

2014 Title V Block Grant Application

Changes to Title V Information System (TVIS)
submission process

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Science Applications International Corporation
(MCHB Information Systems Development under Contract#: HHS250201100069B)

- **Interim Year Reporting**
- EHB Process for the Block Grant Application
- Review of System Key Points
- Dates for the 2014 Application
- Accessing the 2014 Application

- Some things remain the same.
 - Multi-year forms are prepopulated with previously submitted data
 - Single year forms are not pre-populated
 - Form Status Check
 - HTML and PDF versions of forms and narrative available
- Reminder: Application Year 2014 and Annual Reporting Year 2012



Interim Year Reporting

- What has changed?
 - Form 2 – Pick list for pre-defined Other Federal Funds.
 - HSCI and HSI narrative sections have changed back to a data entry text box for each indicator in this application.
 - Note: HSCI and HSI narrative reporting requirements have not changed. States are only required to report on one, some or all indicators.
 - TVIS will require a narrative for any HSCI or HSI where an attachment was added.
 - New look and feel to match the new HRSA Electronic Handbooks (EHBs) user interface.
 - Navigation to create and access your application has changed due to the new EHB user interface.

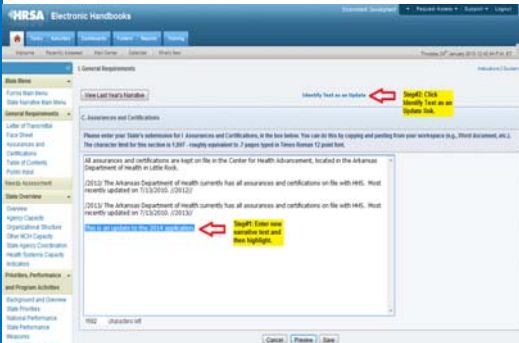


Interim Year Reporting

- Narrative text fields are pre-populated with last year's narrative text
 - Exceptions: performance measures narrative sections (past, present, future) are NEVER pre-populated
 - You have access to last year's narrative to cut and paste as necessary
- Updates to pre-populated sections should begin with /2014/ and end with //2014//
- Length limitations for the pre-populated sections have increased by 10 percent from last year
- There is a tool in the narrative to help put the /2014/...//2014// around your updated text.



Identifying Narrative Text as an Update



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Identifying Narrative Text as an Update

HRSA Electronic Handbooks

1. General Requirements

Identify Text as an Update

Please enter your State's submission for 1. Assessments and Certifications, in the box below. You can do this by copying and pasting from your workspace in a Word document, etc. The character limit for this section is 4,000, roughly equivalent to 7 pages typed in Times Roman 12 point font.

The required assurances and certifications have been signed by Ms. Denise S. Baker, Director of the Center for Maternal and Child Health and located in the Center for Maternal and Child Health's central office. The assurances and certifications will be made available to the Maternal and Child Health Bureau upon request.

(2014) This is an update to the 2013 application. (2014)

Note: This new text is added to the current application to add and update on the new version of the application.

10/10 03/08/2014

Cancel Print Done

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Interim Year Reporting

- CSHCN Survey Data is pre-populated
 - NPM02-06 has indicator data prepopulated from 2009-2010 CSHCN Survey for the 2012 indicator.
 - Pre-populated note for 2012
 - Addressing comparability to the 2005 survey
 - Review data – edit data and note as necessary

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Form 2 – Other Federal Funds Pick list

- Coordination between MCHB and the States to develop the list of selections for the pick list
- Allows States to select additional commonly used Other Federal Fund sources (i.e., Title X – Family Planning)
- Easier and more efficient for States
- Facilitates common naming conventions across years on Form 4
- Supplements default Other Federal Funds on the OMB form such as WIC, CDC, etc.
- Functionality to specify “Other” Other Federal Funds in a textbox remains.



Narrative Data Entry – HSCI & HSI

- Reinstatement of original HSCI and HSI narrative functionality based on feedback from you and the reviewers
- 3,000 character data entry text box will be available for each HSCI and HSI
- Each data entry section will display the multi-year data table for the indicator you choose to discuss



Narrative Data Entry – HSCI & HSI

- States will only be required to provide a narrative discussion for at least one HSCI and HSI
- Allows the flexibility of discussing in your narrative the indicator(s) of your choice, while displaying the related data from the forms within the narrative



Narrative Data Entry – HSCI & HSI

- Introduction data entry sections for HSCI and HSI will not be reinstated
- HSCI and HSI narrative sections will not be pre-populated with narrative text from prior years
- PDF version of narrative will only display indicator(s) with narrative text



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EHB Process

- HRSA's EHB is HRSA's grants management and application system
- User interface changed on July 26, 2012
- Grants and program data are managed through EHB
 - Registration
 - Access to the Data Entry System



EHB Process

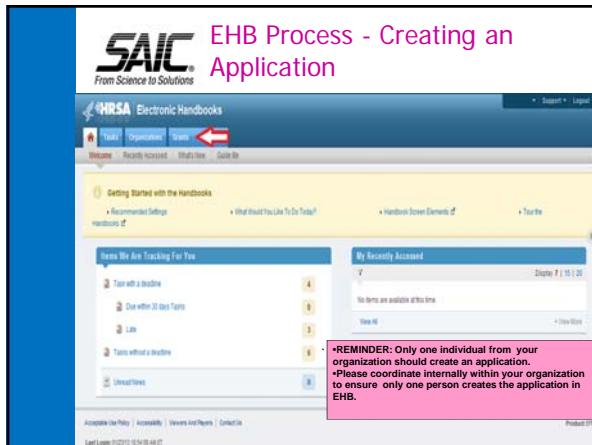
- All those working on the application and in TVIS must register as individual users in EHB
- One person from your State starts the application in EHB
- Access to TVIS takes place in EHB
 - "Program Specific Information" = TVIS
- Submission of the application takes place in EHB

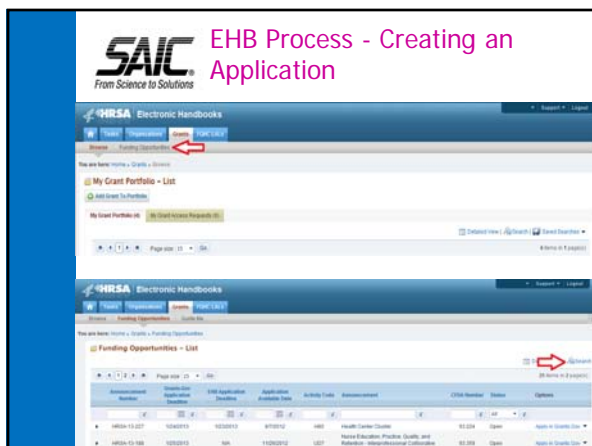
- Registration
 - Anyone working on an application must register
 - Two part registration
 - Individual registration - Defined with a role
 - Link your profile to your State
 - **Use your block grant number to identify your organization!**
 - If you have already registered in EHB, verify that you are tied to the organization noted on the block grant
- <https://grants.hrsa.gov/webexternal/home.asp>

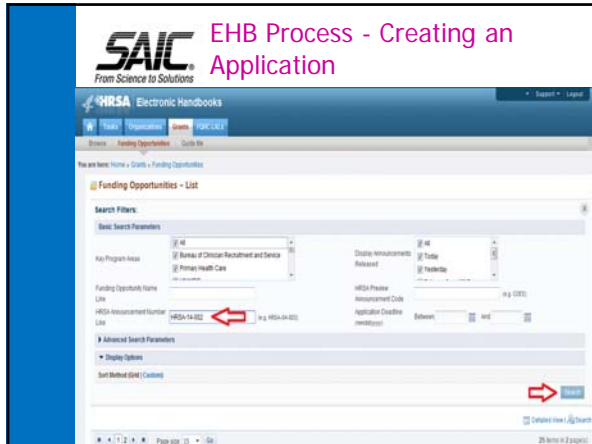
- MCH Director or designee may start the application
 - Eligibility code will be sent to MCH Director and this code is needed to start the application
 - MCH Block Grant competes as a new application each year
 - Person who starts the application controls peer access to the grant for all others working on it
 - The one who starts the application should be the hands-on manager of the application process
- Start only one application in EHB

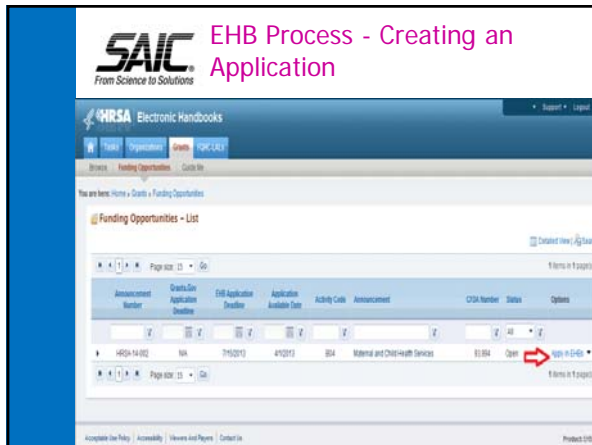
- How does this year's EHB process differ from last year's due to the new EHB user interface?
 - Searching for the funding opportunity to create the application (refer to slides 19-24)
 - Granting EHB peer access to the application to other users (refer to slides 25-31)
 - Accessing the application (refer to slides 26-28)
 - Login to EHB
 - Click on Task tab
 - Click on Grant Applications
 - Click Edit link

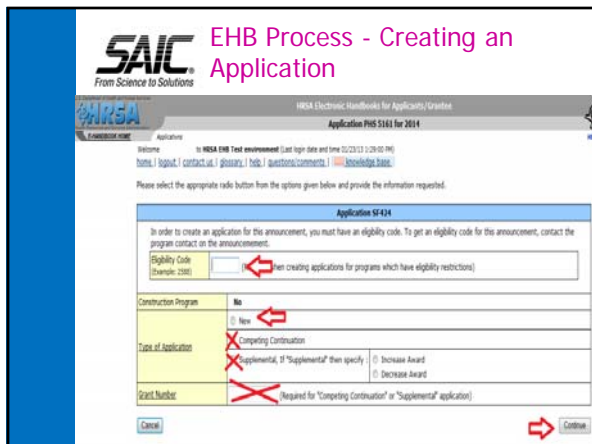
- Creating an application
 - Login to EHB
 - Click Grants Tab
 - Click Funding Opportunities
 - Click Search link on the right
 - Enter the HRSA announcement number into the "HRSA Announcement Number Like" field (i.e., HRSA-14-002)
 - Click Search
 - The 2014 Title V funding opportunity will be displayed in the results list
 - Click "Apply in EHBs" link



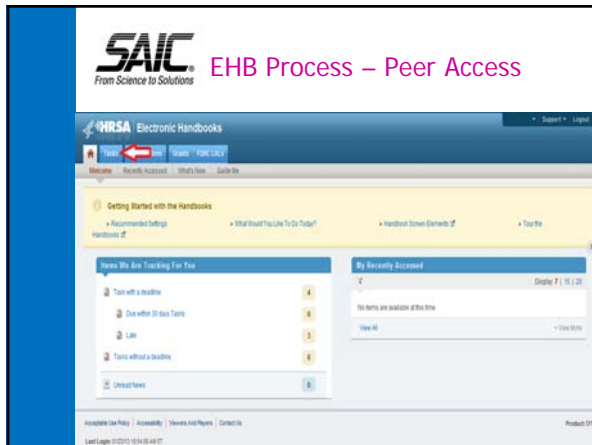


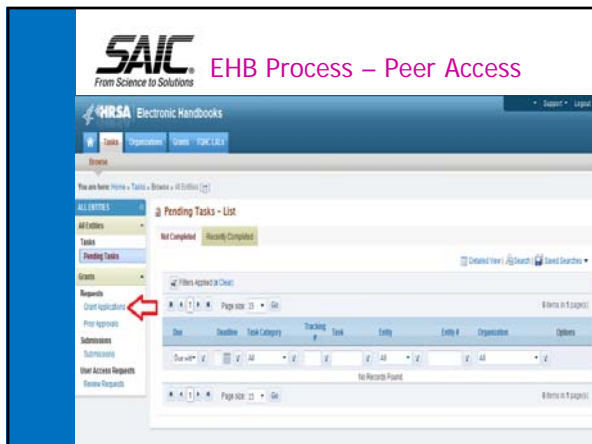






- Peer Access
 - Login to EHB
 - Click Tasks Tab
 - Click "Grant Applications" link on the left menu
 - Find the 2014 Title V application in the list
 - Click the upside down triangle black triangle next to the "edit" link to expand the drop down menu
 - Click "Manage Peer Access" link
 - Click "Authorize New Users" button (A list of all users for your organization will be displayed)
 - Click "Authorize Access" link for a user and select the appropriate privileges (i.e., view application, edit application)





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HRSA Electronic Handbooks

Applications - Incomplete List

Grants.gov Applications Pending Validation: 0

Not Completed Recently Completed [Link]

Export to Excel

103 Data 01/10/2013 HRSA-14-002 10405 N/A GOVERNMENT OF OREGON DEPARTMENT OF HEALTH SERVICES

Actions: Edit, Cancel, Manage Peer Access, Lock

***The person who created the application in EHB manages access to it through the 'Manage Peer Access' link.**

SAIC From Science to Solutions **EHB Process – Peer Access**

HRSA Electronic Handbooks

Application Peer Access

104001 - GOVERNMENT OF OREGON - DEPARTMENT OF ADMINISTRATION, Status: In Progress

Assessment Number: HRSA-14-002 Application Deadline: 11/02/13

Project Title: National and Child Health Services

Authorize New Users

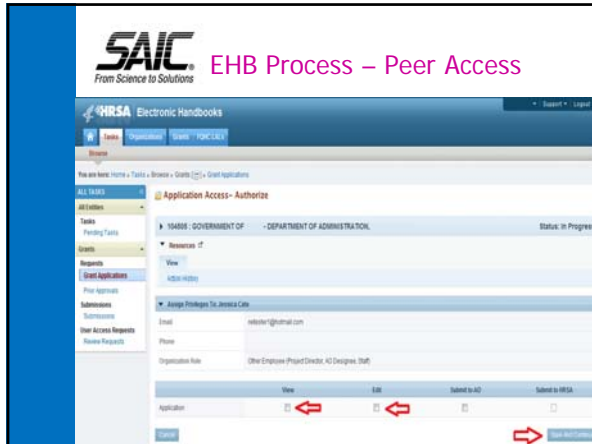
SAIC From Science to Solutions **EHB Process – Peer Access**

Peer Approvals

Submissions

User Access Requests

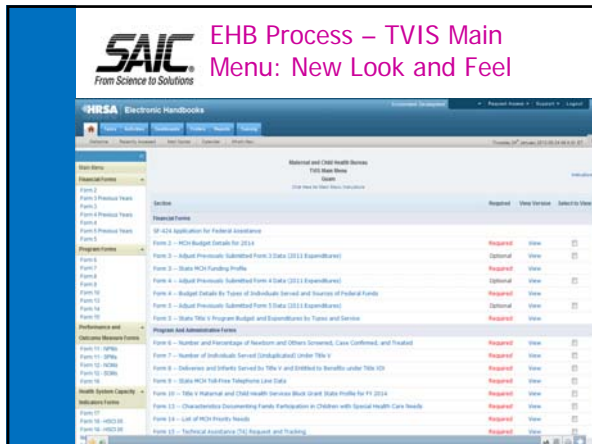
Name	Email	Functional Role	Phone	Organization	Options
Boss, Roma E	rsboss@dmhs.com	Authorizing Official (AO)		GOVERNMENT OF OREGON DEPARTMENT OF ADMINISTRATION	Authorize Access
Del, Margaret M	mddel@dmhs.com	Employee (Other)		GOVERNMENT OF OREGON DEPARTMENT OF ADMINISTRATION	Authorize Access
Carroll, Michael D	mcarroll@dmhs.com	Business Official (BO)		GOVERNMENT OF OREGON DEPARTMENT OF ADMINISTRATION	Authorize Access
Carroll, Valerie M	mcarroll@dmhs.com	Authorizing Official (AO)		GOVERNMENT OF OREGON DEPARTMENT OF ADMINISTRATION	Authorize Access
Cole, Jessica	jcolem@dmhs.com	Employee (Other)		GOVERNMENT OF OREGON DEPARTMENT OF ADMINISTRATION	Authorize Access
Delfino, Linda U	ldelfino@dmhs.com	Authorizing Official (AO)		GOVERNMENT OF OREGON DEPARTMENT OF ADMINISTRATION	Authorize Access



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- Title V Block Grant uses an PHS 5161 Short Form
 - Only collects the data for the SF424
- Status on the application menu changes for each section to "Complete" when necessary data are entered
 - You are completing the SF424 as you complete these sections
- All parts of this menu must be "Complete" before the submit link is activated
- "Program Specific Information" section is TVIS and this will be where most data entry occurs
 - All status checks on forms must register as "Complete" on the Forms Status Checker in TVIS for the "Program Specific Information" Section on the Application Status Menu to be complete

SAIC EHB Process
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SAIC EHB Process
From Science to Solutions

- A State must electronically submit the grant application in EHB
- The application **MUST** be submitted by the deadline of July 15, 2013 by 8:00 p.m. Eastern Time
- Your State's Authorizing Official must submit this application
 - Project director may not submit

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Key Points

- Access to the Application is via the Internet
- When you save your data, data are stored on the HRSA server where it may be accessed at your next session
- You must save your data!
- If you cancel without saving or close your window, you will lose the data on your form



Key Points

Your Browser

- Use Internet Explorer 8.0
 - Internet Explorer 9.0 is **not** recommended
 - Firefox works in part
 - Notes feature does not function in Firefox.
- Coordinate with your State IT department to make sure you are set up properly



Key Points

Security

- Time outs are a security requirement
- If there is no communication with the server within 30 minutes, you will time out of the system
- Turn off your pop-up blocker as messages will appear in pop-up windows



Key Points

Security

- At the 29 minute mark, you receive a warning that you will time out and you must click the "OK" button to continue your session
- You have 1 minute to respond
- Be careful about having multiple windows open – your warning could appear in an open window behind your active window



Key Points

Data Entry

- Save your data as you work
- Use the 'Notes' icon to enter notes at both the form and the field level
- Use the 'Instruction' link to access the user's guide for the form that you are in
- Use the 'Guidance' link to review the content of the guidance for that form



Key Points

Forms

- Numeric fields cannot have commas entered
- Text fields have character limitations
- Only one person from your State can access a single form at any one time
- Multiple users from your State can work on different forms at the same time



Key Points

Notes

- Note fields are not pre-populated
- Historical notes are available for you to cut and paste notes from last year's application, should they apply to this year's application



Key Points

Narrative

- Text fields have character limitations
 - Compose your copy in Word or WordPerfect for a section and note your character count including spaces. This count should be under the section limit
 - Then copy and paste into the section
- Do not use bullets or other special characters
- Hard returns do not count toward the character limits
- Use the character counter on the page to monitor character use



Key Points

Narrative

- Attachments - one attachment per section
 - Combine multiple attachments into one document for a section
 - Be consistent in the naming of your attachments
 - Name it by Subsection Title
 - Put the Section and Subsection on the attachment for easy of identification for the reviewer
 - Filenames cannot exceed 35 characters in length
 - The maximum file size of an attachment is 10MB
- Do not use attachments to work around length limitations



Key Points: Data Validations

- Completing PMs, HSCIs and HSIs: Provide actual or estimated data or, in lieu of data, a note is acceptable for the reporting year
- Completing OMs: Recommended but optional
- Reporting PMs and HSCIs for the Territories: Notes are acceptable in lieu of any data for the PMs, HSCIs and HSIs that may not apply to the Territories



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Key Dates for the 2014 Application

- **ASAP:** Register in HRSA's EHB using last year's grant number to select your organization
- **March 15, 2013:** MCH Directors send the list of staff that have registered in EHB and their usernames.
 - Send to EJ Tom (tome@saic.com)
 - You will not be able to access TVIS if we do not know your user name
- **April 1, 2013:** The funding announcement for the 2014 Application and 2012 Annual Report will go live.
 - MCH Directors or designee can begin the application and give access to other State users
 - Eligibility code is needed to start - code will be sent to MCH Directors
- **July 15, 2013 at 8:00 PM Eastern Time:** Deadline for the 2014 Title V Block Grant Application and 2012 Annual Report.
 - State Authorizing Official must submit the completed application by this time



Accessing the 2014 Application

- The URL is at:
<https://grants.hrsa.gov/webexternal/Login.asp>
- Once, there – bookmark it for direct access!
- Reminder: If you are the creator of the application, you do not need to do peer access. You already have “Edit” and “View” application EHB peer access privileges.



Contact Information

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Fax: 301-468-0166

MCHB Program Assistance:
Division of State and Community Health
Maternal and Child Health Bureau
301-443-2204
