

2021 INTERIM RSR

STEPS IN AIRS FOR CLIENT-LEVEL DATA REPORTING

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

- Be sure to *Add* a **2021** record and select all the services your agency is funded for by Ryan White (Note that the RW Part B services are automatically selected based on your Planning File).
 - Due to the 2019 RSR Reporting Scope change to '*Eligible Services Reporting*', please manually *add* the reportable services from AIDS Institute Programs that have *Funding Type = AIDS Institute-RF*.
 - *NOTE:* The AIDS Institute's Office of Data Systems Development & Reporting will provide this to those agencies needing to report it.

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 2021 Financial Information record and/or c) HIV Status not being HIV-Positive (or Indeterminate if under 2 years old).
 - *IMPORTANT:* These clients 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 from this report.
- *IMPORTANT:* Clean up the missing data. Enter data into Historical Information screens, Service entry, or the 'RSR Client Completeness Assessment' form (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 Annual 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 2021 RSR Extract for HRSA due between February 1 and March 1, 2022.