

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

### Provider Roles and Responsibilities

Activity	Key Steps
New Staff Orientation	<ul style="list-style-type: none"> <li>• Clarify your role and ensure that you are registered in the RSR Web System</li> <li>• Data point of contact should ensure that they have a Sharefile account with HAHSTA</li> <li>• Review all resources on the Roadmap: New to the RSR webpage on TargetHIV website</li> <li>• Identify how your agency collects data and creates the RSR xml file</li> <li>• Contact the Recipient (HAHSTA/care &amp; treatment) or the RSR TA resources with any questions</li> </ul>
General RSR Preparation Steps	<ul style="list-style-type: none"> <li>• Review the data completeness and alignment with the reporting requirements</li> <li>• Identify needed areas for improvement BEFORE the submission</li> <li>• Check with your recipient regarding timelines and expectations</li> </ul>
Mid- Year Provider Report	<ul style="list-style-type: none"> <li>• Review data completeness in CAREWare</li> <li>• Ensure that you have access to Sharefile</li> <li>• Run the RSR report from CAREWare in August and download the xml file</li> <li>• Upload the xml file to Sharefile by the last Thursday of August</li> </ul>
Provider Report	<ul style="list-style-type: none"> <li>• Start the Provider Report when the system opens (first Monday in February)</li> <li>• Review funded services list, follow up with the recipient for any discrepancies early in the reporting period</li> <li>• Add in program income funded services</li> <li>• Upload zip code aggregate data</li> <li>• Enter HIV counseling and testing information</li> <li>• If applicable, coordinate with the person working on client-level data (cleaning up the XML)</li> <li>• Submit the provider report by established deadline</li> </ul>
Client Level Data	<ul style="list-style-type: none"> <li>• Upload xml generated from CAREWare into the <i>check your XML feature</i> in the Electronic Handbook</li> <li>• Review validation messages and the upload completeness report</li> <li>• Fix issues in the data as needed (go back into CAREWare to make corrections)</li> <li>• Upload the cleaned XML file generated from CAREWare into final provider report</li> </ul>