Ryan White Part B Program

Monthly Progress Reporting Format

Monthly Progress Report What's New

<u>Service Statistics</u>

- Sub-recipient must report on each funded service category. (Your Program Officer will customize the report template before you receive it).

- Sub-recipient will report on targets met for the month by doing the calculation explained below.

  - i.e. Total Customers target=100 if you are reporting in June (3rd month of grant year) then you would divide 100 x .3=30. If have not served 30 total customers by the end of June, then you would check No.

Monthly Progress Report What's New

Program Implementation to date

Write a narrative response for each service category funded. (Your report will be deemed incomplete and rejected if the narratives are not separated).

Additional Narratives

Write a narrative response for each of the following:

- Linkage to Care Navigation

- Rapid Initiation of ART/PrEP

- Treatment Adherence and Retention Strategies

- Customer Re-engagement and Recapture Efforts

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Monthly Progress Report What's New

Personnel

- Only complete this section if the organization has changes in personnel during that reporting period.

- If there are new staff include the following:

  - Name

  - Title

  - Mailing address

  - Email

  - Telephone

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QUESTIONS?

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MONTHLY PROGRESS REPORT

For grant specific questions, please send 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)

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899 North Capitol Street NE, 5th Fl, Washington, DC 20002

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For more information on the District's COVID-19 response, visit **coronavirus.dc.gov**