2018 Ryan White HIV/AIDS Program Service Report (RSR)

Submission Timeline

Report Period: January 1, 2018 through December 31, 2018

Date	Recipients	Subrecipients/Providers
Year Round	**Grantee Contract Management System (GCMS)** is open year-round for recipients to enter their provider contract and service information. *	
Monday, November 19, 2018	Test your RSR Client-level Data XML and Data Quality Feature Opens.	
Monday, December 3, 2018	**RSR Recipient Report Start Date** System opens for recipients to verify RSR Recipient Report.	
Monday, February 4, 2019	**RSR Recipient Report Due Date** All RSR Recipient Reports must be in "Certified" status. After this deadline, recipients must contact Data Support to certify or to make changes to their RSR Recipient Report.	
Monday, February 4, 2019		**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 4, 2019		**RSR Provider Report Target Date** Target deadline for the submission of all RSR Provider Reports and client-level data. RSR Provider Reports should be in "Review" or "Submitted" status.
Monday, March 18, 2019	**Return for Changes Deadline** Last day for recipients to return RSR Provider Reports and client-level data to their providers for changes or corrections.	
Monday, March 25, 2019 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. Recipients should not complete their subrecipients' reports unless the subrecipient is exempt from completing the RSR Provider Report. A full explanation of exempting providers can be found in the RSR Instruction Manual.

- HAB recommends that subrecipients submit their RSR Provider Reports and client-level data on or before Monday, March 4, 2019 to ensure recipients have adequate time to review and approve the data.

* The GCMS is accessible year-round through the RSR or PTR web systems; contact Data Support at 1-888-640-9356 or RyanWhiteDataSupport@wrma.com for assistance accessing the GCMS.