

**DC Department of Health – HIV/AIDS, Hepatitis, STD, Tuberculosis Administration:  
Care and Treatment Division  
Reporting Deliverables Submission Process**

There are three main systems used to report information to HAHSTA. These systems are DC EMA CAREWare (CW), DC Electronic Grants Managements System (EGMS) and DC Vendor Portal (E-Invoicing). Requirements vary based on the funding mechanism. A breakdown of the human care agreement and grant funded service categories are listed below along with the applicable reporting systems. \*Note that funded categories may vary by Jurisdiction.

**All Providers:** funded providers are expected to upload or manually enter client-level data into the DC EMA CAREWare (CW) system. CW users are required to follow the data entry and data elements requirements outlined in the CAREWare User Guide. Funded providers are expected to upload their complete invoice packages into the E-Invoicing system. Funded providers are expected to submit their Quality Management documentation to their corresponding Quality Improvement Coaches via email.

**Grant-Funded Providers:** are to submit the relevant reports to the Enterprise Grants Management System (EGMS) as PDF attachments. The invoice package uploaded into E-Invoicing must include the payment authorization notice (PAN) from the EGMS, invoice details (amount requested, invoice #, details from PAN and invoice.

**Human Care Agreement-Funded Providers:** are expected to upload their complete invoice packages into the E-Invoicing system. A complete invoice package includes the invoice, monthly CAREWare financial report and monthly narrative.

	Funding Mechanism		Report Submission		
	HCA	Grant	CW	EGMS	E-Invoicing
<b>Core Medical Services</b>					
Outpatient/Ambulatory Health Services	X		X		X
Mental Health Services	X		X		X
Substance Abuse (outpatient)	X		X		X
Oral Health Care	X		X		X
Early intervention services		X	X	X	
Health Insurance Premium and Cost Sharing Assistance		X	X	X	
Home and Community-Based Health Services		X	X	X	
Medical Nutrition Therapy		X	X	X	
Medical Case Management (incl. treatment adherence)		X	X	X	
<b>Support Services</b>					
Non-medical Case Management Services	X		X		X
Food Bank/Home-Delivered Meals	X		X		X
Housing Services	X		X		X
Other Professional Services (Legal Services component)		X	X	X	
Psychosocial Support Services		X	X	X	
Linguistics services		X	X	X	
Medical Transportation Services		X	X	X	
Outreach Services		X	X	X	
Emergency Financial Assistance		X	X	X	
Health Education/Risk Reduction		X	X	X	