



REVIEW

January 2014, Vol 5 Issue 1

WHAT'S NEW!

New Validation Warnings

Any missing or unknown data for the following five data elements will result in validation warnings: *Income*, *Insurance*, *Living Situation*, *CD4* (OAMC providers only) and *Viral load* (OAMC providers only).

You must enter comments for all validation warnings in order to submit your RSR. If several clients have missing data for the same data element, you will get one warning for all the clients.

You are not required to enter one comment for each client. However, your comments should be detailed enough to provide an adequate yet concise explanation.

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**Austin TGA Submission Deadline:
February 14th**

RSR TECHNICAL ASSISTANCE



Ryan White Data Support

Questions regarding the RSR

Phone: 1-888-640-9356

Hours: 9am-5:30 p.m. ET, M-F

ryanwhitedatasupport.wrma@csrincorporated.com

HRSA Call Center

Assistance accessing and using the RSR Web App

Phone: 1-877-464-4772

Hours: 9:00 a.m. to 5:30 p.m. ET, M-F

CallCenter@HRSA.gov

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RSR Web Application:
<https://performance.hrsa.gov/hab/RegLoginApp/Admin/Login.aspx>

SUBMISSION TIMELINE

Nov-Dec 2013	Fall/Winter ARIES data quality desktop monitorings Grantees set up your contracts in the RSR Web Application
Jan 6, 2014	RSR WEB APPLICATION OPENS! Link: https://performance.hrsa.gov/hab/RegLoginApp/Admin/Login.aspx Web App Help! HRSA Contact Center at 1-877-464-4772 or callcenter@hrsa.gov
Jan 31st	Complete data quality activities for clients served during calendar year 2013.
Feb 14	RSR submission deadline for non-Part B funded agencies. <i>Subject to change.</i>
Mid February	RSR submission deadline for Part B funded agencies. BVCOG will announce the exact date when known.
Feb-Mar	Grantee review and submission of your RSR's
Mar 18th	The last day Grantees can "return" RSR's to providers for corrections.
March 31st 5:00 pm CT	ALL RSR'S MUST BE SUBMITTED TO HRSA by 5:00 pm CST <i>Time cut-off is strictly enforced!</i>

WHAT'S NEW - continued from Page 1

Ninety Percent!

HRSA's data quality goal for the 2013 RSR is to have at least 90% known values for *Income, Insurance, Living Situation, CD4, and Viral Load.*

Known Values = Valid Data — Missing Data — Unknown Data

Grantees with providers that do not meet these thresholds will be contacted by HRSA sometime after the submission period.

Earlier Austin TGA Deadline

Non-Part B Austin TGA providers must submit their RSR by **Friday, February 14, 2014, 5:00 p.m.** This deadline may change due to the timing of

any ARIES upgrades and/or if there are any ARIES-related technical issues.

RSR Web Application Updates

The RSR web application has a new and improved interface. In addition, the application has a new feature that allows users to view/download a list of the clients who have validation errors, alerts, and warnings. Contact Cynthia if you need assistance cross-referencing this list with your ARIES data.

HRSA Project Officer Approval

Our HRSA Project Officer(s) will be approving on our RSR submission sometime after the RSR deadline. Although our Project Officers already have access to this information, this is the first time that they will be signing-off on these reports.

VALIDATION HIGHLIGHTS

The following table summarizes some of the 2013 RSR validations for unknown and missing data. For a comprehensive list, visit: <https://careacttarget.org/library/rsr-2013-validation-messages> . These validations are also accessible from within the RSR Web Application.

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SELECTED DATA ELEMENTS	Type of Validation Generated for Missing or Unknown Data		Missing or Unknown Percentage which Result in HRSA Follow-Up	
	Missing	Unknown	>10% Missing	>10% Unknown
DEMOGRAPHICS				
Enrollment Status	alert	*		
Geographic Code (re: ZIP)	alert	*		
Race	*	*		
Ethnicity	*	*		
Income	warning	warning	X	X
Insurance	warning	warning	X	X
Living Situation	warning	warning	X	X
Date of Death	warning	*		
HIV Status	alert	*		
Missing AIDS Diagnosis Year for AIDS Client	alert	*		
Has AIDS Diagnosis Year but is Missing AIDS Diagnosis HIV Status	alert	*		
Risk Factors	alert	*		
CLINICAL – OAMC Providers Only				
CD4	warning	warning	X	X
Viral Load	warning	warning	X	X
TB Screening & Screening since HIV Diagnosis	alert	*		
Prescribed HAART	alert	*		
PCP Prophylaxis	alert	*		
Screenings: Syphilis, Hep B, Hep C	alert	*		
Screenings: Mental Health, Substance Abuse & Risk Reduction	alert	*		
Pregnancy Status	alert	*		
Prenatal Care	alert	*		
ARV Meds Prescribed for Pregnant Women	alert	*		

Validation Highlights cont'd.

An “*error*” requires you to correct your data and revalidate; you cannot submit your RSR with validation errors. A “*warning*” requires comments if they cannot be resolved. An “*alert*” is informative and does not require comments.

Table Notations:

- * **Column A** indicates what kind of validation is triggered when the data missing or unknown.
- * **Column B** indicates what percentage of missing or unknown data will likely result in a HRSA/HAB follow-up. This usually occurs a few months after the submission deadline.

**BOOKMARK IT!
RSR WEB APP**

<https://performance.hrsa.gov/hab/RegLoginApp/Admin/Login.aspx>

ARIES REMINDERS

Don't Accidentally....

Select the wrong reporting period from the Reporting Period drop-down list.

Delay in Data Changes Appearing on RSR

Be aware that some changes that you make to your data may not appear immediately in your RSR.

Known ARIES responses that Code to Unknown on the RSR

- * “Other” Race, Living Situation, Enrollment Status
- * Insurance that expired prior to calendar year 2013
- * Inconsistent TB and TB “medically indicated” dates
- * TB dates prior to calendar year 2013

Incomplete Insurance Information Entered by another Agency

Due to ARIES data sharing, incomplete insurance information can affect multiple agencies' RSRs, especially since these entries can only be updated by the agency that created them. If another agency's

Aries Reminders cont'd.

incomplete insurance information causes validation warnings on your RSR, be sure to explain this in your validation comments.

ARIES Certificate Expiring during RSR Submission

Verify that your ARIES certificate will not expire during the RSR submission period. If it will expire, arrange to request a new certificate and/or ensure that an alternate staff member can submit the RSR.

RSR WEB APP REMINDERS

Link to RSR Web App: <https://performance.hrsa.gov/hab/RegLoginApp/Admin/Login.aspx>

If you have trouble logging in, please contact the HRSA Call Center at 1-877-464-4772, 9:00 a.m. to 5:30 p.m. Eastern Time, M-F. Their email address is CallCenter@HRSA.gov

Contract Setup

Contact Cynthia Manor if your Part A, Part C, or MAI contract information is incorrect. Contact BVCOG for Part B contract issues.

Transportation Services

Part A contract amounts include medical transportation funding. This funding was allocated among all the agencies based on service utilization.

All agencies' Part A contracts indicate that they are funded for medical transportation. If your agency did not distribute any Part A funded passes, you will get a validation warning. Enter a comment indicating that none of your clients utilized this service.

Enter Validation Comments "Last"

If you must enter validation comments, enter them when you are ready to submit your RSR. Some warnings may disappear as you complete other sections of your RSR or if you must re-upload your client level data XML file.

DID YOU KNOW THAT...

As of December 30th, Austin TGA's average RSR completeness rates for the five key data elements is:

Income	99%
Housing/Living situation	98%
Insurance	98%
CD4	91%
Viral Load	91%

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RSR Web App Reminders cont'd.

You Must Submit your Own RSR

HRSA does not want grantees to submit providers' RSR unless the provider meets exemption requirements, other qualifying situations, or extenuating circumstances. See Pages 3-5, 16, 29 & 30 of the 2013 RSR Manual for more information on exemptions.

Full-Time Equivalent (FTE) Ryan White Funded Staff Calculations

When you calculate your FTE Ryan White-funded staff calculations for Question 10, convert less than full time staff to the appropriate FTE values. Do NOT include volunteers. If you need an FTE Worksheet to assist with these calculations, contact Cynthia.

FTE data is for calendar year 2013, not grant year.

If staff who are unfamiliar with the RSR will be completing this data, refer them to Pages 36 and 37 of the 2013 RSR Manual (dated 7/15/2013).

Multiple RSR Client Level Data XML File Uploads

If you must re-upload your RSR XML file into the RSR Web Application, click the "clear existing clients" check box field to clear out the existing clients. Otherwise, the data you upload will be merged into the existing data. indicating that none of your clients utilized this service.

ONLINE RESOURCES

RSR Web Application

<https://performance.hrsa.gov/hab/RegLoginApp/Admin/Login.aspx>

Target Center - All Things RSR!

<http://careacttarget.org/category/topics/ryan-white-services-report-rsr>

Documents/Info

HRSA's Submission Timeline: <https://careacttarget.org/library/ryan-white-hiv-aids-program-services-report-submission-timeline>

RSR Manual: <https://careacttarget.org/content/ryan-white-hiv-aids-program-services-report-rsr-instruction-manual>

RSR Validation Messages: <https://careacttarget.org/library/rsr-2013-validation-messages>

Online Resources cont'd.

Presentations from the 2013 Annual Ryan White HIV/AIDS Program Regional Data Training:

RSR Basics: <https://careacttarget.org/library/rsr-basics-workshop>

RSR – Beyond the Basics: <https://careacttarget.org/library/rsr-beyond-basics>

Webcasts

RSR – The Basics: <https://careacttarget.org/library/rsr-basics-webcast-1>

How to Complete the RSR Provider and Grantee Reports: <https://careacttarget.org/library/how-complete-rsr-provider-and-grantee-reports-1>

What's New for the 2013 RSR Instruction Manual and Validations? <https://careacttarget.org/library/whats-new-2013-rsr-instruction-manual-and-validations>

Plans to Streamline Data Collection and Reduce Reporting Burden <https://careacttarget.org/library/plans-streamline-data-collection-and-reduce-reporting-burden-0>

Also see link at: <https://careacttarget.org/library/data-changes-2014>

****Additional webcasts coming in 2014!!****

AustinHIV.com

<http://austinhiv.com/rsr> - *Some of the above links are posted to this site.*

2013 RSR REVIEW NEWSLETTER

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