RWHAP Part C Expenditures Report

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Part C Program Total				
	Prior FY C	arryove	ər	
	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				-

## **2022 Instruction Manual**

Release Date: August 2nd, 2023

*Public Burden Statement:* 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 project is 0915-0390, and the expiration date is 7/31/2026. Public reporting burden for this collection of information is estimated to average four hours per respondent annually, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, 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 14N-39, Rockville, MD 20857.

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 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 <u>Policy</u> <u>Clarification Notice (PCN) #16-02</u>. 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 <u>Frequently Asked</u> <u>Questions</u> 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 <u>RyanWhiteDataSupport@wrma.com</u>.

# 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 <u>HRSA EHBs</u> 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 (<u>Figure 1</u>).



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

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🖌 Tasks Organizations 🤇	Grants Free Clinics FQHC-LALs R	esources			Â
Welcome	Submissions	Requests	Portfolio	Users	
My Tasks	Work on Financial Report O	Work on existing Prior Approval O Request New Prior Approval O	Add a Grant to My Portfolio 🕢 Work on a Grant in My Portfolio 🙃	View Authorized Users Authorize New Users	
7 <sub>All</sub>	Work on Noncompeting Progress Reports () Work on Other Submissions ()	Request New Health Center H80 CIS Manage HCCN PHCs	view my Alless requests	white an end of the second sec	
2 Late 🛦	Scope	Applications			
1 Due Witt	Manage Sites Manage Services Manage Other Activities and Locations	Validate Cirants gov Applications @ Allow Others to Work on My Applications @ View My Applications @ Search Funding Opportunities @			
	Lists			andly Bassassed	

**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.

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ubmissions - All									
ot Completed Recently Con	mpleted All								
Search Filters:									
Basic Search Parameters									
Grant Number		(e.g. C80CS16989)	S	ubmission Nam	ie				
(comma separated list)			L	ke					
Submission						All	<b>A</b>		
Tracking Number			o	rganization	•	Health and Hap	piness		
Line					-	Clinic	•		
Submission Betv	ween	And			4	All			
Deadline (mm/dd/www)			s	ubmission Type		Financial Report	t 🗖		
(1111/00/1111)					1	Noncompeting	-		
Advanced Search Param	neters								
Display Options     Sort Method (Grid   Custom	n)								
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Display Options Sort Method (Grid   Custom     Sort To Excel	n)				Sea	arch Name:		Save F	larameters Search Saved Searches ▾
<ul> <li>Display Options</li> <li>Sort Method (Grid   Custom</li> <li>Export To Excel</li> <li>I 1 2 3 4 M</li> </ul>	n) Page size: 15 💌	Go			Sea	arch Name:		Save F AgSearch   [	Parameters Search Saved Searches - 55 items in 4 page(s)
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#### 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

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NAVIGATION	~	Expen	ditures Re	port Inbox						Your se	ssion will exp	pire in: 29:32
Inbox Expenditures Report	xx A Report ID Submission Name Grant Number Budget Year Modified Date Status Action Comments Action History										Action History	
Inbox	1 0 Expenditures Health and Happiness Clinic H76HA00000 04/01/2022 -											
Manage Contracts	Kepori 03/31/2023											
Search Contracts												
Administration	*											
Print Requests		For hel	In with EHBs co	untact the HRSA Helt	Desk by phone at 1-877-Go4-F	IRSA (1-877-464	-4772) Monday throug	h Friday, 8:00 a	m to 8:00	nm Easte	rn Time. Or use	the HRSA
Search	-	Electro	nic Handbooks	Contact Center help	request form to submit your que	estion online.	(1772) montady throag			p.m. Edote		
Search Reports		For que	estions regardir	ng data content and/	or reporting requirements, please	e contact Data S	upport at 1-888-640-93	356 or email to F	RyanWhite[	DataSuppo	rt@wrma.com	
		Logged i The HAB	in as: Granteel Web Application	DataViewer, Grantee ons also require Adol	DataEditor, GranteeDataSubmitt be Acrobat Reader 5 or higher in	er stalled on your P	C. To download Adob	e Acrobat Reade	r, click <mark>人</mark>			

# 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 <u>RWHAP Data Support</u> 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 prepopulated 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

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NAVIGATION «	Expenditures Report		Your session will expire in: 29:53
Inbox 🔺	▼ H76HA00000 : Health and Happi	ness Clinic	
Expenditures Report Inbox Manage Contracts	Report ID: 123456 Budget Year: 4/1/2022 - 3/31/2023 Access Mode: ReadWrite	Status: Working Last Modified Date: 6/24/2023 3:33:57 PM UEI: AB1C2DEF34GH	Due Date: 7/31/2023 Last Modified By: user@happinessclinic.org
Navigation	Recipient Information	he HRSA Flectronic Handbooks (FHRs). Please verify that the	s information shown below is accurate. A field with an asterisk *
Expenditures Report	before it is a required field. NOTE: Updating the EHBs as well.	information on this page does not update your information in t	the EHBs. You must revise your agency's information in the
Validation Rules	1. Official Mailing Address:		
Guidance	* a. Street:	123 Sesame Street	
Validate	★ b. City:	City	
Comments •	* c. State:	ST Y	
Add Comments	* d. Zip Code:	12345	
Print/Export Expenditures Report	2. Organization Identification:		
Action History	a. EIN:	123456789	
Administration			
Print Requests	b. UEI:	AB1C2DEF34GH	
Search Reports	3. Contact information of person responsib	le for this submission:	
	* a. Name:	Jim Halpert	
	b. Title:	Project Director	
	* c. Phone:	(000) 000 - 0000	
	d. Fax:	(000) 000 - 0000	
	* e. E-mail:	user@happinessclinic.org	
	Cancel		Save

## **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

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File Upload					
Document Name	Description	Size	Part	Budget Year	Action
No records to display.					
Submission Compo	nents				
To upload a primary component o	f your report, select the "Upload" link in	the Action column. If y	ou would like to s	submit a supplemental docu	ument to complete your
Create Compressed Zip File	Ipplemental Document" button below. F	Please note that you will	I be unable to up	load files larger than 29MB	i.
No records to display.					
Upload Supplemental Document					

## **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

$ \begin{array}{c} \bullet \bullet \bullet \\ \leftarrow \rightarrow \mathbb{C} \end{array} $		*
Budget Year 04/01/2022 - 03/31/2023 Award	Information	
RWHAP Part C Recipient Award Amount:		
RWHAP Part C Approved Carryover Amount:		

### 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

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Part C Program Total						
	Prior FY Carryov	er	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 Expanditures (Service + Non-service)						

## **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 <u>PCN 21-01: Waiver of the Ryan White HIV/AIDS Program Core Medical Services Expenditure Requirement</u> 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 <u>RWHAP Data Support</u> for assistance at 1-888-640-9356 or email <u>RyanWhiteDataSupport@wrma.com</u>.

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

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Part C Expenditure Categories						
	Prior FY Carryove	r	Reporting FY		То	tal
	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						
. Home Health Care						
g. Hospice						
n. Medical Case Management, including Treatment Adherence Services						
. Medical Nutrition Therapy						
. Mental Health Services						
. Oral Health Care						
. Outpatient/Ambulatory Health Services						
n. Substance Abuse Outpatient Care						
. 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

Support Services         a. Child Care Services         b. Emergency Financial Assistance         c. Food Bank/Home Delivered Meais         d. Heath Education/Risk Reduction         e. Housing         f. Linguistic Services         g. Medical Transportation         h. Non-Medical Case Management Services         j. Outreach Services         j. Outreach Services         j. Outreach Services         j. Outreach Services         m. Rehabilitation Services         m. Rehabilitation Services					
Support Services         a. Child Care Services       Image: Constraint of the services       Image: Constraint of the services       Image: Constraint of the services         b. Emergency Financial Assistance       Image: Constraint of the services       Image: Constraint of the services       Image: Constraint of the services         c. Food Bank/Home Delivered Meals       Image: Constraint of the services       Image: Constraint of the services       Image: Constraint of the services         d. Health Education/Risk Reduction       Image: Constraint of the services       Image: Constraint of the services       Image: Constraint of the services         f. Linguistic Services       Image: Constraint of the services       Image: Constraint of the services       Image: Constraint of the services         g. Medical Transportation       Image: Constraint of the services       Image: Constraint of the services       Image: Constraint of the services         h. Non-Medical Case Management Services       Image: Constraint of the services         j. Outreach Services       Image: Constraint of the services       Image: Constraint of the services       Image: Constraint of the services         l. Referral for Health Care and Support Services       Image: Constraint of the services       Image: Constraint of the services       Image: Constraint of thealth Care         n	$\rightarrow$ C (				*
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c. Food Bank/Home Delivered Meals       Image: Constraint of the services         e. Housing       Image: Constraint of the services         g. Medical Transportation       Image: Constraint of the services         h. Non-Medical Case Management Services       Image: Constraint of the services         j. Other Professional Services       Image: Constraint of the services       Image: Conservices       Image: Constraint of t	b. Emergency Financial Assistance				
d. Health Education/Risk ReductionImage: Constraint of the servicesImage: Constraint of the servicese. HousingImage: Constraint of the servicesImage: Constraint of the servicesImage: Constraint of the servicesf. Linguistic ServicesImage: Constraint of the servicesImage: Constraint of the servicesImage: Constraint of the servicesg. Medical TransportationImage: Constraint of the servicesImage: Constraint of the servicesImage: Constraint of the servicesh. Non-Medical Case Management ServicesImage: Constraint of the servicesImage: Constraint of the servicesImage: Constraint of the servicesj. Outreach ServicesImage: Constraint of the servicesImage: Constraint of the servicesImage: Constraint of the servicesl. Referral for Health Care and Support ServicesImage: Constraint of the servicesImage: Constraint of the servicesImage: Constraint of the servicesn. Rehabilitation ServicesImage: Constraint of the servicesImage: Constraint of the servicesImage: Constraint of the servicesn. Respile CareImage: Constraint of the servicesImage: Constraint of the servicesImage: Constraint of the services	c. Food Bank/Home Delivered Meals				
e. HousingImage: ServicesImage: ServicesImage: ServicesImage: Servicesg. Medical TransportationImage: ServicesImage: ServicesImage: ServicesImage: Servicesh. Non-Medical Case Management ServicesImage: ServicesImage: ServicesImage: ServicesImage: Servicesj. Other Professional ServicesImage: ServicesImage: ServicesImage: ServicesImage: Servicesj. Outreach ServicesImage: ServicesImage: ServicesImage: ServicesImage: Servicesl. Referral for Health Care and Support ServicesImage: ServicesImage: ServicesImage: Servicesm. Rehabilitation ServicesImage: ServicesImage: ServicesImage: ServicesImage: Servicesn. Respite CareImage: ServicesImage: ServicesImage: ServicesImage: ServicesImage: Servicesn. Respite CareImage: ServicesImage: ServicesImage: ServicesImage: ServicesImage: Services	d. Health Education/Risk Reduction				
f. Linguistic Services       Image: Constraint of the services         h. Non-Medical Case Management Services       Image: Constraint of the services         i. Other Professional Services       Image: Constraint of the	e. Housing				
g. Medical TransportationImage: ServicesImage: ServicesImage: Servicesi. Other Professional ServicesImage: ServicesImage: ServicesImage: Servicesj. Outreach ServicesImage: ServicesImage: ServicesImage: Servicesk. Psychosocial Support ServicesImage: ServicesImage: ServicesImage: Servicesl. Referral for Health Care and Support ServicesImage: ServicesImage: ServicesImage: Servicesm. Rehabilitation ServicesImage: ServicesImage: ServicesImage: ServicesImage: Servicesn. Respite CareImage: ServicesImage: ServicesImage: ServicesImage: ServicesImage: Services	f. Linguistic Services				
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i. Other Professional ServicesImage: ServicesImage: ServicesImage: Servicesj. Outreach ServicesImage: ServicesImage: ServicesImage: ServicesI. Referral for Health Care and Support ServicesImage: ServicesImage: Servicesm. Rehabilitation ServicesImage: ServicesImage: Servicesn. Respite CareImage: ServicesImage: Services	h. Non-Medical Case Management Services	rices			
j. Outreach ServicesImage: ServicesImage: ServicesImage: Servicesk. Psychosocial Support ServicesImage: ServicesImage: ServicesImage: Servicesm. Rehabilitation ServicesImage: ServicesImage: ServicesImage: Servicesn. Respite CareImage: ServicesImage: ServicesImage: Services	. Other Professional Services				
k. Psychosocial Support Services       Image: Construct of the alth Care and S	. Outreach Services				
I. Referral for Health Care and Support Services	k. Psychosocial Support Services				
m. Rehabilitation Services	. Referral for Health Care and Support Services	Services			
n. Respite Care	m. Rehabilitation Services				
	n. Respite Care				
o. Substance Abuse Services (residential)	D. Substance Abuse Services (residential)	al)			
2. Support Services Subtotal	2. Support Services Subtotal				
3. Total Service Expenditures	3. Total Service Expenditures				

## 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

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/alida	ation Resu	ilts							
You mus warning validatio	st fix all errors in y comment before n results table(s)	your report before you submit your . Contact the hel	e you can submit your data. Plea data. To enter warning commen o desk if you have questions abo	ase fix all warnings a hts for a specific cheo out any of the valida	as appropriate. For the warr ck, select the "Add Comme tion errors, warnings, or ale	nings that g ent" link loc erts.	you cannot or s ated in the Acti	should not fix on column o	, enter a f the
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4 7	56	All required field	ds in the Expenditures Report pa	age must be answer	ed.	Error	0		

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

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.



# **?** 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 <u>HAB PCN #16-02</u>. 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 <u>RyanWhiteDataSupport@</u><u>wrma.com</u>.

## 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 <u>PCN 16-02</u>.

**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 HHSawarding 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 <u>PCN 15-03</u> (Clarifications Regarding the Ryan White HIV/ <u>AIDS Program and Program Income</u>) and <u>PCN 15-04</u> (Utilization and Reporting of <u>Pharmaceutical Rebates</u>) 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 <u>PCN 16-02</u>.

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