

The Ryan White Program Data Report

An Overview and Walk-through

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Web Training Demo

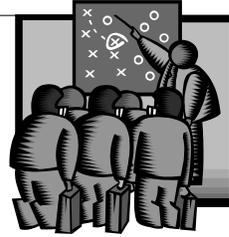
<https://performance.hrsa.gov/hab/EHBDemo/CADR>

- HAB has developed an Online Demo to help Grantees navigate through the EHBs
 - Registration
 - Access/Permissions
 - Accessing the Online RDR

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Overview of Process

- Accessing RDR Through EHBs
- Monitor Schedules
- Contact and Provider Verification Process
- Data Entry/ Navigation
- Validating RDR
- Skip Patterns
- Printing RDR
- EHB/ RDR Statuses
- New Changes in the RDR



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Accessing RDR Through EHBs

A screenshot of the HRSA Electronic Handbooks for Applicants/Grantee web application. The page features a navigation menu on the left with categories like 'Home', 'Manage Applications', 'Grants Portfolio', 'Manage Organization Profile', and 'Manage Personal Profile'. The main content area displays a 'GRANTS LIST' for the 'Ryan White Title II Formula Grants Program'. A table lists grant details such as Project Period, CRS EIN, Project Director, Grant Contact, and Program Contact. A link labeled 'Open Grant Handbook' is visible next to the table, with a white arrow pointing to it. The page also includes a 'Welcome' message, a 'Tools Menu', and a 'Go' button.

Ryan White Title II Formula Grants Program		Last Award Issued on: 05/02/2007	
Project Period		Budget Period	
CRS EIN		Number of Support Years	
Project Director			
Grant Contact			
Program Contact			

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Accessing RDR Through EHBs

Welcome to **HHS EHB QA environment** (Last login date and time 10/28/2009 1:27:00 PM)

Grant Handbook
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

Contact Us:
 Phone: 877-Go4-HPSA/877-464-4772; 301-998-7373
 Time: 9:00 a.m. to 5:30 p.m. Eastern Time (E.T.), Monday through Friday
 Email: CallCenter@HHS.GOV

Grant Electronic Handbook (EHB) provides authorized users of the grantee organization a means to conduct various activities electronically.

WHAT WOULD YOU LIKE TO DO TODAY?

- View Grant Information**
 - View Most Recent Notice of Grant Award
 - View Prior Notices of Grant Awards
 - Change/Control Who Can View this Information
- Administer Grant Handbook**
 - Learn About Grant Access Privileges
 - Allow Other Users from My Organization to Work on this Grant
 - Change/Control How Others Can Work on this Grant
- Manage Post Award Submissions**
 - Learn About Post Award Submissions
 - View Available Post Award Submission Schedule
 - Work on Noncompeting Continuation Application
 - Work on Performance Report or Other Submissions
 - Control How Others Can Work on Submissions

[Acceptable Use Policy](#)

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Accessing RDR Through EHBs

Welcome to **HHS EHB QA environment** (Last login date and time 10/29/2007 4:05:00 PM)

Performance Reports
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

Following is the list of performance reports for this grant along with their statuses. Based on its status, you can edit or view the performance report by clicking on the appropriate link.

To search for a particular report, click on the search button and modify the search criteria to generate the results. For example, to search for submitted reports, click on the search button and select the "Submitted" option under the Schedule Status search criteria.

Displaying 1-1 of 1

PERFORMANCE REPORT

Input Parameters: (Show Parameters)

Ryan White Program Data Report		Schedule Status: Not Started	
Type	Performance Reports	Due Date	4/1/2009 6:00:00 PM
Available Date	10/22/2007	Submission Tracking Number	N/A
Reporting Cycle	Calendar Year	Reporting Period	01/01/2007 - 12/31/2007
Online Submission	Yes (Preferred)	Submission Status	Not Started
Started by			
Start Report			

[Acceptable Use Policy](#)

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Monitor Submissions

- Grantees can see their provider submissions throughout the process from the Workflow Inbox under the “Progress Report” tab.
- As RDRs are submitted for your review, you will find them in the Workflow Inbox.
- Grantees will be notified by email when their providers have submitted their RDRs for review.

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Contact and Provider Verification Process

- The system will be open for grantees to verify their provider list and contact information on December 8, 2008.
- Grantees will not be able to do any RDR data entry until this information is verified.
- First step is to verify provider list which determines exactly which RDRs will need to be entered, validated, submitted, and accepted under your grant.
- Users must have “Submit Performance Report” permissions to verify provider list.
- This process is required for all of your Ryan White funded grants.

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Contact and Provider Verification Process

- Update contact information for your organization.
- The initial provider list will contain all of your providers for which an RDR was submitted last year.
- Add providers that were newly funded.
- Remove providers that you did not fund.
- When removing a provider, grantees will be required to provide reasons.

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Verify Grantee Information

The screenshot shows the HRSA HAB CADR web application interface. At the top, there is a navigation bar with 'Home | Data Entry | Workflow | Administration | Logout' and a session expiration warning 'Your session will expire in: 28:45'. Below the navigation bar, a warning message reads 'Warning: YOU ARE ON THE TEST SERVER!'. The main content area is titled 'Verify Grantee Information' and contains a message: 'You must certify the information listed below before you can proceed. For assistance please call 1-877-Go4-HRSA (1-877-464-4772) or email CallCenter@HRSA.gov'. The information to be verified is listed as follows:

- Tax Payer ID: [REDACTED]
- Grant Number: [REDACTED]
- Official Grantee Name: [REDACTED]
- Project Director Name: [REDACTED]
- Program Officer Name: NA

At the bottom right of the form, there is a 'Next' button with an arrow pointing to it. The footer of the page includes the text 'For technical help please call 1-877-Go4-HRSA (1-877-464-4772). For data support, please call 1-888-640-9356.' and 'Copyright © HRSA. All Rights Reserved.'

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Verify Contact Information

Warning! YOU ARE ON THE TEST SERVER!

Home | Data Entry | Workflow | Administration | Logout

Your session will expire in: 29:53

Technical Support | Help | Feedback

Grant Number

Verify Grantee Information

You must certify the information listed below before you can proceed. For assistance please call 1-877-604-HRSA (1-877-464-4772) or email CalCenter@HRSA.gov

Verify Grantee Information Verify Contact Information Verify Provider List

To change your data contacts, click [Edit/Add Contact](#).

PREVIOUS Next

For technical help please call 1-877-604-HRSA (1-877-464-4772). For data support, please call 1-888-640-9356.

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Verify Provider List

Warning! YOU ARE ON THE TEST SERVER!

Home | Data Entry | Workflow | Administration | Logout

Your session will expire in: 29:53

Technical Support | Help | Feedback

Grant Number

Verify Grantee Information

You must certify the information listed below before you can proceed. For assistance please call 1-877-604-HRSA (1-877-464-4772) or email CalCenter@HRSA.gov

Verify Grantee Information Verify Contact Information Verify Provider List

Please check to make sure that ALL your providers are listed below. If you do not see a provider you have funded for the current reporting period, click search for a provider to add. Click Remove if you have defunded any providers shown.

Page 1 of 2 (Total 17 Records) Items per page: 15

Edit/Remove	Provider Name*	Fund Source	Grant#
Edit/Remove		Part A	

I certify that all providers that I have funded during the current reporting period are listed here. Please make sure that you checked the checkbox before hitting the Finish button.

PREVIOUS Finish

For technical help please call 1-877-604-HRSA (1-877-464-4772). For data support, please call 1-888-640-9356.

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Data Entry/ Navigation

- No data entry can be done until RDR goes live on January 5, 2009.

January 2009						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

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Data Entry/ Navigation

- Save each page using “Next Page”, “Previous Page”, or “Save”.
 - The system will automatically bring you to the next required page based on the answers provided in previous sections.
- Direct navigation from side RDR navigation menu does not save each page before changing pages.
- System timeouts
 - The system will time you out after 30 minutes of inactivity.
 - Doesn't recognize typing as activity.

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Data Entry/ Navigation

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Printing RDR

- Print RDR by schedule
 - To print more than one of your RDRs, click on “search/reports” on the left hand side.
 - The search box will appear. Do not change any of the search criteria and click “search”.
 - Check all RDRs that you would like to print, and click “schedule PDF print”.
- Print RDR from data entry pages
 - RDRs can be printed as a PDF version from any of the data entry pages by clicking “Print” on the left hand side.

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Validating RDR

- Two levels of validation
 - Page level validation
 - Report level validation
- RDRs can not be submitted until all errors are resolved.
 - Contact Data Support if you have trouble resolving errors.
- There will be no warnings this year.



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Skip Patterns

- Refers to logic in the RDR system that “skips” the user from one question to another depending on the user’s entries.
- Questions that trigger skip patterns are #16, #17, #18, #34, #35, and #36.

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EHB Statuses/ Grantee Level

- Not Started – before the grantee clicks “Start Report”.
- In Progress – after the grantee clicks “Start Report” and verifies their contact and provider information.
- Submitted - after the grantee has reviewed and accepted all their providers’ RDRs.
- Change Requested - after a grantee has completed their submission and another grantee requests a change to an RDR you have already approved.
 - All grantees funding the provider must review and accept or return for corrections.

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RDR Statuses/ Provider Level

- Working - RDR is in edit mode and data entry is in progress.
- Review – data entry is complete and validation checks have passed.
- Submitted - all grantees funding the provider have reviewed and accepted the RDR.

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New Changes in the RDR

- Race and Ethnicity
- Client counts by race will now be separated into two ethnicity categories- Hispanic and Non-Hispanic.
- Questions that will be affected are #27, #58, # 59, # 60, # 70, #72, # 78.
- New/modified validation checks.

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New Changes in the RDR

27. Race and ethnicity:
a. HIV-positive/indeterminate:

<i>Number of clients:</i>	<i>Hispanic</i>	<i>Non-Hispanic</i>
American Indian or Alaska Native	<input type="text"/>	<input type="text"/>
Asian	<input type="text"/>	<input type="text"/>
Black or African American	<input type="text"/>	<input type="text"/>
Native Hawaiian or Other Pacific Islander	<input type="text"/>	<input type="text"/>
White	<input type="text"/>	<input type="text"/>
More than one race	<input type="text"/>	<input type="text"/>
Not reported	<input type="text"/>	<input type="text"/>
Total	<input type="text"/>	<input type="text"/>

b. HIV-affected:

<i>Number of clients:</i>	<i>Hispanic</i>	<i>Non-Hispanic</i>
American Indian or Alaska Native	<input type="text"/>	<input type="text"/>
Asian	<input type="text"/>	<input type="text"/>
Black or African American	<input type="text"/>	<input type="text"/>
Native Hawaiian or Other Pacific Islander	<input type="text"/>	<input type="text"/>
White	<input type="text"/>	<input type="text"/>
More than one race	<input type="text"/>	<input type="text"/>
Not reported	<input type="text"/>	<input type="text"/>
Total	<input type="text"/>	<input type="text"/>

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Resources



- Help files
 - Located within the RDR consisting of instructions, glossary, etc.
- HRSA Call Center/ Technical issues
 - (877)464-4772
 - callcenter@hrsa.gov
- Data Support/ Data related issues
 - (888)640-9356
 - ryanwhitedatasupport.wrma@csrincorporated.com

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Questions

