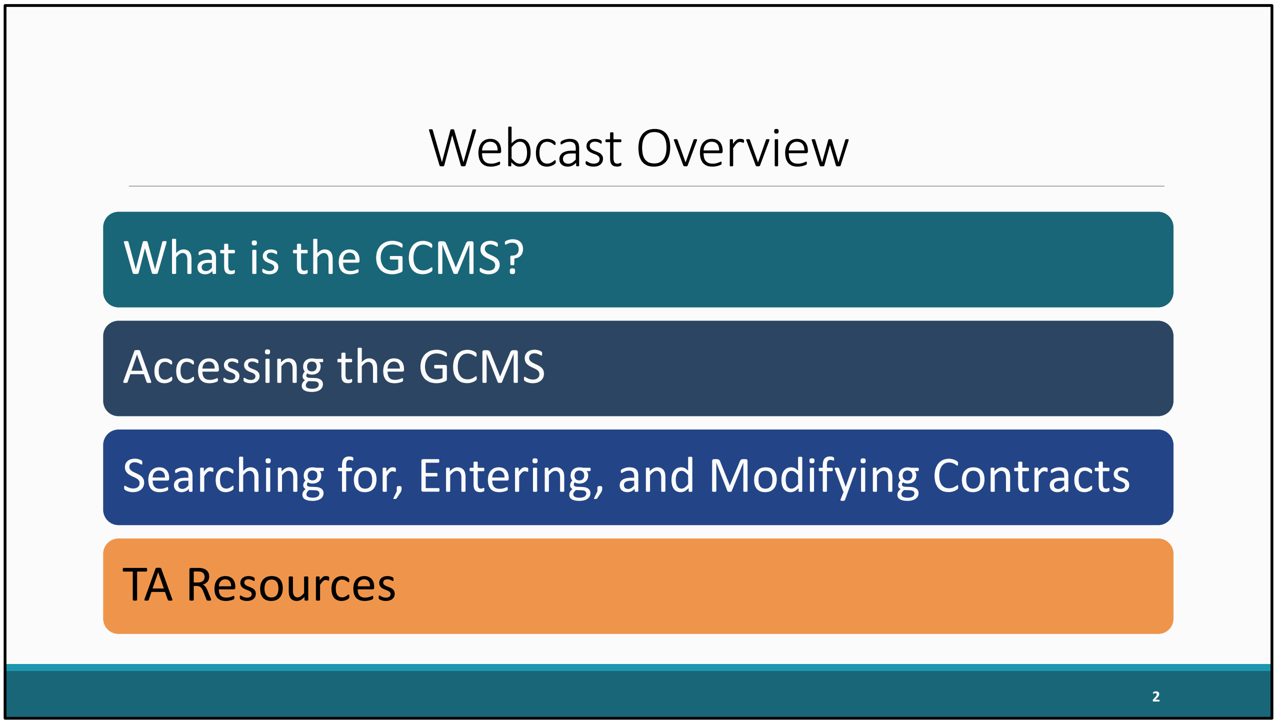
Completing the Grantee Contract Management System (GCMS)

RYAN WHITE HIV/AIDS PROGRAM (RWHAP)

HRSA HIV/AIDS BUREAU

AUGUST 4TH

RWHAP DATA SUPPORT



Thank you everyone for joining the presentation, In today’s webcast, I will be going over how to complete the Grantee Contract Management System, or GCMS. We’ll start off by discussing what the GCMS is, followed by how you would access the GCMS. Next, we will go over how to search, enter, and modify contracts. And finally, we’ll end the presentation with a look at the additional TA resources available to assist you.

Grantee Contract Management System (GCMS) Instruction Manual

GCMS Instruction Manual available here

GCMS subtopic page available here

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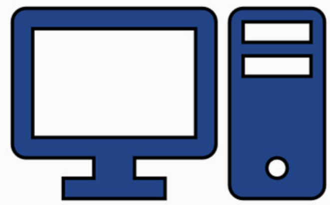
Before I move forward, I would like to let everyone know that the information in todays webinar is also covered in the 2022 GCMS Instruction Manual, available on the TargetHIV website at the link shown on this slide. This manual is a valuable resource when you're working through GCMS and will contain the instructions presented here today. I recommend everyone download and look over the manual if possible. Also available on the TargetHIV website is the GCMS subtopic page which includes a list of different resources that will help you with the GCMS and with completing the reports associated with it.

What is the GCMS?

- 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)
  - Ending The HIV Epidemic (EHE) Triannual Report
- Available year-round



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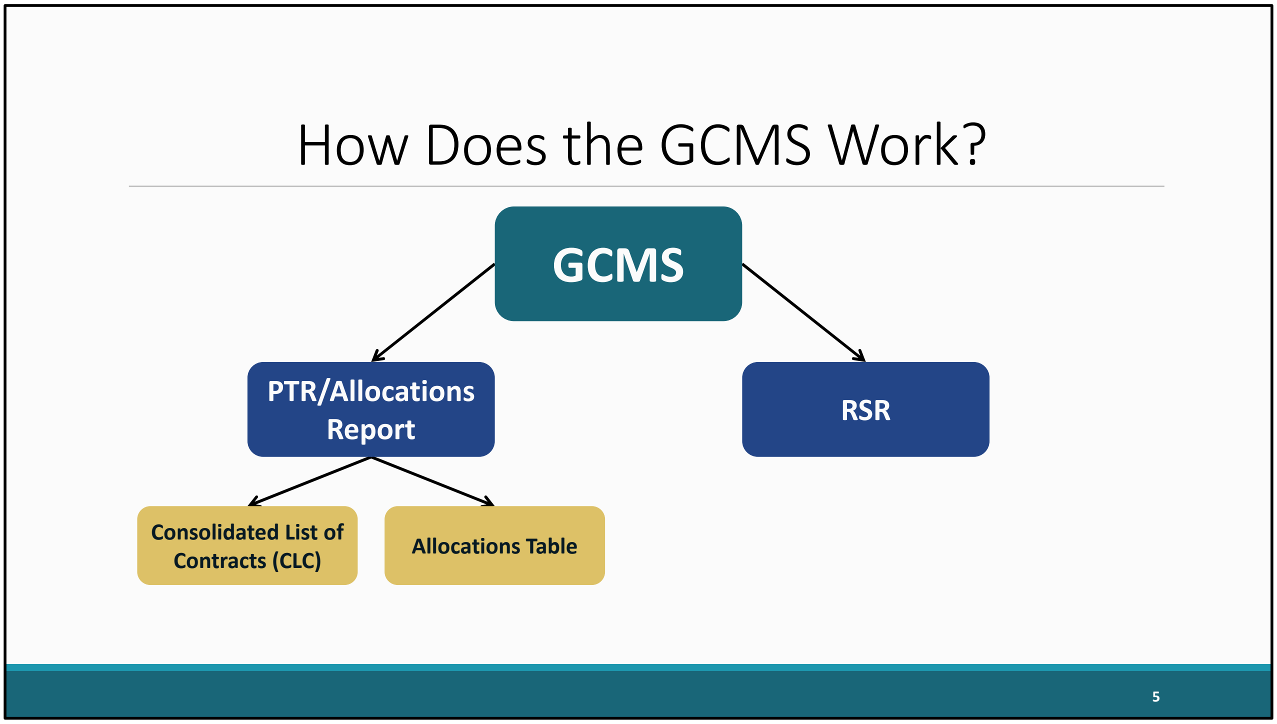
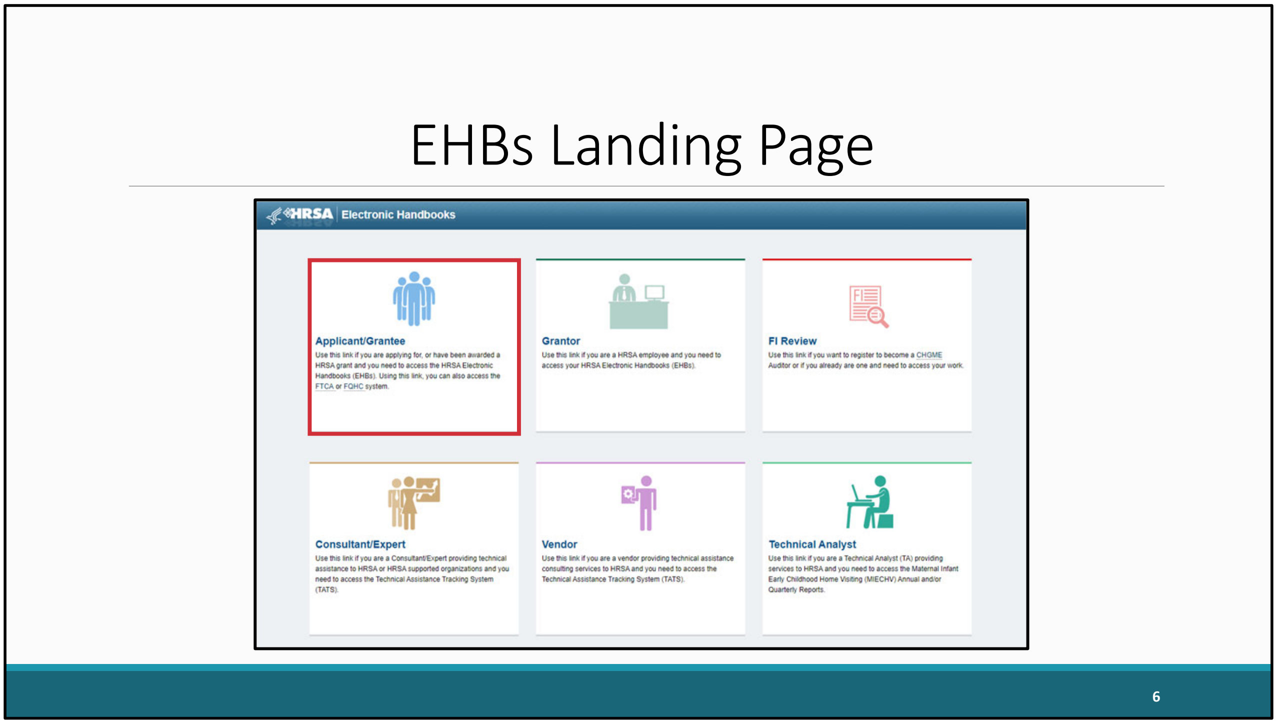
Let’s begin with some basic information about the GCMS. As previously mentioned, the GCMS stands for the Grantee Contract Management System, which is a data-storage system where Ryan White HIV/AIDS Program recipients enter in contract information for their grant funds. This includes service categories and the funding amounts for those 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 Allocations Report, the Ryan White Services Report (or RSR), and The Ending the HIV Epidemic Triannual Report (or EHE). Additionally, the GCMS is available year-round for review and revision.



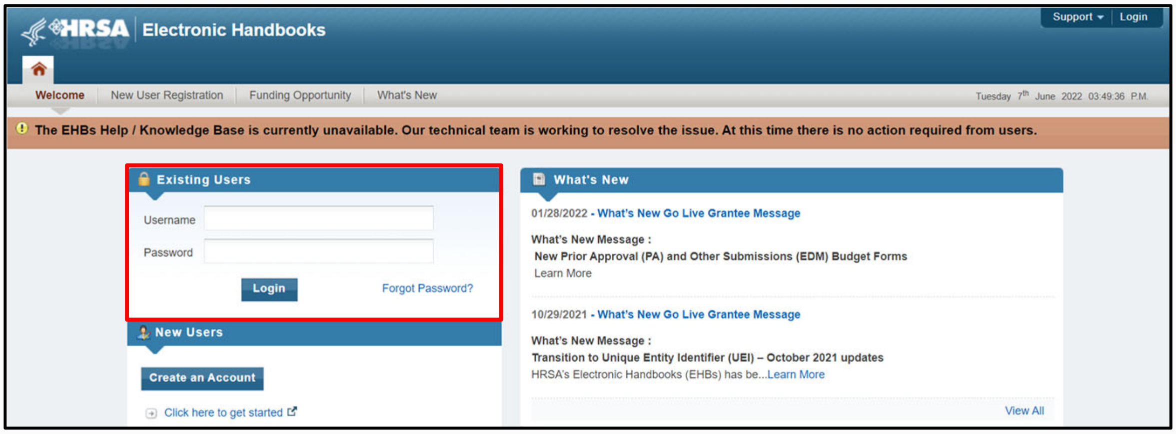
So, how does the GCMS work? Let's say you're a Ryan White program grant recipient and you fund a Provider for a number of services. This Provider can be funded with either a Ryan White Program Base Award Grant or an Ending the HIV Epidemic Grant. However, lets use the Ryan White Program Base Award Grant for 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 grab the contract information we entered in the GCMS and uses it to populate both our consolidated list of contracts or CLC, and Allocations table. The same contract information will also be pulled when we go to complete our RSR, saving time in the submission process. Now that we've talked about some basics with the GCMS, let's move on to how you would access the GCMS.



The GCMS is accessed through the HRSA Electronic Handbooks, or EHBs. Currently, we are at the EHBs landing page on the grants.hrsa.gov website, where you will see a list of login links.

Go ahead and find the “Applicant/Grantee” box at the top left of the screen that recipients will click to log in.

EHBs Login Page



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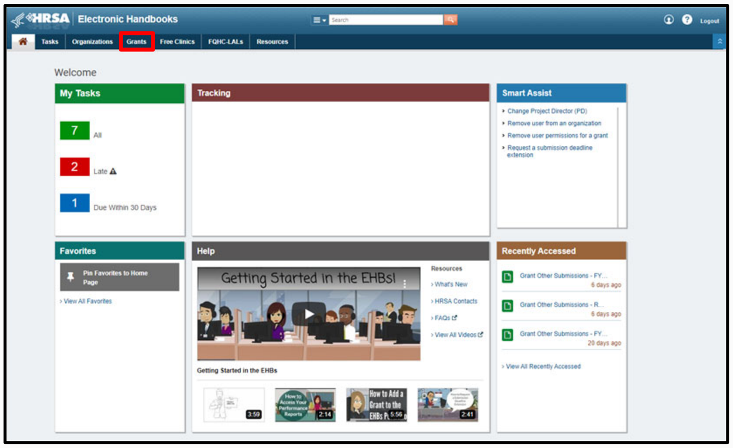
This will bring you to the EHBs login page pictured here. Log in by entering your username and password in the corresponding fields.

EHBs Home Page



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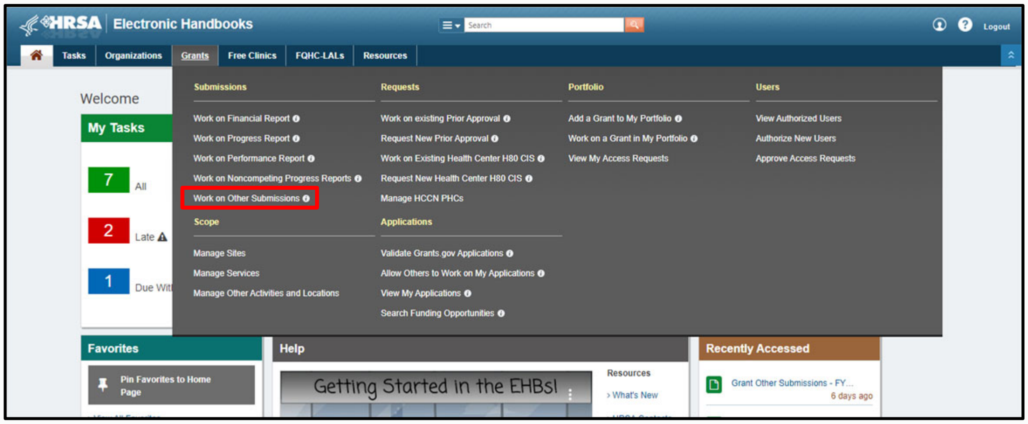
Logging in will bring you to the EHBs Home page. You can get to the GCMS by navigating through either the PTR/Allocations Report web application or the RSR web application. But for today's presentation, we'll be focusing on how to access the GCMS through the PTR/Allocations Report. To start, hover over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

Grants Drop-down Menu



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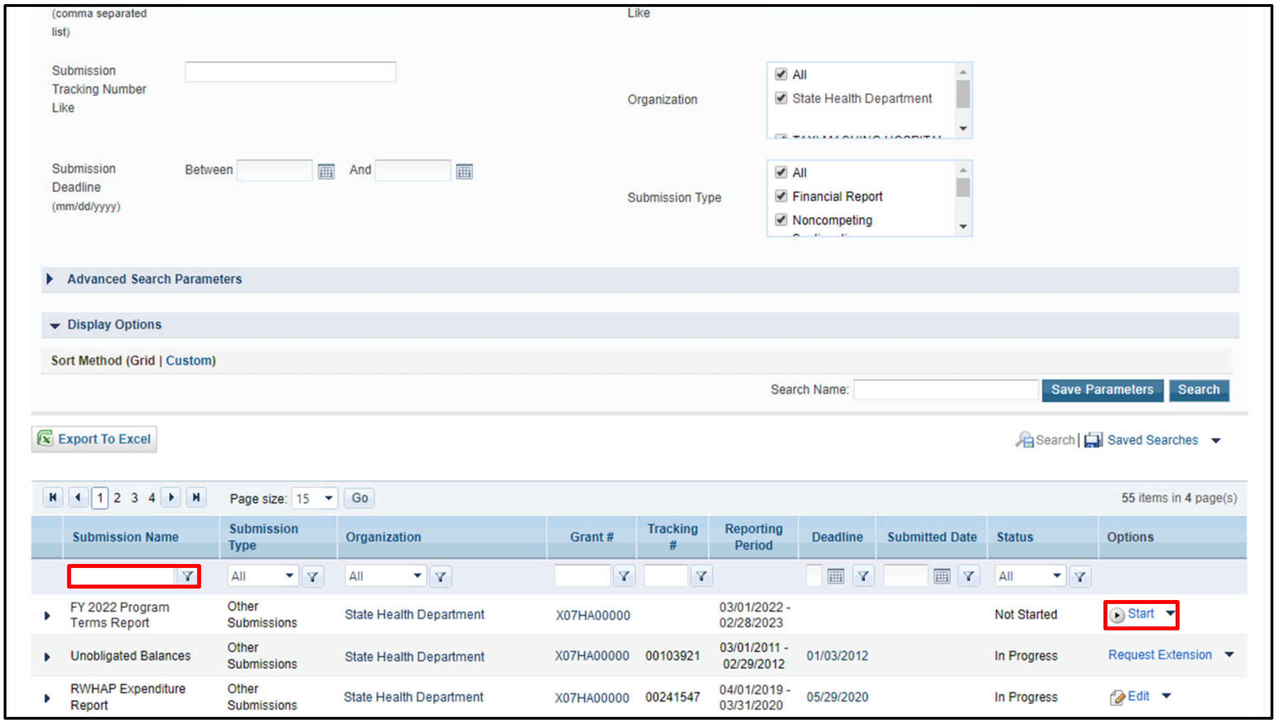
On the drop-down menu that appears, click on “Work on Other Submissions” under the Submissions header.

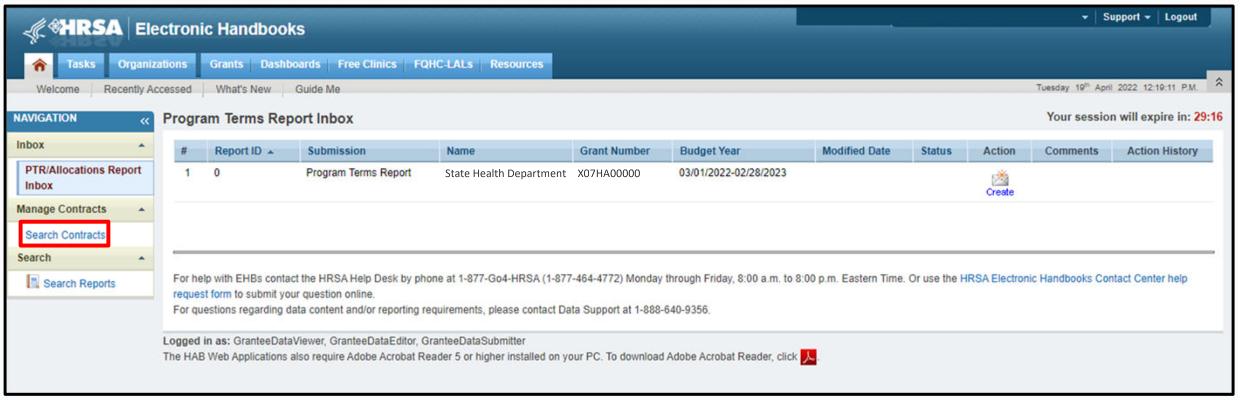


This will bring you to a list of submissions for your agency. At the top of the page, you'll see a variety of search fields that you can use to narrow your results for your list of submissions. We'll scroll down past these to get to your list of reports.

You'll want to look for your agency's most recent PTR Report deliverable. To make searching easier, you may want to utilize the Filter tool located underneath the "Submission Name" header here. 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. And again, for our example today, we'll just be focusing 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 "Options" column. If you haven't accessed the report previously this link will read "Start." However, after you have started the report, the link will instead read "Edit."

PTR/Allocations Report Inbox



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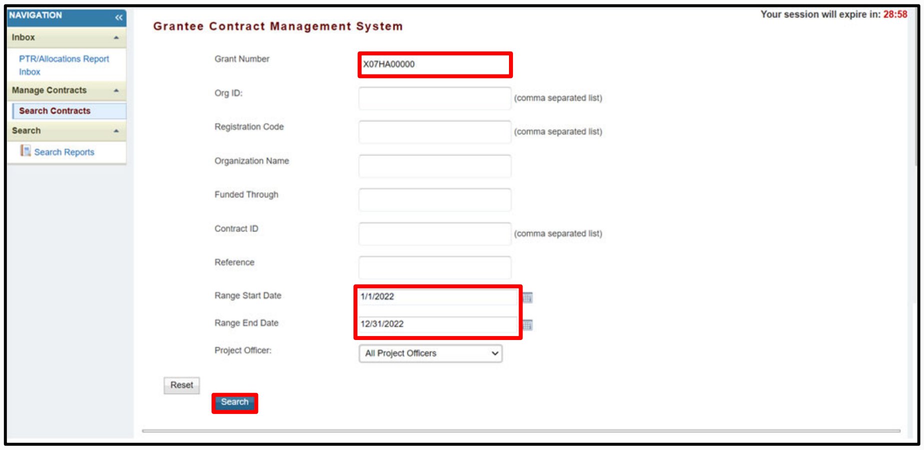
Clicking on start or edit will open a new window with the PTR/Allocations Report inbox. Here, you'll see your agency's report in the center of the page in the inbox. Today, we'll just be going over how to complete the GCMS and not the PTR or the Allocations Report. If you need further instructions for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

It is also 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 synchronized.

Now, let's get back to the GCMS. To access it, click on "Search Contracts" on the left navigation panel.

GCMS Search Page



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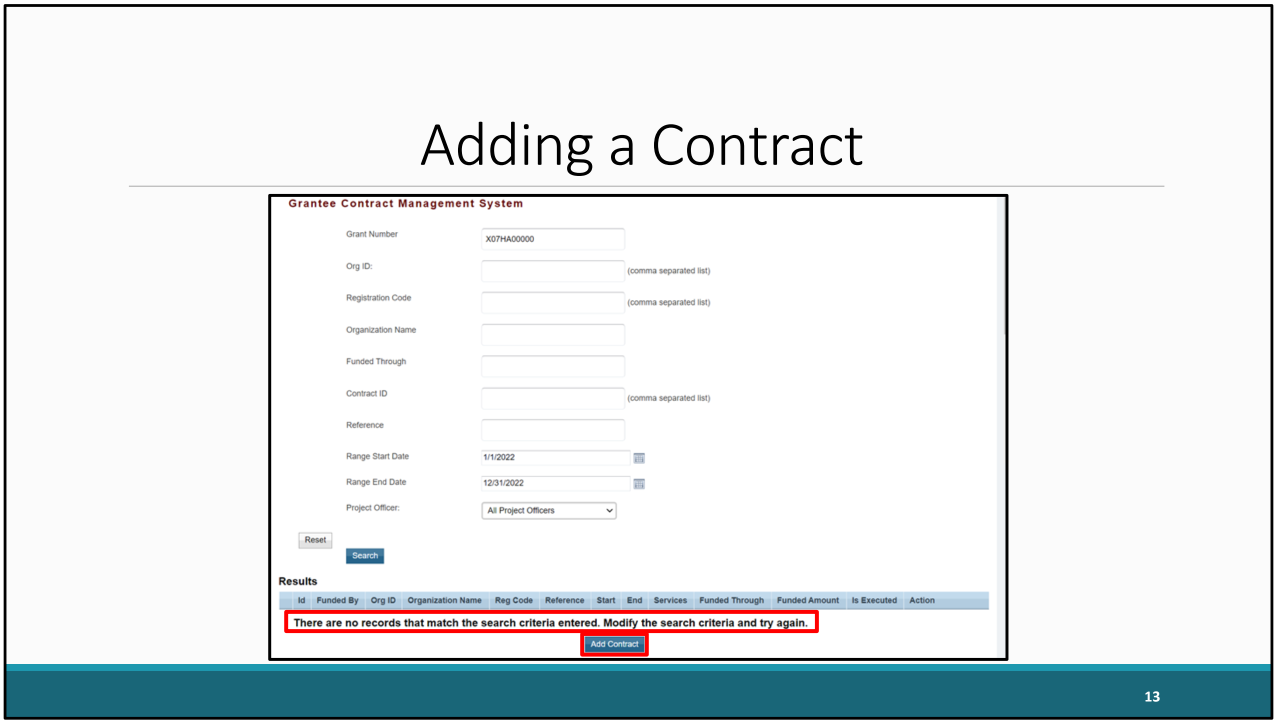
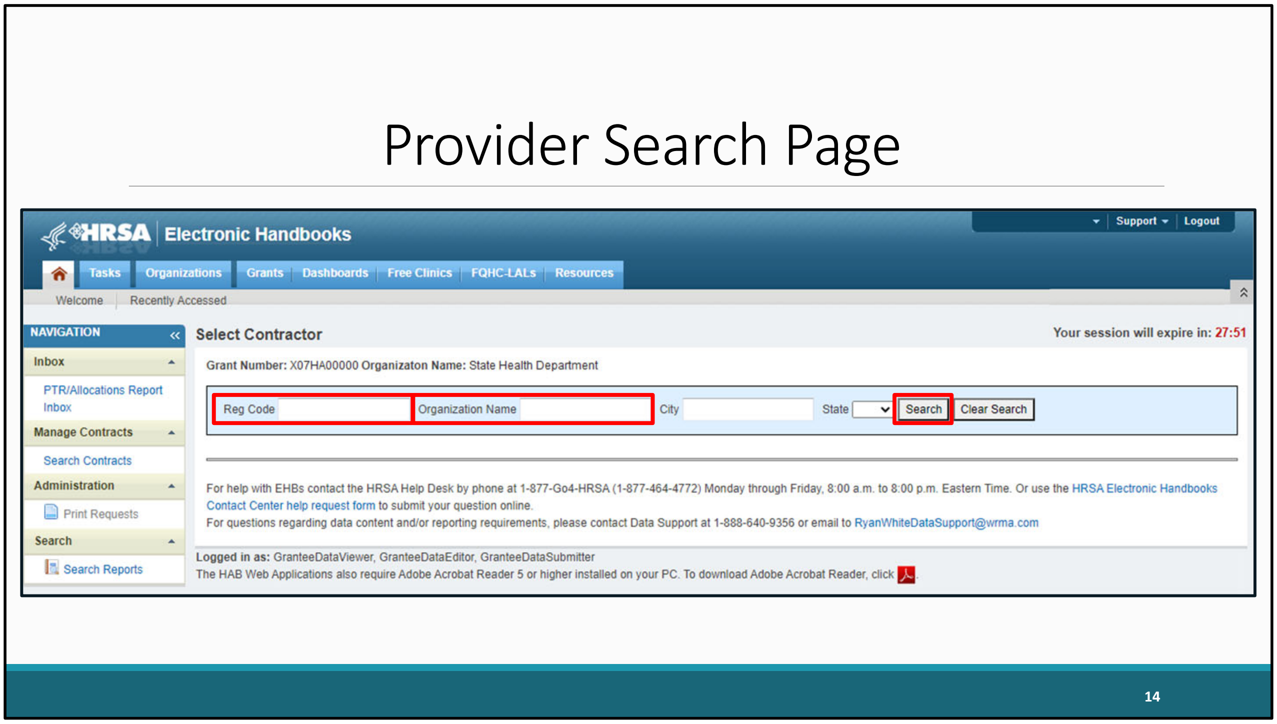
Clicking on "Search Contracts" will take you straight to the GCMS, showing the page displayed on this slide. Here we can see a list of different search fields that we can use to locate our agency's contracts, including the organization name, registration code, and contract dates. Your grant number will be auto populated in the grant number search field. For our example, we'll also search using a start and end date range for the 2022 calendar year. By using these search parameters, our search results will only include contracts that were funded at any time during 2022 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 towards the bottom of the page.



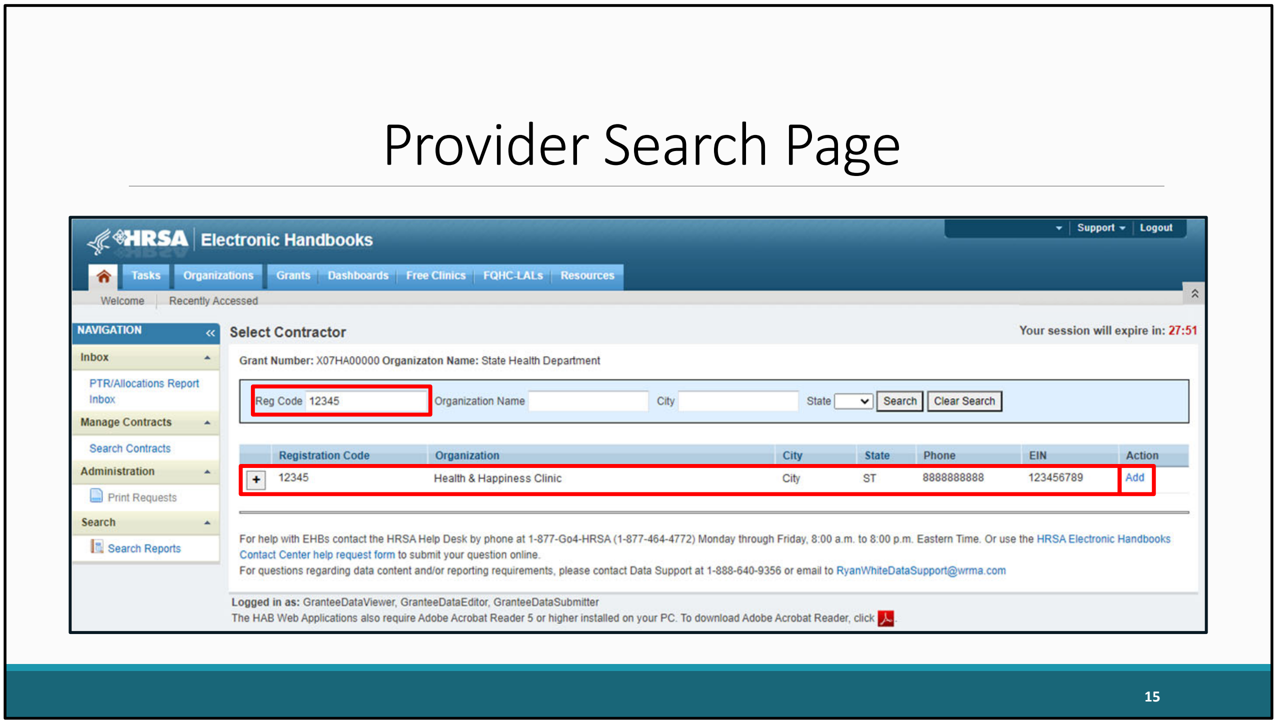
Once you have searched in the GCMS, you will see all contracts for your agency that match the search criteria you entered. If there are no contracts that meet your search criteria, as is the case in our example, a message like the one on this slide will appear. Once you have performed a search, the "Add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



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 most recent RSR Recipient Report. The registration code is the easiest and most accurate way to search for your providers.

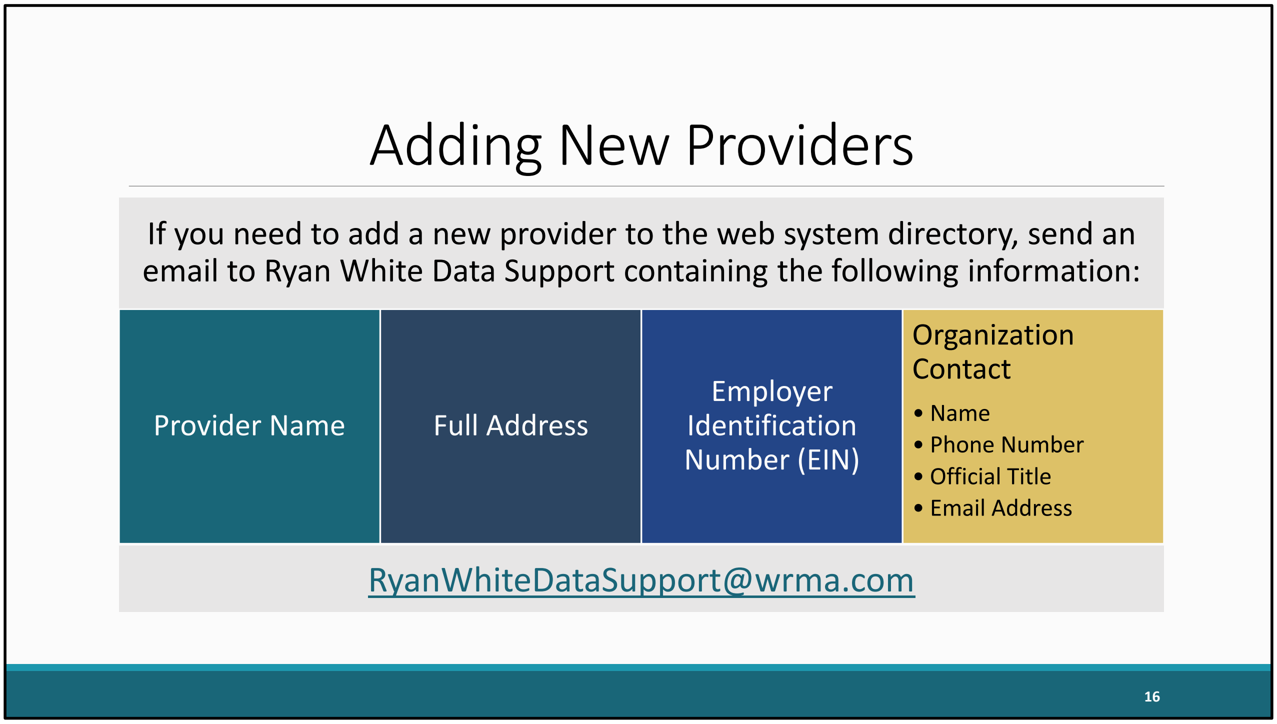
You also may be wondering, what about the core medical and support services that I as a recipient provide, that I don’t contract with an outside organization. Those services are also entered into a contract in the GCMS. Simply search for your own organization and fill out the contract details using the same process coming up in the presentation.

Once you are finished, click the “Search” button to the right.



For our example, we'll add a contract with another provider. You can see on this slide, we searched for our provider using their registration code and their organization information popped up here.

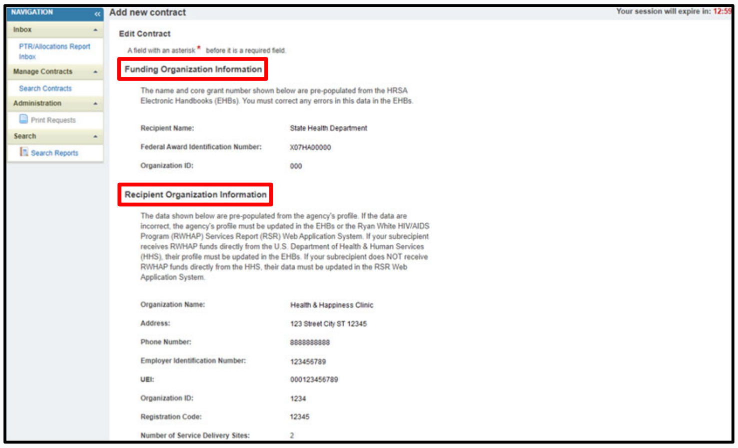
If your search doesn't yield any results, try modifying the search criteria. Again, the registration code is the easiest and most accurate way to search for the organization you are looking for. Use the information listed in the search results to confirm that it is the organization you are looking for. Once you have found the correct provider, click the Add button in the far-right Action column.



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 slides, just to make sure that they are not already in the directory. After confirming the provider is not there, send an email to Ryan White Data Support at the address listed on this slide and make sure to include the provider name, the full address, the Employer Identification Number, or EIN, and the person of contact for this organization. Please include their 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 at the end of the presentation when we go over the TA resources.

Contract Details Page



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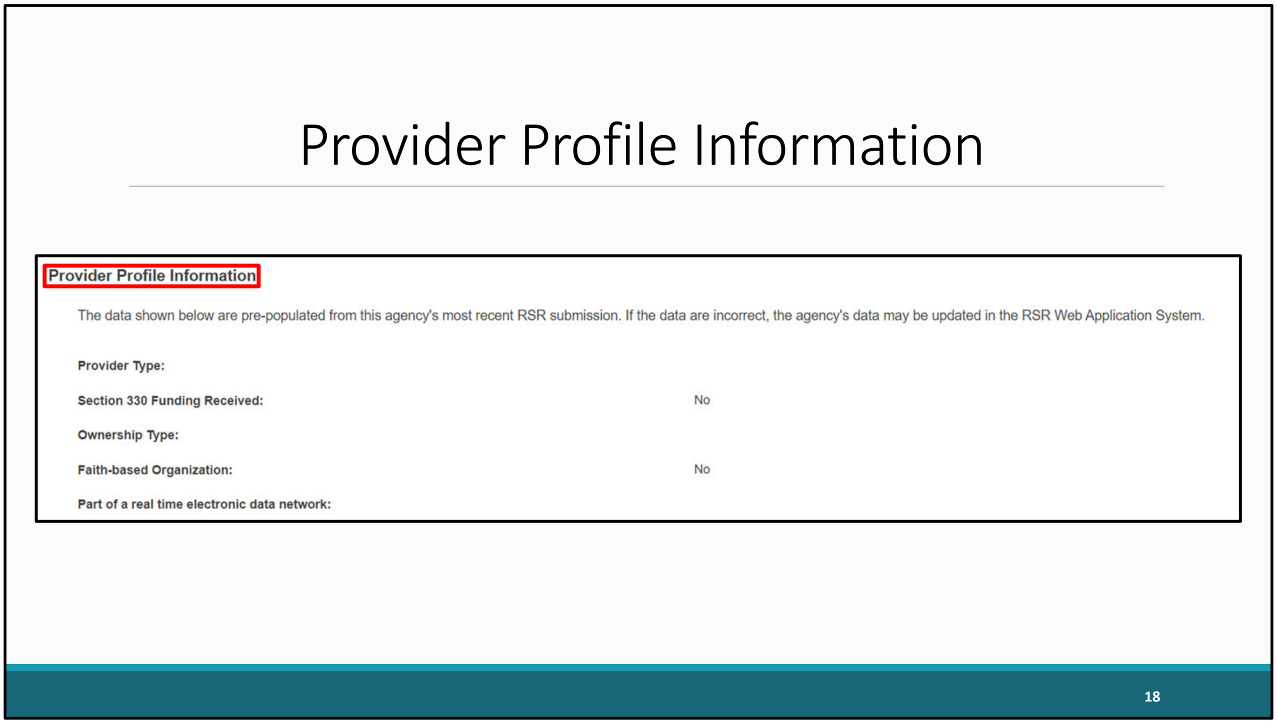
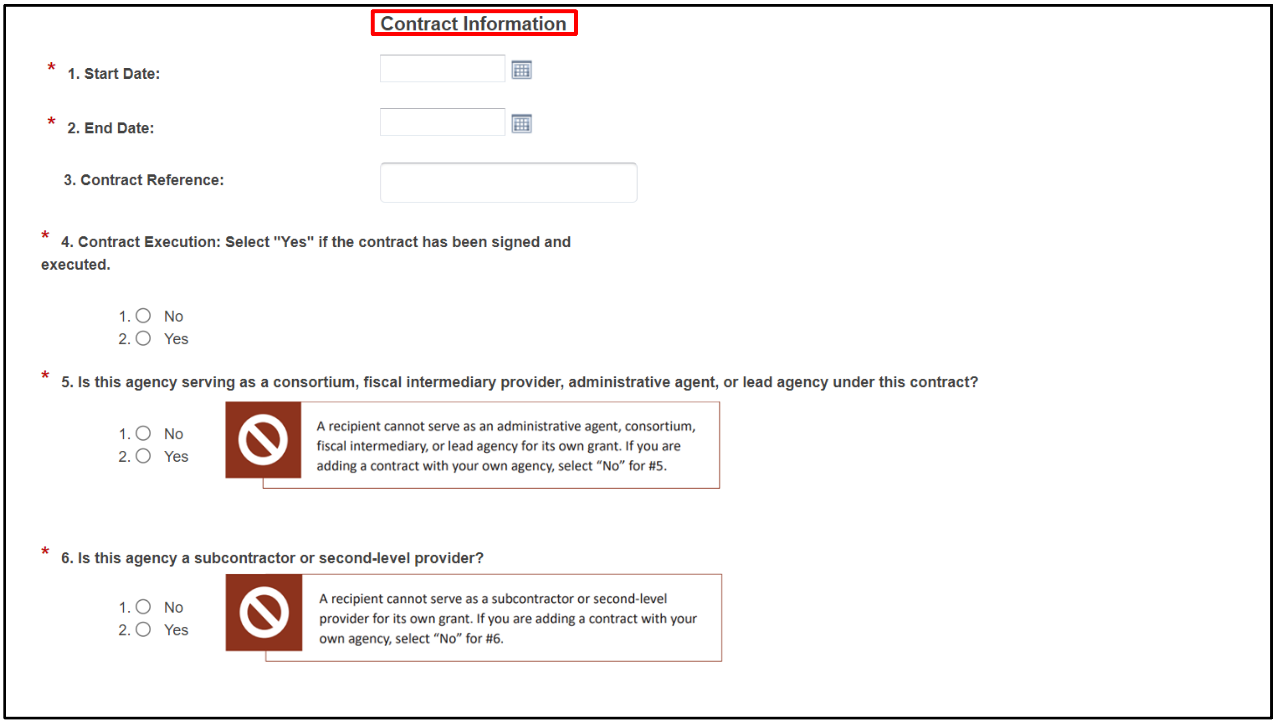
Once you've clicked "Add," a new screen will open showing the contract details page. The first few sections on this screen will contain information prepopulated by the web system, starting with "Funding Organization Information." This section is about your organization, the grant recipient, and includes the recipient 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, the Unique Entity Identifier, or UEI, which has replaced the DUNS number, the organization ID, registration code, and the number of service delivery sites.



Scrolling further down, we have the “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

* 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

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?

1. No
2. Yes

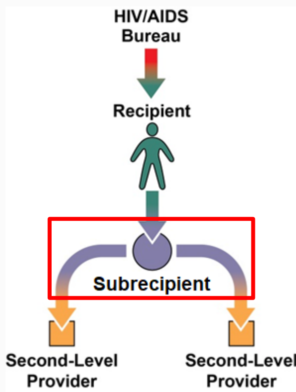
A recipient cannot serve as a subcontractor or second-level provider for its own grant. If you are adding a contract with your own agency, select "No" for #6.

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 dates, whether the contract has been signed and executed, if 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.

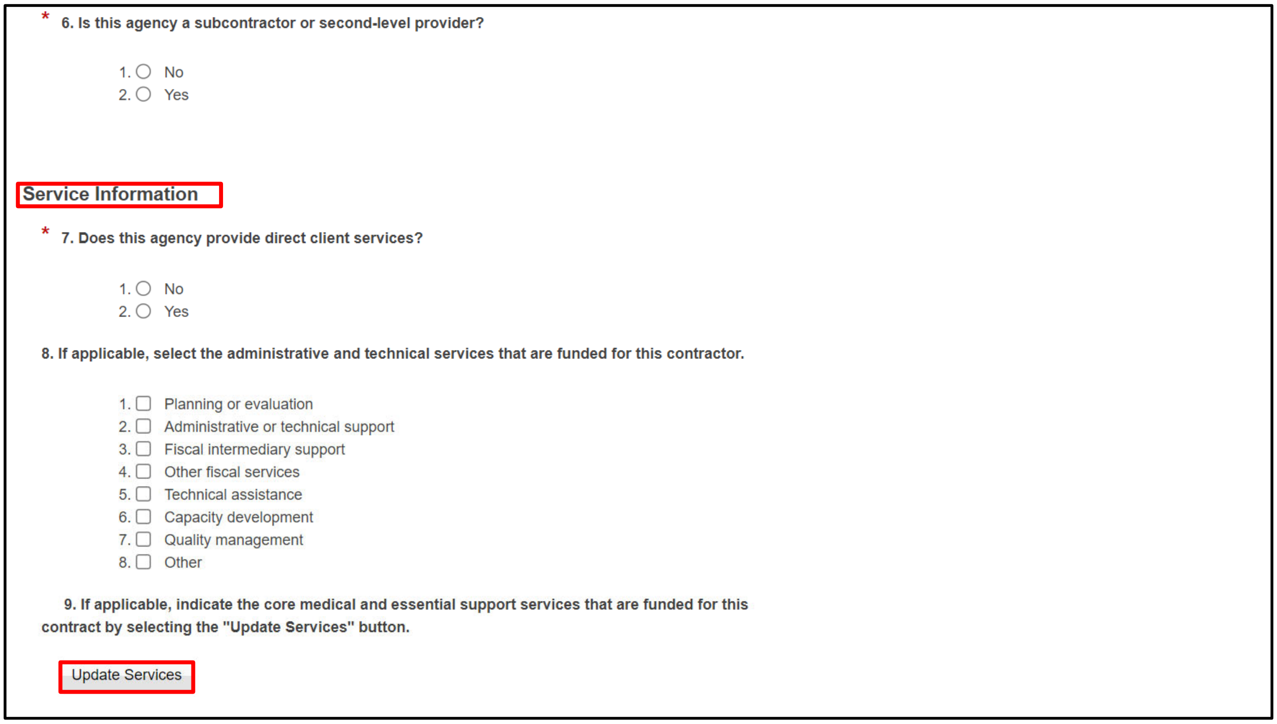
I also want to mention, if you are adding a contract with your **own** agency, you cannot indicate yourself as serving as a fiscal intermediary or as a second-level provider. If you are adding a contract for your own agency because you provide direct client services, you would mark no for these questions. Also on the contract information section is the optional "Contract Reference" field, which is a place where you can enter in any additional information to help you distinguish between your different contracts.

Contract Information: Question 6

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



Additionally, I wanted to provide some clarification regarding question 6 in the contract information section since a lot of recipients have indicated issues with this in the past, specifically when it comes to the word subcontractor. Question 6 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 this. 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 or some other agency 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

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

1. ◯ No
2. ◯ Yes

Service Information

* 7. Does this agency provide direct client services?

1. ◯ No
2. ◯ Yes

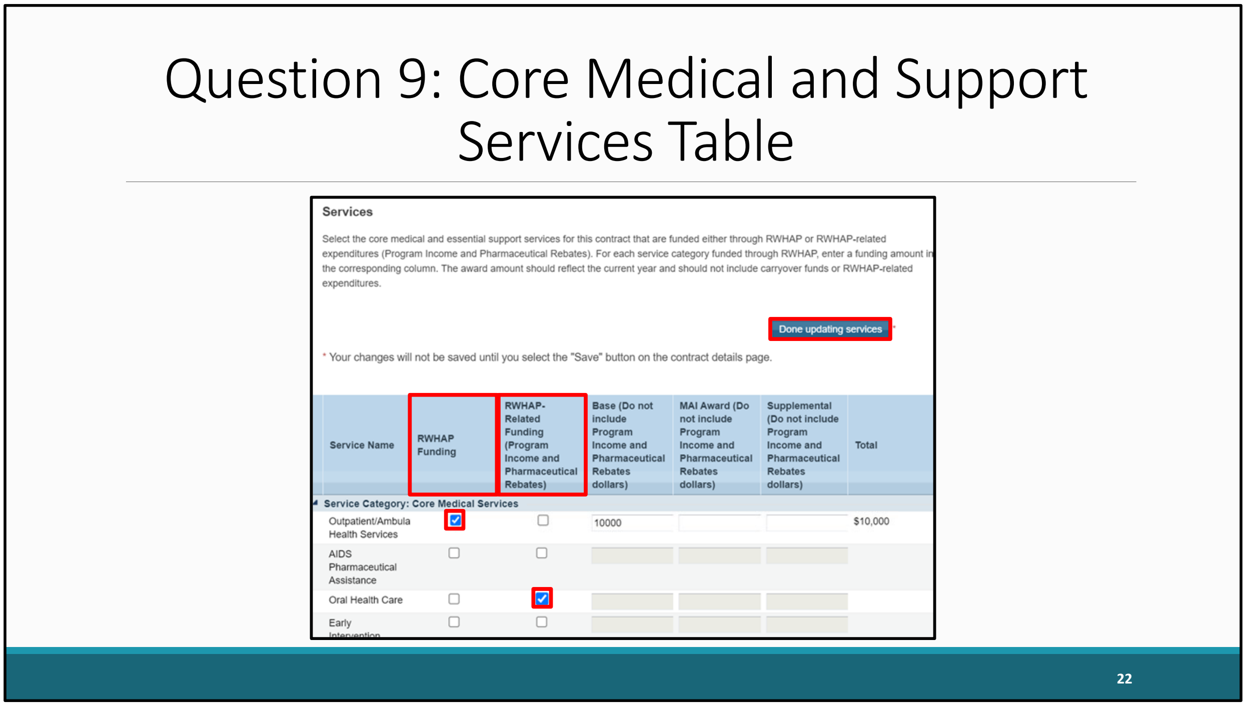
8. If applicable, select the administrative and technical services that are funded for this contractor.

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.

Update Services

Back on the “Contract Information” section, we can continue scrolling down on our contract page 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. As a reminder, funding amounts for these administrative and technical services are entered directly into your agency’s PTR or Allocations Report and **not** in the contracts in the GCMS. And finally, Question 9 is where you will add the core medical and support services the provider was funded to provide. To enter these services, you’ll click the “Update Services” button.



Clicking "Update Services" will open a pop-up window similar to the one pictured on this slide. The table will vary based on program part. For this example, I will be using a Part A recipient's services table but I'll go over the differences in the upcoming slides.

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. You will also not be putting any funding amounts for Ryan White Related funded services.

For our example here, let's say we give this provider $10,000 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 $10,000 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. I'll now go through an example of the different funding columns depending on what program part you are.

RWHAP Part A Recipients Core Medical and Support Services Table

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.

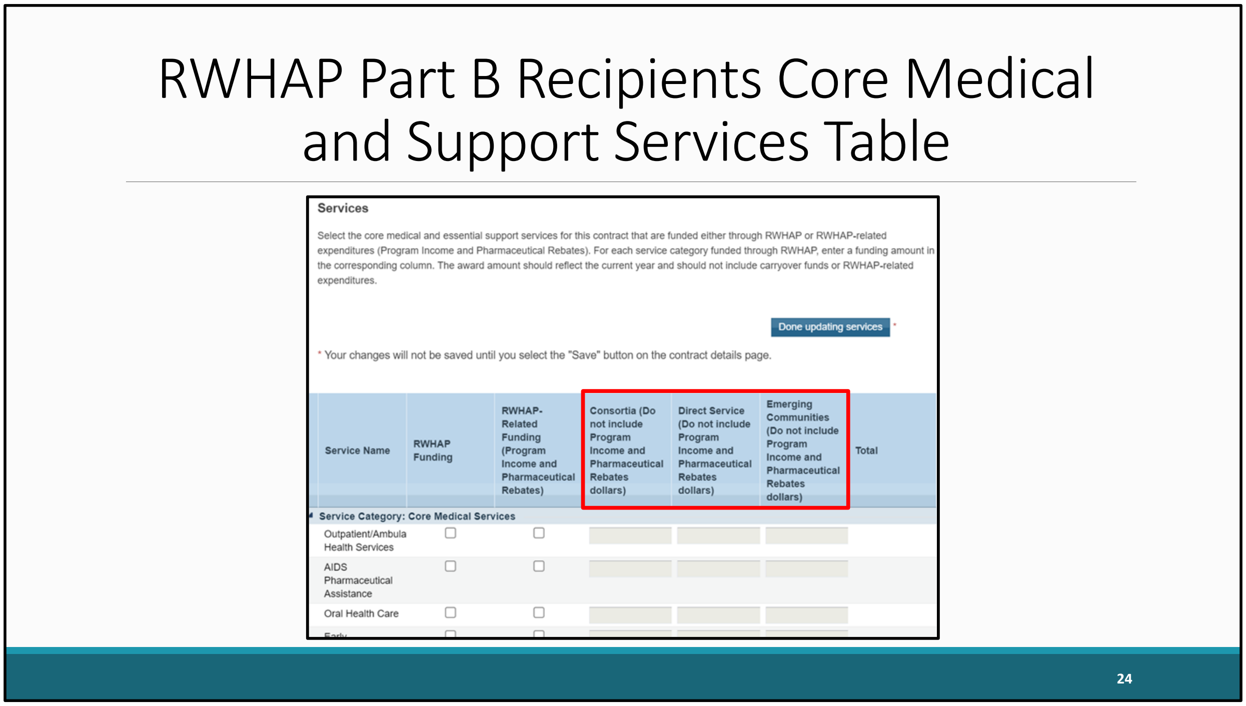
Done updating services *

* 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/Ambula Health Services	☐	☐				
AIDS Pharmaceutical Assistance	☐	☐				
Oral Health Care	☐	☐				
Early Intervention	☐	☐				

For Part A recipients, the contract details will look similar to how they did on the previous example. You must indicate if your core medical and support services were funded using “Base” funds, “MAI” funds, or “Supplemental” funds. These 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.

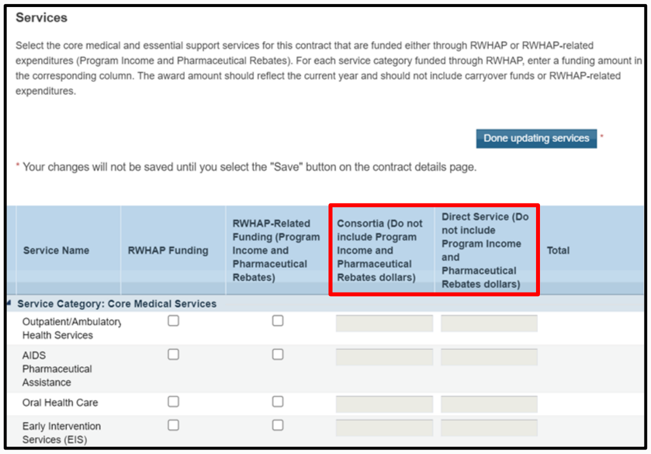
There is also an additional Total column in the table for Part A recipients. This column will auto-populate with the summed total funding amount for each service category once you have input values into the appropriate boxes.



For Part B recipients, indicate the core medical and support services funded using “Consortia”, “Direct Service”, and/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.

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 Core Medical and Support Services Table



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.

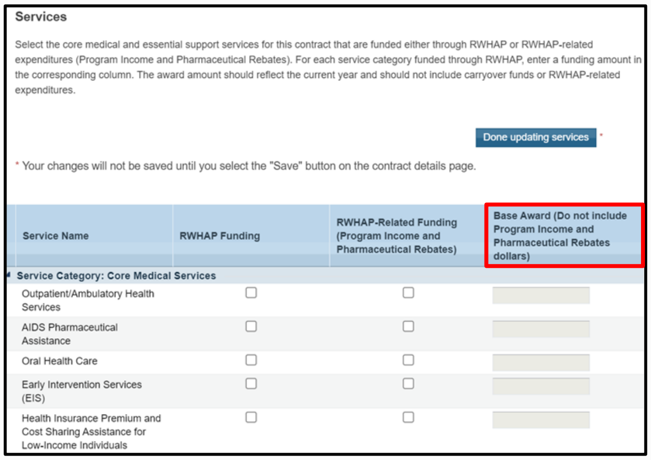
Done updating services *

* 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	☐	☐			
AIDS Pharmaceutical Assistance	☐	☐			
Oral Health Care	☐	☐			
Early Intervention Services (EIS)	☐	☐			

Here is the core medical and support 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” or “Direct Service” funds.

RWHAP Part C&D Recipients Core Medical and Support Services Table



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.

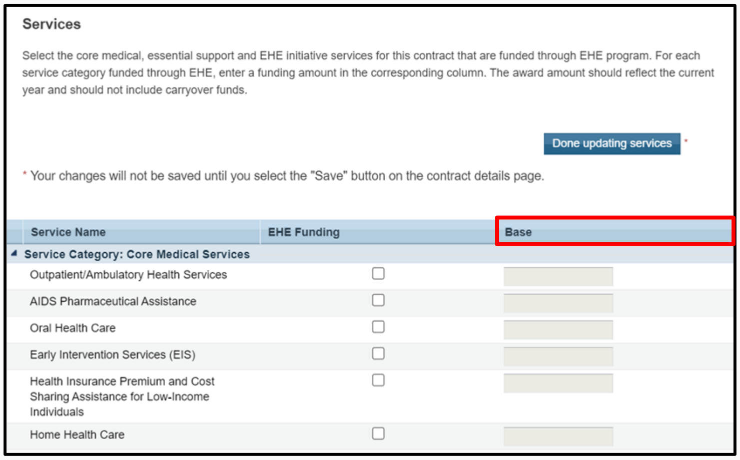
Done updating services *

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

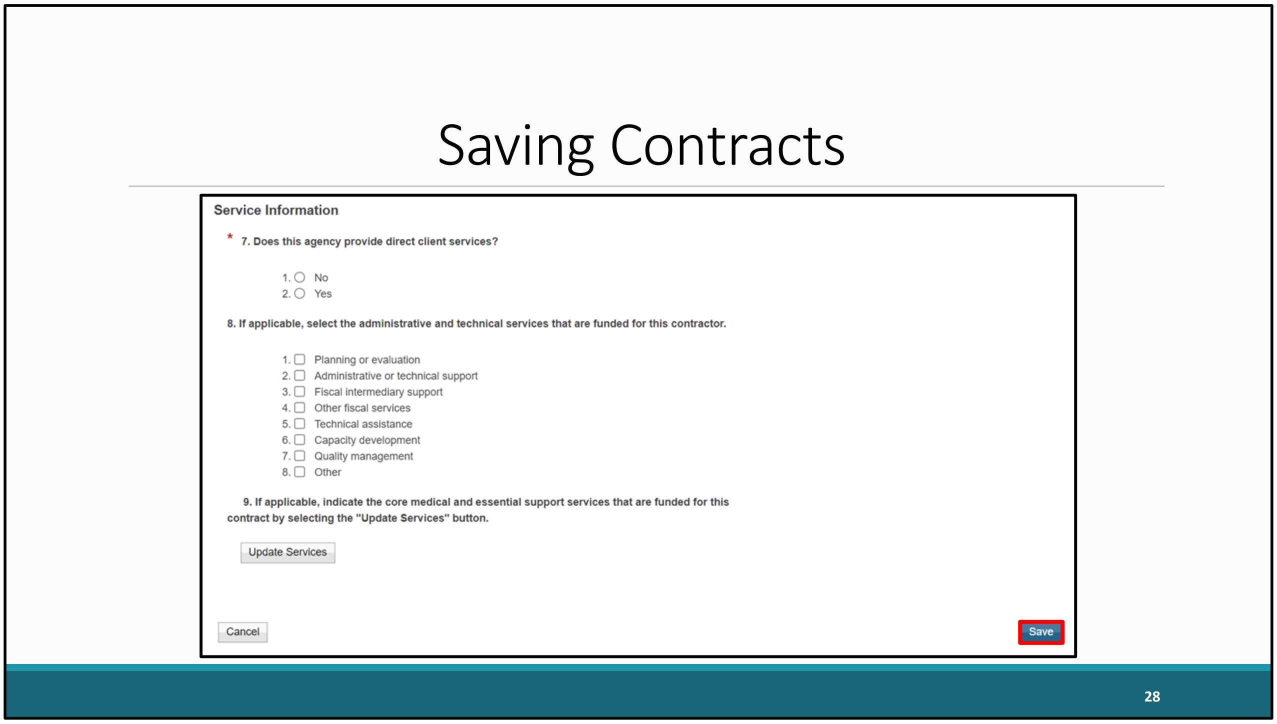
Service Name	RWHAP Funding	RWHAP-Related Funding (Program Income and Pharmaceutical Rebates)	Base Award (Do not include Program Income and Pharmaceutical Rebates dollars)
Service Category: Core Medical Services			
Outpatient/Ambulatory Health Services	☐	☐	
AIDS Pharmaceutical Assistance	☐	☐	
Oral Health Care	☐	☐	
Early Intervention Services (EIS)	☐	☐	
Health Insurance Premium and Cost Sharing Assistance for Low-Income Individuals	☐	☐	

This is the core medical and support services table for Part C and D recipients. 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.

EHE Recipients Core Medical and Support Services Table

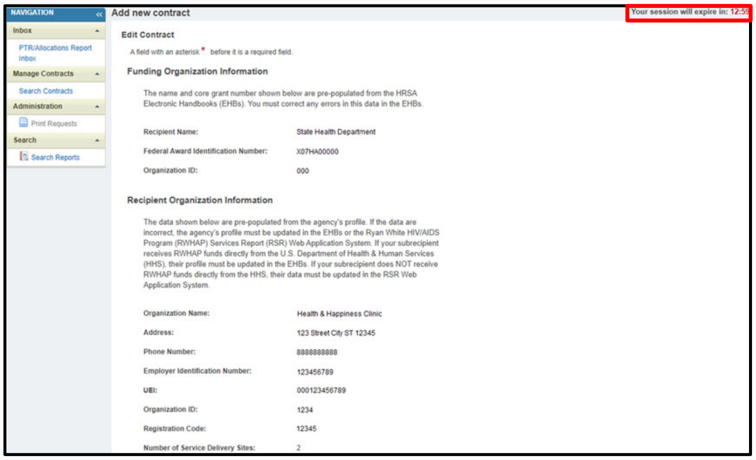


Lastly, here is the core medical and support services table for EHE grant recipients. There is just the one column here for the “Base Award” amount, where you will indicate the dollar amount distributed for each service category funded.



Back on the contract details page, 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 by either canceling out or exiting the page, then your contract will **not** be saved in the GCMS.

Saving Contracts



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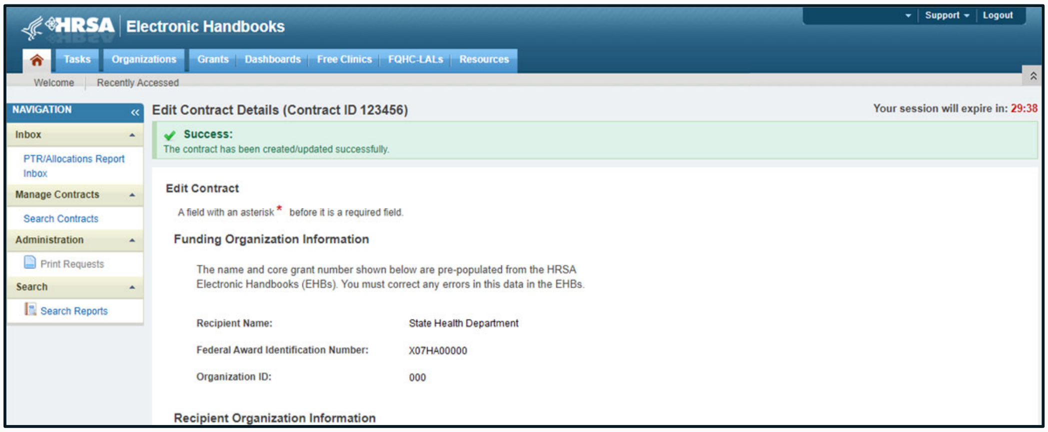
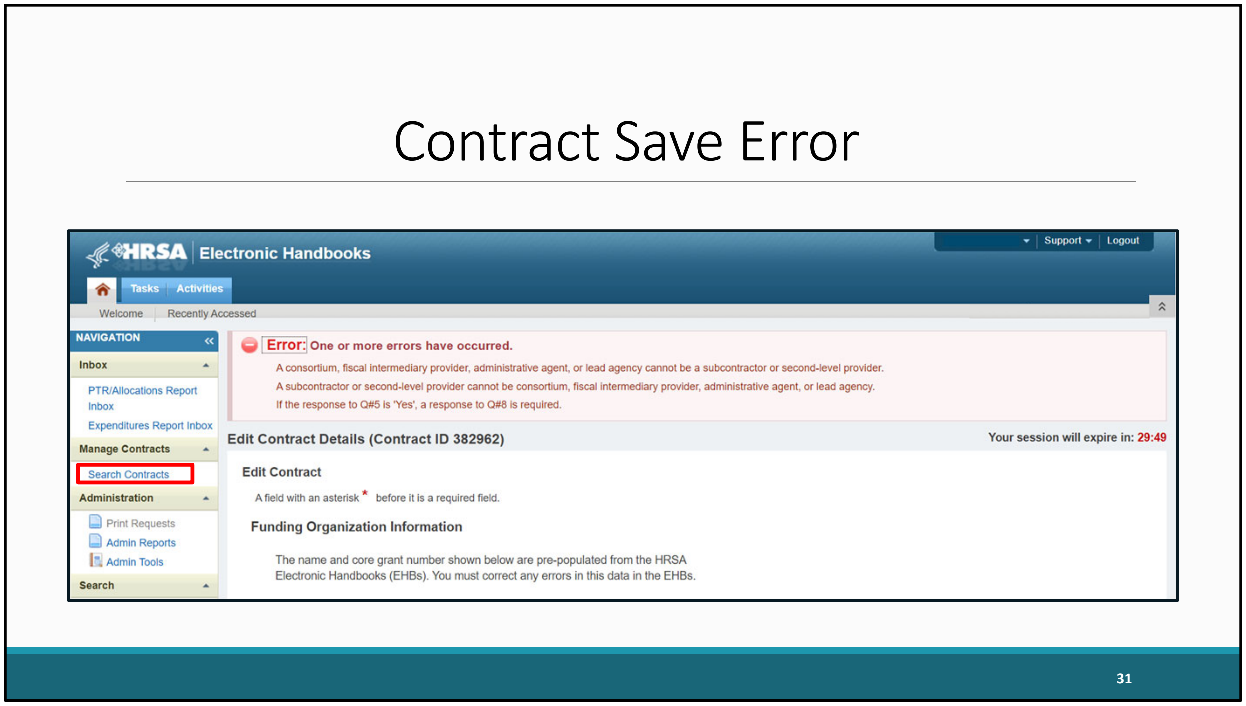
Additionally, in a previous screenshot while going through this process you may have noticed a timer in the top right corner of the page. The web system allows for 30 minutes of continuous data entry before the entered data will be lost and your session will expire. This is especially important to consider 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 incase you anticipate taking longer than 30 minutes on a single contract.

Contract Save Success

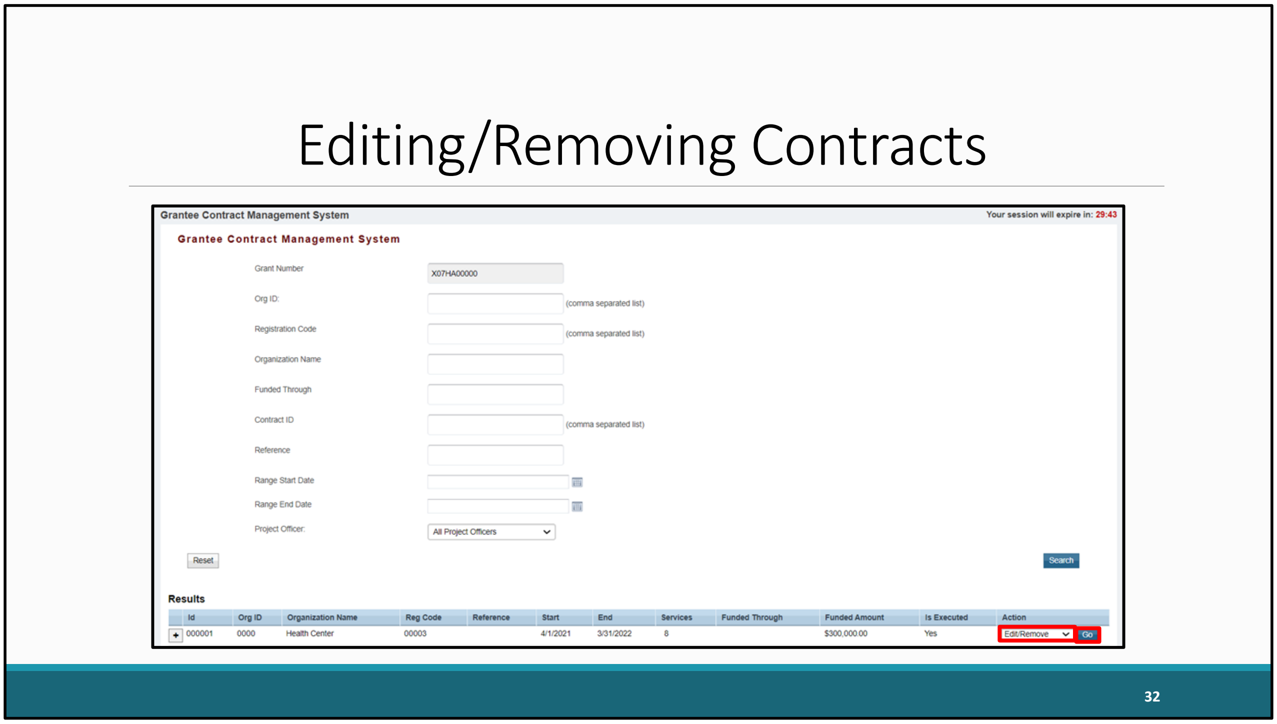


Once you click “Save,” if you have input everything correctly and answered all required questions then you will see a green “Success” message just like the one displayed on this slide and you will be returned to the contract details page.

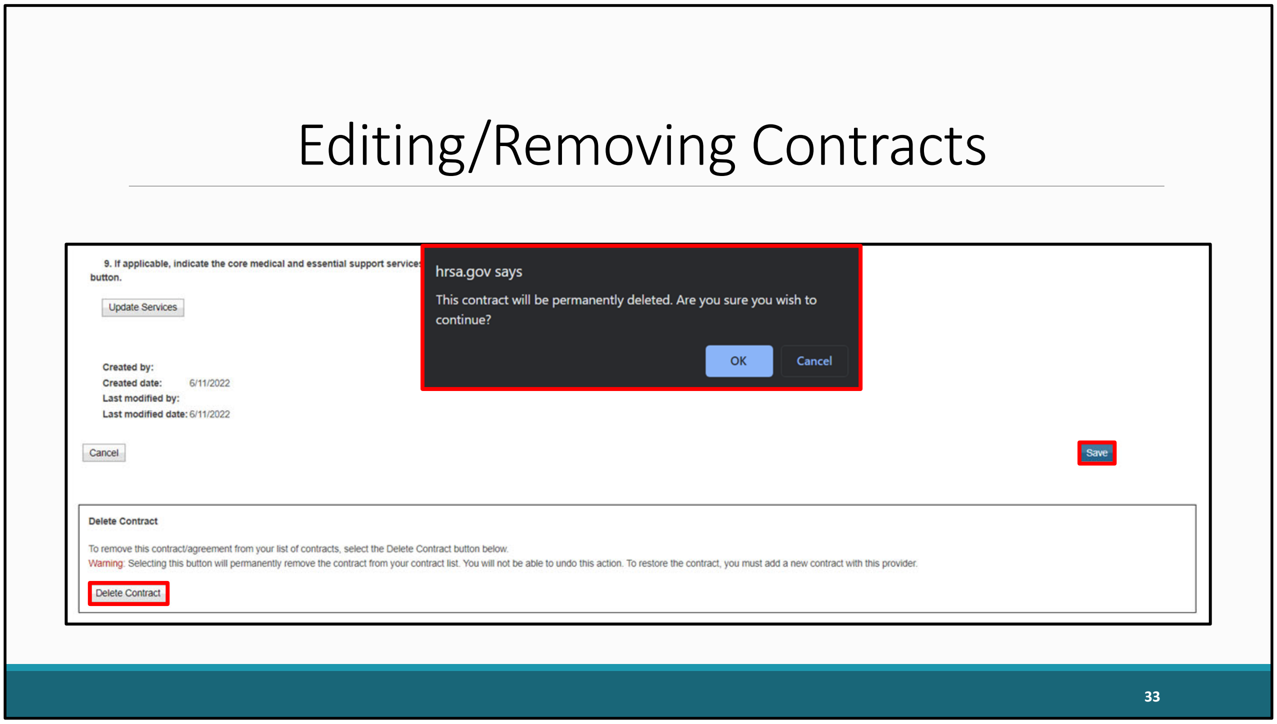


If you have any errors, you'll receive a red "Error" banner like this one. The message in the banner will display the questions triggering the error. Use the instructions detailed earlier to make corrections to the contract details page and save your contract again.

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.

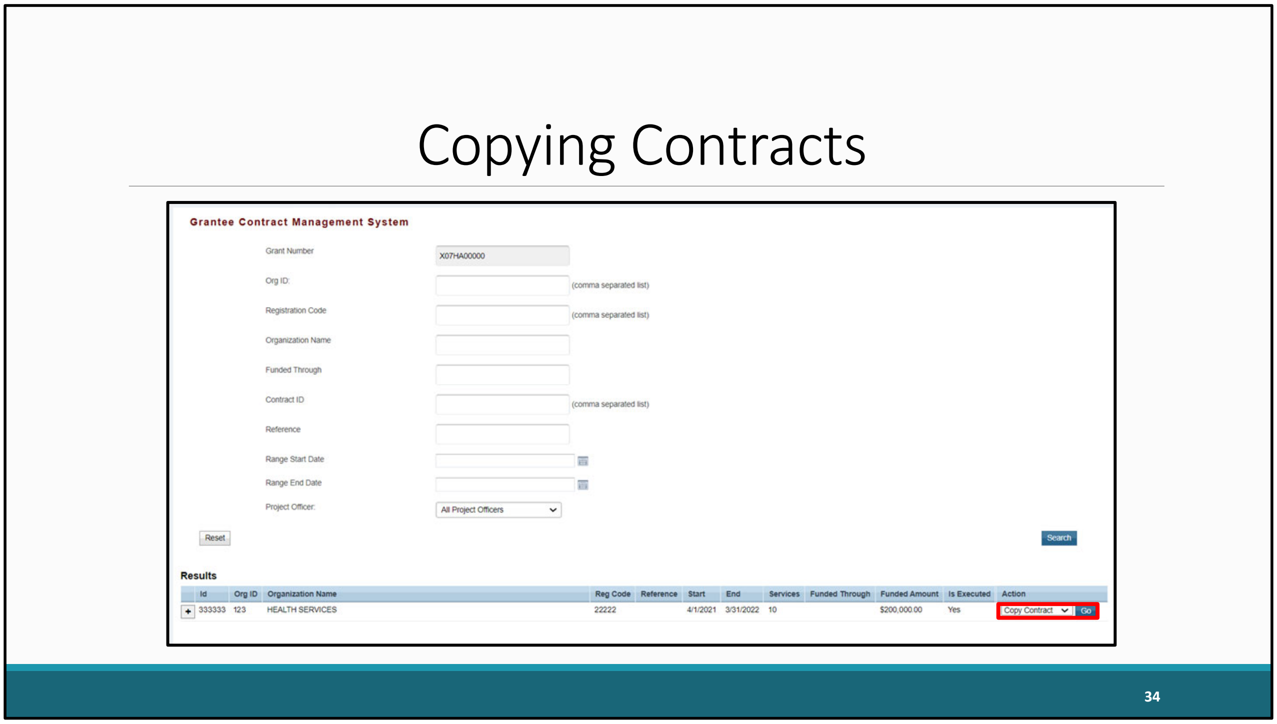


Back in the GCMS, we can perform a search using the instructions detailed earlier in the presentation. When you have found the contract that you want to edit listed in the search results, make sure that the “Edit/Remove” option is selected in the drop-down menu under the far-right Action column and then click on the “Go” button next to it.



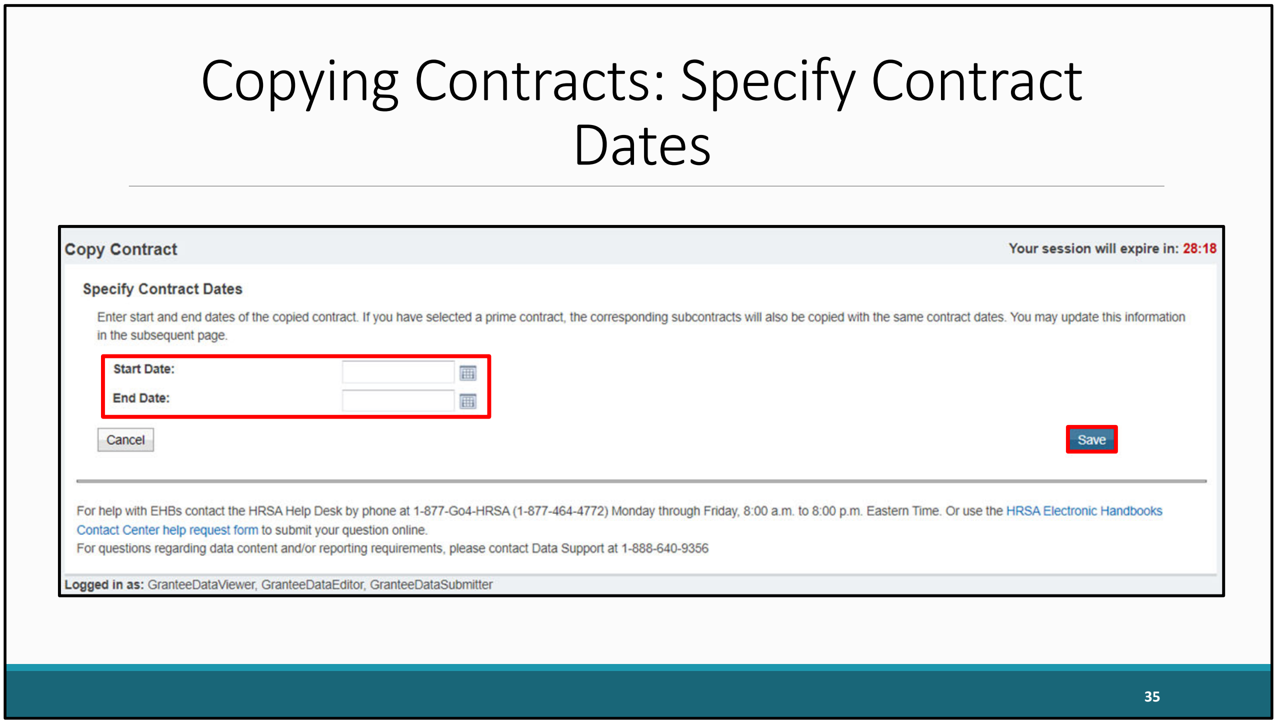
Clicking Edit/Remove will take you back to the Contract Details page seen earlier. If you just need to edit your contract, follow the steps provided earlier in the presentation for updating contract information and filling out contract details and click “Save” to save your changes.

If you need to delete the contract, scroll to the bottom of the 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.



Lastly, you have the ability to copy contracts. This feature can save you time instead of having you input contracts every year. Also, as a quick note, you will not be able to copy contracts for second-level providers.

To access this feature, start by performing a search again, as 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. Select the “Copy Contract” option, and then click on the “Go” button.



On the next page, specify the new start and end date for the contract you are copying. Once you have entered the correct dates, click the ”Save” button on the right. This will then take you to the contract details page just like the ones 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 including the core medical and support services table 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. We went over a lot of information today so if there is anything that doesn’t make sense or needs further clarification, I definitely recommend asking a question during the Q&A session coming up or to reach out to us at Ryan White Data Support. But now let’s move on to the TA resources available to you all.

Here are the links for the TargetHIV website which houses the GCMS manual as well as the GCMS Subtopic page and a ton of additional resources on the Ryan White program and data reporting.

In addition to that, there’s also a link for the HRSA HAB website as well as PCN #16-02 and PCN 15-01 which house the definitions for all the administrative, technical, and various core medical and support service categories. These are the best resources if you have questions about those definitions.

TA Resources

- Ryan White Data Support
  - 888-640-9356
  - RyanWhiteDataSupport@wrma.com
- EHBs Customer Support Center
  - 877-464-4772
  - Online TA Request

Here is our contact information at Data Support incase you think of any questions or need assistance after today’s webinar, as well as the contact information for the EHBs Customer Support Center incase you have any issues with your login or EHBs access and permissions.

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

Thank you so much for attending and joining today's webinar and I will now turn it back over for our Q&A portion of today's presentation.

Questions?

Please use the “raise hand” function to speak. We will unmute you in the order that you appear.

OR

Type your question in the question box.