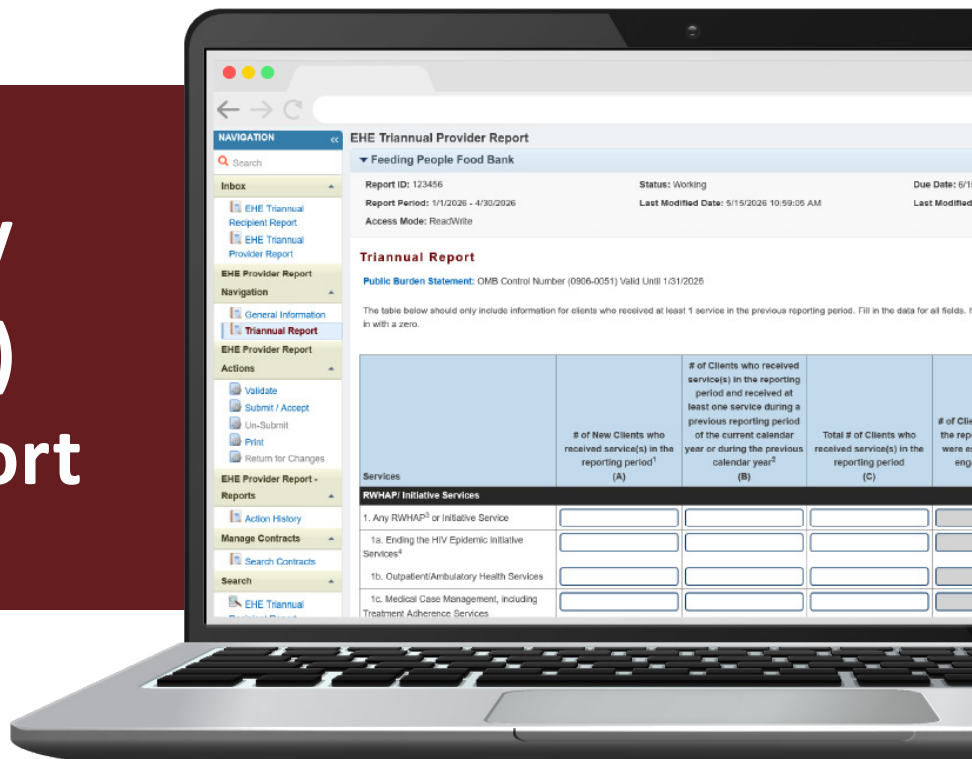


# Ending the HIV Epidemic (EHE) Triannual Report



## 2026 Instruction Manual

Release Date: May 1, 2026

*Public Burden Statement:* The purpose of this data collection system is to collect aggregate data on the number of new and existing clients, and clients who have been out of care treated with Ending the HIV Epidemic in the U.S. initiative funding. HAB will use these data to show the impact of the increased funding on reducing new HIV transmissions, identifying new HIV diagnoses, and engaging clients in care and treatment. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The OMB control number for this information collection is 0906-0051 and it is valid until 3/31/2029. This information collection is mandatory (through increased Authority under the Public Health Service Act, Section 311(c) (42 USC 243(c)) and title XXVI (42 U.S.C. §§ 300ff-11 et seq.). Public reporting burden for this collection of information is estimated to average one (1) hour per response, including the time for reviewing instructions, searching existing data sources, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to HRSA Reports Clearance Officer, 5600 Fishers Lane, Room 14N136B, Rockville, MD 20857 or [paperwork@hrsa.gov](mailto:paperwork@hrsa.gov).

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**Division of Policy and Data**  
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# Icons Used in This Manual

The following icons are used throughout this manual to alert you to important and/or useful information.



The note icon highlights information you should know when completing this section.



The tip icon points out recommendations and suggestions that can make it easier to complete this section.



The question mark icon indicates common questions asked with answers provided.



All new text in the document is indicated with a **gray highlight**.

# Background

The federal Ending the HIV Epidemic in the U.S. (EHE) initiative focuses on reducing the number of new HIV transmissions in the United States. The EHE initiative is implemented in 48 counties, Washington, D.C., San Juan, Puerto Rico, and seven states that have a substantial rural HIV impact (collectively referred to as “EHE jurisdictions”). The four strategies of this initiative — Diagnose, Treat, Prevent, and Respond — represent a strategic approach to ending the HIV epidemic in the United States.

To support federal requirements to monitor and report on funds distributed through the EHE initiative, HRSA HIV/AIDS Bureau (HAB) uses both the EHE Triannual Report and the RWHAP Services Report (RSR). Both reports are available through the HRSA Electronic Handbooks (EHBs). The information collected in the EHE Triannual Report complements the annual data collected through the RSR and supports HRSA HAB to monitor EHE initiative activities and assess progress toward meeting national goals for ending the HIV epidemic.

This manual contains detailed instructions for EHE initiative recipients and providers to submit the EHE Triannual Report. In the EHE Triannual Report, EHE initiative-funded providers report aggregate data on the number of clients receiving specific services and the number of clients who were prescribed antiretroviral medications in the four-month reporting period. There are no changes to the 2026 version of the EHE Triannual Report and all updates to this manual are a result of technical assistance activities.

# Overview

The EHE Triannual Report is an aggregate data report submitted three times a year by EHE initiative recipients and EHE initiative-funded providers.

EHE initiative recipients begin by adding and/or editing contracts for their EHE initiative funding in the Grantee Contract Management System (GCMS). These contracts will then populate in recipients' EHE Triannual Recipient Reports. The information in the EHE Triannual Recipient Report is used to generate an EHE Triannual Provider Report for each EHE initiative-funded service provider. Providers submit their aggregate data in their EHE Triannual Provider Report. The EHE Triannual Provider Report must then be accepted by all EHE-funded recipients before advancing to "Submitted" status.

All agencies that use EHE initiative funding to provide services during the reporting period must submit an EHE Triannual Provider Report. The data reported in the EHE Triannual Report, however, are not limited to services provided with EHE initiative funding. Providers must report data for all clients with HIV who received a service that the provider was funded to provide with any of the following funding sources:

- EHE initiative funding
- EHE initiative carryover funding
- RWHAP funding (including RWHAP Parts A, B, B Supplemental, C, and D)
- RWHAP-related funding (including program income and pharmaceutical rebates)

For instructions on each component of the EHE Triannual Report, see the sections below. If your organization is only an EHE initiative-funded provider and not the direct recipient of the EHE initiative award, then you must only complete the EHE Triannual Provider Report.

- [EHE Triannual Recipient Report](#)
- [EHE Triannual Provider Report](#)

# EHE Triannual Recipient Report

EHE initiative recipients will complete an EHE Triannual Recipient Report during each triannual (four-month) reporting period. The EHE Triannual Recipient Report pulls contract information from the GCMS for the specified reporting period. To complete the EHE Triannual Recipient Report, recipients should add/review their contracts in the GCMS and review the list of funded providers in their report for accuracy. Step-by-step instructions for completing the EHE Triannual Recipient Report begin below.

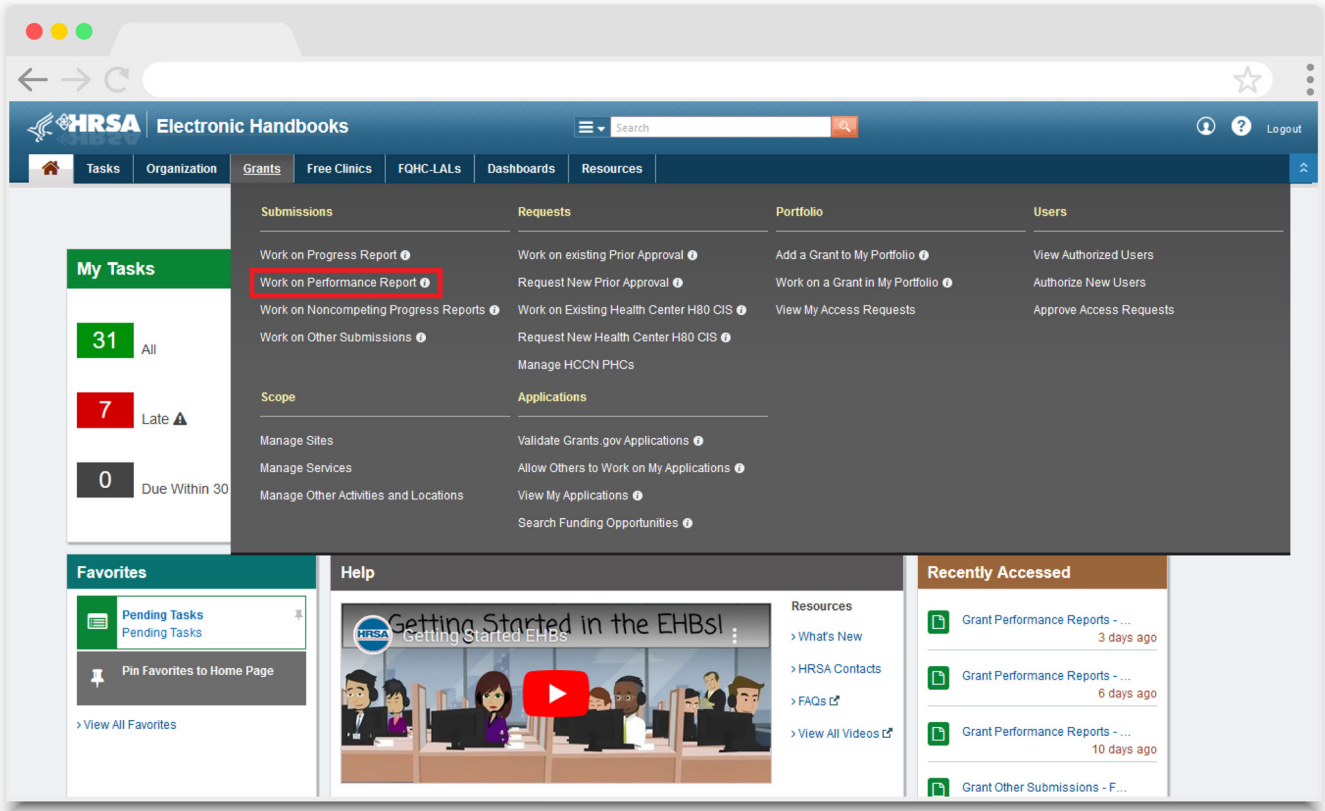
## Accessing the EHE Triannual Recipient Report

Start by logging into the [HRSA Electronic Handbooks \(EHBs\)](#) by selecting the “Login” button; choosing your login method; and entering your username, password, and selected method of two-factor authentication. Once on the HRSA EHBs homepage, hover over the Grants tab at the top of the page and select “Work on Performance Report” ([Figure 1](#)).



If you need assistance with your Login.gov username or password, contact the Login.gov Support Team at 1-844-875-6446 or [submit a help ticket online](#).

Figure 1. HRSA EHBs: Screenshot of HRSA EHBs Homepage with Grants Dropdown Menu



If you need assistance navigating the EHBs, contact the EHBs Customer Support Center at 1-877-464-4772.

On the next page, the Submissions-All page (Figure 2), locate your agency’s EHE Triannual Report submission. Select “Start” or “Edit” under the far-right Options column. The first time you access your report, the link will read “Start.” Once your report has been started, the link will read “Edit.”

**Figure 2. HRSA EHBs: Screenshot of Submissions-All Page**

The screenshot shows a web browser window displaying the 'Submissions-All' page. At the top, there is a search bar and a 'Saved Searches' dropdown. Below that is a table with columns: Submission Name, Submission Type, Organization, Grant #, Tracking #, Reporting Period, Deadline, Submitted Date, Status, and Options. The first row is highlighted, showing 'EHE 2026 Triannual Report - Trimester 1' with a 'Start' button in the Options column, which is circled in red. Other rows show 'RSR 2025 Annual Performance Report' and 'EHE 2025 Triannual Report - Trimester 3'.

Submission Name	Submission Type	Organization	Grant #	Tracking #	Reporting Period	Deadline	Submitted Date	Status	Options
EHE 2026 Triannual Report - Trimester 1	Performance Report	County Health Department	UT8HA00000		01/01/2026 - 04/30/2026	06/15/2026		Not Started	Start
RSR 2025 Annual Performance Report	Performance Report	County Health Department	H89HA00000	234567	01/01/2025 - 12/31/2025	03/30/2026	03/16/2026	Submitted	Performance Report
RSR 2025 Annual Performance Report	Performance Report	County Health Department	UT8HA00000	345678	01/01/2025 - 12/31/2025	03/30/2026	03/15/2026	Submitted	Performance Report
EHE 2025 Triannual Report - Trimester 3	Performance Report	County Health Department	UT8HA00000	456789	09/01/2025 - 12/31/2025	02/16/2026	02/05/2026	Submitted	Performance Report

From there, you will be taken to the EHE Triannual Recipient Report Inbox (Figure 3). On this page, you can access your agency’s EHE Triannual Recipient Report as well as the GCMS to add/manage your agency’s contracts.

**Figure 3. EHE Triannual Recipient Report: Screenshot of EHE Triannual Recipient Report Inbox**

The screenshot shows the 'EHE Triannual Recipient Report Inbox' page. On the left is a navigation menu with options like 'Inbox', 'EHE Triannual Recipient Report', 'EHE Triannual Provider Report', 'Manage Contracts', 'Search Contracts', and 'Search'. The main content area has a table with columns: Report ID, Fund Source, Grant Number, Recipient Name, Reporting Period, Modified Date, Status, Action, and Action History. A single row is visible with 'EHE' as the Fund Source, 'UT8HA00000' as the Grant Number, 'County Health Department' as the Recipient Name, and '01/01/2026 - 04/30/2026' as the Reporting Period. The Status is 'Not Started' and there is a 'Create' button in the Action column. Below the table is a footer with contact information for HRSA Help Desk and Data Support.

Report ID	Fund Source	Grant Number	Recipient Name	Reporting Period	Modified Date	Status	Action	Action History
	EHE	UT8HA00000	County Health Department	01/01/2026 - 04/30/2026		Not Started	Create	

## Adding and/or Managing Contracts in the GCMS

All EHE initiative contract information is stored in the Grantee Contract Management System (GCMS). Contract information from the GCMS is automatically pulled into the EHE Triannual Recipient Report. All organizations that are funded to provide services with your agency’s award (including your own recipient organization if it provides services) must have a contract in the GCMS to be associated with the award and have an EHE Triannual Provider Report to submit.

Contracts for the budget year are typically first entered into the GCMS by recipients as part of their Allocations Report submission. For the EHE Triannual Recipient Report, recipients must review the contracts in the GCMS to make sure they are accurate and up to date, paying particular attention to the funded service categories and that each funded provider has a contract for the reporting period. Contracts listed in the GCMS should match the actual agreements recipients have in place with their providers. For the EHE Triannual Report, contracts include formal contracts, memoranda of understanding, or other agreements.

For in-depth instructions on managing contracts in the GCMS, please see the [GCMS Instruction Manual](#) available on the HRSA HAB website.



Enter the reporting period dates in the “Range Start Date” and “Range End Date” search fields to return all contracts relevant to the reporting period in the search results.

Figure 4. GCMS: Screenshot of GCMS Search Page

**Grantee Contract Management System**

Your session will expire in: 28:11

Grant Number:

Org ID:  (comma separated list)

Registration Code:  (comma separated list)

Organization Name:

Funded Through:

Contract ID:  (comma separated list)

Reference:

Range Start Date:

Range End Date:

Project Officer:



If you need assistance managing your agency's contracts in the GCMS or adding/locating a provider, contact RWHAP Data Support at 1-888-640-9356 or email [RyanWhiteDataSupport@wrma.com](mailto:RyanWhiteDataSupport@wrma.com).



### Where do I input services that I provide as the recipient?

Recipients should enter a contract in the GCMS with their own agency for the services they provide.

## EHE Initiative Contracts

EHE initiative funding used for services that meet the definition of one of the existing RWHAP core medical or support service categories as outlined in [Policy Clarification Notice \(PCN\) #16-02 RWHAP Services: Eligible Individuals and Allowable Uses of Funds](#) should be listed under that specific service category. The service category "Ending the HIV Epidemic Initiative Services" (Figure 5) should only be used if the funded activities do not align with one of the existing service categories in PCN #16-02. For example, EHE initiative funding used to provide medical case management should be listed under the service category Medical Case Management.

Figure 5. GCMS: Screenshot of GCMS Update Services Table

8. If applicable, select the administrative and technical services that are funded for this contractor.

Referral for Health Care and Support Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Rehabilitation Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Respite Care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Substance Abuse Services (residential)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
MAI Education	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
MAI Outreach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Other Professional Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<b>Service Category: EHE Initiative Services</b>				
Ending the HIV Epidemic Initiative Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

**Done updating services \***

\* Your changes will not be saved until you select the "Save" button on the contract details page.



The Ending the HIV Epidemic Initiative Services category should only be used for services that do not meet the definition of one of the existing RWHAP core medical or support services in [PCN #16-02](#).



To review the RWHAP core medical and support service category definitions, see [PCN #16-02](#) available on the HAB website.

Please also note the “Other” service category in question 8 of the GCMS contract details page ([Figure 6](#)). Agencies should select this service category if a provider is funded by their EHE initiative award to provide non-services (i.e., activities that do not directly serve clients) that do not meet one of the existing administrative and technical service category definitions (see [Appendix A](#) of this manual for administrative and technical service category definitions).

Non-services that fall under the definition of one of the existing administrative and technical service categories should be reported under that specific service category. For example, EHE initiative funding used to provide capacity development should be reported under Capacity Development.

**Figure 6. GCMS: Screenshot of Question 8 of the Contract Details Page**

**Service Information**

\* 7. Does this agency provide direct client services?

1.  No

2.  Yes

8. If applicable, select the administrative and technical services that are funded for this contractor.

1.  Planning or evaluation

2.  Administrative or technical support

3.  Fiscal intermediary support

4.  Other fiscal services

5.  Technical assistance

6.  Capacity development

7.  Quality management

8.  Other

9. If applicable, indicate the core medical and essential support services that are funded for this contract by selecting the "Update Services" button.

Services funded and provided with EHE initiative carryover funding should also be reported on in the EHE Triannual Report and marked in your agency's contracts in the GCMS. Select the checkbox in the "EHE Carryover Funding" column for any service category an agency is funded to provide with EHE initiative carryover funding. For further detailed instructions, please see the [GCMS Manual](#).



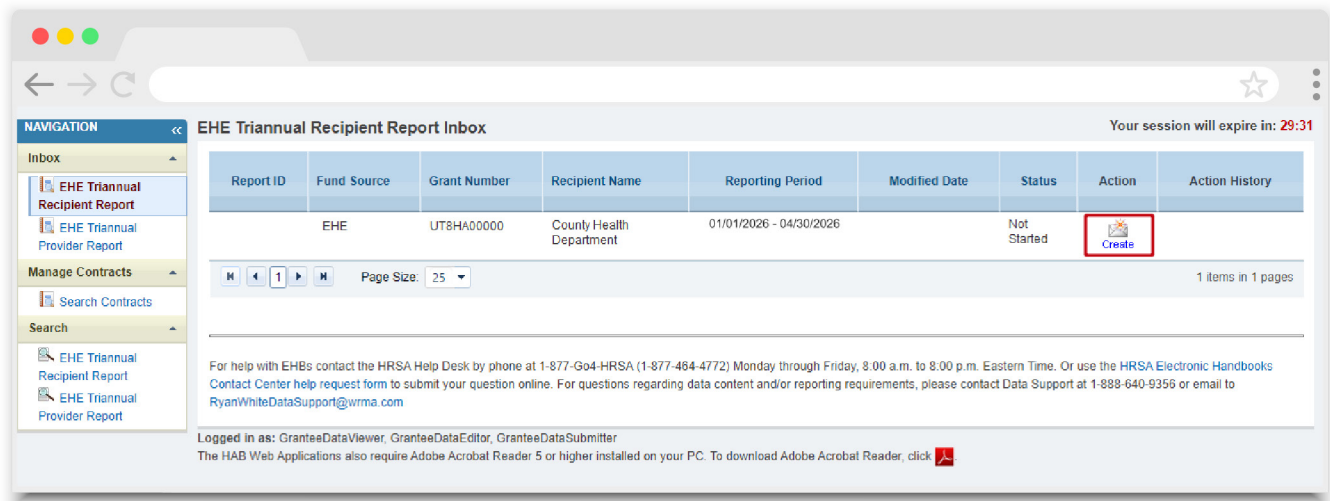
For assistance setting up your contracts in the GCMS and selecting the correct service categories, contact RWHAP Data Support at 1-888-640-9356 or email [RyanWhiteDataSupport@wrma.com](mailto:RyanWhiteDataSupport@wrma.com).

## Completing the EHE Triannual Recipient Report

Once you have reviewed your agency’s contracts in the GCMS and made any necessary updates, you are ready to begin working on the EHE Triannual Recipient Report. To access the EHE Triannual Recipient Report Inbox, select “EHE Triannual Recipient Report” under the Inbox header on the Navigation panel on the left side of the screen.

Once you have accessed your report inbox ([Figure 7](#)), select the envelope icon under the Action column to open the report. The first time you access the report, the link will read “Create,” but once the report has been started, the link will read “Open.”

**Figure 7. EHE Triannual Recipient Report: Screenshot of EHE Triannual Recipient Report Inbox**



## EHE Triannual Recipient Report: General Information

Upon opening the report, you will be taken to the first section, General Information ([Figure 8](#)). This page includes multiple fields prepopulated from the web system, including your organization’s address, EIN, and UEI as well as the contact information of the person responsible for completing the report. Review all fields for accuracy and make any updates as needed. Once finished, select “Save” on the bottom right of the page.

**Figure 8. EHE Triannual Recipient Report: Screenshot of General Information Section**

**EHE Triannual Recipient Report** Your session will expire in: 29:43

**UT8HA00000 : County Health Department**

Report ID: 123456	Status: Working	Due Date: 08/15/2026 11:59:58 PM
Report Period: 1/1/2026 - 4/30/2026	Last Modified Date: 05/15/2026 13:46:39	Last Modified By: ssteig@countyhealth.gov
Access Mode: ReadWrite	UEI: AB1CDE23FGH4	

### General Information

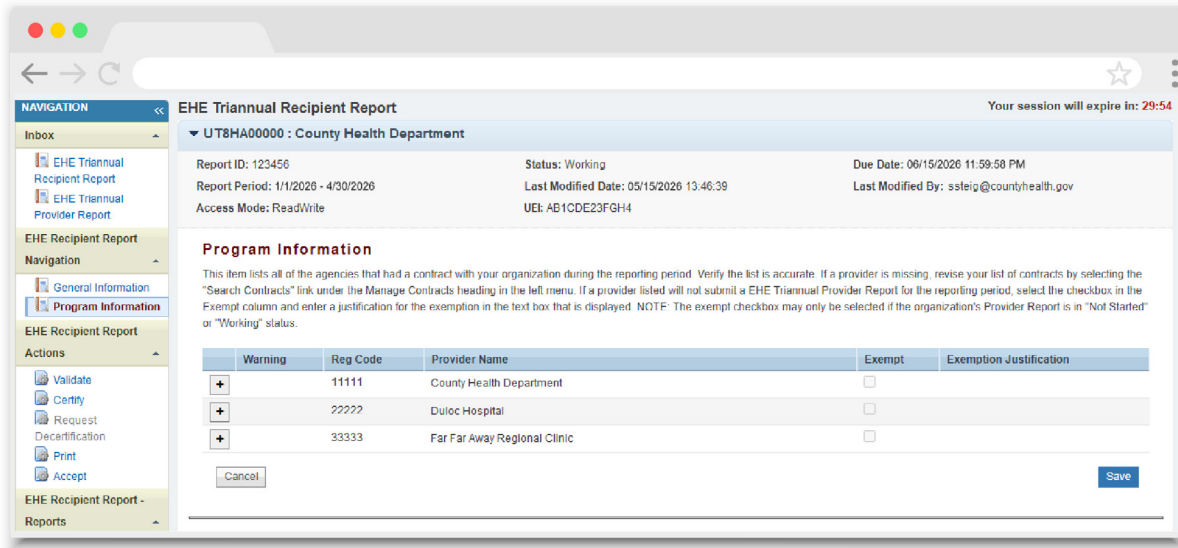
The data shown below are pre-populated from the HRSA Electronic Handbooks (EHBs). Please verify that the information shown below is accurate. A field with an asterisk \* before it is a required field. Note: Updating the information in the EHE Triannual Recipient Report does not update your information in the EHBs. You must revise your agency's information in the EHBs as well.

- Official Mailing Address:**
  - \* a. Street:
  - \* b. City:
  - \* c. State:
  - \* d. Zip Code:
- Organization Identification:**
  - \* a. EIN:
  - \* b. UEI:
- Contact information of person responsible for this submission:**
  - \* a. Name:
  - \* b. Title:
  - \* c. Phone:
  - Extension:
  - d. Fax:
  - \* e. Email:

## EHE Triannual Recipient Report: Program Information

To access the next section of the report, Program Information, select “Program Information” under the EHE Recipient Report Navigation header in the Navigation panel on the left side of the screen. The Program Information section (Figure 9) displays all the agencies funded to provide services with your agency’s EHE initiative award during the reporting period as specified in the contracts in the GCMS.

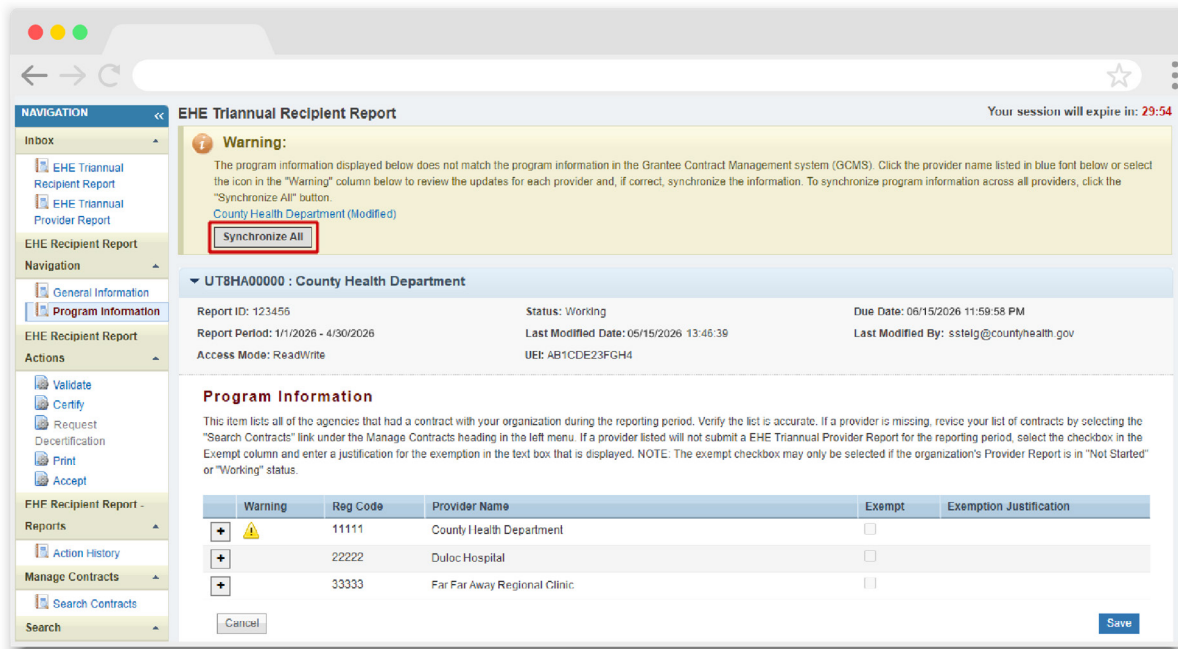
**Figure 9. EHE Triannual Recipient Report: Screenshot of Program Information Section**



This information is populated from the GCMS, and recipients should review the list for accuracy and completeness. If any of the listed information is incorrect, you must make any necessary changes to the associated contracts in the GCMS.

If you make any changes to your agency’s contracts after your Recipient Report has been started, you must synchronize the changes with the report. Navigate back to the Program Information section of the report, and you will see a yellow warning banner at the top of the page (Figure 10).

**Figure 10. EHE Triannual Recipient Report: Screenshot of Program Information Synchronization Warning Banner**



Select the “Synchronize All” button to synchronize all contract changes at once or select the blue link(s) in the banner to synchronize contracts individually. On the next page (Figure 11), review the changes you made to the contract(s) and then select the “Synchronize” button to add all contract changes to the report.

**Figure 11. EHE Triannual Recipient Report: Screenshot of the Synchronize Contract Page**

The screenshot displays the 'EHE Triannual Recipient Report' interface. The main content area shows contract details for 'UT8HA00000 : County Health Department'. Below this, a message states: 'Review the changes below and click the “Synchronize” button to synchronize these data. Synchronizing the contract will not impact the list of services in the EHE Triannual Provider Report.' A section titled 'The following contract(s) have been modified' lists changes for 'County Health Department (Contract ID: 123456)'. The table below shows the following data:

Change	Service Name	Funding Type
Deleted	Housing	EHE
Unchanged	Administrative or technical support	EHE
Unchanged	Quality management	EHE
Unchanged	Outpatient/Ambulatory Health Services	EHE
Unchanged	Early Intervention Services (EIS)	EHE
Unchanged	Mental Health Services	EHE
Unchanged	Referral for Health Care and Support Services	EHE
Unchanged	Ending the HIV Epidemic Initiative Services	EHE

At the bottom of the table, there are 'Cancel' and 'Synchronize' buttons. The 'Synchronize' button is highlighted with a red box.

Once you have reviewed both sections of the report and made sure that all EHE initiative-funded providers are listed, you are ready to move on to the next step of the EHE Recipient Report, validating the report.

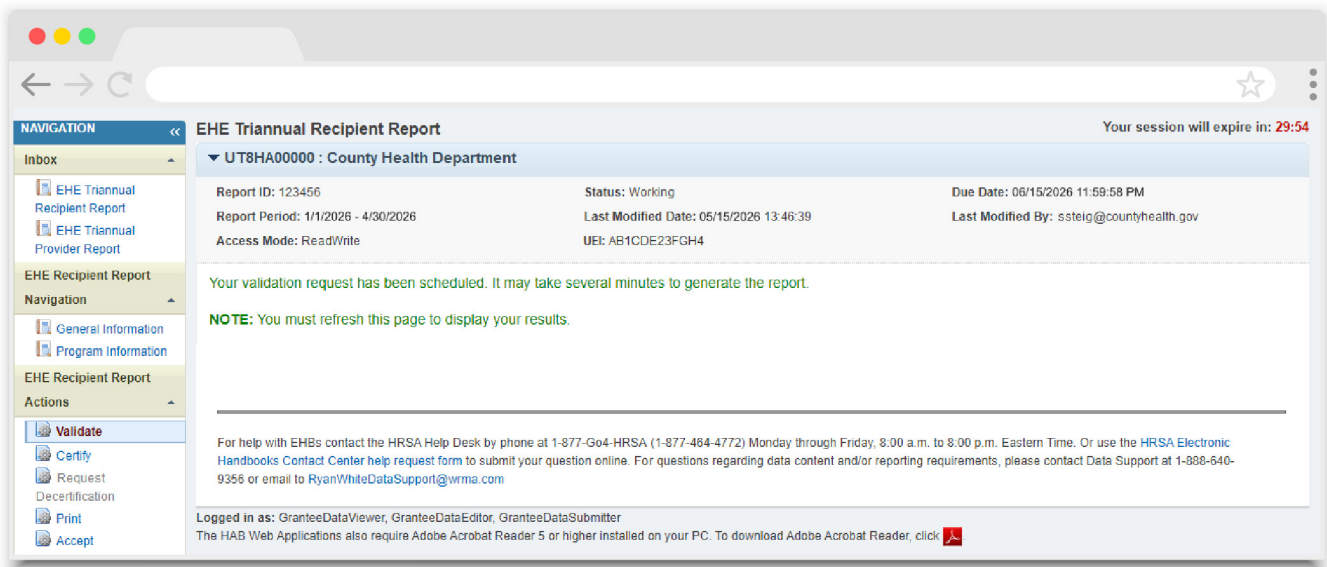


If you need to make changes to your agency’s contracts after certifying the EHE Recipient Report, contact RWHAP Data Support for assistance at 1-888-640-9356 or email [RyanWhiteDataSupport@wrma.com](mailto:RyanWhiteDataSupport@wrma.com).

## Validating and Certifying the EHE Triannual Recipient Report

Once you have reviewed and completed both the General Information and Program Information sections, the next step is to validate the report. The validation process checks your agency’s report against HRSA HAB’s reporting requirements. To start the validation process, select “Validate” in the Navigation panel on the left side of the screen. The system will display a message letting you know that the validation is processing ([Figure 12](#)). After a few minutes, refresh the page by selecting the “Validate” link again in the Navigation panel.

**Figure 12. EHE Triannual Recipient Report: Screenshot of Validation Processing Page**



If your report has no validation messages to address, you will see a “Congratulations” message and can advance to the next step. Otherwise, you will see a table of validation results once the validation process has been completed.

The only validation messages in the EHE Recipient Report are errors. If you receive an error in the validation results, you must correct your agency’s report based on the error message and revalidate it before you can certify.

Once you have addressed the validation results, you can advance to the next step, certifying the report. To certify the EHE Triannual Recipient Report, select “Certify” in the Navigation panel on the left side of the screen. On the next page ([Figure 13](#)), enter a comment in the text box with any meaningful feedback you have about the submission process. Underneath the comment box, select the checkbox to indicate that the submitted data are accurate and complete. Once finished, select the “Certify Report” button at the bottom of the page.

**Figure 13. EHE Triannual Recipient Report: Screenshot of the Certify Report Page**

**EHE Triannual Recipient Report** Your session will expire in: 29:54

UT8HA00000 : County Health Department

Report ID: 123456	Status: Working	Due Date: 06/15/2026 11:59:58 PM
Report Period: 1/1/2026 - 4/30/2026	Last Modified Date: 05/15/2026 13:46:39	Last Modified By: ssteig@countyhealth.gov
Access Mode: ReadWrite	UE: AB1CDE23FGH4	

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

Please enter comments regarding your certification.

\* Comments:

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.

**Certify Report**



If you need assistance completing the EHE Triannual Recipient Report, contact RWHAP Data Support at 1-888-640-9356 or email [RyanWhiteDataSupport@wrma.com](mailto:RyanWhiteDataSupport@wrma.com).



Providers will **not** be able to submit their EHE Triannual Provider Report until their recipients' EHE Triannual Recipient Reports have been certified. **Recipients should start their EHE Triannual Recipient Report as soon as possible once the report opens and not wait until the end of the submission period.**

# EHE Triannual Provider Report

Each organization that receives EHE initiative funding to provide services must complete an EHE Triannual Provider Report each reporting period. The EHE Triannual Provider Report is submitted three times a year and includes aggregate data on the number of clients receiving services as well as the number of clients prescribed antiretroviral therapy (ART). Step-by-step instructions for completing the EHE Triannual Provider Report begin below.

## Accessing the EHE Triannual Provider Report

The steps to access the EHE Triannual Provider Report vary based on your organization. EHE initiative recipients (the organization that receives the EHE initiative award from HRSA HAB) can access the EHE Triannual Provider Report through their EHE Triannual Report deliverable in the HRSA Electronic Handbooks (EHBs).

EHE initiative-funded providers that are not EHE initiative recipients but are the recipient of a RWHAP grant (such as a RWHAP Parts C or D recipient) access the EHE Provider Report through their most recent RWHAP Services Report (RSR) deliverable in the HRSA EHBs. EHE initiative-funded providers that are not the recipient of any RWHAP grant (provider-only organizations) access the EHE Triannual Report system by going through the RSR system and the “Access RSR” link in the HRSA EHBs ([Figure 14](#)).

Detailed instructions for each method of accessing the EHE Triannual Provider Report follow below.

**Figure 14. Accessing the EHE Triannual Provider Report**

EHE Recipient	Not EHE Recipient
<ul style="list-style-type: none"> <li>• Access through EHE Triannual Report deliverable in HRSA EHBs</li> </ul>	<ul style="list-style-type: none"> <li>• RWHAP Recipient: Access through most recent RSR deliverable HRSA EHBs</li> <li>• Provider Only Agency: Access through RSR system</li> </ul>

## EHE Initiative Recipients

Organizations that are EHE initiative recipients can use the steps detailed in [Accessing the EHE Triannual Recipient Report](#) to navigate to the EHE Recipient Report Inbox ([Figure 15](#)). From there, select “EHE Triannual Provider Report” under the Inbox header in the Navigation panel on the left side of the screen to access the EHE Provider Report Inbox.

**Figure 15. EHE Triannual Provider Report: Screenshot of EHE Triannual Recipient Report Inbox**

The screenshot shows the 'EHE Triannual Recipient Report Inbox' interface. The navigation panel on the left has 'EHE Triannual Provider Report' selected. The main content area displays a table with the following data:

Report ID	Fund Source	Grant Number	Recipient Name	Reporting Period	Modified Date	Status	Action	Action History
	EHE	UT8HA00000	County Health Department	01/01/2026 - 04/30/2026		Not Started	Create	

Below the table, there are navigation controls including 'Page Size: 25' and '1 items in 1 pages'. At the bottom, there is a help section and a login status: 'Logged in as: GranteeDataViewer, GranteeDataEditor, GranteeDataSubmitter'.

Once in the EHE Provider Report Inbox ([Figure 16](#)), recipients will see a Provider Report in the inbox for each EHE initiative-funded provider as listed in their EHE Triannual Recipient Report. Locate the Provider Report you would like to open and select the envelope icon under the Action column to open it. The first time you access the report, the link will read “Create,” but once the report has been started, the link will read “Open.”

**Figure 16. EHE Triannual Provider Report: Screenshot of EHE Triannual Provider Report Inbox (EHE Initiative Recipient View)**

The screenshot shows the 'EHE Triannual Provider Report Inbox' interface. The navigation panel on the left has 'EHE Triannual Provider Report' selected. The main content area displays a table with the following data:

Report ID	Provider Name	Reg Code	Reporting Period	Modified Date	Status	Action	Action History
	County Health Department	11111	01/01/2026 - 04/30/2026		Not Started	Create	
	Health and Happiness Clinic	22222	01/01/2026 - 04/30/2026		Not Started	Create	
	Feeding People Food Bank	33333	01/01/2026 - 04/30/2026		Not Started	Create	

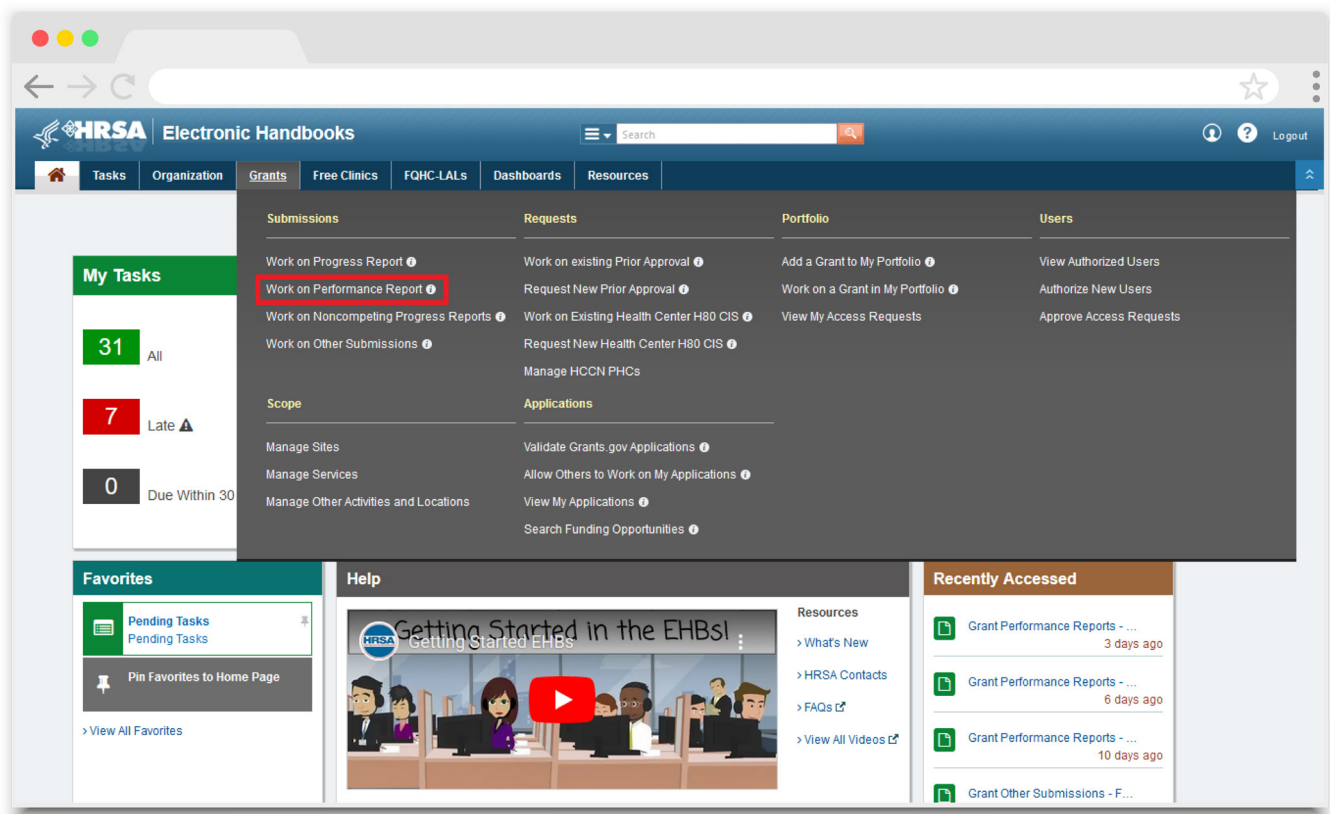
Below the table, there are navigation controls including 'Page Size: 25' and '3 items in 1 pages'. At the bottom, there is a help section and a login status: 'Logged in as: GranteeDataViewer, GranteeDataEditor, GranteeDataSubmitter'.

## RWHAP Recipients

EHE initiative-funded providers that are not the recipient of the EHE initiative award (i.e., not the organization that receives the EHE initiative award directly from HRSA HAB) but are a recipient of a RWHAP grant (such as a RWHAP Parts C or D recipient) access the EHE Triannual Report system through their most recent RSR deliverable.

Start by logging into the [HRSA EHBs](#). From the HRSA EHBs homepage, hover over the “Grants” tab at the top of the page and then select “Work on Performance Report” ([Figure 17](#)).

**Figure 17. HRSA EHBs: Screenshot of EHBs Homepage with Grants Drop-Down Menu**



On the next page, Submissions-All, scroll down and locate your agency’s most recent RSR deliverable. Select the “Start” or “Edit” link under the far-right Options column ([Figure 18](#)) to access the RSR system.

**Figure 18. HRSA EHBs: Screenshot of Submissions-All Page (RWHAP Recipient View)**

Submission Name	Submission Type	Organization	Grant #	Tracking #	Reporting Period	Deadline	Submitted Date	Status	Options
RSR 2025 Annual Performance Report	Performance Report	Health and Happiness Clinic	H76HA00000	122222	1/1/2025 - 12/31/2025	03/30/2026	03/18/2026	Submitted	Edit
RSR 2025 Annual Performance Report	Performance Report	Health and Happiness Clinic	H12HA00000	133333	1/1/2025 - 12/31/2025	03/30/2026	03/20/2026	Submitted	Edit
RSR 2024 Annual Performance Report	Performance Report	Health and Happiness Clinic	H76HA00000	144444	1/1/2024 - 12/31/2024	03/31/2025	03/11/2025	Submitted	Performance Report
RSR 2024 Annual Performance Report	Performance Report	Health and Happiness Clinic	H12HA00000	155555	1/1/2024 - 12/31/2024	03/31/2025	03/12/2025	Submitted	Performance Report

Once in the RSR Recipient Report Inbox (Figure 19), look at the bottom of the Navigation panel on the left side of the screen and select “EHE Triannual Inbox” under the Emerging Initiatives header.

**Figure 19. EHE Triannual Provider Report: Screenshot of RSR Recipient Report Inbox**

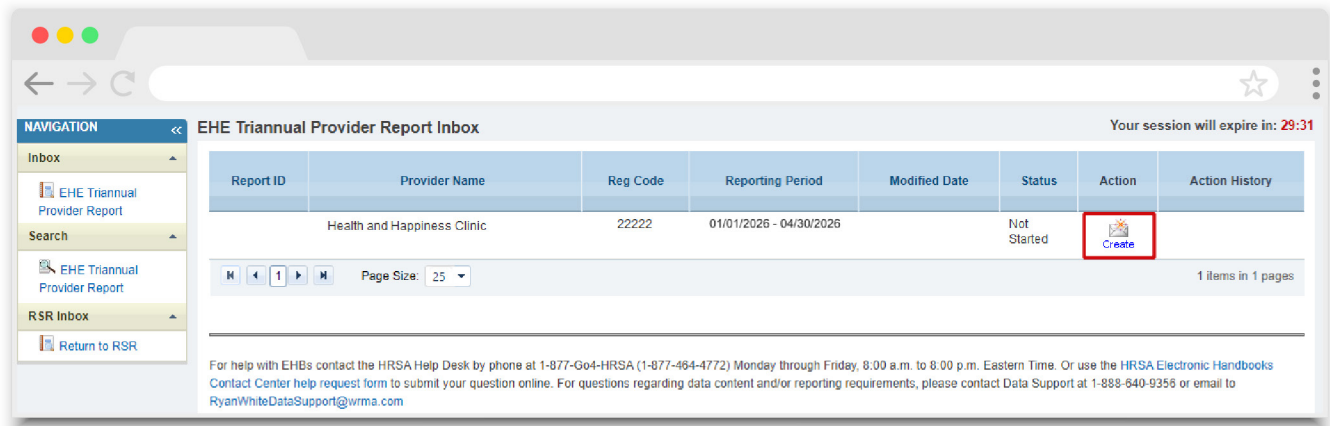
Report ID	Fund Source	Grant Number	Recipient Name	Reporting Period	Modified Date	Status	Action	Action History
122222	Part C	H76HA00000	Health and Happiness Clinic	2025 RSR Annual Performance Report	3/18/2026 1:49:18 PM	Accepted	Open	History

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 [here](#).

You will now be in the EHE Triannual Provider Report Inbox (Figure 20). To access your agency’s EHE Triannual Provider Report, select the envelope icon under the Action column on the right side of the page.

**Figure 20. EHE Triannual Provider Report: Screenshot of EHE Triannual Provider Report Inbox**

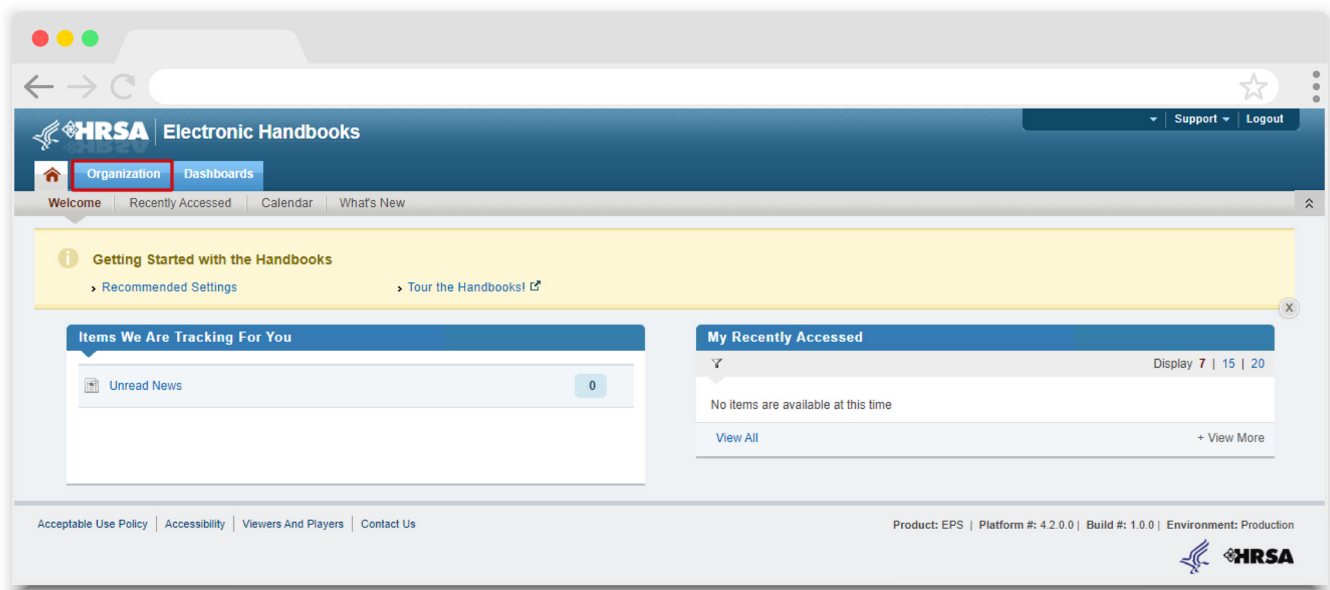


## Provider-Only Organizations

EHE initiative-funded providers that are providers only and do not receive any RWHAP grant from HRSA HAB must access the EHE Triannual Provider Report through the RSR system using the “Access RSR” link in the HRSA EHBs.

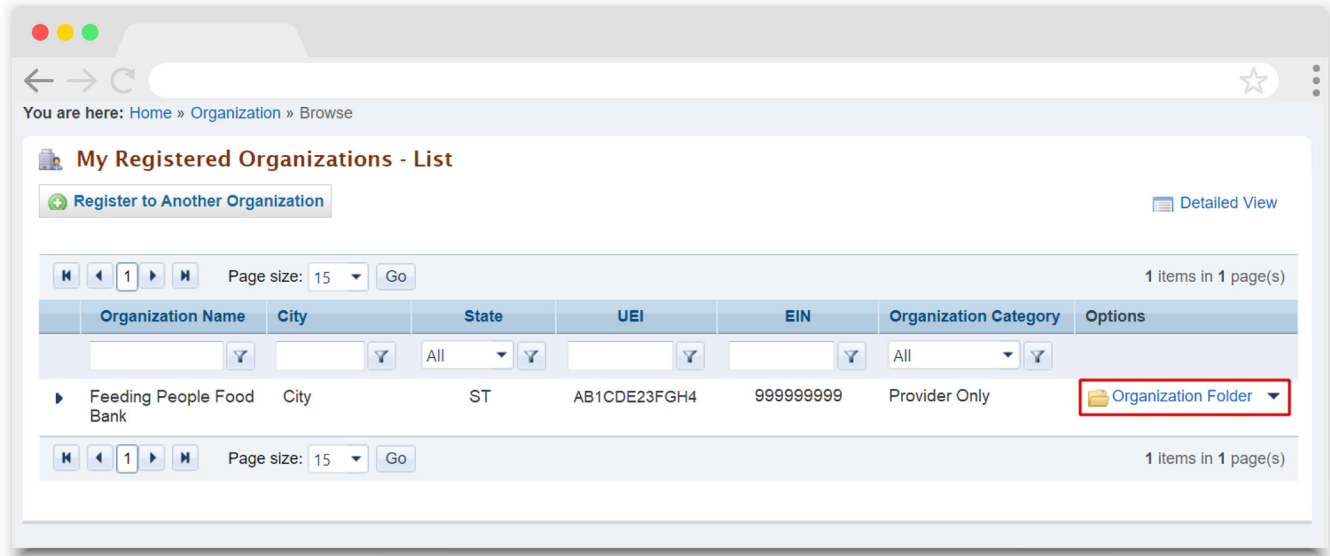
Start by logging into the [HRSA EHBs](#). Once you have logged in, select the Organization tab at the top of the page (Figure 21).

**Figure 21. HRSA EHBs: Screenshot of Providers’ EHBs Homepage**



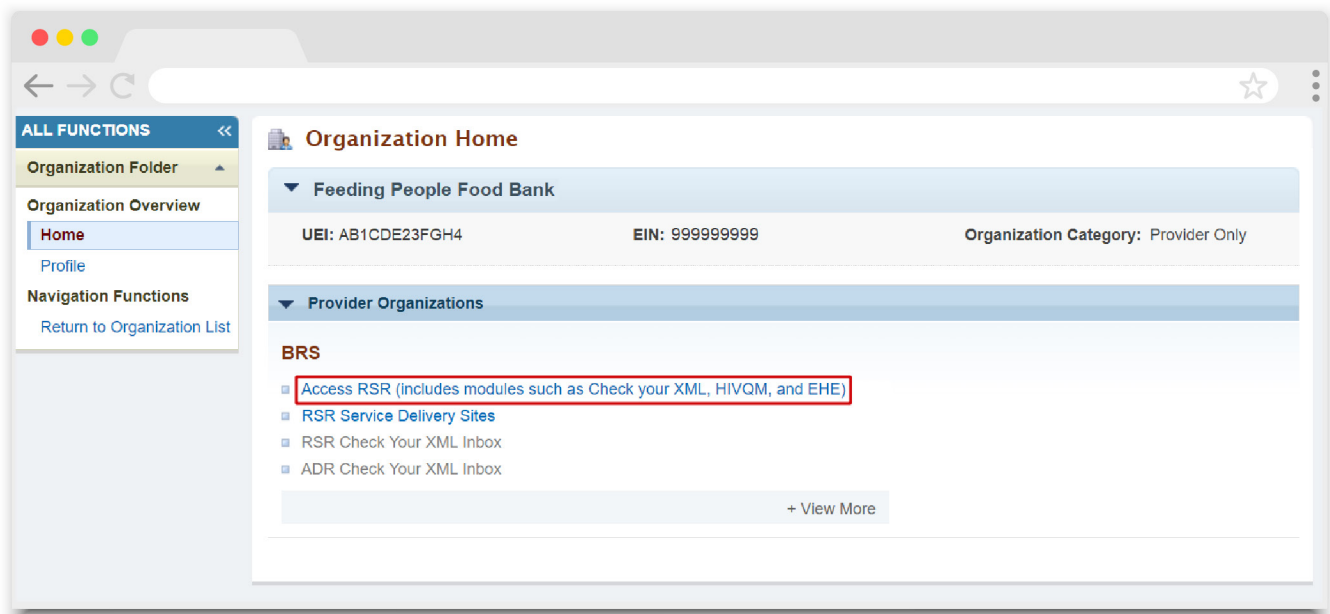
On the next page titled “My Registered Organizations – List,” locate your organization’s name and then select “Organization Folder” under the far-right Options column ([Figure 22](#)).

**Figure 22. HRSA EHBs: Screenshot of My Registered Organizations - List Page**



That will bring you to the Organization homepage. Look in the center of the page and select “Access RSR (includes modules such as Check your XML, HIVQM, and EHE)” ([Figure 23](#)).

**Figure 23. HRSA EHBs: Screenshot of Organization Homepage**



Selecting “Access RSR” will navigate you to the RSR system. Next, look at the bottom of the Navigation panel on the left side of the screen and select “EHE Triannual Inbox” under the Emerging Initiatives header ([Figure 24](#)).

**Figure 24. EHE Triannual Provider Report: Screenshot of RSR Provider Report Inbox**

The screenshot shows the RSR Provider Report Inbox interface. The navigation panel on the left includes sections for Inboxes, Search, Administration, References, Performance Measures, and Emerging Initiatives. The 'EHE Triannual Inbox' is highlighted in the Emerging Initiatives section. The main content area displays a table with the following data:

Report ID	Provider Name	Reg Code	Reporting Period	Modified Date	Status	Action	Clients	Action History
876543	Feeding People Food Bank	33333	2025 Annual	3/13/2026 11:16:58 AM	Submitted	Open	58	History

Additional information on the page includes a session expiration timer (24:48), a page size dropdown set to 25, and a note about HRSA Help Desk contact information.

From there, you will be taken to the EHE Provider Report Inbox. To open your report, select the envelope icon under the Action column on the right side of the page ([Figure 25](#)).

**Figure 25. EHE Triannual Provider Report: Screenshot of EHE Triannual Provider Report Inbox**

The screenshot shows the EHE Triannual Provider Report Inbox interface. The navigation panel on the left includes sections for Inboxes, Search, and RSR Inboxes. The 'EHE Triannual Provider Report' is highlighted in the Inboxes section. The main content area displays 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	01/01/2026 - 04/30/2026		Not Started	Create	

Additional information on the page includes a session expiration timer (29:31), a page size dropdown set to 25, and a note about HRSA Help Desk contact information.

# Completing the EHE Triannual Provider Report

## EHE Triannual Provider Report: General Information

Once you have opened the report, you will be taken to the first section, General Information (Figure 26). This section contains details about the organization and its contacts, populated by the HRSA EHBs. Review the data in this section for accuracy and make any adjustments as needed.

Select the “Update” link next to the section headers to make any necessary edits to the Organization Details and Provider Profile Information. To add a new contact to the Organization Contacts table, select the “Add Contact” button. Select the “Edit” or “Delete” links in the Actions column to remove or edit a contact currently listed in the Organization Contacts table.

**Figure 26. EHE Triannual Provider Report: Screenshot of General Information Section**

The screenshot displays the 'EHE Triannual Provider Report' interface for 'Feeding People Food Bank'. The page is divided into several sections:

- Report Details:** Report ID: 765432, Status: Working, Due Date: 6/15/2026 11:59:58 PM, Report Period: 1/1/2026 - 4/30/2026, Last Modified Date: 5/15/2026 10:59:05 AM, Last Modified By: pvance@feedingpeoplefood.org, Access Mode: ReadWrite.
- General Information:** A note states that organization data must also be updated in the Provider Organization Profile. Below this is the 'Organization Details' section with an 'Update' link. Fields include EIN: 999999999, UEI: AB1CDE23FGH4, NPI: (blank), and Mailing Address: 456 West Street, Washington, DC 12345-6789.
- Organization Contacts:** A table listing contacts with columns for Name, Title, Phone Number, Email, FAX, Is Primary POC, and Actions. One contact is listed: Phyllis Vance, Executive Director, (987) 654-3210, pvance@feedingpeoplefood.org, Yes. The Actions column for this contact contains 'Edit', 'Delete', and 'Add Contact' buttons.
- Provider Profile Information:** A section with an 'Update' link containing fields for Provider Type (Other community-based service organization (CBO)), Section 330 Funding Received (No), Type of ownership (Private, nonprofit), Faith-based Organization (No), and Part of a real time electronic data network (No).



Further details and definitions on the fields in this section can be found in the General Information section of the [RSR Manual](#), available on the HRSA HAB website.

## EHE Triannual Provider Report: Triannual Report

To navigate to the next section of the report, select “Triannual Report” under the EHE Provider Report Navigation header in the Navigation panel on the left side of the screen. In the Triannual Report section ([Figure 27](#)), enter your agency’s aggregate data directly into the table on the screen. The table should only include data for clients with HIV who received at least one service during the reporting period.



A value must be entered for every field. If there are no data to be reported for a field, enter a zero.

Figure 27. EHE Triannual Provider Report: Screenshot of Triannual Report Section

EHE Triannual Provider Report

Your session will expire in: 29:47

Feeding People Food Bank

Report ID: 123456

Status: Working

Due Date: 6/15/2026 11:59:58 PM

Report Period: 1/1/2026 - 4/30/2026

Last Modified Date: 5/15/2026 10:59:05 AM

Last Modified By: pvance@feedingpeoplefood.org

Access Mode: ReadWrite

### Triannual Report

**Public Burden Statement:** OMB Control Number (0906-0051) Valid Until 1/31/2026

The table below should only include information for clients who received at least 1 service in the previous reporting period. Fill in the data for all fields. If there are no data to be reported for a field, fill in with a zero.

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)	# of Clients served during the reporting period who were estimated to be re-engaged in care <sup>5,6</sup> (D)
<b>RWHAP/ Initiative Services</b>				
1. Any RWHAP <sup>3</sup> or Initiative Service	<input type="text"/>	<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"/>	<input type="text"/>
1b. Outpatient/Ambulatory Health Services	<input type="text"/>	<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"/>	<input type="text"/>
1d. Non-Medical Case Management Services	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1e. Mental Health Services	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1f. Substance Abuse Outpatient Care	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1g. Substance Abuse Services (residential)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1h. Housing	<input type="text"/>	<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"/>	<input type="text"/>

<sup>1</sup> Any HIV-positive client who has never received services from the service provider in the past.  
<sup>2</sup> Any HIV-positive client who received a service from the service provider in either a previous reporting period during the current calendar year (if applicable) or received a service during the previous calendar year, or both.  
<sup>3</sup> Refer to [PCN 16-02](#) for information on service category definitions.  
<sup>4</sup> Initiative Services include those services that are funding through Initiative funding but do not meet the definition of a RWHAP service, as outlined in [PCN 16-02](#).  
<sup>5</sup> Any HIV-positive client served during the reporting period who last received a service from the provider prior to the previous calendar year.  
<sup>6</sup> This estimation of re-engaged clients is an approximation and should not be interpreted as a precise application of a formal definition of re-engagement in care.

Cancel
Save

NAVIGATION

Search  
Inbox  
EHE Triannual Recipient Report  
EHE Triannual Provider Report  
EHE Provider Report  
Navigation  
General Information  
Triannual Report  
EHE Provider Report  
Actions  
Validate  
Submit / Accept  
Un-Submit  
Print  
Return for Changes  
EHE Provider Report - Reports  
Action History  
Manage Contracts  
Search Contracts  
Search  
EHE Triannual Recipient Report  
EHE Triannual Provider Report  
Comments  
Add Comments  
View Comments

## RWHAP/EHE Initiative Services

In this part of the table, enter a value for the number of clients who received the service category specified in each row during the reporting period. Not all RWHAP service categories are listed individually in the RWHAP/EHE Initiative Services table section. The services included in the table are:

- 1. Any RWHAP or EHE Initiative Service
  - 1a. Ending the HIV Epidemic Initiative Services
  - 1b. Outpatient/Ambulatory Health Services
  - 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

For each service category, report the number of clients with HIV who received the service during the reporting period, regardless of payor or RWHAP eligibility. Only EHE initiative-funded providers must complete the EHE Triannual Provider Report, but these providers should report on services funded through all RWHAP and EHE initiative funding sources, including EHE initiative funding (including EHE initiative carryover), RWHAP funding, and RWHAP-related funding (including RWHAP-related program income or pharmaceutical rebates). If your organization is not funded to provide a service by any of these funding sources, enter all zeroes for that row of the Triannual Report table.

In row “1. Any RWHAP or EHE Initiative Service,” report all clients with HIV who were served during the reporting period with any service that your organization was funded to provide with either EHE initiative, RWHAP (including RWHAP Parts A, B, B Supplemental, C, and D), or RWHAP-related (including program income and/or pharmaceutical rebates) funding. Row 1 is a deduplicated count of the clients served during the reporting period.

Additional service categories not included in rows 1a through 1h should still be considered and included when reporting data in row 1. Clients who did not receive one of the indicated services in rows 1a through 1h but did receive a funded service not included in those rows should still be included in the deduplicated count of clients served in row 1.



For every column, the value reported in row “1. Any RWHAP or EHE Initiative Service” should be greater than or equal to the values reported in all other rows.

Row “1a. Ending the HIV Epidemic Initiative Services” is a specific service category that only includes client services that are funded with EHE initiative funding but do not meet the definition of a RWHAP core medical or support service as outlined in [PCN #16-02](#). **Client services provided with EHE initiative funding that meet the definition of a RWHAP service category should be reported under that specific service category and not the EHE Initiative Services category.** For example, if your organization uses EHE initiative funding to provide medical case management, those services should be reported under the Medical Case Management category and not the EHE Initiative Services category.



#### What services should be included in the EHE Initiative Services category?

The EHE Initiative Services category includes all client services that do not align with one of the RWHAP core medical or support service categories outlined in [PCN #16-02](#). If an EHE initiative-funded service fits into an existing PCN #16-02 RWHAP service category, the service should be reported under the RWHAP service category. If an EHE initiative-funded service does not fit into an existing PCN #16-02 RWHAP service category, then the EHE Initiative Services category should be used.

Each row is divided into four columns that each pertain to a different client population:

- **# of New Clients who received service(s) in the reporting period (A):** This column represents new clients. In this column, report any client with HIV who has never received services from the service provider before the current reporting period.
- **# 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 (B):** This column represents existing clients. In this column, report any client with HIV who also received a service from the service provider in a previous reporting period either during the current calendar year (if applicable), the previous calendar year, or both.

- **Total # of Clients who received service(s) in the reporting period (C):** This column represents all clients served. In this column, report all clients with HIV who received a service from the service provider during the reporting period.
- **# of Clients served during the reporting period who were estimated to be re-engaged in care (D):** This column represents re-engaged clients. The value here indicates the number of clients who received a service during the current reporting period who were last seen by the service provider prior to the previous calendar year. The system will automatically calculate this value for each row based on the values entered in the other columns [column D = column C – (column A + column B)].



For every row, the value in column C (Total # of Clients) must be greater than or equal to the values reported in columns A and B. **The value in column C does not need to equal the sum of columns A and B.**

Re-engaged clients should still be represented in column C if they were served during the reporting period. For any row, the total clients served (column C) can be thought of as a sum of new clients plus existing clients plus re-engaged clients ([Figure 28](#)).



The number of re-engaged clients (column D) in row “1. Any RWHAP or Initiative Service” should be greater than or equal to the number of re-engaged clients reported in all other rows.

**Figure 28. EHE Triannual Report Total Clients Explanation**



**How should I report a client served during the reporting period who was previously seen two years ago?**

This client does not qualify as a new client (column A) or an existing client (column B) since they have been seen previously but not in the current or prior calendar year. Therefore, only report this client in column C, the total number of clients served.

**My clinic is part of a larger organization. How should we determine whether a client is new?**

For the EHE Triannual Report, a client is new if they are new to care at the provider of HIV services. Therefore, if a client has never received services previously from your agency, the provider of HIV services, they would be considered new.



For each column, the values reported in rows 1a through 1h must be less than or equal to the value reported in row “1. Any RWHAP or Initiative Service.”



For definitions of the RWHAP core medical and support service categories, see [PCN #16-02](#), available on the HRSA HAB website.

**Where do I report service categories that I provide that aren't specifically listed in the EHE Triannual Report table (e.g., Medical Transportation or Food Bank/Home-Delivered Meals)?**

RWHAP service categories funded through EHE initiative (including EHE initiative carryover), RWHAP, or RWHAP-related funding that are not listed in a specific row (e.g., Medical Transportation) should be included in row “1. Any RWHAP or Initiative Service.”

**Where do I report household members who received a funded service?**

Only report clients with HIV who received a service during the reporting period in your EHE Triannual Report data. Household members who are not living with HIV should **not** be included in your data, even if they received a funded service.

## Health Outcomes

The Health Outcomes section of the table contains a single row, “2. Prescribed ART in the reporting period.” In this row, report the number of clients with HIV in each column who were prescribed or continued ART during the reporting period. All clients who were prescribed ART by Outpatient/Ambulatory Health Services (OAHS) or any other mechanism through which ART could be prescribed or provided should be reported in this row.

Clients should be sorted into new, existing, and total clients as explained in the previous section of this manual. Providers only need to report on ART prescription when their agency is providing the prescription. For example, a case management agency that monitors their clients’ treatment adherence should not report on ART prescription if their agency is not providing the prescription for their clients.



For each column, the value reported in row “2. Prescribed ART in the reporting period,” must be less than or equal to the value reported in row “1. Any RWHAP or Initiative Service.”

Once you have entered a value for each field of the table, select “Save” at the bottom right of the screen ([Figure 27](#)).

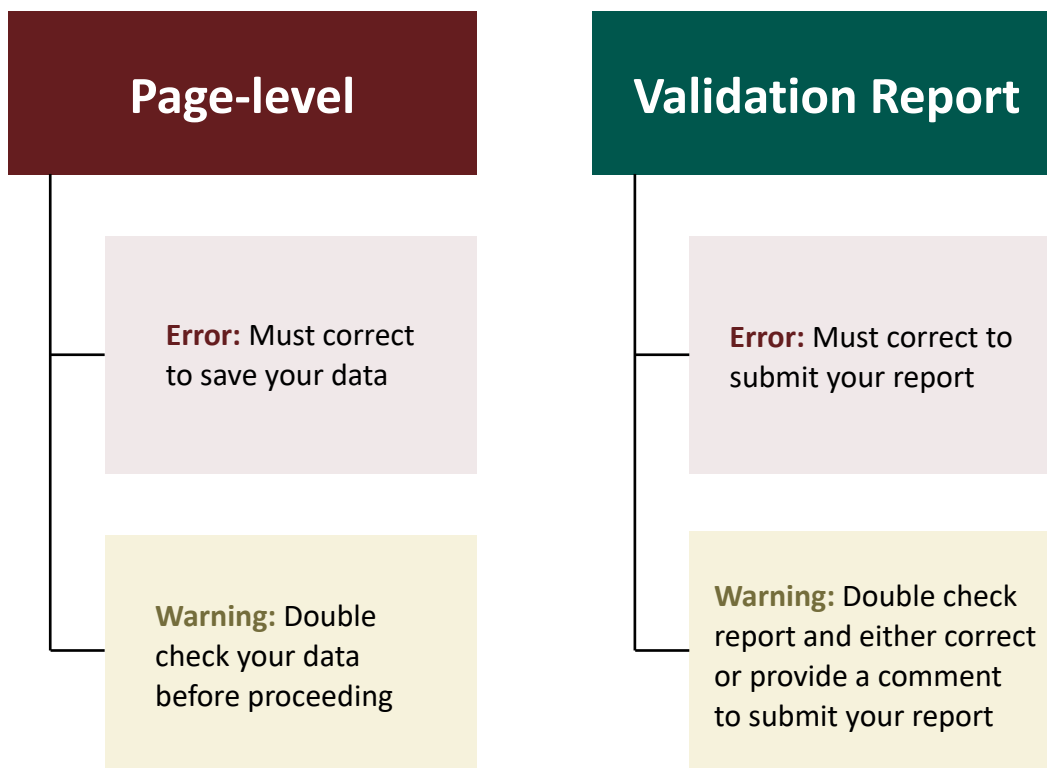


If you need assistance extracting your data from your EHR or data management system or mapping your data to the required data elements, contact the DISQ Team at [Data.TA@caiglobal.org](mailto:Data.TA@caiglobal.org).

## Validating and Submitting the EHE Triannual Provider Report

Data validation in the EHE Triannual Provider Report occurs in two places: (1) on the Triannual Report page itself, a page-level validation, and (2) in the Validation Report, a system-generated check of your entire report that you process by clicking “Validate” in the Navigation panel. Once you have addressed any page-level and Validation Report messages, you can advance to the next step of the report, submitting.

**Figure 29. EHE Triannual Provider Report Validation Guide**



### Page-level Validation

Page-level validation occurs after selecting “Save” on the Triannual Report page. The page-level validation process checks to make sure all fields in the Triannual Report table are complete and make sense. Page-level validation messages that must be addressed will appear as a banner at the top of the page after selecting “Save” ([Figure 30](#)).

Page-level validation messages are sorted into two categories: errors and warnings. Errors will appear in a red banner and must be corrected. You will not be able to submit your report without correcting all page-level errors that you receive. Amend your Triannual Report data based on the error message(s) and attempt to save your data again.

Page-level warnings appear in a yellow banner and provide information on your data (e.g., data accuracy issue). Review your data based on the warning message for accuracy. If the data are correct, you can proceed to validating your EHE Provider Report using the Validation Report. Otherwise, amend your data based on the warning message and attempt to save your data again.

**Figure 30. EHE Triannual Provider Report: Screenshot of the Triannual Report Page-level Validation Banners**

## Validation Report

The validation process checks your report against HRSA HAB’s reporting requirements. To start the validation process and generate the Validation Report, select “Validate” in the Navigation panel on the left side of the screen. The system will display a message letting you know that the validation request is processing (Figure 31). After a few minutes, refresh the page by selecting the “Validate” link again in the Navigation panel.

**Figure 31. EHE Triannual Provider Report: Screenshot of Validation Processing Page**

If your report has no validation messages to address, you will see a “Congratulations” message and can advance to the next step. Otherwise, you will see a table of validation results when the validation process has been completed ([Figure 32](#)).

Validation messages in the Validation Report are sorted into two categories: errors and warnings. If you receive an error in your validation results, you must correct the report based on the error message and revalidate the report before you can submit it.

Validation Report warnings should also be corrected whenever possible. If you cannot correct your agency’s report, you may submit it with a warning by adding a comment for each one in the Validation Report. To add a comment, select “Add Comment” in the Actions column of the validation results table. In the comment explain your agency’s situation as it relates to the warning message and select “Save.”

**Figure 32. EHE Triannual Provider Report: Screenshot of the Validation Report**

**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**

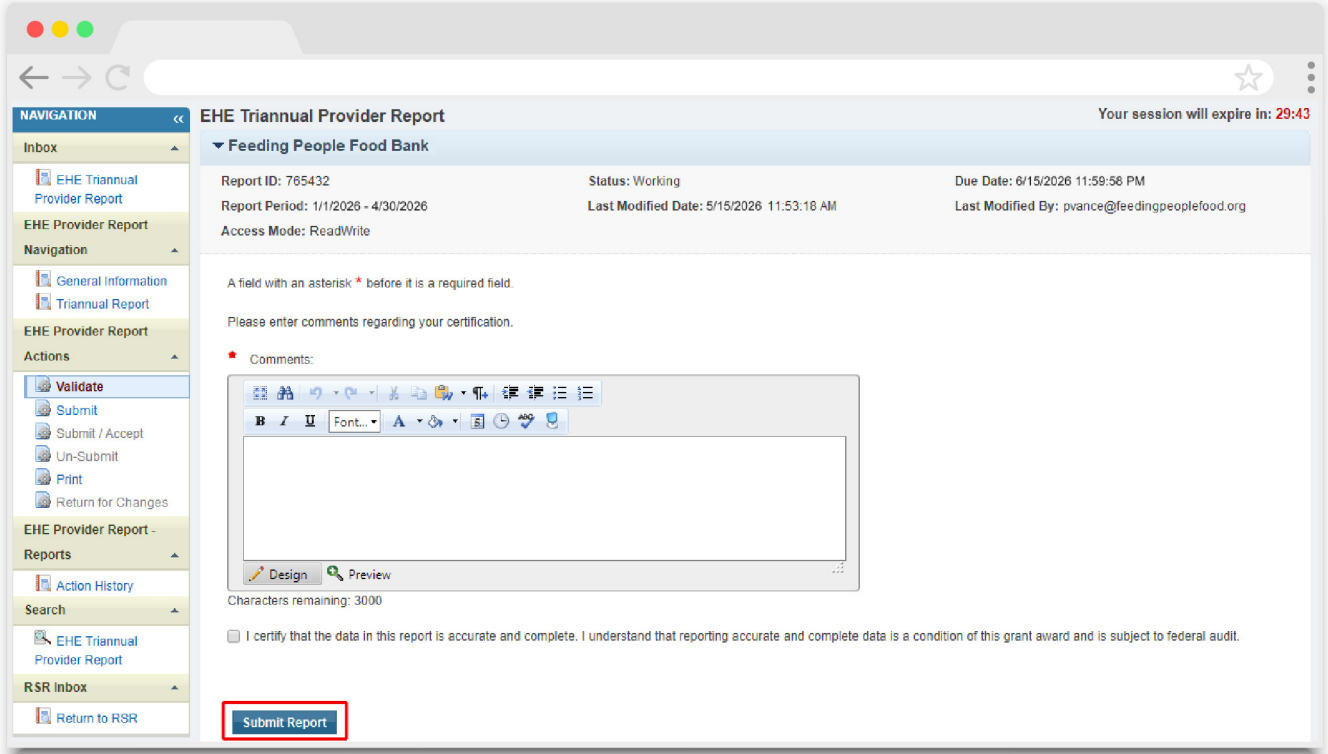
Row No.	Check No.	Message	Type	Comment Count	Action
No report validation errors found.					


**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	

Once you have addressed the validation results (as necessary), you are ready to submit the report. To submit the EHE Triannual Provider Report, select “Submit” in the Navigation panel on the left side of the screen. On the next page ([Figure 33](#)), enter a comment in the text box with any meaningful feedback you have about the submission process. Underneath the comment box, select the checkbox to certify that the data submitted are accurate and complete. Once finished, select the “Submit Report” button at the bottom of the page.

Figure 33. EHE Triannual Provider Report: Screenshot of Submit Report Page



 If you need assistance completing the EHE Triannual Provider Report, contact RWHAP Data Support at 1-888-640-9356 or email [RyanWhiteDataSupport@wrma.com](mailto:RyanWhiteDataSupport@wrma.com).

## Accepting Providers' Reports (Completed by EHE Initiative Recipients Only)

Once an EHE Triannual Provider Report has been submitted, it must be reviewed and accepted by all EHE initiative recipients that fund the provider. Recipients will know that an EHE Triannual Provider Report still needs to be accepted when it is in “Review” status ([Figure 34](#)).

**Figure 34. EHE Triannual Provider Report: Screenshot of EHE Triannual Provider Report Inbox with Submitted Reports**

The screenshot displays the 'EHE Triannual Provider Report Inbox' interface. On the left is a navigation panel with options like 'Inbox', 'EHE Triannual Recipient Report', 'EHE Triannual Provider Report', 'Manage Contracts', 'Search Contracts', and 'Search'. The main area shows a table with the following data:

Report ID	Provider Name	Reg Code	Reporting Period	Modified Date	Status	Action	Action History
987654	County Health Department	11111	01/01/2026 - 04/30/2026	5/28/2026 11:18:56 AM	Submitted		
876543	Health and Happiness Clinic	22222	01/01/2026 - 04/30/2026	5/24/2026 12:08:28 PM	Review		
765432	Feeding People Food Bank	33333	01/01/2026 - 04/30/2026	6/10/2026 12:23:47 PM	Review		

Below the table, there are navigation controls including 'Page Size: 25' and '3 items in 1 pages'. At the bottom, there is a footer with contact information for HRSA Help Desk and Data Support, and a note about Adobe Acrobat Reader.

Each report must be opened and accepted separately. Select the envelope icon under the Action column to open the report you wish to review and accept.

Review the selected report and, when ready, select “Submit/Accept” in the Navigation panel on the left side of the screen to accept the report ([Figure 35](#)). Alternatively, if you need to return the report for corrections, select “Return for Changes” in the Navigation panel. Your EHE Triannual Recipient Report will not advance to “Submitted” status until all your providers’ EHE Triannual Provider Reports have been submitted and accepted through your agency’s grant.

**Figure 35. EHE Triannual Provider Report: Screenshot of Report in Review Status**

The screenshot displays the EHE Triannual Provider Report for Feeding People Food Bank. The report is in 'Review' status. Key details include:

- Report ID:** 765432
- Report Period:** 1/1/2026 - 4/30/2026
- Status:** Review
- Due Date:** 6/15/2026 11:59:58 PM
- Last Modified Date:** 5/15/2026 10:59:05 AM
- Last Modified By:** p Vance@feedingpeoplefood.org
- Access Mode:** ReadOnly

**General Information:** The organization data updated within the EHE Triannual Provider Report must also be updated in the Provider Organization Profile to ensure these changes are reflected in the future reports.

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

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

**Organization Contacts:**

Name	Title	Phone Number	Email	FAX	Is Primary POC	Actions
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The left sidebar shows navigation options, including 'Submit / Accept' and 'Return for Changes', which are highlighted with red boxes.



If you need assistance accepting your providers' reports, contact RWHAP Data Support at 1-888-640-9356 or email [RyanWhiteDataSupport@wrma.com](mailto:RyanWhiteDataSupport@wrma.com).

# Appendix A. Administrative and Technical Services Definitions

**Administrative or Technical Support:** The provision of quality and responsive support services to an organization. These may include human resources, financial management, and administrative services (e.g., property management, warehousing, printing/publications, libraries, claims, medical supplies, and conference/training facilities).

**Capacity Development:** Services to develop a set of core competencies that in turn help organizations foster effective HIV health care services, including the quality, quantity, and cost-effectiveness of such services. These competencies also sustain the infrastructure and resource base necessary to develop and support these services. Core competencies include management of program finances; effective HIV service delivery, quality assurance, personnel management, and board development; resource development, including preparation of grant applications to obtain resources and purchase supplies/equipment; service evaluation; and development of cultural competency.

**Fiscal Intermediary Support:** The provision of administrative services to the recipient of record by a pass-through organization. The responsibilities of these organizations may include determining the eligibility of providers, deciding how funds are allocated to providers, awarding funds to providers, monitoring providers for compliance with RWHAP-specific requirements, and completing required reports.

**Other Fiscal Services:** The receipt or collection of reimbursements on behalf of health care professionals for services rendered or other related fiduciary services pursuant to health care professional contracts.

**Planning or Evaluation:** The systematic, orderly collection of information about the characteristics, activities, and outcomes of services or programs to assess the extent to which objectives have been achieved, identify needed improvements, and/or make decisions about future programming.

**Quality Management:** The coordination of activities aimed at improving patient care, health outcomes, and patient satisfaction. To be effective, a CQM program requires:

- Specific aims based on health outcomes
- Support by identified leadership
- Accountability for CQM activities
- Dedicated resources
- Use of data and measurable outcomes to determine progress and make improvements to achieve the aims cited above

Please see [PCN #15-02](#) for further information.

**Technical Assistance:** Identifying the need for and delivery of practical program and technical support to the RWHAP community. These services should help recipients, planning bodies, and communities affected by HIV to design, implement, and evaluate RWHAP-supported planning and primary care service-delivery systems.