2019 Reporting Calendar

MEMORANDUM
TO: Ryan White Part B HIV Care Providers
FROM: **Tangee Thomas**, Ryan White Program Service Manager, South Carolina (SC) DHEC
SUBJECT: 2019 Ryan White and HOPWA Reporting Schedule

Due Date	*Report Description*	*Support Provided*
01/16/2019	RW/HOPWA/MAI/EC/NHAS/Special Projects/Rebates/Quarterly Expenditures Report for reporting period: 10/01/2018-12/31/2018	Contact Leigh Oden for questions
01/21/2019	Begin to work on your RSR in accordance with the RSR TA Plan from DHEC (*Provide Enterprise* (*PE*) RSR Completion Reports and RSR Clinical Summary Report (<u>preliminary for technical assistance only</u>) due in the *PE* Secure Portal for reporting period: 01/01/2018-12/31/2018; Conduct a test login to the HRSA Electronic Handbook (EHB)).	See RSR Technical Assistance (TA) Plan from DHEC on page 5-7 of this document describing RSR TA & timeline
February 1, 2019	*RW Services and Budget Expenditures Templates (RSR and Implementation Report). Reporting Period: 1/1/2018-12/31/2018*	Contact Tangee Thomas for questions
02/04/2019– 02/08/2019	Enter your **RSR Service Provider Report** in the EHB to include the following sections: 1) General Information (pages 17-20) 2) Program Information 3) Funding Source Certification 4) Service Information 5) HC&T Information ***STOP HERE! Do Not upload client level data in the EHB until your program has been notified & cleared by SC DHEC.**	See RSR Technical Assistance (TA) Plan from DHEC on page 6-7 of this document describing RSR TA & timeline
02/11/2019	RSR Technical Assistance Webinar provided by DHEC for RW Part B Providers (Mandatory participation for each RWB provider who has <u>new staff</u> submitting their RSR report).	Webinar log-in information email will be forthcoming
02/11/2019-02/15/2019	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
02/11/2019-02/15/2019	RSR Client Summary Report and RSR Clinical Summary due to **DHEC** via *PE* Secure Portal for reporting period: 01/01/2018-12/31/2018 (Due on the scheduled RSR Upload date	Use instructions provided by DHEC and/or GTI

Due Date	Report Description	Support Provided
03/01/2019	Final date for RSR Provider Reports and Client Level Upload to be submitted directly to **HRSA** for reporting period: 01/01/2018-12/31/2018	See RSR TA Plan from DHEC describing RSR TA process prior to posting and submission to HRSA
03/15/2019	DHEC HOPWA-funded providers prepare for HOPWA Year-ending for reporting period: 04/01/2018-03/31/2019	Instructions to be provided by DHEC and/or GTI
Due Date	*Report Description*	*Support Provided*
04/15/2019	RW/EC/Rebate Year-end Programmatic Report and Narrative for reporting period: 04/01/2018-03/31/2019	Instructions to be provided by DHEC and/or GTI
	WICY Year-end Programmatic Report for reporting period: 04/01/2018-03/31/2019	
	RW/EC/Rebate Year-end Implementation Plan Report for reporting period: 04/01/2018-03/31/2019	
	RSR Client Summary Report for reporting period: 04/01/2018-03/31/2019	
04/30/2019	HOPWA CAPER for reporting period: 04/01/2018-03/31/2019	Instructions to be provided by DHEC and/or GTI
05/01/2019	RW/HOPWA/EC/Special Projects /Rebates/NHAS Quarterly Expenditures Report for reporting period: 01/01/2019-03/31/2019	Contact Leigh Oden for questions
	RW/MAI/HOPWA/EC/Special Projects/Rebates/NHAS Year-end Expenditures Report for reporting period: 04/01/2018-03/31/2019	
07/15/2019	RW/HOPWA/MAI/EC/ /Rebates/NHAS/Supplemental/ Quarterly Expenditures Report for reporting period: 04/01/2019-06/30/2019	Contact Leigh Oden for questions
October 2019 (TBD)	RW Part B Grant Continuing Application information due to **DHEC** for reporting period: Application for GY 2020-2021	More details forthcoming from DHEC
10/14/2019	RW/HOPWA/MAI/EC/Rebates/NHAS/Supplemental/ Quarterly Expenditures Report for reporting period: 07/01/2019-09/30/2019	Contact Leigh Oden with questions
TBD	Annual Client Needs Assessment Survey Summary	Contact Tangee Thomas with questions
12/17/2019&12/18/2019	Ryan White Service Report (RSR) Error Identification and Correction Technical Assistance Webinar provided by DHEC	Contact Tangee Thomas for 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:

Report Type	Recipient Org/Program	Recipient Name	Message Category	Funding Source	Subject
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.

Report Type	Recipient Org/Program	Recipient Name	Message Category	Funding Source	Subject
Implementation Plan**	SCDHECHIV/AIDS Care Network	Programmatic Submissions	Implementation Plan GY18-19	-RW Part B -RW Part B Supplemental -HOPWA -MAI - EC -WICY -SC ADAP	Year-End Submission

Fiscal/Budget/Grant Administration Reports:

Report Type	Recipient Org/Program	Recipient Name	Message Category	Funding Source	Subject
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 2018-2019	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
Technical Assistance Prior Approval***	RWHOPWA Invoice Email	N/A	N/A	N/A	Technical Assistance 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***:**

Report Type	Recipient Org/Program	Recipient Name	Message Category	Funding Source	Subject
Grant(s) Application Information	SCDHEC-HIV/AIDS Care Network	Programmatic Submissions	Grant Application 2019-2020	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:

Report Type	Recipient Org/Program	Recipient Name	Message Category	Subject
RSR Completion Reports (Summary data only)	SCDHECHIV/AIDS Care Network	Programmatic Submissions	RSR	Completion Report CY 2018
RW Services and Budget Expenditures Template	SCDHEC HIV/AIDS Care Network	Programmatic Submissions	RSR	RSR Annual Expenditure Submission
RSR Client and Clinical Summary (Summary data only)	SCDHECHIV/AIDS Care Network	Programmatic Submissions	RSR	Client and Clinical Summary CY 2018
Client Needs Assessment Survey Summary (Summary data only)	SCDHECHIV/AIDS Care Network	Programmatic Submissions	SC QM	Needs Assessment GY 2019-2020
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 2018
SCQM-Quality Management Plan	SCDHECHIV/AIDS Care Network	Programmatic Submissions	SC QM	Quality Management Plan CY 2019
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:

Report Type	Recipient Org/Program	Recipient Name	Message Category	Funding Source	Subject
Site Visit Documents	SCDHECHIV/AIDS Care Network	Programmatic Submissions	Site Visit GY2018-2019	Combined Grants	Annual Submission

RW Part B/HOPWA Financial Monitoring Review Documents:

Report Type	Recipient Org/Program	Recipient Name	Message Category	Funding Source	Subject
Financial Monitoring Review Documents	SCDHECHIV/AIDS Care Network	Financial Submissions	Combined Site Visit GY2018-2019	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, 2018 – December 31, 2018

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	12/19/2018 and 12/20/2018 *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.	01/21/2019	Instructions to be provided by Tangee Thomas HRSA Contact Center: 1-877-464-4772
Submit the preliminary **RSR Completion Report and RSR Clinical Summary Report** to DHEC. Run this report from the *Provide Enterprise* template "**RSR 2017**".	To be used for RSR technical assistance review only	01/21/2019	Submit to DHEC via the *Provide Enterprise* Secure Portal. Use instructions provided by Tangee Thomas See *Secure Portal Map to RW & HOPWA Reporting Calendar* (above)

Enter your **RSR Service Provider Report** in the EHB to include the following sections: 6) General Information (pages 17-20) 7) Program Information 8) Funding Source Certification 9) Service Information 10) HC&T Information ***STOP HERE! Do Not upload client level data in the EHB until your program has been notified & cleared by SC DHEC.**	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)	02/04/2019-02/08/2019	RSR Data Support HelpDesk: 1-888-640-9356 or RyanWhiteDataSupport@wrma.com To access to the RSR system, go to page 17 of the 2018 RSR Instruction Manual (Providers Only option)
RSR Action Item	**Purpose/Rationale**	**Date Information**	**Support Provided**
RSR Technical Assistance Webinar	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 **"RSR 2017"** in *Provide Enterprise.* **(New features)**	02/11/2019 Each new RWB provider who has new staff submitting their RSR report is required to participate in the RSR TA Webinar. Individual TA as needed and/or required	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. Webinar log-in information email will be forthcoming ***Be sure to have actual expenditures for GY 2017-2018 & GY 2018-2019 (to date) for all RW funding sources.**
Staged Upload RSR client (.xml) file posting period for **RWB providers**	To be submitted directly to HRSA via Client xml upload in the EHB.	02/11/2019-02/15/2019	Each RW provider/program will receive confirmation of date when cleared for posting. Dates will vary by provider/program. ***Do not upload client data in the EHB until your program has been notified & cleared by SC DHEC.**

Submit the following reports from "**RSR 2017"** template in Provide Enterprise: 1) **RSR Client Summary** and **RSR Clinical Summary** (replaces the PDR/RDR)	To be submitted DHEC for program monitoring and administration.	02/11/2019-02/15/2019	Due on the scheduled RSR Upload date Submit to DHEC via the *Provide Enterprise* Secure Portal. Instructions to be provided by Tangee Thomas See *Secure Portal Map to RW & HOPWA Reporting Calendar* (above)
Final date for RSR posting in the EHB	To be submitted directly to HRSA via Client upload in the EHB.	03/01/2019	Use instructions provided by Tangee Thomas