



**DHS HIV Prevention Funded Programs
QUARTERLY REPORTING
FREQUENTLY ASKED QUESTIONS**

Q: Who submits quarterly reports to the DHS HIV Prevention Program?

A: County Health Departments that receive funds for HIV prevention activities from the DHS HIV Prevention Program are required to submit quarterly reports.

Q: What happens when a county health department subcontracts with another organization to provide HIV prevention activities?

A: When a health department subcontracts HIV prevention services to another organization, the health department is responsible for obtaining information from that agency necessary to complete the quarterly reports. The county health department is responsible for submitting the reports to the DHS HIV Prevention Program.

Q: When are the quarterly reports due?

A: The fiscal year for DHS begins July 1st and ends June 30th. Reports are due:

| Quarter | Months Included in Quarter | Reports Due |
|----------------|-----------------------------------|--------------------|
| 1st Quarter | July, August, September | October 25 |
| 2nd Quarter | October, November, December | January 25 |
| 3rd Quarter | January, February, March | April 25 |
| 4th Quarter | April, May, June | July 25 |

Q: For which programs do we submit quarterly reports?

A: Any programs that are funded entirely or in part with funds from the DHS HIV Prevention Program. Examples include HIV Counseling and Testing, Community PROMISE, and IDU OHROCS (needle exchange).

Q: How do we know which forms to submit and how to access these forms?

A: Each health department will submit one FISCAL report form which covers the fiscal elements of all of the DHS HIV Prevention Program-funded programs. Additionally, each health department will submit a DATA report

form for each program, except HIV Counseling & Testing. Data for HIV Counseling & Testing programs is generated by HIV testing forms that are submitted as tests are performed. Form templates or instructions on how to access form templates will be provided to you by the DHS HIV Prevention Program prior to the start of each fiscal year (July 1st). They are also available on our DHS HIV Prevention site at <http://www.oregon.gov/DHS/ph/hiv/index.shtml>

Q: How do we submit quarterly report forms?

A: Currently forms can be submitted by mail, email (as attachments) or Fax. ALL quarterly report forms should be directed to Warren Scott, who will distribute reports to appropriate individuals on the DHS HIV Prevention Team.

Mail: 800 NE Oregon Street Suite 1105 Portland, OR 97232 Attn: Warren Scott

Email warren.r.scott@state.or.us

Fax: 971-673-0178 Attn: Warren Scott

Q: Are there other quarterly reporting activities that are required?

A: We may ask you to participate in additional reporting activities such as quarterly phone check-ins or written narrative reports. These additional, less formal activities may be modified throughout the year to meet our information-gathering needs. You will be notified of any additional reporting expectations well in advance.

Q: Who do I contact if I have questions about how to fill out a particular form?

A: For FISCAL form questions, contact Barbara Danel by phone at 971-673-0025 or via e-mail at barbara.j.danel@state.or.us

For DATA collection questions, contact Wendi Johnson by phone at 971-673-0165 or via e-mail at wendi.r.johnson@state.or.us

For general reporting questions, funding questions or other topics related to HIV prevention programming, contact Larry Hill or Cessa Karson-Whitethorn. Larry can be reached by phone at 971-673-0162 or via E-mail at larry.d.hill@state.or.us. Cessa Karson-Whitethorn can be reach by phone at 971-673-0150 or via E-mail at cessa.karson@state.or.us