

Completing the EHE Triannual Recipient Report

Ending the HIV Epidemic (EHE) Triannual Report

HRSA HIV/AIDS Bureau

August 31, 2022



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

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

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

Today's Webinar Content

- The EHE Triannual Report webinar has been split into two separate webinars:
 - EHE Recipient Report (for EHE recipients): Today
 - EHE Provider Report: Wednesday, September 7, 2022 ([Register here](#))



Today's presentation is only going to be covering the EHE Triannual Recipient Report which is completed by just EHE recipients. On September 7th, we'll present a separate webinar on how to complete the EHE Triannual Module Provider Report. You can register using the link on this slide.

Today's Webinar is Presented by:



Brian McBee
RyanWhiteDataSupport@wrma.com



Ellie Coombs
Data.TA@caiglobal.org

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

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

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

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

Disclaimer

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

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

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

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

Overview

Background

EHE Triannual Recipient Report

Submission Timeline

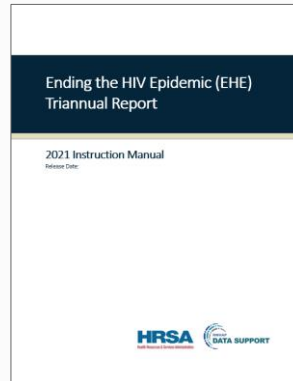
TA Resources

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

EHE Triannual Report Manual

- Available on the TargetHIV website [here](#)



Before we dive in though I do want to remind everyone of the EHE Triannual Report Instruction Manual currently available on the TargetHIV website. The manual is a great resource to keep in mind when completing your report and contains all of the instructions I'll be presenting here today. Just like every year we'll be updating the manual as well which should be posted some time later this year. If you want to stay up to date for when the manual is posted I recommend signing up for the DISQ listserv which we'll go over at the end of the presentation.



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

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

- a. I have never submitted before.
- b. I have submitted once or twice before.
- c. I have submitted three or more times.

What is the EHE Triannual Report?

- Aggregate data report submitted three times a year by EHE recipients and EHE-funded providers
- Includes data on services received and ART prescription for new and existing clients
- Consists of two parts:

EHE Triannual Recipient Report

Including the Grantee Contract Management System (GCMS)

EHE Triannual Provider Report

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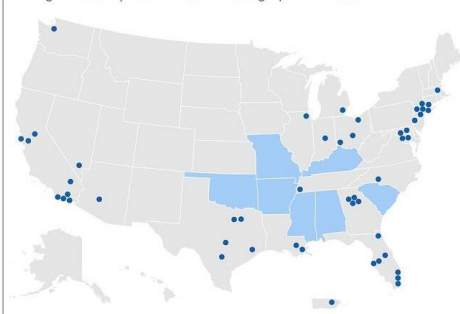
So, what is the EHE Triannual Report? The EHE Triannual Report is an aggregate data report submitted three times a year by EHE recipients and EHE-funded providers of services. Organizations that use EHE funding to provide services will submit aggregate data on the services their clients receive and prescription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

Who Completes the EHE Triannual Recipient Report?

EHE Triannual Recipient Report (including GCMS)

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

Ending the HIV Epidemic Initiative Geographic Locations



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

EHE Triannual Reporting Process

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



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

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

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

EHE Triannual Recipient Report



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

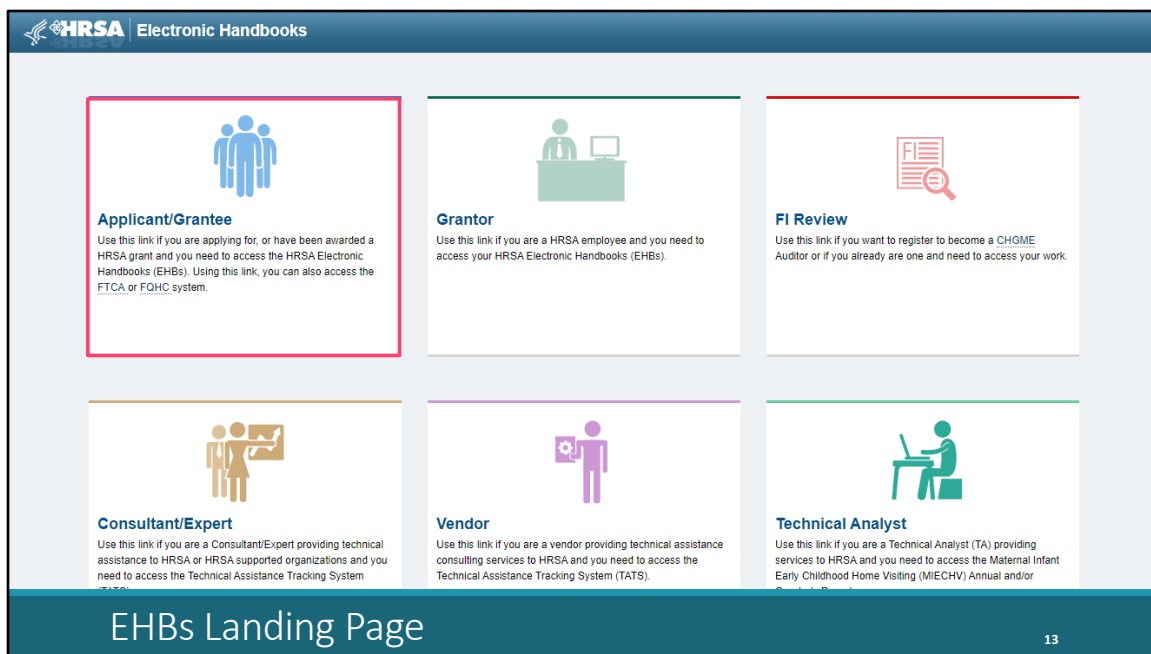
EHE Triannual Recipient Report

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

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

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



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

HRSA Electronic Handbooks Support ▾ | Login

Welcome | New User Registration | Funding Opportunity | What's New

Existing Users

Username:

Password:

[Login](#) [Forgot Password?](#)

New Users

[Create an Account](#)

[Click here to get started](#)

Contact Us

Time: 7:00 a.m. to 8:00 p.m. Eastern Time (ET)
Monday through Friday

Phone: 877-G64-HRSA/877-464-4772

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

What's New

06/29/2021 - [What's New Zoom Screensharing Service](#)

As of June 25th, the EHBs Adobe Connect Screen Sharing feature has been updated to a more user friendly and modern Zoom screensharing service. This will allow for HRSA staff, includ... [Learn More](#)

06/11/2021 - [What's New Go Live Grantee Message](#)

What's New Message :

HRSA's Electronic Handbooks (EHBs) has been updated to support the transition to the new Unique Entity Identifier (UEI)... [Learn More](#)

[View All](#)

Learn About

- [Grant Program](#)
- [Free Clinic Program](#)
- [FQHC-LAL Program](#)

Other Links

- [Browser Requirements](#)
- [Funding Opportunities](#)
- [Track Grant Application](#)
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[Accessibility](#) | [Viewers And Players](#) | [Contact Us](#) Product: EPS

EHBs Login Page 14

And then on the next page, login by entering your username and password and then selecting the “Login” button.

HRSA

Electronic Handbooks

Search

Logout

Tasks

Organizations

Grants

Free Clinics

FQHC-LALs

Resources

Welcome

My Tasks

7 All

2 Late

1 Due Within 30 Days

Tracking

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

Smart Assist

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

Favorites

Pin Favorites to Home Page

View All Favorites

Help

Resources

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

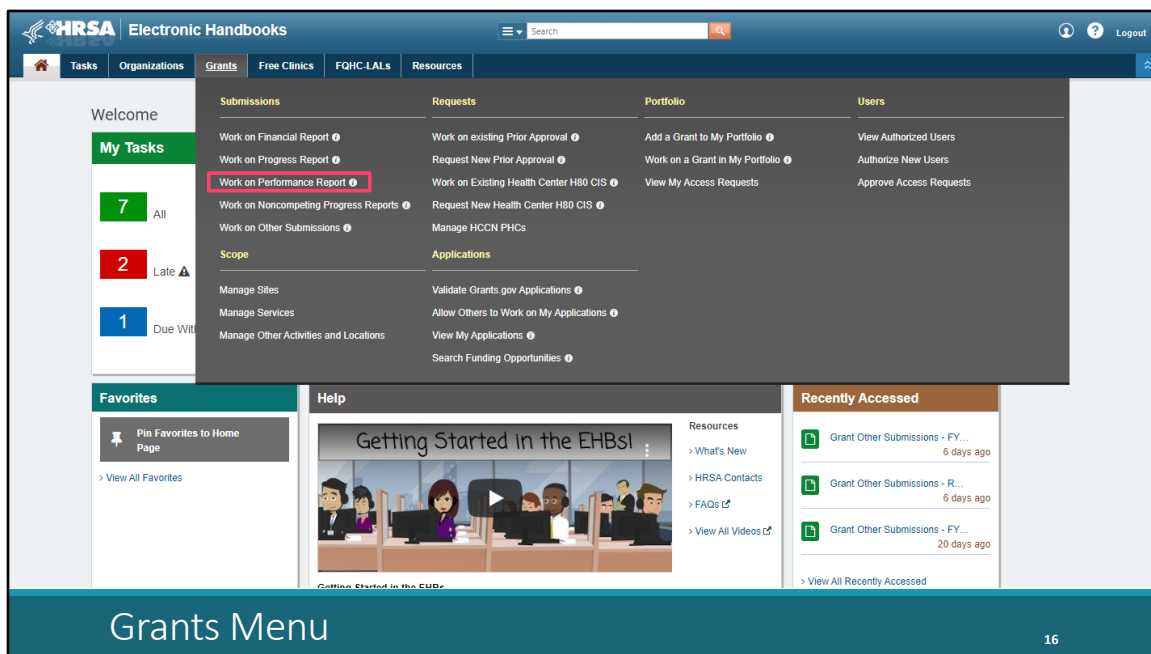
Recently Accessed

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

EHBs Home Page

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



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

Submissions

User Access Requests

Review Requests

Submission Deadline (mm/dd/yyyy) Between And Submission Type

☒ All
 ☒ Financial Report
 ☒ Noncompeting

Advanced Search Parameters

Display Options

Sort Method (Grid | Custom)

Search Name: Save Parameters Search

Export To Excel Search Saved Searches

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
EHE Triannual Report Year 3 Trimester 2	Performance Report	County Health Department	UT8HA00000		05/01/2022 - 08/31/2022	10/15/2022		Not Started	Start
RSR 2021 Annual Performance Report	Performance Report	County Health Department	H89HA00000	234567	1/1/2021 - 12/31/2021	03/28/2022		Submitted	Performance Report
EHE Triannual Report Year 3 Trimester 1	Performance Report	County Health Department	UT8HA00000	345678	01/01/2022 - 04/30/2022	06/15/2022		Submitted	Performance Report
RSR 2021 Annual Performance Report	Performance Report	County Health Department	UT8HA00000	456789	1/1/2021 - 12/31/2021	03/28/2022		Submitted	Performance Report

Submissions-All Page

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

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

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Electronic Handbooks

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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 Recipient Report Inbox

Your session will expire in: **29:31**

Report ID	Fund Source	Grant Number	Recipient Name	Reporting Period	Modified Date	Status	Action	Action History
	EHE	UT8HA00000	County Health Department	05/01/2022 - 08/31/2022		Not Started		

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

EHE Recipient Report Inbox

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

The screenshot displays the HRSA Electronic Handbooks interface. At the top, there's a header with the HRSA logo and 'Electronic Handbooks' text. Below this is a navigation bar with tabs: 'Tasks', 'Organizations', 'Grants', 'Dashboards', 'Free Clinics', 'FQHC-LALS', and 'Resources'. A secondary bar shows 'Welcome', 'Recently Accessed', 'What's New', and 'Guide Me'. On the right, there are links for 'Support' and 'Logout', and a session expiration timer: 'Your session will expire in: 28:11'.

The left sidebar is titled 'NAVIGATION' and includes sections for 'Inbox' (with links to 'EHE Triannual Recipient Report' and 'EHE Triannual Provider Report'), 'Manage Contracts' (with a 'Search Contracts' link), and 'Search' (with links to 'EHE Triannual Recipient Report' and 'EHE Triannual Provider Report').

The main content area is titled 'Grantee Contract Management System'. It contains a search form with the following fields:

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

At the bottom of the page, a dark blue bar contains the text 'GCMS Search Page' on the left and the number '19' on the right.

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

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

GCMS Additional Information

- Recipients must have a contract for each organization providing EHE-funded services
- Available on the TargetHIV website:
 - [Completing the GCMS webinar](#)
 - [GCMS Instruction Manual](#)



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As part of your Recipient Report submission, you'll be reviewing your contracts in the GCMS. You want to make sure that have a contract in this system for each organization that is providing EHE-funded services, in other words all EHE-funded providers and your own recipient organization if you are providing services as well. That's because the system uses this information to create the EHE Provider Reports where the EHE triannual data are entered.

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

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

EHE Initiative Services

- EHE-specific service category
- EHE Initiative Services include those services that are funded through EHE Initiative funding but do not meet the definition of a RWHAP service, as outlined in [PCN #16-02](#)

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

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

Done updating services

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We're going to take a little break now to talk about some reporting requirements. There is an additional service category you'll see in the GCMS for EHE funding, Ending the HIV Epidemic Initiative Services. This EHE Initiative Services category is meant to capture EHE funded services that do not meet the definition of one of the other RWHAP service categories as defined in PCN #16-02. So, it's not there to just dump all your funding into this EHE service category because it's EHE funding. This is only for those services that don't meet the definition of one of the other RWHAP service categories.

So, if you're doing say Medical Case Management, that's Medical Case Management. If you're doing Mental Health Services, that's Mental Health Services. It's only when you're providing something outside of the scope of your regular RWHAP service categories that you should be using this EHE category. If you are using this EHE service category in any of your contracts, you need to be certain you're reporting this correctly. Please review PCN #16-02 to make sure what you're providing should truly be reported under EHE Initiative Services.

And if you have any questions about your services and which category they should be reported in, definitely reach out to us at Data Support. We can walk through and review all your services and make sure everything is being reported correctly. And we'll go over contact information for TA resources at the end of the presentation.

EHE Carryover Funding

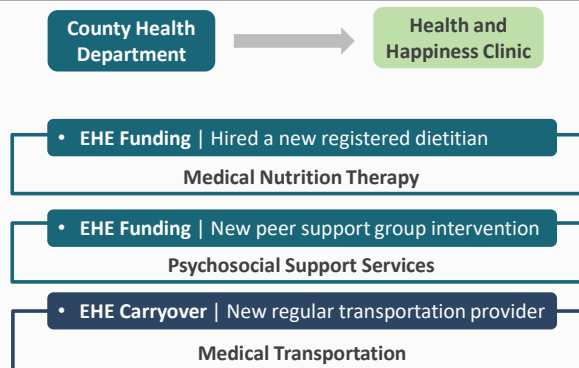
- Organizations receiving EHE carryover funding are required to report on EHE carryover funded services on the EHE Triannual Report
- If you are funding a provider with EHE carryover funding and no EHE base year funding, please reach out to Data Support for assistance setting up contracts

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So, as I stated a couple slides ago, every organization receiving EHE funding to provide EHE-funded services needs to have a contract in the GCMS. I want to clarify though that this also includes EHE carryover funding. Organizations who receive EHE carryover funding to provide services are required to report on those services in the EHE Triannual Report.

Now to clarify, you still are only putting funding amounts for your EHE base year award in your contracts. But as I stated earlier, in order to have an EHE Provider Report to report their data they need to have a contract in the system. For any of your providers being given both EHE carryover and EHE base year award funding, they should already have a contract, the report will be generated, and you'll have no issue. But, if you have any providers that you are just giving EHE carryover funding and nothing from your base award, they will need a contract added so that they have a report to put their data in. I don't want to get too in the weeds about the contracts in this webinar so in these instances, please reach out to us at Data Support and we can help you make sure your contracts are set up correctly.

EHE Services Example



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Let's take a look at an example that kind of combines all of this information to help demonstrate how you should be reporting.

Here we have our recipient, the County Health Department, and this recipient is funding a provider, Health and Happiness Clinic, with their EHE award and some EHE carryover funding. And here we have the actual services this provider is going to be putting this funding towards that they received. They are receiving EHE funding to hire a new dietitian, more EHE funding for a brand-new peer support group program intervention, and they are also now working with a local transportation provider to provide regular transportation to and from appointments for their clients using the EHE carryover funding that they received.

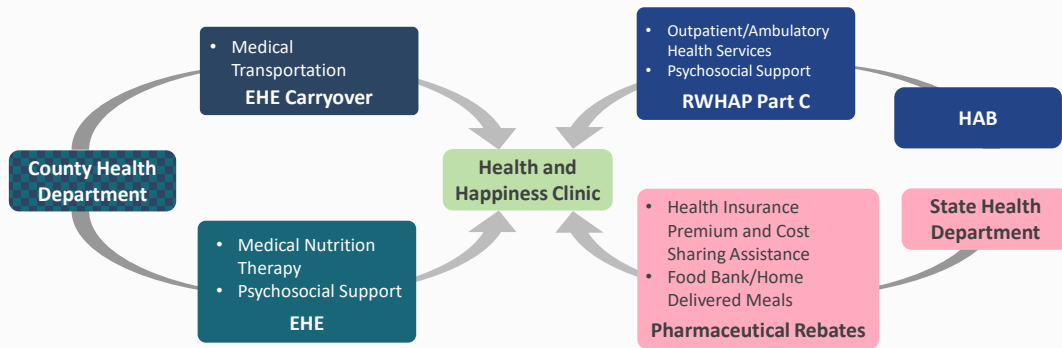
So, the recipient needs to enter these services into their contract for the year but what service categories do all of these actual services fall under? We should take a look at PCN #16-02 (which was linked on the last slide) and figure out where the services best fall. Our new dietitian looks like that falls under Medical Nutrition Therapy which according to PCN #16-02 includes "nutrition assessments and screenings, nutritional evaluations, supplements, and nutrition education and/or counseling based on a nutritional plan developed by a registered dietitian or other licensed nutrition professional."

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

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

All this is to say that service categories and their definitions can be a source of a lot of confusion. And you want to make sure that if you have this EHE service category listed in your contracts that it truly is something that doesn't fit into one of the other service categories. As I've stated before, please reach out to us at Data Support if you are struggling at all with service category definitions. We provide a lot of TA on this subject and know PCN #16-02 forwards and back.

EHE Provider Report Example



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So, we'll continue on with our example from the previous slide. Let's say this provider has additional funding sources other than EHE which we mentioned before. We have our provider and then their services that they're receiving EHE funding to provide from the EHE recipient: Medical Nutrition Therapy for the dietitian and Psychosocial Support for the peer support program. And then we also have our EHE carryover funding for Medical Transportation which is the new transportation provider. Now if this provider was only receiving EHE and EHE carryover funding, no other RWHP or RWHP-related funding sources, then these are the services that they would need to be reporting on, reporting each HIV-positive client that received one or more of these services during the reporting period.

But as is often the case, let's say this provider has other RWHP funding sources. They have their own RWHP Part C grant they receive directly from HAB, and they use that funding to provide OAHS and Psychosocial Support. They receive RWHP-related funding in the form of pharmaceutical rebate dollars from the state to provide Health Insurance Premium and Cost Sharing Assistance and Food Bank/Home Delivered Meals.

Remember, only EHE-funded providers must complete the EHE Provider Report, but they are reporting on all their RWHP funding sources: RWHP Parts A, B, B Supplemental, C, and D; RWHP-related funding (including program income and pharmaceutical rebates); and EHE funding. And just stick with me here I know we've got a lot of boxes up on the screen now.

EHE Provider Report Example (continued)

Part C	Outpatient/Ambulatory Health Services	
Rebates	Health Insurance Premium and Cost Sharing Assistance	
Rebates	Food Bank/Home Delivered Meals	
EHE	Part C	Psychosocial Support
EHE Carryover	Medical Transportation	
EHE	Medical Nutrition Therapy	

Report all HIV-positive clients that received any of these direct services, regardless of payor

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So, this provider should take all of their RWHAP funding sources and end up with a list of services that they should be reporting on. So, we'll clear the screen here and compile a single list of all the services that should be reported on.

Now this provider is going to take all of their services that we've compiled and in their EHE Provider Report they are going to report all HIV-positive clients that received any of these services during the reporting period, regardless of payor. It does not matter which funding source that we have in the boxes here is funding the service, whether it's EHE or Part C, etc. It does not matter who the final payor for the service was. And it does not matter whether or not the client is RWHAP-eligible. It is all HIV-positive clients.

I know this was kind of a lengthy example but hopefully this helps to clear up some of the confusion surrounding services and the data reported on the EHE Triannual Report. And I definitely recommend joining us for the EHE Provider Report webinar next week where we'll go over this a little more in depth, showing exactly how this translates into the data that are entered into the report.

Knowledge Check



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

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

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

Electronic Handbooks

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NAVIGATION

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 - EHE Triannual Provider Report
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 - Search Contracts
- Search
 - EHE Triannual Recipient Report
 - EHE Triannual Provider Report

EHE Triannual Recipient Report Inbox

Your session will expire in: **29:31**

Report ID	Fund Source	Grant Number	Recipient Name	Reporting Period	Modified Date	Status	Action	Action History
	EHE	UT8HA00000	County Health Department	05/01/2022 - 08/31/2022		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-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

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[Viewers And Players](#)
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Product: BRS | Platform #: 4.9.50.0 | Build #: | Environment: Production

Accessing the Report

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

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

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EHE Triannual Recipient Report

EHE Triannual Recipient Report

UT8HA00000 : County Health Department

Report ID: 123456

Status: Working

Due Date: 10/15/2022 18:00:00

Report Period: 5/1/2022 - 8/31/2022

Last Modified Date: 08/31/2022 13:46:39

Last Modified By: ssteig@countyhealth.gov

Access Mode: ReadWrite

UEI: AB1CDE23FGH4

Your session will expire in: 29:43

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:

888 Swamp Place

* b. City:

Duloc

* c. State:

DC

* d. Zip Code:

12345 - 6789

2. Organization Identification:

* a. EIN:

123456789

* b. UEI:

AB1CDE23FGH4

3. Contact information of person responsible for this submission:

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

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EHE Triannual Recipient Report

EHE Triannual Provider Report

Comments

Add Comments

View Comments

* c. State:

DC

* d. Zip Code:

12345 - 6789

2. Organization Identification:

* a. EIN:

123456789

* b. UEI:

AB1CDE23FGH4

3. Contact information of person responsible for this submission:

* a. Name:

Shrek Steig

* b. Title:

Data Analyst

* c. Phone:

(555) 555 - 5555

Extension:

d. Fax:

() -

* e. Email:

ssteig@countyhealth.gov

Cancel

Save

General Information (continued)

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

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UT8HA00000 : County Health Department

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UE: AB1CDE23FGH4

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	Duloc Hospital	<input type="checkbox"/>	
+		33333	Far Far Away Regional Clinic	<input type="checkbox"/>	

Cancel

Save

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

Program Information

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

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

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Manage Contracts

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

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)

Synchronize All

UT8HA00000 : County Health Department

Report ID: 123456
Status: Working
Due Date: 10/15/2022 18:00:00

Report Period: 5/1/2022 - 8/31/2022
Last Modified Date: 08/31/2022 13:46:39
Last Modified By: ssteig@countyhealth.gov

Access Mode: Read/Write
UE#: AB1CDE23FGH4

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	Duloc Hospital	<input type="checkbox"/>	
		33333	Far Away Regional Clinic	<input type="checkbox"/>	

Synchronizing Contract Changes

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If you do make changes to your contracts after opening your report, you will have to synchronize those changes. You'll see this yellow warning banner at the top of the page once you have made your changes. You can either select the agency's name in blue to synchronize contracts individually or you can select "Synchronize All" to synchronize all changes at once.

We'll go ahead and select the "Synchronize All" button here.

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UT8HA00000 : County Health Department

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Report Period: 5/1/2022 - 8/31/2022
Access Mode: ReadWrite

Status: Working
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UEI: AB1CDE23FGH4

Due Date: 10/15/2022 18:00:00
Last Modified By: ssteig@countyhealth.gov

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

The following contract(s) have been modified

County Health Department (Contract ID: 123456)

Start Date: 3/1/2022
End Date: 2/28/2023

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

Cancel
Synchronize

Synchronize Page

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

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Status: Working

Last Modified Date: 08/31/2022 13:46:39

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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	Duloc Hospital	<input type="checkbox"/>	
+	33333	Far Far Away Regional Clinic	<input type="checkbox"/>	

Cancel

Save

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

Contract Synchronized

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Selecting the “Synchronize” button on the previous page will take you back to the Program Information section with the changes added to the report. Make sure when you go to submit your Recipient Report that you do not see that yellow warning banner at the top of this page which means you have pending contract changes.

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

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

HRSA Electronic Handbooks

Tasks Organizations Grants Dashboards Free Clinics FQHC-LALS Resources

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▼ UT8HA00000 : County Health Department

Report ID: 123456	Status: Working	Due Date: 10/15/2022 18:00:00
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Access Mode: ReadWrite	UEI: AB1CDE23FGH4	

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: 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

Validating the Report 34

Once you click “Validate,” the system will display a message letting you know that your validation request is processing. To view your results, refresh the page by selecting “Validate” again in the Navigation panel or refresh the page manually in your web browser. We’ll go ahead and click “Validate” again. If you continue to see this validation processing message, then the validation process hasn’t completed yet. Wait a little longer and refresh the page again which we’ll do right now.

The screenshot shows the HRSA Electronic Handbooks interface. The top navigation bar includes links for Tasks, Organizations, Grants, Dashboards, Free Clinics, FQHC-LALS, and Resources. The left sidebar contains a NAVIGATION menu with options like EHE Triannual Recipient Report, EHE Triannual Provider Report, EHE Recipient Report, and a highlighted 'Certify' button. The main content area displays the 'EHE Triannual Recipient Report' for 'UT8HA00000 : County Health Department'. It shows report details such as Report ID, Status, Due Date, Report Period, Last Modified Date, Access Mode, and UEI. A green message states: 'Congratulations! Your data are valid. No errors, warnings, or alerts were found in your report.' Below this, there is contact information for the HRSA Help Desk and a note about Adobe Acrobat Reader. The bottom of the screen features a large blue banner with the text 'Validation Results' and a page number '35'.

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

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

EHE Triannual Recipient Report

Your session will expire in: 29:54

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UT8HA00000 : County Health Department

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Access Mode: Read/Write	UEI: AB1CDE23FGH4	

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

Please enter comments regarding your certification.

* Comments:

Design Preview

Characters remaining: 3000

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

Certify Report

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

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



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

In which areas does your organization need assistance with the EHE Triannual Report (select all that apply)?

- a. Service category definitions and/or setting up contracts
- b. Reporting requirements and completing the report
- c. Data systems and exporting your data
- d. Unsure
- e. Do not need assistance

Submission Timeline

Reporting Period	Opening Date	Closing Date
5/1/2022 – 8/31/2022	Thursday, September 15, 2022	Saturday, October 15, 2021
9/1/2022 – 12/31/2022	Sunday, January 15, 2022	Wednesday, February 15, 2022
1/1/2023 – 4/30/2023	Monday, May 15, 2022	Thursday, June 15, 2022

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Let's take a look at the EHE Triannual Report submission timeline. The next opening will begin on Thursday, September 15 and will be open for a month for agencies to submit data for the May 1, 2022, to August 31, 2022, reporting period. Looking ahead after that, the following opening will be January 15 to February 15 of 2023 and then May 15 to June 15 of 2023.

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@jprolog.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.



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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](#)

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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 Debbie 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 here. Under the "Interests" section, select "EHE," and then click on the "Subscribe" button at the bottom of the page.

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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.

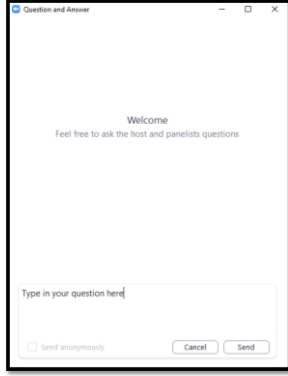



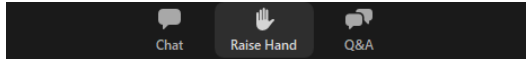
Let's Hear From You!

- 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.





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

As a reminder, you can send us questions using the “Question” function on your control panel on the right hand side of the screen. You can also ask questions directly “live.” You can do this by clicking the raise hand button (on your control panel). If you are using a headset with a microphone, Isia 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.