GRANTEE CONTRACT MANAGEMENT SYSTEM

Background

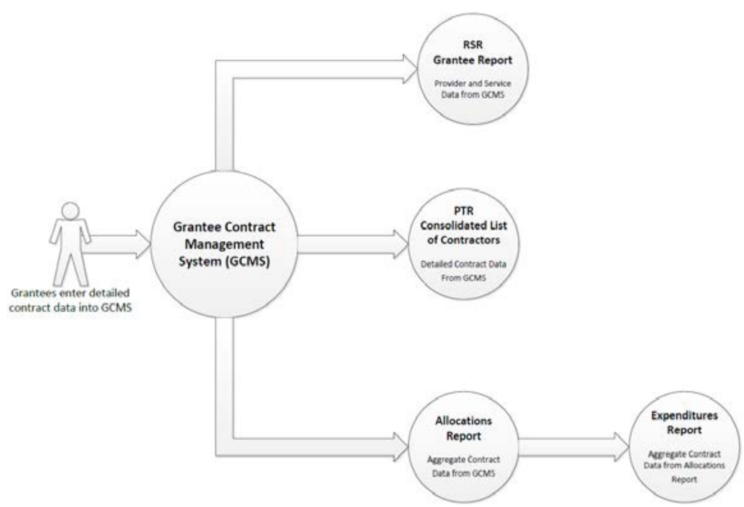
In 2013, HRSA's HIV/AIDS Bureau (HAB) presented plans to streamline data collection and reduce reporting burden. HAB detailed a plan to reduce reported data elements by 37% and reduce reporting frequency by 35% across all reporting requirements. Multiple strategies to achieve these goals include eliminating duplicate and poor data elements, integrating reporting systems, reducing reporting frequency, retiring legacy reporting systems, and implementing HHS data collection standards.

Currently, contract information is reported on multiple deliverables at different times during the year. For example, the Ryan White Services Report (RSR) collects service provider contracts in the Grantee Report. However, Part A and B recipients also report a Consolidated List of Contracts (CLC) in their Program Terms Report (PTR) as an annual program deliverable within the Electronic Handbooks (EHBs). This same information is also required in the allocations portion of the Allocations and Expenditures Report (A&E).

Action Taken

One action taken to eliminate duplicate reporting was development of the Grantee Contract Management System (GCMS). The Division of Policy and Data, Data Management and Analysis Branch convened a cross-bureau workgroup to develop the necessary system requirements and contracted Leidos to build the GCMS, a central portal available year-round where recipients can enter and update their sub-recipient contract information so it is available to populate all required HAB deliverables from a single source throughout the year; *see figure 1.*

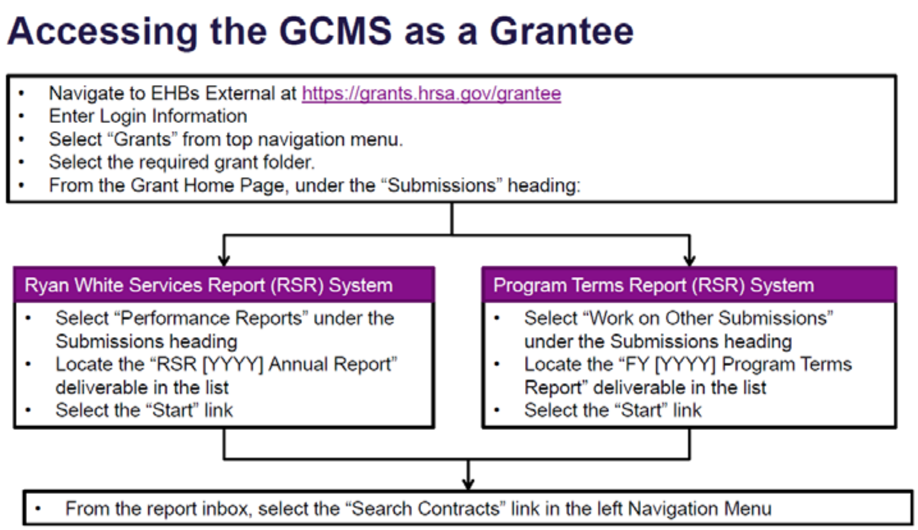
Figure 1. Grantee Contract Management System Reporting System Relationships



Accessing the GCMS

See *Figure 2* for instructions to access the GCMS from both the RSR and the PTR.

Figure 2. Accessing the Grantee Contract Management System



EDITING CONTRACTS

If you need to make modifications to your list of service provider contracts displayed, click the Edit/Remove link at the right side of the table to open the desired contract within the GCMS. Make the desired edits to the contract information and click "Save".

The GCMS populates multiple HAB deliverables. Only delete a contract from the GCMS if you no longer have a contract in place during the reporting period. If a specific contract is exempt from RSR reporting, use the exempt feature in the RSR Grantee Report.

Adding Contracts

If your search does not return the desired contract, add the contract:

1. Click the "Add Contract" button below the results table.
2. Search for the organization by registration code, name, or City/State.
3. Locate the provider in the results table, and click "Add" under the action column.

Enter the following information for the contract you are adding to your list:

Contract Information

1. Contract Start Date: Enter the start date of the contract by typing into the box or selecting the date from the calendar.

2. Contract End Date: Enter the end date of the contract by typing into the box or selecting the date from the calendar.

3. Enter the Contract Reference number (if applicable): This item is for your reference and is not required to enter the contract.

4. Is this agency serving as a consortia, fiscal intermediary provider, administrative agent, or lead agency for this contract? Select "Yes" or "No." If you select "Yes," specify consortia, fiscal intermediary provider, administrative agent, or lead agency.

5. Is this agency a subcontractor or second-level provider? Select "Yes" or "No." If you select "Yes, select the provider's fiscal intermediary.

Service Information

6. Does this agency provide direct client services? Select "Yes" or "No."

7. If applicable, select the administrative and technical services that are funded for this contractor. Select all that apply:

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

8. If applicable, indicate the core medical and essential support services that are funded for this contract by selecting the "Update Services" button. Enter the award amount(s) for each service that the provider was funded to deliver, regardless of whether the provider actually used the funding.

Once you have entered all the information into the contract, click the "Save" button at the bottom of the page.

2014 RSR

In 2014, you had to certify a list of your service provider contracts that were active during the reporting period. Item #5 in the Grantee Report listed providers funded by your grant. Item #6 in the Grantee Report listed providers funded through your fiscal intermediaries. Each list of provider contracts had to contain contract start date, contract end date, all the provider's contracted services, and total award amount.

2015 RSR

Starting in December 2015, when recipients open their Grantee Report, the GCMS will automatically populate most of the items in their report with preexisting information. Users will not be required to make any changes to the RSR Grantee Report if the provider and service information that is populated from the GCMS is correct. If the data that populate in the Grantee Report are incorrect, however, you will edit the information in the GCMS and integrate your changes into your RSR via a "Synchronize" feature.

Step One: Open the Grantee Report.

(Grantees and grantee-providers only): Log in to the HRSA electronic handbooks (EHBs) site at **https://grants.hrsa.gov/webexternal** and navigate to your Performance Reports. There are several methods of accessing the RSR Report in the EHBs interface. You can find a video as well as slides to assist you with this on the Target Center website: **https://careacttarget.org/library/overview-hrsa-electronic-handbooks-grantees**. Start at slide 26.

- "Grants" tab, also on the top-left side of the screen. This will take you to a list of all of the grants with which you are affiliated. Select the "grants folder" link for the grant with an RSR due and find the "Performance Reports" link under the Submission heading. Find your 2015 RSR Deliverable, and click "Start" or "Edit." Open your Grantee Report using the envelope icon under the Action column.
- "Tasks" tab at the top-left side of the screen. This will take you to a list of your current deliverables. If your RSR is due soon, you'll find it on the list of deliverables. Find your 2015 RSR Deliverable and click "Start" or "Edit."

If you need help navigating the EHBs to find your annual RSR, call the HRSA Contact Center at 1-877-464-4772.

Step Two: Verify your contracts in the GCMS

Select "Search Contracts" in the left navigation menu. Enter the date range for your submission as the search criteria. For example, for the 2015 RSR enter "1/1/2015" in the Range Start Date field and "12/31/2015" in the Range End Date Field. Information from the contracts shown will be used to populate the Program Information section of your 2015 RSR.

Contracts listed in the Grantee Contract Management System 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. Each provider listed and the services each is funded to provide will be copied into your RSR Grantee Report when it is created.

When you are satisfied that the contract list is correct, you are ready to begin the RSR Grantee Report. Additional instructions on completing the RSR can be found in the Instruction Manual at: https://careacttarget.org/library/ryan-white-hivaids-program-services-report-rsr-instruction-manual. You may also see step-by-step screen shots and frequently asked questions about the GCMS on the TARGET Center website at: https://careacttarget.org/library/rsr-focus-understanding-grantee-contract-management-system-gcms-system

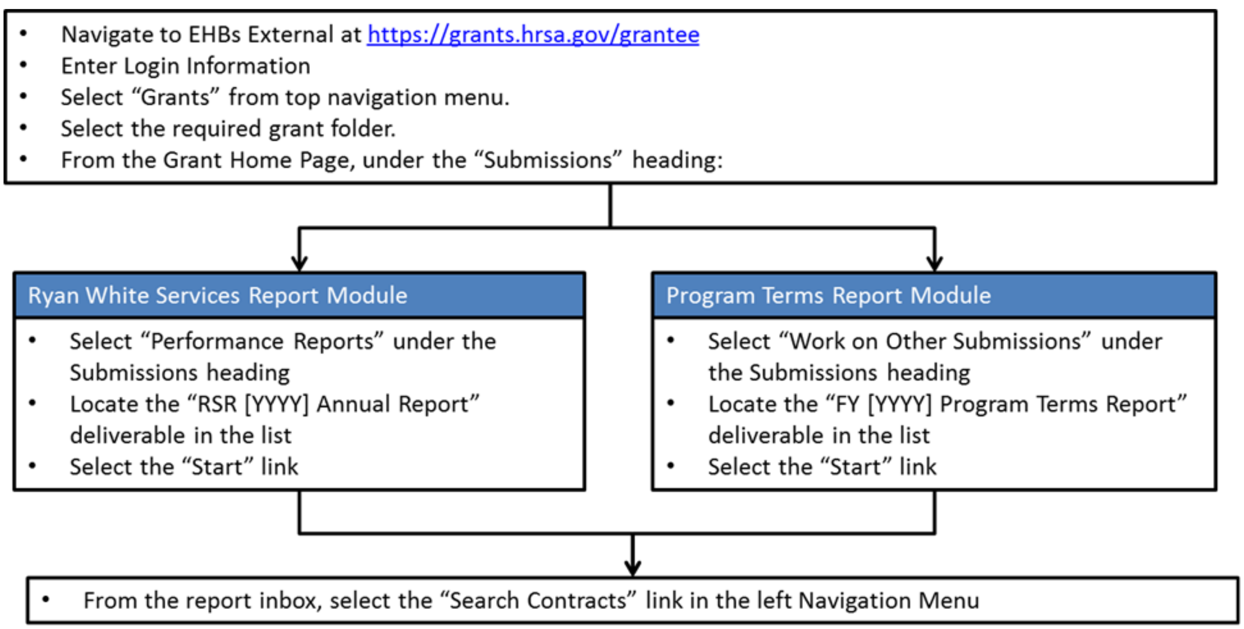
2015 PTR

In 2015, Part A and B grantees had to submit their Consolidated List of Contractors (CLC) and Allocations Report, among other files, in their Program Terms Report (PTR) within the Electronic Handbooks (EHBs). The PTR is due 90 days after the final Notice of Award (NOA).

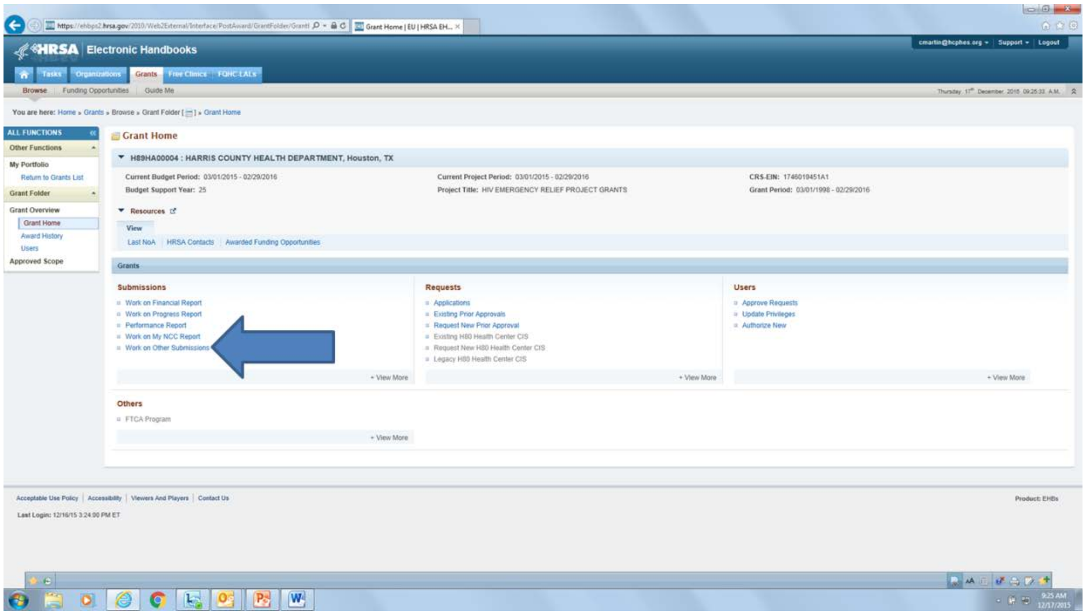
2016 PTR

The CLC (Parts A & B) and Allocations Report (Parts A – D) also populate from the Grantee Contract Management System (GCMS). The GCMS stores all your contract information for your grant. You must update your contract information in GCMS for your 2016 fiscal year.

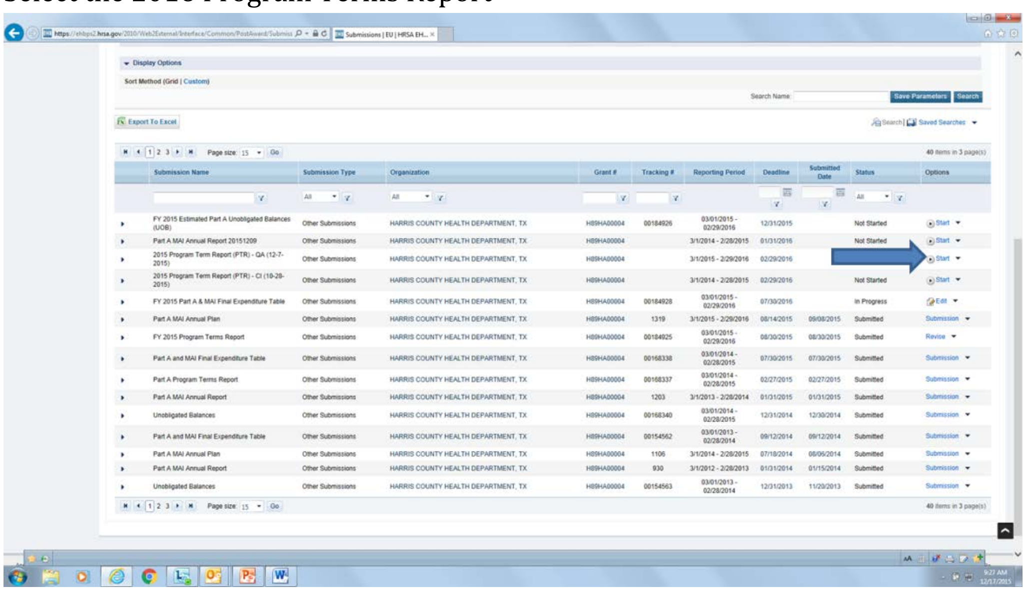
Access the GCMS:



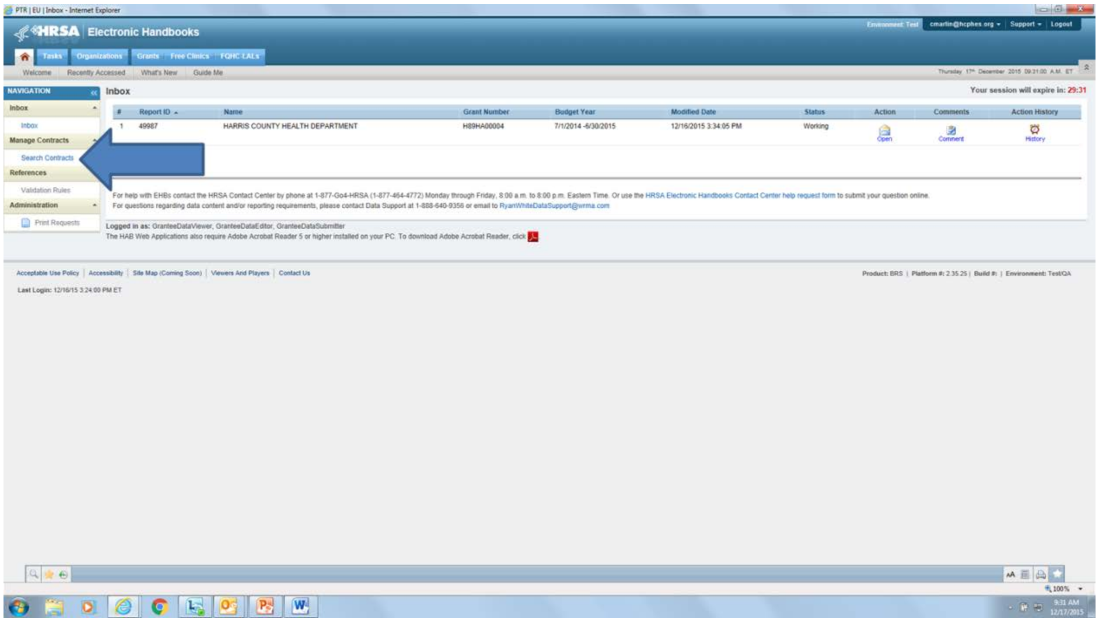
- Login to EHBs and select “Work On Other Submissions”



- Select the 2016 Program Terms Report

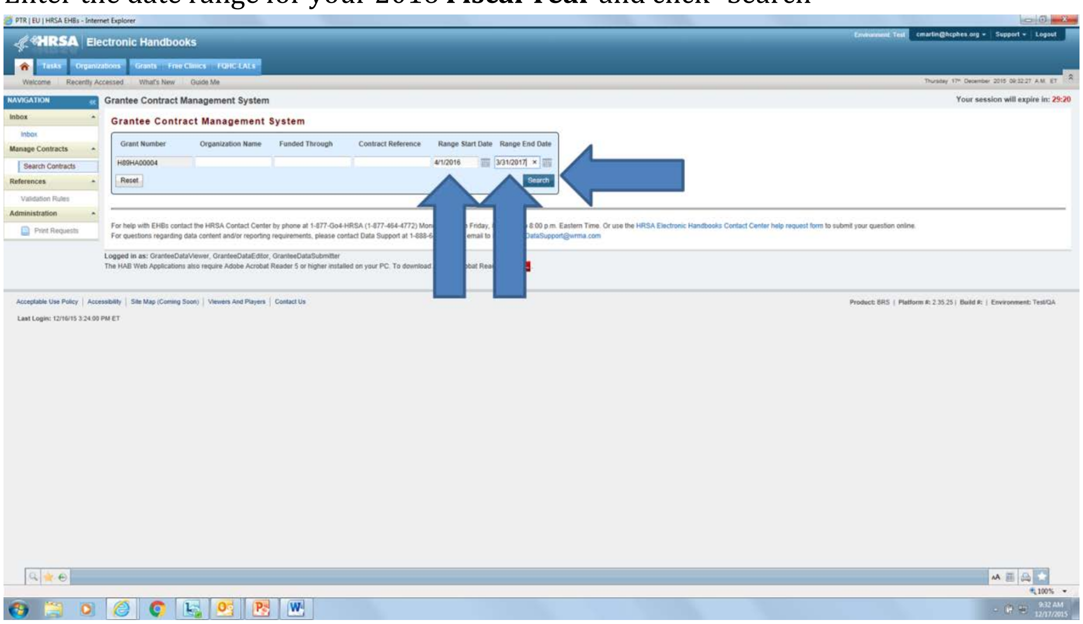


- Select “Search Contracts” on the left navigation menu

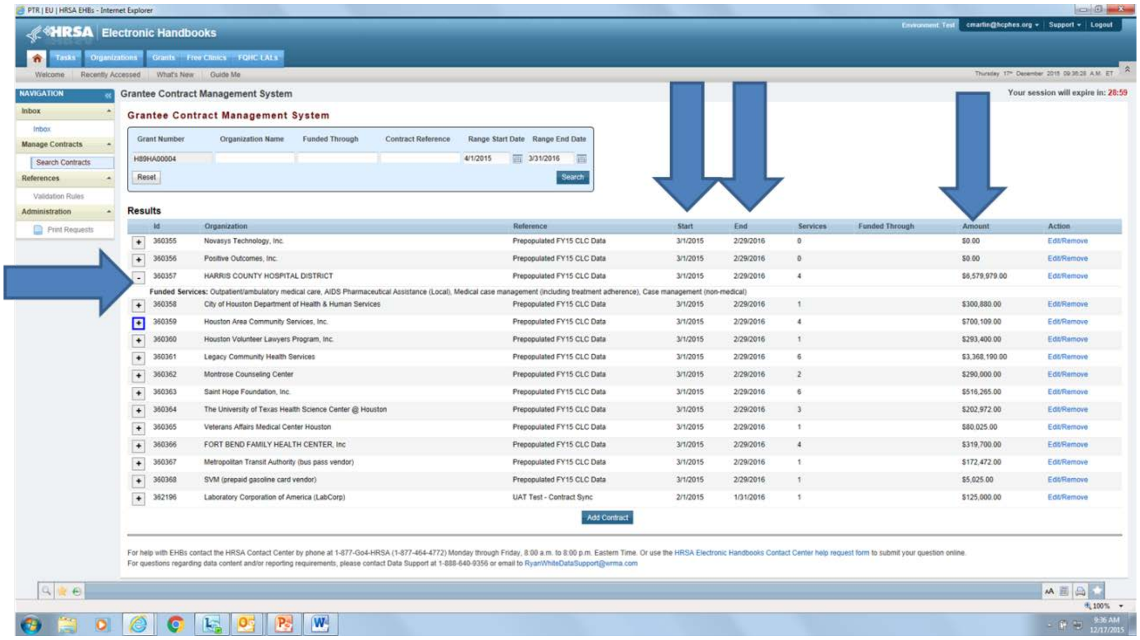


Update your fiscal year 2016 contract information:

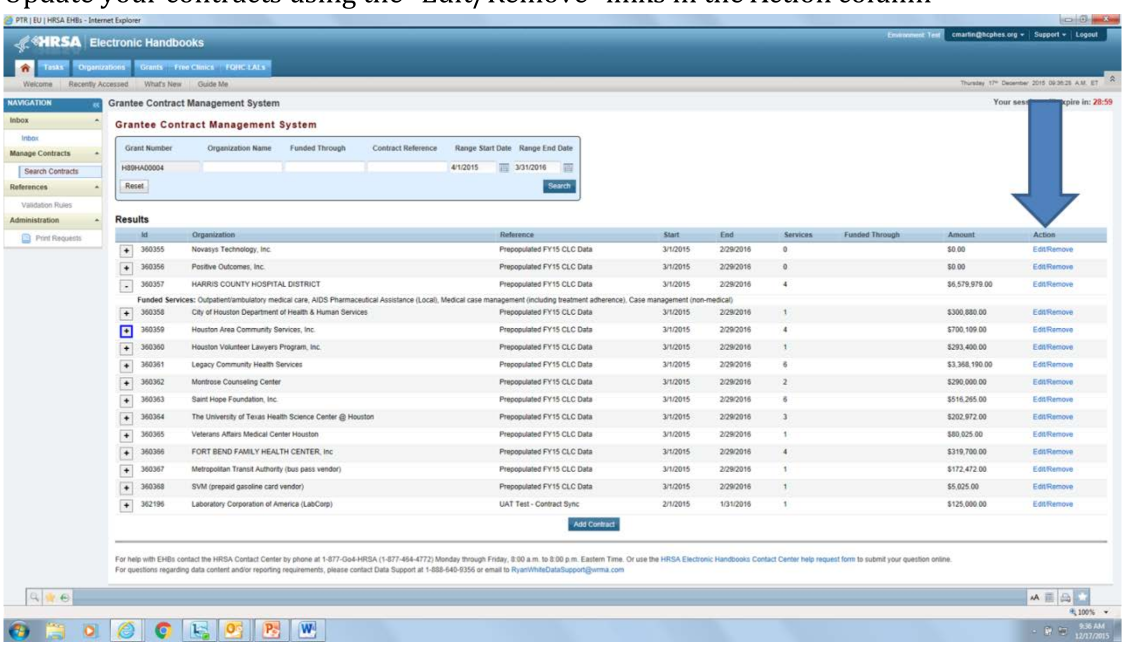
- Enter the date range for your 2016 **Fiscal Year** and click “Search”



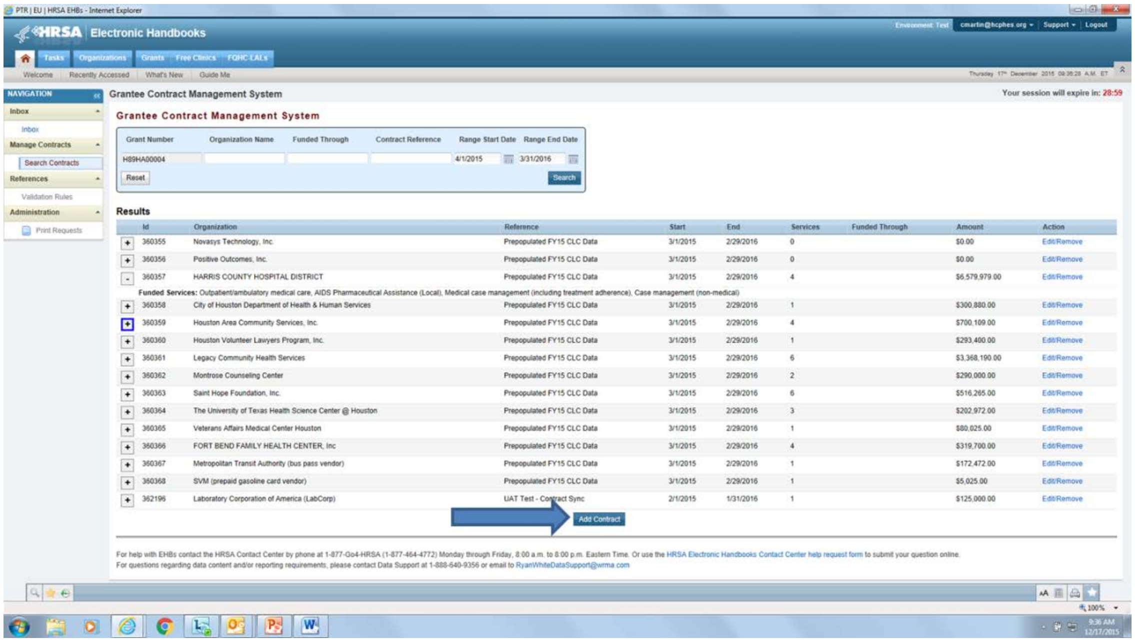
- Expand each provider row and review funded services, contract start and end dates, and amounts



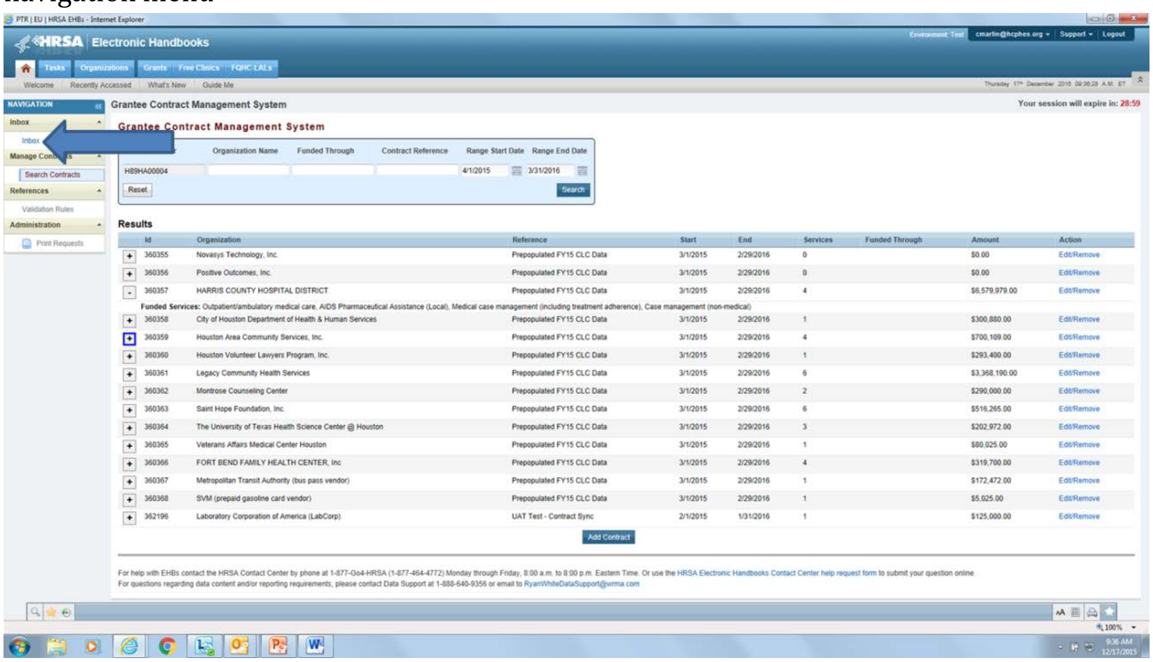
- Update your contracts using the “Edit/Remove” links in the Action column



- Add contracts using the “Add Contract” link

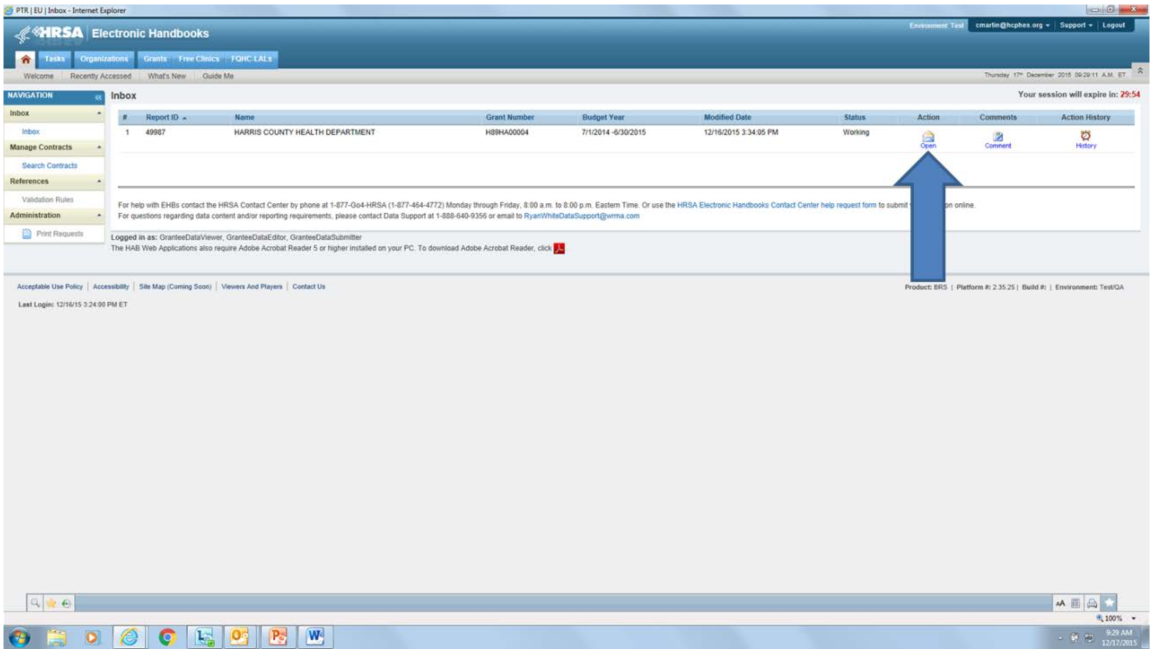


- When your 2016 contracts are complete and correct, return to the PTR Inbox on the left navigation menu

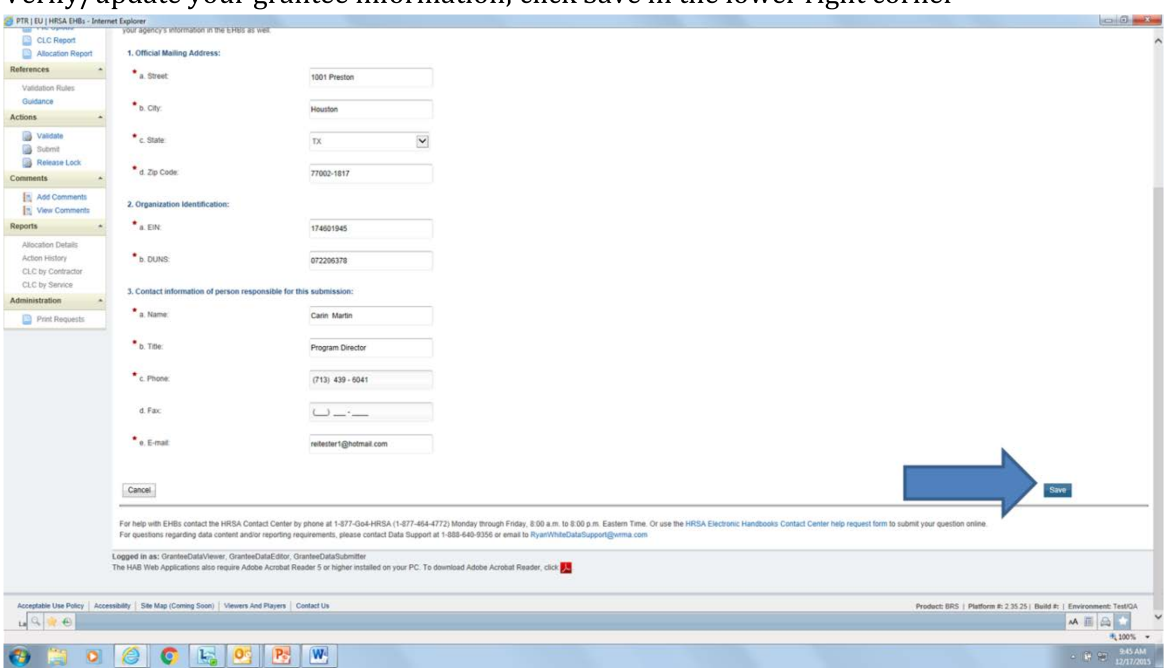


Complete the Program Terms Report:

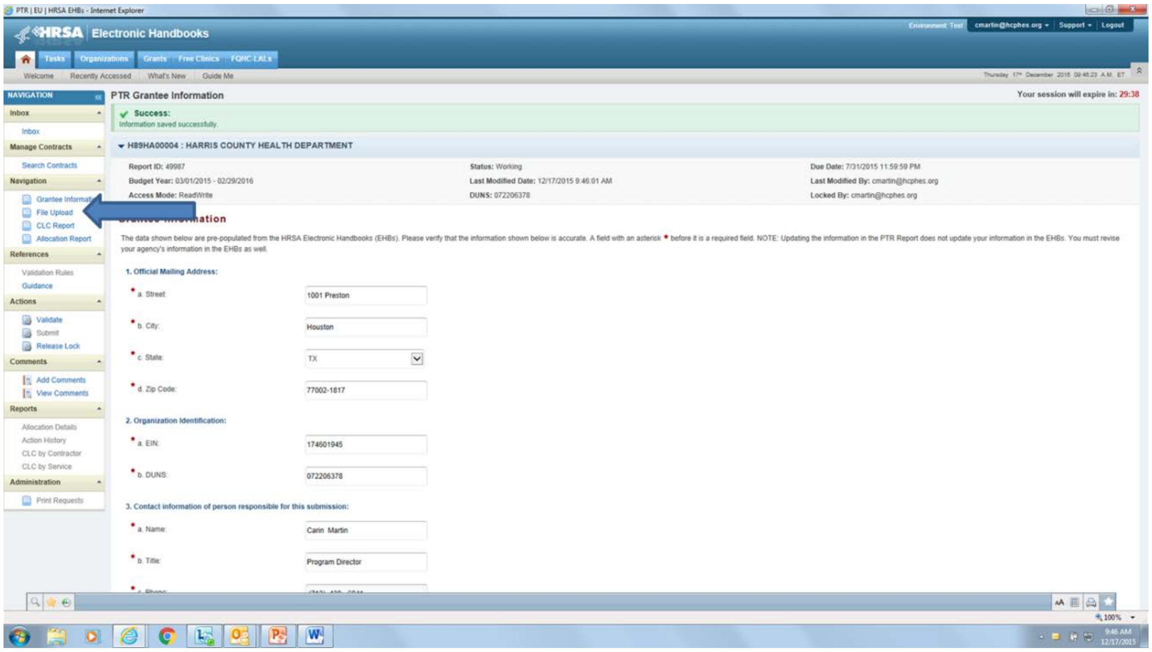
- Select “Open” in the Action column



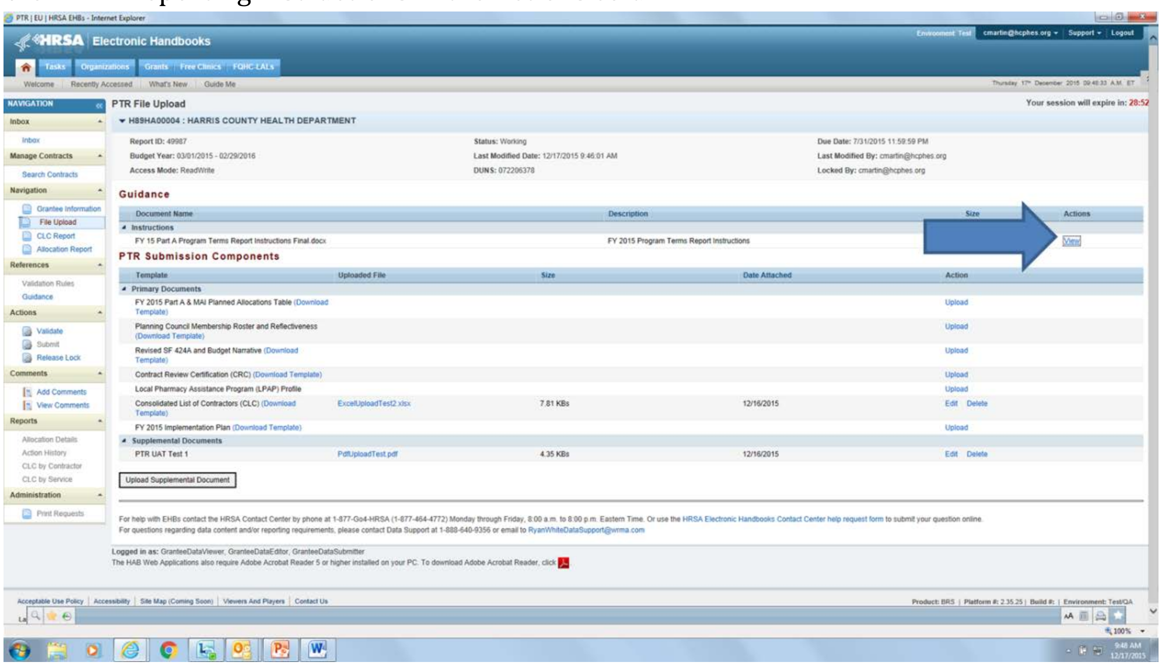
- Verify/update your grantee information; click Save in the lower right corner



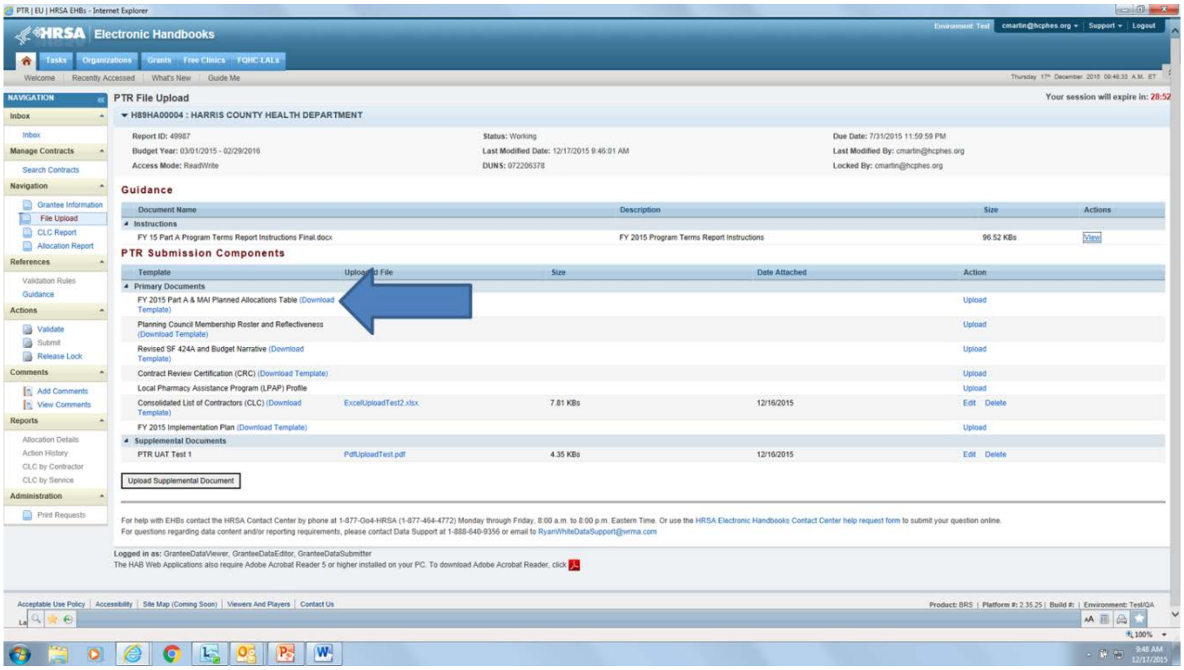
- Select “File Upload” in the left navigation menu



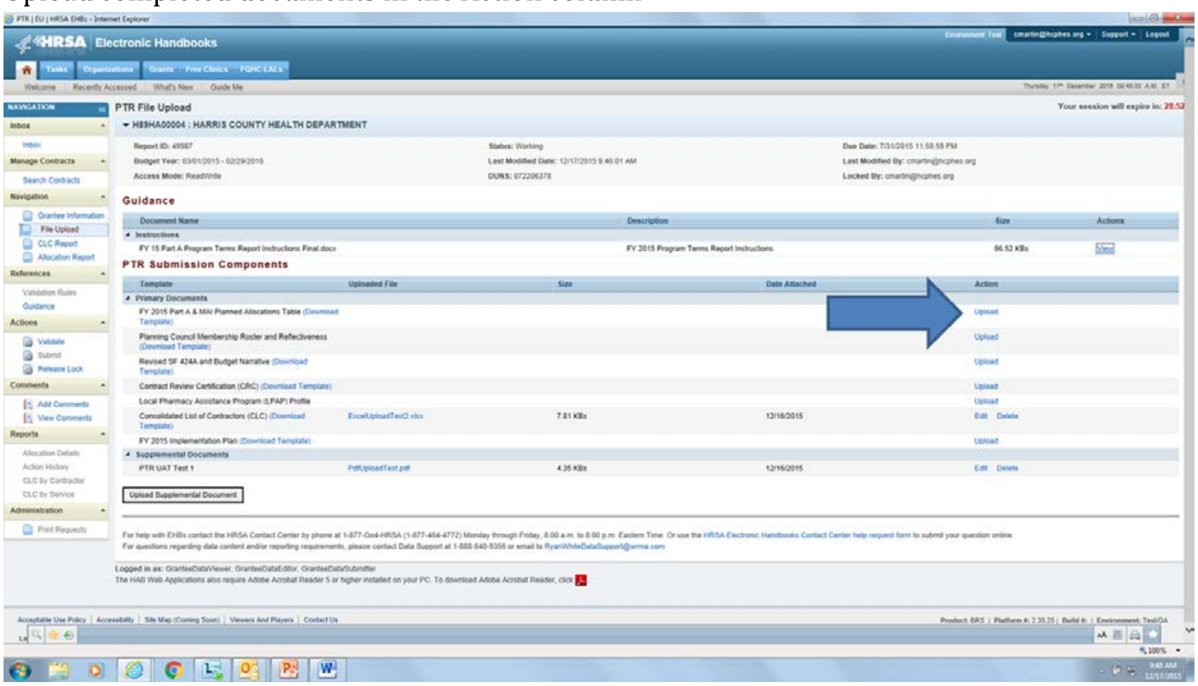
- View PTR reporting instructions in the Actions column



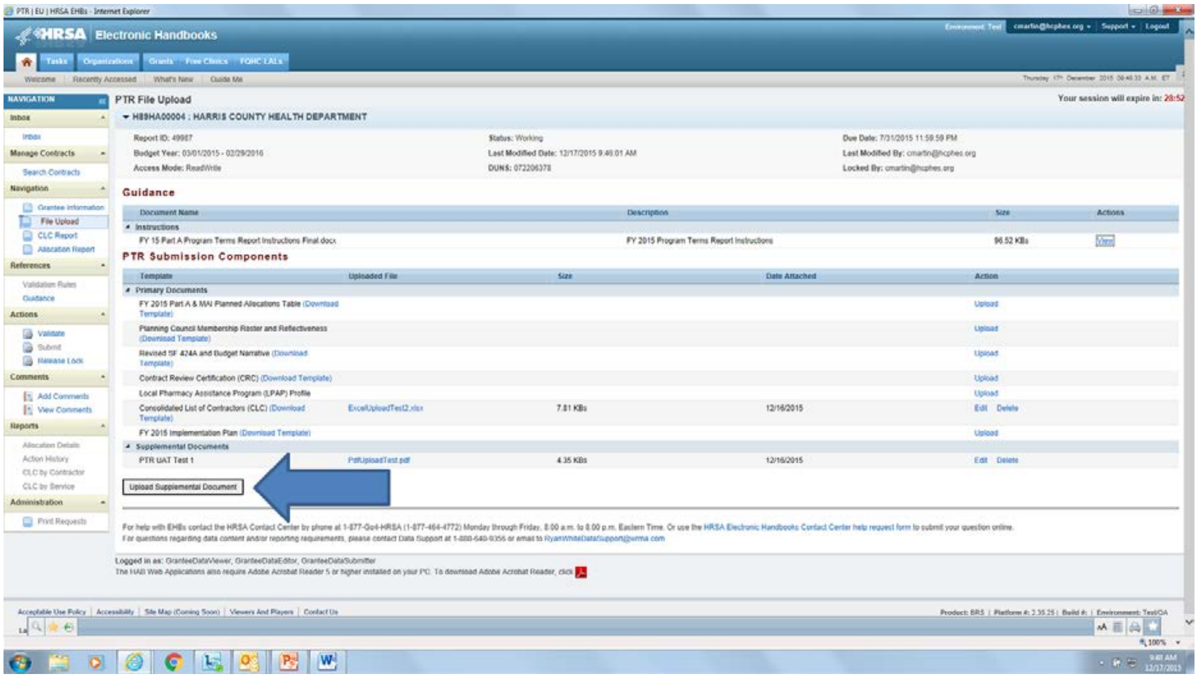
- Download document templates in the Template column



- Upload completed documents in the Action column

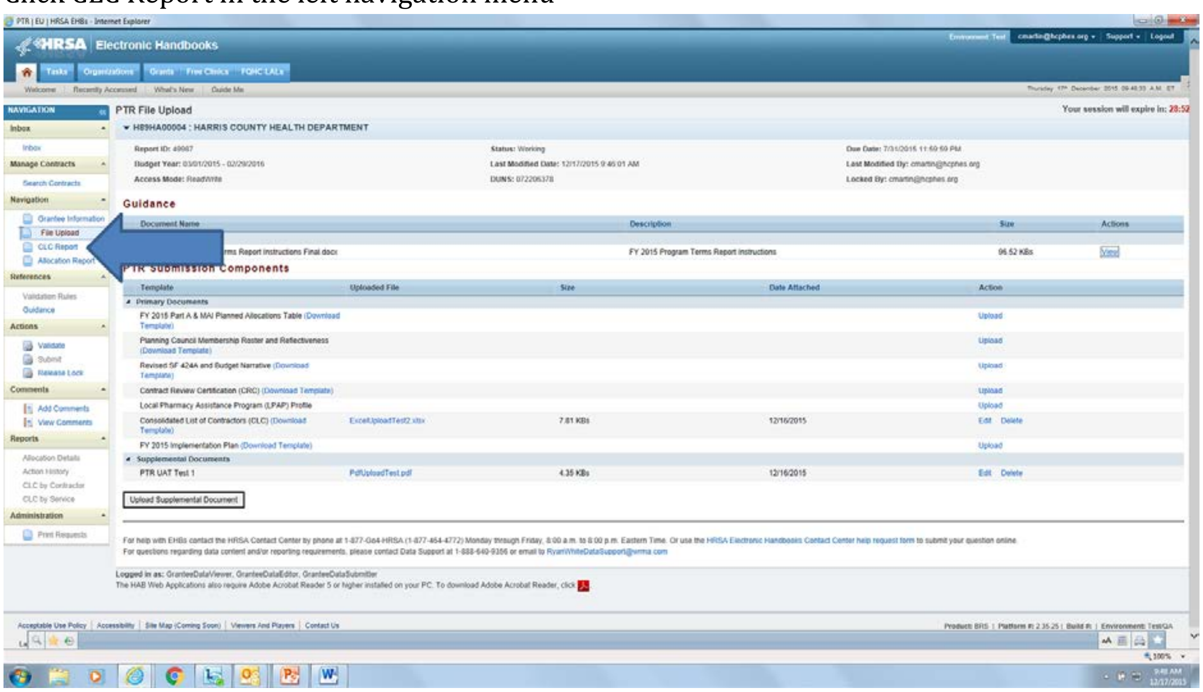


- Upload supplemental documents in the Template column

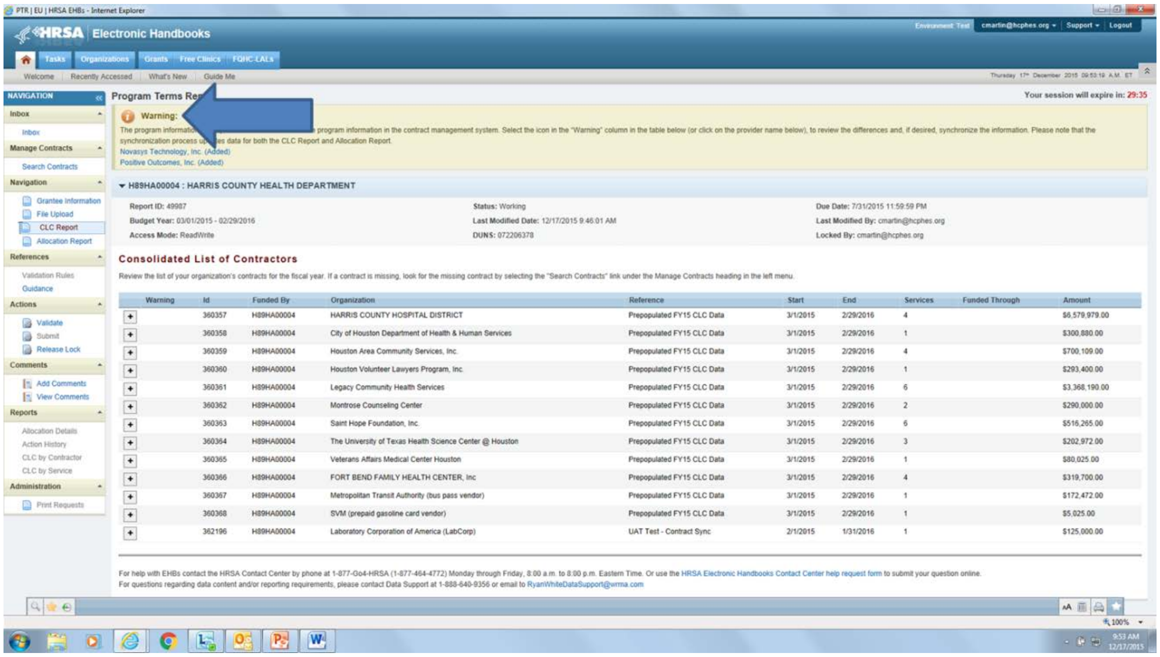


__View your Consolidated List of Contractors:__

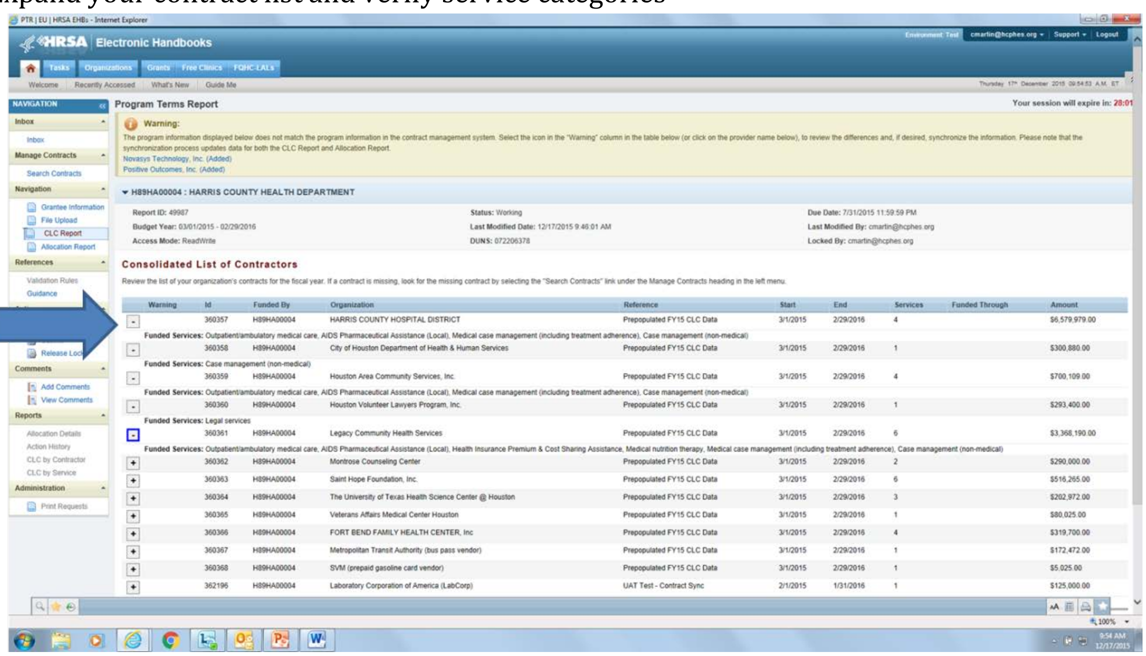
- Click CLC Report in the left navigation menu



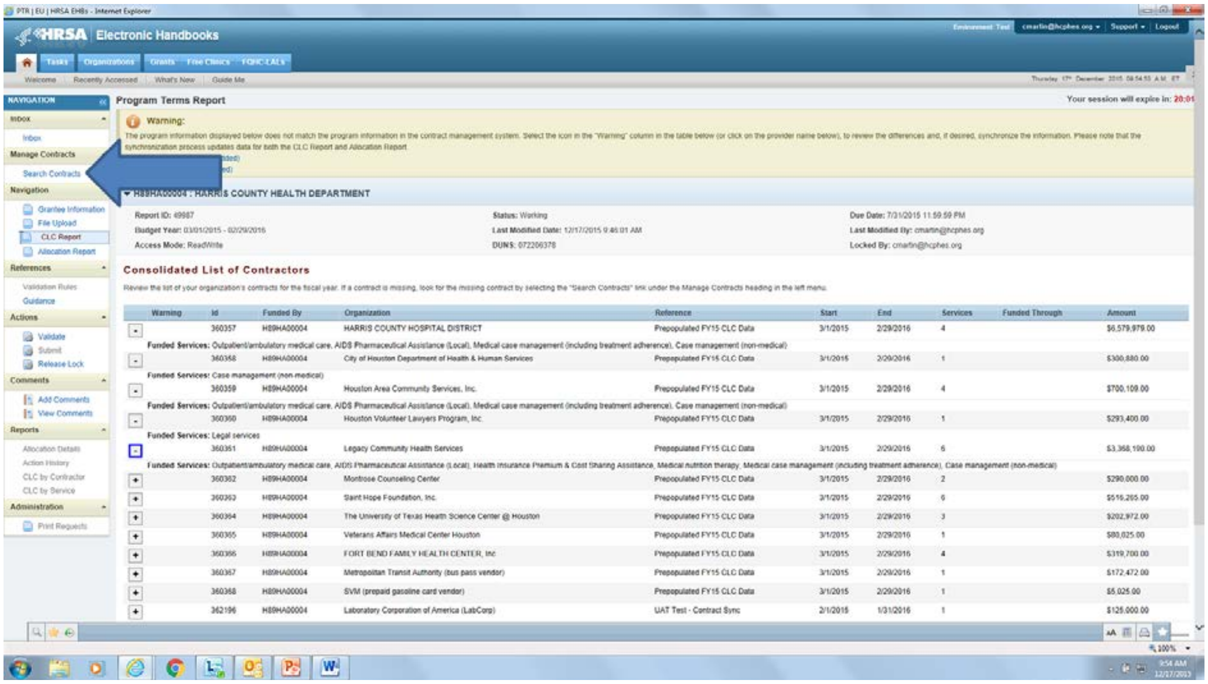
- Review warning messages and synchronize your CLC with GCMS



- Expand your contract list and verify service categories

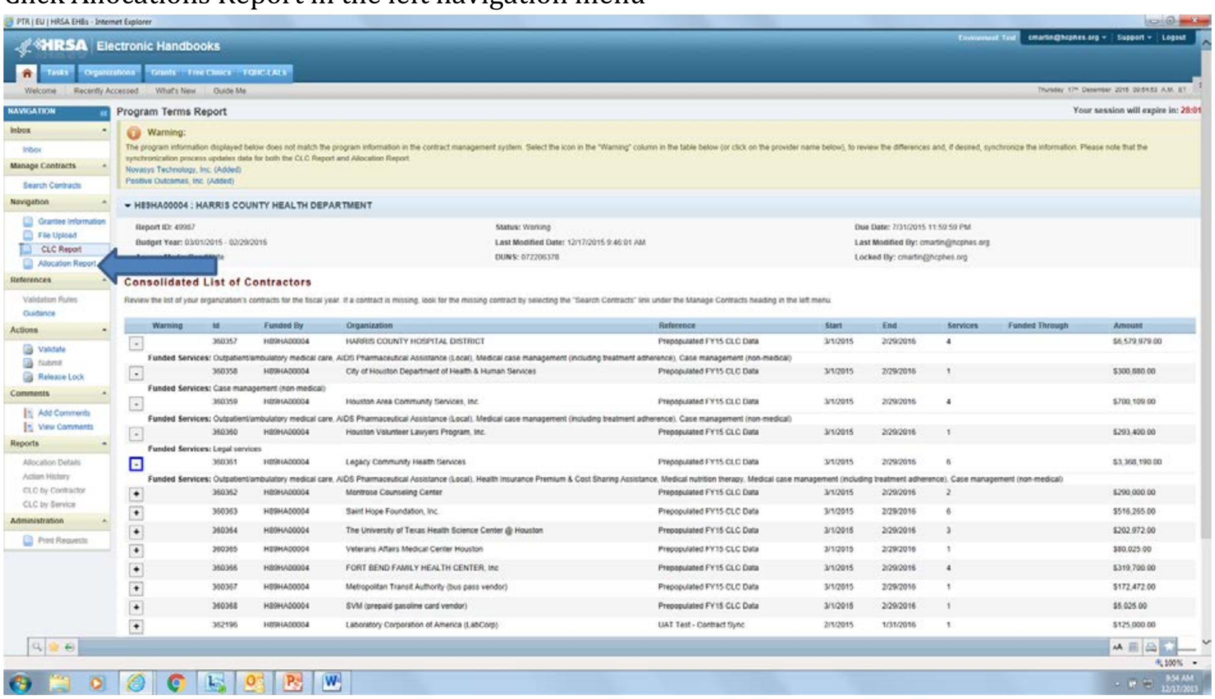


- Make any necessary changes in GCMS by clicking on “Search Contracts” in the left navigation menu

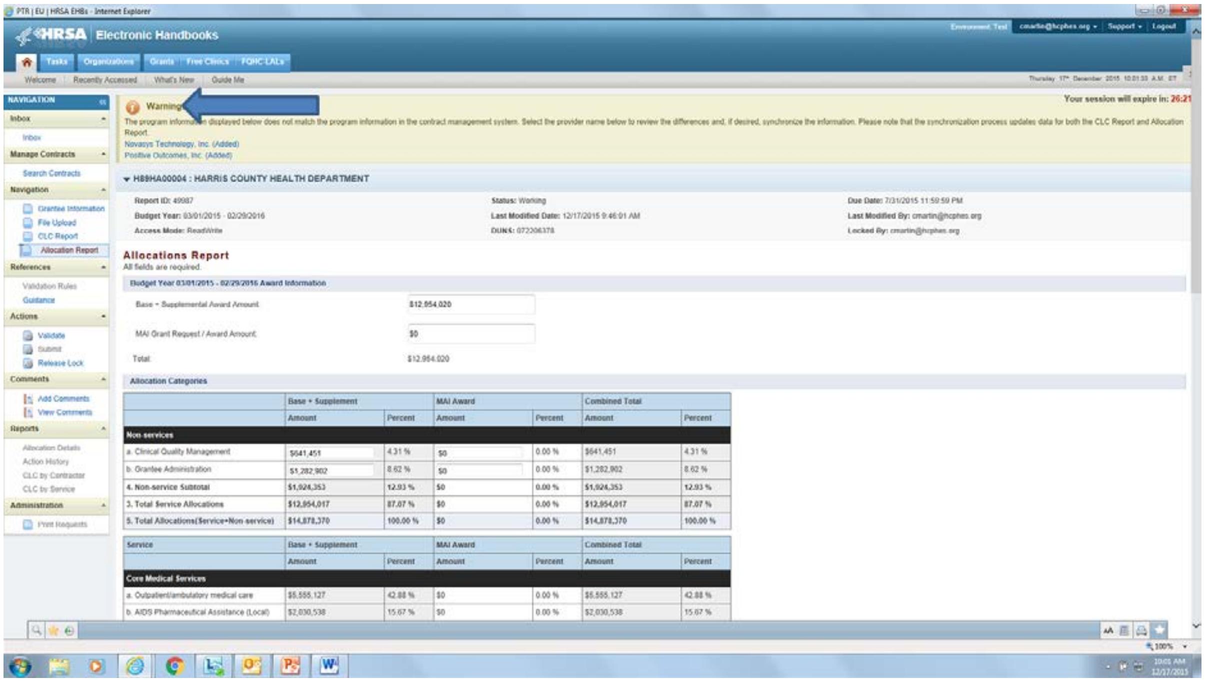


__View your Allocations Report:__

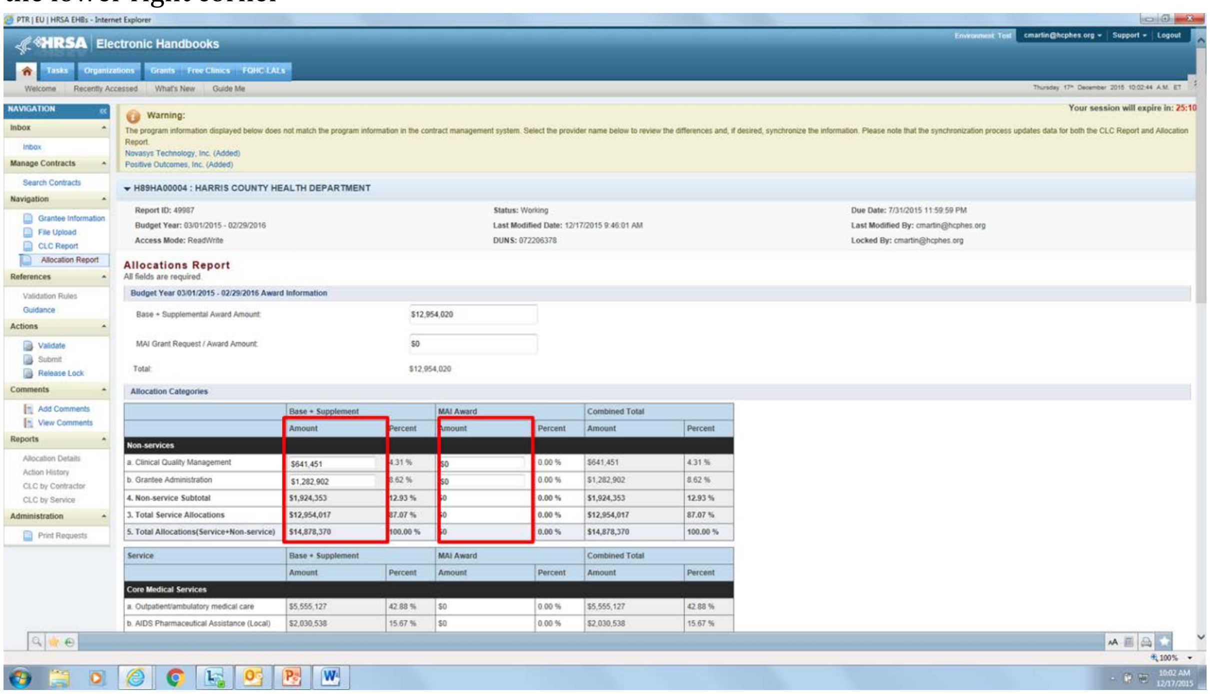
- Click Allocations Report in the left navigation menu



- Review warning messages and synchronize your Allocations Report with GCMS

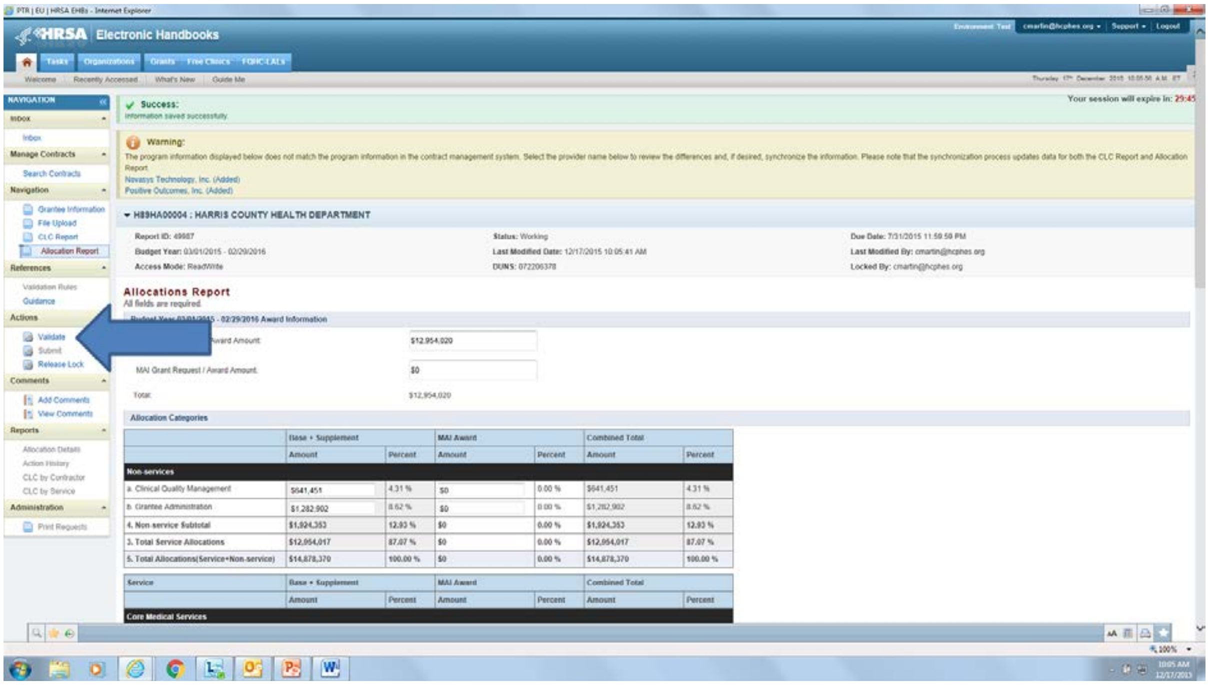


- Enter your fiscal year 2016 funding amounts in the allocation categories table; select Save in the lower right corner

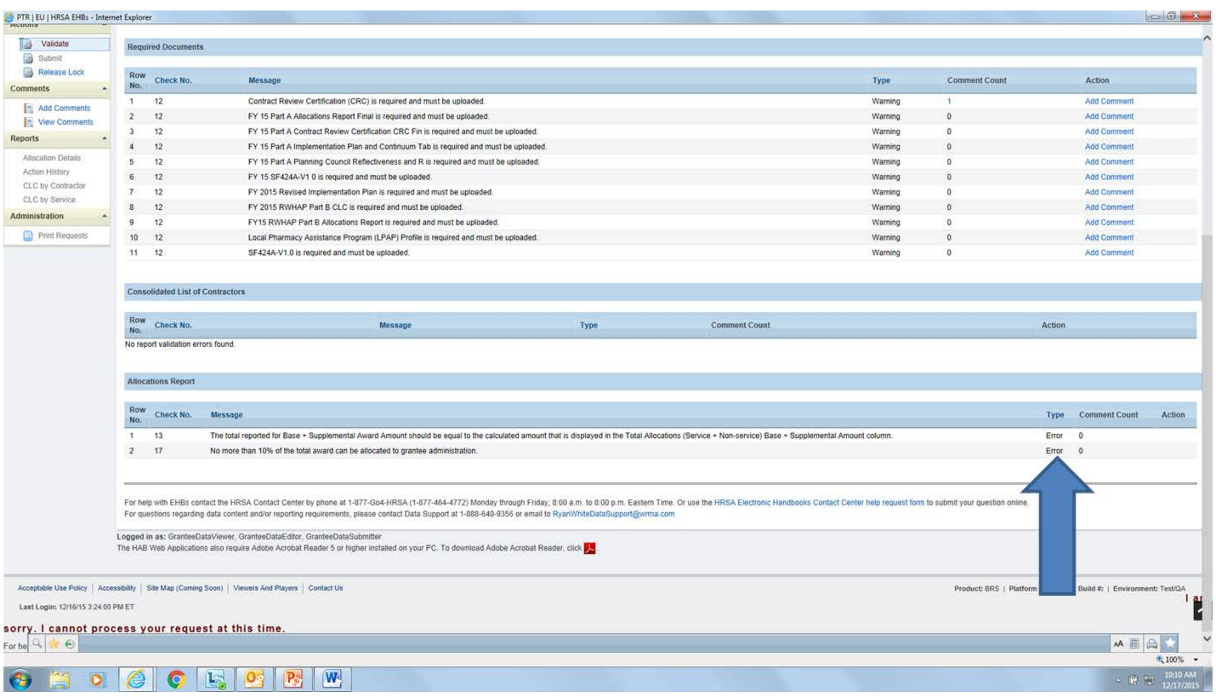


Submit your Program Terms Report:

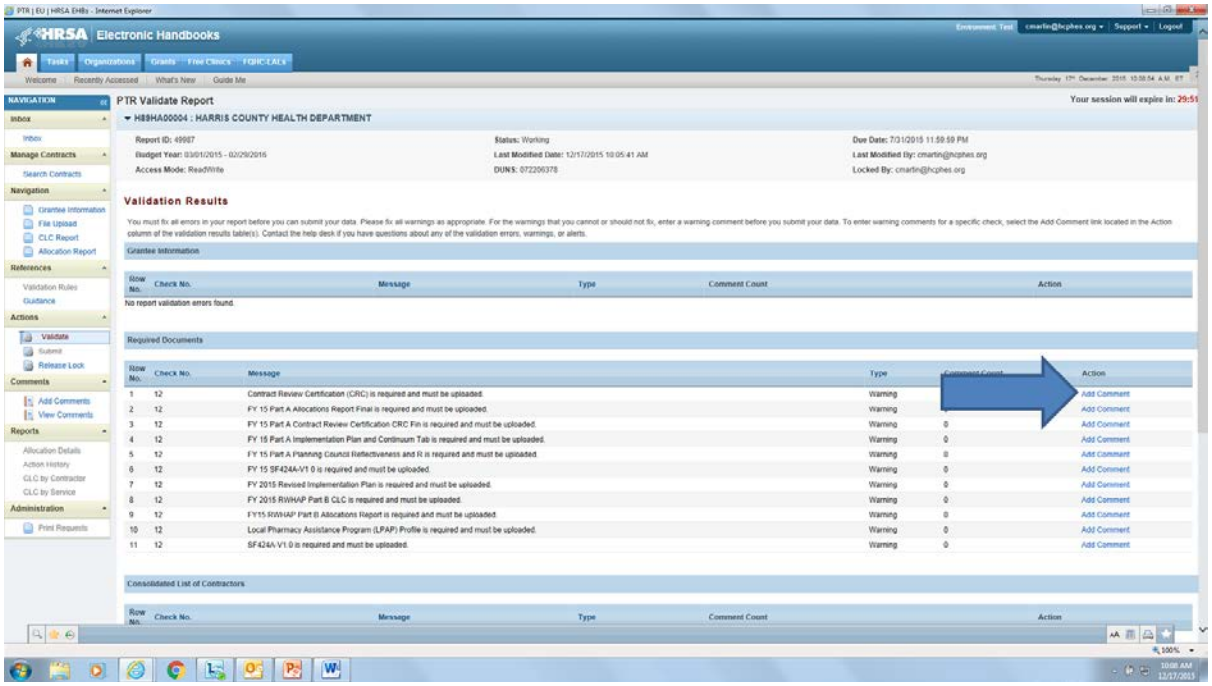
- Select Validate on the left navigation menu; wait 3-5 minutes and select Validate again



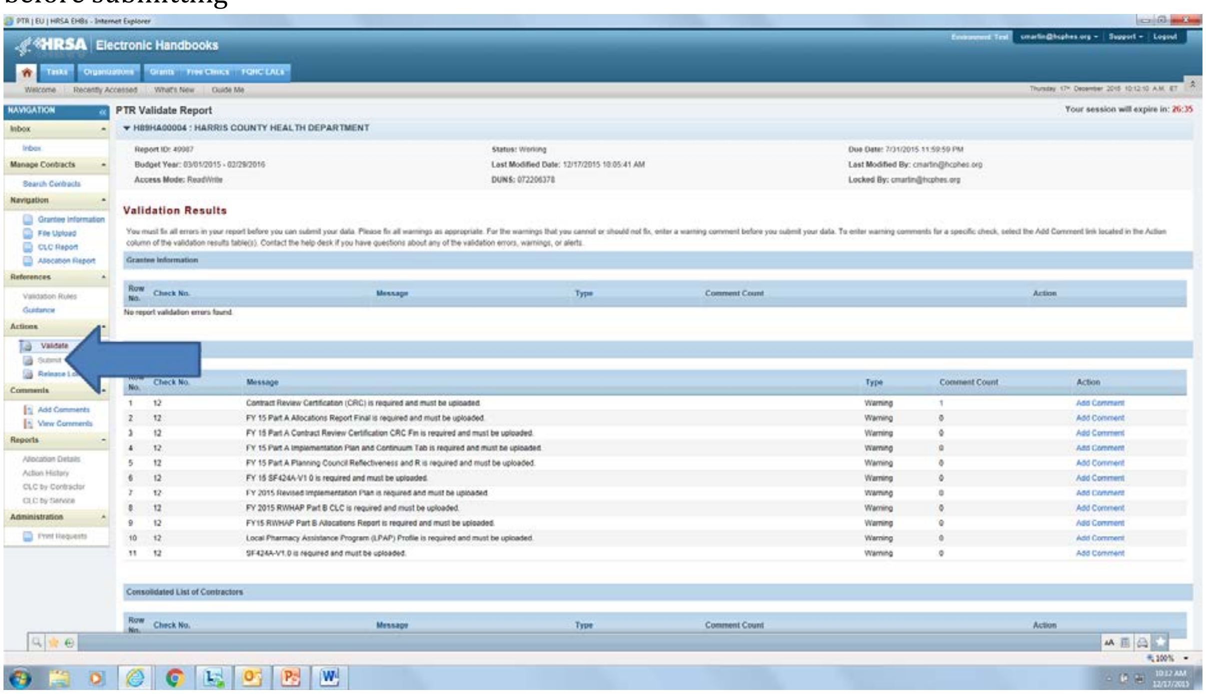
- Correct any validation issues identified; all errors must be corrected to proceed with your submission



- Add a warning comment for any warnings that cannot be corrected



- When complete, select Submit on the left navigation menu; enter a submission comment before submitting



Where can I find out more?

- Contact your project officer with any programmatic related questions
- For assistance accessing and navigating the Program Terms Report, contact the HRSA Contact Center at 877-464-4772 Mon – Fri 8am – 8pm ET or submit your question anytime at http://www.hrsa.gov/about/contact/ehbhelp.aspx
- For help entering contract information in the GCMS, contact Ryan White Data Support at 888-640-9356 Mon – Fri 10am – 6:30pm ET or anytime at RyanWhiteDataSupport@wrma.com