

**DC Department of Health – HIV/AIDS, Hepatitis, STD, Tuberculosis Administration**  
**Care and Treatment Division – Summary of Deliverables**  
**2023-2024**

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 15 <sup>th</sup> day for the month being invoiced
	Expense and Reimbursement Report / Invoices	By the 15 <sup>th</sup> day for the month being invoiced
	Progress Report / Narrative	By the 15 <sup>th</sup> 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)
	Certifications, Assurances and Disclosures	Span from pre- to post-award
Annually	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 November
	Annual (Closeout) Report Narrative	30 days after the end of the Program Year

**Fiscal**  
**Program**  
**Quality**  
**Data**