



RWHAP TA Webinar

Indiana State Department of Health

January 15, 2019

11:00 am – 12:00 pm



zoom

- Please enter the age 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



Agenda

- Introductions
- RSR
- Answers to YOUR Questions
- Announcements
- Q & A
- Next call





RSR Outline

- What is the RSR?
- Why is the RSR collected?
- What do I have to do for the RSR?
- What should I do next?
- Who should I call if I have questions?
- Questions

Common Terms

- RSR-Ryan White HIV/AIDS Program Services Report
- Provider/Subrecipient - The agency that provides direct services to clients
- XML - eXtensible Markup Language. A standard, simple, and widely adopted method of formatting text and data so that it can be easily exchanged across the different computer platforms, languages, and applications.
- HAB (HIV/AIDS Bureau) - The federal funding source for the Ryan White Program
- Validations – Checks in the web system that look for consistency and accuracy in your data

What is the Ryan White Services Report?

- Annual federal submission required of all Ryan White funded agencies
- Three components: Recipient Report, Provider Report, Client Level Data
 - Recipient Requirement-ISDH completes
 - Subrecipient Requirement (this is you)
 - Complete the Provider Report
 - Submit a client-level data XML file into the RSR Web System by the deadlines provided by ISDH

Why Collect Data At All?

- Data tell a story about your agency's activities
 - Highlights successes
 - Identify areas for expansion or improvement
- Measures progress in meeting the Integrated HIV Prevention and Care Goals
- Measures progress along the HIV Care Continuum



Why Is the RSR Collected?

- Data show how the funding is being used and the outcomes that have been achieved
 - Helps justify funding to Congress and other stakeholders
- Specific language in the Ryan White legislation requires it!
 - Federal regulations explicitly state that grant recipients must monitor program performance to ensure they are using their Federal grant program funds in accordance with program requirements. (3 Title 45 CFR § 75.352)
 - Monitoring by the non-Federal entity must cover each program, function, and activity. (§75.352). The Federal regulations additionally impose subrecipient monitoring requirements. (45 CFR § 75.352(d))

What Do I Have To Do For The RSR This Year

- Complete a Provider Report
 - Agencies that are also funded by more than one program at ISDH, by Marion County or directly from HAB will still only submit one Provider Report
- Review the data file that will be uploaded by ISDH
 - This is developed from the data that you submitted in your sheets
 - This may be more than one review depending on if changes be made




What Do I Have To Do For The RSR This Year

- Make any necessary changes to the Provider Report and add validation comments as needed
 - ISDH will review the report and let you know what these are
- Submit for final review and approval
 - If any final changes are needed, ISDH will let you know
- Key last step....



What Is In 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 
 - Import Client-Level Data

Agencies only
for HIV Couns
Testing will s

How Do I Access The Provider Report?

- Data entered into a web system via the internet (there is a registration form)
 - New providers will have to register for the system, using a code that will be provided by ISDH
 - Existing providers (those previously funded by Marion County or directly from HAB) won't need to register unless they have had staffing changes

The screenshot shows the login interface for the HAB RSR Web Application. At the top, there is a blue header with the HRSA logo and the text "HIV/AIDS Bureau". Below the header, it says "Welcome to the HAB RSR Web Application". The login form includes fields for "Username:" and "Password:", with a "Log In" button. There is also a link for "I forgot my user name" and a "Registration Form" link. A dropdown menu for "Select Application:" is set to "HAB RSR Web Application", and there is a "Reset" button.

<https://performance.hrsa.gov/hab/RegloginApp/admin/login.aspx?application>

When Do I Have To Do This?

- You'll need to start your Provider Report by February 1, 2019
 - Data system opens on February 4th
- You'll need to submit your Provider Report for final ISDH review by March 13th, 2019



What Should I Do Next?

- Submit your Excel spreadsheets for the period of September 1-December 31, 2018 to ISDH by January 31, 2019
 - Prevention-funded agencies should submit their spreadsheets for January 1-December 31, 2018
 - DIS-funded agencies have a different process currently
- Identify a point-person and a backup at your agency for RSR submission
 - Register both in the RSR Web System (if not already registered) by the end of January (two different registrations)

What Should I Do Next?

- Review the RSR Instruction Manual
 - <https://targethiv.org/library/rsr-instruction-manual>
- Review RSR The Basics Recorded Webinar
 - <https://targethiv.org/library/rsr-basics>
- Attend the Data Breakouts at the virtual subrecipient meeting on February 19th

What Should I Do Next?

- Register and attend two DART webinars

- February 6th- Completing the RSR Provider Report

Register at: <https://targethiv.org/calendar/completing-rs-provider-report-2>

- March 6th - Reviewing Your Data at Upload: Tools within the Web System

Register at:

<https://register.gotowebinar.com/register/869658101796>

Who Should I Call With Questions?

- Start with ISDH
- Contact the existing federal resources
 - **HRSA Contact Center** - If you are having trouble logging into the system
 - **Ryan White Data Support** - If you are having trouble completing a Provider Report or need help with the validations
 - **The DART Team** - If you need help with the Upload Completeness

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

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





Answers to YOUR Questions

Question One (an update)

Three questions were asked re: CAREWare in September 2018

- *When should we really expect CAREWare?*
- *When will we have CAREWare? Being able to properly track data goes a long way to providing proper care.*
- *When will CAREWare start?*

Updated Answer:

We still anticipate sometime in the second quarter of 2019. The project continues to progress. All contracts between ISDH/MCPHD/AJ Boggs have been signed and a project planning meeting has been scheduled for end of January. The impending release of a new version of CAREWare this year could affect the implementation schedule. A full-scale implementation vs. a phased in implementation is still being evaluated.

Question Two

Question Regarding funding for administration

Is there a way to get additional dollars to support capacity, in addition to our 10% admin dollar max?

Answer:

As you may know, work has already occurred with a number of agencies to build and support capacity. In some cases, rebate funds may potentially be available to expand other administrative capabilities. If you have specific requests, reach out to Mark, Brian, or Jeremy for further clarification.

Question Three

Overarching Programmatic Question:

How can we make sure a client is eligible if a care coordinator doesn't have the necessary documentation or if we don't have HIVE access? What does the programmatic eligibility form look like?

Answer:

You must have HIVE access to enroll clients and to verify eligibility. Enroll clients with Brittany at bsichting@isdh.in.gov for access. Once you have access you must either screen shot the HIVE screen after searching for the client, or use the client's welcome letter as proof. We prefer a screenshot of the client record, which shows enrollment date and recertification date. We have run into the issue that clients that are on MSP programs like ADAP, MDAP, and HIAP are not showing in the search field for HSP clients. We are fixing that bug, and we will work with you for those individual clients to make sure eligibility can be verified. Those can also be sent to Brittany. If you need step by step directions on how to check eligibility, Brittany is doing over the phone training, PowerPoint training, and on site training depending on the

Question Four

Overarching Programmatic Question:

Will there be a central place/person to ask programmatic support questions?

Answer:

Please reach out to either Mark or Brittany. You may also send a request to HSPprogram@isdh.in.gov.

Question Five

Overarching Programmatic Question:

Do you need content from us for the ISDH website? Like info and documents about our organizations and services?

Answer:

ISDH website is still in development. Awareness and availability agencies and services across the state is a goal for 2019. Eventually information about funded organizations and services provided r included. ISDH will reach out to organizations as needed when appropriate.

Question Six

Policy Programmatic Question:

Can we download policy and procedure manual for Ryan White and O

Answer:

The most recent subrecipient manual relevant for the Part B Supplemental Projects is available at (<https://www.in.gov/isdh/17740.htm>)

Click on “Programmatic and Administrative” and then scroll down to “Subrecipient Manual”

Question Seven

Overarching Programmatic Question:

Can one region refer clients to another region if they don't have that (i.e., mental health, housing, and other supplemental services)

Answer:

Absolutely! This is a big part of the collaboration that we continue to encourage. In addition, any of the statewide services (MOW, VOA, et al) are available to all regions. Remember...Our eventual goal is a one-stop model of care for all agencies throughout the state with an ability to provide most Ryan White services utilizing a network of collaboration among agencies.

IMPORTA

ANNOUNCEM

- New Staff: Ryan White Services Manager
 - CAREWare Update
 - Eligibility/ADAP Discussions
 - Updated Fiscal Policies coming soon
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- Next Subrecipient Meeting: February 19, 2019 Virtual
 - Next TA call: March 19, 2019

Subrecipient TA Meeting: Feb. 19th



- 9:30-12:30 pm ET
- Approach: Interactive with large & small group discussions w/ break
- Large group discussions
 - ISDH Updates
 - HIV Care Continuum
 - RSR, RW101, QM, eligibility
 - Town Hall forum
- Small group discussions
 - Networking
 - Deep-dive: 1) RSR/data; 2) eligibility; and 3) quality management
 - Will require pre-registration
 - Divide and conquer!





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