

## Software Choices for the RSR: How to Determine What You Need

The Ryan White Services Reporting System (RSR) requires that grantees and providers submit de-identified client-level demographic, service, and clinical data. Rather than filling out a client-level report for the RSR, the client-level data are provided as an electronic file, with a record for each client. You must upload these data to the HAB server in a specific XML (eXtensible Markup Language) format. XML is a simple and widely adopted method of formatting data so that it can be exchanged across different computer platforms, languages, and applications.

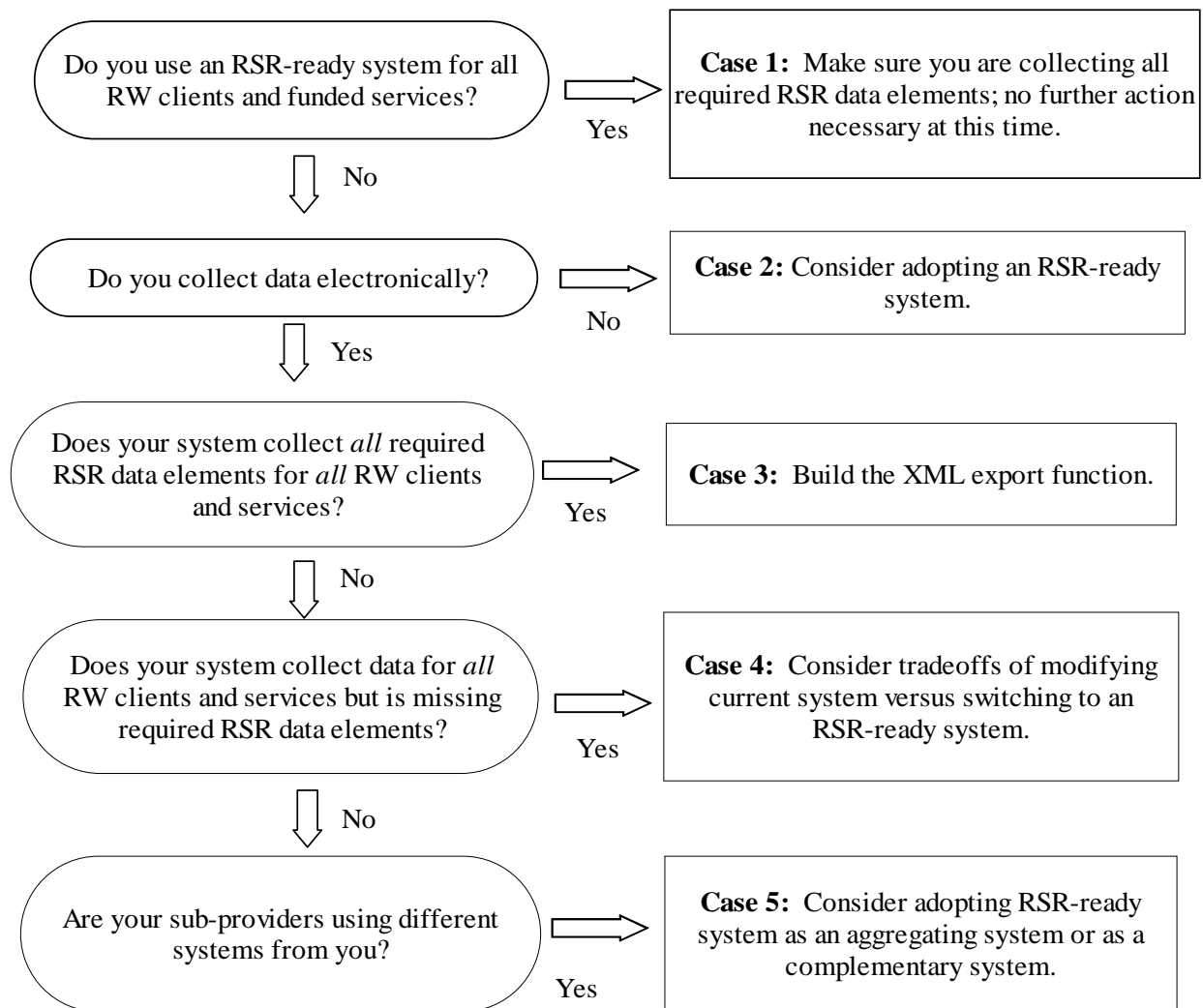
Many of you use data system vendors that are currently working with HAB's contractor, SAIC, to incorporate the required client-level RSR data elements into your systems and build the XML export function. The following systems are "RSR-ready systems," meaning current or upcoming releases will incorporate all of the RSR data elements as well as functions to create encrypted Unique Client Identifiers (eUCI) and generate the XML data for upload:

<b>RSR-Ready Systems</b> (Effective 5/19/09)
AIRS
Allscripts
ARIES
CAREWare
Casewatch Millennium
CHAMPS
eCOMPAS
Labtracker
Provide Enterprise

If you do not rely on one of these systems, you have several options. The best option depends on your current system and the amount of programming expertise available to you. To decide how to proceed:

- Use the decision tree on the next page to determine which case best describes your situation.
- Review the steps involved for submitting client-level RSR data for your situation.

## Which Case Applies to You?



## What Do I Need to Do?

Now that you have identified *which* case applies to you, you can assess what you need to do to submit de-identified client-level data.

- **Case 1:** If you use AIRS, Allscripts, ARIES, CAREWare, Casewatch Millennium, CHAMPS, eCOMPAS, LabTracker, or Provide Enterprise, you need to make sure that you are entering the necessary data, but otherwise, you do not need to take action at this time. SAIC is working with your vendor to update your system. An update of vendor progress, build information, and contact information is posted on the TARGET Center website.
- **Case 2:** If you do not currently collect data electronically, consider adopting an RSR-ready system. HAB offers CAREWare and CAREWare Lite free of charge.<sup>i</sup> These systems capture all necessary data elements, create the eUCI, and create the XML file for easy

upload. They are available for download at: <http://hab.hrsa.gov/careware/>. Resources are also available through the website to help you train your staff on the new system.

- **Case 3:** If you are not using an RSR-ready system, but are currently collecting *all* necessary data elements for *all* of your Ryan White clients and funded services, you need to incorporate the eUCI algorithm and build the XML export function. If your organization uses a custom-built system, a programmer needs to write a program that extracts data as required for the client-level data XML upload. If you use commercial software, you may need to work with your software vendor to create the modifications. Once the XML function is built, you need to test the upload function before the submission deadline.
- **Case 4:** If your system currently captures data on *all* of your Ryan White clients and funded services, but you are missing required RSR data elements, you have two options:
  - **Modify existing system:** First, you can either modify your current system to capture all necessary data elements, generate the eUCI, and create the XML file. As in case 3, this would require working with a programmer or your current vendor. Since the data collection period started on January 1, 2009, you may also want to adopt an RSR-ready system temporarily while you are modifying systems to avoid significant data entry later. Before the de-identified client-level data is due to HAB, you need to export the data stored in the RSR-ready system into your current system.
  - **Switch to an RSR-ready system:** You will need to transfer historical data from your existing system and train staff on the new system if you decide to switch. However, if you use your existing system for a broad set of services, beyond Ryan White funded programs, or as part of a larger system of care, switching may not be the best choice.
- **Case 5:** If you have sub-providers that do not rely on the same system, consider:
  - **Using an RSR-ready system as an aggregator:** If your sub-providers *do* collect all necessary data elements, but do *not* all use the same system, and therefore client-level data is not stored together, consider using an RSR-ready system for data storage and export. For example, CAREWare already contains the Provider Data Import feature, which allows you to import data from non-CAREWare users into a centralized system.
  - **Using an RSR-ready system as a complementary system:** If you have multiple sub-providers that do not rely on the same system and are not collecting the necessary RSR data elements, you can use an RSR-Ready to complement your existing systems. This permits you to aggregate data from sub-providers who are collecting the necessary data (as above), and also use the RSR-ready system as a first source of data collection for data elements that sub-providers are not collecting. In some cases, if sub-providers choose to maintain their current systems, they may have to enter data into multiple systems (into the current system and into the RSR-ready system).

The five basic steps needed to successfully upload de-identified client-level data in XML format are summarized below. As shown in Table 1, for many of you, your existing software will handle many of these steps. In some cases, you will need to conduct additional activities, as indicated in the final column of the table. Details on each step are described below the table.

**Table 1: CASE BY CASE – What You Need To Do To Submit Client-Level Data**

	Data Collected	Fields in System	eUCI	XML Generated	Test Upload	Additional Activities
<b>Case 1: RSR-ready system</b>	<input type="checkbox"/>	✓	✓	✓	✓	
<b>Case 2: Adopt RSR-ready system</b>	<input type="checkbox"/>	✓	✓	✓	✓	Train staff on new system
<b>Case 3: Build XML export</b>	<input type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Case 4: Evaluate trade offs</b>						
Modify existing system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Switch to RSR-ready system	<input type="checkbox"/>	✓	✓	✓	✓	Train staff on new system
<b>Case 5: Use RSR-ready system</b>						
As Aggregator	<input type="checkbox"/>	✓	✓	✓	✓	Use or develop utilities to import/export data
As Complementary System	<input type="checkbox"/>	✓	✓	✓	✓	

✓ = This step is already part of your data management system.

= You must incorporate this step into your data management system.

**Step 1: Collect all RSR required data elements.** To understand which data elements are required for the RSR, go to the TARGET Center website, <http://www.careacttarget.org/rsr.asp> and download: 1) the Instruction Manual and 2) Required Data Elements for the Client Report. You will see that you are already collecting many of these data elements for the RDR.

**Step 2: Enter the required data into appropriate fields in an electronic data system.** You should make sure that you are entering the required data elements into an electronic system as part of your normal business practices. In general, avoid strategies such as chart review that require collecting all of the data as a separate activity. For questions about data element definitions or reporting logistics, contact WRMA/CCR via phone (1-888-640-9356) or email ([rwdatasupport.wrma@csrincorporated.com](mailto:rwdatasupport.wrma@csrincorporated.com)).

**Step 3: Create the eUCI for each client record.** The eUCI converts individually identifiable information, such as name and date of birth, to an encrypted string of letters and numbers. To access the application that creates the eUCI and for related technical support, contact the SPHERE/Abt team ([RSR.TA@sphereinstitute.org](mailto:RSR.TA@sphereinstitute.org)).

**Step 4: Convert data elements to correct layout in XML format.** An XML export function must extract de-identified RSR required data elements from your database into a record layout that conforms with the RSR required client record layout and convert it to an XML file. Contact SAIC ([CallCenter@HRSA.gov](mailto:CallCenter@HRSA.gov), 1-877-466-4772) for information regarding the XML schema and export.

**Step 5: Test the XML upload.** If you are not using an RSR-ready system, contact SAIC to conduct a test upload. You must successfully test the XML upload before you submit de-identified client-level data to HAB. Contact SAIC for information regarding the XML test upload.

If you have more questions or need more assistance to determine the approach that works best for you, contact [RSR.TA@sphereinstitute.org](mailto:RSR.TA@sphereinstitute.org).

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<sup>i</sup> CAREWare is a comprehensive and flexible electronic, longitudinal health information system that enables HRSA/HAB-funded grantees and service providers to monitor the quality of HIV care, perform a variety of clinic tasks, and, most important, generate HRSA-required reports (e.g., RSR data report). Over the years, CAREWare users have developed ways to move data into and out of the CAREWare software package; this user-driven capability in CAREWare allows clinics using electronic medical record systems to provide grantees with the clinical data needed to monitor the quality of Ryan White HIV/AIDS Program services.