

HIV Prevention Programs Checklist 2023-2024

Program Work Plans

Program Work Plan Period	Date Due
January 1, 2023 to December 31, 2023	January 31, 2023 (1 st Work Plan)
January 1, 2024 to December 31, 2024	December 1, 2023 (2 nd Work Plan)

Submit navigation services protocols for persons interested in PrEP by January 31, 2023.

Program Quarterly Progress Reports

Reporting Period	Date Due
January - March (1 st Quarter)	April 21
April - June (2 nd Quarter)	July 21
July - September (3 rd Quarter)	October 21
October – December (4 th Quarter)	January 21

Complete client HIV test data entry into Evaluation-web for clients tested in the preceding month by the 21st day of each month.

Program Budget Plans

Budget Period	Date Due
January 1, 2023 to December 31, 2023	January 31, 2023 (1 st Budget Plan)
January 1, 2024 to December 31, 2024	December 1, 2023 (2 nd Budget Plan)

Program Invoices

Note: Invoices are due on the 30th day after the invoice period – monthly or quarterly as agreed upon.

Minnesota Department of Health
STD/HIV&TB Section
651-201-5414

To obtain this information in a different format, call: 651-2015414

1/18/2023