

Data Reporting Requirements for EHE-funded Recipients and Providers - Written Q & A Summary

September 28, 2022

#	Questions	Answers
1.	Who is responsible for submitting these reports?	There isn't an assigned person to submit the report. Some jurisdictions have the same person submitting both reports, while others have separate programs for RWHAP and the EHE. We encourage you to reach out to the DISQ Team and we can assist you in determining who at your organization has submitted these reports previously.
2.	I know we have an EHE grant, what is the RSR?	The RSR stands for the Ryan White HIV/AIDS Program Services Report . The RSR: The Basics webinar provides an overview of the RSR and its three components: the RSR Recipient Report, the Provider Report, and the Client Level Data (CLD) Report.
3.	We have a provider in need of technical assistance to be linked to the correct organization and EHE Grant in the EHBs. Who is the best point of contact?	Please feel free to reach out to the DISQ Team and we can connect you with RWHAP Data Support. Please note that there is a process to get new agencies that have never submitted a report added to the HRSA Electronic Handbooks (EHBs).
4.	How do I get the EHE Triannual Module Report added to my "tasks" in the EHB system?	EHE recipients will see the EHE Triannual Module Report in their tasks list by having access to the EHE grant and to the performance reports for that grant. RWHAP recipients and providers will access the report through their most recent RSR. The Completing the EHE Triannual Module Provider Report webinar provides more detailed instructions on all three methods of accessing the report.
5.	When are the RSR and EHE due annually?	The RSR is always due the last Monday in March. All 2022 RSRs are due on Monday, March 27, 2023 at 6pm. Click here to review the RSR Submission Timeline on TargetHIV . The EHE Triannual Report is always due three times a year on the 15 th following the month that it opens. The next submission deadline is October 15 th . You can review the EHE Submission Timeline here .
6.	Can you review the difference between a Recipient and Provider-recipient?	A recipient has a direct funding relationship with the HIV/AIDS Bureau. If your agency gets EHE initiative funding from a jurisdiction and you provide direct services to clients, then you

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		<p>are a provider. Some agencies get funding directly from HAB and also provide direct services. The recipient reports for both the EHE and RSR are meant to capture who is funded under your grant and what services they receive. The Provider Reports include client data.</p> <p>We encourage recipients to review the Completing the EHE Triannual Recipient Report webinar recording, and register for the upcoming How to Complete the RSR Recipient Report Using the GCMS webinar.</p> <p>We recommend the following webinars for providers: Completing the EHE Triannual Module Provider Report (recording), and Completing the RSR Provider Report (TBD Spring 2023).</p> <p>If you are not sure which reports you are required to submit, please reach out to the DISQ Team for assistance.</p>
7.	<p>Could you review the reporting requirements for EHE providers?</p>	<p>If you are an EHE funded provider, you should be tracking your data throughout the year and keeping record of who is receiving services. Providers are responsible for completing both the RSR and EHE. As a reminder, the RSR Provider Report is due at the end of March. You can review the entire RSR Submission Timeline here. The RSR includes the client-level data upload on everyone you served in the last calendar year. The EHE Triannual Provider Report is where you report aggregate data on services, new and returning clients, and who was on ART during the reporting period.</p> <p>Please note that even if you are only funded by the EHE and not another RWHAP Part, you are still responsible for completing both the EHE Triannual Provider Report and RSR Provider Report.</p> <p>We encourage providers that receive EHE Initiative Funding from a recipient to review the recent webinar, Completing the EHE Triannual</p>

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		Module Provider Report . We are also hosting a webinar in early Spring 2023 on “Completing the RSR Provider Report”. Sign up for the DISQ listserv for additional webinar updates.