Phase 2: Submitting Invoices and Supporting Documentation for Reimbursement

New Grant Management System

User Guide Version 4

September 2015

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ACCESSING THE NEW GRANT MANAGEMENT SYSTEM

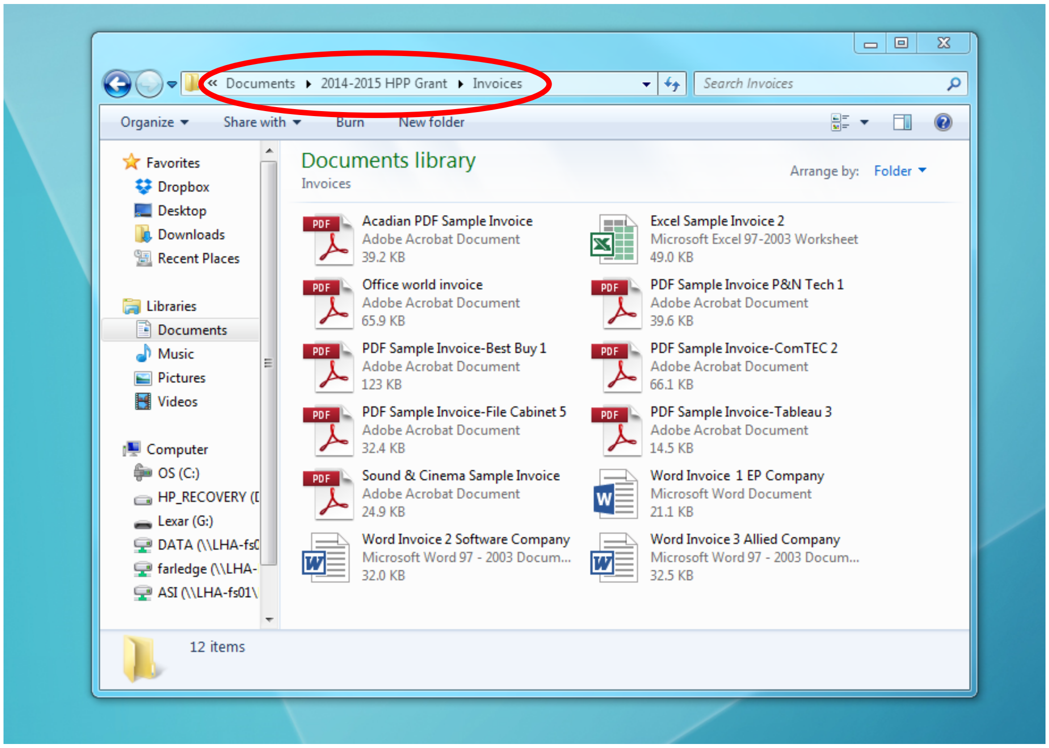
To access the New Grant Management System (GMS), you will need to log on through the ESF 8 Portal. A quick link to the ESF 8 Portal can be found on the LHA Research and Education Foundation website at www.lha-foundation.org. Please click the box labeled "Emergency Preparedness". The ESF8 Portal logo at the top right side of the page will direct you to the portal login page. Remember, it is important to use individual login accounts for the New Grant Management System, generic accounts will not provide access to the GMS.

APPLICATION SUPPORT

If at any time throughout this Phase 2 process you need assistance, please feel free to contact the LHA HHS Grant staff at (225) 927-1228, Lauren Barleycorn lbarleycorn@lhaonline.org, Kendra Powell kpowell@lhaonline.org, and Frances Arledge farledge@lhaonline.org.

BEFORE GETTING STARTED

It helps to have all of your documents scanned and save on your computer in a folder that is in a location familiar to you. This will help assist you in a quicker upload process.



STEP 1

- The status for your grant under the Dashboard (or home screen) should now read “PA Approved/Open”. This means it is open for you to begin uploading your invoices, copies of checks, and fill out the details and information for the items you have purchased with your funds.

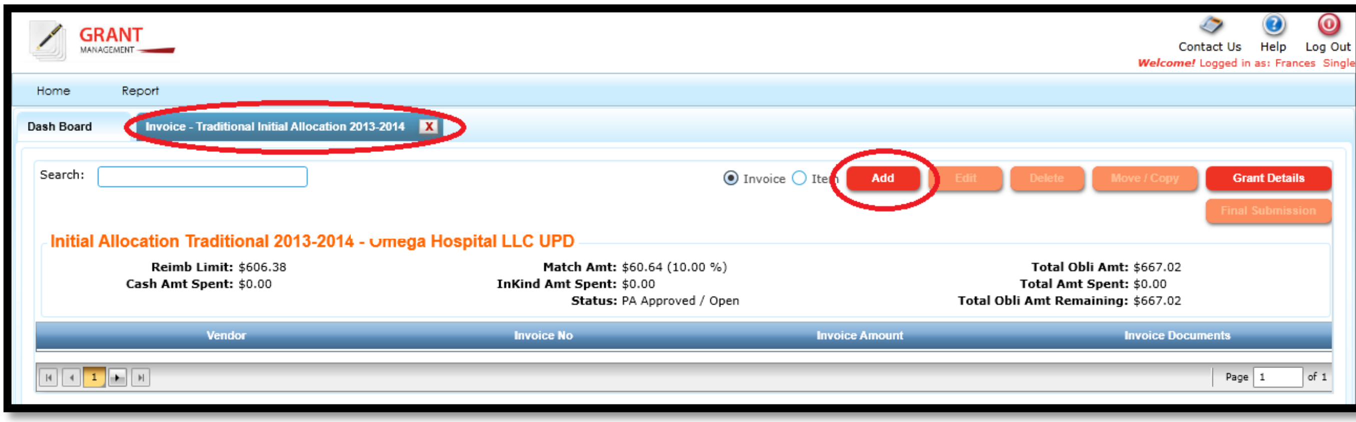
- Select the line with your facility/provider name (most will only display one Facility Name). Click on “Invoice” at the top of your dashboard – the middle red button, in between “Grant Detail” and “Comments for EPC”. A new tab will open.

*Note: *If you decide at this point to **Decline** participation and want to forfeit your funds, you will click on “Agreement Document” and proceed with uploading your Declination Form, selecting Decline and clicking Save.*

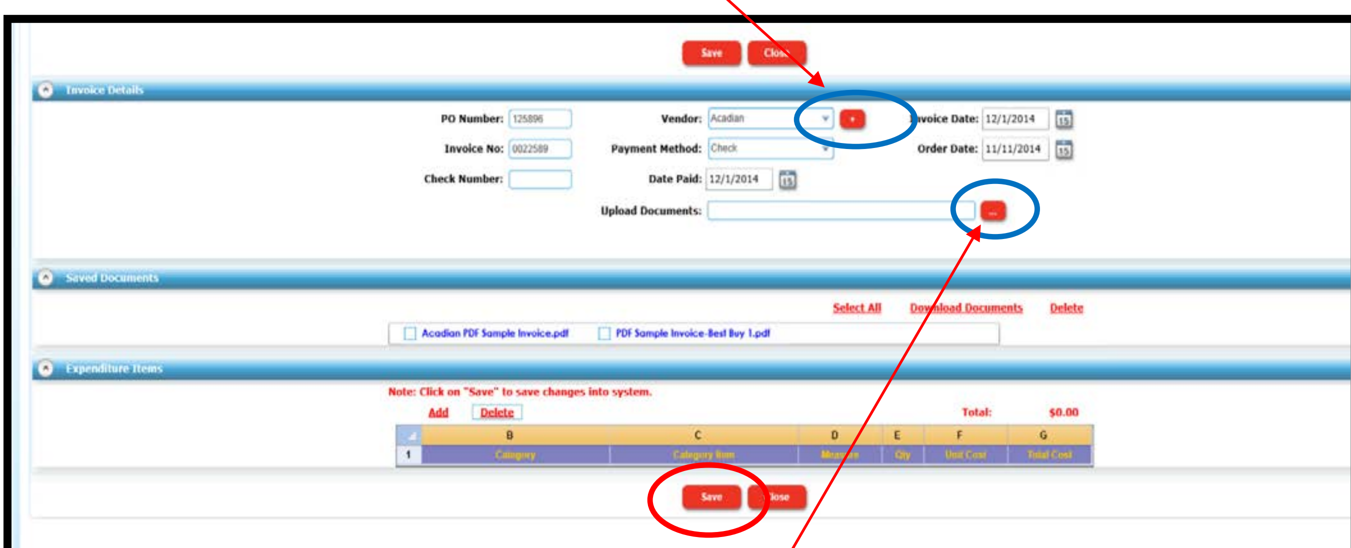
STEP 2

- **Invoice Details**

At the top of this new **invoice** page, you will click on the red “Add” button. Fill out the invoice details section matching up numbers and dates directly from your invoice and payment documents. If your vendor is not listed, select “other” and click on the red button to the right in order to fill in the name of the vendor. Next, upload the document by clicking the red button next to the text box. You will be able to search your computer folders and files for the corresponding documents.



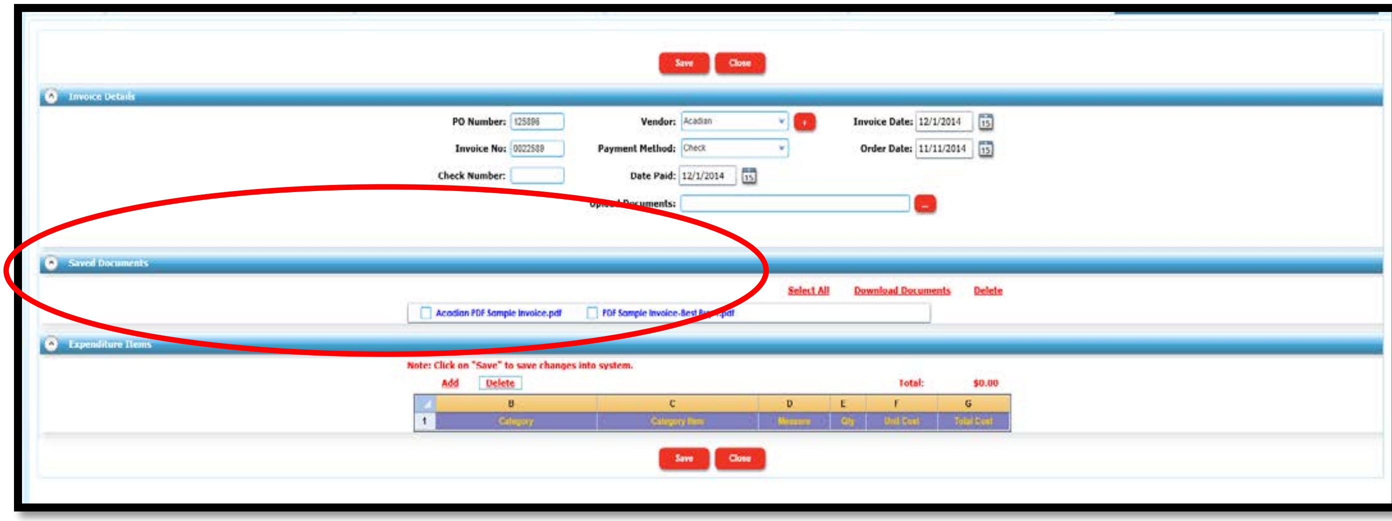
Click this button to type in vendor name if not listed in the drop down menu.



Click this button to upload invoices, check copies, and other required supporting documentation.

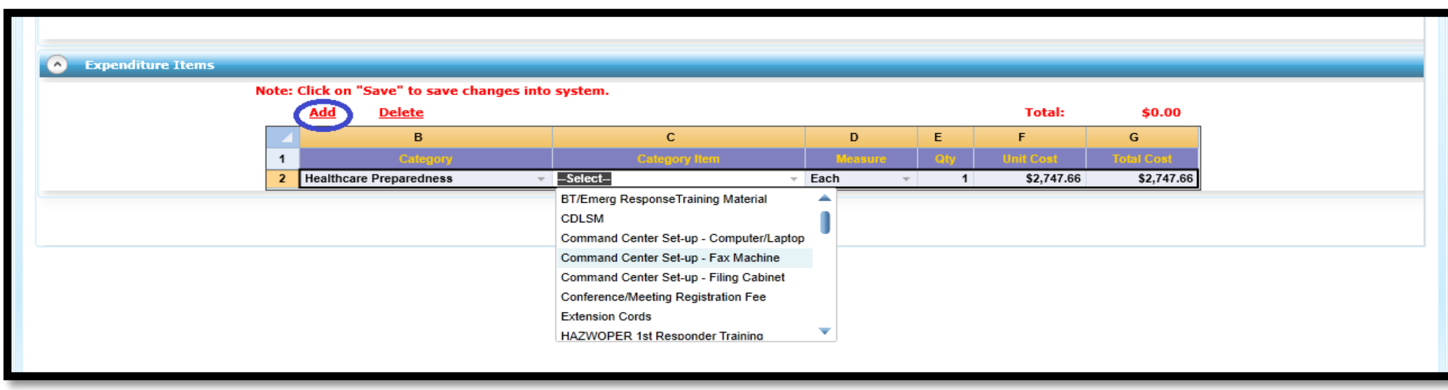
➢ **Saved Documents**

As you go through this process, each invoice will be displayed under the **Saved Documents** section. Be sure to click "Save" often.



➢ **Expenditure Items**

This section is where you will identify your CPG category, the detailed category item, and item quantity and cost. Remember, you can add multiple line items for each invoice if necessary, just continue to click add.



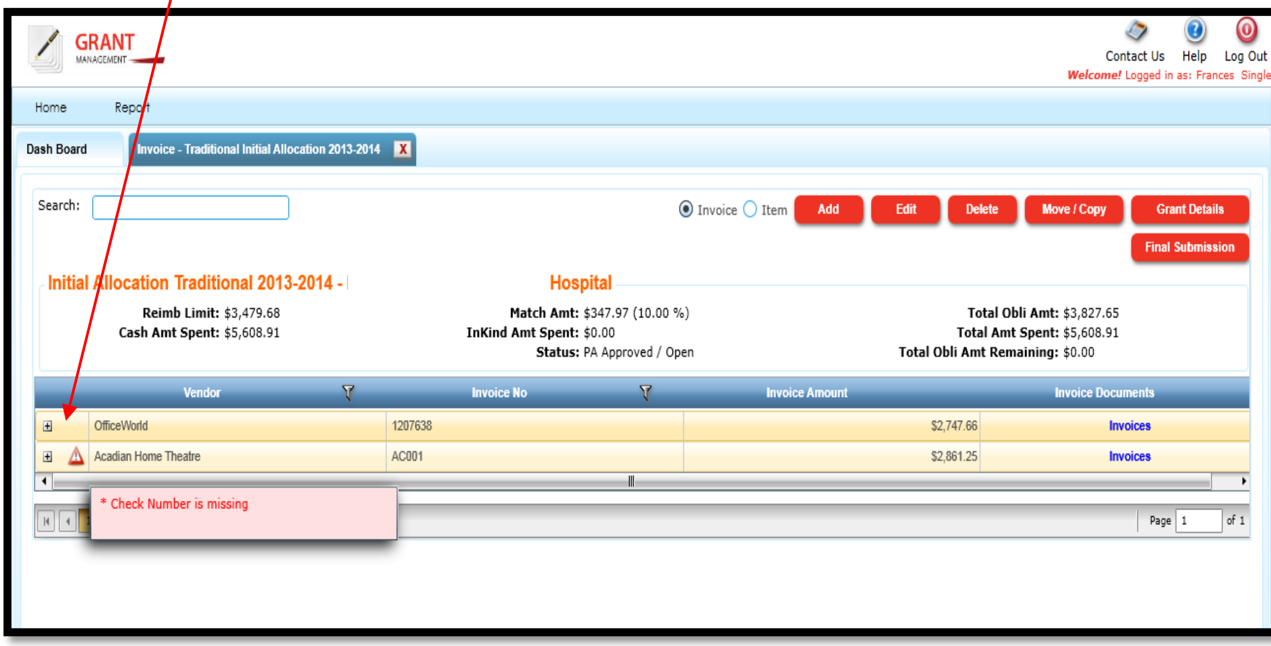
MANDATORY - GRANT SUMMARY WORKSHEET

➢ Can be retrieved from one of two locations:
   - **New Grant Management System- Directions** link under "Agreement Document" tab where EPC and Budget Proposal forms were found during the Participation Agreement document upload phase **OR**
   - **LHA Research and Education Foundation** website, on the *Hospital Preparedness Program Grant* page, under the "Reimbursement Documents" section

➢ **Upload** this worksheet, signed by the CFO, with along with your final Invoice to be loaded into the grant management system.

STEP 3

- After saving your invoice and line item expenditure details, you will return to your invoice home screen. Here is you will see each of the entered vendors invoices along with the running total for the grant dollar amounts along the top detail line. Notice that if you leave a section blank, you will see an icon that will appear and prompt you to the section missing information



- **Description of buttons:**

<u>Add</u> – opens up a new tab where you add a new invoice and expenditure item details from invoice

<u>Edit</u> – you can select an invoice already uploaded and listed, make changes or add additional information or line items as needed

<u>Delete</u> – will let you completely remove an invoice and all of its supporting details

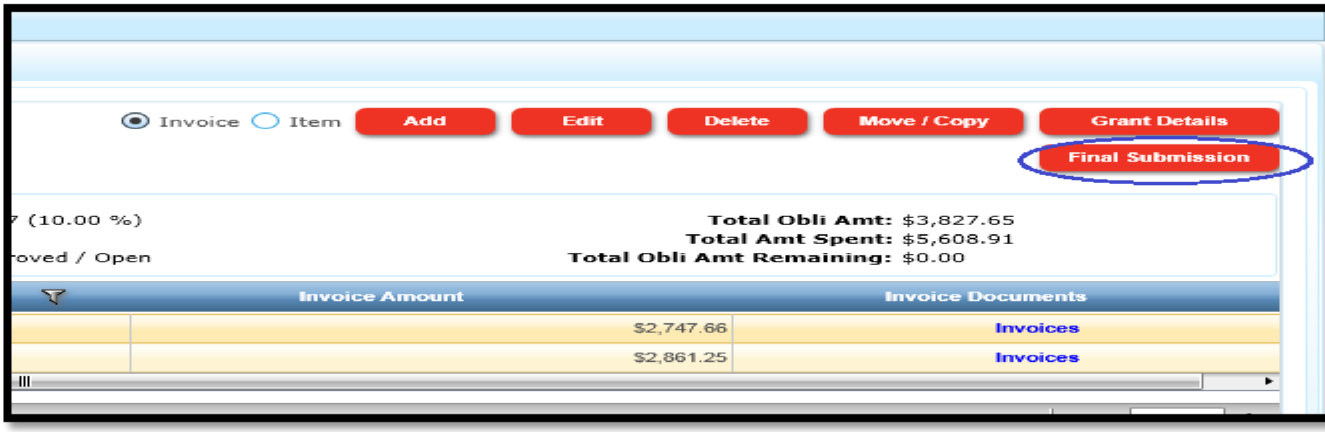
<u>Invoices</u> (in blue under Invoice Documents) – this only allows you to open the invoices that have already been uploaded

****Save** often if you plan on working in the system and need to come back to add items or invoices**

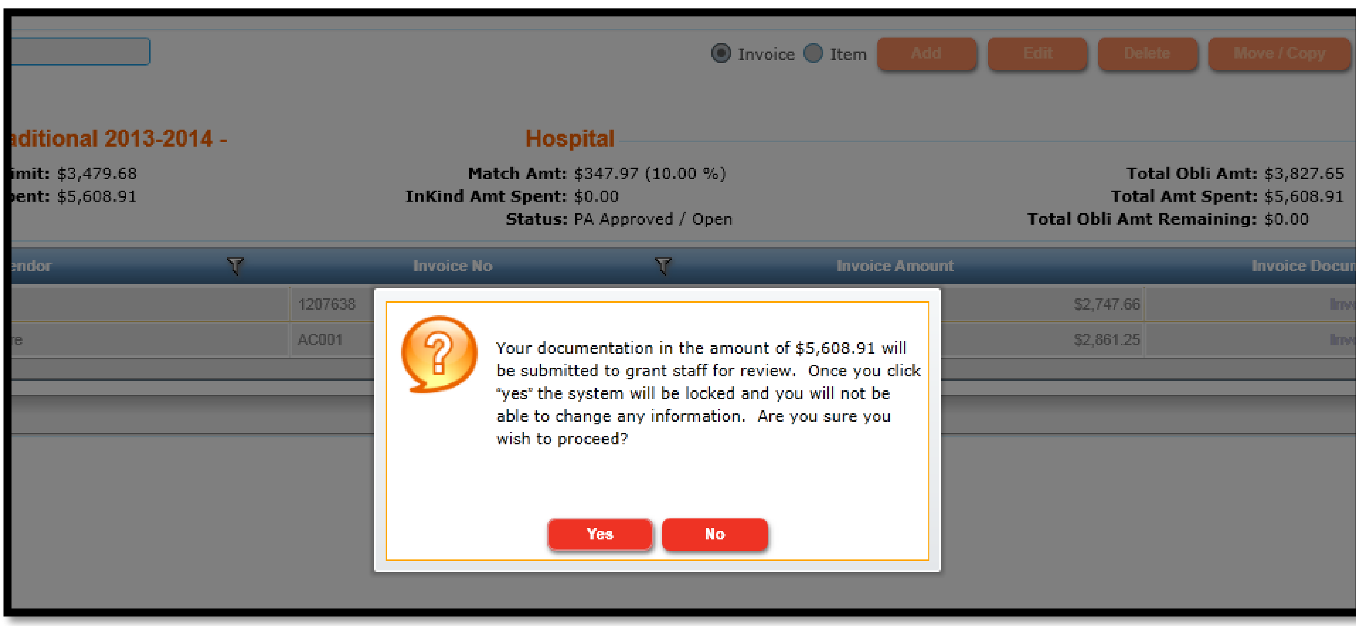
- **Total Amounts** – pay close attention to your amount totals. You want to make sure that your “Total Obligation Amount Remaining” is at $0.00 in order to receive full reimbursement. Once you proceed to the next step, Final Submission, it will be too late to add any other expenditure items.

STEP 4

Final Submission – this is the last button to click to submit all documentation for review by grant staff in order to process the facility/provider for reimbursement



Note: A window will pop up



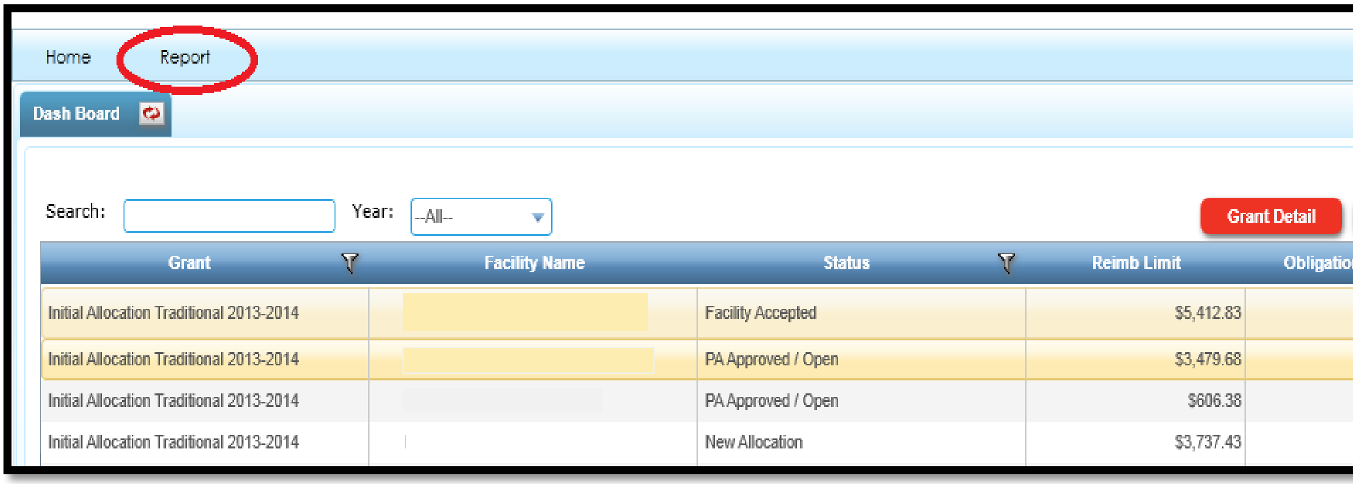
STEP 5 MANDATORY - Needs Assessment Survey

In order to receive reimbursement, you are required to complete and submit a Needs Assessment Survey on behalf of your facility or provider. To access the current year's survey, visit www.lha-foundation.org and proceed to the *Hospital Preparedness Program Grant* page. A link to the survey as well as a blank pdf copy of the survey can be found under the "Needs Assessment Survey" section. Copies and links will also be mailed to you. Upon completion of the survey, you will receive an electronic certificate of completion. Insert your organizations name, save the certificate, and upload with your documentation as proof of completion.

REPORTS

This step will show you how to retrieve a completed electronic copy of all grant information and documentation that pertains to the HPP 2013-2014 Grant for your Facility/Provider. Please note that the report will be large, therefore will generate and be saved as a "zipped" file.

Returning to the dashboard with your facility/provider name highlighted, click on "Report" on the upper left side of the page.



Select "Participation Agreement" to retrieve a combined report from the first phase of submission which will include signed documents between your facility and LHA. Select "Documents" to generate a report combining all of your invoices and detailed line items. This report is particularly helpful for documentation and inventory purposes of what has been purchases with grant funds and should be maintained from year to year.

Once selecting the report type, the system will prompt you to select grant year, sub-grant, facility type, region, and then your facility. Click on "Generate Report" and you will be prompted to save the zipped file onto your computer. After this step, you can retrieve and unzip the full report(s) that have been created.