Version 3.6. April 2026

User Manual: TRAX for the ADR

Tool for Creating the Ryan White Services (RSR) and ADAP Data Report (ADR) Client-Level Data File

Health Resources and Services Administration

HIV/AIDS Bureau

TRAX installation: https://grants6.hrsa.gov/hab/trax/publish.htm

Technical Assistance Contact: Data.TA@CAIglobal.org

CAI DISQ Website: https://caiglobal.org/projects/data-integration-systems-quality-disq/

While TRAX can be used for both the RSR and ADR, this user manual relates to TRAX for the ADR. Another manual is available for TRAX for the RSR.

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Release History

Version	Date	Description
3.6	February 2026	Updated CHEX to reflect 2025 validations Updated CHEX to reflect ADR schema changes Sex at Birth used in eUCI creation
3.5	March 2024	Minor formatting changes to the manual Updated CHEX to reflect the 2023 validations
3.4	March 2023	Updated to reflect ADR schema changes Updated CHEX to reflect the 2022 validations
3.3	March 2022	Updated to reflect ADR schema changes Updated CHEX to reflect the 2021 validations
3.2	February 2018	TRAX updated to reflect schema change Clarified creation of the encrypted Unique Client Identifier (eUCI) given gender fields have changed in manual Updated CHEX to reflect the 2017 validations
3.0.0	May 2017	Updated the recertification date validation in CHEX and updated the instruction manual
3.0.0	February 2017	Updated dates in the CHEX validations to reflect the 2016 reporting period
3.0.0	January 2016	Clarified that TRAX version 3.0.0 accepts 1 or 0 for the new enrollment, medication, and insurance flags
2.0.0	March 2015	Clarified that TRAX version 2.0.0.2 accepts True and False for the new enrollment, medication, and insurance flag
2.0.0	February 2015	ADR functionality added to TRAX
1.0	October 2014	TRAX for the RSR

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Introduction

The ADAP Data Report (ADR) requires ADAPs to submit de-identified client-level demographic, service, and clinical data. You must upload the client-level data file to the ADR Web System in a specific XML (eXtensible Markup Language) format. XML is a simple and widely adopted method of formatting data that can be exchanged across different computer platforms, languages, and applications.

TRAX allows you to create this client-level data file. TRAX is an easy to install, self-updating application. You import your client-level data in a specific format into TRAX. You then use TRAX to convert that data into the compliant XML file.

Access TRAX and obtain samples of the input files on the CAI DISQ Website.

This user manual describes in detail the following steps for using TRAX for the ADR:

1. Prepare your input files, including using CHEX to validate your data
2. Set up TRAX
3. Import data into TRAX
4. Create the client-level data file

The manual also presents information on dealing with client duplicates and common mistakes.

Another version of the manual is available for the RSR.

How Do I Validate My Data?

TRAX creates a file that is compliant with the XML schema. It does not contain queries or error messages related to service dates outside of the reporting period, data inconsistencies or missing data. However, there are two strategies you can use to validate your data:

- Once you create TRAX's input files, you can copy and paste the data into the CHEX Excel template. Through built-in data validations and conditional formatting, CHEX will help you identify data quality issues before you load data into TRAX.
- After you create your XML file through TRAX, use the Check Your XML Feature in the ADR Web System to check your data quality. You can run the Upload Completeness Report and Validation Report on your test files.

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Prepare Your Input Files

TRAX requires 11 .CSV files as input. The files and data elements within the files must have the correct names. In addition, you must use the values as required by the ADR. In this section, we discuss your process for creating these files.

What is .CSV?
If you are not familiar with .CSV, don't worry! You can create the files in Excel and then save them into .CSV files. Just select "Save As" and then pick the .CSV extension from the "Save as type" drop down menu.

1.1 Become Familiar with ADR Data Elements

First, you need a good understanding of the ADR's required data elements and where those data elements are located within your data management system(s).

Learn more about the ADR's required data elements by referring to the CAI DISQ Website:

- ADR Instruction Manual: This document provides you with detailed information on data element definitions. You may not need to report all data elements for all clients.
- Data Dictionary: This document provides you with detailed information on how to code the values for each ADR data element (e.g., 1= Hispanic/Latino).
- ADR Crosswalk: A table in which you list the variables and values in your data management system that corresponds to ADR data elements. Using this crosswalk will help you find the data you need to report; understand what you need to do to transform the data you have into the data you need to report; and identify any missing data that you'll need to start collecting.

1.2 Become Familiar with the Structure of the Input Files

Review the .CSV file structures so you know in what format to structure your client-level data. The zip file downloadable from the CAI DISQ Website has sample files. The first file, *ADRClientReport*, captures all ADR data elements that just require one response per client; each row should correspond to one client. The subsequent files capture data elements that may have multiple responses per client; in these cases, multiple rows may correspond to one client. The files are the following:

- AdrClientReport.csv ← One row per client
- AdrClientReportAsianSubgroup.csv
- AdrClientReportDisenrollmentReason.csv
- AdrClientReportHispanicSubgroup.csv
- AdrClientReportHealthCoverage.csv
- AdrClientReportMedication.csv
- AdrClientReportNhpiSubgroup.csv
- AdrClientReportRace.csv

Can have multiple rows per client:
In the example below, ClientID 21165 has multiple medica

	A	B	C
1	ClientId	MedicalInsuranceId	
2	21165	8	
3	21165	9	
4	21167	9	

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- AdrInsuranceAssistanceReceived.csv
- AdrClientReportViralLoadTest.csv
- AdrClientReportCd4Test.csv

Data elements appear in the first (header) row of the files. The example below shows some of the data elements in the *AdrClientReport* file.

	A	B	C	D	E	F	G
1	ClientId	FirstName	LastName	ClientUrn	ClientUci	EthnicityId	ClientDateofBirth

1.3 Prepare Your Input Files

You must now extract data from your data management system(s) and structure the data in the right format. Remember that these data are very sensitive so you will want to treat them using the highest security standards!

1. Extract client-level data from your data management system(s). It is often easier getting data into your data management system than getting them out. Therefore, you may need to work with your IT staff to develop the reports you need.
2. Create a spreadsheet for each of the 11 files listed above. The columns do not need to be in the same order, but the column headers and files must have the correct names. The names must exactly match (no spaces, no capitalization) those in the .CSV file templates that are part of the download package.

ClientId

The files are linked by the ClientId, which could be a medical record number or a sequential number. It is the first column in every file. You must make sure that the same client has the same ID in each file. ***Only use numeric values (no letters). ClientIds cannot contain more than 10 characters.***

3. Manipulate your data so your values are equal to the values that TRAX is expecting – the accepted ADR values. **You will not be allowed to create an XML file with invalid data values**. The below table is an example of how your values for the sex at birth data element may differ from the expected ADR values.

Sex at Birth	ADR	Your System
Male	1	M
Female	2	F
Unknown	4	Blank

Using this example, you would need to recode “M” to “1” and “F” to “2”. There are two approaches you can use to do this. First, you can use the “Replace All” function in Excel. For example, in the SexAtBirthID column in your *ClientReport* Excel table, you would replace “M” with “1”. You can also use Excel formulas, such as “if/then” statements (e.g., if M, then 1).

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In the zip file with the sample .CSV files, you'll also find identical files in Excel. These files have drop down menus with the ADR values to help you use the correct values.

4. Place all your .CSV files in the same folder on a secure location on your computer. Name them correctly and close them! When you create the client-level data XML file, you will browse to and import this folder into TRAX. **Even if a certain file is not relevant to your agency, you still need to create it. It will just contain the header row; all other rows will be blank.**

1.4 Tricky Data Elements

Viral Load

Viral load values under a certain threshold are considered "undetectable." The threshold depends on the type of lab test you use. TRAX does not accept text or symbols (< or >) for the viral load values. Therefore, for undetectable viral loads, you should input the lower bound of the test limit in the count field. For example, if the result is reported as <20, 20 is the lower bound and would be reported. If the result is reported as 'undetectable' and you do not know the lower bound of the test limit, report 0.

ClientId	ViralLoadTestDate	ViralLoadCount
96	8/13/2022	500000000
165	9/14/2022	0
214	10/22/2022	20

Client's viral load is undetectable; Lower bound is unknown so 0 is reported

Client's viral load is undetectable; Lower bound of the test is 20 so 20 is reported

Client eUCI and URN

Every record in the client-level data XML file must be assigned an encrypted Unique Client Identifier (eUCI), which HAB uses to link records across ADAPs. TRAX users do not have to take additional steps to create the eUCI. The input values are read from the *ClientReport* file, and the eUCI is added to the XML file.

The *ClientReport* file has several client identifier columns that can be used to create the eUCI:

- FirstName, LastName, ClientBirthDate and SexAtBirthID: These data elements provide the inputs to the eUCI.
- ClientUrn: This is the 11-digit UCI or unique record number (URN), unencrypted. It is composed of the first and third letters of the client's first name, the first and third letters of the client's last name, the full date of birth, and the sex at birth code: 1 = Male, 2 = Female, 9 = Unknown.
- ClientUci: The 11-character UCI is encrypted with the SHA-1 hashing algorithm to create a 40-character string of letters and numbers. A 41st digit distinguishes clients with the same 40-digit eUCI. See Chapter 5 for more information.

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You should not fill out the ClientUci and ClientUrn columns if you populate the FirstName, LastName, ClientDateofBirth, and SexAtBirthID columns.

Creating the eUCI

- If FirstName, LastName, ClientDateofBirth and SexAtBirthID are used, do not populate ClientUrn or Client UCI
- If Client Urn is used, do not populate Client Uci
- If Client Uci is populated, do not populate ClientUrn

TRAX will use the value in the ClientUci column if it is already provided in the *ClientReport* table. If the ClientUci is not provided for a client and the ClientUrn is provided, then TRAX will encrypt the ClientUrn value to generate the eUCI. If neither the ClientUci or ClientUrn is provided, then TRAX will use the client's first name, last name, date of birth and sex at birth code to create the UCI and subsequent eUCI. Make sure that none of these eUCI components begin or end with blanks or special characters. The table below summarizes this information.

Creation of eUCI	What to do in TRAX
ADAP already creates the eUCI internally	Populate the ClientUci field with the pre-created eUCIs. These eUCIs will be exported to the client-level data file.
ADAP creates the *unencrypted* UCI internally	Populate the ClientUrn field with the pre-created unencrypted UCIs. TRAX will encrypt the unencrypted UCIs and export them to the client-level data file. Leave the ClientUci field blank.
ADAP does not already create the eUCI	Populate first name, last name, date of birth and sex at birth fields. TRAX will generate the eUCIs for you and export them to the client-level data file. Leave the ClientUci and ClientUrn fields blank.

Flags

There are three flags in the ADR – meaning that these data elements require a yes/no response. They are: New Enrollment Flag, Medication Services Flag, and Insurance Assistance Flag. As shown in the data dictionary, ADAPs should report 0 for No and 1 for Yes.

Medication and Insurance Costs

The ADR Web System only allows whole numbers for cost information. Therefore, any costs for either fully pay medications, insurance premiums or medication copayment, co-insurance and deductibles that are greater than $0.00 but less than $1.00 should be rounded to $1.00.

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1.5 Validate Your Data through CHEX

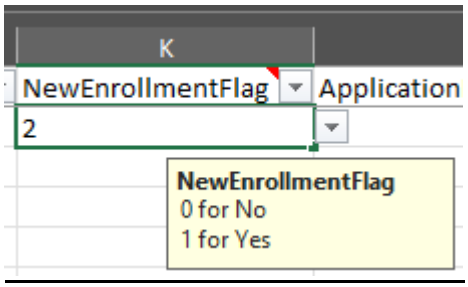
CHEX, an Excel spreadsheet pre-loaded with data validations and conditional formatting, allows you to validate your data prior to uploading it to TRAX.

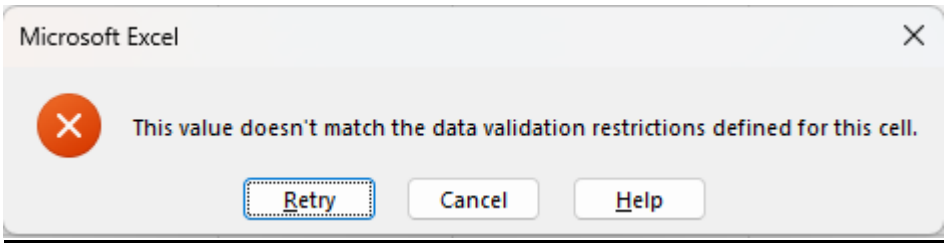
CHEX's Main Features

CHEX has two main features: Drop-Down Menus and Conditional Formatting.

Drop-Down Menus

All data elements with specified values have drop-down menus showing the allowable values for reporting. If you try to copy and paste an incorrect value into CHEX, you will receive an error message. If you receive an error message, you may try to copy and paste one column at a time until you identify the location of the issue.





Conditional Formatting

Through conditional formatting, CHEX color codes cells with validation issues when you copy and paste it into CHEX. All ADR validations are included, including validations for missing data.

How to Use CHEX

Open the CHEX Excel file included in your downloaded zip file. The file will open showing a blank client report. This tab and the 10 other tabs represent the 11 files to be uploaded to TRAX.

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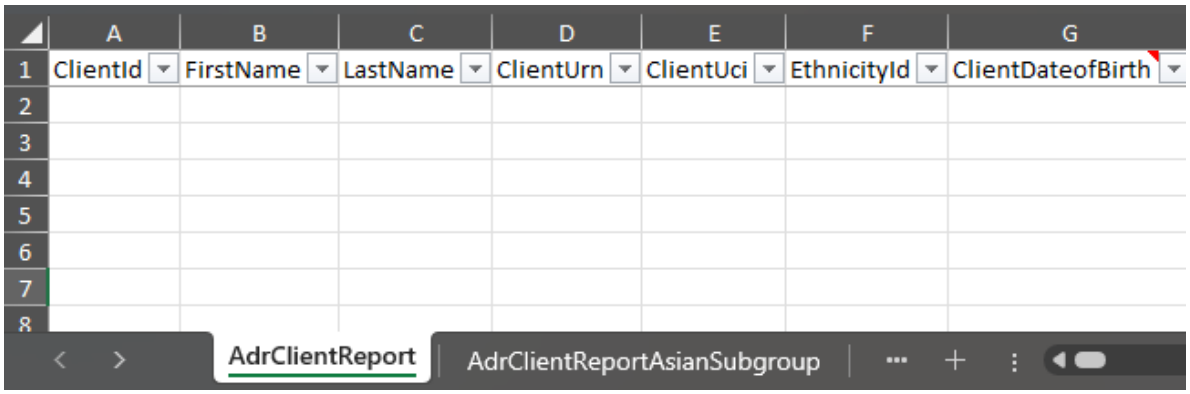

Copy and paste your client-level data into the AdrClientReport tab. Do not overwrite CHEX's header row given this row has information about the validations in cell comments (as indicated by the red triangles). Place your cursor in cell **A2** to paste your data. Note that your data should conform to the layout of this Excel table and fill in elements in columns A through U. Columns V and beyond are prepopulated with formulas, and you should ensure that your data does **not** overwrite formulas in these columns.

IMPORTANT: *Make sure the data elements in your tables are in the same order as in CHEX. Data must be pasted in the correct order for CHEX to work.*

After populating the AdrClientReport tab, copy and paste the data in your other files to each of the other tabs. Once again, start with cell A2 so you do not overwrite the header row.

The table below shows which columns your pasted data should occupy in each worksheet of CHEX. Note that CHEX can only accommodate files with up to 50,000 clients. If you need to run CHEX on a larger file, please contact the DISQ Team for assistance: Data.TA@CAIGlobal.org.

Table	Columns
AdrClientReport	A – U
AdrClientReportAsianSubgroup	A – B
AdrClientReportDisenrollmentReason	A – B
AdrClientReportHispanicSubgroup	A – B
AdrClientReportMedicalInsurance	A – B
AdrClientReportMedication	A – D
AdrClientReportNhpiSubgroup	A – B
AdrClientReportRace	A – B
AdrInsuranceAssistanceReceived	A – B
AdrClientReportViralLoadTest	A – C
AdrClientReportCd4Test	A – C

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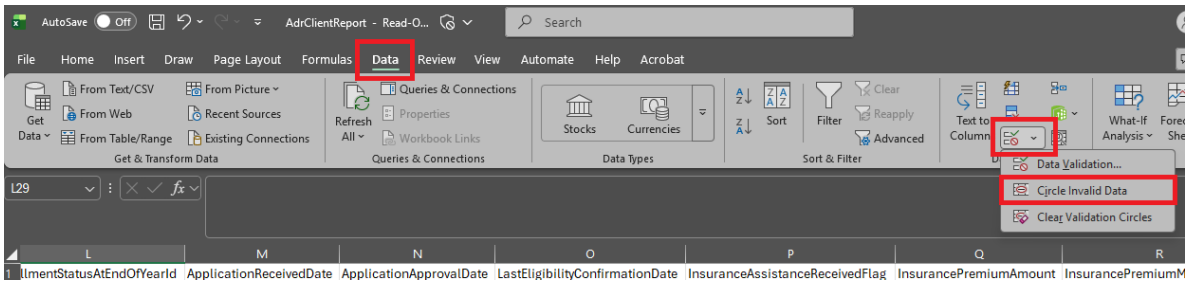
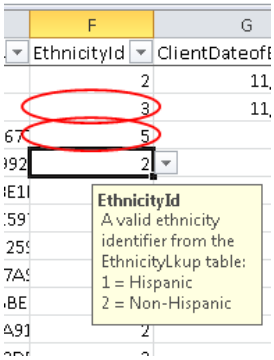
Please ensure that you copy your data into all the worksheets before addressing any data issues since some of the validation checks rely on data from multiple sheets.

After you paste your data in each tab, you will first need to run the data validation check to ensure that you are using the correct values. To do this, select the "Data" tab and select "Circle Invalid Data" under "Data Validation."

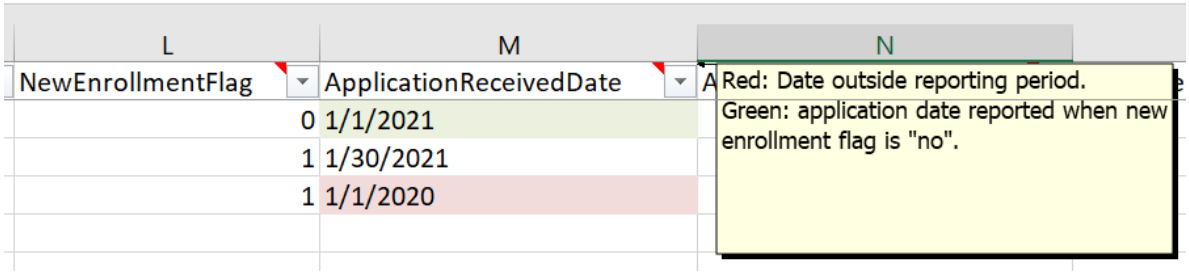


If you have invalid data, Excel will circle the values (up to 255 per worksheet).



You must check for data validation individually on each sheet. If you have more than 255 invalid data elements, Excel will show a popup warning you about this (Excel will not circle more than 255 elements). As you fix your data directly in CHEX or copy and paste corrected data into the CHEX template, remember to run the validation again since there may have been other validation issues not shown because of the 255 limit.

After performing the validation check, you can begin to investigate other data integrity issues. If there are any issues, you will see them shown as colored cells. Different colored cells represent different issues. A summary of the colors and their meaning is included in the comment in the first row of each element.



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In the example above, there are two checks performed in column M (ApplicationReceivedDate). Each check results in a different color. A white cell represents a cell with no detected data issues.

Columns V – X in the ClientReport tab were created to indicate missing data for data elements on other tabs. These columns are required for CHEX to work properly but they will not show any color, and you can safely ignore them (though do not delete the formulas in them).

Fixing Your Data

You should investigate the cause of the data issues and correct any problems with your source data and/or data extraction process. You can also correct data issues directly in the spreadsheet or correct them in your original files and paste the data again into a clean version of CHEX.

As you correct your data, the colors will disappear.

Once your data have been validated in CHEX, you can save each tab individually as a .CSV file. However, first, you'll need to delete the columns that were created by us to run the conditional formatting formulas. Please review the table on page 7 for the columns that should be populated with your data; all other columns should be deleted. From each tab, select "File," then "Save As." In the "Save as type" box, select "CSV (Comma Delimited)." Use the same file name and click "Save." Repeat this for each tab.

Example Steps for Preparing Your Data

Sandra meets with her IT staff member, Tyrone, to start the TRAX process. She brings the instruction manual and the data dictionary to the meeting. They discuss the data required for reporting based on the services the ADAP provides with Ryan White HIV/AIDS Program funding.

Tyrone uses the reporting feature in the state's homegrown database to extract the client-level data in .CSV format. He makes sure the files contain all the data required.

Sandra converts the files to Excel to better manipulate the data. She cuts and pastes columns of data, renames column headers, and replaces values. Then, she pastes her files into CHEX. She identifies some data quality issues. She edits those data directly and saves the files in .CSV format, ensuring each file has the correct name.

Set Up TRAX

Now that you have created the 11 .CSV files, you will use TRAX to generate the XML file. The first step is to install the program. You can access TRAX here: https://grants6.hrsa.gov/hab/trax/publish.htm

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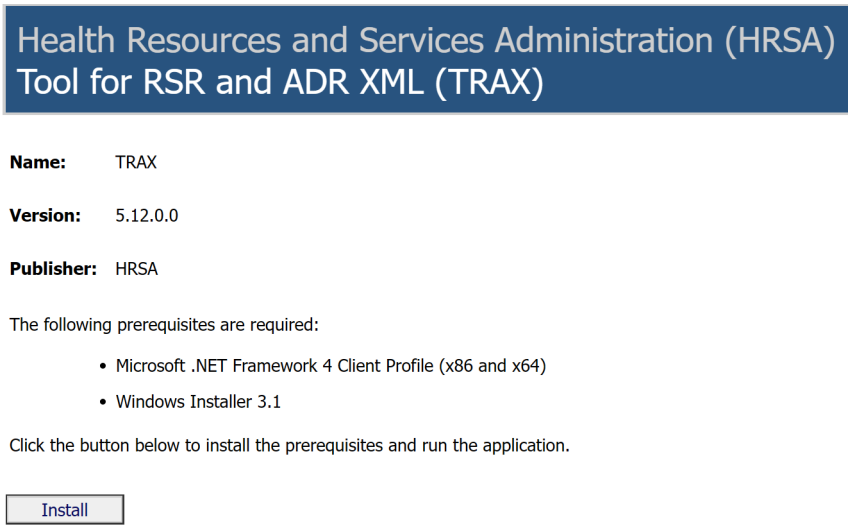
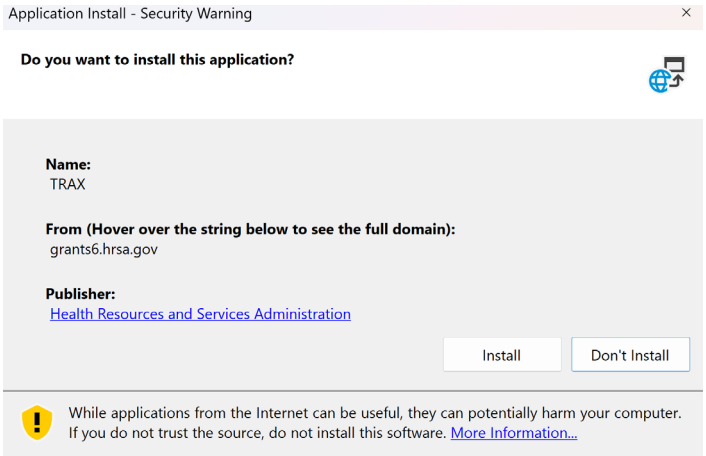
1.6 Install TRAX

When you click the link, the below page will open. Click Install. You may need administrator permissions to install the TRAX application, so check with your IT staff at your organization regarding requirements. When you install TRAX, the messages you receive depend on your internet browser and your computer's security settings. You must allow cookies to download.



Once you click on 'Install', you will be required to agree to an end license user agreement before you can proceed. Once you agree, TRAX will prompt you to save an application called 'setup' to your computer. Double click on 'setup'. You'll receive a message to install TRAX. You may receive a security warning depending upon your computer settings.



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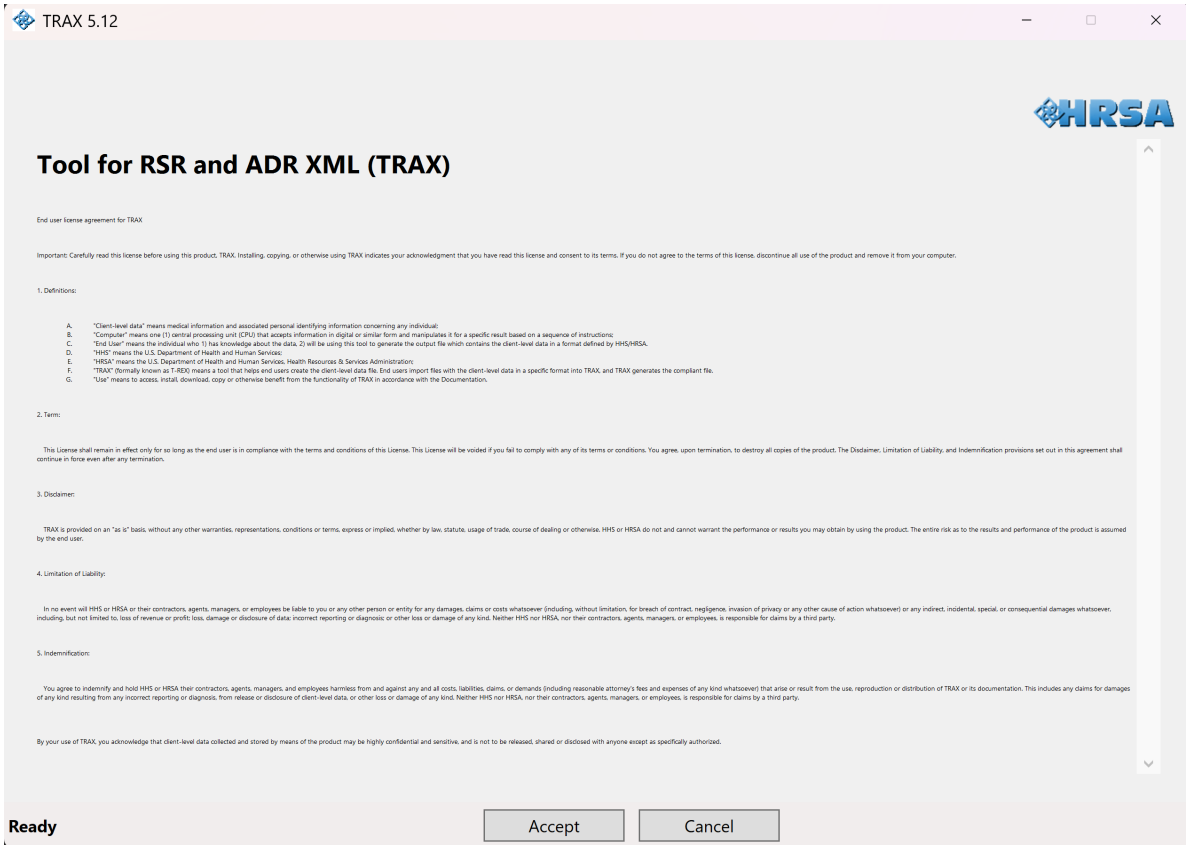
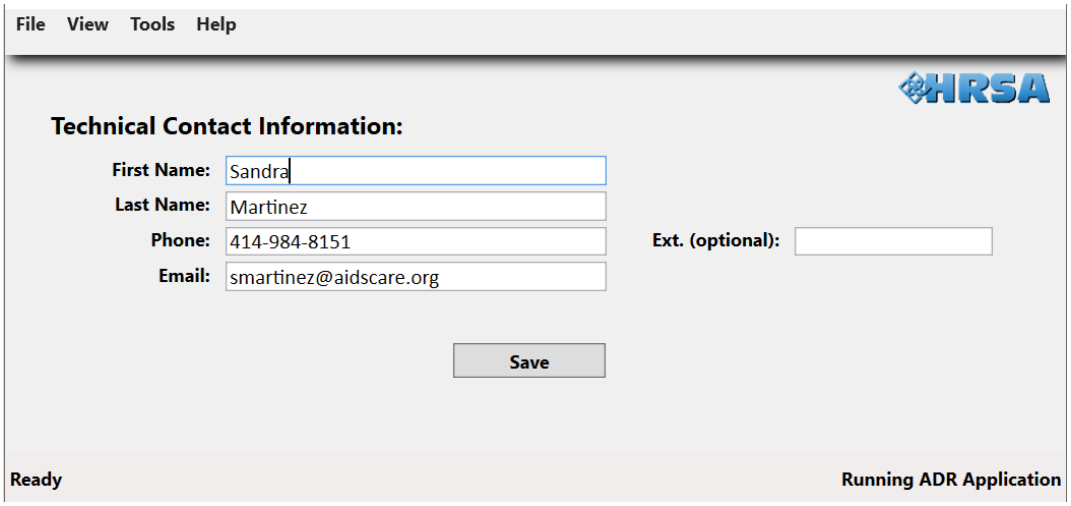
Once you install TRAX, it will automatically open to the end user agreement page; this is the same content as what you reviewed when you initially installed TRAX. Choose 'Accept'.



TRAX will automatically redirect you to the Technical Contact Information page. You must enter this information to continue using TRAX. This contact information is included in the client-level data XML file generated from TRAX. If you want to update your Technical Contact information later, you can go back to File and select Technical Contact.



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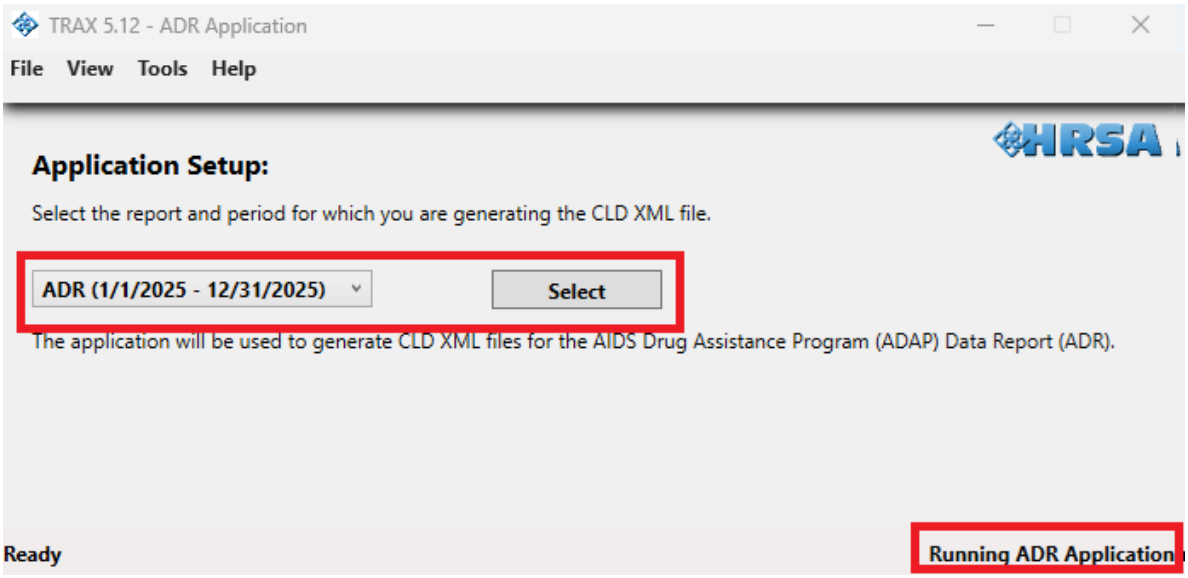
Uninstalling TRAX

The approach to uninstalling TRAX is the same as other applications. Check with the IT staff at your organization regarding how to uninstall applications.

1.7 Setting Up TRAX

Once you have installed TRAX, a TRAX icon will appear on your desktop. Open TRAX and click on File and Application Setup. Note that each time that you open TRAX, it checks the HRSA server to see if there are any updates.

The default setting for TRAX each time you open the application will be the RSR. Choose ADR and **hit Select**. You will see "Running ADR Application" displayed in the bottom right corner of the application. TRAX can also be used for the RSR. The reporting period is updated each year as part of TRAX updates.



Import Data into TRAX

Now you are ready to import your data into TRAX. ***Make sure your .CSV files are closed!*** Click on Tools and select Import CLD.

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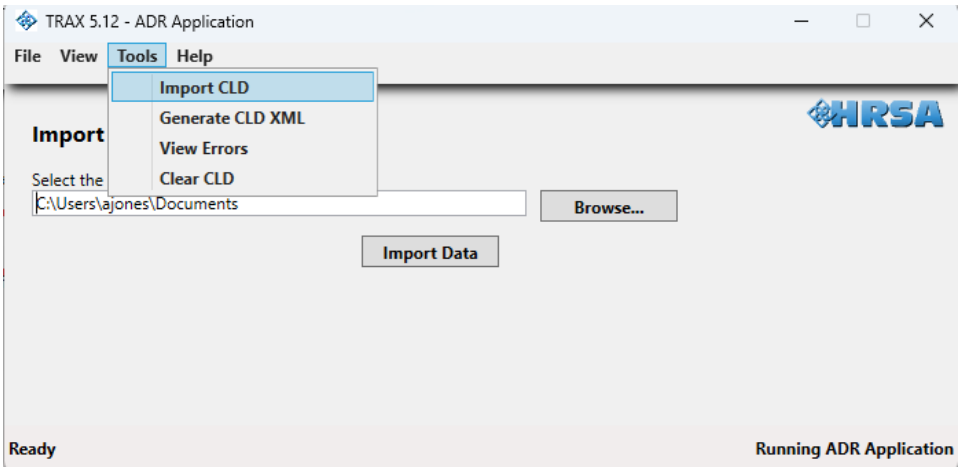
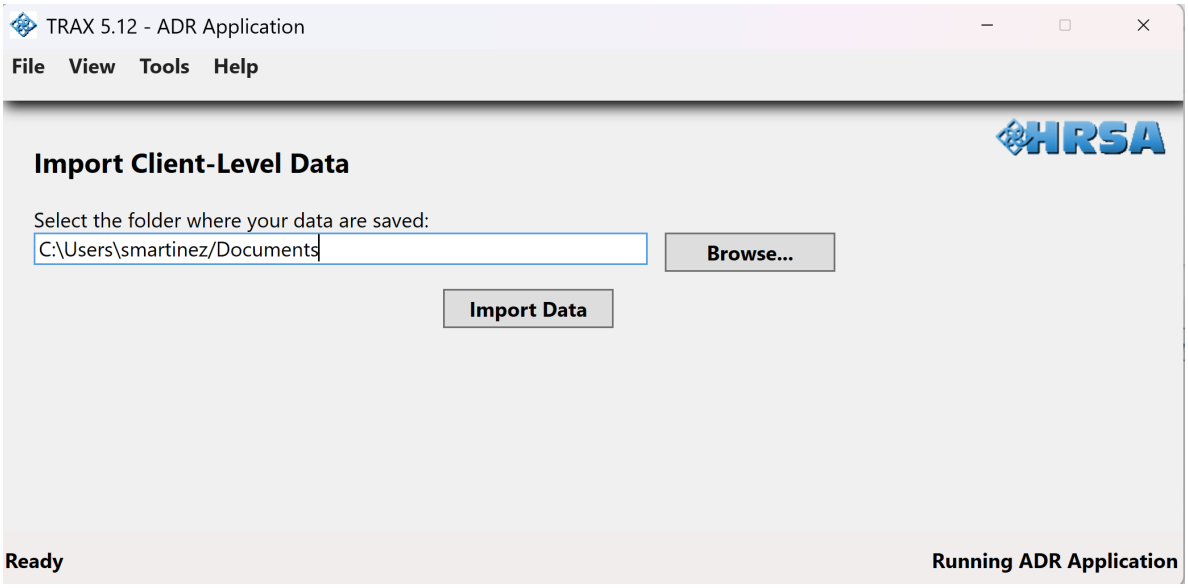


Browse to the folder where your 11 .CSV files are located and click Import Data. Once again, you need all 11 files even if some of them just contain the header row. A pop up message will appear letting you know the number of client records successfully imported. Click Ok.



You can view your data by clicking on View and selecting the table of interest.

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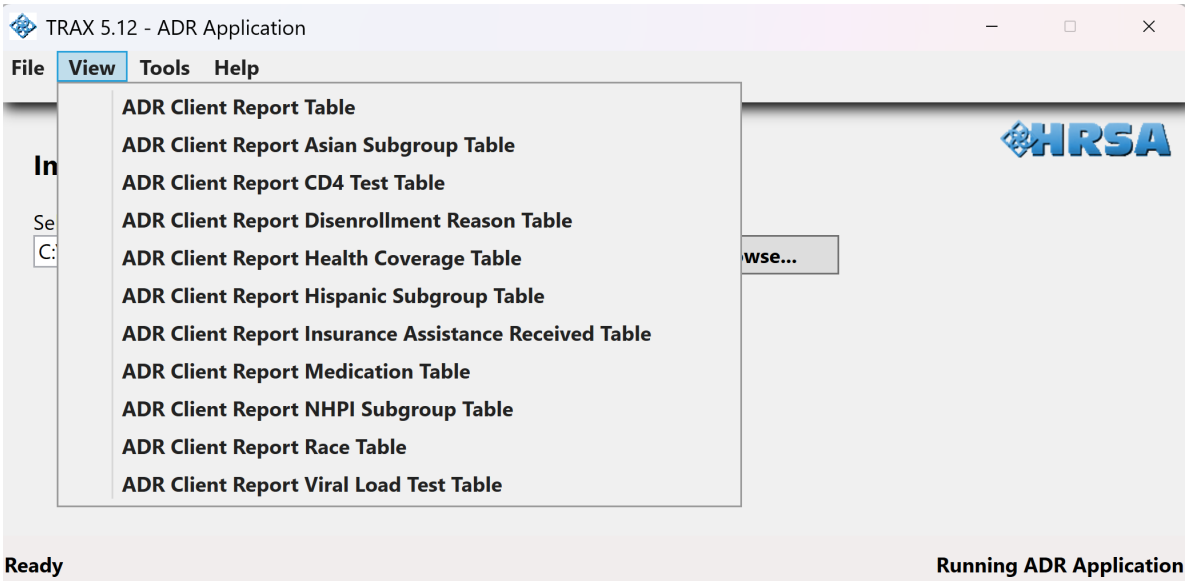
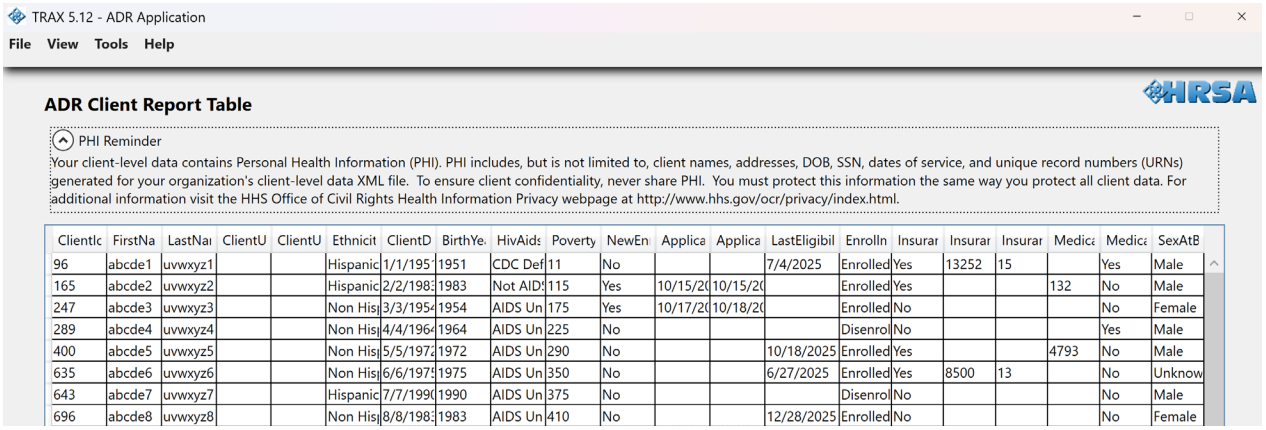


You'll note that you can see the actual response options as opposed to the data values. (Example: The EthnicityID column displays "Non Hispanic" or "Hispanic" instead of a 1 or 2.)



ClientIc	FirstNa	LastNa	ClientU	ClientU	Ethnicit	ClientD	BirthYe	HivAids	Poverty	NewEn	Applica	Applica	LastEligibil	Enrolln	Insurar	Insurar	Insurar	Medica	Medica	SexAtB
96	abcde1	uvwxyz1			Hispanic	1/1/195	1951	CDC Def	11	No			7/4/2025	Enrolled	Yes	13252	15		Yes	Male
165	abcde2	uvwxyz2			Hispanic	2/2/198	1983	Not AIDS	115	Yes	10/15/2(	10/15/2(		Enrolled	Yes			132	No	Male
247	abcde3	uvwxyz3			Non His	3/3/195	1954	AIDS Un	175	Yes	10/17/2(	10/18/2(		Enrolled	No				No	Female
289	abcde4	uvwxyz4			Non His	4/4/196	1964	AIDS Un	225	No				Disenrol	No				Yes	Male
400	abcde5	uvwxyz5			Non His	5/5/197	1972	AIDS Un	290	No			10/18/2025	Enrolled	Yes			4793	No	Male
635	abcde6	uvwxyz6			Non His	6/6/197	1975	AIDS Un	350	No			6/27/2025	Enrolled	Yes	8500	13		No	Unknow
643	abcde7	uvwxyz7			Hispanic	7/7/199(	1990	AIDS Un	375	No				Disenrol	No				No	Male
696	abcde8	uvwxyz8			Non His	8/8/198	1983	AIDS Un	410	No			12/28/2025	Enrolled	No				No	Female

You can clear data by selecting Tools and Clear CLD or by closing the TRAX application. If you already have data in TRAX and try to import additional files, TRAX will ask you if you want to overwrite the pre-existing data. Data cannot be appended in TRAX through multiple imports, however you may generate and upload more than one file in the EHB.

Create the Client-Level Data File

Now that you have successfully imported data into TRAX, create the client-level data file by clicking Tools and Generate CLD XML.

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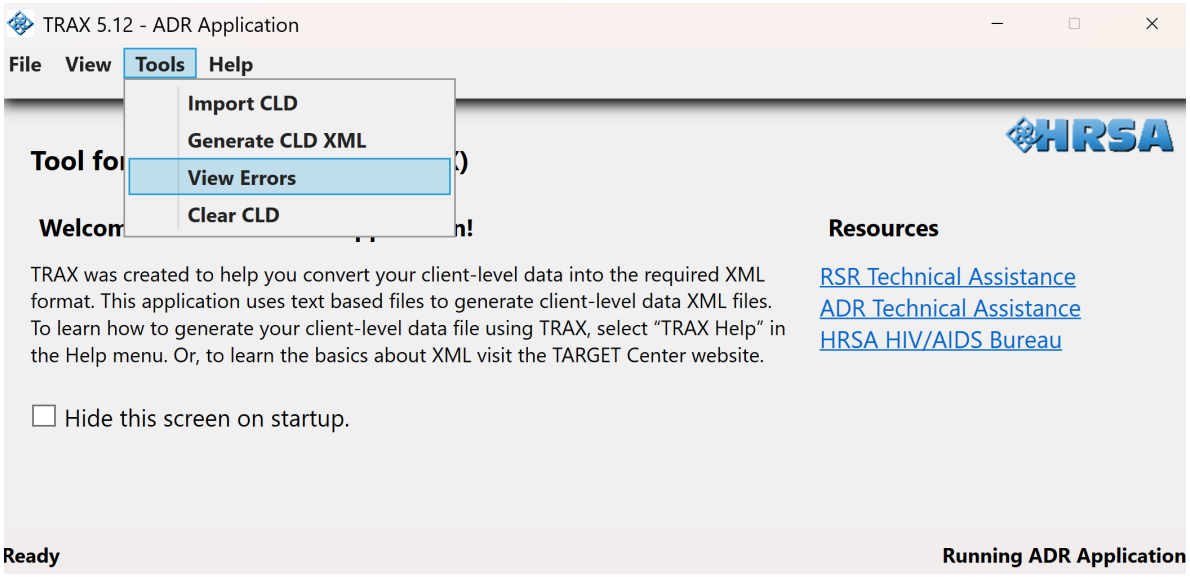
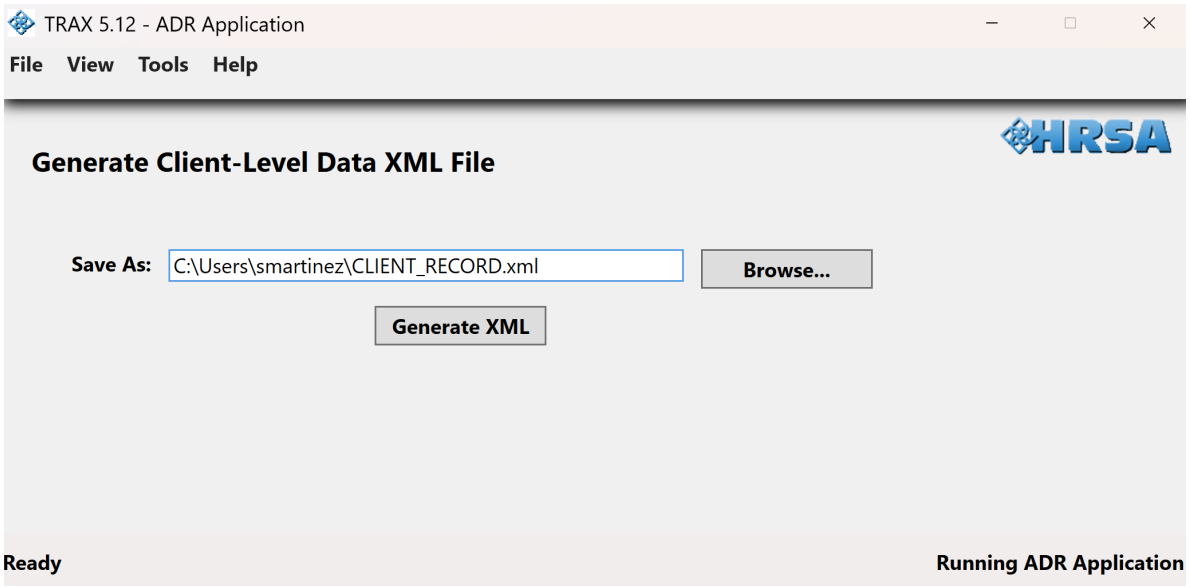


Then, browse to the folder where you want to save your file. Remember where it is saved! Type in a file name that is meaningful to you or use the default name of "CLIENT_RECORD". You do not need to add the XML extension unless you change the name of the file; if you change the name of the file, and ".xml" at the end of the file name.



Click "Save" and then click "Generate XML." If you have not populated the ClientUci field for one or more clients, a pop up message will ask you if you would like TRAX to create the eUCIs for you. Click Yes.

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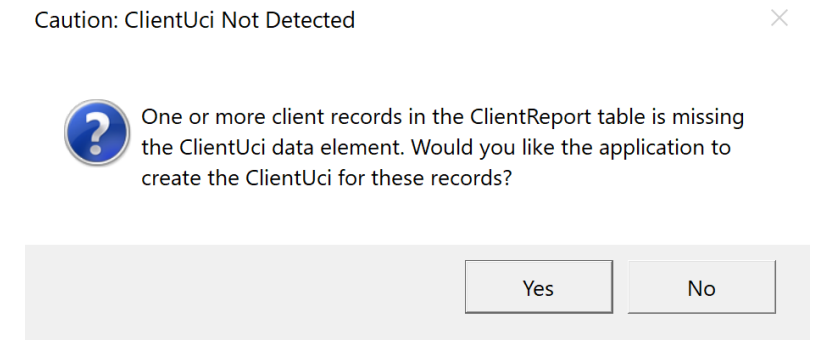
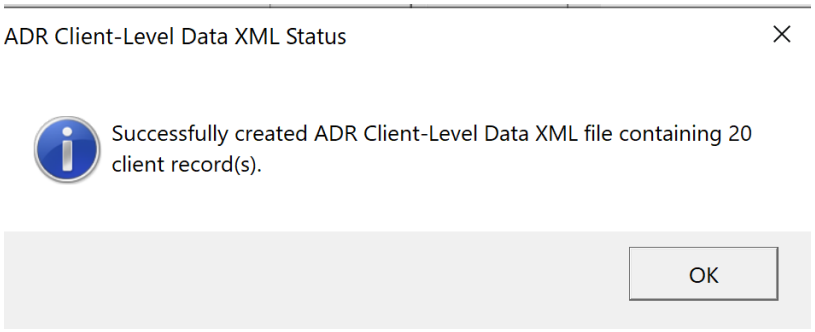


A pop up message will then let you know that the file was created successfully.



Client Duplicates

It is possible that different clients have identical 40-digit eUCIs. Therefore, TRAX adds a 41st character at the end of the eUCI to distinguish these clients. If only one client has a given UCI, the suffix will be "U" for unique. If more than one client has the same UCI, the final character of the first client's eUCI will be "A," the final character of the second client's eUCI will be "B," and so on. The suffix prevents multiple clients from having the same eUCI.

If more than one record has the same eUCI, TRAX will alert you with a pop-up message when you try to generate the client-level data XML file. If you click "Yes", TRAX will assign the last digit of one record's eUCI as an "A" and the last digit of the other record's eUCI as a "B". Once the XML file is created, go to View and Client Report Table to see the new eUCIs.

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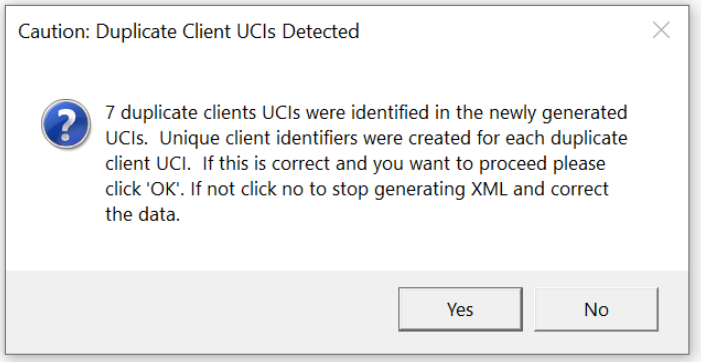

ClientUci
5BD3F0C3F1093F62143F78419AEA4015B1BB0E26U
588A289CD35CAF88B57097A86ADDCEF5B4C0CAE4U
83531B1B60D62E925EF3E209BECB8A37781CCAF5U
E3DD05DE3926E4045998141E4C521CC611A8614AU
FBC744C0F5A3F599B0EF32CAFE788E77CEB098ECU
B3449312877A6C1BFB96CA0296D8BDD6C7BE85C5U
9CC8E13D0F42AA54C468DE01C9912008941E1409U
2591EBC9A85B43F54034CC67777D28D8DF890E37A
2AE2D36C310A99392F3343B08FEBF45D70A2AB8FA
AC451968A8D0FE9F0DE9D264F40A1809146D6761A
2591EBC9A85B43F54034CC67777D28D8DF890E37B
2AE2D36C310A99392F3343B08FEBF45D70A2AB8FB
AC451968A8D0FE9F0DE9D264F40A1809146D6761B
AC451968A8D0FE9F0DE9D264F40A1809146D6761C

View of Client Report

If the records in fact belong to the *same* person, you will need to go back to your source data and merge those records, re-import the corrected .CSV files, and re-generate the client-level data XML file.

Common Mistakes

If TRAX cannot import your data or generate the XML file because of issues with your data, you will receive an error message.

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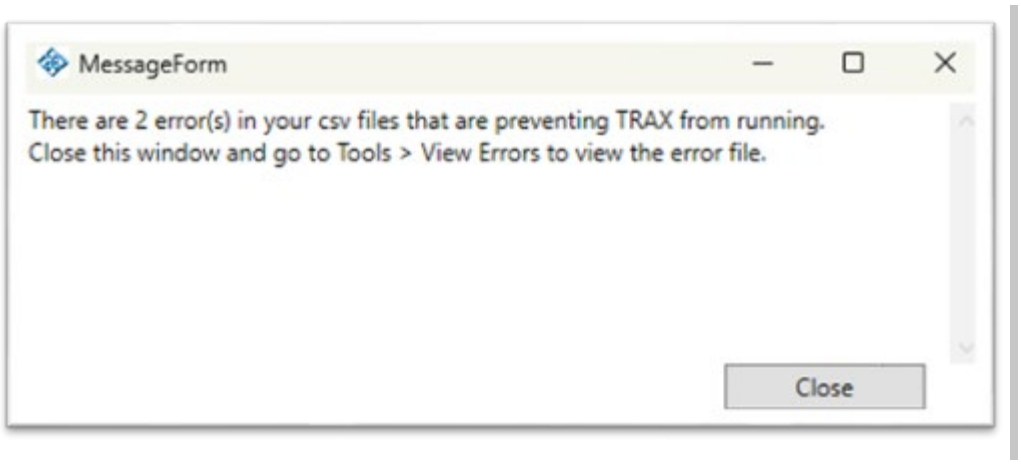
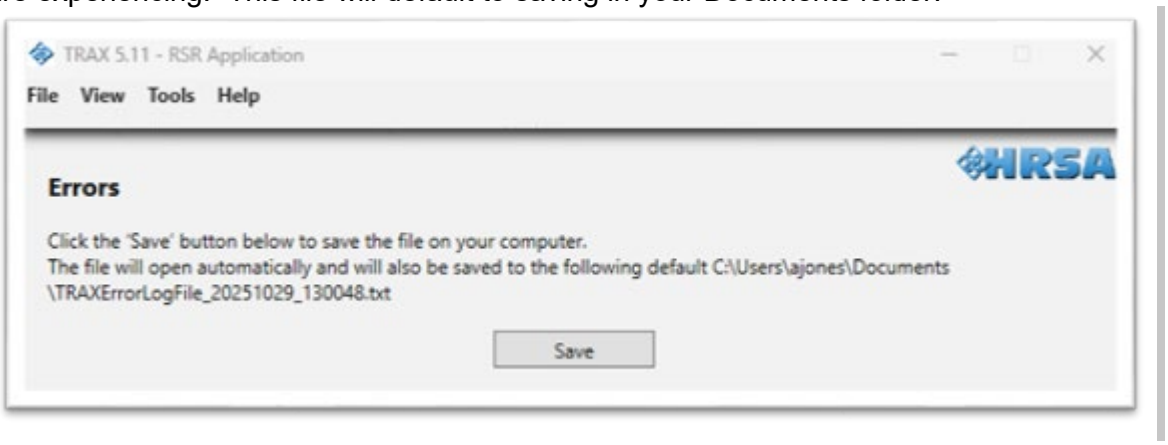


Navigate to Tools > View Errors to download a file that contains a line for each issue you are experiencing. This file will default to saving in your Documents folder.



If you receive an error message, you may have made a common mistake.

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Error Message 1: Files not Closed

Close all your .CSV files before trying to import them.

```
File Errors: The structure of the csv files is incorrect. Please ensure that the csv
file column header names were not changed from the original template.

1. The TRAX application cannot access file ClientReport because it is being used by
another process.
```

Error Message 2: Data File is Missing

All 11 .CSV files must be in the folder. Add the missing file with the correct name and header row, even if the file has no other data.

```
File Errors: The structure of the csv files is incorrect. Please ensure that the csv
file column header names were not changed from the original template.

1. File 'ClientReportViralLoadTest' is missing.
2. Folder does not contain all the required files. Please provide all required files.
```

Error Message 3: Missing Column or Incorrect Column Name

Although columns do not need to be in a specific order within a given file, TRAX will look for specific column *names*. An extra space in a column name will result in an error.

```
File Errors: The structure of the csv files is incorrect. Please ensure that the csv
file column header names were not changed from the original template.

1. The column name 'PovertyLevelPercent' is missing from data file 'ClientReport'.
2. The column name 'Poverty2LevelPercent' is unknown for data file 'ClientReport'
```

Error Message 4: Wrong Value

Check the data dictionary for the correct ADR values.

```
Schema Errors: The content of the csv files is incorrect and does match the schema
requirements. Please review the RSR Schema Implementation Guide for coding options.

1. Client ID 305 in file 'ClientReport':
The 'EthnicityID' value '9' is invalid. Please refer to the XML Schema Implementation
Guide for the allowed values.
```

Error Message 5: Blanks in your Data

If you use the delete key on your keyboard to clear data, TRAX treats that row as a null value. To remove data, select the entire row you wish to remove, right click, and delete the entire row. You may need to delete all rows below your last client if you continue to receive this error.

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```
Please contact the DISQ team at data.ta@caiglobal.org if you need assistance.

Error in client data:

1. Missing required value for Column 'ClientId' for file 'AdrClientReportAsianSubgroup'.

Please contact the DISQ team at data.ta@caiglobal.org if you need assistance.
```


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