

# Completing the EHE Triannual Provider Report

Ending the HIV Epidemic (EHE) Triannual Report

HRSA HIV/AIDS Bureau

September 6, 2023



Hello everyone and welcome to today's webinar, "Completing the EHE Triannual Provider Report".

My name is Ellie Coombs. I'm a member of the DISQ Team, one of several groups engaged by HAB to provide training and technical assistance to recipients and providers for the EHE Triannual Report.



## Today's Webinar is Presented by:



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**Ellie Coombs**

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Today's Webinar is presented by Brian McBee from RWHAP Data Support, the experts on RWHAP reporting requirements, and myself representing the DISQ team's work with client-level data. Today, Brian will review step-by-step instructions for how to complete the EHE Triannual Provider Report and provide information on the submission timeline and other technical assistance resources available. Please note, this webinar is intended for service providers who receive EHE funds either directly from HRSA HAB or from a recipient agency. If your agency does not provide EHE services, our webinar from last week on the EHE Recipient Report may be more suitable for you.

Throughout the presentation, we will reference some resources that we think are important. To help you keep track of these and make sure you have access to them immediately, my colleague Isia is going to chat out the link to a document right now that includes the locations of all the resources mentioned in today's webinar.

At any time during the presentation, you'll be able to send us questions using the "Q&A" function on your settings on the bottom of the screen. All questions will be answered live at the end of the webinar, so make sure to stay on until the end to see all your questions answered.

Now before we start, I'm going to answer one of the most commonly asked questions about the slides. The recording of today's webinar will be available on the TargetHIV website within one week of the webinar; the slides and written question and answer are usually available within two weeks.

## Disclaimer

Today's webinar is supported by the following organizations and the contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement by, the Health Resources and Services Administration (HRSA), the U.S. Department of Health and Human Services (HHS), or the U.S. government.

The DISQ Team is comprised of CAI, Abt Associates, and Mission Analytics and is supported by HRSA of HHS as part of a cooperative agreement totaling \$4,000,000.00.

DSAS (Ryan White Data Support) is comprised of WRMA, CSR and Mission Analytics and is supported by HRSA of HHS as part of a contract totaling over \$7.2 Million.

Today's webinar is supported by the organizations shown on the slide, and the contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by the Health Resources and Services Administration, the U.S. Department of Health and Human Services, or the U.S. Government.

Now I'd like to turn the webinar over to Brian.

## Overview

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Background

EHE Triannual Provider Report

Submission Timeline

TA Resources

4

Thanks, Ellie. Our presentation topic for today is the EHE Triannual Provider Report. We'll start off by taking a look at some background information and reviewing what exactly the EHE Triannual Report is and who needs to complete it. Then we'll move on to the EHE Triannual Provider Report, where EHE-funded providers submit their aggregate data, and walk through that whole report. And then we'll close out our presentation with a look at the EHE submission timeline as well as the TA resources available to assist you. Let's get started.

## Poll #1



But let's jump to a poll question to see how experienced you all are at submitting the EHE Triannual Report.

How many times have you submitted the EHE Triannual Report previously?

- a. I have never submitted before.
- b. I have submitted once or twice before.
- c. I have submitted three or more times.

## What is the EHE Triannual Report?

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- Aggregate data report submitted three times a year by Ending the HIV Epidemic (EHE) recipients and EHE-funded providers
- Includes data on services received and antiretroviral therapy (ART) prescription for new and existing clients
- Consists of two parts:

EHE Triannual Recipient  
Report  
Including the Grantee  
Contract Management  
System (GCMS)

EHE Triannual Provider  
Report

6

So, what is the EHE Triannual Report? The EHE Triannual Report is an aggregate data report submitted three times a year by EHE recipients and EHE-funded providers of services. Organizations that use EHE Initiative funding to provide services will submit aggregate data on the services their clients receive and prescription of ART, specifying whether these clients are new or existing clients. The EHE Triannual submission is comprised of two parts which we also call reports: the EHE Recipient Report which includes the Grantee Contract Management System (or GCMS) and the EHE Provider Report. For today's presentation we're just going to be discussing the EHE Triannual Provider Report.

## EHE Triannual Provider Report

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- Completed by EHE-funded providers
  - Each provider completes an individual report
  - Recipients may submit the report on behalf of their providers
- Providers enter aggregate data on the number of clients receiving certain services as well as the number of clients prescribed ART
- Providers submit report which then must be accepted by their recipient(s)

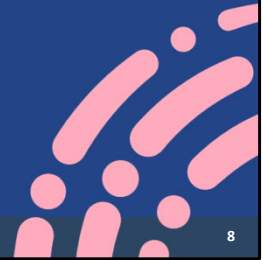


The EHE Triannual Provider Report is submitted by EHE-funded providers. Each provider must complete an individual report and while it's always preferred that providers complete their own reports since they are closest to their own data, recipients are able to submit on behalf of their providers. As part of this report, providers will enter aggregate data directly into the system on the number of clients receiving certain service categories as well as the number of clients prescribed ART during the reporting period. Once providers have done that, they can submit their report at which point, their recipient(s) will go in and either accept the report or return it back to the provider for changes.



# EHE Triannual Provider Report

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8

So, let's go ahead and now walk through the EHE Provider Report.

# Accessing the EHE Triannual Provider Report



## EHE Recipients

Access through EHE Triannual Report deliverable in Electronic Handbooks (EHBs)

### EHE Recipients



## Other RWHAP Recipients

Access through most recent RSR deliverable in EHBs



## Providers Only Organizations

Utilize the "Access RSR" link after logging into EHBs

### Not EHE Recipients

9

The way organizations will access the EHE Provider Report differs depending on what kind of organization they are. If you are an EHE recipient and you need to access the EHE Provider Report to complete it yourself or review your subrecipients' reports you have the simplest process, just open up your EHE deliverable in the EHBs, and then select the EHE Provider Report inbox.

Organizations that are not EHE recipients will get to the EHE system through the RSR system. If your organization is not an EHE recipient but is an other RWHAP recipient, such as a RWHAP Part C or D recipient, and you receive EHE Initiative funding to provide services and need to complete the EHE Provider Report, you will access the EHE system through your most recent RSR deliverable in the EHBs.

And if your organization is a provider only but again you receive EHE Initiative funding to provide services and need to complete the EHE Provider Report, then you'll use the "Access RSR" link once you log in and then navigate to the EHE inbox.

We aren't going to go into full detail on these steps for today's presentation in the interest of time, but if you need any assistance accessing the EHE Provider Report, you can find full instructions in the EHE Triannual Report Manual or you can always

reach out to us at Data Support for help.

**HRSA Electronic Handbooks**

Support | Logout

Tasks | Organizations | Grants | Dashboards | Free Clinics | FQHC-LALS | Resources

Welcome | Recently Accessed | What's New | Guide Me

Your session will expire in: 29:31

**NAVIGATION** << **EHE Triannual Recipient Report Inbox**

Inbox

- EHE Triannual Recipient Report
- EHE Triannual Provider Report**

Manage Contracts

Search Contracts

Search

- EHE Triannual Recipient Report
- EHE Triannual Provider Report

Report ID	Fund Source	Grant Number	Recipient Name	Reporting Period	Modified Date	Status	Action	Action History
123456	EHE	UT8HA00000	County Health Department	05/01/2023 - 08/31/2023	9/17/2023 1:49:18 PM	Certified	Open	History

Page Size: 25 | 1 items in 1 pages

For help with EHBs contact the HRSA Help Desk by phone at 1-877-G04-HRSA (1-877-464-4772) Monday through Friday, 8:00 a.m. to 8:00 p.m. Eastern Time. Or use the [HRSA Electronic Handbooks Contact Center help request form](#) to submit your question online. For questions regarding data content and/or reporting requirements, please contact Data Support at 1-888-640-9356 or email to [RyanWhiteDataSupport@wrma.com](mailto:RyanWhiteDataSupport@wrma.com)

Logged in as: GranteeDataViewer, GranteeDataEditor, GranteeDataSubmitter  
The HAB Web Applications also require Adobe Acrobat Reader 5 or higher installed on your PC. To download Adobe Acrobat Reader, click

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Product: BRS | Platform #: 4.9.50.0 | Build #: | Environment: Production

**EHE Recipients**  
Access through EHE Triannual Report deliverable in EHBs

**EHE Recipient Report Inbox** 10

So, let's start out with EHE recipients. We are in the EHE Recipient Report inbox. This is where you get after selecting your EHE submission in the EHBs. If you need a refresher on how to get to this point, check out the last webinar we presented for the EHE Recipient Report or the EHE Manual contains instructions for getting to this point as well.

From here, select "EHE Triannual Provider Report" under the Inbox header in the Navigation panel on the left side of the screen.

**HRSA Electronic Handbooks**

Support | Logout

Tasks | Organizations | Grants | Dashboards | Free Clinics | FQHC-LALS | Resources

Welcome | Recently Accessed | What's New | Guide Me

**NAVIGATION** << **EHE Triannual Provider Report Inbox** Your session will expire in: 29:31

Report ID	Provider Name	Reg Code	Reporting Period	Modified Date	Status	Action	Action History
	County Health Department	11111	05/01/2023 - 08/31/2023		Not Started	Create	
	Health and Happiness Clinic	22222	05/01/2023 - 08/31/2023		Not Started	Create	
	Feeding People Food Bank	33333	05/01/2023 - 08/31/2023		Not Started	Create	

Page Size: 25 3 items in 1 pages

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Logged in as: GranteeDataViewer, GranteeDataEditor, GranteeDataSubmitter  
The HAB Web Applications also require Adobe Acrobat Reader 5 or higher installed on your PC. To download Adobe Acrobat Reader, click

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**EHE Recipients**  
Access through EHE Triannual Report deliverable in EHBs

**EHE Provider Report Inbox (EHE Recipients)** 11

You'll be taken to the EHE Provider Report inbox where you can see all the EHE Provider Reports associated with your grant.

**HRSA** | Electronic Handbooks

**Applicant/Grantee**  
Use this link if you are applying for, or have been awarded a HRSA grant and you need to access the HRSA Electronic Handbooks (EHBs). Using this link, you can also access the FTCA or FQHC system.

**Grantor**  
Use this link if you are a HRSA employee and you need to access your HRSA Electronic Handbooks (EHBs).

**FI Review**  
Use this link if you want to register to become a CHGME Auditor or if you already are one and need to access your work.

**Other RWHAP Recipients**  
Access through most recent RSR deliverable in EHBs

Recipient Login

12

Now let's take a brief look at the steps for other RWHAP recipients. As a reminder, these are organizations that are not direct EHE recipients but are the recipient of another RWHAP grant (such as a RWHAP Part C or Part D recipient) that receive funding from an EHE recipient to provide services.

You'll login the same way you normally do, starting with selecting the "Applicant/Grantee" box at the top right of the page, and logging in with your username, password, and two-factor authentication. Login and access your most recent RSR deliverable.

The screenshot shows the HRSA Electronic Handbooks interface. At the top, there is a navigation bar with 'Tasks', 'Organizations', 'Grants', 'Dashboards', 'Free Clinics', 'FQHC-LALS', and 'Resources'. Below this is a secondary navigation bar with 'Welcome', 'Recently Accessed', 'What's New', and 'Guide Me'. The main header area includes 'RSR Recipient Report Inbox' and a session expiration timer 'Your session will expire in: 29:31'.

The left navigation panel is expanded to show 'Inbox' with sub-items: 'Recipient Report', 'Provider Report', and 'Check your XML'. Below this are 'Manage Contracts', 'Search', 'References', 'Performance Measures', and 'Emerging Initiatives'. The 'EHE Triannual Inbox' item at the bottom of the navigation panel is highlighted with a red box.

The main content area features a table with the following data:

Report ID	Fund Source	Grant Number	Recipient Name	Reporting Period	Modified Date	Status	Action	Action History
122222	Part C	H76HA00000	Health and Happiness Clinic	2022 RSR Annual Performance Report	3/26/2023 1:49:18 PM	Accepted		

Below the table, there is a page size selector set to '25' and a note that '1 items in 1 pages'. A help section provides contact information for HRSA Help Desk and Data Support. A login status bar indicates the user is logged in as 'GranteeDataViewer, GranteeDataEditor, GranteeDataSubmitter'. At the bottom right, there is a section for 'Other RWHP Recipients' with the text 'Access through most recent RSR deliverable in EHBs'.

The footer of the page contains the text 'RSR Recipient Report Inbox' and the page number '13'.

That will then take you to the RSR system. You can see the RSR Recipient Report in the center of the page here. To get to the EHE system, select “EHE Triannual Inbox” all the way at the bottom of the Navigation panel on the left side of the screen.

The screenshot shows the HRSA Electronic Handbooks interface. At the top, there is a navigation bar with 'HRSA Electronic Handbooks' and a 'Support' dropdown. Below this is a secondary navigation bar with tabs for 'Tasks', 'Organizations', 'Grants', 'Dashboards', 'Free Clinics', 'FQHC-LALS', and 'Resources'. A breadcrumb trail shows 'Welcome' > 'Recently Accessed' > 'What's New' > 'Guide Me'. The main content area is titled 'EHE Triannual Provider Report Inbox' and includes a session expiration timer: 'Your session will expire in: 29:31'. On the left, a 'NAVIGATION' sidebar contains links for 'Inbox', 'EHE Triannual Provider Report', 'Search', 'EHE Triannual Provider Report', and 'RSR Inbox'. The main table displays one report entry:

Report ID	Provider Name	Reg Code	Reporting Period	Modified Date	Status	Action	Action History
	Health and Happiness Clinic	22222	05/01/2023 - 08/31/2023		Not Started		

Below the table, there are navigation controls (back, forward, page 1 of 1) and a 'Page Size: 25' dropdown. A footer note states '1 items in 1 pages'. A help section provides contact information for HRSA Help Desk and Data Support. The user is logged in as 'GranteeDataViewer, GranteeDataEditor, GranteeDataSubmitter'. At the bottom, there are links for 'Acceptable Use Policy', 'Accessibility', 'Viewers And Players', and 'Contact Us'. A product information bar shows 'Product: BRS | Platform #: 4.9.50.0 | Build #: | Environment: Production'. A callout box for 'Other RWHAP Recipients' indicates access through the most recent RSR deliverable in EHBs.

## EHE Provider Report Inbox (Other Recipients)

That will take you directly to the EHE Provider Report inbox where you can open up and work on your report.



**Consultant/Expert**  
Use this link if you are a Consultant/Expert providing technical assistance to HRSA or HRSA supported organizations and you need to access the Technical Assistance Tracking System (TATS).

**Vendor**  
Use this link if you are a vendor providing technical assistance consulting services to HRSA and you need to access the Technical Assistance Tracking System (TATS).

**Technical Analyst**  
Use this link if you are a Technical Analyst (TA) providing services to HRSA and you need to access the Maternal Infant Early Childhood Home Visiting (MIECHV) Annual and/or Quarterly Reports.

**Service Provider**  
Use this link if you are a HAB provider and you need to access the HRSA Electronic Handbooks (EHBs).

**Program System Administrator**  
Use this link if you are a HAB Program System Administrator and you need to access the HRSA Electronic Handbooks (EHBs).

**Providers Only Organizations**  
Utilize the "Access RSR" link to get to EHE system

**Provider Only Login** 15

Now let's quickly move on to the last set of instructions for getting to the EHE Provider Report for providers only organizations. These are organizations that are not the direct recipient of any RWHAP grant but do receive EHE Initiative funding from an EHE recipient to provide services.

We're back at the starting point for the EHBs again and I'll go ahead and scroll down. Providers will log in to the system using the "Service Provider" box at the bottom left of this screen. Log in using your username, password, and two-factor authentication. Again you will access the EHE Provider Report through the RSR so we're going to skip ahead to that point.

The screenshot shows the HRSA Electronic Handbooks interface. At the top, the HRSA logo and 'Electronic Handbooks' are visible, along with a 'Logout' button. Below the header, there are navigation tabs for 'Organization' and 'Dashboards'. The main content area is titled 'Organization Home' and displays information for the 'Feeding People Food Bank' organization, including its UEI (AB1CDE23FGH4) and EIN (999999999). The organization category is listed as 'Provider Only'. Under the 'BRS' section, there is a list of links: 'Access RSR (includes modules such as Check your XML, HIVQM, CDR, and EHE)', 'RSR Service Delivery Sites', 'RSR Check Your XML Inbox', and 'ADR Check Your XML Inbox'. The 'Access RSR' link is highlighted with a red box. On the left side, there is a sidebar with 'ALL FUNCTIONS' and 'Organization Folder' sections. The 'Profile' link is highlighted with a red box. At the bottom right, there is a 'Providers Only Organizations' section with a person icon and the text 'Utilize the "Access RSR" link to get to EHE system'. The page number '16' is visible in the bottom right corner.

Here on the “Organization Home” page, you’ll select the “Access RSR” link in the center of the page. Please also note on this page, the Organization Profile on the left side of the screen. If you are a provider only organization, this is where you’ll make updates to your agency’s General Information that we’ll go over later in the presentation.

NAVIGATION << RSR Provider Report Inbox Your session will expire in: 24:48

Report ID	Provider Name	Reg Code	Reporting Period	Modified Date	Status	Action	Clients	Action History
876543	Feeding People Food Bank	33333	FY 2022 Annual	3/21/2023 11:16:58 AM	Submitted	Open	58	History

Page Size: 25 1 items in 1 pages

For help with EHBs contact the HRSA Help Desk by phone at 1-877-Go4-HRSA (1-877-464-4772) Monday through Friday, 8:00 a.m. to 8:00 p.m. Eastern Time. Or use the [HRSA Electronic Handbooks Contact Center help request form](#) to submit your question online. For questions regarding data content and/or reporting requirements, please contact Data Support at 1-888-640-9356 or email to [RyanWhiteDataSupport@wrma.com](mailto:RyanWhiteDataSupport@wrma.com)

Logged in as: Provider  
The HAB Web Applications also require Adobe Acrobat Reader 5 or higher installed on your PC. To download Adobe Acrobat Reader, click

**Providers Only Organizations**  
Utilize the "Access RSR" link to get to EHE system

**RSR Provider Report Inbox** 17

That will take you to the RSR Provider Report inbox. Just like we saw earlier, to get to the EHE system, look all the way at the bottom of the Navigation panel on the left side of the screen and select "EHE Triannual Inbox."

The screenshot displays the HRSA Electronic Handbooks interface. At the top, there is a navigation bar with 'Tasks', 'Organizations', 'Grants', 'Dashboards', 'Free Clinics', 'FQHC-LALS', and 'Resources'. Below this is a secondary navigation bar with 'Welcome', 'Recently Accessed', 'What's New', and 'Guide Me'. The main content area is titled 'EHE Triannual Provider Report Inbox' and features a table with the following data:

Report ID	Provider Name	Reg Code	Reporting Period	Modified Date	Status	Action	Action History
	Feeding People Food Bank	33333	05/01/2023 - 08/31/2023		Not Started		

Below the table, there are navigation controls including a 'Page Size' dropdown set to 25 and a status indicator '1 Items in 1 pages'. A sidebar on the left contains 'Inbox', 'EHE Triannual Provider Report', 'Search', and 'RSR Inbox' sections. The footer includes 'Acceptable Use Policy', 'Accessibility', 'Viewers And Players', 'Contact Us', and a 'Providers Only Organizations' banner with the text 'Utilize the "Access RSR" link to get to EHE system'.

That will take you right to the EHE Provider Report inbox.

So, that was a lot of instructions on just getting to the EHE Provider Report but let's go ahead and look at how you all will actually complete it. To get started, select the envelope icon under the "Action" column to open up the report.

**NAVIGATION** << EHE Triannual Provider Report Your session will expire in: 27:54

**Feeding People Food Bank**

Report ID: 765432      Status: Working      Due Date: 10/15/2023 18:00:00  
 Report Period: 5/1/2023 - 8/31/2023      Last Modified Date: 9/18/2023 11:53:18 AM      Last Modified By: pvance@feedingpeoplefood.org  
 Access Mode: ReadWrite

**General Information**

**Organization Details** [Update](#)

EIN: 999999999  
 UEI: AB1CDE23FGH4  
 Mailing Address: 456 West Street  
 Washington, DC 12345-6789

**Organization Contacts**

Name	Title	Phone Number	Email	FAX	Is Primary POC	Actions
Phyllis Vance	Executive Director	(987) 654-3210	<a href="mailto:pvance@feedingpeoplefood.org">pvance@feedingpeoplefood.org</a>		Yes	<a href="#">Edit</a> <a href="#">Delete</a>

[Add Contact](#)

**Provider Profile Information** [Update](#)

Provider Type: Other community-based service organization (CBO)  
 Section 330 Funding Received: No

**General Information** 19

When you open up your report, you'll be taken to the first part of the report, General Information. General Information contains three different sections with information prepopulated from the EHBs. The first section, Organization Details, contains your organization's EIN, UEI, and mailing address, the second has your Organization Contacts, and then the last one, Provider Profile Information, has some basic characteristics about your organization. What you'll want to do is review the information here and make sure it is up to date. If you are a recipient completing the report for your provider, make sure the information here reflects your provider and not your own recipient organization.

If you are a provider only organization and use the Service Provider login, you'll make updates to the details here using the Organization Profile that I briefly showed earlier. If you are a recipient and need to make changes to these fields for your own organization or one of your providers or if you're a provider needing assistance using the Organization Profile, please contact us at Data Support for assistance.

The screenshot displays the HRSA Electronic Handbooks interface. At the top, the HRSA logo and "Electronic Handbooks" are visible. The main header shows "Welcome" and "Recently Accessed". The left navigation panel includes "Inbox", "EHE Triannual Provider Report", "EHE Provider Report", "Navigation", "General Information", "Triannual Report", "EHE Provider Report", "Actions", "Validate", "Submit", "Submit / Accept", "Un-Submit", "Print", "Return for Changes", "EHE Provider Report - Reports", "Action History", and "Search".

The main content area is titled "EHE Triannual Provider Report" and includes a warning banner:
   
**Warning:** The program information displayed below does not match the program information in the Provider Organization Profile. To synchronize program information across all providers whose information has been updated, click the "Synchronize" button.
   
Links for "Organization Details" and "Organization Contacts" are provided, along with a "Synchronize" button.
   
A session timer indicates "Your session will expire in: 27:54".

Below the warning, the "Feeding People Food Bank" report details are shown:
   
Report ID: 765432 | Status: Working | Due Date: 10/15/2023 18:00:00
   
Report Period: 5/1/2023 - 8/31/2023 | Last Modified Date: 9/18/2023 11:53:18 AM | Last Modified By: p Vance@feedingpeoplefood.org
   
Access Mode: ReadWrite

The "General Information" section includes "Organization Details" with an "Update" button:
   
EIN: 999999999
   
UEI: AB1CDE23FGH4
   
Mailing Address: 456 West Street, Washington, DC 12345-6789

At the bottom of the main content area, the "Organization Contacts" section is partially visible.

A teal banner at the bottom of the screenshot contains the text "General Information Synchronization" and the page number "20".

This synchronization banner will show up whenever the Organization Profile and the information here in the report don't match. So, providers, make your changes to your Organization Profile and synchronize here to add any updates to your report. And recipients again reach out to us at Data Support.

Once you have reviewed all the information in this section and made sure it is accurate and up-to-date, move on to the next and last section, the Triannual Report, by selecting "Triannual Report" in the Navigation panel on the left side of the screen.

Services	# of New Clients who received service(s) in the reporting period <sup>1</sup> (A)	# of Clients who received service(s) in the reporting period and received at least one service during a previous reporting period of the current calendar year or during the previous calendar year <sup>2</sup> (B)	Total # of Clients who received service(s) in the reporting period (C)
<b>RWHAP/ Initiative Services</b>			
1. Any RWHAP <sup>3</sup> or Initiative Service	<input type="text"/>	<input type="text"/>	<input type="text"/>
1a. Ending the HIV Epidemic Initiative Services <sup>4</sup>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1b. Outpatient/Ambulatory Health Services	<input type="text"/>	<input type="text"/>	<input type="text"/>
1c. Medical Case Management, including Treatment Adherence Services	<input type="text"/>	<input type="text"/>	<input type="text"/>
1d. Non-Medical Case Management Services	<input type="text"/>	<input type="text"/>	<input type="text"/>
1e. Mental Health Services	<input type="text"/>	<input type="text"/>	<input type="text"/>
1f. Substance Abuse Outpatient Care	<input type="text"/>	<input type="text"/>	<input type="text"/>
1g. Substance Abuse Services (residential)	<input type="text"/>	<input type="text"/>	<input type="text"/>
1h. Housing	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Health Outcomes</b>			
2. Prescribed ART in the reporting period	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Triannual Report

21

I'll go ahead and scroll down here so we can better see the table in the center of the page. This table is where you will do your data entry. Every box here does require a response. So, if you don't have any data to report for one of the fields here, just enter a zero.

Once you've entered a value for every field scroll down to the bottom of the page, and then select the "Save" button at the bottom right.

But now that you know what it looks like in the system let's move ahead to the next slide and discuss the data that go into this table.

# EHE Data Table

- For each row report three client counts:
  - Column A: New clients
  - Column B: Existing clients
  - Column C: Total clients
- Two sections of table:
  - RWHAP/Initiative Services: Report number of clients that received each service during the reporting period
  - Health Outcomes: Report number of clients served during the reporting period that were prescribed or continued ART

Services	# of New Clients who received service(s) in the reporting period <sup>1</sup> (A)	# of Clients who received service(s) in the reporting period and received at least one service during a previous reporting period of the current calendar year or during the previous calendar year <sup>2</sup> (B)	Total # of Clients who received service(s) in the reporting period (C)
<b>RWHAP/ Initiative Services</b>			
1. Any RWHAP <sup>3</sup> or Initiative Service	<input type="text"/>	<input type="text"/>	<input type="text"/>
1a. Ending the HIV Epidemic Initiative Services <sup>4</sup>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1b. Outpatient/Ambulatory Health Services	<input type="text"/>	<input type="text"/>	<input type="text"/>
1c. Medical Case Management, including Treatment Adherence Services	<input type="text"/>	<input type="text"/>	<input type="text"/>
1d. Non-Medical Case Management Services	<input type="text"/>	<input type="text"/>	<input type="text"/>
1e. Mental Health Services	<input type="text"/>	<input type="text"/>	<input type="text"/>
1f. Substance Abuse Outpatient Care	<input type="text"/>	<input type="text"/>	<input type="text"/>
1g. Substance Abuse Services (residential)	<input type="text"/>	<input type="text"/>	<input type="text"/>
1h. Housing	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Health Outcomes</b>			
2. Prescribed ART in the reporting period	<input type="text"/>	<input type="text"/>	<input type="text"/>

Now for all sections you're going to be reporting three different client counts, represented by the three table columns. Column A is your new clients, Column B is those you have seen more recently, what we'll call existing clients, and Column C is your total clients. We'll go over this way more in depth on the upcoming slides so just hold on for a sec if you're still a bit confused on the distinction here.

Looking at the rows of the table, the first section is on services with a total of 9 rows, each being a different service. For each row report the number of clients who received the service during the reporting period. So, for example, if we're looking at Row 1e here, Mental Health Services, we'll report the number of new clients that received Mental Health Services during the reporting period in Column A, the number of existing clients who received Mental Health Services during the reporting period in Column B, and the total number of clients that received Mental Health Services during the reporting period in Column C.

The majority of table is taken up by the Services section but there is one additional section here, Health Outcomes. In this section there is one row, Prescribed ART during the reporting period. Again, providers will report the number of clients served during the reporting period that were prescribed ART splitting those clients up into



new, existing, and total clients.

## Data Reporting Requirements

---

- Report all HIV-positive clients that received a direct service during the reporting period regardless of payor or RWHAP eligibility
- Report on services for which the provider received funding from one or more of the following funding sources:
  - EHE Initiative (including EHE Initiative carryover)
  - RWHAP
  - RWHAP-related funding (program income or pharmaceutical rebates)
- Data are not required for services not funded by one of these sources



23

You'll be reporting on all HIV-positive clients that received a direct service during the reporting period, regardless of the final payor for the service or whether or not the client is RWHAP eligible.

Providers should report data on services for which they received funding from any of the following sources: EHE Initiative funding which does include EHE carryover, RWHAP funding (including RWHAP Parts A, B, B Supplemental, C, and D), or RWHAP-related funding such as RWHAP-related program income or pharmaceutical rebates. If you do not fund one of those specific services that we saw in the table with any one of these funding sources, then you do not need to report data for that service category. Now this still means that only EHE-funded providers need to complete the EHE Triannual Provider Report. If you only receive say regular RWHAP funding, you won't be completing this report even though that funding is included here. So, providers should look at the funding they receive from all these sources, figure out which services they are providing with any of those funding sources, and that's the services they should be reporting on.

# Knowledge Check #1



Let's go to a quick knowledge check.

My organization receives EHE Initiative funding to provide Outreach Services, RWHAP Part A funding to provide Medical Case Management, and SAMHSA funding to provide Mental Health Services. Which services should I report on in my EHE Triannual Report?

- a. **Outreach Services**
- b. **Medical Case Management**
- c. Mental Health Services

## ART Prescription Reporting Requirements

- Report on ART prescription for clients served during the reporting period who were prescribed or continued on ART
- Report on ART for clients who were prescribed ART via Outpatient/Ambulatory Health Services (OAHS) or any other mechanism through which ART could be prescribed or provided
- Providers should report on ART prescription when their organization is doing the prescription




25

Now for that additional row at the bottom on ART prescription, you'll report on ART for clients who were prescribed or continued on it during the reporting period via OAHS or any other mechanism through which ART could be prescribed. And like I said on the previous slide this is still your clients served during the reporting period, so you take your clients served and then in Row 2 you report how many of those clients that you served during the reporting period were prescribed or continued on ART.


Now you only need to report on ART prescription when your organization is the one doing the prescription. So, say for example your organization is doing case management and you note which clients are on ART but are not the ones actually prescribing it, in that instance you do not report on ART prescription.

Services	# of New Clients who received service(s) in the reporting period <sup>1</sup> (A)	# of Clients who received service(s) in the reporting period and received at least one service during a previous reporting period of the current calendar year or during the previous calendar year <sup>2</sup> (B)	Total # of Clients who received service(s) in the reporting period (C)
<b>RWHAP/ Initiative Services</b>			
1. Any RWHAP <sup>3</sup> or Initiative Service	<input type="text" value="2"/>	<input type="text"/>	<input type="text"/>
1a. Ending the HIV Epidemic Initiative Services <sup>4</sup>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1b. Outpatient/Ambulatory Health Services	<input type="text"/>	<input type="text"/>	<input type="text"/>
1c. Medical Case Management, including Treatment Adherence Services	<input type="text" value="2"/>	<input type="text"/>	<input type="text"/>
1d. Non-Medical Case Management Services	<input type="text"/>	<input type="text"/>	<input type="text"/>
1e. Mental Health Services	<input type="text"/>	<input type="text"/>	<input type="text"/>
1f. Substance Abuse Outpatient Care	<input type="text"/>	<input type="text"/>	<input type="text"/>
1g. Substance Abuse Services (residential)	<input type="text"/>	<input type="text"/>	<input type="text"/>
1h. Housing	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>
<b>Health Outcomes</b>			
2. Prescribed ART in the reporting period	<input type="text"/>	<input type="text"/>	<input type="text"/>

Medical Case Management



Housing




EHE Data Table Row 1
26


Let's start looking at this data table a bit more in depth starting with the rows of the table and how they relate to each other. We'll start off right at the top of the table with Row 1 Any RWHAP or Initiative Service. This row is essentially a deduplicated count of your clients served during the reporting period. What do I mean by that? Well let's say your organization provided Medical Case Management and Housing and you have 1 new client that received Medical Case Management and another new client that received both services. You'd have 2 new clients here in Row 1c and 1 new client in Row 1h. Now for Row 1 your total would NOT be 3, remember it's deduplicated. There were only 2 new clients served so your total here should be 2. Do not just add up all of your sub-rows (1a through 1h) to get your value for Row 1. You want that value to be a true deduplicated count of your clients served.

Services	# of New Clients who received service(s) in the reporting period <sup>1</sup> (A)	# of Clients who received service(s) in the reporting period and received at least one service during a previous reporting period of the current calendar year or during the previous calendar year <sup>2</sup> (B)	Total # of Clients who received service(s) in the reporting period (C)
<b>RWHAP/ Initiative Services</b>			
1. Any RWHAP <sup>3</sup> or Initiative Service	3		
1a. Ending the HIV Epidemic Initiative Services <sup>4</sup>			
1b. Outpatient/Ambulatory Health Services	2		
1c. Medical Case Management, including Treatment Adherence Services			
1d. Non-Medical Case Management Services			
1e. Mental Health Services			
1f. Substance Abuse Outpatient Care			
1g. Substance Abuse Services (residential)			
1h. Housing			
<b>Health Outcomes</b>			
2. Prescribed ART in the reporting period			

Outpatient/Ambulatory Health Services (OAHS)



Outreach Services



## Reporting Additional Services in Row 1

Row 1 is also not limited to the services you see in the sub-rows below. If you are funding any services that are not listed in Rows 1a through 1h you should still be reporting on them in Row 1. Let's say as an example your organization is doing Outpatient/Ambulatory Health Services or OAHS and Outreach with your funding. Only one of those is listed in the sub-rows, 1b. OAHS. Now our we had two different new clients that we've provided Outreach and then subsequently came in to our clinic and received OAHS. We also had an additional new client that received Outreach but we haven't been able to get them in to see our doctor yet.

Therefore, we have 2 new clients that received OAHS but we have 3 new clients that received any service at our agency since we're including Outreach Services in that calculation as well.

Services	# of New Clients who received service(s) in the reporting period <sup>1</sup> (A)	# of Clients who received service(s) in the reporting period and received at least one service during a previous reporting period of the current calendar year or during the previous calendar year <sup>2</sup> (B)	Total # of Clients who received service(s) in the reporting period (C)
<b>RWHAP/ Initiative Services</b>			
1. Any RWHAP <sup>3</sup> or Initiative Service	2	7	10
1a. Ending the HIV Epidemic Initiative Services <sup>4</sup>	↑	↑	↑
1b. Outpatient/Ambulatory Health Services	Less than or equal to	Less than or equal to	Less than or equal to
1c. Medical Case Management, including Treatment Adherence Services	Less than or equal to	Less than or equal to	Less than or equal to
1d. Non-Medical Case Management Services			
1e. Mental Health Services			
1f. Substance Abuse Outpatient Care			
1g. Substance Abuse Services (residential)			
1h. Housing			
<b>Health Outcomes</b>			
2. Prescribed ART in the reporting period			

## Row 1 Validation Checks

28

One last point I want to make about Row 1 is how it is utilized in the validations to help you all report quality data. Because Row 1 is supposed to be clients served with any service, it then follows that for each column the values in any of the rows below should be less than or equal to the value for Row 1. You can't have more clients served with a single service than are served with any service.

So, for example if the data we reported are 2 new clients, 7 existing, and 10 total, then all the values here must be less than or equal to 2, the values here must be less than or equal to 7, and the values here must be less than or equal to 10.

# EHE Initiative Services

- EHE Initiative Services include those services that are funded through EHE Initiative funding but do not meet the definition of a RWHAP service, as outlined in [PCN #16-02](#)
- Services that do meet the definition of an existing RWHAP service category should be reported under that category

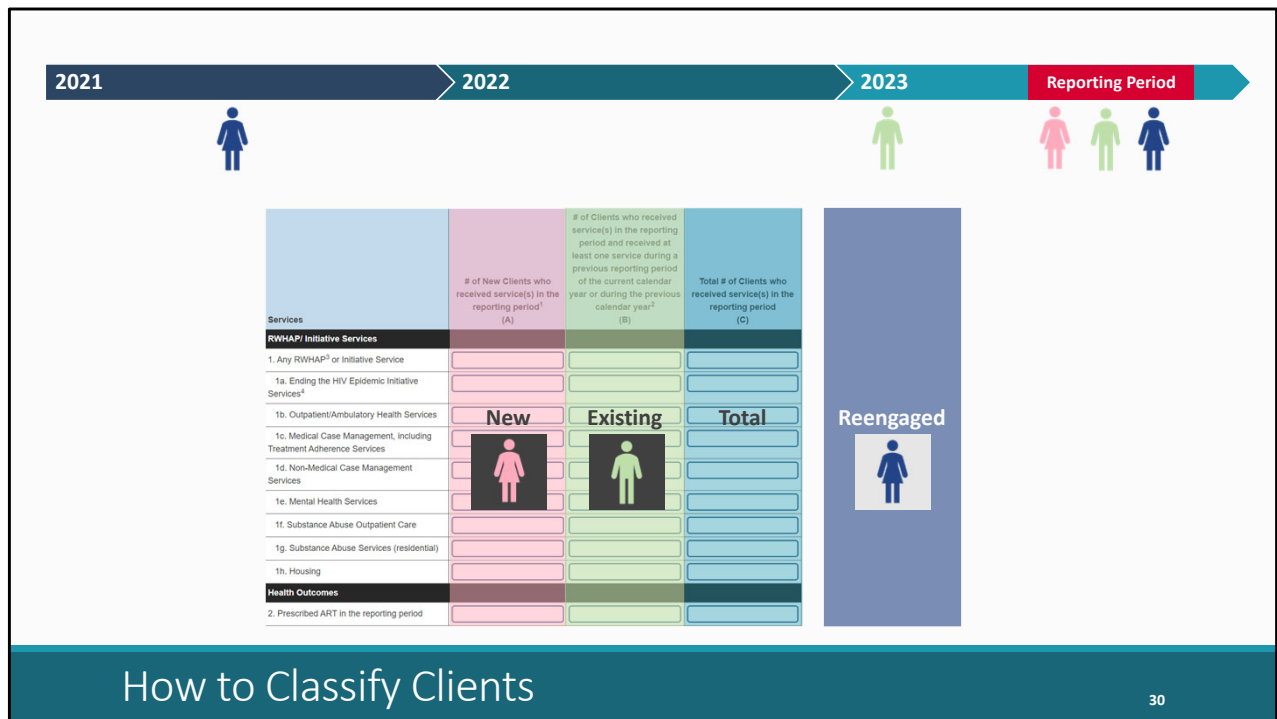
Services	# of New Clients who received service(s) in the reporting period <sup>1</sup> (A)	# of Clients who received service(s) in the reporting period and received at least one service during a previous reporting period of the current calendar year or during the previous calendar year <sup>2</sup> (B)	Total # of Clients who received service(s) in the reporting period (C)
<b>RWHAP Initiative Services</b>			
1. Any RWHAP <sup>3</sup> or Initiative Service	<input type="text"/>	<input type="text"/>	<input type="text"/>
1a. Ending the HIV Epidemic Initiative Services <sup>4</sup>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1b. Outpatient/Ambulatory Health Services	<input type="text"/>	<input type="text"/>	<input type="text"/>
1c. Medical Case Management, including Treatment Adherence Services	<input type="text"/>	<input type="text"/>	<input type="text"/>
1d. Non-Medical Case Management Services	<input type="text"/>	<input type="text"/>	<input type="text"/>
1e. Mental Health Services	<input type="text"/>	<input type="text"/>	<input type="text"/>
1f. Substance Abuse Outpatient Care	<input type="text"/>	<input type="text"/>	<input type="text"/>
1g. Substance Abuse Services (residential)	<input type="text"/>	<input type="text"/>	<input type="text"/>
1h. Housing	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Health Outcomes</b>			
2. Prescribed ART in the reporting period	<input type="text"/>	<input type="text"/>	<input type="text"/>

The rest of the rows in this first section each pertain to a different service category, such as Medical Case Management, Mental Health Services, etc. But I do want to take a moment to highlight Row 1a. EHE Initiative Services. This is an EHE specific service category for services provided with EHE Initiative funding that do not meet the definition of one of the existing RWHAP service categories as listed in Policy Clarification Notice #16-02.

If you're providing a service that is one of those existing RWHAP service categories, you should report the services under that RWHAP service category. The EHE service category here is really just for services that you couldn't do under RWHAP. If you are unsure of how you should be reporting, what category to report under, etc., please reach out to us at Data Support and we can walk you through all your services and tell you what service categories you should be utilizing.

We really want to make sure that agencies that are using this EHE service category are reporting correctly and not providing a service that better fits and should be reported under an existing service category.





## How to Classify Clients

30

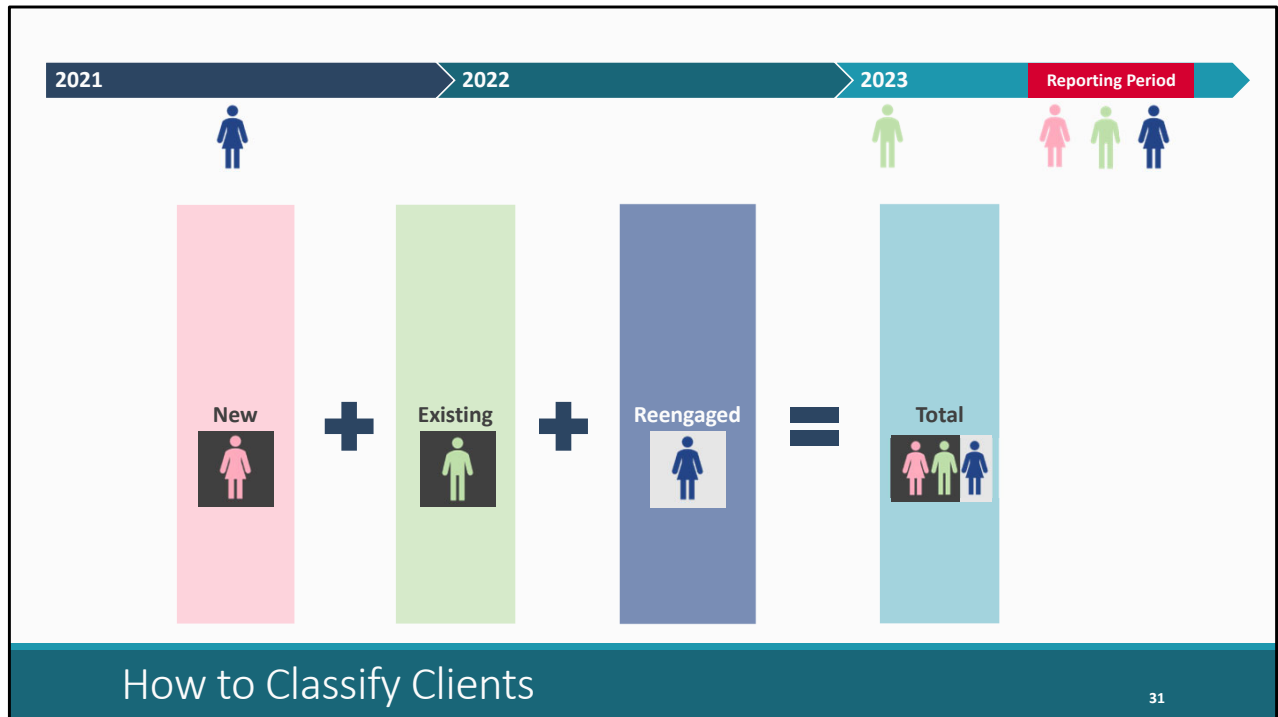
Let's change things up and move on to looking at what the difference between the columns is. What is a new client, an existing client, etc.? I'm going to add a simple timeline from 2021 to 2023 and then to help explain it we'll use the current reporting period of May to August 2023 which is represented by this red box.

We're going to start by looking at new clients. A new client is someone that was seen during the current reporting period but has not been seen by your agency at any previous point. So, we have our client up here seen during that May to August period, but they have not been seen at any previous point. And I do want to specify this is new to your agency overall, the provider of HIV services. If you have a client that maybe is receiving a service they hadn't received before, but you've seen them at some point before the reporting period, that is not a new client. It's not new to the service, it's new to your agency. And that's new to you the provider of HIV services. If you're say part of a larger hospital system or university, it's just whether or not the client has been before by your part of the agency that is providing HIV services.

Now we'll move on to existing clients. These are clients that again were seen during the current reporting period but that also have been seen during a prior reporting period in the current or prior calendar year. So, in our example up top, we saw this

green client in the reporting period and then also saw them before the reporting period in 2023 or it could be at some point in 2022 as well.

There's another population of clients though that is not represented with its own column in the data table, but we do need to talk about them. These are what we're calling reengaged clients. These are clients that we're seen during the reporting period and we're last seen prior to previous calendar year. So, in our timeline this client was last seen in 2021 but it could be even earlier that. Now again you don't actually report the number of reengaged clients as its own separate value in your report but they are still included here in the Total. The Total is quite simply just everyone you saw during the reporting period.



Looking at it in simpler terms to calculate the Total you simply take your new clients plus your existing clients plus your reengaged clients.

Services	# of New Clients who received service(s) in the reporting period <sup>1</sup> (A)	# of Clients who received service(s) in the reporting period and received at least one service during a previous reporting period of the current calendar year or during the previous calendar year <sup>2</sup> (B)	Total # of Clients who received service(s) in the reporting period (C)
<b>RWHAP/ Initiative Services</b>			
1. Any RWHAP <sup>3</sup> or Initiative Service	3	5	10
1a. Ending the HIV Epidemic Initiative Services <sup>4</sup>			
1b. Outpatient/Ambulatory Health Services			
1c. Medical Case Management, including Treatment Adherence Services			
1d. Non-Medical Case Management Services	2	2	9
1e. Mental Health Services			
1f. Substance Abuse Outpatient Care			
1g. Substance Abuse Services (residential)			
1h. Housing			
<b>Health Outcomes</b>			
2. Prescribed ART in the reporting period			

**Row 1. Any RWHAP or Initiative Service**

2 Reengaged = 10 Total - 3 New - 5 Existing

**Row 1d. Non-Medical Case Management Services**

5 Reengaged = 9 Total - 2 New - 2 Existing

**5 is not less than or equal to 2**

### Reengaged Clients Calculation

Reengaged = Total - New - Existing

I want to spend a little extra time talking about reengaged clients. Now if you remember from a couple slides ago we talked about Row 1 being your deduplicated clients served and because of that the values you enter in Row 1 for every column need to be greater than or equal to the values you put in the rest of the rows for the table. Since you cannot have more clients served with a single service than any service. But the system is also going to be making that comparison for reengaged clients as well.

We have our calculation from the previous slide, but if we just do a little math rearranging this equation, we can get a simple expression to calculate the number of reengaged clients for any row, reengaged clients is equal to your total clients minus new and existing clients. Simple enough.

So, let's run through an example so we can see what this looks like in action. Let's say for our organization this reporting period we served 3 new clients, 5 existing clients, and 10 clients total. Plugging that into our equation we have at the bottom we have 10 total minus 3 new minus 5 existing which leaves us with a total of 2 reengaged clients: 3 new plus 5 existing plus 2 reengaged giving us our 10 total.

But now let's say for Row 1d. Non-medical Case Management Services we entered these values: 2 new clients, 2 existing clients, and 9 total clients. At first glance, that seems okay. We have a lower value in Row 1d than Row 1 for each column here. But doing our simple math, we have 9 total minus 2 new minus 2 existing leaving us with \* 5 reengaged clients who received that service. If we went to try and save these data, we're going to get that new error because we have indicated we have more reengaged clients receiving Non-medical Case Management than we have reengaged clients receiving any service. Even though the actual values we entered into the system for Row 1d are less than each value we entered for Row 1, doing this little bit of math we can see that something is not right with our data and we need to go back and look for where this error is occurring.

This new data check was instituted to help you all with data quality since this has been a common issue that we've seen in the data where things are not adding up correctly. A number of you I'm sure may remember hearing from me last reporting period asking you all to try and correct this issue if possible.

## Knowledge Checks #2 & #3



But let's go ahead and jump into our second and third quiz questions.

My organization served a client during this reporting period (May 1, 2023 - August 31, 2023) with a funded service and they were last seen in March 2021. Under which columns should I report this client? (Choose all that apply).

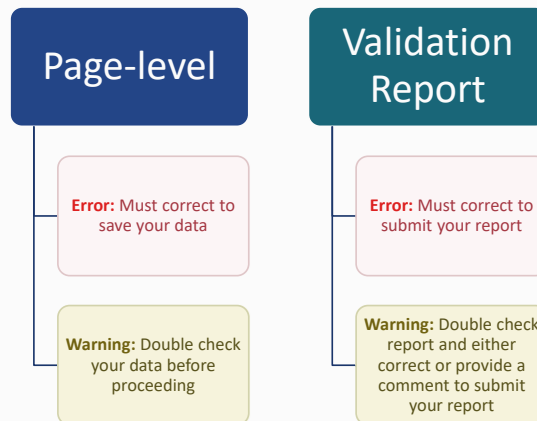
- a. New clients (Column A)
- b. Existing clients (Column B)
- c. **Total clients (Column C)**

My organization receives EHE Initiative funding to provide OAHS. We served a client during the reporting period with OAHS, and they were prescribed ART. Under which rows should I report this client? (Choose all that apply).

- 1. Any RWHAP or Initiative Service**
  - 1a. EHE Initiative Services
  - 1b. OAHS**
- 2. Prescribed ART in the reporting period**

## Validating Your Data

- Data validation takes place in two spots in the EHE Triannual Provider Report
- Page-level: After saving data in the Triannual Report section
- Validation Report: After clicking the “Validate” link in the Navigation panel



34

After that pretty exhaustive look at the EHE data, we’re going to move on to discussing how the system checks, or validates, your data. The system validates your data in two places, on the Triannual Report page itself, what we call a page-level validation, and in the Validation Report, a system-generated check of your entire report that you process by clicking on “Validate” in the Navigation panel.

For each of these processes, there are two type of validation messages you may receive, errors and warnings. Errors have to be corrected for each. If you receive a page-level error, your data aren’t going to save, and a Validation Report error will prevent you from proceeding to submitting your report.

Warnings are a bit different. There is a single page-level warning in the EHE Provider Report that we’ll review on the next slide that is just going to prompt you to review your data, but you can submit with a page-level warning. A Validation Report warning again will prompt you to go back and review your report. You can submit your report with a page-level warning, but you must provide a comment in the Validation Report for each one that you receive.

The screenshot displays the 'EHE Triannual Provider Report' interface. On the left is a navigation sidebar with options like 'Inbox', 'EHE Triannual Provider Report', 'General Information', 'Triannual Report', and 'Actions'. The main content area shows a report for 'Feeding People Food Bank' with details like Report ID: 765432, Status: Working, and Due Date: 10/15/2023 18:00:00. Below this is a 'Triannual Report' section with a 'Public Burden Statement' and a table for 'RWHAP/ Initiative Services'.

Services	# of New Clients who received service(s) in the reporting period <sup>1</sup> (A)	# of Clients who received service(s) in the reporting period and received at least one service during a previous reporting period of the current calendar year or during the previous calendar year <sup>2</sup> (B)	Total # of Clients who received service(s) in the reporting period (C)
<b>RWHAP/ Initiative Services</b>			
1. Any RWHAP <sup>3</sup> or Initiative Service	0	4	4
1a. Ending the HIV Epidemic Initiative Services <sup>4</sup>	2	0	3

At the bottom of the screenshot, there is a dark blue banner with the text 'Page-level Validations' on the left and the number '35' on the right.

So, here I have an example of some page-level validations. I'm going to scroll up here and try to squeeze the relevant information onto the same page. The page-level validations are going to be checking those data requirements we went over earlier. For example, the second one here is that reengaged clients calculation and you can see we have 1 reengaged client in row 1a but none in row 1. We also have more clients in row 1a for column A than we do in row 1.

Again, page-level errors need to be corrected for your data to save. If we don't correct these page-level errors and save, navigating away from this page is going to remove all the data that we entered.

We also have the page-level warning as well on this page. There is one page-level warning that just asks you to recheck your data if you have a service that is only reported as being received by new clients and no existing clients. So, we have two clients that we reported as receiving EHE Initiative Services but no existing clients. We just need to recheck our data and if that's correct, we can proceed.

So, let's say we took care of our page-level errors and fixed our data. We should now proceed to validating our report which we'll do by selecting the "Validate" link in the



Navigation panel.

The screenshot shows the HRSA Electronic Handbooks interface. The main content area displays the 'EHE Triannual Provider Report' for 'Feeding People Food Bank'. The report details include: Report ID: 765432, Status: Working, Due Date: 10/15/2023 18:00:00, Report Period: 5/1/2023 - 8/31/2023, Last Modified Date: 9/18/2023 11:53:18 AM, Last Modified By: pvance@feedingpeoplefood.org, and Access Mode: ReadWrite. A green message states: 'Your validation request has been scheduled. It may take several minutes to generate the report.' Below this, a note says: 'NOTE: You must refresh this page to display your results.' The left navigation menu has the 'Validate' button highlighted. The page footer contains the text 'Validation Processing' and the number '36'.

The system will let you know that the validation is processing. Wait a couple minutes and then select “Validate” again to refresh the page.

Access Mode: Readwrite

**Validation Results**

You must fix all errors in your report before you can submit your data. Please fix all warnings as appropriate. For the warnings that you cannot or should not fix, enter a warning comment before you submit your data. To enter warning comments for a specific check, select the "Add Comment" link located in the Action column of the validation results table(s). Contact the help desk if you have questions about any of the validation errors, warnings, or alerts.

**General Information**

Row No.	Check No.	Message	Type	Comment Count	Action
No report validation errors found.					

**Triannual Report**

Row No.	Check No.	Message	Type	Comment Count	Action
1		The number of clients must be populated for all services. If a service is not provided to any clients, then the number of clients must be reported as a zero.	Error	0	

For help with EHBs contact the HRSA Help Desk by phone at 1-877-Go4-HRSA (1-877-464-4772) Monday through Friday, 8:00 a.m. to 8:00 p.m. Eastern Time. Or use the [HRSA Electronic Handbooks Contact Center help request form](#) to submit your question online.  
For questions regarding data content and/or reporting requirements, please contact Data Support at 1-888-640-9356 or email to [RyanWhiteDataSupport@wrma.com](mailto:RyanWhiteDataSupport@wrma.com)

**Validation Results** 37

Once your validation request has completed, you'll see either a congratulations message or a table of validation results such as the one on this slide. If we scroll down, we have one error letting us know that we left some fields blank in the data table in that Triannual Report section that we need to go back and fill out.

Again, errors must be corrected before you can submit your report. If you receive an error, like we have here, correct your report based on the validation message and revalidate. If you receive a warning, you should first try to correct your report, but if not possible, you may submit your report with a warning by adding a comment explaining your agency's situation as it relates to the validation message.

Once you have addressed all of your validations, you are ready to move on to submitting your report. To do that, select "Submit" in the Navigation panel on the left side of the screen.

The screenshot displays the 'EHE Triannual Provider Report' submission page for 'Feeding People Food Bank'. The page includes a navigation sidebar on the left with options like 'Validate', 'Submit', and 'Print'. The main content area shows report details: Report ID: 765432, Status: Working, Due Date: 10/15/2023 18:00:00, Report Period: 5/1/2023 - 8/31/2023, Last Modified Date: 9/18/2023 11:53:18 AM, and Last Modified By: p Vance@feedingpeoplefood.org. A 'Comments' section features a rich text editor with a character count of 3000. Below the editor is a checkbox for certifying the data's accuracy and completeness. The 'Submit Report' button is highlighted with a red box.

## Submit Report

To submit your report, enter a comment with any meaningful feedback you have about the submission process, select the checkbox certifying that the data are accurate and complete, and lastly, select the “Submit Report” button.

The screenshot displays the HRSA Electronic Handbooks interface. At the top, the HRSA logo and 'Electronic Handbooks' title are visible. A navigation menu includes 'Tasks', 'Organizations', 'Grants', 'Dashboards', 'Free Clinics', 'FQHC-LALS', and 'Resources'. Below this, a secondary menu shows 'Welcome', 'Recently Accessed', 'What's New', and 'Guide Me'. The main content area is titled 'EHE Triannual Provider Report Inbox' and features a green success message: 'The report has been successfully submitted.' To the left is a 'NAVIGATION' sidebar with options for 'Inbox', 'EHE Triannual Provider Report', 'Search', 'EHE Triannual Provider Report', 'RSR Inbox', and 'Return to RSR'. Below the success message, there is contact information for HRSA Help Desk and Data Support, and a note about Adobe Acrobat Reader. The footer contains 'Acceptable Use Policy', 'Accessibility', 'Viewers And Players', 'Contact Us', 'Product: BRS | Platform #: 4.9.50.0 | Build #: | Environment: Production', and 'Last Login: 08/17/21 9:46:00 AM ET'. A large teal banner at the bottom of the page reads 'Report Submitted Successfully' with the number '39' in the bottom right corner.

You'll then see this green success message letting you know the report was submitted successfully. Now if you are an EHE recipient submitting an EHE Provider Report, the report will be submitted and accepted all in one step. Reports submitted by your subrecipients though still have to be accepted by you as the EHE recipient.

Let's check out what that looks like.

**HRSA Electronic Handbooks**

Support | Logout

Tasks | Organizations | Grants | Dashboards | Free Clinics | FQHC-LALS | Resources

Welcome | Recently Accessed | What's New | Guide Me

NAVIGATION << EHE Triannual Provider Report Inbox Your session will expire in: 29:31

Report ID	Provider Name	Reg Code	Reporting Period	Modified Date	Status	Action	Action History
987654	County Health Department	11111	05/01/2023 - 08/31/2023	9/25/2023 11:18:56 AM	Submitted		
876543	Health and Happiness Clinic	22222	05/01/2023 - 08/31/2023	9/29/2023 12:08:28 PM	Review		
765432	Feeding People Food Bank	33333	05/01/2023 - 08/31/2023	9/30/2023 12:23:47 PM	Review		

Page Size: 25 3 items in 1 pages

For help with EHBs contact the HRSA Help Desk by phone at 1-877-Go4-HRSA (1-877-464-4772) Monday through Friday, 8:00 a.m. to 8:00 p.m. Eastern Time. Or use the [HRSA Electronic Handbooks Contact Center help request form](#) to submit your question online. For questions regarding data content and/or reporting requirements, please contact Data Support at 1-888-640-9356 or email to [RyanWhiteDataSupport@wrma.com](mailto:RyanWhiteDataSupport@wrma.com)

Logged in as: GranteeDataViewer, GranteeDataEditor, GranteeDataSubmitter  
The HAB Web Applications also require Adobe Acrobat Reader 5 or higher installed on your PC. To download Adobe Acrobat Reader, click

Acceptable Use Policy | Accessibility | Viewers And Players | Contact Us

Product: BRS | Platform #: 4.9.50.0 | Build #: | Environment: Production

**EHE Provider Report Status** 40

We’re back now in the EHE Provider Report inbox. In our example, this recipient has three Provider Reports: one for their own organization, the County Health Department, in the first row, and then two subrecipients in the second and third row.

If you look under the “Status” column in this table, you’ll see that the first report for the EHE recipient has already advanced to “Submitted” status. It was accepted when we submitted it previously in one step.

Our subrecipients though are both in “Review” status, meaning that we need to go in and review those reports, deciding whether or not to accept them or return them for changes. We’ll go ahead and open up this last one here.

**HRSA Electronic Handbooks** | Support | Logout

Welcome | Recently Accessed

**EHE Triannual Provider Report** | Your session will expire in: 27:54

**NAVIGATION**

- Inbox
  - EHE Triannual Recipient Report
  - EHE Triannual Provider Report
- EHE Provider Report
  - Navigation
    - General Information
    - Triannual Report
  - Actions
    - Validate
    - Submit
    - Submit/Accept**
    - Un-Submit
    - Print
    - Return for Changes**
- EHE Provider Report - Reports
  - Action History

**Feeding People Food Bank**

Report ID: 765432 | Status: Review | Due Date: 10/15/2023 18:00:00  
 Report Period: 5/1/2023 - 8/31/2023 | Last Modified Date: 9/18/2023 11:53:18 AM | Last Modified By: pvance@feedingpeoplefood.org  
 Access Mode: ReadWrite

**General Information**

**Organization Details**

EIN: 999999999  
 UEI: AB1CDE23FGH4  
 Mailing Address: 456 West Street  
 Washington, DC 12345-6789

**Organization Contacts**

Name	Title	Phone Number	Email	FAX	Is Primary POC	Actions
Phyllis Vance	Executive Director	(987) 654-321	pvance@feedingpeoplefood.org		Yes	Edit Delete

**Accept or Return for Changes** 41

Review your subrecipients' data in the Triannual Report section to make sure that it looks accurate to you. Once you are ready to make your recommendation you can either accept the report by selecting "Submit/Accept" in the Navigation panel or alternatively return it to the provider for changes by selecting "Return for Changes." We'll go ahead and accept this agency's report by selecting "Submit/Accept."

NAVIGATION << EHE Triannual Provider Report Your session will expire in: 27:54

Inbox

▼ Feeding People Food Bank

Report ID: 765432      Status: Review      Due Date: 10/15/2023 18:00:00  
Report Period: 5/1/2023 - 8/31/2023      Last Modified Date: 9/18/2023 11:53:18 AM      Last Modified By: pvance@feedingpeoplefood.org  
Access Mode: ReadWrite

A field with an asterisk \* before it is a required field.

Please enter comments regarding your Acceptance.

\* Comments

Design Preview

Characters remaining: 3000

I certify that the data in this report is accurate and complete. I understand that reporting accurate and complete data is a condition of this grant award and is subject to federal audit.

**Accept Report**

**Accept Report** 42

On the next page, again enter a comment with any feedback, select the checkbox, and then click the “Accept Report” button. Once the report has been accepted by all recipients that are funding the provider, then it will move into “Submitted” status.



## Poll #2



But let's go to the last poll question first.

In which areas does your organization need assistance with the EHE Triannual Report (select all that apply)?

- a. Service category definitions
- b. Reporting requirements and completing the report
- c. Data systems and exporting your data
- d. Unsure
- e. Do not need assistance

## Submission Timeline

Reporting Period	Opening Date	Closing Date
5/1/2023 – 8/31/2023	Friday, September 15, 2023	Sunday, October 15, 2023
9/1/2023 - 12/31/2023	Monday, January 15, 2024	Thursday, February 15, 2024
1/1/2024 – 4/30/2024	Wednesday, May 15, 2024	Saturday, June 15, 2024

44

So that's it for our instructions on completing the EHE Triannual Report. We did go over a ton of information so if you still have questions be sure to speak up during the Q&A session and we can try and answer there and also, we'll go over some additional TA resources in just a second.

But let's first take a look at the EHE Triannual Report submission timeline. The next opening will begin on Friday, September 15 and will be open for a month for agencies to submit data for the May 1, 2023, to August 31, 2023, reporting period. After that we'll continue on our regular annual schedule for reporting with an opening from January 15 to February 15 to cover data for the last four months of 2023. And then lastly May 15 to June 15 for data from the first four months of 2024.

# TA Resources

TA Resource	Type of TA
<b>Ryan White Data Support</b> 1-888-640-9356 <a href="mailto:RyanWhiteDataSupport@wrma.com">RyanWhiteDataSupport@wrma.com</a>	<ul style="list-style-type: none"> <li>EHE Triannual Report Instruction Manual, reporting requirements, and allowable data element responses</li> <li>Managing contracts in the Grantee Contract Management System (GCMS)</li> <li>Accessing, completing, reviewing or accepting the EHE Triannual Provider Report through the RSR Web System</li> <li>Locating or adding providers in the RSR Web System</li> <li>Resolving validation errors in the Web System</li> <li>Submitting your EHE Recipient or Provider Report</li> </ul>
<b>Data Integration, Systems &amp; Quality (DISQ) Team</b> <a href="mailto:Data.TA@caiglobal.org">Data.TA@caiglobal.org</a> <a href="#">Submit a DISQ TA Request</a>	<ul style="list-style-type: none"> <li>Planning how to collect and report your data to meet reporting requirements</li> <li>Extracting data from your Electronic Health Record (EHR) or other data management system</li> <li>Mapping data to required data elements</li> <li>Developing year-long processes for data collection, management, quality, and utilization</li> </ul>
<b>EHBs Customer Support Center</b> 1-877-464-4772 <a href="#">Submit an EHBs TA Request</a>	<ul style="list-style-type: none"> <li>How to use the Electronic Handbooks (EHBs)</li> <li>Accessing the EHE Triannual Recipient Report through the EHBs</li> <li>RSR Web System registration or permissions</li> </ul>
<b>CAREWare Help Desk</b> 1-877-294-3571 <a href="mailto:cwhelp@jprog.com">cwhelp@jprog.com</a> <a href="#">Join the CAREWare listserv</a>	<ul style="list-style-type: none"> <li>Setting up contracts for your EHE-funded services in CAREWare</li> <li>Running an aggregate report to support completing the EHE Triannual Report using CAREWare</li> </ul>

And then here are the additional technical assistance resources available to assist you. Ryan White Data Support addresses EHE-related content and submission questions such as interpretation of the manual and HAB’s reporting requirements, managing contracts, accessing and completing the EHE Recipient and Provider Reports, and validation issues. The DISQ Team, can help you with your EHE data including strategizing how to best collect and report your EHE data to meet reporting requirements, extracting your data and mapping it to the required data elements, as well as developing processes for data collection and management. The EHBs Customer Support Center addresses EHBs related questions such as navigation, EHBs account registration, and access and permissions. And finally, the CAREWare Help Desk can assist all you CAREWare users out there if you need some assistance utilizing CAREWare in submitting your EHE data like setting up your CAREWare contracts or running an aggregate report.

The image shows a screenshot of the TargetHIV website. On the left, there is a navigation menu with a hamburger icon and the TargetHIV logo. Below the logo, there is a search icon. The main content area is titled "Subscribe for DISQ Email Updates". Below the title, there is a sub-header "Home » DISQ Home". The main heading is "Subscribe for DISQ Email Updates". Below this, there is a paragraph: "Sign up to receive updates about the ADR, RDR, and related topics from the Data Integration, Systems & Quality TA Team (DISQ)." Below this, there is a purple box with the text: "To update your subscription, complete the required fields (with an \*) and click Submit. Then you'll be shown a link to update your record." Below this, there is a "Subscribe" section with a form. The form has four fields: "Email Address \*", "First Name \*", "Last Name \*", and "State or Territory \*". A note "\* indicates required" is placed to the right of the first field. On the right side of the slide, there is a section titled "TargetHIV Website" with a list of resources: "TargetHIV Website", "EHE Triannual Report Instruction Manual", "EHE Triannual Report Submission Timeline", and "Sign up for the DISQ listserv".

Home » DISQ Home

## Subscribe for DISQ Email Updates

Sign up to receive updates about the ADR, RDR, and related topics from the Data Integration, Systems & Quality TA Team (DISQ).

To update your subscription, complete the required fields (with an \*) and click Submit. Then you'll be shown a link to update your record.

### Subscribe

\* indicates required

Email Address \*

First Name \*

Last Name \*

State or Territory \*

## TargetHIV Website

- [TargetHIV Website](#)
  - [EHE Triannual Report Instruction Manual](#)
  - [EHE Triannual Report Submission Timeline](#)
- [Sign up for the DISQ listserv](#)

And then of course, the TargetHIV website is always the place to go for additional information on the RWHAP. Here you'll be able to find the EHE Instruction Manual as well as this webinar which as Ellie mentioned at the beginning of our presentation will be posted on the TargetHIV website at a later date.


I also really want to highlight the EHE DISQ listserv. The EHE listserv helps to keep EHE recipients and providers in the loop about new EHE resources, reporting updates and upcoming events like this webinar. So, if you're interested in joining the listserv, follow the link on this slide to subscribe.

## Connect with HRSA

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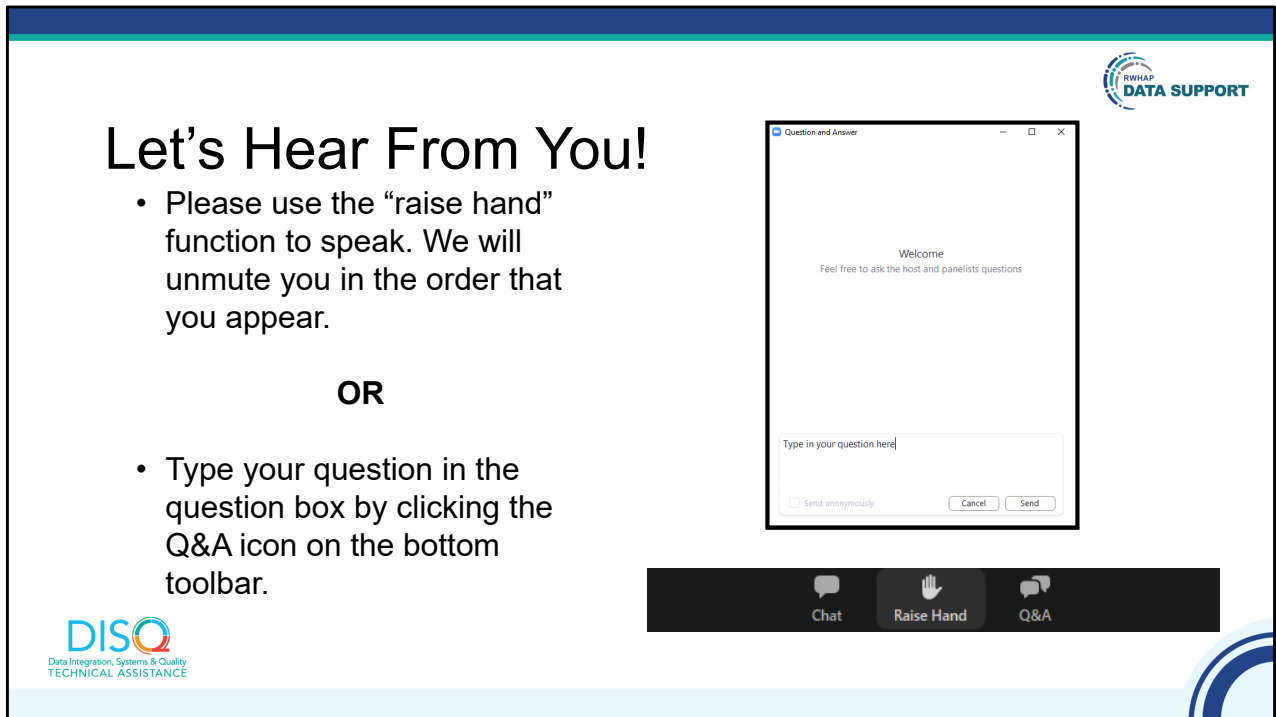
To learn more about our agency,  
visit

[www.HRSA.gov](http://www.HRSA.gov)

 Sign up for the HRSA eNews

FOLLOW US:    

And then lastly, to find out more about HRSA, check out HRSA.gov. I'd like to thank everyone again for joining us on today's webinar and now we'll move onto the Q&A.



**Let's Hear From You!**

- Please use the “raise hand” function to speak. We will unmute you in the order that you appear.

**OR**

- Type your question in the question box by clicking the Q&A icon on the bottom toolbar.

**DISQ**  
Data Integration, Systems & Quality  
TECHNICAL ASSISTANCE

**RWHAP DATA SUPPORT**

Question and Answer

Welcome  
Feel free to ask the host and panelists questions

Type in your question here

Send anonymously

Cancel Send

Chat Raise Hand Q&A

And now to your questions – but first, I would like to remind you that a brief evaluation will appear on your screen as you exit, to help us understand how we did and what other information you would have liked included on this webcast. We appreciate your feedback very much and use this information to plan future webcasts. My DISQ colleague Isia is going to put a link out in the chat feature if you would prefer to access the evaluation right now. We'll also send a final reminder via email shortly after the webinar

As a reminder, you can send us questions using the “Question” function on your control panel on the right hand side of the screen. You can also ask questions directly “live.” You can do this by clicking the raise hand button (on your control panel). If you are using a headset with a microphone, Isia will conference you in; or, you can click the telephone button and you will see a dial in number and code. We hope you consider asking questions “live” because we really like hearing voices other than our own.

We do want to get all of your questions answered, and we do not usually run over an hour. If you have submitted your question in the question box and we cannot respond to your question today, we will contact you to follow up. We often need to explore

your question in order to give you the most appropriate answer.