

DC HEALTH  
GOVERNMENT OF THE DISTRICT OF COLUMBIA

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

**Monthly Progress Reporting Format**

Robert Ridley  
Public Health Analyst  
Care and Treatment Division

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**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**.

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**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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**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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**QUESTIONS?**

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