

Hello everyone. I'm Debbie Isenberg from the DISQ Team. I can see that people are still joining the webcast so we're going to wait a few minutes before we get started. That gives you time to send that last email or grab more water or coffee. I'll be back in about two minutes!

Welcome to today's Webinar – "Completing the EHE Triannual Report Recipient Report". Thank you so much for joining us today!


My name is Debbie Isenberg. I'm a member of the DISQ Team, one of several groups engaged by HAB to provide training and technical assistance to recipients and providers for several different reporting requirements including the Ending the Epidemic Triannual Recipient Report.

# Today's Webinar Content


- The EHE Triannual Report webinar has been split into two separate webinars:
  - EHE Recipient Report (for EHE recipients): Today
  - EHE Provider Report: Tuesday, September 7, 2021 ([Register here](#))




Now you may have noticed that the title of this webinar was changed from what it was originally. That's because we decided to dedicate an entire webinar to the EHE Recipient Report and a separate webinar for the EHE Provider Report. As a reminder to all of our attendees, today's presentation, which was originally planned to cover all components of the EHE Triannual Report, is only going to be covering the EHE Triannual Recipient Report which is completed by just EHE recipients. On September 7th, we'll present a separate webinar on how to complete the EHE Triannual Module Provider Report. You can register using the link on this slide.




## Today's Webinar is Presented by:





**Brian McBee**  
[RyanWhiteDataSupport@wrma.com](mailto:RyanWhiteDataSupport@wrma.com)




**Debbie Isenberg**  
[Data.TA@caiglobal.org](mailto:Data.TA@caiglobal.org)









Today's Webinar on the EHE Triannual Module Recipient Report is presented by Brian McBee from Ryan White Data Support. Brian will walk recipients through how to complete the EHE Triannual Module Recipient Report.

Throughout today's presentation, we will reference some resources that we think are important. To help you keep track of these and make sure you have access to them immediately, my colleague Audrey is going to chat out the link to a document right now that includes the locations of all the resources mentioned in today's webinar.

At any time during the presentation, you'll be able to send us questions using the "Question" function on your settings on the bottom of the screen. You'll also be able to ask questions directly "live" at the end of the presentation. You can do so by clicking the "raise hand" button (on your settings) and my colleague Ruchi will conference you in.

Now before we start, I'm going to answer one of the most commonly asked questions about the slides. The recording of today's webinar will be available on the TargetHIV website within one week of the webinar; the slides and written question and answer are usually available within two weeks.

## Disclaimer

Today's webinar is supported by the following organizations and the contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement by, the Health Resources and Services Administration (HRSA), the U.S. Department of Health and Human Services (HHS), or the U.S. government.

The DISQ Team is comprised of CAI, Abt Associates, and Mission Analytics and is supported by HRSA of HHS as part of a cooperative agreement totaling \$4,000,000.00.

Ryan White HIV/AIDS Program Data Support is comprised of WRMA and CSR and is supported by HRSA of HHS as part of a contract totaling \$5,092,875.59.

Today's webinar is supported by the organizations shown on the slide, and the contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by the Health Resources and Services Administration, the U.S. Department of Health and Human Services, or the U.S. Government.

Now I'd like to turn the webinar over to Brian.

## Overview

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What is the EHE Triannual Report?

EHE Triannual Recipient Report

Submission Timeline

TA Resources

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Thanks, Debbie. Our presentation topic for today is the EHE Triannual Report. We'll start off by taking a look at some background information and reviewing what exactly the EHE Triannual Report is and who needs to complete it. Next, we'll review the EHE Triannual Recipient Report, the first component of the submission that's completed by EHE grant recipients. And then we'll close out our presentation with a look at the EHE submission timeline as well as the TA resources available to assist you.



But let's jump to a poll question to see how experienced you all are at submitting the EHE Triannual Report.

How many times have you submitted the EHE Triannual Report previously?

- a. I have never submitted before.
- b. I have submitted once before.
- c. I have submitted 2-3 times.

# What is the EHE Triannual Report?

- Aggregate data report submitted three times a year by Ending the HIV Epidemic (EHE) recipients and EHE-funded providers
- Includes data on services received and antiretroviral therapy (ART) prescription for new and existing clients
- Consists of two parts:

## EHE Triannual Recipient Report

Including the Grantee Contract Management System (GCMS)

## EHE Triannual Provider Report

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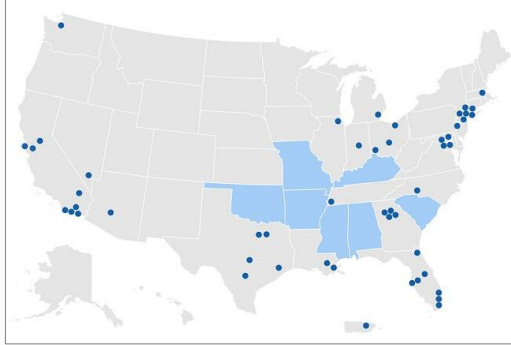
So, what is the EHE Triannual Report? The EHE Triannual Report is an aggregate data report submitted three times a year by EHE recipients and EHE-funded providers of services. Organizations that use EHE funding to provide services will submit aggregate data on the services their clients receive and prescription of ART, specifying whether these clients are new or existing clients. The EHE Triannual submission is comprised of two parts: the EHE Recipient Report which includes the Grantee Contract Management System (or GCMS) and the EHE Provider Report. For today's presentation we're just going to be discussing the EHE Triannual Recipient Report.

# Who Completes the EHE Triannual Recipient Report?

## EHE Triannual Recipient Report (including GCMS)

EHE Recipients  
(39 RWHAP Part A and 8 RWHAP Part B jurisdictions)

Ending the HIV Epidemic Initiative Geographic Locations



So, who completes each the EHE Recipient Report? The EHE Recipient Report (including adding and/or reviewing contracts in the GCMS) is completed by EHE recipients, the 39 RWHAP Part A and 8 RWHAP Part B jurisdictions that received an EHE award as you can see on the map here. These are the jurisdictions that need to complete the EHE Recipient Report. But let's take a look at how the EHE reporting process works a bit more in depth.



# EHE Triannual Reporting Process

**Step 1.** Recipient adds/reviews contracts in the GCMS and certifies EHE Recipient Report.



**Step 2.** Provider enters aggregate data into EHE Provider Report and submits.

**Step 3.** Recipient reviews their provider's data and either accepts the report or returns it for changes.

Now for those of you who are familiar with the Ryan White Services Report (or RSR) this process follows the same steps but let's go ahead and take a look. It starts with the recipient. EHE recipients will add or review their EHE-funded contracts in the GCMS making sure they have a contract listed for each organization funded by their EHE award during the reporting period. Those contracts will populate their EHE Recipient Report which they will then certify. This step 1 is what we will be going over today. Once the recipient has certified their Recipient Report, that information will then generate an EHE Provider Report for each of their EHE-funded providers to submit. Providers will enter their aggregate data into their EHE Provider Reports and submit their reports. Once an EHE Provider Report has been submitted, the recipient will then review their provider's data and either accept it or return it back to the provider for changes.

# EHE Triannual Recipient Report

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So, let's move on take a look at the EHE Triannual Recipient Report.

## EHE Triannual Recipient Report

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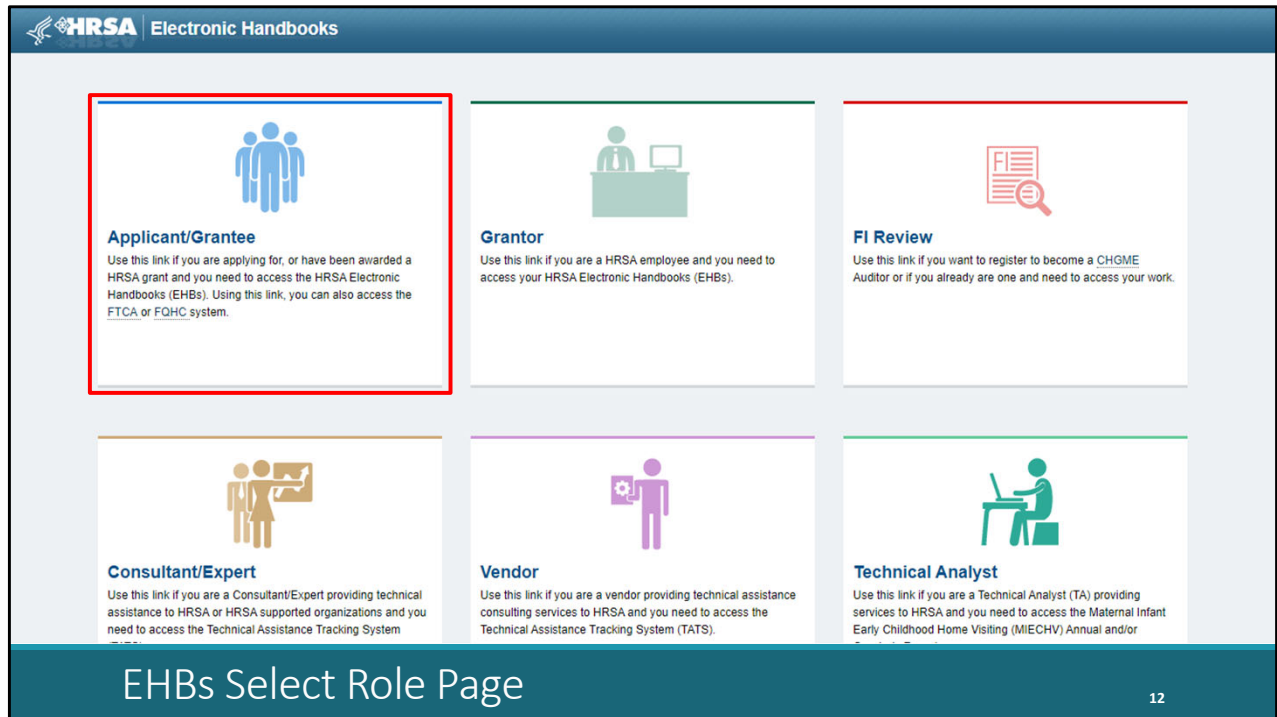
- Completed only by EHE recipients via the [HRSA Electronic Handbooks \(EHBs\)](#)
- Recipients add/review contracts in the GCMS for their EHE funding
- EHE-funded contracts then populate the EHE Recipient Report which recipients complete and certify



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As I stated earlier, the EHE Recipient Report is completed by only EHE recipients. EHE recipients will add or review their contracts in the GCMS for their EHE funding and these contracts then populate the EHE Recipient Report which recipients are then able to complete and certify.

So, let's take a look at how EHE recipients will access and complete the report.



We'll start off here in the first step of the login process. This is the page you'll get to if you enter [grants.hrsa.gov](https://grants.hrsa.gov) into your web browser or use the link on the previous slide. EHE recipients will log in using the box at the top left of the screen labeled "Applicant/Grantee." So, we'll go ahead and click that.



**HRSA Electronic Handbooks**

Tasks Organizations **Grants** Free Clinics FQHC-LALs Resources

Welcome

**My Tasks**

7 All

2 Late ⚠

1 Due Within 30 Days

**Tracking**

Category	Submitted Tasks	Submitted	Status
Other Submissions	Estimated Part A Unobligated Balances (UOB) and Estimated Carryover - Estimated Part A Un...	12/16/2019	Processed
Other Submissions	RWHAP Expenditure Report - RWHAP Expenditure Report	10/28/2019	Processed
Grant Application	Fiscal Year 2017 Access Increases in Mental Health and Substance Abuse Services (AIMS) ...	07/26/2017	Application Receipt
Grant Application	Delivery System Health Information Investment Supplemental Funding (HRSA-16-191)	07/19/2016	Application Receipt
Grant Application	Health Center Expanded Services (HRSA-14-148)	06/26/2014	Application Receipt

**Smart Assist**

- > Change Project Director (PD)
- > Remove user from an organization
- > Remove user permissions for a grant
- > Request a submission deadline extension

**Favorites**

Pin Favorites to Home Page

> View All Favorites

**Help**

Getting Started in the EHBs!

**Resources**

- > What's New
- > HRSA Contacts
- > FAQs
- > View All Videos

**Recently Accessed**

- Grant Other Submissions - FY... 6 days ago
- Grant Other Submissions - R... 6 days ago
- Grant Other Submissions - FY... 20 days ago

> View All Recently Accessed

**EHBs Home Page**

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Once you have logged in, you'll be taken to the EHBs Home page. Hover over the Grants tab at the top of the page. \*\*

HRSA Electronic Handbooks

Tasks Organizations Grants Free Clinics FQHC-LALs Resources

Welcome

**My Tasks**

7 All

2 Late

1 Due With

**Submissions**

- Work on Financial Report
- Work on Progress Report
- Work on Performance Report**
- Work on Noncompeting Progress Reports
- Work on Other Submissions

**Scope**

- Manage Sites
- Manage Services
- Manage Other Activities and Locations

**Requests**

- Work on existing Prior Approval
- Request New Prior Approval
- Work on Existing Health Center H80 CIS
- Request New Health Center H80 CIS
- Manage HCCN PHCs

**Applications**

- Validate Grants.gov Applications
- Allow Others to Work on My Applications
- View My Applications
- Search Funding Opportunities

**Portfolio**

- Add a Grant to My Portfolio
- Work on a Grant in My Portfolio
- View My Access Requests

**Users**

- View Authorized Users
- Authorize New Users
- Approve Access Requests

**Favorites**

Pin Favorites to Home Page

View All Favorites

**Help**

Getting Started in the EHBs!

**Resources**

- What's New
- HRSA Contacts
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- View All Videos

**Recently Accessed**

- Grant Other Submissions - FY... 6 days ago
- Grant Other Submissions - R... 6 days ago
- Grant Other Submissions - FY... 20 days ago

View All Recently Accessed

Grants Drop-Down Menu

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And on the drop-down menu that appears, select “Work on Performance Report.” \*\*

Submissions

User Access Requests

Review Requests

Submission Deadline (mm/dd/yyyy)

Between  And

Submission Type

☒ All
 ☒ Financial Report
 ☒ Noncompeting

Advanced Search Parameters

Display Options

Sort Method (Grid | Custom)

Search Name:

Save Parameters Search

Export To Excel

Search Saved Searches

Page size: 15 Go

55 items in 4 page(s)

Submission Name	Submission Type	Organization	Grant #	Tracking #	Reporting Period	Deadline	Submitted Date	Status	Options
EHE Triannual Report Year 2 Trimester 1	Performance Report	County Health Department	UT8HA00000		05/01/2021 - 08/31/2021	10/15/2021		Not Started	Start
RSR 2020 Annual Performance Report	Performance Report	County Health Department	H89HA00000	234567	1/1/2020 - 12/31/2020	03/29/2021		Submitted	Performance Report
EHE Triannual Report Year 1 Trimester 3	Performance Report	County Health Department	UT8HA00000	345678	01/01/2021 - 04/30/2021	06/15/2021		Submitted	Performance Report
RSR 2019 Annual Performance Report	Performance Report	County Health Department	H89HA00000	456789	1/1/2019 - 12/31/2019	04/30/2020		Submitted	Performance Report

Submissions-All Page

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On the next page, the Submissions-All List, scroll down a little ways and you'll see a list of submissions for your organization. Locate your EHE Triannual submission and select "Start" or "Edit" under the far-right Options column. The first time you access your report the link will read "Start" and once your report has been opened it will instead say "Edit." If you're having difficulty locating your EHE submission in this list, you can use the filter tool above the Submission Name header. Type in a portion of the submission name, such as EHE, and click the filter button to pare down your list of submissions.

Let's go ahead and open up the report here by selecting "Start."



**Electronic Handbooks**

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[FQHC-LIAs](#)
[Resources](#)

Welcome
Recently Accessed
What's New
Guide Me

Monday, 16<sup>th</sup> August 2021 09:52:09 A.M.

**EHE Triannual Recipient Report Inbox**
Your session will expire in: 29:31

**NAVIGATION**

- Inbox
  - EHE Triannual Recipient Report
  - EHE Triannual Provider Report
- Manage Contracts
- Search Contracts**
- Search
  - EHE Triannual Recipient Report
  - EHE Triannual Provider Report

Report ID	Fund Source	Grant Number	Recipient Name	Reporting Period	Modified Date	Status	Action	Action History
	EHE	UT8HA00000	County Health Department	05/01/2021 - 08/31/2021		Not Started	<a href="#">Create</a>	

Page Size: 25
1 items in 1 pages

For help with EHBs contact the HRSA Help Desk by phone at 1-877-Go4-HRSA (1-877-464-4772) Monday through Friday, 8:00 a.m. to 8:00 p.m. Eastern Time. Or use the [HRSA Electronic Handbooks Contact Center help request form](#) to submit your question online. For questions regarding data content and/or reporting requirements, please contact Data Support at 1-888-640-9356 or email to [RyanWhiteDataSupport@wrma.com](mailto:RyanWhiteDataSupport@wrma.com)

Logged in as: GranteeDataViewer, GranteeDataEditor, GranteeDataSubmitter  
The HAB Web Applications also require Adobe Acrobat Reader 5 or higher installed on your PC. To download Adobe Acrobat Reader, click [here](#)

[Acceptable Use Policy](#)
[Accessibility](#)
[Viewers And Players](#)
[Contact Us](#)

Product: BRS | Platform #: 4.9.50.0 | Build #: | Environment: Production

Last Login: 08/17/21 9:46:00 AM ET

EHE Recipient Report Inbox

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Once you have done that, you'll be taken to the EHE Recipient Report inbox. From here, you can access both your EHE Recipient Report and the GCMS. We'll start off with the GCMS since we usually advise recipients to do their contracts before opening the report which saves them the extra step of synchronizing contracts. To access the GCMS, click on the "Search Contracts" link in the Navigation Panel on the left side of the screen.

The screenshot displays the HRSA Electronic Handbooks interface. At the top, the header includes the HRSA logo and 'Electronic Handbooks' text. Below this, a navigation bar shows 'Tasks' and 'Activities' tabs. The main content area is titled 'Grantee Contract Management System'. On the left, a 'NAVIGATION' sidebar lists 'Inbox' and 'Manage Contracts' (with 'Search Contracts' highlighted). The central form area contains the following fields:

- Grant Number:
- Org ID:  (comma separated list)
- Registration Code:  (comma separated list)
- Organization Name:
- Funded Through:
- Contract ID:  (comma separated list)
- Reference:
- Range Start Date:  (calendar icon)
- Range End Date:  (calendar icon)
- Project Officer:  (dropdown arrow)

A session expiration notice at the top right states: 'Your session will expire in: 28:11'. The bottom of the slide features a dark teal banner with the text 'GCMS Search Page' and the number '18'.

Clicking “Search Contracts” will take you to the GCMS Search page shown on this slide. You can use the reporting period dates in the date range boxes here at the bottom to see which contracts are entered for the current reporting period. Make sure you have a contract listed for each organization that was funded to provide services with your EHE funding during the reporting period. Your subrecipients will not have an EHE Provider Report to complete if you don’t list them in your contracts.

Now we aren’t going to go into all the details of the GCMS for today’s presentation, but we’ll go over some additional GCMS resources on the next slide. If you have used the system for any of the other reports that utilize the GCMS, like the Program Terms Report (or PTR), RSR, or COVID-19 Data Report (CDR), it functions the same way.

## GCMS Additional Information

- Available on the TargetHIV website:
  - [Completing the GCMS webinar](#)
  - [GCMS Instruction Manual](#)
- EHE-specific service category
  - Initiative Services include those services that are funded through EHE Initiative funding but do not meet the definition of a RWHAP service, as outlined in [PCN #16-02](#)

Health Education/Risk Reduction	<input type="checkbox"/>	
Housing	<input type="checkbox"/>	
Linguistic Services	<input type="checkbox"/>	
Medical Transportation	<input type="checkbox"/>	
Outreach Services	<input type="checkbox"/>	
Psychosocial Support Services	<input type="checkbox"/>	
Referral for Health Care and Support Services	<input type="checkbox"/>	
Rehabilitation Services	<input type="checkbox"/>	
Respite Care	<input type="checkbox"/>	
Substance Abuse Services (residential)	<input type="checkbox"/>	
MAI Education	<input type="checkbox"/>	
MAI Outreach	<input type="checkbox"/>	
Other Professional Services	<input type="checkbox"/>	
<b>Service Category: EHE Initiative Services</b>	<input type="checkbox"/>	
Ending the HIV Epidemic Initiative Services	<input type="checkbox"/>	

Done updating services

\* Your changes will not be saved until you select the "Save" button on the contract details page.

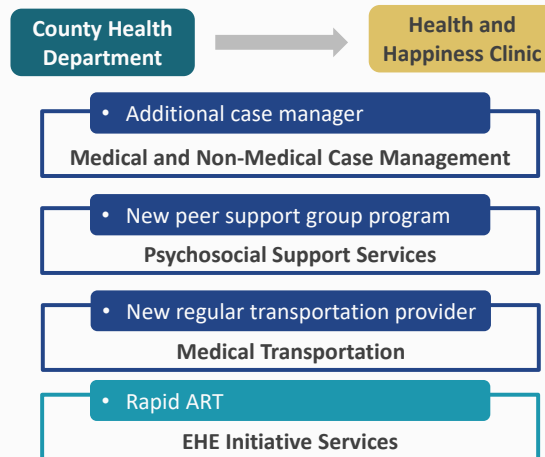
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If you find yourself needing some further assistance working on your contracts in the GCMS, there are some helpful resources available on the TargetHIV website, both the Completing the GCMS webinar and the GCMS Instruction Manual which are linked on this slide.

The contracts for this reporting period may have already been entered during a previous EHE Triannual Report opening or for the EHE Allocations Report. You don't have to enter them again but just make sure that they are still accurate. You don't need to have a separate contract for each triannual report of the EHE report, just a separate contract for each year that will populate the year's reports as you move forward.

Also, as a note, there is an additional service category you'll see in the GCMS for EHE funding, Ending the HIV Epidemic Initiative Services. This EHE Initiative Services category is meant to capture EHE funded services that do not meet the definition of one of the other RWHAP service categories as defined in PCN #16-02. So, it's not there to just dump all your funding into this EHE service category because it's EHE funding. This is only for those services that don't meet the definition of one of the other RWHAP service categories. If you have any questions about your services and which category they should be reported in or if your organization has still not starting providing services with your EHE funding and you are wondering how to report, definitely reach out to us at Data Support. And we'll go over contact information for TA resources at the end of the presentation.

## EHE Services Example



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So, I want to take some time to talk about EHE services and service categories since this is a point that can often cause some confusion for recipients. How do I take the services that I'm funding, translate those into the various RWHAP service categories, and have my providers report on them? So, let's run through an example.

Here we have our recipient, the County Health Department, and this recipient is funding a provider, Health and Happiness Clinic, with their EHE award. And here we have the actual services this provider is going to be putting this EHE funding towards that they received. They are hiring an additional case manager to provide case management, they are funding a brand-new peer support group program, and they are also now working with a local transportation provider to provide regular transportation to and from appointments for their clients.

So, the recipient needs to enter these services into their contract for the year but what service categories do all of these actual services fall under? We should take a look at PCN #16-02 (which was linked on the last slide) and figure out where the services best fall. Our new case manager is going to be providing case management services, let's say both medical and non-medical case management so we would list them under Medical Case Management and Non-Medical Case Management Services.

The new peer support program really looks like it could fit under Psychosocial Support Services since looking at PCN#16-02 it specifically mentions this service category includes "group or individual support and counseling services" including "HIV support groups."

And then the new transportation provider we could list under medical transportation since that service category includes "contracts with providers of transportation services" in PCN #16-02. So, these are the services that would be listed in the contract for this provider by this recipient. You'll notice we did not once use the EHE service category even though this is EHE funding. That's because even though we may have some new services here that were not offered by this provider previously, all of these services fit under the definition of the existing RWHAP service categories.

Now let's say this recipient is also funding this provider for something like rapid ART, a service that does not neatly fit into of the existing RWHAP service categories, then we would classify that as EHE Initiative Services and should list that in their contract.

All this is to say that service categories and their definition can definitely be a point of a lot of confusion. And you want to make sure that if you have this EHE service category listed in your contracts that it truly is something that doesn't fit into one of the other service categories. You can always reach out to us at Data Support with these sorts of questions. We can walk through all of your services with you and tell you exactly how you should be listing them in your contracts.



But let's go ahead and jump into our second poll question.

My provider is funded for Medical Case Management and Housing through our EHE funding and Outpatient/Ambulatory Health Services (OAHS) through our RWHAP Part A funding. What services should be listed in our EHE contract with them? (Choose all that apply).

- a. **Medical Case Management**
- b. OAHS
- c. **Housing**
- d. EHE Initiative Services

**HRSA**

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Welcome
Recently Accessed
What's New
Guide Me

Monday, 16<sup>th</sup> August 2021 09:52:09 A.M.

**EHE Triannual Recipient Report Inbox**

Your session will expire in: 29:31

Report ID	Fund Source	Grant Number	Recipient Name	Reporting Period	Modified Date	Status	Action	Action History
EHE		UT8HA00000	County Health Department	05/01/2021 - 08/31/2021		Not Started	Create	

Page Size: 25
1 items in 1 pages

For help with EHBs contact the HRSA Help Desk by phone at 1-877-Go4-HRSA (1-877-464-4772) Monday through Friday, 8:00 a.m. to 8:00 p.m. Eastern Time. Or use the [HRSA Electronic Handbooks Contact Center help request form](#) to submit your question online. For questions regarding data content and/or reporting requirements, please contact Data Support at 1-888-640-9356 or email to [RyanWhiteDataSupport@wrma.com](mailto:RyanWhiteDataSupport@wrma.com)

Logged in as: GranteeDataViewer, GranteeDataEditor, GranteeDataSubmitter  
The HAB Web Applications also require Adobe Acrobat Reader 5 or higher installed on your PC. To download Adobe Acrobat Reader, click

[Acceptable Use Policy](#) | [Accessibility](#) | [Viewers And Players](#) | [Contact Us](#)

Product: BRS | Platform #: 4.9.50.0 | Build #: | Environment: Production

Last Login: 08/17/21 9:46:00 AM ET

Opening Your Report

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So, let's get back to our instructions and walk through the EHE Recipient Report. We're back now in the EHE Recipient Report inbox where we were a couple slides ago. You can get back to this inbox at any point when you're in the EHE system by selecting "EHE Triannual Recipient Report" under the Inbox header in the Navigation Panel on the left side of the screen. To start your report, select the envelope icon under the Action column on the right side of your screen. The first time you access your report the link here will read "Create" but once your report has been started the link will instead read "Open."

So, let's go ahead and open that up.

NAVIGATION <<

Inbox

EHE Triannual Recipient Report

EHE Triannual Provider Report

EHE Recipient Report Navigation

General Information

Program Information

EHE Recipient Report Actions

Validate

Certify

Request Decertification

Print

Accept

EHE Recipient Report - Reports

Action History

Manage Contracts

Search Contracts

Search

EHE Triannual Recipient Report

EHE Triannual Recipient Report

Your session will expire in: 29:43

UT8HA00000 : County Health Department

Report ID: 123456

Status: Working

Due Date: 10/15/2021 18:00:00

Report Period: 5/1/2021 - 8/31/2021

Last Modified Date: 09/01/2021 13:46:39

Last Modified By: shudson@countyhealth.gov

Access Mode: ReadWrite

DUNS: 987654321

General Information

The data shown below are pre-populated from the HRSA Electronic Handbooks (EHBs). Please verify that the information shown below is accurate. A field with an asterisk \* before it is a required field. Note: Updating the information in the EHE Triannual Recipient Report does not update your information in the EHBs. You must revise your agency's information in the EHBs as well.

1. Official Mailing Address:

\* a. Street:

123 Sesame Street

\* b. City:

City

\* c. State:

ST

\* d. Zip Code:

12345 - 6789

2. Organization Identification:

\* a. EIN:

123456789

\* b. DUNS:

987654321

3. Contact information of person responsible for this submission:

General Information

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When you open your report, you'll be taken to the first section, General Information. This section, contains some general information about your organization including your organization's official mailing address, EIN, and DUNS number.

As I'm sure many of you have seen the DUNS number field is being updated to the new Unique Entity Identifier or UEI. The EHBs are being incrementally updated to change all DUNS number fields to UEI fields and to update the associated processes. Please note, you do not need to take any action and the UEI will be automatically created by SAM.gov and will be imported into the EHBs for all actively registered organizations.



Request

Decertification

Print

Accept

EHE Recipient Report - Reports

Action History

Manage Contracts

Search Contracts

Search

EHE Triannual Recipient Report

EHE Triannual Provider Report

Comments

Add Comments

View Comments

b. City:

\* c. State:

\* d. Zip Code:

2. Organization Identification:

\* a. EIN:

\* b. DUNS:

3. Contact information of person responsible for this submission:

\* a. Name:

\* b. Title:

\* c. Phone:

Extension:

d. Fax:

\* e. Email:

Cancel

Save

General Information, cont.

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Scrolling down, you also have the contact information of the person responsible for this submission. You'll find most of the information on this page prepopulated when you open your report. Review each section for accuracy and make sure all required fields are completed and if you make any changes to the information here make sure to select "Save" down here on the bottom right corner.

**HRSA**

Electronic Handbooks

Support

Logout

Tasks

Activities

Welcome | Recently Accessed

Monday, 16<sup>th</sup> August 2021, 10:29:11 A.M.

NAVIGATION

Inbox

EHE Triannual Recipient Report

EHE Triannual Provider Report

EHE Recipient Report

Navigation

General Information

Program Information

EHE Recipient Report

Actions

Validate

Certify

Request Decertification

Print

Accept

EHE Recipient Report - Reports

Action History

Manage Contracts

EHE Triannual Recipient Report

UT8HA00000 : County Health Department

Report ID: 123456

Status: Working

Due Date: 10/15/2021 18:00:00

Report Period: 5/1/2021 - 8/31/2021

Last Modified Date: 09/01/2021 13:46:39

Last Modified By: shudson@countyhealth.gov

Access Mode: ReadWrite

DUNS: 987654321

General Information

The data shown below are pre-populated from the HRSA Electronic Handbooks (EHBs). Please verify that the information shown below is accurate. A field with an asterisk \* before it is a required field. Note: Updating the information in the EHE Triannual Recipient Report does not update your information in the EHBs. You must revise your agency's information in the EHBs as well.

1. Official Mailing Address:

\* a. Street: 123 Sesame Street

\* b. City: City

\* c. State: ST

\* d. Zip Code: 12345 - 6789

2. Organization Identification:

\* a. EIN: 123456789

Accessing the Next Section

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Let's scroll back up and move on to the second and last section of the EHE Recipient Report, Program Information. To get there, select "Program Information" in the Navigation panel on the left side of the screen.

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**NAVIGATION**

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EHE Recipient Report

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EHE Recipient Report

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**EHE Triannual Recipient Report**

UT8HA00000 : County Health Department

Report ID: 123456
Status: Working
Due Date: 10/15/2021 18:00:00

Report Period: 5/1/2021 - 8/31/2021
Last Modified Date: 09/01/2021 13:46:39
Last Modified By: shudson@countyhealth.gov

Access Mode: ReadWrite
DUNS: 987654321

**Program Information**

This item lists all of the agencies that had a contract with your organization during the reporting period. Verify the list is accurate. If a provider is missing, revise your list of contracts by selecting the "Search Contracts" link under the Manage Contracts heading in the left menu. If a provider listed will not submit a EHE Triannual Provider Report for the reporting period, select the checkbox in the Exempt column and enter a justification for the exemption in the text box that is displayed. NOTE: The exempt checkbox may only be selected if the organization's Provider Report is in "Not Started" or "Working" status.

	Warning	Reg Code	Provider Name	Exempt	Exemption Justification
		11111	County Health Department	<input type="checkbox"/>	
		22222	Health and Happiness Clinic	<input type="checkbox"/>	
		33333	Feeding People Food Bank	<input type="checkbox"/>	

Cancel
Save

For help with EHBs contact the HRSA Help Desk by phone at 1-877-Go4-HRSA (1-877-464-4772) Monday through Friday, 8:00 a.m. to 8:00 p.m. Eastern Time. Or use the [HRSA Electronic Handbooks Contact Center help request form](#) to submit your question online. For questions regarding data content and/or reporting requirements, please contact Data Support at 1-888-640-9356 or email to [DataSupport@hrsa.gov](#)

Program Information

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This section will list all of your EHE-funded providers for the reporting period as listed by the contracts in the GCMS. You can use the expand icon located to the left of each listing here to show the funded services for each organization. Review the information here for accuracy and if you need to make changes, you will have to make them to the contracts in the GCMS. You can get to the GCMS at any point by selecting "Search Contracts" again in the Navigation panel on the left side of the screen.



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DUNS: 987654321

Review the changes below and click the "Synchronize" button to synchronize these data. Synchronizing the contract will not impact the list of services in the EHE Triannual Provider Report.

The following contract(s) have been modified

County Health Department (Contract ID: 123456)

Start Date: 3/1/2021

End Date: 2/28/2022

Change	Service Name	Funding Type
Deleted	Housing	EHE
Unchanged	Administrative or technical support	EHE
Unchanged	Quality management	EHE
Unchanged	Outpatient/Ambulatory Health Services	EHE
Unchanged	Early Intervention Services (EIS)	EHE
Unchanged	Mental Health Services	EHE
Unchanged	Referral for Health Care and Support Services	EHE
Unchanged	Ending the HIV Epidemic Initiative Services	EHE

Cancel

Synchronize

Synchronize Page

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On the next page you'll see the changes that you made to your contract. Again, review the changes to make sure they are accurate and then select the "Synchronize" button to add the contract changes to your report.

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Warning	Reg Code	Provider Name	Exempt	Exemption Justification
	11111	County Health Department	<input type="checkbox"/>	
	22222	Health and Happiness Clinic	<input type="checkbox"/>	
	33333	Feeding People Food Bank	<input type="checkbox"/>	

Cancel

Save

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Validating Your Report

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We're taken back to the Program Information section with our changes added to the report. Make sure when you go to submit your Recipient Report that you do not see that yellow warning banner at the top of this page which means you have pending contract changes.

So, once your contracts are squared away and all organizations that provided EHE-funded services for the reporting period are listed here in your report, then you're ready to validate and certify.

To validate, select "Validate" in the Navigation panel on the left side of the screen.

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**HRSA** Electronic Handbooks

Support Logout

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**NAVIGATION** << EHE Triannual Recipient Report Your session will expire in: 29:54

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UT8HA00000 : County Health Department

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Report Period: 5/1/2021 - 8/31/2021 Last Modified Date: 09/01/2021 13:46:39 Last Modified By: shudson@countyhealth.gov

Access Mode: ReadWrite DUNS: 987654321

Your validation request has been scheduled. It may take several minutes to generate the report.

**NOTE:** You must refresh this page to display your results.

For help with EHBs contact the HRSA Help Desk by phone at 1-877-G04-HRSA (1-877-464-4772) Monday through Friday, 8:00 a.m. to 8:00 p.m. Eastern Time. Or use the HRSA Electronic Handbooks Contact Center help request form to submit your question online. For questions regarding data content and/or reporting requirements, please contact Data Support at 1-888-640-9356 or email to [RyanWhiteDataSupport@wrma.com](mailto:RyanWhiteDataSupport@wrma.com)

Logged in as: GranteeDataViewer, GranteeDataEditor, GranteeDataSubmitter

The HAB Web Applications also require Adobe Acrobat Reader 5 or higher installed on your PC. To download Adobe Acrobat Reader, click

**Validation Processing Page** 30

Once you click “Validate,” the system will display a message letting you know that your validation request is processing. To view your results, refresh the page by selecting “Validate” again in the Navigation panel or refreshing the page manually in your web browser. We’ll go ahead and click “Validate” again.

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**EHE Triannual Recipient Report**

Your session will expire in: **29:54**

UT8HA00000 : County Health Department

Report ID: 123456
Report Period: 5/1/2021 - 8/31/2021
Access Mode: ReadWrite

Status: Working
Last Modified Date: 09/01/2021 13:46:39
DUNS: 987654321

Due Date: 10/15/2021 18:00:00
Last Modified By: shudson@countyhealth.gov

Your validation request (scheduled at 9/1/2021 1:48:18 PM) is being processed. It may take several minutes to generate the report.

**NOTE:** You must refresh this page to display your results.

---

For help with EHBs contact the HRSA Help Desk by phone at 1-877-G04-HRSA (1-877-464-4772) Monday through Friday, 8:00 a.m. to 8:00 p.m. Eastern Time. Or use the [HRSA Electronic Handbooks Contact Center help request form](#) to submit your question online. For questions regarding data content and/or reporting requirements, please contact Data Support at 1-888-640-9356 or email to [RyanWhiteDataSupport@wrma.com](mailto:RyanWhiteDataSupport@wrma.com)

Logged in as: GranteeDataViewer, GranteeDataEditor, GranteeDataSubmitter

The HAB Web Applications also require Adobe Acrobat Reader 5 or higher installed on your PC. To download Adobe Acrobat Reader, click

Validation Continuing to Process
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And it looks like it's not quite done yet. If you continue to see this validation processing message, then the validation process hasn't completed yet. Wait a little longer and refresh the page again which we'll do right now.



The screenshot shows the HRSA Electronic Handbooks interface. The top navigation bar includes 'Support' and 'Logout'. The left sidebar contains a 'NAVIGATION' menu with options like 'Inbox', 'EHE Triannual Recipient Report', 'EHE Recipient Report', 'General Information', 'Program Information', 'EHE Recipient Report', 'Actions', 'Validate', 'Certify', 'Request Decertification', 'Print', 'Accept', 'EHE Recipient Report - Reports', 'Action History', and 'Manage Contracts'. The 'Certify' option is highlighted with a red box. The main content area is titled 'EHE Triannual Recipient Report' and shows details for 'UT8HA00000 : County Health Department'. It includes fields for Report ID, Status, Due Date, Report Period, Last Modified Date, Access Mode, and DUNS. A green message states: 'Congratulations! Your data are valid. No errors, warnings, or alerts were found in your report.' Below this, there is contact information for the HRSA Help Desk and a note about Adobe Acrobat Reader.

## Validation Results

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Once your validation has finished, you'll most likely come across this green congratulations message meaning you are ready to go ahead and certify your report. Alternatively, you may see a table with issues to correct. The EHE Triannual Recipient Report only has a few validation messages that are all errors, meaning they must be corrected before you can certify your report. So, if you receive a validation error, correct your report and revalidate before moving on to certifying.

We have the congratulations message, so we'll go ahead and move on to certifying. To get there, select "Certify" in the Navigation panel on the left side of the screen.

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Report Period: 5/1/2021 - 8/31/2021

Access Mode: ReadWrite

Status: Working

Last Modified Date: 09/01/2021 13:46:39

DUNS: 987654321

Due Date: 10/15/2021 18:00:00

Last Modified By: shudson@countyhealth.gov

A field with an asterisk \* before it is a required field.

Please enter comments regarding your certification.

Comments:

Feedback

Design

Preview

Characters remaining: 3000

☒ I certify that the data in this report is accurate and complete. I understand that reporting accurate and complete data is a condition of this grant award and is subject to federal audit.

Certify Report

Your session will expire in: 29:54

Certify Report Page

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On the certify report page, scrolling down a little bit first, enter a comment with any meaningful feedback you have about the submission process, select the checkbox certifying the data are accurate and complete, and lastly, select the “Certify Report” button at the bottom of the page.

So that is the EHE Recipient Report. We did go over a lot of information today so if you have questions feel free to chime in during the Q&A portion of the webinar.

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But let's go to the last poll question first.

How do you feel about the upcoming EHE Triannual Report submission?

- a. I am confident and do not need any assistance.
- b. I am somewhat confident but don't want assistance at this time.
- c. I am somewhat confident and would like some assistance
- d. I am not confident in my ability and would like some assistance

## Submission Timeline

Reporting Period	Opening Date	Closing Date
5/1/2021 – 8/31/2021	Wednesday, September 15, 2021	Friday, October 15, 2021

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So that's it for our instructions on completing the EHE Triannual Report. We did go over a ton of information so if you still have questions be sure to speak up during the Q&A session and we can try and answer there and also, we'll go over some additional TA resources in just a second.

But let's first take a look at the EHE Triannual Report submission timeline. The next opening will begin on Wednesday, September 15 and will be open for a month for agencies to submit data for the May 1, 2021, to August 31, 2021, reporting period.

# TA Resources

TA Resource	Type of TA
<b>Ryan White Data Support</b> 1-888-640-9356 <a href="mailto:RyanWhiteDataSupport@wrma.com">RyanWhiteDataSupport@wrma.com</a>	<ul style="list-style-type: none"> <li>EHE Triannual Report Instruction Manual, reporting requirements, and allowable data element responses</li> <li>Managing contracts in the Grantee Contract Management System (GCMS)</li> <li>Accessing, completing, reviewing or accepting the EHE Triannual Provider Report through the RSR Web System</li> <li>Locating or adding providers in the RSR Web System</li> <li>Resolving validation errors in the Web System</li> <li>Submitting your EHE Recipient or Provider Report</li> </ul>
<b>Data Integration, Systems &amp; Quality (DISQ) Team</b> <a href="mailto:Data.TA@caiglobal.org">Data.TA@caiglobal.org</a> <a href="#">Submit a DISQ TA Request</a>	<ul style="list-style-type: none"> <li>Planning how to collect and report your data to meet reporting requirements</li> <li>Extracting data from your Electronic Health Record (EHR) or other data management system</li> <li>Mapping data to required data elements</li> <li>Developing year-long processes for data collection, management, quality, and utilization</li> </ul>
<b>EHBs Customer Support Center</b> 1-877-464-4772 <a href="#">Submit an EHBs TA Request</a>	<ul style="list-style-type: none"> <li>How to use the Electronic Handbooks (EHBs)</li> <li>Accessing the EHE Triannual Recipient Report through the EHBs</li> <li>RSR Web System registration or permissions</li> </ul>
<b>CAREWare Help Desk</b> 1-877-294-3571 <a href="mailto:cwhelp@jprog.com">cwhelp@jprog.com</a> <a href="#">Join the CAREWare listserv</a>	<ul style="list-style-type: none"> <li>Setting up contracts for your EHE-funded services in CAREWare</li> <li>Running an aggregate report to support completing the EHE Triannual Report using CAREWare</li> </ul>

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And then here are the additional technical assistance resources available to assist you. Ryan White Data Support addresses EHE-related content and submission questions such as interpretation of the manual and HAB's reporting requirements, managing contracts, accessing and completing the EHE Recipient and Provider Reports, and validation issues. The DISQ Team, can help you with your EHE data including strategizing how to best collect and report your EHE data to meet reporting requirements, extracting your data and mapping it to the required data elements, as well as developing processes for data collection and management. The EHBs Customer Support Center addresses EHBs related questions such as navigation, EHBs account registration, and access and permissions. And finally, the CAREWare Help Desk can assist all you CAREWare users out there if you need some assistance utilizing CAREWare in submitting your EHE data like setting up your CAREWare contracts or running an aggregate report.

The screenshot displays the TargetHIV website interface. On the left, there is a navigation menu with a hamburger icon and a search icon. The main content area is titled "Subscribe for DISQ Email Updates". Below the title, there is a sub-header "Sign up to receive updates about the ADR, RDR, and related topics from the Data Integration, Systems & Quality TA Team (DISQ)." and a purple box with instructions: "To update your subscription, complete the required fields (with an \*) and click Submit. Then you'll be shown a link to update your record." Below this is a "Subscribe" section with four input fields: "Email Address \*", "First Name \*", "Last Name \*", and "State or Territory \*". A note "\* indicates required" is placed to the right of the first field. On the right side of the slide, there is a section titled "TargetHIV Website" with a list of links: "TargetHIV Website", "EHE Triannual Report Instruction Manual", "EHE Triannual Report Submission Timeline", and "Sign up for the DISQ listserv".

Home » DISQ Home

## Subscribe for DISQ Email Updates

Sign up to receive updates about the ADR, RDR, and related topics from the [Data Integration, Systems & Quality TA Team \(DISQ\)](#).

To update your subscription, complete the required fields (with an \*) and click Submit. Then you'll be shown a link to update your record.

### Subscribe

\* indicates required

Email Address \*

First Name \*

Last Name \*

State or Territory \*

## TargetHIV Website

- [TargetHIV Website](#)
  - [EHE Triannual Report Instruction Manual](#)
  - [EHE Triannual Report Submission Timeline](#)
- [Sign up for the DISQ listserv](#)

And then of course, the TargetHIV website is always the place to go for additional information on the RWHP. Here you'll be able to find the EHE Instruction Manual as well as this webinar which as Debbie mentioned at the beginning of our presentation will be posted on the TargetHIV website at a later date. We are currently in the process of updating the EHE Triannual Report Manual so make sure to stay tuned and if you haven't already, sign up for the EHE listserv so you can be notified when it has been posted to the TargetHIV website.

Speaking of the listserv, the EHE listserv helps to keep EHE recipients and providers in the loop about new EHE resources, reporting updates and upcoming events like this webinar. So, if you're interested in joining the listserv, go to [targethiv.org/disq/subscribe](http://targethiv.org/disq/subscribe), or follow the link on this slide. You'll come to the page shown on the slide here. You can enter your contact information and scroll all the way to the bottom. Under the "Interests" section, select "EHE," and then click on the "Subscribe" button at the bottom of the page.

## Connect with HRSA

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visit

[www.HRSA.gov](http://www.HRSA.gov)




Sign up for the HRSA eNews

FOLLOW US:



And then lastly, to find out more about HRSA, check out [HRSA.gov](http://HRSA.gov). I'd like to thank everyone again for joining us on today's webinar and now we'll move onto the Q&A.




## Let's Hear From You!

- Please use the “raise hand” function to speak. We will unmute you in the order that you appear.

**OR**

- Type your question in the question box by clicking the Q&A icon on the bottom toolbar.




Question and Answer

Welcome  
Feel free to ask the host and panelists questions


Type in your question here

☐ Send anonymously
 


Cancel
Send



Chat



Raise Hand



Q&A

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And now to your questions – but first, I would like to remind you that a brief evaluation will appear on your screen as you exit, to help us understand how we did and what other information you would have liked included on this webcast. We appreciate your feedback very much and use this information to plan future webcasts. My DISQ colleague Audrey is going to put a link out in the chat feature if you would prefer to access the evaluation right now. We'll also send a final reminder via email shortly after the webinar

As a reminder, you can send us questions using the “Question” function on your control panel on the right-hand side of the screen. You can also ask questions directly “live.” You can do this by clicking the raise hand button (on your control panel). If you are using a headset with a microphone, Audrey will conference you in; or, you can click the telephone button and you will see a dial in number and code. We hope you consider asking questions “live” because we really like hearing voices other than our own.

We do want to get all of your questions answered, and we do not usually run over an hour. If you have submitted your question in the question box and we cannot respond to your question today, we will contact you to follow up. We often need to explore your question in order to give you the most appropriate answer.