RSR Completion Instructions:

<u>Running and saving the RSR Completion Reports.</u>

1) Follow the steps in the document "Running_a_Saved_RSR_Template" to open the RSR report template and 

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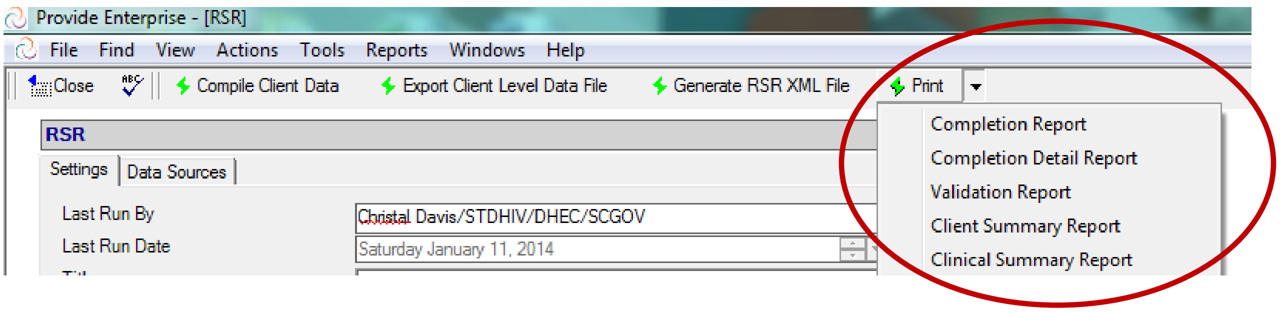
2) When the 

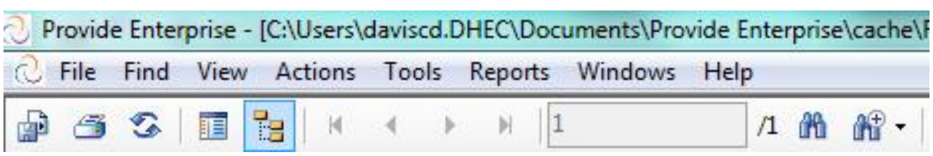
has completed, click the 

button (circled below).

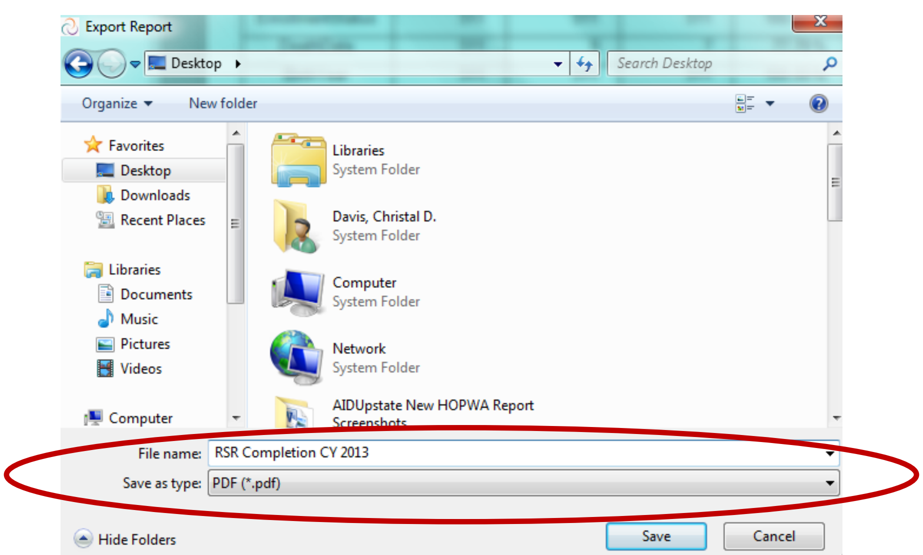


3) Choose each report and print/save them as you go following the steps to save a report (shown below).

   a. In the report results, click Print  or Export .



   b. In the Export dialogue, enter the **File name** and choose the desired location (i.e. RSR Completeness CY 2013). (circled below)



c. Choose “PDF” next to **Save as type. (circled above)**

d. When the file is saved to your desired location, the Export completed. alert will appear.

<u>RSR Data Completion and Summary Reports</u>

I. Completion Detail Report:

The Completion Detail reports shows missing data for clients served in the reporting period. The report identifies the client and missing data element.

<u>Correcting Client Profile Errors (before the reporting period ends):</u>

Open the Client Profile, click the appropriate tab (indicated by error type below) and update/correct the data.

- Medical tab

  Missing or Unknown AidsDiagnosisYear
  Missing or Unknown HivRiskFactor

  Missing or Unknown HIVStatus
  Missing or Unknown HivRiskFactor
- Income Tab
- Insurance Tab

  Missing or Unknown MedicalInsurance
- Address Tab

  Missing or Unknown HousingStatus
  Missing or Unknown GeographicUnitCode
- Client Profile and Client Service Profile

  Missing or Unknown DeathDate

  See link: http://www.scdhec.gov/health/disease/stdhiv/docs/ta_Steps%20to%20Document%20a%20Client%20as%20Deceased%20in%20Provide%20Enterprise.pdf

  - Demographics
  - Missing or Unknown Race

<u>Correcting Client Profile Errors (after the reporting period has ended):</u>

Please note: The RSR asks for certain data elements to be reported “as of the end of the reporting period.” Errors on data variables that are reported “as of the end of the reporting period” require back-dating when correcting them after the reporting period has ended. For example, the RSR for CY 2013 looks back and reports results from the ***Income tab*** that was updated closest to the end of the reporting period (i.e. 12/31/2013). When correcting these types of errors <u>after 12/31/2013</u>, go to the Client

Profile and *View – Income History.* Go to the Income history record dated closet to 12/31/2013 to apply the correction. Also, since the reporting period has ended, be sure that history and/or current records dated after 12/31/2013 are also updated. To see the RSR variables and instructions, visit the following links:

http://hab.hrsa.gov/manageyourgrant/files/2010clientleveldatafields.pdf

http://hab.hrsa.gov/manageyourgrant/2013rsrinstructionmanual.pdf

In the Client Profile:

- View– HIV History (requires back-dating)

  Missing or Unknown AidsDiagnosisYear
  Missing or Unknown HivRiskFactor
  Missing or Unknown HIVStatus
  Missing or Unknown HivRiskFactor
- View– Income History (requires back-dating)
- View - Insurance History (requires back-dating)

  Missing or Unknown MedicalInsurance

  Note: The RSR pulls from the field in the Insurance _Public tab "Primary Medical Payment Source."

- View – Address History(requires back-dating)

  Missing or Unknown HousingStatus
  Missing or Unknown GeographicUnitCode
- Client Profile and Client Service Profile

  Missing or Unknown DeathDate

  See link:
  http://www.scdhec.gov/health/disease/stdhiv/docs/ta_Steps%20to%20Document%20a%20Client%20as%20Deceased%20in%20Provide%20Enterprise.pdf

- Demographics tab

  Missing or Unknown Race

II. Validation Report:

The Validation Report simulates HRSA's validation formula as if you are uploading the file to HRSA in the Electronic Handbook. This feature in *PE* looks for the errors that HRSA's system will find during the upload.

Errors: Errors must be corrected before the RSR will be approved by SC DHEC for upload in the HRSA's Electronic Handbook. The error notification will provide the client and a description of the error. Correct the error and wait one (1) day to re-run the RSR report. If the error still shows in the report, contact GTI at Provide.Help@grouptech.com. **Do not include the client's name in the email to GTI; instead use the "ADAP ID"** from the Client Profile.

Errors

Clients with Duplicate URNs

URN	NAME	CLIENTPROFILEID

Clients with Errors

Client Name / Error

Warnings: Warnings occur when the system detects an odd combination of data (i.e. served a client after deceased date or prior to date of birth). Review the client record with the warning to determine if warning is valid or can be explained. If a warning that has been corrected still shows in the report, contact GTI at Provide.Help@grouptech.com. **Do not include the client's name in the email to GTI; instead use the "ADAP ID"** from the Client Profile.

Warnings

Clients with Warnings

Client Name / Warning

Alerts: Indicate an exception or omission of a required aspect of care. For example, clients receiving medical care in the reporting period should have CD4 and Viral Load values. Correct alerts where possible. If an alert that has been corrected still shows in the report, contact GTI at Provide.Help@grouptech.com. **Do not include the client's name in the email to GTI; instead use the "ADAP ID"** from the Client Profile.

Alert

Clients with Alerts

Client Name / Alert

Client Missing CD4 Test Date
Client Missing Viral Load Test Date

Client with CDC-defined AIDS but Missing AIDS Diagnosis Year

Client Missing Housing Status
Client Missing Geographic Unit Code

Client Missing Medical Insurance

III. Client Summary Report and Clinical Summary Report:

The Client Summary Report and Clinical Summary Report provide summary data similar to the PDR/RDR output. It is important to review these reports for exceptions or missing elements. Ideally, after correcting Completion and Validation errors, it may take up to one (1) day to see these corrections reflected in the Client Summary Report and Clinical Summary Reports.

Review the Clinical Summary report for missing clinical elements. To identify the clients missing information, click Export Client Level Data File from the RSR template. Identify the client missing information by filtering the file in Excel.

To locate the file generated when clicking the Export Client Level Data File, go to the folder and file location specified in the RSR Template using “My Computer” or “Computer.” (circled below)