

## 2012 Ryan White HIV/AIDS Program Services Report Submission Timeline

**Report Period: January 1, 2012 through December 31, 2012**

Date	Grantees	Providers
<b>Monday, December 3, 2012</b>	<b>RSR Grantee Report Start Date</b> System opens for grantees to begin work on their RSR Grantee Report.	
<b>Monday, January 7, 2013</b>		<b>RSR Provider Report Start Date</b> System opens for providers to begin work on their 2012 RSR Provider Reports and upload their client-level data files.
<b>Monday, February 4, 2013 6:00 p.m. EST</b>	<b>RSR Grantee Report due date</b> All RSR Grantee Reports must be in "Certified" status. After this deadline, grantees must contact Data Support to certify or to make changes to their RSR Grantee Reports.	
<b>Monday, March 4, 2013</b>		Target date for the submission of all RSR Provider Reports and client-level data. RSR Provider Reports should be in "Review" or "Submitted" status.
<b>Monday, March 18, 2013</b>	<b>Return for Changes deadline</b> Last day for grantees to return RSR Provider Reports and client-level data to their providers for changes or corrections.	
<b>Monday, March 25, 2013 6:00 p.m. ET</b>	All 2012 RSRs must be in "Submitted" status by 6:00 PM ET.	All 2012 RSRs must be in "Submitted" status by 6:00 PM ET.

**Notes:**

- HRSA expects all service providers to complete their own RSR Provider Reports. Grantees should not complete their providers' reports unless the provider is exempted from completing the Provider Report. A full explanation of exempting providers can be found in the 2012 RSR Instruction Manual (Release Date: 9/11/2012) on pages 3 and 4.
- HAB recommends that providers submit their 2012 RSR Provider Reports and client level data **on or before** Monday, March 4, 2013 to ensure grantees have adequate time to review and approve the data.