Discretionary Grants Information System (DGIS)
Report Submission for MIECHV Awardees

December 3, 2018

Division of Home Visiting and Early Childhood Systems (DHVECS)

Maternal and Child Health Bureau (MCHB)

Health Resources and Services Administration (HRSA)

Welcome to the Discretionary Grants Information System webinar specifically for the Maternal Infant Early Childhood Home Visiting (or MIECHV) awardees.

This training is brought to you by the Division of Home Visiting and Early Childhood Systems, in the Maternal and Child Health Bureau at the Health Resources and Services Administration.

The topics we will review for this training sessions are:

- The reporting purpose and activities
- An overview of the MIECHV DGIS Performance Measures and
- Navigating DGIS, which covers how to access and submit the report

Before we go further, it will be helpful to know a little more about EHBs and DGIS.

The Electronic Handbooks is also referred to as “EHBs” or “the EHBs” and is the tool HRSA uses as the grants and program management system for HRSA staff and HRSA awardees. The EHBs allows authorized individuals to view, edit, or submit grant-related information electronically and allows HRSA monitoring of programs.

The Discretionary Grants Information, also referred to as “DGIS” is specific to the Maternal Child Health Bureau, or MCHB, and is a web-based system that allows awardees to report their data online as part of the performance reporting process.

EHBs is the technical platform in which DGIS was built on similar to the Home Visiting Information System or HVIS, which MIECHV awardees are more likely familiar with. Awardees should also experience a similar user interface and user experience when working on the DGIS performance reports.

For more information on EHBs, please visit the HRSAtube page on YouTube, from the HRSAtube page you can select playlists, and then select the EHBs playlist. The EHBs playlist will provide training videos related to EHBs. The link will be displayed in the Helpful Links slide toward the end of this presentation. Additionally, I have added resources links in the Files pod to the left of this screen.

Now, we will go over the system purpose and activities for submitting DGIS performance reports.

In an effort to streamline business processes, DGIS was redesigned in 2016 and the new system was launched in 2018. The purpose of the re-designed performance reports was to better reflect the work of MCHB awardees and align with Bureau goals.

Most of the measures included in the reports are specific to certain types of programs and the ones we present today will be the only measures specific to MIECHV awardees.

To clarify, DGIS Performance Reports are distinct from MIECHV-required annual and quarterly performance reports and collect different types of information.

The purpose of DGIS performance reports is so that each active grant submits the necessary information at pre-defined intervals.

In order to access the report, the Project Director will need to register the grant number to the organization's portfolio in EHBs.

If you are not the Project Director, but you are submitting data, you will go into EHBs to request access to the grant number. Once your request has been made, the Project Director will have to approve your request within the system and you will then be able to access the DGIS report.

In the Helpful Links page toward the end of this presentation or to the left of your screen, you will find a link to a video titled "Add Grant to Portfolio" that includes step-by-step instructions.

Using DGIS, awardees can access the performance report and provide reporting information, including applicable notes in the comments section; complete and submit the report; make revisions based on project officer feedback; and view previously approved reports.

For MIECHV awardees, the system will create DGIS reports to complete at the following intervals:

- New Competing Performance Report and Project Period End Performance Report.
- New Competing Performance Report is used to predict or budget the first year's expenses for the grant.

This report is made available at the beginning of a project period start date and is due within 120 days. For example, if the project period start date is September 30th, the due date for this report is January 30. Please note that in 2018 (two thousand eighteen), since the creation of reports is delayed, awardees will have 120 (one-hundred twenty) days to submit reports from when the New Competing Performance Report is generated in the system.

The Project Period End Performance Report is used to report on the actual expenses of the project period that just ended. This report is available on the project period end date and is due within 90 days.

New Competing Performance Reports are not pre-populated with information from previous reports since this is an initial report at the start of the project period.

Project Period End Performance Reports will have pre-populated information from the New Competing Performance Reports.

Now we will review the types of DGIS performance measures specific to MIECHV awardees.

MIECHV awardees WILL report on the following measures: core measures, capacity building measures, and financial forms and products, publications and submissions form.

For the project period of September 30th, 2018 through September 30th, 2020, MIECHV awardees will NOT be reporting on the Core 1 measure or Form 6. This applies to both the New Competing Performance Report and the Project Period End Performance Report for this project period.

In subsequent reporting periods, MIECHV awardees will be required to report on Core 1 and Form 6. HRSA will provide additional guidance prior to future reporting years on these requirements.

The first set of measures are the core and capacity building measures.

Each Core measure will have up to 4 Tiers listed in the Definition section for the awardee to respond to.

For all the Core Measures, MIECHV awardees will respond to the Tier 1 question for BOTH the New Competing Performance Report and the Project Period End Performance Report.

For Tier 1, awardees will identify the measure being addressed. If the measure is not being addressed, the remaining questions, or following tiers, will not be applicable.

During the Project Period End Performance Report, based on your response to the Tier 1 question, you will report on applicable Tiers within the core measure.

For Tier 2, awardees will identify how the core measure is being addressed, such as the process or mechanism being used.

For Tier 3, awardees provide what is being addressed and

For Tier 4, awardees have the option to provide outcomes if available.

The goal of the Core 1 Performance measure is to ensure that the planned grant impact was met.

As stated previously, for the project period of September 30th, 2018 through September 30th, 2020, MIECHV awardees will NOT be reporting on the Core 1 measure.

In subsequent reporting periods, MIECHV awardees will be required to report on the Core 1 measure. This is applicable to both the New Competing Performance Report and the Project Period End Performance Report within the project period. HRSA will provide additional guidance prior to future reporting years.

The goal of core 2 is to measure quality improvement initiatives by identifying the percent of MCHB funded projects implementing those quality improvement initiatives.

You will see that in the definition section of this Quality Improvement measure, you will answer yes or no to the Tier 1 question that asks if you are implementing quality improvement initiatives in your program. Because quality improvement initiatives are a MIECHV Program requirement, the remaining Tier questions will be applicable to you.

As a reminder, awardees will respond to the Tier 1 question for BOTH the New Competing Performance Report and the Project Period End Performance Report. During the Project Period End Performance Report, based on your response to the Tier 1 question, you will report on applicable Tiers within the core measure.

The goal of core 3 is to ensure MCHB awardees have established specific aims related to improving health equity by the percent of MCHB funded projects with specific measureable aims related to promoting health equity.   Tier 1 requests that you answer yes or no to the question on whether your program is promoting or facilitating health equity.

The goal of Capacity Building 4, or CB4, is to ensure the sustainability of programs or initiatives beyond the duration of MCHB funding.

The importance of this measure is to recognize the increasing call for recipients of public funds to sustain their programs after initial funding ends. MCHB encourages awardees to work toward sustainability throughout their grant periods.

Tier 1 requests that you answer yes or no to the question on whether or not you are addressing sustainability in your program.

The next section collects financial data elements and MEICHV awardees report on Forms 1, 2, 4, and 6.

Thorough guidance is available in the electronic forms, but we will provide a brief overview.

Form 1 collects information on the project budget. You can expand the organization information which is found on the first line that is highlighted in yellow and starts with the letters “DG” to help enter some information in Form 1.

On Line 1, enter the amount of the Federal MCHB grant award.

Line 2 asks for the amount of unobligated balance from the previous year's award. You should enter the amount unobligated from the most recent prior project period as of the start of the current fiscal year.

Line 3 asks you to report matching funds for the program. Matching funds are not applicable to the MIECHV Program so you can skip this section.

On line 4, enter the amount of other funds received for the project, by source on Lines 4A through 4E, specifying amounts from each source. Also include the dollar value of in-kind contributions.

Line 5 will display the sum of lines 1 through 4.

One line 6, enter the amount of other Federal funds received on the appropriate lines (A.1 through C.12) other than the MCHB grant award for the project. Such funds would include those from other Departments, other components of the Department of Health and Human Services, or other MCHB grants or contracts.

For line 6C.1, only enter project funds from the Center for Medicare and Medicaid Services. Exclude Medicaid reimbursement, which is considered Program Income and should be included on Line 4C.

If lines 6A.8-10, 6B.4-6, or 6C.10-12 are utilized, specify the source(s) of the funds in the order of the amount provided, starting with the source of the most funds.

Line 7 will display the sum of lines in 6A.1 through 6C.12.

Form 2 provides funding data at a glance on the estimated budgeted amounts and actual expended amounts of an MCHB project. Awardees are expected to complete all required data cells and if an actual number is not available, use an estimate, but explain all estimates in a note.

For area A shown on the figure, budget periods will be populated based on the given budget periods within a project period length.

In area B, the system will not pre-populate data from previous years.

For each fiscal year, under the Budgeted Periods columns, the cells labeled "Budgeted" on this form are to contain the same figures that appear on the Notice of Grant Award for MIECHV awardees. For the Budgeted Rows shown as C in the figure, awardees will not be able to update any data when submitting a New Competing Performance Report. However, for the Project Period End Performance Report, the awardee will be able to update the budgeted row for the current year only and if it is applicable.

Under the same column, the cells labeled “Expended" shown as D in the figure, are to contain the actual amounts expended for each grant year that has been completed. For New Competing Performance Reports, the awardee cannot update data as budgeted information will be populated from Form 1.

For the Project Period End Performance Report, the awardee will be able to update the budget in the expended row for the current year only and if it is applicable.

Form 4 collects budget numbers for projects providing services. If grant funds are used to build the infrastructure for direct care delivery, enabling or population-based services, these amounts should be reported in Line IV (four).

Awardees will complete all required data cells for all years of the grant. If an actual number is not available, please make an estimate and explain all estimates in a note. Administrative dollars should be allocated to the appropriate levels of the pyramids on lines I, II, III, or IV. If an estimate of administrative funds use is necessary, one method would be to allocate those dollars to Lines I, II, III, and IV at the same percentage as program dollars are allocated to Lines I through IV.

Form 6 is the Project Abstract. Here, all information should fit into the space provided in the form. The completed form should be no more than 3 pages in length. Information supplied in previous forms (Forms 1, 2, and 4) will be pre-populated to the appropriate place on this form.

As stated previously, for the project period of September 30th, 2018 through September 30th, 2020, MIECHV awardees will NOT be reporting on Form 6.

Next we will provide an overview for the Products, Publications, and Submissions Data Collection Form, which is the last form.

The Products, Publications, and Submission Data Collection Form will be applicable to the Project Period End Performance Report, and there are two sections to provide information for, titled “Part 1” and “Part 3”.

In Part 1, awardees can list the number of products, publications, and submissions addressing maternal and child health that have been published or produced with grant support during the reporting period.

Awardees will also have the ability to indicate that they do not have any data to report by selecting the checkbox in the report.

Awardees have two options of submitting information for this section.

The first one is to enter in the data within DGIS. You can click on the "Add" button for a new row under each table.

The second alternative is an excel template, which is available for awardees to download in DGIS. You can fill out the information and upload the document back into DGIS. Please make sure to follow the template so that the system can read your file submission.

Lastly, in Part 3, awardees will complete all elements for each product, publication, and submission that was listed in Part 1.

The last section of this training webinar is an overview on how navigate DGIS to access and submit your report. The process is very similar to submitting your Annual Performance Report or Quarterly Reports within HVIS.

First, you will login through the main EHBs login page using your username and password.

Once you login in, click on Tasks from the homepage.

When the page loads, you'll land on the "Pending Tasks – List" page where your reports will be listed.

Under the Tracking # column, DGIS reports will start with DG.

Select your report by going to the "Options" column for the report you need to work on and click Start. If you have opened the report and are returning to it, you will click "Edit".

Quick tip, if your previous report has not been submitted or approved, you will not be able to work on the next one.

If your due date has passed, you will not be able to work on your report. Please contact your Project Officer to discuss an extension.

This will not affect the project period of September 30th 2018 through September 30th 2020 and this system validation only refers to DGIS-related reports. Meaning, if you have not submitted your MIECHV Annual Performance Report for HVIS, this will not affect your DGIS performance reporting.

After you click “start” on the report you need to work on, you will be taken to the Status Overview page within DGIS.

The status overview page is formatted similarly to HVIS.

The different areas of the form include:

- Area 1 which shows the grant number and name of the organization
- Area 2 which lists resources available for this report
- Area 3, titled “Forms Overview” which shows how many of the forms within the report you have: not started, are currently working on, and which forms have been completed.
- Area 4, titled the “Performance Report” will list the sections of the report as well as provide a status and the last date the section of the report was updated. You can also click on one of the section titles in this area to access a specific page in your report.
- Area 5 is referred to as the left hand navigation and supplies similar information as the Performance Report. The left hand navigation will automatically be minimized throughout your report, but you will see an arrow pointing left on the left side of the web page. You can click on the arrow while working on any page in your report to see the status of your report or to navigate to a different page.
- Area 6 is titled the “Validation Report” which will let you know if there are any errors in your report. You can click on “Validation Report” and see more specifically where the errors are. The system will not let you submit your report until you have fixed your errors.
- And Area 7 is titled “Submit and Print.” Once your report is complete, you can print your report by hitting “print” or “export” to PDF. A new tab or window will open your report in an HTML version. From here, you will select to print the page and when the print box opens, you will select “print” or “PDF”. If you select “PDF”, a PDF version of your report will be created and you will be able to save this version onto your computer.

Quick tip: Some users have experienced issues when printing the report or saving as a PDF, where sections of the report are missing.

We are currently working with the developers to mitigate this issue, but in the meantime, please follow this workaround.

When you select "print" or "export to PDF", a new tab or window with the HTML version of your report opens up. Sometimes, the "Print" box automatically pops up as well and it pops up before the entire page can fully load. If this does occur, cancel or exit out of the "Print" box and wait for the page to load. If you are unsure if the page has fully loaded, refresh your screen and scroll through your report to confirm that all your data is there. Once you have confirmed the page or pages have fully loaded, select "Print" and from there print your report or export to PDF.

Throughout the report, you will be able to view the Header and Resources section.

Area A refers to the "Header" section which will show general information such as your report number, grant number, organization name, current budget period, reporting period, and due date.

Area B will provide you access to all the Resources for the report. This is the same as Area 2 on the status overview page reflected on slide 28.

Again, this will be easily accessible throughout your report, toward the top of the reporting page and will be useful especially when entering in information in Form 1.

Toward the bottom of each page, you are able to navigate to the page before or after.

Before you do anything else, be sure to save your data!

Hitting the "Save" button saves your work but keeps you on the same page.

Selecting "Save and Continue" saves your work and directs you to the next page in the report.

Selecting "Go to Previous Page" allows the user to navigate to the previous page, but does not save the report unless you hit "Save" first.

Guidance Messages and Error Messages.

Guidance messages help the user understand what type of information should be entered or how it should be entered. This is reflected in area B where there is an exclamation mark in a yellow circle that indicates the accepted range on top of each required field

Error messages will show when data is not entered in correctly, as shown in area A. The error must be fixed in order to submit the form.

After you have completed all forms, the system will take you to a “Validation Report” to show you any errors you may have missed.

The “Validation Report” page will:

- A, identify which form shows an error,
- B, describe what the error is, and
- C, provide a link so you may go directly to the page where errors are found.

Validations will only show for fields for which data was provided. And as stated previously, errors will have to be fixed in order to submit the report.

Once you have fixed any and all errors, you will click on “Continue” to proceed, which will take us to our next page.

You are now ready to submit your report!

You can access the “Submit Report” page by hitting “Continue” on from the “Validation Report” page, by expanding the left hand navigation bar and selecting “Submit” or through the “Overview Status” Page and scrolling toward the bottom of the page to the “Submit and Print” box.

You will have to check the certification box and then click “Confirm” to submit your report. If the “Confirm” or “Submit” button is disabled, you most likely do not have privileges to submit the report.

The Project Officer will review your report, communicate with you as necessary, submit change requests when applicable, and approve your report.

Here are some links to help you navigate and understand EHBs and DGIS.

Under the EHBs column, the training video titled “Managing Users in EHBs” will assist you in either adding an employee to access the organization’s portfolio or for you to request access to the portfolio.

The “Add Grant to a Portfolio” link show project directors how to add the required grant information into EHBs to in order to access the reports generated for that grant.

“How to Access a Performance Report” will show you how to access the performance report, similar to what we have done in this training.

On the DGIS side, we have added a link to the Electronic forms that are specific to MIECHV awardees. Today’s training was an overview, but the electronic form will have more information and instructions for the report. Additionally, the DGIS team created a training video, which will provide a summary of everything we have covered today.

All of these links have also been added to the Files Pod to the left of this presentation.

Should you have any questions regarding the performance measures, please contact your Project Officer.

If you experience issues while working in DGIS or EHBs, please go to the HRSA Contact Center. If you call, select option 3 to proceed.

Thank you for watching the training video for the DGIS Report Submission for MIECHV Awardees.

To learn more about our agency, please visit us at www.hrsa.gov and find us on Facebook, Twitter, LinkedIn, and YouTube.

This concludes our presentation.