

# 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.

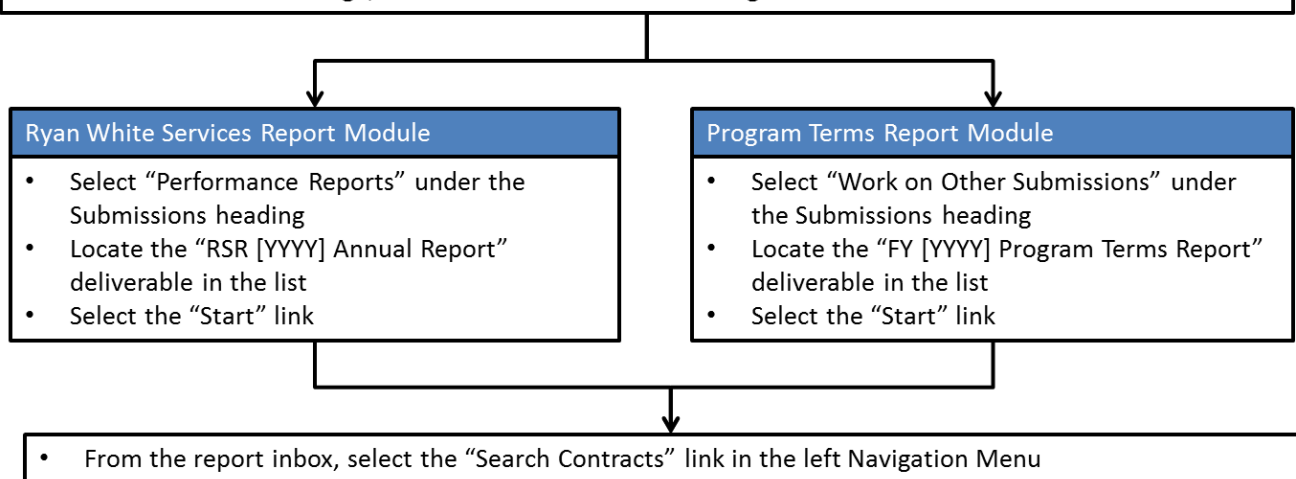
**Make sure your contracts are correct in the GCMS *BEFORE* beginning your Grantee Report to minimize the need to synchronize your changes!**



## How do I access the GCMS?

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

- Navigate to the EHBs External at <https://grants.hrsa.gov/grantee>
- Enter Login Information
- Select “Grants” from top navigation menu
- Select the required grant folder
- From the Grant Home Page, under the “Submissions” heading:



## 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.

The screenshot shows the "RSR Search Contracts" page within the "Contract Management System". The page has a navigation menu on the left with options like "Inbox", "Grantee Report", "Provider Report", "Check your XML", "General Information", "Program Information", "Grantee Report Actions", and "Manage Contracts". The main content area contains a search form with fields for "Grant Number" (prepopulated with "H7XXXXXX"), "Organization Name", "Funded Through", "Contract Reference", "Range Start Date" (1/1/2015), and "Range End Date" (12/31/2015). A "Reset" button is next to the "Grant Number" field, and a "Search" button is circled in red. Below the search form, there is a help section for EHBs and a login status section.

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## How to Add Contracts

- 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.

**RSR Search Contracts**

Your session will expire in: 29

**Contract Management System**

Grant Number: H7XXXXXX Organization Name: Funded Through: Contract Reference: Range Start Date: 1/1/2015 Range End Date: 12/31/2015

Reset Search

**Results**

Id	Organization	Reference	Start	End	Services	Funded Through	Amount	Action
	Health and Happiness Clinic	UAT Test-Keep Me	4/1/2015	3/30/2016	3		\$2,000.00	Edit Remove

Add Contract

- 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."

**RSR Select Contractor**

Your session will expire in: 29

Grant Number: H12HA0000 Organization Name: Health and Happiness Clinic

Reg Code: Organization Name: City: State: Search Clear Search

For help with EHBs contact the HRSA Contact Center by phone at 1-877-Go4-HRSA (1-877-454-4772) 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@hrsa.com

Logged in as: GranteeDataViewer, GranteeDataEditor, GranteeDataSubmitter, Provider  
The HAB Web Applications also require Adobe Acrobat Reader 5 or higher installed on your PC. To download Adobe Acrobat Reader, click [here](#).

- 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.

**RSR Select Contractor**

Your session will expire in: 29

Grant Number: H12HA0000 Organization Name: Health and Happiness Clinic

Reg Code: 12345 Organization Name: clinic City: Anytown State: BB Search Clear Search

Registration Code	Organization	City	State	Phone	EIN	Action
12345	Mountain View Health Clinic	Anytown	BB	555-555-4321	12-3456789	Add
54321	John's Health Clinic	Anytown	BB	555-555-5529	98-7654321	Add

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5. 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

6. 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:

\* 2. Contract End Date:

3. Contract Reference:

\* 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.

**Service Information**

\* 6. Does this agency provide direct client services?

☐ No  
☐ Yes

7. If applicable, 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 applicable, indicate the core medical and essential support services that are funded for this contract by selecting the "Update Services" button.

**Update Services**

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.

**Services**

Select the core medical and essential support services that are funded for this contract by entering a funding amount for the service category in the columns below. The award amount should be the current year award amount. The amount should not include carryover funds.

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)	

Update Cancel Save

For help with EHI, Center help request

use the HRSA Electronic Handbook 9356 or email to

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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.

The screenshot shows a form titled "Substance abuse services-residential" and "Treatment adherence counseling". A blue button labeled "Done updating services" is circled in red. To the right, a "Save" button is highlighted with a red arrow. A red note at the bottom states: "\* Your changes will not be saved until you select the 'Save' button on the contract details 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.

**Error: One or more errors have occurred.**

- Start Date is Required.
- End Date is Required.
- A response to Q#4 is required.
- A response to Q#5 is required.
- Each contract must specify at least one service for Q#7 or Q#8
- An response to Q#6 is required.

OR

**RSR Edit Contract Details (Contract ID 359242)**

**Success:**  
The contract has been created/updated successfully.

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.

The screenshot shows the "RSR Edit Contract Details (Contract ID 359242)" page. The "Inbox" section on the left contains links for "Grantee Report", "Provider Report", and "Check your XML". The "Manage Contracts" section contains a link for "Search Contracts". Red arrows point to the "Grantee Report" and "Search Contracts" links. The main content area shows a green success message and the "Edit Contract" section.



## How to Delete Contracts

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

The screenshot shows the 'Contract Management System' interface. At the top, there's a search bar with fields for Grant Number, Organization Name, Funded Through, Contract Reference, Range Start Date, and Range End Date. Below this is a 'Results' table. The table has columns: Id, Organization, Reference, Start, End, Services, Funded Through, Amount, and Action. A row is visible with the following data: Id: 542, Organization: Health and Happiness, Reference: UAT Test-Keep Me, Start: 4/1/2015, End: 3/30/2016, Services: 3, Funded Through: \$2,000.00, and Action: Edit/Remove (circled in red).

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.

The screenshot shows a 'Delete Contract' dialog box. It contains a warning message: 'Warning: Selecting this button will permanently remove the contract from your contract list. You will not be able to undo this action. To restore the contract, you must add a new contract with this provider.' Below the warning is a button labeled 'Delete Contract', which is circled in red. There are also 'Cancel' and 'Save' buttons at the top of the dialog.

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.

The screenshot shows the 'RSR - Grantee Report Inbox' page. On the left is a navigation menu with 'Inbox' selected. The main area displays a table with columns: Report Id, Fund Source, Grant Number, Grantee Name, Reporting Period, Modified Date, Status, Action, Print, and Action History. A row is visible with the following data: Report Id: 0, Fund Source: H12HA00000, Grantee Name: Health and Happiness Clinic, Reporting Period: 2015 Annual, Modified Date: 7/16/2015 11:36:27 AM, Status: Not Started, and Action: Create (circled in red). Below the table, there's a footer with contact information and a note about Adobe Acrobat Reader.

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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.

**Program Information**

This item lists all of the agencies that had a contract with your organization during the reporting period. Verify the list is accurate. If a provider listed will not submit a RSR Provider Report for the reporting period, select the checkbox in the Exempt column and enter a justification for the exemption in the text box. If a provider is missing, revise your list of contracts by selecting the "Search Contracts" link under the Manage Contracts heading in the left menu.

Warning	Reg Code	Provider Name	Exempt	Exemption Justification
	33333	Mountain View Health Clinic	<input type="checkbox"/>	

Cancel Save

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.

**RSR Grantee Report**

▼ H12HA00000: Health and Happiness Clinic

Report ID: 00001      Status: Working  
 Report Period: 2015 Annual      Last Modified Date: 10/30/2015 3:59:47 PM  
 Access Mode: ReadWrite      DUNS: 12-345-6789

The following contract(s) have been modified

▶ Mountain 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)

Cancel Synchronize

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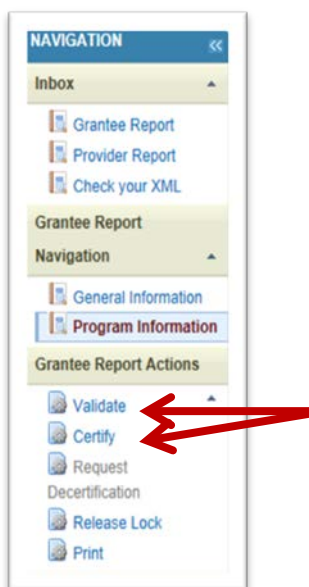


16. After you have synchronized your report, the warning icon should no longer appear under the warning column. If everything is correct, click the “Save” button at the bottom right of the screen.

The screenshot shows the 'RSR Grantee Report' interface for 'H12HA00000 Health and Happiness Clinic'. The 'Program Information' section is active, displaying a table with columns: Warning, Reg Code, Provider Name, Exempt, and Exemption Justification. The table contains one row for 'John's Health Clinic' with Reg Code '99999'. The 'Exempt' checkbox is checked. Below the table, there is a 'Save' button at the bottom right. A red arrow points to the 'Validate' link in the left navigation pane.

### How to Validate and Certify Your Grantee Report

17. 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

Design Preview

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**

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.

## 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.