

2012 Completeness Report

HRSA created the Ryan White HIV/AIDS Services (RSR) Completeness Report to help providers improve the quality of their data submitted annually for the RSR. The RSR client-level data is used to provide the U.S. Congress with data on Ryan White clients served nationally. The data is also used to evaluate the impact of the Ryan White Program, to ensure the appropriate use of funds, and to monitor progress toward achieving the goals set in the National HIV/AIDS Strategy.

What does it mean to have complete data? Complete data means that an agency has no missing values and a reasonable amount of “unknown” values. The measures of completeness consist of the percentage of clients with: a known value reported, an “unknown” value reported, and nothing reported (missing).

The completeness report shows:

1. How many clients should have data reported for that data element (*Required Clients for this Data Element*).
2. How many required clients have known data reported for that data element. In other words, something for that client on that data element was reported in the client-level data file (*Clients with Known Value Reported*). The report shows both the number and the percent for each data element.
3. How many clients are reported as “unknown” for that data element (*Clients with “Unknown” Value Reported*). The report shows both the number and the percent for each data element.
4. How many clients are missing data for that data element. This means the client-level data file contains nothing for that client on that data element (*Clients with No Value Reported*). The report shows both the number and the percent for each data element.

ARIES now generates the RSR Completeness Report when providers run the RSR. Please follow the instructions on how to generate your 2012 Completeness Report. HRSA wants providers to gradually improve the percentages of both missing and unknown data elements. They will focus on five data elements for the next report period: Federal Poverty Level, Health Insurance Status, Housing Status, CD4 Counts and VL Counts. HRSA’s data quality goal for the next RSR (2013) is to have at least 90% “known” values—that is valid data excluding missing or unknown values—for these data elements. You can find the percentage of missing data (clients with no value reported) in the last column on the report. Again, each reported data element has its own percentage.

If you have any questions regarding the report, please contact Denise Absher at: Denise.Absher@cdph.ca.gov. You can also call her at 916/449-5845.

Generating the 2012 Ryan White HIV/AIDS Program Services Report (RSR) Completeness Report: Instructions for ARIES Users

If you have specific questions about the RSR data element definitions, please visit the Health Resources and Services Administration's (HRSA) website at <http://hab.hrsa.gov/manageyourgrant/clientleveldata.html> to obtain the *2012 RSR Instruction Manual*.*

To run the *Completeness Report*, you must first generate the RSR. The reports will be run simultaneously along with the *Missing Data Report*.

To run the RSR:

- 1) From the black navigation bar in ARIES, hover your mouse over the word *Reports*. A drop down box will appear.
- 2) Scroll down to the word *Compliance* and click on it. A list of Compliance Reports will be displayed.
- 3) Click on the first report entitled *Ryan White HIV/AIDS Services (RSR) Export*. The *RSR Export* screen will be displayed.
- 4) Make sure your agency name appears in the *Agency or Administrative Agency* box. If you only manage one agency, ARIES will populate that field with your agency name.
- 5) Next, select the report parameters for the report period. Click on the down arrow in the box next to *Reporting Period*. For the 2012 RSR, select 1/1/2012 – 12/31/2012.
- 6) Make sure that the appropriate selections are made for the *Missing RSR Data Report* section. If you are a medical provider (i.e. you were funded to provide Outpatient/Ambulatory Medical Care), you will want to select *Yes* in the *Include Medical Data* box. If you are not a medical provider, select *No* for this option. Regardless of whether or not you are a medical provider, indicate *Client* in the *Sort By* box and *All Elements* in the *Data Elements* box.
- 7) Next, click on the *Report* button. This will generate the client-level data export file (RsrExport.XML), the *Summary Report*, a *Missing Data Report by Client*, and a *Completeness Rates* report. These reports run concurrently and will be displayed one right after the other. *The RSR Summary Report* is provided for your information only. *The Summary Report* is not for submission to HAB. Its purpose is to let you know the contents of the data in the RSR file. *The Missing Data Report by Client* will list the names of clients who have missing data. The report also lists the same warnings, alerts, and/or error messages that you might see after uploading your client file to the HAB Web Application System.
- 8) The *Completeness Rates* report will help you identify the percentages of missing or unknown values in your client file and will be displayed underneath the *Missing Data Report by Client* table after you generate the RSR. These reports should be reviewed periodically to ensure your RSR data are complete and accurate. HRSA has created the ***RSR Completeness Report*** to help providers identify areas for improvement. HRSA expects all providers to improve on the following five data elements if the reported values are under 90%:

1. Federal Poverty Level;
2. Health Insurance Status;
3. Housing Status;
4. CD4 Counts; and
5. VL Counts.

If your values do not meet these benchmarks, please look at the client data to see if you can fill in any missing or unknown data. The report displays each of the required data elements for your agency. The table will also display the number of required clients for the particular data element. Additionally, the table will show the number and percent of clients with a known value reported for each required data element. You will focus on the percent underneath the *Clients with Known Values Reported* column. The missing data should correspond with the clients and data elements listed in the *Missing Data Report by Client* table. Please note that there may be a legitimate reason for a missing or unknown value. For example, a client may have reported as Hispanic under Ethnicity and Other under Race. On the RSR, the value of Other is coded as Missing since Unknown is not a valid response for Race on the RSR. HRSA does not expect you to determine the Race for these clients.

- 9) You can print these reports by using the browser print icon or by clicking on File and then Print in your browser bar.

If you need help with generating the RSR in ARIES, please call the ARIES Help Desk (1-866-411-ARIES {2743}). You can also contact Denise Absher at 916/449-5845 or by e-mail at Denise.Absher@cdph.ca.gov.

*Additional downloadable documents and miscellaneous information for the RSR can also be found at the Target Center website by visiting <http://www.careacttarget.org>. Once the page loads, click on the *Topics Library* tab and scroll down until you see *Data and Reporting*. To access additional RSR information, click on the *Ryan White Services Report (RSR)* link.