RWHAP Part C Expenditures Report

2022 Instruction Manual

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HRSA
Health Resources & Services Administration

RWHAP DATA SUPPORT

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Icons Used in This Manual

The following icons are used throughout this manual to alert you to important and/or helpful information for filling out the Expenditures Report.

The note icon indicates important supplemental information for filling out this section of the report.

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

The question mark icon indicates common questions and their answers.

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

Background

The Ryan White HIV/AIDS Program (RWHAP) Part C Early Intervention Services (EIS) provides grants to federally qualified health centers, rural health clinics, health facilities operated by or pursuant to a contract with the Indian Health Service, community-based organizations, clinics, hospitals, and other health facilities that provide early intervention services, and nonprofit private entities that provide comprehensive primary care services, including faith-based and community-based organizations to fund comprehensive primary health care and support services in outpatient settings for people with HIV.

RWHAP Part C EIS grant recipients are required to complete specific program and fiscal reports each year, including an annual RWHAP Expenditures Report. The RWHAP Expenditures Report serves as a reference to determine how recipients subsequently expended funds that were allocated to them for the budget period and initially reported on in the RWHAP Part C Allocations Report. RWHAP Part C EIS recipients must submit the RWHAP Expenditures Report in the HRSA Electronic Handbooks (EHBs) no later than 90 days after the budget period end date listed on the Notice of Award. In the RWHAP Part C Expenditures Report system, services are grouped into three different categories:

- Core medical services
- Support services
- Administrative and technical services (including recipient administration and clinical quality management)

Core medical and support service categories are defined and explained in Policy Clarification Notice (PCN) #16-02. According to the RWHAP Part C legislation:

- At least 50 percent of the award must be expended on programmatic EIS costs (except counseling and referrals/linkage to care). Please note, programmatic EIS includes multiple core medical services. Please see Frequently Asked Questions for further clarification.
- At least 75 percent of the award (after reserving amounts for administrative costs, planning/evaluation, and clinical quality management) must be expended on core medical services costs (please note, programmatic EIS is a subset of this 75 percent of the award).
- Not more than 10 percent of the total RWHAP Part C grant funds can be expended on administrative costs.

If you have programmatic questions about the RWHAP Part C Expenditures Report, please contact your Division of Community HIV/AIDS Programs (DCHAP) project officer. If you need additional assistance or have technical questions about the RWHAP Part C Expenditures Report, please contact RWHAP Data Support at 1-888-640-9356 or RyanWhiteDataSupport@wrma.com.
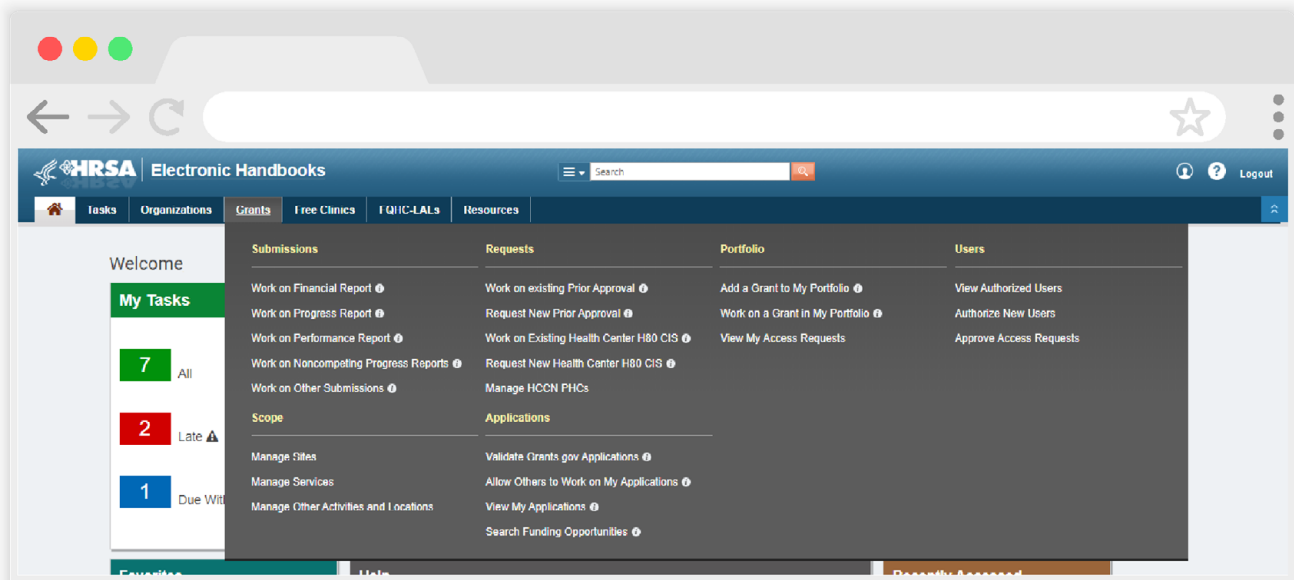
Accessing the Expenditures Report

The RWHAP Part C Expenditures Report is accessible via the HRSA EHBs. You must have an account with appropriate access to your agency's grant to view and complete the report. To access the RWHAP Part C Expenditures Report, follow the steps below:

STEP ONE: Log in to the HRSA EHBs site. From the HRSA EHBs homepage, hover your cursor over the "Grants" tab at the top of the screen and select "Work on Other Submissions" under the "Submissions" header (Figure 1).

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

Figure 1. HRSA EHBs: Screenshot of the Grants Dropdown Menu

STEP TWO: On the next page, "Submissions - All," under the "Submission Name" column, locate the Expenditures Report you would like to access (Figure 2). Under the "Options" column, select "Start" or "Edit." The first time the report is accessed the link will read "Start," but once the report has been started, the link will instead read "Edit." A new window will appear.

Figure 2. HRSA EHBs: Screenshot of the Submissions - All Page

> 💡 Searching for "Expenditures" in the filter header of the "Submission Name" column may help you find your current Expenditures Report faster.

> 💡 If you need help navigating the EHBs to find your annual Expenditures Report, call the EHBs Customer Support Center at 1-877-464-4772.

STEP THREE: You are now in the Expenditures Report Inbox (Figure 3). To access your Expenditures Report, select the envelope icon under the "Action" column on the right side of the page. The first time you access the report, the envelope icon will read "Create," but once the report has been started, the icon will instead read "Open."

Figure 3. RWHAP Part C Expenditures Report: Screenshot of the Expenditures Report Inbox Page
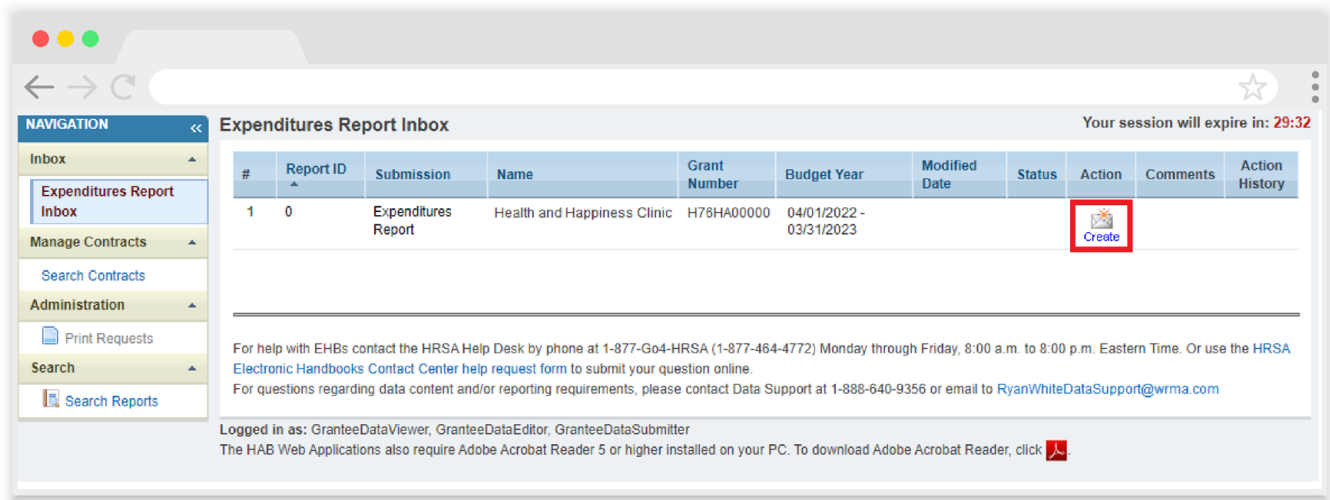
Completing the Expenditures Report

The RWHAP Part C EIS Expenditures Report is an aggregate report that captures budgetary information on the expenditure of grant funding for the specified budget year. The fiscal data submitted as part of the Expenditures Report are entered directly into the report in the HRSA EHBs.

While the Expenditures Report system does provide recipients access to the Grantee Contract Management System (GCMS), it is there solely for your reference. The RWHAP Part C Expenditures Report does not utilize your agency's contracts in the GCMS, and all expenditures data are entered directly into your agency's Expenditures Report.

Once recipients have entered all values and completed their report, they can validate and submit it, at which point it is sent to their DCHAP project officer for review. If you need assistance or have programmatic questions about the RWHAP Part C Expenditures Report submission, please contact your DCHAP project officer.

Expenditures Report Navigation

Navigation through the Expenditures Report web system and within the Expenditures Report itself is done using the Navigation panel on the left side of the screen (Figure 4). Use the links in the Navigation panel to access the different sections of the Expenditures Report as well as to validate and submit it.

> If you need help navigating the Expenditures Report web system, contact RWHAP Data Support for assistance at 1-888-640-9356 or email RyanWhiteDataSupport@wrma.com.

Figure 4. Expenditures Report Navigation Panel Guide
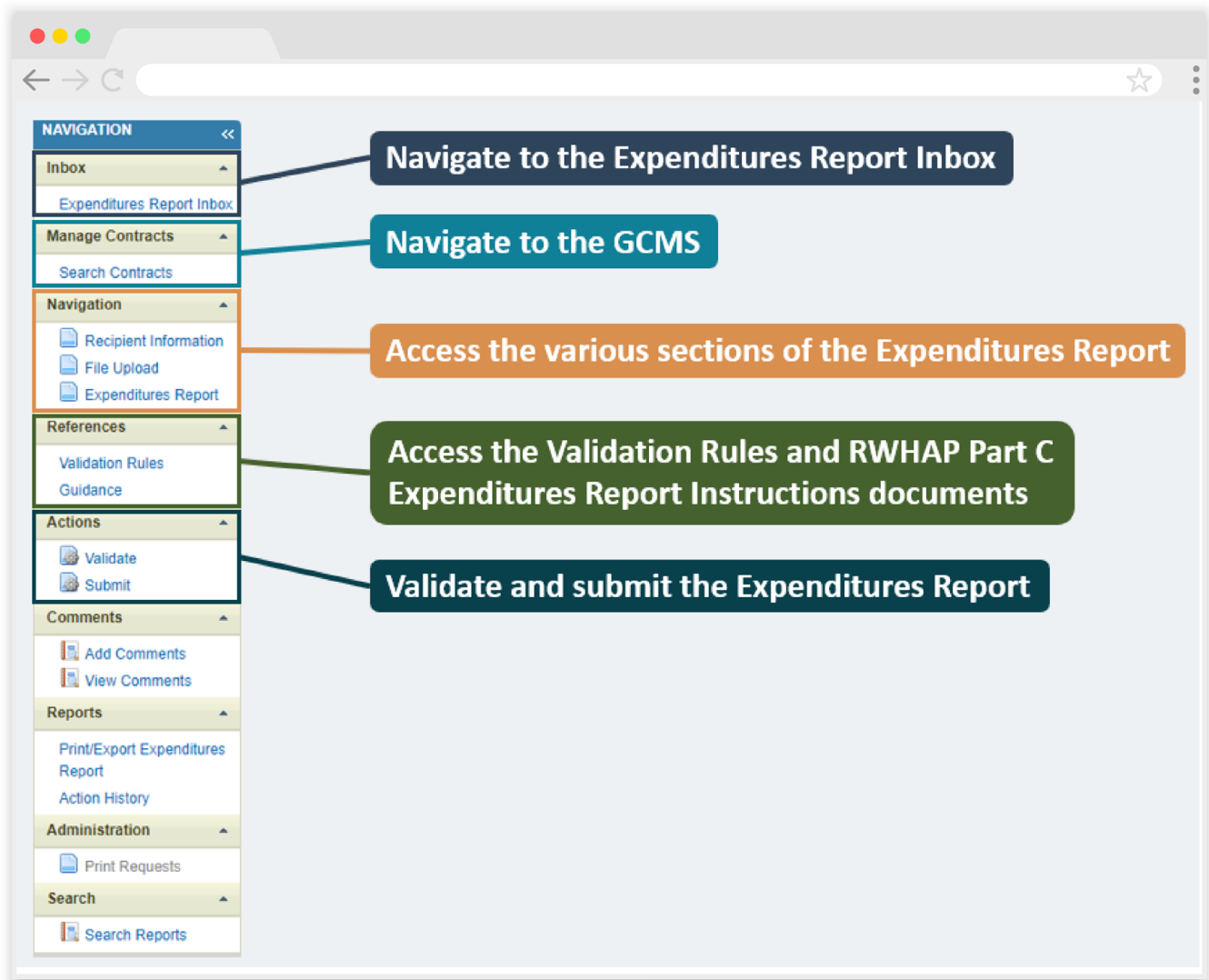
Recipient Information

Once you open the RWHAP Part C EIS Expenditures Report, you will be taken to the Recipient Information section of the report (Figure 5). This section is pre-populated with information from the HRSA EHBs. Review all information and ensure it is accurate and up to date. Edit any field by selecting the text box. Once you have finished reviewing and making any necessary updates, select "Save" on the lower-right corner of the page.

Figure 5. RWHAP Part C Expenditures Report: Screenshot of the Recipient Information Page

File Upload

For the RWHAP Part C EIS Expenditures Report, there are no required additional forms to upload. In rare instances, your project officer may request additional supplemental documentation as part of your Expenditures Report submission. In these cases, use the supplemental document upload feature in the File Upload section of the report. Select "File Upload" in the Navigation panel on the left side of the screen and then select the "Upload Supplemental Document" button at the bottom of the page. Locate and select the supplemental documentation saved on your computer to add it to your report.

Figure 6. RWHAP Part C Expenditures Report: Screenshot of the File Upload Page
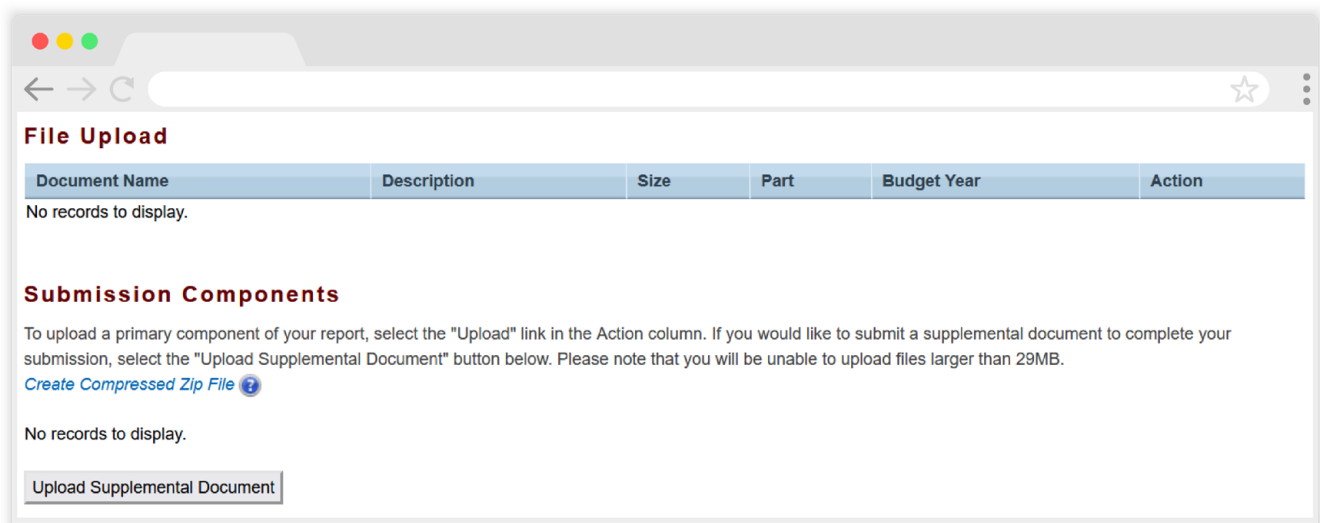
Expenditures Report

To access the Expenditures Report section, select "Expenditures Report" in the Navigation panel on the left side of the screen. The Expenditures Report section comprises three editable subsections: *Award Information*, *Part C Program Total*, and *Part C Expenditure Categories,* including *Core Medical Services* and *Support Services*. Each component captures budgetary information on the award amount expended during the budget period for each category listed.

The Expenditures Report section has 62 editable fields that you must complete with a response. If you do not have any expenditures in a particular category, enter a "0" for that field. After entering a value for every field, select "Save" at the lower-right corner of the page.

Award Information

The Award Information section ([Figure 7](#)) contains two editable fields that you must complete:

- *RWHAP Part C Recipient Award Amount:* Enter the total amount of your agency's RWHAP Part C award indicated on your agency's final NoA.

- *RWHAP Part C Approved Carryover Amount:* Enter the total unobligated RWHAP Part C award amount remaining at the end of the previous year's budget period that, with the approval of both HAB program staff and the grants management specialist (GMS), was carried forward to the current year's budget period to cover allowable costs of this budget period.

Figure 7. RWHAP Part C Expenditures Report: Screenshot of the Award Information Section

Part C Program Total

The *Part C Program Total* section (Figure 8) of the RWHAP Part C Expenditures Report has four editable fields that must be completed:

a. *Clinical Quality Management*

- *Prior FY Carryover:* Enter the approved amount of RWHAP Part C award carryover from the previous year that was expended to support clinical quality management activities in the current budget year.

- *Reporting FY:* Enter the total amount of your agency's RWHAP Part C award that was expended to support clinical quality management activities.

b. *Administrative*

- *Prior FY Carryover:* Enter the approved amount of RWHAP Part C award carryover from the previous year that was expended to support recipient administration activities in the current budget year.

- *Reporting FY:* Enter the total amount of your agency's RWHAP Part C award that was expended to support recipient administration activities.

> **!** The total amount expended (approved carryover included) on recipient administration may not exceed 10 percent of your total award.

Figure 8. RWHAP Part C Expenditures Report: Screenshot of the Part C Program Total Section

Part C Program Total	Prior FY Carryover		Reporting FY		Total	
	Amount	Percent	Amount	Percent	Amount	Percent
Non-Services						
a. Clinical Quality Management						
b. Administrative						
Non-services Subtotal						
c. Core Medical Services						
d. Support Services						
Total Service Expenditures						
Total Expenditures (Service + Non-service)						
Total Remaining Unobligated Funds						

Part C Expenditures Categories

The *Part C Expenditure Categories* section (Figures 9 and 10) is split into two parts: *Core Medical Services* and *Support Services.* Each row lists a different service category. There are two columns: *Prior FY Carryover* and *Reporting FY*, with fields for your agency's expenditures toward each service category.

> To review the RWHAP core medical and support service categories, see PCN #16-02 on the HRSA HAB website.
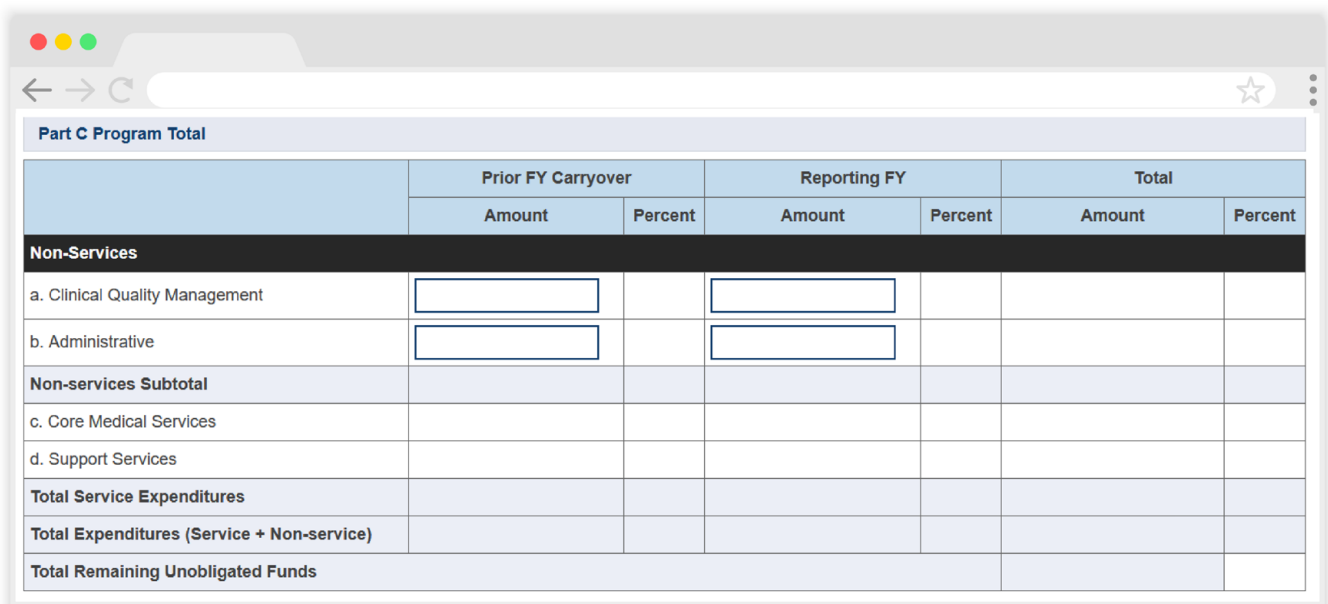
In each *Prior FY Carryover* field, enter the approved amount of RWHAP Part C award carryover from the previous year that was expended to support that service category in the current budget year.

In each *Reporting FY field*, enter the amount of your agency's RWHAP Part C award that was expended to support that service category.

> At least 50 percent of your award must be expended on targeted HIV testing (excluding counseling and referrals/linkage to care), other clinical and diagnostic services regarding HIV and periodic medical evaluations for people with HIV, and providing therapeutic measures for prevention and treating the deterioration of the immune system and for preventing and treating conditions arising from HIV. The service categories that correspond to this requirement include, either directly or through referrals, contracts, or MOUs:
>
> - Outpatient/Ambulatory Health Services
> - AIDS Pharmaceutical Assistance (Community Pharmaceutical Assistance Program)
> - Oral Health Care
> - Mental Health Services
> - Medical Nutrition Therapy
> - Medical Case Management, including Treatment Adherence Services
> - Substance Abuse Outpatient Care

> At least 75 percent of your total award (minus funding expended on recipient administration and clinical quality management) must be expended on core medical services.

Below the *Support Services* section ([Figure 10](#)), there is a checkbox that you should select if your agency received a waiver for the 75 percent core medical services requirement. You will receive a validation message on your report if you do not select the waiver checkbox and have not met the 75 percent core medical services requirement based on the expenditures entered.

A HRSA RWHAP Part C recipient's request for a waiver should be submitted as an attachment to the grant application or the mandatory Non-competing Continuation (NCC) progress report. Requests for waivers should not be submitted prior to the grant application or mandatory NCC progress report, nor should they be submitted after the start of the budget period for which the waiver is being requested. Refer to [PCN 21-01: Waiver of the Ryan White HIV/AIDS Program Core Medical Services Expenditure Requirement](#) for further information. If you are unsure if your organization's waiver was approved, please contact your DCHAP project officer for further assistance.

> If you need help completing the Expenditures Report, contact [RWHAP Data Support](#) for assistance at 1-888-640-9356 or email RyanWhiteDataSupport@wrma.com.

Figure 9. RWHAP Part C Expenditures Report: Screenshot of Part C Expenditures Categories, Core Medical Services Subsection

Part C Expenditure Categories

	Prior FY Carryover		Reporting FY		Total	
	Amount	Percent	Amount	Percent	Amount	Percent
Core Medical Services						
a. AIDS Drug Assistance Program Treatments						
b. AIDS Pharmaceutical Assistance						
c. Early Intervention Services (EIS)						
d. Health Insurance Premium and Cost Sharing Assistance for Low-Income Individuals						
e. Home and Community-Based Health Services						
f. Home Health Care						
g. Hospice						
h. Medical Case Management, including Treatment Adherence Services						
i. Medical Nutrition Therapy						
j. Mental Health Services						
k. Oral Health Care						
l. Outpatient/Ambulatory Health Services						
m. Substance Abuse Outpatient Care						
1. Core Medical Services Subtotal						

Figure 10. RWHAP Part C Expenditures Report: Screenshot of Part C Expenditure Categories Support Services Subsection and Core Medical Services Requirement Waiver Checkbox

Validating and Submitting the Expenditures Report

After you have completed all required sections of the Expenditures Report, the next step is to validate it. The validation process looks for potential problems in the information you entered and lets you review them before the report is sent to your project officer for review.

Select "Validate" in the Navigation panel on the left side of the screen to begin the validation process. Wait a few minutes for the process to complete and then refresh the page by selecting "Validate" in the Navigation panel again. The system will either display your validation results or ask you to continue to wait while the validation request continues to process.

If you receive a green congratulations message, then you can proceed to submitting your report. Alternatively, you will see a table of validation results (Figure 11). Validation messages are sorted into categories: errors, warnings, and alerts.

- **Errors** must be corrected before submitting the Expenditures Report.
- **Warnings** should be addressed, if possible, to prevent your project officer from returning the report to you. You are still able to submit your report with warnings by adding a comment for each one you receive.
- **Alerts** are informational, but you should still review and address them if necessary. You may submit the Expenditures Report with an alert.

To add a comment to a warning, select "Add Comment" under the "Actions" column to the right of the warning validation. A new window will appear for you to enter your comment. When finished, select "Save" at the bottom of the text box. In your comment, provide an explanation regarding the warning. The comment does not change the information in your report.

If you make changes to the information in your report, you must validate your report again using these instructions. Once you have addressed all validation messages as necessary, you are ready to submit your report.

Figure 11. RWHAP Part C Expenditures Report: Screenshot of the Validation Results Page

Validation Results

You must fix all errors in your report before you can submit your data. Please fix all warnings as appropriate. For the warnings that you cannot or should not fix, enter a warning comment before you submit your data. To enter warning comments for a specific check, select the "Add Comment" link located in the Action column of the validation results table(s). Contact the help desk if you have questions about any of the validation errors, warnings, or alerts.

Recipient Information

Row No.	Check No.	Message	Type	Comment Count	Action
No report validation errors found.					

Required Documents

Row No.	Check No.	Message	Type	Comment Count	Action
No report validation errors found.					

Expenditures Report

Row No.	Check No.	Message	Type	Comment Count	Action
1	56	All required fields in the Expenditures Report page must be answered.	Error	0	

> 💡 If you need assistance resolving or understanding a specific validation message, contact RWHAP Data Support at 1-888-640-9356 or email RyanWhiteDataSupport@wrma.com.

> ❗ If you make any changes to your report after validating, you must revalidate your report before submitting.

Once you have addressed all validation messages, you are ready to submit your report. To submit the report, select "Submit" in the Navigation panel on the left side of the screen. On the next page (Figure 12), enter a comment in the text box with any meaningful feedback you have related to your Expenditures Report submission. Read and acknowledge the statement under the comment box by selecting the checkbox. Once done, select the "Submit" button at the bottom of the page.

Figure 12. RWHAP Part C Expenditures Report: Screenshot of the Submit Report Page

❓ Frequently Asked Questions

I see that I can search my Grantee Contract Management System (GCMS) contracts in the Expenditures Report system. Is the Expenditures Report linked to those contracts?

No, the Expenditures Report is not linked to the contracts in the GCMS. You may view them in the Expenditures Report system for your reference.

My agency expended all of its funding on the EIS category. Is this correct?

For RWHAP Part C recipients there are two definitions of Early Intervention Services (EIS) to be aware of when completing your Expenditures Report.

The first definition refers to programmatic EIS where at least 50 percent of your award must be expended on targeted HIV testing (excluding counseling and referrals/linkage to care), other clinical and diagnostic services regarding HIV and periodic medical evaluations for people with HIV, and providing therapeutic measures for prevention and treating the deterioration of the immune system and for preventing and treating conditions arising from HIV.

The specific service categories where programmatic EIS is reported that correspond to this requirement include, either directly or through referrals, contracts, or MOUs:

- Outpatient/Ambulatory Health Services
- AIDS Pharmaceutical Assistance (Community Pharmaceutical Assistance Program)
- Oral Health Care
- Mental Health Services
- Medical Nutrition Therapy
- Medical Case Management, including Treatment Adherence Services
- Substance Abuse Outpatient Care

The second definition of EIS is that which you will see in your Expenditures Report. The definition for this service category can be found in HAB PCN #16-02. The EIS service category is a specifically defined set of four services:

- Counseling individuals with respect to HIV
- High-risk targeted HIV testing
- Referral and linkage to care
- Other clinical and diagnostic services related to HIV diagnosis

Agencies that are providing programmatic EIS with their grant funding should allocate their funding in the system to the appropriate service categories. Only enter

expenditures for the EIS service category if your agency provided the four services specified above with your grant funding.

My Expenditures Report says it is "locked" and I cannot edit anything. What does that mean?
Another user from your agency is accessing your report. If you believe this is an error, contact RWHAP Data Support at 1-888-640-9356 or email RyanWhiteDataSupport@wrma.com.

Should I enter RWHAP-related funding (program income and/or pharmaceutical rebates) in the Expenditures Report?
No, recipients should not enter any RWHAP-related funding (program income and/or pharmaceutical rebates) in the Expenditures Report.

Can I edit my report after I submit it?
No. Once your report has been submitted, you cannot edit your report. However, you may ask your DCHAP project officer to return your report to you for changes.

Glossary

Administrative Agent: An entity that functions to assist the grant recipient, consortium, or other planning body in carrying out administrative activities (e.g., disbursing program funds, developing reimbursement and accounting systems, developing funding announcements, monitoring contracts).

Allocations: The proposed allotment of funds to their different service categories.

Core Medical Services: A set of essential, direct health care services provided to people with HIV and specified in the Ryan White HIV/AIDS Treatment Extension Act. To view a list of core medical services, see PCN 16-02.

Expenditures: The actual allotment of funds to their different service categories after they have been spent.

Fiscal Intermediary: An administrative agent who acts on behalf of the recipient to monitor the use of its RWHAP funds.

Grantee Contract Management System (GCMS): A data storage system that allows recipients to enter and maintain RWHAP contracts.

Lead Agency: An organization that provides fiscal and administrative management, monitoring, and oversight to HIV providers of direct RWHAP services on behalf of a RWHAP recipient or consortia with which it has contracted.

Notice of Award (NoA): An official document from Health Resources Services Administration (HRSA), HIV/AIDS Bureau (HAB), stating an agency's RWHAP funding amount and funding terms and conditions.

Provider: An agency funded to provide services. Services may include direct core medical and support services to clients as well as administrative and technical services.

Recipient: An organization receiving financial assistance directly from an HHS-awarding agency to carry out a project or program. A recipient also may be a recipient-provider if it provides direct services in addition to administering its grant.

Recipient Administration (Administrative): Activities relating to routine grant administration and monitoring activities.

RWHAP-related Funding of Services: Refers to RWHAP-eligible services that are funded with program income or pharmaceutical rebates, as distinguished from direct RWHAP grant funds. See PCN 15-03 (Clarifications Regarding the Ryan White HIV/AIDS Program and Program Income) and PCN 15-04 (Utilization and Reporting of Pharmaceutical Rebates) for additional information.

Subrecipient: An organization that receives RWHAP funds from a recipient and is accountable to the recipient for the use of the funds. Subrecipients may provide direct client services or administrative services.

Support Services: A set of services needed to achieve medical outcomes that affect the HIV-related clinical status of a person with HIV. To view a list of support services, see PCN 16-02.

Validation: A system-administered check that reviews all data entered into the Expenditures Report for consistency with RWHAP guidelines.