

Attachment 5C: Summary of Changes to Annual Report Guidance

Revised 2011

Annual Report Updates

1. The Annual Report Subsystem was added to BGMIS. The Annual Report Subsystem allows you to create an annual report and enter outcome information for your program in order to report progress regarding your health objectives, impact objectives, and activities.
2. The training manual for the Annual Report Subsystem has been uploaded as a bulletin. The functionality of the Annual Report Subsystem is described in the training manual and in the online help.
3. Added a new report that displays the Health Objective Outcome Status
4. BGMIS now encourages the reporting of both objective and activity successes and challenges. When reporting on Health Objectives, Impact Objectives, and Activities:
 - a. The “Barriers/Challenges to Success” section has been renamed to "Reasons for Success or Barriers/Challenges to Success."
 - b. The “Strategies to Overcome Barriers/Challenges” has been renamed to “Strategies to Achieve Success or Overcome Barriers/Challenges.”
 - c. These sections are mandatory and the user should provide sufficient detail in each section when completing them.
5. When reporting on Health Objectives, Impact Objectives, and Activities, updates have been made to the status choices.
6. All charts and reports have been updated with the new statuses.
7. The Annual Report legend has been updated with the new statuses.
8. Grantees must now certify that the grantee contact information is correct as listed in the Cover Page section; The Annual Report will not pass verify if the selection is “no.”