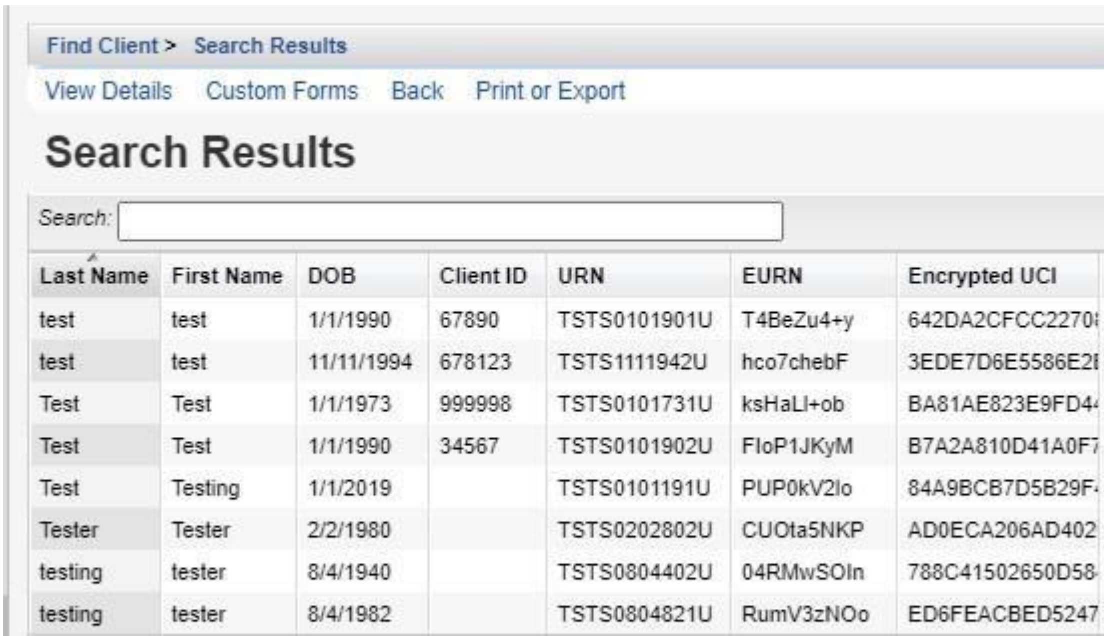
Eligibility Status includes the history of a client's eligibility and determines if the client is eligible for Ryan White-funded services and is to be included in the RSR.

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

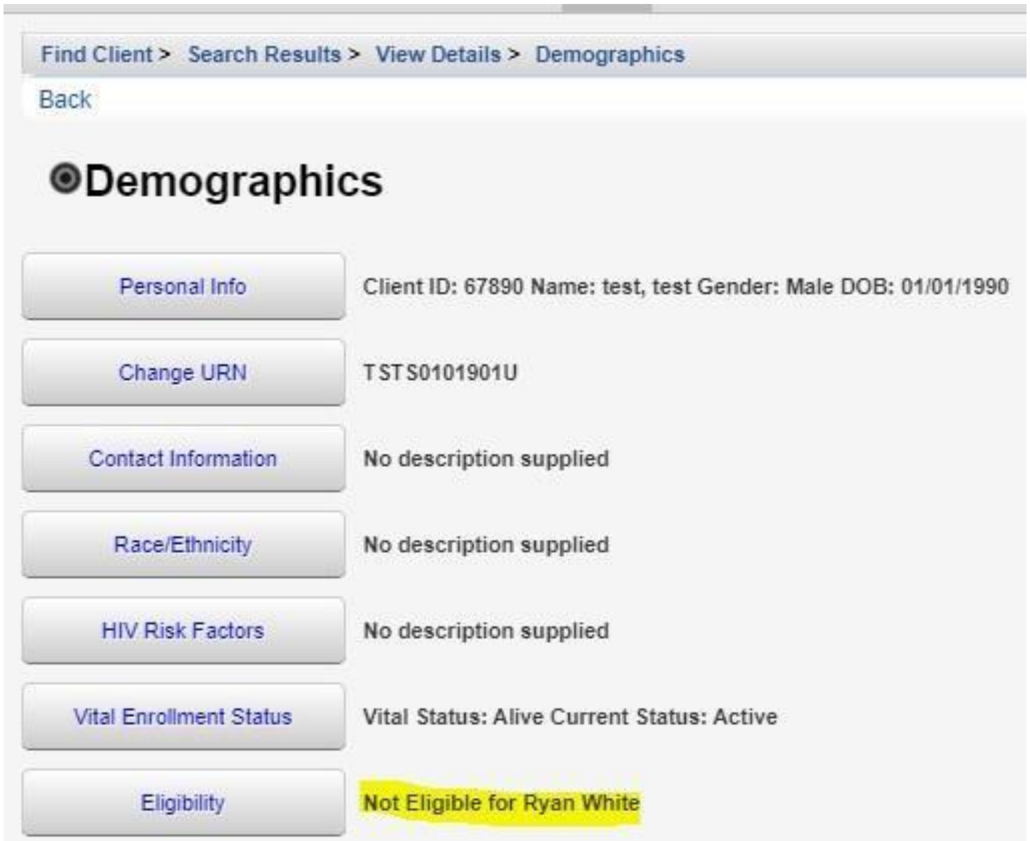
Search Results

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	B7A2A810D41A0F7
Test	Testing	1/1/2019		TSTS0101191U	PUP0kV2lo	84A9BCB7D5B29F
Tester	Tester	2/2/1980		TSTS0202802U	CUOta5NKP	AD0ECA206AD402
testing	tester	8/4/1940		TSTS0804402U	04RMwSOln	788C41502650D58
testing	tester	8/4/1982		TSTS0804821U	RumV3zNOo	ED6FEACBED5247

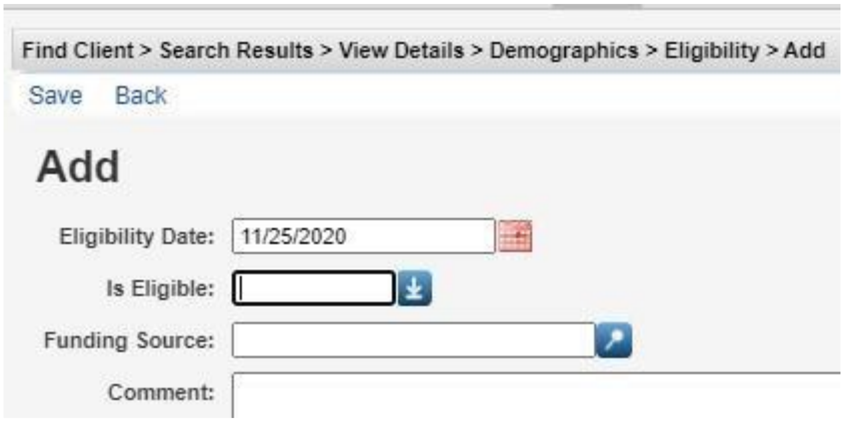
7. Click *Demographics.*

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



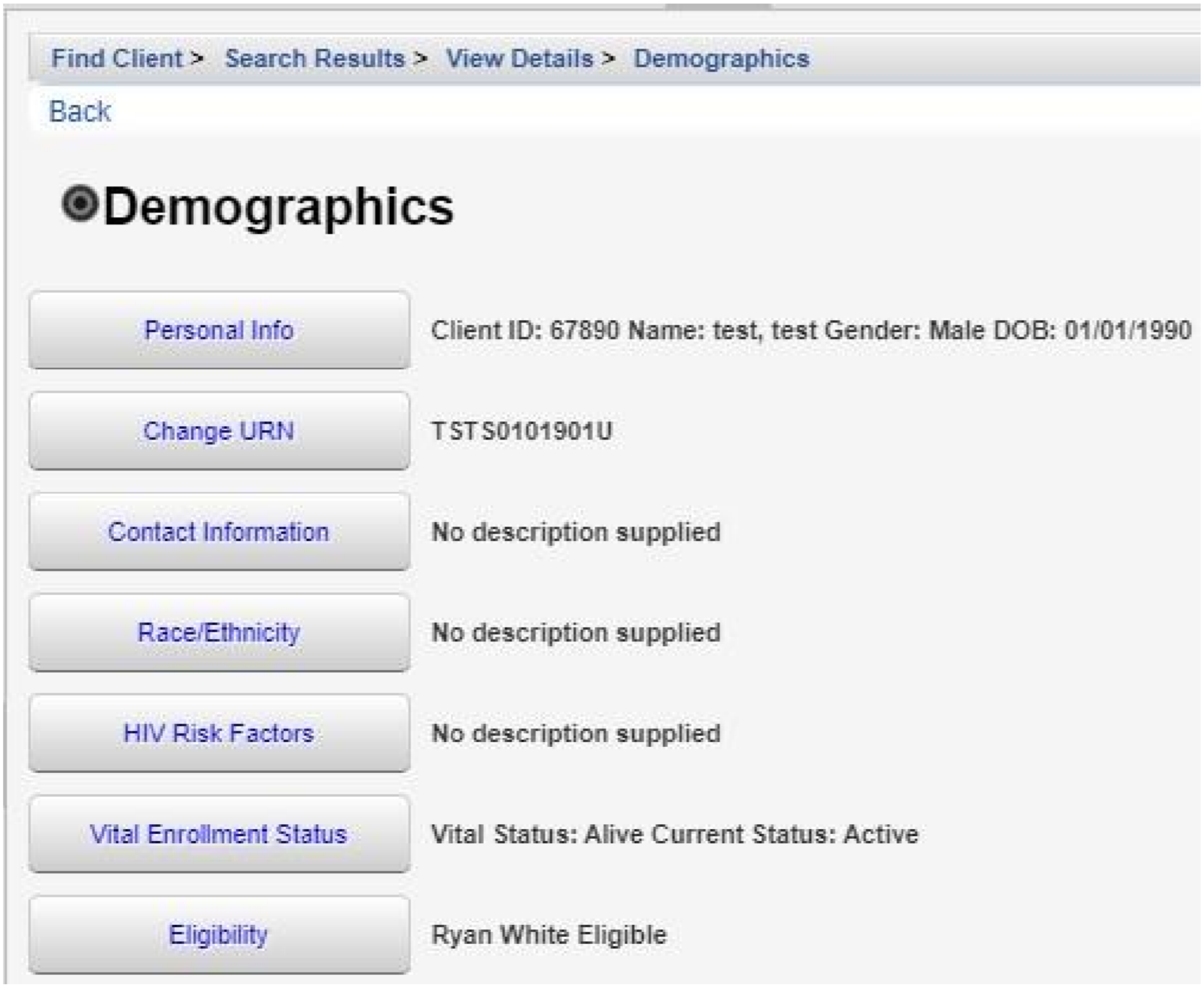
8. Click *Eligibility*
9. Click *Add*.

.



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 applicable funding source. For instance, they may be eligible for Part A services on 2/1/2021 and Part C services on 3/1/2021. 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 Ryan White-funded services before or after an eligibility period, those services do 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 relevant user group.

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*.


Administrative Options > Provider User Manager > Manage Providers > Kevin's Clinic > Permissions for Provider: Kevin's Clinic

Assign Provider Groups Grant Individual Permission Revoke Individual Permission Back Print or Export

Permissions for Provider: Kevin's Clinic

Search: Eligibility

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

8. Type *Eligibility* in Search.
9. Click a *Status/Eligibility* permission.
10. Click *Grant Individual Permission*.
11. 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

Users who try to access the Eligibility tab without the proper permissions receive an error.

Note: Eligibility records from other providers can be shared, making the client eligible for the RSR if the most recent Eligibility Status record from any data-sharing provider indicates that they are. Here are instructions for data sharing.