


Welcome everyone!

Running the 2023 RSR in ARIES

Before we start...

- Please mute your audio lines
- Enter your Name and Agency in the Chat window
- Feel free to ask questions in Chat during presentation
- Live Q&A after the presentation
- Presentation and Q&A will be recorded
- Slides and video recording will be available





Running the 2023 Ryan White HIV/AIDS Program Services Report (RSR) in ARIES

January 11, 2024

California State Office of AIDS

Chris Paular

Research Scientist

Care Evaluation and Monitoring Section





What is the RSR?

- Annual client and services data report required by the Health Resources and Services Administration (HRSA), HIV/AIDS Bureau (HAB)
- Components
 1. Recipient Report
 2. Provider Report
 3. Client-level Data Report



Contents

- General information on ARIES and the RSR
- How to run the 2023 RSR Client-level Data Report in ARIES
- How to obtain data in ARIES for the RSR Provider Report
- HRSA Electronic Handbook (EHB) Tips
- Timeline and resources



General information on ARIES and the RSR


- Required RSR data in ARIES
- ARIES contracts setups
- New updates in ARIES for the RSR

Required RSR data in ARIES

- Fields with a big, red asterisk (*) are required for the RSR
- CDC Disease Stage is required for all clients; but other fields on the Medical screens are only for Outpatient Ambulatory/Health Services clients

As Of Date * **Living Situation** **Stability Scale ***

Sex at Birth * Male	
Hispanic * Yes	Nat'l Orig/Ethnic.
Race	* Cuban
1 * Other	*

 HOUSEHOLD INCOME	
Monthly Household Income *	2,955.00
# People in Household *	3
# Children in Household	1

CDC Disease Stage * HIV positive, disease stage	Source
Date First HIV * 1/1/2001	Year First HIV+ * 2001
Positive	

Required RSR data in ARIES: HCP Minimum Data Set

- Available here: <https://projectaries.org/wp-content/uploads/2021/12/HCP-Minimum-Data-2021.pdf>

Office of AIDS HIV Care Program Minimum Dataset
Updated December 2021

Data Element	ARIES Tab	ARIES Subtab	Required for the Ryan White Services Report (RSR)	Required for the HIV Care Program (RWHAP Part B)
Street Address (Residence)	Demographics	Contact Info	Not Required	All Clients
City (Residence)	Demographics	Contact Info	Not Required	All Clients
State (Residence)	Demographics	Contact Info	Not Required	All Clients
Zip Code (Residence)	Demographics	Contact Info	Used for Provider Report	All Clients
County (Residence)	Demographics	Contact Info	Not Required	All Clients
Last Name	Demographics	Demographic Detail > Identifiers	All Clients	All Clients
First Name	Demographics	Demographic Detail > Identifiers	All Clients	All Clients
Middle Initial	Demographics	Demographic Detail > Identifiers	Not Required	All Clients
Date of Birth	Demographics	Demographic Detail > Identifiers	All Clients	All Clients
Mother's Maiden Name	Demographics	Demographic Detail > Identifiers	Not Required	All Clients
Current Gender	Demographics	Demographic Detail > Identifiers	All Clients	All Clients
Sex at Birth	Demographics	Demographic Detail > Demographics	All Clients	All Clients

ARIES contracts setups: Funded and Eligible “flags” determine clients on RSR

Contract Edit for Data Design & Development

Contract Name	<input type="text" value="HCP 20/21 CA/OA"/>	Amount	<input type="text" value="1.00"/>
Contract Number	<input type="text" value="H2"/>	Expended	0.00
Service Hierarchy Version	<input type="text" value="Ryan White 2017 plus One Day Stay"/>		
OA Program	<input type="text"/>		
Administrative Agency	<input type="text" value="RSR 2019 Administrative Agency"/>	UDC Goal	<input type="text" value="1"/>
Funding Source	<input type="text" value="CA State Office of AIDS"/>	UOS Goal	<input type="text" value="1"/>
Start Date	<input type="text" value="4/1/2020"/>	<div style="border: 2px solid red; border-radius: 15px; padding: 10px;"><ul style="list-style-type: none">* <input checked="" type="checkbox"/> Is Ryan White Funded* <input type="checkbox"/> Is Ryan White <u>Related</u> Funded (program income, rebates)<input checked="" type="checkbox"/> Is Ryan White Eligible<input type="checkbox"/> Exclude for New Services<input type="checkbox"/> Is ACE/MAI Contract</div>	
End Date	<input type="text" value="3/31/2021"/>		
Display Order	<input type="text" value="2"/>		
<div style="display: flex; justify-content: center; gap: 10px;">Save Deactivate Cancel</div>			

ARIES contracts setups: ARIES Policy Notice D1 (APND1)

- Found here: <https://projectaries.org/wp-content/uploads/2020/12/APN-D1.pdf>

ARIES Policy Notice No. D1 – REVISED July 2014, December 2020

A: Program ⁽¹⁾	B: Which Funding Source should be selected?	C: What should the Contract be named?	D: Check Is Ryan White Funded box?	E: Check Is Ryan White Related Funded (program income, rebates) box? ⁽²⁾	F: Check Is Ryan White Eligible box?	G: Check Is ACE/MAI Contract box? ⁽³⁾	H: Which service hierarchy should be used to activate services?
Ryan White Part A	Ryan White Part A	Part A 20/21 RW	Yes	No	Yes	Yes, if providing Early Intervention or Outreach Services to anonymous clients	Ryan White ⁽⁴⁾
Minority AIDS Initiative (MAI) for RWHAP Part A	Ryan White Part A	Part A 20/21 MAI	Yes	No	Yes	Yes, if providing Early Intervention or Outreach Services to anonymous clients	Ryan White

ARIES contracts setups: Contract Setup Report (APND1)

Management Reports

[Contract Setup \(APND1\)](#)

This report helps to check if contracts are set up accurately. Refer to ARIES Policy Notice APND1 for contract setup rules (www.projectaries.org). To select contracts that cover a reporting period, use these filters: Start Date BEFORE the END of reporting period, and End Date AFTER the START of the reporting period.



Report Filter Values

Contract Setup (APND1)

Contract Start Date	<input type="text" value=""/>	&	<input type="text" value=""/>
Contract End Date	<input type="text" value="After"/> <input type="text" value="12/31/2022"/>	&	<input type="text" value=""/>
Display	<input type="text" value="1000"/>	results	<input type="checkbox"/> Display print format
	<input type="button" value="Report >"/>	<input type="button" value="Export"/>	

ARIES contracts setups: Contract Setup Report (APND1) (cont.)

Contract Setup (APND1)

Agency	Funding Source	Contract	RW-Funded	RW-Related	RW-Eligible	ACE-MAI	Service Hierarchy
The Paular Agency	CA State Office of AIDS	HCP 23/24 CA/OA	Yes	No	Yes	No	Ryan White

1 records, generated 12/6/2023 8:49:20 AM

Criteria: Contract End Date > '12/31/2023'



New updates

- Two new validations for 2023 RSR
 - **Virally Suppressed client with no or missing ART** - NOTE: client must have a Highly Active Anti-retroviral Therapy (HAART) (Triple Therapy) record in the ART Type table that covers 2023
 - **Newly diagnosed client with missing or backdated OAHS Linkage Date** – NOTE: client must have Date HIV Positive and HIV Test Dates entered on the Basic Medical screen



How to run the 2023 RSR Client-level Data Report in ARIES

- Open the ARIES 2023 RSR
- Select report filters
- Verify RSR data
- Export the RSR

Open the RSR

Navigate to the Reports tab and click on Compliance reports



2023 RSR is on top of Compliance Reports page

Compliance Reports

[Ryan White HIV/AIDS Services \(RSR\) Export \(2023\)](#)

Exports the Ryan White HIV/AIDS Services to an XML file (for 2023)

Select report filters: Agency

The Paular Agency

Ryan White HIV/AIDS Services (RSR) Export (2023)

Agency or Administrative Agency **The Paular Agency**

Reporting Period 1/1/2023 - 12/31/2023
From To

ARIES ID

RSR Validation Report

Include Medical Data Yes

Sort By Client

Data Elements All Elements

Report > Cancel

Note for Administrative Agencies:



To run an RSR for an individual service agency, you will need to emulate the agency first, and then run the RSR

Select report filters: Reporting Period

The Paular Agency

Ryan White HIV/AIDS Services (RSR) Export (2023)

Agency or Administrative Agency The Paular Agency

Reporting Period **1/1/2023 - 12/31/2023**  **From** **To** 

ARIES ID

RSR Validation Report

Include Medical Data

Sort By

Data Elements

[Report >](#) [Cancel](#)

Select report filters: ARIES ID

The Paular Agency

Ryan White HIV/AIDS Services (RSR) Export (2023)

Agency or Administrative Agency The Paular Agency

Reporting Period 1/1/2023 - 12/31/2023
From To

ARIES ID

RSR Validation Report

Include Medical Data Yes

Sort By Client

Data Elements All Elements

Report >

Cancel

Select report filters: Include Medical Data

The Paular Agency

Ryan White HIV/AIDS Services (RSR) Export (2023)

Agency or Administrative Agency The Paular Agency

Reporting Period 1/1/2023 - 12/31/2023
From **To**

ARIES ID

RSR Validation Report

Include Medical Data Yes

Sort By Client

Data Elements All Elements

Report >

Cancel

Select report filters: Sort By

The Paular Agency

Ryan White HIV/AIDS Services (RSR) Export (2023)

Agency or Administrative Agency The Paular Agency

Reporting Period 1/1/2023 - 12/31/2023
From **To**

ARIES ID

RSR Validation Report

Include Medical Data Yes

Sort By Client

Data Elements All Elements

Report > **Cancel**



Select report filters: Data Elements

The Paular Agency

Ryan White HIV/AIDS Services (RSR) Export (2023)

Agency or Administrative Agency The Paular Agency

Reporting Period 1/1/2023 - 12/31/2023 **From** **To**

ARIES ID

RSR Validation Report

Include Medical Data Yes

Sort By Client

Data Elements All Elements

Report > **Cancel**

Click Report

The Paular Agency

Ryan White HIV/AIDS Services (RSR) Export (2023)

Agency or Administrative Agency The Paular Agency

Reporting Period 1/1/2023 - 12/31/2023
From **To**

ARIES ID

RSR Validation Report

Include Medical Data Yes

Sort By Client

Data Elements All Elements

Report > **Cancel**

Summary Report

Results

Click [Export](#) to download an XML file of the report. Click [Report](#) to recalculate the data.

[RSR Export](#)

Summary

Exports the Ryan White HIV/AIDS Services to an XML file (for 2023)

Provider Name: The Paular Agency

Report Period: 1/1/2023 - 12/31/2023

Number of clients: 5

Number of HIV-Positive clients with Outpatient/Ambulatory Health Services: 4

New and Continuing Clients	Number of Clients	% of Total
(RSR ID: 76 & 77) New or Continuing clients based on services. Percent will not add to 100%		
New Clients	2	40.00%
Continuing Clients	3	60.00%
Continuing Clients with Services in the Previous Year	3	60.00%

Vital Status	Number of Clients	% of Total
(RSR ID: 2) The client's vital status at the end of the reporting period.		
Alive	5	100.00%

Validation Report

RSR Validation Report - by Client

Export Format

XML

Validation Export

ARIES ID	Client	Staff	Alerts	Warnings	Errors
			<i>Verify the data before uploading, HAB will accept the data without an explanation</i>	<i>If possible, correct the data before uploading, otherwise HAB will require an explanation</i>	<i>The data cannot be uploaded, and the client will be excluded from the XML upload file</i>
100097849	Alpha, RSR01 X			<ul style="list-style-type: none">▪ Missing Poverty Level▪ Missing Health Coverage▪ OAHS Services without CD Test Dates▪ OAHS Services without ART Prescribed▪ OAHS Services without Viral Load Test	
100098037	Alpha, RSR02 X			<ul style="list-style-type: none">▪ Missing Poverty Level▪ Missing Housing Status▪ Missing Housing Status Collected Date▪ Missing Health Coverage	
100098045	Alpha, RSR03 X			<ul style="list-style-type: none">▪ Missing Poverty Level▪ Missing Housing Status	

Validation Report

RSR Validation Report - by Client

Export Format

XML



Validation Export

ARIES ID	Client	Staff	Alerts	Warnings	Errors
			<i>Verify the data before uploading, HAB will accept the data without an explanation</i>	<i>If possible, correct the data before uploading, otherwise HAB will require an explanation</i>	<i>The data cannot be uploaded, and the client will be excluded from the XML upload file</i>
100097849	Alpha, RSR01 X			<ul style="list-style-type: none">▪ Missing Poverty Level▪ Missing Health Coverage▪ OAHS Services without CD Test Dates▪ OAHS Services without ART Prescribed▪ OAHS Services without Viral Load Test	
100098037	Alpha, RSR02 X			<ul style="list-style-type: none">▪ Missing Poverty Level▪ Missing Housing Status▪ Missing Housing Status Collected Date▪ Missing Health Coverage	
100098045	Alpha, RSR03 X			<ul style="list-style-type: none">▪ Missing Poverty Level▪ Missing Housing Status	

Completeness Rates Report

Completeness Rates

This table indicates the Known Rate, Unknown Rate, and Missing Rate for RSR client-level data elements. See your Completeness Report, downloadable from the EHB or the RSR System, for measure definitions. For a list of the clients who have incomplete data, click on the numbers in the Unknown or No Value columns.

#	Client Data Item	Required Clients for this Data Element	Clients with Known Value Reported		Clients with "Unknown" Value Reported		Clients with No Value Reported	
			#	%	#	%	#	%
2	Vital Status	5	5	100.00%	0	0.00%	0	0.00%
4	Year of Birth	5	5	100.00%			0	0.00%
5	Ethnicity	5	1	20.00%			4	80.00%
65	Hispanic Subgroups	0	0				0	
6	Race	5	1	20.00%			4	80.00%
69	Asian Subgroups	0	0				0	
70	Native Hawaiian/Pacific Islander Subgroups	0	0				0	
7	Current Gender	5	5	100.00%	0	0.00%	0	0.00%
71	Sex at Birth	5	0	0.00%			5	100.00%
9	Poverty Level	5	0	0.00%			5	100.00%
10	Housing Status	5	1	20.00%			4	80.00%

Completeness Rates Report

Completeness Rates

This table indicates the Known Rate, Unknown Rate, and Missing Rate for RSR client-level data elements. See your Completeness Report, downloadable from the EHB or the RSR System, for measure definitions. For a list of the clients who have incomplete data, click on the numbers in the Unknown or No Value columns.

#	Client Data Item	Required Clients for this Data Element	Clients with Known Value Reported		Clients with "Unknown" Value Reported		Clients with No Value Reported	
			#	%	#	%	#	%
2	Vital Status	5	5	100.00%	0	0.00%	0	0.00%
4	Year of Birth	5	5	100.00%			0	0.00%
5	Ethnicity	5	1	20.00%			4	80.00%
65	Hispanic Subgroups	0	0				0	
6	Race	5	1	20.00%			4	80.00%
69	Asian Subgroups	0	0				0	
70	Native Hawaiian/Pacific Islander Subgroups	0	0				0	
7	Current Gender	5	0	5	100.00%	0.00%	0	0.00%
71	Sex at Birth	5	0	0.00%			5	100.00%
9	Poverty Level	5	0	0.00%			5	100.00%
10	Housing Status	5	1	20.00%			4	80.00%

Select Frequently Asked Questions: ART data entry

- RSR Prescribed ART is pulled from **ART Type**, not Anti-retroviral Drugs.
- Please note only “Highly Active Anti-Retroviral Therapy (HAART) (Triple Therapy)” in the **ART Type** will be reported as Prescribed ART in the RSR.

The screenshot shows a data entry interface with two main sections. The first section, titled 'ART TYPE', has a yellow header with a clipboard and pill icon. Below it is a dark blue header bar with four columns: 'ART Type *', 'Reason not on HAART *', 'Start Date *', and 'End Date *'. A 'New' button is on the right. The second section, titled 'ANTI-RETROVIRAL DRUGS', has a yellow header with a pill icon. Below it is a dark blue header bar with six columns: 'Anti-retroviral Drugs', 'Prescribed by', 'Side Effects', 'Start Date', 'End Date', and 'Dosage'. The first row of data shows 'Biktarvy (bictegravir, emtricitabine, and tenofovir alafenamide) (d08736)' in the first column and '11/1/2021' in the 'Start Date' column. 'Edit' and 'New' buttons are on the right.

ART TYPE			
ART Type *	Reason not on HAART *	Start Date *	End Date *

ANTI-RETROVIRAL DRUGS					
Anti-retroviral Drugs	Prescribed by	Side Effects	Start Date	End Date	Dosage
Biktarvy (bictegravir, emtricitabine, and tenofovir alafenamide) (d08736)			11/1/2021		

**Biktarvy has three active ingredients and “HAART (Triple Therapy)” should be selected in ART Type.*

Select Frequently Asked Questions : Insurance Reporting

- Every client on the RSR needs to have an insurance record entered in ARIES that covers the RSR reporting period
- Uninsured clients need to have a Source and Type = “No Insurance” record entered

Insurance **New**

Start Date	Source	Payer	Pending	Prim Ins	Carrier	Premium	Note
End Date	Type	Entered By		Prim HIV	Policy #		
11/1/2021	No insurance		No	No			
	No Insurance	The Paular Agency		No			

- For instructions on how to enter insurance data, please see the Insurance Work Aid: https://projectaries.org/wp-content/uploads/2021/10/ARIES-Insurance-Documentation_Final-Work-Aid.pdf

Select Frequently Asked Questions : HIV-neg/unk Client with ONLY Core Medical Services

ARIES ID	Client	Staff	Alerts	Warnings
100099134	Beta, Rsr99 X			<ul style="list-style-type: none">▪ Missing Poverty Level▪ Missing Housing Status▪ Missing Housing Status Collected Date▪ HIV-negative client with Risk Factors▪ Missing Health Coverage▪ HIV-neg/unk Client with ONLY Core Medical Services

- HIV-neg/unk clients should not receive core medical services. Please double check and update client's HIV status/CDC Disease Stage in ARIES.



Select Frequently Asked Questions : Pediatric Indeterminate (PI) Clients in ARIES

- PI clients are infants under 2 years of age born to HIV-positive mother whose HIV status cannot be determined
- Clinical data are not required for PI clients who receive Outpatient Ambulatory Health Services (OAHS), but may be submitted
- ARIES will now include clinical data for PI clients, *except* for:
 - ART Therapy
 - Syphilis Screening

Select Frequently Asked Questions : Vital Status on the RSR

- ARIES now shows clients' Agency Enrollment history, which is used to calculate Vital Status on the RSR

ARIES Agency Status	RSR Vital Status
Active, Disenrolled, Discharged	Alive
Reported Deceased, Confirmed Deceased	Deceased
All other values	Unknown

RSR01 X Alpha

Agency Specifics [Edit](#)

Share Data: Yes
 Agency Name: [The Paular Agency](#)
 Agency Status: Active as of 7/7/2022
 Reason for Status Change: Referred to another program
 Agency Enrollment Date: 4/4/2019
 Referral:
 Client ID1:
 Client ID2:
 Client ID3:
 Client ID4:
 Agency User Field 1:
 Agency User Field 2:

Enrolled at

Agency Name	Agency Status
The Paular Agency	Active as of 7/7/2022

Enrollment Status History at The Paular Agency

Status as of Date	Enrollment Status	Last Edit Date & Time	Enrollment Date
7/7/2022	Active	12/01/2022 09:17:03 AM	4/4/2019
1/1/2022	Disenrolled	12/01/2022 09:16:35 AM	4/4/2019
1/1/2022	Active	12/01/2022 09:16:19 AM	4/4/2019
6/20/2020	Inactive	07/01/2020 11:40:50 AM	4/4/2019
6/20/2020	Disenrolled	07/01/2020 09:10:30 AM	4/4/2019

Please note: Re-run your RSR if data were updated

The Paular Agency

Ryan White HIV/AIDS Services (RSR) Export (2023)

Agency or Administrative Agency The Paular Agency

Reporting Period 1/1/2023 - 12/31/2023

From **To**

ARIES ID

RSR Validation Report

Include Medical Data Yes

Sort By Client

Data Elements All Elements

Report >

Cancel

Export the RSR

Results

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

RSR Export

Summary

Exports the Ryan White HIV/AIDS Services to an XML file (for 2023)

Provider Name: The Paular Agency

Report Period: 1/1/2023 - 12/31/2023

Number of clients: 5

Number of HIV-Positive clients with Outpatient/Ambulatory Health Services: 4

New and Continuing Clients	Number of Clients	% of Total
(RSR ID: 76 & 77) New or Continuing clients based on services. Percent will not add to 100%		
New Clients	2	40.00%
Continuing Clients	3	60.00%
Continuing Clients with Services in the Previous Year	3	60.00%

Vital Status	Number of Clients	% of Total
(RSR ID: 2) The client's vital status at the end of the reporting period.		
Alive	5	100.00%



How to obtain data in ARIES for the RSR Provider Report

- Clients by ZIP
- Opioid-use Treatment
- HIV Counseling & Testing (HC&T)

Provider Report: Clients by ZIP Code

Clients by ZIP Code

Report the number of clients served by the client's ZIP Code of residence. Providers may manually enter the data or upload a file (refer to the Clients by ZIP Code template file) that contains two fields:

- The ZIP Code of residence.
- The number of clients residing in that ZIP Code who received services that were funded using RWHAP and/or RWHAP-related funding (program income or pharmaceutical rebates).

It is possible that residence information may not be available for some clients. Special instructions cover the following groups:

- **Clients who change residential ZIP Codes during the reporting period:** Report the client's most recent ZIP Code on file.
- **Clients experiencing homelessness:** Although many clients experiencing homelessness live doubled up or in shelters, transitional housing, or other fixed locations, others—especially those living on the street—do not know or will not share an exact location. When a ZIP Code location is unavailable or the location offered is questionable, providers should use the service location ZIP Code as a proxy.
- **Unknown ZIP Code:** For the small number of patients for whom residence is not known or for whom a proxy is not available, report the client's ZIP Code as "99999" to indicate that the residence is unknown.

Clients by ZIP Code

Enter by hand on screen, or upload a file (see [Clients by ZIP Code template file](#)) that contains two fields: the zip code of residence and the number of clients residing in that zip code who received services that were funded using RWHAP and/or RWHAP-related funding (Program Income and Pharmaceutical Rebates). You can re-upload a file if there are any issues with the previous submission; the values will be over-written. You can also edit the values on screen.

File to Upload: No file chosen

Zip Code	Count of Clients	Action
<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>
<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>
<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>
<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>
<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>
<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>
<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>
<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>
<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>
<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>

Scroll down to Clients Served by Zip Code table; enter data in Provider Report

Results

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

RSR Export

Summary

Exports the Ryan White HIV/AIDS Services to an XML file (for 2023)

Provider Name: The Paular Agency

Report Period: 1/1/2023 - 12/31/2023

Number of clients: 5

Number of HIV-Positive clients with Outpatient/Ambulatory Health Services: 4

Scroll down

Clients Served by Zip Code

Number of Clients

% of Total

Zip Code is not included in the RSR Client Level XML file. The data below is provided to assist agencies with completing their RSR Subcontractor (Provider) Report.

Zip Code	Number of Clients	% of Total
12345	5	3.52%
50505	1	0.70%
55555	4	2.82%
66666	4	2.82%
67890	4	2.82%
70707	1	0.70%
90001	1	0.70%
91202	1	0.70%
94010	1	0.70%
94101	2	1.41%
94102	39	27.46%
94103	9	6.34%
94105	2	1.41%
94108	1	0.70%
94109	2	1.41%
94110	3	2.11%
94111	2	1.41%

RSR Provider Report

Clients by ZIP Code

Enter by hand on screen, or upload a file (see Clients by ZIP Code template file) that contains two fields: the zip code of residence and the number of clients residing in that zip code who received services that were funded using RWHAP and/or RWHAP-related funding (Program Income and Pharmaceutical Rebates). You can re-upload a file if there are any issues with the previous submission; the values will be over-written. You can also edit the values on screen.

File to Upload:

Choose File No file chosen

Upload File Cancel

Zip Code	Count of Clients	Action
<input type="text"/>	<input type="text"/>	Delete
<input type="text"/>	<input type="text"/>	Delete
<input type="text"/>	<input type="text"/>	Delete
<input type="text"/>	<input type="text"/>	Delete
<input type="text"/>	<input type="text"/>	Delete
<input type="text"/>	<input type="text"/>	Delete
<input type="text"/>	<input type="text"/>	Delete
<input type="text"/>	<input type="text"/>	Delete
<input type="text"/>	<input type="text"/>	Delete
<input type="text"/>	<input type="text"/>	Delete

Add Row

Cancel

Save

Or, you can upload your ZIP Code of Residence data

The screenshot shows a web browser window with the title "Clients by ZIP Code". Below the title is a note: "Note: Any changes made to this page must be saved before proceeding to the next page." The main text instructs the user to enter data by hand or upload a file (a link to a "Clients by ZIP Code template file" is circled in red). Below this is a "File to Upload:" section with a "Choose File" button and the text "No file chosen". Below that is an "Upload File" button (circled in red) and a "Cancel" button. At the bottom, there is a table with three columns: "ZIP Code", "Count of Clients", and "Action". The "Action" column contains a "Delete" button.

ZIP Code	Count of Clients	Action
<input type="text"/>	<input type="text"/>	Delete

For further details, please see the RSR Instruction Manual (linked later in this presentation)

Provider Report: Opioid-use Treatment

Opioid-Use Treatment

For questions 4 and 5 (see Figure 19), providers should report information on all providers in the unit or subunit of their organization that are funded to provide RWHAP services (regardless of whether that unit or subunit is specifically funded to provide MAT through RWHAP).

For question 6, providers should report all RWHAP-eligible clients who were treated with MAT during the reporting period in the unit or subunit of their organization funded to provide RWHAP services.

- 4. Within your organization/agency, identify the number of physicians, nurse practitioners, or physician assistants who obtained a Drug Addiction Treatment Act of 2000 (DATA) waiver to treat opioid use disorder with medications (medication assisted treatment [MAT], e.g. buprenorphine, naltrexone) specifically approved by the U.S. Food and Drug Administration (FDA):

- 5. How many of the above physicians, nurse practitioners, or physician assistants prescribed MAT (e.g. buprenorphine, naltrexone) for opioid use disorders in the reporting period?

- 6. How many RWHAP eligible clients were treated with MAT during the reporting period?

Run the report: “RSR Provider Report for 2023 – Clients on MAT – Summary” in ARIES

Management Reports

[RSR Provider Report for 2023 - Clients on MAT - Client List](#) MUST use these Filters: Service Line Item Date Filter: 1/1/2023 - 12/31/2023 Other Medications Start Date Filter: Before 12/31/2023

[RSR Provider Report for 2023 - Clients on MAT - Summary](#) MUST use these Filters: Service Line Item Date Filter: 1/1/2023 - 12/31/2023 Other Medications Start Date Filter: Before 12/31/2023

Report Filter Values

RSR Provider Report for 2023 - Clients on MAT - Summary

Service Line Item Service Date: Between 1/1/2023 & 12/31/2023

Other Medication Start Date: Before 12/31/2023 & []

Display: 1000 results Display print format

Report > **Export**

RSR Provider Report for 2023 - Clients on MAT - Summary

MAT for 2023 RSR Provider Report		MAT
Number of Clients on MAT in 2023		14

6) How many RWHAP clients were treated with MAT during the reporting period? Enter the number of clients treated. Enter zero if no clients were treated.

Run the report: “RSR Provider Report for 2023 – Clients on MAT – Client List” in ARIES

Management Reports

RSR Provider Report for 2023 - Clients on MAT - Client List	MUST use these Filters: Service Line Item Date Filter: 1/1/2023 - 12/31/2023 Other Medications Start Date Filter: Before 12/31/2023
RSR Provider Report for 2023 - Clients on MAT - Summary	MUST use these Filters: Service Line Item Date Filter: 1/1/2023 - 12/31/2023 Other Medications Start Date Filter: Before 12/31/2023

Report Filter Values

RSR Provider Report for 2023 - Clients on MAT - Client List

Service Line Item Service Date Between 1/1/2023 & 12/31/2023

Other Medication Start Date Before 12/31/2023 &

Display 1000 results Display print format

Report > **Export**

- MAT Job Aid: <https://projectaries.org/wp-content/uploads/2021/12/2021-MAT-report-1.pdf>

Provider Report: HC&T Information

HC&T Information

If your agency used RWHAP funding to provide HIV Counseling and Testing (HC&T) services during the given reporting period, complete this section. Report ALL individuals who received the service at your agency during the reporting period, regardless of funding source. Complete this section if RWHAP funds are only used for staff salaries.



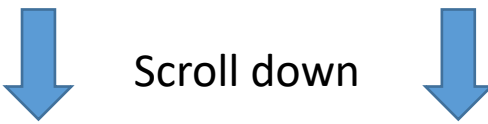
If you provide HC&T services as part of your EIIHA activities or under EIS for RWHAP Parts A, B, and C, report your HC&T data in this section.

- 8) **Did your organization use RWHAP funds to provide HIV Counseling and Testing services during the reporting period?** Indicate "Yes" or "No."
- 9) **Number of individuals tested for HIV:** Indicate the number of people tested using an FDA-approved test during the reporting period.
- 10) **Of those tested (#9 above), number who tested NEGATIVE:** Indicate the number who tested NEGATIVE for HIV during the reporting period.
- 11) **Of those tested (#9 above), number who tested POSITIVE:** Of the total number tested, indicate how many tested positive for HIV during the reporting period.
- 12) **Of those who tested POSITIVE (#11 above), number referred to HIV medical care:** Of the total number who tested positive for HIV, indicate how many were referred to HIV medical care.



Open the “HIV Counseling & Testing Summary” report in ARIES

Management Reports



[HIV Counseling & Testing Summary](#)

This report lists ARIES and ACE clients tested during a date range, with 1's and 0's indicating test result and post-test counseling status. Import into the Excel template "Counseling & Testing Summary" to see results.

Select filters; click Export

Report Filter Values
HIV Counseling & Testing Summary

HIV Test ACE Test Date Between ▾ 1/1/2023 📅 & 12/31/2023 📅

Display 9999 **results** Display print format

Report > Export

Save in .csv format; download the data

Export Results: HIV Counseling & Testing Summary

Export Format

Text, comma-separated ▼

Export

Export Results: HIV Counseling & Testing Summary

Export Format

Text, comma-separated ▼


Export

Please click the Download button to save the file to your computer. Then open it with your application. If you used the Table option, there will be a separate button for each table within your report, and you must download each table separately.

ReportResultsExport_ReportResults_820580514747.csv

Download

Open .csv file; copy data

	A	B	C	D	E	F	G	H	I	J
1	ARIES ID	ACE ID	Tested Ne	Tested Ne	Tested Po	Tested Po	Tested Po	Positive AND	Referred to Care	
2	0	X00001	1	1	0	0	0			
3		X00002	1	1	0	0	0			
4		X00003	1	1	0	0	0			
5		X00004	1	1	0	0	0			
6		X00005	1	1	0	0	0			
7		X00006	1	1	0	0	0			
8		X00007	1	1	0	0	0			
9		X00008	1	1	0	0	0			
10		X00009	1	1	0	0	0			
11		X00010	0	0	1	1	1			
12		X00011	1	1	0	0	0			
13		X00012	1	1	0	0	0			
14		X00013	1	1	0	0	0			
15		X00014	0	0	1	1	0			
16										
17										



Open Excel template file “Counseling & Testing Summary.xlsx”

To obtain:
 ARIES Help Desk
aries@cdph.ca.gov



Counseling & Testing Summary.xlsx

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	HIV Counseling & Testing Summary													
2														
3														
4	9. Number of individuals tested for HIV													0
5	<i>Indicate the number of people tested using an FDA-approved test during the reporting period</i>													
6														
7	10. Of those tested (#9 above), number that tested NEGATIVE													0
8	<i>The number that tested NEGATIVE for HIV during the reporting period</i>													
9														
10	11. Of those tested (#9 above), number that tested POSITIVE													0
11	<i>Of the total number tested, indicate how many tested POSITIVE during the reporting period</i>													
12														
13	12. Of those who tested POSITIVE (#11 above), number referred to HIV medical care													0
14	<i>Of the total number who tested positive for HIV, indicate how many were referred to HIV medical care</i>													
15														
16														
17														
18	<u>INSTRUCTIONS:</u>													
19														

Go to Data tab; paste data from .csv file

	A	B	C	D	E	F	G	H
1	PASTE HERE							
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								

	A	B	C	D	E	F	G	H
1	ARIES ID	ACE ID	Tested Negat	Tested Negat	Tested Positi	Tested Positi	Tested Positive AND Re	
2		0 X00001	1	1	0	0	0	
3		X00002	1	1	0	0	0	
4		X00003	1	1	0	0	0	
5		X00004	1	1	0	0	0	
6		X00005	1	1	0	0	0	
7		X00006	1	1	0	0	0	
8		X00007	1	1	0	0	0	
9		X00008	1	1	0	0	0	
10		X00009	1	1	0	0	0	
11		X00010	0	0	1	1	1	
12		X00011	1	1	0	0	0	
13		X00012	1	1	0	0	0	
14		X00013	1	1	0	0	0	
15		X00014	0	0	1	1	0	
16								
17								
18								

Instructions and Results **Data**

Instructions and Results **Data**

Go to Instructions and Results tab; data calculates

HIV Counseling & Testing Summary	
9. Number of individuals tested for HIV	14
<i>Indicate the number of people tested using an FDA-approved test during the reporting period</i>	
10. Of those tested (#9 above), number that tested NEGATIVE	12
<i>The number that tested NEGATIVE for HIV during the reporting period</i>	
11. Of those tested (#9 above), number that tested POSITIVE	2
<i>Of the total number tested, indicate how many tested POSITIVE during the reporting period</i>	
12. Of those who tested POSITIVE (#11 above), number referred to HIV medical care	1
<i>Of the total number who tested positive for HIV, indicate how many were referred to HIV medical care</i>	

INSTRUCTIONS:

Instructions and Results Data

Enter data from Excel template into Provider Report

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	HIV Counseling & Testing Summary													
2														
3														
4	9. Number of individuals tested for HIV													14
5	<i>Indicate the number of people tested using an FDA-approved test during the reporting period</i>													
6														
7	10. Of those tested (#9 above), number that tested NEGATIVE													12
8	<i>The number that tested NEGATIVE for HIV during the reporting period</i>													
9														
10	11. Of those tested (#9 above), number that tested POSITIVE													2
11	<i>Of the total number tested, indicate how many tested POSITIVE during the reporting period</i>													
12														
13	12. Of those who tested POSITIVE (#11 above), number referred to HIV medical care													1
14	<i>Of the total number who tested positive for HIV, indicate how many were referred to HIV medical care</i>													
15														
16														
17														
18	INSTRUCTIONS:													
19														

HC&T Information

If your agency used RWHAP funding to provide HIV Counseling and Testing (HC&T) services during the given reporting period, complete this section. Report ALL individuals who received the service at your agency during the reporting period, regardless of funding source. Complete this section if RWHAP funds are only used for staff salaries.



If you provide HC&T services as part of your EIIHA activities or under EIS for RWHAP Parts A, B, and C, report your HC&T data in this section.

- 8) **Did your organization use RWHAP funds to provide HIV Counseling and Testing services during the reporting period?** Indicate "Yes" or "No."
- 9) **Number of individuals tested for HIV:** Indicate the number of people tested using an FDA-approved test during the reporting period.
- 10) **Of those tested (#9 above), number who tested NEGATIVE:** Indicate the number who tested NEGATIVE for HIV during the reporting period.
- 11) **Of those tested (#9 above), number who tested POSITIVE:** Of the total number tested, indicate how many tested positive for HIV during the reporting period.
- 12) **Of those who tested POSITIVE (#11 above), number referred to HIV medical care:** Of the total number who tested positive for HIV, indicate how many were referred to HIV medical care.

Instructions and Results

Data



HRSA Electronic Handbook (EHB) Tips

- RSR Web System Access
- Uploads
- RSR submission, review, acceptance

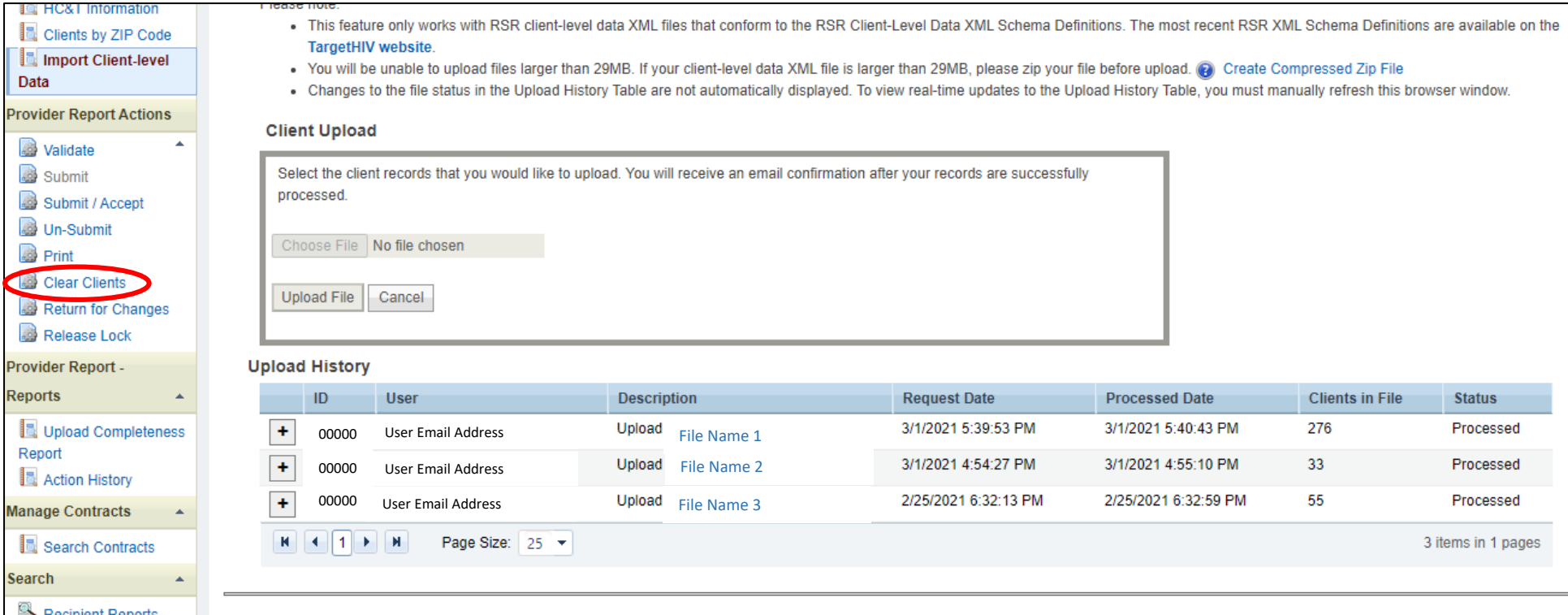


Accessing the RSR Web System in the HRSA EHB

- Accessing the RSR Web System differs depending on type of agency; please see the 2023 RSR Manual:
https://targethiv.org/sites/default/files/media/documents/2023-10/2023_RSR_Manual.pdf
 - **Providers** who are **also RWHAP Recipients** – receive RWHAP or EHE awards directly from HRSA; see page 31
 - **Provider-only** agencies – do not receive funding directly from HRSA; see page 33
- New two-factor authentication login process. For details, please see the EHB Wiki Help page at:
<https://help.hrsa.gov/display/public/EHBSKBFG/EHBs+Login+Process+Overview+for+External+User>

EHB Tips: Uploads

- If you need to re-upload your data to fix an issue from the initial upload, don't forget to clear data from your initial uploaded files first



The screenshot displays the EHB system interface. On the left sidebar, under 'Provider Report Actions', the 'Clear Clients' option is highlighted with a red circle. The main content area shows the 'Client Upload' section, which includes a text box with instructions: 'Select the client records that you would like to upload. You will receive an email confirmation after your records are successfully processed.' Below this text box are buttons for 'Choose File', 'Upload File', and 'Cancel'. The 'Choose File' button is currently disabled and shows 'No file chosen'. Below the 'Client Upload' section is the 'Upload History' table, which lists previous uploads with columns for ID, User, Description, Request Date, Processed Date, Clients in File, and Status.

ID	User	Description	Request Date	Processed Date	Clients in File	Status
+ 00000	User Email Address	Upload File Name 1	3/1/2021 5:39:53 PM	3/1/2021 5:40:43 PM	276	Processed
+ 00000	User Email Address	Upload File Name 2	3/1/2021 4:54:27 PM	3/1/2021 4:55:10 PM	33	Processed
+ 00000	User Email Address	Upload File Name 3	2/25/2021 6:32:13 PM	2/25/2021 6:32:59 PM	55	Processed

Page Size: 25 | 3 items in 1 pages

EHB Tips: RSR Submission, Review, and Acceptance

- If you are responsible for reviewing and accepting other providers' RSRs, leave a detailed comment when accepting. Note who you are reviewing and accepting for

The screenshot shows the 'Electronic Handbooks' interface for 'RSR Provider Report - Accept Report'. The top navigation bar includes 'Tasks', 'Organizations', 'Grants', 'Dashboards', 'Free Clinics', 'FQHC-LALs', and 'Resources'. The main content area displays the following details:

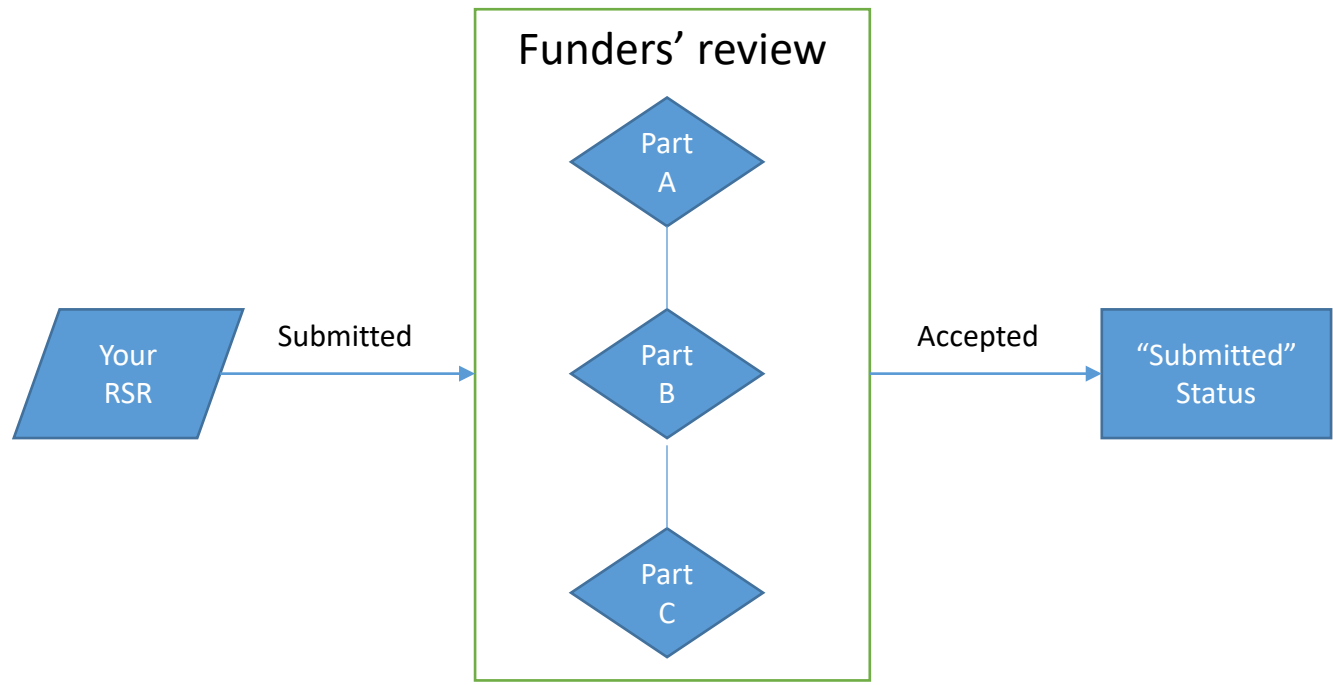
Report ID: 000000	Status: Review	Due Date: 3/29/2021 6:00:00 PM
Report Period: 2020 Annual	Last Modified Date: 3/18/2021 2:29:06 PM	Last Modified By: Person's Name
Access Mode: ReadOnly	Client Count (unique combination of provider and eUCI): 643	Locked By: Person's Name

Below the details, there is a section for 'Comments' with a text area containing the text: 'Chris Kent, Specialist at Office of AIDS, has reviewed for Part B'. The interface also includes a 'Provider Report Actions' sidebar with options like 'Validate', 'Submit', 'Submit / Accept', 'Un-Submit', and 'Print'.



EHB Tips: RSR Submission, Review, and Acceptance

- Remember: After submitting your RSR, all of your funders will need to review your report in order to get it into “Submitted” status.
 - Example: If you are funded by Part C, Part A, and Part B, all 3 funders must review and accept your RSR report:





Timeline and resources

- Key dates and deadlines
- RSR technical assistance grid
- Additional resources

Key Dates and Deadlines

Date	Recipients	Subrecipients/Providers
January 5, 2024	The 2023 RSR is available in ARIES for users to access.	
January 31, 2024 11 AM to 12 PM (PST)	HAB will present step-by-step instructions on completing the 2023 RSR Provider Report in the RSR Web System. Visit: https://targethiv.org/category/event-type/trainingtechnical-assistance-event	
February 5, 2024	All RSR Recipient Reports must be in "Certified" status. After this deadline, Recipients must contact Ryan White Data Support to certify or to make changes to their RSR Recipient Reports.	The RSR Web System opens for providers to begin work on their RSR Provider Reports and upload their Client-level Data Reports (XML files).
February 7, 2024 11 AM to 12 PM (PST)	HAB will present a demonstration of various reports available in the RSR Web System at upload to check and improve data quality for the 2023 RSR submission. Visit: https://targethiv.org/category/event-type/trainingtechnical-assistance-event	
March 4, 2024		Unless your Recipient provides an earlier deadline, this is the target deadline for the submission of all RSR Provider Reports and Client-Level Data Reports. RSR Provider Reports must be in "Review" or "Submitted" status.
March 18, 2024	Last day for Recipients to return RSR Provider Reports and Client-Level Data Reports to providers for changes or corrections.	
March 25, 2024	All RSRs must be in "Submitted" status by 3 PM (PST).	


RSR Technical Assistance Grid

Resource	If you are contact when you need assistance with...
Ryan White Data Support 1-888-640-9356 ryanwhitedatasupport@wrma.com	A Ryan White HIV/AIDS Program recipient, subrecipient, or provider (any Part)	<ul style="list-style-type: none"> Obtaining your agency registration code Interpreting the 2023 RSR Instruction Manual and HAB's reporting requirements Understanding specific data validation checks Completing the RSR Recipient or Provider Reports Checking the status of your RSR in the EHB
EHBs Customer Support Center 1-877-464-4772 www.hrsa.gov/about/contact/ehbhelp.aspx	A Ryan White HIV/AIDS Program recipient, subrecipient, or provider (any Part)	<ul style="list-style-type: none"> Creating an account for the RSR Web System Logging into the RSR Web System Navigating and using the RSR Web System Uploading the XML file to the RSR Web System
ARIES Help Desk aries@cdph.ca.gov	An ARIES user	<ul style="list-style-type: none"> Generating your RSR in ARIES Using the RSR Validation Report or Completeness Rates Report in ARIES Exporting your XML file from ARIES Creating RHWAP-Related Funded contracts
HIV Care Program Advisors Contact your assigned advisor at the State Office of AIDS	HIV Care Program (Part B) subrecipients or providers only	<ul style="list-style-type: none"> Obtaining your agency registration code Checking the status of your RSR in the EHB
TargetHIV www.targethiv.org Click on Library > Data Reporting > RSR	A Ryan White HIV/AIDS Program recipient, subrecipient, or provider (any Part)	<ul style="list-style-type: none"> Accessing the 2023 RSR Instruction Manual, data definitions, important notices, dates to remember



Additional Resources

- RSR Instruction Manual: <https://targethiv.org/library/rsr-manual>
- ARIES Newsletter:
 - <https://projectaries.org/wp-content/uploads/2024/01/ARIESAdvisorNewsletter2024-01.pdf>
 - Or available on the ARIES login screen
- Projectaries: www.projectaries.org



HIV Care Connect (HCC) – Fall 2023!

- The ARIES system will be replaced with a new and improved system, HIV Care Connect (HCC), in April 2024.
- Continue to use ARIES. You will receive detailed instructions on how to migrate to the new system and stop using ARIES.
- Training for users will be provided in early Spring 2024 to prepare them to successfully navigate and utilize the new system.
- OA will provide regular updates on our progress in designing the new system. These Data System Notices will be e-mailed to ARIES end users and posted at: www.cdph.ca.gov/programs/cid/doa/pages/oa_hiv_data_systems.aspx
- Your Agency will receive communications directly from the State Office of AIDS, and/or your grant recipient, related to agency set up in the new system, data migration, training, and other activities.
- To see a first look of HCC: <https://vimeo.com/860309596>



Thank you!





Acknowledgements

- HIV Care Branch
- Care Evaluation and Monitoring Section
- Dave Ranck





Questions?

