

## How to Access the ADAP Data Report (ADR) Completeness Report

These instructions are under the assumption that the user has already registered in the EHB and has been granted access to the ADAP grant and the ADR report. If the user requests information on registration or gaining access, the user should contact the HRSA Contact Center at 1-877-464-4772 or [CallCenter@HRSA.gov](mailto:CallCenter@HRSA.gov).

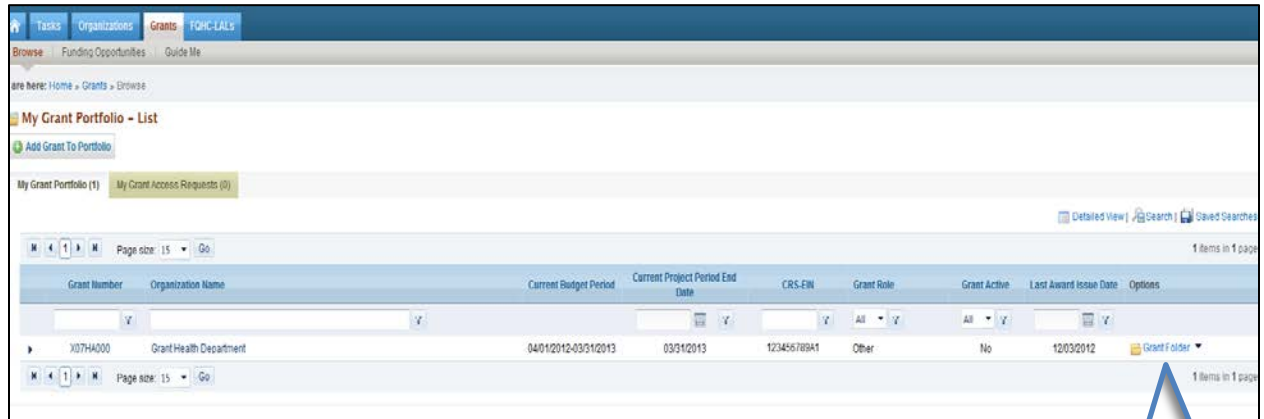
1. Log into the EHB at <https://grants.hrsa.gov/webexternal>

The screenshot shows the HRSA Electronic Handbooks login page. The page has a blue header with the HRSA logo and the text 'Electronic Handbooks'. Below the header is a navigation bar with links: 'Welcome', 'New User Registration', 'Funding Opportunity', and 'What's New'. The main content area is divided into several sections. On the left, there is a 'Login' section with fields for 'Username' and 'Password', a 'Login' button, and a 'Forgot Password?' link. Below this is a 'New Users' section with a 'Create an Account' button and a link 'Click here to get started'. At the bottom left is a 'Contact Us' section with contact information. On the right, there is a 'What's New' section with two news items. Below this are 'Learn About' and 'Other Links' sections with various links. Two callout boxes are present: one pointing to the 'Username' and 'Password' fields with the text '2. Enter your username and password', and another pointing to the 'Login' button with the text '3. Select the Login button'.

This is the screen the user will see once logged on.

The screenshot shows the HRSA Electronic Handbooks dashboard. The page has a blue header with the HRSA logo and the text 'Electronic Handbooks'. Below the header is a navigation bar with tabs: 'Tasks', 'Organizations', 'Grants', and 'FQHC-LALs'. The 'Grants' tab is selected. Below the navigation bar is a 'Welcome' section with links: 'Welcome', 'Recently Accessed', 'What's New', and 'Guide Me'. The main content area is divided into several sections. At the top is a 'Getting Started with the Handbooks' section with three links: 'Recommended Settings', 'What Would You Like To Do Today?', and 'Handbook Screen El'. Below this is a 'Items We Are Tracking For You' section with a table of tasks and their counts. The table has two columns: the task name and the count. The tasks are: 'Task with a deadline' (10), 'Due within 30 days Tasks' (0), 'Late' (7), 'Tasks without a deadline' (1), and 'Unread News' (0). A callout box points to the 'Grants' tab with the text '4. Select Grants'.

The user will see a list of grants the user has access to.



My Grant Portfolio - List

My Grant Portfolio (1) My Grant Access Requests (0)

Detailed View | Search | Saved Searches

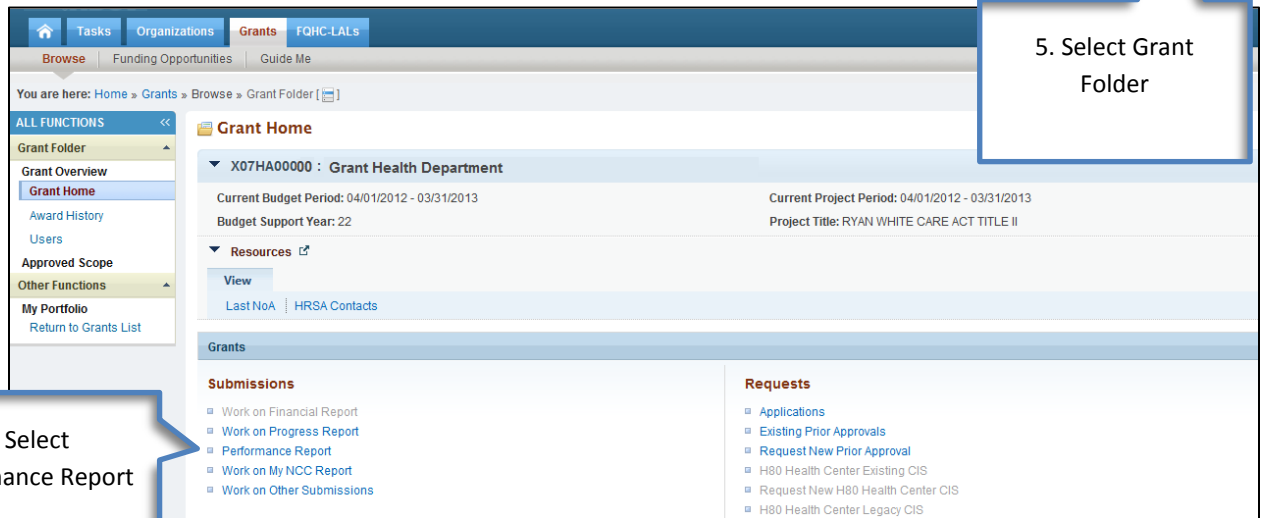
Page size: 15 | Go

Grant Number	Organization Name	Current Budget Period	Current Project Period End Date	CRS-EN	Grant Role	Grant Active	Last Award Issue Date	Options
X07HA000	Grant Health Department	04/01/2012-03/31/2013	03/31/2013	123456789A1	Other	No	12/03/2012	Grant Folder

Page size: 15 | Go

5. Select Grant Folder

6. Select Performance Report



Grant Home

X07HA000000 : Grant Health Department

Current Budget Period: 04/01/2012 - 03/31/2013  
Budget Support Year: 22

Current Project Period: 04/01/2012 - 03/31/2013  
Project Title: RYAN WHITE CARE ACT TITLE II

Resources

View

Last NoA | HRSA Contacts

Grants

Submissions

- Work on Financial Report
- Work on Progress Report
- Performance Report
- Work on My NCC Report
- Work on Other Submissions

Requests

- Applications
- Existing Prior Approvals
- Request New Prior Approval
- H80 Health Center Existing CIS
- Request New H80 Health Center CIS
- H80 Health Center Legacy CIS

The user will see a list of reports. The ADR 2012 Annual report should be listed.







Submission Name	Submission Type	Organization	Grant #	Tracking #	Reporting Period	Deadline	Submitted Date	Status	Options
ADR 2012 Annual	Performance Reports	Grant Organization	X07HA00000	252db0ee-6ec5-4318-b8a1-38ac474b4128	4/1/2012 - 3/31/2013	06/17/2013	07/31/2013	Submitted	Performance Reports

7. Select Performance Reports

Once the user accesses the ADR report, they will then be brought to their inbox page.

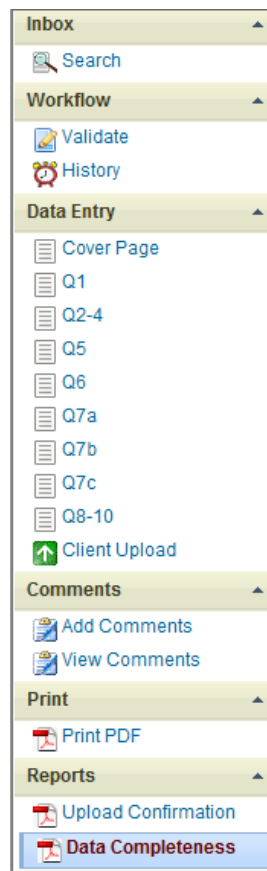
ADAP Data Report Your session will expire in: 29:49

2012 Annual

#	Report ID	Grantee Name	Grant Number	Reporting Period	Status	Un-submit Request	Action	Comments	Print	History	Clients	Created By	Date Created	Modified By	Last Modified
1	27238	Grantee Organization	X07HA00000	2012 Annual	Working	No	 Open	 Comment	 PDF	 History	12	username	7/29/2013 7:09:10 PM	epeet	8/7/2013 11:09:45 AM

8. Select Open  
under the Action  
items to open the  
ADR

The user will see Data Completeness under the Reports section of the left-side menu.



9. Select Data  
Completeness

Once the user selects the Data Completeness link, the Data Completeness Report will be generated.