# How to Access, Edit and Update Contracts in the GCMS for the RSR

RWHAP DATA SUPPORT

Hello my name is Richard Ali, and I am apart of the Ryan White Data Support Team. Today, I will go over how to access, edit and update contracts in the GCMS for the RSR. By the end of the video, recipients will be able to successfully update contracts within the GCMS for the RSR Provider Report in the HRSA EHBs.
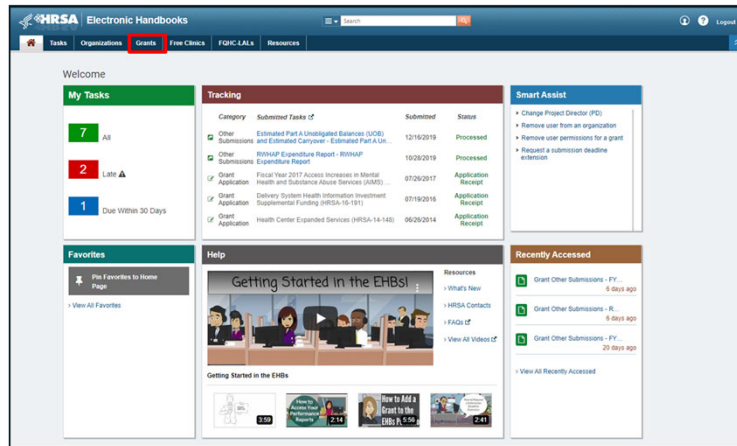
Log in to the EHBs
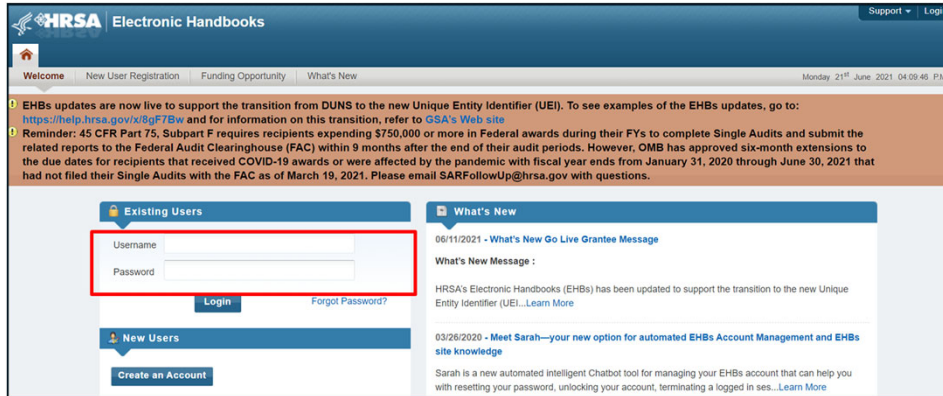
- **Log in to the Electronic Handbooks (EHBs) at: HRSA Electronic Handbook**

The GCMS is accessed through the HRSA Electronic Handbooks (or EHBs) available at the link on this slide.

This link will bring you to the EHBs login page pictured here. Log in to the EHBs by entering your username and password.

EHBs Home Page

Logging in will bring you to the EHBs Home page. Next you need to hover over the grants tab at the top of the page to bring up the drop-down menu.

Grants Drop-down Menu
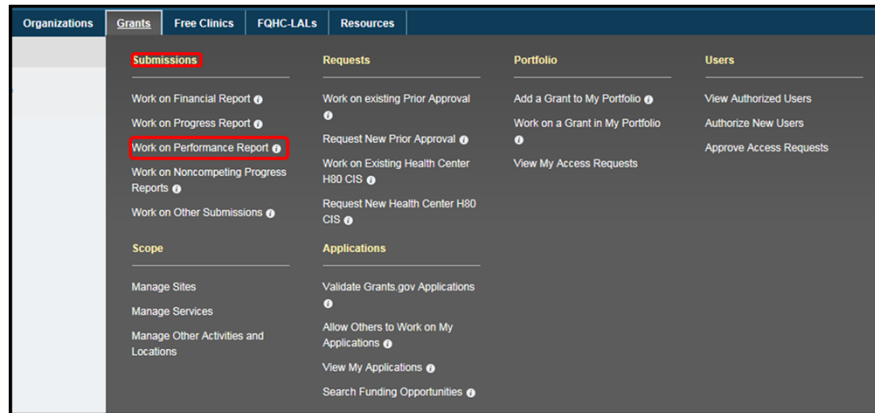
In the drop down-menu, Select "Work on Performance Reports" under the "Submissions" heading.

Submissions-All Page

After selecting the work on performance report option, the system will direct you to the Submissions-All Page. On the bottom of the Submissions - All page, under "Submission Name," locate your most recent RSR submission. Find your 2021 RSR Deliverable and click **"edit". This selection will direct you to your Recipient Report inbox.

Accessing the GCMS

To access the GCMS from the RSR Inbox, click the **"Search Contracts" link on the left-hand navigation bar.

GCMS Search Page

Clicking on "Search Contracts" will take you straight to the GCMS, showing the page displayed on this slide. Here we can see a list of different search fields that we can use to locate our agency's contracts, including the organization name, registration code, and contract dates. Your grant number will be auto populated in the grant number search field.

After you've filled in the criteria you want to search by, click the ** "Search" button on the bottom right corner of the page.

Editing/Removing Contracts

Once your search results are displayed, you can edit a contract as needed by selecting the "edit/Remove" option under the action column.

Adding a Contract

If you need to add a new contract, select "add contract" on the bottom of the page

Selecting a Provider

After selecting add contract, a page will appear for you to search for providers who need contracts added to the system. We recommend searching by registration code to ensure an accurate search result. Once the organization is found, select "add" under the action column.

Contract Information: Questions 1 - 6

After selecting add, the contract details page will appear. Here you will enter contract information for the provider starting with questions 1-6.

Service Information: Questions 7 - 9

And then moving on to questions 7-9. For question select "update services" to enter funding amounts for services provided by the organization.

Service Information: Question 9

For RW funded services select the appropriate column and enter the funding amounts. For RW related funded services select the appropriate column next to the service. Once this information is complete select "done updating services".

Saving Contracts

Review all contract information and remember to select save at the bottom of the page and then Navigate to your recipient report inbox.

Synchronizing Changes

Once you're back in your recipient report, select program information and select synchronize all in the yellow warning banner at the top.

Synchronizing Changes

On the page that appears it will display contract modifications made in the GCMS. Review the changes for accuracy. If more edits need to be made select cancel and return to the GCMS to make changes. If the information is correct select synchronize.

Program Information Page

Program Information

This item lists all of the agencies that had a contract with your organization during the reporting period. Verify the list is accurate. If a provider is missing, revise your list of contracts by selecting the "Search Contracts" link under the Manage Contracts heading in the left menu. If a provider listed will not submit a RSR Provider Report for the reporting period, select the checkbox in the Exempt column and enter a justification for the exemption in the text box that is displayed. NOTE: The exempt checkbox may only be selected if the organization's Provider Report is in "Not Started" or "Working" status.

	Warning	Reg Code	Provider Name	Exempt	Exemption Justification
-		98765	Health and Happiness Clinic	☐	

RWHAP Funded Services: Administrative or technical support, Medical Case Management, including Treatment Adherence Services, Medical Nutrition Therapy, Mental Health Services, Non-Medical Case Management Services, Oral Health Care, Outpatient/Ambulatory Health Services, Quality management

Cancel   Save

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Once the program information section has updated you can use the icon to the left to review the list of funded services. If a provider is exempt, you need to mark them as exempt and explain the justification for the exemption. Once you have completed this step select save.

Technical Assistance Contacts

TA Resource	Type of TA
Ryan White Data Support 888-640-9356 RyanWhiteDataSupport@wrma.com	• Interpretation of the RSR Instruction Manual and HAB's reporting requirements; • Data validation questions (Validation alerts, warnings and errors) • Allowable responses for data elements in the Recipient Report, Provider Report and client-level data file • RSR submission status changes
The DISQ Team Data.TA@caiglobal.org	• Mapping source data to required reporting schema • Creating compliant XML files using the TRAX application • Easing communication between recipients and data systems • Identifying and addressing data quality issues using system-generated reports
EHBs Customer Support Center 877-464-4772 HRSA Grants And Electronic Handbooks Customer Support Center	• Addresses EHB and RSR software-related questions, including issues with registration, permissions, and submission status in the EHBs, and RSR Web System errors.
CAREWare Help Desk 877-294-3571 cwhelp@jprog.com	• Addresses issues related to the CAREWare data collection system, including generating a compliant XML file, creating custom reports, and viewing sample client summary files.

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Here are the Ryan White Technical Assistance contacts available to you along with the Type of TA provided by each resource

If you're still unsure of who to contact, please just call or email anyone. We will be sure to direct you to the right place! This information is available on the TargetHIV website within the RSR TA data Brochure.

RWHAP TA Resources

TargetHIV Website: TargetHIV	
GCMS Instruction Manual • GCMS Instruction Manual **RSR Instruction Manual** • RSR Instruction Manual	**HRSA/HAB Website** • HRSA/HAB Website **Policy Clarification Notice (PCN) #16-02** • PCN 16-02

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Finally, the TargetHIV website is the place to find a wealth of materials related to the Ryan White program and data reporting including the GCMS Manual, RSR Instruction Manual & PCN #16-02 to help complete your RSR Reports.

Thank you for tuning in today and I hope that this information is helpful in successfully completing your reports.