

Data Quality Reports

You can now run the Ryan White HIV/AIDS Services (RSR) Export (2017) report to check for missing data. The report, created for the 2017 RSR is a report to gauge data quality and completeness. It also contains all of the information needed to fix any error or missing items to make the client records complete. Follow the instructions to run the report and use the report timeline to complete.

Steps to run the report.

1. Go to Reports>Compliance> Ryan White HIV/AIDS Services (RSR) Export (2017)
2. Select the Agency
3. Under Reporting Period select "input custom date range".

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REPORT ANY *NEW* ISSUES TO YOUR DM & THE ARIES DATA TEAM REPORT ANY *NEW* ISSUES TO YOUR DM &

AGENCY INFO FUNDING & CONTRACTS SERVICES PROVIDED RSR/RDR LAB BATCH DATA ENTRY AGENCY UTILITIES

4812 - Austin-Travis County HHS HIV AA2

RSR Export 2017

Agency or Administrative Agency 4812 - Austin-Travis County HHS HIV AA2

Reporting Period Input custom date range

From 1/1/2018 To 3/31/2018

4. Select the date range. In this example, 1/1/2018-3/31/2018 is for Quarter 1.
5. Run the report.
6. Review report for accuracy
7. Scroll down to RSR Validation Report - by Client to view any Alerts, Warnings or Errors. Alerts Warnings and Errors indicate there is something missing in a client record. The report makes it easy to fix. Click on the client name link to go to the record. The missing information is listed which can easily be updated. The current RSR report (2017) will not accept data with Errors but will accept Alerts or Warnings. Since these parameters can change for the next RSR reporting period its best to update. A complete record will not have any Alerts, Warnings or Errors.

RSR ID: 73-74) HIV-Positive test results during the period.

Number of Client who tested HIV-Positive	1	
Number of Client who tested HIV-Positive and who were linked to medical care	1	100.00%

RSR Validation Report - by Client

Export Format: XML **Validation Export**

ARIES ID	Client	Staff	Alerts	Warnings	Errors
			<i>Verify the data before uploading, HAB will accept the data without an explanation</i>	<i>If possible, correct the data before uploading, otherwise HAB will require an explanation</i>	<i>The data cannot be uploaded, and the client will be excluded from the XML upload file</i>
100666585	Client Name	Staff Name		<ul style="list-style-type: none"> • OAHs Services without CD Test • OAHs Services without Viral Load Test Dates • OAHs Services without Viral Load Test 	
101282473	Client Name	Staff Name		<ul style="list-style-type: none"> • OAHs Services without Viral Load Test Dates • OAHs Services without Viral Load Test 	
101205557	Client Name	Staff Name		<ul style="list-style-type: none"> • Missing Medical Insurance 	
101239226	Client Name	Staff Name		<ul style="list-style-type: none"> • Missing Medical Insurance 	
100095819	Client Name	Staff Name		<ul style="list-style-type: none"> • Missing Medical Insurance 	
101333011	Client Name	Staff Name		<ul style="list-style-type: none"> • Missing Medical Insurance 	
101307370	Client Name	Staff Name		<ul style="list-style-type: none"> • Missing Housing Status 	

Click on Client Name to edit record

Client is missing Medical Insurance

When the RSR Validation report no longer has any information, the records are complete.

To maintain data quality, run the report four times a year. The run dates correspond to the calendar year, with due dates following soon after.

Ryan White HIV/AIDS Services (RSR) Export (2017) Run Timeline

Period	Run Dates		Due
Quarter 1	1/1/2018	3/31/2018	4/6/2018
Quarter 2	4/1/2018	6/30/2018	7/6/2018
Quarter 3	7/1/2018	9/30/2018	10/5/2018
Quarter 4	10/1/2018	12/31/2018	1/11/2019

To verify the report has been completed. Send the completed report to the Austin Data Manager as a pdf. Do NOT send the report with any PHI information (hint-if report contains PHI it's not complete). This is a HIPAA violation.

Turn the Report into a PDF

1. To turn the report into a pdf go to File> Print
2. Select Adobe PDF as your printer.
3. Click Print.
4. The Save PDF File As box will open. Name the file "QTR1AgencyName2018".pdf.
5. Email the report to the Austin Data Manger.