

QI NEWS YOU CAN USE

Newsletter from the Las Vegas TGA Recipient's Office

2022 Quarter 4 | By: Jessica Rios

RSR Definition & Purpose

The Ryan White HIV/AIDS Services Report, also known as the RSR, is a client-level data reporting requirement that reflects activities that took place throughout the calendar year encompassing Ryan White Parts A through D, contracted subrecipients, and clients served. Since recipients receive federal funding directly from HRSA, federal regulations explicitly state that grant recipients monitor and report program performance to ensure federal funds are in accordance with program requirements that demonstrate annual improvements, accountability, and the impact federal grant money made in communities. The Electronic Handbook Portal (EHB) is used as a medium for all RSR business. To access the annual RSR, both recipients and subrecipients need username and password user credentials.

Recipient and Subrecipient RSR MACRO View Process

Now that you understand the meaning and the purpose of the RSR, consider the process like a relay race. The first part of the race consists of recipients making necessary edits to the provider contracts that reflect the services and federal funds they disbursed to each provider. Once the contracts are confirmed, the Recipient's Report will advance to a "Certified" status. After the Recipient's Report is certified, the recipient is ready to pass the baton to Las Vegas Transitional Grant Area (LVTGA) subrecipients and service providers that will be responsible for submitting their individual Provider RSR.

The second part of the relay race will take place when the EHB system opens for providers to start working on their RSR & Ending the HIV Epidemic (EHE) RSR Provider Reports (if applicable). The landscape of the Provider Report consists of completing seven sections (see Image 1 on the right) that include: General Provider Information, Program Information, Service Information, HIV Counseling & Testing Service Information (HC&T), Clients by Zip Code, and Import Client-Level Data. Once these sections are fulfilled, subrecipients will proceed by finalizing Provider Report Actions by validating the Provider Report and notifying the Recipient that the Provider Report is complete and in "Submitted" status. (see Image 2 below).

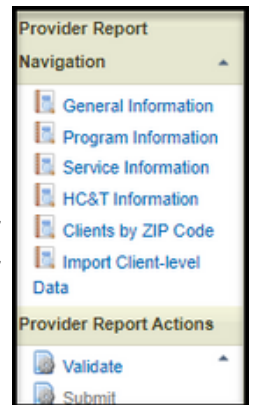


Image 1

Image 2

RSR Process MACRO View

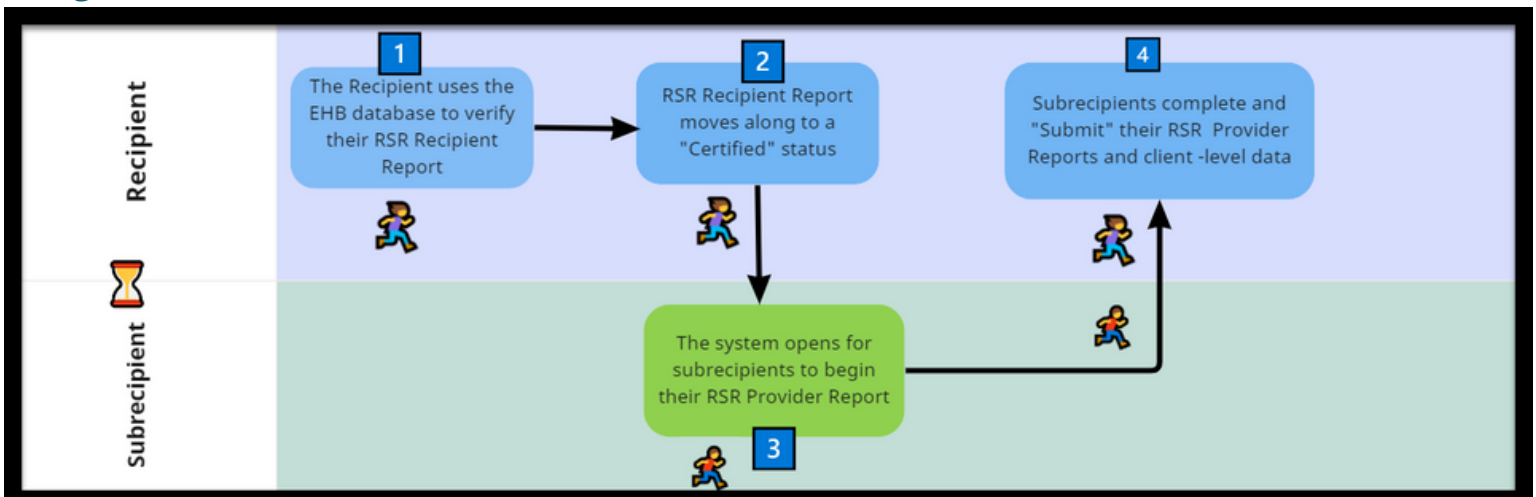
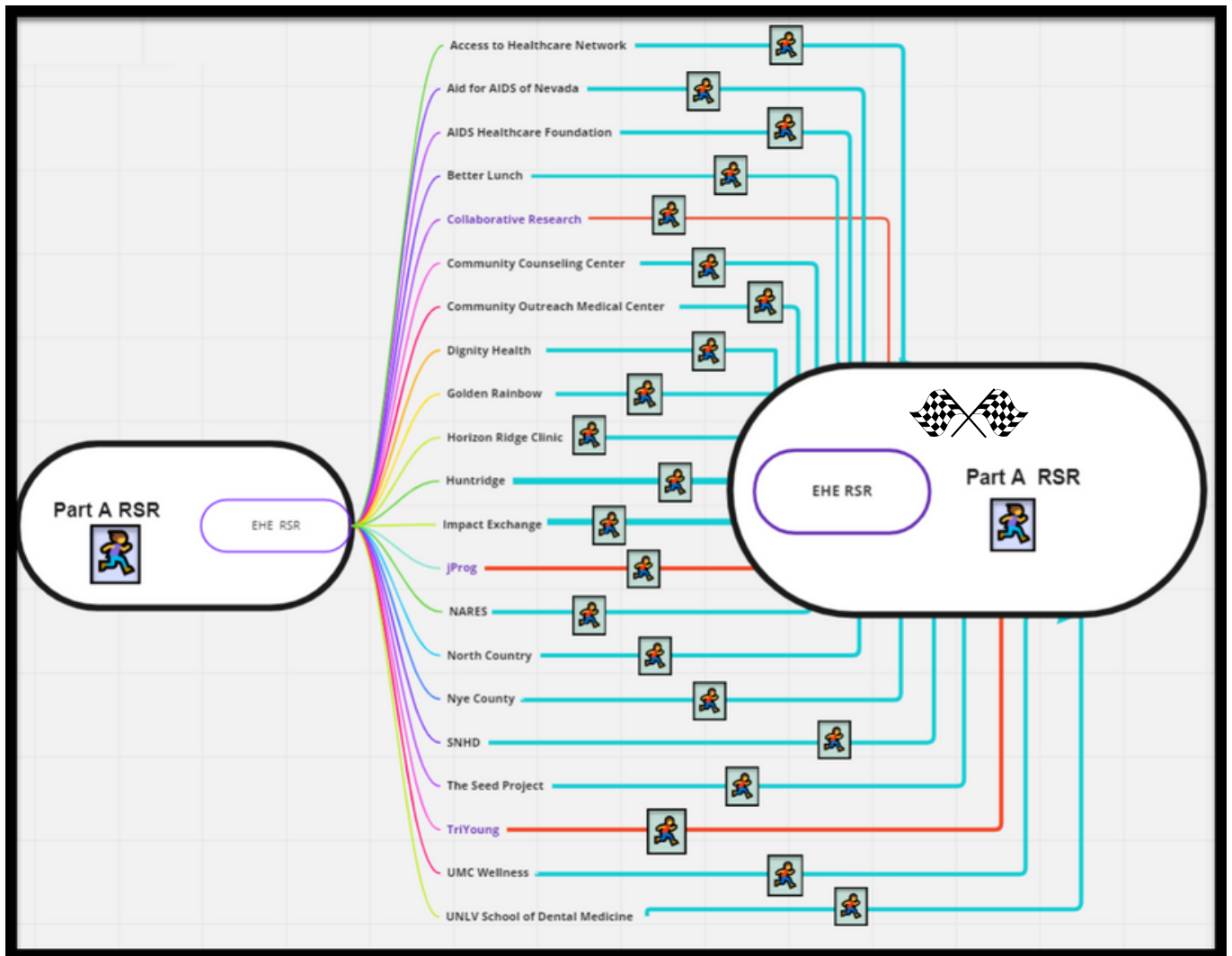


Image 3

RSR Process MICRO View *



Recipient



- Subrecipients
- Consultants, Contractors, and Technical Assistance Providers

*A MICRO view of how the LVTGA Part A & EHE RSR starts and ends consists of starting both RSRs completing the necessary "Provider Report Navigation Fields" and submitting both reports once completed. In some cases, contractors, consultants and technical assistance providers, and agencies no longer funded are exempted from completing an RSR (see Image 3 above).

Definitions

- **Recipient:** An organization that receives Ryan White HIV/AIDS Program (RWHAP) funds directly from HRSA. Recipients may provide direct services and/or may contract with subrecipients to provide services. Replaces the term "Grantee;" synonymous with the term "recipient of record."
- **Subrecipient:** The legal entity that receives RWHAP funds from a Recipient. Subrecipients are accountable to the Recipient for the use of the funds provided. They may provide direct client services or administrative services. "Subrecipient" replaces the term "Provider (or service provider)."
- **Provider or Service Provider:** The agency that provides direct services to clients (and their families) or the recipient. A provider may receive funds as a recipient (such as under RWHAP Parts C and D) or through a contractual relationship with a recipient funded directly by RWHAP. Former term for "Subrecipient" (see above).

Important RSR Contact Information

- For assistance logging into the appropriate EHB portal, email RWHAP Data Support ryanwhitedatasupport@wrma.com | 1.888.640.9356
- Electronic Handbook (EHB) Customer Support Center 1.877.464.4772
- Data Integration, System, & Quality (DISQ) Team email: data.ta@caiglobal.org
- JProg CAREWare Help Desk: cwhelp@jprog.com | 1.877.294.3571
- RWPA Recipient's Office RSR related questions: CAREWareReportHelp@clarkcountynv.gov



This CAREWare 6 video tutorial will go over how to clean missing demographic information and the steps to pull an RSR in the CAREWare database. It will also go over how to download and view an RSR file (click on image to the left to view the video)

For more information about the Ryan White HIV/AIDS Services Report (RSR) or Ending the HIV Epidemic RSR, please contact Jessica Rios or Vanessa Cruz.



Jessica Rios

Clinical Quality Management Analyst
jessica.rios@clarkcounty.nv.gov
702.701.4015



Vanessa Cruz

Management Analyst II / EHE Coordinator
vanessa.cruz@clarkcounty.nv.gov
702.278.0947



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