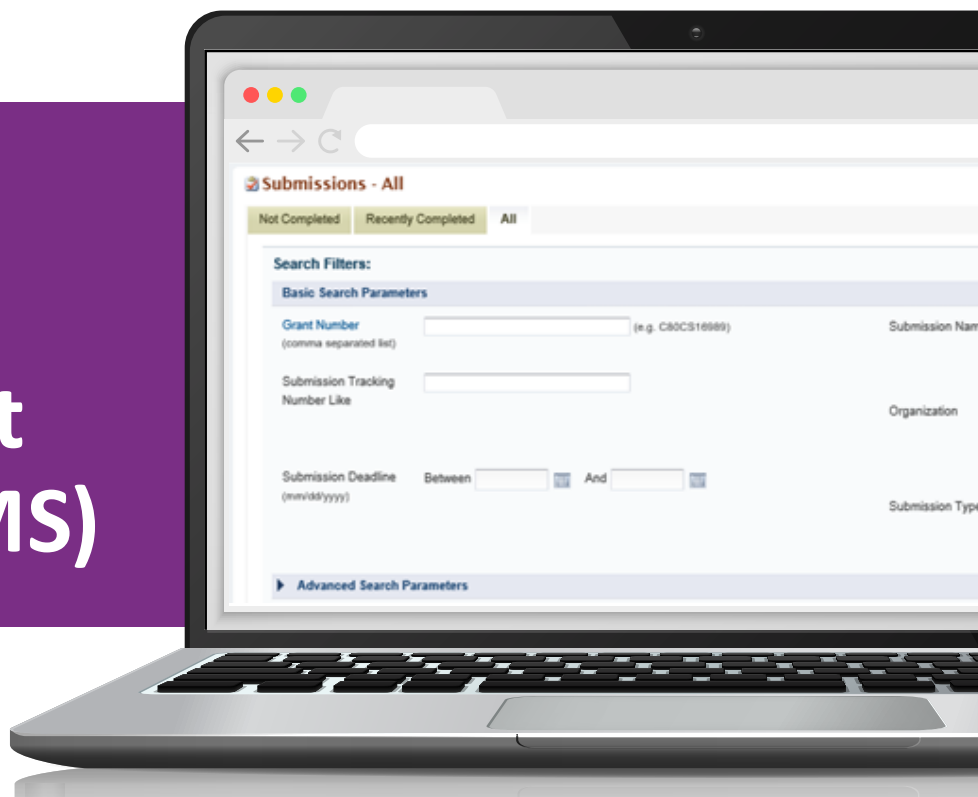# Grantee Contract Management System (GCMS)

Instruction Manual 2022

Release Date: May 24, 2022

The Grantee Contract Management System (GCMS) collects and stores all Ryan White HIV/AIDS Program recipient contract information. The information stored in the GCMS populates into the Ryan White HIV/AIDS Program Services Report (RSR) Recipient Report, Ending the HIV Epidemic (EHE) Triannual Report, Consolidated List of Contracts (CLC), and the Program Terms Report (PTR), or Allocations Report.

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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 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

A recipient is an organization that receives Ryan White HIV/AIDS Program (RWHAP) funding directly from the HIV/AIDS Bureau (HAB). The recipient can either use this funding to provide services themselves or allocate the funding to other organizations to provide the service. A provider is an organization that uses RWHAP funding to provide direct services to people with HIV. If an organization receives funding from a RWHAP recipient to provide a service, they are a subrecipient. If a subrecipient provides direct services to people with HIV, they are also a provider. If a recipient provides direct services to a person with HIV, they are considered a recipient-provider. Recipients and subrecipients work together to help streamline the process of submitting RWHAP-related reports. Figures 1–5 offer illustrations and definitions of recipient and subrecipient relationships.
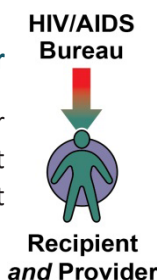
Figure 1. Recipient

A recipient is an organization that receives funding directly from HAB.

Figure 2. Recipient-provider

A recipient-provider is a recipient that also provides direct services to clients.

Figure 3. Subrecipient

An organization that has a contract with a recipient is considered a subrecipient. If a subrecipient provides direct services to clients, they are also a provider.

Figure 4. Second-level Provider

Occasionally, recipients will use an administrative agent to award and/or monitor the use of their RWHAP funds. In this situation, the administrative agent (or fiscal intermediary service provider) is the recipient's subrecipient. When the recipient's subrecipient (administrative agent or fiscal intermediary provider) enters a contract with another provider to use the recipient's funds to deliver services, that provider is considered a second-level provider to the recipient.
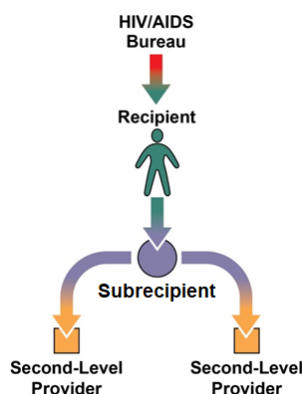
Figure 5. Multi-level Provider

A multi-level provider is a service organization that is a second-level provider to one recipient and a subrecipient to another recipient.
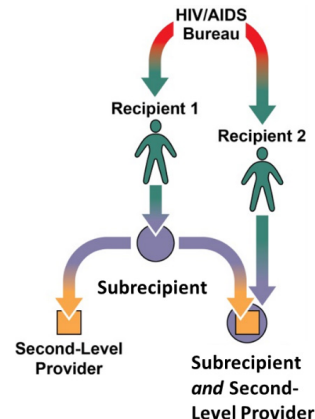
What is the Grantee Contract Management System?

The Grantee Contract Management System (GCMS) is a data-storage system for RWHAP contract information. Recipient contract information is entered and maintained in one place to decrease the data-entry burden. Multiple data reports are populated with the 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; and
- Modify RWHAP and RWHAP-related funded service categories.

Current reports linked to the GCMS include the Ryan White HIV/AIDS Program Services Report (RSR), Program Terms Report (PTR) or Allocations Report, and the Ending the HIV Epidemic (EHE) Triannual Report. When a recipient enters information into the GCMS, prior to starting a report, it will automatically populate reports such as the RSR, PTR/Allocations, and the EHE Triannual Report.

Accessing the Grantee Contract Management System

Log in to the Health Resources and Services Administration (HRSA) Electronic Handbooks (EHBs) site. Steps for accessing the Grantee Contract Management System (GCMS) to complete the RWHAP Services Report (RSR), Program Terms Report (PTR)/ Allocations Report, and Ending the HIV Epidemic (EHE) Triannual Report can be found in the corresponding sections below.

Accessing the Grantee Contract Management System via the Ryan White HIV/AIDS Program Services Report (RSR)

STEP ONE: Go to the EHBs Home page (see 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
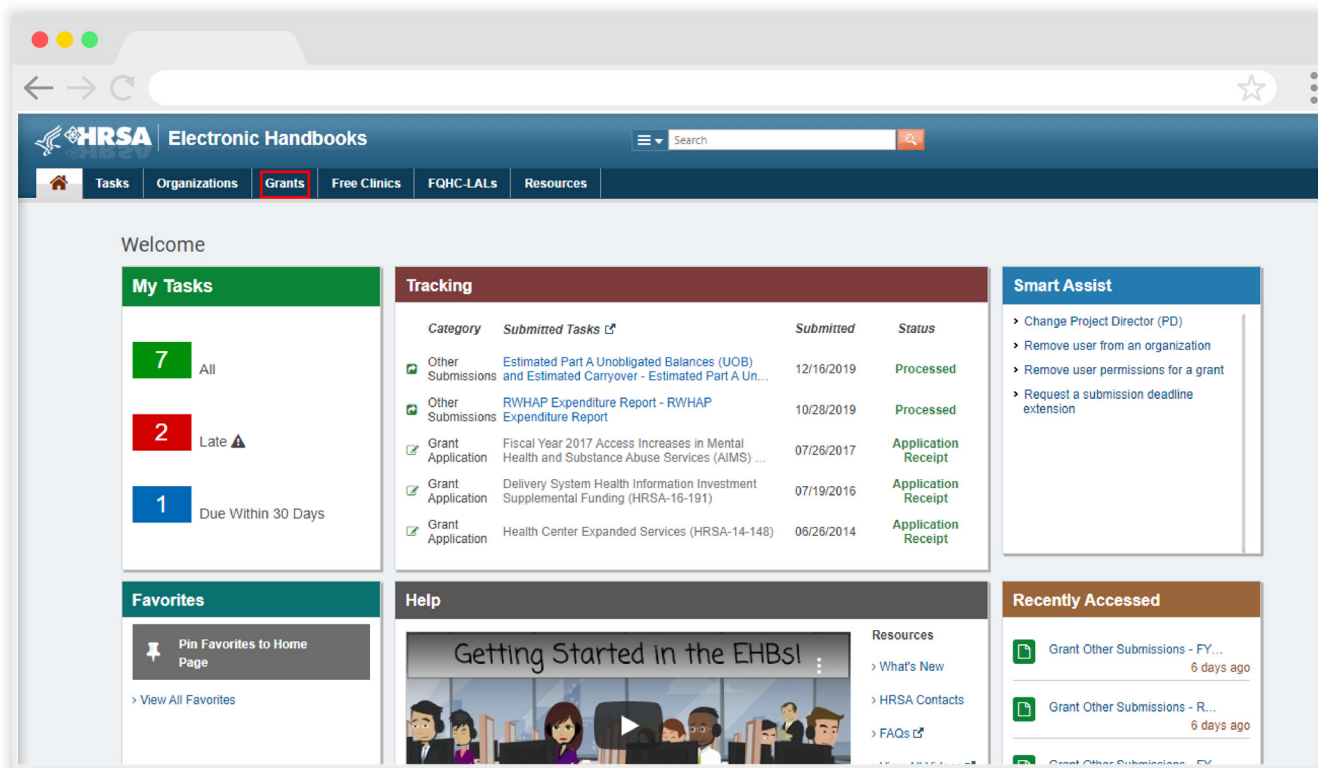
If you need assistance with your credentials to access the EHBs, call the EHBs Customer Support Center at 1-877-464-4772.

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

Figure 7. HRSA Electronic Handbooks: Screenshot of the Grants Drop-Down Menu
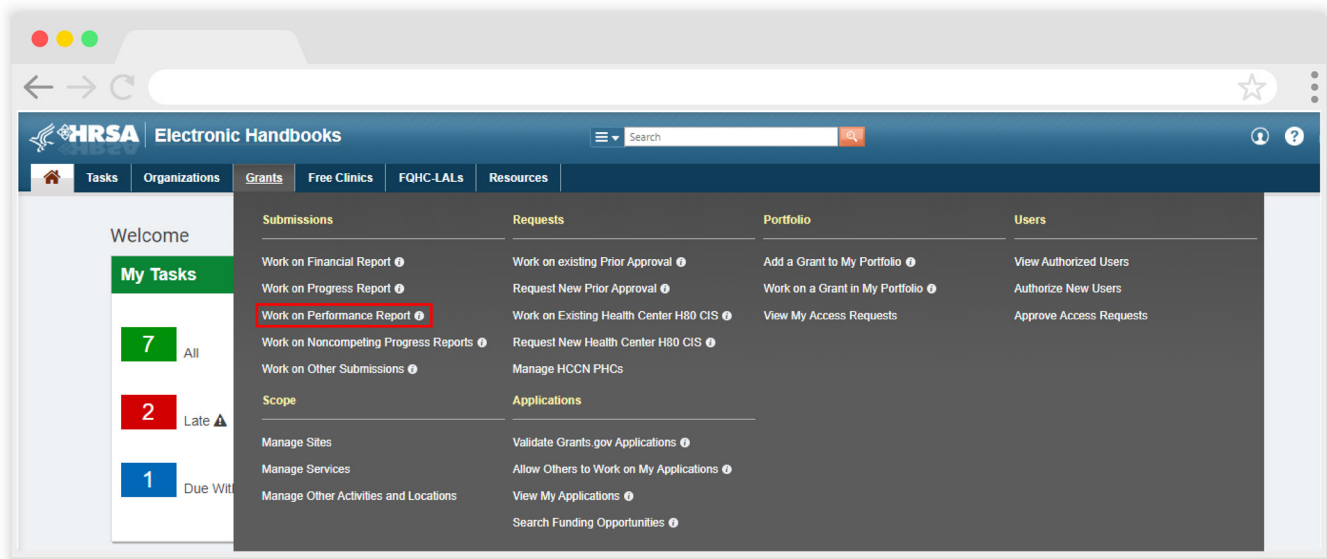
STEP THREE: On the bottom of the "Submissions – All" page, under "Submission Name," locate your most recent RSR submission (see Figure 8) and select "Start" or "Edit" under the "Options" header. After selecting the "Start" or "Edit" option, a new window will appear.

Figure 8. HRSA Electronic Handbooks: Screenshot of the Submissions – All Page


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 (see Figure 9). Under the "Manage Contracts" header, select "Search Contracts."

Figure 9. HRSA Electronic Handbooks: Screenshot of the RSR Recipient Report Inbox Page
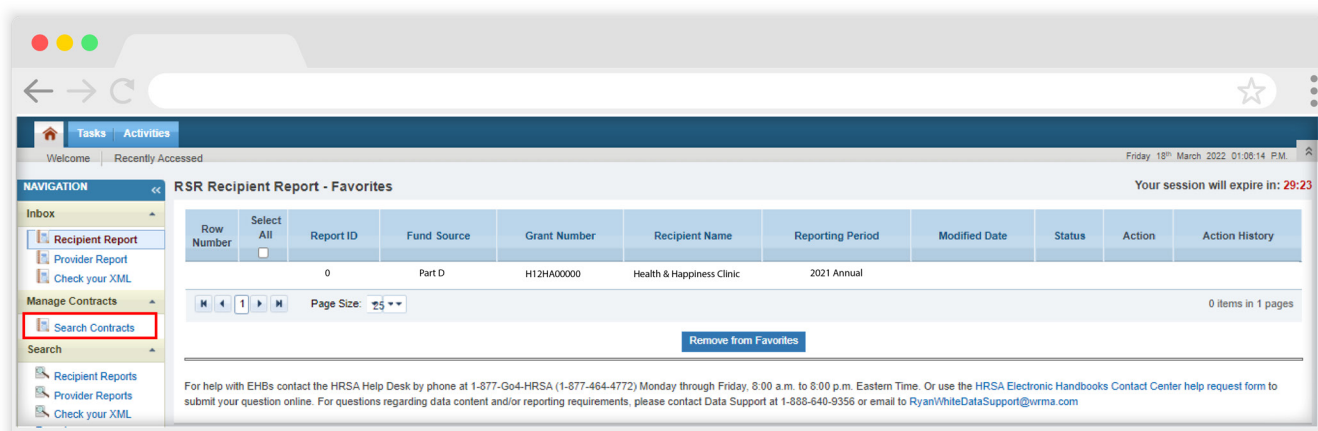
STEP FIVE: You have now accessed the GCMS and can search for adding, modify, and delete contracts (see Figure 10). For instructions on how to do this, please see Searching for, Adding, and Modifying Contracts in the Grantee Contract Management System on page 18 of this manual.

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


Check out this short "How to" video on How to Access, Edit, and Update Contracts in the GCMS for the RSR created by Ryan White Data Support. This video reviews the steps in accessing the GCMS via the 2021 RSR Recipient Report in the HRSA EHBs. This video is for recipients that need to edit, update, or add contracts in the GCMS during the RSR submission period.

Accessing the GCMS via the Program Terms Report/Allocations Report

STEP ONE: From the EHBs Home page (see 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
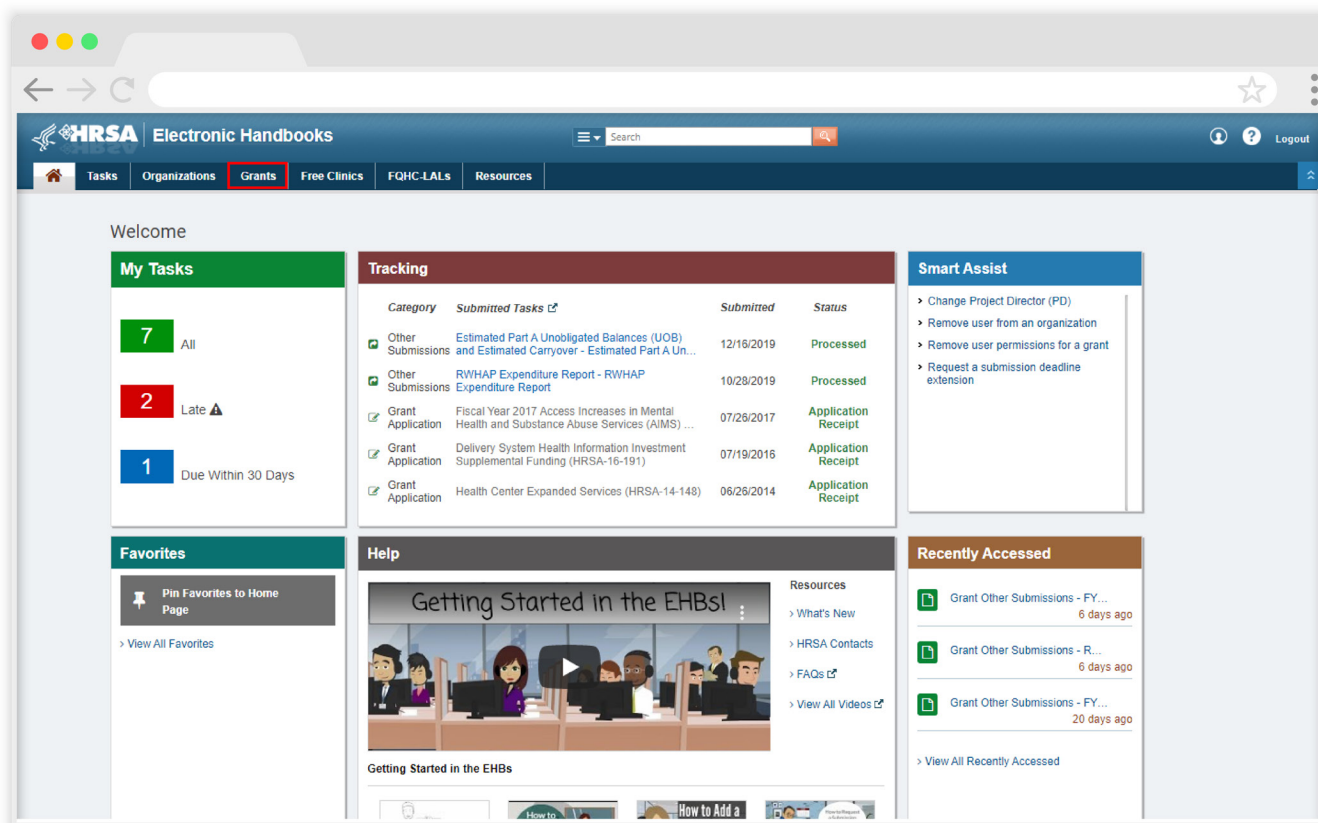
> 💡 If you need assistance with your credentials for the EHBs, call the EHBs Customer Support Center at 1-877-464-4772.

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

Figure 12. HRSA Electronic Handbooks: Screenshot of the Grants Drop-Down Menu
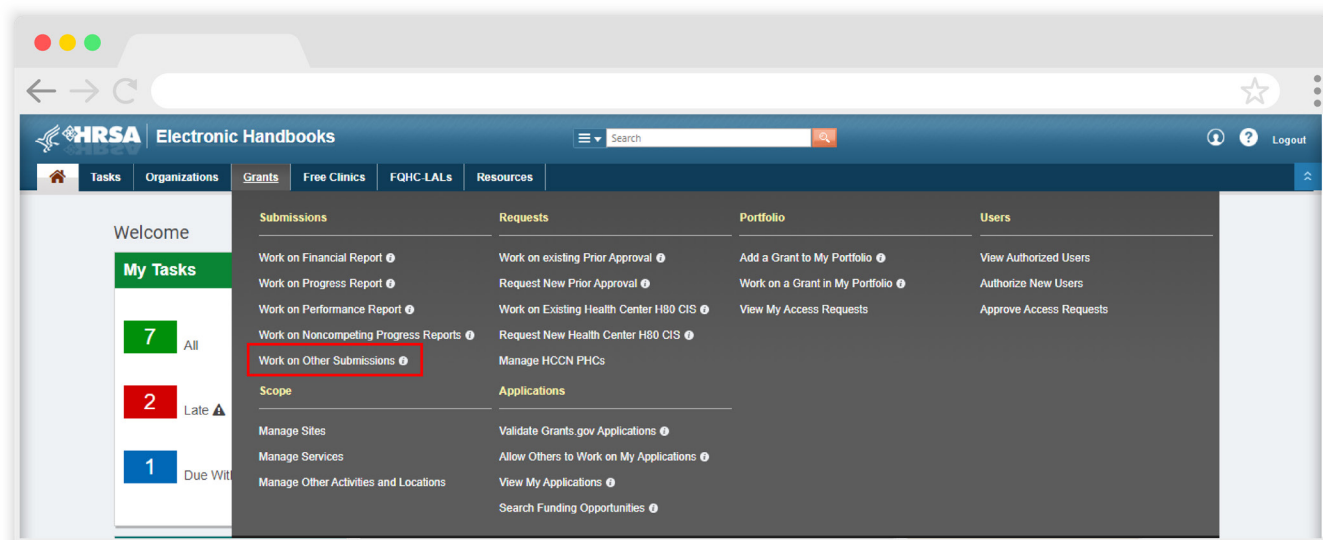
STEP THREE: On the bottom of the "Submissions – All" page, under "Submission Name," locate your most recent PTR/Allocations Report submission (see Figure 13) and select "Start" or "Edit" under the "Options" header. After selecting the "Start" or "Edit" option a new window will appear.

Figure 13. HRSA Electronic Handbooks: Screenshot of the "Submissions – All" Page

STEP FOUR: In the new window ("PTR/Allocations Report Inbox"), locate the Navigation panel on the left side of the page (see Figure 14). Under the "Manage Contracts" header, select "Search Contracts."

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.

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.

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 (see Figure 15). For instructions on how to do this, please see Searching for, Adding, and Modifying Contracts in the Grantee Contract Management System on page 18.

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

Accessing the GCMS via the EHE Triannual Report

STEP ONE: Go to the EHBs Home page (see 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
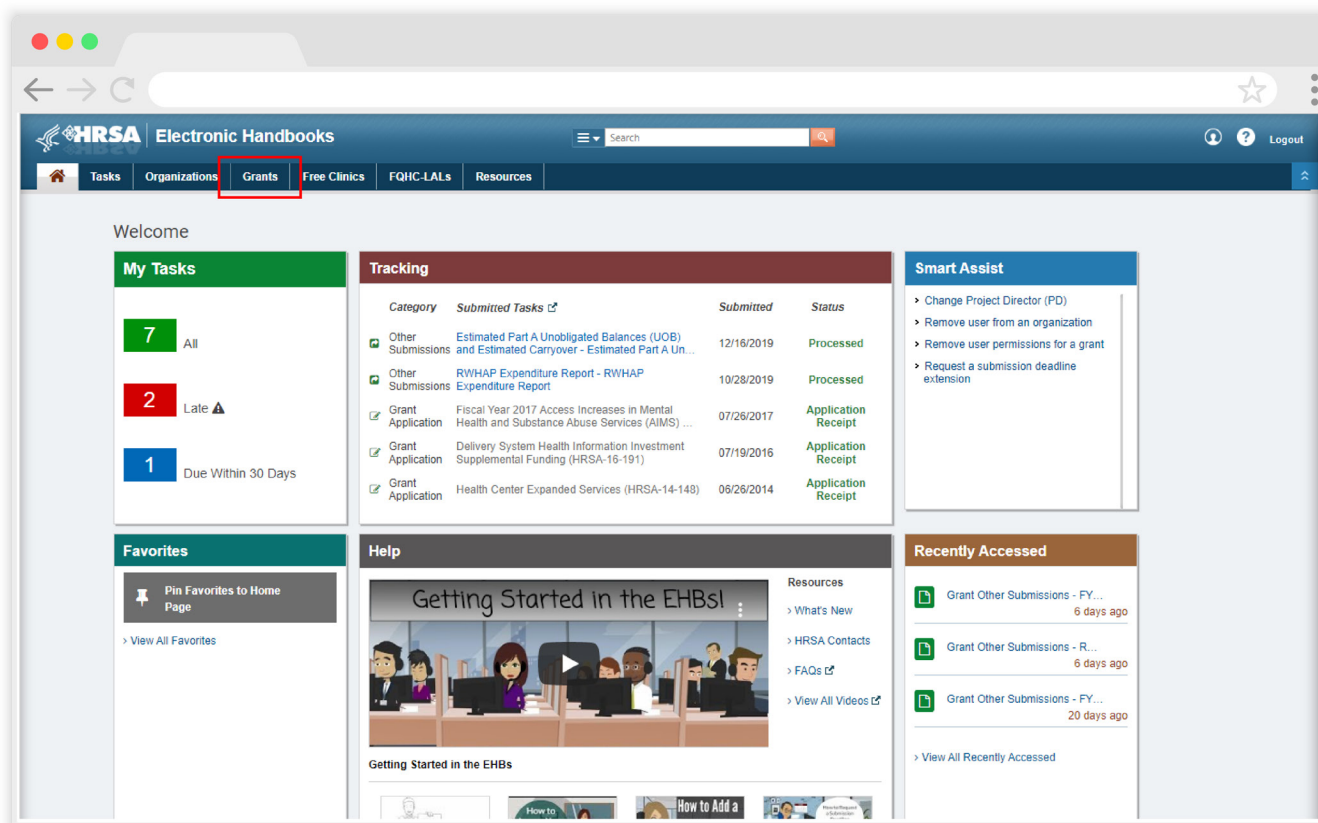
STEP TWO: From the resulting drop-down menu, under "Submissions," select "Work on Performance Report" (see Figure 17).

Figure 17. HRSA Electronic Handbooks: Screenshot of the Grants Drop-Down Menu
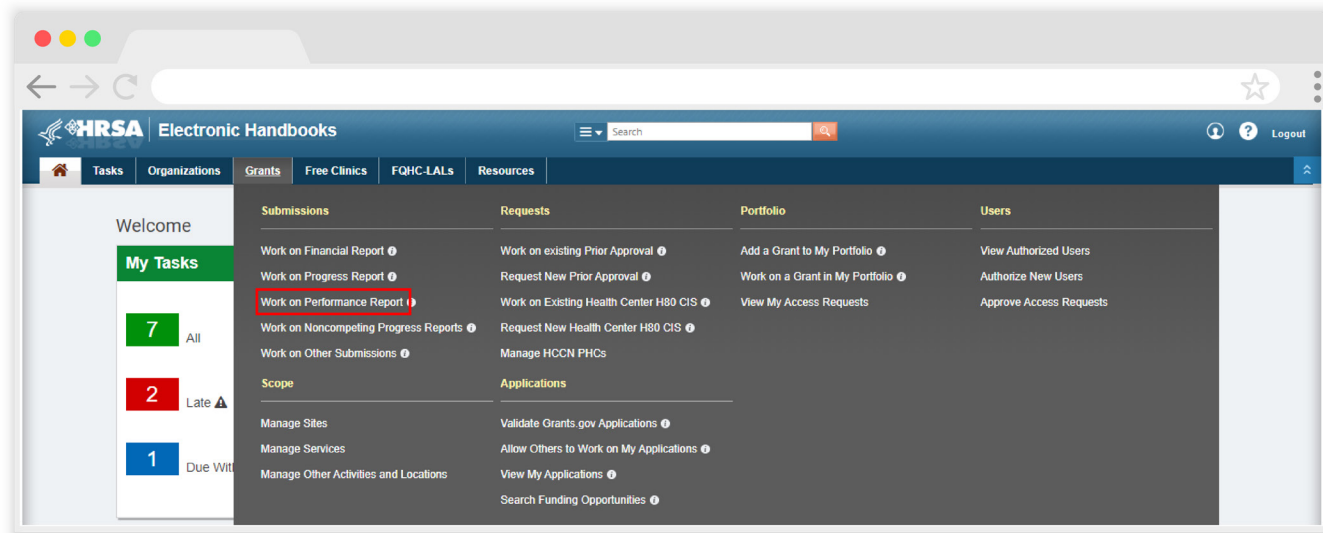
STEP THREE: On the bottom of the "Submissions – All" page, under "Submission Name," locate your most recent EHE Triannual Report submission (see Figure 18). Select "Start" or "Edit" under the "Options" header. After selecting the "Start" or "Edit" option a new window will appear.

Figure 18. HRSA Electronic Handbooks: Screenshot of the "Submissions – All" Page
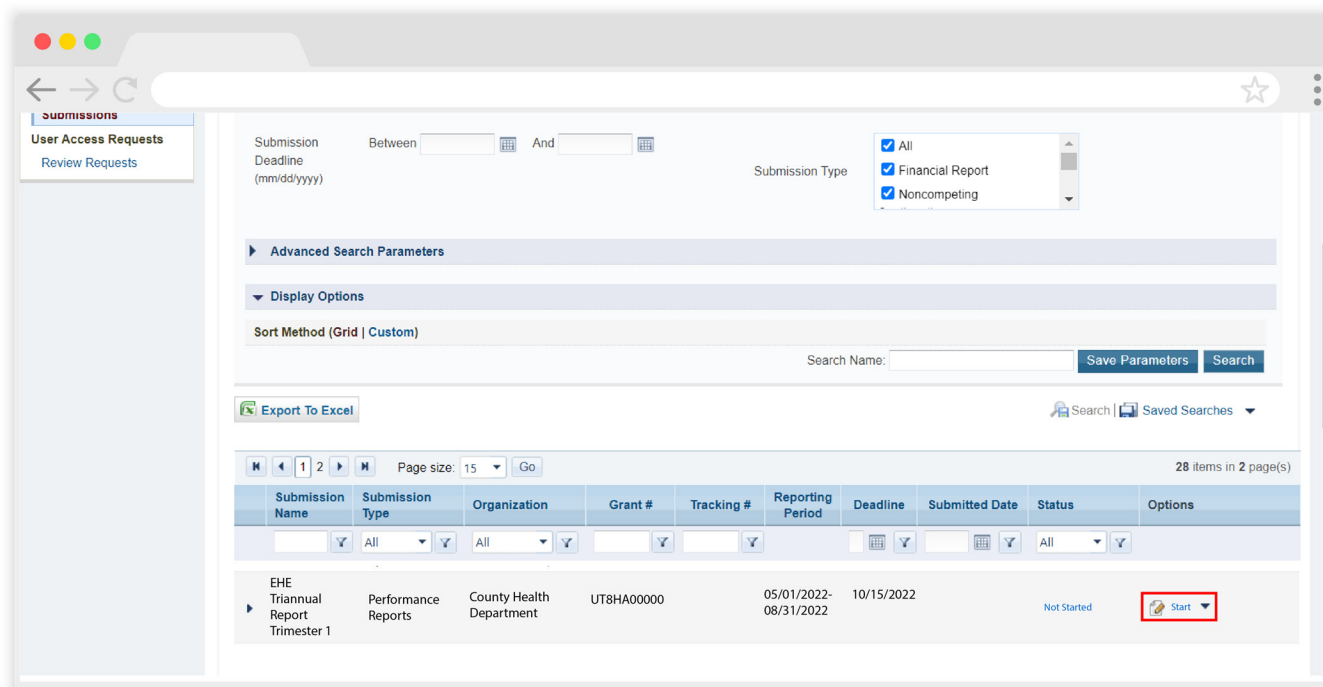
STEP FOUR: In the new window (the EHE Triannual Recipient Report Inbox) locate the Navigation panel on the left side of the screen (see Figure 19). Select "Search Contracts" under the "Manage Contracts" header.

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

STEP FIVE: You have now accessed the GCMS and can add, search for, modify, and delete contracts (see Figure 20). For instructions on how to do this, please see Searching for, Adding, and Modifying Contracts in the Grantee Contract Management System on page 18.

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

Searching for, Adding, and Modifying Contracts in the Grantee Contract Management System

The Grantee Contract Management System (GCMS) contains all the Ryan White HIV/AIDS Program (RWHAP), RWHAP-related (program income and pharmaceutical rebates), and EHE funded contracts that your agency has entered. From the GCMS home page, you can search for your contracts by contract period, organization name, system registration code, fiscal intermediary, and other criteria (see Figure 21).

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

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> **!** Your grant number is prepopulated based on the grant folder you selected from the HRSA EHBs to access the GCMS.

Entering Search Criteria

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

Organization (Org) ID

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

Registration Code

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

Organization Name

This is the title or name listed for an organization in the 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.

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 Agent, Consortium, Fiscal Intermediary, and Lead Agency.

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.

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. For example, searching for a contract with a range start date of 1/1/2022 and end date of 12/31/2022 will populate any contracts created during that timeframe.

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

> If you need to add a new provider to the web system, contact Ryan White Data Support via email at RyanWhiteDataSupport@wrma.com. The email should contain the agency's name, address, EIN, and point of contact including their name, title, email, and phone number.

> Many agencies input internal contract tracking numbers; please see Adding and Modifying Contracts below for instructions on how to input this information.

Adding and Modifying Contracts

Once you have searched in the GCMS, you will see all contracts for your agency that match your search criteria. All users in your agency with access to the GCMS will be able to add, edit, copy, and delete contracts in the system following the instructions below.

> It is HRSA 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 (see Figure 22).

Figure 22. HRSA Electronic Handbooks: Screenshot of the contracts after entering the search results

It is recommended that you search for an existing agency by the registration code to ensure the correct agency is being updated. If you need help identifying or confirming a registration code, contact Ryan White Data Support by phone at 1-888-640-9356, or via e-mail at RyanWhiteDataSupport@wrma.com.

STEP TWO: Search for the organization you are adding a contract with by Registration Code, Name, or City/State.

STEP THREE: Locate the organization in the results table and click "Add" under the "Action" header (see Figure 23).

Figure 23. HRSA Electronic Handbooks: Screenshot of the Select Contractor Page

STEP FOUR: Complete questions 1-9 using the steps detailed on pages 23–26.

> **!** 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 e-mail at RyanWhiteDataSupport@wrma.com.

> **!** Recipients should add a contract with themselves for the services that they provide.

Entering Contract Information

The Edit Contract Details Page begins with three sections of prepopulated information from the HRSA EHBs about your recipient organization and the organization you are adding a contract with. Scroll down to the "Contract Information" section to begin entering your contract information.

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

2. **End Date:** Enter the end date by typing it into the text box or selecting the date from the calendar. To enter the contract end date, use this format: "MM/DD/YYYY."

3. **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.

4. **Contract Execution:** Select "Yes" if the contract has been signed and executed. Otherwise, select "No."

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." For definitions of these terms, refer to the Glossary.

> **!** 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 own grant. If you are adding a contract with your own agency, select "No" for #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. For definitions of these terms, refer to the Glossary.

> **🚫** 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 #6.

Figure 24. HRSA Electronic Handbooks: Screenshot of the Edit Contract Details Page Contract Information

Entering Service Information (see Figure 25)

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 or evaluation
- Administrative or technical support
- Fiscal intermediary support
- Other fiscal services
- Technical assistance
- Capacity development
- Quality management
- Other

Please refer to PCN 15-01, Treatment of Costs under the 10% Administrative Cap for Ryan White HIV/AIDS Program Parts A, B, C, and D and PCN 15-02, Clinical Quality Management Policy Clarification Notice for more information on these categories.

**Figure 25. HRSA Electronic Handbooks: Screenshot of the Edit Contract
Details Page Service Information**

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 window will pop up with the list of services. This table will differ depending on which grant you are currently working on. For services funded through RWHAP and/or RWHAP-related funding select the corresponding checkbox (see Figure 26).

Figure 26. HRSA Electronic Handbooks: Screenshot of the "Update Services" Page

For services funded through EHE Initiative funding, select the corresponding checkbox and enter the funding amount (see Figure 27).

Figure 27. HRSA Electronic Handbooks: Screenshot of the "Update Services" Page (EHE)

For a service category funded through the RWHAP, check the appropriate box under the corresponding column and enter a funding amount in the box to the right. For service categories funded only through RWHAP-related funding (program income and pharmaceutical rebates), the system will not allow entry of funding amounts. RWHAP-related funded services should only be indicated by selecting the appropriate box under the "RWHAP Related Funding" column. No funding amounts for RWHAP-related funding are required to be entered. The award amount should reflect the current year and should be entered using only whole numbers.

Do not include carryover funds or RWHAP-related funding in the amount column.
To review the service category definitions, please refer to Policy Clarification Notice (PCN) 16-02 "Ryan White HIV/AIDS Program Services: Eligible Individuals and Allowable Uses of Funds" 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:** Base, Minority AIDS Initiative (MAI) Award, and Supplemental
- **PART B:** Consortia, Direct Service, and Emerging Communities
- **PART B SUPPLEMENTAL:** Consortia and Direct Service
- **PART C:** Base Award
- **PART D:** Base Award
- **EHE Initiative:** Base Award

Once you have entered all the contract information, click "Done updating services." Then click "Save" at the bottom of the main page (see Figure 28).

Figure 28. HRSA Electronic Handbooks: Screenshot of the "Update Services" Page

Copying Contracts in the GCMS

Recipients can copy a contract from the previous year for any organizations they wish to add a contract in the current year. If you intend to copy one of your contracts, follow the steps below.

STEP ONE: Search for the contract you wish to copy using the instructions detailed in the Entering Search Criteria section of this manual.

STEP TWO: Select "Copy Contract" in the drop-down menu under the "Action" column at the right side of the search results table (see Figure 29).

STEP THREE: Click "Go" to open the Copy Contracts page.

STEP FOUR: Enter the start and end dates of the new contract.

> **!** If you have selected a prime contract, the corresponding subcontracts will also be copied with the same contract dates.

STEP FIVE: Confirm the contract details are correct and update the funding amounts and service categories using the instructions detailed in the Entering Contract Information and Entering Service Information sections of this manual. Click "Save" (see Figure 29).

Figure 29. HRSA Electronic Handbooks: Screenshot of the Copy Contract Page

Editing/Deleting Contracts in the GCMS

The GCMS also allows for recipients edit and/or remove contracts as needed throughout the year. First, search for the contract you wish to edit or remove using the instructions detailed in the Entering Search Criteria section of this manual. To edit a previously added contract, use the instructions detailed below.

STEP ONE: Select "Edit/Remove" in the drop-down menu under the "Action" column at the right side of the search results table (see Figure 30).

STEP TWO: Click "Go" to open the desired contract.

STEP THREE: Make the edits to your contract using the instructions detailed in the Entering Contract Information and Entering Service Information sections of this manual. Once you have all necessary edits, click "Save."

Figure 30. HRSA Electronic Handbooks: Screenshot of Contract Search Results Page

If you would like to remove a previously added contract from the GCMS, follow the steps listed below. Please note, removing a contract cannot be undone so only delete a contract if you are sure that it should no longer be listed.

STEP ONE: Select "Edit/Remove" in the drop-down menu under the "Action" column on the right side of the search results table (see Figure 30).

STEP TWO: Click "Go" to open the contract you wish to delete.

STEP THREE: Scroll to the bottom of the Edit Contract Details page. Select "Delete Contract" (see Figure 31). You will receive a warning message asking if you want to proceed. If you are sure you want to delete the contract, select "OK." To cancel the deletion process, select "Cancel."

Figure 31. 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. You cannot undelete a contract.

FAQs

In the services table, our agency selected that we fund a service through RWHAP-related funding (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 funding 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 or Outpatient/ Ambulatory Health Services.

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. (See Figure 3 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 page 23 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. You are required to report funding amounts for administrative services in the PTR/Allocations and Expenditures 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 create a contract with itself in the GCMS and enter the amount(s) set aside for fee-for-service providers into the appropriate service categories. If any fee-for-service providers are required to report client-level data for services provided in the RSR, your agency will need to create contracts with these providers in GCMS and reallocate the funding to these organizations 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.

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 re-enter 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 funded through RWHAP-related funding are required to be reported 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, but do not include any RWHAP-related funding amounts.

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

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

Administrative or technical support services: The provision of quality and responsive support services to an organization. These may include human resources, financial management, and administrative services (e.g., property management, warehousing, printing/publications, libraries, claims, medical supplies, and conference/training facilities).

Capacity development services: The services to develop a set of core competencies that in turn help organizations foster effective HIV health care services, including the quality, quantity, and cost-effectiveness of such services. These competencies also sustain the infrastructure and resource base necessary to develop and support these services. Core competencies include management of program finances; effective HIV service delivery, including quality assurance, personnel management, and board development; resource development, including preparation of grant applications to obtain resources and purchase supplies/equipment; service evaluation; and development of cultural competency.

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.

Clinical Quality management (CQM): The coordination of activities aimed at improving patient care, health outcomes, and patient satisfaction. To be effective, a CQM program requires:

- Specific aims based in health outcomes;
- Support by identified leadership;
- Accountability for CQM activities;
- Dedicated resources; and
- Use of data and measurable outcomes to determine progress and make improvements to achieve the aims cited above.

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.

Fiscal intermediary services: The provision of administrative services to the grantee of record by a pass-through organization. The responsibilities of these organizations may include determining the eligibility of RWHAP recipients, deciding how funds are allocated to recipients, awarding RWHAP funds to recipients, monitoring recipients for compliance with RWHAP specific requirements, and completing required reports.

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.

Other fiscal services: The receipt or collection of reimbursements on behalf of health care professionals for services rendered or other related fiduciary services pursuant to health care professional contracts.

Planning or evaluation services: The systematic (orderly) collection of information about the characteristics, activities, and outcomes of services or programs to assess the extent to which objectives have been achieved, to identify needed improvements, and/or to make decisions about future programming.

Provider: An organization that provides direct services to people with HIV. If a recipient provides direct services to people with HIV, they are a recipient-provider.

Recipient: An organization that receives RWHAP funds directly from HRSA HAB.

Recipient-Provider: An organization that receives RWHAP funds directly from HAB (recipient) and also provides direct services to people with HIV (provider).

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

Technical assistance services: Are services that identify the need for and the delivery of practical program and technical support to the RWHAP community. These services should help recipients, planning bodies, and communities affected by HIV to design, implement, and evaluate RWHAP-supported planning and primary care service delivery systems.

Unique Entity Identifier (UEI): The Unique Entity Identifier is a new 12-digit alphanumeric identifier that SAM.gov will provide to all entities who register to do business with the federal government. It replaces the DUNS number.