

Completing the RSR Provider Report - Written Q & A Summary

January 31, 2024

#	Questions	Answers
1.	Can providers still enter ZIP codes directly in the RSR or do we have to upload them?	You have the option of entering it directly in the RSR or you can upload a file. If you choose to upload a file, you can access the RSR Clients by ZIP Code Template on the TargetHIV website or directly in the RSR Web System. We encourage you to review the RSR In Focus on the Clients by ZIP Code section for additional instructions.
2.	What is the time frame to upload data in the RSR Web System?	The system opened for providers on February 5. March 4 is the target date for the Provider Report to be completed. March 18th, is the return for changes deadline. All RSRs must be in submitted status by 6pm Eastern Time on March 25. We encourage you to start working on your report early because you recipient may need to return the report to you for changes before accepting it. You can review the RSR Submission Timeline for more information.
3.	Is there any guidance for acceptable comments to address RSR validation error messages? Could you give an example?	There is no formal guidance or examples of acceptable comments. We encourage you to address warning comments so it clear why you are not able to correct the data issue.
4.	If you are both a recipient and a provider, do you have to accept your own Provider Report?	Yes. A recipient provider is responsible for the submission of both their Recipient Report and their Provider Report. As a recipient, you will need to accept all of the Provider Reports, including your own.
5.	The RSR Submission Timeline indicates that I need to make sure the RSR Recipient report needs to be in “certified” status by February 5. I thought to do this, I would need access to the Provider Report inbox.	Recipients can access the Recipient Report inbox before February 5 th . They need to have their RSR Recipient Reports in certified status so that providers can start their Provider Reports on February 5 th . Recipients will certify their RSR Recipient Report through the Recipient Report inbox.
6.	How can I get in touch with the different TA providers?	We recommend reviewing the RWHAP Technical Assistance Resources Brochure for additional information on each TA provider, including how to get in touch with them. You can also check out the RSR TA Brochure for more details and an overview of the 2023 RSR submission timeline.
7.	Can we upload more than one ZIP code file?	You can only upload one file, if you upload another file it is going to overwrite the existing file. In the new RSR Web System enhancement, when you upload the file, it's going to populate

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		a table on the ZIP code page that you can manually edit. We also recommend reviewing the RSR In Focus on the Clients by ZIP Code .
8.	What is the difference between a sub-reipient and a recipient?	A recipient receives RWHAP funding directly from HRSA HAB. A subrecipient receives RWHAP funding from another agency who receives the funding directly from HRSA HAB.
9.	How can we determine if we are a recipient or provider agency?	A recipient receives RWHAP funding directly from HRSA HAB. A recipient can also provide direct services, which would make them a recipient-provider agency. A provider agency provides direct services to clients with HIV and receives funding from a recipient. A provider does not receive Ryan White funds directly from HRSA HAB.