

RYAN WHITE HIV/AIDS PROGRAM SERVICES REPORT (RSR) RECIPIENT ROLES AND RESPONSIBILITIES

| Activity | Key Steps | Resources |
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| New Staff Orientation | <ul style="list-style-type: none"> Clarify your role and ensure that you have the correct permissions in EHB Download the RSR Recipient Report from the previous year to understand what was reported; you can download Provider Reports as well Review all resources on the Roadmap: New to the RSR webpage on TargetHIV Contact the DISQ Team and Ryan White Data Support to help get you started | <ul style="list-style-type: none"> RoadMap: New to the RSR RSR Technical Assistance Brochure RSR Listserv |
| General RSR Preparation Steps | <ul style="list-style-type: none"> Make sure that everyone who has a role is registered in EHB with correct permissions Provide guidance to your funded providers regarding expectations for the RSR Establish local timeline to establish earlier deadlines if desired Coordinate with multiply funded providers (if applicable) Review client-level data throughout the year (at least biannually) Download RSR materials and register for webinars | <ul style="list-style-type: none"> Overview of HRSA's Electronic Handbooks for Recipients RSR Timeline Data Webinar Calendar TargetHIV RSR Resources |
| Grantee Contract Management System (GCMS) | <ul style="list-style-type: none"> Update contract information as needed for RSR (assumes information already entered for Program Terms Report/Allocations) | <ul style="list-style-type: none"> GCMS Instruction Manual Completing the Grantee Contract Management System (GCMS) |
| Recipient Report | <ul style="list-style-type: none"> Enter required information Reconcile with GCMS as needed Certify report by deadline | <ul style="list-style-type: none"> RSR Instruction Manual How to Complete the Recipient Report Using GCMS RSR Timeline |
| Provider Report | <ul style="list-style-type: none"> Provide timeline, training and any needed guidance to providers Coordinates with other recipients as needed for multiply funded providers Support providers in completing the Provider Report Review and accept Provider Report(s) | <ul style="list-style-type: none"> RSR Instruction Manual Completing the RSR Provider Report RSR Timeline |
| *Client-Level Data File | <ul style="list-style-type: none"> Review validations and Upload Completeness Report Provide guidance to providers as needed Assist with updating file as needed | <ul style="list-style-type: none"> RSR Instruction Manual Creating the RSR Client-Level Data File Reviewing Your Data at Upload: Tools within the RSR Web System |

*The client-level data file is uploaded into the Provider Report. Completion of the Provider Report entails review of the client-level data file.

