

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

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.

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incorrect information. Customer Service User Guides		participants and/or the historic files to update this information in BMISS. Do			Do your best to avoid inputting	
	participants and/		incorrect information.			

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	<u>Steps:</u> 1. User selects Browse under the document they wish to unload
▼ Supporting Documents There are no uploaded documents Please note: The following file types are suitable for upload: pdf Participant Award Worksheet Browse Upload	 User selects the appropriate document. User selects Upload System displays the date, time, document, and document type at the top of the page (see screenshot on the next page). User repeats these steps for all four documents. User scrolls down to the next section: <i>Personal Information</i>.
Award Letter	 <u>Business Rules:</u> System shall only accept document in .pdf format. System shall require all four documents to be
W4 Form Browse Upload	 Participant Award Worksheet Contract Award Letter W-4 Form System shall allow user to view the uploaded documents by clicking on the document name.



Bureau of Clinician Recruitment and Service NHHSP Applicant Information Screen

New NHHSP Awards				
S 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				
Browse Upload				
Contract				
Browse Upload				
Award Letter				
Browse Upload				
W-4 Form				
Browse Upload				

- 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 Informati	on	Phone and Email	
Full Name		🔲 Non-US Number	
		Daytime *	Ext.
First Name *		Home *	
Middle Initial		Mohilo	
Title	Select 💌	WODIE	
Suffix	Select -	Email	
SSN *		Home	
		Work	
Home Address			
Street Address 1 *		School Information	
Country		Year In School *	Select -
City *		Graduation Date *	
State *	Select	Funding Start Date *	
		Funding End Date *	
Zip Code *			



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.

Banking Information -	
Bank Name *	
Account Type *	•
Routing Number *	
Account Number *	
W-4 Information Allowance Quantity * Withholding Amount * Tax Exempt	\$0.00

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.

		Steps:
▼ Award Information		1. User enters all required fields.
Fiscal Year and Funding Type *	Select	Business Rules:
2012 BASE Budget Available Balance: \$837,381.00		- 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.
Award Breakdown		
Tuition *		
Stipend *		
ORCs *		



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.

Submitting	 <u>Steps:</u> 1. User enters in comments. 2. User selects Submit 3. System will ask user to confirm the information entered on the page.
Submit Clear Information	 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.
▼ Comments * Comments * Comments.	 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."
Confirm Award Back	 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 Participa	ant Search				
Kayton, Brittany				1	
ID Number: Program: Discipline: Specialty: Status:	1114097830 NHHSP	Phone: Address	1111111111 : 123 Main Street City, MD 12345	Budget Type: Service Type: Estimated End D PDF Profile: OLC Status:	BASE Budget Date: View 🏹
Participa	nt Profile	Personal In	formation	2)
Inquiries		📀 Participant h	as been successfully created	and award has been ser	nt to the obligation pool
Personal Information Education Information Financial Information		Name Con * Required Field Name	itact		1
		First* MI Title	Brittany Select		
		Suffix Former Last Former First	Selec		
		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.



Bureau of Clinician Recruitment and Service NHHSP Applicant Information Screen

Participant Profile	Education Information		3				
	Degree Program						
Education Information	* Required Field	* Required Field					
Financial Information	School Details						
	School ID #	Graduation Date	06/15/2012				
	Update School	Funding Start Date	06/15/2012				
	No school selected.	Funding End Date	06/15/2014				
		Year In School *	Second Year -				
	Clear Changes		Upda				
Participant Profile	Financial Information Award Documents Tax Information Payment S	chedule Award History	4				
Education Information	▼ 2012 Award Documents						
Financial Information	Award Type: Contract Type: New Full Time	Contract Length:					
	Documents						
	Participant Award Worksheet						
	Current Version: HRSA_NELRP_2012_Contact	t_Us_8_5x11_v3.pdf (6/15/12 1:4	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 Participant Award Worksheet
	Browse Upload						

- 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.



Section 9: Resolving Issues

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

