



How To:
Create the 2011 RSR

**For the Report Period 1/1/11 – 12/31/11
(using AIRS V8.8)**

RSR CREATION & SUBMISSION STEPS

INTRODUCTION:

All Ryan White-funded providers are *required* to submit **the Ryan White HIV/AIDS Program Services Report (RSR)** to HRSA. The **RSR Extract** will gather the needed information from AIRS. Besides demographic and service information for each client, clinical information is required of providers who receive funding for *Outpatient/ambulatory health services*.

The AIDS Institute **must** receive your agency's **2011 RSR Extract no later than February 17, 2011**. Therefore, we ask you to upgrade your live AIRS to Version 8.8 and submit an RSR Extract as soon as possible. Please do not wait for the deadline.

DETAILED STEPS:

1. Download and Upgrade AIRS to V8.8.
2. Go to the **Program Information** screen (Agency module → Agency Options)
 - Make sure all the Ryan White Funded Programs are correctly identified.

The screenshot shows the AIRS Agency Setup interface. The main window is titled "Agency Setup" and contains a "Programs Setup" table and a form for editing a program. The table lists several programs, with "EVERYTHING-CLIENT Program" selected. The form below the table shows the following details:

Code	Program Name
FwAAW	HIVQUAL TEST Program
FwAAL	EVERYTHING-CLIENT Program
KZAAC	BCBS MSA HIV-/junk (4Planning)
KZAAB	BCBS MSA HIV+ (4Planning)
FwAAJ	9 Legal Services Program
FwAAI	8 C&T Program

Form fields for the selected program:

- Status: Active Inactive
- This program requires Enrollment
- System Generated Code: FwAAL Agency Defined Code: BOB1
- Name: EVERYTHING-CLIENT Program
- Agency: FwAAB AIRS Test System
- Type: 02 Program Type 2
- Eligibility Type: 01 Ryan White
- Funding Type: 02 Part B
- PEMS/CTR Information:
 - CTS/CTR Funding Source: 10 Office of Children and Family Services
 - CTR Risk Factor Local Recall Period: 99
- Service Categories Operated by this Program:
 - Adult Day Health Care
 - Agency Services
 - Care Coordination
 - Case Management
 - Child Care/Child Life Services

Two red arrows point to the "Eligibility Type" and "Funding Type" fields in the form.

3. Run the **RSR Client List** (Reporting module → RSR Completeness Reports).

Reports

- ⊕ Client Information:
- ⊕ Activities & Services:
- ⊕ Agency:
- ⊕ Group Activities:
- ⊕ Agency Referrals:
- ⊕ Syringe Exchange Reports:
- ⊕ Aggregate Reports:
- ⊕ PHS Reports:
- ⊕ Prevention Reports:
- ⊕ RDR Completeness Reports
- ⊖ **RSR Completeness Reports:**
 - RSR Client List
 - RSR Client Detail
- ⊕ ETO Reports (legacy):
- ⊕ Outreach Reports (legacy):
- ⊕ Training Reports (legacy):
- ⊕ HCPI Education Reports (legacy):
- ⊕ HCPI Reports (legacy):
- ⊕ Other Interventions Reports (legacy):
- ⊕ Session Encounters Report:
- ⊕ Legal Services Reports:
- ⊕ HUD Reports:
- ⊕ MAI Report:
- ⊕ HIVQUAL Report:
- ⊕ PC Status Measure Reports:
- ⊕ CDC Service Roll-up Report:
- ⊕ Assessments:

RSR Completeness Reports

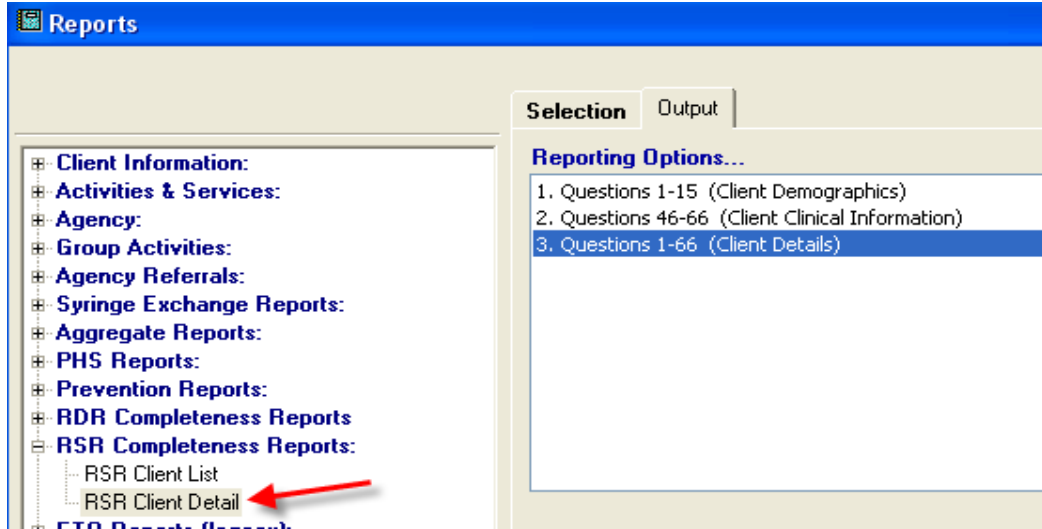
The reports are divided into four groups:

1. Administrative and Technical Services;
2. Core Medical Services;
3. Support Services; and
4. HIV Counseling and Testing Services.

- The *RSR Client List* identifies all the clients who will be reported in the RSR.
- * If you have clients who meet the criteria of being a ‘Medical’ client in the **RSR Client List**, go to Step 4 to update the **RSR Client Completeness Assessment** for all of your clinical clients.
 - Note that complete clinical information is required for *all* of your Medical Clients in the 2010 RSR.
 - *If you do NOT have any Medical clients, go to Step 5.*
- Suggestion: Preview and then determine if you’d like to Print the report.

4. For Medical/Clinical Clients Only:

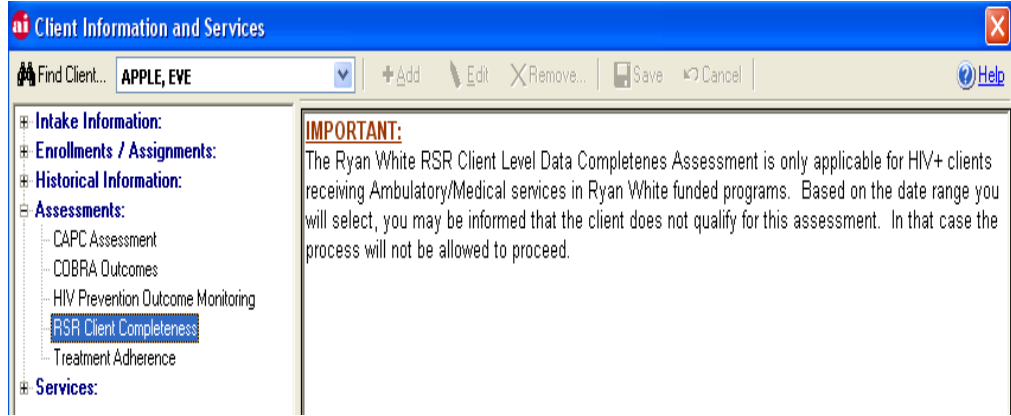
- a. Run the **RSR Client Detail Reports** (Reporting module → RSR Completeness Reports).



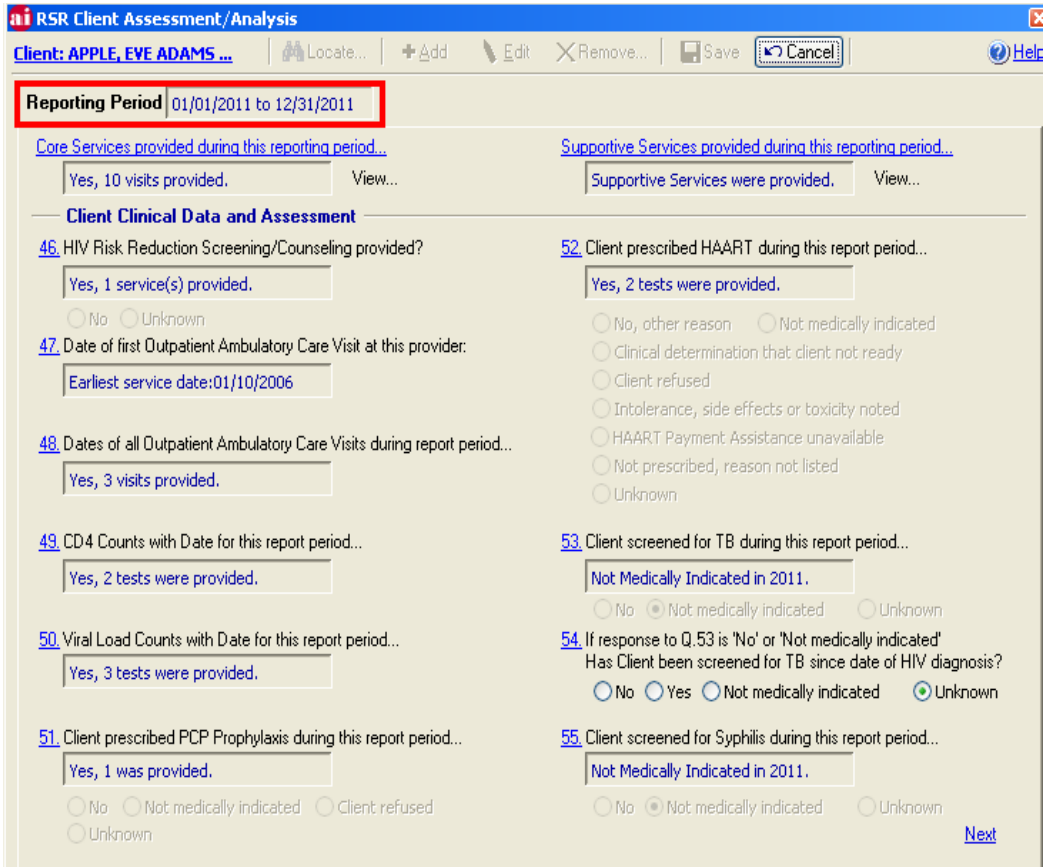
- o Run report(s) for all or individual clients to see where the missing information lies. For example,

Date: 01/12/2012 Time: 11:56 Version: 8.8.426 Version Date: 01/02/2012	AIDS Institute Test System AIRS - AIDS Institute Reporting System RSR CLIENT DETAILS (Questions 1-66)	Page: 1
Selection Criteria: Client - APPLE, EVE 1		
Client: APPLE, EVE		Reporting Period: 01/01/2011 to 12/31/2011
Client Demographics		
1. Date of client's first service visit at this provider's agency. 01/01/2000		
2. The client's vital enrollment status at the end of this reporting period. Active, continuing in program		
3. If "Deceased" in Q2, client's Date of Death.		
4. Client's year of birth. 1965		
5. Client's ethnicity. Non-Hispanic/Latino		
6. Client's race. White, Black or African American		
7. Client's current gender. Female		
8. If "Transgender" in Q7, client's current transgender.		
9. Client's percent of the Federal poverty level at the end of the reporting period. Unknown		
10. Client's housing status at the end of the reporting period. Unknown		
11. Client's geographic unit code of client's residence at the end of the reporting period. 101		
12. Client's HIV/AIDS status at the end of the reporting period. CDC-defined AIDS		
13. If client's HIV/AIDS status is "CDC-defined AIDS" in Q12, year of client's AIDS diagnosis, if known. 2001		
14. Client's HIV/AIDS risk factor. Hemophilia/coagulation disorder		

- b. Enter missing information as a Service or Historical data AND go to the **RSR Completeness Assessment** (Clients & Services module → Assessments).



- o Review both screens of the “RSR Completeness Assessment” and update any outstanding items for each clinical client. For help, obtain the *Guide to the 2011 RSR – A Question-by-Question Guide to Locate RSR Information in AIRS* that is found in www.airsny.org/rsr.html.



Reporting Period 01/01/2011 to 12/31/2011

56. Client screened for Hepatitis B during this report period...

 No Not medically indicated Unknown

57. If response to Q.56 is 'No' or 'Not medically indicated':
 Has client been screened for Hep B since date of HIV diagnosis?
 No Yes Not medically indicated Unknown

58. Client completed the vaccine series for Hepatitis B...

 No Yes Not medically indicated Unknown

59. Client screened for Hepatitis C during this reporting period...

 No Not medically indicated Unknown

60. If response to Q.59 is 'No' or 'Not medically indicated':
 Has client been screened for Hep C since date of HIV diagnosis?
 No Yes Not medically indicated Unknown

61. Client screened for Substance Use during this report period...

 No Not medically indicated Unknown

62. Client screened for mental health during this report period...

 No Not medically indicated Unknown

HIV+ Women ONLY

63. Client received Pap smear during this report period...

 No Not medically indicated Unknown

64. Client pregnant during this report period?
 No Unknown

65. If client pregnant, when did prenatal care start (trimester)?

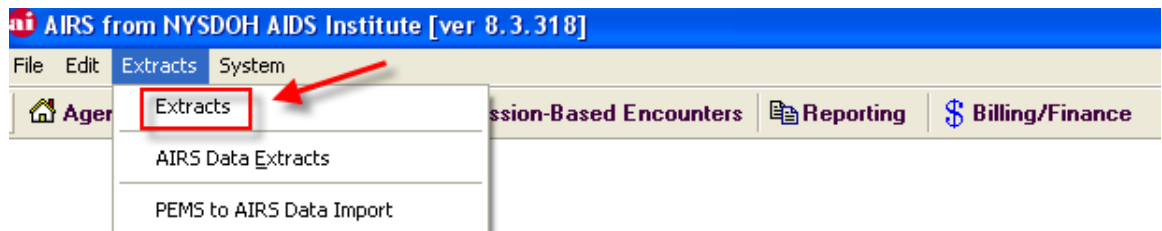
66. If client pregnant, was ARV prescribed to prevent transmission to child?

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- o Save each RSR Completeness Assessment.

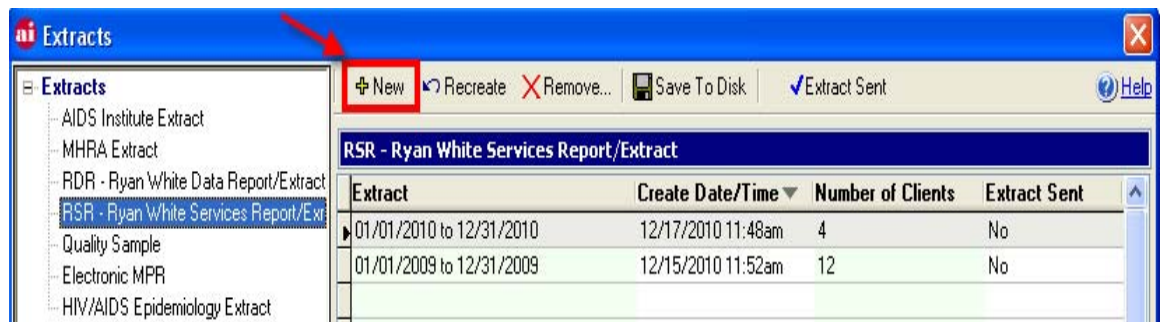
5. Create the **RSR EXTRACT**: This should be rim when all data has been entered.

- a. Click on the EXTRACTS menu.

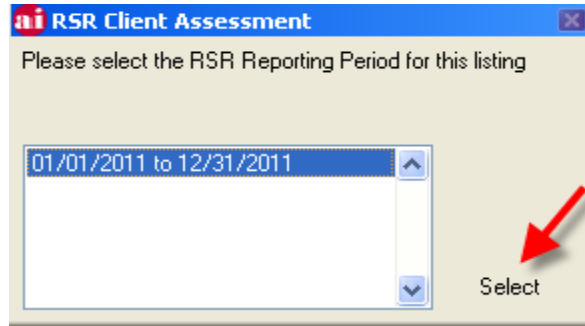


- b. Keep selecting Extracts until you see **Ryan White Services Report/Extract**.

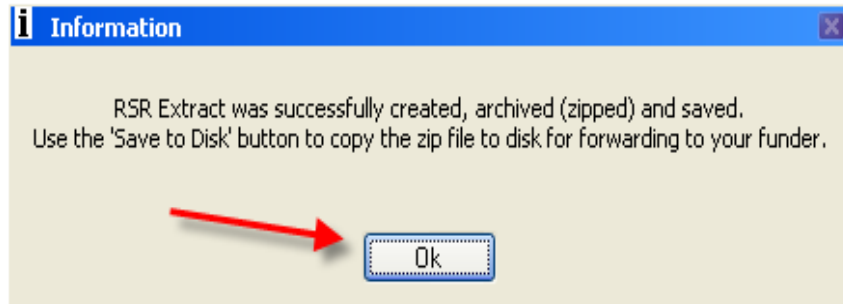
- c. Click on the [New] button



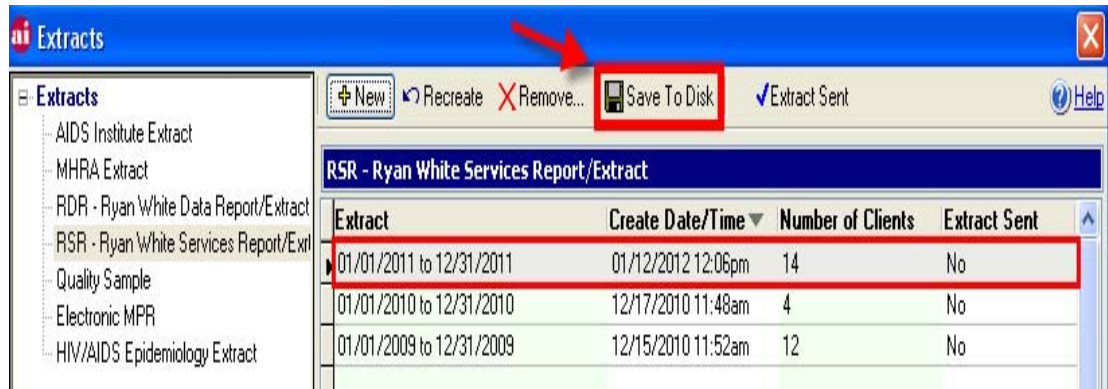
- d. The RSR Reporting Period is **1/1/11 – 12/31/11**. Click on [Select].



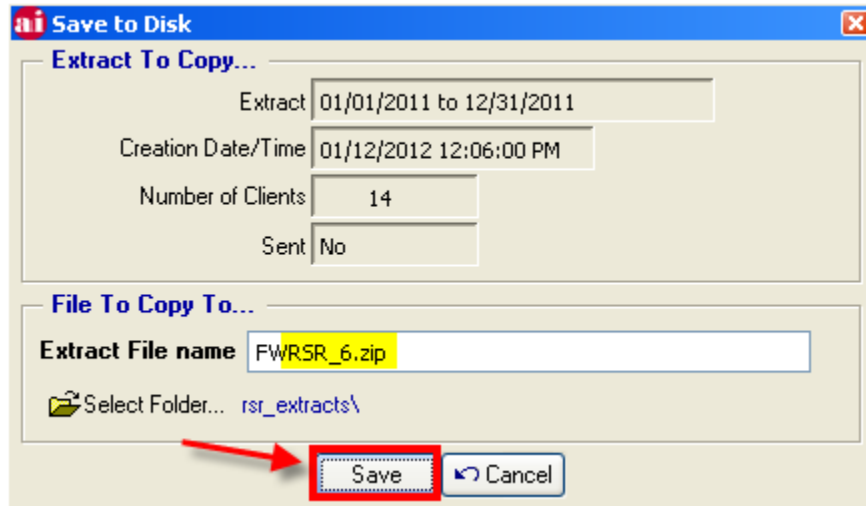
- e. Click on [OK] when the window indicates a successful RSR has been created.



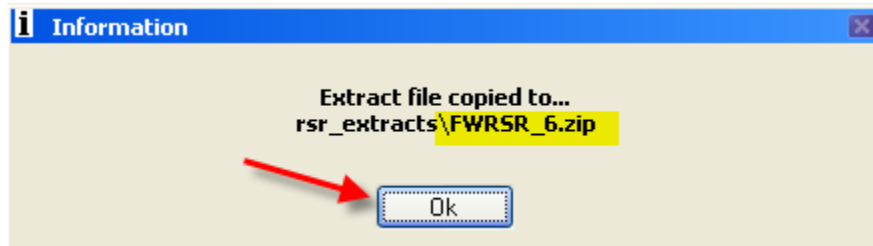
- f. With the RSR run highlighted, click on [Save To Disk].



- g. Note the *Extract File Name* (aa**RSR_6**.zip where aa is your System ID).
- o NOTE: By default, the file is going to be saved in the AIRS\rsr_extracts folder.
- h. Click on [Save].



- i. Click on [Ok].



6. When you have the **RSR**, forward it to the AIDS Institute.

If you have any problems, please create a Ticket in the Defran Support Tracker.