

## **RW GY32 Part B Sub-Recipient Kickoff Meeting April 6, 2022**

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# **Monthly Progress Reporting Format**

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Public Health Analyst  
Care and Treatment Division

# Monthly Progress Report What's New

## Service Statistics

- 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 (3<sup>rd</sup> month of grant year) then you would divide  $100 \times .3 = 30$ . 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

# 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

# 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)



# QUESTIONS?

# DC | HEALTH

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