

STATE OF NEW YORK DEPARTMENT OF HEALTH

Corning Tower The Governor Nelson A. Rockefeller Empire State Plaza Albany, New York 12237

January 6, 2011

Dear Colleagues:

The annual Ryan White Services Report (RSR) and Ryan White Data Report (RDR) reporting season started on January 3, 2011, with the opening of the HRSA EHB (Electronic Hand Book) for Provider Reports.

All AIDS Institute Ryan White Part B-funded and Ryan White Part A subcontract to AIDS Institute agencies must submit their RSR and RDR extract from the AIDS Institute Reporting System to the Office of Systems Development. We will create the appropriate XML file and relay it to the HRSA website for final review. If you are funded via Part C or D, you will have an opportunity to check your report results directly on the EHB. If you have any issues regarding Part C or D data from systems other than AIRS, or plan to use your direct EHB access to upload (RSR) or enter (RDR) your data directly, please notify us by January 10, 2011. If you have any questions regarding your funding sources, please contact us at AIOSD@health.state.ny.us.

Instructions on how to complete the RSR and RDR from AIRS are available on AIRSNY.org. Links to HRSA technical documentation are also available from AIRSNY.org. You should be on Version 8.6 of the AIRS system to ensure complete and accurate reports.

As in last year's reporting cycle, both the RSR (client level data, funded scope) and RDR (aggregate data, all RW eligible clients and services) will be submitted via extract from AIRS, using the links provided on AIRSNY.org. Both extracts must be submitted to the AIDS Institute at the same time, even though the HRSA deadlines for these reports are not the same. Data entry for the 2010 calendar year should be completed by February 11, 2011. Please remember that due to the difference in reporting scope, the total numbers reported in the RSR will always be lower than the total number reported in the RDR. The RDR tends to require more time for review and validation on the EHB, which is why we ask for submission at the same time as the RSR.

The RSR and RDR extracts are due to the AIDS Institute on Friday, February 18th. If your data entry has been completed, you are welcome to submit earlier. The website for submissions is:

http://www.formstack.com/forms/AIRS_Web_Forms-2010_rsrrdr_submission

The link will be available from AIRSNY.org as well.

The AIDS Institute requires that these reports be submitted prior to the HRSA deadline to allow adequate time to prepare and upload the files to the EHB before the reports are closed for review by other funders. We will work with you to be sure that the reports are as complete as possible.

Thank you for your assistance in previous reporting cycles, and we look forward to working with you again.

Sincerely,



Vida B. Cherroff, Director
Office of Systems Development
NYSDOH AIDS Institute

CC: John Fuller
Mona Scully