Health Resources & Services Administration (HRSA)

BHW Management Information System Solution (BMISS)

Native Hawaiian Health Scholarship Program (NHHSP) Applicant Information Screen User Guide

March 2019

Public Burden Statement: The purpose of the NHSC SP, NHSC S2S LRP, and the NHHSP is to provide scholarships or loan repayment to qualified students who are pursuing primary care health professions education and training. In return, students agree to provide primary health care services at approved facilities located in designated Health Professional Shortage Areas (HPSAs) once they are fully trained and licensed health professionals. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this information collection is 0915-0146 and it is valid until XX/XX/202X. This information collection is required to obtain or retain a benefit (NHSC SP: Section 338A of the PHS Act and Section 338C-H of PHS Act; NHSC S2S LRP: Section 338B of the PHS Act and Section 331(i) of the PHS Act; NHHSP: The Native Hawaiian Health Care Improvement Act of 1992, as amended [42 U.S.C. 11709]. Public reporting burden for this collection of information is estimated to average xx hours per response, including the time for reviewing instructions, searching existing data sources, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to HRSA Reports Clearance Officer, 5600 Fishers Lane, Room 14N136B, Rockville, Maryland, 20857 or paperwork@hrsa.gov.

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Document Version History

Version #	Implemented By	Revision Date	Reason
1.0	Asad Saqib	3-21-19	Created new version of NHHSP user guide with reference to previous version created in June 2012
1.1	Asad Saqib	3-26-19	Minor language updates
1.2	Chris Hester	3-27-19	Minor language updates

Introduction: NHHSP Applicant Information Screen User Guide

Overview: NHHSP is a merit based scholarship program that recruits participants focused within primary care health disciplines and dedicated to providing primary health services to Native Hawaiians and their families in Hawaii. The NHHSP is administered by the BHW program NURSE Corps and is also currently administered in conjunction with the Grantee, Papa Ola Lokahi (POL), which is located in Hawaii. The NHHSP is currently managed within the BHW Management Information System Solution (BMISS) platform.

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:

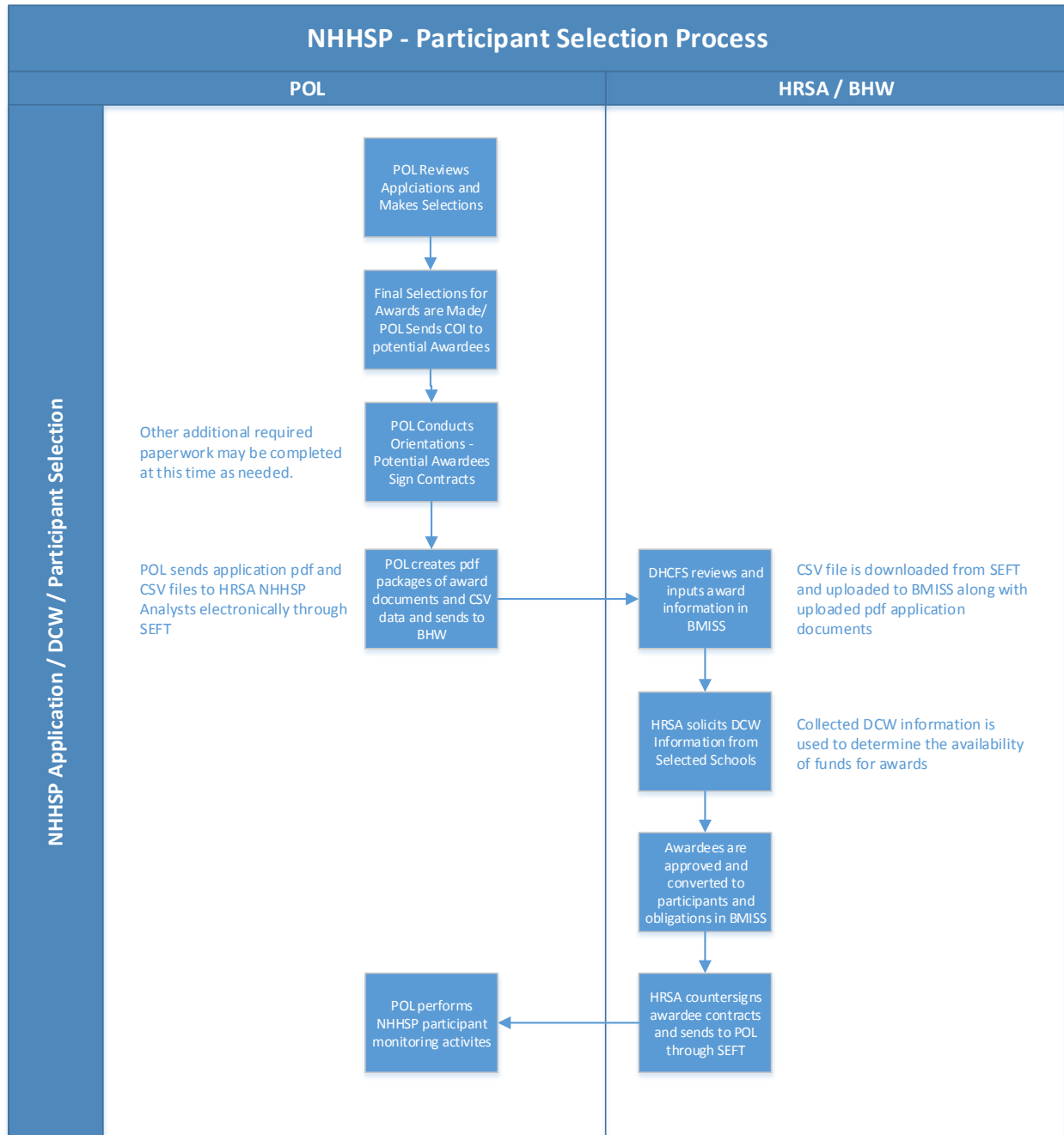- Applicant has applied to the NHHSP
- Applicant is deemed eligible

Post-conditions:

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

Section 1: NHHSP Applicant to Participant Process Flow

Overview: The high level process flow for NHHSP applicant selection and is below:

NHHSP - Participant Selection Process	
POL	**HRSA / BHW**

NHHSP Application / DCW / Participant Selection

POL Reviews Applciations and Makes Selections

↓

Final Selections for Awards are Made/ POL Sends COI to potential Awardees

↓

POL Conducts Orientations - Potential Awardees Sign Contracts

Other additional required paperwork may be completed at this time as needed.

↓

POL sends application pdf and CSV files to HRSA NHHSP Analysts electronically through SEFT

POL creates pdf packages of award documents and CSV data and sends to BHW → DHCFS reviews and inputs award information in BMISS

CSV file is downloaded from SEFT and uploaded to BMISS along with uploaded pdf application documents

↓

HRSA solicits DCW Information from Selected Schools

Collected DCW information is used to determine the availability of funds for awards

↓

Awardees are approved and converted to participants and obligations in BMISS

↓

POL performs NHHSP participant monitoring activites ← HRSA countersigns awardee contracts and sends to POL through SEFT

Section 2: NHHSP Data Collection Worksheet

Overview: Users assigned School POCs roles within the BMISS Extranet can create and submit NHHSP Data Collection Worksheet (DCW) data for school Tuition, Fees, and Other Reasonable Costs (ORC) for their respective schools during the annual DCW open cycle. NURSE Corps personnel will alert school POC's when the DCW period is open, underway, and closed. They will also notify the Grantee, (POL) about the statuses of the DCWs for awareness and POC outreach if needed.

Users assigned School Analyst roles within BMISS Extranet can create, edit, and approve previously submitted DCWs.

Business Rules: User must have a School Analyst role within the BMISS Extranet School Representative portal.

Steps:

1. School Analyst navigates to the BMISS Extranet > School Representative Portal and logs in with their School Analyst credentials via the link:
   https://programportal.hrsa.gov/extranet/landing.seam
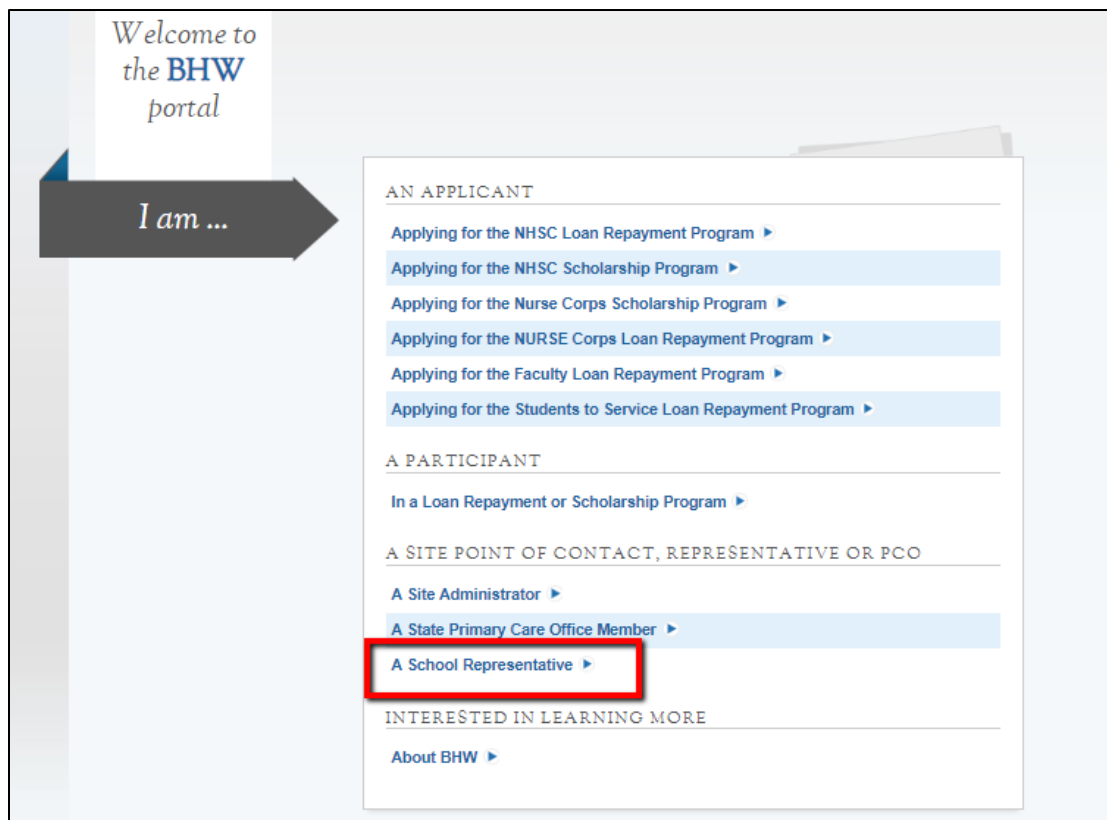
Figure 1: DCW School Representative Link

2. Search for any NHHSP DCW by searching for the NHHSP Program and any other criteria such as School Name

Figure 2: DCW Search for Analysts

3. To create a DCW simply click on the Create link under the Action column for any DCW

Figure 3: Create DCW Link

4. When adding the financial data for a NHHSP DCW please note that Resident and Non-Resident fields for all four years are required fields. Also, please note that the '$' symbol must be included in the financial data fields.

Figure 4: DCW Form

5. To submit the DCW enter a required comment and click on the Save button. This will update the DCW to a 'Submitted' status (not Approved). You can then search for the DCW again and it will display a 'View/Edit' link under the Action column. In order to approve the DCW click on the check box 'I approve the Data Colllection Worksheet' either during the initial input of data or return back to the 'Submitted' DCW by clicking on the 'View/Edit' link and select the checkbox and save the DCW.

Figure 5: Submit and Approve DCW

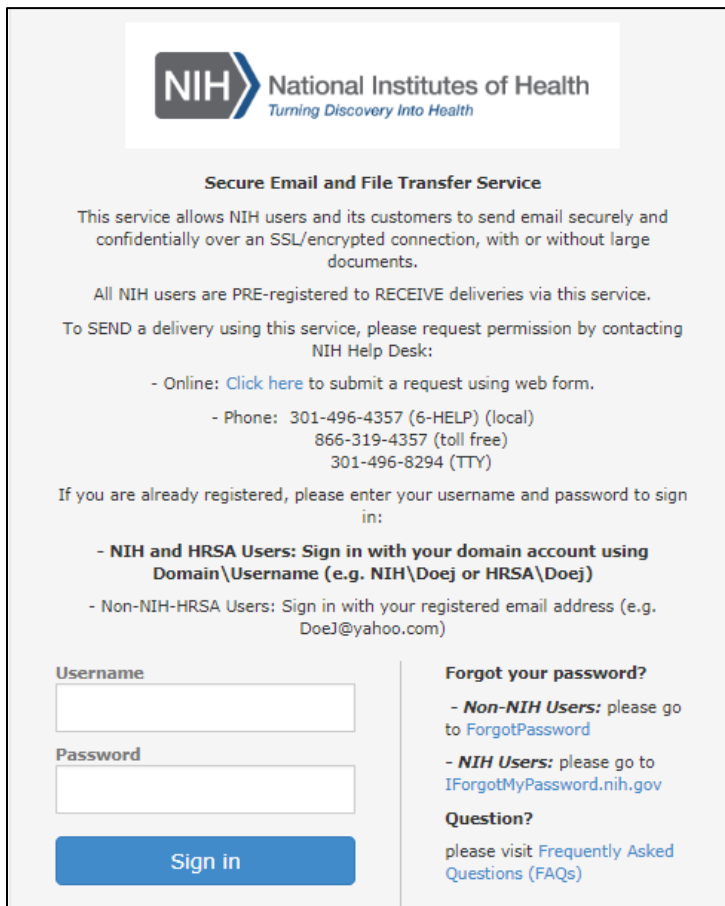**Figure 6: DCW Status: Approved vs Submitted**

Section 3: Secure File Transfer of Applicant Data from POL to HRSA

Overview: The Grantee, (POL) will provide HRSA with NHHSP application data through SFTP of various files. These files will include a scanned pdf of application documents for each individual applicant, as well as a CSV file of the applicant data that needs to be uploaded to BMISS.

Business Rules: User must have an account with SEFT and access to the specific NHHSP folder space in order to upload and/or download files.

Steps:

1. User navigate and log in to SEFT at the following link: https://secureemail.nih.gov/bds/Login.do

NIH) National Institutes of Health
Turning Discovery Into Health

Secure Email and File Transfer Service

This service allows NIH users and its customers to send email securely and confidentially over an SSL/encrypted connection, with or without large documents.

All NIH users are PRE-registered to RECEIVE deliveries via this service.

To SEND a delivery using this service, please request permission by contacting NIH Help Desk:

- Online: Click here to submit a request using web form.

- Phone: 301-496-4357 (6-HELP) (local)
866-319-4357 (toll free)
301-496-8294 (TTY)

If you are already registered, please enter your username and password to sign in:

- NIH and HRSA Users: Sign in with your domain account using Domain\Username (e.g. NIH\Doej or HRSA\Doej)

- Non-NIH-HRSA Users: Sign in with your registered email address (e.g. DoeJ@yahoo.com)

Username

Password

Sign in

Forgot your password?

- *Non-NIH Users:* please go to ForgotPassword

- *NIH Users:* please go to IForgotMyPassword.nih.gov

Question?

please visit Frequently Asked Questions (FAQs)

Figure 7: SEFT Sign In Page

2. The folder structure within the NHHSP SEFT space is the following:

>Cohort (e.g., POL 2019 Cohort Packages)
>Application Docs
>CSV
>Signed Contract
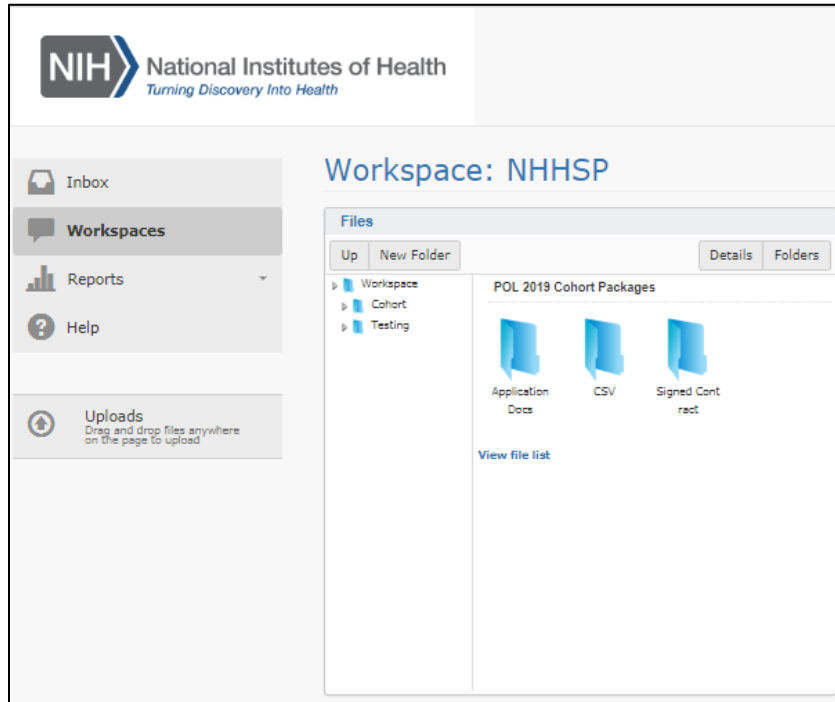
Figure 8: SEFT Folder Structure

3. The Grantee, (POL) will upload the scanned PDF applications to the 'Applicant Docs' folder, and will upload the applicant CSV data file to the 'CSV' folder. The NHHSP Analyst will be able to navigate to these folders to download these respective files to their H:\ drives in order to upload them into BMISS.
4. The NHHSP Analyst will later upload a countersigned applicant contract to the 'Signed Contract' folder in order for the Grantee, (POL) to download.
5. SEFT will notify users with access when a folder is updated with new files; however, the analyst can also directly notify POL when the countersigned contracts have been uploaded to the Signed Contract folder so POL can download as needed.

Section 4: Standard File Naming Convention

Overview: A standard file naming convention has been provided in the table below for various documents and files that are required during the processing of NHHSP applicants within BMISS. Please following the guidelines below to ensure accurate and consistent formatting and version control for all applicant documents.

Document Type	Standard Format	Example
CSV	*NHHSP_Cohort_Applicant_Data_vX.csv*	NHHSP_2019_Applicant_Data_v1.csv
Application PDF	*NHHSP_Cohort_Application_LastName_FirstName_vX.pdf*	NHHSP_2019_Application_Smith_John_v1.pdf
Award Letter	*NHHSP_Cohort_Award_Letter_LastName_FirstName_vX.pdf*	NHHSP_2019_Award_Letter_Smith_John_v1.pdf
W4	*NHHSP_Cohort_W4_LastName_FirstName_vX.pdf*	NHHSP_2019_W4_Smith_John_v1.pdf
Contract	*NHHSP_Cohort_Contract_LastName_FirstName_vX.pdf*	NHHSP_2019_Contract_Smith_John_v1.pdf
Countersigned Contract	*NHHSP_Cohort_CounterSigned_Contract_LastName_FirstName_vX.pdf*	NHHSP_2019_CounterSigned_Contract_Smith_John_v1.pdf

Section 5: Applicant Data - CSV File Fields

Overview: The Grantee, (POL) will send a NHHSP CSV file with applicant data that will be uploaded to BMISS and used to auto-populate data fields within the New NHHSP Award page. The CSV file can include data for one or more applicants and the data will be exported from the POL source system (currently FileMaker Pro). Below is a table that lists the specific CSV BMISS data fields expected to be included in the file and characteristics of each.

Business Rules: The current BMISS values are intended to be used in any fields in the table below that include the note "Provided POL BMISS Values". If/when there are any updates in BMISS to those fields they will need to be provided to POL to update their source system for the CSV data export. If those values aren't updated prior to the CSV file being populated/downloaded, BMISS will not include those fields in the import process. BMISS will process default blank values in those fields that can be later edited, either manually or via a file updated by either POL or the analyst during the CSV upload process.

CSV BMISS Field	BMISS Required	Data Type / Limits	Field Type / Notes
Personal Information			
Full Name			
First Name	Y	String / 100 characters	Text box
Last Name	Y	String / 100 characters	Text box
Middle Initial	N	String / 1 character	Text box (1 character limit)
Title	N	String / 4 characters	Dropdown (Mr., Mrs., Ms., Dr.) Provided POL BMISS values
Suffix	N	String / 5 characters	Dropdown Provided POL BMISS values
SSN	Y	Number / 9 digits	Text box
D.O.B.	Y	String / 10 characters	Date picker (MM/DD/YYYY)
Home Address			
Home Street Address 1	Y	String/ 250 characters	Text box
Home Street Address 2	N	String/ 250 characters	Text box
Home City	Y	String/ 100 characters	Text box
Home State or Territory	Y	String/ 2 characters	Dropdown Provided POL BMISS values
Home Zip Code	Y	String/ 20 characters	Text box
Home Country	Y	String/ 50 characters	Dropdown Prepopulated with 'United States' Provided POL BMISS values
Mailing Address			
Mailing Street Address 1	Y	String/ 250 characters	Text box
Mailing Street Address 2	N	String/ 250 characters	Text box
Mailing City	Y	String/ 100 characters	Text box

Mailing State	Y	String/ 2 characters	Dropdown Provided POL BMISS values
Mailing Zip Code	Y	String/ 20 characters	Text box
Mailing Country	Y	String/ 50 characters	Dropdown Provided POL BMISS values
Phone and Email			
Daytime Non-US Number	N	bit / 0 or 1	Checkbox
Daytime	Y	String / 50 characters	Text box
Ext	N	String / 10 characters	Text box
Home Non-US Number	N	bit / 0 or 1	Checkbox
Home	N	String / 50 characters	Text box
Mobile Non-US Number	N	bit / 0 or 1	Checkbox
Mobile	N	String / 50 characters	Text box
Personal (Email)	N	String / 250 characters	Text box
Work (Email)	N	String / 250 characters	Text box
School Information			
Cohort	Y	Number/ 9999	Read only text
Year In School	Y	String / 1 or 2 or 3 or 4	Dropdown (1, 2, 3, 4)
Graduation Date	Y	String / 10 characters	Date picker (MM/DD/YYYY)
Funding Start Date	Y	String / 10 characters	Date picker (MM/DD/YYYY)
Funding End Date	Y	String / 10 characters	Date picker (MM/DD/YYYY)
School Details			
University Name	Y	String / 250 characters	Read Only Text Provided POL BMISS values
University Address 1	Y	String/ 250 characters	Read Only Text Provided POL BMISS values
University Address 2	N	String/ 250 characters	Read Only Text Provided POL BMISS values
University City	Y	String/ 100 characters	Read Only Text Provided POL BMISS values
University State	Y	String/ 2 characters	Read Only Text Provided POL BMISS values
University Zip	Y	String/ 20 characters	Read Only Text Provided POL BMISS values
Degree	Y	String / 250 characters	Dropdown Provided POL BMISS values
Discipline	Y	String / 250 characters	Dropdown Provided POL BMISS values
Misc.			
Rank	Y	Number	Dropdown
Continuation Yrs Req	N	Number/ NULL(blank), 1, 2, 3	Will only be used as a validation from the CSV and will not be displayed in BMISS
In State / Out of State	Y	Number/ 0 or 1	In State = 1 Out of State = 0

Section 6: Applicant Data - CSV File Format

Overview: The NHHSP CSV file provided by the Grantee, (POL) will be required to have a very specific file format and order of fields in order to auto-populate the data in the New NHHSP Award page. Below is the CSV file format and order expected.

Business Rules:

- The CSV file must only include applicant data for the upcoming cohort.
- The CSV file must following the specific format of fields and the order of fields listed below.
- Required fields must be included in the CSV.
- Blank values are permitted for non-required fields, however comma separated values are still required for all fields.
- The CSV file can contain one or more rows of applicant data, however each applicant requires a unique row.
- Leading zeros must be included in the CSV file for all fields such as Date, ZIP, and SSN (e.g., 01/01/2020 vs 1/1/2010).

Expected NHHSP CSV File Format:

First Name, Last Name, Middle Name, Title, Suffix, SSN, DOB, Home Street Address 1, Home Street Address 2, Home City, Home State, Home Zip, Home Country, Mailing Street Address 1, Mailing Street Address 2, Mailing City, Mailing State, Mailing Zip, Mailing Country, Daytime Non-US Number, Daytime Phone, Ext, Home Non-US Number, Home Phone, Mobile Non-US Number, Mobile Phone, Personal Email, Work Email, Cohort, Year in School, Graduation Date, Funding Start Date, Funding End Date, University Name, University Address 1, University Address 2, University City, University State, University Zip, Degree, Discipline, Rank, Continuations Yrs Req, In State / Out of State

Sample CSV Data for a Single NHHSP Applicant:

"John","Smith","H","Mr.","Sr.","031987893","01/15/1985","771 Lucky Dr","Suite 2","Centreville","VA","22052","United States","888 Happy Dr","Suite 1","Springfield","VA","20120","United States","1","7039125852","444","0","5713457777","0","3017894114","personal@email.com","work@email.com","2019","2","05/24/2022","07/01/2019","06/30/2020","University of Virginia", "388 Memory Ln","Suite 200","Charlottesville","VA","22802","MD","Allopathic Physician","1","1","0"

Section 7: Applicant Data - NHHSP Disciplines & Degrees

Overview: The NHHSP program currently has a specific list of disciplines and corresponding degrees that are accepted and can be used when submitting applicant data to BMISS. Below is a list of the NHHSP discipline and degree combinations:

BMISS NHHSP Disciplines	BMISS NHHSP Degree
Allopathic Physician	MD
Clinical Psychology	Doctorate (non-MD or Ph.D)
Clinical Psychology	Ph.D
Dental Hygiene	Bachelor's
Dental Hygiene	Associate's
Dentist	DMD
Dentist	DDS
Dietetics/Nutrition	Master's
Marriage and Family Therapist	Master's
Nurse Mid-Wife	Master's
Nurse Practitioner	Master's
Nurse Practitioner	Doctor of Nursing Practice (DNP)
Optometry	Doctorate (non-MD or Ph.D)
Osteopathic Physician	DO
Pharmacy	Doctorate (non-MD or Ph.D)
Physician Assistant	Master's
Physician Assistant	Doctorate (non-MD or Ph.D)
Public Health	Master's
Public Health	Doctorate (non-MD or Ph.D)
Registered Nurse	Associate's
Registered Nurse	Bachelor's
Registered Nurse	Master's
Social Work	Master's

Section 8: Applicant Data Transfer in BMISS

Overview: The NHHSP Analyst can upload the applicant CSV file for initial review in BMISS through the NHHSP Applicant Data Transfer page within BMISS Intranet.

Please note that this initial process of CSV data upload will only result in creating Tasks within Task Manager and does not create the official NHHSP participant profile and corresponding financial obligations in BMISS. Further steps are needed within the submission of the New NHHSP Award in order to create the NHHSP participant profile and financial obligations.

Business Rules: Analyst must have BMISS Intranet access and a NHHSP Reviewer role

Steps:

1. NHHSP Analyst navigates to the NHHSP Application Data Transfer page in the following location within BMISS Intranet: Programs > NHHSP > Applicant Data Transfer
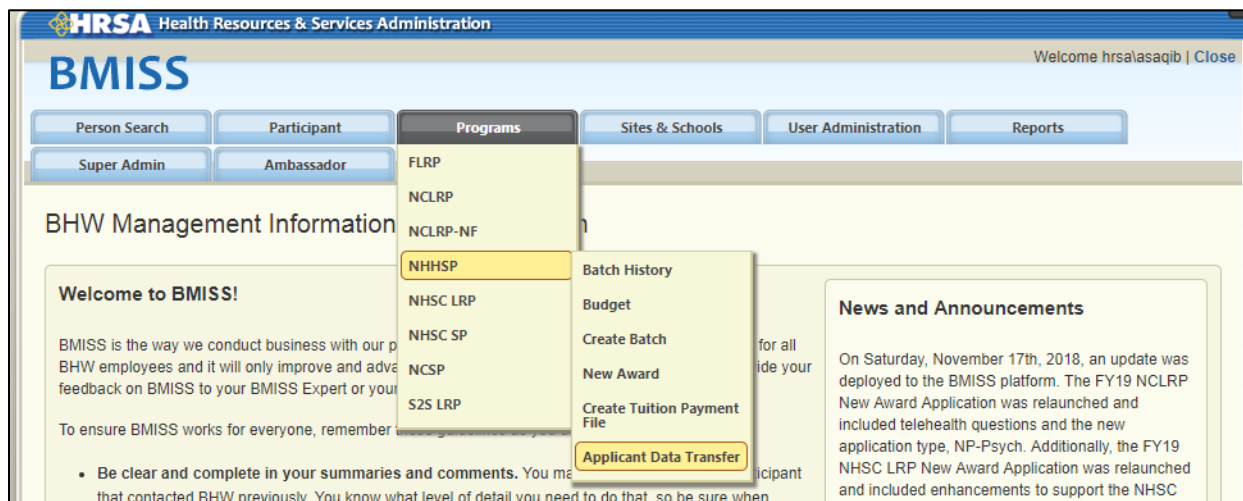
Figure 9: Applicant Data Transfer Navigation

2. A manual CSV upload feature is available in which the analyst can select a file from their local machine or network to upload awardee data to the page for review. A data table with the following columns headers, that are a subset of the data from the CSV, will populate the associated data in the table with the CSV uploaded data:

- Checkbox (Select All and select individual rows)
- Rank
- First Name
- Last Name
- Degree
- Discipline
- Flagged
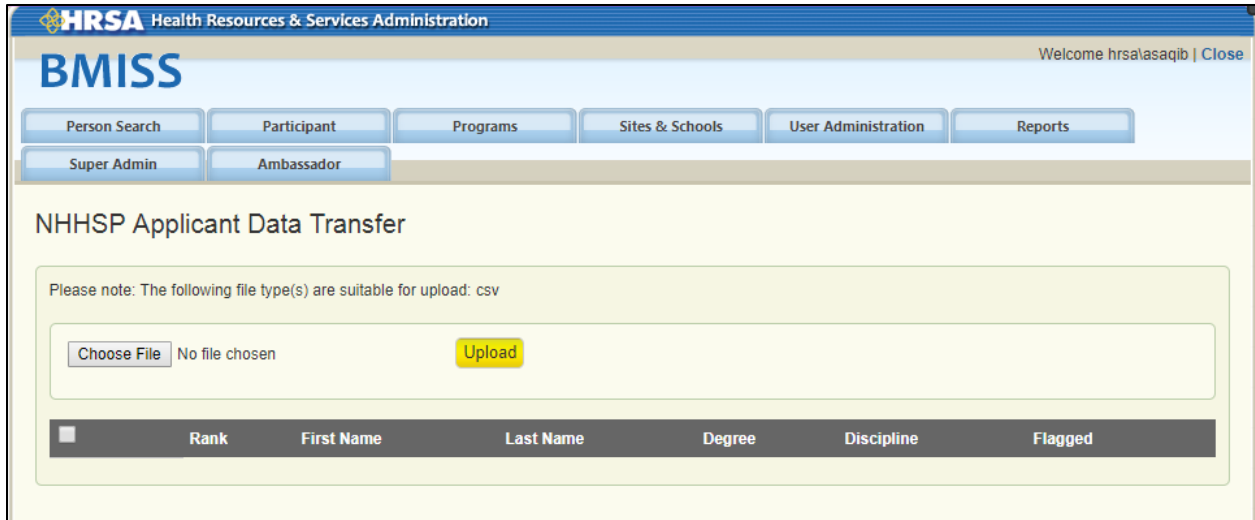
Figure 10: NHHSP Applicant Data Transfer Page

3. After the CSV file is uploaded a successful banner message will be displayed. The analyst will then be able to review the rows of data which each correspond to a single NHHSP applicant within the CSV file. The analyst will be able to select the specific row(s) of data to submit to create a Task within Task Dashboard.
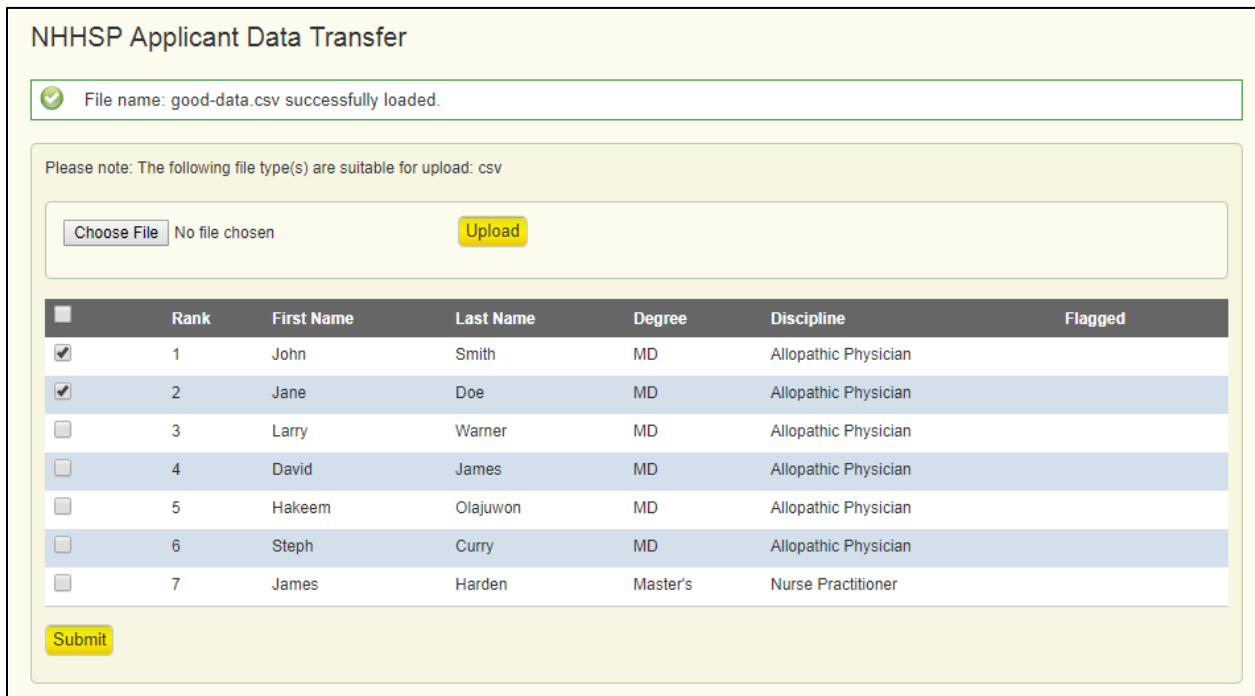
Figure 11: Successful CSV Upload

4. After the analyst clicks on the Submit button a pop-up will display to confirm that the specific rows selected are correct and that Tasks should be created for the awardee(s).
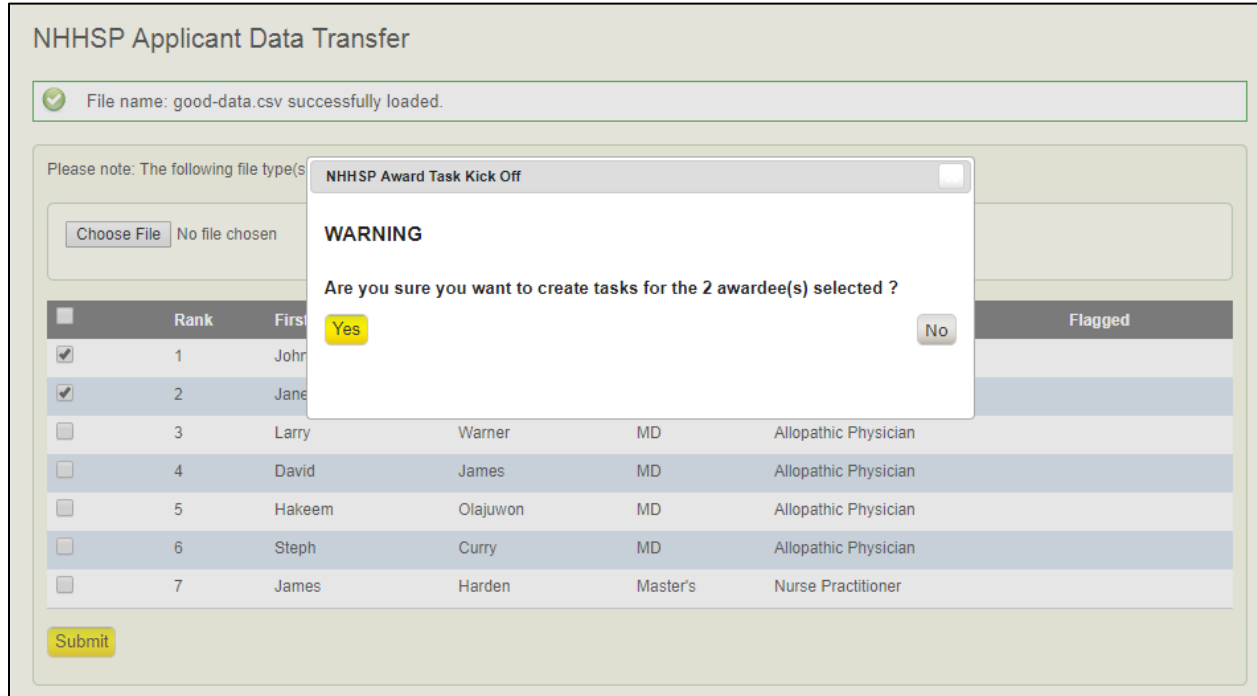
Figure 12: Applicant Data Transfer Submission

5. A banner message will be displayed to confirm successful submission and task creation for the awardee(s) selected. Additionally, a flag will be displayed for each row. The analyst can click on the View Details button next to the flag to review the reason for the flag, which in this case will be to indicate that a Task now exists for the awardee and the analyst will now be unable to select and re-submit that row to create another Task.
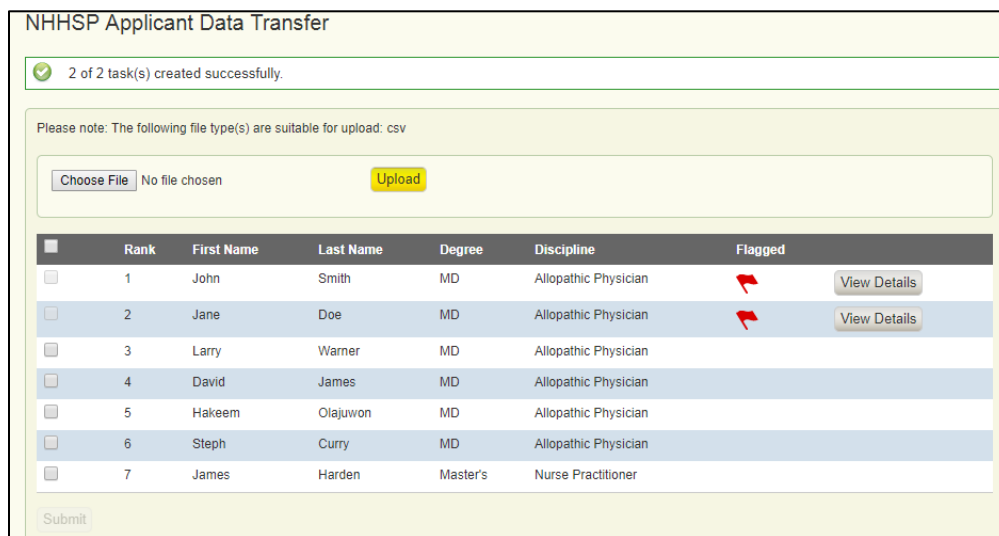
Figure 13: CSV Data Successful Submission Banner

6. If any of the rows selected for Task creation are unsuccessfully processed an error banner message will be displayed for each individual awardee. The analyst will be able to re-select those specific rows and re-submit.

Figure 14: CSV Data Failed Submission Banner
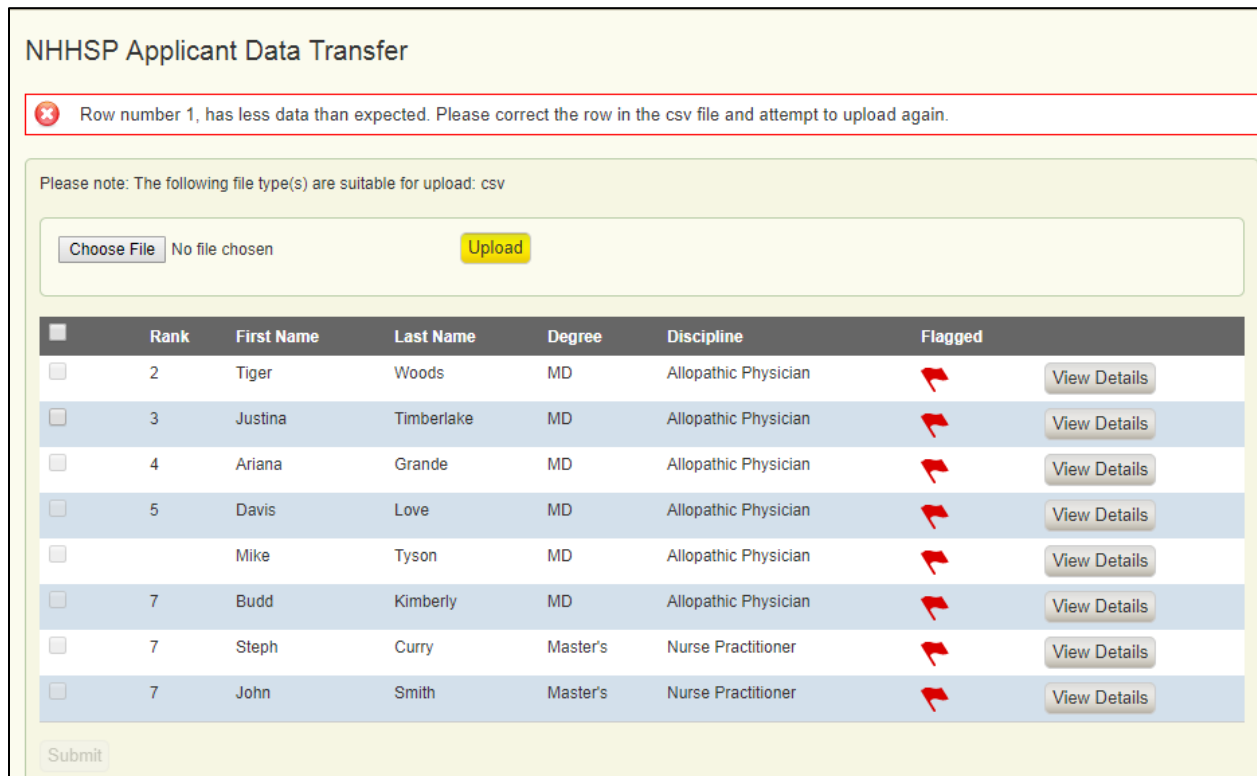
Section 9: Applicant Data Transfer – Validation Flags

Overview: The NHHSP Applicant Data Transfer page has a Flagged column designated to display warnings and errors for each of the individual rows of data. For each flag the analyst can click on the View Details button to view a pop-up with information about the reason for the flag. Additionally, banner error messages can be displayed at the top of the page when an error occurs after the analyst either uploads a CSV to the page or after a failed submission of selected data rows occurs. The analyst is able to update the CSV data and upload the file again, or request that the Grantee, (POL) make the correction and resubmit the file, so the analyst can repeat the import/upload process.

Business Rules: Analyst must have BMISS Intranet access and a NHHSP Reviewer role

CSV Validation Examples:

1. An error banner message will be displayed if any individual row does not included the required number of comma separated values. In this case those specific rows will be identified by the row number within the CSV file and will not be uploaded to the table on the page for possible selection and submission.

Figure 15: CSV Validations Banner

2. A flag will be displayed for a row that already has a Task within the BMISS Task Manager with a matching SSN value. The analyst will be unable to select and submit that row for re-submission.
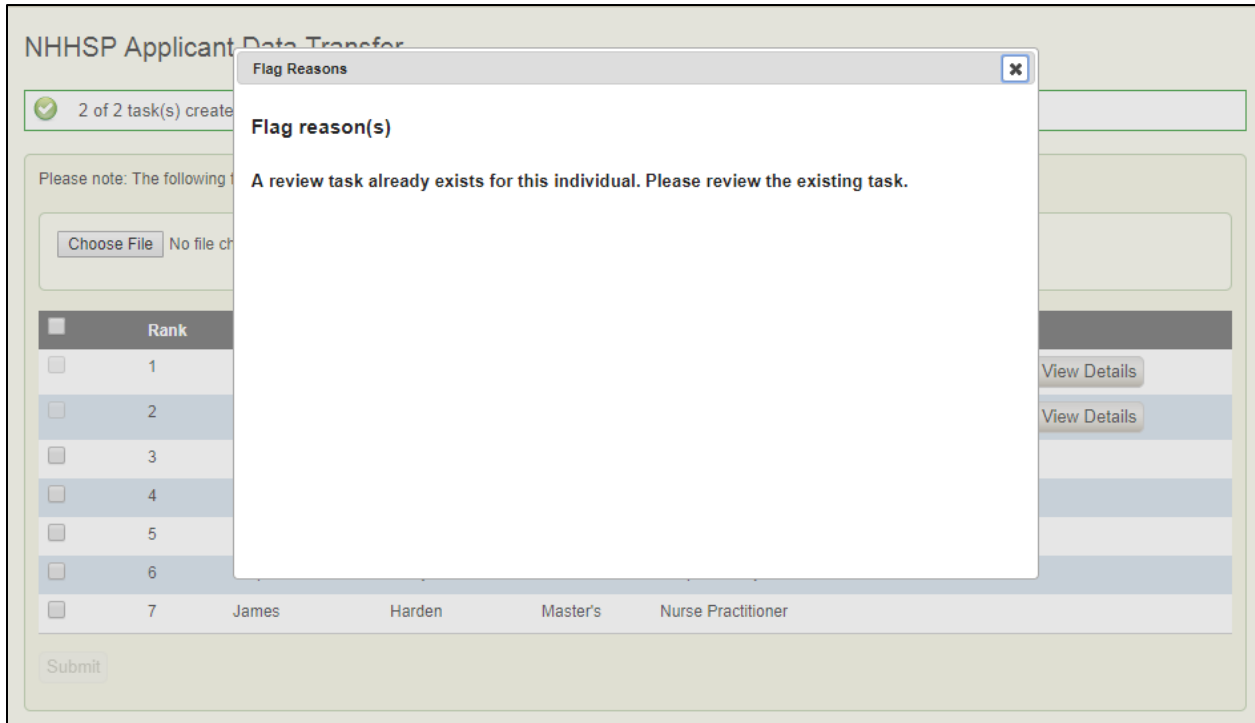
Figure 16: Existing Task Flag

3. A flag will be displayed if a required field does not have data populated within the CSV file row.
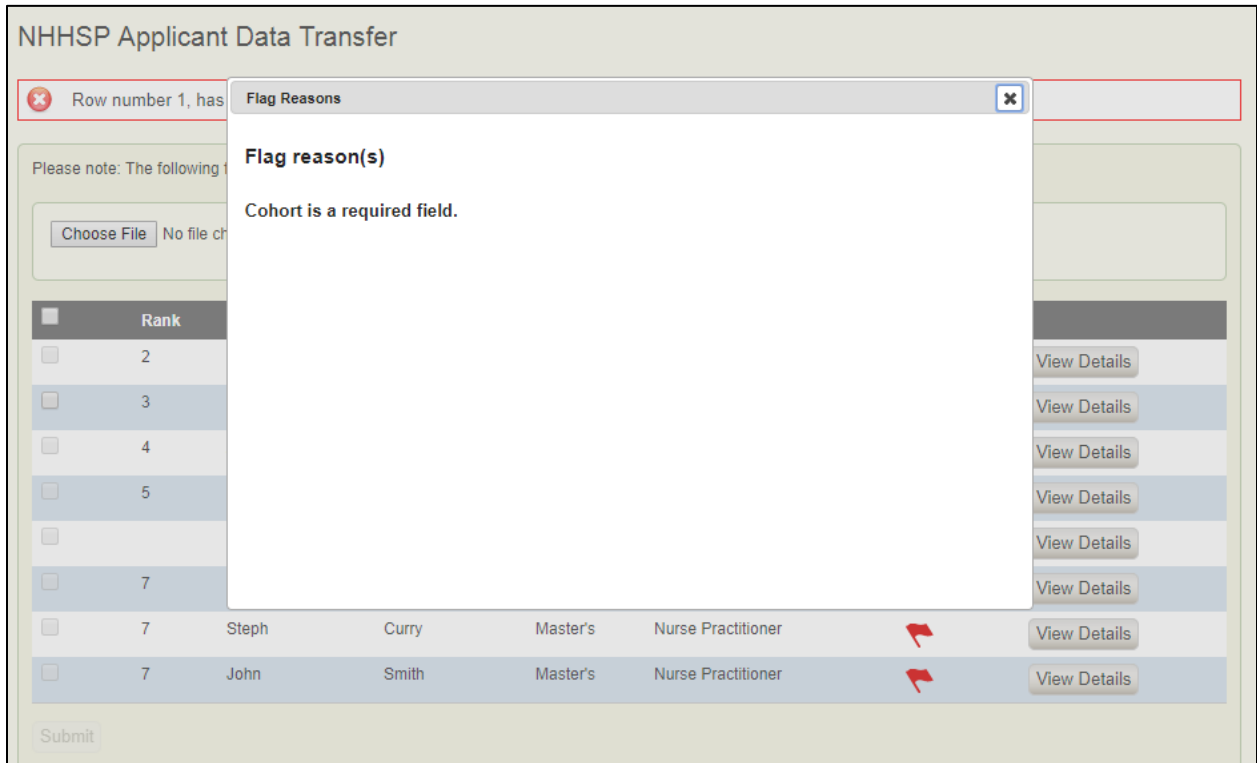
Figure 17: Required Field Missing Flag

4. A warning flag will be displayed if the CSV has a row with a SSN that already exists within BMISS for a participant. However, in this case this flag only acts as a warning and the analyst will still be able to select that particular row for submission to create a Task.
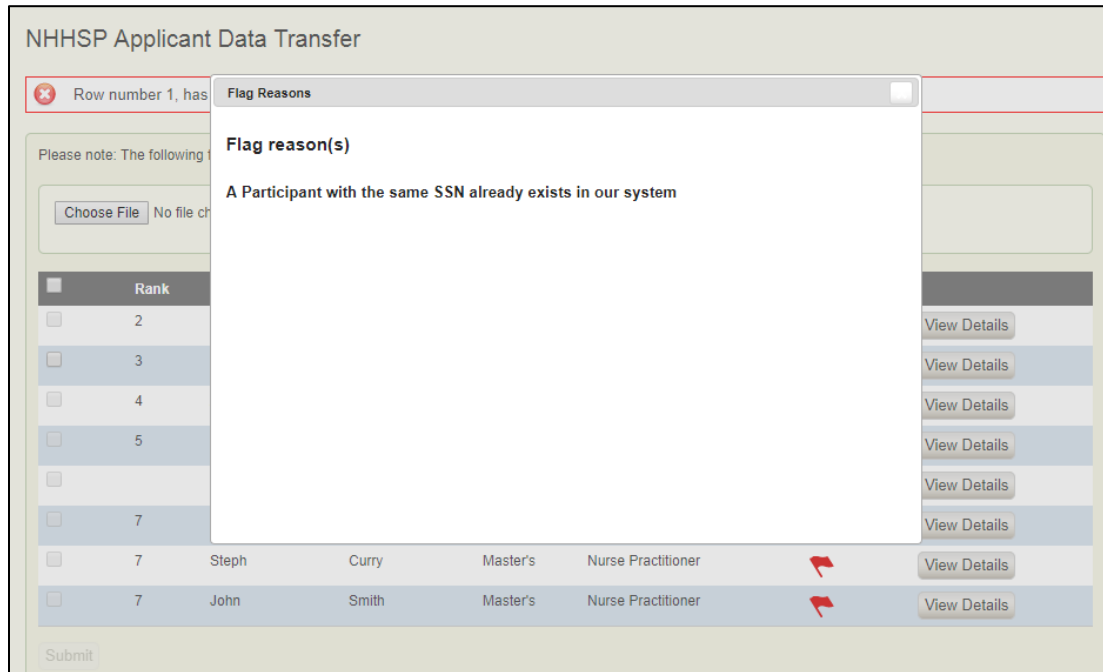
Figure 18: Duplicate SNN in BMISS Flag
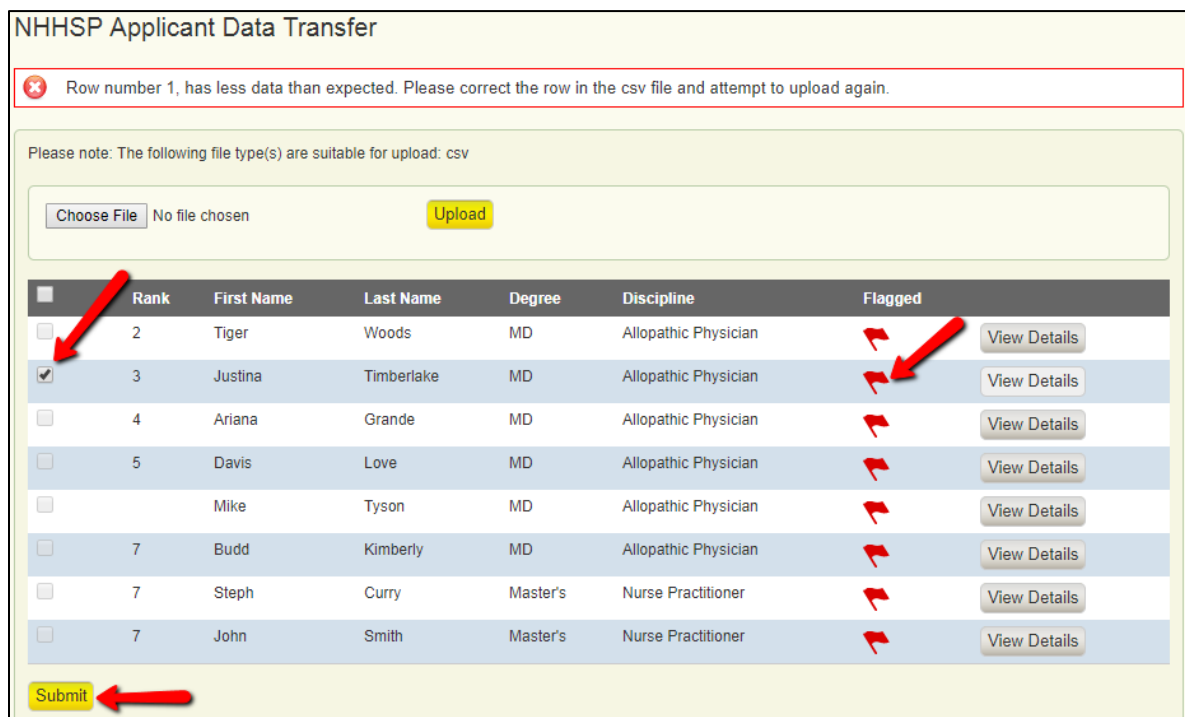
Figure 19: Select Row with Duplicate SSN

5. If two awardee rows within the same CSV have the same SSN an error flag will be displayed for both and the analyst will not be able to select either until the CSV is updated and re-uploaded.
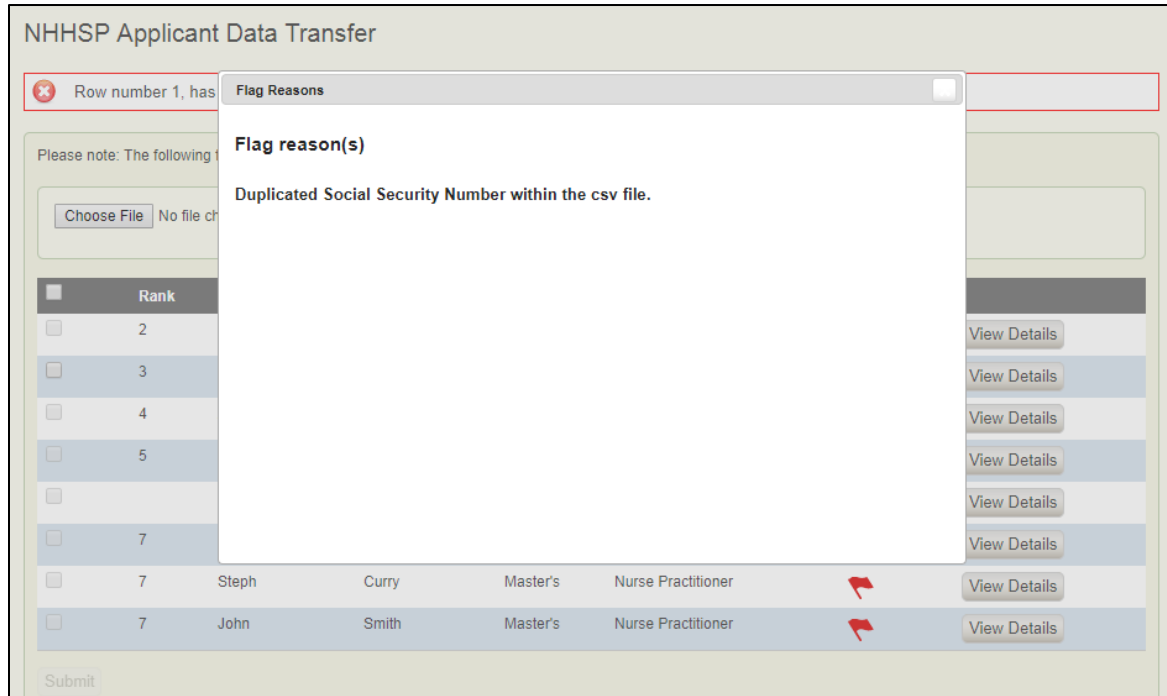
Figure 20: Duplicate SSN in CSV Flag

6. An error flag will be displayed and the analyst will be unable to select the row if a continuation is requested but the awardee within the CSV is not an existing participant within BMISS.
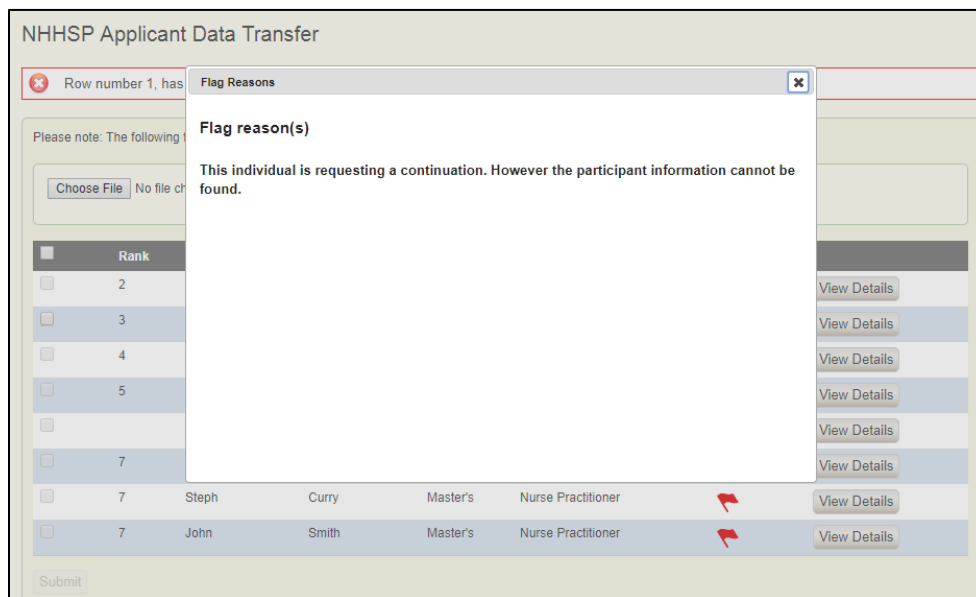
Figure 21: Continuation Without Participant Flag

Section 10: Applicant Data Transfer – Continuations

Overview: A 'Continuations Years Requested' field is included within each row of the CSV file. In the event that the value for this field is 1, 2, or 3 (NULL(blank) is allowed, but 0 is not) and the awardee requesting the continuation is an existing participant within BMISS, a flag will be displayed in the Applicant Data Transfer page for that row. The analyst will not be able to submit that row to create a Task for a New NHHSP Award. However, the View Details pop-up will contain a 'Create Continuation' link that will redirect the analyst to the continuation page in which the analyst can enter the required data to submit the continuation request.

Business Rules: Analyst must have BMISS Intranet access and a NHHSP Reviewer role

Steps:

1. Analyst clicks on the 'Create Continuation' link within the View Details pop-up.
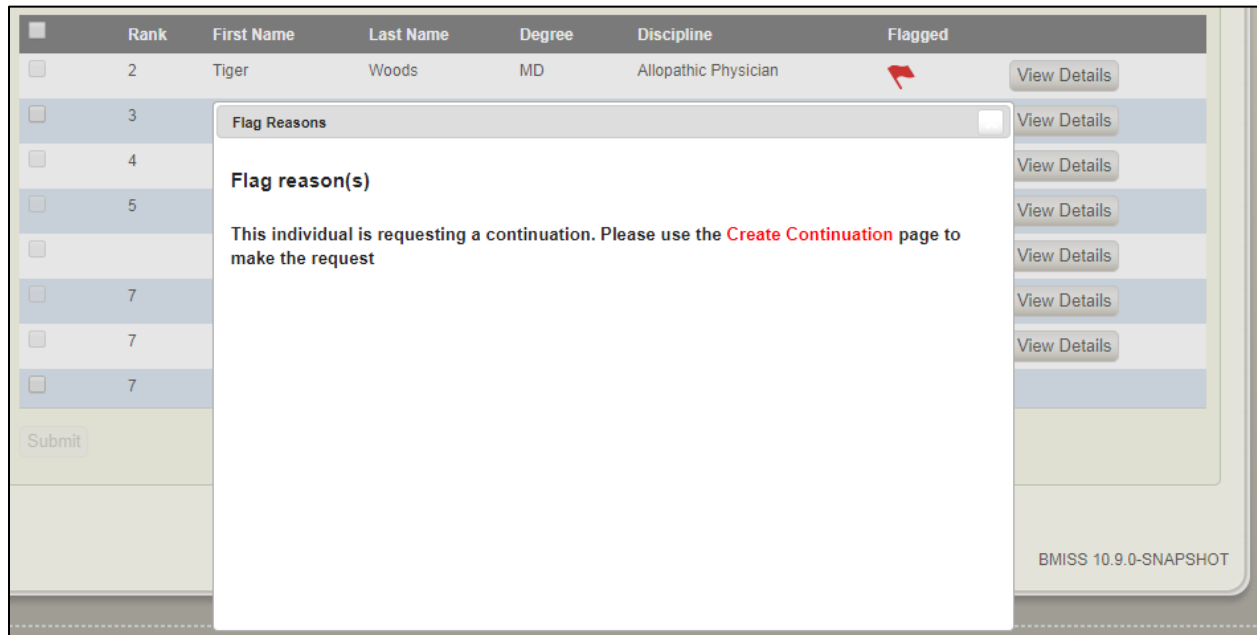
Figure 22: Create Continuation Flag with Link

2. Analyst submits all required documentation and data for the continuation request for the existing BMISS participant.

Figure 23: Continuation Redirect

Section 11: Task Dashboard

Overview: The Task Dashboard will contain all of the individual NHHSP Tasks created from the Applicant Data Transfer page. Analysts can Run each task to auto-populate the CSV data for that awardee in the New NHHSP Award page.

Business Rules: Analyst must have BMISS Intranet access and a NHHSP Reviewer role

Steps:

1. Analyst navigates to Task Dashboard by clicking on the Task Dashboard link in the top right corner of the BMISS Intranet portal.
2. Within Task Dashboard the analyst navigates to the NHHSP Tasks by clicking on Filter by Process > Application Review > NHHSP Award Review > NHHSP Analyst Review.
3. Click on the Run button for the specific Task that needs to be run.
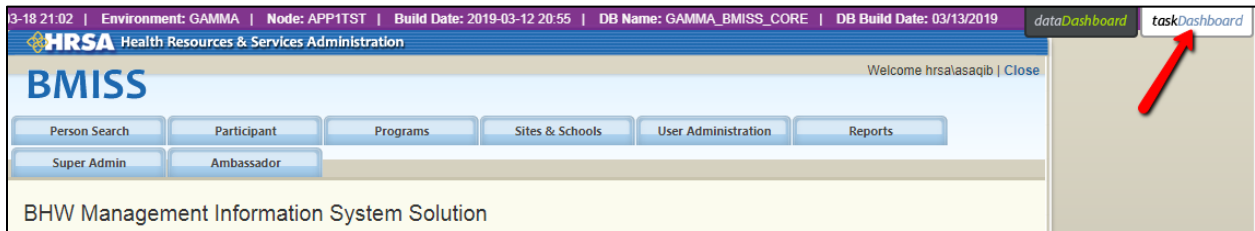
Figure 24: Task Dashboard Link
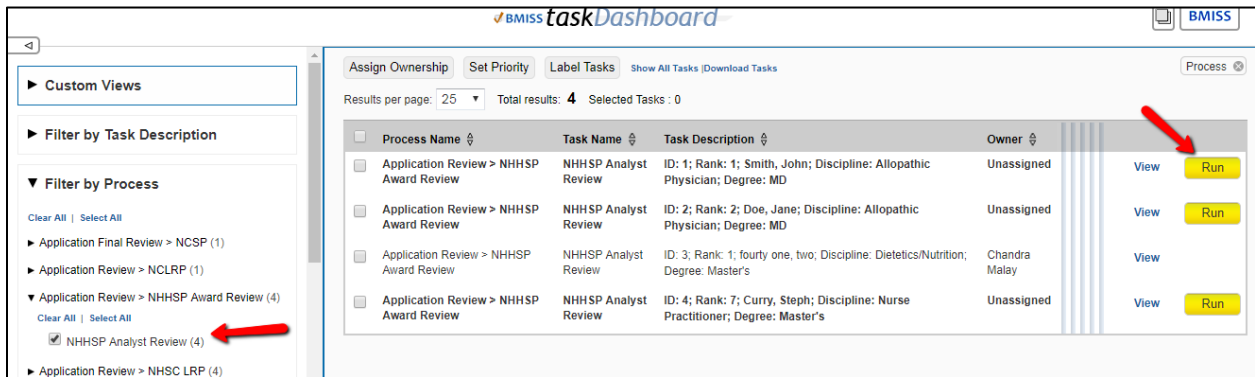
Figure 25: NHHSP Applicant Review Tasks

Section 12: New NHHSP Award - Upload Supporting Documents

Overview: Once the analyst has navigated to the New NHHSP Awards Screen, the first section at the top of the page will request that the analyst upload the required supporting documents. These include the following:

- Contract
- Award Letter
- W-4 Form

Business Rules:
- Analyst must have BMISS Intranet access and a NHHSP Reviewer role.
- The system shall only accept documents in PDF format.
- The system shall require all three documents to be uploaded in order for analyst to submit the page for participant conversion.
- The system shall allow the analyst to view the uploaded documents by clicking on the document name.

Steps:

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

Figure 26: New NHHSP Supporting Documents

Figure 27: New NHHSP Supporting Documents Upload Confirmation

Section 13: New NHHSP Award - Personal Information

Overview: After uploading the required supporting documents, the analyst will review data auto-uploaded from the CSV and subsequent Task in the Personal Information section. For any missing data the analyst can enter in the applicant's personal information. This is divided into four sections of Full Name, Phone and Email, Home Address, and Mailing Address. This information is needed for creating the participant profile in BMISS.

Business Rules: System shall require the analyst to enter all required fields (fields with an *)

Steps:

1. Analyst reviews all data auto-uploaded from the CSV and selected Task
2. Analyst enters data manually for any missing required fields

Figure 28: Personal Information

Section 14: New NHHSP Award - School Information

Overview: The School Information section includes a read only University Details from CSV section of data that can be used by the analyst to manually search and add a School ID # within the School Details section. The Degree Details section has fields that can be auto-uploaded from the CSV or can be manually updated as well by the analyst. The School ID, Discipline, Degree, and Cohort fields are required to do a verification that a DCW exists within BMISS in order to process a NHHSP award calculation.

Business Rules: System shall require the analyst to enter all required fields (fields with an *)

Steps:

1. Analyst reviews the read only data in the University Details from CSV section and can use this to search BMISS for the associated School ID #.

Figure 29: School Information

2. The analyst can click on the School Search link to open a separate BMISS tab to perform a search.

Figure 30: School Search Link

3. Enter the corresponding school, program, discipline, and degree details to perform a school search. Copy the School ID to be entered in the previous page.
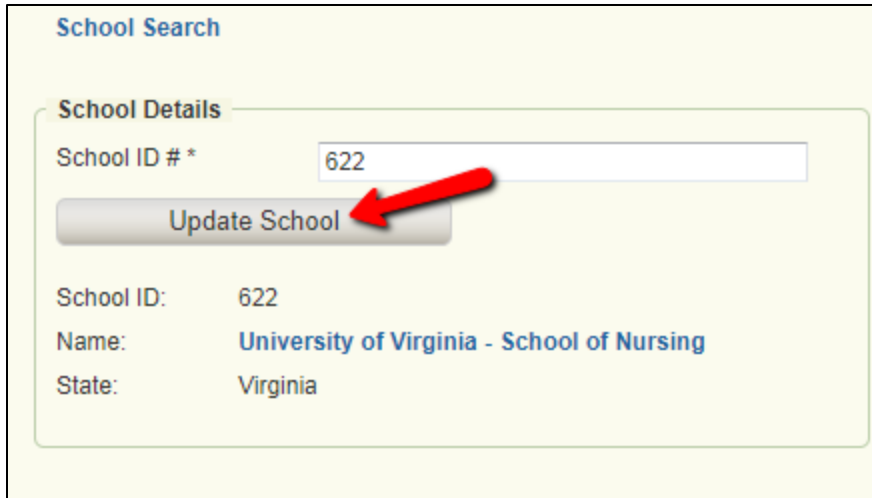

Figure 31: School ID

4. Enter the School ID # and click Update School. The School ID, Name, and State fields should be displayed, along with a banner message at the top of the page.

Figure 32: Update School ID
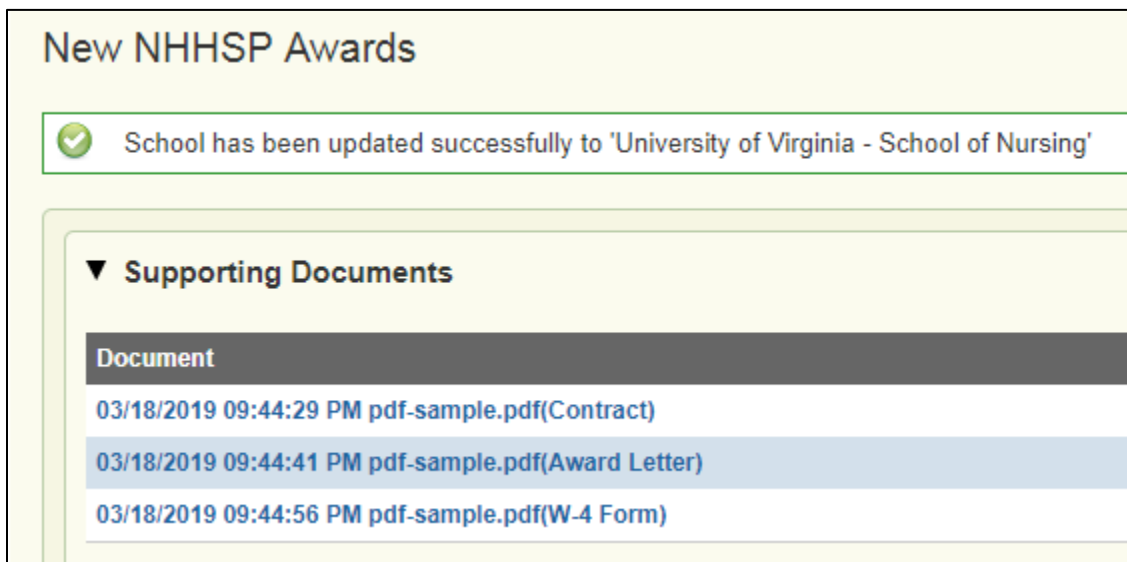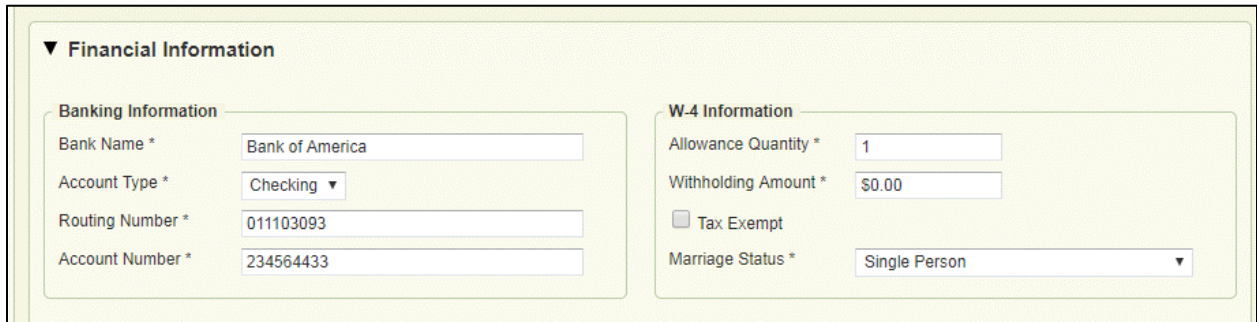

Figure 33: School ID Update Confirmation

Section 15: New NHHSP Award - Financial Information

Overview: The CSV file does not include any data fields for the Financial Information section and will require that the analyst manually input this section data.

Business Rules: System shall require the analyst to enter all required fields (fields with an *).

Steps:

1. Analyst enters data manually for the Financial Information section

Figure 34: Financial Information

Section 16: New NHHSP Award - Award Information

Overview: The Award Information section is intended to determine the award breakdown and total for the participant. The Requested Funding Start Date, Requested Funding End Date, and In State / Out of State selection can be auto-populated from the CSV data or can be manually updated by the analyst. Additionally, the analyst will need to select a Fiscal Year and Funding Type to determine the source of funding, and the specific years to fund the award. The system will validate to confirm that an existing approved DCW is available in BMISS that matches the School/Discipline/Degree/Cohort combination selected previously, and will then auto-calculate the award. The award can by dynamically updated if the analyst changes the values for In State / Out of State selection or the specific years funded.

Business Rules:

- System shall require the analyst to enter all required fields (fields with an *)
- Fiscal Year and Funding Type must have sufficient budget for the award
- The Requested Funding Start Date must start on or after 07/01/YYYY
- The Requested Funding End Date must be after the Requested Funding Start Date and must end on 06/30/YYYY
- The Years with Funding Requested table will start with the selected Year in School value and will have a maximum of four (4) years total. This table will have four rows for selection but will disable any rows beyond four years
- The Years with Funding Requested selected must begin with the first year available and must be consecutive
- The Verified Start Date will default to 07/01/YYYY
- The Verified End Date will default to 06/30/YYYY

Steps:

1. Analyst reviews or selects values for all required fields:
   - Fiscal Year and Funding Type
   - Requested Funding Start Date
   - Requested Funding End Date
   - In State / Out of State

Figure 35: Award Information

2. Analyst selects the specific years to provide funding from the Years with Funding Requested table

Figure 36: Years with Funding Requested Table

3. In the event in which the DCW validation errors are present the analyst must verify that an approved DCW exists with the correct School / Discipline / Degree combination

Figure 37: DCW Validations

4. The system will auto-calculate the Award Breakdown and enable the Preview PAW button.

Figure 38: Award Breakdown

Section 17: New NHHSP Award - Preview PAW

Overview: After the auto-generated Award calculations are complete the system will enable a Preview PAW button below the Award Breakdown. The analyst will be able to click on that button and download an auto-generated PDF version of the NHHSP PAW in order to review the full break down of the award and the DCW values that contributed to the Tuition, Stipend, and ORCs. Additionally, the PAW will reflect the number of years of funding requested and will have a separate column of award data for each year requested.

Business Rules: The Preview PAW functionality will be enabled once the Award calculation criteria are complete.

Steps:

1. Ensure that all criteria for the Award calculations are complete and click on the enabled Preview PAW button.

Figure 39: Preview PAW Button

2. The analyst will be able to view the auto-generated NHHSP PAW in a separate browser tab or PDF.

Native Hawaiian Health Scholarship Program- Participant Award Worksheet- PAW

Scholar Name:	Mr. John h Smith, Sr.	EIN: 7896	Award Type: NEW
Home Address:	888 happy dr		Year: 2019
	suite 1		
	springfield, VA United States		
School/University	Virginia Commonwealth University - School of Nursing		
Discipline	Nurse Practitioner		Degree: Master's
Year in School	2		Graduation Date: May 24, 2022
Program Start Date	Jul 1, 2019		Contract Start Date: Jul 1, 2019
Program End Date	Jun 30, 2019		Contract End Date: Jun 30, 2021
Funding Yrs Requested	2		Resident/Non-Resident: Resident
Total Tuition & Fees:		$42,315.00	
Total Stipend & ORC:		$34,940.98	
Total FICA Employer (7.65%):		$5,910.08	
Total Scholarship Award:		$83,166.06	

Analysis of Award Amount

School Year	2019 - 2020	2020 - 2021
Tuition & Fees	$21,000.00	$21,315.00
Stipend	$16,356.00	$16,584.98
ORCs	$1,000.00	$1,000.00
Totals:	$38,356.00	$38,899.98

Tuition & Fees

	2019-2020	2020-2021
Tuition: Resident	$20,000.00	$20,000.00
Academic Support Services	$1,000.00	$1,000.00
Administrative Fees	$0.00	$0.00
Background Check	$0.00	$0.00
Campus Life Fee	$0.00	$0.00
Capstone Course (if required)	$0.00	$0.00

Figure 40: PAW Preview
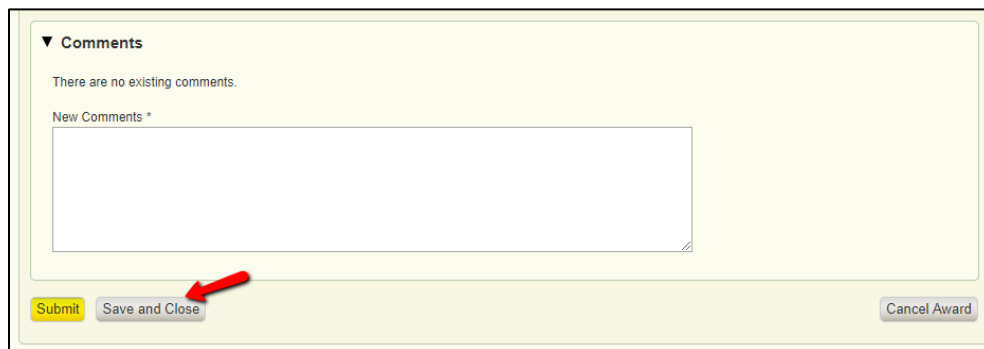
Section 18: New NHHSP Award - Save and Close

Overview: The system will allow the analyst to save the New NHHSP Award page prior to submission without having all of the required fields completed. The analyst will then be able to return to complete and submit at a later date by navigating to the Task Dashboard and selecting Run for the given Task.

Business Rules:

- The Save functionality is only available for Tasks within Task Dashboard and will not be available if an analyst creates a New NHHSP Award manually (Programs > NHHSP > New Award)
- Data must be entered into one or more of the fields within the New NHHSP Award page to enable Save

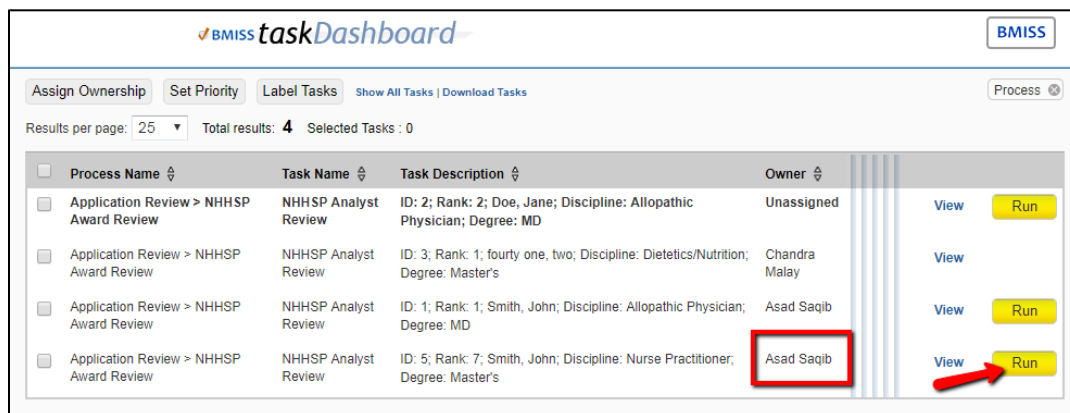**Steps**:

1. Analyst clicks on the Save and Close button

Figure 41: Save and Close

2. The analyst is redirected to Task Dashboard. The analyst can navigate back to Task Dashboard at any time and click on the Run button to continue making updates and submit the Task

Figure 42: Run Task

Section 19: New NHHSP Award - Cancel Award Task

Overview: Analysts are able to cancel NHHSP Award Tasks and remove them from the Task Dashboard.

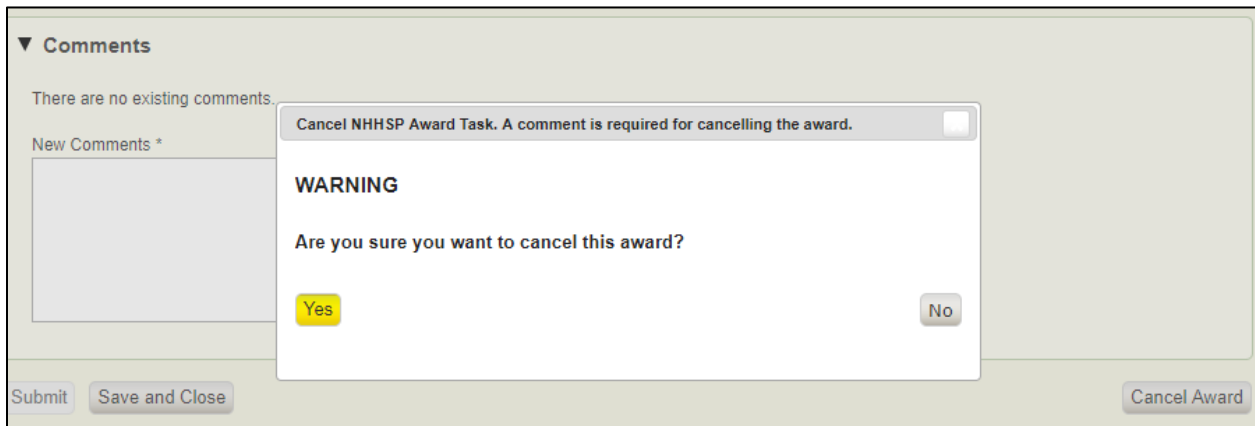**Business Rules**: Analysts can only cancel existing Tasks

Steps:

1. Analyst clicks on the Cancel Award button on the New NHHSP Award page

Figure 43: Cancel Award

2. A confirmation pop-up is displayed and the analyst can click Yes to cancel the Award Task and remove it from Task Dashboard

Figure 44: Cancel Award Task Confirmation

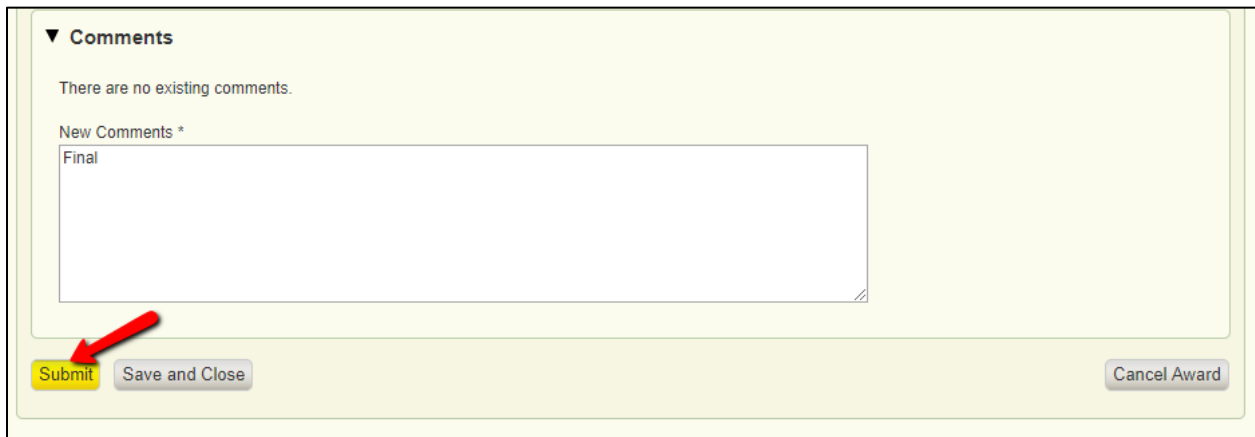## Section 20: New NHHSP Award - Submit Applicant Data

Overview: When the analyst is ready to submit the New NHHSP Award data to create the Participant Profile and Financial Obligation they will be required to enter in comments, select Submit, and confirm.

Business Rules:

1. Analyst must enter comments to Submit.
2. After the analyst selects Submit, the system shall ask the analyst to Confirm Award.
3. When confirming, the system shall display all information as "Read Only."
4. When confirming after selecting Submit, the analyst can select to go back and edit any information. The analyst will need to then Submit again.
5. Analyst must select Confirm Award in order for the applicant information to be saved in BMISS.

Steps:

1. Analyst enters in comments
2. Analyst selects Submit

Figure 45: Submit Button

3. System will ask the analyst to confirm the information entered on the page

Figure 46: Verify NHHSP Award Data

4. Analyst reviews the information and selects Confirm
5. Analyst is directed to the Participant Profile page in BMISS

Figure 47: Confirm NHHSP Award Data

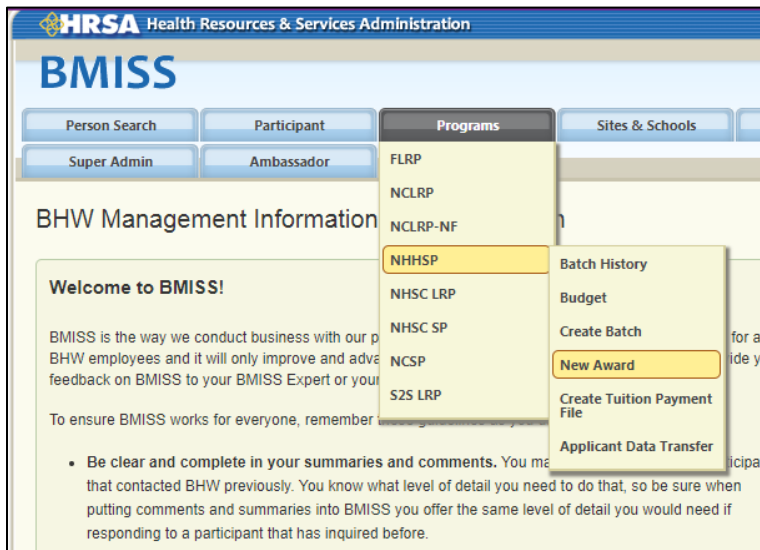## Section 21: New NHHSP Award - Manual Input of Applicant Data

Overview: Analysts are also able to manually enter and submit New NHHSP Award data in order to create a Participant Profile and Obligation without uploading a CSV in the NHHSP Applicant Data Transfer page.

Business Rules:

- System shall require the analyst to enter all required fields (fields with an *)
- The analyst will not be able to Save data through this process since it is not a Task within Task Dashboard

Steps:

1. Analyst navigates to the New NHHSP Award screen (Programs > NHHSP > New Award)
2. Analyst manually enters all required fields and uploads documents
3. Analyst submits data for participant conversion

Figure 48: New NHHSP Award Navigation for Manual Input

Section 22: NHHSP Participant Profile and Obligation

Overview: 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 analyst 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.

Business Rules:

- Basic participant information will be captured at the top of the page within the header section
- System will pre-populate the person's information on their participant profile page based on the information that was entered on the New NHHSP Award screen

Steps:

1. The analyst will be automatically redirected to the Participant Profile after submitting the New NHHSP Award data. Additionally the analyst can navigate to this page through a Participant Search (Participant > Participant Search)
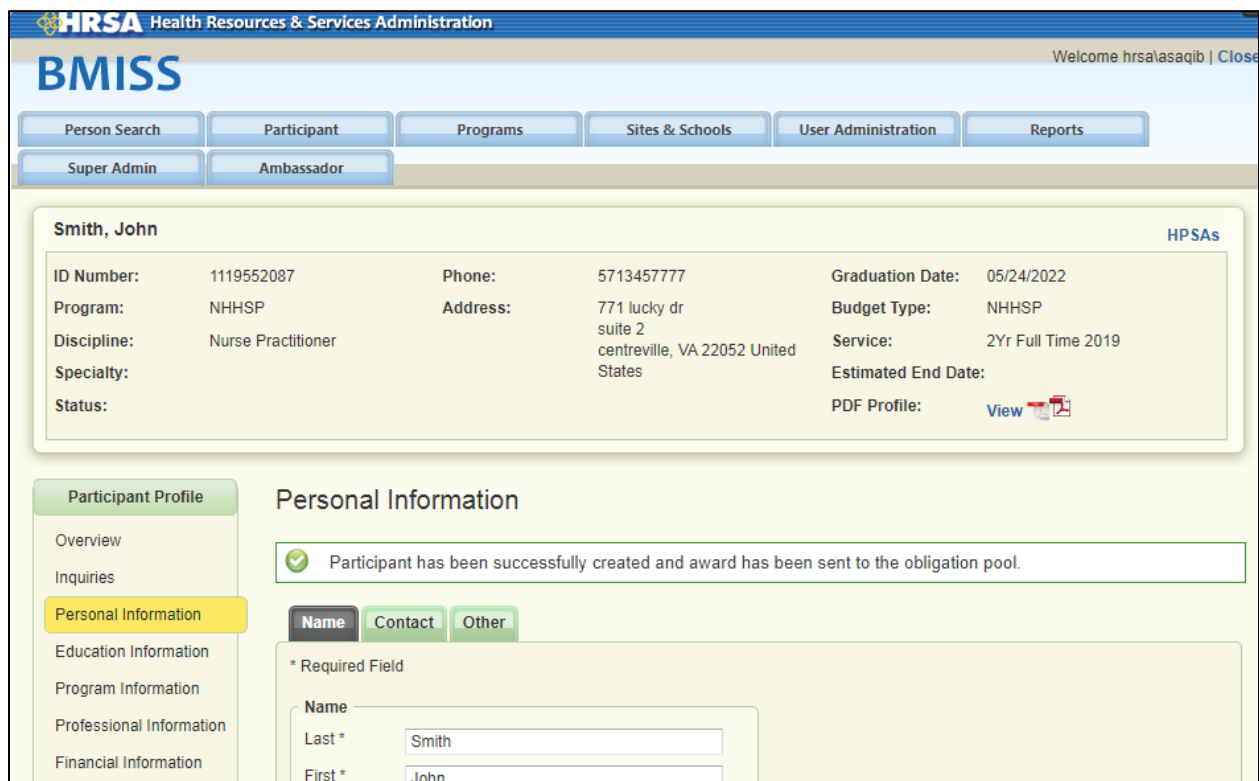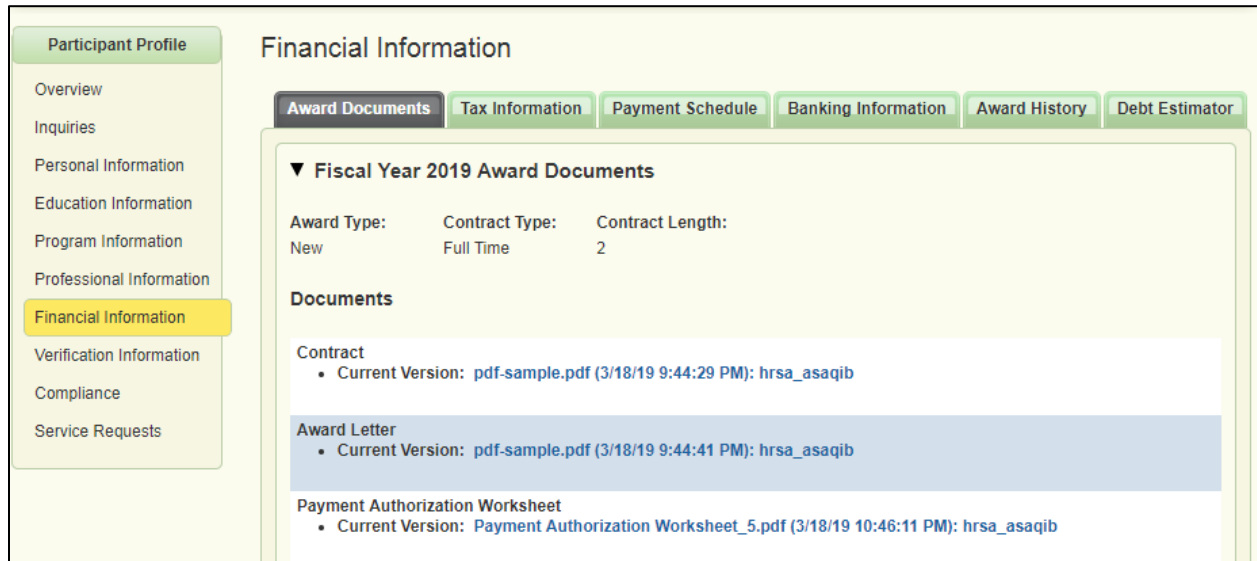

Figure 49: NHHSP Participant Profile

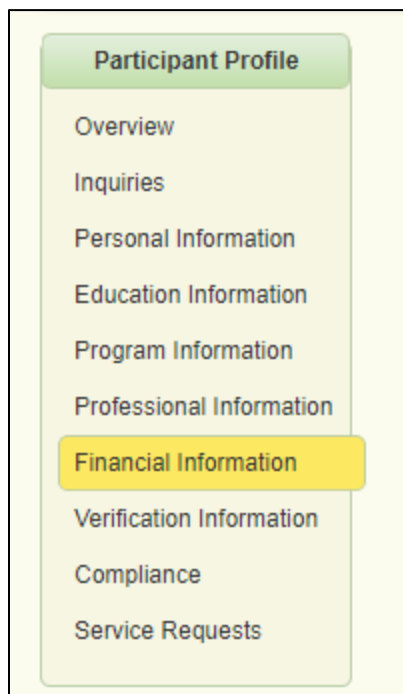2. The Financial Information section will display the Contract, Award Letter, and PAW documents which can be viewed and downloaded

Figure 50: Financial Information Documents

3. The analyst will be able to navigate to all of the sections within the Participant Profile to view and edit data fields

Figure 51: Participant Profile Section Navigation

Section 23: Resolving Issues

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

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

Logging Issues:
- When logging tickets into JIRA:
    - Log tickets as a Defect within the BMISS DBO Partners (BDP) project
    - Attach a screenshot to the ticket (if applicable)
    - Include the following details in the *Description* section:
- The page that the issue was found on = New *NHHSP Award Screen*
- Applicant information: BMISS unique ID, email, phone number, and Full name
- The Web Browser the analyst was using
- The frequency of the issue