



Completing the EHE Triannual Recipient Report

Ending the HIV Epidemic (EHE) Triannual Report

HRSA HIV/AIDS Bureau

May 1, 2024



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

My name is AJ Jones. 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 HIV Epidemic Triannual Recipient Report.

Today's Webinar Content

- The EHE Recipient Report (for EHE recipients): Today
- EHE Provider Report: Wednesday, May 8, 2024 (Register [here](#))

Today's presentation is going to be covering the EHE Triannual Recipient Report which is completed by just EHE recipients. On May 8th, we'll present a separate webinar on how to complete the EHE Triannual Provider Report. You can register using the link on this slide.

Today's Webinar is Presented by:



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

Throughout the 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 the presentation slides right now which include all the resources mentioned in today's webinar.

At any time during the presentation, you'll be able to send us questions using the "Q&A" function on the settings bar on the bottom of the screen. All questions will be addressed at the end of the webinar in our live Q&A portion. During that time, you will also be able to ask questions live if you'd like to unmute yourself and chat with us directly.

Now before we start, I'm going to answer one of the most commonly asked questions about the recording. The recording of today's webinar will be available on the TargetHIV website within one week of the webinar. The slides are already available for you to access on the TargetHIV website using the link that Isia just chatted out. Please note that these slides are not 508 compliant, but we will follow up with all registrants in about two weeks when the 508 compliant slides and written question and answer are posted.

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 composed of CAI, Abt Associates, and Mission Analytics and is supported by HRSA of HHS as part of a cooperative agreement totaling over \$4 Million.

DSAS (Ryan White Data Support) is composed of WRMA, CSR and Mission Analytics and is supported by HRSA of HHS as part of a contract totaling over \$7.2 Million.

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



Overview

Background

EHE Triannual Recipient Report

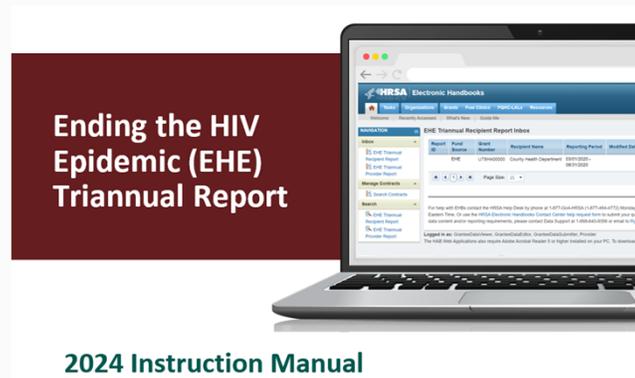
Submission Timeline

TA Resources

Thanks, AJ and thank you everyone for joining us today. Our presentation topic for today is the EHE Triannual Recipient Report. We'll start off by looking 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 initiative 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 soon on the [TargetHIV website](#)



Just to remind everyone the 2024 version of the EHE Triannual Report Manual will be available soon on the TargetHIV website at the link on this slide. 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. I also recommend signing up for the DISQ listserv which will notify recipients when the manual has been updated and posted. The information for the DISQ listserv will be shown at the end of the presentation.



Before we move forward, lets take a quick poll 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.

Thanks Isia. For those who have submitted before, this will be a great refresher. For everyone that is new to submitting the EHE Triannual Report this presentation will provide guidance on how to successfully submit The EHE Recipient Report.

Let's move forward.



What is the EHE Triannual Report?

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

EHE Triannual Recipient
Report
Including the Grantee
Contract Management
System (GCMS)

EHE Triannual Provider
Report

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?

- Completed by EHE initiative recipients, the agencies that receive an EHE initiative award directly from HRSA HAB



So, who completes the EHE Recipient Report? The EHE Recipient Report (including adding and/or reviewing contracts in the GCMS) is completed by EHE recipients, the agencies that receive the EHE initiative award directly from HRSA HAB. 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 Reporting Timeline

- Open for one month, three times a year
- Both the Recipient and Provider Reports are open simultaneously
- Providers cannot submit their Provider Report until all funding EHE recipients have certified their Recipient Reports
- Recipients must certify their Recipient Report as early as possible in the reporting period to avoid potential issues



Before we move on, I do want to take a quick moment to discuss how the EHE reporting period works since we see this issue come up regularly. The EHE Triannual Report opens up three times a year for a month at a time and during that month, both the Recipient and Provider Reports are open simultaneously. But providers are not able to submit their Provider Reports until recipients have certified their Recipient Reports. Therefore, recipients, you should be certifying your Recipient Report as early as possible in the reporting period to provide plenty of time for your providers and to prevent any potential reporting issues.

EHE Triannual Recipient Report

Let's move on and review how to complete the EHE Triannual Recipient Report.

EHE Triannual Recipient Report

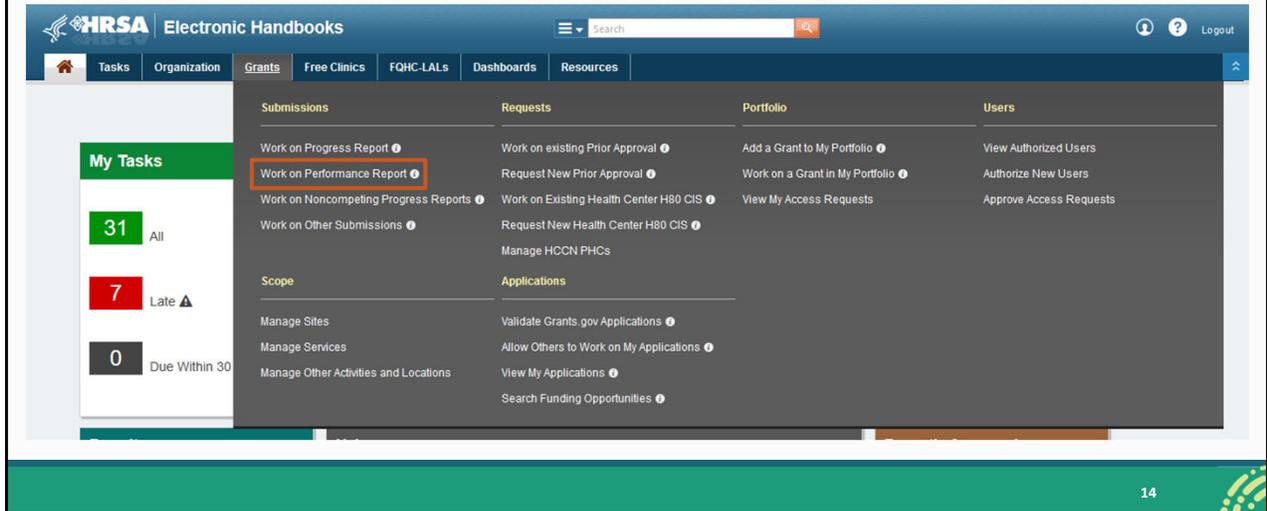
- Completed only by EHE recipients via the [HRSA Electronic Handbooks \(EHBs\)](#)
- Recipients add/review contracts in the GCMS for their EHE funding
- EHE-funded contracts populate the EHE Recipient Report



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.

Accessing the EHE Triannual Recipient Report



Once you have logged in, hover over the Grants tab at the top of the page. On the drop-down menu that appears, select “Work on Performance Report.”

Submissions-All Page

Display Options

Sort Method (Grid | Custom)

Search Name: Save Parameters Search

Export To Excel Search Saved Searches

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 5 Trimester 1	Performance Report	County Health Department	UT8HA00000		01/01/2024 - 04/30/2024	06/15/2024		Not Started	Start
▶ RSR 2023 Annual Performance Report	Performance Report	County Health Department	H89HA00000	234567	01/01/2023 - 12/31/2023	03/25/2024	03/16/2024	Submitted	Performance Report
▶ RSR 2023 Annual Performance Report	Performance Report	County Health Department	UT8HA00000	345678	01/01/2023 - 12/31/2023	03/25/2024	03/15/2024	Submitted	Performance Report
▶ EHE Triannual Report Year 4 Trimester 3	Performance Report	County Health Department	UT8HA00000	456789	09/01/2023 - 12/31/2023	02/15/2024	02/05/2024	Submitted	Performance Report

On the next page, the Submissions-All Page, you'll see a list of submissions for your organization. Scroll down to the table you see on the slide here and locate your most recent EHE Triannual Report submission. Under the far-right Options column, select the "Start" link. Before your EHE Recipient Report has been started, this link will read "Start." But after the report has been started, it will instead read "Edit."

EHE Triannual Recipient Report Inbox

NAVIGATION << EHE Triannual Recipient Report Inbox Your session will expire in: 29:31

Inbox

- EHE Triannual Recipient Report
- EHE Triannual Provider Report

Manage Contracts

- Search Contracts**

Search

- EHE Triannual Recipient Report
- EHE Triannual Provider Report

Report ID	Fund Source	Grant Number	Recipient Name	Reporting Period	Modified Date	Status	Action	Action History
EHE	UT8HA00000	County Health Department	01/01/2024 - 04/30/2024			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-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

Acceptable Use Policy | Accessibility | Viewers And Players | Contact Us

Product: BRS | Platform #: 4.9.50.0 | Build #: | Environment: Production

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After selecting start, you'll be taken to the EHE Recipient Report inbox. From here, you can access both your EHE Recipient Report and the GCMS. We usually recommend starting with your contracts before starting your report since that saves you the extra step of synchronizing any contract changes. On this page, you can open your report by selecting the envelope icon in the Action column. But we're going to start with the GCMS which you can get to by selecting the "Search Contracts" link in the Navigation panel on the left side of the screen.

Grantee Contract Management System (GCMS)

Grantee Contract Management System

Grant Number	<input type="text" value="UT8HA00000"/>
Org ID:	<input type="text"/> (comma separated list)
Registration Code	<input type="text"/> (comma separated list)
Organization Name	<input type="text"/>
Funded Through	<input type="text"/>
Contract ID	<input type="text"/> (comma separated list)
Reference	<input type="text"/>
Range Start Date	<input type="text"/> 
Range End Date	<input type="text"/> 
Project Officer:	<input type="text" value="All Project Officers"/> 

Selecting “Search Contracts” will take you to the GCMS Search page shown on this slide. Enter the dates of the reporting period in the Range Start and End Date fields to pull up all contracts that overlap with the reporting period. Again, you’ll want to make sure that all agencies funded with your EHE initiative award are listed in your contracts. Otherwise, they will not have a report to complete. Review your contracts for accuracy making sure that all funded services are correctly listed before moving on to completing the EHE Recipient Report.

GCMS Additional Information

- Contracts for the current FY may have already been added during prior submission
- Available on the TargetHIV website:
 - ❖ [Completing the GCMS webinar](#)
 - ❖ [GCMS Instruction Manual](#)



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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 also don't need to have a separate contract for each separate Triannual Report opening, 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 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"/>	

Done updating services

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

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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, that's Mental Health. 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.

“Other” Service Category

- “Other” services should only be selected if a provider is funded for non-services that don’t fall under an existing administrative service category
- Non-services that fall under existing service categories should be reported under that specific category

8. If applicable, select the administrative and technical services that are funded for this contractor.

1. Planning or evaluation
2. Administrative or technical support
3. Fiscal intermediary support
4. Other fiscal services
5. Technical assistance
6. Capacity development
7. Quality management
8. Other

Please also note the “Other” service category in question 8 of the GCMS contract details page. Agencies should select this service category if a provider is funded by their EHE initiative award to provide non-services (services that are not provided to clients) that do not meet the definition of one of the other administrative and technical service category definitions. Non-services that fall under the definition of one of the existing service categories should be reported under that specific service category. For example, EHE initiative funding used to provide capacity development should be reported under Capacity Development.

EHE Carryover Funding

- Organizations receiving EHE carryover funding are required to report on EHE carryover funded services in the EHE Triannual Report
- Select the checkbox in the EHE Carryover Funding column and enter a funding amount

Service Name	EHE Funding	EHE Carryover Funding	Base	EHE Carryover Funding Amount
Service Category: Core Medical Services				
Outpatient/Ambulatory Health Services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>
AIDS Pharmaceutical Assistance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Oral Health Care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Early Intervention Services (EIS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Health Insurance Premium and Cost Sharing Assistance for Low-Income Individuals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Home Health Care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

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Providers must also report on services funded with EHE carryover funding as part of their EHE Triannual Report data. These services should be indicated in recipients' contracts in the GCMS. For any service a provider is funded to provide with EHE carryover funding, select the checkbox in the EHE Carryover Funding column and enter a funding amount in the EHE Carryover Funding Amount column.

Knowledge Check



Now, before we move further let's do a quick knowledge check to see if we have a basic understanding of how our EHE contracts should be entered.

My provider is funded for Medical Case Management and Housing through our EHE funding. What services should be listed in our EHE contract with them? (Choose all that apply).

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

Thanks Isia! So, the correct answer here would be Medical Case Management and Housing Services. Remember, only services funded with your EHE grant should be included in your EHE contract. Again, if anyone has questions on setting up EHE contracts please feel free to reach out to Data Support for assistance.

Let's continue!

EHE Services Example

County Health
Department



Health and
Happiness Clinic

- EHE Funding | Hired a new registered dietitian

Medical Nutrition Therapy

- EHE Funding | New peer support group intervention

Psychosocial Support Services

- EHE Carryover | New regular transportation provider

Medical Transportation

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Quickly before we move on to instructions for completing the EHE Recipient Report, I want to take a moment to review an example of EHE data reporting so you all understand exactly the scope of what should be reported by providers in their EHE Triannual Report data.

Here we have our recipient, the County Health Department, and this recipient is funding a provider, Health and Happiness Clinic, with their EHE initiative 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

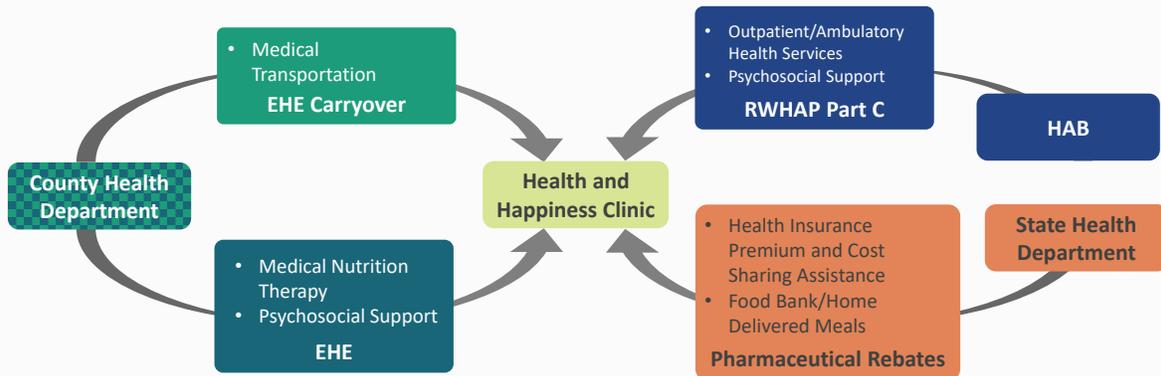
screenings, nutritional evaluations, supplements, and nutrition education and/or counseling based on a nutritional plan developed by a registered dietitian or other licensed nutrition professional.”

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 RWHAP or RWHAP-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 RWHAP funding sources. They have their own RWHAP Part C grant they receive directly from HAB, and they use that funding to provide OAHS and Psychosocial Support. They receive RWHAP-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 RWHAP funding sources: RWHAP Parts A, B, C, and D; RWHAP-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.

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.

EHE Provider Report Data Example

Health and Happiness Clinic

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 clients with HIV that received any of these direct services, regardless of payor

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So, we'll clear the screen here and compile a single list of all the services that and their funding sources. All of these are being funded by one of the sources reported on in the EHE Triannual Report but which is which ultimately doesn't matter.

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 clients with HIV that received any of these services during the reporting period, regardless of payor. It does not matter which funding source is funding the service, whether it's EHE or Part A, 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.

General Information

NAVIGATION << EHE Triannual Recipient Report Your session will expire in: 29:43

Inbox ▾

- EHE Triannual Recipient Report
- EHE Triannual Provider Report

EHE Recipient Report Navigation ▾

- General Information
- Program Information

EHE Recipient Report Actions ▾

- Validate
- Certify
- Request Decertification
- Print
- Accept

EHE Recipient Report -

UT8HA00000 : County Health Department

Report ID: 123456 Status: Working Due Date: 06/15/2024 11:59:58 PM
Report Period: 1/1/2024 - 4/30/2024 Last Modified Date: 05/15/2024 13:46:39 Last Modified By: ssteig@countyhealth.gov
Access Mode: ReadWrite UEI: AB1CDE23FGH4

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:
- * b. City:
- * c. State:
- * d. Zip Code:

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 starting with the official mailing address at the top.

General Information (cont.)

The screenshot shows a web application interface with a sidebar on the left and a main content area. The sidebar contains the following items:

- Action History
- Manage Contracts (dropdown)
- Search Contracts
- Search (dropdown)
- EHE Triannual Recipient Report
- EHE Triannual Provider Report
- Comments (dropdown)
- Add Comments
- View Comments

The main content area contains the following form fields:

- * 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: [empty]
 - d. Fax: () - -
 - * e. Email: ssteig@countyhealth.gov

Buttons: Cancel (bottom left), Save (bottom right, highlighted with a red box).

Further down the page you also have EIN, UEI, and the contact information of the person responsible for this submission. You'll find all 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.

Program Information

The screenshot displays the 'EHE Triannual Recipient Report' interface. The left navigation pane includes 'Inbox', 'EHE Triannual Recipient Report', 'EHE Triannual Provider Report', 'EHE Recipient Report', 'General Information', 'Program Information' (highlighted with a red box), and 'Actions'. The main content area shows report details: Report ID: 123456, Status: Working, Due Date: 06/15/2024 11:59:58 PM, Report Period: 1/1/2024 - 4/30/2024, Last Modified Date: 05/15/2024 13:46:39, Last Modified By: ssteig@countyhealth.gov, Access Mode: ReadWrite, UE: AB1CDE23FGH4. Below this is the 'Program Information' section with a descriptive paragraph and a table of providers.

Warning	Reg Code	Provider Name	Exempt	Exemption Justification
<input type="checkbox"/>	11111	County Health Department	<input type="checkbox"/>	
<input type="checkbox"/>	22222	Duloc Hospital	<input type="checkbox"/>	
<input type="checkbox"/>	33333	Far Far Away Regional Clinic	<input type="checkbox"/>	

Buttons for 'Cancel' and 'Save' are located at the bottom of the table area.

The next section of the report is Program Information which you can get to by selecting “Program Information” in the Navigation panel on the left. This section will show 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 what’s here for accuracy and if you need to make changes, you will have to make them to the associated contracts in the GCMS.

Contract Synchronization

The screenshot displays the 'EHE Triannual Recipient Report' interface. On the left is a navigation menu with options like 'Inbox', 'EHE Triannual Recipient Report', 'EHE Triannual Provider Report', 'General Information', 'Program Information', and 'Actions'. The main content area features a yellow warning banner with a question mark icon. The banner text reads: '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.' Below the banner, a table shows details for 'UT8HA00000 : County Health Department', including Report ID, Status, Due Date, Report Period, Last Modified Date, Last Modified By, and Access Mode. A 'Program Information' section follows, explaining that the list shows agencies with contracts during the reporting period and provides instructions on how to handle missing providers or exemptions.

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: 06/15/2024 11:59:58 PM
Report Period: 1/1/2024 - 4/30/2024	Last Modified Date: 05/15/2024 13:46:39	Last Modified By: ssteig@countyhealth.gov
Access Mode: ReadWrite	UEI: 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.

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. Synchronize changes individually by selecting the agency's name in blue in the banner or select the "Synchronize All" button to synchronize all changes at once.

Synchronize Contract Page

The screenshot displays the 'Synchronize Contract Page' in a web application. The page title is 'Synchronize Contract Page'. The main content area shows the following information:

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

UT8HA00000 : County Health Department

Report ID: 123456 Status: Working Due Date: 06/15/2024 11:59:58 PM
Report Period: 1/1/2024 - 4/30/2024 Last Modified Date: 05/15/2024 13:46:39 Last Modified By: ssteig@countyhealth.gov
Access Mode: Read/Write UET: AB1CDE23FGH4

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

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On the next page you'll see the changes that were 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.

Once you do that, you'll be taken 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 that page which means you have pending contract changes.

Validating the EHE Recipient Report

The screenshot shows a web application interface for validating an EHE Triannual Recipient Report. The page title is "EHE Triannual Recipient Report" and the user is logged in as "UT8HA00000 : County Health Department". The session will expire in 29:54. The main content area displays the report ID (123456), status (Working), due date (06/15/2024 11:59:58 PM), report period (1/1/2024 - 4/30/2024), last modified date (05/15/2024 13:46:39), and last modified by (ssteig@countyhealth.gov). A message states: "Your validation request has been scheduled. It may take several minutes to generate the report." A note below reads: "NOTE: You must refresh this page to display your results." The left navigation panel includes "Inbox", "EHE Triannual Recipient Report", "EHE Triannual Provider Report", "EHE Recipient Report Navigation", "General Information", "Program Information", "EHE Recipient Report Actions", and "Validate" (highlighted with a red box). Other actions include "Certify", "Request Decertification", "Print", and "Accept". A footer note provides contact information for the HRSA Help Desk and Data Support.

So, once your contracts are squared away and all organizations that provided EHE-funded services for the reporting period are listed 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.

Once you click "Validate," the system will display a message letting you know that your validation request is processing. To view your results, wait a few minutes and then refresh the page by selecting "Validate" again in the Navigation panel or refreshing the page manually in your web browser. If you see this same validation processing message, just continue waiting and refresh again until you see your validation results.

Validating Congratulations Message

The screenshot displays the 'EHE Triannual Recipient Report' interface. The main content area shows a green message: 'Congratulations! Your data are valid. No errors, warnings, or alerts were found in your report.' The left navigation panel includes 'Validate' and 'Certify' buttons, with 'Certify' highlighted by a red box. The top right corner indicates 'Your session will expire in: 29:54'. The report details include: Report ID: 123456, Status: Working, Due Date: 06/15/2024 11:59:58 PM, Report Period: 1/1/2024 - 4/30/2024, Last Modified Date: 05/15/2024 13:46:39, Last Modified By: ssteig@countyhealth.gov, Access Mode: ReadWrite, and UEI: AB1CDE23FGH4. The bottom right corner of the page shows the number '32'.

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.

Certifying the EHE Recipient Report

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

Please enter comments regarding your certification.

Comments:

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, enter a comment with any meaningful feedback you have about the submission process. Afterwards select the checkbox certifying the data are accurate and complete, and lastly, select the “Certify Report” button at the bottom of the page to complete the EHE Recipient Report Submission.

Poll #2



Before we move on to discuss the submission timeline and TA resources, lets take one last poll question for the day.

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

Thanks Isia. So, for those who need assistance whether it be for Service Category definitions, questions about contracts, reporting requirements or questions regarding your data systems we can follow up with you after the webinar to provide some additional TA and help ease your concerns. And for anyone who doesn't need assistance now, always feel free to reach out if anything does indeed come up during the submission of your report. We are always here to help!

Let's move on to our EHE submission timeline and TA resources.



EHE Submission Timeline

Reporting Period	Opening Date	Closing Date
1/1/2024 – 4/30/2024	May 15, 2024	June 15, 2024
5/1/2024 – 8/31/2024	September 15, 2024	October 15, 2024
9/1/2024 – 12/31/2024	January 15, 2025	February 15, 2025

So here we have our EHE Triannual Report Submission timeline. The next opening will begin on May 15, 2024, and be open for a month until June 15, 2024, for agencies to submit data for the January 1 to April 30, 2024, reporting period. Following that, we have our usual yearly schedule with the next opening coming on September 15, 2024, and the last 2024 trimester's data reporting period opening up on January 15, 2025.

RWHAP Technical Assistance Resources

- The [RWHAP TA Resources Brochure](#) features information on each RWHAP technical assistance provider, including:
 - ❖ RWHAP reports they support
 - ❖ Questions they frequently respond to
 - ❖ Contact information



There are additional TA resources available to assist you in completing the EHE Triannual Report. The RWHAP TA Resources brochure outlines information about each technical assistance provider, including the reports they support, frequently asked questions they respond to, and their best contact information. You can find this resource on the TargetHIV website. Most importantly, please don't forget that there is no wrong door for TA – if we can't assist you, we're happy to refer you to someone who can!

Additional Resources

- [TargetHIV website](#)
 - ❖ [EHE Triannual Report Instruction Manual](#)
 - ❖ [Sign up for the DISQ listserv](#)
- HRSA HAB website
 - ❖ [Policy Clarification Notice #16-02](#)



We also have a lot of great TA resources available on the TargetHIV website including again the EHE Triannual Report Manual. Use the link here also to sign up for the DISQ listserv to be notified of any EHE reporting news.

And then on the HRSA HAB website we have PCN #16-02 which contains the definitions of all core medical and support service categories should you need help with those while working on your report or contracts.



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Finally, to connect with and find out more about HRSA, check out HRSA.gov.

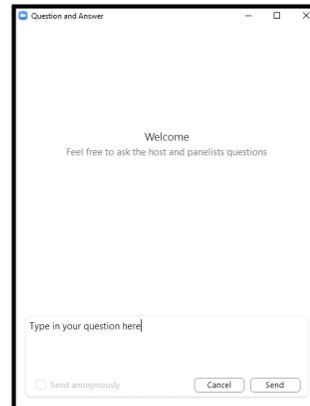
I'd like to take a moment thank everyone for joining us on today's presentation and I will now turn it back over to AJ for the Q&A portion of the webinar.

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.