



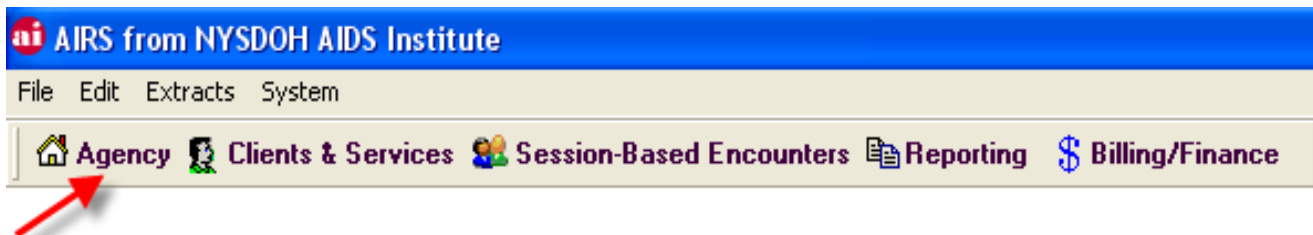
**How To:
Create the 2010 RDR (and Extract)
(Using AIRS V8.6)**

INTRODUCTION

This document will provide step-by-step instruction to successfully complete a Ryan White Program Data Report (RDR) from the AIRS software.

The 2010 RDR must be provided to the AIDS Institute in January 2011 (Exact due date is forthcoming). To create the Extract and Report, you must be on AIRS Database Version **8.6**. You can check your AIRS version by going to the “System” menu and selecting “About AIRS”.

To complete the report, information must be entered in the **Agency Information** screen, the **RDR/RSR Information Form**, and the **RDR/RSR Service Information Form** for the current Reporting Year (2009). The screens are located under the AGENCY Module. Once complete, the RDR Report and Extract can be created from the EXTRACTS top-level menu.



SUMMARY OF STEPS

Here is a quick summary of the 7 steps. For detailed information on any of these, please see the remainder of the document.

1. **Agency Information:** Confirm/update the information, if necessary. (See Page 3.)
2. **RDR/RSR Information Form:** Add the *Report Period* to 1/1/10 – 12/31/10 and enter all the applicable information. Be sure to provide the “Annual Funding”. (See Pages 4 – 7.)
3. **RDR/RSR Service Information Form:** Confirm/update the information (See Page 8.)
4. **Ryan White Data Report (RDR)/Extract:** Run for 1/1/10 – 12/31/10. Select the Eligible for Part A, B, C or D Funding option. (See Page 9.)
5. **Preview Report** to confirm that all the questions have been entered. (See Page 9.)
6. Create the RDR **Extract**. (See Pages 11 -12.)
7. When you have the **RDR and the RSR**, forward both to the AIDS Institute.

1. Agency Information

Select the **Agency Information** option from the AGENCY module – AGENCY OPTIONS menu. This information is predominately used to fill out page 1 of the RDR.

The screenshot displays the 'Agency Setup' application window. The top navigation bar includes 'Agency', 'Clients & Services', 'Session-Based Encounters', 'Reporting', and 'Billing/Finance'. The left sidebar lists 'Agency Options' with sub-items like 'Agency Information', 'Program Information', 'Site Information', 'Staff Information', 'Referral Library', 'Group Setups', and 'Counseling And Testing Setup'. Below this are sections for 'RDR:', 'MAI:', and 'Contract & Grant:'. The main area shows the 'Agency Information' form with the following fields:

- Name:** AIRS Test System for AI
- Agency ID:** 1234567890
- Federal ID#:** 98-7654321
- DUNS ID#:** 122334455
- Street:** 90 Church Street, 13th Floor
- Zip Code:** 10003- | **City:** New York | **State:** NY
- Phone:** (212) 727-8342 | **Fax:** (212) 727-8639

Below the main form are sections for 'Contact Information' and 'RDR Information':

- Contact Information:** Name (Contact Name here), Title (Contact Title here), Phone (212) 727-8342, Fax (212) 727-8639, Email (airsinfo@defran.com)
- RDR Information:**
 - Provider #:** 1234 | **Zip code of Agency's principal service location:** 10003 | **Total Number of Sites for the Agency:** 10
 - Provider Type:** 04 Other community-based servik
 - Ownership Status:** 05 Private, for-profit
 - Minority group members > 50% of the board
 - Minority group members > 50% of the staff members in HIV direct services
 - Solo or group private health care practice > 50% of the clinicians are minority members
 - Traditional provider historically served minority patient / clients but not meeting criteria above
 - Other type of facility

At the bottom left, there is a text area: 'Add and maintain information about your agency.'

2. RDR/RSR Information Form

Select the **RDR Information Form** from the AGENCY module – RDR menu. Enter the appropriate information into each applicable screen (tab). The 4 tabs are covered below. All information should only pertain to your Ryan White programs.

- All Ryan White Funded agencies must complete the first 3 tabs.
- You must:
 - **ADD a new entry for the current reporting period (1/1/10 - 12/31/10)** and enter the Information. Be sure to enter the funding amounts.
- The “Part C Only” tab is to be completed only by Part C (Title III) agencies.

The ‘RDR-1’ Tab

The “RDR-1” tab contains information about your Ryan White Program staffing and who is responsible for completing the RDR/RSR.

RDR/RSR Information	
Start Date ▼	End Date
01/01/2008	12/31/2008
01/01/2007	12/31/2007
01/01/2006	12/31/2006
01/01/2010	12/31/2010

Enter the reporting period Beginning and End dates: **Start Date** 01/01/2010 **End Date** 12/31/2010

RDR - 1 | RDR - 2 | RDR - 3 | Part C Only | Services Provided - Q33

Staffing

Total Paid Staff in FTEs, funded by any Title of the CARE Act: FTEs exist-number is entered below ▼

Actual Number of Paid Staff in Full-time Equivalents: 12.5

Total Volunteers in FTEs, dedicated to HIV care: FTEs exist-number is entered below ▼

Actual Number of Volunteers in Full-time Equivalents: 3.0

Person Completing this form

Name: Dudley DoRight

Phone: (212) 555-9876

E-Mail: PersonInCharge@YourAgency.org

The 'RDR-2' Tab

The "RDR-2" tab contains information about the support you provided to the Grantee (the AIDS Institute or PHS) under your Ryan White contracts. If you are providing services directly to clients in your contract, the answers to all these questions should be "No". Remember to enter the 'Populations Targeted' by your Ryan White programs.

RDR/RSR Information	
Start Date ▼	End Date
01/01/2008	12/31/2008
01/01/2007	12/31/2007
01/01/2006	12/31/2006
01/01/2010	12/31/2010

Enter the reporting period Beginning and End dates: **Start Date** 01/01/2010 **End Date** 12/31/2010

RDR - 1 **RDR - 2** RDR - 3 Part C Only Services Provided - Q33

Provide Grantee Support In ...
(Select "yes" or "no")

Planning or evaluation Yes No

Administrative or tech support Yes No

Fiscal intermediary services Yes No

Technical assistance Yes No

Capacity development Yes No

Quality management Yes No

Check here if the above services are the ONLY services you provided under CARE Act funding. (Note: If checked HRSA will assume your Agency is NOT reporting any clients and services)

Population targeted for Outreach or Services
(Check all that apply - at least one must be checked)

Migrant or seasonal farm workers

Rural populations other than migrant or seasonal farm workers

Women

Race/ethnic minorities/communities of color

Gay, lesbian and bisexual youth

Gay, lesbian and bisexual adults

Incarcerated persons

Runaway or street youth

Injection drug users

Non-injection drug users

Children

Other

Homeless

All adolescents

Parolees

The 'RDR-3' Tab

The "RDR-3" tab asks for information about your Ryan White funding and Oral Health Expenditures. Enter all that apply.

RDR/RSR Information

Start Date ▼	End Date
01/01/2008	12/31/2008
01/01/2007	12/31/2007
01/01/2006	12/31/2006
01/01/2010	12/31/2010

Enter the reporting period Beginning and End dates **Start Date** **End Date**

RDR - 1 | RDR - 2 | **RDR - 3** | Part C Only | Services Provided - Q33

Source of Ryan White HIV/AIDS Program

Check all that apply Enter Grantees

Part A Part A ...

Part B Part B ...

Part C Part C ...

Part D Part D ...

Ryan white HIV/AIDS Funding

Enter Amount \$

Part A \$ Unknown

Part B \$ Unknown

Part C \$ Unknown

Part D \$ Unknown

MAI Funding

Enter Amount \$

Part A \$

Part B \$

Part C \$

Part D \$

Expenditures

Total RW HIV/AIDS Expended on Oral Health Care \$

Other Funding

Section 330 of Public Health Service Act Funding? Yes No Unknown

Minority AIDS Initiative (MAI) Funding? Yes No Unknown

The 'Part C Only' Tab

Contains questions on Part C Costs and Revenue and is accessible only when Part C Funding is entered in the RDR-2 tab. Therefore, it should not be entered unless you received Part C funding during the reporting year.

Start Date	End Date
01/01/2008	12/31/2008
01/01/2007	12/31/2007
01/01/2006	12/31/2006
01/01/2010	12/31/2010

Enter the reporting period Beginning and End dates: **Start Date** 01/01/2010 **End Date** 12/31/2010

RDR - 1 | RDR - 2 | RDR - 3 | **Part C Only** | Services Provided - Q33

Cost and revenue of Primary Care and Other Program

a. Total Cost of providing service: Primary Care \$ Other Program \$

b. Part C grant funds expended: Primary Care \$ Other Program \$
 (excluding pharmaceuticals) Pharmaceuticals \$

c. Direct collections from patients: Primary Care \$ Other Program \$

d. Reimbursements received from third party payer: Primary Care \$ Other Program \$

e. All other sources of income: Primary Care \$ Other Program \$

The 'Services Provided - Q33' Tab

Optional. You are not required to do anything here. This previews how your data will be reported in the RDR Service Categories when the RDR is run. The information is generated automatically based upon eligible services entered in AIRS. The scope of your report will be 'Eligible for Part A, B, C, or D Funding'. Click on [View Services Provided].

Start Date	End Date
01/01/2010	12/31/2010
01/01/2009	12/31/2009
01/01/2008	12/31/2008
01/01/2007	12/31/2007

Enter the reporting period Beginning and End dates: **Start Date** 01/01/2010 **End Date** 12/31/2010

RDR - 1 | RDR - 2 | RDR - 3 | Part C Only | **Services Provided - Q33**

You can view the Services Provided (Q33) for the report period above.
 The services provided are gathered from the Encounters and services that were provided during the period.

Scope: Eligible for Part A, B, C or D Funding
 Funded by Part A, B, C or D

3. RDR/RSR Service Information Form

Select the **RDR Service Information Form** from the AGENCY module – RDR menu. The information should only pertain to your Ryan White programs. NOTE: There is no Date Range.

The 'RDR Service 1' Tab

Answer (or confirm) that the information entered is accurate.

The screenshot shows the 'Agency Setup' window with the 'RDR/RSR Service Information' form. The 'RDR Service 1' tab is selected, and the 'Part C Only' sub-tab is active. The form contains the following sections:

- HIV Counseling and Testing (Section 4)**
 - Was HIV Counseling and Testing Provided (Q34a)? Yes No
 - Were CARE Act funds used for HIV Counseling and Testing (Q35)? Yes No
 - Were Partner Notification Services Offered (Q41a)? Yes No
- Quality Management Program (Section 5)**
 - Type of Quality Management Program Used to Assess Service by Medical Providers: Established QM Program w/ Additional Quality Standards

The 'Part C Only' Tab

This should only be filled out if you received Part C funding for the reporting year.

The screenshot shows the 'RDR/RSR Service Information' form, 'Part C Only' sub-tab. The form contains the following sections:

- Early Intervention Service Sites**
 - Were services provided at more than one site? Yes No
 - Number of sites: 12
- Indication of Primary Care Services (HIV positive clients)**

	Yes, within EIS Program	Yes, through referral	No
a. Outpatient/ambulatory medical care	<input checked="" type="checkbox"/>		
b. Dermatology	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Dispensing of pharmaceuticals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Gastroenterology	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e. Medical case management	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f. Medical nutrition therapy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Mental health services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Neurology	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
i. Obstetrics/gynecology	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
j. Optometry/ophthalmology	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
k. Oral health care	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
l. Substance abuse services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
m. Other services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

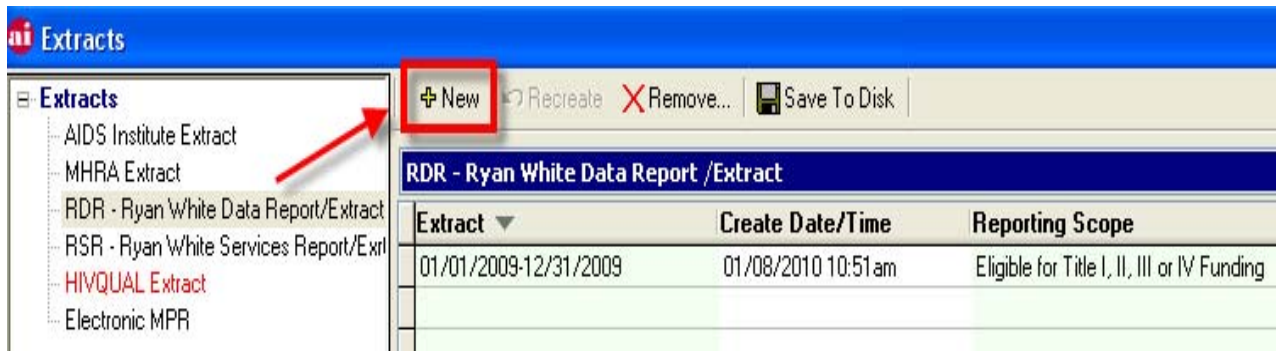
4. Running the RDR Report & Extract

The RDR is run from the EXTRACTS top level menu of AIRS (not from the Reporting Module).

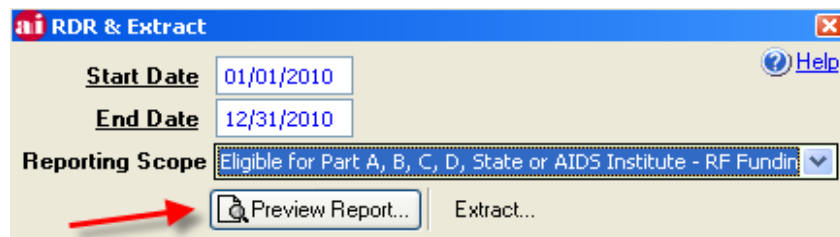
1. Click on EXTRACTS and keep selecting 'Extracts' until you see **Ryan White Data Report (RDR)/Extract**.



2. Click the **NEW** button at the top of the form to run the Report and Extract.

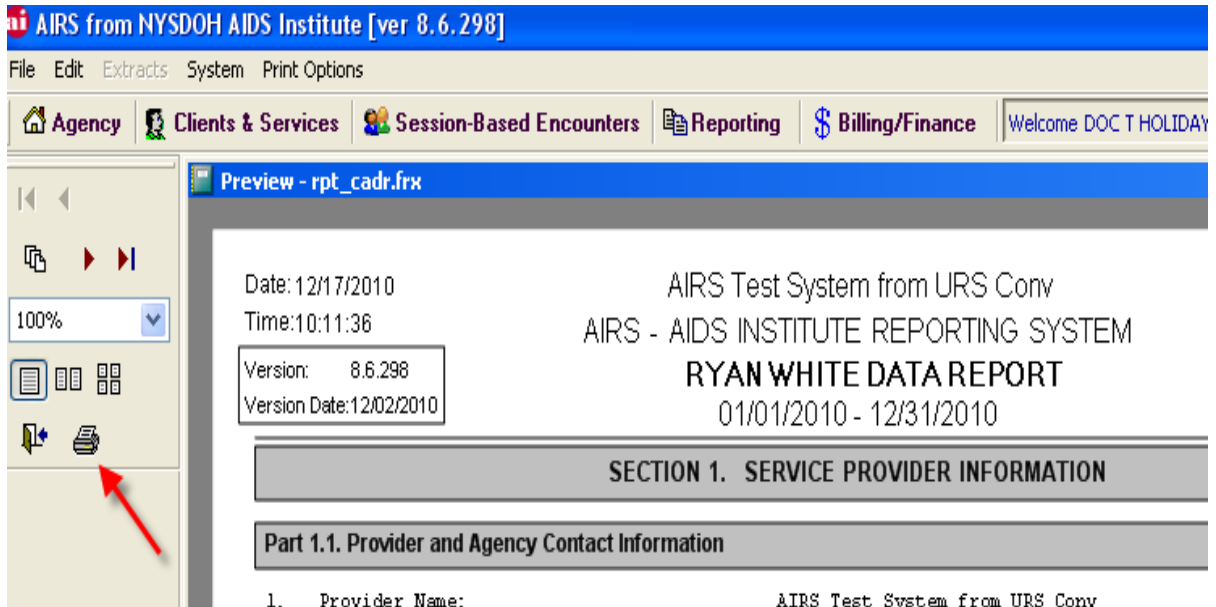


3. START and END DATES: Select **1/1/10 - 12/31/10**.
4. REPORTING SCOPE: Select the **Eligible for Part A, B, C or D Funding** option.

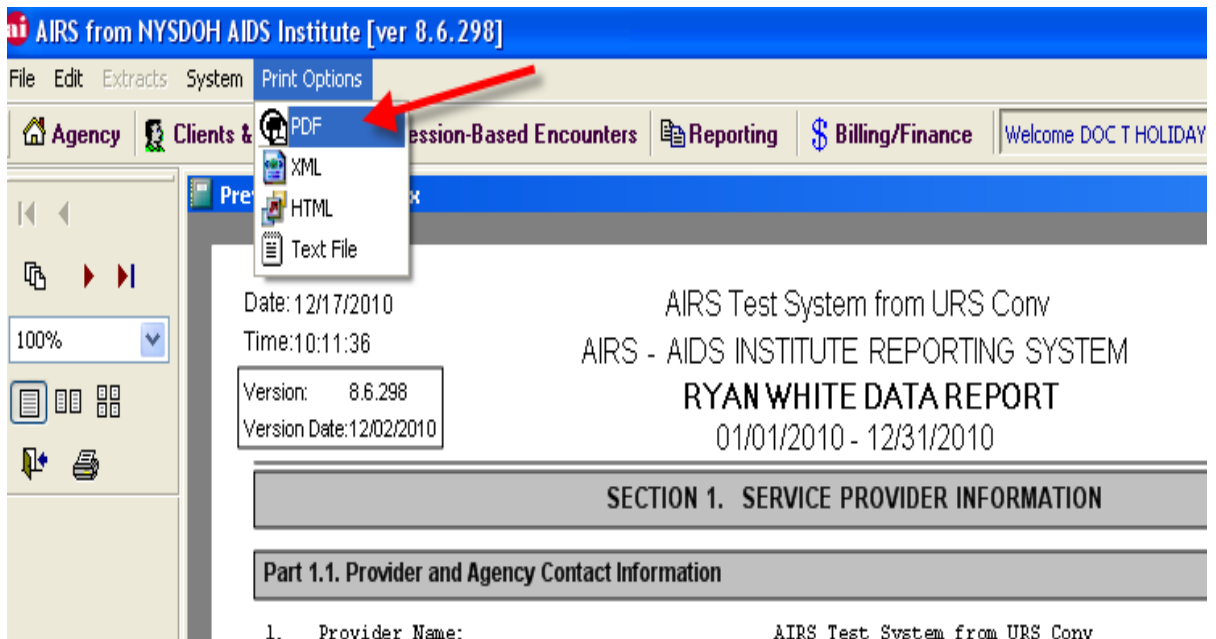


5. Click on the **PREVIEW REPORT** button to *View* or *Print* the report. You can also create a *PDF* of the report.
 - o **Confirm that all applicable sections have been completely entered before moving to Step 6.** At a minimum, this includes Section 1, Section 2, Section 3, Questions 34a, 35, and 41a (in Section 4), and Question 54 (in Section 5).
 - If there is missing information, exit and enter the information before re-running the RDR Extract.

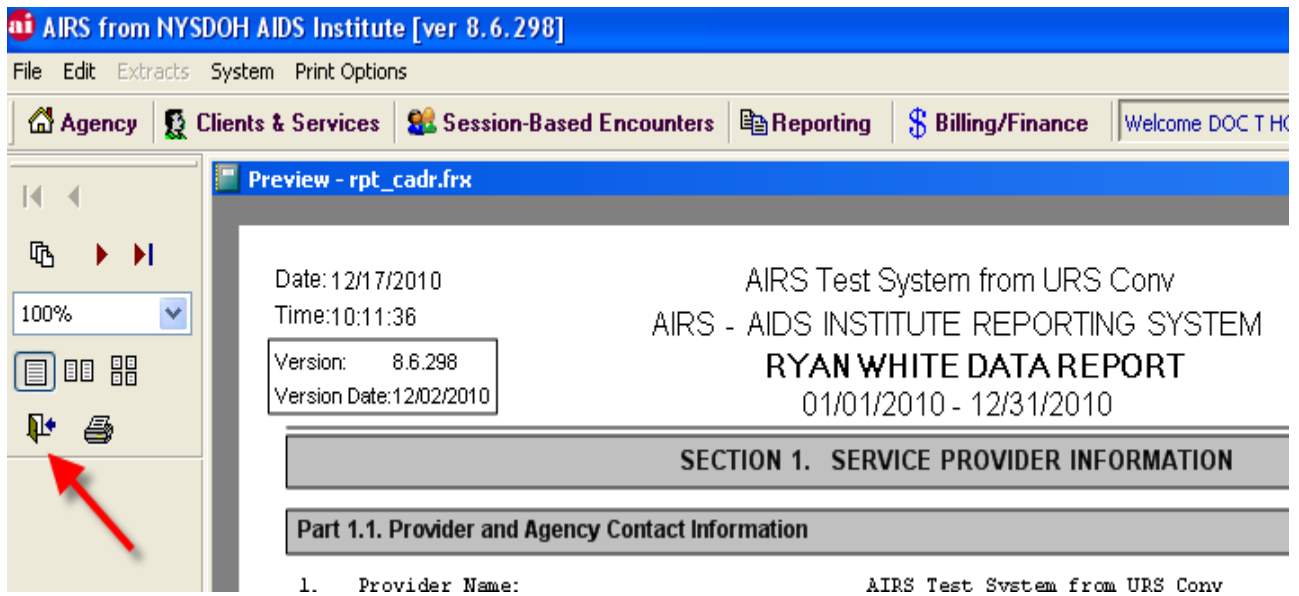
- o To Print: Click on the Printer icon.



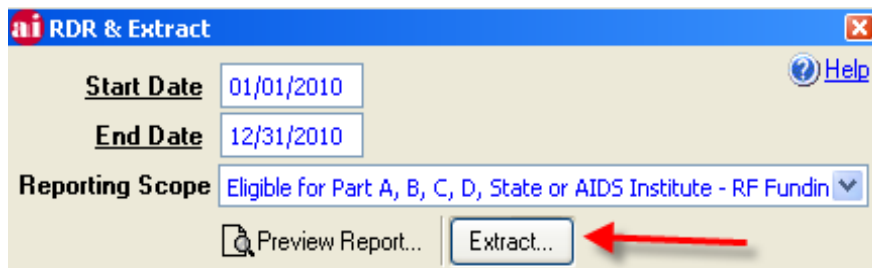
- o To Create a PDF: Click on the “Print Options” on the AIRS Toolbar menu and select “PDF” from the menu options. A File Dialogue box will display. Select a destination folder and name for the PDF document. It is suggested that the document be put in the EXTRACTS or REPORTS subfolder of the AIRS. The RDR Extract will be copied (by default) into the EXTRACTS subfolder.



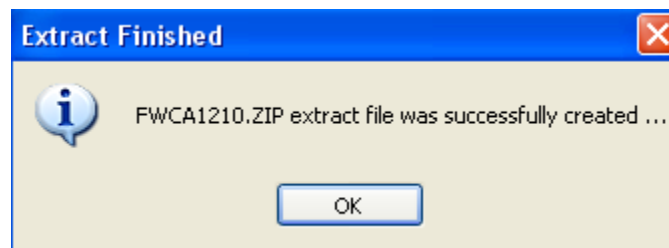
6. To exit the Preview, click the 'door icon' located in the Left Hand Pane of the preview screen. This brings you back to the "RDR & Extract" screen seen in Step 4.



7. **Create the RDR Extract:** Click the **EXTRACT** button to generate the Extract. A window will display your progress.

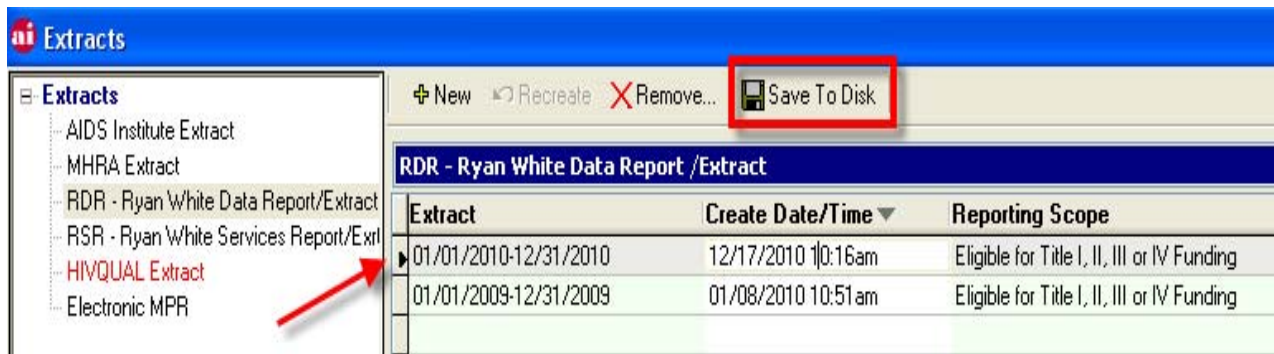


- When the extract has been created, a Message Box will appear showing your success.

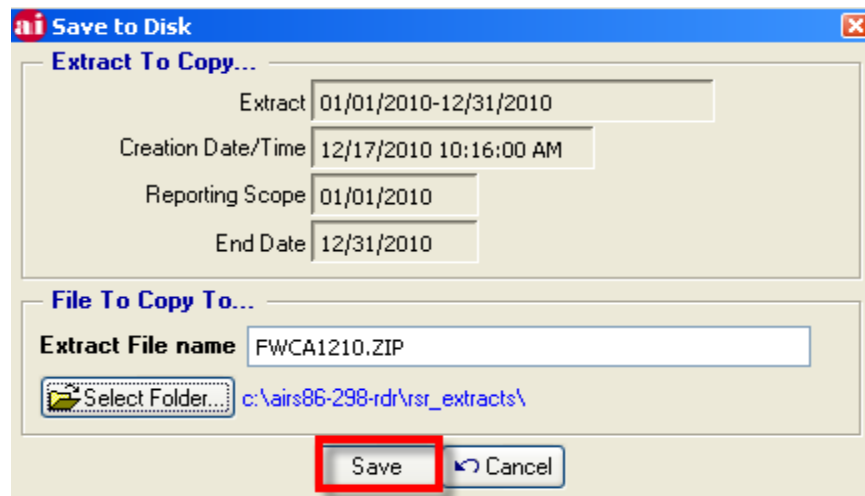


8. Click on [Ok] or the [X] to close out of this window.

9. Click on the **[X]** to close out of the “RDR & Extract” window. You will see your newly created extract at the top of the list of Extracts.



10. Click the **Save To Disk** button to save a copy to your hard drive.
11. The *Select Folder* should be set to something like “C:\AIRS\Extracts” where C:\ is the drive where your AIRS system is located. Note the *Extract File Name*.
- NOTE: You may select another location to save the extract to, if you desire.



12. Click the **SAVE** button and your extract will be copied.
13. You have now completed the generation of the RDR Report and Extract.
14. **Forward your RDR Extract to the AIDS Institute.**