



**GUIDE To The 2010 RDR**  
**(Ryan White HIV/AIDS Data Report)**

*Version 1 (December 2010)*

A Question-by-Question Guide to Locate RDR  
Information in AIRS

## Table of Contents

<b>INTRODUCTION</b>	<b>4</b>
<b>SECTION 1: SERVICE PROVIDER INFORMATION</b>	<b>4</b>
Questions 1-9 .....	4
Questions 10-22.....	5
<b>SECTION 2: CLIENT INFORMATION</b>	<b>11</b>
Question 23.....	14
Question 24.....	16
Question 25.....	18
Question 26.....	18
Question 27.....	19
Question 28.....	20
Question 29.....	21
Question 30.....	22
Question 31.....	24
Question 32.....	24
<b>SECTION 3: SERVICE INFORMATION</b>	<b>27</b>
Question 33.....	27
<b>SECTION 4: HIV COUNSELING AND TESTING</b>	<b>30</b>
Questions 34-35.....	30
Questions 36-41.....	31
<b>SECTION 5: MEDICAL INFORMATION</b>	<b>33</b>
Question 42.....	33
Question 43.....	34
Question 44.....	35
Question 45.....	37
Question 46.....	38
Question 47.....	40
Question 48.....	47

Question 49.....50  
Question 50.....53  
Question 51.....54  
Question 52.....55  
Question 53.....56  
Question 54.....58

**SECTION 6: DEMOGRAPHIC DATA FOR PARTS C AND D 59**

Section 6.1: Part C Information.....59  
Questions 55-59.....59  
Questions 60-62.....60  
Questions 63-64.....61  
Question 65.....62  
Section 6.2: Part D Information.....63  
Questions 66-71.....63  
Questions 72-73.....64

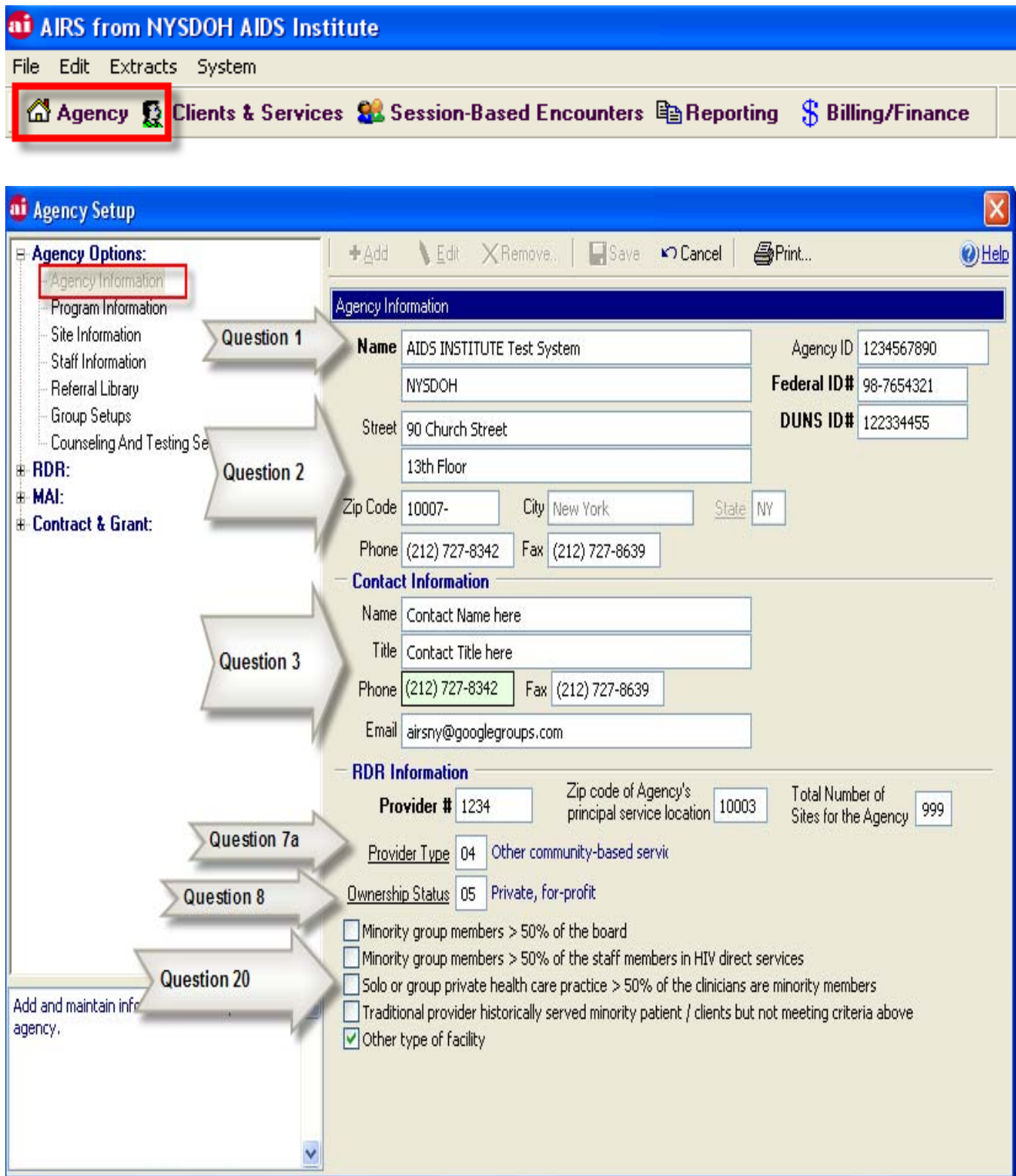
## INTRODUCTION

The following will help you find and understand the fields in AIRS which directly relate to the questions found in the 2008 RDR. *Changes* and *Additions* in relation to the “2009 RDR Guide” are identified in **bold red**. So, where do you find the RDR Information in AIRS?

### SECTION 1: SERVICE PROVIDER INFORMATION

<u>RDR Question</u>	<u>Module</u>	<u>Option</u>	<u>AIRS Screen where found</u>
<b>Q1—Provider Name</b>	Agency	Agency Options	<b>Agency Information</b> (Figure 1)
<b>Q2—Provider Address</b>	Agency	Agency Options	<b>Agency Information</b> (Figure 1)
<b>Q3a-e—Contact Information</b>	Agency	Agency Options	<b>Agency Information</b> (Figure 1)
<b>Q4—Person Completing Form</b>	Agency	RDR	<b>RDR – 1 tab of RDR Information</b> (Figure 2)
<b>Q5—Calendar Year for Reporting</b>	Agency	RDR	<b>RDR – 1 tab of RDR Information</b> (Figure 2)
<b>Q6—Reporting Scope</b>	Extracts	Extracts	<b>RW Data Report (RDR)/Extract</b> (Figure 5)
<b>Q7a—Provider Type</b>	Agency	Agency Options	<b>Agency Information</b> (Figure 1)
<b>Q7b—Section 330 Funding</b>	Agency	RDR	<b>RDR – 3 tab of RDR Information</b> (Figure 4)
<b>Q8a-b—Ownership Status</b>	Agency	Agency Options	<b>Agency Information</b> (Figure 1)
<b>Q9—Expend MAI Funds</b>	Agency	RDR	<b>RDR – 3 tab of RDR Information</b> (Figure 4)

<b>Q10—Source of RW Funding</b>	Agency	RDR	<b>RDR – 3 tab of RDR Information</b> (Figure 4)
<b>Q11—Part A Funding</b>	Agency	RDR	<b>RDR – 3 tab of RDR Information</b> (Figure 4)
<b>Q12—Part B Funding</b>	Agency	RDR	<b>RDR – 3 tab of RDR Information</b> (Figure 4)
<b>Q13—Part C EIS Funding</b>	Agency	RDR	<b>RDR – 3 tab of RDR Information</b> (Figure 4)
<b>Q14—Part D Funding</b>	Agency	RDR	<b>RDR – 3 tab of RDR Information</b> (Figure 4)
<b>Q15—Expend on Oral Health</b>	Agency	RDR	<b>RDR – 3 tab of RDR Information</b> (Figure 4)
<b>Q16—Support</b>	Agency	RDR	<b>RDR – 2 tab of RDR Information</b> (Figure3)
<b>Q17—ADAP or APA?</b>	--	--	Not entered. Reported as “No”
<b>Q18—Provide Health Insurance Program (HIP)</b>	--	--	Not entered. Reported as “No”
<b>Q19—Populations Targeted</b>	Agency	RDR	<b>RDR – 2 tab of RDR Information</b> (Figure 3)
<b>Q20—Agency Categorization</b>	Agency	Agency Options	<b>Agency Information</b> (Figure 1)
<b>Q21—Total Paid Staff</b>	Agency	RDR	<b>RDR – 1 tab of RDR Information</b> (Figure 2)
<b>Q22—Total Volunteer Staff</b>	Agency	RDR	<b>RDR – 1 tab of RDR Information</b> (Figure 2)



**FIGURE 1**  
 Agency Module – Agency Options – Agency Information

The screenshot shows the 'Agency Setup' window with the 'RDR Information' tab selected. The left sidebar contains a tree view with 'RDR Information Form...' highlighted. The main area displays a table of reporting periods and a form for entering details for the selected period.

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

Enter the reporting period Beginning and End dates: **Start Date** 01/01/2008 **End Date** 12/31/2008

**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: 7.5

Total Volunteers in FTEs, dedicated to HIV care: FTEs exist-number is entered below  
Actual Number of Volunteers in Full-time Equivalents: 1.5

**Person Completing this form**

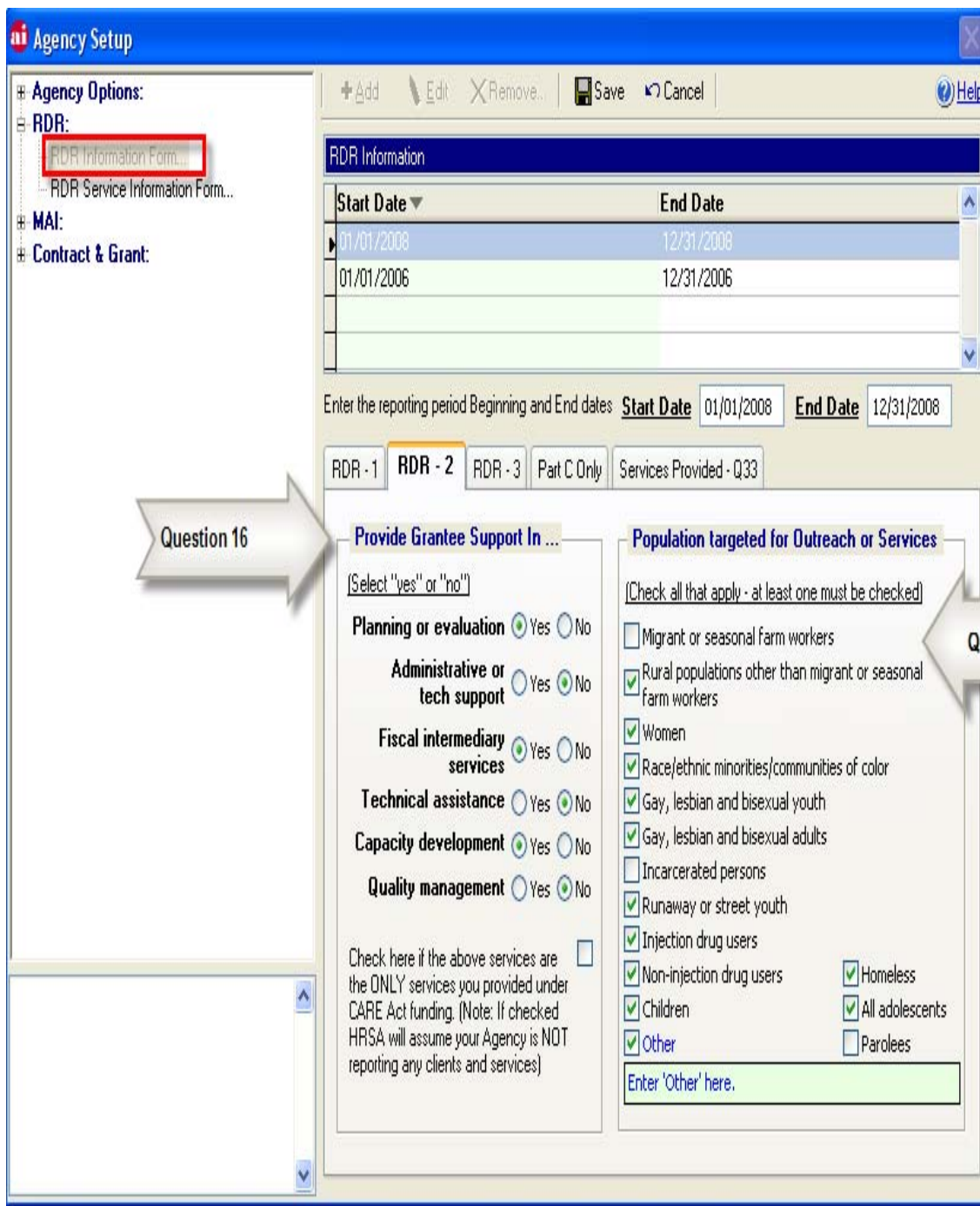
Name: Tasmanian Devil  
Phone: (212) 555-1212  
E-Mail: tdevil@airs.com

**Callouts:**

- Question 5: (Matches to Date Range entered for running the RDR)
- Question 21: Total Paid Staff in FTEs, funded by any Title of the CARE Act
- Question 22: Total Volunteers in FTEs, dedicated to HIV care
- Question 4: Person Completing this form

**FIGURE 2**

Agency module – RDR – RDR/RSR Information Form – RDR-1 tab



**FIGURE 3**

Agency module – RDR – RDR/RSR Information Form – RDR-2 tab

**Agency Setup**

Agency Options:  
 RDR:  
 RDR Information Form...  
 RDR Service Information Form...  
 MAI:  
 Contract & Grant:

RDR Information

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

Enter the reporting period Beginning and End dates: Start Date 01/01/2008 End Date 12/31/2008

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

<input checked="" type="checkbox"/> Part A	Part A ...
<input checked="" type="checkbox"/> Part B	Part B ...
<input checked="" type="checkbox"/> Part C	Part C ...
<input checked="" type="checkbox"/> Part D	Part D ...

**Ryan white HIV/AIDS Funding**

Enter Amount \$	
Part A \$ 150,000	<input type="checkbox"/> Unknown
Part B \$ 200,000	<input type="checkbox"/> Unknown
Part C \$ 75,000	<input type="checkbox"/> Unknown
Part D \$ 0	<input checked="" type="checkbox"/> Unknown

**MAI Funding**

Enter Amount \$	
Part A \$ 15,000	
Part B \$ 10,000	
Part C \$ 0	
Part D \$	

**Expenditures**

Total RW HIV/AIDS Expended on Oral Health Care \$ 9,500

**Other Funding**

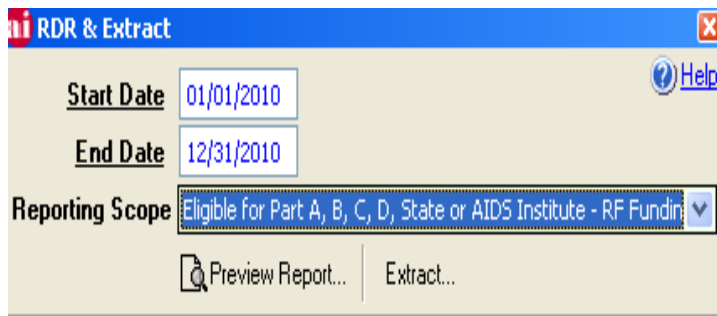
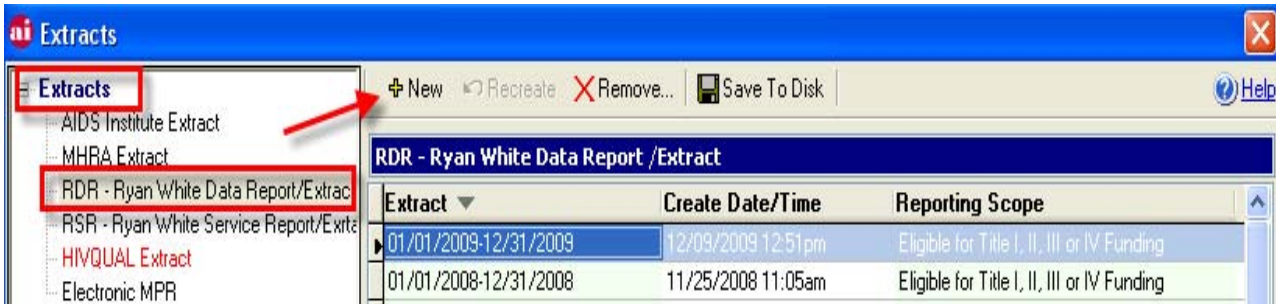
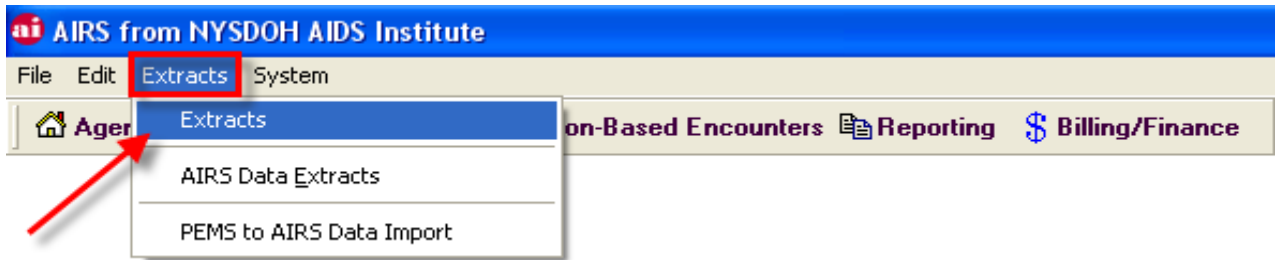
Section 330 of Public Health Service Act Funding?  Yes  No  Unknown

Minority AIDS Initiative (MAI) Funding?  Yes  No  Unknown

**Callouts:**

- Question 10: To enter Name of Grantee, click on the 'Part' under the "Enter Grantees" label.
- Questions 11-14: Ryan white HIV/AIDS Funding and MAI Funding sections.
- Question 15: Expenditures section.
- Question 7b: Section 330 of Public Health Service Act Funding?
- Question 9: Minority AIDS Initiative (MAI) Funding?

**FIGURE 4**  
 Agency module – RDR – RDR/RSR Information Form – RDR-3 tab

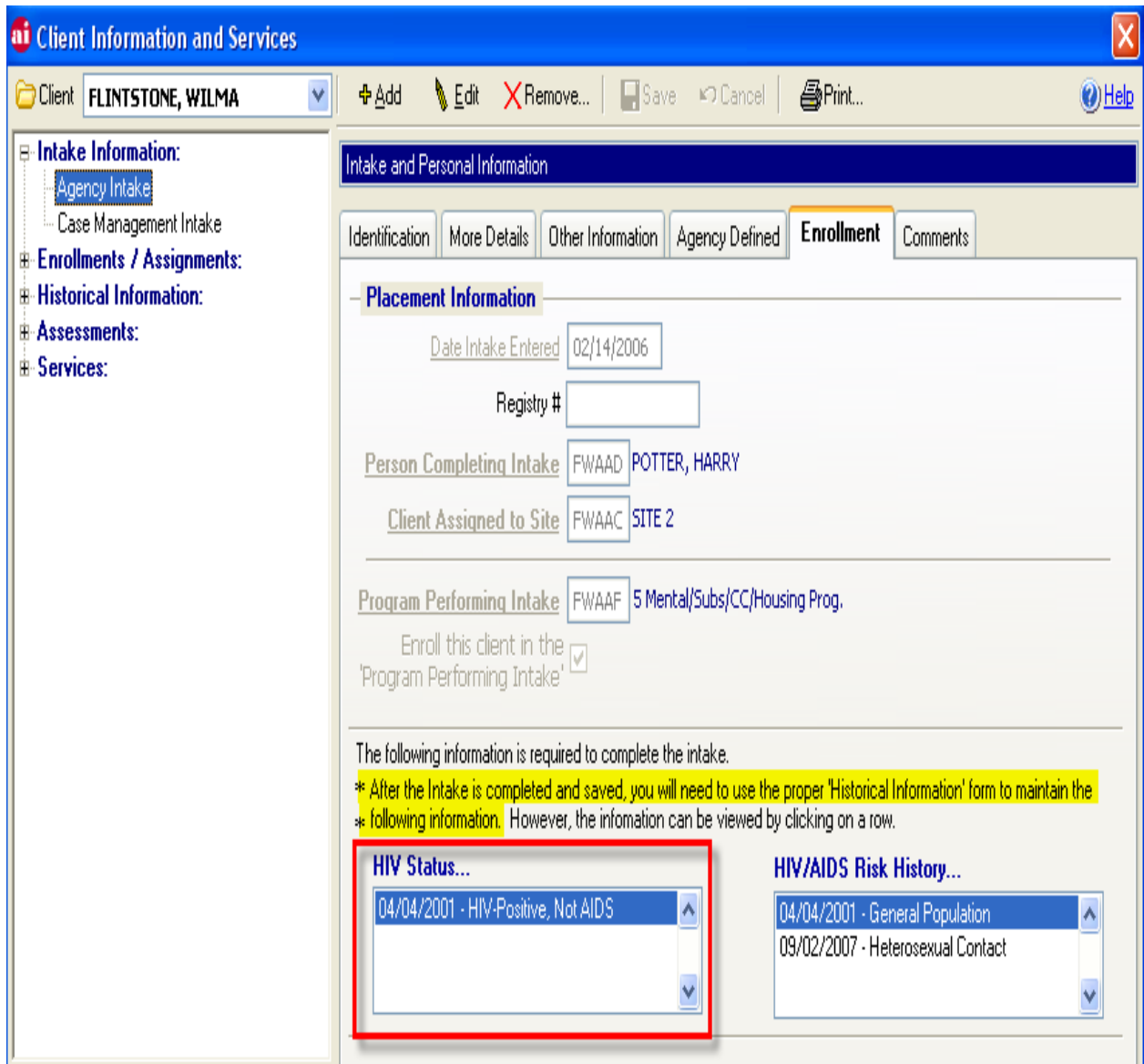


**FIGURE 5**

Extracts menu – Extracts – Extracts – Ryan White Date Report (RDR/Extract)

## SECTION 2: CLIENT INFORMATION

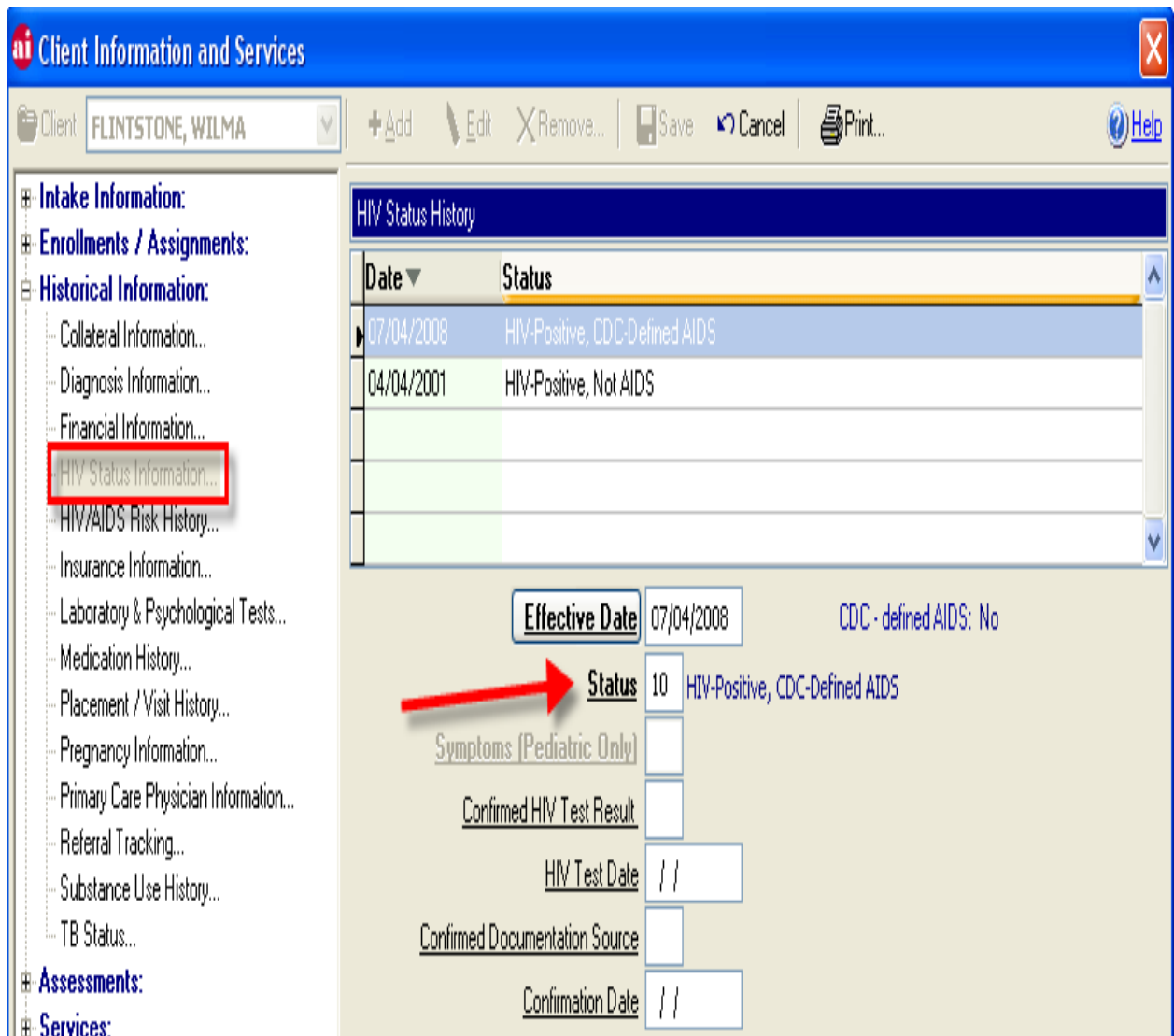
- Clients are counted from all RW *Parts* and categorized by their HIV Status.
- Initially, *HIV Status* is entered as part of the client's **Intake**.



**Figure 6**

Clients & Services module – Intake Information – Agency Intake – *Enrollment* tab

- The clients’ HIV Statuses are updated and maintained in the **HIV Status History** screen found under the “Historical Information” option.
- The clients in the RDR are counted based on their **HIV Status code** entered in AIRS effective at the end of the reporting period.



**Figure 7**  
 Clients & Services module – Historical Information – HIV Status Information

- The available choices and their corresponding RDR Category for **HIV Status** entries in AIRS are found below. These categories are used in Questions 23, 24, 31, 66, and 67.

## HIV STATUS

<i>Code</i>	<i>Description</i>	<i>Adult?</i>	<i>→</i>	<i>RDR Category</i>
01	HIV-Positive, Not AIDS	Y		<b>HIV-positive</b>
02	HIV-Positive, AIDS Status Unknown	Y		<b>HIV-positive</b>
03	HIV-Negative, At Risk, Not Affected	Y		---
04	Unknown/Unreported	Y		<b>Unknown/unreported (affected)</b>
05	HIV-Infected (Pediatric)	N		<b>HIV-positive</b>
06	HIV-Vertical (Perinatal) Exposure	N		a) <b>HIV-indeterminate</b> if under 2 b) <b>HIV-negative (affected)</b> if $\geq 2$
07	HIV-Negative Seroreverter	N		a) <b>HIV-indeterminate</b> if under 2 b) <b>HIV-negative (affected)</b> if $\geq 2$
08	HIV-Negative, Affected	Y		<b>HIV-negative (affected)</b>
09	HIV-Affected (Pediatric)	N		<b>HIV-negative (affected)</b>
10	HIV-Positive, CDC-Defined AIDS	Y		<b>HIV-positive</b>
11	HIV-Negative, At Risk, Not Affected	N		---
12	Unknown/Unreported	N		<b>Unknown/unreported (affected)</b>

- The other RDR Questions report the HIV Status by the HIV-positive/indeterminate and HIV-affected categories. Where the:

- o **HIV-positive/indeterminate** category includes:

01	HIV-positive, not AIDS
02	HIV-positive, AIDS status unknown
05	HIV-Infected (Pediatric)
06	HIV-Vertical (Perinatal) Exposure if pediatric client is under 2 yrs. old
07	HIV-Negative Seroreverter if pediatric client is under 2 yrs. old
10	CDC-Defined AIDS

- o **HIV-affected** category includes:

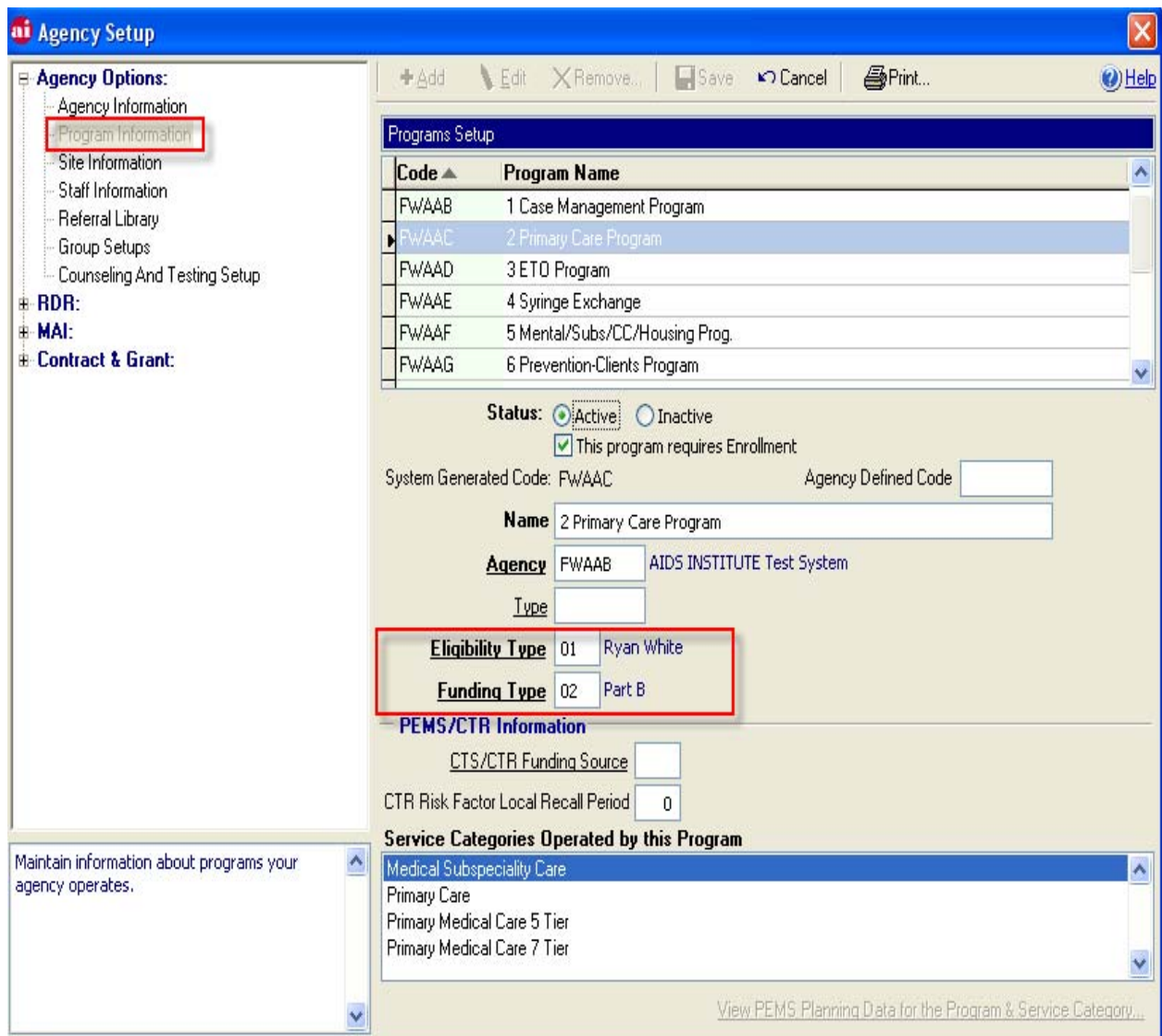
04	Unknown/Unreported
06	HIV-Vertical (Perinatal) Exposure if pediatric client is 2 yrs. old or older
07	HIV-Negative Seroreverter if pediatric client is 2 yrs. old or older
08	HIV-Negative, Affected
09	HIV-Affected (Pediatric)
12	Unknown/Unreported

- NOTE:** Clients with an HIV Status of *HIV-Negative, At Risk, Not Affected* (03 and 11) are excluded from the RDR.

## Q23—Total Unduplicated Clients

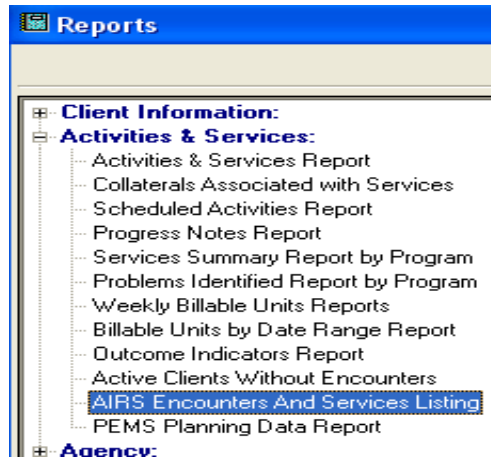
These are the clients who have had a Ryan White (RW)-Eligible Encounter/Service within the reporting period. In other words, HIV-infected, HIV-indeterminate, or HIV-affected clients who received at least 1 Encounter/Service that is “mapped” to an RDR Category in a RW Eligible or Funded Program during the reporting period.

- Programs include those having an:
  - *Eligibility Type* equal to “Ryan White”
  - *Eligibility Type* equal to “HIV Counseling & Testing” AND a *Funding Type* equal to “Ryan White Funded”



**Figure 8**  
Agency module – Agency Options – Program Information

- Encounters/Services ‘mapped’ to a RDR Category are seen in the *AIRS Encounters and Services Listing* report. This is found under the *Activities & Services* option of the Reporting Module.



**Figure 9**

Reporting Module – Activities & Services – AIRS Encounters And Services Listing

**Service Category: Harm Reduction**

The RDR Category code matches the question number on the RDR. Note that some have no RDR Category.

Encounter:	Active	RDR Category	RDR2 Category
87 Harm Reduction/Recovery Readiness	Yes		
<b>Service:</b>			
8 Acupressure	Yes		
9 Acupuncture	Yes		
11 Adherence Counseling	Yes	33AD	
42 Assistance With Activities Of Daily Living	Yes	33R	
913 Buprenorphine Education	Yes	33R	
91 Chiropractic Therapy	Yes	33R	
95 Client Advocacy	Yes		
135 Consultation	Yes	33R	
136 Couples Counseling	Yes	33R	
137 Crisis Intervention	Yes	33R	
229 Escort	Yes	22D	

**Figure 10**

Example 1 of “AIRS Encounters And Services Listing”

## Q24—Total New Clients

Clients are considered “new” by using date fields based on whether or not the Program requires Enrollment.

A) For Programs that Do NOT REQUIRE Enrollment:

- i. Uses the client’s *Intake Date* to determine if the client is a “New” or “Returning” client.
  - 1. “New” when the *Intake Date* is within the RDR reporting period
  - 2. “Returning” when *Intake Date* is prior to the start date of the RDR reporting period

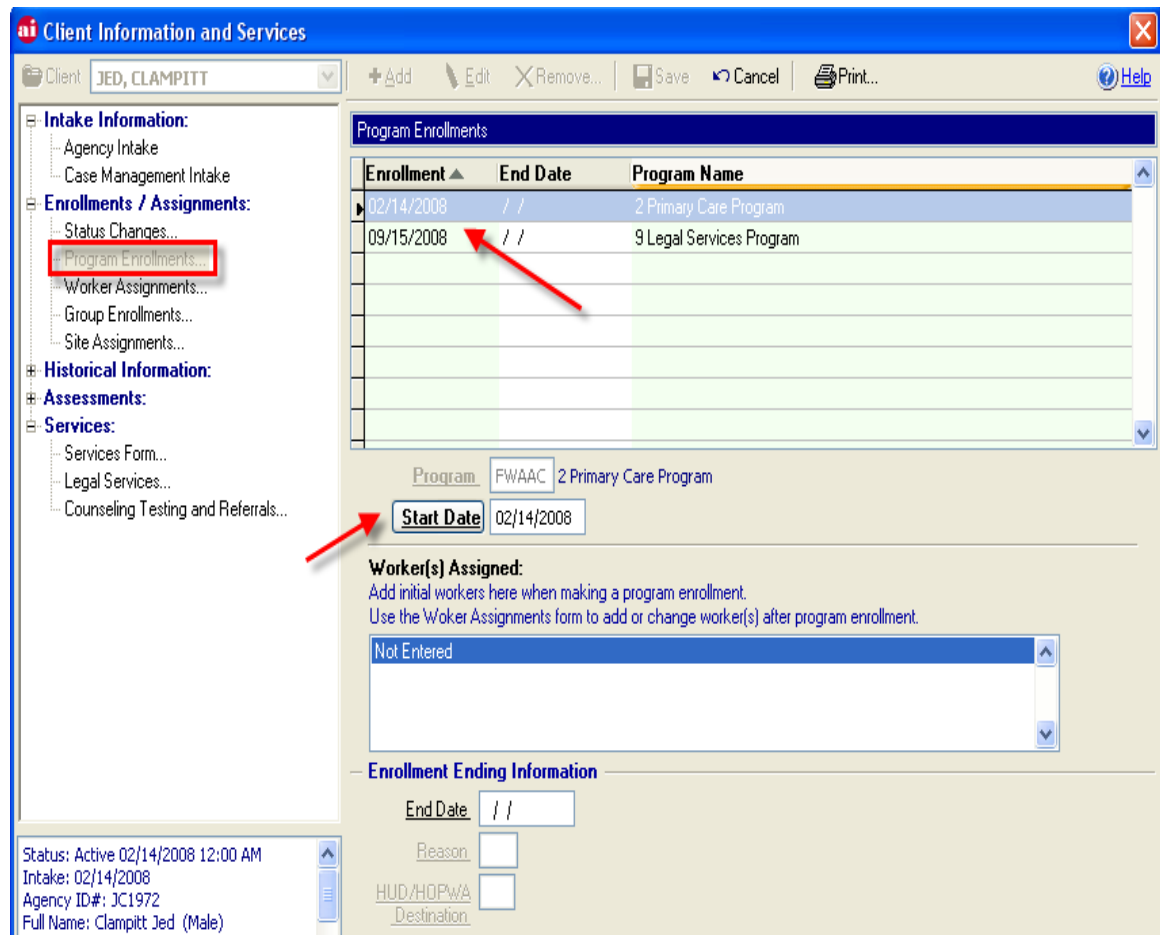
The screenshot shows a web-based form titled "Intake and Personal Information" with several tabs: Identification, More Details, Other Information, Agency Defined, Enrollment, and Comments. The "Identification" tab is active. A red box highlights the "Intake Date" field, which contains the value "02/14/2008". A red arrow points from the "Intake Date" field to the "Incomplete Agency Intake" checkbox. The "Client ID" field contains "JC1972". Below the "Identification" section, there are fields for "Last Name" (JED), "First Name" (CLAMPITT), "DOB" (11/11/1930), "Age at Intake" (77), and "Current Age" (78). The "Address & Contact" section includes fields for "Street", "City" (Palisades), "State" (NY), and "County" (Rockland). The "Living Situation" section has dropdown menus for "Head of Household?", "Dependent Children living with client?", and "Is client inadequately housed?". The "Household Data" section includes a checkbox for "Client Refused to answer", "Household size" (0), and "Total annual household income" (0).

**Figure 11**

Clients & Services module – Intake Information – Agency Intake - *Identification* tab

B) For Programs that REQUIRE Enrollment:

- ii. Must consider Program Enrollment record(s). Note that there can be more than 1 enrollment.
- iii. If all the RW-Eligible Program Enrollment *Start Dates* are within the RDR reporting period, the client is considered a “new “client.



**Figure 12**

Clients & Services module – Enrollments/Assignments – Program Enrollments

- A client will be considered “Returning” if there is at least 1 active RW Program Enrollment record that starts before the Start Date of the RDR reporting period. For example, the following client would be considered “returning”.
  - Client has RW-Eligible encounters/services in each of three RW-Eligible Programs and
  - Two Programs Require Enrollment while the 3rd does not Require Enrollment &
  - Both Program Enrollment *Start Dates* are within the RDR reporting period and
  - The client’s *Intake Date* is prior to RDR Start Date.

The remaining Section 2 questions consider the client’s HIV Status.

**Q25—Gender**

Based on the entry in the client’s Agency Intake - Identification tab. See Figure 13.

**Q26—Age**

Based on the client’s *DOB* entered in the Agency Intake - Identification tab). See Figure 13.

**Client Information and Services**

Client: APPLE, EVE

Intake and Personal Information

Identification | More Details | Other Information | Agency Defined | Enrollment | Comments

Intake Date: 01/01/2000 | Incomplete Agency Intake:  | Client ID: 1

Identification

This client is Anonymous | SSN: 123-45-6789 | Case #: C9988776

Last Name: APPLE | First Name: EVE | Middle Name: ADAMS | AKA: FRUITY

DOB: 01/01/1960 | Age at Intake: 40 | Current Age: 48

Gender: 10 Female

Primary Language: 01 English | Secondary Language: 02 Spanish | Marital Status: 01 Single (never married) | Religion: 01 Agnostic

Address & Contact

Street: 1234 AVENUE A | APT. 1A | Zip Code: 10128- | City: New York | State: NY | County: New York

Daytime Phone: (212) 555-6688 | Evening: (212) 111-2222

This person can be contacted (check all that apply)...

Discretion |  By Mail |  Home Visit |  By Phone

Living Situation

Head of Household?: Yes | Dependent Children living with client?: No | Is client inadequately housed?: N/A

Housing: 01 Homeless On Street

Chronic Homelessness (as defined by HUD)

Household Data

Client Refused to answer

Household size: 2 | Total annual household income: 20,000

Status: Active 01/01/2000  
Intake: 01/01/2000  
Agency ID#: 1  
Full Name: Eve Adams Apple (Female)  
DOB: 01/01/1960 Age: 48  
Contact By: Discretion, Mail, Phone, Home Visit  
Social Security Number: 123-45-6789

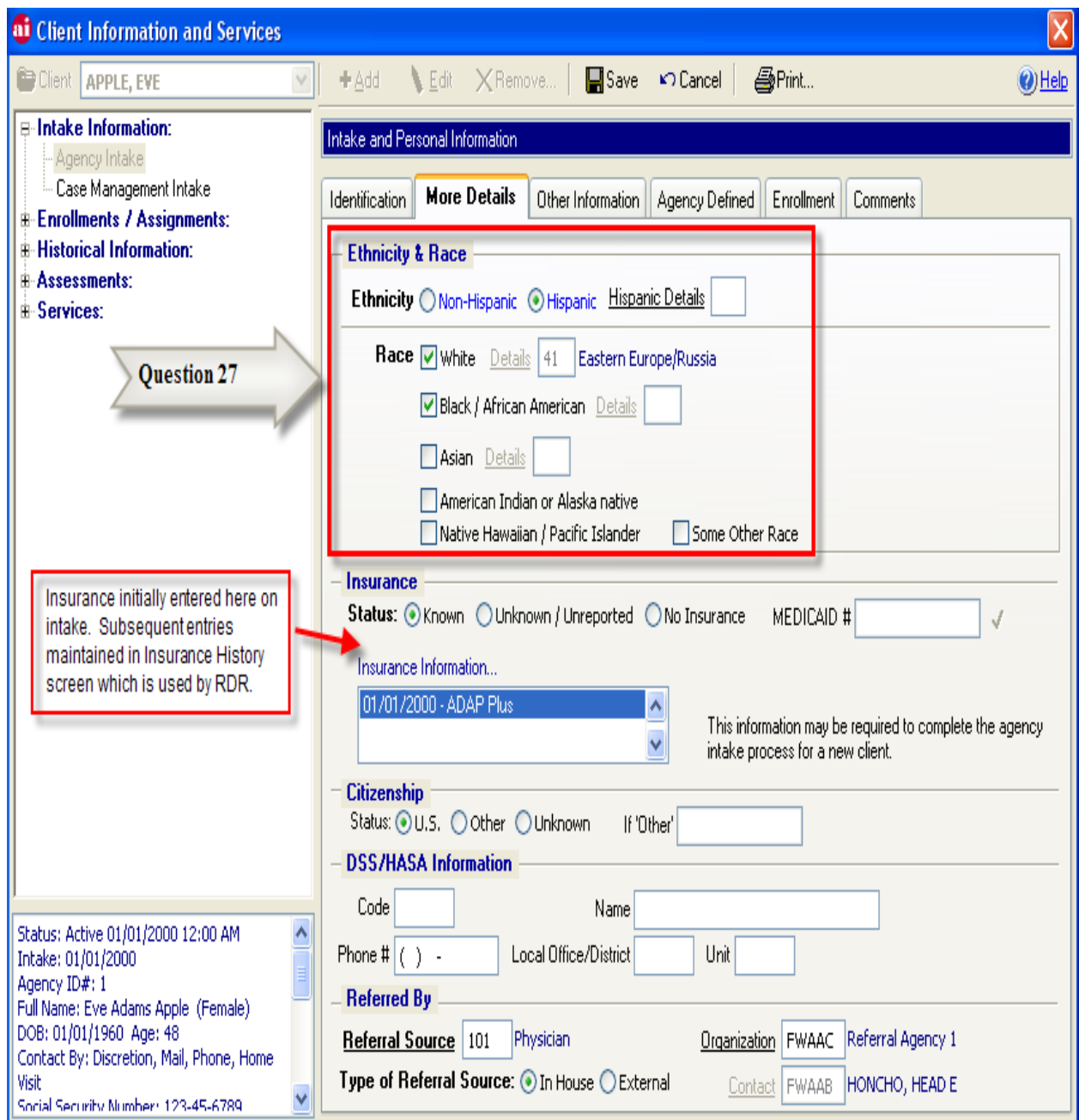
**Figure 13**

Clients & Services module – Intake Information – Agency Intake - Identification tab

**Q27—Race and Ethnicity (a: HIV-positive/indeterminate; b: HIV-affected)**

Unless the client is identified as *Anonymous* (See Figure 13), each intake must select an *Ethnicity* (either Non-Hispanic or Hispanic) AND at least 1 *Race*. See Figure 14.

- It is okay to have more than 1 Race selected.



**Figure 14**

Clients & Services module – Intake Information – Agency Intake – *More Details* tab

## Q28—Household Income

The *Household Size* and *Total Annual Household Income* information entered in the “Household Data” section of the Agency Intake – Identification tab (Figure 13) is compared to the Federal Poverty Guidelines (Household Size and Poverty Level). The Federal Guideline data is maintained in AIRS and found in the Poverty table (Figure 15). Based on the entries in the Intake, the client is counted in one of the RDR categories.

- If *Client Refused to Answer* is selected, the client will be counted in the RDR “Unknown/unreported” category.
- POVERTY Table in AIRS:
  - The dollar amounts for the Poverty Level (Pov\_level field) are updated each year by the Federal Government.
  - Figure 15 is only a sample of the 2008 United States “Household Size” (Hshld\_size field) and Poverty Level amounts.
  - For the US, the Household Size contains records from 1 to 30 in AIRS.
  - Besides the US, there are separate Household Size – Poverty Level amounts for Alaska and Hawaii.

Pov_year	St	Hshld_size	Pov_level
2010	US	1	10830
2010	US	2	14570
2010	US	3	18310
2010	US	4	22050
2010	US	5	25790
2010	US	6	29530
2010	US	7	33270
2010	US	8	37010
2010	US	9	40750
2010	US	10	44490
2010	US	11	48230
2010	US	12	51970
2010	US	13	55710
2010	US	14	59450
2010	US	15	63190
2010	US	16	66930

**Figure 15**  
Sample of the Poverty table in AIRS

## Q29—Housing/Living Arrangements

The *Housing* information entered in the “Living Situation” section of the Agency Intake – Identification tab (Figure 13) ‘rolls up’ and is counted in the corresponding RDR category according to the following.

### ***HOUSING***

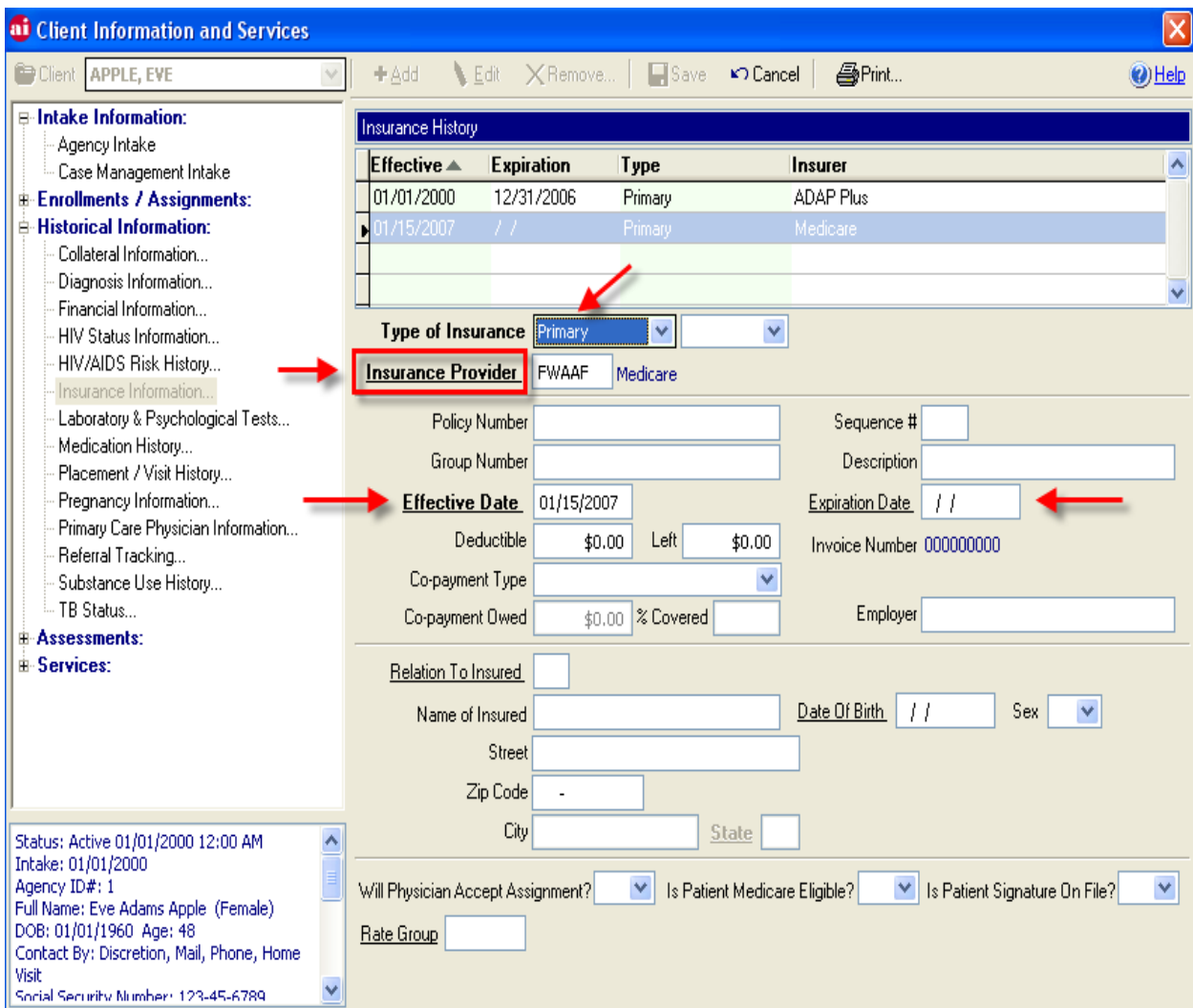
<u>Code</u>	<u>Description</u>	<u>RDR Category</u>
01	Homeless On Street	→ <b>Non-permanently Housed</b>
02	Homeless In Shelter	→ <b>Non-permanently Housed</b>
03	Transitional Housing	→ <b>Non-permanently Housed</b>
04	Residential – Psychiatric Facility	→ <b>Institution</b>
05	Residential – Group Home	→ <b>Institution</b>
06	Residential Drug Treatment	→ <b>Institution</b>
07	Skilled Nursing Facility or Hospice	→ <b>Institution</b>
08	Hospital	→ <b>Institution</b>
09	Correctional Facility (Jail/Prison)	→ <b>Institution</b>
10	Permanent Housing – Rental	→ <b>Permanently Housed</b>
11	Permanent Housing – Owns Home	→ <b>Permanently Housed</b>
12	With Relations / Friends	→ <b>Non-permanently Housed</b>
13	Domestic Violence Situation	→ <b>Unknown/Unreported</b>
0		→ <b>Unknown/Unreported</b>
	No code = blank	→ <b>Unknown/Unreported</b>

- NOTE: There is no roll-up to “Other”.

### Q30—Medical Insurance

Insurance information is initially entered in the “Insurance” section of the Agency Intake – More Details tab (Figure 14). Insurance, however, is updated and maintained in the **Insurance Information** screen (Figure 16) found under the “Historical Information” option.

To gather the client counts for the RDR, AIRS will first look to see if there are any Insurance History records. If there are none, AIRS will look at what was selected for the Insurance *Status* in the *Intake*.



**Figure 16**

Clients & Services module – Historical Information – Insurance Information

A) INSURANCE HISTORY:

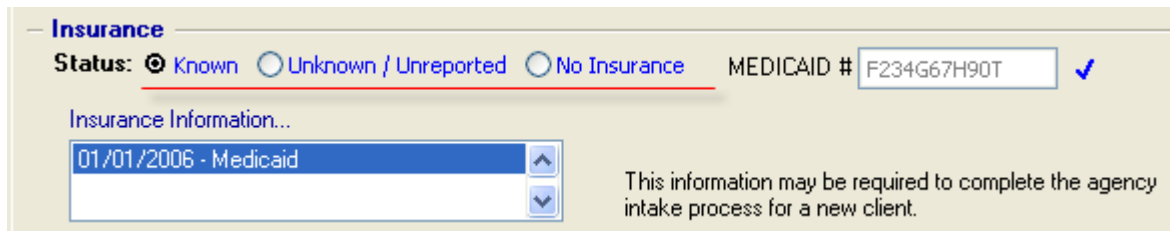
- The client counts in the RDR are based on the client’s Primary **Insurance** entered in AIRS that are effective at the end of the reporting period.
- The *Insurance Provider* that was entered ‘rolls up’ and is counted in the corresponding RDR category according to the following.

**INSURANCE PROVIDER**

Code	Description		RDR Category
01	Medicaid	→	Medicaid
02	Medicaid Managed Care	→	Medicaid
03	Medicare	→	Medicare
04	Private Insurance	→	Private
05	HMO/Managed Care (Private)	→	Private
06	Self Pay	→	No Insurance
07	ADAP Plus	→	Other Public
08	Military / VA	→	Other Public
09	Medicaid Pending	→	No Insurance
10	Workers Compensation	→	Other Public
11	Blue Shield	→	Private
12	Blue Cross	→	Private
<b>13</b>	<b>HepCAP</b>	<b>→</b>	<b>Other Public</b>
99	Other	→	Other

B) INTAKE:

- If there are no Insurance records, AIRS looks at the *Status* of the Insurance in the client’s *Intake*.



**Figure 17**

Client & Services module – Intake Information - Agency Intake (Insurance section)

<u>Insurance Status</u>		<u>RDR Category</u>
If “Unknown / Unreported” is selected	→	Unknown/unreported
If No response to Insurance question on Intake	→	Unknown/unreported
If “No Insurance” is selected	→	No Insurance

### Q31—HIV/AIDS Status

See the *HIV Status* discussion on Pages 11 -13. Most important are the RDR ‘roll-ups’ for the HIV Statuses seen on Page 13.

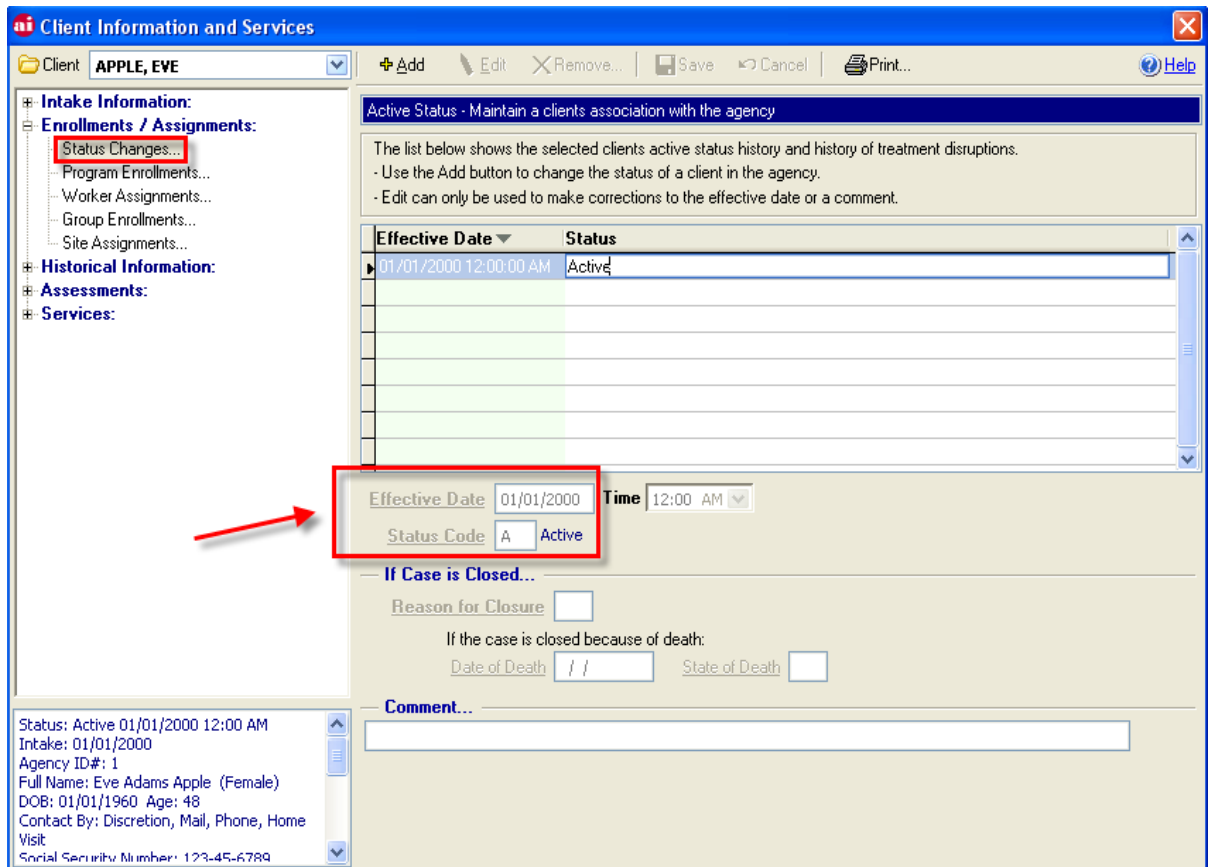
### Q32—Clients Vital/Enrollment Status

Clients are counted based on whether they are Active or Closed in the agency (Status Changes), Enrolled in Programs (considering Start Date and End Dates), and Intake Date.

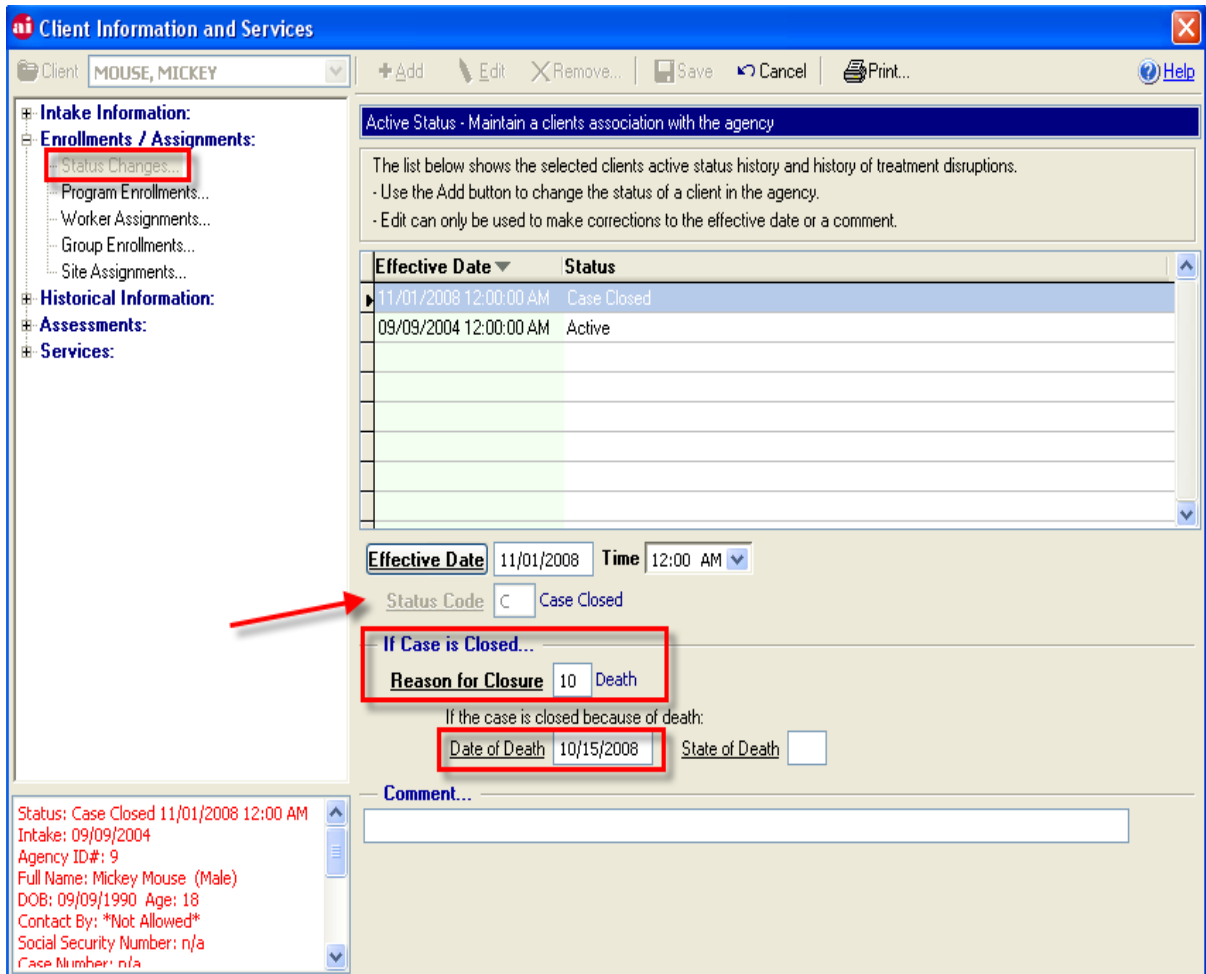
- The ”Status” codes used in AIRS to determine if they are active in the agency are:

#### STATUS

Code	Description	Client Active?
A	Active	Y
C	Case Closed	N
P	Pending	Y
RO	Case Reopened	Y



**Figure 18**  
Client & Services module – Enrollments/Assignments – Status Changes



**Figure 19**  
Client & Services module – Enrollments/Assignments – Status Changes

- The definitions of the RDR Categories are:

<b>RDR Category</b>		<b>Defined in AIRS as:</b>
Active Client, New to Program	→	“New” clients
Active Client, Continuing in Program	→	“Returning” clients
Deceased	→	Case Closed, Reason = Death (considers <i>Date of Death</i> )
Inactive:	→	Case Closed OR all RDR-included Program Enrollments have ended
Unknown/Unreported:	→	Should be zero

- NOTE: If client is in more than 1 Program, AIRS creates hierarchy with Active in any Program being the top. This is where the client will be counted based on *Intake Date* and Program Enrollment *Date(s)*.
- Here is a detailed explanation of the programming hierarchy. In other words, this is the order of the query.
  1. **DECEASED** Clients: Determine the number of clients with a *Status* in the agency equal to “Case Closed” with an *Effective Date* that is within the RDR reporting period and the *Reason* is Death (code 10).
  2. **INACTIVE** Clients:
    - a. Determine the number of client’s with a *Status* in the agency equal to “Case Closed” with an *Effective Date* that is within the RDR reporting period.
    - b. Next consider Program Enrollment records. Only include Programs that Require Enrollment.
      1. Include all the clients who have no open RW-Eligible/Funded Programs as of the End Date of the reporting period.
      2. NOTE: If the client is active in any RW-Eligible/Funded Program that requires enrollment, they will be excluded from this category and ultimately counted in one of the Active client categories.
  3. **ACTIVE Client, NEW to Program** vs. **ACTIVE Client, CONTINUING in Program**
    - a. For RW-Eligible/Funded Programs that do NOT REQUIRE enrollment: Use the client’s *Intake Date* to determine if the client is a “New” or “Continuing (Returning)” client.
      1. “New” when the *Intake Date* is within the RDR reporting period
      2. “Continuing” when *Intake Date* is prior to the start date of the RDR reporting period.
    - b. For Ryan White-Eligible/Funded Programs that do REQUIRE enrollment:
      1. Must consider Program Enrollment record(s). Note that there can be more than 1.
      2. A client will be considered “New” if all the RW-Eligible/Funded Program Enrollment *Start Dates* are within the RDR reporting period.
      3. A client will be considered “Returning” if there is at least 1 active RW-Eligible/Funded Program Enrollment record that starts before the Start Date of the RDR reporting period.
  4. **UNKNOWN/UNREPORTED** Clients – This should be zero.

## **SECTION 3: SERVICE INFORMATION**

### **Q33—Services offered, number of clients served, and total number of visits**

Clients and their Service counts are included in the RDR if they receive an “RDR-Service” (one that is associated with an RDR Question 33 Service Category) in a Ryan White Eligible or Funded AIRS Program during the reporting period.

- NOTE: Unlike prior versions of the CADR/RDR, the RDR column “Check if service was offered” will automatically be checked if there are any client/visits to report in RDR.

The RDR “Service Categories” are not an exact match to the AIRS Service Categories. Therefore, AIRS Service Category-Encounter Type-Service combinations are “mapped” to the RDR Service Categories. Another term for this is the “cross-walk”.

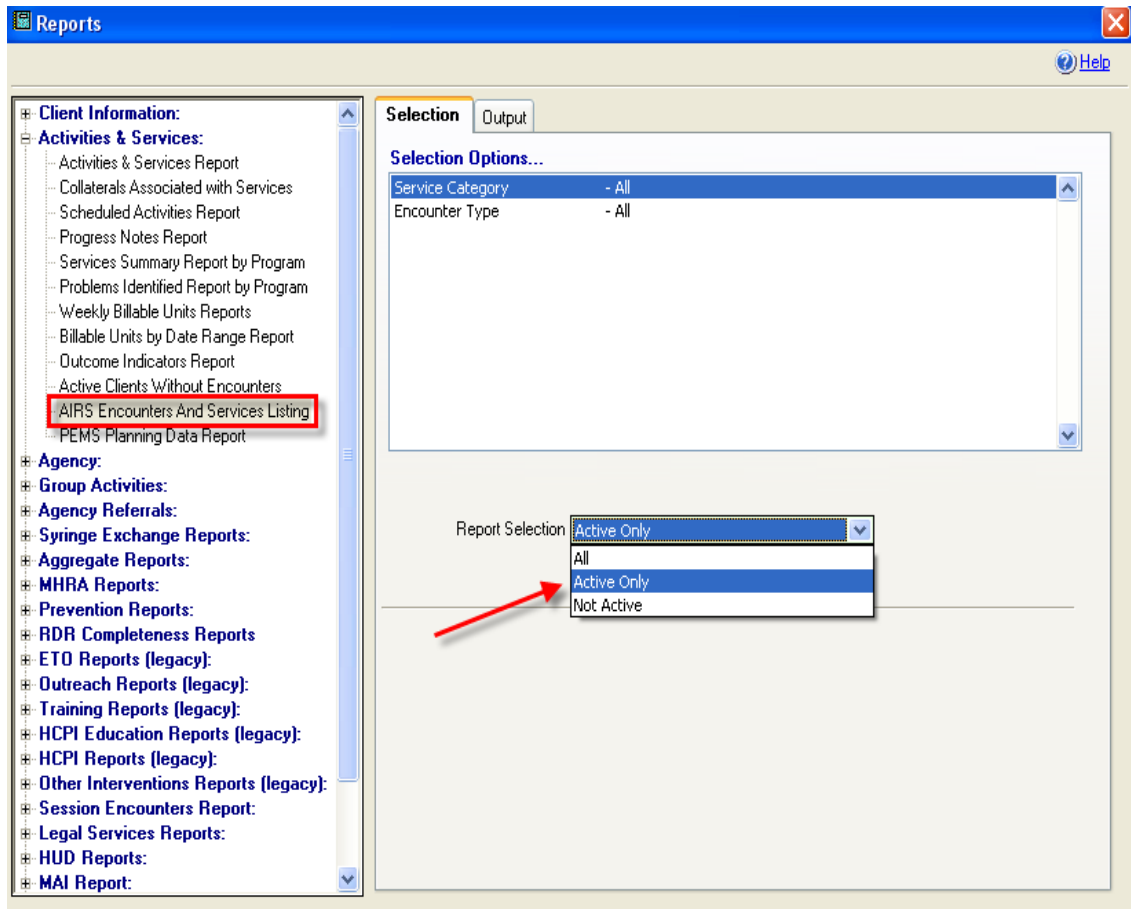
- “Mapping” means that if the Service Category-Encounter Type-Service combination is entered, there is something in AIRS that will count it in the proper RDR Category.
- **To see which Encounter and Services are “mapped” to which RDR Category:**

Choices include the following.

1. Refer to the **RDR-2010-ServiceMappings.PDF** document that you can download from [www.airсны.org](http://www.airсны.org) web site. Unlike the *AIRS Encounters and Services Listing* (see below), the **RDR-2010-ServiceMappings.PDF** document identifies and groups the AIRS Service Category-Encounter Type-Services by each RDR Service Category.
  - **The information is from AIRS V8.6.**
  - Each RDR Category is listed by the question number (33A, 33AB, ...33B...33Z).
  - Only the “Active” AIRS Services are included.
  - Note: RDR Category mappings for Questions 36-38 and 40-41 in Section 4 (HIV Counseling & Testing) are included here.
  - The “RDR2 Category” is a mapping for questions in Section 5 (Medical Information) where the RDR Category is 33A. **(Also see the RDRSetion5-2010-SerciceMappings.pdf document.)**
  - If there is no RDR Category mapping, the Service Category-Encounter-Service will *not* be seen in this report.

2. In AIRS, go to the *AIRS Encounters and Services Listing* report. This is found under the *Activities & Services* option of the *Reporting Module*. See Figure 20 on the next page.

- NOTE: It is suggested that you choose “Active Only” for the *Report Selection* on the “Selection” tab.



**Figure 20**

Reporting Module – Activities & Services – AIRS Encounters And Services Listing

- On the report, note the *RDR Category* will list the associated Question 33 Service Category (33A -33AD, 33B - 33Z). See Figures 10 or 21 (next page).
- If there is a blank in the *RDR Category* column, the Service Category-Encounter Type-Service combination is not reported on the RDR.

Date: 12/05/2008

Time: 12:17:55

Version:	8.1.204
Version Date:	07/01/2008

AIDS INSTITUTE Test System

AIRS - AIDS Institute Reporting System

**AIRS ENCOUNTERS AND SERVICES LISTING**

Selection Criteria: Active Only

**Service Category: Supportive Services**



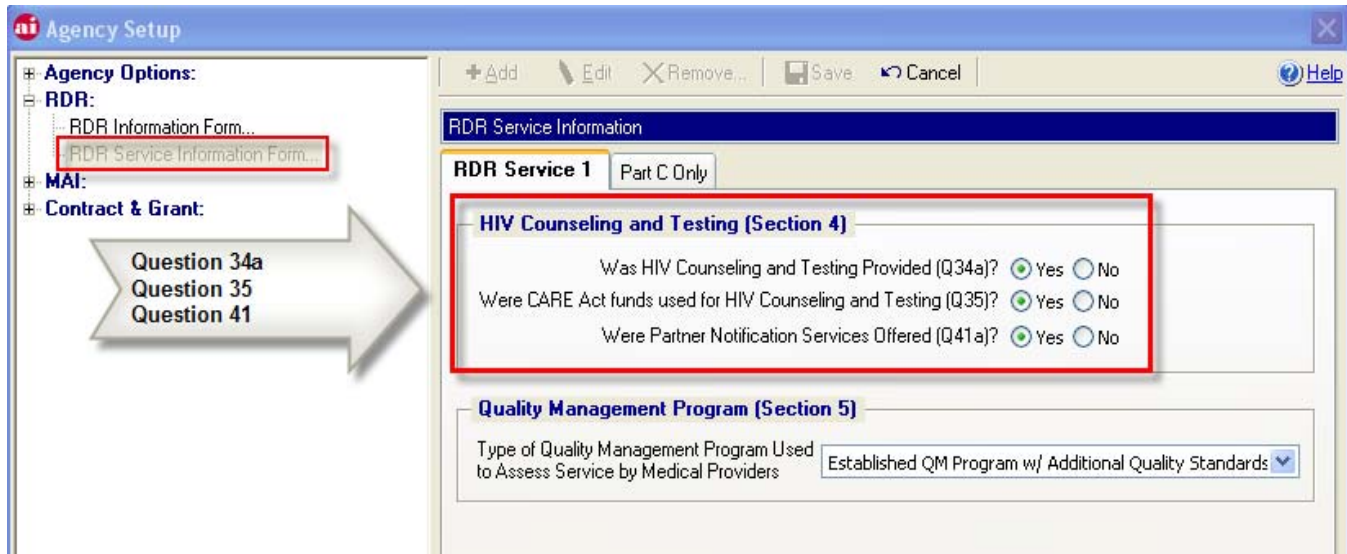
Encounter:		Active	RDR Category	RDR2 Category
45	Direct Emergency Assistance	Yes		
<b>Service:</b>				
85	Child Care/Safety Items Distribution	Yes		
115	Clothing Distribution	Yes		
135	Consultation	Yes	33P	
224	Emergency Cash Grant Denied	Yes	33P	
225	Emergency Cash Grant Given	Yes	33P	
226	Emergency Clinical Response	Yes	33Y	
227	Emergency Food Package	Yes	33Q	
228	Emergency Grant Application	Yes	33P	
230	Emergency Transportation	Yes	33V	
261	Financial Assessment	Yes	33P	
264	Financial Reassessment	Yes	33P	
439	Intake/Assessment	Yes	33P	
630	Petty Cash	Yes	33P	
631	Petty Cash Denied	Yes	33P	
722	Renovations (or Renovations/Weatherization)	Yes	33S	
723	Rental Arrears	Yes	33S	
724	Rental Assistance	Yes	33S	
853	Utility Assistance	Yes	33S	

**Figure 21**

Example 2 of “AIRS Encounters And Services Listing”

## SECTION 4: HIV COUNSELING AND TESTING

This section counts all individuals who received HIV counseling and testing at the agency during the reporting period, whether or not they were reported as clients in Section 2. **This includes the “Integrated HIV Testing“ Service Category even when it is a Prevention Program funded by the CDC.**



**Figure 22**

Agency module - RDR – RDR Service Information Form – *RDR Service 1* tab

### **Q34a – Was HIV Counseling Provided?**

Entered in the Agency Module - RDR – RDR/RSR Service Information Form – *RDR Service 1* tab. See Figure 22.

### **Q34b -Total Number of Infants Tested:**

Clients age 24 months or younger with an Encounter mapped to RDR Category = 37. See Section 3 discussion on Encounter/Service mappings.

### **Q35 - Were RW HIV/AIDS Program Funds Used?**

Agency Module - RDR – Entered in the RDR/RSR Service Information Form – *RDR Service 1* tab. See Figure 22.

**Q36 - How Many Received HIV Pretest Counseling?**

Clients with an Encounter mapped to RDR Category = 36 or 37. Refer to the **RDR-2010-ServiceMappings.PDF** document that you can download from [www.airsny.org](http://www.airsny.org) web site. Also, see Section 3 discussion on Encounter/Service mappings.

**Q37 - How Many Tested?**

Clients with an Encounter mapped to RDR Category = 37. Refer to the **RDR-2010-ServiceMappings.PDF** document that you can download from [www.airsny.org](http://www.airsny.org) web site. Also, see Section 3 discussion on Encounter/Service mappings.

**Q38 - How Many Had A Positive Test Result?**

Clients with an Encounter or Service mapped to RDR Category = 38 or 40. Refer to the **RDR-2010-ServiceMappings.PDF** document that you can download from [www.airsny.org](http://www.airsny.org) web site. Also, see Section 3 discussion on Encounter/Service mappings.

**Q39 - How Many Received HIV Posttest Counseling?**

Clients with an Encounter mapped to RDR Category = 38 or 39. Refer to the **RDR-2010-ServiceMappings.PDF** document that you can download from [www.airsny.org](http://www.airsny.org) web site. Also, see Section 3 discussion on Encounter/Service mappings.

**Q40 - How Many Positive Clients did NOT Return for HIV Posttest Counseling?**

Clients with an Encounter or Service mapped to RDR Category = 40. Refer to the **RDR-2010-ServiceMappings.PDF** document that you can download from [www.airsny.org](http://www.airsny.org) web site. Also, see Section 3 discussion on Encounter/Service mappings.

**Q41a - Did Program Offer Partner Notification?**

Agency Module - RDR – Entered in the RDR Service Information Form – *RDR Service 1 tab*. See Figure 22.

**Q41b - If Yes, How Many At-Risk Partners Were Notified?**

Total count of the “# of People” notified in those Encounter mapped to RDR Category = 41. See Figure 23. Refer to the **RDR-2010-ServiceMappings.PDF** document that you can download from [www.airsny.org](http://www.airsny.org) web site. Also, see Section 3 discussion on Encounter/Service mappings.

The screenshot shows the 'Client Information and Services' window for client 'LANE, LOIS'. The left sidebar lists various information categories, with 'Services' selected. The main area displays 'Service Encounters' for 'Post-test Counseling, HIV+ Result / Return Visit at 02/20/2006'. The 'Encounter Information' tab is active, showing details like 'Actual Date: 02/20/2006', 'Program: FWAAL EVERYTHING-CLIENT Program 08/08/2003 - current', and 'Serv. Cat: 00008 Counseling and Testing'. The 'Encounter' field is set to 146. A red arrow points to the 'Services/Activities Provided' section, which lists 'On-site PNAP/CNAP/Other S/PN Service Provided to Client'. Below this, there are fields for 'Referrals Provided' (set to 'Not Entered') and 'Next Scheduled Appointment'.

The screenshot shows the 'Service' form for activity code 568, 'On-site PNAP/CNAP/Other S/PN Service Provided to Client'. Fields include 'Start Time', 'End Time', 'Time Spent: n/a', 'How Provided', 'Location', 'Outcome', 'Staff: FWAAC HOLIDAY, DOC T', and 'Value: 0.00'. The '# Of Items/People' field is highlighted with a red box and a red arrow, containing the value '5'. There is also a 'Remarks' text area at the bottom.

Figure 23

Clients & Services module - Services – Services Form – Services Provided

## SECTION 5: MEDICAL INFORMATION

### Q42—Gender of Clients who have received medical services

Gender is taken from the client Intake. Make sure that every client has a *Gender* entered on the intake. AIRS will compute the appropriate breakdowns when it calculates the RDR.

The screenshot shows a web-based form titled "Intake and Personal Information". It has several tabs: "Identification", "More Details", "Other Information", "Agency Defined", "Enrollment", and "Comments". The "Identification" tab is active. The form contains the following fields and values:

- Intake Date:** 01/01/2000
- Client ID:** 1
- SSN:** 123-45-6789 (with a checkmark icon)
- Case #:** C9988776
- Gender:** 10 Female (highlighted with a red box)
- Primary Language:** 01 English
- Secondary Language:** 02 Spanish
- Last Name:** APPLE
- First Name:** EVE
- Middle Name:** ADAMS

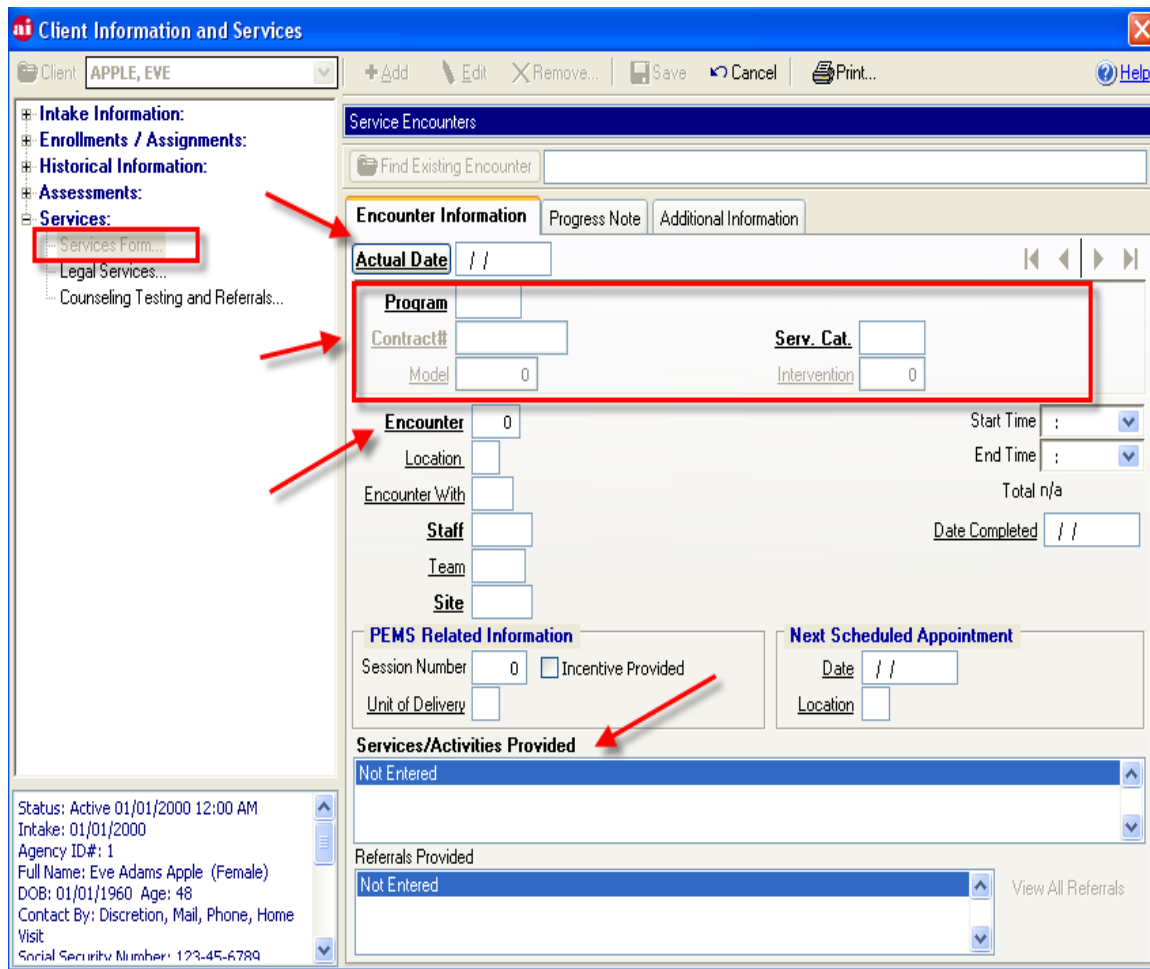
**Figure 24**

Clients & Services module – Intake Information – Agency Intake

### Q43—Number of clients with 1 to 5 or more medical visits

Clients counted in Q42, are placed in the appropriate visit category based on the number of encounters/services which are entered and maintained in the Services Form.

- AIRS will count how many Encounters/Services the client has had during the reporting period.
- There should be no clients where the number of visits is unknown. Every client will have at least one medical visit entered.



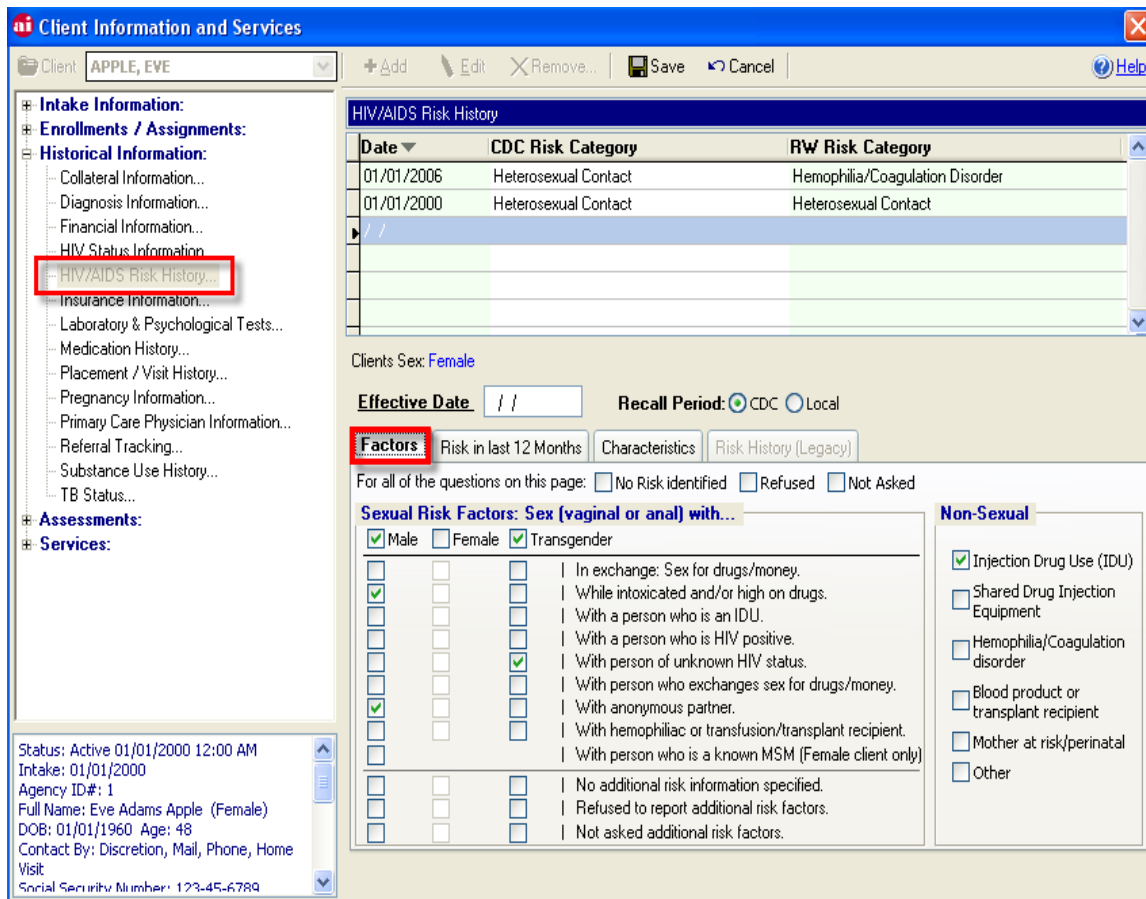
**Figure 25**  
Clients & Services module - Services – Services Form

## Q44—Risk Factors for HIV+/Indeterminate clients receiving medical care

Each client receiving medical services (33A) during the RDR year should have at least 1 risk history record during the reporting year that reflects his/her current risk status.

- If the client’s risk profile has changed during the course of the year, **the client’s risk history should be updated as needed.** Unless you have made a data entry error, Do NOT edit the current risk history record to reflect the client’s current risk. Instead, update the risk history by entering a NEW record.
- It is not advisable for your RDR to reflect a high proportion of clients with unknown/unreported risk histories.
- *Note: Risks are hierarchy based.* (The first risk on RDR list is highest while the last is the lowest.) If there are multiple HIV/AIDS Risk records for a client up through the End Date of the RDR, the Risk record with the most risk is reported.

Risks are entered in the **HIV/AIDS Risks History** form. Click on [Add] to start and enter information on the 3 tabs (Factors, Risk in last 12 Months, and Characteristics).



**Figure 26**

Clients & Services module – Historical Information – HIV/AIDS Risk History – Factors tab

HIV/AIDS Risk History

Date	CDC Risk Category	RW Risk Category
01/01/2006	Heterosexual Contact	Hemophilia/Coagulation Disorder
01/01/2000	Heterosexual Contact	Heterosexual Contact
/ /		

Clients Sex: Female

Effective Date: / / Recall Period:  CDC  Local

Factors: **Risk in last 12 Months** Characteristics Risk History (Legacy)

For all of the questions on this page:  Refused  Not Asked

**Recent STD (not HIV)**

Yes (Self-report)

Yes (Lab confirmed)

No

Don't know

Refused

Not Asked

**Incarcerated**

Yes

No

Refused

Not Asked

**Sex Worker**

Yes

No

Refused

Not Asked

**Housing Status**

Permanent

Non-permanent

Institution

Other

Don't Know

Refused

Not asked

Figure 27

Clients & Services module – Historical Information – HIV/AIDS Risk History – Risk in last 12 Months

+ Add Edit X Remove... **Save** Cancel Help

HIV/AIDS Risk History

Date	CDC Risk Category	RW Risk Category
01/01/2006	Heterosexual Contact	Hemophilia/Coagulation Disorder
01/01/2000	Heterosexual Contact	Heterosexual Contact
03/15/2008		

Clients Sex: Female

Effective Date: 03/15/2008 Recall Period:  CDC  Local

Factors: Risk in last 12 Months **Characteristics** Risk History (Legacy)

**Pregnant**

Yes

No

Don't know

Refused

Not asked

**Previous HIV Test**

Yes

No

Don't know

Refused

Not asked

MM/YYYY 09/2006

**Self-reported Test Results**

Positive

Negative

Preliminary Positive/Indeterminate

Don't Know

Refused

Not asked

**In HIV Medical Care**

Yes

No

Don't know

Refused

Not asked

**In Prenatal Care**

Yes

No

Don't know

Refused

Not asked

- If you answer 'Yes' to "Previous HIV Test", you must enter the MM/YYYY and answer the "Self-reported Test Results" question.
- If you answer 'Positive' in "Self-reported Test Results" you must answer the "In HIV Medical Care" question.

Figure 28

Clients & Services module – Historical Information – HIV/AIDS Risk History – Characteristics tab

Click on [Save]. AIRS will identify the client’s *RW Risk Category*.

Date	CDC Risk Category	RW Risk Category
03/15/2008	IDU	IDU
01/01/2006	Heterosexual Contact	Hemophilia/Coagulation Disorder
01/01/2000	Heterosexual Contact	Heterosexual Contact

**Figure 29**

Clients & Services module – Historical Information – HIV/AIDS Risk History

**Q45—Number of clients who have received medical services for the first time**

In addition to the basic inclusion criteria, clients must have had their first medical encounter during the current reporting year to be included in this question.

- For each client reported in Question 42, AIRS will determine if they have or do not have any Encounters/Services associated with RDR Category equal to 33A prior to the start of the reporting period. If they do not, they are counted here.
- Clients whose cases are reopened during the current reporting year but have had prior medical encounters will NOT be counted.

### Q46—Clients who are new to medical services and who either have had a CD4 count or Viral Load test during the RDR year

This is a subset of clients counted in Q45 who either had a CD4 or Viral Load test. The counts are drawn from either the data entered in the **Services Form** or the results found in the **Laboratory & Psychological Tests** form.

- **CD4 COUNT:**

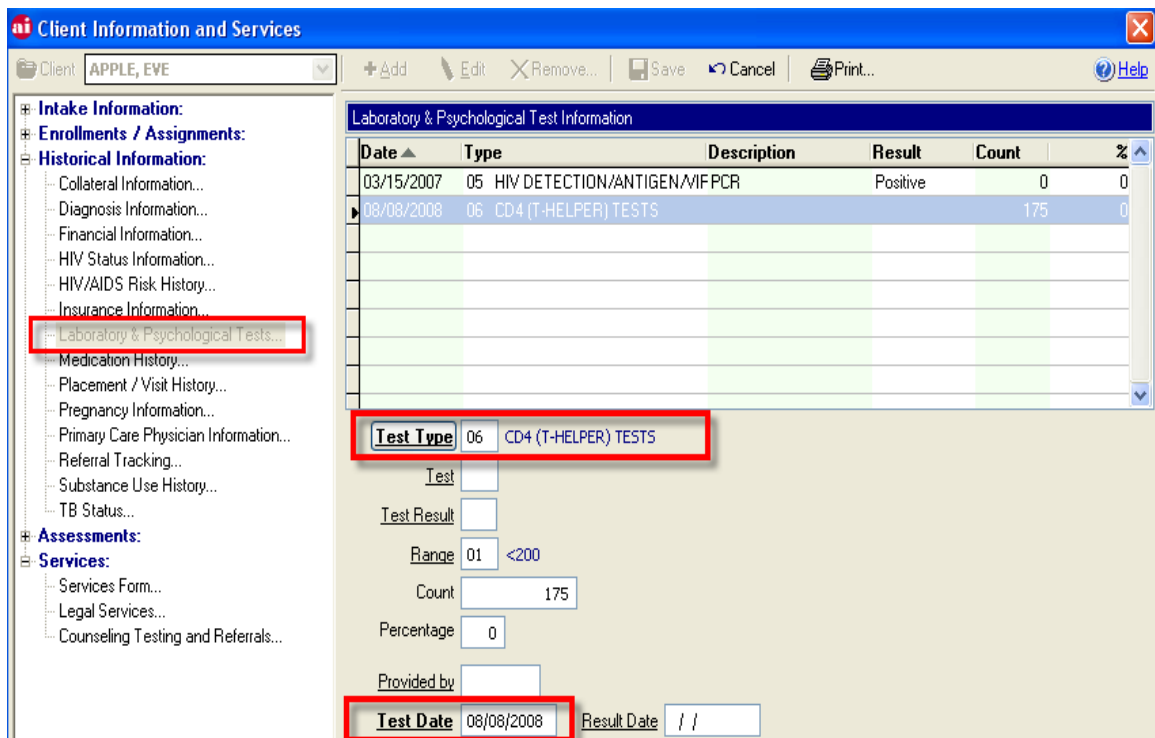
- SERVICE Method:

Although the specific encounter codes will vary depending on your program, choosing the *Lab Test: CD4* service (code **453**) will add the client to this question.

- If you look at the “AIRS Encounters and Services Listing” report you can see all the Services associated with the RDR2 category of 46A that correspond to each Encounter/Service combo.
    - Also see the **RDRSetion5-2010-SerciceMappings.pdf** from [www.airsny.org](http://www.airsny.org) where the Services mapped to the RDR2 Category 46A are grouped.

- LAB TEST Method:

Enter the *CD4 (T-Helper Tests)* into the **Laboratory & Psychological Tests** form.



**Figure 30**

Clients & Services module – Historical Information – Laboratory & Psychological Tests

- **VIRAL LOAD:**

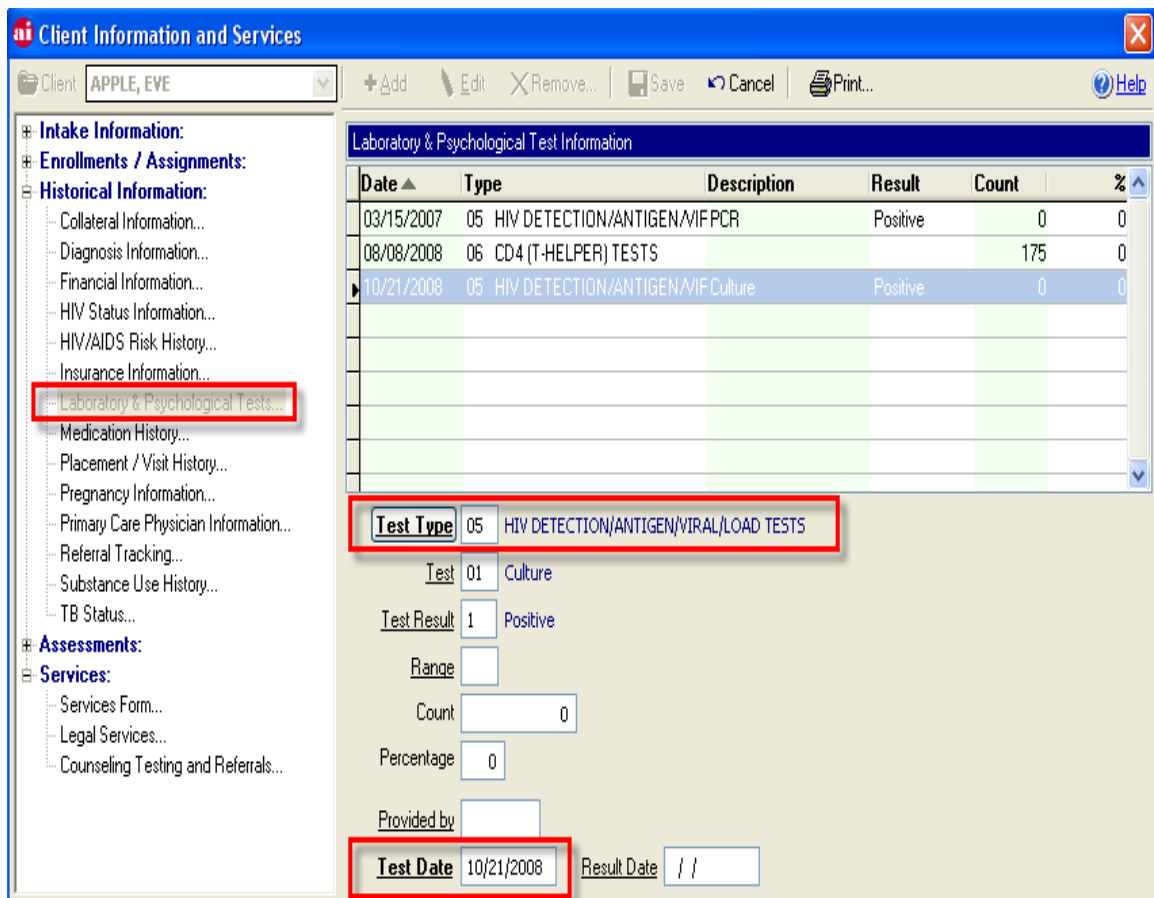
- *SERVICE Method:*

Although the specific encounter codes will vary depending on your program, choosing the *Lab Test: Viral Load (454)* service will add the client to this question

- If you look at the “AIRS Encounters and Services Listing” report you can see all the Services associated with the RDR2 category of 46B that correspond to each Encounter/Service combo.
    - Also see the **RDRSetion5-2010-SerciceMappings.pdf** from [www.airсны.org](http://www.airсны.org) where the Services mapped to the RDR2 Category 46B are grouped.

- *LAB TEST Method:*

Enter the *HIV Detection/Antigen/Viral/Load Test* into the **Laboratory & Psychological Tests** form.



**Figure 31**

Clients & Services module – Historical Information – Laboratory & Psychological Tests

## Q47A → 47E—Latent TB testing

The data for items in Q47 are drawn **from the most recently dated information** (that is not after the End Date of the RDR) entered among the **Services Form, Laboratory & Psychological Tests form**, and the **TB Status History** screen.

- For the purposes of the RDR, the **TB Status History** should be updated at least annually for each patient for whom a TB screening is clinically indicated. Exceptions are identified below. (Please note that these requirements may differ from HIVQUAL standards.)
  - Patients with positive PPD results from a previous reporting year
  - Patients that have been treated for active or latent TB infection in a previous reporting year
  - Patients who are anergic do not need subsequent annual updates if their TB Status History records have already indicated their anergic status.

- **Q47a – Latent TB Test was Indicated:**

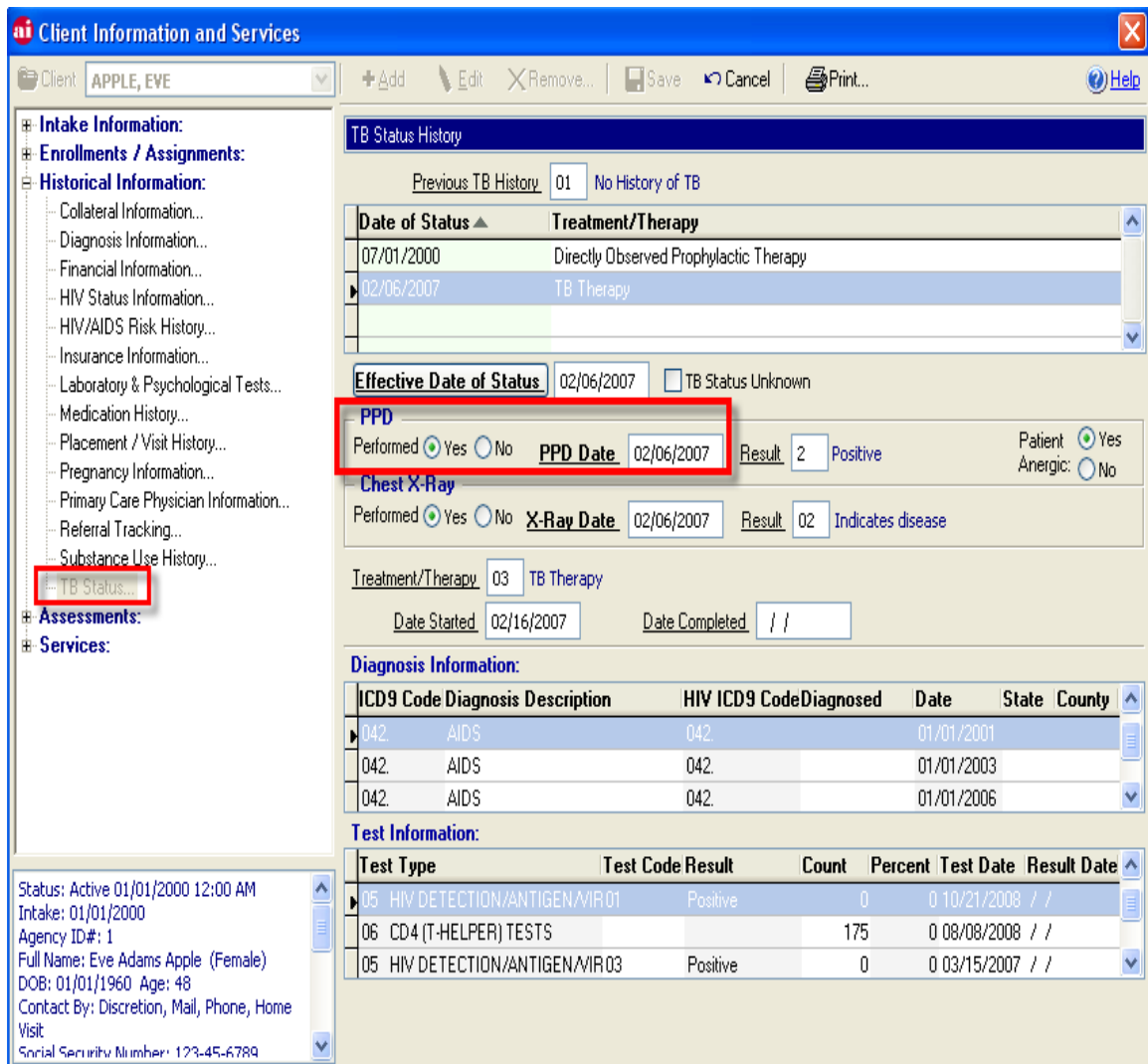
The total unduplicated client count will include clients with Services mapped to RDR Question 47A or 47B or have a **TB Status History** record indicating a *PPD* was performed **or have a *QuantiFeron TB test entered in the "Laboratory & Psychological Tests" form*** during the reporting period.

- SERVICE Method:

Although the specific encounter codes will vary depending on your program, choosing the *TB Skin Test (PPD) Indicated* (815), *Lab Test: TB Screen/PPD/Anergy* Screen (452), or *PPD* (602) service will add the client to this question.

  - If you look at the “AIRS Encounters and Services Listing” report you can see all the Services associated with the RDR2 category of 47A and 47B that correspond to each Encounter/Service combo.
  - Also see the **RDRSetion5-2010-SerciceMappings.pdf** from [www.airsny.org](http://www.airsny.org) where the Services mapped to the RDR2 Categories are grouped.
- TB STATUS HISTORY Method:

Enter a record into the **TB Status History** screen indicating a *PPD* was performed during reporting period. (See Figure 32 on next page.)



**Figure 32**

Clients & Services module – Historical Information – TB Status

- **LAB TEST Method:**  
**Enter the *QuantiFeron TB* screening test (code = QF) into the “Laboratory & Psychological Tests” form. (See Figure 33 on next page.)**

The screenshot shows the 'Client Information and Services' window for client 'APPLE, EVE'. The left sidebar lists various information categories, with 'Laboratory & Psychological Tests...' highlighted. The main window displays a table of test results:

Date	Type	Description	Result	Count	%
09/01/2010	QF	Quantiferon TB	Negative	0	0
03/01/2010	SX	SEXUALLY TRANSMITTED INF	Positive	0	0
03/04/2010	SY	SYPHILIS	Negative	12,345,678	0

Below the table is a form for editing a test entry. The 'Test Type' is 'QF' and 'Quantiferon TB'. The 'Test Result' is '1' and 'Negative', with a red arrow pointing to the 'Negative' text. The 'Test Date' is '09/01/2010' and the 'Result Date' is '//'. Other fields include 'Test', 'Range', 'Count' (0), 'Percentage' (0), and 'Provided by'.

**Figure 33**

Clients & Services module – Historical Information – Laboratory & Psychological Tests

- **Q47b – Received TB Test:**

The total unduplicated client count will include clients with Services mapped to RDR Question **47B** *or* have a **TB Status History** record indicating a *PPD* was performed during the reporting period *or* have a **QuantiFeron TB test entered in the “Laboratory & Psychological Tests” form.**

- **SERVICE Method:**

Although the specific encounter codes will vary depending on your program, choosing the **Lab Test: TB Screen/PPD/Anergy Screen (452)** or **PPD (602)** service will add the client to this question.

- If you look at the “AIRS Encounters and Services Listing” report you can see all the Services associated with the RDR2 category of **47A** and **47B** that correspond to each Encounter/Service combo.
- Also see the **RDRSetion5-2010-SerciceMappings.pdf** from [www.airсны.org](http://www.airсны.org) where the Services mapped to the RDR2 Categories are grouped.

- **TB STATUS HISTORY Method:**

Enter a record into the **TB Status History** screen indicating a *PPD* was performed during reporting period. See Figure 32 (above).

- **LAB TEST Method:**

**Enter the QuantiFeron TB screening test (code = QF) into the “Laboratory & Psychological Tests” form. (See Figure 33 on Page 41.)**

- **Q47c – TB Test Results:**

Of the clients reported in Question 47b, the following are used to determine the reported results.

- **LAB TEST Method:**

**The RDR Will use the Lab Test Test Result field from the QuantiFeron TB screening test. (See Figure 33 on prior page.)**

-- OR --

- **TB STATUS HISTORY Method:**

*PPD Result* field from the **TB Status History** screen. (See Figure 34 on next page.)

*Note:* If a Result is not entered in the **TB Status History** record nor the **Lab Test History screen**, the client will be counted in the "Unknown" category.



*Note:* If a client is included in 47b due only to the Service being entered, the client will be counted in the "Unknown" category.

**TB Status History**

Previous TB History  No History of TB

Date of Status ▲	Treatment/Therapy
07/01/2000	Directly Observed Prophylactic Therapy
▶ 02/06/2007	TB Therapy

**Effective Date of Status**   TB Status Unknown

**PPD**  Performed  Yes  No **PPD Date**  **Result**  **Positive**  Patient  Yes Anergic:  No

**Chest X-Ray** Performed  Yes  No **X-Ray Date**  **Result**  **Indicates disease**

Treatment/Therapy  TB Therapy

Date Started  Date Completed

**Diagnosis Information:**

ICD9 Code	Diagnosis Description	HIV ICD9 Code	Diagnosed	Date	State	County
▶ 042.	AIDS	042.		01/01/2001		
042.	AIDS	042.		01/01/2003		
042.	AIDS	042.		01/01/2006		

**Test Information:**

Test Type	Test Code	Result	Count	Percent	Test Date	Result Date
▶ 05	HIV DETECTION/ANTIGEN/MIR01	Positive	0	0	10/21/2008	/ /
06	CD4 (T-HELPER) TESTS		175	0	08/08/2008	/ /
05	HIV DETECTION/ANTIGEN/MIR03	Positive	0	0	03/15/2007	/ /

**Figure 34**

Clients & Services module – Historical Information – TB Status

- **Q47d – Treatment:**

Of the clients who tested Positive in Question 47c, the *Treatment/Therapy* field from the **TB Status History** screen is used.

- *Note:* If a *Treatment/Therapy* is not entered in the **TB Status History** record, the client will be counted into the "Unknown/lost to follow-up" category unless Service 816 has been entered. (See next bullet.)
- *SERVICE Method:* Although the specific encounter codes will vary depending on your program, choosing the **TB Treatment (816)** service will (also) add the client to the “Completed treatment for active TB disease” category.

- Also see the **RDRSetion5-2010-SerciceMappings.pdf** from [www.airсны.org](http://www.airсны.org) where the Services mapped to the RDR2 Category 47D2 are grouped.

The screenshot shows the 'TB Status History' form. At the top, 'Previous TB History' is set to '01 No History of TB'. A table lists status dates and treatments: 07/01/2000 (Directly Observed Prophylactic Therapy) and 02/06/2007 (TB Therapy). Below this, the 'Effective Date of Status' is 02/06/2007. The 'PPD' section shows 'Performed' as 'Yes', 'PPD Date' as 02/06/2007, and 'Result' as '2 Positive'. The 'Chest X-Ray' section shows 'Performed' as 'Yes', 'X-Ray Date' as 02/06/2007, and 'Result' as '02 Indicates disease'. A red box highlights the 'Treatment/Therapy' field set to '03 TB Therapy' and 'Date Started' as 02/16/2007. The 'Diagnosis Information' table lists three AIDS diagnoses (ICD9 Code 042) with dates 01/01/2001, 01/01/2003, and 01/01/2006. The 'Test Information' table shows HIV detection tests with results: 05 HIV DETECTION/ANTIGEN/MR01 (Positive), 06 CD4 (T-HELPER) TESTS, and 05 HIV DETECTION/ANTIGEN/MR03 (Positive).

**Figure 35**

Clients & Services module – Historical Information – TB Status

- **Q47e – Treatment:**

Of the clients who started Treatment in Question 47d, clients are counted if a date has been entered in the Treatment/Therapy *Date Completed* field from the **TB Status History** screen.

- *Note:* If the *Date Started* has been entered but the *Date Completed* is empty, the client will be counted in the "Are currently undergoing treatment for either LTBI or active TB disease" category.
- *Note:* If the *Date Started* AND the *Date Completed* are both empty, the client will be counted in the "Are unknown, lost to follow-up, or did not complete treatment" category.
- *Note:* If the client was counted in Question 47d as "Unknown/lost to follow-up", the client will be counted in the "Are unknown, lost to follow-up, or did not complete treatment" category.

The screenshot shows the 'TB Status History' form. At the top, 'Previous TB History' is set to '01 No History of TB'. A table lists status dates: '07/01/2000' for 'Directly Observed Prophylactic Therapy' and '02/06/2007' for 'TB Therapy'. Below this, the 'Effective Date of Status' is '02/06/2007'. The 'PPD' section shows 'Performed' as 'Yes', 'PPD Date' as '02/06/2007', and 'Result' as '2 Positive'. The 'Chest X-Ray' section shows 'Performed' as 'Yes', 'X-Ray Date' as '02/06/2007', and 'Result' as '02 Indicates disease'. The 'Treatment/Therapy' is '03 TB Therapy', with 'Date Started' as '02/16/2007' and 'Date Completed' as ' / /'. The 'Diagnosis Information' table lists three AIDS diagnoses (ICD9 Code 042) with dates 01/01/2001, 01/01/2003, and 01/01/2006. The 'Test Information' table lists three tests: HIV DETECTION/ANTIGEN/MIR 01 (Positive, 0 count, 10/21/2008), CD4 (T-HELPER) TESTS (175 count, 08/08/2008), and HIV DETECTION/ANTIGEN/MIR 03 (Positive, 0 count, 03/15/2007). Red arrows point to the PPD, Chest X-Ray, and Date Completed fields. A red box highlights the empty Date Completed field.

**Figure 36**

Clients & Services module – Historical Information – TB Status

## Q48—Number of clients who received screening and/or treatments for Hepatitis C, Syphilis, and STI infections other than Syphilis

The data for items in Q48 are drawn from the data entered for the clients in the **Services Form or Laboratory & Psychological Tests form**.

If you look at question 48 on the RDR report form, you will see that it is really divided into 6 sub-parts. The first one should be considered 48A and the last 48F. These codes correspond to the RDR2 Category seen in the “AIRS Encounters and Services Listing” report.

- The specific encounter codes will vary depending on your program. However, choosing the appropriate Service Code (see the services below) will count the client in the correct reporting categories.
  - If you look at the “AIRS Encounters and Services Listing” report you can see all the Services associated with the RDR2 category of 48A, 48B, 48C, 48D, 48E, and 48F that correspond to each Encounter/Service combo.
  - Also see the **RDRSetion5-2010-SerciceMappings.pdf** from [www.airсны.org](http://www.airсны.org) where the Services mapped to the RDR2 Categories are grouped.

- **Q48A – Screening/Testing for Syphilis:**

The total unduplicated client count will include clients with Services mapped to RDR Question 48A **or have a Syphilis screening test entered in the “Laboratory & Psychological Tests” form** during the reporting period.

- SERVICE Method:  
Although the specific encounter codes will vary depending on your program, providing any one of the following Services (with the **code**) will add the client to this count.
  - **Lab Test: RPR/Syph Serology (451)**
  - **Screening/Testing for Syphilis Blood Test (761)**
- LAB TEST Method:  
**Enter the Syphilis screening (code =SY) into the “Laboratory & Psychological Tests” form. (See Figure 37 on next page.)**

Laboratory & Psychological Test Information						
Date	Type	Description	Result	Count	%	
03/04/2010	SY	SYPHILIS	Negative	0	0	
03/01/2010	SX	SEXUALLY TRANSMITTED INF	Positive	0	0	
09/01/2010	QF	QuantiFeron TB	Negative	0	0	
10/27/2009	HC	HEPATITIS C	Positive	0	0	
09/29/2010	HA	HEPATITIS A	Total anti-HAV	0	0	
05/05/2007	06	CD4 (T-HELPER) TESTS		195	0	
01/01/2000	05	HIV DETECTION/ANTIGEN/WIF Culture		15,000	10	

Test Type	SY	SYPHILIS	
Test			
Test Result	002	Negative	
Range			
Count		0	
Percentage		0	
Provided by			
Test Date	03/04/2010	Result Date	/ /

**Figure 37**

Clients & Services module – Historical Information – Laboratory & Psychological Tests

- **Q48B – Treatment for Syphilis:**

- Providing the *Treatment for Syphilis* service (846) will add the client to this count.

- **Q48C – Screening/Testing for any STI other than Syphilis:**

The total unduplicated client count will include clients with Services mapped to RDR Question 48C **or have a Sexually Transmitted Infection screening test entered in the “Laboratory & Psychological Tests” form** during the reporting period.

- *SERVICE Method:*

Although the specific encounter codes will vary depending on your program, providing any one of the following Services (with the **code**) will add the client to this count.

- *Chlamydia Screen (92)*
- *GYN: STD Screen (294)*
- *Gonococcal Culture (309)*
- *Pelvic Exam With Gonococcal Culture (620)*
- *STI/STD Screen (739)*
- *Screening for STI other than HIV or Syphilis - Blood Test (751)*
- *Screening for STI other than HIV or Syphilis – Urine (1098)*
- **Screening for STIs (1172 - though not currently being used in AIRS)**

- ***LAB TEST Method:***

**Enter the Sexually Transmitted Infection (STI) screening (code =SX) into the “Laboratory & Psychological Tests” form.**

- **Q48D – Treatment for any STI (other than Syphilis):**
  - Providing any one of the following Services (with the **code**) will add the client to this count.
    - **GYN: STD Treatment (295)**
    - **STD Treatment (740)**
    - **Treatment of STI other than HIV or Syphilis (847)**

- **Q48E – Screening/Testing for Hepatitis C:**

The total unduplicated client count will include clients with Services mapped to RDR Question **48E** **or have a Hepatitis C screening test entered in the “Laboratory & Psychological Tests” form** during the reporting period.

- **SERVICE Method:**  
Although the specific encounter codes will vary depending on your program, providing any one of the following Services (with the **code**) will add the client to this count.
    - **Hepatitis Panel (358)**
    - **Screening/Testing for Hepatitis C (759)**
    - **HCV Viral Load (Diagnostic) - new Service (1199)**
    - **HCV Genotype (1161)**
  - **Note:** You will see a service called “Hepatitis Screening Offered but Refused.” While you should select this service if it truly reflects what transpired with the patient, this service will not be counted for the Hepatitis Screenings in the RDR because the RDR makes no provisions for this. Note that this may differ from HIVQUAL standards.
  - **LAB TEST Method:**  
**Enter the Hepatitis C screening (code =HC) into the “Laboratory & Psychological Tests” form.**
- **Q48F – Treatment for Hepatitis C:**
    - Providing any one of the following Services (with the **code**) will add the client to this count.
      - **Treatment for Hepatitis C (844)**
      - **HCV Viral Load (1160)**
      - **Medication administration (i.e., weekly injections of pegylated interferon) (1176)**
      - **Side-effect monitoring (1177)**

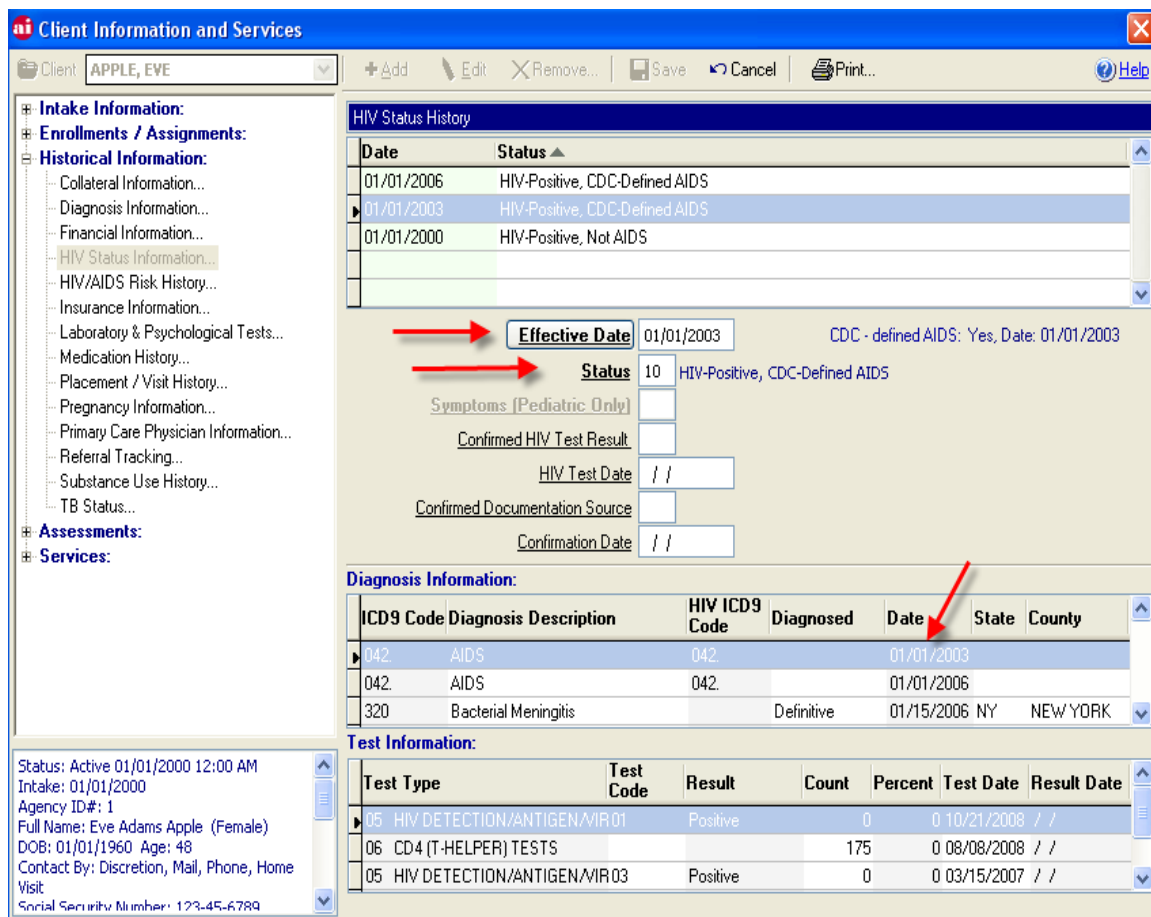
## Q49—Clients who were newly diagnosed with AIDS during the RDR reporting period

One of the following is required for the client to be included in this question. The client must have an:

- *HIV Status* equal to **HIV-Positive, CDC- Defined AIDS** (code 10) with an Effective Date within the reporting period
- Or
- “HIV-Positive” Status with a **CD4 Test** (entered in the **Laboratory & Psychological Tests** screen) that has a value less than 200 and was performed within the reporting period.
- Or
- Any “HIV-Positive” Status with a *Diagnosis* (entered in the **Diagnoses Information** screen) that has an associated **HIV ICD9 Code** (indicating it is an AIDS-defining condition) within the reporting period.

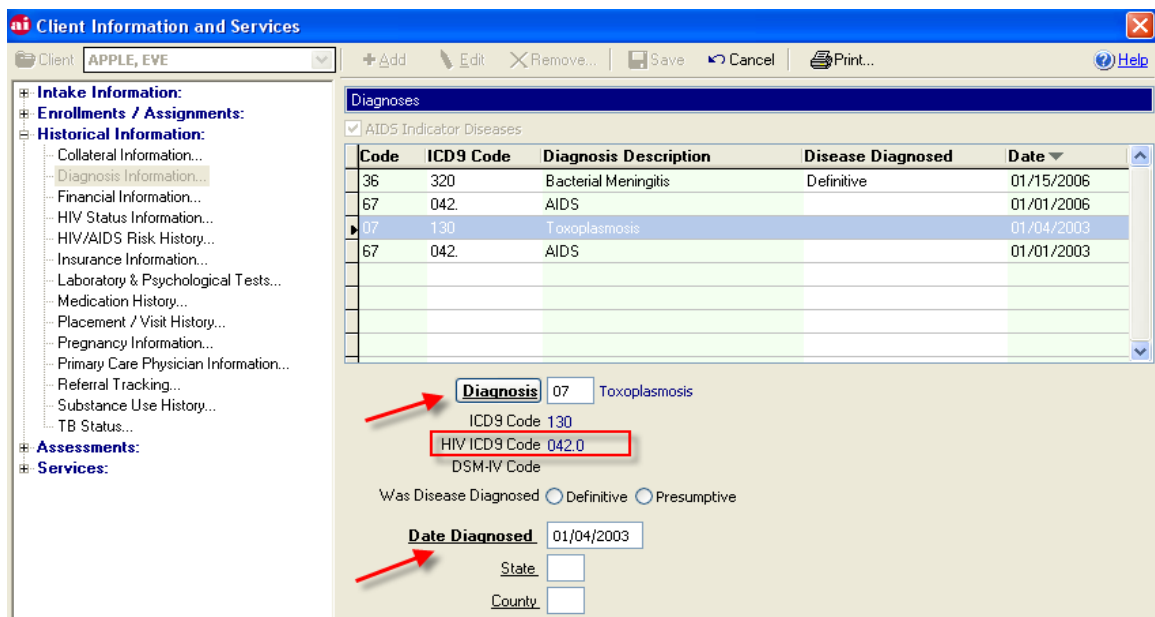
For each client who is newly diagnosed with AIDS:

1. Enter the client’s current HIV Status in the **HIV Status Information** screen. See Figure 38 on the next page.
  - a. For patients with a previous HIV Status record entered, update the client’s information with the new status by adding a NEW record.
    - i. Do NOT edit the existing record to change the client’s existing **HIV Status Information** record.
  - b. *Note:* When entering an *HIV Status* equal to **HIV-Positive, CDC- Defined AIDS** (code 10), AIRS automatically adds a record with the AIDS Diagnosis to the **Diagnosis Information** form in AIRS.
    - i. The *Date Diagnosed* will be equal to the *Effective Date* on the **HIV Status Information** record.



**Figure 38**  
Clients & Services module – Historical Information – HIV Status

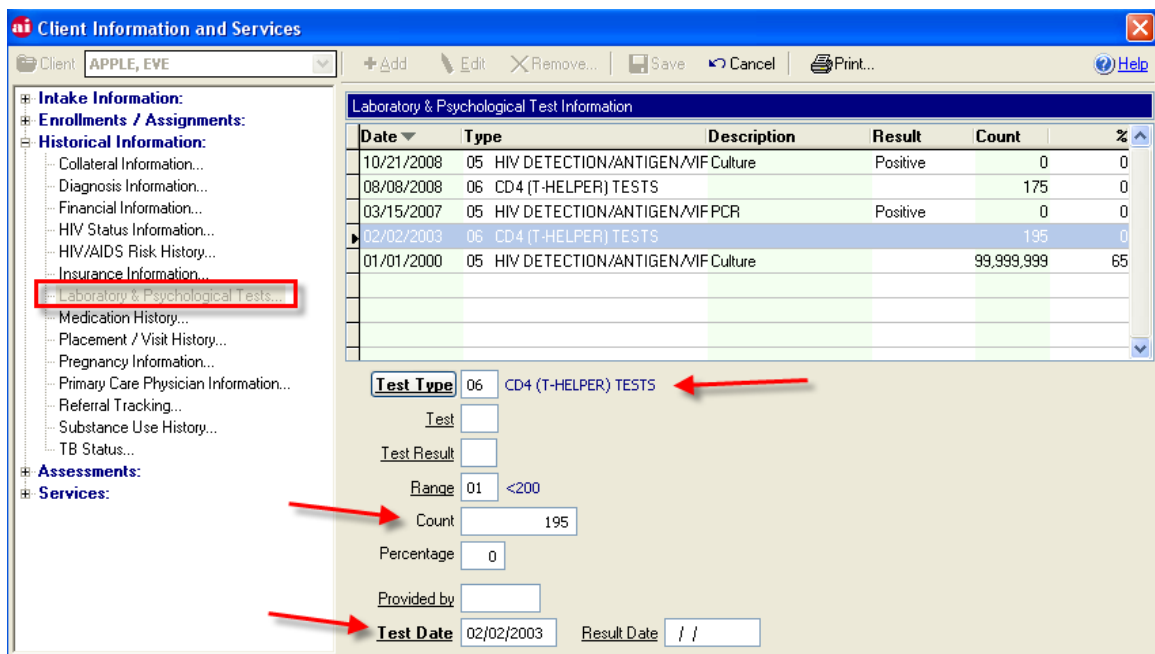
2. Update the client’s **Diagnosis Information** and/or their **Laboratory & Psychological Tests** information.
  - a. **Diagnosis:** Enter new record(s) to include the specific AIDS-defining condition(s). AIDS-defining conditions have an HIV ICD9 code associated. See Figure 39 on the next page.
    - i. *Note:* If an AIDS Diagnosis has already been added after entering the HIV Status, you may not need to add anything here.
    - ii. Once an AIDS-defining condition has been entered, the user should enter the ***HIV-Positive, CDC-Defined AIDS*** (code **10**) status in the client’s **HIV Status Information** screen.
      - Remember: An AIDS Diagnosis will be added when this HIV Status is entered.



**Figure 39**

Clients & Services module – Historical Information – Diagnosis Information

- b. CD4 Test: Enter the CD4 Test and Result.
  - i. If the value is less than 200, enter the *HIV-Positive, CDC- Defined AIDS* (code 10) status in the client’s **HIV Status Information** screen.



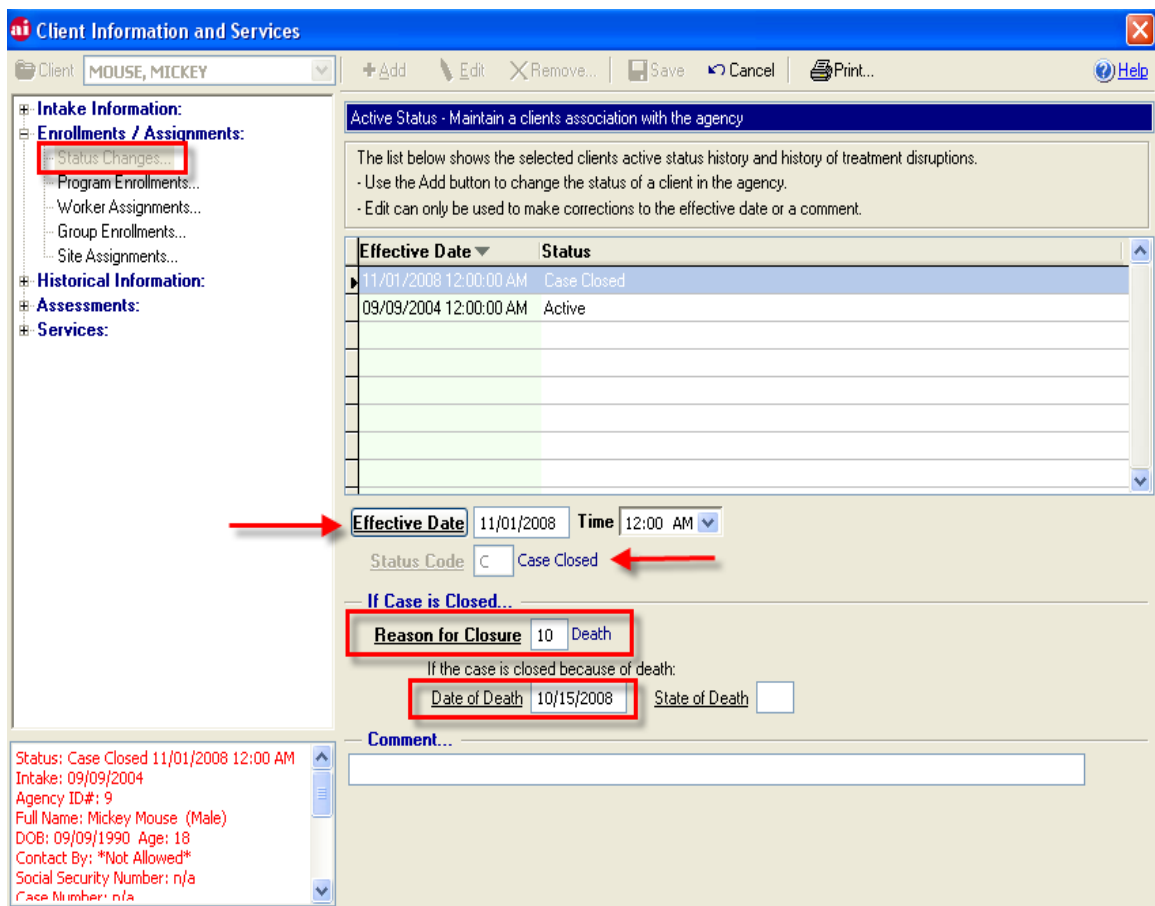
**Figure 40**

Clients & Services module – Historical Information – Laboratory & Psychological Tests

### Q50—Number of HIV+ clients who have died during the reporting year

The RDR retrieves this information from the client status records. In order to have this information tabulated correctly by the RDR, be sure to close the client at the agency level by updating the client’s agency status in the **Status Changes** screen.

- The *Reason for Closure* is “Death”.
- The *Date of Death* also needs to be entered.
  - If your agency does not know the client’s *Date of Death*, you should enter an approximate date of death. This would be preferable to leaving the date blank.
  - Although clients can be closed at the program level due to death, unless the client is also closed at the agency level, he/she will be excluded from the RDR tabulation for this question.

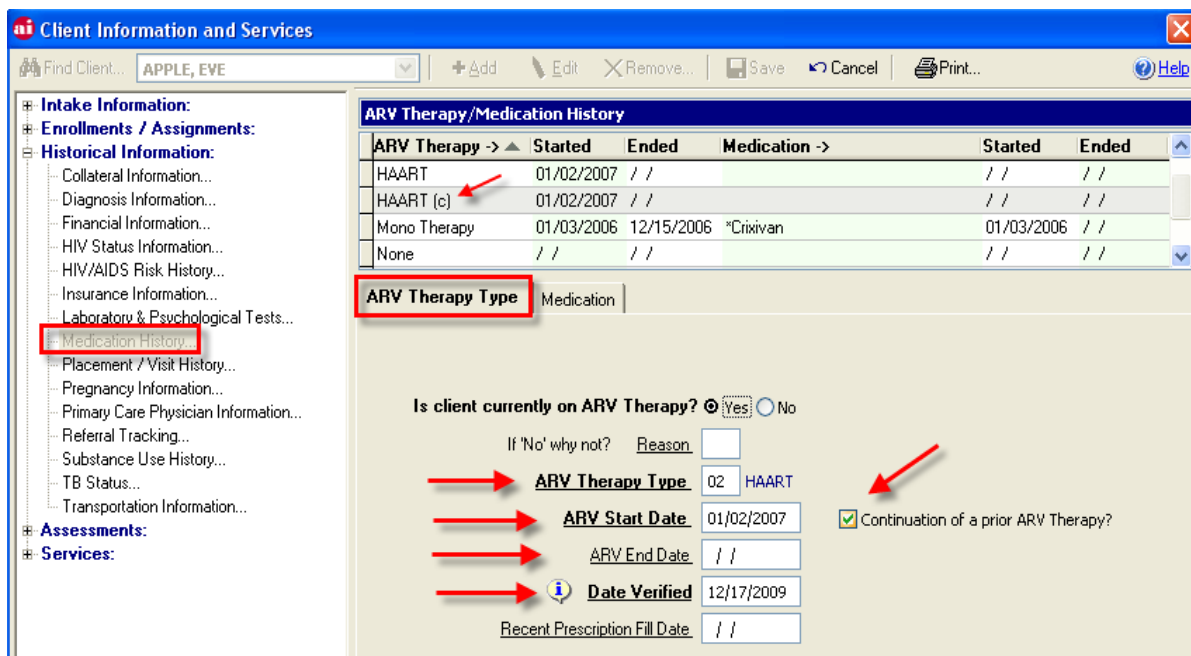


**Figure 41**  
 Clients & Services module – Enrollments/Assignments – Status Changes

## Q51—Number of clients on different types of ARV therapy

The RDR uses clients’ **Medication History** to tabulate the count for this question. In order to accurately reflect the client’s ARV therapy status, every client who receives medical services during the year **MUST** have at least one medication history record with the ARV therapy information completed and the date the client began and ended ARV therapy (if applicable).

- At a minimum, the client **Medications History** in the AIRS should be reviewed annually and updated to reflect current ARV therapy status for each client.
- If the client’s ARV therapy status changes during the course of the year, you will need to 1) enter the *ARV End Date* for the current ARV therapy and then 2) add a new record to reflect the client’s new ARV therapy.
  - For example, let’s say a client changes from “NOT on ARV therapy” to “HAART.” In this case, enter the last known date that the client was not on any ARV therapy in the current record and add a new record with the date the client started on HAART.
- **NOTE: The ARV Start Date and ARV End Date are considered in the RDR. The Continuation of a prior ARV Therapy flag is not being considered in the RDR although it is being considered in the RSR with a 2-Year “look-back” from the Date Verified. Therefore, your agency should use it to track the client’s therapy.**
- Clients who have no **Medications History** records entered or have no **active ARV Therapy** information entered are counted in the “Unknown/unreported” category.



**Figure 42**

Clients & Services module – Historical Information – Medication History

## Q52—Number of women who received a pelvic examination and cervical pap test during the reporting period

To be compliant with the current clinical guidelines, all females ages 18 or older, regardless of sexual activity, should have an annual pelvic exam with a **cervical** pap test. Annual pelvic exams with cervical pap tests are also clinically indicated for female clients younger than 18 who are sexually active. Screenings may be more frequent, if clinically indicated. The correct encounters as well as their underlying services need to be selected and entered for each instance where a pelvic with cervical pap test is provided to a client.

The data for items in Q52 are drawn from the data entered for the clients in the **Services Form**.

The total unduplicated client count will include clients with Services mapped to RDR Question 52 **or have a Pap Smear test entered in the “Laboratory & Psychological Tests” form** during the reporting period.

- SERVICE Method:

Although the specific encounter codes will vary depending on your program, providing any one of the following Services (with the **code**) will add the client to this count.

    - **GYN: Pelvic Exam and Pap Smear (289)**
    - **GYN: Pelvic Exam with Pap Smear (290)**
    - **Pap Smear (606)** converted from URS but is not active in AIRS)
    - **Pelvic Exam With Pap Smear (622)** - *Note:* Currently, the Primary Care Encounter 343 (Initial Visit (General)) and Encounter 244 (Interim Visit (General)) are not mapped to Q52 and therefore will not be included in the RDR. This will be reviewed and probably changed to be included.
  - If you look at the “AIRS Encounters and Services Listing” report you can see all the Services associated with the RDR2 category of 52 that correspond to each Encounter/Service combo.
  - Also see the **RDRSetion5-2010-SerciceMappings.pdf** from [www.airсны.org](http://www.airсны.org) where the Services mapped to the RDR2 Category 52 are grouped.
- LAB TEST Method:

**Enter the Pap Smear (code =PS) into the “Laboratory & Psychological Tests” form.**

## Q53A--53E—Pregnancy

A current **Pregnancy Information** record must be entered into AIRS for All HIV+ female clients who:

- Received at least one medical service during the year even if it precedes the start of the pregnancy, and who are pregnant at ANY time during the reporting year (regardless of outcome).
- Received pre-natal services in your program.
- Were referred to another program within your agency for pre-natal services.
- Were referred to a program outside of your agency for pre-natal services.
- Will be terminating her care with your program, but has indicated she is pregnant.

Remember: A new **Pregnancy Information** record must be entered for EACH pregnancy.

**Client Information and Services**

Client: APPLE, EVE

Intake Information:  
 Enrollments / Assignments:  
 Historical Information:  
 Collateral Information...  
 Diagnosis Information...  
 Financial Information...  
 HIV Status Information...  
 HIV/AIDS Risk History...  
 Insurance Information...  
 Laboratory & Psychological Tests...  
 Medication History...  
 Placement / Visit History...  
**Pregnancy Information...**  
 Primary Care Physician Information...  
 Referral Tracking...  
 Substance Use History...  
 TB Status...  
 Assessments:  
 Services:

**Pregnancy History**

Confirmed Date	Delivery Date	ARV Tx
02/14/2008	07/04/2008	Yes
11/01/2004	05/01/2005	Yes
01/01/2000	06/21/2000	No

**Pregnancy Status**

Information Confirmed Date: 02/14/2008  
 Estimated Date of Confinement: 07/11/2008  
 Mother Received ARV Tx Prior To Pregnancy:  Yes  No  
 Pregnancy Month When Prenatal Care Started: 2  
 Number of Previous Pregnancies: 3  
 Number of Previous Live Births: 2  
 Pregnancy Outcome: Live Birth

**Delivery Profile**

Actual Delivery Date: 07/04/2008  
 Delivery Site: \_\_\_\_\_  
 Birth Type:  Single  Twin  > 2  Unknown  
 Delivery:  Vaginal  Caesarian  Unknown  
 Neonatal Status:  Full Term  Premature # Wks: \_\_\_\_\_  
 # Children Born HIV+ (this pregnancy): 1  
 Newborn's Blood Sample #1: \_\_\_\_\_ Blood Sample #2: \_\_\_\_\_

Mother Received ARV Tx During Pregnancy:  Yes  No  Declined  Unknown  
 Mother Counseled About ARV Tx:  Yes  No  Declined  Unknown  
 Mother Received ARV Tx During Labor/Delivery:  Yes  No  Declined  Unknown

Status: Active 01/01/2000 12:00 AM  
 Intake: 01/01/2000  
 Agency ID#: 1  
 Full Name: Eve Adams Apple (Female)  
 DOB: 01/01/1960 Age: 48  
 Contact By: Discretion, Mail, Phone, Home Visit  
 Social Security Number: 123-45-6789

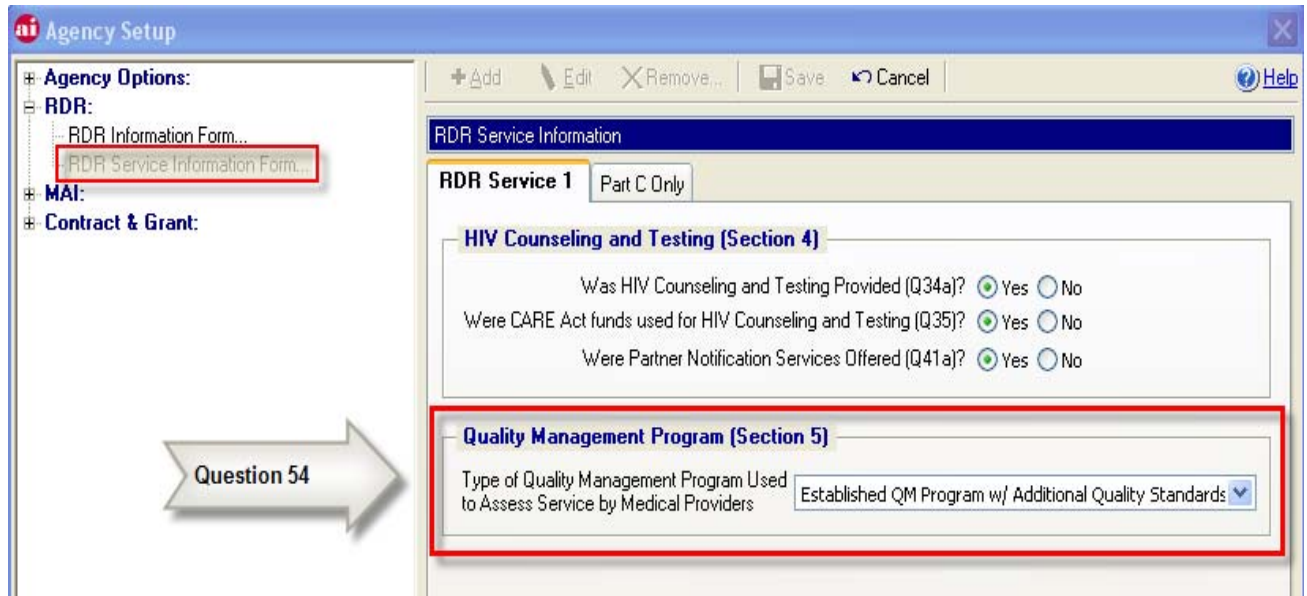
**Figure 43**

Clients & Services module – Historical Information – Pregnancy Information

- **Q53a – HIV+ Pregnant Women:**
  - AIRS determines whether the client was pregnant at any time during the reporting period using the available entered dates (*Actual Delivery Date, Estimated Date of Confinement, and/or Information Confirmed Date*).
  
- **Q53b – Trimester of Prenatal Care:**
  - If there is a number entered in the *Pregnancy Month When Prenatal Care Started* field, it will be used.
  - If the *Pregnancy Month When Prenatal Care Started* field is not entered, AIRS will look for the *Actual Delivery Date* and subtract 9 months to determine the category.
    - If the *Actual Delivery Date* is not entered, URS will subtract 9 months from the *Estimated Date of Confinement* to determine the category.
  
- **Q53c – Those who Received ARV Medications:**
  - Client will be counted if they have entered “Yes” for either:
    - *Mother Received ARV Tx Prior to Pregnancy* OR
    - *Mother Received ARV Tx during Pregnancy*
  
- **Q53d – Number of Infants Delivered:**
  - Uses the “*Birth Type*” field where AIRS will count 3 for the “>2” entry and 1 for “*Unknown*”.
  
- **Q53e – HIV Status of Infants Delivered:**
  - Uses the “*# Children Born HIV+ (this pregnancy)*” field.

## Q54—Quality Management Program

Go to the Agency Module, select the RDR option, and click on the **RDR Service Information Form**.



**Figure 44**

Agency module – RDR – RDR Service Information Form – *RDR Service 1 tab*

## **SECTION 6: DEMOGRAPHIC DATA FOR PARTS C & D**

### **Section 6.1 (Part C Information)**

The client counts are based on services rendered within the reporting period in Programs that are identified as being Ryan White Eligible with Funding by Part C.

#### **Q55a—Total Unduplicated Clients**

HIV+ or indeterminate clients (See pages 11 -13) in a Part C Program(s) that received at least 1 RDR-mapped Encounter/Service in the period. See Section 3 discussion on Encounter/Service mappings.

#### **Q55b—Total New Clients**

Of the clients reported in Question 55a, AIRS is counting those with Program Enrollment *Start Dates* within the reporting period. See discussion of Programs in Question 23.

#### **Q56—Gender**

*Genders* (from Intake) of HIV+ or indeterminate clients in Part C Program(s) that receive Encounter/Services in the period.

#### **Q57—Age**

*Ages* (from *DOB* of Intake) of HIV+ or indeterminate clients in Part C Program(s) that receive Encounters/Services in the period.

#### **Q58—Race and Ethnicity**

*Race/Ethnicity* of HIV+ or indeterminate clients in Part C Program(s) that receive Encounter/Services in the period.

#### **Q59a—Race, Gender, and Age of Hispanic Clients**

Demographics of HIV+ or indeterminate clients in Part C Program(s) that receive Encounter/Services in the period.

#### **Q59b—Race, Gender, and Age of Non-Hispanic Clients**

Demographics of HIV+ or indeterminate clients in Part C Program(s) that receive Encounter/Services in the period.

### Q60a—HIV Exposure (Risk) Category, Gender, and Race of Hispanic Clients

Ryan White HIV/AIDS Risk Category and client demographics of HIV+ or HIV-indeterminate clients in Part C Program(s) that receive Encounter/Services in the period.

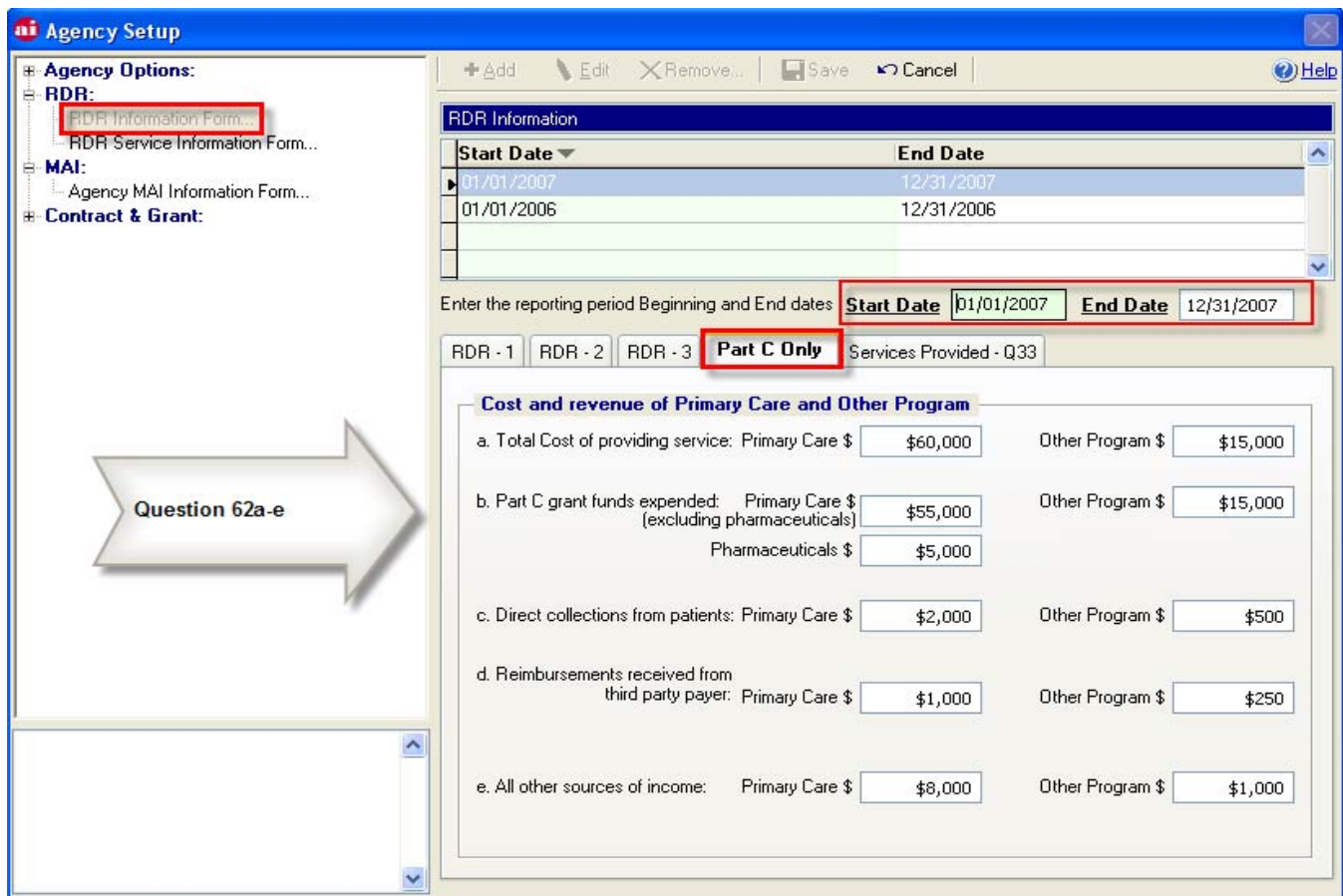
### Q60b—HIV Exposure (Risk) Category, Gender, and Race of Non-Hispanic Clients

Ryan White HIV/AIDS Risk Category and client demographics of HIV+ or HIV-indeterminate clients in Part C Program(s) that receive Encounter/Services in the period.

### Q61—HIV Exposure (Risk) Category, Gender, and Age

Ryan White HIV/AIDS Risk Category and client demographics of HIV+ or HIV-indeterminate clients in Part C Program(s) that receive Encounter/Services in the period.

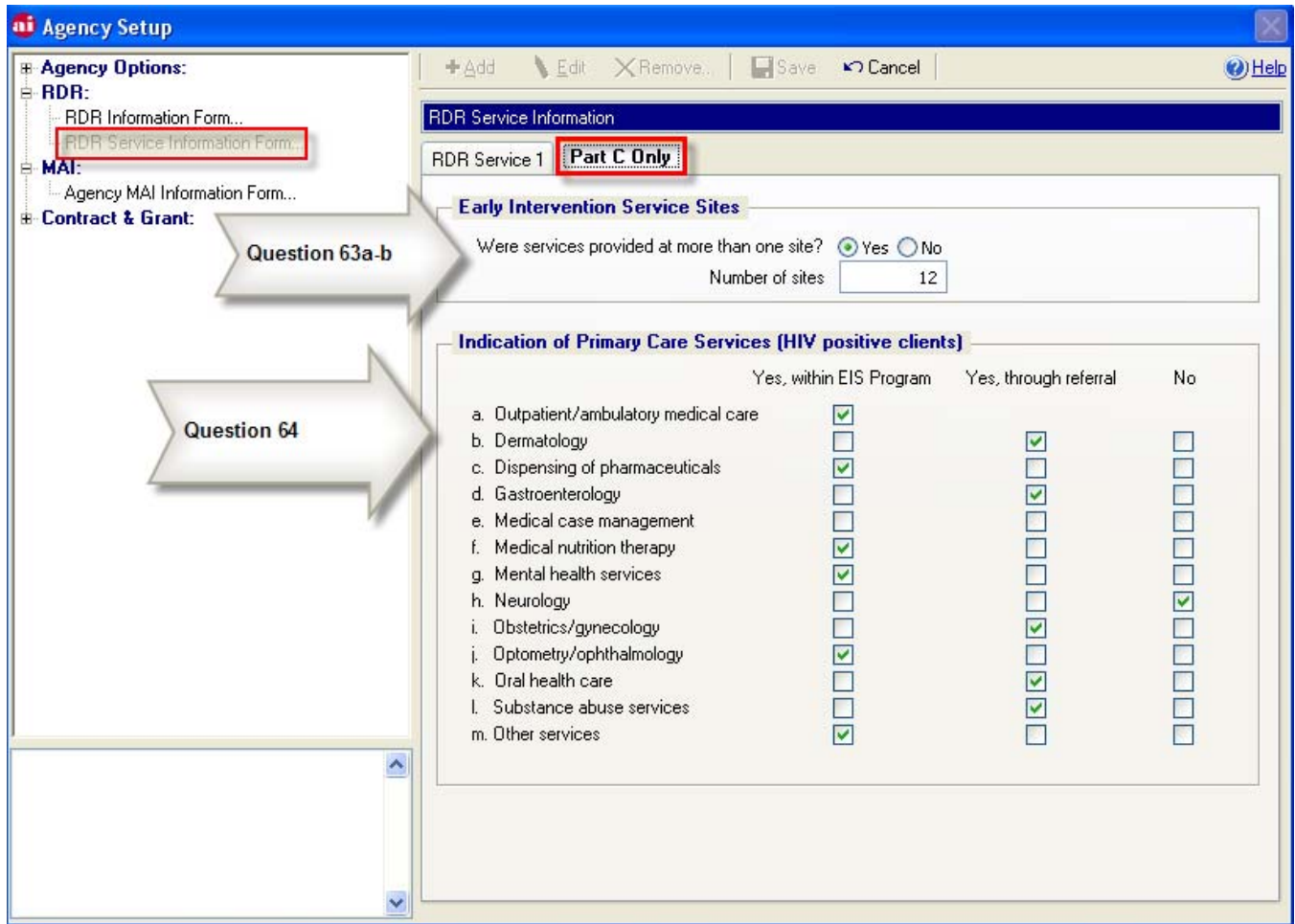
### Q62—Cost and Revenue



**Figure 45**

Agency module – RDR – RDR Information Form – Part C Only tab

### Q63—EIS Services Provided At More Than 1 Site?



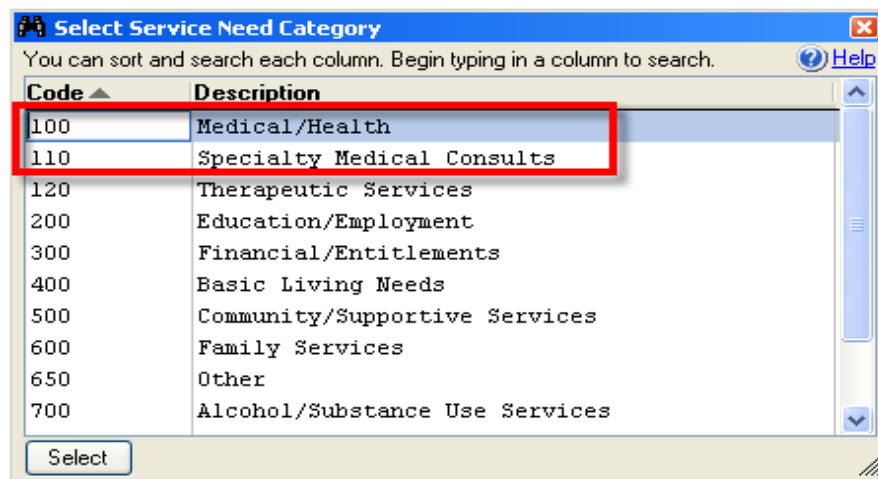
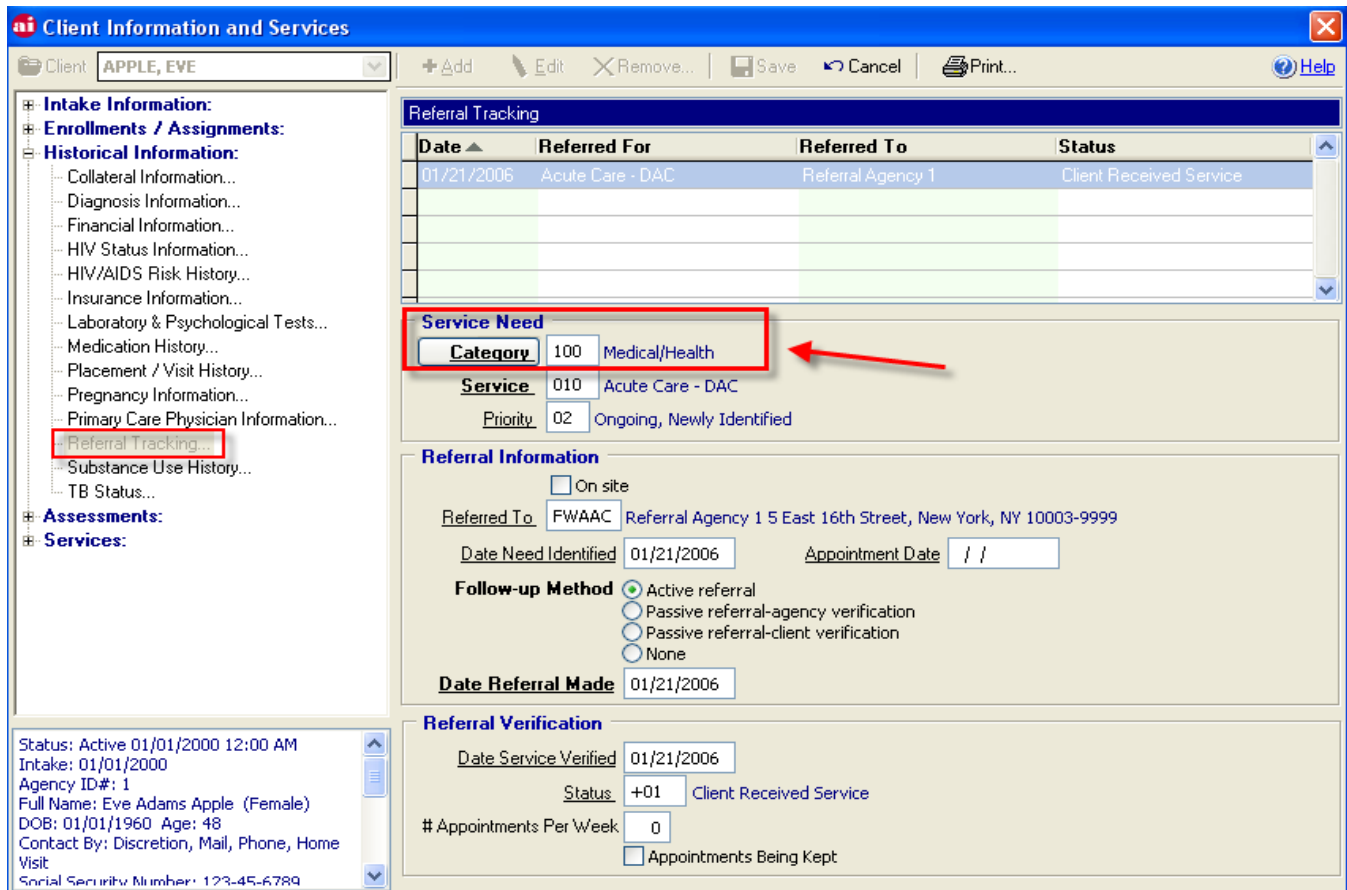
**Figure 46**  
Agency module – RDR – RDR Service Information Form – *Part C Only* tab

### Q64—Services That Were Made Available

See Figure 46.

# Q65—How Many Clients Were Referred Outside The EIS Program

HIV+ clients in a Part C Program(s) that receive Encounter/Services in the period who have been referred out to the Referral “Service Needs Category” with codes that equal 100 or 110.



**Figure 47**

Clients & Services module – Historical Information – Referral Tracking

### Section 6.2 (Part D Information)

The client counts are based on services rendered in Programs that are identified as being Ryan White Eligible with Funding by Part D.

#### **Q66—Total Unduplicated Clients**

HIV-Positive, HIV-Indeterminate, and HIV-Negative/Unknown clients in Part D Program(s) that receive Encounter/Services in the period.

#### **Q67—Total New Clients**

New HIV-Positive, HIV-Indeterminate, and HIV-Negative/Unknown clients in Part D Program(s) that receive Encounter/Services in the period.

#### **Q68—Gender**

*Genders* of HIV-Positive/Indeterminate and HIV-affected clients in Part D Program(s) that receive Encounter/Services in the period.

#### **Q69—Age**

*Ages* of HIV-Positive/Indeterminate and HIV-affected clients in Part D Program(s) that receive Encounter/Services in the period.

#### **Q70a—Race and Ethnicity for HIV-positive/indeterminate clients**

*Race and Ethnicity* of HIV-Positive/Indeterminate clients in Part D Program(s) that receive Encounter/Services in the period.

#### **Q70b—Race and Ethnicity for HIV-affected clients**

*Race and Ethnicity* of HIV-affected clients in Part D Program(s) that receive Encounter/Services in the period.

#### **Q71—Gender, HIV Status, and Age**

*Gender* and *Age* demographics of HIV-Positive/Indeterminate, and HIV-Negative/Unknown clients in Part D Program(s) that receive Encounter/Services in the period.

**Q72a—Race, HIV Status, and Age for Hispanic clients**

*Race and Age* demographics of HIV-Positive/Indeterminate and HIV-Negative/Unknown clients in Part D Program(s) that receive Encounter/Services in the period.

**Q72b—Race, HIV Status, and Age for Non-Hispanic clients**

*Race and Age* demographics of HIV-Positive/Indeterminate and HIV-Negative/Unknown clients in Part D Program(s) that receive Encounter/Services in the period.

**Q73—HIV Exposure (Risk) Category and Age for HIV-Positive or Indeterminate clients**

*Ryan White HIV/AIDS Risk Category and Age* demographics of the HIV-Positive or Indeterminate clients in Part D Program(s) that receive Encounter/Services in the period.