

**2009 Ryan White HIV/AIDS Program
Data Report (RDR) and Services Report (RSR) Training Agenda
December 9 - 11, 2009, New Orleans, LA**

**Introduction to Ryan White HIV/AIDS Program Data Reporting
December 9, 2009**

- 8:00 a.m. – 5:30 p.m. **Registration**
- 8:30 a.m. – 9:00 a.m. **Welcome and Introductions**
A brief welcome, greetings from HRSA/HAB, and a training “challenge.” Attendees will be given an outline of the training goals for Day 1, an introduction to the presenters, and an overview of the materials in the training binder.
Harry R. Day, Ph.D., WRMA/CSR
Robert Mills, Ph.D., HIV/AIDS Bureau, Division of Science and Policy
- 9:00 a.m. – 9:45 a.m. **Essential Steps in Data Flow: Collect it, Report it, and Use it**
Introduction to the Data Flow and the Data Academy, with practical tips and techniques about how to collect Ryan White program data and ensure that the data are valuable for improving program performance.
Elizabeth Coombs, SPHERE/Abt
- 9:45 a.m. – 10:00 a.m. **Break**
- 10:00 a.m. – 11:30 a.m. **Introduction to Ryan White HIV/AIDS Program Data Reporting**
A basic explanation of the Ryan White Program and reporting responsibilities associated with the RDR and the RSR including similarities and differences between the two reports. Topics will include terminology, service definitions, and grantee and provider relationships.
Esther Ivory-Shelborne, WRMA/CSR
- 11:30 a.m. – Noon **Electronic Handbooks Overview**
An introduction to the Electronic Handbooks (EHBs), covering topics such as system registration and navigation, grant portfolio, user roles and privileges, and accessing your deliverables in the EHBs.
Elisa Peet, SAIC
- Noon – 1:30 p.m. **Lunch** (*on your own*)
- 1:30 p.m. – 3:00 p.m. **Grantee Panel Discussion**
First, a short presentation by moderator Harry Day about the importance of developing formal staff and/or provider training, implementing standard operating procedures for data collection and reporting, and building positive working relationships among Ryan White grantees in each service area.

Four panel members representing various combinations of Program Parts will give 10-minute talks on a range of topics including the challenges of going from RDR to RSR; training providers and staff members in data reporting; provider management including strategies for getting providers to submit data; handling issues encountered by multiply-funded providers; and planned approaches for completing the RDR and RSR simultaneously.
Harry R. Day, Ph.D., WRMA/CSR (Moderator)
Cynthia Manor, City of Austin (Part A)
Becki Bishop, Michigan Department of Public Health (Part B/Part D)
William Slaughter, Harris County Hospital District HIV Services (Part C)
Amber Rossman, Kansas City Free Health Clinic (Part C/Part D)
- 3:00 p.m. – 3:15 p.m. **Break**

- 3:15 p.m. – 4:15 p.m. **Technical Assistance Resources**
 An introduction to the TA resources available to Ryan White grantees and providers, including a discussion of each TA resource’s area of expertise, working hours and contact information, and the appropriate times to contact a specific resource.
Harry R. Day, Ph.D., WRMA/CSR
Michael Dols, SAIC
Diane Fraser, SPHERE/Abt
- 4:15 p.m. – 4:45 p.m. **Questions & Answers**
- 4:45 p.m. – 5:00 p.m. **Wrapup and Day 1 Evaluation**
Harry R. Day, Ph.D., WRMA/CSR
Robert Mills, Ph.D., HAB
- 5:00 p.m. – 6:00 p.m. **TACS! (Technical Assistance Counseling Sessions) (optional)**
 A chance to ask questions and confer with the different TA resources available to grantees. The TA teams present will be WRMA/CSR (Ryan White Data Support), who can assist grantees with report administration issues; SPHERE/Abt, who will help grantees with grantee infrastructure development decisionmaking issues; the SAIC, who will answer questions about the EHBs and IT Systems Support; and panel members, who will offer practical advice for data reporting.

**RDR Training (Ryan White HIV/AIDS Program Data Report)
 December 10, 2009**

- 8:00 a.m. – 5:30 p.m. **Registration**
- 8:30 a.m. – 8:45 a.m. **HAB RDR Overview**
 A brief welcome and overview of the morning’s activities. Presenters will discuss the RDR and its uses, as well as the past, present, and future of the RDR.
Harry R. Day, Ph.D., WRMA/CSR
Robert Mills, Ph.D., HAB
- 8:45 a.m. – 10:00 a.m. **A Comprehensive Review of the Ryan White Program Data Report (RDR)**
 A section-by-section review of the RDR will be included. Information will be presented on some of the more troublesome Items in the RDR. Other topics: common validation errors, submission, and workflow.
Esther Ivory-Shelborne, WRMA/CSR
- 10:00 a.m. – 10:15 a.m. **Break**
- 10:15 a.m. – 10:45 a.m. **Tour of the RDR System**
 Some of the important information grantees will need to know about the EHBs. Among the topics: logging in from EHBs, logging in as a provider, tour of the inbox, provider verification, a quick walk-through of the report form, RDR system navigation, and printing.
Elisa Peet, SAIC
- 10:45 a.m. – 11:30 a.m. **Exercise: Completing the RDR**
 From uploading an XML file into the RDR system to validating and correcting the report to submitting the report to HAB, grantees will be given an opportunity to experience report submission from start to finish.
Maria Jackson Hittle, WRMA/CSR
- 11:30 a.m. – Noon **Questions and Answers**
- Noon – 1:30 p.m. **Lunch (on your own)**

RSR Training (Ryan White HIV/AIDS Program Services Report)

- 1:30 p.m. – 1:45 p.m. **HAB RSR Overview**
A brief overview of the afternoon's topics. Presenters will discuss RSR data uses as well as the past, present, and future of the RSR.
Harry R. Day, Ph.D., WRMA/CSR
Robert Mills, Ph.D., HAB
- 1:45 p.m. – 2:45 p.m. **RSR: Grantee Report**
Presenters will review the Grantee Report's content and explain and demonstrate how to complete it.
Maria Jackson Hittle, Ryan White Data Support (WRMA/CSR)
Lisa Craun, SAIC
- 2:45 p.m. – 3:00 p.m. **Break**
- 3:00 p.m. – 4:45 p.m. **RSR: Provider Report**
Grantees should come away from this session with a solid understanding of the Provider Report. They will watch a demonstration of how to complete it.
Maria Jackson Hittle, WRMA/CSR
Lisa Craun, SAIC
- 4:45 pm. – 5:00 p.m. **Wrapup & Day 2 Evaluation**
Harry R. Day, Ph.D., WRMA/CSR
Robert Mills, Ph.D., HAB
- 5:00 p.m. – 6:00 p.m. **TACS! (Technical Assistance Counseling Sessions) (optional)**
A second chance to ask questions and confer with HAB, the different TA contractors, and grantee panelists about the Ryan White Program, the RDR, and the RSR.

RSR Training (continued) December 11, 2009

- 8:30 a.m. – 8:45 a.m. **Welcome and Introductions**
A brief welcome and overview of the activities for Day 3.
Harry R. Day, Ph.D., WRMA/CSR
Robert Mills, Ph.D., HAB
- 8:45 a.m. – 9:45 a.m. **Client-Level Data: Walk-through of the client-level data elements**
An in-depth look at the different data elements collected in the client-level data files submitted with the Provider Report.
Maria Jackson Hittle, WRMA/CSR
- 9:45 a.m. – 10:15 a.m. **Generating and Uploading the XML Files**
The required client-level data XML file: what the XML file is and what it isn't, basics of generating an XML file, the eUCI, uploading the XML file, common errors and pitfalls related to XML submissions, supported vendor systems, and the TREX tool.
Michael Dols, SAIC
- 10:15 a.m. – 10:30 a.m. **Break**

10:30 a.m. – 11:30 a.m.

Client-Level Data: Validation, Submission, & Verification

In this two-part session, presenters will discuss managing the RSR deliverable in the RSR system and demonstrate the data submission process. During part 1, grantees will learn about the reports available in the system that will help them review and validate their data, report submission and approval, and verify data. In part 2, attendees will view a demonstration of data submission and workflow, learning how to accept a Provider Report, return it for changes, modify and resubmit it, and, finally, approve it for submission to HAB.

Maria Jackson Hittle, WRMA/CSR

Lisa Craun, SAIC

11:30 a.m. – 12:15 p.m.

Town Hall Meeting

Questions and an open discussion of the Ryan White HIV/AIDS Program and the RDR/RSR.

12:15 p.m. – 12:30 p.m.

Wrapup & Day 3 Evaluation

Harry R. Day, Ph.D., WRMA/CSR

Robert Mills, Ph.D., HAB