Completing the Grantee Contract Management System (GCMS)

RYAN WHITE HIV/AIDS PROGRAM (RWHAP)
HRSA HIV/AIDS BUREAU
JULY 2021

RWHAP DATA SUPPORT

The Grantee Contract Management System (GCMS) webinar is designed to help Ryan White HIV AIDS Program recipients understand the purpose and importance of the GCMS as well as provide step-by-step guidance on entering their data and contracts into the Grantee Contract Management System for data reporting purposes.

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Overview

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- Accessing the GCMS
- Searching for, Entering, and Modifying Contracts
- PTR/Allocations Report Submission Timeline
- Upcoming Webinars and TA Resources

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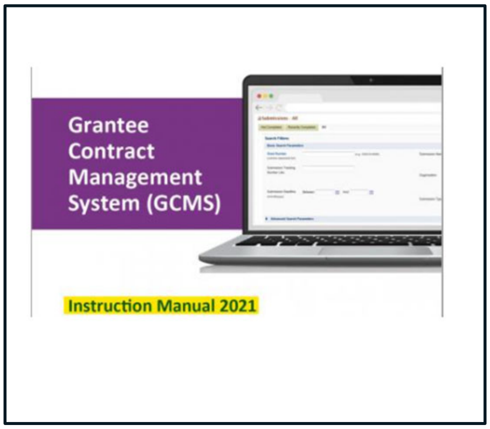
Today we'll be going over how to complete the Grantee Contract Management System, or GCMS. We'll start off by discussing the purpose of the GCMS. Next, we'll discuss how to access the GCMS followed by searching for, entering, and modifying contracts. And finally, we'll end the presentation with a look at the PTR and Allocations Report submission timelines as well as the upcoming webinars and additional TA resources available to assist you.

Grantee Contract Management System (GCMS) Instruction Manual



- **Available on the TargetHIV website**

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Before we start the presentation, I want to remind everyone the 2021 GCMS Instruction Manual, is available on the TargetHIV website at the link shown on this slide. This manual is a valuable resource when you're working on the GCMS and will contain the instructions presented here today. I recommend everyone download and look over the manual when possible.

What is the GCMS?

- Grantee Contract Management System (GCMS)
- Available year-round
- Data-storage system for RWHAP contracts that populates multiple reports including the:
  - Program Terms Report (PTR)/Allocations Report
  - Ryan White HIV/AIDS Program Services Report (RSR)
  - COVID-19 Data Report (CDR)
  - Ending The HIV Epidemic(EHE) Triannual Report

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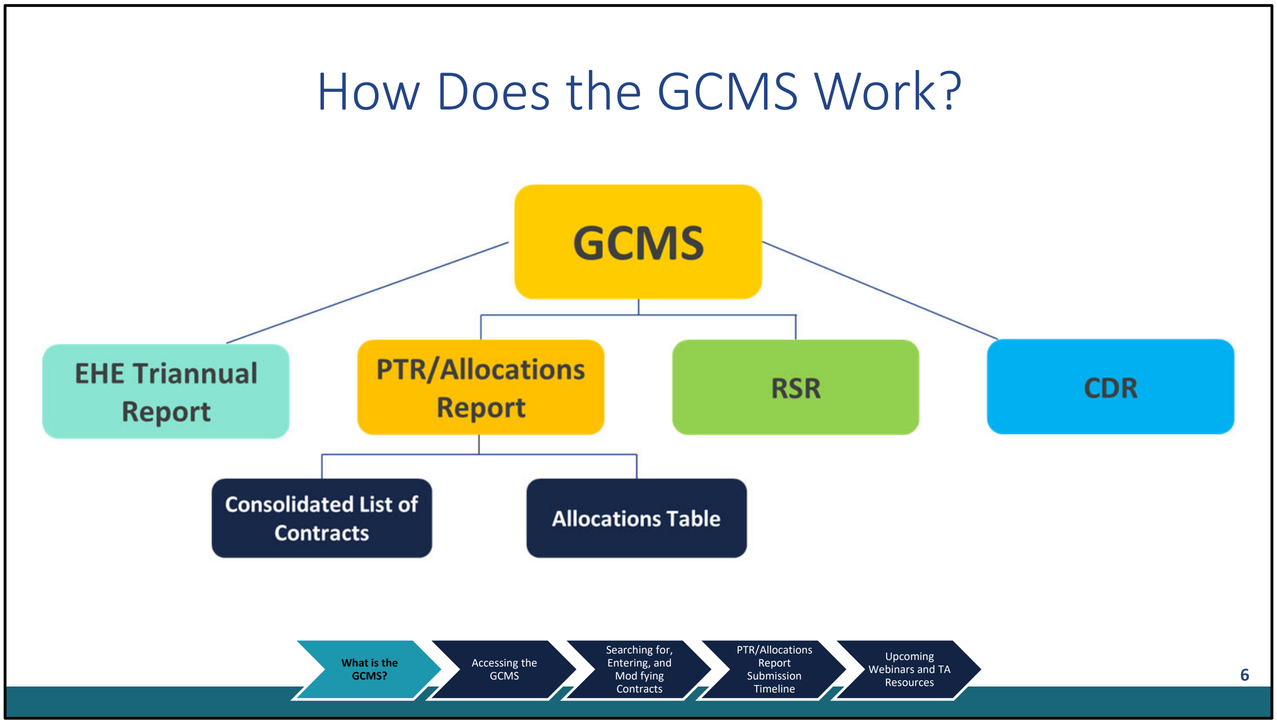
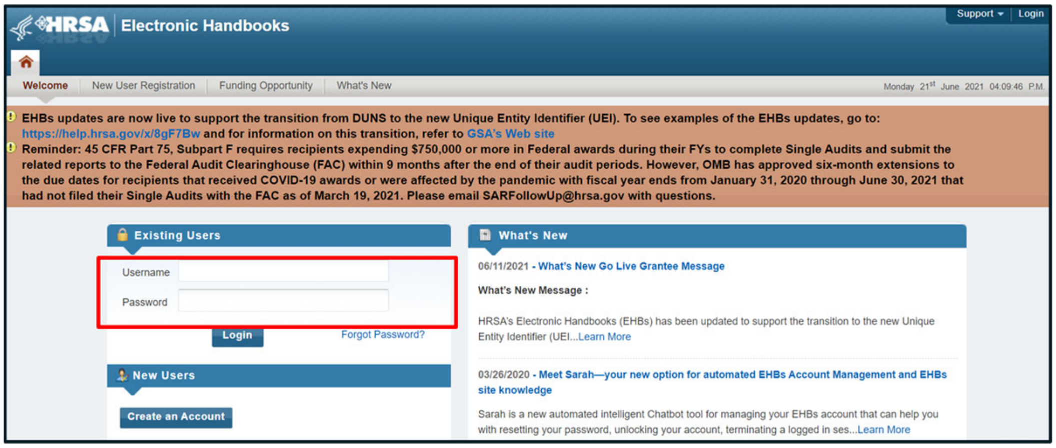
Let’s begin by discussing some basic information about the GCMS. As shown previously, GCMS stands for the Grantee Contract Management System. The GCMS is available year-round for review and revision. The GCMS is a data-storage system where Ryan White HIV/AIDS Program recipients enter in contract information for their grant funds including service categories and the funding amounts for the services, they or their subrecipients will be providing. This system helps to save time and decrease reporting burden as the contract details are used to populate multiple reports, including the Program Terms Report (or PTR), the Allocations Report, the Ryan White Services Report (or RSR), The COVID-19 Data Report (or CDR), and The Ending the HIV Epidemic Triannual Report (or EHE).



So, how does the GCMS work? Let's say we're a Ryan White program grant recipient and we fund a Provider for a number of services. This Provider can be funded with either a Ryan White Program Base Award Grant, an Ending the HIV Epidemic Grant or CARES Act grant. However, lets use the Ryan White Program Base Award Grant as our example. We take the information and enter it into the GCMS. When we go to start our PTR or Allocations Report, our report will automatically ping the GCMS, grab the contract information we entered, and use it to populate both our consolidated list of contracts and Allocations table. The same contract information will also be pulled when we go to complete our RSR saving valuable time in the submission process. Now that we've got the basics down let's move on to how you access the GCMS.

Log in to the EHBs



- **Log in to the Electronic Handbooks (EHBs) at: [HRSA Electronic Handbook]**

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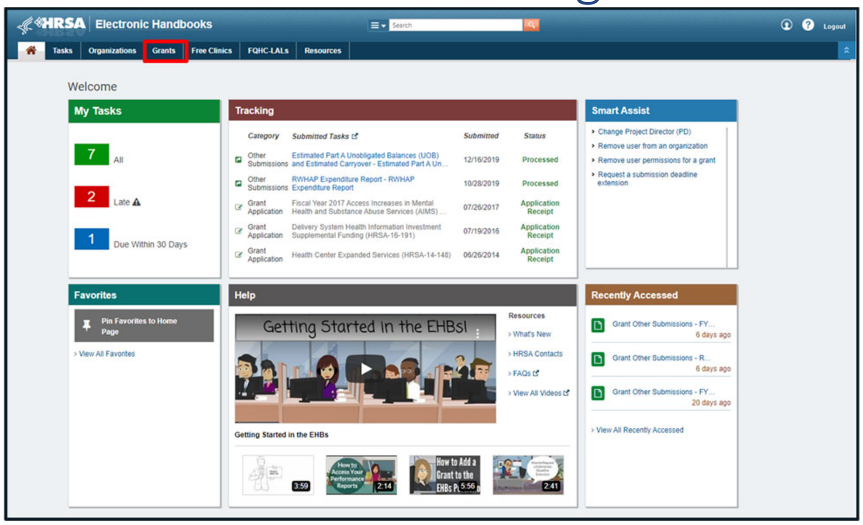
The GCMS is accessed through the HRSA Electronic Handbooks (or EHBs) available at the link on this slide.

This link will bring you to the EHBs login page pictured here. Log in to the EHBs by entering your user name and password.

EHBs Home Page



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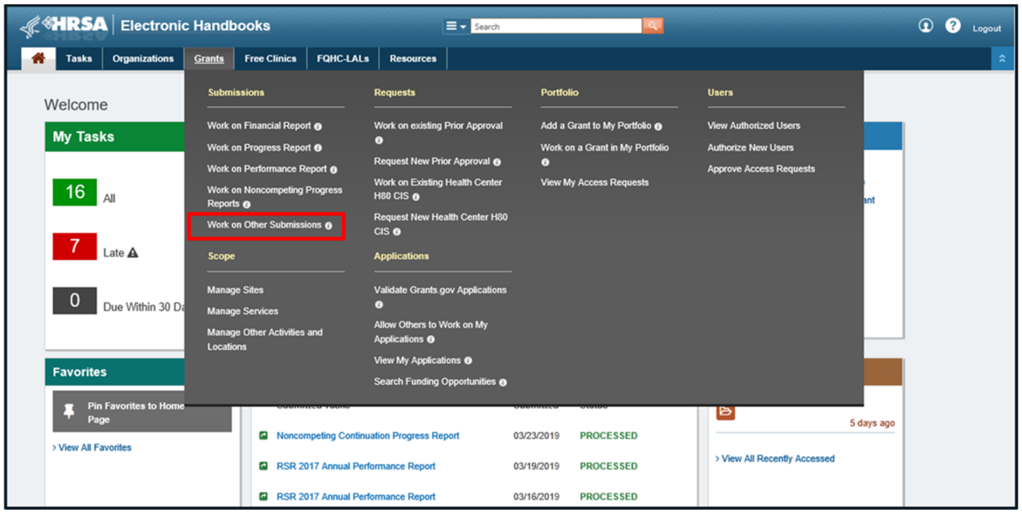
Logging in will bring you to the EHBs Home page. You can get to the GCMS by navigating through either the PTR/Allocations Report web application or the RSR web application. But for today's presentation, we'll be focusing on how to access the GCMS through the PTR/Allocations Report. To start, hover over the "Grants" tab at the top of the page.

Grants Drop-down Menu



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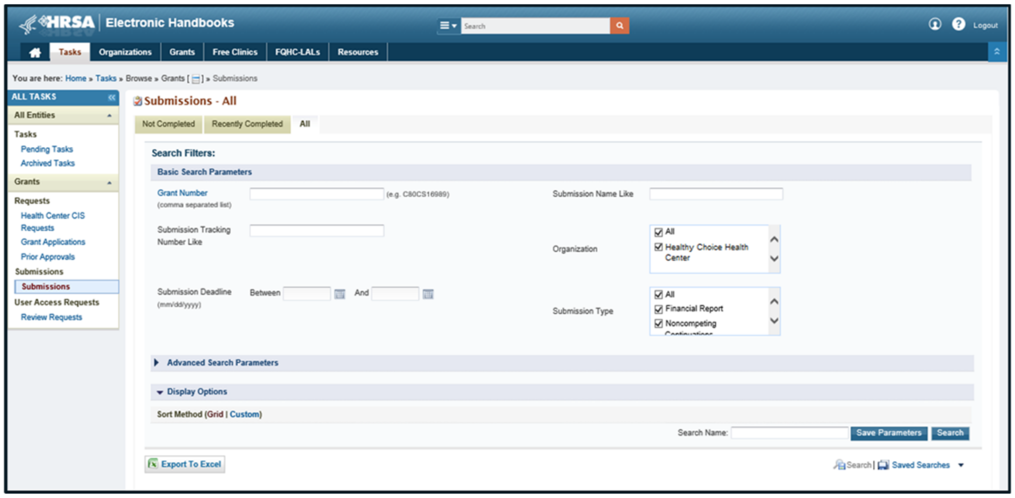
Once you hover over the Grants tab, a drop-down menu will appear. Select “Work on Other Submissions” under the “Submissions” heading.

Submissions - All Page



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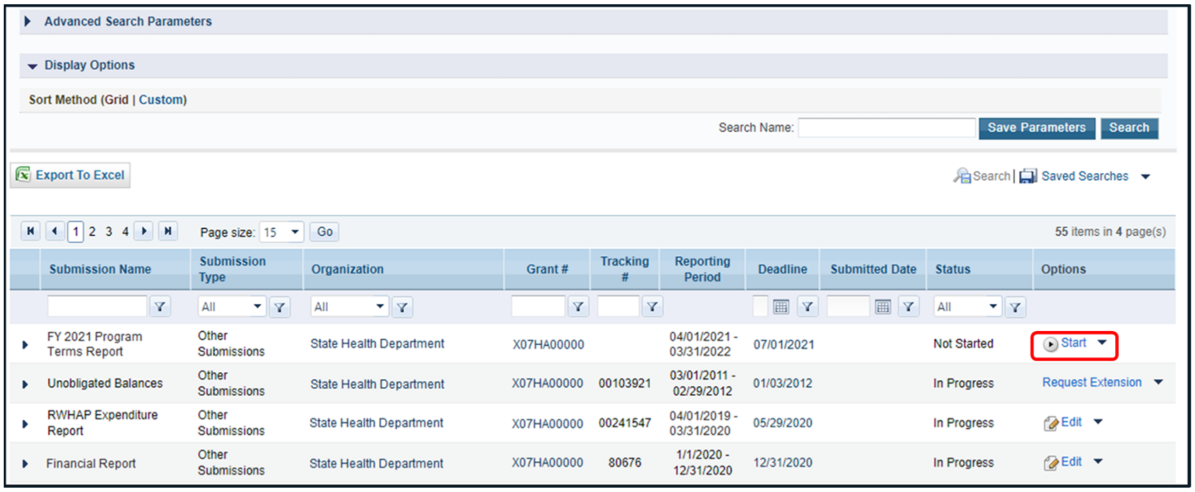
This will bring you to a list of submissions for your agency. At the top of the page, you'll see a variety of search fields that you can use to narrow your results for your list of submissions. We'll scroll down past those to get to the full list.

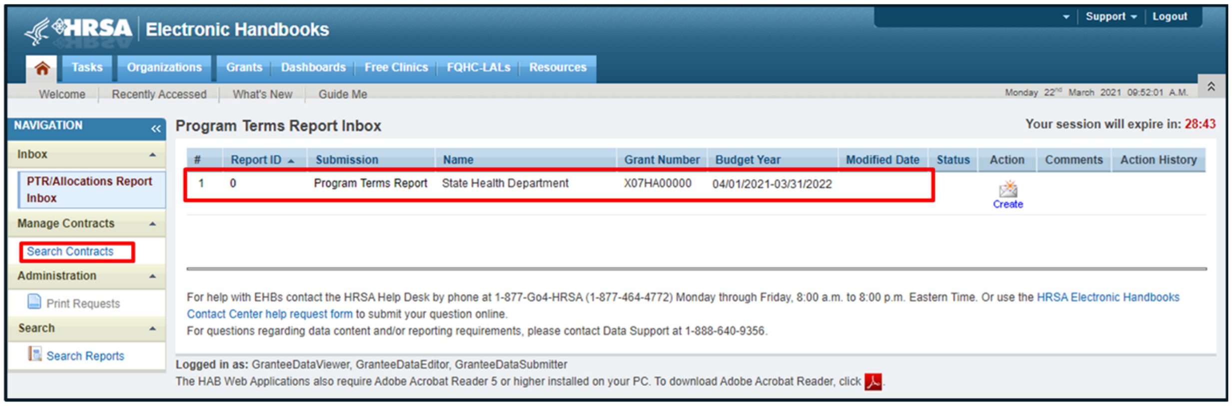
Finding Your Report



Scrolling down you'll find a full list of submissions for your agency. You want to look for your agency's most recent PTR/Allocations Report deliverable. To make searching easier, you may want to utilize the Filter tool located underneath the "Submission Name" heading. Simply type in all or a portion of the title of the report you're searching for to narrow the results for your submissions list.

As a reminder, you must access the GCMS for each grant your agency receives individually. For our example, we'll just focus on the Program Terms Report. Once you have found your PTR or Allocations Report, select the "Start" or "Edit" link listed under the far right column titled "Options." If you haven't accessed the report previously this link will read "Start." But after you have started the report the link will read "Edit."

PTR/Allocations Report Inbox



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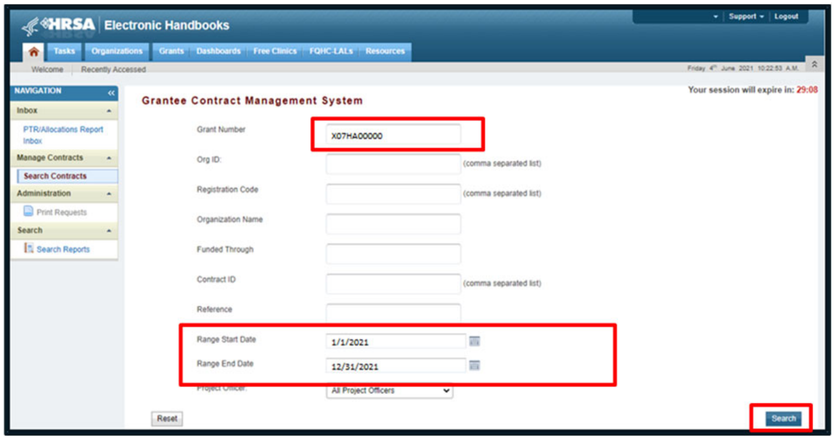
Clicking on start or edit will open a new window with the PTR/Allocations Report inbox. Here you'll see your agency's report in the center of the page in the inbox. Today, we'll just be going over how to complete the GCMS and not the PTR or the Allocations Report. If you need further instructions for completing either report, I recommend you check out the respective webinars and instruction manuals on those reports. Information for both of those will be displayed at the end of the presentation.

Moving on, it is strongly recommended that you complete the GCMS and fill out all contracts before opening your report. This will save you time later on in the submission process as any changes made to your contracts after opening your report must be individually synchronized.

Let's get back to the GCMS. To access it, click on "Search Contracts" in the left-hand navigation panel.

GCMS Search Page



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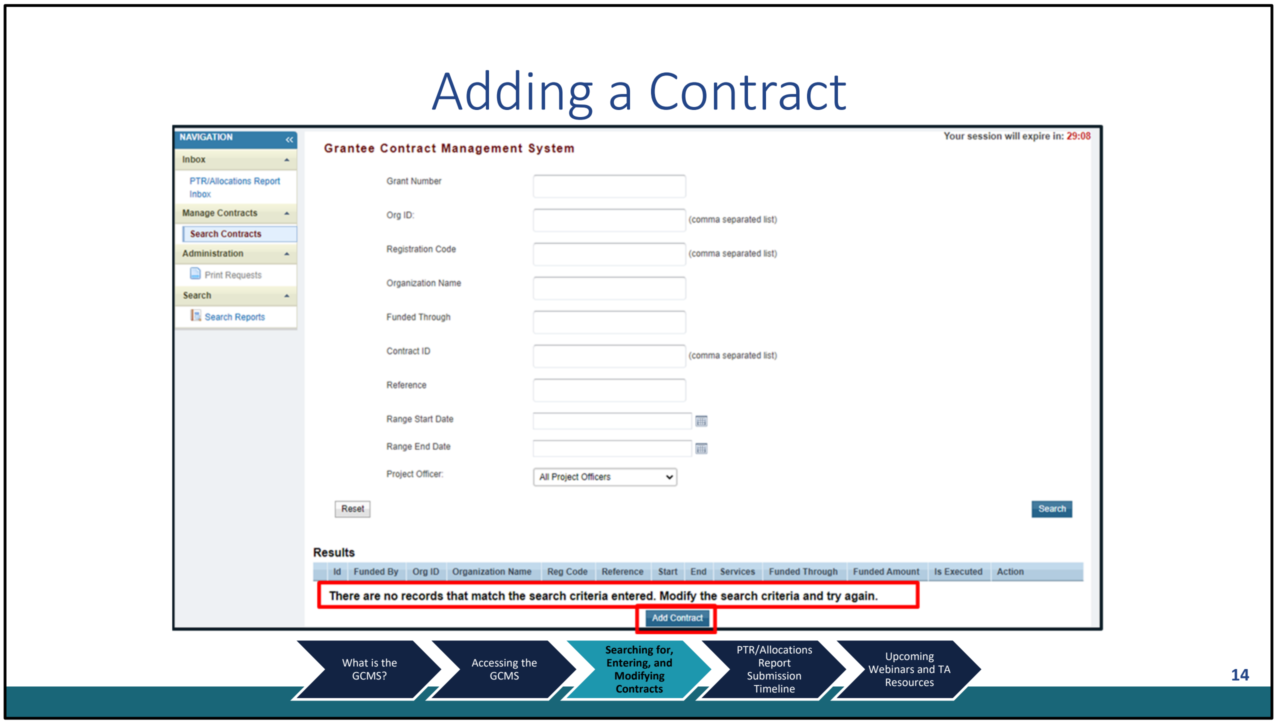
Clicking on “Search Contracts” will take you straight to the GCMS, showing the page displayed on this slide. Here we can see a list of different search fields that we can use to locate our agency’s contracts, including the organization name, registration code, and contract dates. Your grant number will be auto populated in the grant number search field. For our example, we’ll also search using a date range for the 2021 calendar year. By using these search parameters, our search results will only include contracts that were funded at any time during 2021 with this grant. However, you can limit or expand your search by including more or less information in the search fields.

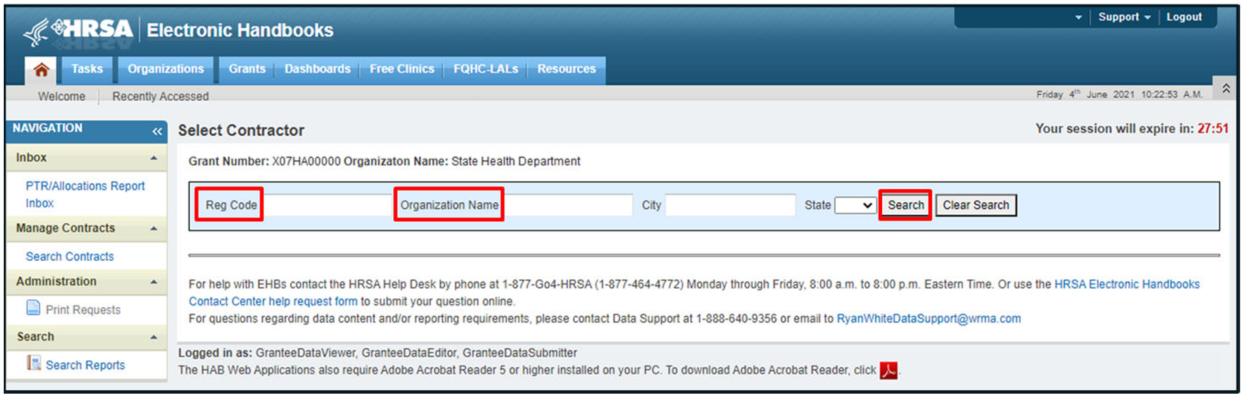
In order to add your agency’s contracts into the system you must perform a search first. It is important to first search for a contract to ensure it has not already been added. Your agency should establish guidelines on who will be responsible for accessing the GCMS to make modifications or enter any new contracts your agency establishes.

After you’ve filled in the criteria you want to search by, click the ** “Search” button on the bottom right corner of the page.



Once you have searched in the GCMS, you will see all contracts for your agency that match the search criteria you entered. If there are no contracts that meet your search criteria, as is the case in our example, a message like the one on this slide will appear. Once you have performed a search, the "Add Contract" button will appear on the bottom of the page. To add a new contract, start by clicking this button.

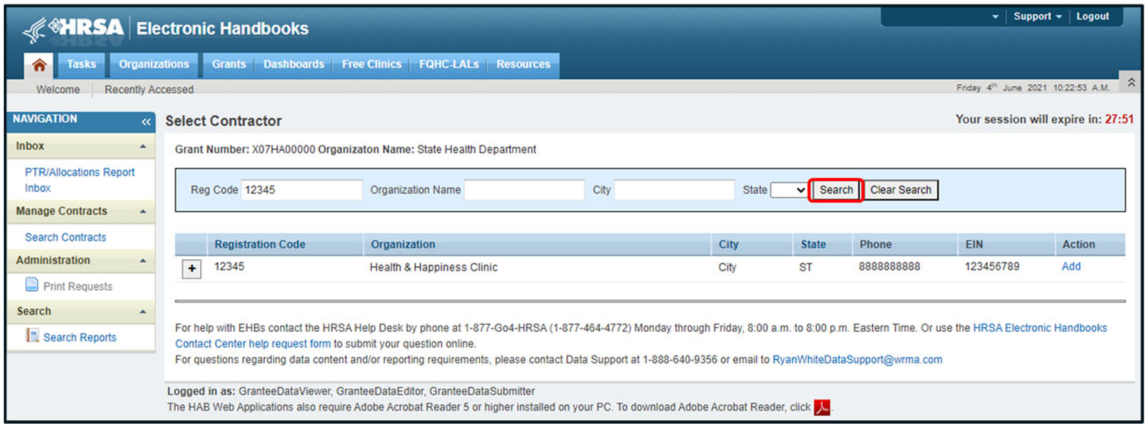
Provider Search Page



Clicking on “Add Contract” will bring you to the provider search function. In order to add a contract, you must first select which organization the contract is with. On this page, you’ll see a few search fields that will help you to select your provider including registration code and organization name. You can find your providers’ registration codes by looking at your contract search results or by viewing your own most recent RSR Recipient Report. The registration code is the easiest and most accurate way to search for your providers.

You also may be wondering to yourself at this point, what about the services that I as a recipient provide that I don’t contract with an outside organization for. Well, those services are also entered into a contract in the GCMS. Simply search for your own organization and fill out the contract details using the instructions coming up in the presentation.

Provider Search Page



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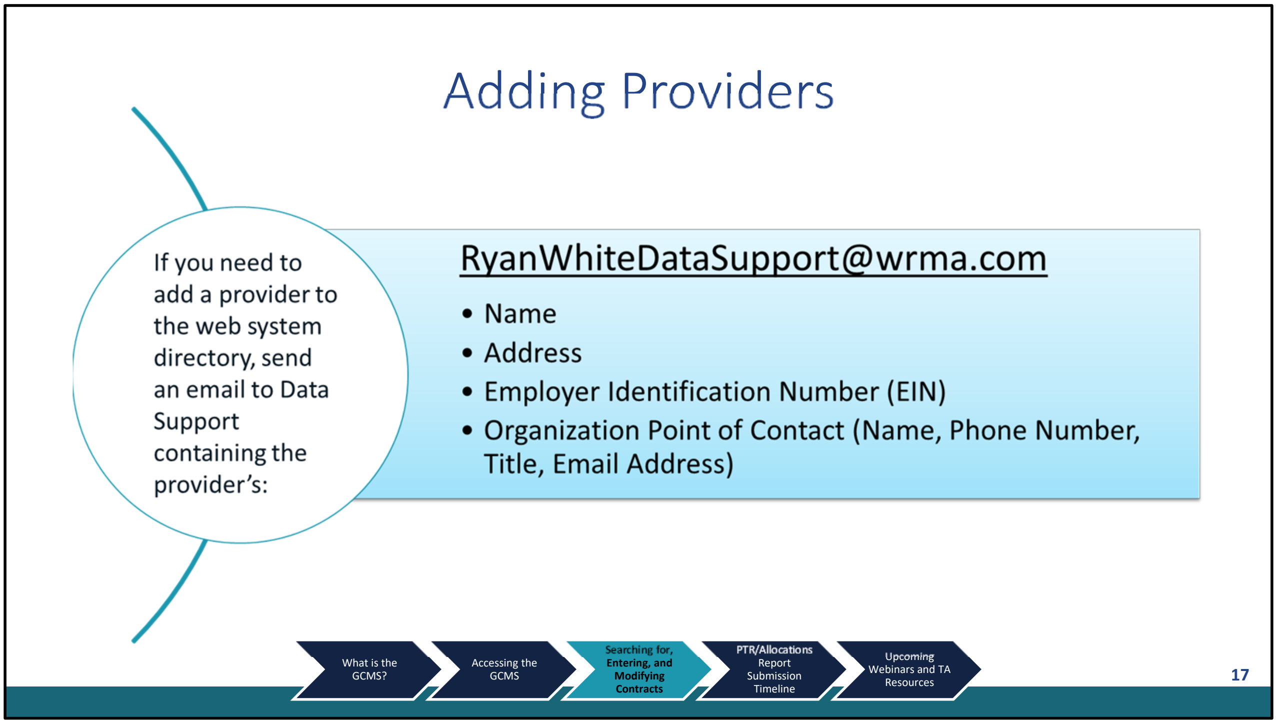
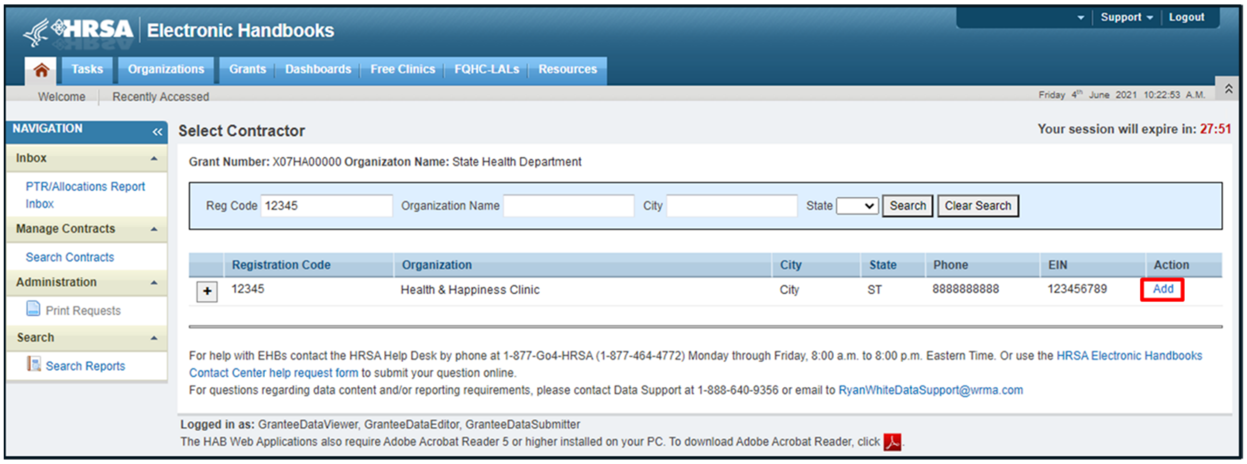
For our example, we'll add a contract with another provider and search using their registration code which we have input into the proper search field. Once you have entered the search criteria you want, click on "Search" to look up the provider.



You may also need to add a brand-new provider to the web system directory. Start by performing a search as demonstrated in the previous slide, just to make sure that they are not already in the directory. After confirming the provider is not there, send an email to Data Support at the address listed on this slide and make sure to include the provider name, the full address, the EIN (or tax ID) number, and the Point of Contact for this organization. Please include the Full name, Phone Number, Official Title, and Email address for the point of contact. This information is needed in order to add the provider to the web system.

Additionally, if you're just struggling to locate a provider with the search function or need help identifying a provider's registration code, contact Data Support and we'll be able to help you out. We'll go over contact information for Data Support again at the end of the presentation when we go over the TA resources.

Selecting a Provider



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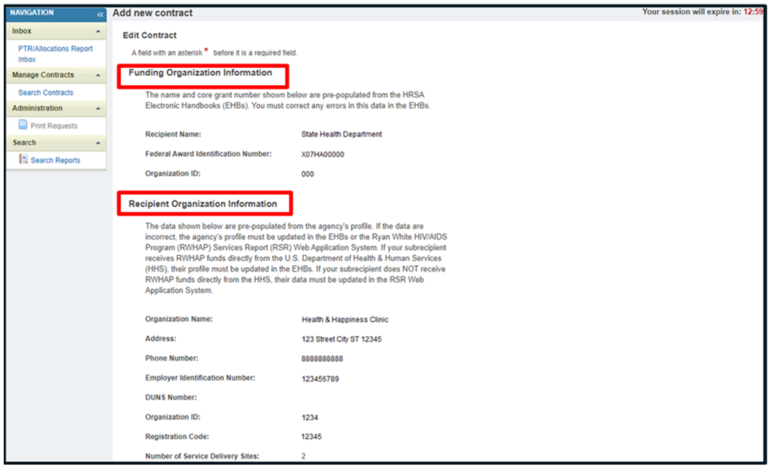
Once you have performed a search, the system will pull up all of the organizations that meet your search criteria. If your search doesn't yield any results, try modifying the search criteria and searching again. Again, the registration code is the easiest and most accurate way to search for the organization. Use the information listed in the search result to confirm that it is the organization you are looking for. Once you have found the correct provider, click Add in the far-right Action column.

Contract Details Page



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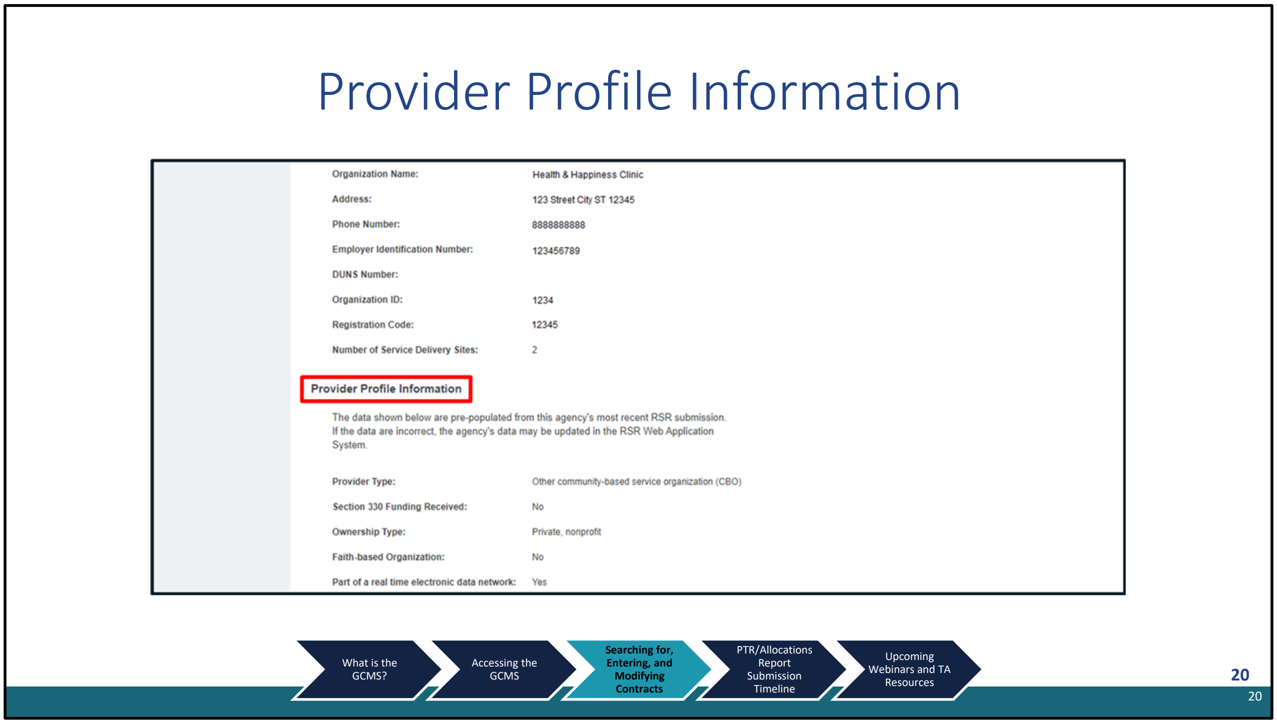
Once you've clicked "Add," a new screen will open showing the contract details page. The first few sections on this screen will contain information prepopulated by the web system, starting with "Funding Organization Information." This section is about your organization, the grant recipient, and includes the recipient's name, grant number, and the organization ID assigned by the web system.

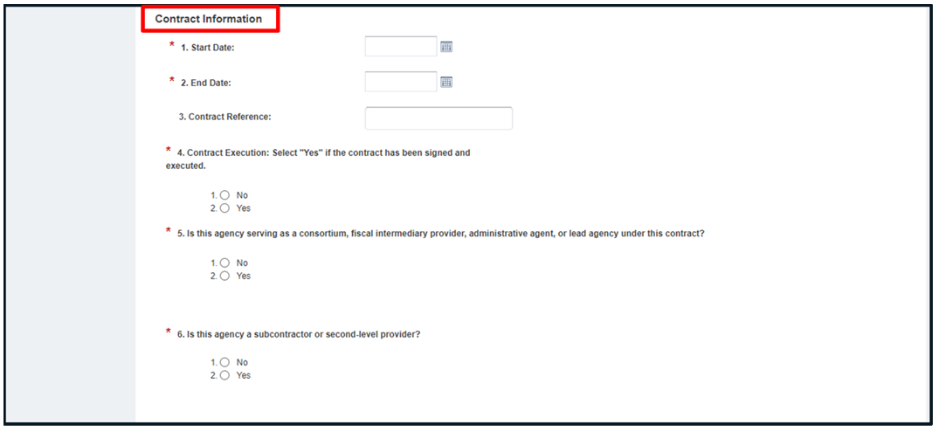
The next section is "Recipient Organization Information." The information here is in reference to the provider that you selected. Included is the provider's organization name, address, phone number, EIN (or tax ID number), the DUNS number (if applicable), the organization ID, registration code, and the number of service delivery sites.



If you scroll down a little farther, you'll come to the last section of pre-populated information which is "Provider Profile Information." This section includes the provider type, whether Section 330 funding is received, the agency ownership type, whether the agency is faith based, and whether the agency is part of a real time electronic data network.

If the provider has completed an RSR Provider Report before, you should find this information prepopulated. If you are adding a new Ryan White provider, this information will populate when the provider completes its RSR Provider Report. If any of the pre-populated information shown is incorrect, the narrative for each of the three sections will direct you to where it can be updated.

Contract Information: Questions 1 - 6



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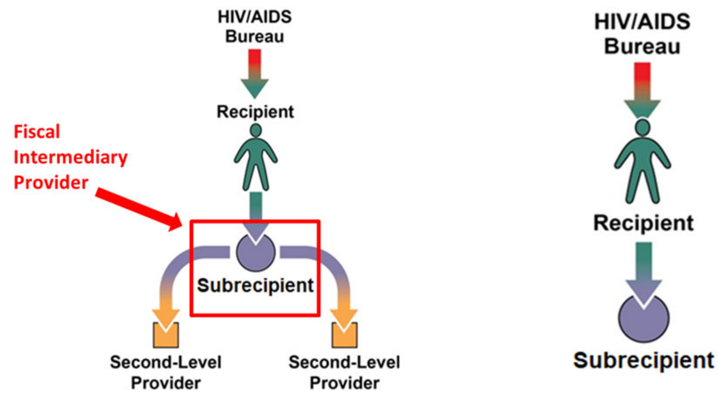
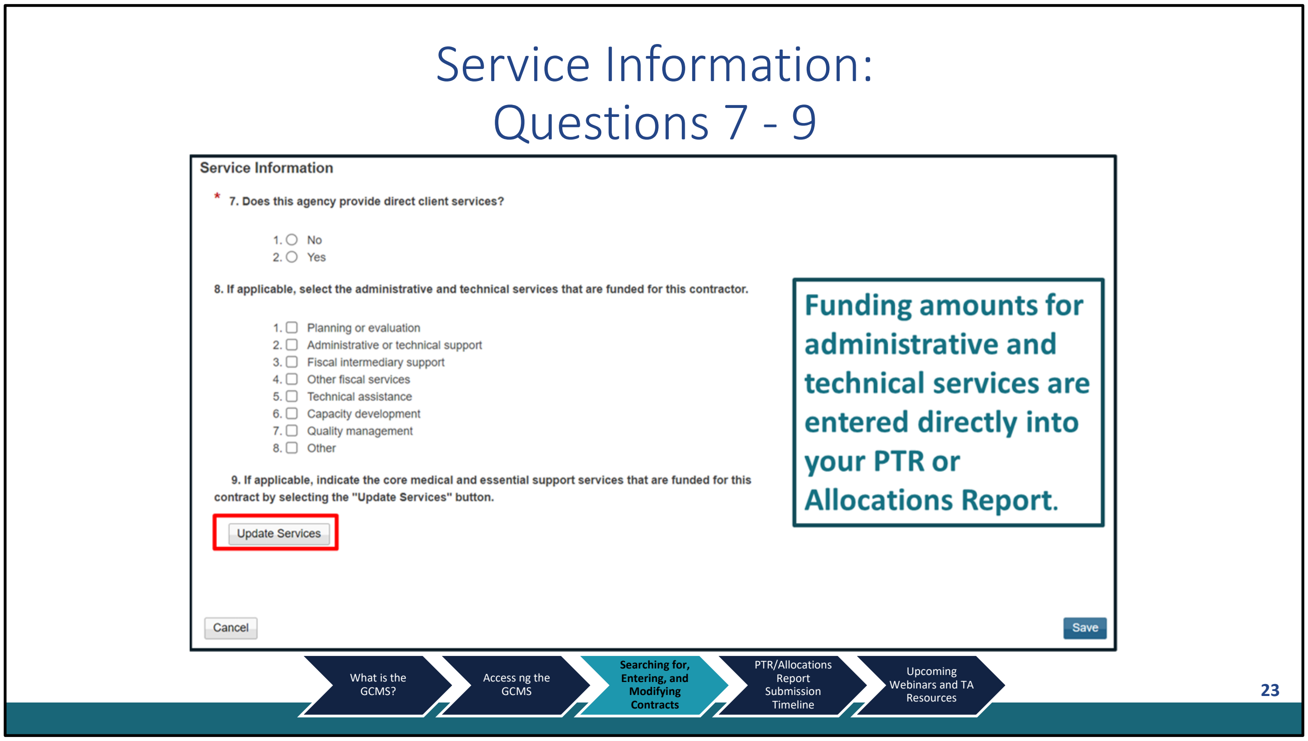
As you continue to scroll down the page, you'll come to the "Contract Information" section, with fields that you can fill out for the provider you are adding. All fields with a red asterisk must be completed, including the contract start and end date; whether the contract has been signed and executed; whether this agency serves as a consortium, fiscal intermediary provider, administrative agent, or lead agency under this contract; and whether this agency is a subcontractor or second-level provider. The optional "Contract Reference" field is a place where you can enter in any additional information to help you distinguish between your different contracts. Now, a couple points to note here: if you are adding a contract with your own agency, you cannot indicate yourself as serving as a fiscal intermediary (which is in Question 5) or as a second-level provider (Question 6).

Contract Information: Question 6

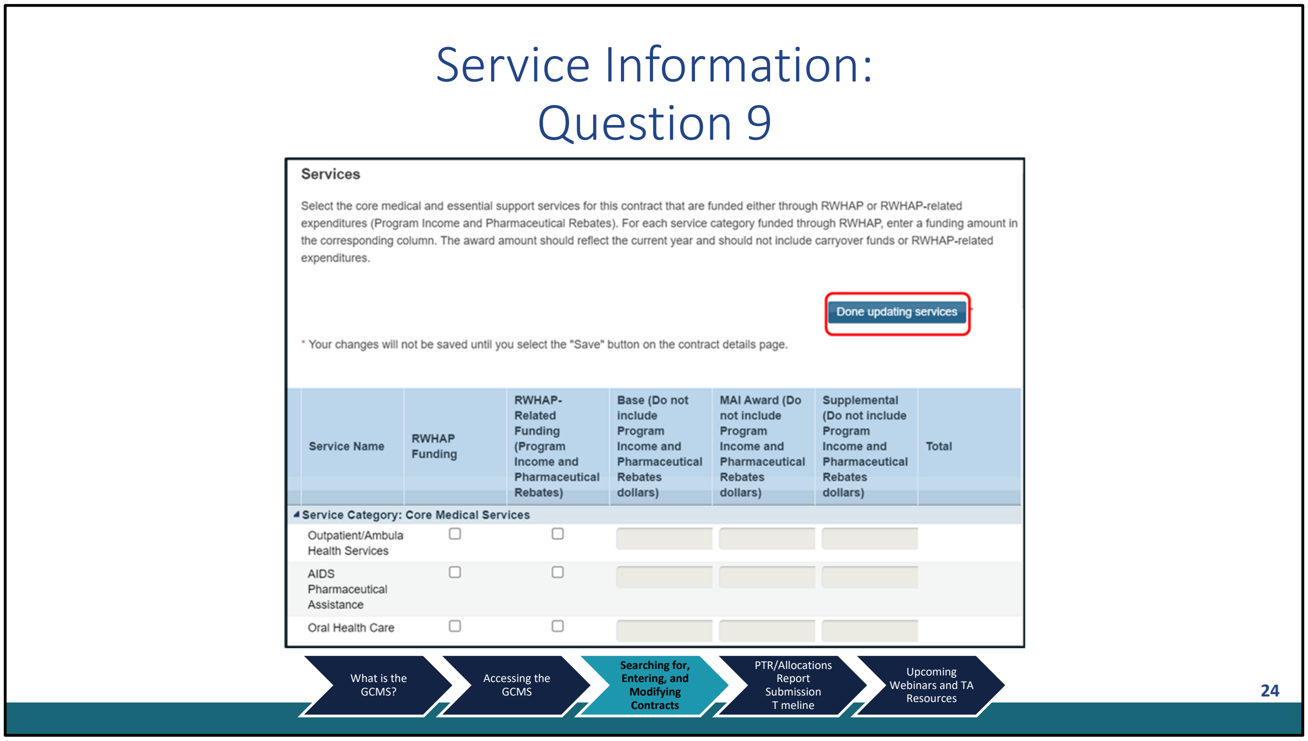
- **Is this agency a subcontractor or second-level provider?**



Additionally, I want to add a little clarification regarding the wording of question 6 since a lot of recipients have indicated issues with this in the past, specifically when it comes to the word subcontractor. The question states, “Is this agency a subcontractor or second-level provider?” If we look at the diagram on the left we can see an example of these. For the purposes of the GCMS, a subcontractor and a second-level provider are the exact same thing which is an organization that receives their funding through a fiscal intermediary and not directly from the grant recipient. But if your agency as the grant recipient gives funding directly to the provider as in the diagram on the right then that provider is not a second-level provider and you would mark “No” for Question 6.



Moving on, once you have completed the “Contract Information” section, you can continue scrolling to the “Service Information” section. In Question 7, indicate if this agency provides direct client services. Questions 8 and 9 are where you will enter additional information regarding the services provided by this agency. In Question 8, check off any administrative or technical services that this provider was funded to provide. Now, as a reminder, funding amounts for these administrative and technical services are entered into your agency’s PTR or Allocations Report and not in contracts in the GCMS. And finally Question 9. This is where you will add the core medical and support services the provider was funded to provide. To begin, you’ll click “Update Services.”



Clicking “Update Services” will open a pop-up window much like the one pictured on this slide. The table will vary based on program part. We’ll go over the differences in the upcoming slides depending on program part.

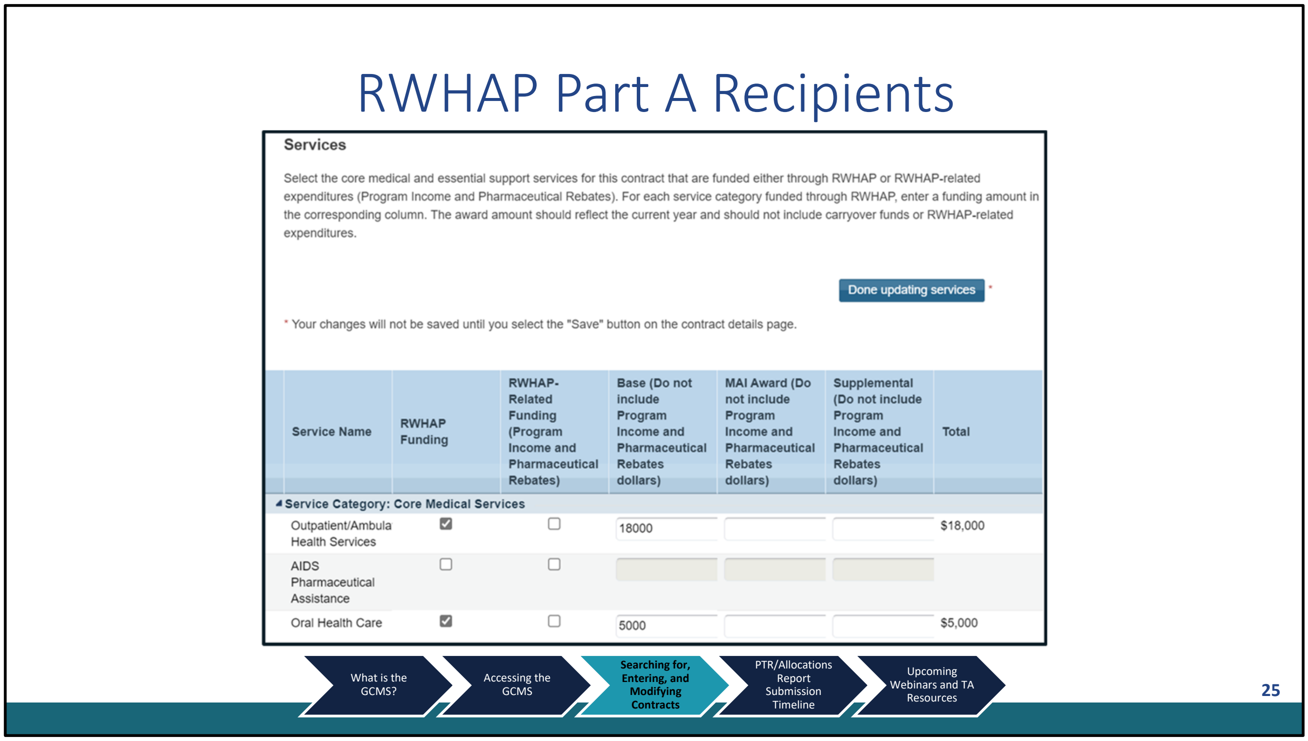
There are two columns on this table to go over. The first is the Ryan White HIV/AIDS Program Funding column. In this column, you’ll find a series of checkboxes for each service category. You’ll click the checkbox for each service category in this column that is funded by your base award for the specified grant.

The second column is the Ryan White-related funding column. This column functions much in the same way as the previous one but in this column, you will only mark the checkboxes for services funded by Ryan White-related funding including program income and pharmaceutical rebates.

Let’s say we give this provider $17,000 for Outpatient/Ambulatory Health Services with our base award and we give them funding from our program income to provide Oral Health Care. We’ll start by selecting the appropriate checkbox in the Ryan White funding column for Outpatient/Ambulatory Health Services. You’ll notice that once we select this checkbox then the funding amount box is no longer greyed out and we can input the $17,000 into the box.

Now we also want to add our information regarding the services funded through our program income. We’ll select the corresponding checkboxes in the Ryan White-related funding column for Oral Health Care. Since we have only marked this service as being funded through Ryan White-related funding, the funding amount box in the base award column will continue to be greyed out since you should not enter funding amounts for Ryan White-related funding.

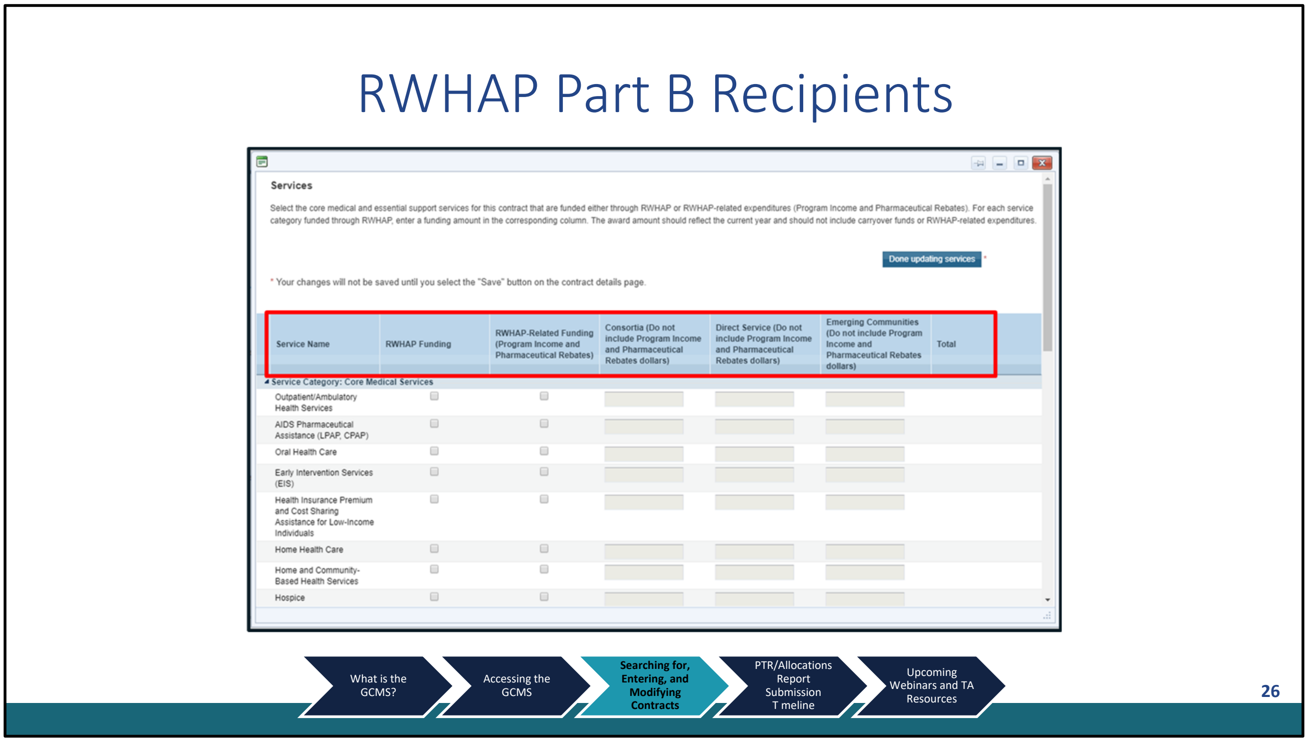
Once you have entered in all the service information for your contract, click “Done updating services” to return to the Contract Details page. Let’s run through an example of what columns will need funding amounts depending on Program Part.



For Part A recipients, you must indicate if the core medical and support services were funded using "Base" funds, "MAI Award" funds, or "Supplemental" funds. These columns function in the same way as those presented on the previous slide. The Base Award, MAI Award, and Supplemental columns start as greyed out and you will be able to enter funding amounts for services that you have checked off in the Ryan White funding column.

There is also an additional Total column in the table for Part A recipients. This column will auto-populate with the summed total funding amount for each service category once you have input values into the appropriate boxes.

Indicate exactly how much funding went to each service category from your base award and remember to use only whole numbers.

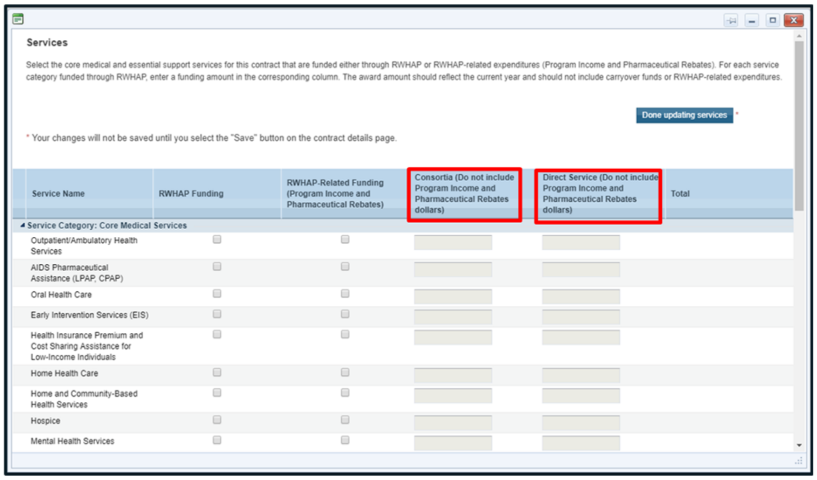


For Part B recipients, you must indicate if the core medical and support services were funded using “Consortia” funds, “Direct Service” funds, or “Emerging Communities” funds. These columns function in the same way as those presented on the previous slide. The Consortia, Direct Service, and Emerging Communities columns start as greyed out and you will be able to enter funding amounts for services that you have checked off in the Ryan White funding column.

There is also an additional Total column in the tables for Parts B and B Supplemental. This column will auto-populate with the summed total funding amount for each service category once you have input values into the appropriate boxes.

Indicate exactly how much funding went to each service category from your base award and remember to use only whole numbers.

RWHAP Part B Supplemental Recipients



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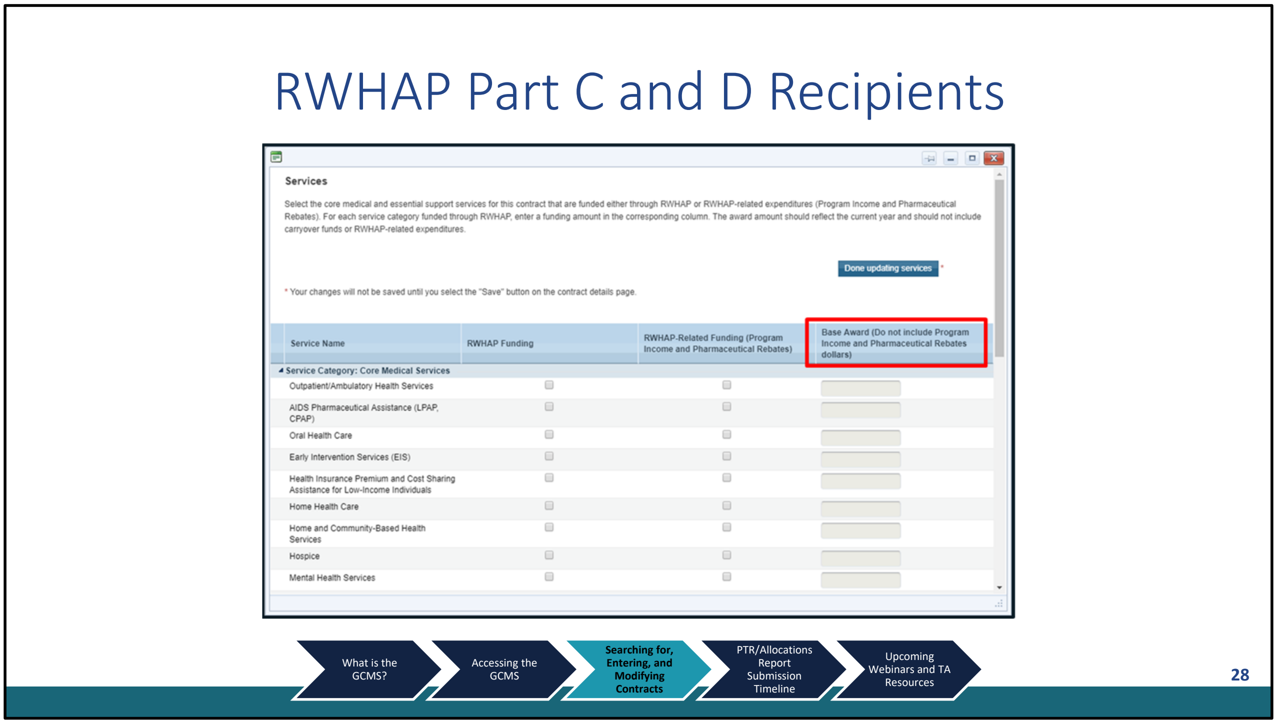
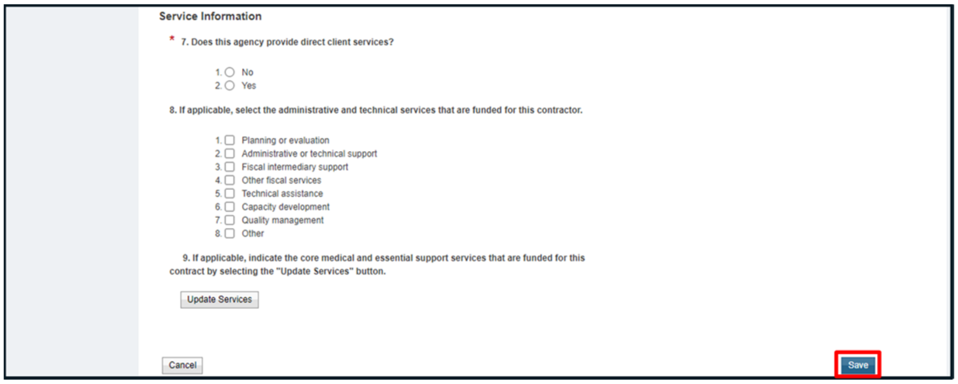
Here is the update services table for Part B Supplemental grant recipients. Again, this table functions as those previously presented. Indicate amounts for all funded service categories using whole numbers and indicate whether they were funded with “Consortia” funds or “Direct Service” funds.



And lastly, this is the Allocations table for Part C and D recipients that we have seen previously. There is only one column, which is the “Base Award” column where you will indicate the dollar amount distributed for each service category this organization is funded to provide.

Saving Contracts



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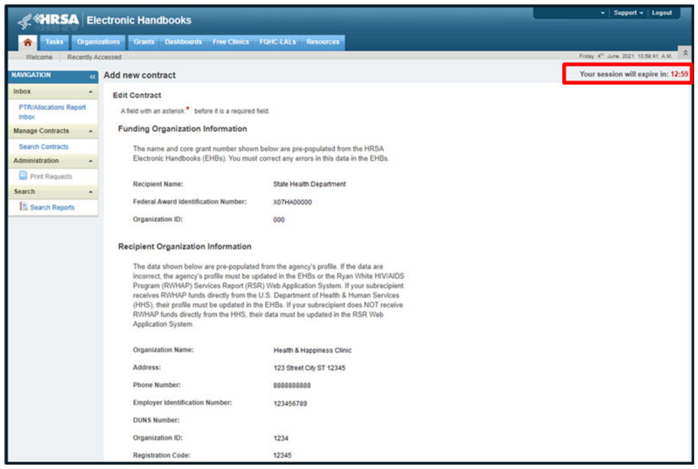
Now getting back to our instructions, after you have entered in all required information to your contract, click the “Save” button on the bottom right of the page. If you skip this step, then your contract will not be saved in the web system.

Saving Contracts



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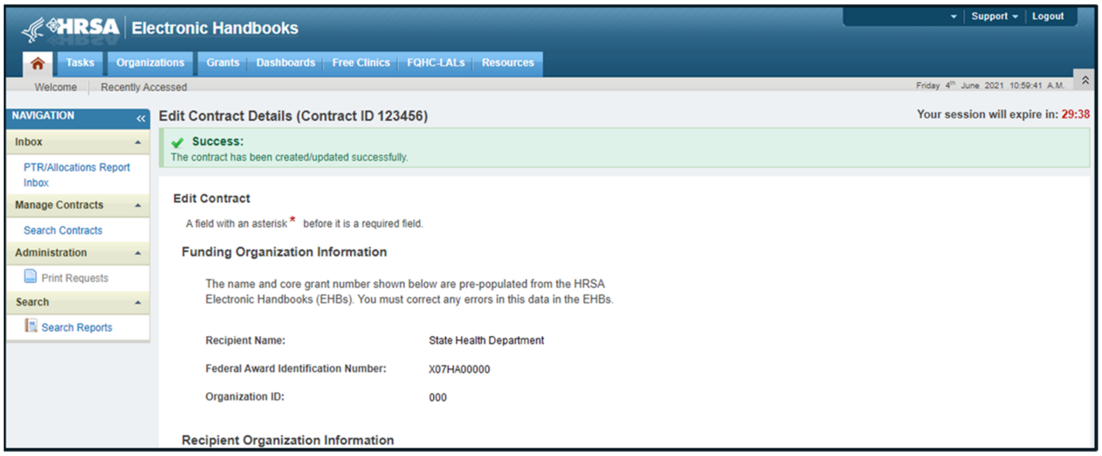
Additionally, you may have noticed in a previous screenshot a timer on the top right corner of the page. The web system allows for 30 minutes of continuous data entry before the entered data will be lost and your session will expire. This is especially important to consider when filling out your tables of funded service categories which we detailed on the previous few slides as this can sometimes be a time-consuming process. Remember to keep an eye on the timer and if you anticipate taking longer than 30 minutes on a single contract, you can click “Save” to save your work and refresh the timer.

Contract Save Success



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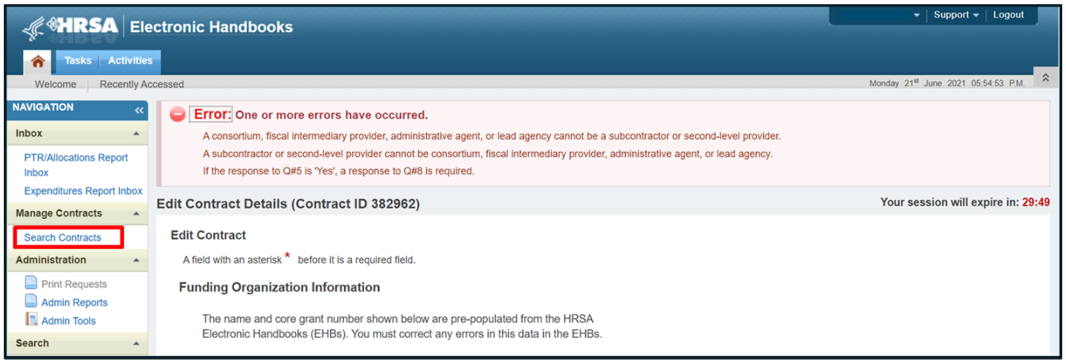
Once you click “Save,” if you have input everything correctly and answered all required questions then you will see a green “Success” message like the one displayed on this slide and be returned to the contract details page.

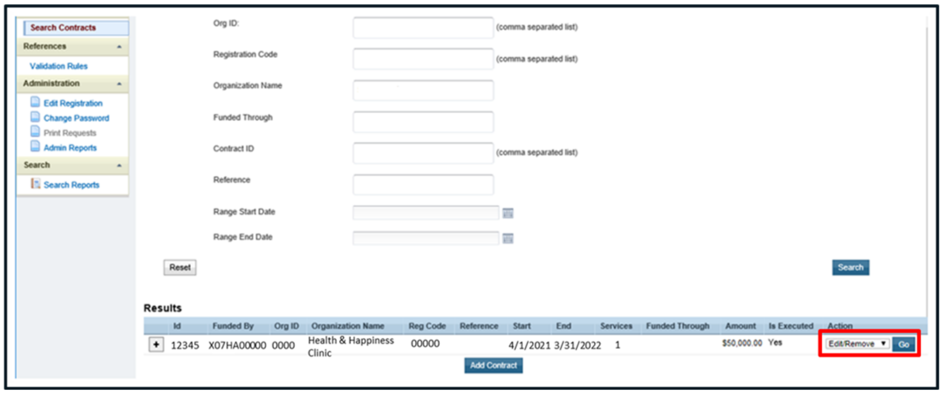
Contract Save Error



If you have any errors, you'll receive a red "Error" banner like this one. The message in the banner will display the questions triggering the error. Use the instructions detailed earlier to make corrections to the contract details page and save your contract again.

Now let's say your organization wanted to edit or remove a contract. You'll start by navigating back to the GCMS. Remember to go back to the GCMS search page at any time, click on the "Search Contracts" link in the left-hand navigation panel.

Editing/Removing Contracts



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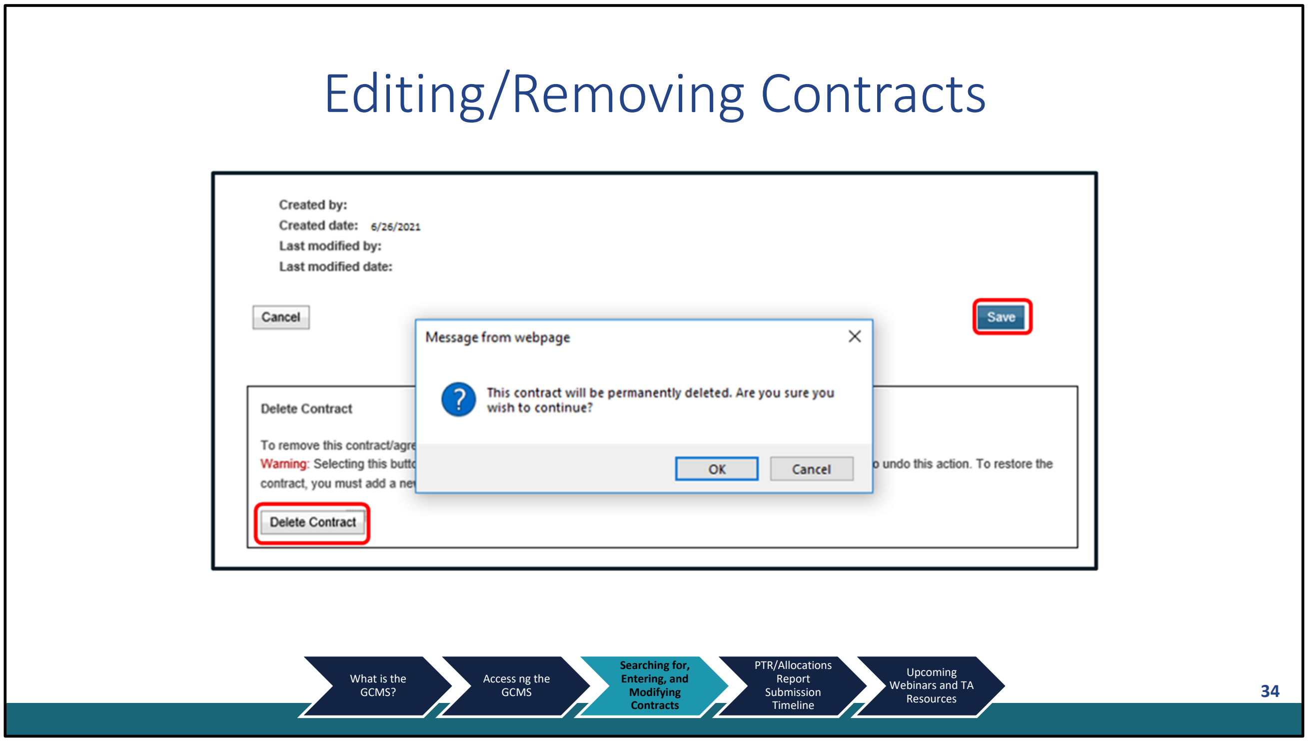
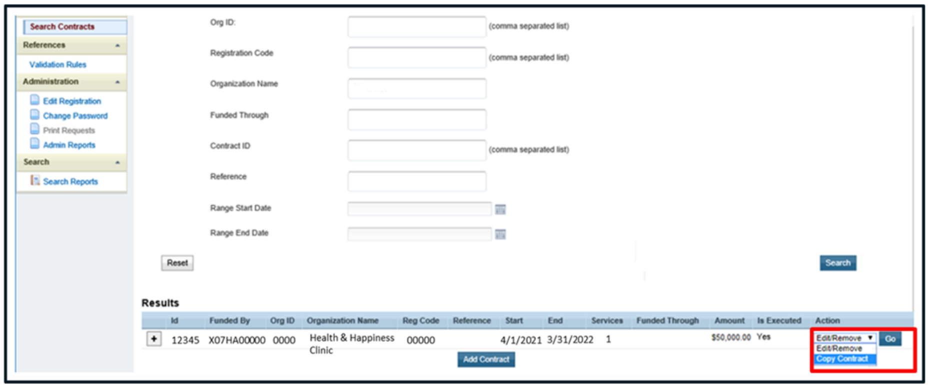
Once back in the GCMS, perform a search using the instructions detailed earlier in the presentation. When you have found the contract that you want to edit listed in the search results, select Edit/Remove in the drop-down menu under the far-right Action column and then click on “Go.”



Clicking Edit/Remove will take you back to the Contract Details page seen earlier. If you just need to edit your contract, follow the steps provided earlier in the presentation for updating contract information and filling out contract details and click “Save” to save your changes.

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

Copying Contracts



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And lastly, you have the ability to copy contracts. This feature can save you valuable time adding new contracts every year by streamlining part of the process. As a note, you will not be able to copy contracts for second-level providers. To access this feature, start by performing a search again like I detailed earlier in the presentation. Once you have found the contract that you want to copy, click on the drop-down menu in the far-right Action column and select “Copy Contract.” Then click on Go.

On the next page, specify the new dates for the contract you are copying. Once you have entered the correct dates, click Save on the bottom right. This will then take you to the contract details page which we went over previously. This page will be filled out already with your new contract dates and the rest of the contract details copied over. Make sure to review all fields for accuracy and make any updates as needed using the steps detailed earlier in the presentation.

With that we have come to the end of the GCMS Webinar. This was definitely a lot of information that we went over so if there is anything that doesn't make sense or needs further clarification, I definitely recommend chiming in on the Q&A which we will start in just a few minutes at the end of the presentation. But now let's move on to the submission timeline.

Technical Assistant Resources

TA Resource Contact Information	Type of Technical Assistance
Ryan White HIV/AIDS Program Data Support 888-640-9356 RyanWhiteDataSupport@wrma.com	• ADR-related content and submission questions • Interpretation of the ADR Manual and HAB's reporting requirements • Data-related policy and validation questions • Instructions for completing the ADR
EHBs Customer Support Center 877-464-4772 Online TA Request Form	• ADR software-related questions • Electronic Handbook navigation, account registration, access, and permissions
Project Officer	• Program-related issues: o Budgets o Use of funds

Here is a list of the additional technical assistance resources available to assist you. Data Support addresses GCMS, PTR, and Allocations Report- related content and submission questions; interpretation of their associated manuals; and any general questions related to these systems.

The EHBs Customer Support Center addresses questions related to the EHBs, such as registering for and navigating the EHBs, resetting passwords, and making sure that you have the right permissions to complete your reports. And for program related issues, such as budgets and use of funds, contact your project officer. And as usual, if you are unsure of who to contact, please contact either of the TA resources provided and we will be sure to direct you to where you need to go.

RWHAP TA Resources

TargetHIV Website

TargetHIV

GCMS Instruction Manual

- GCMS Instruction Manual

PTR/Allocations Report Instruction Manual

- PTR/Allocations Report Manual

HRSA/HAB Website

- HRSA/HAB Website

Policy Clarification Notice (PCN) #16-02

- PCN 16-02

The TargetHIV website is the place to find a wealth of materials related to the Ryan White program and data reporting including the GCMS Manual, PTR and Allocations Report Instruction Manual, as well as archived and upcoming webinars.

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

I'd like to take a moment thank everyone for joining us on today's presentation and I will now turn it back over for the Q&A portion of the webinar.