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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 |
| 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 |