Welcome to HCCN PIMS Release 2.1tutorials

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 HCCN PIMS

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

Grantees will access HCCN PIMS through EHB Be registered with EHB

Type the following URL on your browser and hit "Enter": https://grants.hrsa.gov/webexternal/login.asp

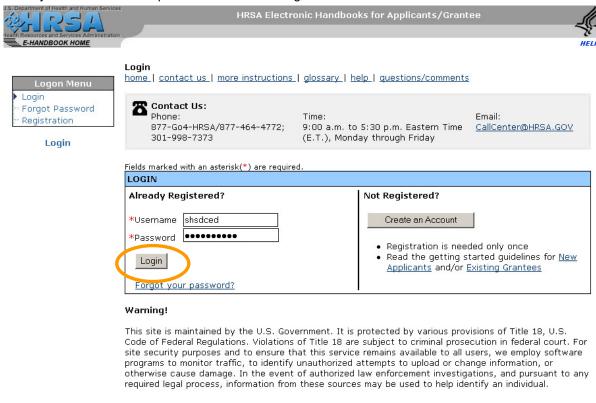
This brings up the EHB logon screen HRSA Electronic Handbooks for Applicants/Grantee E-HANDBOOK HOME home | contact us | more instructions | glossary | help | questions/comments Login Contact Us:
Phone: Forgot Password Registration 877-Go4-HRSA/877-464-4772; 9:00 a.m. to 5:30 p.m. Eastern Time CallCenter@HRSA.GOV 301-998-7373 (E.T.), Monday through Friday Login Fields marked with an asterisk(*) are required. LOGIN Already Registered? Not Registered? *Username Create an Account *Password · Registration is needed only once • Read the getting started guidelines for <u>New</u> Login Applicants and/or Existing Grantees Forgot your password? Warning! This site is maintained by the U.S. Government. It is protected by various provisions of Title 18, U.S.

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.

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1.1.1 Username and Password

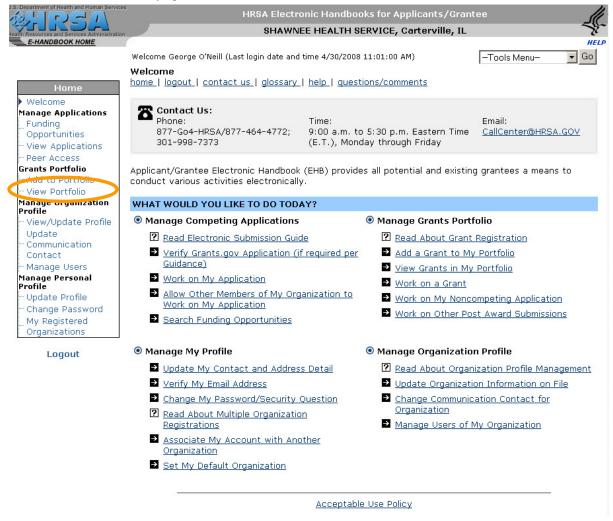
Enter your username and password and click "Login"



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1.1.2 View Portfolio

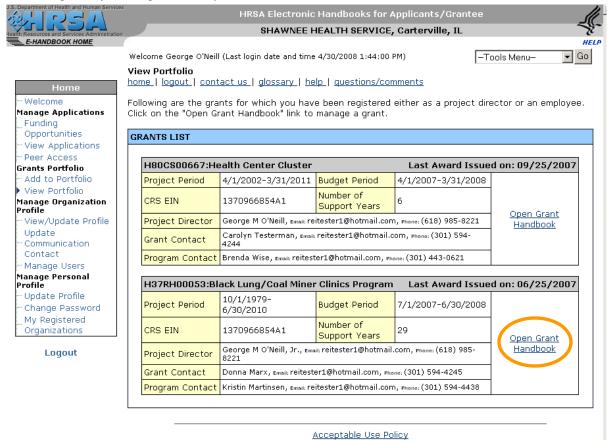
From the EHB Welcome page click 'View Portfolio" on the "Home" left hand side menu



This brings up the Grants List for the grantee

1.1.3 Open Grant Handbook

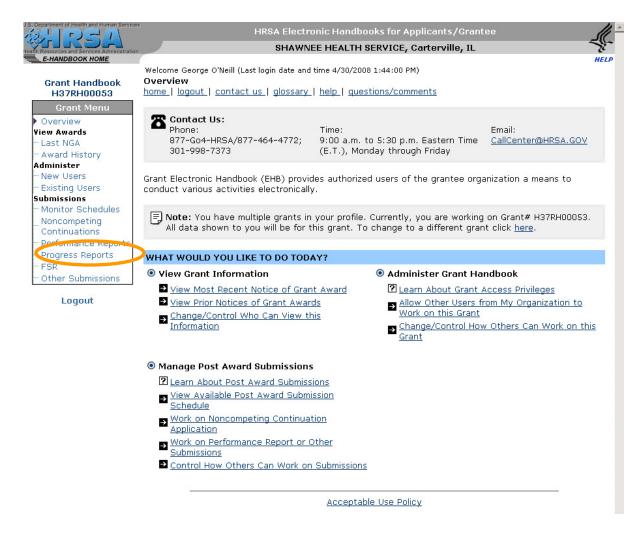
Select a grant by clicking on the "Open Grant Handbook" link on the last column of the Grants list.



This brings up the selected Grant menu.

1.1.4 Progress Reports

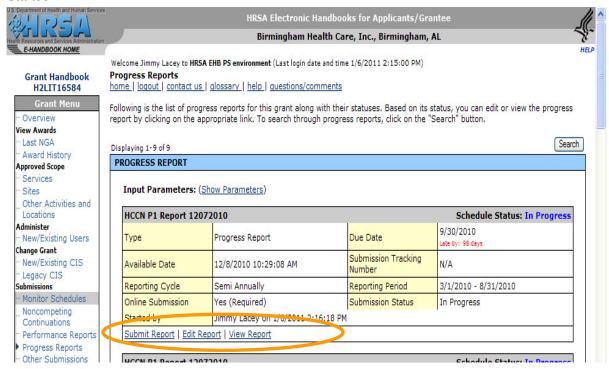
Choose to work on Progress Reports by clicking the link on the Grant menu.



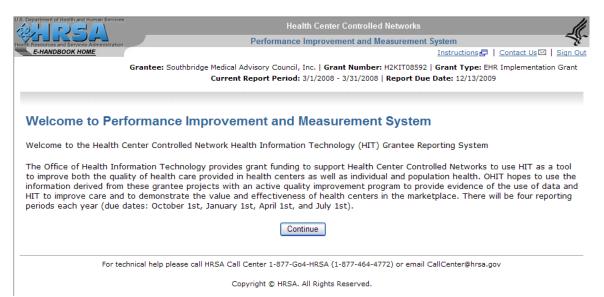
This brings up the Progress Report for the Grant.

1.1.5 Select "Progress Report" option

Select one of the first 3 options (Submit Report, Edit Report, and View Report) under "Progress Report" if the Schedule Status is "In Progress" or Select "Start Report" if Schedule Status is "Not Started"

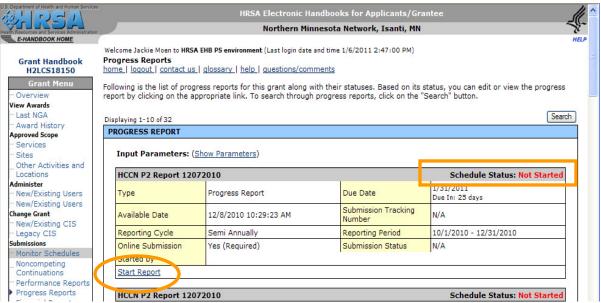


1.1.6 You are redirected to HCCN PIMS Welcome/Home page



- 1.2 New Report
- 1.2.1 Repeat Instructions 1.1.1 to 1.1.4.
- 1.2.2 Select the "Start Report"

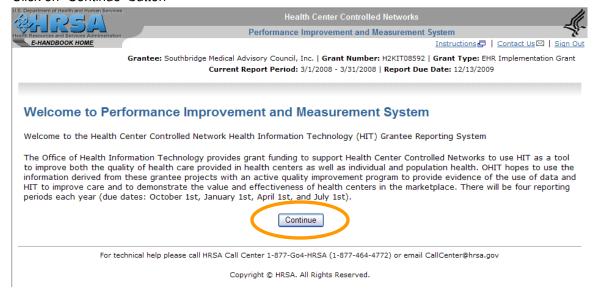
Select the "Start Report" option on the "Progress Report" menu. The report status is "Not Started"



You are redirected to HCCN PIMS Welcome/Home page

1.2.3 Launch HCCN PIMS

Click on "Continue" button

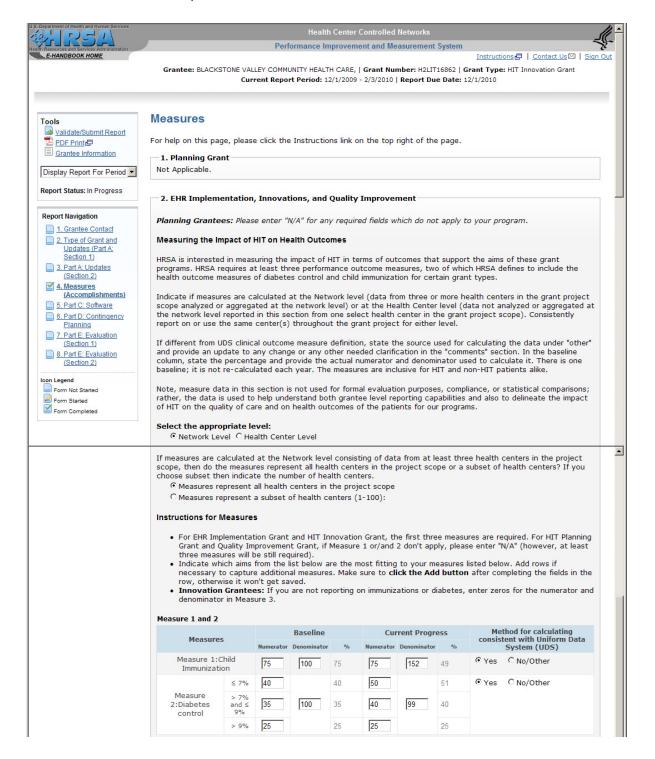


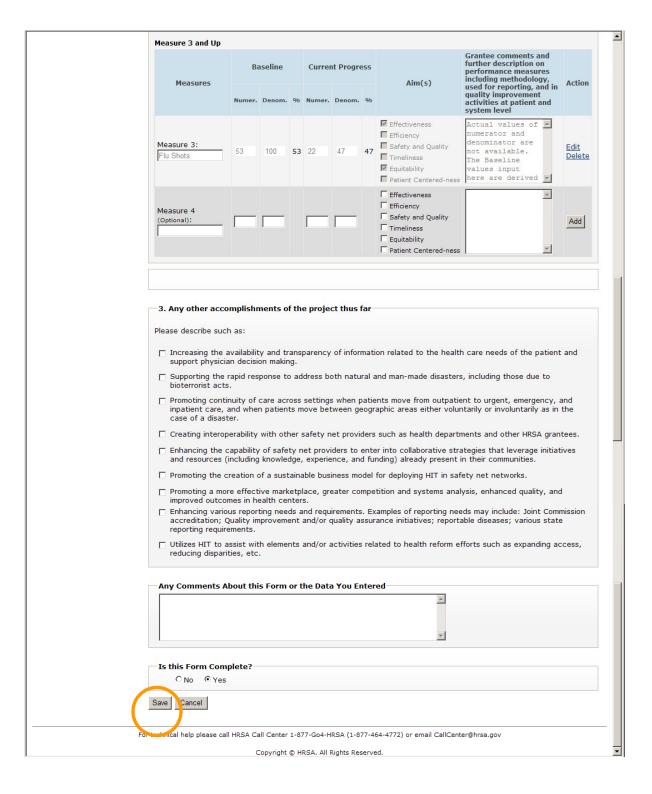
This brings up the first not completed form. For a "Not Started" report the first not completed form is "Grantee Contact Information". Grantee can select a different form by clicking the form link under "Report Navigation"

Department of Health and Human Services		Health Center Controlled Netwo	orks (d		
Ith Resources and Services Administration	Performa	ance Improvement and Measure			
E-HANDBOOK HOME			Instructions ☐ Contact Us ☑ Sign O		
Grant	tee: BLACKSTONE VALLEY COMMUN	ITY HEALTH CARE, Grant Number	er: H2LIT16862 Grant Type: HIT Innovati		
	Current Report Pe	riod: 12/1/2009 - 2/3/2010 Repo	ort Due Date: 12/1/2010		
Tools	Grantee Contact In	formation			
Validate/Submit Report PDF Print □	the top right of the page.				
Grantee Information	Grantee Contact Information				
Display Report For Period 🔻		Grantee of Record	Network (if different from Grantee of Record)		
Report Status: In Progress	Organization Name	BLACKSTONE VALLEY			
	Organization Nume	COMMUNITY HEALTH CARE,	eCHC		
Report Navigation	Contact Name	Raymond Lavoie	Raymond Lavoie		
1. Grantee Contact	Contact Title				
2. Type of Grant and			President		
Updates (Part A: Section 1)	Address	42 Park Pl Pawtucket, RI 02860	36 Park Place		
3. Part A: Updates		02800	Pawtucket, RI 02860		
(Section 2)			▼		
4. Measures (Accomplishments)	Phone Number	4017290080	401-729-5235		
5. Part C: Software	(e.g.: 111-222-3333ext12345)				
6. Part D: Contingency Planning	Fax Number (e.g.: 111-222-3333)		401-729-0438		
7. Part E: Evaluation	Email Address	reitester1@hotmail.com	rlavoie@bvchc.org		
(Section 1)	Web Site				
8. Part E: Evaluation (Section 2)	(e.g.: http://www.orgname.com OR https://www.orgname.com)				
con Legend	Multi Site Grant?				
Form Not Started		v health center with numerous	sites in project scope as opposed		
Form Started Form Completed	to a Health Center Controll				
Form Completed	O No ⊙ Yes				
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	— Any Comments About t	his Form or the Data You Ent	tered		
	Any commence About this Form of the butter for Entered				
			V		
	─ Is this Form Complete?				
	No ○Yes				
	~ NO 0 163				
	Save Cancel				
For technical he	lp please call HRSA Call Center 1-87	77-Go4-HRSA (1-877-464-4772) or	email CallCenter@hrsa.gov		
	Copyright © H	RSA. All Rights Reserved.			

1.2.4 Form Data Entry using "Measures (Accomplishments)" form.

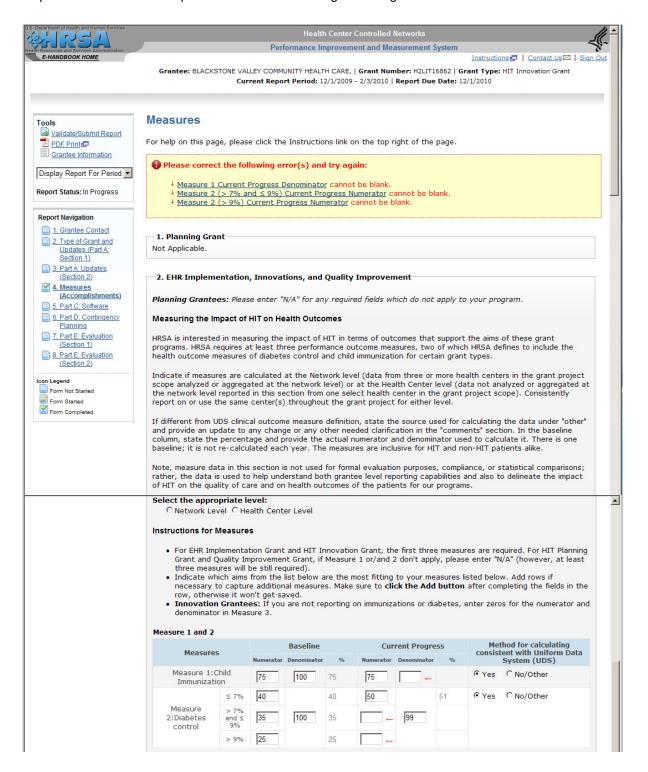
Select "Hit Planning" Type of Grant and enter data in form fields. If all required information is provided Grantee can choose to complete the form.





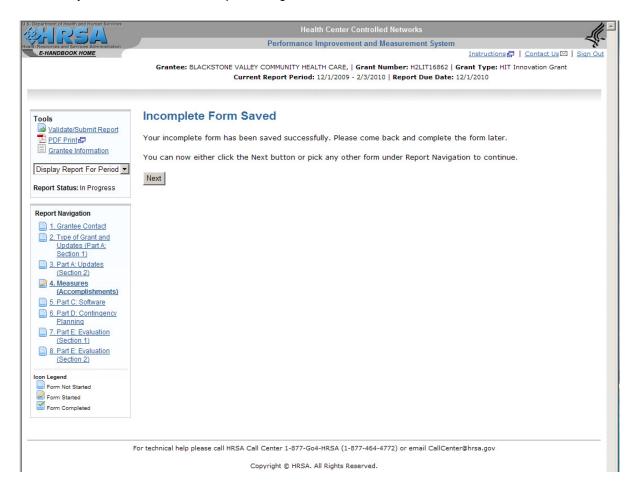
1.2.5 Save Error

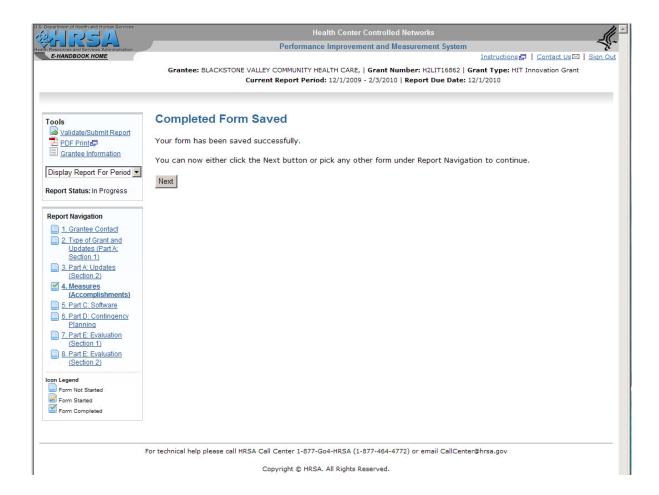
Click "Save" at the bottom of the form to write the provided information to the database. The form will not save if errors are found in the information provided, or if the grantee chooses to complete when all required information is not provided. An error message will be generated.



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 select any other form from the "Report Navigation" menu.



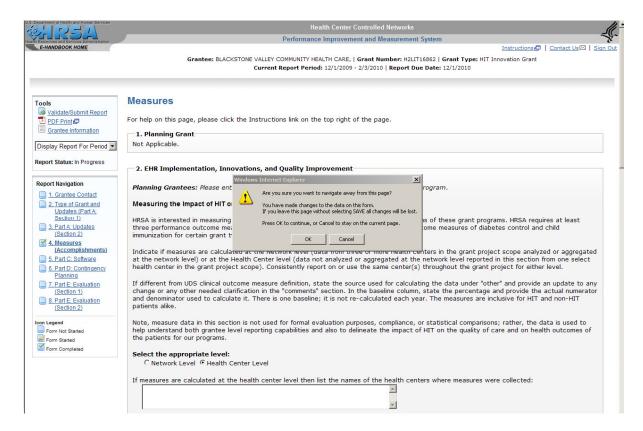


1.2.7 Navigate away from a form

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.

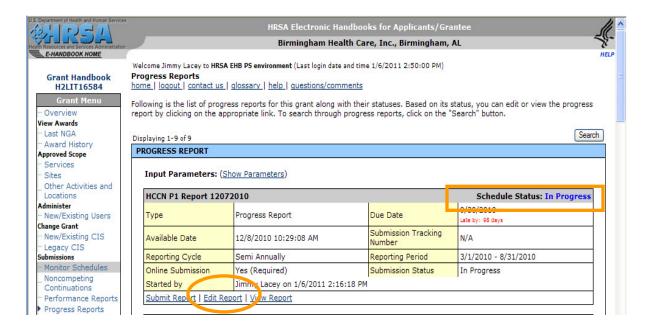
If Grantee user chooses to save the changes he will have to select the "Cancel" button to stay on the form, then the "Save" button on the form to launch the saving process. The system will bring up the page Grantee user is trying to navigate to at the end of this process. If Grantee user chooses not 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.



1.3 Update Report

- 1.3.1 Repeat Instructions 1.1.1 to 1.1.4.
- 1.3.2 Select "Edit Report"

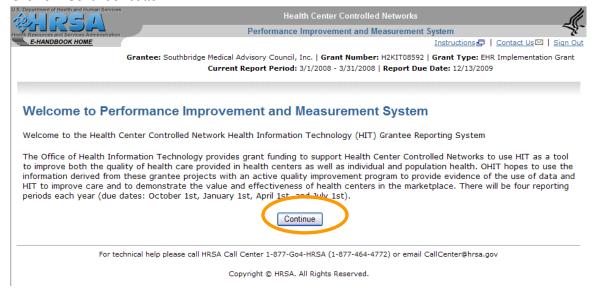
Select the "Edit Report" option on the "Progress Report" menu. The report status is "In Progress"



You are redirected to HCCN PIMS Welcome/Home page

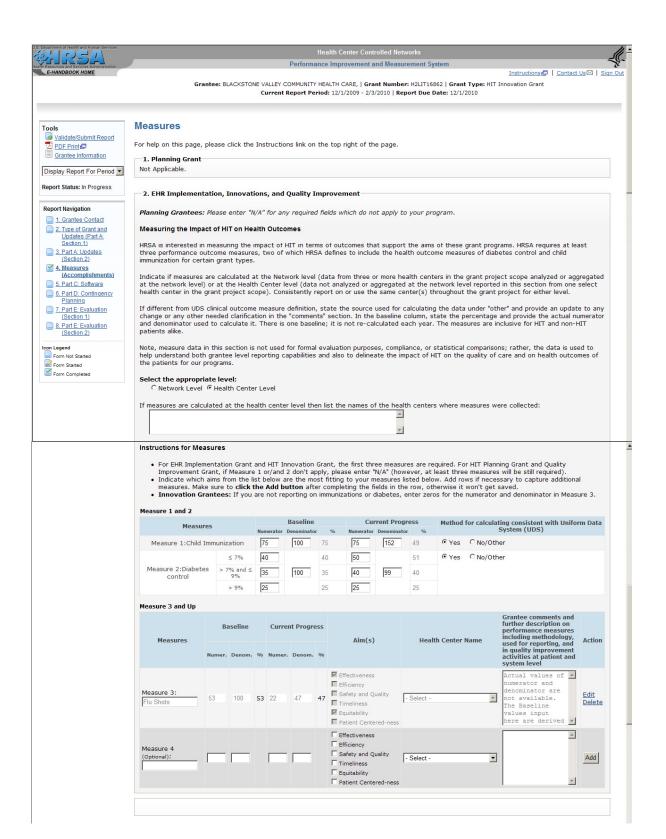
1.3.3 Launch HCCN PIMS

Click on "Continue" button



This brings up the first not completed form or the "Grantee Contact Information" form if all forms are completed. Grantee can select a different form to edit by clicking the form link under "Report Navigation", for example "Part C Software" form.

1.3.4 Enter or modify data in form fields and "Save".



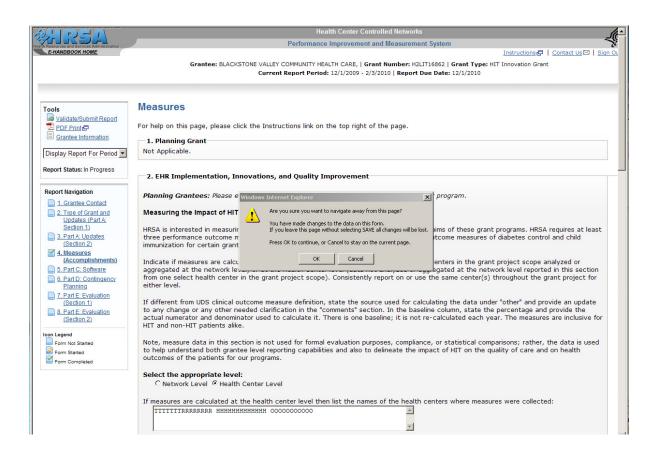
	Any other accomplishments of the project thus far
Plea	se describe such as:
	Increasing the availability and transparency of information related to the health care needs of the patient and support physician decision making.
	A.
	Supporting the rapid response to address both natural and man-made disasters, including those due to bioterrorist acts.
	Promoting continuity of care across settings when patients move from outpatient to urgent, emergency, and inpatient care, and when pat move between geographic areas either voluntarily or involuntarily as in the case of a disaster.
	Creating interoperability with other safety net providers such as health departments and other HRSA grantees.
	Enhancing the capability of safety net providers to enter into collaborative strategies that leverage initiatives and resources (including knowledge, experience, and funding) already present in their communities.
	Promoting the creation of a sustainable business model for deploying HIT in safety net networks.
	Promoting a more effective marketplace, greater competition and systems analysis, enhanced quality, and improved outcomes in health centers.
	Enhancing various reporting needs and requirements. Examples of reporting needs may include: Joint Commission accreditation; Quality improvement and/or quality assurance initiatives; reportable diseases; various state reporting requirements.
	Utilizes HIT to assist with elements and/or activities related to health reform efforts such as expanding access, reducing disparities, etc.
An	y Comments About this Form or the Data You Entered
L	<u> </u>
15	this Form Complete? ○ No
Save	
	/
	For technical help please call HRSA Call Center 1-877-Go4-HRSA (1-877-464-4772) or email CallCenter@hrsa.gov

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.

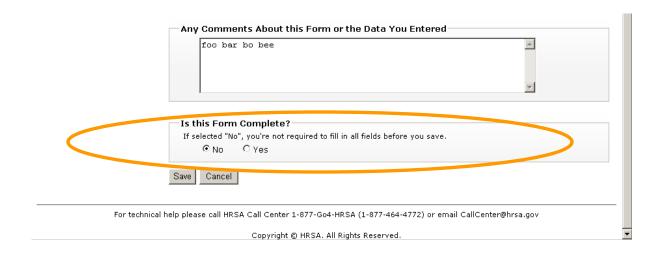
If Grantee user chooses to save the changes he will have to select the "Cancel" button to stay on the form, then the "Save" button on the form to launch the saving process. The system will bring up the page Grantee user is trying to navigate to at the end of this process. If Grantee user chooses not 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.



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.



1.5 Add Comments to Data Form

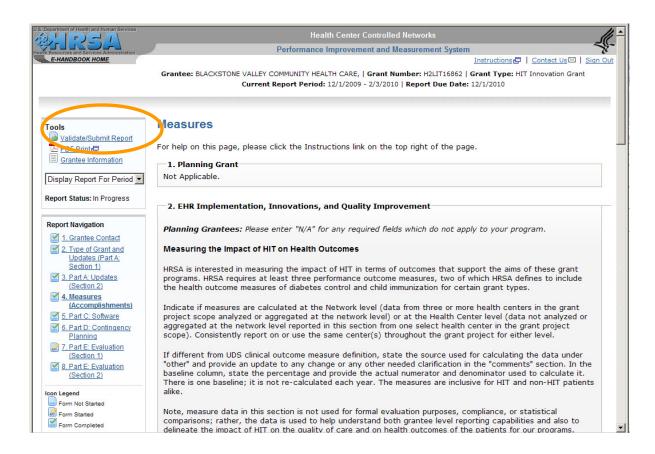
A text area is provided at the bottom section of each from where Grantee can actually type comments up to 5000 characters. This information will be saved in the database for further use.

	Any Comments About this Form or the Data You Entered foo bar bo bee
	V
	Is this Form Complete? If selected "No", you're not required to fill in all fields before you save.
	Save Cancel
For technic	al help please call HRSA Call Center 1-877-Go4-HRSA (1-877-464-4772) or email CallCenter@hrsa.gov

1.6 Validate and/or Submit Report

1.6.1 Validate Report

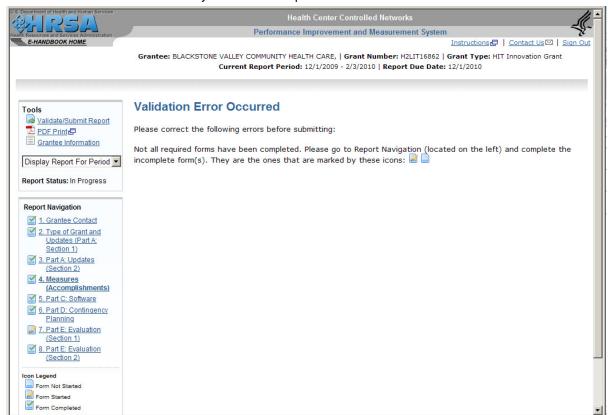
At any time Grantee can choose to run validation rules against the already provided information by clicking the "Validate/Submit Report" link under Tools menu if already logged in the system, or by selecting the "Submit Report" link from EHB.



1.6.2 Validation Error

The system will then verify that the report complies with all form and cross form levels validation rules

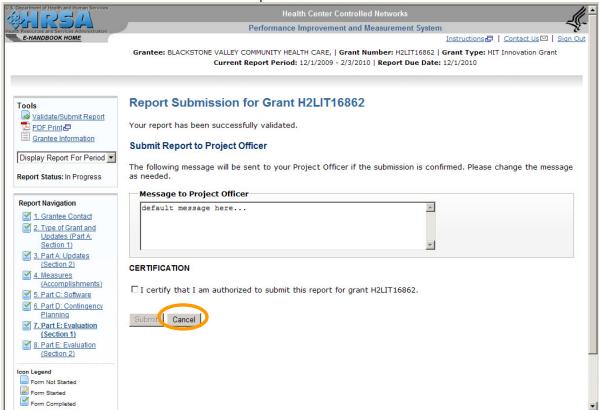
If there are validation issues a message with the list of errors and warnings is generated. Those have to be fixed in order to successfully validate the report.



1.6.3 Successful Validation

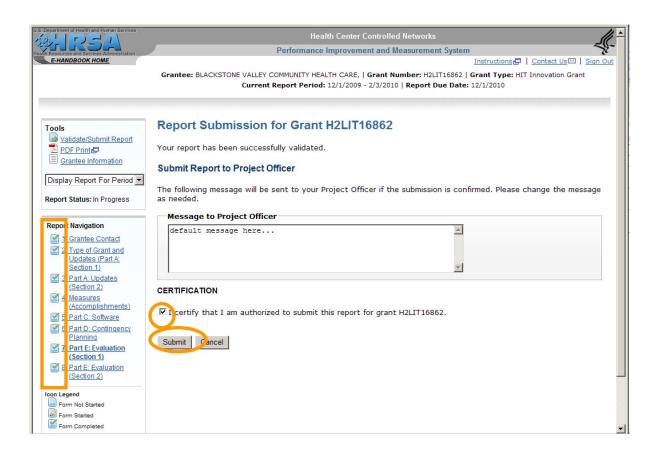
If the report is successfully validated (this happens only when all forms are completed and cross validated) a report submission screen is brought up giving grantee the option to submit the report.

Click "Cancel" to not submit the validated report.



1.6.4 Submit Report

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



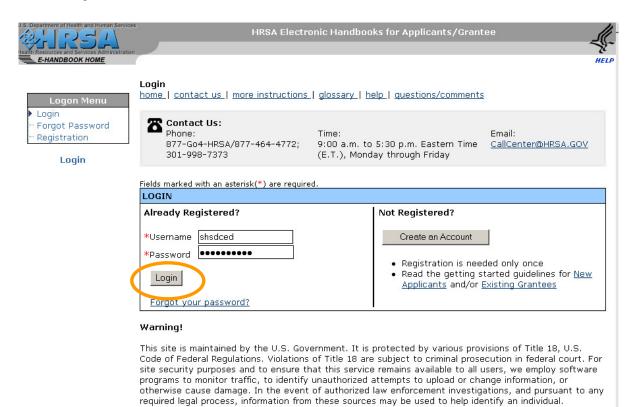
1.6.5 Report Submission Confirmation

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



1.7 View Report from EHB

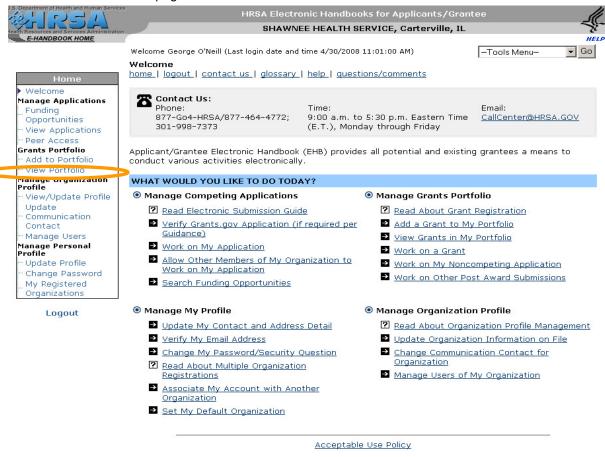
1.7.1 Login to HCCN PIMS



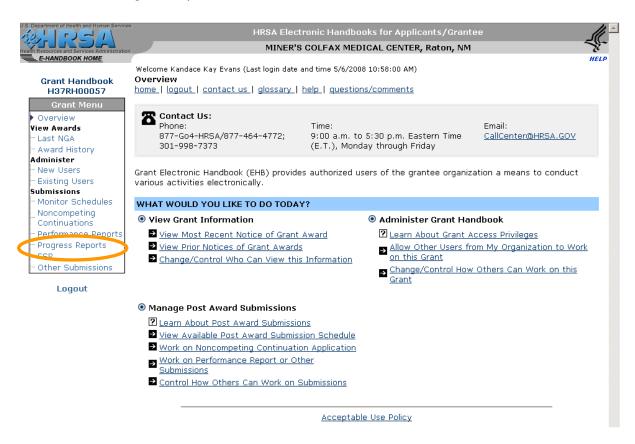
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1.7.2 View Portfolio

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

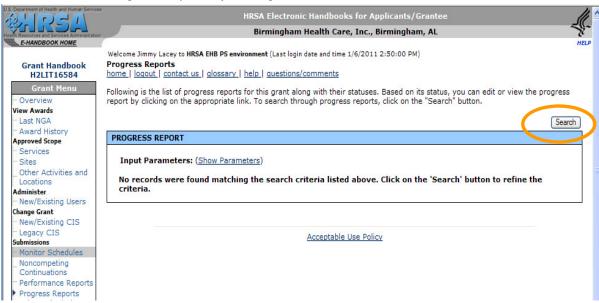


1.7.3 Select "Progress Reports"



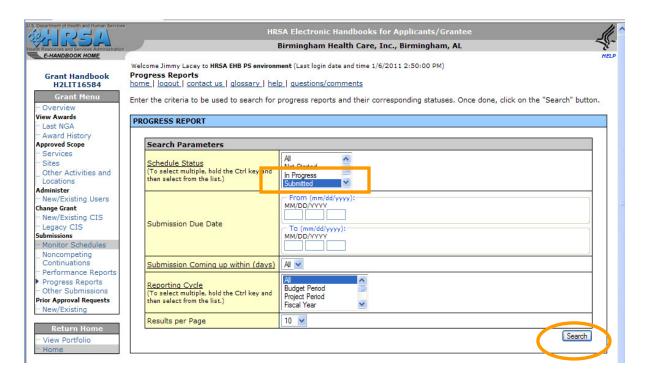
1.7.4 Search on Progress Reports

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



1.7.5 Search Criteria

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

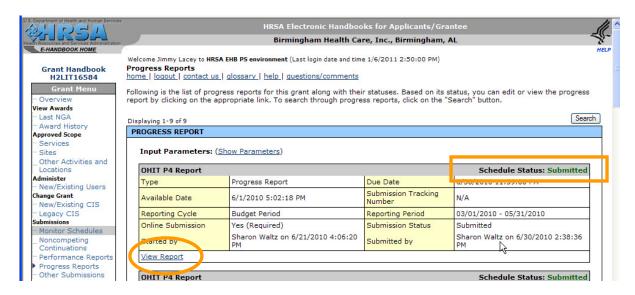


1.7.6 Select "View Report"

1.7.6.1 If Collection Period is not "Archived".

The report status will be "In Progress", "Submitted", or "Change Requested". "Submit Report" and "Edit Report" option will not be available if the report status is "Submitted".

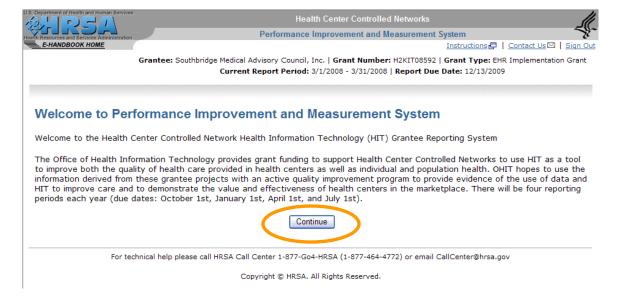
Select the "View Report" option on the "Progress Report" menu.



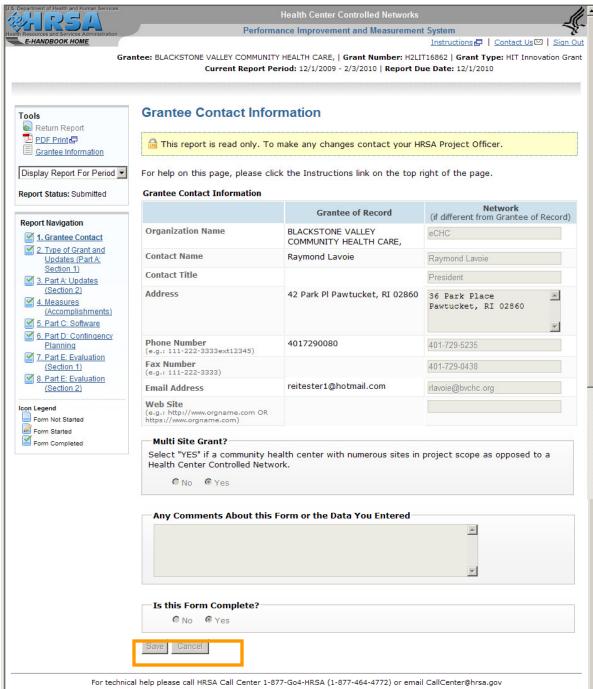
You are redirected to HCCN PIMS Home/Welcome page.

Launch HCCN PIMS

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



This brings up the "Grantee Contact Information" form if all forms. Grantee can select a different form to view by clicking the form link under "Report Navigation". Note that "Save" and "Cancel" buttons are both disabled.

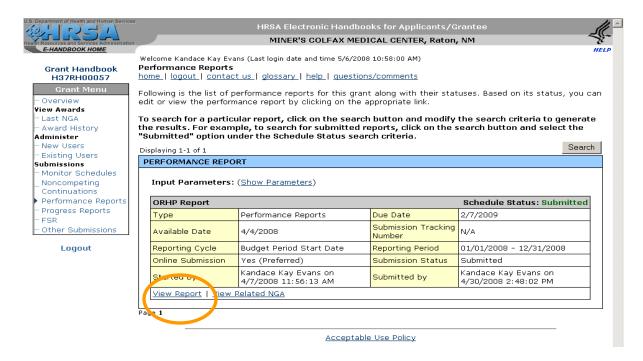


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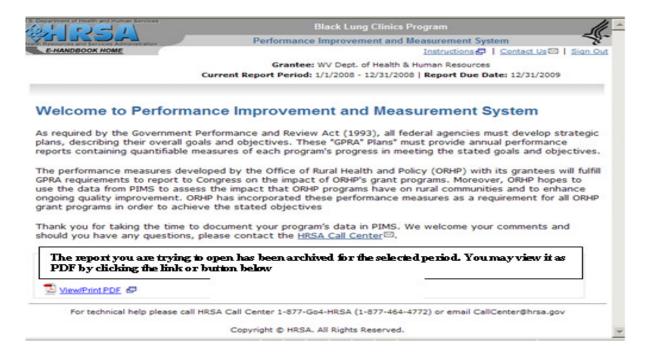
1.7.6.2 If Collection Period is "Archived"

The report status will be "Submitted". "Submit Report" and "Edit Report" options are no longer available in this case.

Select the "View Report" option on the "Progress Report" menu



You are redirected to HCCN PIMS Welcome/Home page with a special message for archived reports.



Click the "ViewPrintPDF" link to open the PDF format for the archived report.

1.8 View Report for another Collection Period while on current Period.

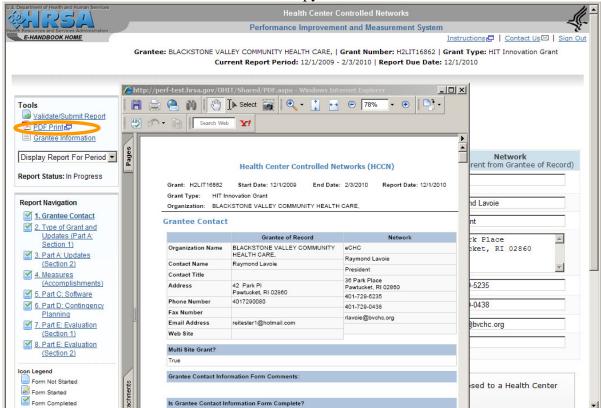
At anytime while working on report (regardless of what is being actually done) grantee user can choose to view the same report for any other available Collection Period by by selecting that period from the Data Collection Period dropdown under Tools menu.

The system then displays a PDF format of the report for the period selected in a popup screen (regardless of the status of the selected Collection Period)

1.9 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"

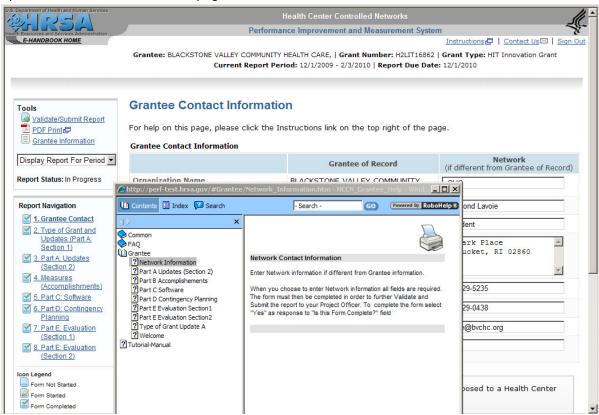


1.10 Help

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

1.10.1 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.



1.10.2 Help on Other pages or topics

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

