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| **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
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| 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
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| 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
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| 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
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| 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
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