

2016 Ryan White HIV/AIDS Program Service Report Submission Timeline

Report Period: January 1, 2016 through December 31, 2016

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 7, 2016	Test your RSR Client-level Data XML and Data Quality Feature Opens	
Monday, December 5, 2016	RSR Recipient Report Start Date System opens for grantees to verify RSR Grantee Report.	
Monday, February 6, 2016	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 Reports.	
Monday, February 6, 2017		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 6, 2017		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 20, 2017	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 27, 2017 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 exempted 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 6, 2017 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.