

## Answers to “Part A Prepare Your Providers” Webcast Chat Questions

### 1. Question from Ollie Turner

Does a 2<sup>nd</sup> level provider have a contract with a grantee or the provider?

Answer: A 2<sup>nd</sup> level provider does not have a direct contract with a grantee. Having a direct contract with a grantee makes them a 1<sup>st</sup> level provider.

### 2. Question from Jane Chai

Does the subcontractor have to meet any of the exemptions or all of them?

Answer: A subcontractor can be exempted from completing its own Provider Report and Client Report at the grantee’s discretion if any of the following apply to the service organization:

- provider submits only vouchers or invoices for payment (e.g. a taxicab company that provides transportation services only);
- provider does not see clients on a regular and sustained basis (e.g. see clients on an urgent basis only);
- provider offers services to clients on a “fee-for-service” basis;
- provider received less than \$10,000 in RWHP funding during the reporting period; and/or
- provider sees a small number (1-25 patients) of Ryan White Program clients.

If, under the exemptions noted above, a grantee exempts a 1<sup>st</sup> level provider from submitting a Service Provider Report, the grantee is expected to submit a Provider Report and Client Records in its own name that includes the data from the 1<sup>st</sup> level provider. In the event a grantee exempts a 2<sup>nd</sup> level provider from submitting a Service Provider Report, the grantee is expected to either (1) submit a Provider Report and Client Records in its own name that includes the data from the 2<sup>nd</sup> level provider or (2) instruct the 1<sup>st</sup> level provider to submit a Provider Report and Client Report in the 1<sup>st</sup> level provider’s own name that includes the data from the 2<sup>nd</sup> level provider.

### 3. Question from Sharon Postel

A Part A subcontractor (Level 1) with an EMA is also a Part B subcontractor (Level 1) with the state. How must the provider report the data? Directly to HAB or to the state which then reports to HAB?

Answer: The service provider report may be completed in one of two ways. Providers may manually enter data into the Provider forms in the RSR reporting system; or providers may upload an XML Provider Report into the RSR system (if they are equipped to do so.) If the provider is in a State with large Ryan White data collection platform (e.g. AIRS, ARIES) these systems are being adapted so that the process will remain similar.

The client-level records must be uploaded in the required XML format into the RSR system. The provider will submit one client record for each client regardless of funder. As with the provider report, if the provider is in a State with large Ryan White data collection platform (e.g. AIRS, ARIES) these systems are being adapted so that the process will remain similar to how it has been done historically in such settings.

The Provider's report will be submitted to both the Part A grantee and the Part B grantee for review. Only after each grantee approves the submission, are the data submitted to HAB. This process will be much the same as the current RDR.

#### 4. Question from Steve Sarg

We have multiple sites with multiple providers who do not have access to entering reportable data into AIRS or EHB's. We have 2 data entry personnel who enter and generate reports solely. Data is captured via monthly log sheets and ECW i.e. EMR's. HRSA is requiring 3 separate reports so is it ok for the data entry personnel to complete and submit these reports?

Answer: Providers are responsible for entering their own data, unless they meet one of the exemptions above.

#### 5. Question from Vicki Cerna-Bell

We normally receive a packet of information from HRSA regarding the RDR report (prior to its due date). Will we receive a similar packet (of information) from HRSA for the RSR?

Answer: Yes, HRSA will be sending out similar packets. Additionally, the HAB RSR web application will be sending out email notifications to grantees updating them on their RSR provider report statuses.

#### 6. Question from Sweta Arora

Are any quality measures being taken in data collection?

Answer: Data quality measures are being developed and will be refined based upon the results of the first round of RSR data reporting.

#### 7. Question from Carole Hohl

For agencies that are first level Part A providers and Part C grantees, will all of the client level data be submitted together via the XML report?

Answer: The client-level records must be uploaded in the required XML format into the RSR system. Ideally, the provider will submit one client record for each client regardless of funder. However, providers will have the ability to split the client record between funders if they wish (these records will be merged after upload.) As with the provider report, if the provider is in a State with large Ryan White data collection platform (e.g. AIRS, ARIES) these systems are being adapted so that the process will remain similar to how it has been done historically in such settings.

#### 8. Question from Steven Styron

Does anyone know if LabTracker has yet made functional the production of the xml-formatted RSR client level data report?

Answer: Regarding Lab Tracker: you can find updates on RSR ready vendors on the TARGET Center website:

[http://careacttarget.org/library/Vendor\\_Status\\_and\\_Contact\\_Information\\_03\\_19.pdf](http://careacttarget.org/library/Vendor_Status_and_Contact_Information_03_19.pdf)

9. Question from Elliot White

Do you foresee any changes in the reporting formats discussed here today with any new authorization of Ryan White?

Answer: Changes in the reporting formats are unknown at this time, none are planned.

10. Question from Sridevi Wilmore

If you upload client data from January to March on July 1, then can you upload data from April to June on July 15 and merge it to the previous data?

Answer: Yes.

11. Question from Evelyn Bradley

Can providers use the submit and replace function to test their RSR upload?

Answer: Users will be able to upload their client-level data XML files; run the client-level data reports; clear their uploaded client-level data using the Clear Clients command; and re-upload as necessary.