

# Ryan White Part A Program

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Monthly Progress Reporting Format

Robert Ridley, Public Health Analyst  
Care and Treatment Division

# MONTHLY PROGRESS REPORT

## Microsoft Excel Workbook

The new monthly reporting format/template:

- Contains specifically locked cells that auto-calculate.
- Is paginated.
- Includes tabs, checkboxes, textboxes, and reminders for ease of reporting on several requirements on a monthly, quarterly, semi-annual, and/or annual basis.
- Is to be saved as PDF and uploaded into the Enterprise Grants Management System (EGMS).

# MONTHLY PROGRESS REPORT

## Microsoft Excel Workbook

The new format/template includes tabs, checkboxes, textboxes, and reminders for reporting on:

- Ryan White Part A-Funded Bundles/Services Categories.
- Achievement of Proposed/Negotiated Customer Targets.
- Year-to-Date Expenditures and Balances.
- *Ryan White HIV/AIDS Program Services Report (RSR).*
- *Global Appraisal of Individual Needs-Short Screener (GAIN-SS).*

# MONTHLY PROGRESS REPORT

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	A	B	C	D	E	F	G	H	I	J	K	L	M	N
11	<input type="checkbox"/>	<b>Core Services Area #1a (Care Coordination Bundle).</b>												
12														
13		<input type="checkbox"/>	<b>Mental Health and Wellness Bundle (MHWB)</b>											
14		<input type="checkbox"/>	Mental Health Services (MHS)											
15		<input type="checkbox"/>	Substance Abuse Outpatient Care (SAOC)											
16		<input type="checkbox"/>	Psychosocial Support Services (PSS)											
17														
18		<input type="checkbox"/>	<b>Early Intervention and Retention Bundle (EIRB)</b>											
19		<input type="checkbox"/>	Early Intervention Services (EIS)											
20		<input type="checkbox"/>	Psychosocial Support Services (PSS)											
21														
22	<input type="checkbox"/>	<b>Core Services Area #1b (Fee-For-Value Program).</b>												
23														
24		<input type="checkbox"/>	<b>Medical Care Coordination</b>											
25		<input type="checkbox"/>	Outpatient/Ambulatory Health Services (O/AHS)											
26		<input type="checkbox"/>	Medical Case Management (MCM)											
27		<input type="checkbox"/>	Non-Medical Case Management (NMCM)											
28														
29		<input type="checkbox"/>	<b>Non-Medical Care Coordination</b>											
30		<input type="checkbox"/>	Medical Case Management (MCM)											
31		<input type="checkbox"/>	Non-Medical Case Management (NMCM)											
32														
33		<input type="checkbox"/>	<b>Food Bank/Home-Delivered Meals (FB/HDM)</b>											

Cover Contents **Service Categories** Achievement of Targets Expenditure of Funds Data Re ...

# MONTHLY PROGRESS REPORT

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<b>Expenditure of Funds</b>		<b>Expenditure of Funds</b>				
<b>Through: February 2023</b>		Grant Mc	Award	Ideal	Actual	Variance
<b>Service Areas</b>		h: 6	Amount	0.5	Y-T-D	Y-T-D
			enter		enter	#
						%
<b>Core Services Area #1: EMA-Wide Ryan White Core Medical and Support Services</b>						
<i>Core Services Area #1a (Care Coordination Bundle).</i>						
<b>Mental Health and Wellness Bundle (MHWB)</b>						
Mental Health Services (MHS)			\$100,000	\$50,000	\$74,000	1.48 148%
Substance Abuse Outpatient Care (SAOC)			\$100,000	\$50,000	\$10,000	0.20 20%
Psychosocial Support Services (PSS)			\$100,000	\$50,000	\$10,000	0.20 20%
<b>Early Intervention and Retention Bundle (EIRB)</b>						
Early Intervention Services (EIS)			\$100,000	\$50,000	\$10,000	0.20 20%
Psychosocial Support Services (PSS)			\$100,000	\$50,000	\$10,000	0.20 20%

Cover Contents Service Categories Achievement of Targets Expenditure of Funds Data Re ...

# MONTHLY PROGRESS REPORT

## Microsoft Excel Workbook

The new format/template includes tabs, checkboxes, textboxes and reminders for reporting on:

- Successes/Accomplishments.
- Challenges/Barriers/Limitations.
- Contact listing and changes in Key Personnel and RWA funded positions.
- *Personnel Schedule Amendments.*

# MONTHLY PROGRESS REPORT

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<b>Achievement of Customer Targets</b>						
<b>Through: February 2023</b>		<b>Grant Month: 6</b>	<b>Achievement of Targets: Scope of Work (Table A)</b>			
<b>Service Areas</b>		<b>Proposed</b>	<b>Ideal</b>	<b>Actual</b>	<b>Variance</b>	<b>Variance</b>
			0.5	Y-T-D	Y-T-D	Y-T-D
		enter	enter	#	%	
<b>Core Services Area #1: EMA-Wide Ryan White Core Medical and Support Services</b>						
<b>Core Services Area #1a (Care Coordination Bundle).</b>						
<b>Mental Health and Wellness Bundle (MHWB)</b>						
Mental Health Services (MHS)		100	50	100	1.00	100%
Substance Abuse Outpatient Care (SAOC)		40	20	40	1.00	100%
Psychosocial Support Services (PSS)		100	50	100	1.00	100%
<b>Early Intervention and Retention Bundle (EIRB)</b>						
Early Intervention Services (EIS)		100	50	100	1.00	100%
Psychosocial Support Services (PSS)		50	25	50	1.00	100%

Cover Contents Service Categories **Achievement of Targets** Expenditure of Funds Data Re...

# MONTHLY PROGRESS REPORT

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1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

A B C D E F G H I J K L M N

Add header

Personnel Contact Listing												
Please provide a complete listing of all Key Personnel (Executive, Program Manager, Data Manager, Fiscal Manager) and include position title, credentials, telephone number, e-mail address, etc.												
Personnel Contact Listing												

Click

Challenges Quality GAIN-SS Successes Requests for TA RP-CAP **Personnel Listing** Oth ...



# MONTHLY PROGRESS REPORT

## Microsoft Excel Workbook

The new format/template includes tabs, checkboxes, textboxes, and reminders for reporting on:

- Status of Remediation Plans (RP) and Corrective Action Plans (CAP).
- Requests for Technical Assistance (TA).
- Other Relevant Information not included under any specific section.

# MONTHLY PROGRESS REPORT

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1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

A B C D E F G H I J K L M N

Add header

Remediation/Corrective Action

Remediation Plan (RP) Required?

Yes  No

If yes, state the issue and area of improvement:

Due Date: xx/xx/xx

GAIN-SS Successes Requests for TA **RP-CAP** Personnel Listing Other Information Signat ...

Ready Accessibility Investigate Display Settings

# MONTHLY PROGRESS REPORT

## Microsoft Excel Workbook

Note: Personnel of Subrecipient Organizations (i.e., program and fiscal, data, quality) who are required to complete the monthly progress report shall collaborate internally within the organization and have familiarity with *MS Excel* spreadsheets, *Adobe Acrobat*, *CAREWare*, and the *Enterprise Grants Management System (EGMS)*.

# MONTHLY PROGRESS REPORT

## Microsoft Excel Workbook

Note: Although completion of the workbook requires monthly internal collaboration for subrecipient organizations (i.e., program and fiscal, data, quality), it was designed to conveniently capture and convey updated information for program and fiscal monitoring and may be used for program planning and revision; and used during monthly *check-in* discussions.

# MONTHLY PROGRESS REPORTING

## Data Reporting

Note: Please continue to *run* the monthly and *Year-to-Date CAREWare Financial Reports* and upload in the EGMS with the monthly *Progress Report*. (There is no need to narrate the data counts in the textboxes of the *MS Excel* workbook).

# MONTHLY PROGRESS REPORT

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	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
3	<b>Monthly CAREWare Financial Report</b>																		
4	Monthly CAREWare Financial Report submitted with this report:																		
5	<input type="checkbox"/>	Monthly																	
6	<input type="checkbox"/>	Year-to-Date																	
7																			
8	<b>Reminder:</b>																		
9	<b>Mid-Year Ryan White HIV/AIDS Program Services Report (RSR)</b>																		
10	<b>Start Date:</b>	1-Aug	<b>Provider Due Date:</b>	Last Thursday of August	<b>Hard Deadline:</b>	September 1.													
11																			
12	<b>Completeness Report</b>																		
13	Check if more than 10% missing for the following; shall require DIP participation:																		
14	<input type="checkbox"/>	HIV Risk Factor	<input type="checkbox"/>	Viral Load	<input type="checkbox"/>	Federal Poverty Level													
15	<input type="checkbox"/>	Antiretroviral Therapy (ART)	<input type="checkbox"/>	CD4	<input type="checkbox"/>	Health Insurance Status													
16					<input type="checkbox"/>	Housing Status													
17																			
18	<b>Data Improvement Program (DIP)</b>																		
19	First Submission Due: December 2023.																		
20	The link to ALL the DIP materials including the pre-recorded webinar:																		
21	<a href="https://dcgovictmy.sharepoint.com/:f:/g/personal/messay_zerga_doh_dc_gov/Eq8yMOCTlyhDhSnJnrQImkB0MknDlzibYL8-bvCjnR1fw?e=iDcOpn">https://dcgovictmy.sharepoint.com/:f:/g/personal/messay_zerga_doh_dc_gov/Eq8yMOCTlyhDhSnJnrQImkB0MknDlzibYL8-bvCjnR1fw?e=iDcOpn</a>																		

Service Categories | Achievement of Targets | Expenditure of Funds | **Data Reporting** | Quality

# MONTHLY PROGRESS REPORT

Please forward questions in writing to your assigned Program Officer

*Thank You! to the Tools Development Committee!*

Robert Ridley IV

Public Health Analyst/Program Officer

Care and Treatment Division

HIV/AIDS Hepatitis, STD & TB Administration (HAHSTA)

District of Columbia Department of Health (DOH)

# QUESTIONS?

Robert Ridley  
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# DC | HEALTH

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For more information on the District's COVID-19 response, visit [coronavirus.dc.gov](https://coronavirus.dc.gov)