

# Understanding the Grantee Contract Management System (GCMS) System

Beginning with the 2015 RSR, all contract information will be stored in the Grantee Contract Management System, or GCMS. The GCMS is used to populate your Ryan White Services (RSR) Grantee Report, Allocations Report, and Consolidated List of Contracts, if applicable, with information such as grantee/provider relationships and funded services.

## What's in the GCMS?

- ✓ Contracted providers
- ✓ Contact information
- ✓ Contract start and end dates
- ✓ Award amounts
- ✓ Funded services

## Why the change?

HAB developed the GCMS to reduce reporting burden on recipients. The GCMS is a contract data entry system that will pre-populate several HAB deliverables including the RSR Grantee Report, the CLC, and the Allocations portion of the Allocations and Expenditures Report. Use of the GCMS will eliminate the need for recipients to re-enter data into multiple reports.

## What do I do?

**Grantees:** If you have **not** started your Grantee Report, enter the GCMS to review and update your contract information.

If you **have** started your Grantee Report and need to update information, go back to the GCMS to make changes. Integrate the changes into your Grantee Report via a new "Synchronize" option on the Grantee Report's Program Information Page.

*See below for more details.*

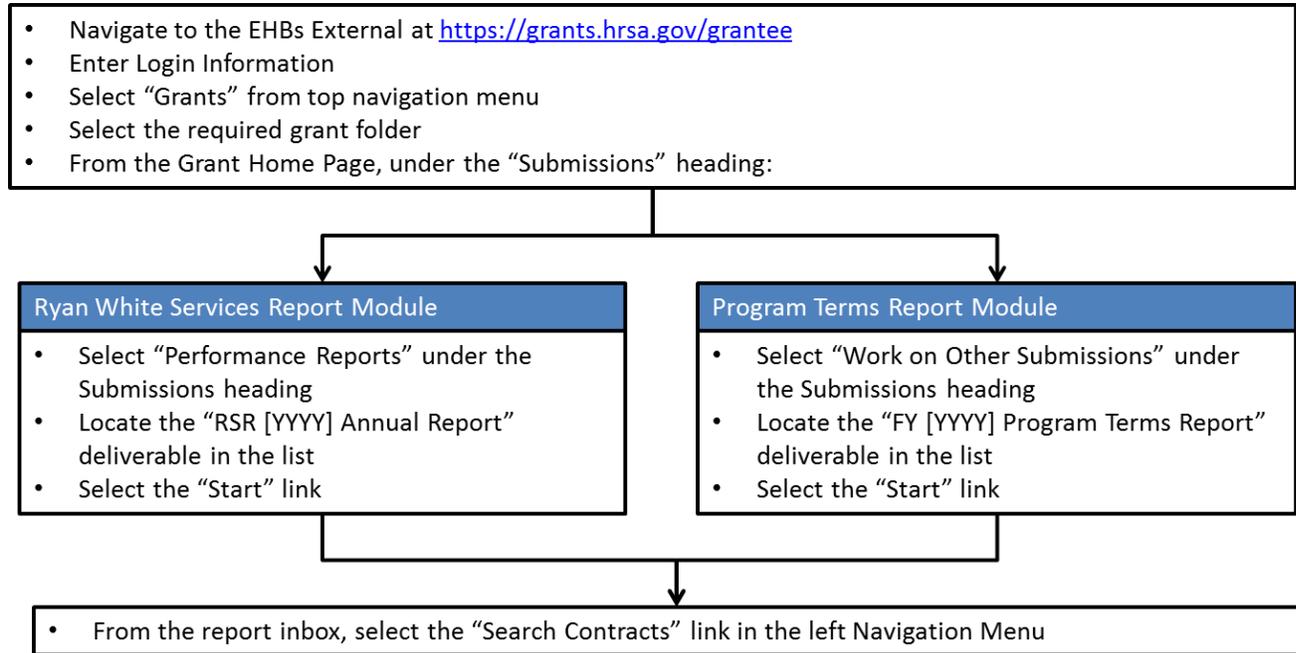
**Providers:** If something in your Provider Report is not correct, ask your grantee to make the edits in the GCMS and synchronize their RSR Grantee Report. The information cannot be synchronized for a provider unless the provider report is in working status.

**Make sure your contracts are correct in the GCMS *BEFORE* beginning your Grantee Report to minimize the need to synchronize your changes!**



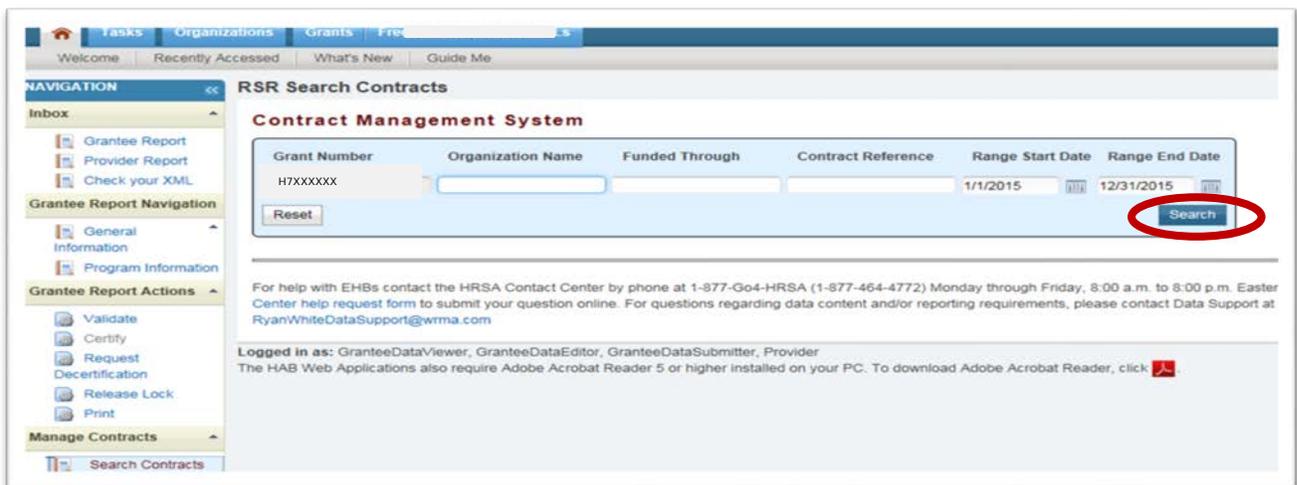
## How do I access the GCMS?

You enter the GCMS through the RSR or the Program Terms Report (PTR) deliverable in the EHBs.



## Once I’m there, how do I update information?

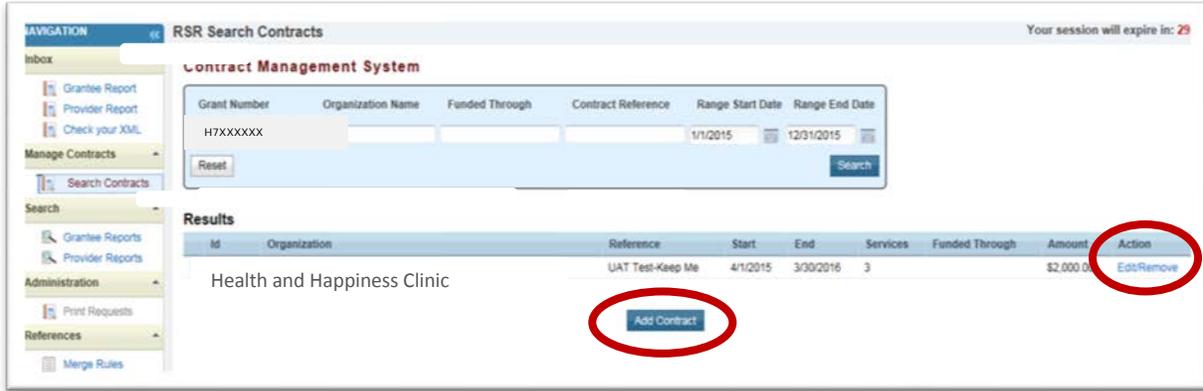
1. From the report inbox, enter your search criteria. You do not have to fill out each section to complete a search. The grant number will be prepopulated. Click the “Search” button.



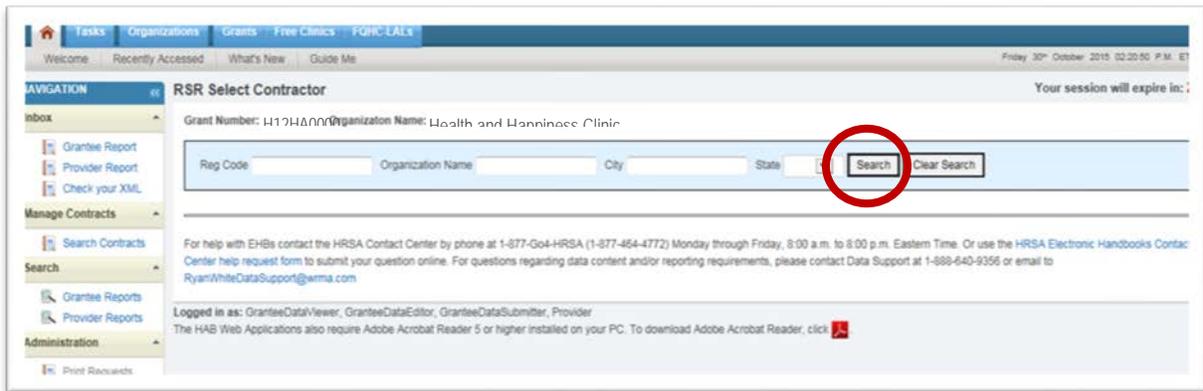
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**How to Add Contracts**

2. 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.



3. To find 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."



4. The system will pull up all the active organizations that meet your search criteria. Locate the agency you want to add, and click the "Add." If you still do not see your provider, cast a wider net. Less information in the search is often better than more. To add new providers, contact Data Support at 1(888) 640-9356.



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

**RSR Add New Contract**

**Edit Contract**

A field with an asterisk \* before it is a required field.

**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

- If you scroll down in the same screen, you will see "Provider Profile Information" and "Contract Information." The "Provider Profile Information" will be prepopulated, but in the "Contract Information" section, you will need to fill in the fields and answer the questions. 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 Profile Information**

Provider Type:	Health department
Section 330 Funding Received:	No
Ownership Type:	Public/Local
Faith-based Organization:	No

Categories that best describe the organization's racial/ethnic characteristics:  
An agency in which racial/ethnic minority group members make up more than 50% of the agency's board members

**Contract Information**

* 1. Contract Start Date:	<input type="text"/>
* 2. Contract End Date:	<input type="text"/>
3. Contract Reference:	<input type="text"/>

\* 4. Is this agency serving as a consortium, fiscal intermediary provider, administrative agent, or lead agency under this contract?

No  
 Yes

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Scroll down to answer the questions about the administrative or technical services the organization provides. Click the "Update Services" button.

7. A pop-up screen will open with all of the core services and essential support services listed. Enter the funding amount for each applicable service category, and use the whole dollar amount given to fund that service. Note: You may need to check with your fiscal staff to obtain these funding amounts. Funding amounts may be edited in GCMS at any time.

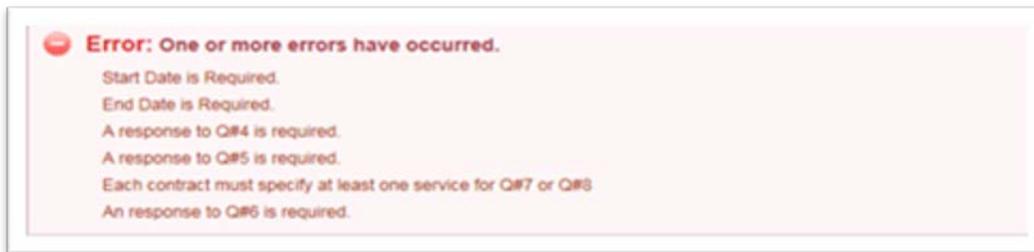
Service Name	Base
<b>Service Category: Core Medical Services</b>	
Outpatient/ambulatory medical care	
AIDS Pharmaceutical Assistance (Local)	
Oral health care	
Early intervention services (Parts A and B)	
Health Insurance Premium & Cost Sharing Assistance	
Home health care	
Home and community-based health services	
Hospice services	
Mental health services	
Medical nutrition therapy	
Medical case management (including treatment adherence)	
Substance abuse services-outpatient	
AIDS Drug Assistance Program (ADAP) Treatments	
<b>Service Category: Support Services</b>	
Case management (non-medical)	

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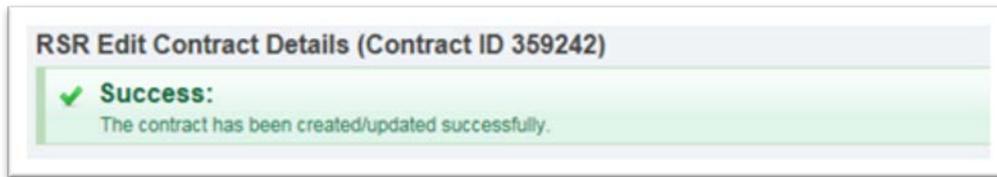
8. Either scroll to the bottom or to the top of the page, and click the “Done updating services” button; this will close the pop-up. The note in red at the bottom reminds you that the updates are not saved until you click the “Save” button on the main page.



9. 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.



OR



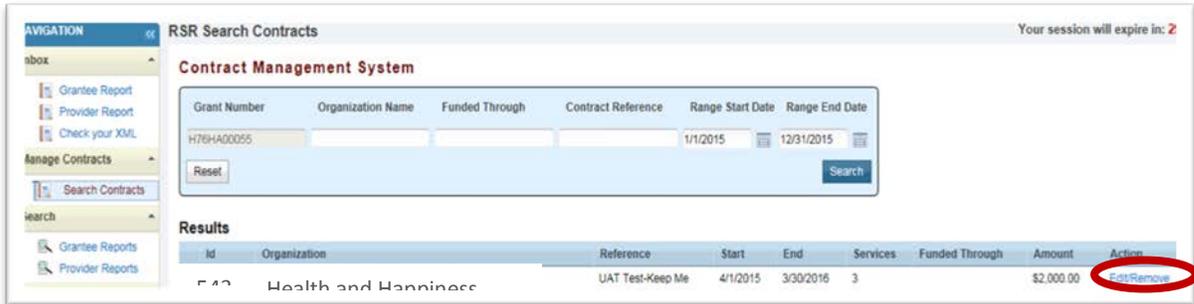
10. Once you get the Success message, click the “Grantee Report” link in the Inbox section to return to your RSR Grantee Report. Or, to add more contracts, click the “Search Contracts” link and repeat the steps described on the previous slides until you have added all of your contracts correctly.



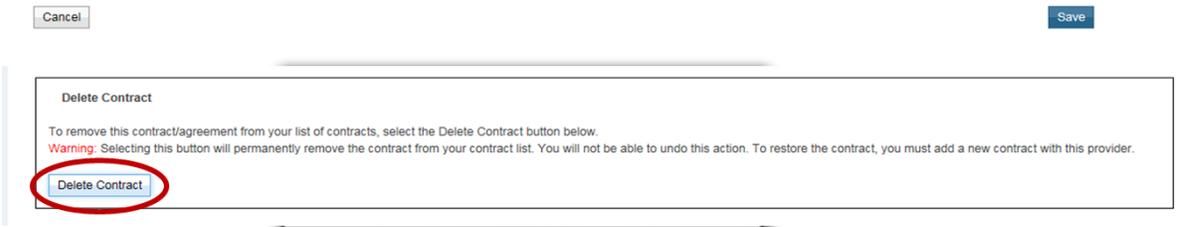
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## How to Delete Contracts

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

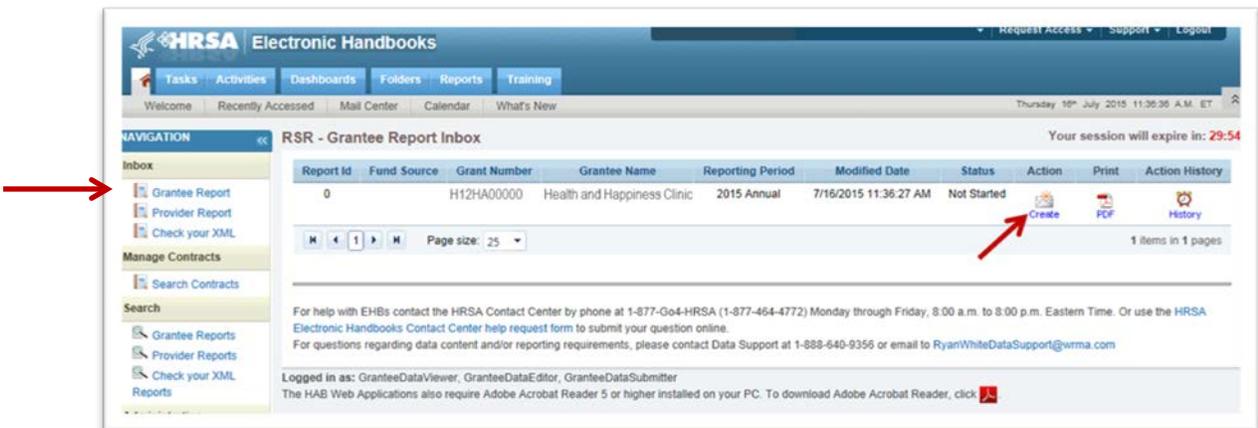


12. Scroll to the bottom of the page that opens. Click the "Delete Contract" button. After deleting the contract, the system will take you back to the "Search Contracts" page.



For help with EHBs contact the HRSA Contact Center by phone at 1-877-Go4-HRSA (1-877-464-4772) Monday through Friday, 8:00 a.m. to 8:00 p.m. Eastern Time. Or use the HRSA Electronic Handbooks Contact Center help request form to submit your question online. For questions regarding data content and/or reporting requirements, please contact Data Support at 1-888-640-9356 or email to RyanWhiteDataSupport@wrma.com

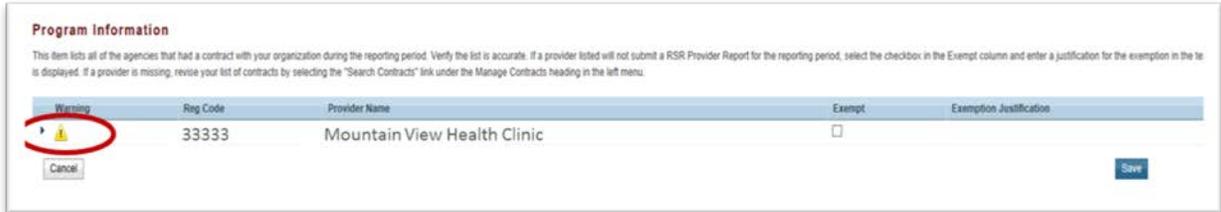
13. Now you are ready to start your Grantee Report. Click on the Grantee Report in the left navigation menu. Click the envelope icon titled "Create" in the Action column to begin your RSR Grantee Report. **Note:** If you are working on the Program Terms Report or Allocations Report, click on the "Inbox" in the left navigation menu to return to the respective reports.



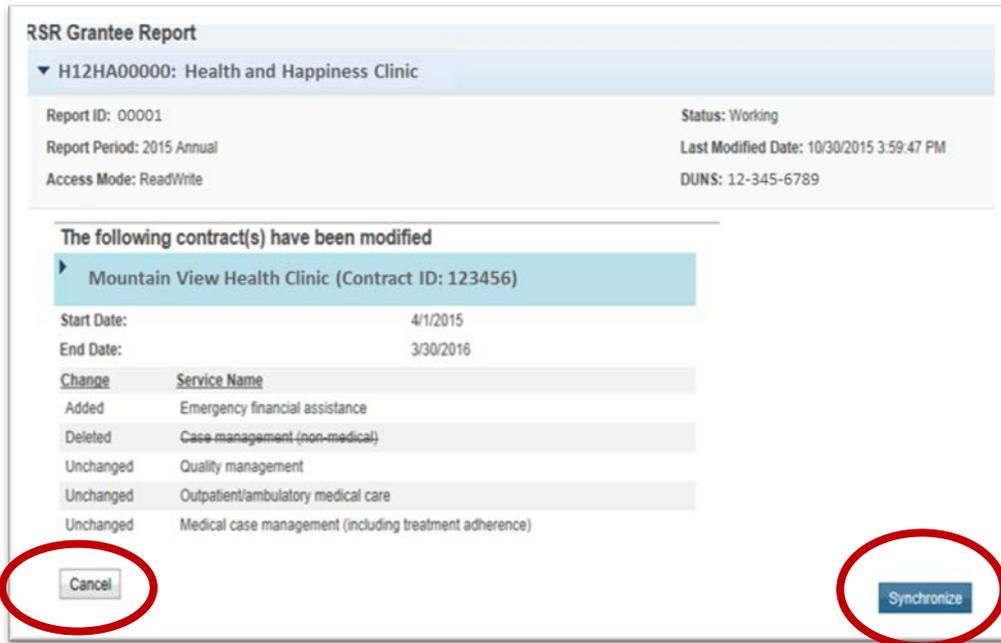
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## How to Synchronize Contracts

14. If you made changes in the GCMS after the Grantee Report was created, when you go back to the Program Information page, you will see a warning at the top stating that the information in the GCMS and the Grantee Report do not match. Below, in the list of contracts, look for the one with the yellow warning icon, which indicates that *this* is the contract where the information does not match. Double click on the warning icon to find out the changes detected in this contract. There are also links in the warning message. The link in the warning message is the only way to synchronize contracts for a provider that is not already listed on the Provider Information page.



15. When the contract opens, you will see the modifications. If the information in this list is correct, click the "Synchronize" button. If not, click the "Cancel" button at the bottom left. You will have to use the "Search contracts" link in the left navigation panel to go back to the GCMS to edit your contracts.



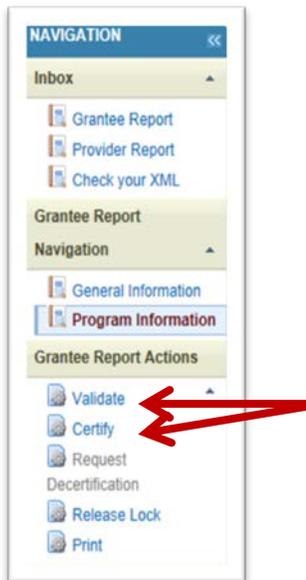
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- After you have synchronized your report, the warning icon should no longer appear under the warning column. If everything is correct, click the "Save" button at the bottom right of the screen.



## How to Validate and Certify Your Grantee Report

- Once you have completed your report, click the "Validate" link under "Grantee Report Actions" in the navigation pane. If you have any errors, go back to the General information and Program information pages to correct the report. Once you have validated successfully, you can certify your report.



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18. To certify your report, you MUST enter a comment. Below the comments field is a statement asking 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 Grantee Report.

RSR Grantee Report - Certify report

H12HA00000: Health and Happiness Clinic

Report ID: 00001      Status: Working      Due Date: 3/31/2016 12:00:00 AM

Report Period: 2015 Annual      Last Modified Date: 10/30/2015 4:06:10 PM      Last Modified By: Jane Doe

Access Mode: ReadWrite      DUNS: 12-345-6789      Locked By: Jane Doe

A field with an asterisk \* before it is a required field.

Please enter comments regarding your certification.

\* Comments

Characters left: 3000

I certify that the data in this report is accurate and complete. I understand that reporting accurate and complete data is a condition of this grant award and is subject to federal audit.

Certify Report

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## Frequently Asked Questions

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

*Answer:* 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?

*Answer:* 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?

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

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

*Answer:* 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?**

*Answer:* 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?**

*Answer:* Information from the contracts shown will be used to populate the Program Information section of your RSR Grantee 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.

**More Resources**

- ✓ Watch a [webinar](#) or review the [slides](#) on how to complete the RSR Grantee Report using the GCMS. Additional instructions are available in the RSR [instruction manual](#).
- ✓ Contact [Data Support](#) (1-888-640-9356) with additional questions.