

# Important Notices for Ryan White HIV/AIDS Program Grantees and Providers

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## **Ensure All Contact Information is Current**

Please contact Data Support immediately to notify us of any changes in contact information for the HIV Program Coordinator. We use this information to relay important information regarding your data submission. **If there has been a change in Project Director (sometimes referred to as Principle Investigator) notify the Grants Management Specialist noted on your Notice of Grant Award (NGA) immediately.** A new NGA must be issued and the Project Director must register in the Electronic Handbooks (EHBs). However, if the original Project Director granted Submit Performance Report privileges to another staff member prior to leaving, that person may begin the RDR before a new NGA is issued.

## **Ethnicity/Race changes in 2008 Ryan White Data Report**

In order to comply with Office of Management and Budget (OMB) regulations, all Ryan White-funded agencies will be required to report race and ethnicity data separately in the 2008 Ryan White Data Report. Race and ethnicity information must be based on client self-report. For example, the race and ethnicity of HIV-positive/indeterminate clients reported in Item 58 of the RDR will be submitted in the following format:

<i>Number of clients:</i>	<i>Hispanic</i>	<i>Non-Hispanic</i>
American Indian or Alaska Native	_____	_____
Asian	_____	_____
Black or African American	_____	_____
Native Hawaiian or Other Pacific Islander	_____	_____
White	_____	_____
More than one race	_____	_____
Not Reported	_____	_____
Total	_____	_____

## **Fiscal Intermediary Services (Pass-through Funding)**

Grantees are responsible for reviewing the data of all providers they fund, directly or indirectly. Grantees utilizing fiscal intermediaries, i.e., contracting with agencies to allocate funds and/or monitor service delivery, must review and approve the RDRs of both the fiscal intermediary agency and the providers delivering services directly to clients. Consequently, grantees must ensure that all providers receiving funding are included on their provider lists. For example, if a Part B grantee contracts with a Part A grantee to distribute funding to service providers, those service providers and the Part A grantee must be included on the Part B grantee's provider list.

### **All Part D Providers Submit One Data Report**

Although Part D grantees are encouraged to establish a network of medical and social service providers that collaborate to provide comprehensive services to women, youth, and children, each provider must submit its own RDR documenting the services it provided during the reporting period. A provider receiving funding from a Part D grantee and another Program Part must report both its Part D data and its other Program data in a single data report. Also, the Part D grantee must not separate and include the provider's Part D data in its grantee RDR.

### **Return vs. Un-Submit**

If a grantee identifies inaccurate data upon reviewing its provider's data report, the grantee should use the "Return" option on the Data Entry screen to return the data report to the provider for correction. Grantees should not use the "Un-submit" option to return the data report to the provider.

Providers use the "Un-submit" option if they need to make changes to their data reports before grantee review. This type of request must be approved by Data Support; whereas, the "Return" option is immediate.

### **Counseling & Testing Only Providers**

Agencies that provided only HIV Counseling and Testing, and no direct client services, complete only Sections 1 and 4 of the Ryan White Data Report. Complete Section 1 and skip to Section 4. Answer "Yes" to Item 34a. You will see a check box asking if HIV Counseling and Testing were the only services provided during the reporting period. Answer "Yes" and confirm that the only services you provided were HIV Counseling and Testing. Any data entered in Sections 2, 3, 5, 6, and 7 will be deleted and those Sections will be disabled. Continue to complete Section 4 and stop.

### **Client-level Data Reporting – Ryan White Services Report**

Beginning in 2009, Ryan White HIV/AIDS Program-funded grantees and service providers will submit program data semiannually using the Ryan White HIV/AIDS Program Services Report (RSR). The RSR consists of the Grantee Report, the Service Provider Report, and the Client Report (client-level data). For the first two RSR reporting periods (January–June 2009 and January–December 2009), only service providers receiving RWHAP funds to provide outpatient/ambulatory medical care and/or case management services (medical or non-medical) will be required to submit a Client Report.

To view the components of the RSR, the instruction manual, and other details about client-level data reporting, please visit HAB's Client-level Data Information page at <http://hab.hrsa.gov/manage/CLD.htm>.

**NOTE:** In 2009, grantees and service providers will be responsible for submitting the 2008 RDR in addition to 2009 RSR reporting requirements.

**Please call the Ryan White HIV/AIDS Program Data Support help line at 888-640-9356 or email [ryanwhitedatasupport.wrma@csrincorporated.com](mailto:ryanwhitedatasupport.wrma@csrincorporated.com) if you have any questions.**