

2011 Ryan White HIV/AIDS Program Services Report Submission Timeline

Report Period: January 1, 2011 through December 31, 2011

Date	Grantees	Providers
Monday, December 5, 2011	RSR Grantee Report Start Date System opens for grantees to begin work on their RSR Grantee Report.	
Tuesday, January 3, 2012*		RSR Provider Report Start Date System opens for providers to begin work on their 2011 RSR Provider Reports.
Monday, January 30, 2012 6:00 p.m. ET	RSR Grantee Report due date All RSR Grantee Reports must be in "Certified" status. After this deadline, grantees must contact Data Support to make changes to or certify their RSR Grantee Reports.	
Monday, March 5, 2012		Target date for the submission of all RSR Provider Reports. RSR Provider Reports should be in "Review" or "Submitted" status.
Monday, March 19, 2012 6:00 p.m. ET	Return for Changes deadline Last day for grantees to return RSR Provider Reports to its providers for changes or corrections.	
Monday, March 26, 2012 6:00 p.m. ET	All 2011 RSRs must be in "Submitted" status by 6:00 PM ET.	All 2011 RSRs must be in "Submitted" status by 6:00 PM ET.

*Monday, January 2, 2012 – New Year's Day observed.

Note:

HRSA expects all service providers to complete their own RSR Service Provider Reports. Grantees should not complete their providers' reports unless the provider is unwilling or unable to do so because of extenuating circumstances, e.g., the provider is no longer funded or has gone out of business. HAB recommends providers submit their 2011 RSR Provider Reports **on or before** Monday, March 5, 2012 to ensure grantees have adequate time to review their providers' data.