

Ryan White Data Report Validation, Submission, and Verification



Scottsdale, AZ
December 4, 2008

1

Objectives

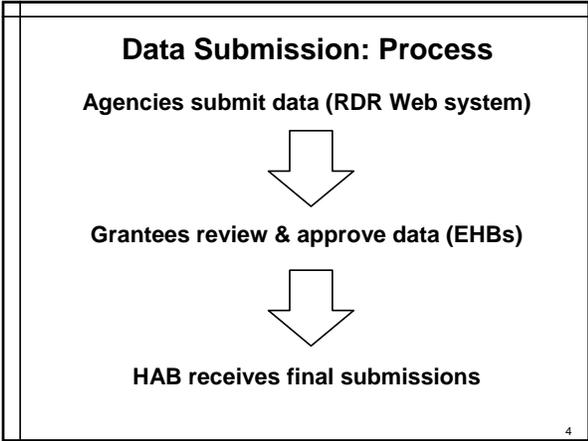
- ◆ Get hands-on experience with reporting data, including navigating the RDR Web System.
- ◆ Learn how to properly interpret validation errors.
- ◆ Identify and correct errors using actual data.

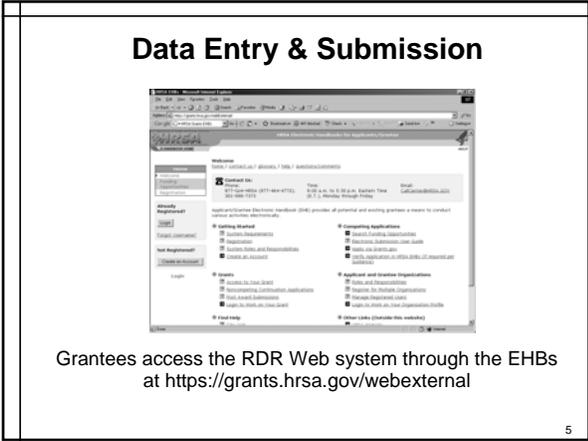
2

Materials

- ◆ 2008 RDR Form
- ◆ 2008 RDR Instructions
- ◆ Presentation Slides
- ◆ Summary of Data Relationships & Requirements
- ◆ Healing Fountain Data Report and Validation Report

3





- Data Entry & Submission:
HRSA's Electronic Handbooks (EHBs)**
- Online grants management system
- ◆ Funding opportunities
 - ◆ Notices of Grant Award (NGAs)
 - ◆ Administer user access to the grant
 - ◆ Non Competing Continuations
 - ◆ Monitor post-award activity schedule
 - ◆ Access and submit progress reports and other post-award deliverables
- 6

Data Entry & Submission



Providers access the data report through the Web system at <https://performance.hrsa.gov/hab>

7

Understanding Web Submission: Ryan White Data Report Web System

- ◆ Online data entry system
 - Manually enter data into the system; or
 - Upload XML data report into the system
- ◆ Grantees monitor the status of providers' data reports
- ◆ Grantees review & approve providers' data reports

8

Data Validation

- ◆ Validate your data at any time
- ◆ Page-level validation vs. report-level validation
- ◆ All errors must be resolved to submit

9

Data Validation

- ◆ Types of validation checks
 - Required Items
 - Appropriate data types
 - Range checks
 - Data relationships

10

Demonstration: Fixing a Broken Data Report

Healing Fountain

11

“Zero vs. Blank” Rule

- ◆ Item 9, Part b of Items 11 – 14
- ◆ Items 36 – 40
- ◆ Item 47
- ◆ Item 53
- ◆ Item 62

12

“Zero vs. Blank” Rule

- ◆ If Item 9 = “Yes” and a funding source is specified in Item 10, then Items 11b, 12b, 13b, and/or 14b must have a value even if it is zero.
- ◆ If Item 9 = “No” or “Don’t Know” then Items 11b, 12b, 13b, and 14b should be left blank.

13

“Zero vs. Blank” Rule

	Albert	Sam
1. How many apples do you have?	5	2
2. How many apples are red ?	3	2
3. How many apples are green ?	2	0
4. How many of your green apples are Granny Smith apples?	1	

14

Data Relationships: Section 6

- ◆ The total clients reported in each of the summary items must be the same:
 - Total number of unduplicated clients in Item 55 must equal Item totals for Items 56 through 58
 - Total number of unduplicated clients in Item 66 must equal Item totals for Items 67 through 69

15

Data Relationships: Section 6

- ◆ Data relationships exist between the demographic tables and the summary data Items in each section (6.1 and 6.2).
- ◆ Data relationships exist across the demographic tables in each section (6.1 and 6.2).

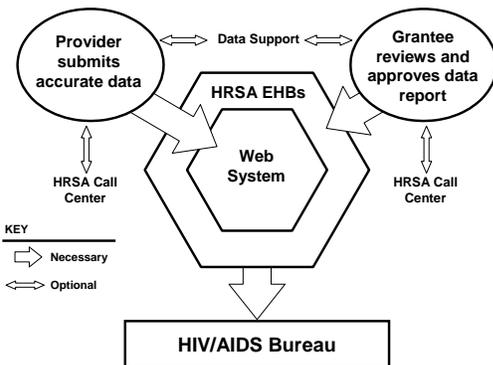
16

Data Relationships: Item 33 and Item 64

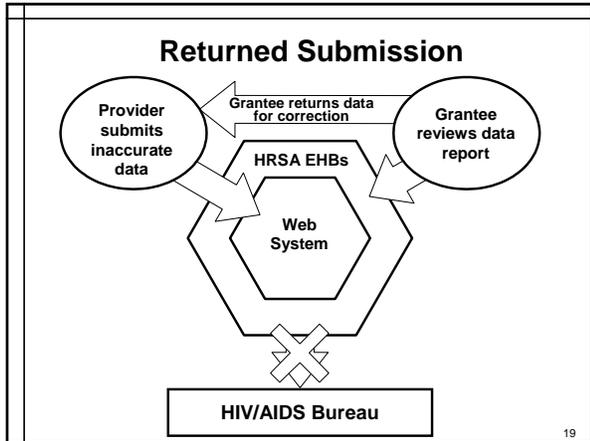
- ◆ Core Services Reported in Item 33 that must be reported in the “Yes, within the EIS program” column include:
 - Outpatient/ambulatory medical care
 - Medical case management
 - Medical nutrition therapy
 - Mental health services
 - Oral health care

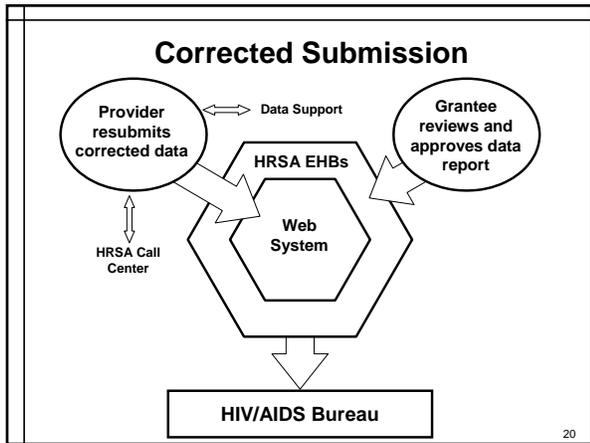
17

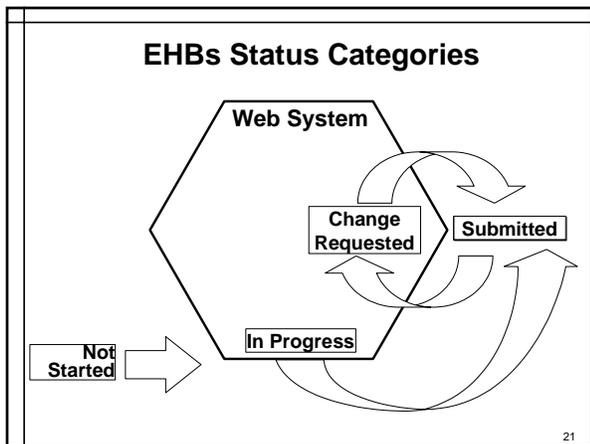
Accurate Submission



18





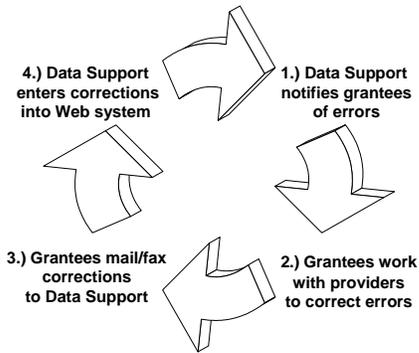


Submission Deadlines – March 2009

M	T	W	Th	F	Sa	Su
						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					

22

Verification Process



23

Grantee Submission DOs ...

- ✓ ... complete a Provider Verification Form and submit to Data Support by December 12, 2008.
- ✓ ... review each provider's data report before approving it to ensure accuracy and completeness.
- ✓ ... work with providers to develop a mutually agreed upon deadline to ensure they have sufficient time to submit their data reports.
- ✓ ... check the status of your providers' data reports regularly through the EHBs.

24



Grantee Submission DOs ...

- ✓ ... ensure providers create their data reports and submit them by March 16, 2009.
- ✓ ... return data reports with incorrect data by March 23, 2009.
- ✓ ... approve Web submissions by 6:00 pm ET by March 30, 2009
- ✓ ...work with Data Support to resolve submission and validation problems.
- ✓ ...compare database-generated reports with actual data.

25

Grantee Submission DON'Ts ...

- ✗ ... include your multiply-funded provider's data in your (or another) agency's RDR.
- ✗ ... send hard copies of your data report to Data Support, if submitting via the Web system.
- ✗ ... submit your data on a non-OMB approved form; it will not be accepted.
- ✗ ... wait until the last day!

26

Group Activity: Fixing a Broken Data Report

Health & Happiness Project

27

Logging into the Web System



Providers access the data report through the Web system at <https://performance.hrsa.gov/hab>

28

Where do I go for HELP??!

- ◆ Ryan White Data Support
 - 888.640.9356
 - Available 9 a.m. to 5:30 p.m. ET, Monday through Friday
 - ryanwhitedatasupport.wrma@csrincorporated.com
 - <http://datasupport.hab.hrsa.gov/>
- ◆ HRSA Call Center
 - 877.Go4.HRSA (877.464.4772)
 - Available 9 a.m. to 5:30 p.m. ET, Monday through Friday
 - CallCenter@HRSA.gov
 - <https://performance.hrsa.gov/hab/ehbdemo/cadr>
- ◆ CAREWare Help Line
 - 877.294.3571
 - Available 12:00 p.m. to 5:00 p.m. ET, Monday through Friday
 - cwhelp@jprog.com
 - <http://hab.hrsa.gov/careware/>

29

What's Next



30
