2008 Ryan White Data Report Training Agenda
October 29 – 31, 2008 ● Rockville, Maryland

All sessions and activities will be held at the Hilton Rockville, 1750 Rockville Pike, Rockville, MD 20852.

Ryan White Data Report Pre-Session*
October 29, 2008

8:00 – 11:00 a.m.	**Introduction to the Ryan White Data Report** *(optional)* A basic explanation of the data report, terminology, and reporting responsibilities. *Ryan White Data Support Team*
11:00 a.m. – 12:30 p.m.	**Lunch** *(on your own)*

Ryan White HIV/AIDS Program Annual Data Report Training*
October 29, 2008

7:00 a.m. – 12:30 p.m.	**Registration**

12:30 – 1:00 p.m.	**Welcome and Introductions**
	    Robert Mills, Ph.D., Health Statistician, HIV/AIDS Bureau
	    Harry R. Day, Ph.D., Project Director, WRMA/CSR Ryan White Data Support
	        Project

1:00 – 1:30 p.m.	**HAB's Utilization of Ryan White Data** A discussion on the purpose of the RDR and HAB's use of the data collected. *Robert Mills, Ph.D.*
1:30 – 2:45 p.m.	**Overview of the 2008 Ryan White Data Report** A general overview of the data report, with a particular focus on the changes in the 2008 report. Participants will work on a Case Study and will have their knowledge of the RDR tested in a fun, interactive, group activity. *Ryan White Data Support Team*
2:45 – 3:00 p.m.	**Break**
3:00 – 4:00 p.m.	**Overview of the 2008 Ryan White Data Report** *(continued)* **Group Activity: Jeopardy** An exercise to test grantees' knowledge of the data report. *Ryan White Data Support Team*
4:00 – 4:45 p.m.	**Electronic Handbooks Overview** An introduction to the Electronic Handbooks (EHBs), covering topics such as system registration and navigation. *Elisa Peet, Supervisor, HRSA Call Center*

4:45 – 5:00 p.m.	**Wrap-up & Day One Evaluation**
	    Harry R. Day, Ph.D.
	    Robert Mills, Ph.D.

5:00 – 6:00 p.m.	**EHBs Registration** *(optional)* A chance to register in the EHBs, with staff on hand to walk grantees through the process. *HRSA Call Center Staff*

* See session descriptions for more information about this session.

Ryan White HIV/AIDS Program Annual Data Report Training* *(continued)*
October 30, 2008

7:00 – 8:00 a.m.   **Registration**

8:00 – 8:30 a.m.   **Welcome and Introductions**
                                             Robert Mills, Ph.D., Health Statistician, HIV/AIDS Bureau
                                             Harry R. Day, Ph.D., Project Director, WRMA/CSR Ryan White Data Support
                                                 Project

8:30 – 9:30 a.m.   **Ryan White Program Data Report: An Overview and Walk-Through**
An introduction to the Web system, covering topics such as system registration and navigation.
                                             Elisa Peet, Supervisor, HRSA Call Center

9:30 – 10:30 a.m.   **Ryan White Data Report Data Validation, Submission, and Verification**
A review of the different types of validation checks; and how to resolve common data errors, how the submission process functions, and what to expect during data verification.
                                             Ryan White Data Support Team

10:30 – 10:45 a.m.   **Break**

10:45 a.m. – noon   **Ryan White Data Report Validation, Submission, and Verification** *(continued)*
Group Activity: Broken Ryan White Data Report
An exercise to give grantees hands-on experience with reporting data. Grantees will learn how to properly interpret validation warnings and errors as well as how to identify and correct errors using actual data. Each table will have a laptop. Participants will work together to fix their errors and submit their report. After they are given the solution to the exercise, participants will be able to ask any other questions about the report.
                                             Ryan White Data Support Team

noon – 1:30 p.m.   **Lunch** *(on your own)*

1:30 – 3:30 p.m.   **Grantee Panel Discussion**
Strategies associated with the successful submission of the Ryan White Data Report as well as the unique issues faced by each type of grantee (Part A, B, C, D, and Multiply-Funded)

3:30 – 3:45 p.m.   **Wrap-up & Day Two Evaluation**
                                             Harry R. Day, Ph.D.
                                             Robert Mills, Ph.D.

3:45 – 4:00 p.m.   **Break**

Generating the Ryan White Data Report with CAREWare*
October 30, 2008

4:00 – 5:00 p.m.   **Generating the Ryan White Data Report with CAREWare***(optional)*
A basic demonstration of how to use CAREWare, HAB's free software application for managing and monitoring HIV care, to report and submit Ryan White data.
                                             John Milberg, M.P.H., Health Scientist, HIV/AIDS Bureau

* See session descriptions for more information about this session.

Introduction to the Ryan White HIV/AIDS Program Services Report*
October 31, 2008

8:00 – 8:15 a.m.	**Welcome to Day Three** *Robert Mills, Ph.D., Health Statistician, HIV/AIDS Bureau* *Harry R. Day, Ph.D., Project Director, WRMA/CSR Ryan White Data Support* *Project*
8:15 – 9:00 a.m.	**RSR Data Collection Plan: Vetting Project Overview and Findings** An overview of the process used to vet the proposed client-level data collection and reporting system with stakeholders, including key findings from the vetting process, highlighting feedback received from grantees and others on the proposed system's operational plan, data elements, implementation timeline, and proposed technical assistance. The presenter will also discuss HAB's modifications in response to those data gathered through the vetting process and will introduce the system's revised data elements and definitions that will be effective as of January 2009. *Robert Mills, Ph.D.*

9:00 – 9:45 a.m.	**RSR Data Collection Plan: Preview of the Ryan White Services Reporting System**
	An overview of plans for making the client-level data collection system operational beginning January 2009, including a look at each of the system components: grantee-level, provider-level and client-level. The presenter will also introduce the details regarding the design and implementation of a Unique Client Identifier (UCI). Other topics covered in this session will include the procedures for submitting data to HAB, the data reporting schedule, other reporting requirements, and technical assistance that will be provided to grantees as part of the transition to the new system.
	    Stefani Olsen, Technical Project Manager, HRSA HAB Post Award Data
	        Collection Systems

9:45 – 10:15 a.m.	**RSR Systems Operation Demonstration** This session will provide grantees with a live demonstration of the RSR system. Using the Pilot version of the RSR system, the presenter will show grantees how the grantee web form and a corresponding provider form, including the client level data XML file upload, will be completed. *Michael Dols, HRSA HAB Post Award Data Collection Systems*

10:15 – 10:30 a.m.	**Wrap-up & Day Three Evaluation**
	    Harry R. Day, Ph.D.
	    Robert Mills, Ph.D.

10:30 – 11:00 a.m.	**Break**

AIDS Drug Assistance Program (ADAP) Quarterly Report Session*
October 31, 2008

11:00 a.m. – 12:30 p.m.	**ADAP Quarterly Report Training: Data Instrument and Reporting on the Web***
	    Sam Ndubuisi, Ph.D., Health Statistician, HIV/AIDS Bureau
	    Elisa Peet, Supervisor, HRSA Call Center

12:30 – 1:30 p.m.	**Lunch** *(on your own)*
1:30 – 3:00 p.m.	**ADAP Quarterly Report Training: Data Instrument and Reporting on the Web*** *(continued)*

* See session descriptions for more information about this session.

Session Descriptions

Ryan White Data Report Pre-Session: Introduction to the RDR

TARGET AUDIENCE
The target audience for these sessions is new grantee staff members who have had little or no exposure to the Ryan White HIV/AIDS Program Data Report (RDR).

DESCRIPTION
These sessions will provide a basic introduction to the RDR for individuals newly responsible for preparing, submitting and approving the data report(s). Fundamental information about completing the data report and using the Web site will be provided.

PREREQUISITES
It is strongly recommended that participants planning to attend these sessions review the 2008 Ryan White HIV/AIDS Data Report form and instructions. (These materials can be downloaded from the Data Support Web site at http://datasupport.hab.hrsa.gov.)

OBJECTIVES
1. Describe each section of the Ryan White HIV/AIDS Data Report and the Programs responsible for completing them.
2. Define the service categories funded by Ryan White Programs.
3. Understand the roles and responsibilities of each individual and agency in the preparation, submission and approval of the Ryan White Data Report(s).

FOR MORE INFORMATION:
Questions about these sessions can be directed to the Ryan White HIV/AIDS Program Data Support via email at ryanwhitedatasupport.wrma@csrincorporated.com or by calling 1-888-640-9356, from 9:00 a.m. to 5:30 p.m. (ET), Monday through Friday.

Ryan White HIV/AIDS Program Annual Data Report Training

TARGET AUDIENCE
The target audience for this session is grantee staff members who are familiar with the Ryan White Data Report, and new grantee staff members who attended the RDR pre-session.

DESCRIPTION
This session will provide an overview of the RDR, focusing on new reporting requirements and highlighting areas that have proven challenging in previous years. The session will incorporate interactive activities intended to solidify many of the basic concepts presented during the pre-session and to introduce more advanced concepts related to data validation and submission, including a grantee panel discussion. Participants will be shown how to navigate HRSA's Electronic Handbooks (EHBs) and also receive hands-on training on how to use the Web system to report 2008 data. HAB's utilization of the data will be presented, and ways in which grantees may use the data will be discussed.

PREREQUISITES
It is strongly recommended that participants planning to attend these sessions review the 2008 Ryan White HIV/AIDS Data Report form and instructions. (These materials can be downloaded from the Data Support Web site at http://datasupport.hab.hrsa.gov.)

OBJECTIVES
1. Ensure that participants gain a thorough grasp of new and challenging reporting requirements, and the responsibilities for reporting by Program.
2. Provide a platform to apply RDR concepts to concrete examples, ensuring that participants understand RDR reporting requirements.
3. Provide a space for grantees to network and learn valuable tips related to annual data reporting from each other.
4. Give participants hands-on experience with reporting data, including how to properly interpret validation errors and how to identify and correct errors using actual data.

FOR MORE INFORMATION:
Questions about these sessions can be directed to the Ryan White HIV/AIDS Program Data Support via email at ryanwhitedatasupport.wrma@csrincorporated.com or by calling 1-888-640-9356, from 9:00 a.m. to 5:30 p.m. (ET), Monday through Friday.

Generating the Ryan White Data Report with CAREWare

TARGET AUDIENCE
The target audience for this session is new grantee staff members who are responsible for managing data on Ryan White clients using CAREWare.

DESCRIPTION

This session will provide basic information about CAREWare and instructions for creating the RDR and uploading it to the RDR Web system.

PREREQUISITES

It is strongly recommended that participants planning to attend this session review the RDR form and instructions. (These materials can be downloaded from the HAB Web site at http://hab.hrsa.gov/tools.htm.)

OBJECTIVES

1. Provide an overview of CAREWare and features directly related to the RDR.
2. Demonstrate how to create the RDR in CAREWare, and upload the XML file to the RDR Web system.
3. Outline the steps that must be taken after uploading the data in order to submit the RDR.
4. List and describe some of the canned and custom reports available in CAREWare.

FOR MORE INFORMATION:

Questions about CAREWare should be directed to the CAREWare Help Desk by calling 1-877-294-3571, or by email at cwhelp@jprog.com.

Introduction to the Ryan White HIV/AIDS Program Services Report

TARGET AUDIENCE

The target audience for this session is grantee staff members who will have reporting responsibility for the Ryan White HIV/AIDS Program Services Report.

DESCRIPTION

This session will provide an overview of the Ryan White Services Report (RSR), HAB's new client-level data reporting system. This will include a description of the RSR materials and requirements, as well as a preview of the RSR Web system and submission procedures.

PREREQUISITES

It is strongly recommended that participants planning to attend this session review the sample reports, client-level data elements, and instructions. (These materials can be downloaded from the HAB Web site at http://hab.hrsa.gov/manage/CLD.htm).

OBJECTIVES

1. Provide an overview of the format and requirements of the RSR.
2. Provide a timeline for client-level data reporting.
3. Demonstrate how to navigate through the Electronic Handbooks (EHBs) and RSR reporting system.

4. Provide an opportunity for grantees to ask questions related to the RSR.

FOR MORE INFORMATION:

Questions about these sessions can be directed to the Ryan White HIV/AIDS Program Data Support via email at ryanwhitedatasupport.wrma@csrincorporated.com or by calling 1-888-640-9356, from 9:00 a.m. to 5:30 p.m. (ET), Monday through Friday.

AIDS Drug Assistance Program (ADAP) Quarterly Report Session

TARGET AUDIENCE

The target audience for this session is grantee staff members with reporting responsibility for the Ryan White HIV/AIDS Program ADAP Quarterly Report (AQR).

DESCRIPTION

This session will provide specialized information on the Ryan White HIV/AIDS Program ADAP Quarterly Report for individuals responsible for preparing, validating and submitting the AQR. Fundamental information about compiling, completing and submitting the data report as well as using the updated Web tools will be provided. Since all HRSA data reports must go through the Electronic Handbooks (EHBs), the procedures for accessing the AQR through the EHBs will be discussed. Some of the more common reporting errors will also be presented and discussed, and some of the reports prepared from the AQR data will be described.

PREREQUISITES

It is strongly recommended that participants planning to attend this session review the ADAP Quarterly Report form and instructions. (These materials can be downloaded from the HAB Web site at http://hab.hrsa.gov/tools.htm.)

OBJECTIVES

1. Describe each section of the AQR and a walk-through of all questions.
2. Understand all built-in validation checks.
3. Understand the AQR Drug Report and describe the information that goes into each column.
4. Present and discuss common reporting errors.
5. List and describe some of the canned and ad-hoc reports from the AQR.

FOR MORE INFORMATION:

Questions about the AQR should be directed to the HRSA Call Center by calling 1-877-464-4772, or by emailing CallCenter@HRSA.Gov.