RYAN WHITE HIV/AIDS PROGRAM SERVICES REPORT (RSR)
PROVIDER ROLES AND RESPONSIBILITIES

Activity	Key Steps	Resources
New Staff Orientation	• Clarify your role and ensure that you have registered in the RSR Web System (recipient-providers will report through the EHB) • Download previous year's Provider Report and Upload Completeness Report • Review all resources on the Roadmap: New to the RSR webpage on TargetHIV • Identify how your agency collects data and creates the RSR XML file • Contact your recipient(s) or the RSR TA resources with any questions	• RoadMap: New to the RSR • RSR Technical Assistance Brochure • RSR listserv
General RSR preparation steps	• Review data for data completeness and alignment with reporting requirements and identify needed areas for improvement before submission • Download RSR materials and register for webinars • Check with your recipient(s) regarding timelines and expectations	• Data Webinar Calendar • TargetHIV RSR Resources • RSR Timeline
Provider Report	• Start Provider Report when system opens • Review funded services list; follow-up with recipient(s) for discrepancies • Add in program income funded services (required for 2021 RSR) • Upload Zip Code aggregate data • Enter HIV Counseling and Testing Information • Coordinate with person working on client-level data (if applicable) • Submit Provider Report by established deadline	• RSR Instruction Manual • Completing the RSR Provider Report • RSR in Focus: Understanding Eligible Services for 2019 Data
Client-Level Data File*	• Upload file to Check Your XML • Review validation messages and Upload Completeness Report • Fix issues in data as needed • Upload data to Provider Report in web system • Review validation messages and Upload Completeness Report • Address any outstanding data issues and reupload data if needed • Enter validation comments • Coordinate with person working on Provider Report (if applicable)	• RSR Instruction Manual • RSR Check Your XML Feature • Moving Beyond Data Completeness: Ensuring RSR Clinical Data Reflect Services Being Provided • RSR TRAX • Prepping for the RSR Submission: Key Steps for High-Quality Data • Reviewing Your Data at Upload: Tools within the RSR Web System

*The client-level data file is uploaded into the Provider Report. Completion of the Provider Report entails uploading and finalizing client-level data

Download RSR materials and register for Webinars in Summer/Fall → Upload Client-Level Data to Check Your XML in Fall → Start Provider Report on first Monday in February → Upload Client-Level Data into Provider Report Data by early March → Review validations and upload completeness report, reupload data if needed → Complete RSR by last Monday in March at 6pm ET

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