RWHAP Part A and EHE Expenditures Reports

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HRSA HIV/AIDS BUREAU

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RWHAP
DATA SUPPORT

1

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Hello everyone and thank you for joining today's session. For this presentation, I'm going to be reviewing the new Expenditures Report system in the EHBs. We'll start with a little background information on the new system. Then I'll move on to showing how you all will access the new Expenditures Report system and then how you'll complete and submit the report.. Then I'll close out the presentation by taking a look at the TA resources available to assist you.
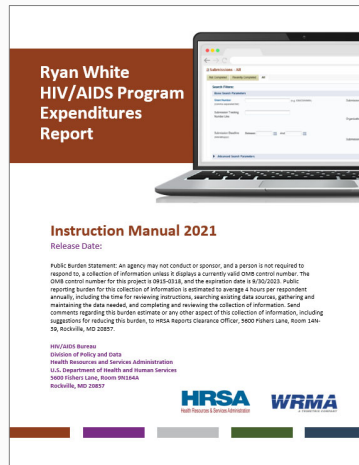
I do want to take a moment before we jump in to make sure everyone is aware of the Expenditures Report Manual which will be available soon on the TargetHIV website. This will definitely be a great resource and an excellent starting point for recipients on the new system. So, stay tuned for that resource to be available soon.

Expenditures Report New System

- RWHAP Expenditures Reports will now be submitted through a new system located in the EHBs

- Expenditures Report system is housed within the same part of the EHBs as the PTR/Allocations Report

- Recipients will enter their expenditures data directly into the system, validate, and submit the report for PO/PQC review

- Recipients will complete a separate Expenditures Report for each grant received (e.g., RWHAP Part A, EHE, and CARES Act)

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So, let's start with a little background information before we jump into looking at the new system. There is a change in how RWHAP Expenditures Reports will be submitted this year. The system team has built out a new system, located in the same part of the EHBs as the Program Terms Report or PTR, that recipients will now use to submit their Expenditures Reports.

This new system allows for recipients to enter their expenditures data directly into the system as opposed to uploading a file. The system will check your report against any programmatic requirements as part of the validation step (much in the same way it does for the PTR) before you submit your report to your PO for review.

And I'm sure this goes without saying, recipients will complete a separate Expenditures Report for each grant you receive. So, a typical Part A recipient is going to have a Part A Expenditures Report, an EHE Expenditures Report, and, this year, a CARES Act Expenditures Report. At this time though we're only going to be discussing the Part A and EHE reports. Expenditures Reports for CARES Act grants will be discussed at a later date.

Accessing the Expenditures Report

With that, let's go ahead and take a look at how you can access the new Expenditures Report.

So, as I mentioned previously the Expenditures Report system is very similar to the PTR system so if you're familiar with the steps you take to get to that report, it's going to be largely the same. Start by hovering over the Grants tab.
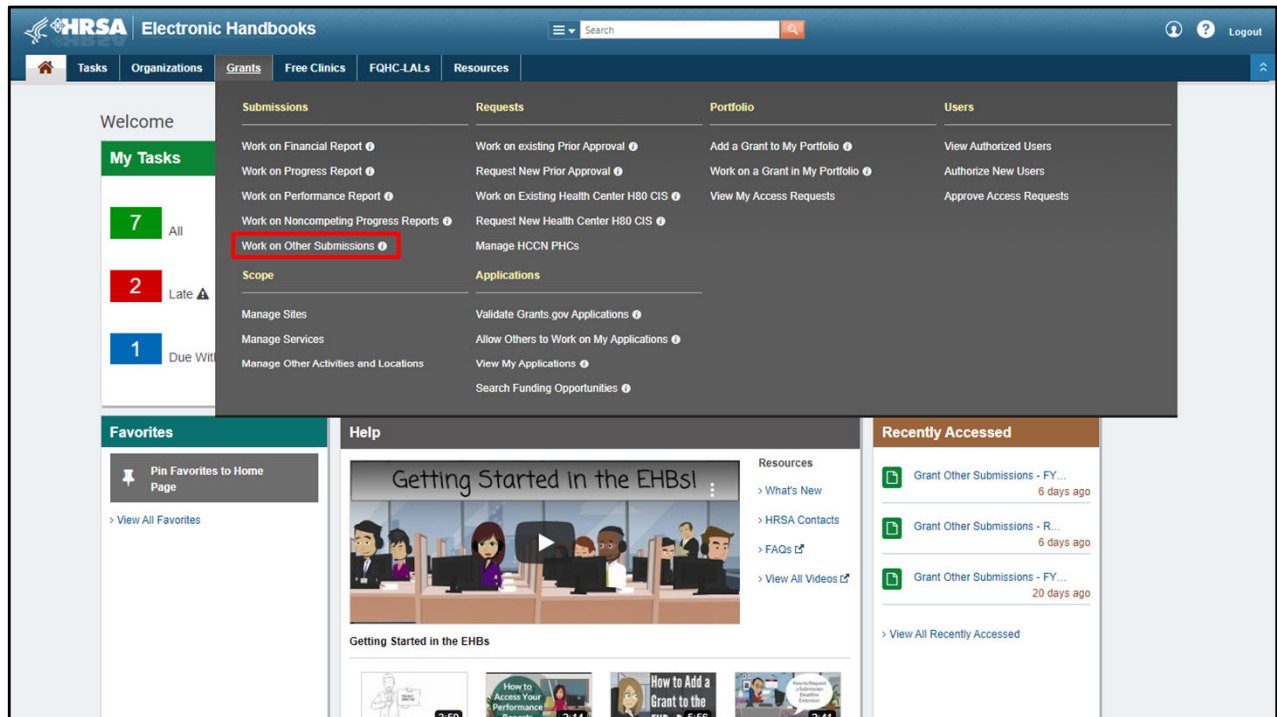
And then going down to "Work on Other Submissions."

And then on the next page, scroll down, locate your Expenditures Report, and select "Start" or "Edit" over on the right. The first time you access your report this link will read "Start" and then once your report has been opened it will instead read "Edit." These instructions are the same for both the Part A and the EHE Expenditures Reports. They'll both be located in this list; it'll just be two separate reports that you have to complete.

That'll take you directly to the Expenditures Report system in the Expenditures Report inbox. From there, you'll click the envelope icon to open up your report. I do want to point out here one clarification. You'll see over here on the left there is the link for "Search Contracts" which takes you to the Grantee Contract Management System or GCMS. Even though there is this link here, the Expenditures Report is NOT linked to your contracts. It's not pulling in any of that contract information. Access to the GCMS from the expenditures system is solely there for your reference.

Completing the Expenditures Report

So, let's move on now to completing the Expenditures Report.

Back in the Expenditures Report Inbox, where we were earlier, again you'll select the little envelope icon over here on the right to open up your report.

The report will open up to the first section, Recipient Information. This first page has some general recipient information such as the address, the EIN and DUNS number, and contact information for the person completing the report. All of the information here prepopulates when you open your report, just make sure to review it for accuracy and save if you make any changes. Moving on, let's scroll back up. Each section of the report is located in the Navigation panel over here on the left. Using the links over here in the Navigation panel, you can access the different sections of the report as well as validate and submit your report. But let's go ahead and move on to the next section of the report which is the File Upload.

This section functions the same as it does for the PTR if you're familiar with that report. Data Support has not received any indication that there are any required uploads for this report, no Excel template or anything like that that needs to be uploaded for either the Part A or the EHE Expenditures Reports. But if for some reason your project officer requests some sort of additional upload or documentation, you can always use the supplemental document feature here. Just select the Upload Supplemental Document button, locate the file you want to upload on your computer and upload it here.

Okay, so let's move on to the last section of the report, the actual Expenditures Report.

Expenditures Report

Your session will expire in: 29:21

▼ H89HA00000: City Health Department

Report ID: 123456
Status: Working
Due Date:

Budget Year: 3/1/2020 - 2/28/2021
Last Modified Date: 3/24/2021 3:33:57 PM
Last Modified By: mscott@cityhealthdepartment.gov

Access Mode: ReadWrite
DUNS: 987654321

Public Burden Statement: OMB Control Number (0915-0318) Valid Until 09/30/2023

Expenditures Report

Fill in the data for all fields in the form. If there are no data to be reported for a particular field, fill in with a zero. After completing the form, click the Save button to view the calculated totals.

Budget Year 03/01/2020 - 02/28/2021 Award Information

	Carryover	Current FY	Total
1. RWHAP Part A Formula Award Amount			
2. RWHAP Part A MAI Award Amount			
3. RWHAP Part A Supplemental Award Amount			
4. Total RWHAP Part A Funds			

Part A Program Total

	RWHAP Part A Formula Award Amount						RWHAP Part A MAI Award Amount						RWHAP Part A Supplemental Award Amount		Aggregate Total	
	Prior FY Carryover		Reporting FY		Total		Prior FY Carryover		Reporting FY		Total		Reporting FY			
	Amount	Percent	Amount	Percent	Amount	Percent	Amount	Percent	Amount	Percent	Amount	Percent	Amount	Percent	Amount	Percent
Non-Services																
a. Clinical Quality Management																
b. Administration																
Non-services Subtotal																
c. Core Medical Services																
d. Support Services																
Total Service Expenditures																
Total Expenditures (Service + Non-service)																

Part A Expenditure Categories

So, here is the Expenditures Report. This is the Part A report and in a second, I'll show the EHE one as well. All the data entry is done directly on this page in these tables. These tables should look familiar to you, it's just now in a different format. All the fields here require a response so if you have no expenditures to report for one of the boxes, then you'll enter a zero.

The table at the top here is for your total award amounts. Enter the total Part A Formula award, MAI award, and Supplemental award amounts specified as either carryover or the current FY.

The next table is for clinical quality management and recipient administration. Enter the amount expended towards those services in this table. Each column represents a different funding source. You have your Part A Formula award divided into carryover and the reporting FY, the MAI award again divided into carryover and reporting FY, and lastly the Supplemental award which just has the single reporting FY column.

Part A Expenditure Categories

	RWHAP Part A Formula Award Amount						RWHAP Part A MAI Award Amount						RWHAP Part A Supplemental Award Amount		Aggregate Total	
	Prior FY Carryover		Reporting FY		Total		Prior FY Carryover		Reporting FY		Total		Reporting FY			
	Amount	Percent	Amount	Percent	Amount	Percent	Amount	Percent	Amount	Percent	Amount	Percent	Amount	Percent	Amount	Percent
Core Medical Services																
a. AIDS Drug Assistance Program Treatments																
b. AIDS Pharmaceutical Assistance																
c. Early Intervention Services (EIS)																
d. Health Insurance Premium and Cost Sharing Assistance for Low-Income Individuals																
e. Home and Community-Based Health Services																
f. Home Health Care																
g. Hospice																
h. Medical Case Management, including Treatment Adherence Services																
i. Medical Nutrition Therapy																
j. Mental Health Services																
k. Oral Health Care																
l. Outpatient/Ambulatory Health Services																
m. Substance Abuse Outpatient Care																
1. Core Medical Services Total																
Support Services																
a. Child Care Services																
b. Emergency Financial Assistance																
c. Food Bank/Home Delivered Meals																
d. Health Education/Risk																

Moving down the page, then we have the tables for core medical and support services. Again, enter the amount expended towards each service category for each funding source.

** And then we have the last part of the page down here. So, there's this summary table here that calculates once you have entered your expenditures data. In this table, you can see the balance remaining from each part of your award.

Below this table there is this handy checkbox for the 75% core medical services requirement. If you received a waiver for the 75% core medical services requirement, indicate that by selecting the checkbox here. If you received the waiver, don't select this box, and expended less than 75% of your service funding on core medical services, then you will receive a validation message on your report when you go to validate.

There's also the legislative requirements checklist section that you can use to make sure you're meeting the various legislative requirements including the 75% core medical services, 5% CQM, and 10% admin requirements. These will all calculate once you have entered your expenditures data. You can make sure you're in compliance with these requirements using this checklist.

Let's scroll back up **. Once you have entered your data, you're ready to validate and submit your report. But before we do that, let's take a look at the EHE Expenditures Report. **

	RWHAP Part A Award	Expenditures	Balance
q.Substance Abuse Services (residential)			
2. Support Services Total			
3. Total Service Expenditures			

	RWHAP Part A Award	Expenditures	Balance
1. RWHAP Part A Formula Award Amount			
2. RWHAP Part A Formula Carryover Amount			
3. RWHAP Part A MAI Award Amount			
4. RWHAP Part A MAI Carryover Amount			
5. RWHAP Part A Supplemental Award			
6. Total			

☐ Recipient received waiver for 75% core medical services requirement.

Legislative Requirements Checklist

At least 75% of your total award (less CQM and Recipient Administration) must be spent on core medical services.

When reporting Core Medical Services expenses, the Current FY totals in Section C, Row 1 of the Expenditure Report for PART A Award and MAI Award columns do not necessarily need to be 75% of each individual award as long as the combined total meets the 75% minimum requirement. The exception to this requirement is only for those recipients that requested, and were approved by HRSA, for a Part A core Medical Services Waiver.

To the right is the percentage of your Current Fiscal Year Core Medical Services Expenditures divided by your Total Part A and MAI Expenditures. Please check to make sure this percentage is 75% or greater.

No more than 5% of your total award or $3 million (whichever is smaller) can be spent on Clinical Quality Management.

When reporting Clinical Quality Management expenses, the Current FY totals for Part A AWARD and MAI AWARD columns do not necessarily need to meet this requirement as long as the combined total meets the 5% or $3 million (whichever is smaller) requirement.

Below is the maximum (Capped Amount) you can spend on Clinical Quality Management (the lesser of Total Part A Funds for Current FY * .05 or $3 million) as well as the amount of Current Fiscal Year dollars spent (CQM Expenditures) on Clinical Quality Management (Current FY Clinical Quality Management for Part A + Current FY Clinical Quality Management for MAI). Please check to make sure your Expenditures do not exceed your Capped Amount.

Expenditures	Amount
Capped Amount	
Clinical Quality Management	

No more than 10% of your total award can be spent on Recipient Administration.

When reporting Recipient Administration expenses, the Current FY totals for Part A and MAI Recipient Administration expenses do not necessarily need to meet this requirement as long as the combined total meets the 10% or less requirement.

Below is the percentage of your Current Fiscal Year Recipient Administration expenditures divided by your Total Part A Award. Please check to make sure this percentage is not greater than 10%.

Expenditures	Amount	Percent
Recipient Administration		

Cancel   Save

And then we have the last part of the page down here. So, there's this summary table here that calculates once you have entered your expenditures data. In this table, you can see the balance remaining from each part of your award.

Below this table there is this handy checkbox for the 75% core medical services requirement. If you received a waiver for the 75% core medical services requirement, indicate that by selecting the checkbox here. If you received the waiver, don't select this box, and expended less than 75% of your service funding on core medical services, then you will receive a validation message on your report when you go to validate.

There's also the legislative requirements checklist section that you can use to make sure you're meeting the various legislative requirements including the 75% core medical services, 5% CQM, and 10% admin requirements. These will all calculate once you have entered your expenditures data. You can make sure you're in compliance with these requirements using this checklist.

Let's scroll back up. Once you have entered your data, you're ready to validate and submit your report. But before we do that, let's take a look at the EHE Expenditures Report.

Expenditures Report   Your session will expire in: 29:51

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Search Contracts
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Expenditures Report
References ▲
Validation Rules
Guidance
Actions ▲
Validate
Submit
Comments ▲
Add Comments
View Comments
Reports ▲
Print/Export Expenditures Report
Action History
Administration ▲
Print Requests
Search ▲
Search Reports

▼ UT8HA00000: City Health Department

Report ID: 123456	Status: Working	Due Date:
Budget Year: 3/1/2020 - 2/28/2021	Last Modified Date: 3/24/2021 3:33:57 PM	Last Modified By: mscott@cityhealthdepartment.gov
Access Mode: ReadWrite	DUNS: 987654321	

Public Burden Statement: OMB Control Number (0915-0318) Valid Until 09/30/2023

Expenditures Report

Fill in the data for all fields in the form. If there are no data to be reported for a particular field, fill in with a zero. After completing the form, click the Save button to view the calculated totals.

Budget Year 03/01/2020 - 02/28/2021 Award Information

EHE Grant Award Amount:

EHE Approved Carryover Amount:

Total EHE Initiative Funds:

EHE Program Total

	Prior FY Carryover		Reporting FY		Total	
	Award	Percent	Award	Percent	Amount	Percent
a. Clinical Quality Management						
b. Recipient Administration						
c. Initiative Infrastructure[1]						
d. Planning and Evaluation[2]						
Non-services Subtotal						
e. EHE Initiative Services						
f. Core Medical Services						
g. Support Services						
Total Service Expenditures						
Total Expenditures (Service + Non-service)						

So, here's the EHE Expenditures Report. Again, this is a separate report so back in your EHBs list of submissions you'll have a Part A Expenditures Report and then also an EHE Expenditures Report.

It's a bit simpler than the Part A one. Again, a section at the top here for the total award amounts, EHE and EHE carryover. Since this upcoming report is for the first year of EHE awards, you all shouldn't have any carryover to report for this first year but since each field requires a response make sure you still add zeroes for any place where you don't have any expenditures.

Moving down, a table for CQM, admin, infrastructure, and planning an evaluation, split between carryover and reporting FY.

EHE Expenditure Categories	Prior FY Carryover		Reporting FY		Total	
	Award	Percent	Award	Percent	Award	Percent
EHE Initiative Services						
1.Ending the HIV Epidemic Initiative Services[3]						
Core Medical Services						
a.AIDS Drug Assistance Program Treatments						
b.AIDS Pharmaceutical Assistance						
c.Early Intervention Services (EIS)						
d.Health Insurance Premium and Cost Sharing Assistance for Low-Income Individuals						
e.Home and Community-Based Health Services						
f.Home Health Care						
g.Hospice						
h.Medical Case Management, including Treatment Adherence Services						
i.Medical Nutrition Therapy						
j.Mental Health Services						
k.Oral Health Care						
l.Outpatient/Ambulatory Health Services						
m.Substance Abuse Outpatient Care						
2. Core Medical Services Total						
Support Services						
a.Child Care Services						
b.Emergency Financial Assistance						
c.Food Bank/Home Delivered Meals						

And further down again a table for services. Now this services table is ever so slightly different from the Part A one. You'll notice EHE at the top here which is specifically for the EHE service category. If you recall from Data Support's other materials and presentations regarding EHE, this service category is for any services you all provide with your EHE funding that does not meet the definition of one of the other service categories that are listed below here and defined in PCN #16-02. And again, this table for all of these services is divided into carryover and reporting FY.

EHE Award and Expenditure Summary

	Award	Expenditure	Balance
1.EHE Award Amount			
2. EHE Approved Carryover Amount			
3. Total			

[1]Infrastructure are costs associated with the development and expansion of data systems. It may include technical assistance on the type, design, and building of new data systems, bridging existing systems to achieve data integration, improving data entry to decrease burden and increase accuracy, training of staff and providers on collecting and using data, and employing experts to provide accurate and in-depth data analysis.
[2]Planning and evaluation are costs associated with stakeholder engagement and process and outcome evaluation activities.
[3]EHE Initiative Services are costs associated with a broader approach to addressing HIV in the community than exists in services authorized by the RWHAP legislation. For example, the only requirement for determining eligibility is that the individual has an HIV diagnosis. There is no requirement that individuals served are low-income or that initial eligibility is documented prior to services being provided. Initiative services are services and activities that do not fit neatly within the RWHAP service categories (e.g., linkage to care). These services may be innovative and creative with a focus on ending the HIV epidemic

Legislative Requirements Checklist

No More than 5% of your total award can be spent on Clinical Quality Management.

When Reporting Clinical Quality Management, the total (carryover included) must be 5% or less than the EHE Grant Award Amount.

Below is the maximum (Capped Amount) you can spend on Clinical Quality Management (EHE Grant Award Amount * .05) as well as your Total Clinical Quality Management expenditures which includes carryover dollars. Please check to make sure your Clinical Quality Management expenditures do not exceed your Capped Amount.

Expenditures	Amount
Capped Amount	
Clinical Quality Management	

No more than 10% of your total award can be spent on Recipient Administration.

When reporting Recipient Administration expenses, the total (carryover included) must be 10% or less than the award amount.

Below is the maximum (Capped Amount) you can spend on Recipient Administration (EHE Grant Award Amount * .10) as well as your Total Recipient Administration expenditures which includes carryover dollars. Please check to make sure your Recipient Administration expenditures do not exceed your Capped Amount.

Expenditures	Amount
Capped Amount	
Admin Expenditures	

Cancel   Save

And then the last couple sections again that summary table which will calculate once you enter and save your data here and the legislative requirements checklist again where you can check that you are in compliance with the programmatic requirements. For this report specifically there is one for the 5% CQM limit and the 10% administration limit. So, let's scroll back up again and we'll go over the last steps of validating and submitting.

Expenditures Report

Your session will expire in: 29:51

▼ UT8HA00000: City Health Department

Inbox

Expenditures Report Inbox

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Report ID: 123456
Budget Year: 3/1/2020 - 2/28/2021
Access Mode: ReadWrite

Status: Working
Last Modified Date: 3/24/2021 3:33:57 PM
DUNS: 987654321

Due Date:
Last Modified By: mscott@cityhealthdepartment.gov

Public Burden Statement: OMB Control Number (0915-0318) Valid Until 09/30/2023

Expenditures Report

Fill in the data for all fields in the form. If there are no data to be reported for a particular field, fill in with a zero. After completing the form, click the Save button to view the calculated totals.

Budget Year 03/01/2020 - 02/28/2021 Award Information

EHE Grant Award Amount:

EHE Approved Carryover Amount:

Total EHE Initiative Funds:

EHE Program Total

	Prior FY Carryover		Reporting FY		Total	
	Award	Percent	Award	Percent	Amount	Percent
a. Clinical Quality Management						
b. Recipient Administration						
c. Initiative Infrastructure[1]						
d. Planning and Evaluation[2]						
Non-services Subtotal						
e. EHE Initiative Services						
f. Core Medical Services						
g. Support Services						
Total Service Expenditures						
Total Expenditures (Service + Non-service)						

To do that, start by clicking Validate over here in the Navigation panel on the left side of the screen.

Once you click Validate, the system will start the validation process and let you know that it may take several minutes. In order to see your validation results you have to refresh the page. You can do that either through your web browser or by clicking Validate again.

If your validation isn't ready, you'll continue to see this message. Wait a little longer and then refresh the page again.

Validation Results

You must fix all errors in your report before you can submit your data. Please fix all warnings as appropriate. For the warnings that you cannot or should not fix, enter a warning comment before you submit your data. To enter warning comments for a specific check, select the "Add Comment" link located in the Action column of the validation results table(s). Contact the help desk if you have questions about any of the validation errors, warnings, or alerts.

Recipient Information

Row No.	Check No.	Message	Type	Comment Count	Action
No report validation errors found.					

Required Documents

Row No.	Check No.	Message	Type	Comment Count	Action
No report validation errors found.					

Expenditures Report

Row No.	Check No.	Message	Type	Comment Count	Action
1	101	The expenditures for RWHAP Part A Supplemental Award must be less than or equal to the RWHAP Part A Supplemetal Award Amount.	Error	0	

Navigation sidebar:

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- Validate
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- Add Comments
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- Action History

Administration
- Print Requests

Search
- Search Reports

Once your validation request has finished processing, you'll see your results. In this example, if we scroll down a little bit, we'll see there's a single error that we received. If you're familiar with the PTR or RSR this is going to sound very familiar, but validations are sorted into three categories: errors, warnings, and alerts. Errors have to be corrected. So, for this report, we're going to have to go back and amend our expenditures data since it looks like we entered something incorrectly. Warnings you must either correct your data or add a validation comment. To add a comment, you'll see a little add comment link right here under the Action column for each warning you receive. And lastly there are alerts. You can submit your report with an alert, but we usually recommend trying to correct your data whenever possible.

Many of you though will most likely not run into any validations with your report and will instead see this message.

If you get here, then you obviously as the page states have no validations to address and you can move on to submitting your report right away. So, if you've gotten this message or you received validations, but they are taken care of and you are ready to submit, you'll select Submit in the Navigation panel on the left.

To submit your report, scrolling down here first so you can see the whole page, enter a comment with any meaningful feedback you have about the submission process, select the checkbox certifying that the data in the report are accurate and complete, and lastly select the Submit button.
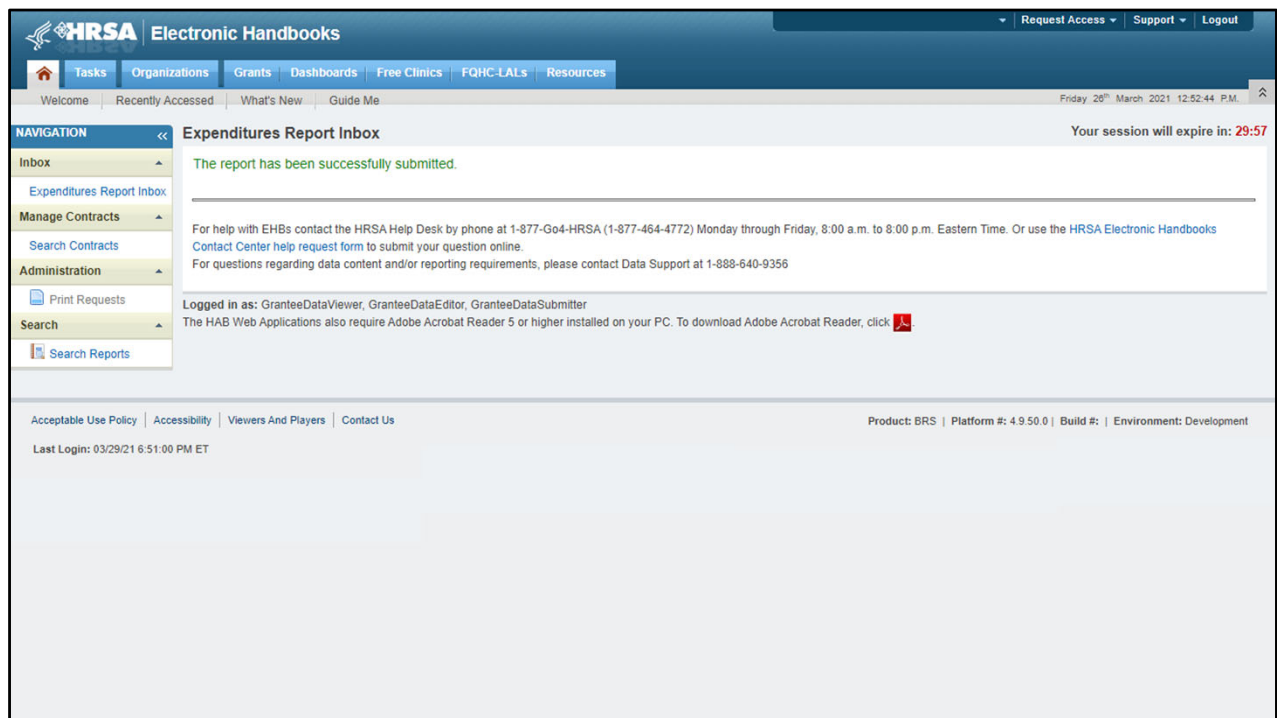
And once you've done that, you'll see this green success message letting you know your report was submitted.

With that, we've come to the end of our demonstration of the new Expenditures Report system. It is a completely brand-new system but since it mirrors some of our other reports and you're putting in the same information hopefully that'll help ease everyone through the transition process. But if you still have questions about the new system definitely reach out to us at Data Support. I know it was a lot of information we went through.

TA Resources

- Ryan White Data Support
  - 888-640-9356
  - RyanWhiteDataSupport@wrma.com
- EHBs Customer Support Center
  - 877-464-4772
  - Online TA Request

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Here is our contact information as well as contact information for the EHBs Customer Support Center if you have any issues with your login or EHBs access and permissions. And like I said at the beginning of the presentation stay tuned for the Expenditures Report Manual. We'll try to make sure you all are notified once it has been posted on the TargetHIV website. It will contain I believe all the information that I've presented here today and more.

Thank you again for your attention and joining the session today and I'll turn it back over for the rest of the meeting.