ARVs (see page 36–38).</p>
Clinical Data			<p>ID 32 – 35. ADAPs will now report clinical data for ALL clients receiving medication and/or insurance services.</p> <p>ALL CD4 and viral load test results and dates during the reporting period should be reported (see page 38–39).</p>

About the ADR

The ADR includes two components: (1) the Recipient Report, and (2) the Client Report. All ADAPs are required to submit both reports.

The Recipient Report is a collection of basic information about recipient characteristics and policies.

The Client Report (or client-level data) is a collection of records (one record for each client enrolled in the ADAP) which includes the client's encrypted unique identifier, basic demographic data, and enrollment and certification information. A client's record also includes data about any ADAP-funded medication assistance and/or health insurance assistance received, including the costs of these services, as well as HIV clinical information.

ADAPs are required to submit the ADR annually.



The 2021 ADR, consisting of the Recipient Report and Client Report, is due on **June 6, 2022**.



ADAPs are encouraged to upload their client-level data by **April 25, 2022**, to allow enough time to address any technical and data quality issues.

Who is an ADAP client?

An ADAP client is any person who is certified as eligible to receive ADAP services, regardless of whether the person received ADAP services during the reporting period.

During the reporting period, an ADAP client may have:

- Received medications and/or insurance assistance,
- Been placed on a waiting list,
- Been disenrolled, and/or
- Been eligible but did not receive any services.

What are ADAP services?

As defined in HAB Policy Clarification Notice 16-02 RWHAP Eligible Individuals & Allowable Uses of Funds, an ADAP is a “state-administered program authorized under RWHAP Part B to provide U.S. Food and Drug Administration (FDA)-approved medications to low-income clients living with HIV who have no coverage or limited health care coverage... ADAPs can provide access to medication by using program funds to purchase health care coverage and through medical cost sharing for eligible clients... ADAPs may use a limited amount of program funds for activities that enhance access to, adherence to, and monitoring of antiretroviral therapy with prior approval.”

Medication Assistance Services

Medication assistance services are the purchasing of FDA-approved medications for the treatment of HIV and the prevention and treatment of opportunistic infections and hepatitis. These medications are purchased with ADAP funds on behalf of a client.

Health Insurance Assistance Services

Health insurance assistance services support clients to obtain and maintain continuity of health insurance. This includes premium payments (partial or full), Medicare Part D-related costs [coinsurance, deductibles, true out-of-pocket costs (TrOOP), and coinsurance under catastrophic coverage] and medication co-pays and deductibles.

Services Provided under the ADAP Flexibility Policy

HRSA HAB Policy Notice 07-03 allows recipients greater flexibility in using ADAP base funds for services that improve access to medications, increase adherence to medication regimens, and help clients monitor their progress in taking HIV-related medications. To use ADAP base dollars for services under the ADAP Flexibility Policy, recipients must request approval annually in their grant application or through the prior approval process in the HRSA Electronic Handbooks (EHBs) for Applicants/Recipients. ADAP base dollars used for services under the ADAP Flexibility Policy are not reported on the ADR.

How is the ADR submitted to HRSA HAB?

The ADR is submitted online using HRSA HAB's ADR Web Application. ADAPs access the ADR Web Application via the HRSA EHBs, a web-based grants administration system.



If you need help navigating the EHBs, go to the website, [EHBs Customer Support Center](#) or call 1-877-464-4772.

The ADR Recipient Report is completed by filling out the online forms in the ADR Web Application. After completing the Recipient Report, ADAPs upload the Client Report as an extensible markup language (XML) file from within the Recipient Report. For additional information, see the *Submitting Client-level Data to HRSA HAB* section on [page 21](#) of this manual.

Steps to Submitting Your ADR



Step 1.
Complete your Recipient Report.



Step 2.
Create Client Report XML using ADR System or TRAX.



Step 3.
Ensure date quality using tools within the ADR.



Step 4.
Correct any errors and submit your ADR.

Who submits the ADR?

ADR submission is a condition of the RWHAP Part B grant award. Each RWHAP Part B recipient of record must complete both components of the ADR. The recipient of record is the agency that receives ADAP funding directly from HRSA.

What are the reporting periods?

The reporting period is the 12-month time period on which ADAPs base their ADR data. The Recipient Report and the Client Report have different reporting periods.

- **Recipient Report:** ADAPs report data based on the RWHAP Part B grant year reporting period, **April 1, 2021, to March 31, 2022.**
- **Client Report:** ADAPs report client-level data for clients enrolled during the calendar year reporting period, **January 1, 2021, to December 31, 2021.**

Important Dates



Date	Client Report (XML File)	Recipient Report
Monday, February 7, 2022	ADR Test Your XML and Data Quality Feature Opens	— —
Monday, April 4, 2022	ADR Web System opens for 2021 data collection	
Monday, April 25, 2022	Target upload date for all 2021 ADR client-level data files	— —
Monday, June 6, 2022	ADRs must in be “Submitted” status by 6 p.m. ET	



Be sure to visit the [TargetHIV](#) website at the beginning of the report submission period to obtain up-to-date information, materials, and the webinar series schedule.

The Recipient Report

For the Recipient Report, each ADAP will report data based on the grant year reporting period, April 1, 2021, to March 31, 2022.

The first section of the Recipient Report is the Cover Page (see Figure 1) which contains basic recipient information. ADAPs must update, enter, and/or verify the following recipient information.

Cover Page

1. **Recipient name (display only):** The recipient name must match the organization name on the Notice of Award (NoA). There should be no abbreviations or acronyms unless they are also used in the NoA.
2. **Grant number (display only):** This is the grant number displayed on your NoA.

Figure 1. ADR Recipient Report: Cover Page

ADAP Data Report

Report Id: 33649 Report Period: 2020 Annual Status: Working Due Date: 6/1/2021 6:00:00 PM (243 days left)

Mode: ReadWrite Client Count: DUNS: Last Modified:

*** Required**
Form fields 1 through 5 are system populated and will be displayed in the printable version of the report. You must complete fields 5a through 5d. Field 5e is optional.

1. Recipient Name	
2. Grant Number	
3. DUNS Number	
4. Recipient Address	
5. Contact information of person completing the Recipient Report:	
* a. Contact Name	<input type="text"/>
* b. Contact Title	<input type="text"/>
* c. Contact Email	<input type="text"/>
* d. Contact Telephone	<input type="text"/>
e. Contact Telefax	<input type="text"/>

- 3. Unique Entity Identifier (display only):** The UEI is a new 12-digit alphanumeric identifier provided by SAM.gov to all entities who register to do business with the federal government. (Note that Figure 1 will need to be updated to reflect this change from DUNS Number to UEI.)
- 4. Recipient address (display only):** This address should match the mailing address of the recipient of record. There should be no abbreviations or acronyms unless they are also used in the NoA.
- 5. Contact information of person completing the Recipient Report:** Enter name, title, email, telephone number, and FAX number. *You must complete the required data.*



The Cover Page items 1–4 reflect the information on the recipient of record stored in the EHBs. If the information is not correct for these items, go to the [EHBs Customer Support Center](#) website or call 1-877-464-4772 to make corrections. For item 5, you may edit the contact information directly on your screen.

Once you've updated, entered, and/or verified the data on the Recipient Contact Information page, click **Save** to save the data and advance to the next section, Programmatic Summary Submission.

Programmatic Summary Submission

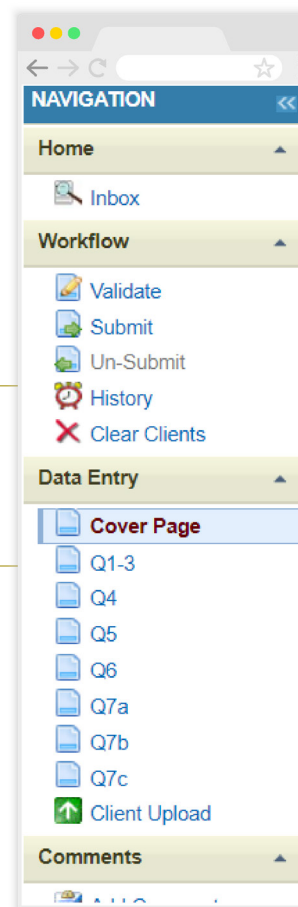
The Programmatic Summary Submission section consists of subsections A through E, items 1–7. Complete it for the grant year reporting period April 1, 2021, to March 31, 2022.



Note the Navigation menu on the left side of the ADR web application. Under **Data Entry**, navigate through the Recipient Report by clicking on the question number.



You will not be able to save a page with missing data (a blank entry). To avoid losing data, enter 0 (zero) as a placeholder for any unknown data; once you have this data, you can return to this page to enter it. You can also print out the Programmatic Summary Section to complete and then enter your data electronically at a later time.



A. Program Administration

1. **ADAP Limits.** Indicate whether your ADAP has adopted any of the following limits to control costs. Check more than one box if applicable (see Figure 2).
 - *Waiting list—A list of clients who have been certified as eligible and have been enrolled to receive ADAP services but are not receiving ADAP services due to caps on service enrollment or other cost-containment strategies.*
 - *Enrollment cap—A limit on the maximum number of people who can be enrolled in your ADAP and receive services at any given time. If your ADAP has capped enrollment, enter the maximum number of enrollees.*
 - *Capped number of prescriptions per month—A limit on the number of prescriptions allowed per client per month. If your ADAP has capped prescriptions per month, enter the number per month.*
 - *Capped expenditure—A limit on the maximum amount of dollars that can be spent per client. If your ADAP has capped expenditures, enter the monetary cap per client and whether the cap applies monthly or annually.*
 - *Drug-specific enrollment caps for antiretrovirals (ARVs) or hepatitis B and C medications—A limit on the maximum number of clients who can receive a specific medication at any given time.*
 - *Formulary reduction—A change in your ADAP formulary that reduced the number of medications that are available to your clients to control costs.*
 - *Decrease in financial eligibility criteria—A change in your income eligibility requirement that decreased the Federal Poverty Level (FPL) criteria for participation in your ADAP.*
 - *None of these limits were applied to the ADAP during the reporting period— If your ADAP did not apply any limits, check this box as your only response to this question.*

Figure 2. ADR Recipient Report: Programmatic Summary Submission, Questions 1–3

The screenshot shows a web browser window with the title "ADAP Data Report". The main content area displays the following information:

- Report ID:** 32731
- Report Period:** 2021 Annual
- Status:** Working
- Due Date:** 6/6/2022 11:59:59 PM (259 days left)
- Mode:** ReadWrite
- Client Count:**
- DUNS:** 43-420-3979
- Last Modified:** (by Dimple.Gennett.87131093@test.com)


A **REMINDER** box states: "The Recipient Report (Questions 1 – 7) should be reported for the grant year April 1, 2021 – March 31, 2022, whereas the uploaded client level data should be 2021 calendar year data."

Below the reminder, a **Required** section states: "All items in the Recipient Report should be reported for the most recent grant year. Please review the Instructions for Completing the ADAP Recipient Report to ensure that you respond to each item appropriately."

The main section is titled **A. PROGRAM ADMINISTRATION** and contains three questions:

- 1. Please indicate which of the following limits applied to your ADAP during the reporting period. For each item that applied, complete the blank with the information requested on that limit.**
(Check all that apply)
 - Waiting list anytime during the reporting period
 - Enrollment cap- Max number of enrollees
 - Capped number of prescriptions per month- Max number of prescriptions/month
 - Capped expenditure- Monetary cap per client \$
 - Per Month
 - Annual
 - Drug-specific enrollment caps for ARVs, Hepatitis B, or Hepatitis C medications
 - Formulary reduction
 - Decrease in financial eligibility criteria
 - None of these limits were applied to the ADAP during the reporting period
- 2. Please indicate the maximum ADAP eligibility requirements as a percentage of Federal Poverty Level (FPL):**
Maximum ADAP eligibility requirements as a percentage of FPL: %
- 3. Has your ADAP experienced an unexpected increase in enrolled clients?**
 - Yes If Yes, how many new clients were enrolled?
 - No

At the bottom of the form are "Save" and "Cancel" buttons.

 If you select Enrollment Cap, Capped prescriptions or Capped expenditure, enter the maximum limit for that option.

2. ADAP income eligibility. Enter the maximum income eligibility for participation in your ADAP that was in place as of the end of the grant year (see Figure 2), expressed as a percentage of the FPL. For example, people with HIV who have an income of 400 percent of the FPL or lower may be eligible to participate. For additional information on how to calculate FPL, go to <https://aspe.hhs.gov/POVERTY/index.cfm>.



Question: Which FPL eligibility requirement should we report if we have different requirements for our medication and health insurance assistance services?

Answer: ADAPs should report their FPL requirement for medication services.

3. Has your ADAP experienced an unexpected increase in enrolled clients?

Indicate if your ADAP had a higher-than-expected increase in enrolled clients during the reporting period.

- Yes. If yes, how many new clients enrolled? Enter the total number of new clients.
- No.



Click **Save** before navigating to the next page or your data will be lost.

B. Purchasing Mechanisms

- 4. Drug pricing cost-saving strategies.** Check all responses that apply to your drug pricing program (see Figure 3). For complete definitions of the cost-saving strategies below, see the [Glossary](#).

If your ADAP participates in the 340B Drug Pricing Program that requires drug manufacturers to provide outpatient drugs to eligible health care organizations/covered entities at significantly reduced prices, select the mechanism(s) through which your program has implemented the program:

- *340B Rebate—A prescription drug purchasing model in which ADAPs reimburse a network of retail pharmacies for costs associated with filling prescriptions for eligible clients. ADAPs submit 340B rebate claims to drug manufacturers.*
- *340B Direct Purchase—A prescription drug purchasing model in which ADAPs purchase drugs directly from a manufacturer or wholesaler at the 340B pricing schedule.*

If your ADAP participates in the Prime Vendor Program that handles price negotiation and drug distribution responsibilities for members, check Prime Vendor.

- *Department of Defense—A pharmaceutical cost-saving strategy administered by the Department of Defense.*

Figure 3. ADR Recipient Report: Programmatic Summary Submission, Question 4

The screenshot displays a web browser window with the following content:

- ADAP Data Report** header with a session warning: "Your session will..."
- Dropdown menu: **X07HA00017 : FIRE CEREAL HEALTH CARE FUND**
- Report details table:

Report Id: 32731	Report Period: 2021 Annual	Status: Working	Due Date: 6/6/2022 11:59:59 PM (259 days left)
Mode: ReadWrite	Client Count:	DUNS: 43-420-3679	Last Modified: (by Dimple Gennett.87131093@test.com)
- REMINDER:** The Recipient Report (Questions 1 – 7) should be reported for the grant year April 1, 2021 – March 31, 2022, whereas the uploaded client level data should be 2021 calendar year data.
- Required:** All items in the Recipient Report should be reported for the most recent grant year. Please review the Instructions for Completing the ADAP Recipient Report to ensure that you respond to each item appropriately.
- B. PURCHASING MECHANISMS**
- 4. Please check all that apply to your Drug Pricing Program:**
 - 340B Rebate
 - 340B Direct Purchase
 - Prime vendor
 - Department of Defense
- Save** **Cancel** buttons

C. Funding

5. ADAP funding received during the reporting period. Enter the amount of funding your program received from the sources listed below during the reporting period (see Figure 4). Enter 0 if your ADAP did not receive funding from any given source during the period. Do not leave any boxes blank.

- *Total contributions from Part A Funding—Enter total amount that Part A contributed to ADAP.*
- *Total contributions from Part C and/or D Funding—Enter total amount that Part C and/or Part D contributed to ADAP.*
- *Total contributions of EHE funding—Enter total amount of EHE funding contributed to ADAP from Ending the HIV Epidemic (EHE) Initiative recipients (Part A and Part B).*
- *State general funding contributions—Enter total amount of state funding that was contributed to ADAP.*
- *Carry-over of RWHAP funds from previous year—If your state contributes carryover of RWHAP funds (whether ADAP base or other RWHAP Part B funding) to ADAP, enter the total amount here.*
- *Manufacturer Rebates and Program Income Reinvested in the ADAP—Report ALL rebate dollars and program income reinvested in ADAP. Rebate dollars are a return of a part of a payment from pharmaceutical manufacturers when ADAPs purchase medications at a price higher than the 340B price. Program income means gross income earned that is directly generated by a supported activity or earned as a result of the federal award during the period of performance.*
- *All Insurance Reimbursements, excluding Medicaid—Enter total amount received from health insurance reimbursement (excluding Medicaid), i.e., from medication and insurance costs paid for a client who later received retroactive insurance eligibility.*
- *Medicaid Reimbursements—Enter total amount received for Medicaid reimbursements, i.e., from medication and insurance costs paid for a client who later received retroactive Medicaid eligibility.*



Question: Where do I report our RWHAP Part B Base funding and Part B Supplemental ADAP funding?

Answer: RWHAP Part B Base funding and Part B Supplemental ADAP funding are no longer required to be reported in the ADR as these numbers are already reported elsewhere (Program Terms Report).



Question: Where do I report our ADAP base funding or ADAP Emergency Relief Fund funding?

Answer: ADAPS are not required to report ADAP base funding or ADAP Emergency Relief Fund funding. Since these awards can only be used for ADAP, HAB already knows the amount you were awarded.



Question: We did not receive any of these funding streams during the reporting period. Am I permitted to enter 0 in Question 5?

Answer: It is possible, though unlikely, for an ADAP to not receive funding from any of these sources during the reporting period. If that is the case, the ADAP should enter 0 for each funding source in Question 5.



Question: Do we include funding that we used for services under the ADAP Flexibility Policy or just funding for medication and health insurance services?

Answer: Do not report funding used through the ADAP Flexibility Policy on the ADR.



Question: Where do we report state matches for ADAP?

Answer: Include all state funds contributed to ADAP (whether or not they are used to meet your match requirement) in *“e. State general fund contributions.”*



Question: Do we report all of the rebates that we received or just the rebates we invested back in the ADAP?

Answer: Report only the rebates you invested back in the ADAP under *“Manufacturer Rebates and Program Income Reinvested in the ADAP.”*

Figure 4. ADR Recipient Report Online Form: Programmatic Summary Submission, Question 5

ADAP Data Report Your session will

▼ X07HA00017 : FIRE CEREAL HEALTH CARE FUND

Report Id: 32731	Report Period: 2021 Annual	Status: Working	Due Date: 6/6/2022 11:59:59 PM (259 days left)
Mode: ReadWrite	Client Count:	DUNS: 43-420-3979	Last Modified: (by Dimple.Gennett.87131093@test.com)

REMINDER:
The Recipient Report (Questions 1 – 7) should be reported for the grant year April 1, 2021 – March 31, 2022, whereas the uploaded client level data should be 2021 calendar year data.

Required
All items in the Recipient Report should be reported for the most recent grant year. Please review the Instructions for Completing the ADAP Recipient Report to ensure that you respond to each item appropriately.

C. FUNDING

6. Please enter the funding received during this reporting period from each of the following sources:
(if no funding was received enter "0")

Funding Source	Amount Received (to nearest dollar)
a. Total contributions from Part A EMA(s)/TGAs	\$ <input type="text"/>
b. Total contribution from Part C and/or D grantees	\$ <input type="text"/>
c. Total contributions from EHE recipients	\$ <input type="text"/>
d. State general fund contributions	\$ <input type="text"/>
e. Carry-over of Ryan White funds from previous year	\$ <input type="text"/>
f. Manufacture rebates and program income reinvested in ADAP	\$ <input type="text"/>
g. All Insurance Reimbursements, excluding Medicaid	\$ <input type="text"/>
h. Medicaid Reimbursements	\$ <input type="text"/>
Resources received this reporting period (Total of a through h)	\$ 0

D. Expenditures

6. Expenditures. Enter the total expenditures for pharmaceuticals, dispensing costs, other administrative costs, and health insurance coverage (including co-pays, deductibles, and premiums) for the reporting period (see Figure 5). Enter 0 if your ADAP did not have any expenses. Do not leave any boxes blank. The total expenditures for the reporting period will be calculated automatically.

- *Full pay medication assistance—Report ALL drugs fully paid for by ADAP. If ADAP only partially pays for a drug, report it as health insurance assistance in d. Health insurance assistance.*
- *Dispensing costs—Pharmacy expenses or fees to dispense and/or distribute medications to clients.*
- *Other administrative costs—All other fees (excluding dispensing costs) paid by ADAP that are related to purchasing and distributing medication such as third-party insurance administrative fees, pharmacy fees, shipping and handling and other bulk order fees. Do not include ADAP general administrative costs (e.g., staffing costs) here.*
- *Health insurance assistance—Any health insurance assistance, including premiums and medication co-pays and deductibles.*

! Any pharmacy-negotiated rates or fees for services provided to clients should be reported in the ADR. Depending on what those rates or fees cover, they should be reported under “Dispensing Costs” or “Other administrative costs.”

! ADAP funds include all funding that is put into the program, regardless of source (e.g., state funds, RWHAP Part A funds, rebates). Under *Expenditures*, report the total amount that was spent under each expenditure category, regardless of funding source.

Figure 5. ADR Recipient Report Online Form: Programmatic Summary Submission, Question 6

ADAP Data Report Your session will

▼ X07HA00017 : FIRE CEREAL HEALTH CARE FUND

Report Id: 32731	Report Period: 2021 Annual	Status: Working	Due Date: 6/6/2022 11:59:59 PM (259 days left)
Mode: ReadWrite	Client Count:	DUNS: 43-420-3979	Last Modified: (by Dimple.Gennett.87131093@test.com)

⚠️ REMINDER:
The Recipient Report (Questions 1 – 7) should be reported for the grant year April 1, 2021 – March 31, 2022, whereas the uploaded client level data should be 2021 calendar year data.

*** Required**
All items in the Recipient Report should be reported for the most recent grant year. Please review the Instructions for Completing the ADAP Recipient Report to ensure that you respond to each item appropriately.

D. EXPENDITURES

*** 6. For each of the following categories, please enter total expenditures for this reporting period:**

Expenditure Category	Total Cost
a. Full pay medication assistance	\$ <input type="text"/>
b. Dispensing costs	\$ <input type="text"/>
c. Other administrative costs	\$ <input type="text"/>
d. Health insurance assistance (including co-pays, deductibles, and premiums)	\$ <input type="text"/>
Total ADAP expenditures this reporting period (Total of a through d)	\$ 0

E. ADAP Medication Formulary

7. **Does your ADAP have an open formulary, inclusive of all FDA-approved medications?** Indicate whether ADAP will pay for all FDA-approved medications.

- Yes
- No

7a, b, c. ADAP Medication Formulary. Lists of ARVs, Opportunistic Infection medications (A1-OIs), and hepatitis B and C medications will be provided separately in 7a, 7b, and 7c (see Figure 6, which shows Question 7a. ARV, as an example). The medication’s generic name appears first, followed by the brand name.

For each medications list, check the box on the left if your ADAP currently includes that medication in the formulary.

If the medication was added to the formulary during the reporting period, check the box in the Med Added column and enter the date it was added in the Date Added column.



For ADAPs that have an open formulary, you can select all medications by clicking on the box “Select All” in the upper left corner of list of medications.



The medications list will automatically generate previous data (i.e., from your ADAP’s last ADR submission). Review the list again, and enter any changes made during the current reporting period.

Figure 6. ADR Recipient Report Online Form: Programmatic Summary Submission, Question 7a

ADAP Data Report Your session will

▼ X07HA00017 : FIRE CEREAL HEALTH CARE FUND

Report Id: 32731 Report Period: 2021 Annual Status: Working Due Date: 6/6/2022 11:59:59 PM (259 days left)
 Mode: Read/Write Client Count: DUNS: 43-420-3979 Last Modified: (by Dimple.Gennett.87131093@test.com)

REMINDER:
The Recipient Report (Questions 1 – 7) should be reported for the grant year April 1, 2021 – March 31, 2022, whereas the uploaded client level data should be 2021 calendar year data.

*** Required**
All items in the Recipient Report should be reported for the most recent grant year. Please review the Instructions for Completing the ADAP Recipient Report to ensure that you respond to each item appropriately.

E. ADAP MEDICATION FORMULARY
Alternative View
Please provide information on Antiretroviral (ARV), Hepatitis B, Hepatitis C and 'A1'-OI medications currently on your ADAP formulary.

*** 7. Does your ADAP have an open formulary, inclusive of all FDA approved medications?**
 Yes No

*** 7a. Recipient-level Formulary Information - Antiretroviral Medications**
Please indicate which of the following ARV medications are included in your ADAP formulary. If the medication was added to your formulary during the grant year, check the box in the "Med Added" column and enter the date that the added in the "Date Added" column.

Included In Formulary	Generic Name	Brand Name	Med Added?	Date Added
<input type="checkbox"/> Select All				
<input checked="" type="checkbox"/>	abacavir	Ziagen	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	abacavir/dolutegravir/lamivudine	Triumeq	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	abacavir/lamivudine	Epzicom	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	abacavir/lamivudine/zidovudine	Trizivir	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	atazanavir	Reyataz	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	atazanavir and cobicistat	Evotaz	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	bictegravir, emtricitabine, and tenofovir alafenamide	Biktarvy	<input type="checkbox"/>	
<input type="checkbox"/>	cabotegravir and rilpivirine	Cabenuva	<input type="checkbox"/>	



Question: Do ADAPs have to report historical start dates in the formulary?

Answer: Only include information for *Date Added* for medications added to the formulary within the fiscal year reporting period. You do not need to enter information for *Date Added* if the medication was added prior to the fiscal year reporting period.

Next Step: Upload Your Client-Level Data

Once you are satisfied that your Recipient Report is complete and correct, your next step is to upload the Client Report, a collection of ADAP client records that you must submit in one or more properly formatted XML files. The Recipient Report cannot be submitted until the Client Report is uploaded into the ADR Web Application. See “The Client Report” (the following section) for more information. To learn how to upload the client-level data XML file, see “Uploading the XML Client File” on [page 40](#).



If you need help completing the Recipient Report, call Ryan White Data Support at 1-888-640-9356 or e-mail RyanWhiteDataSupport@wrma.com.

The Client Report

ADAPs should report client-level data in the Client Report for clients enrolled during the calendar year reporting period January 1, 2021, to December 31, 2021. The Client Report should contain one record for each client enrolled in the ADAP during the reporting period. An enrolled client is a person who is certified as eligible to receive services, whether or not the person actually received ADAP services during the reporting period. For all enrolled clients, report client demographics, enrollment and certification data, and clinical data. For clients who received services, report whether they received health insurance services and/or medications services and required data. (See Appendix A: Required Client-Level Data Elements to determine the client-level data elements required for an enrolled client.)

Submitting Client-level Data to HRSA HAB

ADAPs need to extract client-level data from their systems into the proper XML format before uploading the data to the HRSA EHB. XML is a standard, simple, and widely adopted method of formatting text and data so that it can be exchanged across different computer platforms, languages, and applications. To learn how to upload the client-level data XML file, see *“Uploading the XML Client File”* on [page 40](#).

If you have an ADR-ready system

If your ADAP uses an ADR-ready system such as CAREWare, Provide Enterprise, eCOMPAS or SCOUT, these systems will export the data into the required XML format. For more information on ADR-ready systems, go to TargetHIV at the [ADR-Ready Systems Status](#) page.



Be sure you are using the latest version of your ADR-ready system.

If you do not have an ADR-ready system

If you do not use an ADR-ready system, use a program that extracts the data from your system and generates an XML file that conforms to the rules of the ADR XML schema. The schema and related documents are available on TargetHIV at the [ADAP Data Report Download Package](#) page. HRSA HAB has also created a tool, TRAX for the ADR, to help ADAPs create their XML file. To download the application and manual, go to TargetHIV at the [TRAX ADR](#) page.



If you need assistance in creating your XML file(s), contact the DISQ Team at Data.TA@caiglobal.org.

Client-level Data Elements

This section outlines the required data fields in the client-level data XML file. Each data field is referenced by the ID number (unique identifier) and variable or element name as referenced in the ADR Client XML schema.

System Variables

ID 2. Encrypted Unique Client Identifier

Element Name: ClientUci

The XML file will contain one system field: encrypted Unique Client Identifier (eUCI). To protect client information, an eUCI is used for reporting RWHAP client data.

A Unique Client Identifier (UCI) is a unique 11-character alphanumeric code that is the same for the client across all provider settings. The UCI is derived from the first and third characters of a client's first and last name, date of birth (MM/DD/YY), and a code for gender (1 = male, 2 = female, 3 = transgender, 9 = unknown).

An eUCI is a 40-character alphanumeric code created when SHA-1, a one-way hashing algorithm that meets the highest privacy and security standards, encrypts the client's UCI. SHA-1 is a trap door algorithm, meaning that the original UCI is unrecoverable from the eUCI. The resulting alphanumeric code, the eUCI, is used to distinguish one RWHAP client from all others in a region.

It is possible for different clients to have identical 40-digit eUCIs. Therefore, ADAPs must add a 41st character at the end of the eUCI to provide additional distinction and prevent multiple clients from having the same eUCI. If only one client within the ADAP data system has a given UCI, the suffix should be U for unique. If more than one client has the same UCI, the final character of the first client's eUCI should be **A**, the final character of the next client's eUCI should be **B**, and so on.

The UCI must be encrypted with SHA-1 by the ADAP **before** the data are submitted to HRSA HAB.



To learn more about the eUCI, view the resources on the TargetHIV website at the [eUCI Application and User Guide](#) page.



Guidelines for Collecting and Recording Client Names

ADAPs should develop business rules/operating procedures outlining the method by which client names should be collected and recorded. For example:

- Enter the client's entire name as it normally appears on documentation, such as a driver's license, birth certificate, passport, or social security card.
- Follow the naming patterns, practices, and customs of the local community or region (e.g., for Hispanic clients living in Puerto Rico, record both surnames in the appropriate order).
- Avoid using nicknames (e.g., do not use Becca if the client's full name is Rebecca).
- Avoid using initials.

Instruct your staff on the correct entry of client names. Client names must be entered in the same way every time to avoid false duplicates.

Client Demographics

The purpose of the Client Demographics section is to describe the sociodemographic characteristics of all clients **enrolled** in the ADAP, **regardless of whether they received services**.

Reporting Client Race and Ethnicity

The Office of Management and Budget (OMB) Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity provides a minimum standard for maintaining, collecting, and presenting data on race and ethnicity for all federal reporting purposes. The standards were developed to provide a common language for uniformity and comparability in the collection and use of data on race and ethnicity by federal agencies.

The standards have five categories for data on race: American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, and White. There are two categories for data on ethnicity: Hispanic or Latino and Not Hispanic or Latino. Identification of ethnic and racial subgroups is required for the categories of Hispanic/Latino, Asian, and Native Hawaiian/Pacific Islander. The racial category descriptions defined in October 1997 are required for all federal reporting, as mandated by the OMB. For more information, go to [ASPE.hhs.gov](https://aspe.hhs.gov).

HRSA HAB is required to use the OMB reporting standard for race and ethnicity. However, ADAPs can choose to collect race and ethnicity data in greater detail. If your ADAP chooses to use a more detailed collection system, organize the data collected so that any new categories can be mapped to the standard OMB breakdown.



ADAPs are required to report race and ethnicity for each client based on that client’s self-report. Do not establish criteria or qualifications to determine a person’s racial or ethnic classification, and do not specify how a person should classify their race.

ID 4. Ethnicity

Element Name: EthnicityId

Indicate the client’s ethnicity based on his or her self-report.

- *Hispanic/Latino*—A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term “Spanish origin” can be synonymous with “Hispanic or Latino.”

If a client identifies as Hispanic/Latino, go to ID 68, and choose all Hispanic subgroups that apply.

- *Non-Hispanic*—A person who does not identify his or her ethnicity as Hispanic or Latino.

ID 68. Hispanic/Latino Subgroup

Element Name: AdrClientReportHispanicSubgroup

Indicate the client’s Hispanic/Latino subgroup based on his or her self-report.

- Mexican, Mexican American, Chicano/a
- Puerto Rican
- Cuban
- Another Hispanic, Latino/a or Spanish origin

ID 5. Race (Select one or more)

Element Name: RaceId

Indicate the client’s race based on his or her self-report.

- *American Indian or Alaska Native*—A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.
- *Asian*—A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. If a client identifies as Asian, go to ID 69 and choose all Asian subgroups that apply.

- *Black or African American*—A person having origins in any of the black racial groups of Africa.
- *Native Hawaiian or Pacific Islander*—A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. If a client identifies as Native Hawaiian/Pacific Islander, go to ID 70 and choose all Native Hawaiian/Pacific Islander subgroups that apply.
- *White*—A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.



“Unknown” is not a response option for the race and ethnicity subgroups. If you do not have these data for a given client, leave blank and the data will be missing. For additional assistance on how to deal with “unknown” responses in your data, please contact the DISQ Team at Data.TA@caiglobal.org.

ID 69. Asian Subgroup (Select one or more)

Element Name: **AdrClientReportAsianSubgroup**

Indicate the client’s Asian subgroup based on his or her self-report.

- *Asian Indian*
- *Chinese*
- *Filipino*
- *Japanese*
- *Korean*
- *Vietnamese*
- Other Asian

ID 70. Native Hawaiian/Pacific Islander Subgroup (Select one or more)

Element Name: **AdrClientReportNhpiSubGroup**

Indicate the client’s Native Hawaiian/Pacific Islander subgroup based on his or her self-report.

- *Native Hawaiian*
- *Guamanian or Chamorro*
- *Samoan*
- Other Pacific Islander

ID 6. Current Gender

Element Name: GenderId

Indicate the client's current gender (the socially and psychologically constructed, understood, and interpreted set of characteristics that describe a person's current sexual identity) based on client self-report. You cannot leave the Gender field blank; you must report one of the options below for current gender.

- *Male*—An individual with strong and persistent identification with the male sex.
- *Female*—An individual with strong and persistent identification with the female sex.
- *Transgender Male to Female*—An individual whose sex assigned at birth was male but who identifies their gender as female, regardless of the status of social gender transition or surgical and hormonal sex reassignment processes.
- *Transgender Female to Male*—An individual whose sex assigned at birth was female but who identifies their gender as male, regardless of the status of social gender transition or surgical and hormonal sex reassignment processes.
- *Transgender Other*—An individual who identifies as transgender but does not identify with the other transgender options and/or does not identify with the binary positions of male/female. These individuals may or may not engage in social gender transition or surgical and hormonal sex reassignment processes (e.g., gender non-conforming, genderqueer, non-binary, gender fluid, bi-gender, etc.).
- *Unknown*—Indicates the client's gender category is unknown or was not reported or does not fit within one of the available options.

ID 71. Sex at Birth

Element Name: SexAtBirthId

Indicate the biological sex assigned to the client at birth.

- Male
- Female

ID 9. Year of Birth

Element Name: BirthYear

Indicate the client's birth year in the form YYYY. This data element is required.



Even though only the year of birth will be reported to HRSA HAB, ADAPs should collect the client's full date of birth. The client's birth month, day, and year are used to generate the UCI.

ID 10. HIV/AIDS Status

Element Name: HivAidsStatusId

Indicate the HIV/AIDS status of the client.

- *HIV-positive, not AIDS*—Client has been diagnosed with HIV but has not been diagnosed with AIDS.
- *HIV-positive, AIDS status unknown*—Client has been diagnosed with HIV. It is not known whether the client has been diagnosed with AIDS.
- *CDC-defined AIDS*—Client has HIV and meets the CDC AIDS case definition for an adult or child.
- *HIV-indeterminate (infants < 2 years only)*—A child under the age of 2 whose HIV status is not yet determined but was born to a woman living with HIV.



HAB encourages ADAPs to use their state HIV surveillance data to report client HIV/AIDS status. If a client has ever been diagnosed with AIDS, report client as “CDC-defined AIDS.”

ID 11. Poverty Level

Element Name: PovertyLevelId

Report the client’s annual household income as a percent of the federal poverty measure as of the end of the reporting period. Use the most recent client data available to enter the exact poverty level percentage up to three digits. No decimals are allowed.

Example: For a client at *125 percent of the federal poverty level*, enter *125*



There are two slightly different versions of the federal poverty measure — the poverty thresholds (updated annually by the U.S. Bureau of the Census) and the poverty guidelines (updated annually by HHS). If your ADAP already uses one of these measures, use that to report this data item. Otherwise, HRSA HAB recommends and prefers that your ADAP use the HHS poverty guidelines to collect and report it. For more information on poverty measures and to see the [2020 HHS Poverty Guidelines](#).

ID 13. Health Insurance

Element Name: MedicalInsuranceId

Report ALL sources of health insurance the client had **for any part of the reporting period, regardless of whether the ADAP paid for it**. If the client did not have health insurance at some time during the reporting period, report *No insurance/uninsured* as well. (Select one or more.)

- *Private—Employer* is private health insurance such as BlueCross/BlueShield, Kaiser Permanente, and Aetna and is paid by an employer.
- *Private—Individual* is private health insurance such as BlueCross/BlueShield, Kaiser Permanente, and Aetna and is paid by the client and/or RWHAP funds.
- *Medicare Part A/B* is a public health insurance program for people ages 65 and older, people under age 65 with certain disabilities, and people with end-stage renal disease (permanent kidney failure treated with dialysis or a transplant) or amyotrophic lateral sclerosis (also known as Lou Gehrig’s disease). Medicare Part A (hospital insurance) covers inpatient care in hospitals, skilled nursing facility care, nursing home care, hospice care, and home health services. Medicare Part B (medical insurance) covers medically necessary services from health care providers, outpatient care, home health care, durable medical equipment/supplies and preventive services.
- *Medicare Part C* is an alternative to private health insurance for Medicare beneficiaries. Also known as Medicare Advantage, it is a type of health plan from a private company that a Medicare eligible person can choose to cover most of their Medicare Part A and Medicare Part B benefits instead of Original Medicare (i.e. benefits under individual Medicare Part A plus Medicare Part B). It usually also includes drug coverage (Medicare Part D).
- *Medicare Part D* is a stand-alone prescription drug coverage insurance.
- *Medicaid, Children’s Health Insurance Program (CHIP), or other public plan.* Medicaid is funded jointly by states and the federal government and provides health coverage to millions of Americans, including eligible low-income adults, children, pregnant women, elderly adults and people with disabilities. The program is administered by states, according to federal requirements. CHIP provides federal matching funds to states to provide health coverage to children in families with incomes too high to qualify for Medicaid, but who can’t afford private coverage. Other public plan is any federal or state-funded third-party coverage or health plan.
- *Veteran’s Administration (VA), Tricare, or other military health care.* VA is health coverage for eligible veterans. Tricare and other military health care are health care programs for uniformed service members, retirees, and their families.

- *Indian Health Services* provides health services to American Indians and Alaska Natives.
- *High Risk Insurance* is a state-run, state-subsidized high-risk insurance pool program offered in some states. They provide coverage for people who may have been denied coverage or are otherwise unable to obtain individual health insurance. High-risk insurance pool plans may also offer coverage consistent with a certain eligibility provision of HIPAA (i.e. for people who lost group health plan coverage), supplemental coverage for disabled Medicare beneficiaries under the age of 65 in states where they do not have access to Medigap, or those who meet other eligibility requirements.
- *Association Plan* is a group health plan that allows multiple smaller employers to join together to access health insurance savings that is typically associated with large employer medical coverage.
- *Other plan* means the client has an insurance type or third-party coverage other than those listed above.
- *No insurance/uninsured* means the client did not have health insurance or third-party coverage at some time during the reporting period.



Question: Do I report a client's source of health insurance differently when ADAP has paid for their premium?

Answer: No, you do not report a client's source of health insurance differently when ADAP has paid for their premium. Report that the client is receiving private health insurance: *Private—Individual*.



Question: How do I report Medigap as a type of insurance?

Answer: Medigap is a Medicare Supplemental Insurance plan sold by private insurance companies designed to fill in the gaps left by original Medicare A and B. Report Medigap under *Private—Individual*.

Enrollment and Certification

The purpose of the Enrollment and Certification section is to describe client enrollment patterns and certification processes during the reporting period. Report the applicable data elements for all clients who were enrolled in the ADAP during the reporting period, whether or not they received services.

ID 14. Was the client a new or existing client?

Element Name: NewEnrollment

Report whether the client was new during the reporting period, regardless of the client's enrollment status at the end of the period.

- *New client* refers to individuals who meet BOTH of the following criteria:
 - *Applied to your state ADAP for the first time ever, and*
 - *Met the ADAP's eligibility criteria during the period for which you are reporting data.*

- Examples of clients who should NOT be included as a new client are the following:
 - *Clients who have been recertified as eligible or clients who have been re-enrolled after a period of having been decertified/disenrolled,*
 - *Clients who have moved out of the state and then returned, and/or*
 - *Clients who move on and off ADAP because of fluctuations in eligibility for a Medicaid/ Medically Needy program, based on whether they met spend-down requirements.*

- *Existing client* refers to clients who meet the following criteria:
 - *Enrolled in your ADAP in a previous reporting period,*
 - *Were previously enrolled, disenrolled, and now again enrolled after reapplying, and/or*
 - *Are enrolled in the current reporting period, regardless of whether they ever used ADAP services.*



A person enrolled in ADAP (new or existing client) may or may not use services. Use of services is not required to be an enrolled client.

ID 15. Date Completed Application Received (Complete if client is a new client.)

Element Name: ApplicationReceivedDate

For all new clients, report the date that the ADAP received the completed application. Each ADAP should have a policy of when an application is considered complete and approved and apply it consistently to all applicants. Indicate this date in the form *MM/DD/YYYY*.



The date a new client's completed application was received can be a date prior to the reporting period. For example, a new client application was received in December (prior to the reporting period) and was approved in January (within the reporting period).

ID 16. Date Application Approved (Complete if client is a new client.)

Element Name: ApplicationApprovalDate

For all new clients, report the date that the client was first approved to begin receiving ADAP services. For ADAPs that may have two different application processes for medication or health insurance services or if a client applies to the program more than once within the reporting period, enter the first date a client is approved for any ADAP service. Indicate this date in the form *MM/DD/YYYY*. The date should be within the reporting period.



The date a new client's application was approved should be within the reporting period.



Question: If a client is initially ineligible for ADAP and is declined and then reapplies two months later and is eligible, which date should be used for the completed application?

Answer: Report the application date when the client was approved.



Question: If a new client application is approved but the client does not receive the first service during the reporting year, what data should be reported for this client?

Answer: Report Date Completed Application Received (ID 15) and Date Application Approved (ID 16). For ID 18 Enrollment Status, report Enrolled but did not need/request any services.

ID 17. Date of Recertification (Complete if client has been enrolled for six or more months.)

Element Name: RecertificationDate

All clients enrolled for more than six months or existing clients who were re-enrolled to receive services during the reporting period should have recertification dates. Report the date(s) the client was determined to be eligible to continue receiving ADAP services. Indicate date(s) in the form *MM/DD/YYYY*. Dates should be within the reporting period. See the table below for number of recertification requirements.

Type of Client	Number of Recertification Dates to Report
New client enrolled before July 1	1
New client enrolled after July 1	0
Existing client	2



Question: What should we report if we have more than two recertification dates?

Answer: HRSA HAB reviews these data to determine compliance with the policy of recertification of clients at least every six months. You should only report the two dates that would meet this criterion.



If a client has an application approval date on or after July 1, 2020, do not report a recertification date since they have not met the requirement for recertification every six months.

ID 18. Enrollment Status

Element Name: EnrollmentStatusAtEndOfYearID

Indicate the enrollment status of the client **at the end of the reporting period**.

- The client is enrolled in ADAP but did not need/request any services.
- The client is enrolled in ADAP but is on a waiting list to receive services.
- The client is enrolled in ADAP and received ADAP-funded medications and/or health insurance services during the reporting period.
- The client was disenrolled from ADAP.

If the client is currently enrolled, skip to ID 20.



If a client's **only** ADAP service was for medication co-pay and/or deductible that was later reimbursed, report the client as *enrolled in ADAP but did not need/request any services*. Clients who did not receive services should NOT be reported as *enrolled in ADAP and received ADAP-funded medications or health insurance services*.

ID 19. Reason(s) for Disenrollment

Element Name: DisenrollmentReasonId

Indicate ALL reasons for disenrollment/discharge. If the reason is unknown, report under *Other*.

- *Program eligibility criteria changed, client no longer eligible.*
- *Client's eligibility changed, client no longer meets eligibility criteria.*
- *The client did not recertify*
- *The client did not fill prescription as required by program*
- *The client is deceased*
- *Other*
- *Unknown*

ADAP Services

ADAP services are health insurance assistance and medication assistance services provided to enrolled clients in the ADAP. ADAP funds, regardless of their source (state funds, RWHAP Part B ADAP, RWHAP Part B, 340B rebates, program income, etc.) were used to provide these services. Report all ADAP services that a client received during the reporting period in these sections. Additional definitions for ADAP services are in *What are ADAP services?* on [page 6](#).



If a client did not receive any health insurance assistance or medication assistance services, report in ID 18. Enrollment Status, *“The client is enrolled but did not need/request any services.”*

ADAP Health Insurance Services

The purpose of the ADAP Health Insurance Services section is to describe ADAP-funded health insurance assistance services and expenditures. This includes premiums (partial or full), Medicare Part D,-related costs (coinsurance, deductibles, TrOOP, and coinsurance under catastrophic coverage), and medication co-pays and deductibles. Medication co-pays, deductibles, and coinsurance are considered health insurance assistance services, not medication services, so report them in this section, not in “Drugs and Drug Expenditures.” Report the ADAP-funded health insurance services your clients received during the reporting period based on when the premiums, deductibles, co-pays, and other fees were paid, **not according to the coverage period**.



A *full premium* payment is when the ADAP pays 100 percent of the premium. This is common when an ADAP is purchasing health insurance on behalf of the client. A *partial premium* payment is when the ADAP pays a portion of the premium (i.e., less than 100 percent). For example, this is the case if the ADAP is paying the employee share of a premium or the nonsubsidy part of a health insurance premium.



Question: Are Affordable Care Act insurance premiums paid by ADAP considered full or partial payments?

Answer: ACA insurance premiums paid by ADAP are considered partial payments due to the premium tax credit.

ID 20. Receipt of Health Insurance Services

Element Date: InsuranceAssistanceReceivedFlag

Indicate whether the client received ADAP-funded health insurance assistance during the reporting period, including premiums (partial or full), Medicare Part D coinsurance, deductibles, TrOOP, and coinsurance under catastrophic coverage. Co-pays and deductibles for medications are also considered health insurance assistance services, so report them in this section, not in the “Drugs and Drug Expenditures” section.

- *Yes* (If the response is Yes, complete IDs 67, 21, 22, and 23.)
- *No* (If the response is No, skip to ID 25.)

ID 67. Type of Health Insurance Assistance Received

Element Name: InsuranceAssistanceTypeID

Indicate the types of health insurance service(s) that the client received during the reporting period. Choose all that apply.

- *Full premium payment* is when the ADAP pays 100 percent of the premium.
- *Partial premium payment* is when the ADAP pays a portion of the premium (i.e., less than 100 percent).
- *Medication co-pay/deductible including Medicare Part D coinsurance, co-payment, or donut hole coverage* is when ADAP pays the share of medication costs for clients who have health care coverage. The client’s portion may represent the entire cost of a drug when the client has not yet met their deductible.

ID 21. Amount Paid for Premiums

Element Name: InsurancePremiumAmount

Indicate the total amount (*\$0 to \$100,000*) of health insurance premiums, **including premiums paid for by Medicare Part D**, paid on behalf of the client during the reporting period. This includes any premium **paid** (partial or full) during the reporting period, regardless of the time frame that the premium covers (i.e., if the time frame covered extends outside the reporting period).

ID 22. Months Coverage of Premiums Paid

Element Name: InsurancePremiumMonthCount

Indicate the total number of months (0 to 12) of coverage for which the ADAP paid the health insurance premium in ID 21. Include all months, even if they fall outside the reporting period. If ADAP pays part of the premium, report the full coverage period of the policy. ADAPs do not need to prorate the months based on the portion of the premium paid.

ID 23. Amount Paid for Medication Co-pays and Deductible

Element Name: MedicationCopayOrDeductibleAmount

Indicate the total amount (*\$0 to \$100,000*) of medication deductibles and co-pays paid on behalf of the client, **including Medicare Part D deductibles and co-pays or donut hole coverage** during the reporting period. This includes any medication deductibles and co-pays paid during the reporting period, regardless of when the services were delivered.



Question: How do you report the full coverage of a drug for insured clients?

Answer: If the drug is not covered by the health insurance program, report it as medication assistance. If the drug is covered by the health insurance program but the ADAP is paying the full amount of the drug because the client has not yet met their deductible, report it as a co-pay/deductible.

Medication Assistance Services

The purpose of the Medication Assistance Services section is to describe ALL medications (i.e., ARVs, Hepatitis B, Hepatitis C, and A1-OI medications, and other medications) that your ADAP pays for in full and that are dispensed to clients during the reporting period. This section also describes the total expenditures for those medications.



ADAP payments for medication co-pays or deductibles are considered health insurance assistance services; report them in *Health Insurance Services*, in ID 23. Amount Paid for Medication Co-pays and Deductible.



ADAPs may fully pay medication costs even when a client has health insurance but has not yet met their deductible. These medication costs are considered health insurance assistance services; report them in *Health Insurance Services*, in ID 23. Amount Paid for Medication Co-pays and Deductible.

ID 25. Receipt of Medication Services

Element Name: MedicationsDispensedFlag

Indicate whether medications were dispensed to the client that were fully paid for by ADAP during this reporting period.

- Yes (If the response is Yes, complete Items 26, 27, 28, and 29.)
- No

ID 26. Medication(s) Dispensed

Element Name: MedicationID

Report **ALL** medications paid by ADAP and dispensed to the client during the reporting period. Use the medication's 11-digit National Drug Code (NDC).



If you use CAREWare, NDC codes are already built into the software.



For more information on how to report medications using NDC codes, contact the DISQ Team at Data.TA@caiglobal.org.

ID 27. Medication Dispensed Date

Element Name: MedicationStartDate

Report the date each ADAP-funded medication listed in ID 26 was dispensed. Indicate this date in the form *MM/DD/YYYY*.

ID 29. Amount Paid for Medication

Element Name: MedicationCost

Indicate the total cost of each ADAP-funded medication (*\$0 to \$100,000*) listed in Item 26 that was dispensed to the client during the reporting period. Report costs per medication dispensed. Include the total costs paid for each dispensed prescription, even if the medication prescription period extended beyond the reporting period. See the example below.



Do not include dispensing fees in amount paid for medication. Dispensing fees are reported in your Recipient Report.



Report medication prices as the amount before the rebate.

Example of Medication Data

ClientId	MedicationId	MedicationStartDate	MedicationCost
1	11822-0544-01	11/5/2021	\$1,948
1	43063-0609-30	11/14/2021	\$2,598
2	50242-2040-62	10/5/2021	\$100
2	60575-4112-51	10/5/2021	\$1,413



Question: May ADAPs report medications for health insurance assistance clients?

Answer: There may be instances when clients with health insurance paid for by ADAP may also need medications not covered by their health insurance. If the ADAP pays for medications in full, report these medications in the “Medication Assistance Services” section.



Question: A client was enrolled in ADAP and then was eligible for Medicaid. Medicaid granted retroactive eligibility, and ADAP back billed Medicaid for services paid by ADAP. How do we report this client?

Answer: Report data for this client in the Client Report. ADAP services that are retroactively paid for by Medicaid (i.e., back billing) should be reported. ADAPs are not required to go back into their data system and delete services for which they back billed Medicaid and received reimbursement.

Clinical Information

The purpose of the Clinical Information section is to describe the clinical characteristics of **all** ADAP clients. Report all CD4 and viral load counts and dates for all clients who received medication and/or insurance services during the reporting period.



Clinical information must come from labs, other clinical sources, or from the State Surveillance Program, not from client self-report.

ID 32–33. CD4 Count Reporting



Element Name: `AdrClientReportCd4Test`, `Cd4TestDate`, `Cd4Count`

The CD4 cell count measures the number of T-helper lymphocytes per cubic millimeter of blood and is a good predictor of immunity. As CD4 cell count declines, the risk of developing opportunistic infections increases.

Report **all** available CD4 tests administered to the client during the reporting period. Report the test dates (*MM/DD/YYYY*) when the client's blood sample was taken and the CD4 value (*between 0 and 100,000,000*).

ID 34–35. Viral Load Reporting



Element Name:
`AdrClientReportViralLoadTest`, `ViralLoadTestDate`, `ViralLoadCount`

The viral load is the quantity of HIV RNA in the blood and is a predictor of disease progression. Test results are expressed as the number of copies per milliliter of blood plasma.

Report **all** available viral load tests administered to the client during the reporting period. Report the test dates (*MM/DD/YYYY*) when the client's blood sample was taken and the viral load value (*between 0 and 100,000,000*).



Question: A client is disenrolled before receiving a Viral Load and/or CD4 test during the reporting period. What should I report?

Answer: There are times when you do not have these data for all clients. These missing data will trigger a warning message when you validate your data. Add a warning message comment to your ADR to explain the missing data. You will also find these missing data reflected in your Upload Completeness Report.

This is the end of the Client Report.



If you need help completing the Client Report, call RWHAP Data Support at 1-888-640-9356 or e-mail RyanWhiteDataSupport@wrma.com or the DISQ Team at Data.TA@caiglobal.org.



If you need help completing the Client Report, call RWHAP Data Support at 1-888-640-9356 or e-mail RyanWhiteDataSupport@wrma.com.

Uploading the XML Client File

To upload a client-level data XML file, open your ADR Recipient Report in the EHBs. From within the ADR Recipient Report, click the Client Upload link in the ADR Navigation menu. Continue to follow the on-screen instructions to upload your XML file.

The screenshot shows a web application interface for an ADAP Data Report. The left sidebar contains a 'NAVIGATION' menu with sections for 'Home', 'Workflow', and 'Data Entry'. The 'Data Entry' section is expanded, showing options like 'Cover Page', 'Q1-3', 'Q4', 'Q5', 'Q6', 'Q7a', 'Q7b', 'Q7c', and 'Client Upload'. The main content area displays report details for 'X07HA12778', including Report Id (32587), Report Period (2019 Annual), Status (Working), and Due Date (1/18/2020 9:59:3). A 'REMINDER' section states that the report should be for the grant year April 1, 2019 – March 31, 2020, while client data should be for the 2019 calendar year. A warning message indicates that files larger than 29MB cannot be uploaded and must be zipped. The 'CLIENT UPLOAD' section prompts the user to upload ADR Client-Level Data in XML or Compressed Zip format, with a 'Please upload ADR Client-Level Data in XML or Compressed Zip format. You will receive an email confirmation after you have successfully uploaded your clients.' instruction. Below this is a file selection area with a 'Choose File' button, 'No file chosen' text, and 'Upload File' and 'Cancel' buttons. A note below the upload area states: 'If you have uploaded your clients and answered all required questions, please validate your report before proceeding to submit your report. This feature only works with ADR Client XML files or compressed zip files that conform to the ADR Client-Level Data XML Schema Definition. The most recent ADR XML Schema Definitions are available at [ADR XML Schema Definitions](#).' The 'Client Upload' button in the sidebar is highlighted in blue.



You can upload more than one client-level data file to build the Client Report. Before uploading multiple client-level data XML files, you should understand the ADR web application's data merge rules. To learn more about these rules, go to TargetHIV for the [ADR Merge Rules 8.0](#) page.

Ensuring Data Quality

After you have uploaded your client-level data, you are ready to check and make sure that your data are correct and complete. This section will describe the tools in the EHBs that help you to ensure that you are submitting high-quality data.

Reviewing Your Client Report

Generate and review a Client-level Data Upload Completeness Report (UCR) before you submit your ADR to ensure quality data. The UCR will display your uploaded data by data element so you can review your data quality and identify both missing and incorrect data. This report is available only after you have uploaded client-level data into the ADR Web Application. To run these reports, select the respective links in the ADR Navigation menu on the left side of the ADR web page.

Report Validation

After completing the ADR Recipient Report and uploading the client-level data XML file, you must validate your report. To validate your report, click **Validate** in the ADR Navigation menu. The validation process checks to make sure that your data are complete and correct. If your report has some potential data issues, you will receive errors, warnings, or alerts:

- **Errors:** Errors must be corrected. Correct data that received errors.
- **Warnings:** Warnings should be corrected if possible. Correct data that received warnings. If you cannot or should not correct the data, write a comment for each uncorrected warning to submit your report. To write a comment, click the Add Comment link next to the warning message.
- **Alerts:** Reports can be submitted with an alert. Review alerts and correct them if applicable. However, you are not required to fix or comment on alerts to submit your report.

Uploading a New or Corrected Client Report

Before uploading a new or corrected client-level data file, clear all previous client records by clicking the **Clear Clients** link on the Navigation menu or selecting the **Clear Client Records** box in the file upload window.

After you have addressed the data issues that triggered validation messages, re-upload your client XML file by clicking the **Client Upload** link.

Submitting Your Report

When your report is complete, submit the Recipient and Client Reports by clicking **Submit** in the ADR Navigation menu and following the instructions on your screen.



If you need help completing the ADR, call Ryan White Data Support at 1-888-640-9356 or e-mail RyanWhiteDataSupport@wrma.com.

Appendix A: Required Client-level Data Elements

● = Report this data element.

ID #	Client-Level Data Elements	Type of Client by Services Received		
		All Clients	Health Insurance Services	Medication Services
System Variables				
2	Encrypted UCI	●		
Client Demographics				
4	Ethnicity	●		
68	Hispanic/Latino Subgroup	●		
5	Race	●		
69	Asian Subgroup	●		
70	Native American/Pacific Islander Subgroup	●		
6	Gender	●		
71	Sex at Birth	●		
9	Year of Birth	●		
10	HIV Status	●		
11	Poverty Level	●		
13	Health Insurance	●		
Enrollment and Certification				
14	New or Existing Client	●		
15	Date Completed Application Received (new client only)	●		
16	Date Application Approved (new client only)	●		
17	Date of Recertification	●		
18	Enrollment Status	●		
19	Reason(s) for Disenrollment	●		
ADAP Health Insurance Services				
20	Receipt of Health Insurance Services	●		
67	ADAP-funded Health Insurance Assistance service		●	
21	Amount Paid for Premiums		●	
22	Months Coverage of Premiums Paid		●	
23	Amount Paid for Co-pays and Deductibles		●	
Medication Assistance Services				
25	Receipt of Medication Services	●		
26	Medications Dispensed			●
27	Dispense Date for Medication			●
29	Amount Paid for Medication			●
Clinical Information				
32-33	CD4 Count Reporting	●		
34-35	Viral Load Reporting	●		

Appendix B:

Frequently Asked Program Questions

- 1. Does the certification and recertification process count as an ADAP service that should be reported?**

Certification and recertification is not an ADAP medication assistance or health insurance assistance service, so it should not be reported in the ADR.

- 2. Should ADAPs stop reporting after the client leaves the Medicare donut hole?**

After leaving the donut hole, a Medicare Part D beneficiary enters the catastrophic coverage period. If ADAP pays the client's co-payments during the catastrophic coverage period, it should continue to report amounts under *Amount Paid for Co-pays and Deductibles*.

- 3. Where do I report co-pays for medical visits in the ADR?**

ADAP funds cannot be used to pay for medical visit co-pays. Only report co-pays for medications in ID 67 and 23.

- 4. What does the eUCI generator do? Does it create the UCI and then encrypt it?**

The eUCI generator can both create the UCI and then convert the 11-character UCI into a 40-character string using the SHA-1 hashing algorithm. The SHA-1 is a trap door algorithm, meaning that the original UCI is unrecoverable from the eUCI and meets the highest privacy and security standards. When using an ADR-ready system such as CAREWare and TRAX, the eUCI is generated directly from the raw data elements when the XML file is created. For more information, see the "Encrypted Unique Client Identifier (eUCI): Application and User Guide" at <https://targethiv.org/library/encrypted-unique-client-identifier-euci-application-and-user-guide>.

- 5. Is it permissible for ADAPs to purchase medications through their 340B program and bill insurance for their insurance clients?**

It is allowable for a recipient to use ADAP funds to purchase medications at 340B pricing and to then bill the medication to insurance for ADAP-eligible clients with insurance, so long as they: (1) do not pass on the 340B pricing to the insurance company, and (2) treat the difference between the 340B price and the insurance payment as program income. ADAPs that purchase medications through 340B and then bill insurance are considered to be providing a health insurance service to the client, not a medication service. A health insurance service is paying for a co-pay, deductible, insurance premium, or Medicare Part D service. If an ADAP is not paying for any of these health insurance services, the client is not considered an ADAP client.

- 6. Our program uses federal as well as non-federal funding for our ADAP clients. For the clients served with non-federal funds (such as state), can we use a different set of certification or reporting rules?**

All funds that go into the ADAP are considered ADAP funds and therefore must align with the ADAP guidelines (i.e., same program/same rules); and all data should be reported in the ADR. If, however, a state chooses to establish a separate program funded by non-ADAP funds, the state could choose to have different rules for that program, and data for that program would not be reported on the ADR. The state needs to be aware that 340B pricing would not be available to the separate, non-ADAP-funded program unless the state is a 340B-covered entity outside of the ADAP.

Appendix C: Glossary

Term	Definition
ADAP	AIDS Drug Assistance Program. A state-administered program authorized under Part B of the RWHAP to provide FDA-approved medications to low-income clients with HIV disease who have no coverage or limited health care coverage. ADAPs may also use program funds to purchase health insurance for eligible clients and for services that enhance access to, adherence to, and monitoring of antiretroviral therapy.
ADAP client	Any individual with HIV and meets the income and other eligibility criteria as established by the state ADAP.
ADAP Base Funds	Federal funds specifically designated to be used for the state/territory ADAP.
ADAP Flexibility Policy	HRSA HAB Policy Notice 07-03 provides recipients greater flexibility in the use of ADAP funds and permits expenditures of ADAP funds for services that improve access to medications, increase adherence to medication regimens, and help clients monitor their progress in taking HIV-related medications. To use ADAP dollars for services under the ADAP Flexibility Policy, recipients must request approval annually in their grant application or through the prior approvals process in EHBs.
ADAP Supplemental Grant Award	Additional federal funds awarded to a RWHAP Part B (as a component of the RWHAP Part B award) who demonstrate severe need in ADAP, based on established criteria and data provided in the ADR.
ADR Web Application	Where recipients submit their ADR; it is accessible via the HRSA Electronic Handbooks for Applicants/Recipients (EHBs), a web-based grants administration system.
Administrative costs	Administrative costs for medication purchases include items such as shipping and handling and other bulk order fees.
AIDS	Acquired Immune Deficiency Syndrome. A disease caused by the human immunodeficiency virus.
ARV	Antiretroviral. A drug that interferes with the ability of a retrovirus, such as HIV, to make more copies of itself.
Capped expenditure	A limit on the amount of money to be spent on one service or client per month or per year.
CAREWare	A free scalable software used for managing and monitoring HIV clinical and supportive care and producing reports.
CDC	Centers for Disease Control and Prevention. The HHS agency that administers HIV/AIDS prevention programs, including the HIV Prevention Community Planning process. The CDC is responsible for monitoring and reporting infectious diseases, administering HIV surveillance grants, and publishing epidemiologic reports such as the “HIV/AIDS Surveillance Report.”

Term	Definition
CD4 or CD4+ cells	Also known as helper T-cells, these cells are responsible for coordinating much of the immune response. HIV's preferred targets are cells that have a docking molecule called cluster designation 4 (CD4) on their surfaces. Cells with this molecule are known as CD4-positive (CD4+) cells. Destruction of CD4+ lymphocytes is the major cause of the immunodeficiency observed in AIDS and decreasing CD4 levels appear to be the best indicator for developing opportunistic infections.
CD4 cell count	The number of T-helper lymphocytes per cubic millimeter of blood. The CD4 count is a good predictor of immunity. As the CD4 cell count decreases, the risk of developing opportunistic infections increases. The normal range for CD4 cell counts is 500 to 1,500 per cubic millimeter of blood.
Confidential information	Information collected on the client; unauthorized disclosure of this information could cause the client unwelcome exposure, discrimination, and/or abuse.
Coinsurance	A form of medical cost sharing in a health insurance plan that requires an insured person to pay a percentage of medical expenses.
Co-payment	A fee charged to an individual per prescription.
Deductible	An annual fixed dollar amount that an insured person pays before the health insurance starts to reimburse or make payments for covered medical services.
Department of Defense Drug Pricing Program	Drug pricing cost-saving strategy administered by the Department of Defense.
Dispensing fees	The cost to pharmacies to dispense drugs that is then transferred as a fee to the buyer.
Dispensing of pharmaceuticals	The provision of prescription drugs to prolong life or prevent health deterioration.
Direct purchase	A prescription drug purchasing model in which state ADAPs purchase drugs directly from a manufacturer or wholesaler at the 340B pricing schedule. ADAPs then distribute the drugs using a centralized state system or through their own pharmacies.
Donut hole coverage	The coverage gap of the Medicare Part D plan where, after a certain point, the beneficiary is 100 percent responsible for the costs of the medication.
Drug formulary	A list of pharmaceuticals that can be or should be preferentially prescribed within a reimbursement (insurance) program.
Drug pricing cost strategies	See 340B, direct purchase, and prime vendor.
Dual application	One application form for assistance that is used by both the ADAP and Medicaid so that clients only need to apply once and may receive services from both ADAP and Medicaid.
Electronic Handbooks (EHBs)	The HRSA Electronic Handbooks for Applicants/Recipients (EHBs). A web-based grants administration system. The EHBs are accessible at https://grants.hrsa.gov/webexternal .

Term	Definition
Eligibility criteria	The standards set by a state ADAP, usually through an advisory committee, to determine who receives access to ADAP services. Financial eligibility is usually determined as a percentage of the Federal Poverty Level (FPL) (e.g., 400 percent FPL). Medical eligibility must include a positive HIV diagnosis. Eligibility criteria vary among ADAPs.
Epidemic	A disease that occurs clearly in excess of normal expectation and spreads rapidly through a demographic segment of the human population. Epidemic diseases can be spread from person to person or from a contaminated source such as food or water.
Fee-for-service	The method of billing for health services whereby a physician or other health service provider charges the payer (whether it be the patient or his or her health insurance plan) separately for each patient encounter or service rendered.
Fiscal year	The RWHAP Part B grant year of April 1–March 31.
Fixed co-payment	A set fee charged to all clients per prescription filled.
Recipient of record	The official RWHAP recipient that receives funding directly from the federal government (HRSA).
HIP	Health insurance program. A program of financial assistance for eligible individuals living with HIV to enable them to maintain continuity of health insurance or to receive medical benefits under a health insurance program. This includes premium payments, risk pools, co-payments, and deductibles.
HRSA	Health Resources and Services Administration. The HHS agency responsible for directing national health programs that improve the nation’s health by ensuring equitable access to comprehensive and quality health care for all. HRSA works to improve and extend life for people living with HIV/AIDS, provide primary health care to medically underserved people, serve women and children through state programs, and train a health workforce that is both diverse and motivated to work in underserved communities. HRSA is also responsible for administering RWHAP.
Manufacturers’ rebates	Dollars received from drug manufacturers that represent a percentage of the cost of the drug.
Medicaid/medically needy program	The option to have a medically needy program allows states to extend Medicaid eligibility to additional qualified persons who may have too much income to qualify under the mandatory or optional categorically needy groups. This option allows them to spend down to Medicaid eligibility by incurring medical and/or remedial care expenses to offset their excess income, thereby reducing it to a level below the maximum allowed by that state’s Medicaid plan.
Monetary cap	A limit on the amount of money to be spent on one service or client per month or per year.
National Drug Code (NDC Code)	A unique 10-digit or 11-digit, three-segment number, and a universal product identifier for human drugs in the United States. The three segments of the NDC identify the labeler, the product, and the commercial package size.

Term	Definition
OMB	Office of Management and Budget. The office within the executive branch of the federal government that prepares the president’s annual budget, develops the federal government’s fiscal program, oversees administration of the budget, and reviews government regulations.
Other negotiated rebates	Discounts negotiated between ADAP officials and drug companies on the price of medications.
RWHAP Part B	The RWHAP Part that authorizes the distribution of federal funds to states and territories to improve the quality, availability, and organization of health care and support services for people living with HIV and their families. RWHAP emphasizes that such care and support are part of a continuum of care in which the needs of people living with HIV and their families are coordinated.
Premium	The amount paid for health insurance by an individual and/or plan sponsor such as an employer.
PHSA	Public Health Service Act
Prime vendor	A voluntary program of 340B-covered entities in which the prime vendor handles price negotiation and drug distribution responsibilities for members. As the prime vendor has the potential to control a large volume of pharmaceuticals, it can negotiate favorable prices and develop a national distribution system that would not be possible for covered entities to obtain individually.
Rebate	A prescription drug purchasing model in which state ADAPs reimburse a broad network of retail pharmacies for costs associated with filling prescriptions for eligible clients. ADAPs then submit rebate claims to the manufacturer at the 340B pricing schedule.
Retroactive or back billing	Billing for services previously rendered rather than at the time of delivery.
Retrovirus	A type of virus that, when not infecting a cell, stores its genetic information on a single-stranded RNA molecule instead of the double-stranded DNA. HIV is an example of a retrovirus. After a retrovirus penetrates a cell, it constructs a DNA version of its genes using a special enzyme, reverse transcriptase. This DNA then becomes part of the cell’s genetic material.
RWHAP-funded service	A service paid for with Ryan White HIV/AIDS Program funds.
Ryan White HIV/AIDS Program (RWHAP)	Ryan White HIV/AIDS Treatment Extension Act of 2009. The federal legislation created to address the health care and service needs of people living with HIV/AIDS disease and their families in the United States and its territories. The Ryan White HIV/AIDS Program was enacted in 1990 (Pub. L. 101—381), reauthorized in 1996 as the Ryan White CARE Act Amendments of 1996, reauthorized in 2000 as the Ryan White CARE Act Amendments of 2000, and reauthorized in 2006 as the Ryan White HIV/AIDS Treatment Modernization Act of 2006. The most recent reauthorization was in 2009, as the Ryan White HIV/AIDS Treatment Extension Act of 2009.

Term	Definition
340B Drug Pricing Program	Administered by the Office of Pharmacy Affairs, the 340B Drug Pricing Program provides federally-designated entities (including ADAPs and other RWHAP recipients) with access to discounted medications. As a condition for participation in Medicaid, drug manufacturers must sign a pharmaceutical pricing agreement with the HHS Secretary that the price charged for covered outpatient drugs will not exceed the statutory ceiling price (the average manufacturers' price reduced by the Medicaid rebate percentage).
XML	eXtensible Markup Language. A standard, simple, and widely adopted method of formatting text and data so that it can be exchanged across all the different computer platforms, languages, and applications.

ADAP Manual Index

A

ADAP client, 3, 5, 20, 43–44
ADAP income eligibility, 12
ADAP Medication, 19
ADAP services, 5–6, 11, 21,
30–32, 34, 38, 46

C

Capped expenditure, 11–12,
44
CD4, 4, 38–39, 42, 45
client demographics, 21
Client Report, 5, 7–8, 20–21,
38–41
client’s annual household
income, 27
Clinical Information, 38, 42
Co-pays, 35–36, 42–43

D

deductibles, 6, 17, 34–36, 46
Disenrollment, 4, 33, 42
Dispensing fees, 37, 45
Donut hole coverage, 45
Drugs and Drug Expenditures,
34–35

E

encrypted Unique Client
Identifier, 3, 22
Enrollment and Certification,
4, 30, 42
Enrollment cap, 11
eUCI, 3, 22, 43

F

Flexibility Policy, 6, 16, 44

H

health insurance, 2, 5–6, 12,
15–17, 21, 28–29, 31,
33–36, 38, 43–47
health services, 28–29, 46
HIV/AIDS Status, 27

M

Medicaid, 15, 28, 30, 38,
45–46, 48
Medicare, 6, 28–29, 34–36,
43, 45
Medicare Part A/B, 28
Medicare Part D, 6, 28, 34–36,
43, 45
medication, 3–6, 11–12,
15–17, 19–20, 31,
33–38, 43–45

P

Poverty Level, 11, 27, 42, 46
premiums, 17, 34–35
Programmatic Summary
Submission, 10, 12, 14,
17–18, 20

R

Race and Ethnicity, 23
recertification, 32, 43
Recipient Report, 4–5, 7–10,
12, 14, 17–18, 20, 37,
40–41

S

System Variables, 22, 42

T

transgender, 22, 26

V

Validation, 41
Viral, 39, 42
Viral Load, 39, 42

W

waiting list, 5, 33

X

XML, 7–8, 20–22, 40–41, 43,
48