

Michigan Department of Health and Human Services

STI/HIV Operations and Resource System



SHOARS

STI/HIV Operations and Resource System

**JANUARY 29 RELEASE
ENHANCEMENT UPDATE**

TABLE OF CONTENTS:

Contents

| | |
|---|----|
| GRANTS MANAGEMENT | 2 |
| Updates to Grants Management Amendment Language..... | 2 |
| Updates to Grants Management Manager Language | 5 |
| More SUBMIT Buttons | 7 |
| MATERIALS, SUPPLIES, & DATA REQUESTS | 8 |
| Update to Supply Order Request Form | 8 |
| Update to DCH File Transfer Technical Assistance Request..... | 12 |

**This release is cosmetic and is meant to enhance the end-user experience. It does not change or add to the functionality of SHOARS.

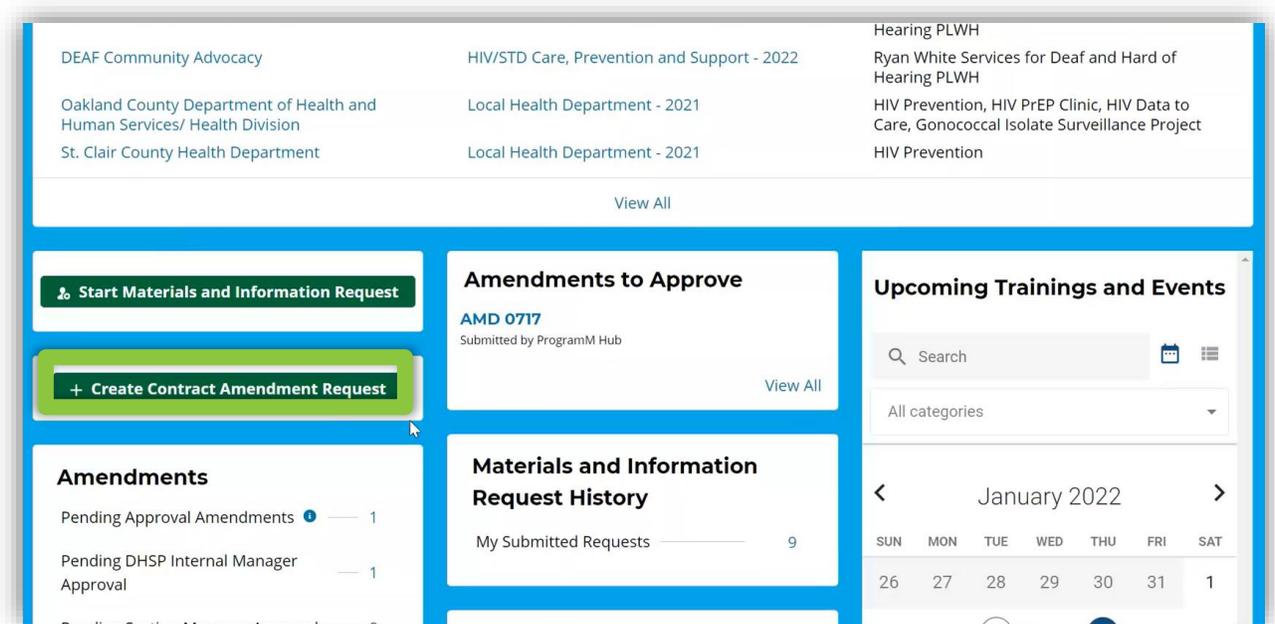
GRANTS MANAGEMENT

Updates to Grants Management Amendment Language

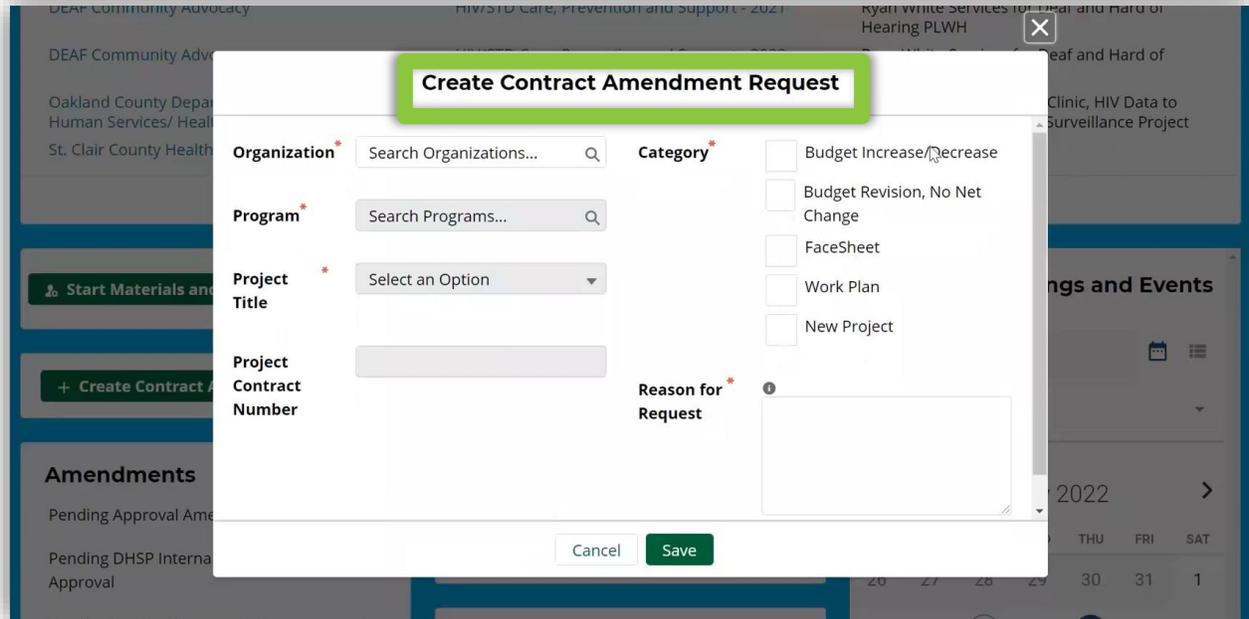
USER STORY: As a Grants Management User, I want to see the button “Submit Amendment Request” updated, so that I can better understand the function of this button.

The language has been updated from “Submit Amendment Request” to “Create Contract Amendment Request.”

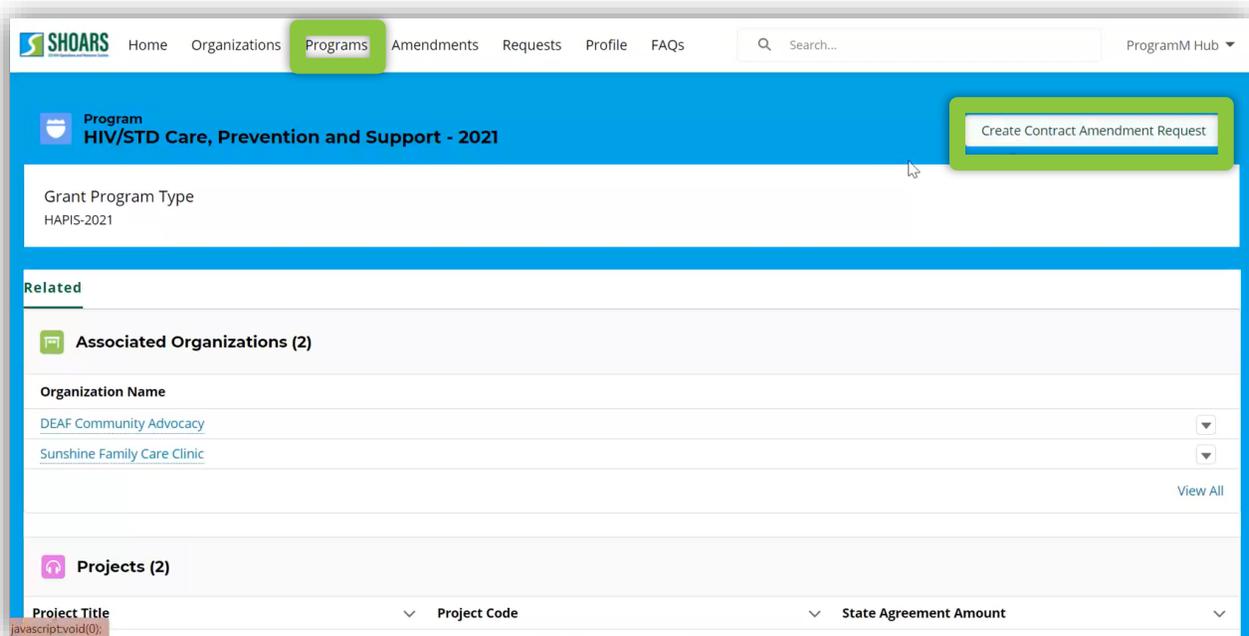
Functionality is the same!



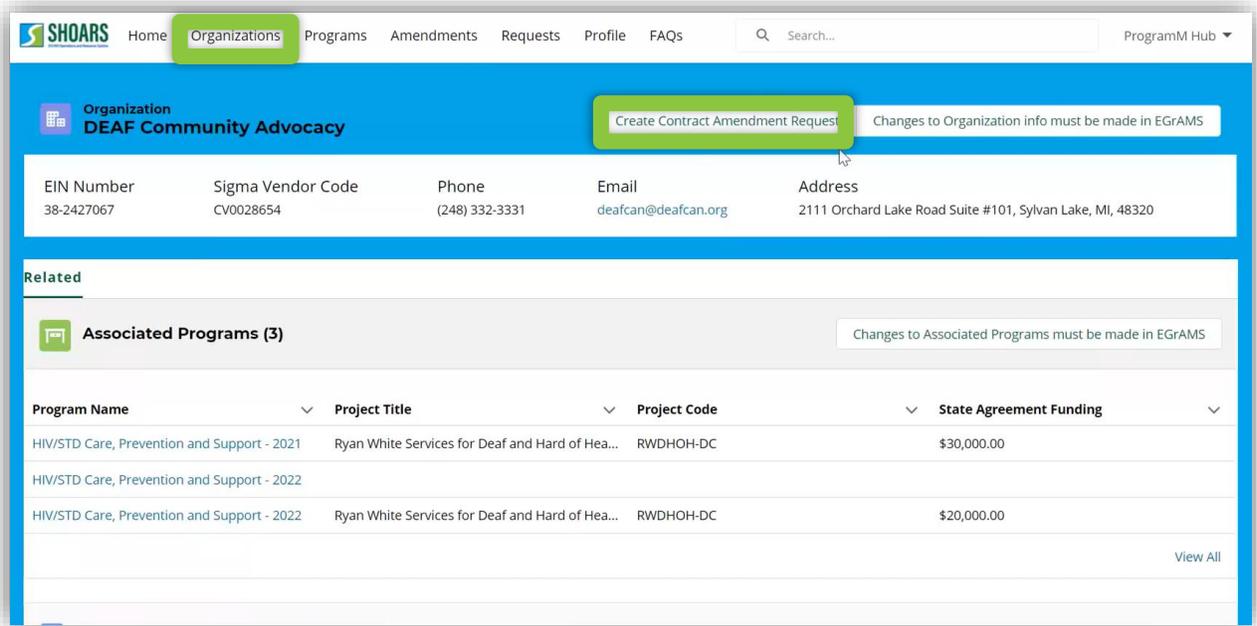
1. Enhancement changes can be seen in four main areas: **The Dashboard**



2. Enhancement changes can be seen in four main areas: **The Modal**



3. Enhancement changes can be seen in four main areas: **The Program Record by navigating to the Programs Tab**



The screenshot displays the SHOARS web application interface. The top navigation bar includes 'Home', 'Organizations', 'Programs', 'Amendments', 'Requests', 'Profile', 'FAQs', a search bar, and 'ProgramM Hub'. The 'Organizations' tab is highlighted. Below the navigation, the organization 'DEAF Community Advocacy' is shown with a 'Create Contract Amendment Request' button highlighted in green. A message states 'Changes to Organization info must be made in EGrAMS'. Below this, a table lists organization details:

| EIN Number | Sigma Vendor Code | Phone | Email | Address |
|------------|-------------------|----------------|---------------------|---|
| 38-2427067 | CV0028654 | (248) 332-3331 | deafcan@deafcan.org | 2111 Orchard Lake Road Suite #101, Sylvan Lake, MI, 48320 |

Below the details, there is a 'Related' section with a sub-section 'Associated Programs (3)'. A message states 'Changes to Associated Programs must be made in EGrAMS'. A table lists associated programs:

| Program Name | Project Title | Project Code | State Agreement Funding |
|---|---|--------------|-------------------------|
| HIV/STD Care, Prevention and Support - 2021 | Ryan White Services for Deaf and Hard of Hea... | RWDHOH-DC | \$30,000.00 |
| HIV/STD Care, Prevention and Support - 2022 | | | |
| HIV/STD Care, Prevention and Support - 2022 | Ryan White Services for Deaf and Hard of Hea... | RWDHOH-DC | \$20,000.00 |

A 'View All' link is located at the bottom right of the table.

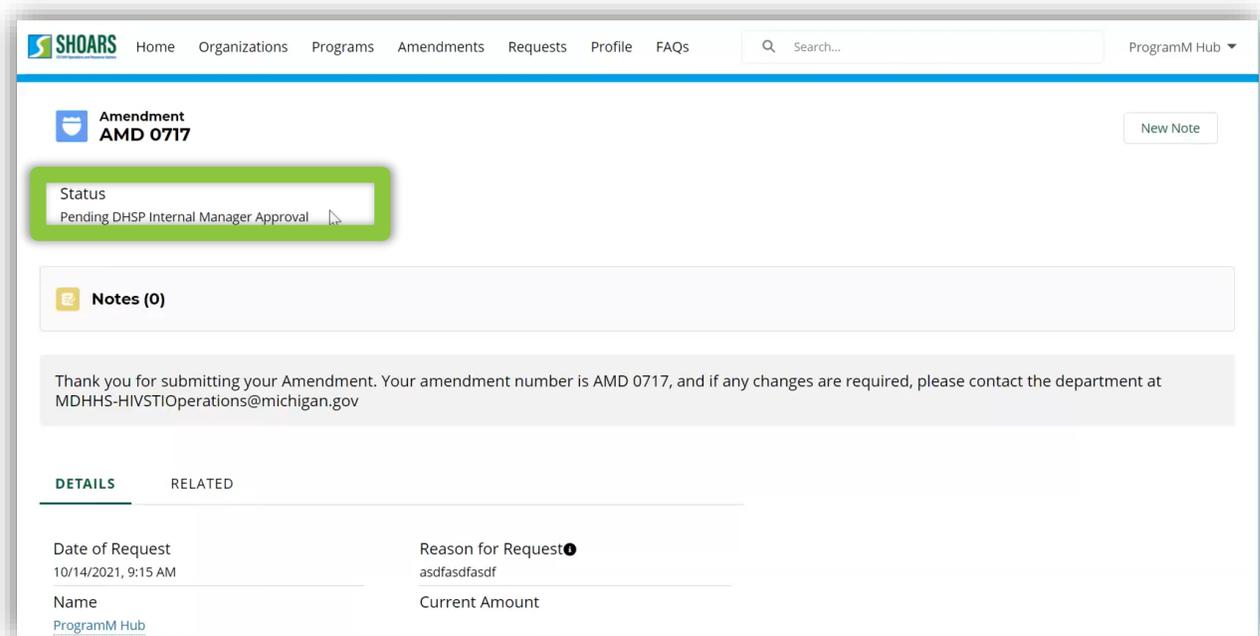
Enhancement changes can be seen in four main areas: **The Organization Record by navigating to the Organizations Tab**

Updates to Grants Management Manager Language

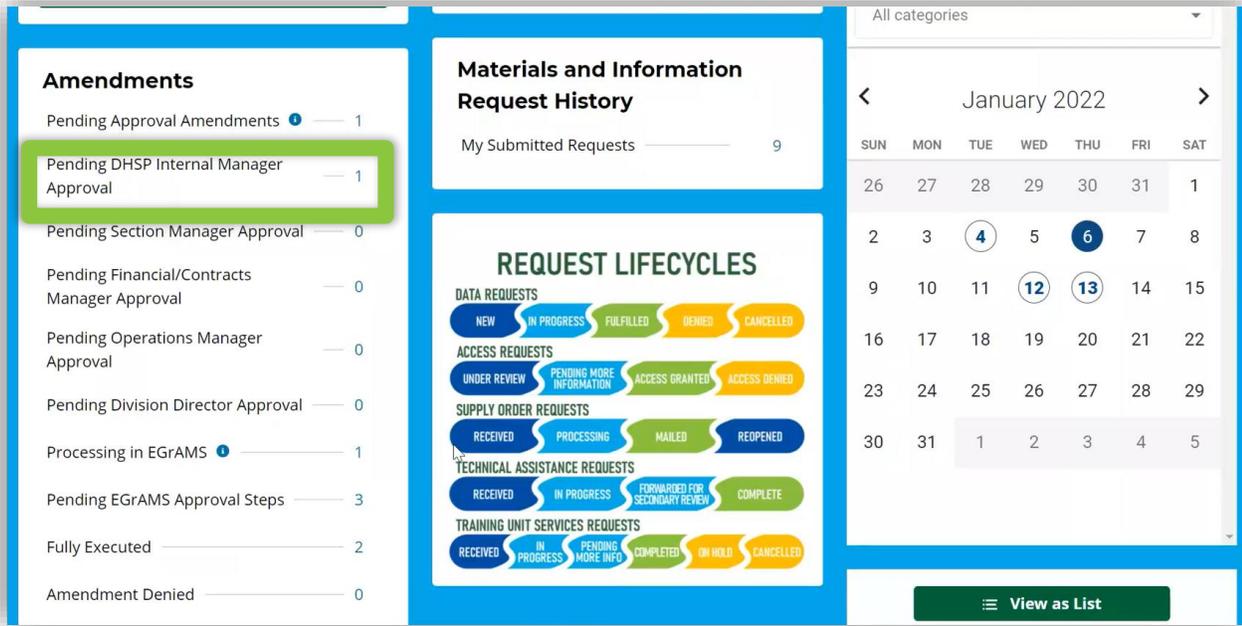
USER STORY: As a Grants Management User, I would like to see the status changed from "Pending Internal Manager Approval" to "Pending DHSP Internal Manager Approval"

The language has been updated from "Pending Internal Manager Approval" to "Pending DHSP Internal Manager Approval."

Functionality is the same!



1. Enhancement changes can be seen in two main areas: **In the Status section on the Amendment Record**



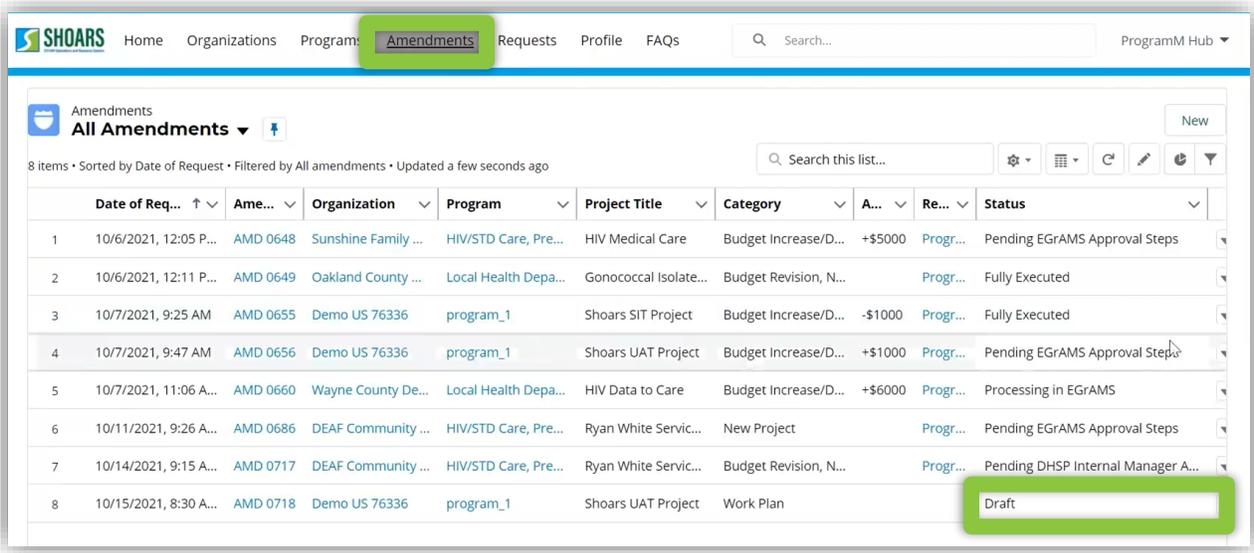
The screenshot displays the SHOARS dashboard interface. On the left, the 'Amendments' section lists various approval statuses with counts. The 'Pending DHSP Internal Manager Approval' item is highlighted with a green box. In the center, the 'Materials and Information Request History' section shows 'My Submitted Requests' with a count of 9. Below this is a 'REQUEST LIFECYCLES' diagram illustrating the stages for different request types: Data Requests (New, In Progress, Fulfilled, Denied, Cancelled), Access Requests (Under Review, Pending More Information, Access Granted, Access Denied), Supply Order Requests (Received, Processing, Mailed, Reopened), Technical Assistance Requests (Received, In Progress, Forwarded for Secondary Review, Complete), and Training Unit Services Requests (Received, In Progress, Pending More Info, Completed, On Hold, Cancelled). On the right, a calendar for January 2022 is visible, and a 'View as List' button is located at the bottom right of the dashboard area.

Enhancement changes can be seen in two main areas: **On the Homepage in the Amendments Overview**

More SUBMIT Buttons

USER STORY: As a Grant Management User, I would like to see a Submit button in more places for submitting amendment request.

NOTE: To see the Submit button enhancement, the amendment must show in the draft status.



SHOARS Home Organizations Programs **Amendments** Requests Profile FAQs Search... ProgramM Hub

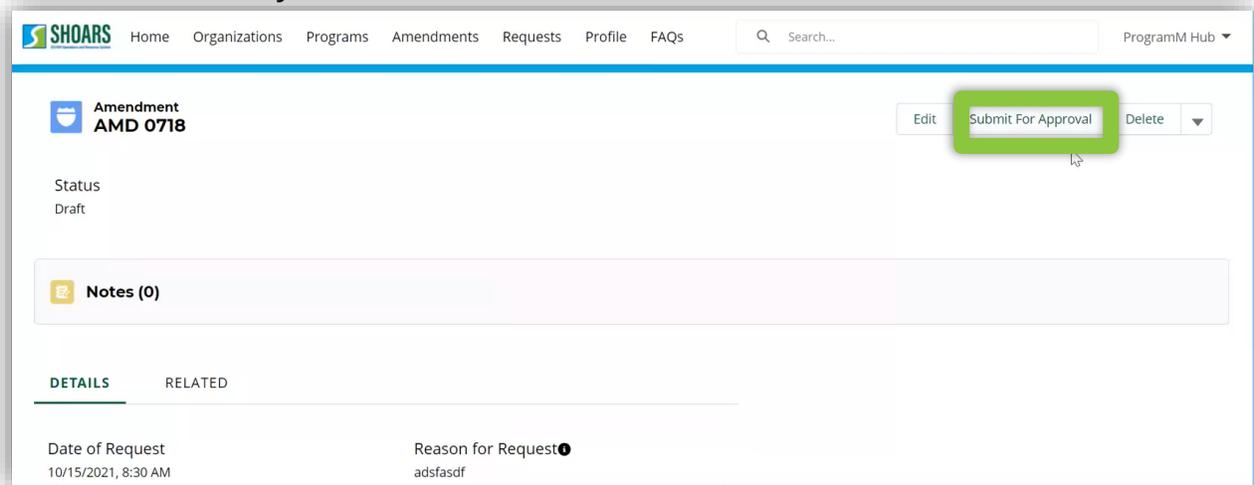
Amendments
All Amendments

8 items • Sorted by Date of Request • Filtered by All amendments • Updated a few seconds ago

| | Date of Req... | Ame... | Organization | Program | Project Title | Category | A... | Re... | Status |
|---|-----------------------|----------|---------------------|----------------------|-----------------------|-----------------------|---------|----------|------------------------------------|
| 1 | 10/6/2021, 12:05 P... | AMD 0648 | Sunshine Family ... | HIV/STD Care, Pre... | HIV Medical Care | Budget Increase/D... | +\$5000 | Progr... | Pending EGRAMS Approval Steps |
| 2 | 10/6/2021, 12:11 P... | AMD 0649 | Oakland County ... | Local Health Depa... | Gonococcal Isolate... | Budget Revision, N... | | Progr... | Fully Executed |
| 3 | 10/7/2021, 9:25 AM | AMD 0655 | Demo US 76336 | program_1 | Shoars SIT Project | Budget Increase/D... | -\$1000 | Progr... | Fully Executed |
| 4 | 10/7/2021, 9:47 AM | AMD 0656 | Demo US 76336 | program_1 | Shoars UAT Project | Budget Increase/D... | +\$1000 | Progr... | Pending EGRAMS Approval Steps |
| 5 | 10/7/2021, 11:06 A... | AMD 0660 | Wayne County De... | Local Health Depa... | HIV Data to Care | Budget Increase/D... | +\$6000 | Progr... | Processing in EGRAMS |
| 6 | 10/11/2021, 9:26 A... | AMD 0686 | DEAF Community ... | HIV/STD Care, Pre... | Ryan White Servic... | New Project | | Progr... | Pending EGRAMS Approval Steps |
| 7 | 10/14/2021, 9:15 A... | AMD 0717 | DEAF Community ... | HIV/STD Care, Pre... | Ryan White Servic... | Budget Revision, N... | | Progr... | Pending DHSP Internal Manager A... |
| 8 | 10/15/2021, 8:30 A... | AMD 0718 | Demo US 76336 | program_1 | Shoars UAT Project | Work Plan | | | Draft |

1. The Submit for Approval button has been updated from being found in the drop-down menu to appearing next to the **Edit** and **Delete** buttons on the Amendment Record.

Functionality is the same!



SHOARS Home Organizations Programs Amendments Requests Profile FAQs Search... ProgramM Hub

Amendment
AMD 0718

Status
Draft

Notes (0)

DETAILS RELATED

Date of Request
10/15/2021, 8:30 AM

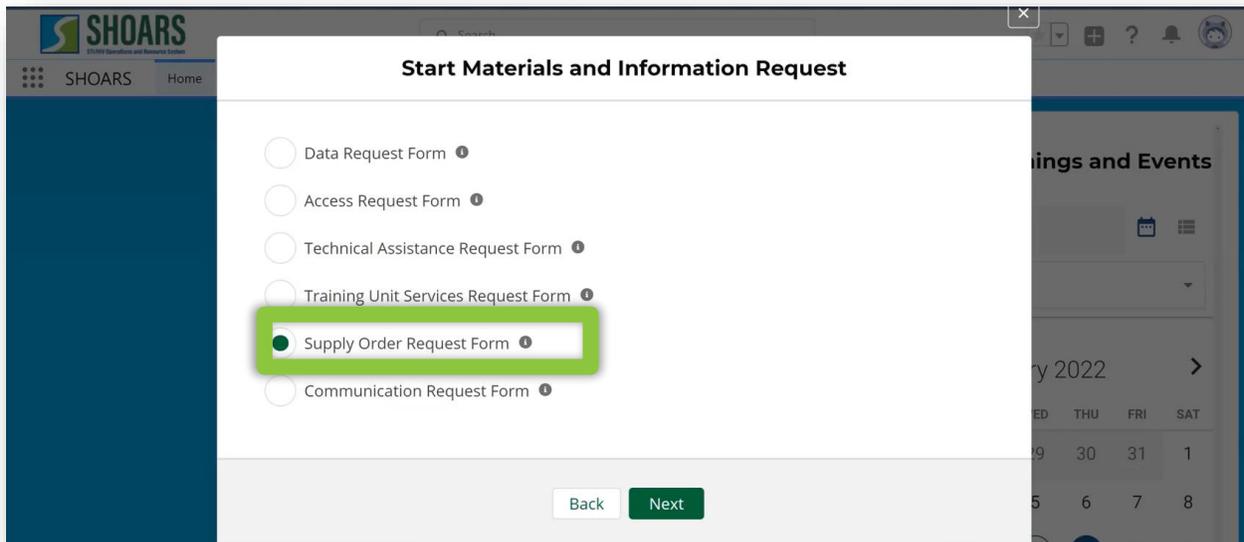
Reason for Request
adsfasdf

MATERIALS, SUPPLIES, & DATA REQUESTS

Update to Supply Order Request Form

USER STORY: As a SHOARS Materials & Information User, I want the Supply Order form to be updated to account for changes to the availability of materials.

To view the enhancements, navigate to the Start Materials and Information Request modal.

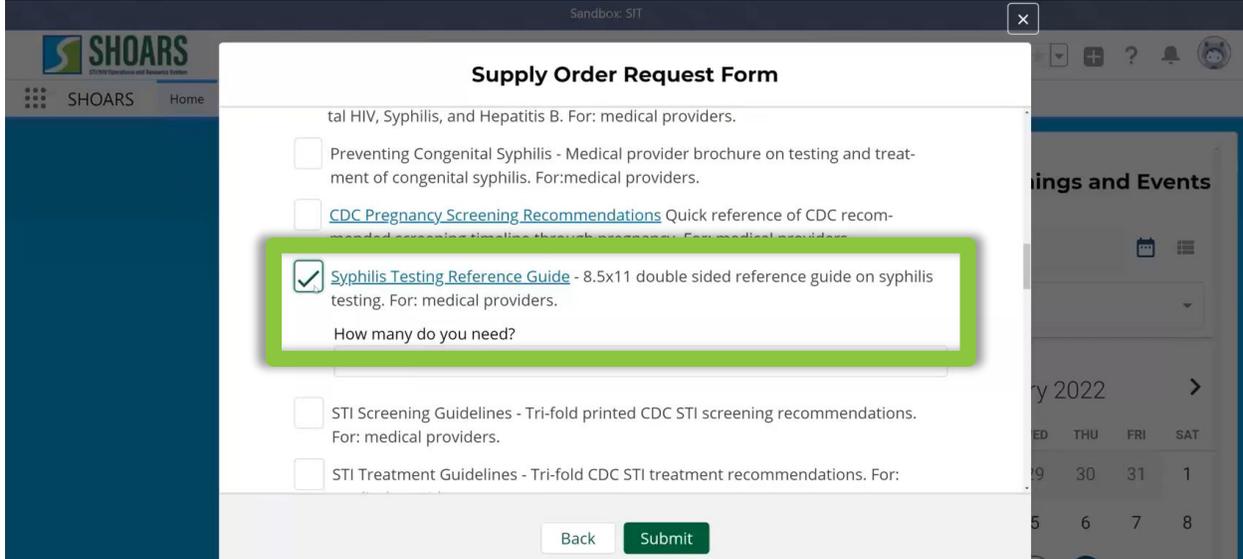


1. Select **SUPPLY ORDER REQUEST FORM** and select **NEXT**.



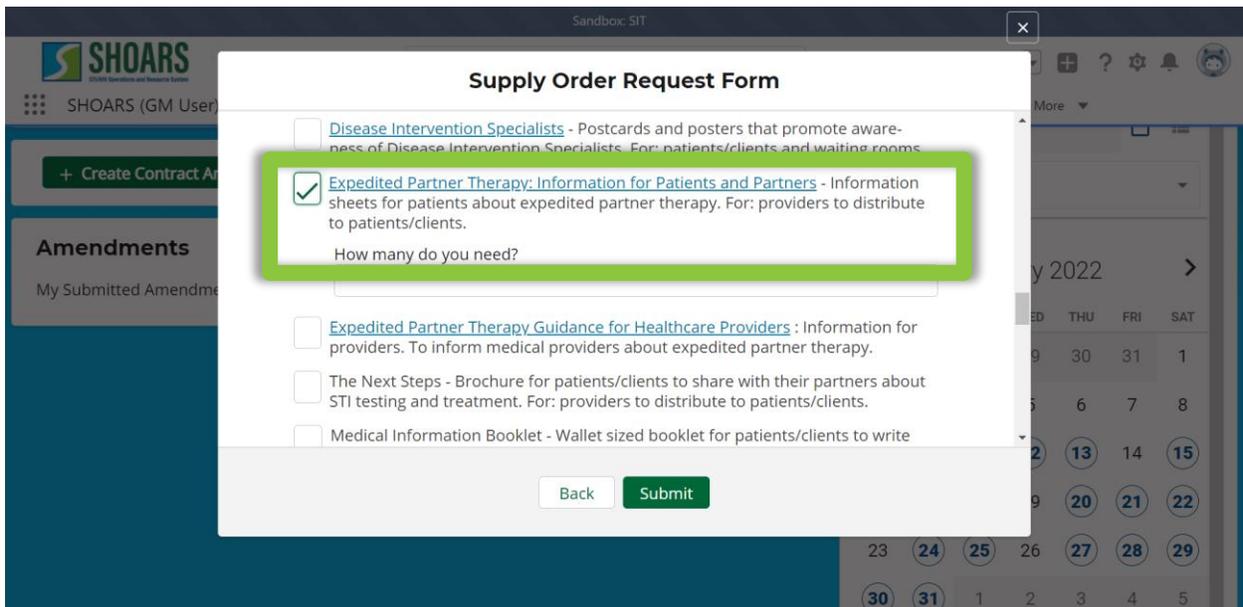
A New SHOARS disclaimer has been added in red with the MDHHS-SHOARS-SUPPORT@michigan.gov email below. Functionality of the form is the same.

JANUARY 29 RELEASE



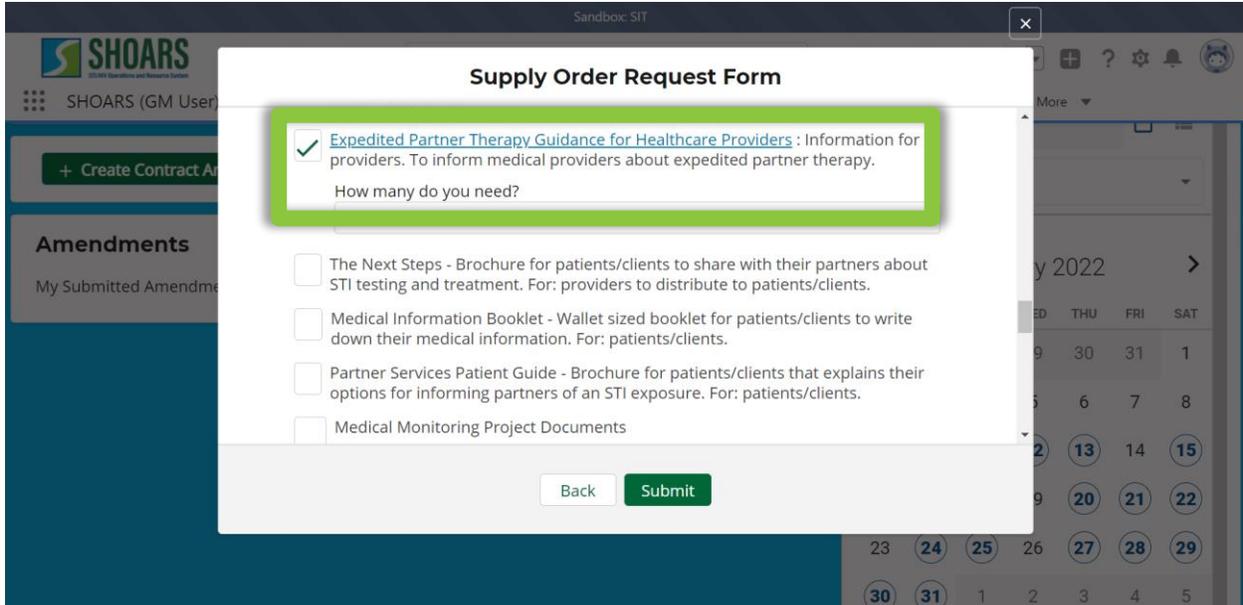
The screenshot shows the 'Supply Order Request Form' in the SHOARS system. The form lists several brochure and communication materials. The 'Syphilis Testing Reference Guide' is selected with a checked checkbox and highlighted with a green border. Below the checkbox is a text input field labeled 'How many do you need?'. Other items listed include 'Preventing Congenital Syphilis', 'CDC Pregnancy Screening Recommendations', 'STI Screening Guidelines', and 'STI Treatment Guidelines'. The form has 'Back' and 'Submit' buttons at the bottom.

2. New options have been added to the list of brochures and communication materials to request. Links have been added to: **Syphilis Testing Reference Guide**



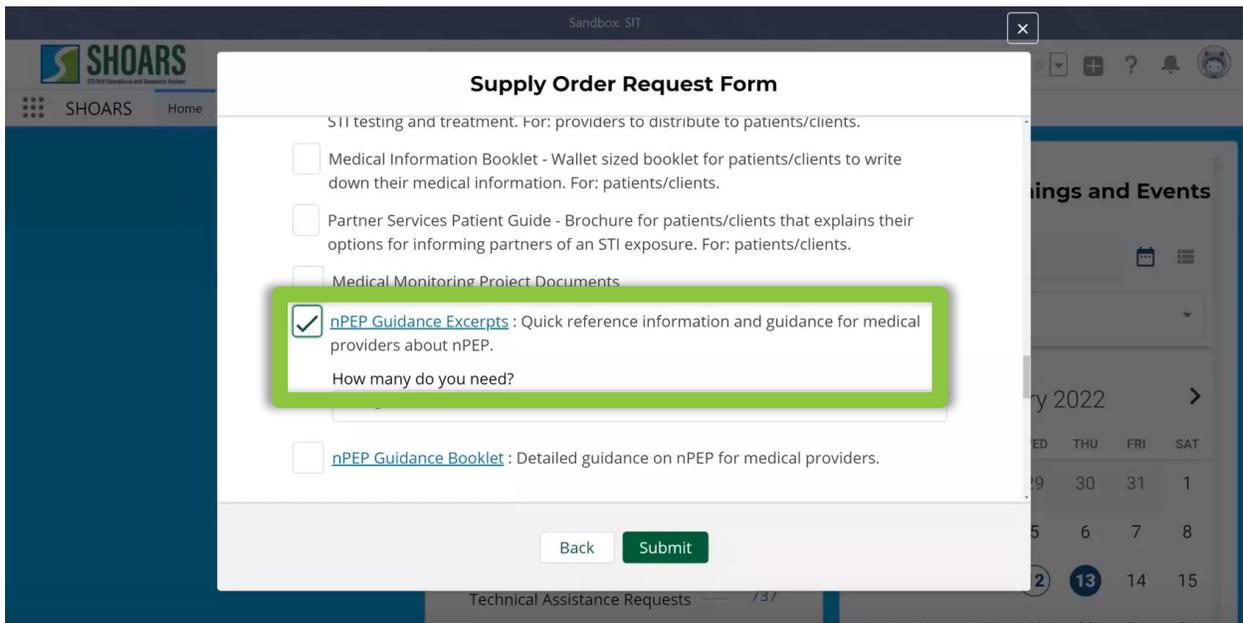
The screenshot shows the 'Supply Order Request Form' in the SHOARS system. The 'Expedited Partner Therapy: Information for Patients and Partners' is selected with a checked checkbox and highlighted with a green border. Below the checkbox is a text input field labeled 'How many do you need?'. Other items listed include 'Disease Intervention Specialists', 'Expedited Partner Therapy Guidance for Healthcare Providers', 'The Next Steps', and 'Medical Information Booklet'. The form has 'Back' and 'Submit' buttons at the bottom.

3. New options have been added to the list of brochures and communication materials to request. Links have been added to: **Expedited Partner Therapy Information for Patients and Partners.**



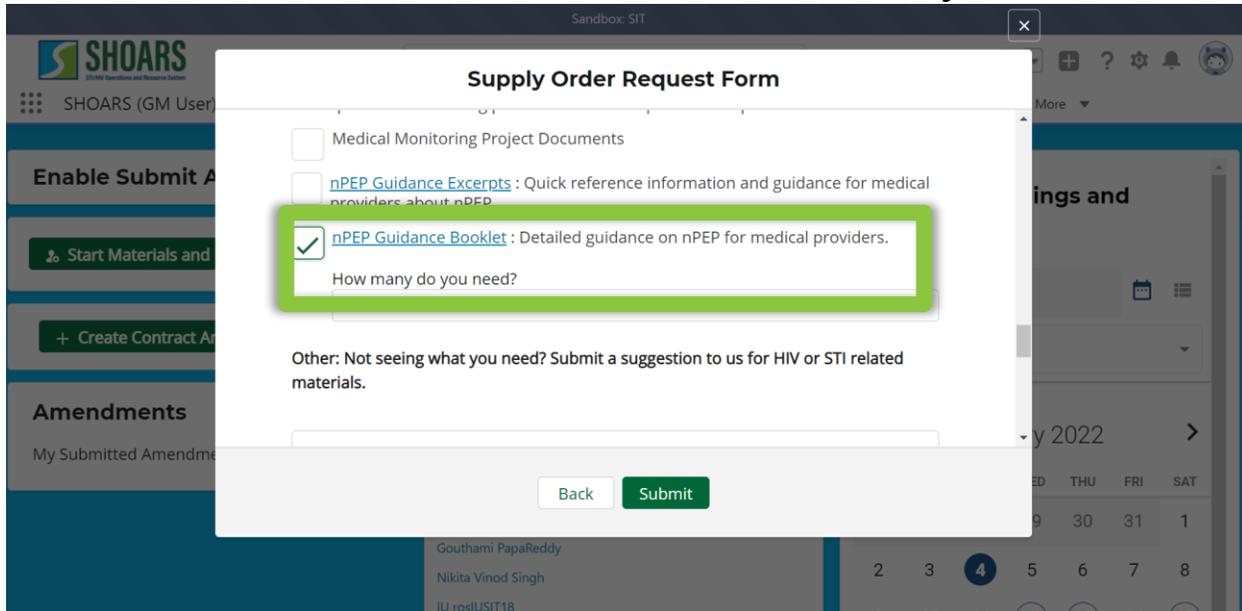
The screenshot shows the 'Supply Order Request Form' in the SHOARS system. A green box highlights the first option, which is checked: [Expedited Partner Therapy Guidance for Healthcare Providers](#) : Information for providers. To inform medical providers about expedited partner therapy. Below this option is a text input field labeled 'How many do you need?'. Other options include 'The Next Steps - Brochure for patients/clients to share with their partners about STI testing and treatment...', 'Medical Information Booklet - Wallet sized booklet for patients/clients to write down their medical information...', 'Partner Services Patient Guide - Brochure for patients/clients that explains their options for informing partners of an STI exposure.', and 'Medical Monitoring Project Documents'. 'Back' and 'Submit' buttons are at the bottom.

4. New options have been added to the list of brochures and communication materials to request. Links have been added to: **Expedited Partner Therapy Guidance for Healthcare Providers.**



The screenshot shows the 'Supply Order Request Form' in the SHOARS system. A green box highlights the option that is checked: [nPEP Guidance Excerpts](#) : Quick reference information and guidance for medical providers about nPEP. Below this option is a text input field labeled 'How many do you need?'. Other options include 'STI testing and treatment. For: providers to distribute to patients/clients.', 'Medical Information Booklet - Wallet sized booklet for patients/clients to write down their medical information.', 'Partner Services Patient Guide - Brochure for patients/clients that explains their options for informing partners of an STI exposure.', 'Medical Monitoring Project Documents', and '[nPEP Guidance Booklet](#) : Detailed guidance on nPEP for medical providers.'. 'Back' and 'Submit' buttons are at the bottom.

5. New options have been added to the list of brochures and communication materials to request. Links have been added to: **nPEP Guidance Excerpts**



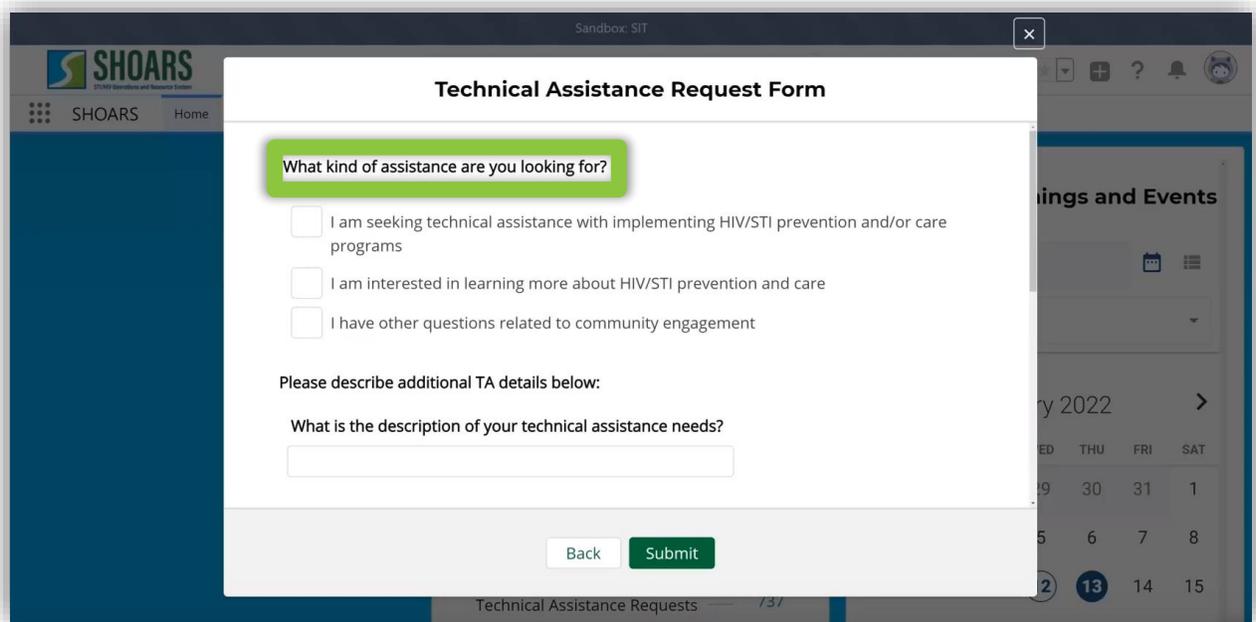
New options have been added to the list of brochures and communication materials to request. Links have been added to: **nPEP Guidance Booklet**

JANUARY 29 RELEASE

Update to DCH File Transfer Technical Assistance Request

USER STORY: As a SHOARS user, I want to see changes to the Technical Assistance form and management to account for DCH File Transfer Technical Assistance requests.

NOTE: These actions were made to the Registered User form. To see the enhancement, navigate to **“Start Materials and Information Request”** and select **“Technical Assistance Request Form”**.

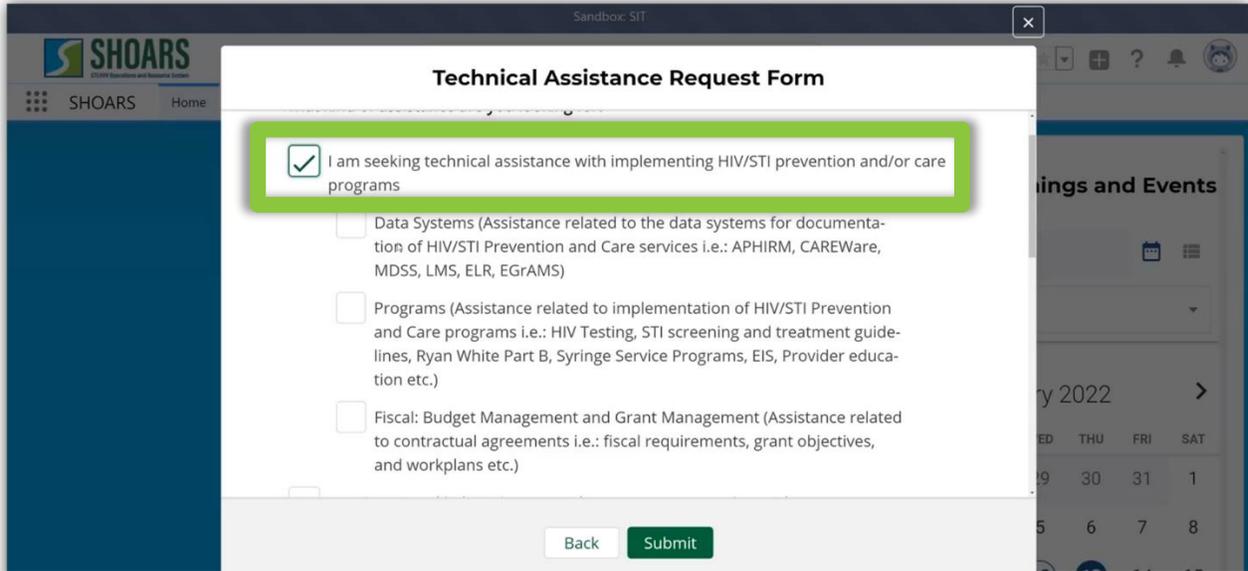


The screenshot shows a web browser window displaying the SHOARS Technical Assistance Request Form. The form is titled "Technical Assistance Request Form" and is overlaid on a background of the SHOARS application interface. The form contains the following elements:

- A question: "What kind of assistance are you looking for?" (highlighted in green).
- Three radio button options:
 - I am seeking technical assistance with implementing HIV/STI prevention and/or care programs
 - I am interested in learning more about HIV/STI prevention and care
 - I have other questions related to community engagement
- A section titled "Please describe additional TA details below:"
- A text input field with the label "What is the description of your technical assistance needs?"
- Two buttons at the bottom: "Back" and "Submit".

1. The enhancement was made to the first question **“What kind of Assistance are you looking for?”** The rest of the form remains the same.

JANUARY 29 RELEASE



The screenshot shows the SHOARS Technical Assistance Request Form. The first option, "I am seeking technical assistance with implementing HIV/STI prevention and/or care programs", is selected and highlighted with a green box. Below it are three unselected options: "Data Systems", "Programs", and "Fiscal".

Technical Assistance Request Form

I am seeking technical assistance with implementing HIV/STI prevention and/or care programs

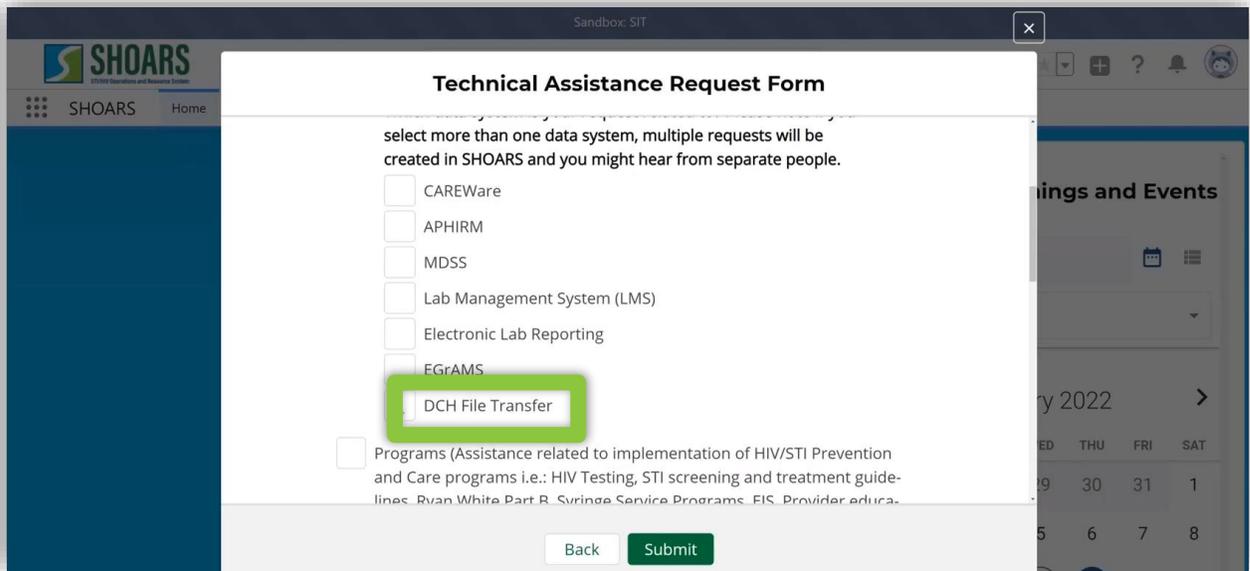
Data Systems (Assistance related to the data systems for documentation of HIV/STI Prevention and Care services i.e.: APHIRM, CAREWare, MDSS, LMS, ELR, EGrAMS)

Programs (Assistance related to implementation of HIV/STI Prevention and Care programs i.e.: HIV Testing, STI screening and treatment guidelines, Ryan White Part B, Syringe Service Programs, EIS, Provider education etc.)

Fiscal: Budget Management and Grant Management (Assistance related to contractual agreements i.e.: fiscal requirements, grant objectives, and workplans etc.)

Back Submit

2. When selecting the first option, the same three questions appear. When you select the **Data Systems** sub-category option, you will see the addition of another option.



The screenshot shows the SHOARS Technical Assistance Request Form with the "Data Systems" sub-category selected. A list of data systems is displayed, with "DCH File Transfer" highlighted in a green box. A note above the list states: "select more than one data system, multiple requests will be created in SHOARS and you might hear from separate people."

Technical Assistance Request Form

select more than one data system, multiple requests will be created in SHOARS and you might hear from separate people.

CAREWare

APHIRM

MDSS

Lab Management System (LMS)

Electronic Lab Reporting

EGrAMS

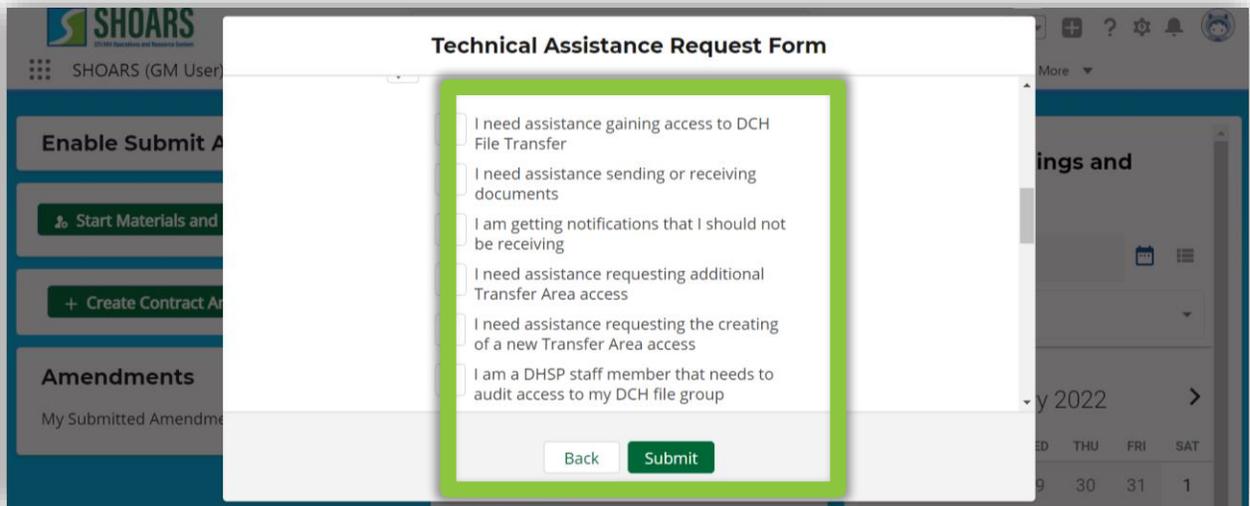
DCH File Transfer

Programs (Assistance related to implementation of HIV/STI Prevention and Care programs i.e.: HIV Testing, STI screening and treatment guidelines, Ryan White Part B, Syringe Service Programs, EIS, Provider education etc.)

Back Submit

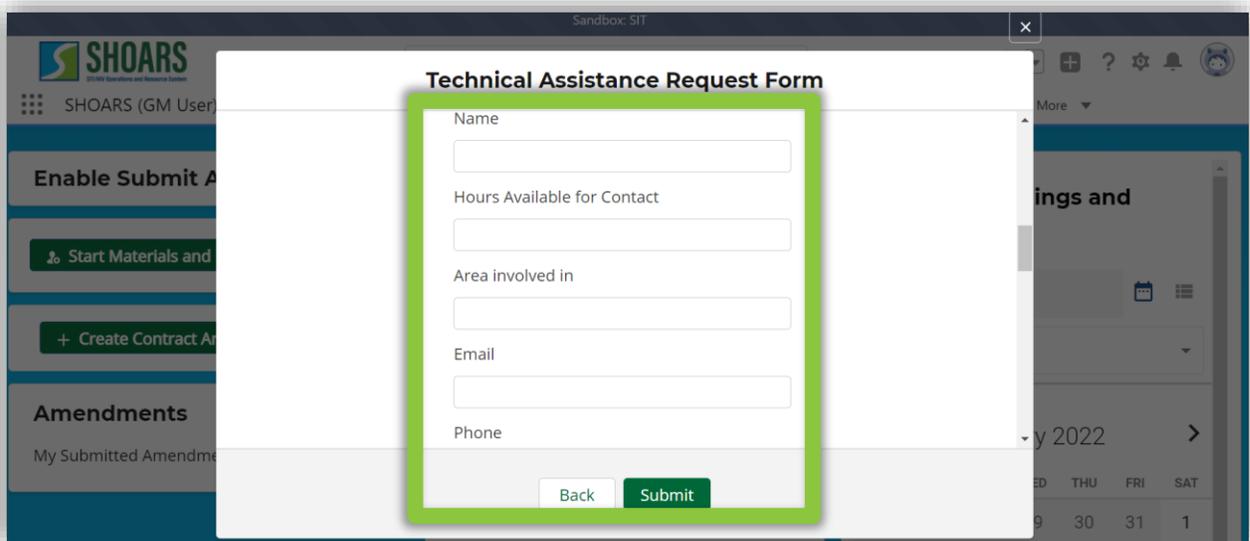
3. **NOTE:** You can see a new option, DCH File Transfer, has been added.

JANUARY 29 RELEASE



The screenshot shows a web application interface with a modal window titled "Technical Assistance Request Form". The modal contains a list of six radio button options, each with a text description of a request. The options are: "I need assistance gaining access to DCH File Transfer", "I need assistance sending or receiving documents", "I am getting notifications that I should not be receiving", "I need assistance requesting additional Transfer Area access", "I need assistance requesting the creating of a new Transfer Area access", and "I am a DHSP staff member that needs to audit access to my DCH file group". Below the list are "Back" and "Submit" buttons. A green box highlights the list of options.

4. When **DCH File Transfer** is selected a list of sub-options will appear to better assist the requestor. You have the Ability to select more than one option.



The screenshot shows the same "Technical Assistance Request Form" modal window, but now with a list of text input fields. The fields are: "Name", "Hours Available for Contact", "Area involved in", "Email", and "Phone". Below the fields are "Back" and "Submit" buttons. A green box highlights the input fields.

5. When filling out the pre-text questions, you will need to fill in all **fields (NAME, HOURS AVAILABLE FOR CONTACT, AREA INVLOVLED IN, EMAIL and PHONE.)** Once the fields are answered, you can fill out the second half of the form and, **SUBMIT.**