



HRSA Data Collection Platform Webinar
HSD SHIP Grantees
February 2024

- Overview
- Accessing the HRSA Data Collection Platform
- Homepage Navigation
- Completing and Submitting your Administrative Report
- Approval History and Accepted & Approved Administrative Reports
- Change Requests
- Grantee Raw Data Report
- Q&A

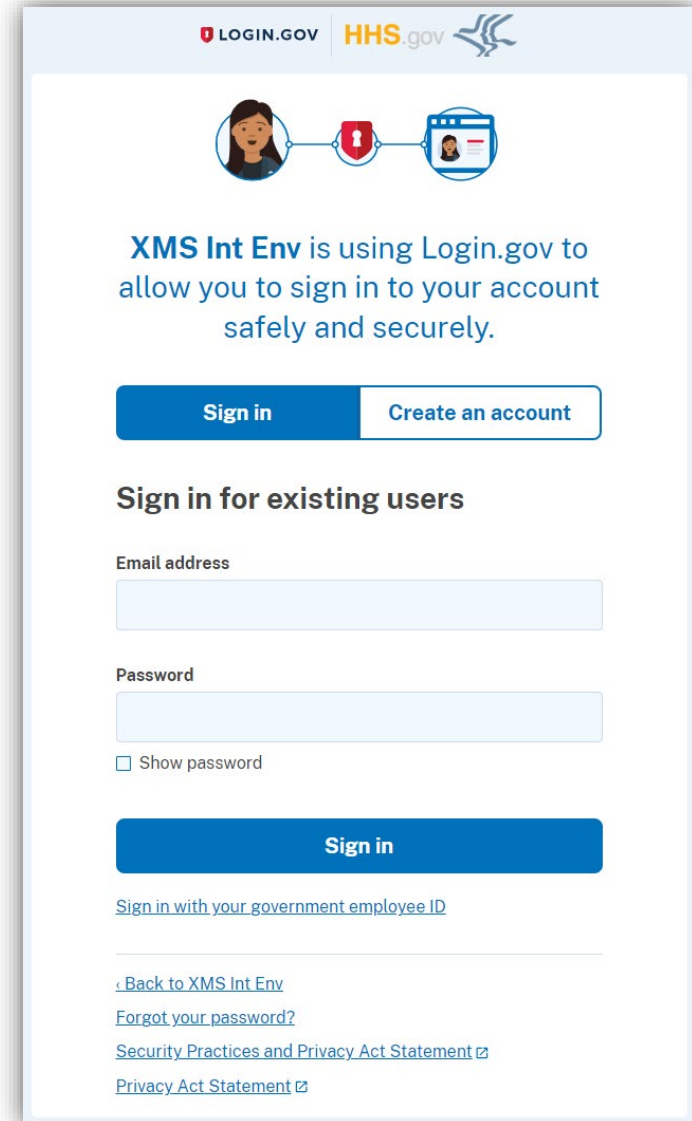


HRSA Data Collection Platform Transition Overview

- What is changing?
 - New HRSA Data Collection Platform is replacing the spreadsheets for your funding request and hospitals' activities
- Why?
 - New enhanced system provides a better user experience to complete and submit your Administrative Report
- Who is impacted?
 - HSD Small Rural Hospital Improvement Program (SHIP) grantees
- When does this go into effect?
 - All Administrative Reports for SHIP created on or after February 23, 2024
 - For FY23: June 1, 2023 – May 31, 2024
 - For FY24: June 1, 2024 – May 31, 2025

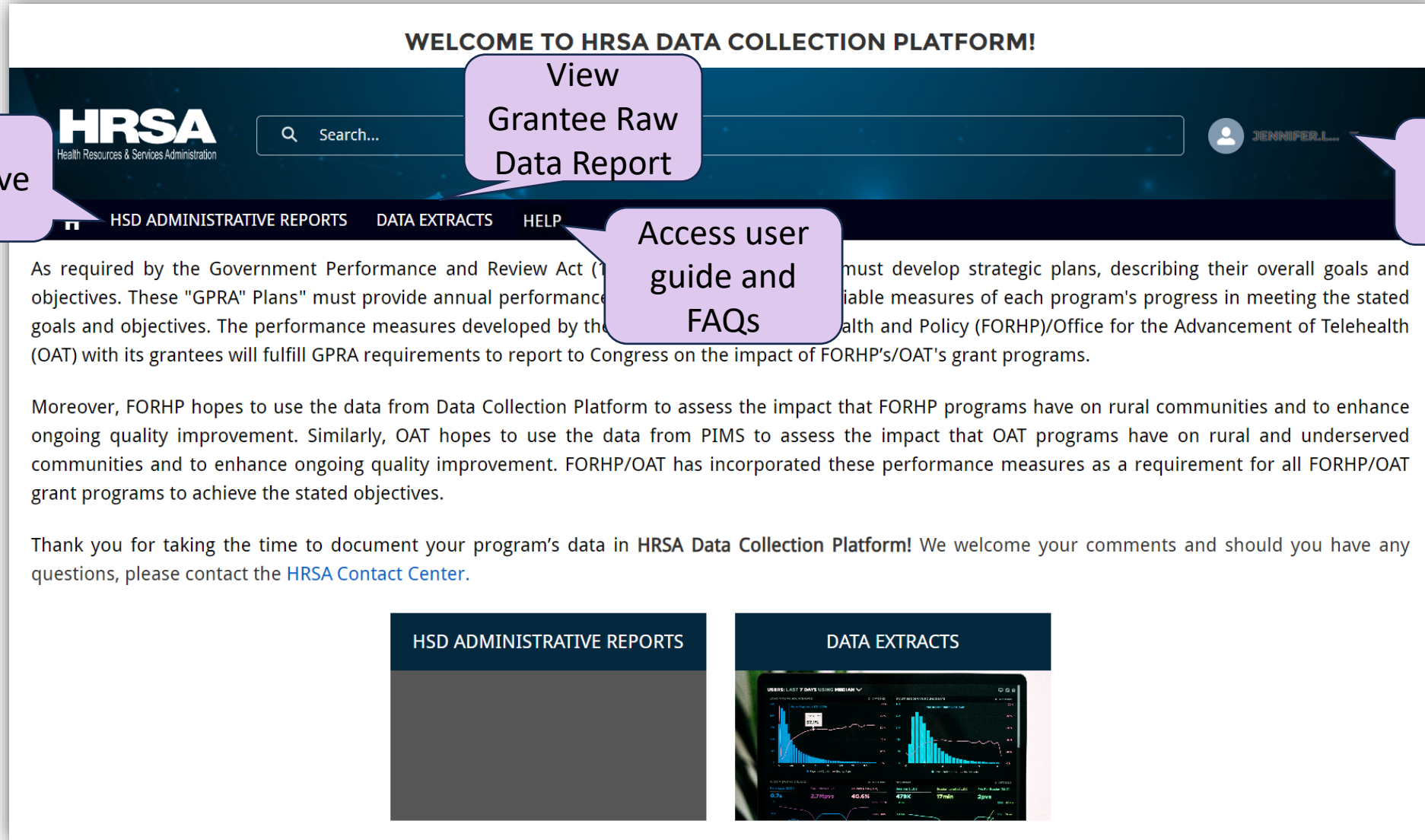
Accessing the HRSA Data Collection Platform and Homepage Navigation

- Login to <https://hrsa-dcpaas.my.site.com/pars> using Login.gov and two-factor authentication
 - Use the same email address and password as used for the EHBs Login.gov process
 - If you do not have a Login.gov account set up for the EHBs, refer to the [wiki help](#) page to create an account



The screenshot shows the Login.gov sign-in interface. At the top, there are logos for LOGIN.GOV, HHS.gov, and the HHS eagle. Below the logos is a diagram showing a person's profile, a red shield with a white key, and a computer monitor with a person's profile. The main text reads: "XMS Int Env is using Login.gov to allow you to sign in to your account safely and securely." There are two buttons: "Sign in" and "Create an account". Below this is a section for "Sign in for existing users" with input fields for "Email address" and "Password". There is a checkbox for "Show password". A large blue "Sign in" button is at the bottom of the form. Below the button is a link: "Sign in with your government employee ID". At the very bottom, there are four links: "Back to XMS Int Env", "Forgot your password?", "Security Practices and Privacy Act Statement", and "Privacy Act Statement".

HRSA Data Collection Platform Homepage




Demo – Logging in and Homepage






Completing and Submitting Administrative Reports

Administrative Report List

Home HSD ADMINISTRATIVE REPORTS DATA EXTRACTS HELP

Recently Viewed 

2 items 

	Tracking ID	Submission ...	Submission Name	Grant Number	Program Na...	Reporting Period	Status
1	HSD-AR-01280		FY 2024 SHIP	H3HRH00005	SHIP	06/01/2024 - 05/31/2025	Not Started
2	HSD-AR-00032		FY 2023 SHIP	H3HRH00005	SHIP	06/01/2023 - 05/31/2024	Not Started

Click to open
Administrative Report

Submission
Status

Administrative
Report Review
Status

Administrative Report List Views

- **Accepted Reports:** HRSA Project Officer (PO) has reviewed for budget & allowable activities and the grantee may proceed with the current year's plan; Accepted status
- **Approved Reports:** Received HRSA PO approval within 90 days after the project year ends; Approved status
- **Change Requested Reports:** HRSA PO requested updates; Change Requested status
- **In Progress Reports:** Grantee has not started or is still entering data; Not Started or In Progress status
- **Recently Viewed:** Administrative Reports you viewed recently; can be any status
- **Submitted Reports:** HRSA Grantee Submitted the report and it is being reviewed by the HRSA PO; Submitted status


The screenshot displays the 'HSD ADMINISTRATIVE REPORTS' interface. On the left, a 'Recently Viewed' dropdown menu is open, showing a list of report statuses: Accepted Reports, Approved Reports, Change Requested Reports, In Progress Reports, Recently Viewed (Pinned list), and Submitted Reports. A callout bubble points to the pin icon next to 'Recently Viewed' with the text 'Click to pin a default view'. Another callout bubble points to the 'Recently Viewed' option with the text 'Click to change list view'. On the right, a search bar is labeled 'Search options' with the text 'Search this list...'. Below the search bar is a table with columns for Program Name, Reporting Period, and Status.

Program Na...	Reporting Period	Status
CHIP	06/01/2025 - 05/31/2026	Not Started
CHIP	06/01/2023 - 05/31/2024	Not Started

Administrative Report Navigation

Home HSD ADMINISTRATIVE REPORTS DATA EXTRACTS HELP

All forms have been completed and validated. You may proceed to submit this report.

Tracking ID  HSD Administrative Report
HSD-AR-00032

Grant and Administrative Report Details

Submit Administrative Report [Submit for Review](#)

▼ H3HRH00005: COUNTY TECHNICAL INSTITUTE (06/01/2023 - 05/31/2024)


Grant Number H3HRH00005	Grantee COUNTY TECHNICAL INSTITUTE	Review Status In Progress
Current Reporting Period 06/01/2023 - 05/31/2024	Report Due Date 03/08/2024	Submitted Date 12/31/2023

Grantee Data Entry **View read-only**

○ Not Started ○ In-Progress ✓ Complete

- ✓ Form 1: Hospital Information [View](#) [Edit](#)
- ✓ Form 2: Investments and Budgets [View](#) [Edit](#)

Click to Edit Form [Download PDF](#)

>  Approval History (0) **Review and Approval Details**

Begin Administrative Report

Home | HSD ADMINISTRATIVE REPORTS | DATA EXTRACTS | HELP

HSD Administrative Report
HSD-AR-00032

▼ H3HRH00005: COUNTY TECHNICAL INSTITUTE (06/01/2023 - 05/31/2024)

Grant Number H3HRH00005	Grantee COUNTY TECHNICAL INSTITUTE	Review Status Not Started
Current Reporting Period 06/01/2023 - 05/31/2024	Report Due Date 03/08/2024	Submitted Date 12/31/2023

Grantee Data Entry

○ Not Started ○ In-Progress ● Complete

🕒 Form 1: Hospital Information	👁 View	✎ Edit
○ Form 2: Investments and Budgets	👁 View	✎ Edit

Download PDF

> 👤 Approval History (0)

Administrative Report Form Status

Form Statuses

Click to work on Administrative Report

Form 1 Hospital Information Navigation

Form 1: Hospital Information

> H3HRH00005: COUNTY TECHNICAL INSTITUTE (06/01/2023 - 05/31/2024)

[Back to main screen](#)

Hospital Information

The purpose of this form is to gather information on all SHIP participating hospitals.

Add

Status	Hospital Name	Address City State Zip	CAH?	Tribally operated hospital under Titles I and V of P.L. 93-638?	Bed Size: 49 Beds or Less	
✓			Yes	No	20	<input type="checkbox"/>
✓			Yes	No	25	<input type="checkbox"/>
✓			Yes	No		<input type="checkbox"/>

Records per page: 10

Mark form as complete

< Previous Page 1 of 4 Next >

Next

Click to Add new Hospitals

Click to Edit or View data

Select number of records to display

Click Previous or Next to view additional data

Click Next to Save and continue to Form 2

Click to Complete Form

Add/Edit/View Hospital Information

Add/Edit/View Hospital

* HSD Administrative Report

* CMS Certification Number (CCN)

* Hospital Name

* Address

* City

* State

* Status

Comments for status update

Save Changes

Form 2 Investments and Budgets

Form 2: Investments and Budgets

> H3HRH00005: COUNTY TECHNICAL INSTITUTE (06/01/2023 - 05/31/2024)

[Back to main screen](#)

SHIP Purchasing Menu Investments and Budgets

Please fill in the investment and budget information for all the hospitals.

Status	Hospital Name	VBP \$	ACO/Shared Savings \$	PB/PPS \$	Funding Request	VBP %	ACO/Shared Savings%	PB/PPS %	
✓		\$0.00	\$0.00	\$13,300.00	\$13,300.00	0%	0%	100%	▼
✓		\$13,300.00	\$0.00	\$0.00	\$13,300.00	100%	0%	0%	Manage
✓		\$0.00	\$13,300.00	\$0.00	\$13,300.00	0%	100%	0%	▼
✓		\$0.00	\$0.00	\$13,300.00	\$13,300.00	0%	0%	100%	▼
Total		\$17,400.00	\$89,000.00	\$26,600.00	\$133,100.00	13.07%	66.93%	20%	
Grand Total		\$112,400.00	\$247,500.00	\$119,300.00	\$479,200.00	23.46%	51.65%	24.9%	

Manage data

Click to Complete Form

Records per page
10

Mark form as complete

< Previous Page 1 of 4 > Next

Next

Manage Investment Data

Add SHIP Purchasing Menu Investments and Investment Budget

For the upcoming fiscal year:

- Select the investment/activity under the appropriate category that each hospital will participate in during the upcoming fiscal year. The drop-down box options correspond with the SHIP Allowable Investments guidance which can be accessed at <https://www.ruralcenter.org/resources/grant-guidance-and-reporting-templates>.
- Briefly describe the specific activity selected, such as the type of equipment, software, or training.
- Select "Not Started" as the level of progress for all activities selected.

For the current fiscal year:

- Update the investment/activity under the appropriate category that each hospital participated in during the current fiscal year. The drop-down box options correspond with the SHIP Allowable Investments guidance which can be accessed at <https://www.ruralcenter.org/resources/grant-guidance-and-reporting-templates>.
- Briefly describe the specific activity selected such as the type of equipment, hardware, software, or training.
- Select the level of progress for the activity selected:
 - None – the hospital has abandoned the investment/activity.
 - Not Started – the hospital is not yet working on the investment/activity with good faith plans to complete it by the end of the fiscal year.
 - Started – the hospital is currently and actively working on the investment/activity with good faith to complete it by the end of the fiscal year.
 - Completed – the hospital has fully implemented the selected investment/activity and is able to determine impact.
 - Postponed – the hospital was unable to complete the selected investment/activity during the current fiscal year and will in good faith complete it next fiscal year.

For the Annual Report:

- Update the investment/activity under the appropriate category that each hospital participated in during the previous fiscal year. The drop-down box options correspond with the SHIP Allowable Investments guidance which can be accessed at <https://www.ruralcenter.org/resources/grant-guidance-and-reporting-templates>.
- Briefly describe the specific activity selected, such as the type of equipment, software, or training.
- Select the final level of progress for the activities selected. The level of progress definitions are the same as described in the current fiscal year instructions above.

Investment Categories	SHIP Purchasing Menu Investments Type	Describe the specific activity selected such as type of equipment/software/training	Select the level of progress to date for the activities selected	Actions
Select an Option	Select an Option		Select an Option	Add

Investment Categories	SHIP Purchasing Menu Investments Type	Describe the specific activity selected such as type of equipment/software/training	Select the level of progress to date for the activities selected
1 Value-Based Purchasing (VBP)	B. MBQIP data collection process/related trai...		
2 Value-Based Purchasing (VBP)	C. Efficiency or quality improvement training ...		
3 Payment Bundling (PB) or Prospective Payme...	B. ICD-11 Training		

Hospital Name: CHI Lisbon Health

Investment Budget Requests

*VBP \$: 13312

*ACO/Shared Savings \$: 0

*PB/PPS \$: 0

Funding Request: 13312

Fund Distribution

VBP %: 100

ACO/Shared Savings %: 0

PB/PPS %: 0

SHIP Purchasing Menu Investments and Investment Budget Instructions

Add SHIP Purchasing Menu Investments and Investment Budget

For the upcoming fiscal year:

- Select the investment/activity under the appropriate category that each hospital will participate in during the upcoming fiscal year. The drop-down box options correspond with the SHIP Allowable Investments guidance which can be accessed at <https://www.ruralcenter.org/resources/grant-guidance-and-reporting-templates>.
- Briefly describe the specific activity selected, such as the type of equipment, software, or training.
- Select **"Not Started"** as the level of progress for all activities selected.

For the current fiscal year:

- Update the investment/activity under the appropriate category that each hospital participated in during the current fiscal year. The drop-down box options correspond with the SHIP Allowable Investments guidance which can be accessed at <https://www.ruralcenter.org/resources/grant-guidance-and-reporting-templates>.
- Briefly describe the specific activity selected such as the type of equipment, hardware, software, or training.
- Select the level of progress for the activity selected:
 - **None** – the hospital has abandoned the investment/activity.
 - **Not Started** – the hospital is not yet working on the investment/activity with good faith plans to complete it by the end of the fiscal year.
 - **Started** – the hospital is currently and actively working on the investment/activity with good faith to complete it by the end of the fiscal year.
 - **Completed** – the hospital has fully implemented the selected investment/activity and is able to determine impact.
 - **Postponed** – the hospital was unable to complete the selected investment/activity during the current fiscal year and will in good faith complete it next fiscal year.

Form
instructions

For the Annual Report:

- Update the investment/activity under the appropriate category that each hospital participated in during the previous fiscal year. The drop-down box options correspond with the SHIP Allowable Investments guidance which can be accessed at <https://www.ruralcenter.org/resources/grant-guidance-and-reporting-templates>.
- Briefly describe the specific activity selected, such as the type of equipment, software, or training.
- Select the final level of progress for the activities selected. The level of progress definitions are the same as described in the current fiscal year instructions above.

Investment Data Section

Investment Categories	SHIP Purchasing Menu Investments Type	Describe the specific activity selected such as type of equipment/software/training	Select the level of progress to date for the activities selected	Actions
Select an Option	Select an Option		Select an Option	Add
Investment Categories	Investments Type	Describe the specific activity selected such as type of equipment/software/training	Select the level of progress to date for the activities selected	
1 Value-Based Purchasing (VBP)		process/related trai...		
2 Value-Based Purchasing (VBP)		C. Efficiency or quality improvement training ...		
3 Payment Bundling (PB) or Prospective Payme...	B. ICD-11 Training			

Hospital Name

Investment Budget Requests

* VBP \$ 13300

* ACO/Shared Savings \$ 0

* PB/PPS \$ 0

Funding Request 13300

Fund Distribution

VBP % 100

ACO/Shared Savings % 0

PB/PPS % 0

Close Save

- Clear--
- ✓ Value-Based Purchasing (VBP)
- Accountable Care Organizati...
- Payment Bundling (PB) or Pr...

Use drop-down menus to complete fields

Select to Add to form

Required fields with asterisk

Click to Save data


Submit Administrative Report – Initial Review

Home | [HSD ADMINISTRATIVE REPORTS](#) | [DATA EXTRACTS](#) | [HELP](#)

All forms have been completed and validated. You may proceed to submit this report.

Submit to HRSA PO

Submit for Review

 HSD Administrative Report
HSD-AR-00032

▼ **H3HRH00005: COUNTY TECHNICAL INSTITUTE (06/01/2023 - 05/31/2024)**


Grant Number H3HRH00005	Grantee COUNTY TECHNICAL INSTITUTE	Review Status In Progress
Current Reporting Period 06/01/2023 - 05/31/2024	Report Due Date 03/08/2024	Submitted Date 12/31/2023

Grantee Data Entry

Not Started In-Progress Complete

<input checked="" type="checkbox"/> Form 1: Hospital Information	View	Edit
<input checked="" type="checkbox"/> Form 2: Investments and Budgets	View	Edit

[Download PDF](#)

>  Approval History (0)

Form in Complete status

Submit Confirmation and Status

Submit for Review

Comments

Add optional Comments

Cancel Submit

Click to Submit for HRSA PO review

After Submitting for Approval...

HSD ADMINISTRATIVE REPORTS DATA EXTRACTS HELP

Submitted Reports

1 item • Sorted by Tracking ID • Filtered by All hsd administrative reports - Status

Search this list...


	Tracking ID ↑	Submission Name	Grant Number	Program N...	Reporting Period	Status
1	HSD-AR-00032	FY 2023 SHIP	H3HRH00005	SHIP	06/01/2023 - 05/31/2024	Submitted

Administrative Report in Submitted status

Approval History and Accepted & Approved Reports

Approval History

🏠 HSD ADMINISTRATIVE REPORTS DATA EXTRACTS HELP

 HSD Administrative Report
HSD-AR-00032

> H3HRH00005: COUNTY TECHNICAL INSTITUTE (06/01/2023 - 05/31/2024)

Grantee Data Entry

○ Not Started ○ In-Progress ✓ Complete

- ✓ Form 1: Hospital Information [View](#)
- ✓ Form 2: Investments and Budgets [View](#)

[Download PDF](#)

Approval History updates as HRSA PO reviews and approves or requests changes


Approval History (1)


Date	Status	User	Comments
1/24/2024, 5:28 PM	Submitted	Grantee-HSD	Please review.

Click to view full comments

Accepted Administrative Reports

🏠 HSD ADMINISTRATIVE REPORTS DATA EXTRACTS HELP

Accepted Reports 

1 item • Sorted by Tracking ID • Filtered by All hsd administrative reports - Status 

	Tracking ID ↑	Submission Name	Grant Number	Program Name	Reporting Period	Status
1	HSD-AR-00025	FY 2023 SHIP	H3HRH00039	SHIP	06/01/2023 - 05/31/2024	Accepted


Click to access read-only view

Accepted Status

Updated Due Date and Submit for Final Review

Home HSD ADMINISTRATIVE REPORTS DATA EXTRACTS HELP

All forms have been completed and validated. You may proceed to submit this report.

 HSD Administrative Report
HSD-AR-00032

Submit for Review

Submit Report for Final Review





▼ H3HRH00005: COUNTY TECHNICAL INSTITUTE (06/01/2023 - 05/31/2024)

Grant Number H3HRH00005	Grantee COUNTY TECHNICAL INSTITUTE	Review Status In Progress
Current Reporting Period 06/01/2023 - 05/31/2024	Report Due Date 08/30/2024	Submitted Date 01/25/2024


Grantee Data Entry

Final Report Due Date

○ Not Started ⌚ In-Progress ✓ Complete


✓ Form 1: Hospital Information	 View	 Edit
✓ Form 2: Investments and Budgets	 View	 Edit

Download PDF


>  Approval History (3)

Approved Administrative Reports

Home | HSD ADMINISTRATIVE REPORTS | DATA EXTRACTS | HELP

Approved Reports 

1 item • Sorted by Tracking ID • Filtered by All hsd administrative reports - Status

Search this list... 

	Tracking ID ↑	Submission Name	Grant Number	Program Name	Reporting Period	Status
1	HSD-AR-00032	FY 2023 SHIP	H3HRH00005	SHIP	06/01/2023 - 05/31/2024	Approved



Click to access read-only view

Approved Status


Change Requests


Change Requested Reports

🏠 HSD ADMINISTRATIVE REPORTS DATA EXTRACTS HELP

 Change Requested Reports 

1 item • Sorted by Tracking ID • Filtered by All hsd administrative reports - Status

🔍 Search this list. 

	Tracking ID ↑	Submissio...	Submission Name	Grant Number	Program N...	Reporting Period	Status
1	HSD-AR-00032		FY 2023 SHIP	H3HRH00005	SHIP	06/01/2023 - 05/31/2024	Change Requested

Change Requested Status

Open Administrative Report, Update, and Resubmit

Change Request Comments

Home | HSD ADMINISTRATIVE REPORTS | DATA EXTRACTS | HELP

All forms have been completed and validated. You may proceed to submit this report.

Submit for Review

HSD Administrative Report
HSD-AR-00032

> H3HRH00005: COUNTY TECHNICAL INSTITUTE (06/01/2023 - 05/31/2024)

Grantee Data Entry

○ Not Started ⌚ In-Progress ✓ Complete

- ✓ Form 1: Hospital Information 👁 View ✎ Edit
- ✓ Form 2: Investments and Budgets 👁 View ✎ Edit

Download

Approval History (2)

Date	Status	User	Comments
1/25/2024, 12:06 PM	Change Requested	User1	Please update data
1/24/2024, 5:28 PM	Submitted	Grantee-HSD	Please review.

Resubmit after making changes

Click to view full comments

Comments for Change Requests

Demo – Completing and Submitting Reports



Grantee Raw Data Report

Home HSD ADMINISTRATIVE REPORTS DATA EXTRACTS **View Grantee Raw Data Report**

Reports
Recent
1 item

Search recent reports... [Settings]

REPORTS	Report Name	Description	Folder	Created By	Created On	Subscribed	
Recent	SHIP Grantee Raw Data	This report lists the SHIP Program Performance Indicators	PARS Grantee HSD SHIP	DCPaaS Admin	10/30/2023, 5:42 PM		[Dropdown]
Created by Me							Run Export
Private Reports							
All Reports							

FOLDERS

- All Folders
- Created by Me
- Shared with Me

FAVORITES

- All Favorites

Annotations:

- Open Grantee Raw Data Report**: Points to the report name 'SHIP Grantee Raw Data'.
- Select to view Reports, Folders, or Favorites**: Points to the left-hand navigation menu.
- Run or Export the report**: Points to the 'Run' and 'Export' options in the dropdown menu.

Grantee Raw Data Report Page



Report: PARS HSD SHIP Raw Data

SHIP Grantee Raw Data Report

This report lists the SHIP Program Performance Indicators

Search Add Chart Filter Refresh Export

Total Records

130

Export Data

<input type="checkbox"/> Account Name ↑	<input type="checkbox"/> Hospital Name ↑	<input type="checkbox"/> Tracking ID	<input type="checkbox"/> Status	<input type="checkbox"/> Data Collection Start Date	<input type="checkbox"/> Data Collection End Date	<input type="checkbox"/> Gra
<input type="checkbox"/> COUNTY TECHNICAL INSTITUTE (130)	[Redacted]	HSD-AR-00032	Active	6/1/2023	5/31/2024	H3F
	[Redacted]	HSD-AR-00032	Active	6/1/2023	5/31/2024	H3F
	[Redacted]	HSD-AR-00032	Active	6/1/2023	5/31/2024	H3F
	[Redacted]	HSD-AR-00032	Active	6/1/2023	5/31/2024	H3F
	[Redacted]	HSD-AR-00032	Active	6/1/2023	5/31/2024	H3F
	[Redacted]	HSD-AR-00032	Active	6/1/2023	5/31/2024	H3F
	[Redacted]	HSD-AR-00032	Active	6/1/2023	5/31/2024	H3F

Adjust view

View Administrative Report

Row Counts Detail Rows Subtotals Grand Total

Exporting Reports

The screenshot shows the 'Export' dialog box. At the top, the title is 'Export'. Below it, the 'Export View' section contains two options: 'Formatted Report' and 'Details Only'. The 'Formatted Report' option is selected, indicated by a blue checkmark in its top right corner. Below the options is a 'Format' dropdown menu set to 'Excel Format .xlsx'. At the bottom right, there are 'Cancel' and 'Export' buttons.

Export Formatted Report

Click Export after selecting the format

The screenshot shows the 'Export' dialog box. At the top, the title is 'Export'. Below it, the 'Export View' section contains two options: 'Formatted Report' and 'Details Only'. The 'Details Only' option is selected, indicated by a blue checkmark in its top right corner. Below the options are two dropdown menus: 'Format' set to 'Excel Format .xls' and 'Encoding' set to 'ISO-8859-1 (General US & Western Europe)'. At the bottom right, there are 'Cancel' and 'Export' buttons.

Export Details Only Report

Click Export after selecting the format

Demo – Grantee Raw Data Report



Important Reminders!

- The data does not autosave. Be sure to click Save on each page to save your work.
- The system times out after 15 minutes of inactivity, and you will lose any data not saved.
- Required fields are indicated with an asterisk (*).
- Validations are built into most of the entry fields
- After a HRSA PO request changes, you must resubmit the report for the HRSA PO to review again.



- Step by Step User Guides
- FAQs
- Login.gov Customer Support Team
 - Questions related to logging into the HRSA Data Collection Platform
 - <https://login.gov/contact/>
- HRSA Customer Support Team
 - Questions related to your administrative report
 - 877-464-4772 or <https://hrsa.my.salesforce-sites.com/EHBExternalForm>
- HRSA Project Officer (PO)
 - Questions about your grant or the data needed for the administrative report
 - <https://www.hrsa.gov/rural-health/grants/rural-hospitals/project-officers>

