

Sample Web Form for Part A MAI Annual Report

There are three steps included in the Part A MAI Annual Report (Step 1, Step 2A, Step 2B, and Step 3). Fields marked with a red asterisk (*) indicate that the field is editable and required. Some fields are pre-populated from the *Plan* report and are not editable during the *Annual Report*.

Step 1

Step 1 is the first page the user sees when they begin their Part A MAI Annual Report.

Figure 1: Step 1 in Part A MAI Annual Report

The screenshot shows the 'HAB MAI' web interface. At the top, it says 'U.S. Department of Health and Human Services' and 'HRSMA Health Resources and Services Administration'. The user is logged in as 'ElisaP_HCC' with the role 'SysAdmin'. The session expires in 29:40. The main content area is titled '2008 Annual Report (Go to Annual Plan)' and is 'Step 1 of 3'. The access mode is 'edit' and the MAI status is 'working'. A blue bar indicates 'CUSTOMIZE REPORT' and a note says 'This should be completed by all MAI Grantees.' The current step is 'Step 1: Grantee and Funding Information'. A note states 'Fields with a red star (*) are required'. The form is divided into two sections: '1A. Grantee Information' and '1B. Funding Information'. Section 1A includes fields for 'Prepared By', 'Title', 'Email', and 'Telephone', all marked with a red asterisk. Section 1B includes fields for 'Part A MAI Award' (pre-filled with \$211298), 'MAI \$\$ Approved For Carryover', 'MAI Funds Spent on Grantee Administration', and 'MAI Funds Spent on Clinical Quality Management'. The latter two have percentage constraints. At the bottom, there are navigation buttons: '< Previous Page', 'Next Page >', 'Auto Fill', 'Auto Cleanup', 'Save', 'JS Test Button', and 'Restore Initial Values'.

Step 2A

Step 2A is pre-populated with the service categories reported in the *Plan* report.

Figure 2: Step 2A in Part A MAI Annual Report

The screenshot displays the MAI Administration interface. At the top, it shows the HRS logo and navigation links for Workflow, Administration, and Logout. A session expiration timer indicates 29:51 remaining. The main content area is titled '2008 Annual Report (Go to Annual Plan)' and 'Step 2A of 3'. A red message states: 'The grantee deadline for entering data for MAI Report is 01/29/2010 6:00PM EDT'. Below this, a 'CUSTOMIZE REPORT' section is visible, followed by 'Step 2A: Select Service Categories'. A note indicates that fields with a red star (*) are required. The '2A. Select Service Categories:' section is divided into two main categories: 'Core Medical Services' and 'Support Services'. Under 'Core Medical Services', 'Outpatient/Ambulatory Health Services' is selected with a checked checkbox. Other services listed include Early Intervention Services, AIDS Pharmaceutical Assistance (local), AIDS Drug Assistance Program (ADAP) Treatments, Oral Health Care, Health Insurance Premium & Cost Sharing Assistance, Home Health Care, Home and Community-based Health Services, Hospice Services, Mental Health Services, Medical Case Management (including Treatment Adherence), Medical Nutrition Therapy, and Substance Abuse Services - outpatient. Under 'Support Services', various services are listed with unchecked checkboxes, including Case Management (non-Medical), Linguistics Services, Rehabilitation Services, Substance Abuse Services - residential, Treatment Adherence Counseling, Psychosocial Support Services, Respite Care, Emergency Financial Assistance, Food Bank/Home-Delivered Meals, Health Education/Risk Reduction, Housing Services, Outreach Services, Referral for Health Care/Supportive Services, Medical Transportation Services, Child Care Services, and Legal Services. A left-hand navigation menu includes options for MAI Administration, MAI Navigation, MAI Report Sheets, and user information. At the bottom, there are buttons for '< Previous Page', 'Next Page >', 'Auto Fill', 'Auto Cleanup', 'JS Test Button', and 'Restore Initial Values'.

Attachment A

Step 2B

Step 2B is pre-populated with the race/ethnicity and level of effort data for each service category reported in the Plan report.

Figure 3: Step 2B in Part A MAI Annual Report

The screenshot displays the HRS MAI Annual Report interface. At the top, it shows the U.S. Department of Health and Human Services logo, the title 'HAB MAI', and navigation links for 'Workflow', 'Administration', and 'Logout'. A session expiration timer indicates 'Your session will expire in: 29:54'. The main content area is titled '2008 Annual Report (Go to Annual Plan)' and 'Step 2B of 3'. A red alert message states: 'The grantee deadline for entering data for MAI Report is 01/29/2010 6:00PM'. Below this, there is a 'CUSTOMIZE REPORT' button and a section for 'Step 2B: Select Race Ethnicity'. A note indicates 'Fields with a red star (*) are required'. The main table is titled '2B. Select Race Ethnicity:' and has two columns: 'Outpatient / Ambulatory Health Services' and 'Effort'. The table lists six race/ethnicity categories, each with three radio button options for effort level: 'New', 'Expanded', and 'Continuing'. At the bottom of the interface, there are navigation buttons: '< Previous Page', 'Next Page >', 'Auto Fill', 'Auto Cleanup', 'Save', 'JS Test Button', and 'Restore Initial Values'. A left sidebar contains navigation options like 'Grant Number', 'MAI Administration', 'View Summary', 'Print PDF', 'Upload Narrative', 'View Narrative', 'Add Comments', 'View Comments', 'Release Lock', 'Validate', 'Submit', 'Download', 'Workbook', 'MAI Navigation', 'Customize MAI', 'MAI Report Sheets', 'Medical-Hispanic', 'Medical-Indian', 'Logged in as: ElisaP_HCC', 'Role(s): SysAdmin', and 'Logout'.

U.S. Department of Health and Human Services
HRS
 Health Resources and Services Administration
 E-HANDBOOK

HAB MAI
 Workflow | Administration | Logout
 Your session will expire in: 29:54
 Help

Grant Number

MAI Administration
 View Summary
 Print PDF
 Upload Narrative
 View Narrative
 Add Comments
 View Comments
 Release Lock
 Validate
 Submit
 Download
 Workbook

MAI Navigation
 Customize MAI
 - Step 1
 - Step 2A
 - Step 2B
 - Step 3

MAI Report Sheets
 - Medical-Hispanic
 - Medical-Indian

Logged in as:
 ElisaP_HCC
 Role(s):
 • SysAdmin
 Logout

The grantee deadline for entering data for MAI Report is 01/29/2010 6:00PM

2008 Annual Report (Go to Annual Plan)
 Step 2B of 3
 Access Mode: edit - Data can be edited by: USER only - MAI Status: working

CUSTOMIZE REPORT

Step 2B: Select Race Ethnicity
 Fields with a red star (*) are required

2B. Select Race Ethnicity:

Outpatient / Ambulatory Health Services	Effort
Asian	<input type="radio"/> New <input type="radio"/> Expanded <input type="radio"/> Continuing
American Indian or Alaska Native	<input type="radio"/> New <input type="radio"/> Expanded <input type="radio"/> Continuing
Black or African American	<input type="radio"/> New <input type="radio"/> Expanded <input type="radio"/> Continuing
Hispanic or Latino(a)	<input type="radio"/> New <input type="radio"/> Expanded <input type="radio"/> Continuing
Native Hawaiian/Other Pacific Islander	<input type="radio"/> New <input type="radio"/> Expanded <input type="radio"/> Continuing
More than one race	<input type="radio"/> New <input type="radio"/> Expanded <input type="radio"/> Continuing

< Previous Page Next Page > Auto Fill Auto Cleanup Save JS Test Button Restore Initial Values

Step 3

Step 3 is the process of filling out the report sheets. There is one report sheet for each race/ethnicity group for each service category. Some fields are pre-populated from the *Plan*.

Figure 4: Step 3 in Part A MAI Annual Report

2008 Annual Report (Go to Annual Plan) Access Mode: **edit** - Data can be edited by: **USER** only - MAI Status: **working**

COMPLETE REPORTS

Data Entry: Please use the form below to complete each report you selected Fields with a red star (*) are required

I have completed the data entry task for this report sheet.

Current Sheet Status: **Not Started**

Report Sheet: **Medical-Hispanic** Add Comment to this report sheet

Service Information

1. Service or Activity:	Outpatient / Ambulatory Health Services	
2. Ethnic or Racial Community To Receive This Service	Hispanic or Latino(a)	
3. New, Continuing, or Expanded Effort	Continuing	

Budget and Expenditure Information

	Plan	Annual
4A. FY MAI funds budgeted for this service to this client group:	\$ 3000.00	
4B. MAI carryover budgeted for this service to this client group:	\$ *	
4C. Total MAI funds budgeted or spent for this service to this client group:	\$3,000.00	\$ *

Service Units

5. Service Unit Name and Definition: 1 unit = 1 visit

Reason for Using Non-Standard Definition:

6. Record of service units provided: 200 *

Record of Clients Served

	Plan	Annual
7A. Total Unduplicated Number of Clients:	150	*
7B. Total Unduplicated Number of Women:	60	*
7C. Total Unduplicated Number of Infants:	20	*
7D. Total Unduplicated Number of Children:	0	*
7E. Total Unduplicated Number of Youth:	10	*

Planned Outcomes

8A. PLANNED CLIENT LEVEL OUTCOMES	Target Percent
#1. Other: Among new PLWH clients served who are also newly released from incarceration, an increased percentage will keep at least two medical appointments during the 12-month reporting period. *	60 %
#2. NULL: Increase in the percentage of clients with improved or stable viral load test results	75 %
#3. NULL: Increase in the percentage of new clients whose initial medical evaluation meets age and gender-specific P	80 %

Year-End Outcome Results

9A. Narrative Description of Outcomes Achieved	9B. No. of Clients Served in Target Population	9C. No. of Clients Achieving Outcome	9D. Percent	9E. Was Outcome Met, Exceeded, Not Met?
#1. Planned outcome # 1: Other: Among new PLWH clients served who are also newly released from incarceration, an increased percentage will keep at least two medical appointments during the 12-month reporting period.	[]	[]	%	[Select an ou]
#2. Planned outcome # 2: Increase in the percentage of clients with improved or stable viral load test results	[]	[]	%	[Select an ou]
#3. Planned outcome # 3: Increase in the percentage of new clients whose initial medical evaluation meets age and gender-specific PHS Clinical Guidelines for HIV/AIDS	[]	[]	%	[Select an ou]