

Updated: December 2022



HCBS and Human Services Grant

Baseline Metrics

Frequently Asked Questions and Report Guide

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FREQUENTLY ASKED QUESTIONS

1. How do I submit my baseline metrics report?

- A. The Baseline Metrics Report can be submitted through the link in your organization’s homepage in the MassGrants Portal. The guide below has instructions and screenshots to help find guide you.

2. Who do I contact if I have technical questions?

- A. Please email: MassGrantsSupport@mtxb2b.com

3. Who do I contact if I have programmatic questions?

- A. Please email: MAHCBSGrants@pcgus.com

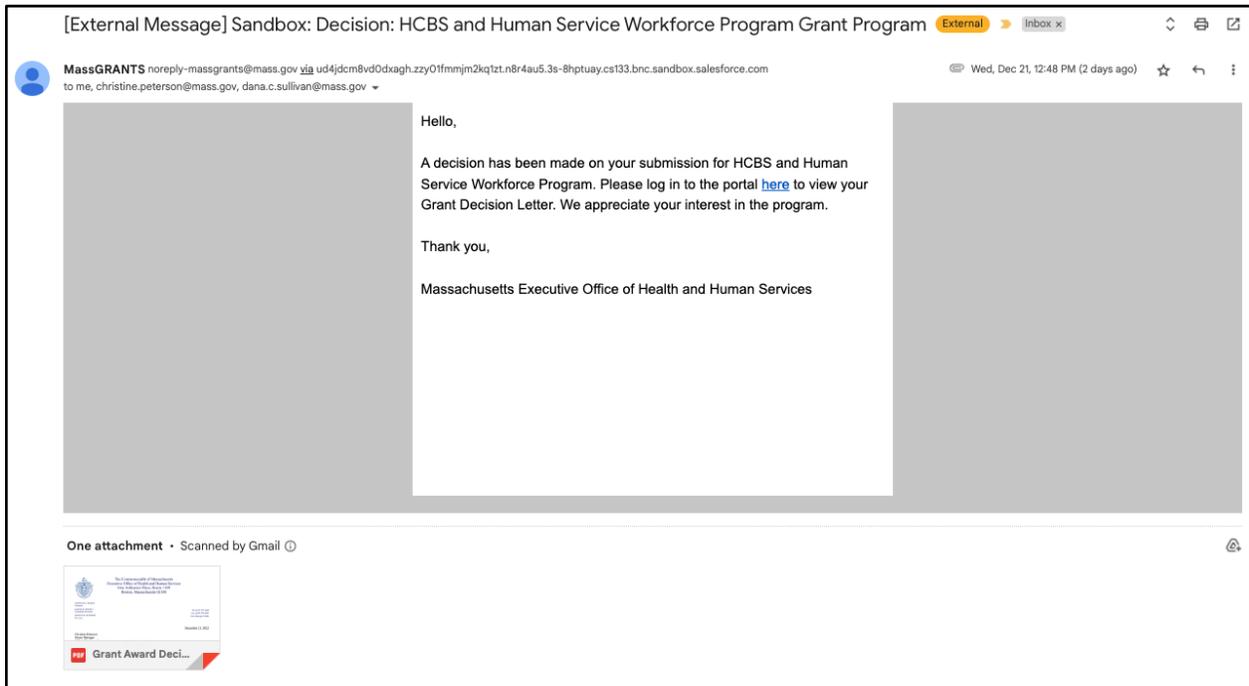
4. I would like to change my baseline metrics from what I submitted. Can I do that?

- A. No, your award is conditional on the baseline metrics you submitted as part of your application. You cannot change your baseline metrics.

BASELINE METRICS REPORT GUIDE

GRANT DECISION EMAIL NOTIFICATION

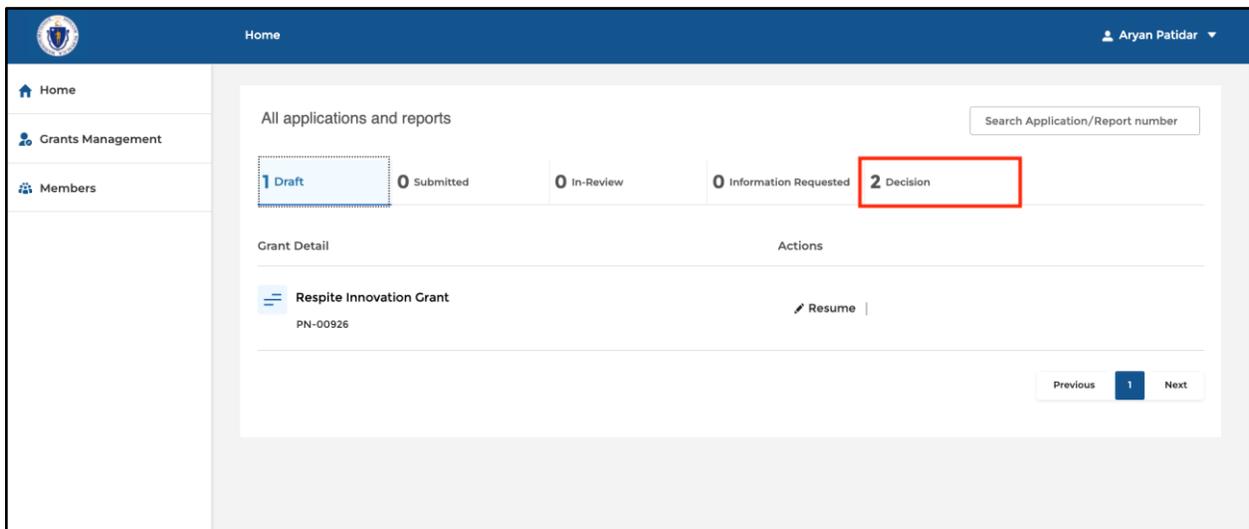
1. Once the grant decision is made, you will receive an email notification and your Grant Award Letter, depending on your funding category (Full Funding/Partial Funding Awarded/No Funding). You can also view the updated status in the MassGrants portal.
2. In the email you receive, click ‘here’ to log in to the MassGrants portal, or log in using the MassGrants portal URL: <https://maanfgiants.force.com/s/loginpage>



ACCESS GRANT AWARD DECISION LETTER

Once the grant decision is made, you can view it under the Decision section on the Portal.

3. Click on the **Decision** tab.



4. Click **View** to view the application.

5. Click **Download PDF** to download the PDF format of the application.
6. Click **Grant Award Decision** to download the Grant Award Decision letter.

The screenshot displays the 'All applications and reports' section of the Grants Management system. The top navigation bar includes 'Home', 'Grants Management', and 'Members'. The main content area shows a search bar for 'Search Application/Report number' and a status filter for 'Decision' (2). Below this, two grant entries are listed:

Grant Detail	Actions
HCBS and Human Service Workforce Program PN-01039 Status : Partially Awarded	View Download PDF Grant Award Decision Baseline Metrics Report
Primary Care Workforce at CHCs Grant Program PN-01038 Status : Partially Awarded	View Download PDF Grant Award Decision Baseline Metrics Report

BASELINE METRICS REPORT

7. Click **Baseline Metrics Report**.

This screenshot is identical to the previous one, but with the 'Baseline Metrics Report' link under the 'HCBS and Human Service Workforce Program' entry highlighted with a red box.

8. Check the 'Baseline Metrics' **check box** from the list, and click **Next**.

Programs

Baseline Metrics

PROGRAM ID	PROGRAM NAME	STATUS	
PIN - 03822	Program Test	Draft	<input checked="" type="checkbox"/>

[Next](#)

9. Fill in the details in the HCBS Baseline Metrics Report.

HCBS Baseline Metrics Report

HCBS and Human Services Workforce Development Metrics Reporting Template

As described in Section 6.2.B of the RFA, Recipients will be responsible for proposing and tracking two custom metrics that will capture the impact or success of their specific program.

For each of the reporting metrics, Recipients will need to provide:

- A baseline report covering January 1, 2022, to June 30, 2022, that will be due prior to receipt of funds
- An initial report 6 months after receiving funds
- A final report at the conclusion of the program

Custom Metric A

Description of Metric A:

How Metric A is calculated:

[Add Subcategory](#)

NAME	Value	EDIT	DELETE
------	-------	------	--------

Final Value for Metric A:

Custom Metric B

Description of Metric B:

How Metric B is calculated:

[Add Subcategory](#)

NAME	Value	EDIT	DELETE
------	-------	------	--------

Final Value for Metric B:

[Previous](#) [Submit](#)

10. Under 'Custom Metrics,' click **Add Subcategory**.

Note: You can edit or delete the subcategories after creating them.

HCBS Baseline Metrics Report

HCBS and Human Services Workforce Development Metrics Reporting Template

As described in Section 6.2.B of the RFA, Recipients will be responsible for proposing and tracking two custom metrics that will capture the impact or success of their specific program.

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Custom Metric A

Description of Metric A:

How Metric A is calculated:

[Add Subcategory](#)

NAME	Value	EDIT	DELETE
------	-------	------	--------

Final Value for Metric A:

11. Fill in the **Name** and **Value**.

baseline report covering January 1, 2022, to June 30, 2022, that will be due prior to receipt of funds
initial report 6 months after receiving funds

Subcategory

* Name * Value

[Submit](#)

12. Once you are done with your report, click **Submit**.

Custom Metric B

Description of Metric B:

How Metric B is calculated:

[Add Subcategory](#)

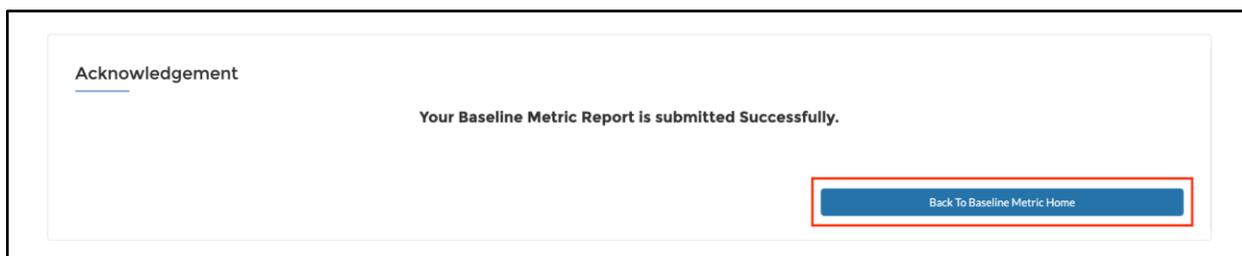
NAME	Value	EDIT	DELETE
------	-------	------	--------

Final Value for Metric B:

[Previous](#) [Submit](#)

Upon clicking the Submit button, you will see a success message on the page notifying you that “Your Baseline Metric Report is submitted Successfully.”

13. Click **Back To Baseline Metric Home** to return to the homepage.



Once you submit the Baseline Metrics report, EOHHS will review the report. EOHHS may follow up with questions.