

NEW YORK
state department of
HEALTH

Nirav R. Shah, M.D., M.P.H.
Commissioner

Sue Kelly
Executive Deputy Commissioner

January 6, 2012

Dear Colleagues:

The annual Ryan White Services Report (RSR) reporting season started on January 3, 2012, with the opening of the HRSA EHB (Electronic Hand Book) for Provider Reports.

All AIDS Institute Ryan White Part B-funded and Ryan White Part A subcontract to AIDS Institute agencies must submit their RSR extract from the AIDS Institute Reporting System to the Office of Systems Development. We will create the appropriate XML file and relay it to the HRSA website for final review. Part A subcontract data will be relayed to Public Health Solutions as needed. If you are funded via Part C or D, you will have an opportunity to check your report results directly on the EHB. If you have any issues regarding Part C or D data from systems other than AIRS, or plan to use your direct EHB access to upload (RSR) your data directly, please notify us by January 13, 2012. If you have any questions regarding your funding sources, please contact us at AIOSD@health.state.ny.us.

Instructions on how to complete the RSR from AIRS are available on AIRSNY.org. Links to HRSA technical documentation are also available from AIRSNY.org. While you must be on Version 8.8 of the AIRS system to ensure complete and accurate reports, data entry and review should be ongoing in Version 8.7. We expect Version 8.8 to be released within 10 business days.

As in last year's reporting cycle, the RSR (client level data, funded scope) will be submitted via extract from AIRS, using the links provided on AIRSNY.org. Data entry for the 2011 calendar year should be completed by February 10, 2012.

The RSR extract is due to the AIDS Institute on Friday, February 17th. If your data entry has been completed, you are welcome to submit earlier. The website for submissions is:

http://www.formstack.com/forms/AIRS_Web_Forms-2011_rsr_submission

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

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

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

Sincerely,



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

CC: John Fuller
Mona Scully

Attachment: HRSA 2011 RSR Timeline

2011 Ryan White HIV/AIDS Program Services Report Submission Timeline

Report Period: January 1, 2011 through December 31, 2011

Date	Grantees	Providers
Monday, December 5, 2011	RSR Grantee Report Start Date System opens for grantees to begin work on their RSR Grantee Reports.	
Tuesday, January 3, 2012*		RSR Provider Report Start Date System opens for providers to begin work on their 2011 RSR Provider Reports and upload their client-level data files.
Monday, January 30, 2012 6:00 p.m. ET	RSR Grantee Report Due Date All RSR Grantee Reports must be in "Certified" status by 6:00 PM ET. After this deadline, grantees must contact Data Support to make changes to or certify their RSR Grantee Reports.	
Monday, March 5, 2012		Target date for the submission of all RSR Provider Reports and client-level data files. RSR Provider Reports should be in "Review" or "Submitted" status.
Monday, March 19, 2012 6:00 p.m. ET	Return for Changes Deadline Last day for grantees to return Provider Reports and client-level data files to providers for changes or corrections.	
Monday, March 26, 2012 6:00 p.m. ET	All 2011 RSRs must be in "Submitted" status by 6:00 PM ET.	All 2011 RSRs must be in "Submitted" status by 6:00 PM ET.

*Monday, January 2, 2012 – New Year's Day observed.

Note:

HAB expects all service providers to complete their own RSR Service Provider Reports. Grantees should not complete a provider's report unless the provider is exempted from completing the provider report. A full explanation of exempting providers can be found on page 16. HAB recommends providers submit their 2011 RSR Provider Reports and client-level data **on or before** Monday, March 5, 2012 to ensure grantees have adequate time to review their providers' data.