

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

Below is a table that summarizes the frequency, deliverable and due dates for submission to the District of Columbia Department of Health HIV/AIDS, Hepatitis, STD, and TB Administration (HAHSTA) HIV Care and Treatment Division. In addition to submitting these deliverables, participation/attendance is also required at HAHSTA-led Quality Management (QM) activities including but not limited to Learning Sessions, QM Summits, QM performance measure tracking and joint Quality Improvement projects.

Questions about the applicability of these deliverables and participation in activities to your organization should be directed to your HIV Ryan White Program Officer / Administrative Specialist.

Frequency	Deliverable	Due Date(s)
Monthly	Client-level data in HAHSTA data system (CAREWare)	By the 10 th business day for the month being invoiced
	Expense and Reimbursement Report / Invoices (including Program Income)	By the 10 th business day for the month being invoiced
	Progress Report / Narrative	By the 10 th business day for the month being invoiced
Quarterly	Quality Improvement Project (QIP) Report	1 st Quarter July 1
		2 nd Quarter October 1
		3 rd Quarter January 1
		4 th Quarter April 1
Bi-Annually	Ryan White Services Report (RSR)	1 st Submission: last Thursday in August
		2 nd Submission: last Thursday in February
Annually	Business Associate Agreement / Data-Sharing Agreement	Within 30 days from the beginning of the Program Year
	Quality Management Plan	Within 60 days from the beginning of the Program Year
	Annual (Closeout) Report Narrative	30 days after the end of the Program Year
	Minority AIDS Initiative Attachment Q, where applicable	30 days after the end of the Program Year