

**2015 Ryan White HIV/AIDS Program Service Report
Submission Timeline**

Report Period: January 1, 2015 through December 31, 2015

Date	Grantees	Providers
Monday, November 2, 2015	Test your RSR Client-level Data XML and Data Quality Feature Opens	
Monday, December 7, 2015	Grantee Contract Management System (GCMS) opens for grantees to enter their provider contract and service information	
Monday, December 7, 2015	RSR Grantee Report Start Date System opens for grantees to verify RSR Grantee Report	
Monday, February 1, 2016	RSR Grantee Report due date 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.	
Monday, February 1, 2016		RSR Provider Report Start Date System opens for providers to begin work on their RSR Provider Reports and upload their client-level data files.
Monday, March 7, 2016		Target date for the submission of all RSR Provider Reports and client-level data. RSR Provider Reports should be in "Review" or "Submitted" status.
Monday, March 21, 2016	Return for Changes deadline Last day for grantees to return RSR Provider Reports and client-level data to their providers for changes or corrections.	
Monday, March 28, 2016 6:00 PM ET	All 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 RSR Instruction Manual.
- HAB recommends that providers submit their RSR Provider Reports and client level data **on or before** Monday, March 7, 2016 to ensure grantees have adequate time to review and approve the data.