



Completing the Grantee Contract Management System (GCMS)

RYAN WHITE HIV/AIDS PROGRAM (RWHAP)
HRSA HIV/AIDS BUREAU
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Presentation Overview

What is the GCMS?

Accessing the GCMS

Searching for, Adding, and Modifying Contracts

TA Resources

2

Hello everyone and thank you for joining the presentation. Today we will be walking through how to complete the Grantee Contract Management System, more commonly referred to as the GCMS. We will start off by discussing What the GCMS is, followed by how to Access the GCMS. Next, we will go over how to Search for, Enter, and Modify contracts in the GCMS. And finally, we'll end the presentation with a look at the Additional TA resources available to assist you with Completing the GCMS. There will be time for questions at the end of this presentation.

Grantee Contract Management System (GCMS) Instruction Manual

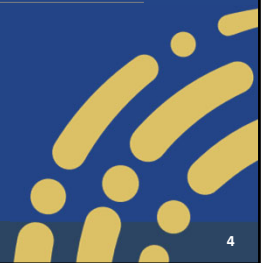


GCMS Instruction Manual available [here](#) on the TargetHIV website

3

Please note that the information in today's webinar is also covered in the 2022 GCMS Instruction Manual, available on the TargetHIV website at the link shown on this slide. The 2023 GCMS Instruction Manual will be available on the same page soon. The GCMS Manual is an invaluable resource to have open when you're completing the GCMS and contains all the instructions presented here today. I strongly encourage everyone to head over to the TargetHIV website and download the GCMS Instruction Manual for reference after this presentation.

Grantee Contract Management System (GCMS)



4

The Grantee Contract Management System (GCMS).

What is the GCMS?



Data storage system for RWHAP contract information

Populates multiple reports including the:

- Program Terms Report (PTR)/Allocations Report
- RWHAP Services Report (RSR)
- Ending the HIV Epidemic (EHE) Triannual Report

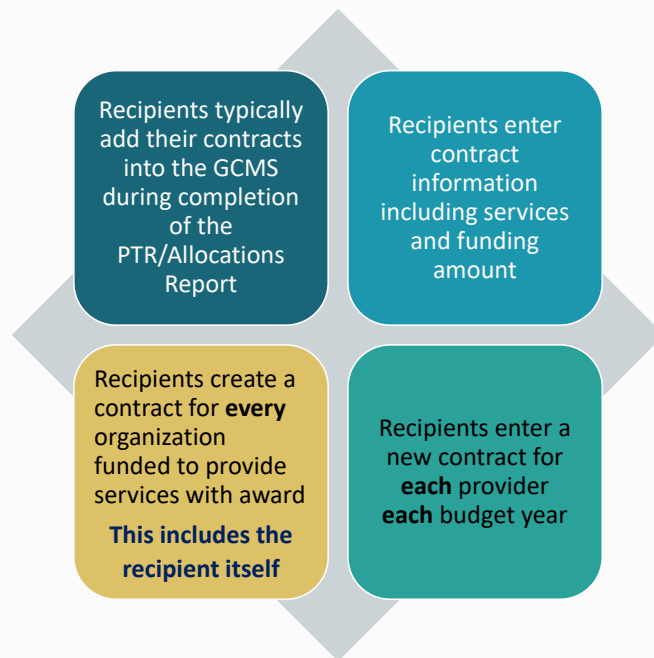
Grant-specific

Available year-round

5

So, what is the GCMS? As previously mentioned, the GCMS stands for the Grantee Contract Management System. It is a data-storage system located in the HRSA Electronic Handbooks or EHBs, for Ryan White HIV/AIDS Program contract information. Contract information is entered and maintained in one place reducing the data entry burden on recipients. The GCMS captures budgetary information entered by recipients including contract dates, funding relationship structures, funded service categories, and funding amounts. Multiple data reports are populated with the information entered in the GCMS. These reports include the Program Terms Report (PTR) or Allocations Report, the Ryan White HIV/AIDS Program Services Report (RSR), and the Ending the HIV Epidemic (EHE) Triannual Report. When completing a report populated from the GCMS, the system automatically pulls contract information that overlaps with the report's budget period. The GCMS is grant-specific. If your organization has more than one Ryan White Program Base award and/or an Ending the HIV Epidemic award, you must access the GCMS through the respective grant deliverable. The GCMS is available year-round for review and revision.

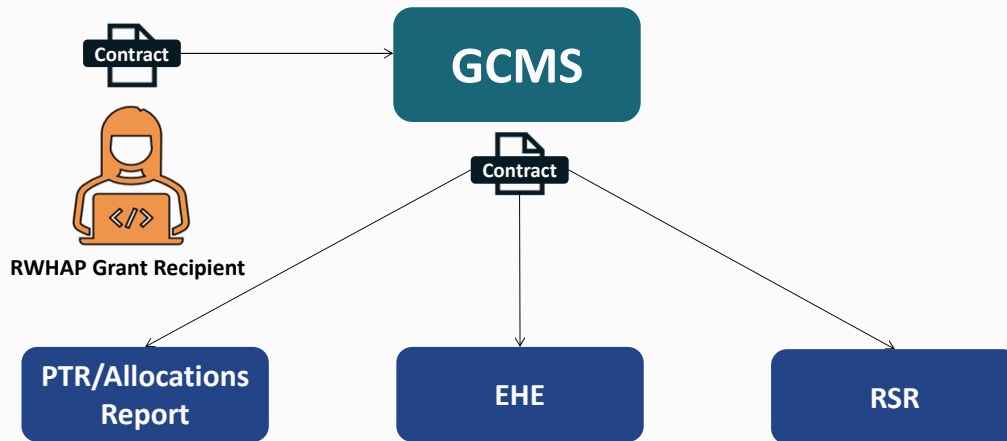
Recipient Contract Responsibilities



6

Recipient Contract Responsibilities. Recipients typically add their contracts into the GCMS during the completion of the PTR or Allocations Report with the intended allocation of their award funding for the budget year. Recipients enter in contract information for their grant including contract dates, funding relationship structures, funded service categories, and funding amounts. Recipients create a separate contract for each organization they funded to provide services during the budget year. A recipient will enter a contract for their own organization as well if they provide services. Recipients enter a new contract for each provider each budget year. There is an option to copy contracts as well, which is useful when entering contracts for providers funded for multiple years. We will discuss copying contracts in more detail later in the presentation.

How Does the GCMS Work?



7

Here is an example of how the GCMS populates different Ryan White HIV/AIDS Program data reports.

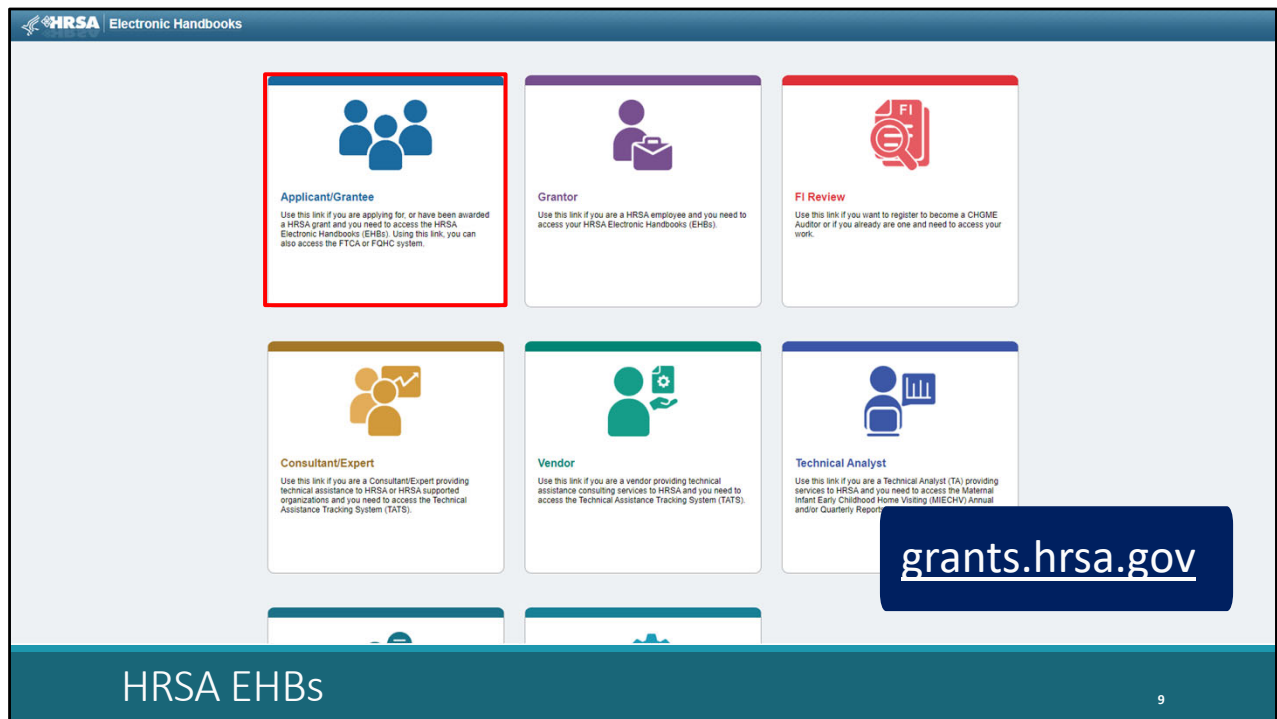
Let's say you're a Ryan White HIV/AIDS program grant recipient and you fund a provider for Core Medical or Support services. This provider can be funded with either a Ryan White Program Base Award Grant or an Ending the HIV Epidemic Grant.

The recipient will enter the contract information with this provider in the GCMS. When they go to start their PTR or Allocations Report, EHE Triannual Report, or RSR the contract information the recipient entered in the GCMS will automatically be pulled into the respective report. This means that the GCMS can be accessed through any of the reports that utilize the system. The contract information entered in the GCMS will populate variable data fields depending on the report, saving the recipient time in the submission process.

Accessing the GCMS

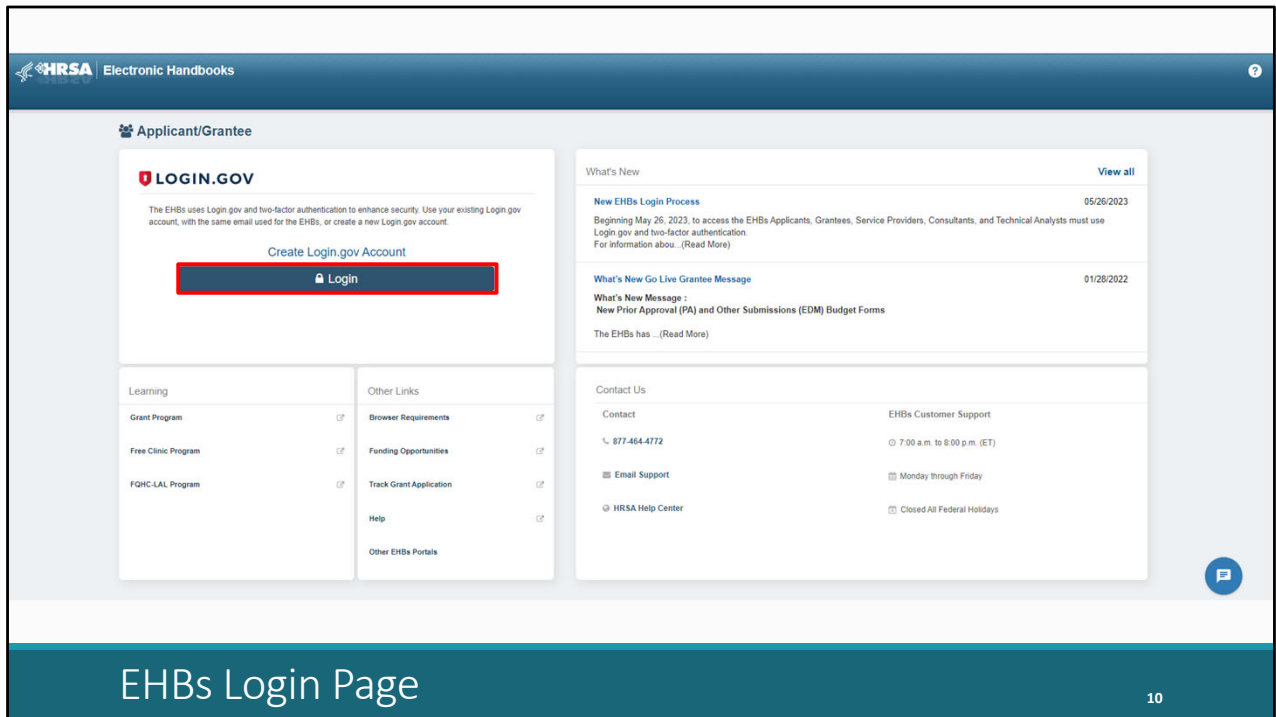
8

Now that we know a little more about the GCMS, let's walkthrough how to access it.



Recipients can access the GCMS through the EHBs. Currently, we are at the EHBs landing page on the grants.hrsa.gov website, where you will see several login portals.

Recipients will access the system by clicking on the Applicant/Grantee portal at the top left position of the screen.



This will bring you to the EHBs login page pictured here. The EHBs now uses Login.gov and two-factor authentication to enhance website security. Click the Login button on the screen to sign into your Login.gov account using the same email address you use for the EHBs. You will also be asked to provide two-factor authentication.

HRSA Electronic Handbooks

Tasks Organizations **Grants** Free Clinics FQHC-LALS Resources

Welcome

My Tasks

7 All

2 Late ⚠

1 Due Within 30 Days

Tracking

Category	Submitted Tasks ↗	Submitted	Status
Other Submissions	Estimated Part A Unobligated Balances (JOB) and Estimated Carryover - Estimated Part A Un...	12/16/2019	Processed
Other Submissions	RWHAP Expenditure Report - RWHAP Expenditure Report	10/28/2019	Processed
Grant Application	Fiscal Year 2017 Access Increases in Mental Health and Substance Abuse Services (AIMS) ...	07/26/2017	Application Receipt
Grant Application	Delivery System Health Information Investment Supplemental Funding (HRSA-16-191)	07/19/2016	Application Receipt
Grant Application	Health Center Expanded Services (HRSA-14-148)	06/26/2014	Application Receipt

Smart Assist

- > Change Project Director (PD)
- > Remove user from an organization
- > Remove user permissions for a grant
- > Request a submission deadline extension

Favorites

Pin Favorites to Home Page

> View All Favorites

Help

Getting Started in the EHBs

Resources

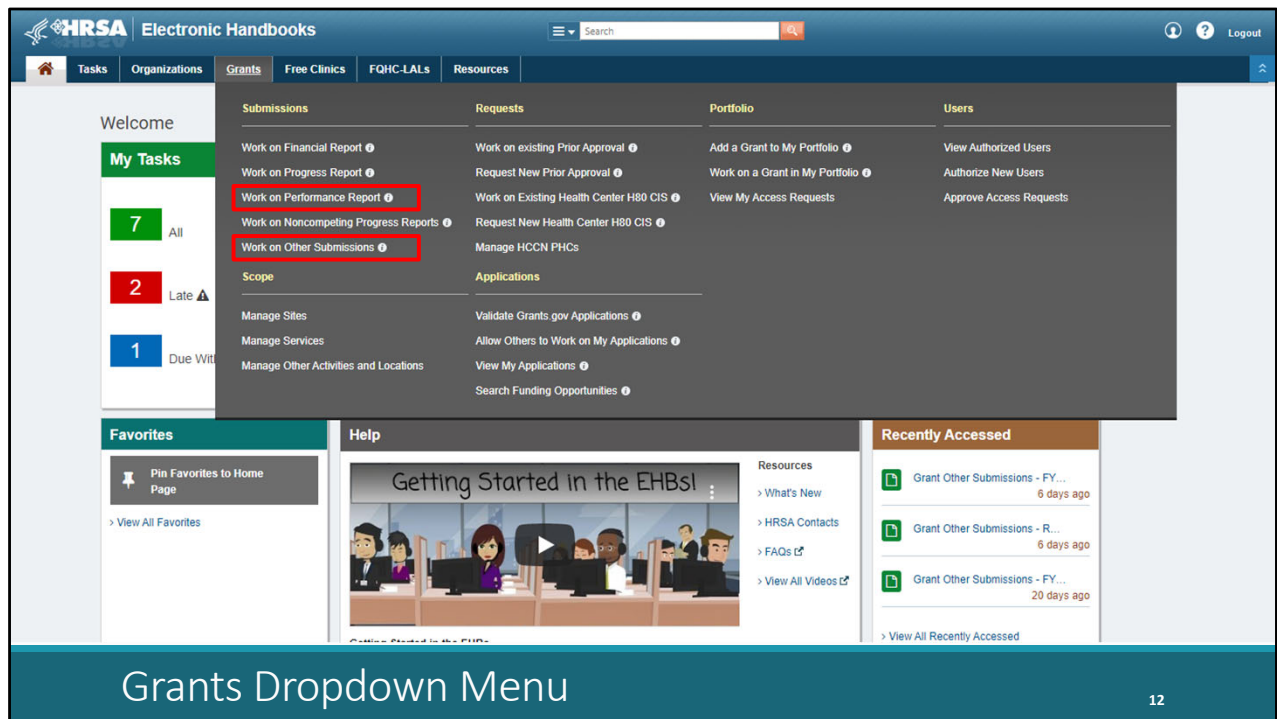
- > What's New
- > HRSA Contacts
- > FAQs [↗](#)
- > View All Videos [↗](#)

Recently Accessed

- Grant Other Submissions - FY... 6 days ago
- Grant Other Submissions - R... 6 days ago
- Grant Other Submissions - FY... 20 days ago

EHBs Home Page 11

Once logged in, you will find yourself on the EHBs Home page. Hover over the “Grants” tab at the top of the page to begin.



The grants tab drop-down menu will appear. To access the GCMS through the PTR or Allocations Report you will click Work on Other Submissions under the Submissions header. To access the GCMS through the EHE Triannual Report or RSR you will click Work on Performance Report.

The screenshot shows the HRSA Electronic Handbooks interface. At the top, there is a search bar and a navigation menu with options like 'Tasks', 'Organizations', 'Grants', 'Free Clinics', 'FQHC-LALs', and 'Resources'. Below the navigation, the breadcrumb trail reads 'You are here: Home > Tasks > Browse > Grants [] > Submissions'. The main content area is titled 'Submissions - All' and has tabs for 'Not Completed', 'Recently Completed', and 'All'. Under 'Search Filters', there are sections for 'Basic Search Parameters' and 'Advanced Search Parameters'. The 'Basic Search Parameters' section includes fields for 'Grant Number (comma separated list)', 'Submission Name Like', 'Submission Tracking Number Like', 'Organization' (with a dropdown menu showing 'All' and 'City Health Department'), and 'Submission Deadline (mm/dd/yyyy)' with 'Between' and 'And' operators. The 'Advanced Search Parameters' section is currently collapsed. Below the search filters, there is a 'Display Options' section with a 'Sort Method (Grid | Custom)' dropdown. At the bottom right of the search filters, there is a 'Search Name:' field, a 'Save Parameters' button, and a 'Search' button. A dark teal banner at the bottom of the screenshot contains the text 'Submissions-All Page' on the left and the number '13' on the right.

This will bring you to the Submissions-All page. The Submission-All page will look the same no matter how you access it. At the top of the page, you'll see Search Filters you can use to find a specific submission.

The screenshot displays a web application interface for managing submissions. On the left is a navigation menu with options like 'Requests', 'Submissions', and 'User Access Requests'. The main area is titled 'Basic Search Parameters' and includes fields for 'Grant Number', 'Submission Name', 'Submission Tracking Number', and 'Submission Deadline'. There are also dropdown menus for 'Organization' and 'Submission Type'. Below this is an 'Advanced Search Parameters' section and a 'Display Options' section with a 'Sort Method' dropdown. A search bar with 'Save Parameters' and 'Search' buttons is present. An 'Export To Excel' button is also visible. The main content is a table with 55 items across 4 pages. The table has the following columns: Submission Name, Submission Type, Organization, Grant #, Tracking #, Reporting Period, Deadline, Submitted Date, Status, and Options. The first row is highlighted, and a red box highlights the 'FY 2023 Program Terms Report' entry. Another red box highlights the 'Start' link in the 'Options' column for this entry.

Submission Name	Submission Type	Organization	Grant #	Tracking #	Reporting Period	Deadline	Submitted Date	Status	Options
FY 2023 Program Terms Report	Other Submissions	City Health Department	H89HA00000		03/01/2023 - 02/29/2024	05/31/2023		Not Started	Start
FY 2021 Expenditures Report	Other Submissions	City Health Department	H89HA00000	111111	03/01/2021 - 02/28/2022	05/29/2022	05/24/2022	Submitted	Submission

Scroll down and you will find a complete list of submissions for your organization.

In this presentation we will be accessing the GCMS through the PTR or Allocations Report. Locate your organization’s most recent PTR or Allocations Report deliverable which should be close to the top of the results. If it isn’t and you are having trouble finding your report in this list, you can narrow your search by utilizing the filter tool under the Submission Name column and typing in a portion of the report name.

When you find the report you are looking for, click the “Start” link under the “Options” column. This link will read “Edit” if you have previously accessed this report.

The screenshot displays the HRSA Electronic Handbooks interface. At the top, there is a navigation bar with 'Support' and 'Logout' options. Below this is a secondary navigation bar with links for 'Tasks', 'Organizations', 'Grants', 'Dashboards', 'Free Clinics', 'FQHC-LALS', and 'Resources'. The main content area is titled 'Program Terms Report Inbox' and features a table with the following data:

#	Report ID	Submission	Name	Grant Number	Budget Year	Modified Date	Status	Action	Comments	Action History
1		Program Terms Report	County Health Department	H89HA00000	03/01/2023 - 02/29/2024		Not Started	Create	Comment	History

Below the table, there is a help section with contact information for the HRSA Help Desk and Data Support. The user is logged in as 'GranteeDataViewer, GranteeDataEditor, GranteeDataSubmitter'. A footer bar at the bottom of the page contains the text 'Report Inbox' and the page number '15'.

A new window will open bringing you to the Program Terms or Allocations Report Inbox. If you get to this page through the EHE or RSR, a new window will open bringing you to either the EHE Triannual Recipient Report Inbox or the RSR Recipient Report Inbox, respectively.

You will see your organization’s current report in the inbox. Today, although we are demonstrating how to access the GCMS through the PTR or the Allocations Report, we will not be going over how to complete the PTR or Allocations Report. If you need further instructions on completing either report, I recommend that you check out the respective webinars and instruction manuals on the TargetHIV website. You can also reach out to Data Support with questions.

You can access the GCMS by selecting the “Search Contracts” link on the Left Navigation Panel. This will be the same for the EHE and RSR Recipient Inbox as well.

Searching for, Adding, and Modifying Contracts

Now let's go over some of the features in the GCMS.

Contract Actions



Search Contracts



Add New Contracts



Copy Existing Contracts



Modify or Remove Existing Contracts

There are 4 actions recipients can carry out in the GCMS: Search Contracts, Add New Contracts, Copy Existing Contracts, and Modify or Remove Existing Contracts.

I will discuss how to complete each of these actions in the upcoming slides.

GCMS Search Page

The screenshot shows the 'Grantee Contract Management System' search interface. The left navigation menu has 'Search Contracts' highlighted with a red box. The main form area has the following fields: Grant Number (H89HA00000, highlighted with a red box), Org ID, Registration Code, Organization Name, Funded Through, Contract ID, Reference, Range Start Date, Range End Date, and Project Officer (set to 'All Project Officers'). A 'Search' button is at the bottom right, and a 'Reset' button is at the bottom left. The top right corner shows 'Your session will expire in: 29:55'.

18

Clicking on the “Search Contracts” link will bring you to the Grantee Contract Management System. Your grant number will be auto populated in the Grant Number search field. You must perform a contract search before you can add your organization’s contracts to the system. This helps to prevent duplicate contracts being entered for a budget year. Your organization should establish guidelines on who will be responsible for accessing the GCMS to make modifications or enter any new contracts your organization establishes.

You may search for a contract using any of the search criteria displayed on the screen. The more information you use to search, the more specific your search results will be and the less information you use to search, the more expansive your search results will be.

Searching with Dates

Grantee Contract Management System

Grant Number	<input type="text" value="H89HA00000"/>
Org ID:	<input type="text"/> (comma separated list)
Registration Code	<input type="text"/> (comma separated list)
Organization Name	<input type="text"/>
Funded Through	<input type="text"/>
Contract ID	<input type="text"/> (comma separated list)
Reference	<input type="text"/>
Range Start Date	<input type="text" value="1/1/2023"/>
Range End Date	<input type="text" value="12/31/2023"/>
Project Officer:	<input type="text" value="All Project Officers"/>

19

Let's walk through an example of a contract search using Range Start Date and Range End Date. Searching for contracts using range dates will return all contracts that overlap with the reporting period.

After entering the criteria, you want to search by, click the "Search" button at the bottom of the page.

Adding a Contract

Grantee Contract Management System Your session will expire in: 25:00

Grant Number: H89HA00000

Org ID: (comma separated list)

Registration Code: (comma separated list)

Organization Name:

Funded Through:

Contract ID: (comma separated list)

Reference:

Range Start Date: 1/1/2023

Range End Date: 12/31/2023

Project Officer: All Project Officers

Results

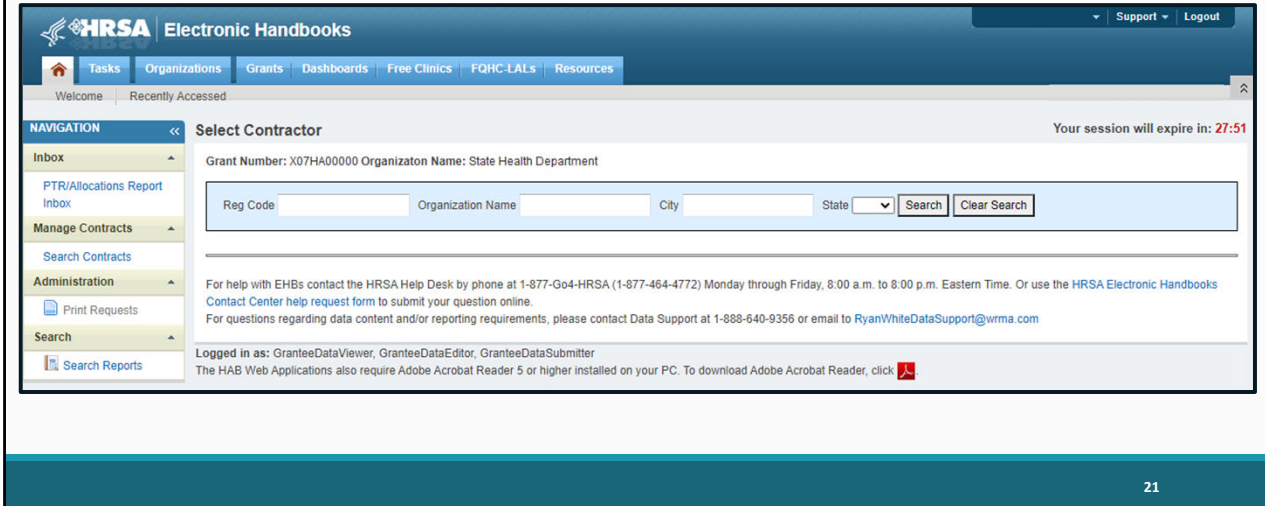
Id	Funded By	Org ID	Organization Name	Reg Code	Reference	Start	End	Services	Funded Through	Funded Amount	Is Executed	Action
There are no records that match the search criteria entered. Modify the search criteria and try again.												

20

Your search results will include all the contracts your organization has entered that match the search criteria you used. If there are no contracts that meet your search criteria, as is the case in our example, a message will appear in the search results stating: “There are no records that match the search criteria entered. Modify the search criteria and try again”.

Performing a search will also prompt the “Add Contract” button to appear at the bottom of the page. You can now add a new contract by clicking this button.

Provider Search Page



Clicking on the “Add Contract” button will bring you to the provider search page where you can search for a provider organization. This is also where you can search for your own organization to add a contract for yourself if your organization provides services.

Search for your provider by Reg Code, Organization Name, City, and/or State. You must spell the organization name or a portion of the agency’s name exactly as it is listed in the system, including any punctuation. You can find your provider’s Reg Code, or Registration Code, by looking at your contract search results or by viewing your most recent RSR Recipient Report. The Reg Code is the easiest and most accurate way to search for your providers. If you have trouble finding a reg code or provider in the system, please reach out to Ryan White Data Support. I will be going over our contact information at the end of this presentation.

Once you have finished entering your search criteria, click the “Search” button to the right of the information you entered.

Provider Search Results

The screenshot shows the HRSA Electronic Handbooks interface. The main content area is titled "Select Contractor" and displays search results for a contractor. The search criteria are: Grant Number: X07HA00000, Organization Name: State Health Department, and Reg Code: 12345. The search results table is as follows:

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 [here](#).

22

For our example, we'll add a contract with a provider other than ourselves. You can see on this slide, we searched for our provider using their reg code and their organization information popped up here.

If your search doesn't yield any results, try modifying the search criteria. The Reg Code is the easiest and most accurate way to search for a provider, but it isn't the only way. Use the information listed in the search results to verify that you have found the correct provider. Some organizations have very similar names or other similar organization details. Once you have confirmed your provider, click the Add button in the Action column.

Adding New Providers

If you need to add a new provider to the web system directory, send an email to Ryan White Data Support containing the following information:

Provider Name	Full Address	Employer Identification Number (EIN)	Organization Primary Contact: <ul style="list-style-type: none">• Name• Phone Number• Official Title• Email Address
---------------	--------------	--------------------------------------	--

RyanWhiteDataSupport@wrma.com

23

If you need to add a completely new provider to the web system directory, start by performing a search as demonstrated previously to ensure that the provider is not already in the system. After confirming that the provider is not in the system, send an email to Ryan White Data Support at the email address listed on this slide.

Make sure your email includes the provider name, the full provider address, the Employer Identification Number, or EIN, and the primary person of contact for this organization. Please include the Full name, Phone Number, Official Title, and Email address of the primary contact for this organization. This information is required to add the provider to the web system. You can also reach out to Ryan White Data Support if you have trouble locating a provider in the system or need help identifying a provider's registration code.

Copying Contracts

Grantee Contract Management System

Grant Number: X07HA00000

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: All Project Officers

Reset Search

Results

Id	Org ID	Organization Name	Reg Code	Reference	Start	End	Services	Funded Through	Funded Amount	Is Executed	Action
333333	123	HEALTH SERVICES	22222		4/1/2021	3/31/2022	10		\$200,000.00	Yes	Edit/Remove Edit/Remove Copy Contract

24

Before we get too deep into adding a new contract in the GCMS, I'd like to talk about copying contracts. Copying contracts is a great feature to use if you fund a provider for services for more than one contract year. The contract years do not have to be consecutive to benefit from this feature.

Copying contracts can save you time when completing the GCMS. To access this feature, start by performing a search, as detailed previously. Once you have found the contract that you want to copy, click on the drop-down menu, in the far-right Action column. Select the "Copy Contract" option, and then click on the "Go" button.

Copying Contracts: Specify Contract Dates

Copy Contract Your session will expire in: 28:18

Specify Contract Dates

Enter start and end dates of the copied contract. If you have selected a prime contract, the corresponding subcontracts will also be copied with the same contract dates. You may update this information in the subsequent page.

Start Date:

End Date:

If you are copying the contract of a fiscal intermediary, the corresponding subcontracts of all second-level providers will also be copied with the same contract dates.

25

After clicking the “Go” button, you will be asked to specify the new contract dates. Enter the new start and end date for the contract you are copying. The contract start date and end date should match the start date and end date of the budget year you are adding the contract for and the range should be no longer than one year. Once you have entered the correct dates, click the “Save” button on the right. You will be taken to the Contract Details page, which I will be discussing in the upcoming slides. When you copy a contract, the previous contract information you entered for this provider will prefill the contract details page. Make sure to review all fields for accuracy including the core medical and support services table and make any updates as needed using the steps detailed next in this presentation.

If you are copying the contract of a fiscal intermediary, the corresponding subcontracts of all second-level providers will also be copied with the same contract dates.

Add New Contract Your session will expire in: 29:22

Edit Contract

A field with an asterisk * before it is a required field.

Funding Organization Information

The name and core grant number shown below are pre-populated from the HRSA Electronic Handbooks (EHBs). You must correct any errors in this data in the EHBs.

Recipient Name: State Health Department
 Federal Award Identification Number: X07HA00000
 Organization ID: 98765

Recipient Organization Information

The data shown below are pre-populated from the agency's profile. If the data are incorrect, the agency's profile must be updated in the EHBs or the Ryan White HIV/AIDS Program (RWHP) Services Report (RSR) Web Application System. If your subrecipient receives RWHP funds directly from the U.S. Department of Health & Human Services (HHS), their profile must be updated in the EHBs. If your subrecipient does NOT receive RWHP funds directly from the HHS, their data must be updated in the RSR Web Application System.

Organization Name: Health & Happiness Clinic
 Address: 123 Street City ST 10987
 Phone Number: 1234567891
 Employer Identification Number: 009876543
 UEI: 7798WER47798
 Organization ID: 321
 Registration Code: 54321
 Number of Service Delivery Sites: 2

Funding and Recipient Organization Information 26

Whether you are adding a new contract or copying an existing one, a new screen will open allowing you to enter the details of your contract with the selected provider. The first few sections of the contract will contain information pre-populated from the web system. This includes the “Funding Organization Information” section which contains information about your organization including your grant number and organization ID.

The next pre-populated section in the contract is the “Recipient Organization Information” section. The information here is in reference to the provider that you selected and includes information like the provider’s name, Unique Entity Identifier, or UEI, and the organizations registration code.

If any of your recipient information is incorrect, you will need to reach out to the EHBs Customer Support Center to resolve. If any of the provider information is incorrect, a provider can fix it through their Organization profile, or they can reach out to Data Support, and we can provide them with some assistance. If a provider is also a recipient of a Ryan White Program grant and there are discrepancies in their Recipient Organization Profile, they will also need to reach out to the EHBs Customer Support Center. I will go over the contact information for both the EHBs Customer Support Center and Data Support at the end of this presentation.

Provider Profile Information

Provider Profile Information

The data shown below are pre-populated from this agency's most recent RSR submission. If the data are incorrect, the agency's data may be updated in the RSR Web Application System.

Provider Type:

Section 330 Funding Received:

No

Ownership Type:

Faith-based Organization:

No


Part of a real time electronic data network:


The next section of the contract is the “Provider Profile Information” section. This section includes the provider type, whether Section 330 funding is received, the agency’s ownership type, whether the agency is a faith-based organization, and whether the agency is part of a real time electronic data network.

This information will be pre-populated if the provider has completed an RSR Provider Report in the past. If you are adding a brand-new Ryan White provider, this information will populate when the provider completes their first RSR Provider Report.

If any of the pre-populated information shown is incorrect a provider can fix it through their Organization Profile, or they can reach out to Data Support.

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

Contract Information 28

As you continue to scroll down the page, you'll come to the "Contract Information" section. All fields with a red asterisk must be completed, including the contract start and end dates, which should align with the budget year and be for a duration no longer than 1 year; whether the contract has been signed and executed, if this agency serves as a consortium, fiscal intermediary provider, administrative agent, or lead agency under this contract, and whether this agency is a subcontractor or second-level provider. Recipients may utilize a fiscal intermediary or similar provider to award and/or monitor the use of their grant funding. A contract with the fiscal intermediary must be added before a contract with the subcontractor or second-level provider.

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

 **A contract with the fiscal intermediary must be added before the contract with the subcontractor or second-level provider.**

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

1. No
2. Yes

Question 5

29

A contract with the fiscal intermediary must be added before a contract with the subcontractor or second-level provider.

Question 5: Consortium, Fiscal Intermediary, Administrative Agent, or Lead Agency?

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

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

* 5a. If yes, please specify:

- Please select --
- Consortium
- Fiscal Intermediary
- Administrative Agent
- Lead Agency

30

Before moving on with the other contract details, let's talk a little more about questions 5. This is where you will indicate if the organization you are entering a contract for is a consortium, fiscal intermediary, administrative agent, or lead agency. If the organization you are completing a contract for is serving in any of these roles for your organization, the recipient, and one or more second-level providers, select "Yes." If you select "Yes," question 5a will appear and you will need to choose the appropriate designation for this organization.

Question 5 Further Guidance



A recipient cannot serve as an administrative agent, consortium, fiscal intermediary, or lead agency for its own grant.

Select “No” for question 5 if you’re adding a contract for your own recipient agency.



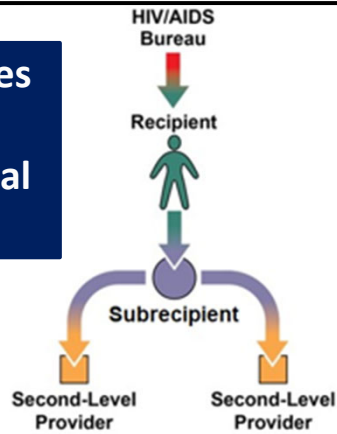
For further assistance selecting the correct type of fiscal intermediary, contact your HRSA HAB project officer.

Please note that a recipient cannot serve as an administrative agent, consortium, fiscal intermediary, or lead agency for its own grant. If you are adding a contract for your own organization, select “No” for Questions 5.

For further assistance selecting the correct type of fiscal intermediary, contact your HRSA HAB project officer.

Second-level Provider Diagram

A provider that receives funding to provide services through a fiscal intermediary.



32

Question 6 is related to question 5 in the contract. Please take a look at the image on the screen. For the purposes of the GCMS, a subcontractor and second-level provider are the same thing: a provider that receives funding to provide services through a fiscal intermediary.

Question 6: Subcontractor or Second-level Provider?

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

1. No
2. Yes

* 6a. If yes, please specify prime contractor: -- Please select --
-- Please select --

33

Question 6 is related to question 5 in the contract. Please take a look at the image on the screen. For the purposes of the GCMS, a subcontractor and second-level provider are the same thing: a provider that receives funding to provide services through a fiscal intermediary.

If you select "Yes," for question 6, question 6a will appear and you will need to select the provider's fiscal intermediary from the dropdown menu. If you're adding a contract for a second-level provider, make sure you have added the fiscal intermediary's contract first.

Question 6 Further Guidance



You will not be able to save a contract for a second-level provider without specifying the associated fiscal intermediary.




A recipient cannot be a second-level provider for its own grant. Select "No" if adding a contract for your own recipient agency.


34

You will not be able to save a contract for a second-level provider without specifying the associated fiscal intermediary. Pay attention to the contract dates of any fiscal intermediary contract selected in question 6a. The fiscal intermediary contract selected should be from the same budget year as the second-level provider's contract.

Also, please note that a recipient also cannot serve as a subcontractor or second-level provider for its own grant. If you are adding a contract for your own organization, select "No" for Questions 6. If you need assistance setting up your contracts, please reach out to Data Support.

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

Contract Reference 35

Now that we have clarified how to answer questions 5 and 6, let's discuss some other fields you will find on the contract details page. Another field I want to mention is the "Contract Reference" field. This field is completely optional. Feel free to enter any combination of letters, numbers, or special characters that will make a contract easier to find in the future.

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.

Service Information

36

If you continue to scroll down the page, you will find the "Service Information" section. For Question 7, indicate if this organization provides direct client services or not by selecting "yes" or "no". Questions 8 and 9 are where you will enter service information for this provider.

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.

The GCMS does not capture funding amounts allocated to administrative and technical services. Enter these values into your agency's PTR or Allocations Report.

Adding Services

37

For Question 8, check all administrative or technical services that this organization was funded to provide.

As a reminder, funding amounts for administrative and technical services should be entered directly into your organizations PTR or Allocations Report and not in your contracts in the GCMS.

Question 9 is where you will add the core medical and support services this organization was funded to provide. To enter services for Question 9, click the "Update Services" button below it. You must mark at least one service the provider is funded to provide in either question 8 or 9 to save the contract.

Question 9: Core Medical and Support Services Table

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)	Consortia (Do not include Program Income and Pharmaceutical Rebates dollars)	Direct Service (Do not include Program Income and Pharmaceutical Rebates dollars)	Emerging Communities (Do not include Program Income and Pharmaceutical Rebates dollars)	Total
4 Service Category: Core Medical Services						
Outpatient/Ambulatory Health Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	100000	<input type="text"/>	\$100,000
AIDS Pharmaceutical Assistance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Oral Health Care	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

38

Clicking the "Update Services" button below question 9 will prompt a pop-up window to open like the one pictured on this slide. For this example, I will be using a Part B recipient's Services table, but I will go over the Services table differences based on grant type in the next slide. The Part B Services table includes Consortia, Direct Service, and Emerging Communities award type column titles.

Question 9: Checkbox Columns

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)	Consortia (Do not include Program Income and Pharmaceutical Rebates dollars)	Direct Service (Do not include Program Income and Pharmaceutical Rebates dollars)	Emerging Communities (Do not include Program Income and Pharmaceutical Rebates dollars)	Total
4 Service Category: Core Medical Services						
Outpatient/Ambulatory Health Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	100000	<input type="text"/>	\$100,000
AIDS Pharmaceutical Assistance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Oral Health Care	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

39

There are two columns that are consistent for all program services tables. The first column is the Ryan White HIV/AIDS Program Funding column. In this column, you will mark the checkbox next to each service category this provider is funded to provide with your Ryan White Program base award. The funding amount boxes will unlock for any service selected as being funded with Ryan White Program funding.

The second column that is the same for all program services tables is the Ryan White HIV/AIDS-Related Funding column. In this column you will only mark the checkboxes for services funded using Ryan White-related funding which includes program income and pharmaceutical rebates. You do not enter any Ryan White-related funding into the funding amount columns. Ryan White-related funded services should only be indicated by selecting the appropriate checkbox under the Ryan White-Related Funding column.

Question 9: Funding Amounts

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)	Consortia (Do not include Program Income and Pharmaceutical Rebates dollars)	Direct Service (Do not include Program Income and Pharmaceutical Rebates dollars)	Emerging Communities (Do not include Program Income and Pharmaceutical Rebates dollars)	Total
Service Category: Core Medical Services						
Outpatient/Ambulatory Health Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>		100000		\$100,000
AIDS Pharmaceutical Assistance	<input type="checkbox"/>	<input type="checkbox"/>				
Oral Health Care	<input type="checkbox"/>	<input checked="" type="checkbox"/>				

40

For our example here, let's say we give this provider \$100,000 for Outpatient/Ambulatory Health Services with our base award and we give them funding from our program income to provide Oral Health Care. We'll start by selecting the appropriate checkbox in the Ryan White Funding column for Outpatient/Ambulatory Health Services. After selecting the checkbox under the Ryan White Funding column, the funding amount boxes will unlock, and we can enter the \$100,000 award amount into the appropriate award type column. Notice that we have also selected the checkbox in the Ryan White-Related Funding column for Oral Health Care. We do not need to enter any funding amounts for Ryan White-related funding in the contract Services table.

RWHAP Part A				RWHAP Part B			
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	Consortia (Do not include Program Income and Pharmaceutical Rebates dollars)	Direct Service (Do not include Program Income and Pharmaceutical Rebates dollars)	Emerging Communities (Do not include Program Income and Pharmaceutical Rebates dollars)	Total
RWHAP Part B Supplemental			RWHAP Parts C & D				
Consortia (Do not include Program Income and Pharmaceutical Rebates dollars)	Direct Service (Do not include Program Income and Pharmaceutical Rebates dollars)	Total	Base Award (Do not include Program Income and Pharmaceutical Rebates dollars)				

Funding Amount Column Titles

41

Now let's look at the different funding amount titles and columns for each Ryan White HIV/AIDS program grant. As mentioned on the previous slide, the Ryan White HIV/AIDS Program Funding column, and the Ryan White HIV/AIDS-Related funding column are consistent on all Services tables for each grant type, but the funding columns differ. The number and titles of the columns in which to enter funding amounts vary based on the grant.

The Part A recipient core medical and support services table includes the funding amount columns: Base, MAI Award, and Supplemental. As a reminder, RWHAP Part A recipients should combine all base and supplemental award allocations into the base column. Do not utilize the supplemental column if you are a RWHAP Part A recipient.

The Part B table includes the funding amount columns: Consortia, Direct Service, and Emerging Communities

The Part B Supplemental table includes the funding amount columns: Consortia and Direct Service

And the Part C & D recipients core medical and support services table includes the funding amount column: Base Award

EHE Recipients Core Medical and Support Services Table

Services

Select the core medical, essential support and EHE initiative services for this contract that are funded through EHE program. For each service category funded through EHE, enter a funding amount in the corresponding column. The award amount should reflect the current year and should not include carryover funds.

[Done updating services](#) *

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

Service Name	EHE Funding	EHE Carryover Funding	Base	EHE Carryover Funding Amount
Service Category: Core Medical Services				
Outpatient/Ambulatory Health Services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>
AIDS Pharmaceutical Assistance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

42

Last, but not least, let's talk about the EHE core medical and support Services table. This table includes EHE Funding and Base.

EHE Carryover Funding

Services

Select the core medical, essential support and EHE initiative services for this contract that are funded through EHE program. For each service category funded through EHE, enter a funding amount in the corresponding column. The award amount should reflect the current year and should not include carryover funds.

[Done updating services](#)

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

Service Name	EHE Funding	EHE Carryover Funding	Base	EHE Carryover Funding Amount
Service Category: Core Medical Services				
Outpatient/Ambulatory Health Services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>
AIDS Pharmaceutical Assistance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

43

Upcoming this year, the EHE core medical and support services table will be adding an EHE carryover funding column and an EHE carryover funding amount column. EHE recipients will select the checkbox for any service a provider is funded to provide with their agency's EHE carryover funding. Much like the other tables, once a service category is marked as provided, the funding column for that service category will be unlocked and you can enter the award amount given to the provider. Only enter EHE carryover funding amounts in this column.

If you have any questions about your grants program Services table or how to enter award amounts in your contract, please reach out to Data Support.

After you have entered all the service information in the table for your provider, click "Done updating services" to return to the Contract Details page.

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.

Back on the contract details page, after you have entered all the required information for your contract, click the "Save" button on the bottom right side of the page. If you skip this step by either selecting cancel or exiting the page, your contract will not be saved in the GCMS.

Contract Save Success

NAVIGATION << Edit Contract Details (Contract ID 123456) Your session will expire in: 29:38

Success:
The contract has been created/updated successfully.

Edit Contract
A field with an asterisk * before it is a required field.

Funding Organization Information
The name and core grant number shown below are pre-populated from the HRSA Electronic Handbooks (EHBs). You must correct any errors in this data in the EHBs.

Recipient Name: State Health Department
Federal Award Identification Number: X07HA00000
Organization ID: 000

Recipient Organization Information

45

Once you click “Save,” if you have completed all the required fields, then you will see a green “Success” message at the top of the page like the one displayed on this slide, and you can exit the contract without losing any contract information.

Contract Save Error

NAVIGATION <<

Inbox

PTR/Allocations Report
Inbox

Expenditures Report Inbox

Manage Contracts

Search Contracts

Administration

Print Requests
Admin Reports
Admin Tools

Search

Error: One or more errors have occurred.

A consortium, fiscal intermediary provider, administrative agent, or lead agency cannot be a subcontractor or second-level provider.
A subcontractor or second-level provider cannot be consortium, fiscal intermediary provider, administrative agent, or lead agency.
If the response to Q#5 is 'Yes', a response to Q#8 is required.

Edit Contract Details (Contract ID 382962) Your session will expire in: 29:49

Edit Contract

A field with an asterisk * before it is a required field.

Funding Organization Information

The name and core grant number shown below are pre-populated from the HRSA Electronic Handbooks (EHBs). You must correct any errors in this data in the EHBs.

46

If you have any errors in your contract when attempting to save it, you'll receive a red "Error" banner like the one shown on this slide. The message in the banner will display the question or questions triggering the error. Use the instructions detailed earlier in this presentation or in the GCMS Instruction Manual to make corrections to the Contract Details page and try saving your contract again. If you continue to have issues saving your contract, please reach out to Data Support.

Once you have successfully saved your contract, let's say your organization would like to edit or remove a contract. You'll start by navigating to the GCMS. Remember, you can get to the GCMS at any time within a report by clicking the "Search Contracts" link on the Left Navigation Panel.

Editing/Removing Contracts

Grantee Contract Management System

Grant Number: X07HA00000

Orig 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: All Project Officers

Results

Id	Org ID	Organization Name	Reg Code	Reference	Start	End	Services	Funded Through	Funded Amount	Is Executed	Action
000001	0000	Health Center	00003		4/1/2021	3/31/2022	0		\$300,000.00	Yes	Edit/Remove <input type="button" value="Go"/>

47

Back in the GCMS, we can perform a search using the instructions detailed earlier in this presentation. When you have found the contract that you want to edit in the search results, select the “Edit/Remove” option in the drop-down menu under the far-right Action column and click the “Go” button beside it.

Editing a Contract

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

Created by:
Created date: 6/11/2022
Last modified by:
Last modified date: 6/11/2022

Delete Contract

To remove this contract/agreement from your list of contracts, select the Delete Contract button below.

Warning: Selecting this button will permanently remove the contract from your contract list. You will not be able to undo this action. To restore the contract, you must add a new contract with this provider.

48

This action will take you to the Contract Details page for the contract you selected. If you need to edit your contract, follow the steps provided earlier in the presentation when we discussed adding a contract to the GCMS and be sure to click "Save" to preserve your changes.

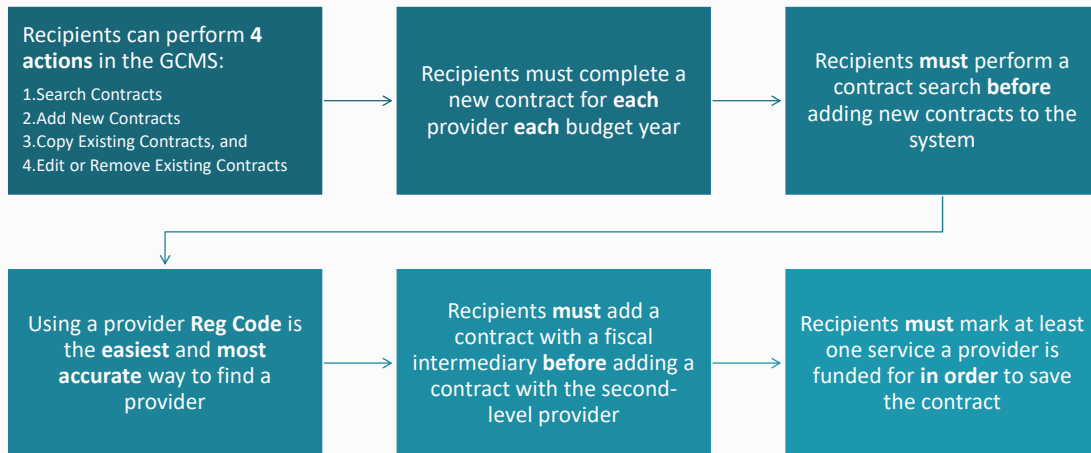
Deleting Contracts

The screenshot displays a web interface for managing contracts. At the top, there is a section for updating services, including an 'Update Services' button and metadata such as 'Created by:', 'Created date: 6/11/2022', 'Last modified by:', and 'Last modified date: 6/11/2022'. Below this is a 'Cancel' button and a 'Save' button. A red box highlights the 'Delete Contract' button at the bottom of the page. A confirmation dialog box is overlaid on the screen, titled 'hrs.gov says', with the message 'This contract will be permanently deleted. Are you sure you wish to continue?' and 'OK' and 'Cancel' buttons.

49

If you need to delete the contract, scroll to the bottom of the page, and you will find the box shown on this slide labeled “Delete Contract.” If you click on the “Delete Contract” button, a pop-up box will appear asking if you are sure that you want to delete the contract. Clicking “OK” will permanently remove the contract from the GCMS. This cannot be undone or recovered.

Key Takeaways for Completing the GCMS



50

With that said, we are nearing the end of the GCMS Webinar. We went over a lot of information today and I would like to emphasize a few key takeaways:

1. Recipients can perform 4 actions in the GCMS: Search Contracts, Add New Contracts, Copy Existing Contracts, and Modifying or Removing Existing Contracts.
2. Recipients must complete a new contract for each provider each budget year
3. Recipients must perform a contract search before adding new contracts to the system
4. Using a provider Reg Code is the easiest and most accurate way to find a provider in the system
5. Recipients must add a contract with a fiscal intermediary before adding a contract with a second-level provider
6. Recipients must mark at least one service a provider is funded for in order to save the contract

We hope the information shared in today's webinar has boosted your knowledge and confidence about completing the GCMS. If there is anything that you need further clarification about regarding Completing the GCMS, please feel free to ask a question during the Q&A session at the end of this webinar or reach out to us at Ryan White Data Support and we would be happy to assist you. I will be going over our contact information in the upcoming slides.

TA Resources



Online Resources



[TargetHIV.org](https://www.TargetHIV.org)

[GCMS Manual](#)

[RyanWhite.HRSA.gov](https://www.RyanWhite.HRSA.gov)

[PCN #16-02](#)

52

Here is the link to the TargetHIV website where you can find the GCMS Instruction Manual as well as a ton of additional resources on the Ryan White program and data reporting in general.

In addition to the TargetHIV website link, there is also a link here to the HRSA HAB website as well as PCN #16-02. PCN#16-02 defines and provides program guidance for each of the Core Medical and Support Services and defines individuals who are eligible to receive these HRSA RWHAP services. Administrative service definitions can be found in the GCMS Manual. PCN#16-02 and the GCMS Instruction Manual are invaluable resources to have accessible to you when completing the GCMS. I highly recommend downloading them at the completion of this webinar.



**Ryan White Data
Support**

888-640-9356

RyanWhiteDataSupport@wrma.com



**EHBs Customer Support
Center**

877-464-4772

[Online TA Request](#)

TA Resources


53

If you happen to run into any questions, or need assistance completing the GCMS, you can reach out to us at Ryan White Data Support. Our telephone number and email address are shown on the slide. The contact information for the EHBs Customer Support Center is also shown on this slide in case you have any issues with your login or EHBs access and permissions.

Connect with HRSA

To learn more about our agency,
visit

www.HRSA.gov

 Sign up for the HRSA *eNews*

FOLLOW US:    

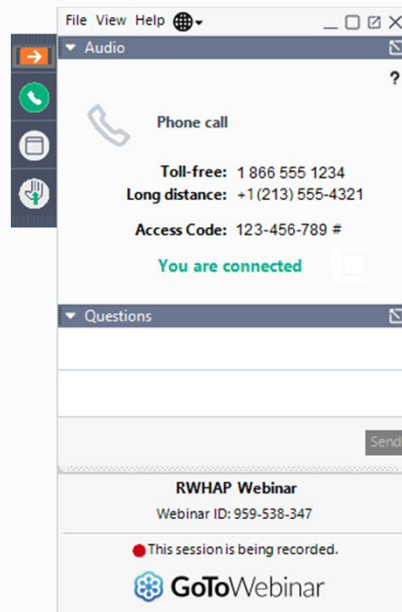
Finally, to connect with and find out more about HRSA, check out HRSA.gov.

Questions?

Please use the "raise hand" function to speak. We will unmute you in the order that you appear.

OR

Type your question in the question box.



Thank you so much for joining today's presentation. I will now turn it back over to Rachel to facilitate the Q&A portion of today's webinar.