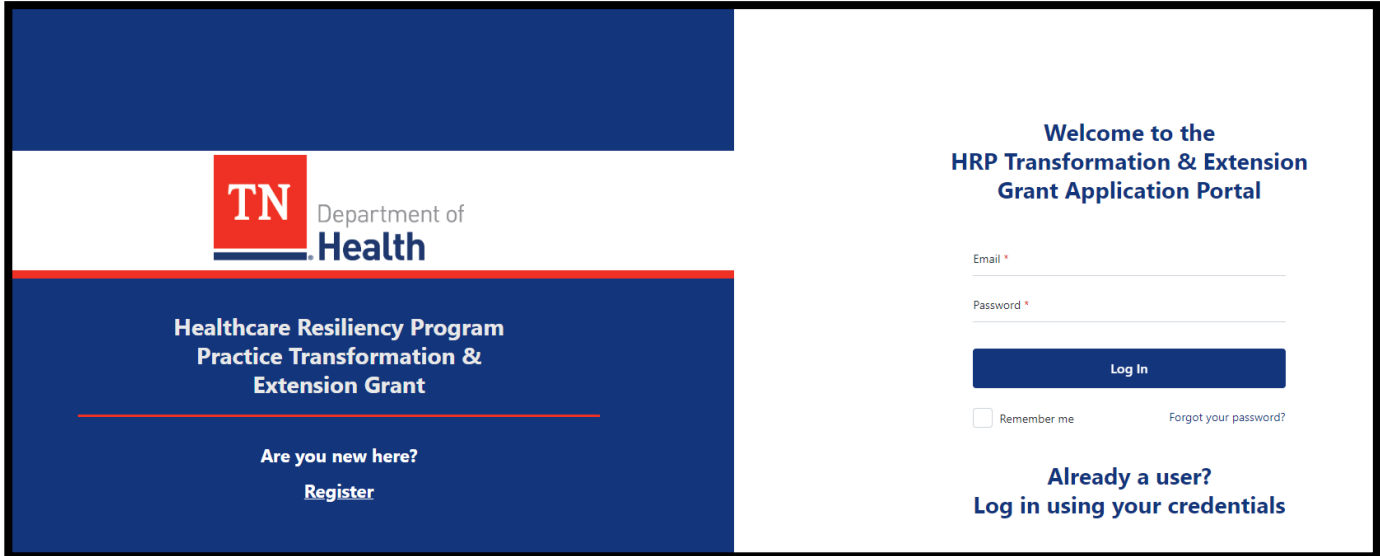




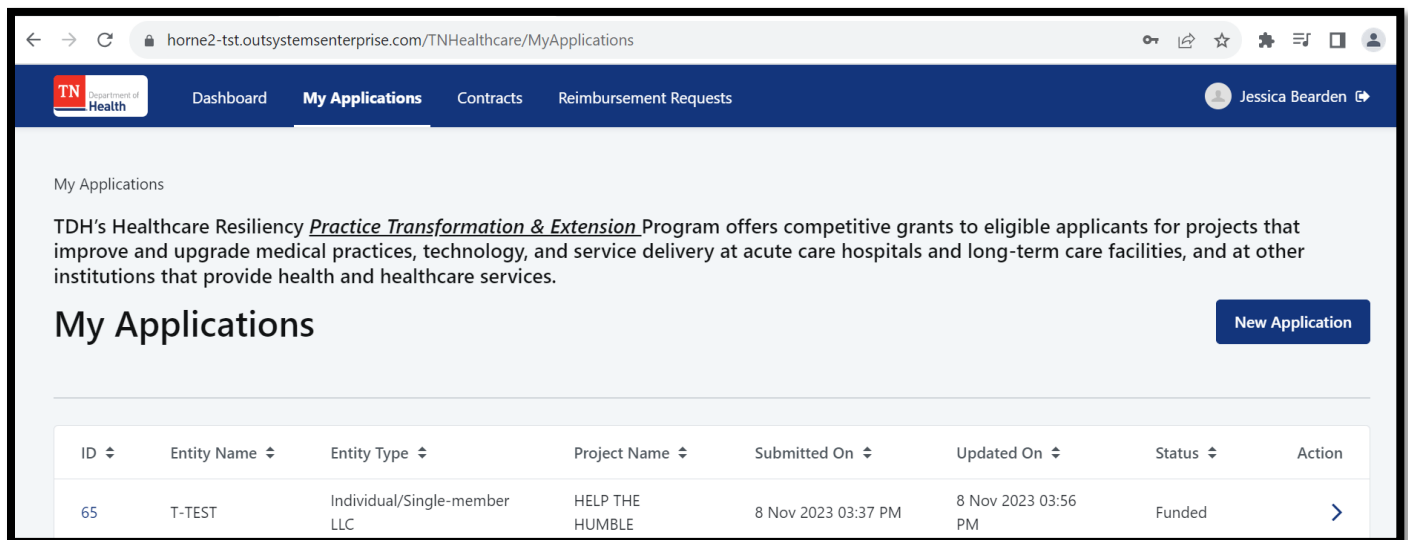
TN-HRP Practice Transformation & Extension Portal User Guidebook

Portal Navigation Overview

1. You can access the Tennessee Healthcare Resiliency Program’s Practice Transformation & Extensions Grant Application Portal by using this link:
<https://home2.outsystemsenterprise.com/TNHealthcare/Login>
2. Enter the email address and password you registered with when submitting your application:



3. Once logged in, you will be brought to the below screen from which you can toggle between the “Dashboard”, “My Applications”, “Contracts”, and “Reimbursement Requests” tabs:

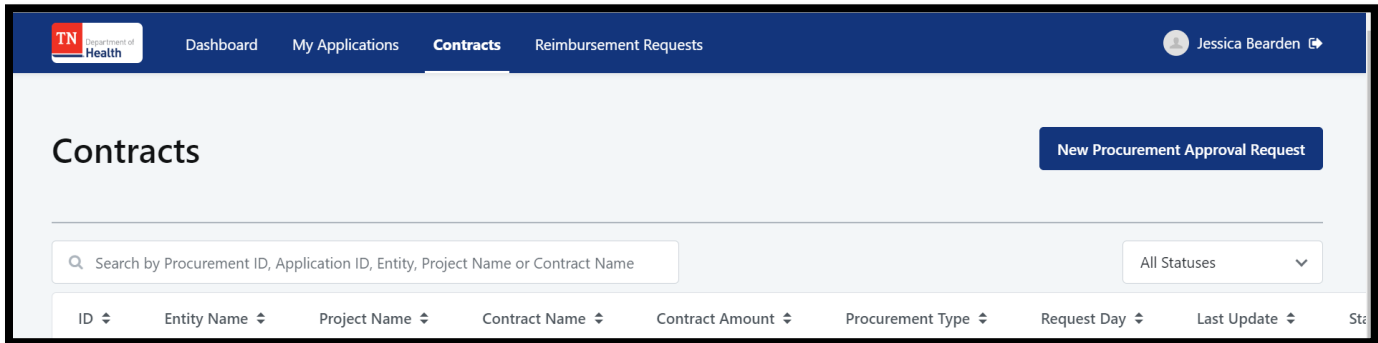


4. The “My Applications” tabs will show only the application that has been funded.
5. The “Contracts” tab is where you will enter your procurement documentation into a New Procurement Approval Request.

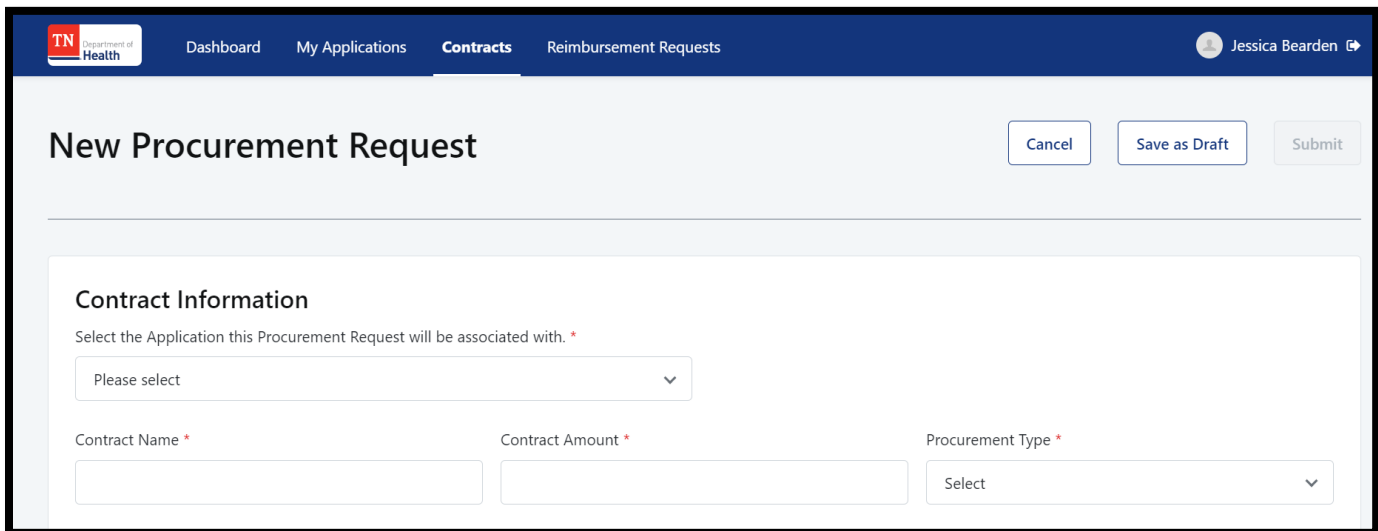
6. The “Reimbursement Requests” tab is where you will create a request for reimbursement.

Creating a New Procurement Approval Request

1. After you have logged in, click on the “Contracts” tab at the top of the screen.
2. From this dashboard, click the “New Procurement Approval Request” button on the top right of the screen.



3. This will bring up a New Procurement Request form, as seen below.



4. You will choose the application that was funded from the first dropdown menu. You will then enter a Contract Name, the Contract Amount, choose the appropriate Procurement Type from the dropdown, and enter a brief description of the contract. Please see below for Procurement Types and thresholds:
 - a. Micro Purchases (Less than \$10,000)
 - b. Small Purchases-Sole Source (\$10,000-\$250,000)
 - c. Small Purchases-Multiple Sources (\$10,000-\$250,000)
 - d. Formal Procurement-Sealed Bid (Above \$250,000)
 - e. Formal Procurement-Proposals (Above \$250,000)

f. Noncompetitive-Sole Source (Above \$250,000)

* Please be advised these thresholds may not apply to all recipients as the thresholds listed here are the current are the thresholds provided within the Uniform Guidance, however you must adhere to the most stringent of the Federal, State, and local procurement policies if applicable to your entity.

5. As you scroll down the page, you will reach the Supporting Documentation section. This is where you will upload the required supporting documentation for each contract. Please refer to the **Procurement Guide Checklist** to assist with the required documentation for each procurement type.

Supporting Documentation

Additional Supporting Documents (quotes on equipment, materials, services to be purchased, letters of support, any other additional documentation that wish to submit)

Drop a file here or browse Description Upload file

15 MB limit. Allowed types: .pdf,.doc,.docx,.xls,.xlsx,.zip.

File	Description	Updated On	Action
No items to show...			

6. Choose “Drop a file here or browse,” add a short document description, and click the button labeled “Upload File”.

Supporting Documents Upload *

Drop a file here or browse Award Terms (19).pdf Certificate of existence Upload file

15 MB limit. Allowed types: .pdf,.doc,.docx,.xls,.xlsx,.zip.

7. If you need to remove any documents after they have been uploaded, you may do so by clicking on the trash can symbol to the right of the document line.

Supporting Documents Upload *

Drop a file here or browse Description Upload file

15 MB limit. Allowed types: .pdf,.doc,.docx,.xls,.xlsx,.zip.

File	Description	Updated On	Action
Award Terms (19).pdf	Certificate of existence	29 Nov 2022 06:53 PM	🗑️

8. Next, please add a signature to the form. You may upload an electronic copy of your signature by clicking “Upload,” clicking the image box labeled “Change,” and browsing to the document, or by dragging and dropping the document in the box. Alternatively, you may draw a signature in the box by clicking “Draw” and tracing a drawing of your signature using your mouse or trackpad.

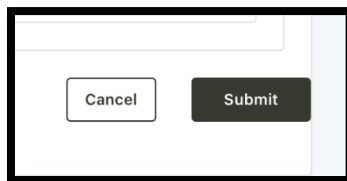
Signature

Draw Upload

Clear

Cancel Save as Draft Submit

- Once the form has been signed, please click the “Submit” button. If the form is not completed and needs additional information, you may save the form as a draft and return to fill out the form later.



*Please note, selecting the “Save as draft” button will not submit your work, and you will need to return to submit it.

- Once you have submitted, you will be redirected to the “My Contracts” tab where the status of the draft should now be “Submitted”.

Contracts

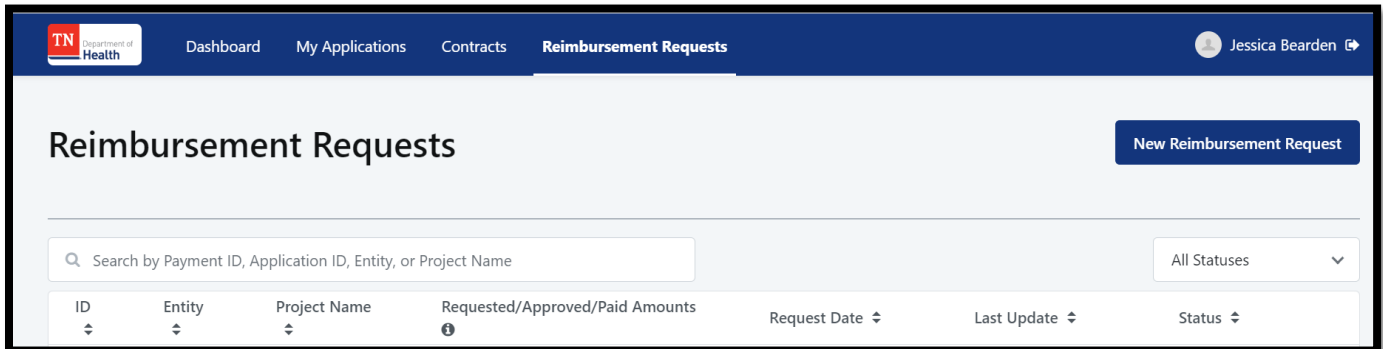
Q Search by Procurement ID, Application ID, Entity, Project Name or Contract Name Select User

ID	Entity Name	Project Name	Contract Name	Contract Amount	Procurement Type	Submitted By	Submitted On	Last update	Status
4	TEST 9.7.23	51 - Test It Out	Final Test	\$100,000.00	Small Purchase	Jessica Bearden	24 Oct 2023 09:27 AM	-	Submitted

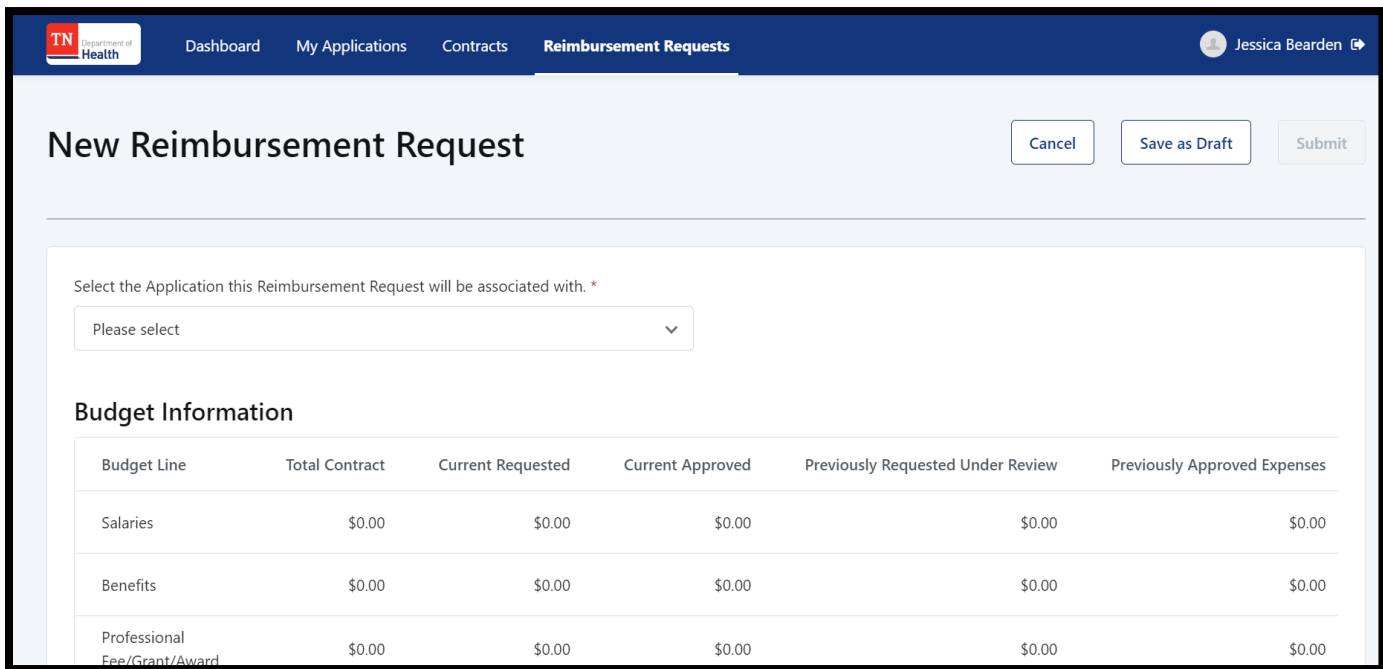
- Your contract will then go through a review process to ensure all documentation is uploaded correctly and that no additional information is needed. The contract will be returned to you with instructions on edits needed if necessary. Once the contract is confirmed, you will be able to proceed with the creation of the accompanying Reimbursement Request.

Creating a New Reimbursement Request

1. After you have logged in, click on the “Reimbursement Requests” tab at the top of the screen.
2. From this dashboard, click the “New Reimbursement Request” button on the top right of the screen.



3. This will bring up a New Reimbursement Request form as seen below.



4. You will choose the application that was funded from the first dropdown menu. You will then need to scroll down to the “Expense Information” section as seen below. In this section, you will need to enter an Expense Name, select the expense category from the Budget Item dropdown menu, enter the Expense Amount Requested, and provide a detailed expense explanation.

5. One more thing you will need to do in the “Expense Information” question is answer the question regarding whether this expense is related to an approved procurement. If the expense is not related to an approved procurement, answer “No.” If the expense is related to an approved procurement, answer “Yes,” and a dropdown menu will appear. From the dropdown menu, please select the related procurement.

6. If you need to enter more than one expense, click on either blue button labeled “Add New Expense” as shown in the screenshots on Steps 4 and 5 above.
7. Once all expenses have been entered, scroll down to the “Additional Information” section as seen below. In this section, you will need to provide information regarding any previously uploaded support, the overall status of the project, and an overview of the program activities completed over the past month.

Additional Information *

Have you previously uploaded support for the procurement of this project? *

Yes No

What is the overall status of the project? (maximum 75 words) *

Please provide an overview of the program activities completed over the past month. (maximum 500 words) *

8. If you have not previously uploaded support for the procurement of this project, answer the first question “No.” If you have previously uploaded support for the procurement of this project, answer the first question “Yes,” and an additional field will appear. In the text field, please provide the request number in which you previously provided the support.

Additional Information *

Have you previously uploaded support for the procurement of this project? *

Yes No

Please, provide the Request No. in which you provided the support. *

Request No.

What is the overall status of the project? (maximum 75 words) *

Please provide an overview of the program activities completed over the past month. (maximum 500 words) *

9. Next, scroll down to the “Supporting Documentation” section as seen below. Please have the following required supporting documents ready to upload:
 - a. An invoice broken out by individual projects
 - b. A description of the services provided
 - c. Any required deliverables stated in the grant proposal

- d. All relevant documents demonstrating costs incurred in compliance with contractual requirements
- e. Proof of payment

- 10. Choose “Drop a file here or browse,” add a short document description, and click the button labeled “Upload File”.
- 11. If you need to remove any documents after they have been uploaded, you may do so by clicking on the trash can symbol to the right of the document line.

- 12. Next, please read the three Required Certifications below the “Supporting Documentation” section and click on the boxes to the left of each statement to certify.

- 13. Next, please add a signature to the form. You may upload an electronic copy of your signature by clicking “Upload,” clicking the image box labeled “Change,” and browsing to the document, or by dragging and dropping the document in the box. Alternatively, you may draw a signature in the box by clicking “Draw” and tracing a drawing of your signature using your mouse or trackpad.

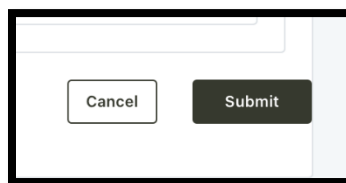
Signature

Draw Upload

Clear

Cancel Save as Draft Submit

14. Once the form has been signed, please click the “Submit” button. If the form is not completed and needs additional information, you may save the form as a draft and return to fill out the form later.



*Please note, selecting the “Save as draft” button will not submit your work, and you will need to return to submit it.

15. Once you have submitted, you will be redirected to the “Reimbursement Requests” tab where the status of the draft should now be “Submitted”.
16. Your reimbursement request will then go through a review process to ensure all documentation is uploaded correctly and that no additional information is needed. The reimbursement request will be returned to you with instructions on edits needed if necessary.