



GUIDE to the 2018 RSR “Provider Report”

(January 2019)

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

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INTRODUCTION / OVERVIEW

The ‘RSR Provider Report’ must be entered directly on the HRSA RSR Website. This started in 2013.

- **IMPORTANT NOTES:**
 1. **There is only 1 RSR Provider Report per agency.**
(There are *not* separate reports per Ryan White Funding Part.)
 2. Each agency must enter the information into the on-line section of the HRSA RSR Web Site (or EHB).
 3. Although the AIDS Institute can assist, your agency is responsible for the RSR Provider Report.
 4. Agencies find it helpful to enter the Provider Information into AIRS. This can then be printed out from AIRS and easily entered on-line.
- **The following will help you find and understand the fields in AIRS which directly relate to the questions found in the 2018 RSR ‘Provider Report’.**
 - Information can be entered in the **Agency Information, RSR Information Form**, and **RSR Service Information** entry screens.
 - Optional: *Watch* the video **Getting Ready for the RSR** located in the *Online Video Tutorials* section of www.airsny.org .
 - To *Print* the ‘RSR Provider Report’ information entered in AIRS, go to the “RSR Completeness Reports” option under the Reporting Module.

Screens Containing RSR Provider Information

1. AGENCY INFORMATION screen:

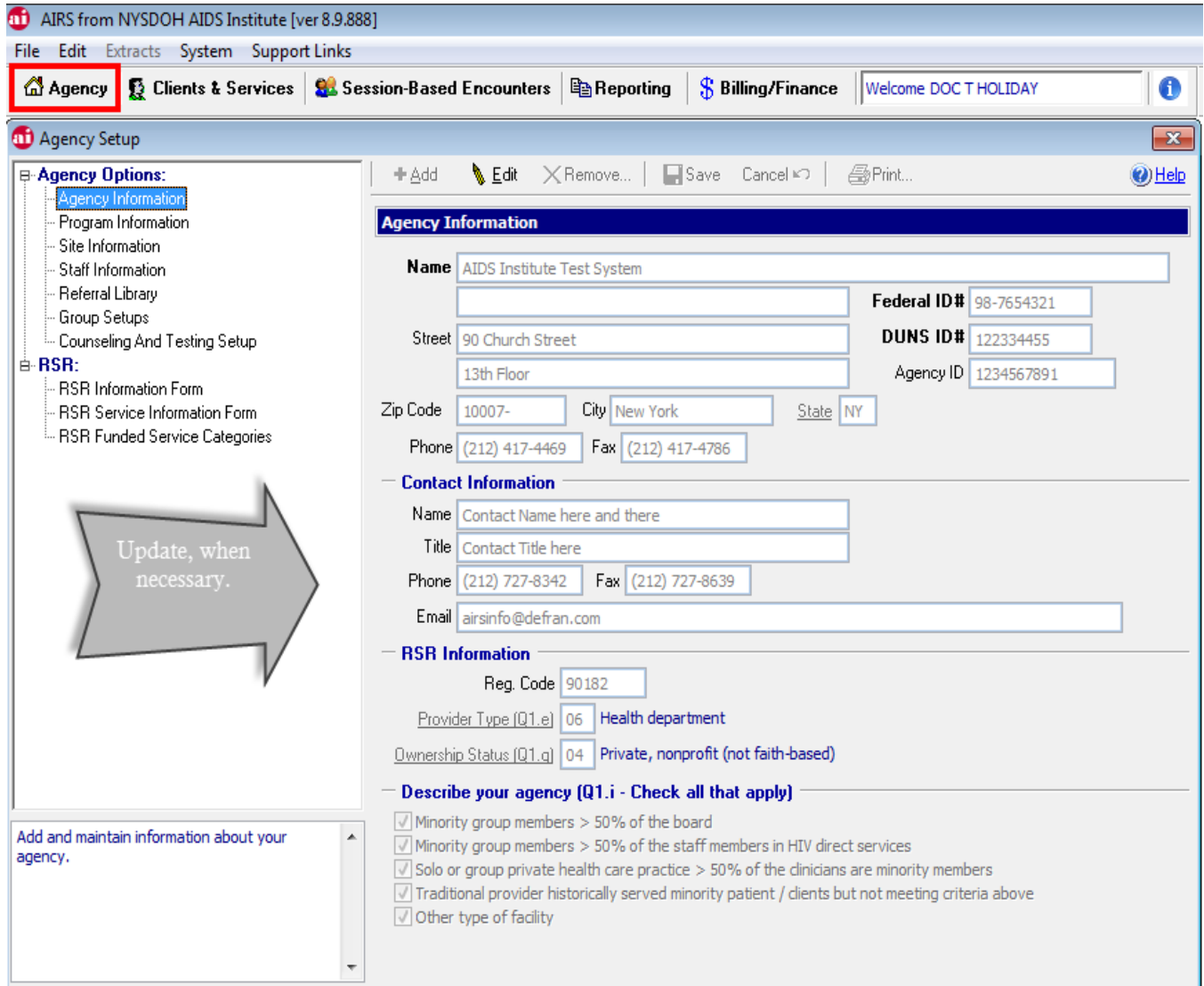


FIGURE 1
Agency Module – Agency Options – Agency Information

➔ 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.**

2. **RSR INFORMATION FORM** – There are 3 tabs that you need to be concerned with.

➤ **Start Date and End Date:**

- If you have not added a record for **01/01/2018 – 12/31/2018**, please do so now.
 - If you have a record for 01/01/2018 – 12/31/2018, please review and update as needed.

A) **RSR -STAFF tab (1):**

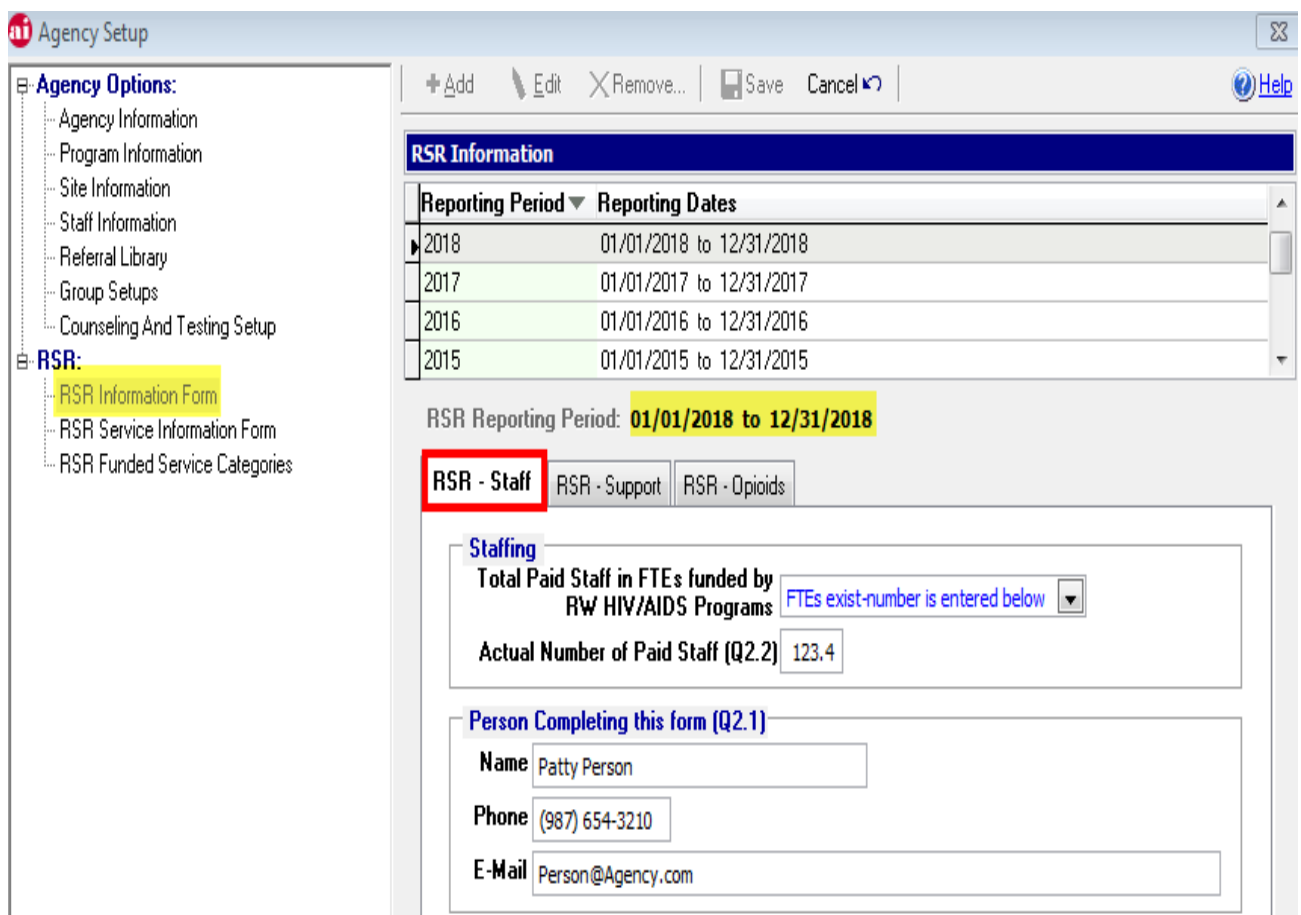


FIGURE 2

Agency module – RSR – RSR Information Form – *RSR-Staff* tab

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

B) RSR – SUPPORT tab (2):

The screenshot displays the 'Agency Setup' application window. On the left is a tree view with 'Agency Options' and 'RSR' expanded. The 'RSR Information Form' is highlighted. The main window has a toolbar with '+ Add', 'Edit', 'Remove...', 'Save', and 'Cancel'. Below the toolbar is a table titled 'RSR Information' with columns 'Reporting Period' and 'Reporting Dates'. The table lists years 2018 through 2015. Below the table, it shows 'RSR Reporting Period: 01/01/2018 to 12/31/2018'. There are three tabs: 'RSR - Staff', 'RSR - Support' (which is selected and highlighted with a red box), and 'RSR - Opioids'. The 'RSR - Support' tab contains a form section titled 'Provide Grantee Support In (Q3.5a) ...' with the instruction '(Select "yes" or "no")'. It lists six categories with radio buttons for 'Yes' and 'No': 'Planning or evaluation', 'Administrative or tech support', 'Fiscal intermediary services', 'Technical assistance', 'Capacity development', and 'Quality management'. Below this is an 'Expenditures' section with a text box for 'Total RW HIV/AIDS Expended on Oral Health Care \$' containing the value '2,000'. The 'Other Funding' section includes two radio button questions: 'Section 330 of Public Health Service Act Funding (Q1.f)?' and 'Minority AIDS Initiative (MAI) Funding?'.

FIGURE 3

Agency module – RSR – RSR Information Form – *RSR-Support* 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** (\$0.00 is accepted), **Section 330 Funding** question, and **MAI Funding** question.

C) RSR – OPIOIDS tab (3):

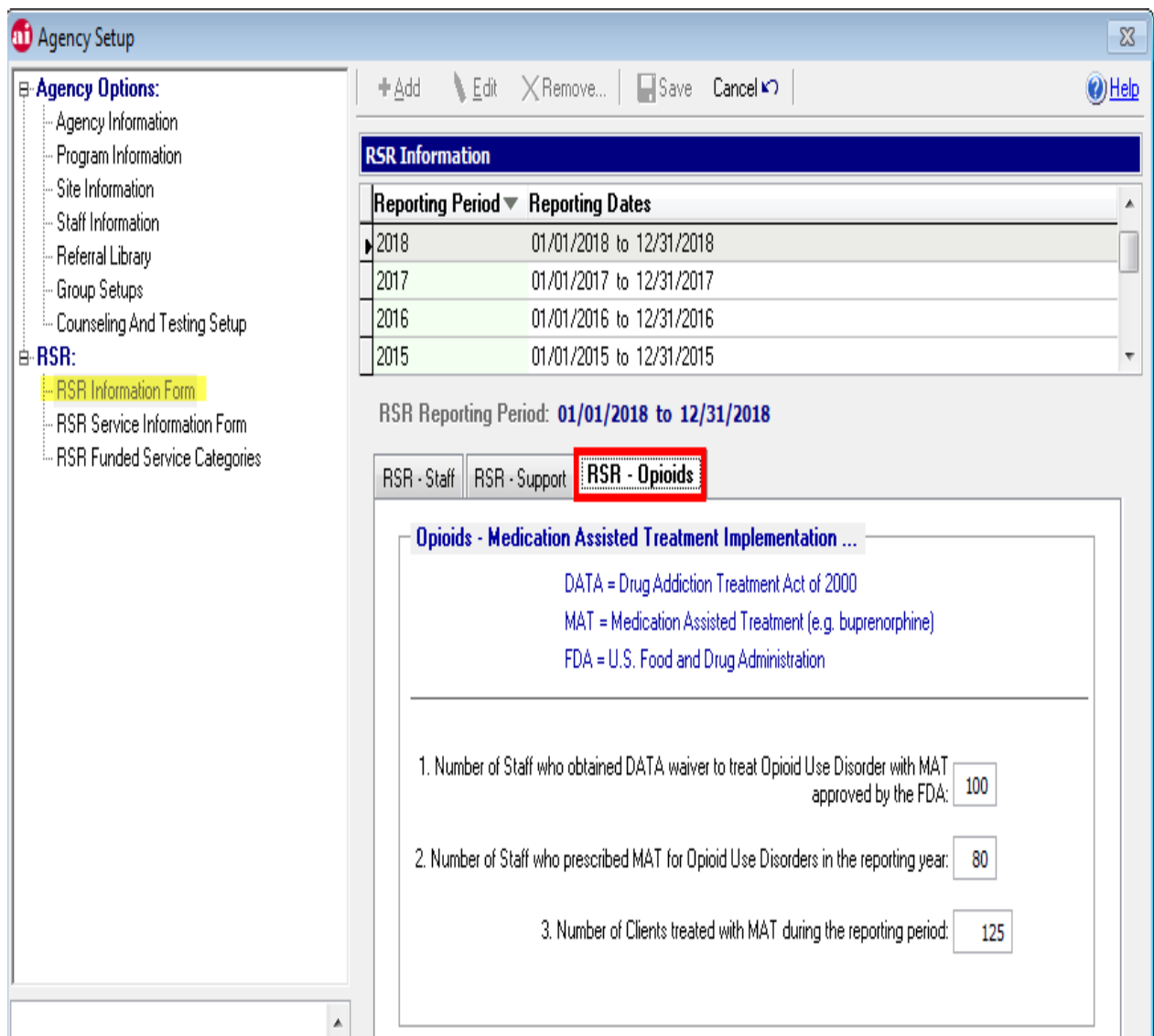


FIGURE 4

Agency module – RSR – RSR Information Form – *RSR-Opioids* tab

- ➔ Starting with the 2018 RSR, HRSA has added the Opioid-related *Medication Assisted Treatment Implementation* questions to the ‘RSR Provider Report’. You should be prepared to enter these numbers in the on-line HRSA ‘RSR Provider Report’.

3. RSR SERVICE INFORMATION FORM:

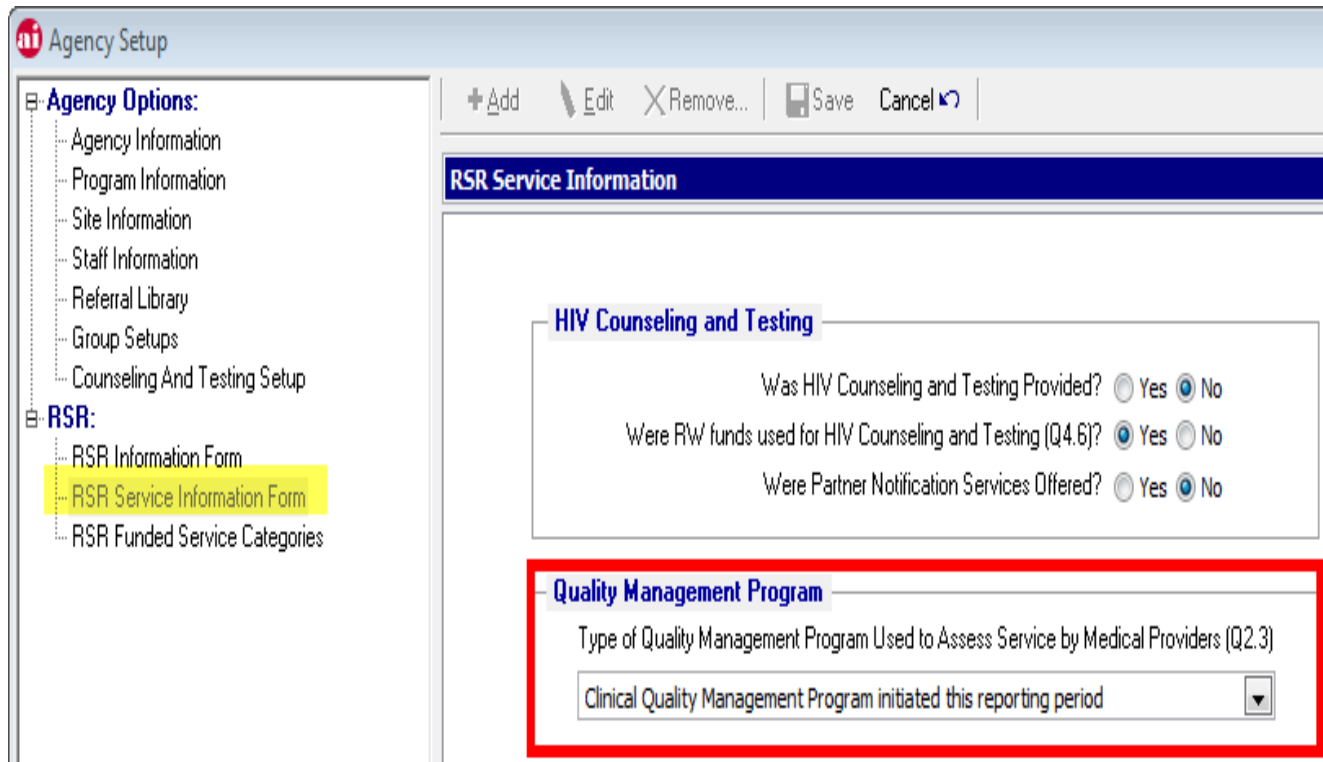


Figure 5

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.