

M-A-C AIDS FUND REPORTING INSTRUCTIONS

Welcome to the M-A-C AIDS Fund's new online grant management system.

This document provides instructions and tips to complete a grant progress report using the MAF online system.

- Important Dates
- General Overview
- How To Access Your Grant Report
- Main Sections of a Grant Report
- Additional Resources
- List of MAF Outcome Metrics

Please note that most reports require two separate sections – the main report and an additional link to client data tables. **We strongly recommend that you begin your report early and do not wait until the deadline to submit.**

IMPORTANT DATES

Date Grant Received	Next Report Due	Due Date
2014		
July, August, or September 2014	6-month report	April 1, 2015
	12-month report	Oct 1, 2015
October, November, or December 2014	6-month report	July 1, 2015
	12-month report	Feb 1, 2016
2015		
January, February, or March 2015	6-month report	Oct 1, 2015
	12-month report	Apr 1, 2016
April, May, or June 2015	6-month report	Feb 1, 2016
	12-month report	Aug 1, 2016
July, August, or September 2015	6-month report	April 1, 2016
	12-month report	Oct 1, 2016
October, November, or December 2015	6-month report	July 1, 2016
	12-month report	Feb 1, 2017

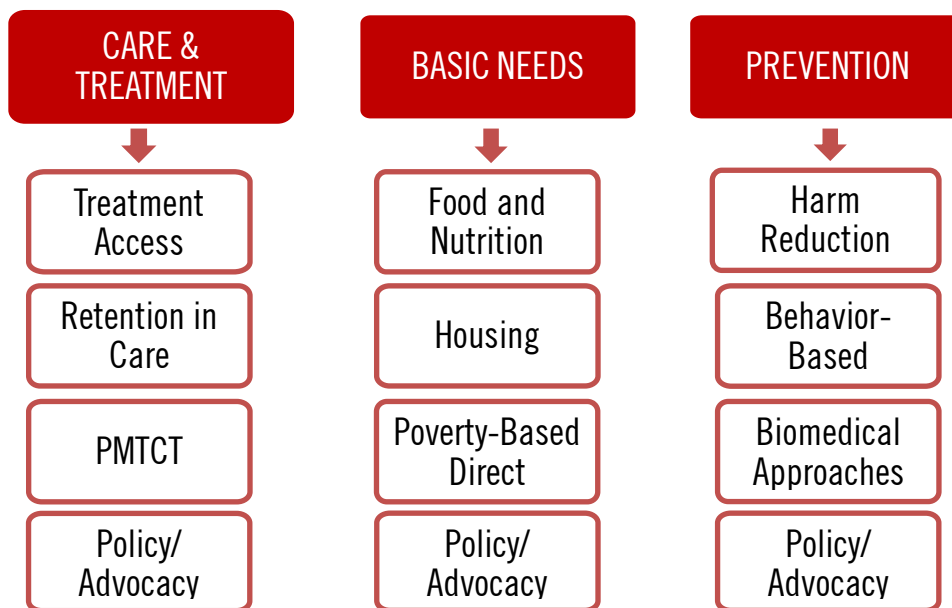
Note: World AIDS Day Grants, AIDS Walk Grants, and M-A-C Team Grants will only require one very brief 12-month report.

GENERAL OVERVIEW

The M-A-C AIDS Fund is focused on three primary strategies:

- Care & Treatment
- Basic Needs
- Prevention

We now have three Grant Report types that are aligned with each of the three strategies and a fourth type called “Core Grant Report,” a simplified report for general operating support, World AIDS Day, AIDS Walk, and affiliate grants from international M-A-C country offices.



HOW WE SELECTED IMPACT METRICS

- Extensive review of global HIV strategies and impact indicators among major global health and government funding entities informed the selection of key metrics
- Metrics are consistent with ones currently used across sectors (i.e., United Nations, PEPFAR, HRSA, WHO)
- A complete list of these metrics are on the last page of this MAF Reporting Instructions document

HOW TO ACCESS YOUR GRANT REPORT

SIGN-IN WITH USERNAME AND PASSWORD

- You will receive a notification email with a link to complete your Grant Report
- The link will take you to the same Login Page used for Applications
- The link is also available here (this is the link to the Grantee Portal):
<https://MACAIDSFund.foundationconnect.org/GrantsManager/pages/Login/Login.aspx?OrgID=00DG0000000ldAZ>
- You may wish to bookmark this link for quick access to the portal.
- Also note that anyone can access and fill out the report, not only the person who received the email notification.

Language: English

MAC AIDS FUND

Apply online for grants and submit reports

Welcome to the M•A•C AIDS Fund's online grant management system!

If you are a current grantee, your **Username** is your email address and your **Password** is welcome. You can reset the password once you sign in.

If you are a new applicant, click the **Register** button to create a new account. Forgot your password? Click the **Can't access your account?** link next to the **Login** button to receive a temporary password at the email account associated with your user name.

Note that username and password are case-sensitive.

Username
Password

Login [Can't access your account?](#)

New Portal User **Register**

- Each approved grant will have a required Grant Report.
- All Grant Report IDs start with GR. Click on the Edit symbol to open the report.

MAC AIDS FUND

[My Submissions](#) [Profile](#) [Logout](#)

The **Active Requests** tab lists applications in process. To edit your application, click the icon under **Edit** associated with the grant you are working on. Click on the magnifying glass under **View** to open a read-only version.

Active Requests **Past Requests**

Edit	View	Grant Name	I.D.	Strategic Area	Status	Due Date	Last Modified Date
	Q	TESTORG22 - Core - 2014-09-03	N-C-14-20012	Core	Awarded		09/03/2014
	Q		GR-000000569		Requested		09/01/2014

NAVIGATION

- The first screen will show you the organization and contact information on record.
- Be sure to update these through the Profile button if they are not correct.

Language: English

MAC AIDS FUND

Report Parts

1 Details 2 Attachments 3 Review & Submit

Update, if necessary

My Submissions Profile Logout

Required fields are indicated with red bars. Click Save to commit your changes & click Continue to navigate to the next section. Click Cancel to discard changes.

Continue

▼ Introduction

Grantee Report	GR-000000562
Request	TESTORG22 - Prevention - 2014-09-01
Grant I.D.	N-P-14-20012

▼ Status

Due Date	9/1/2014
Submission Date	

▼ Organization and Contact Information

To view or edit your Organization or Contact information use the Profile link in the upper right.

Organization	TESTORG22
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MAIN SECTIONS OF A GRANT REPORT

1. Standard progress questions asked of all grantees
2. Number of people and populations served
3. Strategy/Approach-specific questions and related metrics
4. Stories of Success
5. Attachments
6. Follow-up clients' description tables

1) STANDARD PROGRESS QUESTIONS

All grantees are asked to complete standard questions about their progress

- Accomplishments
- Challenges
- Progress toward SMART goals
- Significant changes

2) NUMBER OF PEOPLE & POPULATIONS SERVED

- Total number served in reporting period
- Identification of most-at-risk populations served

Note: after you submit the first portion of your report, you will receive an email link to tables that provide more information about the most-at-risk populations you identify in this section.

3) STRATEGY-SPECIFIC M&E METRICS

Each Grant Report will have questions and M&E metrics based on their primary strategy and approach:

- Care & Treatment
- Basic Needs
- Prevention

PREVENTION EXAMPLE

▼ Monitoring & Evaluation for Harm Reduction		
Total # syringes distributed	<input type="text"/>	
Number of injection drug users who report using sterile injection equipment at last use	<input type="text"/>	Percent of injection drug users who report using sterile injection equipment at last use <input type="text"/>
▼ Monitoring & Evaluation for Behavior-Based Prevention		
Number of people reached with individual/small-group evidence-based prevention interventions	<input type="text"/>	
Number of clients reporting condom use at last sex	<input type="text"/>	Percent of clients reporting condom use at last sex <input type="text"/>
▼ Monitoring & Evaluation for Biomedical Prevention		
Number of persons screened for STIs in the past six months	<input type="text"/>	Percent of persons screened for STIs in the past six months <input type="text"/>
Number of persons treated for STIs in the past six months	<input type="text"/>	Percent of persons treated for STIs in the past six months <input type="text"/>
▼ Monitoring & Evaluation for Policy and Advocacy		
Number of constituents who acted on requests to contact a key policy maker	<input type="text"/>	Percent of constituents who acted on requests <input type="text"/>
Number of meetings with health officials or legislative staff in past six months	<input type="text"/>	
Percent of times key policy makers returned phone calls in past six months	<input type="text"/>	
Number of times key policy makers actively sought advocate's counsel in past six months	<input type="text"/>	

Note: See last page of this document for a list of the outcome metrics for each MAF strategy (care & treatment, basic needs, and prevention) and associated approaches.

4) Stories of Success

Provide a story or stories that give voice to a client experience. Ideally a client is directly interviewed for this purpose rather than just a general story. Pictures, poetry or other modes of expression are highly encouraged to bring inspiration and meaning to the important work of your programs.

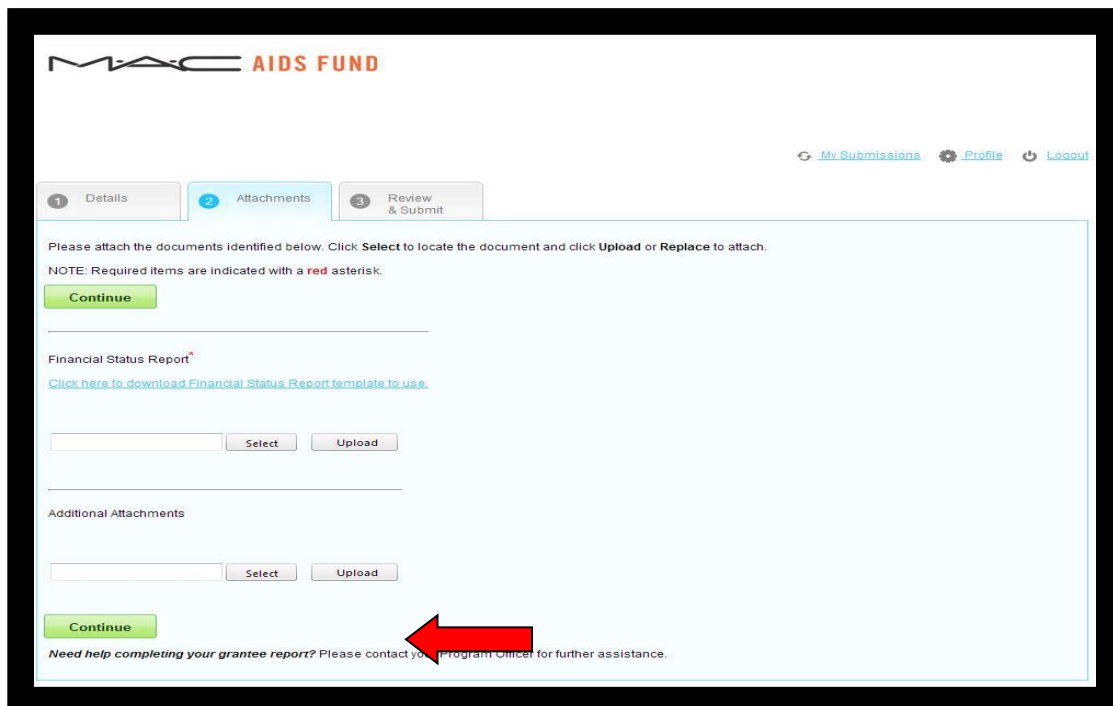


The screenshot shows a form with three sections:

- Project Completion**: Discuss any ongoing or anticipated barriers that may impact your activities and program goals. Discuss changes to program goals and their circumstances. Additionally, discuss any unmet goals.
- Stories of Success**: Provide a success story that shares the voice/words of a client or highlights your program's impact. A red arrow points to this section.
- Additional Comments**: Provide any other information you would like us to know about your project/program progress.

5) Attachments

- Financial report is required
- Pictures or longer Stories of Success can also be uploaded



The screenshot shows the 'Attachments' step of a form. At the top, it says 'MAC AIDS FUND'. There are navigation links for 'My Submissions', 'Profile', and 'Logout'. The form has three steps: '1 Details', '2 Attachments', and '3 Review & Submit'. The 'Attachments' step is active. It contains the following text and elements:

- Please attach the documents identified below. Click **Select** to locate the document and click **Upload** or **Replace** to attach.
- NOTE: Required items are indicated with a **red** asterisk.
- A green **Continue** button.
- Financial Status Report*** (with a red asterisk). Below it is a link: [Click here to download Financial Status Report template to use.](#)
- A file input field with **Select** and **Upload** buttons.
- Additional Attachments** section with another file input field and **Select** and **Upload** buttons.
- A second green **Continue** button. A red arrow points to this button.
- At the bottom: *Need help completing your grantee report? Please contact your program Officer for further assistance.*

MAKE SURE YOUR GRANT REPORT IS COMPLETE

Before you submit the Grant Report, make sure you have:

- Updated your individual and organizational profile
- Completed all Grant Report Details
- Provided Attachments
 - Financial Status Report (required)
 - Other Attachments

FINAL REVIEW

Before you hit “Submit” make sure to review the full contents of your Grant Report. The system also allows you to PRINT a copy of your report for your own records although you will always be able to view them via the web portal.

IMPORTANT: After you click SUBMIT, you will receive a confirmation email with an additional link. Please click on the link to go to the last section of the grant report.

6) Client Tables

After you submit the Grant Report, you will receive another email asking you to complete the Client Description Tables. Follow the link in your email and you will come to a page like this. **You will see different tables to fill out, based on your responses on the previous section of the report.**

TIP: THERE MAY BE A DELAY BEFORE PAGE FULLY LOADS.

Welcome to the final component of your progress report.

Please note that there may be a delay for a minute or so while the page is first loading and becomes active. If you receive a message that instructs you to close the page or wait, please select 'Wait.' Thank you for your patience.

In your progress report you have indicated the following information regarding the total number and gender of persons reached:

Total Population Served / Total Females Served / Total Males Served: 8000 / 6000 / 2000



Number

Below is the list of most-at-risk populations (MARPs) used globally to prioritize HIV and AIDS services. The boxes with check marks are the populations you stated you served during your program/project period. For each population checked you will see a corresponding table to provide a summary description of your clients' age and HIV status by gender (and race/ethnicity for U.S. based programs). **The total number of people you describe across these tables should be equal to the total population served listed above with appropriate total numbers by gender, if applicable.**

For organizations with global programs (both in the U.S. and outside of the U.S.) you will see separate tables for U.S.-based programs and non U.S.-based programs.

See www.macaidsfund.org for examples and frequently asked questions on completing client tables.

If you need to correct/change the population(s) previously selected you can check or uncheck any of the boxes.

Please review the tables so you see what information is requested. If you do not collect information that identifies your clients' as members of a "most-at-risk population" (MARP), see further instructions below.

Most-at-risk populations you selected:

- Children ages 12 and under
- Youth ages 13-19 without specified risk
- Men who have Sex with Men
- Men who have Sex with Female Sex Workers
- Women with High Risk Male Partners
- Pregnant Women
- Sex Workers
- Injection Drug Users
- Non-Injection Drug Users
- Transgender Persons
- Homeless Persons



MARPs you served

Note: there are different tables for programs serving US and non-US clients (the U.S. tables use age, HIV status, and race/ethnicity). Fill out the tables to the best of your ability, based on your program results for the reporting period.

U.S. TABLE EXAMPLE

Pregnant women

Provide the number of pregnant women served to-date by your MAF-funded program by age, HIV status and race/ethnicity using U.S. government labels as listed (acknowledging that Hispanics have multiple races and we are only collecting their ethnicity). Estimate any characteristic you are unsure about.

	Black / African American	Asian / Pacific Islander	Hispanic / Latino	White / Caucasian	Native American / Alaskan Native	Other / Mixed	Total
HIV Positive Females, Ages 13 – 19	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
HIV Negative Females, Ages 13 – 19	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
HIV Unknown Females, Ages 13 – 19	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
HIV Positive Females, Ages 20 – 24	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
HIV Negative Females, Ages 20 – 24	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
HIV Unknown Females, Ages 20 – 24	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
HIV Positive Females, Ages 25 – 49	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
HIV Negative Females, Ages 25 – 49	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
HIV Unknown Females, Ages 25 – 49	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
HIV Positive Females, Ages 50+	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
HIV Negative Females, Ages 50+	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
HIV Unknown Females, Ages 50+	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
Total							

NON-U.S. TABLE EXAMPLE

Total Adult Males

Provide the number of male adults you served to-date by the MAF-funded program by most-at-risk population (MARF), age and HIV status. If MARF or HIV status is unknown use the relevant unknown column and rows. Estimate age if you are unsure about it.

	Male Injection Drug Users	Male Non-Injecting Drug Users	Male Sex Workers	Transgender Men (from female-to-male gender)	Men who Have Sex with Men	Men who Have Sex with Female Sex Workers	Homeless Men	Men Living with HIV/AIDS with Unknown Risk	Other Male MARF	Men with Unknown Risk	Total
HIV Positive Males, Ages 20 – 24	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
HIV Negative Males, Ages 20 – 24	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
HIV Unknown Males, Ages 20 – 24	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
HIV Positive Males, Ages 25 – 49	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
HIV Negative Males, Ages 25 – 49	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
HIV Unknown Males, Ages 25 – 49	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
HIV Positive Males, Ages 50+	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
HIV Negative Males, Ages 50+	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
HIV_Unknown_Males, Ages 50+	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
Total	0	0	0	0	0	0	0	0	0	0	

AFTER SUBMISSION

- You will receive an email notification when the first portion of your Grant Report has been received.

- After you complete the forms with additional demographic data, you will see a “Submission Confirmed” message on the page.
- Your Program Officer will contact you with any questions.

RESOURCES

- Frequently Asked Questions (FAQs) on www.macaidsfund.org website
- List of M&E metrics by Strategy Approach on www.macaidsfund.org website and on the following page
- Deadlines, guidelines and above resources will be available on the www.macaidsfund.org website

M-A-C AIDS FUND OUTCOME METRICS

CARE & TREATMENT

TREATMENT ACCESS	MEDICAL VISIT GAP	# and % of HIV+ clients with no HIV medical visit in past six months
	ACCESS TO ART	# and % of HIV+ clients currently taking ARV medications
RETENTION IN CARE	RETAINED IN CARE	# and % of HIV+ clients who had one or more medical visits with a HIV provider least two months apart during the prior
	VIRAL LOAD	# and % of HIV+ clients with viral loads below 200 copies/ml
PMTCT	PREGNANT HIV+ WOMEN TESTED	# and % of pregnant women with known HIV status (includes women who were tested for HIV and received their results)
	PREGNANT WOMEN ON ARV	# and % of HIV+ pregnant women who received antiretroviral drugs during the past 6 months to reduce mother-to-child transmission

BASIC NEEDS

FOOD & NUTRITION	MEALS SERVED	# meals served
	CLIENTS SERVED	# of eligible clients who received food and/or other nutrition services
	VIRAL LOAD	# and % of HIV+ clients with VL < 200 copies/ml
HOUSING	VIRAL LOAD	# and % of HIV+ clients with VL < 200 copies/ml
	MEDICAL VISIT GAP	# and % of HIV+ clients with no HIV medical visit in past six months
	HOUSING UNITS	# housing units provided

PREVENTION

HARM REDUCTION	NEEDLES DISTRIBUTED	# of syringes distributed per person who injects
	CLEAN NEEDLE USE	# and % of people who inject drugs who reported using sterile injection equipment the last time they injected
BEHAVIOR-BASED APPROACHES	INTERVENTION	# of the people reached with individual and/or small group level prevention interventions that are based on evidence
	CONDOM USE	# and % of clients who reported using a condom at last sex
BIOMEDICAL APPROACHES	STI SCREENING/TREATMENT	# of persons screened for STI
	STI TREATMENT	# of persons treated for STI

POLICY/ADVOCACY ACROSS STRATEGY TYPE

ADVOCACY/POLICY	CONSTITUENT ACTIONS	# and % of constituents who act on requests to contact a key policy maker
	INFLUENCE CONTACTS	# of meetings with a health official or legislative staff
	POLICYMAKER ENGAGEMENT	# and % of times key policy makers return phone calls
	POLICYMAKER TRUST	# of times key policy makers actively seek advocate's counsel