

Q&A Summary for Completing the Part B and B Supplemental Program Terms Report (PTR)
June 6, 2019

#	Questions	Answers
1.	Where does MAI funding go within the PTR?	<p>MAI funding is entered into the Allocations Report section of the PTR, under the section titled, “MAI Allocations by Program Component.”</p> <p>For more information, please refer to page 30 of the 2019 Program Terms Report/Allocations Report Instruction Manual.</p>
2.	Are MAI contracts entered into the GCMS/included in the CLC?	<p>The RWHAP Part B MAI funds allocated towards “Education to increase minority participation in ADAP” and/or “Outreach to increase minority participation in ADAP” must be in the “MAI Allocation by Program Component” on the bottom of the Allocations Report. However, the MAI contracts for these Part B MAI-funded services should not be captured in the GCMS.</p>
3.	Where does the MAI P&E (Planning & Evaluation) and Administration go?	<p>These amounts are entered into the “MAI Allocations by Program Component” section of the Allocations Report. The Part B MAI Grantee Administration, MAI Planning and Evaluation Activities and MAI Clinical Quality Management should be entered on lines 5, 4 and 3, respectively.</p>
4.	It was noted that we should include an explanation of warnings in our submission. Where would this be included?	<p>Once you validate the PTR, the system will sort the results into one of three categories: errors, warnings, or alerts. Warnings require a comment.</p> <p>To add a comment to a warning, select “Add Comment” under the “Action” column. A new window will appear for you to enter a comment explaining the warning. When complete, select “Save” at the bottom of the text box.</p> <p>For more information, please refer to page 31 of the 2019 Program Terms Report/Allocations Report Instruction Manual.</p>