HRSA Electronic Handbooks

NCA FY 2012 Progress Report User Guide for Grantees

Last updated on: March 14, 2012

U.S. Department of Health and Human Services
HRSA
Health Resources and Services Administration

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1. INTRODUCTION

1.1. Document Purpose and Scope

The purpose of this document is to provide grantees with detailed instructions for using the HRSA Electronic Handbook (EHB) to complete a Noncompeting Progress Report for their grant.

1.2. Document Organization and Version Control

This document contains the following sections:

Section	Description
Register with the HRSA Electronic Handbooks	Describes how to register with the HRSA Electronic Handbooks, log into HRSA Electronic Handbooks, and navigate the Progress Report.
Get Started with the HRSA Electronic Handbooks	Describes how to log in to HRSA Electronic Handbooks and access the Progress Report.
Standard Forms (SF-PPR)	Describes the steps necessary to complete the Standard Form sections of the Progress Report in the Electronic Handbooks.
Program Specific Information Forms	Describes the steps necessary to complete the Program Specific Information sections of the Progress Report in the Electronic Handbooks.
Appendices	Describes how to attach standard documents that your grant program requires.
Review a Progress Report	Describes how to review a Progress Report to ensure that all information is accurate before submitting the Progress Report to HRSA.
Submit a Progress Report	Describes the steps necessary to submit the Progress Report to HRSA.
Customer Support	Provides contact information to address technical and programmatic questions.
Frequently Asked Questions	Provides answers to frequently asked questions by various categories.

Revision History

Date	Reason for change(s)	Author(s)
27 February 2012	Initial release	REI - Surbhi Taori Barbara Gould

2. REGISTER WITH THE HRSA ELECTRONIC HANDBOOKS

Before you begin your Progress Report, you need to register with the HRSA Electronic Handbooks (EHBs) to complete the Noncompeting Progress Report. Registration allows HRSA to collect consistent information from all users, avoid collection of redundant information, and identify each system user uniquely.

You are required to register with HRSA EHBs ***once*** for each organization you represent.

For detailed registration information, see *HRSA's Electronic Submission User Guide* (http://www.hrsa.gov/grants/userguide.htm).

For assistance in registering with HRSA EHBs, call 877-GO4-HRSA (877-464-4772) or 301-998-7373 between 9:00 am and 5:30 pm ET or email callcenter@hrsa.gov.

If you are a new user in a grantee organization, complete the following steps to register with the HRSA EHBs:

1. To create an individual account in the system to get appropriate access, go to https://grants.hrsa.gov/webexternal/home.asp and click Registration in the left side menu for registration guidance.
2. Associate your account with your grantee organization. Use your 10-digit grant number from Box 4b of the Notice of Award to search for your organization.
3. To work on and submit the Progress Report within the EHBs, request that your Project Director assign the following access rights as permitted by your role:
   - Edit Noncompeting Continuation
   - Submit Noncompeting Continuation

3. GETTING STARTED WITH THE HRSA ELECTRONIC HANDBOOKS

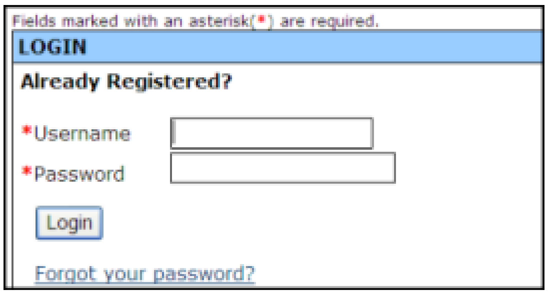
3.1. Session Time Limit

Your session will remain active for 30 minutes after your last activity. Save your work every five minutes to avoid losing information.

3.2. Log Into the HRSA Electronic Handbooks

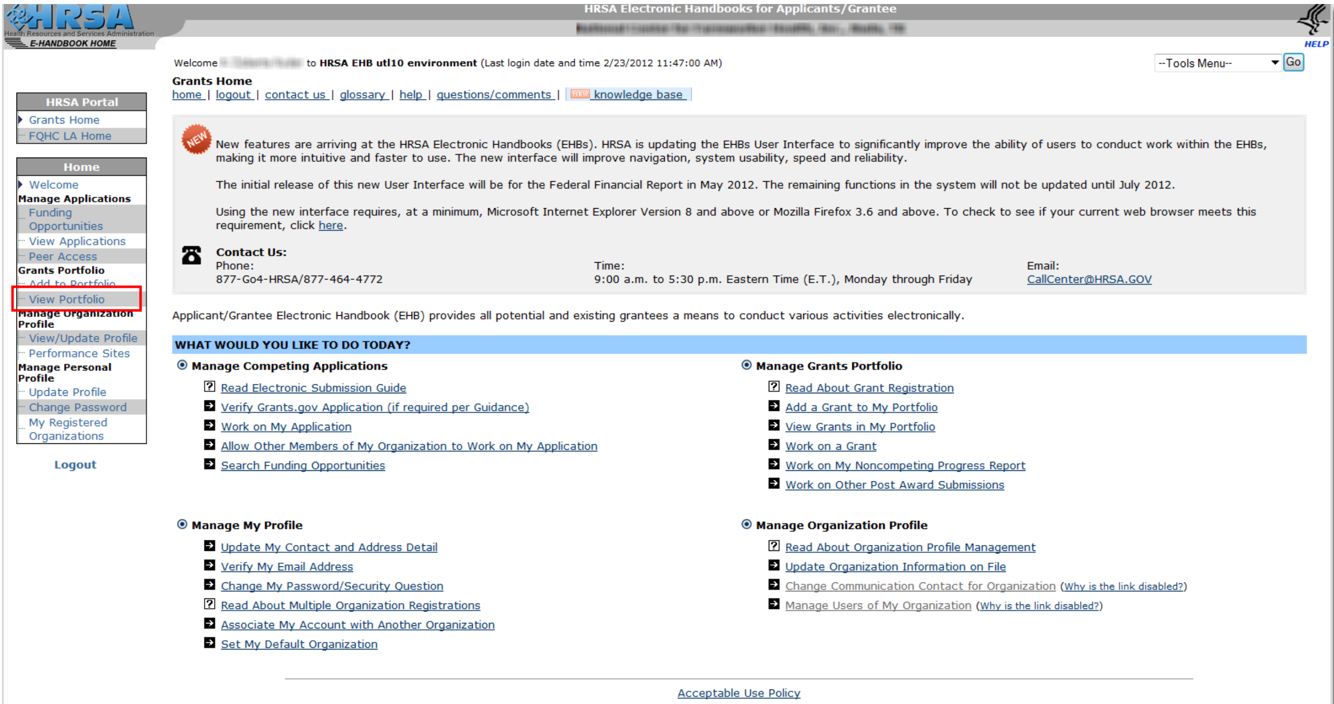
1. Point your browser to https://grants.hrsa.gov/webexternal/login.asp.
2. Enter your username and password.

Figure 1: Login Fields



3. Click the Login button.
4. The Grants Home Page (**Figure 2**) opens.

Figure 2: Grants Home Page

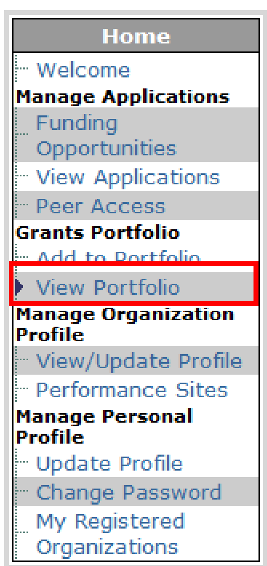


3.3. How to Access the Progress Report

To access the Progress Report:

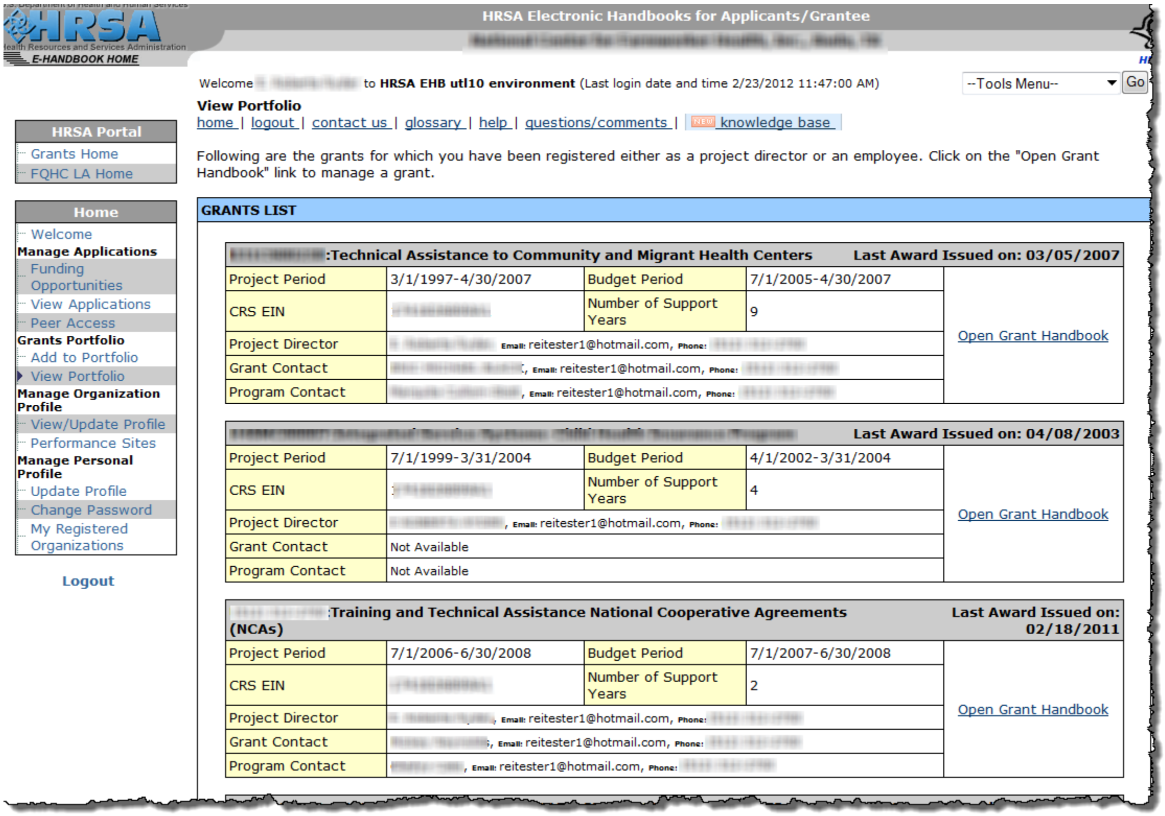
1. On the Grants Home Page, click the View Portfolio link under the Grants Portfolio heading on the left navigation panel (Figure 3).

Figure 3: View Portfolio Link on the Left Navigation Panel



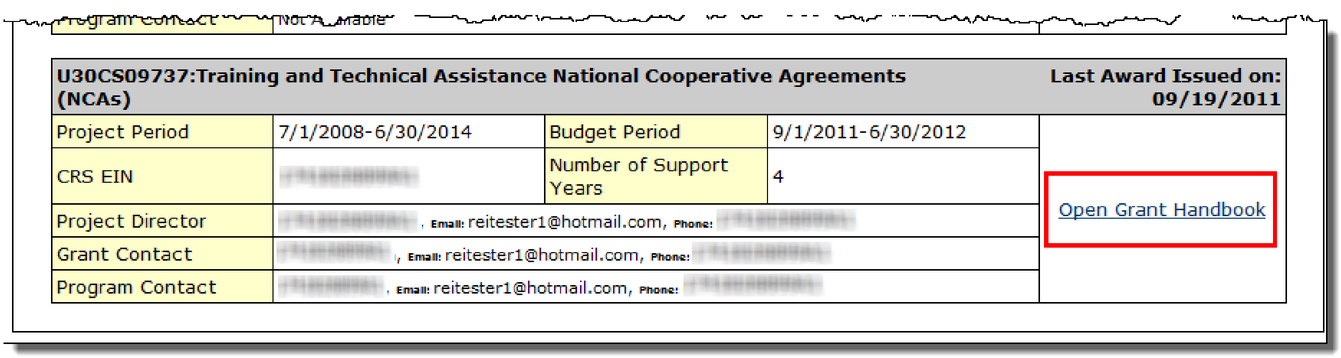
➢ The View Portfolio page will be displayed.

Figure 4: View Portfolio Page



2. Choose the appropriate grant record and click the Open Grant Handbook link.

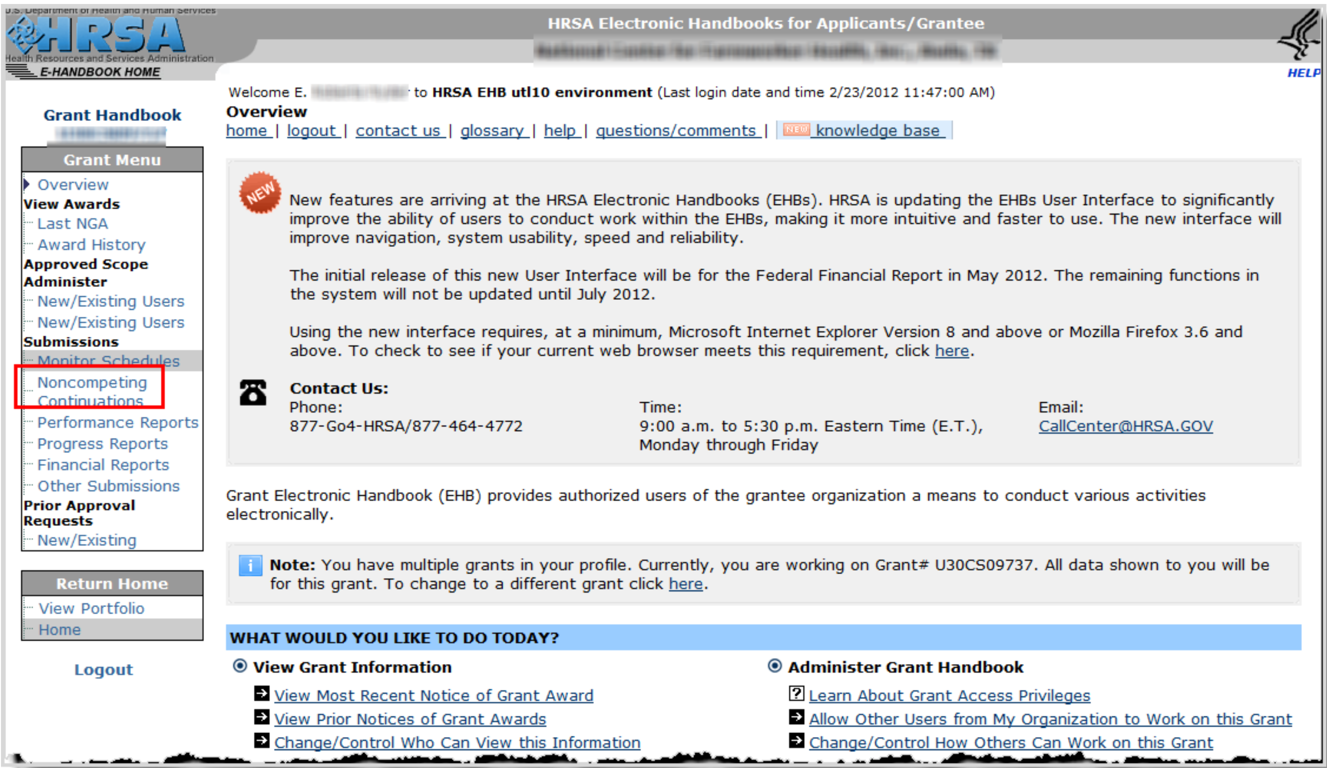
Figure 5: Open Grant Handbook



➢ The Overview page for the Grant Handbook (Figure 6) will be displayed.

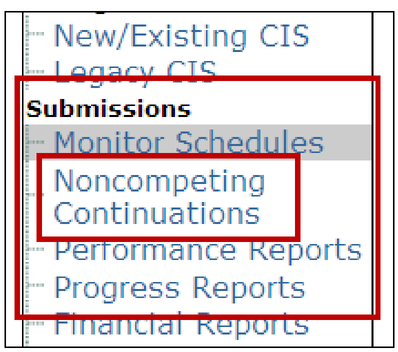
Note: The Grant Number appears in the upper left-hand corner.

Figure 6: Grant Overview Page



3. Click the Noncompeting Continuations link under the Submissions heading on the left side menu (Figure 7).

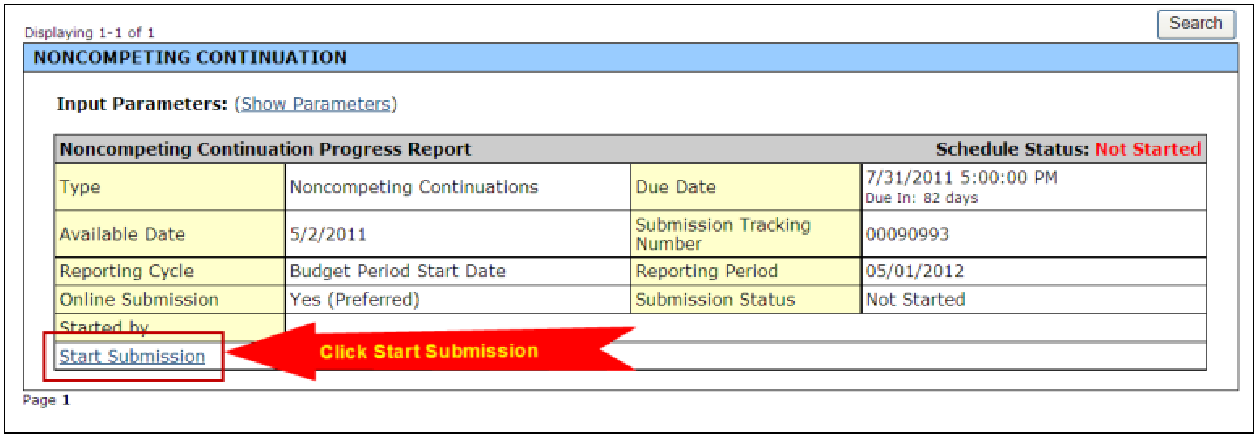
Figure 7: Noncompeting Continuations Link



➢ The Noncompeting Continuations page will be displayed (Figure 8).

4. Click the Start Submission (or Edit Submission) link corresponding to the progress report that you want to enter.

Figure 8: Noncompeting Continuation Page



Displaying 1-1 of 1 | Search

NONCOMPETING CONTINUATION

Input Parameters: (Show Parameters)

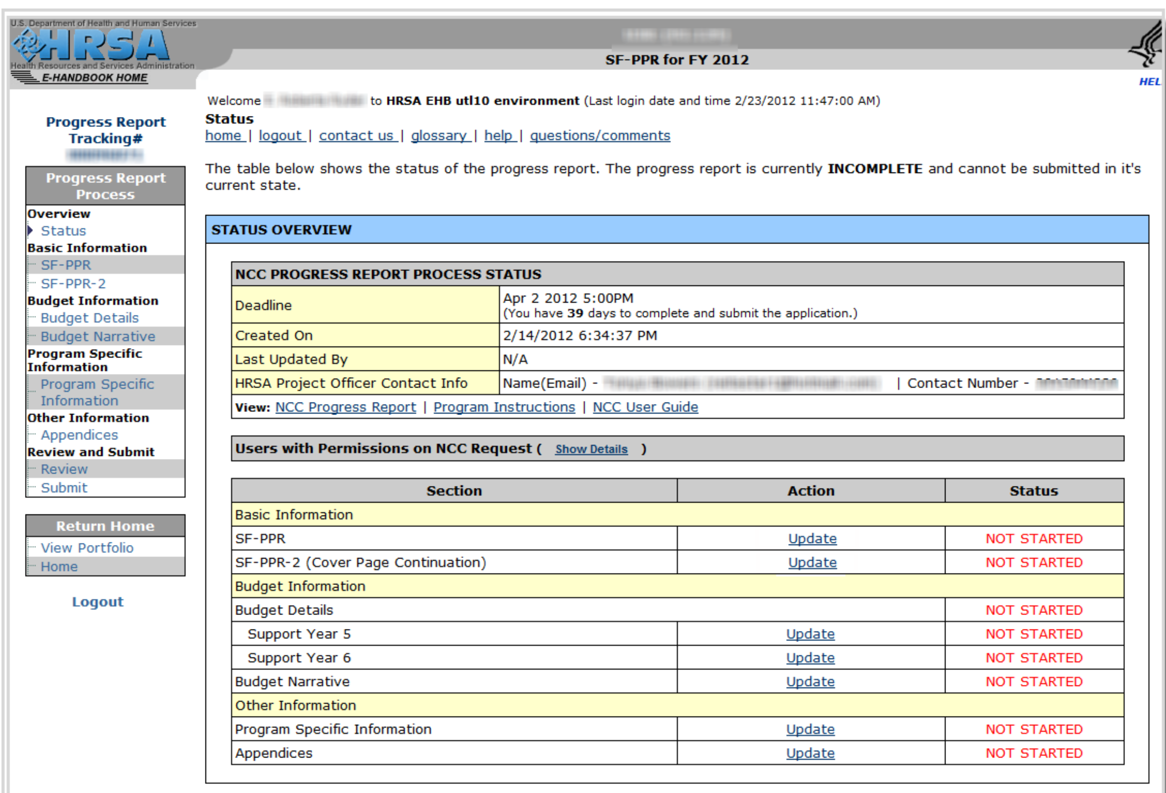
Noncompeting Continuation Progress Report		**Schedule Status: Not Started**	
Type	Noncompeting Continuations	Due Date	7/31/2011 5:00:00 PM Due In: 82 days
Available Date	5/2/2011	Submission Tracking Number	00090993
Reporting Cycle	Budget Period Start Date	Reporting Period	05/01/2012
Online Submission	Yes (Preferred)	Submission Status	Not Started
Started by			
Start Submission			

Page 1

Tip: When you access the progress report for the first time, you will get the Start Submission option; if you access it subsequent times, you will see the Edit Submission link.

➢ The NCC Progress Report Process Status Page (Figure 9) will be displayed

Figure 9: NCC Progress Report Process Status Page



U.S. Department of Health and Human Services
HRSA
Health Resources and Services Administration
E-HANDBOOK HOME

SF-PPR for FY 2012

HEL

Progress Report Tracking# [illegible]

Progress Report Process
Overview
Status
Basic Information
SF-PPR
SF-PPR-2
Budget Information
Budget Details
Budget Narrative
Program Specific Information
Program Specific Information
Other Information
Appendices
Review and Submit
Review
Submit

Return Home
View Portfolio
Home

Logout

Welcome [illegible] to **HRSA EHB utl10 environment** (Last login date and time 2/23/2012 11:47:00 AM)

Status

home | logout | contact us | glossary | help | questions/comments

The table below shows the status of the progress report. The progress report is currently **INCOMPLETE** and cannot be submitted in it's current state.

STATUS OVERVIEW

NCC PROGRESS REPORT PROCESS STATUS	
Deadline	Apr 2 2012 5:00PM (You have **39** days to complete and submit the application.)
Created On	2/14/2012 6:34:37 PM
Last Updated By	N/A
HRSA Project Officer Contact Info	Name(Email) - [illegible] | Contact Number - [illegible]
View: NCC Progress Report | Program Instructions | NCC User Guide	

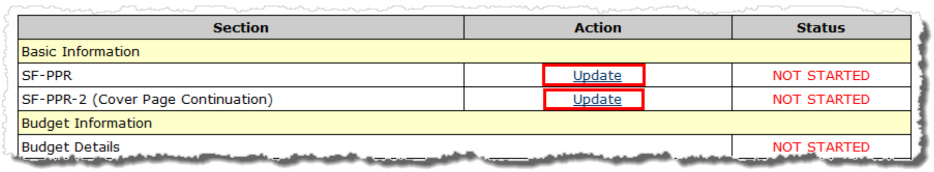
Users with Permissions on NCC Request (Show Details **)**

Section	Action	Status
Basic Information		
SF-PPR	Update	NOT STARTED
SF-PPR-2 (Cover Page Continuation)	Update	NOT STARTED
Budget Information		
Budget Details		NOT STARTED
Support Year 5	Update	NOT STARTED
Support Year 6	Update	NOT STARTED
Budget Narrative	Update	NOT STARTED
Other Information		
Program Specific Information	Update	NOT STARTED
Appendices	Update	NOT STARTED

Click the Update link or click the form's name under Basic Information or Program Specific Information in the left side menu (Figure 10).

➢ The form you selected opens.

Figure 10: Click the Update Link or the Form Name

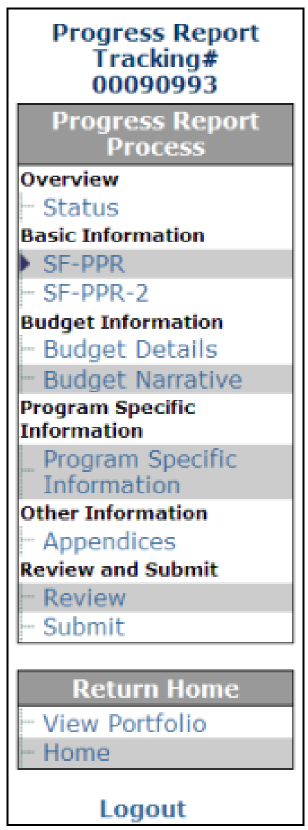


Section	Action	Status
Basic Information		
SF-PPR	Update	NOT STARTED
SF-PPR-2 (Cover Page Continuation)	Update	NOT STARTED
Budget Information		
Budget Details		NOT STARTED

3.4. Navigation

Use the left navigation panel (Figure 11) to access the Standard Forms and Program Specific Information Forms.

Figure 11: Left Navigation Panel



4. COMPLETING THE STANDARD FORMS (SF-PPR)

When you open your Progress Report, the first screen that appears is the NCC Progress Report Process Status Page, which shows the sections of the SF-PPR (Figure 12).

Figure 12: NCC Progress Report Process Status

STATUS OVERVIEW

NCC PROGRESS REPORT PROCESS STATUS	
Deadline	Apr 2 2012 5:00PM (You have **39** days to complete and submit the application.)
Created On	2/14/2012 6:34:37 PM
Last Updated By	N/A
HRSA Project Officer Contact Info	Name(Email) - [redacted] | Contact Number - [redacted]
View: NCC Progress Report | Program Instructions | NCC User Guide	

Users with Permissions on NCC Request (Show Details **)**

Section	Action	Status
Basic Information		
SF-PPR	Update	NOT STARTED
SF-PPR-2 (Cover Page Continuation)	Update	NOT STARTED
Budget Information		
Budget Details		NOT STARTED
Support Year 5	Update	NOT STARTED
Support Year 6	Update	NOT STARTED
Budget Narrative	Update	NOT STARTED
Other Information		
Program Specific Information	Update	NOT STARTED
Appendices	Update	NOT STARTED

The NCC Progress Report Process Status Page shows the status of

- Each SF-PPR form
- The budget forms
- The Program Specific Information forms
- Appendices form

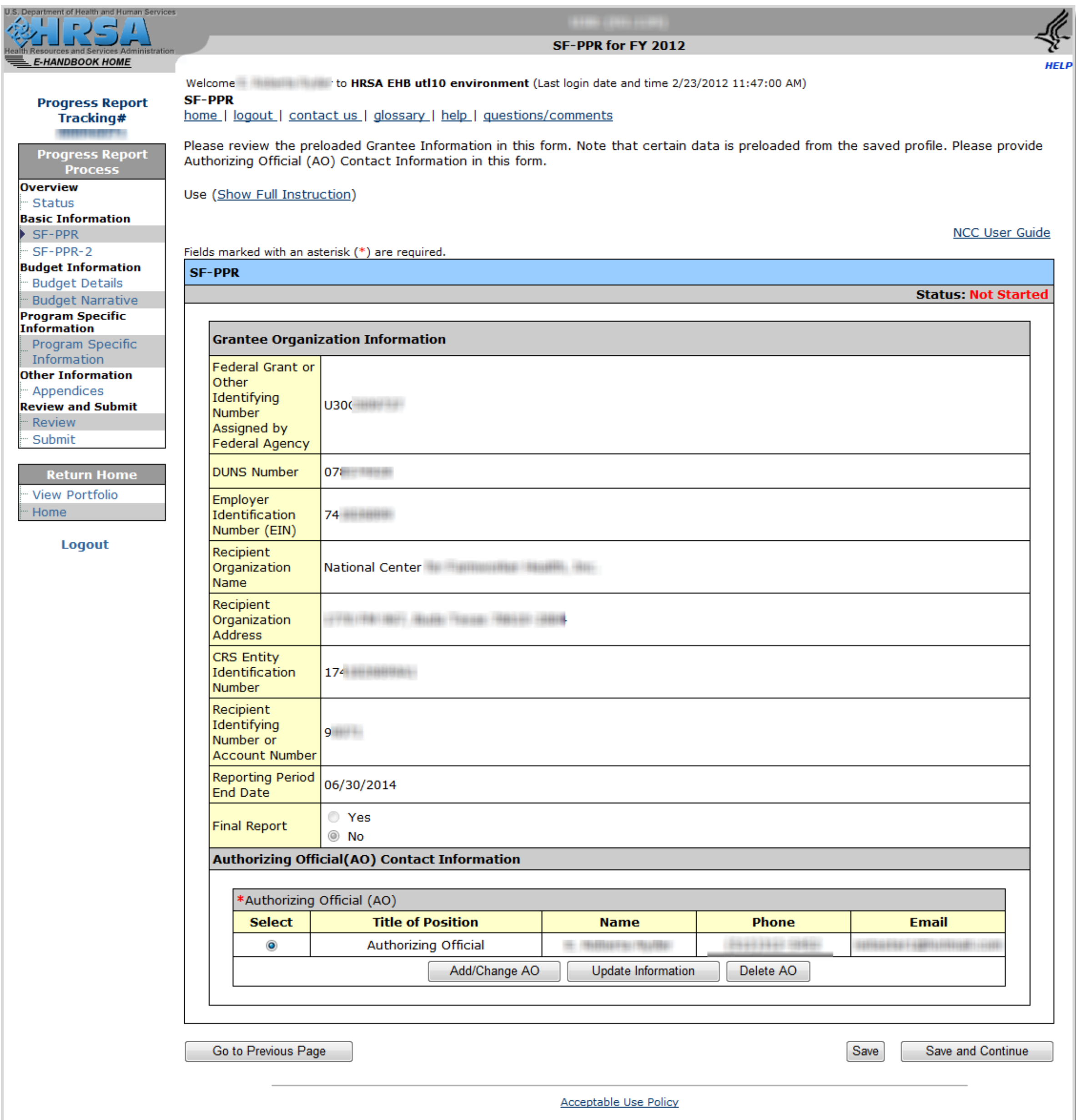
Note: You cannot submit your Progress Report until you complete all forms in all sections.

4.1. Basic Information: SF-PPR

The SF-PPR Form contains basic information about your grantee organization and is the cover page for the progress report. By default, the information will be pre-populated from the information in the application that started the last budget period, including the Authorizing Officials designated for the grant.

Click SF-PPR on the Progress Report left side menu to access the SF-PPR Form (Figure 13).

Figure 13: SF-PPR Form



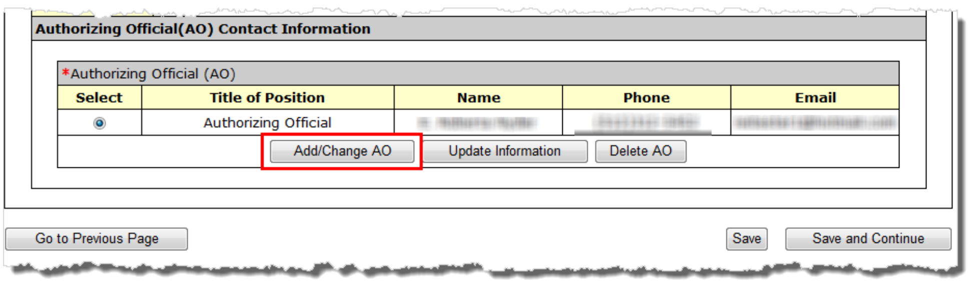
You can perform the following functions on the SF-PPR screen:

4.1.1 Change the Selected Authorizing Official

To change the selected Authorizing Official (AO):

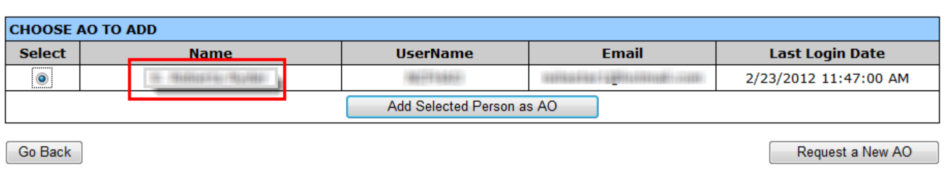
1. Select an AO and click Add/Change AO in the Authorizing Official (AO) Contact Information area of the SF-PPR form (Figure 14).

Figure 14: Authorizing Official Contact Information Area



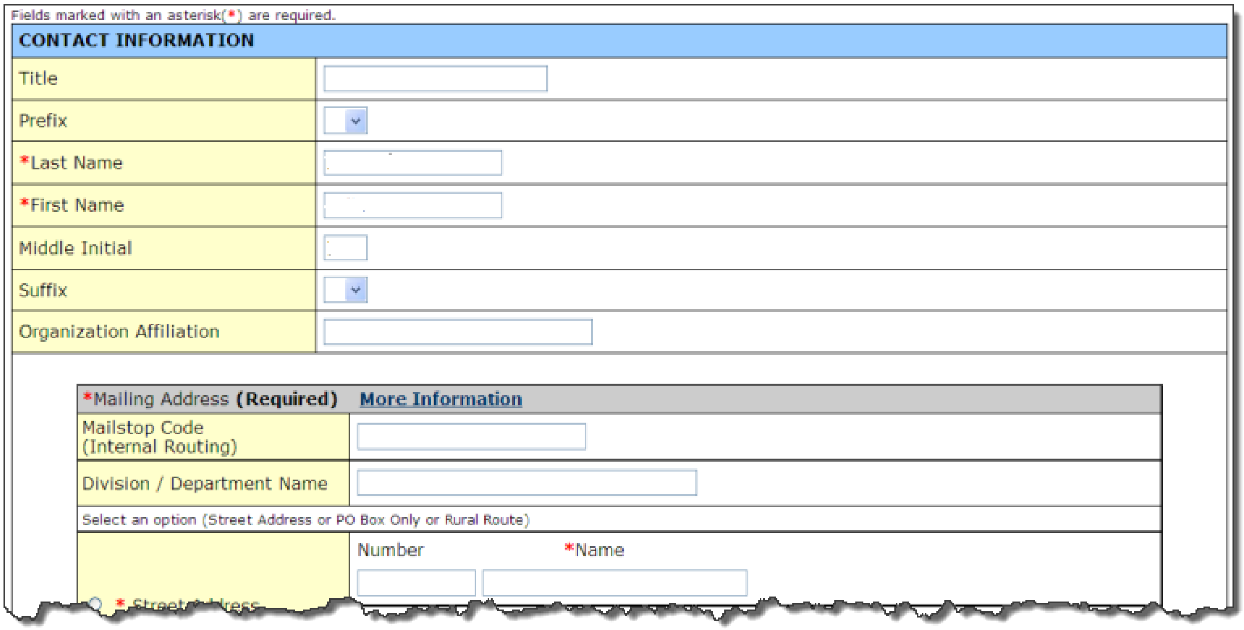
4. Select the user to be designated as the AO, if more than one user is listed.
5. Click the Add Selected Person as AO button on the Choose AO to Add screen.

Figure 15: Choose AO to Add Screen



➢ The SF-PPR Contact Information page (Figure 16) will be displayed for the selected user, listing the current contact information.

Figure 16: SF-PPR Contact Information Page (for existing HRSA user)



6. Revise the contact information, if necessary. Fields marked with an asterisk (*) are required.
7. Click the Save and Continue button to save your information and return to the SF-PPR Form.

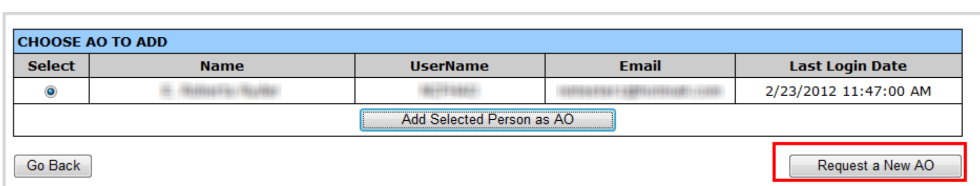
➢ The user that you added will be listed as the AO.

4.1.2 Add an AO

To add an AO,

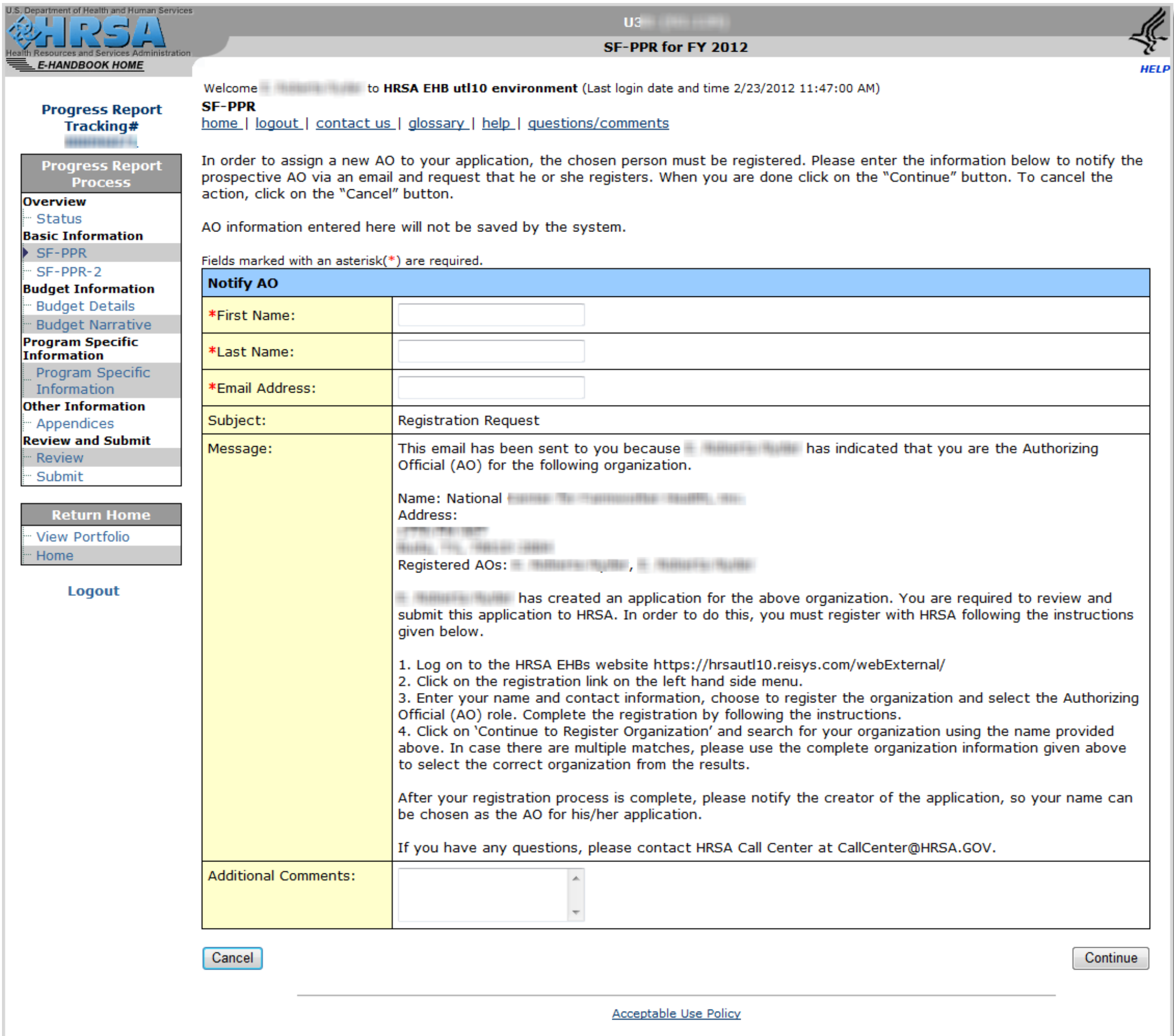
1. Click the Add/Change AO button on the SF-PPR form.
2. Click the Request a New AO button on the Choose AO to Add screen

Figure 17: Request New AO to Add Link



➢ The Notify AO page (Figure 18) will be displayed, allowing you to enter First Name, Last Name, and Email Address information into a pre-formatted email, requesting the HRSA employee to register in the HRSA EHB.

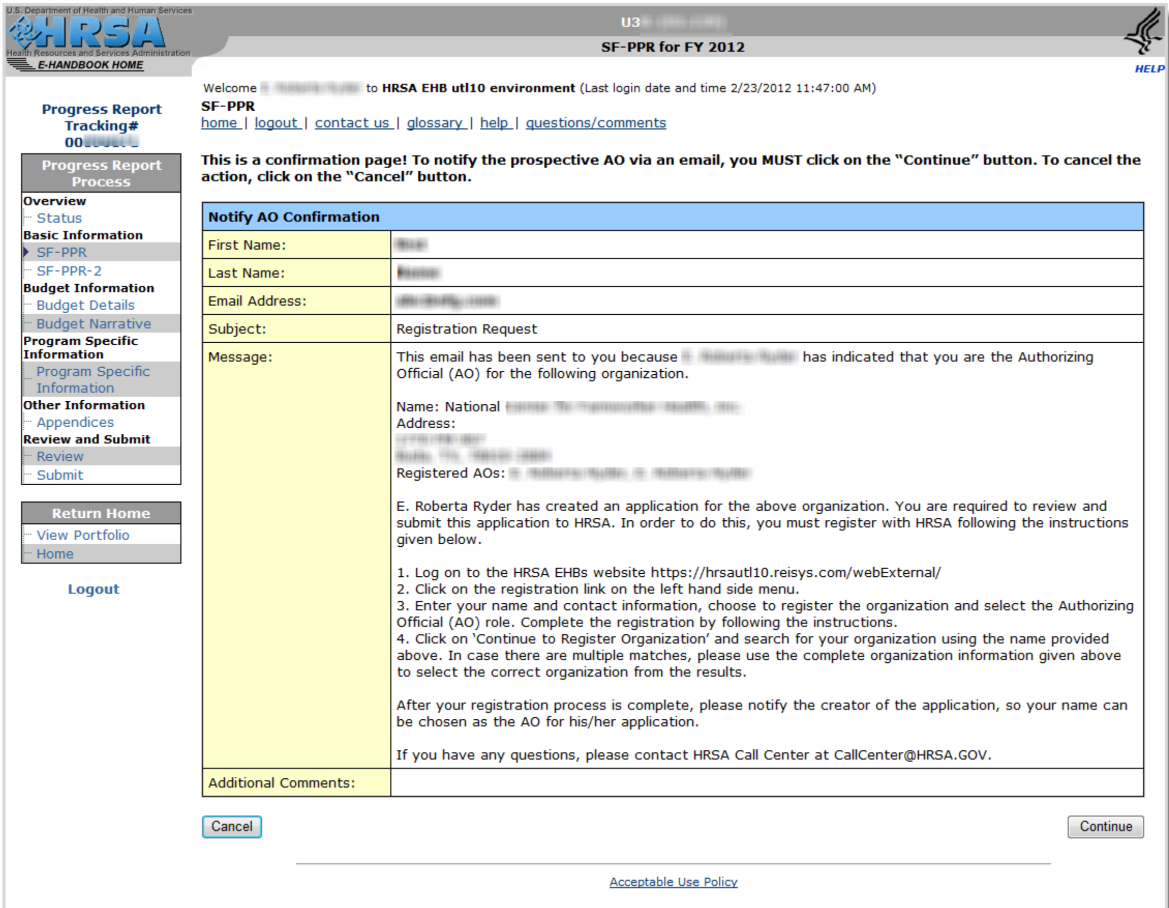
Figure 18: Notify AO Page



3. Complete the form and click the Continue button.

➢ The Notify AO Confirmation page will be displayed (Figure 19).

Figure 19: Notify AO Confirmation Page



4. Click the Continue button.

➢ You will be returned to the SF-PPR Form (Figure 13).

5. The email displayed in the Notify AO Confirmation page (Figure 19) will be sent, requesting the employee to register in the HRSA EHB.

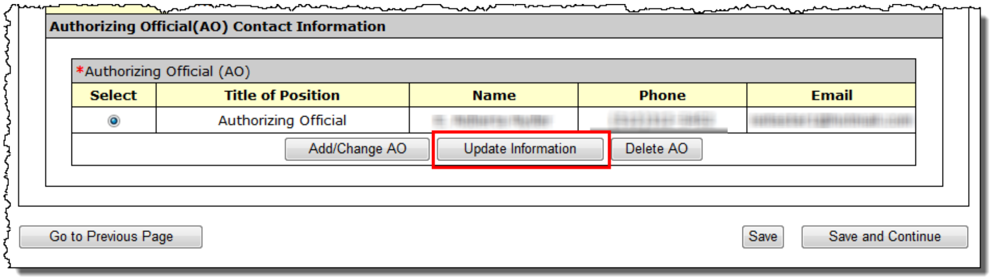
Note: After the HRSA employee registers within the EHB, you must return to the SF-PPR Form and click Add/Change AO to display the SF-PPR Add Authorizing Official Form (Figure 14). The HRSA employee will now be listed on the screen to allow you to select him/her as an AO.

4.1.3 Update the Authorizing Official Information

To update the AO information,

1. Select an AO and click the Update Information button.

Figure 20: Update Information Button



- ➢ The SF-PPR Contact Information Page (Figure 16) will be displayed, listing the user's current contact information.

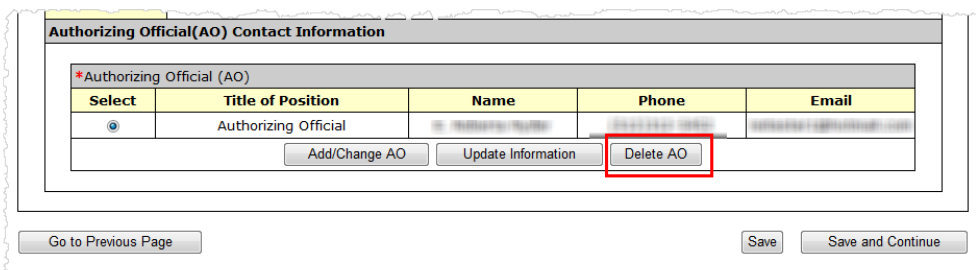
2. Verify and revise the contact information, as necessary.
3. Click the Save and Continue button to save your information and return to the SF-PPR Form.

4.1.4 Delete an Authorizing Official

To delete an AO,

1. Select an Authorizing Official and click the Delete AO button.

Figure 21: Delete AO Button



- ➢ You will be returned to the SF-PPR Form. The AO that you deleted will not be listed under the Name column.

2. If you are satisfied with the information on the screen, click the Save and Continue button to save your work and proceed to the next form.

4.2. Basic Information: SF-PPR-2

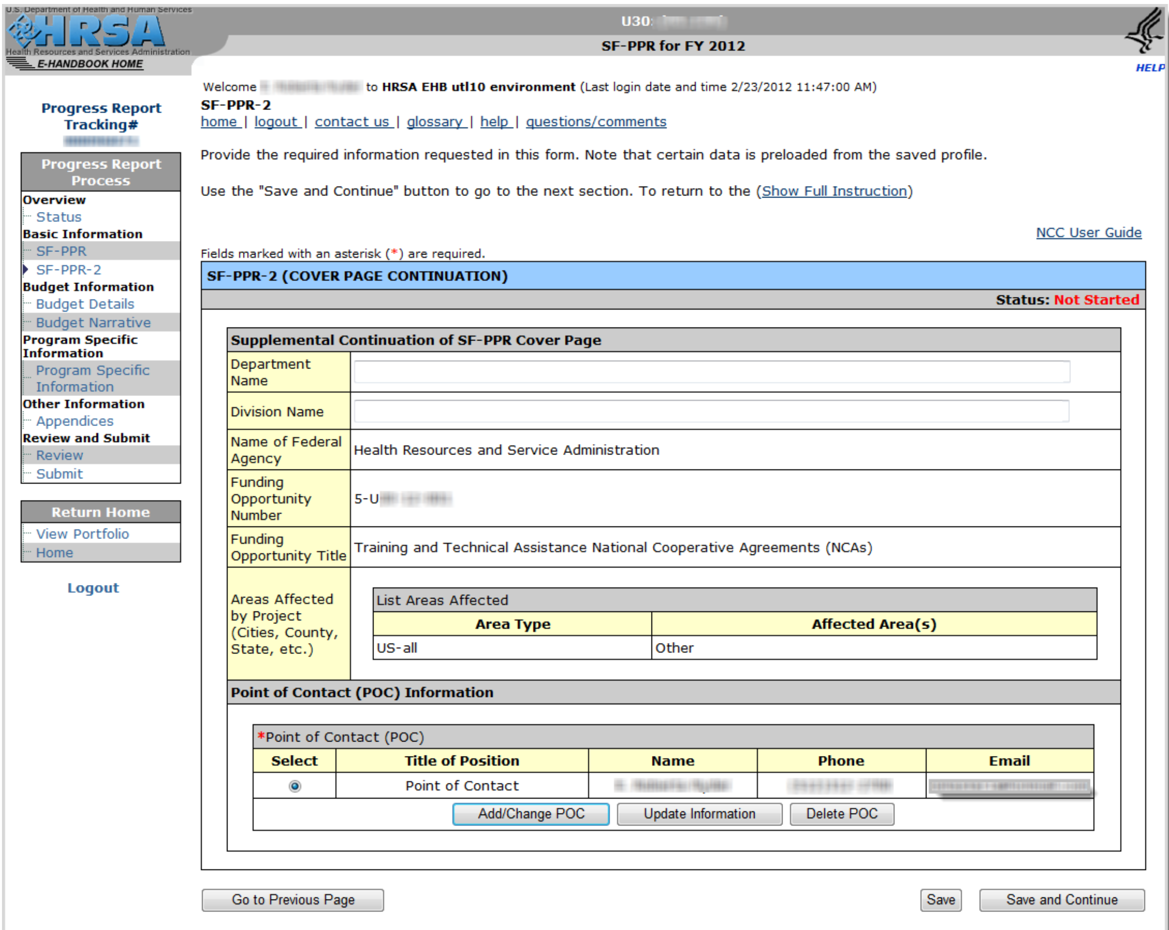
The SF-PPR-2 Form is a continuation of the SF-PPR Form. It contains information about the grant for which you are creating or updating the progress report. By default, the information will be pre-populated from the information in the application that started the last budget period. This includes the Department Name, Division Name, and the Point of Contact (POC) registered for the grant.

If a POC was not added in the application that initiated the last budget period, the system will list the Project Director (PD), Business Official (BO), and Authorizing Official (AO) from the application, so that one of them can be selected as a POC (see Add/Change POC below).

In addition, the system will pre-populate the list of areas affected from all the awarded applications in the last budget period.

Click [SF-PPR-2] on the Progress Report left navigation menu to access the SF-PPR-2 (Cover Page Continuation) Form (Figure 22), if it is not already displayed.

Figure 22: SF-PPR-2 (Cover Page Continuation) Form



4.2.1 Review the Supplemental Continuation of the SF-PPR Cover Page.

You can perform the following functions on the screen:

- Modify Department Name or Division Name, p. 24
- Add or Change Point of Contact, p. 24
- Update Point of Contact Information, p. 25
- Delete Point of Contact, p. 25

4.2.2 Modify the Department Name or Division Name

To modify the Department Name or Division Name, enter a new Department Name or Division Name in the appropriate field.

4.2.3 Add or Change the Point of Contact

To add or change the Point of Contact,

1. Select a Point of Contact and click the Add/Change POC button in the Point of Contact Information area.

Figure 23: Add/Change POC Link

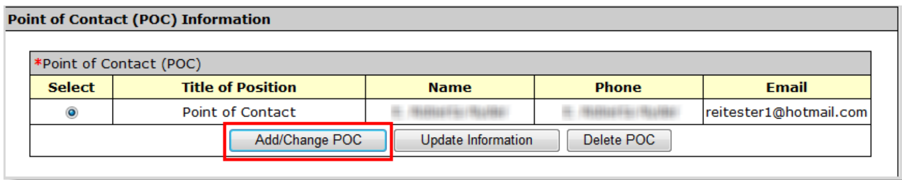
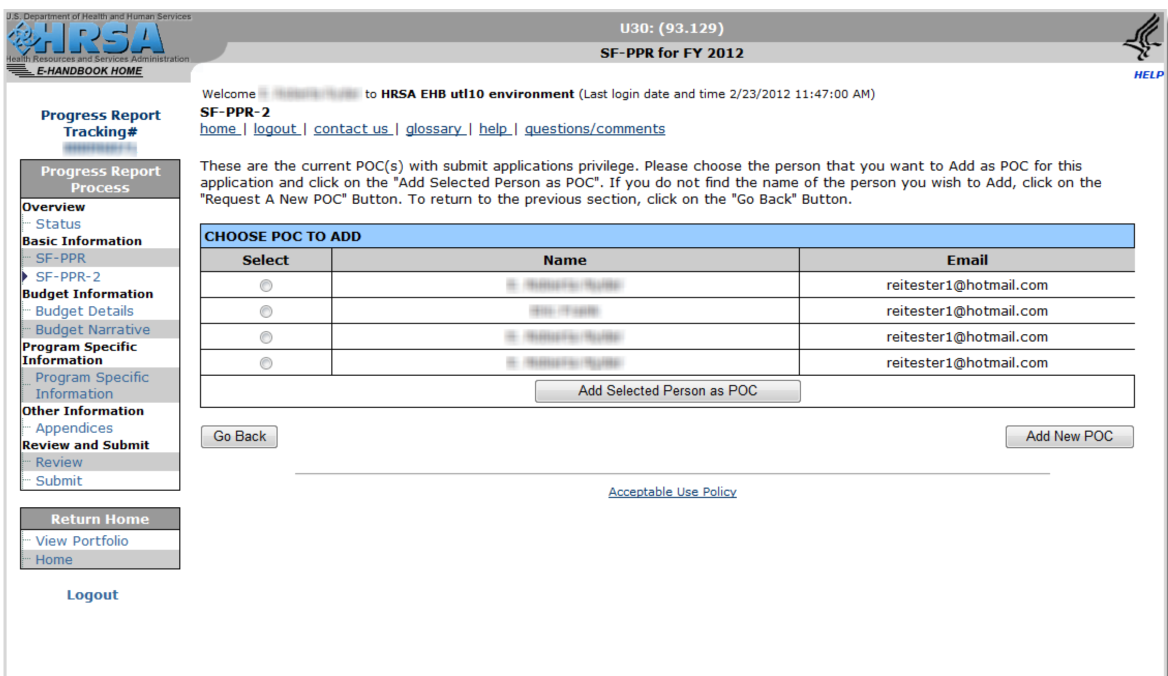


Figure 24: SF-PPR-2 Add Point of Contact Form



8. Select the person to be designated as the POC, if more than one user is listed.
9. Click the Add Selected Person as POC button.

➢ The SF-PPR Contact Information Page (Figure 16) will be displayed, listing the current contact information for the selected POC.

Tip: If you click the Add New POC button, the SF-PPR Contact Information Page (Figure 16) will also be displayed. However, all the fields will be blank as you will need to provide the information for the new POC.

10. Verify and revise the contact information, as necessary.
11. Click the Save and Continue button to save your information and return to the SF-PPR-2 (Cover Page Continuation) Form (Figure 22).

➢ The user that you added will be listed as a Point of Contact.

4.2.4 Update the Point of Contact Information

To update the Point of Contact information,

1. Select a POC and click the Update Information button.

➢ The SF-PPR Contact Information Page (Figure 16) will be displayed.

2. Verify and revise the contact information, as necessary.
3. Click the Save and Continue button to save your information and return to the SF-PPR-2 (Cover Page Continuation) form (Figure 22).

4.2.5 Delete the Point of Contact

To delete the POC,

1. Select a Point of Contact, and click the Delete POC button.

➢ You will be returned to the SF-PPR-2 (Cover Page Continuation) form (Figure 22). The POC that you deleted will not be listed under the Name column.

If you are satisfied with the information on the screen, click the Save and Continue button to save your work and proceed to the next form.

4.3. Budget Information: Budget Details

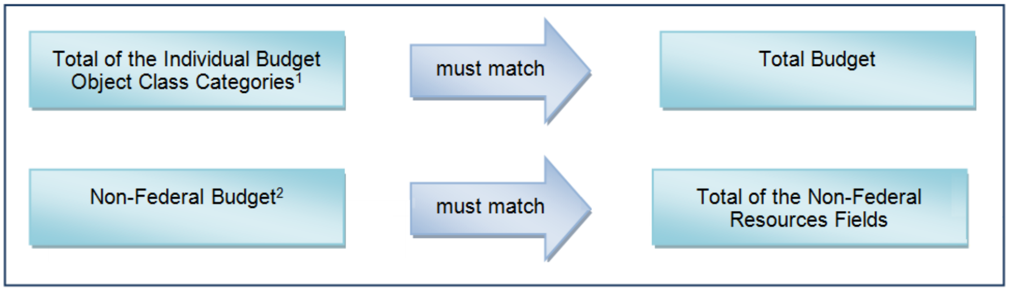
The Budget Details Form allows you to specify the budget information for the upcoming budget period (future Support Year) of the grant. The Budget Details Form consists of the following sections:

- Section A – Budget Summary
- Section B – Budget Categories
- Section C – Non-Federal Resources

Note: The Recommended Federal Budget portion of the total budget for the future Support Year of the grant is pre-populated from Section 13 of the last Notice of Award, which lists the recommended future Federal funding support amounts. The Federal portion of the budget for the future Support Year cannot be updated to an amount that is different from the recommended amount in the last Notice of Award.

Observe the following business rules (Figure 25) to complete the Budget Details form for the future Support Year:

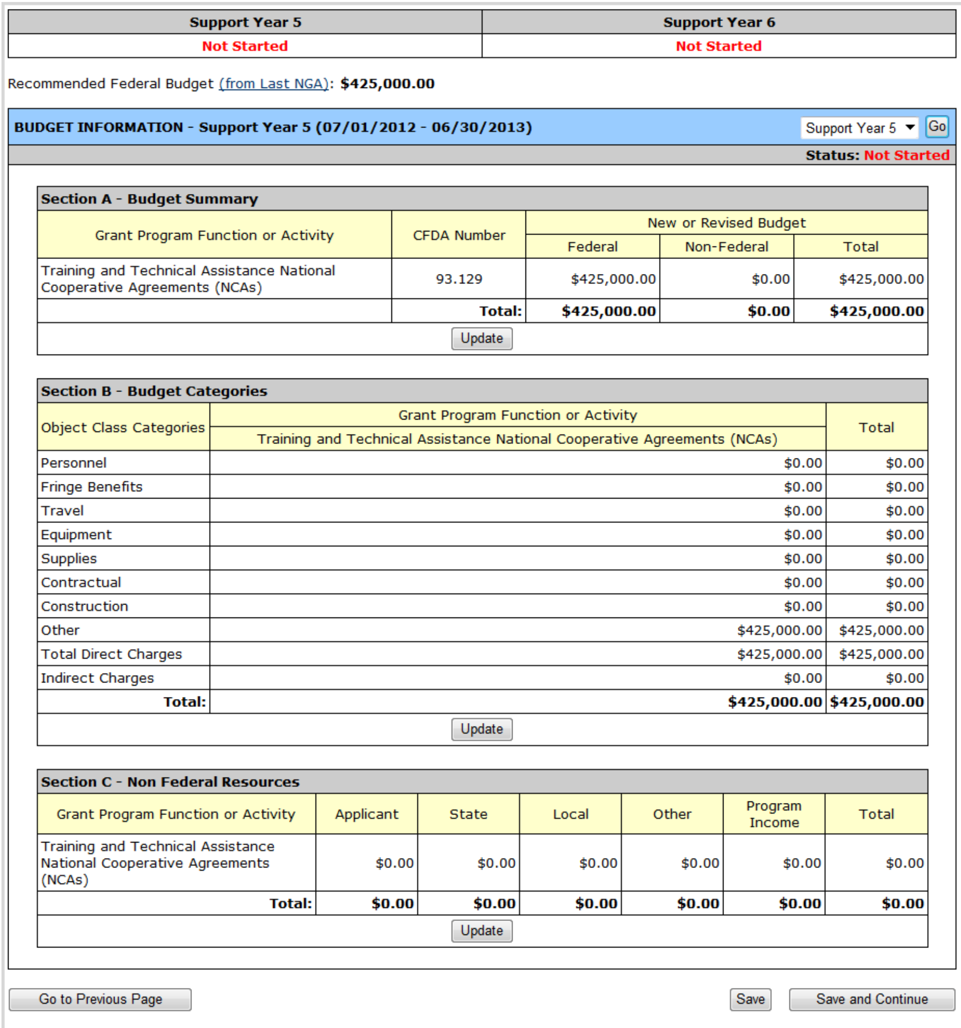
Figure 25: Business Rules for the Budget Details Form



> **Note:** The total of the individual Budget Object Class Categories in Section B (Budget Categories) must match the Total Budget specified in Section A (Budget Summary).
>
> The Non-Federal Budget must match the Total of the Non-Federal Resources Fields.

To complete the Budget Details form, click Budget Details on the Progress Report left navigation menu to access the Budget Details Form for future Support Year 1 (Figure 26), if it is not already displayed.

Figure 26: Budget Details Form



Support Year 5	Support Year 6
Not Started	Not Started

Recommended Federal Budget (from Last NGA): **$425,000.00**

BUDGET INFORMATION - Support Year 5 (07/01/2012 - 06/30/2013) Support Year 5 Go

Status: Not Started

Section A - Budget Summary

Grant Program Function or Activity	CFDA Number	New or Revised Budget		
		Federal	Non-Federal	Total
Training and Technical Assistance National Cooperative Agreements (NCAs)	93.129	$425,000.00	$0.00	$425,000.00
	Total:	**$425,000.00**	**$0.00**	**$425,000.00**

Update

Section B - Budget Categories

Object Class Categories	Grant Program Function or Activity	Total
	Training and Technical Assistance National Cooperative Agreements (NCAs)	
Personnel	$0.00	$0.00
Fringe Benefits	$0.00	$0.00
Travel	$0.00	$0.00
Equipment	$0.00	$0.00
Supplies	$0.00	$0.00
Contractual	$0.00	$0.00
Construction	$0.00	$0.00
Other	$425,000.00	$425,000.00
Total Direct Charges	$425,000.00	$425,000.00
Indirect Charges	$0.00	$0.00
Total:	**$425,000.00**	**$425,000.00**

Update

Section C - Non Federal Resources

Grant Program Function or Activity	Applicant	State	Local	Other	Program Income	Total
Training and Technical Assistance National Cooperative Agreements (NCAs)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Total:	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**

Update

Go to Previous Page | Save | Save and Continue

Use this form to update:

- Sub Programs
- Budget Summary
- Budget Categories
- Non-Federal Resources

4.3.1 Updating Sub Programs

1. To update Sub Programs, click Update Sub Program in the Budget Summary (Section A) area of the Budget Details Form (Figure 27).

Figure 27: Budget Details Form, Section A

Section A - Budget Summary				
Grant Program Function or Activity	CFDA Number	New or Revised Budget		
		Federal	Non-Federal	Total
Training and Technical Assistance National Cooperative Agreements (NCAs)	[illegible]	$425,000.00	$0.00	$425,000.00
	Total:	**$425,000.00**	**$0.00**	**$425,000.00**
Update				

2. Click the Update button.

➢ The **Update Budget Information, Section A - Budget Summary** page will open.

3. Click the Go Back button to the Budget Details form for the selected Support Year. Section A, Section B, and Section C will reflect your changes.

4.3.2 Updating the Budget Summary

To update the Budget Summary:

1. Click Update at the bottom of Section A on the Budget Details Form (Figure 28).

Figure 28: Budget Details Form, Section A

Section A - Budget Summary				
Grant Program Function or Activity	CFDA Number	New or Revised Budget		
		Federal	Non-Federal	Total
Training and Technical Assistance National Cooperative Agreements (NCAs)	93.129	$1,257,456.00	$0.00	$1,257,456.00
	Total:	**$1,257,456.00**	**$0.00**	**$1,257,456.00**
Update				

➢ The Update Budget Summary form (Figure 29) will be displayed for the selected Support Year.

Figure 29: Update Budget Summary Form

UPDATE BUDGET INFORMATION - Support Year 5 (07/01/2012 - 06/30/2013)

*Section A - Budget Summary				
Grant Program Function or Activity	CFDA Number	New or Revised Budget		
		Federal	Non-Federal	Total
Training and Technical Assistance National Cooperative Agreements (NCAs)	93.129	$ 1,257,456.00	$ 0.00	$1,257,456.00
	Total:	**$1,257,456.00**	**$0.00**	**$1,257,456.00**

Go Back   Save and Continue

Update the Federal or the Non-Federal information, as allowed.

Click the Save and Continue button.

➢ You will be returned to the Budget Details form. The Budget Summary information will reflect your changes

4.3.3 Update the Budget Categories

To update the budget categories,

1. Click the Update button at the bottom of Section B (Figure 30).

Figure 30: Budget Details Form, Section B

Section B - Budget Categories		
Object Class Categories	Grant Program Function or Activity Training and Technical Assistance National Cooperative Agreements (NCAs)	Total
Personnel	$0.00	$0.00
Fringe Benefits	$0.00	$0.00
Travel	$0.00	$0.00
Equipment	$0.00	$0.00
Supplies	$0.00	$0.00
Contractual	$0.00	$0.00
Construction	$0.00	$0.00
Other	$1,257,456.00	$1,257,456.00
Total Direct Charges	$1,257,456.00	$1,257,456.00
Indirect Charges	$0.00	$0.00
Total:	**$1,257,456.00**	**$1,257,456.00**
	Update	

➢ The Update Budget Information form (Figure 31) will be displayed for the selected Support Year

Figure 31: Update Budget Information Form

UPDATE BUDGET INFORMATION - Support Year 5 (07/01/2012 - 06/30/2013)

*Section B - Budget Categories	
Object Class Categories	Grant Program Function or Activity Training and Technical Assistance National Cooperative Agreements (NCAs)
Personnel	$ 0.00
Fringe Benefits	$ 0.00
Travel	$ 0.00
Equipment	$ 0.00
Supplies	$ 0.00
Contractual	$ 0.00
Construction	$ 0.00
Other	$ 1,257,456.00
Indirect Charges	$ 0.00
Total Calculate Total	$ 1257456.00
Total Budget specified in Budget Summary	**$1,257,456.00**

Go Back | Save and Continue

Note: You *must* enter information in the Budget Object Class Categories, so that the total of all the categories equals the amount in the Total Budget specified in Budget Summary.

2. Click the Save and Continue button.

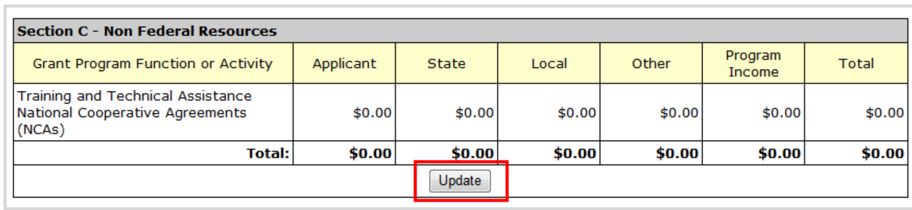
➢ You will be returned to the Budget Details form for the selected Support Year (Figure 26). The Budget Categories information will reflect your changes

4.3.4 Update Non-Federal Resources

To update Non-Federal Resources,

1. Click Update at the bottom of Section C on the Budget Details Form.

Figure 32: Budget Details Form, Section C

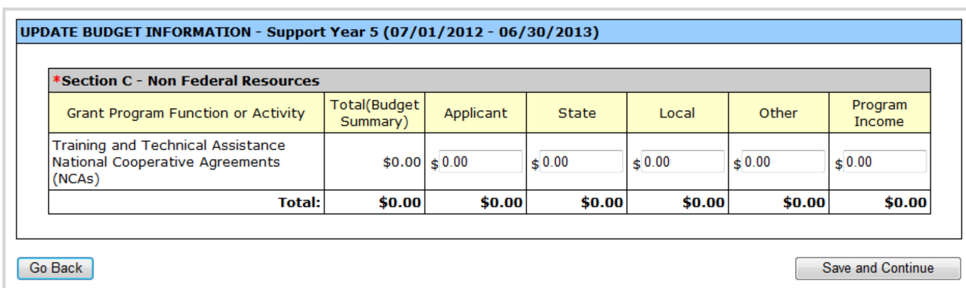


Section C - Non Federal Resources						
Grant Program Function or Activity	Applicant	State	Local	Other	Program Income	Total
Training and Technical Assistance National Cooperative Agreements (NCAs)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Total:	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**

Update

➢ The Update Non-Federal Resources Form (Figure 33) will be displayed for the selected Support Year.

Figure 33: Update Non-Federal Resources Form



UPDATE BUDGET INFORMATION - Support Year 5 (07/01/2012 - 06/30/2013)

*Section C - Non Federal Resources						
Grant Program Function or Activity	Total(Budget Summary)	Applicant	State	Local	Other	Program Income
Training and Technical Assistance National Cooperative Agreements (NCAs)	$0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Total:	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**

Go Back | Save and Continue

2. Update the Non-Federal fields, as appropriate.
3. Click the Save and Continue button.

➢ You will be returned to the Budget Details Form. The Non-Federal Resources information will reflect your changes

When you are finished updating the Budget Details Form for the selected Support Year, click Save and Continue to save your work and proceed to the next form.

Note: You are required to provide budget details for all remaining Support years in your project period.

4.4. Budget Information: Budget Narrative

The Budget Narrative Form allows you to upload attachments (maximum of two) that provide a justification for your budget. (For more information regarding the budget narrative description, refer to the Instructions for Preparing and Submitting the FY 2012 Health Center Program Budget Period Progress Report.)

1. Click Budget Narrative on the Progress Report Process left side menu (Figure 34) to access the Budget Narrative Form (Figure 35), if it is not already displayed.

Figure 34: Budget Narrative Link on the Progress Report Process Menu

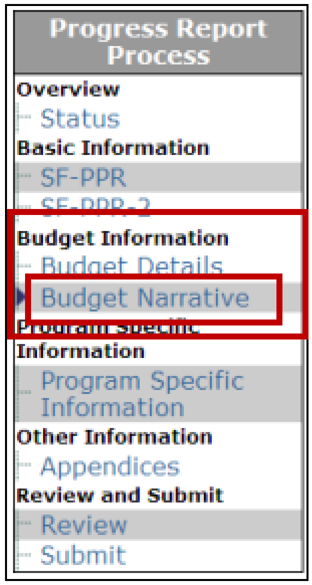
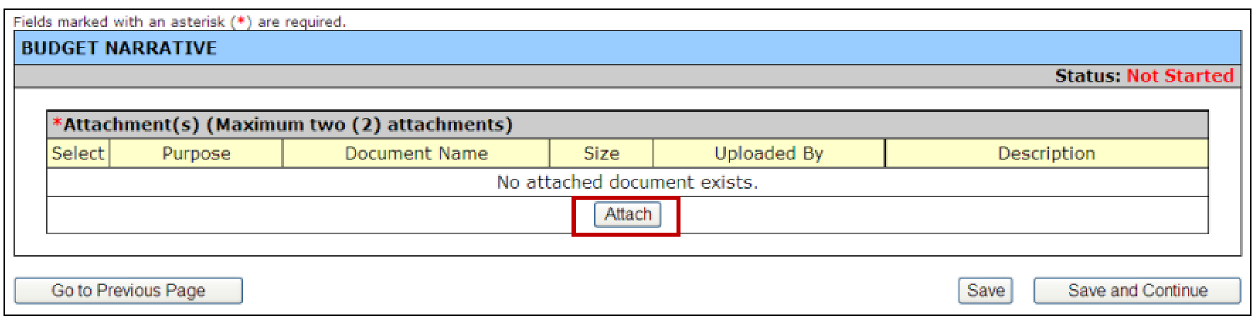


Figure 35: Budget Narrative Form

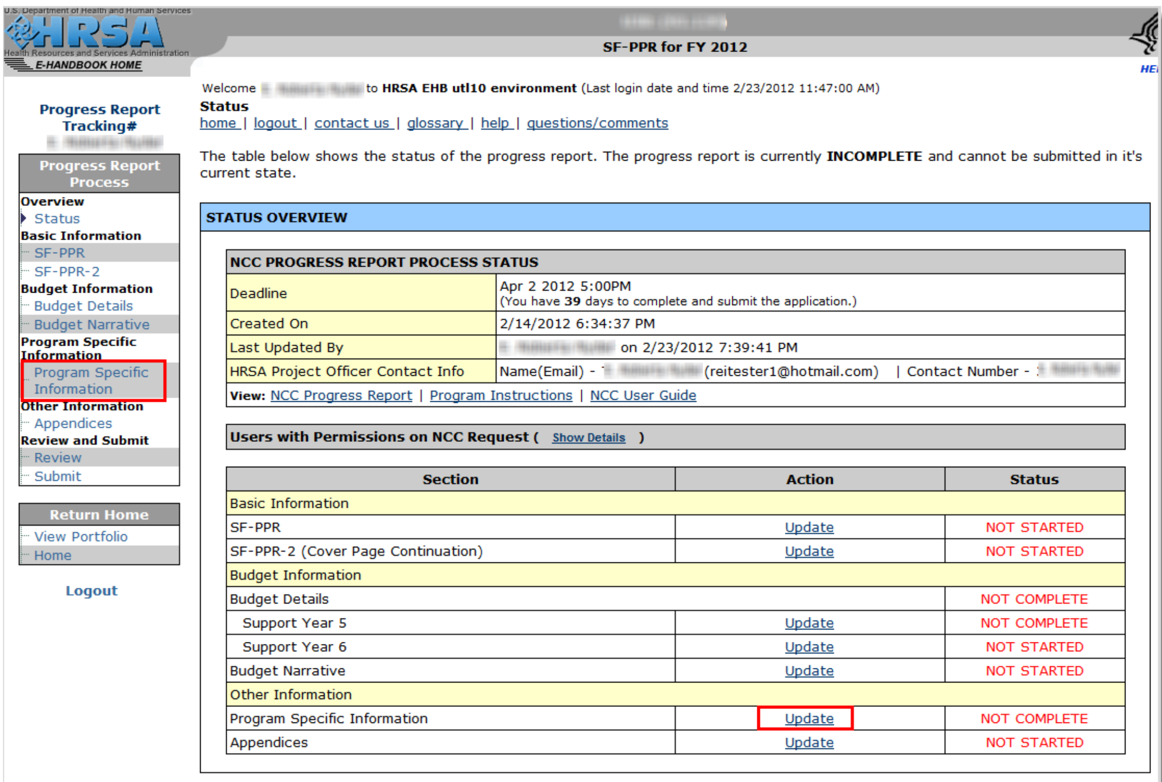


2. To attach a budget narrative document, click the Attach button.
3. When you are finished attaching the documents, click the Save and Continue button to save your work and proceed to the next form.

5. PROGRAM SPECIFIC INFORMATION FORMS

To open the **Program Specific Overview** page, click the Program Specific Information link on the left navigation panel ***or***, click the Update link under Program Specific Information on the **NCC Progress Report Process Status** page.

Figure 36: Program Specific Information Links



➢ The program specific **Status Overview** page (Figure 37) will be displayed.

Figure 37: Program Specific Information Status Page

STATUS OVERVIEW

View Resources
View: NCA FY 2011 Application | NCA Progress Report FY 2012 User Guide

PROGRAM SPECIFIC INFORMATION STATUS		
Section	**Action**	**Status**
Measures and Work Plan		
Performance Measures	Update	NOT COMPLETE
Project Work Plan		
Section A - Training and Assistance in Fiscal and Program Management (Program Requirements)	Update	NOT COMPLETE
Section B - Operational and Administrative Support (Performance Improvement)	Update	NOT COMPLETE
Section C - Program Development/Analysis	Update	NOT COMPLETE
Organization Contacts		
Form 12: Organization Contacts	Update	NOT COMPLETE

The Program Specific Information Status table lists the following forms:

- Performance Measures
- Project Work Plan, which contains the following forms:
  - Section A – Training and Assistance in Fiscal and Program Management (Program Requirements)
  - Section B – Operational and Administrative Support (Performance Improvement)
  - Section C – Program Development/Analysis
- Form 12: Organization Contacts Organization Contacts

The Program Specific Information Status table shows the status of each program specific form.

To submit your Progress Report, you must complete all the Program Specific Information forms listed on this screen (*in addition to* all the standard forms listed on the Status Page for Progress Report screen)

Links to the following resources are also provided:

- NCA FY 2011 Application – This will open a read-only version of the grantee's latest NCA FY 2011 Application. This read-only version contains the following four forms:
  - Form1 – Part A: General Information Worksheet
  - Form 12: Organization Contacts
  - Project Work Plan
  - Performance Measures
- NCA Progress Report FY 2012 User Guide – This is a link to a PDF version of this document.

5.1. Performance Measures

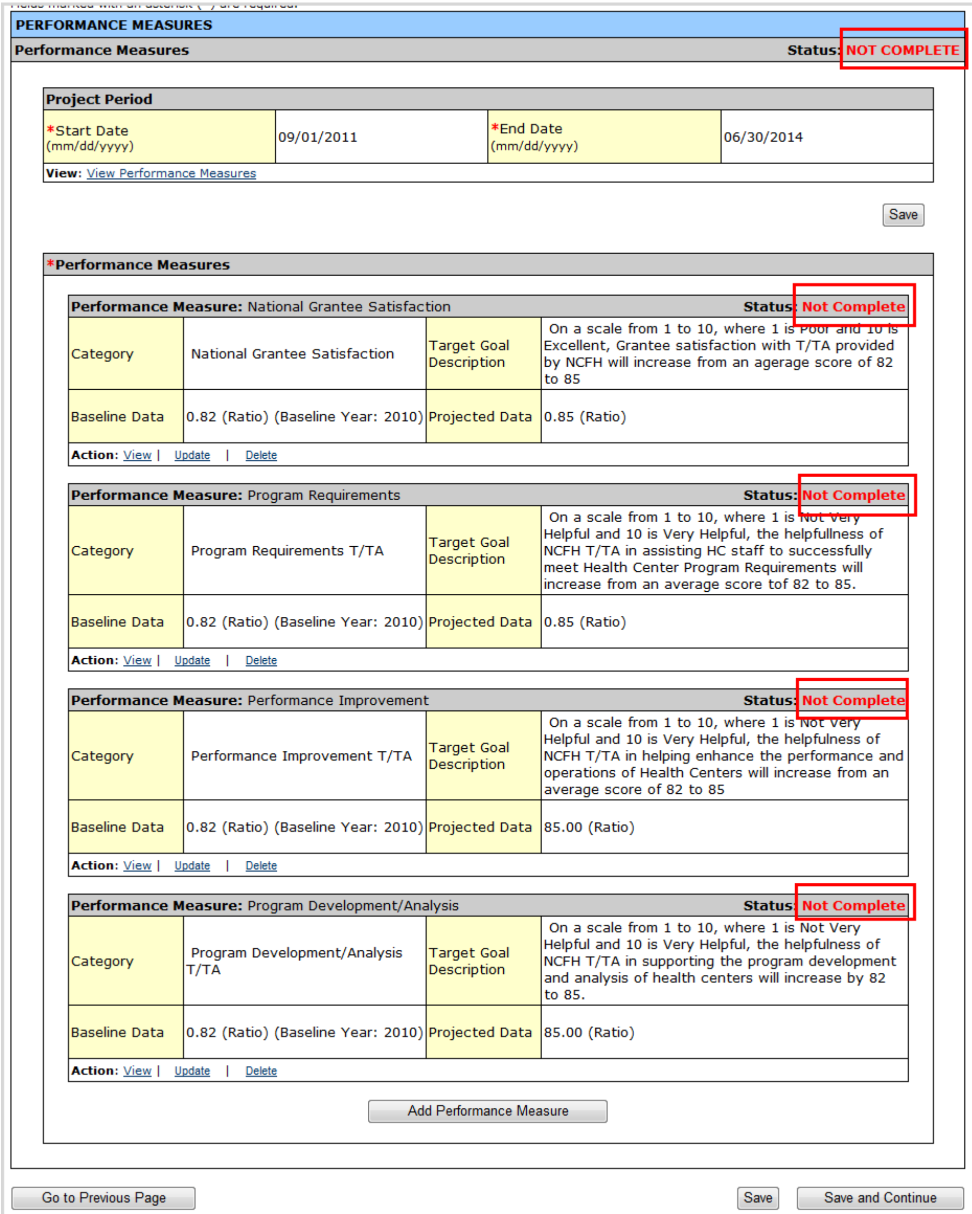
Use this form to provide progress details for the Performance Measures set in the FY 2011 Application. To get to the **Performance Measures** page, click the Performance Measures Update link in the Program Specific Information Status table.

- ➢ The **Performance Measures** page opens.

The **Performance Measures** page contains the following sections:

- Project Period – The Project Period section is pre-populated with the Start Date and End Date of the Project Period. The Start Date is set to "09/01/2011" and End Date is set to "06/20/2014". This information is non-editable,
- Performance Measures – This section will be pre-populated with the details about the performance measures proposed by you in your latest NCA FY 2011 Application. Notice that the status of each record in this section is "Not Complete".

Figure 38: Performance Measures Page



PERFORMANCE MEASURES

Performance Measures — **Status:** NOT COMPLETE

Project Period			
*Start Date (mm/dd/yyyy)	09/01/2011	*End Date (mm/dd/yyyy)	06/30/2014

View: View Performance Measures

Save

***Performance Measures**

Performance Measure: National Grantee Satisfaction — **Status:** Not Complete

Category	National Grantee Satisfaction	Target Goal Description	On a scale from 1 to 10, where 1 is Poor and 10 is Excellent, Grantee satisfaction with T/TA provided by NCFH will increase from an agerage score of 82 to 85
Baseline Data	0.82 (Ratio) (Baseline Year: 2010)	Projected Data	0.85 (Ratio)

Action: View | Update | Delete

Performance Measure: Program Requirements — **Status:** Not Complete

Category	Program Requirements T/TA	Target Goal Description	On a scale from 1 to 10, where 1 is Not Very Helpful and 10 is Very Helpful, the helpfullness of NCFH T/TA in assisting HC staff to successfully meet Health Center Program Requirements will increase from an average score tof 82 to 85.
Baseline Data	0.82 (Ratio) (Baseline Year: 2010)	Projected Data	0.85 (Ratio)

Action: View | Update | Delete

Performance Measure: Performance Improvement — **Status:** Not Complete

Category	Performance Improvement T/TA	Target Goal Description	On a scale from 1 to 10, where 1 is Not Very Helpful and 10 is Very Helpful, the helpfullness of NCFH T/TA in helping enhance the performance and operations of Health Centers will increase from an average score of 82 to 85
Baseline Data	0.82 (Ratio) (Baseline Year: 2010)	Projected Data	85.00 (Ratio)

Action: View | Update | Delete

Performance Measure: Program Development/Analysis — **Status:** Not Complete

Category	Program Development/Analysis T/TA	Target Goal Description	On a scale from 1 to 10, where 1 is Not Very Helpful and 10 is Very Helpful, the helpfulness of NCFH T/TA in supporting the program development and analysis of health centers will increase by 82 to 85.
Baseline Data	0.82 (Ratio) (Baseline Year: 2010)	Projected Data	85.00 (Ratio)

Action: View | Update | Delete

Add Performance Measure

Go to Previous Page — Save — Save and Continue

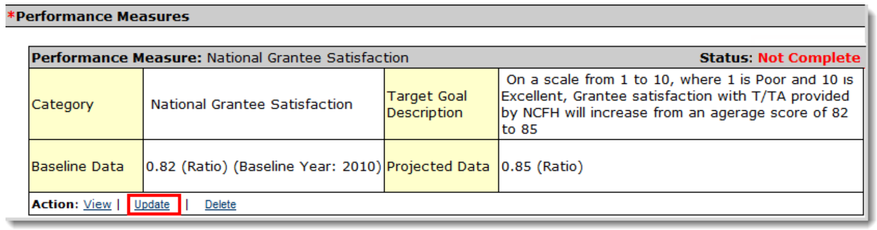
You can perform the following major functions on this screen:

	Options:
	❖ Updating Performance Measures, p. 36 ❖ Adding Performance Measures, p 38 ❖ Deleting Performance Measures, p. 40 ❖ Viewing Performance Measures, p. 42

5.1.1 Updating Performance Measures

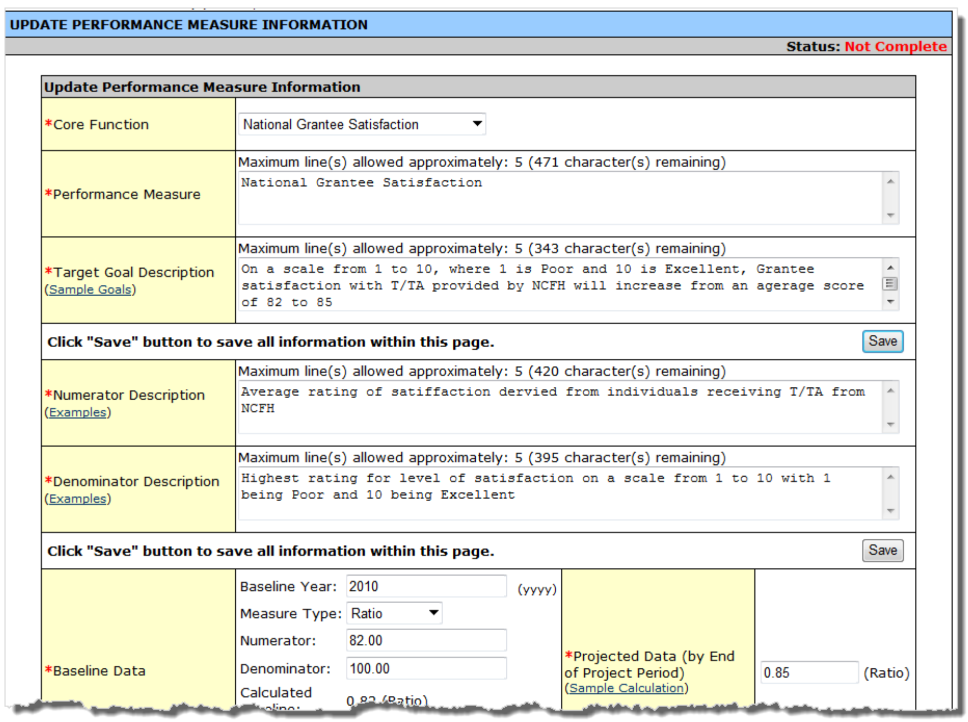
1. Click the Update link to update the information for the performance measure you want to update.

Figure 39: Update a Performance Measure



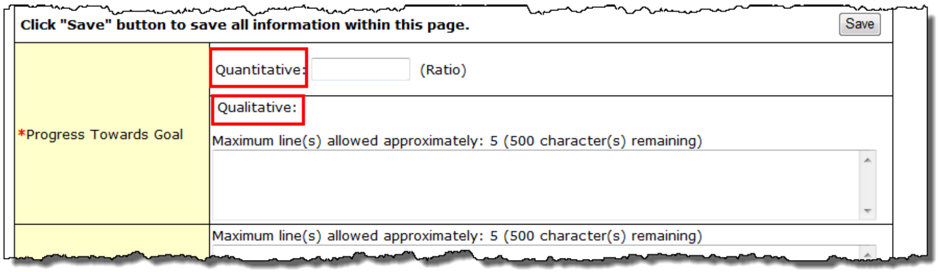
➢ The **Update Performance Measure Information** page (Figure 40) will be displayed for the performance measure in context.

Figure 40: Update Performance Measure Information



5.1.1.1 Providing Progress Towards the Goal

Figure 41: Progress Towards Goal



There are two elements in reporting the Progress towards Goal:

- Quantitative – Enter a Percentage or a Ratio, depending on the Measure Type chosen in the Baseline Data field on this screen.
- Qualitative – Enter a description of the progress made towards the Goal.

5.1.1.2 Updating Remaining Performance Measure Details

1. Modify the remaining pre-populated Performance Measure information, if necessary, as described below:
   - Core Function –You may change the Core Function by using the drop-down menu to choose one of four established Core Functions
   - Performance Measure – You may modify the Performance Measure by updating or adding to existing text
   - Target Goal Description – You may modify the Target Goal Description by updating or adding to existing text
   - Numerator Description –You may modify the Numerator Description by updating or adding to existing text
   - Denominator Description –You may modify the Denominator Description by updating or adding to existing text
   - Baseline Data
     - Baseline Year - You may update the Baseline Year by overwriting the existing data
     - Measure Type - You may update the Measure Type by using the drop-down menu to choose either Ratio or Percentage
     - Numerator - You may update the Numerator by overwriting the existing data
     - Denominator - You may update the Denominator by overwriting the existing data
   - Projected Data (by End of Project Period) - You may update the Projected Data by overwriting the existing data
   - Data Source & Methodology - You may modify the Data Source & Methodology by updating or adding to existing text
   - Comments – You may enter up to 500 characters of Comments. If there are no changes made to the details of the Performance Measures proposed in your NCA FY 2011 Application, the Comments section is optional. Otherwise, the Comments section is ***required***

Note: You **MUST** enter justification comments in the Comments box if you update any details of the Performance Measure that were proposed in your NCA FY 2011 Application.

When you are finished entering all the details, click the Save and Continue button at the bottom of the form.

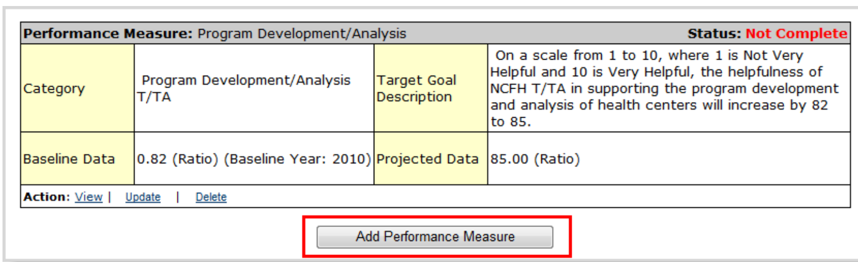
- The **Performance Measures** page will open

Once the Progress towards Goal information is saved without causing any errors for the performance measure, the system will change the status of that measure as "Complete."

5.1.2 Adding Performance Measures

1. To add a performance measure, click the Add Performance Measure button at the bottom of the **Performance Measures** page.

Figure 42: Add Performance Measure Button

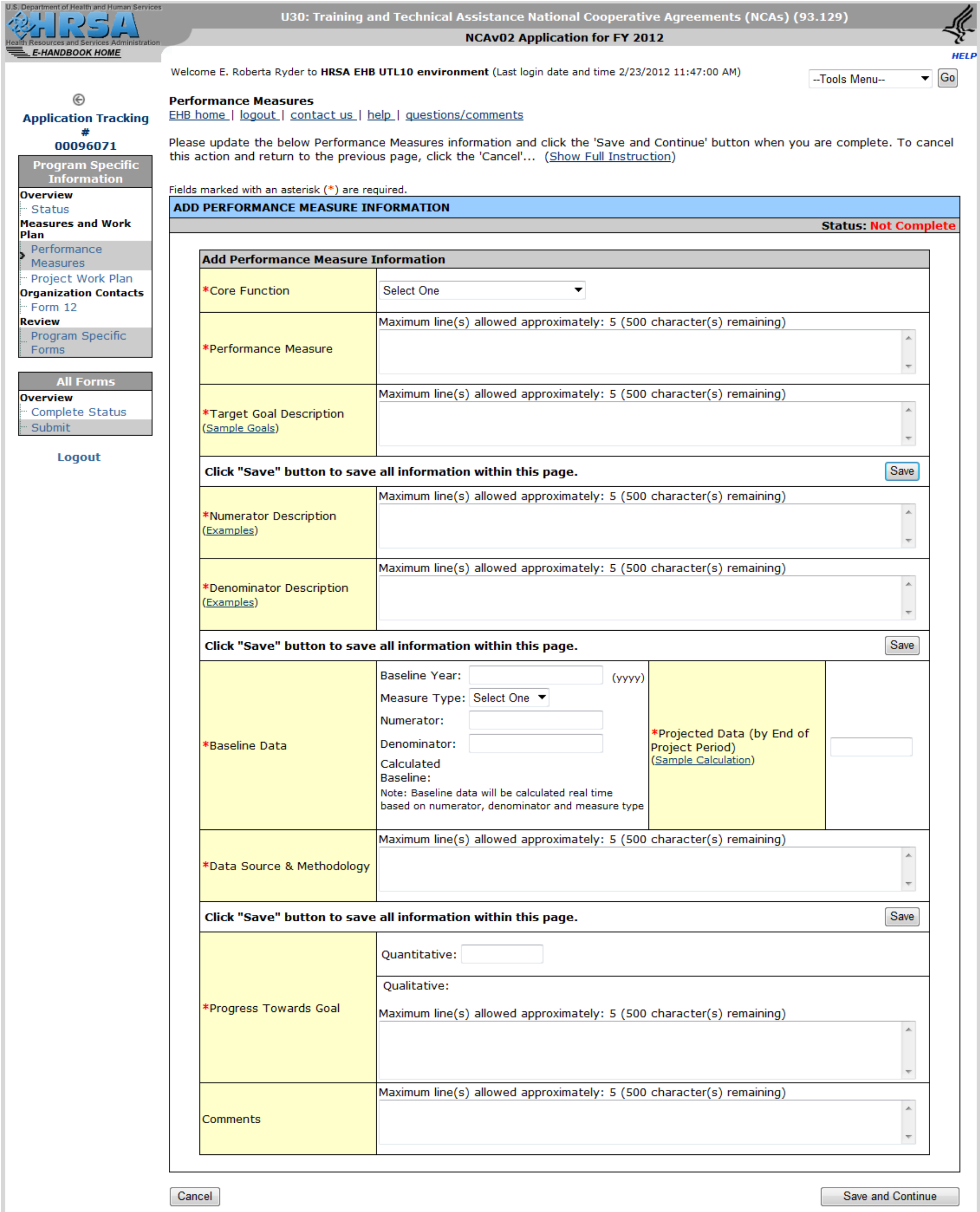


Performance Measure: Program Development/Analysis			**Status:** Not Complete
Category	Program Development/Analysis T/TA	Target Goal Description	On a scale from 1 to 10, where 1 is Not Very Helpful and 10 is Very Helpful, the helpfulness of NCFH T/TA in supporting the program development and analysis of health centers will increase by 82 to 85.
Baseline Data	0.82 (Ratio) (Baseline Year: 2010)	Projected Data	85.00 (Ratio)
Action: View | Update | Delete			

Add Performance Measure

1. The **Add Performance Measure Information** page (Figure 43) will be displayed. Fields marked with an asterisk (*) are required.

Figure 43: Add Performance Measure Information Page



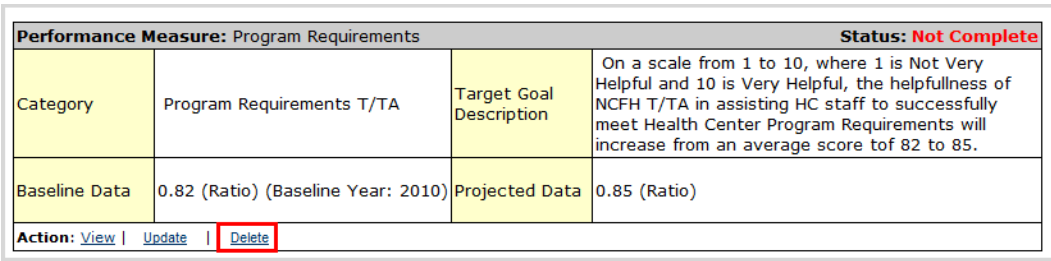
2. Enter the requested information on the **Add Performance Measure Information** page. These fields are described in detail in section 5.1.1, Updating Performance Measures.
3. Click the Save and Continue button at the bottom of the screen after you have completed all fields.

- The **Performance Measures** page will open and the new Performance Measure you entered will be listed in the Performance Measures section.

5.1.3 Deleting Performance Measures

1. Click on the Delete link for a Performance Measure that you want to delete on the **Performance Measures** page.

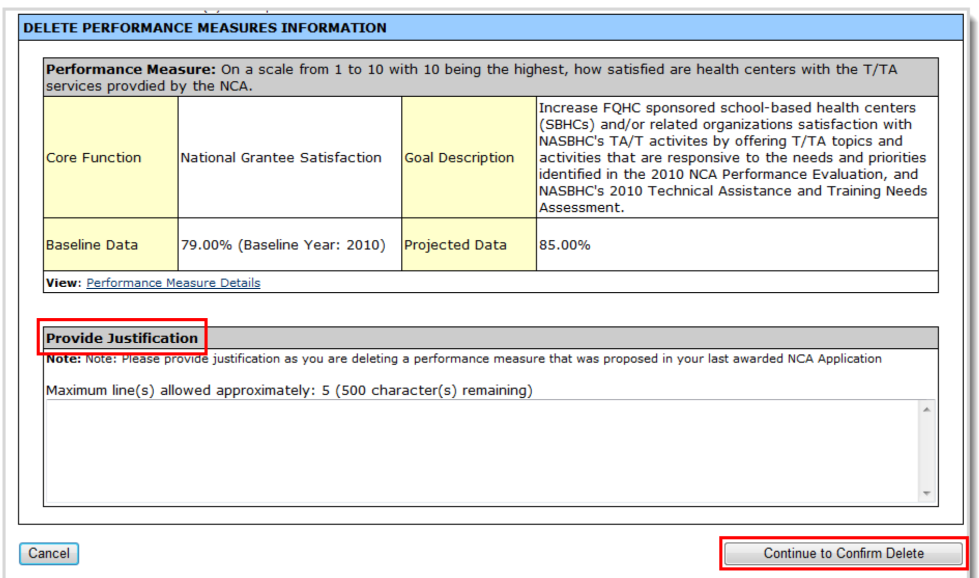
Figure 44: Performance Measure with Delete Link



Performance Measure: Program Requirements		**Status:** Not Complete	
Category	Program Requirements T/TA	Target Goal Description	On a scale from 1 to 10, where 1 is Not Very Helpful and 10 is Very Helpful, the helpfullness of NCFH T/TA in assisting HC staff to successfully meet Health Center Program Requirements will increase from an average score tof 82 to 85.
Baseline Data	0.82 (Ratio) (Baseline Year: 2010)	Projected Data	0.85 (Ratio)
Action: View | Update | Delete			

- If you are deleting a Performance Measure that you proposed in your NCA FY 2011 Application,

Figure 45: Deleting Performance Measure Proposed in NCA FY 2011 Application



DELETE PERFORMANCE MEASURES INFORMATION

Performance Measure: On a scale from 1 to 10 with 10 being the highest, how satisfied are health centers with the T/TA services provdied by the NCA.			
Core Function	National Grantee Satisfaction	Goal Description	Increase FQHC sponsored school-based health centers (SBHCs) and/or related organizations satisfaction with NASBHC's TA/T activites by offering T/TA topics and activities that are responsive to the needs and priorities identified in the 2010 NCA Performance Evaluation, and NASBHC's 2010 Technical Assistance and Training Needs Assessment.
Baseline Data	79.00% (Baseline Year: 2010)	Projected Data	85.00%
View: Performance Measure Details			

Provide Justification

Note: Note: Please provide justification as you are deleting a performance measure that was proposed in your last awarded NCA Application

Maximum line(s) allowed approximately: 5 (500 character(s) remaining)

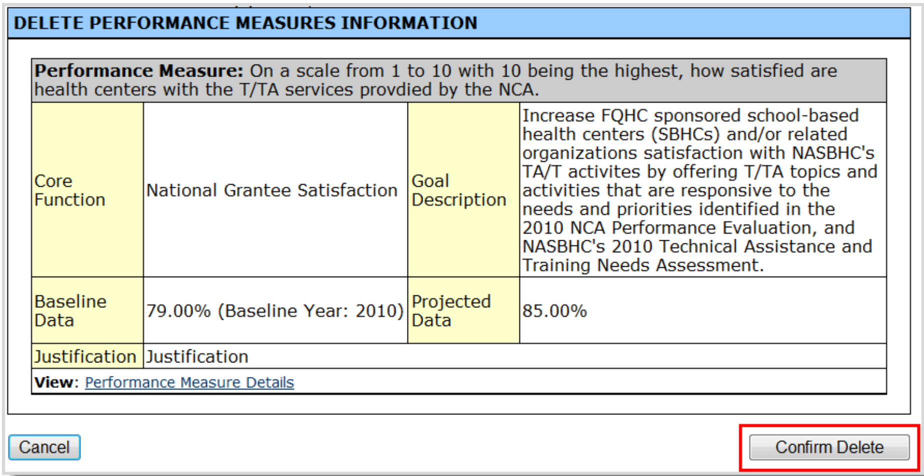
Cancel   Continue to Confirm Delete

Enter appropriate Justification comments before confirming the delete action.

Click the Continue to Confirm Deletion button.

- The Delete Performance Measure confirmation page opens

Figure 46: Performance Measure Confirm Delete Page



DELETE PERFORMANCE MEASURES INFORMATION

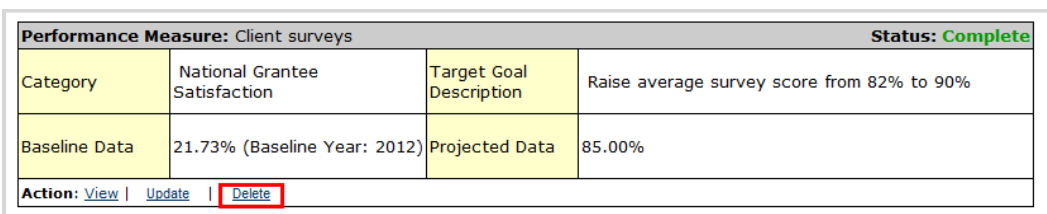
Performance Measure: On a scale from 1 to 10 with 10 being the highest, how satisfied are health centers with the T/TA services provdied by the NCA.			
Core Function	National Grantee Satisfaction	Goal Description	Increase FQHC sponsored school-based health centers (SBHCs) and/or related organizations satisfaction with NASBHC's TA/T activites by offering T/TA topics and activities that are responsive to the needs and priorities identified in the 2010 NCA Performance Evaluation, and NASBHC's 2010 Technical Assistance and Training Needs Assessment.
Baseline Data	79.00% (Baseline Year: 2010)	Projected Data	85.00%
Justification	Justification		
View: Performance Measure Details			

Cancel | Confirm Delete

Click the Confirm Delete button to complete the deletion.

- ➢ The **Performance Measures** page opens. The Performance Measure you deleted will no longer be listed
- ➢ If you are deleting a new Performance Measure that you proposed in this Progress Report, you will be able to confirm the deletion without providing any Justification comments.

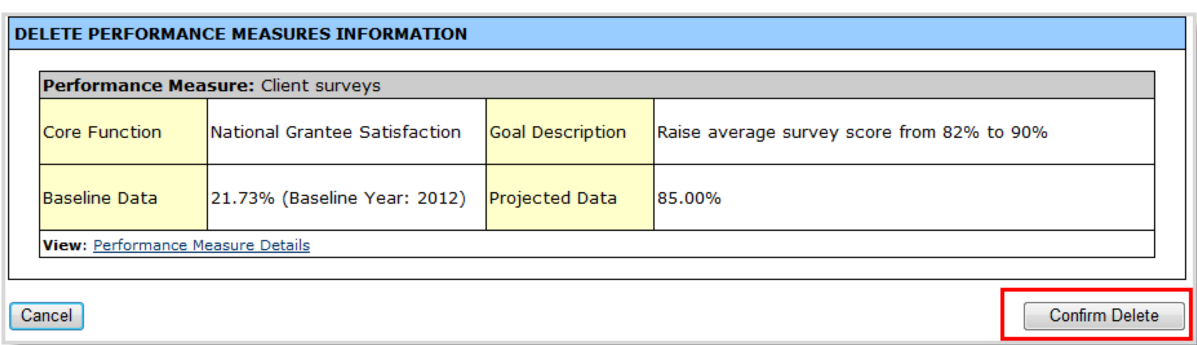
Figure 47: Deleting Performance Measure Proposed in Progress Report



Performance Measure: Client surveys			**Status:** Complete
Category	National Grantee Satisfaction	Target Goal Description	Raise average survey score from 82% to 90%
Baseline Data	21.73% (Baseline Year: 2012)	Projected Data	85.00%
Action: View | Update | Delete			

A. Click the Confirm Delete button to complete the deletion.

Figure 48: Confirming Deletion of Performance Measure Proposed in Progress Report



DELETE PERFORMANCE MEASURES INFORMATION

Performance Measure: Client surveys			
Core Function	National Grantee Satisfaction	Goal Description	Raise average survey score from 82% to 90%
Baseline Data	21.73% (Baseline Year: 2012)	Projected Data	85.00%
View: Performance Measure Details			

Cancel | Confirm Delete

- ➢ The **Performance Measures** page opens. The Performance Measure you deleted will no longer be listed

Note: You are required to provide justification comments when you delete a performance measure that was proposed in your NCA FY 2011 application.

You are not required to provide any justification for deleting a performance measure that you proposed in this Progress Report.

5.1.4 Viewing Performance Measures

5.1.4.1 Viewing Performance Measures form

1. To view the Performance Measures form, click the View Performance Measures link at the bottom of the Project Period section.

Figure 49: View Performance Measure Information

Project Period			
*Start Date (mm/dd/yyyy)	09/01/2011	*End Date (mm/dd/yyyy)	06/30/2014
View: View Performance Measures			

➢ A read-only version of the Performance Measure in context will be displayed

Figure 50: View of Performance Measures Page

Close Window

PERFORMANCE MEASURES

As of 2/23/2012 8:46:55 PM

OMB No.: 0915-0285 Expiration Date: 10/31/2013

DEPARTMENT OF HEALTH AND HUMAN SERVICES Health Resources and Services Administration PERFORMANCE MEASURES	FOR HRSA USE ONLY	
	Application Tracking Number	Grant Number
	00096071	U30CS09737
	Project Period	

Core Function: National Grantee Satisfaction

Performance Measure: National Grantee Satisfaction			
Target Goal Description	On a scale from 1 to 10, where 1 is Poor and 10 is Excellent, Grantee satisfaction with T/TA provided by NCFH will increase from an agerage score of 82 to 85		
Numerator Description	Average rating of satiffaction dervied from individuals receiving T/TA from NCFH		
Denominator Description	Highest rating for level of satisfaction on a scale from 1 to 10 with 1 being Poor and 10 being Excellent		
Baseline Data	Baseline Year: 2010 Measure Type: Ratio Numerator: 82.00 Denominator: 100.00 Calculated Baseline: 0.82 (Ratio)	Projected Data (by End of Project Period)	0.85 (Ratio)
Data Source & Methodology	NCFH evaluation of T/TA services; HRSA/BPHC Grantee Satisfaction Survey		
Progress Towards Goal	Quantitative: Qualitative:		
Comments			

Performance Measure: Client surveys	
Target Goal	Raise average survey score from 82% to 90%

2. Click Close Window to close the pop-up screen and return to the **Performance Measures** page**.**

5.1.4.2 Viewing the Individual Performance Measure

1. To view the details of an individual Performance Measure, click the View link provided at the bottom of that Performance Measure record.

Figure 51: Performance Measure View Link

***Performance Measures**

Performance Measure: On a scale from 1 to 10 with 10 being the highest, how satisfied are health centers with the T/TA services provdied by the NCA.			**Status:** Not Complete
Category	National Grantee Satisfaction	Target Goal Description	Increase FQHC sponsored school-based health centers (SBHCs) and/or related organizations satisfaction with NASBHC's TA/T activites by offering T/TA topics and activities that are responsive to the needs and priorities identified in the 2010 NCA Performance Evaluation, and NASBHC's 2010 Technical Assistance and Training Needs Assessment.
Baseline Data	79.00% (Baseline Year: 2010)	Projected Data	85.00%
Action View Update | Delete			

➢ The detailed description of the Performance Measure opens

Figure 52: Performance Measure Detailed Description

Close Window

PERFORMANCE MEASURES

As of 2/25/2012 10:22:51 PM

DEPARTMENT OF HEALTH AND HUMAN SERVICES **Health Resources and Services Administration** **PERFORMANCE MEASURES**	**FOR HRSA USE ONLY**	
	Application Tracking Number	Grant Number
	00096063	**U30CS09738**
	Project Period	**09/01/2011 - 06/30/2014**

Core Function: National Grantee Satisfaction

Performance Measure: On a scale from 1 to 10 with 10 being the highest, how satisfied are health centers with the T/TA services provdied by the NCA.			
Target Goal Description	**Increase FQHC sponsored school-based health centers (SBHCs) and/or related organizations satisfaction with NASBHC's TA/T activites by offering T/TA topics and activities that are responsive to the needs and priorities identified in the 2010 NCA Performance Evaluation, and NASBHC's 2010 Technical Assistance and Training Needs Assessment.**		
Numerator Description	**Number of FQHC sponsored SBHCs and/or related organizations who use NASBHC TA/T activites: 1) attend (convention, webinars, workshops, meetings, and networking calls), 2) access online tools and resources, 3) receive newsletters and e-blasts, 4) share and receive information via our social media outlets, and 5) request/receive individual TA/T by email or phone)during the project project period.**		
Denominator Description	**Number of FQHC sponsored SBHCs and/or related organizations identified in the SBHC Census 2007-2008 = 525**		
Baseline Data	Baseline Year: **2010** Measure Type: **Percentage** Numerator: **7.90** Denominator: **10.00** Calculated Baseline: **79.00%**	Projected Data (by End of Project Period)	**85.00%**
Data Source & Methodology	**# from target audience who use NASBHC TA/T activites: 1)attend (convention, webinars, workshops, meetings, and networking calls), 2) access online tools and resources, 3)receive newsletters and e-blasts, 4) share and receive information via our social networking platforms, and 5) request/receive individual TA/T by email/phone)during project period. TA/T Tracking Log, Registrations, Sign-in Shhets, NCA performance surveys, Satisfaction Question on TA/T Activity Evaluations and Web Polls.**		
Progress Towards Goal	**Quantitative:** **Qualitative:**		
Comments			

Close Window

2. Click the Close Window button.

➢ The Performance Measures page opens

5.2. Project Work Plan

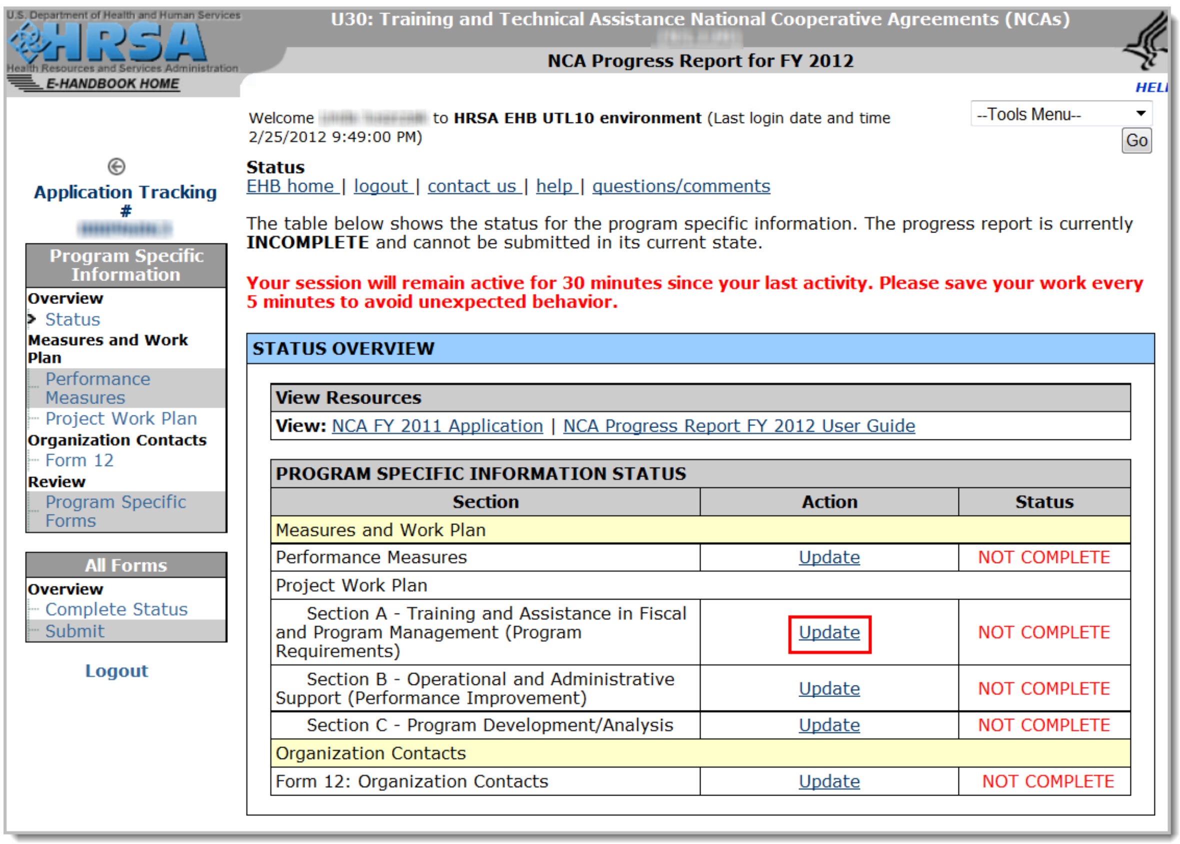
The Project Work Plan form lists the Goals and related Objectives proposed by you in your NCA FY 2011 Application. It consists of the following three sections:

- Section A - Training and Assistance in Fiscal and Program Management (Program Requirements)
- Section B - Operational and Administrative Support (Performance Improvement)
- Section C - Program Development/Analysis

The following paragraphs describe how to complete each section of the **Project Work Plan** form.

5.2.1 Section A - Training and Assistance in Fiscal and Program Management (Program Requirements)

Figure 53: Section A Update Link

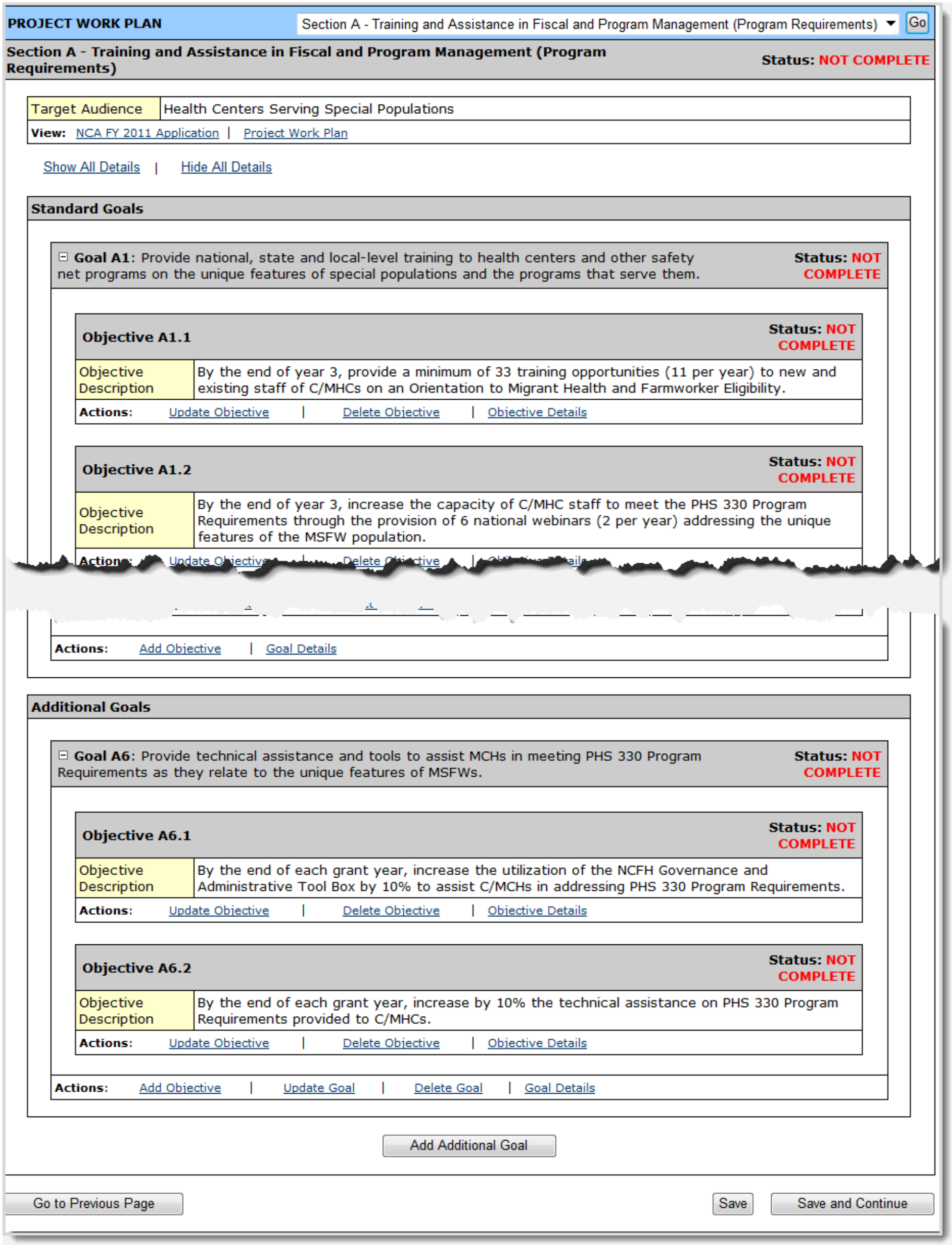


To update Section A – Training and Assistance in Fiscal and Program Management (Program Requirements):

1. Click the Update link for Section A on the **Status Overview** page, ***OR***
2. Select Section A from the drop-down menu and clicking the Go button

➢ The **Project Work Plan, Section A - Training and Assistance in Fiscal and Program Management (Program Requirements)** page opens

Figure 54: Project Work Plan, Section A - Training and Assistance in Fiscal and Program Management (Program Requirements) Page

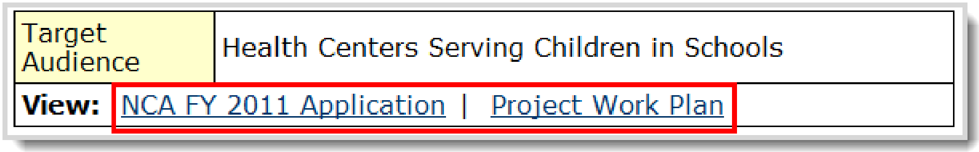


Section A consists of three sections:

- Target Audience
- Standard Goals
- Additional Goals

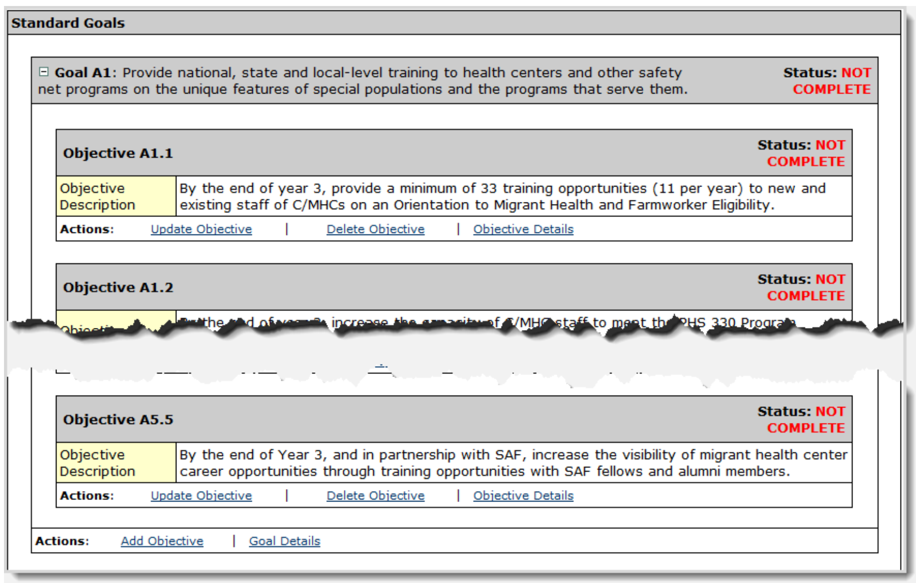
The Target Audience section displays the target audience selected in Form 1A of your NCA FY 2011 Application. It also contains View links to the NCA FY 2011 Application and to the complete Project Work Plan.

Figure 55: Target Audience Section



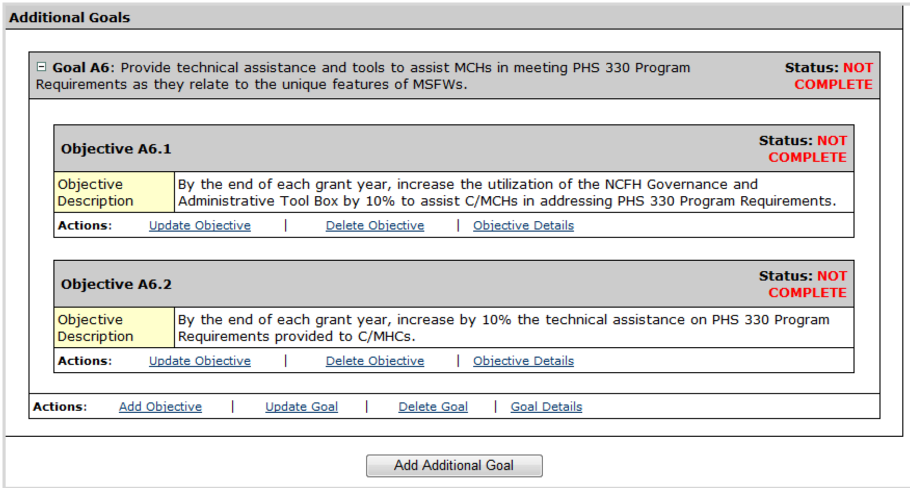
The Standard Goals section is prepopulated with the Objectives proposed under each Standard Goal of Section A in your NCA FY 2011 Application. Each Objective has Action links to Update Objective, Delete Objective, and Objective Details. Each Standard Goal has Action links to Add Objective and Goal Details.

Figure 56: Standard Goals Section



The Additional Goals section will be pre-populated with any Additional Goals and related Objectives proposed in your NCA FY 2011 application, if any. Each Objective belonging to an Additional Goal has Action links to Update Objective, Delete Objective, and Objective Details. In addition to having Action links to Add Objective and Goal Details, each Additional Goal has Action links to Update Goal and Delete Goal.

Figure 57: Additional Goals Section



You can perform the following major actions on the **Section A - Training and Assistance in Fiscal and Program Management (Program Requirements)** page:

Options

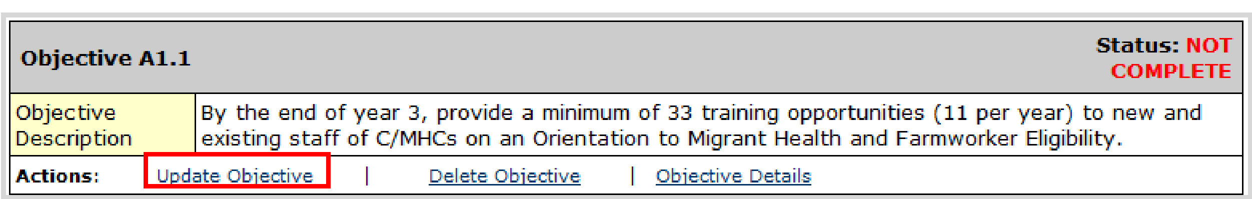
- Updating, p 47
- Adding, p 55
- Deleting, p. 58
- Viewing, p. **Error! Bookmark not defined.**

5.2.1.1 Updating

The following subsections describe the steps for updating Objectives and Additional Goals:

5.2.1.1.1 Updating an Objective

Figure 58: Update Objective Page Link

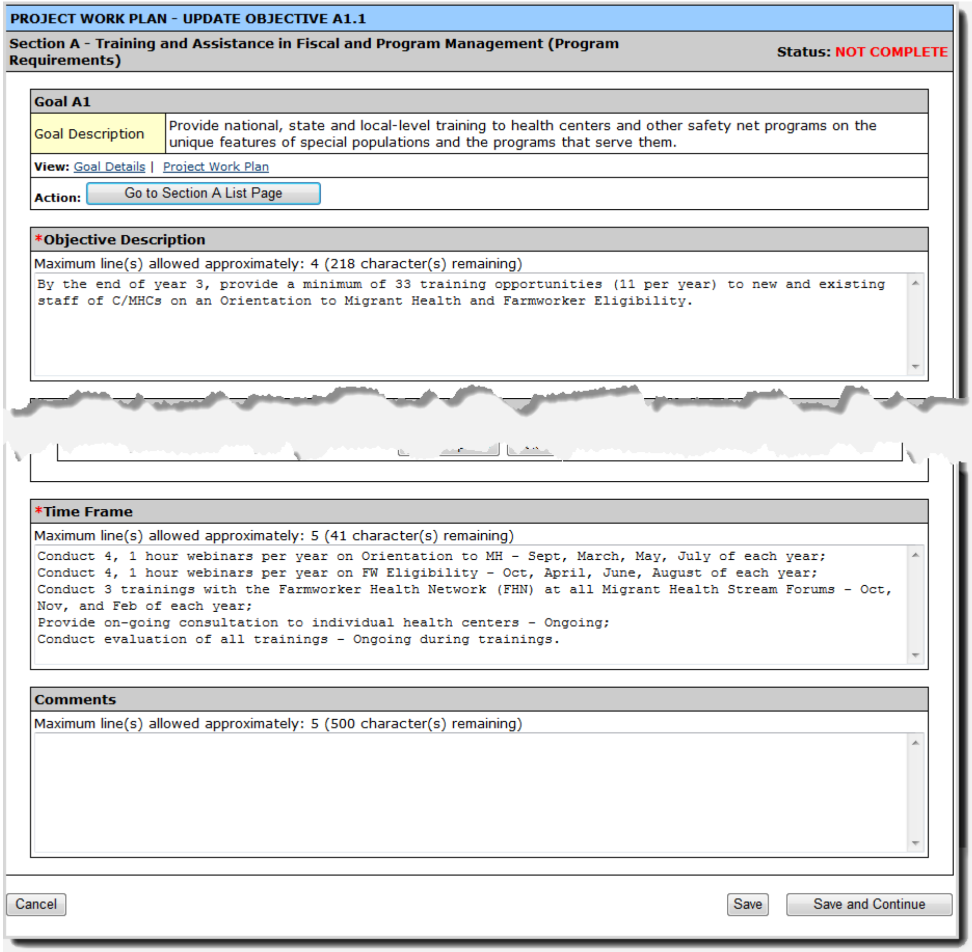


The **Project Work Plan – Update Objective** page is where the grantee enters the Progress Report for an Objective and modifies the remaining Objective details, if necessary.

1. To update an objective, click the Update Objective link for the Objective to be updated.

➢ The **Project Work Plan – Update Objective** page opens

Figure 59: Update Objective Page

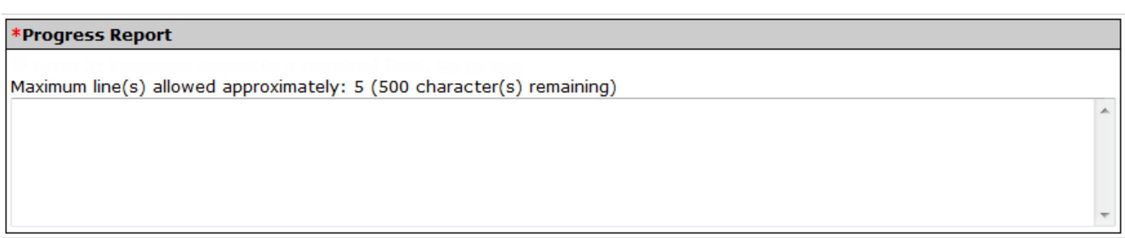


The Goal to which the Objective belongs is listed in the Goal section at the top of the **Project Work Plan - Update Objective** page. The Goal section also contains View links to Goal Details and Project Work Plan.

Clicking the Go to Section A List Page button will open **the Project Work Plan - Section A - Training and Assistance in Fiscal and Program Management (Program Requirements)** page, as described in section 5.2.1.

5.2.1.1.1.1 Providing a Progress Report

Figure 60: Progress Report Section



In the Progress Report field, enter a brief (1000 characters or less) text description of the progress made towards the stated Objective for the goal.

Note: The Progress Report is required for every Objective.

5.2.1.1.1.2 Updating the Remaining Objective Details

The Objective Description, Time Frame, and Comments fields can all be updated by modifying or adding to the existing text in those fields.

Figure 61: Objective Description Update

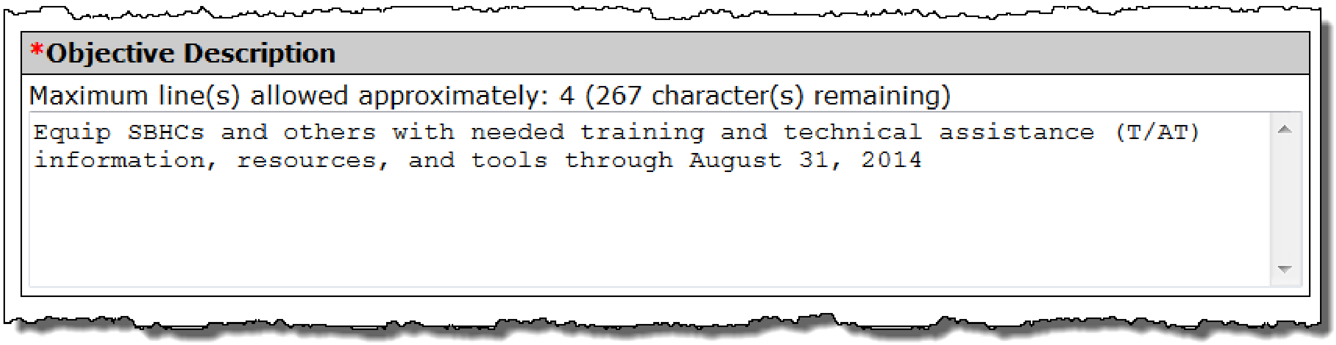


Figure 62: Time Frame Description Update

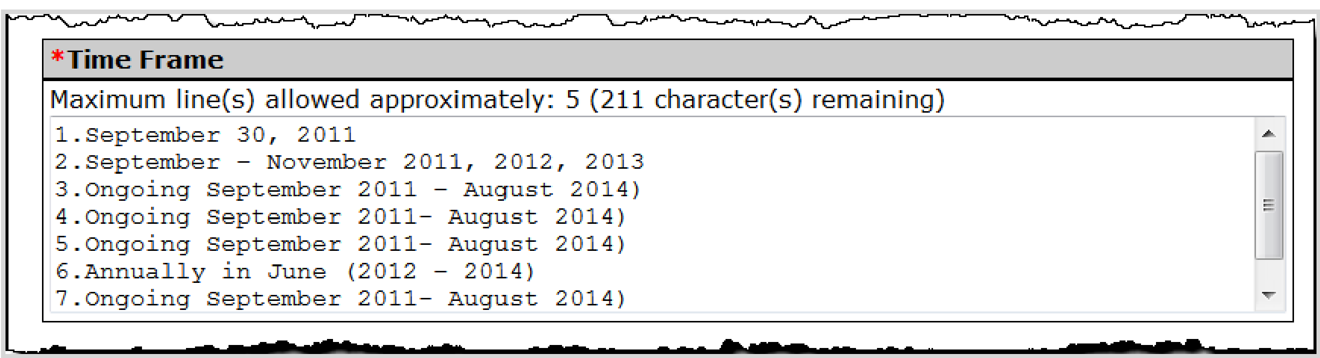
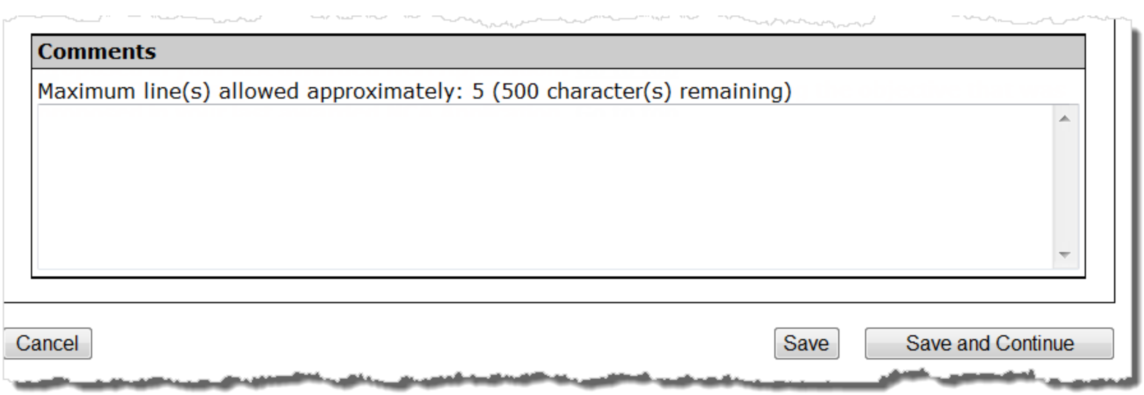


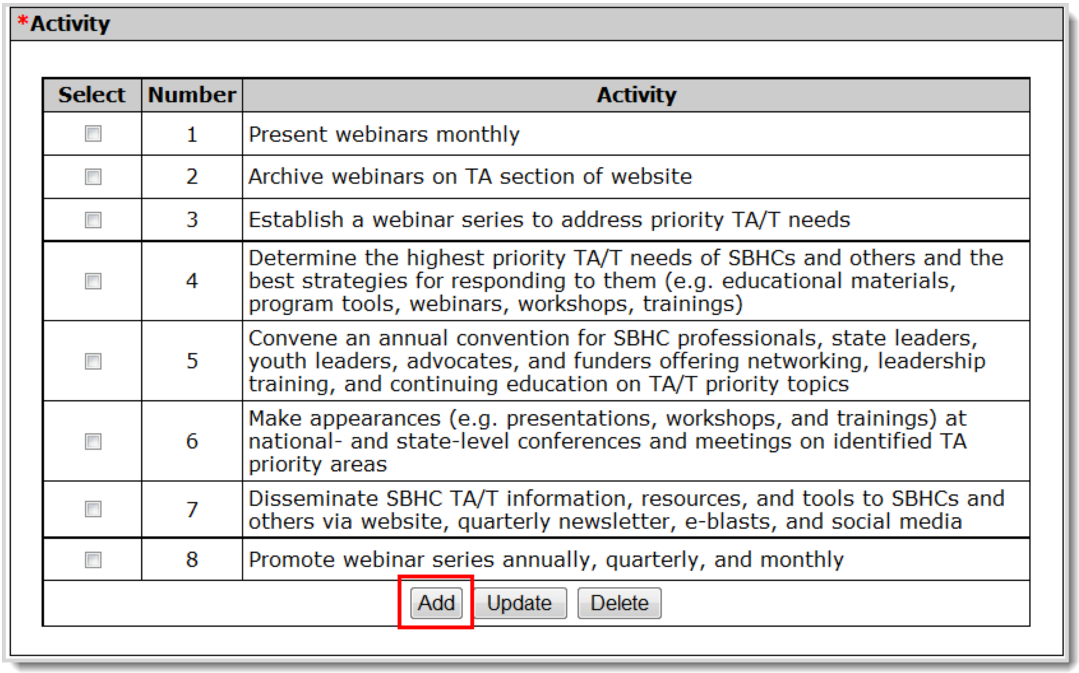
Figure 63: Objective Comment Update



5.2.1.1.1.2.1 Adding Activity

1. Click on the Add button under the text.

Figure 64: Add Activity Button



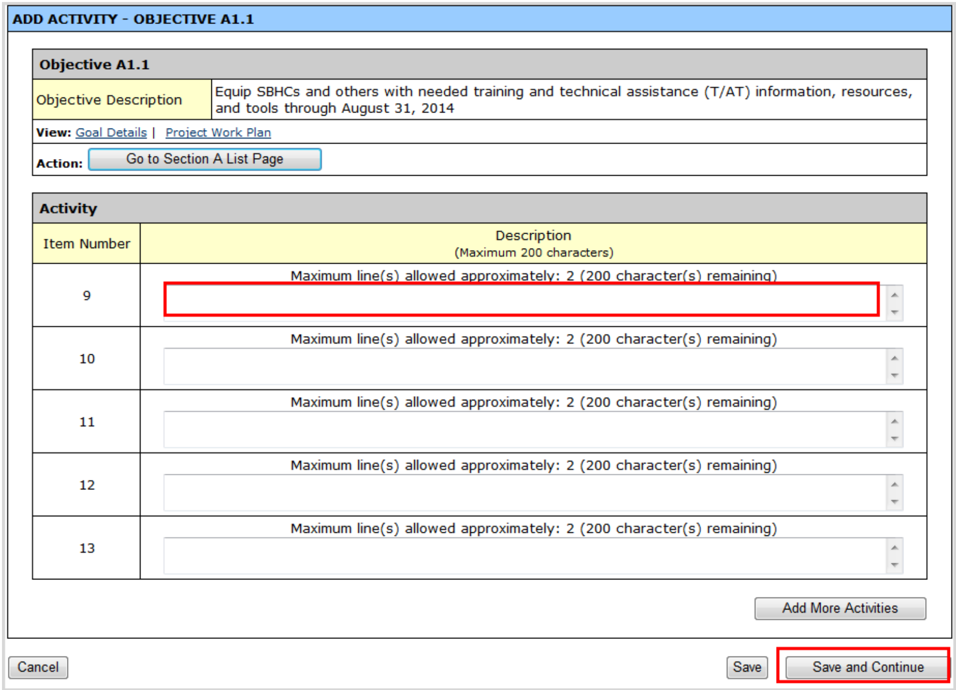
*Activity

Select	Number	Activity
☐	1	Present webinars monthly
☐	2	Archive webinars on TA section of website
☐	3	Establish a webinar series to address priority TA/T needs
☐	4	Determine the highest priority TA/T needs of SBHCs and others and the best strategies for responding to them (e.g. educational materials, program tools, webinars, workshops, trainings)
☐	5	Convene an annual convention for SBHC professionals, state leaders, youth leaders, advocates, and funders offering networking, leadership training, and continuing education on TA/T priority topics
☐	6	Make appearances (e.g. presentations, workshops, and trainings) at national- and state-level conferences and meetings on identified TA priority areas
☐	7	Disseminate SBHC TA/T information, resources, and tools to SBHCs and others via website, quarterly newsletter, e-blasts, and social media
☐	8	Promote webinar series annually, quarterly, and monthly

Add Update Delete

- The **Add** page for the Activity opens

Figure 65: Add Activity Page



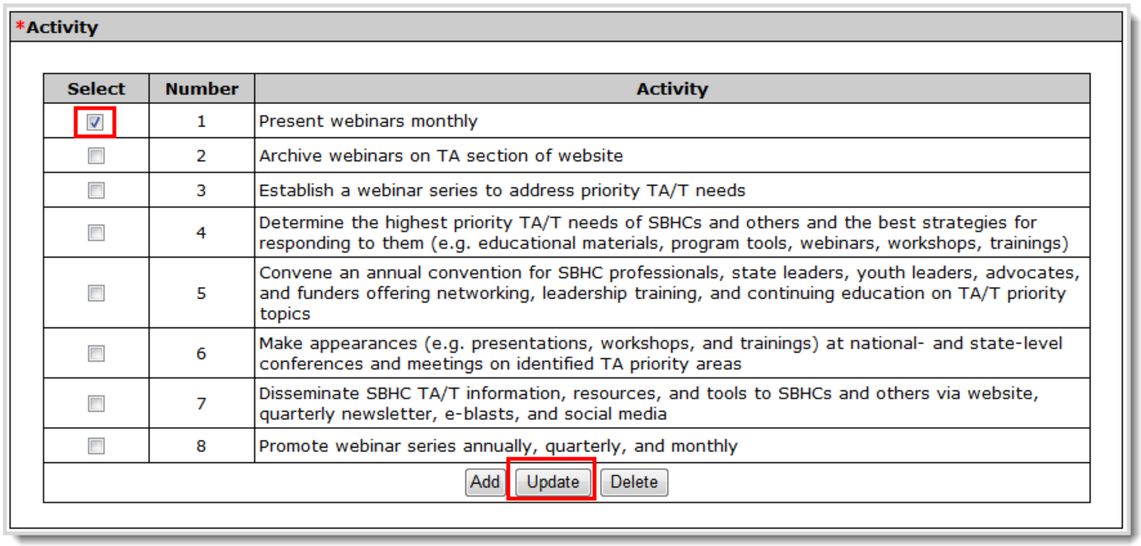
2. Enter a Description of the new Activity in the first blank Description field.
3. Continue adding as many Activities as necessary. Click the Add More Activities button to add as many more rows to the table as necessary to describe all new Activities.
4. Click the Finished Adding button to save the changes and return to the **Project Work Plan – Update Objective** page.

Note: Remember to click the Save button frequently to protect against losing work to "timing out."

5.2.1.1.1.2.2 Updating Activities

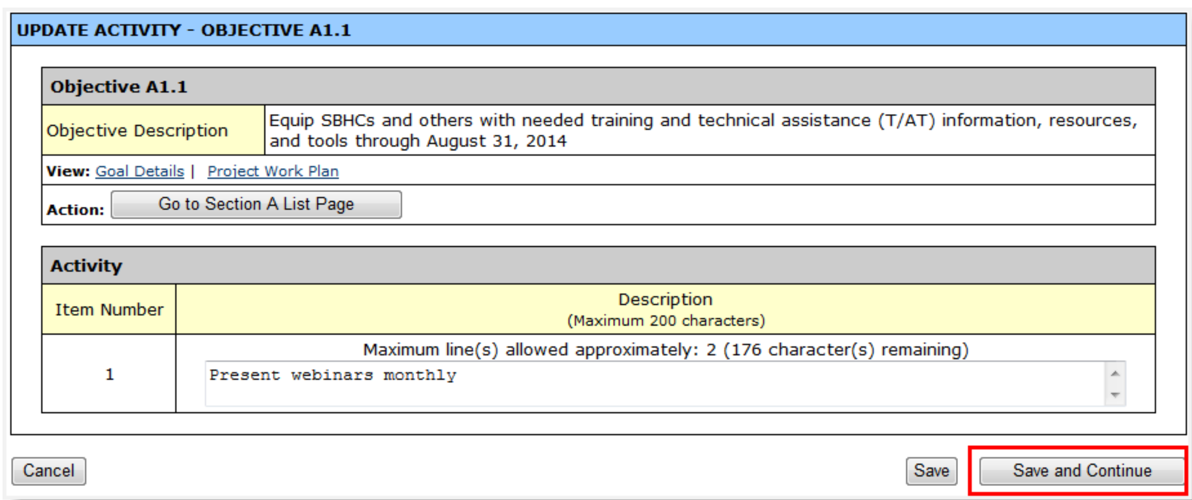
1. Click the Select boxes for the Activities you want to update
2. Click on the Update button under the text.

Figure 66: Update Activity Button



➢ The **Update** page for the Activities opens

Figure 67: Update Activity Page

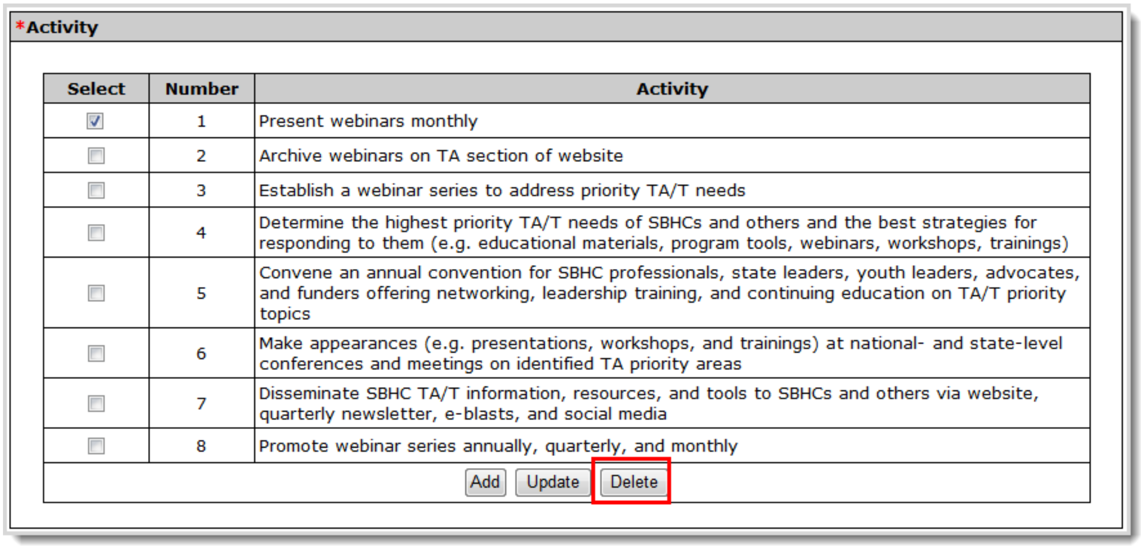


3. Enter any changes to the Description of the Activities in the respective Description field.
4. Click the Save and Continue button to save the changes and return to the **Project Work Plan – Update Objective** page.

5.2.1.1.1.2.3 Deleting Activities

1. Click the Select box for the Activities you wish to delete.
2. Click on the Delete button under the text.

Figure 68: Delete Activity Button



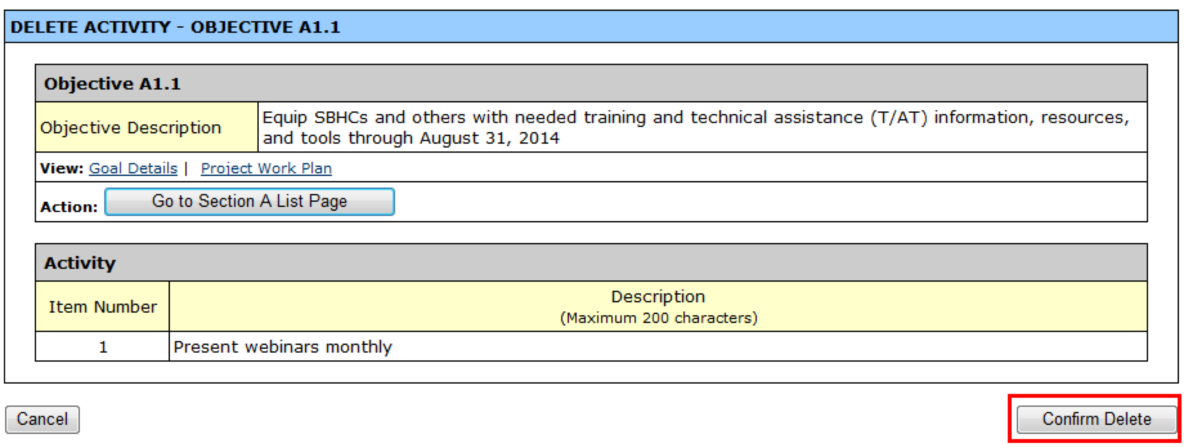
*Activity

Select	Number	Activity
☑	1	Present webinars monthly
☐	2	Archive webinars on TA section of website
☐	3	Establish a webinar series to address priority TA/T needs
☐	4	Determine the highest priority TA/T needs of SBHCs and others and the best strategies for responding to them (e.g. educational materials, program tools, webinars, workshops, trainings)
☐	5	Convene an annual convention for SBHC professionals, state leaders, youth leaders, advocates, and funders offering networking, leadership training, and continuing education on TA/T priority topics
☐	6	Make appearances (e.g. presentations, workshops, and trainings) at national- and state-level conferences and meetings on identified TA priority areas
☐	7	Disseminate SBHC TA/T information, resources, and tools to SBHCs and others via website, quarterly newsletter, e-blasts, and social media
☐	8	Promote webinar series annually, quarterly, and monthly

Add Update Delete

➢ The **Delete** page for the Activities opens

Figure 69: Delete Activity Page



DELETE ACTIVITY - OBJECTIVE A1.1

Objective A1.1

Objective Description	Equip SBHCs and others with needed training and technical assistance (T/AT) information, resources, and tools through August 31, 2014

View: Goal Details | Project Work Plan

Action: Go to Section A List Page

Activity

Item Number	Description (Maximum 200 characters)
1	Present webinars monthly

Cancel Confirm Delete

3. Click the Confirm Delete button to complete the deletion.

➢ The **Project Work Plan – Update Objective** page opens

5.2.1.1.1.2.4 Expected Outcome

Adding, updating, and deleting Expected Outcomes is similar to adding, updating, and deleting Activities. Refer to sections 5.2.1.1.1.2.1, 5.2.1.1.1.2.2, and 5.2.1.1.1.2.3.

5.2.1.1.1.2.5 Data Evaluation and Measurement

Adding, updating, and deleting Data Evaluation and Measurements is similar to adding, updating, and deleting Activities. Refer to sections 5.2.1.1.1.2.1, 5.2.1.1.1.2.2, and 5.2.1.1.1.2.3.

5.2.1.1.1.2.6 Adding a Person/Area Responsible

Adding, updating, and deleting Person(s)/Area(s) Responsible are similar to adding, updating, and deleting Activities. Refer to sections 5.2.1.1.1.2.1, 5.2.1.1.1.2.2, and 5.2.1.1.1.2.3.

5.2.1.1.2 Updating an Additional Goal

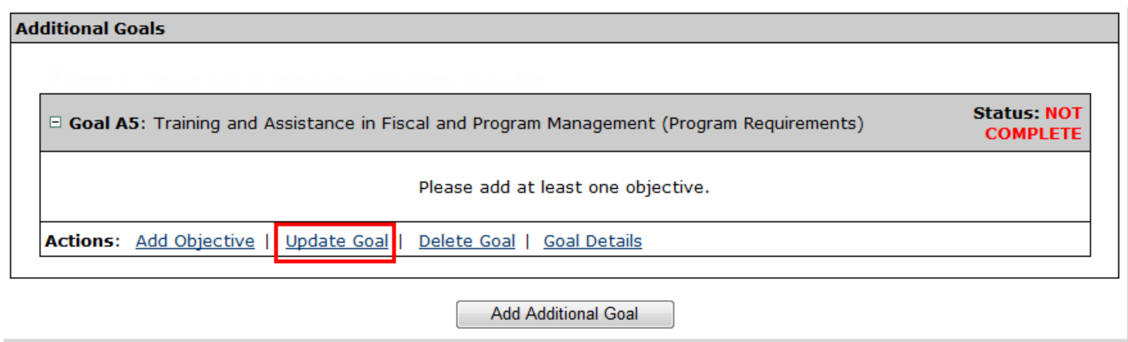
> **Note:** Justification comments are required if you update the Goal description of an Additional Goal proposed in your NCA FY 2011 Application.
>
> You are not required to provide justification comments if you update the Goal description of a new Additional Goal proposed in this progress report.

To update an Additional Goal:

1. Click the Update Goal Action link for that Additional Goal.

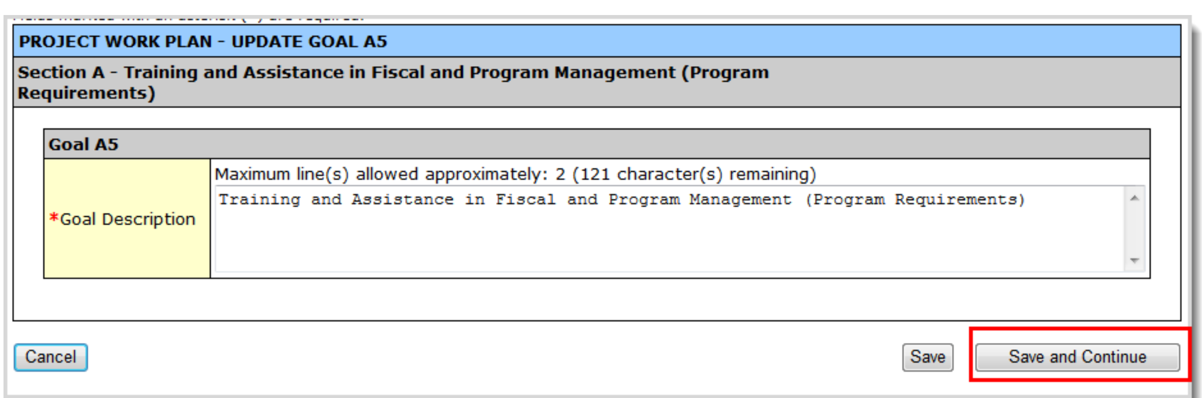
➢ The **Update Goal** page opens

Figure 70: Update Additional Goal Link



2. Enter any changes to the Goal Description.

Figure 71: Update Additional Goal Page



- If you are updating an Additional Goal that you proposed in your NCA FY 2011 application, you must provide justification comments

- If you are updating an Additional Goal that you proposed in this Progress Report, you are not required to provide any justification

3. Click the Save and Continue button to return to the **Project Work Plan - Section A - Training and Assistance in Fiscal and Program Management (Program Requirements)** page.

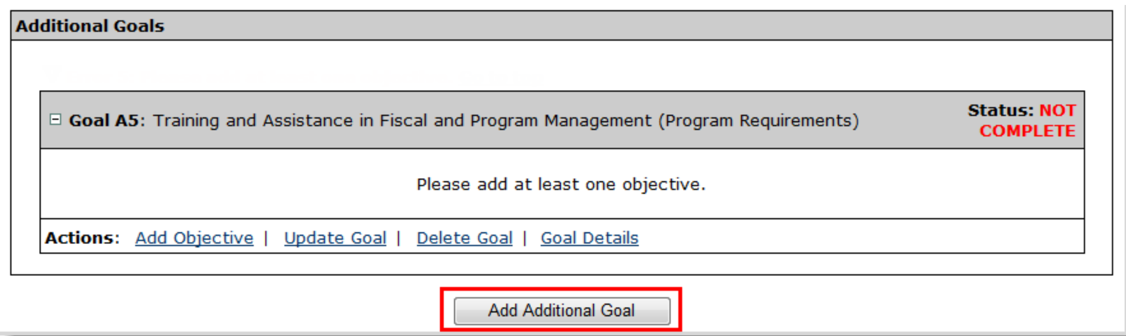
Note: The Goal Description of a Standard Goal ***cannot*** be updated.

5.2.1.2 Adding

The following subsections describe adding Additional Goals and Objectives.

5.2.1.2.1 Adding an Additional Goal

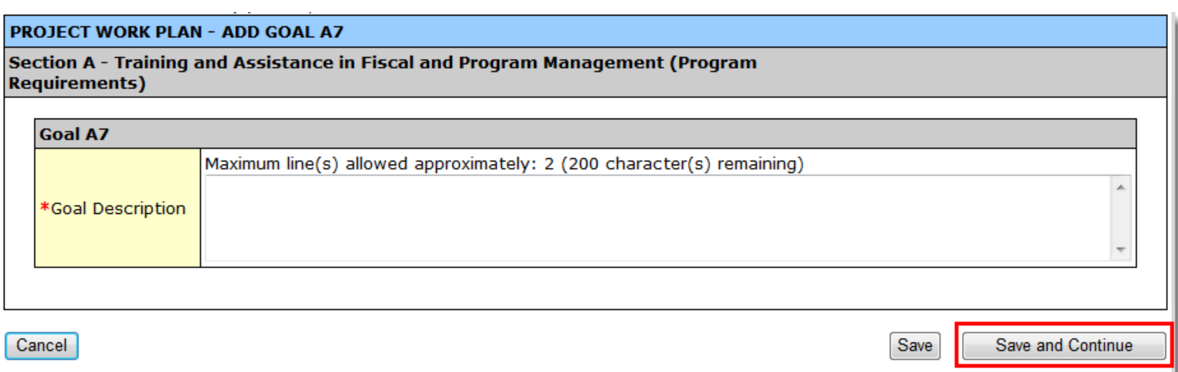
Figure 72: Add Additional Goal Button



1. Click the Add Additional Goal button at the bottom of the **Section A – Training and Assistance in Fiscal and Program Management (Program Requirements)** page.

➢ The **Project Work Plan – Add Goal** page opens

Figure 73: Project Work Plan – Add Goal Page

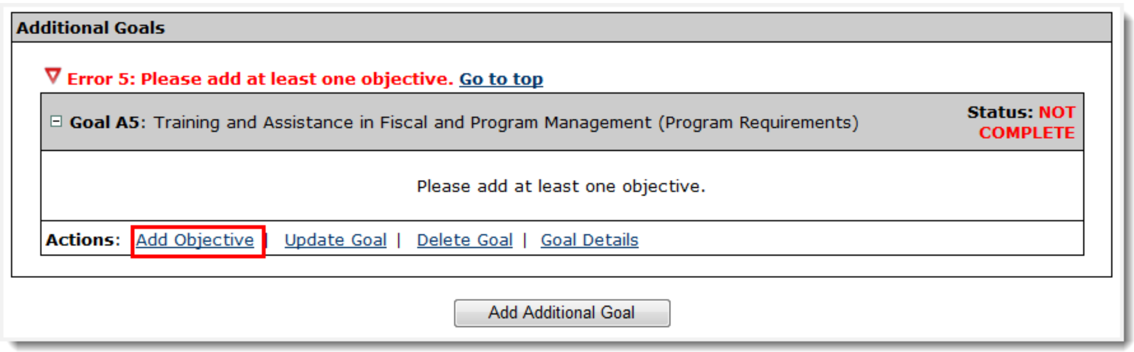


2. Enter a Goal Description (maximum of 200 characters).
3. Click the Save and Continue button.

➢ The **Section A – Training and Assistance in Fiscal and Program Management (Program Requirements)** page opens

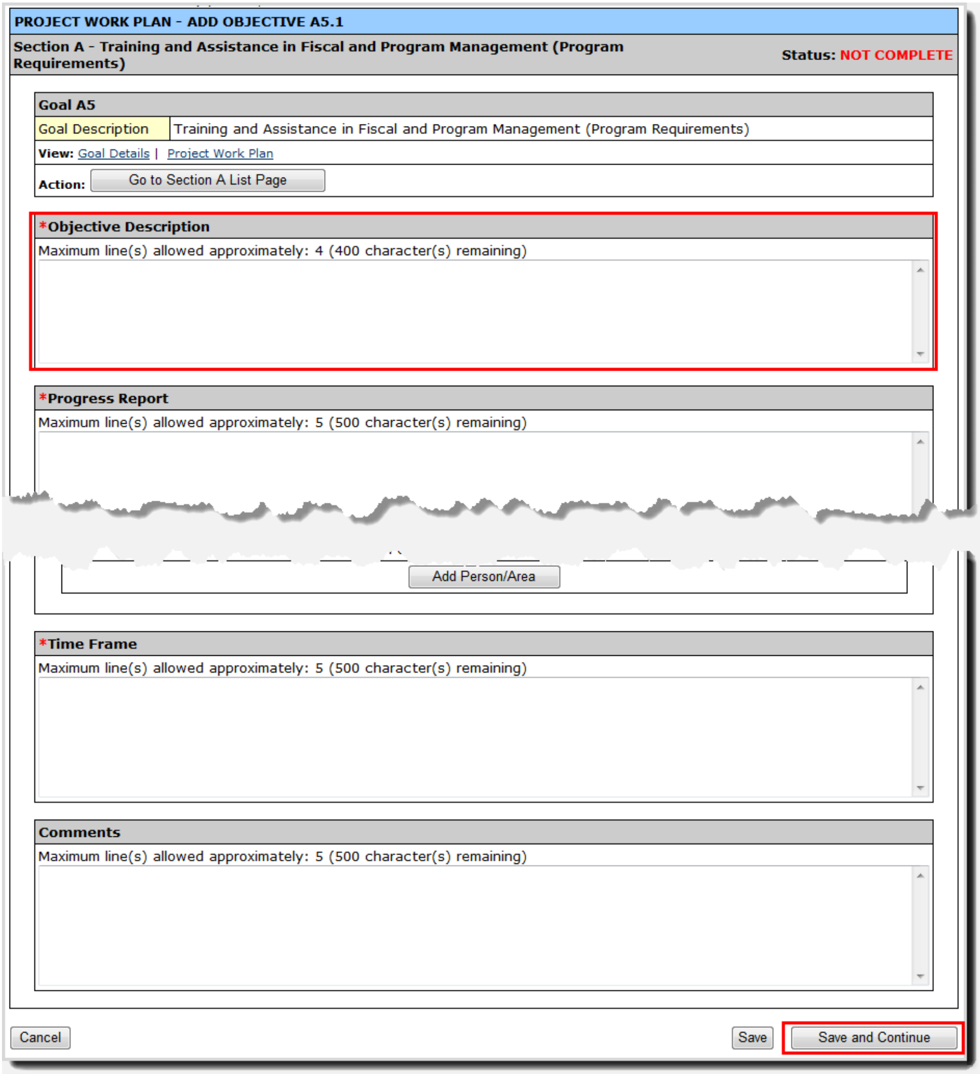
5.2.1.2.2 Adding an Objective

Figure 74: Additional Goals – Add Objective Button



1. Click the Add Objective Action link for a Goal to which you wish to add the Objective.
2. Enter a text Objective Description (maximum 400 characters).

Figure 75: Additional Goals – Add Objective Page



3. Enter text for Progress Report, Time Frame, and Comments fields for the new Objective (maximum 500 characters each).
4. Follow the steps in sections 5.2.1.1.1.2.1, 5.2.1.1.1.2.2, and 5.2.1.1.1.2.3 to complete the Activity, Expected Outcome, Time Frame, and Person/Area Responsible sections of the new Objective.
5. When all required information has been added for the new Objective, click the Save and Continue button.

➢ The **Project Work Plan, Section A - Training and Assistance in Fiscal and Program Management (Program Requirements)** page opens.

6. Click the Save and Continue button.

➢ The **Project Work Plan** list page opens

Note:

- A Goal must have at least one Objective
- A Goal may have up to ten Objectives
- You can add a maximum of five Additional Goals in this Section, including the Additional Goals proposed in your NCA FY 2011 Application, if any

5.2.1.3 Deleting

The following subsections describe deleting Objectives and Additional Goals.

5.2.1.3.1 Deleting an Objective

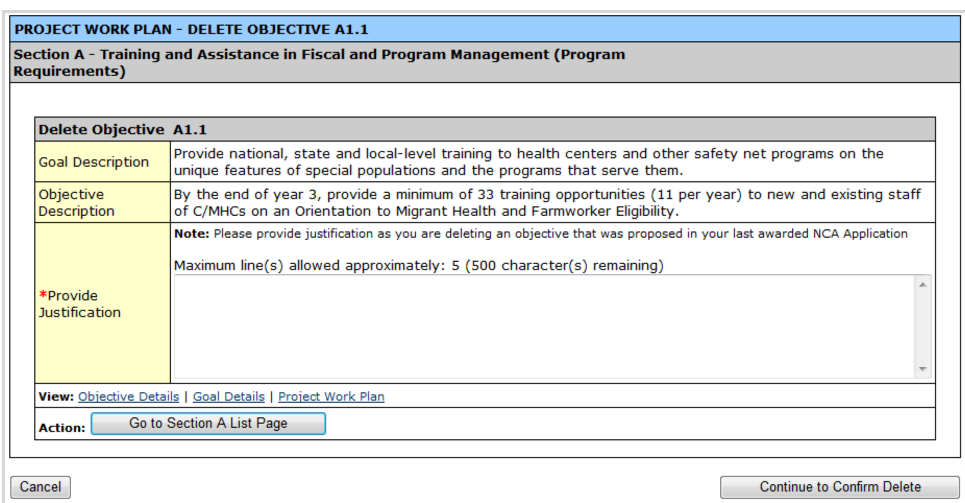
1. Click the Delete Objective Action link under the record of the Objective that you want to delete.

Figure 76: Delete Objective Button

➢ The **Project Work Plan – Delete Objective** page opens

- If you are deleting an Objective that you proposed in your NCA FY 2011 Application:

Figure 77: Deleting Objective Proposed in NCA FY 2011 Application



A. Enter appropriate Justification comments before confirming the delete action.

B. Click the Continue to Confirm Deletion button.

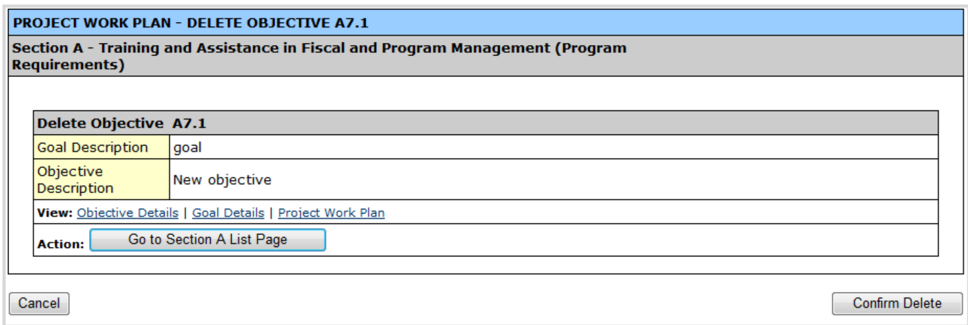
➢ The **Project Work Plan – Confirm Delete Objective** page opens. It displays the Goal Description, the Objective Description, and the Justification provided by you for the deletion. It has View links to Objective Details of the Objective being deleted, Goal Details of the Goal to which the Objective belongs, and the Project Work Plan.

C. Click the Confirm Delete button to complete the deletion.

➢ The **Project Work Plan, Section A - Training and Assistance in Fiscal and Program Management (Program Requirements)** page opens. The Objective that you deleted is not listed on the page

- If you are deleting a new Objective that you proposed in this Progress Report, you will be able to confirm the deletion without providing any Justification comments

Figure 78: Deleting New Objective



➢ The **Project Work Plan – Delete Objective** page opens. It displays the Goal Description and the Objective Description. It has View links to Objective Details of the Objective being deleted and to the Project Work Plan.

A. Click the Confirm Delete button to complete the deletion.

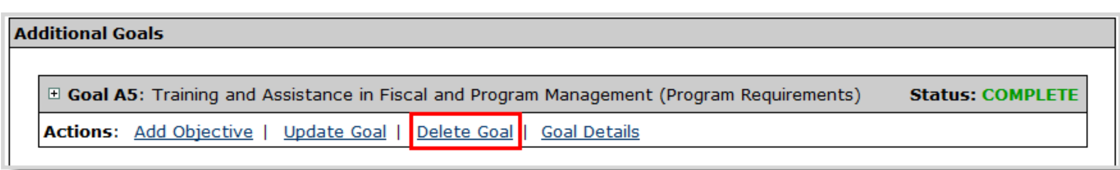
➢ The **Project Work Plan, Section A - Training and Assistance in Fiscal and Program Management (Program Requirements)** page opens. The Objective that you deleted is not listed on the page.

Note: Every Goal must have at least one Objective.

5.2.1.3.2 Deleting an Additional Goal

1. Click the Delete Goal link for the Goal you want to delete.

Figure 79: Deleting an Additional Goal Button



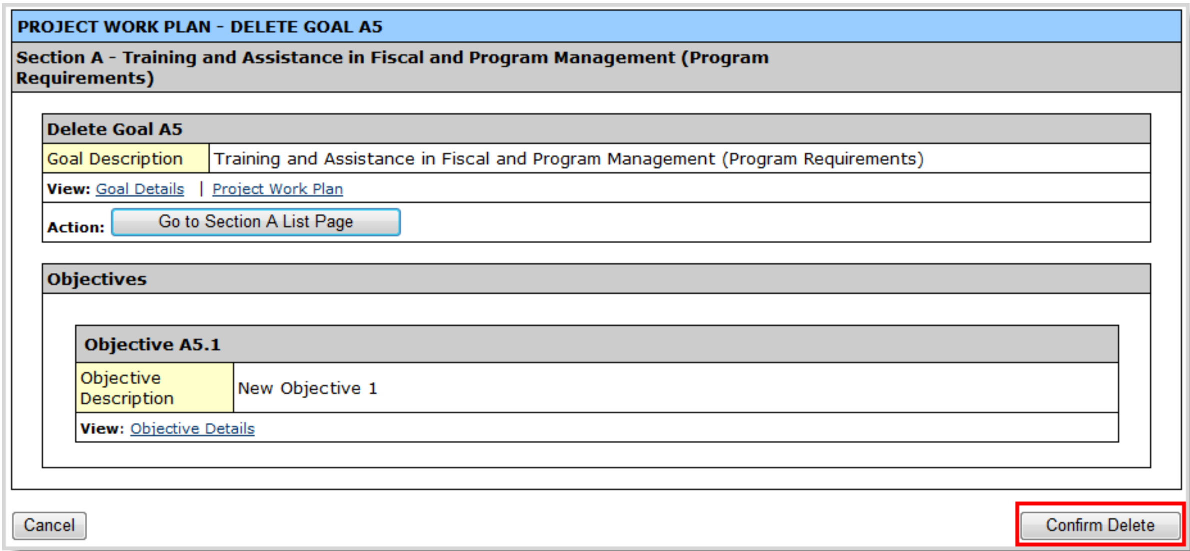
➢ The **Project Work Plan – Delete Goal** page opens. It contains the Goal Description and View links to Goal Details and the Project Work Plan. It also contains Objective descriptions, View links to Objective Details for every Objective belonging to that Goal, and a Go to Section A List Page button.

- If you are deleting an Additional Goal included in your NCA FY 2011 Application:

A. Enter a Justification for the deletion of the Additional Goal.

B. Enter a Justification for the deletion of every listed Objective that was included in your NCA FY 2011 Application. Justification is not collected for any Objectives that you proposed for this Goal in the Progress Report.

Figure 80: Delete Goal Page



C. Click the Continue to Confirm Delete button.

- The **Project Work Plan – Confirm Delete Goal** page opens

If you are deleting an Additional Goal that was added in this Progress Report:

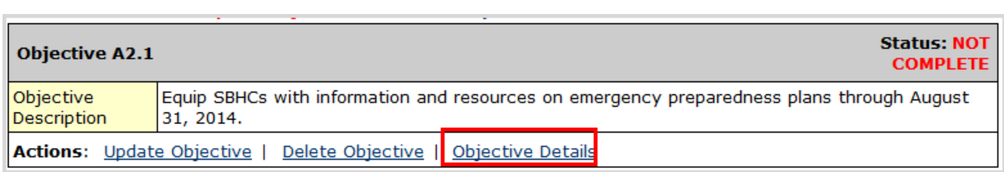
Click the Confirm Delete button.

- The **Project Work Plan, Section A - Training and Assistance in Fiscal and Program Management (Program Requirements)** page opens. The goal you deleted is no longer listed under the **Additional Goals** section.

5.2.1.3.3 Viewing Objective Details

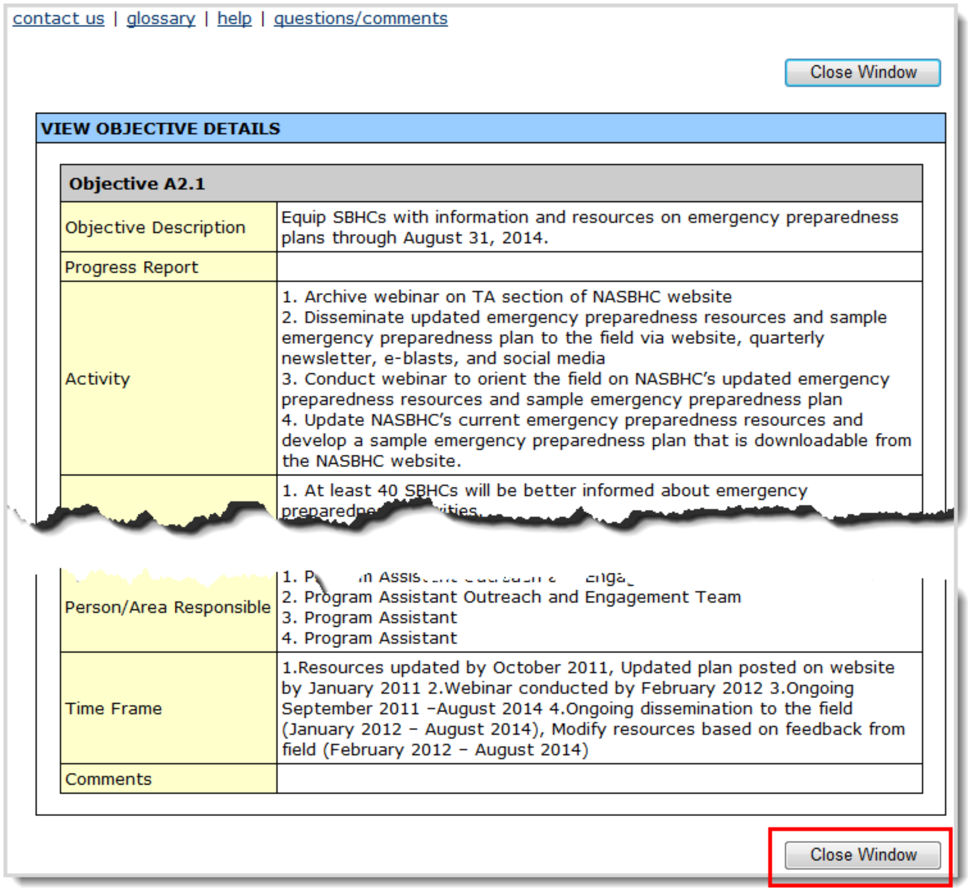
1. On the **Project Work Plan, Section A - Training and Assistance in Fiscal and Program Management (Program Requirements)** page, click the Objective Details link for the Objective you want to view.

Figure 81: Objective Details Button



The **View Objective Details** page opens as a pop-up

Figure 82: View Objective Details Page



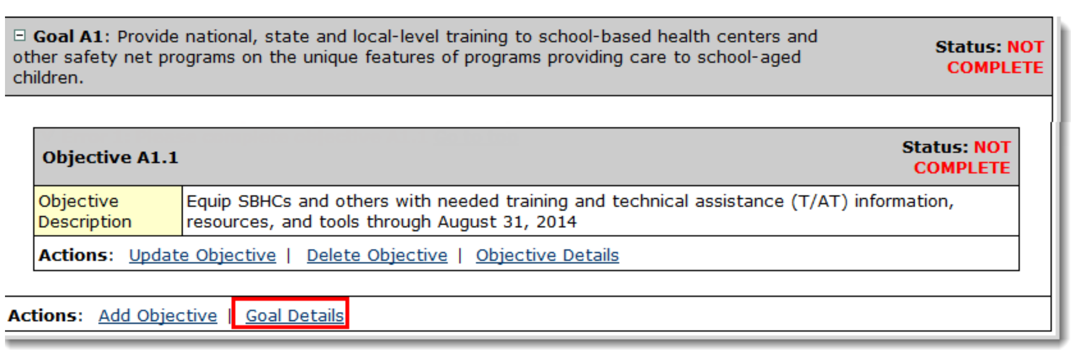
2. Click the Close Window button.

The **View Objective Details** page closes and you can resume working on the Project Work Plan.

5.2.1.3.4 Viewing Goal Details

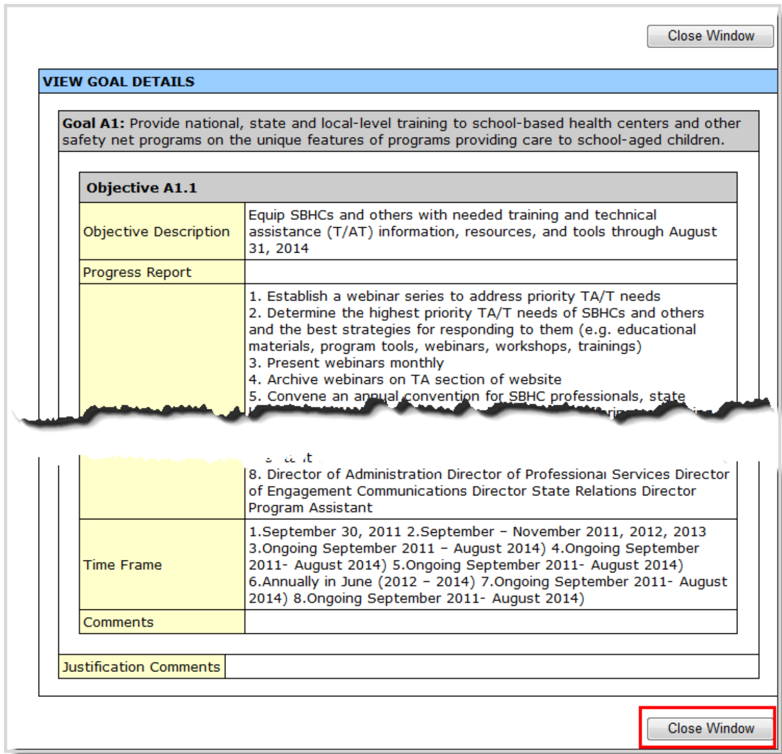
1. On the **Project Work Plan, Section A - Training and Assistance in Fiscal and Program Management (Program Requirements)** page, click the Goal Details link for the Goal that you want to view.

Figure 83: Goal Details Link



➢ The **View Goal Details** page opens as a pop-up

Figure 84: View Goal Details Page



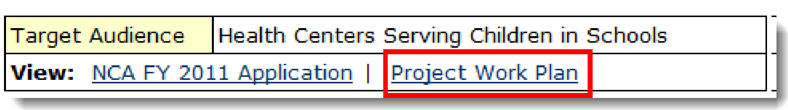
2. Click the Close Window button.

The **View Goal Details** page closes and you can resume working on the Project Work Plan.

5.2.1.3.5 Viewing the Project Work Plan

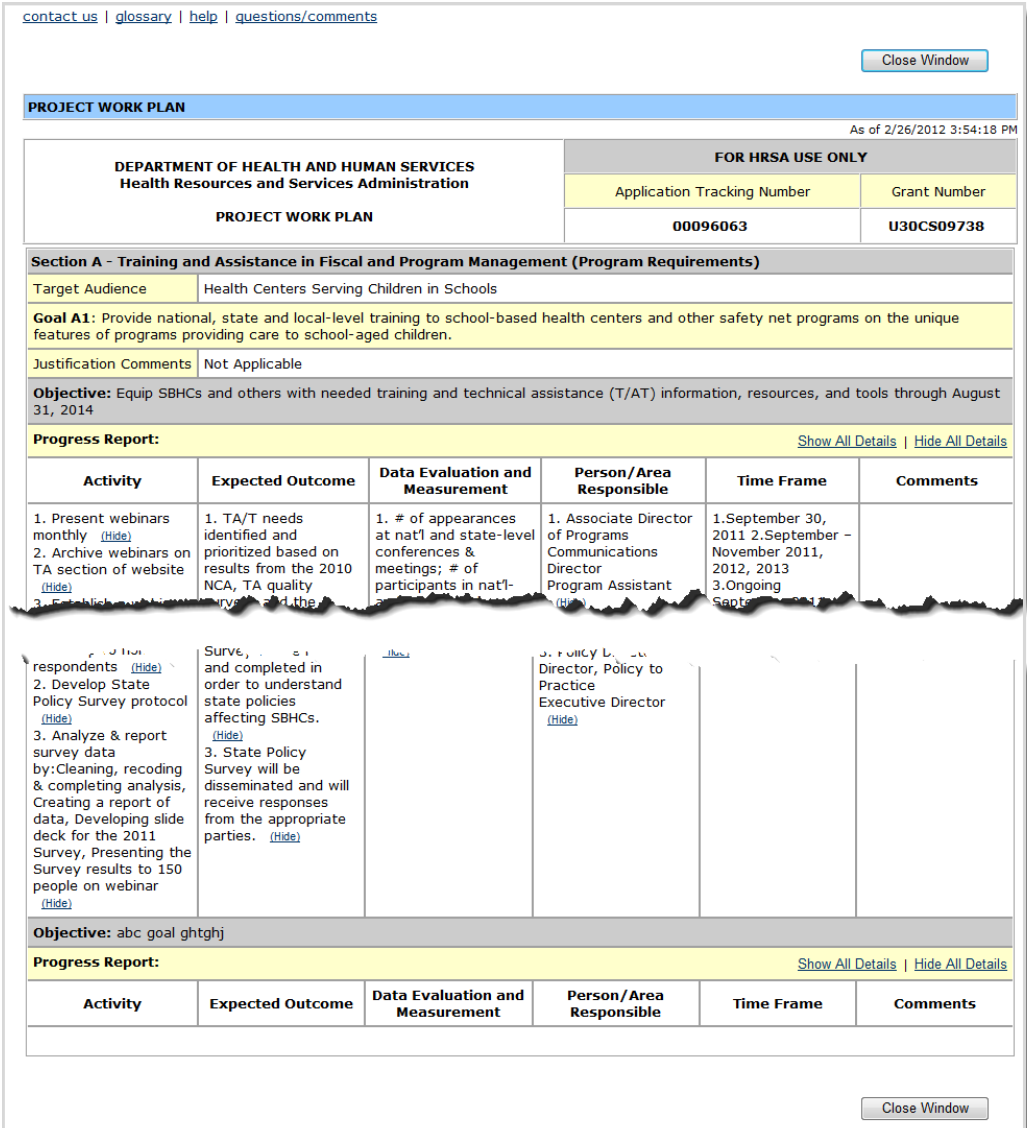
1. In the Target Audience block at the top of the **Project Work Plan, Section A - Training and Assistance in Fiscal and Program Management (Program Requirements)** page, click the Project Work Plan link.

Figure 85: Project Work Plan Link



The **Project Work Plan** page opens, anchored to Section A. You can view the entire Project Work Plan by using the vertical scroll.

Figure 86: Project Work Plan Page



contact us | glossary | help | questions/comments

Close Window

PROJECT WORK PLAN

As of 2/26/2012 3:54:18 PM

DEPARTMENT OF HEALTH AND HUMAN SERVICES Health Resources and Services Administration PROJECT WORK PLAN	FOR HRSA USE ONLY	
	Application Tracking Number	Grant Number
	00096063	U30CS09738

Section A - Training and Assistance in Fiscal and Program Management (Program Requirements)

Target Audience	Health Centers Serving Children in Schools

Goal A1: Provide national, state and local-level training to school-based health centers and other safety net programs on the unique features of programs providing care to school-aged children.

Justification Comments	Not Applicable

Objective: Equip SBHCs and others with needed training and technical assistance (T/AT) information, resources, and tools through August 31, 2014

Progress Report: Show All Details | Hide All Details

Activity	Expected Outcome	Data Evaluation and Measurement	Person/Area Responsible	Time Frame	Comments
1. Present webinars monthly (Hide) 2. Archive webinars on TA section of website (Hide)	1. TA/T needs identified and prioritized based on results from the 2010 NCA, TA quality	1. # of appearances at nat'l and state-level conferences & meetings; # of participants in nat'l-	1. Associate Director of Programs Communications Director Program Assistant	1.September 30, 2011 2.September – November 2011, 2012, 2013 3.Ongoing	
respondents (Hide) 2. Develop State Policy Survey protocol (Hide) 3. Analyze & report survey data by:Cleaning, recoding & completing analysis, Creating a report of data, Developing slide deck for the 2011 Survey, Presenting the Survey results to 150 people on webinar (Hide)	and completed in order to understand state policies affecting SBHCs. (Hide) 3. State Policy Survey will be disseminated and will receive responses from the appropriate parties. (Hide)		Director, Policy to Practice Executive Director (Hide)		

Objective: abc goal ghtghj

Progress Report: Show All Details | Hide All Details

Activity	Expected Outcome	Data Evaluation and Measurement	Person/Area Responsible	Time Frame	Comments

Close Window

2. Click the Close Window button.

➢ The **Project Work Plan** page closes and you can resume working on the Project Work Plan

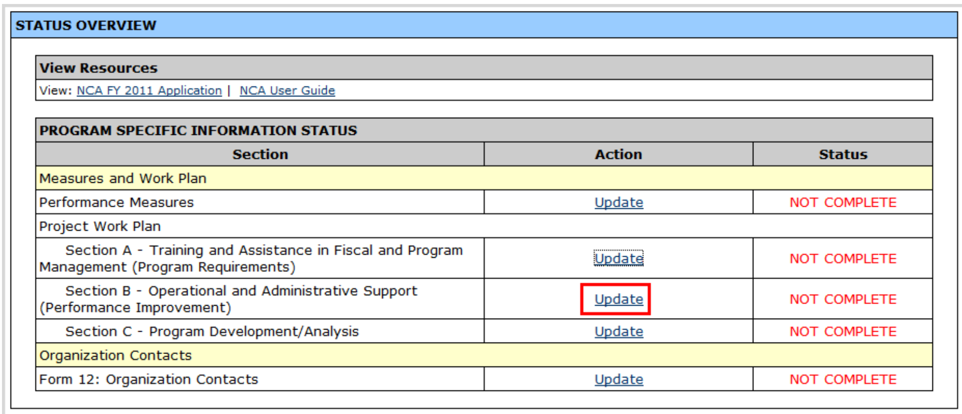
When all modifications and additions have been made to the **Project Work Plan, Section A - Training and Assistance in Fiscal and Program Management (Program Requirements)** click the Save and Continue button.

The **Project Work Plan, Section B – Operational and Administrative Support (Performance Improvement)** page opens

5.2.2 Section B – Operational and Administrative Support (Performance Improvement)

- To update Section B – Operational and Administrative Support (Performance Improvement):

Figure 87: Update Section B



STATUS OVERVIEW

View Resources
View: NCA FY 2011 Application | NCA User Guide

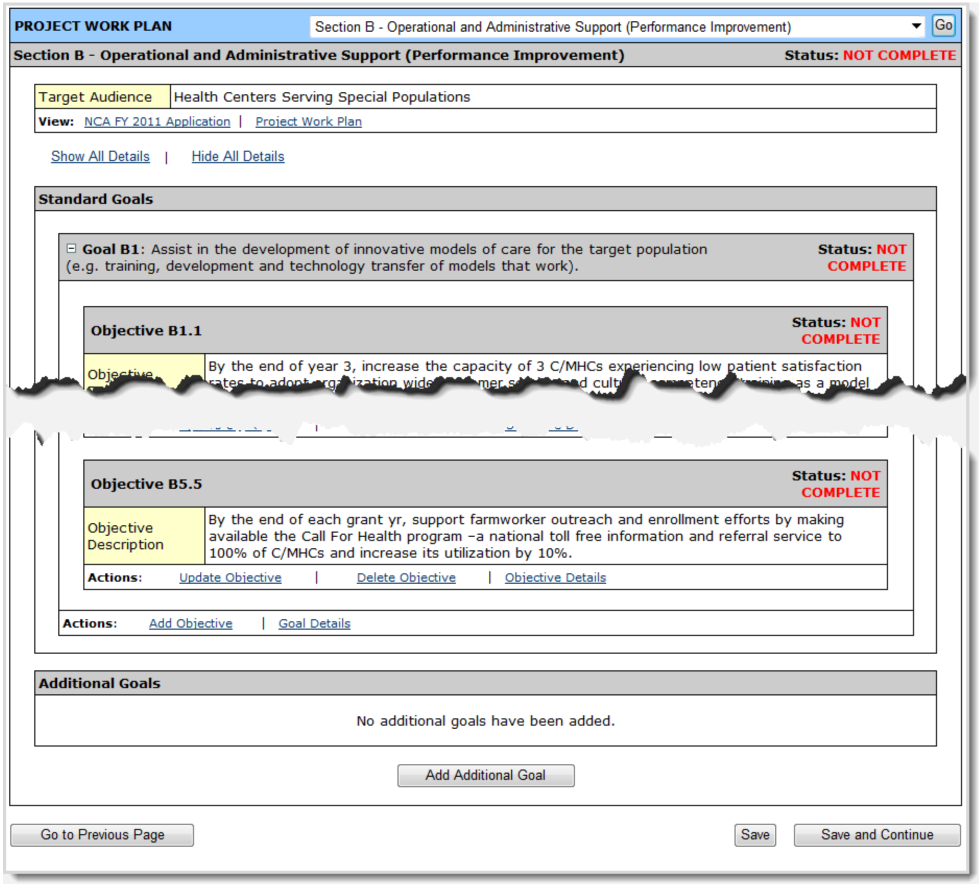
PROGRAM SPECIFIC INFORMATION STATUS

Section	Action	Status
Measures and Work Plan		
Performance Measures	Update	NOT COMPLETE
Project Work Plan		
Section A - Training and Assistance in Fiscal and Program Management (Program Requirements)	Update	NOT COMPLETE
Section B - Operational and Administrative Support (Performance Improvement)	Update	NOT COMPLETE
Section C - Program Development/Analysis	Update	NOT COMPLETE
Organization Contacts		
Form 12: Organization Contacts	Update	NOT COMPLETE

1. Click the Update link for Section B on the **Status Overview** page, **OR**
2. Select Section B from the drop-down menu and clicking the Go button

➢ The **Project Work Plan, Section B - Operational and Administrative Support (Performance Improvement) page** opens.

Figure 88: Operational and Administrative Support (Performance Improvement) Page

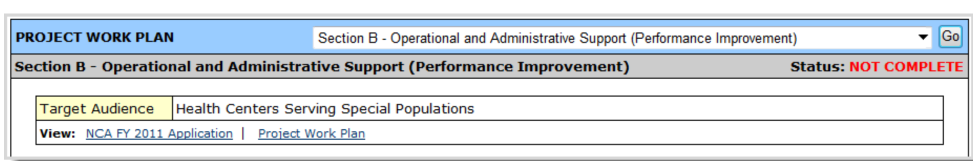


Section B consists of three sections:

- Target Audience
- Standard Goals
- Additional Goals

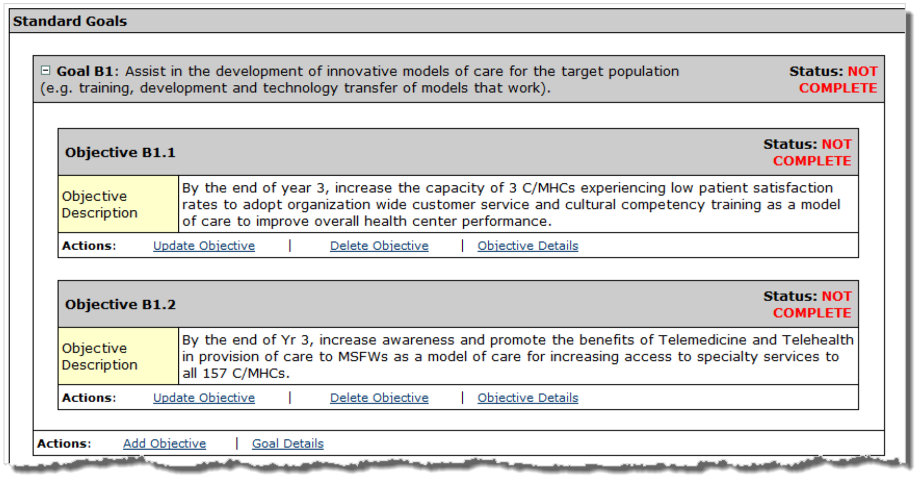
The Target Audience section displays the target audience selected in Form 1A of your NCA FY 2011 Application. It also contains View links to the NCA FY 2011 Application and to the complete Project Work Plan.

Figure 89: Section B Target Audience



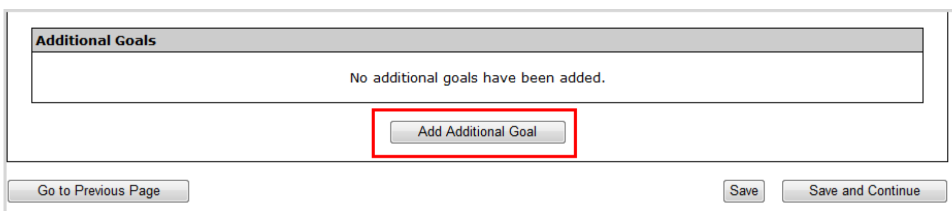
The Standard Goals section is prepopulated with the Objectives proposed for each Standard Goal of Section B in your NCA FY 2011 Application. Each Objective has Action links to Update Objective, Delete Objective, and Objective Details. Each Standard Goal has Action links to Add Objective and Goal Details.

Figure 90: Section B Standard Goals



The Additional Goals section will be pre-populated with any Additional Goals and related Objectives proposed in Section B in your NCA FY 2011 application, if any. Each Objective belonging to an Additional Goal has Action links to Update Objective, Delete Objective, and Objective Details. In addition to having Action links to Add Objective and Goal Details, each Additional Goal has Action links to Update Goal and Delete Goal.

Figure 91: Section B Additional Goals



You can perform the following major actions on the **Section B - Operational and Administrative Support (Performance Improvement)** page:

	**Options** ❖ Updating, p 66 ❖ Adding, p 67 ❖ Deleting, p. 67 ❖ Viewing, p 67

5.2.2.1 Updating

The following subsections describe the steps for updating Standard Goals and Objectives.

5.2.2.1.1 Updating an Objective

To update an Objective in Section B - Operational and Administrative Support (Performance Improvement), please follow the steps in section 5.2.1.1.1, Updating an Objective.

5.2.2.1.1.1 Providing a Progress Report

To provide a Progress Report for an Objective in Section B - Operational and Administrative Support (Performance Improvement), please follow the steps in section 5.2.1.1.1.1, Providing a Progress Report.

5.2.2.1.1.2 Updating the Remaining Objective Details

To update the remaining details for an Objective in Section B - Operational and Administrative Support (Performance Improvement), please follow the steps in section 5.2.1.1.1.2, Updating the Remaining Objective Details.

5.2.2.1.2 Updating an Additional Goal

To update Additional Goals in Section B - Operational and Administrative Support (Performance Improvement), please follow the steps in section 5.2.1.1.2, Updating an Additional Goal.

5.2.2.2 Adding

5.2.2.2.1 Adding an Objective

To add an Objective to Section B - Operational and Administrative Support (Performance Improvement), please follow the steps in section 5.2.1.2.1, Adding an Objective.

5.2.2.2.2 Adding an Additional Goal

To add an Additional Goal to Section B - Operational and Administrative Support (Performance Improvement), please follow the steps in section 5.2.1.2.2, Adding an Additional Goal.

5.2.2.3 Deleting

The following subsections describe deleting Objectives and Additional Goals.

5.2.2.3.1 Deleting an Objective

To delete an Objective from a Goal in Section B - Operational and Administrative Support (Performance Improvement), please follow the steps in section 5.2.1.3.1, Deleting an Objective.

5.2.2.3.2 Deleting an Additional Goal

To delete an Additional Goal from Section B - Operational and Administrative Support (Performance Improvement), please follow the steps in section 5.2.1.3.2, Deleting an Additional Goal.

5.2.2.4 Viewing

5.2.2.4.1 Viewing Objective Details

To view the details for an Objective in Section B - Operational and Administrative Support (Performance Improvement), please follow the steps in section 5.2.1.4.1, Viewing Objective Details.

5.2.2.4.2 Viewing Goal Details

To view the details for a Goal in Section B - Operational and Administrative Support (Performance Improvement), please follow the steps in section 5.2.1.4.2, Viewing Goal Details.

5.2.2.4.3 Viewing the Project Work Plan

To view the entire Project Work Plan from Section B - Operational and Administrative Support (Performance Improvement), please follow the steps in section 5.2.1.4.3, Viewing the Project Work Plan.

When all modifications and additions have been made to the Project Work Plan, Section B - Operational and Administrative Support (Performance Improvement) click the Save and Continue button.

- The **Project Work Plan, Section C – Program Development/Analysis** page opens

5.2.3 Section C - Program Development/Analysis

To update Section C – Program Development/Analysis

Figure 92: Section C Update Link

STATUS OVERVIEW

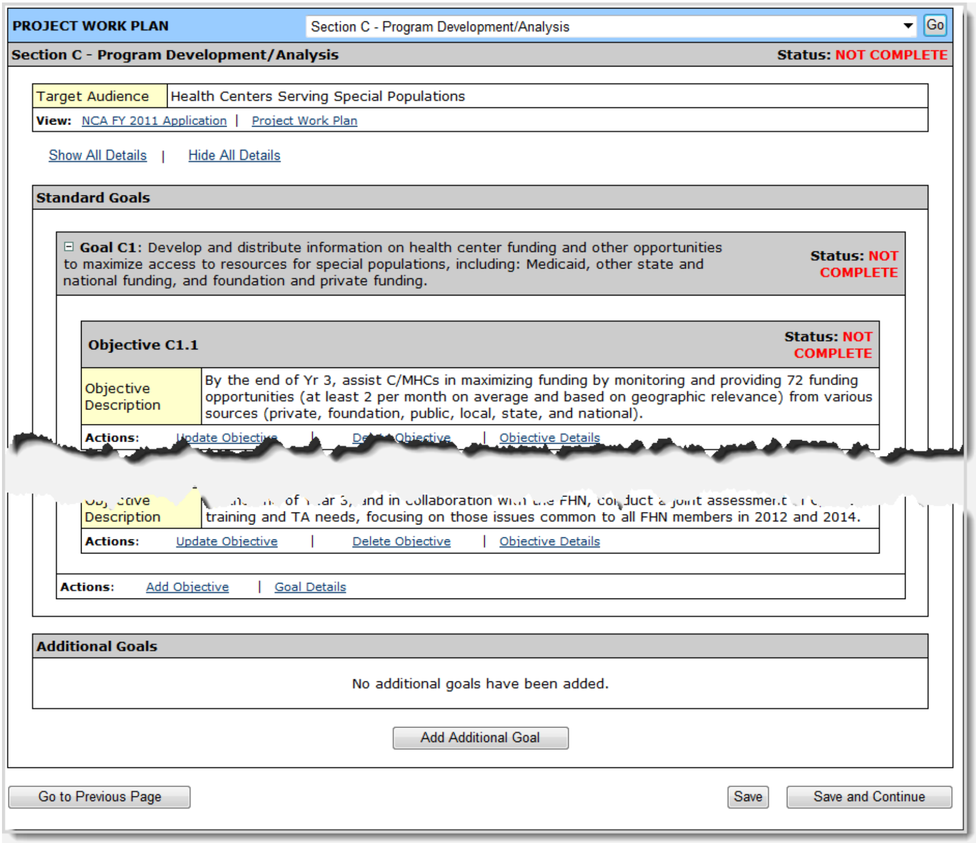
View Resources
View: NCA FY 2011 Application | NCA User Guide

PROGRAM SPECIFIC INFORMATION STATUS		
Section	**Action**	**Status**
Measures and Work Plan		
Performance Measures	Update	NOT COMPLETE
Project Work Plan		
Section A - Training and Assistance in Fiscal and Program Management (Program Requirements)	Update	NOT COMPLETE
Section B - Operational and Administrative Support (Performance Improvement)	Update	NOT COMPLETE
Section C - Program Development/Analysis	Update	NOT COMPLETE
Organization Contacts		
Form 12: Organization Contacts	Update	NOT COMPLETE

1. Click the Update link for Section C on the **Status Overview** page, ***OR***
2. Select Section C from the drop-down menu and click the Go button.

➢ The **Project Work Plan, Section C - Program Development/Analysis** page opens

Figure 93: Section C Program Development/Analysis

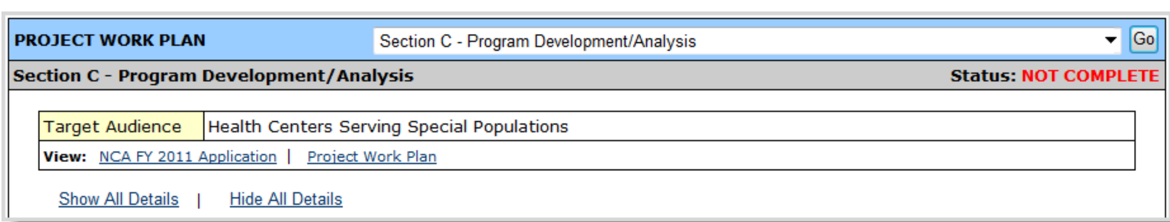


Section C consists of three sections:

- Target Audience
- Standard Goals
- Additional Goals

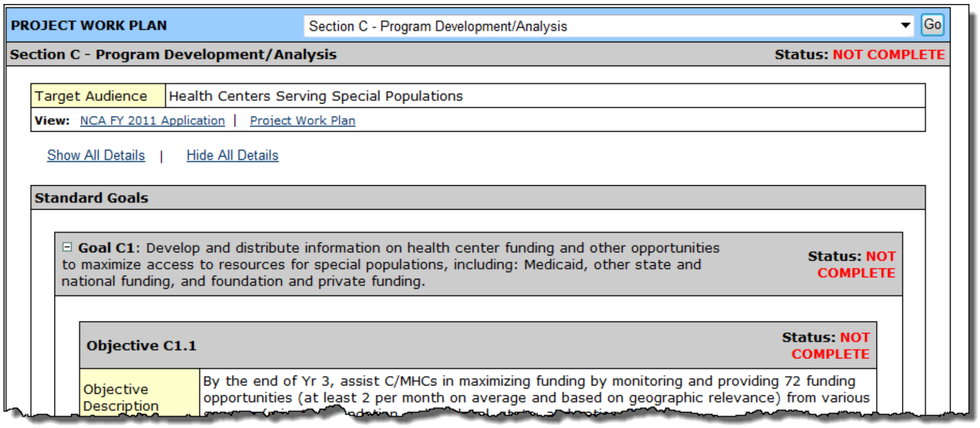
The Target Audience section displays the target audience selected in Form 1A of your NCA FY 2011 Application. It also contains View links to the NCA FY 2011 Application and to the complete Project Work Plan.

Figure 94: Section C Target Audience



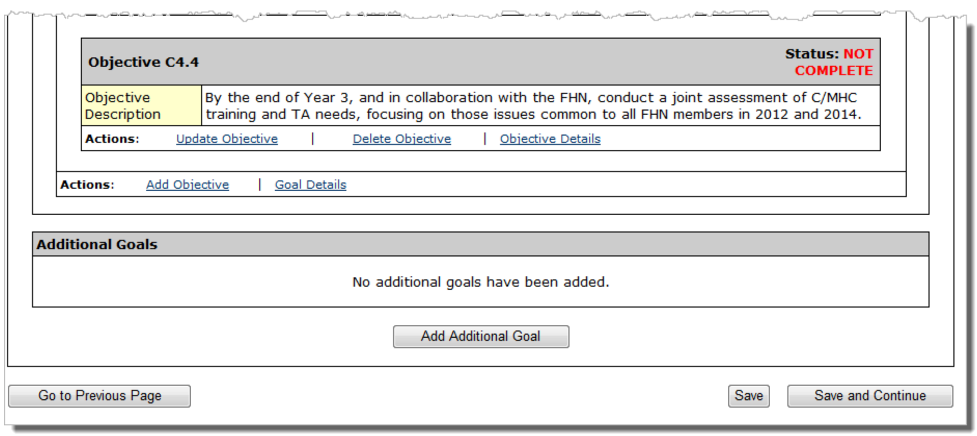
The Standard Goals section is prepopulated with the Objectives proposed for each Standard Goal of Section C in your NCA FY 2011 Application. Each Objective has Action links to Update Objective, Delete Objective, and Objective Details. Each Standard Goal has Action links to Add Objective and Goal Details.

Figure 95: Section C Standard Goals



The Additional Goals section will be pre-populated with any Additional Goals and related Objectives proposed in Section C in your NCA FY 2011 application, if any. Each Objective belonging to an Additional Goal has Action links to Update Objective, Delete Objective, and Objective Details. In addition to having Action links to Add Objective and Goal Details, each Additional Goal has Action links to Update Goal and Delete Goal.

Figure 96: Section C Additional Goals



You can perform the following major actions on the **Section C - Program Development/Analysis** page:

Options

- ❖ Updating, p 71
- ❖ Adding, p 72
- ❖ Deleting, p. 72
- ❖ Viewing, p 72

5.2.3.1 Updating

The following subsections describe the steps for updating Standard Goals and Objectives

5.2.3.1.1 Updating an Objective

To update an Objective in Section C - Program Development/Analysis, please follow the steps in section 5.2.1.1.1, Updating an Objective

5.2.3.1.1.1 Providing a Progress Report

To provide a Progress Report for an Objective in Section C - Program Development/Analysis, please follow the steps in section 5.2.1.1.1.1, Providing a Progress Report

5.2.3.1.1.2 Updating the Remaining Objective Details

To update the remaining details for an Objective in Section C - Program Development/Analysis, please follow the steps in section 5.2.1.1.1.2, Updating the Remaining Objective Details.

5.2.3.1.2 Updating an Additional Goal

To update Additional Goals in Section C - Program Development/Analysis, please follow the steps in section 5.2.1.1.2, Updating an Additional Goal.

5.2.3.2 Adding

5.2.3.2.1 Adding an Objective

To add an Objective to a Goal in Section C - Program Development/Analysis, please follow the steps in section 5.2.1.2.1, Adding an Objective.

5.2.3.2.2 Adding an Additional Goal

To add an Additional Goal to Section C - Program Development/Analysis, please follow the steps in section 5.2.1.2.1, Adding an Additional Goal.

5.2.3.3 Deleting

The following subsections describe deleting Objectives and Additional Goals.

5.2.3.3.1 Deleting an Objective

To delete an Objective from a Goal in Section C - Program Development/Analysis, please follow the steps in section 5.2.1.3.1, Deleting an Objective

5.2.3.3.2 Deleting an Additional Goal

To delete an Additional Goal from Section C - Program Development/Analysis, please follow the steps in section 5.2.1.3.2, Deleting an Additional Goal.

5.2.3.4 Viewing

5.2.3.4.1 Viewing Objective Details

To view the details for an Objective in Section C - Program Development/Analysis, please follow the steps in section 5.2.1.4.1, Viewing Objective Details.

5.2.3.4.2 Viewing Goal Details

To view the details for a Goal in Section C - Program Development/Analysis, please follow the steps in section 5.2.1.4.2, Viewing Goal Details.

5.2.3.4.3 Viewing the Project Work Plan

To view the entire Project Work Plan from Section C - Program Development/Analysis, please follow the steps in section 5.2.1.4.3, Viewing the Project Work Plan.

When all modifications and additions have been made to the Project Work Plan, Section C - Program Development/Analysis, click the Save and Continue button.

- The **Organization Contacts** page opens

5.3. Form 12: Organization Contacts

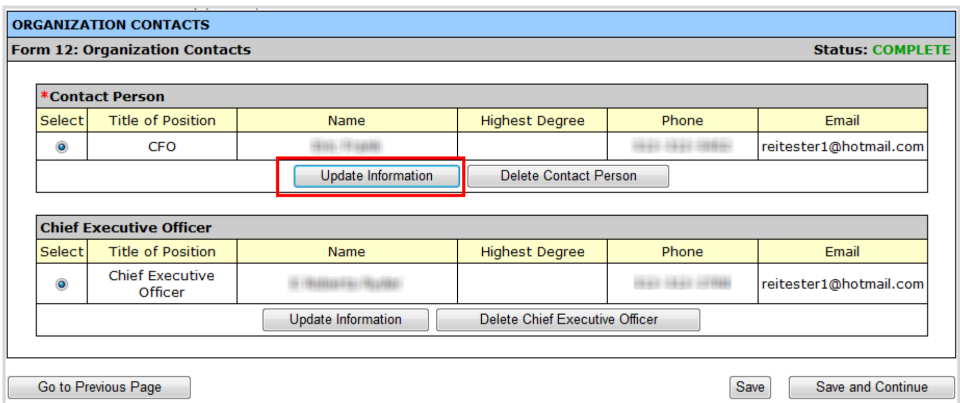
Use **Form 12: Organization Contacts** to list contact information in your current project scope.

5.3.1 Updating Contact Information

1. Open **Form 12: Organization Contacts** (Figure 97).

➢ **Form 12: Organization Contacts** opens prepopulated with contact information provided in your NCA FY 2011 Application

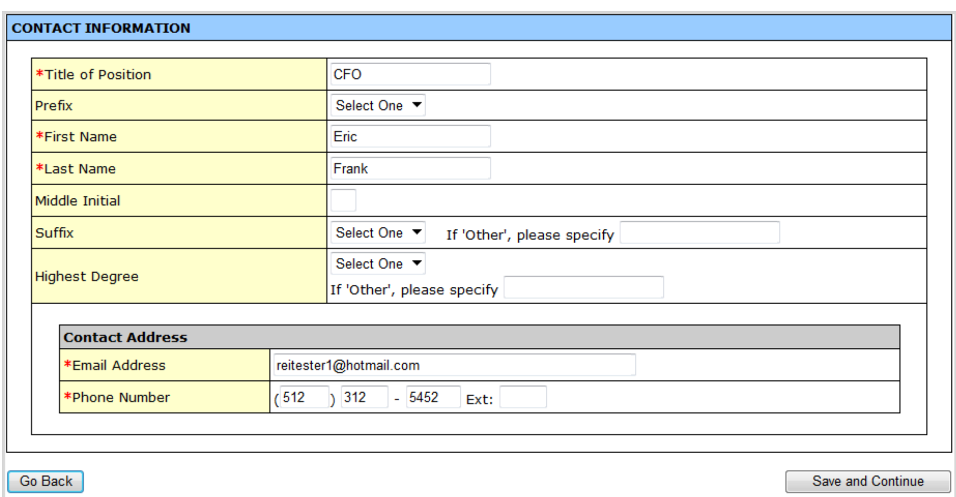
Figure 97: Form 12: Organization Contacts



2. Click the Update Information button in the Contact Person or Chief Executive Officer section, as appropriate.

The Contact Information page opens

Figure 98: Contact Information

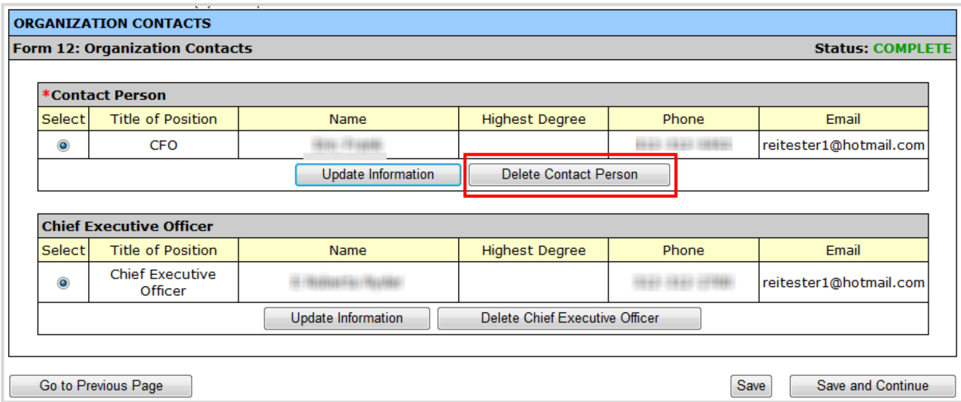


3. Enter or select the information to be changed.
4. Click the Save and Continue button.

The **Organization Contacts** page opens

5.3.2 Deleting Contact Information

Figure 99: Delete Contact Information



1. Click the Delete Contact Person or the Delete Chief Executive Officer, as appropriate.

The Contact Information Confirm Delete page opens

2. Click the Confirm Delete button.

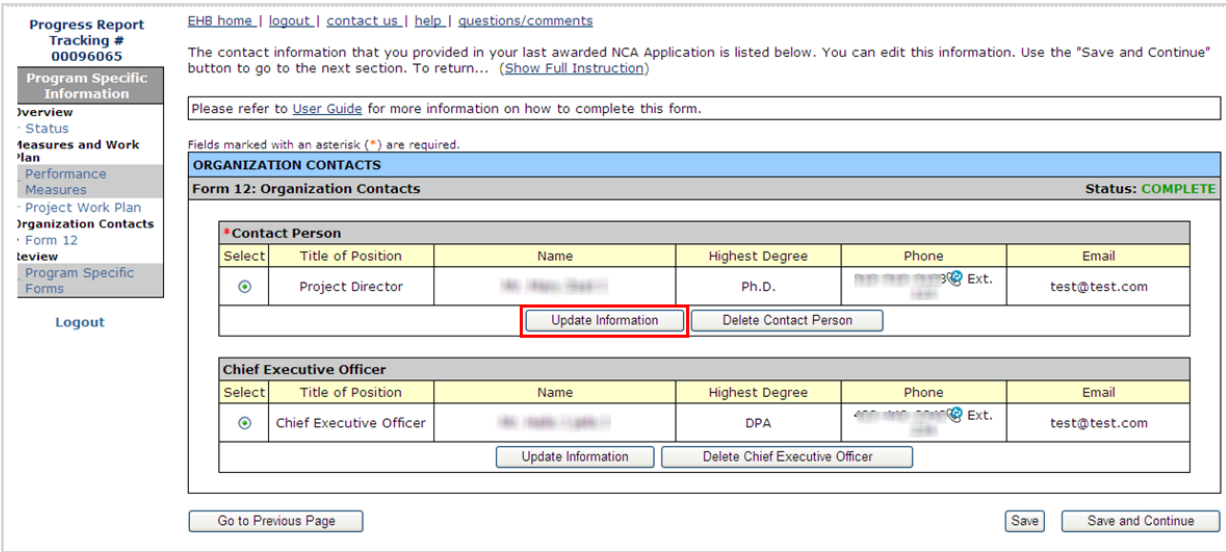
The **Organization Contacts** page opens

Note: The Contact Person is ***required***. If you delete a Contact Person, you must enter another one. Chief Executive Officer information is optional.

5.3.3 Adding Contact Information

1. Click the Add Contact Person or the Add Chief Executive Officer, as appropriate.

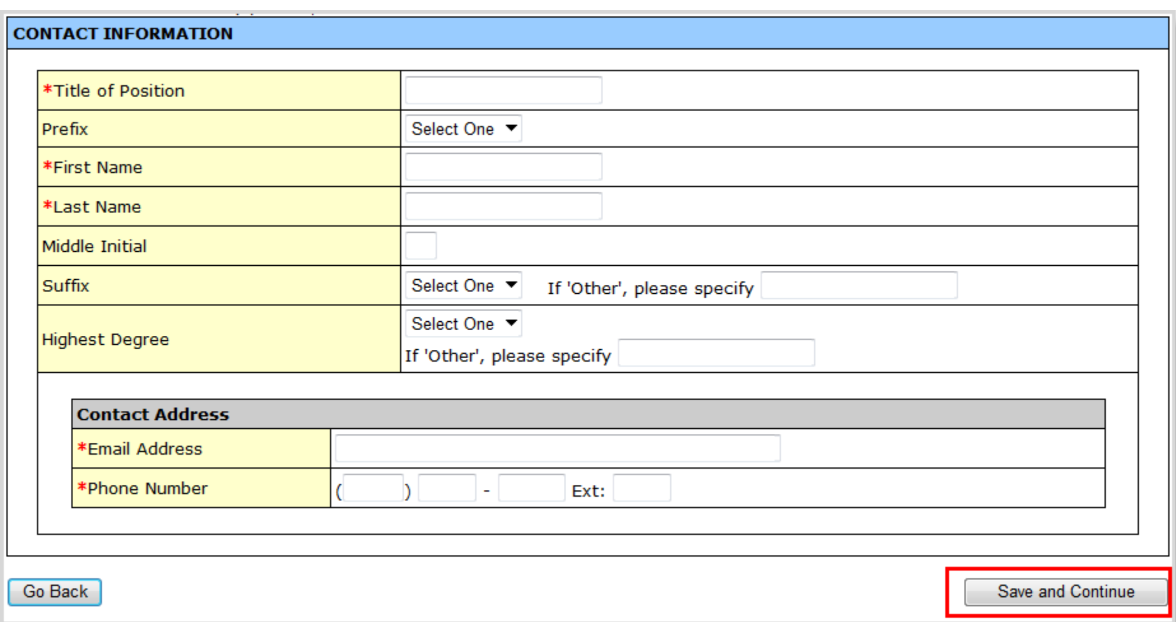
Figure 100: Update Contact Person Button



The Contact Information page opens

2. Enter or select the information to be added.

Figure 101: Add Contact Person Page



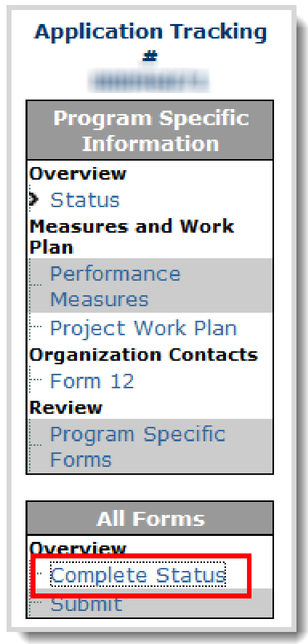
3. Click the Save and Continue button.

The **Organization Contacts** page opens

5.4. Appendices

The **Appendices** section allows you to attach standard documents that your grant program requires when you submit your **Progress Report**.

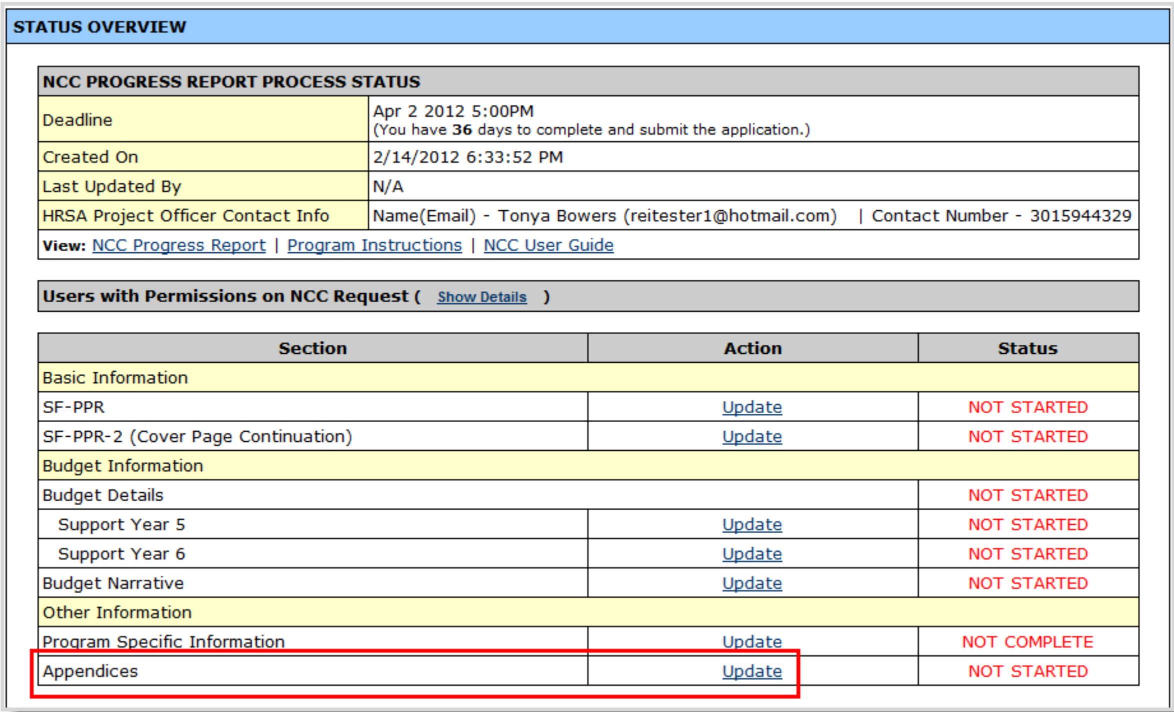
Figure 102: Complete Status Link



3. Click the Complete Status link on the **All Forms** left navigation panel to access the **Appendices** form.

➢ The **Status Overview** page opens

Figure 103: Update Appendices Link



STATUS OVERVIEW

NCC PROGRESS REPORT PROCESS STATUS	
Deadline	Apr 2 2012 5:00PM (You have **36** days to complete and submit the application.)
Created On	2/14/2012 6:33:52 PM
Last Updated By	N/A
HRSA Project Officer Contact Info	Name(Email) - Tonya Bowers (reitester1@hotmail.com) | Contact Number - 3015944329

View: NCC Progress Report | Program Instructions | NCC User Guide

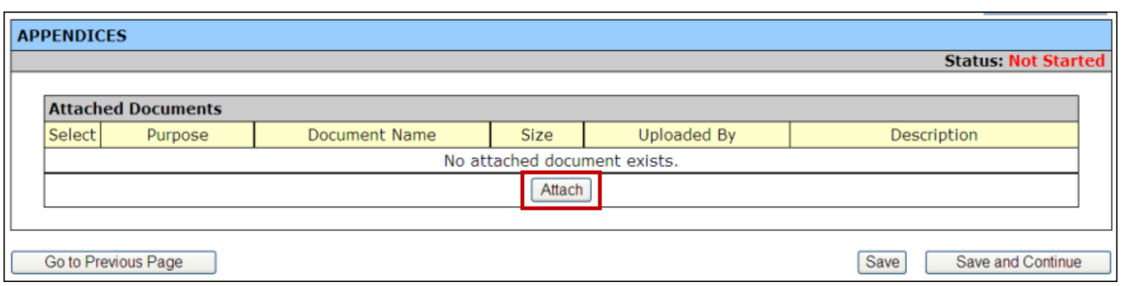
Users with Permissions on NCC Request (Show Details **)**

Section	Action	Status
Basic Information		
SF-PPR	Update	NOT STARTED
SF-PPR-2 (Cover Page Continuation)	Update	NOT STARTED
Budget Information		
Budget Details		NOT STARTED
Support Year 5	Update	NOT STARTED
Support Year 6	Update	NOT STARTED
Budget Narrative	Update	NOT STARTED
Other Information		
Program Specific Information	Update	NOT COMPLETE
Appendices	Update	NOT STARTED

4. Click the Update link in the Appendices row.

➢ The **Appendices Form** page opens

Figure 104: Appendices Form Page – Attach Button



APPENDICES

Status: Not Started

Attached Documents

Select	Purpose	Document Name	Size	Uploaded By	Description
No attached document exists.					

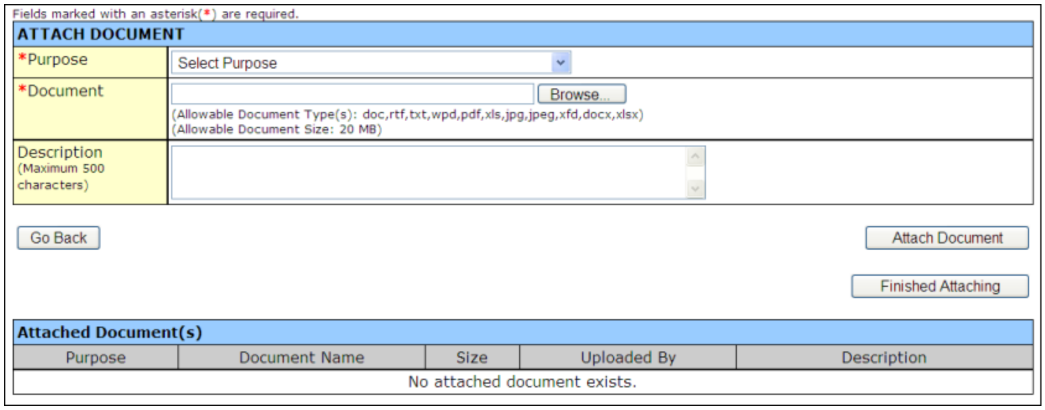
Attach

Go to Previous Page | Save | Save and Continue

5. Click the Attach button.

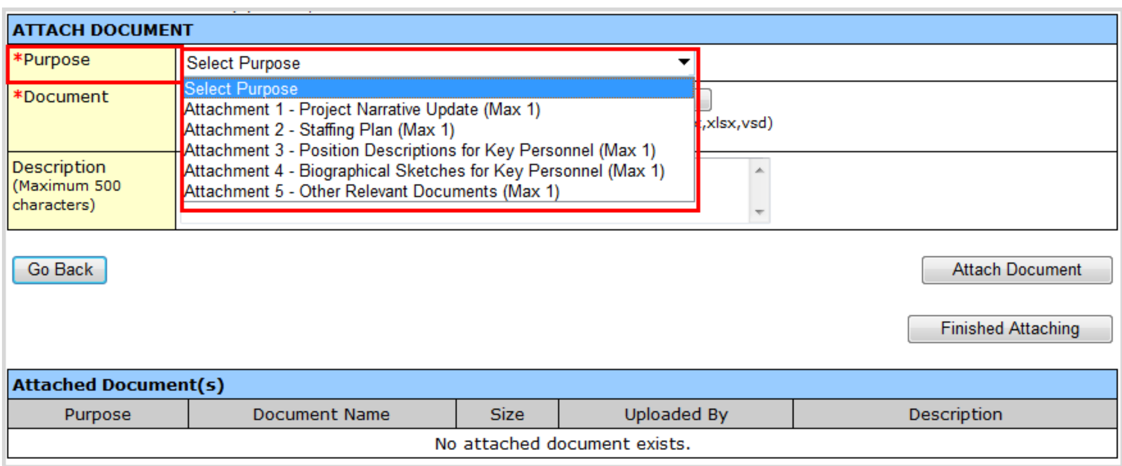
The **Attach Document (for Appendices)** page (Figure 105) will be displayed

Figure 105: Attach Document (for Appendices) Page



6. Select a purpose from the Purpose drop-down menu.

Figure 106: Purpose Drop-down Menu on the Attach Document Screen

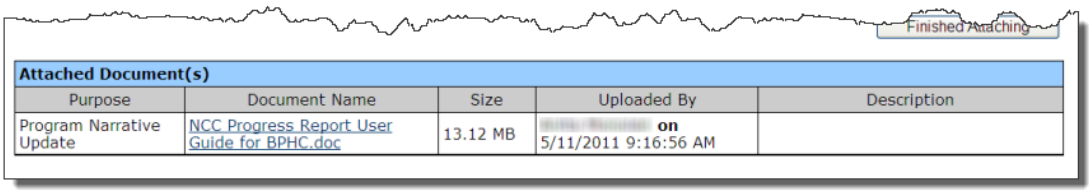


Only one attachment is allowed per purpose. Once you select a purpose, you cannot attach another document and select the same purpose.

7. Click the Browse button.
8. Enter a description of the document you are attaching.
9. Click the Attach Document button to attach the document.

The **Attach Document** (for Appendices) page will be redisplayed, listing the document you attached under the heading Attached Document(s) (Figure 107).

Figure 107: Attached Document(s) Area of the Appendices Form



Finished Attaching

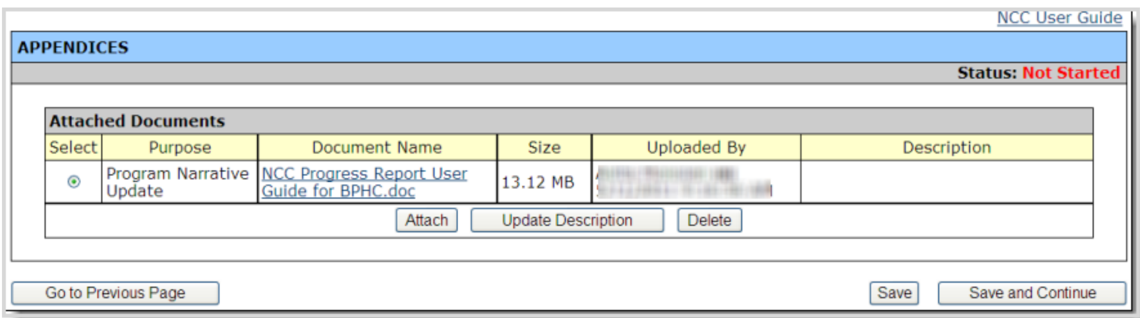
Attached Document(s)

Purpose	Document Name	Size	Uploaded By	Description
Program Narrative Update	NCC Progress Report User Guide for BPHC.doc	13.12 MB	[illegible] on 5/11/2011 9:16:56 AM	

10. Repeat Steps 2 through 5 to attach any other documents.
11. When you have completed attaching all documents, click the Finished Attaching button.

The Appendices Form will be re-displayed (Figure 108), listing the documents you just attached

Figure 108: Appendices Form Showing Attached Documents



NCC User Guide

APPENDICES

Status: Not Started

Attached Documents

Select	Purpose	Document Name	Size	Uploaded By	Description
⊙	Program Narrative Update	NCC Progress Report User Guide for BPHC.doc	13.12 MB	[illegible]	

Attach | Update Description | Delete

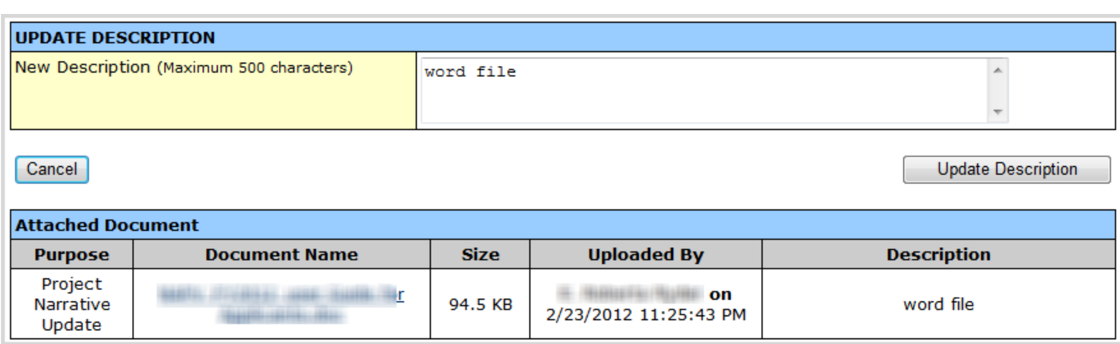
Go to Previous Page | Save | Save and Continue

At this point, you can:

- Click a document name to view it.
- Click the Attach button to attach additional documents.
- Select a document and click the Update Description button to change the document's description on the **Update Description** page (Figure 109).
- Select a document and click the Delete button to delete the selected attachment.

1. When you are finished with your attachments, click the Save and Continue button to save the information and return to the **Status** page (for Progress Report).

Figure 109: Update Description Page



UPDATE DESCRIPTION

New Description (Maximum 500 characters)	word file

Cancel | Update Description

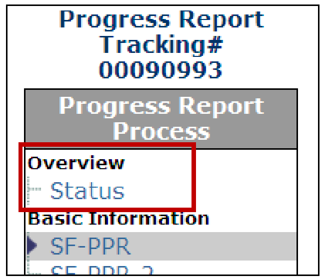
Attached Document

Purpose	Document Name	Size	Uploaded By	Description
Project Narrative Update	[illegible]	94.5 KB	[illegible] on 2/23/2012 11:25:43 PM	word file

6. REVIEW A PROGRESS REPORT

6.1. Review Standard Forms (SF-PPR)

Figure 110: Status Link



The NCC Progress Report Process Status shows the completion status for the Standard Forms (SF-PPR and SF-PPR-2), Program Specific Information forms, Attachments, and Budget Information. Click Status under the Overview heading to go to the **NCC Progress Report Process Status** page (Figure 111).

Figure 111: Status Overview Page for the Entire Progress Report

STATUS OVERVIEW

NCC PROGRESS REPORT PROCESS STATUS	
Deadline	Apr 2 2012 5:00PM (You have **39** days to complete and submit the application.)
Created On	2/14/2012 6:34:37 PM
Last Updated By	[illegible] on 2/23/2012 11:28:21 PM
HRSA Project Officer Contact Info	Name(Email) - [illegible] | Contact Number - [illegible]
View: NCC Progress Report | Program Instructions | NCC User Guide	

Users with Permissions on NCC Request (Show Details)

Section	Action	Status
Basic Information		
SF-PPR	Update	NOT STARTED
SF-PPR-2 (Cover Page Continuation)	Update	NOT STARTED
Budget Information		
Budget Details		NOT COMPLETE
Support Year 5	Update	NOT COMPLETE
Support Year 6	Update	NOT STARTED
Budget Narrative	Update	NOT STARTED
Other Information		
Program Specific Information	Update	NOT COMPLETE
Appendices	Update	COMPLETE

To view or print any Progress Report form, click Review in the Review and Submit section in the left side menu (Figure 22).

Figure 112: Review Link

➢ The **Review** page for the entire progress report (Figure 113) will open

This page lists all sections in the Progress Report. Use the links and buttons on this page to perform the following actions:

- Click a View link in the Action column to open a section.
- Click Print to get a printable version of the Table of Contents.
- Click Print All HTML Forms to print all forms that are HTML.
- Click a View link for a document to view and print an attachment.
- Click Proceed to Submit to go to the **Submit** page.

Figure 113: Review Page for Entire Progress Report

Print | Print All HTML Forms

TABLE OF CONTENTS — Table of Contents | Go

Section	Type	Action
Basic Information		
SF-PPR	HTML	View
SF-PPR-2 (Cover Page Continuation)	HTML	View
Budget Information		
SF-424A Budget Information	HTML	View
Budget Narrative	DOCUMENT	Not Available
Appendices		
Attachment 1 - Project Narrative Update (NAPV_FY2012_user Guide for Applicants.doc)	DOCUMENT	View
Attachment 2 -Staffing Plan	DOCUMENT	Not Available
Attachment 3 -Position Descriptions for Key Personnel	DOCUMENT	Not Available
Attachment 4 -Biographical Sketches for Key Personnel	DOCUMENT	Not Available
Attachment 5 -Other Relevant Documents	DOCUMENT	Not Available
Program Specific Information		
Program Specific OMB Approved Forms	HTML	View

Proceed To Submit

6.2. Review Program Specific Information

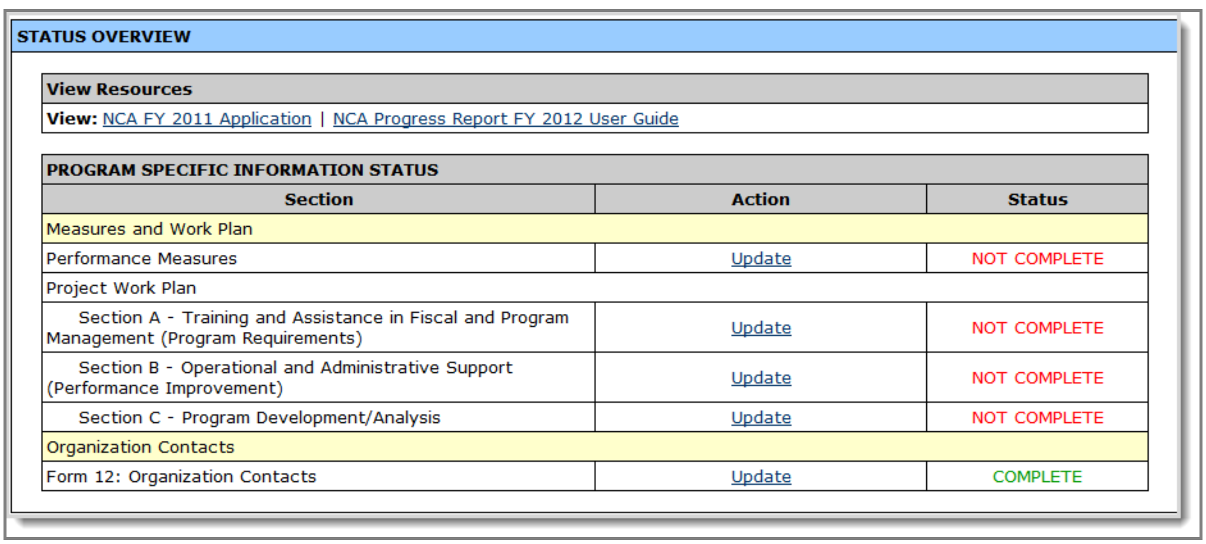
The status and review pages are provided as a convenient place from which you can check the completion status, as well as view or print, your Program Specific Information.

To view the status of the Program Specific Information, click Program Specific Information in the left side menu of the **Status Overview** page for the Entire Progress Report.

Figure 114 : Program Specific Information Link

- The **Status Overview Page for Program Specific Information** page (Figure 115) will open

Figure 115: Status Overview Page for Program Specific Information



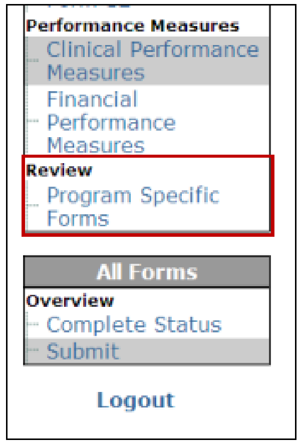
STATUS OVERVIEW

View Resources
View: NCA FY 2011 Application | NCA Progress Report FY 2012 User Guide

PROGRAM SPECIFIC INFORMATION STATUS		
Section	**Action**	**Status**
Measures and Work Plan		
Performance Measures	Update	NOT COMPLETE
Project Work Plan		
Section A - Training and Assistance in Fiscal and Program Management (Program Requirements)	Update	NOT COMPLETE
Section B - Operational and Administrative Support (Performance Improvement)	Update	NOT COMPLETE
Section C - Program Development/Analysis	Update	NOT COMPLETE
Organization Contacts		
Form 12: Organization Contacts	Update	COMPLETE

To view or print Program Specific Information, click Program Specific Forms under the Review heading on the side menu.

Figure 116: Program Specific Forms Link

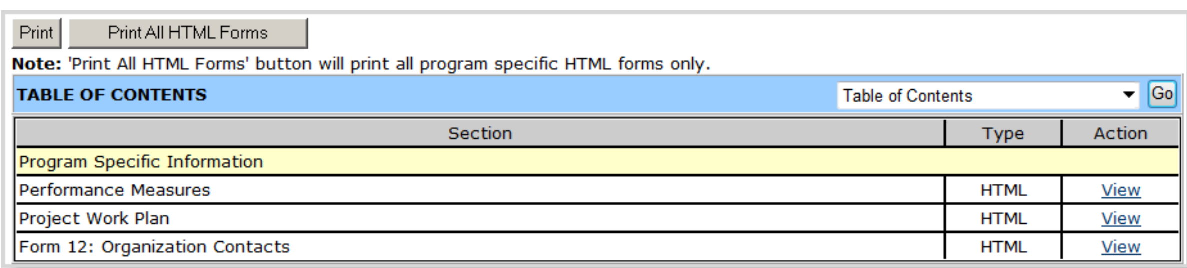


➢ The **Program Specific Information Review** page will open (Figure 117).

This page lists all Program Specific Information forms in the Progress Report. Use the links and buttons on this page to perform the follow actions:

- Click the View links in the Action column to view any form.
- Click Print to get a printable version of the Table of Contents.
- Click Print All HTML Forms to print all Program Specific Information forms.
- Click a View link for a document to view and print an attachment.

Figure 117: Program Specific Information Review Page



Section	Type	Action
Program Specific Information		
Performance Measures	HTML	View
Project Work Plan	HTML	View
Form 12: Organization Contacts	HTML	View

7. SUBMIT A PROGRESS REPORT

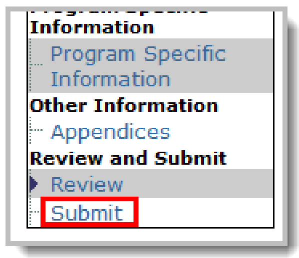
When the status of all Standard Forms and Program Specific Forms is complete, you are ready to submit your Progress Report to HRSA.

Note: To submit the Progress Report, you must have the ***Submit Noncompeting Continuation*** access rights.

To submit your Progress Report:

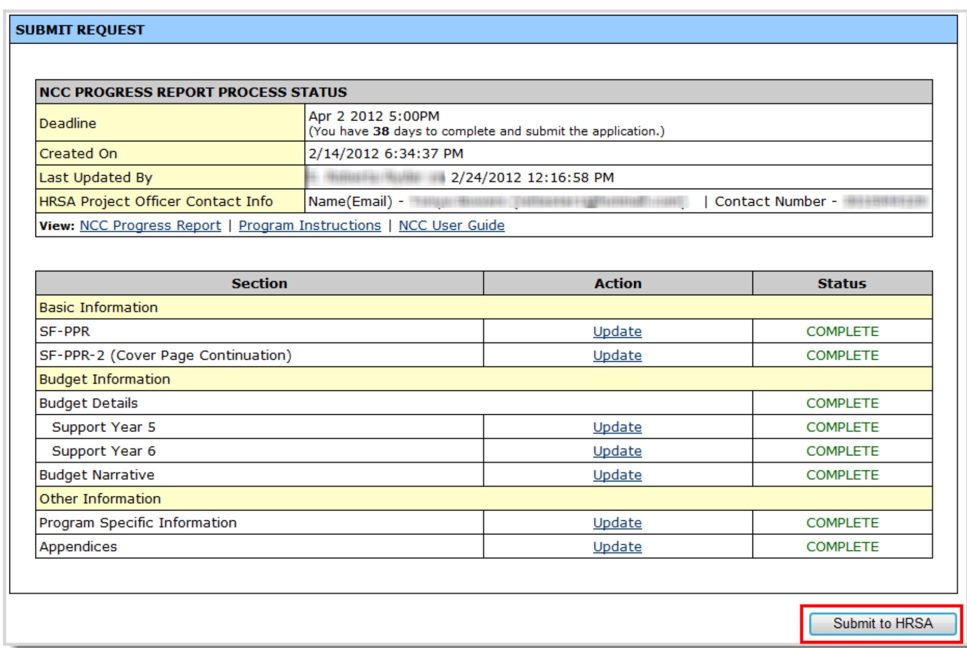
1. Click Submit on the left navigation panel to start the Submit Progress Report process.

Figure 118: Submit Link



➢ The **Submit** page (Figure 119) will be displayed.

Figure 119: Submit Page

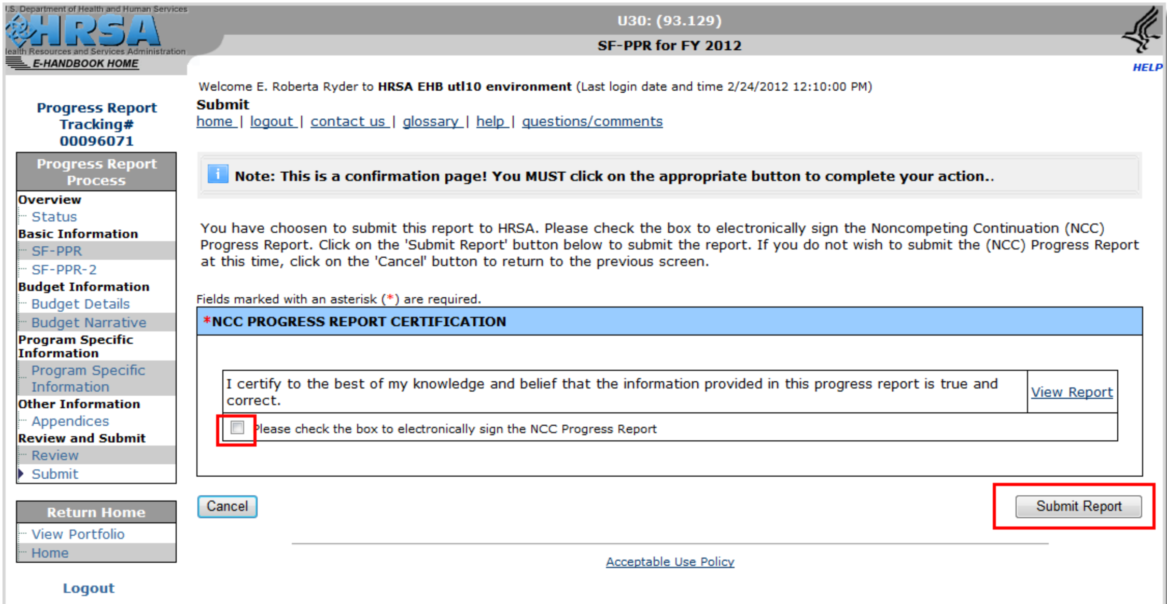


Section	Action	Status
Basic Information		
SF-PPR	Update	COMPLETE
SF-PPR-2 (Cover Page Continuation)	Update	COMPLETE
Budget Information		
Budget Details		COMPLETE
Support Year 5	Update	COMPLETE
Support Year 6	Update	COMPLETE
Budget Narrative	Update	COMPLETE
Other Information		
Program Specific Information	Update	COMPLETE
Appendices	Update	COMPLETE

1. Click the Submit to HRSA button.

➢ The **Submit – NCC Progress Report Certification** page (Figure 120) will be displayed.

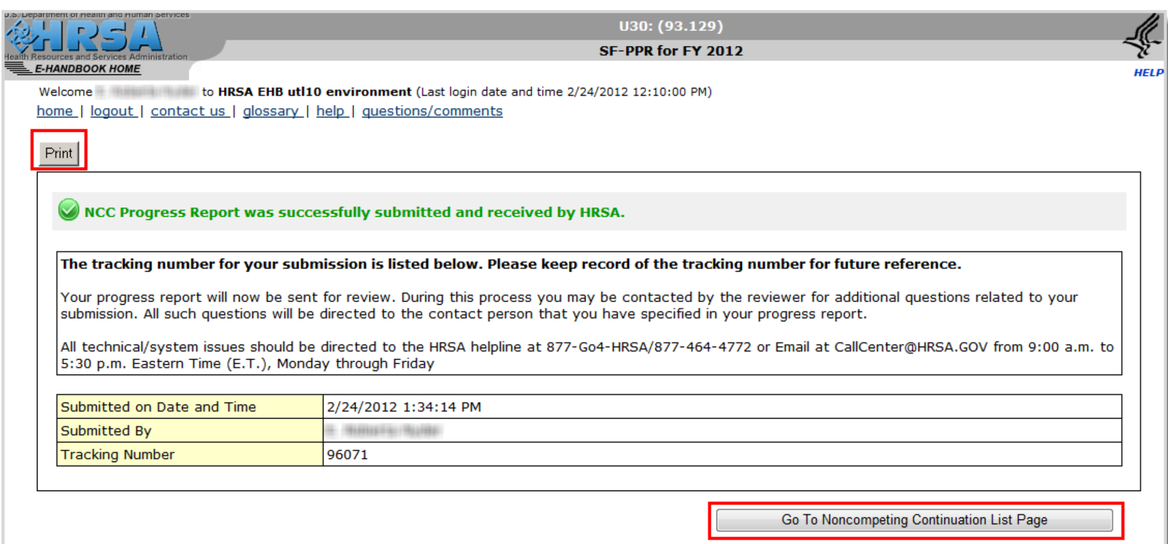
Figure 120: Submit – NCC Progress Report Certification Page



2. Check the box to electronically sign the Progress Report.
3. Click the Submit Report button to submit your Progress Report to HRSA.

➢ The **NCC Progress Report Confirmation** Page (Figure 121) will be displayed.

Figure 121: NCC Progress Report Confirmation Page



4. Take note of the Tracking Number.
5. Click the Print button to print the confirmation page.
6. Click the Go to Noncompeting Continuation List Page to go to the **Noncompeting Continuations** page to view additional grants for which you can begin or edit Progress Reports.

7.1. Submit a Change-Requested Progress Report

HRSA sends you a Change Request Email (Figure 122) if your Progress Report needs to be revised.

Figure 122: Change-Request Email

From: reitester1@hotmail.com [mailto:reitester1@hotmail.com]
Sent: Tuesday, June 15, 2010 1:23 PM
To: [illegible]
Subject: Noncompeting Continuation for Grant # H80CS00289- Change Requested by HRSA

A Change Request for Noncompeting Continuation has been requested by HRSA. Following are the details:

Grant Number : [illegible]
Grantee Name: [illegible]

Tracking Number: [illegible]
Budget Period: 12/1/2010-11/30/2011

Submitted on: 06/30/2010

Following Comments were added by the HRSA Reviewer for your information:
Please change the budget summary.

This deliverable can be accessed in the EHBs by clicking the following link:
https://hrsautl5.reisys.com/webExternal/PostAward/deliverables.asp?deliverableTypeCode=3&DeliverableScheduleStatus=1,2,4

This Request will also be available in EHBs from the "Noncompeting Continuations" under Submissions sections of the Grant Hand Book. If you have any questions, please contact your project officer (PO).

For any questions regarding online submission, please contact the call center at 877-Go4-HRSA/877-464-4772/301-998-7373 or Email at CallCenter@HRSA.GOV.

NOTE: This is a system generated message. Please do not respond to this message.
The mail was generated in the Development environment

7.1.1 Revising a Progress Report

To revise a Progress Report,

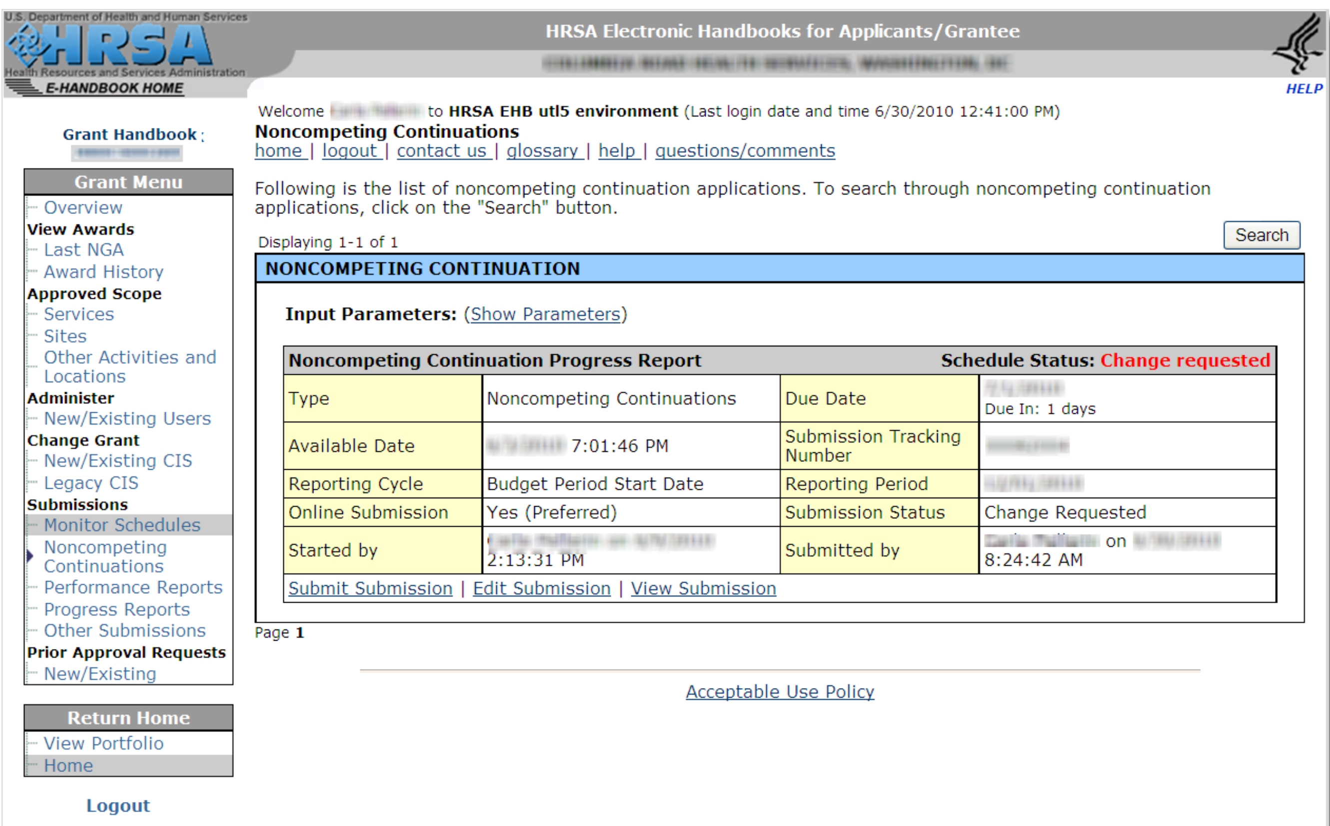
1. On the **HRSA EHB Home (Welcome)** page, click the View Portfolio link under the Grants Portfolio heading on the left navigation panel.
2. The **View Portfolio** page (Figure 123) will be displayed.

Figure 123: View Portfolio Page

3. Click the Open Grant Handbook link for the grant number that was noted in the *Change-Request Email* (Figure 122).
4. The **Grant Handbook Welcome** page opens.
5. Click the Noncompeting Continuations link under the Submissions heading on the left navigation panel.
6. The **Noncompeting Continuations** page (Figure 124) will be displayed.

Tip: The Schedule Status for the *Change-Requested* Progress Report states **Change Requested** at the top of its Progress Report information section.

Figure 124: Noncompeting Continuations Page



Note: Once you click the Edit Submission link, and you return to this page, the Schedule Status will change to **In Progress**.

7. Click the Edit Submission link for the Progress report that corresponds to the tracking number noted in the *Change-Request Email* (Figure 122).
8. The **Status** page (for Progress Report) (Figure 9) will be displayed.
9. Click the Update link for the section you need to revise, as per the HRSA reviewer's comments in the Change Request Email (Figure 122).

- The corresponding page will be displayed.

Note: Refer to Standard Forms (SF-PPR) (on page 16) for instructions on entering the information.

10. Click the Update link next to Program Specific Information to enter or revise any of the program specific forms.

- The Status Page (for Program Specific Information) will be displayed (Figure 37).

Note: Refer to Program Specific Information for instructions on re-submitting the Progress Report.

11. Submit the revised Progress Report.

7.2. Cancelled Change Requests

A HRSA reviewer may cancel (or override) a change request after you have resubmitted a change-requested Progress Report or if you have not responded to a previous change request in a timely manner.

Note: If an HRSA reviewer cancels your Change Request, you will not be able to revise it. HRSA will review the last Progress Report that you submitted.

HRSA sends you a Change Request Cancellation email if your change request is cancelled (Figure 125).

Figure 125: Change Request Cancellation Email

From: reitester1@hotmail.com [mailto:reitester1@hotmail.com]
Sent: Tuesday, June 15, [illegible] 1:23 PM
To: [illegible]
Subject: Noncompeting Continuation for Grant # [illegible] - Change Requested by HRSA

A Change Request for Noncompeting Continuation has been cancelled by HRSA. You will no longer be able to update this request. Following are the details:

Grant Number : [illegible]
Grantee Name: [illegible]

Tracking Number: [illegible]
Budget Period: [illegible]

Submitted on: [illegible]

Following Comments were added by the HRSA Reviewer for your information:

This Request will also be available in EHBs from the "Noncompeting Continuations" under Submissions sections of the Grant Hand Book. If you have any questions, please contact your Project Officer (PO).

For any questions regarding online submission, please contact the call center at 877-Go4-HRSA/877-464-4772/301-998-7373 or Email at CallCenter@HRSA.GOV.

NOTE: This is a system generated message. Please do not respond to this message.

The mail was generated in the Development environment

After you receive this email, you will not be able to revise the Progress Report, but you will be able to view it. Since the Progress Report is in a "Submitted" status, you will have to search for it before you can view it.

1. Follow Steps 1 – 5 in section 7.1, Submit a Change-Requested Progress Reports.
2. The **Noncompeting Continuations** page (Figure 126) will be displayed.

Note: A message indicates that records matching your search criteria were not found, but you may continue to the next step.

3. Click the Search button.

- The **Search Parameters** page (Figure 127) will be displayed.

Figure 126: Noncompeting Continuations Page

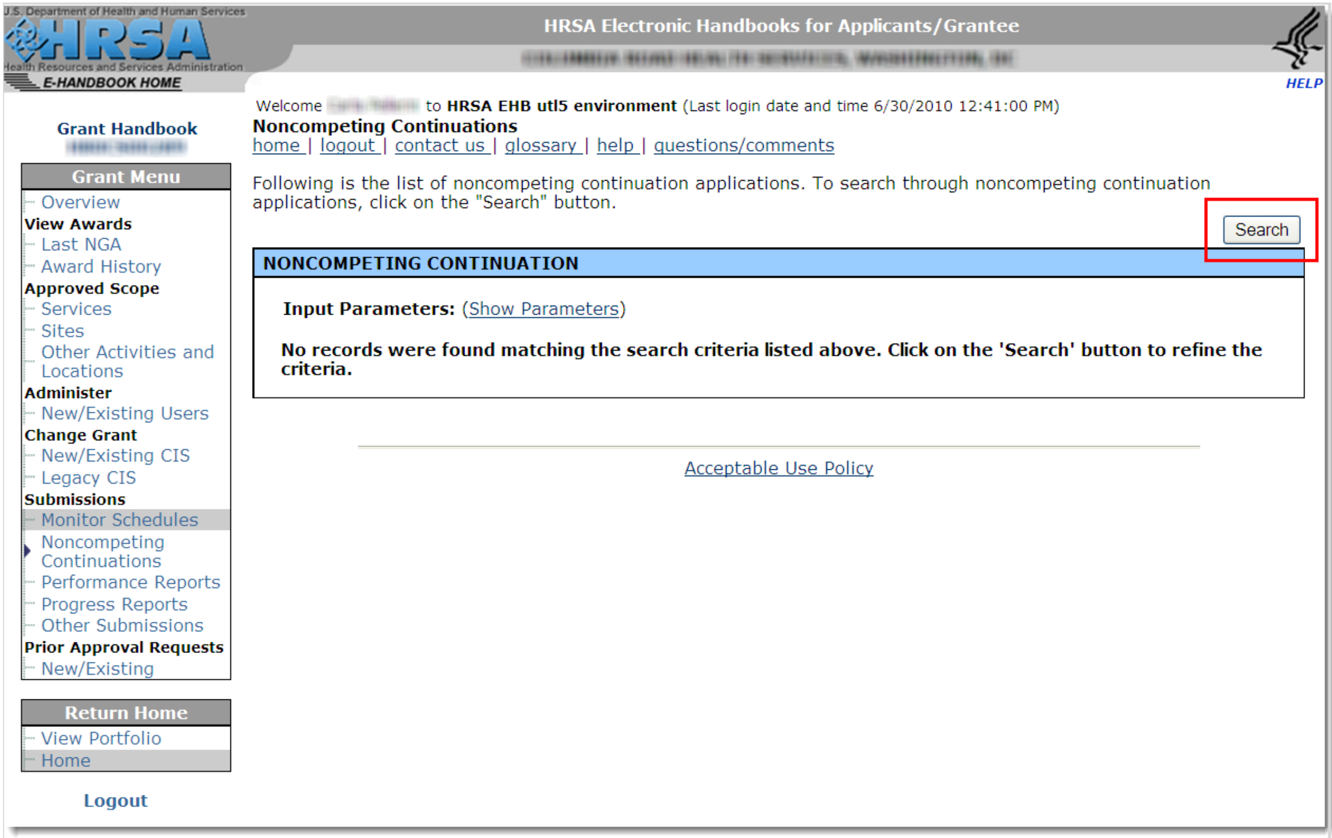
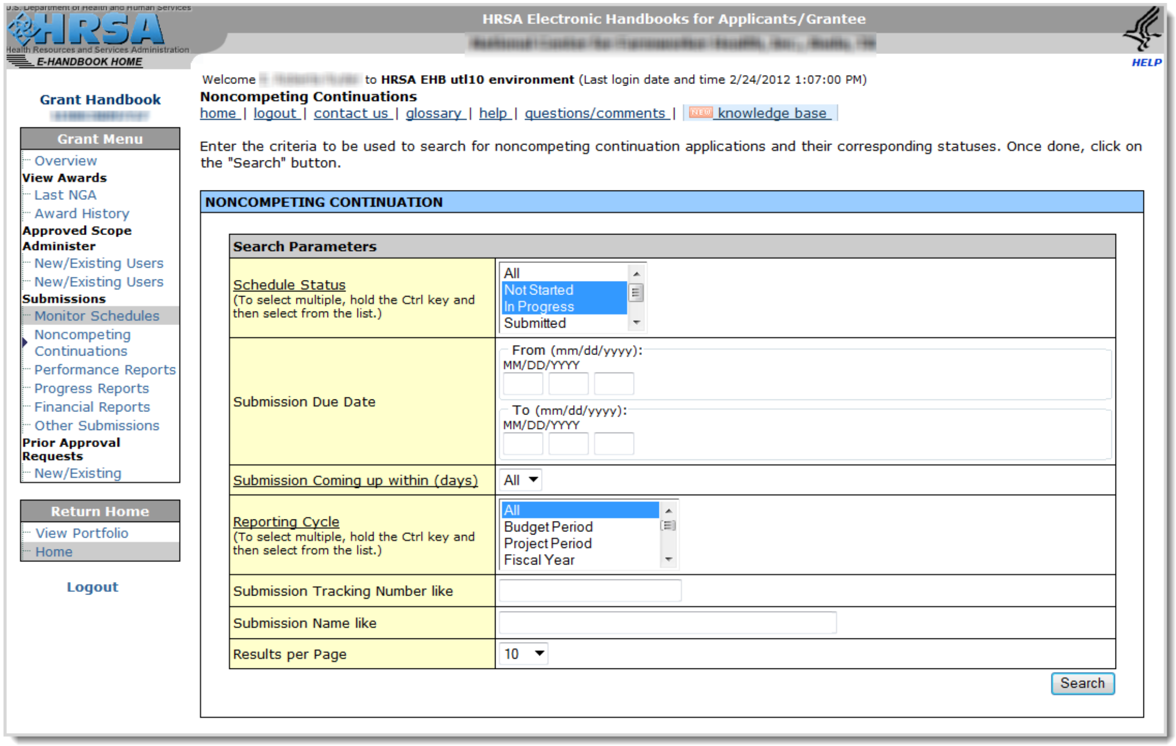


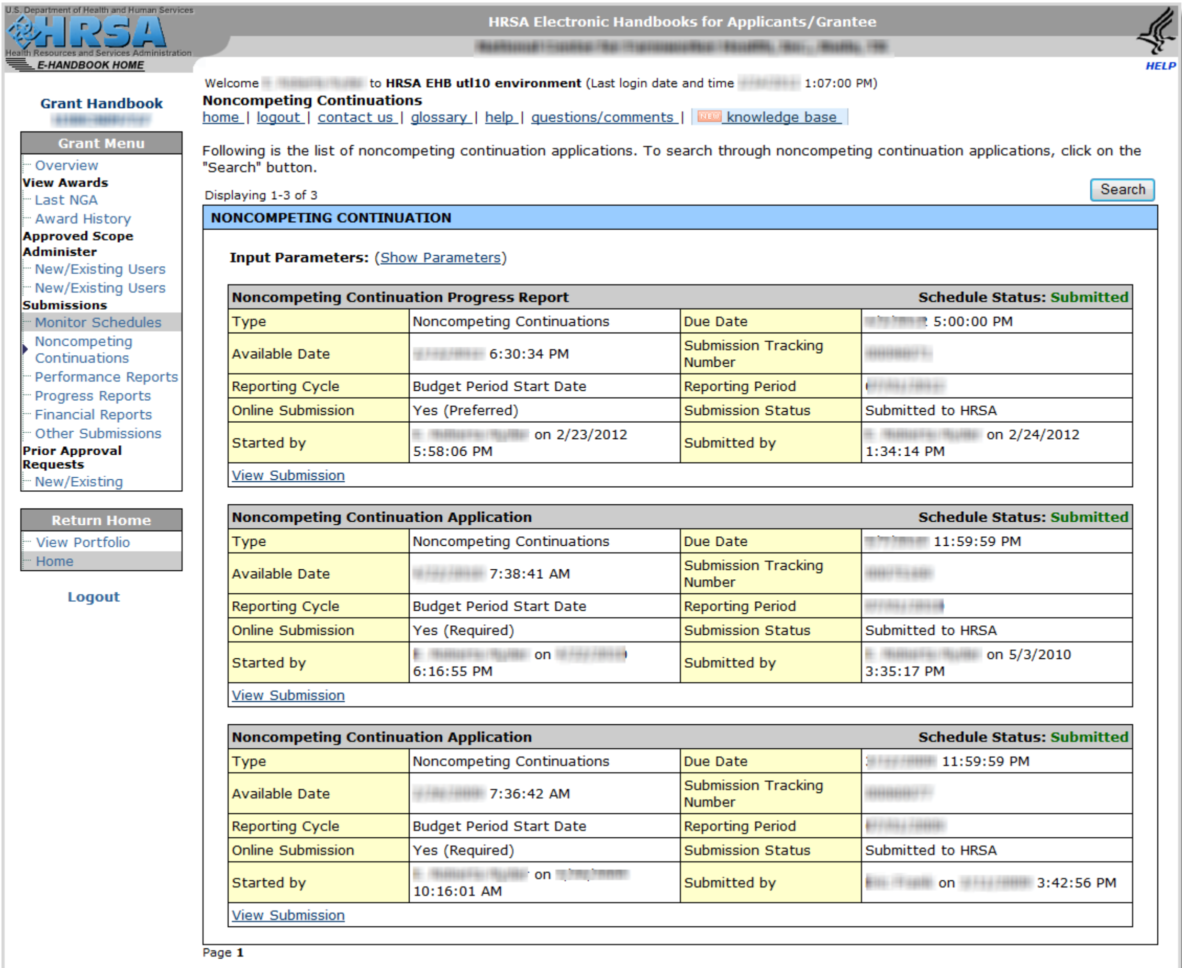
Figure 127: Search Parameters Page



4. Select *All* for Schedule Status and click the Search button.

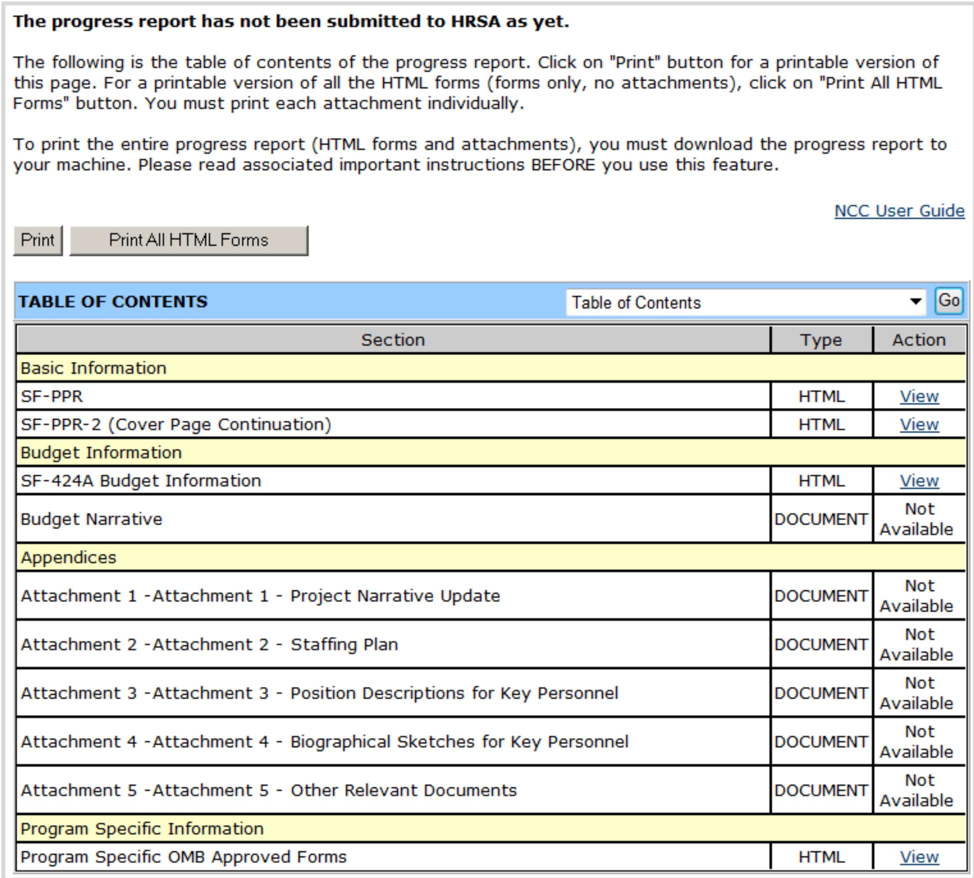
➢ The **Noncompeting Continuations** Page (Figure 128) will be displayed, listing all your Progress Reports, *including* the submitted reports.

Figure 128: Noncompeting Continuations List Page



5. Click the View Submission link for the Progress Report that corresponds to the tracking number noted in the *Change-Request Cancellation Email* (Figure 125).
6. The **Review** page for Entire Progress Report will open in a Table of Contents format.

Figure 129: Progress Report Table of Contents Page



The progress report has not been submitted to HRSA as yet.

The following is the table of contents of the progress report. Click on "Print" button for a printable version of this page. For a printable version of all the HTML forms (forms only, no attachments), click on "Print All HTML Forms" button. You must print each attachment individually.

To print the entire progress report (HTML forms and attachments), you must download the progress report to your machine. Please read associated important instructions BEFORE you use this feature.

NCC User Guide

Print | Print All HTML Forms

TABLE OF CONTENTS Table of Contents Go

Section	Type	Action
Basic Information		
SF-PPR	HTML	View
SF-PPR-2 (Cover Page Continuation)	HTML	View
Budget Information		
SF-424A Budget Information	HTML	View
Budget Narrative	DOCUMENT	Not Available
Appendices		
Attachment 1 -Attachment 1 - Project Narrative Update	DOCUMENT	Not Available
Attachment 2 -Attachment 2 - Staffing Plan	DOCUMENT	Not Available
Attachment 3 -Attachment 3 - Position Descriptions for Key Personnel	DOCUMENT	Not Available
Attachment 4 -Attachment 4 - Biographical Sketches for Key Personnel	DOCUMENT	Not Available
Attachment 5 -Attachment 5 - Other Relevant Documents	DOCUMENT	Not Available
Program Specific Information		
Program Specific OMB Approved Forms	HTML	View

Note: This page will NOT contain a **Proceed to Submit** button.

7. You can now perform the following actions:
   - Use the View links in the Action column to view any section.
   - Click the Print button to get a printable version of the Table of Contents.
   - Click Print All HTML Forms to print all forms that are HTML (i.e., forms not completed using attachments). Attachments can be printed by clicking on individual View link and then printing the document.

8. CUSTOMER SUPPORT

Note: Use your Progress Report Tracking Number for all correspondence.

8.1. BPHC Help Desk

For assistance with completing Standard and Program Specific forms within the application, contact BPHC Help Desk:

- By Email: BPHCHelpline@hrsa.gov

OR

- By Phone: 1-877-974-BPHC (2742) (8:30 am to 5:30 pm ET)

Note: DO NOT call the BPHC Help Desk for any questions on the Instructions for Preparing and Submitting the FY 2012 Health Center Program Budget Period Progress Report or programmatic questions that you might have when completing your application.

8.2. HRSA Call Center

For assistance with registering in HRSA EHBs, or access/password related issues, call the HRSA Call Center:

- By Phone: 877-GO4-HRSA (877-464-4772) or 301-998-7373 (between 9:00 am to 5:30 pm ET)

OR

- By Email: callcenter@hrsa.gov

Visit HRSA EHBs for additional online help.

- Go to: https://grants.hrsa.gov/webexternal/home.asp
- Click on 'Help'

Note: DO NOT call the Call Center for any questions on the Instructions for Preparing and Submitting the FY 2012 Health Center Program Budget Period Progress Report or programmatic questions that you might have when completing your application.

8.3. HRSA Program Support

For any questions on the Instructions for Preparing and Submitting the FY 2012 Health Center Program Budget Period Progress Report or programmatic questions that you might have when completing your application, contact the Program Point of Contact within Bureau of Primary Health Care (BPHC) Office of Policy and Program Development (OPPD) as noted within the Instructions for Preparing and Submitting the FY 2012 Health Center Program Budget Period Progress Report.

- By Phone: 301-594-4300

OR

- By Email: BPHCBPR@hrsa.gov

9. FREQUENTLY ASKED QUESTIONS

9.1. What are the software requirements for HRSA EHBs?

System Requirements

- Internet Explorer 7 and later
- Internet browser settings that permit pop-ups
- Viewers for Microsoft Word and Adobe PDF

9.2. Are HRSA EHBs compliant with Section 508?

HRSA EHBs are compliant with Section 508 requirements for the visually impaired.

9.3. What are the system requirements for using HRSA EHBs on a Macintosh computer?

Mac users are requested to download the latest version of Netscape for their operating system version. It is recommended that Safari 1.2.4 and later or Netscape v7.2 and above be used.

Note: Internet Explorer (IE) for Mac has known issues with SSL and Microsoft is no longer supporting IE for Mac. HRSA EHBs do not work on IE for Mac.

In addition, to view attachments such as Word and PDF, you will need appropriate viewers.

9.4. What are the software requirements for GAAM?

Refer to the software requirements for HRSA EHBs. In addition, you will need Microsoft Word to complete GAAM unstructured forms.

9.5. What document types can I upload?

The following document types are supported in HRSA EHBs:

- .DOC - Microsoft Word
- .DOCX – Microsoft Word
- .RTF - Rich Text Format
- .TXT - Text
- .WPD - Word Perfect Document
- .PDF - Adobe Portable Document Format
- .XLS - Microsoft Excel
- .XLSX – Microsoft Excel