Ryan White HIV/AIDS Program Services Report (RSR) Cross-Part TA Webinar

Indiana State Department of Health and Marion County Public Health Department

February 25, 2020

11:00 am – 12:00 pm

Helpful Hints
- Press esc to exit full screen
- Hover over the top to change "view" options
- Place yourselves on "mute" until you're ready to pose a question or make a comment
- Use the "chat" room to pose questions and make comments
- Meeting will be recorded and available for sharing after the meeting

• Please enter the agency name and list all participants in the "chat" room

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RSR Outline

- Review of RSR Process
- What Should You Have Completed By Today?
- What Do You Have Left To Do?
- Key Steps in Completing the Provider Report
- Importing and Reviewing Client-Level Data
- Questions

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Review of RSR Process

Review of the Process for RSR 2019

ISDH and MCPHD

✓ Create and upload client-level data files
✓ Review Provider Reports and client-level data
✓ Provide feedback to agencies
✓ Accept report
✓ Ongoing training and technical assistance

Review of the Process for RSR 2019

Agencies

✓Register in web system (if new)- https://grants6.hrsa.gov/hab/regloginapp/Admin/Login.aspx
✓Review materials and attend webinars
✓Review uploaded client-level data
✓Enter validations (if needed)
✓Make changes as requested by ISDH/MCPHD
✓Complete Provider Report

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What Should You Have Completed By Today?

What Do You Have Left To Do?

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What Should You Have Completed By Today?

✓Reviewed RSR manual

✓Reviewed RSR Basics Webinar

✓Attend the February 5th DART webinar: Completing the RSR Provider Report

✓Registered for the March 11th DART webinar: Reviewing Your Data at Upload

✓Started the Provider Report by February 10, 2020

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What Do You Have Left To Do?

✓Attend the March 11th DART webinar: Reviewing Your Data at Upload

✓Review the data file uploaded by ISDH and MCPHD

✓Enter validation comments as needed

✓Submit the Provider Report by March 13th for review

✓Make any changes requested by ISDH and MCPHD (if needed)

  ✓Re-submit the Provider Report by March 24th

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Key Steps in Completing the Provider Report

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Key Steps in Completing the Provider Report

- Information about your agency and the services that you provide
  - You may need to ask other people at your agency for the information
- Contains six sections:
  - General Information
  - Program Information
  - Service Information
  - HIV Counseling and Testing Information (aggregate data) ➡ Agencies only funded for HIV Counseling and Testing will stop here
  - Clients by Zip Code
  - Import Client-Level Data

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Reviewing the Provider Report Sections
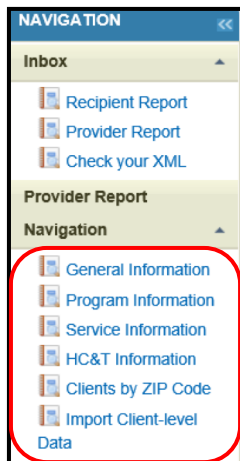
1. General Information
2. Program Information
3. Service Information
4. HIV Counseling & Testing Information (HC&T)
5. Clients By Zip Code
6. Import Client-level Data

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General Information
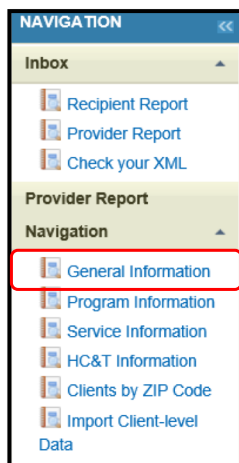
- Organization Details
  - Organization Name
  - Tax ID/EIN
  - DUNS
  - Mailing Address
- Organizational Contact
  - Name
  - Title
  - Phone Number
  - Email
  - Fax
  - Whether or not primary POC

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General Information

NAVIGATION

Inbox
- Recipient Report
- Provider Report
- Check your XML

Provider Report

Navigation
- General Information
- Program Information
- Service Information
- HC&T Information
- Clients by ZIP Code
- Import Client-level Data
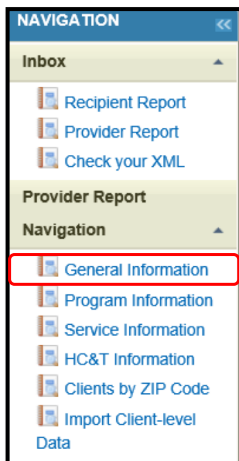
- Provider Profile Information
  - Provider Type (Choose from list)
  - Section 330 Funding Received (Yes/No/Unknown)
  - Type of Ownership (Choose from list)
  - Faith-Based Organization (Yes/No)
  - Part of a real-time electronic data network
- Service Delivery Sites

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Service Delivery Site Details

Service Delivery Sites

Name	Address	City	State	Zip	Phone Number
Health and Happiness Clinic	123 R. White Blvd.	Rockville	MD	28000	(555) 222-3333

Website URL:
Hours of Operation: By Appointment
Services provided at this site: Mental Health Services, Treatment adherence counseling, Health Education/Risk Reduction, Medical Case Management, including Treatment Adherence Services, Psychosocial Support Services, Non-medical Case Management Services, Outpatient/Ambulatory Health Services, Substance Abuse Outpatient Care

- Data will populate multiple Websites
  - https://findhivcare.hrsa.gov/
  - https://www.hiv.gov/
- This will help increase client access to Ryan White Program care

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Adding a Service Delivery Site

- Add an entry for each of your service delivery sites.

Location where clients receive services

Phone number clients should call

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Program Information

1. Contact Information of person responsible for this submission
2. Status of your agency's clinical quality management program (choose from list)
3. Funding Source Certification

4-6. Medication Assisted Treatment Questions
   - If you are not funded to provide OAHS, you can answer '0' for all three questions

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Service Information

- New this year: RWHAP-related funding (eligible services reporting)
- RWHAP-related funding
  - Services funded by program income or pharmaceutical rebates
  - This year only a select number of ISDH-funded agencies will be reporting RWHAP-related funded services
    - Check your agency-specific document to see if your contract was rebate-funded
  - In the future, all agencies will need to report RWHAP-related funded services.
    - ISDH and MCPHD will be working with agencies to help them prepare for this requirement

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Service Information

DO NOT COMPLETE

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HIV Counseling and Testing (HC&T) Information

NAVIGATION

Inbox
- Recipient Report
- Provider Report
- Check your XML

Provider Report

Navigation
- General Information
- Program Information
- Service Information
- HC&T Information
- Clients by ZIP Code
- Import Client-level Data

* 8. Did your organization use Ryan White HIV/AIDS Program funds to provide HIV Counseling and Testing services during the reporting period?   ○ Yes   ○ No

9. Number of individuals tested for HIV:

10. Of those tested (#9 above), number who tested NEGATIVE:

11. Of those tested (#9 above), number who tested POSITIVE:

12. Of those who tested POSITIVE (#11 above), number referred to HIV medical care:

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Clients By Zip Code

NAVIGATION

Inbox
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Provider Report

Navigation
- General Information
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Clients by ZIP Code

Enter by hand on screen, or upload a file (see Clients by ZIP Code template file) that contains two fields: the ZIP Code of residence and the patients for whom residence is not known or for whom a proxy is not available, residence should be reported as "99999." You can re-upload

File to Upload: Browse...

Upload File   Cancel

ZIP Code	Count of Clients	Action
		Delete
		Delete
		Delete
		Delete
		Delete
		Delete
		Delete
		Delete
		Delete

Add Row

Cancel

- ISDH and MCPHD will be uploading this information
- The number of clients reports for aggregate zip code should match the number of clients in the XML file

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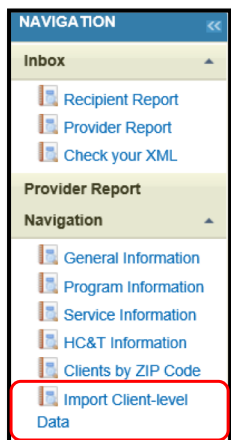Finished everything? Stop here for now

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Importing and Reviewing
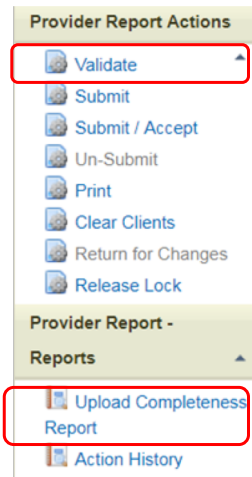# Client-Level Data

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Import Client-Level Data

- ISDH and MCPHD will be importing your client-level data
  - ISDH uses submitted excel files
  - MCPHD uses data entered into CAREWare
  - Agencies funded by both ISDH and MCPHD will have two xml files
- ISDH and MCPHD will upload the files into your Provider Report
  - Anticipated date February 28th
- The March 11th webinar will tell you how to review the data as well as what you entered in your Provider Report
- Submit your Provider Report by March 13th for ISDH and MCPHD review

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Sneak Preview of March Webinar

- Validate data
  - Compares information in data report and client-level data to system validations
  - Displays Validation Messages
    - Errors—must be resolved
    - Warnings—requires data revisions or a comment
    - Alerts—can be submitted
- Review Upload Completeness Report
  - Aggregate summary by data element

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2/25/20

Review Your Data

- Files uploaded are listed under Upload History
- If you are only funded by one recipient, there will be one file listed
- If you are funded by two recipients, there will be two files listed

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Review Your Data

- How To Review Your Data?
  - If you have only one file uploaded, you can review using the left-hand navigation file
  - If you have two files uploaded, click on the link under the file to review each file.

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Review Your Data: Validate

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Validate

- Common Validation Issues
  - Services funded but not delivered
  - Services uploaded but not funded
  - Services delivered but not uploaded
  - Missing data elements

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Validate: Adding Warning Comments

Reminder: Comments cannot be edited or deleted

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Review Your Data: Upload Completeness Report

/><ClientUci>c9Af674L27FDCFCB019B410299C44EC25
2E2F0C8U</ClientUci><VitalStatusID>12</VitalSt
atusID><BirthYear>1965</BirthYear><EthnicityID
>2</EthnicityID><ClientReportRace><RaceID>2</R
aceID></ClientReportRace><SexAtBirthID>1</SexA
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idsStatusID>4</HivAidsStatusID><ClientReportHi
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Resources

TargetHIV Website

- RSR Instruction Manual
- Archived Data Webinar Recordings
- Validations
  - RSR in Focus: Data Validations for Client-Level Data
  - Annual RSR Data Validation Messages
- Upload Completeness Report
  - RSR in Focus: How To Use The Upload Completeness Report

ISDH and MCPHD Resources

- RSR Web System Instructions
- Customized agency listing of funded services
- Subrecipient Webinars
- 1:1 Technical Assistance (by request)
- ISDH and MCPHD Websites
  - https://www.in.gov/isdh/27829.htm
  - http://dev.ryanwhiteindytga.org/New_CAREWare
- Biweekly ISDH RSR Emails

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Who Should I Call With Questions?

- ISDH – Traci Johnson - TJohnson@isdh.IN.gov
- MCPHD – Portia Duff - PDuff@MarionHealth.org or Jill Carr Jcarr@MarionHealth.org (CAREWare/data)
- Contact the existing Federal technical assistance resources
  - **EHBs Customer Support Center** - If you are having trouble logging into the web system
  - **Ryan White Data Support -** If you are having trouble completing the Provider Report or need help with the validations
  - **The DART Team** - If you need help with the Upload Completeness Report

You can find all of this information and how to contact them at:
https://targethiv.org/library/rsr-data-ta-brochure

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Reminders

- Review the client-level data file(s) between February 28 and March 13

- Submit the Provider Report by March 13th
  - For ISDH-funded agencies, you must submit before the Unity Conference

- Be sure to respond to ISDH and MCPHD feedback (if any)
  - Resubmit by March 24th

- Contact ISDH or MCPHD if you have questions

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Questions?