





## Ryan White HIV/AIDS Program Services Report (RSR) Provider Roles and Responsibilities

ACTIVITY	KEY STEPS	RESOURCES
<b>New Staff Orientation</b> 	<ul style="list-style-type: none"> <li>Clarify your role and ensure that you have registered in the RSR Web System (recipient/providers will report through the EHB)</li> <li>Download previous year's Provider Report and Upload Completeness Report</li> <li>Review all resources on the Roadmap: New to the RSR webpage on TargetHIV</li> <li>Identify how your agency collects data and creates the RSR xml file</li> <li>Contact your recipient(s) or the RSR TA resources with any questions</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">RoadMap: New to the RSR</a></li> <li><a href="#">RSR Technical Assistance Brochure</a></li> <li><a href="#">RSR Listserv</a></li> </ul>
<b>General RSR Preparation Steps</b> 	<ul style="list-style-type: none"> <li>Review data for data completeness and alignment with reporting requirements and identify needed areas for improvement before submission</li> <li>Download RSR materials and register for webinars</li> <li>Check with your recipient(s) regarding timelines and expectations</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Data Webinar Calendar</a></li> <li><a href="#">TargetHIV RSR Resources</a></li> <li><a href="#">RSR Timeline</a></li> </ul>
<b>Provider Report</b> 	<ul style="list-style-type: none"> <li>Start Provider Report when system opens</li> <li>Review funded services list; follow-up with recipient(s) for discrepancies</li> <li>Add in program income funded services (required for 2021 RSR)</li> <li>Upload Zip Code aggregate data</li> <li>Enter HIV Counseling and Testing Information</li> <li>Coordinate with person working on client-level data (if applicable)</li> <li>Submit Provider Report by established deadline</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">RSR Instruction Manual</a></li> <li><a href="#">Completing the 2018 RSR Provider Report</a></li> <li><a href="#">RSR in Focus: Understanding Eligible Services for 2019 Data</a></li> </ul>
<b>Client-Level Data File*</b> 	<ul style="list-style-type: none"> <li>Upload file to Check Your XML</li> <li>Review validation messages and Upload Completeness Report</li> <li>Fix issues in data as needed</li> <li>Upload data to Provider Report in web system</li> <li>Review validation messages and Upload Completeness Report</li> <li>Address any outstanding data issues and reupload data if needed</li> <li>Enter validation comments</li> <li>Coordinate with person working on Provider Report (if applicable)</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">RSR Instruction Manual</a></li> <li><a href="#">RSR Check Your XML Feature</a></li> <li><a href="#">Moving Beyond Data Completeness: Ensuring RSR Clinical Data Reflect Services Being Provided</a></li> <li><a href="#">RSR TRAX</a></li> <li><a href="#">Prepping for the RSR Submission: Key Steps for High-Quality Data</a></li> <li><a href="#">Reviewing Your Data at Upload: Tools within the RSR Web System</a></li> </ul>

\*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 and Reupload Data if Needed

Complete RSR by Last Monday in March at 6pm ET

