

January 8, 2018

MEMORANDUM

TO: Ryan White Part B HIV Care Providers
FROM: Leigh Oden, Ryan White Program Manager, South Carolina (SC) DHEC
SUBJECT: 2018 Ryan White and HOPWA Reporting Schedule

<i>Due Date</i>	<i>Report Description</i>	<i>Support Provided</i>
12/19/2017-12/20/2017	RSR Error Identification and Correction Technical Assistance with DHEC	Contact Charmella Tyler for questions
01/16/2018	RW/HOPWA/MAI/EC/Special Projects/Rebates/Quarterly Expenditures Report for reporting period: 10/01/2017-12/31/2017	Contact Leigh Oden for questions
	NHAS and NHAS Carryover Expenditure Report for reporting period: 10/01/2017-12/31/2017	
01/19/2018	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 6-7 of this document describing RSR TA & timeline
02/05/2018	<i>Provide Enterprise (PE)</i> Ryan Services Report (RSR) Completion Reports and RSR Clinical Summary Report (<u>preliminary for technical assistance only</u>) due in the <i>PE</i> Secure Portal for reporting period: 01/01/2017-12/31/2017	See RSR Technical Assistance (TA) Plan from DHEC on page 6-7 of this document describing RSR TA & timeline
2/12/2018	RSR Technical Assistance Webinar for Providers (Mandatory participation for each RWB provider who has <u>new staff</u> submitting their RSR report).	Webinar log-in email will be forthcoming
02/12/2018-02/16/2018	RSR Staged Upload in EHB by Provider (Individual TA as needed and/or required) *Must wait to be cleared to post by DHEC*	See RSR TA Plan from DHEC describing RSR TA process prior to posting and submission to HRSA
2/12/2018-2/16/2018	RSR Client Summary Report and RSR Clinical Summary due to DHEC via <i>PE</i> Secure Portal for reporting period: 01/01/2017-12/31/2017 (Due on the scheduled RSR Upload date)	Use instructions provided by DHEC and/or GTI
03/02/2018	Final date for RSR Provider Reports and Client Level Upload to be submitted directly to HRSA for reporting period: 01/01/2017-12/31/2017	See RSR TA Plan from DHEC describing RSR TA process prior to posting and submission to HRSA
03/15/2018	DHEC HOPWA-funded providers prepare for HOPWA Year-ending for reporting period: 04/01/2017-03/31/2018	HOPWA CAPER TA Plan will be provided from DHEC prior to submission
		Instructions to be provided by DHEC and/or GTI
04/16/2018	RW/MAI/HOPWA/EC/Special Projects/Rebates/ Quarterly Expenditures Report for reporting period: 01/01/2018-03/31/2018	Contact Leigh Oden for questions
	NHAS and NHAS Carryover Quarterly Expenditure Report for reporting period: 01/01/2018-03/31/2018	

<i>Due Date</i>	<i>Report Description</i>	<i>Support Provided</i>
04/16/2018	RW/MAI/HOPWA/EC/Special Projects/Rebates Year-end Expenditures Report for reporting period: 04/01/2017-03/31/2018	Contact Leigh Oden for questions
	NHAS and NHAS Carryover Year-end Expenditure Report for reporting period: 04/01/2017-03/31/2018	
	RW/EC/Rebate Year-end Programmatic Report and Narrative for reporting period: 04/01/2017-03/31/2018	Instructions to be provided by DHEC and/or GTI
	WICY Year-end Programmatic Report for reporting period: 04/01/2017-03/31/2018	
	RW/EC/Rebate Year-end Implementation Plan Report for reporting period: 04/01/2017-03/31/2018	
04/30/2018	RSR Client Summary Report for reporting period: 04/01/2017-03/31/2018	
04/30/2018	HOPWA CAPER for reporting period: 04/01/2017-03/31/2018	HOPWA CAPER TA Plan for DHEC-funded HOPWA providers will be provided prior to submission
		Instructions to be provided by DHEC and/or GTI
06/29/2018	MAI Year-end Programmatic Report for reporting period: 04/01/2017-03/31/2018	Christal Davis will run data report and send to providers prior to report submission date
July 2018	SC QM data-Clinical Report Card (CRC) for reporting period: 01/01/2017-12/31/2017. New performance measures	CRC TA to be provided by DHEC and/or GTI on or before SC QM Steering Committee Meeting (TBA)
07/16/2018	RW/HOPWA/MAI/EC/Special Projects/Rebates/ Quarterly Expenditures Report for reporting period: 04/01/2018-06/30/2018	Contact Leigh Oden for questions
	NHAS Quarterly Expenditures Report for reporting period: 04/01/2018-06/30/2018	
October 2018 (TBD)	RW Part B Grant Application information due to DHEC for reporting period: Application for GY 2018-2019	More details forthcoming from DHEC
10/15/2018	RW/HOPWA/MAI/EC/Special Projects/Rebates/ Quarterly Expenditures Report for reporting period: 07/01/2018-09/30/2018	Contact Leigh Oden with questions
	NHAS Quarterly Expenditure Report for reporting period: 07/01/2018-09/30/2018	
10/31/2018	Annual Client Needs Assessment Survey Summary	Contact Leigh Oden with questions

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	SCDHECHIV/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**	SCDHECHIV/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

Fiscal/Budget/Grant Administration Reports continued:

<i>Report Type</i>	<i>Recipient Org/Program</i>	<i>Recipient Name</i>	<i>Message Category</i>	<i>Funding Source</i>	<i>Subject</i>
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)	SCDHECHIV/AIDS Care Network	Programmatic Submissions	RSR	Completion Report CY 2017
RSR Client and Clinical Summary (Summary data only)	SCDHECHIV/AIDS Care Network	Programmatic Submissions	RSR	Client and Clinical Summary CY 2017
Client Needs Assessment Survey Summary (Summary data only)	SCDHECHIV/AIDS Care Network	Programmatic Submissions	SC QM	Needs Assessment GY 2017-2018
SC QM-Clinical Report Card (Summary data only per Data Integrity webinar instructions)	SCDHECHIV/AIDS Care Network	Programmatic Submissions	SC QM	Clinical Report Card CY 2017
SCQM-Quality Management Plan	SCDHECHIV/AIDS Care Network	Programmatic Submissions	SC QM	Quality Management Plan CY 2018
SC QM-PDSA Cycle Updates (Summary data only as indicated from site visit)	SCDHECHIV/AIDS Care Network	Programmatic Submissions	SC QM	PDSA Update

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	SCDHECHIV/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, 2017 – December 31, 2017

RSR Action Item	Purpose/Rationale	Date Information	Support Provided
Pre-RSR Technical Assistance Webinar	To be used for RSR technical assistance error checking and corrections	12/19/2017 and 12/20/2017 *Mandatory Participation	Support materials and tools provided to each participant in follow-up to webinar via email
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.	01/19/2018	Instructions to be provided by Charmella Tyler HRSA Contact Center: 1-877-464-4772
Submit the preliminary <u>RSR Completion Report and RSR Clinical Summary Report</u> to DHEC. Run this report from the <i>Provide Enterprise</i> template " <u>RSR 2017</u> ".	To be used for RSR technical assistance review only	01/19/2018	Submit to DHEC via the <i>Provide Enterprise</i> Secure Portal. Use instructions provided by Charmella Tyler <i>See Secure Portal Map to RW & HOPWA Reporting Calendar</i> (above)
Enter your <u>RSR Service Provider Report</u> in the EHB to include the following sections: 1) General Information (pages 17-19) 2) Program Information 3) Funding Source Certification 4) Service Information 5) HC&T Information <u>*STOP HERE! Do Not upload client level 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)	02/05/2018-02/09/2018	RSR Data Support HelpDesk: 1-888-640-9356 To access to the RSR system, go to page 16 of the 2017 RSR Instruction Manual (Providers Only option)

RSR Action Item	Purpose/Rationale	Date Information	Support Provided
RSR Technical Assistance Webinar	<p>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).</p> <p>To review changes included in the new RSR template “RSR 2017” in <i>Provide Enterprise</i>. (New features)</p>	<p>2/12/2018</p> <p>Each new RWB provider who has new staff submitting their RSR report is required to participate in the RSR TA Webinar.</p> <p>Individual TA as needed and/or required</p>	<p>Required for ALL RWB New Submitters (i.e. staff who has never submitted the RSR before); Others may sign-in if additional TA is needed.</p> <p>Webinar log-in email will be forthcoming</p> <p><u>*Be sure to have actual expenditures for GY 2016-2017 & GY 2017-2018 (to date) for all RW funding sources.</u></p>
Staged Upload RSR client (.xml) file posting period for RWB providers	To be submitted directly to HRSA via Client xml upload in the EHB.	02/12/2018-02/16/2018	<p>Each RW provider/program will receive confirmation of date when cleared for posting. Dates will vary by provider/program.</p> <p><u>*Do not upload client data in the EHB until your program has been notified & cleared by SC DHEC.</u></p>
<p>Submit the following reports from “RSR 2017” template in <i>Provide Enterprise</i>:</p> <p>1) RSR Client Summary and RSR Clinical Summary (replaces the PDR/RDR)</p>	To be submitted DHEC for program monitoring and administration.	02/12/2018-02/16/2018	<p>Due on the scheduled RSR Upload date</p> <p>Submit to DHEC via the <i>Provide Enterprise</i> Secure Portal.</p> <p>Instructions to be provided by Charmella Tyler</p> <p>See <i>Secure Portal Map to RW & HOPWA Reporting Calendar</i> (above)</p>
Final date for RSR posting in the EHB	To be submitted directly to HRSA via Client upload in the EHB.	03/02/2018	Use instructions provided by Charmella Tyler