

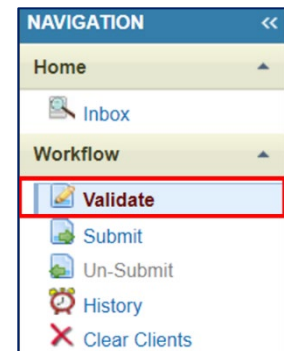
ADR In Focus: 2025 Validations

What are data validations?

When you upload your AIDS Drug Assistance Program (ADAP) Data Report (ADR), data pass through a series of validation checks. These validation checks look for consistency and accuracy in your data to improve your data quality. If your data do not pass a validation check, you may have to explain why or re-upload your report with corrected data.




Where do I encounter validation checks?

The validation process occurs within the ADR Web Application when you upload your client-level data. Go to the left navigation menu and click on the link "Validate." This tool will tell you which clients (by eUCI) do not pass the validation checks.



What will I see and how do I respond?

You may encounter three types of notifications:

-  **Errors:** Data with errors are not accepted. You must edit your data and re-upload.
-  **Warnings:** In response to warnings, you should go back and look at your data to see if edits can be made. If edits cannot be made, you will need to submit a validation comment explaining why your data look the way they do.
-  **Alerts:** Alerts are informational and do not prevent submission. However, please make corrections as necessary if you receive a validation alert.

How can I reduce the stress of the validation process?

Upload early! Don't wait until the deadline to upload your data. By uploading early, you'll have time to fix issues and submit well before the deadline. The ADR opens in the Electronic Handbooks the first Monday in April and is due the first Monday in June at 6 pm ET. Use the Check Your XML feature to validate your data before the system opens, but transition to the Recipient Report as soon as it opens.

Review your Upload Completeness Report (UCR) before the Validation Report. The UCR displays the uploaded data by data element so you can review your data quality. It also allows you to identify both missing data and data that may be incorrect. By reviewing your UCR first, you will be in a better position to understand and address any validation messages that arise in the Validation Report. Check out our In Focus on [How to Use the ADR Upload Completeness Report \(UCR\)](#) on the [CAI DISQ website](#) for more information.

Finally, review any alerts, warnings, or errors that came up last year. You may find that they occurred because of shortcomings in your data collection or reporting processes that still exist. Modifying these processes can eliminate corresponding notifications.

Remember!

Validation checks help prevent mistakes, but they can't ensure that you are collecting and reporting all required data. Remember to keep data quality in mind throughout the data collection and reporting process and use the UCR to review data before submission.

The complete list of validations can be found on the [CAI DISQ website](#).

This resource was developed by CAI and its partners Mission Analytics and expert consultants Debbie Isenberg and Nerd League NOLA, LLC, under Cooperative Agreement #U69HA54910 from the Health Resources and Services Administration's HIV/AIDS Bureau. Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the HIV/AIDS Bureau.