Dear Ryan White HIV/AIDS Program Colleagues,

The Health Resources and Services Administration's (HRSA) HIV/AIDS Bureau (HAB) has received several questions from Ryan White HIV/AIDS Program (RWHAP) recipients about the Ending the HIV Epidemic in the U.S. (EHE) Triannual Report (EHE Triannual Report). To assist with these questions, HRSA HAB has developed a new FAQ to provide additional clarification on the submission requirements for this report.

The FAQs below highlight important information about the EHE Triannual Report.

1. **Who should complete the EHE Triannual Report?**

   All RWHAP recipients and providers (recipient-providers, subrecipient-providers, and second-level providers) **funded by the EHE initiative** are required to complete the EHE Triannual Report.

2. **What steps are required to complete the EHE Triannual Report?**

   Similar to the Ryan White HIV/AIDS Program Services Report (RSR), the EHE Triannual Report consists of two components: (1) Recipient Report and (2) Provider Report.

   - **Recipient Report:** To complete the **EHE Triannual Recipient Report**, recipients should first add or review their contracts in the Grantee Contracts Management System (GCMS) to ensure that all information is up-to-date. After opening the **EHE Triannual Recipient Report,** recipients should review their list of funded subrecipients for accuracy and certify the report. This information is then used to generate the EHE Triannual Provider Report.

   - **Provider Report:** All HAB EHE providers are required to submit aggregate data on the number of new and existing clients receiving services and the number of clients prescribed antiretroviral treatment (ART) in the **EHE Triannual Provider Report**.

3. **Will HAB EHE recipients need to accept their providers' EHE Triannual Provider Reports?**

   Yes. Similar to the RSR, HAB EHE recipients must accept their providers' reports in the system to complete the submission of the EHE Triannual Report.

4. **Which clients should be reported in the EHE Triannual Report?**

   HAB EHE providers should report all clients with HIV who received a direct service during the reporting period **regardless of funding source (e.g., RWHAP, RWHAP-related (program income or pharmaceutical rebates), or EHE) or RWHAP eligibility.** For example, a client with HIV who is not eligible for the RWHAP may still receive services funded by EHE. Therefore, if this client received services from an EHE-funded provider during the reporting period, they should be included in the EHE Triannual Report.

5. **What level of detail is required for reporting client data in the EHE Triannual Report?**

The EHE Triannual Report collects aggregate-level data on all clients with HIV who received a service during the reporting period **regardless of funding source or RWHAP eligibility**. Please note, however, **all clients served using EHE funding must be reported in Client-Level Data Report (CLD) in the 2022 RSR.**

6. **What is the difference between clients reported in the EHE Triannual Report and clients reported in the RSR Client-level Data Report (CLD)?**

All clients reported in the EHE Triannual Report should also be included in the RSR. Nevertheless, while only HAB EHE service providers are required to report their clients in the EHE Triannual Report, service providers funded by RWHAP, RWHAP-related (program income or pharmaceutical rebates), FY 2020 CARES Act, and EHE sources must submit client data for the RSR.

7. **How is a "new client" defined in the EHE Triannual Report?**

A new client is one that never received services from the provider in the past. If a client previously received services from the provider, they are not considered a new client. See also FAQs 8 and 9.

8. **How is an "existing client" defined in the EHE Triannual Report?**

An existing client is defined as someone who received a service from a provider during a previous reporting period in the current calendar year or the previous calendar year. A client who received services prior to last year is not considered an existing client in the EHE Triannual Report.

9. **How should a provider report a client served during the reporting period who was previously seen two or more years ago (i.e., a re-engaged client)?**

This client does not qualify as a new or an existing client since they have not been seen in either the current or prior calendar year. This client should only be reported in the column for total number of clients served.

10. **What service categories are listed in the EHE Triannual Report?**

The following service categories are listed in the EHE Triannual Report:

- Any RWHAP or EHE Initiative Service (i.e., all clients receiving direct services funded by EHE, RWHAP, RWHAP-related (program income or pharmaceutical rebates), or FY 2020 CARES Act sources)

    o EHE Initiative Services
    o Outpatient/Ambulatory Health Services
    o Medical Case Management, including Treatment Adherence Services
    o Non-medical Case Management Services
    o Mental Health Services
    o Substance Abuse Outpatient Care
    o Substance Abuse Services (residential)
    o Housing

11. **Where should providers report services that are not specifically listed in the EHE Triannual Report table (e.g. Medical Transportation or Food Bank/Home-Delivered Meals)?**

The EHE Triannual Report table lists only a subset of RWHAP service categories. Services funded through EHE, RWHAP, RWHAP-related (program income or pharmaceutical rebates), or FY 2020 CARES Act funding that are not listed in a specific row (e.g. Medical Transportation) should still be reported in the broader category of "Any RWHAP or EHE Initiative Service." This category represents the total number of clients who received direct services funded by EHE, RWHAP, RWHAP-related (program income or pharmaceutical rebates), or FY 2020 CARES Act awards during the reporting period.

12. **What services should be included in the new EHE Initiative Service category?**

The EHE Initiative Services category includes all services that do not align with one of the RWHAP service categories outlined in [16-02 Ryan White HIV/AIDS Program Services: Eligible Individuals and Allowable Uses of Funds](). HAB EHE recipients and providers should adhere to the guidance below when completing the EHE Triannual Report data table:

- If an EHE-funded service fits into an existing PCN 16-02 RWHAP service category and the category is listed in the EHE data table, the service should be reported under the RWHAP service category.

- If an EHE-funded service fits into an existing PCN 16-02 service category but is not listed in the EHE data table, the service should be included only in the total category of "Any RWHAP or EHE Initiative Service."

- If a service is EHE-funded and does not fit into an existing PCN 16-02 RWHAP service category, the "EHE Initiative Service" category should be used.

13. **Who should be included in the "prescribed ART" health outcomes reporting?**

All clients who were prescribed ART during the reporting period via Outpatient Ambulatory Health Services (OAHS) or any other mechanism through which ART could be prescribed or provided (e.g., Rapid Start programs under EHE Initiative Services, bundled services, etc.) should be reported in the Health Outcomes section of the report under **"prescribed ART."**

14. **Is the EHE Triannual Report required if no clients are served during the reporting period?**

Yes. As stated in the Notice of Award, the EHE Triannual Report is required for all HAB recipients and providers funded by the EHE initiative. If no clients are served during the reporting period, providers should enter a client count of "zero" for all services categories in the report.

15. **Should a HAB EHE provider include clients who received services funded by RWHAP Part A, B, C, or D funding during the reporting period in the EHE Triannual Report?**

You should report all clients served using RWHAP Part A, B, C, or D funding.

16. **What clients should be reported in the EHE Triannual Provider Report by an EHE funded provider who uses EHE funds solely for activities that are not direct client services (e.g. social media initiatives, marketing campaigns, etc.)?**

If clients received direct services funded by another source (e.g., RWHAP, RWHAP-related (program income or pharmaceutical rebates), or FY 2020 CARES Act), the provider should report them in the EHE Triannual Provider Report. If the provider **did not** provide direct services to clients using

another funding source, however, they would not report any clients in the EHE Triannual Provider Report (i.e., the provider should enter a client count of "zero" for all service categories in the report).

17. **When is the next EHE Triannual Report due?**

The EHE Initiative Triannual Report is collected three (3) times a year and includes data collected during the previous 4 months. The remaining calendar year 2021 submission deadlines for EHE Initiative Triannual Report are as follows:

2021 Ending the HIV Epidemic (EHE) Initiative Triannual Report		
Reporting Period	**System Opens**	**Due Date**
May 1 – August 31, 2021	September 15, 2021	October 15, 2021
September 1 – December 31, 2021	January 15, 2022	February 15, 2022

18. **What resources are available to assist EHE recipients and providers with understanding the submission requirements for the EHE Triannual Report?**

Please refer to the *Ending the HIV Epidemic (EHE) Triannual Report - Instruction Manual* for information on submitting the **EHE Initiative Triannual Report**. Additional information is also available in the *Completing the EHE Triannual Report* webinar and the *Questions and Answers from the Webinar* on the TargetHIV website. Finally, HRSA HAB's technical assistance providers are always available to assist you.