

April 17, 2008

Dear Ryan White Contractor:

As you know, all reports (EMER, EMPR and Client-Level Data Extracts) are now due by the 15th of each month to HIVCS.

It has come to our attention that certain contractors have been unable to submit their March EMER and EMPR reports via www.healthsolutions.org/hivcs.

Please see below for important clarifications:

Performance-Based Contracts

Client-Level Data Extracts - There are no technical barriers. You should still submit these as usual to www.healthsolutions.org/duet as per the reporting schedule and payment will be processed as usual.

EMPR – For those contracts that have not had Data Link install their Year 18 contract, you will not be able to submit your EMPR until this occurs. For these contracts only, you will have until June 15th to submit your March, April and May MPR's via www.healthsolutions.org/hivcs. *Please note once Data Link installs your year 18 contract, you should submit your MPR's and not wait until the June 15th final deadline.*

Payment will not be held for those contractors that submit their client-level data extracts but cannot submit their EMPR's.

Cost-Based Contracts

Client-Level Data Extracts - There are no technical barriers. You should still submit these as usual to www.healthsolutions.org/duet as per the reporting schedule.

EMER – **For those contracts that can enter and submit their EMER, you should submit your EMER's as per the reporting schedule.** For those contracts that are still having technical difficulty in entering and submitting EMERS, HIVCS expects that this will be resolved no later than April 30th. Therefore, we are extending the due date for the submission of your March EMER to **May 15th**, which coincides with the submission of your April EMER. *****Please note that only executed contracts will be eligible for payment once the EMER data is entered and submitted. Also, we encourage you to submit your EMER as soon as it is possible (vs. waiting until 5/15) in order for you to get paid as quickly as possible.***

EMPR – For those contracts that have not had Data Link install their Year 18 contract, you will not be able to submit your EMPR until this occurs. For these contracts only, you will have until **June 15th** to submit your March, April and May MPR's via www.healthsolutions.org/hivcs. *Please note once Data Link installs your year 18 contract, you should submit your MPR's and not wait until the June 15th final deadline.*

Payment will not be held for those contractors that cannot submit their EMPR's due to this issue.

We apologize for any inconvenience this may have caused you. Please contact your Contract Manager with any questions.

Sincerely,

A handwritten signature in cursive script that reads "Bettina Carroll".

Bettina Carroll
Senior Deputy Director for Programs , HIV Care Services, a program of Public Health Solutions