



GUIDE To The 2011 RSR “Provider” Report

(December 2011)

Where to Locate the RSR *Provider* Information
fields in AIRS

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INTRODUCTION

The following will help you find and understand the fields in AIRS which directly relate to the questions found in the 2011 RSR Provider Report.

Question: *Where do you find the RSR Provider Information in AIRS?*

Answer: In the **Agency Information**, **RDR/RSR Information**, and **RDR/RSR Service Information** entry screens. See pages 3 – 7.

- You should also watch the video ***Getting Ready for the RSR – Part I – Completing the RDR/RSR Information Screens*** located in the *Online Video Tutorials* section of www.airсны.org .
 - Please 1) ignore any reference to the “RDR Extract” and 2) be aware that this references 2009 instead of 2011.

The AIDS Institute (AI) will help your agency submit the RSR Provider information. To do so, AI will need to obtain this information.

Question: *How do you submit the RSR Provider Information to the AIDS Institute?*

Answer: The AIDS Institute will be gathering the information from the **AIDS Institute Extracts**. It will not be from the RDR or RSR Extracts. Therefore, once you have added or updated all the information in the following screens, the information will be included in your next AIDS Institute Extract. Please be sure this occurs **in the December 2011 or January 2012 submission**. See page 8.

Screens Containing RSR Provider Information

1. **AGENCY INFORMATION** screen – See Figure 1.

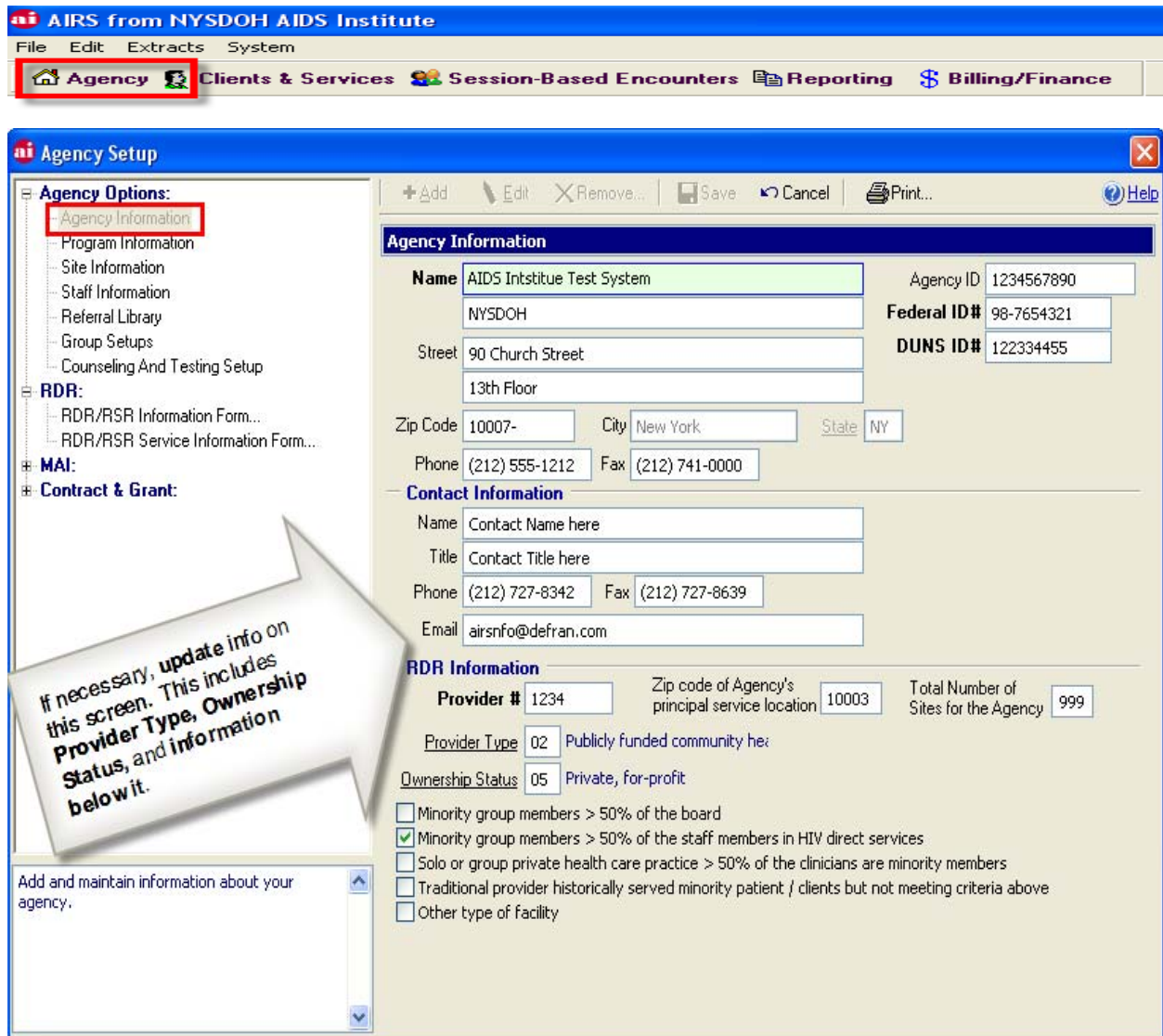


FIGURE 1
Agency Module – Agency Options – Agency Information

- ➔ Be sure the information in this screen is up to date. Edit and change, if necessary. The fields, including those under the *RDR Information* section, are as follows.
 - **Agency Name, Agency Address, Contact Information, Provider Type, Ownership Status, and the check boxes below Ownership Status.**

2. **RDR/RSR INFORMATION** screens – There are 3 tabs that you need to be concerned.

A) **RDR -1 tab:**

➔ **Start Date and End Date:**

- If you have not added a record for 01/01/2011 – 12/31/2011, please do so now.
- If you have a record for 01/01/2011 – 12/31/2011, please review and update as needed.

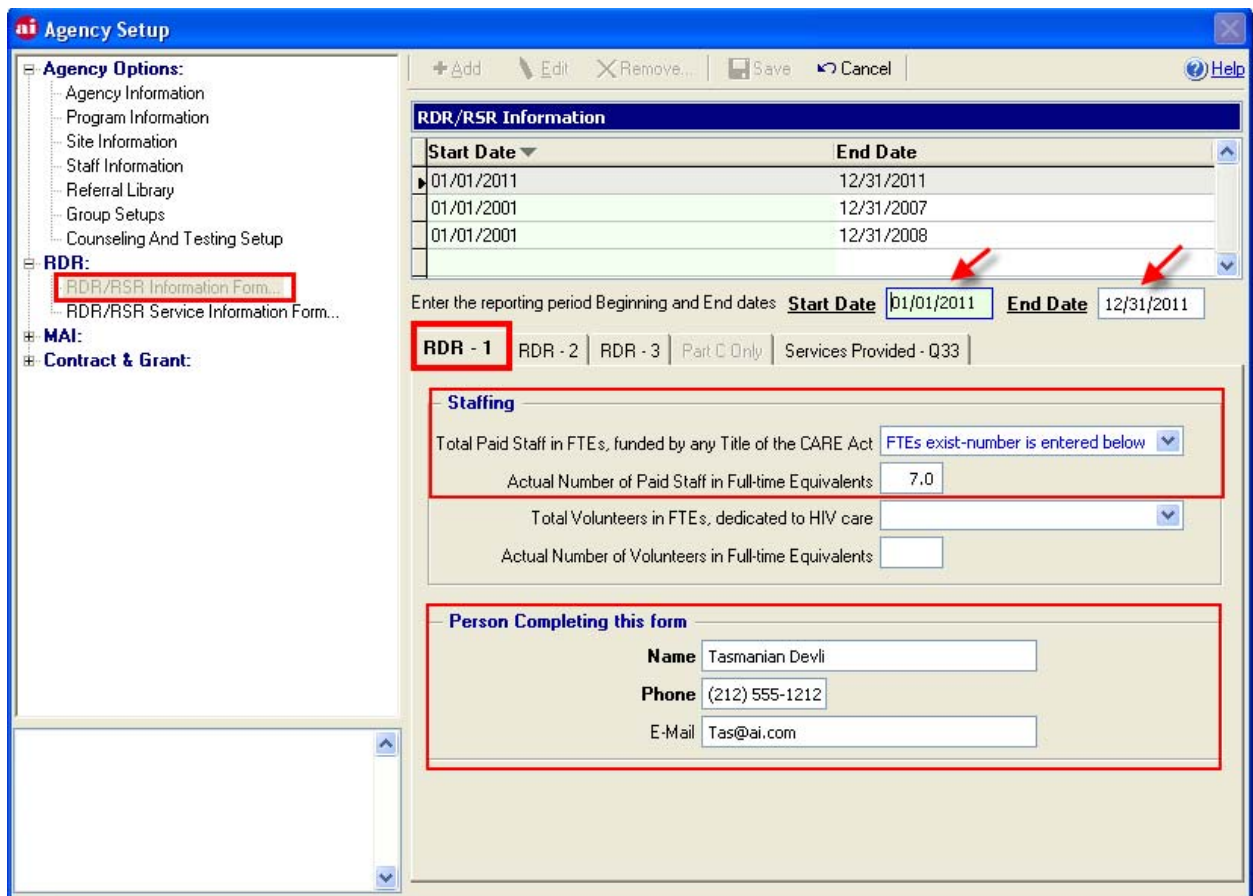


FIGURE 2

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

- ➔ Update the **Total Paid Staff, Actual Number of Paid Staff**, and the fields in the **'Person Completing This Form'** section for the Provider Report.
- ➔ The *Total Volunteer Staff* questions are optional. They are not needed for the Provider Report.

B) **RDR - 2 tab:**

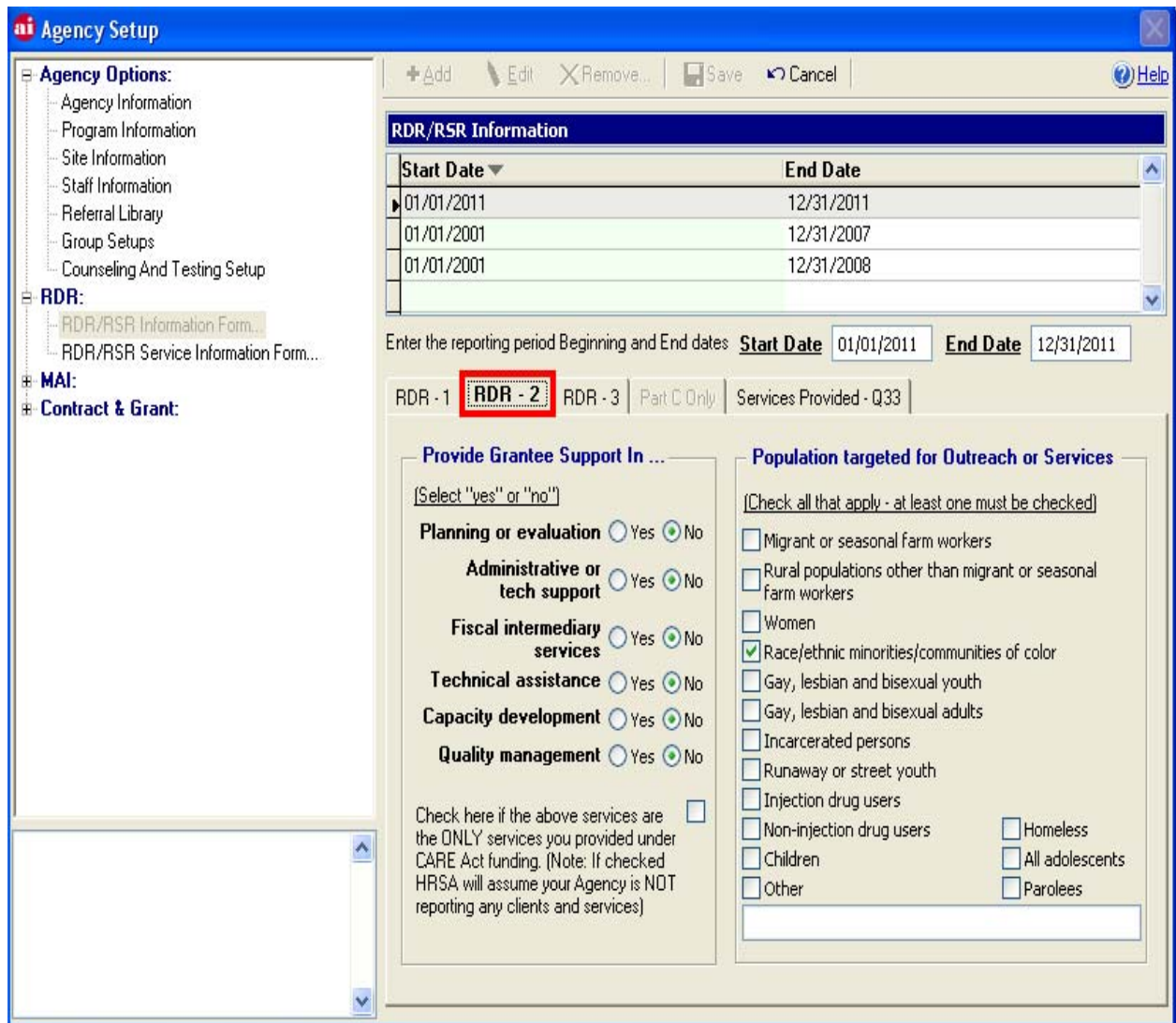


FIGURE 3

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

- ➔ *Provide Grantee Support In:* To save the “RDR/RSR Information” record in AIRS, you will need to answer the questions in this section although they are not used in the RSR Provider Report.
- ➔ *Population Targeted for Outreach or Services:* To save the “RDR/RSR Information” record in AIRS, you will need to select at least one of the options although this is not used in the RSR Provider Report.

C) **RDR - 3 tab:**

RDR/RSR Information

Start Date	End Date
01/01/2011	12/31/2011
01/01/2001	12/31/2007
01/01/2001	12/31/2008

Enter the reporting period Beginning and End dates: **Start Date** 01/01/2011 **End Date** 12/31/2011

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

Source of Ryan White HIV/AIDS Program

Check all that apply

Part A Enter Grantees Part A ...

Part B Part B ...

Part C Part C ...

Part D Part D ...

Ryan white HIV/AIDS Funding

Enter Amount \$

Part A \$ Unknown

Part B \$ Unknown

Part C \$ Unknown

Part D \$ Unknown

MAI Funding

Enter Amount \$

Part A \$

Part B \$

Part C \$

Part D \$

Expenditures

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

Other Funding

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

Minority AIDS Initiative (MAI) Funding? Yes No Unknown

FIGURE 4

Agency module – RDR – RDR/RSR Information Form – RDR-3 tab

- ➔ **Source of Ryan White HIV/AIDS Funding:** To save the “RDR/RSR Information” record in AIRS, you must select at least one Ryan White funding source (and associated *Ryan White HIV/AIDS Funding* amount) although it is not used in the RSR Provider Report.
 - We suggest you check the box next to *Part B*, click on [Part B] under the Enter Grantees column, and select “New York State Dept. of Health – AIDS Institute”. Click on [Done].

Select and Enter Part B Grantee(s)

Name of Grantee 1

Name of Grantee 2

Done Cancel

- In the Ryan White HIV/AIDS Funding column for the Part B funding, check the box next to “Unknown”.
- ➔ For the Provider Report, be sure to enter or update the **Total RW HIV/AIDS Expended on Oral Health Care**, **Section 330 Funding** question, and **MAI Funding** question.

3. **RDR/RSR SERVICE INFORMATION** screen – See Figure 5. You only need to be concerned with the 1st tab.

The screenshot shows the 'RDR/RSR Service Information' form with the 'RDR Service 1' tab selected. The form is divided into two sections: 'HIV Counseling and Testing (Section 4)' and 'Quality Management Program (Section 5)'. The 'HIV Counseling and Testing' section contains three questions with radio button options for 'Yes' and 'No'. The 'Quality Management Program' section contains a dropdown menu for 'Type of Quality Management Program Used to Assess Service by Medical Providers'.

RDR/RSR Service Information

RDR Service 1 Part C Only

HIV Counseling and Testing (Section 4)

Was HIV Counseling and Testing Provided (Q34a)? Yes No

Were CARE Act funds used for HIV Counseling and Testing (Q35)? Yes No

Were Partner Notification Services Offered (Q41a)? Yes No

Quality Management Program (Section 5)

Type of Quality Management Program Used to Assess Service by Medical Providers: Established QM Program w/ Additional Quality Standards

Figure 5

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

- ➔ The *HIV Counseling and Testing* questions are optional. They are not needed for the *Provider Report*. (Note, they may be needed for saving the record, however.)
- ➔ For the *Provider Report*, be sure to enter or update the **Quality Management Program** question.

Submission of the RSR Provider Information

EXTRACTS menu – Extracts – Extracts – AIDS Institute Extract

The RSR Provider Information will be included in the **AIDS Institute Extract**.

- ➔ Once you have added or updated all the information in the prior screens, send to the AIDS Institute via the next submission of your AIDS Institute Extract.
- ➔ Please be sure the submission occurs in the **December 2011 or January 2012 submission**.
- ➔ The information will not be submitted via the RDR or RSR Extracts.

