

CHECKLISTS FOR COMPLETING THE 2009 RYAN WHITE HIV/AIDS PROGRAM SERVICES REPORT

Service providers only:

- ❑ *New users* should use the registration code provided by their grantee(s) to create a user account for the Ryan White Services Reporting System (RSRS). *Experienced users* should access the RSRS using the same user account information (user name and password) as is used for the Ryan White Data Report (RDR) Web system. You **do not** need to re-register to access the RSRS. If you have forgotten your user name and/or password contact the HRSA Call Center at 877-464-4772 or CallCenter@hrsa.gov for assistance.

- ❑ Enter your data into the Service Provider Report or upload an electronic file containing the data in the approved XML format.

If you provide Outpatient/Ambulatory Medical Care or Case Management (medical or non medical) services you must also upload the Client Report in the approved XML format.

- ❑ Validate your Ryan White Services Report and correct any errors.
- ❑ Click 'Submit' and add your comments to advance the report into "Review" status for review by your grantee(s).
 - If your report is returned by a grantee to "Working" status, make corrections as necessary and resubmit your data report to "Review" status.

NOTE: If you are funded under more than one Program Part and persons in more than one organization are responsible for data entry, contact Ryan White Data Support to transfer ownership of the report from one organization to the other.

Grantees only:

- ❑ Review your provider list included in the annual mailing materials.
- ❑ Complete your Grantee Report by logging into the EHBs and certifying your list of provider contracts and services.
- ❑ Validate your Grantee Report and correct any errors.
- ❑ Click 'Submit' and add your comments.
- ❑ Examine your providers' reports as they advance them into "Review" status. Submit them to HAB or return them to providers for correction. If you return a report for correction, include an explanatory comment that clearly indicates the changes that must be made. All Service Provider Reports (including client-level data) must be in "Submitted" status by 6 PM ET on September 15, 2009.
- ❑ Remember to monitor your EHBs submission status through September 15, 2009.