



RSR input for Client Level Data Reporting

Version 2

Instructions

Ryan White
Part B, Part C, Part D
and
DSHS State Services



**ARIES Version 2.5.9.0
Update**

500 Lovett Blvd Ste 100
Houston TX 77006
713 526 1016

Rev 100131



The report and export may be found under

Reports > Compliance > Ryan White HIV/AIDS Services (RSR) Export

The screenshot shows a web application interface with a navigation menu at the top. The menu includes options: < Back, Home, Find, New, Reports, and Shortcuts. The 'Reports' menu is expanded, showing a list of categories: Client, Services, Finance, Management, Cross Tab Wizard, and Compliance. A blue arrow points to the 'Reports > Compliance' path. Below the menu, a list of reports is displayed. The first item is 'Ryan White HIV/AIDS Services (RSR) Export', which is highlighted by a yellow arrow. Other reports include 'Ryan White HIV/AIDS Program Annual Data Report', 'CARE Act Data Report', 'WICY', 'Ryan White Cross Titles Data Summary', 'HAB Group 1 QM Indicators', and 'HOPWA Reports' with a sub-link 'HOPWA Annual Progress Report'. The browser's address bar at the bottom shows the URL: https://160.42.237.58/ARIES/reports/ComplianceReport.aspx.



The Resource Group

RSR entry for CLD



Technical Assistance

RSR Export - Windows Internet Explorer

https://160.42.237.58/ARIES/agency/RsrExport.aspx?AgencyID=1500000257

File Edit View Favorites Tools Help

Export for 4816 - Texas Children's Hospital

Agency: 4816 - Texas Children's Hospital

Aggregate data for Administrative Agency

Reporting Period: 1/1/2009 - 12/31/2009

From: To:

Report > Cancel

Conta



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RSR entry for CLD



Technical Assistance

RSR Export

RSR Export for 4816 - Texas Children's Hospital

Agency or Administrative Agency: 4816 - Texas Children's Hospital
 Aggregate data for Administrative Agency

Reporting Period: 1/1/2009 - 12/31/2009
 From: [] To: []

Report > **Cancel**

Results

Click Export to download
Export

Summary

Ryan White HIV/AIDS Services (RSR) Summary Report

Provider Name: 4816 - Texas Children's Hospital
 Report Period: 1/1/2009 - 12/31/2009
 Number of clients: 315

View the report below, if it is acceptable, click "Export" to get the Save Screen.

File Download

Do you want to open or save this file?

Name: RsrExport.xml
 Type: XML Document, 696KB
 From: 160.42.237.58

Open **Save** **Cancel**

Files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

Click "Save" to save the export.

Save As

Save in: RSR-CLD

090817AGYRsrExport.xml

My Recent Documents
 Desktop
 My Documents

090817RsrExport.xml
 XML Document

Save **Cancel**

Name it something you can remember

Put the export where you can find it.

Click Save to save it.



RSR entry for CLD



This link should take you to the HRSA website and display the page below:

<https://performance.hrsa.gov/hab/RSR>

Go to the HRSA website
Sign on with the ID you used for the RDR

HRSA HIV/AIDS Bureau

Welcome to the HAB RSR Web Application

Username:

Password: [I forgot my username/password](#)

If you do not have an account, please use the [Registration Form](#).

Select Application:

Warning: HRSA's website. Grantees cannot access the HAB Web Application system through this website. If you are a grantee you must access the HAB Web Application through HRSA's website (www.hrsa.gov).

If you are a provider who receives funding from a Ryan White HIV/AIDS grantee, you may use this system to enter, validate and submit your Ryan White HIV/AIDS Report(s) for the 2009 reporting period. To access the system, enter your **username** and **password** in the text boxes above, then click **'Log In'**. If you forgot your password, or need help logging in, call the HRSA Call Center at **1-877-Go4-HRSA (1-877-464-4772)**.

If you are a provider but do not have a username and password, you must register to create one. You will need your **registration code**. If you wish to register but do not have a registration code, contact your grantee. For more information, contact the Ryan White HIV/AIDS Data Support Line at **1-888-640-9356**.

*****WARNING*** ***WARNING*** ***WARNING*****

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:

- You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, and for any lawful Government purpose, the government may

Be Sure to note
HAB RSR Web Application



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RSR entry for CLD



Technical Assistance

This is your "Inbox"
If you have not done the first task, complete that to "Upload Client Level Data"

U.S. Department of Health and Human Services
HRSA
Health Resources and Services Administration
F-HANDBOOK

Ryan White HIV/AIDS Services Reporting

Provider Report | **Inbox** | Reports | Administration | Logout

Your session will expire in: 29:33

Technical Support | Help | Feedback | Release Notes

Workflow
Inbox
Search
Provider Reports

Logged in as: tmaldape
Role(s): Provider
Logout

Inbox

Task List	Action	Status
Grantee Provider Report	Go Perform Task	Completed? Yes No
Finish Provider Report Data Entry	Go Perform Task	Completed? Yes No
Upload Client-Level Data	Go Perform Task	Completed? Yes No
Validate and Correct Provider Report (if necessary)	Go Perform Task	Completed? Yes No
Submit Provider Report to Grantee(s) for Review	Go Perform Task	Completed? Yes No
Monitor Provider Report through Deadline	Go Perform Task	Completed? Yes No
Modify, Validate and Re-Submit Provider Report (if necessary)	Go Perform Task	Completed? Yes No

Update Task Status Reset

For technical issues or support in using this software application, please contact the HRSA Call Center at 1-877-Go4-HRSA (1-877-464-4772). For questions regarding data content and/or reporting requirements, please contact Data Support at 1-888-640-9356.

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Click here to get the upload screen

Client XML File Upload

This feature only works with RSR Client XML files that conform to the RSR Client-Level Data XML Schema Definition.

The most recent RSR XML Schema Definitions are available at RSR XML Schema Definitions.

S:\ARIES\RSR-CLD\090817AGYrsrExport.xml

Upload File Cancel

Close Window

Click here to get the file you created from ARIES

All the hard work your agency did for the first half of the year will be sent in an aggregate data set to HRSA. Now you need only complete the remaining steps on the HRSA site from the Inbox. You may submit your efforts at any time before the end of August 2009.

Keep this document handy for January 2010. You will need it again.



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RSR entry for CLD



Technical Assistance

Steps to remember:

1. Be sure to Validate your report

ARIES will calculate and aggregate all the client level data, but ARIES will not be able to answer the questions in Section 1 of the RSR. Please fill this out before validating your report.

2. Be sure to submit your report

**Thank you for your efforts
to comply with these
HRSA requirements**



The Resource Group

RSR entry for CLD



Technical Assistance

*Be sure to finish the rest of the items at the **HRSA** website and submit.*

Should you have questions, please contact:

Clay Allison

713 526 1016 x 114 callison@hivresourcegroup.org

or

Carol Carlucci

713 526 1016 x 100 ccarlucci@hivresourcegroup.org

*“Some cause happiness wherever they go,
others whenever they go.”*

-Oscar Wilde