

HRSA Electronic Handbooks (EHBs)
BHPr’s Performance Management Handbook (BPMH)
Performance Report Review
A quick reference sheet for Project Officers

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1. BHPr Performance Report Review

All grantee organizations are required to complete Annual Performance Reports. You will be required review this submission report by its “Complete Review By” due date which can be found on the “Assigned Submissions – List” page. Follow the steps below to access the BHPr Performance Report for review:

1. Log in to the EHBs (<https://grants.hrsa.gov/webinternal/login.asp>)
2. Click the **Tasks** tab at the top of the page. The “Pending Tasks – List” page will be displayed.
3. Click the **[View Tasks]** button on the right side of the “Tasks – Summary Overview List” page for “BHPr Performance Report”.
4. Click the **[Review]** button for “Performance Report” submission. The submission will have either a status of “Not Started” or “In Progress”.
 - a. The **[Review]** also has an associated dropdown menu.
 - b. The dropdown menu contains the following options for additional review: Performance Reports | Core Measures and Outcomes | Comments | Grant Folder.
 - c. These can all be access prior to beginning the review or any time after the review has started.
5. The “Submission – Review” page will be displayed. You will begin completing the review by opening the “Performance Report” submission.
6. Click the **[Performance Report]** button found on the Current Document tab of the review. *The submission will be displayed in a separate window.*

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2. Reviewing the Performance Report

The review of the submission will be conducted using the associated business rules, program requirements and grant requirements for the program specific submission. Once you have reviewed the submission you will add Forms Comments and Report Comments as necessary. Finally you will make a "Recommendation". Follow the steps below to access and complete the Performance Report Review:

1. While the "Submission - Review" page is displayed review the list of resources at the top of the page. They are: Performance Report | Core Measures Outcomes | Comments. *The Performance Report contains detailed submission sent by the Grantee; this is the document you will review. You will be able to print and/or Export to PDF from the pop-up window.*
2. Because there are over 40 grant programs supported by BHPr, this quick reference sheet will only be able to give general guidance.
3. Click the **[Performance Report]** button found on the Current Document tab of the review. *The submission will be displayed in a separate window.*
4. Click the **[Core Measures Outcomes]** button found on the Current Document tab of the review. *The Performance Reports – Core Measures will be displayed in a separate window.*
5. Click the **[Comments]** button found on the Current Document tab of the review. *The Form comments and Report comments entered by the Grantee will be displayed in a separate window.*
6. If necessary you will be able to add "Form Comments" the review.
 - a. Click the "Select Form" dropdown list button.
 - b. Click the **[Form Name]** for comments, and then click the **[Go]** button.
 - c. The **[Form Name]** will be added to blue bar.
 - d. Click the **[Add Comments]** button; the "Comments" dialog box will be display.
 - e. **[Enter]** comment and click the **[Save]** button to save the comment.
7. To make a "Recommendation" click either the **[Approve]** button or the **[Request Change]** button. *If you selected [Request Change] see topic 3 below.*
8. If your recommendation is to approve the submission you will click the **[Save and Continue]** button at the bottom of the page.
9. A confirmation will be displayed; click the **[Confirm]** button to confirm and complete the review for the Performance Report. You will be taken back to the "Assigned Submissions – List" page.

3. Request Change

Once you have completed the review of the "Performance Report" you may need to request changes to the submission. This can be done using the **[Request Change]** option in the "Recommendation" section. *It should be noted that Form comments and Report comments entered by the reviewer will be visible to the Grantee if you request changes*

1. Click the **[Request Change]** button.
2. Click the **[Save and Continue]** button at the bottom of the page.
3. A confirmation will be displayed; **[Enter]** comments in the required "Comments" for the Grantee.
4. Click the **[Confirm]** button to confirm and complete the review for the Performance Report.
5. You will be taken back to the "Assigned Submissions – List" page.

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4. Grant Folder

The Grant Folder is the repository for all information collected in the context of a grant, including post-award submissions.

To view or print a submission through the Grant Folder:

1. From any page, click the Folders Tab in the title bar.
2. From the Folders page, click the View link on the Grant Folder line item to open the Grant Folder search page in a new window.
3. Enter criteria to locate the grant or grants of interest.
4. Click the "Search" button.
5. Grants that match your search criteria are displayed in a list, sorted by grantee name. Locate the grant, and then click Grant Folder.
6. The Grant Folder opens for the grant. On the menu on the left side of the screen, choose the Submission menu option.
7. Submissions are displayed in a list. View the "Options" dropdown list to review all the options available.

5. Reports

There are reports that allow you to keep track of post-award submissions, as well as retrieve read-only (HTML format) copies.

To access and run reports:

1. From any window, click the **Reports** tab.
2. This will open the **Reporting Services for the HRSA Electronic Handbooks** home page in a new window, in the New User Interface.
3. See the EHBs Knowledge Base or the Training tab for CBTs covering the New EHBs Reports Module.

6. Resources

- **EHBs-related assistance:**
 - o Contact the HRSA Call Center
 - Toll Free: (877) Go4-HRSA; (877) 464-4772
 - Email: CallCenter@hrsa.gov
- **BPMH Help:** Access FAQs, Help, and videos for BPMH
<https://help.hrsa.gov/display/EHBSKBFG/Index>
- **EHBs URL:** <https://grants.hrsa.gov/webinternal/login.asp>
- **HRSA/BHPr Grants URL:** <http://bhpr.hrsa.gov/grants/reporting/index.html>