



2020 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) Recipient Report, Consolidated List of Contracts (CLC), Program Terms Report (PTR), or Allocations Report to populate the current year RSR, CLC, PTR, or Allocations Report.

HIV/AIDS Bureau
Division of Policy and Data
Health Resources and Services Administration
U.S. Department of Health and Human Services
5600 Fishers Lane, Room 9N164A
Rockville, MD 20857

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RECIPIENT AND SUBRECIPIENT RELATIONSHIPS

(Last Updated: November 19, 2020)

Recipients and subrecipients work together to quickly and easily submit Ryan White HIV/AIDS Program (RWHAP) related reports. Figures 1–4 offer illustrations and definitions of recipient and subrecipient relationships.

Figure 1. Recipient-Provider

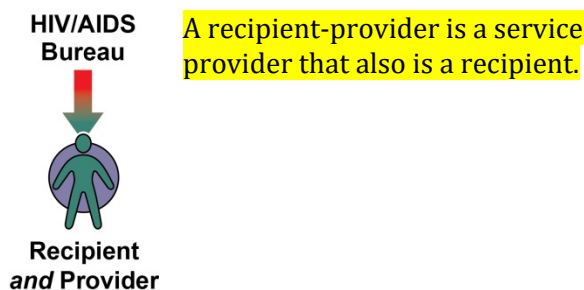


Figure 2. Subrecipient

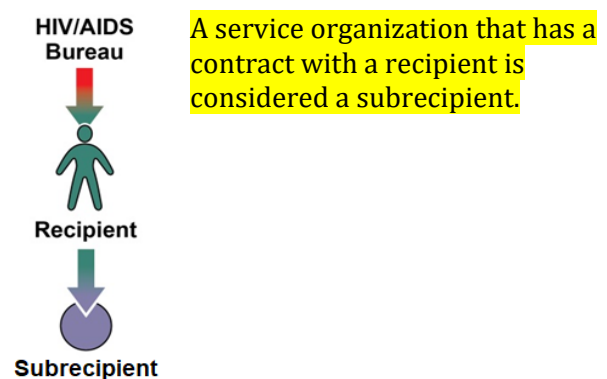


Figure 3. Second-Level Provider

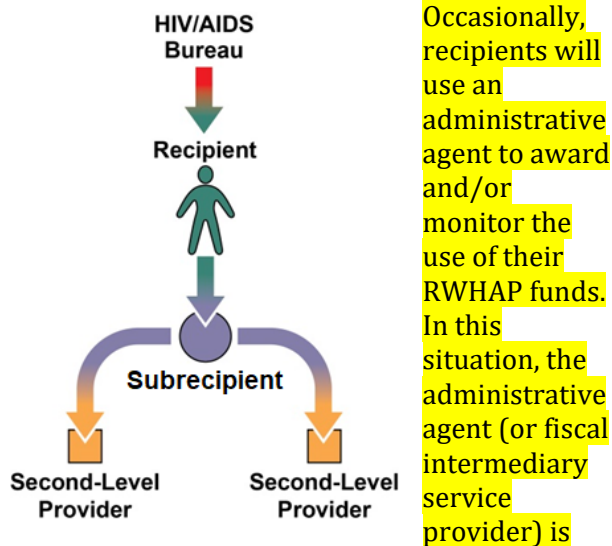
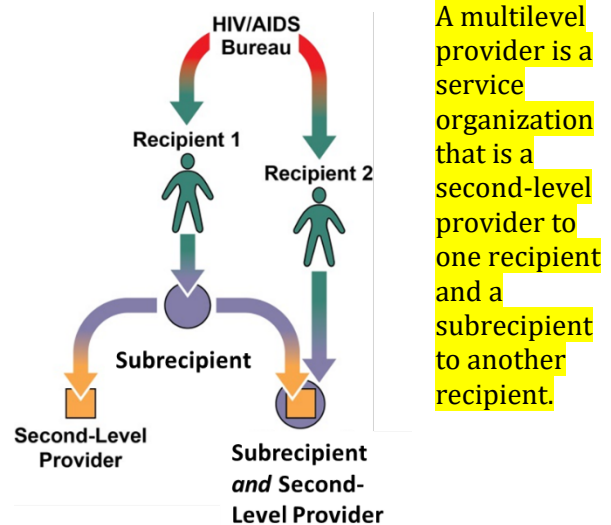


Figure 4. Multi-Level Provider



WHAT IS THE GCMS?

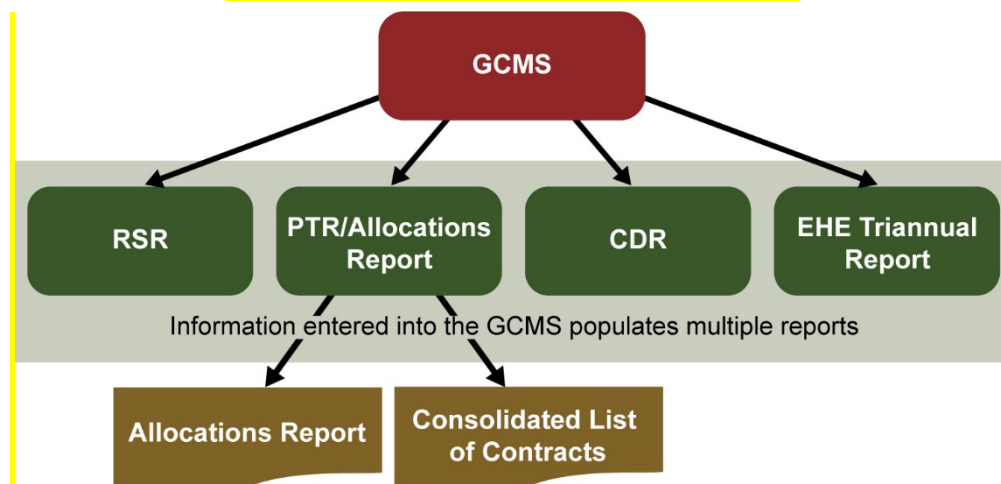
(Last Updated: November 19, 2020)

The Grantee Contract Management System (GCMS) is a data-storage system for Ryan White HIV/AIDS Program (RWHAP) contracts between recipients and their subrecipients. Information about a recipient agency's contracts are entered and maintained in one place to decrease the data-entry burden. Multiple reports can be populated with information that has been entered in the GCMS. By accessing the GCMS, you will be able to:

- Add new contracts;
- Modify, delete, or copy existing contracts;
- Modify RWHAP funding amounts for subrecipients; and
- Modify RWHAP and RWHAP-related funded service categories for subrecipients.

Current reports linked to the GCMS include the Ryan White HIV/AIDS Program Services Report (RSR), the Program Terms Report (PTR), the Allocations Report, the COVID-19 Data Report (CDR), and the Ending the Epidemic (EHE) Triannual Report. When a recipient enters information into the GCMS (either initially or when modifying or updating contracts), it will automatically populate the reports shown in Figure 5.

Figure 5. GCMS Information Dissemination



As shown in Figure 6, users can access the GCMS by logging into the Electronic Handbooks (EHBs) and locating the most recent RSR, PTR/Allocations Report, or EHE Triannual Report submissions.

Figure 6. Accessing the GCMS for the RSR, PTR/Allocations, and EHE Reports

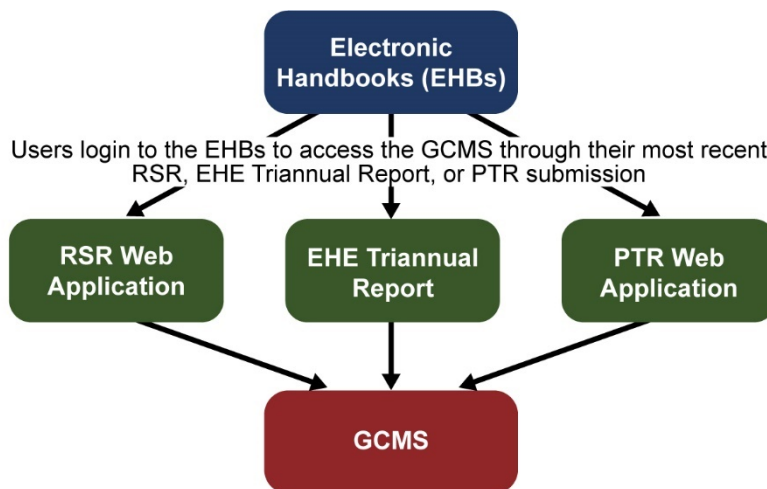
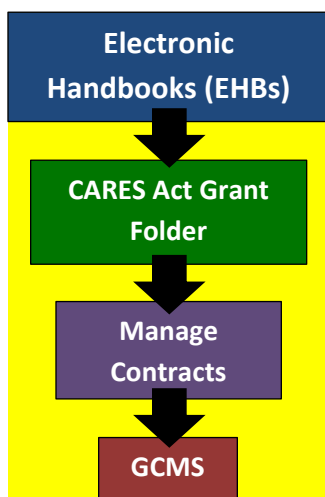


Figure 7 depicts how to access the GCMS for the CDR.

Figure 7. Accessing the GCMS for the CDR



ACCESSING THE GCMS

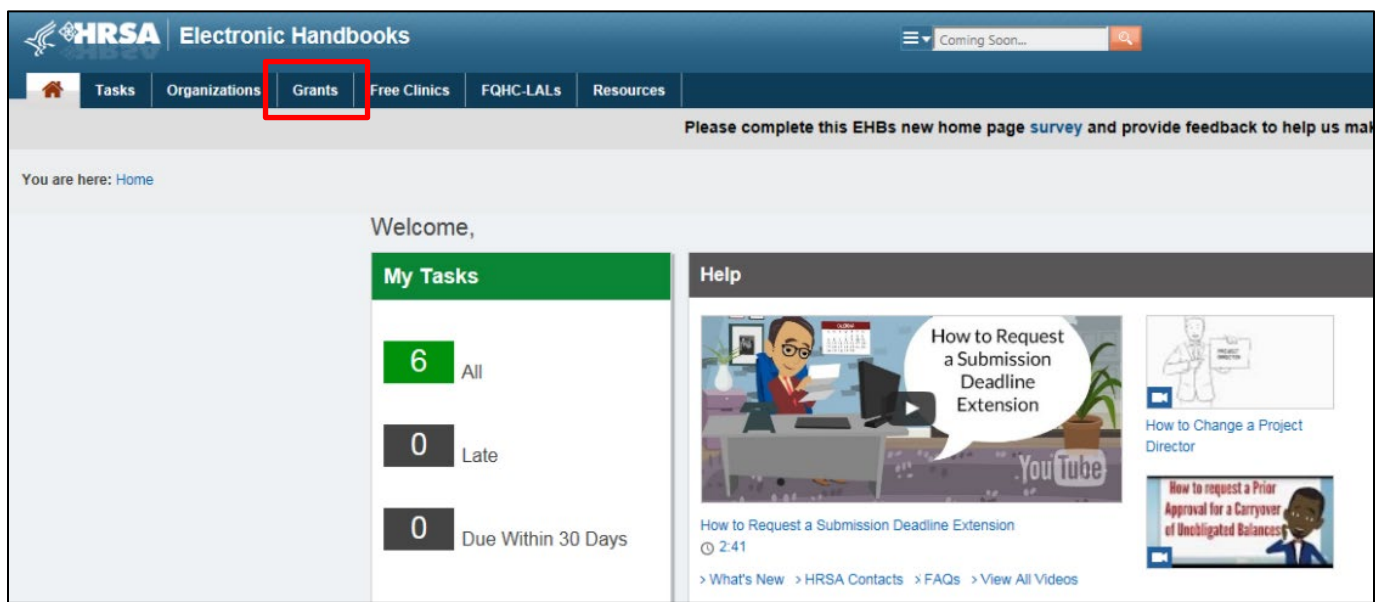
(Last Updated: November 19, 2020)

Log in to the Health Resources and Services Administration (HRSA) EHBs site at <https://grants.hrsa.gov/webexternal>. Steps for accessing the GCMS to complete the RSR, PTR/Allocations Report, EHE Triannual Report, and the CDR can be found in the corresponding sections below.

Accessing the GCMS via the RSR

Step One: Go to the EHBs Home page (Figure 8). Hover your mouse over the “Grants” tab, on the top-left side of the screen.

Figure 8. HRSA Electronic Handbooks: Screenshot of the Home Page



If you need assistance with your credentials

Step Two: From the resulting drop-down menu, under “Submissions,” select “Work on Performance Report” (Figure 9).

Figure 9. HRSA Electronic Handbooks: Screenshot of the Grants Drop-Down Menu

Organizations	Grants	Free Clinics	FQHC-LALs	Resources
	Submissions Work on Financial Report ⓘ Work on Progress Report ⓘ Work on Performance Report ⓘ Work on Noncompeting Progress Reports ⓘ Work on Other Submissions ⓘ Scope Manage Sites Manage Services Manage Other Activities and Locations	Requests Work on existing Prior Approval ⓘ Request New Prior Approval ⓘ Work on Existing Health Center H80 CIS ⓘ Request New Health Center H80 CIS ⓘ Applications Validate Grants.gov Applications ⓘ Allow Others to Work on My Applications ⓘ View My Applications ⓘ Search Funding Opportunities ⓘ	Portfolio Add a Grant to My Portfolio ⓘ Work on a Grant in My Portfolio ⓘ View My Access Requests	Users View Authorized Users Authorize New Users Approve Access Requests

Step Three: On the bottom of the Submissions - All page, under “Submission Name,” locate your most recent RSR submission (Figure 10). Then select “Start” or “Edit” under the “Options” header. A new window will appear.

Figure 10. 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

Submission Deadline (mm/dd/yyyy) Between And

Organization ☒ All ☒ Health & Happiness Clinic

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
RSR 2019 Annual Performance Report	Performance Reports	Health & Happiness Clinic	H12HA00000		1/1/2019 - 12/31/2019	03/23/2020		Not Started	Start



Searching for “RSR” in the filter under the



If you need help navigating the EHBs to find

Step Four: In the new window (the “RSR Recipient Report Inbox”), locate the Navigation panel on the left side of the page (Figure 11). Under the “Manage Contracts” header, select “Search Contracts.”

Figure 11. HRSA Electronic Handbooks: Screenshot of the RSR Recipient Report Inbox Page

HRSA Electronic Handbooks

Tasks Organizations Grants Free Clinics FQHC-LALs Resources

Welcome Recently Accessed What's New Guide Me

NAVIGATION

Inbox

- Recipient Report
- Provider Report
- Check your XML

Manage Contracts

- Search Contracts**

Search

- Recipient Reports

RSR Recipient Report - Favorites

	Report ID	Fund Source	Grant Number	Grantee Name	Reporting Period
<input type="checkbox"/>	0	Part D	H12HA00000	Health & Happiness Clinic	2019 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 for, modify, and delete contracts (Figure 12). For instructions on how to do this, please see **Searching for, Entering, and Modifying Contracts in the GCMS** on page 15 of this manual.

Figure 12. HRSA Electronic Handbooks: Screenshot of the GCMS Home Page

Grantee Contract Management System

Grant Number

Org ID: (comma separated list)

Registration Code (comma separated list)

Organization Name

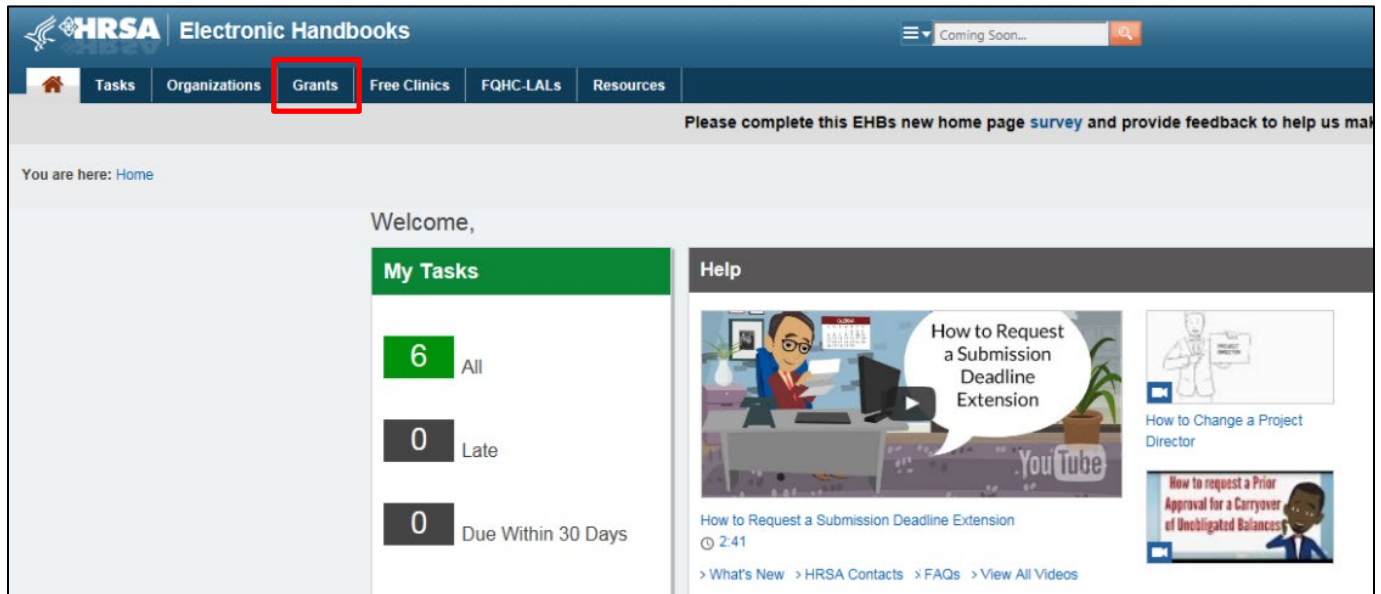
Funded Through

Contract ID (comma separated list)

Accessing the GCMS via the PTR/Allocations Report

Step One: From the EHBs home page (Figure 13), hover your mouse over the “Grants” tab, on the top-left side of the screen.

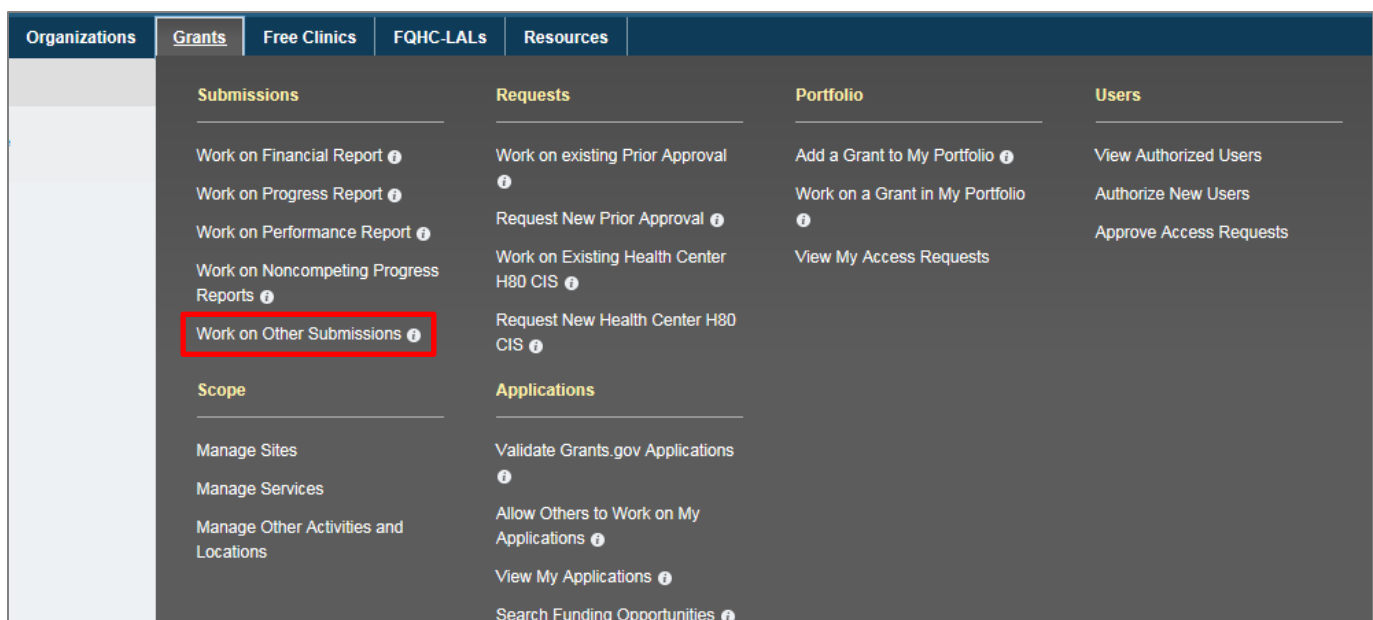
Figure 13. HRSA Electronic Handbooks: Screenshot of the Home Page



If you need assistance with your credentials

Step Two: From the resulting drop-down menu, under the “Submissions,” header, select “Work on Other Submissions” (Figure 14).

Figure 14. HRSA Electronic Handbooks: Screenshot of the Grants Drop-Down Menu



Step Three: On the bottom of the Submissions - All page, under “Submission Name,” locate your most recent PTR/Allocations Report submission (Figure 15). Then select “Start” or “Edit” under the “Options” header. A new window will appear.

Figure 15. 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 (mm/dd/yyyy) And (mm/dd/yyyy) 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 2020 Allocations Report	Other Submissions	Health & Happiness Clinic	H12HA00000		4/1/2020 - 3/31/2021	10/31/2020		Not Started	Start
FY 2019 Allocations Report	Other Submissions	Health & Happiness Clinic	H12HA00000	12345	4/1/2019 - 3/31/2020	10/31/2019	10/11/2019	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 EHBs Customer Support 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 16). Under the “Manage Contracts” header, select “Search Contracts.”

Figure 16. HRSA Electronic Handbooks: Screenshot of the PTR/Allocations Report Inbox Page

HRSA Electronic Handbooks

Tasks Organizations Grants Free Clinics FQHC-LALs Resources

Welcome Recently Accessed What's New Guide Me

NAVIGATION << PTR/Allocations Report Inbox

Inbox

PTR/Allocations Report Inbox

Expenditures Report Inbox

Manage Contracts

Search Contracts

Administration

Edit Registration

Select All	#	Report ID	Submission	Name	Grant Number	Budget Year
<input type="checkbox"/>	1		Allocations Report	Health & Happiness Clinic	H12HA00000	04/01/2020 - 03/31/2021

For help with EHBs contact the HRSA Contact Center by phone at 1-877-Go4-HRSA (1-877-464-4772) Monday through Friday, 9am to 5pm EST. For questions regarding data content and/or reporting requirements, please contact Data Support at 1-888-640-6400.

Step Five: You have now accessed the GCMS and can search for, modify, and delete contracts (Figure 17). For instructions on how to do this, please see **Searching for, Entering, and Modifying Contracts in the GCMS** on page 15.

Figure 17. HRSA Electronic Handbooks: Screenshot of the GCMS Home Page

Grantee Contract Management System

Grant Number

Org ID: (comma separated list)

Registration Code (comma separated list)

Organization Name

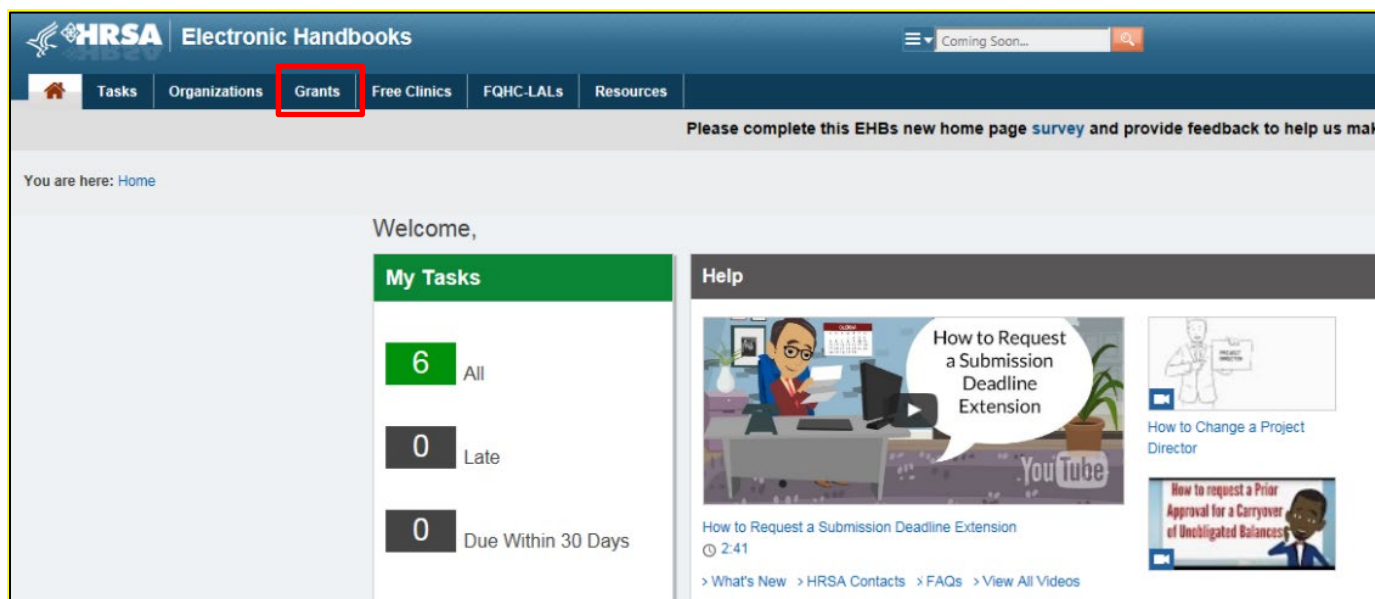
Funded Through

Contract ID (comma separated list)

Accessing the GCMS via the EHE Triannual Report

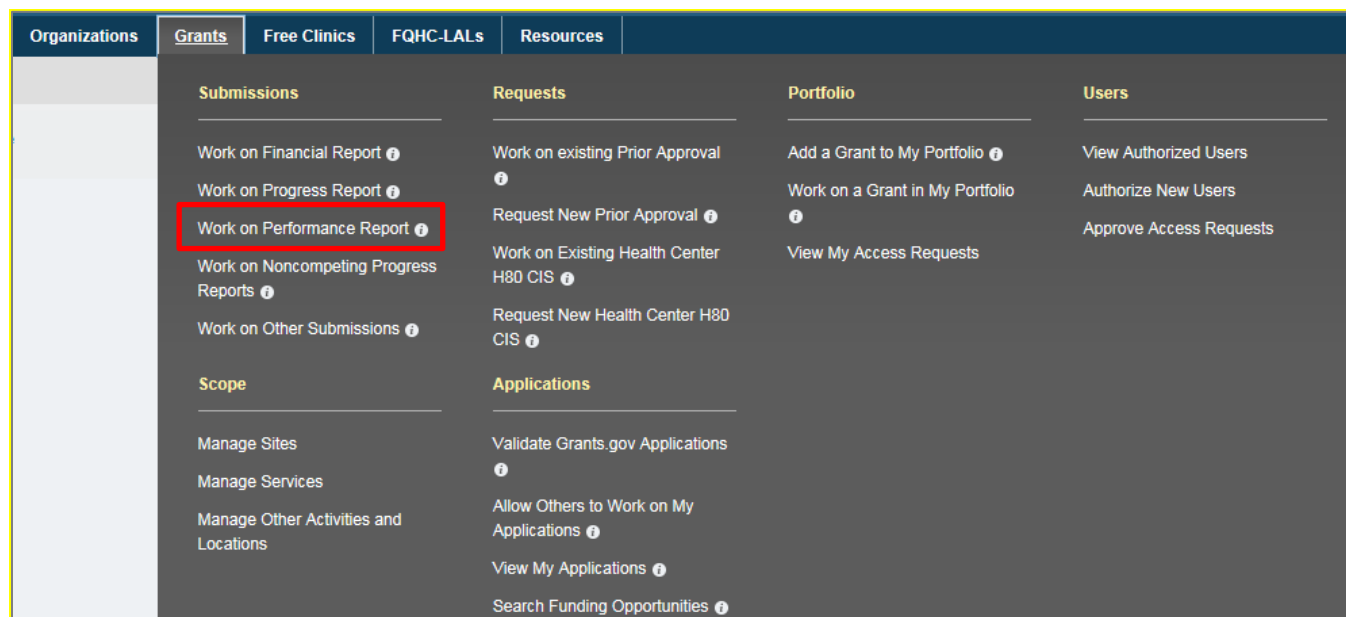
Step One: Go to the EHBs Home page (Figure 18). Hover your mouse over the “Grants” tab, on the top-left side of the screen.

Figure 18. HRSA Electronic Handbooks: Screenshot of the Home Page



Step Two: From the resulting drop-down menu, under “Submissions,” select “Work on Performance Report” (Figure 19).

Figure 19. HRSA Electronic Handbooks: Screenshot of the Grants Drop-Down Menu



Step Three: On the bottom of the Submissions - All page, under “Submission Name,” locate your most recent EHE Triannual Report submission (Figure 20). Select “Start” or “Edit” under the “Options” header. A new window will appear.

Figure 20. HRSA Electronic Handbooks: Screenshot of the Submissions-All Page

Submission Name	Submission Type	Organization	Grant #	Tracking #	Reporting Period	Deadline	Submitted Date	Status	Options
EHE Triannual Report Trimester 1	Performance Reports	County Health Department	UT8HA00000		03/01/2020 - 08/31/2020	10/15/2020		Not Started	Start
RSR 2019 Annual Performance Report	Performance Reports	County Health Department	X07HA00004	12345	1/1/2019 - 12/31/2019	04/30/2020	04/12/2020	Submitted	Performance Reports
RSR 2018 Annual Performance Report	Performance Reports	County Health Department	H89HA00000	54321	1/1/2018 - 12/31/2018	03/25/2019	03/22/2019	Submitted	Performance Reports

Step Four: In the new window (the EHE Triannual Recipient Report Inbox) locate the Navigation panel on the left side of the screen (Figure 21). Select “Search Contracts” under the Manage Contracts header.

Figure 21. HRSA Electronic Handbooks: Screenshot of the EHE Triannual Recipient Report Inbox

HRSA Electronic Handbooks

Tasks Organizations Grants Free Clinics FQHC-LALs Resources

Welcome Recently Accessed What's New Guide Me

Monday 27th July 2020 02:26:40 P.M.

EHE Triannual Recipient Report Inbox

Your session will expire in: 29:34

Report ID	Fund Source	Grant Number	Recipient Name	Reporting Period	Modified Date	Status	Action	Action History
	EHE	UT8HA00000	County Health Department	03/01/2020 - 08/31/2020		Not Started	Create	History

Page Size: 25 1 items in 1 pages

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, Provider

The HAB Web Applications also require Adobe Acrobat Reader 5 or higher installed on your PC. To download Adobe Acrobat Reader, click [here](#).

Step Five: You have now accessed the GCMS and can search for, modify, and delete contracts (Figure 22). For instructions on how to do this, please see **Searching for, Entering, and Modifying Contracts in the GCMS** on page 15.

Figure 22. HRSA Electronic Handbooks: Screenshot of the GCMS Search Page

NAVIGATION <<

Inbox ▲

- EHE Triannual Recipient Report
- EHE Triannual Provider Report

Manage Contracts ▲

- Search Contracts**

Search ▲

- EHE Triannual Recipient Report
- EHE Triannual Provider Report

Grantee Contract Management System Your session will expire in: 29:52

Grant Number: UT8HA00000

Org ID: (comma separated list)

Registration Code: (comma separated list)

Organization Name:

Funded Through:

Contract ID: (comma separated list)

Reference:

Range Start Date: [Calendar Icon]

Range End Date: [Calendar Icon]

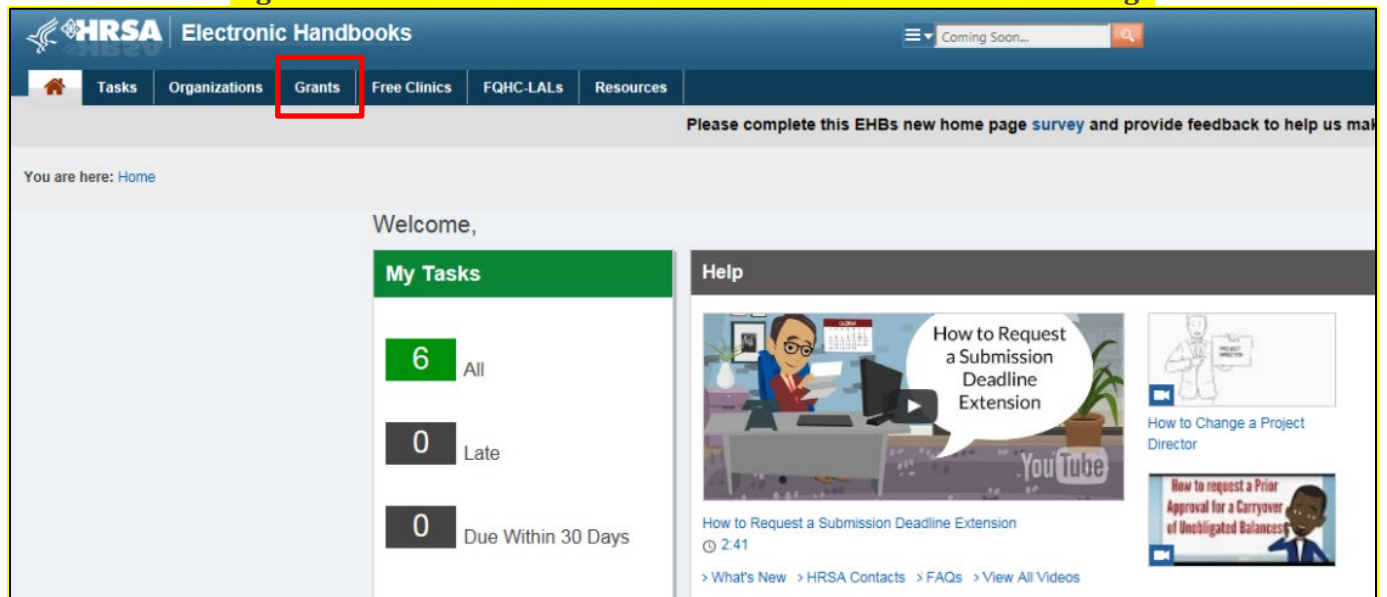
Project Officer: All Project Officers ▼

Reset Search

Accessing the GCMS via the COVID-19 Data Report (CDR)

Step One: Go to the EHBs Home page (Figure 23). Select the “Grants” tab, on the top-left side of the screen.

Figure 23. HRSA Electronic Handbooks: Screenshot of the Home Page



If you need assistance with your credentials or navigating the EHBs, call the EHBs Customer Support Center at 1-877-464-4772.

Step Two: The My Grant Portfolio - List will open in the main window. Locate your assigned organization's grant number on the grant portfolio page (Figure 24). Select the “Grant Folder” link for your CARES Act grant on the right side of the page on the same row.

Figure 24. HRSA Electronic Handbooks: Screenshot of the My Grant Portfolio Page



Step Three: The Grant Home page will open in the main window (Figure 25). Select the “Manage Contracts” link under the “Others” heading.

Figure 25. HRSA Electronic Handbooks: Screenshot of the Grant Home Page

Step Four: You have now accessed the GCMS and can search for, modify, add, copy and delete contracts (Figure 26). For instructions on how to do this, please see **Searching for, Entering, and Modifying Contracts in the GCMS** on page 15.



Figure 26. Screenshot of the GCMS Home for the CDR

SEARCHING FOR, ENTERING, AND MODIFYING CONTRACTS IN THE GCMS

The GCMS contains all the RWHAP and RWHAP-related funded contracts that your agency has entered. From the GCMS home page, you can search for and sort your RWHAP and RWHAP-related funded contracts by contract period, provider/subrecipient name, system registration code, fiscal intermediary, and other criteria (Figure 27).

Figure 27. 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"/>
Contract ID	<input type="text"/> (comma separated list)
Reference	<input type="text"/>
Range Start Date	<input type="text"/> 
Range End Date	<input type="text"/> 
Project Officer:	<input type="text" value="All Project Officers"/> ▼



Your grant number is prepopulated based on the grant folder 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 all organizations 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 all organizations entered into the system. Searching by only this criterion will return all contracts for any period associated with the specified organization.

Organization Name

The title or name provided when an organization was initially added to the web system directory. 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 Ryan White 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 Ryan White 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 edit, delete, copy and add contracts in the system following the instructions below.



It is HAB's preference that recipients add a new contract each budget year for each of its subrecipients as opposed to reusing a prior year's contract.

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

Editing/Deleting Contracts in the GCMS

If you need to make modifications to your displayed list of service provider contracts, select “Edit/Remove” in the drop-down menu under the “Action” column at the right side of the table. Click “Go” to open the desired contract. Make the edits and click “Save.”

To delete a contract, select “Edit/ Remove” in the drop-down menu under the “Action” column on the right side of the table. Click “Go” to open the contract you wish to delete (Figure 28). 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 HRSA HAB deliverables. Only delete a contract from the GCMS if you no longer have a contract in place during the reporting period.

Figure 28. HRSA Electronic Handbooks: Screenshot of Contract Search Results Page

Range Start Date
Range End Date
Project Officer:

Reset Search

Results

	Id	Org ID	Organization Name	Reg Code	Reference	Start	End	Services	Funded Through	RWHAP Funded Amount	Is Executed	Action
+	11111	1234	Health and Happiness Clinic	12345		4/1/2017	3/31/2018	10		\$213,088.00		Edit/Remove <input type="button" value="Go"/>
+	11112	1234	Health and Happiness Clinic	12345		4/1/2018	3/31/2019	8		\$231,913.00	Yes	Edit/Remove <input type="button" value="Go"/>
-	11113	1234	Health and Happiness Clinic	12345		4/1/2019	3/31/2020	13		\$272,253.00	Yes	Edit/Remove <input type="button" value="Go"/>

RWHAP Funded Services: Administrative or technical support, Quality management, Outpatient/Ambulatory Health Services, Mental Health Services, Medical Case Management, including Treatment Adherence Services, Health Education/Risk Reduction, Housing, Linguistic Services, Medical Transportation, Other Professional Services
RWHAP-Related Funded Services (Program Income and Pharmaceutical Rebates): Home Health Care, Hospice, Child Care Services
Project Officer:

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. Once the “Add Contract” option appears, you should add the new contract by following these steps:

1. Click “Add Contract” below the search results table (Figure 28).
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 29).

Figure 29. HRSA Electronic Handbooks: Screenshot of the Select Contractor Page

Select Contractor Your session will expire in: 29:53

Grant Number: H12HA00000 Organization Name:

Reg Code	<input type="text"/>	Organization Name	Happiness	City	<input type="text"/>	State	<input type="text"/>	<input type="button" value="Search"/>	<input type="button" value="Clear Search"/>
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	Registration Code	Organization	City	State	Phone	EIN	Action
<input style="border: 1px solid black;" type="button" value="+"/>	00000	Health & Happiness Clinic	Washington	DC	5555551234	123456789	<input style="border: 2px solid red;" 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 18-20.



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 Ryan White Data Support at 1-888-640-9356, or e-mail RyanWhiteDataSupport@wrma.com.

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: "MM/DD/YYYY."
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: "MM/DD/YYYY."
3. **Enter the Contract Reference ID (if applicable):** 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 a consortium, fiscal intermediary provider, administrative agent, or lead agency under this contract?** 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, consortium, 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, consortium, fiscal intermediary, or lead agency for its grant.



Further inquiries about the definitions of 'Fiscal Intermediary' and 'Lead Agency' should be directed to your Project Officer.

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.”

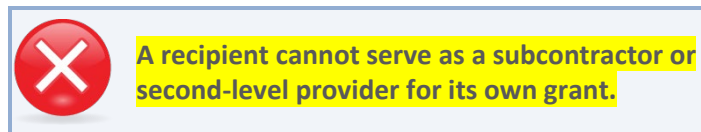


Figure 30. HRSA Electronic Handbooks: Screenshot of the Edit Contract Details Page Contract Information

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
 - Other

Figure 31. HRSA Electronic Handbooks: Screenshot of the Edit Contract Details Page 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
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.

9. If applicable, select the core medical and essential support services that are either funded through the RWHAP (including RWHAP Parts A-D, CARES Act, and EHE funding), through RWHAP-related expenditures (program income and pharmaceutical rebates), for this contract by selecting "Update Services."

A screen will pop up with the list of services (Figure 32 below). Select the corresponding checkbox for services funded through the RWHAP or funded through RWHAP-related expenditures (program income and pharmaceutical rebates).

For a service category funded through RWHAP, enter a funding amount in the corresponding column below. The system will not allow entry of funding amounts for service categories funded only through RWHAP-related expenditures (program income and pharmaceutical rebates). The award amount should reflect the current year and should be entered using only whole numbers.

Do not include carryover funds or RWHAP-related expenditures in the funding amount. To review the service category definitions, please refer to **Policy Clarification Notice (PCN) 16-02** located on the HRSA 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 31).

Figure 32. HRSA Electronic Handbooks: Screenshot of the "Update Services" Page

Services

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

Done updating services *

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

Service Name	RWHAP Funding	RWHAP-Related Funding (Program Income and Pharmaceutical Rebates)	Base Award (Do not include Program Income and Pharmaceutical Rebates dollars)
Service Category: Core Medical Services			
Outpatient/Ambulatory Health Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	76934
AIDS Pharmaceutical Assistance (LPAP, CPAP)	<input type="checkbox"/>	<input type="checkbox"/>	
Oral Health Care	<input type="checkbox"/>	<input type="checkbox"/>	
Early Intervention Services (EIS)	<input type="checkbox"/>	<input type="checkbox"/>	
Health Insurance Premium and Cost Sharing Assistance for Low-Income Individuals	<input type="checkbox"/>	<input type="checkbox"/>	
Home Health Care	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Home and Community-Based Health Services	<input type="checkbox"/>	<input type="checkbox"/>	
Hospice	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Mental Health Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	15139

Copying Contracts into the CGMS


If you need to copy one of your contracts, select "Copy Contract" in the drop-down menu under the "Action" column at the right side of the table (see Figure 28). Click "Go" to open the Copy Contracts page. Enter the start and end dates of the new copied contract. If you have selected a prime contract, the corresponding subcontracts will also be copied with the same contract dates. Click "Save" (see Figure 33).


Figure 33. HRSA Electronic Handbooks: Screenshot of the Copy Contract Page

Copy Contract Your session will expire in: 26:41

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: 

FAQS

Our agency selected that we fund a service through RWHAP-related expenditures (program income or pharmaceutical rebates) but we are unable to enter a funding amount. Where do we enter this amount?

Do not enter funding amounts for services funded through RWHAP-related expenditures (program income or pharmaceutical rebates) into your contracts. The funding amounts in your contracts should only include RWHAP funding (including RWHAP Parts A-D, CARES Act, and EHE funding) from your base award.

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 **Policy Clarification Notice (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 HAB. 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 a RWHAP recipient and have the authority from that recipient to enter into contracts on its behalf.

My agency directly funds a provider for a number of services. Would I mark this provider as a subcontractor or second-level provider in Question 6 of the contract?

No, this provider would not be a subcontractor or a second-level provider. Only mark “Yes” for Question 6 if the provider is funded through a fiscal intermediary.

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 pages 163 and 186 of the GCMS Manual for further information.

My fiscal intermediary funds a second-level provider. 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 Ryan White 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 Ryan White 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? Services funded using RWHAP-related funding (e.g. program income or pharmaceutical rebates) are entered into the contract for the corresponding provider. Select the checkboxes under the RWHAP-Related Funding column for all services provided through RWHAP-related expenditures. Do not enter funding amounts for RWHAP-related funding into the GCMS.

Why do the amounts I entered into the GCMS not equal my entire award amount?

Funding for administrative and technical services is not captured in the GCMS, so the total amount entered will reflect only direct and support services.

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 with HIV.

Consortium: A group 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.