Ryan White HIV/AIDS Program Services Report (RSR) Now Available!

The Ryan White HIV/AIDS Program Services Report (RSR, aka *Client-level Data*) is now available in ARIES. The RSR consists of three types of reports:

- <u>The Grantee Report</u> must be completed by all direct recipients of Ryan White funding.

- <u>The Provider Report</u> must be completed by all agencies who provide services funded by Ryan White in whole or in part, such as Part A funded providers in EMAs/TGAs, and direct recipients of Part C or Part D funds. In California, this also includes the state-administered Care Services Program (CSP), Case Management Program (CMP), Early Intervention Program ((EIP), Bridge Project, Positive Changes, and Pathways, since all of these programs include some portion of Part B funds.

- <u>The Client Report</u> (aka C*lient-Level Data*) is only required in 2009 for agencies who provide Outpatient/Ambulatory Medical Care, Medical Case Management, or Non-Medical Case Management.

The Grantee and Provider reports must be entered manually into HAB's Electronic Handbook (EHB). For those agencies required to submit the Client Report, ARIES is now ready to generate that report for you! Previous issues of the ARIES Advisor addressed the required data elements for RSR reporting and they are available for download at www.projectaries.org (click on "Newsletters" link, bottom of page). This article will address how to export the RSR data file, use the Missing RSR Data Report, and submit the data file using the EHB.

The RSR may be accessed from the Reports – Compliance menu or from the "RSR/RDR" tab by doing an Agency search for your agency.   From the Agency screen, select the "RSR/RDR" tab. After clicking the link for the RSR report, you will be prompted to select your agency name from the

dropdown list (see page 2). If you only manage one agency, ARIES will populate that field with your agency name. If you manage multiple agencies (such as a Part A EMA/TGA or ARIES Administrative Agency), the agency dropdown will include all the agencies you manage. You may run the report for any *one* agency by selecting if from the dropdown, or you may run the report for *all* the agencies you manage by selecting *your* agency in the dropdown and checking the "Aggregate Date" box. When running the report for multiple agencies, the option to export the RSR Client Report as an XML file is not available (only individual agencies submit the data file to HAB).

The next filter is for the Reporting Period. The RSR is required to be run twice each year: Once for the first six (6) months and once again for the entire calendar year. ARIES has these date parameters preset in the dropdown menu. For this reporting period, select 1/1/2009 – 6/30/2009. Clicking on the Report button will generate both the data export XML file <u>and</u> a summary report that displays on the screen. The RSR Summary Report is provided for your information only and can be printed using the browser print icon.   The Summary Report is <u>not</u> for submission to HAB. Its purpose is to let you know what's inside the data file that you <u>will</u> submit to HAB. To identify clients who are being reported as Unknown for certain questions in the RSR, you can run the Missing RSR Data Report (see page 10) to check for missing data that are required for the RSR.

RSR (continued from page 1)

To export the RSR data file, click the Export button. A File Download window will appear prompting you to SAVE the file to a location on your computer. This is the data file for the Client Report that will be uploaded through the EHB website.

RSR Export for Clear View Mission

Agency or Administrative Agency   Clear View Mission ▼
☐ Aggregate data for Administrative Agency

Reporting Period   1/1/2009 - 6/30/2009 ▼

Report >   Cancel

Results

Click Export to download an XML file of the report. Click Report to recalculate the data.

Export

Summary

Ryan White HIV/AIDS Services (RSR) Summary Report

Provider Name: Clear View Mission
Report Period: 1/1/2009 - 6/30/2009
Number of clients: 10
Number of clients with Outpatient/Ambulatory Medical Care Service: 4

Enrollment Status	Number of Clients	% of Total
(RSR ID: 2) The client's vital enrollment status at the end of the reporting period.		
Active, continuing in program	9	90.00%
Referred to another program or services, or self-sufficient	0	0.00%
Removed from treatment due to violation of rules	0	0.00%
Incarcerated	0	0.00%
Relocated	0	0.00%
Deceased	1	10.00%
Unknown	0	0.00%

Age	Number of Clients	% of Total
(RSR ID: 4) Number of clients, by RDR Age category at the end of the reporting period.		
Less than 2 years	0	0.00%
02-12 years	1	10.00%
13-24 years	2	20.00%
25-44 years	1	10.00%
45-64 years	5	50.00%
65 years or older	1	10.00%
Unknown / unreported	0	0.00%

RSR – Questions & Answers

Question: *Does my Agency need to submit the RSR?*

Answer: All recipients of Ryan White funds are required to submit a Provider Report through the Electronic Handbook (EHB). The Provider report is similar to Section 1 of the RDR. As part of that report, Providers must identify which services they were *contracted* to provide. If a Provider offered Outpatient/Ambulatory Medical Care or Case Management (medical or non-medical), then they are required to also submit a Client Report through the EHB. The Client Report is the XML file that is available in ARIES when you click the "Export" button on the RSR screen.

Question: *How do I know what data I need to enter into ARIES to generate the RSR?*

Answer: See Table 1 and Table 2 (pages 11 and 12) for the data elements required for the RSR. Note that if your agency does not provide medical services, you are not required to submit medical data.

Question: *How do I know if I've missed any of those required fields?*

Answer: The old Missing HRSA Data Report is now called the Missing RDR Data Report. There's also a <u>new</u> Missing <u>RSR</u> Data Report just for the RSR. As with the old RDR report, the new RSR report includes clients who received ANY service. So, the Missing RSR Data Report may include more clients than the RSR itself if some of those clients received only non-RW-funded services.

Question: *What if I don't know or can't get the correct answer for a required data element?*

Answer: HAB expects that providers will collect all required data elements. Keep in mind that some non-medical providers are not required to collect medical information, but all providers are required to collect the data elements shown in Table 1. If you have left a data element blank, it will be counted as an 'Unknown' response on the RSR. Depending on the percentage of your 'Unknown' responses, HAB may ask you to collect the missing data and resubmit your RSR.

GENERATING THE RSR REPORT AND WHERE THE NUMBERS COME FROM

Question: *OK, I've entered all of my data for the first six month of 2009 and ran the Missing RSR Data Report and entered my missing data. Now what?*

Answer: You're ready to run the RSR! In ARIES, go to the Reports menu and select Compliance reports. The RSR is the first report on that page. When you click on the link, the RSR Filter screen will appear.

Question: *What do I select for my RSR Filters?*

Answer: You will first select your Agency Name from the dropdown list. In most cases the default value will be your agency name unless you are logged into an Administrative Agency. For the Reporting Period, you will select 1/1/2009 – 6/30/2009.

Question: *What if my Ryan White funding did not start on 1/1/2009?*

> **Answer:** If you received <u>any</u> Ryan White funding at <u>any time</u> during the reporting period, you are <u>still</u> required to submit an RSR.

Question: *How does ARIES determine which contracts/services are funded by Ryan White?*

> **Answer:** The RSR will include only services funded by Ryan White. ARIES has a new "Ryan White Funded" checkbox on the contract setup screen. Only services provided under contracts with this box checked will be reported on the RSR. As part of the Version 2.5 update, most existing RW-funded contracts will be tagged automatically. However, agencies should review their contracts following the update and contact their EMA/TGA or the Help Desk if they find that the RW-funded contracts are not correctly identified.

Question: *Which of my clients are included in the RSR?*

> **Answer:** For RSR questions 46 and above, a client must have received at least one RW-funded service <u>of any type</u> and at least one Outpatient/Ambulatory Medical Care Service <u>regardless of funding source</u>. The total number of clients meeting these criteria is shown at the top of the RSR Summary Report.

Question: *I enrolled an HIV-negative client as a primary client. Will that client and his or her services be included on the RSR?*

> **Answer:** No. Only HIV-positive clients and Related/Affected HIV-Negative

clients linked to an HIV-positive client are reported on the RSR.

Question: *Does the export file contain any identifying client information? I'm concerned about storing it on my PC or uploading it to the HAB website over the internet.*

> **Answer:** The exported XML file does not contain any identifying client information. There are no names, birthdates, or addresses. The file does contain the client's age but not the birthdate. It also contains a Geographic Code consisting of the first three digits of the client's residence address Zip code. For certain Zip codes with very low populations, even the first three digits are not submitted. An anonymous encrypted unique client identifier is also included (see eUCI below).

Question: *I want to analyze and verify the data in the export file. How can I link a client in this file to one of my clients in ARIES?*

> **Answer:** The exported XML file contains the eUCI – Encrypted Unique Client Identifier. The eUCI is an encrypted anonymous code used to uniquely identify clients in the RSR data file. If you have access to ARIES ReportExport, you can create a report that includes the eUCI, allowing you to identify the exact client in question, and then review that client's data in ARIES Client.

Question: *I work for an EMA or an Administrative Agency. Can I use ARIES to generate the RSR for one and a combined RSR of all of my agencies?*

> **Answer:** Administrative Agencies (i.e., Part A Grantees, fiscal agents) will see more than one agency listed in the agency dropdown. AAs can run the RSR for a single agency within their jurisdiction by selecting that

agency in the dropdown. AAs can also run the report for *the entire group* of agencies within their jurisdiction by selecting the AA name in the agency dropdown and checking the "Aggregate Data" box. RSR reports run for multiple agencies will not include the "Export" option. If an AA selects their agency from the dropdown and does not check the "Aggregate Data" box, the RSR will be run only for the AA itself, and since most AAs do not provide direct client services through the AA, the report will be blank.

Question: *I work for an Administrative Agency, if I run an aggregate RSR, will non-share clients be counted more than once?*

Answer: No. Each unique client is counted only once. For non-longitudinal data elements -- data elements where ARIES does not keep a history, such as Race, HIV Status, Income -- it is possible that a non-share client enrolled at multiple agencies may have conflicting data. In this case, ARIES looks at all the records that have valid "known" data and selects the most recently edited record. If there are no records with valid or "known" data, the client is reported as Unknown. For longitudinal data elements -- data elements where ARIES does keep a history, such as CD4s, Insurance, Services -- ARIES considers <u>all</u> records at <u>all</u> agencies to determine how to report the client.

SUBMITTING YOUR RSR

Question: *OK, I've run the RSR several times, corrected data as needed, and I'm ready to run my final export. What are my options for submitting the RSR?*

Answer: Generate and export your 2009 RSR from ARIES. Acquire a registration code (from your Grantee), log into the RSR Web System to complete the RSR Provider Report, and upload the ARIES XML data file.

Question: *I've completed my RSR Provider Report but the EHB won't let me upload my XML data file. What's up?*

Answer: Unless you indicated in your Provider Report that you were contracted to provide Outpatient/Ambulatory Medical Care, Medical Case Management, or Non-Medical Case Management, the EHB will prevent you from uploading the XML data file.

Question: *My Grantee has given us a different deadline than the HAB deadline date. Why are they different and which do I need to comply with?*

Answer: Always comply with the deadlines given by your Grantee. While HAB's deadline for creating and entering the report in the RSR Web System is September 2009, your Grantee may have a large number of RSRs to review, verify, and submit. They may require an earlier deadline to ensure they can review and validate all their RSRs in a timely manner. *California agencies must complete their Provider Report and upload their Client Report by August 24, 2009.*

Question: *How do I access the RSR Web System?*
Answer: **To access the RSR System, go to https://performance.hrsa.gov/hab. You will need a registration code in order to register. These registration codes will be mailed to you by your grantee. Please contact your grantee if you don't know your registration code.**

Question: *Are there minimum software requirements to access the RSR Web System?*

Answer: Yes, you must have ***Internet Explorer 5.5*** or higher.

Question: *I've pulled up the RSR Web System. Now what?*

Answer: After pulling up the Web System (*https://performance.hrsa.gov/hab*), select the "HAB RSR Web Application" option from the drop down box. Next, select the "Registration Form" link from the login screen. Next, you will complete the registration form by entering your information. At the bottom of the form, enter your 3-5 digit registration code (provided by your grantee). Click "Register" to confirm the information you entered is correct. Next, you will need to read and accept the "HAB Ryan White Services Reporting System Rules of Behavior". Follow the link to the Login Screen and log in.

Question: *I used the RDR Web System earlier this year. Can I use the same login information?*

Answer: You are allowed to use the same login information (user name and password) you used when accessing the 2008 Ryan White HIV/AIDS Program Data Report (RDR) to log in to the RSR Web System.
For individuals who plan to use the same login information from the 2008 RDR, please check that your contact information is up to date. To view contact information, log in to the RSR System and click the "Edit Registration" link on the left side of the Administration page. The contact information stored here will be used to notify you if your Service Provider Report is returned for correction or requires other immediate attention.

Question: *I did not have any data converted from an old system into ARIES. Do I have to back enter my 2009 data?*

Answer: You must have all of your 2009 data entered into ARIES for the report period of 1/1/2009-06/30/2009. If your data from your old system was not converted, you will need to re-enter all of your data.

Question: *Who do I contact for RSR assistance?*

For help running the ARIES report, contact the ARIES Help Desk at 866-411-ARIES (2743) or helpdesk@projectaries.org. For RSR content or submission-related questions:

Toll-Free Help Line: 1-888-640-9356
Hours: Monday-Friday 9am-5:30pm Eastern Time
E-mail:
ryanwhitedatasupport.wrma@csrincorporated.com

Note: When calling the toll-free help line, please provide your Grantee-of-Record name to the TA Specialist. When submitting a request via e-mail, be sure to include your Grantee-of-Record name and your position within the organization in the message text.

RSR Web System or Electronic Handbook System-related questions:

HRSA Call Center: 877-464-4772 (877-Go4-HRSA)

Hours: Monday-Friday 9am-5:30pm Eastern Time
E-mail: CallCenter@HRSA.gov

General information and technical assistance related documents visit:
http://hab.hrsa.gov/manage/cld.htm

Missing RSR Data Frequency Distribution

As described in the article on page 10, ARIES now includes a report that identifies missing data elements for clients included on the Ryan White HIV/AIDS Program Services Report (RSR). The missing data report's primary purpose is to help agencies identify those clients whose data needs to be updated prior to submission of the RSR. However, the report can also serve as the source data for a frequency distribution report that can present an overall picture of how well an agency is doing at collecting relevant data.

The ARIES Help Desk has developed an Excel spreadsheet that will perform the required calculations and present the outcomes as shown below. The report identifies the number and percentage of clients who have missing or unknown data for a particular data element required for the RSR. If you would like a copy of the spreadsheet so that you can generate the frequency distribution for your agency or the agencies you manage, please contact the ARIES Help Desk at 866-411-ARIES (2743) or helpdesk@projectaries.org.

	All Clients Served	26	100.00%
Required for ALL Providers	Hispanic	12	46.15%
	Race Major 1	12	46.15%
	Living Situation	25	96.15%
	Living Situation Date	23	88.46%
	Residence ZIP Code	15	57.69%
	Date of Death	1	3.85%
	Household Income	19	73.08%
	# People in Household	20	76.92%
	Insurance	20	76.92%
	HIV Status	3	11.54%
	AIDS Diagnosis Date	3	11.54%
	Risk Factor	15	57.69%
Required ONLY for Medical Providers	CD4	20	76.92%
	Viral Load	18	69.23%
	TB Test Medically Indicated	19	73.08%
	TB Test Medically Indicated Date	15	57.69%
	TB Skin Test Date	10	38.46%
	STI: Syphilis	13	50.00%
	STI: Hepatitis B	16	61.54%
	STI: Hepatitis C	17	65.38%
	Immunization: Hepatitis B - Dose 3	11	42.31%
	HAART	12	46.15%
	Screen Risk Reduction	5	19.23%
	Screen Substance Abuse	5	19.23%
	Screen Mental Health	3	11.54%
	PCP Prophylaxis	5	19.23%
	Pap Smear	6	23.08%
	Pregnancy	0	0.00%

ARIES and Internet Explorer 8

Microsoft recently released a new version of its web browser, Windows Internet Explorer 8 (IE8). Some ARIES users have already upgraded to IE8 and experienced page formatting problems. To avoid these problems, you must use IE8's "Compatibility Mode." To turn on Compatibility Mode, first go to the ARIES login screen. To the right of the IE8 address bar, you'll see a small button with an image of a page that's "broken" (see below). This button only appears for sites that can use Compatibility Mode. Click on the button and the ARIES page will reformat and appear correctly. Clicking the button again disables Compatibility Mode. IE8 usually "remembers" the setting of Compatibility Mode for each website. Some users have also reported that Compatibility Mode is required to view the ARIES WebEx training courses (see article on page 9).

Compatibility Mode Button
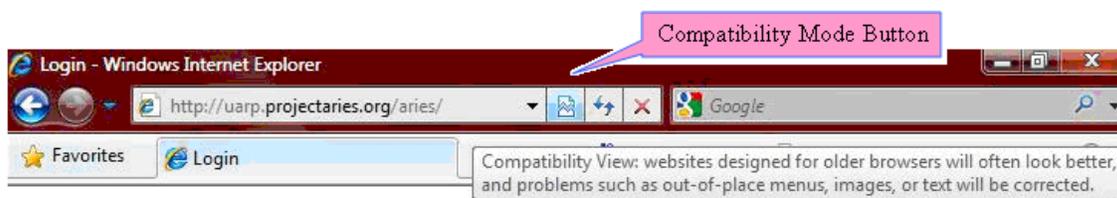
Changes to the Immunization Dropdown

The Immunization history table is located on the Medical History tab and records immunizations and vaccinations received by the client. Prior to ARIES version 2.5.1.0, the Immunization Type dropdown contained the value "Hepatitis B" for tracking the Hepatitis B vaccine. However, both the Ryan White HIV/AIDS Program Services Report (RSR) and the HIV/AIDS Bureau's Group 2 Quality Management (QM) Indicators require identifying clients who have received the complete Hepatitis B vaccine series. This vaccine is usually delivered in three separate doses spread out over a period of time. In order to ensure that ARIES accurately identifies clients who received the complete series of shots, the "Hepatitis B" value has been removed from the dropdown and replaced by the following three values:

> Hepatitis B - Dose 1
> Hepatitis B - Dose 2
> Hepatitis B - Dose 3

When determining if a client has received the complete vaccine for the RSR and QM Group 2, ARIES will look for the presence of the "Hepatitis B - Dose 3" value. For accurate RSR and QM Group 2 reporting, you should update the Hepatitis B vaccine status of all clients who received a medical service since January 1, 2009.

For existing clients, you may do one of two things. If the client had a previously entered "Hepatitis B" Immunization record and you know it represented the complete series, you may edit the existing record and change it from "Hepatitis B" to "Hepatitis B - Dose 3." If the client had no previous "Hepatitis B" Immunization record, but you know that the client completed the Hepatitis B series, you may enter just a single Immunization record using the "Hepatitis B - Dose 3" value. In order to be included on the RSR, records for Hepatitis B immunizations must be updated for all clients who received at least one service since January 1, 2009.

For new clients, you should enter separate records for Dose 1, Dose 2, and Dose 3, as each dose is delivered, so that you can track the client's compliance with the treatment regimen (the shots must be administered within a certain amount of time or the series must be restarted).

Sometimes the Hepatitis B vaccination is given in *four* doses, but ARIES is currently only able to collect the three-dose variety. In a future version of ARIES, we expect to be able to collect this information differently, and to allow for a variety of dosing options.

Permission Settings Changed in ARIES

User permissions in ARIES were recently changed. Users within an individual agency no longer have permissions to edit Contracts, although they can still create and edit Subservices for a contract. The Office of AIDS will ensure that state-funded contracts are set up and maintained correctly, and EMAs/TGAs will do the same for Part A contracts. Other contracts, including Part C and Part D, will be maintained either by the EMA/TGA or by the ARIES Help Desk. If you have any questions about your contract setup, please contact the Help Desk.

Online ARIES Training Available

The Office of AIDS (OA) is pleased to announce ARIES training courses via WebEx Internet software. You and your staff can now use the Internet to take mini online ARIES courses. These self-paced courses are free and can be taken at any time. You can use these courses as refresher classes and new staff at your agency can rely on these to receive their ARIES trainings. You can also take each mini-course as many times as needed.

To access the OA ARIES WebEx trainings, please do the following:

1. Go to https://cdph-ooa.webex.com

2. Click on **"Recorded Sessions"** on the left-hand side of the screen (under the "Attend a Session" menu). You will then be brought to the "Recorded Sessions" screen.

3. Click on the **"Topic"** heading to view the trainings in order by course number.

4. Click on the name of the course you want to take. You will be brought into that course's "Recording Information" screen.

5. Click **"View"** to take the course.

6. Finally, you will be required to provide some basic information on the registration pop-up screen before you can begin.

Please note that the trainings are narrated, so be sure you have sound enabled on your computer.

If you already received ARIES training from OA, then you can take any of these courses in any order you prefer. If you are new to ARIES, OA requires that modules 1 and 2 be taken first, before you can move on to the other modules. This is because modules 1 and 2 contain information, concepts, and polices about ARIES that are required before moving ahead with modules 3 - 12.

Please continue to call the ARIES Help Desk at 1-866-411-ARIES for your technical assistance needs. For program-related questions and/or questions regarding these online WebEx training courses, call the ARIES trainers: Denise Absher (916-449-5845), Elizabeth Brannon-Patel (916-449-5846) or Chris Paular (916-650-6904).

Lastly, OA will conduct live ARIES trainings via WebEx periodically on an as-needed basis. You can contact the ARIES trainers or Karl Halfman (916-449-5966) at OA to request such trainings.

Have fun with WebEx and please don't hesitate to call for assistance!

Client Confidentiality and the ARIES Help Desk

When contacting the ARIES Help Desk, it is vitally important to maintain strict confidentiality of client information, regardless of how you contact the Help Desk. Please observe the following:

1. When emailing the Help Desk, do **not** include any client identifiers or any other confidential information about the client in your email. Email is not a secure system, and you message passes through many "hands" before reaching its destination. A copy of your message also resides in your Sent Items folder, visible by anyone who has access to your PC and email, including managerial and IT staff.

2. When leaving a voice mail message for the Help Desk, do **not** include client identifiers or any other confidential information about the client in your message. Voice mail messages are

converted to audio files and emailed to Help Desk staff. The audio file is not stored in a secure location, and as noted above, email is not a secure system.

3. When speaking directly to the Help Desk, do **not** volunteer confidential client information. If the Help Desk needs to identify a client, they will ask you for the bare minimum of information, usually the ARIES ID (read-only Demographics screen) or the URN (Client Identifiers edit screen).

Failure to observe these rules may result in a breach of confidentiality which must be reported to your supervisor and to the Office of AIDS. For information on reporting ARIES security incidents, go to www.projectaries.org and click on Forms and Instructions, page 3.

NEW! Missing RSR Data Report

ARIES previously contained the Missing HRSA Data Report which identified data elements that were required for the Ryan White HIV/AIDS Program Annual Data Report (RDR). That report still exists, and has been renamed the Missing RDR Data Report. To meet the special needs of the Ryan White HIV/AIDS Program Services Report (RSR, aka Client-Level Data), a new report has been added to the Management Reports screen called the Missing RSR Data Report. The purpose of this report is help users identify missing data elements for each client record that will be included in the RSR Client Report (see related article, page 1).

When running the Missing RSR Data Report, the first filter option will be to include missing Medical Data for clients. Certain RSR data elements are only required if you provide medical services (see Table 2). If you do not provide medical services for your clients, select "No" from the dropdown menu. The last filter for this report is to enter a Service Date range. This should be the same date range that you are using for the RSR. For example, if you are running the RSR for the period 1/1/2009 – 6/30/2009, use the same date range for the Missing RSR Data Report.

The Missing RSR Data Report includes clients who received any service within the date range, but the RSR Client Report includes only clients who received a Ryan White funded service. If your agency provides some services that are not Ryan White funded, the number of clients on the Missing RSR Data Report may be higher than the number of clients on the RSR itself. In addition, only clients who have at least one missing data element will appear on the Missing RSR Data Report.

For each client, the report will list the names of each data element that could be a problem. In some cases, such as Demographics, the data element must be blank or have an Unknown value to be included on the report. In other cases, such as CD4 and Viral Load tests, the data element will be included on the report if there are no records dated within the reporting period.

In a few cases, a data element will be reported as "missing" when it may, in fact, not be missing. For example, if a client did not have a Syphilis screening during the reporting period, the words "STI: Syphilis" will appear on the report. If a Syphilis test is not medically indicated for a client, this "missing" data is perfectly acceptable. Assuming you have correctly indicated that a Syphilis test is not medically indicated for this client, the client will be correctly reported on the RSR even though this data element shows up as "missing" on the Missing RDR Data Report.

Tables 1 and 2 (on pages 11 and 12) list all the data elements that may appear on the Missing RSR Data Report along with the criteria for determining the "missing" status of the data element for each client. The location of the data element is also provided to assist with data updates. The large red asterisks on ARIES edit screens that indicate required HRSA data elements have also been revised to include RSR data elements.

Table 1: RSR Data Elements Required for All Providers

<table>
<tr><td colspan="4">Required for ALL Providers</td></tr>
<tr><td colspan="4">NOTE: Five of the six ARIES identifiers (First Name, Last Name, Middle Initial, Gender, Date of Birth), plus Agency Enrollment Date, Agency Enrollment Status, and Agency Enrollment Status As-Of Date are also required for the RSR. Since these fields are required in ARIES (cannot be left blank), they are not included in the Missing RSR Data Report.</td></tr>
<tr><td>Data Element</td><td>ARIES Location</td><td>Appears in Missing Data Report if…</td><td>Notes</td></tr>
<tr><td>Hispanic</td><td>Demographics: Demographic Detail</td><td>The "Hispanic" data element is blank or "Unknown"</td><td></td></tr>
<tr><td>Race Major 1</td><td>Demographics: Demographic Detail</td><td>The "Race 1" data element (left column) is blank or "Unknown/Unreported"</td><td></td></tr>
<tr><td>Living Situation</td><td>Demographics: Living Situation</td><td>The "Current Living Situation" data element is blank or "Unknown"</td><td></td></tr>
<tr><td>Living Situation Date</td><td>Demographics: Living Situation</td><td>The "Living Situation since" data element is blank or prior to the reporting period</td><td></td></tr>
<tr><td>Residence ZIP Code</td><td>Demographics: Contact Info</td><td>The "Residence Zip" data element is blank or "99999" or "99998" or "99997"</td><td></td></tr>
<tr><td>Date of Death</td><td>Demographics: Demographic Detail</td><td>"Agency Status" (Agency Specifics tab) is either "Reported Deceased" or "Confirmed Deceased" AND "Date of Death" (Demographic Detail tab) is blank</td><td></td></tr>
<tr><td>Household Income</td><td>Eligibility: Financial</td><td>The "Monthly Household Income" data element is blank</td><td></td></tr>
<tr><td># People in Household</td><td>Eligibility: Financial</td><td>The "# People in Household" data element is blank or less than 1</td><td></td></tr>
<tr><td>Insurance</td><td>Eligibility: Insurance</td><td>There are no Insurance records that cover any portion of the reporting period</td><td>1</td></tr>
<tr><td>HIV Status</td><td>Medical: Basic Medical</td><td>The "CDC Disease Stage" data element is blank or "Unreported" or "Unknown"</td><td></td></tr>
<tr><td>AIDS Diagnosis Date</td><td>Medical: Basic Medical</td><td>The "CDC Disease Stage" data element is "CDC-defined AIDS" or "Disabling AIDS" AND the "AIDS Diag Date" is blank</td><td></td></tr>
<tr><td>Risk Factor</td><td>Risk & Assessments: Risk Factors</td><td>There are NO checkmarks on this screen, or the ONLY checkmarks are one or both of the 'Unknown' items (Primary/Secondary dropdowns are NOT considered)</td><td></td></tr>
</table>

Notes:

1. The phrase "that cover any portion of the reporting period" is used for records with a Start Date and an End Date. The Start date must be within or prior to the reporting period. The End Date must be blank or after the start of the reporting period. For Insurance, if multiple records exist that meet these criteria, the client is reported in multiple categories in the RSR.

Table 2: RSR Data Elements Required Only for Medical Providers

Required ONLY for Medical Providers			
Data Element	**ARIES Location**	**Appears in Missing Data Report if…**	Notes
CD4	Medical: Medical History	No CD4 tests within the reporting period	
Viral Load	Medical: Medical History	No Viral Load tests within the reporting period	
TB Test Medically Indicated	Medical: Medical History	The "TB Test Medically Indicated" data element is blank or "Unknown"	
TB Test Medically Indicated Date	Medical: Medical History	The "TB Test Medically Indicated Date" data element is blank, OR the "TB Test Medically Indicted" data element is NOT "No" and the "TB Test Medically Indicated Date" data element is prior to the reporting period	2
TB Skin Test Date	Medical: Medical History	The "TB Test Medically Indicated" data element is "Yes" and the "TB PPD/TST Test Placed" data is blank or prior to the reporting period	3
STI: Syphilis	Medical: Medical History	There are no STI/Hepatitis records within the reporting period where the test type is "Syphilis"	4
STI: Hepatitis B	Medical: Medical History	There are no STI/Hepatitis records within the reporting period where the test type is "Hepatitis B"	4
STI: Hepatitis C	Medical: Medical History	There are no STI/Hepatitis records within the reporting period where the test type is "Hepatitis C"	4
Immunization: Hepatitis B - Dose 3	Medical: Medical History	There is no Immunization record, regardless of date, where the type is "Hepatitis B - Dose 3"	5
HAART	Medications: ART	There are no ART Type records where type is "Highly Active Anti-Retroviral Therapy (HAART)" that cover any portion of the reporting period	1
Screen Risk Reduction	Risk & Assessments: Assessments	There are no Risk Reduction Screening records within the reporting period	6
Screen Substance Abuse	Risk & Assessments: Substance Abuse	There are no Substance Abuse Screening records within the reporting period	6
Screen Mental Health	Risk & Assessments: Mental Health	There are no Mental Health Screening records within the reporting period	6
PCP Prophylaxis	Medications: Other Medications	There are no Other Medications records that cover any portion of the reporting period where "Used For" contains the text "PCP" (any position, not case-sensitive) AND "Type" is "Prophylaxis" AND the drug code is d00124, d00098, d00030, or d01120	1
Pap Smear	Medical: OB/GYN & Pregnancy	Gender is not "Male" and there is no Pap Smear record within the reporting period	
Pregnancy	Medical: OB/GYN & Pregnancy	Gender is not "Male" and a Pregnancy record exists but has insufficient data to determine the correct values to report on the RSR	7

Notes:

2. In order for TB data to be reported for a client, the "Medically Indicated" dropdown must have a "Yes" and the "Medically Indicated Date" must be within the reporting period. IF a TB test is NOT medically indicated for the client, that data IS reported even if the "Medically Indicated Date" is PRIOR to the reporting period.

3. Unlike the RDR, the RSR only asks if the client was "screened" for TB -- the result of the screening is not reported, nor is the treatment status. Consequently, the RSR only uses the "Placed" date while the RDR used both "Placed" and "Read" dates, as well as the "Result" field and the TB Treatment history table.

4. Clients who have a record that indicates the test is not medically indicated will be reported as such even if the record is PRIOR to the reporting period. Such clients will still appear on the missing data report even though technically the data is not missing.

5. The RSR asks only if the client received the complete HBV vaccine, regardless of date. While there are some HBV vaccines that use more than 3 doses, currently ARIES is only able to collect the three-dose variety. If you know that a client received the complete vaccine, enter a "Hepatitis B - Dose 3" immunization record regardless of the type of vaccine or the number of doses in the series.

6. There are specific assessments in ARIES that may qualify as screening (SAMISS, Behavioral Risk, etc). These records are not considered for the RSR. Only the generic screening records referenced above are considered. If you enter one of the other specific assessments, you must also enter a generic screening record for the data to be reported on the RSR.

7. To be reportable on the RSR, a pregnancy record must include EITHER the Approximate Conception Date OR the Estimated Delivery Date. In addition, HIV Status During Pregnancy, Date Prenatal Care Began, ART Offered to Reduce Vertical Transmission are also required. If Date of Pregnancy Outcome is not blank, Pregnancy Outcome is also required.