User Guide
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BEFORE GETTING STARTED
In order to use these new systems, you will have to install the Microsoft Silverlight™ plug-in for Internet Explorer or any other browser your facility uses. This is a quick and painless process that only has to occur once. Because this is a common plug-in used by new web sites, you may already have it installed. Even if your computers are managed systems that don't allow you to install software, you can often install this plug-in without the intervention of your IT staff. If you do have managed computers, it is recommended that you inform your IT staff. They can contact us if they have any questions. We can be reached at henry.yennie@la.gov or support@comtecinfo.com.

INTRODUCTION
The new electronic grant management system has been updated with a new look and feel for users to be able to enter expenditures. The system is now included in the ESF-8 Portal under a single log-in family and allows users to utilize other functions such as Resource Management, Messaging, and LERN reporting.

ACCESSING THE SYSTEM
To access the new electronic grant management system, you will need to log on to the ESF 8 Portal at www.lhaonline.org. A quick link is on the LHA homepage. Please click on the box labeled “ESF-8 Portal”. Once the link is clicked, you will be brought to the login page of the ESF-8 Portal. If you do not have a username and password, you will need to contact the Facility Point of Contact at your facility or the LERN Communications Center at 866-320-8293.

We recommend that you use the LHA site as the starting point as that link will always be current. In order to have access as the grant manager, you must have access to the Grant Management System.
1. Once you click on the ESF-8 Portal box, you will be directed to the home screen and be asked to enter your username and password.

2. If you forget your password, you have two options on the login screen:
   - you can answer your security questions and establish a new password, or
   - you can answer your security questions and have a new password emailed to you.

3. Once you have logged into the application, you will be directed to the home screen. Depending on the role you are assigned, the single sign-on family may vary for each individual user. If granted access to the Grant Management System, the Grant Management System link will appear under the “Single Sign-On Family.”
At anytime while you are logged in, you can click on “my profile”, “change password”, “change security questions”, or “about” to update or change your information.

FACILITY GRANT MANAGER ROLE

ENTERING THE SYSTEM
1. When you first log-in the system, you will see the dashboard on the home page. The dashboard shows the current grant information i.e. the status, reimbursable limit, obligation amount, and a link to the Participation Agreement documents. To view a prior years grant, you can use the search field or the year drop down menu.

2. To view information about your grant, you can either double click on the highlighted line or select the “Grant Detail” button, to view the grant details (screen shot below) for the current grant.
3. After you have viewed the grant details for your facility, select “Close” and you will be brought back to the “Dashboard” screen, which is the home page. Please note that you can also navigate through the system, by using the tabs located at the top of the page.

PARTICIPATION AGREEMENT PROCESS - ACCEPTING THE GRANT ALLOCATION

1. To participate in the grant program, you must submit a signed Participation Agreement. Unlike in the past, the Participation Agreement will not be mailed to your facility. To download a copy of your facility’s Participation Agreement, click on “Agreement Document” on the Dashboard screen.

2. If your facility is eligible to receive grant funds, the status is labeled “New Allocation”. If you click on the “Agreement Document”, you will be able to review and print a copy of your Participation Agreement Document for signature. As in the past, you must not only submit a signed copy of your Participation Agreement but other supporting documents i.e. the budget proposal.

3. A list of the supporting documents that need to be submitted along with your signed Participation Agreement, is populated in the “Document Type”. You will notice that the documents that are required for submission are identified with a “yes” in the required field. For an example or template of a supporting document, please click on the “Directions” link.

4. The “Directions” link will take you to the Public Documents Folder, which has the supporting document templates.
5. Once you have downloaded the required supporting document templates, close out of the Public Document Folder. You will then be brought back to the “Agreement Document” page.

6. After you have downloaded and completed the Signature Page of the Participation Agreement and the have the required supporting documents, you are now ready to upload the documents into the system. Please note that to submit a document, you must first scan the document and save it to your computer or a USB drive. Under the appropriate “Document Type”, select the (-) button in the document column to browse your computer or USB drive to upload your document.

7. Once you have located the document, click “Download”. Once the document has been downloaded, the name of the document will appear in the “Document” column as highlighted above.

8. Next, scroll to the “Approvals” section under Facility EPC to accept the terms and conditions.
9. Once you have “Accepted” the required Participation Agreement documentation will be submitted to the Grant staff for review. If you are missing any “required” documentation, the system will let you know that all documentation has not been uploaded and will not allow you to accept the grant. You must go back to the supporting documentation section and upload all documentation that is marked with a “yes”.

10. If your facility does not wish to participate and accept grant funds, you must complete and upload a **Declination Form**. The Declination Form can be found in the “Directions” link with the other supporting document templates. Once you select “Declined”, your facility will no longer be able to access the funds.

11. If your facility wishes to combine **amounts** for multiple facilities, you must first accept the Participation Agreement for all facilities. Once the Participation Agreement has been approved, you will need to call or email the grant staff and request that the facility amounts be combined. You will only be able to combine facility amounts for the same type of facilities. For example, an EMS provider will not be able to combine his or her funds with a hospital.

Please know that when combining facility amounts, each facility amount will still be listed separately. The facility amounts that have been combined will, however, have an an **icon** next to it. The icon for the primary facility will be in “red”. Invoices should be loaded onto the primary facility. You will, however, still be able to load and/or view your invoices from either facility. If you hover over the icon, you will see the combined facility amounts.
REVIEW OF PARTICIPATION AGREEMENT BY GRANT STAFF

1. Once your facility has accepted the allocation, your facility status will change from “New Allocation” to “Facility Accepted”. The grant staff will then review your Participation Agreement Documentation.

2. Once the grant staff has reviewed your Participation Agreement, your status will change to “Pending Approval-PA” or “Need More Info-PA”. If your status changes to “Need More Info-PA”, your facility grant manager will receive an email requesting more information. The grant manager, must log into the system and go to the comment section to determine what is needed. To get to the comment section, click on “View Comments” highlighted below.

Once the required documentation is submitted and reviewed by both the grant staff and the Grant CEO, the status will change to “Pending CEO Approval”.
3. Once your Participation Agreement has been approved, the status will change to “PA Approved/Open” and you will be able to start entering your grant documentation.

4. If your hospital does not submit any information or does not submit a signed Participation Agreement by the established deadline, your facility status will be changed to “Forfeited” and the system will be locked preventing you from doing accepting or declining the grant.

**DOCUMENTATION PROCESS**

1. Once your facility status changes to “PA Approved/Open”, you can now begin uploading your invoices and proof of payments. To add an invoice, go to the dashboard and click on “Invoice” to open the invoice page.

2. Once the invoice button has been selected, click “Add” to add a new invoice.
3. In the “Invoice Details” section, enter the details for the first purchase order, invoice, proof of payment and vendor name. Once you have entered the information applicable to the invoice, click “Save”. Once the invoice details are entered and the “Save” button is selected, you will notice that the buttons that were previously disabled have now been enabled.

4. Once you have entered the invoice information into the system, please upload a copy of the invoice and proof of payment to the system by selecting the (_) button next to the “Upload Invoice” field. To upload the documents, you must first save them to your computer. Once you have uploaded the documentation, it will appear in the “Documents” section.

5. You must also upload your completed HHS Grant Summary Worksheet that has been signed by the facility CFO to the system. Please save your HHS Summary Worksheet as a separate attachment to your first invoice.
6. To add expenditures to your invoice, right click on the arrow located at the top of the first row of the “Expenditure Item” section and click “Add Row”. Once the row appear, you will need to input the category, category items such as “radio”, the quantity and total cost for each expenditure item on the invoice. Once you have finish entering your expenditures for that invoice, please click “Save”. **Once you click save**, you will be taken back to the invoice home page.

7. Once you are back on the invoice screen, click “Add” to add additional invoices. To ensure you are adding additional invoices, please make sure the “Invoice” circle is marked and not the “Item” circle as indicated below. Please repeat the above steps to add expenditures to your invoices.

8. After all of the invoices have been entered, click “Finish” to send the documentation electronically to the grant staff. Once the “Finish” button is selected, the status changes from “PA Approved/Open” to “Documentation Submitted”. **Once the status changes to “Documentation Submitted”, the system is locked and you will not be able to make changes.**

9. Once the documentation is submitted you will only be able view the expenditure page by clicking “View” or “Grant Details” buttons. If you need to make changes, please contact the grant staff at (225) 927-1228 for assistance.
PRINTING YOUR DOCUMENTATION AND PARTICIPATION AGREEMENT

1. To get a copy of your expenditure form, invoices and proof of payments, you will have to create a report. To create a report, click on “Generate Report” in the dashboard screen.

2. Once you have selected the “Generate Report”, you will be prompted to save the document.

3. After you have saved the report to your computer, you will be able to print the report. Please note that the report saves as a “zip” file due to its large size. Your report will include the dates in which your facility status changed, comment history, your expenditure form and supporting invoices and proof of payment. We recommend you keep a printed copy of all documents for your records. A hardcopy of the reports and supporting documents must be sent to the HHS Grant Staff by the documentation due date.

4. To print a copy of your approved PARTICIPATION AGREEMENT, please go back to the Dashboard Screen and click on “Agreement Document”.

5. You will then be brought to the “Agreement” page. To download a copy of your approved agreement, please click on “Agreement Document” and save a copy to your computer or USB drive.
APPLICATION SUPPORT

If assistance is needed with the application, you should contact the following for assistance.

Hospitals should call the Hospital HPP Grant Staff at (225) 927-1228 or via email at:

- Lauren Barleycorn, HHS Emergency Preparedness Coordinator, lbarleycorn@lhaonline.org
- Kendra Powell, HHS Emergency Preparedness Associate, kpowell@lhaonline.org
- Asha Green, HHS Emergency Preparedness Senior Associate, agreen@lhaonline.org

The EMS providers should contact the EMS HPP Grant Staff at (225) 342-6138 or via email at:

- Sawazi Daniel, EMS Grant Coordinator, sawazi.daniel@la.gov