



Completing the EHE Triannual Provider Report


Ending the HIV Epidemic (EHE) Triannual Report

HRSA HIV/AIDS Bureau


September 7, 2021




Hello everyone and welcome to today's webinar, "Completing the EHE Triannual Provider Report".




Today's Webinar is Presented by:





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RyanWhiteDataSupport@wrma.com



Ruchi Mehta
Data.TA@caiglobal.org







Today's Webinar is presented by Brian McBee from RWHAP Data Support, the experts on RWHAP reporting requirements, and myself representing the DISQ team's work with client-level data. Today, Brian will review step-by-step instructions for how to complete the EHE Triannual Provider Report and provide information on the submission timeline and other technical assistance resources available. Please note, this webinar is intended for service providers who receive EHE funds either directly from HRSA HAB or from a recipient agency. If your agency does not provide EHE services, our webinar from last week on the EHE Recipient Report may be more suitable for you.

Throughout the 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 "Q&A" function on your settings on the bottom of the screen. All questions will be answered live at the end of the webinar, so make sure to stay on until the end to see all your questions answered.

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.

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

Overview

What is the EHE Triannual Report?

EHE Triannual Provider Report

Submission Timeline

TA Resources

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Thanks, Ruchi. Our presentation topic for today is the EHE Triannual Provider 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. Then we'll move on to the EHE Triannual Provider Report, where EHE-funded providers submit their aggregate data. 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. Let's get started.



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?

I have never submitted before.

I have submitted once before.

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 Provider Report.

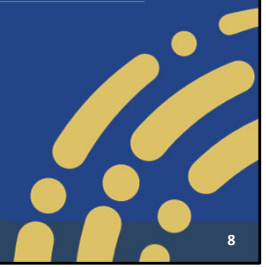
EHE Triannual Provider Report

- Completed by EHE-funded providers
 - Each provider completes an individual report
 - Recipients may submit the report on behalf of their providers
- Providers enter aggregate data on the number of clients receiving certain RWHAP services as well as the number of clients prescribed ART
- Providers submit report which then must be accepted by their recipient(s)



The EHE Triannual Provider Report is submitted by EHE-funded providers. Each provider must complete an individual report and while it's always preferred that providers complete their own reports since they are closest to their own data, recipients are able to submit on behalf of their providers. As part of this report providers will enter aggregate data directly into the system on the number of clients receiving certain service categories as well as the number of clients prescribed ART during the reporting period. Once providers have done that, they can submit their report at which point, their recipient(s) will go in and either accept the report or return it back to the provider for changes.

EHE Triannual Provider Report



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So, let's go ahead and now walk through the EHE Provider Report.

Accessing the EHE Triannual Provider Report



EHE Recipients

Access through EHE Triannual Report deliverable in Electronic Handbooks (EHBs)

EHE Recipients



Other RWHAP Recipients

Access through most recent RSR deliverable in EHBs



Providers Only Organizations

Utilize the “Access RSR” link to get to EHE system

Not EHE Recipients

The way organizations will access the EHE Provider Report differs depending on what kind of organization they are, and I’ll walk through each of these methods more in depth on the upcoming slides. EHE recipients have the simplest process, just open up your EHE deliverable in the EHBs and then select the EHE Provider Report inbox.

If your organization is not an EHE recipient but is an other RWHAP recipient, such as a RWHAP Part C or D recipient, that receives EHE funding to provide services, you will access the EHE system through your most recent RSR deliverable in the EHBs.

And lastly, if your organization is a provider only, then you’ll use the “Access RSR” link once you log in and then navigate to the EHE inbox.

HRSA Electronic Handbooks

Support Logout

Tasks Organizations Grants Dashboards Free Clinics FQHC-LALS Resources

Welcome Recently Accessed What's New Guide Me Monday, 19th August 2021 09:52:09 A.M.

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

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
123456	EHE	UT8HA00000	County Health Department	05/01/2021 - 08/31/2021	9/1/2021 1:49:18 PM	Certified	Open	History

Page Size: 25 1 items in 1 pages

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

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

EHE Recipients
Access through EHE Triannual Report deliverable in EHBs

EHE Recipients: EHE Recipient Report Inbox

So, let's start out with EHE recipients. We are in the EHE Recipient Report inbox. This is where you get after selecting your EHE submission in the EHBs. If you need a refresher on how to get to this point, check out the last webinar, we presented for the EHE Recipient Report or the EHE Manual contains instructions for getting to this point as well. And if you or your providers, anybody on the webinar today, if you need help navigating the system, you can always reach out to us at Data Support for assistance.

From here, select "EHE Triannual Provider Report" under the Inbox header in the Navigation panel on the left side of the screen.

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NAVIGATION

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

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

Report ID	Provider Name	Reg Code	Reporting Period	Modified Date	Status	Action	Action History
	County Health Department	11111	05/01/2021 - 08/31/2021		Not Started	Create	
	Health and Happiness Clinic	22222	05/01/2021 - 08/31/2021		Not Started	Create	
	Feeding People Food Bank	33333	05/01/2021 - 08/31/2021		Not Started	Create	

Page Size: 25
3 items in 1 pages

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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](#)

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

EHE Recipients: EHE Provider Report Inbox

You'll be taken to the EHE Provider Report inbox where you can see all the EHE Provider Reports associated with your grant.



Now let's take a look at the steps for other RWHAP recipients. As a reminder, these are organizations that are not direct EHE recipients but are the recipient of another RWHAP grant (such as a RWHAP Part C or Part D recipient) that receive funding from an EHE recipient to provide services.

We're back at the main EHBs landing page. You'll login the same way you normally do, starting with selecting the "Applicant/Grantee" box at the top left of the page.

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

Help

Getting Started in the EHBs!

Resources

- What's New
- HRSA Contacts
- FAQs

Recently Accessed

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

Other RWHAP Recipients
Access through most recent RSR deliverable in EHBs

Other Recipients: EHBs Home Page

Once you have logged in, you'll be at 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

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
- > FAQs

Recently Accessed

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

Other RWHAP Recipients

Access through most recent RSR deliverable in EHBs

Other Recipients: Grants Drop-Down Menu

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And then select "Work on Performance Report" from the drop-down menu.

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

1 2 3 4

Page size: 15 Go

55 items in 4 page(s)

Submission Name	Submission Type	Organization	Grant #	Tracking #	Reporting Period	Deadline	Submitted Date	Status	Options
RSR 2020 Annual Performance Report	Performance Report	Health and Happiness Clinic	H76HA00000	122222	1/1/2020 - 12/31/2021	03/29/2021	03/26/2021	Submitted	Edit
RSR 2020 Annual Performance Report	Performance Report	Health and Happiness Clinic	H12HA00000	133333	1/1/2020 - 12/31/2020	03/29/2021	03/26/2021	Submitted	Edit
RSR 2019 Annual Performance Report	Performance Report	Health and Happiness Clinic	H76HA00000	144444	1/1/2019 - 12/31/2019	04/30/2020	04/12/2020	Submitted	Performance Report
RSR 2019 Annual Performance Report	Performance Report	Health and Happiness Clinic	H12HA00000	155555	1/1/2019 - 12/31/2019	04/30/2020	04/13/2020	Submitted	Performance Report

Other RWHAP Recipients

Access through most recent RSR deliverable in EHBs

Other Recipients: Submissions-All Page

On the next page, Submissions-All, scroll down to get to your list of submissions and locate your most recent RSR. This organization in our example has both a RWHAP Part C and a RWHAP Part D grant so we have two for 2020. We'll select the first one here, and then access the RSR system by selecting "Edit" under the "Options" column on the right side of this table.

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[Guide Me](#)
Monday, 16th August 2021 09:52:09 A.M.

NAVIGATION

- Inbox
 - Recipient Report**
 - Provider Report
 - Check your XML
- Manage Contracts
 - Search Contracts
- Search
 - Recipient Reports
 - Provider Reports
 - Check your XML Reports
- References
 - Merge Rules
 - Validation Rules
- Performance Measures
 - HIVQM Inbox
- Emerging Initiatives
 - CDR Inbox
 - EHE Triannual Inbox**

RSR 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
122222	Part C	H76HA00000	Health and Happiness Clinic	2020 RSR Annual Performance Report	3/26/2021 1:49:18 PM	Accepted		

Page Size: 25
1 items in 1 pages

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

Other RWHAP Recipients
Access through most recent RSR deliverable in EHBs

Other Recipients: RSR Inbox

That will then take you to the RSR system. You can see the RSR Recipient Report in the center of the page here. To get to the EHE system, select “EHE Triannual Inbox” all the way at the bottom of the Navigation panel on the left side of the screen.

HRSA Electronic Handbooks

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Tuesday, 17th August, 2021 11:19:52 A.M.

NAVIGATION

- Inbox
 - EHE Triannual Provider Report
- Search
 - EHE Triannual Provider Report
- RSR Inbox
 - Return to RSR

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

Report ID	Provider Name	Reg Code	Reporting Period	Modified Date	Status	Action	Action History
	Health and Happiness Clinic	22222	05/01/2021 - 08/31/2021		Not Started		

«
1
»

Page Size: 25

1 items in 1 pages

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

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

Other Recipients: EHE Inbox


That will take you directly to the EHE Provider Report inbox where you can open up and work on your report.

 <p>Consultant/Expert Use this link if you are a Consultant/Expert providing technical assistance to HRSA or HRSA supported organizations and you need to access the Technical Assistance Tracking System (TATS).</p>	 <p>Vendor Use this link if you are a vendor providing technical assistance consulting services to HRSA and you need to access the Technical Assistance Tracking System (TATS).</p>	 <p>Technical Analyst Use this link if you are a Technical Analyst (TA) providing services to HRSA and you need to access the Maternal Infant Early Childhood Home Visiting (MIECHV) Annual and/or Quarterly Reports.</p>
 <p>Service Provider Use this link if you are a HAB provider and you need to access the HRSA Electronic Handbooks (EHBs).</p>	 <p>Program System Administrator Use this link if you are a HAB Program System Administrator and you need to access the HRSA Electronic Handbooks (EHBs).</p>	 <p><u>Providers Only Organizations</u> Utilize the "Access RSR" link to get to EHE system</p>

Providers Only: EHBs Select Role Page

Now let's move on to the last set of instructions for getting to the EHE Provider Report for providers only organizations. These are organizations that are not the direct recipient of any RWHP grant but do receive EHE funding from an EHE recipient to provide services.

We're back at the starting point for the EHBs again and I'll go ahead and scroll down. Providers will log in to the system using the "Service Provider" box at the bottom left of this screen.


 **Electronic Handbooks**

[Login](#)

[Login](#)

[Existing User](#) | [New User Registration](#)

Tuesday, 17th August 2021 02:57:30 P.M.

 Existing Users


Username

username@feedingpeoplefood.org

Password

Login

[Forgot Password](#)

 New users

Create an Account

Other Links

[Browser Requirements](#)

[Other EHBs Portals](#)

Contact Us


Time: 8:00 a.m. to 8:00 p.m. Eastern Time (ET)
Monday through Friday

Phone: 877-Go4-HRSA/877-464-4772

Link to contact us: [click here](#)

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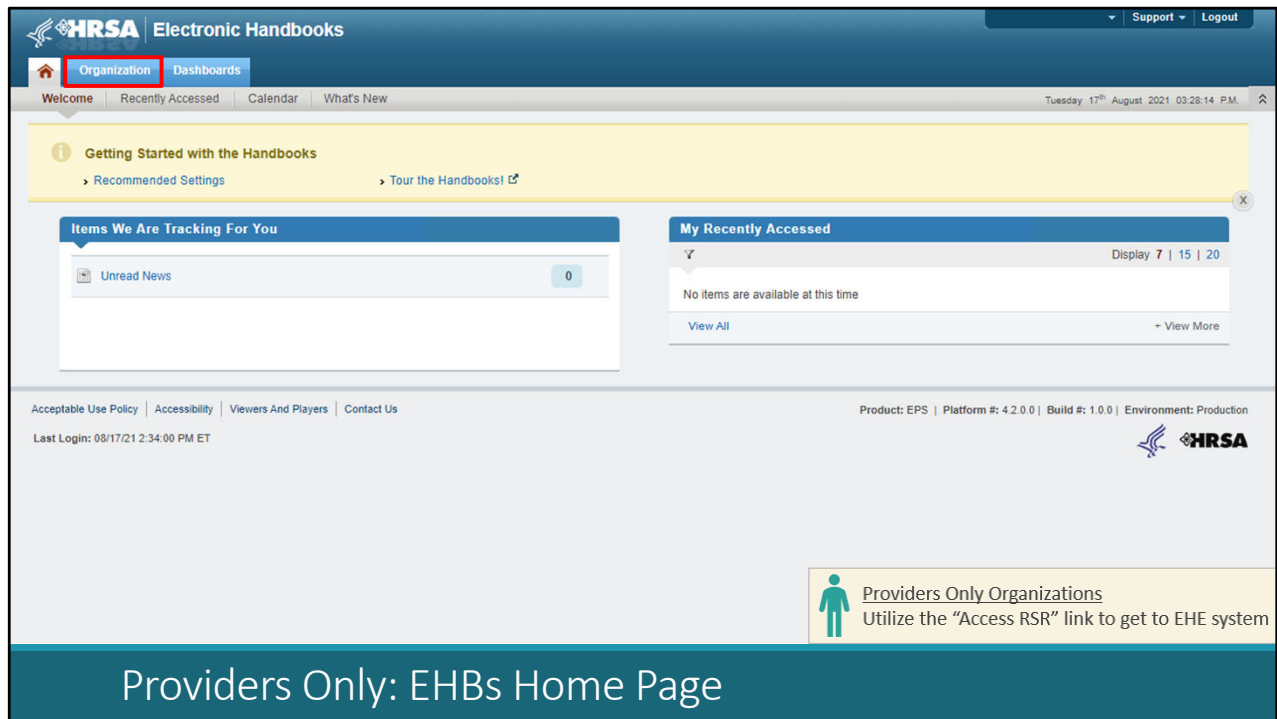
Product: EPS | Platform #: 4.12.1.0 | Build #: 6.25.0.5 | Environment: Production



Providers Only: EHBs Login Page

Log in by entering your username and password, and then selecting the “Login” button.

20



On the Home page, select the “Organization” tab at the top of the screen.


Electronic Handbooks
Logout

Organization
Dashboards

Browse
Tuesday 17th August 2021 11:13:41 A.M.

You are here: [Home](#) » [Organization](#) » [Browse](#)


My Registered Organizations - List
Register to Another Organization
Detailed View

1

Page size: 15 Go


1 items in 1 page(s)

Organization Name	City	State	DUNS	EIN	Organization Category	Options
Feeding People Food Bank	City	ST	888888888	999999999	Provider Only	 Organization Folder

1

Page size: 15 Go

1 items in 1 page(s)


Providers Only Organizations
Utilize the "Access RSR" link to get to EHE system

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Product: EP

Providers Only: My Registered Organizations

The next page will show you the organizations your account is registered to. Locate your organization and then select the "Organization Folder" under the "Options" column on the right side of the table.

The screenshot shows the HRSA Electronic Handbooks interface. At the top, the HRSA logo and 'Electronic Handbooks' are displayed. A navigation bar includes 'Organization' and 'Dashboards'. Below this, a breadcrumb trail reads: 'You are here: Home » Organization » Browse » Organization Folder [icon] » Feeding People Food Bank'. The main content area is titled 'Organization Home' and features a section for 'Feeding People Food Bank' with details: DUNS: 888888888, EIN: 999999999, and Organization Category: Provider Only. Below this is a 'Provider Organizations' section with a 'BRS' heading. A list of links is shown, with 'Access RSR (includes modules such as Check your XML, HIVQM, CDR, and EHE)' highlighted by a red box. Other links include 'RSR Check Your XML Inbox' and 'ADR Check Your XML Inbox'. A '+ View More' link is also present. A yellow callout box at the bottom right, titled 'Providers Only Organizations', contains the text: 'Utilize the "Access RSR" link to get to EHE system'. A left sidebar contains 'ALL FUNCTIONS' with links for 'Organization Folder', 'Organization Overview', 'Home' (selected), 'Profile', and 'Navigation Functions'.

HRSA Electronic Handbooks

Logout

Organization Dashboards

Browse

Tuesday 17th August 2021 11:13:41 A.M.

You are here: Home » Organization » Browse » Organization Folder [icon] » Feeding People Food Bank

ALL FUNCTIONS <<

Organization Folder

Organization Overview

Home

Profile

Navigation Functions

Return to Organization List

Organization Home

Feeding People Food Bank

DUNS: 888888888 EIN: 999999999 Organization Category: Provider Only

Provider Organizations

BRS

- Access RSR (includes modules such as Check your XML, HIVQM, CDR, and EHE)
- RSR Check Your XML Inbox
- ADR Check Your XML Inbox

+ View More

Providers Only Organizations

Utilize the "Access RSR" link to get to EHE system

Providers Only: Organization Home

On the "Organization Home" page, select the "Access RSR" link in the center of the page which you'll notice mentions that it also includes EHE.

NAVIGATION <<

Inbox ▲

Provider Report

Check your XML

Search ▲

Provider Reports

Administration ▲

Print Requests

References ▲

Merge Rules

Validation Rules

Performance Measures ▲

HIVQM Inbox

Emerging Initiatives ▲

CDR Inbox

EHE Triannual Inbox

RSR Provider Report Inbox

Your session will expire in: 24:48

Report ID	Provider Name	Reg Code	Reporting Period	Modified Date	Status	Action	Clients	Action History
876543	Feeding People Food Bank	33333	FY 2020 Annual	3/26/2021 11:16:58 AM	Submitted	Open	58	History

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⏩

1

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Page Size: 25 ▼

1 items in 1 pages

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Logged in as: Provider
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Providers Only Organizations

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EHE Triannual Provider Report Inbox
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Logged in as: Provider
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Last Login: 08/17/21 9:46:00 AM ET

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

Providers Only Organizations
Utilize the "Access RSR" link to get to EHE system

EHE Provider Report Inbox

That will take you right to the EHE Provider Report inbox.

So, that was a lot of instructions on just getting to the EHE Provider Report but let's go ahead and look at how you all will actually complete it. To get started, select the envelope icon under the "Action" column to open up the report.

General Information

Organization Details [Update](#)

EIN: 999999999
DUNS: 888888888
Mailing Address: 456 West Street
Washington, DC 12345-6789

Organization Contacts

Name	Title	Phone Number	Email	FAX	Is Primary POC	Actions
Phyllis Vance	Executive Director	(987) 654-3210	pvance@feedingpeoplefood.org		Yes	Edit Delete

[Add Contact](#)

Provider Profile Information [Update](#)

Provider Type: Other community-based service organization (CBO)
Section 330 Funding Received: No
Type of ownership: Private, nonprofit
Faith-based Organization: No
Part of a real time electronic data network: No

General Information

When you open up your report, you'll be taken to the first section, General Information. This section contains three different parts with information prepopulated from prior EHE/RSR submissions. The first section, Organization Details, contains your organization's EIN, DUNS number, and mailing address. If you need to make any changes to this section, select the "Update" link to the right of the section header, make your edits and select "Save." As a reminder, the DUNS number is being updated to the Unique Entity Identifier (or UEI) but that doesn't require any action from you all at this time.

The next section is Organization Contacts. Again, make sure that this information is up to date. If you need to edit or remove one of the contacts listed, you can make those changes under the far-right Actions column. Or if you need to add a new contact, you can use the "Add Contact" button under the contacts table.

And then the last section in General Information is Provider Profile Information. This section contains a few different organization characteristics and, much like the first section on this page, if you need to make any changes here, select the "Update" link to the right of the section header.

Once you have reviewed all the information in this section and made sure it is accurate and up-to-date, move on to the next and last section of the report, the Triannual Report, by selecting "Triannual Report" in the Navigation panel on the left side of the screen.

Submit

Submit / Accept

Un-Submit

Print

Return for Changes

EHE Provider Report - Reports

Action History

Search

EHE Triannual Provider Report

RSR Inbox

Return to RSR

Services	# of New Clients who received service(s) in the reporting period ¹ (A)	# of Clients who received service(s) in the reporting period and received at least one service during a previous reporting period of the current calendar year or during the previous calendar year ² (B)	Total # of Clients who received service(s) in the reporting period (C)
RWHAP/ Initiative Services			
1. Any RWHAP ³ or Initiative Service			
1a. Ending the HIV Epidemic Initiative Services ⁴			
1b. Outpatient/Ambulatory Health Services			
1c. Medical Case Management, including Treatment Adherence Services			
1d. Non-Medical Case Management Services			
1e. Mental Health Services			
1f. Substance Abuse Outpatient Care			
1g. Substance Abuse Services (residential)			
1h. Housing			
Health Outcomes			
2. Prescribed ART in the reporting period			

Triannual Report

I'll go ahead and scroll down here so we can better see the table in the center of the page. This table is where you will do your data entry. Every box here does require a response. So, if you don't have any data to report for one of the fields here, just enter a zero.

Once you've entered a value for every field scroll down to the bottom of the page, and then select the "Save" button at the bottom right.

But now that you know what it looks like in the system let's move ahead to the next slide and discuss the data that go into this table.

EHE Data Table

- For each row report three client counts:
 - Column A: New clients
 - Column B: Existing clients
 - Column C: Total clients
- Two sections of table:
 - RWHAP/Initiative Services: Report number of clients that received each service during the reporting period
 - Health Outcomes: Report number of clients served during the reporting period that were prescribed or continued ART

Services	# of New Clients who received service(s) in the reporting period ¹ (A)	# of Clients who received service(s) in the reporting period and received at least one service during a previous reporting period of the current calendar year or during the previous calendar year ² (B)	Total # of Clients who received service(s) in the reporting period (C)
RWHAP/ Initiative Services			
1. Any RWHAP ³ or Initiative Service			
1a. Ending the HIV Epidemic Initiative Services ⁴			
1b. Outpatient/Ambulatory Health Services			
1c. Medical Case Management, including Treatment Adherence Services			
1d. Non-Medical Case Management Services			
1e. Mental Health Services			
1f. Substance Abuse Outpatient Care			
1g. Substance Abuse Services (residential)			
1h. Housing			
Health Outcomes			
2. Prescribed ART in the reporting period			

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Now for all sections you're going to be reporting three different client counts, represented by these three columns. In the first column, Column A, you'll be reporting new clients. New clients are those RWHAP clients that never received services from the provider in the past. So, for example, this upcoming reporting period, which is May 1 to August 31, 2021, these would be clients that were seen during that time period but had never been seen by your organization before May 1, 2021.

The second column, Column B, represents existing clients. In this column, you'll report clients who also received services during a previous reporting period either in the current or the prior calendar year. So, for example, for this upcoming reporting period, these would be clients seen between May 1 and August 31, 2021, that were also seen by your organization at some point during January 1, 2020, to April 30, 2021, the time periods that represent the previous reporting periods in this year 2021 and last year 2020.

And then the last column, Column C, pretty straightforward, is just the total number of clients. So, all clients seen by your organization during the reporting period. As such, for each row of the table, Column C must be greater than or equal to the total of Columns A and B. You obviously can't have more new or existing clients served than your total clients served.

Let's switch and take a look at the rows of the table now. The first section is on services with a total of 9 rows, each being a different service. For each row report the number of clients who received the service during the reporting period. So, for example, if we're looking at Row 1e here, Mental Health Services, we'll report the number of new clients that received Mental Health Services during the reporting period in Column A, the number of existing clients who received Mental Health Services during the reporting period in Column B, and the total number of clients that received Mental Health Services during the reporting period in Column C.

Going through each row here, Row 1 is Any RWHAP or Initiative Service. So, if a client received any RWHAP or EHE Initiative service, they would be reported here. This is an unduplicated count of your clients served. The other 8 rows correspond to specific service categories, including EHE Initiative Services, Outpatient/Ambulatory Health Services, Medical Case Management, Non-medical Case Management, Mental Health Services, Substance Abuse Outpatient, Substance Abuse (residential), and Housing. As such, much like we saw with the columns and how Column C must be greater than A and B, Row 1 must be greater than the values for Rows 1a through 1h. You can't have more clients served with a specific service category than any

service category.

I also want to point out Row 1a here, EHE Initiative Services. This is for the EHE Initiative Services service category which are services funded through EHE Initiative funding that do not meet the definition of a RWHAP service. Which is to say, this is not just saying report all clients served with EHE funding.

Looking at our table the majority of it is taken up by the Services section but there is one additional section here, Health Outcomes. In this section there is one row, Prescribed ART during the reporting period. Again, providers will report the number of clients served during the reporting period that were prescribed ART splitting those clients up into new, existing, and total clients. And since the clients you're reporting here are clients served during the reporting period, the values for each column must be less than or equal to the values you entered for Row 1, the total clients served with any service.

Data Reporting Requirements

- Report all HIV-positive clients that received a direct service during the reporting period regardless of payor or RWHAP eligibility
- Report clients who received direct services funded by one or more of the following funding sources:
 - EHE
 - RWHAP
 - RWHAP-related funding (program income or pharmaceutical rebates)
 - CARES Act
- Data are not required for services not funded by one of these sources
- Only report on ART for clients who were prescribed ART during the reporting period via Outpatient/Ambulatory Health Services (OAHS) or any other mechanism through which ART could be prescribed or provided (e.g., Rapid ART programs under EHE Initiative Services, bundled services, etc.)



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But let's go over a few data reporting requirements to understand just what data you all need to be reporting. You'll be reporting on all HIV-positive clients that received a direct service during the reporting period, regardless of the final payor for the service or whether or not the client is RWHAP eligible.

Providers should report those clients who received direct services that are funded through either EHE funding, RWHAP funding (including RWHAP Parts A, B, C, and D), RWHAP-related funding such as RWHAP-related program income or pharmaceutical rebates, and CARES Act funding, if still applicable. If you do not fund one of those specific services that we saw in the table with any one of these funding sources, then you do not need to report data for that service category. But this still means that only EHE-funded providers need to complete the EHE Triannual Provider Report. If you only receive say regular RWHAP funding, you won't be completing this report even though that funding is included here.

Now for that additional row at the bottom on ART prescription, there is a slight change in how you'll be reporting here. Previously, you would only report on ART for clients that received Outpatient/Ambulatory Health Services (or OAHS). But now you'll report on ART for clients who were prescribed or continued on it during the reporting period via OAHS or any other mechanism through which ART could be prescribed. So, if you're funding say a Rapid ART program under EHE Initiative Services you would report clients prescribed ART through that as well now in your EHE data. And like I said on the previous slide this is still your clients served during the reporting period, so your clients served that were prescribed or continued on ART during the reporting period.

Data Reporting Example

EHE Funding From County Health Department	RWHAP Part C Grant From HAB	Pharmaceutical Rebates From State		# of New Clients who received service(s) in the reporting period ¹ (A)	# of Clients who received service(s) in the reporting period and received at least one service during a previous reporting period of the current calendar year or during the previous calendar year ² (B)	Total # of Clients who received service(s) in the reporting period (C)
<ul style="list-style-type: none"> Housing EHE Initiative Services (Rapid ART) 	<ul style="list-style-type: none"> OAHS Medical Transportation 	<ul style="list-style-type: none"> Food Bank/Home Delivered Meals 				
RWHAP/ Initiative Services						
1. Any RWHAP ³ or Initiative Service				1		1
1a. Ending the HIV Epidemic Initiative Services ⁴				1		1
1b. Outpatient/Ambulatory Health Services						
1c. Medical Case Management, Including Treatment Adherence Services						
1d. Non-Medical Case Management Services						
1e. Mental Health Services						
1f. Substance Abuse Outpatient Care						
1g. Substance Abuse Services (residential)						
1h. Housing						
Health Outcomes						
2. Prescribed ART in the reporting period				1		1



Yolanda

New HIV-positive client that was prescribed ART through our rapid ART program and received:

- EHE Initiative Services
- Food Bank/Home Delivered Meals

So, let's take a look at an example to help clarify how you all should be reporting clients and services in the EHE Triannual Report. We have our provider, and they receive three sources of funding. They receive EHE funding from the County Health Department, they have their own RWHAP Part C grant, and they also receive rebate dollars from the state. They provide Housing and EHE initiative services with their EHE funding, OAHS and Medical Transportation with their Part C grant, and Food Bank/Home Delivered Meals with the rebate dollars. And we'll say in our example the EHE Initiative Services we are providing are Rapid ART. So, this provider is going to need to report on all of the services listed here since these are all one of those funding sources we saw on the previous slide: EHE funding, RWHAP funding (their Part C grant), and RWHAP-related funding (the pharmaceutical rebate dollars).

And let's move that up here so we can have that for reference. And then here is the table we saw a couple slides ago where you enter your data for the report.

So, let's start with our first client, Yolanda. Yolanda is a new client to our clinic; we have never seen her before. She received EHE Initiative Services and Food Bank/Home Delivered Meals during the reporting period which are funded by EHE funding and RWHAP-related funding, those rebate dollars, respectively. In other words, Yolanda is an HIV-positive client that received a direct service that we are funded to provide so we should be reporting her.

With that information looking at the table over on the right here where we're going to add our numbers as we go along, we can report Yolanda under the new client column (because remember she has never been seen by our agency before) as having received any RWHAP or Initiative service in Row 1 and EHE Initiative services in Row 1a. She was prescribed ART through our EHE Initiative Services rapid ART program, so we can count her under Row 2 as well. And then we'll also include her under the same fields for Column C as well which is our total clients.

Data Reporting Example

EHE Funding From County Health Department	RWHAP Part C Grant From HAB	Pharmaceutical Rebates From State		# of New Clients who received service(s) in the reporting period ¹ (A)	# of Clients who received service(s) in the reporting period and received at least one service during a previous reporting period of the current calendar year or during the previous calendar year ² (B)	Total # of Clients who received service(s) in the reporting period (C)
<ul style="list-style-type: none"> Housing EHE Initiative Services (Rapid ART) 	<ul style="list-style-type: none"> OAHS Medical Transportation 	<ul style="list-style-type: none"> Food Bank/Home Delivered Meals 	Services			
RWHAP/ Initiative Services						
1. Any RWHAP ³ or Initiative Service				1	1	2
1a. Ending the HIV Epidemic Initiative Services ⁴				1		1
1b. Outpatient/Ambulatory Health Services					1	1
1c. Medical Case Management, Including Treatment Adherence Services						
1d. Non-Medical Case Management Services						
1e. Mental Health Services						
1f. Substance Abuse Outpatient Care						
1g. Substance Abuse Services (residential)						
1h. Housing						
Health Outcomes						
2. Prescribed ART in the reporting period				1	1	2



Bruce

HIV-positive client continuing ART that was last seen in 2020 and received:

- OAHS
- Medical Transportation
- Mental Health Services

So, let's move on to the next client but we'll keep our table as is and update it as we go along. Next, we have Bruce. Now Bruce is not a new client for us. We saw him during a previous reporting period last year. He came to us and received three services: OAHS, Medical Transportation, and Mental Health Services. Since he is an HIV-positive client that we saw during the previous year, 2020, he would be listed under the second column for our existing clients.

OAHS and Medical Transportation are both RWHAP funded services for us so we would report him under Row 1. Any RWHAP or Initiative Service and we'll update our total clients here as well and Row 1a. for OAHS, again updating our total too. Medical Transportation is not one of the selected categories in the table, so we don't have to report that service in any of the other rows. Bruce also received Mental Health Services. While Mental Health Services does have its own row in the table (row 1e), this service was not funded by any of our funding streams here: EHE funding, RWHAP funding, or RWHAP-related funding. Therefore, we don't need to report on Mental Health Services. Bruce is prescribed and continued on ART during the reporting period and was seen for OAHS, so we are going to report him row 2 as well for existing clients, and then update the total clients as well.

Data Reporting Example

EHE Funding From County Health Department	RWHAP Part C Grant From HAB	Pharmaceutical Rebates From State	# of New Clients who received service(s) in the reporting period ¹ (A)	# of Clients who received service(s) in the reporting period and received at least one service during a previous reporting period of the current calendar year or during the previous calendar year ² (B)	Total # of Clients who received service(s) in the reporting period (C)
<ul style="list-style-type: none"> Housing EHE Initiative Services (Rapid ART) 	<ul style="list-style-type: none"> OAHS Medical Transportation 	<ul style="list-style-type: none"> Food Bank/Home Delivered Meals 			
RWHAP/ Initiative Services					
1. Any RWHAP ³ or Initiative Service			1	1	3
1a. Ending the HIV Epidemic Initiative Services ⁴			1		1
1b. Outpatient/Ambulatory Health Services				1	2
1c. Medical Case Management, including Treatment Adherence Services					
1d. Non-Medical Case Management Services					
1e. Mental Health Services					
1f. Substance Abuse Outpatient Care					
1g. Substance Abuse Services (residential)					
1h. Housing					1
Health Outcomes					
2. Prescribed ART in the reporting period			1	1	3



Penny

HIV-positive client prescribed ART that was last seen in 2019. Her services were paid for by another funding source. She received:

- Housing
- OAHS
- Food Bank/Home Delivered Meals

Our next client that we have is Penny. Penny is again an HIV-positive client. Now she is not a new client to our organization, but we last saw her in 2019, two years ago. Therefore, she doesn't fit the definition for a new client, Column A, or existing client in Column B. Remember to be counted in Column B the client must have been seen in a previous reporting period during the current or previous calendar year. So, we would have had to have seen her in some prior period in 2020 or 2021 to count her there. Moving forward, if Penny continues to receive services from us, she can be counted in Column B since she has been this seen this year. So, Penny will only be counted in Column C.

She received Housing, OAHS, and Food Bank/Home Delivered Meals so we'll report her under Row 1. Any RWHAP or Initiative Services, Row 1b. OAHS, and Row 1h. Housing. We'll also add her down on Row 2 since she has been prescribed ART through OAHS. Now we also have in here that her services were paid for by another funding source. For EHE reporting, that does not matter. Remember the only requirements to be reported here are that the client is HIV-positive and received a direct service during the reporting period that your organization is funded to provide by any of those funding sources we saw a couple slides ago. It does not matter who the final payor for the services was. It does not matter if the client is RWHAP eligible or not. This client in our example is HIV-positive and received a funded service so we report her.

Data Reporting Example

EHE Funding
From County Health
Department

- Housing
- EHE Initiative
Services (Rapid ART)

RWHAP Part C
Grant
From HAB

- OAHS
- Medical
Transportation

Pharmaceutical
Rebates
From State

- Food Bank/Home
Delivered Meals



Marcus

Immediate household member of an
HIV-positive client that received Food
Bank/Home Delivered Meals

Services	# of New Clients who received service(s) in the reporting period ¹ (A)	# of Clients who received service(s) in the reporting period and received at least one service during a previous reporting period of the current calendar year or during the previous calendar year ² (B)	Total # of Clients who received service(s) in the reporting period (C)
RWHAP/ Initiative Services			
1. Any RWHAP ³ or Initiative Service	1	1	3
1a. Ending the HIV Epidemic Initiative Services ⁴	1		1
1b. Outpatient/Ambulatory Health Services		1	2
1c. Medical Case Management, Including Treatment Adherence Services			
1d. Non-Medical Case Management Services			
1e. Mental Health Services			
1f. Substance Abuse Outpatient Care			
1g. Substance Abuse Services (residential)			
1h. Housing			1
Health Outcomes			
2. Prescribed ART in the reporting period	1	1	3

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And then we have our last client for this example, Marcus. Marcus is not an HIV-positive client. He is an immediate household member of one and received Food Bank/Home Delivered Meals at our facility which is RWHAP-related funded. Even though Marcus received a service that is funded through RWHAP-related funding, we won't be reporting Marcus in our EHE data since he's not an HIV-positive client but is a household member of one.

So, if these were all the clients that our organization saw during the reporting period this is how we would report remembering to enter zeroes for any boxes we are not providing data for.



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

My organization served a client during this reporting period (May 1, 2021 - August 31, 2021) with a funded service and they were last seen in March 2020. Under which columns should I report this client? (Choose all that apply).

- a. New clients (Column A)
- b. Existing clients (Column B)**
- c. Total clients (Column C)**

My organization receives EHE funding to provide OAHS. We served a client during the reporting period with OAHS, and they were prescribed ART. Under which rows should I report this client? (Choose all that apply).

1. Any RWHAP or Initiative Service

1a. EHE Initiative Services

1b. OAHS

2. Prescribed ART in the reporting period

HRSA

Electronic Handbooks

Support

Logout

Tasks

Activities

Welcome

Recently Accessed

Wednesday, 18th August, 2021, 12:08:49 P.M.

NAVIGATION

Inbox

EHE Triannual Provider Report

EHE Provider Report

Navigation

General Information

Triannual Report

EHE Provider Report

Actions

Validate

Submit

Submit / Accept

Un-Submit

Print

Return for Changes

EHE Provider Report - Reports

Action History

Search

EHE Triannual Provider Report

Feeding People Food Bank

Report ID: 765432

Status: Working

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

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

Last Modified Date: 9/1/2021 11:53:18 AM

Last Modified By: pvance@feedingpeoplefood.org

Access Mode: ReadWrite

General Information

Organization Details

EIN: 999999999

DUNS: 888888888

Mailing Address: 456 West Street
Washington, DC 12345-6789

Organization Contacts

Name	Title	Phone Number	Email	FAX	Is Primary POC	Actions
Phyllis Vance	Executive Director	(987) 654-3210	pvance@feedingpeoplefood.org		Yes	<div>Edit</div> <div>Delete</div>

Add Contact

Your session will expire in: 27:54

Validating Your Report

Once you have completed both sections of the report, the next step is to validate. To do that, select “Validate” under the Actions header in the Navigation Panel on the left side of the screen.

HRSA Electronic Handbooks

Organization Dashboards

Welcome Recently Accessed Calendar What's New Wednesday, 18th August, 2021 01:00:35 P.M.

NAVIGATION <<

Inbox

EHE Triannual Provider Report

EHE Provider Report

Navigation

General Information

Triannual Report

EHE Provider Report

Actions

Validate

Submit

Submit / Accept

Un-Submit

Print

Return for Changes

EHE Provider Report - Reports

Action History

Search

EHE Triannual Provider Report

Feeding People Food Bank


Report ID: 765432	Status: Working	Due Date: 10/15/2021 18:00:00
Report Period: 5/1/2021 - 8/31/2021	Last Modified Date: 9/1/2021 11:53:18 AM	Last Modified By: p Vance@feedingpeoplefood.org
Access Mode: ReadWrite		

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-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

Logged in as: Provider

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

Your session will expire in: 29:43

Validation Processing Page

The system will let you know that the validation is processing. Wait a couple minutes and then select “Validate” again to refresh the page.

NAVIGATION <<

Inbox ^

EHE Triannual Provider Report

EHE Provider Report

Navigation ^

General Information

Triannual Report

EHE Provider Report

Actions ^

Validate

Submit

Submit / Accept

Un-Submit

Print

Return for Changes

EHE Provider Report - Reports ^

Action History

Search ^

EHE Triannual Provider Report

RSR Inbox ^

EHE Triannual Provider Report

Your session will expire in: 29:57

Feeding People Food Bank

Report ID: 765432

Status: Working

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

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

Last Modified Date: 9/1/2021 11:53:18 AM

Last Modified By: pvance@feedingpeoplefood.org

Access Mode: ReadWrite

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.

General Information

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

Triannual Report

Row No.	Check No.	Message	Type	Comment Count	Action
1		The number of clients must be populated for all services. If a service is not provided to any clients, then the number of clients must be reported as a zero.	Error	0	

Validation Results Table

Once your validation request has completed, you'll see either a congratulations message or a table of validation results such as the one on this slide. If we scroll down, we have one error letting us know that we left some fields blank in the data table in that Triannual Report section that we need to go back and fill out.

The only validations in the EHE Triannual Provider Report are errors. Therefore, if you receive a validation like we have here then you will have to amend your report based on the message and revalidate before you can submit.

The screenshot displays the HRSA Electronic Handbooks web application. The top navigation bar includes the HRSA logo, "Electronic Handbooks", and links for "Support" and "Logout". Below this, a secondary navigation bar shows "Organization" and "Dashboards". The main content area is titled "EHE Triannual Provider Report" and shows details for the "Feeding People Food Bank" report. The report ID is 765432, status is "Working", and the due date is 10/15/2021 18:00:00. The report period is 5/1/2021 - 8/31/2021, and it was last modified on 9/1/2021 11:53:18 AM by p Vance@feedingpeoplefood.org. The access mode is ReadWrite. A green message states: "Congratulations! Your data are valid. No errors, warnings, or alerts were found in your report." The left sidebar contains a "NAVIGATION" menu with options like "Inbox", "EHE Triannual Provider Report", "EHE Provider Report", "General Information", "Triannual Report", "EHE Provider Report", "Actions", "Validate", "Submit", "Submit / Accept", "Un-Submit", "Print", "Return for Changes", "EHE Provider Report - Reports", "Action History", and "Search". The "Submit" option is highlighted with a red box. At the bottom of the screen, a dark blue banner reads "Validation Congratulations Message".

HRSA Electronic Handbooks

Support Logout

Organization Dashboards

Welcome Recently Accessed Calendar What's New Wednesday, 18th August, 2021 01:00:35 P.M.

NAVIGATION <<

Inbox

EHE Triannual Provider Report

EHE Provider Report

Navigation

General Information

Triannual Report

EHE Provider Report

Actions

Validate

Submit

Submit / Accept

Un-Submit

Print

Return for Changes

EHE Provider Report - Reports

Action History

Search

EHE Triannual Provider Report

Feeding People Food Bank

Report ID: 765432 Status: Working Due Date: 10/15/2021 18:00:00

Report Period: 5/1/2021 - 8/31/2021 Last Modified Date: 9/1/2021 11:53:18 AM Last Modified By: p Vance@feedingpeoplefood.org

Access Mode: ReadWrite

Congratulations! Your data are valid. No errors, warnings, or alerts were found in your report.

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

Logged in as: Provider

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

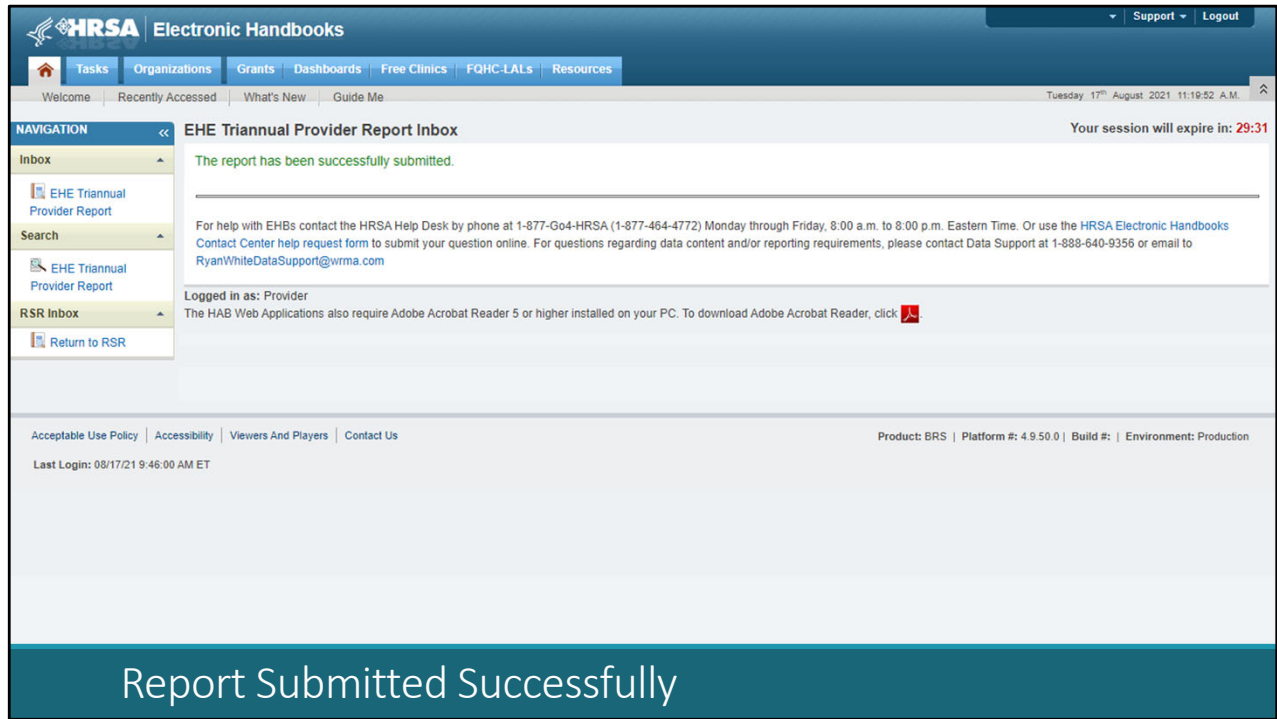
Validation Congratulations Message

If you validate and receive this green congratulations message instead though, then you are ready to go ahead and submit.

To do that, select "Submit" in the Navigation panel on the left side of the screen.

Submit Report

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You'll then see this green success message letting you know the report was submitted successfully. Now if you are an EHE recipient submitting an EHE Provider Report, the report will be submitted and accepted all in one step. Reports submitted by your subrecipients though still have to be accepted by you as the EHE recipient.

Let's check out what that looks like.

Electronic Handbooks

[Support](#)
[Logout](#)

[Home](#)
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[Grants](#)
[Dashboards](#)
[Free Clinics](#)
[FQHC-LALS](#)
[Resources](#)

Welcome
[Recently Accessed](#)
[What's New](#)
[Guide Me](#)
Tuesday, 17th August, 2021 11:19:52 A.M.

NAVIGATION

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

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

Report ID	Provider Name	Reg Code	Reporting Period	Modified Date	Status	Action	Action History
987654	County Health Department	11111	05/01/2021 - 08/31/2021	9/1/2021 11:18:56 AM	Submitted		
876543	Health and Happiness Clinic	22222	05/01/2021 - 08/31/2021	9/1/2021 12:08:28 PM	Review		
765432	Feeding People Food Bank	33333	05/01/2021 - 08/31/2021	9/1/2021 12:23:47 PM	Review		

Page Size: 25
3 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@wrrma.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 9:45:00 AM ET

EHE Recipients: Accepting Reports

We’re back now in the EHE Provider Report inbox. In our example, this recipient has three Provider Reports: one for their own organization, the County Health Department, in the first row, and then two subrecipients in the second and third row.

If you look under the “Status” column in this table, you’ll see that the first report for the EHE recipient has already advanced to “Submitted” status. It was accepted when we submitted it previously in one step.

Our subrecipients though are both in “Review” status, meaning that we need to go in and review those reports, deciding whether or not to accept them or return them for changes. We’ll go ahead and open up this last one here.

HRSA Electronic Handbooks

[Support](#)
[Logout](#)

[Home](#)
[Tasks](#)
[Activities](#)

Welcome Recently Accessed
Wednesday, 18th August, 2021 12:08:49 P.M.

NAVIGATION

Inbox

EHE Triannual Recipient Report
EHE Triannual Provider Report

EHE Provider Report
Navigation

General Information
Triannual Report

EHE Provider Report
Actions

Validate
Submit
Submit/Accept
Un-Submit
Print
Return for Changes

EHE Provider Report - Reports

Action History

EHE Triannual Provider Report

Your session will expire in: **27:54**

Feeding People Food Bank

Report ID: 765432
Status: Review
Due Date: 10/15/2021 18:00:00

Report Period: 5/1/2021 - 8/31/2021
Last Modified Date: 9/1/2021 11:53:18 AM
Last Modified By: pvance@feedingpeoplefood.org

Access Mode: ReadOnly

General Information

Organization Details

EIN: 999999999
DUNS: 888888888
Mailing Address: 456 West Street
Washington, DC 12345-6789

Organization Contacts

Name	Title	Phone Number	Email	FAX	Is Primary POC	Actions
Phyllis Vance	Executive Director	(987) 654-321	pvance@feedingpeoplefood.org		Yes	Edit Delete

EHE Recipients: Provider Report

Review your subrecipients' data in the Triannual Report section to make sure that it looks accurate to you. Once you are ready to make your recommendation you can either accept the report by selecting "Submit/Accept" in the Navigation panel or alternatively return it to the provider for changes by selecting "Return for Changes." We'll go ahead and accept this agency's report by selecting "Submit/Accept."



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

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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 the TargetHIV logo. Below the logo, the breadcrumb 'Home » DISQ Home' is visible. The main heading is 'Subscribe for DISQ Email Updates'. A sub-header states: 'Sign up to receive updates about the ADR, RDR, and related topics from the Data Integration, Systems & Quality TA Team (DISQ)'. A purple box contains 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 a form containing four 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, the heading 'TargetHIV Website' is followed by 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 RWHAP. Here you'll be able to find the EHE Instruction Manual as well as this webinar which as Ruchi mentioned at the beginning of our presentation will be posted on the TargetHIV website at a later date.

I also really want to highlight the EHE DISQ 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, 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.

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visit

www.HRSA.gov

 Sign up for the HRSA eNews

FOLLOW US:    

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And then lastly, to find out more about HRSA, check out 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.

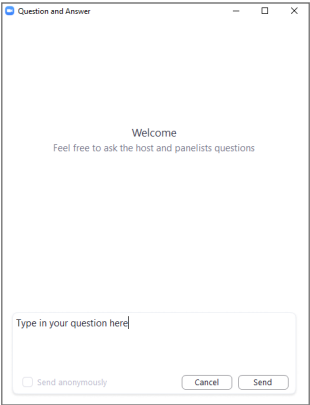
Let's Hear From You!

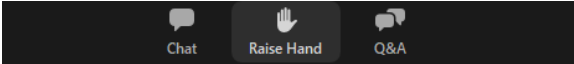
- Please use the “raise hand” function to speak. We will unmute you in the order that you appear.


OR

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









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 “Q&A” function on your control panel on the bottom. You can also ask questions directly “live.” You can do this by clicking the raise hand button (also 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.