

“Preparing for 2021 RSR Submission: Understanding Reporting Changes” - Written Q & A Summary

Wednesday, October 6, 2021

Resources	1
RWHAP-Related Funding	2
Eligible Services Reporting	4
Reporting Requirements	5
Systems	6
Other	8

Resources

#	Questions	Answers
1.	I am new to the RSR. What additional trainings and resources are available?	<p>TargetHIV hosts a wealth of resources for RWHAP recipients and providers. Here is a short, starter list of resources first time submitters may find especially helpful:</p> <ol style="list-style-type: none">1. RSR Instruction Manual2. “Roadmap: New to the RSR” webpage3. RSR: The Basics webinar4. One-pagers listing the roles and responsibilities of Recipients and Providers5. DISQ’s collection of RSR In Focus documents that drill down into particular RSR reporting topics6. Archived webinars from the previous reporting year <p>The DISQ Team is also available for orienting new submitters to the reporting process.</p>
2.	When will the updated RSR Instruction Manual be available?	<p>The RSR Instruction Manual for the 2021 RSR should be released in November and posted here on TargetHIV.</p> <p>To receive an alert when the manual is released, sign up for the DISQ listserv. Check “RSR (Ryan White Services Report)” under “Interests.”</p>
3.	Where do I find the registration links to upcoming webinars?	<p>Find a complete list of upcoming and archived webinars here on TargetHIV.</p>

“Preparing for 2021 RSR Submission: Understanding Reporting Changes” - Written Q & A Summary

Wednesday, October 6, 2021

RWHAP-Related Funding

#	Questions	Answers
4.	What is Ryan White related funding? How is different from RWHAP funding?	<p>RWHAP funding is any funding stream disbursed directly from HRSA HAB.</p> <p>RWHAP-related funding (program income or pharmaceutical rebates) is revenue generated by RWHAP funding, including program income and pharmaceutical rebates. It is not inclusive of funding from other federal or local funding streams.</p> <p>Refer to Policy Clarification Notice (PCN) 15-03 “Clarification Regarding the RWHAP and Program Income” for more details on reporting program income, including a definition and examples.</p> <p>Refer to Policy Clarification Notice (PCN) 15-04 “Utilization and Reporting of Pharmaceutical Rebates” for more details on reporting pharmaceutical rebates, including a definition and examples.</p> <p>For additional examples and overview of Eligible Services reporting, check out the recording of the “Understanding Eligible Services Reporting for RWHAP Grant Recipients” presentation.</p>
5.	Is FY 2020 CARES Act funding considered RWHAP related funding?	<p>No, FY 2020 CARES Act funding is considered RWHAP funding.</p> <p>FY 2020 CARES Act funded recipients and subrecipient service providers must report RWHAP-eligible clients that received services funded by FY 2020 CARES Act in the RSR. Household members that received services funded by FY 2020 CARES Act funding should not be reported in the RSR since they are not RWHAP-eligible clients.</p>
6.	Is EHE (Ending the HIV Epidemic) funding considered RWHAP related funding?	<p>No, EHE funding is considered RWHAP funding.</p> <p>EHE recipients and EHE-funded providers must report all HIV-positive clients that received services funded by EHE funding in the 2021 RSR.</p>

“Preparing for 2021 RSR Submission: Understanding Reporting Changes” - Written Q & A Summary

Wednesday, October 6, 2021

#	Questions	Answers
7.	Are Medicaid General Funds considered RWHAP related funding?	No, this funding source is not considered RWHAP-related funding (program income or pharmaceutical rebates).
8.	Will we need to specify what services we provided with RWHAP-related funding?	Yes, recipients are responsible for adding services funded by RWHAP-related funding (program income or pharmaceutical rebates) in the contracts in the Grantee Contract Management System (GCMS). Providers can indicate services funded by their own RWHAP-related funding (program income or pharmaceutical rebates) in the “Additional Services Delivered Through Your Organization’s Program Income and/or Pharmaceutical Rebates” table located in the Service Information Section of the Provider Report.
9.	If our agency receives RWHAP funding for OAHS and have program income through OAHS, do we check both RWHAP funded and RWHAP-related funded box on Question 9 in the GCMS?	Yes, because you have both direct funding and funding through revenue generated by a RWHAP funded service, you would check off both RWHAP and RWHAP-related funding (program income and pharmaceutical rebates) in the “Services Table.” Please note, for funding amount, only enter the amount from RWHAP funding.
10.	Is there a resource recipients can share with providers to explain the reporting requirement for RWHAP and RWHAP-related funding?	Check out the RSR In Focus “Reporting Eligible Services” for a description of the “why” behind the shift to Eligible Services reporting and how important the data are.
11.	If my agency uses program income to cover administrative costs, how should we report that in the RSR?	Currently, there is no section in the RSR Provider Report that providers can indicate that administrative costs were covered by program income. Providers can indicate any core medical or support services that were funded by their own RWHAP-related funding (program income or pharmaceutical rebates) in the “Additional Services Delivered Through Your Organization’s Program Income and/or Pharmaceutical Rebates” table located in the Service Information section of the Provider Report. There is no client level data expectation for administrative services.

“Preparing for 2021 RSR Submission: Understanding Reporting Changes” - Written Q & A Summary

Wednesday, October 6, 2021

Eligible Services Reporting

#	Questions	Answers
12.	If a client at our agency receives RWHAP-funded OAHS and Medicaid-funded Mental Health Services but the clinic does not use RWHAP or RWHAP-related funding for Mental health, do we need to report the client’s Mental Health visit?	No, you would not need to report the client’s Mental Health services because the agency does not receive RWHAP or RWHAP-related funding for this service.
13.	If an agency is funded with RWHAP funds to provide a service (e.g. Housing) and the agency receives private funding for the same service, would a client who was provided this service with private funding be reported in the client-level data in the RSR?	Yes. In the spirit of Eligible Scope and Eligible Services reporting, it does not matter who is the ultimate payor for a delivered service. Regardless of how many funding streams your agency receives for a given service, if your agency receives at least one RWHAP or RWHAP-related dollar you should report all eligible clients who received that service.
14.	If a client has Medicaid, are we required to report the services they received?	The reporting expectation is to report any RWHAP services received by RWHAP-eligible clients. If clients are eligible for RWHAP then you would track and report services they received, regardless of whether they had other coverage.
15.	If a client receives RWHAP funded OAHS services and General Fund Medical Case Management services, will this client and both services need to be reported?	Because the client is RWHAP eligible and received a RWHAP funded service, this client would be reported on the RSR. As for services, only RWHAP or RWHAP-related funded services (in this case, OAHS) would be reported for this client.
16.	Should clients receiving HOPWA services be included in the 2021 RSR?	HOPWA funding is not considered RWHAP or RWHAP-related funding. If your agency does not otherwise fund housing services with RWHAP or RWHAP-related funding, you would not include housing services on the RSR.

“Preparing for 2021 RSR Submission: Understanding Reporting Changes” - Written Q & A Summary

Wednesday, October 6, 2021

Reporting Requirements

#	Questions	Answers
17.	When/why would agencies need to submit FY 2020 CARES Act data for the 2021 RSR?	Agencies are required to submit data on RWHAP-eligible clients served and services delivered between January 1, 2021 and December 31, 2021. If a client received a service that was funded by the FY 2020 CARES Act in 2021, this client and that service would be reported in the 2021 RSR.
18.	Is HIV risk factor not required for HIV negative patients?	Correct. HIV risk factor is not required for HIV negative clients.
19.	The new question on the RSR this year: "Did service provider provide at least one RWHAP or EHE funded service to the client in the previous calendar year". Is that a yes/no question or recorded as number of clients? Currently CareWare is not populating any data into field in the RSR.	These new questions are client-level data elements where you report either a “Yes” or a “No” for whether they were new during the reporting period and, if they are not new, whether they received a service in the previous year. CAREWare should be exporting these fields. If you are seeing a lot of missing data for these elements, reach out to the CAREWare Help Desk or DISQ .
20.	If client receives EHE-funded EIS services twice in one day, how many visits should be reported in the EHE Initiative category?	Report 1 visit per day of a single type of service category. In this case, one EIS visit would be reported for that day.
21.	I received a message in the Validation Report that a service was not delivered. How should I resolve this message?	<p>The Warning message “[Service Category Name] service uploaded but not delivered” has been upgraded to an Error message, indicating that the service was uploaded in the client-level XML file but was not checked off as Delivered in the Service Information section of the Provider Report. To resolve the Error message, providers will need to mark the service as Delivered and re-validate the Provider Report.</p> <p>The Warning message “[Service Category Name] services funded but not delivered” has not been upgraded to an Error message. Providers can resolve this Warning message by selecting the service as Delivered in the Service Information Section or by leaving a comment.</p>

“Preparing for 2021 RSR Submission: Understanding Reporting Changes” - Written Q & A Summary

Wednesday, October 6, 2021

#	Questions	Answers
22.	If we are a recipient for RWHAP Part D and a subrecipient for Part A and received FY 2020 CARES ACT funding for both parts, how many Recipient Reports are we required to submit?	Two. Recipients are required to submit a Recipient Report for each grant received directly from HAB. In this case, you would certify a Part D Recipient Report and a Part D CARES Act Recipient Report. The FY 2020 CARES Act funding and Part A funding will appear in the Program Information section of the Provider Report.
23.	I’m not sure how many Recipient Reports my agency is required to submit. Who do I contact?	For clarification regarding how many Recipient Reports your organization is expected to certify, please contact the Ryan White Data Support Team .
24.	There are no schema changes for the client-level XML file this year, but will there be a new schema version for 2021?	No. There is no new schema version for the 2021 RSR.
25.	I heard 'no data schema' changes so does this mean no new data requirements for reporting are needed?	Correct, there are no new data elements or schema changes to the client-level data file.
26.	What is the most current XML schema version?	The most currently XML schema version is 5 1 0.

Systems

#	Questions	Answers
27.	When will the CAREWare build that reflects these 2021 RSR changes be available?	The CAREWare build as well as the build number for the 2021 RSR will be released in December 2021. Sign up for the CAREWare listserv here for alerts on releases.
28.	I need a recipient’s name changed in the EHB. Who should I contact?	Contact the EHBs Customer Support Center using the request form here .
29.	Will last year’s RSR general information be pre-populated in this year’s RSR?	Items 1-3 listed in the General Information Section of the Recipient Report are prepopulated from the notice of award (NoA). However, these field are editable, so recipients can make any updates if needed.

“Preparing for 2021 RSR Submission: Understanding Reporting Changes” - Written Q & A Summary

Wednesday, October 6, 2021

#	Questions	Answers
30.	In TRAX, would shifting to Eligible Services reporting requirements result in a change in the Client report and Service Visit report, or just the Service Visits report?	<p>Data elements are split between 12 csv files that are imported into TRAX; the ClientReport file contains data elements that allow one value per response, and the ServiceVisits file contains service data.</p> <p>To report Eligible Services in TRAX, you will add any new services funded by RWHAP-related funding (program income and pharmaceutical rebates) to the ServiceVisits file.</p> <p>There would be no changes to the client report file unless you now need to report new clients. For example, if a client only received a RWHAP-related funded service, you would now be required to report them by including them in the ClientReport file.</p> <p>For further assistance or clarification on TRAX, contact the DISQ Team.</p>
31.	Where can I review the RSR and my client level data?	<p>Several RSR Ready Systems have built-in tools for checking data quality throughout the year. You can also use the Check Your XML tool in the RSR Web System to assess data quality throughout the year. Register today for the Nov. 3rd “RSR Check Your XML Feature” webinar that will walk viewers through using the tool to check client-level data quality.</p> <p>When submitting data, the Upload Completeness Report (UCR) and Validation Report can help you check quality and consistency before submission. Register for the Feb. 9, 2022 “Reviewing Your Data at Upload: Tools in the RSR Web System” for a walk through of using these tools. There is also an archived version of the webinar from the 2019 RSR submission period here.</p> <p>Please contact the DISQ Team via email or submit a TA Request Form to review your UCR to address any existing data quality issues prior to the upcoming submission or during the RSR submission period to review data quality.</p>

“Preparing for 2021 RSR Submission: Understanding Reporting Changes” - Written Q & A Summary

Wednesday, October 6, 2021

Other

#	Questions	Answers
32.	What is EHE?	<p>The Ending the HIV Epidemic (EHE) Initiative is a collaborative effort across U.S. federal agencies to reduce the number of new HIV infections in the United States by 75 percent by 2025, and then by at least 90 percent by 2030, for an estimated 250,000 total HIV infections averted. The Ryan White HIV/AIDS Program is a key player in this effort, and many recipients and TA providers have received funding for intensive local and regional program planning, coordination, and implementation activities.</p> <p>If you’re not sure whether your agency is funded through the EHE, reach out to Ryan White Data Support.</p>
33.	During RSR submission, I have received notifications from counties and entities unrelated to me. What should I do?	<p>If you are receiving notifications for other recipients or providers not affiliated to you, reach out to the Ryan White Data Support Team to address this issue.</p>
34.	What is an UEI number? Where is it used? How can I find it?	<p>The UEI, or Unique Entity Identifier, is an organization identification number that will be replace the DUNS number in the General Information section of the Recipient and Provider Reports. Organizations already registered in SAM.gov are not required to take any action in this transition.</p> <p>For assistance finding your organization’s UEI, contact Ryan White Data Support.</p>
35.	Who at my agency should be watching this webinar?	<p>This webinar is focused on changes in reporting requirements, client-level data elements, as well as changes in the Recipient and Provider Report. Staff who oversee or have a direct role in submitting RSR data may benefit from viewing this webinar.</p>