



# BCRS Management Information System Solution (BMISS)

## *Native Hawaiian Health Scholarship Program Applicant Information Screen User Guide*

June 2012



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## **Introduction: NHHSP Applicant Information Screen User Guide**

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**Goal:** The goal of the NHHSP Applicant Information Screen User Guide is to provide guidance on entering NHHSP applicant information into BMISS.

**Roles:** NHHSP Analysts.

**Preconditions:**

- Applicant has applied to the NHHSP.
- Applicant is deemed eligible.

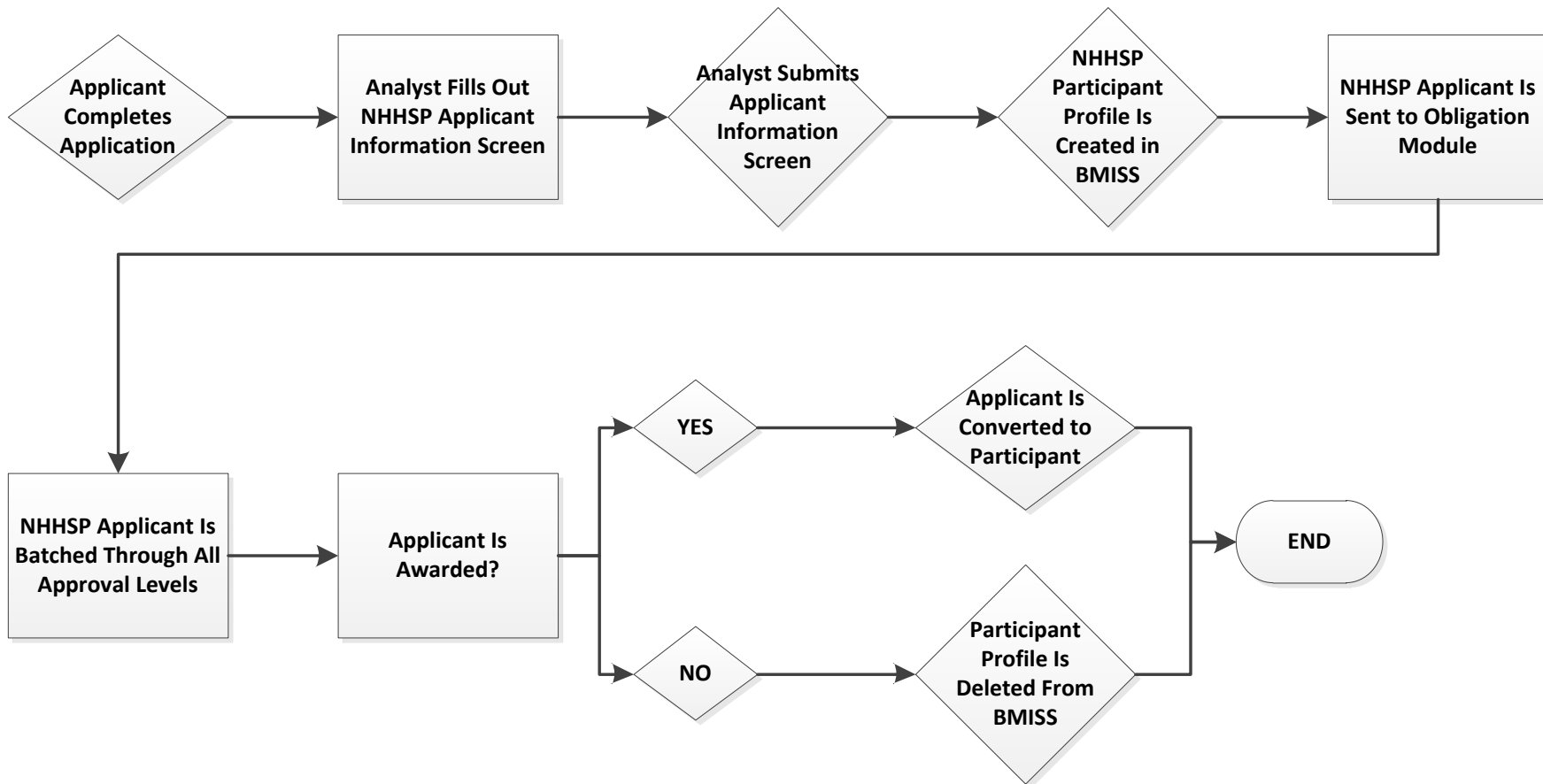
**Postconditions:**

- Applicant information has been saved in BMISS.
- Applicant is converted to Participant.



## Section 1: NHHSP Applicant to Participant Process Flow

The process flow for NHHSP applicants is below.



**NOTE:** If the NHHSP Applicant is not awarded during obligation, in order for their participant profile to be deleted, the analyst will need to notify the BMISS Team.



## Section 2: Navigate to NHHSP Screen

After an NHHSP applicant has submitted all application materials and has been deemed eligible for the NHHSP award, the NHHSP analyst will navigate to the Applicant Information Screen.

The screenshot shows a web browser window displaying the BMISS (Bureau of Clinician Recruitment and Service Management Information System) interface. The browser address bar shows the URL: <https://bmiss.hrsa.gov/intranet/index.seam?cid=5389>. The page header includes the HRSA logo and the text "Health Resources & Services Administration". Below the header, there is a navigation menu with tabs for "Tasks", "Participant", "Programs", "Sites & Schools", "User Administration", and "Reports". The "Programs" tab is active, and a dropdown menu is open, listing various programs: "Application Search", "FLRP", "NELRP", "NELRP-NF", "NHHSP", "NHSC LRP", "NHSC SP", "NSP", and "S2S LRP". The "NHHSP" option is highlighted, and a sub-menu is open for it, showing "Batch History", "Budget", "Create Batch", and "New Award". The "New Award" option is highlighted. The main content area is titled "BCRS Management Information" and contains a "Welcome to BMISS!" message, a "News and Announcements" section, and a "BMIS Reference Materials" section. The "News and Announcements" section contains text about the June Release and the launch of Rank and Award functionality for NHSC SP, NSP, and FLRP. The "BMIS Reference Materials" section contains links for "Customer Service User Guides" and "S2S LRP User Guides". The browser status bar at the bottom shows "Internet | Protected Mode: Off" and "125%".

### Steps:

1. User navigates to BMISS via the link: <https://bmiss.hrsa.gov/intranet/index.seam>
2. User scrolls over the **Programs** tab and scrolls down to **NHHSP**.
3. User selects **New Award**.
4. System directs user to the NHHSP Applicant Information Screen.

### Business Rules:

- User must have the NHHSP Reviewer role to navigate to the NHHSP Applicant Information Screen.



## Section 3: Upload Required Supporting Documents

Once the analyst has navigated to the NHHSP Applicant Information Screen, the first section at the top of the page will request that the analyst upload the required supporting documents.

New NHHSP Awards

▼ Supporting Documents

There are no uploaded documents

Please note: The following file types are suitable for upload: pdf

Participant Award Worksheet

Browse... Upload

Contract

Browse... Upload

Award Letter

Browse... Upload

W-4 Form

Browse... Upload

### Steps:

1. User selects **Browse** under the document they wish to upload.
2. User selects the appropriate document.
3. User selects **Upload**
4. System displays the date, time, document, and document type at the top of the page (see screenshot on the next page).
5. User repeats these steps for all four documents.
6. User scrolls down to the next section: *Personal Information*.

### Business Rules:

- System shall only accept document in .pdf format.
- System shall require all four documents to be uploaded in order for user to submit:
  - **Participant Award Worksheet**
  - **Contract**
  - **Award Letter**
  - **W-4 Form**
- System shall allow user to view the uploaded documents by clicking on the document name.



### New NHHSP Awards

✔ Document successfully uploaded.

#### ▼ Supporting Documents

##### Document

- 6/12/12 11:33:27 AM: Participant Award Worksheet.pdf (Participant Award Worksheet)
- 6/12/12 11:33:45 AM: Contract.pdf (Contract)
- 6/12/12 11:33:57 AM: Award Letter.pdf (Award Letter)
- 6/12/12 11:34:15 AM: W\_4.pdf (W-4 Form)

Please note: The following file types are suitable for upload: pdf

##### Participant Award Worksheet

Browse...

##### Contract

Browse...

##### Award Letter

Browse...

##### W-4 Form

Browse...

- System shall open the documents in a new window.



## Section 4: Applicant Personal Information

After uploading the required supporting documents, the analyst will enter in the applicant's personal information. This is divided into four sections of **Full Name**, **Home Address**, **Phone and Email**, and **School Information**. This information is needed for creating the participant profile in BMISS.

### Steps:

1. User enters all required fields.
2. User scrolls down to the next section: *Financial Information*.

### Business Rules:

- System shall require user to enter all required fields (fields with an \*).
- The **Funding Start Date** and **Funding End Date** range should include all years that the applicant will be funded.

▼ **Personal Information**

**Full Name**

First Name \*

Last Name \*

Middle Initial

Title

Suffix

SSN \*

**Home Address**

Street Address 1 \*

Street Address 2

Country

City \*

State \*

Zip Code \*

**Phone and Email**

Non-US Number

Daytime \*  Ext.

Home \*

Mobile

**Email**

Home

Work

**School Information**

Year In School \*

Graduation Date \*

Funding Start Date \*

Funding End Date \*





## Section 5: Applicant Financial Information

After the analyst enters in the applicant's personal information, they will need to enter the applicant's financial information.

▼ Financial Information

**Banking Information**

Bank Name \*

Account Type \*

Routing Number \*

Account Number \*

**W-4 Information**

Allowance Quantity \*

Withholding Amount \*

Tax Exempt

Marriage Status

Steps:

1. User enters all required fields.
2. User scrolls down to the next section: *Award Information*.

Business Rules:

- System shall require user to enter all required fields (fields with an \*).



## Section 6: Award Information

After the analyst enters in the applicant's financial information, they will need to enter the applicant's award information.

▼ Award Information

Fiscal Year and Funding Type \*

2012 BASE Budget Available Balance: \$837,381.00

**Award Breakdown**

Tuition *	<input type="text"/>
Stipend *	<input type="text"/>
ORCs *	<input type="text"/>

### Steps:

1. User enters all required fields.

### Business Rules:

- System shall require user to enter all required fields (fields with an \*).
- System shall show the available budget once user selects **Fiscal Year and Funding Type**.



## Section 7: Submitting Applicant Information

When the analyst is ready to submit the NHHSP Applicant Information Screen, they will be required to enter in comments, select submit, and confirm.

▼ Comments

Submitting

New Comments \*

Submit Clear Information

▼ Comments

Confirming (after submitting)

New Comments \*

comments.

Confirm Award Back

### Steps:

1. User enters in comments.
2. User selects **Submit**
3. System will ask user to confirm the information entered on the page.

 Please verify the information below and press confirm

4. User reviews the information and selects **Confirm Award**
5. User is directed to the participant's profile page in BMISS.

### Business Rules:

- User must enter comments to Submit.
- Before selecting **Submit**, user can select **Clear Information** to clear all the information entered on the page and start over.
- After user selects **Submit**, system shall ask user to **Confirm Award**.
- When confirming, system shall display all information as "Read Only."
- When confirming after selecting **Submit**, user can select **Back** to go back and edit any information. User will need to then **Submit** again.
- User must select **Confirm Award** in order for the applicant information to be saved in BMISS.



## Section 8: Creation of Participant Profile

Once all NHHSP Applicant information has been submitted and confirmed, a participant profile will automatically be created for the person based on the information that was entered. The user will be automatically taken to the person's participant profile page upon submission of the applicant information. The applicant will not have been awarded and converted to participant at this point, although their participant profile will have been created. The applicant will be ready for batching after submission of applicant information, and if for any reason they are not awarded during the batching process, their participant profile account will be deleted from BMISS.

[Back to Participant Search](#)

**Kayton, Brittany** 1

ID Number:	1114097830	Phone:	1111111111	Budget Type:	BASE Budget
Program:	NHHSP	Address:	123 Main Street City, MD 12345	Service Type:	
Discipline:		Estimated End Date:		PDF Profile:	<a href="#">View</a>
Specialty:		OLC Status:			
Status:					

**Participant Profile**

- Inquiries
- Personal Information**
- Education Information
- Financial Information

### Personal Information

2

Participant has been successfully created and award has been sent to the obligation pool

**Name** **Contact**

\* Required Field

**Name**

Last \*

First \*

MI

Title

Suffix

Former Last

Former First

[Clear Changes](#) [Update](#)

### Steps:

1. System directs user to the person's participant profile page.
2. System sends applicant to obligation module.

### Business Rules:

- Basic participant information will be captured at the top of the page (See Screenshot 1)
- System will pre-populate the person's information on their participant profile page based on the information that was entered on the NHHSP Applicant Information Screen.
  - **Personal Information** (See Screenshot 2)
  - **Education Information** (See Screenshot 3 on page 13)
  - **Financial Information** (See Screenshot 4 on page 13)
- All fields are editable.
- System will notify user that the person is ready for batching.

### NOTES:

- Only the **Graduation Date**, **Funding Start Date**, and **Funding End Date** will be shown on the education tab. The user will need to update the school information after the applicant is converted to a participant. This can be done on their participant profile page.



**Participant Profile**

- Inquiries
- Personal Information
- Education Information**
- Financial Information

### Education Information

3

**Degree Program**

\* Required Field

**School Details**

School ID #

No school selected.

**Degree Details**

Graduation Date

Funding Start Date

Funding End Date

Year In School\*

- Financial information will show the **Participant Award Worksheet, Contract, and Award Letter** on the Award documents tab under *Financial Information*.
- The participant's payment schedule will automatically be created.
- Participant Profile will be removed from BMISS if applicant is not awarded during batching.

**NOTE:** If the NHHSP Applicant is not awarded during obligation, in order for their participant profile to be deleted, the analyst will need to notify the BMISS Team.

**Participant Profile**

- Inquiries
- Personal Information
- Education Information
- Financial Information**

### Financial Information

4

**Award Documents** | Tax Information | Payment Schedule | Award History

▼ 2012 Award Documents

**Award Type:** New      **Contract Type:** Full Time      **Contract Length:**

**Documents**

**Participant Award Worksheet**

- Current Version: [HRSA\\_NELRP\\_2012\\_Contact\\_Us\\_8\\_5x11\\_v3.pdf](#) (6/15/12 1:45:15 PM): nih\_bmiss-test-4

**Contract**

- Current Version: [HRSA\\_NELRP\\_2012\\_FAQs\\_v3.pdf](#) (6/15/12 1:45:19 PM): nih\_bmiss-test-4

**Award Letter**

- Current Version: [HRSA\\_NELRP\\_2012\\_Timeline\\_v3.pdf](#) (6/15/12 1:45:23 PM): nih\_bmiss-test-4

**Upload Documents**

Please note: The following file types are suitable for upload: jpg, doc, pdf, and xls

Document Type



## Section 9: Resolving Issues

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Please follow the instructions to resolve any problems a NHHSP Analyst might have:

### 1. For Technical Issues:

- When a **technical** issue is encountered, e.g. Analyst cannot upload the supporting documents, the issue should be logged in TTPro with a detailed description of the problem. At this point, the BMISS HyperCare Support Team would define and resolve the issue as well as notify the analyst of the resolution.

#### Logging Issues:

- When logging issues into TTPro:
  - Log issues as “Production Support” under *Version*.
  - Attach a screenshot to the issue (if applicable)
  - Include the following details in the *Summary* section:
    - The page that the issue was found on = *NHHSP Applicant Information Screen*
    - Applicant information: Full name, last four of SSN, email, phone number
    - The Web Browser the analyst was using
    - The frequency of the issue

