

# Ending the HIV Epidemic (EHE) Triannual Report



## 2023 Instruction Manual

Release Date: May 15, 2023

*Public Burden Statement:* The purpose of this data collection system is to collect aggregate data on the number of new and existing clients, and clients who have been out of care treated with EHE initiative funding. HAB will use these data to show the impact of the increased funding on reducing new HIV infections, identifying new HIV infections, engaging clients in care and treatment. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this information collection is 0906-0051 and it is valid until 1/31/2026. This information collection is mandatory (through increased Authority under the Public Health Service Act, Section 311(c) (42 USC 243(c)) and title XXVI (42 U.S.C. §§ 300ff-11 et seq.). Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to HRSA Reports Clearance Officer, 5600 Fishers Lane, Room 14N136B, Rockville, Maryland, 20857 or [paperwork@hrsa.gov](mailto:paperwork@hrsa.gov).

HIV/AIDS Bureau Division of Policy and Data  
Health Resources and Services Administration  
U.S. Department of Health and Human Services  
5600 Fishers Lane, Room 9N164A  
Rockville, MD 20857



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# Icons Used in This Manual

The following icons are used throughout this manual to alert you to important and/or useful information.



The note icon highlights information you should know when completing this section.



The tip icon points out recommendations and suggestions that can make it easier to complete this section.



The question mark icon indicates common questions asked with answers provided.



All new text in the document is indicated with a gray highlight.

# Background

The Ending the HIV Epidemic in the U.S. (EHE) initiative, which began in FY 2020, intends to reduce new HIV infections to less than 3,000 per year by 2030. The multi-year EHE initiative currently focuses on 48 counties, Washington, D.C., San Juan (PR), as well as seven states that have a substantial rural HIV burden (EHE jurisdictions). The initiative will bring the additional expertise, technology, and resources needed to end the HIV epidemic in the United States.

In FY 2022, HRSA awarded approximately \$115 million to 60 HIV/AIDS Bureau (HAB) EHE recipients to link people with HIV who are either newly diagnosed, or are diagnosed but currently not in care, to essential HIV care and treatment and support services, as well as to provide workforce training and technical assistance.

To support federal requirements to monitor and report on funds distributed through the EHE initiative, HRSA HAB utilizes the EHE Triannual Report data reporting module, available through the HRSA Electronic Handbooks (EHBs). EHE initiative-funded providers report aggregate data on the number of clients receiving specific services and the number of clients who were prescribed antiretroviral medications in the four-month reporting period. The information collected in the EHE Triannual Report complements the annual data collected through the Ryan White HIV/AIDS Program (RWHAP) Services Report (RSR) and other reporting mechanisms and supports HRSA HAB in its ability to monitor EHE initiative activities and assess progress toward meeting national goals for ending the HIV epidemic.

# Overview

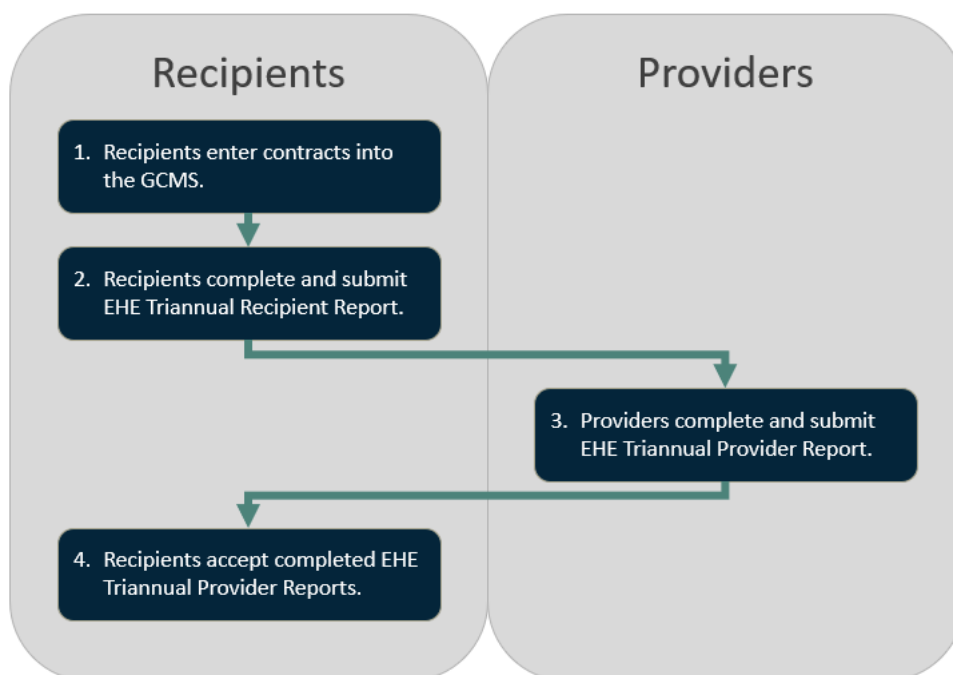
The EHE Triannual Report is an aggregate data report submitted three times a year by EHE recipients and EHE-funded providers of services.

EHE recipients begin by adding and/or editing contracts for their EHE initiative funding into the Grantee Contract Management System (GCMS). These contracts will then populate in recipients' EHE Triannual Recipient Reports. The information in the EHE Triannual Recipient Report will then be used to generate an EHE Triannual Provider Report for each EHE initiative-funded provider of services. Providers (including recipient-providers, subrecipients, and second-level providers) will submit their aggregate data in their EHE Triannual Provider Report. The EHE Triannual Provider Report must then be accepted by all funding recipients before finally advancing to "Submitted" status.

For instructions on each component of the EHE Triannual Report, see the sections below. If your organization is just an EHE initiative-funded provider and not the direct recipient of the EHE award, then you only must complete the EHE Triannual Provider Report.

- [EHE Triannual Recipient Report](#)
- [EHE Triannual Provider Report](#)

**Figure 1. EHE Triannual Report Process**



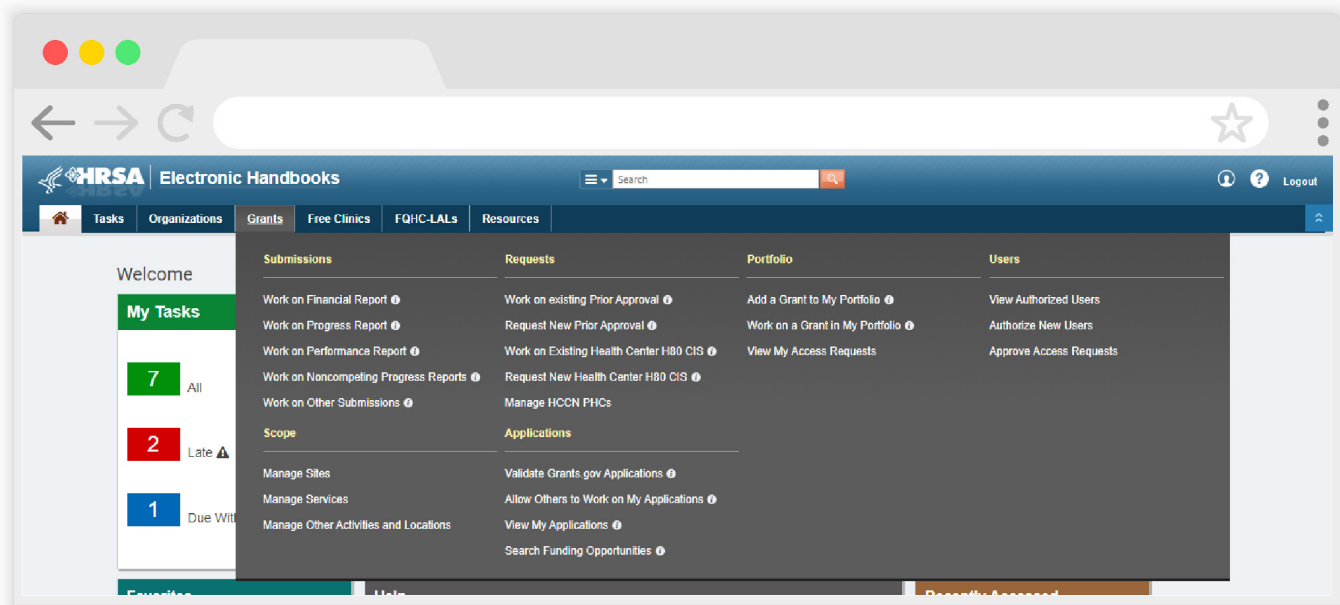
# EHE Triannual Recipient Report

EHE recipients will complete an EHE Triannual Recipient Report during each triannual (four-month) reporting period. The EHE Triannual Recipient Report pulls contract information from the GCMS for the specified reporting period. To complete the EHE Triannual Recipient Report, recipients should add/review their contracts in the GCMS and review the list of funded providers in their report for accuracy. Step-by-step instructions for completing the EHE Triannual Recipient Report begin below.

## Accessing the EHE Triannual Recipient Report

Start by logging into the [HRSA Electronic Handbooks \(EHBs\)](#). Hover over the Grants tab at the top of the page and select “Work on Performance Report” ([Figure 2](#)).

**Figure 2. HRSA EHBs: Screenshot of HRSA EHBs Homepage with Grants Drop-Down Menu**



If you need assistance logging into or navigating the EHBs, contact the EHBs Customer Support Center at 1-877-464-4772.

On the next page, the Submissions-All page (Figure 3), locate your most recent EHE Triannual Report submission. Select “Start” or “Edit” under the far right Action column. The first time you access your report, the link will read “Start.” Once your report has been started the link will read “Edit.”

**Figure 3. HRSA EHBs: Screenshot of Submissions-All Page**

The screenshot shows a web interface for managing report submissions. At the top, there are navigation options like 'Sort Method (Grid | Custom)', a search bar, and an 'Export To Excel' button. Below this is a table with columns for Submission Name, Submission Type, Organization, Grant #, Tracking #, Reporting Period, Deadline, Submitted Date, Status, and Options. The table contains four rows of data, with the first row being the most recent submission.

| Submission Name                         | Submission Type    | Organization             | Grant #    | Tracking # | Reporting Period        | Deadline   | Submitted Date | Status      | Options            |
|---|--------------------|--------------------------|------------|------------|-------------------------|------------|----------------|-------------|--------------------|
| EHE Triannual Report Year 4 Trimester 1 | Performance Report | County Health Department | UT8HA00000 |            | 01/01/2023 - 04/30/2023 | 06/15/2023 |                | Not Started | Start              |
| RSR 2022 Annual Performance Report      | Performance Report | County Health Department | UT8HA00000 | 234567     | 01/01/2022 - 12/31/2022 | 03/27/2023 | 03/15/2023     | Submitted   | Performance Report |
| EHE Triannual Report Year 3 Trimester 3 | Performance Report | County Health Department | UT8HA00000 | 345678     | 09/01/2022 - 12/31/2022 | 02/15/2023 | 02/04/2023     | Submitted   | Performance Report |
| EHE Triannual Report Year 3 Trimester 2 | Performance Report | County Health Department | UT8HA00000 | 456789     | 05/01/2022 - 08/31/2022 | 10/15/2022 | 09/30/2022     | Submitted   | Performance Report |

From there, you will be taken to the EHE Triannual Recipient Report Inbox (Figure 4). On this page, you can access your EHE Triannual Recipient Report as well as the GCMS to add/manage your contracts.

**Figure 4. EHE Triannual Recipient Report: Screenshot of EHE Triannual Recipient Report Inbox**

The screenshot shows the 'EHE Triannual Recipient Report Inbox' page. It features a navigation menu on the left with options like 'Inbox', 'EHE Triannual Recipient Report', 'EHE Triannual Provider Report', 'Manage Contracts', and 'Search Contracts'. The main content area displays a table with columns for Report ID, Fund Source, Grant Number, Recipient Name, Reporting Period, Modified Date, Status, Action, and Action History. A 'Create' button is visible next to the 'Action' column. Below the table, there is a footer with contact information for the HRSA Help Desk and Data Support.

| Report ID | Fund Source | Grant Number | Recipient Name           | Reporting Period        | Modified Date | Status      | Action | Action History |
|-----------|-------------|--------------|--------------------------|-------------------------|---------------|-------------|--------|----------------|
|           | EHE         | UT8HA00000   | County Health Department | 01/01/2023 - 04/30/2023 |               | Not Started | Create |                |

## Adding and/or Managing Contracts in the GCMS

To access the GCMS, click on “Search Contracts” under the Manage Contracts header in the Navigation panel on the left side of the page. This will take you to the GCMS search page (Figure 5) where you can search for your EHE-funded contracts. Recipients must ensure that they have a contract in the system for each agency funded to provide services with their EHE initiative award during the reporting period.

For instructions on utilizing the GCMS and adding/editing your contracts, review the [GCMS Manual](#) and the [Completing the GCMS webinar](#) on the TargetHIV website.



Use the reporting period dates in the “Range Start Date” and “Range End Date” search fields to only return contracts relevant to the reporting period in your search results.

Figure 5. GCMS: Screenshot of GCMS Search Page

The screenshot shows a web browser window with the title "Grantee Contract Management System". On the left, a navigation menu is visible with "Search Contracts" highlighted. The main content area contains several search fields: "Grant Number" (with the value "UTBHA00000"), "Org ID", "Registration Code", "Organization Name", "Funded Through", "Contract ID", "Reference", "Range Start Date", "Range End Date", and "Project Officer" (with a dropdown menu set to "All Project Officers"). There are "Reset" and "Search" buttons at the bottom of the search area. A session timer in the top right corner indicates "Your session will expire in: 28:11".



If you need assistance locating or adding a provider in the web system, contact RWHAP Data Support at 1-888-640-9356 or email [RyanWhiteDataSupport@wrma.com](mailto:RyanWhiteDataSupport@wrma.com).





### Where do I input services that I provide as the recipient?

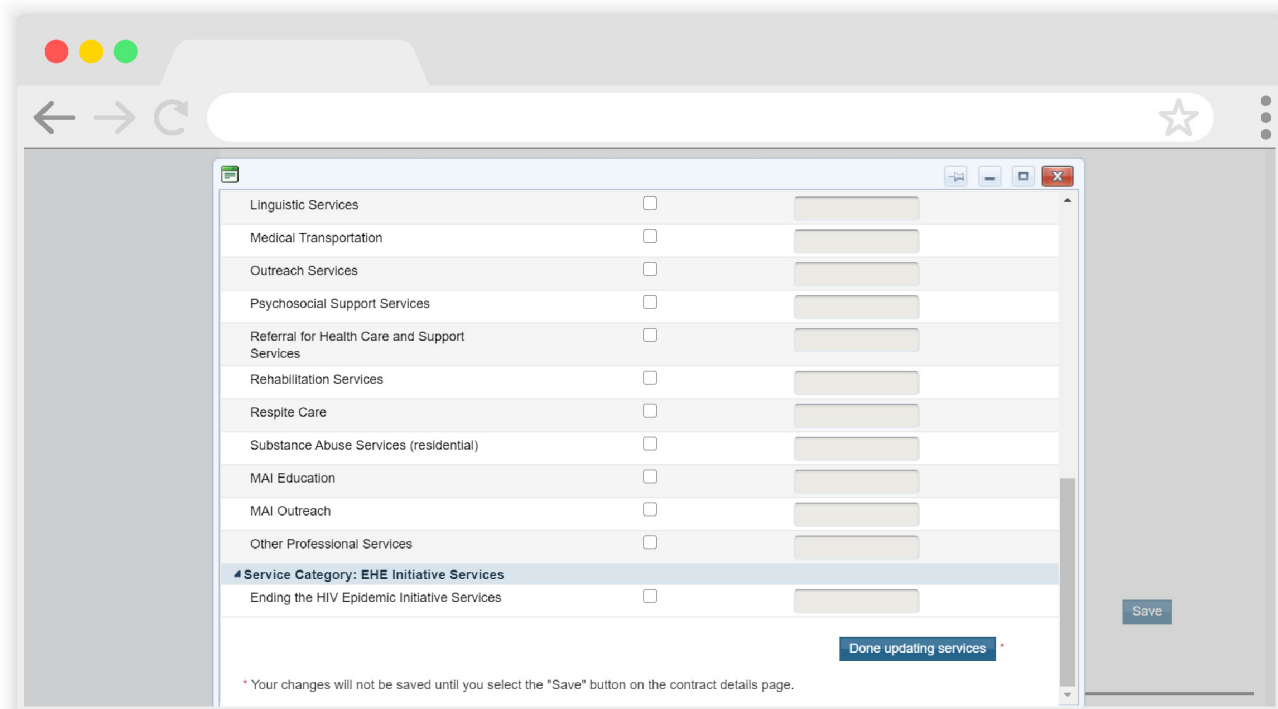
Recipients should enter a contract in the GCMS with their own agency for the services they provide.

## EHE Initiative Service Categories

Please note the EHE-specific service category, “Ending the HIV Epidemic Initiative Services” (Figure 6). This service category includes client services that are funded through EHE initiative funding but do not meet the definition of an RWHAP core medical or support service as outlined in [Policy Clarification Notice #16-02](#). EHE initiative funding dedicated to services that meet the definition of one of the existing service categories should be listed under that specific service category.

For example, EHE initiative funding used to provide medical case management should be listed under the service category Medical Case Management.

**Figure 6. GCMS: Screenshot of GCMS Update Services Table**



The Ending the HIV Epidemic Initiative Services category should only be used for services that do not meet the definition of one of the RWHAP core medical or support services.



To review the RWHAP core medical and support service category definitions, see [Policy Clarification Notice #16-02](#) available on the HAB website.

Please also note the “Other” service category in question 8 of the GCMS contract details page ([Figure 7](#)). Agencies should select this service category if a provider is funded by their EHE initiative award to provide non-client services that do not meet one of the other administrative and technical service category definitions (see [Appendix A](#) of this manual for administrative and technical service category definitions).

Non-client services that fall under the definition of one of the existing service categories should be reported under that specific service category. For example, EHE initiative funding used to provide capacity development should be reported under Capacity Development.

**Figure 7. GCMS: Screenshot of Question 8 of the Contract Details Page**

The screenshot shows a web browser window with the title "Service Information". Below the title, there is a question: "\* 7. Does this agency provide direct client services?". There are two radio button options: "1. No" and "2. Yes". Below this, there is another question: "8. If applicable, select the administrative and technical services that are funded for this contractor." This question has eight checkbox options: "1. Planning or evaluation", "2. Administrative or technical support", "3. Fiscal intermediary support", "4. Other fiscal services", "5. Technical assistance", "6. Capacity development", "7. Quality management", and "8. Other". The "8. Other" option is highlighted with a red rectangular box. Below the list of options, there is a question: "9. If applicable, indicate the core medical and essential support services that are funded for this contract by selecting the 'Update Services' button." At the bottom of the form, there is a button labeled "Update Services".

Services funded and provided with EHE initiative carryover funding should also be reported on in the EHE Triannual Report. For assistance adding EHE initiative carryover-funded services to your contracts, please contact [RWHAP Data Support](#).



For assistance setting up your contracts in the GCMS and selecting the correct service categories, contact RWHAP Data Support at 1-888-640-9356 or email [RyanWhiteDataSupport@wrma.com](mailto:RyanWhiteDataSupport@wrma.com).

## Completing the EHE Triannual Recipient Report

Select “EHE Triannual Recipient Report” under the Inbox header on the Navigation panel on the left side of the screen to access the EHE Triannual Recipient Report Inbox. Alternatively, use the instructions in [Accessing the EHE Triannual Recipient Report](#) to navigate to the EHE Triannual Recipient Report Inbox from the EHBs.

Once you have accessed your report inbox ([Figure 8](#)), select the envelope icon under the Action column to open your report.

**Figure 8. EHE Triannual Recipient Report: Screenshot of EHE Triannual Recipient Report Inbox**

| Report ID | Fund Source | Grant Number | Recipient Name           | Reporting Period        | Modified Date | Status      | Action | Action History |
|-----------|-------------|--------------|--------------------------|-------------------------|---------------|-------------|--------|----------------|
|           | EHE         | UT8HA00000   | County Health Department | 01/01/2023 - 04/30/2023 |               | Not Started | Create |                |

Page Size: 25 | 1 items in 1 pages

For help with EHBs contact the HRSA Help Desk by phone at 1-877-Go4-HRSA (1-877-464-4772) Monday through Friday, 8:00 a.m. to 8:00 p.m. Eastern Time. Or use the [HRSA Electronic Handbooks Contact Center help request form](#) to submit your question online. For questions regarding data content and/or reporting requirements, please contact Data Support at 1-888-640-9356 or email to [RyanWhiteDataSupport@wrma.com](mailto:RyanWhiteDataSupport@wrma.com)

Logged in as: GranteeDataViewer, GranteeDataEditor, GranteeDataSubmitter  
The HAB Web Applications also require Adobe Acrobat Reader 5 or higher installed on your PC. To download Adobe Acrobat Reader, click [here](#)

## EHE Triannual Recipient Report: General Information

Upon opening your report, you will be taken to the first section, General Information (Figure 9). This page includes multiple fields prepopulated from the web system, including your organization’s address, EIN, and UEI as well as the contact information of the person responsible for completing the report. Review all fields for accuracy and make any updates as needed. Once finished, select “Save” on the bottom right of the page.

**Figure 9. EHE Triannual Recipient Report: Screenshot of General Information Section**

**EHE Triannual Recipient Report**

Your session will expire in: 29:43

UT8HA00000 : County Health Department

Report ID: 123456      Status: Working      Due Date: 06/15/2023 11:59:58 PM  
 Report Period: 1/1/2023 - 4/30/2023      Last Modified Date: 05/15/2023 11:23:18 AM      Last Modified By: shudson@countyhealth.gov  
 Access Mode: ReadWrite      UEI: AB1C2DEF3GH4

**General Information**

The data shown below are pre-populated from the HRSA Electronic Handbooks (EHBs). Please verify that the information shown below is accurate. A field with an asterisk \* before it is a required field. Note: Updating the information in the EHE Triannual Recipient Report does not update your information in the EHBs. You must revise your agency's information in the EHBs as well.

**1. Official Mailing Address:**

\* a. Street:

\* b. City:

\* c. State:

\* d. Zip Code:

**2. Organization Identification:**

\* a. EIN:

\* b. UEI:

**3. Contact information of person responsible for this submission:**

\* a. Name:

\* b. Title:

\* c. Phone:

Extension:

d. Fax:

\* e. Email:

## EHE Triannual Recipient Report: Program Information

To access the next section of the report, Program Information, select “Program Information” under the EHE Recipient Report Navigation header in the Navigation panel on the left side of the screen. The Program Information section (Figure 10) displays all the agencies funded to provide services with your EHE initiative award during the reporting period as listed in the contracts in the GCMS.

**Figure 10. EHE Triannual Recipient Report: Screenshot of Program Information Section**

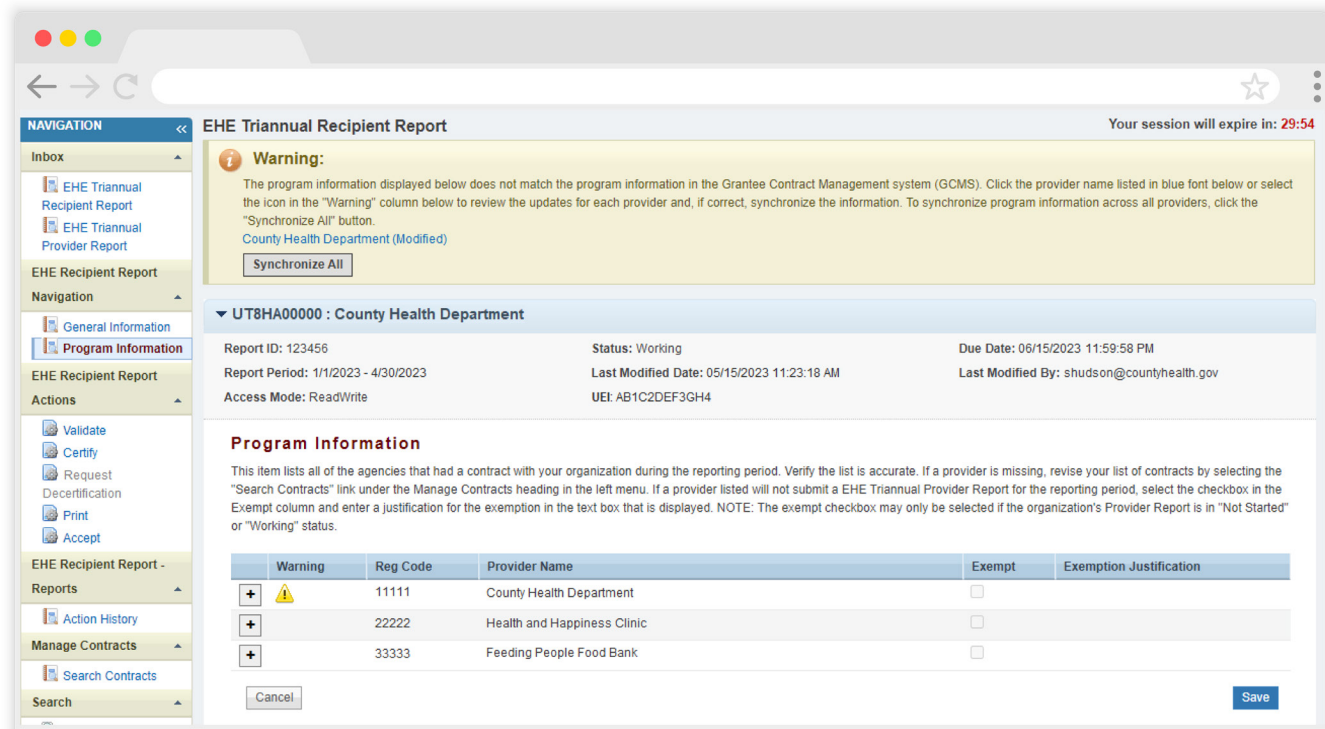
The screenshot shows a web application interface for the EHE Triannual Recipient Report. The top navigation bar includes a left sidebar with 'NAVIGATION' and 'Inbox' sections. The main content area is titled 'EHE Triannual Recipient Report' and shows details for 'UT8HA00000 : County Health Department'. Below this, the 'Program Information' section is active, displaying a table of agencies. The table has columns for 'Warning', 'Reg Code', 'Provider Name', 'Exempt', and 'Exemption Justification'. There are three rows of data, each with a plus sign in the 'Warning' column and a checkbox in the 'Exempt' column. A 'Cancel' button is at the bottom left and a 'Save' button is at the bottom right.

| Warning                  | Reg Code | Provider Name               | Exempt                   | Exemption Justification |
|--------------------------|----------|-----------------------------|--------------------------|-------------------------|
| <input type="checkbox"/> | 11111    | County Health Department    | <input type="checkbox"/> |                         |
| <input type="checkbox"/> | 22222    | Health and Happiness Clinic | <input type="checkbox"/> |                         |
| <input type="checkbox"/> | 33333    | Feeding People Food Bank    | <input type="checkbox"/> |                         |

This information is populated from the GCMS, and recipients should review the list for accuracy and completeness. If any of the listed information is incorrect, you must make any necessary changes to the contracts in the GCMS.


If you make any changes to your contracts after your Recipient Report has been started, you must synchronize the changes with your report so they populate correctly. Navigate back to the Program Information section of the report and you will see a yellow warning banner at the top of the page ([Figure 11](#)).

**Figure 11. EHE Triannual Recipient Report: Screenshot of Program Information Synchronization Warning Banner**



Select the "Synchronize All" button to synchronize all contract changes at once or select the blue link(s) in the banner to synchronize contracts individually. On the next page, review the changes you made to your contracts and then select the "Synchronize" button to add all contract changes to the report.

Once you have reviewed both sections of the report and made sure that all EHE initiative-funded providers are listed, you are ready to move on to the next step of the EHE Recipient Report, validating your report.

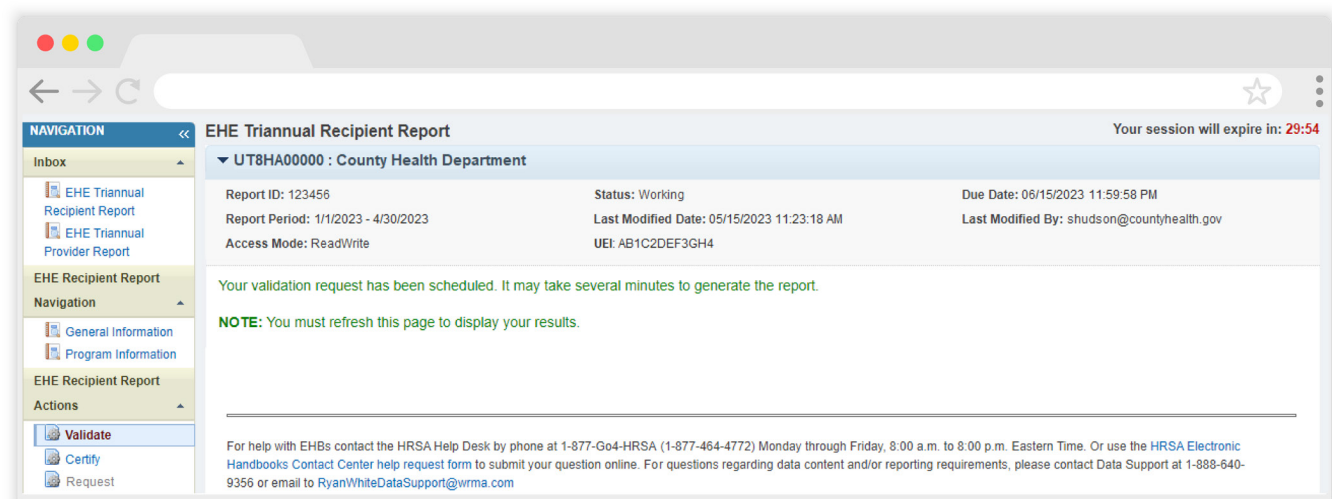


If you need to make changes to your contracts after certifying your EHE Recipient Report, contact Data Support for assistance at 1-888-640-9356 or email [RyanWhiteDataSupport@wrma.com](mailto:RyanWhiteDataSupport@wrma.com).

## Validating the EHE Triannual Recipient Report

Once you have reviewed and completed both the General Information and Program Information sections, the next step is to validate your report. The validation process checks your report against HRSA HAB's system requirements. To start the validation process, select "Validate" in the Navigation panel on the left side of the screen. The system will display a message letting you know that the validation is processing ([Figure 12](#)). After a few minutes, refresh the page by selecting the "Validate" link again in the Navigation panel.

**Figure 12. EHE Triannual Recipient Report: Screenshot of Validation Processing Page**



If your report has no validation messages to address, you will see a congratulations message and can advance to the next step. Otherwise, you will see a table of your validation results once the validation process has been completed.

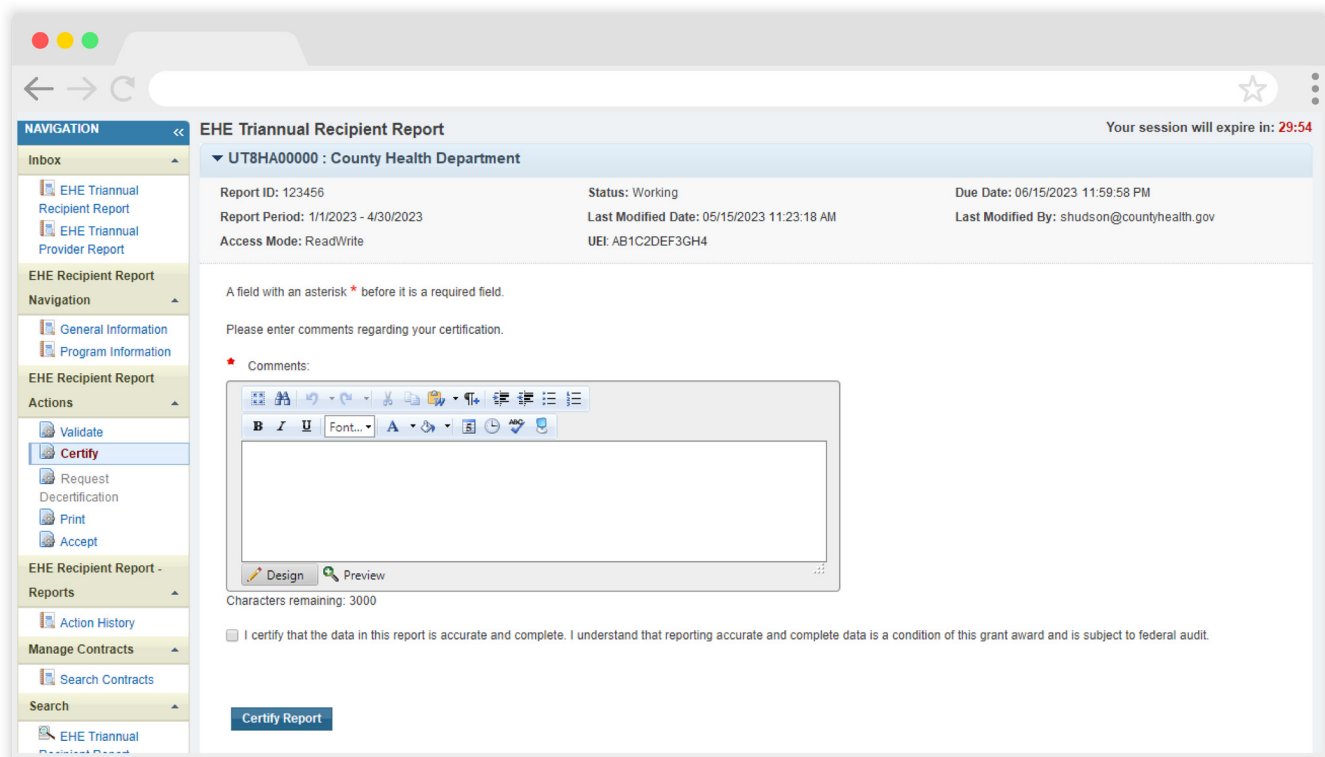
The only validation messages in the EHE Recipient Report are errors. If you receive an error in your validation results, you must correct your report based on the error message and revalidate your report before you can certify.

Once you have addressed your validation results, you can advance to the next step, certifying your report.

## Certifying the EHE Triannual Recipient Report

To certify your EHE Triannual Recipient Report, select “Certify” in the Navigation panel on the left side of the screen. On the next page (Figure 13), enter a comment in the text box with any meaningful feedback you have about the submission process. Underneath the comment box, select the checkbox to indicate that the data submitted are accurate and complete. Once finished, select the “Certify Report” button at the bottom of the page.

**Figure 13. EHE Triannual Recipient Report: Screenshot of the Certify Report Page**



If you need assistance completing your EHE Triannual Recipient Report, contact RWHAP Data Support at 1-888-640-9356 or email [RyanWhiteDataSupport@wrma.com](mailto:RyanWhiteDataSupport@wrma.com).



# EHE Triannual Provider Report

Each organization that receives EHE initiative funding to provide services must complete an EHE Triannual Provider Report each reporting period. The EHE Triannual Provider Report is submitted three times a year and includes aggregate data on the number of clients receiving services as well as the number of clients prescribed antiretroviral therapy (ART). Step-by-step instructions for completing the EHE Triannual Provider Report begin below.

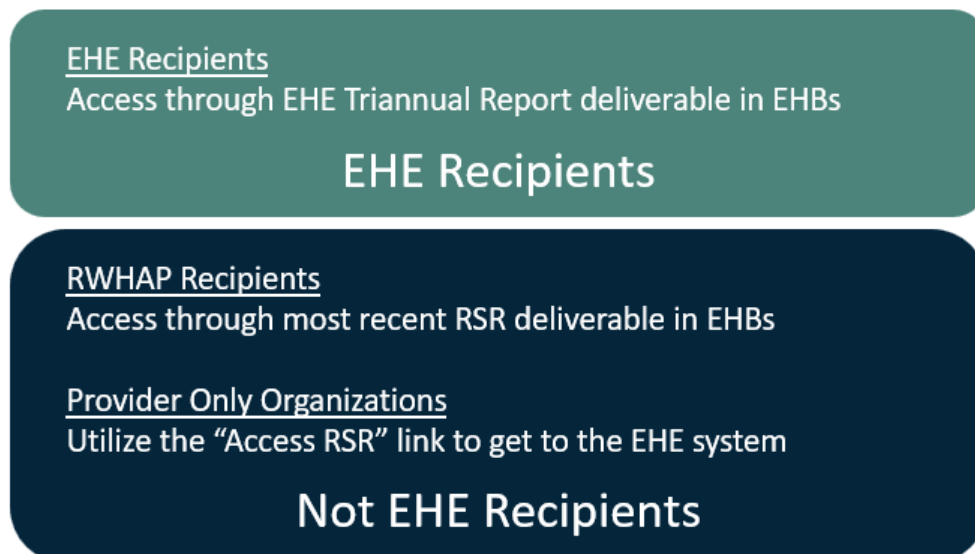
## Accessing the EHE Triannual Provider Report

The steps to access the EHE Triannual Report vary based on your organization. EHE recipients (the organization that receives the EHE initiative award from HRSA HAB) can access the EHE Provider Report through their EHE report deliverable in the HRSA Electronic Handbooks (EHBs).

EHE initiative-funded providers that are not EHE recipients but are the recipient of a RWHAP grant (such as a RWHAP Part C or D recipient) access the EHE Provider Report through their most recent RWHAP Services Report (RSR) deliverable in the EHBs. EHE initiative-funded providers that are not the recipient of any RWHAP grant (provider-only organizations) access the EHE system by going through the RSR system and the “Access RSR” link in the EHBs.

Detailed instructions for each method of accessing the EHE Provider Report follow below.

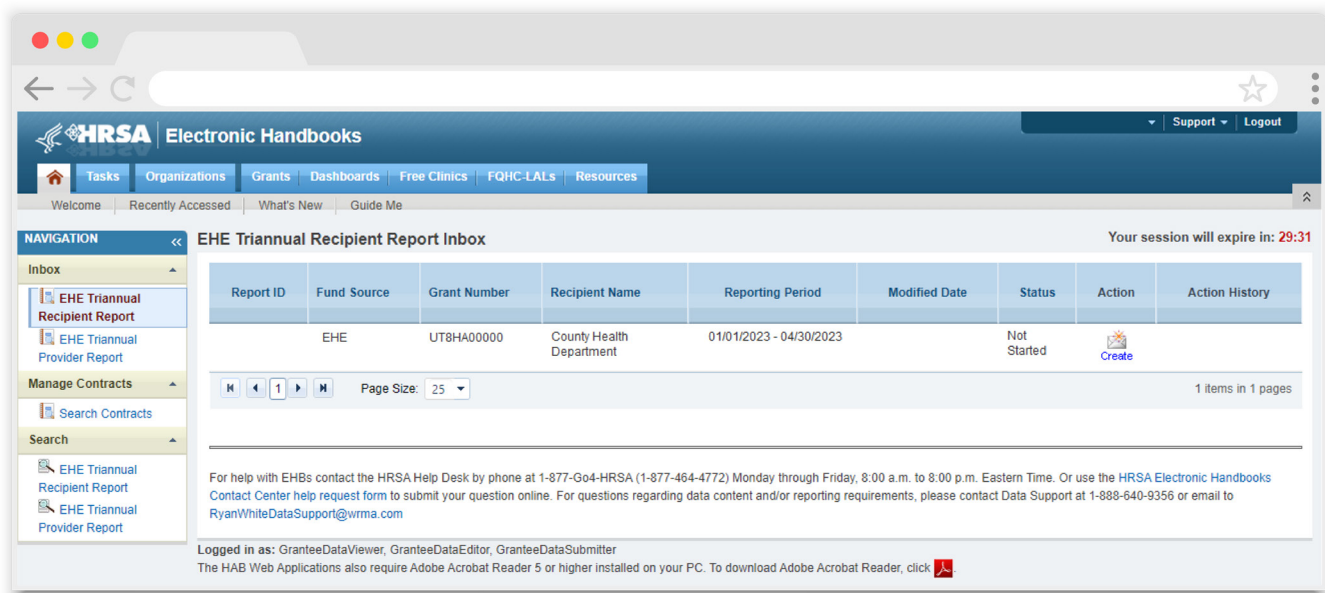
**Figure 14. Accessing the EHE Triannual Provider Report**



## EHE Recipients

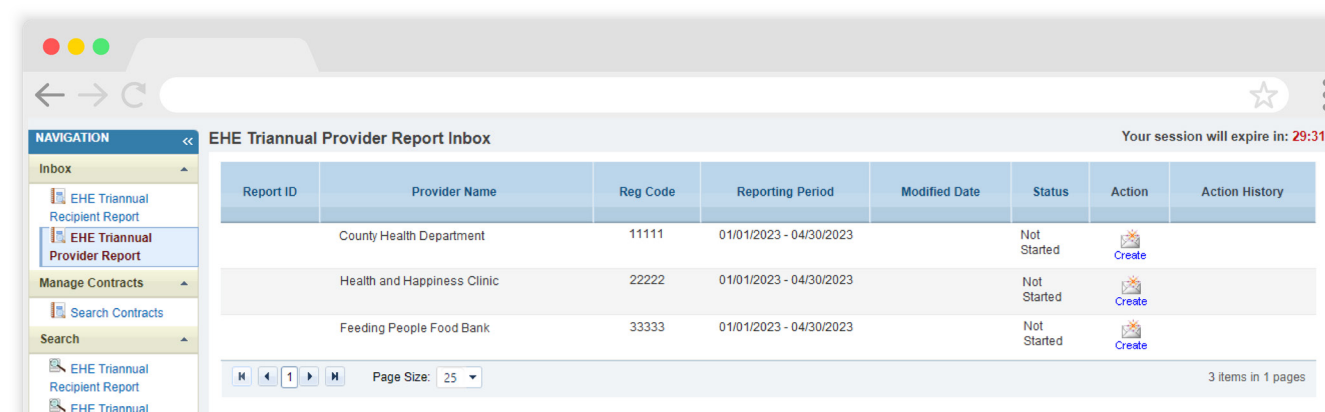
Organizations that are EHE recipients can use the steps detailed in [Accessing the EHE Triannual Recipient Report](#) to navigate to the EHE Recipient Report Inbox ([Figure 15](#)). From there, select “EHE Triannual Provider Report” under the Inbox header in the Navigation panel on the left side of the screen to access the EHE Provider Report Inbox.

**Figure 15. EHE Triannual Provider Report: Screenshot of EHE Triannual Recipient Report Inbox**



Once in the EHE Provider Report Inbox ([Figure 16](#)), recipients will see a Provider Report in the inbox for each EHE initiative-funded provider as listed in their EHE Recipient Report. Locate the Provider Report you would like to open and select the envelope icon under the Action column to open the report. The first time you access the report, the link will read “Create,” and once the report has been started, the link will instead read “Open.”

**Figure 16. EHE Triannual Provider Report: Screenshot of EHE Provider Report Inbox (EHE Recipient View)**

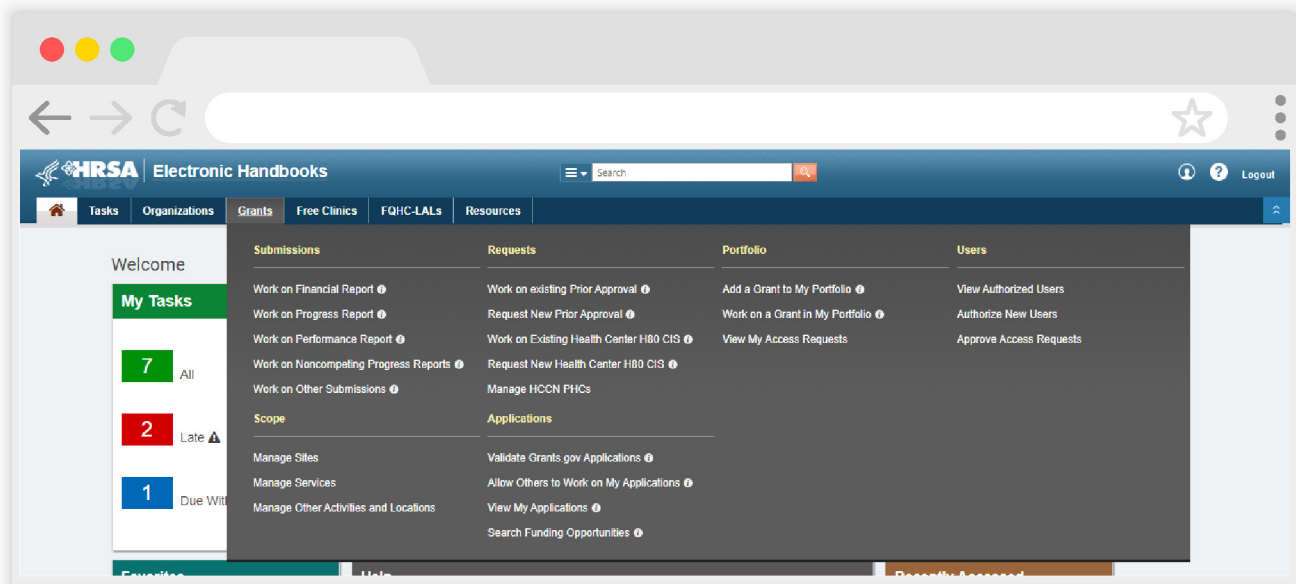


## RWHAP Recipients

EHE initiative-funded providers that are not the recipient of the EHE award (i.e., they are not the organization that receives the EHE award directly from HRSA HAB) but are a recipient of an RWHAP grant (such as an RWHAP Part C or D recipient) access the EHE system through their most recent RSR deliverable.

Start by logging into the [HRSA EHBs](#). From the EHBs homepage, hover over the “Grants” tab at the top of the page and then select “Work on Performance Report” ([Figure 17](#)).

**Figure 17. HRSA EHBs: Screenshot of EHBs Homepage with Grants Drop-Down Menu**



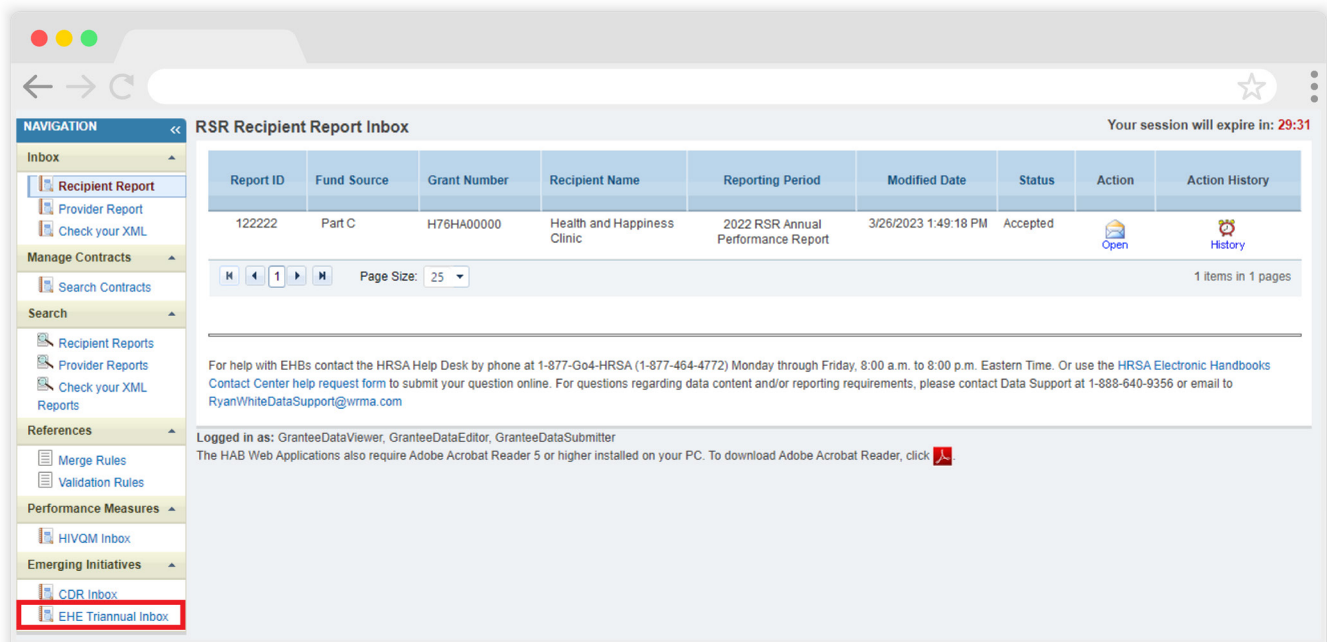
On the next page, Submissions-All, scroll down and locate your most recent RSR deliverable. Select the “Start” or “Edit” link under the far-right Options column ([Figure 18](#)) to access the RSR system.

**Figure 18. HRSA EHBs: Screenshot of Submissions-All Page (RWHAP Recipient View)**

| Submission Name                    | Submission Type    | Organization                | Grant #    | Tracking # | Reporting Period      | Deadline   | Submitted Date | Status    | Options            |
|------------------------------------|--------------------|-----------------------------|------------|------------|-----------------------|------------|----------------|-----------|--------------------|
| RSR 2022 Annual Performance Report | Performance Report | Health and Happiness Clinic | H76HA00000 | 122222     | 1/1/2022 - 12/31/2022 | 03/27/2023 | 03/26/2023     | Submitted | Edit               |
| RSR 2022 Annual Performance Report | Performance Report | Health and Happiness Clinic | H12HA00000 | 133333     | 1/1/2022 - 12/31/2022 | 03/27/2023 | 03/26/2023     | Submitted | Edit               |
| RSR 2021 Annual Performance Report | Performance Report | Health and Happiness Clinic | H76HA00000 | 144444     | 1/1/2021 - 12/31/2021 | 03/28/2022 | 03/12/2022     | Submitted | Performance Report |
| RSR 2021 Annual Performance Report | Performance Report | Health and Happiness Clinic | H12HA00000 | 155555     | 1/1/2021 - 12/31/2021 | 03/28/2022 | 03/15/2022     | Submitted | Performance Report |

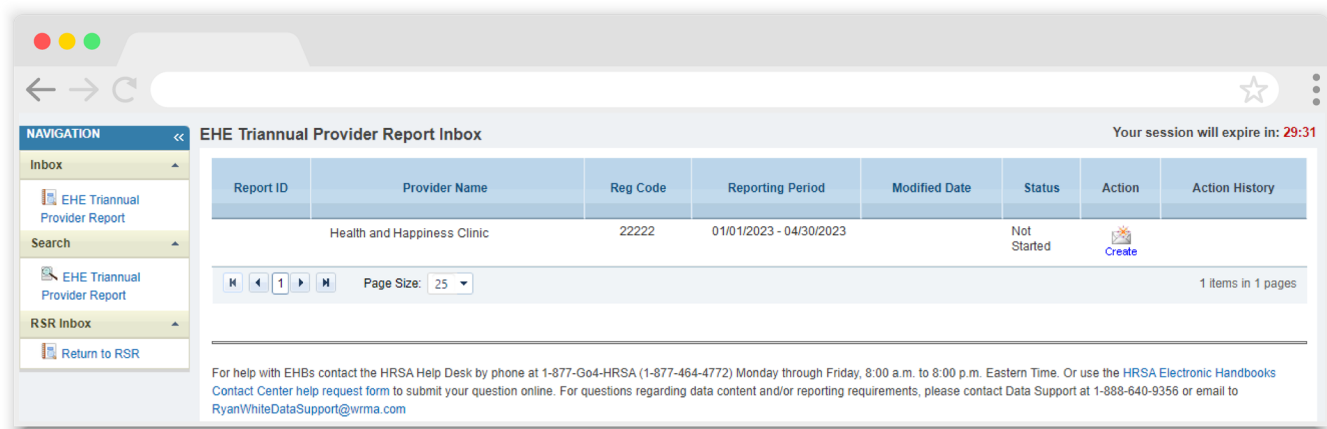
That will bring you to the RSR Recipient Report Inbox (Figure 19). Look at the bottom of the Navigation panel on the left side of the screen and select “EHE Triannual Inbox” under the Emerging Initiatives header.

**Figure 19. EHE Triannual Provider Report: Screenshot of RSR Recipient Report Inbox**



You will now be in the EHE Provider Report Inbox (Figure 20). To access your EHE Provider Report, select the envelope icon under the Action column on the right side of the page.

**Figure 20. EHE Triannual Provider Report: Screenshot of EHE Triannual Provider Report Inbox**

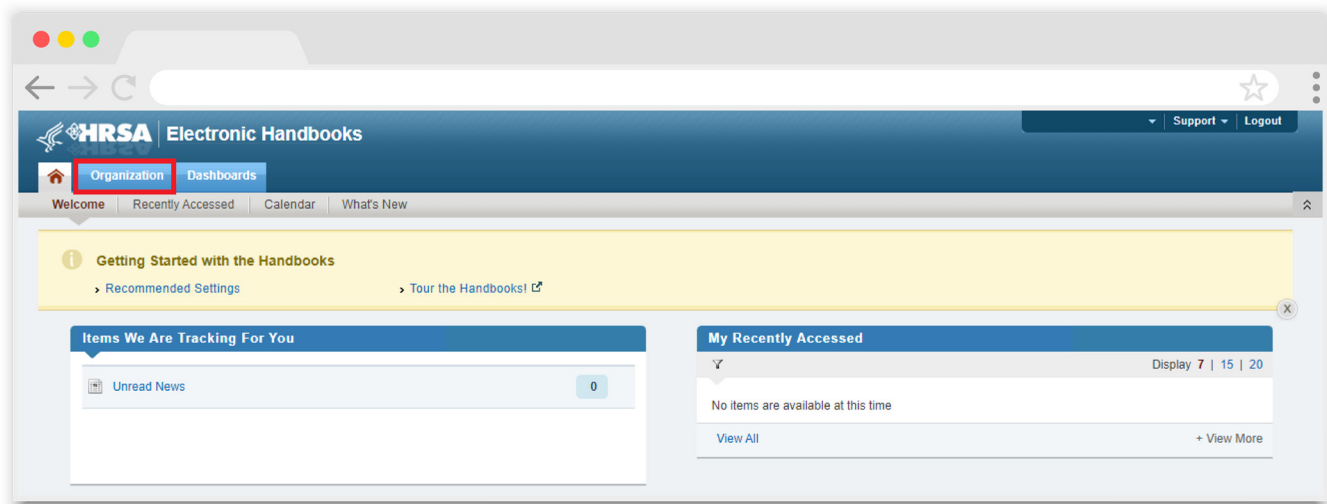


## Provider-Only Organizations

EHE initiative-funded providers that are providers only and do not receive any RWHAP grant from HRSA HAB access the EHE Provider Report through the RSR system using the “Access RSR” link in the HRSA EHBs.

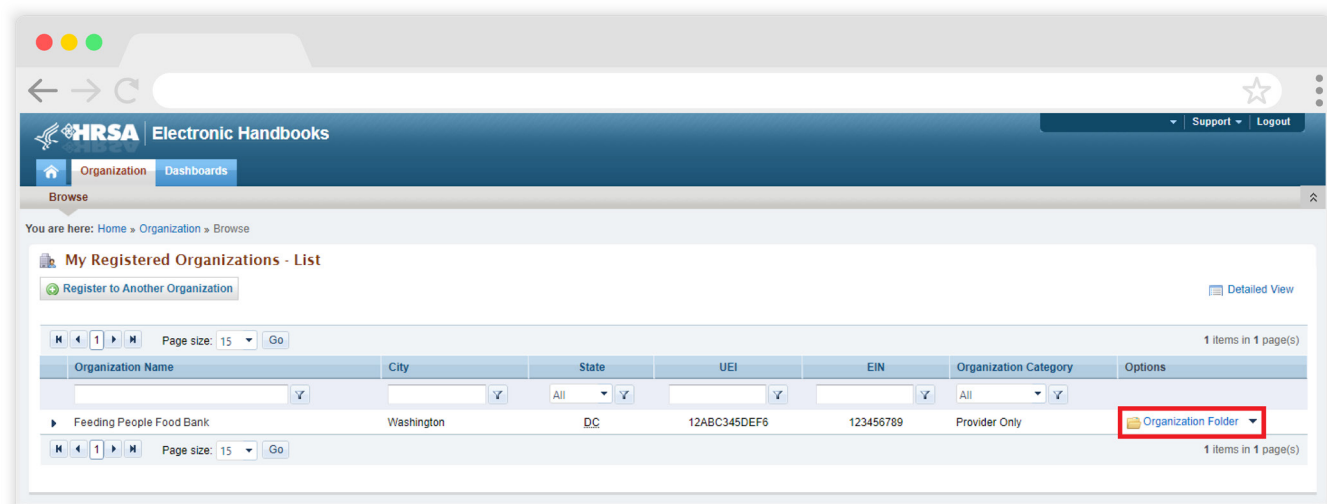
Start by logging into the [HRSA EHBs](#). Once you have logged in, from the providers’ EHBs homepage, select the Organization tab at the top of the page ([Figure 21](#)).

**Figure 21. HRSA EHBs: Screenshot of Providers’ EHBs Homepage**



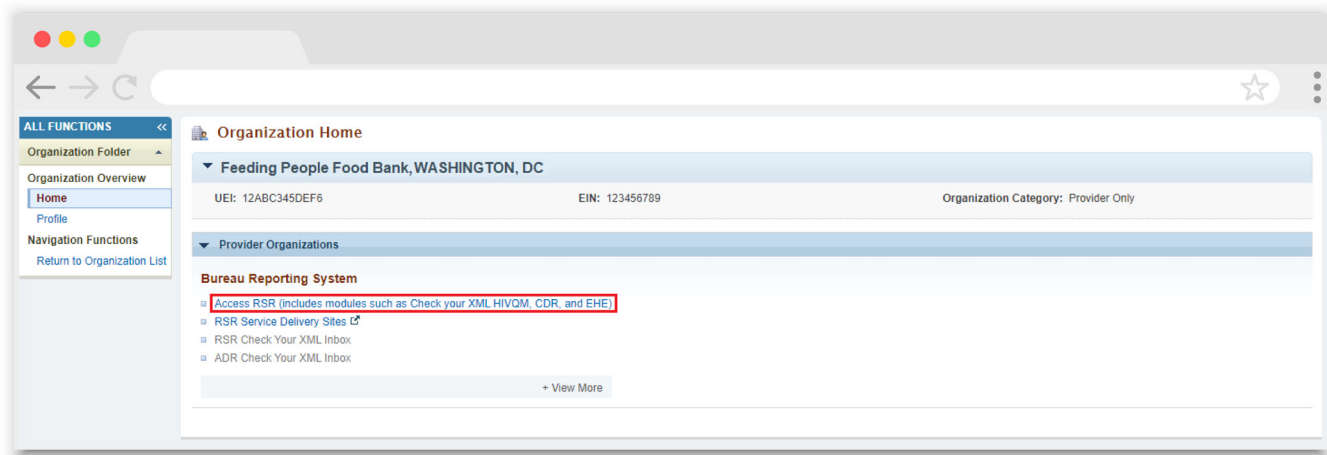
On the next page, the My Registered Organizations – List, locate your organization’s name and then select the “Organization Folder” under the far right Options column ([Figure 22](#)).

**Figure 22. HRSA EHBs: Screenshot of My Registered Organizations - List Page**



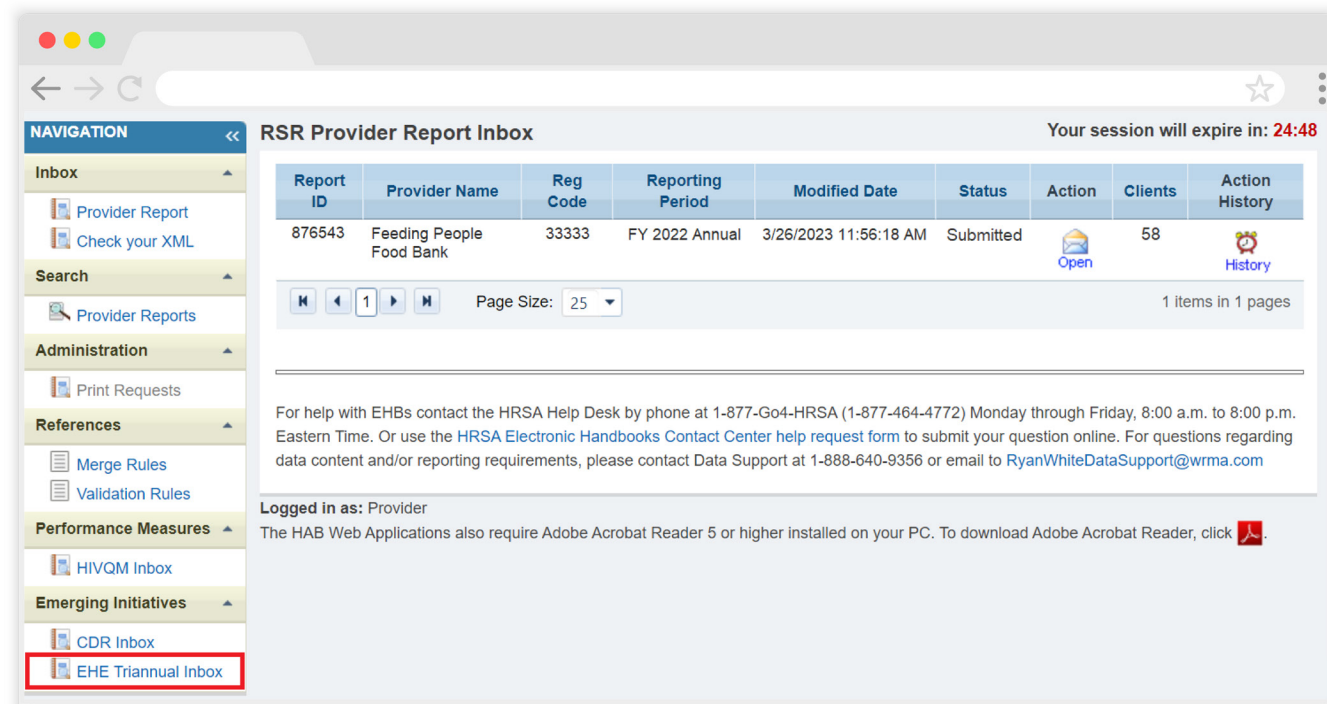
That will bring you to the Organization homepage. Look in the center of the page and select the “Access RSR (includes modules such as Check your XML, HIVQM, CDR, and EHE)” link (Figure 23).

**Figure 23. HRSA EHBs: Screenshot of Organization Homepage**



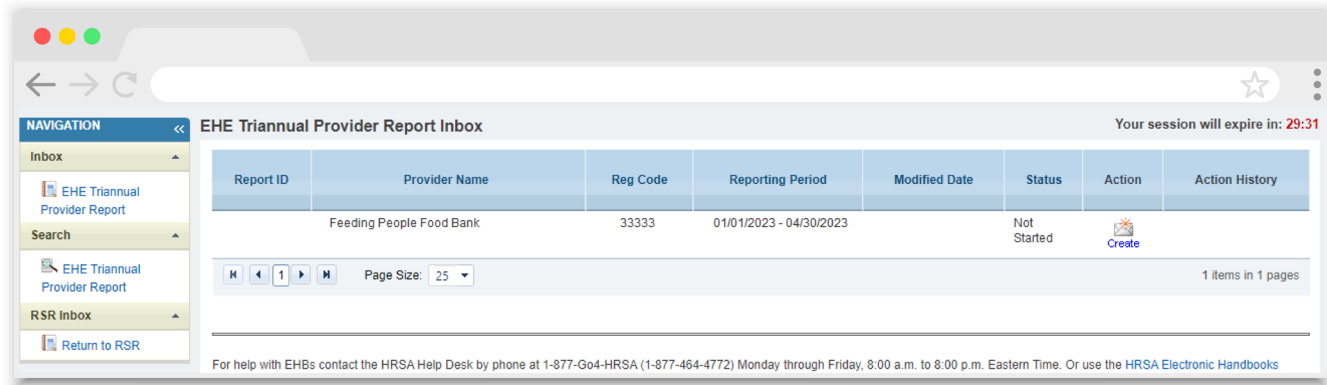
Now in the RSR Provider Report Inbox, look at the bottom of the Navigation panel on the left side of the screen and select “EHE Triannual Inbox” under the Emerging Initiatives header (Figure 24).

**Figure 24. EHE Triannual Provider Report: Screenshot of RSR Provider Report Inbox**



From there, you will be taken to the EHE Provider Report Inbox. To open your report, select the envelope icon under the Action column on the right side of the page ([Figure 25](#)).

**Figure 25. EHE Triannual Provider Report: Screenshot of EHE Triannual Provider Report Inbox**

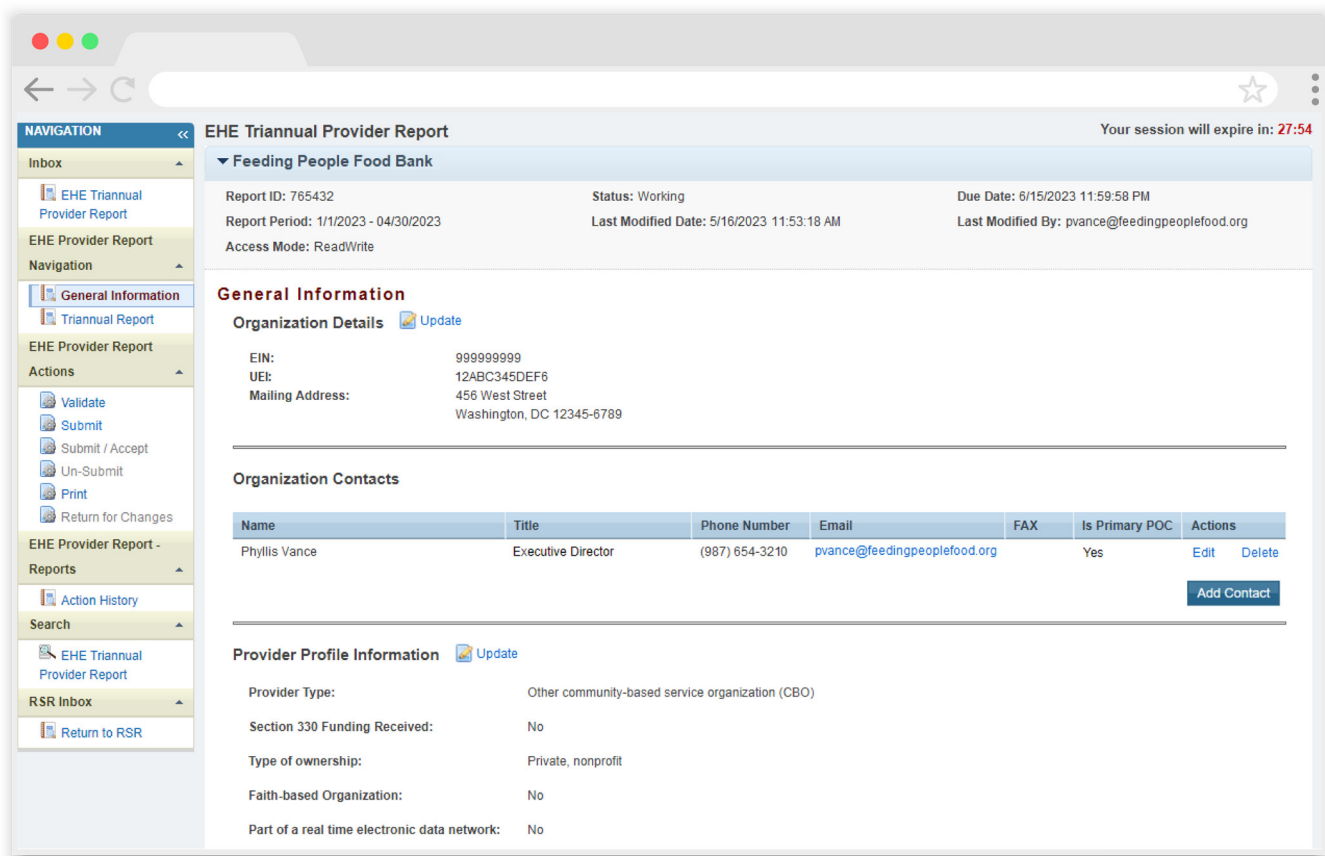


# Completing the EHE Triannual Provider Report

## EHE Triannual Provider Report: General Information


Once you have opened your report, you will be taken to the first section, General Information (Figure 26). This section contains details about the organization as well as the organization’s contacts. The information here is populated from the agency’s Provider Profile in the HRSA EHBs.


**Figure 26. EHE Triannual Provider Report: Screenshot of General Information Section**



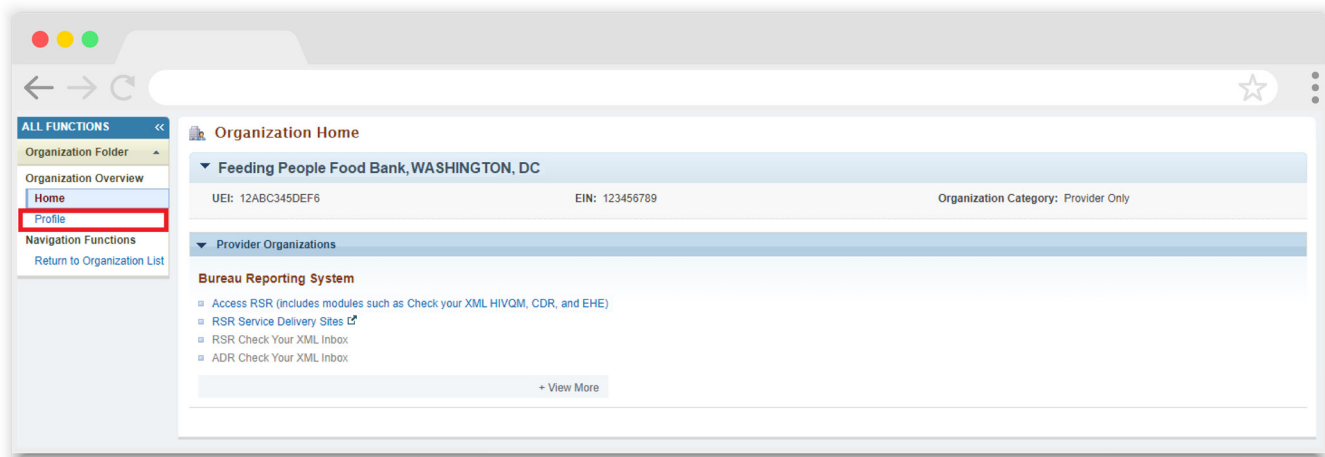
Any updates to the Organization Details, Organization Contacts, or Provider Profile Information should be made in the Provider Profile in the HRSA EHBs. Providers that utilize the HRSA EHBs Service Provider portal (provider-only organizations) can update their Provider Profile at any time throughout the year. From the Organization homepage (Figure 27), select the “Profile” link in the Navigation panel on the left side of the screen (see [Accessing the EHE Triannual Provider Report](#) for detailed instructions on navigating to this page).



 If you are an EHE or RWHAP recipient and need to make changes to the General Information section of your own Provider Report or one of your subrecipients' reports, contact Data Support for assistance at 1-888-640-9356 or email [wrma.com](mailto:wrma.com).

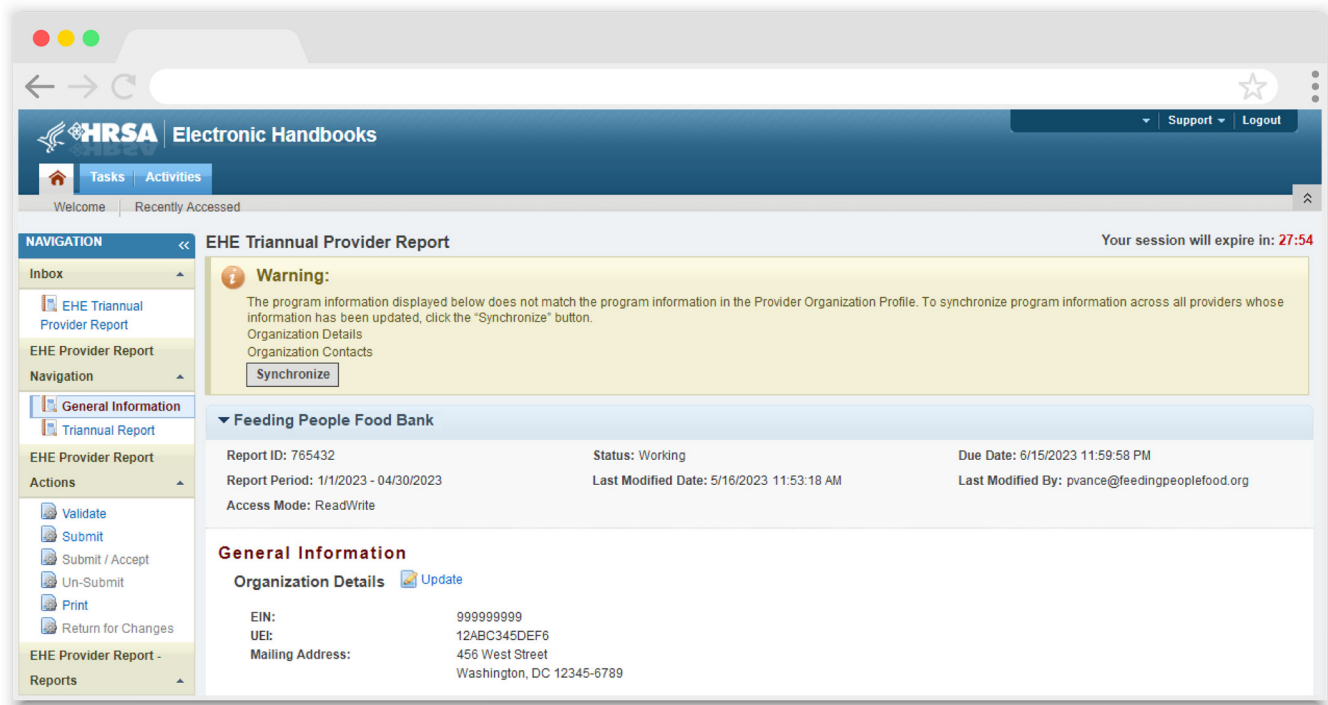
 Further details and definitions on the fields in this section can be found on pages 38-40 of the 2022 RSR Manual available on the TargetHIV website.

**Figure 27. HRSA EHBs: Screenshot of the Organization Homepage**




The information that can be updated in the Provider Profile includes all fields in the Organization Details, Organization Contacts, and Provider Profile Information. If you make any updates to the Provider Profile after opening your RSR Provider Report, you must synchronize those changes with your Provider Report to fully integrate them into your report. In the General Information section of the report, you will see a yellow warning banner at the top of the page (Figure 28). Select the “Synchronize” button to synchronize the changes you made to your Provider Profile into your RSR Provider Report.

**Figure 28. EHE Triannual Provider Report: Screenshot of the General Information Synchronization Banner**



## EHE Triannual Provider Report: Triannual Report

To navigate to the next section of the report, select “Triannual Report” under the EHE Provider Report Navigation header in the Navigation panel on the left side of the screen. In the Triannual Report section ([Figure 29](#)), enter your aggregate data directly into the table on the screen. The table should only include data for HIV-positive clients who received at least one service during the reporting period.



A value must be entered for every field. If there are no data to be reported for a field, enter a zero.

Figure 29. EHE Triannual Provider Report: Screenshot of Triannual Report Section

**EHE Triannual Provider Report** Your session will expire in: 29:43

**Feeding People Food Bank**

Report ID: 765432      Status: Working      Due Date: 6/15/2023 11:59:58 PM  
 Report Period: 1/1/2023 - 04/30/2023      Last Modified Date: 5/16/2023 11:53:18 AM      Last Modified By: pvance@feedingpeoplefood.org  
 Access Mode: ReadWrite

**Triannual Report**

**Public Burden Statement:** OMB Control Number (0906-0051) Valid Until 04/30/2023

The table below should only include information for clients who received at least 1 service in the previous reporting period. Fill in the data for all fields. If there are no data to be reported for a field, fill in with a zero.

| Services  | # of New Clients who received service(s) in the reporting period <sup>1</sup> (A) | # of Clients who received service(s) in the reporting period and received at least one service during a previous reporting period of the current calendar year or during the previous calendar year <sup>2</sup> (B) | Total # of Clients who received service(s) in the reporting period (C) |
|---|---|--|--|
| <b>RWHAP/ Initiative Services</b>                                   |   |  |  |
| 1. Any RWHAP <sup>3</sup> or Initiative Service                     | <input type="text"/>  | <input type="text"/>   | <input type="text"/>   |
| 1a. Ending the HIV Epidemic Initiative Services <sup>4</sup>        | <input type="text"/>  | <input type="text"/>   | <input type="text"/>   |
| 1b. Outpatient/Ambulatory Health Services                           | <input type="text"/>  | <input type="text"/>   | <input type="text"/>   |
| 1c. Medical Case Management, including Treatment Adherence Services | <input type="text"/>  | <input type="text"/>   | <input type="text"/>   |
| 1d. Non-Medical Case Management Services                            | <input type="text"/>  | <input type="text"/>   | <input type="text"/>   |
| 1e. Mental Health Services  | <input type="text"/>  | <input type="text"/>   | <input type="text"/>   |
| 1f. Substance Abuse Outpatient Care                                 | <input type="text"/>  | <input type="text"/>   | <input type="text"/>   |
| 1g. Substance Abuse Services (residential)                          | <input type="text"/>  | <input type="text"/>   | <input type="text"/>   |
| 1h. Housing   | <input type="text"/>  | <input type="text"/>   | <input type="text"/>   |
| <b>Health Outcomes</b>  |   |  |  |
| 2. Prescribed ART in the reporting period                           | <input type="text"/>  | <input type="text"/>   | <input type="text"/>   |

<sup>1</sup> Any RWHAP client who has never received services from the service provider in the past.  
<sup>2</sup> Any RWHAP client who received a service from the service provider in either a previous reporting period during the current calendar year(if applicable) or received a service during the previous calendar year, or both.  
<sup>3</sup> Refer to PCN 16-02 for information on service category definitions.  
<sup>4</sup> Initiative Services include those services that are funding through Initiative funding but do not meet the definition of a RWHAP service, as outlined in PCN 16-02.

## RWHAP/Initiative Services

In this section, enter a value for the number of clients who received the service category specified in each row during the reporting period. Each service is split into three columns that each pertain to a different client population:

- **# of New Clients who received service(s) in the reporting period (A):** This column represents new clients. In this column, report any HIV-positive client who has never received services from the service provider in the past (prior to the current reporting period).
- **# of Clients who received service(s) in the reporting period and received at least one service during a previous reporting period of the current calendar year or during the previous calendar year (B):** This column represents existing clients. In this column, report any HIV-positive client who also received a service from the service provider in a previous reporting period either during the current calendar year (if applicable), the previous calendar year, or both.
- **Total # of Clients who received service(s) in the reporting period (C):** This column represents all clients served. In this column, report all HIV-positive clients who received a service from the service provider during the reporting period.



For every row, the value in column C (Total # of Clients) must be greater than or equal to the values reported in columns A and B. The value in column C does not need to equal the sum of columns A and B.

There is a separate client population not represented with its own individual column that should still be reported in your aggregate data. This population is referred to as re-engaged clients. These are clients served during the reporting period who were last seen by the provider prior to the previous calendar year. For example, if reporting data for the January 1, 2023, to April 30, 2023, reporting period, a re-engaged client would be one served during the reporting period but who was last previously served at any point prior to 2022.

Re-engaged clients should still be represented in column C if they were served during the reporting period. For any row, the total clients served (column C) can be thought of as a sum of new clients plus existing clients plus re-engaged clients (Figure 30).

**Figure 30. EHE Triannual Report Total Clients Explanation**



**How should I report a client served during the reporting period who was previously seen two years ago?**

This client does not qualify as a new client (column A) or an existing client (column B) since they have been seen previously but not in the current or prior calendar year. Therefore, only report this client in column C, the total number of clients served.



**My clinic is part of a larger organization. How should we determine whether a client is new?**

For the EHE Triannual Report, a client is new if they are new to care at the provider of HIV services. Therefore, if a client has never received services previously from your clinic, the provider of HIV services, they would be considered new.

Not all RWHAP service categories are listed individually in the RWHAP/Initiative Services table section. The included services are:

- 1. Any RWHAP or Initiative Service
- 1a. Ending the HIV Epidemic Initiative Services
- 1b. Outpatient/Ambulatory Health Services
- 1c. Medical Case Management, including Treatment Adherence Services
- 1d. Non-medical Case Management Services
- 1e. Mental Health Services
- 1f. Substance Abuse Outpatient Care
- 1g. Substance Abuse Services (residential)
- 1h. Housing

For each service category, report the number of HIV-positive clients who received the service during the reporting period, regardless of payor or RWHAP eligibility.

In row 1. Any RWHAP or Initiative Service, report all HIV-positive clients who were served during the reporting period with any service that your organization was funded to provide with either EHE initiative, RWHAP (including RWHAP Parts A, B, B Supplemental, C, and D), or RWHAP-related (including program income and/or pharmaceutical rebates) funding. Row 1 is a deduplicated count of your clients served during the reporting period.

Additional service categories not included in rows 1a through 1h should still be considered and included when reporting data in row 1. Clients who did not receive one of the indicated services in rows 1a through 1h but did receive a separate funded service not included in those rows should still be included in the deduplicated count of clients served in row 1.



For every column, the value reported in row 1. Any RWHAP or Initiative Service should be greater than or equal to the value reported in all other rows.



The number of re-engaged clients [calculated as column C – (column A + column B)] in row 1. Any RWHAP or Initiative Service should be greater than or equal to the number of re-engaged clients reported in all other rows.

Row 1a. Ending the HIV Epidemic Initiative Services is a service category that includes client services that are funded through EHE initiative funding but do not meet the definition of a RWHAP core medical or support service as outlined in [Policy Clarification Notice #16-02](#). Client services provided with EHE initiative funding that meet the definition of an RWHAP service category should be reported under that specific service category and not the EHE Initiative Services category. For example, if your organization uses EHE initiative funding to provide Medical Case Management, those services should be reported under the Medical Case Management category and not the EHE Initiative Services category.



### **What services should be included in the EHE Initiative Services category?**

The EHE Initiative Services category includes all client services that do not align with one of the RWHAP core medical or support service categories outlined in [PCN #16-02](#). If an EHE initiative-funded service fits into an existing PCN #16-02 RWHAP service category, the service should be reported under the RWHAP service category. If an EHE initiative-funded service does not fit into an existing PCN #16-02 RWHAP service category, then the EHE Initiative Services category should be used.

Only EHE initiative-funded providers must complete the EHE Triannual Provider Report, but these providers should report on services funded through all RWHAP and EHE initiative funding sources including EHE initiative funding (including EHE initiative carryover), RWHAP funding, and RWHAP-related funding (including RWHAP-related program income or pharmaceutical rebates). If your organization is not funded to provide a service by any of these funding sources, then you will enter all zeroes for that row of the Triannual Report.



For each column, the values reported in rows 1a through 1h must be less than or equal to the value reported in Row 1. Any RWHAP or Initiative Service.



For definitions of RWHAP core medical and support service categories, see [PCN #16-02](#), available on the HRSA HAB website.



**Where do I report service categories that I provide that aren't specifically listed in the EHE Triannual Report table (e.g., Medical Transportation or Food Bank/Home-Delivered Meals)?**

RWHAP service categories funded through EHE initiative (including EHE initiative carryover), RWHAP, or RWHAP-related funding that are not listed in a specific row (e.g., Medical Transportation) should be reported in row 1. Any RWHAP or Initiative Service.



**Where do I report household members who received a funded service?**

Only report clients with HIV who received a service during the reporting period in your EHE Triannual Report data. Household members who are HIV-negative but received a funded service should not be included in your data.

## Health Outcomes

The Health Outcomes section of the table contains a single row, Prescribed ART in the reporting period. In this row, report the number of clients with HIV in each column who were prescribed or continued on ART during the reporting period. All clients who were prescribed ART via Outpatient/Ambulatory Health Services (OAHS) or any other mechanism through which ART could be prescribed or provided should be reported in this row.

Clients should be sorted into the new, existing, and total clients as explained in the previous section of this manual. Providers only need to report on ART prescription when their organization is providing the prescription. For example, a case management agency that monitors their clients' treatment adherence does not need to report on ART prescription if their agency is not providing the prescription for their clients.



For each column, the value reported in row 2. Prescribed ART in the reporting period, must be less than or equal to the value reported in row 1. Any RWHAP or Initiative Service.

Once you have entered a value for each field of the table, select "Save" at the bottom right of the screen.



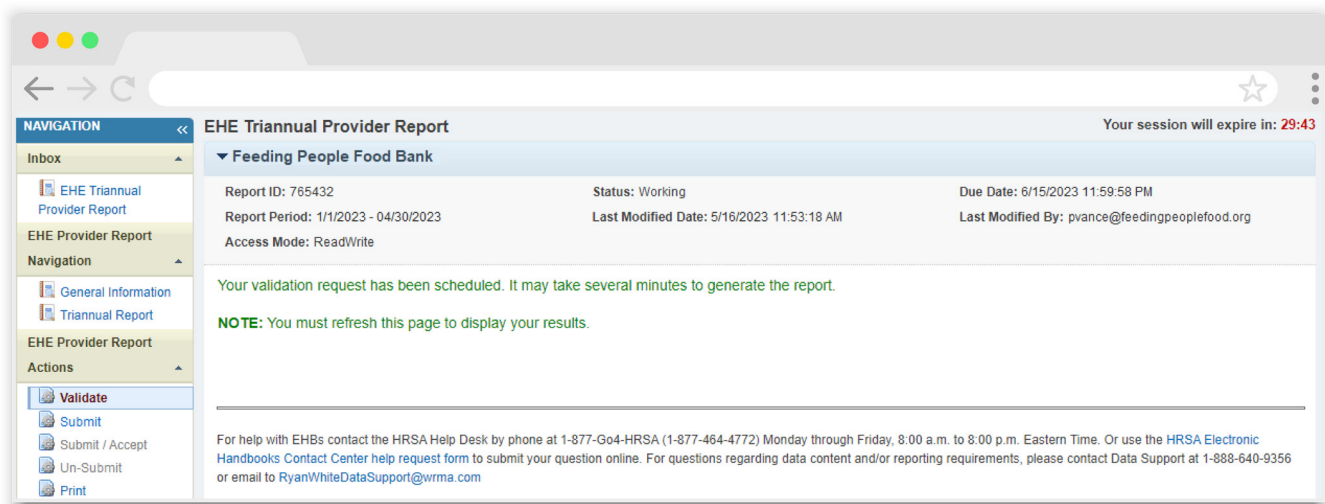
If you need assistance extracting your data from your EHR or data management system or mapping your data to the required data elements, contact the DISQ Team at [Data.TA@caiglobal.org](mailto:Data.TA@caiglobal.org).



## Validating the EHE Triannual Provider Report

Once you have reviewed and completed both the General Information and Triannual Report sections, the next step is to validate your report. The validation process checks your report against HRSA HAB's system requirements. To start the validation process, select "Validate" in the Navigation panel on the left side of the screen. The system will display a message letting you know that the validation is processing ([Figure 31](#)). After a few minutes, refresh the page by selecting the "Validate" link again in the Navigation panel.

**Figure 31. EHE Triannual Provider Report: Screenshot of Validation Processing Page**



If your report has no validation messages to address, you will see a congratulations message and can advance to the next step. Otherwise, you will see a table of your validation results once the validation process has completed.

Validation messages in the EHE Provider Report are sorted into two categories: errors and warnings. If you receive an error in your validation results, you must correct your report based on the error message and revalidate your report before you can submit.

If you receive a warning in your validation results, you should try to correct your report based on the warning message whenever possible. If you are not able to correct your report, then you may submit your report with a warning by adding a comment for each one in your validation results. To add a comment, select "Add Comment" in the Actions column of the validation results table. In the comment explain your agency's situation as it relates to the warning message and once done, select "Save." Once you have addressed your validation results, you can advance to the next step of the report, submitting.

## Submitting the EHE Triannual Provider Report

To submit your EHE Triannual Provider Report, select “Submit” in the Navigation panel on the left side of the screen. On the next page (Figure 32), enter a comment in the text box with any meaningful feedback you have about the submission process. Underneath the comment box, select the checkbox to indicate that the data submitted are accurate and complete. Once finished, select the “Submit Report” button at the bottom of the page.

Figure 32. EHE Triannual Provider Report: Screenshot of Submit Report Page

A field with an asterisk \* before it is a required field.

Please enter comments regarding your certification.

\* Comments:

Rich text editor toolbar with options: Bold (B), Italic (I), Underline (U), Font color, Background color, Bulleted list, Numbered list, Indent, Outdent, Undo, Redo, Link, Unlink, Table, Table of contents, Print, and a search icon.

Design Preview

Characters remaining: 3000

I certify that the data in this report is accurate and complete. I understand that reporting accurate and complete data is a condition of this grant award and is subject to federal audit.

**Submit Report**



If you need assistance completing your EHE Triannual Provider Report, contact RWHAP Data Support at 1-888-640-9356 or email [RyanWhiteDataSupport@wrma.com](mailto:RyanWhiteDataSupport@wrma.com).

## Accepting Providers' Reports (Completed by EHE Recipients Only)

When your provider(s) have submitted their EHE Triannual Provider Report(s), you must review and accept them. You will know that an EHE Provider Report still needs to be accepted by a recipient when it is in “Review” status ([Figure 33](#)).

**Figure 33. EHE Triannual Provider Report: Screenshot of EHE Triannual Provider Report Inbox with Submitted Reports**

| Report ID | Provider Name               | Reg Code | Reporting Period        | Modified Date         | Status    | Action | Action History |
|-----------|-----------------------------|----------|-------------------------|-----------------------|-----------|--------|----------------|
| 987654    | County Health Department    | 11111    | 01/01/2023 - 04/30/2023 | 5/30/2023 11:18:56 AM | Submitted |        |                |
| 876543    | Health and Happiness Clinic | 22222    | 01/01/2023 - 04/30/2023 | 6/4/2023 12:08:28 PM  | Review    |        |                |
| 765432    | Feeding People Food Bank    | 33333    | 01/01/2023 - 04/30/2023 | 6/10/2023 12:23:47 PM | Review    |        |                |

Page Size: 25 | 3 items in 1 pages

Each report must be opened and accepted separately. Select the envelope icon under the Action column to open the report you wish to review and accept.

Review the selected report and, when ready, select “Submit/Accept” in the Navigation panel on the left side of the screen to accept the report ([Figure 34](#)). Alternatively, if you need to return the report for corrections, select “Return for Changes” in the Navigation panel. As a note, your EHE Triannual Recipient Report will not advance to “Submitted” status until all of your providers’ EHE Triannual Provider Reports have been submitted and accepted through your agency’s grant.

Figure 34. EHE Triannual Provider Report: Screenshot of Report in Review Status

**EHE Triannual Provider Report** Your session will expire in: 27:54

**Feeding People Food Bank**

Report ID: 765432      Status: Review      Due Date: 6/15/2023 11:59:58 PM  
Report Period: 1/1/2023 - 04/30/2023      Last Modified Date: 5/16/2023 11:53:18 AM      Last Modified By: pvance@feedingpeoplefood.org  
Access Mode: ReadOnly

**General Information**

**Organization Details**

EIN: 999999999  
DUNS: 888888888  
Mailing Address: 456 West Street  
Washington, DC 12345-6789

**Organization Contacts**

| Name          | Title              | Phone Number  | Email  | FAX | Is Primary POC | Actions                                     |
|---------------|--------------------|---------------|--|-----|----------------|---|
| Phyllis Vance | Executive Director | (987) 654-321 | <a href="mailto:pvance@feedingpeoplefood.org">pvance@feedingpeoplefood.org</a> |     | Yes            | <a href="#">Edit</a> <a href="#">Delete</a> |



If you need assistance accepting your providers' reports, contact RWHAP Data Support at 1-888-640-9356 or email [RyanWhiteDataSupport@wrma.com](mailto:RyanWhiteDataSupport@wrma.com).

# Appendix A. Administrative and Technical Services Definitions

**Administrative or Technical Support:** The provision of quality and responsive support services to an organization. These may include human resources, financial management, and administrative services (e.g., property management, warehousing, printing/publications, libraries, claims, medical supplies, and conference/training facilities).

**Capacity Development:** Services to develop a set of core competencies that in turn help organizations foster effective HIV health care services, including the quality, quantity, and cost-effectiveness of such services. These competencies also sustain the infrastructure and resource base necessary to develop and support these services. Core competencies include management of program finances; effective HIV service delivery, including quality assurance, personnel management, and board development; resource development, including preparation of grant applications to obtain resources and purchase supplies/equipment; service evaluation; and development of cultural competency.

**Fiscal Intermediary Support:** The provision of administrative services to the recipient of record by a pass-through organization. The responsibilities of these organizations may include determining the eligibility of providers, deciding how funds are allocated to providers, awarding funds to providers, monitoring providers for compliance with RWHAP-specific requirements, and completing required reports.

**Other Fiscal Services:** The receipt or collection of reimbursements on behalf of health care professionals for services rendered or other related fiduciary services pursuant to health care professional contracts.

**Planning or Evaluation:** The systematic (orderly) collection of information about the characteristics, activities, and outcomes of services or programs to assess the extent to which objectives have been achieved, to identify needed improvements, and/or to make decisions about future programming.

**Quality Management:** The coordination of activities aimed at improving patient care, health outcomes, and patient satisfaction. To be effective, a CQM program requires:

- Specific aims based in health outcomes
- Support by identified leadership
- Accountability for CQM activities
- Dedicated resources
- Use of data and measurable outcomes to determine progress and make improvements to achieve the aims cited above

Please see [PCN #15-02](#) for further information.

**Technical Assistance:** Identifying the need for and the delivery of practical program and technical support to the RWHAP community. These services should help recipients, planning bodies, and communities affected by HIV and AIDS to design, implement, and evaluate RWHAP-supported planning and primary care service-delivery systems.