



2018 GRANTEE CONTRACT MANAGEMENT SYSTEM (GCMS) INSTRUCTION MANUAL



The Grantee Contract Management System (GCMS) contains all Ryan White HIV/AIDS Program recipient contract information. The GCMS uses information from previous year submissions of the Ryan White HIV/AIDS Program Services Report (RSR) Grantee Report, Consolidated List of Contracts (CLC), Program Terms Report (PTR), or Allocations Report to populate the current year RSR, CLC, PTR, or Allocations Report.

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RECIPIENT AND SUBRECIPIENT RELATIONSHIP

(Last Updated: September 6, 2018)

Recipients and providers/subrecipients work together to quickly and easily submit the Ryan White HIV/AIDS Program (RWHAP) Services Report (RSR). Below are illustrations and definitions of recipient and providers/subrecipients relationships.

Figure 1. Recipient-Provider

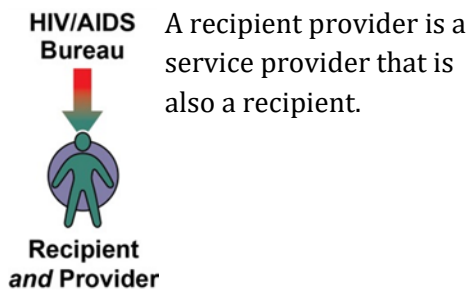


Figure 2. Subrecipient

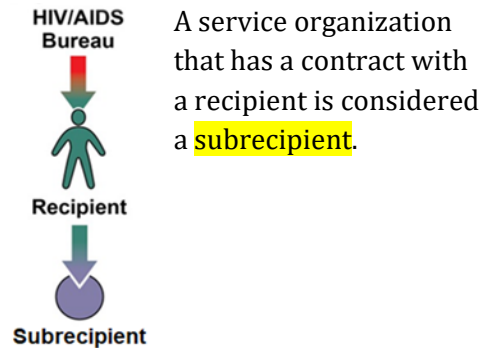
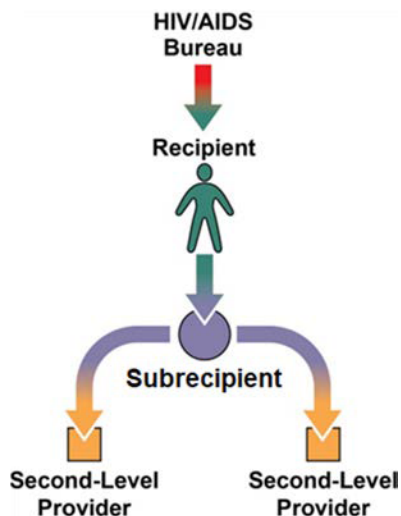


Figure 3. Second-Level Provider



Occasionally, recipients will use an administrative agent to award and/or monitor the use of their RWHAP funds. In this situation, the administrative agent (or fiscal intermediary service provider) is the recipient's subrecipient. When the recipient's subrecipient (administrative agent or fiscal intermediary provider) enters into a contract with another provider to use the recipient's funds to deliver services, that provider is considered a second-level provider.

RYAN WHITE HIV/AIDS PROGRAM SERVICE CATEGORIES

(Last Updated: September 6, 2018)

For the purposes of reporting, RWHAP-funded services are divided into three groups:

- a) Administrative and technical services;
- b) Core medical services; and
- c) Support services.

Descriptions of all RWHAP services are in **Ryan White HIV/AIDS Program Services: Eligible Individuals & Allowable Uses of Funds.**

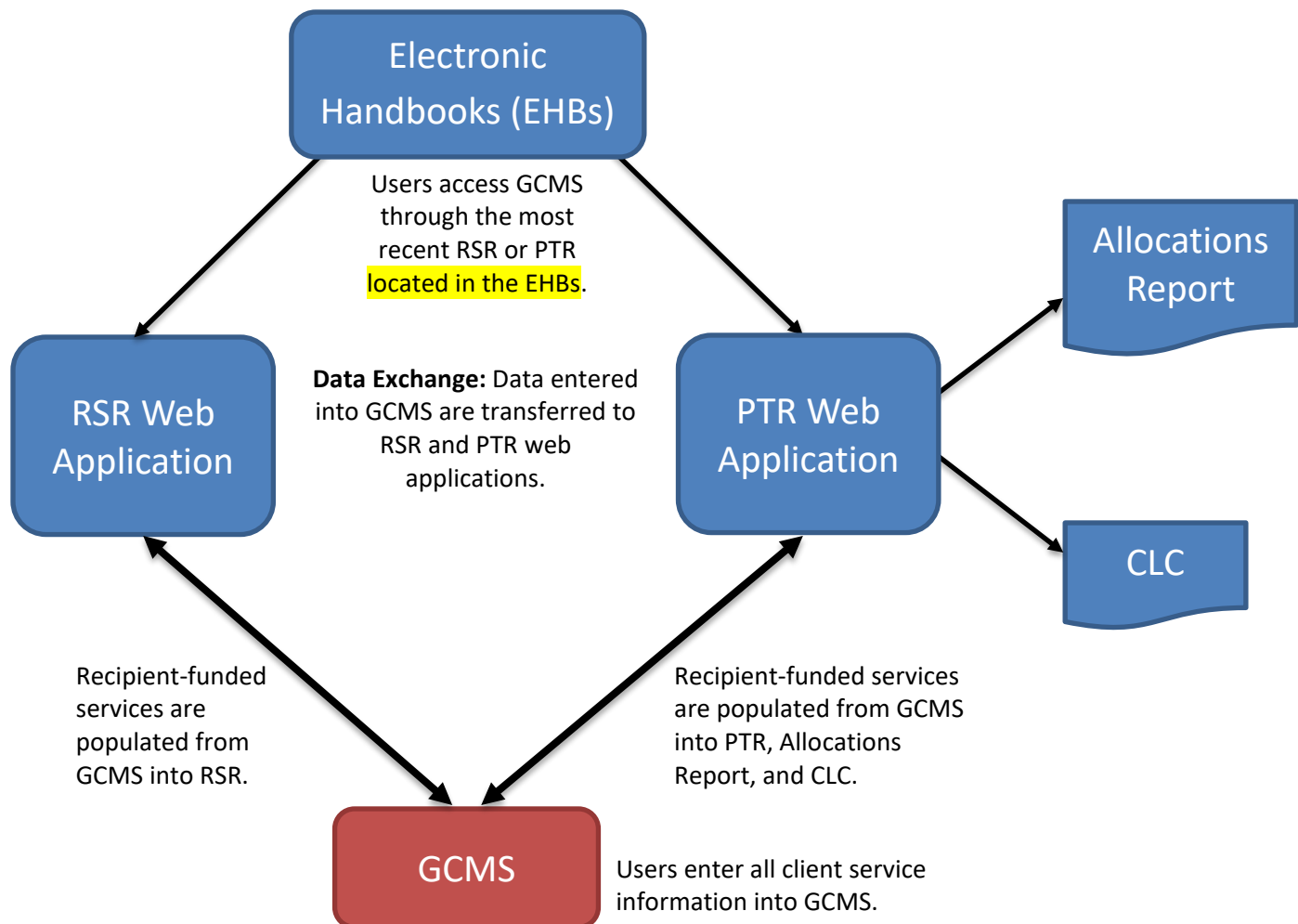
WHAT IS THE GCMS?

(Last Updated: September 6, 2018)

The Grantee Contract Management System is a data-storage system that allows you to enter and maintain your agency's RWHAP contracts. The GCMS was introduced to decrease the data-entry burden on recipients by allowing agencies to enter information into one system and have that information populate multiple reports. Current reports linked to the GCMS include the Ryan White HIV/AIDS Program Services Report (RSR), the Program Terms Report (PTR), the Consolidated List of Contracts (CLC), and the Allocations Report.

As shown in Figure 4, once you have entered initial information into the GCMS, you update the information as your agency reallocates funds or enters into new contracts. When you start any of the various reports mentioned above, the report will automatically ping the GCMS and pull the required data into the report. RWHAP funds used to provide client services are captured in the GCMS. All RWHAP funds used to provide administrative services are captured in the PTR or Allocations Report.

Figure 4. Reporting Through the GCMS



ACCESSING THE GCMS

(Last Updated: September 6, 2018)

The GCMS is a data-storage system that allows you to manage all of your RWHAP contracts. By accessing the GCMS, you will be able to:

- Add new contracts;
- Modify existing contracts;
- Delete existing contracts;
- Modify RWHAP funding amounts for subrecipients; and
- Modify funded service categories for subrecipients.

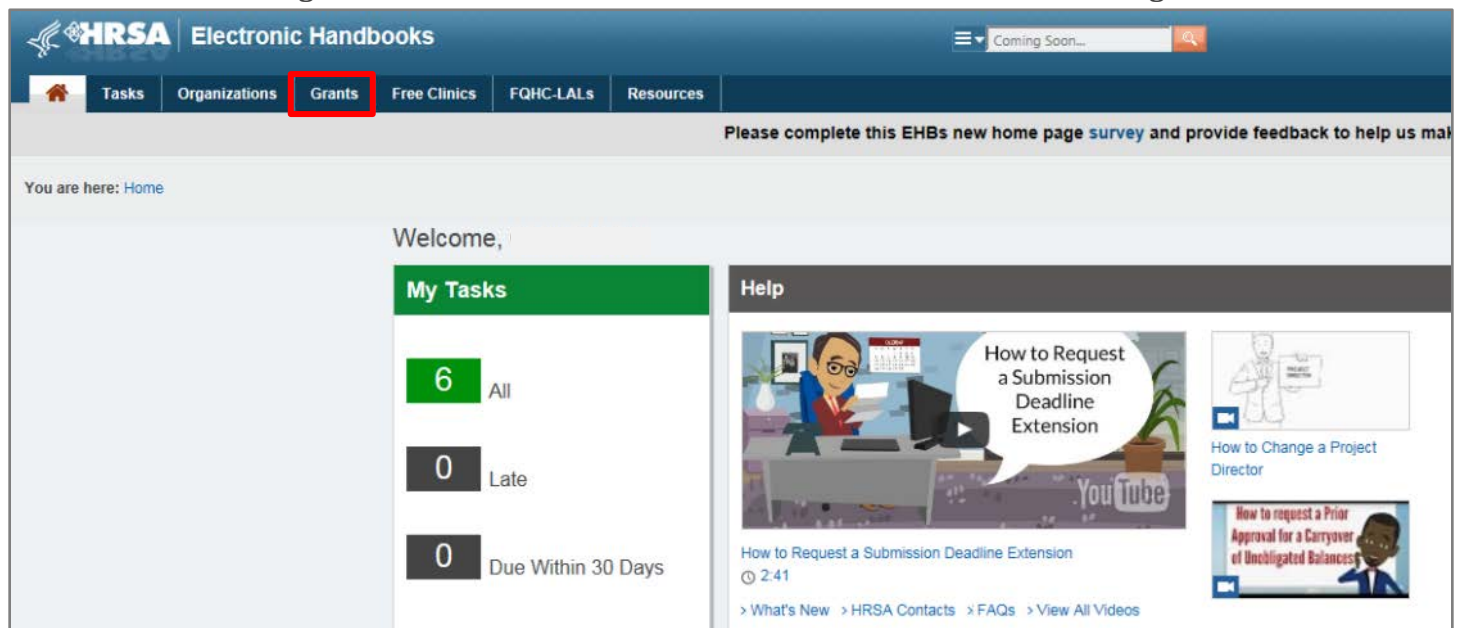
Instructions for Accessing the GCMS

Log in to the Health Resources and Services Administration (HRSA) electronic handbooks (EHBs) site at <https://grants.hrsa.gov/webexternal>. You can access the GCMS two ways: via your agency's latest RSR or your agency's latest PTR/Allocations Report.

Accessing the GCMS via the RSR

Step One: Go to the EHBs Home page (Figure 5). **Hover your mouse over** the "Grants" tab, on the top-left side of the screen.

Figure 5. HRSA Electronic Handbooks: Screenshot of the Home Page



If you need assistance with your credentials to access the EHBs, call the HRSA Contact Center at 1-877-464-4772.

Step Two: From the resulting **drop-down menu**, under “Submissions,” select “Work on Performance Report” (Figure 6).

Figure 6. HRSA Electronic Handbooks: Screenshot of the My Grant Portfolio Page

The screenshot shows the 'My Grant Portfolio Page' with a navigation bar at the top containing 'Organizations', 'Grants', 'Free Clinics', 'FQHC-LALs', and 'Resources'. The 'Grants' tab is active. Below the navigation bar, there are four main sections: 'Submissions', 'Requests', 'Portfolio', and 'Users'. The 'Submissions' section is expanded, showing a list of options: 'Work on Financial Report', 'Work on Progress Report', 'Work on Performance Report' (highlighted with a red box), 'Work on Noncompeting Progress Reports', and 'Work on Other Submissions'. Below this list is a 'Scope' section with options: 'Manage Sites', 'Manage Services', and 'Manage Other Activities and Locations'. The 'Requests' section shows options: 'Work on existing Prior Approval', 'Request New Prior Approval', 'Work on Existing Health Center H80 CIS', and 'Request New Health Center H80 CIS'. The 'Portfolio' section shows options: 'Add a Grant to My Portfolio', 'Work on a Grant in My Portfolio', and 'View My Access Requests'. The 'Users' section shows options: 'View Authorized Users', 'Authorize New Users', and 'Approve Access Requests'.

Step Three: On the bottom of the Submissions - All page, under “Submission Name,” locate your most recent RSR submission (Figure 7). Then select “Start” or “Open” under the “Options” header. A new window will appear.

Figure 7. HRSA Electronic Handbooks: Screenshot of the Submissions - All Page

The screenshot shows the 'Submissions - All' page. At the top, there are tabs for 'Not Completed', 'Recently Completed', and 'All'. Below the tabs is a 'Search Filters' section with 'Basic Search Parameters' and 'Advanced Search Parameters'. The 'Basic Search Parameters' section includes fields for 'Grant Number', 'Submission Tracking Number Like', 'Submission Deadline', 'Submission Name Like', 'Organization', and 'Submission Type'. The 'Advanced Search Parameters' section is collapsed. Below the search filters is a 'Display Options' section with a 'Sort Method' dropdown set to 'Grid | Custom'. At the bottom of the page is a table of submissions. The table has columns: 'Submission Name', 'Submission Type', 'Organization', 'Grant #', 'Tracking #', 'Reporting Period', 'Deadline', 'Submitted Date', 'Status', and 'Options'. The first row of the table shows a submission named 'RSR 2017 Annual Performance Report' with a status of 'Not Started'. The 'Options' column for this submission has a dropdown menu with 'Start' selected (highlighted with a red box).

Submission Name	Submission Type	Organization	Grant #	Tracking #	Reporting Period	Deadline	Submitted Date	Status	Options
RSR 2017 Annual Performance Report	Performance Reports	Health & Happiness Clinic	H12HA00000		1/1/2017 - 12/31/2017	03/26/2018		Not Started	Start



Searching for “RSR” in the filter under the “Submission Name” header may help you find your most recent RSR faster.



If you need help navigating the EHBs to find your annual RSR, call the HRSA Contact Center at 1-877-464-4772.

Step Four: In the new window (the “RSR Grantee Report Inbox”), locate the Navigation panel on the left side of the page (Figure 8). Under the “Manage Contracts” header, select “Search Contracts.”

Figure 8. HRSA Electronic Handbooks: Screenshot of the RSR Grantee Report Inbox Page

HRSA Electronic Handbooks

Tasks Organizations Grants Free Clinics FQHC-LALs Resources

Welcome Recently Accessed What's New Guide Me

NAVIGATION

Inbox

- Grantee Report
- Provider Report
- Check your XML

Manage Contracts

- Search Contracts**

Search

- Grantee Reports

RSR Grantee Report - Favorites

Report ID	Fund Source	Grant Number	Grantee Name	Reporting Period
0	Part D	H12HA00000	Health & Happiness Clinic	2017 Annual

Page Size: 25

Remove from Favorites

For help with EHBs contact the HRSA Contact Center by phone at 1-877-Go4-HRSA (1-877-464-4772) Monday through Friday, 8:00

Step Five: You have now accessed the GCMS and can search, modify, and delete contracts (Figure 9). For instructions on how to do this, please see **Searching for, Entering, and Modifying Contracts in the GCMS** on page 10 of this manual.

Figure 9. HRSA Electronic Handbooks: Screenshot of the Grant Home Page

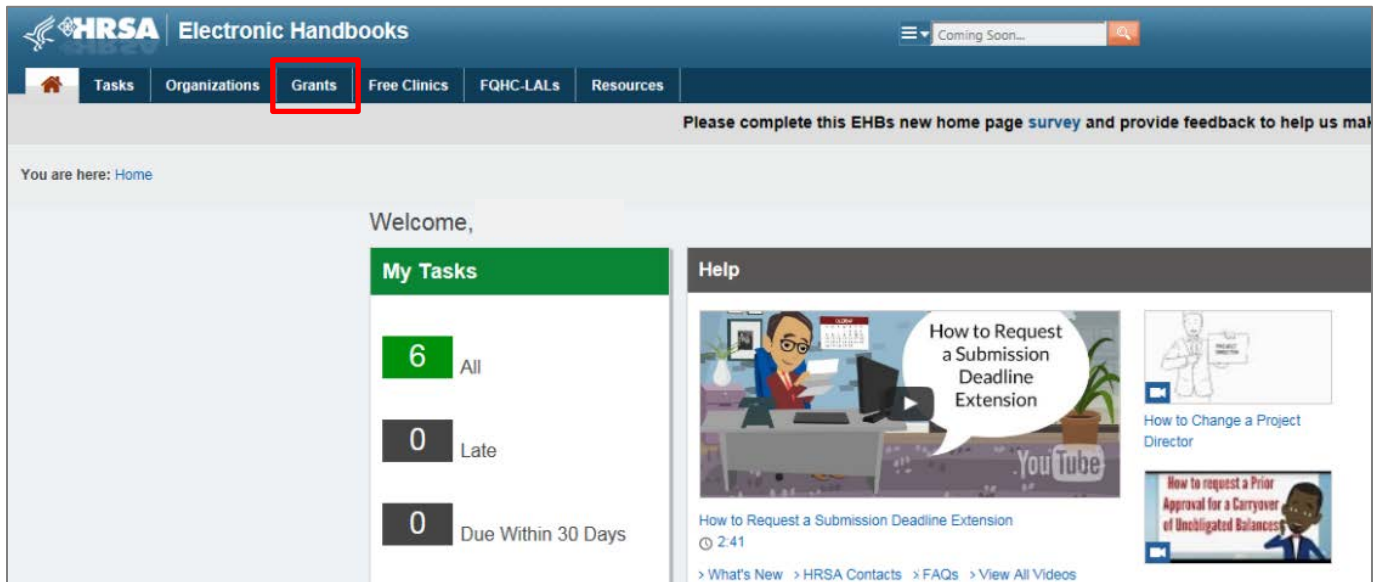
Grantee Contract Management System

Grant Number	<input type="text" value="H12HA00000"/>
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"/>
Subaward ID	<input type="text"/> (comma separated list)

Accessing the GCMS via the PTR/Allocations Report

Step One: From the EHBs home page (Figure 10), hover your mouse over the “Grants” tab, on the top-left side of the screen.

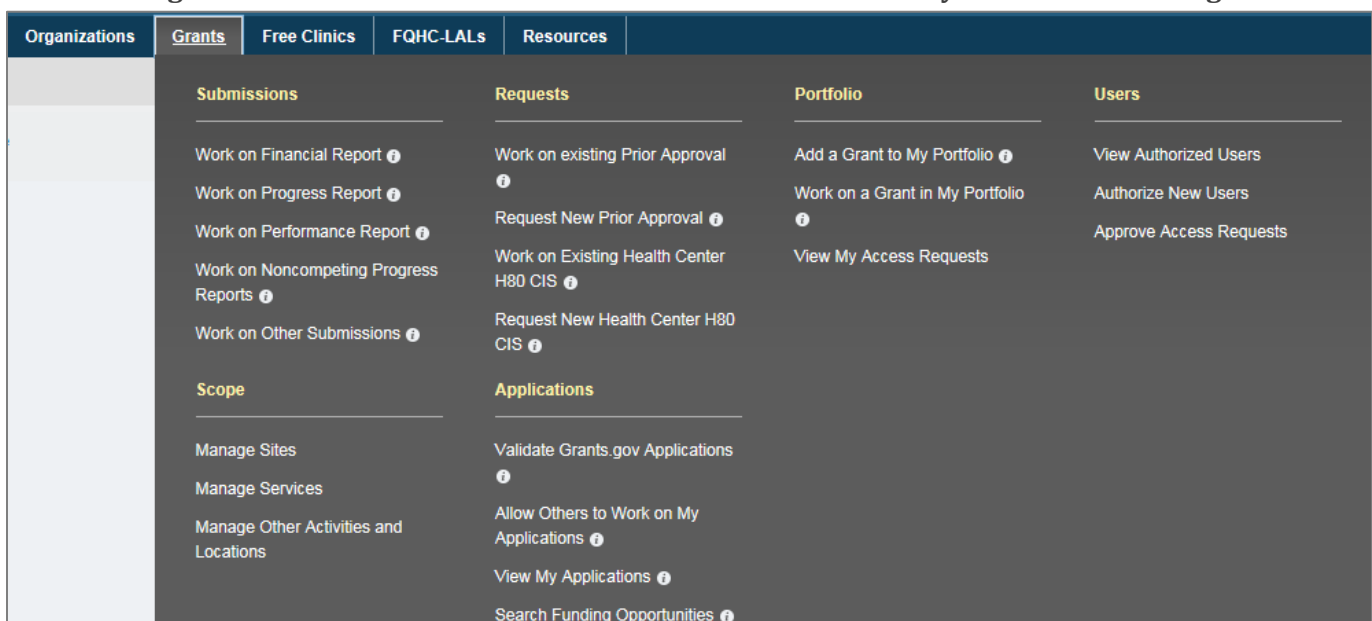
Figure 10. HRSA Electronic Handbook: Screenshot of the Home Page



If you need assistance with your credentials for the EHBs, call the HRSA Contact Center at 1-877-464-4772.

Step Two: From the resulting drop-down menu, under the “Submissions,” header, select “Work on Other Submissions” (Figure 11).

Figure 11. HRSA Electronic Handbooks: Screenshot of the My Grant Portfolio Page



Step Three: On the bottom of the Submissions - All page, under “Submission Name,” locate your most recent PTR/Allocations Report submission (Figure 12). Then select “Start” or “Open” under the “Options” header. A new window will appear.

Figure 12. HRSA Electronic Handbooks: Screenshot of the Submissions - All Page

Submissions - All

Not Completed Recently Completed All

Search Filters:

Basic Search Parameters

Grant Number (comma separated list) (e.g. C80CS16989) Submission Name Like

Submission Tracking Number Like

Organization ☒ All ☒ Health & Happiness Clinic

Submission Deadline Between And Submission Type ☒ All ☒ Financial Report ☒ Noncompeting

Advanced Search Parameters

Display Options

Sort Method (Grid | Custom)

Search Name: Save Parameters Search

[Export To Excel](#) [Search](#) [Saved Searches](#)

Page size: 15 Go 120 items in 8 page(s)

Submission Name	Submission Type	Organization	Grant #	Tracking #	Reporting Period	Deadline	Submitted Date	Status	Options
FY 2018 Allocations Report	Other Submissions	Health & Happiness Clinic	H12HA00000		4/1/2018 - 3/31/2019	10/15/2018		Not Started	Start
FY 2017 Allocations Report	Other Submissions	Health & Happiness Clinic	H12HA00000	12345	4/1/2017 - 3/31/2018	10/30/2017	10/26/2017	Submitted	Open



RWHAP Parts A, B, and B Supplemental: Searching for “Term” in the filter under “Submission Name” may help you find your most recent Program Terms Report faster.



RWHAP Parts C and D: Searching for “Allocation” in the filter under “Submission Name” may help you find your most recent Allocations Report faster.



If you need help navigating the EHBs to find your annual PTR/Allocations Report, call the HRSA Contact Center at 1-877-464-4772.

Step Four: In the new window (“PTR/Allocations Report Inbox”), locate the Navigation panel on the left side of the page (Figure 13). Under the “Manage Contracts” header, select “Search Contracts.”

Figure 13. HRSA Electronic Handbooks: Screenshot of the PTR/Allocations Report Inbox Page

The screenshot shows the HRSA Electronic Handbooks interface. The top navigation bar includes links for Tasks, Organizations, Grants, Free Clinics, FQHC-LALs, and Resources. Below this is a secondary bar with Welcome, Recently Accessed, What's New, and Guide Me. The left sidebar, titled 'NAVIGATION', contains sections for Inbox, Manage Contracts, and Administration. Under 'Manage Contracts', 'Search Contracts' is highlighted with a red box. The main content area, titled 'PTR/Allocations Report Inbox - Favorites', contains a table with the following data:

Select All	#	Report ID	Submission	Name	Grant Number	Budget Year
<input type="checkbox"/>	1		Allocations Report	Health & Happiness Clinic	H12HA00000	04/01/2018 - 03/31/2019

Below the table, there is a help section with contact information for the HRSA Contact Center and Data Support.

Step Five: You have now accessed the GCMS and can search for, modify, and delete contracts (Figure 14). For instructions on how to do this, please see **Searching for, Entering, and Modifying Contracts in the GCMS** on page 10.

Figure 14. HRSA Electronic Handbooks: Screenshot of the GCMS Home Page

Grantee Contract Management System

Grant Number	<input type="text" value="H12HA00000"/>
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"/>
Subaward ID	<input type="text"/> (comma separated list)

Searching for, Entering, and Modifying Contracts in the GCMS

The GCMS contains all the RWHAP contracts that your agency has entered. From the GCMS home page, you can search for and sort your RWHAP contracts by contract period, provider/subrecipient name, system registration code, fiscal intermediary, and other factors (Figure 15).

Figure 15. HRSA Electronic Handbooks: Screenshot of the GCMS Home Page

HRSA Electronic Handbooks

Tasks Organizations Grants Free Clinics FQHC-LALs

Welcome Recently Accessed What's New Guide Me

Grantee Contract Management System

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



Your grant number is prepopulated based on the grant number of the report you entered to access the GCMS.

Entering Search Criteria

To find a contract, you can search by any criterion or combination of criteria. If you are not sure of the exact name, date, etc., search by broader criteria. For example, if you are searching by Organization Name and are looking for "Health and Happiness Clinic," searching for "Happiness" may return more results than searching for the whole organization name but is more likely to return the desired result. You can also narrow your search by adding a date range. Below are descriptions of the available search criteria.

Organization (Org) ID

This is a system-generated number unique to each provider/subrecipient entered into the system. Searching by only this criterion will return all contracts for any period associated with the specified organization.

Registration Code

This is a system-generated number unique to each provider/subrecipient entered into the system. Searching by only this criterion will return all contracts for any period associated with the specified organization.

Organization Name

When the organization was initially created, this was the title provided. **You do not have to type in the entire name; you can enter a key identifying word.** Searching by only this criterion will return all contracts for any period associated with the specified organization name. **Note:** *You must spell the organization name or portion of the agency's name exactly as it is listed in the system, including any punctuation.*



If you need to update an agency's name, contact Data Support via email at **RyanWhiteDataSupport@wrma.com**. The email should contain the agency's registration code, the old organization name, and the new organization name.



If you need to add a new provider to the web system, contact Data Support via email at **RyanWhiteDataSupport@wrma.com**. The email should contain the agency's name, the address, and the EIN number.

Funded Through

Searching by only this criterion will return all contracts for any period that were funded by the specified organization. You can search for the following agency types: administrative agents, consortia, fiscal intermediaries, and lead agencies.

Contract ID

This is a system-generated number unique to each contract entered into the system. Searching by only this criterion will return only the contract that corresponds with the specified number.

Reference

This is a user-generated contract identifier. Searching by only this criterion will return all contracts for any period for anyone from your agency with GCMS access, labeled with the specified identifier. **Note:** *Many agencies input internal contract tracking numbers; please see **Entering and Modifying Contracts** below for instructions on how to input this information.*

Entering and Modifying Contracts

Once you have searched in the GCMS, you will see all contracts for your agency that match your search criteria. All users in your agency with access to the GCMS will be able to add, delete, and modify contracts in the system using "Edit/Remove" to the right of each contract. Select the contract you want to enter information for. **Note:** *Your agency should establish guidelines on who will be responsible for accessing the GCMS to make modifications and enter any new contracts.*

Here's how to enter contract information into the GCMS.

Entering Contract Information

1. **Contract Start Date:** Enter the start date by typing it into the text box or selecting the date from the calendar. To enter the contract date, use this format: "MMDDYYYY."

2. **Contract End Date:** Enter the end date by typing it into the text box or selecting the date from the calendar. To enter the contract date, use this format: "MMDDYYYY."
3. **Enter the Contract Reference ID (if desired):** Enter any combination of letters, numbers, and/or special characters to make the contract easier to find. This item is for your reference and is not required for you to be able to enter the contract.
4. **Contract Execution:** Select "Yes" if the contract has been signed and executed.
5. **Is this agency serving as an administrative agent, consortia, fiscal intermediary, or lead agency for the recipient?** Select "Yes" or "No." If you select "Yes," choose the appropriate designation in question 5a that appears after you select "Yes." **Note:** *If an agency is serving as an administrative agent, consortia, fiscal intermediary, or lead agency, it is helpful to use the Contract Reference ID by entering the contract year.*



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

6. **Is this agency a subcontractor or second-level provider?** Select "Yes" or "No." If you select "Yes," choose the provider's fiscal intermediary from the drop-down menu in question 6a **that appears after you select "Yes."**

Figure 16. HRSA Electronic Handbooks: Screenshot of the Edit Contract Details Page and Contract Information

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

Entering Service Information

7. **Does this agency provide direct client services?** Select "Yes" or "No."
8. **If applicable, select the administrative and technical services that are funded for this contractor.** Select all that apply:
 - Planning and evaluation
 - Administrative or technical support

- Fiscal intermediary support
- Other fiscal services
- Technical assistance
- Capacity development
- Quality management



The GCMS does not capture funding amounts allocated to administrative and technical services.

9. If applicable, indicate the core medical and essential support services that are funded for this contract by selecting “Update Services.” A screen will pop up with the list of services. Enter the award amount(s) for each service that the subrecipient was funded to deliver, using only whole numbers. To review the service category definitions, please refer to **Policy Clarification Notice (PCN) 16-02** located on the HAB website.

Once you have entered all the contract information, click “Done Updating Services.” Then click “Save” at the bottom of the main page (Figure 17).

Figure 17. HRSA Electronic Handbooks: Screenshot of Contract Details Page and Service Information

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

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

Editing/Deleting Contracts in the GCMS

If you need to make modifications to your displayed list of service provider contracts, click “Edit/Remove” at the right side of the table to open the desired contract. Make the edits, and click “Save.”

To delete a contract, click “Edit/ Remove” on the right side of the table to open the contract you wish to delete (Figure 18). Scroll to the bottom of the page. Select “Delete Contract.” You will receive a warning message. If you want to proceed, select “OK.” To cancel the deletion process, select “Cancel.”



The GCMS populates multiple HAB deliverables. Only delete a contract from the GCMS if you no longer have a contract in place during the reporting period.

Note: Your agency should establish guidelines on who will be responsible for accessing the GCMS to make modifications and enter any new contracts.

Figure 18. HRSA Electronic Handbooks: Screenshot of Contract Search Results Page

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

Results

	Id	Funded By	Org ID	Organization Name	Reg Code	Reference	Start	End	Services	Funded Through	Amount	Is Executed	Action
<input type="button" value="+"/>	12345	H12HA00000	0000	Health & Happiness Clinic	00000		4/1/2018	3/31/2019	1		\$100.00	Yes	<input type="button" value="Edit/Remove"/>
													<input type="button" value="Add Contract"/>

Adding Contracts into the CGMS

Before adding a contract into the GCMS, you must search for the contract first. The “Add Contract” option will only appear after you have performed a search. If you determine that a contract is missing for one of your subrecipients, add the new contract by following these steps:

1. Click “Add Contract” below the search results table (Figure 18 above).
2. Search for the organization by Registration Code, Name, or City/State.
3. Locate the subrecipient in the results table, and click “Add” under the “Action” header (Figure 19).

Figure 19. HRSA Electronic Handbooks: Screenshot of Select Contractor Page

Select Contractor Your session will expire in: 29:53

Grant Number: H12HA00000 Organization Name:

Reg Code Organization Name City State

	Registration Code	Organization	City	State	Phone	EIN	Action
<input type="button" value="+"/>	00000	Health & Happiness Clinic	Washington	DC	5555551234	123456789	<input type="button" value="Add"/>

For help with EHBs contact the HRSA Contact Center 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

4. Complete questions 1–9 using the steps detailed on pages 11–13.



Make sure that a contract has not already been entered into the GCMS before adding it.



If you need help locating a subrecipient within the GCMS, call Data Support at 1-888-640-9356, or e-mail RyanWhiteDataSupport@wrma.com.

FAQs

Do we include Housing Opportunities for Persons with AIDS (HOPWA) funds in the GCMS?

No, HOPWA funds are not reported within the GCMS. Housing Services provided using RWHAP Parts A, B, B Supplemental, C, and D funding are captured in the GCMS under the respective grant folders. Non-RWHAP, State, or Private funds are not captured in the GCMS.

Where do I list HIV Counseling & Testing (HC&T) funds in the GCMS?

HC&T is not a *distinct* RWHAP service category, but HC&T could be an activity funded *within* an RWHAP service category. Recipients should review the RWHAP service categories in **PCN 16-02** to determine where HC&T activities occur within their funded service categories. For example, funds for HC&T could be captured under Early Intervention Services (EIS) or Outpatient/Ambulatory Health Services (OAHS).

I receive funds directly from HRSA. Why am I not a lead agency?

A recipient cannot serve as a lead agency for its own grant. To be considered a lead agency, you must be managing the funds for an RWHAP recipient and have the authority from that recipient to enter into contracts on its behalf.

What is my contract reference, or Q3, in the GCMS?

The contract reference is an optional field where recipients can enter additional information to distinguish contracts. Please see **page 11** of the GCMS Manual for further information.

My fiscal intermediary funds a second-level subrecipient. Where do I list funding amounts in the GCMS?

Funding amounts should be listed in the contract for the subrecipient that is providing the direct client service. For example: a State contracts with Fiscal Intermediary Services, Inc., to pay Health and Happiness Clinic, which provides direct client services. The amounts for the various service categories that Health and Happiness Clinic is funded to provide would be captured in the contract for that agency.

I entered a contract with my own agency. Where do I list my agency's administrative amounts in the GCMS?

Funds for administrative services are not captured in the GCMS. If your agency is required to report administrative service dollars for a specific report that is linked to the GCMS (such as the Program Terms Report or the Allocations Report), you will indicate that amount on the specific report. Contact Data Support at 1-888-640-9356 or via email at RyanWhiteDataSupport@wrma.com for further instructions.

I fund an agency on a fee-for-service basis. Do I capture that funding in the GCMS? If so, how?

Yes. Your agency should allocate all RWHAP funding that is set aside for fee-for-service providers to specific service categories and enter a contract with your own agency for the various service category amounts. If this agency is expected to report client-level data (CLD) for the various services it provided, you will need to reallocate the funding to a contract with this agency at a later date in the year.

I have searched my provider's organization name, and it says "duplicate," "inactive," or "do not use." Why?

This message indicates that Data Support has conducted a thorough search of the web system and determined that the provider you are searching for is a duplicate of another in the system. Try broadening your search criteria or contact Ryan White Data Support at 1-888-640-9356 or via email at RyanWhiteDataSupport@wrma.com for help locating the agency's correct registration code.

Our agency reallocated the funding of some providers. Should we update the GCMS?

Yes. The GCMS is accessible year round for agencies to adjust funding amounts or enter new contracts. You may need to synchronize changes in your RSR or PTR/Allocations Report after reallocating funds.

Will changing the contract amount in GCMS affect my previous submissions?

No. Changes made in the GCMS will only affect reports that are started after the changes have been saved or will affect reports that have the changes synchronized after the change.

I accidentally deleted a contract. Can I restore the contract?

No. Once a contract has been deleted from the GCMS, it is permanently erased. To restore the contract, you must reenter the contract.

My agency funds all client services using rebate dollars. Where are these dollars captured in the GCMS?

Rebate dollars are not captured in the GCMS.

GLOSSARY

Administrative Agent: An entity that functions to assist the grant recipient, consortium, or other planning body in carrying out administrative activities (e.g., disbursing program funds, developing reimbursement and accounting systems, developing funding announcements, monitoring contracts).

Client-Level Data (CLD): A component of the RSR that contains de-identified information pertaining to care and services delivered by RWHAP service providers to people living with HIV (PLWH).

Consortia: Groups of providers, consumers, and others who perform a planning and advisory function to regions or the entire State in determining needs and planning for the delivery of essential health and support services for PLWH.

Fee-for-Service: The method of billing for health services whereby a physician or other health service provider charges the payer (whether it be the patient or his or her health insurance plan) separately for each patient encounter or service rendered.

Fiscal Intermediary: An administrative agent that acts on the behalf of the recipient to monitor the use of its RWHAP funds.

Lead Agency: An organization that provides fiscal and administrative management, monitoring, and oversight to HIV disease providers of direct RWHAP services on behalf of a RWHAP recipient or consortia with which it has contracted.

Synchronization: The process of incorporating changes made in the GCMS into the corresponding report: RSR, PTR, or Allocations Report.