Ryan White Part A Quarterly Narrative Report

Agency:
Agreement Number(s):
Funded Services:
Reporting Period (Check One): ☐ Q1 (Mar–May) ☐ Q2 (Jun–Aug) ☐ Q3 (Sep–Nov) ☐ Q4 (Dec–Feb)

Each Ryan White Part A Program subrecipient must submit a quarterly report by the 30th day of June, September, December, and March. The Ryan White Part A Program Office uses quarterly reports to monitor the HIV Continuum of Care, enhance systemwide service delivery, and receive program updates from subrecipients. Please answer the questions below based on the reporting period for each Ryan White Part A service category within your agency and attach any requested supporting documentation.

I. Continuum of Care

a. Using the Continuum of Care Report in PE, complete the table below for each funded service category within your agency. Document the number of clients and percentage of each measure out of the total clients. See example below in red.

Service Category	Total Clients (#)	Ever in Care	In Care	Retention in Care	On ARV	Virally Suppressed
Medical	*1,000*	*990 (99%)*	*950 (95%)*	*865 (87%)*	*978 (98%)*	*845 (85%)*

b. Using the Continuum of Care Report for Test and Treat clients in PE, complete the table below for each funded service category within your agency. Document the number of clients and percentage of each measure out of the total clients. See example below in red.

Service Category	Total Clients (#)	Ever in Care	In Care	Retention in Care	On ARV	Virally Suppressed
Medical	*1,000*	*990 (99%)*	*950 (95%)*	*865 (87%)*	*978 (98%)*	*845 (85%)*

c. Describe existing or emerging service gaps or barriers to care that prevent clients from being retained in care and achieving viral load suppression.

d. Describe your agency's efforts to improve client retention in care and viral load suppression.

e. Based on the Continuum of Care Report data, are there any demographics within your client population experiencing disparities in care? If so, what actions are being taken to eliminate those disparities.

f. Provide a summary of referrals by referral type made during the reporting period.

II. Service Category Outcomes and Indicators

a. Attach and sign the Outcome Report from PE for each funded service category within your agency.

b. Provide an explanation for unmet outcome indicators, including plans to address clients that are listed in the outcome exceptions report.

III. Quality Management Activities

a. Attach a copy of your agency's Quality Management (QM) plan if any changes have been made since the last reporting period. Attach any agency internal QM meeting minutes, annual QM Plan evaluations, or other related documentation.

b. Describe your agency's progress implementing QM work plan tasks during the reporting period. Include models/methodologies utilized, data tracked, resolutions, and next steps.

c. List your agency's ongoing Ryan White Part A specific quality improvement projects/activities and provide a status update on each.

d. List any quality improvement projects/activities completed since the last reporting period and describe programmatic and/or service delivery improvements made as a result of each.

e. Attach client satisfaction survey results during the reporting period. Explain any low survey results and service delivery changes made based on the surveys.

IV. Service Utilization

a. Using the Client Utilization Report in PE, complete the table below for each funded service category within your agency. Document the current and target utilization amounts for clients and fiscal (target fiscal utilization for each quarter is Q1=25%, Q2=50%, Q3=75%, Q4=100%). See example below in red.

Service Category	Current Client Utilization (#)	Target Client Utilization (#)	Current Fiscal Utilization ($)	Target Fiscal Utilization ($)
Medical	*400*	*350*	*$35,000*	*$40,000*

b. Describe attributing factors to client and/or fiscal under/over utilization. How will your agency overcome utilization challenges over the next reporting period?

c. Describe any activities that occurred during the reporting period focused on examining need and utilization. Have any emerging trends or service delivery issues been identified?

V. Fiscal Reporting – Detailed instructions on how to submit a Quarterly Expense Report can be found in the "Budgets and Expenses" Manual in PE. The manual can be accessed by going to View/Reference/Ryan White Documents/By Type/Manual.

a. Submit your Quarterly Expense Report in PE. The report requires expense reporting for each line item in your approved line item budget/narrative.

b. Submit program income in PE as part of the Quarterly Expense Report.

VI. Program Administration

a. List any changes to the Board or Executive Leadership during the reporting period.

Name	Title	Start Date	End Date

b. List any vacant Ryan White Part A Program funded positions:

Position/Title	Service Category	% Time Charged to Contract	Date Position Became Vacant

c. What is your agency's plan for filling listed vacancies and ensuring no disruption in services?

d. Discuss any concerns related to staffing at your agency (e.g., positions vacant for more than 90 days).

e. Provide details for all case staffings that took place during the reporting period. Attach a copy of the documentation from each case staffing (i.e. minutes, notes, summaries, etc.).

f. Does your agency have monitoring reports and/or received any accreditation reports from other agencies during the reporting period? If yes, attach copy of the report.

g. Have any grievances been filed against your agency by Part A clients during the reporting period? If yes, provide a summary of the grievance, date filed, date resolved, and the outcome.

VII. Technical Assistance and Training

a. List Ryan White Program related staff trainings that occurred during the reporting period.

Description of Training	Date Provided	# of Staff in Attendance

b. Does your agency have any Ryan White Part A Program technical assistance needs?

Prepared by (Print Name):	Title/Position	Electronic Signature	Date

Approved by (Print Name):	Title/Position	Electronic Signature	Date