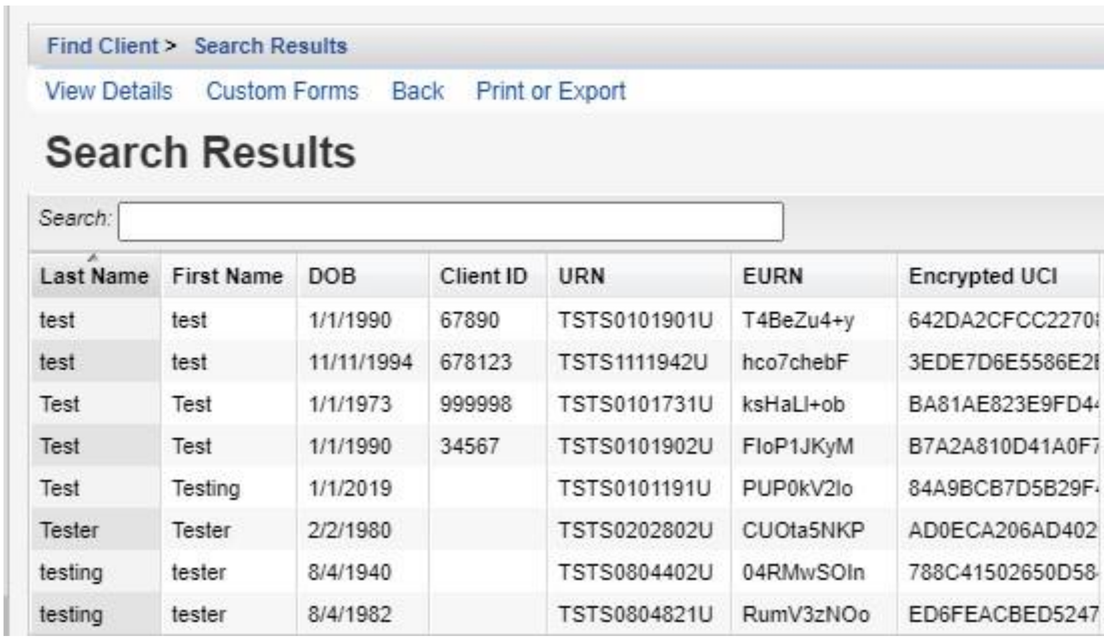
Eligibility tracks the history of client's eligibility for RSR as the client becomes eligible and when the client is deemed ineligible for Ryan White and related services. This status determines if a client is eligible for Ryan White funded services and to be included in the RSR.

Follow these instructions to add an eligibility record:

1. Log into a *Provider*.
2. Click *Find Client*.
3. Type in a client's identifying information.
4. Click *Search*.
5. Click the client's name
6. Click *Details*.


Find Client > Search Results

View Details Custom Forms Back Print or Export

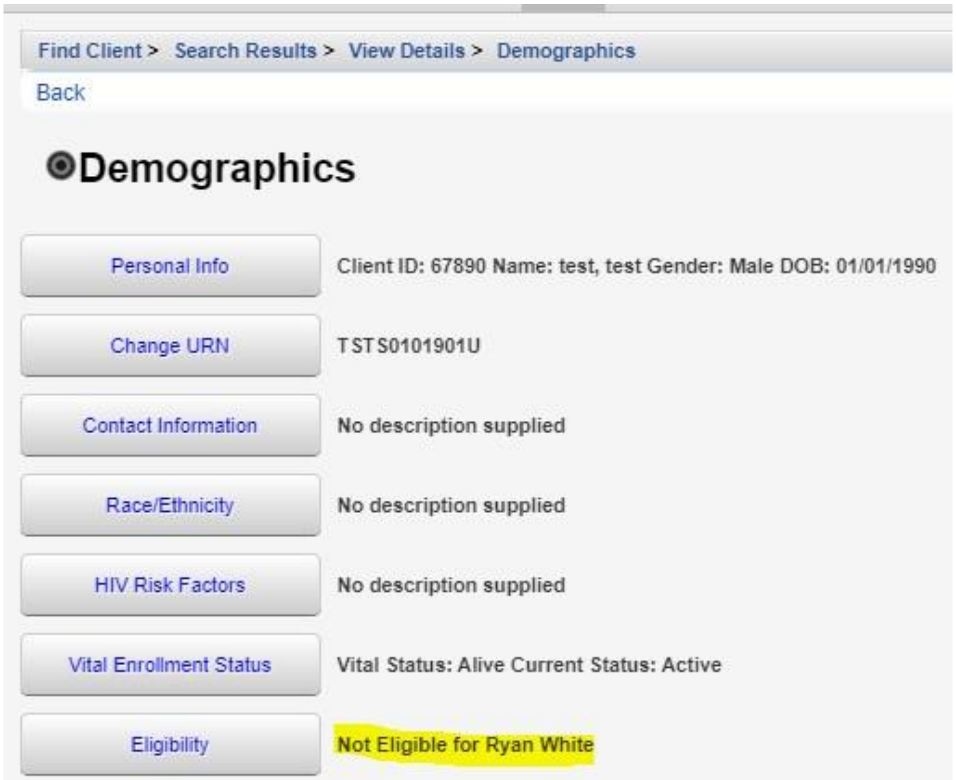
Search Results

Search:

Last Name	First Name	DOB	Client ID	URN	EURN	Encrypted UCI
test	test	1/1/1990	67890	TSTS0101901U	T4BeZu4+y	642DA2CFCC2270
test	test	11/11/1994	678123	TSTS1111942U	hco7chebF	3EDE7D6E5586E2
Test	Test	1/1/1973	999998	TSTS0101731U	ksHaLl+ob	BA81AE823E9FD4
Test	Test	1/1/1990	34567	TSTS0101902U	FloP1JKyM	B7A2A810D41A0F
Test	Testing	1/1/2019		TSTS0101191U	PUP0kV2lo	84A9BCB7D5B29F
Tester	Tester	2/2/1980		TSTS0202802U	CUOta5NKP	AD0ECA206AD402
testing	tester	8/4/1940		TSTS0804402U	04RMwSOIn	788C41502650D58
testing	tester	8/4/1982		TSTS0804821U	RumV3zNOo	ED6FEACBED5247

7. Click *Demographics*

A client currently not eligible has this listed in his or her Eligibility Status.



8. Click *Eligibility*
9. Click *Add*.

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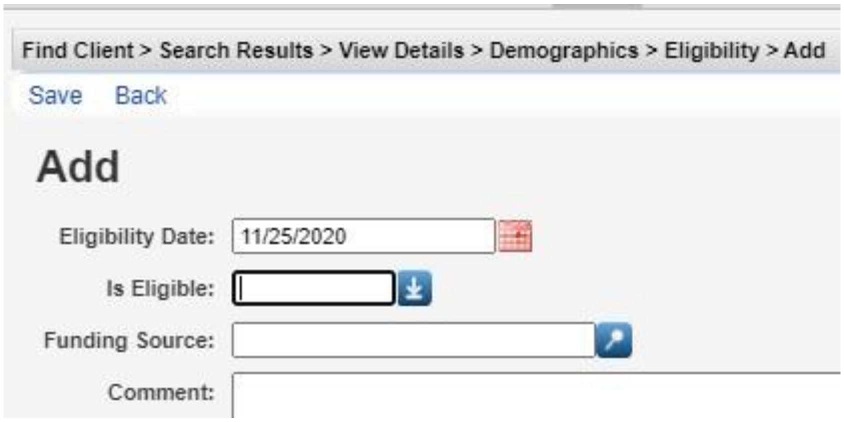
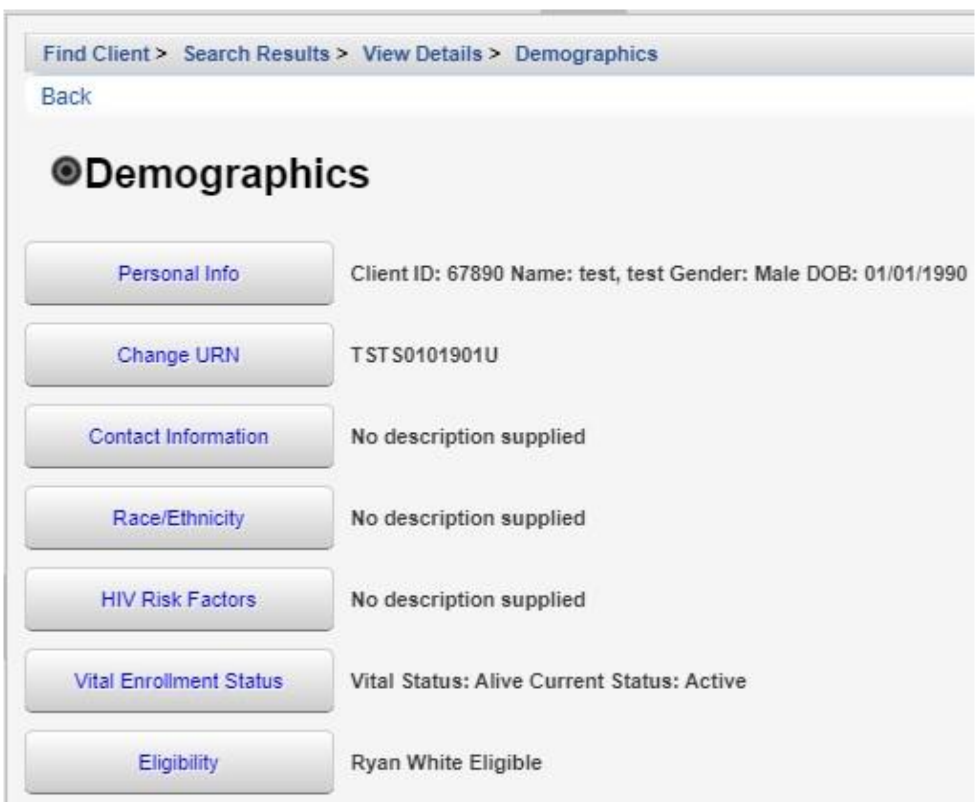


10. Enter the *Eligibility Date*.
11. Select Yes/No for *Is Eligible*.
12. Select the *Funding Source*.
13. Click *Save*.

Once the Eligibility is updated with Yes for Is Eligible and a RW, Care Act, or RW Related funding source, the client's Eligibility Status changes to Ryan White Eligible.



Clients can be eligible for multiple funding sources. They need separate Eligibility records for each funding source they are eligible for. For instance, they may be eligible for Part A, which began on 2/1/2020, and Part C services which began on 3/1/2020. A separate Eligibility record is created for each funding source and date.

The date span in which clients are Ryan White Eligible determines which services count for RSR reporting. If clients receive a Ryan White funded service before or after an eligibility period that service does not count toward the RSR report, with the exception of Outpatient Ambulatory Health Services. If a client is eligible for Outpatient Ambulatory Health services any time during the RSR report year, all Outpatient Ambulatory Health Services are included in the RSR. For all other services, they are only counted if the service date is during the time frame the client is eligible for any RW, Care Act, or RW related funding source.

To access the Eligibility tab, permissions need to be granted for the provider as well as the user group users have access to.

To grant Eligibility permissions for a provider follow these instructions:

1. Log into the Central Administration.
2. Click *Administrative Options.*
3. Click *Provider User Manager.*
4. Click *Manage Providers.*
5. Click the *Provider*.
6. Click *Manage.*
7. Click *Manage Permissions*.

Final Permission Status	Permission	Granted Individually	Granted via Group	Permission Category
Granted	Edit Vital/Enrollment Status	Yes	No	Status/Eligibility
Granted	View Vital/Enrollment Status	Yes	No	Status/Eligibility
Granted	Delete Client Eligibility Records	Yes	No	Status/Eligibility
Granted	Add/Edit Client Eligibility Records	Yes	No	Status/Eligibility
Granted	View Eligibility History	Yes	No	Status/Eligibility

9. Type *Eligibility* in Search.
10. Click a *Status/Eligibility* permission.
11. Click *Grant Individual Permission*.
12. Repeat until all *Status/Eligibility* permissions are granted.

To grant Eligibility permissions for a user group follow these instructions:

1. Log into the *Central Administration*.
2. Click *Administrative Options*
3. Click *Provider User Manager*.
4. Click *Manage User Groups*.
5. Click *Provider User Groups*.
6. Click a *User Group Name.*
7. Click *Manage*.
8. Click *Change Permissions.*

9. Type *Eligibility* in Search.
10. Click a *Status/Eligibility* permission.
11. Click *Grant Individual Permission*.
12. Repeat until all *Status/Eligibility* permissions are granted.

In addition to the Eligibility permissions above, users need to have the permission for *Find Client* granted as well as one of the permissions below to access the Eligibility menu.

- Run Financial Report
- View Contracts
- Add/Edit/Delete Contract
- Add/Edit Contract Items
- Delete Contract Items
- Export Contract File
- Import Contracts

Lacking any of the permissions listed, an error occurs stating the user does not have permission to access funding sources.

Eligibility Status can be shared across providers.

To set up Eligibility Status sharing, follow these instructions:

1. Log into Central Administration.
2. Click *Administrative Options*.
3. Click *Provider By Provider Sharing*.
4. Select the *Sharing Provider*. (This is the provider that is going to share eligibility status out to other providers.)
5. Click *Manage Selected*.
6. Click a *Show To Provider*. (This is the provider that is to see the shared eligibility status from the Sharing Provider.)
7. Click *Change data shared*.
8. Click *Edit*.
9. Check *Eligibility*.
10. Click *Save*.

At this point, the *Show This* column lists Eligibility as shared, there is a number of providers listed under *Eligibility (No. Providers)* for the *Sharing Provider*, and the eligibility status records from the *Sharing Provider* now appear in *Eligibility Status* in the *Show To Provider* for a client that is active in both providers.

As of build 102, sharing eligibility status allows providers to see that a client meets eligibility requirements and that they should add an eligibility status record for that client to be included in the RSR. In a future build, shared eligibility status records from the *Sharing Provider* meets the requirement for being eligible for the RSR.