

## Fixing Broken RDRs Workshop III



Washington, DC  
August 26, 2008

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## Presenters:

### HRSA – HIV/AIDS Bureau

- ◆ Jill J. Ashman, Ph.D.  
*Health Statistician, Division of Science and Policy*

### Ryan White HIV/AIDS Program Data Support

- ◆ Harry Day, Ph.D.  
*Project Director, WRMA/CSR*
- ◆ Maria Jackson Hittle  
*Database Manager/TA Coordinator, WRMA/CSR*

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## Training Ground Rules

- ◆ Please turn off cell phones and pagers until the end of the presentation
- ◆ Please hold your questions until a designated Q&A time

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## 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.

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## Data Submission: Process

Agencies submit data (RDR Web system)



Grantees review & approve data (EHBs)



HAB receives final submissions

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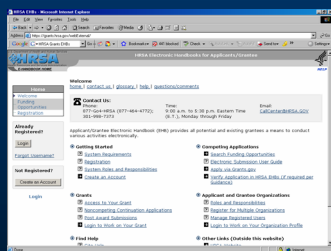
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## Data Entry & Submission



Grantees access the RDR Web system through the EHBs at <https://grants.hrsa.gov/webexternal>

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## 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

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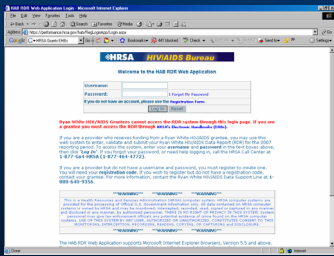
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## Data Entry & Submission



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

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## Understanding Web Submission: Ryan White Data Report Web System

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

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## Data Validation

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

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## Data Validation

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

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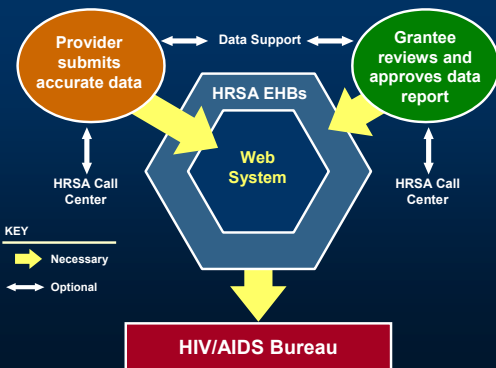
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## Accurate Submission



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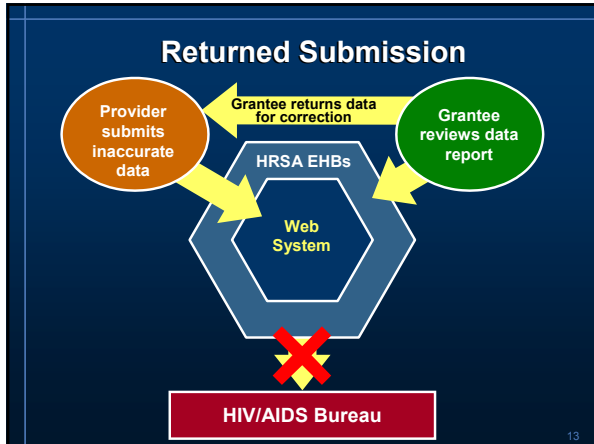
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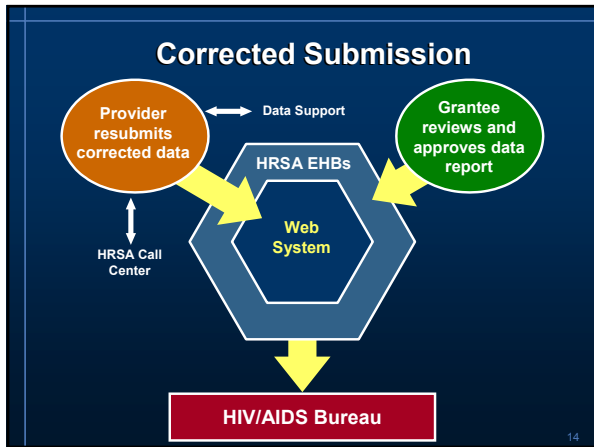
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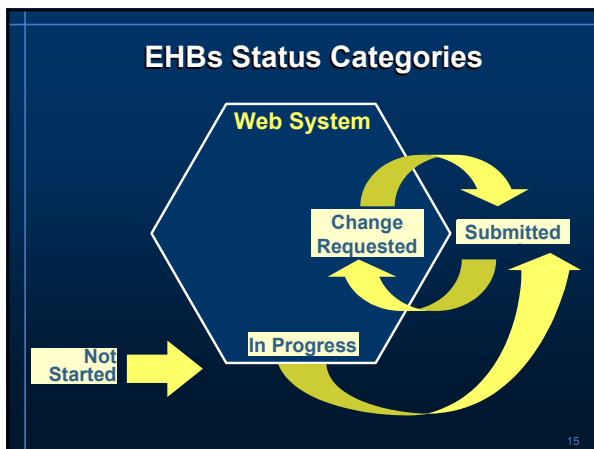
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## Submission Deadlines – March 2009

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					

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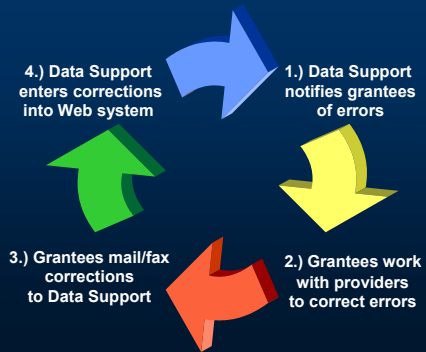
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## Verification Process



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## 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.

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### 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.

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### 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!

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### Group Activity: Broken Ryan White Data Report

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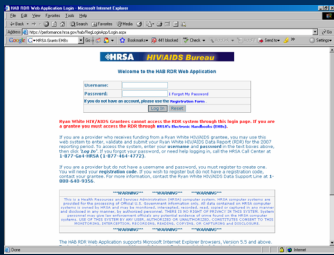
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## Data Entry & Submission



<https://perf-test.hrsa.gov/hab/regloginApp/login.aspx>

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## “Zero vs. Blank” Rule

- ◆ Zero and “blank” are not the same value!
- ◆ If Item 9 = “Yes” then Items 11b, 12b, 13b, and 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.

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## “Zero vs. Blank” Rule

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

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### “Zero vs. Blank” Rule

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

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### Data Relationship: 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

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### Data Relationship: Section 6

- ◆ The total clients reported in the section summary items (6.1 and 6.2) must be consistent
- ◆ 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 or 6.2).

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## 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](mailto: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](mailto: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](mailto:cwhelp@jprog.com)
  - <http://hab.hrsa.gov/careware/>

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## What's Next



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