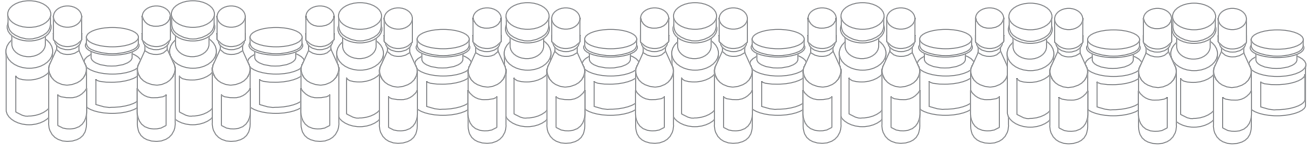


2

Section IV

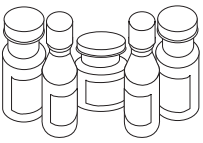
ADAP Monthly Report (AMR)



CHAPTER SUMMARY

The Health Resources and Services Administration's (HRSA) HIV/AIDS Bureau's (HAB) AIDS Drug Assistance Program (ADAP) Monthly Report is a monthly data reporting system for States to report monthly program information and quarterly pricing data. This chapter outlines the purposes of the ADAP Monthly Report (AMR) and provides detailed instructions and an overview of the user functions available for the ADAP Monthly Report Application that is now an Internet-based program. This new and timesaving reporting measure was introduced to the States and adopted by the Division of Service Systems in March 2001.

Details on completing the AMR by hand can be found at the end of this chapter.



ADAP MONTHLY REPORT (AMR)

Introduction

The ADAP Monthly Report (AMR) is a web-based monthly data reporting system created to gather information from ADAP grantees on program enrollment, utilization, expenditures, and changes to State ADAPs. It also collects quarterly information on the prices of specific antiretroviral drugs.

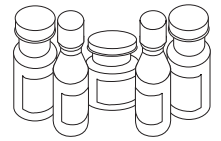
History

The Health Resources and Services Administration's (HRSA) HIV/AIDS Bureau (HAB) began developing the AMR in response to repeated requests for information from Congress, the Office of Management and Budget (OMB), and other Federal officials and agencies. The HIV/AIDS Bureau developed a draft AMR and distributed it to all State ADAPs and Title II grantees for comment in October 1996. A majority of grantees reported that they would be able to submit the AMR on a monthly basis and provided suggestions for uses of the data. Based on feedback from grantees, HAB staff, and the National Alliance of State and Territorial AIDS Directors (NASTAD), the AMR was revised. In October 1997, OMB approved this Federal data reporting system. HAB provided regional training sessions to all Title II and ADAP coordinators during November and December 1997. The AMR was implemented as a voluntary system in February 1998. On April 1, 1999, participation in the AMR became a condition of award for Title II/ADAP grantees. The AMR and the AMR quarterly drug pricing reports became Internet-based applications in March 2001. Most States are now entering AMR data on-line and have found the Web-based application user-friendlier than the previous reporting method. The Web address for Internet-based AMR is: <https://deis.hrsa.gov/hab/adapreports/AMRMain.htm>

AMR Information Usage

What Does HRSA Do with AMR Data?

On a monthly basis, AMR participants report on client enrollment and utilization, program expenditures, and any major changes to their State ADAP. Each quarter, ADAPs submit information on the prices paid for primary HIV antiretroviral medications. HRSA uses AMR information to monitor nationwide trends in client utilization, program costs, changing patterns of enrollment and program use. The information collected from the AMR assists HRSA in assessing the capacity of State ADAPs to maintain services for clients throughout the fiscal year. Data collected quarterly on the prices paid by State ADAPs for primary HIV pharmaceuticals allows HRSA to track nationwide pricing trends and ensure that State ADAPs are receiving the best prices possible. In addition, AMR data is used by HAB to identify emerging issues and technical assistance needs and to share information among State ADAPs. HRSA utilizes AMR data to generate reports that graphically highlight individual programs, comparisons between ADAPs, and aggregate nationwide trend analyses. These reports reflect the most up-to-date information on State ADAPs and demonstrate recent patterns and changes at both the State and the national level.



What Can State ADAPs Do with AMR Data?

State ADAPs can use information from the AMR to monitor trends in their individual programs. The data can also enhance forecasting capability by providing a tracking mechanism for expenditure patterns. Finally, the AMR allows State ADAPs to compare their programs with other State programs and with national trends.

AMR Participation

As of April 1, 1999, participation in the AMR data collection system is a **condition of grant award** for Title II ADAP grantees. In order to gather and present a complete picture of national trends, HRSA needs full participation in this data reporting system. Also, a 100 percent submission rate gives HRSA the data necessary to assess the level of cost savings from participation in the 340B Drug Discount program.

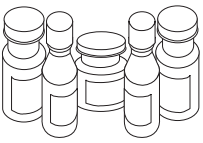
This chapter provides a set of the materials necessary to complete and submit the ADAP Monthly Report (AMR). If you have additional questions, please contact HRSA's HIV/AIDS Bureau's Division of Service Systems (DSS) at (301) 443-6745 or refer to the AMR application and instructions for completing the online AMR at: <https://deis.hrsa.gov/hab/adapreports/AMRMain.htm>

On the Internet, you will find the online application and a user training guide called "Using the ADAP Monthly Report (AMR) application: An Introduction." The user guide provides step-by-step instructions for using the online AMR and AMR Quarterly Drug Pricing Report.

Instructions for Completing the ADAP Monthly Report Form

***IMPORTANT REMINDER —
AMR NOW ONLINE***

Although completed AMR forms can still be sent via fax to the ADAP Branch at (301) 443-8143, grantees are strongly encouraged to use the easy online format for monthly reporting at: <https://deis.hrsa.gov/hab/adapreports/AMRMain.htm>



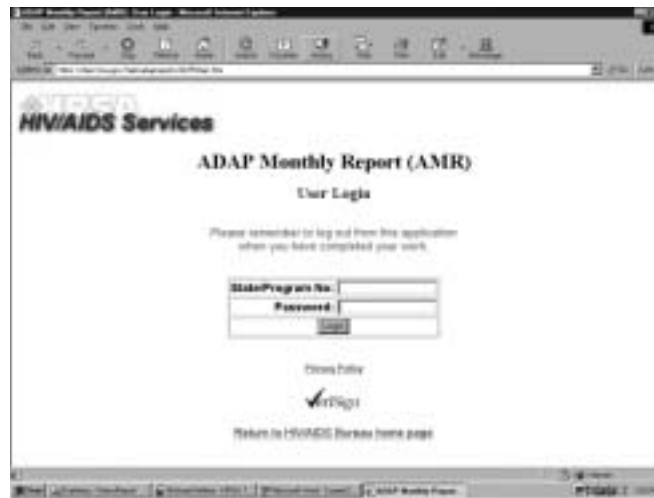
Getting Started

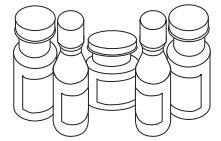
To access the ADAP Monthly Report (AMR) application, you should open your browser and enter the address, also known as the Uniform Resource Locator (URL). You can accomplish this by clicking on the following hyperlink, or copying it to your browser (in the address field for Microsoft Internet Explorer, or the location field for Netscape):

<https://deis.hrsa.gov/hab/adapreports/AMRMain.htm>

When you first reach the application, you may see a brief message at the top of the browser indicating that you need to log in. Shortly afterward, you will see the opening User Login.

The first complete screen that is displayed when you try to access the AMR application is the User Login.



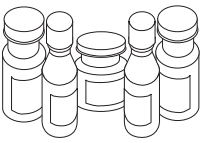


To access the application, you should enter the State/Program No that has been assigned to your State, and the associated password. If this is the first time you are logging in, you should enter the default password that has been assigned by your ADAP point of contact. In most cases this is "PWADAP."



If you make a mistake, you will see a screen as follows.





If this is your first time logging on, you will be asked to establish your new password. You will need to reenter your old password, and then enter your new password twice. Your new password should be at least 6 characters in length. The characters you enter will be replaced by asterisks (“*”) as you type.

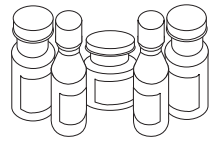


Main Menu

Once you are logged in, you are presented with the Main Menu. From this page, you can access all of the various options available in the application, including maintaining information about your program, compiling and viewing the monthly reports, and compiling and viewing the quarterly pricing data. You also have the option to change your password.

The  symbols will provide context-sensitive help for neighboring fields or buttons.





ADAP Program Information

Selecting Edit Program Information from the main menu will bring you to a data entry page that allows you to maintain various information about your program including Contact Name, Agency Name, Telephone Number, Fax Number and E-Mail.

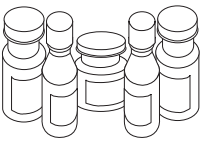
To use this form, you enter the information as desired in each field. These are all text fields. Information will be stored and subsequently displayed exactly as you enter it.

Three options are available on this screen for processing your entries:

- **Update Program Data**—this option will save the information you have entered or changed.
- **Reset Form to Original Values**—this option will return the form to the state it was in when you first opened this page. This might be a blank form if it is the first time you have entered this page, or it might be the previous version of the information.
- **Return to Main Menu**—This option returns you to the Main Menu without saving any of your changes.

First time users will need to enter all information. Once the information has been entered, select Update Program Data. This will store the information. You will not need to reenter the information each month, but you can make changes should they become required.

Select **Update Program Data** to save your entries.



When you return to the Main Menu, you will see any changes you have made to the program information reflected in the ADAP Program Information area of the page.

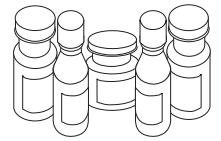
The screenshot shows the 'ADAP Monthly Report (AMR) Main Menu' interface. It features a header with the title and a 'Main Menu' label. Below the header, there are several sections: 'ADAP Program Information' with fields for 'ADAP Program ID', 'Project Name', 'Project Status', 'Project Start', 'Project End', 'Project Location', 'Project Manager', 'Project Sponsor', and 'Project Description'; 'ADAP Monthly Report Info' with a 'Select the month for which you are reporting:' dropdown menu and buttons for 'View AMR' and 'Compile AMR'; and 'ADAP Report to Be Generated' with a 'Select a report type per AMR:' dropdown menu and buttons for 'View AMR' and 'Compile AMR'. At the bottom, there is a 'Log Off' button and a reminder to log off the application when work is completed.

THE ADAP Monthly Report

To submit a monthly report, the process begins by selecting the month for which you are reporting from the drop-down list. A month is chosen by highlighting the desired selection in the list. Once you have selected a month, you have two choices:

- If you previously have saved a draft report and just want to view your data, you can select **View AMR**
- If you want to start a new report, or edit an existing report, you select **Compile AMR**.

Keep in mind that once you have submitted your report as final, which is discussed later, you can only view it.



In the example, 12/2000 has been selected. We will now click on the View AMR button to see what happens.

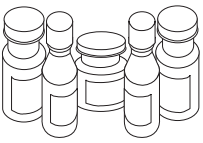


In this case, there was not a previous copy of the report saved. You have two choices at this point.

- **Edit AMR**—this selection will allow you to proceed to compiling a new AMR for the selected period
- **Return to Main Menu**—this selection will take you back to the Main Menu where you can choose your next action.

In this case, select **Edit AMR** so that we can proceed to entering a new report for this period.

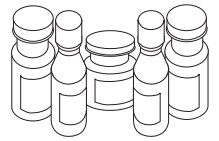




The next page that will appear on your browser will be a data entry form for the month that you have selected. The **?** symbols will provide context-sensitive help for neighboring fields or buttons. The Help selection will display the complete instructions for this page.

We are going to start off by adding some data to this form and see what happens. The first example will contain some errors so that we can see how the application warns the user of problems during the submission part of the reporting process.

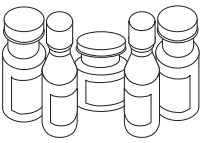
Numbers are entered into each of the entry fields as shown. For number fields, enter whole numbers only. Do not use any punctuation (e.g., commas, decimals, dollar signs). If you accidentally put other characters in, the program will automatically remove them. Also, if you enter a decimal, it will be stripped from the end of the number.



The lower part of the form allows you to enter comments concerning the data that you have submitted, and provides a number of options that you can select for processing the form.

- **Save Draft Report**—selecting this option will save the data you have entered so far and return you to the Main Menu
- **Review/Submit Form**—selecting this option will save any entries you have made and take you to the validation screen where you can submit your report as final if you are satisfied the entries are complete and correct
- **Clear Current Changes**—selecting this option will clear any changes you have made during the current editing and keep you on the same form
- **Return to Main Menu**—selecting this option will ignore any changes you have made and return you to the Main Menu.

We will select **Save Draft Report** to save the data and return to the Main Menu.



As you can see, this option returned to the Main Menu. Select the same reporting month, 12/2000, and select **View AMR** again.

ADAP Monthly Report (AMR) Main Menu

ADAP Program Information

State	County	Reporting Period
MD	Prince Georges	12/00

ADAP Monthly Report Info

Reporting Month	Reporting Period
12/00	12/00

ADAP Monthly Reporting Info

Reporting Period	Reporting Month
12/00	12/00

Buttons: View AMR, Print Report

This time, the report is displayed since there are entries made for this month. If you scroll to the bottom of the page using the arrows at the side of your screen, you can look at the options that are available on this screen.

ADAP Monthly Report (AMR)

ADAP Program Information	ADAP Monthly Report Info	ADAP Monthly Reporting Info
State: MD	Reporting Month: 12/00	Reporting Period: 12/00
County: Prince Georges	Reporting Period: 12/00	Reporting Month: 12/00

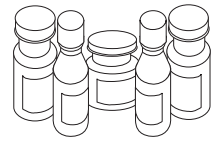
ADAP Monthly Reporting Info

Reporting Period	Reporting Month
12/00	12/00

ADAP Monthly Report Info

Reporting Month	Reporting Period
12/00	12/00

Buttons: View AMR, Print Report

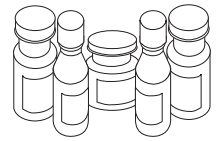


There are three options on this screen that may appear.

- **Edit AMR**—selecting this option will allow you to edit the report. This selection is not available if the report has been submitted as final.
- **Return to Main Menu**—selecting this option will return you to the Main Menu.
- **Print this Form**—selecting this option will print a copy of the report as you see it on your browser.

Select **Edit AMR**.

The edit screen is displayed. This time select Review/Submit Form from the buttons at the bottom of the screen.



The edit screen is displayed. In the example, field #1a has been changed to 15901, and field #1c has been changed to 11233.

Select **Review/Submit Form** again to go to the validation screen.

Edit monthly report: 12/2000

ADAP Monthly Report (AMR)

Agency Name	Project Name	Year
Department of Health Services	Public Health	2000
ADAP Monthly Report	ADAP ID: 1234	ADAP ID: 1234

1) Number of sites

Field	Value
1a) number of programs	15901
1b) number of sites	123
1c) number of sites through your ADAP	11233
1d) number of sites through your ADAP	1234
1e) number of sites through your ADAP	1234
1f) number of sites through your ADAP	1234
1g) number of sites through your ADAP	1234

2) Total funds requested for ADAP

Field	Value
2a) Total ADAP equipment and other Project Direct costs	\$1,234,567
2b) Total equipment to be placed in the project location	\$1,234,567
2c) Total equipment to be placed in the Project site	\$1,234,567

3) Total funds requested for ADAP

Field	Value
3a) Total ADAP equipment and other Project Direct costs	\$1,234,567
3b) Total equipment to be placed in the project location	\$1,234,567
3c) Total equipment to be placed in the Project site	\$1,234,567

The previous error no longer shows since the data were corrected.

Scroll to the bottom to see how the options have changed.

ADAP Monthly Report (AMR)

Final Validation Review

ADAP Monthly Report (AMR)

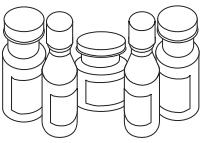
Agency Name	Project Name	Year
Department of Health Services	Public Health	2000
ADAP Monthly Report	ADAP ID: 1234	ADAP ID: 1234

1) Number of sites

Field	Value
1a) number of programs	15901
1b) number of sites	123
1c) number of sites through your ADAP	11233
1d) number of sites through your ADAP	1234
1e) number of sites through your ADAP	1234
1f) number of sites through your ADAP	1234
1g) number of sites through your ADAP	1234

2) Total funds requested for ADAP

Field	Value
2a) Total ADAP equipment and other Project Direct costs	\$1,234,567
2b) Total equipment to be placed in the project location	\$1,234,567
2c) Total equipment to be placed in the Project site	\$1,234,567



A new option is now available, Submit as Final. Selecting this option will mark your report in the database as final, after which no further edits can be made.

Select **Submit as Final**. Do not submit as final until the report is complete and you are certain that all entries are correct. After submitting final reports, changes/corrections can be made by faxing a revised form to the ADAP Branch at (301) 443-8143.



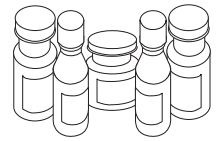
Successful submission is indicated by the display of the Success! Page. At this point you can return to the Main Menu, or log off the application if you have finished your work.

Select **Return to Main Menu**.



You should see the Main Menu again. From the Main Menu, select 12/2000 again and see what happens if you try to edit the report.

Select **Compile AMR**.



You will see a page that indicates that the AMR for 12/2000 has been submitted as final. You have the option to view the submitted report, or to return to the Main Menu.

Select **Return to Main Menu**.



AMR Quarterly Drug Pricing Data

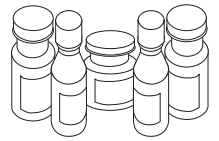
To submit quarterly drug pricing data, the process begins by selecting the appropriate reporting date from the drop-down list. A reporting date is chosen by highlighting the desired selection in the list. Once you have selected a period, you have two choices:

- If you previously have saved a draft report and just want to view your data, you can select **View Pricing**
- If you want to start a new report, or edit an existing report, you select **Compile Pricing**.

Keep in mind that once you have submitted your report as final, which is discussed later, you can only view it.

In the example, reporting date January 10, 2001, has been selected. We will now click on the **View Pricing** button to see what happens.

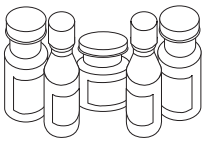




In the example shown, note that we have entered an alternate NDC for Agenerase, and entered a quantity of 600. To test the warnings on validation, we have also entered a unit price for 33.12 for Fortovase.

The lower part of the form allows you to enter comments concerning the data that you have submitted, and provides a number of options that you can select for processing the form. You can go quickly to the bottom of the form by selecting On-Page Instructions from the top of the form.

- **Recalculate**—selecting this option will fill in the quantity fields, recalculate the computed fields on the form (i.e., Total Cost of Drug and Gross Price) and redisplay the form for further editing. An added feature that occurs on the first save or recalculation of the form is that the Dispensing Fee is copied from the first line to all lines where an entry has been made, unless an overriding fee has been entered.
- **Save Draft Report**—selecting this option will save the data you have entered so far and return you to the Main Menu
- **Review/Submit Form**—selecting this option will save any entries you have made and take you to the validation screen where you can submit your report as final if you are satisfied the entries are complete and correct
- **Clear Current Changes**—selecting this option will clear any changes you have made during the current editing and keep you on the same form
- **Return to Main Menu**—selecting this option will ignore any changes you have made and return you to the Main Menu.

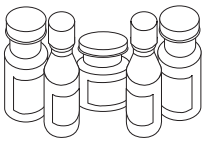


Select **Save Draft Report** to save the data and return to the Main Menu.



As you can see, this option returned to the Main Menu. Select the same reporting period, January 10, 2001, and select **View Pricing** again.



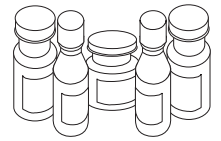


The edit screen is displayed. This time select Review/Submit Form from the buttons at the bottom of the screen.

Product Category	# of Quarters	Q1 Price	Q2 Price	Q3 Price	Q4 Price
Prescription Drugs	10	\$1.10	\$1.10	\$1.10	\$1.10
OTC Drugs	10	\$1.10	\$1.10	\$1.10	\$1.10
Biologics	10	\$1.10	\$1.10	\$1.10	\$1.10

This screen offers an opportunity to perform a final review of the report before final submission. In this case, there are two warnings. Let's scroll to the bottom of the page to see what options are available.

Product Category	# of Quarters	Q1 Price	Q2 Price	Q3 Price	Q4 Price
Prescription Drugs	10	\$1.10	\$1.10	\$1.10	\$1.10
OTC Drugs	10	\$1.10	\$1.10	\$1.10	\$1.10
Biologics	10	\$1.10	\$1.10	\$1.10	\$1.10



In this case, since there were only warnings and no errors marked in red, four options are available:

- **Submit as Final**—Selecting this option will mark your report in the database as final, after which no further edits can be made.
- **Edit Pricing**—Selecting this option will return to the edit screen so that further editing of the report may be done.
- **Return to Main Menu**—Selecting this option will return to the Main Menu with no further changes.
- **Print this Form**—Selecting this option will print the form as shown on the screen.

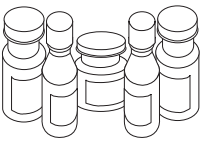
Select **Submit as Final**. **Do not submit as final until the report is complete and you are certain that all entries are correct. After submitting final reports, changes/corrections can be made by faxing a revised form to the ADAP Branch at (301) 443-8143.**

Category	Value 1	Value 2	Value 3	Value 4	Value 5
ADAP 2011 - Unsubsidized	10 cases	\$0.00	\$0.00	\$0.00	\$0.00
ADAP 2011 - Subsidized	10 cases	\$0.00	\$0.00	\$0.00	\$0.00
ADAP 2011 - Total	20 cases	\$0.00	\$0.00	\$0.00	\$0.00
ADAP 2012 - Unsubsidized	10 cases	\$0.00	\$0.00	\$0.00	\$0.00
ADAP 2012 - Subsidized	10 cases	\$0.00	\$0.00	\$0.00	\$0.00
ADAP 2012 - Total	20 cases	\$0.00	\$0.00	\$0.00	\$0.00
ADAP 2013 - Unsubsidized	10 cases	\$0.00	\$0.00	\$0.00	\$0.00
ADAP 2013 - Subsidized	10 cases	\$0.00	\$0.00	\$0.00	\$0.00
ADAP 2013 - Total	20 cases	\$0.00	\$0.00	\$0.00	\$0.00
ADAP 2014 - Unsubsidized	10 cases	\$0.00	\$0.00	\$0.00	\$0.00
ADAP 2014 - Subsidized	10 cases	\$0.00	\$0.00	\$0.00	\$0.00
ADAP 2014 - Total	20 cases	\$0.00	\$0.00	\$0.00	\$0.00
ADAP 2015 - Unsubsidized	10 cases	\$0.00	\$0.00	\$0.00	\$0.00
ADAP 2015 - Subsidized	10 cases	\$0.00	\$0.00	\$0.00	\$0.00
ADAP 2015 - Total	20 cases	\$0.00	\$0.00	\$0.00	\$0.00

Successful submission is indicated by the display of the Success! Page. At this point you can return to the Main Menu, or log off the application if you have finished your work.

Select **Return to Main Menu**.





You should see the Main Menu again. From the Main Menu, select January 10, 2001, again and see what happens if you try to edit the report.

Select **Compile Pricing**.

You will see a page that indicates that the report has been submitted as final. You have the option to view the submitted report, or to return to the Main Menu.

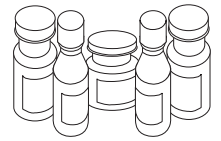
Select **Return to Main Menu**.



Log Off

On returning to the Main Menu, select log off to exit the application. This will return you to the User Login form. From there, you can return to the HIV/AIDS Bureau home page, select another page through your browser, or you can close your browser if you have no further browsing activities to perform.





ADAP Monthly Report Optical Character Recognition Instruction Sheet

The ADAP Monthly Report (AMR) form utilizes optical character recognition technology. This process of data collection recognizes hand-printed letters and numbers and reduces the time required to report and process program information.

Before completing the form, please read the following instructions carefully. These suggestions will help to ensure the proper completion of your AMR and its efficient processing.

Marking Instructions

The computer's ability to recognize handwriting depends on the quality of the hand-printed characters written on the form. Please note the following instructions below:

- Use a black ballpoint pen or fine marker.
- Print very neatly using UPPER CASE block letters, as shown below.
- Write the provider/program number on the upper left-hand corner. (See grantee code list.)
- Complete every data element.
- Print one character within the lines of each box.
- Avoid making stray marks on the form.
- Avoid letting a letter cross the horizontal or vertical lines of the box.
- Right justify all numbers (such as zip code, client counts, and funding).
- When reporting numbers, write leading zeroes in all blank boxes.

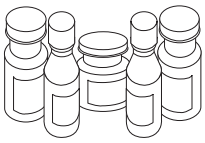
Example:

0	3	7
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Example of Hand-Printed Alphabets and Numbers:

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

1	2	3	4	5	6	7	8	9	0
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ATTENTION NEEDED

Missing or No Data—For Questions 3 and 4, if your figures in #1 were based on actual counts, please write “Not applicable.” For Question 5, if your program did not experience any significant changes during the period for which you are reporting data, please write “No Changes.” Do not leave these spaces blank or write zeroes in the boxes.

Frequently Misread Letters—Certain alphabet letters are easily misidentified as numbers (G/6, O/O, S/5, I/1). Additionally, some other alphabet letters are often confused. Please take special care when writing the following letters:

O I D P S Q G U V C Y

Making Corrections

Use white correction fluid to cover ink markings.

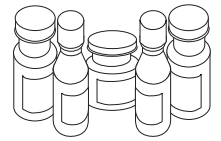
Additional Information

Handling the AMR Handwritten Form

Important: If you are submitting a photocopied version of the form, please ensure that the four black boxes in each corner of the form remain intact and are in the same place. Do not fold, tear, or staple the form. The form should be faxed to HRSA at (301) 443-8143.

Obtaining Additional Forms or Information

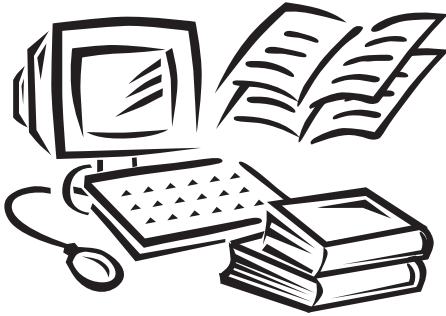
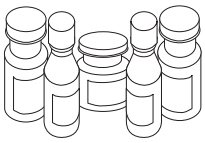
You may obtain additional AMR forms and information on any aspect of the AMR by contacting the Division of Service Systems at (301) 443-6745.



ADAP Monthly Report Grantee Code List

Please write in the individual code below in the box entitled "State/Program Number" on the AMR form.

Alabama	0101	New Hampshire	3301
Alaska	0201	New Jersey	3401
Arizona	0401	New Mexico	3501
Arkansas	0501	New York	3601
California	0601	North Carolina	3701
Colorado	0801	North Dakota	3801
Connecticut	0901	Ohio	3901
Delaware	1001	Oklahoma	4001
District of Columbia	1101	Oregon	4101
Florida	1201	Pennsylvania	4201
Georgia	1301	Puerto Rico	4301
Guam	1401	Rhode Island	4401
Hawaii	1501	South Carolina	4501
Idaho	1601	South Dakota	4601
Illinois	1701	Tennessee	4701
Indiana	1801	Texas	4801
Iowa	1901	Utah	4901
Kansas	2001	Vermont	5001
Kentucky	2101	Virgin Islands	5201
Louisiana	2201	Virginia	5101
Maine	2301	Washington	5301
Maryland	2401	West Virginia	5401
Massachusetts	2501	Wisconsin	5501
Michigan	2601	Wyoming	5601
Minnesota	2701	Federated States of Micronesia	5801
Mississippi	2801	Republic of Marshall Islands	5901
Missouri	2901	Republic of Palau	6001
Montana	3001	American Samoa	6101
Nebraska	3101	Commonwealth of Northern	
Nevada	3201	Mariana Islands	6201



R E F E R E N C E S

Sources Used for This Chapter

HRSA, HIV/AIDS Bureau, Division of Service Systems.
Guide to the ADAP Monthly Report. Rockville, MD: U.S.
Department of Health and Human Services, 1997.

HRSA, HIV/AIDS Bureau, Division of Service Systems.
*Using the ADAP Monthly Report (AMR) Application: An
Introduction*. Rockville, MD: InfoPro, Inc. U.S. Department
of Health and Human Services, February 13, 2001.