Instruction for tabulating the HIV care/ART quarterly report

At the end of the quarter, some of the information in the registers will be tallied and recorded on the quarterly report. This report provides some of the required indicators for the national programme. The cross sectional report captures the values for these indicators at one point in time - the end of the reporting quarter.

The quarter here refers to the quarters of the calendar year with quarter 1 running from January – March, Quarter 2 from April – June, Quarter 3 from July – September and Quarter 4 from October – November. Using two people – one to read out the register data and the other to record and tally them – may facilitate the counts needed disaggregated by sex, age and pregnancy status in Tables 1, 2, 3 and 4.

Table 1. HIV care (non-ART and ART)—new and cumulative number of persons enrolled.

Column 2 of table 1: Cumulative number of persons ever enrolled in HIV care at this facility at end of the previous quarter. Go back to last quarter’s report to find this information. Transfer the data from table 1, column 4, cells “m-q”, into column 2 of this quarter’s report (cells “a-e” of this report).

Column 3: New persons enrolled in HIV care at this facility during the reporting period. Go to the pre-ART register and look at the first column Date enrolled in chronic HIV care. Count the number of patients who enrolled in HIV care during the quarter, from the first to the last day. You should count every patient, even if they have died, been lost to follow-up or transferred out. If they already started on ART, they should still be counted as newly enrolled in HIV care at this facility during the quarter.

You should both count the total then tally the patients into the age/sex categories making sure that each person is only in one category.

The pre-ART register includes the age and sex of the patient, so you have all the information needed to do this tally. Remember that you only tally those who enrolled in the quarter. The cumulative at the end of the previous quarter comes from the last quarter’s report.

Column 4: Cumulative number of persons ever enrolled in HIV care at this facility at the end of the current quarter. Add the numbers in cells across the rows as follows:

Add cells “a” and “g” and write the total in cell “m”
Add cells “b” and “h” and write the total in cell “n”
Add cells “c” and “i” and write the total in cell “o”
Add cells “d” and “j” and write the total in cell “p”
Add cells “e” and “k” and write total in cell “q”

Last quarter you vertically added up cells “a” to “e”—this total is “I” – this gives you the total cumulative number of persons ever enrolled as of end of the previous quarter.

This quarter you vertically add up the new patients in cells ‘g’ to “k”—this gives the total new persons in the current quarter, “I”.

If you add this quarter’s cumulative ever enrolled totals vertically, from “m” to “q”, you get “r”, the current cumulative number of persons ever enrolled in HIV care at your facility to date.

You can check your work by making sure that if you add “I” and “I” (going across the row), that you also get the same total “r”.

Pregnant females
This information comes from the Pre-ART register and is a subset of those enrolled into care during the quarter. Look through the pre-ART register pages for the reporting quarter under the PMTCT column. Count the number of pregnant females who enrolled into HIV care during the quarter and write the total into cell “u”.

Number of persons already enrolled for HIV care who transferred in from another facility during the quarter. Look through the pre-ART register pages for the quarter. Patients who have transferred in will have code “5” or “TI” (for “transfer in”) in the status at enrolment column. Count the number of patients who have these “TI” entries during the reporting quarter. Enter the total into cell “t” on the form. This is a subset of those persons counted in newly enrolled in HIV care.

Total number of persons who are enrolled and medically eligible for ART but have not been started on ART (cell “u”)  
This information comes from the pre-ART register. Do not count those that have started on ART or those who have died, transferred out or been lost to follow-up before starting ART. Tally those who are eligible and have not started regardless of whether or not they are ready for ART.

Cells “u” and “v” are updated totals based on those patients who are started on INH or become newly eligible during the quarter being reported on respectively. They are not based on only the new entries in the quarter. It is necessary to page through the entire pre-ART register to tally these current enrolled and eligible but not yet started on ART because people are moving into and out of this status all the time.
Table 2. Pre-ART care-seen for HIV care during the quarter

Total seen for Pre-ART care during the quarter-
The pre-ART register is organized with everyone on a large double page (two A3 sheets, with one row per patient). The right hand page comprises of follow up pages to capture quarterly follow up information on each patient. Look though all the follow up pages of the pre-ART register and count all the patients with either a (√) which means “seen during the quarter” or a (→) which means “did not have a visit scheduled for that quarter but is not lost” in the top row of each patient under the quarter being reported on. For instance if it is the 1st quarter of 2009 or January – March 2009, count all the patients who were seen or did not have appointments in this quarter and enter the total in cell “a” of table 2 of the quarterly report. The cell below illustrates a filled cell for one client at the end of one quarter. With the cell sub-divided into 3 rows, the upper row indicating by a ‘√’ that the client came or did not have a scheduled appointment and therefore would be counted under the total number of patients seen during the quarter and would contribute to cell “a” of table 2.

<table>
<thead>
<tr>
<th>QTR1</th>
<th>√ or →</th>
<th>2</th>
<th>CPT</th>
</tr>
</thead>
</table>

TB status assessed at last visit
The number of patients whose TB status is assessed during the quarter is captured in the quarterly report for all patients who were seen during the quarter and not only for the newly enrolled patients. It is a subset of total patients seen for pre ART during the quarter. Look though all the follow up pages of the pre-ART register and count all the patients with either a 1, 2 or 3 which denote “1=No signs, 2=TB suspect or on 3=TB treatment” respectively in the middle row for each patient under the quarter being reported on. Count all patients who have an entry of TB status recorded in the quarter being reported on across all the follow up pages of the pre-ART register. Enter the total in cell “b” of table 2.

TB treatment started during the quarter
This information comes from the pre-ART register. Tally patients who were started on TB treatment during the quarter. These patients will have a TB treatment start date recorded in the second row under the TB treatment column (column 13). Client to be included in the count will be those who have their TB treatment start date falling within the quarter being reported on.

Received Cotrimoxazole prophylaxis at last visit during the quarter
Look through all the follow up pages of the pre-ART register and count all the patients who have CPT (cotrimoxazole) recorded in the last row under the quarter being reported on. This information is a subset of total patients seen for pre ART during the quarter. The middle row of the cell bellow indicates by code ‘2’ that the patient was assessed for TB and found to be a TB suspect and would therefore be counted under patients whose TB status was assessed at the last visit during the quarter and would contribute to cell “b” of table 2; and the lower row indicating that the client received Cotrimoxazole (CPT) at the last visit in the quarter and therefore will contribute to the count of cell “d” of table 2.

<table>
<thead>
<tr>
<th>QTR1</th>
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Table 3. ART care—new and cumulative number of persons started

The top section of this table is designed to report information about patients who started on ART at a facility. Please note that those patients who are on ART and were enrolled in the programme at another facility, i.e., the transfer in patients below the line in each cohort in the ART register, should not be included in the “Cumulative number of persons ever started on ART at this facility” because they have already been counted in the programme at the other facility. They will, however, be accounted in table 4

As in Table 1, counting patients starting on ART needs to be tallied broken down into categories (disaggregated): sex and age.

Column 2: Cumulative number of persons ever started on ART at this facility at the end of the previous quarter. Go back to last quarter’s report and transfer this information (from column 4, cells “m”- “r”), into column 2, cells “a”- “f” of this report. Do not recount.

Column 3: New persons started on ART at this facility during the quarter. This information can be found in the ART register.

The ART register is organized by month—everyone on a number of large double pages (with one row per patient) was started in the same month. Go to the ART register and count the number of patients who started ART during the previous quarter. Do this for cohorts who started ART during all the three months of the quarter.

You should count the total (cell “t”) then tally the number of persons in each category (using an enlarged version of the cross-sectional report form or some other tally sheet), making sure that each person is in only one category:

• Males ≥ 15 years (cell “g”)
• Females ≥ 15 years (cell “h”)
• Children (5-14 years) (cell “i”)
• Children (1-4 years) (cell “j”)
• Children (< 1 year) (cell “k”)

Check your math again, making sure the numbers in cells “g”, “k” equal the value in cell “t”.

Column 4: Cumulative number of persons ever started on ART at this facility at the end of the quarter. Add the numbers in cells across the rows as follows:

Add cells “a” and “g” and write the total in cell “m”
Add cells “b” and “h” and write the total in cell “n”
Add cells “c” and “i” and write the total in cell “o”
Add cells “d” and “j” and write the total in cell “p”
Add cells “e” and “k” and write the total in cell “q”

Vertically add up the new patients in cells “g” to “k”—this gives the total new persons during the quarter, “t”.

2
If you add this quarter’s cumulative ever started on ART totals vertically, from “m” to “q”, you get “r”, the current cumulative number of persons ever started on ART at your facility to date.

You can check your work by making sure that if you add “f” and “p” (going across the row), that you also get the same total “r”.

Table 4. ARV regimen at end of the quarter (Total current on ART)

This table includes information about the number of persons on 1st-line and 2nd-line (and higher) ART regimens at the end of the quarter and is sorted by age groups (adults ≥ 15 years and children 0-14) and sex. This information is found in the ART register—tally the regimen codes listed in the column for the last month the patient came in the quarter. The ARV regimen code will be found in the top row of the cell under the month when the client last came in the quarter being reported on. If reporting on the 2nd quarter (April May June) and a client last came in April, tally the regimen given in April, on the other hand if the client came in all the months, that is April, May and June, then tally the regimen given in June.

Even if a patient substituted or switched regimens during the quarter, you will still only count the regimen recorded in the last month of the quarter. You will need to tally up the regimen codes by sex and age group from all of the ART register pages using the sex and age columns.

To facilitate adding up these results from multiple ART cohorts, you can enlarge the cross-sectional report form to use as a tally sheet.

After you have done the tallies, convert the tally to numbers. Then add up the totals across the rows and vertically.

The total number of adults and children on first-line and second-line regimens will equal the Total current on ART (cell “w”). This is the numerator for the UNGASS and National Core 7 indicators, Percentage of people with advanced HIV infection receiving antiretroviral combination therapy.

Table 5. Instruction for tabulating the ART cohort report

On a quarterly basis, information from the ART register will be summarized on the ART cohort analysis form by the facility team for those cohorts that have reached 6 or 12 months on ART then for every year of completion of ART.

At 6 months, 12 months and then yearly the following indicators are tracked:

• Alive and on ART
• On 1st first-line regimens including substitutions
• Switched to 2nd-line (or higher)
• Dead, Drop, Transfer Out, Stopped ART
• Fraction with CD4 ≥ 250
• Median CD4
• % children with CD4<250 not severe

These cohort data will be verified on an annual visits by the district management team

How to tally information on the cohort analysis report

Each row in table 5 summaries both the baseline information and the outcomes of the cohorts that have reached either 6 or 12 or 36 etc months on ART in the quarter being reported on. The left hand side of the table records information at baseline and the right side records follow up information.

The first column of table 5 denotes the months various ART start up groups (cohorts) will have completed in the quarter being reported on since starting ART. The date the various cohorts will complete the months indicated in the first column is the quarter the report is reporting on. For instance a report being made for quarter one of 2009 (Jan-March 2009) will report on those clients who started ART in July- Sept of 2008 as the 6 months cohort. A legend is provided at the bottom of the report to guide you on when the various cohorts started and when they complete 6, 12 24 etc months on ART. Using this legend indicate the date (month/year) when the cohort started ART in the corresponding cell in the second column under the appropriate cohort row.

The ART register in arranged in monthly cohorts, therefore the six month out come of the patient who started ART in July 2008 will be in January 2009, while that of the patient who started in August 2008 will be in February 2009 and one starting ART in September 2008, will complete six months in March 2009. Thus outcomes for cohorts being reported will be a sum of the various outcomes of the monthly cohorts in the quarter.

In a new programme, you will not be reporting cohort results until at least 6 months into your scale-up work.

Baseline Information

Fill in the number of persons started on ART in this clinic – original cohort (G). This is a simple tally of the number of patients in the ART register who started ART in that quarter (the quarter indicated in the second column of table 5) at that facility.

Count patients on original 1st-line regimen (H). The original 1st line regimen is recorded in its own column on the left-hand side of the ART register. Substitutions are noted in the substitutions column on the left-hand side of the ART register. They will also be recorded in the monthly follow-up status cells. This will be the baseline from which to compare subsequent 6, 12 and 24 etc month reported regimens. At baseline, most patients will have started ART on the original 1st-line regimen.

Count patients on 2nd-line regimen (I). Count the number of patients who are initiated on second line or other regimens.

Calculate the fraction of patients ≥ 5 years with CD4 count > 250 at baseline [of those with available CD4 count] (optional). The numerator is the number of patients who are ≥ 5 years with CD4 equal to or greater than 250. The denominator is the number of patients with available CD4 counts at start of ART.

Calculate the median CD4 count of patients ≥ 5 years at baseline [of those with available CD4 count] (optional).
Calculate the fraction of children <5 years old with CD4 % classification not severe at baseline [of those with available CD4 count] (optional). CD4 % classification not severe will differ by age.

CD4 values/ categories at baseline are recorded on the left hand side of the register under the Status at start of ART column. CD4 counts are optional for facilities where CD4 counts are available.

Follow up/ outcome Information

Count transfer in (TI) patients. At the end of each month in the ART register, a line is drawn under all patients who have started ART at that facility during that month. Patients who subsequently transfer in who have previously started ART at another facility are retroactively entered into the ART register under this line according to their ART start date. For example a patient transferred in during the month of March, but her start date was in January will be entered below the line of all patients who started ART in January at that facility. However, patient outcome data should not be entered retroactively on the second page (right-hand side) of the ART register with the possible exception of at 6, 12, 24 etc. months. The first column that should have data recorded will be for the month in which the patient transferred to the facility. For example, the first entry is for March for the patient who transferred in during March. This person will be counted as a transfer in the report. This will enable you to see when the patient transferred into your facility and record this in the appropriate column in the cohort analysis form as a transfer in. Count the number of patients below the line for each ART start-up group (cohorts) of the various months in the quarter indicated in cell in second column in table 5 and enter the total number in the Transfers In (TI) row.

Count transfer out (TO) patients. Patients who transfer out of the facility will be noted by a TO in the top row of the monthly follow-up status cells on the right-hand side of the ART register. Count the total number of TOs that have occurred during the previous 6, 12 or 24 etc months for each ART start-up group (indicated in the second column of table 5) being reported on.

Calculate the net current cohort (N). Take the number of patients in the original cohort, add the transfers in and subtract the transfers out to get the net current cohort.

Count patients on original 1st-line regimen including substitutions at 6, 12, 24 etc months (J). The original 1st line regimen is recorded in its own column on the left-hand side of the ART register. Substitutions are noted in the substitutions column on the left-hand side of the ART register. They will also be recorded in the monthly follow-up status cells. At 6, 12 and 24 etc months, compare the reported regimen in the follow-up status cells to the 1st line regimes (original and substitutions) columns and record the number of patients who are still on 1st line regimen/original and substitutions).

Calculate patients on 2nd-line regimen at the end of 6, 12 24 etc months (K). Count the total number of patients on second line or salvage regimens. Similar to substitutions, switches are noted in the switches column on the left-hand side of the ART register as well as in the monthly follow-up status cells of each of the ART start up groups.

Count patients who stopped, died or dropped. Count the number of patients who have recorded STOP, DEAD, or DROP in the top row of the monthly follow-up status cells during the previous 6, 12 or 24 etc month for each ART start up groups (indicated in the second column of table 5) being reported on.

Count patients who were lost. Count the number of patients who have recorded LOST in the top row of the monthly follow-up status cells at 6, 12 or 24 etc months. These patients are counted to ensure completeness in counting; however, they are not analysed subsequently.

Calculate the percent of the cohort alive and on ART [(J+K)/N*100]. This is a simple calculation using the data you have just collected in the preceding columns.

Calculate the fraction of patients ≥ 5 years with CD4 count ≥ 250 at 6, 12, 24 months etc [of those with available CD4 count] (optional). The numerator is the number of patients who are ≥ 5 years with CD4 equal to or greater than 250. The denominator is the number of patients with available CD4 counts at 6, 12, 24 etc months for the cohorts being reported.

Calculate the median CD4 count of patients ≥ 5 years at 6, 12, 24 months etc [of those with available CD4 count] (optional).

Calculate the fraction of children <5 years old with CD4 % classification not severe at 6, 12, 24 [of those with available CD4 count] (optional). CD4 % classification not severe will differ by age.

CD4 values/ categories at 6, 12, 24 etc months of ART if available will be recorded on the right hand side of the register at 6, 12, 24 etc months of follow up respectively. CD4 counts are optional for facilities where CD4 counts are available.

NB: It is preferable to use proportions and it is important to show both the denominator and the numerator in order for district coordinators to be able to aggregate these data later on.

In the cohort analysis report, you will be recording the most recent patient outcome that occurred over the last 6, 12 or 24 etc months. Transfer in and dead patients will always be counted across columns (cumulative). However, transfer out patients may return, in which case they will stop being counted as transfers out once they do return (the most recent outcome) – they will just remain in the original cohort and be included in the net current cohort. The same applies for patients who DROP, STOP, or change regimens. They will be counted as such until a more recent event occurs. For example, a patient who is dropped at month 4 will be recorded as such in the month 6 column. If, by month 8 she returns, she will be recorded as RESTART (with regimen code), and will be counted in row J or K. and no longer as a DROP. Similarly, for regimen changes, you will record only the most recent change. For example, when reporting 12 month outcomes for a cohort, if a patient substitutes from 1a to 1b at Month 7, then switches from 1b to 2a at Month 8, you will record this as a switch to second-line regimen and NOT as a substitution within first line regimen so as not to double count the patient.
### Comprehensive HIV Care including ART Quarterly Report

#### Year
Reporting quarter: Quarter Begins (dddmmyy) Quarter ends (dddmmyy)
Facility: Ownership: GOV/NGO/PRIVATE
District: HS: COUNTRY:

1. **HIV Care (Non-ART and ART):** New and cumulative number of persons enrolled

<table>
<thead>
<tr>
<th>Males (215 years)</th>
<th>Females (215 years)</th>
<th>Children (0-14 years)</th>
<th>Children (1-14 years)</th>
<th>Children (&lt;1 year)</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>b.</td>
<td>c.</td>
<td>d.</td>
<td>e.</td>
<td>f.</td>
</tr>
</tbody>
</table>

   **Subset of those newly enrolled in HIV care**
   - Pregnant females
   - Already enrolled in HIV care who transferred from another facility during the quarter

   **Total number of persons who are enrolled and eligible for ART but have not been started on ART**
   - a.

2. **Pre-ART – seen for HIV care during the reporting quarter**

<table>
<thead>
<tr>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
</tr>
</tbody>
</table>

   **Subset of those seen during the reporting quarter**
   - TB status assessed at last visit during the quarter
   - TB treatment started during the quarter
   - Received Cotrimoxazole prophylaxis at last visit during the quarter

3. **ART – new and cumulative started on ART**

<table>
<thead>
<tr>
<th>Males (215 years)</th>
<th>Females (215 years)</th>
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<td>d.</td>
<td>e.</td>
<td>f.</td>
</tr>
</tbody>
</table>

4. **ART – current on ART - based on age at start ART**

<table>
<thead>
<tr>
<th>ARV Regimen at end of quarter</th>
<th>Male</th>
<th>Female</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1 Adults 215 years</td>
<td>a. 4T-3TC-NVP</td>
<td>b. 4T-3TC-EFV</td>
<td>c. AZT-3TC-NVP</td>
</tr>
<tr>
<td>4.2 Children (0-14 years)</td>
<td>a. 4T-3TC-NVP</td>
<td>b. 4T-3TC-EFV</td>
<td>c. AZT-3TC-NVP</td>
</tr>
</tbody>
</table>

### Adults and children on 1st line regimens

<table>
<thead>
<tr>
<th>Number of patients on 2nd Line ARV regimen during the quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adults and children on 1st line regimens</td>
</tr>
<tr>
<td>---------------------------------------------</td>
</tr>
<tr>
<td>Adults and children on 1st &amp; 2nd line regimens</td>
</tr>
</tbody>
</table>

### Cohort Analysis Report

<table>
<thead>
<tr>
<th>BASELINE</th>
<th>FOLLOW UP</th>
</tr>
</thead>
<tbody>
<tr>
<td>For cohort completing 6 months on ART, 12 months on ART, 24 months on ART, ART during the quarter</td>
<td></td>
</tr>
<tr>
<td>Number of patients on 1st line ARV regimen during the quarter</td>
<td></td>
</tr>
<tr>
<td>Adults on 1st line regimen</td>
<td>Adults on 2nd line regimen</td>
</tr>
</tbody>
</table>

#### For cohorts starting ART by month/year at baseline: at baseline then result at 6 months on ART, 12 months on ART, 24 months on ART etc.

<table>
<thead>
<tr>
<th>Reporting Period</th>
<th>Patients being reported during the quarter</th>
<th>6-month cohorts:</th>
<th>12-month cohorts:</th>
<th>24-month cohorts:</th>
<th>36-month cohorts:</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1 - March 31</td>
<td>Patients who started on ART in</td>
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#### For cohorts starting ART by month/year at last visit: at last visit then result at 6 months on ART, 12 months on ART, 24 months on ART etc.

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#### For cohorts starting ART by month/year at treatment started: at treatment started then result at 6 months on ART, 12 months on ART, 24 months on ART etc.

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