

Web-based Block Grant Application System (WebBGAS) Navigation Manual for SAMHSA SA Users

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Introduction

The WebBGAS navigation manual is a brief reference document designed to assist SAMHSA Block Grant users with navigating the web-based system. The document is organized into sections for key system functions, and it provides a step-by-step guide for using these functions, including reviewing and approving an application. Screenshots from the website are included to facilitate your understanding of the application process. Important areas are highlighted and helpful tips are included throughout the manual. If you experience other issues not covered in this system navigation manual, please contact the WebBGAS Help Desk at BGASHelpDesk@samhsa.hhs.gov or 888-301-2427.

1. Accessing WebBGAS

Each time you access WebBGAS ([Link to website: https://bgas.samhsa.gov](https://bgas.samhsa.gov)) you will need to log in with your username and password as shown below. For the initial login to WebBGAS, you should use the username and temporary password that were provided to you by WebBGAS via secure email exchange.

The screenshot shows the WebBGAS login interface. At the top left is the WebBGAS logo with the text "Application for SAMHSA Block Grants and Projects for Assistance in Transition from Homelessness Grants". Below the logo is the heading "WebBGAS".

On the left side, there are three warning boxes:

- WARNING: UNAUTHORIZED ACCESS**: Unauthorized access to this United States Government Computer System and software is prohibited by Title 18 United States Code, Section 1030, fraud and related activity in connection with computers.
- WARNING: COMPUTER USAGE**: The Standards of Ethical Conduct for Government Employees prohibit the use of government property, including computers, for unauthorized purposes.
- WARNING: SENSITIVE INFORMATION**: Do not file sensitive information that allows unauthorized persons to access it.
- WARNING: RETENTION OF RECORDS**: Documents that you create electronically, including electronic mail, may be governed by the Federal Records Act (Title 44 United States Code 3314) just as hard-copy records can be. Do not destroy electronic records that are subject to the Act except pursuant to an approved records disposition schedule.

In the center, a red-bordered box contains the text: "If you have forgotten your username or password, click these links and your username and/or a temporary password will be sent to your email address." A red arrow points from this box to the "Forgot Password? | Forgot Username? How to obtain a new user account." link in the login form.

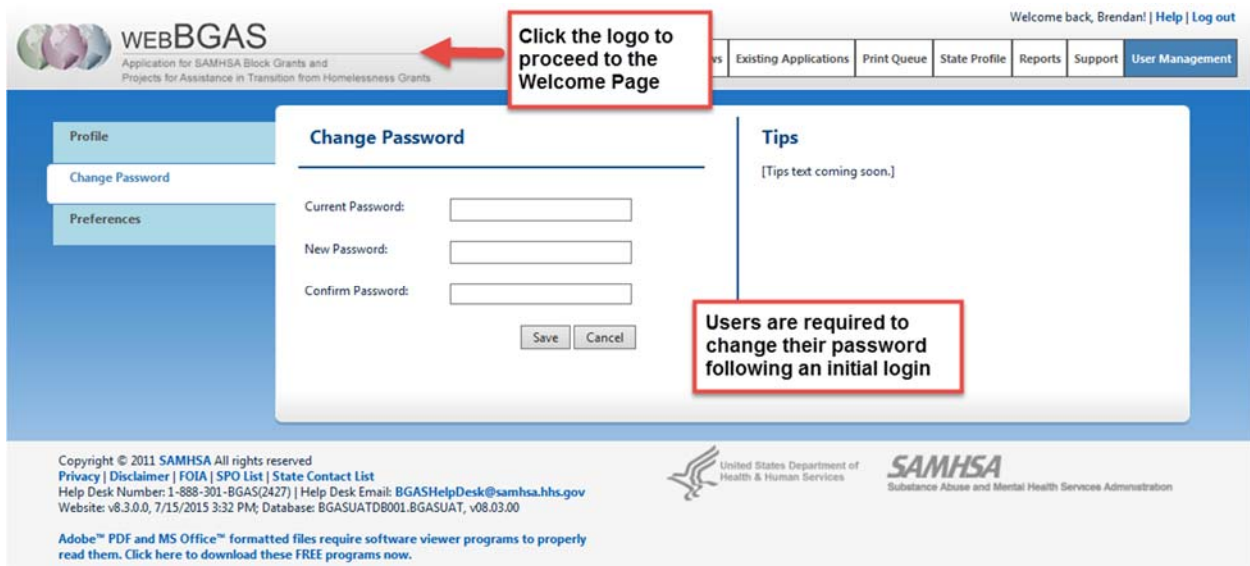
The login form on the right is titled "Please login below:" and includes fields for "Username:" and "Password:", a "Login" button, and the aforementioned help links.

At the bottom right, a blue-bordered box titled "Need Assistance?" provides contact information: "If you need any help with the use of this application, you can Email Us, enter a support ticket from our Help Desk Page or contact our support desk at the number below. Contact us Now at: 1-888-301-BGAS(2427)".

A yellow banner at the bottom of the page reads: "FUNDING REQUESTS: If you are seeking individual behavioral health services or funding for your organization, please contact your local state health agency for assistance."

At the very bottom, there is copyright information: "Copyright © 2011 SAMHSA All rights reserved. Privacy | Disclaimer | FOIA | SPO List | State Contact List. Help Desk Number: 1-888-301-BGAS(2427) | Help Desk Email: BGASHelpDesk@samhsa.hhs.gov. Website: v8.3.0.0, 7/15/2015 3:32 PM; Database: BGASUATDB001.BGASUAT, v08.03.00." Logos for the United States Department of Health & Human Services and SAMHSA (Substance Abuse and Mental Health Services Administration) are also present.

Following an **initial login**, you will be automatically directed to the Web page shown below. WebBGAS requires that you change your temporary password to a more secure password of your choosing. To do this, you must enter your temporary password in the box labeled “Current Password” followed by a password of your choosing in the boxes labeled “New Password” and “Confirm Password” as shown below.



Your new password must be at least 8 characters in length and must contain at least three of the following four requirements:

- ✚ an upper case letter
- ✚ a number
- ✚ a lower case letter
- ✚ a special character (e.g., #, @, \$, &)

You may not reuse your three most recent passwords. Once you enter your new password, click the “Save” button. If your password is valid and meets the requirements, the system will acknowledge your password has been changed.

Following this acknowledgement, click on the WebBGAS logo in the upper left corner. By clicking this logo, you will be directed to the system’s Welcome Page where you can begin the application process and fully access the system.

2. Application Dashboard

Each time you login (subsequent to the initial login) you will be automatically directed to the WebBGAS Application Dashboard shown below. The first thing you will see is the “Important” messages window shade which is used to alert users to any important issues or activities within WebBGAS. You must close this window shade (as shown below) to see the full Application Dashboard.

Important

FY 2016-2017 Behavioral Health Assessment and Plan
As of July 1, states and jurisdictions may access the FY 2016-2017 Behavioral Health Assessment and Plan in BGAS.

Please ensure that the Funding Agreements are signed by the Chief Executive Officer or a designee. The Funding Agreements for the Substance Abuse Prevention and Treatment Block Grant (SABG) (CFDA 93.959) and the Community Mental Health Services Block Grant (MHBG) (CFDA 93.958) are not the same. For combined applications both Funding Agreements must be signed and submitted.

FY 2015 PATH Application
The 2015 PATH RFA has been released. States must submit the completed application by May 28, 2015. A Program Webinar regarding the RFA is scheduled for April 8, 2015 at 2:00 p.m. EDT and again at 6:30 p.m. EDT. Please direct any RFA related question to your Government Project Officer. Another training webinar regarding the WebBGAS system is scheduled for April 22, 2015 at 2:00p.m. EDT. Please direct any WebBGAS related question to the WebBGAS Helpdesk.

Regularly scheduled system maintenance
Due to scheduled system maintenance, on the 3rd Saturday of each month, between the hours of 6am and 11am Eastern Time, access to WebBGAS will be unavailable.

Mental Health Block Grant (MHBG) and Substance Abuse Prevention and Treatment Block Grant (SABG) deadlines

FY	Application Due	Plan Due	Planning Period	MHBG & SABG Reports Due	Annual Synar Report Due
2016	9/1/15 MH only or combined	9/1/15 MH only or combined	07/1/15-06/30/17	12/01/15	12/31/15
2016	10/01/15 SA only	10/01/15 SA only	07/1/15-06/30/17	12/1/15	12/31/15
2017	9/1/16 MH only or combined	NA*	NA	12/1/16	01/03/17
2017	10/1/16 SA only	NA*	NA	12/1/16	01/03/17

* States may revise previously submitted plans.

CLOSE

This window is used to alert users to any important issues or activities within the Block Grant Application or WebBGAS itself. Users must close the window to advance. Click anywhere on the window to close it.

The Application Dashboard provides SAMHSA users with the status of each State’s application and behavioral health report. The image below shows the status of the 2016 SABG application.

WEBBGAS
Application for SAMHSA Block Grants and Projects for Assistance in Transition from Homelessness

Welcome back, Justin! | [Help](#) | [Log out](#)

Application Dashboard

News Application Dashboard Print Queue Reports State Profile Support User Management

Print Dashboard Legend Available Block Grants: 2016 SABG Application Go

States	Plan Status	Report Status	Synar Status	Number of Open Revisions		2016 SABG Behavioral Health Assessment and Plan				2016 SABG Behavioral Health Report				Details	
				Plan	Report	ASR	SPO	TL	SPO	TL	SPO	TL	SPO		TL
Region 1 - Boston															
	Plan *	Report	Synar	0											Detail
	Plan	Report	Synar not created												Detail
	Plan	Report not created	Synar not created	0											Detail
	Plan	Report not created	Synar												Detail
	Plan *	Report not created	Synar not created												Detail
	Plan	Report not created	Synar not created												Detail
Region 2 - New York															
	Plan *	Report	Synar												Detail
	Plan *	Report not created	Synar not created												Detail
	Plan *	Report not created	Synar not created												Detail
	Plan *	Report not created	Synar not created												Detail

Use the drop-down list to select another year or a different grant

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Application Dashboard

News Application Dashboard Print Queue Reports State Profile Support User Management

Print Dashboard Legend Available Block Grants: 2016 SABG Application Go

States	Plan Status	Report Status	Synar Status	Number of Open Revisions		2016 SABG Behavioral Health Assessment and Plan				2016 SABG Behavioral Health Report				Details	
				Plan	Report	ASR	SPO	TL	SPO	TL	SPO	TL	SPO		TL
Region 1 - Boston															
	Plan *	Report	Synar	0											Detail
	Plan	Report	Synar not created												Detail
	Plan	Report not created	Synar not created	0											Detail
	Plan	Report not created	Synar												Detail
	Plan *	Report not created	Synar not created												Detail
	Plan	Report not created	Synar not created												Detail
Region 2 - New York															
	Plan *	Report	Synar												Detail
	Plan *	Report not created	Synar not created												Detail
	Plan *	Report not created	Synar not created												Detail
	Plan *	Report not created	Synar not created												Detail

Each row is a State which is grouped by region

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Welcome back, Justin! | Help | Log out

Application Dashboard

News Application Dashboard Print Queue Reports State Profile Support User Management

Existing Applications

Application Dashboard

Timeframes of Application Submission

State Profile

Print Dashboard Legend Available Block Grants 2016 SABG Application Go

States	Plan Status	Report Status	Synar Status	Number of Open Revisions			2016 SABG Behavioral Health Assessment and Plan				2016 SABG Behavioral Health Report				Details		
				Plan	Report	ASR	SPO	TL	SPO	TL	SPO	TL	SPO	TL		SPO	TL
Region 1 - Boston																	
	Plan *	Report	Synar	0													Detail
	Plan	Report	Synar not created	0													Detail
	Plan	Report not created	Synar not created	0													Detail
	Plan	Report not created	Synar														Detail
	Plan *	Report not created	Synar not created														Detail
	Plan	Report not created	Synar not created														Detail
Region 2 - New York																	
	Plan		Synar														Detail
	Plan		Synar not created														Detail
	Plan		Synar not created														Detail
	Plan		Synar not created														Detail

The "Plan" button displays once the application is created. Clicking the button will open the Application Overview.

The "Report" button displays once the Behavioral Health Report is created. Clicking the button will open the Behavioral Health Report.

The application status of every State/Jurisdiction is displayed here

The Behavioral Health Report status of every State/Jurisdiction is displayed here

To see the Application Dashboard Legend click the “Legend” button in the upper left corner of the page. The Legend (shown below) highlights the main parts of the Application Dashboard.

The screenshot shows the WEBBGAS Application Dashboard. A red box highlights the 'Legend' button in the top left corner of the dashboard area. The dashboard includes a sidebar with navigation options like 'Existing Applications', 'Application Dashboard', and 'State Profile'. The main content area displays a table of applications with columns for 'Report Status', 'Synar Status', and 'Number of Open Revisions'.

Click "Legend" to see the Application Dashboard Legend

Application Dashboard Legend:

This screenshot provides a legend for the Application Dashboard. Red callout boxes explain the following elements:

- Red Stoplight:** means no approvals have been completed.
- Green Stoplight:** means all approvals have been completed.
- Yellow stoplight:** means at least one SPO approval has been completed.
- Number in the 'Number of Open Revisions' column:** means there is an active revision request.
- Clicking on the State Name:** will take you to the application listing.
- Clicking on "Detail":** Provides a listing of Approval Names and Dates for that State.
- Buttons:** If an application has been created the button will take you to that application.

A key feature of WebBGAS which first appears in the Application Dashboard is the **menu bar**. This menu bar helps you navigate WebBGAS, and it remains visible on every page no matter where you are in the system. At any point in the application process, the menu bar allows you to:

- ✚ View news or updates [News];
- ✚ View the application dashboard [Application Dashboard];
- ✚ Check the status of printed documents [Print Queue];
- ✚ View, run, or request a report [Reports];
- ✚ View State Contact List [State Profile];
- ✚ Request support through the Help Desk or access online training materials [Support]; and
- ✚ Change your user settings such as password or email address [User Management].

We present key features in more detail in subsequent sections of this manual.

The screenshot displays the WebBGAS interface. At the top right, a navigation menu bar is highlighted with a red box and labeled "Menu bar". The menu items are: News, Application Dashboard, Print Queue, Reports, State Profile, Support, and User Management. Below the menu bar, the main content area shows a dashboard for "Region 1 - Boston" and "Region 2 - New York". Each region has a table with columns for States, Plan Status, Report Status, Synar Status, and Number of Open Revisions. The tables contain data for various states, including Plan, Report, and Synar status indicators (red circles) and buttons for Plan, Report, and Synar. The "Number of Open Revisions" column shows values like 0. The interface also includes a sidebar on the left with navigation options like "Existing Applications", "Application Dashboard", "Timeframes of Application Submission", and "State Profile".

3. State Profile Page

To access the State Profile Page, click “State Profile” on the menu bar or left navigation pane as shown below.

The screenshot shows the WEBBGAS Application Dashboard. The left navigation pane has 'State Profile' highlighted. The top menu bar also has 'State Profile' highlighted. Two red boxes with arrows point to these elements, with the following text:

- 1) Click "State Profile" on the left navigation pane.
- 2) Click "State Profile" on the menu bar.

The dashboard displays a table for 'Region 1 - Boston' with columns for Plan Status, Report Status, Synar Status, and Number of Open Revisions (Plan, Report, ASR, SPO, TL). The table lists states: Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island, and Vermont. Below this is a table for 'Region 2 - New York' listing New Jersey, New York, Puerto Rico, and Virgin Islands.

The State Profile Page consists of two parts: (1) The State Agency page and (2) the SAMHSA Contacts page. To access these pages, use the links in the left navigation pane as shown below.

The screenshot shows the WEBBGAS State Profile page. The left navigation pane has 'State Agency' and 'SAMHSA Contacts' highlighted. Two red boxes with arrows point to these elements, with the following text:

- The State Agency page, which can be accessed by clicking here
- The SAMHSA Contacts page, which can be accessed by clicking here

The page displays a 'State Contact List' with a dropdown menu to 'Select a State'. Below the list are three columns for state agencies: SAPT State Agency, CMHS State Agency, and PATH State Agency. Each column contains fields for Website URL, Mailing Address, Physical Address, DUNS #, and DUNS # Expiration Date, with an 'Edit' button next to the DUNS # field.

The State Agency page contains...

- ✚ Addresses and DUNS numbers for the agencies receiving block grant funding.
- ✚ Contact information for key personnel affiliated with the State's/Jurisdiction's block grants.

This information can be edited by authorized users – including both SAMHSA users and State users – by clicking the “Edit” buttons as shown below.

The screenshot displays the WEBBGAS interface. At the top, there is a navigation bar with links for News, Existing Applications, Print Queue, Reports, State Profile, Support, and User Management. A user greeting "Welcome back, Brendan! | Help | Log out" is visible in the top right. The main content area is titled "State Agency" and "Overview". A "State Contact List" is shown with a "Select a State" dropdown menu. Three agency profiles are visible: SAPT State Agency, CMHS State Agency, and PATH State Agency. Each profile includes fields for Website URL, Mailing Address, Physical Address, DUNS #, and DUNS # Expiration Date. Below the agency profiles, there is a "Contacts" section with "Single State Authority (SSA)" and "Authorized PATH Representative" entries. Each entry has an "Edit" button. A red box highlights the "Edit" button for the SSA contact, with a red arrow pointing to it and a text box stating: "For example, click here to edit the contact information for the SSA". Another red box at the top of the page highlights the "Edit" buttons for the agency profiles, with text stating: "Authorized users can edit all the information on the State Agency page by clicking the 'Edit' buttons".

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Welcome back, Brendan! | [Help](#) | [Log out](#)

[Print Queue](#) [Reports](#) [State Profile](#) [Support](#) [User Management](#)

Authorized users - including both State users and SAMHSA users - can update the contact information for the SSA on this page

State Agency

SAMHSA Contacts

State Contact Profile

Single State Authority (SSA)

First Name Last Name

Credential Salutation

Title

Organization Name

Mailing Address

Street Address 1

Street Address 2

City State Zip Code

Physical Address

Street Address 1

Street Address 2

City State Zip Code

Please input phone numbers into the fields below in the following format: (###) ###-####.

Phone Number

Fax Number

Email Address

Last updated date Last updated by

Click here to save

The SAMHSA Contacts Page contains...

- ✚ Contact information for the current CSAT, CSAP, CMHS, and PATH project officers for the State/Jurisdiction.
- ✚ Names of previous project officers for the State/Jurisdiction.

Once logged in to WebBGAS, all users, including citizen users, can view the information on the SAMHSA Contacts page. Only authorized SAMHSA users can add a new State Project Officer.

State Profile

State Agency

SAMHSA Contacts

SAMHSA Contacts

Select a State:

CSAT State Project Officer

CSAP State Project Officer

CMHS State Project Officer

By clicking “New,” a window appears like the one shown below. SAMHSA users can use this window to enter information about the new SAMHSA contact or project officer. The newly entered information will then be visible on the SAMHSA Contacts page (shown above). A history of SAMHSA contacts over the past two years for this State/Jurisdiction, including start dates and end dates, is available by clicking “View History.”

New CSAT SAMHSA Contact

Current SPO: New SPO:

As of: 7/19/2013 As of: 09/01/2013

4. Existing Applications

SAMHSA users can view existing applications for a State or Jurisdiction by clicking its name in the Application Dashboard. The screen shots below uses a sample State named “Smoke Test 1.”

The screenshot displays the 'Application Dashboard' interface. At the top, a blue header contains the title 'Application Dashboard' in a white box. Below this, a navigation bar includes 'States', 'Plan Status', 'Report Status', and 'Synar Status'. The main table lists applications for 'Region 11 - Test Region'. Two entries are visible: 'Smoke Test 2' and 'Smoke Test 1'. The 'Smoke Test 1' entry is circled in red, and a red arrow points from a callout box to it. The callout box contains the text: 'Click the State's name in the Application Dashboard to view its existing applications'. The table has multiple columns for tracking metrics like 'Number of Open Revisions', 'CSAT', 'CSAP', 'SPO', 'TL', 'Synar', 'Director', 'Grants', and 'Details'. A second identical screenshot is shown below the first one.

Once you click on the State’s name in the application dashboard, you will be directed to the “Existing Applications” page (shown below). On this page, you can select an application to review by clicking on the appropriate hyperlink. You can also elect to print the application from this page by clicking the “Print” button. More guidance is provided in the “Printing an Application” section of this manual.

Important Reminder: For an application to appear on this list, it must first be created by a designated State Supervisor.



Existing Applications

Application Dashboard

Timeframes of Application Submission

Create Application

State Profile

Welcome Justin, please select an application to proceed:

Smoke Test 1

Select a State:

Application Name	# Revisions	Status	Progress	Data Entry Start	Data Entry End	Last Updated User	Last Updated Date	Print
FY2016-2017 SABG Behavioral Health Assessment and Plan	0	In Progress	0%	4/1/2015	10/1/2015	BGAS Helpdesk	4/20/2015 4:34:58 PM	<input type="button" value="Print"/>
FY2016-2017 MHBG Behavioral Health Assessment and Plan	0	In Progress	0%	4/1/2015	9/3/2015	Brendan Wedehase	8/6/2015 10:48:03 AM	<input type="button" value="Print"/>
FY2014-2015 SABG Behavioral Health Assessment and Plan	10	Submitted	100%	1/1/2013	10/1/2013	BGAS Helpdesk	10/18/2014 9:15:19 AM	<input type="button" value="Print"/>
2014 SABG Behavioral Health Assessment and Plan	0	Submitted	100%	12/1/2013	10/1/2014	BGAS Helpdesk	6/5/2014 8:39:13 AM	<input type="button" value="Print"/>
FY2014-2015 MHBG Behavioral Health Assessment and Plan	2	In Progress	0%	1/1/2013	9/3/2013	BGAS Helpdesk	12/30/2013 8:43:34 AM	<input type="button" value="Print"/>
2014 MHBG Behavioral Health Assessment and Plan	0	In Progress	0%	12/1/2013	9/2/2014	Smoke Test1	12/30/2013 11:28:38 AM	<input type="button" value="Print"/>
2015 MHBG Behavioral Health Assessment and Plan	0	In Progress	0%	7/1/2015	12/1/2015	BGAS Helpdesk	7/20/2015 11:43:53 AM	<input type="button" value="Print"/>
2016 SABG Behavioral Health Report	0	Ready For Review	100%	7/1/2015	12/31/2015	BGAS Helpdesk	7/17/2015 9:55:53 AM	<input type="button" value="Print"/>
2016 Annual Synar Report	0	Submitted	100%	7/1/2014	12/1/2014	BGAS Helpdesk	12/15/2014 7:08:54 AM	<input type="button" value="Print"/>
2015 SABG Behavioral Health Report	0	Submitted	100%	3/30/2015	6/1/2015	BGAS Helpdesk	5/6/2015 4:01:34 PM	<input type="button" value="Print"/>
2015 PATH Grant Application	0	In Progress	0%	7/1/2014	12/1/2014	BGAS Helpdesk	1/19/2015 7:33:38 AM	<input type="button" value="Print"/>
2015 MHBG Behavioral Health Report	0	Approved	100%	7/1/2014	12/31/2014	BGAS Helpdesk	7/21/2014 9:29:16 AM	<input type="button" value="Print"/>
2015 Annual Synar Report	0	Approved	100%	7/1/2014	12/31/2014	BGAS Helpdesk	7/21/2014 9:29:16 AM	<input type="button" value="Print"/>

Click these links to access applications



After selecting an application, you will be directed to the application's Home Page (shown below). From the Home Page you can:

- ✚ Check your recent activity for this application (highlighted in yellow);
- ✚ View related documents or statutes and regulations (highlighted in black);
- ✚ Check notifications, recent news, and related links (highlighted in blue); and
- ✚ Seek assistance by contacting the WebBGAS Help Desk (highlighted in green).

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Projects for Assistance in Transition from Homelessness Grants

Welcome back, Justin! | [Help](#) | [Log out](#)

News | **Application Dashboard** | Home | View Application | Print Queue | State Profile | Reports | Support | User Management

Smoke Test 1 - FY2016-2017 SABG Behavioral Health Assessment and Plan

Substance Abuse Prevention

Click "View Application" to view or edit the application → [View Application](#)

Need Assistance?

If you need any help with the use of this application, you can [Email Us](#), enter a support ticket from our [Help Desk Page](#) or contact our support desk at the number below.

Contact us Now at: 1-888-301-BGAS(2427)

Recent Activity [My Dashboard](#)

Environmental Factors and Plan
8. Tribes
Updated 4/20/2015 4:34:58 PM by BGAS Helpdesk

Environmental Factors and Plan
12. Criminal and Juvenile Justice
Updated 11/13/2014 8:58:57 AM by BGAS Helpdesk

Environmental Factors and Plan
11. Trauma
Updated 11/13/2014 8:58:57 AM by BGAS Helpdesk

Environmental Factors and Plan
13. State Parity Efforts
Updated 11/13/2014 8:58:57 AM by BGAS Helpdesk

Environmental Factors and Plan
14. Medication Assisted Treatment
Updated 11/13/2014 8:58:57 AM by BGAS Helpdesk

Recent News [View All](#)

Related Links [View All](#)

Note: You will be redirected to another website when clicking any of the above links

Related Documents [View All](#)

FY 2016-2017 Behavioral Health Assessment and Plan Preparation and Instructions
30 June, 2015 [MS Word 2007+](#) [PDF](#)

Tips for Completing the FFY 2016 SABG Behavioral Health Assessment and Plan
16 June, 2015 (v_2) [MS Word 2007+](#) [PDF](#)

WebBGAS System Navigation Manual 9-28-12
Ver. 9.28.12 [PDF](#)

SABG Webinar Playback and download
Aug 21, 2013 [Link](#)

SABG Webinar Future Prevention
Aug 21, 2012 [PDF](#)

Statutes and Regulations [View All](#)

Confidentiality of Alcohol and Drug Patient Records (42 CFR Part 2)
[Link](#)

Application Notes

The 2016-2017 SABG Behavioral Health Assessment and Plan is shown below.

WEBBGAS
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Welcome back, Justin! | [Help](#) | [Log out](#)

News | [Application Dashboard](#) | Home | [View Application](#) | [Print Queue](#) | [State Profile](#) | [Reports](#) | [Support](#) | [User Management](#)

Smoke Test 1 - FY2016-2017 SABG Behavioral Health Assessment and Plan Submitted

Application Progress: 100%

Section	Item	Progress
State Information	State Information	100%
	Chief Executive Officer's Funding Agreement - Certifications and Assurances / Letter Designating Signatory Authority	Complete
	Disclosure of Lobbying Activities	Complete
Planning Steps	Step 1: Assess the strengths and needs of the service system to address the specific populations	100%
	Step 2: Identify the unmet service needs and critical gaps within the current system	Complete
	Quality and Data Collection Readiness	Complete
Planning Tables	Table 1 Priority Areas and Annual Performance Indicators	100%
	Table 2 State Agency Planned Expenditures	Complete
	Table 3 State Agency Planned Block Grant Expenditures by Service	Complete
	Table 4 SABG Planned Expenditures	Complete
	Table 5a SABG Primary Prevention Planned Expenditures	Complete
	Table 5b SABG Primary Prevention Planned Expenditures by IOM Category	Complete
	Table 5c SABG Planned Primary Prevention Targeted Priorities	Complete
	Table 6a SABG Resource Development Activities Planned Expenditures	Complete
Environmental Factors and Plan	1. The Health Care System and Integration	100%
	2. Health Disparities	Complete
	3. Use of Evidence in Purchasing Decisions	Complete
	4. Prevention for Serious Mental Illness	Complete
	5. Evidence-Based Practices for Early Intervention (5 percent set-aside)	Complete
	6. Participant Directed Care	Complete

5. SPO Approve Application

Once the State has submitted the application, the “SAMHSA Review” button will appear in the left navigation pane. This button is visible to both SPOs and Team Leads. Click it to access the review check list. The application review check list will be filled out by the SPO. Once the SPO has signed off on the application the Team Lead reviews the application and completes the same check list.

WEBBGAS
Application for SAMHSA Block Grants and
Projects for Assistance in Transition from Homelessness Grants

Welcome back, Justin! | [Help](#) | [Log out](#)

News Application Dashboard Home **View Application** Print Queue State Profile Reports Support User Management

Smoke Test 1 - FY2016-2017 SABG Behavioral Health Assessment and Plan Submitted Application Progress: 100%

Overview State Information Planning Steps Planning Tables Environmental Factors and Plan Attachments Revision Requests **SAMHSA Review** Status Log

Overview

Application Forms Overview

State Information 100%

[State Information](#) Complete

[Chief Executive Officer's Funding Agreement - Certifications and Assurances / Letter Designating Signatory Authority](#) Complete

[Disclosure of Lobbying Activities](#) Complete

Planning Steps 100%

[Step 1: Assess the Quality and Data](#) Complete

[Step 2: Identify the Quality and Data](#) Complete

Planning Tables 100%

[Table 1 Priority Areas](#) Complete

[Table 2 State Agency](#) Complete

[Table 3 State Agency](#) Complete

[Table 4 SABG Planned Expenditures](#) Complete

[Table 5a SABG Primary Prevention Planned Expenditures](#) Complete

[Table 5b SABG Primary Prevention Planned Expenditures by IOM Category](#) Complete

[Table 5c SABG Planned Primary Prevention Targeted Priorities](#) Complete

[Table 6a SABG Resource Development Activities Planned Expenditures](#) Complete

Environmental Factors and Plan 100%

[1. The Health Care System and Integration](#) Complete

[2. Health Disparities](#) Complete

[3. Use of Evidence in Purchasing Decisions](#) Complete

[4. Prevention for Serious Mental Illness](#) Complete

[5. Evidence-Based Practices for Early Intervention \(5 percent set-aside\)](#) Complete

[6. Participant Directed Care](#) Complete

Click "SAMHSA Review" to review the submitted application.

(This button will not appear unless the application is 100% complete and the State Supervisor has submitted the application.)

When you click “SAMHSA Review” you are taken to the application’s review page (shown below). The CSAT review checklist is accessed by clicking “CSAT PO, TL.” The CSAP review checklist is accessed by clicking “CSAP PO, TL.”

WEBBGAS
Application for SAMHSA Block Grants and
Projects for Assistance in Transition from Mental Health Grants

Welcome back, Justin! | [Help](#) | [Log out](#)

News Application Dashboard Home **View Application** Print Queue Reports State Profile Support User Management

Smoke Test 1 - Submitted Health Assessment and Plan Application Progress: 100%

Overview
State Information
Planning Steps
Planning Tables
Environmental Factors and Plan
Attachments
Revision Requests
SAMHSA Review
Status Log

Click "CSAT PO.TL" to open the CSAT Review Checklist.

FY2016-2017 SABG Behavioral Health Assessment and Plan

CSAT PO.TL

Task:	CSAT SPO Review Check List Approval	Signed:	[Pending]	Dated:
Task:	CSAT Team Lead Review Check List Approval	Signed:	[Pending]	Dated:
Last Updated		By:		Dated:

CSAP PO.TL

Task:	CSAP SPO Review Check List Approval	Signed:	[Pending]	Dated:
Task:	CSAP Team Lead Review Check List Approval	Signed:	[Pending]	Dated:
Last Updated		By:		Dated:

The CSAP Review Checklist can also be opened from this page.

The CSAT review checklist is broken into four sections:

- ✚ State Information;
- ✚ Planning Steps;
- ✚ Planning Tables; and
- ✚ Environmental Factors and Plan.

The screen shot below shows the CSAT review checklist for State Information. The SPO must complete the checklist for all four sections. Click the “Save” button to save changes to the checklist before leaving the page. Any unsaved changes will be lost.



Smoke Test 1 - FY2016-2017 SABG Behavioral Health Assessment and Plan Submitted

Application Progress: 100%

- Overview
- State Information
- Planning Steps
- Planning Tables
- Environmental Factors and Plan
- Attachments
- Revision Requests
- SAMHSA Review
- Status Log

Review Checklist

- State Information**
- Planning Steps
- Planning Tables
- Environmental Factors and Plan

Save Cancel Print

Open Application

Initials: PO Approve TL Approve TL Reject

Required for CSAT:

Section I - State information, CEO Funding Agreements, Certifications, Assurances, Delegation letter;

Section II - Step 1: Behavioral Health Assessment; Step 2: Narrative; Step 3: Planning Tables; Step 4: Environmental Factors and Plan

Section III - Table 3, Table 6a if the state does not plan to spend FFY 2016 SABG dollars on Resource Development; Independent Children, 22, BG Public Comment

Section IV - 19, 20, 21, 22

Requested for CSAT:

Section II - Quality and Data Collection Readiness narrative;

Section III - Table 3, and Table 6a if the state does not plan to spend FFY 2016 SABG dollars on Resource Development;

Section IV - Narratives 1. through 3, 6. Through 8, 10. through 14, 16, 18, 20. through 21., the MH parts of 22.

Links to the four sections of the checklist

Click the "Save" button to save any changes to the checklist before leaving the page

Comments for Approval:

Empty text box for approval comments.

State Information [View State Information](#)

- 1-1 Is the information provided complete, accurate and up-to-date? Yes No (✓)
- 1-2 [View Funding Agreements](#)
Were the correct CEO Funding Agreements, Assurances, Certifications, and, if applicable, the Lobbying Disclosure, forms signed by the Governor or her/his designee? Yes No (✓)
- 1-3 [View Delegation Letter](#)
If signed by a designee, was a delegation letter uploaded to BGAS? Yes No (✓)
- 1-4 Does the SPO approve this table? Yes No (✓)

(✓) Yes or N/A response required for the Review Checklist to be approved.

Save Cancel Print



The following information messages occurred:
Form was saved successfully.

Smoke Test 1 - FY2016-2017 SABG Behavioral Health Assessment and Plan Submitted

Application Progress: 100%

- Overview
- State Information
- Planning Steps
- Planning Tables
- Environmental Factors and Plan
- Attachments
- Revision Requests
- SAMHSA Review
- Status Log

Review Checklist

- | | | | |
|-------------------|----------------|-----------------|---------------------------------------|
| State Information | Planning Steps | Planning Tables | Environmental Factors and Plan |
|-------------------|----------------|-----------------|---------------------------------------|

[Save](#) [Cancel](#) [Print](#)
[Open Application](#)

Initials:

Required for CSAT:

- Section I - State information, CEO Funding Agreements, Certifications, Assurances, Delegation letter;
- Section II - Step 1 narrative, Step 2 narrative;
- Section III - Table 1, Table 2, Table 4, and Table 6a if the state plans to spend FFY 2016 SABG dollars on Resource Development;
- Section IV - 19. Pregnant Women and Women with Dependent Children, 22. BG Public Comment

Requested for CSAT:

- Section II - Quality and Data Collection Readiness narrative;
- Section III - Table 3, and Table 6a if the state does not plan to spend FFY 2016 SABG dollars on Resource Development;
- Section IV - Narratives 1. through 3., 6. Through 8., 10. through 14., 16., 18., 20. through 22.

Comments for Approval:

Once all Review Checklist items have been completed, the SPO can type their initials and click "PO Approve."

Environmental Factors and Plan

4-1 1. The Health Care System and Integration

Did the state submit anything for this section?

Yes No

If yes, has the SPO reviewed what the state submitted?

Yes No

4-2 2. Health Disparities

Did the state submit anything for this section?

Yes No

If yes, has the SPO reviewed what the state submitted?

Yes No

6. Team Lead Approve Application

The Team Lead will complete the review checklist after the SPO has reviewed and approved the application.

WEBBGAS
Application for SAMHSA Block Grants and
Projects for Assistance in Transition from Homelessness Grants

Welcome back, Justin! | [Help](#) | [Log out](#)

News Application Dashboard Home **View Application** Print Queue Reports State Profile Support User Management

Smoke Test 1 - FY2016-2017 SABG Behavior Submitted

Application Progress: 100%

Overview **FY2016-2017 SABG Behavior Submitted**

State Information [CSAT PO.TL](#)

Planning Steps

Planning Tables

Environmental Factors and Plan

Attachments

Revision Requests

SAMHSA Review

Status Log

Task:	CSAT SPO Review Check List Approval	Signed:	Justin	Dated:	8/10/2015 10:53:56 AM
Task:	CSAT Team Lead Review Check List Approval	Signed:	Justin	Dated:	8/10/2015 10:55:54 AM
Last Updated		By:	Justin	Dated:	8/10/2015 10:55:54 AM
	CSAP PO.TL				
Task:	CSAP SPO Review Check List Approval	Signed:	Justin	Dated:	8/10/2015 10:59:20 AM
Task:	CSAP Team Lead Review Check List Approval	Signed:	[Pending]	Dated:	
Last Updated		By:	Justin	Dated:	8/10/2015 10:59:19 AM

In this example, the CSAT Review Checklist has been approved by both the SPO and Team Lead and the CSAP Review Checklist has been approved by the SPO but not the Team Lead.

The CSAP Team Lead can approve or reject the CSAP Review Checklist by opening the Checklist here.

The team lead can change the approval status and add comments using the text boxes. When an application is ready to be approved, the Team Lead will enter his or her initials in the text box and click the “TL Approve” button as shown below.



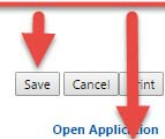
Smoke Test 1 - FY2016-2017 SABG Behavioral Health Assessment and Plan Submitted

- Overview
- State Information
- Planning Steps
- Planning Tables
- Environmental Factors and Plan
- Attachments
- Revision Requests
- SAMHSA Review
- Status Log

CSAP Review Checklist

State Information	Planning Steps	Planning Tables	Environmental Factors And Plan
--------------------------	----------------	-----------------	--------------------------------

The Team Lead can reject the Review Checklist by changing the approval status to "No" for a particular question, clicking "Save," and then clicking "TL Reject."



Comments for Approval:

Comments here.

Initials:

Or the Team Lead can approve the Review Checklist by typing their initials and clicking "TL Approve."



State Information

Assurances and Signatures

1-1 Were the assurances and certifications signed by the Governor or his/her Designee?

1-2 If signed by the designee, was a designation letter submitted with the application? Yes No N/A (✓)



Smoke Test 1 - FY2016-2017 SABG Behavioral Health Submitted

- Overview
- State Information
- Planning Steps
- Planning Tables
- Environmental Factors and Plan
- Attachments
- Revision Requests
- SAMHSA Review
- Status Log

FY2016-2017 SABG Behavioral Health

CSAT PO.TL					
Task:	CSAT SPO Review Check List Approval	Signed:	Justin	Dated:	8/10/2015 10:53:56 AM
Task:	CSAT Team Lead Review Check List Approval	Signed:	Justin	Dated:	8/10/2015 10:55:54 AM
Last Updated		By:	Justin	Dated:	8/10/2015 10:55:54 AM
CSAP PO.TL					
Task:	CSAP SPO Review Check List Approval	Signed:	Justin	Dated:	8/10/2015 10:59:20 AM
Task:	CSAP Team Lead Review Check List Approval	Signed:	Justin	Dated:	8/10/2015 11:04:55 AM
Last Updated		By:	Justin	Dated:	8/10/2015 11:04:54 AM

As indicated by the signatures, both the CSAT and CSAP Review Checklists have been fully approved in this example.

Once a Review Checklist is approved, it can no longer be edited by the SPO or TL. Contact the BGAS help desk if the Review Checklist is approved by mistake.

7. Revision Requests

SPOs and Team Leads can request revisions to the application using “Revision Requests”.

The screenshot shows the WebBGAS application interface. At the top, there is a navigation bar with links: News, Application Dashboard, Home, View Application, Print Queue, Reports, State Profile, Support, and User Management. The user is logged in as Justin. The main content area displays the application details for 'Smoke Test 1 - FY2016-2017 SABG Behavioral Health Assessment and Plan', which is in a 'Submitted' state with 100% application progress. A sidebar on the left contains navigation options: Overview, State Information, Planning Steps, Planning Tables, Environmental Factors and Plan, Attachments, Revision Requests (highlighted with a red arrow), SAMHSA Review, and Status Log. The main content area shows a table of tasks for the application section 'CSAT PO.TL'. The tasks are:

Task	Signed	Dated
CSAT SPO Review Check List Approval	Justin	8/10/2015 10:53:56 AM
CSAT Team Lead Review Check List Approval	Justin	8/10/2015 10:55:54 AM
Last Updated	By: Justin	Dated: 8/10/2015 10:55:54 AM
CSAP SPO Review Check List Approval	Justin	8/10/2015 10:59:20 AM
CSAP Team Lead Review Check List Approval	Justin	8/10/2015 11:04:55 AM
Last Updated	By: Justin	Dated: 8/10/2015 11:04:54 AM

The Revision Request page allows the SPO and Team Lead to view or delete current revision requests and create new revision requests which will be sent to the State. The revision requests are organized by application section. To add a new revision request, click “Add” under the relevant section and then enter the requested change in the “Description” text field.



Smoke Test 1 - FY2016-2017 SABG Behavioral Health Assessment and Plan Submitted

Application Progress: 100%

- Overview
- State Information
- Planning Steps
- Planning Tables
- Environmental Factors and Plan
- Attachments
- Revision Requests
- SAMHSA Review
- Status Log

Revisions

Application: 2016 SABG Behavioral Health Assessment and Plan

[Print](#) [Send to State](#)

State Information

[State Information](#)

There's no revision for this form.

[Add](#)

Click "Add" to add a new revision request.

[Chief Executive Officer's Funding Agreement](#)

[Designating Signatory Authority](#)

There's no revision for this form.

[Add](#)

[Disclosure of Lobbying Activities](#)

There's no revision for this form.

[Add](#)

Planning Steps

[Step 1: Assess the strengths and needs of the service system to address the specific populations.](#)

There's no revision for this form.

[Add](#)

[Step 2: Identify the unmet service needs and critical gaps within the current system.](#)

There's no revision for this form.

[Add](#)

[Quality and Data Collection Readiness](#)

There's no revision for this form.

[Add](#)

Planning Tables

[Table 1: Priority Areas and Annual Performance Indicators](#)

There's no revision for this form.

[Add](#)



Smoke Test 1 - FY2016-2017 SABG Behavioral Health Assessment and Plan Submitted

Application Progress: 100%

- Overview
- State Information
- Planning Steps
- Planning Tables
- Environmental Factors and Plan
- Attachments
- Revision Requests
- SAMHSA Review
- Status Log

Revisions

Application: 2016 SABG Behavioral Health Assessment and Plan

[Print](#) [Send to State](#)

State Information

[State Information](#)

There's no revision for this form.

[Add](#)

Description:

Type a description of the revision request here.

Type a description
for the revision
request and then
click "Save."

[Save](#)

[Chief Executive Officer's Funding Agreement - Certifications and Assurances / Letter Designating Signatory Authority](#)

There's no revision for this form.

[Add](#)

[Disclosure of Lobbying Activities](#)

There's no revision for this form.

[Add](#)

Planning Steps

[Step 1: Assess the strengths and needs of the service system to address the specific populations.](#)

There's no revision for this form.

[Add](#)

[Step 2: Identify the unmet service needs and critical gaps within the current system.](#)

There's no revision for this form.

[Add](#)

Revision requests are not automatically sent to the State. To send the request to the State, check the “ready to send” check box and then click the “Send to State” button.



The following information messages occurred:
Revision request is created.

Smoke Test 1 - FY2016-2017 SABG Behavioral Health Assessment and Plan Submitted

Application Progress: 100%

- Overview
- State Information
- Planning Steps
- Planning Tables
- Environmental Factors and Plan
- Attachments
- Revision Requests
- SAMHSA Review
- Status Log

Revisions

Application: 2016 SABG Behavioral Health Assessment and Plan

[Print](#) [Send to State](#)

State Information

[State Information](#)

[Add](#)

Description	Created by	Created Date	Status	Actions
Type a description of the revision request here.	Justin	8/10/2015 11:02:08 AM	Created	Edit Delete <input type="checkbox"/> Ready to Send

[Chief Executive Officer's Funding Agreement - Certifications and Assurances / Letter Designating Signatory Authority](#)

There's no revision for this form.

[Add](#)

[Disclosure of Lobbying Activities](#)

There's no revision for this form.

[Add](#)

Planning Steps

[Step 1: Assess the strengths and needs of the service system](#)

There's no revision for this form.

[Add](#)

[Step 2: Identify the unmet service needs and critical gaps within the current system.](#)

There's no revision for this form.

[Add](#)

[Quality and Data Collection Readiness](#)

There's no revision for this form.

[Add](#)

In this example, a revision request has been created but it has not yet been sent to the State/Jurisdiction.

A revision request can be edited by clicking "Edit," or it can be sent to the State/Jurisdiction by clicking "Ready to Send" and then "Send to State."



The following information messages occurred:
Revision request is sent to state.

Smoke Test 1 - FY2016-2017 SABG Behavioral Health Assessment and Plan Submitted

Application Progress: 100%

- Overview
- State Information
- Planning Steps
- Planning Tables
- Environmental Factors and Plan
- Attachments
- Revision Requests
- SAMHSA Review
- Status Log

Revisions

Application: 2016 SABG Behavioral Health Assessment and Plan Print Send to State

State Information

[State Information](#)

[Add](#)

Description	Created by	Created Date	Status	Actions
Type a description of the revision request here.	Justin	8/10/2015 11:02:08 AM	Sent to State	View Delete Begin Revision

[Chief Executive Officer's Funding Agreement - Certifications and Assurances / Letter Designating Signatory Authority](#)

There's no revision for this form.

[Add](#)

[Disclosure of Lobbying Activities](#)

There's no revision for this form.

[Add](#)

Planning Steps

[Step 1: Assess the strengths and needs of the service system to address the specific populations.](#)

There's no revision for this form.

[Add](#)

[Step 2: Identify the unmet service needs and critical gaps within the current system.](#)

There's no revision for this form.

[Add](#)

[Quality and Data Collection Readiness](#)

There's no revision for this form.

[Add](#)

The revision request has been sent to the State/Jurisdiction, as indicated by the status "Sent to State."

8. Printing and Downloading

To print an entire application...

To print an entire application, follow these steps (also demonstrated in the screenshots below):

1. Navigate to the “Existing Applications” page by clicking “Existing Applications” in the menu bar.
2. Click the “Print” button corresponding to the application(s) you want to print.
3. **If the application is ready for printing immediately**, a window will appear to allow you to download the application by either opening it or saving it to a location of your choosing.

If the application is not ready to print immediately, you will be re-directed to the Print Queue. The Print Queue estimates the time until the application will be ready for download. Once this time is reached, click “Refresh Page” and then click “Download.” A window will appear to allow you to download the application by either opening it or saving it to a location of your choosing.

4. Now that the application has been downloaded, you may print the application normally (File → Print) using Adobe Reader or other PDF-compatible software.

The screenshot shows the WEBBGAS interface. At the top, there is a navigation menu with items: News, Application Dashboard, Print Queue, State Profile, Reports, Support, and User Management. The 'Application Dashboard' item is highlighted with a red arrow and a red box containing the text: "1) Navigate to the Application Dashboard by clicking 'Application Dashboard' on the menu bar." Below the menu, the main content area displays a table of applications for "Test State AA". The table has columns for Application Name, # Revisions, Status, Progress, Dates, and Last Updated. Each row has a "Print" button to its right. A red box highlights one of these buttons with the text: "2) Click the 'Print' button corresponding to the application you want to print". A red box at the bottom of the table contains the text: "Steps are continued on the next screen shot...".

Application Name	# Revisions	Status	Progress	Start Date	End Date	Last Updated User	Last Updated Date	Print
FY2016-2017 SABG Behavioral Health Assessment and Plan	0	In Progress					7/10/2015 2:29:19 PM	Print
FY2016-2017 MHRG Behavioral Health Assessment and Plan	0	In Progress	0%	7/1/2015	9/3/2015		7/15/2015 7:15:23 AM	Print
FY2014-2015 SABG Behavioral Health Assessment and Plan	0	Submitted	83%	1/1/2013				Print
2014 SABG Behavioral Health Assessment and Plan	0	In Progress	83%	12/1/2013				Print
FY2014-2015 MHRG Behavioral Health Assessment and Plan	0	In Progress	2%	1/1/2013	9/3/2013	BGAS Helpdesk	9/24/2013 2:22:23 PM	Print
2014 MHRG Behavioral Health Assessment and Plan	0	In Progress	2%	12/1/2013	9/2/2014	BGAS Helpdesk	1/2/2013 11:59:33 AM	Print

Welcome back, Mike! | [Help](#) | [Log out](#)

News | [Application Dashboard](#) | [Print Queue](#) | [Reports](#) | [Support](#) | [User Management](#)

If the application is not ready to print immediately, you will be redirected to the Print Queue.

Print Queue

The following table lists items that you have queued to be printed. Items will stay in this list for 2 days.

[Refresh Page](#)

This column indicates when the application is estimated to be ready for download.

State	Application	Item	Created Date	Estimated Completion	Status	Download
Test State AA	FY2014-2015 MHBG Behavioral Health Assessment and Plan		9/4/2013 11:27:01 AM	9/4/2013 11:28:05 AM	Completed	Download
Test State AA	2014 SABG Behavioral Health Report		9/4/2013 11:27:50 AM	9/4/2013 11:27:50 AM	Merging	
Test State AA	2014 MHBG Behavioral Health Report		9/4/2013 11:31:30 AM	9/4/2013 11:31:30 AM	Running	

3) Once the estimated completion time is reached, click "Refresh Page" and then click "Download."

Copyright © 2011 SAMHSA All rights reserved
 Privacy | [Disclaimer](#) | [FOIA](#) | [SPO List](#) | [State Contact List](#)
 Help Desk Number: 1-888-301-8GAS(2427) | Help Desk Email: BGASHelpDesk@samhsa.hhs.gov
 Website: v5.1.0.0, 9/3/2013 4:15 PM; Database: feidb09.BGASUAT, v05.01.00

United States Department of Health & Human Services
SAMHSA
 Substance Abuse and Mental Health Services Administration

To print individual forms...

To print individual forms, instead of an entire application, follow these steps (also demonstrated in the screenshots below):

1. Navigate to the Section Heading page containing the form by clicking "View Application" in the menu bar and then clicking the appropriate Section Heading from the left navigation pane.
- OR –
 Navigate to the form you wish to print from the Section Heading page or the Application Overview page.
2. Click the "Print" button corresponding to the form(s) you wish to print.
3. **If the form is ready for printing immediately**, a window will appear to allow you to download the form by either opening it or saving it to a window of your choosing.

If the form is not ready to download immediately, you will be re-directed to the Print Queue. The Print Queue indicates the estimated time that the application will be ready for download. Once this time is reached, click "Refresh Page" and then click "Download." A window will appear to allow you to download the form by either opening it or saving it to a window of your choosing.

5. Now that the form has been downloaded, you may print the application normally (File → Print) using Adobe Reader or other PDF-compatible software.



To print an individual form instead of an entire application...

Behavioral Health Assessment and Plan

Application Progress: 83%

Overview
I: State Information
II: Planning Steps
III: Use of Block Grant Dollars for Block Grant Activities
IV: Narrative Plan
Attachments
SAMHSA Review
Status Log

III: Use of Block Grant Dollars for

1) Navigate to the application section page by clicking "View Application" in the menu bar and then clicking the Section Header where the form is located

Section Progress: 91%













Form Name	Status	Change Status	Print
Table 3 State Agency Planned Block Grant Expenditures by Service	Complete		Print
Table 4 SARG Planned Expenditures FFY 2014	Complete		Print
Table 5a SARG Primary Prevention Planned Expenditures FFY 2014	Complete		Print
Table 5b SARG Primary Prevention Planned Expenditures FFY 2014	Complete		Print
Table 5c SARG Planned Primary Prevention Targeted Priorities FFY 2014	Complete		Print
Table 6a SARG Resource Development Activities Planned Expenditures FFY 2014	Complete		Print
Table 4 SARG Planned Expenditures FFY 2015	Complete		Print
Table 5a SARG Primary Prevention Planned Expenditures FFY 2015	Complete		Print
Table 5b SARG Primary Prevention Planned Expenditures FFY 2015	Complete		Print
Table 5c SARG Planned Primary Prevention Targeted Priorities FFY 2015	In Progress		Print

2) Click "Print" for the form(s) you wish to print

9. Reports

A key feature of WebBGAS site is the report catalog which contains standard reports for specific sections of the Block Grant application. These reports allow SAMHSA users to easily access data from their current and previous applications and compare it to other States and Jurisdictions or regions.

All the reports can be found in the report catalog where they are organized into twelve domains:

-  Report List;
-  Summary Reports;
-  Maintenance of Effort;
-  Expenditures (Planned and Reported);
-  Persons Served (SA Treatment, SA Prevention, and MH Treatment);
-  Performance Measures (SA Treatment and SA Prevention);
-  Priorities;
-  Contact Information;
-  PATH;
-  Miscellaneous (e.g., State Synar Challenges);
-  SAMHSA Operational; and
-  Ad Hoc Reports.

Each domain contains multiple reports. Click the “+” symbol next to the domain to see the list of available reports.



Reports

- Report Catalog
- Report List
- Summary Reports
- Maintenance of Effort
- Expenditures
- Persons Served
- Performance Measures
- Priorities
- Contact Information
- PATH
- Miscellaneous
- SAMHSA Operational
- Ad Hoc Reports

Report Catalog

Expand All

Report List

- Standard Reports By Form
- Standard Report Usage

Summary Reports

- SAPT/CMHS State Snapshot
- Substance Abuse Block Grant - Program Profile

Maintenance of Effort

- State MOE
- State Multi-Year MOE
- TB MOE
- TB Multi-Year MOE
- HIV MOE
- HIV Multi-Year MOE
- Pregnant Women/Women with Dependent Children MOE
- Pregnant Women/Women with Dependent Children Multi-Year MOE

Expenditures

- Planned
- Reported

Persons Served

- SA Treatment
- SA Prevention
- MH Treatment

Performance Measures

1) To access the Reports Section click on "Reports" from the menu bar

2) Click the "+" symbol to see available reports



Reports

Report Catalog

- Report List
- Summary Reports
- Maintenance of Effort
- Expenditures
- Persons Served
- Performance Measures
- Priorities
- Contact Information
- PATH
- Miscellaneous
- SAMHSA Operational
- Ad Hoc Reports

Report Catalog

- Expand All
- Report List
 - Standard Reports By Form
 - State Agency Planned Expenditures by Target Activity within Source of Funds
- Summary Reports
- Maintenance of Effort
- Expenditures
 - Planned
 - State Agency Planned Expenditures by Target Activity within Source of Funds
 - SABG Primary Prevention Planned Expenditures by Strategy
 - SABG Primary Prevention Planned Expenditures by IOM Target
 - SABG State Agency Planned Expenditures by Expenditure Category
 - SABG Resource Development Activities Planned Expenditures by Activity
 - SABG Planned Primary Prevention Targeted Priorities
 - MHBG Non-Direct Service Activities Planned Expenditures
 - Reported

The list of reports related to Planned Expenditures now appear.

The example below shows how to run one of the Planned Expenditure Reports (“State Agency Planned Expenditures by Target Activity within Sources of Funds”).



Reports

Report Catalog

- Report List
- Summary Reports
- Maintenance of Effort
- Expenditures
- Persons Served
- Performance Measures
- Miscellaneous
- SAMHSA Operational
- Ad Hoc Reports

Report Catalog

- Expand All
- Report List
 - Standard Reports By Form
 - Standard Report Usage
- Summary Reports
- Maintenance of Effort
- Expenditures
 - Planned
 - State Agency Planned Expenditures by Target Activity within Source of Funds
 - SABG Primary Prevention Planned Expenditures by Strategy
 - SABG Primary Prevention Planned Expenditures by IOM Target
 - SABG State Agency Planned Expenditures by Expenditure Category
 - SABG Resource Development Activities Planned Expenditures by Activity
 - SABG Planned Primary Prevention Targeted Priorities
 - MHBG Non-Direct Service Activities Planned Expenditures
 - Reported

Clicking on the first report listed under Planned Expenditures (“State Agency Planned Expenditures by Target Activity within Sources of Funds”) will take you to the report’s page which is shown in the next screenshot.

The standard reports give you some options on the type of data to include, how the report should be sorted, and to what format the report will output. The options available will depend on the report. For the “State Agency Planned Expenditures by Target Activity within Source of Funds” report you can select

1) General Options

- a. **From Year:** The first year of data in the report. The year “2015” is selected in the screenshot.
- b. **To Year:** The last year of data in the report. The year “2016” is selected in the screenshot. When the report is run data for the years 2015 and 2016 will be included.
- c. **Block Grant:** The options are SABG, MHBG, or Both. “SABG” is selected in the screenshot so only planned expenditures for the Substance Abuse Block Grant will be included in the report.
- d. **Output:** The report can be shown on the website, or downloaded as a PDF file or Excel file. “PDF” is selected in the screenshot.

- e. **Sort Order:** The order in which the States/Jurisdictions are listed in the report. The options are Alphabetically, Region #, and State-Jurisdictions. The “Alphabetically” is selected in the screenshot.

- 2) **State/Jurisdiction Selection:** All States/Jurisdictions that are checked will be listed individually in the report. You can also select States/Jurisdictions by region or SPO by clicking the dropdown box and changing it from “State/Jurisdiction” to “Region” or “SPO Assignment.” All States/Jurisdictions are selected in the screenshot.

- 3) **Run Report button:** Once you have selected what to include in the report click the “Run Report” button to generate the report.

If you have questions about the reports please contact the WebBGAS Help Desk which is described in the next section.

10. Getting Help within the WebBGAS System

To get help with WebBGAS, you can click "Support" in the menu bar to access the Support section of the system or you can contact the WebBGAS Help Desk directly via the toll-free number and email address provided at the bottom of the Welcome page.

The screenshot shows the WebBGAS Welcome page. At the top right, it says "Welcome back, Brendan! | Help | Log out". Below this is a navigation menu with items: News, Existing Applications, Print Queue, State Profile, Reports, Support, and User Management. The main content area is titled "Welcome to WebBGAS" and lists several options: State Profile, Create a New Grant Application, View an Existing Application, Run or Request a Report, Change User Password, and Contact Help Desk. A red box with an arrow points to the "State Profile" link, containing the text: "For content issues and guidance on how to answer specific application questions, contact your SAMHSA State Project Officer (SPO), whose information is available in the State Profile Page". Another red box with an arrow points to the "Support" link in the navigation menu, containing the text: "For technical questions about WebBGAS, contact the Help Desk using the 'Support' section on the menu bar or using the contact information provided at the bottom of each page". At the bottom of the page, there is copyright information for 2011 SAMHSA, contact details for the Help Desk, and a note about Adobe PDF and MS Office files.

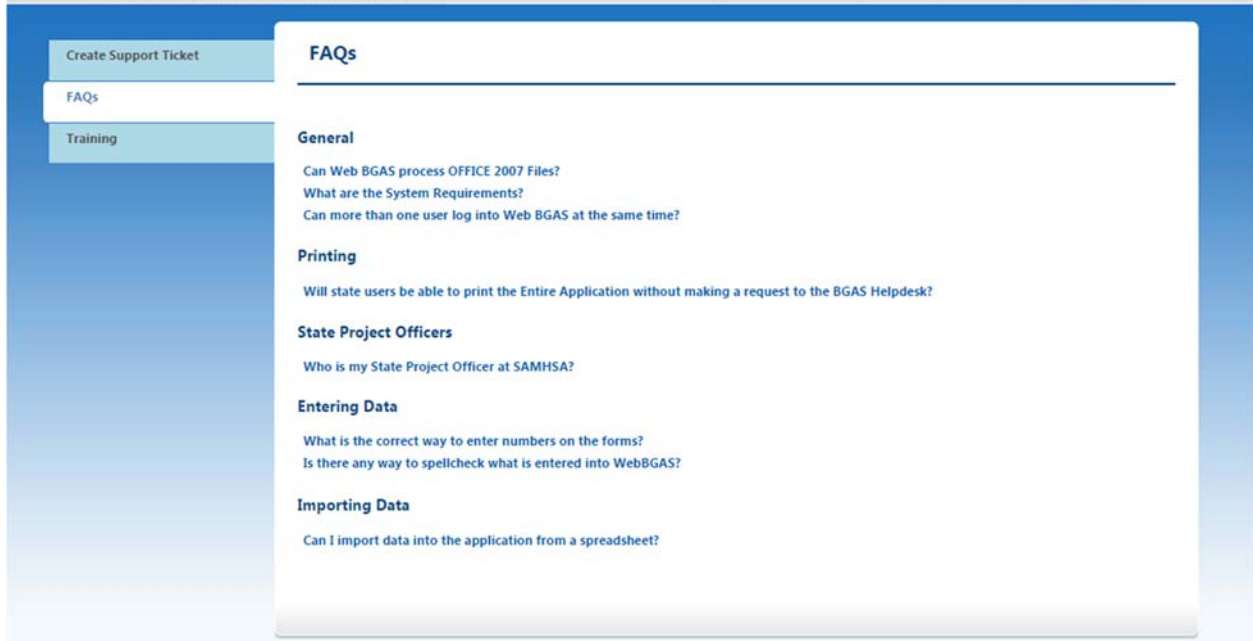
The "Support" section of WebBGAS allows you to create a support ticket to submit to the Help Desk and provides access to materials such as frequently asked questions (FAQs) and posted training materials. You can access these sections of the Support page by clicking the tabs in the left navigation pane (circled in red below).

The screenshot shows the WebBGAS Support page. At the top right, it says "Welcome back, Mike! | Help | Log out". Below this is a navigation menu with items: News, Application Dashboard, Print Queue, State Profile, Reports, Support, and User Management. The "Support" link is highlighted. On the left side, there is a navigation pane with three tabs: "Create Support Ticket", "FAQs", and "Training". These tabs are circled in red. The main content area is titled "Support" and contains the text: "Are you having issues with the application? Please review our FAQs. You may also submit a help desk request using the Create Support Ticket link in the navigation menu." At the bottom of the page, there is copyright information for 2011 SAMHSA, contact details for the Help Desk, and a note about Adobe PDF and MS Office files.

Clicking “**Create Support Ticket**” directs you to the web page shown below. You can enter your information and a detailed explanation of the problem and then click “Submit.” The support ticket will be sent directly to the WebBGAS Help Desk staff who will respond to your question in a timely manner. You will also receive an email confirming the ticket has been submitted to the helpdesk.

The screenshot shows the WebBGAS user interface. At the top left is the WebBGAS logo and text: "Application for SAMHSA Block Grants and Projects for Assistance in Transition from Homelessness Grants". At the top right, it says "Welcome back, Mike! | Help | Log out". Below this is a navigation menu with buttons for "News", "Application Dashboard", "Print Queue", "State Profile", "Reports", "Support" (which is highlighted), and "User Management". The main content area is titled "Create Support Ticket" and contains a form with the following fields: "Name:", "Email Address:", "Subject:", and "Detail:". Below the form are "Submit" and "Reset" buttons. A disclaimer at the bottom of the form states: "This support ticket is designed to provide a pathway for you to contact the BGAS Help Desk of any issues/questions you may have in use of the WebBGAS application. The WebBGAS support ticket does not request nor collect personally identifiable information (PII) other than your basic contact information for communications purposes. SAMHSA strongly suggests that you do not disclose any PII in this ticket. Any PII you chose to provide is protected by security controls consistent with the HHS Information Security and Privacy Policy and National Institutes of Standards and Technology and Office of Management and Budget guidance."

Clicking “**FAQs**” directs you to a list of questions that are frequently asked by users of the WebBGAS. If you see a question listed you want answered, simply click on that question and the answer will be displayed.



Create Support Ticket

FAQs

Training

FAQs

General

- Can Web BGAS process OFFICE 2007 Files?
- What are the System Requirements?
- Can more than one user log into Web BGAS at the same time?

Printing

- Will state users be able to print the Entire Application without making a request to the BGAS Helpdesk?

State Project Officers

- Who is my State Project Officer at SAMHSA?

Entering Data

- What is the correct way to enter numbers on the forms?
- Is there any way to spellcheck what is entered into WebBGAS?

Importing Data

- Can I import data into the application from a spreadsheet?

Any **training** materials that have been posted to the system will be found in the “Training” section. Documents such as the system navigation manual as well as online demonstrations can be found here.



[Create Support Ticket](#)

[FAQs](#)

[Training](#)

Training

BGAS Demo

Save the files locally, and then open from your machine.

- **Section I - Create an Application**
 - **Create a MHBG Application**
[Click here to view](#)
 - **Create a SABG Application**
[Click here to view](#)
 - **Create a Combined Application**
[Click here to view](#)
- **Section II - View an Application**
[Click here to view](#)
- **Section III - Additional Features of WebBGAS**
[Click here to view](#)
- **Section IV - State Profile**
 - **State Profile for State Users**
[Click here to view](#)
 - **State Profile for SAMSHA Users**
[Click here to view](#)

PATH Application Tutorials

Save the files locally, and then open from your machine.

- **For State Users**
 - [Click here to view](#)
- **For SAMHSA Users**
 - [Click here to view](#)

WebBGAS System Navigation Manual

- **Navigation Manual**
[Click here to view](#)

11. Troubleshooting

Forgotten username or password...

The screenshot shows the WebBGAS login interface. On the left, there are four warning sections: UNAUTHORIZED ACCESS, COMPUTER USAGE, SENSITIVE INFORMATION, and RETENTION OF RECORDS. A red box highlights a text box that says "Click these links if you have forgotten your username or password". A red arrow points from this box to the "Forgot Password?" and "Forgot Username?" links in the login form. The login form includes fields for Username and Password, a Login button, and a "Need Assistance?" section with contact information.

WARNING: UNAUTHORIZED ACCESS
Unauthorized access to this United States Government Computer System and software is prohibited by Title 18 United States Code, Section 1030, fraud and related activity in connection with computers.

WARNING: COMPUTER USAGE
The Standards of Ethical Conduct for the Employees permit the use of government property, including co

WARNING: SENSITIVE INFORMATION
Do not file sensitive information (e.g., information co

WARNING: RETENTION OF RECORDS
Documents that you create electronically, including electronic mail, may be governed by the Federal Records Act (Title 44 United States Code 3314) just as hard-copy records can be. Do not destroy electronic records that are subject to the Act except pursuant to an approved records disposition schedule.

Please login below:
Username:
Please enter a username
Password:
Please enter a password

[Forgot Password?](#) [Forgot Username?](#)
How to obtain a new user account.

Need Assistance?
If you need any help with the use of this application, you can [Email Us](#), enter a support ticket from our [Help Desk Page](#) or contact our support desk at the number below.
Contact us Now at: 1-888-301-BGAS(2427)

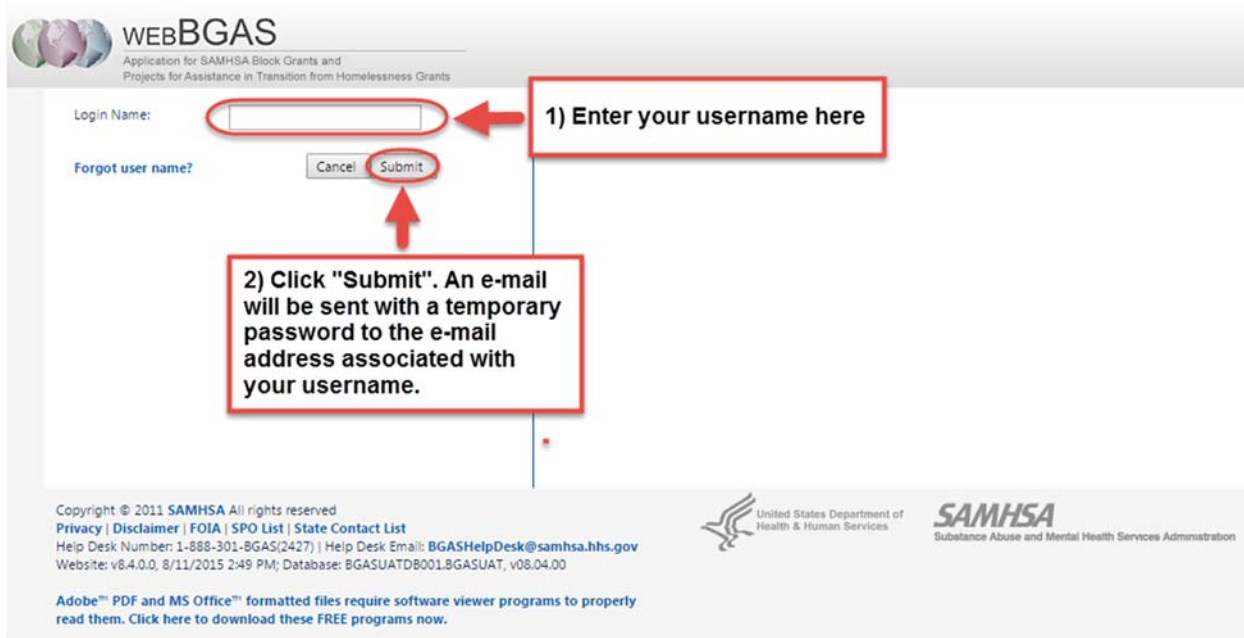
FUNDING REQUESTS: If you are seeking individual behavioral health services or funding for your organization, please contact your local state health agency for assistance.

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[Privacy](#) | [Disclaimer](#) | [FOIA](#) | [SPO List](#) | [State Contact List](#)
Help Desk Number: 1-888-301-BGAS(2427) | Help Desk Email: BGASHelpDesk@samhsa.hhs.gov
Website: v8.4.0.0, 8/11/2015 2:49 PM; Database: BGASUATDB001.BGASUAT, v08.04.00

Adobe™ PDF and MS Office™ formatted files require software viewer programs to properly read them. [Click here to download these FREE programs now.](#)

United States Department of Health & Human Services
SAMHSA
Substance Abuse and Mental Health Services Administration

After selecting “Forgot Password”, you will be directed to following screen:



- ✚ After selecting “Forgot Password”, enter your username and then click “Submit”.
 - An email with a temporary password will then be sent to the email address associated with your username.
 - Now log in to WebBGAS using your username and temporary password. You will then be prompted to change your password to one that you can easily remember as long as the new password meets the following criteria:
 - Is at least 8 characters in length
 - Contains 3 of the following 4:
 - Upper case letter
 - Lower case letter
 - Number
 - Special Character (ex. %, \$, or !)
 - In addition, the new password cannot be any of the 3 most recently used passwords.
 - If you have a failed login 3 or more times, contact the WebBGAS Help Desk Team in order to request that your account be “unlocked”.

Note: the temporary password is valid only for a period of 24 hours.

HELPFUL TIP:

If you are having problems with your new password and are copying from the e-mail into WebBGAS, be aware that sometimes the password is copied with an extraneous space. You might need to delete the extra space after pasting your temporary password.

After selecting “Forgot username”, you will be directed to following screen:

The screenshot shows the WebBGAS interface for recovering a username. At the top left is the WebBGAS logo and the text 'Application for SAMHSA Block Grants and Projects for Assistance in Transition from Homelessness Grants'. Below this is a form with an 'E-mail Address:' label and an empty text input field. To the right of the input field is a red-bordered box containing the text '1) Enter your e-mail address here' with a red arrow pointing to the input field. Below the input field are two buttons: 'Cancel' and 'Submit'. The 'Submit' button is circled in red, and a red-bordered box below it contains the text '2) Click Submit. An e-mail will be sent with your username to the e-mail address associated with your account.' with a red arrow pointing to the 'Submit' button. At the bottom of the page, there is a footer with copyright information, links for Privacy, Disclaimer, FOIA, SPO List, and State Contact List, help desk contact information, and logos for the United States Department of Health & Human Services and SAMHSA.

- ✚ After selecting “Forgot username”, enter your e-mail address and then click “Submit”.
 - An email with your username will then be sent to the email address associated with your WebBGAS account.