



How To:
Create the RSR

For the Report Period 1/1/xx – 12/31/xx

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 Health Services*.

The AIDS Institute **must** receive your agency's RSR Extract **weeks prior to the final HRSA submission deadline**. 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:

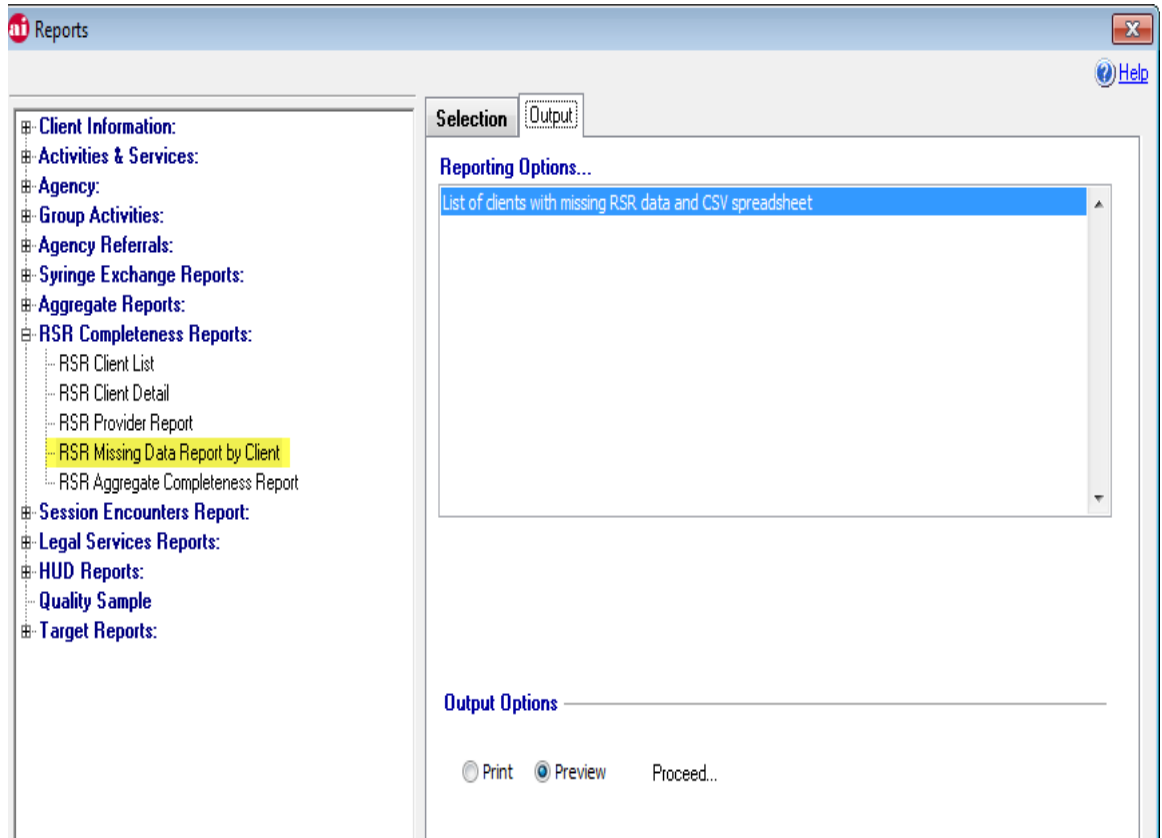
1. Download and Upgrade/Patch AIRS to latest .
2. If you have not already added a **current year record** in the "**RSR Funded Service Categories**" screen, do so now.
 - Confirm that you have **selected ALL the RSR Service Categories that your agency is funded by Ryan White**, even if the Services are not entered in AIRS. **When the HRSA RSR web site opens, you will be allowed to confirm that the categories match.**

RSR Funded Service Categories			
Report Period: 2017 - 01/01/2017 to 12/31/2017		Filter By: <input checked="" type="radio"/> None <input type="radio"/> Core <input type="radio"/> Supportive	
Funded	Service Category	HRSA-ID	AIRS-ID
<input type="checkbox"/>	Outpatient/ambulatory health services	8	33A
<input type="checkbox"/>	Oral health care	10	33C
<input type="checkbox"/>	Early intervention services (EIS)	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	15	33H
<input checked="" type="checkbox"/>	Mental health services	16	33I
<input type="checkbox"/>	Medical nutrition therapy	17	33J
<input type="checkbox"/>	Medical case management including treatment adherence srvs	18	33K
<input type="checkbox"/>	Substance abuse outpatient care	19	33L
<input type="checkbox"/>	Non-medical case management services	20	33M
<input type="checkbox"/>	Child care services	21	33N
<input type="checkbox"/>	Emergency financial assistance	23	33P
<input type="checkbox"/>	Food bank/home-delivered meals	24	33Q
<input type="checkbox"/>	Health education/risk reduction	25	33R
<input type="checkbox"/>	Housing	26	33S
<input type="checkbox"/>	Linguistics services	28	33U
<input checked="" type="checkbox"/>	Medical transportation	29	33V
<input type="checkbox"/>	Outreach services	30	33W
<input type="checkbox"/>	Psychosocial support services	32	33Y
<input type="checkbox"/>	Referral for health care and 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"/>	Other professional services	42	33AE
<input type="checkbox"/>	AIDS Pharmaceutical Assistance (LCAP, CPAP)	9	33B
<input type="checkbox"/>	Health insurance premium & assistance to low-income persons	12	33E

3. Run the **RSR Client List** (Reporting module → RSR Completeness Reports).
- The **RSR Client List** identifies all the clients *who will* and *who won't* 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** section identifies clients that probably should be reported but are missing 2017 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.

The screenshot displays the 'Reports' window of the AIDS Institute Reporting System. The left sidebar shows a tree view of report categories, with 'RSR Completeness Reports' expanded and highlighted in yellow. The main content area shows the 'RSR Completeness Reports' section, which includes a note about completing the 'RSR Funded Service Categories' entry screen and a list of report sections: 'RSR Client List', 'RSR Client Detail', 'RSR Provider Report', 'RSR Missing Data Report by Client', and 'RSR Aggregate Completeness Report'. The 'RSR Client List' section is further detailed with a note that if there is nothing to report in section 1, it is skipped, and a list of three sections: 'List of clients who received a RSR-reportable Service in the reporting period but who are excluded from the RSR because they failed the eligibility requirements', 'List of the clients who will be reported in the RSR', and 'List of the clients who will be reported in the RSR' (repeated). The 'RSR Client Detail' section is also detailed with a note that CSV file exporting is available for all reports, and a list of three sections: 'Questions 2 - 15 (Client Demographics)', 'Questions 46 - 66 (Client Clinical Information)', and 'Questions 1 - 66'. The 'RSR Provider Report' and 'RSR Missing Data Report by Client' sections are also described.

4. Run the **RSR Missing Data Report by Client** (Reporting module → RSR Completeness Reports).
 - For each reportable client *with at least 1 missing date element*, this report 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 **AIRS\Rs_r_extracts** folder if you choose to use it for sorting questions.



Date: 01/18/2018
Time: 15:19:47

Version: 8.9.874
Version Date: 01/15/2018

AIDS Institute Test System
AIRS - AIDS Institute Reporting System
RSR Missing Data Report by Client
01/01/2017 to 12/31/2017

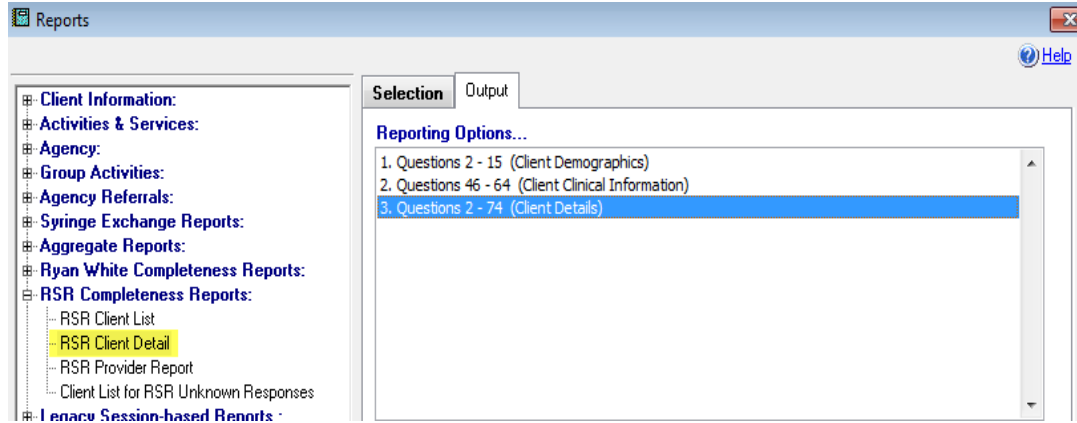
Page: 1

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.71	Q.9	Q.10	Q.12	Q.72	Q.73	Q.74	Q.14	Q.15
FW00000001							NoInfo				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		

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

AIDS Institute Test System
AIRS - AIDS Institute Reporting System

Page: 1

Version: 8.9.810
Version Date: 01/08/2017

RSR Client Details (Questions 2 - 74)

Selection Criteria:

Client: [REDACTED] (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...	
<input checked="" type="checkbox"/> White	
Black / African American	
Asian:	
American Indian or Alaska Native	
<input checked="" type="checkbox"/> 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

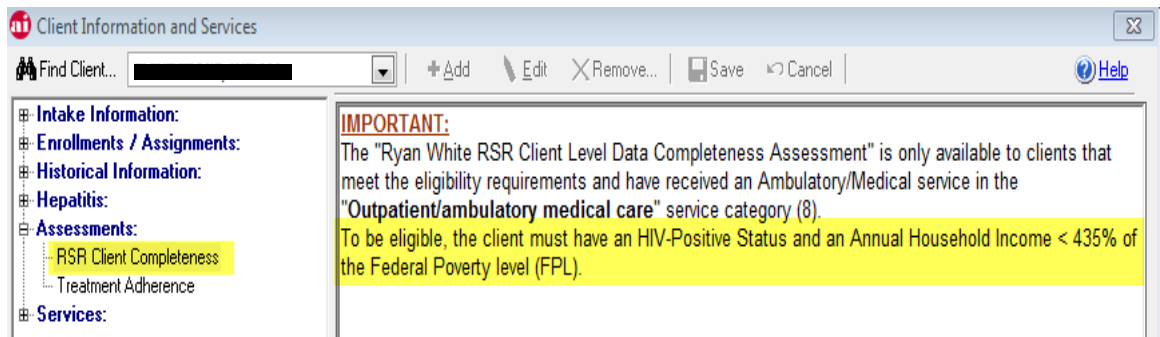
Core Medical and Support Services Delivered	Provided
26. Local AIDS Pharmaceutical Assistance (APA, not ADAP)	
27. Health Insurance Program (HIP)	
28. Case management (non-medical) services	
29. Child care services	
30. Developmental assessment/early intervention services	
31. Emergency financial assistance	
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:

- Enter missing information as a **Service** or **Historical data**.
- 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: [REDACTED] + Add Edit Remove... Save Cancel

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

Core Services provided during this reporting period...
 [View...](#)

Supportive Services provided during this reporting period...

Client Clinical Data and Assessment

46. HIV Risk Reduction Screening/Counseling provided?

 No

47. Date of first Outpatient Ambulatory Care Visit at this provider:

48. Dates of all Outpatient Ambulatory Care Visits during report period...

49. CD4 Counts with Date for this report period...

50. Viral Load Counts with Date for this report period...

51. Client prescribed PCP Prophylaxis during this report period...

 No Not medically indicated Client refused

52. Client prescribed ART during this report period...

 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?

 No Yes Not medically indicated
 Unknown

55. Client screened for Syphilis during this report period...

 No Not medically indicated

RSR Client Assessment/Analysis

Client: [REDACTED] + Add Edit 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?

 No Yes Not medically indicated
 Unknown

58. Client completed the vaccine series for Hepatitis B...

 No Yes Not medically indicated

60. Has client been screened for Hep C since date of HIV diagnosis?

 No Yes Not medically indicated
 Unknown

61. Client screened for Substance Use during this report period...

 No Not medically indicated

62. Client screened for mental health during this report period...

 No Not medically indicated

HIV+ Women ONLY

63. Client received Pap smear during this report period...

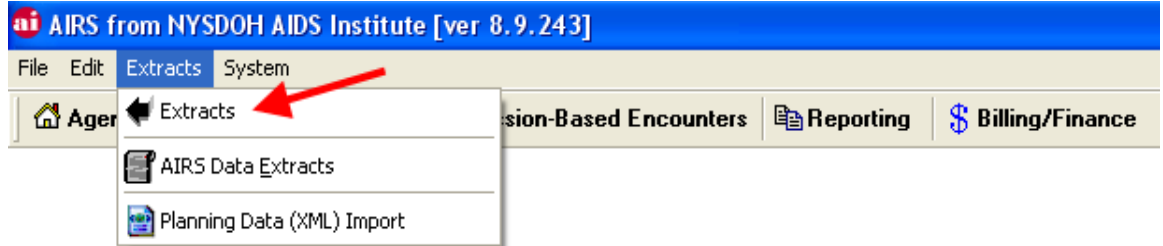
 No Not medically indicated

64. Client pregnant during this report period?

 No

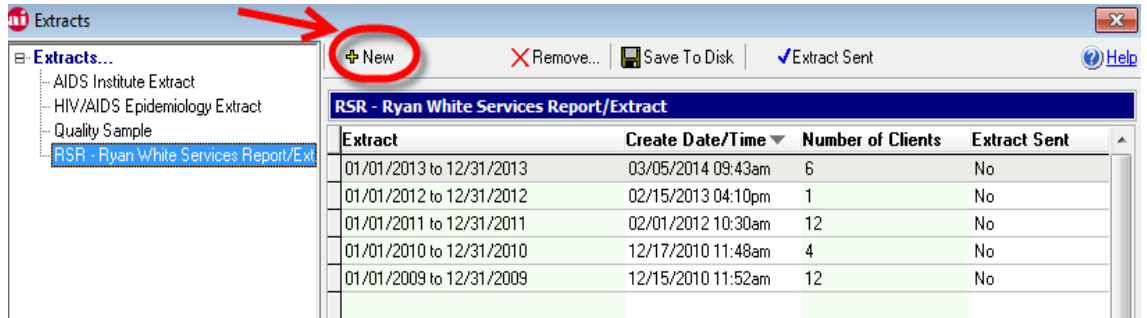
7. Create the RSR EXTRACT: This should be run when all data has been entered.

- a. Click on the EXTRACTS menu.

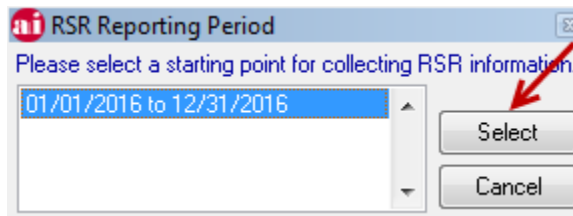


- b. Keep selecting Extracts until you see **RSR - Ryan White Services Report/Extract.**

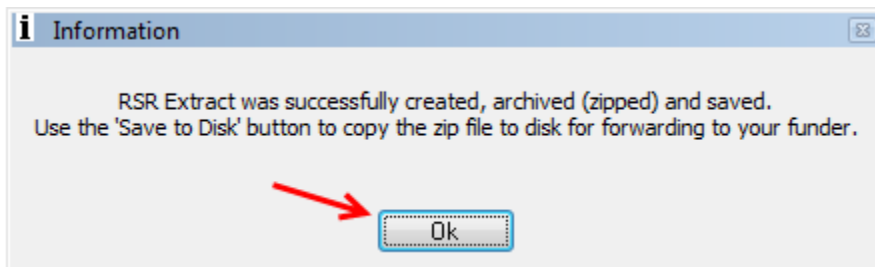
- c. Click on the **[New]** button



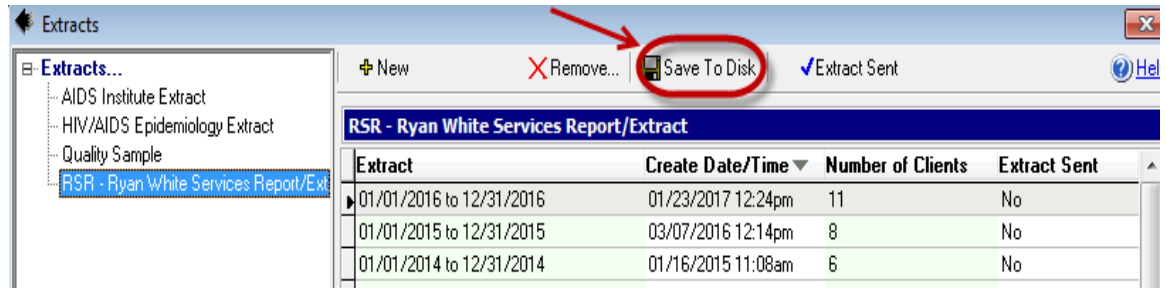
- d. The RSR Reporting Period is **1/1/xx – 12/31/xx.** Click on [Select].



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



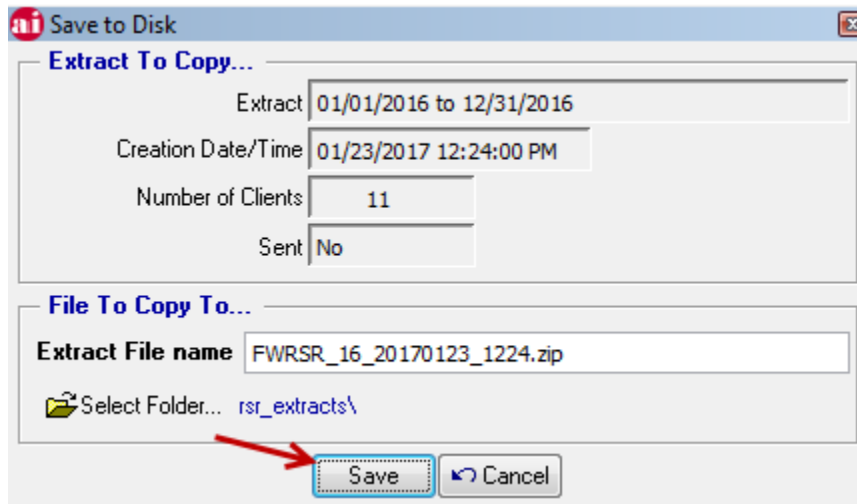
f. With the RSR run highlighted, click on [Save To Disk].



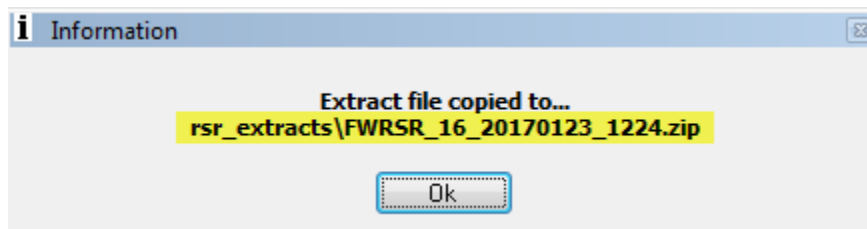
g. Note the *Extract File Name* (aaRSR_nn_yyyymmdd_hhmm.zip) where,

- “aa” is your System ID
- “nn” represents the RSR submission year
- “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.

h. Click on [Save].



i. 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_nn_yyyymmdd_hhmm.zip

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

Welcome to NYSDOH HCS Andrew M. Cuomo, Governor | Nirav R. Shah, M.D., M.P.H., Commissioner

Please login to begin using the Health Commerce System

Enter your User ID and Password

User Id:

Password:

Sign In

Please note: For security reasons, all browser sessions will time-out after 1 hour of inactivity, and expire after 8 hours, at which time you will be required to log back on to the HCS.

Site Policies/Terms of Use

Violation of the security and use agreement (e.g. sharing your account userid and password with someone else) will result in the temporary suspension of your account privileges until required remedial action is taken by executives at your facility.

Repeat offenses may result in the permanent removal of the account.

Contacting the Commerce Accounts Management Unit with someone else's account information will result in the account being disabled due to a security breach.

Important Site Notices

Click here if you are experiencing technical problems with the site: hinweb@health.state.ny.us

For all other issues, e.g. passwords, please contact the CAMU Help Desk.

The Office of Cyber Security necessitates that passwords for secured sites meet minimum requirements. In order to comply with these requirements, HCS password rules will be modified. More information will be sent at a later date.

- Refer to the “**How to Use the Health Commerce System (HCS)**” document in the ‘RSR’ section of www.airsny.org.