



## **Part A Minority AIDS Initiative (MAI):**

### **2006 ANNUAL REPORT INSTRUCTIONS SUPPLEMENT**

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## 1 INTRODUCTION

The Minority AIDS Initiative (MAI), first established in fiscal year (FY) 1999, was codified by the Congress under Title XXVI of the Public Health Service (PHS) Act by the Ryan White HIV/AIDS Treatment Modernization Act of 2006 (Ryan White Program). Therefore, beginning in FY 2007 the MAI includes competitive grants for eligible metropolitan areas (EMAs) and transitional grant areas (TGAs) funded under Part A of the Ryan White Program for the purpose of improving "...HIV-related health outcomes to reduce existing racial and ethnic health disparities.<sup>1</sup>" Eligible EMAs and TGAs are those that have received a Part A award for FY 2007.

Prior to codification of the MAI, the Congress directed a portion of Part A supplemental grant funds to the MAI to improve access and health outcomes for disproportionately impacted minority communities beginning in FY 1999 and continuing through FY 2006. The Health Resources and Services Administration (HRSA), HIV/AIDS Bureau (HAB), Division of Service Systems (DSS), which administers the Part A program, has prepared this supplement to the FY 2006 *MAI Program Reporting Instructions* issued in April 2006. Grantees must follow these instructions to prepare and submit their required FY 2006 *MAI Annual Report* using the new web-based **MAI Report** approved by the Office of Management and Budget in March 2007, which is accessible through HRSA's Electronic Handbooks (EHBs).

Part A grantees receiving MAI funds must submit two components of the MAI Report annually: the *Part A MAI Annual Plan* for the use of these funds, and the year-end *Part A MAI Annual Report* documenting program outcomes. Each *Part A MAI Report* has two parts: (1) Web Forms that collect standardized quantitative and qualitative information, and (2) an accompanying narrative providing background information to explain the data submitted and a summary of program accomplishments, challenges and lessons learned.

You will be provided with a separate set of instructions for completing future MAI Plans and Reports. These FY 2006 *MAI Report* instructions are organized as follows.

- Summary of Reporting Requirements
- Overview of the Electronic Submission Process
- Line-by-line instructions for completing the *2006 MAI Annual Report*

Please read the instructions carefully. If you have MAI program-related questions, please contact your Program Project Officer. If you have questions regarding the Electronic Submission Process, technical assistance is available through the following resources:

- Online Help at: <https://performance.hrsa.gov/hab/maiApp/help/>.
- Contact the HRSA Call Center via email at [CallCenter@hrsa.gov](mailto:CallCenter@hrsa.gov) or by telephone at: 1-877-Go4-HRSA (1.877.464.4772)

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<sup>1</sup> Section 2693(b)(2)(A) of the PHS Act

## 2 SUMMARY OF PART A MAI YEAR-END REPORTING REQUIREMENTS

At the end of the grant year, grantees report to HRSA the actual services provided, expenditures, the numbers of clients served, and outcomes achieved in their *Part A MAI Annual Report (Report)*. This section provides an overview of the components in the *Report*. Note: To review information/data required at the start of the grant year in the *MAI Annual Plan* or guidelines for selecting outcome measures, please refer to the *FY 2006 MAI Program Reporting Instructions* provided by HRSA to grantees in April 2006. If you need a copy, please contact your Project Officer.

### 2.1 Overview of *Part A MAI Report* Components

The *Report* contains two parts: (1) Web Forms that collect standardized quantitative and qualitative information, and (2) an accompanying narrative report. The following sections provide an overview of each of these components.

#### 2.1.1 Web Forms Overview

The purpose of the Web Forms is to collect standardized quantitative and qualitative information on how the funds were spent, the number of service units provided, the total number of clients served, the total numbers of women, infants, children and youth served, and up to three client-level health outcomes achieved for each service/activity provided to each ethnic/racial community.

#### 2.1.2 Narrative Overview

The MAI Narrative is a 2- 4-page document where grantees provide:

- Background information needed to explain the data included in the *Web Forms*;
- A summary of program achievements in relation to planned goals and objectives, including client-level health outcomes and capacity development or technical assistance activities; and
- Challenges and lessons learned in providing MAI-funded services.

### 2.2 Reporting Deadlines

Typically the *Report* is due 90 - 120 days after the Budget Period Start and End Dates. In FY06, the deadline for *Part A MAI Annual Report* has been automatically extended to July 11, 2007 due to implementation of the new web-based MAI reporting system.

### 2.3 Part A MAI Report Electronic Submission Process

Part A grantees are required to submit their FY 2006 *Part A MAI Report* electronically. Like the CARE Act Data Report (CADR), the MAI Report is now a deliverable in HRSA's Electronic Handbooks (EHBs). Please visit <https://performance.hrsa.gov/hab/ehbdemo/mai/> for instructions for registering in the EHBs and accessing the *Part A MAI Report* web application.

### 3 DETAILED INSTRUCTIONS FOR COMPLETING THE 2006 ANNUAL REPORT

#### 3.1 Start Submission in the EHBs

Steps for navigating to the MAI Web Application and starting the 2006 MAI Annual Report:

1. Log in to the EHBs
2. Click the "View Portfolio" link in the left menu
3. Locate the Part A Grant in the Grants Portfolio and click the "Open Grant Handbook" link
4. Click the "Other Submissions" link in the left menu
5. Locate the Part A MAI Annual Report and click the "Start Submission" link
6. The MAI Web Application will open in a new window.
7. Choose the Annual Report In the Action List

#### 3.2 Complete MAI Report Data Collection Forms

##### 3.2.1 Grantee and Funding Information Web Form

###### Step 1A: Grantee Information

Prepared By: Your name will be pre-populated with the name in your EHBs Profile. HRSA will contact you if questions arise about information after it has been submitted.

Title: Type your job title as the person preparing the report.

E-Mail Address & Telephone: Your e-mail address and phone number will be pre-populated with information in your EHBs Profile. If the information is incorrect, you may update it in this web form.

###### Step 1B: Funding Information (Update Plan)

Part A MAI Award: The total amount of MAI funds awarded to your EMA for the fiscal year will be pre-populated from the plan and displayed as read only.

MAI \$\$ (funds) Approved for Carryover: This field will be pre-populated with amounts from your Plan. Enter or modify the amount of MAI funds approved for Carryover, if any, in this text box.

MAI Funds to be used for Grantee Administration: The **amount** of the FY MAI award allocated for grantee administration will be pre-populated from the plan and displayed as read only. The percentage will be calculated and displayed. Enter the amount of grantee administration spent during the year in this text box.

**Please remember:**

- MAI carryover funds may ONLY be used for MAI services/activities; and
- Service-specific budgets previously reported in your *MAI Plan* must be revised to reflect the inclusion of carryover funds when you submit your *MAI Year-End Annual Report*.

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##### 3.2.2 Service Categories Web Form

This form will display, in read only mode, the services selected in the 2006 *Plan*.

## Step 2A: Review Service Categories

You will not be able to change the service categories. Contact the HRSA Call Center at 1-877-Go4HRSA or [CallCenter@hrsa.gov](mailto:CallCenter@hrsa.gov) if you need to add or remove a service category

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### 3.2.3 Race/Ethnicity Service Group Web Form

This form will display, in read only mode, the services the EMA/TGA planned to be delivered to each minority group, the amounts budgeted, and whether it was a new, continuing, or expanded service.

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### 3.2.4 MAI Service Web Forms

Your 2006 MAI Annual Report will contain separate *Web Forms* for each racial and ethnic client group to whom a service/activity will be directed. **This does NOT mean that grantees should prepare an individual *worksheet* for each service provider.** Information from multiple providers delivering the same service to the same ethnic/racial group should be consolidated into a single MAI service *Web Form*. If the grantee needs technical assistance with this requirement, contact the HRSA Call Center at 1-877-Go4HRSA.

The information fields described below are required for each service *Web Form*; i.e. for each service/activity to be provided to each racial/ethnic community.

**Service Information:** This information will be pre-populated on each service *Web Form*.

1. **Service or Activity**
2. **Ethnicity and Race of Client Group to Receive This Service**
3. **New, Continuing or Expanded Effort.**

**Budget Information:** 4. a, b, and c. will be pre-populated from information in your *MAI Plan*. Follow the instructions for 4.d below to enter expenditures.

#### 4. **Planned Budget and Expenditures for This Ethnic/Racial Group**

- a. FY MAI Funds Budgeted for this Service to this Client Group: Pre-populated from your *MAI Plan* for FY 2006 and/or from updated information provided to HRSA prior to June 5.
- b. MAI Carryover from Prior Year Budgeted for This Service to This Group: Pre-populated from your *MAI Plan*. Verify or update the amount of carryover funds.
- c. Total MAI Funds Budgeted for This Service to This Group: automatically calculated.
- d. Spent: Report actual expenditures for this fiscal year.

**Service Units:** Follow the instructions below to enter required information for service units.

5. **Service Unit Name and Definition:** will be pre-populated from your *Plan*.
6. **Record of Service Units Provided:** Point and click in field 6 to report the actual total number of service units provided in FY 2006.

**Record of Clients Served:** Follow the instructions below to enter required information for clients served. All "planned client" numbers will be pre-populated from your MAI *Plan*

7. **Planned and Actual Total Number of Clients Served:** Use fields 7a – 7e to report the **actual total unduplicated number** of clients within this ethnic/racial group that received the service.
  - a. **Total Unduplicated Number of Clients:** Report the unduplicated total number of clients in this community that actually received the service.
  - b. **Total Unduplicated Number of Women:** Report the unduplicated total number of women (25 years or older) in this community that actually received the service.
  - c. **Total Unduplicated Number of Infants:** Report the unduplicated total number of infants (<2 years) in this community that actually received the service.
  - d. **Total Unduplicated Number of Children:** Report the unduplicated total number of children (2-12 years) in this community that actually received the service.
  - e. **Total Unduplicated Number of Youth:** Report the unduplicated total number of youth (13-24 years) in this community that actually received the service.
8. **8A. Planned Client Level Outcome(s):** Fields will be pre-populated with information submitted in your *MAI Plan* for FY 2006.

**Year-End Outcome Results:** Follow the instructions below to report Year-End outcome results.

9. **Documented Evidence of Outcomes Achieved:**
  - a. **Narrative Description of Outcomes Achieved:** Use Outcome # 1 to document results achieved in relation to planned outcome #1; use Outcome # 2 to document results achieved in relation to planned outcome #2; and use Outcome # 3 to document results achieved in relation to planned outcome #3.
  - b. **Number of Clients Served in Target Population:** Report the total number of targeted clients to which each outcome applies. The number entered may not necessarily agree with the "*Total Number of Clients Served*" reported in 7a above, but cannot exceed that number. (For example, the total number of people in this ethnic/racial group that received a service might be 100 clients, but one of the outcomes being reported may pertain only to the 35 women clients who were served. In that case, you would enter 35 as the "*Number of Clients Served in Target Population*," for that particular outcome.)
  - c. **Number of Clients Achieving Outcome:** Report the number of clients within the target population that achieved each outcome. (To continue the above example targeting women clients: if only 30 of the 35 women served achieved this outcome, then you would enter 30 as the "*Number of Clients Achieving Outcome*" for this particular outcome.)

- d. **Percent:** The percentage field is locked and will automatically calculate the percent of clients that achieved this outcome. (For the above example in 9c, the calculated percentage would be 30 divided by 35, or 85.7 percent.)
- e. **Was Outcome Met, Exceeded, or Not Met?** Use the drop-list to report whether each outcome was met, exceeded, or did not meet the expected outcome. (To continue the example above: if the planned target was that at least 75% of women served would achieve this outcome, then you would select “exceeded” since 85.7% of women clients served achieved the outcome.)

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### 3.3 MAI Year-End Annual Report Narrative

Write 2 – 4 pages that address the following:

- Any explanation(s) needed to understand data submitted in the *in the MAI Workbook*, such as carryover allocations, budget revisions, unexpended funds, revised outcome measures.
- A summary of: 1) program accomplishments for the year in relation to planned MAI goals and objectives; 2) client-level or service-level outcomes achieved that year, and in relation to previous years for continuing or expanded efforts; and 3) capacity-development or technical assistance activities that supported MAI-funded services; and,
- Challenges dealt with by the grantee and/or providers in planning or delivering MAI-funded services, documenting outcomes, or meeting planned outcome targets; and progress toward resolving the challenges.

### 3.4 Upload MAI Year-End Annual Report Narrative

You will upload the MAI Year-End Annual *Report Narrative* into the Part A MAI Report system to HRSA through the EHBS after the *Report Workbook* has been successfully uploaded.

1. Click the Upload Narrative link in the left menu
2. Browse to locate the Narrative file (Word or Word Perfect files only) and click the Upload Narrative button.
3. The system will confirm that the file was uploaded successfully.

### 3.5 Submit Report for Project Officer Review

Once you have completed all Web Forms for each service provided to each racial/ethnic group, uploaded your *MAI Report Narrative*, and the data reported has passed validation, you will be submit the 2006 *Part A MAI Annual Report* to HRSA and your Project Officer. Click the “Submit” button in the left menu to complete this process.

### 3.6 Download MAI Workbook for your record

You can download a customized MS Excel MAI Workbook containing the information from your submitted report for you for your records. The MAI Workbook will be read only.

1. Click the Download Workbook link in the left menu
2. Save the file to your computer.
3. The MAI Workbook will be READ ONLY. You may make changes to the report, before you submit it, in the online Service Web Forms.