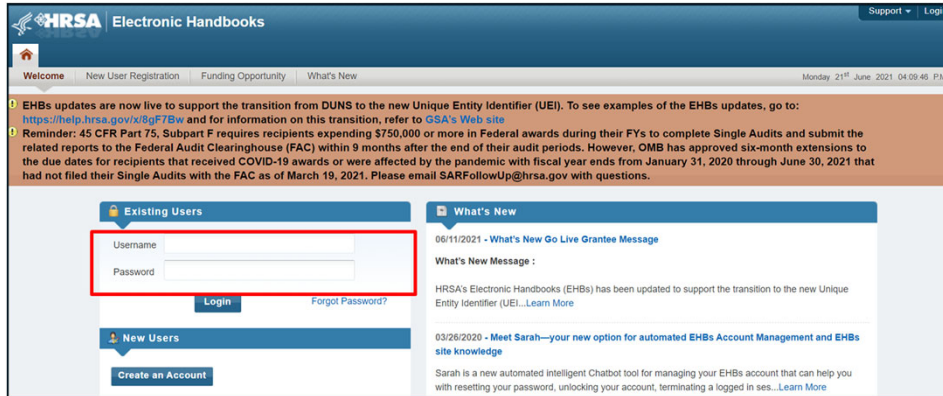


How to Access, Edit and Update Contracts in the GCMS for the RSR



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



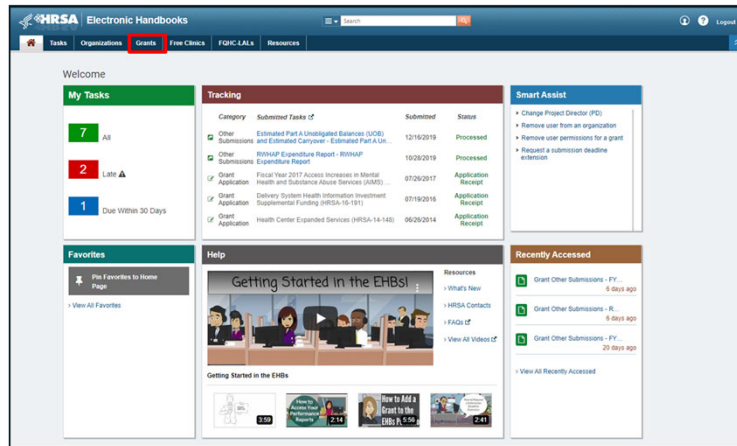
- Log in to the Electronic Handbooks (EHBs) at: [HRSA Electronic Handbook](#)



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



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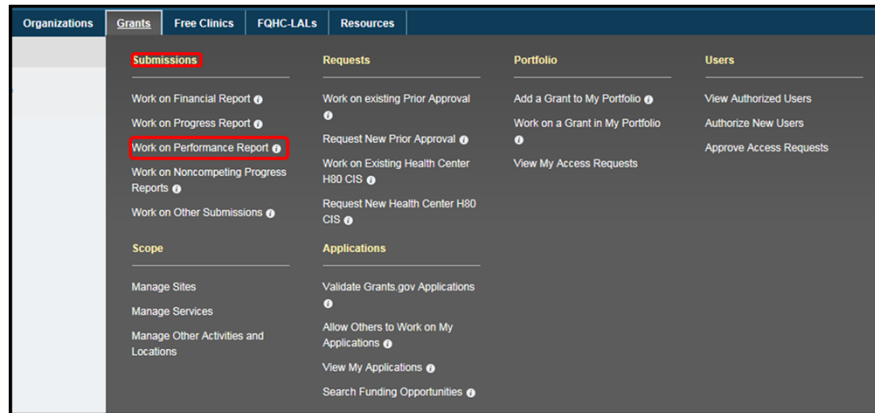
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Logging in will bring you to the EHBs Home page. Next you need to hover over the grants tab at the top of the page to bring up the drop-down menu.

Grants Drop-down Menu



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In the drop down-menu, Select “Work on Performance Reports” under the “Submissions” heading.

Submissions-All Page

The screenshot displays the 'Submissions - All' page. On the left is a navigation menu with options like 'All Tasks', 'Tasks', 'Pending Tasks', 'Grants', 'Requests', 'Health Center OIS Requests', 'Grant Applications', 'Prior Approvals', 'Submissions', 'Submissions', 'User Access Requests', and 'Review Requests'. The main area contains search filters for 'Basic Search Parameters' (Grant Number, Submission Tracking Number, Submission Deadline) and 'Advanced Search Parameters'. Below the filters is a table with columns: Submission Name, Submission Type, Organization, Grant #, Tracking #, and Reporting Period. The first row is highlighted: 'RSR 2021 Annual Performance Report', 'Performance Reports', 'Helpful Hand Healthcare', 'H76HA00000', and '1/1/2021-12/31/2021'. A status dropdown menu is open, showing 'All' and 'Not Started' options, with an 'Edit' button highlighted in red.

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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

The screenshot shows the HRSA Electronic Handbooks interface. The main content area displays the 'RSR Recipient Report Inbox' with a table containing one report entry:

Report ID	Fund Source	Grant Number	Recipient Name	Reporting Period	Modified Date	Status	Action	Action History
Part D		H12HA00000	Health & Happiness Clinic	2021 RSR Annual Performance Report		Not Started	Create	History

The left-hand navigation bar includes sections for 'Inbox', 'Manage Contracts', 'Search', 'Administration', 'References', 'Performance Measures', and 'Emerging Initiatives'. The 'Search Contracts' link under 'Manage Contracts' is highlighted with a red box.

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

GCMS Search Page

The screenshot displays the 'Grantee Contract Management System' search interface. The header includes 'HRSA Electronic Handbooks' and navigation tabs for 'Tasks', 'Organizations', 'Grants', 'Dashboards', 'Free Clinics', 'FQHC-TALS', and 'Resources'. A left sidebar contains a 'NAVIGATION' menu with options like 'Inbox', 'PTR/Allocations Report', 'Manage Contracts', 'Search Contracts', 'Administration', 'Print Requests', 'Search', and 'Search Reports'. The main search form contains the following fields: 'Grant Number' (pre-filled with '107HA00000'), 'Org ID', 'Registration Code', 'Organization Name', 'Funded Through', 'Contract ID', 'Reference', 'Range Start Date' (set to '1/1/2021'), 'Range End Date' (set to '12/31/2021'), and 'Project Officer' (set to 'All Project Officers'). A 'Reset' button is at the bottom left, and a 'Search' button is at the bottom right. A session expiration notice 'Your session will expire in: 29:08' is visible in the top right.

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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

The screenshot displays the 'Search Contracts' interface. On the left is a navigation menu with sections: Search Contracts, References, Validation Rules, Administration, and Search. The main area contains search filters for Orig ID, Registration Code, Organization Name, Funded Through, Contract ID, Reference, Range Start Date, and Range End Date. Below the filters are 'Reset' and 'Search' buttons. A 'Results' table is shown with one entry for contract ID 12345. The 'Action' column for this entry contains 'Edit/Remove' and 'Go' buttons, with 'Edit/Remove' highlighted by a red box.

Id	Funded By	Org ID	Organization Name	Reg Code	Reference	Start	End	Services	Funded Through	Amount	Is Executed	Action
12345	X07HA00000	0000	Health & Happiness Clinic	00000		4/1/2021	3/31/2022	1		\$50,000.00	Yes	Edit/Remove Go

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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

The screenshot displays the Grantee Contract Management System search interface. The search criteria fields are empty, and the results table shows a message: "There are no records that match the search criteria entered. Modify the search criteria and try again." An "Add Contract" button is highlighted in the results area.

NAVIGATION

- Inbox
- PTR/Allocations Report
- Inbox
- Manage Contracts
- Search Contracts**
- Administration
- Print Requests
- Search
- Search Reports

Grantee Contract Management System Your session will expire in: 23:08

Grant Number:

Org ID: (comma separated list)

Registration Code: (comma separated list)

Organization Name:

Funded Through:

Contract ID: (comma separated list)

Reference:

Range Start Date:

Range End Date:

Project Officer:

Results

Id	Funded By	Org ID	Organization Name	Reg Code	Reference	Start	End	Services	Funded Through	Funded Amount	Is Executed	Action
There are no records that match the search criteria entered. Modify the search criteria and try again.												

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

Selecting a Provider

HRSA Electronic Handbooks

Tasks Organizations Grants Dashboards Free Clinics FQHC-LALs Resources

Welcome Recently Accessed Friday, 4th June 2021, 10:22:53 A.M. Your session will expire in: 27:51

NAVIGATION << Select Contractor

Grant Number: X07HA00000 Organization Name: State Health Department

Reg Code 12345 Organization Name City State Search Clear Search

Registration Code	Organization	City	State	Phone	EIN	Action
+ 12345	Health & Happiness Clinic	City	ST	8888888888	123456789	Add

For help with EHBs contact the HRSA Help Desk by phone at 1-877-Go4-HRSA (1-877-464-4772) Monday through Friday, 8:00 a.m. to 8:00 p.m. Eastern Time. Or use the [HRSA Electronic Handbooks Contact Center help request form](#) to submit your question online.
For questions regarding data content and/or reporting requirements, please contact Data Support at 1-888-640-9356 or email to RyanWhiteDataSupport@wrma.com

Logged in as: GranteeDataViewer, GranteeDataEditor, GranteeDataSubmitter
The HAB Web Applications also require Adobe Acrobat Reader 5 or higher installed on your PC. To download Adobe Acrobat Reader, click

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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

Contract Information

* 1. Start Date:

* 2. End Date:

3. Contract Reference:

* 4. Contract Execution: Select "Yes" if the contract has been signed and executed.

1. No
2. Yes

* 5. Is this agency serving as a consortium, fiscal intermediary provider, administrative agent, or lead agency under this contract?

1. No
2. Yes

* 6. Is this agency a subcontractor or second-level provider?

1. No
2. Yes

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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

Service Information

* 7. Does this agency provide direct client services?

1. No
2. Yes

8. If applicable, select the administrative and technical services that are funded for this contractor.

1. Planning or evaluation
2. Administrative or technical support
3. Fiscal intermediary support
4. Other fiscal services
5. Technical assistance
6. Capacity development
7. Quality management
8. Other

9. If applicable, indicate the core medical and essential support services that are funded for this contract by selecting the "Update Services" button.

Funding amounts for administrative and technical services are entered directly into your PTR or Allocations Report.

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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

Services

Select the core medical and essential support services for this contract that are funded either through RWHAP or RWHAP-related expenditures (Program Income and Pharmaceutical Rebates). For each service category funded through RWHAP, enter a funding amount in the corresponding column. The award amount should reflect the current year and should not include carryover funds or RWHAP-related expenditures.

[Done updating services](#)

* Your changes will not be saved until you select the "Save" button on the contract details page.

Service Name	RWHAP Funding	RWHAP-Related Funding (Program Income and Pharmaceutical Rebates)	Base (Do not include Program Income and Pharmaceutical Rebates dollars)	MAI Award (Do not include Program Income and Pharmaceutical Rebates dollars)	Supplemental (Do not include Program Income and Pharmaceutical Rebates dollars)	Total
# Service Category: Core Medical Services						
Outpatient/Ambula Health Services	<input type="checkbox"/>	<input type="checkbox"/>				
AIDS Pharmaceutical Assistance	<input type="checkbox"/>	<input type="checkbox"/>				
Oral Health Care	<input type="checkbox"/>	<input type="checkbox"/>				

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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

Service Information

* 7. Does this agency provide direct client services?

1. No
2. Yes

8. If applicable, select the administrative and technical services that are funded for this contractor.

1. Planning or evaluation
2. Administrative or technical support
3. Fiscal intermediary support
4. Other fiscal services
5. Technical assistance
6. Capacity development
7. Quality management
8. Other

9. If applicable, indicate the core medical and essential support services that are funded for this contract by selecting the "Update Services" button.

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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

The screenshot displays the 'RSR Recipient Report' interface. A yellow warning banner at the top states: 'Warning: The program information displayed below does not match the program information in the Grantee Contract Management system (GCMS). Click the provider name listed in blue font below or select the icon in the "Warning" column below to review the updates for each provider and, if correct, synchronize the information. To synchronize program information across all providers, click the "Synchronize All" button.' Below the warning, a table shows details for 'H12HA00000 : Health & Happiness Clinic'. The table includes fields for Report ID, Status, Due Date, Report Period, Last Modified Date, Last Modified By, and Access Mode. A 'Synchronize All' button is highlighted in the warning banner.

H12HA00000 : Health & Happiness Clinic		
Report ID: 11111	Status: Working	Due Date: 3/28/2022 6:00:00 PM
Report Period: 2021 Annual	Last Modified Date: 12/09/2021 12:30:20 PM	Last Modified By: Charles.Cheese@countygov.gov
Access Mode: ReadWrite	DUNS: 98764321	

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

RSR Recipient Report Your session will expire in: 29:48

▼ H12HA00000 : Health & Happiness Clinic

Report ID: 11111	Status: Working	Due Date: 3/28/2022 6:00:00 PM
Report Period: 2021 Annual	Last Modified Date: 12/09/2021 12:30:20 PM	Last Modified By: Charles.Cheese@countygov.gov
Access Mode: ReadWrite	DUNS: 98764321	

The following contract(s) have been added

▶ Health & Happiness Clinic (Contract ID: 123456)

Start Date: 4/1/2021
End Date: 3/31/2022

Change	Service Name	Funding Type
Added	Oral Healthcare	RWHAP
Added	Outreach Services	RWHAP-Related



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
<input type="checkbox"/>	98765	Health and Happiness Clinic	<input type="checkbox"/>	

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

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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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Addresses issues related to the CAREWare data collection system, including generating a compliant XML file, creating custom reports, and viewing sample client summary files.



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.