To guide you through these SHOARS
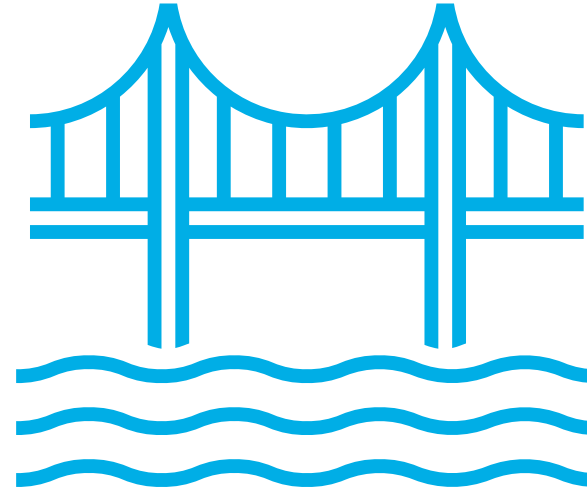
Look for the following icons to help you identify what we are discussing in each section
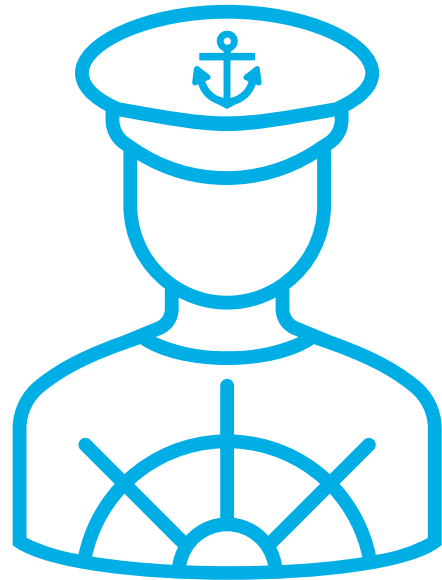
CAPTAIN

Identifies different ways in which SHOARS will be used. You are the captain now of this adventure!

BRIDGE

Identifies processes that we want to make sure you are well aware of when using SHOARS.

CHAPTER ONE
SHOARS OVERVIEW

What is SHOARS?

SHOARS is a Salesforce business solution

Salesforce is a customer relationship management program that allows providers to better serve their clients.

It is like shopping online – you tell the system what you want, and you will get it.

STI/HIV Operations and Resource System (SHOARS) is a Salesforce solution designed specifically for the Bureau of HIV and STI Programs (BHSP).

What is SHOARS?

SHOARS has five main action areas that allows our Bureau and our partners to get the work done!

- ❑ **PROFILE MANAGEMENT**
- ❑ **COMMUNICATIONS + SURVEYS**
- ❑ **TRAINING, EVENTS, + CONFERENCES**
- ❑ **MATERIALS, SUPPLIES, + DATA REQUESTS**
- ❑ **GRANTS + CONTRACTS**

SHOARS

STI/HIV Operations and Resource System

SHOARS is one of two new programs in development by BHSP. While Michigan Integrated Data Application for STI and HIV (MIDASH) is being developed – don't get confused about the difference!

Please do not upload or include any Protected Health Information (PHI) or Personally Identifiable Information (PII) in SHOARS. This includes information that can be used to identify, contact, or locate a person living with HIV/STIs (i.e., patient name, DOB, address, email, SSN).

WHAT'S THE DIFFERENCE?

COMPARING THE GOALS AND PURPOSE OF THE DIVISION OF HIV AND STI PROGRAMS 2 SEPARATE IT INITIATIVES

MIDASH — MICHIGAN INTEGRATED DATA APPLICATION FOR STI AND HIV

SHOARS — STI/HIV Operations and Resource System

MIDASH	SHOARS
Manages information on persons living with HIV or persons affected by STI's by integrating and combining information into a singular and complete data system	**Manages the communication and working relationships** between DHSP and partners statewide (LHDs, CBOs, care providers, labs, etc.)
Replaces... the 6 separate data systems used by DHSP and our partners statewide	**Replaces...** the myriad of email inboxes, forms, and siloed request processes that currently exist for business with DHSP
Contains PII and PHI compiled from: - prevention efforts - laboratory reports - DIS/partner services - case managers - care providers - support services	**Contains** partner/agency: - contact information - grant and contract records - training and survey reports - history of data requests - tracking of supply orders - technical assistance inquires

SHOARS improves the **relationship** between BHSP and our BHSP Partners to **efficiently** provide **services** for Michiganders who are at risk and/or living with HIV & STIs.

CHAPTER TWO

MILOGIN + SHOARS ACCESS

What we'll cover in this section

MILogin and SHOARS Access Navigation Chart

How to create an account with MILogin

How to request access to SHOARS

How to access SHOARS from MILogin

How to create a SHOARS account with needed privileges

Use SHOARS to work with BHSP

WATCH OUT AND DO NOT FORGET:
(1) SHOARS will have slightly different homepages for everyone – depending on what you will need to accomplish on your SHOARS visit
(2) SHOARS and Salesforce in general update with new enhancements all the time. Don't be surprised if you log in one day and things look a little different than they did the day before!

There are FOUR steps required to get access to SHOARS

1. **Create an account with MILogin***
2. **Request access to SHOARS in MILogin**
3. **Complete the User Registration form in SHOARS**
4. **Click and submit the "+ Request Access" form in SHOARS**

*If you already have a MILogin account, you do not need to create a new one. You will be able to skip to step #2.
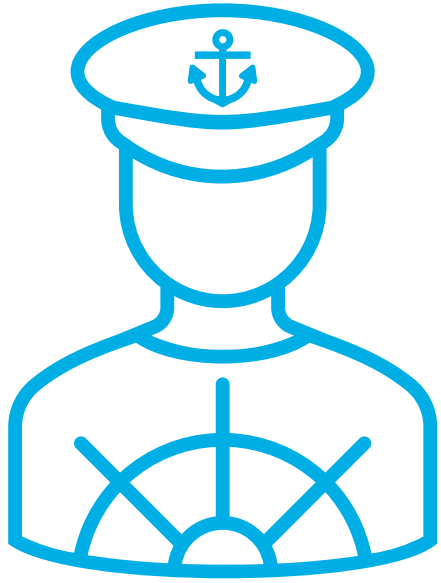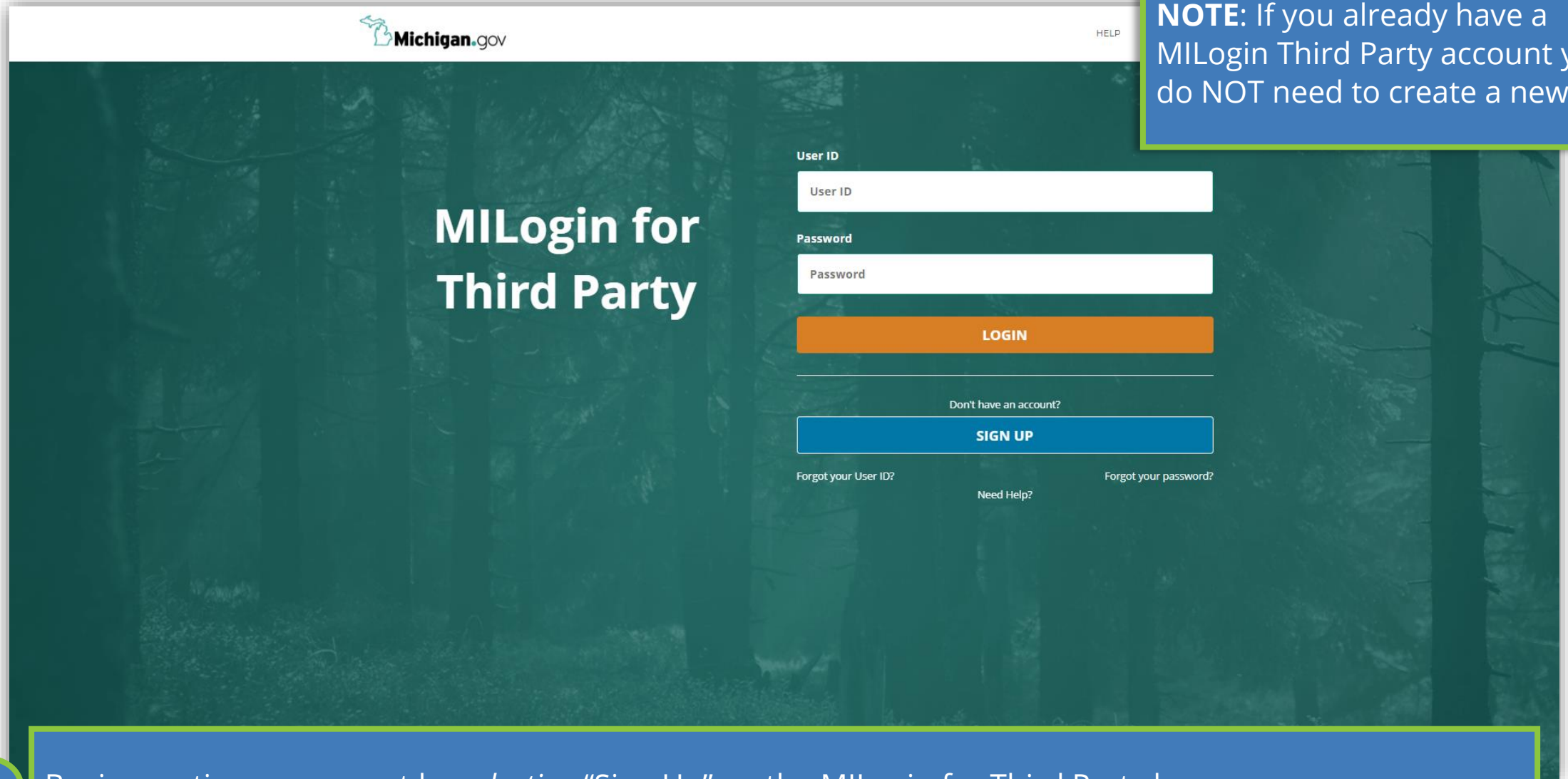
How to create a MILogin Account
Navigate to the MILogin for Third Party page

NOTE: If you already have a MILogin Third Party account you do NOT need to create a new one.

1 Begin creating an account by *selecting* "Sign Up" on the MILogin for Third Party home page.

How to create a MILogin Account

Fill out your personal information

MILogin for Third Party

⌂ HOME

Create Your Account

① Profile ② Security Setup ③ Confirmation

2 Fill out the account form with the required information.

Enter your profile information

* Required

*First Name | Middle Initial | *Last Name | Suffix

*Email Address | *Confirm Email Address

By providing an e-mail address, a new PIN can be sent to you to help with resetting a forgotten password.

*Work Phone Number | Mobile Number

By providing a mobile number, a text message can be sent to you to help with resetting a forgotten password.

*Verification Question: Which word from list "carload, exact, assail, portfolio" contains the letter "p"?

☐ I agree to the terms & conditions.
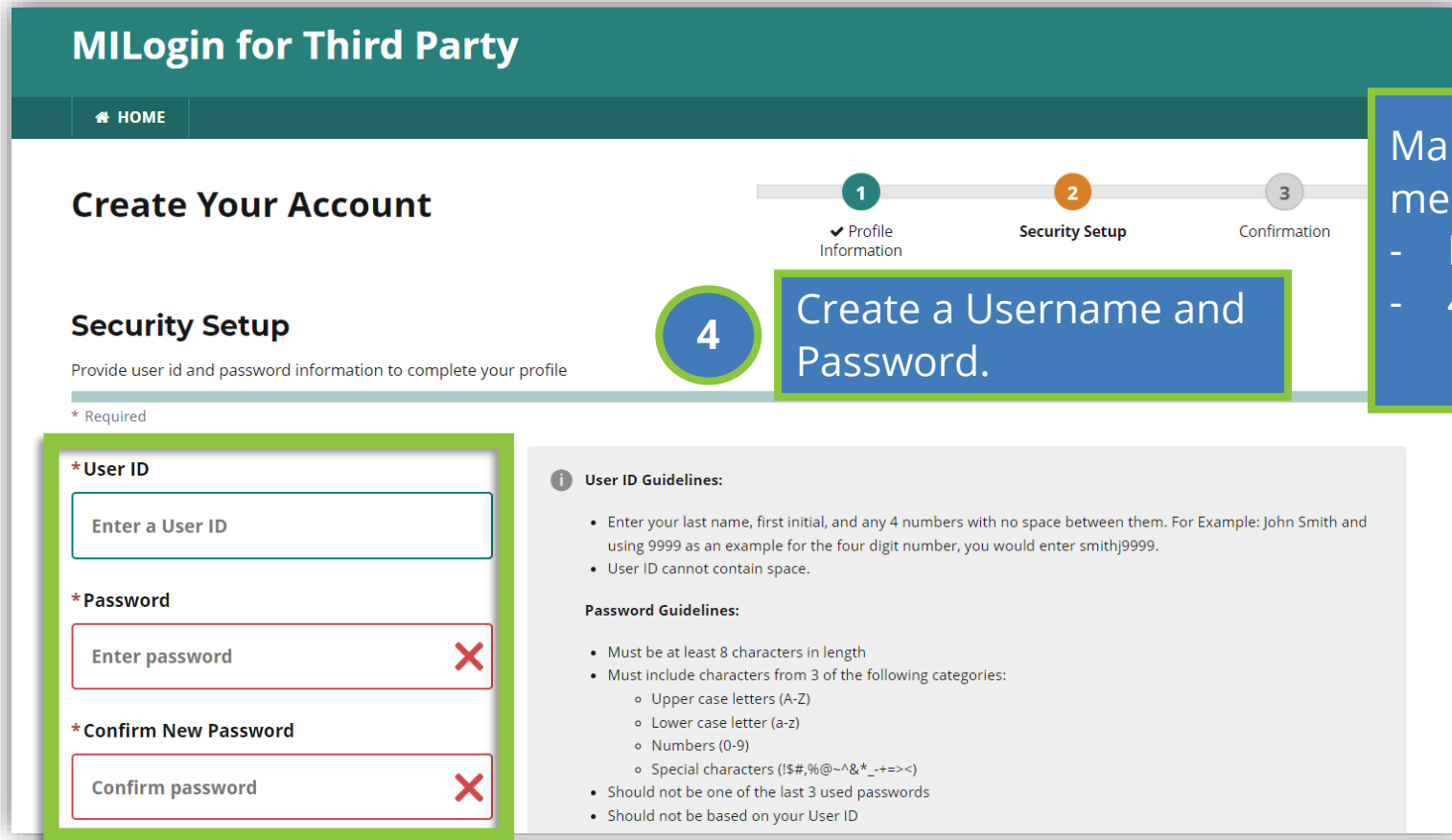
NEXT | **RESET**

The following information is required to create an account:
- First Name
- Last Name
- Email Address
- Work phone number
- Verification question (not a robot)

3 *Click* "Next".

13

How to create a MILogin Account

Create a username and a password

MILogin for Third Party

🏠 HOME

Create Your Account

1 ✔ Profile Information   2 Security Setup   3 Confirmation

Security Setup

Provide user id and password information to complete your profile

* Required

4   Create a Username and Password.

* User ID

Enter a User ID

* Password

Enter password   ✗

* Confirm New Password

Confirm password   ✗

ℹ️ **User ID Guidelines:**

- Enter your last name, first initial, and any 4 numbers with no space between them. For Example: John Smith and using 9999 as an example for the four digit number, you would enter smithj9999.
- User ID cannot contain space.

Password Guidelines:

- Must be at least 8 characters in length
- Must include characters from 3 of the following categories:
  - Upper case letters (A-Z)
  - Lower case letter (a-z)
  - Numbers (0-9)
  - Special characters (!$#,%@~^&*_-+=><)
- Should not be one of the last 3 used passwords
- Should not be based on your User ID

Make sure your username meets the following criteria:
- Last name + first initial
- 4 digits

Make sure your password meets the following criteria:
- At least 8 characters in length
- At least has three of the following: upper case letter, lower case letter, number, or special character
- Is not used before or user your username

5 Choose a security option, provide necessary information, and *click* "Next".

14

How to create a MILogin Account

Choose your security option

6 Chose a security option. We recommend that you *select* "Security Questions." Once selected, provide a response to the four security questions.

How to create a MILogin Account

Choose your security option

*Security Options

To choose your preferred password recovery method(s), please click on the buttons below. Multiple options can be selected.

☑ Email

Mobile (Text/SMS)

Security Questions
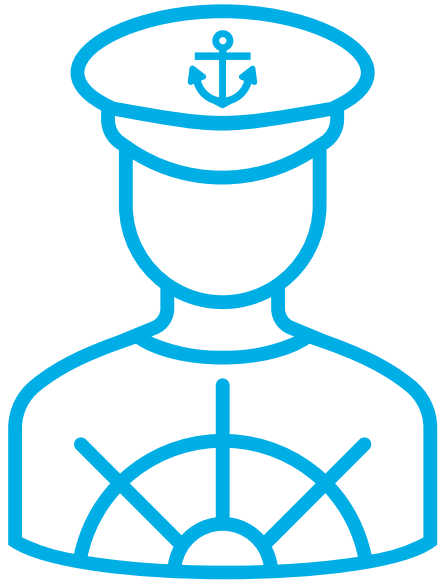
*Email

sgermonotta@gmail.com

By providing an e-mail address, a new PIN can be sent to you to help with resetting a forgotten password.

☑ Mobile (Text/SMS)

Security Questions

*Mobile (Text/SMS)

Enter your Mobile Number

By providing a mobile number, a text message can be sent to you to help with resetting a forgotten password.

- By selecting "Mobile" option, you agree to receive text messages on your mobile number.
- Standard message & data rates may apply.

7 Other options allow you to receive a pin either by:
- Email (through your existing email account)
- Mobile (Text/SMS)

How to create a MILogin Account

Create your account

8 *Click* "Create Account" to finish setting up your MILogin account.
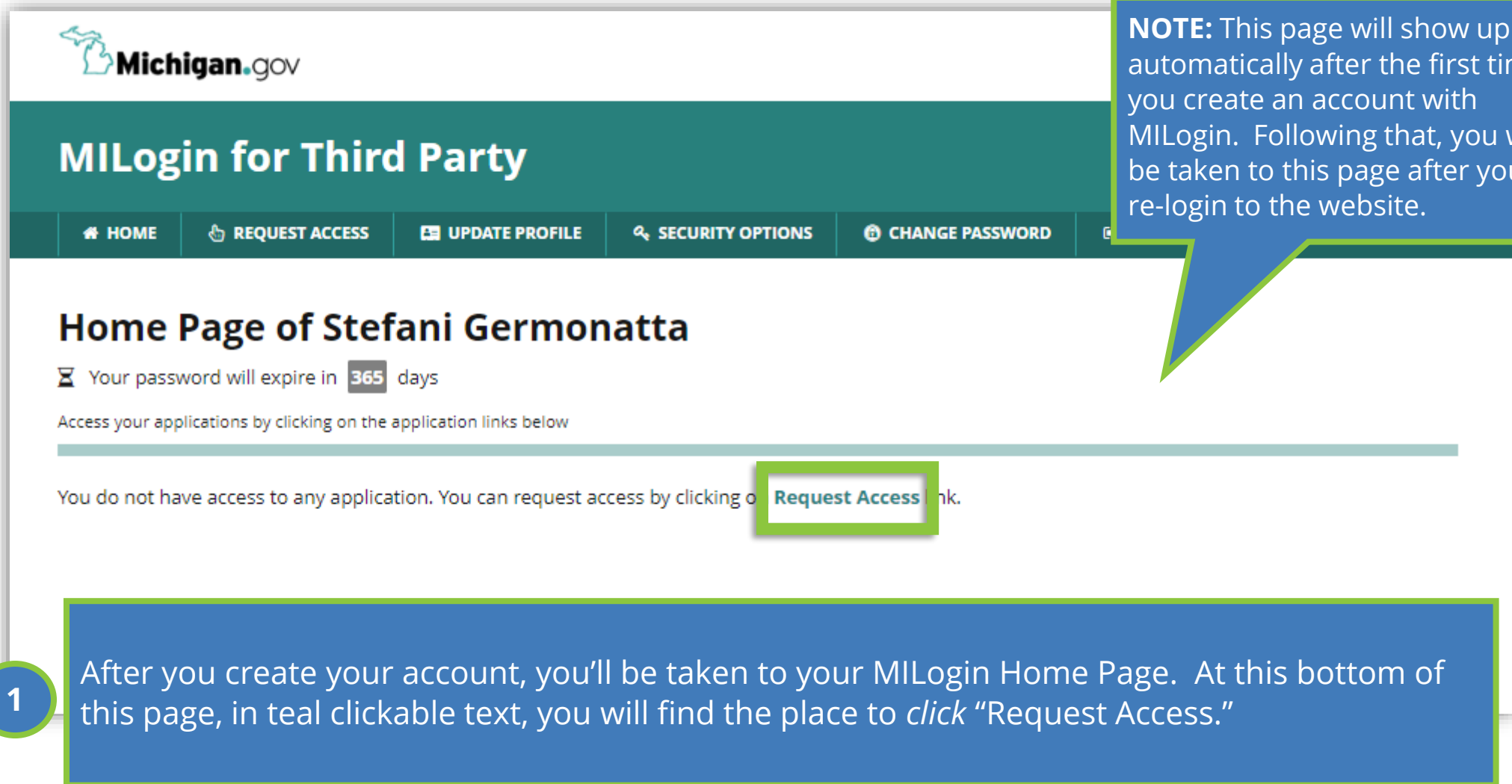
SHOARS
STI/HIV Operations and Resource System

HOW TO REQUEST ACCESS TO SHOARS

How to request access to SHOARS

To access SHOARS, you need to request access from your MILogin account
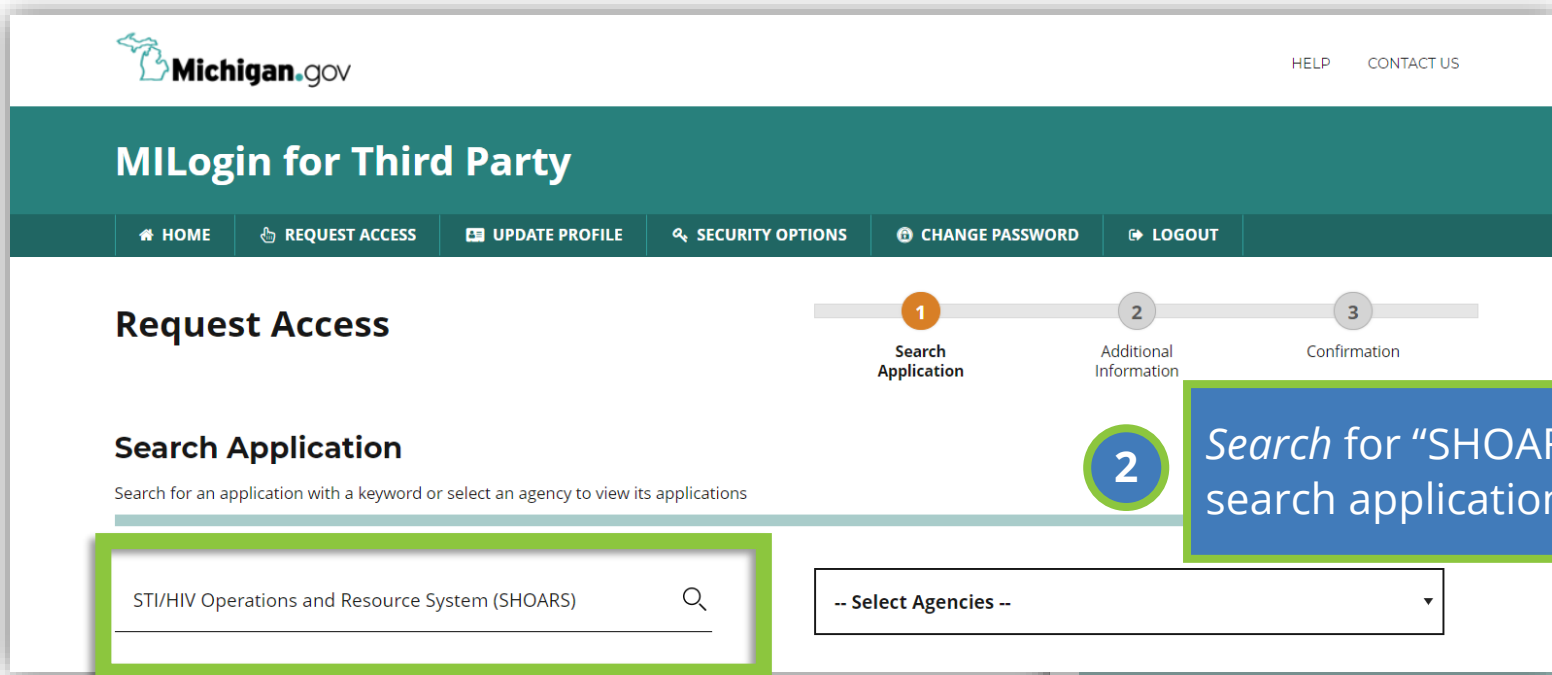
NOTE: This page will show up automatically after the first time you create an account with MILogin. Following that, you will be taken to this page after you re-login to the website.

1 After you create your account, you'll be taken to your MILogin Home Page. At this bottom of this page, in teal clickable text, you will find the place to *click* "Request Access."

How to request access to SHOARS

Find SHOARS in the MILogin database

NOTE: BHSP Partners with a SOM email address (@michigan.gov) need to follow a different process. Visit the SHOARS Website for more information.

Michigan.gov

HELP   CONTACT US

MILogin for Third Party

🏠 HOME   👆 REQUEST ACCESS   📇 UPDATE PROFILE   🔍 SECURITY OPTIONS   🔒 CHANGE PASSWORD   ➡ LOGOUT

Request Access

1 Search Application   2 Additional Information   3 Confirmation

Search Application

Search for an application with a keyword or select an agency to view its applications

STI/HIV Operations and Resource System (SHOARS) 🔍

-- Select Agencies -- ▼

2 *Search* for "SHOARS" in the search application search bar.

STI/HIV Operations and Resource System (SHOARS) 🔍

-- Select Agencies -- ▼

MDHHS **Michigan Department of Health & Human Services (MDHHS)**

STI/HIV Operations and Resource System (SHOARS)

3 *Select* "STI/HIV Operations and Resources System (SHOARS)." It will be labeled under the MDHHS logo.
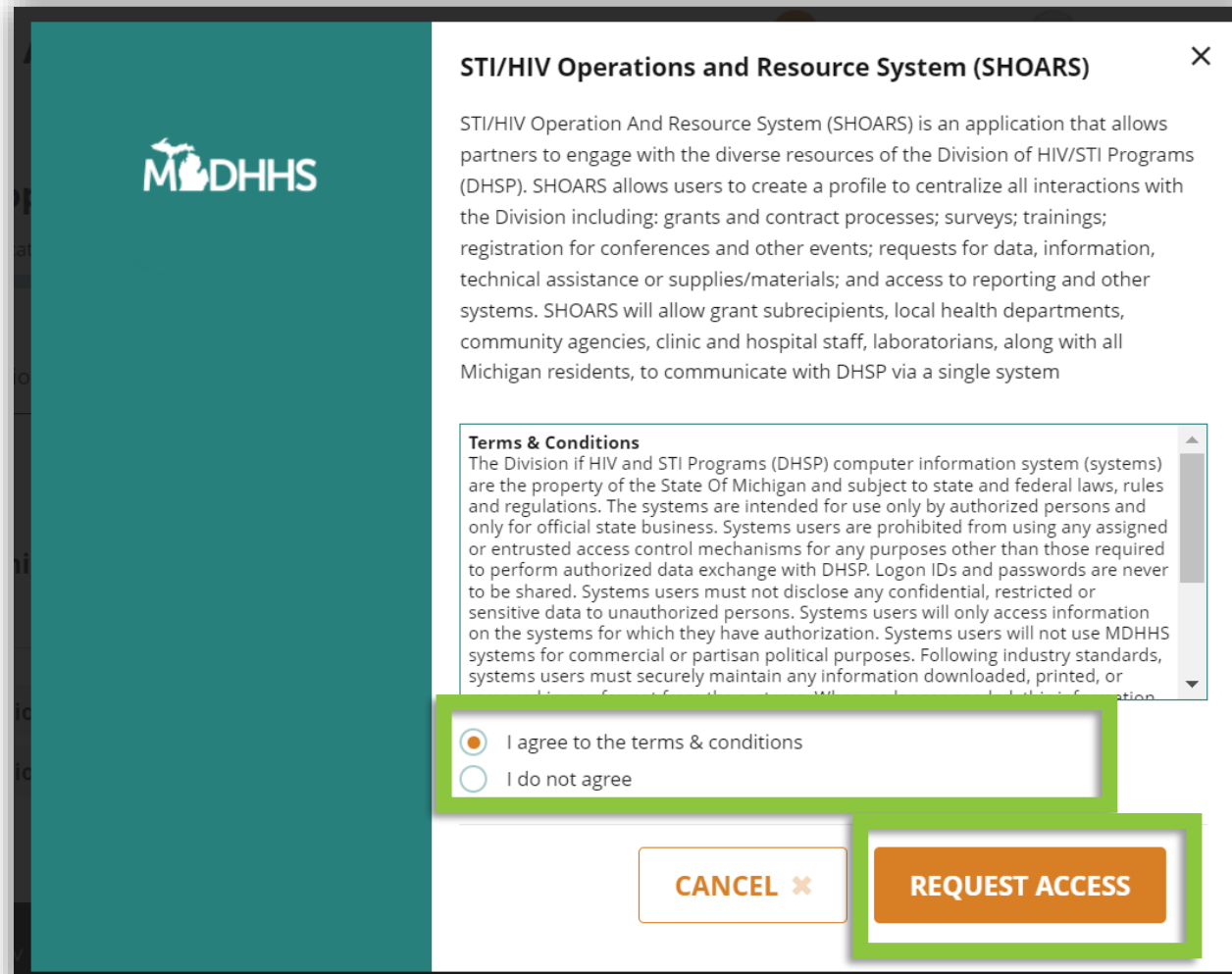
20

How to request access to SHOARS

Request access

STI/HIV Operations and Resource System (SHOARS)

STI/HIV Operation And Resource System (SHOARS) is an application that allows partners to engage with the diverse resources of the Division of HIV/STI Programs (DHSP). SHOARS allows users to create a profile to centralize all interactions with the Division including: grants and contract processes; surveys; trainings; registration for conferences and other events; requests for data, information, technical assistance or supplies/materials; and access to reporting and other systems. SHOARS will allow grant subrecipients, local health departments, community agencies, clinic and hospital staff, laboratorians, along with all Michigan residents, to communicate with DHSP via a single system

Terms & Conditions
The Division if HIV and STI Programs (DHSP) computer information system (systems) are the property of the State Of Michigan and subject to state and federal laws, rules and regulations. The systems are intended for use only by authorized persons and only for official state business. Systems users are prohibited from using any assigned or entrusted access control mechanisms for any purposes other than those required to perform authorized data exchange with DHSP. Logon IDs and passwords are never to be shared. Systems users must not disclose any confidential, restricted or sensitive data to unauthorized persons. Systems users will only access information on the systems for which they have authorization. Systems users will not use MDHHS systems for commercial or partisan political purposes. Following industry standards, systems users must securely maintain any information downloaded, printed, or

I agree to the terms & conditions

I do not agree

CANCEL ✖   REQUEST ACCESS

4 Agree to the terms and conditions and *click* "Request Access"

How to request access to SHOARS

Submit and confirmation

SHOARS STI/HIV Operations and Resource System

MILogin for Third Party

5

🏠 HOME   👆 REQUEST ACCESS   📖 UPDATE PROFILE   🔍 SECURITY OPTIONS

Request Access

Additional Information

Provide following information to submit your access request

* Required

*Email Address

sgermonotta@gmail.com

*Work Phone Number

720-984-0177

SUBMIT   RESET

Enter your email address and phone number. *Click* "Submit" and you'll be notified with a success pop-up.

MILogin for Third Party

🏠 HOME   👆 REQUEST ACCESS   📖 UPDATE PROFILE   🔍 SECURITY OPTIONS   🔒 CHANGE PASSWORD   ➡ LOGOUT

Request Access

1 ✔ Search Application   **2** ✔ Additional Information   **3** Confirmation

Confirmation

✔ Success

The request for your access has been successfully submitted.

You will see the updated list of application(s) on your home page once it is processed.

HOME

After you submit your request for SHOARS, an email will be generated on your behalf. From there, you'll be given access to SHOARS within two business days.

22
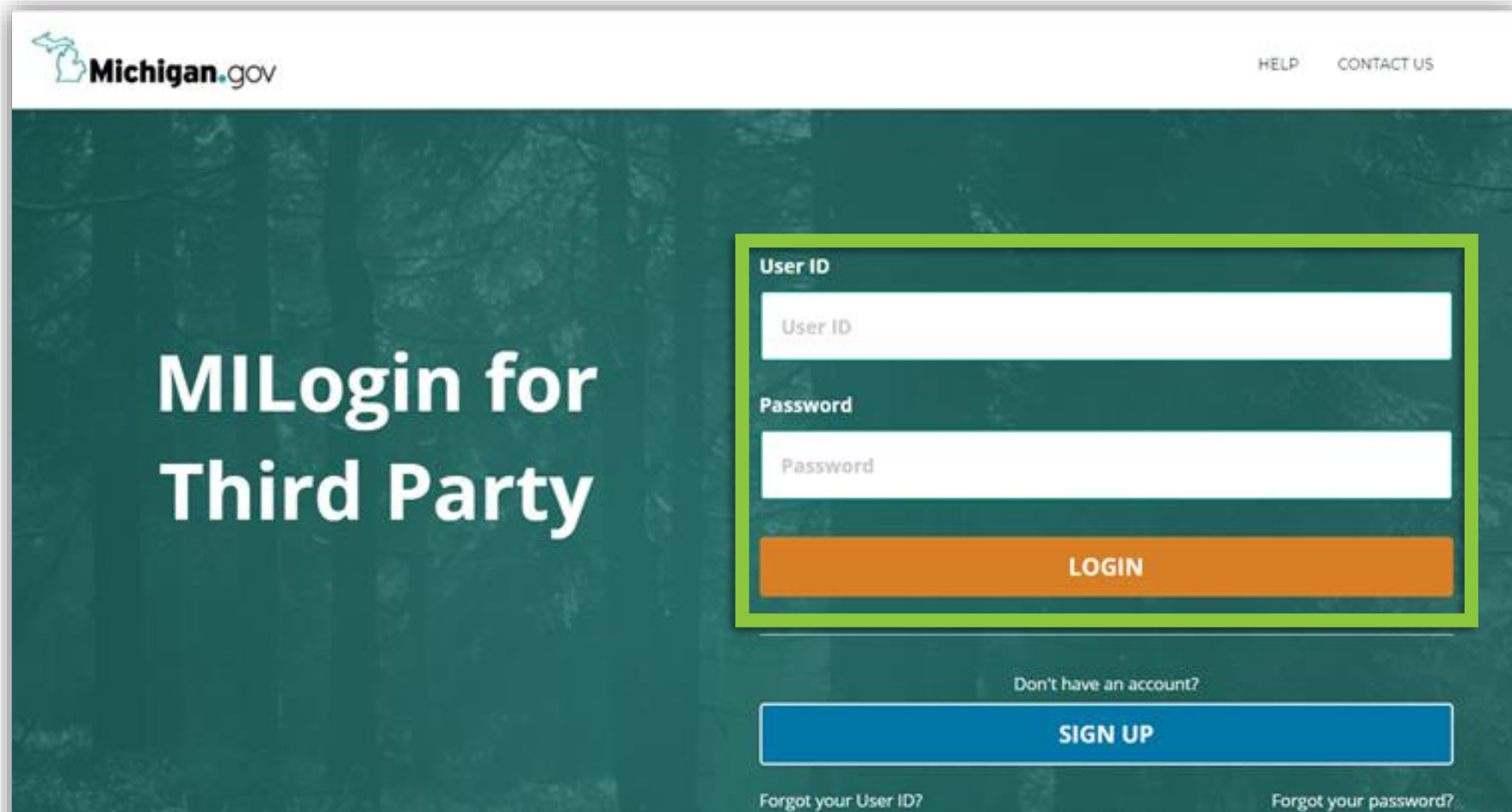
SHOARS

STI/HIV Operations and Resource System

HOW TO ACCESS SHOARS FROM MILOGIN

How to access SHOARS from MILogin
Navigate to the MILogin page for third parties

1 After you are given access to SHOARS – you'll be notified in your email – return to the MILogin home page. Use your username and password to access your account.

How to access SHOARS from MILogin
Select SHOARS and agree to terms and conditions

NOTE: After you select SHOARS, you'll be asked to acknowledge and agree to the terms and conditions. You'll be asked this every time you sign back into SHOARS.

Terms & Conditions

STI/HIV Operations and Resource System (SHOARS)

Terms & Conditions
The Division if HIV and STI Programs (DHSP) computer information system (systems) are the property of the State Of Michigan and subject to state and federal laws, rules and regulations. The systems are intended for use only by authorized persons and only for official state business. Systems users are prohibited from using any assigned or entrusted access control mechanisms for any purposes other than those required to perform authorized data exchange with DHSP. Logon IDs and passwords are never to be shared. Systems users must not disclose any confidential, restricted or sensitive data to unauthorized persons. Systems users will only access information on the systems for which they have authorization. Systems users will not use MDHHS systems for commercial or partisan political purposes. Following industry standards, systems users must securely maintain any information downloaded, printed, or removed in any format from the systems. When no longer needed, this information must be destroyed in an appropriate manner specific to the format type. All users of the systems give their expressed consent to the monitoring of their activities on the systems. If such monitoring reveals possible evidence of unauthorized or criminal activity, the evidence may be provided to administrative or law enforcement officials for disciplinary action and/or prosecution. By accessing information provided by the Division if HIV and STI Programs (DHSP) computer information systems and clicking on the button below, I

CANCEL ✖   **Acknowledge/Agree**

Michigan.gov

MILogin for Third Party

🏠 HOME   👆 REQUEST ACCESS   📇 UPDATE PROFILE   🔍 SECURITY OPTIONS   🔒 CHANGE PASSWORD

Home Page of Stefani Germonatta

⌛ Your password will expire in **147** days

Access your applications by clicking on the application links below

MDHHS **Michigan Department of Health & Human Services (MDHHS)**

STI/HIV Operations and Resource System (SHOARS)

2 After you login through MILogin, you'll be taken to a list of all the programs that you can access through the State of Michigan. *Select* "STI/HIV Operations and Resources Systems (SHOARS)."

SHOARS

STI/HIV Operations and Resource System

HOW TO CREATE A SHOARS ACCOUNT WITH NEEDED PRIVILEGES

How to create a SHOARS account with needed privileges
Your first visit to SHOARS will require you to create a SHOARS account

1 Once in SHOARS, you'll be asked to create a SHOARS account with information BHSP requires so they can appropriately meet your needs.

The following information is required to create your SHOARS account:
- First name, Last name
- Business Phone Number
- Email address
- Street, City, County, State, and Zip Code
- Business/Affiliation Name
- Business/Affiliation Position
- Areas you are involved in
    - These include: (1) Public Health Detailing, (2) Local Health Department (LHD), (3) Agency/Community Based organization (CBO), (4) Medication Provider/Healthcare Worker, (5) HIV/STI Bureau (Internal BHSP), (6) Other

How to create a SHOARS account with needed privileges

Select the "+ Finish Your SHOARS Profile Here" button to continue the process

Anyone with SHOARS access will automatically be able to sign-up for trainings & events as well as have the ability to submit materials and information requests. If you need access to submit grant and contract management, please continue to request access as outlined in the next portion of our training.

+ Finish Your SHOARS Profile Here

Start SHOARS Request

2 *Click* "+ Finish Your SHOARS Profile Here" to begin the process on gaining access to the Grants and Contract Management part of SHOARS.

Help us personalize SHOARS to meet your needs

Will you be using SHOARS for Grant and Contract Management work such as submitting and tracking contract amendment requests to DHSP?

Please note - By registering for SHOARS you will automatically have the ability to sign-up for trainings & events, as well as the ability to submit materials & information requests.

*
○ Yes
○ No
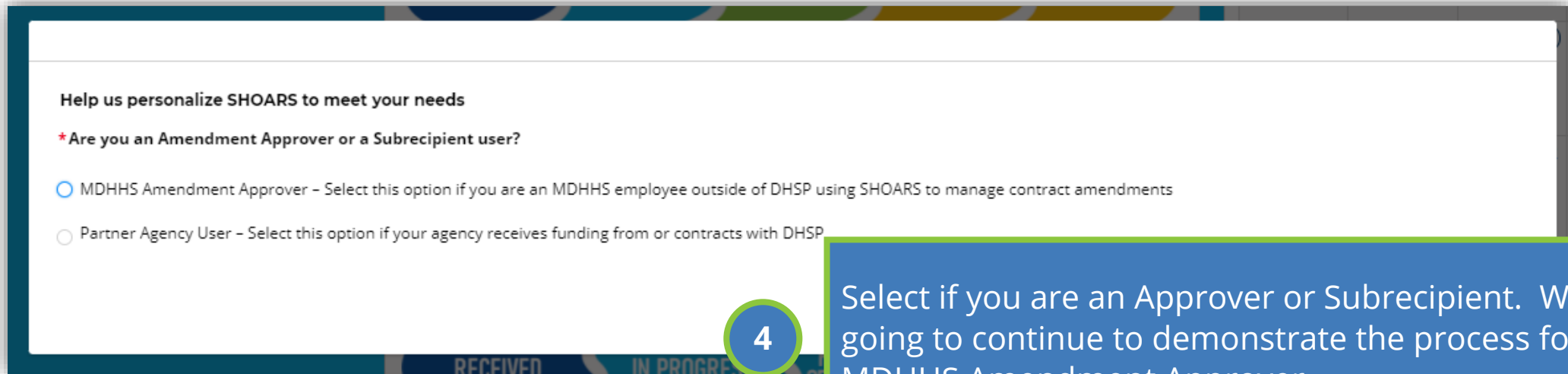
3 Confirm that you need SHOARS access to engage in Grants and Contract Management work.

How to create a SHOARS account with needed privileges

NOTE: Only if you manage grants and contracts

Help us personalize SHOARS to meet your needs
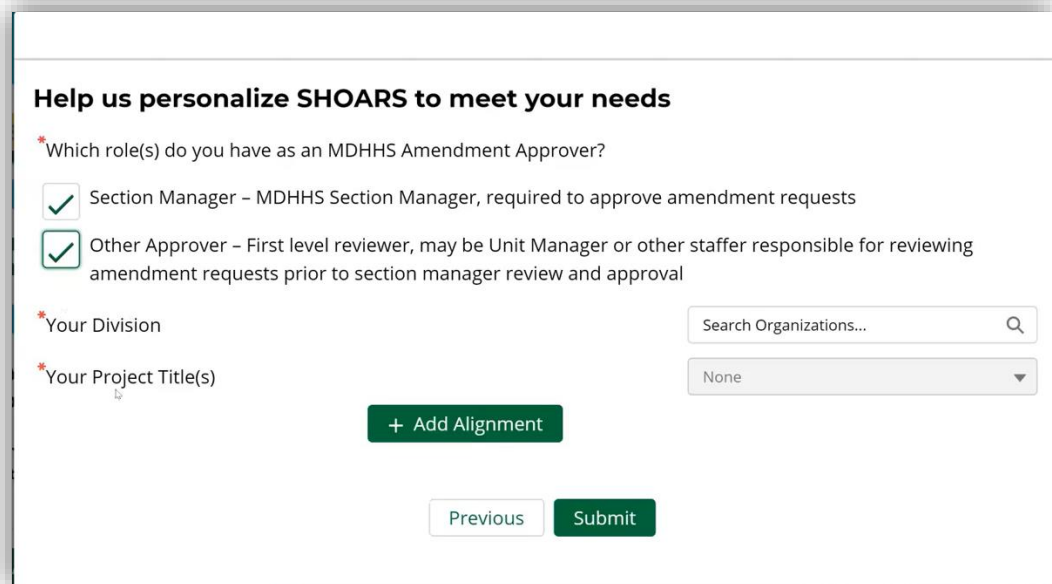
*Are you an Amendment Approver or a Subrecipient user?

○ MDHHS Amendment Approver – Select this option if you are an MDHHS employee outside of DHSP using SHOARS to manage contract amendments

○ Partner Agency User – Select this option if your agency receives funding from or contracts with DHSP

4 Select if you are an Approver or Subrecipient. We are going to continue to demonstrate the process for an MDHHS Amendment Approver.

Help us personalize SHOARS to meet your needs

*Which role(s) do you have as an MDHHS Amendment Approver?

☑ Section Manager – MDHHS Section Manager, required to approve amendment requests

☑ Other Approver – First level reviewer, may be Unit Manager or other staffer responsible for reviewing amendment requests prior to section manager review and approval

*Your Division   Search Organizations...

*Your Project Title(s)   None

+ Add Alignment

Previous   Submit
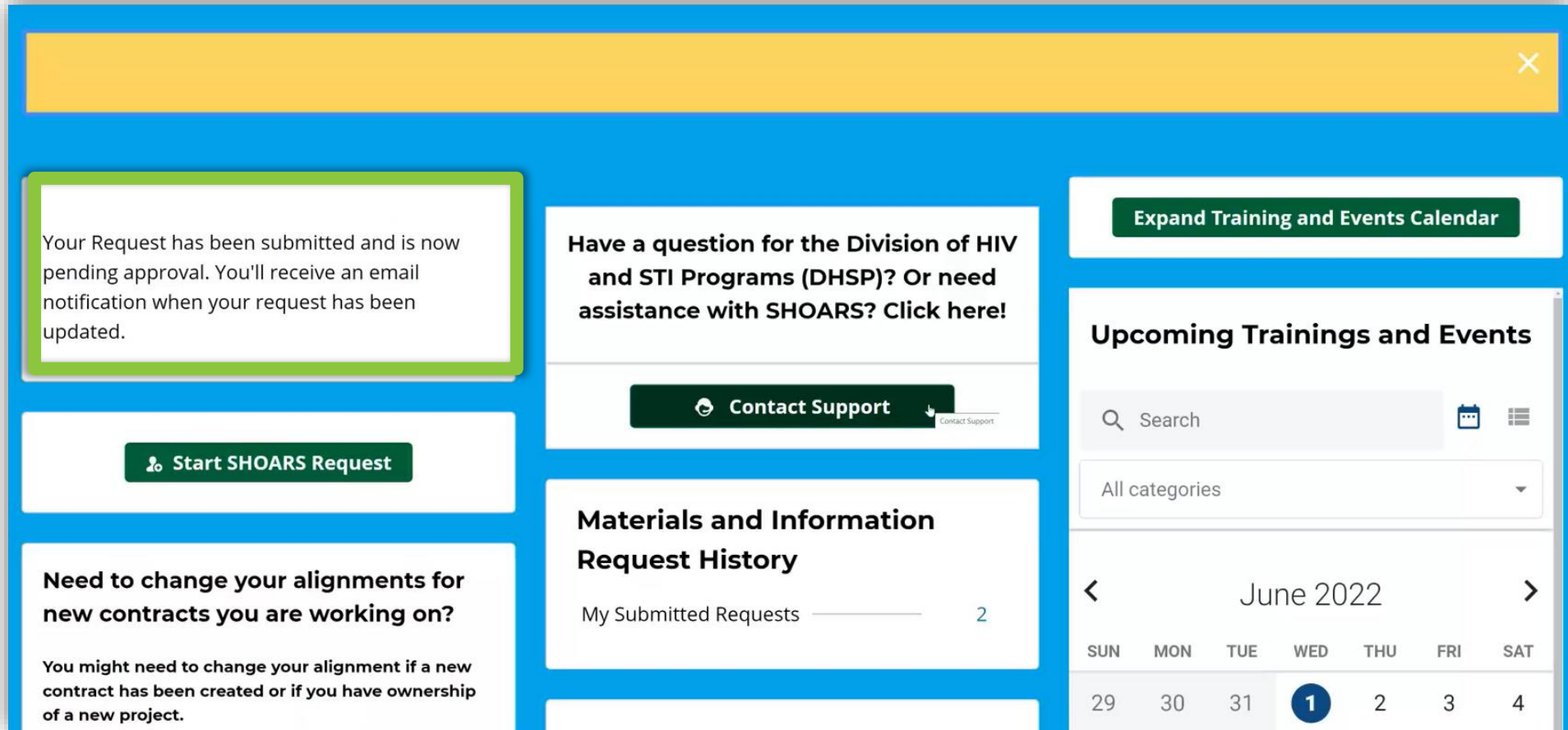
5 *Select* "Section Manager" and/or "Other Approver", *enter* your "Bureau", and "Project Title(s)".
Note: You can add up to (five) alignments.

How to create a SHOARS account with needed privileges

You have successfully completed all steps on your end

5 Once the form has been submitted, a message will appear in the right corner of the dashboard stating, "Your Request has been submitted and is now pending approval. You'll receive an email when the request has been updated."

SHOARS
STI/HIV Operations and Resource System

REGISTRATION WITH GRANTS MANAGEMENT

SHOARS is the place to go to manage your grants. When you register, your roles should match what is in EGrAMS. Here are the three roles you can decide to register as:

1. ***ORGANIZATION LEAD:*** This is the person at a partner agency who can legally sign contracts. Only one per organization, and it must match who is listed in EGrAMS as the Authorized Official. This person has access to all programs/projects held by their organization and can request amendments for all of them. They can also approve certain SHOARS permission requests for the Program Team Member role.

2. ***PROGRAM MANAGER:*** Partner agency person responsible for (a) project(s)/program(s). This person can access and request amendments only for those programs and projects to which they are aligned with, and primarily responsible for. Only one per project and must match who is listed in EGrAMS. They can also approve certain SHOARS permissions for the Program Team Member role.

3. ***PROGRAM TEAM MEMBER:*** By default, this role has view only access to only those programs and projects to which they are aligned. They can request additional permissions such as the ability to create and/or submit amendments, but these must be approved by either the Program Manager or Organization Lead OR BHSP can approve these individuals as well.
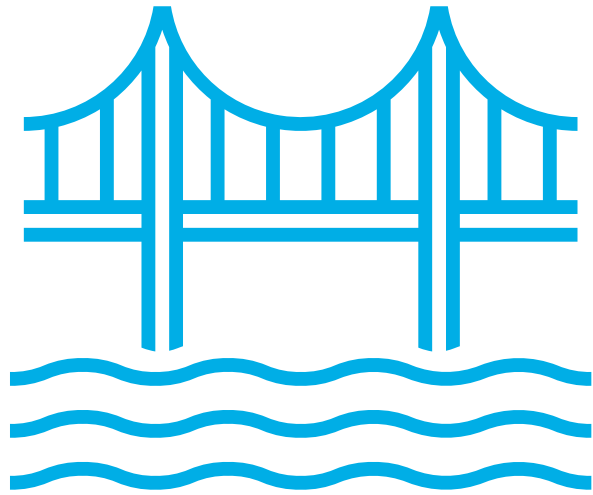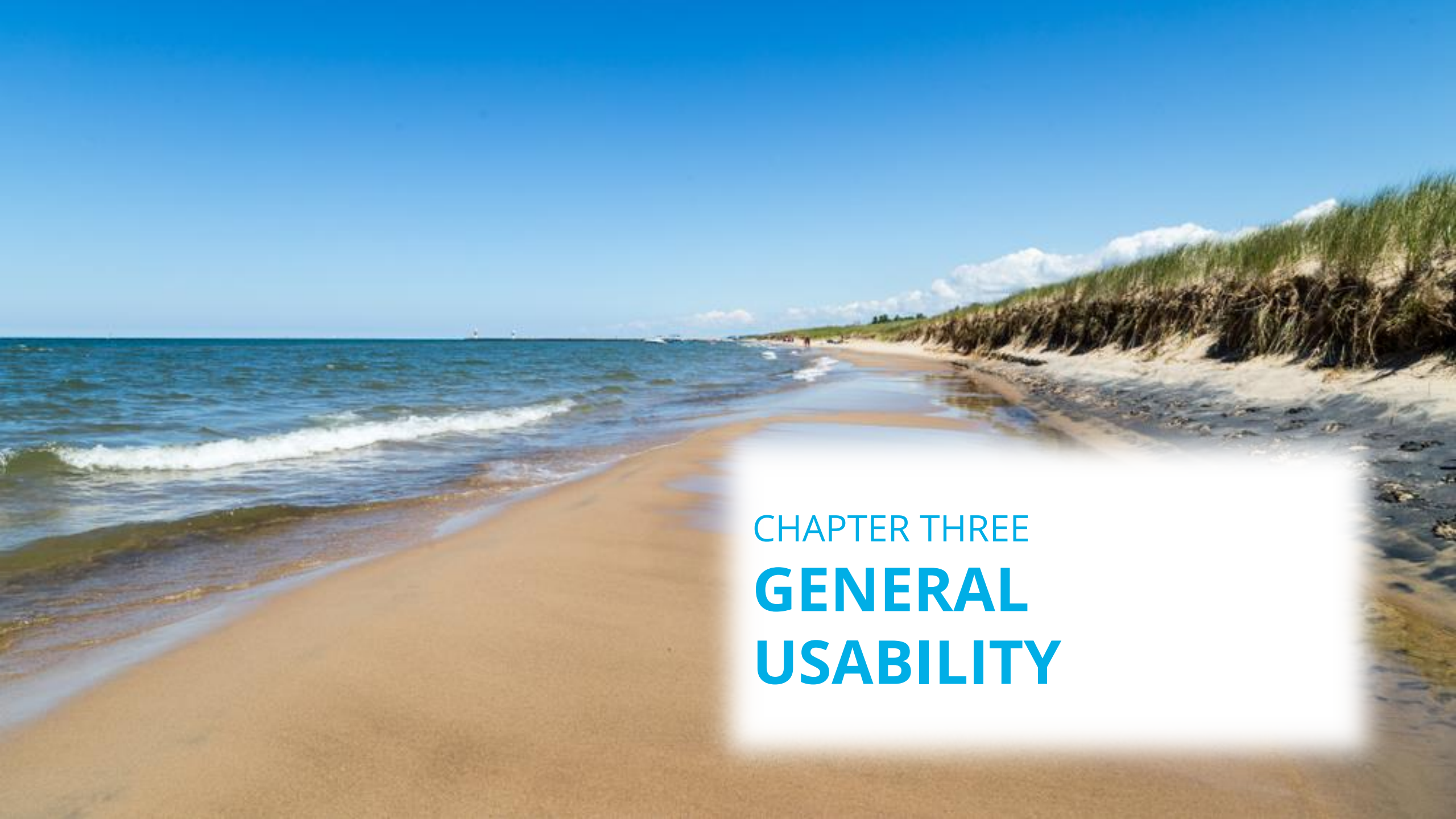
SHOARS is designed to be the place BHSP Partners go to work with BHSP on a variety of Bureau activities, such as:

- **Request supplies, materials, and data**
- **Request Technical Assistance**
- **Submit an amendment request**
- **Register for an event**
- **And more!**

CHAPTER THREE
GENERAL USABILITY

What we'll cover in this section

MILogin and SHOARS Access Navigation Chart

Components of the SHOARS Homepage

How to Contact SHOARS Support

WATCH OUT AND DO NOT FORGET:
(1) SHOARS will have slightly different homepages for everyone – depending on what you will need to accomplish on your SHOARS visit
(2) SHOARS and Salesforce in general update with new enhancements all the time. Don't be surprised if you log in one day and things look a little different than they did the day before!

SHOARS
STI/HIV Operations and Resource System

COMPONENTS OF THE SHOARS HOMEPAGE

Components of the SHOARS Homepage

ACTIONS: Training and Events

Start SHOARS Request

Have a question for the Bureau of HIV and STI Programs (BH...

Expand Training and Events Calendar

Select the "Expand Training and Events" button to view a link to the calendar URL.

Upcoming Trainings and Events

Search

All categories

Materials and Information Request History

My Submitted Requests   15

◀ November 2022 ▶

SUN	MON	TUE	WED	THU	FRI	SAT
30	31	❶	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

REQUEST LIFECYCLES

All training, conference, and events actions will be completed in the calendar section of the SHOARS homepage.

SUPPLY ORDER REQUESTS

RECEIVED — PROCESSING — MAILED — COMPLETE — REOPENED — DENIED — SUBMITTED IN ERROR

TECHNICAL ASSISTANCE REQUESTS

RECEIVED — IN PROGRESS — FORWARDED FOR SECONDARY REVIEW — COMPLETE — SUBMITTED IN ERROR

TRAINING UNIT SERVICES REQUESTS

RECEIVED — IN PROGRESS — PENDING MORE INFO — COMPLETED — ON HOLD — CANCELLED

View as List

Components of the SHOARS Homepage
ACTIONS: Materials and Information Requests

Start SHOARS Request

Start a new SHOARS request.

Have a question for the Bureau of HIV and STI Programs (BHSP)? Or need assistance with SHOARS? Click here!

Contact BHSP

Materials and Information Request History

My Submitted Requests _____ 15

REQUEST LIFECYCLES

DATA REQUESTS
NEW — IN PROGRESS — FULFILLED — DENIED — CANCELLED

SYSTEM AUTHORIZATION/REMOVAL REQUESTS
UNDER REVIEW — PENDING MORE INFORMATION — ACCESS GRANTED — ACCESS DENIED

SUPPLY ORDER REQUESTS
RECEIVED — PROCESSING — MAILED — COMPLETE — REOPENED — DENIED — SUBMITTED IN ERROR

TECHNICAL ASSISTANCE REQUESTS
RECEIVED — IN PROGRESS — FORWARDED FOR SECONDARY REVIEW — COMPLETE — SUBMITTED IN ERROR

TRAINING UNIT SERVICES REQUESTS
RECEIVED — IN PROGRESS — PENDING MORE INFO — COMPLETED — ON HOLD — CANCELLED

BHSP Approval process reminder. No action.

Track submitted materials and information requests.

Expand Training and Events Calendar

Upcoming Trainings and Events

Search

All categories

SAT

30	31	**1**	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

View as List

Components of the SHOARS Homepage

ACTIONS: Grants and Contracts

Start SHOARS Request

+ Create Contract Amendment Request

Amendments
Pending Approval Amendments	0
Pending DHSP Internal Manager Approval	2
Pending Section Manager Approval	0
Pending Financial/Contracts Manager Approval	0
Pending Operations Manager Approval	0
Pending Division Director Approval	0
Processing in EGrAMS	1
Pending EGrAMS Approval Steps	3
Fully Executed	2
Amendment Denied	0
In Revision	0

Amendments to Approve

AMD 0718
Submitted by ProgramM Hub

AMD 0717
Submitted by ProgramM Hub

View All

for the Division of HIV and STI Programs (DHSP)? Or need assistance with SHOARS? Click here!

My Submitted Requests — 21

Upcoming Trainings and Events

Search — All categories

16th March

| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |

View as List

View amendments to approve (if you are a GM approver).

Create a new amendment request.

View the status of all amendments you have submitted.

REQUEST LIFECYCLES

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

TRAINING UNIT SERVICES REQUESTS
RECEIVED — IN PROGRESS — PENDING MORE INFO — COMPLETED — ON HOLD — CANCELLED
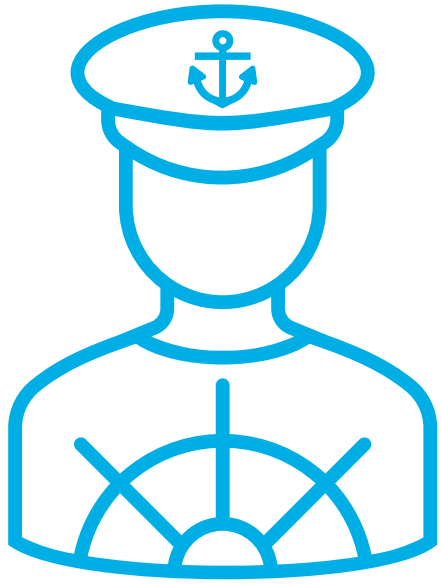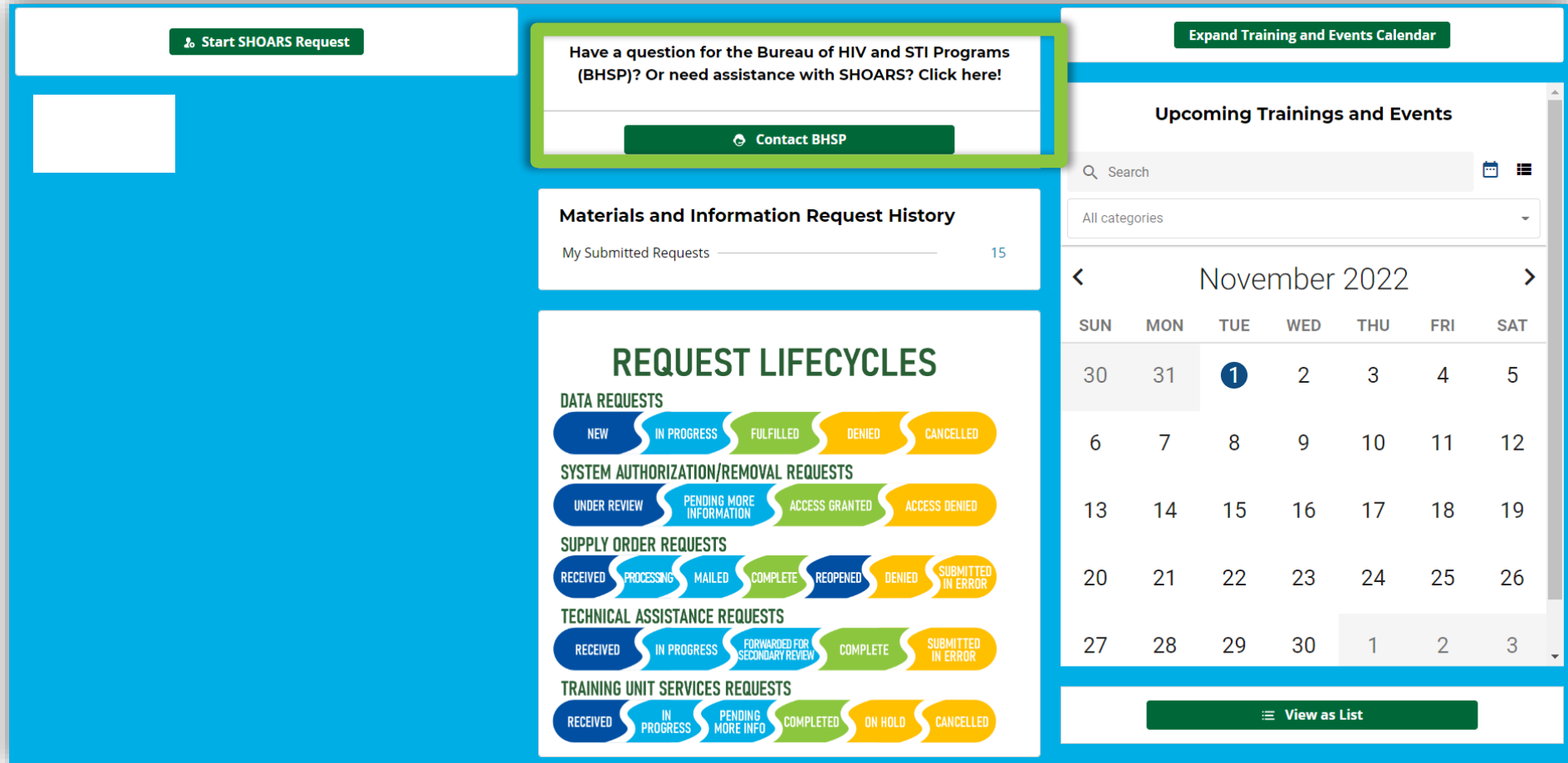
SHOARS
STI/HIV Operations and Resource System

HOW TO CONTACT SHOARS SUPPORT

US: 127860

How to contact SHOARS Support

Select the "Contact BHSP" button

1 Our BHSP Partners can contact SHOARS Support through the "Contact BHSP" button found on the SHOARS homepage.

How to contact SHOARS Support

Navigate to the Customer Support Contact Us page

2 Reaching out through the Customer Support Contact Us page gives some structure to your request.
A.) A reminder to not include any PHI or PII in the request.
B.) A list of topic descriptions to better assist in navigating the different request options.
C.) A list of commonly asked FAQs with active links to answer questions prior to submitting a request.

How to contact SHOARS Support
Fill out the Contact BHSP form

Contact DHSP

Please, complete the form below and someone will reach out to you as soon as possible. Thank you!

First Name
ProgramM

Last Name
Hub

Topic
SHOARS Support

Email
hubprogramm@mailinator.com

Description ⓘ

Priority
Medium

I have not included PII or PHI
☐

Submit

Your First Name, Last Name, and Email will auto-populate.

Topic
SHOARS Support

- Grants Management
- Technical Assistance, Supplies, or Data
- Training and Events
- Previous SHOARS Request
- ✔ SHOARS Support
- Make a Suggestion
- Other

Priority
Medium

- --None--
- ✔ Medium
- Low
- Critical

3 *Select* the "Topic" from the list of options in the drop-down menu and add a description of your issue.

4 *Select* the "Priority" of the message. Is it "Medium", "Low", or "Critical". Once *selected*, ensure the "I have not included PII or PHI" disclaimer checkbox is *selected*, and *select* "Submit".

How to contact SHOARS Support
Contact BHSP Support Emails

5 Once you submit the form, you will receive a confirmation email. BHSP will respond to the request as soon as possible.

CHAPTER FOUR

TWO-WAY COMMUNICATION

What we'll cover in this section

MILogin and SHOARS Access Navigation Chart

How to effectively use the request comments functionality in SHOARS

WATCH OUT AND DO NOT FORGET:

(1) SHOARS will have slightly different homepages for everyone – depending on what you will need to accomplish on your SHOARS visit

(2) SHOARS and Salesforce in general update with new enhancements all the time. Don't be surprised if you log in one day and things look a little different than they did the day before!

SHOARS

STI/HIV Operations and Resource System

HOW TO EFFECTIVELY USE THE REQUEST COMMENTS FUNCTIONALITY IN SHOARS

US: 127863

How to effectively use the request comments functionality in SHOARS
Logged in as a BHSP Partner

1 *Select* the "Requests" tab to be taken to the Requests list view. *Select* the request you would like to add comments to by clicking on the "Request Number".

How to effectively use the request comments functionality in SHOARS
Logged in as a BHSP Partner

2 Once in the Request record, *select* the "Related" tab. Under the related tab, you will see a Request Comments widget, *select* the "New" button to post a comment to the record.

How to effectively use the request comments functionality in SHOARS
Logged in as a BHSP Partner

3 *Enter* your request comments and *select* the "Submit" button to submit your comment.

How to effectively use the request comments functionality in SHOARS
Logged in as a BHSP Partner

4 If you return to the "Request" record, you will see the response in the "Request Comments" widget in the Related tab.

How to effectively use the request comments functionality in SHOARS
Logged in as a BHSP Partner

5 By *selecting* the "View All" button, you will see a full screen view of the comment history.

CHAPTER FIVE

TRAININGS, EVENTS, & CONFERENCES

What we'll cover in this section

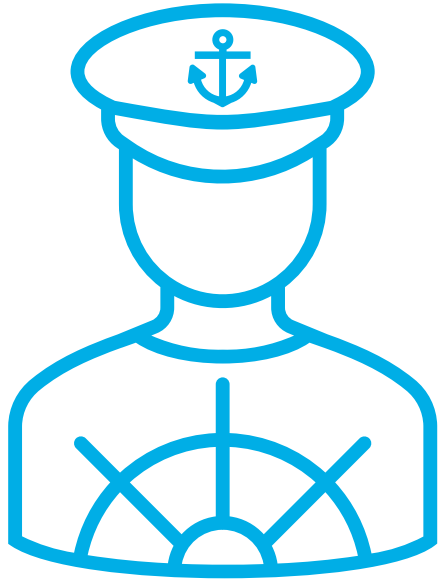**Trainings, Conferences, and Events Navigation Chart**

How to register for an event

How to view training transcript

WATCH OUT AND DO NOT FORGET:

(1) SHOARS will have slightly different homepages for everyone – depending on what you will need to accomplish on your SHOARS visit

(2) SHOARS and Salesforce in general update with new enhancements all the time. Don't be surprised if you log in one day and things look a little different than they did the day before!
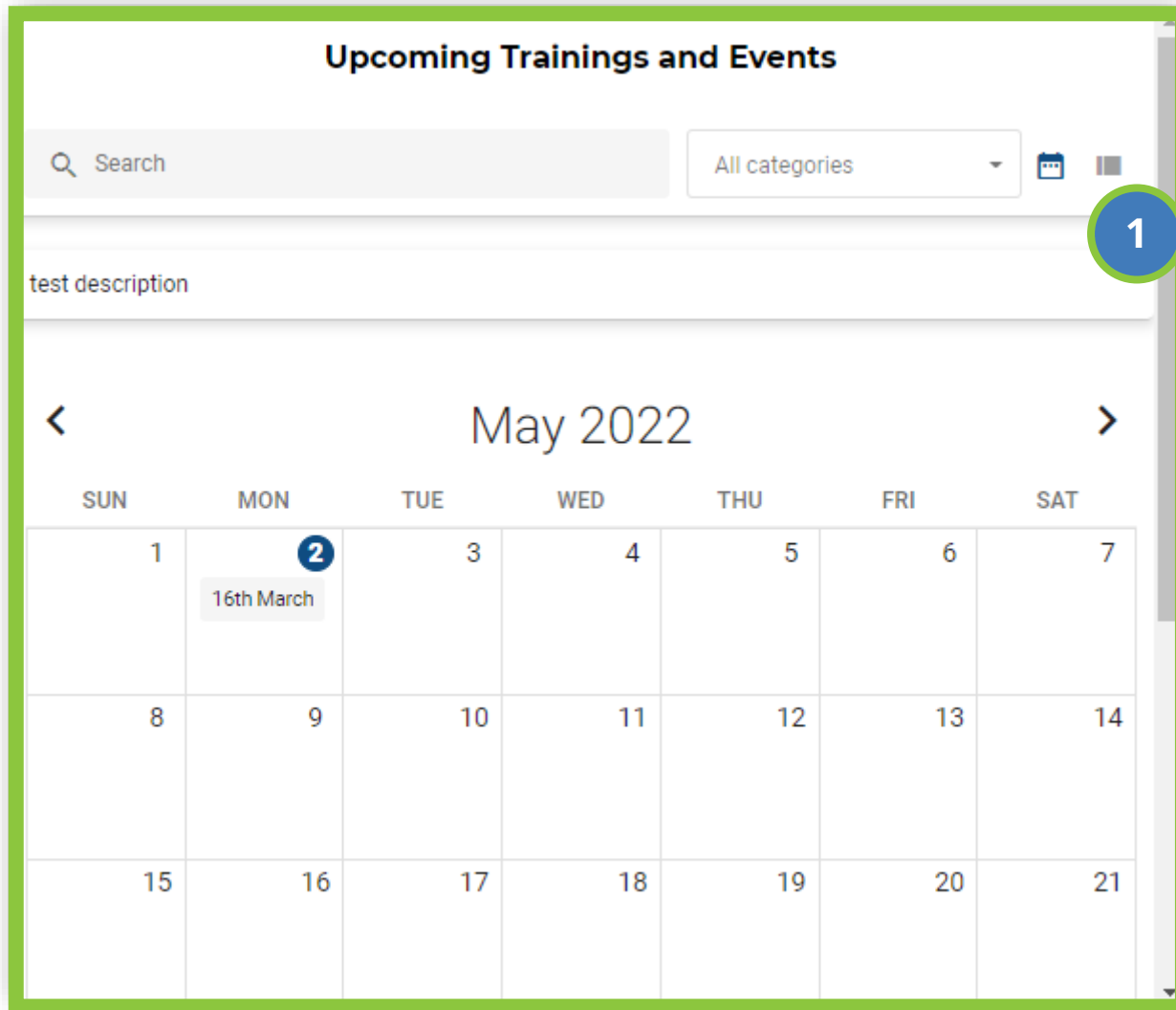
SHOARS
STI/HIV Operations and Resource System

HOW TO REGISTER FOR AN EVENT

How to register for an event
Navigate to the events calendar panel and review available events, trainings, and conferences
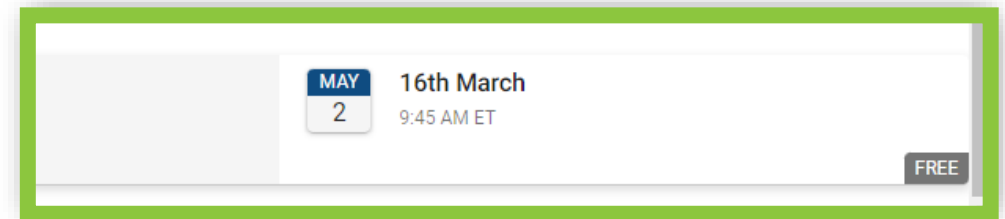
Upcoming Trainings and Events

Q Search

All categories

test description

May 2022

SUN	MON	TUE	WED	THU	FRI	SAT
1	**2** 16th March	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21

1 Review all available events, trainings, and conferences using the events calendar on the SHOARS home page. Select which event you want to register for. The event you selected event will be confirmed at the bottom of the page.
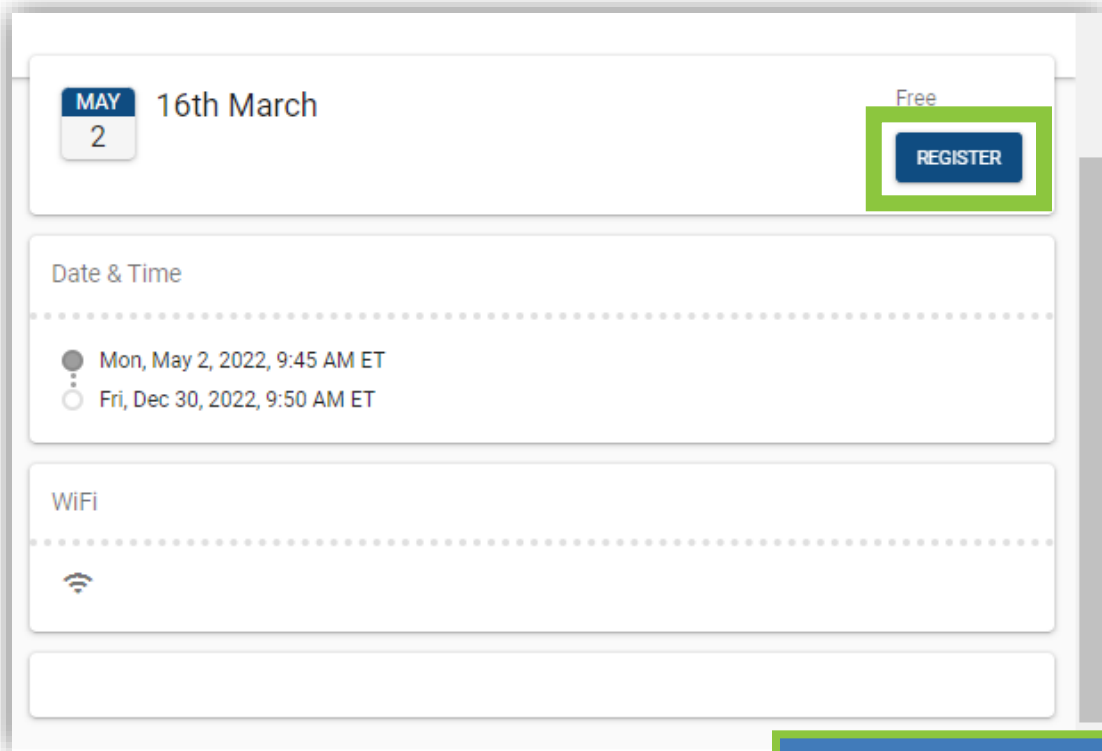
MAY 2 **16th March** 9:45 AM ET FREE

2 Select the event you wish to attend to continue in the registration process.
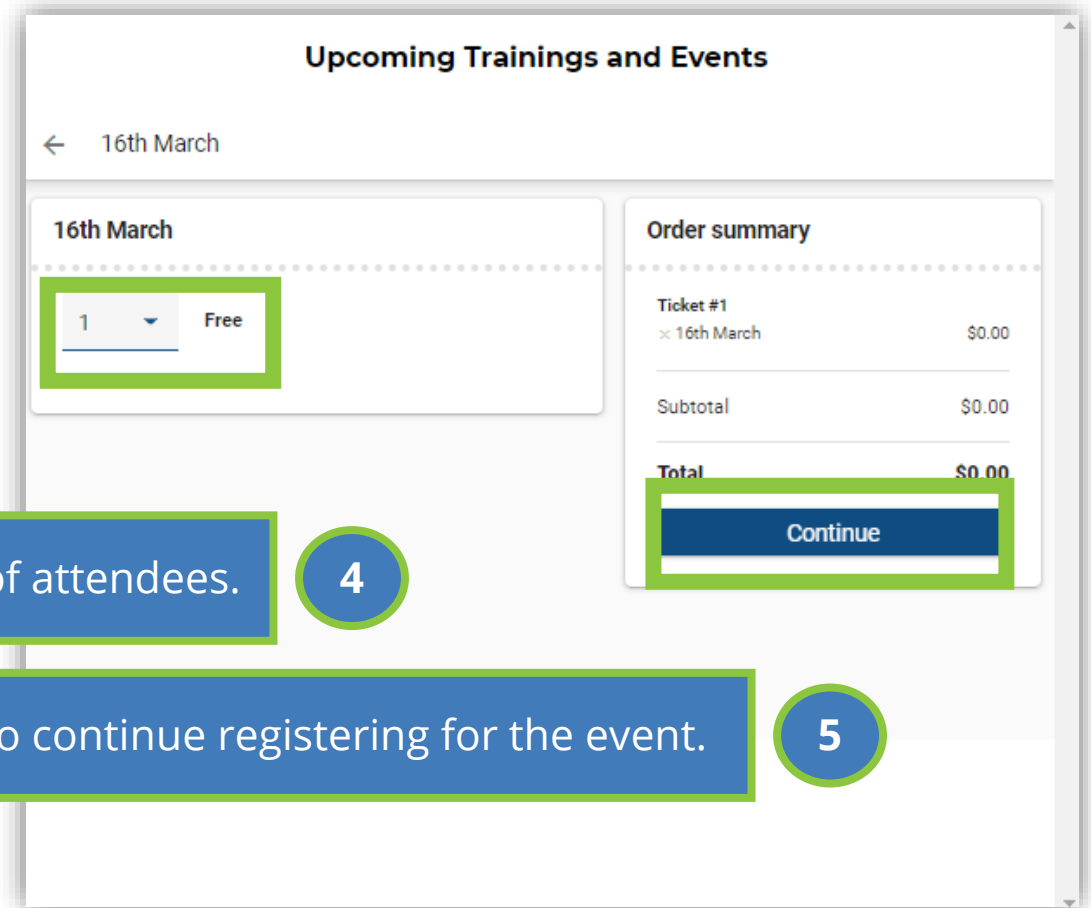
How to register for an event
Select the number of attendees

3 *Click* "Register" to continue registering for the event.
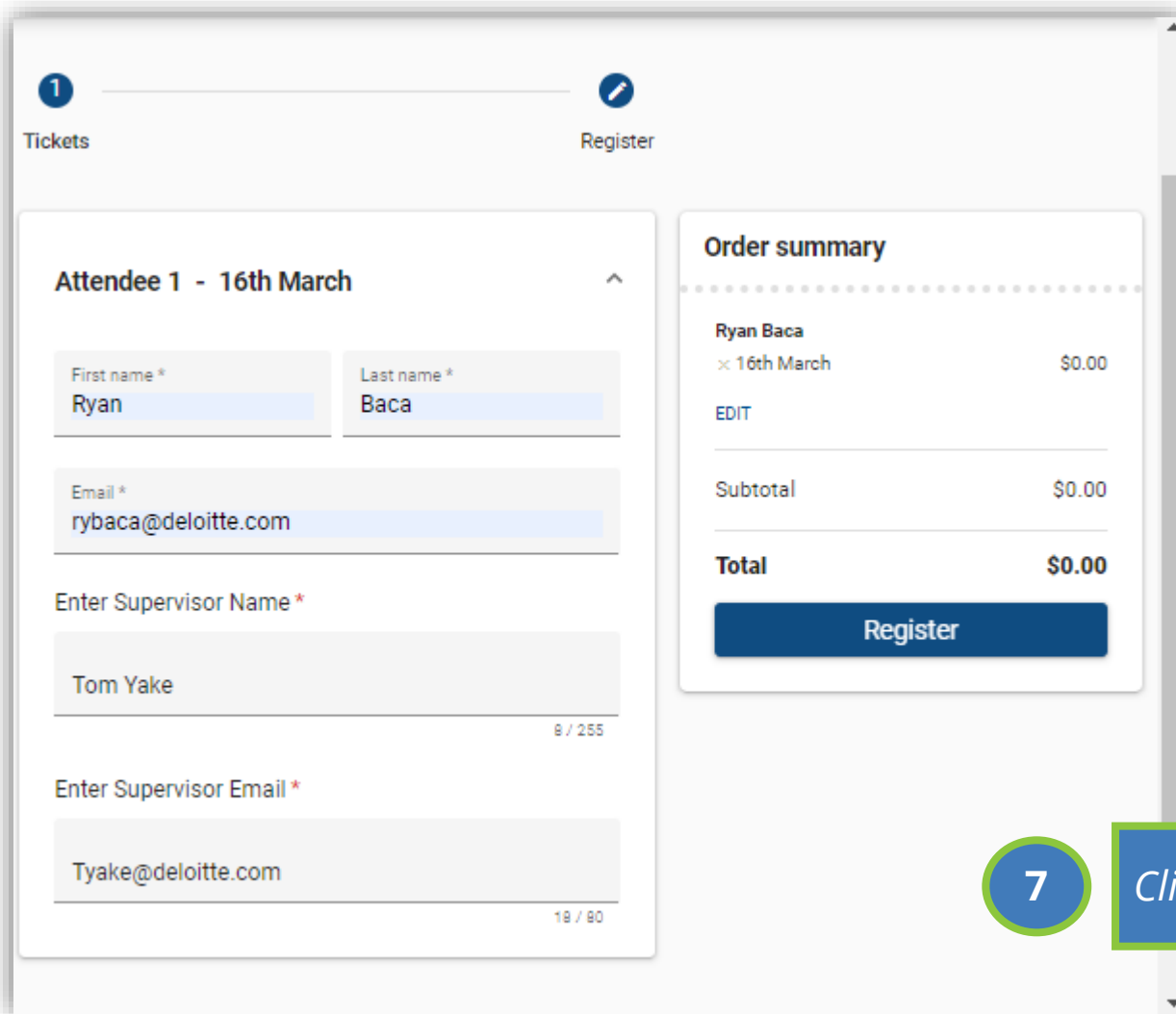
Select the number of attendees. **4**

5 *Click* "Continue" to continue registering for the event.

How to register for an event
Complete registration information

6 Complete the registration form including First name, Last name, and Email.

7 *Click* "Register" to continue registering for the event.

How to register for an event
Complete registration information
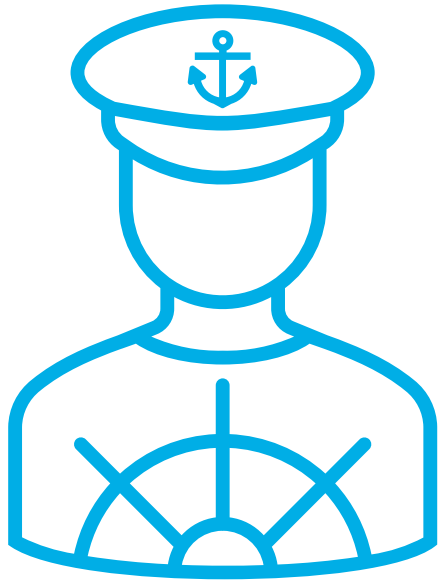
8 Confirm your contact information, include your affiliation if you are representing a BHSP Partner organization.

9 *Click* "Register" to finish the registration.

SHOARS
STI/HIV Operations and Resource System

HOW TO VIEW MY TRAINING TRANSCRIPT

How to view my training transcript
How to view the transcript

To view your transcripts, you will *navigate* to the "My Information" tab and *select* "My Event Details" from the drop-down menu.

1

How to view my training transcript
How to interpret the transcript

SHOARS   Home   Requests   My Information ⌄   FAQs

🔍 Search...   Luca Friend ▼

📅 **Registered Events**

Event Start Date ⌄	Event End Date ⌄	Event Name ⌄	Registration Status ⌄	Attendance Status ⌄	Exam Score % ⌄	Denial Reason ⌄
Mar 29, 2022	Mar 30, 2022	15sepevent	Awaiting Approval			
Nov 10, 2021	Dec 29, 2021	New SDO - Blackthorn ...	Registered			
Oct 6, 2021	Oct 6, 2021	OctEvent	Registered	No-Show		
Sep 17, 2021	Sep 19, 2021	SHOARS Spring 6 Review	Registered	Attended		

Displaying 1 to 10 of 5 records. Page 1 of 1.

‹ Previous   Next ›

NOTE: As soon as the registration is approved by the Training and Events team, the Registration Status will update.

2 By *selecting* "My Event Details", you will be taken to your transcripts. You will be able to view the Event Start Date, Event End Date, Event Name, Registration Status, Attendance Status, Exam Score %, and Denial Reason.

CHAPTER SIX

MATERIALS, SUPPLIES, + DATA REQUESTS

What we'll cover in this section

Materials, Information, and Data Request Navigation Chart

How to submit, review, and amend requests in SHOARS

How to submit a data request

How to submit a system authorization/removal request
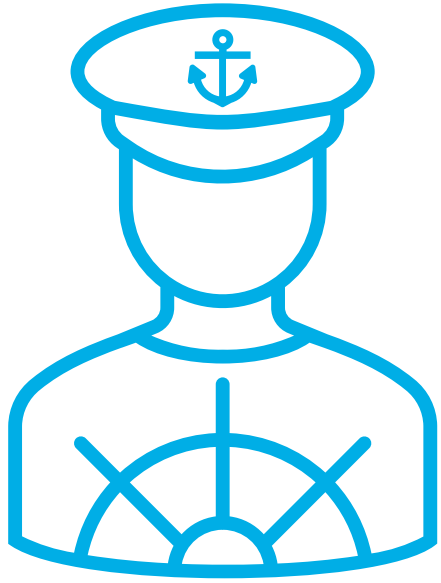
How to submit a technical assistance request

How to submit a supply order request

WATCH OUT AND DO NOT FORGET:
(1) SHOARS will have slightly different homepages for everyone – depending on what you will need to accomplish on your SHOARS visit
(2) SHOARS and Salesforce in general update with new enhancements all the time. Don't be surprised if you log in one day and things look a little different than they did the day before!

How to submit, review, and amend requests

You can submit, review, and amend requests from the SHOARS homepage

SHOARS
STI/HIV Operations and Resource System

Start SHOARS Request

1 *Click* "Start SHOARS Request" to begin creating, reviewing, or amending a request for BHSP.

SHOARS Request

What did you come to SHOARS to do?

○ Submit New Request

○ View Previously Submitted Requests and Resubmi

○ Update a Request I Recently Submitted
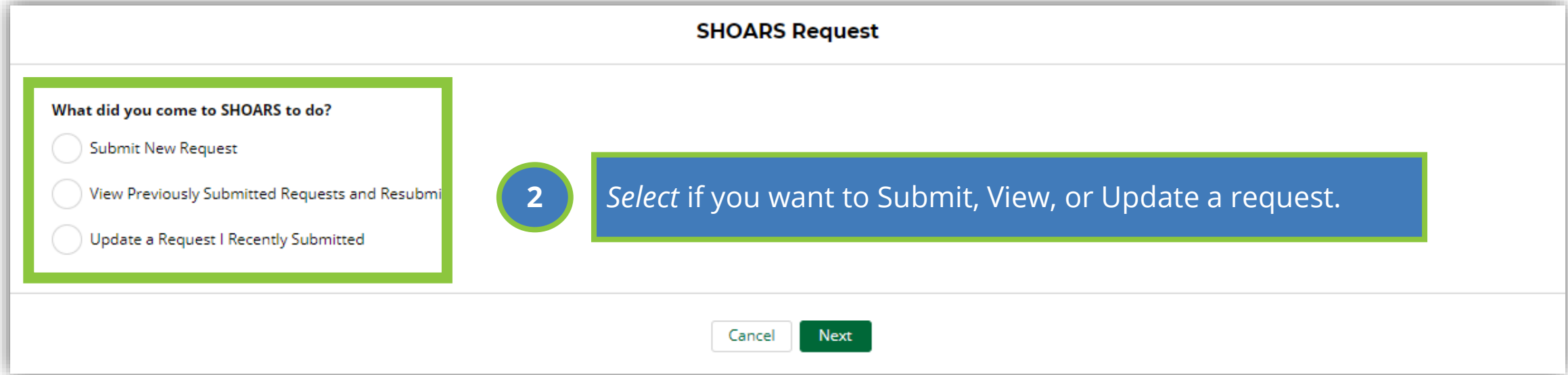
2 *Select* if you want to Submit, View, or Update a request.

Cancel   Next

How to submit, review, and amend requests

Continuing your chosen action

SHOARS Request

○ Data Request Form ⓘ

○ System Authorization/Removal Request Form ⓘ

○ Technical Assistance Request Form ⓘ

○ Supply Order Request Form ⓘ

Back   Next

New requests will move BHSP Partners to this request screen. Each form type is covered in later slides.

If you need to edit your request, please reply to the original request confirmation email.

Requests
Requests Submitted by Me/On My Behalf ▾ 📌

21 items • Sorted by Date/Time Opened • Filtered by All requests - LoggedIn User's Request • Updated a few seconds ago

🔍 Search this list...

	Date/Time Opened ↑	Request Number	Request Type	Request Owner	Request Status	Last Modified Date	Comments	
1	10/14/2021, 12:08 PM	00004259	Technical Assistance Request	SuperUser Sprint7		6/14/2022, 7:20 AM	View All Comments	▾

Reviewing a request will take BHSP Partners to a list of all requests you have made.

SHOARS Request

To amend or change a previous request submission, please reply to the confirmation email you received when the request was submitted.

Back   Next

Updating a request is done through email and you'll be reminded here.

67

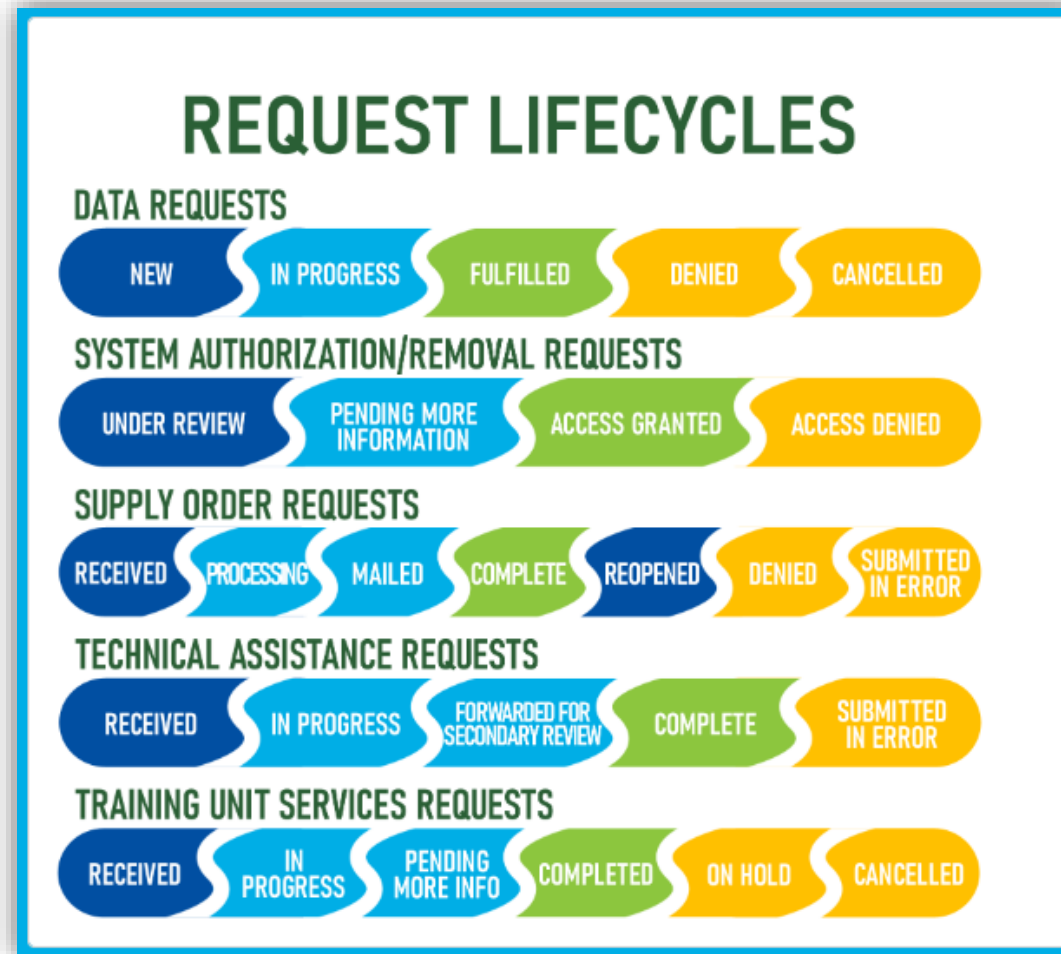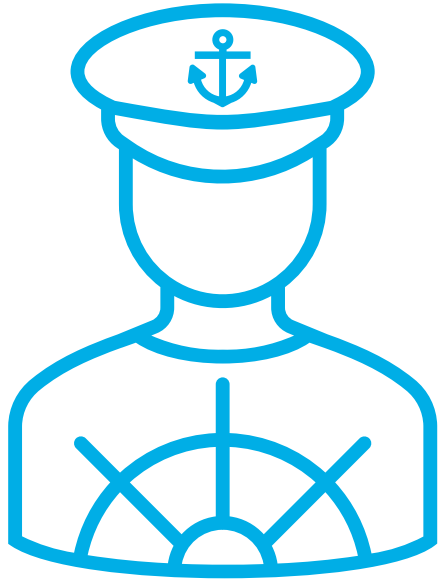# How to submit, review, and amend requests

View statuses of requests

On the SHOARS homepage you can find the cycle of requests to know where BHSP is at in the process of reviewing your request.

How to submit a data request

Determine what data you would like to receive

The HIV & STI Surveillance and Epidemiology section works to provide aggregate state-, county-, and city-level data to public health workers, researchers, and the general public. If you need information not publicly available on our website, please submit this data request form.

Request

- ● Data Request Form ⓘ
- ○ System Authorization/Removal Request Form ⓘ
- ○ Technical Assistance Request Form ⓘ
- ○ Supply Order Request Form ⓘ

1 *Select* "Data Request Form" from the start request menu.

Data Request Form

The HIV & STI Surveillance and Epidemiology section works to provide aggregated state-, county-, and city- level data to public health workers, researchers, and the general public. If you need information not publicly available on our website, please submit this data request form.

Before requesting data, have you checked the Annual Stats, Trends, and EPI Profiles to see if they contain the data you need? All data products are available on the MDHHS web pages:

Click on the links below to see data products available on MDHHS web pages:

HIV

STI

STI Online Data Query

NHBS

MMP

Will the data report be used internally, or will it be published for external use (e.g. articles, education materials, marketing)? *
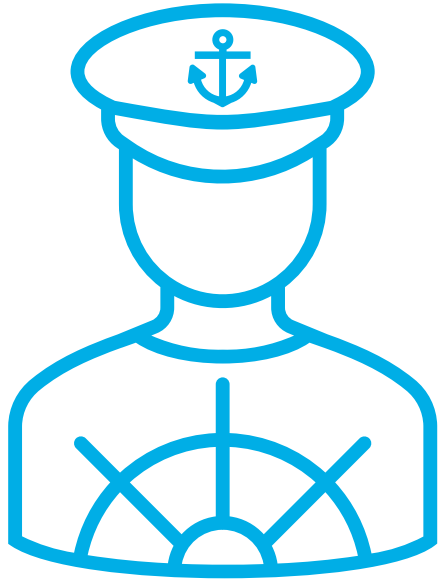
- ○ Internal Use
- ○ External Use

Briefly describe the project/report/etc. in which these HIV/STI data will be used. What will it contain, what is its purpose and how will these data add to it?
Please note that all data are aggregate, and under normal circumstance individual-level data will not be provided. Any special projects or requests that require line-listed data will require additional review by MDHHS. *

Select all the types of data you are requesting: *

- ☐ Analyzable Medical Monitoring Project (MMP) Data
- ☐ Analyzable National HIV Behavioral Surveillance (NHBS) Data
- ☐ HIV Care
- ☐ HIV Testing (MDHHS-funded testing sites only)
- ☐ HIV Partner Ser...
- ☐ Number of ...sed ...

2 Respond to all questions on creating your required data set. All questions are required.
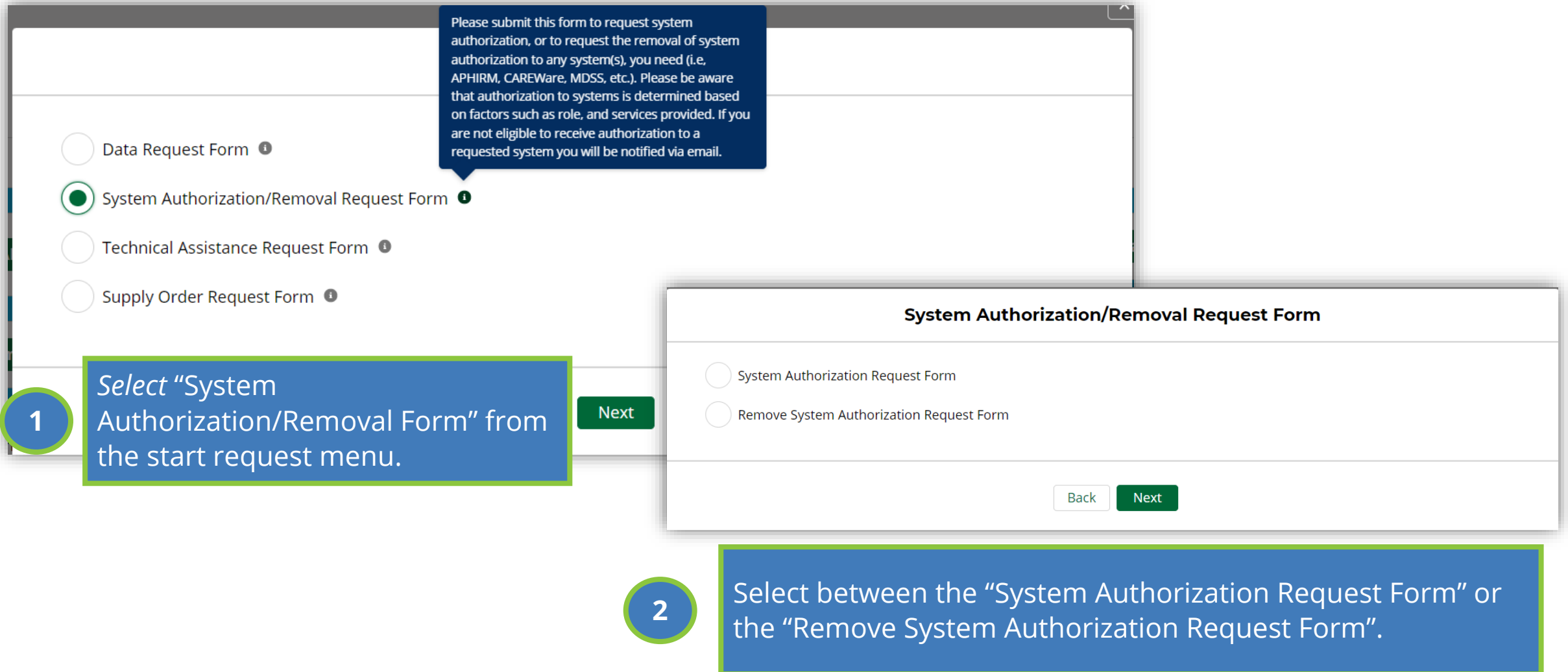
70

SHOARS
STI/HIV Operations and Resource System

HOW TO SUBMIT A SYSTEM AUTHORIZATION/ REMOVAL REQUEST FORM

How to submit a system authorization/removal request
Determine what authorization/removal you need

Please submit this form to request system authorization, or to request the removal of system authorization to any system(s), you need (i.e. APHIRM, CAREWare, MDSS, etc.). Please be aware that authorization to systems is determined based on factors such as role, and services provided. If you are not eligible to receive authorization to a requested system you will be notified via email.

○ Data Request Form ⓘ

● System Authorization/Removal Request Form ⓘ

○ Technical Assistance Request Form ⓘ

○ Supply Order Request Form ⓘ

1 *Select* "System Authorization/Removal Form" from the start request menu.

Next

System Authorization/Removal Request Form

○ System Authorization Request Form

○ Remove System Authorization Request Form

Back   Next

2 Select between the "System Authorization Request Form" or the "Remove System Authorization Request Form".

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How to submit a system authorization/removal request

Determine what authorization/removal you need

System Authorization Request Form

SHOARS Access Request Disclaimer:
An individual must have a business need to gain access to requested sections. Approval will be determined by the assigned SHOARS access staff and management groups. If there are any questions or concerns regarding this process, please reach out to MDHHS-SHOARS-SUPPORT@michigan.gov

What system or systems do you need access to? Click here for a list of systems and descriptions.

Search Systems...

Add more

Explain why you need access. Please note that submitting this form does not guarantee that you will be granted access.

Back   Submit

System authorization includes: APHIRM, CAREWare, DCH File Transfer, EGrAMS, LMS, MDSS, and MIDAP Online.

Remove System Authorization Request Form

**From what system(s) do you need to remove your authorization? Click here for a list of systems and descriptions.**

Search Systems...

Add more

Back   Submit

A Respond to all questions on requesting the authorization you need.

B Respond to all questions on removing access.

You will need to be specific to which program you need authorization for and provide a business-specific reason.
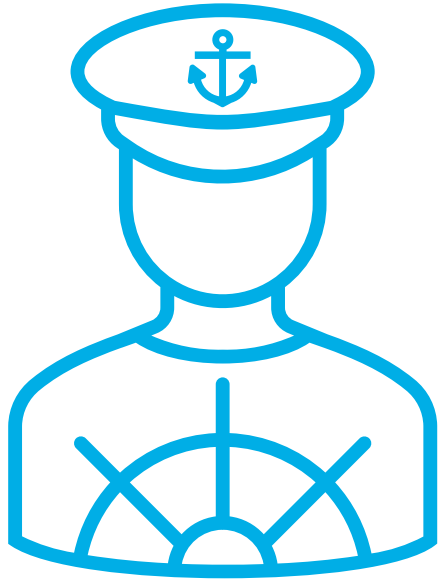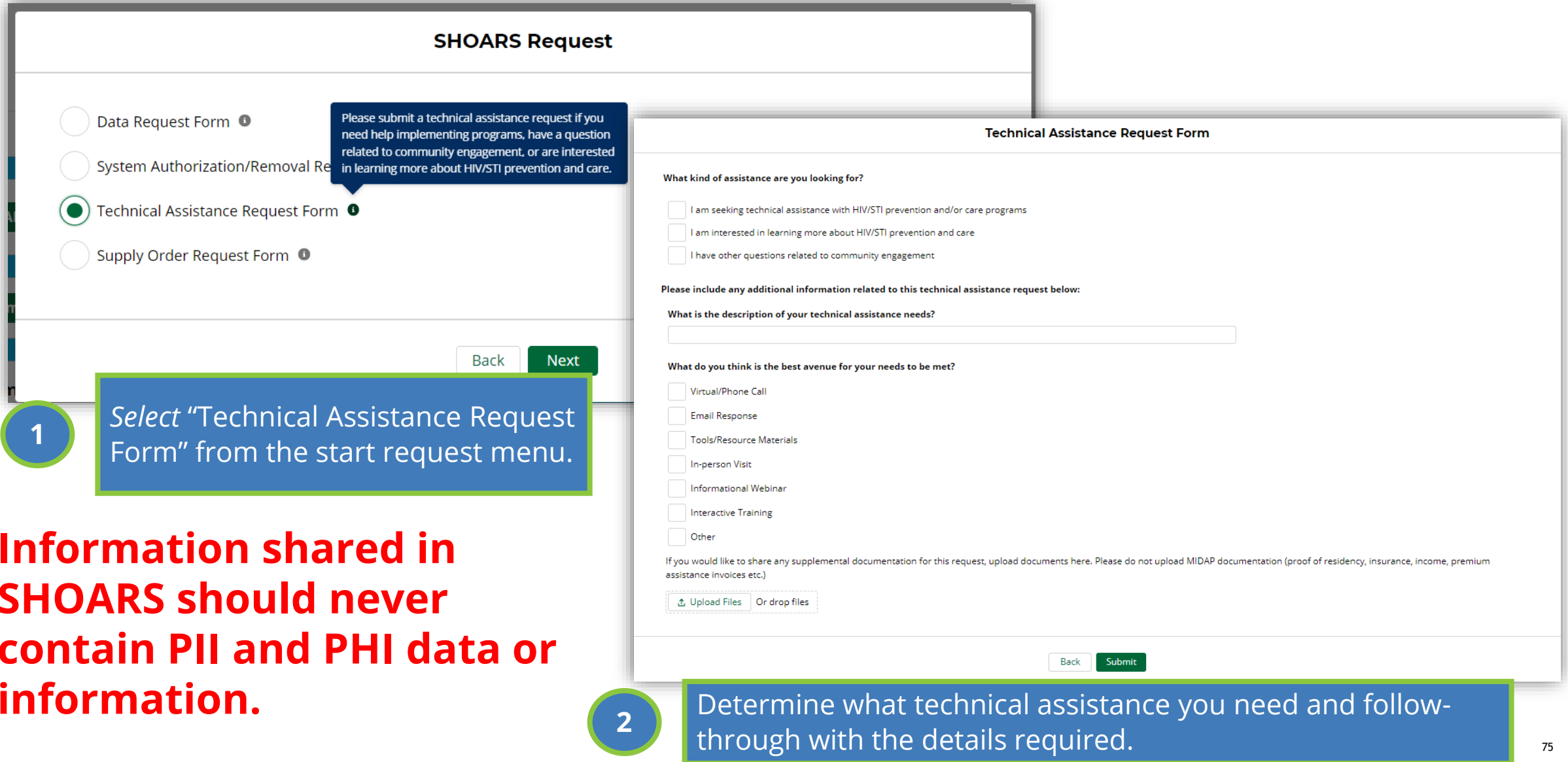
SHOARS
STI/HIV Operations and Resource System

HOW TO SUBMIT A TECHNICAL ASSISTANCE REQUEST

How to submit a technical assistance request

Determine what assistance you would like to receive

SHOARS Request

- Data Request Form ⓘ
- System Authorization/Removal Re...
- ● Technical Assistance Request Form ⓘ
- Supply Order Request Form ⓘ

> Please submit a technical assistance request if you need help implementing programs, have a question related to community engagement, or are interested in learning more about HIV/STI prevention and care.

Back | Next

1 *Select* "Technical Assistance Request Form" from the start request menu.

Information shared in SHOARS should never contain PII and PHI data or information.

Technical Assistance Request Form

What kind of assistance are you looking for?

- ☐ I am seeking technical assistance with 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

Please include any additional information related to this technical assistance request below:

What is the description of your technical assistance needs?

What do you think is the best avenue for your needs to be met?

- ☐ Virtual/Phone Call
- ☐ Email Response
- ☐ Tools/Resource Materials
- ☐ In-person Visit
- ☐ Informational Webinar
- ☐ Interactive Training
- ☐ Other

If you would like to share any supplemental documentation for this request, upload documents here. Please do not upload MIDAP documentation (proof of residency, insurance, income, premium assistance invoices etc.)
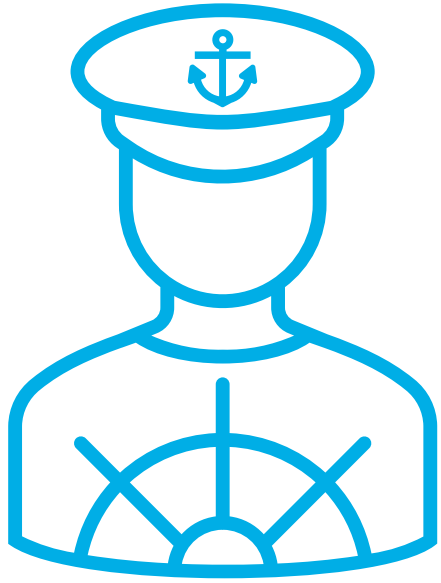
⬆ Upload Files | Or drop files

Back | Submit

2 Determine what technical assistance you need and follow-through with the details required.

How to submit a supply order request

Determine what supplies you would like to receive

SHOARS Request

Please submit this form if you need to order HIV Testing supplies (i.e., Alere, Chembio, etc.), STI test requisitions, condoms, brochures, or other communication materials. Please note that select supplies are only available based on affiliation to MDHHS, if you are not eligible to receive requested supplies, you will be notified via email.

○ Data Request Form ⓘ

○ System Authorization/Rem

○ Technical Assistance Reque

● Supply Order Request Form ⓘ

Supply Order Request Form

SHOARS Supply Order Request Disclaimer:
Please note - Some items may be out of stock, discontinued, or unavailable per contractual agreements. If there are any questions or concerns regarding this process, please reach out to MDHHS-SHOARS-SUPPORT@michigan.gov

What would you like to order?
☐ Health Promotion Materials
☐ STI and HIV Testing Supplies

Other: Not seeing what you need? Submit a suggestion to us for HIV or STI related materials.

What is your shipping address?
Business Name/Affiliation Name
Eva
Name
ProgramM Hub
Street
5454 Venoy Rd
Building, Suite, Unit

City
Wayne
County
Wayne
State
Michigan
Zip Code
48184
Phone
(919) 425 2563

Validate Address

Back   Submit

1 *Select* "Supply Order Request Form" from the start request menu.

2 Determine what materials you need, select your amount, and where they should be delivered.

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CHAPTER SEVEN
GRANTS & CONTRACTS

What we'll cover in this section

Grants and Contracts Navigation Chart

How to submit an amendment request

How to edit draft amendments

How to review pending and approved amendments

How to approve, reject, or reassign your amendments

How to edit your alignments

WATCH OUT AND DO NOT FORGET:
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(2) SHOARS and Salesforce in general update with new enhancements all the time. Don't be surprised if you log in one day and things look a little different than they did the day before!
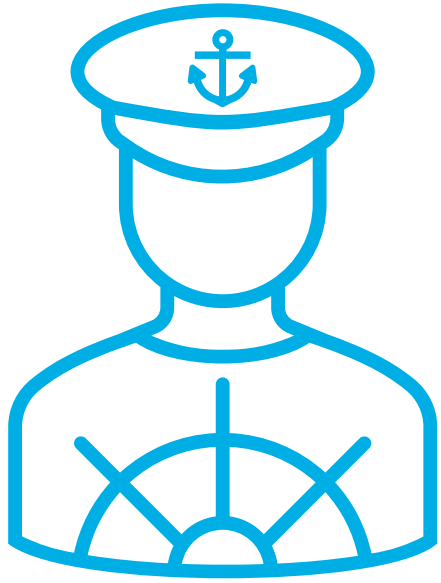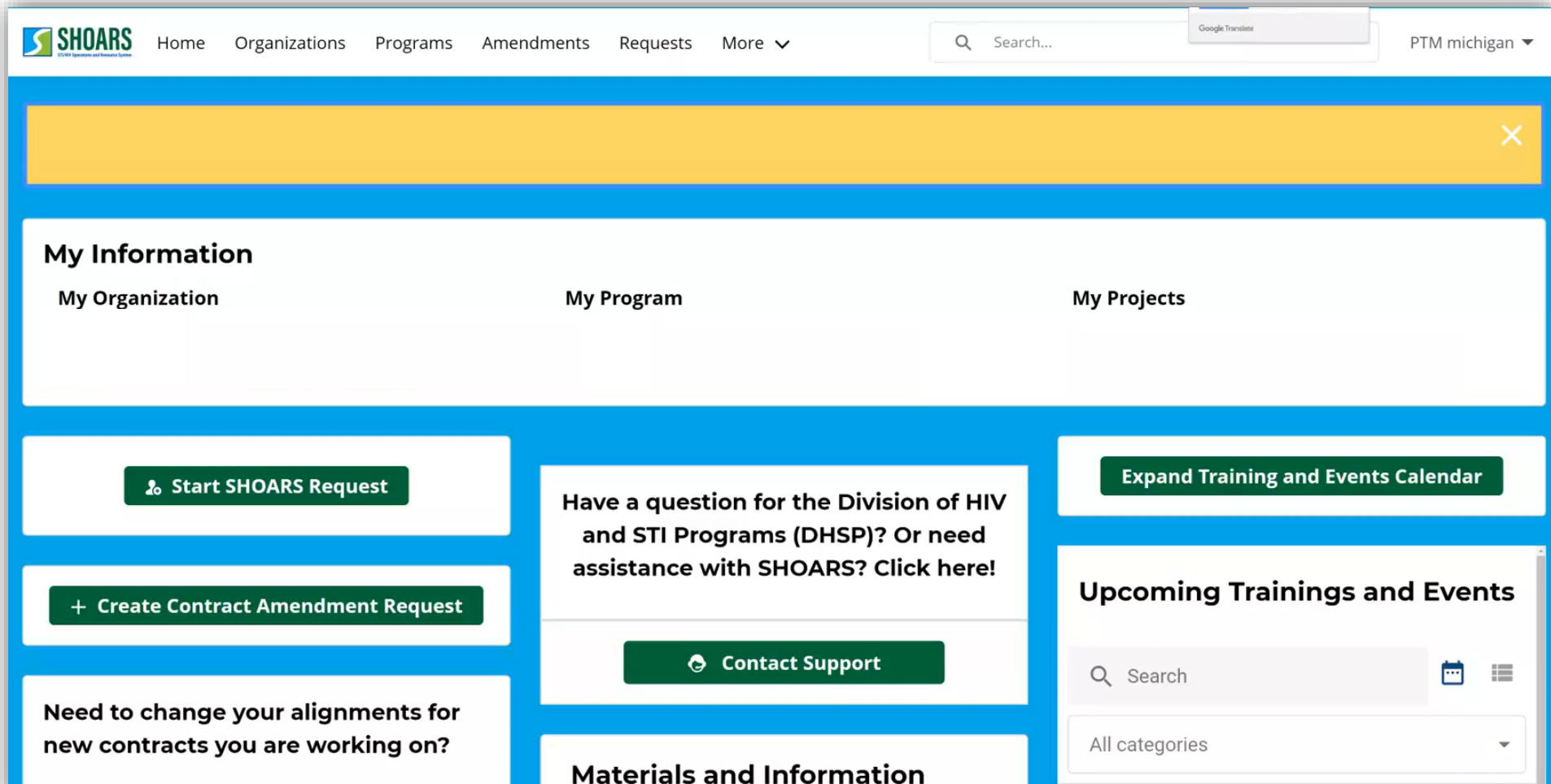
SHOARS

STI/HIV Operations and Resource System

HOW TO SUBMIT AN AMENDMENT REQUEST

How to submit an amendment request

View of a Program Manager's dashboard

1 There are three areas where you can create a Contract Amendment Request.

How to submit an amendment request
Multiple areas to create a Contract Amendment Request

2 Create a Contract Amendment Request through the Dashboard by *selecting* the "+ Create Contract Amendment Request" button.

How to submit an amendment request

Multiple areas to create a Contract Amendment Request

NOTE: You must match the name of the organization and project title that is linked to your account already approved in SHOARS.
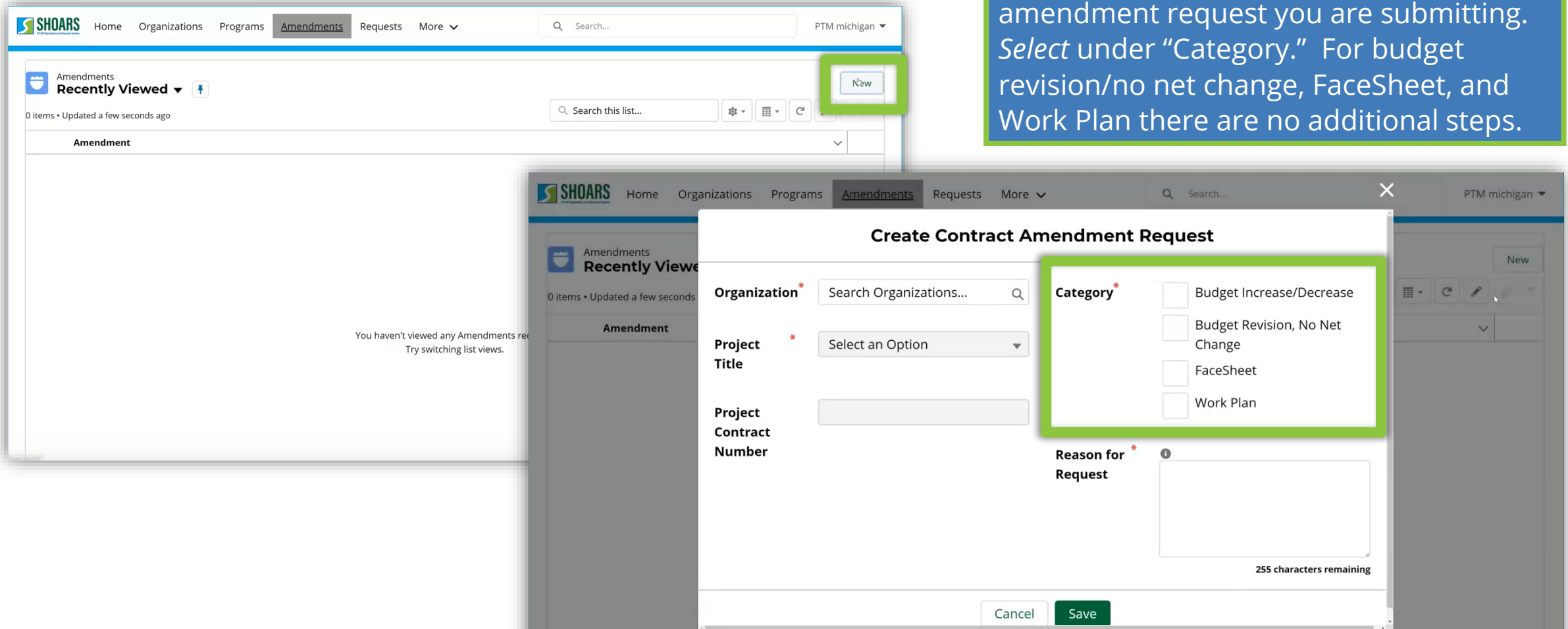
3 Create a Contract Amendment Request through the "Organizations" tab by *viewing* a record and *selecting* the "Create Contract Amendment Request" button.

How to submit an amendment request

Multiple areas to create a Contract Amendment Request

NOTE: Determine what type of amendment request you are submitting. *Select* under "Category." For budget revision/no net change, FaceSheet, and Work Plan there are no additional steps.

4 Create a Contract Amendment Request through the "Amendments" tab by *selecting* the "New" button on the Amendments dashboard.

How to submit an amendment request
Request a budget increase/decrease for an existing project

Create Contract Amendment Request

Organization* Search Organizations...

Project Title* Select an Option

Project Contract Number

Category*
- ☑ Budget Increase/Decrease
- ☐ Budget Revision, No Net Change
- ☑ FaceSheet
- ☑ Work Plan

Reason for Request*

255 characters remaining

Request to Change State Agreement Amount

State Agreement Amount

Increase Amount*

Decrease Amount*

New State Agreement Amount

5 For Budget Increase/Decrease you must provide your amount of budget changes. There cannot be a pending budget change if you want to make a new budget change.
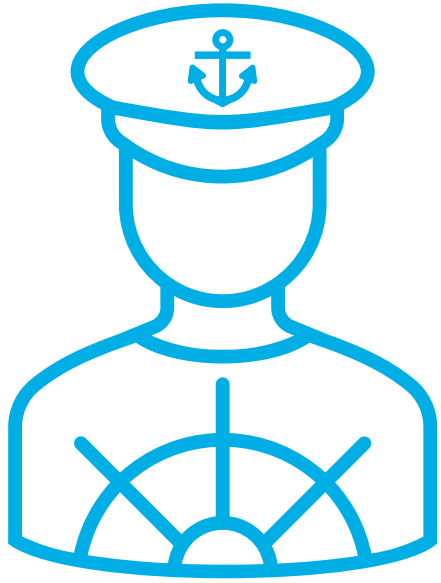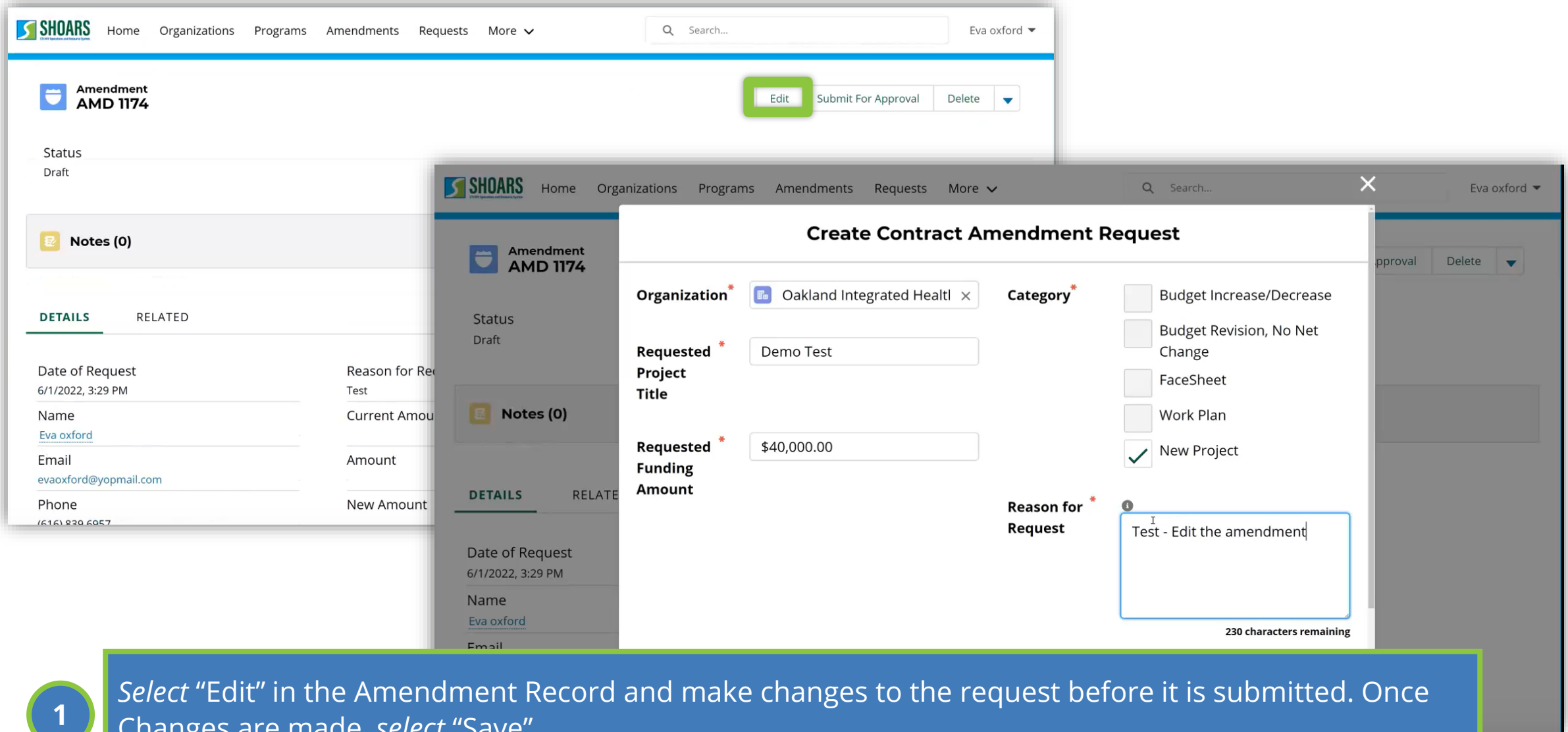
85

How to edit draft amendments
Edits can be made prior to submitting for approval

1 *Select* "Edit" in the Amendment Record and make changes to the request before it is submitted. Once Changes are made, *select* "Save".

How to edit draft amendments

Edits can be made prior to submitting for approval

2 Once the "Submit For Approval" button has been *selected* and the request has been submitted, you will no longer have access to make updates to the record while it is in the approval process.

SHOARS
STI/HIV Operations and Resource System

HOW TO REVIEW PENDING AND APPROVED AMENDEMNTS

How to review pending and approved amendments
Request a budget increase/decrease for an existing project

SHOARS   Home   Organizations   Programs   **Amendments**   Requests   My Information ⌄   FAQs   🔍 Search...   ProgramM Hub ⌄
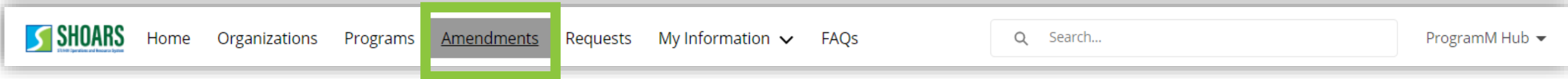
1   *Click* on "Amendments" on the SHOARS ribbon.

Amendments
Recently Viewed ⌄ 📌   New

3 items • Updated 4 minutes ago   🔍 Search this list...

	Amendment	⌄	
1	AMD 0717		▼
2	AMD 0718		▼
3	AMD 0649		▼
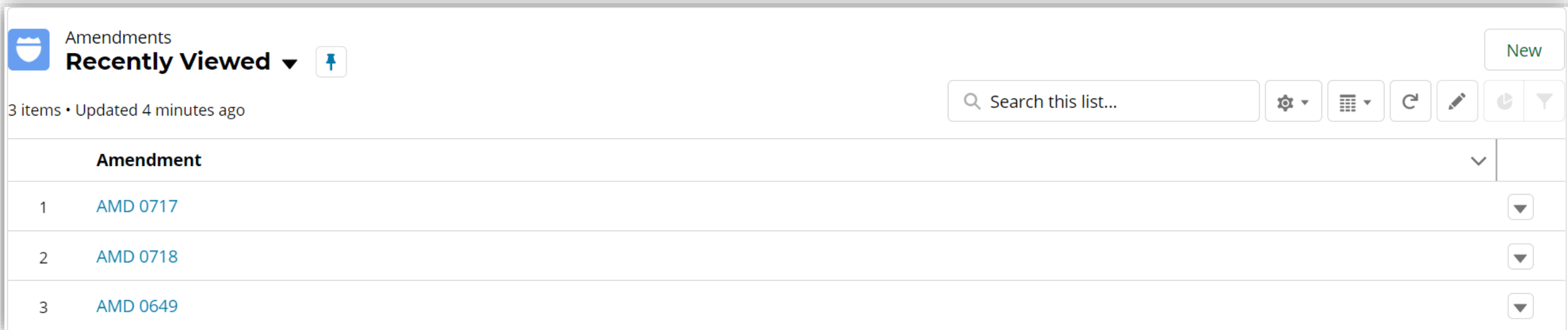
2   After opening the Amendments tab, you'll be taken to a list of all amendment requests that have been submitted to SHOARS. Select which one you would like to review.

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How to review pending and approved amendments

Request a budget increase/decrease for an existing project

Amendment
AMD 0717

Status
Pending DHSP Internal Manager Approval

New Note | Approve Amendment

3 At the top of the page is the status of your amendment.

Notes (0)

Thank you for submitting your Amendment. Your amendment number is AMD 0717, and if any changes are required, please contact the department at MDHHS-HIVSTIOperations@michigan.gov

DETAILS **RELATED**

Date of Request
10/14/2021, 9:15 AM

Reason for Request ⓘ
asdfasdfasdf

Name
ProgramM Hub

Current Amount

Email
hubprogramm@mailinator.com

Amount

Phone
(919) 425 2563

New Amount

Organization
DEAF Community Advocacy

Requestor
ProgramM Hub

Program
HIV/STD Care, Prevention and Support - 2021

Status
Pending DHSP Internal Manager Approval

Project Title
PROJ-480

4 You will be able to see what information you entered associated with this amendment request. You will not be able to edit this request in SHOARS.

Category
Budget Revision, No Net Change;FaceSheet;Work Plan

Requested Project Title

Requested Funding Amount

Amendment Number
E20210210-006
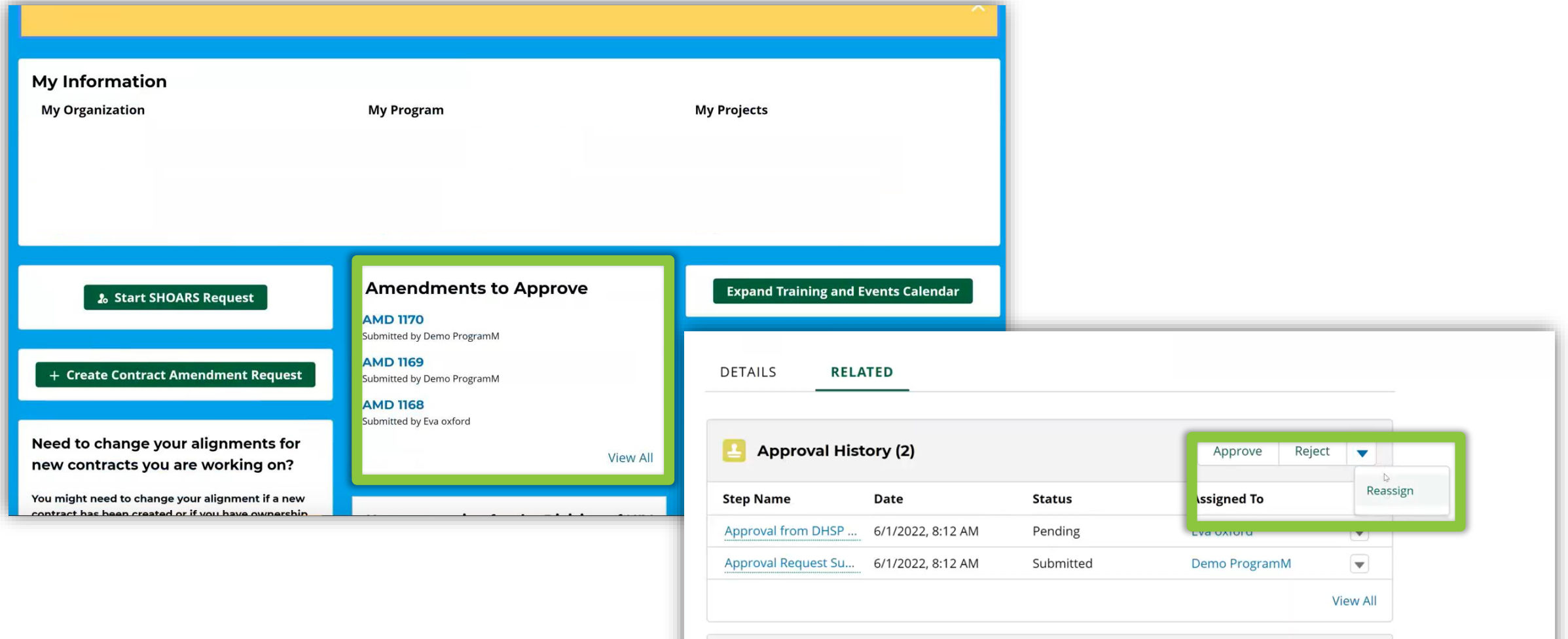
SHOARS
STI/HIV Operations and Resource System

HOW TO APPROVE, REJECT, OR REASSIGN YOUR AMENDMENTS

US: 135608

How to approve, reject, or reassign your amendments
Grants Management users can Approve, Reject, or Reassign amendments

My Information

My Organization   My Program   My Projects

Start SHOARS Request

+ Create Contract Amendment Request

Need to change your alignments for new contracts you are working on?

You might need to change your alignment if a new contract has been created or if you have ownership

Amendments to Approve

AMD 1170
Submitted by Demo ProgramM

AMD 1169
Submitted by Demo ProgramM

AMD 1168
Submitted by Eva oxford

View All

Expand Training and Events Calendar

DETAILS   RELATED

Approval History (2)

Approve   Reject   ▼

                            Reassign

Step Name	Date	Status	Assigned To
Approval from DHSP ...	6/1/2022, 8:12 AM	Pending	Eva oxford
Approval Request Su...	6/1/2022, 8:12 AM	Submitted	Demo ProgramM

View All

1 | *Select* the "Amendment" from the "Amendments to Approve" widget. *Navigate* to the "Related" tab to *view* the "Approve", "Reject", and "Reassign" buttons.

How to approve, reject, or reassign your amendments

Approve Amendment Process
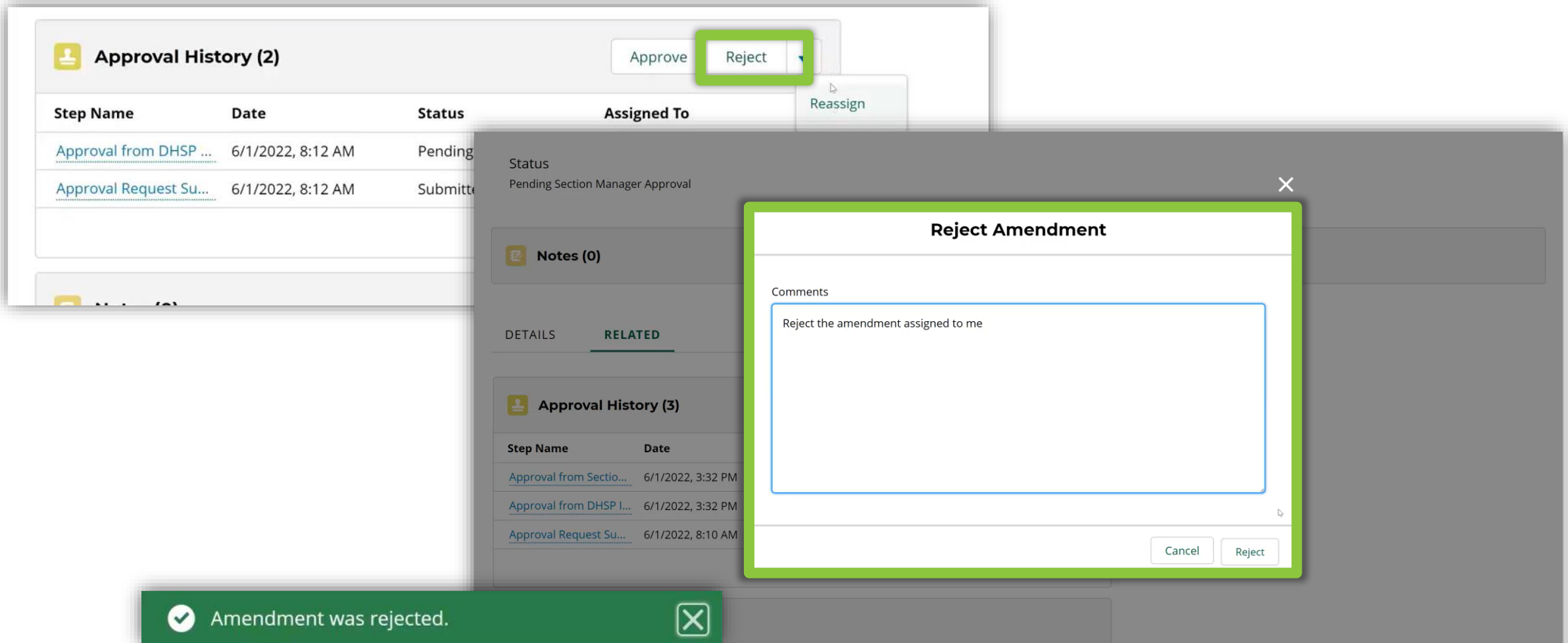
2 *Navigate* to the "Related" tab in the Amendment, *select* "Approved", and *add* a comment in the pop-up box that appears. A green success message will appear stating, the "Amendment was approved".

How to approve, reject, or reassign your amendments
Reject Amendment Process

Approval History (2)

Step Name	Date	Status	Assigned To
Approval from DHSP ...	6/1/2022, 8:12 AM	Pending	
Approval Request Su...	6/1/2022, 8:12 AM	Submitte	

Approve | Reject | Reassign

Status
Pending Section Manager Approval

Notes (0)

DETAILS   **RELATED**

Approval History (3)

Step Name	Date
Approval from Sectio...	6/1/2022, 3:32 PM
Approval from DHSP I...	6/1/2022, 3:32 PM
Approval Request Su...	6/1/2022, 8:10 AM

Reject Amendment

Comments

Reject the amendment assigned to me
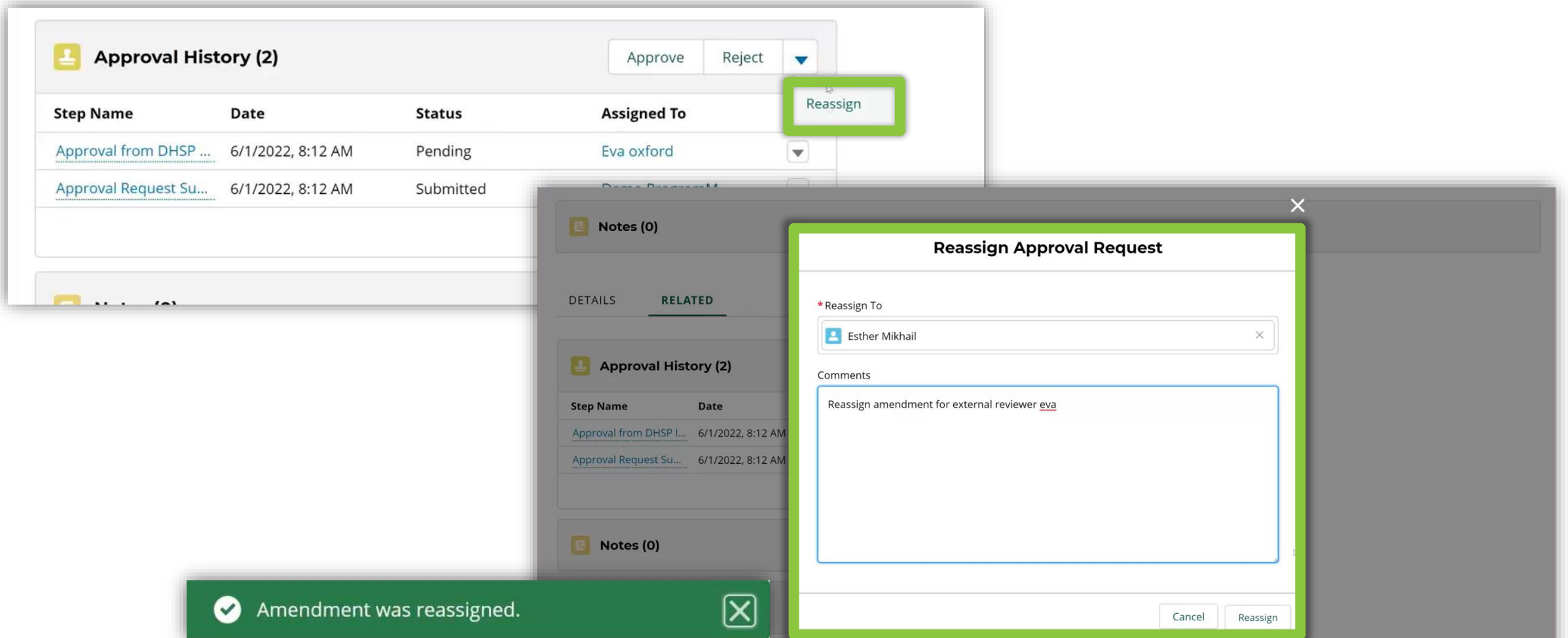
Cancel | Reject

✓ Amendment was rejected. ☒

3 *Navigate* to the "Related" tab in the Amendment, *select* "Reject", and *add* a comment in the pop-up box that appears. A green success message will appear stating, the "Amendment was rejected".

How to approve, reject, or reassign your amendments
Reassign Amendment Process

4 *Navigate* to the "Related" tab in the Amendment, *select* "Reassign", and *add* a comment in the pop-up box that appears. A green success message will appear stating, the "Amendment was reassigned".

SHOARS
STI/HIV Operations and Resource System

HOW TO EDIT YOUR ALIGNMENTS

US: 124677

How to edit your alignments
View of an Organization Lead/ Authorized Representative dashboard

1 To edit your alignments, *Select* the "Edit Alignment" button.

How to Edit Your Alignments
View of an Organization Lead/ Authorized Representative Dashboard

My Organization

Oakland Integrated Healthcare Network
Oakland Livingston Human Service Agency
Oakwood Healthcare Inc.

Start SH

+ Create Contract

Need to change yo
new contracts you

You might need to chang
contract has been create
of a new project.

Edit Al

Amendments

Pending Approval Amendments

Help us personalize SHOARS to meet your needs

Will you be using SHOARS for Grant and Contract Management work such as submitting and tracking contract amendment requests to DHSP?

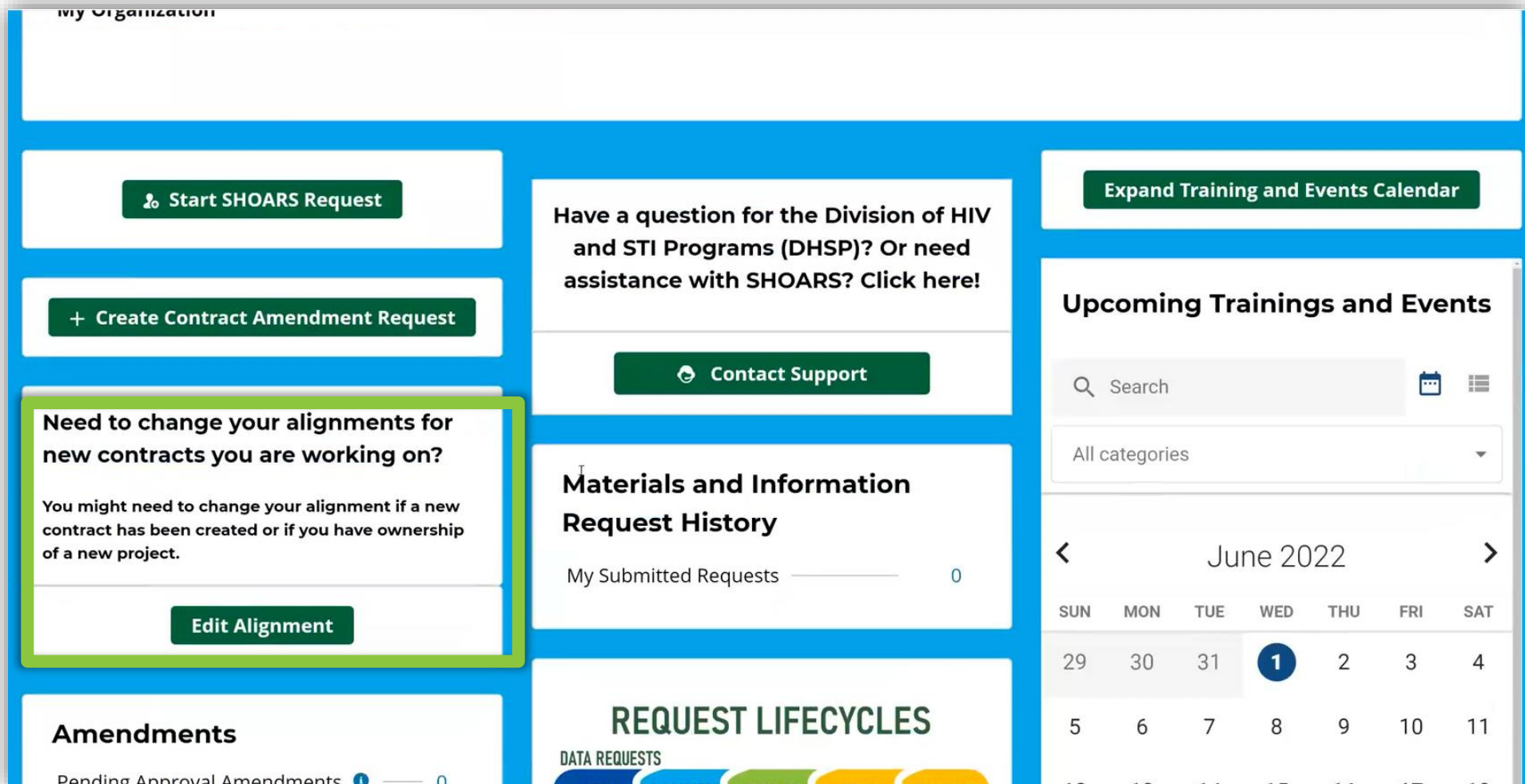Please note - By registering for SHOARS you will automatically have the ability to sign-up for trainings & events, as well as the ability to submit materials & information requests.
*

- ● Yes
- ○ No

Next

d Events Calendar

ngs and Events

2022

THU   FRI   SAT

2   3   4

5   6   7   8   9   10   11

REQUEST LIFECYCLES
DATA REQUESTS

2 *Select* the "Yes" option for the Grants Management alignment to go to the Grants Management Questions. *Select* "Next".

How to edit your alignments
View of an Organization Lead/ Authorized Representative Dashboard

My Organization
Oakland Integrated Healthcare Network
Oakland Livingston Human Service Agency
Oakwood Healthcare Inc.

Help us personalize SHOARS to meet your needs

*

Are you an Amendment Approver or a Subrecipient user?

○ MDHHS Amendment Approver – Select this option if you are an MDHHS employee outside of DHSP using SHOARS to manage contract amendments
● Partner Agency User – Select this option if your agency receives funding from or contracts with DHSP

Previous   Next

3 *Select* "Partner Agency User" if your agency receives funding from or contracts with BHSP. *Select* "Next".

How to edit your alignments
View of an Organization Lead/ Authorized Representative Dashboard
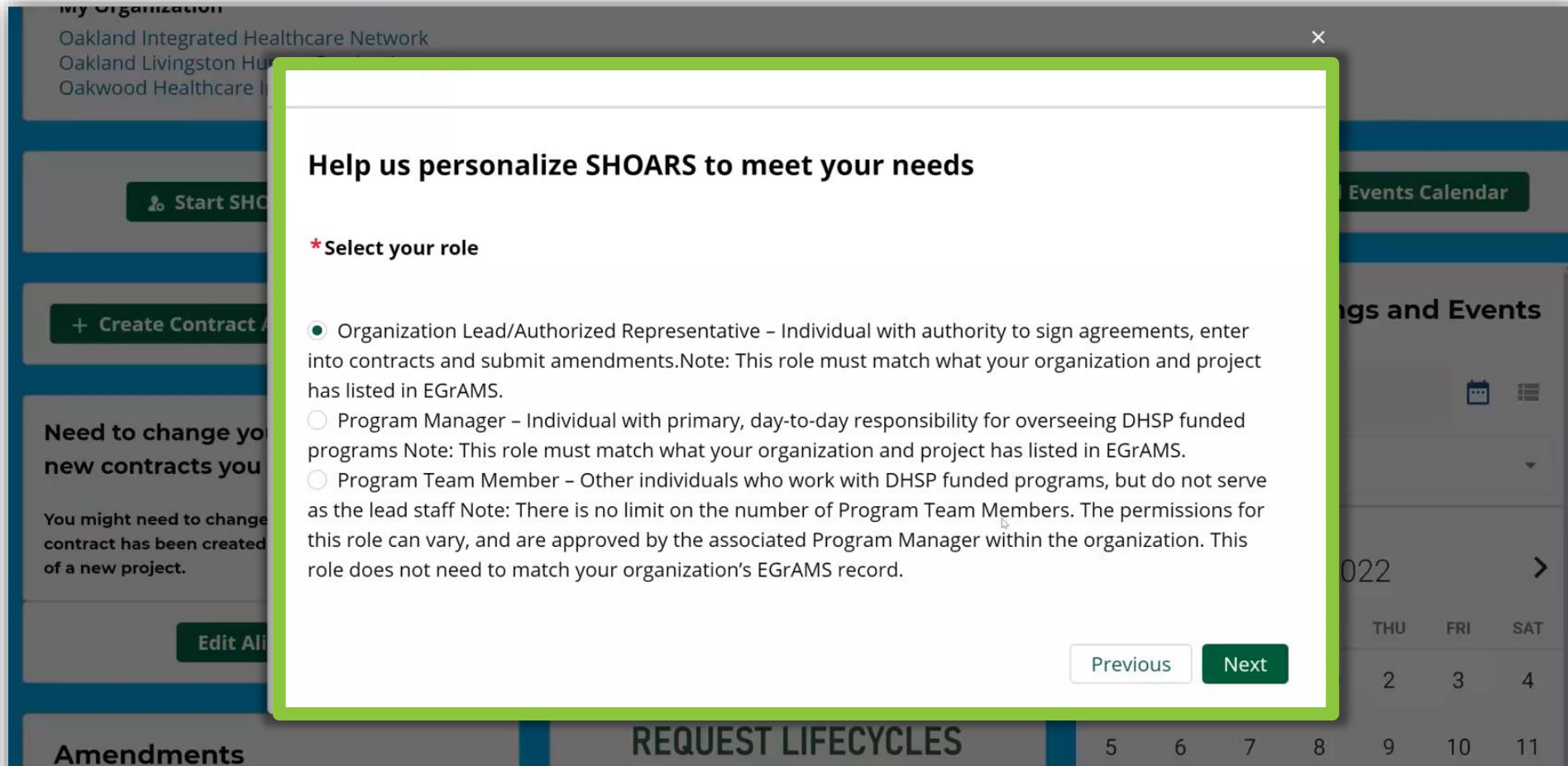
My Organization

Oakland Integrated Healthcare Network
Oakland Livingston Hu...
Oakwood Healthcare I...

Start SHO

Events Calendar

+ Create Contract A

gs and Events

Need to change yo
new contracts you

You might need to change
contract has been created
of a new project.

Edit Ali

Help us personalize SHOARS to meet your needs

*Select your role

⦿ Organization Lead/Authorized Representative – Individual with authority to sign agreements, enter into contracts and submit amendments.Note: This role must match what your organization and project has listed in EGrAMS.

○ Program Manager – Individual with primary, day-to-day responsibility for overseeing DHSP funded programs Note: This role must match what your organization and project has listed in EGrAMS.

○ Program Team Member – Other individuals who work with DHSP funded programs, but do not serve as the lead staff Note: There is no limit on the number of Program Team Members. The permissions for this role can vary, and are approved by the associated Program Manager within the organization. This role does not need to match your organization's EGrAMS record.

Previous | Next

022

THU	FRI	SAT
	2	3	4

REQUEST LIFECYCLES
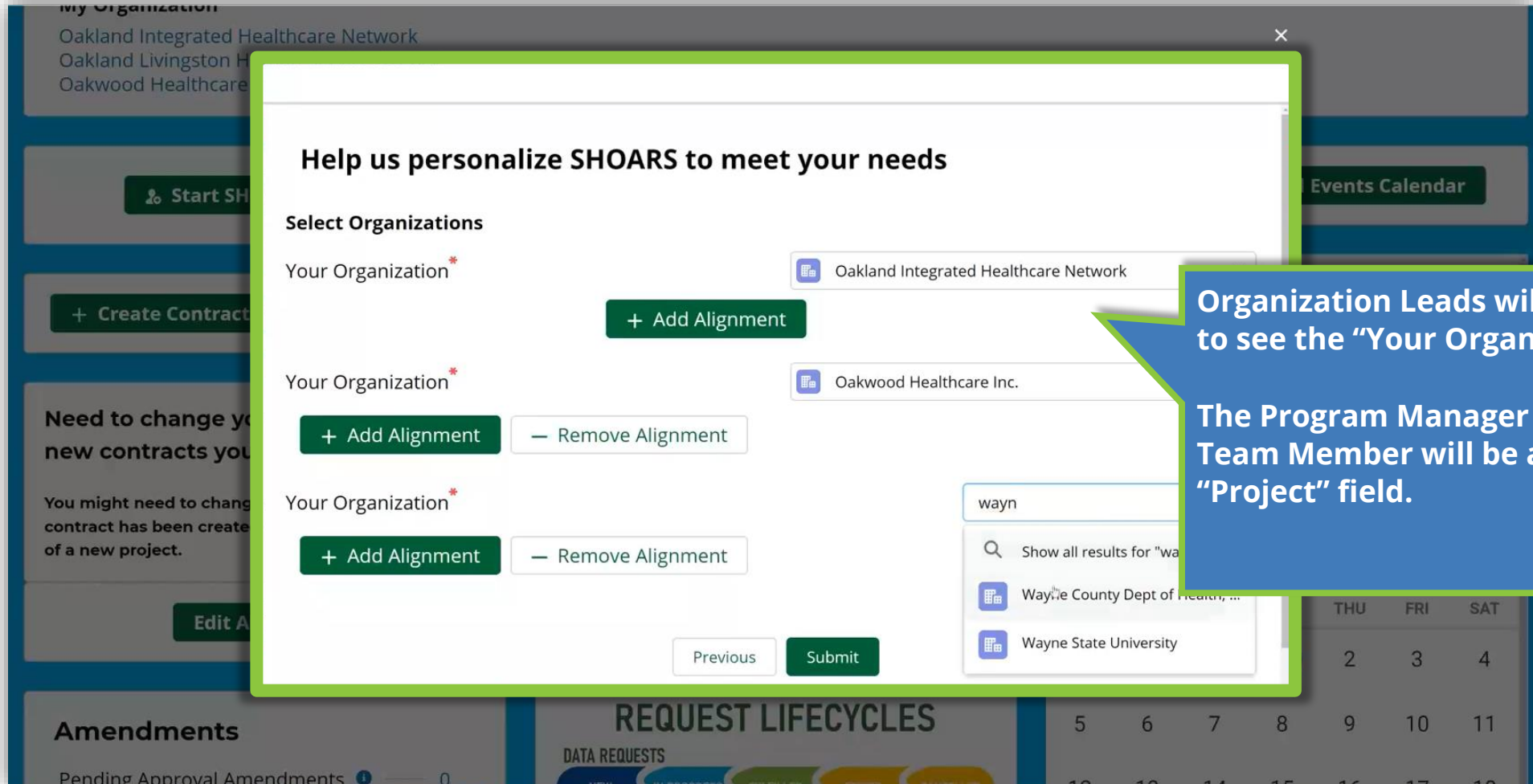
| | 5 | 6 | 7 | 8 | 9 | 10 | 11 |

Amendments

④ *Select* "Organization Lead/Authorized Representative" if you are an Individual with authority to sign agreements, enter into contracts and submit amendments. Note: This role must match what your organization and project has listed in EGrAMS. *Select* "Next".

How to edit your alignments
View of an Organization Lead/ Authorized Representative Dashboard

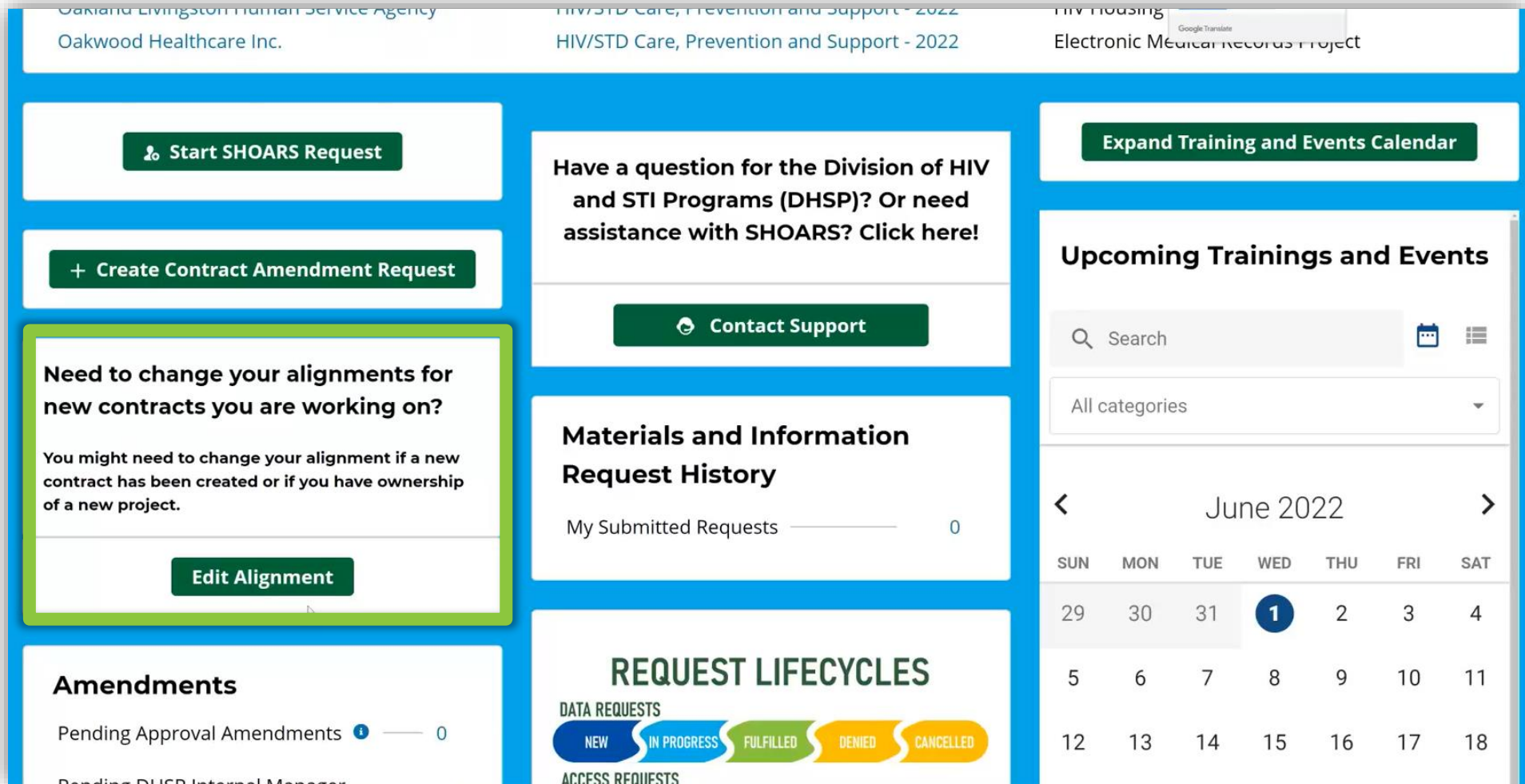**Organization Leads will only be able to see the "Your Organization" field.**

The Program Manager and Program Team Member will be able to see the "Project" field.

5 When the Organization Lead comes to edit their alignment, they will only see the "Your Organization" field. You are able to Add or Remove alignments. *Select* "Submit" once complete.
Note: Users will be able to add up to five alignments.

How to edit your alignments
View as a Program Manager

6 You will be taken to the home page after you submit your request.
An Access Request will be sent to a Superuser, the Request will go through the approval process, and a Record will be created.

How to edit your alignments

View as a Program Manager

7 Select the "Yes" option for the Grants Management alignment to navigate to the Grants Management Questions.

How to edit your alignments
View as a Program Manager

8 *Select* "Partner Agency User" if your agency receives funding from or contracts with BHSP.

How to edit your alignments
View as a Program Manager

Oakland Livingston Human Service Agency   HIV/STD Care, Prevention and Support - 2022   HIV Housing Assistance

Oakwood Healthcare Inc.   HIV/STD Care, Prevention and Support - 2022   Electronic Medical Records Project

Help us personalize SHOARS to meet your needs

*Select your role

○ Organization Lead/Authorized Representative – Individual with authority to sign agreements, enter into contracts and submit amendments.Note: This role must match what your organization and project has listed in EGrAMS.

● Program Manager – Individual with primary, day-to-day responsibility for overseeing DHSP funded programs Note: This role must match what your organization and project has listed in EGrAMS.

○ Program Team Member – Other individuals who work with DHSP funded programs, but do not serve as the lead staff Note: There is no limit on the number of Program Team Members. The permissions for this role can vary, and are approved by the associated Program Manager within the organization. This role does not need to match your organization's EGrAMS record.

Previous   Next

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9   *Select* "Program Manager" if you are an individual with primary, day-to-day responsibility for overseeing BHSP funded programs. Note: This role must match what your organization and project have listed in EGrAMS.

How to edit your alignments

View as a Program Manager

The "Your Project Title(s)" field now appears.

When the Program Manager comes to edit their alignment, they will see the "Your Organization" and "Your Project Title(s)" fields. Input your information in both fields.
You are able to Add or Remove alignments. *Select* "Submit" once complete.
Note: Users will be able to add up to five alignments.

10

How to edit your alignments
View of a Program Team Member dashboard
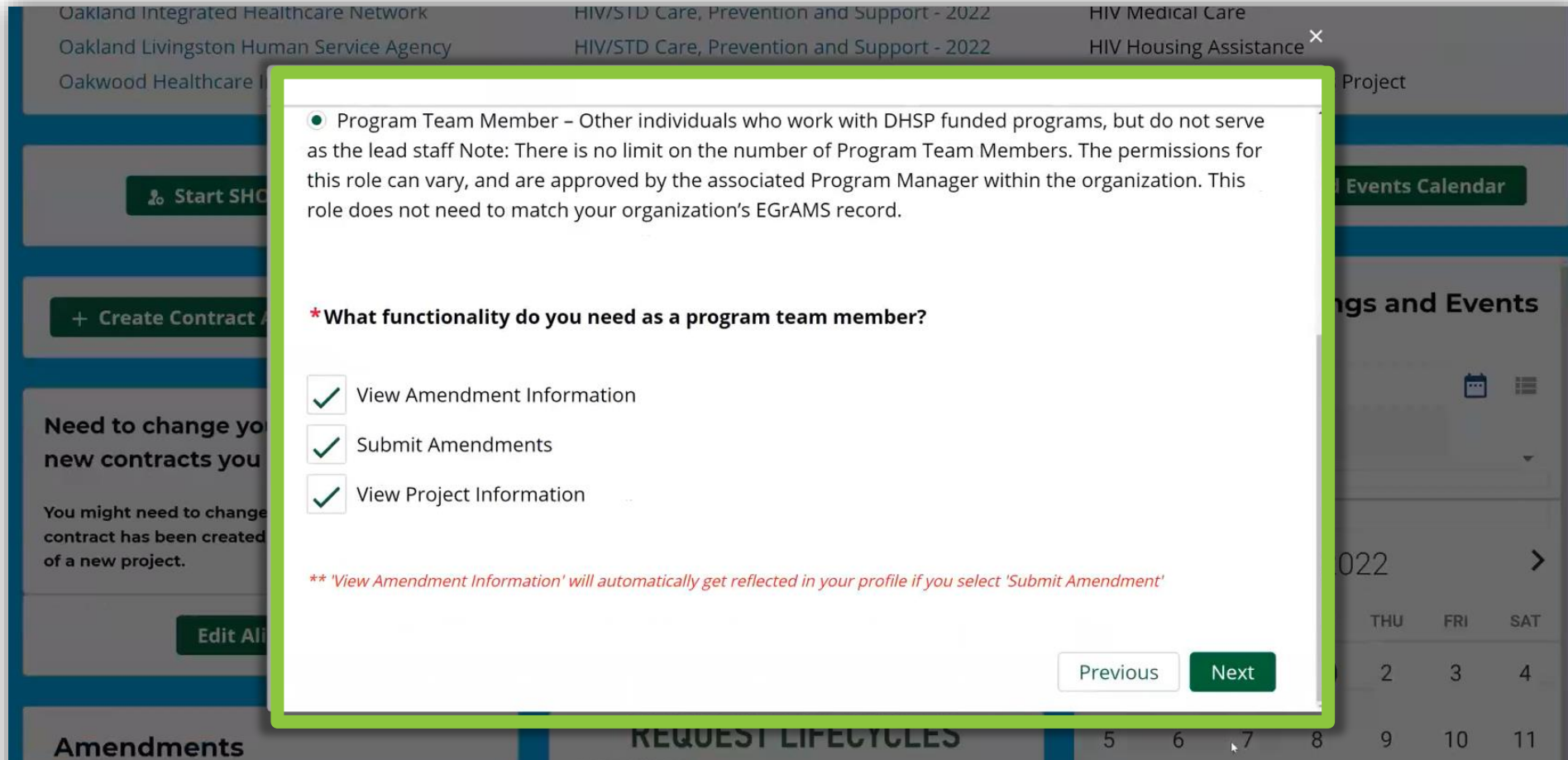
11 *Select* "Program Team Member" if you are an individual who works with BHSP funded programs, but do not serve as the lead staff. Note: There is no limit on the number of Program Team Members. The permissions for this role can vary and are approved by the associated Program Manager within the organization. This role does not need to match your organization's EGrAMS record.

How to edit your alignments
View of a Program Team Member dashboard

Oakland Integrated Healthcare Network   HIV/STD Care, Prevention and Support - 2022   HIV Medical Care

Oakland Livingston Human Service Agency   HIV/STD Care, Prevention and Support - 2022   HIV Housing Assistance ✕

Oakwood Healthcare I   Project

Help us personalize SHOARS to meet your needs

Select Organizations and Projects

Your Organization*   🏢 Oakwood Healthcare Inc.   ✕

*Your Project Title(s)   Electronic Medical Records Proje ▼

+ Add Alignment

Your Organization*

*Your Project Title(s)

+ Add Alignment   **— Remove Alignment**

Previous   Submit

The "Your Project Title(s)" field now appears.

12

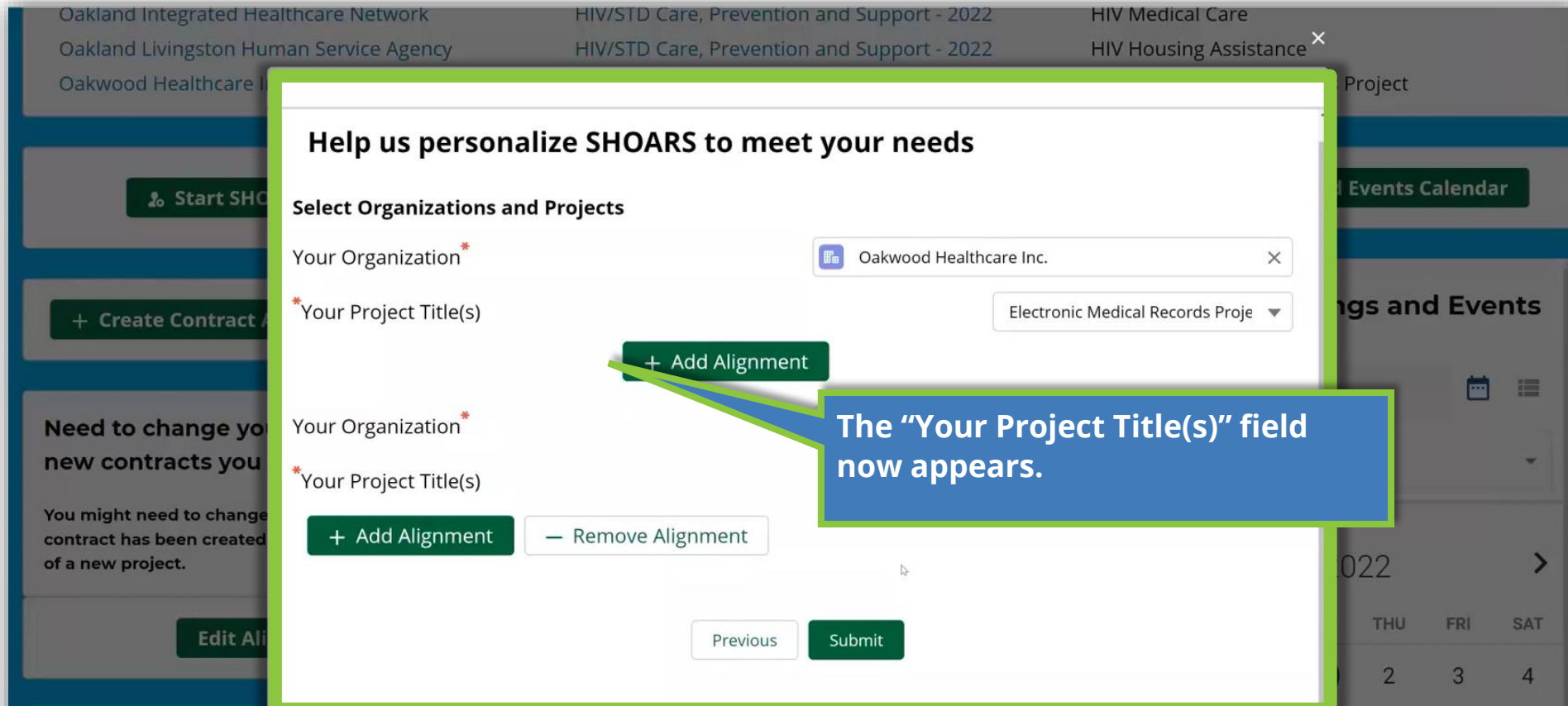When the Program Team Member comes to edit their alignment, they will see the "Your Organization" and "Your Project Title(s)" fields. Input your information in both fields.
You are able to Add or Remove alignments. *Select* "Submit" once complete.
Note: Users will be able to add up to five alignments.