Topics

1. BHPr Annual Performance Report

All grantee organizations are required to complete Annual Performance Reports. You will need to complete this report by its due date which can be found on the "Submissions Incomplete – List" page as well the "Status Overview" page of the report. Follow the steps below to access the Annual Performance Report:

1. Log in to the EHBs (https://grants.hrsa.gov/webexternal/login.asp)
2. Click the Tasks tab at the top of the page. The "Pending Tasks – List" page will be displayed.
3. Click the **[Submissions]** link on the left side menu. The "Submissions – Incomplete List" page will be displayed.
4. Click the **[Start]** button for "Annual Performance Report" for Grant. If you are returning to the "Annual Performance Report" your button will display as **[Edit]**. *Your Institution may have multiple grants, please make sure you select the correct "Annual Performance Report".*
5. The "Performance Report – Status Overview" page will be displayed. You will begin by completing the Setup Data section.

2. Completing the Setup Data Section

The Setup Data section must be completed before you can enter any data in the Performance Data section. The forms in this section define the business rules, parameters and validation checks for the Performance Data you will complete next. If your grant program does not require "Setup Data" you may proceed to topic 3.

At the top of the page, the "Status Overview" displays helpful resources such as: Last NoA | Performance Report | Core Measures | Program Manual | Glossary | FAQs. The program manual link contains detailed guidance for completing your program performance report. You are encouraged to print and review this document before beginning any data entry.

Follow the steps below to access and complete the Setup Data section:

1. Since there are over 40 grant programs supported by BHPr, this quick reference sheet can only be used as an example. If your grant program requires you to complete the "Setup Data" section, you will have a variety of forms to complete.
2. Setup Data may require you to complete the following forms: Financial Support **|** Health Profession and Discipline **|** Data Availability **|** etc.
3. Click your **[first form]** button at the top of the left side menu. The page is displayed.
4. Complete the form and all required questions.
5. Click the **[Save and Validate]** button at the bottom of the page. If there are no validation errors you will be taken directly to the next required form of the report. *Completed forms have a green checkmark on the left side menu to allow you to easily track your progress.*
6. If errors are identified, the "Validation Summary" page is displayed. All errors must be corrected before you can proceed with your data entry.
   *For help see **Resources** topic below for a link to BPMH Help. In addition, there are 6 training videos available to assist you in completing the Annual Performance Report.*

3. Completing the Performance Data Section

Once you have completed the Setup Data portion of the Annual Performance Report you will be required to complete all the forms in the Performance Data section (*this section displays different forms based on each of the 40+ grant programs supported)*

1. Click on LR1 form link button under the performance data section left side menu. The page will be displayed.
2. Complete the form and all required questions.
3. Comments can be added for each form if necessary.
   a. Click the **[Comments]** button to expand the section.
   b. Click the **[Add Comments]** button; the "Comments" dialog box is displayed.
   c. Click the **[Save]** button to save the comment.
4. Click the **[Save and Validate]** button at the bottom of the page. Validation checks are performed using the data you entered on the Setup Data forms. If there are no validation errors you will be taken directly to the next required form of the report. *Completed forms have a green checkmark on the left side menu which allows you to easily track your progress.*
5. If errors are identified, the "Validation Summary" page is displayed. All errors must be corrected before you can submit the "Annual Performance Report", *however data entry for Performance Data can continue without the errors being fixed.*
   *For help see the **Resources** topic below for a link to BPMH Help. In addition, there are 6 training videos available to help you complete the Annual Performance Report.*

4. Other Features

This section includes: Manage Comments | Core Measures | Review and Submit. The "Manage Comments" page displays all the comments entered on each form. The reports comments section allows you to enter comments for the overall report.
The "Core Measures" page displays the core measures that are auto-populated using the data entered in the performance data forms.

The "Review and Submit" section has three pages, they are: Report Validation Summary | Review | Submit.

The "Report Validation Summary" page displays any remaining validation errors, these errors must be corrected before you submit the report.

The "Review" page displays a list of all the forms in your "Annual Performance Report." Clicking on view link beside each form displays a read-only version of that form.

The "Submit" page displays a list of all forms required in your Annual Performance Report. Before you can submit your "Annual Performance Report" all forms must be complete, this is noted by a **green** checkmark. Incomplete forms will show a *green* checkmark with a **red** line through it, forms may revert to incomplete status depending upon any data changed during editing.

Once you have reviewed the "Annual Performance Report" and all forms show the complete status you may **[Submit]** the report.

5. Revise a Submitted Performance Report

The EHBs allows grantees to revise a previously submitted Performance Report if the Project Officer requests changes. To revise a previously submitted Annual Performance Report:

1. Locate the Previously Submitted Annual Performance report (*see Topic 1*)
2. Click the Edit link in the options column.
3. The "Status Overview" page is displayed; once the "Annual Performance Report" is open you should review the "Manage Comments" page for any comments made by the PO.
4. Once you have revised the report, verify all forms are complete and click the **[Submit]** button to re-submit your report BHPr.

6. Resources

- **For Program-specific questions**: Contact the Project Officer (PO) listed on the Notice of Grant Award
- **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, and videos for BPMH at https://help.hrsa.gov/display/EHBSKBFG/Index
- **EHBs URL**: https://grants.hrsa.gov/webexternal/login.asp
- **HRSA/BHPr URL:** http://bhpr.hrsa.gov/grants/reporting/index.html