

Completing the EHE Triannual Module Recipient Report - Written Q & A Summary

August 30, 2023

#	Questions	Answers
1.	EHE is implementing routine testing in Federally Qualified Health Centers (FQHCs). Should we only include clients who test positive?	Yes, you should only report all HIV-positive clients who were served during the reporting period with any service that your organization was funded to provide with either EHE initiative, RWHAP (including RWHAP Parts A, B, B Supplemental, C, and D), or RWHAP-related (including program income and/ or pharmaceutical rebates) funding. Additional guidance can be found in the EHE Triannual Report Manual on the TargetHIV website.
2.	Should clients who are HIV negative be included in our data reporting if the EHE funding is for outreach services?	Only data for clients that are HIV positive should be included in your EHE Initiative Triannual Module report.
3.	When are the contracts going to be available to modify in the GCMS?	<p>You can modify your contracts in the Grantee Contract Management System (GCMS) at any time. You should have a contract in the system for each organization that is providing EHE-funded services, which includes all EHE-funded providers and your own recipient organization if you provide services as well. Ensuring these contracts are entered and up to date allows the system to use this information to create the EHE Provider Reports.</p> <p>If you have any questions or need assistance with modifying contracts, please reach out to RWHAP Data Support.</p> <p>For additional guidance on using the GCMS, we encourage you to review the Completing the GCMS webinar and the GCMS Instruction Manual, both available on the TargetHIV website.</p>
4.	We hired a company to design a social media campaign. What service category should we use in the GCMS contract?	A social media campaign would be listed under the Outreach Services category in your contracts. Please note that you do not need to collect data for this because you are not providing the service directly to a client.
5.	Do I need to certify my Recipient Report before providers can complete their Provider Report?	Yes, you should ensure that your EHE Recipient Report is completed and certified, otherwise your providers will encounter issues submitting their EHE Provider Reports.