

RSR: The Basics - Written Q & A Summary

September 13, 2023

#	Questions	Answers
1.	Will there be changes to the Required Client-level Data Elements chart this year? Where can I find it after the webinar?	<p>There are currently no anticipated changes to this year’s Required Client-level Data Elements for RWHAP Services (Table 6) chart. You can find it in Appendix A of the RWHAP Services Report (RSR) Instruction Manual.</p> <p>Please note that the 2023 RSR Instruction manual will be available soon on TargetHIV. We encourage you to sign up for DISQ’s RSR Listserv so you can receive the update once it becomes available.</p>
2.	You mentioned that people access the RSR through the Electronic Handbooks (EHBs) and provided their number at the end of the presentation. Is there anything else we should be aware of when we call them for registration help?	<p>When you call the EHBs Customer Support Center (877-464-4772), it's important that you identify your agency type so they can ensure you are registered with the proper portal. Access to the EHBs differs by agency type. Recipients will select the Applicant/Grantee box at the top of the EHBs main landing page and move to the Applicant/Grantee login portal. Agencies that are providers only will alternatively use the Service Provider box that's down at the bottom of the page and proceed to the Service Provider portal.</p> <p>Please reach out to RWHAP Data Support if you need assistance identifying your agency type.</p>
3.	Can you clarify the difference between a provider and a sub-recipient? Or are they the same?	<p>A provider is an organization that uses Ryan White HIV/AIDS Program (RWHAP) funding to provide direct services to RWHAP clients or to provide administrative and technical services to the recipient. A subrecipient is one type of provider agency, this term is used to describe the funding relationship of the provider to the recipient. In other words, all subrecipients are providers, but not all providers are subrecipients.</p> <p>The term provider encompasses the following agency types:</p> <ul style="list-style-type: none"> • Recipient Provider: service provider that receives funding directly from HRSA’s HIV/AIDS Bureau (HAB) • Subrecipient: agency or organization that receives funding from a recipient and is accountable to the recipient for

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		<p>the use of the funds provided. Subrecipients may provide direct client services or administrative services directly to a recipient.</p> <ul style="list-style-type: none"> • Second-Level provider: an organization that receives funding from a recipient through a fiscal intermediary.
4.	Should FPL percent be calculated by individual or household?	<p>Federal poverty level (FPL) percentages should be calculated by household. If you are a household of 1 for example, then you calculate FPL based on one person.</p> <p>Please refer to the “U.S. Federal Poverty Guidelines Used to Determine Financial Eligibility for Certain Programs” as outlined by the ASPE (HHS).</p>
5.	When we review our grants to see if we are funded through Parts A, B, C, or D, will it specify if they include funding for the provision of housing services as well?	<p>You should have contracts in place with your recipient(s) that outline the specific services that you can provide through that grant. Each grant could fund different service category types. We encourage you to reach out to your recipient(s) to clarify the specific services you are contracted to provide through that grant and to ensure that your contracts are set up properly in the Grantee Contract Management System (GCMS).</p> <p>You can also reach out to RWHAP Data Support for any additional assistance.</p>
6.	As a current recipient, who is allowed access to the GCMS?	<p>As a recipient, if you have access to the RSR Web System for the grant then you have access to the GCMS as well.</p> <p>For any additional information on accessing or using the GCMS, please review the 2023 GCMS Instruction Manual, and watch the “Completing the Grantee Contract Management System” webinar recording on the TargetHIV website.</p>
7.	For FPL calculations do we subtract child support payments from income?	<p>This may differ per state. Please follow the “U.S. Federal Poverty Guidelines Used to Determine Financial Eligibility for Certain Programs” as outlined by the ASPE (HHS).</p>
8.	We are both Part B and Part C funded. We receive Part C funding directly through HRSA. In the past, for our RSR, we submitted data on clients only related to our Part C services. We	<p>As a Part C recipient, you are responsible for completing a recipient report for that grant. You are also responsible for submitting data in your Provider Report for Part B and Part C</p>

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	weren't very clear if we should be providing data on all services throughout the clinic that we provide to RWHAP Part C clients, or only that Part C funded services.	<p>funded services. In your data, you should report all eligible clients who received a service that your agency was funded to provide with either Part B or C funding, regardless of the final payor.</p> <p>For additional information on reporting services, please review the document entitled RSR In Focus: Reporting Services Correctly in the RSR available on the TargetHIV website.</p>
9.	We are a provider receiving Part B funding. Is it allowable under Part B to refer clients for Outpatient Ambulatory Health Services? We refer to a local licensed provider and then the service invoice is forwarded to us for payment.	<p>Yes, it is allowable under Part B to refer clients for Outpatient Ambulatory Health Services (OAHS). Client-level data must still be collected and reported on the RSR for all eligible clients that are referred for the service.</p> <p>Please reach out to RWHAP Data Support for any additional questions on service category requirements.</p>