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PATH Grant Application Manual for State Users

Substance Abuse and Mental Health Services Administration
Web-based Block Grant Application System
PATH Grant Application Manual for State Users

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Introduction

This *Projects for Assistance in Transition from Homelessness (PATH) Grants Application Manual for State Users* is a reference document designed to help PATH State users navigate the Web-based Block Grant Application System (WebBGAS). The WebBGAS platform includes many functions for states and territories as it is primarily designed for capturing state Block Grant data and creating a set of useful reports using that data.

As you may know, PATH grantees use WebBGAS to create, document, revise, and complete their PATH Grant Applications. This manual is organized into sections based on key system functions, and it provides a step-by-step guide for using these functions. Screenshots from the website are included to facilitate your understanding of the reporting process. Important areas are highlighted, and helpful tips are included throughout the manual. If you have any questions or 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 need to log in with your username and password as shown below.

The screenshot shows the WebBGAS login interface. At the top left is the SAMHSA logo and the text "WEBBGAS SAMHSA Block Grants State Targeted Response to the Opioid Crisis Grants Projects for Assistance in Transition from Homelessness Grants Protection and Advocacy for Individuals with Mental Illness Grants".

Callout 1 (Red box): "Enter your login information here. For security reasons, do not use someone else's login." An arrow points to the login form.

Callout 2 (Red box): "If you need assistance, information on contacting the Help Desk is available here." An arrow points to the "Need Assistance?" section.

Callout 3 (Red arrow): Points to the "FUNDING REQUESTS" banner.

Callout 4 (Red arrow): Points to the "Need Assistance?" section.

Callout 5 (Red arrow): Points to the footer text.

Page Content:

- Disclaimer:** "provided for U.S. Government-authorized use only. - Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties. - By using this information system, you understand and consent to the following: * You have no reasonable expectation of privacy regarding any communication or data transiting or stored on this information system. At any time, and for any lawful Government purpose, the Government may monitor, intercept, and search and seize any communication or data transiting or stored on this information system. * Any communication or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose."
- Login Form:** "Please login below:" with fields for "Username:" and "Password:", a "Login" button, and links for "Forgot Password? | Forgot Username? Need 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."
- Footer:** "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: v10.1.0.0, 11/4/2017 4:57 PM; Database: BGASUATDB01.BGAS_UAT, v10.01.00 Adobe™ PDF and MS Office™ formatted files require software viewer programs to properly read them. [Click here to download these FREE programs now.](#)"

Following your **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. (Guidance for selecting a more secure login password is provided below.) 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.

WEBBGAS
SAMHSA Block Grants
State Targeted Responses to the Opioid Crisis Grant
Projects for Assistance in Transition from Homeless
Protection and Advocacy for Individuals with Mental Illness Grants

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

Reports | State Profile | Support | **User Management**

Change Password

Current Password:

New Password:

Confirm Password:

Users are required to change their password following an initial login.

Tips
[Tips text coming soon.]

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Help Desk Number: 1-888-301-BGAS(2427) | Help Desk Email: BGASHelpDesk@samhsa.hhs.gov
Website: v10.1.0.0, 11/4/2017 4:57 PM; Database: BGASUATDB01.BGAS_UAT; v10.01.00

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IMPORTANT REMINDER:

HHS Security policy dictates that you **DO NOT** share your login credentials, nor use anyone else’s to access WebBGAS.

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

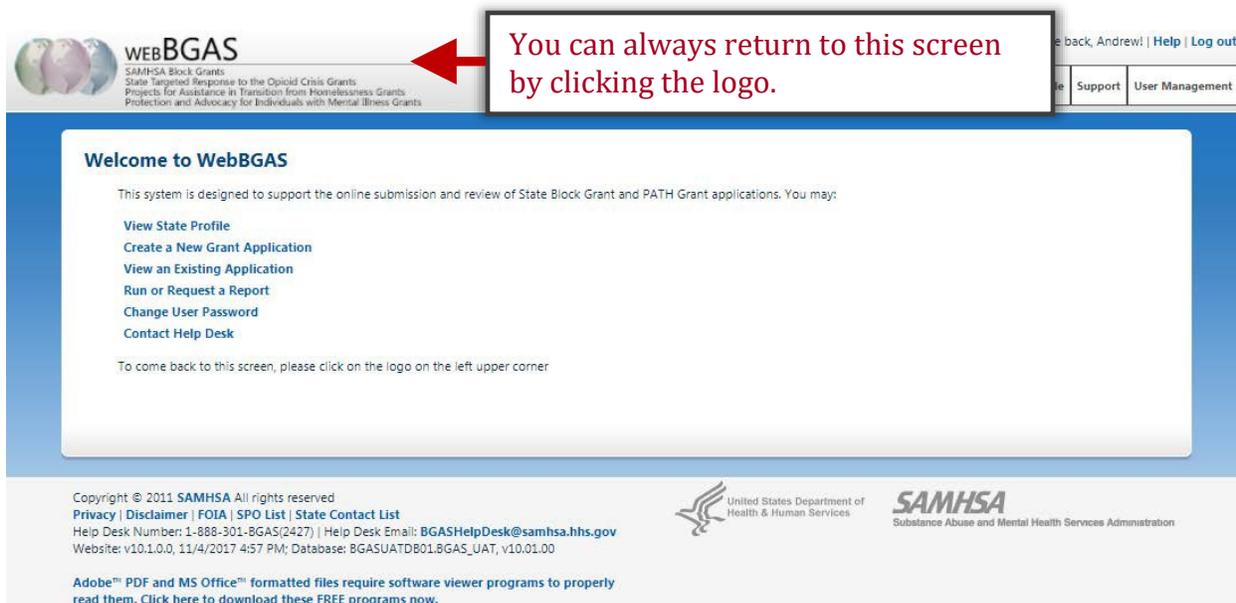
- An upper-case letter
- A lower-case letter
- A number
- A special character (e.g., #, @, \$, &)

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 that 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 access WebBGAS and begin your PATH Grant Application process.



After logging-in and navigating to the home page, there will be a window shade that will display pertinent issues and maintenance plans. You can click anywhere on the window shade to make it disappear. The following screenshot shows the Welcome page.



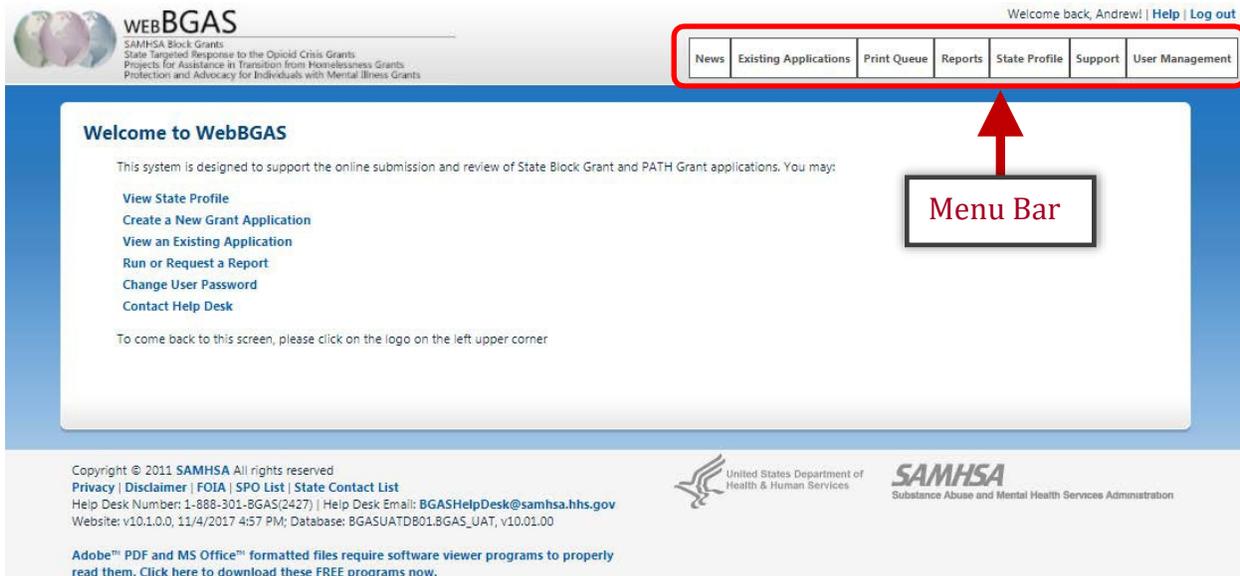
HELPFUL TIP:

You can navigate back to the Welcome page at any time by clicking the WebBGAS logo in the upper left corner of your screen.

From the Welcome Page, you can:

-  View the State Profile page;

- ✚ Create your PATH Grant Application;
- ✚ View an existing PATH Grant Application;
- ✚ Run a Standard Report;
- ✚ Change your user password; and
- ✚ Contact the Help Desk.



A key feature of WebBGAS which first appears on the Welcome page 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 during your PATH Grant Application process, the menu bar allows you to:

- ✚ View news or updates [News];
- ✚ View existing reports or view the timeframe of your PATH Grant Application submission [Existing Applications];
- ✚ Check the status of printed documents [Print Queue];
- ✚ Run Standard Reports [Reports] in the future;
- ✚ 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.

2. State Profile

To access the State Profile page, click **View State Profile** on the Welcome page or click the **State Profile** tab on the menu bar in the upper right corner of the screen.

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

News Existing Applications Print Queue Reports **State Profile** Support User Management

Welcome to WebBGAS

This system is designed to support the online submission and review of State Block Grant and PATH Grant Applications.

- [View State Profile](#)
- [Create a New Grant Application](#)
- [View an Existing Application](#)
- [Run or Request a Report](#)
- [Change User Password](#)
- [Contact Help Desk](#)

To come back to this screen, please click on the logo on the left upper corner.

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Help Desk Number 1-888-301-BGAS(2427) | Help Desk Email: BGASHelpDesk@samhsa.hhs.gov
Website: v10.1.0.0, 11/4/2017 4:57 PM; Database: BGASUATDB01.BGAS_UAT, v10.01.00

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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.

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

News Existing Applications Print Queue Reports **State Profile** Support User Management

Test State - State Profile

State Agency
SAMHSA Contacts
Third Party Administrator

Overview

Select a State: Test State Go

SAPT State Agency	CMHS State Agency	PATH State Agency
Website URL: Mailing Address:	Website URL: Mailing Address:	Website URL: Mailing Address:
Physical Address:	Physical Address:	Physical Address:
DUNS #: DUNS # Expiration Date: <input type="button" value="Edit"/>	DUNS #: DUNS # Expiration Date: <input type="button" value="Edit"/>	DUNS #: DUNS # Expiration Date: EIN/TIN: <input type="button" value="Edit"/>
Contacts Single State Authority (SSA) <input type="button" value="Edit"/>	SMH Commissioner <input type="button" value="Edit"/>	Authorized PATH Representative <input type="button" value="Edit"/>
Phone: Email: Mailing Address:	Phone: Email: Mailing Address:	PATH Coordinator <input type="button" value="Edit"/>
Physical Address:	Physical Address:	Phone: Email: Mailing Address:

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 State Supervisors and regular State users – by clicking the “Edit” buttons as shown below.

HELPFUL TIP:

The information in each State Profile is used to auto-populate information throughout other areas of the PATH Grant Application. Review your State Profile regularly to make certain the information is up-to-date.

The SAMHSA Contacts page contains...

The screenshot shows the 'SAMHSA Contacts' page within the WebBGAS application. The page title is 'Test State - State Profile'. On the left, there is a navigation menu with 'State Agency', 'SAMHSA Contacts', and 'Third Party Administrator'. The main content area is titled 'SAMHSA Contacts' and features a dropdown menu for 'Select a State' currently set to 'Test State'. Below this, there are four sections for project officer roles: 'CSAT State Project Officer', 'CMHS State Project Officer', 'CSAP State Project Officer', and 'PATH State Project Officer'. Each section has 'New' and 'View History' buttons. The footer contains copyright information for 2011 SAMHSA, contact details, and logos for the United States Department of Health & Human Services and SAMHSA.

- ✚ 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.



By clicking **View History** a window appears like the one shown below. The “History” window displays the start and end dates for the project officer assignment to this State/Jurisdiction.

3. Creating a New PATH Application

If the PATH Grant Application has not been created, you can create the application by clicking on the **Create a New Grant Application** hyperlink on the Welcome page.

The screenshot shows the WebBGAS user interface. At the top left is the WebBGAS logo and mission statement. At the top right, there is a user greeting "Welcome back, Andrew!" and a "Log out" link. Below this is a navigation menu with links for "News", "Existing Applications", "Print Queue", "Reports", "State Profile", "Support", and "User Management". The main content area is titled "Welcome to WebBGAS" and contains a list of links: "View 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 arrow points from a callout box to the "Create a New Grant Application" link. The callout box contains the text: "Create the PATH Grant Application by clicking on **Create a New Grant Application**." Below the main content area, there is a footer with copyright information, contact details, and logos for the United States Department of Health & Human Services and SAMHSA.

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You will be taken to the page displayed by the following screenshot. This page contains a list of all yet-to-be-created applications or reports for your state/territory. Click on the **PATH Grant Application** hyperlink to create this report.

WEBBGAS
SAMHSA Block Grants
State Targeted Response to the Opioid Crisis Grants
Projects for Assistance in Transition from Homelessness Grants
Protection and Advocacy for Individuals with Mental Illness Grants

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

News Existing Applications Print Queue Reports State Profile Support User Management

Existing Applications
Timeframes of Application Submission
Create Application
State Profile

Create Application

Test State

Select a State: **Test State**

Application Template

[2018 PATH Grant Application](#)

Click on the **PATH Grant Application** to create the application for your state/territory.

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Website: v10.8.0.0, 4/28/2018 11:13 PM; Database: BGASUATDB01.BGAS_UAT, v10.08.00

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A confirmation page will appear. Clicking **Yes** will confirm the creation of the PATH Grant Application.

WEBBGAS
SAMHSA Block Grants
State Targeted Response to the Opioid Crisis Grants
Projects for Assistance in Transition from Homelessness Grants
Protection and Advocacy for Individuals with Mental Illness Grants

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

News Existing Applications Print Queue Reports State Profile Support User Management

Existing Applications
Timeframes of Application Submission
Create Application
State Profile

Create Application?

Do you want to create 2018 PATH Grant Application?

Click **Yes** to confirm creation of the PATH Grant Application.

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If the PATH Grant Application has been created, you access it by clicking on either the **View an Existing Application** hyperlink on the Welcome page, or by click on the **Existing Applications** button in the upper-right navigation menu.

The screenshot shows the WebBGAS application interface. At the top left is the WebBGAS logo and SAMHSA grant information. At the top right is a user greeting and a navigation menu with buttons for News, Existing Applications, Print Queue, Reports, State Profile, Support, and User Management. The main content area is titled 'Welcome to WebBGAS' and contains a list of links: View 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 arrow points from the 'Existing Applications' button in the navigation menu to the 'View an Existing Application' link in the main content area. Another red arrow points from a callout box to the 'View an Existing Application' link. The callout box contains the text: 'Navigate to the existing PATH Grant Application by clicking either link to Existing Applications.'

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Help Desk Number: 1-888-301-BGAS(2427) | Help Desk Email: BGASHelpDesk@samhsa.hhs.gov
Website: v10.1.0.0, 11/4/2017 4:57 PM; Database: BGASUATDB01.BGAS_UAT, v10.01.00

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4. Application Overview

Once the application or report has been created, or once you click either link to the Existing Applications page (shown below). On this page, you can select a report to view by clicking on the appropriate hyperlink. You can also elect to print your report from this page by clicking the **Print** button.

WEBBGAS
SAMHSA Block Grants
State Targeted Response to the Opioid Crisis Grants
Projects for Assistance in Transition from Homelessness Grants
Protection and Advocacy for Individuals with Mental Illness Grants

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

News Existing Applications Print Queue Reports State Profile Support User Management

Existing Applications

Welcome Andrew, please select an application to proceed:

Test State

Application Name	# Revisions	Status	Progress	Data Entry Start	Data Entry End	Last Updated User	Last Updated Date	Print
FY2018-2019 Combined Behavioral Health Assessment and Plan	0	Approved	100%	7/3/2017	9/1/2017		2/23/2018 10:00:04 AM	<input type="button" value="Print"/>
FY2016-2017 Combined Behavioral Health Assessment and Plan								
2016 Combined Behavioral Health Assessment and Plan	0	Approved	100%	7/1/2015	9/1/2015		8/29/2017 3:58:00 PM	<input type="button" value="Print"/>
2017 Combined Behavioral Health Assessment and Plan								
FY2014-2015 Combined SABG/MHBG Behavioral Health Assessment and Plan								
2014 Combined Behavioral Health Assessment and Plan	0	Approved	100%	1/1/2013	9/3/2013		7/25/2014 12:18:44 PM	<input type="button" value="Print"/>
2015 Combined Behavioral Health Assessment and Plan	0	Approved	100%	12/1/2013	9/2/2014		2/6/2015 3:37:15 PM	<input type="button" value="Print"/>
2018 SABG Behavioral Health Report	0	Approved	100%	9/4/2017	12/1/2017		3/9/2018 5:50:04 PM	<input type="button" value="Print"/>
2018 PATH Grant Application	0	In Progress	0%	4/7/2018	7/9/2018	Andrew	4/30/2018 4:16:47 PM	<input type="button" value="Print"/>
2018 MHBG Behavioral Health Report	0	Submitted	100%	9/4/2017	12/1/2017		10/16/2017 9:02:44 AM	<input type="button" value="Print"/>
2018 Annual Synar Report	0	Approved	100%	8/17/2017	12/31/2017		3/22/2018 11:36:01 AM	<input type="button" value="Print"/>

Click the PATH Grant Application hyperlink to open the report.

IMPORTANT REMINDER:

For your report to appear on this list, it must first be created by your State Supervisor.

Page (shown below). From the Home Page, you can:

- ✚ Check your recent activity for your 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).

The screenshot shows the WebBGAS interface for a user named Andrew. The page title is "Test State - 2018 PATH Grant Application". The navigation menu includes: News, Existing Applications, Home (highlighted), View Application (highlighted in yellow), Print Queue, Reports, State Profile, Support, and User Management. The main content area is divided into several sections:

- Recent Activity** (highlighted in yellow): Contains a "My Dashboard" link and a list of updates including "II. Executive Summary", "3. Intended Use Plans", "I. State Information", "State PATH Regions", "III. State Level Information", "H. Location of Individuals with Serious Mental Illnesses who are Experiencing Homelessness", "III. State Level Information", "G. Selection of PATH Local-Area Providers", and "III. State Level Information", "E. Process for Providing Public Notice".
- Recent News** (highlighted in blue): Includes a "View All" link.
- Related Links** (highlighted in blue): Includes a "View All" link and a note: "Note: You will be redirected to another website when clicking any of the above links".
- Need Assistance?** (highlighted in green): Provides contact information for the Help Desk, including an email link and a phone number: "Contact us Now at: 1-888-301-BGAS(2427)".
- Application Notes**: Contains a note about browser compatibility: "If you experience difficulty accessing the IUP Description, it may be a result of the internet browser being used. If using Internet Explorer, please be sure to use IE9 or newer version. Alternatively, Chrome, Firefox, or other browsers may be used." Updated 5/7/2014 by BGHD Helpdesk.
- Related Documents** (highlighted in black): Includes a link to "View All" and a document titled "Final PATH FOA 2018" dated 24 April 2018 with a PDF icon.
- Statutes and Regulations** (highlighted in black): Includes a link to "View All".

To enter the PATH Grant Application Overview page, click the **View Application** button. If at any point you want to return to the application's Overview page, simply click **Home** on the WebBGAS navigation menu in the upper right corner of the screen.

By clicking **View Application** you will be directed to the Overview page, as shown below. The Overview page provides access to the PATH Grant Application forms and tables as well as the progress status of the report and its separate sections.

There are two ways to open a specific form within your application:

- Click the Section Headings which are in the left navigation pane of the web page.
- Select the desired form using the hyperlinks in the Overview page.

The screenshot displays the WEBBGAS application interface. At the top, there is a header with the logo, the text "WEBBGAS SAMHSA Block Grants State Targeted Response Projects for Assistance Protection and Advocacy", and a user greeting "Welcome back, Andrew! | Help | Log out". A navigation bar includes links for "Applications", "Home", "View Application", "Print Queue", "Reports", "State Profile", "Support", and "User Management". The main content area is titled "Test State - 2018 P" and "Application Progress: 0%". On the left, a navigation menu lists: Overview, I. State Information, II. Executive Summary, III. State Level Information, PATH Reported Activities, Attachments, Application History, and IUP User Management. The main content area is titled "Overview" and "Application Forms Overview". It lists various forms under three sections: I. State Information, II. Executive Summary, and III. State Level Information. Each form has a progress indicator (0%) and a status of "In Progress".

Use the links in the center of the screen to open specific forms.

Use the left menu to navigate to the different sections, view attachments, or view the status log.

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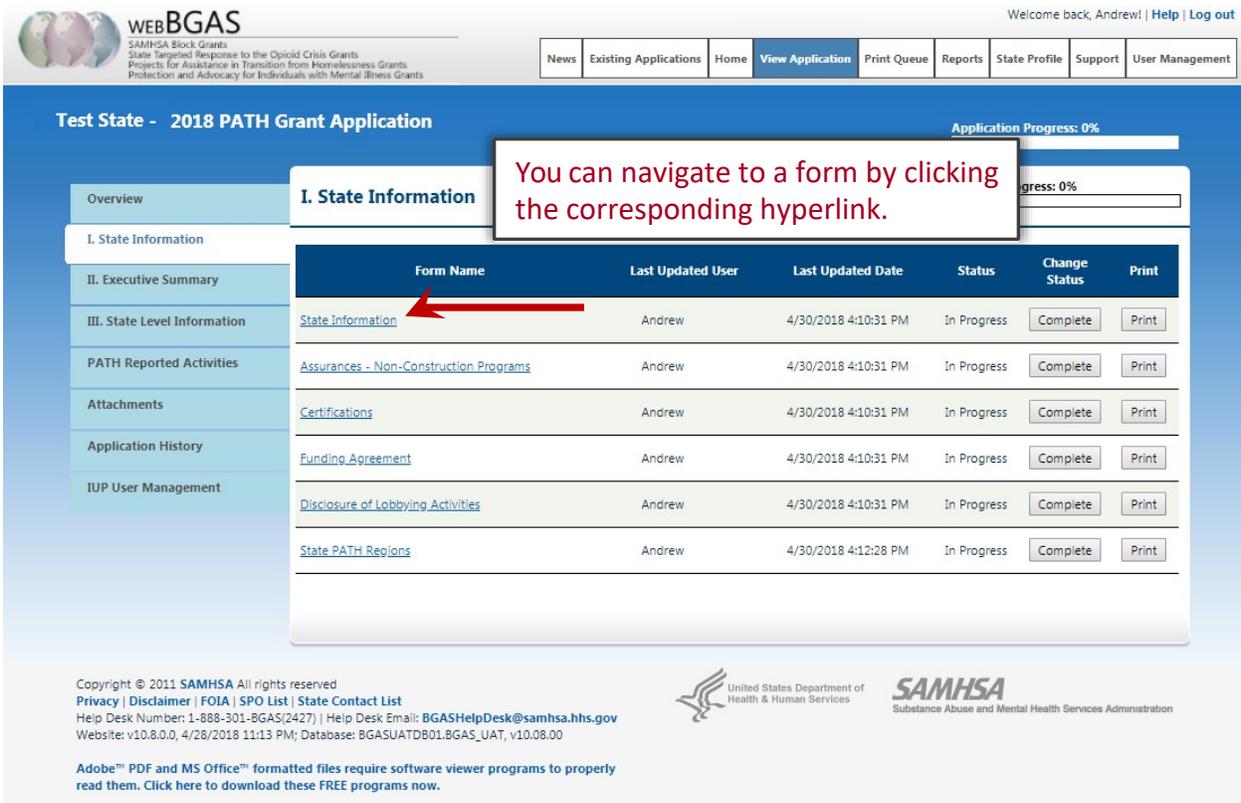
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5. Viewing/Editing an Existing Application

State Information Section

The first section of the PATH Grant Application is the State Information section. This section contains six (6) forms to be completed:

-  State Information
-  Assurances – Non-Construction Programs
-  Certifications
-  Funding Agreement
-  Disclosure of Lobbying Activities
-  State PATH Regions



WEBBGAS
SAMHSA Block Grants
State Targeted Response to the Opioid Crisis Grants
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Protection and Advocacy for Individuals with Mental Illness Grants

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

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

Test State - 2018 PATH Grant Application Application Progress: 0%

Overview **I. State Information**

I. State Information

II. Executive Summary

III. State Level Information

PATH Reported Activities

Attachments

Application History

IUP User Management

Form Name	Last Updated User	Last Updated Date	Status	Change Status	Print
State Information	Andrew	4/30/2018 4:10:31 PM	In Progress	<input type="button" value="Complete"/>	<input type="button" value="Print"/>
Assurances - Non-Construction Programs	Andrew	4/30/2018 4:10:31 PM	In Progress	<input type="button" value="Complete"/>	<input type="button" value="Print"/>
Certifications	Andrew	4/30/2018 4:10:31 PM	In Progress	<input type="button" value="Complete"/>	<input type="button" value="Print"/>
Funding Agreement	Andrew	4/30/2018 4:10:31 PM	In Progress	<input type="button" value="Complete"/>	<input type="button" value="Print"/>
Disclosure of Lobbying Activities	Andrew	4/30/2018 4:10:31 PM	In Progress	<input type="button" value="Complete"/>	<input type="button" value="Print"/>
State PATH Regions	Andrew	4/30/2018 4:12:28 PM	In Progress	<input type="button" value="Complete"/>	<input type="button" value="Print"/>

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Help Desk Number: 1-888-301-BGAS(2427) | Help Desk Email: BGASHelpDesk@samhsa.hhs.gov
Website: v10.8.0.0, 4/28/2018 11:13 PM; Database: BGASUATDB01.BGAS_UAT, v10.08.00

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State Information Form

The following screenshot is the first form of the State Information Section: State Information. The State Information form contains the name of the State Agency being awarded the PATH Grant, the name and contact information for both the Authorized Representative and the responsible person for the submission of the PATH Grant, as well as the expenditure and submission period of the PATH Grant.

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Protection and Advocacy for Individuals with Mental Illness Grants

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

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

Test State - 2018 PATH Grant Application Application Progress: 0%

Section Progress: 0%

I. State Information Back To Forms

State Information Print Instructions Footnotes Save Cancel

Plan Year
Federal Fiscal Year 2018

State Identification Numbers
DUNS Number
EIN/TIN

I. State Agency to be the Recipient for the PATH Grant
Agency Name Test State Department of Mental Health
Organizational Unit Behavioral Health Division
Mailing Address 123 Main St.
City New City
Zip Code 12345

II. Authorized Representative for the PATH Grant
First Name John
Last Name Doe
Agency Name
Mailing Address 123 Main St.
City New City
Zip Code 12345
Telephone 123-456-7890
Fax 098-765-4321
Email Address john.doe11@mail.com

Instructions are provided for each form.

This is the State Information Section page. There are several sections, each displaying names and contact information where applicable.

III. State Expenditure Period

From
To

IV. Date Submitted

NOTE: this field will be automatically populated when the application is submitted.

Submission Date

Revision Date

V. Contact Person Responsible for Application Submission

Title
Organizational Unit Name
First Name
Last Name
Telephone
Fax
Email Address

Once all fields have been entered, click **Save** to save your entries.



Footnotes:

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Website: v10.8.0.0, 4/28/2018 11:13 PM; Database: BGASUATDB01.BGAS_UAT, v10.08.00;



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IMPORTANT REMINDER:

Be sure to click on the **Save** button after filling out each section of the application to ensure your entries are saved and progress is not lost.

State PATH Regions Form

This is the State PATH Regions Form. Your State PATH Regions are pre-populated from the prior year's PATH Grant Application. New regions may be added, and regions not associated with an IUP can be deleted.

The screenshot shows the WebBGAS interface for the State PATH Regions form. The page title is "Test State - 2018 PATH Grant Application". The navigation menu includes: News, Existing Applications, Home, View Application, Print Queue, Reports, State Profile, Support, and User Management. The user is logged in as "Andrew".

On the left, there is a sidebar menu with the following items: Overview, I. State Information, II. Executive Summary, III. State Level Information, PATH Reported Activities, Attachments, Application History, and IUP User Management. The "I. State Information" section is currently selected.

The main content area displays a table of regions:

Name	Description	Actions
Region 1	New City	[Edit]
Region 2		[Edit]
Region 3		[Edit]
Region 4		[Edit]
Region 5		[Edit]

Below the table is an "Add Region" button and a "Footnotes" section.

Three callout boxes provide instructions:

- A box at the top center states: "Entries from the previous PATH Grant Application should automatically populate the current PATH Grant Application. This is true of all forms for the PATH Grant Application." A red bracket connects this text to the table of regions.
- A box at the bottom left points to the "Add Region" button: "To add a region to this form, click **Add Region**."
- A box at the bottom right points to the "Edit" icons in the Actions column: "To make changes to a previous entry, click the **Edit** icon under the Actions column."

At the bottom of the page, there is a footer with contact information for SAMHSA, including the website URL, help desk email, and a note about PDF and MS Office file viewers.

To delete a region where the X is not available, you will first need to reassign or delete any IUPs currently associated with that region.

After filling out a form in the PATH Grant Application and clicking the **Save** button, you should change the status of that form from "In Progress" to "Complete". To do this, navigate to the section page – in this case, I. State Information – and find the form you have completed. Click on the **Complete** button under the "Change Status" column for that form and the Status column should change from "In Progress" to "Complete".

Executive Summary Section

The second section of the PATH Grant Application is the Executive Summary section. This section has three forms to be completed:

- ✚ State Summary Narrative
- ✚ State Budget
- ✚ Intended Use Plans (IUPs)

The State Summary Narrative provides an overview of the state's PATH program with key points that are expanded upon in the State Level Sections of WebBGAS. The State Budget has the consolidated State-level budget, as well as the detailed State budget. Intended Use Plans (IUPs) allow entry of the individual IUP descriptions and budgets.

We will start with the State Summary Narrative.

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State Summary Narrative

WEBBGAS
SAMHSA Block Grants
State Targeted Response to the Opioid Crisis Grants
Projects for Assistance in Transition from Homelessness Grants
Protection and Advocacy for Individuals with Mental Illness Grants

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

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

Test State - 2018 PATH Grant Application Application Progress: 26%

Overview
I. State Information
II. Executive Summary
III. State Level Information
PATH Reported Activities
Attachments
Application History
IUP User Management

II. Executive Summary Section Progress: 0%

[Back To Forms](#)

I. State Summary Narrative [Print](#) [Instructions](#) [Footnotes](#) [Save](#) [Cancel](#)

Narrative Question:
Provide an overview of the state's PATH program with key points that are expanded upon in the State Level Sections of WebBGAS.

You can Upload a file or Enter Text to respond to the Narrative Question.

Responses

Upload a File Enter Text

[Choose File](#) No file chosen [Upload](#)

File Name	Created Date	Download	Delete
-----------	--------------	----------	--------

To upload a file, click Choose File to select a file to upload and answer the Narrative Question presented. Click Upload to upload the file chosen.

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

Footnotes:

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Complete the State Summary Narrative by uploading a document or entering text to respond to the Narrative Question posed.

State Budget



Test State - 2018 PATH Grant Application Application Progress: 30%

Section Progress: 33%

II. Executive Summary

2. State Budget

[Print](#) [Instructions](#) [Footnotes](#) [Request Revision](#) [Save](#) [Cancel](#)

* Indicates a required field

Category	Federal Dollars	Matched Dollars	Total Dollars	Comments																
a. Personnel	\$ 0	\$ 0	\$ 0																	
<table border="1"><thead><tr><th>Position *</th><th>Annual Salary *</th><th>% of time spent on PATH *</th><th>PATH-Funded FTE</th><th>PATH-Funded Salary *</th><th>Matched Dollars *</th><th>Total Dollars</th><th>Comments</th></tr></thead><tbody><tr><td colspan="8">No Data Available</td></tr></tbody></table>	Position *	Annual Salary *	% of time spent on PATH *	PATH-Funded FTE	PATH-Funded Salary *	Matched Dollars *	Total Dollars	Comments	No Data Available											Add Personnel Detail
Position *	Annual Salary *	% of time spent on PATH *	PATH-Funded FTE	PATH-Funded Salary *	Matched Dollars *	Total Dollars	Comments													
No Data Available																				
b. Fringe Benefits	0%	\$	\$	\$ 0																
c. Travel	\$ 0	\$ 0	\$ 0																	
<table border="1"><thead><tr><th>Line Item Detail *</th><th>Federal Dollars *</th><th>Matched Dollars *</th><th>Total Dollars</th><th>Comments</th></tr></thead><tbody><tr><td colspan="5">No Data Available</td></tr></tbody></table>	Line Item Detail *	Federal Dollars *	Matched Dollars *	Total Dollars	Comments	No Data Available								Add Travel Detail						
Line Item Detail *	Federal Dollars *	Matched Dollars *	Total Dollars	Comments																
No Data Available																				

This is the State Budget page. You can add new budget items by clicking **Add Personnel Detail** or similar buttons for other categories of the budget.

Simply fill in the State Budget Amounts by Line Item within each Category. The screenshot above only displays the first few categories; scrolling down reveals more.

d. Equipment		\$	0	\$	0	\$	0	<input type="text"/>			
Line Item Detail *		Federal Dollars *		Matched Dollars *		Total Dollars		Comments			
No Data Available											
<input type="button" value="Add Equipment Detail"/>											
e. Supplies		\$	0	\$	0	\$	0	<input type="text"/>			
Line Item Detail *		Federal Dollars *		Matched Dollars *		Total Dollars		Comments			
No Data Available											
<input type="button" value="Add Supplies Detail"/>											
f1. Contractual (IUPs)		\$	0	\$	0	\$	0				
f2. Contractual (State)		\$	0	\$	0	\$	0	<input type="text"/>			
Line Item Detail *		Federal Dollars *		Matched Dollars *		Total Dollars		Comments			
No Data Available											
<input type="button" value="Add Contractual Detail"/>											
Category		Percentage		Federal Dollars		Matched Dollars		Total Dollars		Comments	
<small>PATH housing costs are limited to 20% and can only be PATH allowable costs. Personnel who are considered to be a housing cost should be entered here and not included in the Personnel line item. For questions, call your Program Officer.</small>											
g1. Housing (IUPs)		PATH Housing Cost Percentage: 0 %		\$	0	\$	0	\$	0		
g2. Housing (State)		\$	0	\$	0	\$	0	<input type="text"/>			
Line Item Detail *		Federal Dollars *		Matched Dollars *		Total Dollars		Comments			
No Data Available											
<input type="button" value="Add Housing Detail"/>											
Category		Federal Dollars		Matched Dollars		Total Dollars		Comments			
h. Construction (non-allowable)											
i. Other		\$	0	\$	0	\$	0	<input type="text"/>			
Line Item Detail *		Federal Dollars *		Matched Dollars *		Total Dollars		Comments			
No Data Available											
<input type="button" value="Add Other Detail"/>											

HELPFUL TIP:

IUP Budget information is reflected in the **Contractual (IUP)** lines and is automatically populated by the IUP users.

IMPORTANT REMINDER:

Warning messages will appear at the top of the Budget page of the application if the Total Matched Dollars of any category are less than the required amount or if the Indirect Costs of any category are greater than 4% of the Total Federal Dollars.

Intended Use Plans (IUPs)

The following screenshot displays the Intended Use Plans form under the Executive Summary section of the PATH Grant Application.

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When you first enter this screen, the list will be pre-populated with IUPs based on the prior year's application. The IUP budgets are imported from the 2017 application. **When you first open the budget, you must click 'Save' to accept the imported budget.** You may view or edit IUP information by clicking on the buttons under the Actions column. You may remove an IUP Provider from the list by clicking the X under the Actions column.

WEBBGAS SAMHSA Block Grants State Targeted Response to the Opioid Crisis Grants Project for Assistance in Transition from Homelessness Grants Protection and Advocacy for Individuals with Mental Illness Grants

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

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

Test State - 2018 PATH Grant Application Application Progress: 30%

II. Executive Summary Section Progress: 33%

[Back To Forms](#)

3. Intended Use Plans

Expenditure Period Start Date: _____ Expenditure Period End Date: _____

The state can either enter all the IUPs and associated budgets as in prior years, or they may allow IUP users to enter their own information into WebBGAS. For more information on allowing IUP users to enter their own details, please see the tutorial under the Training Tab in WebBGAS that instructs states and IUP providers on this new process.

Summary Counts - IUPs Listed: 1 Submitted: 0 Rejected: 0 Accepted: 0 Open Revisions: 0

Primary IUP Provider	Provider Type	Geographic Service Area	Allocations	Matching Funds	Estimated \$ to Contact	Estimated # to Enroll	# Trained in SOAR	# Assisted through SOAR	Status	Actions
ABC Behavioral Health Organization	Community mental health center	Central	\$0	\$0	0	0	0	0	In Progress	Profile Description Budget Submit Print X
Grand Total			\$0	\$0	0	0	0	0		

* IUP with sub-IUPs
- IUP modified by the state

Footnotes:

Clicking **Add New Primary IUP Provider** will allow you to add a new IUP Provider to this list.

[Add New Primary IUP Provider](#)

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The top of the page includes a summary of the IUPs. IUPs can be added by clicking the button **Add New Primary IUP Provider**.



Test State - 2018 PATH Grant Application

Application Progress: 34%

- Overview
- I. State Information
- II. Executive Summary**
- III. State Level Information
- PATH Reported Activities
- Attachments
- Application History
- IUP User Management

II. Executive Summary

Section Progress: 66%

[Back To Forms](#)

Intended Use Plans - Profile

[Instructions](#) | [Footnotes](#)

[Save](#) | [Cancel](#)

Provider Name:	<input type="text"/>	Has Sub-IUPs:	<input type="text" value="No"/>
PDX Provider ID:	<input type="text"/>		
State Provider ID:	<input type="text"/>		
Street Address:	<input type="text"/>		
City:	<input type="text"/>		
State:	<input type="text" value="Test State"/>		
Zip:	<input type="text"/>		
Provider Type:	<input type="text" value="-- Select Provider Type --"/>		
Geographical Area Served:	<input type="text" value="-- Select Region --"/>		
Provider Contact:	<input type="text"/>		
Contact Phone:	<input type="text"/>		

 [Save](#) | [Cancel](#)

Footnotes:

After entering the information for the new IUP, click **Save** to save the new IUP to the list of IUPs under the Executive Summary section.

Enter the information for the new IUP provider in each field and click the **Save** button to complete the new entry.

State Level Information Section

The third section of the PATH Grant Application is the State Level Information section. This section contains thirteen (13) forms to be completed.

WEBBGAS
SAMHSA Block Grants
State Targeted Response to the Opioid Crisis Grants
Projects for Assistance in Transition from Homelessness Grants
Protection and Advocacy for Individuals with Mental Illness Grants

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

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

Test State - 2018 PATH Grant Application Application Progress: 39%

Overview
I. State Information
II. Executive Summary
III. State Level Information
PATH Reported Activities
Attachments
Application History
IUP User Management

III. State Level Information

You can navigate to a form by clicking the hyperlinks here.

Form Name	Last Updated User	Last Updated Date	Status	Change Status	Print
A. Operational Definitions	Andrew	4/30/2018 4:10:31 PM	In Progress	Complete	Print
B. Veterans	Andrew	4/30/2018 4:10:31 PM	In Progress	Complete	Print
C. Alignment with PATH Goals	Andrew	4/30/2018 4:10:31 PM	In Progress	Complete	Print
D. Alignment with State Comprehensive MH Services Plan	Andrew	4/30/2018 4:10:31 PM	In Progress	Complete	Print
E. Process for Providing Public Notice	Andrew	4/30/2018 4:10:31 PM	In Progress	Complete	Print
F. Programmatic and Financial Oversight	Andrew	4/30/2018 4:10:31 PM	In Progress	Complete	Print
G. Selection of PATH Local-Area Providers	Andrew	4/30/2018 4:10:31 PM	In Progress	Complete	Print
H. Location of Individuals with Serious Mental Illnesses who are Experiencing Homelessness	Andrew	4/30/2018 4:10:31 PM	In Progress	Complete	Print
I. Matching Funds	Andrew	4/30/2018 4:10:31 PM	In Progress	Complete	Print
J. Other Designated Funding	Andrew	4/30/2018 4:10:31 PM	In Progress	Complete	Print
K. Data	Andrew	4/30/2018 4:10:31 PM	In Progress	Complete	Print
L. Supplemental Security Income/Social Security Disability Insurance (SSI/SSDI) Outreach, Access, Recovery (SOAR)	Andrew	4/30/2018 4:10:31 PM	In Progress	Complete	Print
M. PATH Eligibility and Enrollment	Andrew	4/30/2018 4:10:31 PM	In Progress	Complete	Print

Since the forms in this section are similar to one another, we will use form **B. Veterans** as an example.



Test State - 2018 PATH Grant Application

Application Progress: 39%

- Overview
- I. State Information
- II. Executive Summary
- III. State Level Information
- PATH Reported Activities
- Attachments
- Application History
- IUP User Management

III. State Level Information

Section Progress: 0%

[Back To Forms](#)

Each form has a Narrative Question to be answered.

B. Veterans

[Print](#) [Instructions](#) [Footnotes](#)

[Save](#) [Cancel](#)

Narrative Question:

Describe how the state gives consideration in awarding PATH funds to entities with demonstrated effectiveness in serving veterans experiencing homelessness.

Responses

Upload a File Enter Text

[Choose File](#) No file chosen [Upload](#)

File Name	Created Date	Download	Delete
-----------	--------------	----------	--------

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

Footnotes:

To complete this form, you may either upload a file or enter the text answer yourself. To conduct either action, select the proper radial button and either upload your attachment or type your response to the Narrative Question given.

6. PATH Reported Activities

The final section under the PATH Grant Application is the PATH Reported Activities section. This section contains the Charitable Choice for PATH form to be completed.

The screenshot shows the 'PATH Reported Activities' section of a 2018 PATH Grant Application. The page header includes 'WEBBGAS' and 'SAMHSA Block Grants'. A navigation menu at the top contains links for News, Existing Applications, Home, View Application, Print Queue, Reports, State Profile, Support, and User Management. The main content area is titled 'Test State - 2018 PATH Grant Application' and shows 'Application Progress: 0%'. A sidebar on the left lists navigation options: Overview, I. State Information, II. Executive Summary, III. State Level Information, PATH Reported Activities, Attachments, Application History, and IUP User Management. The main content area displays a table with the following data:

Form Name	Last Updated User	Last Updated Date	Status	Change Status	Print
Charitable Choice for PATH	BGHD Helpdesk	4/24/2018 11:49:09 AM	In Progress	Complete	Print

A red arrow points to the 'Charitable Choice for PATH' link in the table. A callout box with a red border and the text 'Charitable Choice for PATH' is positioned over the arrow. The footer contains copyright information for SAMHSA and a note about Adobe PDF and MS Office files.

If your response to the first question is “Yes” enter the providers in the text field and complete the rest of the form. If your response is “No” the form will be grayed out. Click the “Save” button.

The screenshot shows the 'Charitable Choice for PATH' form for a 2019 PATH Grant Application. The page header includes 'Test State AA - 2019 PATH Grant Application' and 'Application Progress: 0%'. The main content area is titled 'PATH Reported Activities' and shows 'Section Progress: 0%'. A sidebar on the left lists navigation options: Overview, I. State Information, II. Executive Summary, III. State Level Information, PATH Reported Activities, Attachments, Documentation Log, Application History, and IUP User Management. The main content area displays the 'Charitable Choice for PATH' form with the following fields and options:

- [Back To Forms](#)
- [Print](#) [Instructions](#) [Footnotes](#) [Save](#) [Cancel](#)
- Does your state use PATH funds to fund religiously-affiliated providers to provide substance use treatment services? Yes No
- If “Yes” is selected please list providers in text box below and complete the rest of the table
- Expenditure Period Start Date: Expenditure Period End Date:
- Notice to Program Beneficiaries - Check all that apply**
- Used model notice provided in final regulation.
- Used notice developed by State (please attach a copy to the Report).
- State has disseminated notice to religious organizations that are providers.
- State requires these religious organizations to give notice to all potential beneficiaries.

7. IUP User Management

IUPs can directly enter their description and budget information into WebBGAS. You can manage these IUP user accounts, including creating new IUP user accounts. To conduct IUP user management activities, click on the IUP User Management located on the menu at the left-hand side of the screen.

WEBBGAS
SAMHSA Block Grants
State Targeted Response to the Opioid Crisis Grants
Projects for Assistance in Transition from Homelessness Grants
Protection and Advocacy for Individuals with Mental Illness Grants

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

News Existing Applications Home View Application Print Queue Reports State Profile Support User Management

Test State - 2018 PATH Grant Application Application Progress: 0%

Overview
I. State Information
II. Executive Summary
III. State Level Information
PATH Reported Activities
Attachments
Application History
IUP User Management

IUP User Account Management
IUP: ABC Health Systems, Inc.

Name	Login Name	Email	Role	Status	Action
John Smith		john.smith@xxx.yyy	Editor	Locked	Edit

1) Select the IUP

2) Click Add New IUP User

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To add a new IUP user, you must first select the IUP from the drop-down menu. The **Add New IUP User** button will now appear and clicking this button will bring a pop-up window display to your screen.

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

Add/Edit IUP User

IUP User Profile - ABC Health Systems, Inc.

Email Address:*

First Name:*

Last Name:*

User Name:*

Phone: Ext:

User Role:*

Account Status

Account is currently Unlocked

Account is currently Enabled

* Indicates Required field

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You may now enter the information into the empty fields. Please note the User Name field will be automatically generated by the system. You must select a role for every IUP user you add. The roles are Editor or Read Only.

Two separate emails, one with the username and the other with the temporary password are then sent to the email address you have provided.

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

News Existing Applications Home View Application Print Queue Reports State Profile Support User Management

Test State - 2018 PATH Grant Application

IUP User Account Management

IUP:

Name	Login Name	Email	Role	Status	Action
John Smith		john.smith@xxx.yyy	Editor	Locked	Edit
Jane Smith	Jane.Smith	jane.smith@mail.com	Editor	Unlocked	Edit

[Add New IUP User](#)

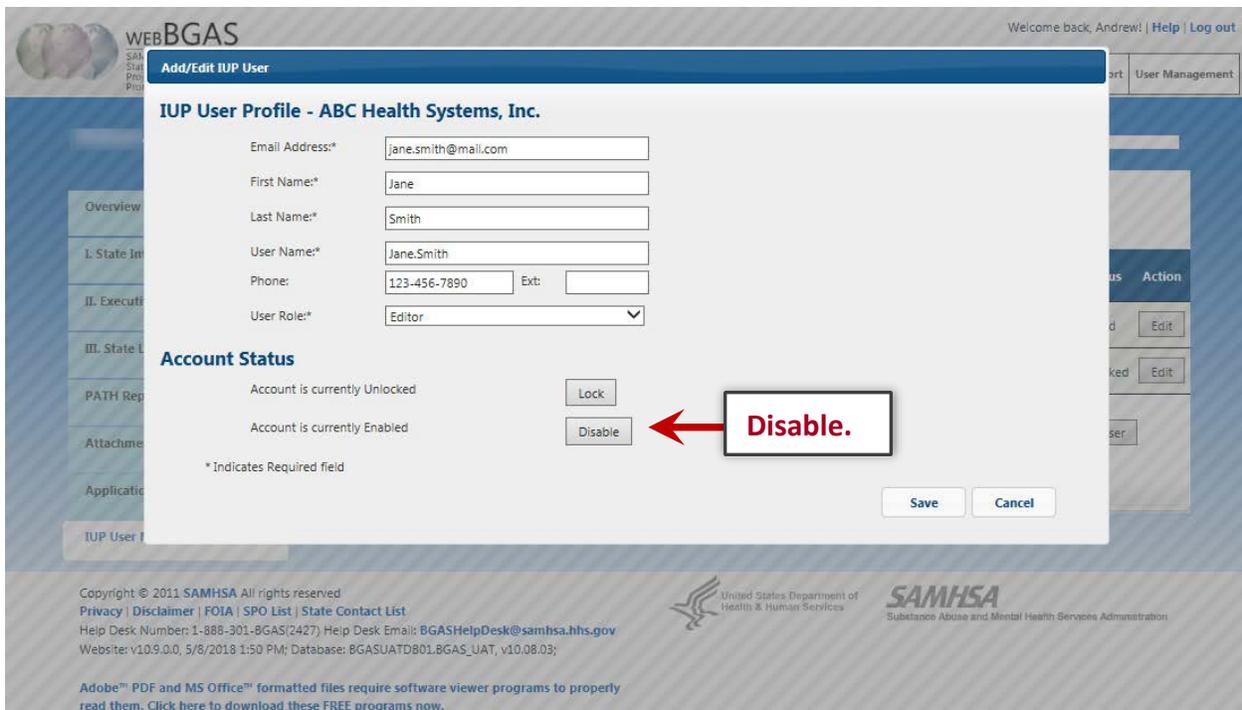
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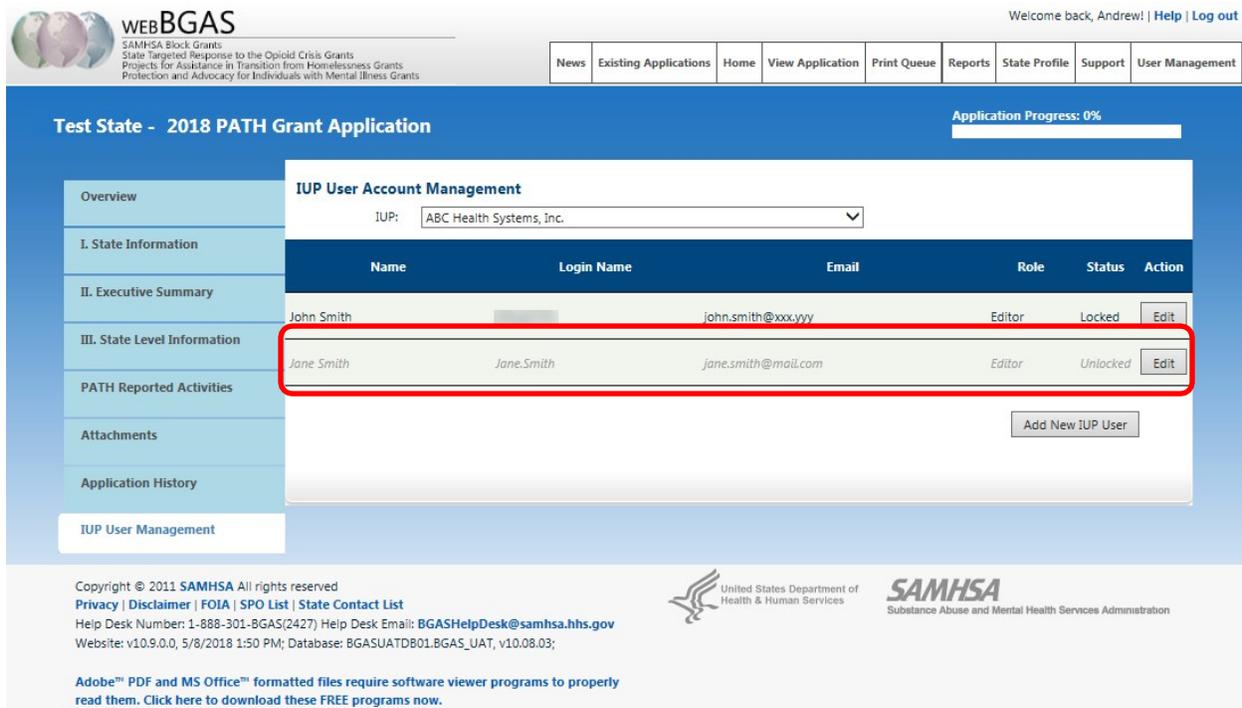
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The new IUP User will appear on the list of IUP users on the IUP User Account Management page. There are no limits to the number of IUP user accounts.

You can edit existing IUP user accounts by clicking the **Edit** button. Edits can include changing or updating relevant information about the IUP; they can also include disabling or locking the IUP user account.



To disable an IUP user, after clicking the **Edit** button a pop-up window is displayed on your screen. Contained within this pop-up window is the **Disable** button. Clicking **Disable** and then clicking the **Save** button will disable the IUP user account.



The IUP user account becomes grayed-out, indicating that it has been disabled.

WEBBGAS

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

Add/Edit IUP User

IUP User Profile - ABC Health Systems, Inc.

Email Address:*

First Name:*

Last Name:*

User Name:*

Phone: Ext:

User Role:*

Account Status

Account is currently Locked

Account is currently Enabled

* Indicates Required field

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Similarly, you may lock or unlock an IUP user account by clicking the **Edit** button and then clicking the **Unlock** and subsequently the **Save** buttons.

An IUP user account can be locked but not disabled.

8. State Review of IUP Applications

After an IUP application has been submitted, you must review their application for accuracy and quality assurance. To do this, navigate back to the Executive Summary section of the PATH Grant Application and click on the Intended Use Plans heading under the Executive Summary section.

The screenshot displays the 'Test State - 2018 PATH Grant Application' interface. The 'II. Executive Summary' section is active, with the '3. Intended Use Plans' sub-section selected. A table lists IUPs with columns for Provider, Allocations, Matching Funds, and various counts. The 'ABC Behavioral Health Organization' is listed with an allocation of \$60,400 and matching funds of \$40,400. The 'Actions' column for this entry contains buttons for 'Profile', 'Description', 'Budget', 'Accept', 'Reject', and 'Print'. A red box highlights the 'Budget' button, and a red arrow points to it. A text box overlay states: 'States can view and edit the IUP Profile, Description, and Budget.'

Primary IUP Provider	Provider Type	Geographic Service Area	Allocations	Matching Funds	Estimated # to Contact	Estimated # to Enroll	# Trained in SOAR	# Assisted through SOAR	Status	Actions
ABC Behavioral Health Organization ~	Community mental health center		\$60,400	\$40,400	0	0	0	0	Submitted	Profile, Description, Budget, Accept, Reject, Print
Grand Total			\$60,400	\$40,400	0	0	0	0		

Clicking on the **Budget** button will allow you to view what the IUP has entered and submitted.

Test State - 2018 PATH Grant Application Application Progress: 39%

II. Executive Summary Section Progress: 100%

[Back To Forms](#)

Intended Use Plans- Budget [Save](#) [Cancel](#)

[Instructions](#) [Footnotes](#)

The state can either enter all the IUPs and associated budgets as in prior years, or they may allow IUP users to enter their own information into WebBGAS. For more information on allowing IUP users to enter their own details, please see the tutorial under the Training Tab in WebBGAS that instructs states and IUP providers on this new process.
 * Indicates a required field

Category	Federal Dollars	Matched Dollars	Total Dollars	Comments			
a. Personnel	\$ 40,000	\$ 20,000	\$ 60,000				
Position *	Annual Salary *	% of time spent on PATH *	PATH-Funded FTE	PATH-Funded Salary *	Matched Dollars *	Total Dollars	Comments
Administrative Assistant	\$ 60,000	75 %	0.67	\$ 40,000	\$ 20,000	\$ 60,000	
Add Personnel Detail							
b. Fringe Benefits		33.33 %		\$ 20,000	\$ 20,000	\$ 40,000	
c. Travel	\$ 0	\$ 0	\$ 0				
Line Item Detail *	Federal Dollars *	Matched Dollars *	Total Dollars	Comments			
No Data Available							
Add Travel Detail							

You should review all IUP applications. If you notice changes to be addressed, you may either make the changes manually or reject the application. If you choose to manually make the change, be sure to click **Save** after making the change.

If you choose to reject the application, it will open back up for the IUP user to correct. The Status column will change to “Rejected”.

Test State - 2018 PATH Grant Application Application Progress: 39%

II. Executive Summary Section Progress: 100%

[Back To Forms](#)

3. Intended Use Plans

[Print](#) [Instructions](#) [Footnotes](#)

Expenditure Period Start Date: _____ Expenditure Period End Date: _____

The state can either enter all the IUPs and associated budgets as in prior years, or they may allow IUP users to enter their own information into WebBGAS. For more information on allowing IUP users to enter their own details, please see the tutorial under the Training Tab in WebBGAS that instructs states and IUP providers on this new process.

Summary Counts -		IUPs Listed: 1	Submitted: 1	Rejected: 0	Accepted: 0	Open Revisions: 0		
Primary IUP Provider	Provider Type	Geographic Scope	Allocations	Matching	Estimated # to Trained	Estimated # to Assisted	Status	Actions

HELPFUL TIP:

IUP users are **NOT** automatically notified when the IUP application is rejected. Please contact the IUP Provider directly, outside of BGAS, with the necessary changes to the application.

9. Application Attachments

WEBBGAS
SAMHSA Block Grants
State Targeted Response to the Opioid Crisis Grants
Projects for Assistance in Transition from Homelessness Grants
Protection and Advocacy for Individuals with Mental Illness Grants

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

Test State - 2018 PATH Grant Application Application Progress: 39%

Overview

I. State Information

II. Executive Summary

III. State Level Information

PATH Reported Activities

Attachments

Application History

IUP User Management

Application Attachments

Section: <Select Section>
<Select Section>
Entire Application
I. State Information
II. Executive Summary
III. State Level Information
PATH Reported Activities

File Name

After selecting the section for your attachment, click **Go** to proceed in uploading your attachment.

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Website: v10.9.0.0, 5/2/2018 10:28 PM; Database: BGASUATDB01.BGAS_UAT, v10.08.03;

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Application Attachments are organized by the section of the PATH Grant Application to which they are attached. Please select the relevant section (or the Entire Application) from the drop-down menu and click the **Go** button.

WEBBGAS
SAMHSA Block Grants
State Targeted Response to the Opioid Crisis Grants
Projects for Assistance in Transition from Homelessness Grants
Protection and Advocacy for Individuals with Mental Illness Grants

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

Test State - 2018 PATH Grant Application Application Progress: 39%

Overview

I. State Information

II. Executive Summary

III. State Level Information

PATH Reported Activities

Attachments

Application History

IUP User Management

Application Attachments

Section:

Form:

Example of ... Form.docx

Attached To

File Name

Created Date

Links to download files

Delete

Clicking **Choose File** will allow you to select a file to upload as an attachment to your Application.

After selecting a file to upload, click **Upload** to upload it as an attachment.

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Website: v10.9.0.0, 5/2/2018 10:28 PM; Database: BGASUATDB01.BGAS_UAT, v10.08.03;

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Attachments are visible here. Additionally, you may add any attachments to your PATH Grant Application through this page by clicking first the **Choose File** button, selecting a file to attach, and clicking the **Upload** button.

The screenshot shows the WebBGAS PATH Grant Application interface. At the top, there is a navigation bar with links for News, Existing Applications, Home, View Application, Print Queue, Reports, State Profile, Support, and User Management. The main header displays "Test State - 2018 PATH Grant Application" and "Application Progress: 39%". The left sidebar contains a menu with items like Overview, I. State Information, II. Executive Summary, III. State Level Information, PATH Reported Activities, Attachments, Application History, and IUP User Management. The main content area shows the "Application Forms Overview" with sections for I. State Information, II. Executive Summary, and III. State Level Information. A callout box with a red border and text points to a paperclip icon next to the "State Information" link in the I. State Information section. The text in the callout box reads: "The paperclip symbol now appears to indicate the State Information form has an attachment." The progress bars for each section are shown on the right side of the overview.

Attachments are also visible on the Overview page, with a paperclip indicating a section or form of your PATH Grant Application has an attachment.

HELPFUL TIP:

Clicking on the paperclip on the Overview page will take you directly to the Attachments screen so you may open the attachment.

10. Handling Sub-IUPs (when applicable)

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Protection and Advocacy for Individuals with Mental Illness Grants

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News Existing Applications Home View Application Print Queue Reports State Profile Support User Management

Test State - 2018 PATH Grant Application Application Progress: 39%

Overview II. Executive Summary Section Progress: 100%

I. State Information Back To Forms

II. Executive Summary Intended Use Plans - Profile Save Cancel

Instructions Footnotes

Provider Name: Another ABC Behavioral Health Organization Has Sub-IUPs: Yes

PDX Provider ID: TS-002

State Provider ID: TS

Street Address: 456 Main St

City: New City

State: Missouri

Zip: 55555

Provider Type: Community mental health center

Geographical Area Served: ABC

Provider Contact: Jane Doe

Contact Phone: 555-555-5555

Save Cancel

Footnotes:

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Website: v10.9.0.0, 5/10/2018 2:12 PM; Database: BGASUATDB01.BGAS_UAT, v10.08.03;

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If your IUP has sub-IUPs, you will have to select the appropriate option – “Yes” – from the drop-down menu when adding a new primary IUP Provider.

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News Existing Applications Home View Application Print Queue Reports State Profile Support User Management

Test State - 2018 PATH Grant Application Application Progress: 39%

Overview IUP User Account Management

I. State Information

II. Executive Summary

III. State Level Information

PATH Reported Activities

Attachments

Application History

IUP User Management

IUP: Another ABC Behavioral Health Organization

Name	Login Name	Email	Role	Status	Action
No Data Available					

Add New IUP User

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Website: v10.9.0.0, 5/10/2018 2:12 PM; Database: BGASUATDB01.BGAS_UAT, v10.08.03;

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You must add an IUP user account for this new IUP as well.

11. Completing & Reviewing the PATH Application and Submitting to SAMHSA

To complete the PATH Grant Application, you must update the status of each section individually. Using the navigation menu on the left side of the screen, you can navigate to each section and change the status. This can be done after each individual form of a section is filled out or it can be done entirely at the end – it is up to your preferences for this application process.

To complete a section, navigate to the section page by clicking the tabs on the left side navigation menu.

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

Test State - 2018 PATH Grant Application

Application Progress: 34%

The **Section Progress** bar indicates the completion status of the application section

Section Progress: 66%

			Status	Change Status	Print
1. State Summary Narrative		4/30/2018 4:10:31 PM	In Progress	<input type="button" value="Complete"/>	<input type="button" value="Print"/>
2. State Budget		5/2/2018 3:16:32 PM	✓ Complete	<input type="button" value="Modify"/>	<input type="button" value="Print"/>
3. Intended Use Plans		5/11/2018 9:41:59 AM	✓ Complete	<input type="button" value="Modify"/>	<input type="button" value="Print"/>

Select **Complete** to change the status from "In Progress" to "Complete"

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Help Desk Number: 1-888-301-BGAS(2427) | Help Desk Email: BGASHelpDesk@samhsa.gov
Website: v10.9.0.0, 5/10/2018 2:12 PM; Database: BGASUATDB01.BGAS_UAT, v10.08.03

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Clicking on the **Complete** button will change the status of the form from "In Progress" to "Complete". Each form must be complete for a section to be complete. Once all forms in all sections of the PATH Grant Application are complete, a new tab will appear on the left side navigation menu: **State Supervisor Review**.



Test State - 2018 PATH Grant Application
State Supervisor Review

Application Progress: 100%

Overview	Overview
I. State Information	Application Forms Overview I. State Information <ul style="list-style-type: none"> State Information Complete Assurances - Non-Construction Programs Complete Certifications Complete Funding Agreement Complete Disclosure of Lobbying Activities Complete State PATH Regions Complete
II. Executive Summary	II. Executive Summary <ul style="list-style-type: none"> 1. State Summary Narrative Complete 2. State Budget Complete 3. Funded Use Plans Complete
III. State Level Information	III. State Level Information <ul style="list-style-type: none"> G. Location of Individuals with Serious Mental Illnesses who are Experiencing Homelessness Complete H. Location of Individuals with Serious Mental Illnesses who are Experiencing Homelessness Complete I. Matching Funds Complete J. Other Designated Funding Complete K. Data Complete L. Supplemental Security Income/Social Security Disability Insurance (SSI/SSDI) Outreach, Access, Recovery (SOAR) Complete M. PATH Eligibility and Enrollment Complete
PATH Reported Activities	PATH Reported Activities <ul style="list-style-type: none"> Charitable Choice for PATH Complete
Attachments	
Submit to SAMHSA	
Application History	
IUP User Management	

A Submit to SAMHSA tab replaces the State Supervisor Review tab.

The PATH Supervisor will be notified via email that the PATH application is ready for their review. They will see a **Submit to SAMHSA** tab on the left side navigation menu. This **Submit to SAMHSA** tab will take the place of **State Supervisor Review**.

Once the final review is complete, you are ready to submit your PATH Grant Application to SAMHSA.

Test State - 2018 PATH Grant Application State Supervisor Review

Application Progress: 100%

- Overview
- I. State Information
- II. Executive Summary
- III. State Level Information
- PATH Reported Activities
- Attachments
- Submit to SAMHSA**
- Application History
- IUP User Management

Application Ready to Submit to SAMHSA

Application: 2018 PATH Grant Application

Actions By clicking "Submit to SAMHSA" button, your application will go through some validations. If the application passes the validation, it will be submitted to SAMHSA for review. Successful submission will lock all application form sections. The only way to reopen a form is in responding to a revision request from SAMHSA.

Please select submit or cancel.

Submit to SAMHSA.

To submit the application to SAMHSA, the PATH Supervisor clicks the **Submit to SAMHSA** button on the Submit to SAMHSA page. This will lock the application and electronically submit it to SAMHSA unless validation warning messages are generated.

The PATH Supervisor, Coordinator, and Alternate Coordinator at your state/territory will receive an email indicating that the application has been submitted to SAMHSA.

12. Handling Revision Requests from SAMHSA

After submitting your PATH Grant Application to SAMHSA, they will review it. During their review, SAMHSA can add revision requests to the application to any of the forms you have filled out. Revision requests usually come with a description about why they have requested you to revise a certain section. To view SAMHSA's revision requests, click on the newly-appearing **Revision Request** tab on the left side navigation menu.

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

Test State - 2018 PATH Grant Application Submitted Application Progress: 100%

Overview

Revision Requests

Application Forms Overview

Section	Completion Status
I. State Information	100%
State Information	Complete
Assurances - Non-Construction Programs	Complete
Certifications	Complete
Funding Agreement	Complete
Disclosure of Lobbying Activities	Complete
State PATH Regions	Complete
II. Executive Summary	100%
State Summary Narrative	Complete
State Budget	Complete
Intended Use Plans	Complete
Services Plan	Complete
E. Process for Providing Public Notice	Complete
F. Programmatic and Financial Oversight	Complete
G. Selection of PATH Local-Area Providers	Complete
H. Location of Individuals with Serious Mental Illnesses who are Experiencing Homelessness	Complete
I. Matching Funds	Complete
J. Other Designated Funding	Complete
K. Data	Complete
L. Supplemental Security Income/Social Security Disability Insurance (SSI/SSDI) Outreach, Access, Recovery (SOAR)	Complete
M. PATH Eligibility and Enrollment	Complete
PATH Reported Activities	100%
Charitable Choice for PATH	Complete

HELPFUL HINT:

 When a green box appears, it indicates that the information is being updated. The box will disappear once the update is complete.

Accessing Revision Requests from the Form

Revision Requests can be accessed directly from the form. Select the form that you have been requested to revise from the left-hand menu. The Revision Request will identify the description of the revision, who created the revision, and the status of the revision. Click on the Start Revision button to make the form editable.

The screenshot shows the 'Test State - 2019 PATH Grant Application' interface. The left-hand menu is expanded to 'I. State Information'. A red box highlights the menu item with the text: 'From the left hand menu tree click on the section that needs a revision'. The main content area displays 'State Information' with a 'Request Revision' button. Below this, a revision request card is shown with the following details: 'Description: Completed General Information', 'Created by Admin User on 6/14/2019 9:10AM', and 'Status: Sent To State'. The card includes 'View' and 'Delete' buttons, and a 'Start Revision' button highlighted with a red box and the text: 'Click Start Revision button'. The 'Plan Year' is set to 2019. Progress bars at the top indicate 'Application Progress: 100%' and 'Section Progress: 100%'.

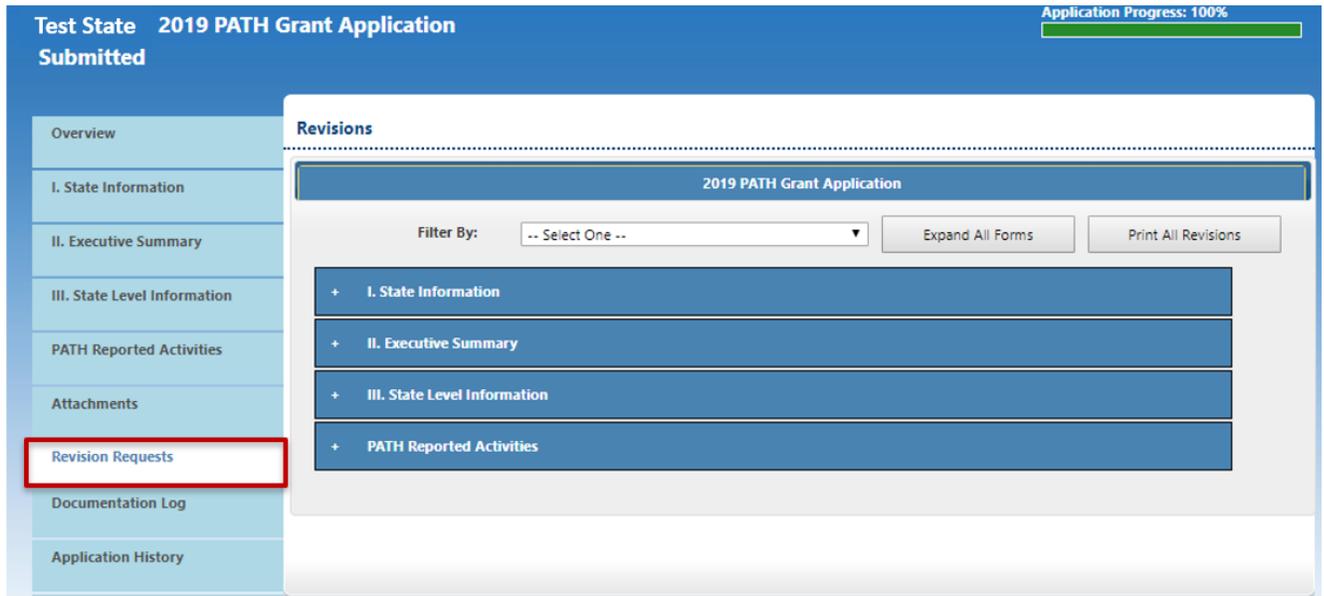
When the Revision Request has been completed, click on the Complete Revision button. Once the edited information has been loaded, the request will disappear from the screen.

The screenshot shows the 'Test State - 2019 PATH Grant Application' interface after a revision has been completed. The left-hand menu is expanded to 'I. State Information'. The main content area displays 'State Information' with a 'Footnotes' button. Below this, a revision request card is shown with the following details: 'Description: State information needed', 'Created by BGHD Helpdesk on 6/13/2019 8:17AM', and 'Status: Opened For Revision'. The card includes a 'View' button and a 'Complete Revision' button highlighted with a red box and the text: 'Click Complete Revision button'. The 'Plan Year' is set to 2019. Progress bars at the top indicate 'Application Progress: 100%' and 'Section Progress: 100%'.

SAMHSA will review the revision and approve or may make additional revision requests.

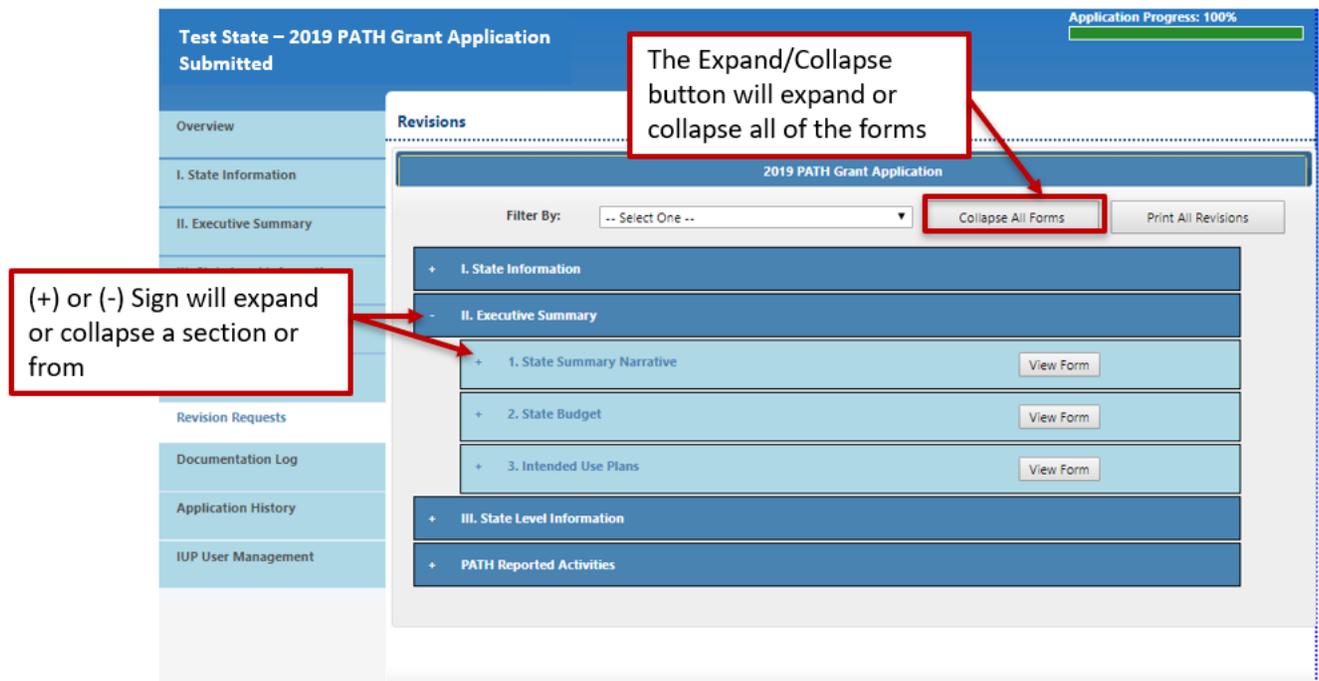
Accessing Revision Requests from the Revision Requests Tab

Revision Requests can be accessed directly from within the application by selecting the Revision Requests tab on the left-hand menu tree.



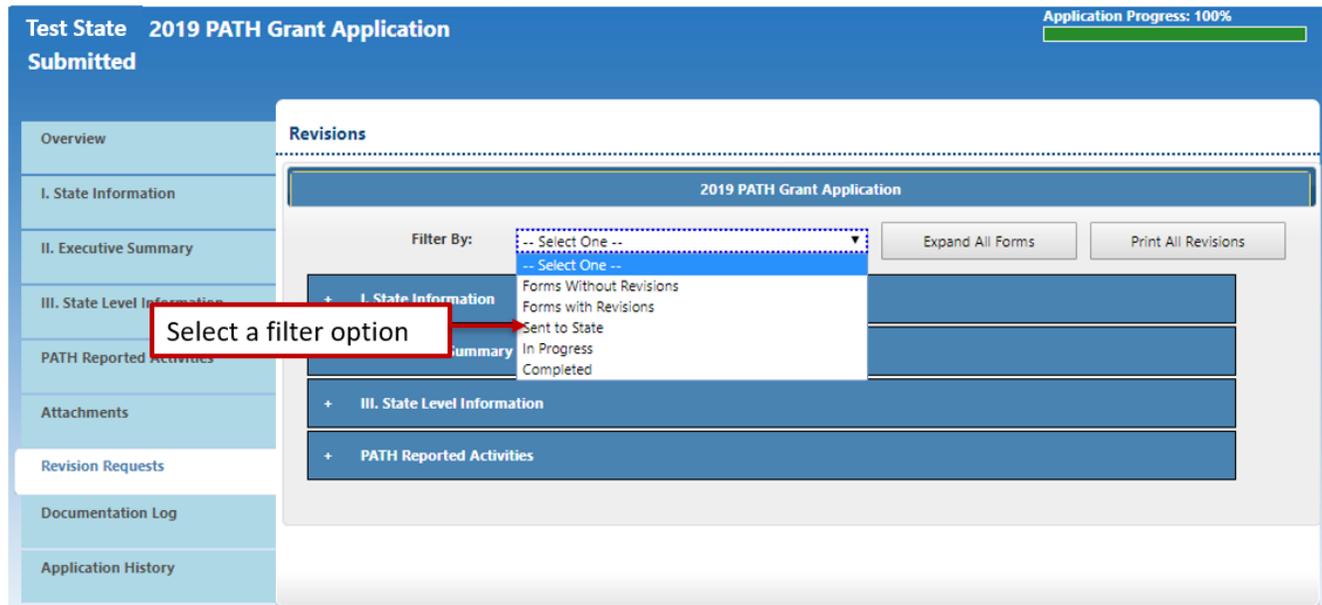
Collapsible Sections

Clicking the plus (+) sign next to any section of the form will expand only that section. Clicking the minus (-) sign next to any expanded section will collapse the form back into its original format. The Collapse All Forms button will also allow the form to collapse to its original format.



Filtering through Revision Requests

Selecting the Filter By: option allows you to search for forms with or without revisions. You can also search by revisions that have been sent to the state, revisions that are in progress, and/or by revisions that have been completed



Starting a Revision

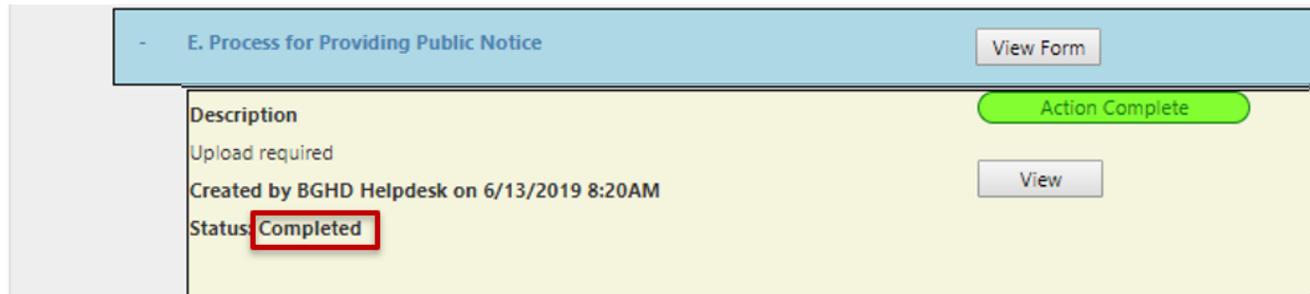
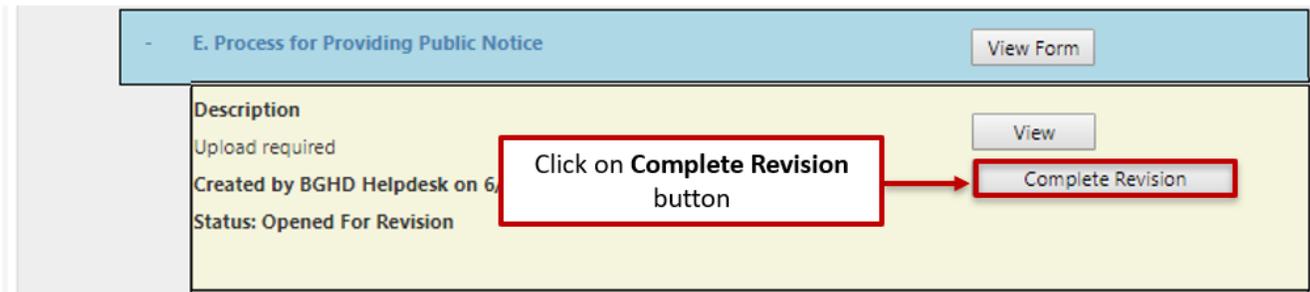
To begin your revision, select the Start Revision button on the form.



After you select the Start Revision button, click the View Form button. This opens the editable form on a separate tab. You can now complete the requested revisions. Once finished, save the updates made to the section by selecting the Save button and closing the tab. This will take you back to the Revision Request screen.

Completing a Revision

After you have updated the sections of the revision that are required, select the Complete Revision button. The Complete Revision button will then disappear, and the status will also change to Completed. This signals that the revision has been completed.



SAMHSA can also send a revision request for a specific IUP. Once you start the revision request, the IUP's budget, description, and profile are unlocked for both the state user and IUP user.

Note: The IUP user does not receive a notification of the revision request. You will need to directly contact the IUP user about any revisions to their application.

13. Standard 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 users to easily access data from their current and previous applications and compare it to other States and Jurisdictions or regions.

The screenshot shows the WebBGAS interface. At the top left is the logo and text: "WEBBGAS SAMHSA Block Grants: State Targeted Response to the Opioid Crisis Grants, Projects for Assistance in Transition from Homelessness Grants, Protection and Advocacy for Individuals with Mental Illness Grants". At the top right, a navigation bar includes "News", "Existing Applications", "Print Queue", "Reports", "State Profile", "Support", and "User Management". A red arrow points to the "Reports" link. Below the navigation bar is a "Reports" section with a "Report Catalog" sidebar on the left and a main "Report Catalog" area. The sidebar lists categories: Summary and Trend Reports, Maintenance of Effort, Expenditures, Persons Served, Performance Measures, Priorities, and Contact Information. The main area shows a list of reports under "Expand All", including Summary and Trend Reports, Maintenance of Effort, Expenditures, Persons Served, Performance Measures, Priorities, Contact Information, PATH, Opioid STR, and Miscellaneous. The PATH section is expanded, showing reports like "PATH State Budget Summary", "PATH State Budget Summary by Category", "PATH IUP Summary Budget & Counts", "PATH Budget Summary by Category within IUP", "PATH Estimated Count of Persons to be Contacted/Enrolled by State", "PATH Consolidated Budget Summary", and "PATH IUP Summary". A red arrow points from the "PATH State Budget Summary" report name to a callout box. Another callout box points to the "Reports" link in the navigation bar. A third callout box points to the "PATH" section header. At the bottom, there is copyright information for 2011 SAMHSA, contact details, and a note about Adobe PDF and MS Office files.

There are seven different standard reports specific to PATH that you can view.

You can navigate to the Report Catalog page by clicking Reports in the upper right navigation bar.

You can navigate to any report by clicking the report name.

The example below shows how to run one of the PATH Reports, titled “PATH State Budget Summary”. Clicking on the “PATH State Budget Summary” will take you to the report’s parameter page which is shown in the next screenshot.



Reports

Report Catalog

Summary and Trend Reports

Maintenance of Effort

Expenditures

Persons Served

Performance

Priorities

Contact Information

PATH

Opioid STR

Miscellaneous

PATH State Budget Summary

From Year: 2016 To Year: 2016

Output: PDF Sort Order: Alphabetically

Run Report

* State/Jurisdiction Selection

State/Jurisdiction

- All States / Jurisdictions
- All States
- Alabama
- Alaska
- American Samoa
- Arizona
- Arkansas
- California
- Colorado
- Connecticut

Clicking Run Report after you choose your desired parameters will create a report for you to view.

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Each standard report gives 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 “PATH State Budget Summary” report you can select:

1) General Options

- a. **From Year:** The first year of data in the report. The year “2017” is selected in the screenshot.
- b. **To Year:** The last year of data in the report. The year “2018” is selected in the screenshot. When the report is run data for the years 2017 and 2018 will be included.
- c. **Output:** The report can be shown on the website or downloaded as a PDF file or Excel file. “PDF” is selected in the screenshot.
- d. **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 by clicking the dropdown box and changing it from “State/Jurisdiction” to “Region.” The default for these reports will be your state(s)/jurisdiction(s).
- 3) **Run Report button:** Once you have selected what to include in the report click the “Run Report” button to generate the report.



PATH State Budget Summary

Application Year: 2016

State/Jurisdiction Selection: AZ, AR, CA

State/Jurisdiction	HHS Region	Application Year	Federal Funds	Matched Dollars	Total	Federal Allocation	Required Match	Total
Arizona	9	2016	\$1,295,976	\$449,992	\$1,745,968	\$1,349,975	\$449,992	\$1,799,967
Arkansas	6	2016	\$304,097	\$101,366	\$405,463	\$304,097	\$101,366	\$405,463
California	9	2016	\$8,760,322	\$3,616,489	\$12,376,811	\$8,817,598	\$2,939,199	\$11,756,797
Selected States/Jurisdictions		2016	\$10,360,395	\$4,167,847	\$14,528,242	\$10,471,670	\$3,490,557	\$13,962,227
All States/Jurisdictions~		2016	\$63,344,228	\$37,220,802	\$100,565,030	\$61,576,502	\$20,475,501	\$82,052,003

Source: 2016 PATH Grant Application - 2. State Budget

The following jurisdictions are not eligible for path funds : MH, FM, PW, RL

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

14. 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 system interface. At the top left is the WebBGAS logo and a list of SAMHSA grants: SAMHSA Block Grants, State Targeted Response to the Opioid Crisis Grants, Projects for Assistance in Transition from Homelessness Grants, and Protection and Advocacy for Individuals with Mental Illness Grants. At the top right, there is a user greeting "Welcome back, Andrew!" and links for "Help" and "Log out". Below this is a navigation menu with buttons for "News", "Existing Applications", "Print Queue", "Reports", "State Profile", "Support", and "User Management". The main content area is titled "Welcome to WebBGAS" and contains a list of links: "View State Profile", "Create a New Grant Application", "View an Existing Application", "Run or Request a Report", "Change User Password", and "Contact Help Desk". At the bottom of the page, there is copyright information for 2011 SAMHSA, a privacy policy link, a disclaimer, a FOIA link, an SPO list link, a state contact list link, help desk contact information (number 1-888-301-BGAS/2427 and email BGASHelpDesk@samhsa.hhs.gov), and website version information. There are also logos for the United States Department of Health & Human Services and SAMHSA. Two callout boxes with red arrows provide instructions: one points to the "View State Profile" link and the "Support" menu item, and the other points to the "Contact Help Desk" link.

For content issues and guidance on how to answer specific application questions, contact your SAMHSA Project Office (PO), whose information is available in the **State Profile Page**

For technical questions about WebBGAS, contact the WebBGAS Help Desk using the **Support section of the menu bar or using the contact information provided at the bottom of each page.**

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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: v10.1.0.0, 11/4/2017 4:57 PM; Database: BGASUATDB01.BGAS_UAT, v10.01.00

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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).

WEBBGAS
SAMHSA Block Grants
State Targeted Response to the Opioid Crisis Grants
Projects for Assistance in Transition from Homelessness Grants
Protection and Advocacy for Individuals with Mental Illness Grants

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

[News](#) | [Existing Applications](#) | [Print Queue](#) | [Reports](#) | [State Profile](#) | [Support](#) | [User Management](#)

Support

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.

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Help Desk Number: 1-888-301-BGAS(2427) | Help Desk Email: BGASHelpDesk@samhsa.hhs.gov
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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 'Create Support Ticket' form. At the top left is the WebBGAS logo and navigation links for News, Existing Applications, Print Queue, Reports, State Profile, Support, and User Management. The form itself has a sidebar with 'Create Support Ticket', 'FAQs', and 'Training' options. The main form area contains a title 'Create Support Ticket', a brief instruction, and four input fields: 'Name', 'Email Address', 'Subject', and 'Detail'. A red box on the left contains the text 'Enter the pertinent information into the fields displayed...' with a bracket pointing to the input fields. Another red box at the bottom right contains the text '... Then click Submit to submit the Support Ticket.' with an arrow pointing to the 'Submit' button. Below the form, there is a disclaimer and a footer with copyright information and logos for the United States Department of Health & Human Services and SAMHSA.

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Help Desk Number: 1-888-301-BGAS(2427) | Help Desk Email: BGASHelpDesk@samhsa.hhs.gov
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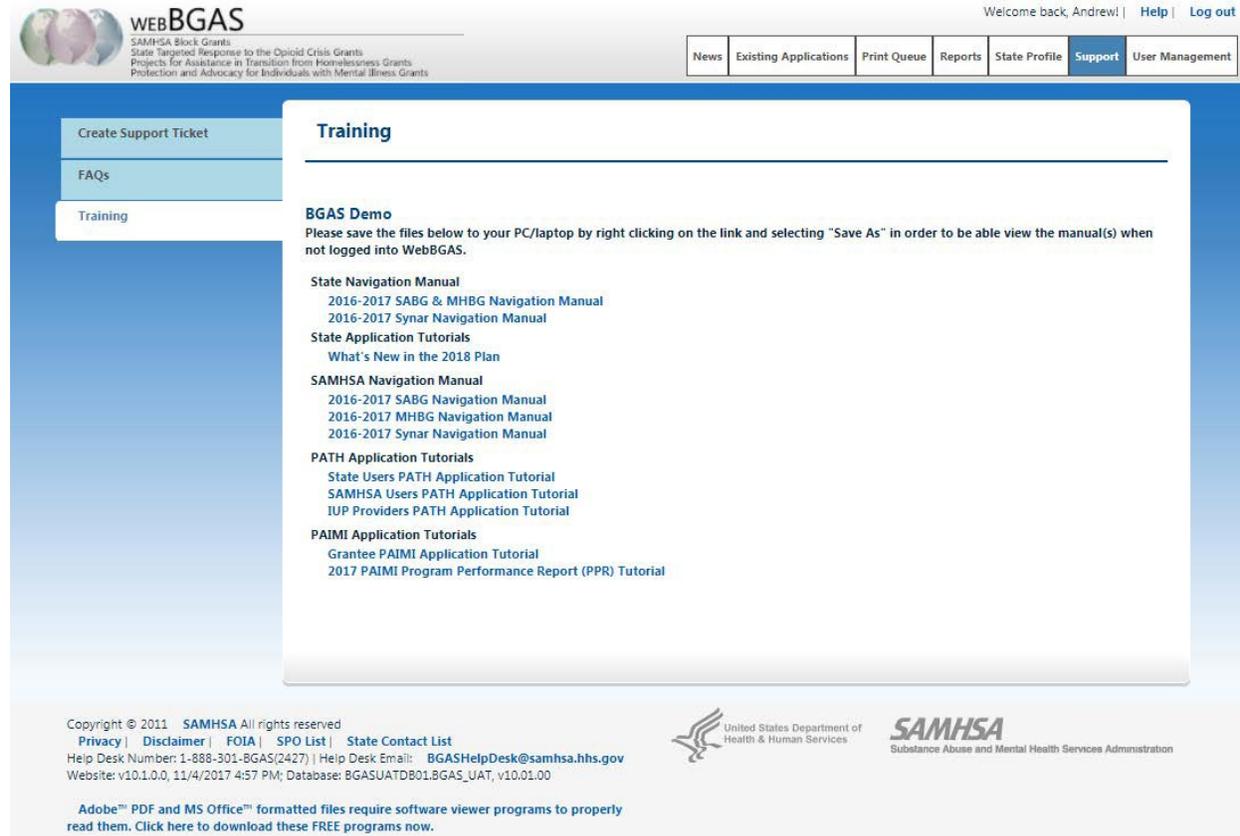
Clicking **FAQs** directs you to a list of questions that are frequently asked by users of the WebBGAS. If you see a question listed you want answered, simply click on that question and the answer will be displayed.

The screenshot shows the WebBGAS application interface. At the top left is the WebBGAS logo with a globe icon and text: "WEBBGAS SAMHSA Block Grants State Targeted Response to the Opioid Crisis Grants Projects for Assistance in Transition from Homelessness Grants Protection and Advocacy for Individuals with Mental Illness Grants". To the right of the logo is a navigation menu with items: News, Existing Applications, Print Queue, Reports, State Profile, Support (highlighted), and User Management. Above the menu is the text "Welcome back, Andrew! | Help | Log out". On the left side of the main content area is a vertical sidebar with buttons for "Create Support Ticket", "FAQs" (highlighted), and "Training". The main content area is titled "FAQs" and contains several sections of questions and answers:

- 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?

At the bottom of the page, there is a footer with copyright information: "Copyright © 2011 SAMHSA All rights reserved" and links for "Privacy | Disclaimer | FOIA | SPO List | State Contact List". It also provides contact information: "Help Desk Number: 1-888-301-BGAS(2427) | Help Desk Email: BGASHelpDesk@samhsa.hhs.gov" and "Website: v10.1.0.0, 11/4/2017 4:57 PM; Database: BGASUATDB01.BGAS_UAT, v10.01.00". On the right side of the footer are the logos for the "United States Department of Health & Human Services" and "SAMHSA Substance Abuse and Mental Health Services Administration". A note at the bottom left states: "Adobe™ PDF and MS Office™ formatted files require software viewer programs to properly read them. Click here to download these FREE programs now."

Any training materials that have been posted to the system will be found in the Training section. Documents such as this navigation manual as well as video recordings of online demonstrations can be found here. Just click the corresponding link to open them.



The screenshot shows the WebBGAS website interface. At the top left is the WebBGAS logo with a globe icon and text: "WEBBGAS SAMHSA Block Grants, State Targeted Response to the Opioid Crisis Grants, Projects for Assistance in Transition from Homelessness Grants, Protection and Advocacy for Individuals with Mental Illness Grants". To the right, a user is logged in as "Andrew" with "Welcome back, Andrew!" and links for "Help" and "Log out". A navigation menu includes "News", "Existing Applications", "Print Queue", "Reports", "State Profile", "Support" (highlighted), and "User Management".

On the left side, there is a sidebar with "Create Support Ticket", "FAQs", and "Training" (highlighted). The main content area is titled "Training" and contains the following information:

BGAS Demo
Please save the files below to your PC/laptop by right clicking on the link and selecting "Save As" in order to be able view the manual(s) when not logged into WebBGAS.

- State Navigation Manual**
 - 2016-2017 SABG & MHBG Navigation Manual
 - 2016-2017 Synar Navigation Manual
- State Application Tutorials**
 - What's New in the 2018 Plan
- SAMHSA Navigation Manual**
 - 2016-2017 SABG Navigation Manual
 - 2016-2017 MHBG Navigation Manual
 - 2016-2017 Synar Navigation Manual
- PATH Application Tutorials**
 - State Users PATH Application Tutorial
 - SAMHSA Users PATH Application Tutorial
 - IUP Providers PATH Application Tutorial
- PAIMI Application Tutorials**
 - Grantee PAIMI Application Tutorial
 - 2017 PAIMI Program Performance Report (PPR) Tutorial

At the bottom of the page, there is a footer with copyright information: "Copyright © 2011 SAMHSA All rights reserved" and links for "Privacy", "Disclaimer", "FOIA", "SPO List", and "State Contact List". It also provides a Help Desk Number (1-888-301-BGAS(2427)), Help Desk Email (BGASHelpDesk@samhsa.hhs.gov), and Website version (v10.1.0.0, 11/4/2017 4:57 PM; Database: BGASUATDB01.BGAS_UAT, v10.01.00). The SAMHSA logo and "United States Department of Health & Human Services" are also present. A note at the bottom states: "Adobe™ PDF and MS Office™ formatted files require software viewer programs to properly read them. Click here to download these FREE programs now."