

WebBGAS Technical Support Resources

Tip Sheet

The Web Block Grant Application System (WebBGAS) is an online portal (bgas.samhsa.gov) that state Mental and Substance Use Disorder agencies use to submit their Substance Abuse Block Grant (SABG) and Mental Health Block Grant (MHBG) applications and reports.

WebBGAS has a number of resources available under the "Support" tab (shown below) of the website to assist users in completing the Mental and Substance Use Disorder Assessment and Plan and SABG Report. Below are four resources states can access to help them complete their SABG application and reports.

The screenshot shows the WebBGAS website interface. At the top, there is a navigation bar with the following items: News, Existing Applications, Print Queue, Reports, State Profile, Support (highlighted), and User Management. Below the navigation bar, the 'Support' section is visible, featuring a sidebar with 'Create Support Ticket', 'FAQs', and 'Training' (selected). The main content area is titled 'Training' and contains a 'BGAS Demo' section with a warning: '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.' Below this, there are links to 'State Navigation Manual' (including 2016-2017 SABG & MHBG, 2016-2017 Synar, 2017 State Grantees Opioid STR, and 2017 State Grantee Opioid STR End Year Navigation Manuals) and 'State Application Tutorials' (including 'What's New in the 2018 Plan').

WebBGAS Resources

Introduction to WebBGAS:

Highlighting the New Aspects

- A presentation from SAMHSA highlighting the new aspects of the 2018/2019 SABG Application. Some new features include new planning tables and the ability to complete narrative questions under the Environmental Factors and Plan directly in WebBGAS.

Navigation Manual (last updated FY 2016)

- A step-by-step manual for creating, reviewing, and submitting the Mental and Substance Use Disorder Assessment and Plan and SABG Report.

Standard Reports Tutorial

- A presentation from SAMHSA on how to access and generate standard reports in WebBGAS. The presentation walks users through the different reports that can be created by the system as well as how to read those reports.

Synar Navigation Manual (last updated FY 2016)

- A brief reference document designed to assist state Synar users with navigating and using the web-based system. The document assists WebBGAS users in creating and submitting their Annual Synar Report.

For any questions not addressed in the document links above, there is an [FAQ page](#).

Users can also submit a [support ticket](#), or call

(1-888-301-BGAS) or email the

[WebBGAS help desk](#).

This resource was prepared for the Substance Abuse and Mental Health Services Administration (SAMHSA) under contract number (HHSS2832017000231).

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