

**HRSA Electronic Handbooks (EHBs)**  
**BHW's Performance Management Handbook (BPMH)**  
**A Quick Reference Sheet for Project Officers**

---

## Contents

1. Performance Report Review .....	1
2. Reviewing the Performance Report .....	1
3. Approve the Performance Report .....	2
4. Request Change of the Performance Report .....	2
5. The Grant Folder .....	2
6. Reports.....	3
7. Resources.....	3

## 1. BPMH Performance Report Review

BHW grantee organizations are required to complete Performance Reports. You will be required to review this submission report by the date listed in the **Complete Review By** column on the **Assigned Submissions-List** review. Follow the steps below to access the BHW Performance Report for review:

1. Log in to the EHBs (<https://grants.hrsa.gov/webinternal/login.asp>)
2. Click the **Tasks** tab at the top of the page. The **Pending Tasks – List** page will be displayed.
3. Click the View Tasks link on the right side of the **Tasks – Summary Overview List** page for BHP Performance Report. The **Assigned Submissions – List** page will be displayed.
4. Click the Review link for the performance report you want to review.  
(The performance report for which you clicked the Review link, should have a review status of either *Not Started* or *In Progress*.)

*Note:*

*The Review link also has an associated context menu, which can be dropped-down, by clicking the down-arrow (▼) to the right of the link.*

*The context menu contains the following links, which, when clicked, display additional material to assist in your review: Performance Reports, Comments, and Grant Folder. These links can all be accessed prior to beginning the review, or any time after the review has started.*

5. The **Submission – Review** page will be displayed.
6. To perform the review, click the Review link for the first form, and, when you're finished reviewing the form, click the **Continue** button to bring up the next form. Thereafter click the **Continue** button after you review each page, to successively bring the all the other forms for review.

Alternatively, you can review specific forms by clicking the Review links for the individual forms listed in the **Report Status Overview** section of the **Submission – Review** page.

## 2. Reviewing the Performance Report

The review of the report submission should be conducted using the associated business rules, program requirements and grant requirements for the program specific submission. During the review you may add form comments as well as report comments, as necessary. Finally, need to make a recommendation. Follow the steps below to access and complete the Performance Report Review:

While the **Submission - Review** page is displayed, you may click the links under the **Resources** heading resources near the top of the page. The resource links are: Current Performance Report | Prior Performance Report | Exceptions and Warnings | Comments.

Clicking a resource link displays a page corresponding to the link, in a separate window.

**HRSA Electronic Handbooks (EHBs)**  
**BHW's Performance Management Handbook (BPMH)**  
**A Quick Reference Sheet for Project Officers**

---

Each form of the report is listed on the **Submission - Review** page. By default, the initial review status for each form is  *PO Review Not Started*. When you review the form, and click the **Continue** button to indicate that you reviewed it, the review status will be updated to  *PO Review Complete*.

To start reviewing the report submission, click the Review link for the first form under the **Report Status Overview** section.

1. The first form will be displayed.
2. You can add form comments under the **Comments** section at the bottom of the form.
3. Once you complete reviewing the form, click the **Continue** button to proceed to the next form.
4. Follow steps 1-4 for each of the report forms.
5. When all the forms have been completed, and have a status of  *PO Review Complete*, you will be returned to the **Submission - Review** page.
6. If necessary, you can add report comments under the **Report Comments** section of the **Submission - Review** page.
7. At this point, you can make your review recommendation.
8. To make a recommendation, in the **Recommendation** section at the bottom of the **Submission - Review** page, select one of the following options, and follow the instructions in the sections below, to complete your review:
  - [Approve](#)
  - [Request Change](#)

Note: to complete your review, the review status of all forms must be  *PO Review Complete* (with a green check-mark in front of the status).

### 3. Approve the Performance Report

After selecting the **Approve** option:

1. Click the **Save and Continue** button at the bottom of the page.
2. The **Submission – Approve** page will be displayed.
3. Click the **Confirm** button to confirm and complete the review for the Performance Report.
4. You will be returned to the **Assigned Submissions – List** page.

### 4. Request Change of the Performance Report

*It should be noted that all your form comments as well as your report comments will be visible to the Grantee.*

After selecting the **Request Change** option:

1. Click the **Save and Continue** button at the bottom of the page.
2. The **Submission – Request Change** page will be displayed,
3. You are required to enter comments for the Grantee.
4. Click the **Confirm** button to confirm and complete the Performance Report review.
5. You will be returned to the **Assigned Submissions – List** page.

### 5. The Grant Folder

The Grant Folder is the repository for all information collected in the context of a grant, including post- award submissions.

To view or print a submission through the Grant Folder:

1. From any page, click the **Folders** Tab in the top navigation panel to display the **Folders – List** page.
2. Click the View link next to the Grant Folder to open the **Grant(s) - List** search page in a new window.
3. Enter the search criteria to locate the grant or grants of interest.
4. Click the **Search** button.

**HRSA Electronic Handbooks (EHBs)**  
**BHW's Performance Management Handbook (BPMH)**  
**A Quick Reference Sheet for Project Officers**

---

5. Grants that match your search criteria will be listed, sorted by grantee name.
6. Locate the grant, and then click the Grant Folder link.
7. The Grant Folder opens for the grant. On the menu on the left navigation panel, click the Submission menu link.
8. The Submissions will be listed.
9. Click the down-arrow (▼) next to the Options link to display a context menu listing all the options available.

## 6. Reports

There are reports that allow you to keep track of post-award submissions, as well as retrieve read-only (HTML format) copies of the submissions.

To access and run reports:

1. From any page, click the **Reports** tab.
2. This will open the **Reporting Services for the HRSA Electronic Handbooks** home page in a new window.

Refer to the [EHBs Knowledge Base](#) or the Training tab for CBTs covering the New EHBs Reports Module.

## 7. Resources

**Table 1: Resources**

EHBs-Related Assistance	<b>Contact Us:</b> Phone: (877) Go4-HRSA; (877) 464-4772 Link to contact us: <a href="http://www.hrsa.gov/about/contact/ehbhelp.aspx">http://www.hrsa.gov/about/contact/ehbhelp.aspx</a>
BPMH Help	<b>Access FAQs, and videos for BPMH at:</b> <a href="https://help.hrsa.gov/display/EHBSKBFG/Index">https://help.hrsa.gov/display/EHBSKBFG/Index</a>
EHBs URL	<a href="https://grants.hrsa.gov/webexternal/login.asp">https://grants.hrsa.gov/webexternal/login.asp</a>
HRSA/BHPr URL	<a href="http://bhpr.hrsa.gov/grants/reporting/index.html">http://bhpr.hrsa.gov/grants/reporting/index.html</a>