

September 1, 2021

Completing the EHE Triannual Module Recipient Report - Written Q & A Summary

#	Questions	Answers
1.	What is the submission timeline for the EHE Triannual Report?	<p>The EHE Triannual Report opens on the 15<sup>th</sup> of the month directly after the four-month long reporting period. Reports are due on the 15<sup>th</sup> of the following month.</p> <p>For the May – August 2021 reporting period, the report opens September 15 and closes October 15, 2021.</p>
2.	What should we do if we do not see the EHE on our task bar that lists reports due in the EHBs? Does this mean we do not have access to the deliverable?	<p>The EHE deliverable will appear in the EHBs once the report is open. For the May 1 – August 31, 2021 reporting period, the report opens on September 15 and closes on October 15. If the report is open and you are an EHE recipient, but you do not have access to the EHE grant in your EHBs, <a href="#">contact the EHBs Customer Support Center</a> who can walk you through adding that grant to your account.</p>
3.	I am an EHE recipient with providers who have not delivered EHE services yet. How does this change what I need to do to complete the report?	<p>If you are an EHE recipient with no providers/contracts in place, Data Support typically advises recipients to add a contract for themselves for an Admin service and submit the report.</p> <p>If you are an EHE recipient with contracted providers, your providers should be reporting on RWHAP-funded services, even if they have not started providing EHE-funded services just yet.</p> <p>If you have any questions about how to submit the EHE report given your organization's and/or provider's situation, <a href="#">contact Data Support</a>.</p>
4.	If a subrecipient started using telehealth to provide medical case management, should these services be reported under "Service Category: EHE Initiative Services"?	<p>RWHAP services included in <a href="#">Policy Clarification Notice (PCN) 16-02</a> that are provided in virtual environments would still be reported under the appropriate RWHAP service category, not under EHE Initiative Services.</p> <p><a href="#">Review PCN 16-02</a> for service categories that are inclusive of services provided via telehealth.</p>
5.	Can we review past reports/deliverables?	<p>Yes, recipients and providers are able to view all deliverables and data submitted in the past.</p> <p>You can access past deliverables and data by using the "Search" feature that is linked in the left-hand navigation panel once you are in the</p>

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		EHE system. On the search page, you can filter for reporting period and select your report.
6.	Is HIV Counseling & Testing considered an EHE service?	<p>HIV Counseling &amp; Testing (HC&amp;T) is a regular RWHAP service that can fall under regular RWHAP service categories, such as Early Intervention Services (EIS) or Outreach Services.</p> <p><a href="#">Review PCN 16-02</a> for additional program guidance for each of the Core Medical and Support Services.</p>
7.	Is PreP considered an EHE service?	<p>PreP is not an allowable cost under the RWHAP, including EHE.</p> <p>For additional assistance in determining under which category a service should be reported, <a href="#">contact Data Support</a>.</p>
8.	I am an EHE recipient that manages a CAREWare network for my providers. Can I provide my providers instructions in using CAREWare to complete the EHE?	<p>Yes. In CAREWare there is a built-in EHE Triannual Report. As long as you set up CAREWare correctly with your EHE contracts, CAREWare should be able to run the data for your providers.</p> <p><a href="#">The CAREWare Helpdesk</a> is the go-to resource for all things CAREWare.</p>
9.	What info is needed to assist us if we were to call Data Support?	<p>There is no set list of information you need to receive assistance from Data Support. You can always call (888-640-9356) or <a href="#">email</a> with your question and Data Support can determine if additional information is required.</p> <p>For recipients, it is often helpful to know your grant number, but is not necessarily required.</p> <p>There is no wrong door to RWHAP TA. If you have a question Data Support cannot answer, they will direct you to the provider that can.</p>
10.	How does the reporting process work for providers? Do providers send their data to recipients to enter or do providers enter the data themselves?	<p>As part of the EHE Recipient Report, recipients identify the providers that will need to submit data. When recipients certify their EHE Recipient Report, the system will generate an EHE Provider Report for each of the identified organizations.</p> <p>Recipients can submit data for their providers, but it is preferable that providers, who are closer to their data, enter the data themselves.</p>

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		<p>Once providers have entered their data and submitted their report, recipients can review and accept.</p> <p>For a review of the EHE Provider Report, please see the recording for “<a href="#">Completing the EHE Triannual Module Provider Report</a>” webinar.</p>
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