

# 2018 RSR

## STEPS IN AIRS FOR CLIENT-LEVEL DATA REPORTING

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

- Be sure to add a 2018 record and 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).
- On **Monday, February 4, 2018**, the HRSA RSR Website opens to Providers. Confirm you have selected all the Funded Services that are identified on the web site.

### 2. Reporting module – RSR Completeness Reports:

#### A) RSR CLIENT LIST contains the following sections:

- **Clients Not Included - Received Reportable Service(s) but do Not meet Eligibility requirements**
  - These clients are currently NOT being reported because of their a) Financial Information (Annual Household Size & Income => Poverty Level) or b) Lack of a 2018 Financial Information record and/or c) HIV Status not being HIV-Positive (or \*Indeterminate if under 2 years old).
  - *IMPORTANT:* These client should be reviewed and updated so they can be included in the RSR (if they meet the requirements). Print out if not too long.
- **Eligible Clients being reported in the RSR**
  - These are the clients currently being reported.

#### 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, Hepatitis screens, Service entry screens, or the 'RSR Client Completeness Assessment' form for clinical clients.

### C) **OPTIONAL: RSR Client Detail:**

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

### D) **OPTIONAL: RSR Aggregate Completeness Report:**

- Contains the client counts by RSR Question. Includes Counts and Percentage of Known and Unknown/Missing responses. This is the same report as found in the 'RSR Client Completeness Reports' package (below) that is received after the AIDS Institute receives your RSR Extract.

## **3. CLIENT CLEANUP**

- The goal is to report 100% information completeness. This means that you should clean up the missing or unknown data.

## **4. RSR – Ryan White Services Report/Extract** (Extracts – Extracts):

- Create Extract zip file (Save To Disk).
- Submit to AIDS Institute via the HCS (Health Commerce System) using

## **5. Receive the 'RSR CLIENT COMPLETENESS REPORTS' from the AIDS Institute:**

- Cleanup 'Missing' and 'Unknown' data for the full 2018 RSR Extract. Once finalized and approved by AI, obtain the XML that must be uploaded to the HRSA- RSR web site no later than **March 4, 2019**.