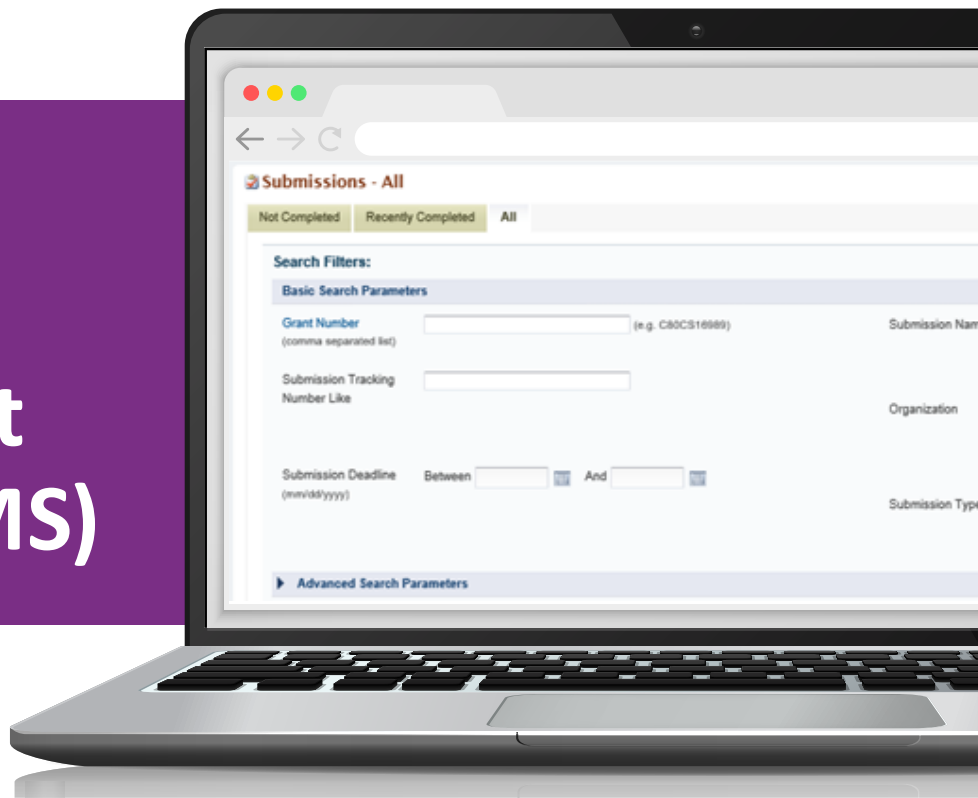


Grantee Contract Management System (GCMS)



Instruction Manual 2021

Release Date: June 8, 2021

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

HRSA
Health Resources & Services Administration

WRMA
A TRIMETRIX COMPANY



Table of Contents

Icons Used in this Manual	1
Recipient and Subrecipient Relationships	2
What is the Grantee Contract Management System?	3
Accessing the Grantee Contract Management System (GCMS)	4
Accessing the Grantee Contract Management System via the Ryan White Services Report (RSR).....	4
Accessing the GCMS via the PTR/Allocations Report	9
Accessing the GCMS via the EHE Triannual Report.....	13
Accessing the GCMS via the COVID-19 Data Report (CDR)	17
Searching for, Entering, and Modifying Contracts in the GCMS	20
Entering Search Criteria	21
Entering and Modifying Contracts	22
FAQs.....	35
Glossary	38

Icons Used in this Manual

The following icons are used throughout this manual to alert you to important and/or useful information.



The note icon highlights information that you should know when completing this section.



The tip icon points out recommendations and suggestions that can make it easier to complete this section.



The question mark icon indicates common questions asked with answers provided.



All new text in the document is indicated with a gray highlight.



The no icon indicates answer options that cannot be selected or information that cannot be entered under certain circumstances.

Recipient and Subrecipient Relationships

Recipients and subrecipients work together to help streamline the process of submitting Ryan White HIV/AIDS Program (RWHAP) related reports. **Figures 1–4** offer illustrations and definitions of recipient and subrecipient relationships.

Figure 1. Recipient-provider

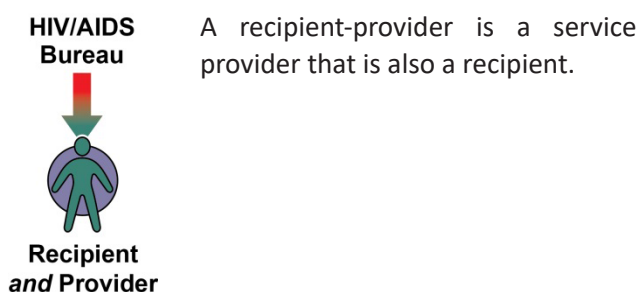


Figure 2. Subrecipient

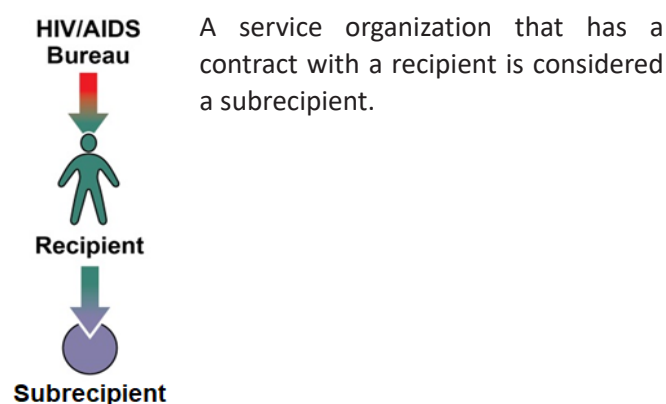


Figure 3. Second-level Provider

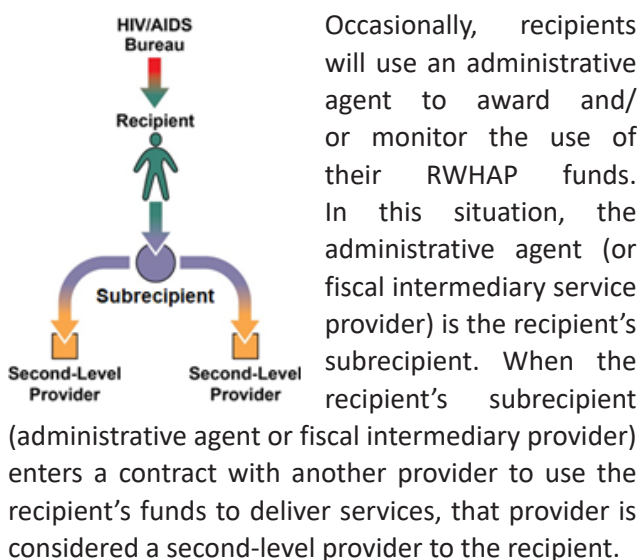
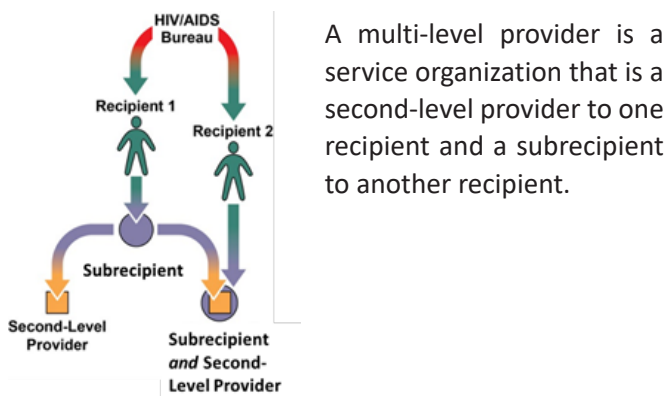


Figure 4. Multi-level Provider



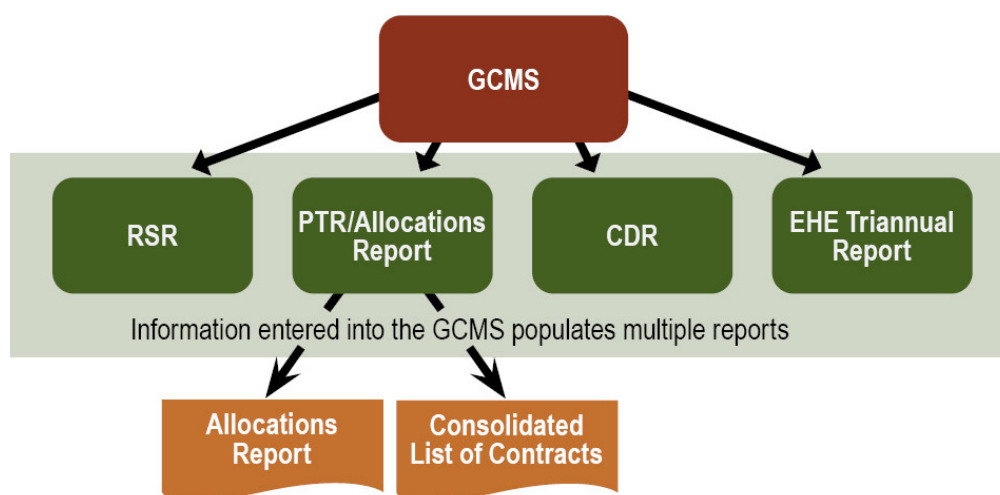
What is the Grantee Contract Management System?

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

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

Current reports linked to the GCMS include the Ryan White Services Report (RSR), Program Terms Report/Allocations Report (PTR), Ending the HIV Epidemic (EHE) Report, and the COVID-19 Data Report (CDR). When a recipient enters information into the GCMS prior to starting a report, it will automatically populate the reports shown in **Figure 5**.

Figure 5. GCMS Information Dissemination



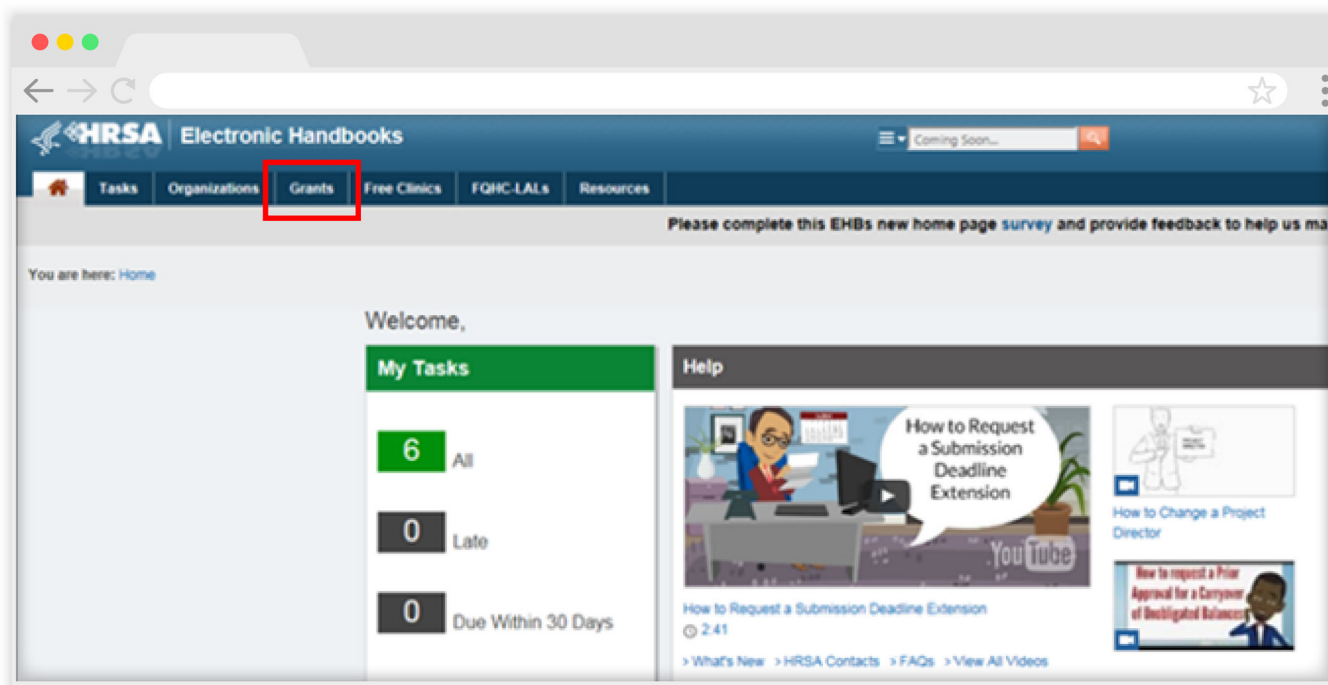
Accessing the Grantee Contract Management System (GCMS)

Log in to the Health Resources and Services Administration (HRSA) [Electronic Handbooks \(EHBs\)](#) site. Steps for accessing the GCMS to complete the Ryan White Services Report (RSR), Program Terms Report/Allocations Report (PTR), Ending the HIV Epidemic (EHE) Report, and the COVID-19 Data Report (CDR) can be found in the corresponding sections below.

Accessing the Grantee Contract Management System via the Ryan White Services Report (RSR)

STEP ONE: Go to the EHBs Home page ([Figure 6](#)). Hover your mouse over the “Grants” tab on the top-left side of the screen.

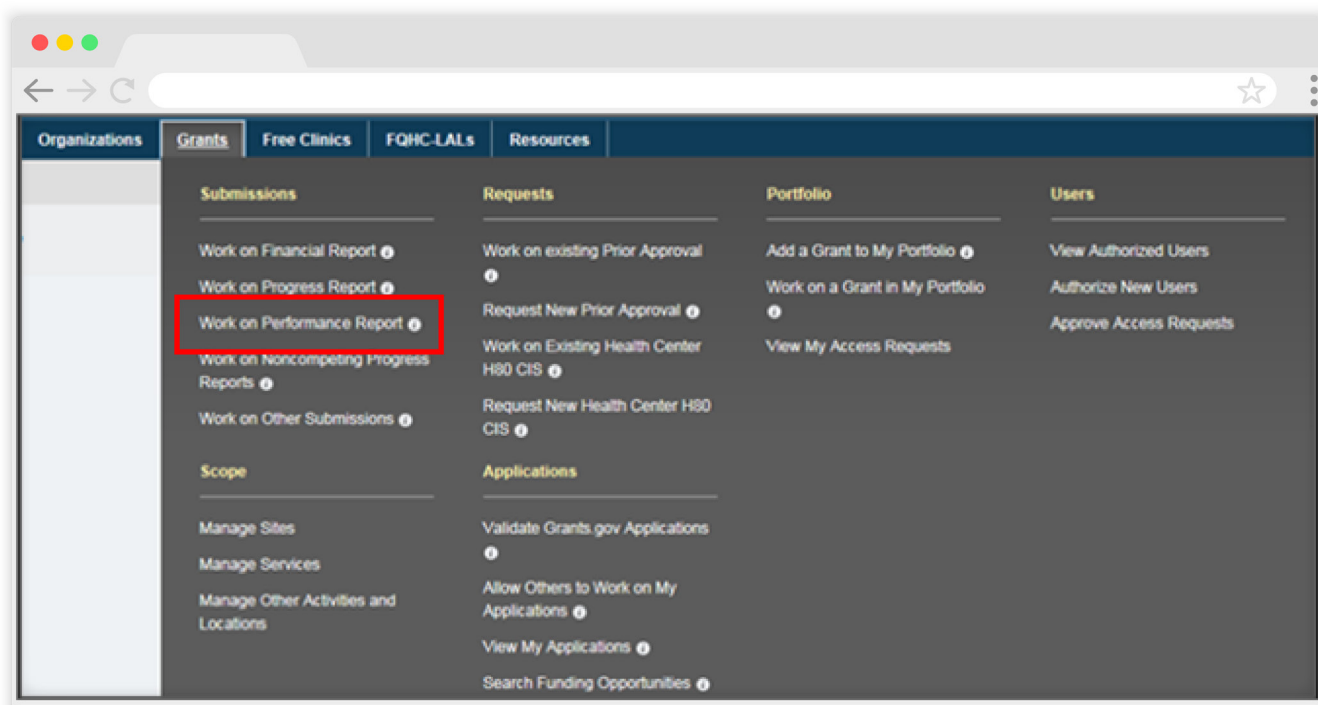
Figure 6. HRSA Electronic Handbooks: Screenshot of the Home Page



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

STEP TWO: From the resulting drop-down menu, under “Submissions,” select “Work on Performance Report” (Figure 7).

Figure 7. 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 RSR submission (Figure 8) and select “Start” or “Edit” under the “Options” header. After selecting the “start” or “edit” options a new window will appear.

Figure 8. 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. C00C516909) Submission Name Like

Submission Tracking Number Like

Organization ☐ All ☒ Healthy Choice Health Center

Submission Deadline (mm/dd/yyyy) 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](#)

55 items in 4 page(s)

Submission Name	Submission Type	Organization	Grant #	Tracking #	Reporting Period	Deadline	Submitted Date	Status	Options
RSR 2020 Annual Performance Reports	Performance Reports	Health & Happiness Clinic	H12HA00000		1/1/2020-12/31/2020	03/29/2021		All	Start



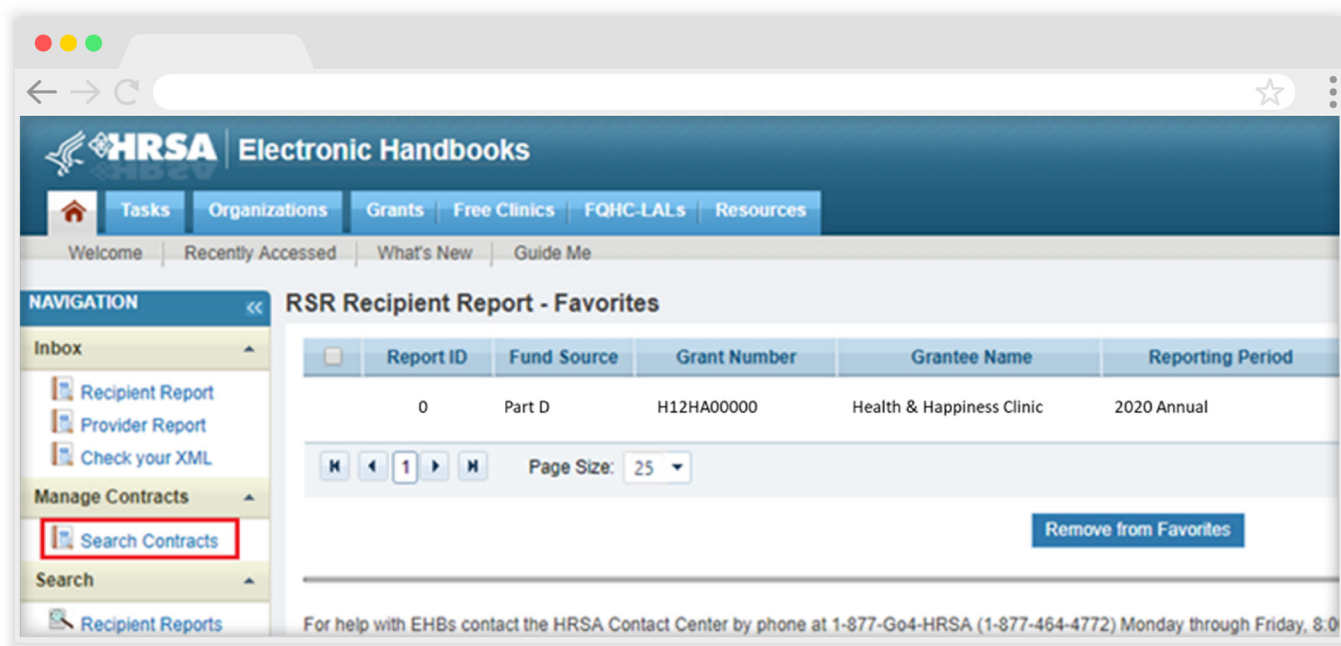
Searching for “RSR” in the filter box under the “Submission Name” header may help you find your most recent RSR faster.



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

STEP FOUR: In the new window (the “RSR Recipient Report Inbox”), locate the Navigation panel on the left side of the page (**Figure 9**). Under the “Manage Contracts” header, select “Search Contracts.”

Figure 9. HRSA Electronic Handbooks: Screenshot of the RSR Recipient Report Inbox Page



STEP FIVE: You have now accessed the GCMS and can search for, modify, and delete contracts (**Figure 10**). For instructions on how to do this, please see **Searching for, Entering, and Modifying Contracts in the GCMS** on page 20 of this manual.

Figure 10. HRSA Electronic Handbooks: Screenshot of the GCMS Home Page

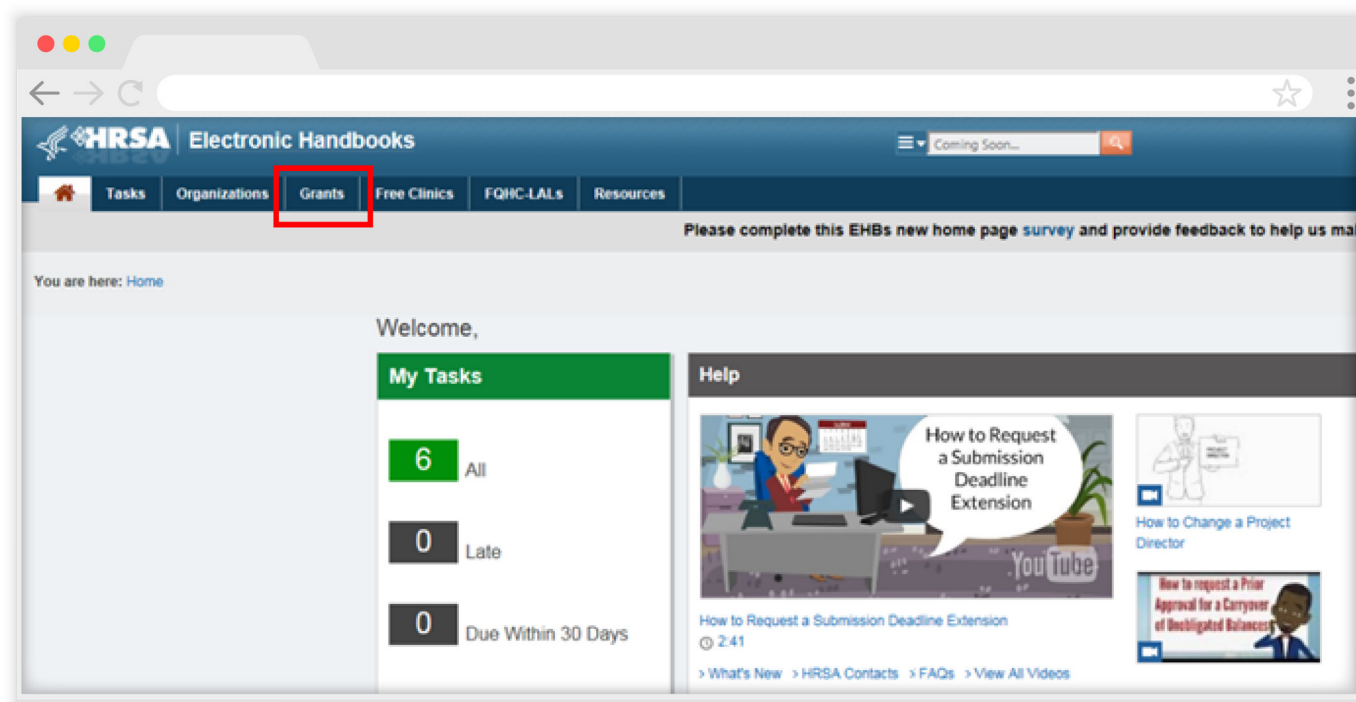
Grantee Contract Management System

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)

Accessing the GCMS via the PTR/Allocations Report

STEP ONE: From the EHBs home page (**Figure 11**), hover your mouse over the “Grants” tab on the top-left side of the screen.

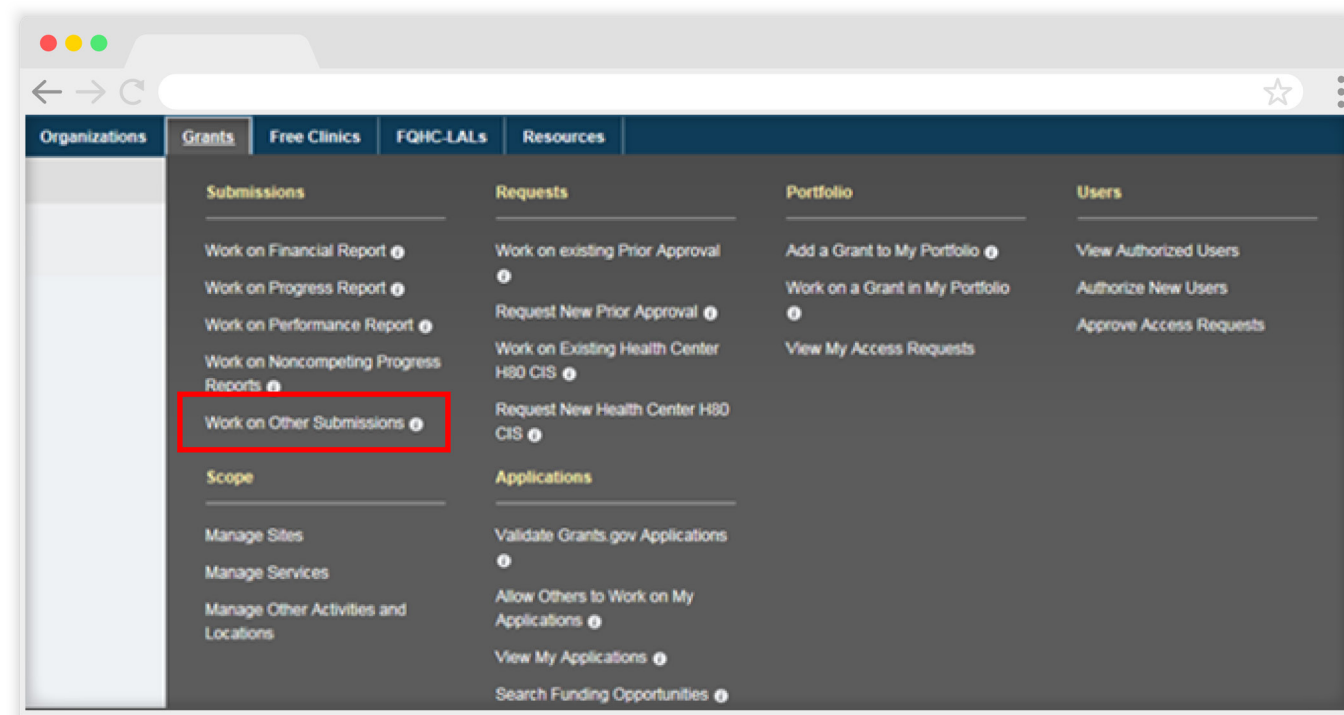
Figure 11. HRSA Electronic Handbooks: Screenshot of the Home Page



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

STEP TWO: From the resulting drop-down menu, under the “Submissions” header, select “Work on Other Submissions” (Figure 12).

Figure 12. 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 13**) and select “Start” or “Edit” under the “Options” header. After selecting the “Start” or “Edit” option a new window will appear.

Figure 13. 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. C60CS16909) Submission Name Like

Submission Tracking Number Like Organization All Healthy Choice Health Center

Submission Deadline (mm/dd/yyyy) 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 55 items in 4 page(s)

Submission Name	Submission Type	Organization	Grant #	Tracking #	Reporting Period	Deadline	Submitted Date	Status	Options
FY 2021 Allocations Report	Other Submissions	Health & Happiness Clinic	H12HA00000		4/1/2021-3/31/2022	10/31/2021		Not Started	Start
FY 2020 Allocations Report	Other Submissions	Health & Happiness Clinic	H12HA00000	12345	4/1/2020-3/31/2021	10/31/2020	10/11/2020	Submitted	Open



RWHAP Parts A, B, and B Supplemental: Searching for “Term” in the filter box 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 box 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 14**). Under the “Manage Contracts” header, select “Search Contracts.”

Figure 14. HRSA Electronic Handbooks: Screenshot of the PTR/Allocations Report Inbox Page



STEP FIVE: You have now accessed the GCMS and can search for, modify, and delete contracts (**Figure 15**). For instructions on how to do this, please see **Searching for, Entering, and Modifying Contracts in the GCMS** on page 20.

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

The screenshot shows a web browser window with the title "Grantee Contract Management System". Below the title is a form with the following fields:

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)

Accessing the GCMS via the EHE Triannual Report

STEP ONE: Go to the EHBs Home page (Figure 16). Hover your mouse over the "Grants" tab on the top-left side of the screen.

Figure 16. HRSA Electronic Handbooks: Screenshot of the Home Page

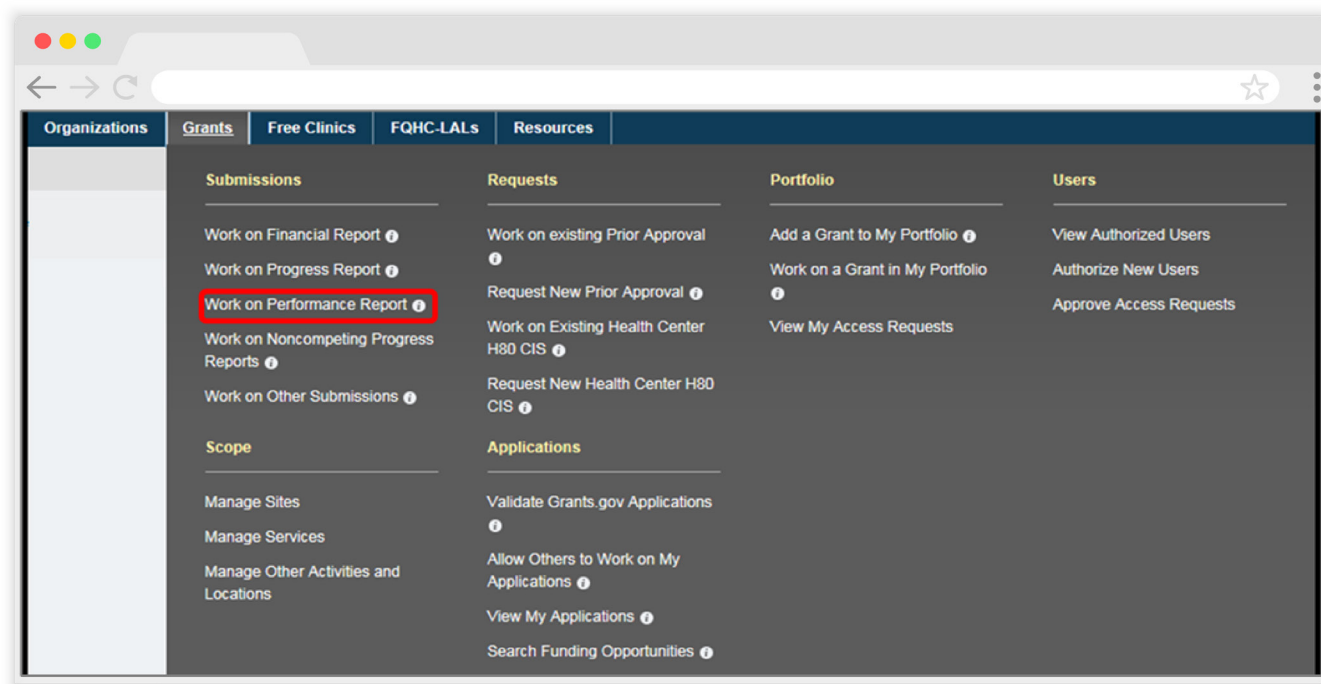
The screenshot shows the HRSA Electronic Handbooks Home Page. The navigation menu at the top includes: Home, Tasks, Organizations, **Grants** (highlighted with a red box), Free Clinics, FQHC-LALs, and Resources. Below the navigation menu, there is a banner that says "Please complete this EHBs new home page survey and provide feedback to help us mal". Below the banner, there is a "Welcome," message and a "My Tasks" section with the following counts:

6	All
0	Late
0	Due Within 30 Days

On the right side, there is a "Help" section with a video player showing "How to Request a Submission Deadline Extension" and a link to "How to request a Prior Approval for a Carryover of Unobligated Balances".

STEP TWO: From the resulting drop-down menu, under “Submissions,” select “Work on Performance Report” (Figure 17).

Figure 17. 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 18). Select “Start” or “Edit” under the “Options” header. After selecting the “Start” or “Edit” option a new window will appear.

Figure 18. 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		05/1/2021 - 08/31/2021	10/15/2021		Not Started	Start
RSR 2020 Annual Performance Report	Performance Reports	County Health Department	X07HA00004	12345	1/1/2020-12/31/2020	4/30/2021	4/19/2021	Submitted	Performance Reports
RSR 2019 Annual Performance Report	Performance Reports	County Health Department	H89HA00000	54321	1/1/2019-12/31/2019	3/22/2020	3/15/2020	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 19). Select “Search Contracts” under the “Manage Contracts” header.

Figure 19. HRSA Electronic Handbooks: Screenshot of the EHE Triannual Recipient Report Inbox

HRSA Electronic Handbooks

Welcome | Recently Accessed | What's New | Guide Me | Monday 27th July 2020 02:26:40 P.M.

NAVIGATION

- Inbox
 - EHE Triannual Recipient Report
 - EHE Triannual Provider Report
- Manage Contracts
 - Search Contracts**
- Search
 - EHE Triannual Recipient Report
 - EHE Triannual Provider Report

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	05/01/2021-08/31/2021		Not Started		

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 .

STEP FIVE: You have now accessed the GCMS and can search for, modify, and delete contracts (**Figure 20**). For instructions on how to do this, please see **Searching for, Entering, and Modifying Contracts in the GCMS** on page 20.

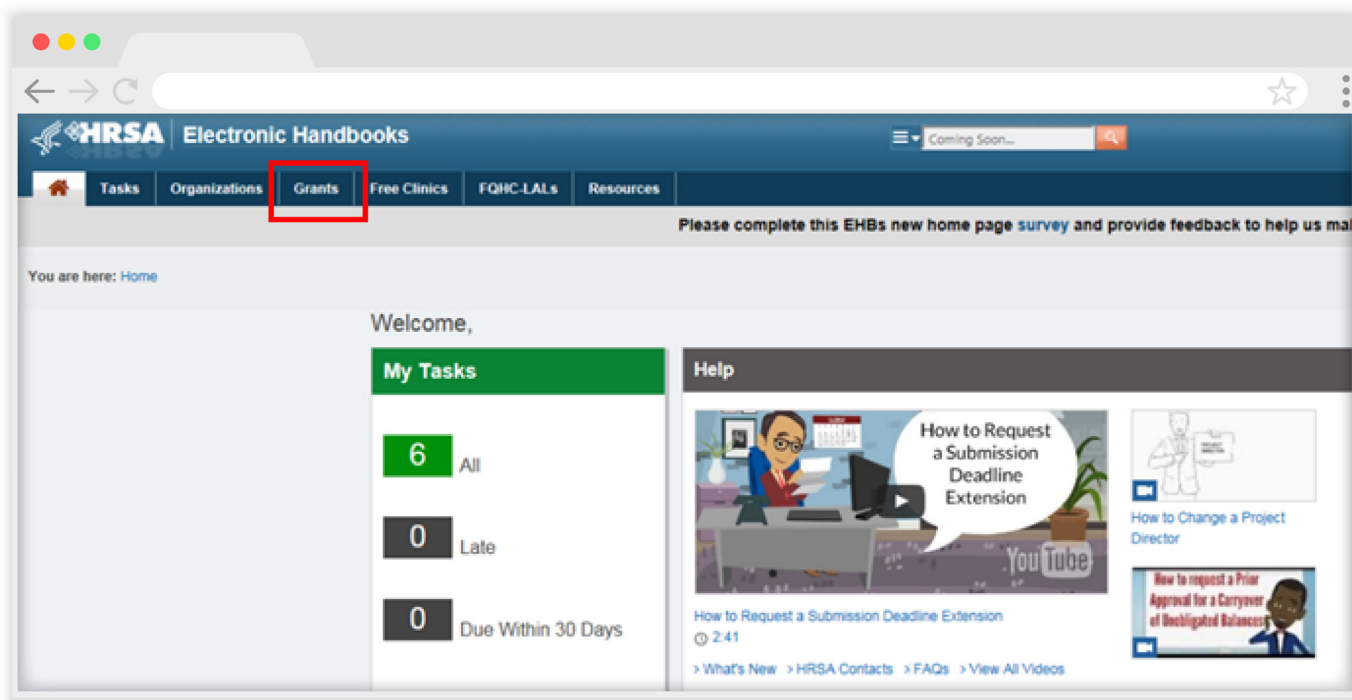
Figure 20. HRSA Electronic Handbooks: Screenshot of the GCMS Search Page

The screenshot displays the Grantee Contract Management System (GCMS) search interface. On the left, a navigation sidebar includes links for 'Inbox' (EHE Triannual Recipient Report, EHE Triannual Provider Report), 'Manage Contracts', and 'Search' (EHE Triannual Recipient Report, EHE Triannual Provider Report). The 'Search Contracts' option is highlighted. The main area, titled 'Grantee Contract Management System', contains a search form with the following fields: Grant Number (pre-filled with 'UT8HA00000'), Org ID, Registration Code, Organization Name, Funded Through, Contract ID, Reference, Range Start Date, Range End Date, and Project Officer (a dropdown menu currently set to 'All Project Officers'). Each of the Org ID, Registration Code, and Contract ID fields is followed by the text '(comma separated list)'. The Range Start Date and Range End Date fields include calendar icons. A session expiration timer in the top right corner indicates 'Your session will expire in: 29:52'. At the bottom of the form are 'Reset' and 'Search' buttons.

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

STEP ONE: Go to the EHBs Home page (**Figure 21**). Select the “Grants” tab on the top-left side of the screen.

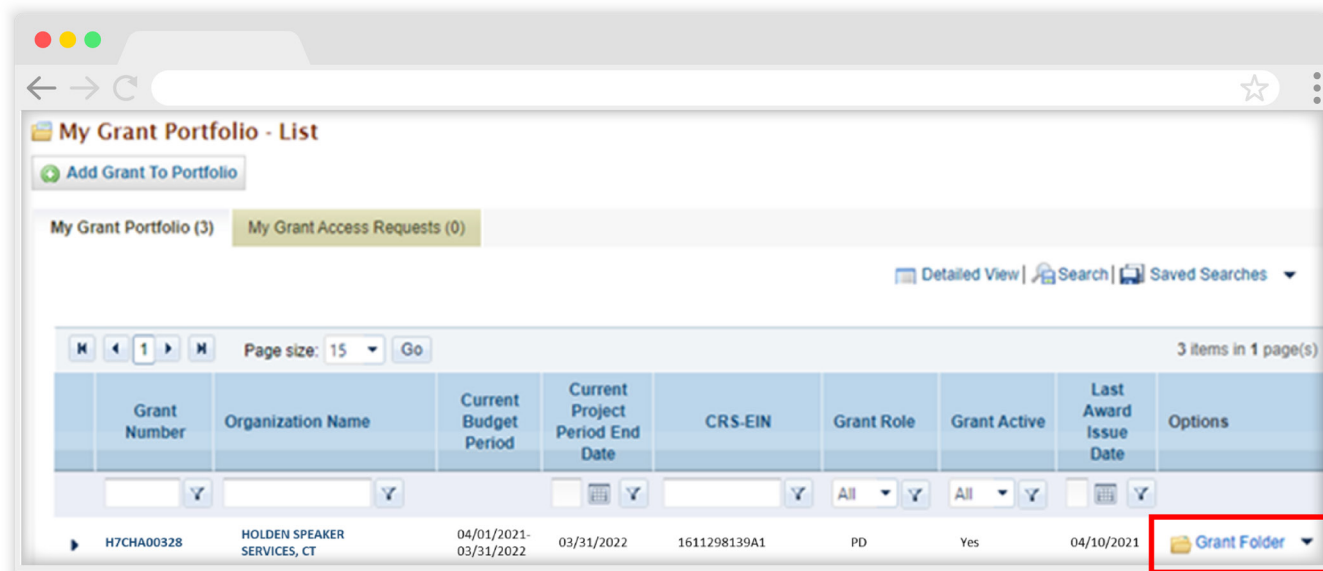
Figure 21. HRSA Electronic Handbooks: Screenshot of the Home Page



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

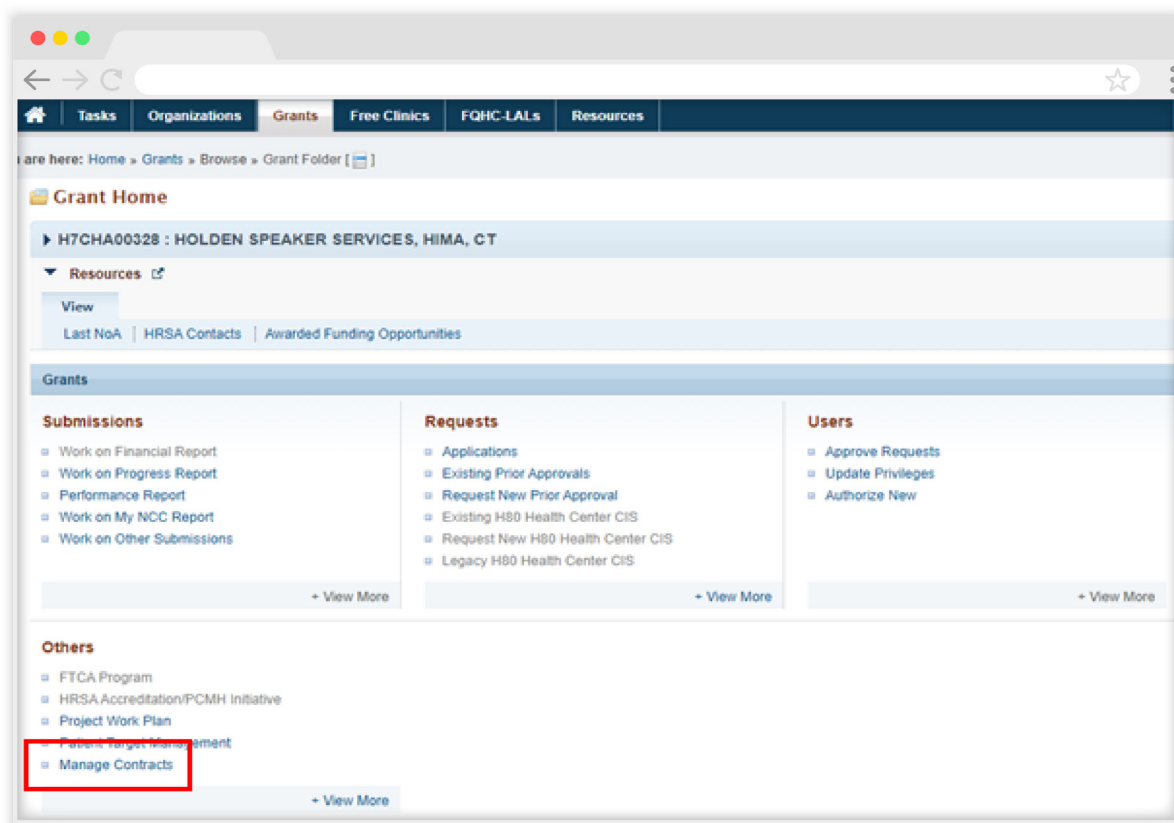
STEP TWO: The “My Grant Portfolio – List” will open in the main window. Locate your assigned organization’s CARES Act grant number on the Grant Portfolio page (**Figure 22**). Select the “Grant Folder” link for your CARES Act grant on the right side of the page on the same row.

Figure 22. HRSA Electronic Handbooks: Screenshot of the “My Grant Portfolio” Page



STEP THREE: The “Grant Home” page will open in the main window (Figure 23). Select the “Manage Contracts” link under the “Others” heading.

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



STEP FOUR: You have now accessed the GCMS via your CARES Act grant and can search for, modify, add, copy, and delete contracts (**Figure 24**). For instructions on how to do this, please see **Searching for, Entering, and Modifying Contracts in the GCMS** on page 20.

Figure 24. Screenshot of the GCMS Home for the CDR

The screenshot displays the Grantee Contract Management System (GCMS) Home for the CDR. The interface includes a navigation sidebar on the left with the following sections:

- NAVIGATION**
 - Inbox
 - COVID-19 Data Report
 - Manage Contracts
 - Search Contracts
 - Search
 - COVID-19 Data Report

The main content area is titled "Grantee Contract Management System" and contains a search form with the following fields:

- Grant Number: H7CHA00328
- 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:

The top navigation bar includes links for Tasks, Organizations, Grants, Free Clinics, FQHC-LALS, and Resources. The top right corner shows the date and time: Tuesday, 12th May 2020, 08:06:18 A.M., and a session expiration timer: Your session will expire in: 28:52.

Searching for, Entering, and Modifying Contracts in the GCMS

The GCMS contains all the RWHAP and RWHAP-related (Program Income and Pharmaceutical Rebates) funded contracts that your agency has entered. From the GCMS home page, you can search for your RWHAP and RWHAP-related funded contracts by contract period, organization name, system registration code, fiscal intermediary, and other criteria (Figure 25).

Figure 25. 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 selected 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.

Range Start Date and End Date

These search fields allow a recipient to enter the possible dates a contract may have been created for an organization during the calendar year (1/1/2021-12/31/2021). For example, searching for a contract with a range start date of 1/5/2021 and end date of 3/1/2021 will populate any contracts created during that timeframe.

Organization Name

The title or name listed for an organization in 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.



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 by phone at 1-888-640-9356 or 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 by phone at 1-888-640-9356 or via email at RyanWhiteDataSupport@wrma.com. The email should contain the agency’s name, address, EIN, and point of contact including their name, email, title, and phone number.

Funded Through

This search field allows a recipient to enter the name of the organization who monitors the grant award on behalf of the recipient. 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 labeled with the specified identifier.



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



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

Adding Contracts in the GCMS

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. Add a new contract by following these steps:

STEP ONE: Click “Add Contract” below the search results table (Figure 26).

STEP TWO: Search for the organization by Registration Code, Name, or City/State.

STEP THREE: Locate the subrecipient in the results table and click “Add” under the “Action” header (Figure 27).

Figure 26. HRSA Electronic Handbooks: Screenshot of the contracts after entering the search results.

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	RWHAP Funded Amount	Is Executed	Action
+	11111	1234	Health and Happiness Clinic	12345		04/1/2019	03/31/2020	10		\$213,088.00		<input type="button" value="Edit/Remove"/> <input type="button" value="Go"/>
+	11112	1234	Health and Happiness Clinic	12345		04/1/2020	03/31/2021	8		\$231,913.00	Yes	<input type="button" value="Edit/Remove"/> <input type="button" value="Go"/>
-	11113	1234	Health and Happiness Clinic	12345		04/1/2021	03/31/2022	13		\$272,253.00	Yes	<input type="button" value="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:



It is highly recommended that you search for an existing agency by the registration code to ensure the correct agency is having the contract created for funded services. If you need help receiving or confirming a registration code, contact Ryan White Data Support by phone at 1-888-640-9356, or via email at RyanWhiteDataSupport@wrma.com.

Figure 27. 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 Organization Name City State

	Registration Code	Organization	City	State	Phone	EIN	Action
<input style="border: none;" 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

STEP FOUR: Complete questions 1-9 using the steps detailed on pages 24-27.



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, contact Ryan White Data Support by phone at 1-888-640-9356, or via email at RyanWhiteDataSupport@wrma.com.

Entering Contract Information

- 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."
- 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."
- Contract Reference (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.
- 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.”



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. If you are adding a contract with your own agency, select “No” for question 5.

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



A recipient cannot serve as a subcontractor or second-level provider for its own grant. If you are adding a contract with your own agency, select “No” for question 6.

Figure 28. HRSA Electronic Handbooks: Screenshot of the Edit Contract Details Page Contract Information

The screenshot shows a web browser window displaying the 'Edit Contract Details' page. The page has a light gray sidebar on the left and a main content area. The main content area is titled 'Contract Information' and contains six numbered fields, each with a red asterisk indicating it is required. Fields 1 and 2 are date pickers for 'Start Date' and 'End Date'. Field 3 is a text input for 'Contract Reference'. Fields 4, 5, and 6 are radio button questions. Field 4 asks about contract execution, field 5 asks about agency roles, and field 6 asks about subcontractor status.

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



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, contact Ryan White Data Support by phone at 1-888-640-9356, or via email at RyanWhiteDataSupport@wrma.com.

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

A screen will pop up with the list of services. This pop-up will differ depending on which grant you are currently working on. Select the corresponding checkbox for services funded through the RWHAP or RWHAP-related expenditures (program income and pharmaceutical rebates) (Figure 30 below).

Figure 30. 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

For RWHAP CARES Act funding, select the corresponding checkbox for services funded through the CARES Act grant (Figure 31 below).

Figure 31. HRSA Electronic Handbooks: Screenshot of the “Update Services” Page (CARES ACT)

Services

Select the core medical and essential support services for this contract that are funded through the Coronavirus Aid, Relief, and Economic Security Act (CARES Act). For each service category funded through the CARES Act, 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	CARES Act Funding	Amount
Service Category: Core Medical Services		
Outpatient/Ambulatory Health Services	<input checked="" type="checkbox"/>	40000
AIDS Pharmaceutical Assistance (LPAP, CPAP)	<input type="checkbox"/>	
Oral Health Care	<input type="checkbox"/>	
Early Intervention Services (EIS)	<input type="checkbox"/>	
Health Insurance Premium and Cost Sharing Assistance for Low-Income Individuals	<input type="checkbox"/>	
Home Health Care	<input type="checkbox"/>	

For Ending the HIV Epidemic (EHE) funding, select the corresponding checkbox for services funded through the RWHAP EHE grant ([Figure 32](#) below).

Figure 32. HRSA Electronic Handbooks: Screenshot of the “Update Services” Page (EHE)

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	Base
Service Category: Core Medical Services		
Outpatient/Ambulatory Health Services	<input checked="" type="checkbox"/>	158400
AIDS Pharmaceutical Assistance (LPAP, CPAP)	<input type="checkbox"/>	
Oral Health Care	<input type="checkbox"/>	
Early Intervention Services (EIS)	<input type="checkbox"/>	
Health Insurance Premium and Cost Sharing Assistance for Low-Income Individuals	<input type="checkbox"/>	
Home Health Care	<input type="checkbox"/>	

For a service category funded through RWHAP, enter a funding amount in the corresponding column to the right. 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. Below is a detailed list of what funding category columns will appear by program part for question 9:

- **PART A:** RWHAP funding, RWHAP-Related funding (Program Income and Pharmaceutical Rebates), Base + Supplemental (Do not include Program Income and Pharmaceutical Rebate dollars), and MAI Award (Do not include Program Income and Pharmaceutical Rebate dollars).

- **PART B:** RWHAP funding, RWHAP-Related funding (Program Income and Pharmaceutical Rebates), Consortia (Do not include Program Income and Pharmaceutical Rebate dollars), Direct Service (Do not include Program Income and Pharmaceutical Rebate dollars), and Emerging Communities (Do not include Program Income and Pharmaceutical Rebate dollars).
- **PART B SUPPLEMENTAL:** RWHAP funding, RWHAP-Related funding (Program Income and Pharmaceutical Rebates), Consortia (Do not include Program Income and Pharmaceutical Rebate dollars), and Direct Service (Do not include Program Income and Pharmaceutical Rebate dollars).
- **PART C:** RWHAP funding, RWHAP-Related funding (Program Income and Pharmaceutical Rebates), and Base Award (Do not include Program Income and Pharmaceutical Rebate dollars).
- **PART D:** RWHAP funding, RWHAP-Related funding (Program Income and Pharmaceutical Rebates), and Base Award (Do not include Program Income and Pharmaceutical Rebate dollars).

Once you have entered all the contract information, click “Done updating services.” Then click “Save” at the bottom of the main page (**Figure 33**).

Figure 33. 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"/>	50335

Save

Editing/Deleting Contracts in the GCMS

If you need to make modifications to your displayed list of service provider contracts:

STEP ONE: Select “Edit/Remove” in the drop-down menu under the “Action” column at the right side of the table (Figure 34).

STEP TWO: Click “Go” to open the desired contract.

STEP THREE: Make the edits and click “Save.”

Figure 34. HRSA Electronic Handbooks: Screenshot of Contract Search Results Page

Range Start Date:

Range End Date:

Project Officer:

Results

	Id	Org ID	Organization Name	Reg Code	Reference	Start	End	Services	Funded Through	RWHAP Funded Amount	Is Executed	Action
<input checked="" type="checkbox"/>	11111	1234	Health and Happiness Clinic	12345		04/1/2019	03/31/2020	10		\$213,088.00		Edit/Remove Go
<input checked="" type="checkbox"/>	11112	1234	Health and Happiness Clinic	12345		04/1/2020	03/31/2021	8		\$231,913.00	Yes	Edit/Remove Go
<input type="checkbox"/>	11113	1234	Health and Happiness Clinic	12345		04/1/2021	03/31/2022	13		\$272,253.00	Yes	Edit/Remove 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:

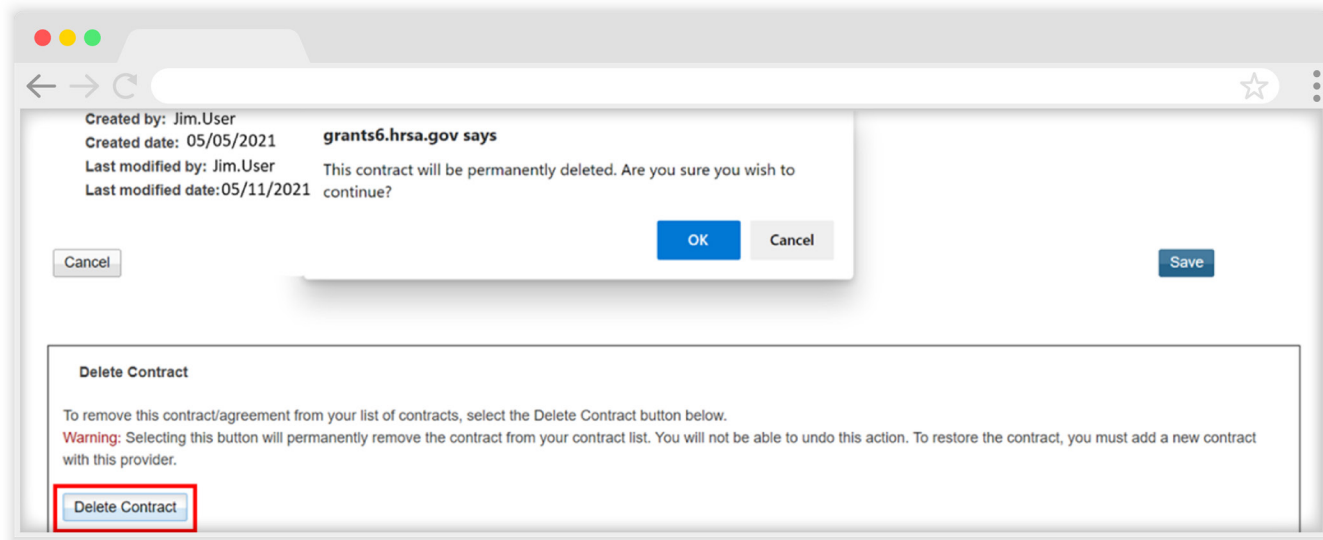
To delete a contract:

STEP ONE: Select “Edit/Remove” in the drop-down menu under the “Action” column on the right side of the table.

STEP TWO: Click “Go” to open the contract you wish to delete (Figure 34). Scroll to the bottom of the page.

STEP THREE: Select “Delete Contract” (Figure 35). You will receive a warning message. If you want to proceed, select “OK.” To cancel the deletion process, select “Cancel.”

Figure 35. HRSA Electronic Handbooks: Screenshot of Contract Deletion



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.

Copying Contracts in the CGMS


Recipients can copy a contract from the previous year if there have been no changes to funding amounts or funded categories. If you intend 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 34](#)). 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. Confirm the funding amounts and services categories are correct in the contract. Click “Save” (see [Figure 36](#)).


Figure 36. 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?

The GCMS does not capture dollar amounts for services funded with Program Income or Pharmaceutical Rebates. Recipients must select the checkboxes under the RWHAP-Related Funding column for all services provided through RWHAP-related expenditures under question 9. The funding amounts entered in your contracts only include RWHAP funding from the specific grant that is being used to fund your provider agencies.



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 funding are captured in the GCMS under the appropriate service category. 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 a 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 subrecipient to provide multiple services. Would I select “yes, the provider is a subcontractor or second-level provider” in question 6 of the contract?

An agency that receives funding directly from a recipient to provide direct client services is considered a subrecipient or provider. (See [Figure 2](#) on page 2 of the manual for more clarification on the definition of a subrecipient.) You would 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 24 and 25 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 agency that is providing the direct client service. If the fiscal intermediary is funding an agency as a second-level provider then the dollars should be placed in that specific contract. For example: The state of Texas enters a contract with Healthy Hands Clinic to monitor grant funds on their behalf as the fiscal intermediary. Healthy Hands Clinic then enters into a contract with Happiness Hospital to provide services. The dollar amounts would be entered into the contract for Happiness Hospital because they are the agency providing the services. (For more information on fiscal intermediaries and second-level providers, see **Figure 3** on page 2 of the manual.)



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 by phone 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 for the various services it provided, you will need to reallocate the funding to a contract with this agency later 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 by phone 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?

The GCMS does not capture dollar amounts for services funded with RWHAP-related funding (Program Income or Pharmaceutical Rebates). However, services provided using RWHAP-related funding are marked under question 9 into the contract for the corresponding provider. Select the checkboxes under the RWHAP-related Funding column for all services provided through RWHAP-related expenditures under question 9.



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: 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 people with HIV.

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.



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

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