

Q&A Summary for Completing the Part C and D Allocations Report Webinar, May 21, 2019

#	Questions	Answers
1.	Is the CAREWare system updated with all the new reporting changes for 2019?	Yes. CAREWare 6, the latest CAREWare system, is available for you to download and access. It has been updated with the changes for the 2019 RSR report so you can use it for the 2019 fall reporting season. For further assistance with the CAREWare system, please contact the CAREWare help desk at 877-294-3571 or cwhelp@jprog.com .
2.	What dates should we enter in the start/end date range in the GCMS? Do we use the dates listed on our Final Notice of Award (NOA)?	When searching for contracts in the GCMS, enter the start date range of 1/1/19 and end date range of 12/31/19. These search parameters will only show contracts for your organization during the year 2019. Use the dates listed on your Final NOA when entering a new contract into the GCMS. These dates are the budget period for which your agency has been funded for 2019. For further assistance with how to enter contracts into the GCMS, please contact Ryan White Data Support at 888-640-9356 or RyanWhiteDataSupport@wrma.com .
3.	Is there an instruction manual for the expenditure report available for recipients to review on the TargetHIV website?	HAB is reviewing and updating how expenditures are reported in the system. HAB will be providing further guidance on the expenditures report in the fall of 2019. If you have questions regarding the expenditures report, please contact your project officer.
4.	When will the information for the GCMS webinar be posted to the TargetHIV website or sent to recipients?	The information for all webinars is posted on the TargetHIV website. Recipients are regularly emailed invites to all webinars prior to the presentation date. For further information on the 2019 webinar schedule, please contact Ryan White Data Support at 888-640-9356 or RyanWhiteDataSupport@wrma.com .
5.	Should the 2019 Allocations Report already be in our organization's grant folder? Our organization couldn't locate the report within the EHBs.	The 2019 RWHAP Allocations Report is currently available in the web system. Please ensure that your HRSA EHBs account has the proper access/permissions for you to complete and submit the Allocations Report. If you require assistance with permissions, please contact the HRSA Help Desk at 877-464-4772.
6.	Could you explain why recipients are required to create new contracts when HRSA has our organization's contract information from previous years?	HRSA requires each organization funded by RWHAP to create new contracts every year to ensure that the funded services are accurate and up to date. Services funded and allocated for 2019 may differ from services funded and allocated in previous years.

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7.	Our organization has no subrecipients. How should we complete the 2019 Allocations Report?	Although your organization does not have subrecipients, you are still required to enter a contract into the GCMS for your own organization. This contract should indicate which core medical, support, or administrative services your agency will provide in 2019. For further assistance on how to complete the 2019 allocations with no subrecipients, please refer to the 2019 PTR/Allocations Report Instruction Manual or contact Ryan White Data Support at 888-640-9356 or RyanWhiteDataSupport@wrma.com .
8.	Where is the GCMS Instruction Manual located on the TargetHIV website?	You can find the 2019 GCMS instruction manual at: https://targethiv.org/library/gcms-manual .
9.	Where is the GCMS located in the HRSA EHBs?	The GCMS is located within your organization's 2019 Allocations Report. To access the GCMS, click the "Search Contracts" option on the Navigation panel on the left side of your report. This takes you into the GCMS. For further guidance on how to access the GCMS, please refer to the 2019 PTR/Allocations Report Instruction Manual or contact Ryan White Data Support at 888-640-9356 or RyanWhiteDataSupport@wrma.com .