

CAHF SmartSimple GMS for Applicants

Chapter 6: Updating an Organization Profile

Organization Profiles

- Applications validate using Organization Profile information – incomplete information will prevent submission
- Information in the Organization Profile must match elements in Grant Agreements and other documents
- Prevent duplicates!

Updating Profile Information

- “Organization Profile” button on User home portal
- “Change Organizations” to update more than one Profile

The Organization Profile Form

CON ALMA HEALTH FOUNDATION Home [Grid Icon] [Bell Icon] [User Icon]

Main [Home Icon] Grants [List Icon]

Rio Grande Test Alliance of Behavioral Health Providers

*** Organization Name:** Rio Grande Test Alliance of Behavioral Health Providers

*** Organization Tax ID (EIN):** 991237741 ?

Organizational Telephone: [Text Field]

Extension: [Text Field]

Website: [Text Field]

*** Country:** United States

*** Address:** 100 Newtown Road

Address 2: [Text Field]

*** City:** Santa Fe

*** State:** New Mexico

*** Zip Code:** 87501

[Organization Summary](#)

PRINCIPAL OFFICER INFORMATION ORGANIZATION INFORMATION GEOGRAPHIC INFORMATION ADDITIONAL INFORMATION

Principal Officer

Chief Executive, Executive Director, Board President or other responsible person with binding signatory authority.

*** First Name**

[Text Field]

Middle Name

Please enter a middle name, or initial (without a period)

[Text Field]

*** Last Name**

[Text Field]

*** Title**

[Text Field] **NEXT >**

[Save Draft](#) [Save](#)

The Organization Profile Form

The screenshot shows a web form for the CON ALMA HEALTH FOUNDATION. The page title is "Rio Grande Test Alliance of Behavioral Health Providers". The form is divided into several sections. The top section contains fields for Organization Name, Organization Tax ID (EIN), Organizational Telephone, Extension, Website, Country, Address, Address 2, City, State, and Zip Code. A yellow arrow points to the Website field. Below this is a purple button labeled "Organization Summary". The next section is "PRINCIPAL OFFICER INFORMATION", which includes a sub-section for "Principal Officer" with a text area for their role. Below that are fields for First Name, Middle Name, Last Name, and Title. At the bottom right, there are "Save Draft" and "Save" buttons, and a "NEXT" button with a right-pointing arrow.

CON ALMA HEALTH FOUNDATION

Home [Grid Icon] [Bell Icon] [User Icon]

Main

Rio Grande Test Alliance of Behavioral Health Providers

[Home Icon] Grants

*** Organization Name:** Rio Grande Test Alliance of Behavioral Health Providers

*** Organization Tax ID (EIN):** 991237741 ?

Organizational Telephone: [Text Field]

Extension: [Text Field]

Website: [Text Field]

*** Country:** United States

*** Address:** 100 Newtown Road

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Organization Summary

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Principal Officer

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*** First Name**

[Text Field]

Middle Name

Please enter a middle name, or initial (without a period)

[Text Field]

*** Last Name**

[Text Field]

*** Title**

[Text Field]

Save Draft Save NEXT >

The Organization Profile Form

CON ALMA HEALTH FOUNDATION Home [Grid] [Bell] [User]

Main Rio Grande Test Alliance of Behavioral Health Providers [Info] [Print]

* Organization Name: Rio Grande Test Alliance of Behavioral Health Providers

* Organization Tax ID (EIN): 991237741 ?

Organizational Telephone: []

Extension: []

Website: []

* Country: United States

* Address: 100 Newtown Road

Address 2: []

* City: Santa Fe

* State: New Mexico

* Zip Code: 87501

Organization Summary

PRINCIPAL OFFICER INFORMATION ORGANIZATION INFORMATION GEOGRAPHIC INFORMATION ADDITIONAL INFORMATION

Principal Officer

Chief Executive, Executive Director, Board President or other responsible person with binding signatory authority.

* First Name []

Middle Name

Please enter a middle name, or initial (without a period)

[]

* Last Name []

* Title []

Save Draft Save NEXT >

Info
tabs

Profile Header and Principal Officer

- Red-starred (“*”) fields are mandatory
- “Address” and “Address 2” fields are for street or postal box information – mailing address
- Principal Officer definition

Organization Information

- Mandatory fields are marked with a red “*”
- Fiscal Year End format matters!
- Mission versus Activities and Services

Geographic Information

- Text description of focus area
- County where organization's headquarters is located
- Geographic areas where organization's work takes place

Additional Information

- Parent and subsidiary organizations
- Diversity matrix

Organizational Diversity Matrix

i Provide the racial/ethnic demographics of your organization (this is the number, not a percentage, of individuals that are applicable to each category)

Diversity Table

Racial Ethnic Demographics	Board of Directors	Executive Director/CEO	Staff	Other Contractors or Volunteers (with key implementation responsibilities)	Total
American Indian/Alaska Native	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Asia/Pan-Asian	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Black, non-Hispanic/Latino	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hispanic/Latino	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Native Hawaiian or other Pacific Islander	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Middle Eastern	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
White, non-Hispanic/Latino	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Two or More Races	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Saving

- Save versus Save Draft
- Dealing with error messages

Getting Help

- Your System Administration Team:
 - Cecile LaBore, CAHF Information Manager
 - Nelsy Dominguez, CAHF Program Director
 - Dennis McCutcheon, CAHF Communications & Outreach Coordinator
- Reach us at: sysadmin@conalma.org