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

August 31, 2022

#	Questions	Answers
1.	For the EHE Service Category, do the services have to tie back to a specific HIV client? For example, a media campaign reaches the general population. How do we count total number of clients served?	The EHE Service Category is intended to capture services that fall outside the definition of one of the existing RWHAP service categories which can include direct client services and services not provided to a specific client. You would only need to report client level data for a service if it is a direct client service. Additionally, when utilizing the EHE Initiative Services category, please review the service category definitions as listed in PCN #16-02 to be certain that the services do not fall under one of the existing categories. A media campaign can usually be provided under Outreach Services.
2.	Can anyone sign up for the DISQ listserv or is it only for managers?	We encourage everyone, including your sub-recipients to sign up for the DISQ e-mail listserv to get important resources, information about upcoming webinars, and changes to reporting guidance.
3.	Is each organization assigned a TA provider or do we just call the number for technical assistance?	You can reach out to either the DISQ Team or RWHAP Data Support at any point and one of our TA providers will be assigned to assist you. If you want to maintain consistency with a TA provider you work with regularly, you can include that provider in your TA request.
4.	Once you have done the EHE Triannual Report once and the contracts are in the system, do you still need to add contracts again?	There should be a separate contract for each budget year so that the historical contract information is captured in the system. Per HRSA HAB's reporting guidelines, you may not reuse the same contracts from year to year by just updating the dates. You must have a separate contract in the system for each budget year for each provider. Please note that the EHE Triannual Module Report's budget year is from March 1st through February 28th/29th. Each organization that you are funding should have a contract that matches up with the budget period. You are not expected to redo the contracts for the three reporting periods of the EHE Triannual Module Report, although we recommend checking the information already in the system and editing it as needed.