Prepping for the Ryan White HIV/AIDS Program Services Report (RSR) Submission: Key Steps for High Quality Data

Ryan White HIV/AIDS Program Services Report (RSR)

HIV/AIDS Bureau

January 17, 2024

RSR

Today's Webinar is Presented by:

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Disclaimer

Today's webinar is supported by the following organizations and the contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement by, the Health Resources and Services Administration (HRSA), the U.S. Department of Health and Human Services (HHS), or the U.S. government.

Outline

Tools to Get Started

Including the Right Clients

Reporting Required Data

Reviewing Your Data Before Submission

Questions

Grab Your "Tools"

- [RSR Instruction Manual](#)
- [Required CLD Elements for RWHAP Services](#)
- [RSR Training Video Series](#)
- [Roadmap: New to the RSR](#)
- [Policy Clarification Notice (PCN) 16-02](#)
- [RSR Timeline](#)
- [RSR TA Brochure](#)

Review Changes (Very Minimal)

- No schema changes

- New Login.gov requirements

- "EHE Initiative Carryover Funding" added to GCMS

- Provider Report General Information *(stay tuned!)*

- Two new validations. Warnings for:
  - Clients who are reportedly not on ART, but virally suppressed
  - Clients with an HIV Diagnosis Year within the reporting period and HIV Linkage Date is not reported or outside the reporting period

"RSR Updates and Best Practices" webinar

And Get Your Checklist Ready!

☑ [RSR Recipient Roles & Responsibilities](#)

☑ [RSR Provider Roles & Responsibilities](#)
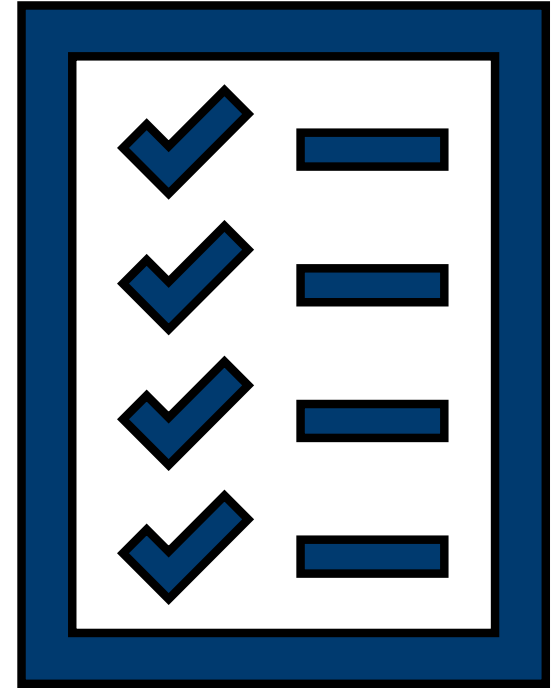
💡 **[Recipient Planning Tool - Preparing for the RSR: A Yearlong Activity](#)**

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Including the Right Clients

Your program may serve a lot of people.

How can you know who should be included in the RSR?

The Client Must Meet Two Cr...

1 Be eligible to receive a RWHAP-funded service
- Eligibility requirements are recipient-defined in conjunction with HAB
- Based on HIV status and income, residency, etc.
- Includes Ending the HIV Epidemic (EHE) Initiative eligibility

2 Have received a service for which the provider received RWHAP or RWHAP-related funding during the reporting period, regardless of the payor

- RWHAP Parts A-D
- EHE Initiative
- RWHAP-related funding: Pharmaceutical rebates and program income

Which Clients Should Be Included in the RSR?

Step #1 - Which clients meet the eligibility requirements?

Example of possible eligibility requirements:
- HIV positive
- Income – up to 500% FPL
- Lives in Mason County

Quiz #1

Provider eligibility requirements:
- HIV positive
- Income – up to 500% FPL
- Lives in Mason County

- Martin is HIV positive, lives in Mason County, and is insured through his employer

- Does Martin meet eligibility requirements?

  - Yes, he is HIV positive

  - No, he is insured through his employer

  - Not sure

Which Clients Should Be Included in the RSR?

Step #2 - Receives a service for which the provider received RWHAP, EHE, or RWHAP-related funding

Provider receives RWHAP funding for:
- Outpatient ambulatory health services (OAHS)
- Food bank/home delivered meals

Quiz #2

Provider receives RWHAP funding for:
- Outpatient ambulatory health services (OAHS)
- Food bank/home delivered meals

- Marlena:
  - Is HIV positive
  - Lives in Mason County
  - Is insured through her employer
  - Received mental health services
- Is Marlena eligible for RSR reporting?
  - Yes, she meets RWHAP eligibility requirements
  - No, she didn't receive a service within a category funded by RWHAP or RWHAP-related funding
  - Not sure

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What Data to Report

- Services, demographics, and clinical information

- Report only the service categories you are funded to provide by RWHAP, EHE, or RWHAP-related

  - It doesn't matter who actually paid for the service (e.g., Medicaid, RWHAP)

- [RSR Manual](#)

Ryan White HIV/AIDS Program Services Report (RSR)

Instruction Manual 2022
Release Date: December 30, 2022
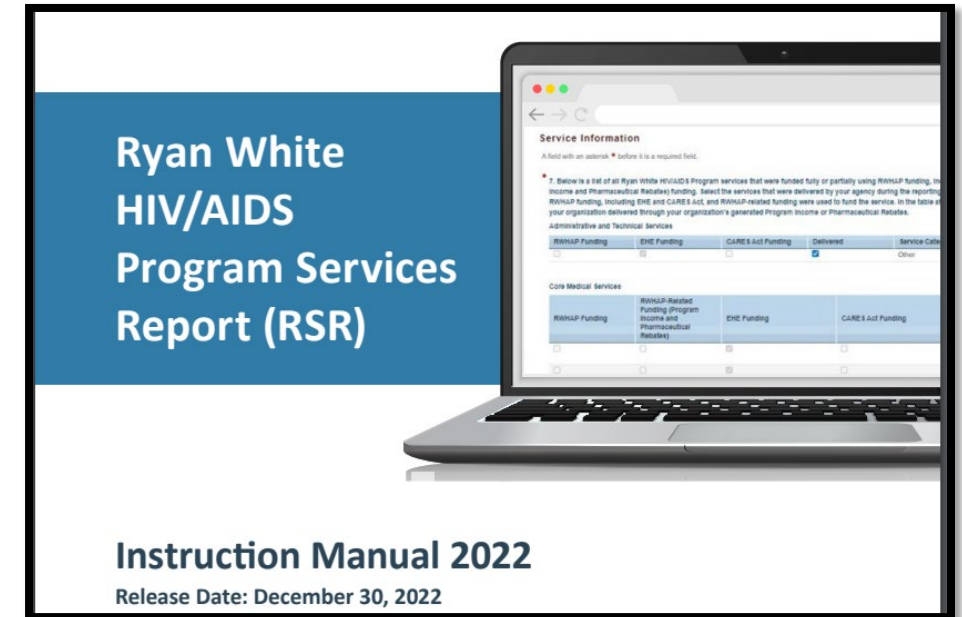
What Services to Report

- EHE service category: only for EHE-funded services that don't fit any service category defined in PCN 16-02

- Core medical, support services, and EHE services: # of visits in the reporting period

- AIDS Pharmaceutical Assistance and Health Insurance Premium and Cost Sharing Assistance: Yes, client received the service

💡 **Policy Clarification Notice 16-02**

Ryan White HIV/AIDS Program Services: Eligible Individuals & Allowable Uses of Funds
Policy Clarification Notice (PCN) #16-02 (Revised 10/22/18)
Replaces Policy #10-02

Scope of Coverage: Health Resources and Services Administration (HRSA) Ryan White HIV/AIDS Program (RWHAP) Parts A, B, C, and D, and Part F where funding supports direct care and treatment services.

Purpose of PCN
This policy clarification notice (PCN) replaces the HRSA HIV/AIDS Bureau (HAB) PCN 10-02: Eligible Individuals & Allowable Uses of Funds. This PCN defines and provides program guidance for each of the Core Medical and Support Services named in statute and defines individuals who are eligible to receive these HRSA RWHAP services.

Background
The Office of Management and Budget (OMB) has consolidated, in 2 CFR Part 200, the uniform grants administrative requirements, cost principles, and audit requirements for all organization types (state and local governments, non-profit and educational institutions, and hospitals) receiving federal awards. These requirements, known as the "Uniform Guidance," are applicable to recipients and subrecipients of federal funds. The OMB Uniform Guidance has been codified by the Department of Health and Human Services (HHS) in 45 CFR Part 75—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards. HRSA RWHAP grant and cooperative agreement recipients and subrecipients should be thoroughly familiar with 45 CFR Part 75. Recipients are required to monitor the activities of its subrecipient to ensure the subaward is used for authorized purposes in compliance with applicable statute, regulations, policies, program requirements and the terms and conditions of the award (see 45 CFR §§ 75.351-352).

45 CFR Part 75, Subpart E—Cost Principles must be used in determining allowable costs that may be charged to a HRSA RWHAP award. Costs must be necessary and reasonable to carry out approved project activities, allocable to the funded project, and allowable under the Cost Principles, or otherwise authorized by the RWHAP statute. The treatment of costs must be consistent with recipient or subrecipient policies and procedures that apply uniformly to both federally-financed and other non-federally funded activities.

HRSA HAB has developed program policies that incorporate both HHS regulations

HIV/AIDS BUREAU POLICY 16-02 1

How do you know what services you are funded to provide?

- Check out this [RSR in Focus](#)

- Tips for:
  - Identifying which services your RWHAP and RWHAP-related funding cover
  - Coordinating across program and IT staff
  - Ensuring you are collecting and reporting correct services

What Services to Report?

Provider receives Part A funding for OAHS and oral health, and EHE funding for transportation assistance.

	Tiana	Michael
Services Received	• OAHS • Emergency Financial Assistance • Other Professional Services	• Food Bank/Home Delivered Meals • Oral Health • Transportation Assistance

Quiz #3

Wellness Agency Funding

Funder	Funded Services
RWHAP Part C	• Medical case management (MCM) • Mental health services • OAHS
SAMHSA	• Mental health services • Housing
Pharmaceutical rebates	• Medical transportation • Outreach

Quiz #3

Which services should you report for each client?

Wellness Agency Funding

Funder	Funded Services
RWHAP Part C	• MCM • Mental health services • OAHS
SAMHSA	• Mental health services • Housing
Pharmaceutical rebates	• Medical transportation • Outreach

Isabel

1. Mental health
2. Outreach

Sean

1. Housing

Romaisa

1. OAHS
2. Housing

What Else Should Be Reported?

Service Category

Table 6. Required Client-Level Data Elements for RWHAP Services

[Required Client-Level Data Elements for RWHAP Services](#)

Demographics — (bracket grouping the Client Demographics section)

Clinical Information — (bracket grouping the Client Clinical Data section)

Demographics

Services	Demographics to be reported	
All services	• Year of Birth • Ethnicity • Hispanic Subgroup • Race • Asian Subgroup	• NHPI Subgroup • Gender • Sex at Birth • New Client*
All core medical, Non-Medical Case Management (NMCM), EHE	• Health Coverage • Received Service in Previous Year (if not new)*	
Outpatient Ambulatory Health Services (OAHS), Medical Case Management (MCM), NMCM, Housing, EHE	• Housing Status • Housing Status Collection Date	
OAHS, MCM, NMCM, EHE	• Federal Poverty Level Percent • HIV/AIDS Status • Vital Status	• HIV Diagnosis Year** • Client HIV Risk Factor

*only for providers who receive EHE funding.
** only for new clients

Clinical Information

Services	Clinical Information	
Outpatient ambulatory health services (OAHS)	• First Outpatient/Ambulatory Care Visit Date • Outpatient/Ambulatory Care Visits • CD4 Counts and Dates • Viral Load Counts and Dates	• Prescribed ART • Pregnant • Date of First Positive HIV Test* • Date of OAHS visit after first positive HIV Test*

*only for newly-diagnosed clients

Quiz #4

Services	Data to be reported	
All services	• Year of Birth • Ethnicity • Race & racial subgroups	• Gender • Sex at Birth • New Client
All core medical, NMCM, EHE	• Health Coverage • Received Service in Previous Year (if not new)	
OAHS, MCM, NMCM, Housing, EHE	• Housing status • Housing status collection date	
OAHS, MCM, NMCM, EHE	• Federal Poverty Level Percent • HIV/AIDS Status • Vital Status	• HIV Diagnosis Year • Client HIV Risk Factor
OAHS	Clinical Information	

Services	Demographics to be reported	
All services	• Year of Birth • Ethnicity • Race & racial subgroups	• Gender • Sex at Birth • New Client
All core medical, NMCM, EHE	• Health Coverage • Received Service in Previous Year (if not new)*	
OAHS, MCM, NMCM, Housing, EHE	• Housing status • Housing status collection date	
OAHS, MCM, NMCM, EHE	• Federal Poverty Level Percent • HIV/AIDS Status • Vital Status	• HIV Diagnosis Year • Client HIV Risk Factor
OAHS	Clinical Information	

Isabel

| 1. Mental health |
| 2. Outreach |

Romaisa

| 1. OAHS |

Quiz #4: For which clients should the "Ethnicity" variable be reported?

Services	Demographics to be reported	
All services	• Year of Birth • Ethnicity • Race & racial subgroups	• Gender • Sex at Birth • New Client
All core medical, NMCM, EHE	• Health Coverage • Received service in previous year (if not new)	
OAHS, MCM, NMCM, Housing, EHE	• Housing status • Housing status collection date	
OAHS, MCM, NMCM, EHE	• Federal Poverty Level Percent • HIV/AIDS Status • Vital Status	• HIV Diagnosis Year • Client HIV Risk Factor
OAHS	Clinical Information	

Isabel

1. Mental health
2. Outreach

Romaisa

1. OAHS

Quiz #5

For which clients should the clinical information be reported?

Services	Demographics to be reported		
All services	• Year of Birth • Ethnicity • Race & racial subgroups	• Gender • Sex at Birth • New Client	
All core medical, NMCM, EHE	• Health Coverage • Received service in previous year (if not new)		
OAHS, MCM, NMCM, Housing, EHE	• Housing status • Housing status collection date		
OAHS, MCM, NMCM, EHE	• Federal Poverty Level Percent • HIV/AIDS Status • Vital Status	• HIV Diagnosis Year • Client HIV Risk Factor	
OAHS	Clinical Information		

Isabel

1. Mental health 2. Outreach

Romaisa

1. OAHS

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Quiz #6

For which clients should federal poverty level be reported?

Services	Demographics to be reported	
All services	• Year of Birth • Ethnicity • Race & racial subgroups	• Gender • Sex at Birth • New Client
All core medical, NMCM, EHE	• Health Coverage • Received service in previous year (if not new)	
OAHS, MCM, NMCM, Housing, EHE	• Housing status • Housing status collection date	
OAHS, MCM, NMCM, EHE	• Federal Poverty Level Percent • HIV/AIDS Status • Vital Status	• HIV Diagnosis Year • Client HIV Risk Factor
OAHS	Clinical Information	

Isabel

1. Mental health
2. Outreach

Romaisa

1. OAHS

Outline

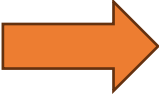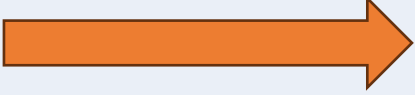**Tools to Get Started**

Including the Right Clients

Reporting Required Data

Reviewing Your Data Before Submission

Questions

Review Your Data Before Upload

System Used to Create the RSR Client-Level Data File	Tools
CAREWare	CAREWare RSR Report Viewer
Other RSR-Ready System	Check with system vendors
TRAX	CHEX tool included in TRAX Download Package Demo on recent TRAX Webinar

Review Your Data After Upload

- Validation Report
  - Compares data against [full list of validation checks](#)
  - [RSR In Focus: Validations for Client-Level Data](#)
- Upload Completeness Report
  - Shows breakdown of responses/ missing data for each element
  - In Focus on [UCR](#)
  - [UCR Training Module](#)
  - [Upcoming webinar (2/21)](#)

Are All of the Clients Included?

Summary Data

How many clients did you expect to see?

Population	N	%
Total clients submitted	78	100.0%
Clients with at least one service of any kind	78	100.0%
Clients with at least one Core Medical Service	72	92.3%
Clients with at least one OAHS, MCM, CM, or Housing Service	52	66.7%
HIV-positive clients with at least one OAHS Service	51	65.4%

Does the number reflect your eligible clients who received a service for which your agency received RWHAP funding?

Are the Correct Services Included?

Core Medical and Support S... ...-27, 28-42, 46...

Denominator: Clients with any...

CLD ID#	Response Cate...	N	%	Visits
16	Outpatient/Ambulatory Health Services	58	66.7%	69
18	Oral Health Care	25	32.1%	38
19	Early Intervention Services (EIS)	0	0.0%	0
21	Home Health Care	0	0.0%	0
22	H... ...rvices	0	0.0%	0
23	H...	0	0.0%	0
24	N...	0	0.0%	0
25	N...	0	0.0%	0
26	N... ...nt A...	39	50.0%	100
27	Substance Abuse Outpatient Care	0	0.0%	0
28	Non-Medical Case Management Services	23	29.5%	0
29	Child Care Services	0	0.0%	0
31	Emergency Financial Assistance	0	0.0%	0

Looks right! About two thirds of my clients have OAHS

Clients have 1-2 visits per year

Looks wrong! We provide substance abuse outpatient care. What happened to those services?

Other Required Data in the UCR

- The last row of each table indicates the # and % of required clients with missing data
  - Less than 10% missing data is the goal
- Pay special attention to key data elements:
  - Viral load
  - Prescribed ART
  - Health coverage
  - Poverty level percentage
  - Housing status

Are Data Missing?

Housing Status (Item 10)

Denominator: Clients with OAHS, MCM, CM or Housing services (N = 52)

Response Category	N	%
Stable	20	38.5%
Temporary	15	28.8%
Unstable	0	0.0%
Missing/Out of range	17	32.7%

Ensure Your Data Reflect Your Program

A new validation will alert you of this issue

Prescribed Antiretroviral Medications (Item 52)

Response Category	N	%
Yes	0	0.0%
No	50	100.0%
Missing/Out of range	0	0.0%

Last Viral load test result (Item 50)

Response Category	N	%
<200 copies	25	50.0%
≥200 copies	25	50.0%
Missing/Out of range	0	0.0%

Why Don't My Data Reflect My Program?

How can half of the clients be virally suppressed if they aren't prescribed ART?

💡 **Contact the DISQ Team at Data.TA@caiglobal.org**

RSR UCR Training Module
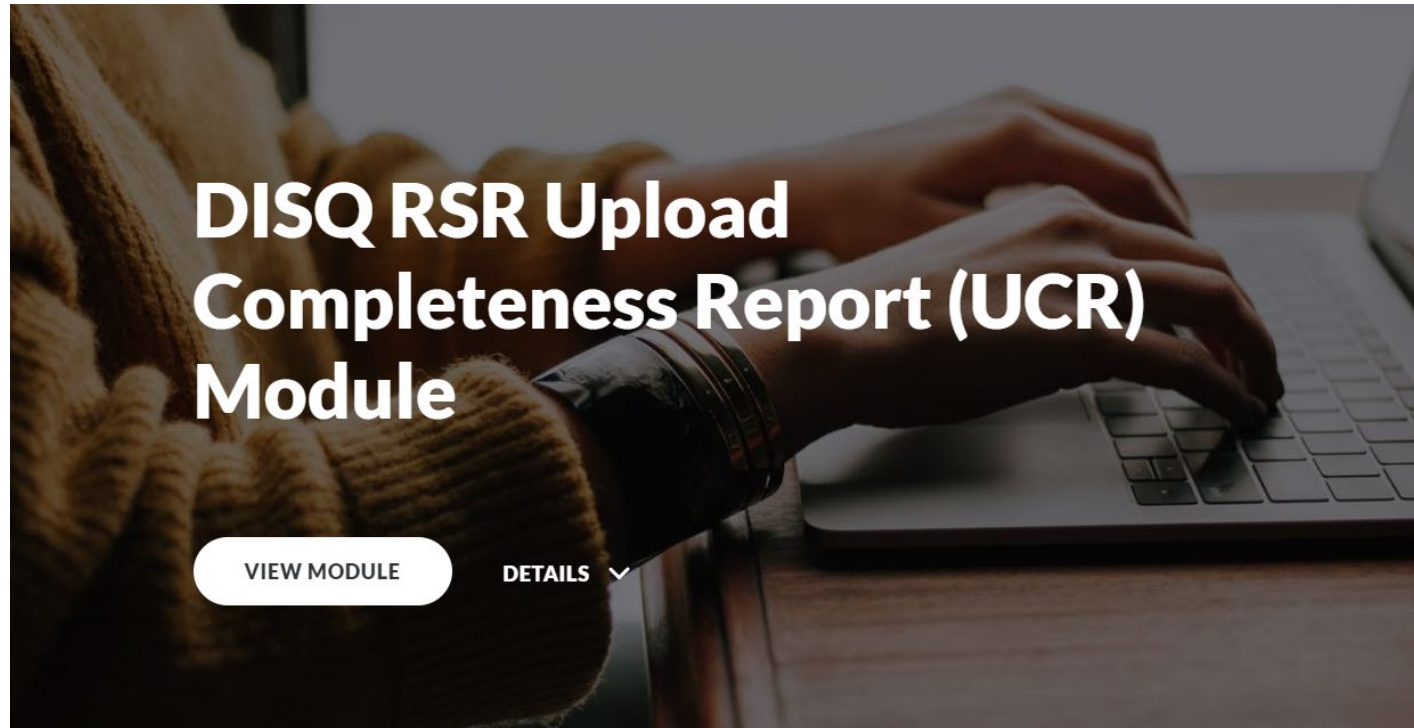
💡 **Access the module here**

Recap

- Data quality is crucial to show the benefits of the RWHAP
- What to consider
  - Include the right clients
  - Include the required data for those clients
  - Ensure your data reflect your program activities
- Review data before you submit your RSR
  - There are lots of tools available to help you do this
  - The DISQ Team can review your UCR with you

Poll

RWHAP Technical Assistance Resources

The [RWHAP TA Resources Brochure](#) features information on each RWHAP technical assistance provider, including:

- RWHAP reports they support
- Questions they frequently respond to
- Contact information

📶 Connect with HRSA

To learn more about our agency, visit

www.HRSA.gov
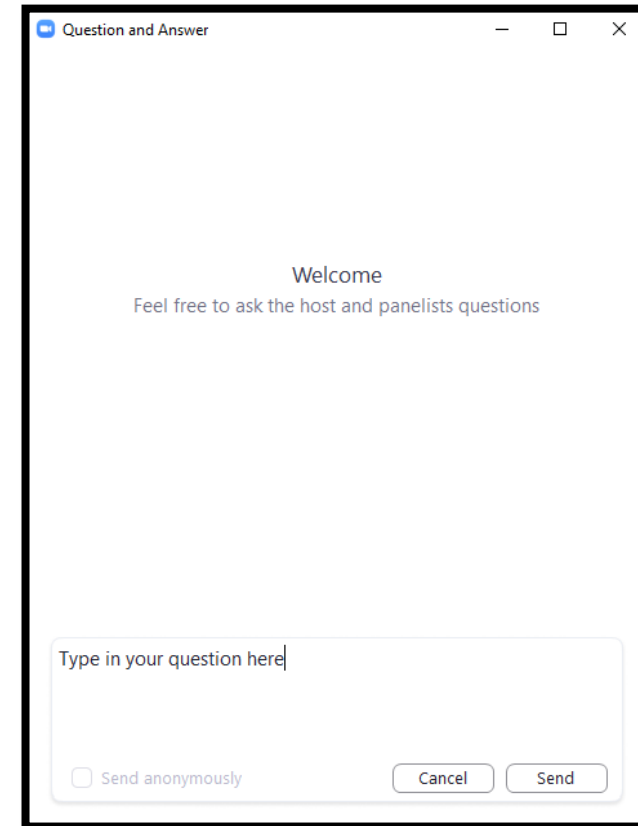
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Let's Hear From You!

- Please use the "raise hand" function to speak. We will unmute you in the order that you appear.

OR

- Type your question in the question box by clicking the Q&A icon on the bottom toolbar.