



# **GUIDE to the 2017 RSR “Provider” Report**

*(January 2018)*

Where to Locate the RSR *Provider* Information  
fields in AIRS

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## INTRODUCTION / OVERVIEW

The following will help you find and understand the fields in AIRS which directly relate to the questions found in the 2017 RSR Provider Report.

1. Question: *Where do I enter the RSR Provider Information in AIRS?*

Answer: In the **Agency Information, RSR Information Form,** and **RSR Service Information** entry screens. See pages 4 – 7.

- You should also watch the video **Getting Ready for the RSR** located in the *Online Video Tutorials* section of [www.airsny.org](http://www.airsny.org) .

2. Question: *Where do I find the RSR Provider Information in AIRS?*

Answer: In AIRS, there are two choices.

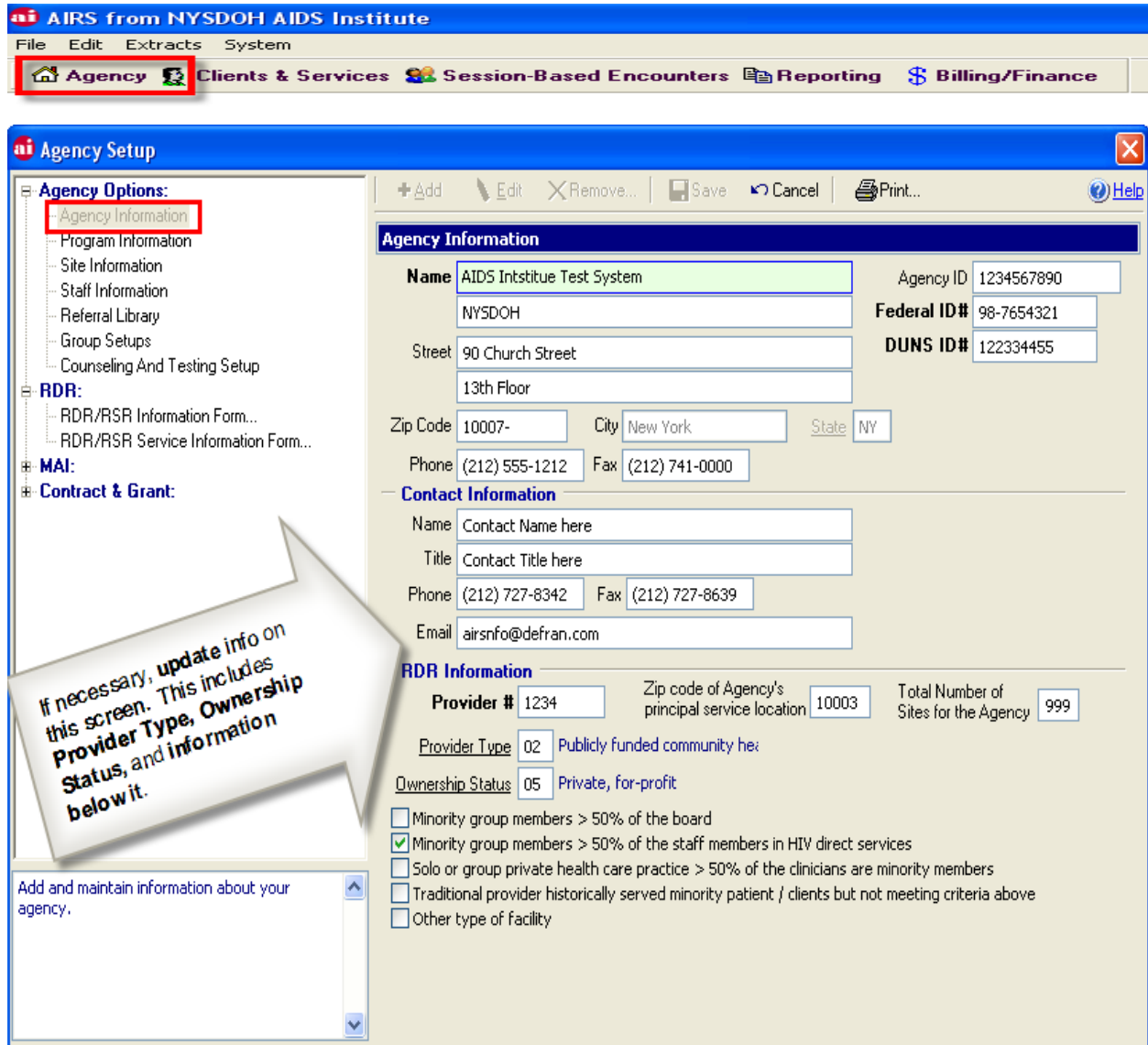
- **Running the RSR Extract** – The user is required to print the Provider Report when the RSR Extract is run.
- **Reporting Module** - You also can print the RSR Provider Report from the “RSR Completeness Reports” option under the Reporting Module.

**Starting with the 2013 RSR Provider Report, all agencies must enter the Provider Information on the HRSA RSR web site.**

- NOTE: There is only 1 RSR Provider Report per agency.

# Screens Containing RSR Provider Information

1. **AGENCY INFORMATION** screen – See Figure 1.



**FIGURE 1**  
Agency Module – Agency Options – Agency Information

- ➔ Be sure the information in this screen is up to date. Edit and change, if necessary. The fields, including those under the *RSR Information* section, are as follows.
  - **Agency Name, Agency Address, Contact Information, Provider Type, Ownership Status, and the check boxes below Ownership Status.**

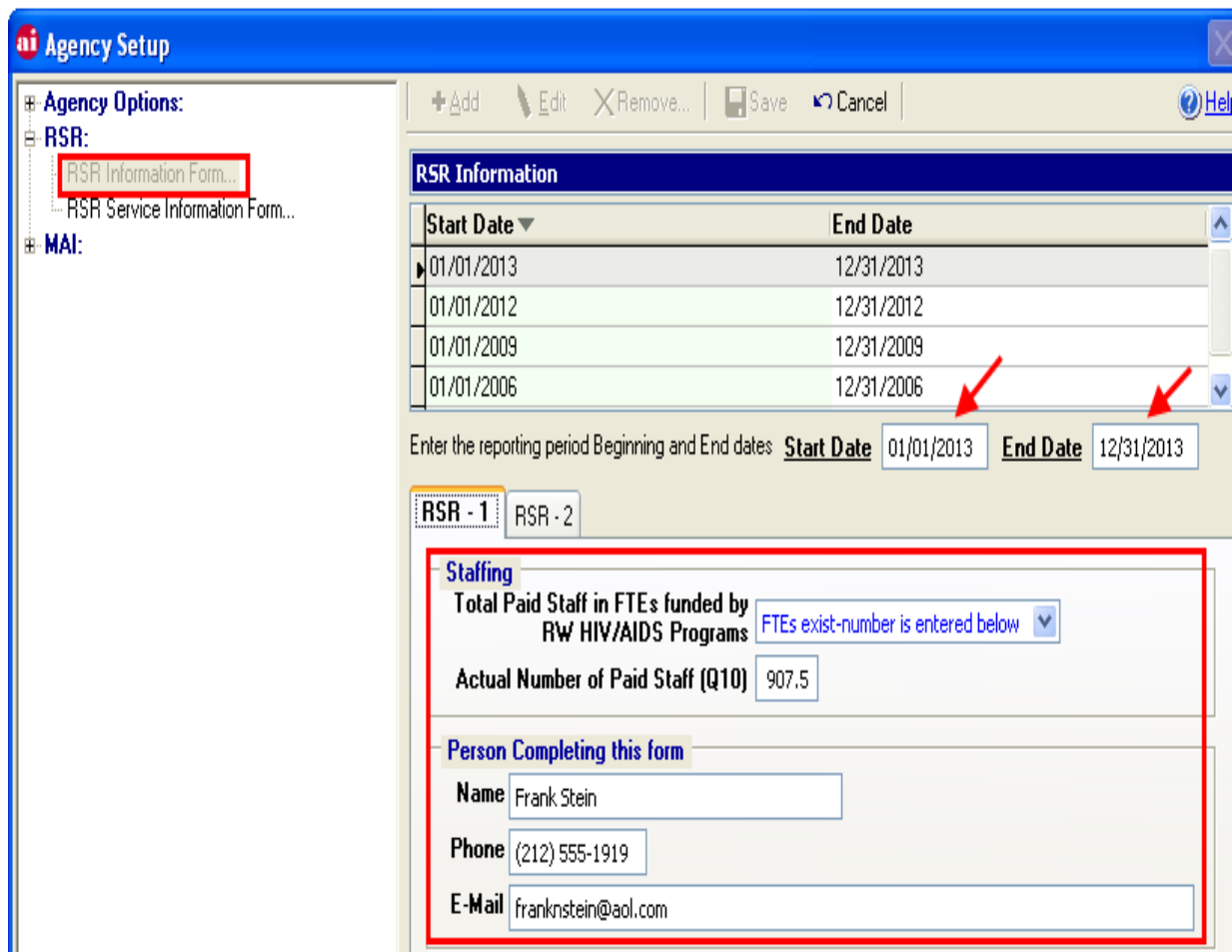
**For this document, '2017' should be substituted for '2013'.**

2. **RSR INFORMATION** screens – There are 2 tabs that you need to be concerned.

➤ **Start Date and End Date:**

- If you have not added a record for **01/01/2017 – 12/31/2017**, please do so now.
  - If you have a record for 01/01/2017 – 12/31/2017, please review and update as needed.

**A) RSR -1 tab:**



**FIGURE 2**

Agency module – RSR – RSR Information Form – RSR-1 tab

➔ Update the **Total Paid Staff**, **Actual Number of Paid Staff**, and the fields in the **'Person Completing This Form'** section for the Provider Report.

B) RSR - 2 tab:

**RSR Information**

Start Date ▼	End Date
01/01/2013	12/31/2013
01/01/2012	12/31/2012
01/01/2009	12/31/2009
01/01/2006	12/31/2006

Enter the reporting period Beginning and End dates: **Start Date** 01/01/2013 **End Date** 12/31/2013

RSR - 1 **RSR - 2**

**Provide Grantee Support In ...**  
 (Select "yes" or "no")

**Planning or evaluation**  Yes  No  
**Administrative or tech support**  Yes  No  
**Fiscal intermediary services**  Yes  No  
**Technical assistance**  Yes  No  
**Capacity development**  Yes  No  
**Quality management**  Yes  No

**Expenditures**

Total RW HIV/AIDS Expended on Oral Health Care (Q7) \$ 6,525

**Other Funding**

Section 330 of Public Health Service Act Funding (Q4)?  Yes  No  Unknown

Minority AIDS Initiative (MAI) Funding (Q6)?  Yes  No  Unknown

**FIGURE 3**

Agency module – RSR – RSR Information Form – RSR-2 tab

- ➔ *Provide Grantee Support In:* To save the “RSR Information” record in AIRS, you will need to answer the questions in this section.
- ➔ Be sure to enter or update the **Total RW HIV/AIDS Expended on Oral Health Care, Section 330 Funding** question, and **MAI Funding** question.

3. **RSR SERVICE INFORMATION** screen – See Figure 4.

**Figure 4**

Agency module – RSR – RSR Service Information Form

- ➔ The *HIV Counseling and Testing* questions are optional. They are not needed for the *Provider Report*. (Note, they may be needed for saving the record, however.)
- ➔ Be sure to enter or update the **Quality Management Program** question.