

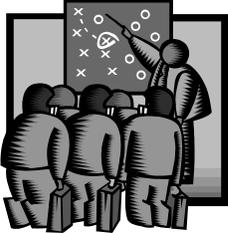
HRSA HIV/AIDS Bureau Training for The Ryan White Program Data Report

Electronic Handbooks Overview
Elisa Peet

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Agenda



- What is HRSA EHBs?
- EHB Post-Award Overview
- Accessing HRSA EHBs
- EHB Registration
- Grant Portfolio

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What is HRSA EHBs?

- One-stop Grants Management Online
 - Funding Opportunities
 - Grant Applications
 - Notices of Grant Award
 - Non-Competing Continuations, Progress Reports and other Post-Award Reports

- <https://grants.hrsa.gov/WebExternal/>

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EHBs Post-Award Overview

- EHBs Grantee Handbook allows grantees to:
 - View award history and past Notices of Grant Award
 - Administer user access to grant
 - Monitor Post-Award activity schedule
 - Access Post-Award requirements such as the Ryan White Program Data Report (RDR) and ADAP

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Accessing HRSA EHBs

- All Grantees must register with HRSA EHBs
- Who within the Grantee organization should register?
 - Project Directors
 - Data Submitter for Performance Reports and Other Submissions (e.g. RDR and ADAP)
- Who should **NOT** register with HRSA EHBs
 - Providers subcontracting to HAB Grantees

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EHB Registration

- Registration is a two part process
 - STEP 1. Create User Account
 - STEP 2. Associate Account with Organization
- Only register if you don't already have an account. If you have forgotten your password, please click on the "forgot password" link on the login page to have your password reset.
- You will need your grant number to locate your organization in the EHBs

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Step 1: Create User Account

- Username: must be 6-20 characters (not case sensitive).
- Password: must be at least 8 characters consisting of at least one upper case, one lower case, one number, and one special character (case sensitive).
- Password examples:
 - Elisa@2007, Jeniffer1!, Daniels#1
- Mailing and physical addresses are not required.

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Step 2: Associate Account with Organization

Registration Status
Step 1 of 2: User account creation is **complete**.
Step 2 of 2: User account affiliation to an organization record is **not complete**.

To associate the account that you created in step 1 with your organization or to register to another organization, provide the following information.

Fields marked with an asterisk(*) are required.

STEP 2 OF 2: REGISTER ACCOUNT TO AN ORGANIZATION

Registering Role
Choose from the following three functional roles one role that best describes your participation in the HRSA grants management process.

*Role Authorizing Official (AO) Business Official (BO) Other Employee (Project Director, AO Designee, Staff) [More Information](#)

*To enable us to link your organization, please choose from the options below the **statement that best describes** your purpose of registration.

Select	Reason
<input type="radio"/>	My organization has submitted a competing application in Grants.gov. I am here to submit supplemental information for that application per the program guidance.
<input type="radio"/>	I am the authorizing official/designee and want to review and submit a competing application on behalf of my organization. The application was already started.
<input type="radio"/>	I am here to work on completing a competing application on behalf of my organization. The application was already started.
<input type="radio"/>	I am here to work on a noncompeting continuation application.
<input type="radio"/>	I am here to work on a grant, i.e., perform activities such as work on a post award submission or manage grant access.
<input type="radio"/>	I am the authorizing official/designee and want to manage my organization's information.
<input type="radio"/>	None of the above.

[Continue](#)

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Step 2: Associate Account with Organization

Logon Menu

- Login
- Forgot Password
- Registration

Login

Registration
[home](#) | [contact us](#) | [more instructions](#) | [glossary](#) | [help](#) | [questions/comments](#)

Registration Status
 Step 1 of 2: User account creation is **complete**.
 Step 2 of 2: User account affiliation to an organization record is **not complete**.

Before registering a new organization you must see if it already exists. You may look up the organizations already registered by using one of the search options provided below.

STEP 2 OF 2: ADD ACCOUNT TO AN ORGANIZATION - SEARCH ORGANIZATION

If you are here to work on your grant, you must provide the Grant Number for it so that we find your organization for you.

Grant Number (box 4b from most recent NGA) [See Information](#)
 (Example: A10HP01111)

If you do not remember the above information and still wish to register now, click the appropriate option below.

I can identify my organization, just let me complete my registration.

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Logon Menu

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Login

Registration
[home](#) | [contact us](#) | [more instructions](#) | [glossary](#) | [help](#) | [questions/comments](#)

Registration Status
 Step 1 of 2: User account creation is **complete**.
 Step 2 of 2: User account affiliation to an organization record is **not complete**.

Following are the results of your search. Review the results below and use the "Add me to this Organization" button to associate your account with the appropriate organization.

If you do not find your organization and would like more guidance, use the "Guide Me" button.

Use the "Create New Organization" button to create a new record if appropriate. Please note that adding duplicate organizations may delay funding of any award to your organization.

Displaying 1 of 1

STEP 2 OF 2: ADD ACCOUNT TO AN ORGANIZATION - ORGANIZATION SEARCH RESULTS

Search Parameters: Grant Number: _____

Organization Type	EIN
CBS-EIN	DUNS
Location Address	Mailing Address
AO Name	
Grant(s) Funded	Show Details

Action:

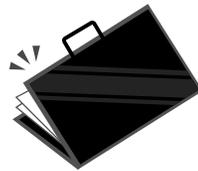
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Grant Portfolio: Overview

- The Grant Portfolio is the list of HRSA grants to which a user has access through EHBs
- After registering a user account in EHBs, the user must first find their grant and add it to the Grant Portfolio



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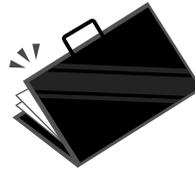
Grant Portfolio: Overview

- If a grantee organization has multiple HRSA grants, a user may add one or more of these grants to their portfolio
 - If you receive funds under more than one Ryan White grant, you will need to add each of these grants to your portfolio
- The Project Director must register and explicitly assign permission before you can do anything in EHBs, or complete your RDR submission
 - Communication between data staff and the Grant's Project Director is critical

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Grant Portfolio: Accessing RDR or ADAP

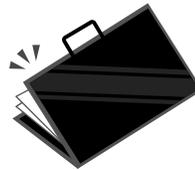
- All members of your organization who will be working on the RDR or ADAP must “Add Grant to Portfolio”
- Two functional roles in the Grant Portfolio
 - Project Director
 - Other



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Grant Portfolio: Accessing RDR or ADAP

- The RDR is located in the “Performance Report” section of the Grant Portfolio
- The ADAP is located in the “Other Submissions” section of the Grant Portfolio.
- Project director administers user access
 - Three Possible Levels of Access
 - View
 - Edit
 - Submit



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Grant Portfolio: “How to” – Data Submitter

■ STEPS

- Register and Login to the EHBs
- Select “Add to Portfolio”
- Enter grant number and identify role (“Other”)
- Request access from the Project Director
- Access Portfolio

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Grant Portfolio: “How to” – Project Director

■ STEPS

- Register and Login to the EHBs
- Select “Add to Portfolio”
- Enter grant number and identify role (“Project Director”)
- Verify Project Director identity
- Manage User Privileges

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Grant Portfolio: Verifying Project Director Identity

- Ensures the correct person is registering as the Project Director
- Project Directors will need items 1, 10 and 18 from the Notice of Grant Award (NGA) referenced in the Add to Portfolio process
- Information in the Project Director's personal profile must match the Project Direct information from the last NGA
- If the Project Director has changed, a Post Award request for change of Project Director must be submitted to the Division of Grants Management Operations (DGMO)

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Grant Portfolio

Data Submitter
Access Request

This screenshot shows a web form for 'Data Submitter Access Request'. The form includes fields for 'Project Director' and 'Functional Role'. A red rectangular box highlights the 'Project Director' field.

Project Director
Verify Identity

This screenshot shows a web form for 'Project Director Verify Identity'. The form includes a table for 'NAME VERIFICATION STATUS' and a section for 'ENTER THE FOLLOWING INFORMATION FROM NGA WITH CARE'. A red rectangular box highlights the 'Project Director Name on Profile' field in the table.

Project Director Name on NGA	Project Director Name on Profile	Status
		Validated

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Search for a Submitted Report

Welcome to HRSA EHB QA environment (Last login date and time 8/20/2007 5:56:00 PM)

Performance Reports
[Home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

Following is the list of performance reports for this grant along with their statuses. Based on its status, you can edit or view the performance report by clicking on the appropriate link.

To search for a particular report, click on the search button and modify the search criteria to generate the results. For example, to search for submitted reports, click on the search button and select the "Submitted" option under the Schedule Status search criteria.

Displaying 1-1 of 1

PERFORMANCE REPORT [Search](#)

Input Parameters: [\(Show Parameters\)](#)

Ryan White Program Data Report		Schedule Status: Not Started	
Type	Performance Reports	Due Date	4/1/2008 6:00:00 PM
Available Date	10/22/2007	Submission Tracking Number	N/A
Reporting Cycle	Calendar Year	Reporting Period	01/01/2007 - 12/31/2007
Online Submission	Yes (Preferred)	Submission Status	Not Started
Started by			
Start Report View Related NGA			

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Search for a Submitted Report

Welcome to HRSA EHB QA environment (Last login date and time 8/20/2007 5:56:00 PM)

Performance Reports
[Home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

Enter the criteria to be used to search for performance reports and their corresponding statuses. Once done, click on the "Search" button.

PERFORMANCE REPORT

Search Parameters

Schedule Status: (To select multiple, hold the Ctrl key and then select from the list.)

Submission Due Date: From (mm/dd/yyyy): To (mm/dd/yyyy):

Submission Coming up within (days):

Reporting Cycle: (To select multiple, hold the Ctrl key and then select from the list.)

Results per Page:

[Search](#)

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Search for a Submitted Report

The screenshot shows the HRSA Electronic Handbooks for Applicants/Grantee interface. The main content area displays a search for performance reports. A search box contains the text "Submitted" and a "Search" button. Below the search box, a table lists performance reports. An arrow points to the "View Report" link for the first entry.

HRSA Electronic Handbooks for Applicants/Grantee

Welcome to HRSA EHB QA environment (Last login date and time 8/20/2007 5:56:00 PM)

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Following is the list of performance reports for this grant along with their statuses. Based on its status, you can edit or view the performance report by clicking on the appropriate link.

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Displaying 1-1 of 1

PERFORMANCE REPORT [Search]

Input Parameters: (Show Parameters)

CADR Annual Submission		Schedule Status: Submitted	
Type	Performance Reports	Due Date	3/16/2007 5:59:59 PM
Available Date	12/15/2006 12:00:00 PM	Submission Tracking Number	
Reporting Cycle	Calendar Year	Reporting Period	01/01/2006 - 12/31/2006
Online Submission	Yes (Preferred)	Submission Status	
Started by		Submitted by	

[View Report](#) | [View Related NGA](#)

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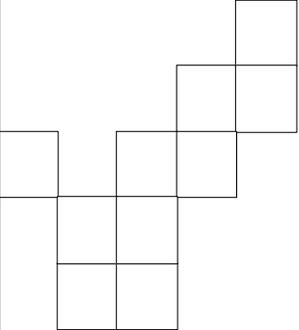
Web Demonstration

<https://performance.hrsa.gov/hab/EHBDemo/CADR>

<https://performance.hrsa.gov/hab/EHBDemo/ADAP>

- HAB has developed an Online Demo to help Grantees navigate through the EHBs
 - Registration
 - Access/Permissions
 - RDR Submission and ADAP Submission

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Need Help?

**HRSA Call Center
Monday – Friday, 9:00 AM – 5:30 PM ET
(877) Go4 – HRSA or (877) 464 – 4772
CallCenter@hrsa.gov**

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Questions



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