Subrecipient Annual Progress Report

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| **Grant Year/Period of Performance:** | **Start:** | **End:** | |
| **Subrecipient Contract Number:** |  | | |
| **Agency/Program Name:** |  | | **Region:** |
| **Staff Completing Form:** |  | | |
| **Staff Position/Role:** |  | | |
| **Date Report Submitted:** |  | | |

Thank you for taking the time to complete this form. Provide responses to the following questions that reflect your Ryan White Part B (RWB) funded activities within the current grant year/period of performance. Return this completed form to your HIV Services Coordinator no later than 30 days after the end of the grant year. ***Note:*** Subrecipients receiving Minority AIDS Initiative (MAI) funding must complete sections I and II.

## **Section I**

1. ***New services added*/*deleted.*** Provide a description of specific RWB funded services that your agency added/deleted to provide care during the current period of performance.
2. Did your agency deleted/remove any services during the funded grant year?

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1. Did your agency add any new services not previously funded prior to the start of the grant year?

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1. ***New access points created for Part B funded care/services*:** Provide specific information on new points of entry into the HIV care system in the region, in particular, the points of entry that allow increased access to Ryan White services or to clients receiving Ryan White services.
   1. Did your agency adopt any new modalities (e.g., telehealth, PositiveLinks, etc.) to provide HIV care during the grant year?

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1. ***Accomplishments*:** Provide specific information in the space provided below on the successes your RWB program has achieved in the following areas:
   1. Revisions/changes/updates to your care systems to meet emerging needs
   2. Ensuring access to quality HIV/AIDS care (e.g., reaching projected client/unit goals)
   3. Coordination of RWB services with other health-care delivery systems
   4. Evaluation of impact by RWB funds and making needed improvements to provide care

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1. ***Challenges:*** 
   1. Provide specific information on the challenges your RWB program has encountered this grant year.

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* 1. For each service area, for which you did not meet the targeted numbers and/or expenditures, please briefly describe the challenges faced in meeting the targeted numbers and/or expenditures.

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1. ***Technical Assistance:***  Describe any VDH technical assistance activity received during the reporting period including the purpose of the request and the subsequent outcome.

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1. List any other information about your program’s RWB grant year activities that you would like to share with HCS not previously provided in the sections above (e.g., Quality Management/QIPs, other funding opportunities, etc.).

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1. **Has your agency entered all client data and service utilization to date into the statewide database for each service category funded (including importing from CAREware system) by your contractual agreement?  Yes  No**
   1. **If no, please provide a date when completed data will be entered to capture service encounters for the funded grant year:**

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## **Section II**

**For Ryan White Part B MAI funded agencies only:**

1. **Accomplishments:** Summarize your agency accomplishments for the grant year regarding the RWB MAI-funded Outreach and Education services reported in relation to specific communities that were served and the strategies used to achieve MAI performance measures. Examples of program accomplishments might include:
   1. Success in reaching particular underserved sub-populations or geographic areas;
   2. Success in meeting or exceeding planned outcome targets for hard-to-serve populations;
   3. Effective strategies used to recruit, train and/or utilize outreach workers and peer mentors;
   4. Enhanced linkages with HIV/AIDS prevention and counseling/testing programs and/or other Ryan White funded programs
   5. Success in increasing cultural/linguistic competence of providers;
   6. Achievements in improving provider staff retention rates;
   7. Particular progress in developing and implementing systems, processes, or procedures to document clients served and MAI performance measures achieved.

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1. **Challenges and Lessons Learned:** Summarize your agency challenges for the grant year regarding the RWB MAI-funded Outreach and Education services reported in relation to specific communities that were served and the strategies used to achieve MAI performance measures. Examples of program challenges might include:
   1. If the planned targets were not met, provide an explanation of why.
   2. Describe program challenges during the fiscal year, the steps taken to address them, and any lessons learned that might be useful for other agencies
   3. List any protocols, training materials or other tools and resources developed by your agency that have been effective, and indicate if any might be useful models for other Ryan White agencies.

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1. **Has your agency entered all client data and service utilization to date into the statewide database for each service category funded for MAI (including importing from CAREware system) by your contractual agreement?  Yes  No**
   1. **If no, please provide a date when completed data will be entered to capture service encounters for the funded grant year:**

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