

# Ryan White Part B GY32 Kickoff Provider Meeting

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# PROGRAM EXPECTATIONS

## REPORTING



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## GRANT REPORTING REQUIREMENTS

- CAREWare data entry
  - Daily or monthly uploads
  - Monthly CAREWare Financial Report (submission in EGMS)- *Due by 10<sup>th</sup> business day*
- Invoice submission in EGMS– *Due by 10<sup>th</sup> business day*
  - Monthly invoice (template provided)
- Program Narrative submission in EGMS– *Due by 10<sup>th</sup> business day*
  - Monthly narrative report (template provided)
- Payment Authorization Notice (PAN) submission in DC Vendor Portal- *Due within 3 business days of receipt*
- Closeout submission via email- *Due 30 days after close of grant*
  - Summary program narrative
- ShareFile
  - Submission of support docs with Protected Health Information (PHI)

# PROGRAM EXPECTATIONS

## GRANT PROGRAM MONITORING

- CAREWare data review
- Monthly narrative review
- Monthly check-ins
- Provider Report Card
- Annual Site Visit
- Payment Request Review (*including invoice and support docs*)
- Technical Assistance (*visits, calls, EGMS, capacity building, etc.*)
- Remediation Plans (*to remedy problems –fiscal and/or programmatic*)
- Corrective Action Plans (*problems not remedied with Remediation Plan*)

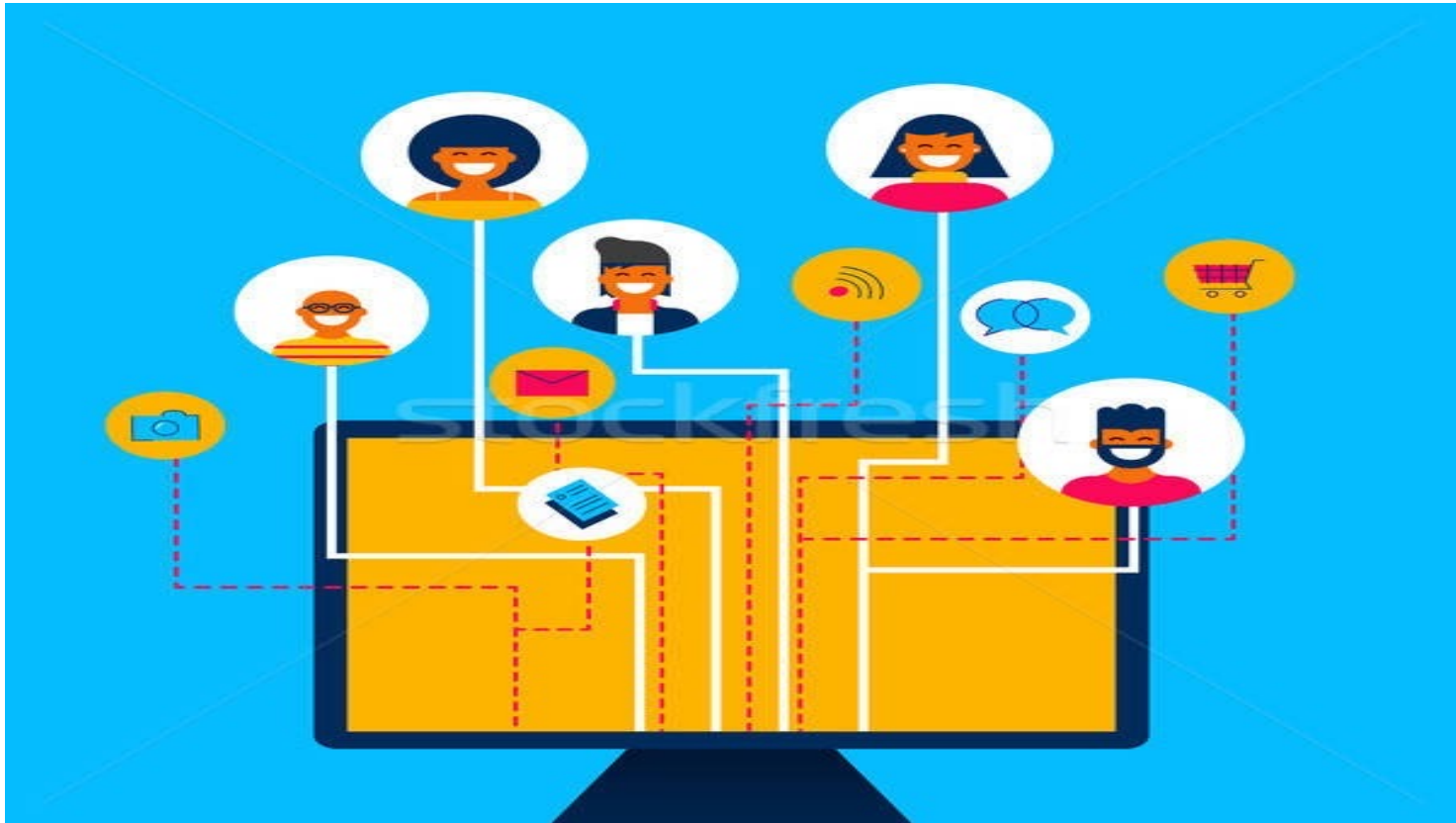
# PROGRAM EXPECTATIONS

## CASE MANAGEMENT OPERATION COMMITTEE (CMOC) TRAININGS

- Are held the 3<sup>rd</sup> Thursday of each month (virtual)
- 10:00am – 3:00pm
- Attendance is ***mandatory*** for all Ryan White Medical *and* Non-Medical Case Managers

# LinkU

## DOH'S ONLINE RESOURCE AND REFERRAL GUIDE



**DC Department of Health – HIV/AIDS, Hepatitis, STD, Tuberculosis Administration**  
**Care and Treatment Division – Summary of Deliverables**  
**2022-2023**

The table below 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 (C&TD). 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 C&TD Program Officer.

Frequency	Deliverable	Due Date(s)
Monthly	Client-level data in HAHSTA data system (CAREWare for HRSA-funded and EvaluationWeb for CDC-funded)	By the 10 <sup>th</sup> business day for the month being invoiced
	Expense and Reimbursement Report / Invoices	By the 10 <sup>th</sup> business day for the month being invoiced
	Progress Report / Narrative	By the 10 <sup>th</sup> business day for the month being invoiced
Quarterly	Quality Improvement Project (QIP) Report And Quality Management Committee Meeting Minutes/Agendas	1 <sup>st</sup> Quarter July 1 2 <sup>nd</sup> Quarter October 1 3 <sup>rd</sup> Quarter January 1 4 <sup>th</sup> Quarter April 1
	Program Income and 340B Program Revenue Reporting	1 <sup>st</sup> Quarter July 1 2 <sup>nd</sup> Quarter October 1 3 <sup>rd</sup> Quarter January 1 4 <sup>th</sup> Quarter April 1
	HRSA Ending the HIV Epidemic Triannual Report	March to August due November 15 Sept to Dec due February 15 January to April due June 15 May to August due October 15
Bi-Annually	Ryan White Services Report (RSR)	Mid-year: last Thursday in August (HAHSTA) Year-end: last Thursday in February (HRSA)
	CDC EHE Aggregate Data Report (Excel-based) and 'Test-level' (or client-level) Data (EvaluationWeb)	Mid-year: last Thursday in August (HAHSTA and CDC) Year-end: last Thursday in February (HAHSTA and CDC)
Annually	Certifications, Assurances and Disclosures	Span from pre- to post-award
	Business Associate Agreement and/or Data-Sharing Agreement	Within 30 days from the beginning of the Program Year
	Quality Management Plan	Within 30 days from the beginning of the Program Year
	Organizational Assessment (optional)	Scheduled with your CQI coach
	Redesign Capacity Assessment Tool (RCAT)	Month of October
	Annual (Closeout) Report Narrative	30 days after the end of the Program Year
Fiscal		
Program		
Quality		
Data		

# QUESTIONS?

For additional information and resources, visit:

<https://effibarryinstitute.org/gy32a/#>

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# DC | HEALTH

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DC Health

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