



Contract Management and Reporting System

Preparing and Submitting a Program Report (Appendix A)

Preparing and Submitting Program Reports

- As Program Reports (Appendix A) reports near their due dates they will appear in the Program Reporting widget on the Dashboard. Users will not be able to access program reports more than 30 days prior to their due date.
- To view the program reports, press the “Edit” link on the right of the report description.
- This will direct your browser to the program report. This page will display specific information about the report shows the user the name of the organization, the reporting period (*period of time for which services were provided*), and the Program Name.
- Program reports consist of 4 different sections. These sections are:
 - **Contract Information** – This section of the report displays the information directly from your contract. This is for display purposes only. There is no data entry done in this section.
 - **Deliverables** – This section consists of questions that pertain to each of the contract deliverables.
 - **Consumer Perception of Care** (**Direct Service Contracts Only*) – This section of the report specifically asks about the Consumer Perception of Care surveying that all direct service contracts are requested to perform.
 - **Attachments** – This section of the report allows users to upload supporting documentation for their report. We encourage users to convert applicable files to .pdf format prior to uploading. This maximizes compatibility and minimizes the likelihood of technical issues. **Please note that file size is limited to 8MB. Any files larger than 8Mb, should be broken up into smaller files.*
- To access each of these five sections, select the button for the corresponding section in the report navigation bar (*located at the top right of the report navigation bar*) shown at the top right hand corner of the report.
- After navigating to the appropriate section of the report, enter the data into the required fields.
- Click “Save Information” in each section in the bottom right hand corner of each section. This will commit your data to the report. You are able to return at any point in the future, prior to submission, and edit all responses.
- When you have completed all of the reporting sections and are ready to submit, scroll down to the bottom of the program report page and press “Submit to BHS Baltimore”
- BHS Baltimore will then review the submitted report. If there are any questions, the user will be contacted for clarification by the services manager responsible for your

contract. Once all questions have been answered, BHS Baltimore will finalize the report, and your report will be successfully submitted.

- Should there need to be any edits to your report after it has been submitted to BHS Baltimore for review, you can request that the services manager reopen your report for editing.
- Should the services manager, upon review of your submitted report, find a need for revision of your report, they will resend the report to the organization for editing and resubmission.
- At this point you have successfully submitted your program report.

Monitoring the Status of Program Reports

- Users can monitor the status of their program reports on the Dashboard in the Program Reporting Widget. The status of the report is displayed to the far right of the report description. There are 5 status levels for any program reports. They are as follows.
 - **Report Due** – These are program reports that are due within the next 30 days.
 - **Past Due** – These program reports are past due and should be completed and submitted ASAP.
 - **Submitted to BHS Baltimore** – These program reports have been submitted to BHS Baltimore for review, but have not been accepted by the Services Manager responsible for this contract.
 - **Resent to Provider** – These program reports have been reviewed by the BHS Baltimore Services Manager responsible for this contract and have been deemed in need of further edits/revisions.
 - **Report Accepted by BHS Baltimore**– These reports have been submitted to BHS Baltimore for review and accepted by the Services Manager responsible for this contract.