

April 25, 2017

MEMORANDUM

TO: Ryan White Part B HIV Care Providers
FROM: Leigh Oden, Ryan White Program Manager, SC DHEC
SUBJECT: 2017 Ryan White and HOPWA Reporting Schedule

<i>Due Date</i>	<i>Report Description</i>	<i>Support Provided</i>
1/16/2017	RW/HOPWA/MAI/EC/Special Projects/Rebates/ RW Part B Supplemental Quarterly Expenditures Report for reporting period: 10/01/2016-12/31/2016 NHAS Expenditure Report for reporting period: 04/01/2016-12/31/2016	Contact Melissa Hughey for questions
2/6/2017	Begin to work on your RSR in accordance with the RSR TA Plan from DHEC	See RSR Technical Assistance (TA) Plan from DHEC on page 5-6 of this document describing RSR TA & timeline
2/17/2017	<i>Provide Enterprise (PE)</i> Ryan Services Report (RSR) Completion Reports due in the <i>PE</i> Secure Portal for reporting period: 01/01/2016-12/31/2016	See RSR Technical Assistance (TA) Plan from DHEC on page 5-6 of this document describing RSR TA & timeline
2/17/2017	RSR Technical Assistance Webinar for clinical providers	Webinar log-in email will be sent 2/10/2017
2/24/2017	RSR Technical Assistance Webinar for non-clinical providers	Webinar log-in email will be sent 2/17/2017
3/17/2017	Final date for RSR Provider Reports and Client Level Upload to be submitted directly to HRSA for reporting period: 01/01/2016-12/31/2016	See RSR TA Plan from DHEC describing RSR TA process prior to posting and submission to HRSA
	RSR Completion Report and RSR Client and Clinical Summary due to DHEC via <i>PE</i> Secure Portal for reporting period: 01/01/2016-12/31/2016	Use instructions provided by DHEC and/or GTI
3/17/2017	DHEC HOPWA-funded providers prepare for HOPWA Year-ending for reporting period: 04/01/2016-3/31/2017	HOPWA CAPER TA Plan will be provided from DHEC prior to submission Instructions to be provided by DHEC and/or GTI
3/20/2017	HRSA final date for RSR Posting in EHB	
TBD	Annual Client Needs Assessment Survey Summary	TBD
4/17/2017	RW/MAI/HOPWA/EC/Special Projects/Rebates/RW Part B Supplemental Quarterly Expenditures Report for reporting period: 01/01/2017-03/31/2017 NHAS Quarterly Expenditure Report for reporting period: 01/01/2017-03/31/2017 RW/MAI/HOPWA/EC/Special Projects/Rebates Year-end Expenditures Report for reporting period: 04/01/2016-03/31/2017 NHAS Year-end Expenditure Report for reporting period: 04/01/2016-03/31/2017	Contact Melissa Hughey for questions

<i>Due Date</i>	<i>Report Description</i>	<i>Support Provided</i>
4/17/2017	RW Year-end Programmatic Report for reporting period: 04/01/2016-03/31/2017	Instructions to be provided by DHEC and/or GTI
	WICY Year-end Programmatic Report for reporting period: 04/01/2016-03/31/2017	
	RW Year-end Implementation Plan Report for reporting period: 04/01/2016-03/31/2017	
	RSR Client Summary for reporting period: 04/01/2016-03/31/2017	
4/28/2017	HOPWA CAPER for reporting period: 04/01/2016-03/31/2017	HOPWA CAPER TA Plan for DHEC-funded HOPWA providers will be provided prior to submission
		Instructions to be provided by DHEC and/or GTI
6/29/2017	MAI Year-end Programmatic Report for reporting period: 04/01/2016-03/31/2017	Christal Davis will run data report and send to providers prior to report submission date
July 2017	SC QM data-Clinical Report Card (CRC) for reporting period: 01/01/2016-12/31/2016. New performance measures	CRC TA to be provided by DHEC and/or GTI on or before SC QM Steering Committee Meeting (TBA)
7/14/2017	RW/HOPWA/MAI/EC/Special projects/Rebates/RW Part B Supplemental Quarterly Expenditures Report for reporting period: 04/01/2017-06/30/2017	Contact Leigh Oden for questions
8/1/2017	In+Care Campaign submission for RW Part B providers for reporting period: 06/01/2016-05/31/2017	TA Plan to be provided by DHEC, GTI and/or National Quality Center
October 2017 (TBD)	RW Part B Grant Application information due to DHEC for reporting period: Application for GY 2018-2019	More details forthcoming from DHEC
10/1/2017	In+Care Campaign submission for RW Part B providers for reporting period: 08/01/2016-07/31/2017	TA Plan to be provided by DHEC, GTI and/or National Quality Center
10/16/2017	RW/HOPWA/MAI/EC/Special Projects/Rebates/RW Part B Supplemental Quarterly Expenditures Report for reporting period: 07/01/2017-09/30/2017	Contact Leigh Oden with questions
	NHAS Quarterly Expenditure Report for reporting period: 07/01/2017-09/30/2017	
	RW Part B Supplemental Year-end Expenditure Report for reporting period: 09/30/2016-09/29/2017	Instructions to be provided by DHEC and/or GTI
	RW Part B Supplemental Year-end Implementation Plan Report for reporting period: 09/30/2016-09/29/2017	
12/2/2017	In+Care Campaign submission for RW Part B providers for reporting period: 10/01/2016-09/30/2017	TA Plan to be provided by DHEC, GTI and/or National Quality Center

Unless otherwise noted, send the Programmatic Reports to **Programmatic Submissions** and Expenditure Reports to **Financial Submissions** via the Secure Portal in *Provide Enterprise (PE)* as indicated in the attached Secure Portal Map.

Secure Portal Map to RW & HOPWA Reporting Calendar

Programmatic Reports:

<i>Report Type</i>	<i>Recipient Org/Program</i>	<i>Recipient Name</i>	<i>Message Category</i>	<i>Funding Source</i>	<i>Subject</i>
Programmatic Report(s), includes HOPWA CAPER	SCDHEC-HIV/AIDS Care Network	Programmatic Submissions	Programmatic Report	-RW Part B -RW Part B Supplemental -HOPWA -MAI - EC -WICY -SC ADAP	Mid-year Submission Year-end Submission

Implementation Plan:

***Please submit each Implementation Plan separately with its assigned Funding Source.*

<i>Report Type</i>	<i>Recipient Org/Program</i>	<i>Recipient Name</i>	<i>Message Category</i>	<i>Funding Source</i>	<i>Subject</i>
Implementation Plan**	SCDHEC-HIV/AIDS Care Network	Programmatic Submissions	Implementation Plan GY17-18	-RW Part B -RW Part B Supplemental -HOPWA -MAI - EC -WICY -SC ADAP	Year-End Submission

Fiscal/Budget/Grant Administration Reports:

<i>Report Type</i>	<i>Recipient Org/Program</i>	<i>Recipient Name</i>	<i>Message Category</i>	<i>Funding Source</i>	<i>Subject</i>
Quarterly Expenditures: RW/HOPWA/EC/MAI	SCDHEC-HIV/AIDS Care Network	Financial Submissions	Financial Report	Combined Grant(s) Expenditures	Quarterly Submission
Quarterly Expenditures: Special Projects	SCDHEC-HIV/AIDS Care Network	Financial Submissions	Financial Report	Special Projects	Quarterly Submission
Quarterly Expenditures: RW Part B Supplemental	SCDHEC-HIV/AIDS Care Network	Financial Submissions	Financial Report	RW Part B Supplemental	Quarterly Submission
Quarterly Expenditures: NHAS	SCDHEC-HIV/AIDS Care Network	Financial Submissions	Financial Report	SC ADAP	Quarterly Submission
Budget(s)	SCDHEC-HIV/AIDS Care Network	Financial Submissions	Projected Budget 2017-2018	Choose appropriate grant	Annual submission
Budget Revision Justification***	RWHOPWA Invoice Email	N/A	N/A	N/A	Budget Revision
Special Projects Prior Approval***	RWHOPWA Invoice Email	N/A	N/A	N/A	Special Projects Prior Approval
Out-of-State Travel Prior Approval***	RWHOPWA Invoice Email	N/A	N/A	N/A	Out-of-State Prior Approval
Grant(s) Application Information	SCDHEC-HIV/AIDS Care Network	Programmatic Submissions	Grant Application 2018-2019	Choose appropriate Grant	Annual submission

***Please note Budget Revision Justifications, Special Project Prior Approvals, and Out-of-State Prior Approvals, and Invoices should all be sent to RWHOPWAInvoices@dhec.sc.gov with the subject of the email clearly named as indicated above.

RSR and SC QM:

<i>Report Type</i>	<i>Recipient Org/Program</i>	<i>Recipient Name</i>	<i>Message Category</i>	<i>Subject</i>
RSR Completion Reports (Summary data only)	SCDHEC-HIV/AIDS Care Network	Programmatic Submissions	RSR	Completion Report CY 2016
RSR Client and Clinical Summary (Summary data only)	SCDHEC-HIV/AIDS Care Network	Programmatic Submissions	RSR	Client and Clinical Summary CY 2016
Client Needs Assessment Survey Summary (Summary data only)	SCDHEC-HIV/AIDS Care Network	Programmatic Submissions	SC QM	Needs Assessment due 2017
SC QM-Clinical Report Card (Summary data only per Data Integrity webinar instructions)	SCDHEC-HIV/AIDS Care Network	Programmatic Submissions	SC QM	Clinical Report Card CY 2016
SC QM-Quality Management Plan	SCDHEC-HIV/AIDS Care Network	Programmatic Submissions	SC QM	Quality Management Plan CY2017
SC QM-PDSA Cycle Updates (Summary data only as indicated from site visit)	SCDHEC-HIV/AIDS Care Network	Programmatic Submissions	SC QM	PDSA Update
SC QM data monitoring In+Care Campaign (Summary data only)	SCDHEC-HIV/AIDS Care Network	Programmatic Submissions	SC QM	In+Care Campaign Summary (choose August, October or December 2017)

RW Part B/HOPWA Programmatic and QM Combined Site Visit Documents:

<i>Report Type</i>	<i>Recipient Org/Program</i>	<i>Recipient Name</i>	<i>Message Category</i>	<i>Funding Source</i>	<i>Subject</i>
Combined Site Visit Documents	SCDHEC-HIV/AIDS Care Network	Programmatic Submissions	Combined Site Visit GY2017-2018	Combined Grants	Annual Submission

Provide Enterprise Secure Portal Attachment Instructions:

1. Documents/File being attached must be closed on the computer.
2. Attach the desired file.
3. Upon selecting SEND, it is important to wait a moment. Do not select CLOSE.
4. Select YES when prompted to SAVE CHANGES
5. The message with attachment will auto-close and send.

Ryan White Services Report (RSR) Technical Assistance and Submission Plan

Reporting Period: January 1, 2016 – December 31, 2016

RSR Action Item	Purpose/Rationale	Date Information	Support Provided
Conduct a test login to the HRSA Electronic Handbook (EHB).	The EHB is where the Ryan White Services Report (RSR) will be submitted to HRSA.	1/30/2017 – 2/3/2017	Instructions to be provided by Charmella Tyler HRSA Contact Center: 1-877-464-4772
Enter your <u>RSR Service Provider Report</u> in the EHB to include the following sections: 1) General information (pg 24-29) 2) Program info 3) Service info 4) HC&T info <u>*STOP HERE! Do not upload client data in the EHB until your program has been notified & cleared by SC DHEC.</u>	Applies to providers funded from DHEC Ryan White (RW) Part B funds. RW Part B funds include: 1) RW Part B; 2) RW Part B Supplemental; 3) Emerging Communities; 4) Minority AIDS Initiative [MAI] funding; and 5) RW/ADAP Rebate (for RWB Providers only)	2/6/2017 - 2/10/2017	RSR Data Support HelpDesk: 1-888-640-9356 Use the EHB instructions provided by Charmella Tyler on page 24-29. To access to the RSR system, go to page 24 of the 2016 RSR Instruction Manual
Submit the preliminary <u>RSR Completion Report</u> to DHEC. Run this report from the <i>Provide Enterprise</i> template " <u>RSR 2015</u> ".	To be used for RSR technical assistance review only	2/16/2017	Submit to DHEC via the <i>Provide Enterprise</i> Secure Portal. Use instructions provided by Charmella Tyler See <i>Secure Portal Map to RW & HOPWA Reporting Calendar</i> (above)
RSR Technical Assistance (TA) session for RW Part B clinical and non-clinical providers	To review HRSA's changes to the RSR for eligible clients and services (i.e. clients and service categories eligible to be reported in the RSR). To review changes included in the new RSR template " <u>RSR 2015</u> " in <i>Provide Enterprise</i> . (New features)	2/17/2017 and 2/24/2017 Each provider/program should participate in one (1) RSR TA Session.	For clinical providers: 2/17/2017 For non-clinical providers: 2/24/2017 <u>*Be sure to have actual expenditures for GY 2015-2016 & GY 2016-2017 (to date) for all RW funding sources.</u>
RSR client (.xml)	To be submitted directly	3/06/2017 –	Each RW provider/program will receive

file posting period for non-clinical providers	to HRSA via Client xml upload in the EHB.	03/10/2017	confirmation of date when cleared for posting. Dates will vary by provider/program. <u>*Do not upload client data in the EHB until your program has been notified & cleared by SC DHEC.</u>
RSR client (.xml) file posting period for clinical providers	To be submitted directly to HRSA via Client upload in the EHB.	03/13/2017-03/17/2017	Each RW provider/program will receive confirmation of date when cleared for posting. Dates will vary by provider/program. <u>*Do not upload client data in the EHB until your program has been notified & cleared by SC DHEC.</u>
Final date for RSR posting in the EHB	To be submitted directly to HRSA via Client upload in the EHB.	03/20/2017	Use instructions provided by Charmella Tyler
Submit the following reports from " <u>RSR 2015</u> " template in Provide Enterprise: 1) <u>RSR Completion Report</u> to SC DHEC 2) <u>RSR Client Summary</u> and <u>RSR Clinical Summary</u> (replaces the PDR/RDR)	To be submitted DHEC for program monitoring and administration.	03/20/2017	Submit to DHEC via the <i>Provide Enterprise</i> Secure Portal. Instructions to be provided by Charmella Tyler See <i>Secure Portal Map to RW & HOPWA Reporting Calendar</i> (above)