RSR In Focus: Using the Grantee Contract Management System (GCMS)

All contract information that is used to populate the Ryan White HIV/AIDS Program Services Report (RSR) is stored in the GCMS. The GCMS is used to populate your RSR Recipient Report, Allocations Report, and Consolidated List of Contracts, if applicable, with information such as **recipient/provider relationships and funded services.**

What's in the GCMS?
- Contracted providers
- Contract start/end dates
- Award amounts
- Funded services
- Contact information

What do I need to do in the GCMS for the RSR?

Recipients are agencies which directly receive RWHAP funds from HRSA HAB. **Only recipients can make changes in the GCMS.**

Providers-only:

(receive RWHAP funds from a recipient and provide client services)

If something in your Provider Report is not correct, ask your recipient to make the edits in the GCMS and synchronize their RSR Recipient Report. The information cannot be synchronized for a provider unless the provider report is in "Working" status.

Recipients:

(receive RWHAP funds from HAB, and may also provide direct services)

If you have not started your RSR Recipient Report, review the data in the GCMS and update contract information if needed before you access the RSR.

If you have started your Recipient Report and need to update information, go back to the GCMS to make changes. Integrate the changes into your Recipient Report by clicking "synchronize" in the Program Information page of your report.

Remember!

Make sure your contracts are correct in the GCMS *before* beginning your RSR Recipient Report! This will minimize the need to synchronize your changes.

The GCMS is open year-round for recipients to update information!

The following pages of this document include steps and screenshots for recipients on how to use the GCMS to make changes in preparation for RSR reporting.

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Accessing the GCMS

You enter the GCMS through the RSR or the Program Terms Report (PTR) deliverable in the Electronic Handbooks (EHBs). In either report, you can access the GCMS using the **"Search Contracts"** link in the left-hand navigation panel in the EHBs.
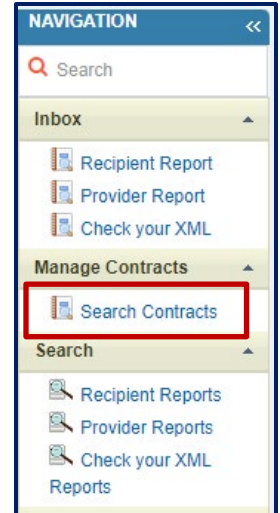
Updating Information

Enter your search criteria into the GCMS. You do not have to fill out each section to complete a search. The grant number will be prepopulated. Click the **"Search"** button.

Adding Contracts

1. All of the contracts within your search parameters will be shown in the "Results" table below the search box. The "Action" column gives you the option to edit or remove the listed contract. If you are missing a contract, click on the **"Add Contract"** button.

2. To find the additional contracts to add, fill out the search fields with enough information for the system to identify your organization. You can enter the registration code, the organization name, or the city and state of the provider. Click the **"Search"** button.

3. The system will pull up all the active organizations that meet your search criteria. Locate the agency you want to add and click **"Add"**. If you do not see your provider, cast a wider net. Less information in the Search feature is often better than more. To add new providers, contact Ryan White Data Support at ryanwhitedatasupport@wrma.com or 888-640-9356.

4. You will see "Funding Organization Information" (recipient) and "Recipient Organization Information" (provider). All of this information should be prepopulated.

5. Further down on the screen, you will see the pre-populated "Provider Profile Information" section and the "Contract Information" section, which you will need to fill in. The fields with a red asterisk are mandatory. The **"Contract Reference"** field is not mandatory, but it allows you to include a reference name for the contract so it is easier to identify.

Scroll down to answer the questions about which administrative or technical services are provided at the agency. Click the **"Update Services"** button.

6. A pop-up screen will open with all the core services and support services listed. For each service, first indicate what **type of funding** was used for the service (RWHAP or RWHAP-related funding). For RWHAP-funded services, you will then enter the **funding amount** for each applicable service category,

As a reminder, **RWHAP funding** includes funding from Parts A-D as well as EHE Initiative funding.

RWHAP-related funding includes pharmaceutical rebates and program. Learn more here.

rounded to the nearest whole dollar. You may need to check with your fiscal staff to obtain these funding amounts. Funding amounts can be edited in the GCMS at any time. Some grants (e.g., Part B grants), have additional breakdowns for type of funding used.

7. Scroll to the top or bottom of the page and click **"Done updating services"**. This will close the pop-up. The note in red at the bottom reminds you that the updates are not saved until you click the **"Save"** button on the main page.

8. You will receive either a red "Error" message or a green "Success" message. If you have errors, read the details so you can go back and fix issues.
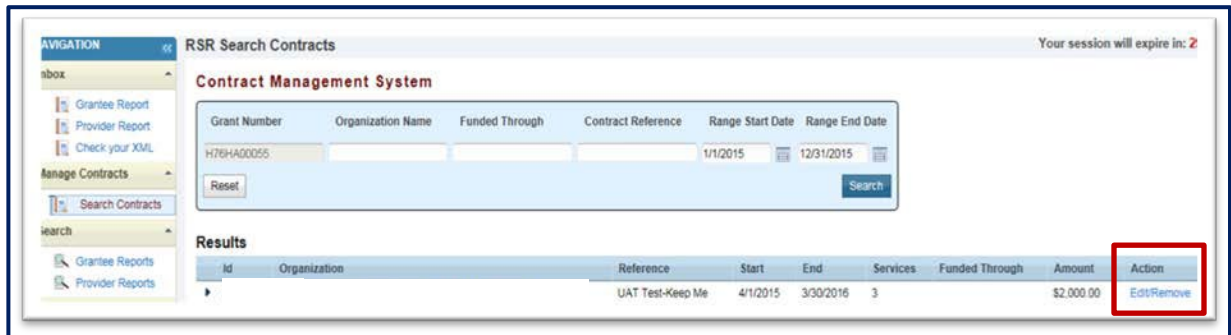
 or

9. If you need to add more contracts, click **"Search Contracts"** link again and repeat these steps until all contracts have been added correctly.
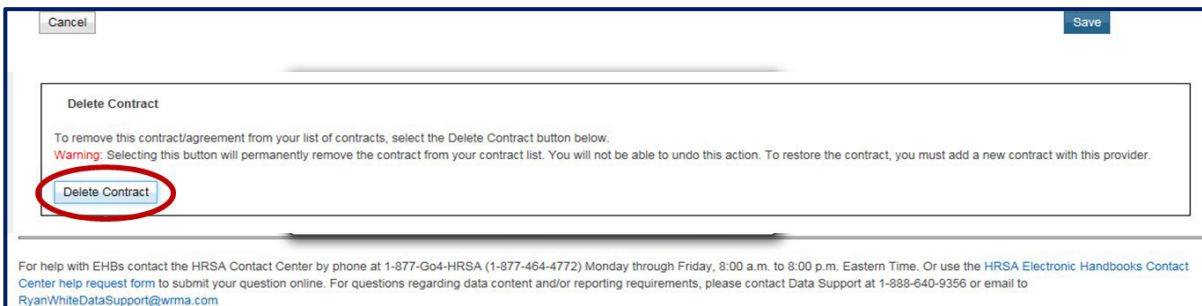
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Deleting Contracts

1. To delete a contract, click on the **"Edit/Remove"** link in the "Action" column.

2. Scroll to the bottom of the page that opens. Click the **"Delete Contract"** button. After deleting the contract, the system will take you back to the "Search Contracts" page.

Starting the RSR Recipient Report

When your contracts are all properly set up, click on the **"Recipient Report"** link in the Inbox section of the left-hand navigation menu. Then, click the envelope icon that says **"Create"** in the Action column.
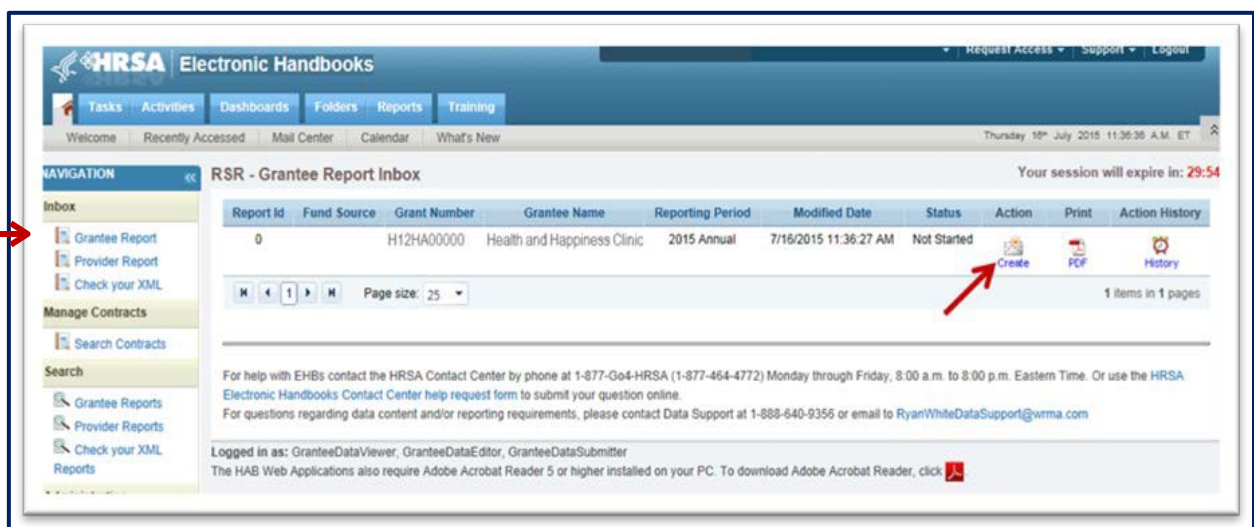
Synchronize Contracts

1. If you made changes in the GCMS after the Recipient Report was created, when you go back to the Program Information page, you will see a warning at the top of the screen stating that the information in the GCMS and the Recipient Report do not match. In the list of contracts, you will see a yellow warning icon indicating the contract where information does not match. Open the synchronization window by clicking the **provider name** in blue, the **"Synchronize All"** button, or the **yellow warning icon**.

2. When the contract opens, you will see the modifications, If the information in this list is correct, click "**Synchronize**". If not, click **"Cancel"**. You can use the "Search Contracts" link in the left-hand navigation menu to go back and edit contracts in the GCMS.


3. After you have synchronized your report, the warning icon should no longer appear. If everything is correct, click the **"Save"** button at the bottom right of the screen.

Validating and Certifying the RSR Recipient Report

1. Once you have completed your RSR Recipient Report, click the **"Validate"** link under "Recipient Report Actions" in the left-hand navigation menu. If you have any errors, go back to the General Information and Program Information pages to correct the report. If you receive validation warnings, input comments to describe (1) your knowledge of the data issue, and (2) a planned resolution for next year's reporting.
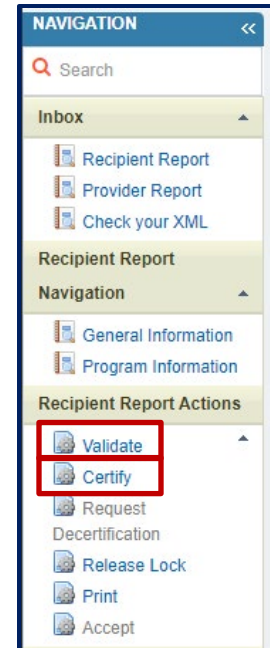
2. To certify your report, you mut input a comment. Below the comment box is a checkbox which asks you to certify that the report is accurate and complete. Check this box and click the **"Certify Report"** button. After you have certified, you are finished with your RSR Recipient Report!

Frequently Asked Questions

1. Do I need to update the contract amounts in the GCMS? If so, how?

Yes, contract amounts should reflect the funding amounts for each service category for each provider in the contract period. Once you have located the provider contract you wish to modify, select the "Edit/Remove" link located on the right side of the page. Once the provider contract has opened, scroll down to question 8 of the section. Select the "Update Services" link in question 8. A new window will appear. Enter the dollar value in the appropriate funding column for the service.

2. Do I need to update services in the GCMS? If so, how?

Yes, locate the provider contract you wish to modify, select the "Edit/Remove" link located on the right side of the page. Once the provider contract has opened, scroll down to question 8 of that section. Select the "Update Services" link in question 8. A new window will appear. Enter the dollar value in the appropriate funding column for the service.

3. Where do I record administrative dollars in the GCMS?

Contract amounts for administrative services are not recorded in the GCMS.

4. What will happen if I delete a contract in the GCMS?

If you delete a contract, the record of the contract will be completely deleted from the GCMS. If the deletion was a mistake, please just re-enter the contract.

5. What is the reference ID in the GCMS?

Reference ID allows a user to create a unique identifier for an organization. This is an optional feature and can help you keep track of multiple contracts at the same or similar sounding organizations.

6. What contracts should be listed in the GCMS?

Information from the contracts shown will be used to populate the Program Information section of your RSR Recipient and Provider Reports. Remember, even though the RSR is reported on a calendar year basis, contracts listed in the GCMS should match the actual agreements you have in place with your providers. For the purpose of the RSR, contracts include formal contracts, memoranda of understanding, or other agreements.

More Resources

- Review the presentation on How to Complete the RSR Recipient Report Using the GCMS. Additional Instructions are available in the RSR Instruction Manual.
- Reach out to Ryan White Data Support at ryanwhitedatasupport@wrma.com or 888-640-9356 with additional questions.

Remember – there is no wrong door for TA!
Reach out to DISQ with any RSR-related questions.

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