RWHAP Part B Supplemental Program Terms Report

2023 Instruction Manual

Release Date: September 29, 2023

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Icons Used in This Manual

The following icons alert you to important and/or useful information.

The note icon highlights information that you should know when completing this section.

The tip icon points out recommendations and suggestions that can make it easier to complete this section.

The question mark icon indicates common questions asked with answers provided.

All new text in the document is indicated with a gray highlight.

The no icon indicates answer options that cannot be selected or information that cannot be entered under certain circumstances.

Background

The RWHAP Part B Supplemental Grant Program provides grants to states and territories to supplement formula-based funding provided through the HIV Care Grant Program – RWHAP Part B States/Territories Formula and AIDS Drug Assistance Program (ADAP) Formula and ADAP Supplemental Awards. States/territories use RWHAP Part B Supplemental Grant Program funding in conjunction with RWHAP Part B HIV Care Grant Program funding to develop and/or enhance access to a comprehensive continuum of high-quality care and treatment services for low-income people with HIV. To obtain funding, states/territories must demonstrate that RWHAP Part B Supplemental funding is necessary to provide comprehensive HIV care and treatment services for people with HIV in the state/territory.

RWHAP Part B Supplemental grant recipients are required to provide certain program and fiscal reports each year including an annual Program Terms Report (PTR). The PTR is an aggregate report submitted through the PTR web application accessed through the HRSA Electronic Handbooks (EHBs). All RWHAP Part B Supplemental recipients must submit the PTR within 90 days of the release of the final Notice of Award (NoA). It serves as a reference to determine how recipients allocate funds each budget period to meet the needs of people with HIV.

The PTR is one of several RWHAP reports linked to the Grantee Contract Management System (GCMS). The GCMS decreases data entry burden by sharing information between multiple HRSA HAB reports.

The RWHAP Part B PTR includes both the Consolidated List of Contractors (CLC) and the Allocations Report. All remaining PTR components are uploaded within the PTR including the SF-424A, Budget Narrative, Implementation Plan, and Contract Review Certification (CRC).

Accessing the PTR

The RWHAP Part B Supplemental PTR is accessible via the HRSA EHBs. You must have an account with the appropriate access to your agency's grant to view and complete the report. To access the RWHAP Part B Supplemental PTR, follow the steps below:

STEP ONE: Log in to the HRSA EHBs 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 (Figure 1).

> If you need assistance with your credentials or logging into the EHBs, call the EHBs Customer Support Center at 1-877-464-4772.

Figure 1. HRSA EHBs: Screenshot of the Grants Dropdown Menu
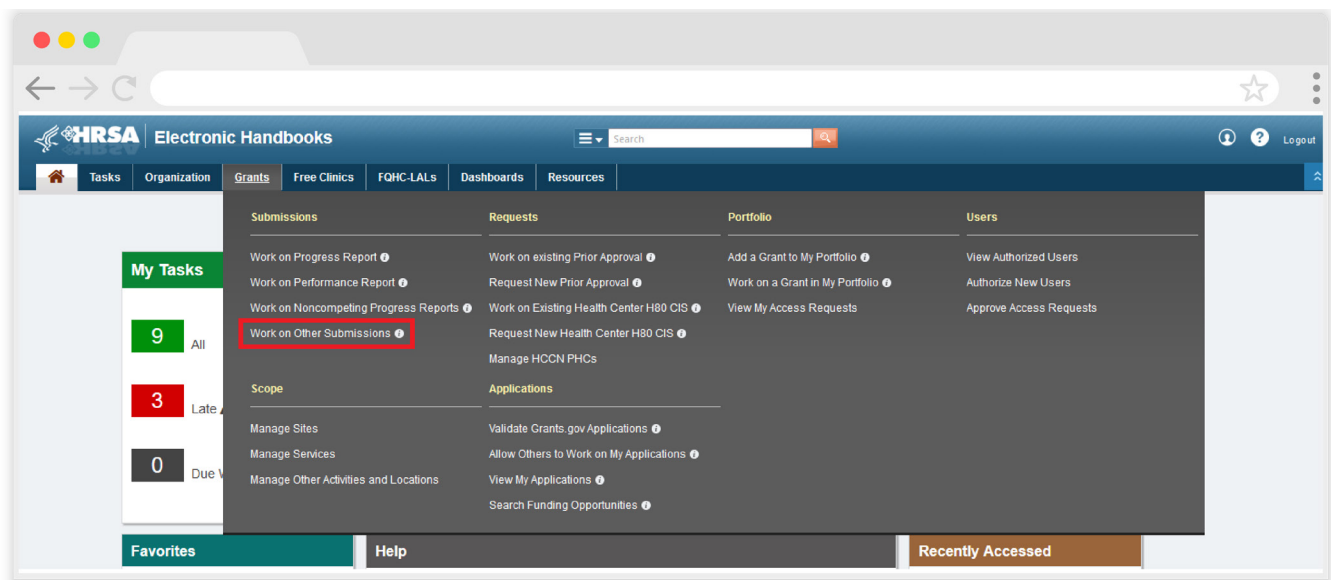
STEP TWO: On the next page, "Submissions – All," under the "Submission Name" column, locate the PTR you would like to access. Under the "Options" column, select "Start" or "Edit." The first time the report is accessed the link will read "Start," but once the report has been started, the link will instead read "Edit." A new window will appear ([Figure 2](#)).

> **!** If you are attempting to work on your GCMS contracts before the submission period begins, you must access the GCMS through your previous year's PTR or your most recent RWHAP Services Report (RSR).

Figure 2. HRSA EHBs: Screenshot of the Submissions - All Page

> **💡** You can find your current PTR faster by searching for "Terms" in the filter header under "Submission Name."

> **💡** If you need help navigating the EHBs to find your annual PTR, call the EHBs Customer Support Center at 1-877-464-4772.

STEP THREE: You are now in the PTR Inbox (Figure 3). Locate the envelope icon under the "Action" column and select "Create" or "Open." If you have not started your report, the envelope will read "Create." If you are returning to continue working on the report, the envelope will read "Open."

Figure 3. HRSA EHBs: Screenshot of the PTR Inbox Page
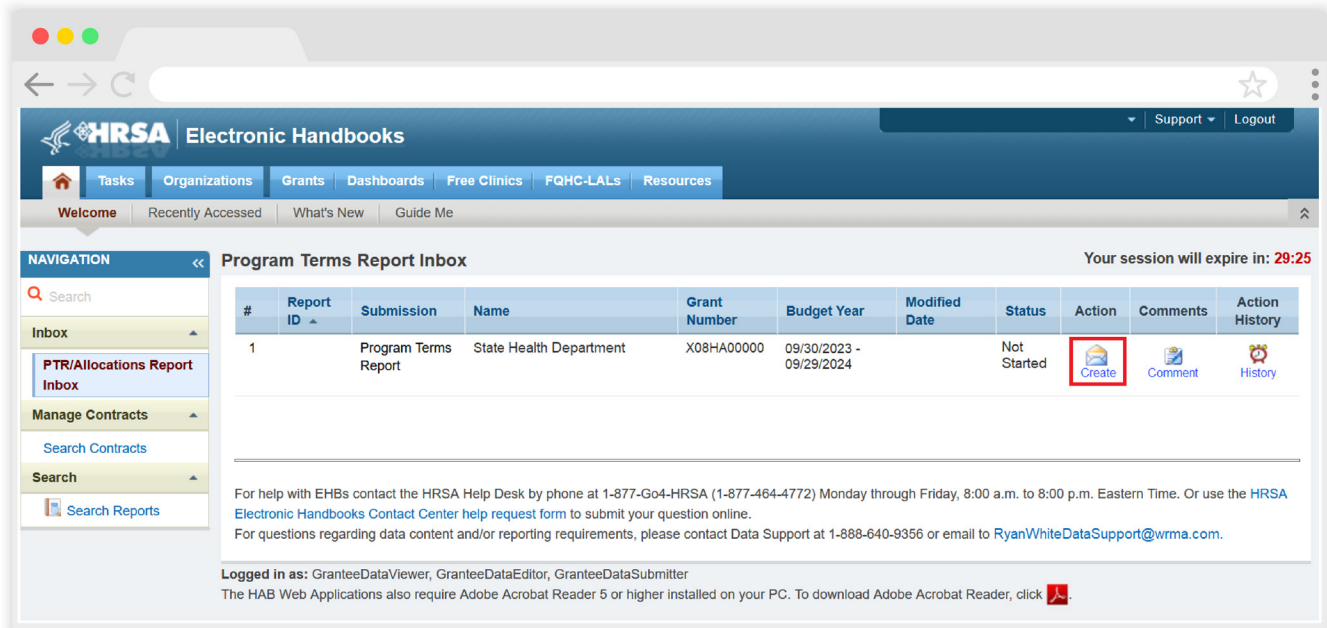
Completing the PTR

The RWHAP Part B Supplemental PTR is an aggregate report that captures budgetary information on the allocation of grant funding for the specified budget year. The fiscal data submitted as part of the PTR are entered in two places in the RWHAP Part B Supplemental PTR web system: within the PTR itself and in the agency's contracts in the GCMS.

RWHAP Part B Supplemental recipients must have a contract in the GCMS for each agency funded to provide services with their RWHAP Part B Supplemental award. These contracts include values for the amount of funding allocated to core medical and support services. Details from the GCMS contracts are then imported into the PTR, where recipients will also enter values for additional allocations from their award.

Once recipients have entered all values and completed their report, they can validate and submit it, at which point it is sent to their DSHAP project officer for review. If you need assistance or have questions about the RWHAP Part B Supplemental PTR submission, please contact your DSHAP project officer.

GCMS Contracts

As part of the RWHAP Part B Supplemental PTR submission, recipients must have contracts present in the GCMS for all agencies funded to provide services with their RWHAP Part B Supplemental award. This includes providers of direct core medical and support services to clients as well as providers of administrative and clinical quality management services. Information from the contracts in the GCMS is imported into both the CLC and Allocations Report sections of the PTR.

Contracts are typically added to the GCMS during submission of the PTR. It is recommended that recipients add their contracts before beginning the PTR, as this saves them the extra step of synchronizing any contract updates with the report. Agencies should also be sure to align their contract dates in the GCMS with the dates of their award's budget period. Each provider should have a separate contract for each year they are funded to provide services. Do not reuse the prior year's contracts by updating the dates to the current year.

You can access the GCMS at any time in the RWHAP Part B Supplemental PTR web system by selecting "Search Contracts" in the Navigation panel on the left side of the screen. For further instructions on adding your contracts to the GCMS, please see the GCMS Manual and the Completing the GCMS webinar available on the TargetHIV website.

PTR Navigation

Navigation through the PTR web system and within the PTR 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 PTR as well as to validate and submit it.

> 💡 If you need help navigating the PTR web system, contact RWHAP Data Support for assistance at 1-888-640-9356 or email RyanWhiteDataSupport@wrma.com.

Figure 4. PTR Navigation Panel Guide

Recipient Information

Once you open the PTR, you will be taken to the Recipient Information section of the report (Figure 5). This section is pre-populated 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 B Supplemental PTR: Screenshot of the Recipient Information Page
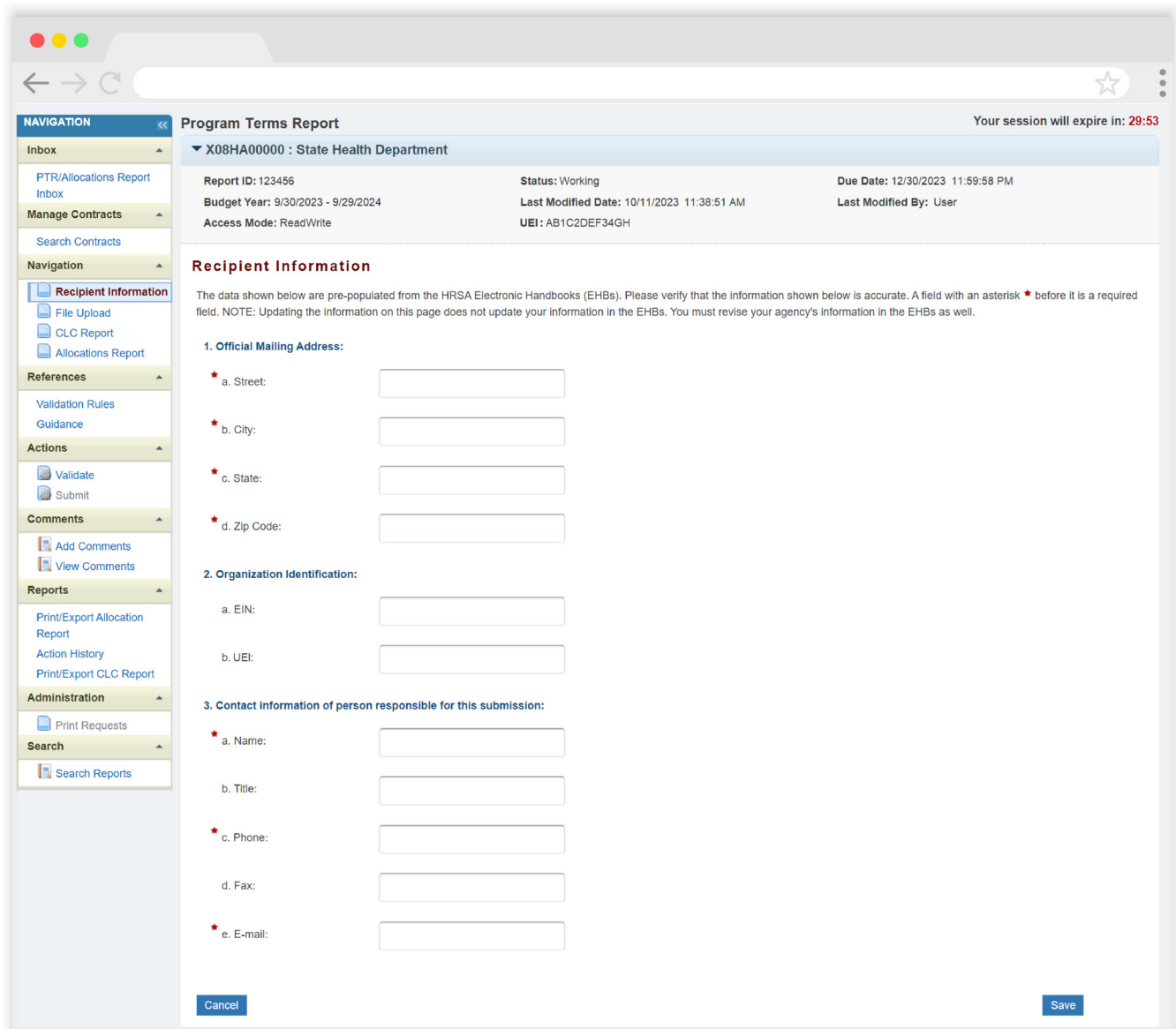
File Upload

In the Navigation panel on the left side of the screen, select "File Upload" to access the File Upload section. All required PTR forms must be uploaded to this section of the PTR. The required PTR uploads include the:

- SF-424A
- Budget Narrative
- Implementation Plan
- Contract Review Certification (CRC)

> ⚠️ Your DSHAP project officer must approve all the individual report items listed above before approving the entire PTR.

In the first table on this page, labeled "File Upload," you can find both the PTR Instructions and Standard Outcome Measures documents. Download and review the PTR Instructions document for further guidance on the required PTR uploads.

> 🚫 Do not include program income, pharmaceutical rebates, or any other federal, state, or local funding sources in the PTR components.

> ⚠️ If you have additional questions about the required PTR documents, contact your DSHAP project officer.

The "Submission Components" table is where you will upload your required documents. Select "Download Template" to the right of each upload (Figure 6) to download a copy of the document template. Complete the template for each document listed and save each of them to a folder or drive on your computer that is easy to access.

Once you are ready to upload a document, select "Upload" in the "Action" column and a new field will appear at the bottom of the page. Select "Browse," locate the completed template you saved on your computer, and lastly select "Submit" to upload the document to your report.

Figure 6. RWHAP Part B Supplemental PTR: Screenshot of the File Upload Page

If your DSHAP project officer requires additional documentation or your agency needs to upload a document not listed in the "Primary Documents" section of the "Submission Components" table, select the "Upload Supplemental Document" button. Locate and select the supplemental documentation saved on your computer to add it to your report.

> The File Upload feature only stores the most recent version of a file you uploaded. The system does not store past versions of uploaded files.

Consolidated List of Contractors (CLC)

To access the Consolidated List of Contractors (CLC) Report, select "CLC Report" in the Navigation panel on the left side of the screen. The CLC is a list of all organizations that are funded to provide services with your agency's RWHAP Part B Supplemental grant, including providers of core medical and support services to clients as well as providers of administrative and technical services. The list is generated automatically based on the information entered into the GCMS.

Review the CLC Report (Figure 7) for accuracy and completeness, paying attention to the contract dates, funding amounts, and funded services (select the expansion button to view the services for each provider). All agencies funded to provide services with your RWHAP Part B award (including your own organization if it provides services) should have a contract in the GCMS and be listed in the CLC Report. The contract dates should align with your budget year to prevent future reporting issues.

To update the CLC, you must modify the associated contract(s) in the GCMS. For further instructions on editing contracts, see the GCMS Manual.

Figure 7. RWHAP Part B Supplemental PTR: Screenshot of the Consolidated List of Contractors Page

If you make any changes to your contracts in the GCMS after starting your PTR, you will need to synchronize these changes to add them to your report. You will know that you have pending changes to synchronize if a yellow warning banner is present at the top of the page (Figure 8). Select the "Synchronize All" button to synchronize all changes at once or synchronize changes individually by selecting the agency's name in blue in the yellow warning banner. On the next page (Figure 9), review the changes for accuracy and select the "Synchronize" button to add the contract updates to your report.

> **!** RWHAP-related funded services and contracts funded solely through RWHAP-related funding will not populate in the PTR.

Figure 8. RWHAP Part B Supplemental PTR: Screenshot of the Consolidated List of Contractors Page with Synchronization Warning Banner
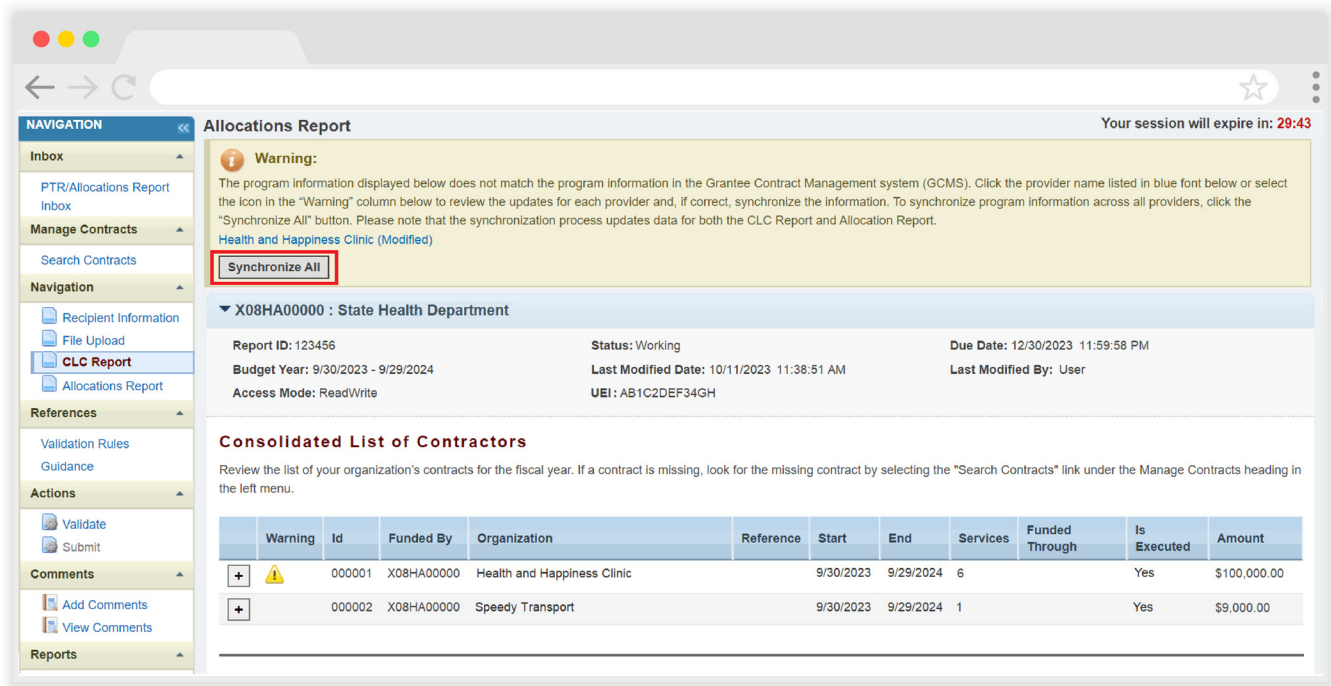
Figure 9. RWHAP Part B PTR: Screenshot of the Synchronize Contract Page

Allocations Report

To access the Allocations Report, select "Allocations Report" in the Navigation panel on the left side of the screen. The Allocations Report has three components: *Award Information*, *Planned Funding by Program Component*, and *Breakdown for Consortia and State Direct Services Final Funding*.

Only whole number values are allowed in the editable fields. Each field requires a response. Therefore, if you don't receive an award type or don't have any allocations to report for a specific category, enter a "0."

The Allocations Report contains 10 total editable fields that you must complete using your agency's final Notice of Award (NoA). Once you have entered a value for every field, select "Save" at the bottom-right of the page.

Award Information

- *RWHAP Part B Supplemental Program Award:* Enter the total amount of your agency's RWHAP Part B Supplemental award indicated on the final NoA.

Figure 10. RWHAP Part B Supplemental PTR: Screenshot of the Award Information Section

Planned Funding by Program Component

1. *RWHAP Part B Supplemental AIDS Drug Assistance Program Subtotal*

   a. *ADAP Services:* Enter the amount of your agency's RWHAP Part B Supplemental award that is allocated for ADAP medication purchases.

   b. *Health Insurance to Provide Medications:* Enter the amount of your agency's RWHAP Part B Supplemental award that is allocated for ADAP insurance purchases for clients.

   c. *ADAP Access/Adherence/Monitoring Services:* Enter the amount of your agency's RWHAP Part B Supplemental award that is allocated for supporting ADAP access, adherence, and monitoring activities.

2. *RWHAP Part B Supplemental Health Insurance Premium and Cost Sharing Assistance for Low Income Individuals:* Enter the amount of your agency's RWHAP Part B Supplemental award that is allocated for directly purchasing health insurance for clients and assisting with cost sharing.

3. *RWHAP Part B Supplemental Home and Community-Based Health Services:* Enter the amount of your agency's RWHAP Part B Supplemental award that is allocated for directly providing home- and community-based health services.

4b. *HIV Care Consortia Administration:* Enter the amount of your agency's RWHAP Part B Supplemental award that is allocated for HIV care consortia administrative costs.

6. *RWHAP Part B Supplemental Clinical Quality Management:* Enter the amount of your agency's RWHAP Part B Supplemental award that is allocated for supporting clinical quality management activities.

> **!** The total amount allocated for clinical quality management must not exceed 5 percent of your total RWHAP Part B Supplemental award or $3 million, whichever is less.

7. *RWHAP Part B Supplemental Planning and Evaluation Activities:* Enter the amount of your agency's RWHAP Part B Supplemental award that is allocated for supporting planning and evaluation activities.

> **!** The total amount allocated for planning and evaluation must not exceed 10 percent of your total award.

8. *Recipient Administration:* Enter the amount of your agency's RWHAP Part B Supplemental Award that is allocated to support recipient administration activities.

> **!** The combined total amount allocated for HIV care consortia administration and recipient administration must not exceed 10 percent of your total award.

> **!** The combined total amount allocated to planning and evaluation and recipient administration must not exceed 15 percent of your total award.

Figure 11. RWHAP Part B Supplemental PTR: Screenshot of the Planned Funding by Program Component Table

Planned Funding by Program Component		
	Total RWHAP Part B Supplemental Program Award	
	Amount	**Percent**
1. RWHAP Part B Supplemental AIDS Drug Assistance Program Subtotal		
a. ADAP Services		
b. Health Insurance to Provide Medications		
c. ADAP Access/Adherence/Monitoring Services		
2. RWHAP Part B Supplemental Health Insurance Premium & Cost Sharing Assistance for Low Income Individuals		
3. RWHAP Part B Supplemental Home and Community-Based Health Services		
4a. RWHAP Part B Supplemental HIV Care Consortia (Provide detail in Section B)		
4b. RWHAP Part B Supplemental HIV Care Consortia Administration		
5. RWHAP Part B Supplemental State Direct Services (Provide detail in Section B)		
6. RWHAP Part B Supplemental Clinical Quality Management		
7. RWHAP Part B Supplemental Recipient Planning & Evaluation Activities		
8. Recipient Administration		
9. Total RWHAP Part B Supplemental Program Funding Amounts		

Breakdown for Consortia and State Direct Services Final Funding

The *Breakdown for Consortia and State Direct Services Final Funding* table details your agency's funding that has been allocated to core medical and support services. All fields in this table are populated by your agency's contracts in the GCMS. Review the amounts listed here, and if you need to make any changes, you must modify the associated contract(s) in the GCMS for the organization(s) providing the service. See the GCMS Manual for further assistance.

To review the RWHAP core medical and support service categories, see PCN #16-02 on the HRSA HAB website.

At least 75 percent of your total award (minus funding allocated to recipient administration, planning and evaluation, and CQM) must be allocated to core medical services. As a reminder, all consortia services are considered support services.

Figure 12. RWHAP Part B Supplemental PTR: Screenshot of Breakdown for Consortia and State Direct Services Table

Service	Consortia		Direct Services		Combined Total	
	Amount	Percent	Amount	Percent	Amount	Percent
Core Medical Services						
a. AIDS Drug Assistance Program Treatments	$0	0.00%	$0	0.00%	$0	0.00%
b. AIDS Pharmaceutical Assistance	$0	0.00%	$0	0.00%	$0	0.00%
c. Early Intervention Services (EIS)	$0	0.00%	$0	0.00%	$0	0.00%
d. Health Insurance Premium and Cost Sharing Assistance for Low-Income Individuals	$0	0.00%	$0	0.00%	$0	0.00%
e. Home and Community-Based Health Services	$0	0.00%	$0	0.00%	$0	0.00%
f. Home Health Care	$0	0.00%	$0	0.00%	$0	0.00%
g. Hospice	$0	0.00%	$0	0.00%	$0	0.00%
h. Medical Case Management, including Treatment Adherence Services	$0	0.00%	$0	0.00%	$0	0.00%
i. Medical Nutrition Therapy	$0	0.00%	$0	0.00%	$0	0.00%
j. Mental Health Services	$0	0.00%	$0	0.00%	$0	0.00%
k. Oral Health Care	$0	0.00%	$0	0.00%	$0	0.00%
l. Outpatient/Ambulatory Health Services	$0	0.00%	$0	0.00%	$0	0.00%

Below the *Breakdown for Consortia and State Direct Services Final Funding* table, there is a checkbox that you should select if your agency received a waiver for the 75 percent core medical services requirement ([Figure 13](#)). 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 your allocations entered. If you are unsure if your organization received a waiver, please contact your DSHAP project officer for further assistance.

Figure 13. RWHAP Part B Supplemental PTR: Screenshot of Core Medical Services Requirement Waiver Checkbox

Validating and Submitting the PTR

After you have completed all required sections of the PTR, 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 PTR is sent to your DSHAP 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 14](#)). Validation messages are sorted into categories. For the RWHAP Part B Supplemental PTR, there are two categories of validation messages:

- **Errors** must be corrected before submitting the PTR.

- **Warnings** should be addressed, if possible, to prevent your DSHAP project officer from returning the report to you. You are still able to submit your report with warnings by adding a comment for each warning you receive.

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 before you are able to submit it.

Figure 14. RWHAP Part B Supplemental PTR: Screenshot of the Validation Results Page

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

Once you have addressed all validation messages as necessary, 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 15), enter a comment in the text box with any meaningful feedback you have related to your PTR 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.

Figure 15. RWHAP Part B Supplemental PTR: Screenshot of the Submit Report Page

? Frequently Asked Questions

Is my agency required to upload documents to complete the PTR?

Yes, RWHAP Part B Supplemental recipients must complete and upload the required documents as listed in the RWHAP Part B Supplemental PTR Instructions document in the "File Upload" section of the PTR. See the File Upload section for details.

How can we correct funding amounts within the report if we need to make changes?

If your agency needs to change amounts allocated to administrative activities, update those amounts in the "Allocations Report" section of your PTR. If your agency needs to change amounts allocated to client services, update those amounts in the associated contract(s) in the GCMS. See the GCMS Manual for more details.

Why are we required to enter new contracts into the GCMS each year?

Your agency is required to enter new contracts for your own agency and/or subrecipients into the GCMS every year to ensure that the GCMS shows accurate funding amounts and subrecipient relationships.

The Allocations Report or CLC are not capturing my contracts even though I have entered them in the GCMS. What do I do?

Information entered into the GCMS is not automatically pulled into the Allocations Report or CLC once your agency's PTR has been opened. You will need to synchronize the changes you have made with your report. See the CLC section for details.

My PTR says that 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 Ryan White Data Support by phone at 1-888-640-9356 or via email at RyanWhiteDataSupport@wrma.com.

How should we report if all of our Part B Supplemental Award goes to the AIDS Drug Assistance Program (ADAP)?

Funding allocated for ADAP services are entered into the Allocations Report section of the PTR. To submit the PTR, you must have at least one contract listed in the CLC. Add a contract for your own agency and select one of the administrative and technical services in question 8. Adding this contract will allow you to submit the PTR with all of the funding allocated for ADAP services.

Do I need to enter contracts funded through RWHAP-related funding (program income and/or pharmaceutical rebates) in the PTR?

It is recommended to add services funded through RWHAP-related funding (program income and pharmaceutical rebates) to your contracts, though it is not required for your PTR submission. If these services are not added during the completion of your PTR, then they will need to be entered into the contracts in the GCMS for the completion of the RSR.

I entered my RWHAP-related funded contracts into the GCMS. Why aren't they being imported to my CLC Report or Allocations Report?

The PTR only captures RWHAP funding. RWHAP-related funded services will not show up in your Allocations Report or CLC. Services funded with RWHAP-related funding (program income and pharmaceutical rebates) will be reported on in the RSR, so it is recommended that you indicate what those services are when completing your PTR, though it is not required. If there are any contracts in the GCMS funded via RWHAP-related funding, do not include any RWHAP-related funding amounts in those contracts or the Allocations Report. Agencies should develop policies to establish who will be responsible for entering RWHAP-related funded services into contracts.

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 DSHAP project officer or PQC 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.

Consolidated List of Contractors (CLC): Summarizes each RWHAP-funded contract, the contract amount, and the service(s) provided under the contract.

Consortia: An association of public and nonprofit health care and support service providers and community-based organizations with which the state/territory establishes a legal agreement to conduct specific activities outlined in the RWHAP legislation for a specific region(s) or the entire state/territory.

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.

Emerging Communities Funding: Funding distributed to the states or territories for communities that report between 500 and 999 cumulative reported AIDS cases over the most recent five years.

Fiscal Intermediary: An administrative agent that acts on the 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 entity with which the state/territory establishes a legal agreement to do one or more of the following: conduct needs assessments, engage in planning activities, manage procurement processes, ensure delivery of comprehensive services to people with HIV, and/or conduct program and fiscal monitoring.

Minority AIDS Initiative (MAI): A national Department of Health and Human Services (HHS) initiative that provides special resources to reduce the spread of HIV and improve health outcomes for people with HIV within communities of color. MAI was enacted to address the disproportionate impact of the disease on such communities. Formerly referred to as the Congressional Black Caucus Initiative because of that body's leadership in its development.

Notice of Award (NoA): An official document from HRSA 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 HHS- awarding 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: 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 PCN 15-03 (Clarifications Regarding the Ryan White HIV/AIDS Program and Program Income) and PCN 15-04 (Utilization and Reporting of Pharmaceutical Rebates) 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.

Synchronization: The process of incorporating changes made in the GCMS into the report being updated.

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