



SC RYAN WHITE & HOPWA PROGRAM

2025 REPORTING CALENDAR

JANUARY 2025				
DUE DATE	FUNDING	TYPE	DESCRIPTION	REPORTING PERIOD
1/14	RWB	Reminder	Request For Grant Application Due <i>NOTE: For more information, click here.</i>	N/A
1/15	EHE	Submission (DPH)	3rd Quarter Financial Expenditure Reports Due	9/1/24 – 11/30/24
	RWB	Submission (DPH)	3rd Quarter Monitoring & Financial Expenditure Reports Due <ul style="list-style-type: none"> • Programmatic: <ul style="list-style-type: none"> ○ Quarterly Programmatic Narrative Report ○ Signed Quarterly Compliance Report Summary • Quality: <ul style="list-style-type: none"> ○ Updated PDSA Cycle(s) • Fiscal: <ul style="list-style-type: none"> ○ RW/MAI/EC/NHAS/Rebates Expenditure Report 	10/1/24 – 12/31/24
	HOPWA	Submission (DPH)	3rd Quarter Financial Expenditure Reports Due	10/1/24 – 12/31/24
1/20	N/A	Reminder	Review Preliminary RSR & RSR Completion Report <ul style="list-style-type: none"> • Review reports and resolve any errors prior to 2/1/25 <i>NOTE: To be used for RSR technical assistance review only. Any unresolved issues may be reviewed during the RSR TA Webinar scheduled 2/12/25. Do not submit the results to DPH. RSR final date to submit is 3/3/25.</i>	1/1/24 – 12/31/24
			Conduct Test Login in EHB <i>NOTE: Electronic Handbook (EHB) is where the RSR will be submitted to HRSA. For support, contact HRSA Contact Center: 1-877-464-4772.</i>	N/A
1/22	RWB	Submission (DPH)	Services and Budget Expenditure Templates Due <ul style="list-style-type: none"> • Use RSR and Implementation Report <i>NOTE: QA Staff must have this tool completed as a prerequisite for RSR TA and Submission. The Business Office Staff must complete and submit to internal personnel who are responsible for submitting the RSR.</i>	1/1/24 – 12/31/24
FEBRUARY 2025				
DUE DATE	FUNDING	TYPE	DESCRIPTION	REPORTING PERIOD
2/3 – 2/7	RWB	Submission (EHB)	Enter RSR Service Provider Report Include the following sections: <ul style="list-style-type: none"> • General Information • Program Information (<i>including funding source certification</i>) • Service Information • HC&T Information • Client by Zip Code STOP HERE. Do Not upload client-level data in the EHB until your program has been notified & cleared by SC DPH.	1/1/24 – 12/31/24

			NOTE: To access the RSR Provider Report, go to page 33 of the 2024 RSR Instruction Manual (Provider section). For support, contact RSR Data Support Helpdesk: 1-888-640-9356 or email: RyanWhiteDataSupport@wrma.com.	
2/10 – 2/28	RWB	Submission (EHB)	RSR Staged Upload NOTE: Each RW provider/program will receive confirmation of the date when cleared for posting. Dates will vary by provider/program. Do not upload client data in the EHB until your program has been notified & cleared by SC DPH.	1/1/24 – 12/31/24
		Submission (DPH)	RSR Client Summary Report and RSR Clinical Summary Report Due NOTE: Due on the scheduled RSR upload date.	
2/12	N/A	Reminder	RSR TA Webinar: Uploading RSR & Submissions to DPH <ul style="list-style-type: none"> Review HRSA’s changes to the RSR for eligible clients and services Review changes included in the RSR template NOTE: Mandatory for <i>new staff</i> submitting RSR. Registration link will be sent out in advance. Individual TA can be provided upon request. To join the meeting, click here .	N/A
2/14	EHE	Submission (EHB)	Triannual Data Report Due NOTE: In PE, select “Reports” and then “Run.” Select “EHE Report.”	9/1/24 – 12/31/24
MARCH 2025				
DUE DATE	FUNDING	TYPE	DESCRIPTION	REPORTING PERIOD
3/3	HOPWA	Reminder	Prepare for CAPER Report by Year Ending Clients NOTE: Due date: 4/15/25.	4/1/24 – 3/31/25
	RWB	Submission (EHB)	RSR & RSR Provider Reports Due NOTE: Final date to submit to HRSA. For support, contact RSR Data Support Helpdesk: 1-888-640-9356 or email: RyanWhiteDataSupport@wrma.com.	
3/17	EHE	Submission (DPH)	Year-End Narrative Report Due	9/1/24 – 2/28/25
APRIL 2025 (START OF GRANT YEAR 2025 – 2026)				
DUE DATE	FUNDING	TYPE	DESCRIPTION	REPORTING PERIOD
4/4	N/A	Submission (DPH)	Annual Grant Year Planning Documents Due <ul style="list-style-type: none"> Annual Budget Narrative and Cost Allocation Plans (BNCAP) Annual Implementation Plans Organizational Chart Position Descriptions NOTE: DPH will send notification of due date via the Annual Budget Guidance Letter.	N/A
4/11	RWB	Submission (DPH)	Client Needs Assessment Due	4/1/24 – 3/31/25
4/30	EHE	Submission (DPH)	Year-End Financial Expenditure Report Due	3/1/24-2/28/25
	RWB	Submission (DPH)	4th Quarter Monitoring Reports Due <ul style="list-style-type: none"> Programmatic: <ul style="list-style-type: none"> Signed Quarterly Compliance Report Summary Quarterly Programmatic Narrative Report Quality: <ul style="list-style-type: none"> Updated PDSA Cycle(s) 	

			Year-End Monitoring & Financial Expenditure Reports Due <ul style="list-style-type: none"> • Programmatic: <ul style="list-style-type: none"> ○ RSR Client Summary Report ○ WICY Year-End Programmatic Report ○ RW Implementation Plan Workbook, including RWB, Rebate, EC, MAI, NHAS, and EHE ○ MAI Narrative Year-End Report (if applicable) ○ MAI Implementation Plan • Fiscal: <ul style="list-style-type: none"> ○ RW/MAI/EC/NHAS/Rebates Financial Expenditure Reports ○ Year-End Program Income Report 	4/1/24 – 3/31/25
			Clinical Report Card	1/1/24 – 12/31/24
	HOPWA	Submission (DPH)	Year-End Financial Expenditure Report Due	4/1/24 – 3/31/25
			Year-End CAPER Report Due	4/1/24 – 3/31/25
MAY 2025				
DUE DATE	FUNDING	TYPE	DESCRIPTION	REPORTING PERIOD
JUNE 2025				
DUE DATE	FUNDING	TYPE	DESCRIPTION	REPORTING PERIOD
6/13	EHE	Submission (EHB)	Triannual Data Report Due <i>NOTE: In PE, select “Reports” and then “Run.” Select “EHE Report.”</i>	1/1/25 – 4/30/25
JULY 2025				
DUE DATE	FUNDING	TYPE	DESCRIPTION	REPORTING PERIOD
7/15	RWB	Submission (DPH)	1st Quarter Monitoring & Financial Expenditure Reports Due <ul style="list-style-type: none"> • Programmatic: <ul style="list-style-type: none"> ○ Quarterly Programmatic Narrative Report ○ Signed Quarterly Compliance Report Summary • Quality: <ul style="list-style-type: none"> ○ Updated PDSA Cycle(s) • Fiscal: <ul style="list-style-type: none"> <i>NOTE: 1st Quarter Financial Expenditure Reports are due 10/15/25 along with 2nd Quarter Financial Expenditure Reports</i> 	4/1/25 – 6/30/25
	EHE	Submission (DPH)	1st Quarter Financial Expenditure Report Due <i>NOTE: 1st Quarter Financial Expenditure Reports are due 10/15/25 along with 2nd Quarter Financial Expenditure Reports</i>	4/1/25 – 6/30/25
	HOPWA	Submission (DPH)	1st Quarter Financial Expenditure Report Due <i>NOTE: 1st Quarter Financial Expenditure Reports are due 10/15/25 along with 2nd Quarter Financial Expenditure Reports</i>	4/1/25 – 6/30/25
SEPTEMBER 2025				
DUE DATE	FUNDING	TYPE	DESCRIPTION	REPORTING PERIOD
9/15	EHE	Submission (DPH)	Mid-Year Narrative Report Due	4/1/25 – 8/31/25
OCTOBER 2025				
DUE DATE	FUNDING	TYPE	DESCRIPTION	REPORTING PERIOD
10/15	EHE	Submission (EHB)	Triannual Data Report Due <i>NOTE: In PE, select “Reports” and then “Run.” Select “EHE Report.”</i>	5/1/25 – 8/31/25

		Submission (DPH)	2nd Quarter Financial Expenditure Report Due, includes 1st and 2nd quarter expenditures	3/1/25 – 8/31/25
	RWB	Submission (DPH)	2nd Quarter Monitoring & Financial Expenditure Reports Due <ul style="list-style-type: none"> • Programmatic: <ul style="list-style-type: none"> ○ Quarterly Programmatic Narrative Report ○ RSR Client Summary Report ○ Signed Quarterly Compliance Report Summary • Quality: <ul style="list-style-type: none"> ○ Updated PDSA Cycle(s) • Fiscal: <ul style="list-style-type: none"> ○ RW/MAI/EC/NHAS/Rebates Financial Expenditure Report, includes 1st and 2nd quarter expenditures 	7/1/25 – 9/30/25
	HOPWA	Submission (DPH)	2nd Quarter Financial Expenditure Report Due, includes 1st and 2nd quarter expenditures	7/1/25 – 9/30/25
DECEMBER 2025				
DUE DATE	FUNDING	TYPE	DESCRIPTION	REPORTING PERIOD
TBD	RWB	Reminder	RSR Error Identification & Correction TA Webinar	N/A

NOTE: Report due dates and reporting periods are subject to change.