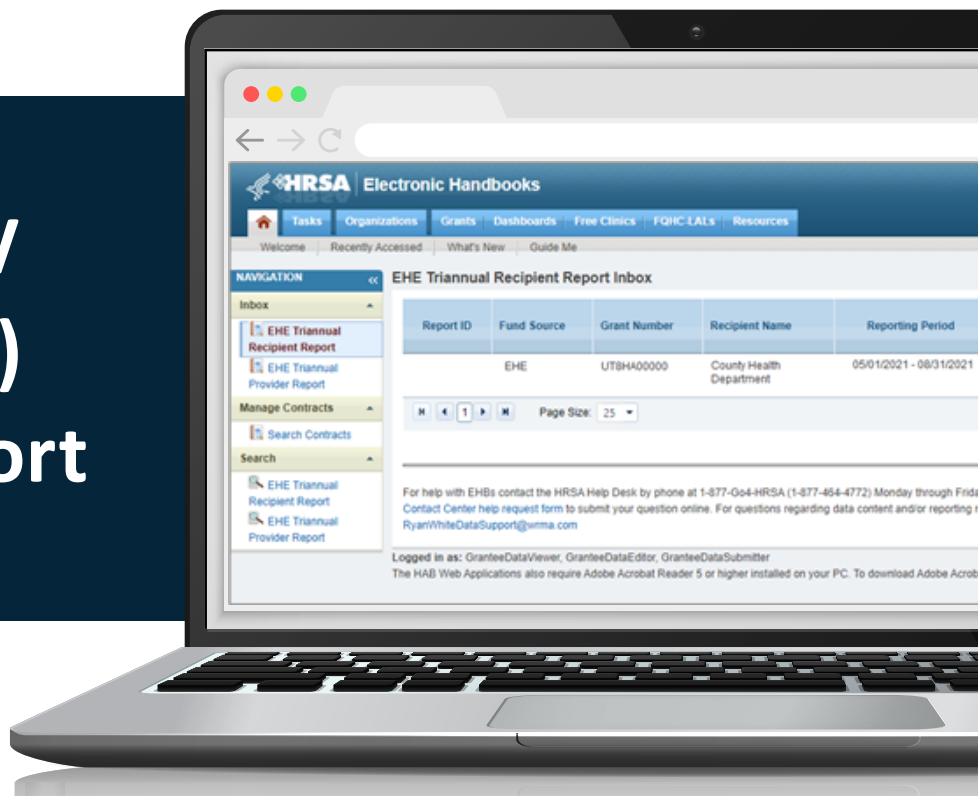


# Ending the HIV Epidemic (EHE) Triannual Report



## 2021 Instruction Manual

Release Date: December 29, 2021

*Public Burden Statement:* The purpose of this data collection system is to collect aggregate data on the number of new and existing clients, and clients who have been out of care treated with EHE initiative funding. HAB will use these data to show the impact of the increased funding on reducing new HIV infections, identifying new HIV infections, engaging clients in care and treatment. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this information collection is 0906-0051 and it is valid until 04/30/2023. This information collection is mandatory (through increased Authority under the Public Health Service Act, Section 311(c) (42 USC 243(c)) and title XXVI (42 U.S.C. §§ 300ff-11 et seq.). Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to HRSA Reports Clearance Officer, 5600 Fishers Lane, Room 14N136B, Rockville, Maryland, 20857 or [paperwork@hrsa.gov](mailto:paperwork@hrsa.gov).

HIV/AIDS Bureau Division of Policy and Data  
Health Resources and Services Administration  
U.S. Department of Health and Human Services  
5600 Fishers Lane, Room 9N164  
Rockville, MD 20857

**HRSA**  
Health Resources & Services Administration



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# Icons Used in this Manual

The following icons are used throughout this manual to alert you to important and/or useful information.



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



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



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



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

# Background

The Ryan White HIV/AIDS Program (RWHAP), codified in title XXVI of the Public Health Service Act, supports direct health care and support services for over half a million people with HIV — approximately half of all people with diagnosed HIV in the United States.<sup>1</sup> The RWHAP funds and coordinates with cities, states, and local community-based organizations to deliver efficient and effective HIV care, treatment, and support services for low-income people with HIV.

The Ending the HIV Epidemic in the U.S. (EHE) initiative, which began in FY 2020, intends to reduce new HIV infections to less than 3,000 per year by 2030. The multi-year EHE initiative currently focuses on 48 counties, Washington, D.C., San Juan (PR), as well as seven states that have a substantial rural HIV burden (EHE jurisdictions). The initiative will bring the additional expertise, technology, and resources needed to end the HIV epidemic in the United States.

In FY 2021, HRSA awarded approximately \$99 million to 61 RWHAP recipients to link people with HIV to essential HIV care and treatment and support services, as well as to provide workforce training and technical assistance.

To support federal requirements to monitor and report on funds distributed through the Ending the HIV Epidemic (EHE) initiative, the Health Resources and Services Administration (HRSA) HIV/AIDS Bureau (HAB) created a new data reporting module, the EHE Triannual Report. EHE-funded providers will report aggregate information on the number of clients receiving specific services and the number of clients who were prescribed antiretroviral medications in the four-month reporting period. The information collected in the EHE Triannual Report will complement the annual information collected through the RWHAP Services Report (RSR) and other reporting mechanisms and support HRSA HAB in its ability to monitor EHE initiative activities and assess progress toward meeting national goals for ending the HIV epidemic.

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<sup>1</sup> The Ryan White HIV/AIDS Treatment Extension Act of 2009—Title XXVI of the Public Health Service Act, as amended—the Ryan White HIV/AIDS Program legislation. <https://hab.hrsa.gov/about-ryan-white-hiv-aids-program/ryan-white-hiv-aids-program-legislation>.



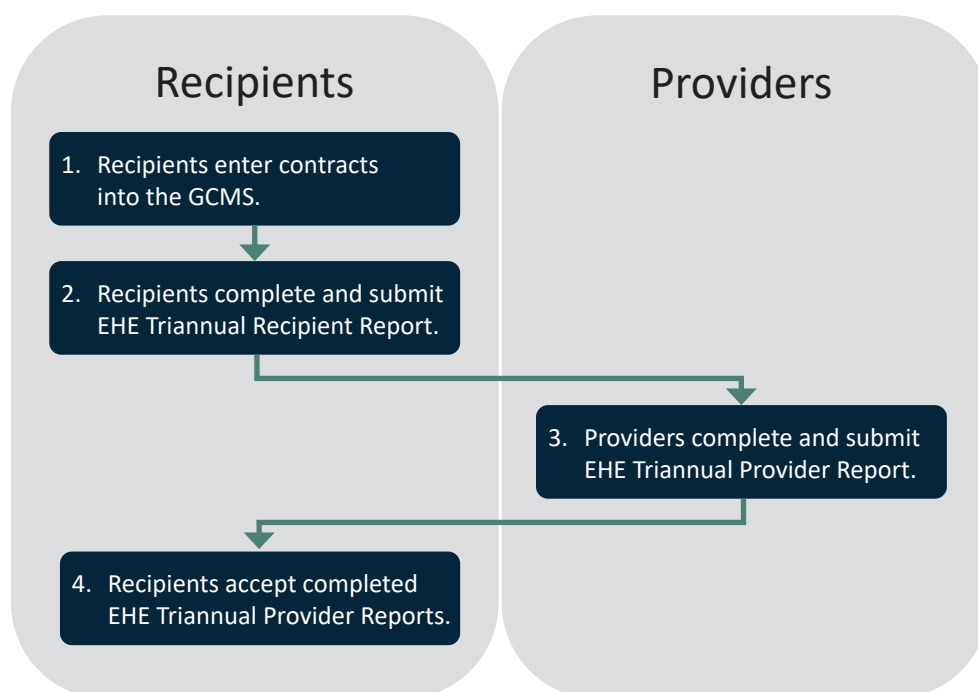
# EHE Triannual Report Process Overview

The EHE Triannual Report is an aggregate data report submitted three times a year by EHE recipients and providers of services. Organizations familiar with the RSR reporting process will find the EHE Triannual Report to follow a similar set of steps.

EHE recipients will begin by adding and/or editing contracts for their EHE funding into the Grantee Contract Management System (GCMS). These contracts will then populate in recipients' EHE Triannual Recipient Reports. The information in the EHE Triannual Recipient Report will then be used to generate an EHE Triannual Provider Report for each provider of services. Providers (including recipient-providers, subrecipients, and second-level providers) will submit their aggregate data in their EHE Triannual Provider Report. The EHE Triannual Provider Report must then be accepted by the recipient(s) before finally advancing to "Submitted" status.

For a visual representation of the EHE Triannual Report process, see Figure 1.

**Figure 1. EHE Triannual Report Process**



Only EHE recipients complete the EHE Recipient Report each reporting period. If your organization is an EHE-funded provider but not an EHE recipient, proceed to instructions for the EHE Provider Report on [page 15](#).

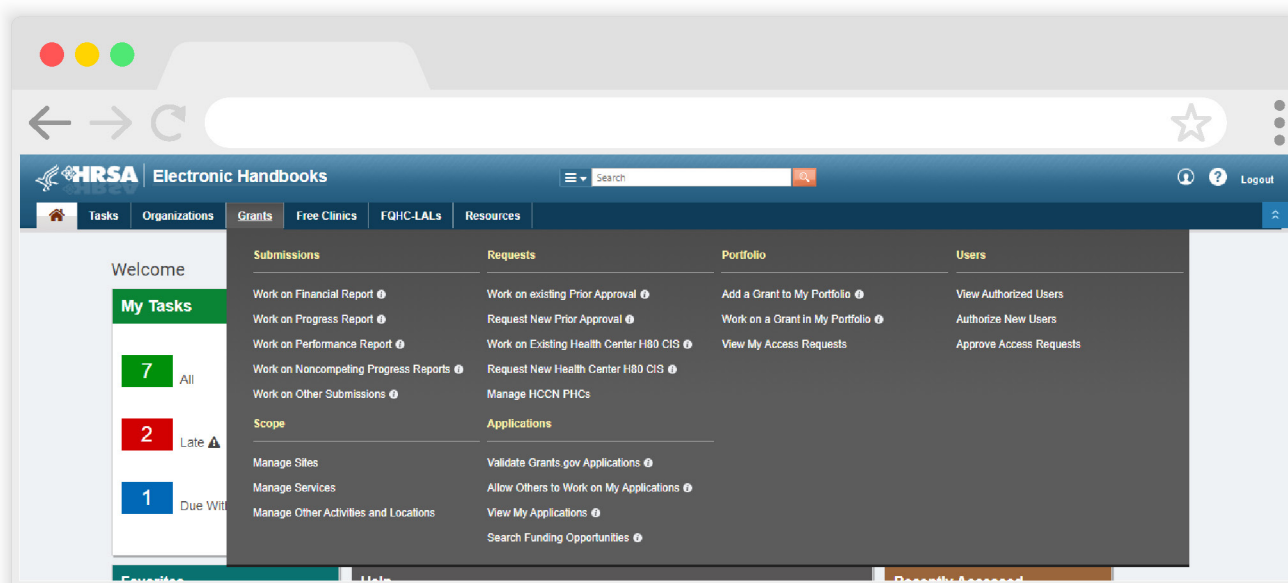
# EHE Triannual Recipient Report

EHE recipients will complete an EHE Triannual Recipient Report during each triannual (four-month) reporting period. The EHE Triannual Recipient Report pulls contract information from the GCMS for the specified reporting period. To complete the EHE Triannual Recipient Report, recipients should add/review their contracts in the GCMS and review the list of funded subrecipients in their report for accuracy. Step-by-step instructions for completing the EHE Triannual Recipient Report begin below.

## Step One: Accessing the EHE Triannual Report System

Start by logging into the [HRSA HAB Electronic Handbooks \(EHBs\)](#). Hover over the Grants tab at the top of the page and select “Work on Performance Report.”

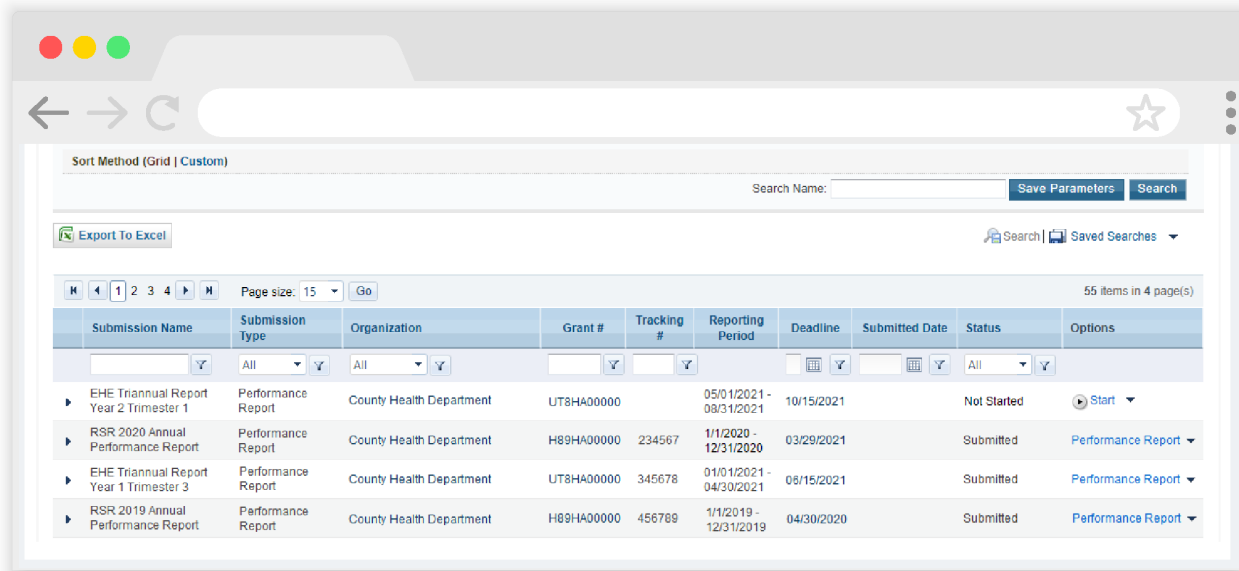
**Figure 2. Screenshot of EHBs Home Page with Grants Drop-Down Menu**



If you need assistance logging into or navigating the EHBs, contact the EHBs Customer Support Center at 1-877-464-4772.

On the next page, the Submissions-All page (see Figure 3), locate your most recent EHE Triannual Report submission. Select “Start” or “Edit” under the far-right Action column. The first time you access your report, the link will read “Start.” Once your report has been started the link will read “Edit.”

**Figure 3. Screenshot of Submissions-All Page**



Sort Method (Grid | Custom) Search Name:  Save Parameters Search

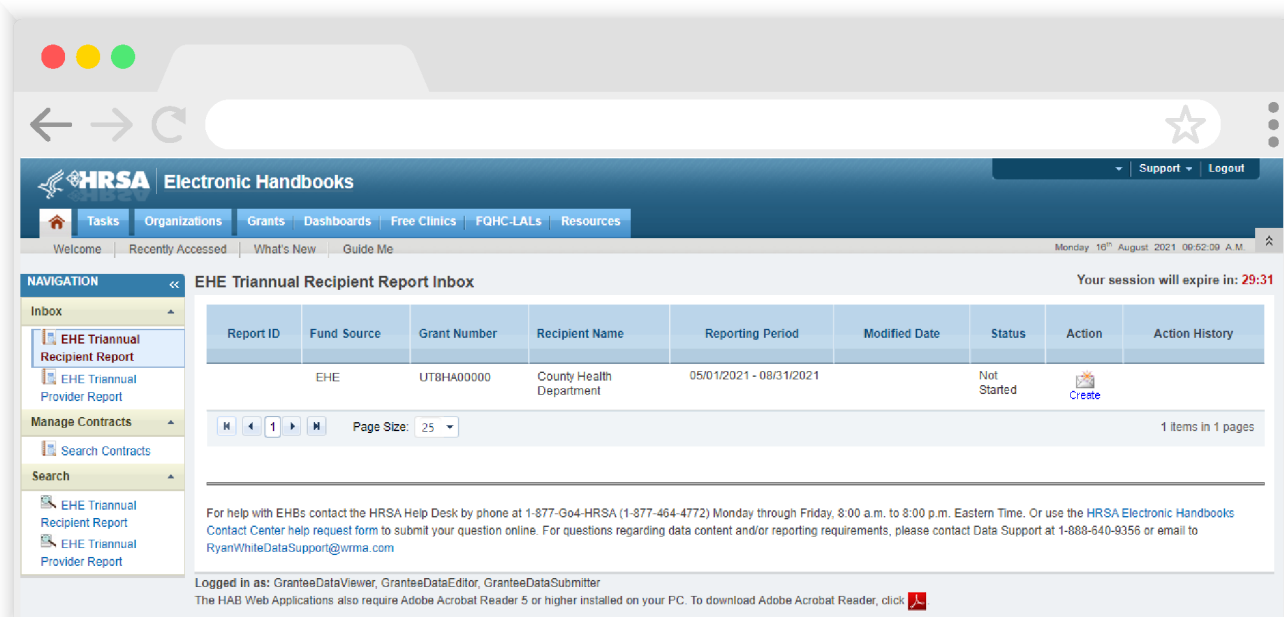
Export To Excel Search Saved Searches

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	<a href="#">Start</a>
RSR 2020 Annual Performance Report	Performance Report	County Health Department	H89HA00000	234567	1/1/2020 - 12/31/2020	03/29/2021		Submitted	<a href="#">Performance Report</a>
EHE Triannual Report Year 1 Trimester 3	Performance Report	County Health Department	UT8HA00000	345678	01/01/2021 - 04/30/2021	06/15/2021		Submitted	<a href="#">Performance Report</a>
RSR 2019 Annual Performance Report	Performance Report	County Health Department	H89HA00000	456789	1/1/2019 - 12/31/2019	04/30/2020		Submitted	<a href="#">Performance Report</a>

From there, you will be taken to the EHE Triannual Recipient Report Inbox (see Figure 4). On this page, you can access the GCMS to add/manage your contracts as well as your EHE Triannual Recipient Report.

**Figure 4. Screenshot of EHE Triannual Recipient Report Inbox**



HRSA Electronic Handbooks Support Logout

Welcome Recently Accessed What's New Guide Me Monday 10/18/2021 06:52:09 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
	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 1-888-840-9356 or email to RyanWhiteDataSupport@wma.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](#)

## Step Two: Adding and/or Managing Contracts in the GCMS

To access the GCMS, click on “Search Contracts” under the Manage Contracts header in the Navigation panel on the left side of the page. This will take you to the GCMS search page (see Figure 5) where you can search for your EHE-funded contracts. Recipients must ensure that they have a contract in the system for each EHE-funded provider during the reporting period and that all information is up to date.

For instructions on using the GCMS and adding/editing your contracts, review the [GCMS Manual](#) and the [Completing the GCMS webinar](#) on the TargetHIV website.



Use the reporting period dates in the “Range Start Date” and “Range End Date” search fields to only return contracts relevant to the reporting period in your search results.

Figure 5. Screenshot of GCMS Search Page

The screenshot displays the Grantee Contract Management System (GCMS) search interface. On the left, a navigation panel includes sections for 'Inbox' (with links to EHE Triannual Recipient and Provider Reports), 'Manage Contracts' (with a 'Search Contracts' link), and 'Search' (with links to EHE Triannual Recipient and Provider Reports). The main content area is titled 'Grantee Contract Management System' and contains a search form with the following fields: Grant Number (pre-filled with 'UT8HA00000'), Org ID (with a '(comma separated list)' hint), Registration Code (with a '(comma separated list)' hint), Organization Name, Funded Through, Contract ID (with a '(comma separated list)' hint), Reference, Range Start Date, Range End Date, and Project Officer (a dropdown menu currently showing 'All Project Officers'). A 'Reset' button is located at the bottom left of the form, and a 'Search' button is at the bottom right. In the top right corner, a message states 'Your session will expire in: 28:11'.



If you need assistance locating or adding a provider in the web system, contact Ryan White Data Support at 1-888-640-9356 or email [RyanWhiteDataSupport@wrma.com](mailto:RyanWhiteDataSupport@wrma.com).

Please note the EHE-specific service category, “Ending the HIV Epidemic Initiative Services” (see Figure 6). This service category includes those services that are funded through EHE initiative funding but do not meet the definition of a RWHAP service as outlined in [Policy Clarification Notice #16-02](#). EHE funding dedicated to services that meet the definition of one of the RWHAP core medical or support service categories should be listed under that specific service category.

For example, EHE funding used to provide medical case management should be listed under the service category Medical Case Management.

Report Rapid ART services as “Ending the HIV Epidemic Initiative Services” if there are multiple components that comprise a service bundle (such as Outpatient/Ambulatory Health Services, Medical Case Management, ART medication starter packs, and Linkages Services) that cannot be reported separately easily.

**Figure 6. Screenshot of GCMS Update Services Table with EHE Initiative Services**

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>		
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.

Save



The Ending the HIV Epidemic Initiative Services category should only be used for services that do not meet the definition of one of the RWHAP core medical or support service categories.



To review the RWHAP core medical and support service category definitions, see [Policy Clarification Notice #16-02](#) available on the HAB website.



### Where do I input services that I provide as the recipient?

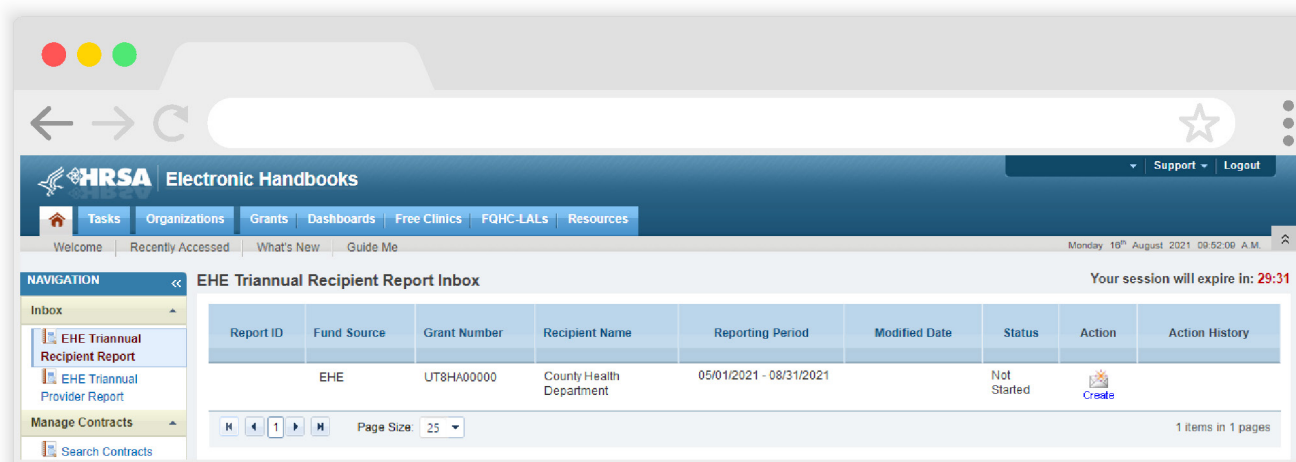
Recipients should enter a contract with their own agency for the services they provide.

## Step Three: Accessing and Completing the EHE Triannual Recipient Report

If proceeding from Step Two, select “EHE Triannual Recipient Report” under the Inbox header on the Navigation panel on the left side of the screen to access the EHE Triannual Recipient Report Inbox. Alternatively, use the instructions in Accessing the EHE Triannual Report System to navigate to the EHE Triannual Recipient Report Inbox from the EHBs.

Once you have accessed your report inbox (see Figure 7), select the envelope icon under the Action column to open your report.

**Figure 7. Screenshot of EHE Triannual Recipient Report Inbox**



## EHE Triannual Recipient Report: General Information

Upon opening your report, you will be taken to the first section, General Information (see Figure 8). This page will include multiple fields prepopulated from the web system including your organization's address, EIN, and DUNS number as well as the contact information of the person responsible for completing the report. Review all fields for accuracy and make any updates as needed. Once finished, select "Save" on the bottom right of the page.



HRSA will be making updates to the EHBs to support the transition to the Unique Entity Identifier (UEI). The UEI is a new 12-digit alphanumeric identifier that will be provided by SAM.gov to all entities who register to do business with the federal government. The UEI will replace the DUNS number.

To support this transition, HRSA's 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. The UEI will automatically be created and imported into the EHBs for all actively registered organizations.

Figure 8. Screenshot of EHE Triannual Recipient Report - General Information

**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 - 8789

**2. Organization Identification:**

\* a. EIN: 123456789  
 \* b. DUNS: 987654321

**3. Contact information of person responsible for this submission:**

Name: Stanley Hudson  
 \* b. Title: Data Analyst  
 \* c. Phone: (555) 555 - 5555  
 Extension:  
 d. Fax: ( ) - -  
 \* e. Email: shudson@countyhealth.gov



## EHE Triannual Recipient Report: Program Information

To access the next section of the report, Program Information, select “Program Information” under the EHE Recipient Report Navigation header in the Navigation panel on the left side of the screen. The Program Information section (see Figure 9) shows all the agencies that had a contract with the recipient during the reporting period as listed in the contracts in the GCMS.

**Figure 9. Screenshot of EHE Triannual Recipient Report - Program Information**

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

**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
<input type="checkbox"/>	11111	County Health Department	<input type="checkbox"/>	
<input type="checkbox"/>	22222	Health and Happiness Clinic	<input type="checkbox"/>	
<input type="checkbox"/>	33333	Feeding People Food Bank	<input type="checkbox"/>	

This information is populated from the GCMS, and recipients should review the list for accuracy. If any of the listed information is incorrect, the changes will have to be made to the contracts in the GCMS.

If you make any changes to your contracts after your Recipient Report has been started, you must synchronize the changes with your report so that they populate correctly. Navigate back to the Program Information section of the report and you will see a yellow Warning banner at the top of the page (see Figure 10).

Figure 10. Screenshot of Synchronization Warning Banner

The screenshot shows the EHE Triannual Recipient Report interface. At the top, there is a navigation bar with a left sidebar, a central header, and a right sidebar. The left sidebar contains a 'NAVIGATION' menu with options like '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', and 'Search'. The central header displays 'EHE Triannual Recipient Report' and a session expiration timer 'Your session will expire in: 29:54'. Below the header, a yellow warning banner is visible. The banner contains an information icon, the word 'Warning:', and a message stating that program information does not match the Grantee Contract Management system (GCMS). It provides instructions to click provider names in blue font or select the 'Synchronize All' button. Below the banner, the report details for 'UT8HA00000 : County Health Department' are shown, including Report ID, Status, Due Date, Report Period, Last Modified Date, Access Mode, and DUNS. The 'Program Information' section follows, with a descriptive paragraph and a table of agencies. The table has columns for Warning, Reg Code, Provider Name, Exempt, and Exemption Justification. Three agencies are listed: County Health Department, Health and Happiness Clinic, and Feeding People Food Bank. At the bottom of the form, there are 'Cancel' and 'Save' buttons.

**Warning:**

The program information displayed below does not match the program information in the Grantee Contract Management system (GCMS). Click the provider name listed in blue font below or select the icon in the "Warning" column below to review the updates for each provider and, if correct, synchronize the information. To synchronize program information across all providers, click the "Synchronize All" button.

County Health Department (Modified)

**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

Select the "Synchronize All" button to synchronize all contract changes at once or select the blue link(s) in the banner to synchronize contracts individually. On the next page, you can review the changes you made to your contracts and then select the "Synchronize" button to add all contract changes to the report.

Once you have reviewed both sections of the report and made sure that all EHE-funded providers are listed, you are ready to move on to the next step of the EHE Recipient Report, validating your report.



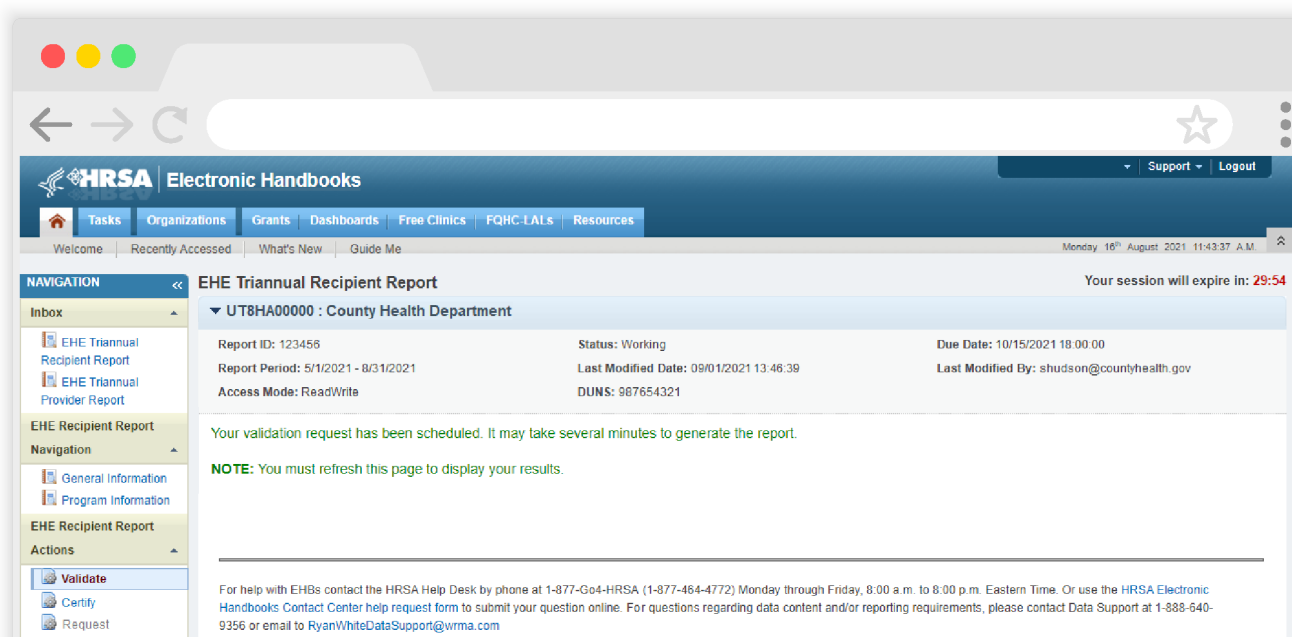
If you need to make changes to your contracts after certifying your EHE Recipient Report, contact Data Support for assistance at 1-888-640-9356 or [RyanWhiteDataSupport@wrma.com](mailto:RyanWhiteDataSupport@wrma.com).

## Step Four: Validating Your EHE Triannual Recipient Report

Once you have reviewed and completed both the General Information and Program Information sections, the next step is to validate your report. The validation process checks your report against HRSA HAB's system requirements. To start the validation process, select "Validate" in the Navigation panel on the left side of the screen. The system will display a message letting you know that the validation is processing (see Figure 11). After a few minutes, refresh the page by selecting the "Validate" link again in the Navigation panel or by refreshing the page using your web browser.

If your report has no validation messages to address, you will see a congratulations message and can advance to the next step. Otherwise, you will see a table of your validation results once the validation process has completed.

**Figure 11. Screenshot of EHE Recipient Report Validation Processing Page**



The only validation messages in the EHE Recipient Report are errors. If you receive an error in your validation results, you must correct your report based on the error message and revalidate your report before you can certify.

Once you have addressed your validation results, you can advance to the next step, certifying your report.

## Step Five: Certifying Your EHE Triannual Recipient Report

To certify your EHE Triannual Recipient Report, select “Certify” in the Navigation panel on the left side of the screen. On the next page (see Figure 12), enter a comment in the text box with any meaningful feedback you have about the submission process. Underneath the comment box, select the checkbox to indicate that the data submitted are accurate and complete. Once finished, select the “Certify Report” button at the bottom of the page.

**Figure 12. Screenshot of EHE Recipient Report - Certify Report Page**

The screenshot shows a web application interface for certifying an EHE Triannual Recipient Report. On the left is a navigation panel with a tree structure. The main content area is titled 'EHE Triannual Recipient Report' and shows details for a specific report: 'UT8HA00000 : County Health Department'. The details include 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), Due Date (10/15/2021 18:00:00), and Last Modified By (shudson@countyhealth.gov). Below the details is a section for comments, with a text box and a 'Certify Report' button. A checkbox is also present for certifying the data's accuracy and completeness.



If you need assistance completing your EHE Triannual Recipient Report, contact Ryan White Data Support at 1-888-640-9356 or email [RyanWhiteDataSupport@wrma.com](mailto:RyanWhiteDataSupport@wrma.com).

# EHE Triannual Provider Report

Each organization that receives EHE funding to provide services must complete an EHE Triannual Provider Report each reporting period. This includes organizations that are recipient-providers as well as subrecipients and second-level providers. The EHE Triannual Provider Report is submitted three times a year and includes aggregate data on the number of clients receiving services as well as the number of clients prescribed antiretroviral treatment (ART). Step-by-step instructions for completing the EHE Triannual Provider Report begin below.

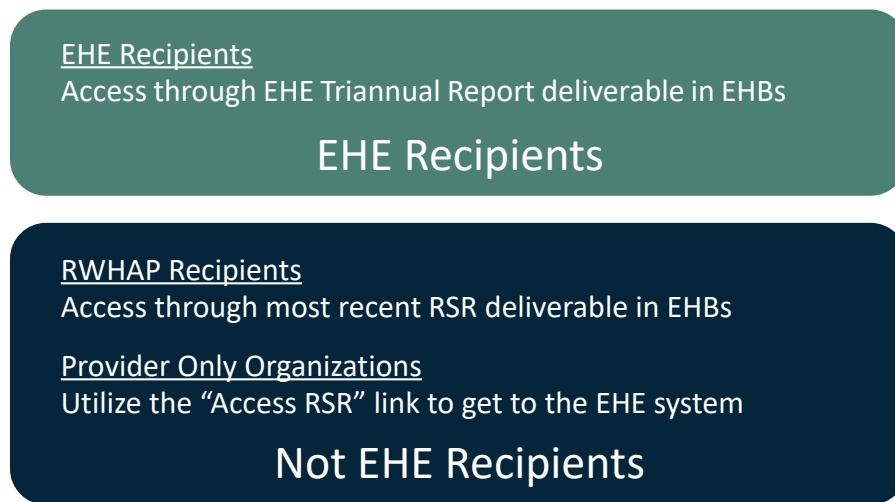
## Step One: Accessing the EHE Triannual Report System

The steps to access the EHE Triannual Report vary based on your organization. EHE recipients (the organization that receives the EHE award from HAB) can access the EHE Provider Report through their EHE report deliverable in the HRSA Electronic Handbooks (EHBs).

EHE-funded providers that are not EHE recipients but are the recipient of a RWHAP grant (such as a RWHAP Part C or D recipient) will access the EHE Provider Report through their most recent RWHAP Services Report (RSR) deliverable in the EHBs. EHE-funded providers that are not the recipient of any RWHAP grant (provider only organizations) will access the EHE system by going through the RSR system and the “Access RSR” link in the EHBs.

Detailed instruction for each method of accessing the EHE Provider Report follow below.

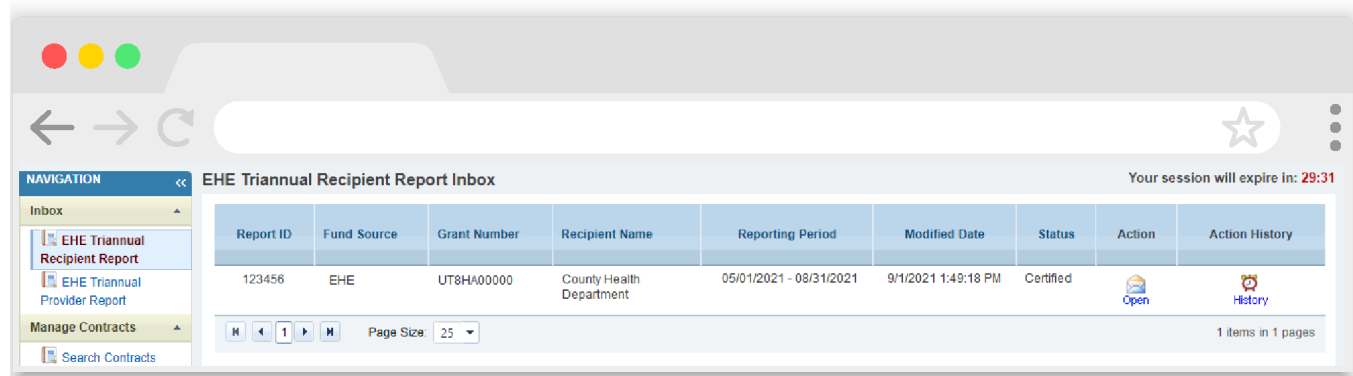
**Figure 13. Accessing the EHE Provider Report**



## EHE Recipients

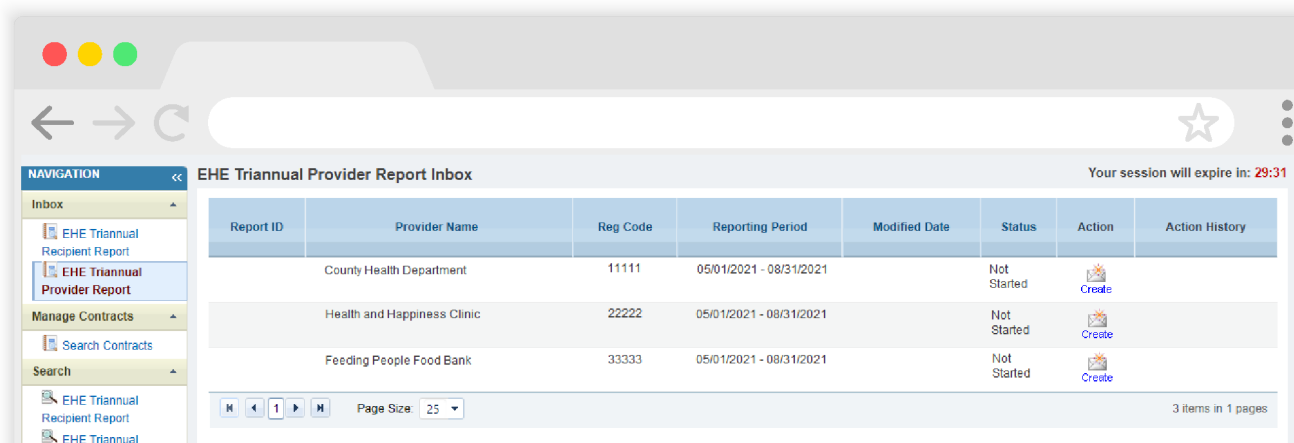
Organizations that are EHE recipients can use the steps detailed in the [Accessing the EHE Triannual Report System](#) section to navigate to the EHE Recipient Report Inbox (see Figure 14). From there, select “EHE Triannual Provider Report” under the Inbox header in the Navigation panel on the left side of the screen to access the EHE Provider Report Inbox.

**Figure 14. Screenshot of EHE Triannual Recipient Report Inbox**



Once in the EHE Provider Report Inbox (see Figure 15), locate the EHE Provider Report you would like to open and select the envelope icon under the Action column to open your report. The first time you access the report, the link will read “Create” and once the report has been created the link will instead read “Open.” Recipients will see an EHE Provider Report in the inbox for each EHE-funded provider as listed in their EHE Recipient Report.

**Figure 15. Screenshot of EHE Provider Report Inbox**

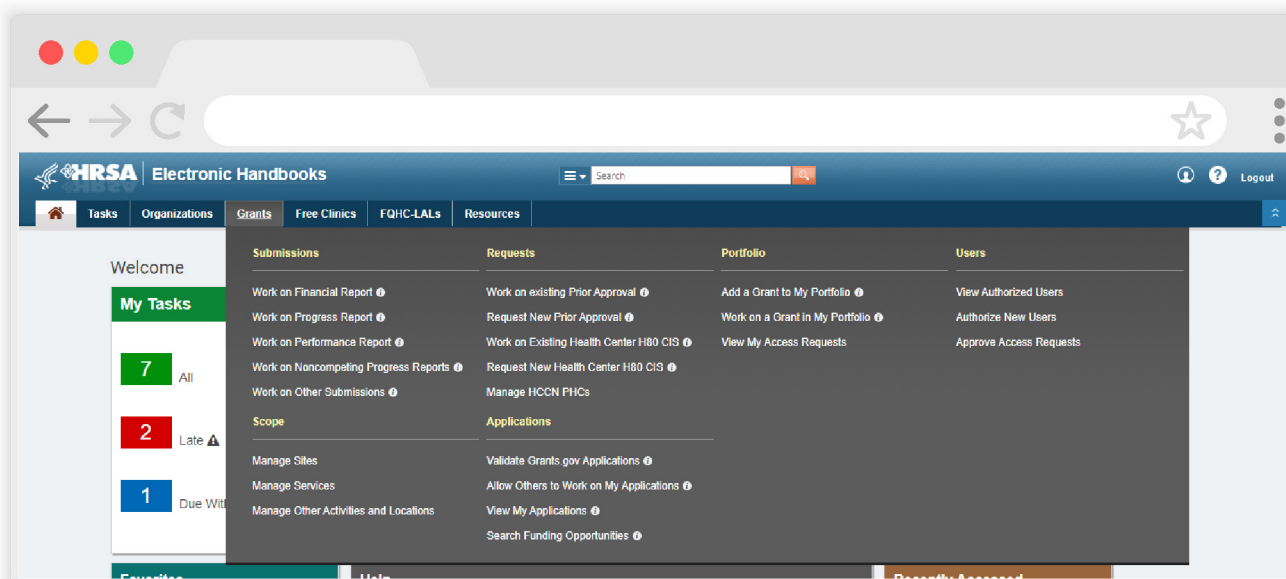


## RWHAP Recipients

EHE-funded providers that are not the recipient of the EHE award (i.e., they are not the organization that receives the EHE award directly from HRSA HAB) but are a recipient of a RWHAP grant (such as a RWHAP Part C or D recipient) will access the EHE system through their most recent RSR deliverable.

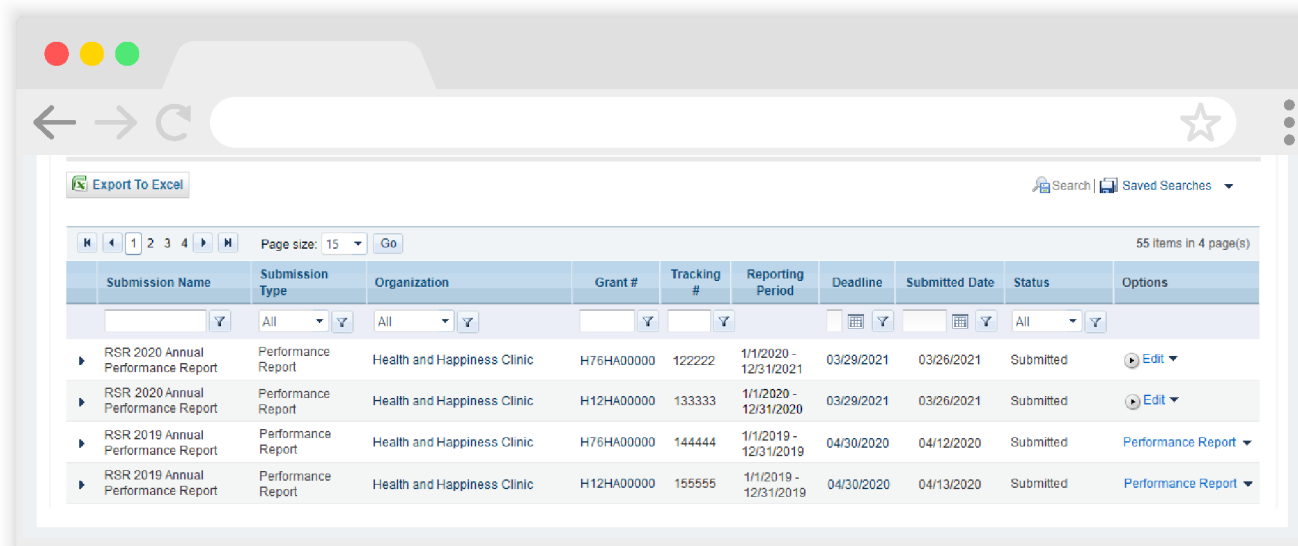
Start by logging into the [EHBs](#). From the EHBs Home Page, hover over the “Grants” tab at the top of the page and then select “Work on Performance Report” (see Figure 16).

**Figure 16. Screenshot of EHBs Home Page with Grants Drop-Down Menu**



On the next page, Submissions-All, scroll down and locate your most recent RSR deliverable. Select the “Start” or “Edit” link under the far-right Options column (see Figure 17) to access the RSR system.

**Figure 17. Screenshot of Submissions-All Page**

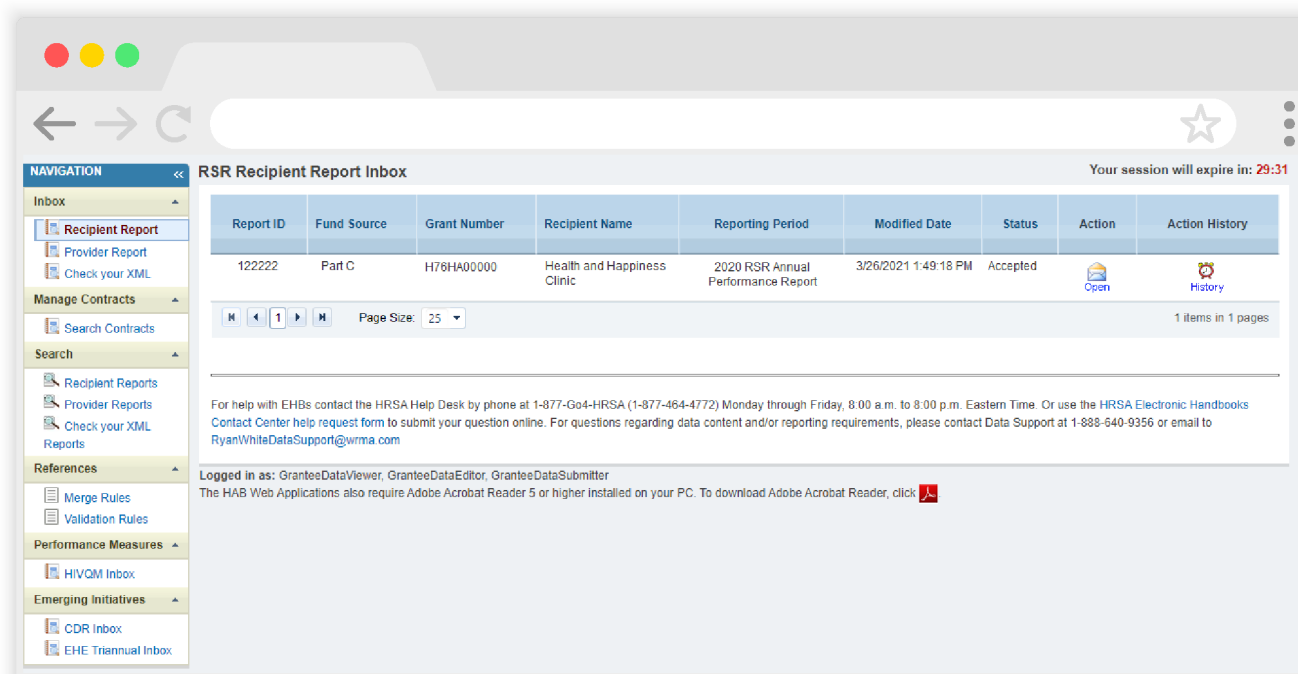


The screenshot shows a web application interface for 'Submissions-All'. At the top, there's a navigation bar with a search icon and a 'Saved Searches' dropdown. Below this is a table with columns: Submission Name, Submission Type, Organization, Grant #, Tracking #, Reporting Period, Deadline, Submitted Date, Status, and Options. The table contains four rows of data, all for 'Health and Happiness Clinic'. The first two rows are for 'RSR 2020 Annual Performance Report' with tracking numbers 122222 and 133333. The next two rows are for 'RSR 2019 Annual Performance Report' with tracking numbers 144444 and 155555. The 'Options' column for the first two rows has an 'Edit' link, while the last two rows have a 'Performance Report' link. The table is paginated, showing 55 items in 4 pages.

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	<a href="#">Edit</a>
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	<a href="#">Edit</a>
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	<a href="#">Performance Report</a>
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	<a href="#">Performance Report</a>

That will bring you to the RSR Recipient Report Inbox. Look at the bottom of the Navigation panel on the left side of the screen and select “EHE Triannual Inbox” under the Emerging Initiatives header.

**Figure 18. Screenshot of RSR Recipient Report Inbox**



The screenshot shows the 'RSR Recipient Report Inbox' page. On the left is a navigation panel with sections: 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), and Emerging Initiatives (CDR Inbox, EHE Triannual Inbox). The main content area shows a table with columns: Report ID, Fund Source, Grant Number, Recipient Name, Reporting Period, Modified Date, Status, Action, and Action History. The table contains one row for Report ID 122222, Fund Source Part C, Grant Number H76HA00000, Recipient Name Health and Happiness Clinic, Reporting Period 2020 RSR Annual Performance Report, Modified Date 3/26/2021 1:49:18 PM, Status Accepted, and Action Open. The table is paginated, showing 1 item in 1 page. At the bottom, there's a footer with contact information for the HRSA Help Desk and a note about the session expiration time.

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	<a href="#">Open</a>	<a href="#">History</a>



You will now be in the EHE Provider Report Inbox. To access your EHE Provider Report, select the envelope icon under the Action column on the right side of the page.

**Figure 19. Screenshot of EHE Provider Report Inbox**

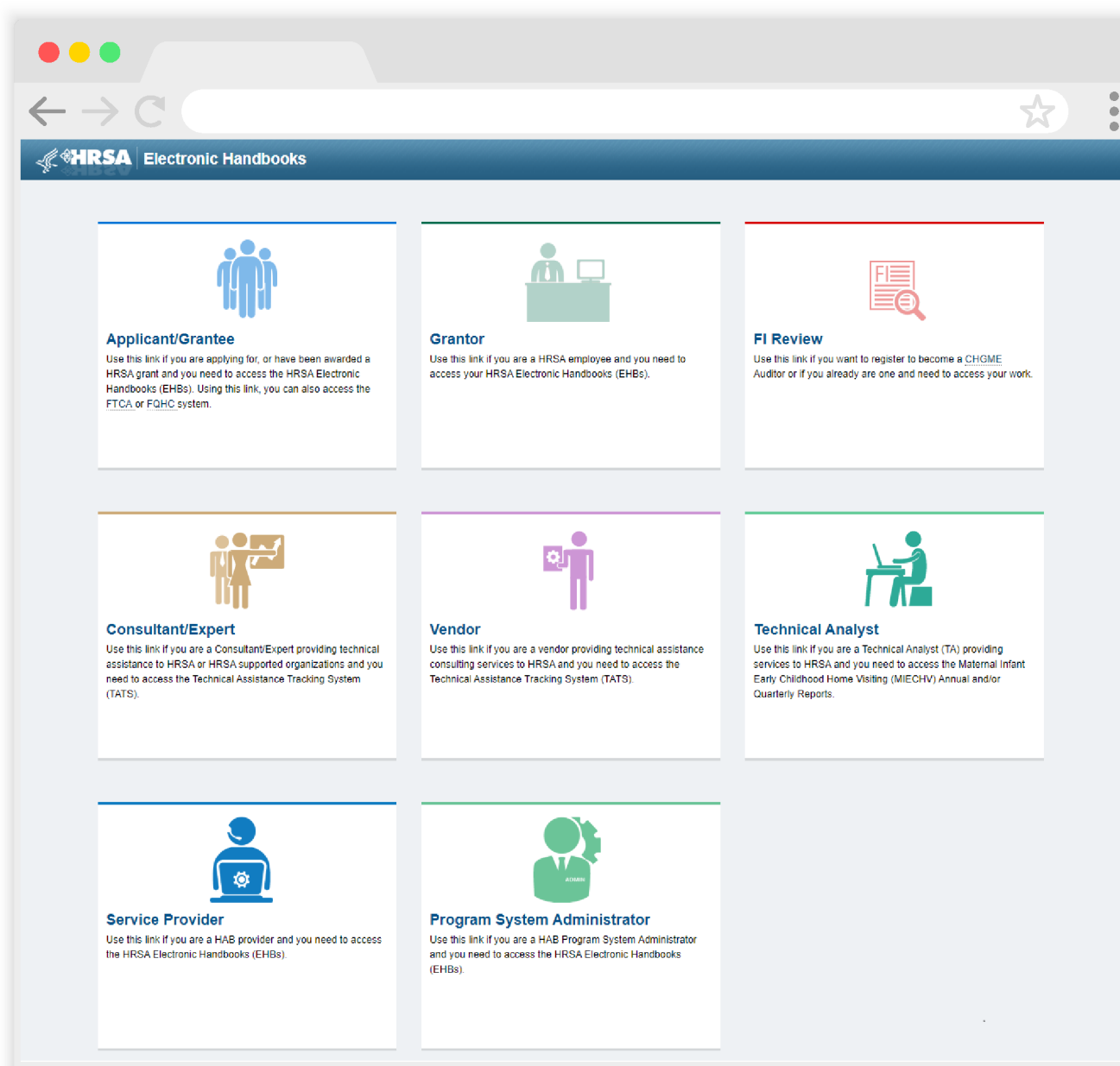


## Provider Only Organizations

EHE-funded providers that are providers only and do not receive any RWHAP grant from HAB will access the EHE Provider Report through the RSR system using the "Access RSR" link in the EHBS.

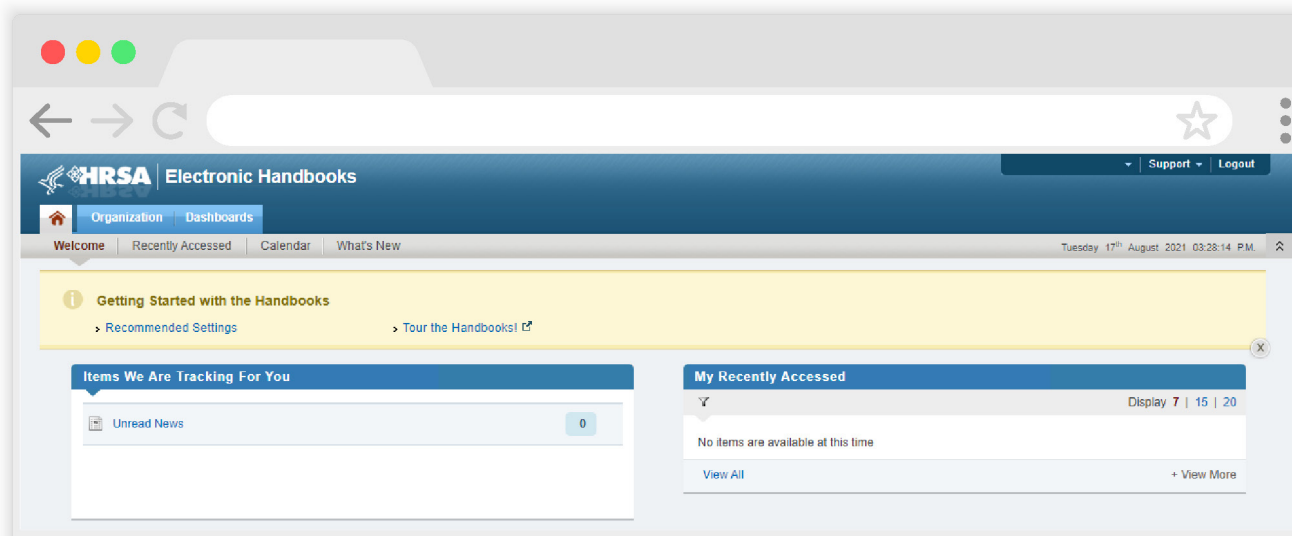
Start by logging into the HRSA HAB EHBS. Providers only organizations must log in using the Service Provider box on the main EHBS page (lower left box in Figure 20).

Figure 20. Screenshot of EHBs Select Role Page



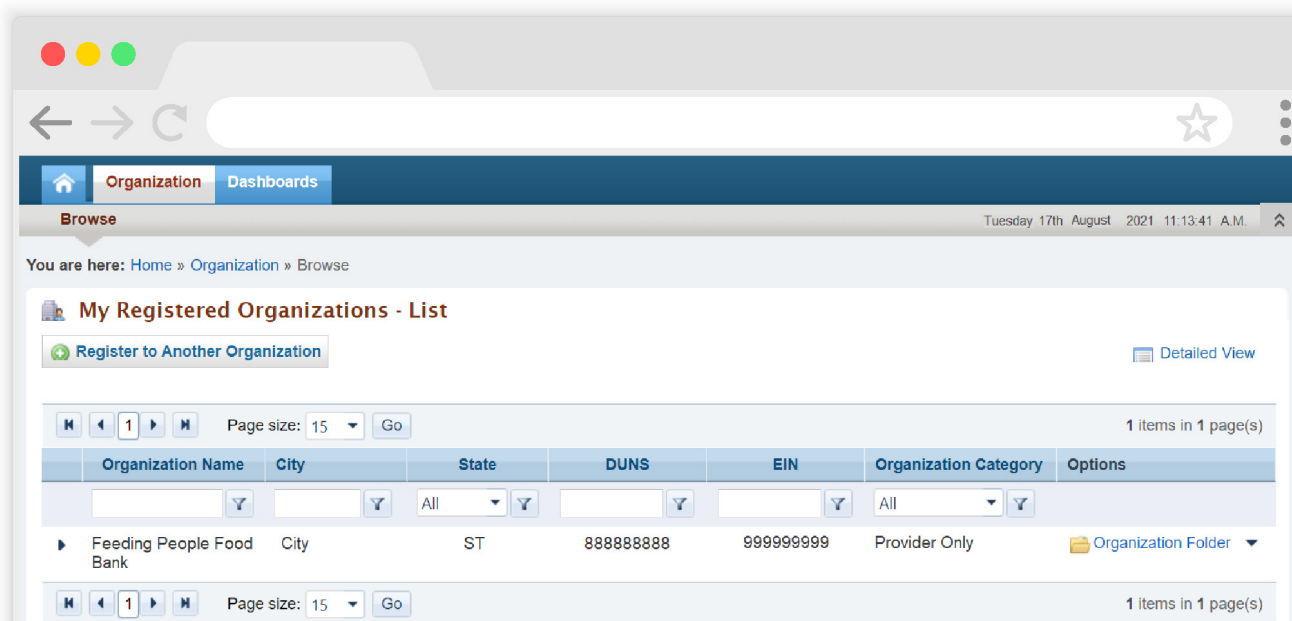
Once you have logged in, from the Providers EHBs Home Page, select the Organization tab at the top of the page (see Figure 21).

**Figure 21. Screenshot of Providers EHBs Home Page**



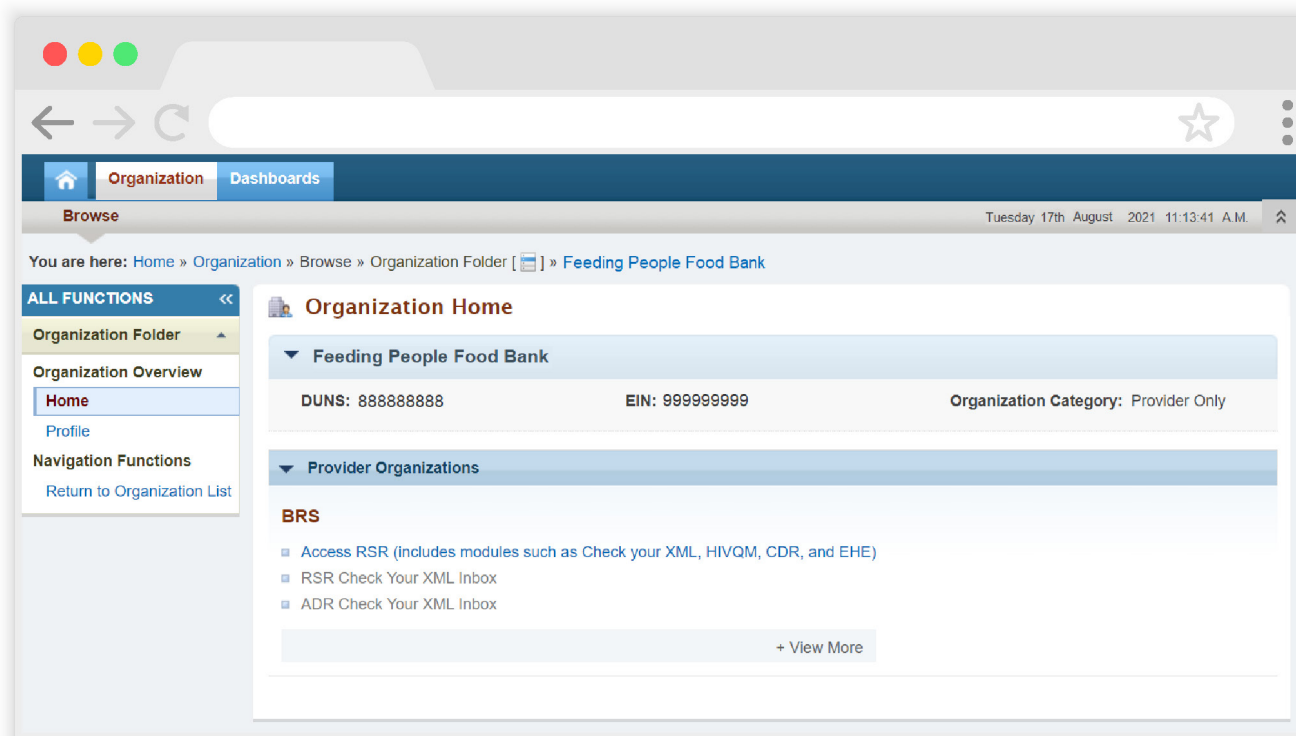
On the next page, the My Registered Organizations – List, locate your organization’s name and then select the “Organization Folder” under the far-right Options column (see Figure 22).

**Figure 22. Screenshot of Providers My Registered Organizations - List Page**



That will bring you to the Organization Home page. Look in the center of the page, and select the “Access RSR (includes modules such as Check your XML, HIVQM, CDR, and EHE)” link (see Figure 23).

**Figure 23. Screenshot of Providers Organization Home Page**



That will bring you to the RSR system, in the RSR Provider Report Inbox. Look at the bottom of the Navigation panel on the left side of the screen and select “EHE Triannual Inbox” under the Emerging Initiatives header (see Figure 24).

**Figure 24. Screenshot of RSR Provider Report 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

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

From there, you will be taken to the EHE Provider Report Inbox. To open your report, select the envelope icon under the Action column on the right side of the page (see Figure 25).

**Figure 25. Screenshot of EHE Provider Report Inbox**

**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
	Feeding People Food Bank	33333	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](#)

## Step Two: Completing the EHE Triannual Provider Report

### EHE Triannual Provider Report: General Information

Once you have opened your report, you will be taken to the first section, General Information (see Figure 26). This section contains details about your organization as well as the organization contacts. Review all fields and make any necessary updates.

#### Organization Details

Under Organization Details, you will find your agency's EIN, DUNS number, and mailing address. This information is prepopulated from the web system. Verify the fields are correct and if you need to make any changes, select the "Update" link to the right of the Organization Details header.



HRSA will be making updates to the EHBs to support the transition to the Unique Entity Identifier (UEI). The UEI is a new 12-digit alphanumeric identifier that will be provided by SAM.gov to all entities who register to do business with the federal government. The UEI will replace the DUNS number.

To support this transition, HRSA's 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. The UEI will automatically be created and imported into the EHBs for all actively registered organizations.

#### Organization Contacts

The organization contacts are prepopulated from previous RSR/EHE Provider Report submissions. Review the contact information and be sure to update it accordingly as this information is used for outreach purposes by HRSA HAB's technical assistance providers.

To edit or remove any of the listed contacts, select "Edit" or "Delete" under the Actions column to the right. If you need to add a new contact, select the "Add Contact" button below the table of contacts.

## Provider Profile Information

This section is also prepopulated from previous RSR/EHE Provider Report submissions. Review all fields and if there are any necessary changes select the “Update” link to the right of the Provider Profile Information header. If you need further information on these fields and their definitions, refer to pages 20-21 of the [RSR Manual](#) available on the TargetHIV website.

**Figure 26. Screenshot of EHE Triannual Provider Report - General Information**

The screenshot shows a web application interface for the EHE Triannual Provider Report. The left sidebar contains a navigation menu with options like 'Inbox', 'EHE Triannual Provider Report', 'General Information', 'Triannual 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', and 'Return to RSR'. The main content area is titled 'EHE Triannual Provider Report' and shows details for 'Feeding People Food Bank'. It includes report ID, status, due date, report period, last modified date, and last modified by. Below this is the 'General Information' section, which includes 'Organization Details' with fields for EIN, DUNS, and Mailing Address. There is an 'Update' link next to the 'Organization Details' header. Below that is the 'Organization Contacts' section, which contains a table with columns: Name, Title, Phone Number, Email, FAX, Is Primary POC, and Actions. The table lists Phyllis Vance as the Executive Director with contact information. There is an 'Add Contact' button at the bottom right of the contacts table. Below the contacts table is the 'Provider Profile Information' section, which includes fields for Provider Type, Section 330 Funding Received, Type of ownership, Faith-based Organization, and Part of a real time electronic data network. Each field has a value and an 'Update' link next to the section header.

**EHE Triannual Provider Report** Your session will expire in: 27:54

▼ Feeding People Food Bank

Report ID: 765432 Status: Working Due Date: 10/15/2021 18:00:00  
 Report Period: 5/1/2021 - 3/31/2021 Last Modified Date: 9/1/2021 11:53:18 AM Last Modified By: pvance@feedingpeoplefood.org  
 Access Mode: ReadWrite

**General Information** [Update](#)

**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	<a href="mailto:pvance@feedingpeoplefood.org">pvance@feedingpeoplefood.org</a>		Yes	<a href="#">Edit</a> <a href="#">Delete</a>

[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

## EHE Triannual Provider Report: Triannual Report

To navigate to the next section of the report, select “Triannual Report” under the EHE Provider Report Navigation header in the Navigation panel on the left side of the screen. In the Triannual Report section (see Figure 27), enter your aggregate data directly into the table on the screen. The table should only include data for HIV-positive clients who received at least one service during the reporting period.



A value must be entered for every field. If there are no data to be reported for a field, enter a zero.

Figure 27. Screenshot of EHE Triannual Provider Report - Triannual Report

**EHE Triannual Provider Report**

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

**Triannual Report**

Public Burden Statement: OMB Control Number (0906-0051) Valid Until 04/30/2023

The table below should only include information for clients who received at least 1 service in the previous reporting period. Fill in the data for all fields. If there are no data to be reported for a field, fill in with a zero.

Services	# of New Clients who received service(s) in the reporting period <sup>1</sup> (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 <sup>2</sup> (B)	Total # of Clients who received service(s) in the reporting period (C)
<b>RWHP/ Initiative Services</b>			
1. Any RWHP <sup>3</sup> or Initiative Service			
1a. Ending the HIV Epidemic Initiative Services <sup>4</sup>			
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			
<b>Health Outcomes</b>			
2. Prescribed ART in the reporting period			

<sup>1</sup> Any RWHP client who has never received services from the service provider in the past.  
<sup>2</sup> Any RWHP client who received a service from the service provider in either a previous reporting period during the current calendar year (if applicable) or received a service during the previous calendar year, or both.  
<sup>3</sup> Refer to PCN 16-02 for information on service category definitions.  
<sup>4</sup> Initiative Services include those services that are funding through Initiative funding but do not meet the definition of a RWHP service, as outlined in PCN 16-02.

Cancel Save



## RWHAP/Initiative Services

In this section, enter a value for the number of clients who received the service category specified in each row during the reporting period. Each service is split into three columns that each pertain to a different client population:

- **# of New Clients who received service(s) in the reporting period (A):** In this column, report any HIV-positive client who has never received services from the service provider in the past (prior to the current reporting period).
- **# 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 (B):** In this column, report any HIV-positive client who received a service from the service provider in a previous reporting period either during the calendar year (if applicable), the previous calendar year, or both.
- **Total # of Clients who received service(s) in the reporting period (C):** In this column, report all HIV-positive clients who received a service from the service provider during the reporting period.



For every row, the value in Column C (Total # of Clients) must be greater than or equal to the values reported in Columns A and B. The value in Column C does not need to equal the sum of Columns A and B.



### How should I report a client served during the reporting period that was previously seen two years ago?

This client does not qualify as a new client (Column A) or an existing client (Column B) since they have been seen previously but not in the current or prior calendar year. Therefore, only report this client in Column C, the total number of clients served.



### My clinic is part of a larger organization. How should we determine whether or not a client is new?

For the EHE Triannual Report, a client is new if they are new to care at the provider of HIV services. Therefore, if a client has never received services previously from your clinic, the provider of HIV services, they would be considered new.

Not all RWHAP service categories are listed individually in the RWHAP/Initiative Services table section. The included services are:

- 1. Any RWHAP or Initiative Service
- 1a. Ending the HIV Epidemic Initiative Services
- 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

For each service category, report the number of HIV-positive clients that received the service during the reporting period, regardless of payor or RWHAP-eligibility. In Row 1, Any RWHAP or Initiative Service, report all HIV-positive clients that were served during the reporting period with any RWHAP or EHE initiative service category that your organization was funded to provide with either EHE, RWHAP (including RWHAP Parts A, B, C, and D), RWHAP-related (including program income and/or pharmaceutical rebates), or FY20 CARES Act funding.

As a note, Row 1a, Ending the HIV Epidemic Initiative Services, is a service category in the system that includes those services that are funded through EHE initiative funding but do not meet the definition of a RWHAP service as outlined in [Policy Clarification Notice #16-02](#). Services provided with EHE funding that meet the definition of a RWHAP service category should be reported under that specific service category and not the EHE Initiative Services category. For example, if your organization uses EHE funding to provide Medical Case Management, those services should be reported under the Medical Case Management category and not the EHE Initiative Services category.



**What services should be included in the EHE Initiative Services category?**

The EHE Initiative Services category includes all services that do not align with one of the RWHAP services categories outlined in PCN #16-02. If an EHE-funded service fits into an existing PCN #16-02 RWHAP service category, the service should be reported under the RWHAP service category. If an EHE-funded service does not fit into an existing PCN #16-02 RWHAP service category, then the EHE Initiative Services category should be used.

Only EHE-funded providers must complete the EHE Triannual Provider Report, but these providers should report on services funded through all RWHAP and EHE funding sources including EHE initiative funding, RWHAP funding, RWHAP-related funding (including program income or pharmaceutical rebates), or FY20 CARES Act funding. If your organization is not funded to provide one of the services in this section by any of these funding sources, then you do not need to report client counts for it.



For each column, the values reported in rows 1a through 1h must be less than or equal to the value reported in Row 1. Any RWHAP or Initiative Service.



For definitions of RWHAP core medical and support service categories, see [PCN #16-02](#), available on the HRSA HAB website.



**Where do I report service categories that I provide that aren't specifically listed in the EHE Triannual Report table (e.g., Medical Transportation or Food Bank/Home-Delivered Meals)?**

RWHAP service categories funded through EHE, RWHAP, RWHAP-related, or CARES Act funding that are not listed in a specific row (e.g., Medical Transportation) should be reported under Row 1. Any RWHAP or Initiative Service.



**Where do I report household members who received a funded service?**

Only report clients who have HIV that received a service during the reporting period in your EHE Triannual Report data. Household members who are HIV-negative but received a funded service should not be included in your data.

## Health Outcomes

The Health Outcomes section of the table contains a single row, Prescribed ART in the reporting period. In this row, report the number of HIV-positive clients in each column that were prescribed or continued on ART during the reporting period. All clients who were prescribed ART 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.) should be reported in this row.

Clients should be sorted into the three columns as specified in the previous section of the manual, i.e., new clients, existing clients, and total clients.



### Has the guidance on reporting ART prescription changed?

Yes, previously providers would report on ART prescription only for clients served with OAHS. HAB recognizes that clients may be prescribed ART through other mechanisms (e.g., rapid ART programs under EHE Initiative Services). Therefore, providers should now report all clients prescribed or continuing on ART through OAHS or any other mechanism through which ART could be prescribed or provided.



For each column, the value reported in Row 2. Prescribed ART in the reporting period, must be less than or equal to the value reported in Row 1. Any RWHAP or Initiative Service.

Once you have entered a value for each field of the table, select “Save” at the bottom right of the screen.

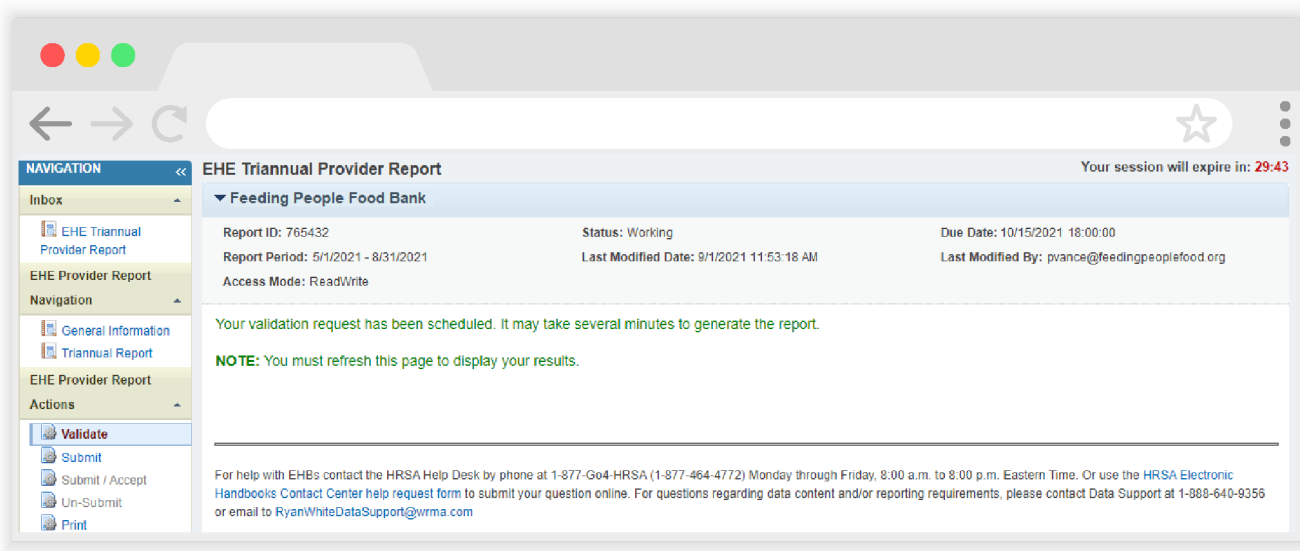


If you need assistance extracting your data from your EHR or data management system or mapping your data to the required data elements, contact the DISQ Team at [Data.TA@caiglobal.org](mailto:Data.TA@caiglobal.org).

## Step Three: Validating Your EHE Triannual Provider Report

Once you have reviewed and completed both the General Information and Triannual Report sections, the next step is to validate your report. The validation process checks your report against HRSA HAB's system requirements. To start the validation process, select "Validate" in the Navigation panel on the left side of the screen. The system will display a message letting you know that the validation is processing (see Figure 28). After a few minutes, refresh the page by selecting the "Validate" link again the Navigation panel or by refreshing the page using your web browser.

**Figure 28. Screenshot of EHE Provider Report Validation Processing Page**



If your report has no validation messages to address, you will see a congratulations message and can advance to the next step. Otherwise, you will see a table of your validation results once the validation process has completed.

The only validation messages in the EHE Provider Report are errors. If you receive an error in your validation results, you must correct your report based on the error message and revalidate your report before you can submit. Once you have addressed your validation results, you can advance to the next step of the report, submitting.

## Step Four: Submitting Your EHE Triannual Provider Report

To submit your EHE Triannual Provider Report, select “Submit” in the Navigation panel on the left side of the screen. On the next page (see Figure 29), enter a comment in the text box with any meaningful feedback you have about the submission process. Underneath the comment box, select the checkbox to indicate that the data submitted are accurate and complete. Once finished, select the “Submit Report” button at the bottom of the page.

**Figure 29. Screenshot of EHE Provider Report Submit Report Page**

The screenshot shows a web application interface for submitting an EHE Triannual Provider Report. On the left is a navigation panel with sections: 'Inbox' (containing 'EHE Triannual Provider Report'), 'EHE Provider Report' (with sub-items 'General Information' and 'Triannual Report'), 'Actions' (with 'Validate', 'Submit', 'Submit / Accept', 'Un-Submit', 'Print', and 'Return for Changes'), 'EHE Provider Report - Reports' (with 'Action History'), 'Search' (with 'EHE Triannual Provider Report'), and 'RSR Inbox' (with 'Return to RSR'). The main content area is titled 'EHE Triannual Provider Report' and shows details for '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, and Access Mode: ReadWrite. A session timer indicates 'Your session will expire in: 29:43'. Below the details, there is a note about required fields, a prompt to enter comments, and a text area for comments. A character count shows 'Characters remaining: 3000'. At the bottom, there is a checkbox for certifying data accuracy and a 'Submit Report' button.

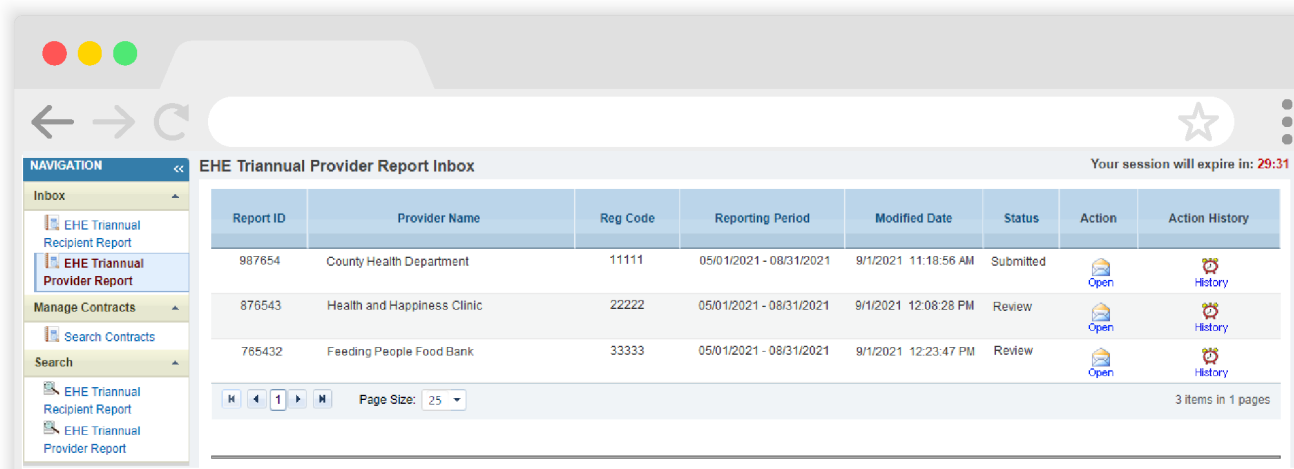


If you need assistance completing your EHE Triannual Provider Report, contact Ryan White Data Support at 1-888-640-9356 or email [RyanWhiteDataSupport@wrma.com](mailto:RyanWhiteDataSupport@wrma.com).

## Step Five: Accepting Providers' Reports (Completed by EHE Recipients Only)

When your subrecipient(s) have submitted their EHE Triannual Provider Report(s), you must review and accept them. You will know that an EHE Provider Report still needs to be accepted by the recipient when it is in "Review" status (see Figure 30).

**Figure 30. Screenshot of EHE Provider Report Inbox with Submitted Reports**



Each report must be opened and accepted separately. Select the envelope icon under the Action column to open the report you wish to review and accept.

Review the selected report and, when ready, select "Submit/Accept" in the Navigation panel on the left side of the screen to accept the report (see Figure 31). Alternatively, if you need to return the report for corrections, select "Return for Changes" in the Navigation panel. As a note, your EHE Triannual Recipient Report will not advance to "Submitted" status until all of your subrecipients' Provider Reports have been accepted.

Figure 31. Screenshot of EHE Provider Report in Review Status

**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

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**General Information**

**Organization Details**

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

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**Organization Contacts**

Name	Title	Phone Number	Email	FAX	Is Primary POC	Actions
Phyllis Vance	Executive Director	(987) 654-321	pvance@feedingpeoplefood.org		Yes	<a href="#">Edit</a> <a href="#">Delete</a>



If you need assistance accepting your providers' reports, contact Ryan White Data Support at 1-888-640-9356 or email [RyanWhiteDataSupport@wrma.com](mailto:RyanWhiteDataSupport@wrma.com).