

CARE Section - RYAN WHITE Part B Program & HOPWA Program Document Timeline and Reporting Schedule

REPORT	DUE DATE	COMPONENTS	DESCRIPTION	RESPONSIBLE PARTY	COMMENTS
NASTAD Monitoring Report	January 31(?)		Comprehensive data collection involving client demographics, fiscal, drug formulary/utilization, RW Care services	Clinical Manager, Program Manager, Data Manager	Extensions are possible. Voluntary report that is combined with other jurisdictions to give an overall picture of RW services.
Carryover Request Placeholder	January 31		Estimate of the FY's Unobligated Balances (UOB) and an estimated carryover request	Program Manager & AO2	Program Manager prepares and submits budget packet for budget review Extensions are not possible.
RSR	December - March		Client level data report. This first year only due for EC funds. In subsequent years, rebates must be reported on as well. Final data submission to be completed by March 31, 2021	Coordinated effort between Regional offices, providers, and the department	Required time frames are identified by HRSA every December This report is extracted by HRSA through CW and EHB. Program makes sure the information is entered.
CARE COVID Progress Report	June 1 (?)		This will be a new report.		Unsure of the required components, will be provided via the EHB and will be due at the end of the grant which was extended to June 2022.
Program Terms Report	July 1 or 90 days from receipt of NOA (date will be indicated within the NOA)		Provides HRSA with the "terms" of spending the award for the grant year April 1 – March 31 *This report is specific to the grant funds awarded. Rebates have not been included in any documents submitted via the EHB to date. However, copies of rebate info are provided to the PO.	Program Manager	Program Manager prepares and submits a compilation of reports that outlines what Program plans to do with the funding in line with grant requirements.
		Part B Budget Narrative	funding breakout/description for the federal funds.	Program Manager	

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		Part B & MAI Funding Allocations Report	breakout of funding	Program Manager	
		Implementation Plan	Plan for each service funded including the number of people to be served by the number of service units and the funding totals. Also includes performance measures for each service.	PO's work with regional grantees to complete	
		MAI report	Indicate the goals of the funds, the number of people to be served, the number of units to serve, and the funding amount to provide the services.	Kyle works with JHF to complete	
		MAI Plan Narrative	Narrative description the MAI activities to be completed	Kyle drafts	
		EIIHA Plan	This is a narrative report that shows how RW and Prevention collaborate and support the continuum of care. Includes testing, partner services and PrEP information	Prevention	
Annual Progress Report	July 30		Close out of the year ending March 31 *This report is specific to the grant funds awarded. Rebates have not been included in any documents submitted via the EHB to date. However, copies of rebate info are provided to the PO.	Program Manager	Program Manager prepares and submits a compilation of reports that outlines what Program accomplished with the funding in the previous grant year in line with the grant requirements Extensions are not possible.
		Part B & MAI Final Expenditures Report	Provides final expended funds by service	Program Manager & AO2	
		Implementation Plan Summary	Provides a summary of the number of people served, by the number of units of service provided and at what total cost by service	PO's collect information from regional grantees	

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		Progress Narrative Summary	Narrative report summarizes the information requested by HRSA regarding any changes to services delivered including challenges and successes	PO's collect information from regional grantees	
		CQM Plan Summary	Summary of the plan and the performance measures	CQM Coordinator	
		EIHA Plan Summary	Summary of the plan and outcomes	Prevention	
		Women Infant Children & Youth (WICY) Report	Verifies the percent of expenditures of grant funds on each of the identified categories, and if the benchmarks were met.	Program Manager & Data Managers	This requires a data request to the Medicaid program as supplemental information for HRSA it is required.
		MAI Narrative Summary	Summary of the plan and the outcomes	Kyle drafts	
		MAI report	Summary of the people served, the number of units of service provided & the total cost of services by MAI identified population demographics	Kyle with assistance of JHF	
Finalization of Carry over Request	August 29		Request of the FY's Unobligated Balances (UOB) and carryover request from year closed out. Reconciliation of the Carry over Request Place holder that was completed/submitted in January	Program Manager	Program Manager prepares and submits budget packet for budget review
Grant Application (Full)	Fall 2021	Grant Walk-Through	Internal process	Program Manager	Program Manager completes. This includes various internal procurement and budget activities as well as a compilation of narrative and data reports in response to the NOFA.
		Project Abstract		Program Manager	
		Program Organizational Chart		Program Manager	
		Staffing Plan		Program Manager	

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		Program Staffing Biographical Summaries	Listing of key staff, respective duties, and experience/expertise/education/degrees	Program Manager	
		Project Narrative Report	Includes the following components: highlighted	Program Manager	
		Epi Profile	Epi profile of HIV for the state via addressing formatted questions in application	Epi/Monisola Malomo	
		EIHA Plan	addressing formatted questions in application	Prevention	
		CQM Plan	Process, Plan and Performance Measures	CQM Coordinator	
		Integrated Prevention and Care Planning Activity	Addressing formatted questions in application	Pitt Staff	
		Formula/Care funded Activity	Description of service structure and services to be provided via addressing formatted questions in application	Program Manager	
		ADAP/SPBP including ADAP Flex Activities	Description of structure and services to be provided via addressing formatted questions in application	Program Manager & Clinical Program Manager	
		MAI Plan	Narrative describing the MAI activities	Kyle drafts	
		EC Plan	addressing formatted questions in application	Kyle works with JHF to complete	
		Maintenance of Effort	We have to demonstrate that we will be able to maintain the current level of services regardless of the RWB award.	Program Manager	
		Indirect Cost approval Letter		Program Manger receives from Budget	
		Un-Met Needs Framework & Narrative		Epi/Monisola Malomo	
		MAI Report	Indicate the goals of the funds, the number of people to be served, the number of units to serve, and the funding amount to provide the services.	Kyle	

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		Budget Narrative	funding breakout/description for the federal funds.	Program Manager	
		Part B & MAI Funding Allocation sheet	breakout of funding	Program Manager	
		Implementation Plan	Plan for each service funded including the number of people to be served by the number of service units and the funding totals. Also includes performance measures for each service.	PO's work with regional grantees to complete	
		ADAP/SPBP funding Source Table		Program Manager & Clinical Program Manager	
		Letter of Agreements & Assurances		Program Manager prepares	
Non-Competitive Continuation (NCC) Report	Fall 2022-26 (grant cycle years 2-5 after the completion of a full application in grant cycle year 1 subsequent years are NCC reports)	Grant Walk-Through	This is completed in the 4 following years of the grant. Indicates any changes from the initial application pertaining to services, personnel and funding and also includes an acknowledgement of the Administrative requirements of the grant.	Program Manager Prepares	Program Manager completes a compilation of documents.
ADAP Data Report	Early June	Client level data report	Data pull includes formulary info., Drug utilization, demographic and fiscal information	Data Manager & Clinical Program Manager	Electronic submission through CW to HRSA
HOPWA Plan	December 15	The HOPWA Plan includes requested funding amounts for households and persons by service for the new grant year	Regional Grantees are to submit their HOPWA Plan to the HOPWA Administrator	Regional Grantees and the HOPWA Administrator	Informs what we are going to do in line with the HOPWA grant requirements and shows the coordination with RWB housing.

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HOPWA CAPER Reports (2)	January 25	The CAPER Report is the Consolidated Annual Progress and Evaluation Report	Regional Grantees are to submit their CAPER reports to the HOPWA Administrator for review and completion of the 2 PA CAPER Reports. 1 to the Department of Community and Economic Development (DCED) and 1 to HUD HOPWA	HOPWA Administrator	Demonstrates what was accomplished in line with the HOPWA grant requirements and as reflected in the HOPWA Plan.

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REPORT	DUE DATE	COMPONENTS	DESCRIPTION	RESPONSIBLE PARTY	COMMENTS
National HIV Prevention Program Monitoring & Evaluation (NHM&E) Data Quarter 1 and Quarter 2	9/15/2021	Data entered by providers and central office into EvaluationWeb	EvaluationWeb data from Q1 and Q2 of the calendar year.	Program: Testing Coordinator Data: Data Manager	Electronic data submission through EvaluationWeb.
Annual Performance Report (APR)	9/13/2021	Summaries of activities for the first six months of the calendar year and proposed activities for the next year.	Summary of how Prevention and Surveillance met the 11 strategies of the CDC Grant for the first six months of the calendar year compiled through provider reported data, Pennsylvania National Electronic Disease Surveillance System (PA-NEDSS) data, and other manually compiled documentation of our activities.	Program: Program Manager Surveillance: Division Director Data: Data Manager	This is also the application for the next year's funding.
		Demonstration Project Summary	Report out on component B (Demonstration Project) Activities		
		Staffing/Management	Changes among staffing/management	Program: Program Manager Surveillance: Division Director	
		Budget for next calendar year	Includes the six budget categories: Personnel and fringe, subcontract services, equipment, supplies, travel, and other costs	Program: Program Manager Surveillance: Division Director	
		Contract Information for Indirectly Funded Service Delivery Entities	List of contracts, entity type, contract amount and activities funded.	Program: Program Manager Surveillance: Division Director	
		Data Security and Confidentiality	Confirmation that our program complies with the National Center for HIV/AIDS, Viral Hepatitis, Sexually Transmitted Diseases (STD) and TB Prevention's (NCHHSTP) Data Security and	Surveillance: Division Director	

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REPORT	DUE DATE	COMPONENTS	DESCRIPTION	RESPONSIBLE PARTY	COMMENTS
			Confidentiality Guidelines for HIV, Viral Hepatitis, Sexually Transmitted Disease, and Tuberculosis Programs.		
		COVID-19 HIV Surveillance and Prevention Activities	Documentation of the status of each program activity representing what was impacted by COVID-19	Program: Program Manager Surveillance: Division Director	
		Component B Data Report	Report out on component B (Demonstration Project) Activities	Program: Program Manager	
		Performance and Progress Monitoring Report (PPMR)	The Performance Progress and Evaluation Report (<i>PPER</i>) is a standard, CDC-wide performance progress and evaluation reporting format used by the Procurement and Grants Office (PGO) to collect performance information from recipients of CDC funds awarded under all CDC programs, excluding those that support research.	Program: Program Manager Surveillance: Division Director	
Annual Performance Report (APR) Technical Review Response	30-Days after receipt of Review	CDC Technical Review requesting response	The CDC conducts a technical review of the APR including requests for additional information.	Program: Program Manager Surveillance: Division Director	Program and Surveillance are required to respond to any "requested action" in the technical review.
National HIV Prevention Program Monitoring & Evaluation (NHM&E) Data Q3 and Q4	3/15/2022	Data entered by providers and central office into EvaluationWeb	EvaluationWeb data from Q3 and Q4 of the calendar year.	Program: Testing Coordinator Data: Data Manager	Electronic data submission through EvaluationWeb.
End of Year Report (EOY)	3/15/2022	Summaries of activities for the entire calendar year.	Summary of how Prevention and Surveillance met the 11 strategies of the CDC Grant for the entire calendar year compiled through provider reported data, NEDSS data, and other manually compiled documentation.	Program: Program Manager Surveillance: Division Director Data: Data Manager	
		Partner Services Data	Information for newly diagnosed index patients for Partner Services	Program:	

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				Testing Coordinator Data: Data Manager	
		Perinatal Data	Data and activities associated with perinatal HIV prevention and care	Surveillance: Division Director	
		HPG Profile	Representation on HPG	Program: Program Manager Surveillance: Division Director	
		Resource Allocation and Expenditures	Breakdown of resources for internal and contracted services using county/jurisdiction morbidity data	Program: Program Manager Surveillance: Division Director	
		Service Delivery Contract Funding Information	All contracts and services. For example, PPAs, CMHD, Regions, etc.	Program: Program Manager Surveillance: Division Director	
		HIV Surveillance and Prevention Activities Check-List	Check list of activities and how they have been implemented over the calendar year. Examples include on-track, scaled back, and interrupted	Program: Program Manager Surveillance: Division Director	
		Component B Report	Report out on component B (Demonstration Project) Activities	Program: Program Manager	
End of Year (EOY) Technical Review Response	30-Days after receipt of Review	CDC Technical Review requesting response	The CDC conducts a technical review of the EOY including requests for additional information.	Program: Program Manager Surveillance: Division Director	
Allocation and Expenditure Report	4/12/2022	Percentage of effort/resources allocated to each CDC Grant objective and then actual expenditure of effort/resources	Breakdown of resources for internal and contracted services using county/jurisdiction morbidity data. The requirement is that at least 75% of resources are allocated to the implementation of the CDC Grant strategies 1 - 7.	Program: Program Manager Surveillance: Division Director	Electronic data submission through EvaluationWeb.

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Integrated HIV Prevention and Surveillance Grant	Summer 2022	Required documentation for 2023-2027 CDC Integrated HIV Prevention and Surveillance Grant	Addressing formatted questions in application	Program: Program Manager Surveillance: Division Director	Requires completion and submission of the Grant Application/Walkthrough
		Abstract	Summarizes the objectives, background and rationale for resources, proposed activities and translation of findings	Program: Program Manager Surveillance: Division Director	
		Narrative	Detailed descriptions of the background, approach, and purpose of the integrated grant, including detailed information for each of the 11 strategies.	Program: Program Manager Surveillance: Division Director	
		Work Plan	Provides a breakdown of the strategies, smart objectives, activities, responsible parties and a timeline for activity completion.	Program: Program Manager Surveillance: Division Director	
		Evaluation and Performance Measurement Plan (EPMP)	Proposed evaluation and performance measure plan to determine if program goals are being met, opportunities for periodic review, and monitoring resources invested in achieving the objectives.	Program: Program Manager Surveillance: Division Director	
		Data Management Plan	A description of the data to be collected or generated in the proposed plan	Program: Program Manager Surveillance: Division Director	
		Personnel Descriptions	Responsibilities of each staff member in relation to the grant objectives	Program: Program Manager Surveillance: Division Director	
		Budgets Surveillance and Prevention	Includes the six budget categories: Personnel and fringe, subcontract services, equipment, supplies, travel, and other costs	Program: Program Manager Surveillance: Division Director	

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