

RSR in Focus

Software Options for Creating the Client-Level Data File

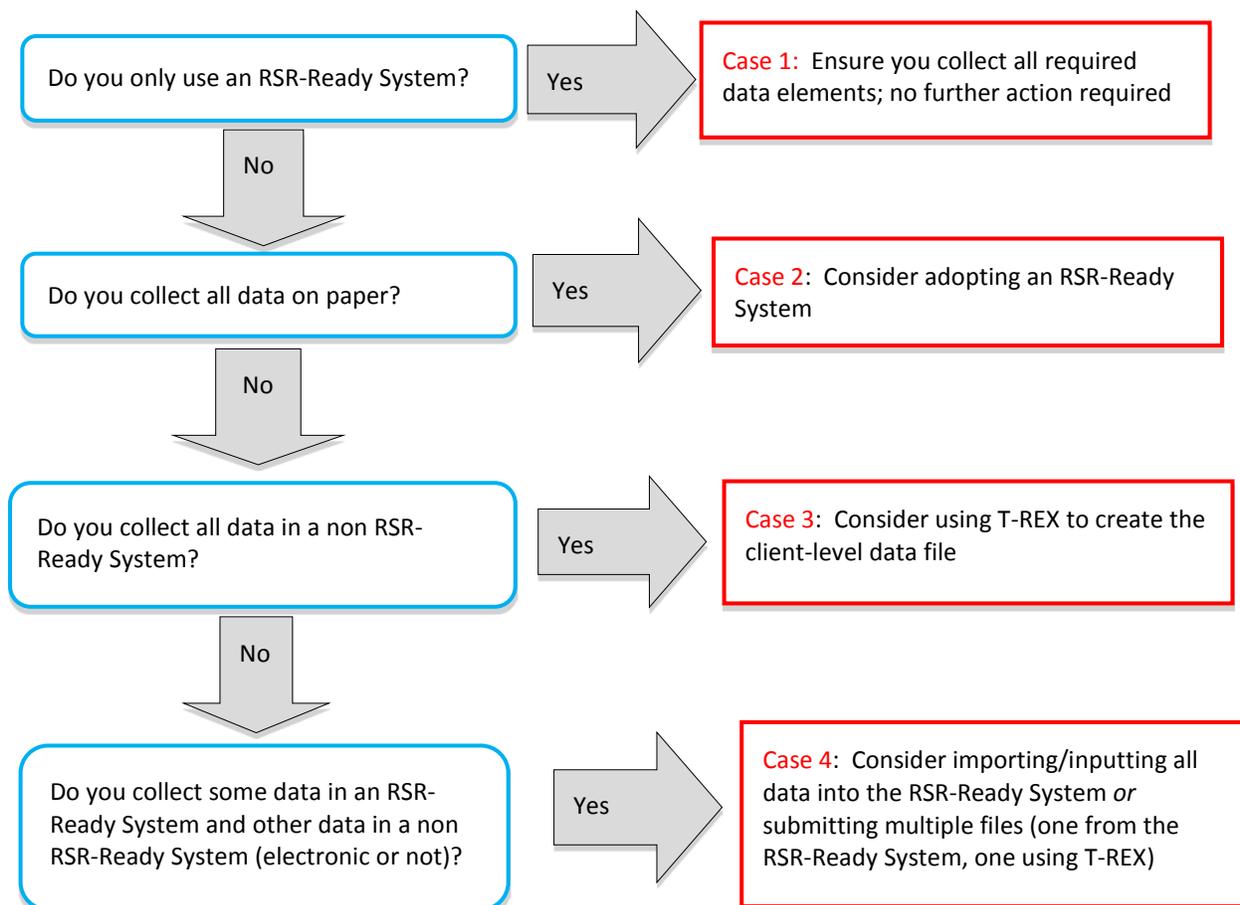
As part of the Ryan White Services Report (RSR), you are required to submit de-identified client-level demographic, service, and clinical data. Rather than filling out an online form (as with the Grantee Report and the Provider Report), you must upload these data in an electronic file, with a record for each client, in a specific XML (eXtensible Markup Language) format. Each client record must be assigned an encrypted Unique Client Identifier (eUCI).

What Are My Options for Creating the Client-Level Data File?

Many of you *already* use data systems that capture the required data elements and export these data along with eUCIs in the correct XML format. The following are “RSR-Ready Systems”:

- | | | |
|---|---|---|
| <ul style="list-style-type: none"> • AIRS • ARIES • CAREWare • CaseWatch • Millennium • CHAMP | <ul style="list-style-type: none"> • eClinicalWorks • eCOMPAS • eShare • LabTracker | <ul style="list-style-type: none"> • Provide Enterprise • Sage • SCOUT • SuccessEHS |
|---|---|---|

If you do not use one of these systems, you have several options. Use the below decision tree to determine which case best describes your situation.



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What Does Each Option Entail?

Now that you have identified *which* case applies to you, you can assess what you need to do to submit de-identified client-level data.

Case 1: If you only use an RSR-Ready System, make sure that you are entering the necessary data correctly into the system. The steps for generating the client-level data file depend on the RSR-Ready System you use; learn where to obtain information on generating the file from the TARGET Center website: <http://www.careacttarget.org/content/vendor-status-and-contact-information-0>.

Case 2: If you do not currently collect any data electronically, consider adopting an RSR-Ready System. HAB offers CAREWare and CAREWare Lite free of charge. They are available for download at: <http://hab.hrsa.gov/careware/>.

Case 3: If you capture the RSR client-level data elements in non RSR-Ready System(s), you have two options. Although both of the below options require some programming resources the second requires more expertise.

- Use T-REX, an Access database that converts your data into the correct XML format once populated. You'll need to export the required RSR data element from your system – e.g., in an Excel or Access database – then, copy and paste these data into T-REX's tables. Download T-REX and user guide here: <https://performance.hrsa.gov/HAB/RSRFiles/>.
- Build your own client-level data file export function. Make sure you follow the requirements defined by the XML schema and use the eUCI Application, which creates and encrypts the UCI from data elements in your system. Download the schema and application here: <https://performance.hrsa.gov/HAB/RSRFiles/>.

Case 4: If you collect some data in an RSR-Ready System (e.g., case management in CAREWare) and other data in a non RSR-Ready System (e.g., clinical data in Epic or in paper charts), you have several options:

- You can manually input all data into the RSR-Ready System and create one client-level data file from that system. This might be the only feasible option for providers with data entry resources and no programming resources.
- If you have programming resources, you may save time in the long run by electronically importing data into the RSR-Ready System (as opposed to manual data entry). The Provider Data Import (PDI) can help you map data from your existing system to CAREWare: <http://hab.hrsa.gov/manageyourgrant/careware/habpdiusersmanual.pdf>. Other providers are building “bridges” from their Electronic Medical Records (EMRs) to RSR-Ready Systems. To determine if these bridges are applicable to you, contact us at: Data.TA@caiglobal.org.
- You can also submit multiple files – one generated from the RSR-Ready System and one from your other system. HAB will merge client records in these files based on the eUCI upon upload. You can use T-REX to generate the file from the non RSR-Ready System.

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What Are My Next Steps?

The five basic steps needed to successfully upload de-identified client-level data in the XML format are summarized below. As shown by check boxes in the table, for many of you, your existing software will handle many of these steps. In some cases, you will need to conduct additional activities, as indicated in the final column of the table. Details on each step are described below the table.

	Add Fields	Collect Data	Create eUCI	Generate XML	Test Upload	Additional Activities
Case 1: Use RSR-Ready System	✓	<input type="checkbox"/>	✓	✓	✓	
Case 2: Adopt RSR-Ready System	✓	<input type="checkbox"/>	✓	✓	✓	Train staff on new system
Case 3: Use RSR-Ready and non RSR-Ready System						
Input data manually	✓	<input type="checkbox"/>	✓	✓	✓	Input data manually
Import data electronically	✓	<input type="checkbox"/>	✓	✓	✓	Build import function
Submit multiple files	✓	<input type="checkbox"/>	✓	✓	✓	Import data into T-REX
Case 4: Use non RSR-Ready System only						
Use T-REX	<input type="checkbox"/>	<input type="checkbox"/>	✓	✓	✓	Import data into T-REX
Create your own export function	<input type="checkbox"/>					

Step 1: Add fields. To ensure you can capture all required RSR client-level data elements, you may need to incorporate additional data elements into your client intake process or your data collection system. To understand which data elements are required for the RSR, go to the TARGET Center website, <http://www.careacttarget.org/rsr.asp> and download: 1) the Instruction Manual and 2) Required Data Elements for the Client Report.

Step 2: Collect all RSR required data elements. For questions about data element definitions or reporting logistics, contact WRMA/CSR via phone (1-888-640-9356) or email (rwdatasupport.wrma@csrincorporated.com).

Step 3: Create the eUCI for each client record. The eUCI converts individually identifiable information, such as name and date of birth, to an encrypted string of letters and numbers.

Step 4: Convert data elements to the correct XML format. An XML export function must extract de-identified RSR data elements from your database and convert it to the XML file in the correct format.

Step 5: Test the XML upload. If you are not using an RSR-Ready System or T-REX, contact SAIC to conduct a test upload. You should successfully test the XML upload before you submit de-identified client-level data to HAB.