



How To:
Create the 2016 RSR

**For the Report Period 1/1/16 – 12/31/16
(AIRS V8.9.810)**

RSR CREATION & SUBMISSION STEPS

INTRODUCTION:

All Ryan White-funded providers are required to submit the **Ryan White HIV/AIDS Program Services Report (RSR)** to HRSA. The **RSR Extract** will gather the needed information from AIRS. Besides demographic and service information for each client, clinical information is required of providers who receive funding for *Outpatient/ambulatory Medical Services*.

The AIDS Institute **must** receive your agency's 2016 RSR Extract **no later than early February 2017**. Therefore, we ask you to upgrade your live AIRS to the latest version or AIRS and submit an RSR Extract as soon as possible.

DETAILED STEPS:

1. Download and Upgrade AIRS to the latest version of AIRS (usually in late December or early January).
2. If you have not already added a **2016 record** in the “**RSR Funded Service Categories**” screen, do so now.
 - Confirm that you have **selected ALL the RSR Service Categories that your agency is funded by Ryan White**, even if the Services are not entered in AIRS.

RSR Funded Service Categories			
Report Period: 2016 - 01/01/2016 to 12/31/2016			
Filter By: <input checked="" type="radio"/> None <input type="radio"/> Core <input type="radio"/> Supportive			
Funded	Service Category	HRSA-ID	AIRS-ID
<input checked="" type="checkbox"/>	Outpatient/ambulatory medical care	8	33A
<input type="checkbox"/>	Oral health care	10	33C
<input type="checkbox"/>	Early intervention services (Parts A and B)	11	33D
<input type="checkbox"/>	Home health care	13	33F
<input type="checkbox"/>	Home and community-based health services	14	33G
<input type="checkbox"/>	Hospice services	15	33H
<input checked="" type="checkbox"/>	Mental health services	16	33I
<input type="checkbox"/>	Medical nutrition therapy	17	33J
<input checked="" type="checkbox"/>	Medical case management (including treatment adherence)	18	33K
<input checked="" type="checkbox"/>	Substance abuse services-outpatient	19	33L
<input checked="" type="checkbox"/>	Case management (non-medical)	20	33M
<input type="checkbox"/>	Child care services	21	33N
<input type="checkbox"/>	Pediatric development assessment/early intervention services	22	33O
<input type="checkbox"/>	Emergency financial assistance	23	33P
<input checked="" type="checkbox"/>	Food bank/home-delivered meals	24	33Q
<input type="checkbox"/>	Health education/risk reduction	25	33R
<input checked="" type="checkbox"/>	Housing services	26	33S
<input type="checkbox"/>	Legal services	27	33T
<input type="checkbox"/>	Linguistics services	28	33U
<input type="checkbox"/>	Medical transportation services	29	33V
<input type="checkbox"/>	Outreach services	30	33W
<input type="checkbox"/>	Permanency planning	31	33X
<input checked="" type="checkbox"/>	Psychosocial support services	32	33Y
<input checked="" type="checkbox"/>	Referral for health care/supportive services	33	33Z
<input type="checkbox"/>	Rehabilitation services	34	33AA
<input type="checkbox"/>	Respite care	35	33AB
<input type="checkbox"/>	Substance abuse services-residential	36	33AC
<input checked="" type="checkbox"/>	Treatment adherence counseling	37	33AD
<input type="checkbox"/>	Local AIDS Pharmaceutical Assistance	9	33B
<input type="checkbox"/>	Health Insurance Program (HIP)	12	33E

3. Run the **RSR Client List** (Reporting module → RSR Completeness Reports).
- The **RSR Client List** identifies all the clients who will be reported in the RSR.
 - Suggestion: Preview and then determine if you'd like to Print the report.
 - The **Clients who received reportable Services but are not eligible for RSR reporting** option identifies clients that probably should be reported but are missing 2016 Financial Information (Household Size and Income) needed to calculate their relation to the Federal Poverty Level (FPL) or they are identified as not being HIV-Positive.
 - IMPORTANT NOTE: It is extremely important these clients be reviewed. If they should be reported, the missing information must be entered.
 - If you have clients who meet the criteria of being a 'Medical' client in the '*RSR Client List*', you need to include Step 6 to update the **RSR Client Completeness Assessment** for all of your clinical clients.
 - Note that complete clinical information is required for *all* of your Medical Clients in the RSR.

RSR Completeness Reports

Reports include:

RSR Client List: This report provides a list of the clients who will be reported in the RSR. You will be able to see the client's HIV Status and whether they are considered Medical clients who need an "RSR Assessment" to be entered.

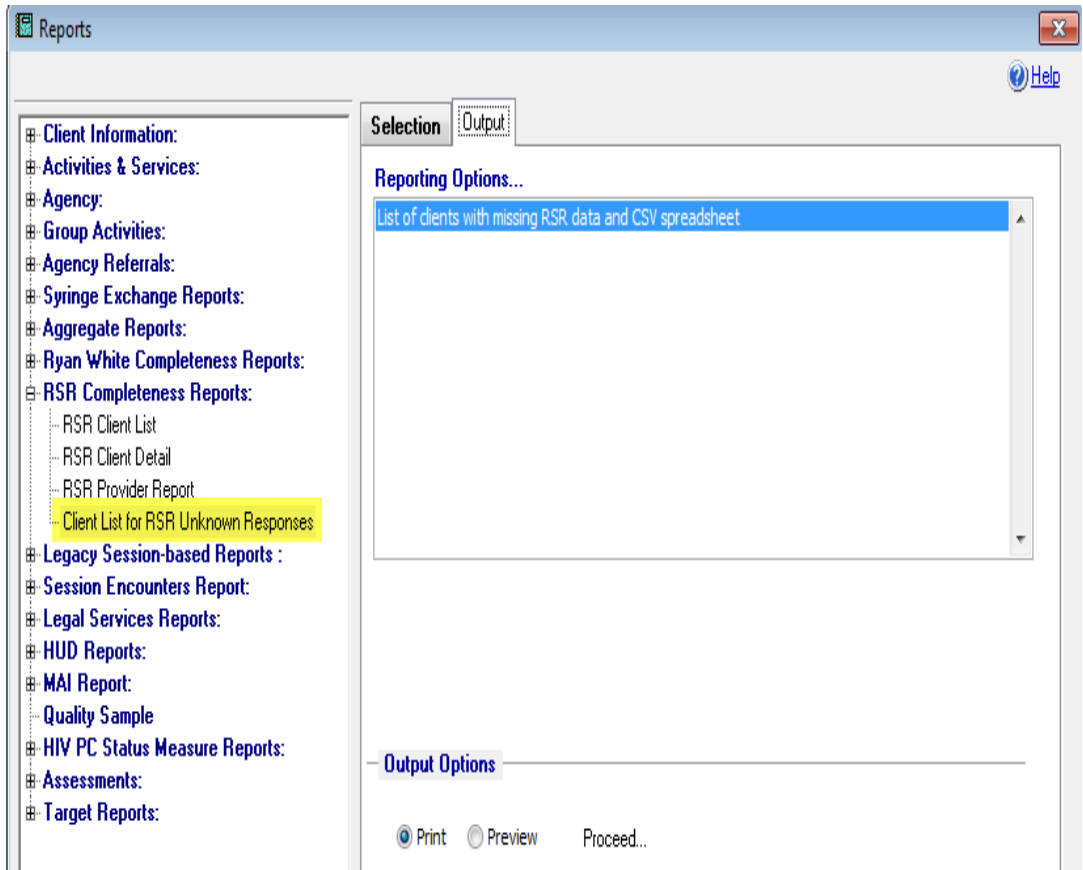
RSR Client Detail: Detailed information on what is being reported in RSR. There are 3 reports you can choose from...
Questions 1 - 15: "Client Demographics" information for each client being reported.
Questions 46 - 66: "Client Clinical" information for each "medical" client being reported; "Medical Clients" are defined as those clients whose status is HIV-Positive who received at least 1 Medical Service in the reporting period.

Questions 1 - 66: This is a full RSR that includes the *Client Demographics* (Questions 1 -15), *Core Medical Service Visits* (16 - 25), *Core Medical and Support Services Delivered* (26 - 45), and *Clinical Information* (46 - 66).

RSR Provider Report: This report allows you to view and print the Provider Information for the RSR without running the RSR Extract. Running this for the RSR Reporting Period will identify any required missing information.

Client List for RSR Unknown Responses: Produces a grid like report and CSV spreadsheet for all reportable clients with missing or unknown responses.

4. Run the **Client List for RSR Unknown Responses** (Reporting module → RSR Completeness Reports).
 - For each reportable client, this identifies the RSR questions where “**No Information**” or an “**Unknown**” response will be reported. These should be investigated and updated.
 - A spreadsheet-like .CSV file is also created for your use. It is found in the **AIRSrsr_extracts** folder if you choose to use it for sorting questions.



Date: 01/23/2017

Time: 12:11:47

Version: 8.9.810
Version Date: 01/08/2017

AIDS Institute Test System

AIRS - AIDS Institute Reporting System

RSR Missing Data Report by Client

01/01/2016 to 12/31/2016

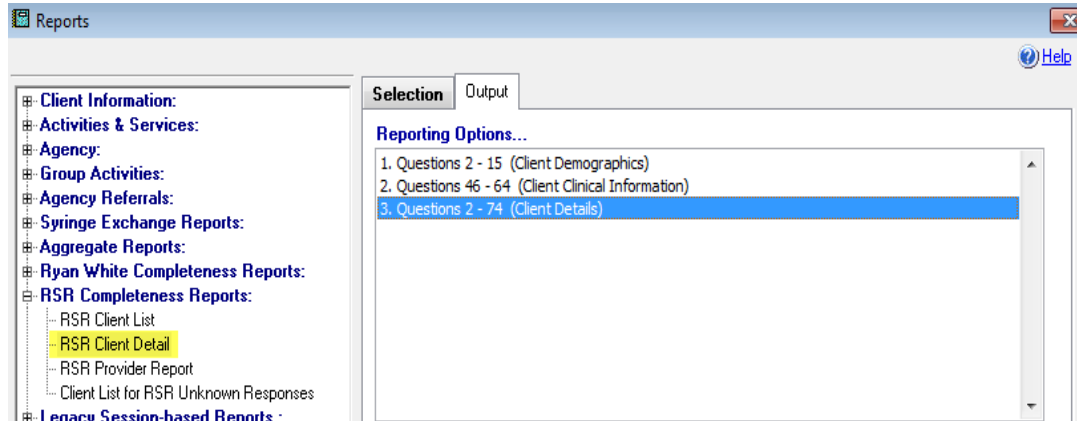
Page: 1

Selection Criteria: All Funding Types & All Programs & All Questions

TC_ID	Q.2	Q.4	Q.5	Q.68	Q.6	Q.69	Q.70	Q.7	Q.8	Q.71	Q.9	Q.10	Q.12	Q.72	Q.73	Q.74	Q.14	Q.15
FW00000001							NoInfo					NoInfo						
EVE	Q.46	Q.47	Q.48	Q.49	Q.50	Q.51	Q.52	Q.54	Q.55	Q.57	Q.58	Q.60	Q.61	Q.62	Q.63	Q.64		
APPLE	NoInfo			NoInfo	NoInfo	NoInfo	NoInfo		NoInfo		NoInfo		NoInfo	NoInfo	NoInfo			

5. **OPTIONAL:** Run the **RSR Client Detail Reports** (Reporting module → RSR Completeness Reports).

- This can be run for Individual Clients (or All Clients) to see exactly what information is being reported and where the missing information lies. For example,



Date: 01/23/2017
Time: 12:16 PM

Version: 8.9.810
Version Date: 01/08/2017

Selection Criteria:

Client: **APPLE, EVE (1)**

AIDS Institute Test System
AIRS - AIDS Institute Reporting System

RSR Client Details (Questions 2 - 74)

Page: 1

Reporting Period: **01/01/2016 to 12/31/2016**

Client Demographics

2. Client's vital enrollment status at the end of reporting period: Active, continuing in program

4. Client's year of birth: 1960

5. Client's ethnicity: Non-Hispanic/Latino

- Client's Hispanic Sub-group (q68):

6. Client's race...

White

Black / African American

Asian:

American Indian or Alaska Native

Native Hawaiian / Pacific Islander: No Information Found

7. Client's current gender: Female

- If "Transgender" in Q7, client's current transgender (q8):

- Biological sex at birth (q71): Female

9. Client's percent of the Federal poverty level at the end of the reporting period: Below 100% of the federal poverty level

10. Client's housing status at the end of the reporting period: Information Not Found

12. Client's HIV/AIDS status at the end of the reporting period: CDC-defined AIDS

- Year of HIV Diagnosis (q72): 2000

- Date of the Confirmatory HIV-Positive test (q73): No Information Found

- Date of first OAMC Visit after Positive HIV test (q74): No Information Found

14. Client's HIV/AIDS risk factor: Injecting drug use (IDU)
Heterosexual contact

15. Client's medical insurance(s) during the reporting period: Private - Individual

Core Medical Service Visits	Visits
16. Outpatient ambulatory health services	1
17. Oral health care	0
18. Early Intervention Services (Part A and B)	0
19. Home health care	0
20. Home and community-based health care services	0
21. Hospice services	0
22. Mental health services	0
23. Medical nutrition therapy	0
24. Medical case management (including treatment adherence)	0
25. Substance abuse services-outpatient	0

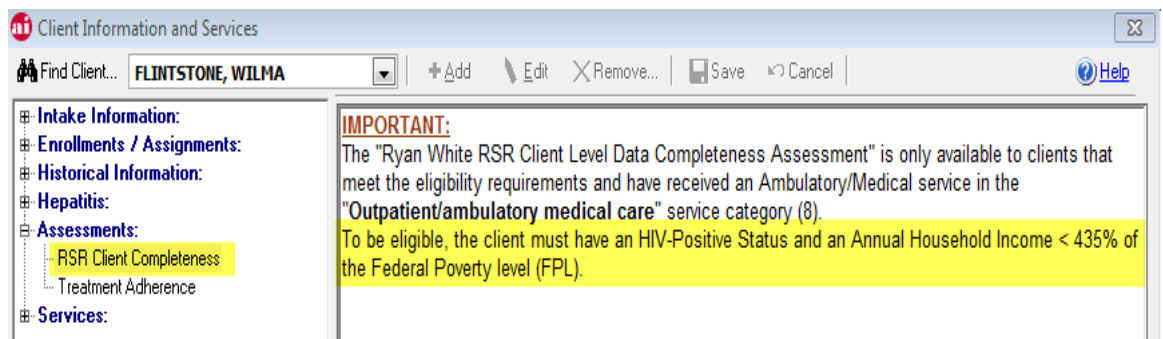
Core Medical and Support Services Delivered	Provided
26. Local AIDS Pharmaceutical Assistance (APA, not ADAP)	
27. Health Insurance Program (HIP)	
28. Case management (non-medical) services	
29. Child care services	
30. Developmental assessment/early intervention services	
31. Emergency financial assistance	
32. Food bank/home delivered meals	
33. Health education/risk reduction	
34. Housing services	
35. Legal services	
36. Linguistic services	
37. Transportation services	
38. Outreach services	
39. Permanency planning	
40. Psychosocial support services	
41. Referral for health care/supportive services	
42. Rehabilitation services	
43. Respite care	
44. Substance abuse services-residential	
45. Treatment adherence counseling	

Clinical Information

46. HIV Risk Reduction Screening/Counseling provided during report period:	No Information Found
47. Date of client's first Outpatient Ambulatory Care Visit at this provider:	01/10/2006
48. Dates of all client's Outpatient Ambulatory Care Visits during report period...	03/15/2016
49. CD4 Count(s) with Date(s) for this report period...	No Information Found
50. Viral Load Count(s) with Date(s) for this report period...	No Information Found
51. Client prescribed PCP Prophylaxis any time during this report period:	No Information Found
52. Client prescribed ART any time during this report period:	No Information Found
54. Has Client been screened for TB since date of HIV diagnosis?	Yes
55. Client screened for Syphilis during this report period:	No Information Found
57. Has client been screened for Hep B since date of HIV diagnosis?	Not Medically Indicated
58. Client completed the vaccine series for Hepatitis B:	No Information Found
60. Has client been screened for Hep C since date of HIV diagnosis?	Yes
61. Client screened for Substance Use (alcohol & drugs) during report period:	No Information Found
62. Client screened for mental health during this report period:	No Information Found
HIV+ Women ONLY	
63. Client received Pap smear during this report period:	No Information Found
64. Client pregnant during this report period?	Not applicable

6. For HIV+ Medical/Clinical Clients Only:

- a. Enter missing information as a **Service** or **Historical data**.
- b. To “Fill in the gaps”, go to the **RSR Completeness Assessment** (Clients & Services module → Assessments).



- Review both screens of the “RSR Completeness Assessment” and update any outstanding items for each clinical client. For help, obtain the [Guide to the 2016 RSR – A Question-by-Question Guide to Locate RSR Information in AIRS](#) that is found in www.airсны.org/rsr.html.
- Remember to **Save** each RSR Completeness Assessment.

RSR Client Assessment/Analysis
 Client: APPLE, EVE ADAMS ... + Add Edit X Remove... Save Cancel

Reporting Period 01/01/2016 to 12/31/2016

Core Services provided during this reporting period...
 Yes, 1 visits provided. View...

Supportive Services provided during this reporting period...
 No information found...

Client Clinical Data and Assessment

46. HIV Risk Reduction Screening/Counseling provided?
 No information found...
 No

47. Date of first Outpatient Ambulatory Care Visit at this provider:
 Earliest service date: 01/10/2006

48. Dates of all Outpatient Ambulatory Care Visits during report period...
 Yes, 1 visits provided.

49. CD4 Counts with Date for this report period...
 No information found...

50. Viral Load Counts with Date for this report period...
 No information found...

51. Client prescribed PCP Prophylaxis during this report period...
 No information found...
 No Not medically indicated Client refused


52. Client prescribed ART during this report period...
 No information found...
 No, other reason
 Clinical determination that client not ready
 Client refused
 Intolerance, side effects or toxicity noted
 ART Payment Assistance unavailable

54. Has Client been screened for TB since date of HIV diagnosis?
 Yes, Services: 3; Tests: 1
 No Yes Not medically indicated
 Unknown

55. Client screened for Syphilis during this report period...
 No information found...
 No Not medically indicated

RSR Client Assessment/Analysis
 Client: APPLE, EVE ADAMS ... + Add Edit X Remove... Save Cancel

Reporting Period 01/01/2016 to 12/31/2016

57. Has client been screened for Hep B since date of HIV diagnosis?
 Not Medically Indicated in 2016.
 No Yes Not medically indicated
 Unknown

58. Client completed the vaccine series for Hepatitis B...
 No information found...
 No Yes Not medically indicated

60. Has client been screened for Hep C since date of HIV diagnosis?
 Yes, Services: 4; Tests: 2
 No Yes Not medically indicated
 Unknown

61. Client screened for Substance Use during this report period...
 No information found...
 No Not medically indicated

62. Client screened for mental health during this report period...
 No information found...
 No Not medically indicated

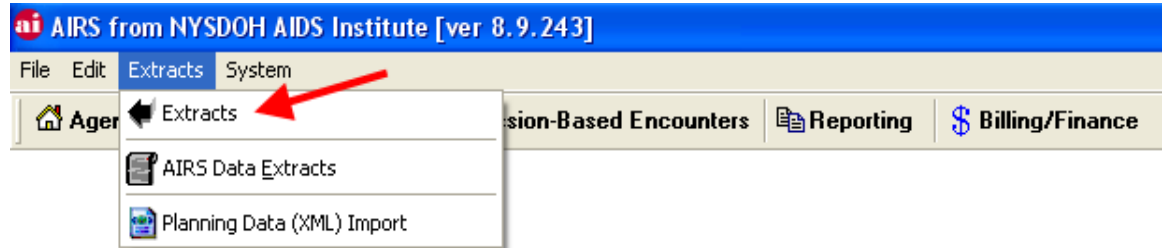
HIV+ Women ONLY

63. Client received Pap smear during this report period...
 No information found...
 No Not medically indicated

64. Client pregnant during this report period?
 Not Applicable
 No

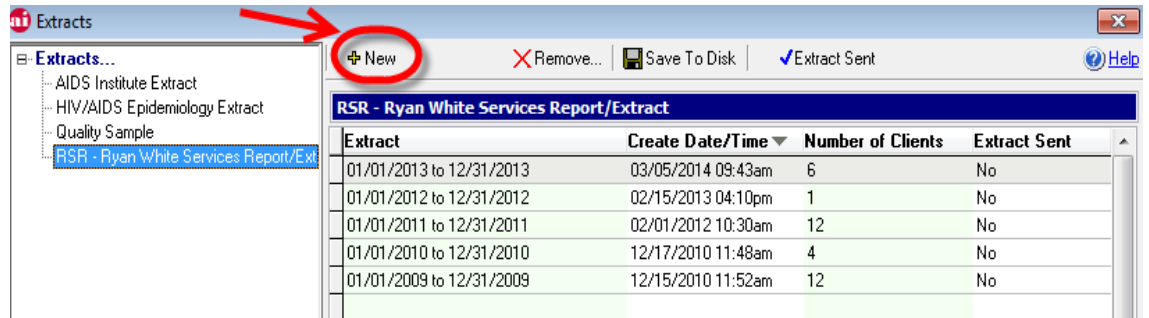
7. Create the RSR EXTRACT: This should be run when all data has been entered.

- a. Click on the EXTRACTS menu.

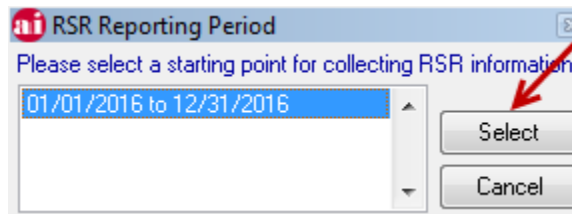


- b. Keep selecting Extracts until you see **RSR - Ryan White Services Report/Extract**.

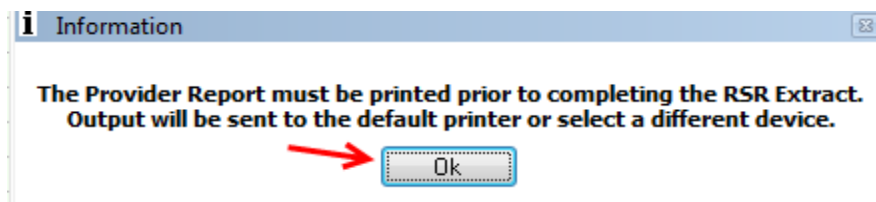
- c. Click on the [New] button



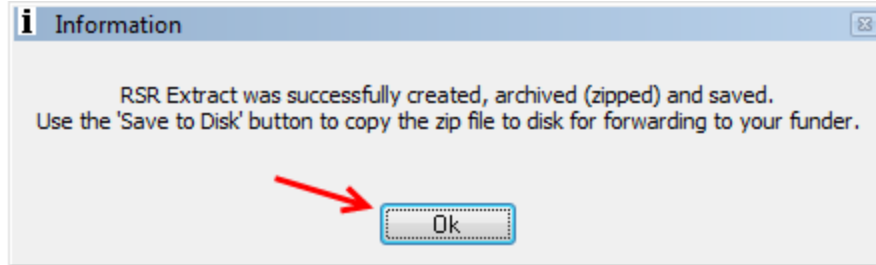
- d. The RSR Reporting Period is **1/1/16 – 12/31/16**. Click on [Select].



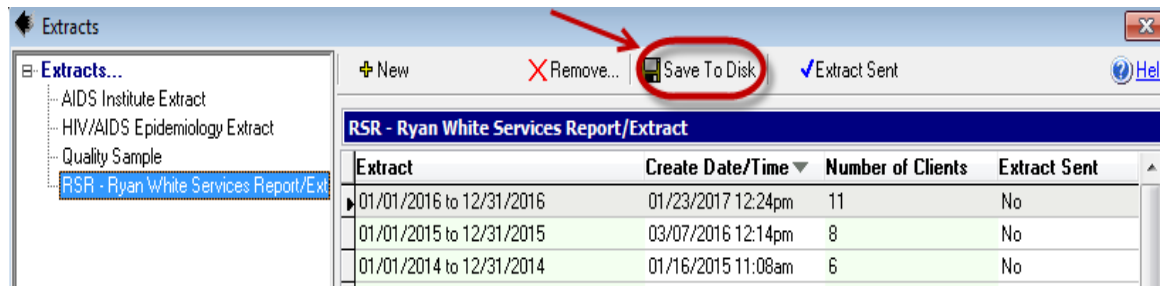
- e. Click on [OK] when the window indicates a successful RSR has been created.



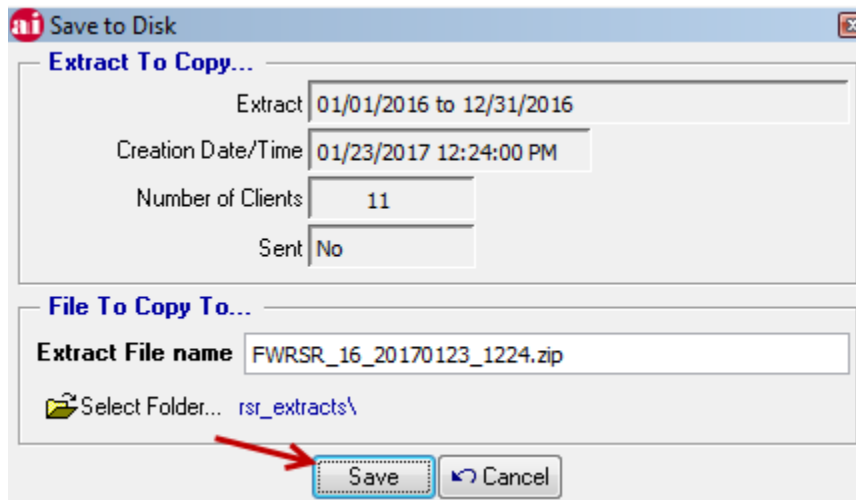
- f. PRINT the Provider Report. Update in AIRS if it is not complete.



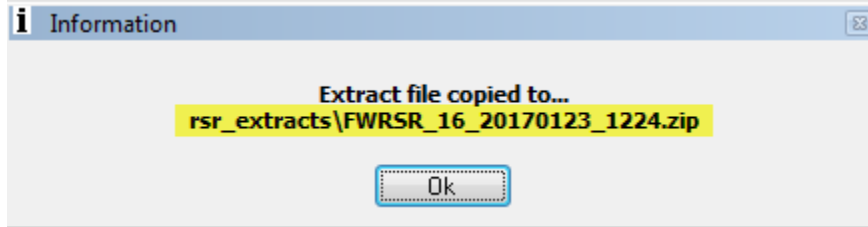
- g. With the RSR run highlighted, click on [Save To Disk].



- h. Note the *Extract File Name* (aaRSR_16_yyyymmdd_hhmm.zip) where,
- “xx” is your System ID
 - “16” represents the 2016 RSR submission
 - “yyymmdd” is the 4-digit Year, 2-digit Month, and 2-digit Day that the RSR Extract was run
 - “hhmm” is the 2-digit Hour and 2-digit Minute that the RSR Extract was run
 - By default, the file is saved in the AIRS\rsr_extracts folder.
- i. Click on [Save].



- j. Click on [Ok].

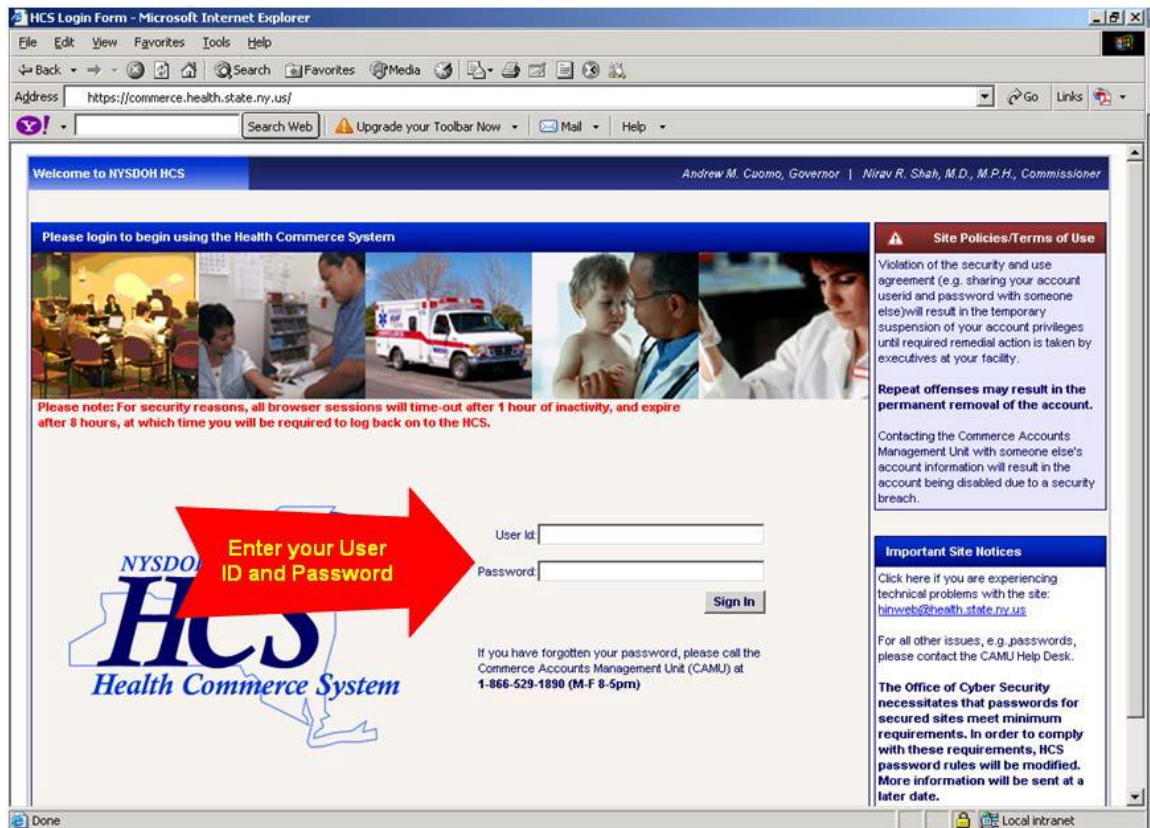


- 8. When you have the RSR Extract ready:

Forward the RSR Extract to the AIDS Institute using the [Health Commerce System \(HCS\)](#) which is a secure transmission path.

- Note, the Extract is named xxRSR_16_yyyymmdd_hhmm.zip

➔ Go to <https://commerce.health.state.ny.us> and **Log In.**



- Select the **“Ryan White Annual Services Report (RSR)”** option.
- (You may need to go to “Applications” section and search for application that start with the letter “R”.)
 - Choose your RSR Extract file** and click on **Upload**.
 - Logout when finished.

The screenshot shows a web browser window with the URL https://commerce.health.state.ny.us/hcsportal/hcs_home.portal?_afplb=true&_windo. The page title is "AIDS Institute Monthly Report Extract Upload". The user is logged in as Joseph Kobilca. The page contains a "Purpose" section, "Instructions", "Your Email address" (jwk03@health.state.ny.us), and a "Mail to:" dropdown menu. The dropdown menu is open, showing "Ryan White Annual Services Report (RSR)" selected. Below the dropdown are three "Upload file" fields, each with a "Browse..." button. A red arrow points to the "Ryan White Annual Services Report (RSR)" option in the dropdown. A callout box with orange text says: "Make sure you select the 'RSR' option so your extract may be forwarded to the proper mail box." The page also includes a "Please note" section, a "Comments" field, and an "Upload" button. A "Message" section at the bottom states: "The Symantec Scan Engine has been updated and the virus scan should run faster now. Warning: The Virus Scan software the Health Commerce System will not be able to open an encrypted file to check for viruses. If you are about to upload an encrypted file, please MAKE SURE that the file was scanned for viruses or malignant codes before uploading."