2018 INTERIM 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).

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

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

   - **Clients NOT Included: Received Reportable Services but do Not meet Eligibility criteria**

      - 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 it is 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.

      - NOTE: Clients with no Missing or Unknown data are excluded.

      - *IMPORTANT*: Cleanup the missing data. Data can be entered into Historical Information screens, Service entry, 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. 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 the Report Group Name, *AIDS Institute Monthly Report Extract*, and select the '*AIDS Ryan White Annul Services Report*' option. (See the 'How to Use the Health Commerce Systems (HCS) document in the RSR section of the www.airsny.org website.)

4. Await receipt of RSR CLIENT COMPLETENESS REPORTS from AI::

- Continue cleanup of Missing and Unknown data to prepare for the full 2018 RSR Extract for HRSA due by early March 2019.