2023 ANNUAL RSR
STEPS IN AIRS FOR CLIENT-LEVEL DATA REPORTING

1. RSR FUNDED SERVICE CATEGORIES (Agency module – RSR)

- Be sure to *Add* a **2023** record and select all the services your agency is funded for by Ryan White (Note that the RW Part B services are automatically selected based on your Planning File).

  o Due to the 2019 RSR Reporting Scope change to '*Eligible Services Reporting*', please manually *add* the reportable services from AIDS Institute Programs that have *Funding Type = AIDS Institute–RF*.

    ➢ *NOTE*: The AIDS Institute's Office of Data Systems Development & Reporting will provide this to those agencies needing to report it.

2. Reporting module – RSR Completeness Reports:

A) RSR CLIENT LIST contains the following sections:

  o **Clients NOT Included: Received Reportable Services but do Not meet Eligibility criteria**

    ➢ These clients are currently NOT being reported because of their a) Financial Information (Annual Household Size & Income => % Poverty Level) or b) Lack of a 2023 Financial Information record and/or c) HIV Status not being HIV-Positive (or Indeterminate if under 2 years old).

    ➢ *IMPORTANT*: These clients should be reviewed and updated so they can be included in the RSR (if they meet the requirements). Print out if it is not too long.

  o **Eligible Clients being reported in the RSR**

    ➢ These are the clients currently being reported.

B) RSR MISSING DATA REPORT BY CLIENT

- o Identifies all the Missing and Unknown data elements for each client *that is being* reported in the RSR.

- o NOTE: Clients with no Missing or Unknown data are excluded from this report.

- o *IMPORTANT*: Clean up the missing data. Enter data into Historical Information screens, Service entry, or the 'RSR Client Completeness Assessment' form (clinical clients).

C) *OPTIONAL*: RSR Client Detail:

- o Includes all the information being reported, one client at a time.

D) *OPTIONAL*: RSR Aggregate Completeness Report:

- o Contains the client counts by RSR Question. Includes Counts and Percentage of 'Known' and 'Unknown/Missing' responses. This is the same report as found in the 'RSR Client Completeness Reports' package (below) that is received after the AIDS Institute receives your RSR Extract.

3. RSR – Ryan White Services Report/Extract (under Extracts – Extracts):

- • Create Extract zip file (Save To Disk).

- • Submit to AIDS Institute via the HCS (Health Commerce System) using the Report Group Name, *AIDS Institute Monthly Report Extract*, and select the '*AIDS Ryan White Annual Services Report*' option. (See the 'How to Use the Health Commerce Systems (HCS) document in the RSR section of the www.airsny.org website.)

4. CLIENT CLEANUP

- • The *goal* is to report 100% information completeness. This means that you should clean up the missing or unknown data, as much as possible.

5. Await receipt of RSR CLIENT COMPLETENESS REPORTS from AI::

- This is a zip file that contains multiple PDFs.
- Cleanup the 'Missing' and 'Unknown' data for the full 2023 RSR Extract.

6. Once your data is finalized and approved by the AIDS Institute, the following will be forwarded to you in a zip file.

A) **XML file** of your client data

B) **Zip Code file**: The residential zip codes of the clients included in the RSR from AIRS are included as a .CSV file.

Note: If your agency has other client level data (and XML file(s)), you will need to request a .CSV file that contains individual client eUCI and Zip Code to be merged and unduplicated so you can obtain a sum total of clients in each zip code. AI will provide instructions.

The files must be uploaded to the HRSA-RSR web site no later than March 4, 2024.