



Building a Healthy Boston

January 5, 2012

Dear Part A Provider,

We are sending you this reminder about the upcoming Ryan White Services Report (RSR) deadline. For the 2011 RSR, all Ryan White funded providers are expected to submit client level data to HRSA.

As a reminder, there are 3 components to the RSR:

- **Grantee Report** – for those of us who get funded **DIRECTLY** by HRSA, including BPHC as the Part A Grantee, DPH as the Part B Grantee, and all directly funded Part C and D providers are also considered Grantees;
- **Service Provider Report** – ALL Ryan White funded providers will need to complete this section of the report with information about your agency and the services you provide;
- **Client Report** – this is where Client Level Data (CLD) gets submitted electronically via xml and with encrypted client identifiers.

In order for BPHC to be able to review (and approve or reject) RSR submissions we are mandating that agencies have their full year report covering January 1 – December 31, 2011 in *review status* no later than **March 5, 2012**.

BPHC staff have been communicating with staff at your agency throughout the fiscal year to learn about your current plan for client level data submission. This includes the type of software or data system you are using to store client demographic information and service utilization data and who is the main RSR contact person at your agency.

Embedded below is a list of documents that will assist you in learning more about what will be included in this year's RSR and what your agency will be responsible for completing. These documents can be accessed through our website at: <http://www.bphc.org/aids>. Please pass on this list to the staff responsible for completing the report. Also included is your **provider registration number**, which is needed to access the RSR portion of HRSA's Web Entry system.

Important attachments in this RSR letter for review:

1. Checklist for Completing the Ryan White HIV/AIDS Services Report
2. **Provider Code Page containing YOUR AGENCY'S UNIQUE 5-DIGIT CODE** & Detailed Instructions on how to log onto the HRSA website
3. Part A Service Category Crosswalk

See page 2 for additional links & resources

*RSR 2011 Submission
Due Date:*

March 5, 2012

*For materials and
instructions see the
BPHC web site at:*

www.bphc.org/aids

*For further info and
assistance, please
refer to the HRSA
websites at:*

<http://careacttarget.org/topics/rsr.asp>

List of online RSR Resources (<http://careacttarget.org/topics/rsr.asp>):

- RSR Reporting Requirements and Timeline (2011-12)
- RSR Data Dictionary
- RSR Instruction Manual 2.1
- RSR Instruction Manual Supplement

For further info and assistance, please refer to the HRSA website at:

<http://www.careacttarget.org/rsr.asp>

We encourage you to contact your specific BPHC Program Coordinator if you have any questions or concerns about your client level data submission.

Sincerely,



Vanessa Sasso, Client Services Director
HIV/AIDS Services Division

CC: Michael Goldrosen, Director, HIV/AIDS Services Division