

How to Download the Upload Completeness Report: Instructions for Providers

Log into RSR at <https://performance.hrsa.gov/hab/RegLoginApp/Admin/Login.aspx>

The screenshot shows the HRSA HIV/AIDS Bureau login interface. It includes a header with the HRSA logo and 'HIV/AIDS Bureau'. Below the header is a 'Welcome to the HAB Web Applications' message. The login form contains fields for 'Username:' and 'Password:', a 'Log In' button, and a 'Reset' button. A dropdown menu for 'Select Application:' is set to 'HAB RSR Web Application'. Callout boxes point to the username/password fields, the application dropdown, and the 'Log In' button.

The screenshot shows a 'NAVIGATION' sidebar menu. Under the 'Inbox' section, there are three items: 'Grantee Report', 'Provider Report', and 'Check your XML'. The 'Provider Report' item is highlighted with a blue bar. A callout box points to this item.

Report ID	Provider Name	Reg Code	Reporting Period	Modified Date	Status	Action
123	Happy Health	123	2016 Annual	02/06/17 13:37:02	Review	

The screenshot shows a dropdown menu titled 'Provider Report Actions'. The menu items include: Validate, Submit, Submit / Accept, Un-Submit, Print, Clear Clients, Return for Changes, Release Lock, Provider Report - Reports, Upload Completeness Report, and Action History. A callout box points to the 'Upload Completeness Report' item. Another callout box points to the 'Open' icon in the 'Action' column of the table above.

You can download the report in seven different formats

Organization Name:

Filename: CLDClientExport2016.xml

Summary Data

Population	N	%
Total clients submitted	195	100.0%
Clients with at least one service of any kind	195	100.0%

How to Download the Upload Completeness Reports for Individual Files if Multiple Files Uploaded

Click on the + sign to expand

Select import Client-level Data to review individual file Upload Completeness Reports

Select Upload Completeness Report

Provider Report

Navigation

- General Information
- Program Information
- Service Information
- HC&T Information
- Import Client-level Data

ID	User	Description	Request Date
		ICL	2/6/2017 10:35:30 AM


Software Vendor: CAREWare

View Upload Completeness Report

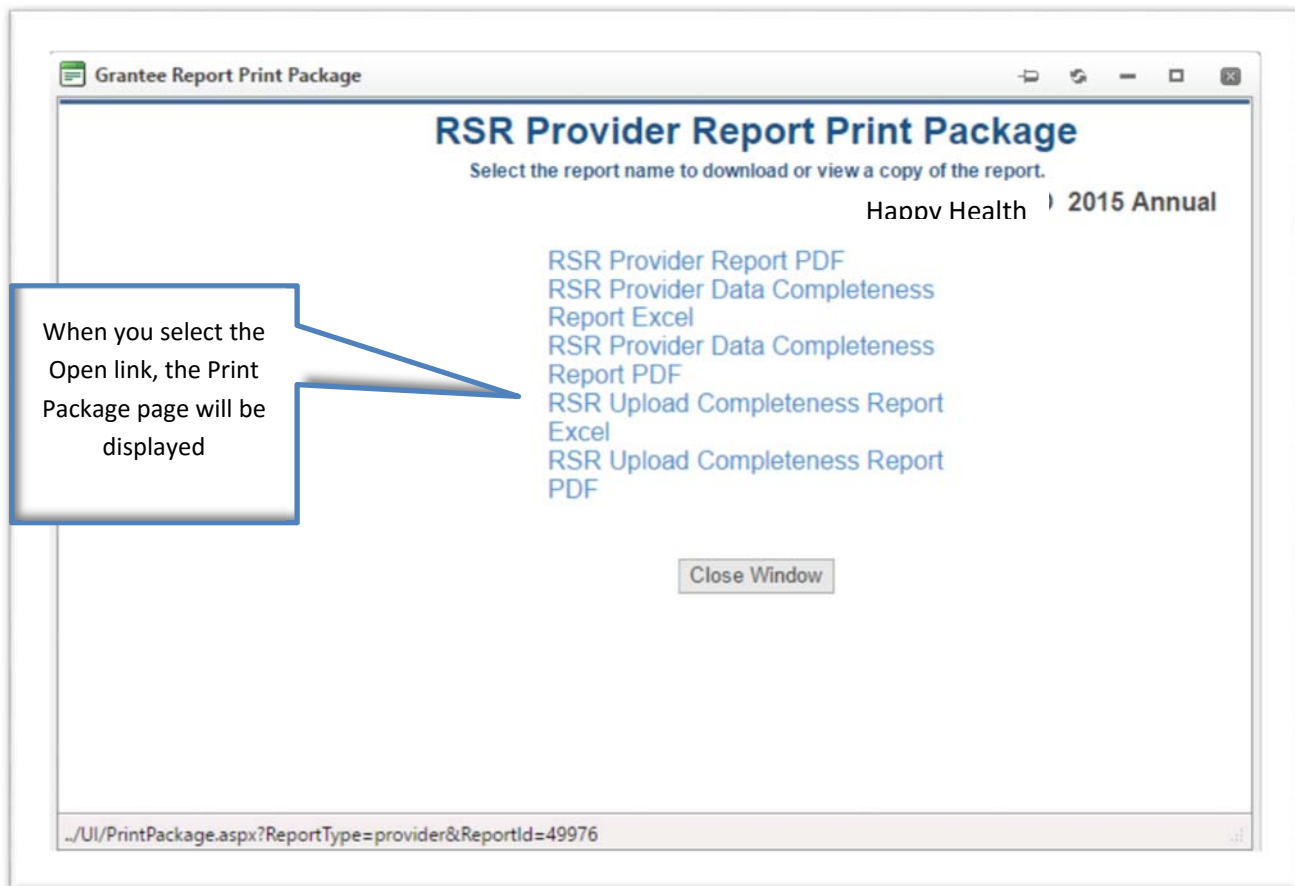
View Detailed C/D Validation Report

Please note that Upload Completeness Reports for individual files will only be available for a limited time. Once HAB archives the RSR submission data and sets the RSR submission period to “inactive”, you will no longer be able to download the reports for the individual uploads. Only the reports for the merged data will be available. So, if you want to keep the reports for individual file uploads, you should make a special effort to download them as soon as possible.

How to Download the Upload Completeness Reports After They Are Inactive (Archived)

Report ID	Provider Name	Reg Code	Reporting Period	Modified Date	Status	Action
49976	Happy Health	13977	2015 Annual	03/08/16 19:01:18	Submitted	

Select Open under the Action column



Grantee Report Print Package

RSR Provider Report Print Package

Select the report name to download or view a copy of the report.

Happy Health | 2015 Annual

- RSR Provider Report PDF
- RSR Provider Data Completeness Report Excel
- RSR Provider Data Completeness Report PDF
- RSR Upload Completeness Report Excel
- RSR Upload Completeness Report PDF

Close Window

../UI/PrintPackage.aspx?ReportType=provider&ReportId=49976

When you select the Open link, the Print Package page will be displayed