



Welcome to the SHOARS Line newsletter! As a user of SHOARS, you will receive this newsletter any time we have important news and updates to share about the system. Your feedback is important to us, if you have any questions or concerns, please reach out to us at MDHHS-SHOARS-Support@Michigan.gov. Thank you for being a valued partner of the [Bureau of HIV and STI Programs](#).

April 2024

Access to SHOARS Will Look Different!

When you access SHOARS **after May 11th**, it will look a little different. You'll now see Michigan Relations, Collaborations, and Resources (MI RCR) listed as an option in your systems. **After you select and launch MI RCR it will direct you to your SHOARS dashboard.**

Improvements in SHOARS

Test Counselor ID Changes

When requesting or renewing your Test Counselor ID, you will now be able to do so through your profile page. You will navigate to your profile page where you will see a new **green** button labeled "**Counselor ID Request/Renewal Form,**" you will select which one you are requesting, follow the prompts and upload supporting documents.

Click [HERE](#) to view our guide.

Pages

Counselor ID Request/Renewal Form

Organization Dashboard Updates

We will begin allowing our partners who have access to their organization dashboards the ability to upload specific site visit required documents. Ensure you can view your organizations dashboard; you should see a **green button** labeled "**Upload Files**" where you will be able to select the category and follow the prompts to upload documents.

If you do not have access to your organization's dashboard and need access, please contact [SHOARS Support](#) for assistance.

Click [HERE](#) to view our guide.

Update Organization Info in EGrAMS



Upload Files

Upload Files

BHSP Points of Contact

You will see BHSP points of contact on your organization dashboard for the following areas:

- Fiscal
- Grants Management
- Projects

This will allow you to quickly access contact information for the Bureau of HIV and STI Programs.

If you do not currently have access to your organization dashboard and you believe you should, please contact [SHOARS Support](#).

Below is an **example** of what you will see.

BHSP Internal Fiscal Contact	Beth Trierweiler
BHSP Internal Fiscal Contact Email	trierweilerb@michigan.gov
BHSP Internal Grants Management Contact	Bethany Knowlton
BHSP Internal Grants Mgmt Contact Email	knowltonb@michigan.gov

Program Unit Section

BHSP Internal Program Unit	HIV Prevention
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Project Section

Organization Project	HIV Prevention
Services Provided	Counseling Testing Referral (CTR)
BHSP Internal Project Contact	Bryana Fryczynski
BHSP Internal Project Contact Email	fryczynskib@michigan.gov

Multi-Location Organization Documentation

When ordering supplies or brochures, you'll now be asked if you are a part of a Multi-Location Organization for CLIA documentation. You will also see this as a checkbox option if you have access to your organization dashboard for documentation purposes. Below are images of how it will look on the supply order form as well as the organization dashboard.

Supply Order Form

Are you ordering for a Multi-Location Organization?



Yes

Ensure your organization's CLIA application (CMS 116 form) has been submitted. To submit this form, navigate to your organization dashboard, select the green "Upload Files" button on the right side, and select the "Program Requirements" category.

Organization Dashboard

Multi-Location Organization	<input type="checkbox"/>	
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Profile Updates

On April 1st, and October 1st, a bi-annual reminder will appear when you first launch SHOARS asking you to update your profile information. This is a great way to ensure if you've changed organizations or have a different title, that we're able to capture this information and target our communications appropriately.

Profile Update

Please update your Profile if any changes are needed.

[Continue](#)

Notification of Staffing Changes

You will see a button on your organization dashboard to notify us of staffing changes, it will also be a new topic when you select the green "Contact Us" button on your home screen for SHOARS Support.

Staffing Changes

[Notify BHSP](#)

Thank You for Reading the SHOARS Line

SHOARS is dynamic and will continue to evolve. For us to make SHOARS the best system it can be, we need your input! The more you interact with SHOARS and share your experience, the more improvements we can make. Have some suggestions on how we can improve the SHOARS experience? Please don't hesitate to [contact us!](#)

Additional Resources

- Do you want to learn more about SHOARS? Check out the [SHOARS website](#)
 - Questions or need additional support? [Contact SHOARS Support](#)
 - Please do not include any Protected Health Information (PHI) or Personally Identifiable Information (PII) when contacting SHOARS.
 - This includes information that can be used to identify, contact, or locate a person with HIV/STIs (i.e., patient name, DOB, address, email, SSN, etc.).
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You are receiving this message as a valued partner of Michigan Department of Health and Human Services Bureau of HIV and STI Programs.

If you have questions or believe you received this message in error, please reach out to MDHHS-SHOARS-Support@Michigan.gov.

If this e-mail was forwarded to you and you would like to receive updates from MDHHS directly, please sign up [here](#).



Michigan.gov/HIVSTI

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