



# SC RYAN WHITE & HOPWA PROGRAM

## 2026 REPORTING & MEETING CALENDAR

JANUARY 2026				
DUE DATE	FUNDING	TYPE	REPORT	REPORTING PERIOD
1/15	EHE	Submission (DPH)	3 <sup>rd</sup> Qtr. Financial Expenditure Reports Due	9/1/25 – 11/30/25
	RWB	Submission (DPH)	3 <sup>rd</sup> Qtr. Monitoring Reports Due <ul style="list-style-type: none"> <li>Signed 2nd Qtr. Compliance Report Summary</li> <li>Qtly. Programmatic Narrative Report</li> <li>Updated PDSA Cycle(s)</li> </ul> 3 <sup>rd</sup> Qtr. Financial Expenditure Reports Due <ul style="list-style-type: none"> <li>RW/MAI/EC/NHAS/Rebates</li> </ul>	10/1/25 – 12/31/25
	HOPWA	Submission (DPH)	3 <sup>rd</sup> Qtr. Financial Expenditure Reports Due Signed 2 <sup>nd</sup> Qtr. Compliance Report Summary Due	10/1/25 – 12/31/25
1/20	N/A	Reminder	Review Preliminary RSR & RSR Completion Report <ul style="list-style-type: none"> <li>Review reports &amp; resolve any errors prior to 2/1/25</li> </ul> <i><b>NOTE:</b> For RSR technical assistance review only. Unresolved issues may be reviewed during the RSR TA Webinar scheduled 2/18/26. Do not submit the results to DPH. The RSR final submission is 3/3/26.</i>	1/1/25 – 12/31/25
			Conduct Test Login in EHB <i><b>NOTE:</b> RSR will be submitted via the EHB to HRSA. For support, contact HRSA Contact Center: 1-877-464-4772.</i>	N/A
1/22	RWB	Submission (DPH)	Services & Budget Expenditure Templates Due <ul style="list-style-type: none"> <li>Use RSR &amp; Implementation Report</li> </ul> <i><b>NOTE:</b> QA Staff must have this tool completed as a prerequisite for RSR TA &amp; Submission. Business Office Staff must complete &amp; submit to internal personnel who are responsible for submitting the RSR.</i>	1/1/25 – 12/31/25
DATE	TIME	TYPE	MEETING	FORMAT
1/27	10 am – 3 pm	Reminder	HPC Meeting <ul style="list-style-type: none"> <li>Subrecipient Directors and/or</li> <li>Designated Representative(s)</li> </ul>	In-Person

FEBRUARY 2026				
DUE DATE	FUNDING	TYPE	REPORT	REPORTING PERIOD
2/3 – 2/7	RWB	Submission (EHB)	RSR Service Provider Report Due <ul style="list-style-type: none"> <li>General Information</li> <li>Program Information (including funding source certification)</li> <li>Service Information</li> <li>HC&amp;T Information</li> <li>Client by Zip Code</li> </ul> <b>STOP HERE.</b> Do not upload client-level data in the EHB until your program has been notified & cleared by SC DPH. <i><b>NOTE:</b> To access 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.</i>	1/1/25 – 12/31/25

2/10 – 2/28	RWB	<b>Submission</b> (EHB)	<b>RSR Staged Upload Due</b> <i><b>NOTE:</b> 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 &amp; cleared by SC DPH.</i>	1/1/25 – 12/31/25
		<b>Submission</b> (DPH)	<b>RSR Client &amp; Clinical Summary Report Due</b> <i><b>NOTE:</b> Due on the scheduled RSR upload date.</i>	1/1/25 – 12/31/25
2/11	EHE	<b>Submission</b> (EHB)	<b>Triannual Data Report Due</b> <i><b>NOTE:</b> In PE, select “Reports” then “Run” then “EHE Report.”</i>	9/1/25 – 12/31/25
DATE	TIME	TYPE	MEETING	FORMAT
2/12	10 am – 12 pm	Required	<b>Director’s Meeting</b> <ul style="list-style-type: none"> <li>Subrecipient Directors</li> <li>MCM Workgroup Chair</li> </ul>	Virtual
2/18	TBD	Required	<b>RSR TA Webinar: Uploading RSR &amp; Submissions to DPH</b> <ul style="list-style-type: none"> <li>Review HRSA’s changes to the RSR for eligible clients &amp; services</li> <li>Review changes included in the RSR template</li> </ul> <i><b>NOTE:</b> Only for new staff submitting RSR.</i>	Virtual
2/26	10 am – 1 pm	Required	<b>MCM Workgroup Meeting</b> <ul style="list-style-type: none"> <li>MCM Supervisors</li> <li>SMCM Supervisors</li> </ul>	In-Person

MARCH 2026				
DUE DATE	FUNDING	TYPE	REPORT	REPORTING PERIOD
3/3	HOPWA	Reminder	<b>Prepare for CAPER Report by Year-Ending Clients</b> <i><b>NOTE:</b> Due date: 4/30/26.</i>	4/1/25 – 3/31/25
	RWB	<b>Submission</b> (EHB)	<b>RSR &amp; RSR Provider Reports Due</b> <i><b>NOTE:</b> Final date to submit to HRSA. For support, contact RSR Data Support Helpdesk: 1-888-640-9356 or email: RyanWhiteDataSupport@wrma.com.</i>	1/1/25 – 12/31/25
3/17	EHE	<b>Submission</b> (DPH)	<b>Year-End Narrative Report Due</b>	9/1/25 – 2/28/26
DATE	TIME	TYPE	MEETING	FORMAT
3/12	10 am – 12 pm	Required	<b>Peer Review Meeting</b> <ul style="list-style-type: none"> <li>Subrecipient Directors</li> <li>MCM Workgroup Chair</li> </ul> <i><b>NOTE:</b> Peer Review Chairs will send meeting agenda &amp; logistics.</i>	Virtual
3/17	10 am – 3 pm	Required	<b>HPC &amp; Ryan White All Parts Meeting</b> <ul style="list-style-type: none"> <li>Subrecipient Directors and/or</li> <li>Designated Representative(s)</li> </ul>	In-Person

APRIL 2026 (Start of Grant Year 2026 – 2027)				
DUE DATE	FUNDING	TYPE	REPORT	REPORTING PERIOD
4/1	RWB	Reminder	<b>Prepare for Client Needs Assessment</b> <i><b>NOTE:</b> Due date: 9/30/26.</i>	4/1/26 – 8/31/26
4/30	EHE	<b>Submission</b> (DPH)	<b>Year-End Financial Expenditure Report Due</b>	3/1/25 – 2/28/26
	RWB	<b>Submission</b> (DPH)	<b>4<sup>th</sup> Qtr. Monitoring Reports Due</b> <ul style="list-style-type: none"> <li>Signed 3<sup>rd</sup> Qtr. Compliance Report Summary</li> <li>Qtly. Programmatic Narrative Report</li> </ul>	1/1/26 – 3/31/26

			<ul style="list-style-type: none"> <li>Updated PDSA Cycle(s)</li> </ul>	
			<b>Year-End Monitoring Reports Due</b> <ul style="list-style-type: none"> <li>RSR Client Summary Report</li> <li>WICY Year-End Programmatic Report</li> <li>RW Implementation Plan Workbook, including RWB, Rebate, EC, MAI, NHAS, &amp; EHE</li> <li>MAI Narrative Year-End Report <i>(if applicable)</i></li> <li>MAI Implementation Plan <i>(if applicable)</i></li> </ul>	4/1/25 – 3/31/26
			<b>Year-End Financial Expenditure &amp; Program Income Reports Due</b> <ul style="list-style-type: none"> <li>RW/MAI/EC/NHAS/Rebates</li> </ul>	
			<b>Clinical Report Card Due</b>	1/1/25 – 12/31/25
	HOPWA	Submission (DPH)	<b>Year-End Financial Expenditure Report Due</b>	4/1/25 – 3/31/26
			<b>Year-End CAPER Report Due</b>	
			<b>Signed 3<sup>rd</sup> Qtr. Compliance Report Summary Due</b>	
TBD	N/A	Submission (DPH)	<b>Annual Grant Year Planning Documents Due</b> <ul style="list-style-type: none"> <li>Annual Budget Narrative &amp; Cost Allocation Plans (BNCAP)</li> <li>Annual Implementation Plans</li> <li>Organizational Chart</li> <li>Position Descriptions</li> </ul> <p><i><b>NOTE:</b> DPH will send notification of due date via the Annual Budget Guidance Letter.</i></p>	N/A
DATE	TIME	TYPE	MEETING	FORMAT
4/14	10 am – 3 pm	Reminder	<b>HPC Meeting</b> <ul style="list-style-type: none"> <li>Subrecipient Directors <b>and/or</b></li> <li>Designated Representative(s)</li> </ul>	Virtual
4/16	10 am – 3 pm	Required	<b>Director's Meeting &amp; Peer Review Meeting</b> <ul style="list-style-type: none"> <li>Subrecipient Directors</li> <li>MCM Workgroup Chair</li> </ul>	In-Person
4/23	10 am – 1 pm	Required	<b>MCM Workgroup Meeting</b> <ul style="list-style-type: none"> <li>MCM Supervisors</li> <li>SMCM Supervisors</li> </ul>	Virtual
4/30	10 am – 3 pm	Required	<b>QM Steering Committee Meeting</b> <ul style="list-style-type: none"> <li>Subrecipient Directors <b>and/or</b></li> <li>Designated QM staff</li> </ul>	In-Person

MAY 2026				
DATE	TIME	TYPE	MEETING	FORMAT
5/14	10 am – 12 pm	Required	<b>Director's Meeting</b> <ul style="list-style-type: none"> <li>Subrecipient Directors</li> <li>MCM Workgroup Chair</li> </ul>	Virtual

JUNE 2026				
DUE DATE	FUNDING	TYPE	REPORT	REPORTING PERIOD
6/13	EHE	Submission (EHB)	<b>Triannual Data Report Due</b> <p><i><b>NOTE:</b> In PE, select "Reports" then "Run" then "EHE Report."</i></p>	1/1/26 – 4/30/26
DATE	TIME	TYPE	MEETING	FORMAT
6/9	10 am – 3 pm	Reminder	<b>HPC Meeting</b> <ul style="list-style-type: none"> <li>Subrecipient Directors <b>and/or</b></li> </ul>	In-Person

			<ul style="list-style-type: none"> <li>Designated Representative(s)</li> </ul>	
6/11	10 am – 12 pm	Required	<b>Peer Review Meeting</b> <ul style="list-style-type: none"> <li>Subrecipient Directors</li> <li>MCM Workgroup Chair</li> </ul> <i>NOTE: Peer Review Chairs will send meeting agenda &amp; logistics.</i>	Virtual
6/25	10 am – 1 pm	Required	<b>MCM Workgroup Meeting</b> <ul style="list-style-type: none"> <li>MCM Supervisors</li> <li>SMCM Supervisors</li> </ul>	In-Person

JULY 2026				
DUE DATE	FUNDING	TYPE	REPORT	REPORTING PERIOD
7/15	RWB	Submission (DPH)	<b>1<sup>st</sup> Qtr. Monitoring Reports Due</b> <ul style="list-style-type: none"> <li>Signed 4<sup>th</sup> Qtr. Compliance Report Summary</li> <li>Qtly. Programmatic Narrative Report</li> <li>Updated PDSA Cycle(s)</li> </ul>	4/1/26 – 6/30/26
	HOPWA	Submission (DPH)	<b>Signed 4<sup>th</sup> Qtr. Compliance Report Summary Due</b>	

*NOTE: 1st Qtr. Financial Expenditure Reports for RWB, EHE, & HOPWA are due 10/15/26, along with 2nd Qtr. Financial Expenditure Reports.*

AUGUST 2026				
DATE	TIME	TYPE	MEETING	FORMAT
8/11	10 am – 3 pm	Reminder	<b>HPC Meeting</b> <ul style="list-style-type: none"> <li>Subrecipient Directors <b>and/or</b></li> <li>Designated Representative(s)</li> </ul>	In-Person
8/13	10 am – 12 pm	Required	<b>Director's Meeting</b> <ul style="list-style-type: none"> <li>Subrecipient Directors</li> <li>MCM Workgroup Chair</li> </ul>	Virtual
8/27	10 am – 1 pm	Required	<b>MCM Workgroup Meeting</b> <ul style="list-style-type: none"> <li>MCM Supervisors</li> <li>SMCM Supervisors</li> </ul>	Virtual

SEPTEMBER 2026				
DUE DATE	FUNDING	TYPE	REPORT	REPORTING PERIOD
9/15	EHE	Submission (DPH)	<b>Mid-Year Narrative Report Due</b>	4/1/26 – 8/31/26
9/30	RWB	Submission (DPH)	<b>Client Needs Assessment Due</b>	4/1/26 – 8/31/26
DATE	TIME	TYPE	MEETING	FORMAT
9/10	10 am – 3 pm	Required	<b>Director's Meeting &amp; Peer Review Meeting</b> <ul style="list-style-type: none"> <li>Subrecipient Directors</li> <li>MCM Workgroup Chair</li> </ul>	In-Person

OCTOBER 2026				
DUE DATE	FUNDING	TYPE	REPORT	REPORTING PERIOD
10/15	EHE	Submission (EHB)	<b>Triannual Data Report Due</b> <i>NOTE: In PE, select "Reports" then "Run" then "EHE Report."</i>	5/1/26 – 8/31/26
		Submission (DPH)	<b>1<sup>st</sup> Qtr. Financial Expenditure Report Due</b>	3/1/26 – 5/30/26
			<b>2<sup>nd</sup> Qtr. Financial Expenditure Report Due</b>	6/1/26 – 8/31/26
	RWB	Submission (DPH)	<b>1<sup>st</sup> Qtr. Financial Expenditure Reports Due</b> <ul style="list-style-type: none"> <li>RW/MAI/EC/NHAS/Rebates</li> </ul>	4/1/26 – 6/30/26
			<b>2<sup>nd</sup> Qtr. Financial Expenditure Reports Due</b> <ul style="list-style-type: none"> <li>RW/MAI/EC/NHAS/Rebates</li> </ul>	7/1/26 – 9/30/26

			<b>2<sup>nd</sup> Qtr. Monitoring Reports Due</b> <ul style="list-style-type: none"> <li>Signed 1<sup>st</sup> Qtr. Compliance Report Summary</li> <li>Qtly. Programmatic Narrative Report</li> <li>Updated PDSA Cycle(s)</li> </ul>	
	<b>HOPWA</b>	<b>Submission</b> (DPH)	<b>1<sup>st</sup> Qtr. Financial Expenditure Report Due</b>	<b>4/1/26 – 6/30/26</b>
			<b>2<sup>nd</sup> Qtr. Financial Expenditure Report Due</b>	<b>7/1/26 – 9/30/26</b>
			<b>Signed 1<sup>st</sup> Qtr. Compliance Report Summary Due</b>	
DATE	TIME	TYPE	MEETING	FORMAT
10/8	10 am – 12 pm	Required	<b>Peer Review Meeting</b> <ul style="list-style-type: none"> <li>Subrecipient Directors</li> <li>MCM Workgroup Chair</li> </ul> <i>NOTE: Peer Review Chairs will send meeting agenda &amp; logistics.</i>	Virtual
10/22	10 am – 1 pm	Required	<b>MCM Workgroup Meeting</b> <ul style="list-style-type: none"> <li>MCM Supervisors</li> <li>SMCM Supervisors</li> </ul>	Virtual
10/29	10 am – 3 pm	Required	<b>QM Steering Committee Meeting</b> <ul style="list-style-type: none"> <li>Subrecipient Directors <b>and/or</b></li> <li>Designated QM staff</li> </ul>	In-Person

NOVEMBER 2026				
DATE	TIME	TYPE	MEETING	FORMAT
11/12	10 am – 12 pm	Required	<b>Director's Meeting</b> <ul style="list-style-type: none"> <li>Subrecipient Directors</li> <li>MCM Workgroup Chair</li> </ul>	Virtual

DECEMBER 2026				
DUE DATE	FUNDING	TYPE	REPORT	REPORTING PERIOD
12/15	RWB	Submission (DPH)	<b>Annual Grant Continuation Application Due</b>	N/A
TBD	RWB	Reminder	<b>RSR Error Identification &amp; Correction TA Webinar</b> <i>NOTE: Webinar will be recorded. Release date TBD.</i>	N/A
DATE	TIME	TYPE	MEETING	FORMAT
12/8	10 am – 3 pm	Reminder	<b>HPC Meeting</b> <ul style="list-style-type: none"> <li>Subrecipient Directors <b>and/or</b></li> <li>Designated Representative(s)</li> </ul>	In-Person
12/10	10 am – 12 pm	Required	<b>Peer Review Meeting</b> <ul style="list-style-type: none"> <li>Subrecipient Directors</li> <li>MCM Workgroup Chair</li> </ul> <i>NOTE: Peer Review Chairs will send meeting agenda &amp; logistics.</i>	Virtual

**NOTE:** Report due dates and reporting periods, as well as meeting dates, formats, and locations, are subject to change.