

### **III. Reporting**

Reports and Data: All grantees will be required to report information to the ISDH through the SWIMSS and EvaluationWeb© system. Information includes monthly data, quarterly performance benchmarks, and an annual evaluation. All data must be entered upon receipt of information. Quarterly performance benchmarks must be reviewed on April 15<sup>th</sup>, July 15<sup>th</sup>, October 15<sup>th</sup>, and January 15<sup>th</sup>. The annual evaluation is due January 15<sup>th</sup>.

Failure to comply with deadlines and content requirements will impact expenditure reimbursements. All data collected as part of this grant are considered property of the ISDH.

#### **A. Reimbursement**

Expenditure reports are required to be submitted based on deliverable due dates. Invoices must be submitted within 30 days of the deliverable completion date. Documentation to submit in the invoice includes description of deliverable completion, cost, and outcome. All proposed changes to the budget must be presented in written form and reviewed for approval by the ISDH DIS and PS staff before expenses can be encumbered. Failure to comply with deadlines and content requirements may result in an interruption of reimbursements or contract termination.

## **B. Technology**

Grantees must have Internet access in order to participate in the SWIMSS and EvaluationWeb© system requirement. Applicants without on-site Internet access will not be considered for a contract award.

In an effort to ensure efficient and timely communication with grantees, the ISDH relies heavily on electronic means of communication. Therefore, successful applicants will have a confidential fax machine and secure e-mail capacity (SFTP site) for key staff including at a minimum the Executive Director and/or Program Manager.

## **C. Record Keeping**

Grantees are required to maintain client records in a secure and confidential manner. Computer systems containing client information must be protected with multiple passwords. Office equipment that is used for storing confidential materials must be locked when not in use. Providers must adopt and adhere to written policies and procedures which specify that client information is considered confidential, privileged information. The provider must possess a written policy which limits access to client records to only designated clinic staff. Release of information to entities other than those noted herein must be preceded by the written consent of the client or legal representative, except as demanded under state statutes. These policies and procedures must include provisions for discipline should violations occur.

## **D. STD/HIV/AIDS Related Educational Materials**

Providers must submit all materials (brochures, videos, promotional, etc.) used in the intervention to the HIV Program Review Panel for approval. All items should be submitted 30 days prior to use. Noncompliance with these requirements may result in restrictions or disallowance of provider funds related to the use of unapproved materials.

## **E. Training Requirements**

All contractors and subcontractors will attend and satisfactorily complete the following trainings. Even with personnel changes within the funded entity, staff will maintain the appropriate training:

- Basic HIV,STD, Viral Hepatitis, and TB Training as Recommended by CDCs Program Collaboration and Integration Services (PICS) initiative.
- Annual Confidentiality Review Webinar
- Indiana State Department of Health's HIV Prevention Counseling Certification Course based on the CDC's Fundamentals of HIV Prevention Counseling and Partner Services Course
- CDCs STD training modules course

- CDCs Introduction to STD Interviewing (ISTDI) and Advanced STD Interviewing (ASTDI) as needed.
- Staff functioning as first line supervisors of DIS casework for syphilis need to take CDC's Principles of STD Supervision and STD Intervention for Supervisors