



Completing the Grantee Contract Management System (GCMS)

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



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

What is the GCMS?

Accessing the GCMS

Searching for, Entering, and Modifying Contracts

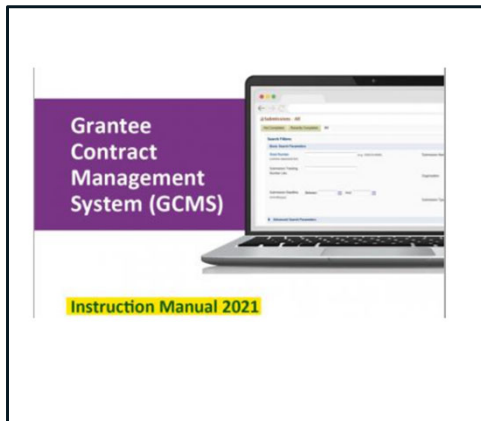
PTR/Allocations Report Submission Timeline

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

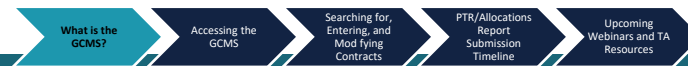


- Available on the [TargetHIV website](#)

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?

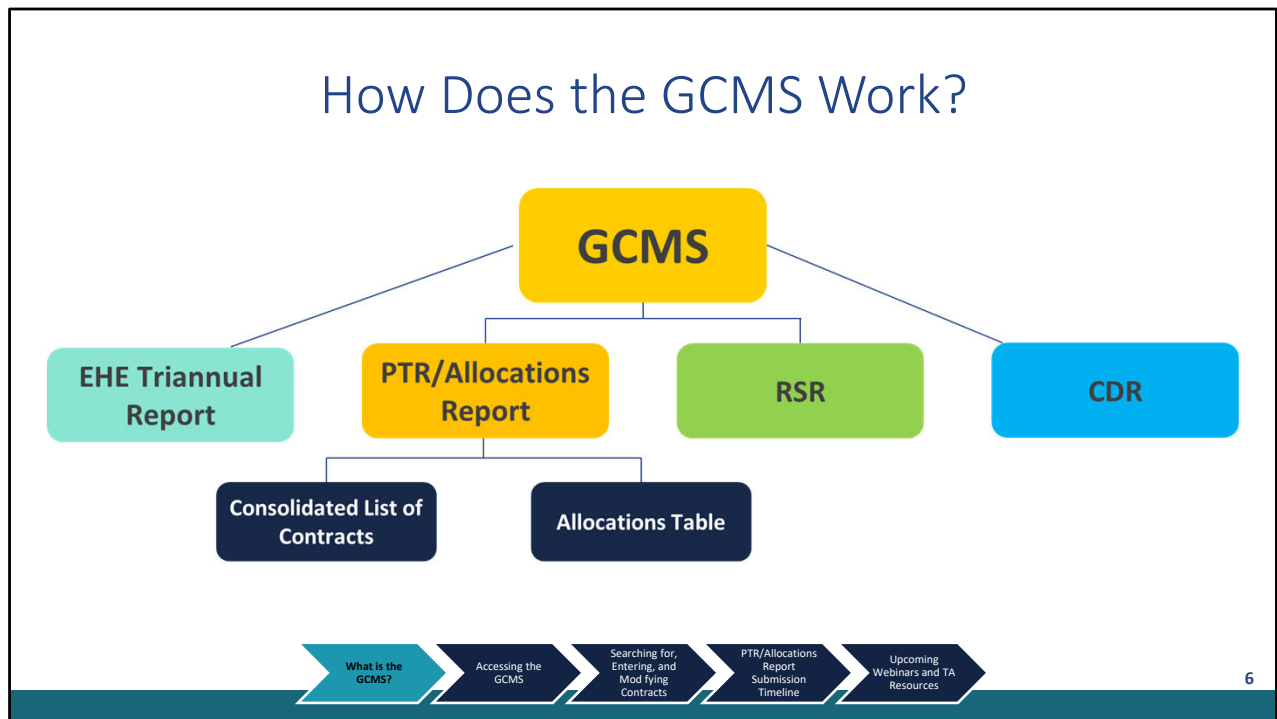
- Grantee Contract Management System (GCMS)
- Available year-round
- Data-storage system for RWHAP contracts that populates multiple reports including the:
 - Program Terms Report (PTR)/Allocations Report
 - Ryan White HIV/AIDS Program Services Report (RSR)
 - COVID-19 Data Report (CDR)
 - Ending The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

How Does the GCMS Work?



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, let's 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

HRSA Electronic Handbooks

Welcome New User Registration Funding Opportunity What's New

Monday, 21st June 2021, 04:09:46 PM

EHBs updates are now live to support the transition from DUNS to the new Unique Entity Identifier (UEI). To see examples of the EHBs updates, go to: <https://help.hrsa.gov/x/8gF7Bw> and for information on this transition, refer to GSA's Web site

Reminder: 45 CFR Part 75, Subpart F requires recipients expending \$750,000 or more in Federal awards during their FYs to complete Single Audits and submit the related reports to the Federal Audit Clearinghouse (FAC) within 9 months after the end of their audit periods. However, OMB has approved six-month extensions to the due dates for recipients that received COVID-19 awards or were affected by the pandemic with fiscal year ends from January 31, 2020 through June 30, 2021 that had not filed their Single Audits with the FAC as of March 19, 2021. Please email SARFollowUp@hsra.gov with questions.

Existing Users

Username

Password

Login [Forgot Password?](#)

New Users

Create an Account

What's New

06/11/2021 - **What's New Go Live Grantee Message**

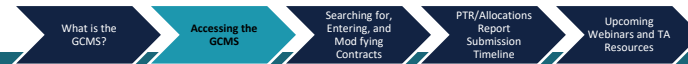
What's New Message :

HRSA's Electronic Handbooks (EHBs) has been updated to support the transition to the new Unique Entity Identifier (UEI)... [Learn More](#)

03/26/2020 - **Meet Sarah—your new option for automated EHBs Account Management and EHBs site knowledge**

Sarah is a new automated Intelligent Chatbot tool for managing your EHBs account that can help you with resetting your password, unlocking your account, terminating a logged in ses... [Learn More](#)

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



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

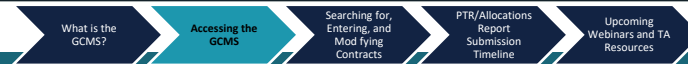
This link will bring you to the EHBs login page pictured here. Log in to the EHBs by entering your user name and password.

EHBs Home Page

The screenshot shows the HRSA Electronic Handbooks (EHBs) Home Page. The navigation bar at the top includes tabs for Tasks, Organizations, Grants (which is highlighted), Free Clinics, FQHC LALs, and Resources. The main content area is divided into several sections:

- Welcome:**
 - My Tasks:** A summary of tasks with counts: 7 All, 2 Late, and 1 Due Within 30 Days.
 - Favorites:** Options to pin favorites to the home page or view all favorites.
- Tracking:** A table showing submitted tasks with columns for Category, Submitted Tasks, Submitted, and Status.

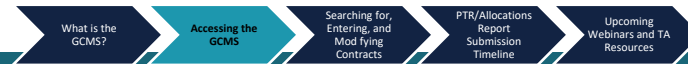
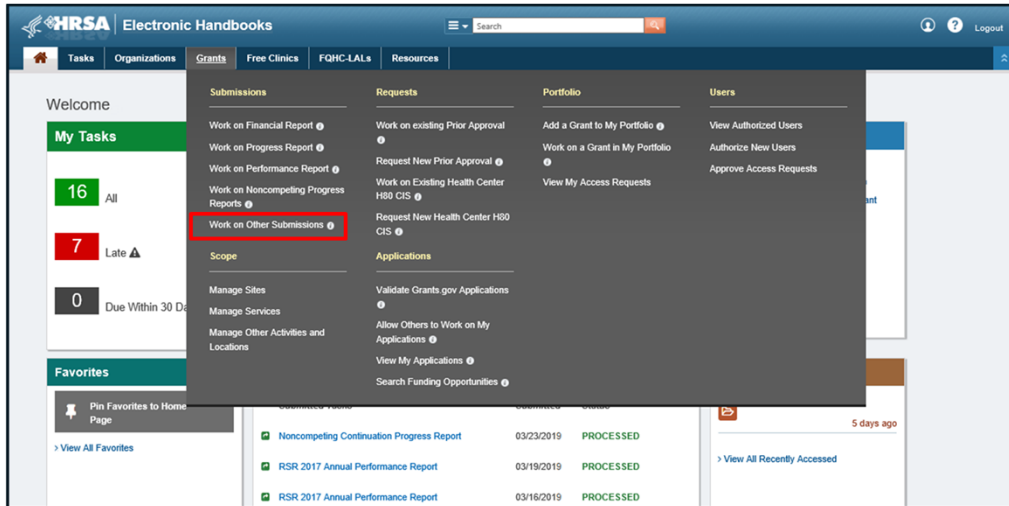
Category	Submitted Tasks	Submitted	Status
Other Submissions	Estimated Part A Unobligated Balance (UOB) and Estimated Carryover - Estimated Part A Un...	12/16/2019	Processed
Other Submissions	RWHAP Expenditure Report - RWHAP Expenditure Report	10/28/2019	Processed
Grant Application	Fiscal Year 2017 Access Increases in Mental Health and Substance Abuse Services (AIMS)	07/26/2017	Application Receipt
Grant Application	Delivery System Health Information Investment Supplemental Funding (HRSA-16-191)	07/19/2016	Application Receipt
Grant Application	Health Center Expanded Services (HRSA-14-148)	06/26/2014	Application Receipt
- Help:** A section titled "Getting Started in the EHBs!" featuring a video and a "View All Videos" link.
- Smart Assist:** A list of actions such as "Change Project Director (PD)", "Remove user from an organization", "Remove user permissions for a grant", and "Request a submission deadline extension".
- Recently Accessed:** A list of recently accessed items, including "Grant Other Submissions - FY..." and "Grant Other Submissions - R...".



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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.

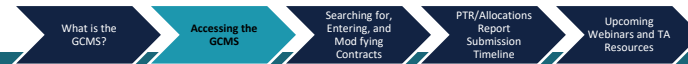
Grants Drop-down Menu



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

The screenshot displays the 'Submissions - All' page within the HRSA Electronic Handbooks system. The top navigation bar includes links for Home, Tasks, Organizations, Grants, Free Clinics, FQHC-LALs, and Resources. A search bar is located in the top right corner. The left sidebar contains a list of tasks and entities, with 'Submissions' highlighted. The main content area features a 'Search Filters' section with 'Basic Search Parameters' and 'Advanced Search Parameters'. The 'Basic Search Parameters' section includes fields for Grant Number, Submission Name, Submission Tracking, Submission Deadline, Organization, and Submission Type. The 'Advanced Search Parameters' section is currently collapsed. Below the search filters, there are 'Display Options' and a 'Sort Method' dropdown menu. At the bottom of the search filters, there is a 'Search Name' field, a 'Save Parameters' button, and a 'Search' button. An 'Export To Excel' button is also visible at the bottom left of the search filters section.



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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

Advanced Search Parameters

Display Options

Sort Method (Grid | Custom)

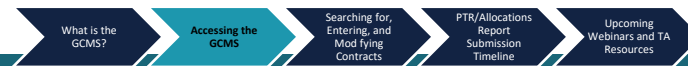
Search Name: Save Parameters Search

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 Program Terms Report	Other Submissions	State Health Department	X07HA00000		04/01/2021 - 03/31/2022	07/01/2021		Not Started	Start
Unobligated Balances	Other Submissions	State Health Department	X07HA00000	00103921	03/01/2011 - 02/29/2012	01/03/2012		In Progress	Request Extension
RWHAP Expenditure Report	Other Submissions	State Health Department	X07HA00000	00241547	04/01/2019 - 03/31/2020	05/29/2020		In Progress	Edit
Financial Report	Other Submissions	State Health Department	X07HA00000	80676	1/1/2020 - 12/31/2020	12/31/2020		In Progress	Edit



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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

The screenshot shows the HRSA Electronic Handbooks interface. The top navigation bar includes 'Tasks', 'Organizations', 'Grants', 'Dashboards', 'Free Clinics', 'FQHC-LALs', and 'Resources'. The left sidebar has a 'NAVIGATION' menu with options like 'Inbox', 'PTR/Allocations Report Inbox', 'Manage Contracts', 'Search Contracts', 'Administration', 'Print Requests', 'Search', and 'Search Reports'. The main content area is titled 'Program Terms Report Inbox' and displays a table with the following data:

#	Report ID	Submission	Name	Grant Number	Budget Year	Modified Date	Status	Action	Comments	Action History
1	0	Program Terms Report	State Health Department	X07HA00000	04/01/2021-03/31/2022			Create		

Below the table, there is a 'Create' button and a help section with contact information for the HRSA Help Desk and Data Support. The footer of the interface shows a progress bar with steps: 'What is the GCMS?', 'Accessing the GCMS', 'Searching for, Entering, and Modifying Contracts', 'PTR/Allocations Report Submission Timeline', and 'Upcoming Webinars and TA Resources'. The current step is 'Accessing the GCMS'.

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

The screenshot displays the 'Grantee Contract Management System' search interface. The 'Grant Number' field is pre-filled with 'X07HA00000'. The 'Range Start Date' is set to '1/1/2021' and the 'Range End Date' is set to '12/31/2021'. The 'Search' button is highlighted with a red box at the bottom right of the form area.

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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.

Adding a Contract

NAVIGATION

- Inbox
- PTA/Allocations Report Inbox
- Manage Contracts
 - Search Contracts
- Administration
 - Print Requests
- Search
 - Search Reports

Grantee Contract Management System

Your session will expire in: 29:08

Grant Number:

Org ID: (comma separated list)

Registration Code: (comma separated list)

Organization Name:

Funded Through:

Contract ID: (comma separated list)

Reference:

Range Start Date:

Range End Date:

Project Officer: All Project Officers

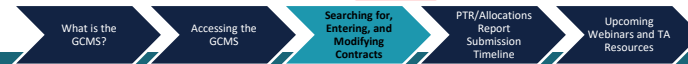
Reset Search

Results

Id	Funded By	Org ID	Organization Name	Reg Code	Reference	Start	End	Services	Funded Through	Funded Amount	Is Executed	Action
----	-----------	--------	-------------------	----------	-----------	-------	-----	----------	----------------	---------------	-------------	--------

There are no records that match the search criteria entered. Modify the search criteria and try again.

Add Contract



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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

HRSA Electronic Handbooks

Tasks Organizations Grants Dashboards Free Clinics FQHC-LALs Resources

Welcome Recently Accessed Friday, 4th June, 2021 10:22:53 A.M.

NAVIGATION <<

Inbox

PTR/Allocations Report Inbox

Manage Contracts

Search Contracts

Administration

Print Requests

Search

Search Reports

Select Contractor

Grant Number: X07HA00000 Organization Name: State Health Department

Reg Code Organization Name City State Search Clear Search

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@wma.com

Logged in as: GranteeDataViewer, GranteeDataEditor, GranteeDataSubmitter

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

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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

HRSA Electronic Handbooks

Tasks Organizations Grants Dashboards Free Clinics FQHC-LALS Resources

Welcome Recently Accessed Friday, 4th June, 2021 10:22:53 A.M.

Your session will expire in: 27:51

Select Contractor

Grant Number: X07HA00000 Organization Name: State Health Department

Reg Code 12345 Organization Name City State **Search** Clear Search

Registration Code	Organization	City	State	Phone	EIN	Action
12345	Health & Happiness Clinic	City	ST	8888888888	123456789	Add

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



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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.

Adding Providers

If you need to add a provider to the web system directory, send an email to Data Support containing the provider's:

RyanWhiteDataSupport@wrma.com

- Name
- Address
- Employer Identification Number (EIN)
- Organization Point of Contact (Name, Phone Number, Title, Email Address)

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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

HRSA Electronic Handbooks

Support Logout

Tasks Organizations Grants Dashboards Free Clinics FQHC-LALS Resources

Welcome Recently Accessed Friday, 4th June, 2021, 10:22:53 A.M.

NAVIGATION << **Select Contractor** Your session will expire in: 27:51

Grant Number: X07HA00000 Organization Name: State Health Department

Reg Code 12345 Organization Name City State Search Clear Search

Registration Code	Organization	City	State	Phone	EIN	Action
12345	Health & Happiness Clinic	City	ST	8888888888	123456789	Add

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
The HAB Web Applications also require Adobe Acrobat Reader 5 or higher installed on your PC. To download Adobe Acrobat Reader, click



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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

The screenshot displays the 'Edit Contract' page in a web application. On the left is a navigation menu with options: 'Inbox', 'PTR/Allocations Report', 'Manage Contracts', 'Search Contracts', 'Administration', 'Print Requests', 'Search', and 'Search Reports'. The main content area is titled 'Edit Contract' and includes a session timer 'Your session will expire in: 12:00'. It features two sections, both highlighted with red boxes: 'Funding Organization Information' and 'Recipient Organization Information'. The 'Funding Organization Information' section contains fields for 'Recipient Name' (State Health Department), 'Federal Award Identification Number' (X07H400000), and 'Organization ID' (000). The 'Recipient Organization Information' section contains fields for 'Organization Name' (Health & Happiness Clinic), 'Address' (123 Street City ST 12345), 'Phone Number' (8888888888), 'Employer Identification Number' (123456789), 'DUNS Number' (1234), 'Organization ID' (12345), 'Registration Code' (12345), and 'Number of Service Delivery Sites' (2). Both sections include explanatory text about data pre-population from HRSA Electronic Handbooks (EHBs) and agency profiles.

Funding Organization Information

The name and core grant number shown below are pre-populated from the HRSA Electronic Handbooks (EHBs). You must correct any errors in this data in the EHBs.

Recipient Name: State Health Department
Federal Award Identification Number: X07H400000
Organization ID: 000

Recipient Organization Information

The data shown below are pre-populated from the agency's profile. If the data are incorrect, the agency's profile must be updated in the EHBs or the Ryan White HIV/AIDS Program (RWHP) Services Report (RSR) Web Application System. If your subrecipient receives RWHP funds directly from the U.S. Department of Health & Human Services (HHS), their profile must be updated in the EHBs. If your subrecipient does NOT receive RWHP funds directly from the HHS, their data must be updated in the RSR Web Application System.

Organization Name: Health & Happiness Clinic
Address: 123 Street City ST 12345
Phone Number: 8888888888
Employer Identification Number: 123456789
DUNS Number: 1234
Organization ID: 12345
Registration Code: 12345
Number of Service Delivery Sites: 2

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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.

Provider Profile Information

Organization Name:	Health & Happiness Clinic
Address:	123 Street City ST 12345
Phone Number:	8888888888
Employer Identification Number:	123456789
DUNS Number:	
Organization ID:	1234
Registration Code:	12345
Number of Service Delivery Sites:	2

Provider Profile Information

The data shown below are pre-populated from this agency's most recent RSR submission. If the data are incorrect, the agency's data may be updated in the RSR Web Application System.

Provider Type:	Other community-based service organization (CBO)
Section 330 Funding Received:	No
Ownership Type:	Private, nonprofit
Faith-based Organization:	No
Part of a real time electronic data network:	Yes

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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

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

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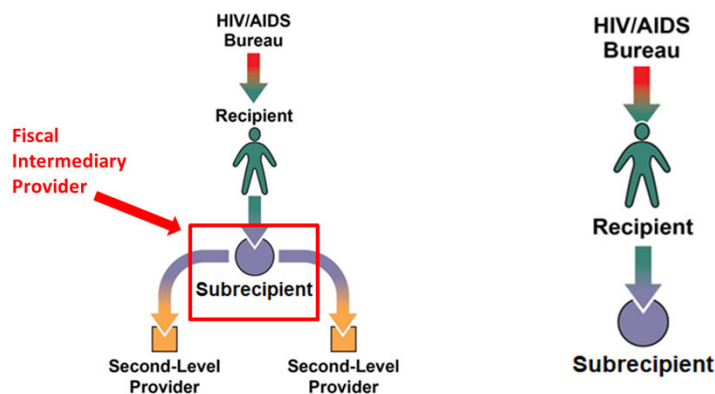
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As you continue to scroll down the page, you'll come to the "Contract Information" section, with fields that you can fill out for the provider you are adding. All fields with a red asterisk must be completed, including the contract start and end date; 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?



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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.

Service Information: Questions 7 - 9

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.

Funding amounts for administrative and technical services are entered directly into your PTR or Allocations Report.



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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.”

Service Information: Question 9

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 (Do not include Program Income and Pharmaceutical Rebates dollars)	MAI Award (Do not include Program Income and Pharmaceutical Rebates dollars)	Supplemental (Do not include Program Income and Pharmaceutical Rebates dollars)	Total
Service Category: Core Medical Services						
Outpatient/Ambulatory Health Services	<input type="checkbox"/>	<input type="checkbox"/>				
AIDS Pharmaceutical Assistance	<input type="checkbox"/>	<input type="checkbox"/>				
Oral Health Care	<input type="checkbox"/>	<input type="checkbox"/>				

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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.

RWHAP Part A Recipients

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 (Do not include Program Income and Pharmaceutical Rebates dollars)	MAI Award (Do not include Program Income and Pharmaceutical Rebates dollars)	Supplemental (Do not include Program Income and Pharmaceutical Rebates dollars)	Total
Service Category: Core Medical Services						
Outpatient/Ambulatory Health Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	18000			\$18,000
AIDS Pharmaceutical Assistance	<input type="checkbox"/>	<input type="checkbox"/>				
Oral Health Care	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5000			\$5,000

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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.

RWHAP Part B Recipients

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.

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

Done updating services

Service Name	RWHAP Funding	RWHAP-Related Funding (Program Income and Pharmaceutical Rebates)	Consortia (Do not include Program Income and Pharmaceutical Rebates dollars)	Direct Service (Do not include Program Income and Pharmaceutical Rebates dollars)	Emerging Communities (Do not include Program Income and Pharmaceutical Rebates dollars)	Total
* Service Category: Core Medical Services						
Outpatient/Ambulatory Health Services	<input type="checkbox"/>	<input type="checkbox"/>				
AIDS Pharmaceutical Assistance (LAP, 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 type="checkbox"/>				
Home and Community-Based Health Services	<input type="checkbox"/>	<input type="checkbox"/>				
Hospice	<input type="checkbox"/>	<input type="checkbox"/>				

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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

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)	Consortia (Do not include Program Income and Pharmaceutical Rebates dollars)	Direct Service (Do not include Program Income and Pharmaceutical Rebates dollars)	Total
Service Category: Core Medical Services					
Outpatient/Ambulatory Health Services	<input type="checkbox"/>	<input type="checkbox"/>			
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 type="checkbox"/>			
Home and Community-Based Health Services	<input type="checkbox"/>	<input type="checkbox"/>			
Hospice	<input type="checkbox"/>	<input type="checkbox"/>			
Mental Health Services	<input type="checkbox"/>	<input type="checkbox"/>			



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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.

RWHAP Part C and D Recipients

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 type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
AIDS Pharmaceutical Assistance (LAP, CPAP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Oral Health Care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Early Intervention Services (EIS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Health Insurance Premium and Cost Sharing Assistance for Low-Income Individuals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Home Health Care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Home and Community-Based Health Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Hospice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Mental Health Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

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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

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.

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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

HRSA Electronic Handbooks

Home | Recently Accessed | **Task** | Organizations | Grants | Dashboard | Free Clinics | FQHC TALS | Resources

Friday, 4th June 2021, 10:50 AM A.M.

Your session will expire in: 12:50

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- Search
- Search Reports

Add new contract

Edit Contract

A field with an asterisk * before it is a required field.

Funding Organization Information

The name and core grant number shown below are pre-populated from the HRSA Electronic Handbooks (EHBs). You must correct any errors in this data in the EHBs.

Recipient Name: State Health Department
 Federal Award Identification Number: 107H400000
 Organization ID: 000

Recipient Organization Information

The data shown below are pre-populated from the agency's profile. If the data are incorrect, the agency's profile must be updated in the EHBs or the Ryan White HIV/AIDS Program (RWHP) Services Report (SR) Data Application System. If your subrecipient receives RWHP funds directly from the U.S. Department of Health & Human Services (HHS), their profile must be updated in the EHBs. If your subrecipient does NOT receive RWHP funds directly from the HHS, their data must be updated in the SR Web Application System.

Organization Name: Health & Happiness Clinic
 Address: 123 Street City ST 12345
 Phone Number: 8888888888
 Employer Identification Number: 123456789
 DUNS Number:
 Organization ID: 1234
 Registration Code: 12345



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

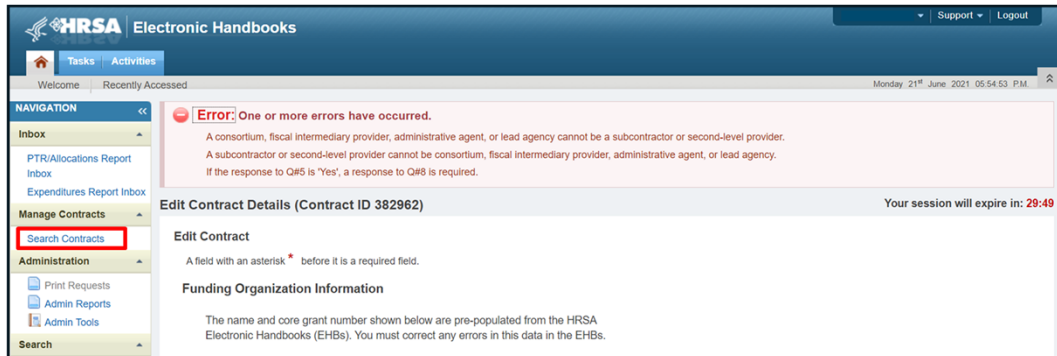
The screenshot shows the HRSA Electronic Handbooks interface. The top navigation bar includes 'Tasks', 'Organizations', 'Grants', 'Dashboards', 'Free Clinics', 'FQHC LALs', and 'Resources'. The main header is 'HRSA Electronic Handbooks' with 'Support' and 'Logout' links. The page title is 'Edit Contract Details (Contract ID 123456)'. A green success message states: 'Success: The contract has been created/updated successfully.' Below this, the 'Edit Contract' section includes a note: 'A field with an asterisk * before it is a required field.' The 'Funding Organization Information' section contains pre-populated data: Recipient Name: State Health Department, Federal Award Identification Number: X07HA00000, and Organization ID: 000. The 'Recipient Organization Information' section is partially visible at the bottom.



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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



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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

The screenshot displays the 'Search Contracts' interface. On the left is a sidebar with a 'Search Contracts' button and a menu containing 'References', 'Validation Rules', 'Administration' (with sub-items 'Edit Registration', 'Change Password', 'Print Requests', 'Admin Reports'), and 'Search' (with sub-item 'Search Reports'). The main area contains search filters: 'Orig ID', 'Registration Code', 'Organization Name', 'Funded Through', 'Contract ID', 'Reference', 'Range Start Date', and 'Range End Date'. Each filter has a text input field and a '(comma separated list)' hint. Below the filters are 'Reset' and 'Search' buttons. The 'Results' section shows a table with one row of data. The 'Action' column for this row contains a red-bordered dropdown menu with 'Edit/Remove' and 'Go' options.

Id	Funded By	Org ID	Organization Name	Reg Code	Reference	Start	End	Services	Funded Through	Amount	Is Executed	Action
12345	X07HA00000	0000	Health & Happiness Clinic	00000		4/1/2021	3/31/2022	1		\$50,000.00	Yes	Edit/Remove ▼ Go

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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."

Editing/Removing Contracts

The screenshot displays a web application interface for managing contracts. At the top, there is a form with fields for 'Created by:', 'Created date: 6/26/2021', 'Last modified by:', and 'Last modified date:'. Below this, there are 'Cancel' and 'Save' buttons. A 'Delete Contract' button is highlighted with a red box. A modal dialog box titled 'Message from webpage' is open, displaying a question mark icon and the text: 'This contract will be permanently deleted. Are you sure you wish to continue?'. The dialog has 'OK' and 'Cancel' buttons. Below the dialog, there is a warning message: 'Warning: Selecting this button to delete a contract, you must add a new contract to undo this action. To restore the'.



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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

Id	Funded By	Org ID	Organization Name	Reg Code	Reference	Start	End	Services	Funded Through	Amount	In Executed	Action
12345	X07HA00000	0000	Health & Happiness Clinic	00000	4/1/2021	3/31/2022	1	\$50,000.00	Yes	Yes	<div>▼ Edit Remove Copy Contract Go</div>	

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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.

Specify Contract Dates

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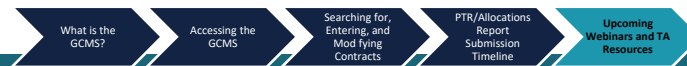
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On the next page, specify the new dates for the contract you are copying. Once you have entered the correct dates, click Save on the bottom right. This will then take you to the contract details page which we went over previously. This page will be 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • ADR software-related questions • Electronic Handbook navigation, account registration, access, and permissions
Project Officer	<ul style="list-style-type: none"> • Program-related issues: <ul style="list-style-type: none"> ○ Budgets ○ Use of funds



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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

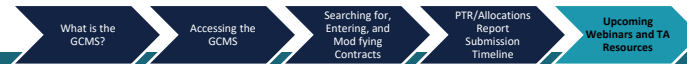
- [PTR/Allocations Report Manual](#)

HRSA/HAB Website

- [HRSA/HAB Website](#)

Policy Clarification Notice (PCN) #16-02

- [PCN 16-02](#)



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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.

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To learn more about our agency,
visit

www.HRSA.gov



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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.