RWHAP Part D Allocations Report

2023 Instruction Manual

Release Date: August 21, 2023

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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 for filling out the Allocations Report.

The note icon highlights information you should know.

The tip icon points out recommendations and suggestions that can make it easier filling out your report.

The question mark icon indicates common questions and their answers.

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

The no icon indicates answer options that cannot be selected or information that cannot be entered under certain circumstances in the report.

Background

The Ryan White HIV/AIDS Program (RWHAP) Part D provides grants to local, community-based organizations to provide outpatient family-centered primary and specialty medical care and support services to help low-income women, infants, children, and youth with HIV.

RWHAP Part D grant recipients are required to provide certain program and fiscal reports each year, including an annual Allocations Report. The Allocations Report is an aggregate report submitted through the HRSA Electronic Handbooks (EHBs) that all RWHAP Part D recipients must submit within 60 days of the release of the final Notice of Award (NoA). It serves as a reference to determine how recipients allocate funds each budget period to meet the needs of people with HIV.

The Allocations Report is one of several RWHAP reports linked to the Grantee Contract Management System (GCMS). The GCMS decreases data entry burden by sharing information between multiple HRSA HAB reports. For further information on the GCMS, see the GCMS Manual available on the TargetHIV website. Core medical and support service categories are defined and explained in Policy Clarification Notice (PCN) #16-02.

If you have programmatic questions about the RWHAP Part D Allocations Report, please contact your Division of Community HIV/AIDS Programs (DCHAP) project officer. If you need additional assistance or have technical questions about the RWHAP Part D Allocations Report, please contact RWHAP Data Support at 1-888-640-9356 or RyanWhiteDataSupport@wrma.com.

Accessing the Allocations Report

The RWHAP Part D Allocations Report is accessible via the HRSA EHBs. You must have an account with appropriate access to your agency's grant to view and complete the report. To access the RWHAP Part D Allocations Report, follow the steps below:

STEP ONE: Log in to the HRSA EHBs site. From the HRSA EHBs homepage, hover your cursor over the "Grants" tab at the top of the screen and select "Work on Other Submissions" under the "Submissions" header (Figure 1).

> If you need assistance with your credentials for the EHBs, call the EHBs Customer Support Center at 1-877-464-4772.

Figure 1. HRSA EHBs: Screenshot of the Grants Dropdown Menu
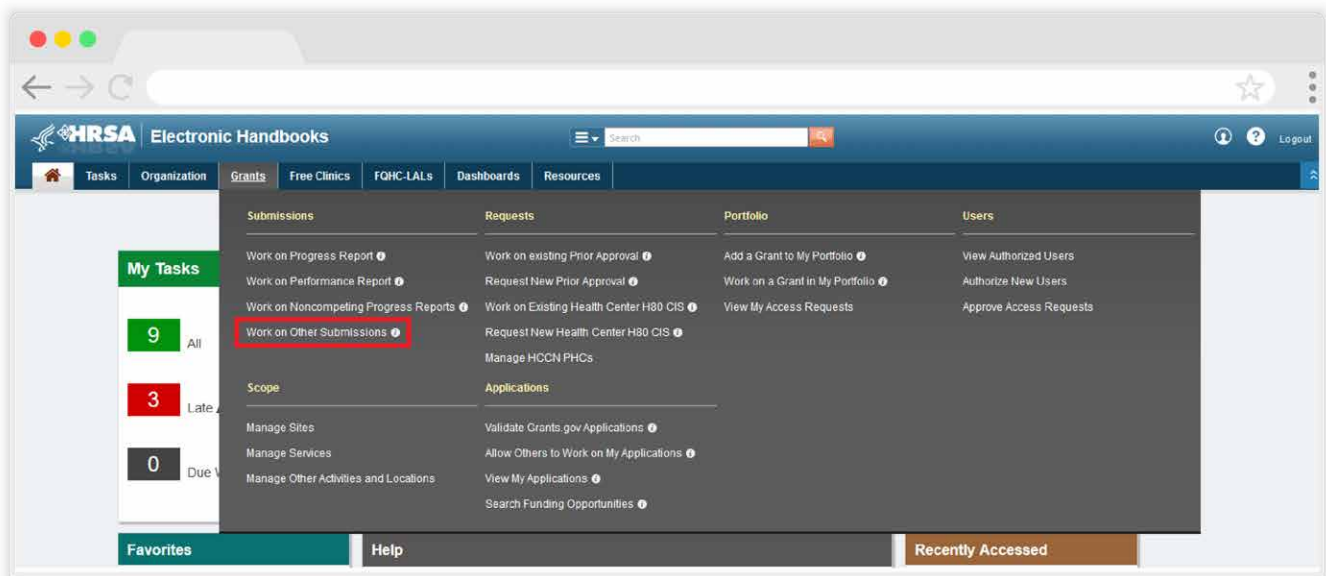
STEP TWO: On the next page, "Submissions – All," under the "Submission Name" column, locate the Allocations Report you would like to access (Figure 2). Under the "Options" column, select "Start" or "Edit." The first time the report is accessed the link will read "Start," but once the report has been started, the link will instead read "Edit." A new window will appear.

> **!** If you are attempting to work on your GCMS contracts before the submission period begins, you must access the GCMS through your previous year's Allocations Report or your most recent RWHAP Services Report (RSR).

Figure 2. HRSA EHBs: Screenshot of the Submissions - All Page

> **💡** Searching for "Allocations" in the filter header of the "Submission Name" column may help you find your current Allocations Report faster.

> **💡** If you need help navigating the EHBs to find your annual Allocations Report, call the EHBs Customer Support Center at 1-877-464-4772.

STEP THREE: You are now in the Allocations Report Inbox (Figure 3). From here, you can access your contracts in the GCMS and your report. To access the GCMS, select "Search Contracts" in the Navigation panel on the left side of the page. To access your Allocations Report, select the envelope icon under the "Action" column on the right side of the page. The first time you access the report, the envelope icon will read "Create," but once the report has been started, the icon will instead read "Open."

Figure 3. RWHAP Part D Allocations Report: Screenshot of the Allocations Report Inbox Page
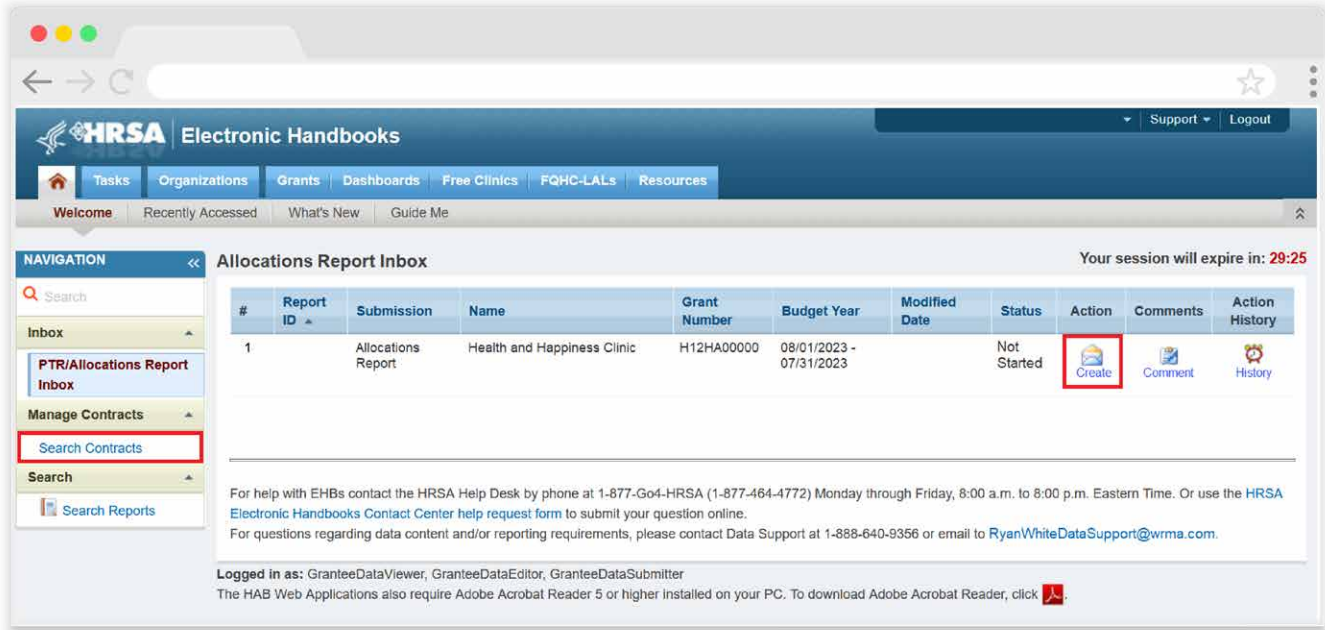
Completing the Allocations Report

The RWHAP Part D Allocations Report is an aggregate report that captures budgetary information on the allocation of grant funding for the specified budget year. The fiscal data submitted as part of the Allocations Report are entered in two places in the RWHAP Part D Allocations Report web system: within the Allocations Report itself and in the agency's contracts in the GCMS.

RWHAP Part D recipients must have a contract in the GCMS for each agency funded to provide services with their RWHAP Part D award. These contracts include values for the amount of funding allocated to core medical and support services. Details from the GCMS contracts are then imported into the Allocations Report, where recipients will also enter values for additional allocations from their award.

Once recipients have entered all values and completed their report, they can validate and submit it, at which point it is sent to their DCHAP project officer for review. If you need assistance or have questions about the required RWHAP Part D Allocations Report submission, please contact your DCHAP project officer.

GCMS Contracts

As part of the RWHAP Part D Allocations Report submission, recipients must have contracts present in the GCMS for all agencies funded to provide services with their RWHAP Part D award. This includes providers of direct core medical and support services to clients as well as providers of administrative and technical services. Information from the contracts in the GCMS is imported into both the Consolidated List of Contractors (CLC) and Allocations Report sections of the RWHAP Part D Allocations Report.

Contracts are typically added to the GCMS during submission of the Allocations Report. It is recommended that recipients add their contracts before beginning the Allocations Report, as this saves them the extra step of synchronizing any contract updates with the report. Agencies should also be sure to align their contract dates in the GCMS with the dates of their award's budget period. Each provider should have a separate contract for each year they are funded to provide services. Do not reuse the prior year's contracts by updating the dates to the current year.

You can access the GCMS at any time in the RWHAP Part D Allocations Report web system by selecting "Search Contracts" in the Navigation panel on the left side of the screen. For further instructions on adding your contracts to the GCMS, please see the GCMS Manual and the Completing the GCMS webinar available on the TargetHIV website.

Figure 4. GCMS: Screenshot of the GCMS Homepage

Allocations Report Navigation

Navigation through the Allocations Report web system and within the Allocations Report itself is done using the Navigation panel on the left side of the screen (Figure 5). Use the links in the Navigation panel to access the different sections of the Allocations Report as well as to validate and submit it.

> 💡 If you need help navigating the Allocations Report web system, contact RWHAP Data Support for assistance at 1-888-640-9356 or email RyanWhiteDataSupport@wrma.com.

Figure 5. Allocations Report Navigation Panel Guide

Recipient Information

Once you open the Allocations Report, you will be taken to the Recipient Information section of the report (Figure 6). This section is pre-populated with information from the HRSA EHBs. Review all information and ensure it is accurate and up to date. Edit any field by selecting the text box. Once you have finished reviewing and making any necessary updates, select "Save" on the lower-right corner of the page.

Figure 6. RWHAP Part D Allocations Report: Screenshot of the Recipient Information Page
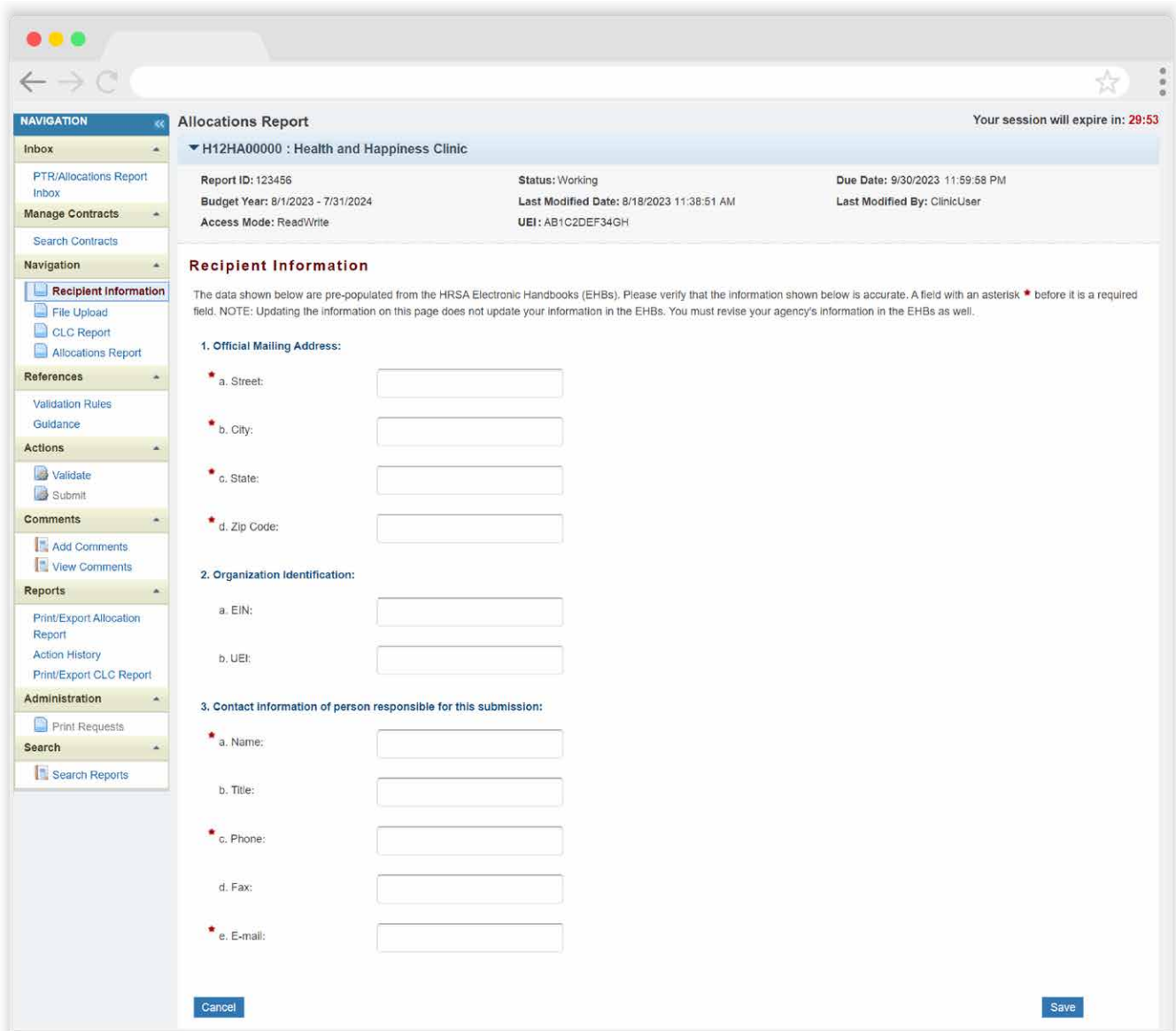
File Upload

For the RWHAP Part D Allocations Report, there are no required additional forms to upload. In rare instances, your project officer may request additional supplemental documentation as part of your Allocations Report submission. In these cases, use the supplemental document upload feature in the File Upload section of the report. Select "File Upload" in the Navigation panel on the left side of the screen and then select the "Upload Supplemental Document" button at the bottom of the page. Locate and select the supplemental documentation saved on your computer to add it to your report.

Consolidated List of Contractors (CLC)

To access the CLC Report, select "CLC Report" in the Navigation panel on the left side of the screen. The CLC is a list of all organizations that are funded to provide services with your agency's RWHAP Part D grant, including providers of core medical and support services to clients as well as providers of administrative and technical services. The list is generated automatically based on the information entered into the GCMS.

Review the CLC Report (Figure 7) for accuracy and completeness, paying attention to the contract dates, funding amounts, and funded services (select the expansion button to view the services for each provider). All agencies funded to provide services with your RWHAP Part D award (including your own organization if it provides services) should have a contract in the GCMS and be listed in the CLC Report. The contract dates should align with your budget year to prevent future reporting issues.

To update the CLC, you must modify the associated contract(s) in the GCMS. For further instructions on editing contracts, see the GCMS Manual.

Figure 7. RWHAP Part D Allocations Report: Screenshot of the Consolidated List of Contractors Page
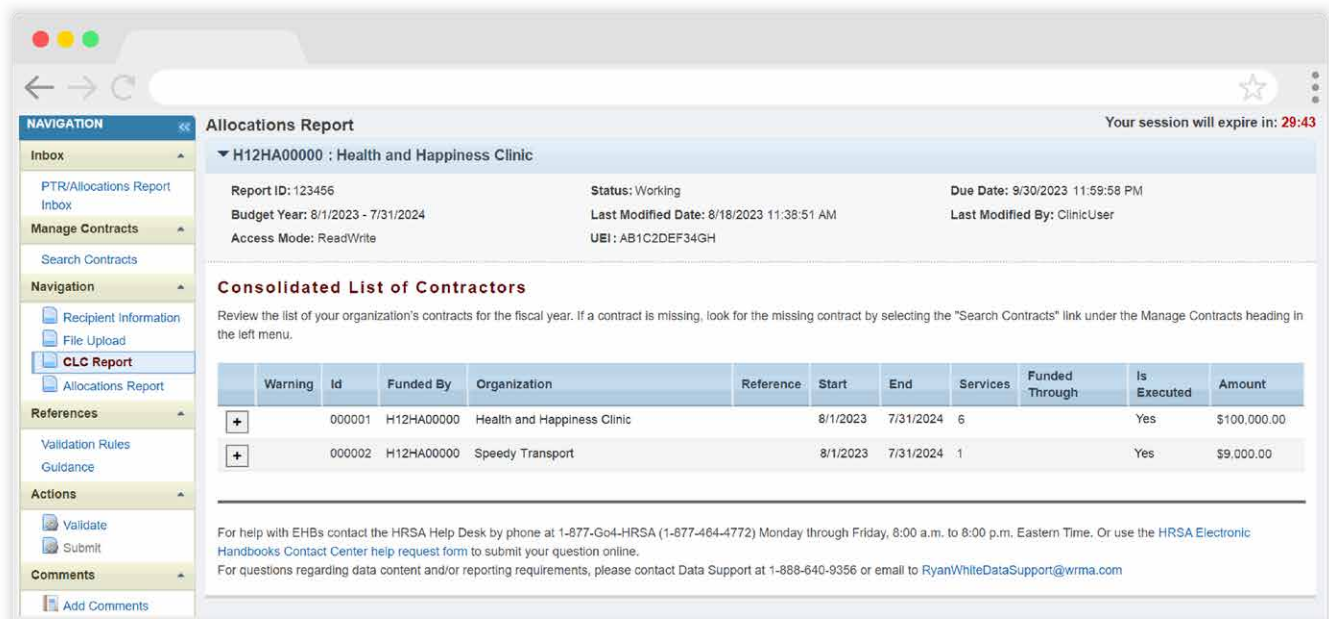
If you make any changes to your contracts in the GCMS after starting your Allocations Report, you will need to synchronize these changes to add them to the report. You will know that you have pending changes to synchronize if a yellow warning banner is present at the top of the page (Figure 8). Select the "Synchronize All" button to synchronize all changes at once or synchronize changes individually by selecting the agency's name in blue in the yellow warning banner. On the next page (Figure 9), review the changes for accuracy and select the "Synchronize" button to add the contract updates to your report.

> **!** RWHAP-related funded services and contracts funded solely through RWHAP-related funding will not populate in the Allocations Report.

Figure 8. RWHAP Part D Allocations Report: Screenshot of the Consolidated List of Contractors Page with Synchronization Warning Banner
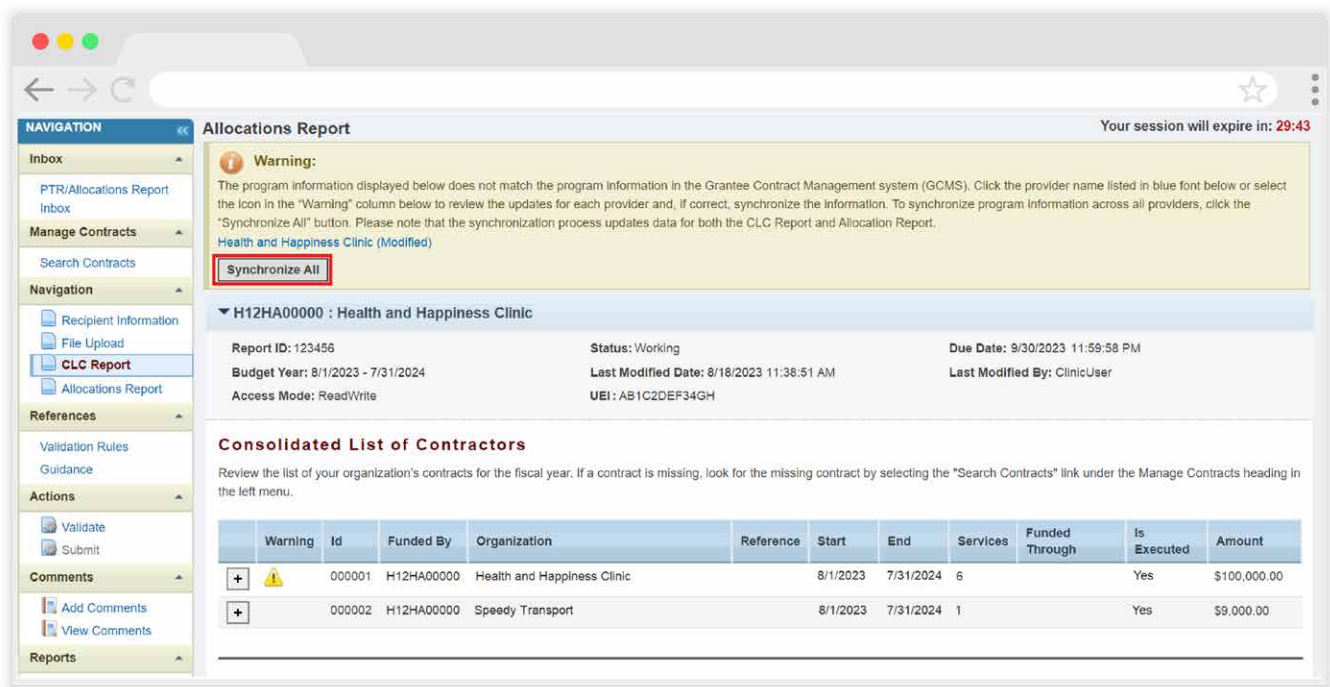
Figure 9. RWHAP Part D Allocations Report: Screenshot of the Synchronize Contract Page
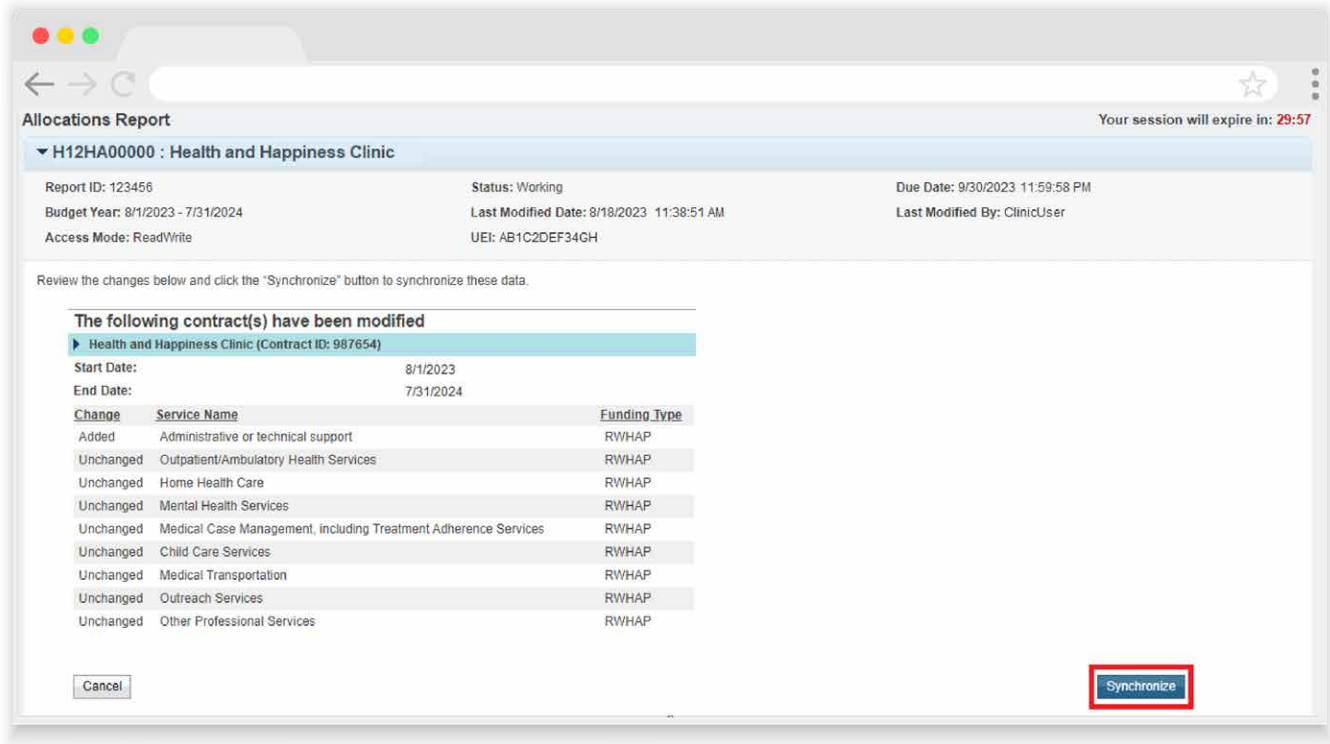
Allocations Report

To access the Allocations Report section, select "Allocations Report" in the Navigation panel on the left side of the screen. The RWHAP Part D Allocations Report comprises three sections: *Award Information*; *Part D Program Total*; and the *Part D Allocations Categories.*

Only whole number values are allowed in the editable fields. Each field requires a response. Therefore, if you don't have any allocations to report for a specific category, enter a "0."

The Allocations Report contains four editable fields that you must complete using your agency's final Notice of Award (NoA) and final approved budget. Once you have entered a value for every field, select "Save" at the bottom-right of the page.

Award Information

- *RWHAP Part D Recipient Award Amount:* Enter the total amount of your agency's RWHAP Part D award indicated on your agency's final NoA.

Part D Program Total

a. *Clinical Quality Management*: Enter the amount of your agency's RWHAP Part D award that is allocated for supporting clinical quality management activities.

b. *Administrative*: Enter the amount of your agency's RWHAP Part D award that is allocated for supporting recipient administration activities.

> ❗ The total amount allocated to recipient administration must not exceed 10 percent of your total award.

c. *Indirect Costs:* Enter the total amount of your RWHAP Part D Award allocated to indirect costs, such as the cost of operating and maintaining facilities, depreciation, and administrative salaries.

> ❗ The total amount allocated to indirect costs must not exceed 10 percent of your total award.

> ❗ The combined total amount allocated to recipient administration and indirect costs must not exceed 10 percent of your total award.

Figure 10. RWHAP Part D Allocations Report: Screenshot of the Award Information and Part D Program Total Sections

Allocations Report
All fields are required.

Public Burden Statement: OMB Control Number (0915-0318) Valid Until 09/30/2023

Budget Year 08/01/2023 - 07/31/2024 Award Information

RWHAP Part D Recipient Award Amount

Part D Program Total

Service	Base Award Amount	Base Award Percent
Non-services		
a. Clinical Quality Management		
b. Administrative		
c. Indirect Costs		
Non-services Subtotal		
Client Services		
d. Core Medical Services		
e. Support Services		
Service Allocation Subtotal		
Total Allocations (Service+Non-service)		

Part D Allocations Categories

The *Part D Allocations Categories* table details your agency's funding that has been allocated to core medical and support services. All fields in this table are populated by your agency's contracts in the GCMS. Review the amounts listed here and if you need to make any changes, you must modify the associated contract(s) in the GCMS for the organization(s) providing the service. See the GCMS Manual for further assistance.

> To review the RWHAP core medical and support service categories, see PCN #16-02 on the HRSA HAB website.

> Early Intervention Services (EIS) is not an allowable service category for RWHAP Part D recipients.

Figure 11. RWHAP Part D Allocations Report: Screenshot of the Part D Allocations Categories Table

Part D Allocations Categories

Service	Base Award	
	Amount	Percent
Core Medical Services		
a. AIDS Drug Assistance Program Treatments	$0	0.00%
b. AIDS Pharmaceutical Assistance	$0	0.00%
c. Early Intervention Services (EIS)	$0	0.00%
d. Health Insurance Premium and Cost Sharing Assistance for Low-Income Individuals	$0	0.00%
e. Home and Community-Based Health Services	$0	0.00%
f. Home Health Care	$0	0.00%
g. Hospice	$0	0.00%
h. Medical Case Management, including Treatment Adherence Services	$0	0.00%
i. Medical Nutrition Therapy	$0	0.00%
j. Mental Health Services	$0	0.00%
k. Oral Health Care	$0	0.00%
l. Outpatient/Ambulatory Health Services	$0	0.00%
m. Substance Abuse Outpatient Care	$0	0.00%
1. Core Medical Services Subtotal	$0	0.00%
Support Services		
a. Child Care Services	$0	0.00%
b. Emergency Financial Assistance	$0	0.00%
c. Food Bank/Home Delivered Meals	$0	0.00%
d. Health Education/Risk Reduction	$0	0.00%
e. Housing	$0	0.00%

If you need help completing the Allocations Report, contact RWHAP Data Support for assistance at 1-888-640-9356 or email RyanWhiteDataSupport@wrma.com.

Validating and Submitting the Allocations Report

After you have completed all required sections of the Allocations Report, the next step is to validate it. The validation process looks for potential problems in the information you entered and lets you review them before the report is sent to your project officer for review.

Select "Validate" in the Navigation panel on the left side of the screen to begin the validation process. Wait a few minutes for the process to complete and then refresh the page by selecting "Validate" in the Navigation panel again. The system will either display your validation results or ask you to continue to wait while the validation request continues to process.

If you receive a green congratulations message, then you can proceed to submitting your report. Alternatively, you will see a table of validation results (Figure 12). Validation messages are sorted into categories: errors, warnings, and alerts. For the RWHAP Part D Allocations Report, there is only one type of validation message: errors. Errors must be corrected before you are able to submit your Allocations Report.

If you receive an error, correct the information in your report based on the validation message and revalidate your report using the instructions above.

Figure 12. RWHAP Part D Allocations Report: Screenshot of the Validation Results Page

If you need help understanding or resolving a specific validation message, contact RWHAP Data Support at 1-888-640-9356 or email RyanWhiteDataSupport@wrma.com.

Once you have addressed all validation messages, you are ready to submit your report. To submit the report, select "Submit" in the Navigation panel on the left side of the screen. On the next page (Figure 13), enter a comment in the text box with any meaningful feedback you have related to your Allocations Report submission. Read and acknowledge the statement under the comment box by selecting the checkbox. Once done, select the "Submit" button at the bottom of the page.

Figure 13. RWHAP Part D Allocations Report: Screenshot of the Submit Report Page

❓ Frequently Asked Questions

Where do I enter funding for the services my agency provides using RWHAP funding?
Funds allocated to core medical and support services are entered into the GCMS. If your agency is providing these services, you will enter a contract with your own agency for these services in the GCMS. See the GCMS Manual for more details. Funds allocated to administrative activities are captured in the "Allocations Report" section of your report. See the Allocations Report section for further details on how to enter and modify these amounts.

Is my agency required to upload documents to complete the Allocations Report?
There are no required documents to upload as part of the Allocations Report. If your project officer requests or you would like to include additional documentation, use the "Upload Supplemental Document" link in the "File Upload" section of your report to upload the documentation to your report.

How can we correct funding amounts within the report if we need to make changes?
If your agency needs to make changes to amounts allocated to administrative activities, update those amounts in the "Allocations Report" section of your Allocations Report. If your agency needs to make changes to amounts allocated to core medical or support services, update those amounts in the associated contract(s) in the GCMS. See the GCMS Manual for more details.

In the Allocations Report, there are fields that I cannot edit, such as core medical services. How do I edit them?
Funds allocated to core medical and support services are captured in your contracts in the GCMS. See the GCMS Manual for more details.

The Allocations Report or CLC are not capturing my contracts even though I have entered them in the GCMS. What do I do?
Information entered into the GCMS is not automatically pulled into the Allocations Report or CLC once your agency's Allocations Report has been opened. You will need to synchronize the changes that you have made with your report. See the Consolidated List of Contractors (CLC) section for details.

My Allocations Report says it is "locked" and I cannot edit anything. What does that mean?
Another user from your agency is accessing the report. If you believe this is an error, call Ryan White Data Support at 1-888-640-9356 or email them at RyanWhiteDataSupport@wrma.com.

If my agency awards part of our grant to subrecipients, why is our agency not marked as an administrative agent, fiscal intermediary, or lead agency in the GCMS?

As a recipient, your agency is expected to manage all RWHAP funds. Management of RWHAP funds includes but is not limited to selecting subrecipients, awarding contracts, providing clinical quality management guidelines, and ensuring subrecipient compliance with RWHAP policies. As a recipient, you may choose to delegate some of your agency's responsibilities. If your agency does choose to delegate some responsibilities to a third party, this entity would be classified as an administrative agent, fiscal intermediary, or lead agency. See the Glossary for definitions of these terms.

Are the contracts I entered into the GCMS also used for other RWHAP reports?

Yes, RWHAP Part D contract information is also used to populate the RWHAP Services Report (RSR).

Can I edit my report after I submit it?

No. Once your report has been submitted, you cannot edit your report. However, you may ask your project officer or PQC to return your report to you for changes.

Glossary

Administrative Agent: An entity that functions to assist the grant recipient, consortium, or other planning body in carrying out administrative activities (e.g., disbursing program funds, developing reimbursement and accounting systems, developing funding announcements, monitoring contracts).

Allocations: The proposed allotment of funds to their different service categories.

Consolidated List of Contractors (CLC): Summarizes each RWHAP-funded contract, the contract amount, and the service(s) provided under the contract.

Core Medical Services: A set of essential, direct health care services provided to people with HIV and specified in the Ryan White HIV/AIDS Treatment Extension Act. To view a list of core medical services, see PCN 16-02.

Fiscal Intermediary: An administrative agent who acts on behalf of the recipient to monitor the use of its RWHAP funds.

Grantee Contract Management System (GCMS): A data storage system that allows recipients to enter and maintain RWHAP contracts.

Indirect Costs: Costs incurred for common or joint objectives which cannot be readily and specifically identified with a particular project or program but are necessary to the operations of the organization, e.g., the cost of operating and maintaining facilities, depreciation, and administrative salaries. For some institutions, the term "facilities and administration" (F&A) is used to denote indirect costs. See PCN 15-01 (Treatment of Costs under the 10% Administrative Cap for Ryan White HIV/AIDS Program) or Appendix IV to Part 75 - Indirect (F&A) Costs Identification and Assignment, and Rate Determination for Nonprofit Organizations for additional information.

Lead Agency: An organization that provides fiscal and administrative management, monitoring, and oversight to providers of direct RWHAP services on behalf of a RWHAP recipient or consortia with which it has contracted.

Notice of Award (NoA): An official document from Health Resources Services Administration (HRSA), HIV/AIDS Bureau (HAB), stating an agency's RWHAP funding amount and funding terms and conditions.

Provider: An agency funded to provide services. Services may include direct core medical and support services to clients as well as administrative and technical services. Also see "subrecipient."

Recipient: An organization receiving financial assistance directly from an HHS-awarding agency to carry out a project or program. A recipient also may be a recipient-provider if it provides direct services in addition to administering its grant.

Recipient Administration (Administrative): Activities relating to routine grant administration and monitoring activities.

RWHAP-related Funding of Services: Refers to RWHAP-eligible services that are funded with program income or pharmaceutical rebates, as distinguished from direct RWHAP grant funds. See PCN 15-03 (Clarifications Regarding the Ryan White HIV/AIDS Program and Program Income) and PCN 15-04 (Utilization and Reporting of Pharmaceutical Rebates) for additional information.

Subrecipient: An organization that receives RWHAP funds from a recipient and is accountable to the recipient for the use of the funds. Subrecipients may provide direct client services or administrative services.

Support Services: A set of services needed to achieve medical outcomes that affect the HIV-related clinical status of a person with HIV. To view a list of support services, see PCN 16-02.

Synchronization: The process of incorporating changes made in the GCMS into the report being updated.

Validation: A system-administered check that reviews all data entered into the Allocations Report for consistency with RWHAP guidelines.