Important Notices Regarding the
Ryan White HIV/AIDS Program Services Report

Obtain the latest information and additional resources about the Ryan White HIV/AIDS Program Services Report (RSR) by visiting the Technical Assistance (TA) Web site at <u>http://hab.hrsa.gov/manage/CLD.htm</u> and the TARGET Center RSR Web page at <u>http://www.careacttarget.org/rsr.asp</u>.

Provider List Verification for the RSR (The Grantee Report)
For grantees familiar with the Ryan White HIV/AIDS Program Data Report (RDR) provider verification process, completion of the Grantee Report serves this purpose. In addition to providing information about the grantee organization, grantees list the service provider contracts—including the contracted services and contract amounts—that were active during the reporting period. After grantees certify their Grantee Report, changes to the provider contracts will require approval by Ryan White Data Support. **Please note that your providers cannot submit their reports for review until you have certified your Grantee Report.**

2009 RSR Reporting Timeline
The important dates to remember for the 2009 RSR interim submission are as follows:

June 1:	The Grantee Report is available for data entry
July 1:	The Service Provider Report is available for data entry
July 15:	The initial due date for the Grantee Report
July 31:	The final deadline for the Grantee Report
September 1:	Service Provider Reports must be in Review status
September 8:	Last day to return Service Provider Reports for correction
September 15:	Service Provider Reports must be approved by all grantees

RSR Reporting Periods
The reporting year is a calendar year. However, Ryan White Program grantees must submit data twice a year as required by HAB. Grantees will submit two RSRs for each reporting (calendar) year:

- An interim report for the period January 1 through June 30; and

- An annual report for the period January 1 through December 31.

The Client Report requires that services received by the client be reported per quarter during the reporting period (Client Report Core and Support Services data elements, Items 16 to 45.) For the interim report, report data for Quarters 1 and 2. For the annual report, report data for all four quarters, Quarters 1 to 4.

The four quarters within the reporting (calendar) year are as follows:

- Quarter 1: January 1 – March 31

- Quarter 2: April 1 – June 30

- Quarter 3: July 1 – September 30

- Quarter 4: October 1 – December 31

Return vs. Un-Submit

If a grantee identifies inaccurate data upon reviewing its provider's Service Provider Report, use the "Return" option on the Data Entry screen to return the Service Provider Report to the provider for correction. Grantees should <u>not</u> 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 Service Provider Reports before grantee review. The "Un-submit" request must be approved by Data Support, whereas the "Return" option is immediate.

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 RSR 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) before any action can be taken on your 2009 submission.

Please call the Ryan White HIV/AIDS Program Data Support help line at 1-888-640-9356 or email ryanwhitedatasupport.wrma@csrincorporated.com if you have any questions.