

Welcome to OAT PIMS tutorials

These are detailed step-by-step procedures to help Grantees to get the best from their new system.

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1 Grantee Functions in OAT PIMS

1.1 Grantee Login (How to Access and Use OAT PIMS)

Grantees will access OAT PIMS through EHB
Be registered with EHB

Type the following URL on your browser and hit “Enter”:

<https://ehbqa.hrsa.gov/webexternal/login.asp>

This brings up the EHB logon screen

U.S. Department of Health and Human Services
HRSA
Health Resources and Services Administration
E-HANDBOOK HOME

HRSA Electronic Handbooks for Applicants/Grantee

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

Login

Phone: 877-Go4-HRSA/877-464-4772; 301-998-7373

Time: 9:00 a.m. to 5:30 p.m. Eastern Time (E.T.), Monday through Friday

Email: CallCenter@HRSA.GOV

Fields marked with an asterisk(*) are required.

LOGIN

Already Registered?

*Username

*Password

[Forgot your password?](#)

Not Registered?

- Registration is needed only once
- Read the getting started guidelines for [New Applicants](#) and/or [Existing Grantees](#)

Warning!

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1.1.1 Username and Password

Enter your username and password and click “Login”

The screenshot shows the HRSA Electronic Handbooks for Applicants/Grantee website. At the top left is the HRSA logo with the text "U.S. Department of Health and Human Services" and "Health Resources and Services Administration". To the right of the logo is the text "HRSA Electronic Handbooks for Applicants/Grantee". On the far right is a "HELP" icon. Below the logo is a "Logon Menu" with options: "Login", "Forgot Password", and "Registration". The "Login" option is selected. Below the menu is a "Login" button. To the right of the menu is a "Contact Us" section with a phone icon, phone number (877-Go4-HRSA/877-464-4772; 301-998-7373), time (9:00 a.m. to 5:30 p.m. Eastern Time (E.T.), Monday through Friday), and email (CallCenter@HRSA.GOV). Below the contact information is a "LOGIN" section with a note: "Fields marked with an asterisk(*) are required." The "LOGIN" section is divided into two columns: "Already Registered?" and "Not Registered?". Under "Already Registered?", there are input fields for "*Username" (containing "shsdced") and "*Password" (containing "*****"). Below these fields is a "Login" button, which is circled in orange. Below the "Login" button is a link for "Forgot your password?". Under "Not Registered?", there is a "Create an Account" button and a list of instructions: "Registration is needed only once" and "Read the getting started guidelines for New Applicants and/or Existing Grantees". Below the "LOGIN" section is a "Warning!" section with text: "This site is maintained by the U.S. Government. It is protected by various provisions of Title 18, U.S. Code of Federal Regulations. Violations of Title 18 are subject to criminal prosecution in federal court. For site security purposes and to ensure that this service remains available to all users, we employ software programs to monitor traffic, to identify unauthorized attempts to upload or change information, or otherwise cause damage. In the event of authorized law enforcement investigations, and pursuant to any required legal process, information from these sources may be used to help identify an individual." At the bottom of the page is a link for "Privacy Policy | Disclaimer".

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HRSA Electronic Handbooks for Applicants/Grantee

HELP

Logon Menu

- ▶ Login
- Forgot Password
- Registration

Login

Contact Us:

Phone: 877-Go4-HRSA/877-464-4772; 301-998-7373

Time: 9:00 a.m. to 5:30 p.m. Eastern Time (E.T.), Monday through Friday

Email: CallCenter@HRSA.GOV

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LOGIN

Already Registered?

*Username

*Password

[Forgot your password?](#)

Not Registered?

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- Read the getting started guidelines for [New Applicants](#) and/or [Existing Grantees](#)

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1.1.2 View Portfolio

From the EHB Welcome page click 'View Portfolio' on the "Home" left hand side menu

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Health Resources and Services Administration
E-HANDBOOK HOME

HRSA Electronic Handbooks for Applicants/Grantee
SHAWNEE HEALTH SERVICE, Carterville, IL

HELP

Welcome George O'Neill (Last login date and time 4/30/2008 11:01:00 AM)

Welcome
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

Contact Us:
Phone: 877-Go4-HRSA/877-464-4772; 301-998-7373
Time: 9:00 a.m. to 5:30 p.m. Eastern Time (E.T.), Monday through Friday
Email: CallCenter@HRSA.GOV

Applicant/Grantee Electronic Handbook (EHB) provides all potential and existing grantees a means to conduct various activities electronically.

WHAT WOULD YOU LIKE TO DO TODAY?

- Manage Competing Applications**
 - [Read Electronic Submission Guide](#)
 - [Verify Grants.gov Application \(if required per Guidance\)](#)
 - [Work on My Application](#)
 - [Allow Other Members of My Organization to Work on My Application](#)
 - [Search Funding Opportunities](#)
- Manage Grants Portfolio**
 - [Read About Grant Registration](#)
 - [Add a Grant to My Portfolio](#)
 - [View Grants in My Portfolio](#)
 - [Work on a Grant](#)
 - [Work on My Noncompeting Application](#)
 - [Work on Other Post Award Submissions](#)
- Manage My Profile**
 - [Update My Contact and Address Detail](#)
 - [Verify My Email Address](#)
 - [Change My Password/Security Question](#)
 - [Read About Multiple Organization Registrations](#)
 - [Associate My Account with Another Organization](#)
 - [Set My Default Organization](#)
- Manage Organization Profile**
 - [Read About Organization Profile Management](#)
 - [Update Organization Information on File](#)
 - [Change Communication Contact for Organization](#)
 - [Manage Users of My Organization](#)

[Logout](#)

[Acceptable Use Policy](#)

This brings up the Grants List for the grantee

1.1.3 Open Grant Handbook

Select a grant by clicking on the "Open Grant Handbook" link on the last column of the Grants list.

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 Health Resources and Services Administration
 E-HANDBOOK HOME

HRSA Electronic Handbooks for Applicants/Grantee
 SHAWNEE HEALTH SERVICE, Carterville, IL

HELP

Welcome George O'Neill (Last login date and time 4/30/2008 1:44:00 PM) -Tools Menu- Go

View Portfolio
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

Following are the grants for which you have been registered either as a project director or an employee. Click on the "Open Grant Handbook" link to manage a grant.

GRANTS LIST			
H80CS00667:Health Center Cluster Last Award Issued on: 09/25/2007			
Project Period	4/1/2002-3/31/2011	Budget Period	4/1/2007-3/31/2008
CRS EIN	1370966854A1	Number of Support Years	6
Project Director	George M O'Neill, Email: reitester1@hotmail.com, Phone: (618) 985-8221		Open Grant Handbook
Grant Contact	Carolyn Testerman, Email: reitester1@hotmail.com, Phone: (301) 594-4244		
Program Contact	Brenda Wise, Email: reitester1@hotmail.com, Phone: (301) 443-0621		
H37RH00053:Black Lung/Coal Miner Clinics Program Last Award Issued on: 06/25/2007			
Project Period	10/1/1979-6/30/2010	Budget Period	7/1/2007-6/30/2008
CRS EIN	1370966854A1	Number of Support Years	29
Project Director	George M O'Neill, Jr., Email: reitester1@hotmail.com, Phone: (618) 985-8221		Open Grant Handbook
Grant Contact	Donna Marx, Email: reitester1@hotmail.com, Phone: (301) 594-4245		
Program Contact	Kristin Martinsen, Email: reitester1@hotmail.com, Phone: (301) 594-4438		

[Logout](#)

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This brings up the selected Grant menu.

1.1.4 Performance Reports

Choose to work on Performance Reports by clicking the link on the Grant menu.

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HELP

Welcome George O'Neill (Last login date and time 4/30/2008 1:44:00 PM)
Overview
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

Grant Handbook
H37RH00053

Grant Menu

- Overview
- View Awards**
- Last NGA
- Award History
- Administer**
- New Users
- Existing Users
- Submissions**
- Monitor Schedules
- Noncompeting
- Continuations
- Performance Reports**
- Progress Reports
- FSR
- Other Submissions

Contact Us:

Phone:	Time:	Email:
877-Go4-HRSA/877-464-4772; 301-998-7373	9:00 a.m. to 5:30 p.m. Eastern Time (E.T.), Monday through Friday	CallCenter@HRSA.GOV

Grant Electronic Handbook (EHB) provides authorized users of the grantee organization a means to conduct various activities electronically.

Note: You have multiple grants in your profile. Currently, you are working on Grant# H37RH00053. All data shown to you will be for this grant. To change to a different grant click [here](#).

WHAT WOULD YOU LIKE TO DO TODAY?

- View Grant Information**
 - View Most Recent Notice of Grant Award
 - View Prior Notices of Grant Awards
 - Change/Control Who Can View this Information
- Administer Grant Handbook**
 - Learn About Grant Access Privileges
 - Allow Other Users from My Organization to Work on this Grant
 - Change/Control How Others Can Work on this Grant
- Manage Post Award Submissions**
 - Learn About Post Award Submissions
 - View Available Post Award Submission Schedule
 - Work on Noncompeting Continuation Application
 - Work on Performance Report or Other Submissions
 - Control How Others Can Work on Submissions

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This brings up the Performance Report for the Grant.

1.1.5 Select "Performance Report" option

Select one of the first 3 options (Submit Report, Edit Report, and View Report) under "Performance Report".

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HRSA Electronic Handbooks for Applicants/Grantee
 MINER'S COLFAX MEDICAL CENTER, Raton, NM

Welcome Kandace Kay Evans (Last login date and time 4/30/2008 1:05:00 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			
Input Parameters: (Show Parameters)			
ORHP Report		Schedule Status: In Progress	
Type	Performance Reports	Due Date	2/7/2009
Available Date	4/4/2008	Submission Tracking Number	N/A
Reporting Cycle	Budget Period Start Date	Reporting Period	01/01/2008 - 12/31/2008
Online Submission	Yes (Preferred)	Submission Status	In Progress
Started by	Kandace Kay Evans on 4/7/2008 11:56:13 AM		
Submit Report Edit Report View Report View Related NGA			

Page 1

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1.1.6 You are redirected to OAT PIMS Welcome/Home page

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 E-HANDBOOK HOME

HRSA Office for the Advancement of Telehealth
 Performance Improvement and Measurement System
[Instructions](#) | [Contact Us](#) | [Sign Out](#)

Grantee:
Current Report Period: - | Report Due Date:

[Home](#) [Reports](#) [Setup Options](#)

Welcome to Performance Improvement and Measurement System

As required by the Government Performance and Review Act (1993), all federal agencies must develop strategic plans, describing their overall goals and objectives. These "GPRA Plans" must provide annual performance reports containing quantifiable measures of each program's progress in meeting the stated goals and objectives.

The performance assessment instruments developed by the Office for the Advancement of Telehealth (OAT) with its grantees will fulfill GPRA requirements to report to Congress on the impact of OAT's telehealth grant programs. Moreover, OAT hopes to use the information derived from these instruments to demonstrate the "value-added" that telehealth services contribute to improving health care. OAT has incorporated these performance assessment tools into the routine reporting required as part of the "mid-year or mid-cycle" and annual reports required under your grant. Each of the programs will also get reports comparing themselves to the entire set of grantees, on these same measures.

There will be two data reporting periods each year; during these biannual reporting periods, data should be reported for the previous six months of activity. Programs will have approximately six weeks to enter their data during each biannual reporting period.

For technical help please call HRSA Call Center 1-877-Go4-HRSA (1-877-464-4772) or email CallCenter@hrsa.gov

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1.2 New Report Data Collection

1.2.1 Repeat Instructions 1.1.1 to 1.1.4.

1.2.2 Select the "Start Report"

Select the "Start Report" option on the "Performance Report" menu. The report status is "Not Started"

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Health Resources and Services Administration
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HRSA Electronic Handbooks for Applicants/Grantee
SHAWNEE HEALTH SERVICE, Carterville, IL

Welcome George O'Neill (Last login date and time 4/30/2008 1:44:00 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			
Input Parameters: (Show Parameters)			
ORHP Report			Schedule Status: Not Started
Type	Performance Reports	Due Date	4/7/2008
Available Date	4/4/2008	Submission Tracking Number	N/A
Reporting Cycle	Budget Period Start Date	Reporting Period	01/01/2008 - 12/31/2008
Online Submission	Yes (Preferred)	Submission Status	Not Started
Started by			
Start Report View Related NGA			

Page 1

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You are redirected to OAT PIMS Welcome/Home page

1.2.3 Launch OAT PIMS

Click on "Continue" button

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E-HANDBOOK HOME

HRSA Office for the Advancement of Telehealth
Performance Improvement and Measurement System
[Instructions](#) | [Contact Us](#) | [Sign Out](#)

Grantee:
Current Report Period: - | Report Due Date:

[Home](#) [Reports](#) [Setup Options](#)

Welcome to Performance Improvement and Measurement System

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There will be two data reporting periods each year; during these biannual reporting periods, data should be reported for the previous six months of activity. Programs will have approximately six weeks to enter their data during each biannual reporting period.

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The first "Setup Options" form is brought up. Provide and save all required information on all 4 forms on this Tab then move to "Reports" Tab.

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E-HANDBOOK HOME

HRSA Office for the Advancement of Telehealth
Performance Improvement and Measurement System
[Instructions](#) | [Contact Us](#) | [Sign Out](#)

Grantee:
Current Report Period: - | Report Due Date:

Home Reports **Setup Options**

Tools
[Validate/Submit Report](#)
[PDF Print](#)
[Grantee Information](#)

Data Collection Period
-

Report Status: In Progress

Setup Options
Configure Report Period
[Configure Sites](#)
(Total Listed: 0)
[Select Specialty Areas](#)
(Total Selected: 0)
[Select Settings](#)
(Total Selected: 0)

Configure Report Period

During this reporting period:

	Yes	No
1. Were TM interactions used for the purpose of overseeing students or trainees involved in formal educational programs. These sessions are used to fulfill formal education, licensure or certification requirements. (help)	<input type="radio"/>	<input checked="" type="radio"/>
2. Were TM interactions used for supervision of clinicians that is NOT REQUIRED to meet formal educational requirements. This includes sessions required to meet regulatory practice requirements, as well as supervision/advice requested by remote practitioners. (help)	<input type="radio"/>	<input checked="" type="radio"/>
3. Did you use TM to provide home telehealth services?	<input type="radio"/>	<input checked="" type="radio"/>
4. Did you provide telerehab services during this reporting period?	<input checked="" type="radio"/>	<input type="radio"/>
5. Did you provide services to patients in any of the following categories during this reporting period? • CHF • COPD • Asthma • Diabetes • Mental Health • Other Chronic Condition	<input type="radio"/>	<input checked="" type="radio"/>
6. Your program is a:	<input type="text" value="Congressionally Mandated Project"/>	

Are the set-ups above complete? Yes No

Save **Cancel**

For technical help please call HRSA Call Center 1-877-Go4-HRSA (1-877-464-4772) or email CallCenter@hrsa.gov

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Grantee:

Current Report Period: - | Report Due Date:

[Home](#) | [Reports](#) | **Setup Options**

Tools

- [Validate/Submit Report](#)
- [PDF Print](#)
- [Grantee Information](#)

Data Collection Period

- ▾

Report Status: In Progress

Setup Options

- [Configure Report Period](#)
- [Configure Sites](#)
(Total Listed: 0)
- [Select Specialty Areas](#)
(Total Selected: 0)
- [Select Settings](#)
(Total Selected: 0)

Configure Sites

Indicate the Sites in which you had activity during this reporting period and for which you wish to enter data. For more information, please see the instructions (located at the top right of the page).

Site Name	Town	State	Zip	Location	Fuction	Action
AHEC Ft. Smith	Fort Smith	AL	12345	Rural	Consultant Site	Edit Delete
yyy	yy	AS	66666	Rural	Patient/Patient Data Site	Edit Delete
oooo	oooooo	AL	88888	Rural	Patient/Patient Data Site	Edit Delete
mmmm	mmmm	AR	33333	Rural	Patient/Patient Data Site	Edit Delete
<input type="text"/>	<input type="text"/>	AK ▾	<input type="text"/>	Rural ▾	Patient/Patient Data Site ▾	Add

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Grantee:

Current Report Period: - | Report Due Date:

[Home](#) | [Reports](#) | **Setup Options**

Tools

- [Validate/Submit Report](#)
- [PDF Print](#)
- [Grantee Information](#)

Data Collection Period

- ▾

Report Status: In Progress

Setup Options

- [Configure Report Period](#)
- [Configure Sites](#)
(Total Listed: 0)
- [Select Specialty Areas](#)
(Total Selected: 0)
- [Select Settings](#)
(Total Selected: 0)

Select Specialty Areas

Indicate the Specialty Areas in which you had activity during this reporting period and for which you wish to enter data. ([help](#))

Specialty Area
<input type="checkbox"/> Select (or Unselect) All Specialty Areas
<input type="checkbox"/> Allergy/Rheumatology/Immunology
<input type="checkbox"/> Adult Echocardiology
<input type="checkbox"/> Interventional Cardiology
<input checked="" type="checkbox"/> Pediatric Echocardiology
<input type="checkbox"/> Routine Pediatric Cardiology

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Grantee:
Current Report Period: - | Report Due Date:

[Home](#) | [Reports](#) | [Setup Options](#)

Tools

- [Validate/Submit Report](#)
- [PDF Print](#)
- [Grantee Information](#)

Data Collection Period

- ▾

Report Status: In Progress

Setup Options

- [Configure Report Period](#)
- [Configure Sites](#)
(Total Listed: 0)
- [Select Specialty Areas](#)
(Total Selected: 0)
- [Select Settings](#)
(Total Selected: 0)

Select Settings

Indicate the settings in which you had activity during this reporting period and for which you wish to enter data. ([help](#))

Settings
<input type="checkbox"/> Select (or Unselect) All Settings
<input type="checkbox"/> Hospital ER
<input type="checkbox"/> Hospital In-Patient
<input checked="" type="checkbox"/> Hospital Outpatient
<input type="checkbox"/> Non-Hospital Clinic (e.g. rural health clinic, migrant health clinic)
<input checked="" type="checkbox"/> Private Medical Practice or Physician's Office
<input type="checkbox"/> Health Department and Mental Health Agency
<input type="checkbox"/> Patient's Home
<input checked="" type="checkbox"/> Licensed Nursing Home
<input checked="" type="checkbox"/> Assisted Living Facility
<input checked="" type="checkbox"/> School
<input checked="" type="checkbox"/> Prison
<input type="checkbox"/> Indian Health Clinic
<input type="checkbox"/> Mobile Unit

[Save](#) [Cancel](#)

This brings up the first not completed form. For a “Not Started” report the first not completed form is “Volume of Specialties and Services, by Setting”. Grantee can select a different form by clicking the form link under “Report Navigation”

1.2.4 Form Data Entry

Enter data in form fields. If all required information is provided Grantee can choose to complete the form.

The screenshot shows a web application interface for reporting. At the top, it identifies the user as 'Grantee:' and shows the 'Current Report Period: - | Report Due Date:'. Navigation tabs include 'Home', 'Reports', and 'Setup Options'. A left sidebar contains 'Tools' (Validate/Submit Report, PDF Print, Grantee Information), 'Data Collection Period' (dropdown), 'Report Status: In Progress', and 'Report Navigation' (a list of 15 items, with '2. Volume of Specialties and Services, by Setting' selected). The main content area is titled '2. Volume of Specialties and Services, by Setting' and includes instructions, a table of settings, input fields for site counts, a comments box, and a completion status section. The 'Save' button is circled in orange.

Grantee:
Current Report Period: - | Report Due Date:

Home Reports Setup Options

Tools
Validate/Submit Report
PDF Print
Grantee Information

Data Collection Period
-

Report Status: In Progress

Report Navigation
 1. Configure Report Period
 2. Volume of Specialties and Services, by Setting
 3. Service Availability in Remote Communities
 4. Patient Travel Saved
 5. Number of Practitioner Referrals, by Source of Referral
 6. Supervision of Students/Trainees
 7. Informal Supervision and Mentoring
 8. Other Uses of System
 9. Telehealth Consultants Continuing Participation
 10. Referring Practitioners Continuing Participation
 11. Homecare
 12. Outcome Measures for Chronic Conditions
 13. Telerehabilitation
 14. Dermatology
 15. Patients

2. Volume of Specialties and Services, by Setting

For help on this page, please click the Instructions link on the top right of the page.

Click on each patient setting listed below to enter data on the encounters that took place for patients in that setting. Enter the number of encounters for each specialty that took place in that patient setting.

[Click here](#) to modify the list of settings for this reporting period.

Setting	Total Encounters
Hospital Outpatient	0
Private Medical Practice or Physician's Office	0
Licensed Nursing Home	27
Assisted Living Facility	25
School	0
Prison	0

Number of Each Type of Site You Are Reporting

Consultant Sites:

Patient or Patient Data (Store-Forward) Sites:

Any Comments About this Form or the Data You Entered

Gordon OAT FormSitesData
For help on this page, please click the Instructions link on the top right of the page.
Click on each patient setting listed below to enter data on

Is this Form Complete?
 No Yes

For technical help please call HRSA Call Center 1-877-Go4-HRSA (1-877-464-4772) or email CallCenter@hrsa.gov

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1.2.5 Save Error

Click “Save” at the bottom of the form to write the provided information to the database. The form will not save if errors are found in the information provided, or if the grantee chooses to complete when all required information is not provided. An error message will be generated.

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Instructions | Contact Us | Sign Out

Grantee:
Current Report Period: - | Report Due Date:

Home Reports Setup Options

Tools

- Validate/Submit Report
- PDF Print
- Grantee Information

Data Collection Period

Report Status: Not Started

2. Volume of Specialties and Services, by Setting

For help on this page, please click the Instructions link on the top right of the page.

Please correct the following error(s) and try again:

- ↓ Consultant Sites can contain a whole number only.
- ↓ Patient Or Patient Data Sites can contain a whole number only.

Click on each patient setting listed below to enter data on the encounters that took place for patients in that setting. Enter the number of encounters for each specialty that took place in that patient setting.

[Click here](#) to modify the list of settings for this reporting period.

There are no settings currently defined.

Number of Each Type of Site You Are Reporting

Consultant Sites:	<input type="text" value="y"/>	←
Patient or Patient Data (Store-Forward) Sites:	<input type="text" value="y"/>	←

Any Comments About this Form or the Data You Entered

Is this Form Complete?

No Yes

Save Cancel

For technical help please call HRSA Call Center 1-877-Go4-HRSA (1-877-464-4772) or email CallCenter@hrsa.gov

1.2.6 Successful Save

If the “Save” function is successful in either case (non-completed form or completed form) the grantee is prompted to either work on the next not completed form by clicking “Next” button, or to selected any other form from the “Report Navigation” menu.

The screenshot displays the HRSA Office for the Advancement of Telehealth Performance Improvement and Measurement System interface. At the top, it includes the HRSA logo, the text "U.S. Department of Health and Human Services", and the system title. Navigation links for "Instructions", "Contact Us", and "Sign Out" are present. The main content area features a "Grantee:" label and a "Current Report Period: - | Report Due Date:" field. Below this are tabs for "Home", "Reports", and "Setup Options".

The central message is titled "Incomplete Report Saved" and states: "Your incomplete report has been saved successfully. Please come back and complete the report later. You can now either click the Next button or pick any other report under Report Navigation to continue." A "Next" button is located below the message.

On the left side, there is a "Tools" section with links for "Validate/Submit Report", "PDF Print", and "Grantee Information". Below that is a "Data Collection Period" dropdown menu and a "Report Status: In Progress" indicator.

The "Report Navigation" section on the left contains a list of 15 items, each with a checked checkbox and a link:

- 1. Configure Report Period
- 2. Volume of Specialties and Services, by Setting
- 3. Service Availability in Remote Communities
- 4. Patient Travel Saved
- 5. Number of Practitioner Referrals, by Source of Referral
- 6. Supervision of Students/Trainees
- 7. Informal Supervision and Mentoring
- 8. Other Uses of System
- 9. Telehealth Consultants Continuing Participation
- 10. Referring Practitioners Continuing Participation
- 11. Homecare
- 12. Outcome Measures for Chronic Conditions
- 13. Telerehabilitation
- 14. Dermatology
- 15. Patients

U.S. Department of Health and Human Services
HRSA
 Health Resources and Services Administration
 E-HANDBOOK HOME

HRSA Office for the Advancement of Telehealth
 Performance Improvement and Measurement System

[Instructions](#) | [Contact Us](#) | [Sign Out](#)

Grantee:
 Current Report Period: - | Report Due Date:

[Home](#) | [Reports](#) | [Setup Options](#)

Tools
[Validate/Submit Report](#)
[PDF Print](#)
[Grantee Information](#)

Data Collection Period
 - ▾

Report Status: In Progress

Report Saved

Your report has been saved successfully.
 You can now either click the Next button or pick any other report under Report Navigation to continue.

[Next](#)

Report Navigation

- [1. Configure Report Period](#)
- [2. Volume of Specialties and Services, by Setting](#)
- [3. Service Availability in Remote Communities](#)
- [4. Patient Travel Saved](#)
- [5. Number of Practitioner Referrals, by Source of Referral](#)
- [6. Supervision of Students/Trainees](#)
- [7. Informal Supervision and Mentoring](#)
- [8. Other Uses of System](#)
- [9. Telehealth Consultants Continuing Participation](#)
- [10. Referring Practitioners Continuing Participation](#)
- [11. Homecare](#)
- [12. Outcome Measures for Chronic Conditions](#)
- [13. Telerehabilitation](#)
- [14. Dermatology](#)
- [15. Patients](#)

The system will prompt to save or discard changes made on a form whenever the grantee attempts to navigate away from the form without saving in the following cases:

- Grantee user selects another link in the system
- Grantee user selects to navigate to another URL on the browser.
- Grantee user simply decides to close the browser.

If Grantee user chooses to save the changes he will have to select the “Cancel” button to stay on the form, then the “Save” button on the form to launch the saving process. The system will bring up the page Grantee user is trying to navigate to at the end of this process.

If Grantee user chooses not to save by selecting the “ok” button all changes on the form will be lost when the page Grantee user is trying to navigate to comes up.

Grantee:
Current Report Period: - | Report Due Date:

[Home](#) | [Reports](#) | [Setup Options](#)

Tools

- [Validate/Submit Report](#)
- [PDF Print](#)
- [Grantee Information](#)

Data Collection Period

- ▾

Report Status: In Progress

2. Volume of Specialties and Services, by Setting

For help on this page, please click the Instructions link on the top right of the page.

Click on each patient setting listed below to enter data on the encounters that took place for patients in that setting. Enter the number of encounters for each specialty that took place in that patient setting.

[Click here](#) to modify the list of settings for this reporting period.

Report Navigation

- [1. Configure Report Period](#)
- [2. Volume of Specialties and Services, by Setting](#)
- [3. Service Availability in Remote Communities](#)
- [4. Patient Travel Saved](#)
- [5. Number of Practitioner Referrals, by Source of Referral](#)
- [6. Supervision of Students/Trainees](#)
- [7. Informal Supervision and Mentoring](#)
- [8. Other Uses of System](#)
- [9. Telehealth Consultants Continuing Participation](#)
- [10. Referring Practitioners Continuing Participation](#)
- [11. Homecare](#)
- [12. Outcome Measures for Chronic Conditions](#)
- [13. Telerehabilitation](#)
- [14. Dermatology](#)
- [15. Patients](#)

Setting	Total Encounters
Hospital Outpatient	0
Private Medical Practice or Physician's Office	0
Licensec	27
Assisted	25
School	0
Prison	0

Numb

Patient or Patient Data (Store-Forward) Sites:

Microsoft Internet Explorer

Are you sure you want to navigate away from this page?
 You have made changes to the data on this form.
 If you leave this page without selecting SAVE all changes will be lost.
 Press OK to continue, or Cancel to stay on the current page.

Any Comments About this Form or the Data You Entered

Gordon OAT FormSitesData
 For help on this page, please click the Instructions link on the top right of the page.
 Click on each patient setting listed below to enter data on

Is this Form Complete?

No Yes

1.3 Update Report

1.3.1 Repeat Instructions 1.1.1 to 1.1.4.

1.3.2 Select "Edit Report"

Select the "Edit Report" option on the "Performance Report" menu. The report status is "In Progress"

U.S. Department of Health and Human Services
HRSA
Health Resources and Services Administration
E-HANDBOOK HOME

HRSA Electronic Handbooks for Applicants/Grantee
MINER'S COLFAX MEDICAL CENTER, Raton, NM

Welcome Kandace Kay Evans (Last login date and time 4/30/2008 1:05:00 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			
Input Parameters: (Show Parameters)			
ORHP Report			
Type	Performance Reports	Due Date	4/7/2008
Available Date	4/4/2008	Submission Tracking Number	N/A
Reporting Cycle	Budget Period Start Date	Reporting Period	01/01/2008 - 12/31/2008
Online Submission	Yes (Preferred)	Submission Status	In Progress
Started by	Kandace Kay Evans on 4/7/2008 11:56:13 AM		
Submit Report Edit Report View Report View Related NGA			

Page 1

[Acceptable Use Policy](#)

You are redirected to OAT PIMS Welcome/Home page

1.3.3 Launch OAT PIMS

Click on "Continue" button

U.S. Department of Health and Human Services
HRSA
Health Resources and Services Administration
E-HANDBOOK HOME

HRSA Office for the Advancement of Telehealth
Performance Improvement and Measurement System

[Instructions](#) | [Contact Us](#) | [Sign Out](#)

Grantee:
Current Report Period: - | Report Due Date:

[Home](#) [Reports](#) [Setup Options](#)

Welcome to Performance Improvement and Measurement System

As required by the Government Performance and Review Act (1993), all federal agencies must develop strategic plans, describing their overall goals and objectives. These "GPRA Plans" must provide annual performance reports containing quantifiable measures of each program's progress in meeting the stated goals and objectives.

The performance assessment instruments developed by the Office for the Advancement of Telehealth (OAT) with its grantees will fulfill GPRA requirements to report to Congress on the impact of OAT's telehealth grant programs. Moreover, OAT hopes to use the information derived from these instruments to demonstrate the "value-added" that telehealth services contribute to improving health care. OAT has incorporated these performance assessment tools into the routine reporting required as part of the "mid-year or mid-cycle" and annual reports required under your grant. Each of the programs will also get reports comparing themselves to the entire set of grantees, on these same measures.

There will be two data reporting periods each year; during these biannual reporting periods, data should be reported for the previous six months of activity. Programs will have approximately six weeks to enter their data during each biannual reporting period.

[Continue](#)

For technical help please call HRSA Call Center 1-877-Go4-HRSA (1-877-464-4772) or email CallCenter@hrsa.gov

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This brings up the first not completed form or the “Volume of Specialties and Services, by Setting” form if all forms are completed. Grantee can select a different form to edit by clicking the form link under “Report Navigation”.

1.3.4 Enter or modify data in form fields and “Save”.

The screenshot shows the HRSA Office for the Advancement of Telehealth Performance Improvement and Measurement System interface. The main heading is "2. Volume of Specialties and Services, by Setting". Below the heading, there is a table with two columns: "Setting" and "Total Encounters".

Setting	Total Encounters
Hospital Outpatient	50
Private Medical Practice or Physician's Office	0
Licensed Nursing Home	36
Assisted Living Facility	25
School	0
Prison	13

Below the table, there are input fields for "Number of Each Type of Site You Are Reporting":

- Consultant Sites: 2
- Patient or Patient Data (Store-Forward) Sites: 66

There is a section for "Any Comments About this Form or the Data You Entered" with a text area containing the following text:

Gordon OAT FormSitesData
 For help on this page, please click the Instructions link on the top right of the page.
 Click on each patient setting listed below to enter data on

At the bottom, there is a section "Is this Form Complete?" with radio buttons for "No" (selected) and "Yes". Below this are "Save" and "Cancel" buttons. The "Save" button is circled in orange.

Click “Save” at the bottom of the form to write the provided information to the database. The form will not save if errors are found in the information provided, or if the grantee chooses to complete when all required information is not provided. An error message will be generated. If the “Save” function is successful the grantee is prompted to either work on the next not completed form by clicking “Next” button, or to selected any other form from the “Report Navigation” menu.

The system will prompt to save or discard changes made on a form whenever the grantee attempts to navigate away from the form without saving in the following cases:

- Grantee user selects another link in the system
- Grantee user selects to navigate to another URL on the browser.
- Grantee user simply decides to close the browser.

If Grantee user chooses to save the changes he will have to select the “Cancel” button to stay on the form, then the “Save” button on the form to launch the saving process. The system will bring up the page Grantee user is trying to navigate to at the end of this process. If Grantee user chooses not to save by selecting the “ok” button all changes on the form will be lost when the page Grantee user is trying to navigate to comes up.

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HRSA Office for the Advancement of Telehealth
 Performance Improvement and Measurement System
[Instructions](#) | [Contact Us](#) | [Sign Out](#)

Grantee:
 Current Report Period: - | Report Due Date:

Home Reports Setup Options

Tools

- Validate/Submit Report
- PDF Print
- Grantee Information

Data Collection Period
 -

Report Status: In Progress

Report Navigation

- 1. Configure Report Period:
- 2. Volume of Specialties and Services, by Setting**
- 3. Service Availability in Remote Communities
- 4. Patient Travel Saved
- 5. Number of Practitioner Referrals, by Source of Referral
- 6. Supervision of Students/Trainees
- 7. Informal Supervision and Mentoring
- 8. Other Uses of System
- 9. Telehealth Consultants Continuing Participation
- 10. Referring Practitioners Continuing Participation
- 11. Homecare
- 12. Outcome Measures for Chronic Conditions
- 13. Telerehabilitation
- 14. Dermatology
- 15. Patients

2. Volume of Specialties and Services, by Setting

For help on this page, please click the Instructions link on the top right of the page.

Click on each patient setting listed below to enter data on this page.

Click here to return to the previous page.

Setting	Total Encounters
Hospital Outpatient	50
Private Medical Practice or Physician's Office	0
Licensed Nursing Home	36
Assisted Living Facility	25
School	0
Prison	13

Number of Each Type of Site You Are Reporting

Consultant Sites:

Patient or Patient Data (Store-Forward) Sites:

Any Comments About this Form or the Data You Entered

Gordon O&T FormSitesData
 For help on this page, please click the Instructions link on the top right of the page.
 Click on each patient setting listed below to enter data on

Is this Form Complete?

No Yes

Save Cancel

Microsoft Internet Explorer

Are you sure you want to navigate away from this page?
 You have made changes to the data on this form.
 If you leave this page without selecting SAVE all changes will be lost.
 Press OK to continue, or Cancel to stay on the current page.

OK Cancel

1.4 Complete Data Form

“Is This Form Complete” The Grantee is asked to respond by “Yes” or “No” to this question at the bottom of each form.

Select “Yes” only when all required information is provided. “No” is the default value.

Any Comments About this Form or the Data You Entered

foo bar bo bee

Is this Form Complete?
If selected "No", you're not required to fill in all fields before you save.

No Yes

Save Cancel

For technical help please call HRSA Call Center 1-877-Go4-HRSA (1-877-464-4772) or email CallCenter@hrsa.gov

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1.5 Add Comments to Data Form

A text area is provided at the bottom section of each form where Grantee can actually type comments up to 5000 characters. This information will be saved in the database for further use.

Any Comments About this Form or the Data You Entered

foo bar bo bee

Is this Form Complete?
If selected "No", you're not required to fill in all fields before you save.

No Yes

Save Cancel

For technical help please call HRSA Call Center 1-877-Go4-HRSA (1-877-464-4772) or email CallCenter@hrsa.gov

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1.6 Validate and/or Submit Report

1.6.1 Validate Report

At any time Grantee can choose to run validation rules against the already provided information by clicking the “Validate/Submit Report” link under Tools menu if already logged in the system, or by selecting the “Submit Report” link from EHB.

The screenshot shows the HRSA Office for the Advancement of Telehealth Performance Improvement and Measurement System. The page title is "2. Volume of Specialties and Services, by Setting". The "Tools" menu on the left has "Validate/Submit Report" highlighted with an orange circle. The "Data Collection Period" is set to "-". The "Report Status" is "In Progress". The "Report Navigation" list includes "1. Configure Report Period", "2. Volume of Specialties and Services, by Setting", "3. Service Availability in Remote Communities", "4. Patient Travel Saved", and "5. Number of Practitioner Referrals, by Service of". The main content area contains a table with the following data:

Setting	Total Encounters
Hospital Outpatient	50
Private Medical Practice or Physician's Office	0
Licensed Nursing Home	36
Assisted Living Facility	25
School	0
Prison	13

1.6.2 Validation Error

If there are validation issues a message with the list of errors and warnings is generated. Those have to be fixed in order to successfully validate the report.

The screenshot shows the HRSA Office for the Advancement of Telehealth Performance Improvement and Measurement System. The page title is "Validation Error Occurred". The "Tools" menu on the left has "Validate/Submit Report" highlighted. The "Data Collection Period" is set to "-". The "Report Status" is "In Progress". The "Report Navigation" list includes "1. Configure Report Period", "2. Volume of Specialties and Services, by Setting", "3. Service Availability in Remote Communities", "4. Patient Travel Saved", and "5. Number of Practitioner Referrals, by Service of". The main content area contains the following text:

Please correct the following errors before submitting:

Not all forms have been completed. Please go to Report Navigation (located on the left) and complete the incomplete report(s). They are the ones that are not marked by this icon:

1.6.3 Successful Validation

If the report is successfully validated (this happens only when all forms are completed) a report submission screen is brought up giving grantee the option to submit the report. Click "Cancel" to not submit the validated report.

The screenshot shows the HRSA Office for the Advancement of Telehealth Performance Improvement and Measurement System interface. At the top, it displays the HRSA logo and navigation links for Instructions, Contact Us, and Sign Out. The main header identifies the user as a Grantee and shows the Current Report Period and Report Due Date. Below this are navigation tabs for Home, Reports, and Setup Options. The central area is titled "Report Submission for Grant" and contains a confirmation message: "Your report has been successfully validated." Below this is a section for "Submit Report to Project Officer" with a text area for a "Message to Project Officer" containing the text "default message here...". A "CERTIFICATION" section follows, with a checkbox for "I certify that I am authorized to submit this report for grant" and "Save" and "Cancel" buttons. On the left side, there is a "Tools" section with links for "Validate/Submit Report", "PDF Print", and "Grantee Information". Below that is a "Data Collection Period" dropdown and a "Report Status" indicator showing "In Progress". A "Report Navigation" sidebar on the left lists 17 items, each with a checked checkbox and a link to a specific report section. The bottom of the page includes a footer with technical help contact information: "For technical help please call HRSA Call Center 1-877-Go4-HRSA (1-877-464-4772) or email CallCenter@hrsa.gov".

1.6.4 Submit Report

Click “Submit” or “Save” after selecting the Certification check box and adding a message to be emailed to the project officer to complete the submission.

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Health Resources and Services Administration
E-HANDBOOK HOME

HRSA Office for the Advancement of Telehealth
Performance Improvement and Measurement System
[Instructions](#) | [Contact Us](#) | [Sign Out](#)

Grantee:
Current Report Period: - | Report Due Date:

Home Reports Setup Options

Tools
Validate/Submit Report
PDF Print
Grantee Information

Data Collection Period
-

Report Status: In Progress

Report Navigation
 1. Configure Report Period
 2. Volume of Specialties and Services, by Setting
 3. Service Availability in Remote Communities
 4. Patient Travel Saved
 5. Number of Practitioner Referrals, by Source of Referral
 6. Supervision of Students/Trainees
 7. Informal Supervision and Mentoring
 8. Other Uses of System
 9. Telehealth Consultants Continuing Participation
 10. Referring Practitioners Continuing Participation
 11. Homecare
 12. Outcome Measures for Chronic Conditions
 13. Telerehabilitation
 14. Dermatology
 15. Patients

Report Submission for Grant
Your report has been successfully validated.

Submit Report to Project Officer
The following message will be sent to your Project Officer if the submission is confirmed. Please change the message as needed.

Message to Project Officer
default message here...

CERTIFICATION
 I certify that I am authorized to submit this report for grant .
Save **Cancel**

For technical help please call HRSA Call Center 1-877-Go4-HRSA (1-877-464-4772) or email CallCenter@hrsa.gov

1.6.5 Report Submission Confirmation

A confirmation message is generated with a confirmation number for the submission.

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Health Resources and Services Administration
E-HANDBOOK HOME

HRSA Office for Black Lung Clinics Program
Performance Improvement and Measurement System
[Instructions](#) | [Contact Us](#) | [Sign Out](#)

Grantee: Demo Program
Current Report Period: 9/1/2006 - 12/31/2006
Report Due Date: 01/31/2008

Report Submitted Successfully for Grant H37RH00057
Your report has been successfully submitted. Your confirmation number is: **92**
Close

For technical help please call HRSA Call Center 1-877-Go4-HRSA (1-877-464-4772) or email CallCenter@hrsa.gov

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1.7 View Submitted Report

1.7.1 Login to OAT PIMS

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HRSA Electronic Handbooks for Applicants/Grantee

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

Logon Menu

- Login
- Forgot Password
- Registration

Login

Contact Us:

Phone: 877-Go4-HRSA/877-464-4772; 301-998-7373

Time: 9:00 a.m. to 5:30 p.m. Eastern Time (E.T.), Monday through Friday

Email: CallCenter@HRSA.GOV

Fields marked with an asterisk(*) are required.

LOGIN

Already Registered?	Not Registered?
<p>*Username <input type="text" value="shsdced"/></p> <p>*Password <input type="password" value="●●●●●●●●"/></p> <p><input type="button" value="Login"/></p> <p>Forgot your password?</p>	<p><input type="button" value="Create an Account"/></p> <ul style="list-style-type: none">• Registration is needed only once• Read the getting started guidelines for New Applicants and/or Existing Grantees

Warning!

This site is maintained by the U.S. Government. It is protected by various provisions of Title 18, U.S. Code of Federal Regulations. Violations of Title 18 are subject to criminal prosecution in federal court. For site security purposes and to ensure that this service remains available to all users, we employ software programs to monitor traffic, to identify unauthorized attempts to upload or change information, or otherwise cause damage. In the event of authorized law enforcement investigations, and pursuant to any required legal process, information from these sources may be used to help identify an individual.

[Privacy Policy](#) | [Disclaimer](#)

1.7.2 View Portfolio

From the EHB Welcome page click 'View Portfolio' on the "Home" left hand side menu

U.S. Department of Health and Human Services
HRSA
Health Resources and Services Administration
E-HANDBOOK HOME

HRSA Electronic Handbooks for Applicants/Grantee
SHAWNEE HEALTH SERVICE, Carterville, IL

HELP

Welcome George O'Neill (Last login date and time 4/30/2008 11:01:00 AM) [-Tools Menu-] Go

Welcome
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

Contact Us:
Phone: 877-Go4-HRSA/877-464-4772; 301-998-7373
Time: 9:00 a.m. to 5:30 p.m. Eastern Time (E.T.), Monday through Friday
Email: CallCenter@HRSA.GOV

Applicant/Grantee Electronic Handbook (EHB) provides all potential and existing grantees a means to conduct various activities electronically.

WHAT WOULD YOU LIKE TO DO TODAY?

- Manage Competing Applications**
 - [Read Electronic Submission Guide](#)
 - [Verify Grants.gov Application \(if required per Guidance\)](#)
 - [Work on My Application](#)
 - [Allow Other Members of My Organization to Work on My Application](#)
 - [Search Funding Opportunities](#)
- Manage Grants Portfolio**
 - [Read About Grant Registration](#)
 - [Add a Grant to My Portfolio](#)
 - [View Grants in My Portfolio](#)
 - [Work on a Grant](#)
 - [Work on My Noncompeting Application](#)
 - [Work on Other Post Award Submissions](#)
- Manage My Profile**
 - [Update My Contact and Address Detail](#)
 - [Verify My Email Address](#)
 - [Change My Password/Security Question](#)
 - [Read About Multiple Organization Registrations](#)
 - [Associate My Account with Another Organization](#)
 - [Set My Default Organization](#)
- Manage Organization Profile**
 - [Read About Organization Profile Management](#)
 - [Update Organization Information on File](#)
 - [Change Communication Contact for Organization](#)
 - [Manage Users of My Organization](#)

Logout

[Acceptable Use Policy](#)

1.7.3 Select "Performance Reports"

The screenshot shows the HRSA Electronic Handbooks for Applicants/Grantee interface. The header includes the HRSA logo, the text "U.S. Department of Health and Human Services", "HRSA Electronic Handbooks for Applicants/Grantee", and "MINER'S COLFAX MEDICAL CENTER, Raton, NM". A user greeting reads "Welcome Kandace Kay Evans (Last login date and time 5/6/2008 10:58:00 AM)". The left sidebar contains a "Grant Menu" with items like "Overview", "View Awards", "Administer", and "Submissions". The "Performance Reports" item is circled in orange. The main content area shows "Contact Us" information, a description of the Grant Electronic Handbook (EHB), and a section titled "WHAT WOULD YOU LIKE TO DO TODAY?" with several action items.

1.7.4 Search on Performance Reports

Run a Search on Performance Reports by clicking the "Search" button

The screenshot shows the HRSA Electronic Handbooks for Applicants/Grantee interface with the "Performance Reports" section selected in the left sidebar. The main content area displays the "Performance Reports" section, including a search button circled in orange. Below the search button, there is a section titled "PERFORMANCE REPORT" with "Input Parameters: (Show Parameters)" and a message stating "No records were found matching the search criteria listed above. Click on the 'Search' button to refine the criteria." The "Search" button is circled in orange.

1.7.5 Search Criteria

Select "Submitted" status on the Schedule status search parameter and click "Search button"

U.S. Department of Health and Human Services
HRSA
Health Resources and Services Administration
E-HANDBOOK HOME

HRSA Electronic Handbooks for Applicants/Grantee
MINER'S COLFAX MEDICAL CENTER, Raton, NM

Welcome Kandace Kay Evans (Last login date and time 5/6/2008 10:58:00 AM)
Performance Reports
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

Grant Handbook
H37RH00057

Grant Menu

- Overview
- View Awards**
 - Last NGA
 - Award History
- Administer**
 - New Users
 - Existing Users
- Submissions**
 - Monitor Schedules
 - Noncompeting
 - Continuations
 - ▶ Performance Reports
 - Progress Reports
 - FSR
 - Other Submissions

[Logout](#)

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.)	All Not Started Submitted
Submission Due Date	From (mm/dd/yyyy): To (mm/dd/yyyy):
Submission Coming up within (days)	All
Reporting Cycle (To select multiple, hold the Ctrl key and then select from the list.)	All Budget Period Project Period Fiscal Year
Results per Page	10

[Search](#)

[Acceptable Use Policy](#)

1.7.6 Select "View Report" link

U.S. Department of Health and Human Services
HRSA
Health Resources and Services Administration
E-HANDBOOK HOME

HRSA Electronic Handbooks for Applicants/Grantee
MINER'S COLFAX MEDICAL CENTER, Raton, NM

Welcome Kandace Kay Evans (Last login date and time 5/6/2008 10:58:00 AM)
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

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

ORHP Report		Schedule Status: Submitted	
Type	Performance Reports	Due Date	2/7/2009
Available Date	4/4/2008	Submission Tracking Number	N/A
Reporting Cycle	Budget Period Start Date	Reporting Period	01/01/2008 - 12/31/2008
Online Submission	Yes (Preferred)	Submission Status	Submitted
Started by	Kandace Kay Evans on 4/7/2008 11:56:13 AM	Submitted by	Kandace Kay Evans on 4/30/2008 2:48:02 PM
View Report View Related NGA			

Page 1

[Acceptable Use Policy](#)

You are redirected to OAT PIMS Home/Welcome page.

1.7.7 Launch OAT PIMS

From the OAT PIMS Home/Welcome page click on "Continue" button

U.S. Department of Health and Human Services
HRSA
Health Resources and Services Administration
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HRSA Office for Black Lung Clinics Program
Performance Improvement and Measurement System

[Instructions](#) | [Contact Us](#) | [Sign Out](#)

Grantee: Demo Program
Current Report Period: 9/1/2006 - 12/31/2006
Report Due Date: 01/31/2008

Welcome to Performance Improvement and Measurement System

As required by the Government Performance and Review Act (1993), all federal agencies must develop strategic plans, describing their overall goals and objectives. These "GPRA" Plans" must provide annual performance reports containing quantifiable measures of each program's progress in meeting the stated goals and objectives.

The performance measures developed by the Office of Rural Health and Policy (ORHP) with its grantees will fulfill GPRA requirements to report to Congress on the impact of ORHP's grant programs. Moreover, ORHP hopes to use the data from PIMS to assess the impact that ORHP programs have on rural communities and to enhance ongoing quality improvement. ORHP has incorporated these performance measures as a requirement for all ORHP grant programs in order to achieve the stated objectives

Thank you taking the time to document your program's data in PIMS. We welcome your comments and should you have any questions, please contact the Data Coordinator, Anthony Achampong at aachampong@hrsa.gov or at 301 594 4429.

For technical help please call HRSA Call Center 1-877-Go4-HRSA (1-877-464-4772) or email CallCenter@hrsa.gov

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This brings up a read-only version of the first completed form, in this case "Volume of Specialties and Services, by Setting".

1.7.8 View Report

You can select a different form to view by clicking the form link under “Report Navigation” menu. Notice that “Save” and “Cancel” buttons are both disabled.

The screenshot displays the HRSA Office for the Advancement of Telehealth Performance Improvement and Measurement System interface. The page header includes the HRSA logo, the text "U.S. Department of Health and Human Services", and "HRSA Office for the Advancement of Telehealth Performance Improvement and Measurement System". Navigation links for "Instructions", "Contact Us", and "Sign Out" are present. The user is logged in as "Grantee:" with fields for "Current Report Period:" and "Report Due Date:". A navigation menu shows "Home", "Reports" (selected), and "Setup Options".

Tools

- Validate/Submit Report
- PDF Print
- Grantee Information

Data Collection Period

Report Status: In Progress

Submitted

Report Navigation

- 1. Configure Report Period
- 2. Volume of Specialties and Services, by Setting
- 3. Service Availability in Remote Communities
- 4. Patient Travel Saved
- 5. Number of Practitioner Referrals, by Source of Referral
- 6. Supervision of Students/Trainees
- 7. Informal Supervision and Mentoring
- 8. Other Uses of System
- 9. Telehealth Consultants Continuing Participation

2. Volume of Specialties and Services, by Setting

This report is read only. To make any changes contact your HRSA Project Officer.

For help on this page, please click the Instructions link on the top right of the page.

Click on each patient setting listed below to enter data on the encounters that took place for patients in that setting. Enter the number of encounters for each specialty that took place in that patient setting.

[Click here](#) to modify the list of settings for this reporting period.

Setting	Total Encounters
Hospital Outpatient	50
Private Medical Practice or Physician's Office	0
Licensed Nursing Home	36
Assisted Living Facility	25
School	0
Prison	13

Number of Each Type of Site You Are Reporting

Consultant Sites:

Patient or Patient Data (Store-Forward) Sites:

1.8 Save Report on Local Machine/ Print PDF

At any time Grantees can generate a PDF version of their report by clicking “PDF Print” link from Tools menu.

From the Adobe “File” menu select “Save a copy”

REPLACE THIS SCREEN WITH THE GOOD ONE

U.S. Department of Health and Human Services
HRSA
Health Resources and Services Administration
E-HANDBOOK HOME

HRSA Office for the Advancement of Telehealth
Performance Improvement and Measurement System
Instructions | Contact Us | Sign Out

Grantee:
Current Report Period: - | Report Due Date:

Home Reports Setup Options

Tools
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Report Status: In Progress

Report Navigation
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2. Volume of Specialties and Services, by Setting

Office of the Advancement of Telehealth Program

Grant Number: Start Date: End Date: Report Date: 08-06-2008

Organization:

1. Volume of Specialties and Services, by Setting

Setting: Hospital Outpatient	Total Encounters: 50				
Specialty	INNP	INPP	SFBI	SFOT	MHPSA
Pediatric Echocardiology	50				

Setting: Private Medical Practice or Physician's Office	Total Encounters: 0				
Specialty	INNP	INPP	SFBI	SFOT	MHPSA
Pediatric Echocardiology					

Setting: Licensed Nursing Home	Total Encounters: 9				
Specialty	INNP	INPP	SFBI	SFOT	MHPSA
Pediatric Echocardiology	9				

Setting: Assisted Living Facility	Total Encounters: 0				
Specialty	INNP	INPP	SFBI	SFOT	MHPSA
Pediatric Echocardiology					

1.9 Help

The OAT PIMS Web online help can be used to assist users with creating, editing, and submitting reports.

1.9.1 Help on Current Page

At any step of any process click “Instructions” link at the top right of the page. A popup screen comes up with information on the active page.

The screenshot displays the HRSA Office for the Advancement of Telehealth Performance Improvement and Measurement System web application. The page header includes the HRSA logo and navigation links: [Instructions](#), [Contact Us](#), and [Sign Out](#). The current user is identified as 'Grantee: Ware County Board of Health' with a 'Current Report Period: 9/1/2007 - 2/28/2008' and a 'Report Due Date: 1/31/2009'. The main navigation menu includes 'Home', 'Reports', and 'Setup Options'. The 'Tools' section offers options like 'Validate/Submit Report', 'PDF Print', and 'Grantee Information'. The 'Data Collection Period' is set to '9/1/2007 - 2/28/2008' and the 'Report Status' is 'In Progress'. The 'Report Navigation' section lists various report categories, with '1. Volume of Specialties and Services, by Setting' selected. The main content area shows a table of contents for this report, with '1. Specialties and Services' highlighted. A detailed help popup for this section is displayed, explaining that the form allows reporting the number of encounters by specialty/service, patient care setting, and type of TM encounter. It also provides definitions for encounter types: Interactive/Real-Time Encounters (IN), Patient-Present Encounters (PP), and Patient-Not-Present Encounters (NP).

U.S. Department of Health and Human Services
HRSA
Health Resources and Services Administration
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HRSA Office for the Advancement of Telehealth
Performance Improvement and Measurement System
[Instructions](#) | [Contact Us](#) | [Sign Out](#)

Grantee: Ware County Board of Health
Current Report Period: 9/1/2007 - 2/28/2008 | Report Due Date: 1/31/2009

Home Reports Setup Options

Tools
Validate/Submit Report
PDF Print
Grantee Information

Data Collection Period
9/1/2007 - 2/28/2008

Report Status: In Progress

Report Navigation
1. Volume of Specialties and Services, by Setting
2. Service Availability in Remote Communities
3. Patient Travel Saved
4. Number of Practitioner Referrals, by Source of Referral
5. Supervision of Students/Trainees
6. Informal Supervision and Mentoring

1. Volume of Specialties and Services, by Setting

OAT - Windows Internet Explorer

Contents Index Search - Search - GO Powered By RoboHelp

1. Specialties and Services

This form allows you to report the number of encounters by specialty/service, by patient care setting, and by type of TM encounter. This is the basic set of 'volume' data OAT will use in describing to Congress the breadth and depth of the grant program.

To complete this form, you will need to have been collecting information during each TM session or encounter, all through the reporting period. For each TM encounter, you will need to know and report: the patient setting, the specialty or service, the TM format, and whether a patient was present.

Click on each patient setting to enter data on the encounters that took place for patients in that setting. Enter the number of encounters for each specialty that took place in that patient setting. Each specialty/service has four columns where data can be entered.

Definitions - Encounter Types:

- Interactive/Real-Time Encounters (IN):** Encounters done in an interactive (real-time) video-conferencing format.
- Patient-Present Encounters (PP):** Interactive encounters where the patient is present during the consultation.
- Patient-Not-Present Encounters (NP):**

1.9.2 Help on Other pages or topics

User can also navigate within the Help looking for information on other pages or other processes.

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Grantee: Ware County Board of Health
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Home Reports Setup Options

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Report Status: In Progress

Report Navigation
[1. Volume of Specialties and Services, by Setting](#)
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1. Volume of Specialties and Services, by Setting

OAT - Windows Internet Explorer

Contents Index Search - Search - GO Powered By RoboHelp

- Common
- FAQ
- Grantee
 - Configure this Reporting Period
 - Select Specialty Areas for this Report
 - Select Sites for this Reporting Period
 - Select Settings for this Reporting Period
 - 1. Specialties and Services
 - 1B. Non-Hospital/Non-Physician Provider
 - 2. Service Availability in Remote Communities
 - 3. Patient Travel
 - 4. Number of Practitioner Referrals
 - 5. Supervision of Students/Trainees
 - 6. Informal Supervision and Mentoring
 - 7. Other Uses of Your System
 - 8. Estimated Provider Travel Saved
 - 9. Telehealth Consultants Continuing
 - 10. Referring Practitioners Continuing
 - 11. Homecare**
 - 12. Instructions for uploading your Clinical Data
 - 13. Instructions for uploading your Data
 - 14. Instructions for uploading your Data
 - 15. Patients
 - Program Funding
 - Program Home Page
 - Saving Data and using our Forms
- Tutorial-Manual

11. Homecare

Many OAT programs are now involved in tele-homecare, meeting the needs of homebound patients, especially those who require frequent monitoring. Home health agencies and insurers are interested in improving quality of homecare without increasing costs. Demonstrating the advantages of telemedicine for homebound patients may be useful as you interact with HHAs and insurers. Tele-home care offers many advantages, including reduced travel time and improved productivity through tele-visits compared to in-person home health visits, and improved access/quality through adding care that would not have occurred without telehealth technology.

Most telehealth programs already ask telehealth home nurses to fill out forms reporting date, time, purpose, etc. of their tele-visits. To demonstrate the progress being made by your tele-homecare program, we suggest that you gather three pieces of information on each tele-home health visit. For this purpose, you would **modify your nurse's forms and ask them to record, for each home telehealth visit:**

1. Would you have made this visit to the patient's home in-person, if telemedicine were not available? Yes No
2. Roundtrip miles to the patient's home. _____ Miles
3. Estimated roundtrip drive time to this patient's home. _____ Minutes

Please Note: this form can only be completed if