RSR In Focus: Using the Grantee Contract Management System (GCMS)

All contract information that is used to populate the Ryan White HIV/AIDS Program Services Report (RSR) is stored in the GCMS. The GCMS is used to populate your RSR Recipient Report, Allocations Report, and Consolidated List of Contracts, if applicable, with information such as recipient/provider relationships and funded services.

What's in the GCMS?

- Contracted providers
- Contract start/end dates •
- Award amounts
- **Funded** services •
- Contact information

What do I need to do in the GCMS for the RSR?

Recipients are agencies which directly receive RWHAP funds from HRSA HAB. Only recipients can make changes in the GCMS.

(receive RWHAP funds from a recipient and provide client services)

DISO

Providers-only: If something in your Provider Report is not correct, ask your recipient to make the edits in the GCMS and synchronize their RSR Recipient Report. The information cannot be synchronized for a provider unless the provider report is in "Working" status.

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(receive RWHAP funds from HAB. and may also provide direct services)

Recipients: If you have not started your RSR Recipient Report, review the data in the GCMS and update contract information if needed before you access the RSR.

> If you have started your Recipient Report and need to update information, go back to the GCMS to make changes. Integrate the changes into your Recipient Report by clicking "synchronize" in the Program Information page of your report.

Remember!

Make sure your contracts are correct in the GCMS *before* beginning your RSR Recipient Report! This will minimize the need to synchronize your changes.



The GCMS is open year-round for recipients to update information!

The following pages of this document include steps and screenshots for recipients on how to use the GCMS to make changes in preparation for RSR reporting.

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Accessing the GCMS

You enter the GCMS through the RSR or the Program Terms Report (PTR) deliverable in the Electronic Handbooks (EHBs). In either report, you can access the GCMS using the **"Search Contracts"** link in the left-hand navigation panel in the EHBs.



Updating Information

Enter your search criteria into the GCMS. You do not have to fill out each section to complete a search. The grant number will be prepopulated. Click the **"Search"** button.

Grantee C	Contract Management Sy	/stem		
	Grant Number			
	Org ID:		(comma separated list)	
	Registration Code		(comma separated list)	
	Organization Name	Community Health Center]	
	Funded Through		Ţ	
	Contract ID		(comma separated list)	
	Reference]	
	Range Start Date		III	
	Range End Date		I	
	Project Officer:	All Project Officers 🗸		
Reset				Search

Adding Contracts

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1. All of the contracts within your search parameters will be shown in the "Results" table below the search box. The "Action" column gives you the option to edit or remove the listed contract. If you are missing a contract, click on the **"Add Contract"** button.

Re	sult	5											
	ld	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 Co	ntract					
						Ľ							

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2. To find the additional contracts to add, fill out the search fields with enough information for the system to identify your organization. You can enter the registration code, the organization name, or the city and state of the provider. Click the **"Search"** button.

S	elect Contractor		
	Grant Number: H89HA12345 Organiz	aton Name: City Health Department	
	Reg Code	Organization Name Community Health Cente City	State Search Clear Search

 The system will pull up all the active organizations that meet your search criteria. Locate the agency you want to add and click "Add". If you do not see your provider, cast a wider net. Less information in the Search feature is often better than more. To add new providers, contact <u>Ryan White Data Support</u> at <u>ryanwhitedatasupport@wrma.com</u> or 888-640-9356.

Se	ect Contractor						
G	rant Number: H89HA1234	SOrganizaton Name: City Health Department					
	Reg Code	Organization Name Community Health Cente City State	Search Clear	r Search			
	Registration Code	Organization	City	State	Phone	EIN	Action
-	• 12345	Community Health Center	Washington	DC	(123)867-5309	123456789	Add

4. You will see "Funding Organization Information" (recipient) and "Recipient Organization Information" (provider). All of this information should be prepopulated.

SR Add New Contract	
Edit Contract	
A field with an asterisk \star before it is a required field	eld.
Funding Organization Information	
Grantee Name:	Health and Happiness Clinic
Core Grant Number:	H12HA00000
Organization ID:	000
Recipient Organization Information	
Provider Name:	John's Health Clinic
Address:	1234 Health Dr., Anytown, BB 12345
Phone Number:	555-555-5529
Employer Identification Number:	12-3456789
DUNS Number:	12-345-6789
Number of Service Delivery Sites:	1

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5. Further down on the screen, you will see the pre-populated "Provider Profile Information" section and the "Contract Information" section, which you will need to fill in. The fields with a red asterisk are mandatory. The **"Contract Reference"** field is not mandatory, but it allows you to include a reference name for the contract so it is easier to identify.

Provider Type:	Health department	
Section 330 Funding Received:	No	
Ownership Type:	Public/Local	
Faith-based Organization:	No	
Categories that best describe the organi	zation's racial/ethnic characteristics:	
An agency in which racial/ethnic minori	ty group members make up more than 50% of the agency's board members	
ontract Information		
* 1. Contract Start Date:	1 11	
* 2. Contract End Date:		
3. Contract Reference:		
* 4. Is this agency serving as a consor	tium, fiscal intermediary provider, administrative agent, or lead agency under this co	Intract
O No		

Scroll down to answer the questions about which administrative or technical services are provided at the agency. Click the **"Update Services"** button.

* 6 0	nes this anoncy provide direct client services?
0,0	and any advertised in the second s
0	No
0	Yes
7. If ap	plicable, select the administrative and technical services that are funded for this contractor.
	Planning or evaluation
	Administrative or technical support
	Fiscal intermediary support
	Other fiscal services
	Technical assistance
	Capacity development
	Quality management
8. If ap	plicable, indicate the core medical and essential support services that are funded for this contract by selecting the "Update Services" button.
Lindat	a Convirae

 A pop-up screen will open with all the core services and support services listed. For each service, first indicate what type of funding was used for the service (RWHAP or RWHAPrelated funding). For RWHAP-funded services, you will then enter the funding amount for each applicable service category,

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As a reminder, **RWHAP funding** includes funding from Parts A-D as well as EHE Initiative funding.

RWHAP-related funding includes pharmaceutical rebates and program. Learn more <u>here</u>.

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rounded to the nearest whole dollar. You may need to check with your fiscal staff to obtain these funding amounts. Funding amounts can be edited in the GCMS at any time. Some grants (e.g., Part B grants), have additional breakdowns for type of funding used.

Ē			
Services			<u>^</u>
Select the core medical and exependitures (Program Income the corresponding column. Th expenditures.	ssential support services for this contra e and Pharmaceutical Rebates). For e e award amount should reflect the cur	act that are funded either through R :ach service category funded throug rent year and should not include ca	WHAP or RWHAP-related h RWHAP, enter a funding amount in irryover funds or RWHAP-related
* Your changes will not be sav	red until you select the "Save" button o	In the contract details page.	Done updating services
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 Med	dical Services		
Outpatient/Ambulatory Healt Services	.h 🗌		
AIDS Pharmaceutical Assistance			
Oral Health Care			
Early Intervention Services (EIS)			70309

7. Scroll to the top or bottom of the page and click **"Done updating services"**. This will close the pop-up. The note in red at the bottom reminds you that the updates are not saved until you click the **"Save"** button on the main page.

	Substance abuse services-residential		
Cancel	Treatment adherence counseling		Save
	* Your changes will not be saved until you select the "Save" button on the contract details page.	g services 🕴	
r help with EHI			use the HRSA Electronic Handbook

8. You will receive either a red "Error" message or a green "Success" message. If you have errors, read the details so you can go back and fix issues.



9. If you need to add more contracts, click **"Search Contracts"** link again and repeat these steps until all contracts have been added correctly.

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Deleting Contracts

1. To delete a contract, click on the "Edit/Remove" link in the "Action" column.

ariusanom g	Non Search Collua	icis							Teat academ	nin expire i
box •	Contract Mana	gement System								
Grantee Report Provider Report Check your XML	Grant Number	Organization Name	Funded Through	Contract Reference	Range Start Date	Range End D	ate			
anage Contracts	Reset					Sear	ch			
earch *	Results									
Grantee Reports	ld Organi	zation		Reference	Start	End	Services	Funded Through	Amount	Action
K Provider Reports				UAT Test-Keep	Me 4/1/2015	3/30/2016	3		\$2,000,00	EdtRemo

2. Scroll to the bottom of the page that opens. Click the **"Delete Contract"** button. After deleting the contract, the system will take you back to the "Search Contracts" page.

Cancel					Save
Delete Contract					
To remove this contract/a Warning: Selecting this b Delete Contract	agreement from your list of contracts uutton will permanently remove the co	select the Delete Contract button to intract from your contract list. You w	below. will not be able to undo this action. To restor	re the contract, you must add a new o	contract with this provider.
help with EHBs contact the	HRSA Contact Center by phone at	-877-Go4-HRSA (1-877-464-4772) Monday through Friday, 8:00 a m, to 8:00	n m Fastern Time Or use the HRS	A Electronic Handbooks Contac
nter help request form to sub anWhiteDataSupport@wrma	omit your question online. For question	ons regarding data content and/or r	reporting requirements, please contact Data	a Support at 1-888-640-9356 or emai	I to

Starting the RSR Recipient Report

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When your contracts are all properly set up, click on the **"Recipient Report"** link in the Inbox section of the left-hand navigation menu. Then, click the envelope icon that says **"Create"** in the Action column.

Velcome Recently	Accessed Mail Center	Reports Train Calendar What's	ling New	_	_	_	Thursday 10 ^o	July 2015	11.30.30 A.M. E
NAVIGATION	RSR - Grantee Repo	ort Inbox					Your	session	will expire in:
Inbox	Report Id Fund Sou	rce Grant Number	Grantee Name	Reporting Period	Modified Date	Status	Action	Print	Action Hist
Grantee Report	0	H12HA00000	Health and Happiness Clinic	2015 Annual	7/16/2015 11:36:27 AM	Not Started	Create	POF	History
Check your XML	H 4 1 > H	Page size: 25 ·				/	1		1 items in 1 pag
Manage Contracts						-			
Search Contracts									
Search	For help with EHBs conta	ct the HRSA Contact C	Center by phone at 1-877-Go4-H	RSA (1-877-464-4772) Monday through Friday, 8	00 a.m. to 8:00) p.m. Easter	m Time. O	r use the HRSA
Scrantee Reports Provider Reports	Electronic Handbooks Co For questions regarding of	ntact Center help requi lata content and/or rep	est form to submit your question orting requirements, please cont	online. act Data Support at 1	-888-640-9356 or email to F	RyanWhiteData	Support@wn	ma.com	
Check your XML	Logged in as: GranteeData	Viewer, GranteeDataE	ditor, GranteeDataSubmitter			_			

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Synchronize Contracts

1. If you made changes in the GCMS after the Recipient Report was created, when you go back to the Program Information page, you will see a warning at the top of the screen stating that the information in the GCMS and the Recipient Report do not match. In the list of contracts, you will see a yellow warning icon indicating the contract where information does not match. Open the synchronization window by clicking the **provider name** in blue, the **"Synchronize All"** button, or the **yellow warning icon**.

R	SR Recipie	ent Report		Yo	our session will expire in: 29:40			
 Warning: The program information displayed below does not match the program information in the Grantee Contract Management system (GCMS). Click the provider name listed in blue font below or select the icon in the "Warning" column below to review the updates for each provider and, if correct, synchronize the information. To synchronize program information across all providers, click the "Synchronize All" button. COMMUNITY HEALTH CENTER (Modified) Synchronize All 								
	Warning	Reg Code	Provider Name	Exempt	Exemption Justification			
+		12345	City Health Department					
+] 🔔	98765	Community Health Center					

2. When the contract opens, you will see the modifications, If the information in this list is correct, click "**Synchronize**". If not, click "**Cancel**". You can use the "Search Contracts" link in the left-hand navigation menu to go back and edit contracts in the GCMS.

H12HA000	00: Health and Happiness Clinic			
eport ID: 0000	1	Status: Working		
eport Period: 20	015 Annual	Last Modified Date: 10/30/2015 3:59:47 PM		
ccess Mode: Re	adWrite	DUNS: 12-345-6789		
The following	ng contract(s) have been modified			
Mounta	in View Health Clinic (Contract ID: 123456)			
Start Date:	4/1/2015			
End Date:	3/30/2016			
Change	Service Name			
Added	Emergency financial assistance			
Deleted	Case management (non-medical)			
Unchanged	Quality management			
Unchanged	Outpatient/ambulatory medical care			
Unchanged	Medical case management (including treatment adherence)			

3. After you have synchronized your report, the warning icon should no longer appear. If everything is correct, click the **"Save"** button at the bottom right of the screen.

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Validating and Certifying the RSR Recipient Report

1. Once you have completed your RSR Recipient Report, click the **"Validate"** link under "Recipient Report Actions" in the left-hand navigation menu. If you have any errors, go back to the General Information and Program Information pages to correct the report. If you receive validation warnings, input comments to describe (1) your knowledge of the data issue, and (2) a planned resolution for next year's reporting.



 To certify your report, you mut input a comment. Below the comment box is a checkbox which asks you to certify that the report is accurate and complete. Check this box and click the "Certify Report" button. After you have certified, you are finished with your RSR Recipient Report!

	Status: Working	Due Date: 3/31/2016 12:00:00 AM
Report Period: 2015 Annual	Last Modified Date: 10/30/2015 4.08 10 PM	Last Modified By: Jane Doe
Access Mode: ReadWite	DUNS: 12-345-6789	Locked By: Jane Doe
A field with an asterisk * before it is a required field.		
Please enter comments reparting your certification		
* Comments		
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Frequently Asked Questions

1. Do I need to update the contract amounts in the GCMS? If so, how?

Yes, contract amounts should reflect the funding amounts for each service category for each provider in the contract period. Once you have located the provider contract you wish to modify, select the "Edit/Remove" link located on the right side of the page. Once the provider contract has opened, scroll down to question 8 of the section. Select the "Update Services" link in question 8. A new window will appear. Enter the dollar value in the appropriate funding column for the service.

2. Do I need to update services in the GCMS? If so, how?

Yes, locate the provider contract you wish to modify, select the "Edit/Remove" link located on the right side of the page. Once the provider contract has opened, scroll down to question 8 of that section. Select the "Update Services" link in question 8. A new window will appear. Enter the dollar value in the appropriate funding column for the service.

3. Where do I record administrative dollars in the GCMS?

Contract amounts for administrative services are not recorded in the GCMS.

4. What will happen if I delete a contract in the GCMS?

If you delete a contract, the record of the contract will be completely deleted from the GCMS. If the deletion was a mistake, please just re-enter the contract.

5. What is the reference ID in the GCMS?

Reference ID allows a user to create a unique identifier for an organization. This is an optional feature and can help you keep track of multiple contracts at the same or similar sounding organizations.

6. What contracts should be listed in the GCMS?

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Information from the contracts shown will be used to populate the Program Information section of your RSR Recipient and Provider Reports. Remember, even though the RSR is reported on a calendar year basis, contracts listed in the GCMS should match the actual agreements you have in place with your providers. For the purpose of the RSR, contracts include formal contracts, memoranda of understanding, or other agreements.



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