

2020 Reporting Calendar

MEMORANDUM

TO: Ryan White Part B HIV Care Providers
FROM: Tangee Summers, Ryan White Program Service Manager, South Carolina (SC) DHEC
SUBJECT: 2020 Ryan White and HOPWA Reporting Schedule

<i>Due Date</i>	<i>Report Description</i>	<i>Support Provided</i>
01/15/2020	<p>3rd Quarter RWB Monitoring Report Submission for reporting period: 10/01/2019-12/31/2019</p> <ul style="list-style-type: none"> • RW/MAI/EC/NHAS/Rebates Quarterly Expenditures Report • Quarterly Programmatic Narrative Report • RSR Clinical Summary Report • Updated Annual Quality Management Plan • Updated Annual Needs Assessment • Updated PDSA Cycles <p>3rd Quarter HOPWA Quarterly Expenditures Report for reporting period: 10/01/2019-12/31/2019</p>	Contact: rwhopwaquestions@dhec.sc.gov with questions
01/21/2020	Begin to work on your RSR in accordance with the RSR TA Plan from DHEC (<i>Provide Enterprise (PE) RSR Completion Reports and RSR Clinical Summary Report (preliminary for technical assistance only)</i> due in the <i>PE</i> Secure Portal for reporting period: 01/01/2019-12/31/2019; Conduct a test login to the HRSA Electronic Handbook (EHB)).	See RSR Technical Assistance (TA) Plan from DHEC on page 5-7 of this document describing RSR TA & timeline
February 3, 2020	<i>RW Services and Budget Expenditures Templates (RSR and Implementation Report). Reporting Period: 1/1/2019-12/31/2019</i>	Contact: rwhopwaquestions@dhec.sc.gov with questions
02/03/2020– 02/07/2020	<p>Enter your RSR Service Provider Report in the EHB to include the following sections:</p> <ol style="list-style-type: none"> 1) General Information (pages 17-20) 2) Program Information 3) Funding Source Certification 4) Service Information 5) HC&T Information <p><u>*STOP HERE! Do Not upload client level data in the EHB until your program has been notified & cleared by SC DHEC.</u></p>	See RSR Technical Assistance (TA) Plan from DHEC on page 6-7 of this document describing RSR TA & timeline
02/10/2020	RSR Technical Assistance Webinar provided by DHEC for RW Part B Providers (Mandatory participation for each RWB provider who has <u>new staff</u> submitting their RSR report).	Webinar log-in information email will be forthcoming
02/10/2020- 02/14/2020	RSR Staged Upload in EHB by Provider (Individual TA as needed and/or required) *Must wait to be cleared to post by DHEC*	See RSR TA Plan from DHEC describing RSR TA process prior to posting and submission to

		HRSA
02/10/2020-02/14/2020	RSR Client Summary Report and RSR Clinical Summary due to DHEC via <i>PE</i> Secure Portal for reporting period: 01/01/2019-12/31/2019 (Due on the scheduled RSR Upload date)	Use instructions provided by DHEC and/or GTI
03/02/2020	Final date for RSR Provider Reports and Client Level Upload to be submitted directly to HRSA for reporting period: 01/01/2019-12/31/2019	See RSR TA Plan from DHEC describing RSR TA process prior to posting and submission to HRSA
03/16/2020	DHEC HOPWA-funded providers prepare for HOPWA Year-ending for reporting period: 04/01/2019-03/31/2020	Instructions to be provided by DHEC and/or GTI
Due Date	Report Description	Support Provided
04/15/2020	4 th Quarter (Year-End) RWB Monitoring Report Submission for reporting period: 4/01/2019-03/31/2020 <ul style="list-style-type: none"> • RW/MAI/EC/NHAS/Rebates Quarterly Expenditures Report (Due 4/30/2020) • Quarterly Programmatic Narrative Report • RSR Clinical Summary Report • Clinical Report Card • RW/MAI/EC/Rebate Implementation Plans • MAI Narrative Year End Report • WICY Year-end Programmatic Report • Updated PDSA Cycles(s) 	Instructions to be provided by DHEC and/or GTI
04/30/2020	Year End HOPWA CAPER for reporting period: 04/01/2019-03/31/2020 4 th Quarter (Year End) HOPWA Quarterly Expenditures Report for reporting period: 4/01/2019-03/31/2020	Instructions to be provided by DHEC and/or GTI
07/15/2020	1 st Quarter RWB Monitoring Report Submission for reporting period: 04/01/2020-06/30/2020 <ul style="list-style-type: none"> • RW/MAI/EC/NHAS/Supplemental/Rebates Quarterly Expenditures Report • Quarterly Programmatic Narrative Report • RSR Clinical Summary Report • Updated PDSA Cycle(s) 1 st Quarter HOPWA Quarterly Expenditures Report for reporting period: 04/01/2020-06/30/2020	Contact: rwhopwaquestions@dhec.sc.gov with questions
10/15/2020	2 nd Quarter RWB Monitoring Report Submission for reporting period: 07/1/2020-9/30/2020 <ul style="list-style-type: none"> • RW/MAI/EC/NHAS/Supplemental/Rebates Quarterly Expenditures Report • Quarterly Programmatic Narrative Report • RSR Clinical Summary Report • Updated PDSA Cycle(s) 	Contact: rwhopwaquestions@dhec.sc.gov with questions

	<ul style="list-style-type: none"> RW Part B Grant Continuing Application information due to DHEC for reporting period: Application for GY 2021-2022 Supplemental Year End Report (4/1/20-9/29/20): Narrative and Implementation Plan Report <p>2nd Quarter HOPWA Quarterly Expenditures Report for reporting period: 07/1/2020-9/30/2020</p>	
12/16/2020 & 12/17/2020	Ryan White Service Report (RSR) Error Identification and Correction Technical Assistance Webinar provided by DHEC	Contact: rw-hopwaquestions@dhec.sc.gov with questions

Unless otherwise noted, send the Programmatic Reports to **Programmatic Submissions** and Expenditure Reports to **Financial Submissions** via the Secure Portal in *Provide Enterprise (PE)* as indicated in the attached Secure Portal Map.

Secure Portal Map to RW & HOPWA Reporting Calendar

Programmatic Reports:

<i>Report Type</i>	<i>Recipient Org/Program</i>	<i>Recipient Name</i>	<i>Message Category</i>	<i>Funding Source</i>	<i>Subject</i>
Programmatic Report(s), includes HOPWA CAPER	SCDHECHIV/AIDS Care Network	Programmatic Submissions	Programmatic Report	-RW Part B -RW Part B Supplemental -HOPWA -MAI - EC -WICY -SC ADAP	Mid-year Submission Year-end Submission

Implementation Plan:

***Please submit each Implementation Plan separately with its assigned Funding Source.*

<i>Report Type</i>	<i>Recipient Org/Program</i>	<i>Recipient Name</i>	<i>Message Category</i>	<i>Funding Source</i>	<i>Subject</i>
Implementation Plan**	SCDHECHIV/AIDS Care Network	Programmatic Submissions	Implementation Plan GY19-20	-RW Part B -RW Part B Supplemental -HOPWA -MAI - EC -WICY -SC ADAP	Year-End Submission

Fiscal/Budget/Grant Administration Reports:

<i>Report Type</i>	<i>Recipient Org/Program</i>	<i>Recipient Name</i>	<i>Message Category</i>	<i>Funding Source</i>	<i>Subject</i>
Quarterly Expenditures: RW/HOPWA/EC/MAI	SCDHEC-HIV/AIDS Care Network	Financial Submissions	Financial Report	Combined Grant(s) Expenditures	Quarterly Submission

Quarterly Expenditures: Special Projects	SCDHEC-HIV/AIDS Care Network	Financial Submissions	Financial Report	Special Projects	Quarterly Submission
Quarterly Expenditures: RW Part B Supplemental	SCDHEC-HIV/AIDS Care Network	Financial Submissions	Financial Report	RW Part B Supplemental	Quarterly Submission
Quarterly Expenditures: NHAS	SCDHEC-HIV/AIDS Care Network	Financial Submissions	Financial Report	SC ADAP	Quarterly Submission
Budget(s)	SCDHEC-HIV/AIDS Care Network	Financial Submissions	Projected Budget 2020-2021	Choose appropriate grant	Annual submission
Budget Revision Justification***	RWHOPWA Invoice Email	N/A	N/A	N/A	Budget Revision
Special Projects Prior Approval***	RWHOPWA Invoice Email	N/A	N/A	N/A	Special Projects Prior Approval
Technical Assistance Prior Approval***	RWHOPWA Invoice Email	N/A	N/A	N/A	Technical Assistance Prior Approval
Out-of-State Travel Prior Approval***	RWHOPWA Invoice Email	N/A	N/A	N/A	Out-of-State Prior Approval

Fiscal/Budget/Grant Administration Reports continued:

<i>Report Type</i>	<i>Recipient Org/Program</i>	<i>Recipient Name</i>	<i>Message Category</i>	<i>Funding Source</i>	<i>Subject</i>
Grant(s) Application Information	RWHOPWA Invoice Email	N/A	N/A	N/A	Annual submission

***Please note Budget Revision Justifications, Special Project Prior Approvals, and Out-of-State Prior Approvals, and Invoices should all be sent to your designated Contract monitor at RWHOPWAInvoices@dhec.sc.gov or RWHOPWAInvoices2@dhec.sc.gov with the subject of the email clearly named as indicated above.

RSR and SC QM:

<i>Report Type</i>	<i>Recipient Org/Program</i>	<i>Recipient Name</i>	<i>Message Category</i>	<i>Subject</i>
RSR Completion Reports (Summary data only)	SCDHECHIV/AIDS Care Network	Programmatic Submissions	RSR	Completion Report CY 2019
RW Services and Budget Expenditures Template	SCDHEC HIV/AIDS Care Network	Programmatic Submissions	RSR	RSR Annual Expenditure Submission
RSR Client and Clinical Summary (Summary data only)	SCDHECHIV/AIDS Care Network	Programmatic Submissions	RSR	Client and Clinical Summary CY 2019
Client Needs Assessment Survey Summary (Summary data only)	SCDHECHIV/AIDS Care Network	Programmatic Submissions	SC QM	Needs Assessment GY 2020-2021

SC QM-Clinical Report Card (Summary data only per Data Integrity webinar instructions)	SCDHECHIV/AIDS Care Network	Programmatic Submissions	SC QM	Clinical Report Card CY 2019
SCQM-Quality Management Plan	SCDHECHIV/AIDS Care Network	Programmatic Submissions	SC QM	Quality Management Plan CY 2020
SC QM-PDSA Cycle Updates (Summary data only as indicated from site visit)	SCDHECHIV/AIDS Care Network	Programmatic Submissions	SC QM	PDSA Update

RW Part B/HOPWA Programmatic and QM Combined Site Visit Documents:

<i>Report Type</i>	<i>Recipient Org/Program</i>	<i>Recipient Name</i>	<i>Message Category</i>	<i>Funding Source</i>	<i>Subject</i>
Site Visit Documents	SCDHECHIV/AIDS Care Network	Programmatic Submissions	Site Visit GY2020-2021	Combined Grants	Annual Submission

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RW Part B/HOPWA Financial Monitoring Review Documents:

<i>Report Type</i>	<i>Recipient Org/Program</i>	<i>Recipient Name</i>	<i>Message Category</i>	<i>Funding Source</i>	<i>Subject</i>
Financial Monitoring Review Documents	SCDHECHIV/AIDS Care Network	Financial Submissions	Combined Site Visit GY2020-2021	Combined Grants	Annual Submission

Provide Enterprise Secure Portal Attachment Instructions:

1. Documents/File being attached must be closed on the computer.
2. Attach the desired file.
3. Upon selecting SEND, it is important to **wait a moment**. Do not select CLOSE.
4. Select YES when prompted to SAVE CHANGES
5. The message with attachment will auto-close and send.

Ryan White Services Report (RSR) Technical Assistance and Submission Plan

Reporting Period: January 1, 2019 – December 31, 2019

RSR Action Item	Purpose/Rationale	Date Information	Support Provided
Pre-RSR Technical Assistance Webinar	To be used for RSR technical assistance error checking and corrections	12/17/2019 and 12/18/2019 *Mandatory Participation	Support materials and tools provided to each participant in follow-up to webinar via email
Conduct a test login to the HRSA Electronic Handbook (EHB).	The EHB is where the Ryan White Services Report (RSR) will be submitted to HRSA.	01/21/2020	Instructions to be provided by Tangee Summers HRSA Contact Center: 1-877-464-4772
Submit the preliminary RSR Completion Report and RSR Clinical Summary Report to DHEC. Run this report from the <i>Provide Enterprise</i> template "RSR 2017".	To be used for RSR technical assistance review only	01/21/2020	Submit to DHEC via the <i>Provide Enterprise</i> Secure Portal. Use instructions provided by Tangee Summers <i>See Secure Portal Map to RW & HOPWA Reporting Calendar (above)</i>
Enter your RSR Service Provider Report in the EHB to include the following sections: 6) General Information (pages 18-21) 7) Program Information 8) Funding Source Certification 9) Service Information 10) HC&T Information *STOP HERE! Do Not upload client level data in the EHB until your program has been notified & cleared by SC DHEC.	Applies to providers funded from DHEC Ryan White (RW) Part B funds. RW Part B funds include: 1. RW Part B; 2. RW Part B Supplemental; 3. Emerging Communities; 4. Minority AIDS Initiative [MAI] funding; and 5. RW/ADAP Rebate (for RWB Providers only)	02/03/2020-02/07/2020	RSR Data Support Helpdesk: 1-888-640-9356 or RyanWhiteDataSupport@wrma.com To access to the RSR system, go to page 18 of the 2019 RSR Instruction Manual (Providers Only option)
RSR Action Item	Purpose/Rationale	Date Information	Support Provided

RSR Technical Assistance Webinar	<p>To review HRSA’s changes to the RSR for eligible clients and services (i.e. clients and service categories eligible to be reported in the RSR).</p> <p>To review changes included in the new RSR template “RSR 2017” in <i>Provide Enterprise</i>. (New features)</p>	<p>02/10/2020</p> <p>Each new RWB provider who has new staff submitting their RSR report is required to participate in the RSR TA Webinar.</p> <p>Individual TA as needed and/or required</p>	<p>Required for ALL RWB New Submitters (i.e. staff who has never submitted the RSR before); Others may sign-in if additional TA is needed.</p> <p>Webinar log-in information email will be forthcoming</p> <p><u>*Be sure to have actual expenditures for GY 2018-2019 & GY 2019-2020 (to date) for all RW funding sources.</u></p>
Staged Upload RSR client (.xml) file posting period for RWB providers	To be submitted directly to HRSA via Client xml upload in the EHB.	02/10/2020-02/14/2020	<p>Each RW provider/program will receive confirmation of date when cleared for posting. Dates will vary by provider/program.</p> <p><u>*Do not upload client data in the EHB until your program has been notified & cleared by SC DHEC.</u></p>
<p>Submit the following reports from “RSR 2017” template in Provide Enterprise:</p> <p>1) <u>RSR Client Summary</u> and <u>RSR Clinical Summary</u> (replaces the PDR/RDR)</p>	To be submitted DHEC for program monitoring and administration.	02/10/2020-02/14/2020	<p>Due on the scheduled RSR Upload date</p> <p>Submit to DHEC via the <i>Provide Enterprise</i> Secure Portal.</p> <p>Instructions to be provided by Tangee Summers</p> <p>See <i>Secure Portal Map to RW & HOPWA Reporting Calendar</i> (above)</p>
Final date for RSR posting in the EHB	To be submitted directly to HRSA via Client upload in the EHB.	03/02/2020	Use instructions provided by Tangee Summers