

February 5, 2016

MEMORANDUM

TO: Ryan White Part B HIV Care Providers
FROM: Leigh Oden, Ryan White Program Manager, SC DHEC
SUBJECT: 2016 Ryan White and HOPWA Reporting Schedule

<i>Due Date</i>	<i>Report Description</i>	<i>Support Provided</i>
12/15/2015	HOPWA Mid-year Programmatic Report for reporting period: 04/01/2015-09/30/2015 MAI Mid-year Programmatic Report for reporting period: 04/01/2015-09/30/2015	CANCELLED due to SC ADAP - Affordable Care Act (ACA) Crisis Prevention Plan
1/15/2016	RW/HOPWA/MAI/EC/SAF/Special Projects/ RW Part B Supplemental Quarterly Expenditures Report for reporting period: 10/01/2015-12/31/2015	Contact April Heyward for questions
2/16/2016	<i>Provide Enterprise (PE)</i> Ryan Services Report (RSR) Completion Reports due in the <i>PE</i> Secure Portal for reporting period: 01/01/2015-12/31/2015	See RSR Technical Assistance (TA) Plan from DHEC describing RSR TA process prior to posting and submission to HRSA
3/21/2016	Final date for RSR Provider Reports and Client Level Upload to be submitted directly to HRSA for reporting period: 01/01/2015-12/31/2015	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: 01/01/2015-12/31/2015	Instructions to be provided by DHEC and/or GTI
3/17/2016	DHEC HOPWA-funded providers prepare for HOPWA Year-ending for reporting period: 04/01/2015-3/31/2016	HOPWA CAPER TA Plan will be provided from DHEC prior to submission Instructions to be provided by DHEC and/or GTI
3/31/2016	Annual Client Needs Assessment Survey Summary	See email correspondence sent on 8/5/15 from Leigh Oden
4/15/2016	RW/MAI/HOPWA/EC/SAF/Special Projects/RW Part B Supplemental Quarterly Expenditures Report for reporting period: 01/01/2016-03/31/2016 RW/MAI/HOPWA/EC/SAF/Special Projects Year-end Expenditures Report for reporting period: 04/01/2015-03/31/2016 RW Year-end Programmatic Report for reporting period: 04/01/2015-03/31/2016 WICY Year-end Programmatic Report for reporting period: 04/01/2015-03/31/2016 RW Year-end Implementation Plan Report for reporting period: 04/01/2015-03/31/2016. New template.	Contact April Heyward for questions Instructions to be provided by DHEC and/or GTI
4/29/2016	HOPWA CAPER for reporting period: 04/01/2015-03/31/2016	HOPWA CAPER TA Plan will be provided from DHEC prior to submission Instructions to be provided by DHEC and/or GTI
6/29/2016	MAI Year-end Programmatic Report for reporting period: 04/01/2015-03/31/2016	Christal Davis will run data report and send to providers prior to report submission date

Due Date	Report Description	Support Provided
July 2016	SC QM data-Clinical Report Card (CRC) for reporting period: 01/01/2015-12/31/2015. New performance measures.	CRC TA to be provided by DHEC and/or GTI on or before July 14, 2016 SC QM Steering Committee Meeting
7/15/2016	RW/HOPWA/MAI/EC/Special projects/RW Part B Supplemental Quarterly Expenditures Report for reporting period: 04/01/2016-06/30/2016	Contact April Heyward for questions
8/1/2016	In+Care Campaign submission for RW Part B providers for reporting period: 06/01/2015-05/31/2016. New requirement for 2016.	TA Plan to be provided by DHEC, GTI and/or National Quality Center
October 2016 (TBD)	RW Part B Grant Application information due to DHEC for reporting period: Application for GY 2017-2018	More detail forthcoming from DHEC
10/1/2016	In+Care Campaign submission for RW Part B providers for reporting period: 08/01/2015-07/31/2016. New requirement for 2016.	TA Plan to be provided by DHEC, GTI and/or National Quality Center
10/14/2016	RW/HOPWA/MAI/EC/Special Projects/RW Part B Supplemental Quarterly Expenditures Report for reporting period: 07/01/2016-09/30/2016	Contact April Heyward with questions
	RW Part B Supplemental Year-end Expenditure Report for reporting period: 09/30/2015-09/29/2016	
	RW and EC Mid-year Implementation Plan Report for reporting period: 04/01/2016-09/30/2016	Instructions to be provided by DHEC and/or GTI
	RW Part B Supplemental Year-end Implementation Plan Report for reporting period: 09/30/2015-09/29/2016	
12/2/2016	HOPWA Mid-year Programmatic Report for reporting period: 04/01/2016-09/30/2016	TA and/or instructions to be provided by DHEC and/or GTI
	MAI Mid-year Programmatic Report for reporting period: 04/01/2016-09/30/2016	Christal Davis will run data report and send to providers prior to report submission date
	In+Care Campaign submission for RW Part B providers for reporting period: 10/01/2015-09/30/2016. New requirement for 2016.	TA Plan to be provided by DHEC, GTI and/or National Quality Center

*Unless otherwise noted, send the above Programmatic Reports to Charmella Tyler and Expenditure Reports to April Heyward 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	Charmella Tyler	Programmatic Report	-RW Part B -RW Part B Supplemental -HOPWA -MAI - EC -WICY	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	Charmella Tyler	Implementation Plan GY16-17 Implementation Plan GY 16-17	-RW Part B -RW Part B Supplemental -HOPWA -MAI - EC -WICY	Mid-year Submission 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/S AF	SCDHEC-HIV/AIDS Care Network	April Heyward	Financial Report	Combined Grant(s) Expenditures	Quarterly Submission
Quarterly Expenditures: Special Projects	SCDHEC-HIV/AIDS Care Network	April Heyward	Financial Report	Special Projects	Quarterly Submission
Quarterly Expenditures: RW Part B Supplemental	SCDHEC-HIV/AIDS Care Network	April Heyward	Financial Report	RW Part B Supplemental	Quarterly Submission
Budget(s)	SCDHEC-HIV/AIDS Care Network	April Heyward	Projected Budget 2016-2017	Choose appropriate grant	Annual submission
Budget Revision***	Regular DHEC email	April Heyward	N/A	N/A	Budget Revision
Special Projects Prior Approval***	Regular DHEC email	Leigh Oden & April Heyward	N/A	N/A	Special Projects Prior Approval
Grant(s) Application Information	SCDHEC-HIV/AIDS Care Network	Leigh Oden	Grant Application 2017-2018	Choose appropriate Grant	Annual submission

***Please note: Budget Revisions, Special Projects Prior Approvals and Invoices should be sent to their respective recipient(s) through DHEC email (i.e. "@dhec.sc.gov").

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	Charmella Tyler	RSR	Completion Report CY 2015
RSR Client and Clinical Summary (Summary data only)	SCDHEC-HIV/AIDS Care Network	Charmella Tyler	RSR	Client and Clinical Summary CY 2015
Client Needs Assessment Survey Summary (Summary data only)	SCDHEC-HIV/AIDS Care Network	Birddie Felkel	SC QM	Needs Assessment due 2016
SC QM-Clinical Report Card (Summary data only)	SCDHEC-HIV/AIDS Care Network	Birddie Felkel	SC QM	Clinical Report Card CY 2015
SC QM-Quality Management Plan	SCDHEC-HIV/AIDS Care Network	Birddie Felkel	SC QM	Quality Management Plan
SC QM-PDSA Cycle Updates (Summary data only)	SCDHEC-HIV/AIDS Care Network	Birddie Felkel	SC QM	PDSA Update
SC QM data monitoring In+Care Campaign (Summary data only)	SCDHEC-HIV/AIDS Care Network	Birddie Felkel	SC QM	In+Care Campaign Summary (choose August, October or December 2016)

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	Charmella Tyler	Combined Site Visit GY2016-2017	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, 2015 – December 31, 2015

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.	2/2/2016 – 2/6/2016	Instructions to be provided by Charmella Tyler RSR Data Support HelpDesk: 1-888-640-9356
Complete <u>RSR Provider Report</u> in the EHB.	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; or 4) Minority AIDS Initiative [MAI] funding	2/6/2016 - 2/15/2016	RSR Data Support HelpDesk: 1-888-640-9356
Submit the <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	2/16/2016	Submit to DHEC via the <i>Provide Enterprise</i> Secure Portal. Instructions to be provided by Charmella Tyler <i>See Secure Portal Map to RW & HOPWA Reporting Calendar (above)</i>
RSR Technical Assistance (TA) session for RW providers with new staff	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)	2/19/2016 and 2/26/2016 Each provider/program should participate in one (1) RSR TA Session.	For providers with staff who have submitted the RSR in the EHB previously : 2/19/2016 For providers with staff submitting the RSR in the EHB for the first time: 2/26/2016
RSR client (.xml) file posting period for non-medical providers	To be submitted directly to HRSA via Client xml upload in the EHB.	3/07/2016 – 03/11/2016	Each RW provider/program will receive confirmation of date

			<p>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 cleared by SC DHEC.</u></p>
RSR client (.xml) file posting period for medical providers	To be submitted directly to HRSA via Client upload in the EHB.	03/14/2016-03/18/2016	<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 cleared by SC DHEC.</u></p>
Final date for RSR posting in the EHB	To be submitted directly to HRSA via Client upload in the EHB.	03/21/2016	Instructions to be provided by Charmella Tyler
<p>Submit the following reports from "<u>RSR 2015</u>" template in Provide Enterprise:</p> <p>1) <u>RSR Completion Report</u> to SC DHEC</p> <p>2) <u>RSR Client Summary</u> and <u>RSR Clinical Summary</u> (replaces the PDR/RDR)</p>	To be submitted DHEC for program monitoring and administration.	03/21/2016	<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>