Completing the RWHAP Part A Program Terms Report (PTR)

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RWHAP
DATA SUPPORT

Outline

Background

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Completing the PTR

TA Resources

Today we'll be walking through the RWHAP Part A Program Terms Report (or PTR). We'll start off with a little background information before moving on to step-by-step instructions on how to access the report. We'll briefly go over the Grantee Contract Management System (or GCMS) and then review how to complete the PTR. And then we'll close out the presentation by looking at some additional TA resources.

2023 RWHAP Part A PTR Manual
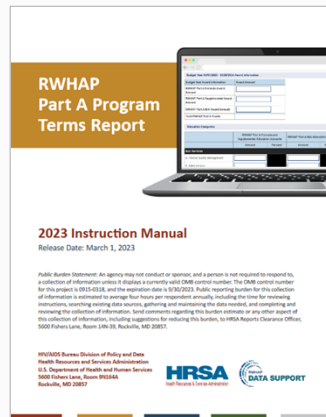
- Available now on the TargetHIV website [here](#)

Before we start, I do want to take a moment to mention the 2023 RWHAP Part A PTR Manual which is available now on the TargetHIV website. This manual reviews all the changes that were made for the 2023 PTR and contains all of the instructions for the PTR that I'll be presenting today.

Background

- All RWHAP Part A recipients are expected to complete a PTR

- Recipients report on the allocation of their RWHAP Part A award

- The PTR is submitted through the PTR web application, accessed through the HRSA Electronic Handbooks (EHBs)

Taking a look at some background information, all Part A recipients are required to complete a PTR each year. The PTR is where RWHAP Part A recipients report on the allocation of their grant funding for the budget year. Much like many of the other reports you submit for your Part A award, it is accessed through the HRSA Electronic Handbooks, specifically the PTR web application.

PTR Submission Process

The flow diagram shows the following steps:

Access the PTR system → **Complete contracts in the GCMS** → **Start and complete the PTR** → **Submit report to PO for review**

Here's how the PTR submission process usually proceeds. Recipients start by accessing the PTR system through the EHBs. Now, the PTR is one of a few different reports that utilize the Grantee Contract Management System (the GCMS). Recipients should start by entering their contracts in the GCMS (we'll review this more a bit later). After you have your contracts set up, you'll move on to opening and completing the PTR. Once you have finished the PTR, you'll validate and submit it to your project officer for their review. And again, we're going to review all of these steps more in-depth on the upcoming slides.

Accessing the PTR
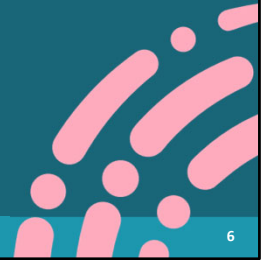
We'll start by going over how to access the PTR.

Accessing the EHBs

- The PTR is accessed through the HRSA EHBs

- You must have an account with the appropriate permissions for your agency's RWHAP Part A award in order to access and complete the PTR

- For further assistance with your EHBs account, contact the EHBs Customer Support Center

As I stated before, the PTR is accessed through the HRSA EHBs. You'll have to make sure your account is set up and ready to go with all the necessary permissions for your agency's Part A award to be able to get to and complete the PTR. This is more so applicable for new users. If you already have an account and have completed the PTR or other submissions for your agency's Part A award previously, then you should be good to go.

But if you run into issues logging in or getting set up with the appropriate permissions, the best resource for that is the EHBs Customer Support Center. And we'll go over contact information for them at the end of the presentation.

HRSA EHBs Home Page

Let's jump into the system now. Where we are now is the EHBs home page which is where you'll find yourself right after logging in. We'll start by hovering over the "Grants" tab at the top of the page.

Grants Drop-down Menu

And then select "Work on Other Submissions."

Submissions-All Page

That'll take us to the Submissions-All page. We'll scroll down a little ways first and find a list of submissions for our agency. Locate your 2023 PTR in the list of submissions which should be close to the top like we have here. If you're having trouble finding your PTR in this list, you can always pare it down by utilizing the filter box in the Submission Name column and typing in a portion of the name.

This report is right here at the top though, and we'll select the "Start" link in the Options column. This link will read "Start" the first time you access it and "Edit" after the report has been started.

PTR Inbox

That will take us to the PTR inbox. There's a couple of important links on this page. You can access the GCMS, where you'll enter your contracts, by selecting the "Search Contracts" link in the Navigation panel on the left side of the screen. And then you can access the PTR itself by selecting the envelope icon under the Action column.
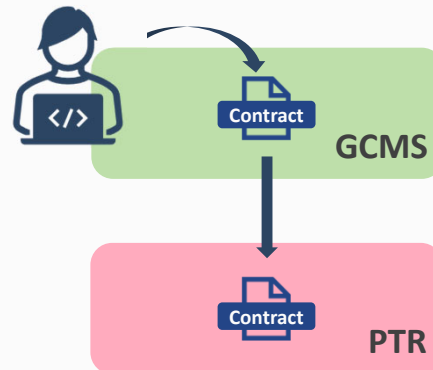
Grantee Contract Management System (GCMS)

Let's take a moment to discuss the GCMS.

What is the GCMS?

- A data storage system for RWHAP contract information
- Multiple reports utilize the GCMS helping to decrease data entry burden
- The PTR automatically imports contract information from the GCMS

GCMS

PTR

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The GCMS is a data storage system for RWHAP contract information that helps to decrease data entry burden on recipients as the information entered there is used for multiple reports. Your RWHAP Part A contract information for instance will also be used for the RWHAP Services Report (or RSR) so you don't have to re-enter all of your contract information for that report.

The GCMS is a separate system that is linked to the PTR. Recipients enter their contracts into the GCMS, with a separate contract for each agency funded to provide services. Then, the PTR automatically looks in the GCMS for any contracts that overlap the report's budget period and pulls the contracts into the report.

The PTR and the GCMS

- Contracts are typically added to the GCMS during completion of the PTR
- Recipients must have a contract in the GCMS for each organization funded to provide services with their RWHAP Part A award
- Contract dates should align with the dates of your budget period
- Prior years' contracts cannot be reused and should be preserved

Results

	Id	Funded By	Org ID	Organization Name	Reg Code	Reference	Start	End	Services	Funded Through	Funded Amount	Is Executed	Action
+	111111	H89HA00000	8888	RWHAP Part A Provider	88888		3/1/2022	2/28/2023	7		$105,445.00	Yes	Edit/Remo⌄ Go
+	111112	H89HA00000	8888	RWHAP Part A Provider	88888		3/1/2023	2/29/2024	8		$123,893.00	Yes	Edit/Remo⌄ Go

Typically, recipients will add their contracts to the GCMS during completion of the PTR. For the PTR, you'll need to make sure that you have a contract for each organization that is funded to provide services with your RWHAP Part A award. This includes your own organization if your agency provides services.

Your agency's contracts in the GCMS should align with the dates of your budget period, so March to February. And prior years' contracts need to be preserved. We've seen a number of recipients do this incorrectly. You cannot reuse the prior years' contracts and just update the dates. You also shouldn't have years long contracts where you're changing the funding amount each year. Your contracts need to look like what is in the screenshot here, each provider has a separate contract for each year that they're funded.

Additional GCMS Resources

- For additional assistance entering contracts in the GCMS, please see the GCMS Manual and the Completing the GCMS webinar available on the TargetHIV website

We're not going to go in-depth on the GCMS today other than what we've presented so far. We have some additional materials available that walk you through the whole process including the GCMS Manual and the Completing the GCMS webinar.
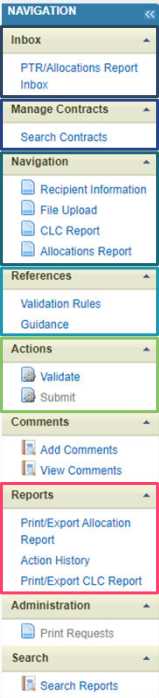
Completing the PTR

Let's go ahead and talk about now how to complete the PTR.

Navigation Panel

- Use the Navigation panel on the left side of the screen to navigate throughout the report and complete all report actions

Navigate to the PTR Inbox

Navigate to the GCMS

Access the various sections of the PTR

Access the Validation Rules and RWHAP Part A PTR Instructions documents

Validate and submit the PTR

Export and print the CLC and Allocations Report (needed for the Program Submission)

Before we jump into the system, I want to take a moment to highlight one of the most important parts, the Navigation panel. The Navigation panel is always there on the left side of the screen and is how you navigate the PTR report, the PTR system, and how you'll complete all report actions.

Up at the top you use the link here to get back to the PTR inbox at any time. Like we showed before you can get to the GCMS by selecting "Search Contracts." In the next section, Navigation, is where you'll find links for each section of the PTR. There are also some helpful resources available in the Navigation panel, both the Validation Rules document and the RWHAP Part A PTR Instructions document. In the Actions section, you'll find the links for both validating and submitting the PTR. And then down towards the bottom, we have options for printing and exporting both the CLC Report and the Allocations Report which you'll need for the separate Program Submission.

Recipient Information

We've opened the report now and we're in the Recipient Information section. This section just has some basic information about your agency. You'll find most of it is prepopulated. Just review it and make sure everything is accurate and complete including the mailing address at the top, and then your agency's EIN and UEI, followed by the contact information of the person responsible for the report. If you make any updates, make sure to select "Save" at the bottom right of the page.

We're going to work through each section of the PTR. We'll scroll back up and then select "File Upload" in the Navigation panel.

File Upload

For the Part A PTR, there are no required file uploads so this section will most likely be blank. If your project officer requires some sort of additional documentation, you can upload it here using the "Upload Supplemental Document" button. But otherwise, there won't be anything in this section.

Let's move on to the next section, the CLC Report, by selecting that link in the Navigation panel.

CLC Report

The CLC Report pulls information directly from the GCMS. It's going to pull in every contract that overlaps with the budget period and list it here. You'll just want to review this list and make sure that it is accurate and complete. Again, every organization funded to provide services with your award needs to be listed here. You can check the funding amount for each agency in this column to the right and then if you select the "+" button to the left the system will display the list of funded services for each organization as well.

When you first start the PTR, the report will pull in all the overlapping GCMS contracts at that time. If you make any changes to your contracts after the report has been started though you'll have to synchronize those changes.

Contract Synchronization

Synchronizing is actually a very simple process. You'll know you need to synchronize if you see this yellow warning banner at the top of the page. The banner will list all of the contracts that have been updated and need to be added to the report. You can synchronize all changes at once by selecting the "Synchronize All" button. On the next page, just review the contract updates and select the "Synchronize" button. Once you've done that, the contract updates will be added to your report.

We'll move onto the last section of the report now by selecting "Allocations Report" in the Navigation panel.

Award Information

The Allocations Report section is a breakdown of the total allocations of your agency's Part A award. Most of this section is going to come from the GCMS but there are a few fields that you'll have to fill out. Each field does require a response and you can only use whole numbers. One thing I'll also add is that you should not be reporting values for carryover funding in this report, either in your funding amounts in the GCMS or in any of the fields in this section.

Starting at the top is the Award Information table. In this table, you'll enter the total award amounts for each of the award types, formula, supplemental, and MAI, as indicated on your agency's Notice of Award.

Allocation Categories

Scrolling down, next we have the Allocation Categories table. You'll notice here the biggest change for the 2023 PTR, there is no longer that separate column for the supplemental award. Much like you did before that column was added, you have a single column to combine your formula and supplemental awards and then a separate column for your agency's MAI award. There are four fields to complete in this table. First is row A. Clinical Quality Management. Enter the amount of each award type allocated to support clinical quality management activities. And below that is row B. Administrative. Enter the amount of each award type allocated to support recipient administration activities.

Service	RWHAP Part A Formula and Supplemental Allocation Amounts		RWHAP Part A MAI Allocation Amounts		Total RWHAP Part A Allocation Amounts	
	Amount	Percent	Amount	Percent	Amount	Percent
Core Medical Services						
a. AIDS Drug Assistance Program Treatments	$0	0.00 %	$0	0.00 %	$0	0.00 %
b. AIDS Pharmaceutical Assistance	$0	0.00 %	$0	0.00 %	$0	0.00 %
c. Early Intervention Services (EIS)	$0	0.00 %	$0	0.00 %	$0	0.00 %
d. Health Insurance Premium and Cost Sharing Assistance for Low-Income Individuals	$0	0.00 %	$0	0.00 %	$0	0.00 %
e. Home and Community-Based Health Services	$0	0.00 %	$0	0.00 %	$0	0.00 %
f. Home Health Care	$0	0.00 %	$0	0.00 %	$0	0.00 %
g. Hospice	$0	0.00 %	$0	0.00 %	$0	0.00 %
h. Medical Case Management, including Treatment Adherence Services	$0	0.00 %	$0	0.00 %	$0	0.00 %
i. Medical Nutrition Therapy	$0	0.00 %	$0	0.00 %	$0	0.00 %
j. Mental Health Services	$0	0.00 %	$0	0.00 %	$0	0.00 %
k. Oral Health Care	$0	0.00 %	$0	0.00 %	$0	0.00 %
l. Outpatient/Ambulatory Health Services	$0	0.00 %	$0	0.00 %	$0	0.00 %
m. Substance Abuse Outpatient Care	$0	0.00 %	$0	0.00 %	$0	0.00 %
1. Core Medical Services Subtotal	$0	0.00 %	$0	0.00 %	$0	0.00 %
Support Services						
a. Child Care Services	$0	0.00 %	$0	0.00 %	$0	0.00 %

Core Medical and Support Services

Scrolling down again, we have the table for core medical and support service categories. All the information in this table is coming directly from the GCMS. You'll need to review the information here to make sure it is accurate. If you need to adjust any of the amounts in this table, you'll have to modify the associated contract(s) in the GCMS.

2. Support Services Subtotal	$0	0.00 %	$0	0.00 %	$0	0.00 %
3. Total Service Allocations	$0	100.00 %	$0	100.00 %	$0	100.00 %

☐ Recipient received waiver for 75% core medical services requirement.

Legislative Requirements Checklist

Core Medical Services (CMS) Allocation Requirement: At least 75% of your total service allocations must be allocated on core medical services (unless a Core Medical Services waiver has been approved).

When reporting CMS allocations, the Total RWHAP Part A Allocation Amounts for CMS must be at least 75% of Total Service Allocations unless a CMS waiver was approved.

To the right is the percentage of your Current Fiscal Year (FY) CMS Allocations divided by your Total Part A Formula, Supplemental, and MAI allocations.   **0.00 %**

Clinical Quality Management (CQM) Allocation Requirement: No more than 5% of your total award or $3 million (whichever is smaller) can be allocated to CQM.

When reporting CQM allocations, the Total RWHAP Part A Allocation Amounts for CQM must not exceed 5% of the total award amount or $3 million (whichever is smaller).

Below is the maximum amount (Capped Amount) you can allocate to CQM. The capped amount will be 5% of the total award or $3 million, whichever is smaller. Please check to make sure your CQM allocation does not exceed your Capped Amount.

Recipient Clinical Quality Management Capped Amount	$0
Recipient Clinical Quality Management Allocation Amount	$0

Administration Allocation Requirement: No more than 10% of your total award can be allocated to recipient administration.

When reporting recipient administration allocations, the Total RWHAP Part A Allocation Amounts for Administration must not exceed 10% of the total award amount.

Below is the percentage of your Current Fiscal Year recipient administration allocations divided by your Total Part A Award. Please check to make sure this percentage is not greater than 10%.

Recipient Administration Allocation Amount	$0	0.00 %

Cancel   Save

Waiver Checkbox and Requirements Checklist

Scrolling down again, we have the table for core medical and support service categories. All the information in this table is coming directly from the GCMS. You'll need to review the information here to make sure it is accurate. If you need to adjust any of the amounts in this table, you'll have to modify the associated contract(s) in the GCMS.

Below this table you'll find an optional checkbox. This is for the 75% core medical services requirement. If you received a waiver for that requirement, select this checkbox. If you are unsure if your agency received a waiver, reach out to your project officer.

Lastly in this section, we have a new addition, the Legislative Requirements Checklist. You can use this checklist to quickly check that your agency is in compliance with the various legislative requirements of your RWHAP Part A award, including the 75% core medical services requirement, the 5% or 3 million quality management cap, and the 10% recipient administration cap. The fields here will automatically calculate once you have saved this page.

Once you have entered a response for all the required fields on this page, make sure to select "Save" down at the bottom right.

Validation Processing

Now that you've completed each section of the report and have put all of your contracts in the GCMS, you're ready to move on to validating your report. To do that, start by selecting "Validate" in the Navigation panel.

The system will display a message letting you know that the validation request is processing. Wait a few minutes and then refresh the page by selecting "Validate" in the Navigation panel again.

Validation Categories

- If you receive a green "Congratulations" message, proceed to submitting your report

- For the RWHAP Part A PTR, there are two validation message categories that you may receive:

Errors	Alerts
• Must be corrected before you can submit your PTR	• Recommended to correct whenever possible to prevent your PO from returning your report for changes

If your validation process results in a green congratulations message, then you have no validation issues to address and can proceed to submitting your report. Alternatively, you may see a page with validation messages to address which we'll show on the next slide. For the RWHAP Part A PTR, there are just two types of validation messages: errors and alerts. Errors have to be corrected. You cannot submit your report with an error.

You are able to submit your report with an alert, but it is highly recommended that you correct any alerts that you receive whenever possible to prevent your report being returned to you by your project officer.

Validation Results

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Here's a sample validation results page. I'll scroll down here a little ways. In this report there are three alerts that were received in the Allocations Report section. If we make any corrections to our Allocations Report to correct these alerts, we'll have to revalidate using the instructions we went over earlier.

Submitting the PTR

Once you have the validation process squared away, you can proceed to submitting your report. Select "Submit" in the Navigation panel.

In the comment box, enter any meaningful feedback you have about your PTR submission. Select the checkbox certifying the data in the report are accurate and complete. And then select the "Submit" button.

Additional Resources

We've come to the end of our instructions for submitting the PTR. If you have any additional questions, please feel free to ask them during the Q&A portion which we'll get to in just a minute. First, let's take a moment to review some additional helpful resources for you all.

Online Resources

TargetHIV Website
- 2023 RWHAP Part A PTR Manual
- GCMS Manual
- GCMS Webinar

HRSA HAB Website
- PCN #16-02

The TargetHIV website is the home of all our TA materials including the Part A PTR Manual, the GCMS webinar and manual, as well as this webinar which will posted to the site at a later date.

The HRSA HAB website also has plenty of helpful information, most notably PCN #16-02 which includes definitions of all the core medical and support service categories.

TA Resources

- Ryan White Data Support
  - 888-640-9356
  - RyanWhiteDataSupport@wrma.com
- EHBs Customer Support Center
  - 877-464-4772
  - Online TA Request

If you find yourself needing additional assistance though you can always reach out to us at Ryan White Data Support. We can help walk you through accessing and completing the PTR as well as updating and adding contracts in the GCMS.
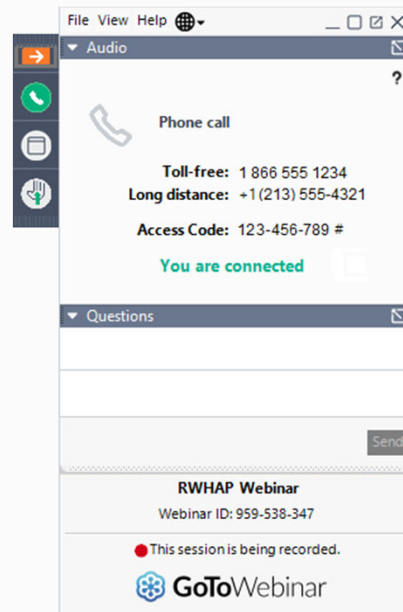
And if you need any assistance with your EHBs account such as passwords and permissions, the best resource is the EHBs Customer Support Center.

Questions?

Type your question in the question box.

OR

Use the "raise hand" function to speak. We will unmute you in the order that you appear.

Thank you for attending today's presentation and now we'll move on to the Q&A portion of the webinar.