Ryan White Ryan White HIV/AIDS Program Services Report (RSR)

Provider Roles and Responsibilities

Activity	Key Steps
New Staff Orientation	- Clarify your role and ensure that you are registered in the RSR Web System - Data point of contact should ensure that they have a Sharefile account with HAHSTA - Review all resources on the Roadmap: New to the RSR webpage on TargetHIV website - Identify how your agency collects data and creates the RSR xml file - Contact the Recipient (HAHSTA/care & treatment) or the RSR TA resources with any questions
General RSR Preparation Steps	- Review the data completeness and alignment with the reporting requirements - Identify needed areas for improvement BEFORE the submission - Check with your recipient regarding timelines and expectations
Mid- Year Provider Report	- Review data completeness in CAREWare - Ensure that you have access to Sharefile - Run the RSR report from CAREWare in August and download the xml file - Upload the xml file to Sharefile by the last Thursday of August
Provider Report	- Start the Provider Report when the system opens (first Monday in February) - Review funded services list, follow up with the recipient for any discrepancies early in the reporting period - Add in program income funded services - Upload zip code aggregate data - Enter HIV counseling and testing information - If applicable, coordinate with the person working on client-level data (cleaning up the XML) - Submit the provider report by established deadline
Client Level Data	- Upload xml generated from CAREWare into the *check your XML feature* in the Electronic Handbook - Review validation messages and the upload completeness report - Fix issues in the data as needed (go back into CAREWare to make corrections) - Upload the cleaned XML file generated from CAREWare into final provider report