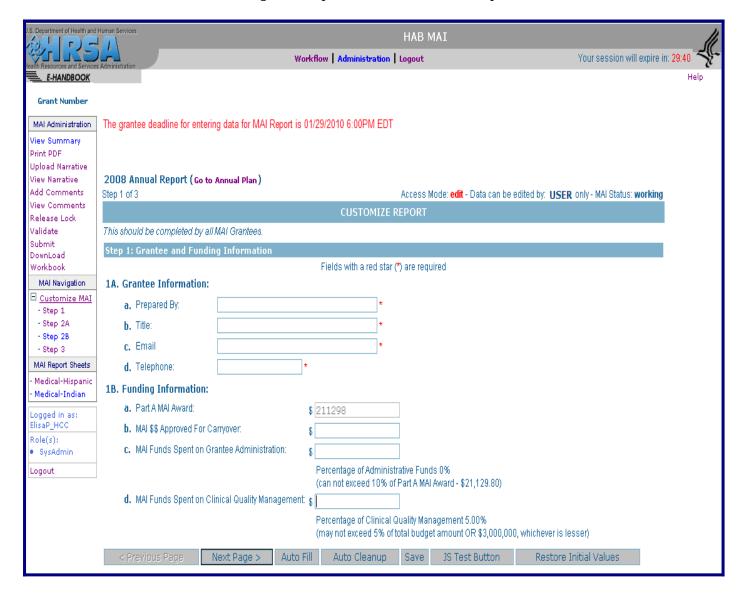
## Attachment A - Screen Shots of Sample Web Form from Part A MAI Report Web Application

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



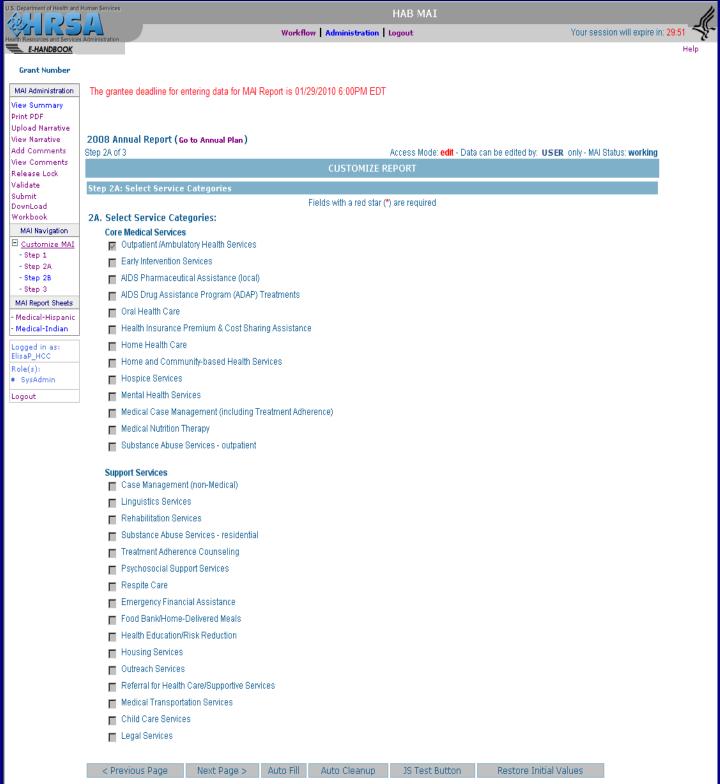
#### Step 2A

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

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

and Human Services

HAB MAI



# Step 2B

Logged in as: ElisaP\_HCC

Role(s): SysAdmin Logout

< Previous Page

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

HAB MAI Workflow | Administration | Logout Your session will expire in: 29:54 E-HANDBOOK **Grant Number** MAI Administration The grantee deadline for entering data for MAI Report is 01/29/2010 6:00PM View Summary Print PDF Upload Narrative 2008 Annual Report (Go to Annual Plan) View Narrative Add Comments Step 2B of 3 Access Mode: edit - Data can be edited by: USER only - MAI Status: working View Comments **CUSTOMIZE REPORT** Release Lock Validate Step 2B: Select Race Ethnicity Submit Fields with a red star (\*) are required DownLoad Workbook 2B. Select Race Ethnicity: MAI Navigation Outpatient /Ambulatory Health Services Effort ⊟ <u>Customize MAI</u> Asian New Expanded Continuing - Step 1 American Indian or Alaska Native New Expanded Continuing - Step 2A - Step 2B Black or African American New C Expanded Continuing - Step 3 Hispanic or Latino(a) New Expanded Continuing MAI Report Sheets Native Hawaiian/Other Pacific Islander Medical-Hispanic Medical-Indian More than one race

Auto Fill

Next Page >

Auto Cleanup

Save

JS Test Button

New C Expanded C Continuing

Restore Initial Values

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

### 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 Data Entry: Please use the form below to complete each report you selected Fields with a red star (\*) are required lacksquare 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 Service or Activity Outpatient /Ambulatory Health Services Ethnic or Racial Community To Receive This Service Hispanic or Latino(a) Continuing New, Continuing, or Expanded Effort **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: Service Units 1 unit = 1 visit  $\forall$ \_ Service Unit Name and Definition: Reason for Using Non-Standard Definition \_ Record of service units provided: Record of Clients Served Plan Annual 7A. Total Unduplicated Number of Clients 7B. Total Unduplicated Number of Women: 7C. Total Unduplicated Number of Infants: 7D. Total Unduplicated Number of Children: 7E. Total Unduplicated Number of Youth: Planned Outcomes 8A. PLANNED CLIENT LEVEL OUTCOMES 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 60 Increase in the percentage of clients with improved or stable viral load test results  $\neg$ 96 75 Increase in the percentage of new clients whose initial medical evaluation meets age and gender-specific P💌 80 Year-End Outcome Results 9B. No. of Clients Served in Target Population 9C. No. of Clients Achieving Outcome 9E. Was Outcome 9D. 9A. Narrative Description of Outcomes Achieved Met, Exceeded, Not Met? Percent #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 96 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▼ Auto Fill Auto Cleanup Save JS Test Button Restore Initial Values