

2016 ANNUAL RSR

STEPS IN AIRS FOR CLIENT-LEVEL DATA REPORTING

1. RSR FUNDED SERVICE CATEGORIES (Agency module – RSR)

- If you have not already added a 2016 record: Select all the services your agency is funded for by Ryan White (that are not RW Part B which are automatically selected based on your Planning File).
- If you have already added a 2016 record: Confirm you have the proper services selected.
 - The **HRSA RSR website** opens up to Providers on **February 6, 2017**. **Log in and check the Service Categories that your Grantees have identified.**

2. Reporting module – RSR Completeness Reports:

A) RSR CLIENT LIST:

- **RSR Client List** (1st option)
 - These are the clients currently being reported.
- **Clients who received Reportable Services but are Not Eligible for RSR Reporting** (2nd option)
 - These clients are currently NOT being reported because of their a) Financial Information (Annual Household Size & Income => Poverty Level) or b) Lack of a 2016 Financial Information record and/or c) HIV Status not being HIV-Positive.
 - **IMPORTANT**: These client should be reviewed and updated so they can be included in the RSR (if they meet the requirements). *Print out the list if it is not too long.*

B) RSR MISSING DATA REPORT BY CLIENT

- Identifies all the Missing and Unknown data elements for each client that is being reported in the RSR.
- Clients with no Missing Unknown data are not included.
- **IMPORTANT:** **Cleanup the missing data.** Data can be entered into Historical Information screens, Service entry screen, or Hepatitis and the '**RSR Client Completeness Assessment' forms for Clinical Clients.**

C) OPTIONAL: RSR Client Detail

- Includes all the information being reported, one client at a time.

3. RSR – Ryan White Services Report/Extract (Extracts – Extracts):

- Create RSR Extract zip file (Save To Disk).
- Submit to AIDS Institute via the HCS (Health Commerce System) and await "RSR Completeness Reports' from AI.

4. Review the RSR CLIENT COMPLETENESS REPORTS sent by AI::

- Continue **cleanup of Missing and Unknown data** to prepare for the 2016 Annual RSR Extract for HRSA due by March 6, 2017.
 - Cleanup and submit subsequent RSR Extracts to AI.
 - AI will provide 'RSR Client Completeness Reports'.

5. Finalize the 2016 RSR:

- **Request the XML file from AI.**

6. HRSA RSR Website:

- Upload the XML Client Level Data (CLD) file to the HRSA RSR Website.