



RWHAP TA Webinar

Indiana State Department of Health

February 19, 2019

11:00 am – 12:00 pm



Indiana State
Department of Health



zoom

- Please enter the agency name and list all participants in the "chat" room

Helpful Hints

- Press esc to exit full screen
- Hover over the top to change "view" options
- Place yourselves on "mute" until you're ready to pose a question or make a comment
- Use the "chat" room to pose questions and make comments
- Meeting will be **recorded** and available for sharing after the meeting



Indiana State
Department of Health

Agenda

- Introductions
- RSR
- Monthly Progress Report
- Announcements
- Q & A
- Next call





RSR Outline

- Review of RSR Process
- What Should You Have Completed By Today?
- What Do You Have Left To Do?
- Key Steps in Completing the Provider Report
- Importing Client-Level Data
- Sneak Peak at March 6th National Webinar
- Questions

Review of the Process for RSR 2018

Subrecipients

- Register in web system
- Review materials and attend webinars
- Review uploaded client-level data
- Make changes as requested by ISDH
- Submit Provider Report

ISDH

- Create and upload client-level data files
- Review Provider Reports and client-level data
- Provide feedback to agencies
- Accept report
- Provide ongoing training and technical assistance



What Should You Have Completed By Today?

- ✓ Submitted January 1-December 31, 2018 excel spreadsheets to ISDH
- ✓ Identified a point person and backup person at your agency for RSR submission
- ✓ Had the point person and backup person register in the RSR Web System if needed
- ✓ Provided the names of the point person and backup person to ISDH

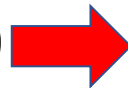
What Should You Have Completed By Today?

- ✓ Reviewed RSR manual
- ✓ Reviewed RSR Basics Webinar
- ✓ Attend the February 6th DART webinar: Completing the RSR Provider Report
- ✓ Registered for the March 6th DART webinar: Reviewing Your Data at Upload
- ✓ Started the Provider Report by February 18, 2019

What Do You Have Left To Do?

- ✓ Attend the March 6th DART webinar: Reviewing Your Data at Upload
- ✓ Review the data file uploaded by ISDH
- ✓ Make any necessary changes to the Provider Report
- ✓ Enter validation comments as needed (ISDH will provide additional guidance regarding this)
- ✓ Submit the Provider Report by March 13th for ISDH review
- ✓ Make any final changes requested by ISDH

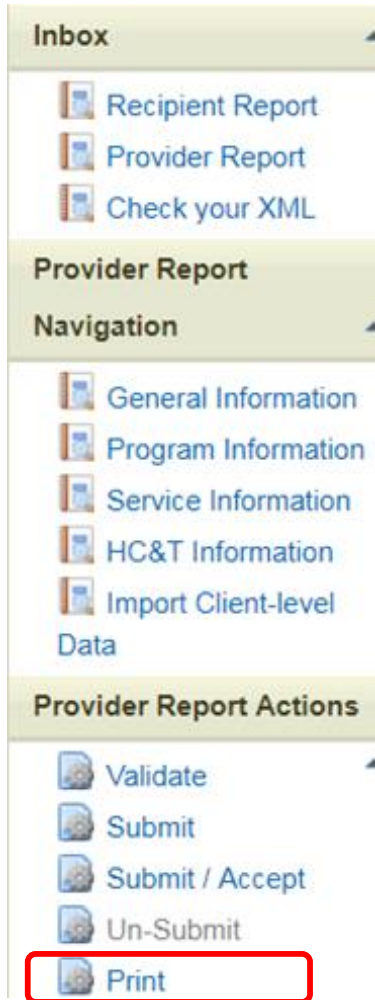
Key Steps in Completing the Provider Report

- Information about your agency and the services that you provide
 - You may need to ask other people at your agency for the information
- Contains five sections:
 - General Information
 - Program Information
 - Service Information
 - HIV Counseling and Testing Information (aggregate data) 
 - Import Client-Level Data

Agencies only
funded for
HIV
Counseling
and Testing
will stop here

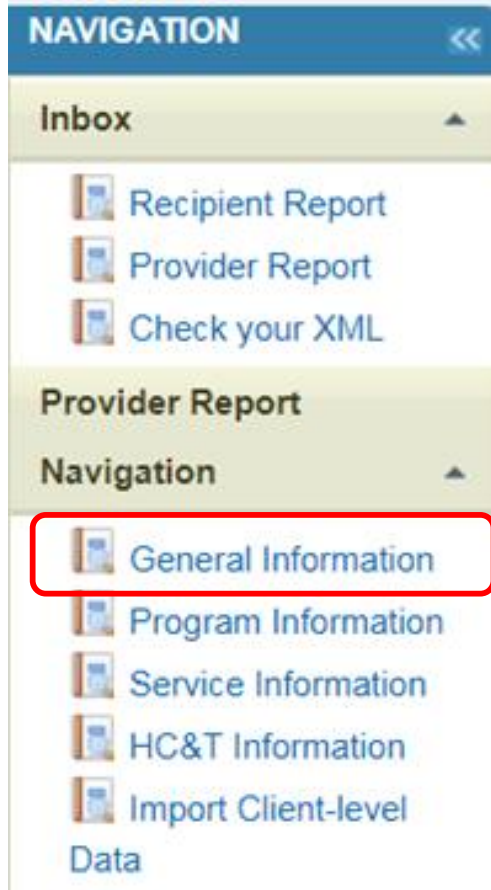


Key Steps in Completing the Provider Report



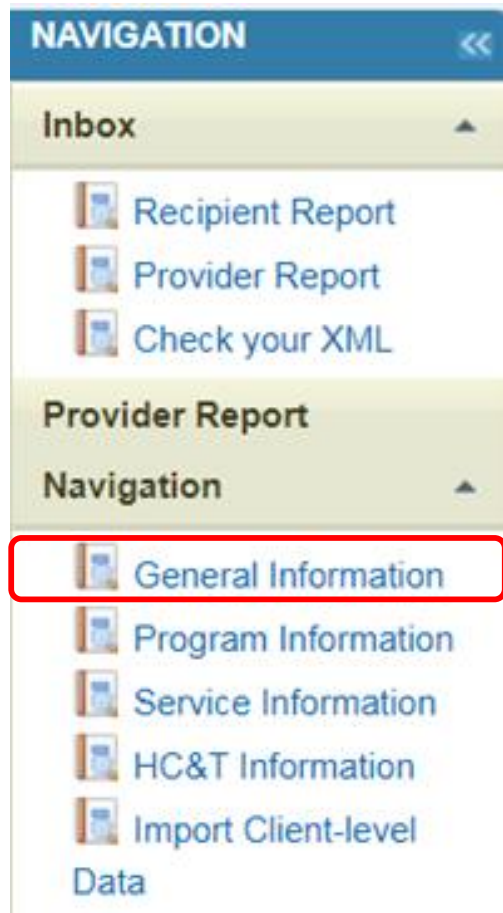
So What's In The Report?

General Information



- Organization Details
 - Organization Name
 - Tax ID/EIN
 - DUNS
 - Mailing Address
- Organizational Contact
 - Name
 - Title
 - Phone Number
 - Email
 - Whether or not primary POC

General Information



- Provider Profile Information
 - Provider Type (Choose from list)
 - Section 330 Funding Received (Yes/No/Unknown)
 - Type of Ownership (Choose from list)
 - Faith-Based Organization (Yes/No)
 - Categories that best describe the agency's racial/ethnic characteristics (Choose from list)
- Service Delivery Sites

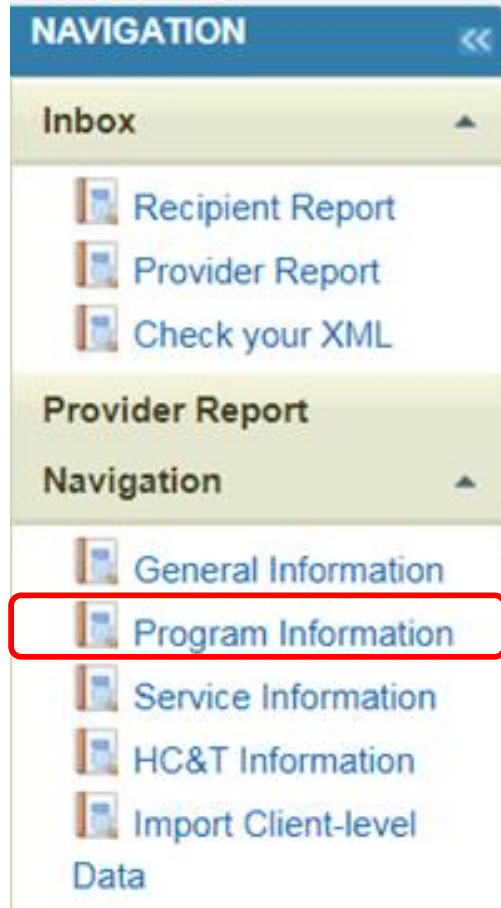
Service Delivery Site Details

Service Delivery Sites						
Name	Address	City	State	Zip	Phone Number	
Health and Happiness Clinic	123 R. White Blvd.	Rockville	MD	28000	(555) 222-3333	
Website URL:						
Hours of Operation: By Appointment						
Services provided at this site: Mental Health Services, Treatment adherence counseling, Health Education/Risk Reduction, Medical Case Management, including Treatment Adherence Services, Psychosocial Support Services, Non-medical Case Management Services, Outpatient/Ambulatory Health Services, Substance Abuse Outpatient Care						

- Data will populate multiple Websites
 - <https://findhivcare.hrsa.gov/>
 - <https://www.hiv.gov/>
- This will help increase client access to Ryan White Program care



Program Information



1. Contact Information of person responsible for this submission
2. Number of paid staff, in full-time equivalents (FTEs), funded by RWHAP during the given reporting period
3. Status of your agency's clinical quality management program for assessing HIV core medical services (choose from list)
4. Funding Source Certification

Program Information

NAVIGATION

Inbox

- Recipient Report
- Provider Report
- Check your XML

Provider Report

Navigation

- General Information
- Program Information**
- Service Information
- HC&T Information
- Import Client-level Data

HRSA Electronic Handbooks

Tasks | Organization | Grants | Fee Checks | FORCE/EX | Subsites

Home | Recently Accessed | What's New | Guide Me

NAVIGATION

RSR Provider Report

Report ID: [redacted] Status: Working Due Date: 3/26/2019 4:00:00 PM

Report Period: 2018 RSR Annual Report Last Modified Date: [redacted] Last Modified By: [redacted]

Access Mode: ReadWrite Client Count: [redacted] Locked By: None

5. 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):

6. 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?

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

Cancel Save

Requires

- Admin Reports
- Admin Tools

Comments

- Add Comments
- View Comments

References

- Merge Rules
- Validation Rules

Performance Measures

- RVQM Index

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

Cancel Save



Service Information

NAVIGATION <<

Inbox ▲

- Recipient Report
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- Check your XML

Provider Report

Navigation ▲

- General Information
- Program Information
- Service Information**
- HC&T Information
- Import Client-level Data

8. Below is a list of all of the Ryan White HIV/AIDS Program services that your organization was funded to provide.

Administrative and Technical Services

Funded	Delivered	Service Category
No records to display.		

Core Medical Services

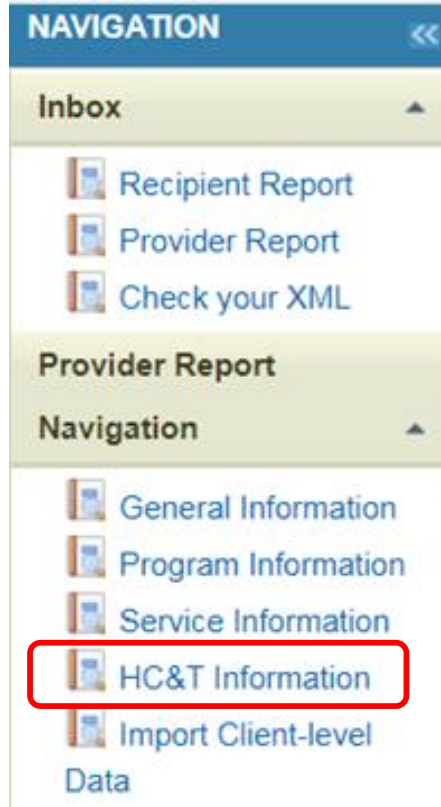
Funded	Delivered	Service Category
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Outpatient/Ambulatory Health Services
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Oral Health Care
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mental Health Services
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Medical Case Management, including Treatment Adherence

Support Services

Funded	Delivered	Service Category
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Non-Medical Case Management Services
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Medical Transportation
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Psychosocial Support Services



HIV Counseling and Testing (HC&T) Information



* 9. Did your organization use Ryan White HIV/AIDS Program funds to provide HIV Counseling and Testing services during the reporting period? Yes No

10. Number of individuals tested for HIV:

11. Of those tested (#10 above), number who tested NEGATIVE:

12. Number who tested NEGATIVE (#11 above) and received posttest counseling:

13. Of those tested (#10 above), number who tested POSITIVE:

14. Number who tested POSITIVE (#13 above) and received posttest counseling:

15. Of those who tested POSITIVE (#13 above), number referred to HIV medical care:



Finished everything? Stop here for now



Import Client-Level Data



- ISDH is taking your submitted excel files and creating the client level data xml
 - Agencies also funded by Marion County will have two xml files
- ISDH will upload the files into your Provider Report
 - Anticipated date February 28th
 - Missing data may cause the process to take longer
- The March 6th webinar will tell you how to review the data as well as what you entered in your Provider Report
- Submit your Provider Report by March 13th



Sneak Preview of March Webinar



- Validate data
 - Compares information in data report and client-level data to system validations
 - Displays Validation Messages
 - Errors—must be resolved
 - Warnings—requires data revisions or a comment
 - Alerts—can be submitted
- Review Upload Completeness Report
 - Aggregate summary by data element



Validate

Provider Report Actions

- [Validate](#)
- [Submit](#)
- [Submit / Accept](#)
- [Un-Submit](#)
- [Print](#)
- [Clear Clients](#)
- [Return for Changes](#)
- [Release Lock](#)

Provider Report - Reports

- [Upload Completeness Report](#)
- [Action History](#)

Your validation request has been scheduled. It may take several minutes to generate the report.

NOTE: You must refresh this page to display your results.

Validation Results

You must fix all errors in your report before you can submit your data. Please fix all warnings as appropriate. For the warnings that you cannot or should not fix, enter a warning comment before you submit your data. To enter warning comments for a specific check, select the Add Comment link located in the Action column of the validation results table(s). Contact the help desk if you have questions about any of the validation errors, warnings, or alerts.

RSR Provider Report

Row No.	Check No.	Message	Type	Comment Count	Action
1	7	DUNS Number is required.	Error	0	
2	32	In Q#5 you indicated that you delivered Medical transportation services services, but EITHER you have NOT uploaded a client-level data file, OR the file you have uploaded DOES NOT include data on this service type.	Warning	0	Add Comment

Client Level Data

[View Detailed CLD Validation Report](#)

Row No.	Check No.	Message	Type	Comment Count	Action
1	136	You uploaded 2 client(s) with screened for Hepatitis B since HIV diagnosis (CLD Item 57) and no outpatient/ambulatory medical care service visits (CLD Item 16).	Alert	0	

Validate



- Common Validation Issues
 - Services funded but not delivered
 - Services uploaded but not funded
 - Services delivered but not uploaded
 - Missing data elements



Validate: Adding Warning Comments

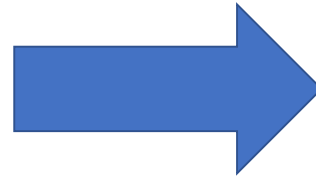
The screenshot displays a 'Comments' dialog box overlaid on a validation report. The dialog box contains a text area for entering comments and a 'Save' button. The background report table shows validation results with columns for Type, Comment Count, and Action.

Type	Comment Count	Action
Error	0	
Warning	0	Add Comment
Alert	0	



Upload Completeness Report

```
</ClientUci>  
  <EnrollmentStatusID>1</EnrollmentStatusID>  
  <BirthYear>1984</BirthYear>  
  <EthnicityID>2</EthnicityID>  
  <GenderID>1</GenderID>  
  <PovertyLevelID>13</PovertyLevelID>  
  <HousingStatusID>1</HousingStatusID>  
  <HivAidsStatusID>4</HivAidsStatusID>  
  <ClientReportHivRiskFactor>  
    <HivRiskFactorID>1</HivRiskFactorID>  
  </ClientReportHivRiskFactor>  
  <ClientReportMedicalInsurance>  
    <MedicalInsuranceID>13</MedicalInsuranceID>  
  </ClientReportMedicalInsurance>  
  <ClientReportServiceVisits>  
    <ServiceVisit>  
      <ServiceID>8</ServiceID>  
      <Visits>1</Visits>  
    </ServiceVisit>  
  </ClientReportServiceVisits>  
  <ClientReportServiceDelivered>  
    <ServiceDelivered>  
      <ServiceID>12</ServiceID>  
    </ServiceDelivered>  
</ClientUci>
```



2018 Annual RSR Upload Completeness Report

Organization Name: AGENCY ABC Rep

Prescribed Antiretroviral Medications (Item 52)

Response Category	N	%
Yes	300	50%
No, not ready (as determined by the clinician)	0	0%
No, client refused	0	0%
No, intolerance, side-effect, toxicity	0	0%
No, ART payment assistance unavailable	0	0%
No, other reason	150	25%
Missing/Out of range	150	25%

Screened for Tuberculosis since HIV Diagnosis (Item 54)

Response Category	N	%
Yes	2	0.3%
No	708	99.7%
Not medically indicated	0	0.0%
Unknown	0	0.0%
Missing/Out of range	0	0.0%

Screened for Syphilis (Item 55)

Response Category	N	%
Yes	686	96.6%
No	23	3.2%
Not medically indicated	1	0.1%



Frequently asked questions



TargetHIV Website

- [RSR Instruction Manual](#)
- [Archived Data Webinar Recordings](#)
- Validations
 - [RSR in Focus: Data Validations for Client-Level Data](#)
 - [Annual RSR Data Validation Messages](#)
- Upload Completeness Report
 - [RSR in Focus: How To Use The Upload Completeness Report](#)



ISDH Resources

- Accessing the RSR Web System Instructions
- Customized agency listing of funded services
- Subrecipient Webinars
- 1:1 Technical Assistance (by request)
- Expanded RSR section on ISDH Website
 - <https://www.in.gov/isdh/27829.htm>
- Biweekly ISDH RSR Emails



Who Should I Call With Questions?

- Start with ISDH-contact Traci Johnson at TJohnson@isdh.IN.gov
- Contact the existing Federal technical assistance resources
 - **HRSA Contact Center** - If you are having trouble logging into the web system
 - **Ryan White Data Support** - If you are having trouble completing the Provider Report or need help with the validations
 - **The DART Team** - If you need help with the Upload Completeness Report

You can find all of this information and how to contact them at:

<https://targethiv.org/library/rsr-data-ta-brochure>





Monthly Progress Reports



Monthly Reports

- Reports are due to ISDH by the 30th of each month following the month of activity
- ISDH responds to you by the 15th of the following month
- Reports have been important communication tools to keep ISDH updated on issues and TA needs.
- Bottom section of the report will now be unlocked and ready to use.
 - Report clients served and service units provided



Data Summary Table

- Let's take a look at the Data Summary Table on the Monthly Progress Report.
 - Select Service Category from the pull down menus
 - Enter your projected numbers of clients to be served and service units to be provided.
 - Each month, update the "Current" column, which reflects actual clients served and service units provided. Other columns will automatically calculate.
 - Note any Comments to explain anything noteworthy, such as service not being provided or exceeding projections.



Monthly Reports - Reminders

- As a reminder, please be sure to note any concerns and technical assistance needs, as well as successes in your monthly reports.
- Please remember to include progress or challenges related to development and implementing your Quality Management activities.
- Contact ISDH if you have any difficulties completing the Monthly Report or if you believe you may be late in your submission.



IMPORTANT

ANNOUNCEMENT



- New Staff
- CAREWare Update
- Video Center is now operational!
 - <http://videocenter.isdh.in.gov/videos/channel/138/>
- QM training: March 11, 2019
 - Register by February 22, 2019
- Updated Fiscal Policies coming soon

- Next TA call: March 19, 2019
- Next Subrecipient Meeting: **TBD in-person**







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