

## 2017 Ryan White HIV/AIDS Program Service Report (RSR) Submission Timeline

Report Period: January 1, 2017 through December 31, 2017

Date	Recipients	Subrecipients/Providers
<b>Year Round</b>	<b>Grantee Contract Management System (GCMS)</b> is open year-round for recipients to enter their provider contract and service information.*	
<b>Monday, November 20, 2017</b>	Test your RSR Client-level Data XML and Data Quality Feature Opens.	
<b>Monday, December 4, 2017</b>	<b>RSR Recipient Report Start Date</b> System opens for recipients to verify RSR Recipient Report.	
<b>Monday, February 5, 2018</b>	<b>RSR Recipient Report Due Date</b> 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.	
<b>Monday, February 5, 2018</b>		<b>RSR Provider Report Start Date</b> System opens for providers to begin work on their RSR Provider Reports and upload their client-level data files.
<b>Monday, March 5, 2018</b>		<b>RSR Provider Report Target Date</b> Target deadline for the submission of all RSR Provider Reports and client-level data. RSR Provider Reports should be in "Review" or "Submitted" status.
<b>Monday, March 19, 2018</b>	<b>Return for Changes Deadline</b> Last day for recipients to return RSR Provider Reports and client-level data to their providers for changes or corrections.	
<b>Monday, March 26, 2018 6:00 PM ET</b>	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 5, 2018 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](mailto:RyanWhiteDataSupport@wrma.com) for assistance accessing the GCMS.