**Maternal and Child Health Bureau**

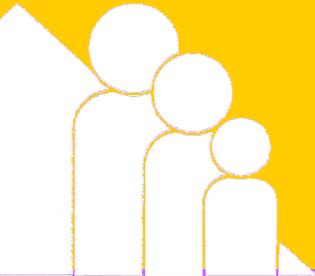# The Web-based Title V Block Grant Application

Overview of the System

and the 2005 Enhancements

Christopher Dykton, SAIC
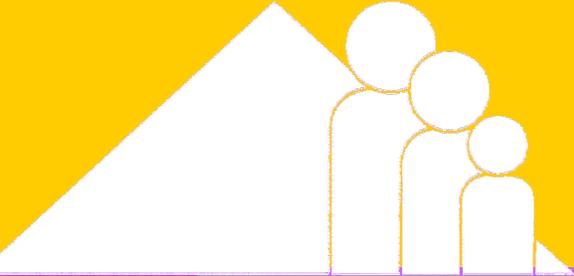
February 28, 2004

# Overview

- The 2004 Experience

- Enhancements: What's New

- Review of System Highlights

- Data Updates

- Key Dates for the 2005 Application

- Accessing the 2005 Application

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Two Major Challenges in 2004

- A New Guidance for Title V Block Grant

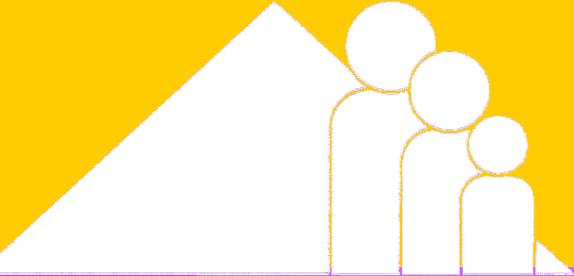- A New Online Reporting System for the Title V Block Grant Forms and the Narrative

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# SUCCESS!

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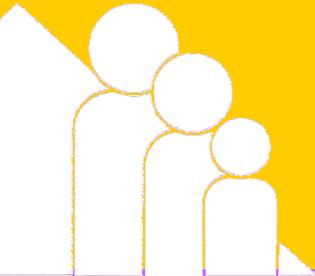
# *How was it successful?*

- Straightforward Registration Process
  - Timely registration
  - Follow up on password issues
- Open Communication on Issues
- Excellent Feedback on the System
- Assessment of the Process and System

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- **Enhancements to the Web-based Application**
- Review of the System's Key Points
- Data Updates

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- ■ **What's New with the Forms?**
  - ■ Form 1 – the SF 424 - can be prepared via the Web-based Application this year.
    - ■ Your data on Form 2 will populate the SF 424.
    - ■ Standard information will be entered for you.
    - ■ Complete the entry form and save it.
    - ■ Use the view version to print your State's SF 424.
    - ■ Mail the signed SF 424 to the HRSA GAC.
  - ■ Other forms have remained the same.

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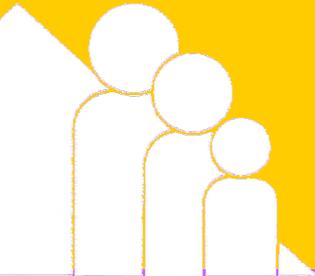
- What's New with the Notes?
  - If a note has been entered, the icon will change colors.
    - Current note icon is red.
    - If a note exists, it will change to blue.
  - This will allow for easy identification of notes when entering data.

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- **What's New with the Narrative?**
  - Length limitations for the narrative will be increased by 10% for the sections requiring "/2005/" updates.
  - The section for Health Systems Capacity Indicators has been increased from 15,000 characters to 30,000.
  - Delete button for removing attachments has been added.

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- ## What's New with the Narrative – Performance Measures?

  - The 3 sections of the Performance Measures (past, current, future) will be displayed on the same page for easier editing.

  - Figure 4a/b, Performance Measures Summary Sheet has been increased from 100 to 250 characters for each activity.

# Enhancements: Printing

- There is a new capability: PDF writer.

- You will be able to print your forms and narrative directly to PDF in the view version and save on your computer.

- Improve presentation of the forms and the narrative.

- Ability to print one form at a time.

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- Enhancements to the Web-based Application
- **Review of System Key Points**
- Data Updates

# Key Points

- Access to the Application is via the Internet.
- When you save your data, data are stored on the HRSA server where it may be accessed at your next session.
- You must save your data!
- If you cancel without saving or close your window, you will lose the data on your form.

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*Your Browser*

- Use Internet Explorer 6.0 or higher as your browser.

- Coordinate with your State IT department to make sure you are set up properly.

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## *Security*

- Time outs are a security requirement.

- If there is no communication with the server within 20 minutes, you will time out of the system.

## *Security*

- What is communicating with the server?

  - It's when your computer relays a request to the HRSA server, such as:

  - Opening a form (like notes)

  - Saving or canceling a form

*Security*

- Keystrokes do <u>not</u> communicate with the server.

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## *Security*

- At the 18 minute mark, you receive a warning that you will time out and you must click the "OK" button to continue your session.

- You have 2 minutes to respond.

- Be careful about having multiple Internet Explorer windows open – your warning could appear in an open window behind your active window.

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*Registration*

- First, you register.

- States will be allowed 6 user IDs.

- States will identify the users to MCHB to ensure integrity of use.

- Access will allow the user to enter data in all sections of the application.

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# Key Points

## *Data Entry*

- Save your data on a timely basis.
- Use the notes icon to enter notes at both the form and the field level.
- Use the information icon to access the user's guide.
- Use the guidance icon to review content of the guidance.

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## *Forms*

- Numeric fields cannot have commas entered.

- Text fields have character limitations.

- Only one person from your State can access a single form at any one time.

- Multiple users from your State can work on different forms at the same time.

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*Notes*

- Note fields are not pre-populated.

- Historical notes are available for you to cut and paste notes from last year's application into note fields should they apply to this year's application.

*Narrative*

- Like the forms, more than one user from your State can work in the different sections of the narrative at the same time.

- Use "/2005/" to begin your update for this year and end your update with "//2005//."

*Narrative*

- Text fields have character limitations.
    - Compose your copy in Word or WordPerfect for a section and note your character count including spaces. This count should be under the section limit.
    - Then copy and paste into the section.
- Hard returns do <u>not</u> count toward your character limits.

# Key Points

## *Narrative*

- **You may add attachments but only one attachment per section.**
  - Combine multiple attachments into one document.
  - Be consistent in the naming of your attachments
    - Name it by Section, Subsection and Subsection Title:
    - Example: IA_TransmittalLetter.
- **Do not use attachments to work around length limitations.**

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- Enhancements to the Web-based Application
- Review of System Highlights for the Web-based Application
- **Data Updates**

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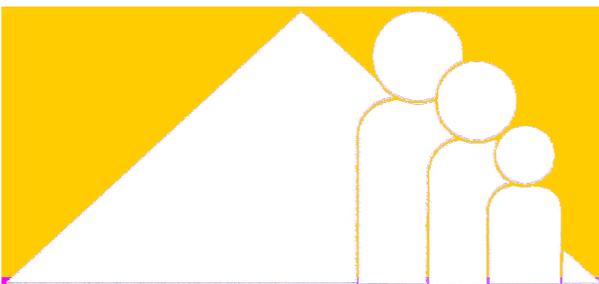
# Data Updates

- An additional validation is on the financial forms. It makes sure the expenditure total on Form 4 and Form 5 equals that on Form 3.

- NPM's 2-6 (SLAITS) data for 2003 will be populated with the data entered for 2002. You may edit as needed.

- Multi-year HSCI's will permit you to enter a note in lieu of the 2003 data – similar to the PM's.

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- April 1, 2004: The link to the 2005 Application and Annual Report becomes accessible from the MCHB website. You may register and begin work online at that time.

- July 15, 2004: Deadline for the 2005 Application.

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- ■ **The URL will be available at:**
  https://performance.hrsa.gov/mchb/mchreports

- ■ **To get there:**
  1. From the MCHB Home Page
     - ■ Select "Data"
     - ■ Select Title V Information System
     - ■ Link to the Block Grant Application on the Sidebar
  2. Direct access – Bookmark it!

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- *Reporting Your Title V Data Online.*

- Try out the 2005 Web-based Application.

- Your State's data has been pre-populated as it will appear when you access it online.

- Have individual questions addressed.

- Monday and Tuesday, 8:00 a.m. to 5:00 p.m.

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- HRSA Call Center is ready to assist you with this year's application.
- HRSA Call Center business cards are available for you and your team at the learning labs.
- HRSA Call Center:

(877) GO4-HRSA or (877) 464-4772

February 28, 2004

# Contact me if I can help you…

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