

Reporting through GEMS & Changes to Approved Grant Services, Budgets and Staff

DHSS Grants & Contracts Support Team

Grant Communication Tools

- Communication between partners is essential to success
- G&C provides a reliable DHSS point of contact
- GEMS is an accessible grant management tool

Content

- ❖ GEMS –Access, and Assigning Roles & Responsibilities, Organizational Updates,
- ❖ Cumulative Expenditures (CFRs)
- ❖ Line Item Budget Revisions (LIBRs) & Reporting Other Budget Changes
- ❖ Notifying DHSS of Proposed Changes including Service Plans, and Key Staff

GEMS Access

- User must have or create a log-in to My Alaska at <https://myalaska.state.ak.us/home/app>

The State of Alaska

myAlaska

[Login](#)

[Home](#)
[Forgot Username?](#)
[Forgot Password?](#)
[New User?](#)

[Browser Compatibility](#)

Services for:

Individuals

- › [Permanent Fund Dividend](#)
- › [Alaska Donor Registry](#)
- › [Report a vehicle accident](#)
- › [EMS certification and training information](#)
- › [Unemployment Insurance Benefits](#)
- › [APOC - Lobbyist/Employer of Lobbyist Reporting](#)
- › [View child support financial statements](#)
- › [myRnB \(Retirement and Benefits Services\)](#)
- › [Statewide training and development classes](#)
- › [Pay Food Worker Card Fee](#)

Businesses

- › [Employment Security Tax](#)
- › [DEC - Pay Invoices Online](#)
- › [DMV Partners](#)
- › [DEC Online Services](#)
- › [LSS - Online Filing Services](#)
- › [Measurement Standards and Commercial Vehicle Enforcement](#)
- › [DHSS - eGrants](#)
- › [DOR-Tax Division Services](#)
- › [DNR Oil & Gas Reporting](#)
- › [Submit employee hirings to CSSD](#)
- › [DOL Employer Surveys](#)
- › [DBP - EGrAMS Grant Management](#)

GEMS Guidance Available

- Log in and Click on the Help or Training Video icon located on the Welcome to GEMS page.



The screenshot shows the top navigation bar of the Alaska Department of Health and Social Services website. The header includes the State of Alaska logo and the text "State of Alaska". The main navigation menu contains links for "myAlaska", "My Government", "Resident", "Business in Alaska", "Visiting Alaska", and "State Employees". The page title is "Alaska Department of Health and Social Services" with a "Log in to myAlaska" link. Below the title are two tabs: "SOLICITATIONS" and "DOCUMENTS". The breadcrumb trail reads "State of Alaska > DHSS > GEMS > Welcome Page". The build version is "1.0.5385.32683". The main content area features a "Welcome To GEMS!" message with a question mark icon and a help icon. The GEMS logo is displayed at the bottom, with the text "GEMS GRANTS ELECTRONIC MANAGEMENT SYSTEM".

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Updating the Agency Profile GEMS

- Only “Power User(s)” have the ability to update the Agency Administration tab in GEMS.
- “Power User(s) are responsible for maintaining the Agency Contact information.
- There is a Power User Agency Administration training video.

State of Alaska > DHSS > GEMS > Training Videos Build Version: 1.0.5385.32683

 **GEMS Training Materials**

<input type="checkbox"/>	Title	Comments	File Size	Last Updated
<input type="checkbox"/>	 01 Introduction to GEMS (Flash)		13.5 MB	2014-09-12 10:35 AM
<input type="checkbox"/>	 01 Introduction to GEMS		14.5 MB	2014-09-12 10:37 AM
<input type="checkbox"/>	 02 Power User Agency Administration (Flash)		17.7 MB	2014-09-12 10:37 AM
<input type="checkbox"/>	 02 Power User Agency Administration		21.5 MB	2014-09-12 10:37 AM

Assigning Roles to Grantee Users

- All other agency users must be added into GEMS by the Agency Power User as a “Contact” and assigned the appropriate “read, write, or submit permissions for specific responses (aka applications) or grant awards.
- It’s the responsibility of the Agency Power User(s) to keep their Agency Profile current in GEMS.

Cumulative Fiscal Reports (CFRs) & the “Notes” field

- CFR’s are part of Milestone Processing. Grantee’s should review the Milestone Processing video for further information.
- CFR’s are accessed in each grant award record by clicking on the Reporting tab in the left navigation.
- Grantee’s may add notes to explain high/low expenditures reported during the month/quarter.

Grant Reports 7 AAC 78.200

- ❖ Grant Agreements contain reporting requirements & include at least:
 - Cumulative Fiscal Reports (CFR)
 - Project progress reports
- ❖ Required reports may also include:
 - Data reporting
 - Confidential client information

Confidential Client DATA or Protected Health Information

- ❖ Privacy & Security Procedures for Grantees
- ❖ Regulations concerning confidentiality
 - 7 AAC 78.220 Confidentiality
 - 7 AAC 78.250-Retention of Records
 - 7AAC 78.255 Transfer of Records
- ❖ HIPAA & HITECH Require Secure Reporting for Personally Identifiable and Confidential Info
 - Division Online Data Systems
 - Encrypted through DSM
 - Hard copies through U.S. Mail or Courier
 - Confidential Fax

USE SECURE MESSAGING – Reporting Confidential Information through the Email is Unsecure & Prohibited Direct Secure Messaging (DSM)

http://in.dhss.ak.local/its/docs/dhss_dsm_faq.pdf

❖ HIPAA compliant, encryption tool for reporting:

- EPHI (information that associates a specific person with a type of treatment or diagnosis)
- Personal Information (name, ssn, information that identifies a person)

<http://www.law.state.ak.us/departament/civil/consumer/4548.html>

- Financial or Benefits information
- Critical Incident Reports, Plans of Care, Home & Community Based Waivers , Personal Care or General Relief Assistance plans or associated documents

Changes to Grant Agreements

(7 AAC 78.260)

- ❖ Prior notification & approval is required to:
 - a) change the service plan of a grant project
 - b) change the beginning or ending date of a grant period
 - c) replace the director of the grant project
 - d) terminate a grant project (& mitigate disruption of services)
- ❖ DHSS must provide notification of a decision within 30 days of the receipt of written request.

Changes in Approved Grant Project Budgets

- ❖ Grant Amendment, or
- ❖ Line Item Budget Revision (LIBR)
 - Prior approval is needed for LIBRs > \$50,000 or 20% of an increased budget category
 - For amounts less than that threshold, notification is required within 30 days following the end of the next quarter

Line Item Budget Revisions (LIBR)

- ❖ LIBRs move approved funding amounts between line items & do not increase or decrease the total amount of the grant
- ❖ DHSS Program Managers approve LIBRs
- ❖ LIBRs are submitted and approved in GEMS
- ❖ The final deadline for LIBRs is 30 days from the end of the grant period

GRANTS & CONTRACTS

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Grant & Contracts web page:

<http://dhss.alaska.gov/fms/grants/pages/default.aspx>