Ryan White HIV/AIDS Program Part B and Part B Supplemental Expenditures Report

RYAN WHITE HIV/AIDS PROGRAM (RWHAP)

HRSA HIV/AIDS BUREAU

MARCH 13, 2024

Overview

Background

Accessing the Expenditures Report

Completing the Expenditures Report

Validating and Submitting the Expenditures Report

Technical Assistance (TA) Resources

Thanks everyone for joining today's webinar.

In this presentation, we will go over how to complete the Part B and Part B Supplemental Expenditures Reports. We'll begin with some background information about the Expenditures Report before moving on to how you would access the Expenditures Report. Next, I will go over in detail how to complete the Expenditures Report, followed by how you will validate and submit your report. Finally, before I close out the presentation, I will review the Technical assistance Resources available to assist you with your submission.

Instruction Manuals

RWHAP Part B Expenditures Report — Available here on the TargetHIV website
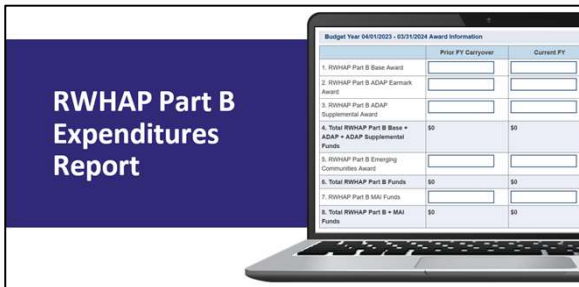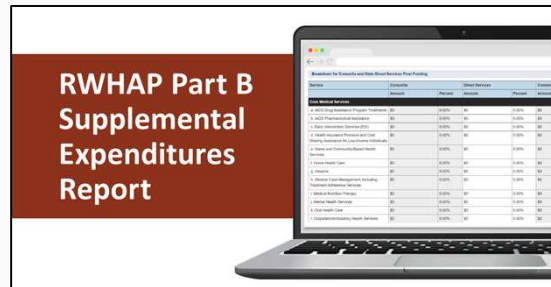
RWHAP Part B Supplemental Expenditures Report — Available here on the TargetHIV website

Before we move forward, I wanted to make everyone aware of the Part B & Part B Supplemental Expenditures Report manuals available on the TargetHIV website. These manuals are invaluable resources to use while completing the Expenditures Reports and highlight the information discussed in today's presentation. We are still editing this year's version of both manuals; however, they will be released prior to the opening dates of each report respectively. Additionally, you will receive a link to these resources when Data Support sends the outreach email stating the system is open.

Expenditures Report Background

- All RWHAP Part B (X07) and Part B Supplemental (X08) grant recipients are expected to complete an Expenditures Report

- Expenditures Report serves as a reference for how recipients expended RWHAP funds during FY23

- Accessed and submitted via the HRSA Electronic Handbooks (EHBs)

4

Let's start off today's presentation with a little background information about the Expenditures Report. All Ryan White Part B and Part B Supplemental recipients must complete the Expenditures Report. This report serves as a reference for how recipients expended their grant funding during fiscal year 2023.

The Expenditures Report is an annual report completed through the HRSA Electronic Handbooks, or EHBs, where recipients report on the expenditure of their grant funding for the year.

Accessing the Expenditures Report

Now let's move on by reviewing how to access the Expenditures Report. Please note that these steps are the same for both the Part B and Part B Supplemental Expenditures Reports.
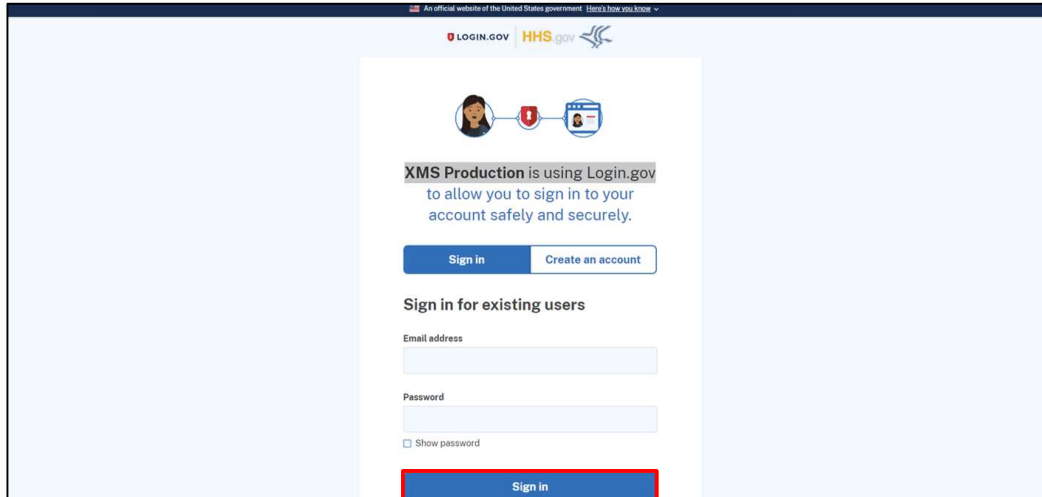
HRSA EHBs Landing Page

Recipients will first need to log into the HRSA EHBs. On this slide, we are at the EHBs landing page on the grants.hrsa.gov website, where you will see a list of login links. Go ahead and click the "Applicant/Grantee" box at the top left of the screen.

Logging Into the HRSA EHBs
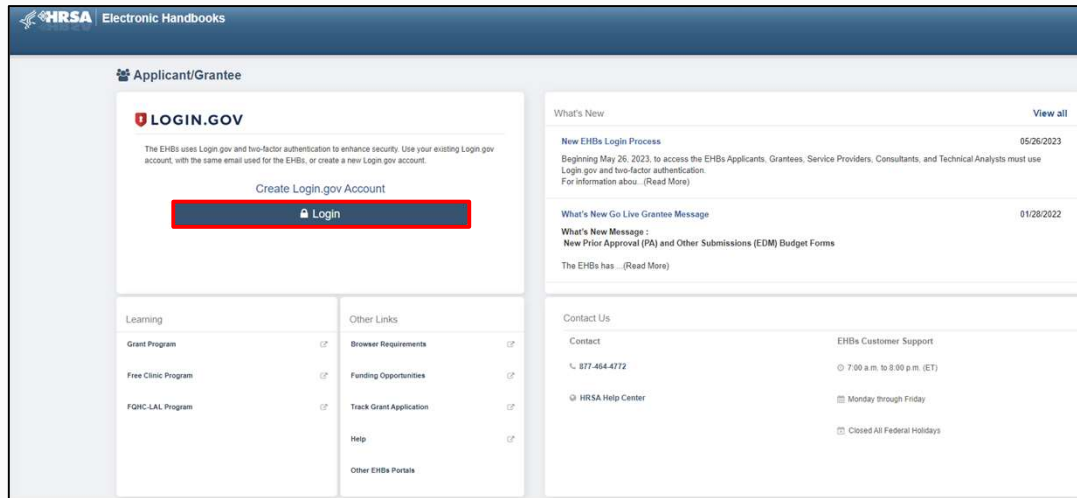
On the next page, you will be directed to login.gov. This is a change for this year's EHBs login process that recipients will have to go through when accessing the EHBs. Go ahead and click the login button here.
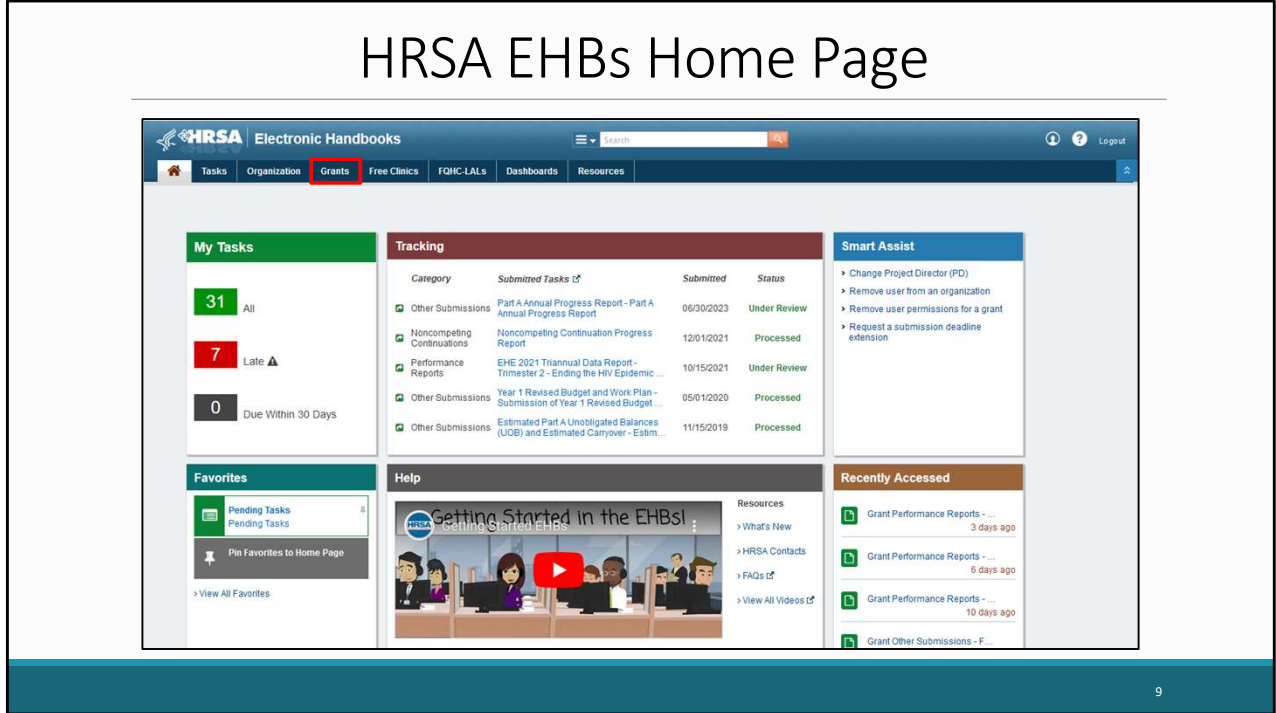
Logging Into the HRSA EHBs Continued

Next, you will enter your login.gov credentials and select "Sign in". You will also be prompted to put in your two factor authentication on the following page. Once you have done so this will then take you to the EHBs home page.

HRSA EHBs Home Page

After logging into the EHBs you will be brought to the EHBs home page shown here on the screen. You'll then hover over the Grants tab at the top of the page.

HRSA EHBs Home Page Continued

On the drop-down menu that appears, click on "Work on Other Submissions" under the Submissions header.

Submissions-All Page

That's going to take you to a Submissions-All page which is going to look a lot like the one shown here. Scroll down to find your list of submissions. In this list, locate your 2023 Expenditures Report which we see here, and then select the "Start" link under the far-right Options column. The first time you access your report this link will read "Start" but once your report has been opened it will instead read "Edit".

Expenditures Report Inbox

Clicking on that is going to bring you to your Expenditures Report inbox. You'll notice the report is right there in the center of the page.

Clicking on the envelope icon under the "Action" column will open the report. If this is your first time opening your report the icon will say create as shown on this screen, but if you are returning to your report, it will instead say open.

Completing the Expenditures Report

Now that we have accessed the Expenditures Report, lets walkthrough completing the report for both Part B & Part B Supplemental recipients.

Expenditures Report Sections

1. Recipient Information

- Includes general information about the organization

2. File Upload

- No files are required

3. Expenditures Report

- Breakdown of the funding expended by service category

14

The Expenditures Report comprises three sections and begins with the Recipient Information section. This will include general information about your organization. Next is the File Upload section. I want to point out that for Part B and B Supplemental recipients, there are no required files to be uploaded. And lastly, is the Expenditures Report. This section includes a breakdown of the funding expended during the budget period by service category.

Recipient Information

Back in the Expenditures Report, after clicking on the envelope icon, you will be navigated to the first section of the report which is the Recipient Information section. You must provide a response for every field with a red asterisk. Start by filling in any missing address or organization information not pre-populated already in the web system.

Recipient Information Continued

Further down on the Recipient information page, fill out the contact information of the person responsible for the submission. The information listed here populates from the information listed in the HRSA EHBs. Therefore, we recommend reviewing the information listed here for accuracy and saving it if you made any updates before moving onto the next section.

File Upload

The next section listed in the Expenditures Report is the File Upload section. As mentioned earlier, for both Part B and Part B Supplemental Expenditures Reports, there are no required uploads, so we can now move onto our final section of the report.

RWHAP Part B Expenditures

Moving along to the final section, which is the Expenditures Report. I will begin by reviewing the Part B Expenditures Report, and then I'll go over the Part B Supplemental Expenditures Report. I want to emphasize that the data entry is completed entirely in the Expenditures Report section. All the fields require a response, so if you have no expenditures to report, enter a zero. When entering your expenditures please remember only whole number responses are allowed.

The Part B Expenditures Report includes four components. You will begin with the award information, where you will enter the amount expended towards each award category listed in the table. Each column represents a different funding source, which are the prior year carryover and the total award amount.

Additionally, there are 10 new validation messages for the Part B expenditures report this year. All of these validations relate to these 10 editable fields on this award information section. Recipients will receive an error message in their validation results if they enter a value for any of their award amount totals that does not match the corresponding value in their Notice of Award or NoA. If it any time while working on your report, you would like to see the list of various validation messages that may trigger. You can find a link to the full validation rules list here on the navigation panel.

RWHAP Part B Expenditures by Program Component

The next section is the Part B Expenditures by Program Component. For this section you will enter the amount expended for the listed services using the three funding source columns shown here, which are Base Award, ADAP Earmark plus ADAP Supplemental, and Emerging Communities. All three columns include fields where you will enter funding amounts under Carryover and Award amount. For example, in the first row for ADAP Services, under *Carryover* you will enter the approved amount
of Part B base award carryover from the previous budget year that was expended on ADAP medication purchases in the current budget year. Under the *Current* column *e*nter the amount of your agency's Ryan White Part B
base award that was expended on ADAP medication purchases.

Previously, recipients primarily reported expenditures towards Health Insurance Premium and Cost Sharing Assistance and Home and Community Based Health Services in these 2 rows here. Expenditures for both service categories from all award types are now reported with the rest of the core medical and support service categories, which we will get to in just a moment.
Additionally, Two rows have been added to the table here to capture expenditures for consortia planning and evaluation and consortia clinical quality management.

RWHAP Part B Expenditures by Program Component Continued

Even though most of this year's changes pertain to the first half of this table, I still wanted to show the rest of the Expenditures by Program Component table as reference for the rest of the categories listed here.

RWHAP Part B Expenditures Categories

	1. Consortia		2. Direct Services		3. Emerging Communities		4. Prior FY Carryover		5. Total (including carryover)	
	Award	Percent	Award	Percent	Award	Percent	Amount	Percent	Amount	Percent
Core Medical Services										
a. AIDS Drug Assistance Program Treatments									$0	0.00 %
b. AIDS Pharmaceutical Assistance									$0	0.00 %
c. Early Intervention Services (EIS)									$0	0.00 %
d. Health Insurance Premium and Cost Sharing Assistance for Low-Income Individuals									$0	0.00 %
e. Home and Community-Based Health Services									$0	0.00 %
f. Home Health Care									$0	0.00 %
g. Hospice Services									$0	0.00 %
h. Medical Case Management, including Treatment Adherence Services									$0	0.00 %
i. Medical Nutrition Therapy									$0	0.00 %
j. Mental Health Services									$0	0.00 %
k. Oral Health Care									$0	0.00 %
l. Outpatient/Ambulatory Health Services									$0	0.00 %
m. Substance Abuse Outpatient Care									$0	0.00 %
1. Core Medical Services Subtotal	$0	0.00 %	$0	0.00 %	$0	0.00 %	$0	0.00 %	$0	0.00 %

21

The next component of the Expenditures Report is the Part B Expenditure Categories which includes the core medical and support services. For this section, you will enter the amount expended towards each service category for each funding source which are Consortia, Direct Services, Emerging Communities, and Prior Year Carryover.

As noted previously, recipients will now report expenditures towards Health Insurance Premium and Cost Sharing Assistance and Home and Community Based Health Services in these fields.

MAI Expenditure by Program Component

MAI Expenditure by Program Component	Prior FY Carryover		Current FY		Total	
	Amount	Percent	Amount	Percent	Amount	Percent
1. Education to increase minority participation in ADAP					$0	0.00 %
2. Outreach to increase minority participation in ADAP					$0	0.00 %
3. Clinical Quality Management					$0	
4. Recipient Planning & Evaluation Activities					$0	
5. Recipient Administration					$0	
6. Total MAI Expenditures	$0	0.00 %	$0	0.00 %	$0	

☐ Recipient received waiver for 75% core medical services requirement.

The next section of the Part B Expenditures Report is the Part B MAI Award. For this table, you will enter the amount expended on each service listed for each funding source. This includes carryover in the left column and reporting year award in the right column. Under the MAI Award table, there is the waiver checkbox for the 75% core medical services requirement. If you received a waiver for this requirement, you can select the checkbox below the table.

If you're unsure if you've received this waiver or have any questions about this waiver, please contact your project officer.

RWHAP Part B Legislative Requirements

Legislative Requirements Checklist

75% Core Medical Services Expenditures Requirement	Amount	Percent (Amount/Total Service Expenditures)
ADAP Services		
State-Direct Services: Core Medical Services	$0	0.00 %
Emerging Communities: Core Medical Services	$0	0.00 %
Subtotal Core Medical Services Expenditures	$0	0.00 %
Support Services Expenditures	**Amount**	**Percent (Amount/Total Service Expenditures)**
Consortia Services (Base & EC)	$0	0.00 %
State-Direct Services: Support Services	$0	0.00 %
Emerging Communities: Support Services	$0	0.00 %
MAI Allocations for Education + Outreach Services		
Subtotal Support Services Expenditures	$0	0.00 %
Total Service Expenditures (excludes carryover dollars)	$0	0.00 %

23

For Part B recipients, under the MAI Award table, there is a legislative requirements checklist for your reference when completing the report. You can quickly view the capped amounts that pertain to each legislative requirement once you have saved your expenditures to make sure your agency is in compliance. For this first part of the table, you can check that at least 75 percent of your total award (not including clinical quality management, recipient administration, and planning and evaluation) was expended on core medical services.

RWHAP Part B Legislative Requirements Continued

Clinical Quality Management

In the aggregate, total CQM expenditures may be 5% of the total X07 award or $3 million (whichever is smaller). This amount includes the following for CQM: base, base consortia, ADAP earmark/ADAP supplemental, EC, EC consortia, and MAI.

Below is the maximum amount (capped amount) that a recipient can spend on CQM as well as the amount of current fiscal year dollars spent (CQM expenditures) on CQM. Carryover dollars are excluded from this calculation as carryover dollars may not be used for CQM. Please check to make sure the expenditures do not exceed the capped amount.

Expenditures	Amount
Capped Amount	$0
CQM Expenditures	

Planning and Evaluation / Recipient Administration

In the aggregate, total recipient administration expenditures may not exceed 10% of the total X07 award. In the aggregate, total P&E expenditures may not exceed 10% of the total X07 award. When the two (i.e., recipient administration and P&E) are combined it may not exceed in the aggregate 15% of the total X07 award. This includes recipient administration and P&E for the following: base, base consortia, ADAP earmark/ADAP supplemental, EC, EC consortia, and MAI. Carryover dollars are excluded from this calculation as carryover dollars may be used for neither recipient administration nor P&E.

Below reflects in the aggregate expenditures for recipient administration, P&E, and recipient administration/P&E. It also reflects the percentage for each in the aggregate. Please check to make sure these percentages are not greater than 10% individually and 15% collectively (i.e., recipient administration and P&E).

Expenditures	Amount	Percent
Planning & Evaluation		
Recipient Administration		
Planning & Evaluation + Recipient Administration		

Further down on the checklist we have the requirement for Clinical Quality Management, where the total amount expended must not exceed 5 percent of your total award or $3 million dollars, whichever is smaller. Then we have the requirement for Planning and Evaluation/ Recipient Administration, where the total amount expended may not exceed 10 percent of your total award. These fields will also automatically populate once the Expenditures Report is saved

Certification of Aggregate Administrative Costs Table

Certification of Aggregate Administrative Costs	
Section A	**Current FY**
1. Total Current FY Grant Award (including approved Prior FY carryover)	
2. Recipient Administrative Expenses: This includes ADAP Base Administrative Expenses, excluding Pharmacy Benefits Manager and Insurance Benefits Manager Administrative Costs.	
3. Recipient Planning and Evaluation Expenses	
4. Recipient Clinical Quality Management Expenses	
5. Current FY Grant Award (line 1) minus Recipient Administration/Planning and Evaluation/Clinical Quality Management Expenses (lines 2, 3 and 4)	
6. Subrecipients Aggregate Allowable Administrative Cost Cap (10% of line 5)	
7. Actual Subrecipients Administrative Costs: This includes Direct Services (non ADAP Base Direct Services) and does not include Pharmacy Benefits Manager or Insurance Benefits Manager Costs.	
8. Subrecipients Administrative Expenditures as a Percentage of Amount of Funds on line 5: (Note: Divide line 7 / line 5 then multiply 100%)	

Section B: This certifies that administrative expenses for the RWHAP Part B do not exceed allowable cap

☐ I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts were for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812)

Recipient Budget (Fiscal) Officer/Designee Name   Enter Full Name

Cancel   Save

25

The last section of the Part B Expenditures Report is new for this year's report. On this slide is a copy of the Certification of Aggregate Administrative Costs Table. This must be completed by the recipient's financial officer or designee. Recipients will not be able to submit their report without completing this section and certifying their subrecipients' aggregate administrative expenditures amount.

RWHAP Part B Supplemental Expenditures Report

Now that we've gone over the sections for the Part B Expenditures Report, let's review the Part B Supplemental Expenditures Report. The Part B Supplemental Expenditures Report is also accessed from the left navigation panel and includes three components which begin with the Award Information that includes the total award amounts for the Part B Supplemental Grant Award and Part B Supplemental Carryover.

RWHAP Part B Supplemental Expenditures Report

The next component listed underneath is the Part B Supplemental Program total. This is where you will enter the amounts expended for the services listed in the funding source columns for total carryover and total award amount. Unlike the Part B expenditures report, Health Insurance Premium and Cost Sharing Assistance and Home and Community Based Services are entered directly in the program total table here, unless it's consortia funding.

Part B Supplemental Expenditures Categories

The last section of the Part B Supplemental Expenditures Report is the Part B Supplemental Expenditure Categories, which includes the core medical and support services. For this section, you will enter the amount expended towards each service category for the two funding sources which are Consortia and Direct Services.

Please note that only consortia funding for AIDS Drug Assistance Program Treatments, Health Insurance Premium and Cost Sharing Assistance for low-income individuals, and Home and Community Based Health Services goes into this table. If the funding came from a different funding source, the amount should be entered into the Part B Supplemental Program Total table.

Part B Supplemental Core Medical Services Expenditures

Core Medical Services Expenditures	Amount	Percent (Amount/Total Service Expenditures)
ADAP		
Health Insurance Premium & Cost Sharing Assistance		
Home-and Community-based Health Services		
State-Direct Services: Core Medical Services		
Total Core Medical Services Expenditures		
Support Services Expenditures	Amount	Percent
Consortia Services		
State-Direct Services: Support Services		
Total Support Services Expenditures		
Total RWHAP Part B Supplemental Core Medical & Support Services Expenditures		

☐ Recipient received waiver for 75% core medical services requirement.

Below the Part B Supplemental Expenditure Categories, there is an additional table that will automatically calculate your core medical and support services expenditures once the Expenditures Report is saved. This table can be utilized to make sure you are in compliance with the 75% core medical services requirement. If you received a waiver for this requirement, you can select the checkbox below the table. Again, If you're unsure if you've received this waiver or have any questions, please reach out to your project officer.

Validating and Submitting the Expenditures Report

Now, that we have gone over completing the Expenditures Report, lets review validating and submitting the report. The following steps apply to both the Part B and Part B Supplemental Expenditures Reports.

Validation Processing Page

Once you have completed the Expenditures Report, you can move forward with validating your report by clicking on Validate in the left navigation panel. Once you do, the system will let you know that it is processing your validation request, and it may take a few minutes to complete. You can refresh the page to see your results by clicking on "Validate" again using the navigation panel or by refreshing your browser.

Validation Categories

Errors	Warnings	Alerts
Must be fixed before submitting your report	Should be corrected but if they cannot, a comment is required	Should be reviewed and addressed if possible

The 3 validation types that may show up in your validation report are Errors, Warnings, and Alerts. Errors must be fixed before you submit your report. Warnings are validations that should be corrected, but if they cannot, then a comment will be required. And lastly, alerts should be reviewed and corrected if possible, but you may still submit your report with an alert. Now that we briefly reviewed these types of validations, lets go back to our validation results.

Validation Results Page

Once your validation request has processed, you will see your results. In the example listed, we see that there is a warning validation message. To add a comment to a warning, you will select the add comment link under the action column. Once you have addressed any error, warning, or alert messages you can move forward with submitting your Expenditures Report.

Remember if you make any updates to your report in response to your validation results, you'll need to validate your report again before submitting. Just click the "Validate" link in the Navigation panel to start the validation process again.

Submitting the Expenditures Report

Once you have completed all the required sections, you can move forward with submitting your report by selecting the submit option in the navigation panel. Selecting submit will bring you to the submission screen where you will be required to enter a comment regarding your submission. Once all comments have been entered select the box stating that the data in the report are accurate and complete. After that click, the Submit link to submit your report and have your submission sent to your project officer for review.

TA Resources

35
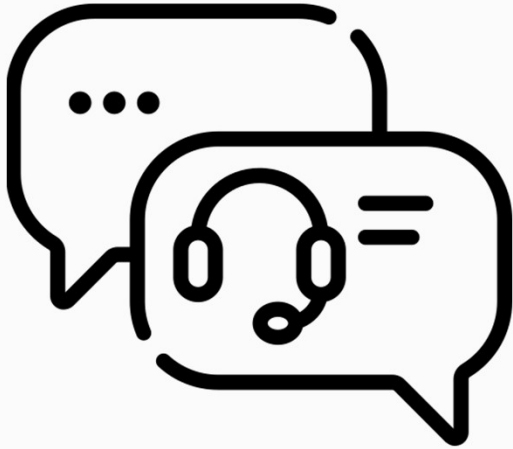
Let's end the presentation by reviewing some helpful TA Resources to use while completing the Expenditures Report.

Online Resources

TargetHIV Website

- RWHAP Part B Expenditures Report Manual
- RWHAP Part B Supplemental Expenditures Report Manual

HRSA HAB Website

- PCN #16-02

36

Here are the links for where you will find the Part B and Part B Supplemental Expenditures Report Manuals as well as the TargetHIV website which contains a ton of additional resources on the Ryan White HIV/AIDS Program and data reporting requirements. In addition to that, there's also a link for the HRSA HAB website as well as PCN #16-02 which we didn't really go over today during the presentation, but that document has the definitions for all the various core medical and support service categories and is the best resource if you have questions about those definitions.

RWHAP Technical Assistance Resources

- The RWHAP TA Resources Brochure features information on each RWHAP technical assistance provider, including:
  - o RWHAP reports they support
  - o Questions they frequently respond to
  - o Contact information

The RWHAP TA Resources brochure outlines information about each technical assistance provider, including the reports they support, frequently asked questions they respond to, and their best contact information. You can find this resource on the TargetHIV website.

Most importantly, please don't forget that there is no wrong door for TA – if we can't assist you, we're happy to refer you to someone who can!

TA Resources

- RWHAP Data Support
  - 888-640-9356
  - RyanWhiteDataSupport@wrma.com
- EHBs Customer Support Center
  - 877-464-4772
  - Online TA Request

More specifically for the Expenditures Report, Ryan White Data Support is your best resource. We can assist with your Expenditures Report and any submission challenges you may experience while completing it.

If you need assistance with your EHBs account permissions, the best resource is the EHBs Customer Support Center.

Finally, to connect with and find out more about HRSA, check out HRSA.gov.

I'd like to take a moment thank everyone for joining us on today's presentation and I will now turn it back over for the Q&A portion of the webinar.

Questions?

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.