

**RYAN WHITE Part B**  
(An Initiative of United Way of Metropolitan Nashville)

REPORT SUBMISSION GUIDE

## Ryan White Part B Report Submission Guide United Way of Metropolitan Requirements

Report	Due Date	Purpose	Who submits?	Who receives? <i>(monitored by United Way)</i>	Contact for Assistance
<b>ANNUAL REPORTS</b>					
<b>Ryan White Services Report (RSR)</b>	<b>ANNUAL: due no later than February 15<sup>th</sup></b>	Fulfill TDH requirement to report client level data to HRSA on an annual basis.	Each CBO receiving funds must prepare an export file	TDH is responsible for ensuring all subcontractors in the region have turned in their report. Reports will be reviewed by TDH. The report will be submitted on-line.	For assistance with preparation, please contact TDH.
<b>(WICY) Women, Infants, Children &amp; Youth Report</b>	<b>ANNUAL due May 31st</b>	To detail and summarize specific services that were provided to women, infants, children, and youth throughout the year	Each funded CBO must prepare and submit an annual WICY report	It may be submitted electronically to your regional Manager at UWMN and Cc the Sr. Manager.	For assistance with preparation, please contact your assigned Manager at United Way of Metro Nashville
<b>Final Expenditure Report</b>	<b>ANNUAL due at the completion of the grant year</b>	To detail out all expenditures for the grant year.	Each CBO receiving funds must prepare a final expenditure report	The Director of HIV/AIDS at United Way of Metro Nashville.	For assistance with preparation, please contact the Director of HIV/AIDS at United Way of Metro Nashville

<b>QUARTERLY REPORTS</b>					
<b>CARE Ware Quarterly Provider Data Export Report</b>	<b>QUARTERLY</b> <b>No later than the 15 calendar days after the end of the qtr.*</b> <b>(see dates below)</b>	To fulfill HRSA’s requirement of specific client services and demographic data on both semi and annual basis	Each funded CBO must prepare an export file	This report will be submit electronically to TDH.	For technical assistance with preparation, please contact the TDH.
<b>Quarterly Implementation Plan</b>	<b>QUARTERLY</b> <b>No later than the 10<sup>th</sup> of the month following the end of the Quarter</b>	To detail the specifics of each service category. Also used as a planning guide to project units of service and track agency progress to goals	Each funded CBO must prepare a Quarterly Plan	It may be submitted electronically to your regional Manager at UWMN and Cc the Sr. Manager.	For assistance with preparation, please contact your assigned Manager at United Way of Metro Nashville
<b>MONTHLY REPORTS</b>					
<b>Monthly Invoice</b>	<b>Due by the 10<sup>th</sup> of each month for services rendered the previous month</b>	To track spending	Each funded CBO must prepare and submit	The Director of HIV/AIDS at United Way of Metro Nashville	For assistance with preparation, please contact the Director of HIV/AIDS at United Way of Metro Nashville
<b>Monthly Client Service Report</b>	<b>15 calendar days after the beginning of the next month</b>	To track clients served in the prior month	Each funded CBO must prepare and submit to monthly	It may be submitted electronically to your regional Manager at UWMN and Cc the Sr. Manager.	For assistance with preparation, please contact the Director of HIV/AIDS at United Way of Metro Nashville

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<p><b>Monthly Expenditure Report</b></p>	<p><b>Due by the 10<sup>th</sup> of each month for services rendered the previous month</b></p>	<p>To reflect total client services reimbursed.</p>	<p>Each funded CBO must prepare and submit</p>	<p>The Director of HIV/AIDS at United Way of Metro Nashville</p>	<p>For assistance with preparation, please contact the Director of HIV/AIDS at United Way of Metro Nashville</p>
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**Quarters for Part B**

**Quarter 1** dates: April - June

**Quarter 3** dates: October-December

**Quarter 2** dates: July-September

**Quarter 4** dates: January-March