

2020 RSR

STEPS IN AIRS FOR CLIENT-LEVEL DATA REPORTING

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

- Be sure to *Add* a **2020** record and select all the services your agency is funded for by Ryan White (Note that the RW Part B, RW MAI Part B, and AIDS Institute-RF services are automatically selected based on your Planning File).
- On **Monday, February 1, 2021**, the HRSA RSR Website opens to providers. Confirm you have selected all the Funded Services that are identified on the web site in this AIRS screen.

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 are now *only* the *HIV-Positive clients* who are currently NOT being reported because of their a) Financial Information (Annual Household Size & Income > 500% Poverty Level) or b) Lack of a 2020 Financial Information record.
 - **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. CLIENT CLEANUP

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

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 the Report Group Name, *AIDS Institute Monthly Report Extract*, and select the '*AIDS Ryan White Annual Services Report*' option. (See the 'How to Use the Health Commerce Systems (HCS) document in the RSR section of the www.airсны.org website.)

5. Await receipt of 'RSR CLIENT COMPLETENESS REPORTS' package from the AIDS Institute:

- This is a zip file that contains multiple PDFs.
- Cleanup the 'Missing' and 'Unknown' data for the full 2020 RSR Extract.

6. Once your data is finalized and approved by the AIDS Institute, the following will be forwarded to you in a zip file.

A) **XML** file of your client data

B) **Zip Code** file: The residential zip codes of the clients included in the RSR from AIRS are included as a .CSV file.

- Note: If your agency has other client level data (and XML file(s)), you will need to request a .CSV file that contains individual client eUCI and Zip Code to be merged and unduplicated so you can obtain a sum total of clients in each zip code. AI will provide instructions.

The files must be uploaded to the HRSA-RSR web site no later than **March 1, 2021**.