

HRSA Electronic Handbooks

NCA FY 2012 Progress Report User Guide for Grantees

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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

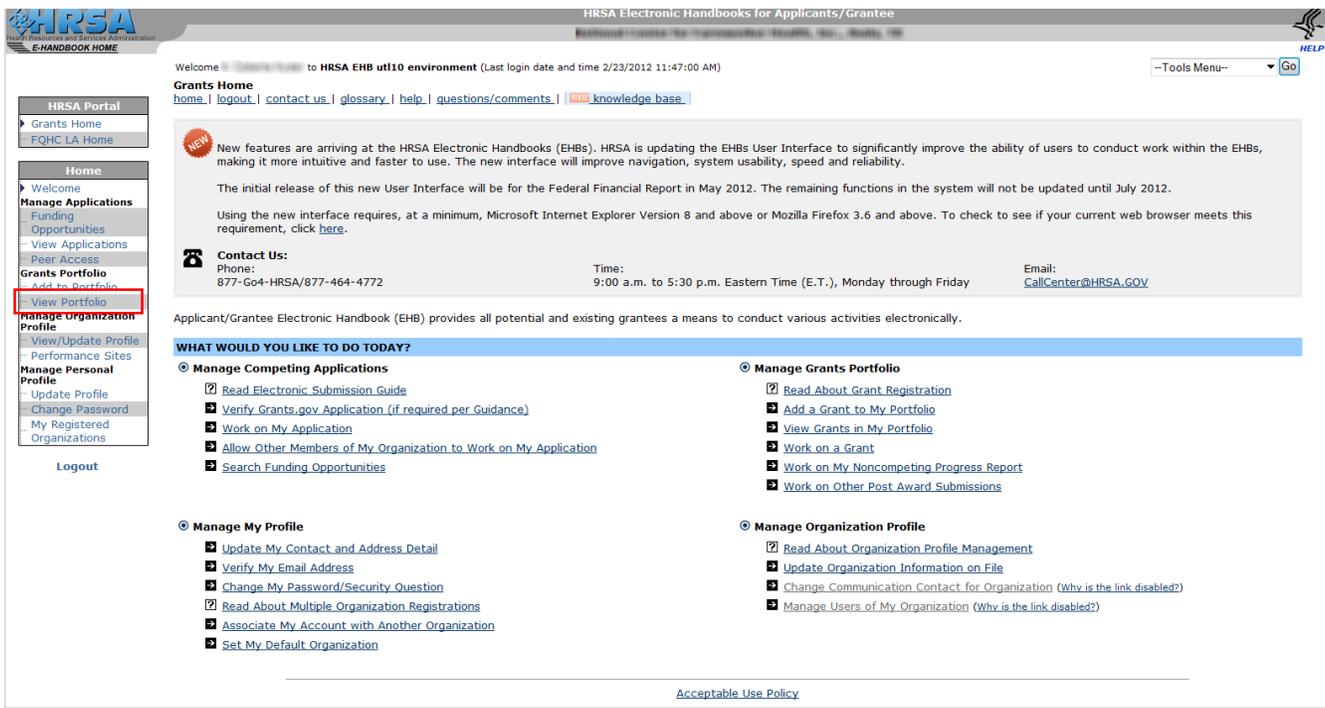


The screenshot shows a login form with the following elements:

- A header bar with the word "LOGIN" in blue.
- A sub-header "Already Registered?" in bold.
- A note at the top: "Fields marked with an asterisk (*) are required."
- A label "*Username" followed by a text input field.
- A label "*Password" followed by a text input field.
- A blue "Login" button.
- A blue link "Forgot your password?" at the bottom.

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

HRSA Electronic Handbooks for Applicants/Grantee

Welcome [redacted] to HRSA EHB ut110 environment (Last login date and time 2/23/2012 11:47:00 AM)

View Portfolio
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#) | [new knowledge base](#)

Following are the grants for which you have been registered either as a project director or an employee. Click on the "Open Grant Handbook" link to manage a grant.

GRANTS LIST

[redacted]: Technical Assistance to Community and Migrant Health Centers				Last Award Issued on: 03/05/2007
Project Period	3/1/1997-4/30/2007	Budget Period	7/1/2005-4/30/2007	Open Grant Handbook
CRS EIN	[redacted]	Number of Support Years	9	
Project Director	[redacted], Email: reitester1@hotmail.com, Phone: [redacted]			
Grant Contact	[redacted], Email: reitester1@hotmail.com, Phone: [redacted]			
Program Contact	[redacted], Email: reitester1@hotmail.com, Phone: [redacted]			
[redacted]: Training and Technical Assistance National Cooperative Agreements (NCAs)				Last Award Issued on: 04/08/2003
Project Period	7/1/1999-3/31/2004	Budget Period	4/1/2002-3/31/2004	Open Grant Handbook
CRS EIN	[redacted]	Number of Support Years	4	
Project Director	[redacted], Email: reitester1@hotmail.com, Phone: [redacted]			
Grant Contact	Not Available			
Program Contact	Not Available			
[redacted]: Training and Technical Assistance National Cooperative Agreements (NCAs)				Last Award Issued on: 02/18/2011
Project Period	7/1/2006-6/30/2008	Budget Period	7/1/2007-6/30/2008	Open Grant Handbook
CRS EIN	[redacted]	Number of Support Years	2	
Project Director	[redacted], Email: reitester1@hotmail.com, Phone: [redacted]			
Grant Contact	[redacted], Email: reitester1@hotmail.com, Phone: [redacted]			
Program Contact	[redacted], Email: reitester1@hotmail.com, Phone: [redacted]			

- Choose the appropriate grant record and click the [Open Grant Handbook](#) link.

Figure 5: Open Grant Handbook

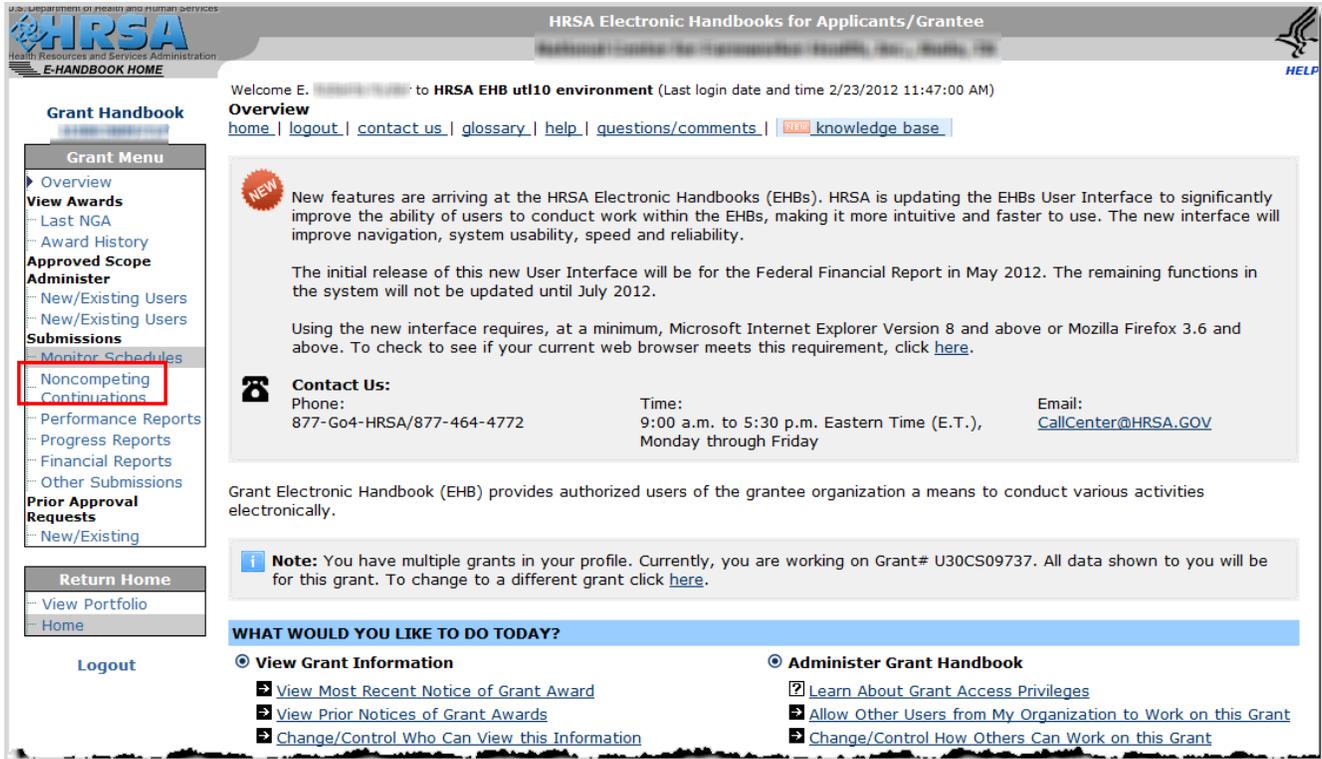
Program Contact: Not Available

U30CS09737: Training and Technical Assistance National Cooperative Agreements (NCAs)				Last Award Issued on: 09/19/2011
Project Period	7/1/2008-6/30/2014	Budget Period	9/1/2011-6/30/2012	Open Grant Handbook
CRS EIN	[redacted]	Number of Support Years	4	
Project Director	[redacted], Email: reitester1@hotmail.com, Phone: [redacted]			
Grant Contact	[redacted], Email: reitester1@hotmail.com, Phone: [redacted]			
Program Contact	[redacted], Email: reitester1@hotmail.com, Phone: [redacted]			

- 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	Click 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

Welcome to [Systems/Tools](#) to HRSA EHB ut110 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) - [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		
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

**Progress Report
Tracking#
00090993**

**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

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		
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

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

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

SF-PPR for FY 2012

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

SF-PPR
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

Please review the preloaded Grantee Information in this form. Note that certain data is preloaded from the saved profile. Please provide Authorizing Official (AO) Contact Information in this form.

Use ([Show Full Instruction](#))

[NCC User Guide](#)

Fields marked with an asterisk (*) are required.

SF-PPR **Status: Not Started**

Grantee Organization Information

Federal Grant or Other Identifying Number Assigned by Federal Agency	U30(XXXXXXXXXX)
DUNS Number	07(XXXXXXXXXX)
Employer Identification Number (EIN)	74(XXXXXXXXXX)
Recipient Organization Name	National Center for Translational Health, Inc.
Recipient Organization Address	1775 PINE BLVD, Suite 2000, WASHINGTON, DC 20004
CRS Entity Identification Number	17(XXXXXXXXXX)
Recipient Identifying Number or Account Number	9(XXXXXX)
Reporting Period End Date	06/30/2014
Final Report	<input type="radio"/> Yes <input checked="" type="radio"/> No

Authorizing Official(AO) Contact Information

Select	Title of Position	Name	Phone	Email
<input checked="" type="radio"/>	Authorizing Official	[Name]	[Phone]	[Email]

[Add/Change AO](#) [Update Information](#) [Delete AO](#)

[Go to Previous Page](#) [Save](#) [Save and Continue](#)

[Acceptable Use Policy](#)

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

- [Change the Selected Authorizing Official \(AO\)](#), p. 18
- [Add an AO](#), p. 19
- [Update the AO information](#), p. 21
- [Delete an AO](#), p. 22

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

Select	Title of Position	Name	Phone	Email
<input checked="" type="radio"/>	Authorizing Official			

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

Select	Name	UserName	Email	Last Login Date
<input checked="" type="radio"/>				2/23/2012 11:47:00 AM

- 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)

Fields marked with an asterisk(*) are required.

CONTACT INFORMATION	
Title	<input type="text"/>
Prefix	<input type="text"/>
*Last Name	<input type="text"/>
*First Name	<input type="text"/>
Middle Initial	<input type="text"/>
Suffix	<input type="text"/>
Organization Affiliation	<input type="text"/>

*Mailing Address (Required)	More Information
Mailstop Code (Internal Routing)	<input type="text"/>
Division / Department Name	<input type="text"/>
Select an option (Street Address or PO Box Only or Rural Route)	
<input type="text"/>	Number <input type="text"/> *Name <input type="text"/>
*Street Address	<input type="text"/>

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

CHOOSE AO TO ADD				
Select	Name	UserName	Email	Last Login Date
<input checked="" type="radio"/>	Dr. Barbara Nutter	BNUTTER	BNUTTER@HRSA.HHS.GOV	2/23/2012 11:47:00 AM
Add Selected Person as AO				
Go Back		Request a New AO		

- 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

Welcome [User Name] to HRSA EHB utl10 environment (Last login date and time 2/23/2012 11:47:00 AM)
SF-PPR
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

In order to assign a new AO to your application, the chosen person must be registered. Please enter the information below to notify the prospective AO via an email and request that he or she registers. When you are done click on the "Continue" button. To cancel the action, click on the "Cancel" button.

AO information entered here will not be saved by the system.

Fields marked with an asterisk(*) are required.

Notify AO	
*First Name:	<input type="text"/>
*Last Name:	<input type="text"/>
*Email Address:	<input type="text"/>
Subject:	Registration Request
Message:	<p>This email has been sent to you because [User Name] has indicated that you are the Authorizing Official (AO) for the following organization.</p> <p>Name: National [Organization Name] Address: [Address] [Address] [City, TX, [Zip Code]</p> <p>Registered AOs: [User Name], [User Name]</p> <p>[User Name] has created an application for the above organization. You are required to review and submit this application to HRSA. In order to do this, you must register with HRSA following the instructions given below.</p> <ol style="list-style-type: none"> 1. Log on to the HRSA EHBs website https://hrsaut10.reisys.com/webExternal/ 2. Click on the registration link on the left hand side menu. 3. Enter your name and contact information, choose to register the organization and select the Authorizing Official (AO) role. Complete the registration by following the instructions. 4. Click on 'Continue to Register Organization' and search for your organization using the name provided above. In case there are multiple matches, please use the complete organization information given above to select the correct organization from the results. <p>After your registration process is complete, please notify the creator of the application, so your name can be chosen as the AO for his/her application.</p> <p>If you have any questions, please contact HRSA Call Center at CallCenter@HRSA.GOV.</p>
Additional Comments:	<input type="text"/>

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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

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

U3 SF-PPR
 SF-PPR for FY 2012

HELP

Welcome [REDACTED] to HRSA EHB utl10 environment (Last login date and time 2/23/2012 11:47:00 AM)
 SF-PPR
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

This is a confirmation page! To notify the prospective AO via an email, you MUST click on the "Continue" button. To cancel the action, click on the "Cancel" button.

Notify AO Confirmation	
First Name:	[REDACTED]
Last Name:	[REDACTED]
Email Address:	[REDACTED]
Subject:	Registration Request
Message:	<p>This email has been sent to you because [REDACTED] has indicated that you are the Authorizing Official (AO) for the following organization.</p> <p>Name: National [REDACTED] Address: [REDACTED] Phone: [REDACTED] Registered AOs: [REDACTED]</p> <p>E. Roberta Ryder has created an application for the above organization. You are required to review and submit this application to HRSA. In order to do this, you must register with HRSA following the instructions given below.</p> <ol style="list-style-type: none"> 1. Log on to the HRSA EHBs website https://hrsaut10.reisys.com/webExternal/ 2. Click on the registration link on the left hand side menu. 3. Enter your name and contact information, choose to register the organization and select the Authorizing Official (AO) role. Complete the registration by following the instructions. 4. Click on 'Continue to Register Organization' and search for your organization using the name provided above. In case there are multiple matches, please use the complete organization information given above to select the correct organization from the results. <p>After your registration process is complete, please notify the creator of the application, so your name can be chosen as the AO for his/her application.</p> <p>If you have any questions, please contact HRSA Call Center at CallCenter@HRSA.GOV.</p>
Additional Comments:	

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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 screenshot shows a web form titled "Authorizing Official(AO) Contact Information". It features a table with the following columns: "Select", "Title of Position", "Name", "Phone", and "Email". The "Select" column has a radio button selected. Below the table are three buttons: "Add/Change AO", "Update Information" (highlighted with a red box), and "Delete AO". At the bottom of the form are buttons for "Go to Previous Page", "Save", and "Save and Continue".

- 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

This screenshot is identical to Figure 20, but the "Delete AO" button is highlighted with a red box instead of the "Update Information" 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

U30: **SF-PPR for FY 2012**

Welcome **[User Name]** to HRSA EHB ut110 environment (Last login date and time 2/23/2012 11:47:00 AM)
SF-PPR-2
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

Provide the required information requested in this form. Note that certain data is preloaded from the saved profile.
 Use the "Save and Continue" button to go to the next section. To return to the [\(Show Full Instruction\)](#)

Fields marked with an asterisk (*) are required. [NCC User Guide](#)

SF-PPR-2 (COVER PAGE CONTINUATION) **Status: Not Started**

Supplemental Continuation of SF-PPR Cover Page

Department Name	<input type="text"/>			
Division Name	<input type="text"/>			
Name of Federal Agency	Health Resources and Service Administration			
Funding Opportunity Number	5-U <input type="text"/>			
Funding Opportunity Title	Training and Technical Assistance National Cooperative Agreements (NCAs)			
Areas Affected by Project (Cities, County, State, etc.)	List Areas Affected			
	<table border="1"> <thead> <tr> <th>Area Type</th> <th>Affected Area(s)</th> </tr> </thead> <tbody> <tr> <td>US-all</td> <td>Other</td> </tr> </tbody> </table>	Area Type	Affected Area(s)	US-all
Area Type	Affected Area(s)			
US-all	Other			

Point of Contact (POC) Information

Select	Title of Position	Name	Phone	Email
<input checked="" type="radio"/>	Point of Contact	[Name]	[Phone]	[Email]

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

Select	Title of Position	Name	Phone	Email
<input checked="" type="radio"/>	Point of Contact	[REDACTED]	[REDACTED]	reitester1@hotmail.com

Buttons: Add/Change POC, Update Information, Delete POC

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

U30: (93.129)
 SF-PPR for FY 2012

Welcome [REDACTED] to HRSA EHB utl10 environment (Last login date and time 2/23/2012 11:47:00 AM)
 SF-PPR-2
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

These are the current POC(s) with submit applications privilege. Please choose the person that you want to Add as POC for this application and click on the "Add Selected Person as POC". If you do not find the name of the person you wish to Add, click on the "Request A New POC" Button. To return to the previous section, click on the "Go Back" Button.

Select	Name	Email
<input type="radio"/>	[REDACTED]	reitester1@hotmail.com

Buttons: Go Back, Add Selected Person as POC, Add New POC

[Acceptable Use Policy](#)

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

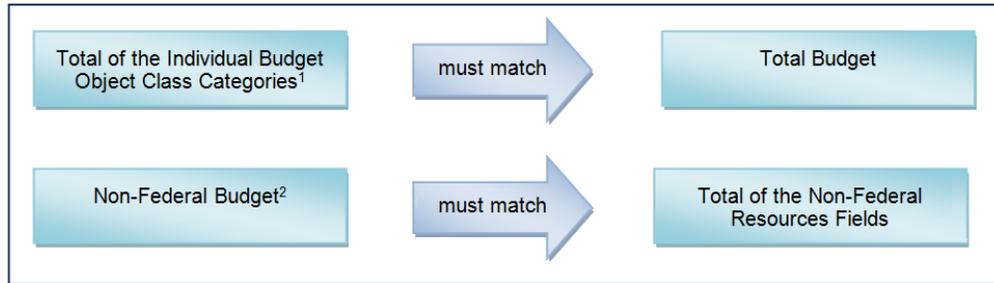
The Budget Details Form allows you to specify the budget information for the upcoming budget period (future Support Year) of the grant. The Budget Details Form consists of the following sections:

- 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

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

Section B - Budget Categories

Object Class Categories	Grant Program Function or Activity	Total
	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		\$425,000.00
Total Direct Charges		\$425,000.00
Indirect Charges		\$0.00
Total:		\$425,000.00

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

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)		\$425,000.00	\$0.00	\$425,000.00
Total:		\$425,000.00	\$0.00	\$425,000.00

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

- 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

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)	
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

- 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	\$ 1,257,456.00
Total Budget specified in Budget Summary	\$1,257,456.00

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

- 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

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

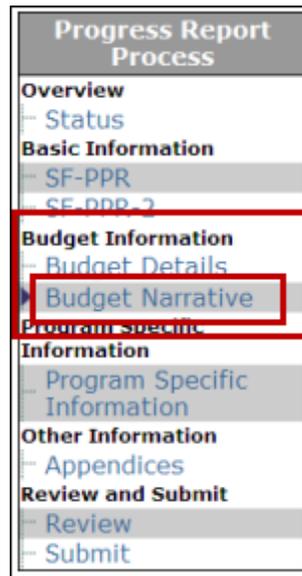


Figure 35: Budget Narrative Form

Fields marked with an asterisk (*) are required.

BUDGET NARRATIVE Status: **Not Started**

***Attachment(s) (Maximum two (2) attachments)**

Select	Purpose	Document Name	Size	Uploaded By	Description
No attached document exists.					
<input type="button" value="Attach"/>					

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 screenshot shows the HRSA EHB utl10 environment interface. The main content area displays the 'NCC PROGRESS REPORT PROCESS STATUS' page. A 'STATUS OVERVIEW' section provides details about the report's deadline (Apr 2 2012 5:00PM), creation date (2/14/2012 6:34:37 PM), and last update (2/23/2012 7:39:41 PM). Below this, a table lists various sections of the report with 'Update' links and their current status.

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	NOT STARTED

- 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 Status: **NOT COMPLETE**

Performance Measures

Project Period

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

[View: View Performance Measures](#)

***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 average 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 helpfulness of NCFH T/TA in assisting HC staff to successfully meet Health Center Program Requirements will increase from an average score of 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 helpfulness 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			

You can perform the following major functions on this screen:

	<p>Options:</p> <ul style="list-style-type: none"> ❖ Updating Performance Measures, p. 36 ❖ Adding Performance Measures, p. 38 ❖ Deleting Performance Measures, p. 40 ❖ Viewing Performance Measures, p. 42
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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

*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 average score of 82 to 85
Baseline Data	0.82 (Ratio) (Baseline Year: 2010)	Projected Data	0.85 (Ratio)
Action: View Update Delete			

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

Figure 40: Update Performance Measure Information

UPDATE PERFORMANCE MEASURE INFORMATION		Status: Not Complete
Update Performance Measure Information		
*Core Function	National Grantee Satisfaction	
*Performance Measure	Maximum line(s) allowed approximately: 5 (471 character(s) remaining) National Grantee Satisfaction	
*Target Goal Description (Sample Goals)	Maximum line(s) allowed approximately: 5 (343 character(s) remaining) 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 average score of 82 to 85	
Click "Save" button to save all information within this page. Save		
*Numerator Description (Examples)	Maximum line(s) allowed approximately: 5 (420 character(s) remaining) Average rating of satisfaction derived from individuals receiving T/TA from NCFH	
*Denominator Description (Examples)	Maximum line(s) allowed approximately: 5 (395 character(s) remaining) Highest rating for level of satisfaction on a scale from 1 to 10 with 1 being Poor and 10 being Excellent	
Click "Save" button to save all information within this page. Save		
*Baseline Data	Baseline Year: <input type="text" value="2010"/> (yyyy) Measure Type: <input type="text" value="Ratio"/> Numerator: <input type="text" value="82.00"/> Denominator: <input type="text" value="100.00"/> Calculated: 0.82 (Ratio)	*Projected Data (by End of Project Period) (Sample Calculation) <input type="text" value="0.85"/> (Ratio)

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

- 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			

- 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

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

U30: Training and Technical Assistance National Cooperative Agreements (NCAs) (93.129)
 NCAv02 Application for FY 2012

Welcome E. Roberta Ryder to **HRSA EHB UTL10 environment** (Last login date and time 2/23/2012 11:47:00 AM) --Tools Menu-- Go

Performance Measures
[EHB home](#) | [logout](#) | [contact us](#) | [help](#) | [questions/comments](#)

Please update the below Performance Measures information and click the 'Save and Continue' button when you are complete. To cancel this action and return to the previous page, click the 'Cancel'... ([Show Full Instruction](#))

Fields marked with an asterisk (*) are required.

ADD PERFORMANCE MEASURE INFORMATION Status: **Not Complete**

Add Performance Measure Information

*Core Function: Select One

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

*Target Goal Description (Sample Goals): Maximum line(s) allowed approximately: 5 (500 character(s) remaining)

Click "Save" button to save all information within this page. Save

*Numerator Description (Examples): Maximum line(s) allowed approximately: 5 (500 character(s) remaining)

*Denominator Description (Examples): Maximum line(s) allowed approximately: 5 (500 character(s) remaining)

Click "Save" button to save all information within this page. Save

*Baseline Data: Baseline Year: (yyyy) Measure Type: Select One Numerator: Denominator: Calculated Baseline: Note: Baseline data will be calculated real time based on numerator, denominator and measure type *Projected Data (by End of Project Period) (Sample Calculation)

*Data Source & Methodology: Maximum line(s) allowed approximately: 5 (500 character(s) remaining)

Click "Save" button to save all information within this page. Save

*Progress Towards Goal: Quantitative: Qualitative: Maximum line(s) allowed approximately: 5 (500 character(s) remaining)

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

Cancel Save and Continue

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 helpfulness of NCFH T/TA in assisting HC staff to successfully meet Health Center Program Requirements will increase from an average score of 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 provided 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 activities 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)

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 provided 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 activities 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			
<input type="button" value="Cancel"/>		<input type="button" value="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 <input type="button" value="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			
<input type="button" value="Cancel"/>		<input type="button" value="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

- 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
Expiration Date: 10/31/2013

DEPARTMENT OF HEALTH AND HUMAN SERVICES
Health Resources and Services Administration

PERFORMANCE MEASURES

Core Function: National Grantee Satisfaction

FOR HRSA USE ONLY

Application Tracking Number	Grant Number
00096071	U30CS09737
Project Period	

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 average score of 82 to 85		
Numerator Description	Average rating of satisfaction derived 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:		
Comments	Qualitative:		
Performance Measure: Client surveys			
Target Goal	Raise average survey score from 82% to 90%		

- 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

- 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 provided 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 activities 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 provided by the NCA.			
Target Goal Description	Increase FQHC sponsored school-based health centers (SBHCs) and/or related organizations satisfaction with NASBHC's TA/T activities 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 activities: 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 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 activities: 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 Sheets, 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

The screenshot shows the HRSA EHB UTL10 environment interface. The main content area is titled "NCA Progress Report for FY 2012". It includes a welcome message, a status section, and a "STATUS OVERVIEW" table. The table lists various sections and their current status, with "Update" links for each. The "Update" link for Section A is highlighted with a red box.

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

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

PROJECT WORK PLAN Section A - Training and Assistance in Fiscal and Program Management (Program Requirements) Go

Section A - Training and Assistance in Fiscal and Program Management (Program Requirements) Status: **NOT COMPLETE**

Target Audience Health Centers Serving Special Populations
 View: [NCA FY 2011 Application](#) | [Project Work Plan](#)
[Show All Details](#) | [Hide All Details](#)

Standard Goals

Goal A1: Provide national, state and local-level training to health centers and other safety net programs on the unique features of special populations and the programs that serve them. Status: **NOT COMPLETE**

Objective A1.1 Status: **NOT COMPLETE**

Objective Description By the end of year 3, provide a minimum of 33 training opportunities (11 per year) to new and existing staff of C/MHCs on an Orientation to Migrant Health and Farmworker Eligibility.
Actions: [Update Objective](#) | [Delete Objective](#) | [Objective Details](#)

Objective A1.2 Status: **NOT COMPLETE**

Objective Description By the end of year 3, increase the capacity of C/MHC staff to meet the PHS 330 Program Requirements through the provision of 6 national webinars (2 per year) addressing the unique features of the MSFW population.
Actions: [Update Objective](#) | [Delete Objective](#) | [Objective Details](#)

Actions: [Add Objective](#) | [Goal Details](#)

Additional Goals

Goal A6: Provide technical assistance and tools to assist MCHs in meeting PHS 330 Program Requirements as they relate to the unique features of MSFWs. Status: **NOT COMPLETE**

Objective A6.1 Status: **NOT COMPLETE**

Objective Description By the end of each grant year, increase the utilization of the NCFH Governance and Administrative Tool Box by 10% to assist C/MCHs in addressing PHS 330 Program Requirements.
Actions: [Update Objective](#) | [Delete Objective](#) | [Objective Details](#)

Objective A6.2 Status: **NOT COMPLETE**

Objective Description By the end of each grant year, increase by 10% the technical assistance on PHS 330 Program Requirements provided to C/MCHs.
Actions: [Update Objective](#) | [Delete Objective](#) | [Objective Details](#)

Actions: [Add Objective](#) | [Update Goal](#) | [Delete Goal](#) | [Goal Details](#)

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

Target Audience	Health Centers Serving Children in Schools
View:	NCA FY 2011 Application Project Work Plan

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

Standard Goals

Goal A1: Provide national, state and local-level training to health centers and other safety net programs on the unique features of special populations and the programs that serve them. **Status: NOT COMPLETE**

Objective A1.1 **Status: NOT COMPLETE**

Objective Description By the end of year 3, provide a minimum of 33 training opportunities (11 per year) to new and existing staff of C/MHCs on an Orientation to Migrant Health and Farmworker Eligibility.

Actions: [Update Objective](#) | [Delete Objective](#) | [Objective Details](#)

Objective A1.2 **Status: NOT COMPLETE**

Objective Description By the end of year 3, increase the capacity of C/MHC staff to meet the OHS 330 Program...

Objective A5.5 **Status: NOT COMPLETE**

Objective Description By the end of Year 3, and in partnership with SAF, increase the visibility of migrant health center career opportunities through training opportunities with SAF fellows and alumni members.

Actions: [Update Objective](#) | [Delete Objective](#) | [Objective Details](#)

Actions: [Add Objective](#) | [Goal Details](#)

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

Additional Goals		Status: NOT COMPLETE
<input type="checkbox"/> Goal A6: Provide technical assistance and tools to assist MCHs in meeting PHS 330 Program Requirements as they relate to the unique features of MSFWs.		
Objective A6.1		Status: NOT COMPLETE
Objective Description	By the end of each grant year, increase the utilization of the NCFH Governance and Administrative Tool Box by 10% to assist C/MCHs in addressing PHS 330 Program Requirements.	
Actions: Update Objective Delete Objective Objective Details		
Objective A6.2		Status: NOT COMPLETE
Objective Description	By the end of each grant year, increase by 10% the technical assistance on PHS 330 Program Requirements provided to C/MCHs.	
Actions: Update Objective Delete Objective Objective Details		
Actions: Add Objective Update Goal Delete Goal Goal Details		
<input type="button" value="Add Additional Goal"/>		

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

	<h3>Options</h3> <ul style="list-style-type: none"> ❖ 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

Objective A1.1		Status: NOT COMPLETE
Objective Description	By the end of year 3, provide a minimum of 33 training opportunities (11 per year) to new and existing staff of C/MCHs on an Orientation to Migrant Health and Farmworker Eligibility.	
Actions: Update Objective Delete Objective Objective Details		

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

PROJECT WORK PLAN - UPDATE OBJECTIVE A1.1

Section A - Training and Assistance in Fiscal and Program Management (Program Requirements) Status: **NOT COMPLETE**

Goal A1

Goal Description	Provide national, state and local-level training to health centers and other safety net programs on the unique features of special populations and the programs that serve them.
-------------------------	--

View: [Goal Details](#) | [Project Work Plan](#)

Action:

***Objective Description**

Maximum line(s) allowed approximately: 4 (218 character(s) remaining)

By the end of year 3, provide a minimum of 33 training opportunities (11 per year) to new and existing staff of C/MHCs on an Orientation to Migrant Health and Farmworker Eligibility.

***Time Frame**

Maximum line(s) allowed approximately: 5 (41 character(s) remaining)

Conduct 4, 1 hour webinars per year on Orientation to MH - Sept, March, May, July of each year;
 Conduct 4, 1 hour webinars per year on FW Eligibility - Oct, April, June, August of each year;
 Conduct 3 trainings with the Farmworker Health Network (FHN) at all Migrant Health Stream Forums - Oct, Nov, and Feb of each year;
 Provide on-going consultation to individual health centers - Ongoing;
 Conduct evaluation of all trainings - Ongoing during trainings.

Comments

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

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 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

***Progress Report**

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

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

***Objective Description**

Maximum line(s) allowed approximately: 4 (267 character(s) remaining)

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

Figure 62: Time Frame Description Update

***Time Frame**

Maximum line(s) allowed approximately: 5 (211 character(s) remaining)

1. September 30, 2011
2. September - November 2011, 2012, 2013
3. Ongoing September 2011 - August 2014)
4. Ongoing September 2011- August 2014)
5. Ongoing September 2011- August 2014)
6. Annually in June (2012 - 2014)
7. Ongoing September 2011- August 2014)

Figure 63: Objective Comment Update

Comments

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

Cancel Save Save and Continue

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
<input type="checkbox"/>	1	Present webinars monthly
<input type="checkbox"/>	2	Archive webinars on TA section of website
<input type="checkbox"/>	3	Establish a webinar series to address priority TA/T needs
<input type="checkbox"/>	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)
<input type="checkbox"/>	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
<input type="checkbox"/>	6	Make appearances (e.g. presentations, workshops, and trainings) at national- and state-level conferences and meetings on identified TA priority areas
<input type="checkbox"/>	7	Disseminate SBHC TA/T information, resources, and tools to SBHCs and others via website, quarterly newsletter, e-blasts, and social media
<input type="checkbox"/>	8	Promote webinar series annually, quarterly, and monthly
<input style="border: 2px solid red;" type="button" value="Add"/> <input type="button" value="Update"/> <input type="button" value="Delete"/>		

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

Figure 65: Add Activity Page

ADD 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: <input type="button" value="Go to Section A List Page"/>	

Activity	
Item Number	Description (Maximum 200 characters)
9	<div style="border: 1px solid red; padding: 2px;"> Maximum line(s) allowed approximately: 2 (200 character(s) remaining) </div>
10	<div style="border: 1px solid gray; padding: 2px;"> Maximum line(s) allowed approximately: 2 (200 character(s) remaining) </div>
11	<div style="border: 1px solid gray; padding: 2px;"> Maximum line(s) allowed approximately: 2 (200 character(s) remaining) </div>
12	<div style="border: 1px solid gray; padding: 2px;"> Maximum line(s) allowed approximately: 2 (200 character(s) remaining) </div>
13	<div style="border: 1px solid gray; padding: 2px;"> Maximum line(s) allowed approximately: 2 (200 character(s) remaining) </div>

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

Select	Number	Activity
<input checked="" type="checkbox"/>	1	Present webinars monthly
<input type="checkbox"/>	2	Archive webinars on TA section of website
<input type="checkbox"/>	3	Establish a webinar series to address priority TA/T needs
<input type="checkbox"/>	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)
<input type="checkbox"/>	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
<input type="checkbox"/>	6	Make appearances (e.g. presentations, workshops, and trainings) at national- and state-level conferences and meetings on identified TA priority areas
<input type="checkbox"/>	7	Disseminate SBHC TA/T information, resources, and tools to SBHCs and others via website, quarterly newsletter, e-blasts, and social media
<input type="checkbox"/>	8	Promote webinar series annually, quarterly, and monthly

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

Figure 67: Update Activity Page

UPDATE 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:

Activity

Item Number	Description (Maximum 200 characters)
1	<p>Maximum line(s) allowed approximately: 2 (176 character(s) remaining)</p> <p>Present webinars monthly</p>

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

The screenshot shows a table titled '*Activity' with the following data:

Select	Number	Activity
<input checked="" type="checkbox"/>	1	Present webinars monthly
<input type="checkbox"/>	2	Archive webinars on TA section of website
<input type="checkbox"/>	3	Establish a webinar series to address priority TA/T needs
<input type="checkbox"/>	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)
<input type="checkbox"/>	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
<input type="checkbox"/>	6	Make appearances (e.g. presentations, workshops, and trainings) at national- and state-level conferences and meetings on identified TA priority areas
<input type="checkbox"/>	7	Disseminate SBHC TA/T information, resources, and tools to SBHCs and others via website, quarterly newsletter, e-blasts, and social media
<input type="checkbox"/>	8	Promote webinar series annually, quarterly, and monthly

Below the table are three buttons: 'Add', 'Update', and 'Delete'. The 'Delete' button is highlighted with a red box.

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

Figure 69: Delete Activity Page

The screenshot shows the 'DELETE ACTIVITY - OBJECTIVE A1.1' page. It includes the following elements:

- Objective A1.1** section with an 'Objective Description' field containing: '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** table with the following data:

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

At the bottom of the page are two buttons: 'Cancel' and 'Confirm Delete'. The 'Confirm Delete' button is highlighted with a red box.

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

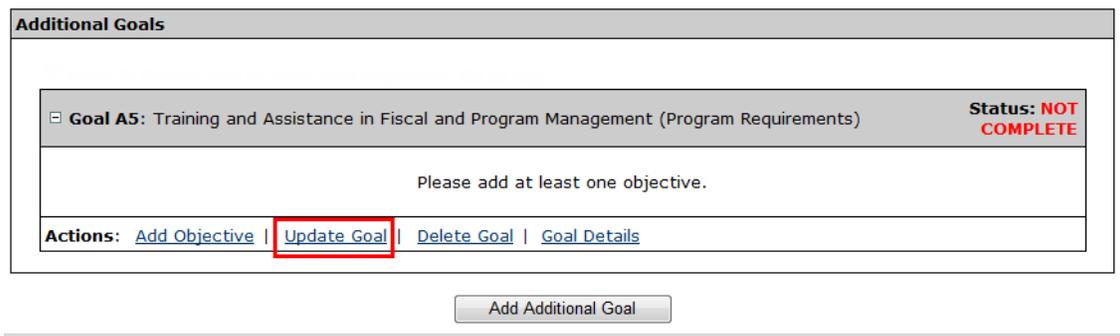
Note: Justification comments are required if you update the Goal description of an Additional Goal proposed in your NCA FY 2011 Application.

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:

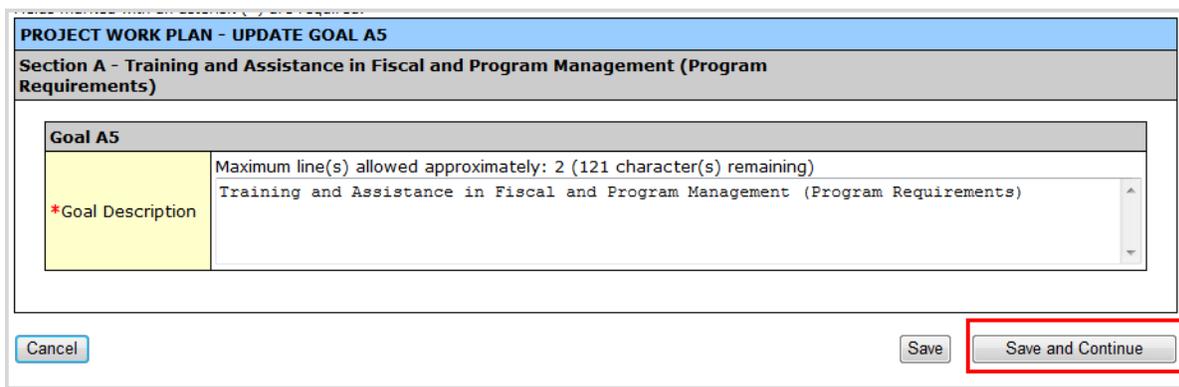
1. Click the [Update Goal](#) Action link for that Additional Goal.
- The **Update Goal** page opens

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.

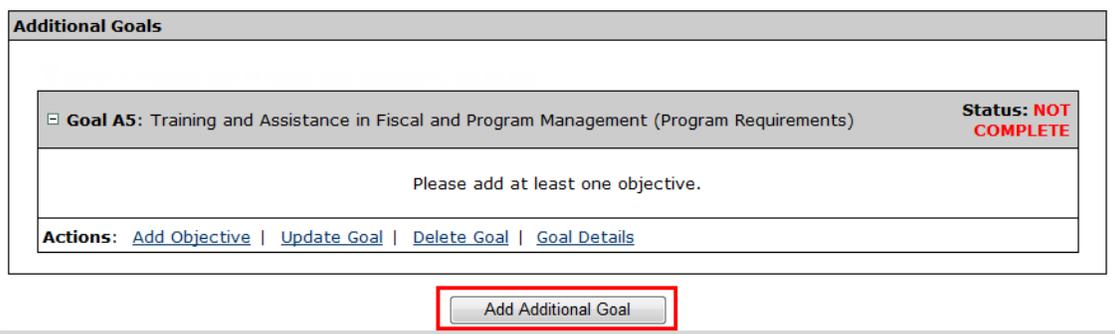
Note: The Goal Description of a Standard Goal *cannot* be updated.

5.2.1.2 Adding

The following subsections describe adding Additional Goals and Objectives.

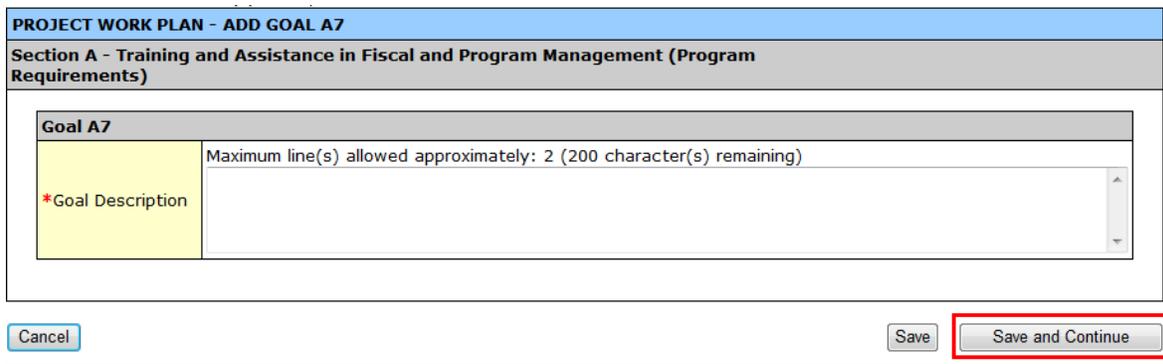
5.2.1.2.1 Adding an Additional Goal

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

The screenshot shows a web interface titled "Additional Goals". At the top, there is a red error message: "Error 5: Please add at least one objective. Go to top". Below this, a goal is listed: "Goal A5: Training and Assistance in Fiscal and Program Management (Program Requirements)" with a status of "NOT COMPLETE". A text box below the goal contains the message "Please add at least one objective." At the bottom of the goal entry, there is an "Actions" section with four links: "Add Objective", "Update Goal", "Delete Goal", and "Goal Details". The "Add Objective" link is highlighted with a red rectangular box. Below the goal entry area is a button labeled "Add Additional Goal".

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

PROJECT WORK PLAN - ADD OBJECTIVE A5.1
 Section A - Training and Assistance in Fiscal and Program Management (Program Requirements) Status: **NOT COMPLETE**

Goal A5
 Goal Description: Training and Assistance in Fiscal and Program Management (Program Requirements)
 View: [Goal Details](#) | [Project Work Plan](#)
 Action:

***Objective Description**
 Maximum line(s) allowed approximately: 4 (400 character(s) remaining)

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

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

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

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

Objective A4.1		Status: NOT COMPLETE
Objective Description	Equip SBHCs with curriculum to implement community health worker roles in their centers by August 31, 2014.	
Actions: Update Objective Delete Objective Objective Details		

- 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

PROJECT WORK PLAN - DELETE OBJECTIVE A1.1

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

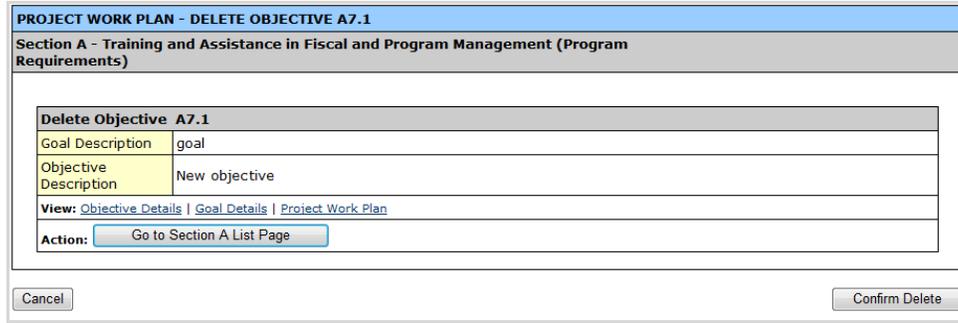
Delete Objective A1.1	
Goal Description	Provide national, state and local-level training to health centers and other safety net programs on the unique features of special populations and the programs that serve them.
Objective Description	By the end of year 3, provide a minimum of 33 training opportunities (11 per year) to new and existing staff of C/MHCs on an Orientation to Migrant Health and Farmworker Eligibility.
*Provide Justification	Note: Please provide justification as you are deleting an objective that was proposed in your last awarded NCA Application Maximum line(s) allowed approximately: 5 (500 character(s) remaining)
	<div style="border: 1px solid gray; height: 40px;"></div>
View: Objective Details Goal Details Project Work Plan	
Action: <input type="button" value="Go to Section A List Page"/>	

- 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

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Close Window

VIEW OBJECTIVE DETAILS

Objective A2.1	
Objective Description	Equip SBHCs with information and resources on emergency preparedness plans through August 31, 2014.
Progress Report	
Activity	<ol style="list-style-type: none"> 1. Archive webinar on TA section of NASBHC website 2. Disseminate updated emergency preparedness resources and sample emergency preparedness plan to the field via website, quarterly newsletter, e-blasts, and social media 3. Conduct webinar to orient the field on NASBHC's updated emergency preparedness resources and sample emergency preparedness plan 4. Update NASBHC's current emergency preparedness resources and develop a sample emergency preparedness plan that is downloadable from the NASBHC website.
	1. At least 40 SBHCs will be better informed about emergency preparedness activities.
Person/Area Responsible	<ol style="list-style-type: none"> 1. Program Assistant Outreach and Engagement 2. Program Assistant Outreach and Engagement Team 3. Program Assistant 4. Program Assistant
Time Frame	<ol style="list-style-type: none"> 1. Resources updated by October 2011, Updated plan posted on website by January 2011 2. Webinar conducted by February 2012 3. Ongoing September 2011 – August 2014 4. Ongoing dissemination to the field (January 2012 – August 2014), Modify resources based on feedback from field (February 2012 – August 2014)
Comments	

Close Window

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

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. **Status: NOT COMPLETE**

Objective A1.1		Status: NOT COMPLETE
Objective Description	Equip SBHCs and others with needed training and technical assistance (T/AT) information, resources, and tools through August 31, 2014	
Actions: Update Objective Delete Objective Objective Details		

Actions: [Add Objective](#) | [Goal Details](#)

- 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

Target Audience	Health Centers Serving Children in Schools
View:	NCA FY 2011 Application Project Work Plan

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

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[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) 3. Establish a training survey and the	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 (Hide)	1. September 30, 2011 2. September - November 2011, 2012, 2013 3. Ongoing Sept	
1. Survey 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)	Survey... 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)		3. Policy 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

- Click the [Update](#) link for Section B on the **Status Overview** page, **OR**
 - 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

Standard Goals										
<input type="checkbox"/> Goal B1: Assist in the development of innovative models of care for the target population (e.g. training, development and technology transfer of models that work). Status: NOT COMPLETE										
<table border="1"> <thead> <tr> <th colspan="2">Objective B1.1</th> <th style="text-align: right;">Status: NOT COMPLETE</th> </tr> </thead> <tbody> <tr> <td>Objective Description</td> <td colspan="2">By the end of year 3, increase the capacity of 3 C/MHCs experiencing low patient satisfaction rates to adopt organization wide customer service and cultural competency training as a model of care to improve overall health center performance.</td> </tr> <tr> <td>Actions:</td> <td colspan="2"> Update Objective Delete Objective Objective Details </td> </tr> </tbody> </table>		Objective B1.1		Status: NOT COMPLETE	Objective Description	By the end of year 3, increase the capacity of 3 C/MHCs experiencing low patient satisfaction rates to adopt organization wide customer service and cultural competency training as a model of care to improve overall health center performance.		Actions:	Update Objective Delete Objective Objective Details	
Objective B1.1		Status: NOT COMPLETE								
Objective Description	By the end of year 3, increase the capacity of 3 C/MHCs experiencing low patient satisfaction rates to adopt organization wide customer service and cultural competency training as a model of care to improve overall health center performance.									
Actions:	Update Objective Delete Objective Objective Details									
<table border="1"> <thead> <tr> <th colspan="2">Objective B1.2</th> <th style="text-align: right;">Status: NOT COMPLETE</th> </tr> </thead> <tbody> <tr> <td>Objective Description</td> <td colspan="2">By the end of Yr 3, increase awareness and promote the benefits of Telemedicine and Telehealth in provision of care to MSFWs as a model of care for increasing access to specialty services to all 157 C/MHCs.</td> </tr> <tr> <td>Actions:</td> <td colspan="2"> Update Objective Delete Objective Objective Details </td> </tr> </tbody> </table>		Objective B1.2		Status: NOT COMPLETE	Objective Description	By the end of Yr 3, increase awareness and promote the benefits of Telemedicine and Telehealth in provision of care to MSFWs as a model of care for increasing access to specialty services to all 157 C/MHCs.		Actions:	Update Objective Delete Objective Objective Details	
Objective B1.2		Status: NOT COMPLETE								
Objective Description	By the end of Yr 3, increase awareness and promote the benefits of Telemedicine and Telehealth in provision of care to MSFWs as a model of care for increasing access to specialty services to all 157 C/MHCs.									
Actions:	Update Objective Delete Objective Objective Details									
Actions: Add Objective Goal Details										

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

Additional Goals
No additional goals have been added.
<div style="border: 2px solid red; padding: 5px; display: inline-block;"> <input type="button" value="Add Additional Goal"/> </div>
<input type="button" value="Go to Previous Page"/> <input type="button" value="Save"/> <input type="button" value="Save and Continue"/>

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

	<h3>Options</h3> <ul style="list-style-type: none"> ❖ 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 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:

	<h3>Options</h3> <ul style="list-style-type: none"> ❖ 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

The screenshot shows a web form titled "ORGANIZATION CONTACTS" with a sub-header "Form 12: Organization Contacts" and a status indicator "Status: COMPLETE".

The form is divided into two main sections:

- *Contact Person:** A table with columns: Select, Title of Position, Name, Highest Degree, Phone, and Email. The first row has a selected radio button, "CFO" as the title, a name field, a highest degree field, a phone field, and the email "reitester1@hotmail.com". Below this table are two buttons: "Update Information" and "Delete Contact Person". The "Delete Contact Person" button is highlighted with a red rectangular box.
- Chief Executive Officer:** A similar table with columns: Select, Title of Position, Name, Highest Degree, Phone, and Email. The first row has a selected radio button, "Chief Executive Officer" as the title, a name field, a highest degree field, a phone field, and the email "reitester1@hotmail.com". Below this table are two buttons: "Update Information" and "Delete Chief Executive Officer".

At the bottom of the form are three buttons: "Go to Previous Page", "Save", and "Save and Continue".

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

Progress Report Tracking # 00096065
 Program Specific Information
 Overview
 Status
 Features and Work Plan
 Performance Measures
 Project Work Plan
 Organization Contacts
 Form 12
 Review
 Program Specific Forms
 Logout

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

The contact information that you provided in your last awarded NCA Application is listed below. You can edit this information. Use the "Save and Continue" button to go to the next section. To return... (Show Full Instruction)

Please refer to [User Guide](#) for more information on how to complete this form.

Fields marked with an asterisk (*) are required.

ORGANIZATION CONTACTS
 Form 12: Organization Contacts Status: COMPLETE

*Contact Person					
Select	Title of Position	Name	Highest Degree	Phone	Email
<input checked="" type="radio"/>	Project Director	[Redacted]	Ph.D.	[Redacted] Ext. [Redacted]	test@test.com
		Update Information		Delete Contact Person	

Chief Executive Officer					
Select	Title of Position	Name	Highest Degree	Phone	Email
<input checked="" type="radio"/>	Chief Executive Officer	[Redacted]	DPA	[Redacted] Ext. [Redacted]	test@test.com
		Update Information		Delete Chief Executive Officer	

Go to Previous Page Save Save and Continue

The Contact Information page opens

2. Enter or select the information to be added.

Figure 101: Add Contact Person Page

CONTACT INFORMATION

*Title of Position	<input type="text"/>
Prefix	Select One ▼
*First Name	<input type="text"/>
*Last Name	<input type="text"/>
Middle Initial	<input type="text"/>
Suffix	Select One ▼ If 'Other', please specify <input type="text"/>
Highest Degree	Select One ▼ If 'Other', please specify <input type="text"/>

Contact Address	
*Email Address	<input type="text"/>
*Phone Number	(<input type="text"/>) <input type="text"/> - <input type="text"/> Ext: <input type="text"/>

Go Back Save and Continue

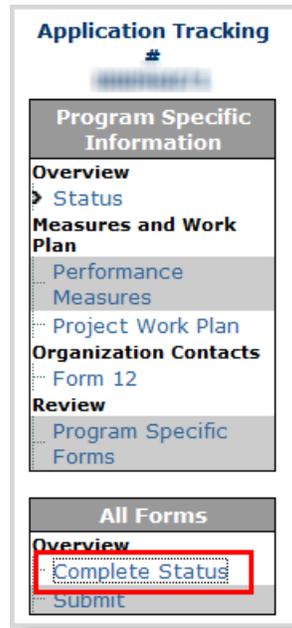
3. Click the **Save and Continue** button.

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

- 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		

- Click the [Attach](#) button.

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

Figure 105: Attach Document (for Appendices) Page

Fields marked with an asterisk(*) are required.

ATTACH DOCUMENT	
*Purpose	Select Purpose
*Document	Browse... (Allowable Document Type(s): doc,rtf,txt,wpd,pdf,xls,jpg,jpeg,xfd,docx,xlsx) (Allowable Document Size: 20 MB)
Description (Maximum 500 characters)	

Go Back Attach Document Finished Attaching

Attached Document(s)				
Purpose	Document Name	Size	Uploaded By	Description
No attached document exists.				

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

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

ATTACH DOCUMENT	
*Purpose	Select Purpose
*Document	Browse... (Allowable Document Type(s): doc,rtf,txt,wpd,pdf,xls,jpg,jpeg,xfd,docx,xlsx) (Allowable Document Size: 20 MB)
Description (Maximum 500 characters)	

Go Back Attach Document Finished Attaching

Attached Document(s)				
Purpose	Document Name	Size	Uploaded By	Description
No attached document exists.				

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

Attached Document(s)				
Purpose	Document Name	Size	Uploaded By	Description
Program Narrative Update	NCC_Progress_Report_User_Guide_for_BPHC.doc	13.12 MB	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**

Select	Purpose	Document Name	Size	Uploaded By	Description
<input checked="" type="radio"/>	Program Narrative Update	NCC_Progress_Report_User_Guide_for_BPHC.doc	13.12 MB	on	

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

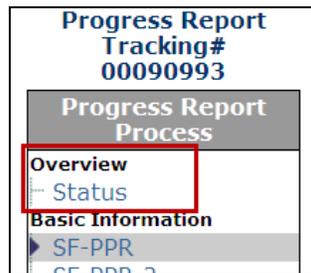
New Description (Maximum 500 characters) word file

Attached Document				
Purpose	Document Name	Size	Uploaded By	Description
Project Narrative Update	NCC_Progress_Report_User_Guide_for_BPHC.doc	94.5 KB	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	[User Name] on 2/23/2012 11:28:21 PM	
HRSA Project Officer Contact Info	Name(Email) - [Name] Contact Number - [Number]	
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

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		

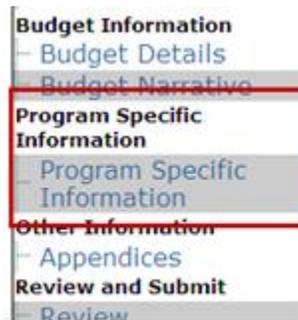
[Proceed To Submit](#)

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



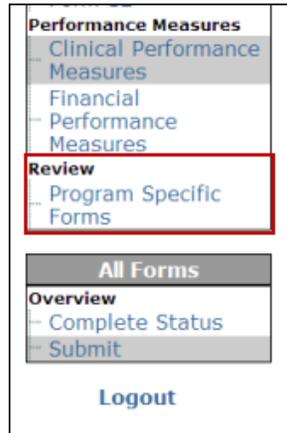
- The **Status Overview Page for Program Specific Information** page ([Figure 115](#)) will open

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

Print [Print All HTML Forms](#)

Note: 'Print All HTML Forms' button will print all program specific HTML forms only.

TABLE OF CONTENTS Table of Contents

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

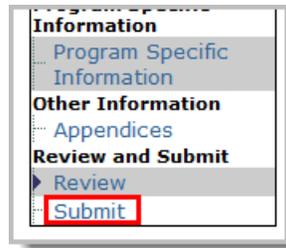
When the status of all Standard Forms and Program Specific Forms is complete, you are ready to submit your Progress Report to HRSA.

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

SUBMIT REQUEST		
NCC PROGRESS REPORT PROCESS STATUS		
Deadline	Apr 2 2012 5:00PM (You have 38 days to complete and submit the application.)	
Created On	2/14/2012 6:34:37 PM	
Last Updated By	2/24/2012 12:16:58 PM	
HRSA Project Officer Contact Info	Name(Email) - Contact Number -	
View: NCC Progress Report Program Instructions NCC User Guide		
Section	Action	Status
Basic Information		
SF-PPR	Update	COMPLETE
SF-PPR-2 (Cover Page Continuation)	Update	COMPLETE
Budget Information		
Budget Details		
Support Year 5	Update	COMPLETE
Support Year 6	Update	COMPLETE
Budget Narrative	Update	COMPLETE
Other Information		
Program Specific Information	Update	COMPLETE
Appendices	Update	COMPLETE
		Submit to HRSA

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

U30: (93.129)
SF-PPR for FY 2012

Welcome E. Roberta Ryder to **HRSA EHB ut110 environment** (Last login date and time 2/24/2012 12:10:00 PM)

Submit
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

Progress Report Tracking# 00096071

Note: This is a confirmation page! You MUST click on the appropriate button to complete your action..

You have chosen to submit this report to HRSA. Please check the box to electronically sign the Noncompeting Continuation (NCC) Progress Report. Click on the 'Submit Report' button below to submit the report. If you do not wish to submit the (NCC) Progress Report at this time, click on the 'Cancel' button to return to the previous screen.

Fields marked with an asterisk (*) are required.

***NCC PROGRESS REPORT CERTIFICATION**

I certify to the best of my knowledge and belief that the information provided in this progress report is true and correct. [View Report](#)

Please check the box to electronically sign the NCC Progress Report

[Cancel](#) [Submit Report](#)

[Return Home](#)
[View Portfolio](#)
[Home](#)

[Logout](#)

[Acceptable Use Policy](#)

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

U30: (93.129)
SF-PPR for FY 2012

Welcome E. Roberta Ryder to **HRSA EHB ut110 environment** (Last login date and time 2/24/2012 12:10:00 PM)

[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

[Print](#)

NCC Progress Report was successfully submitted and received by HRSA.

The tracking number for your submission is listed below. Please keep record of the tracking number for future reference.

Your progress report will now be sent for review. During this process you may be contacted by the reviewer for additional questions related to your submission. All such questions will be directed to the contact person that you have specified in your progress report.

All technical/system issues should be directed to the HRSA helpline at 877-Go4-HRSA/877-464-4772 or Email at CallCenter@HRSA.GOV from 9:00 a.m. to 5:30 p.m. Eastern Time (E.T.), Monday through Friday

Submitted on Date and Time	2/24/2012 1:34:14 PM
Submitted By	E. Roberta Ryder
Tracking Number	96071

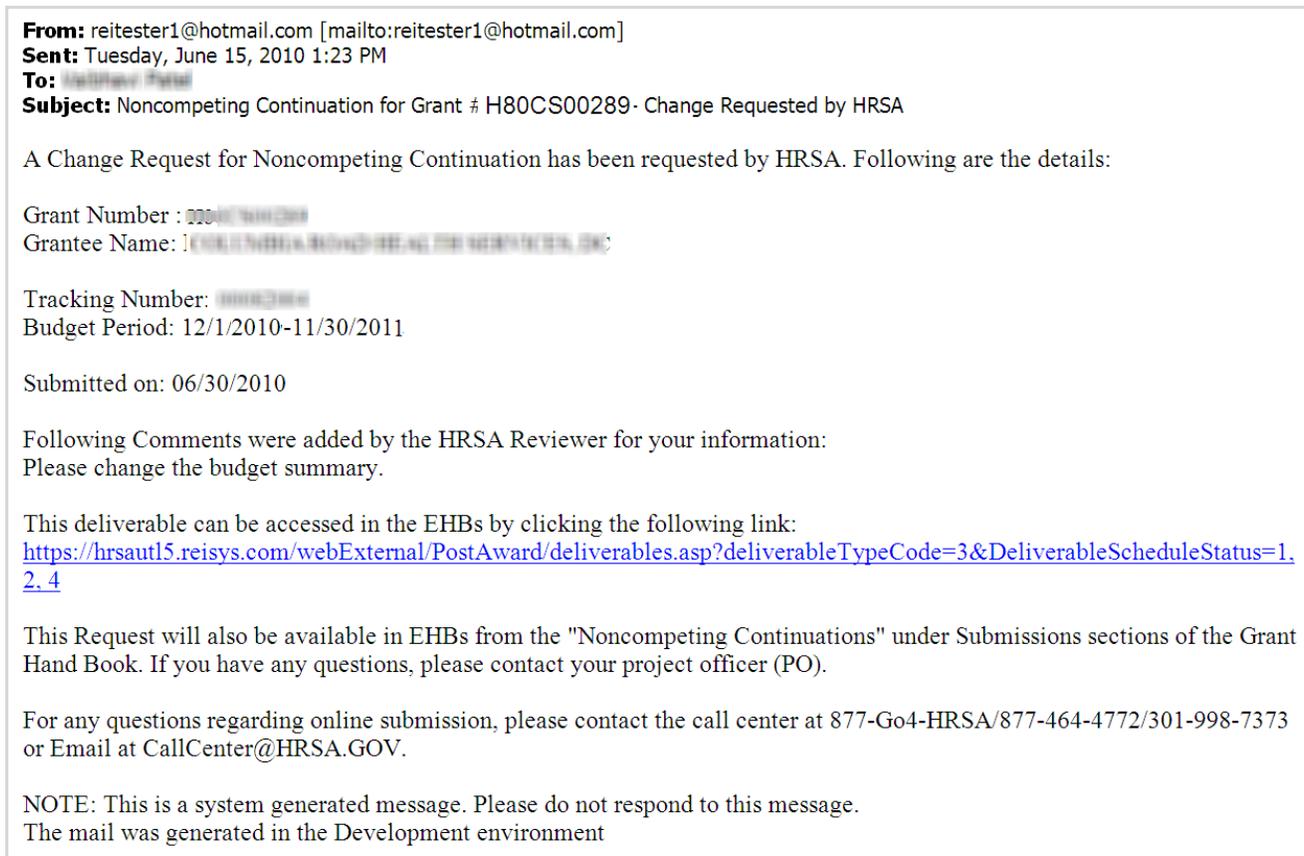
[Go To Noncompeting Continuation List Page](#)

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



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

GRANTS LIST			
U30CS09737: Training and Technical Assistance National Cooperative Agreements (NCAs)			Last Award Issued on: 09/19/2011
Project Period	7/1/2008-6/30/2014	Budget Period	9/1/2011-6/30/2012
CRS EIN	1741826899A1	Number of Support Years	4
Project Director	[Redacted], Email: reitester1@hotmail.com, Phone: [Redacted]		Open Grant Handbook
Grant Contact	[Redacted], Email: reitester1@hotmail.com, Phone: [Redacted]		
Program Contact	[Redacted], Email: reitester1@hotmail.com, Phone: [Redacted]		

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

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

HRSA Electronic Handbooks for Applicants/Grantee

Welcome [Redacted] to HRSA EHB ut5 environment (Last login date and time 6/30/2010 12:41:00 PM)

Noncompeting Continuations
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

Following is the list of noncompeting continuation applications. To search through noncompeting continuation applications, click on the "Search" button.

Displaying 1-1 of 1

NONCOMPETING CONTINUATION			
Input Parameters: (Show Parameters)			
Noncompeting Continuation Progress Report		Schedule Status: Change requested	
Type	Noncompeting Continuations	Due Date	7/1/2011 Due In: 1 days
Available Date	6/30/2010 7:01:46 PM	Submission Tracking Number	[Redacted]
Reporting Cycle	Budget Period Start Date	Reporting Period	6/30/2010
Online Submission	Yes (Preferred)	Submission Status	Change Requested
Started by	[Redacted] 2:13:31 PM	Submitted by	[Redacted] 8:24:42 AM

[Submit Submission](#) | [Edit Submission](#) | [View Submission](#)

Page 1

[Acceptable Use Policy](#)

Grant Menu

- Overview
- View Awards**
 - Last NGA
 - Award History
- Approved Scope**
 - Services
 - Sites
 - Other Activities and Locations
- Administer**
 - New/Existing Users
- Change Grant**
 - New/Existing CIS
 - Legacy CIS
- Submissions**
 - Monitor Schedules**
 - Noncompeting Continuations
 - Performance Reports
 - Progress Reports
 - Other Submissions
- Prior Approval Requests**
 - New/Existing

Return Home

- View Portfolio
- Home

Logout

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.

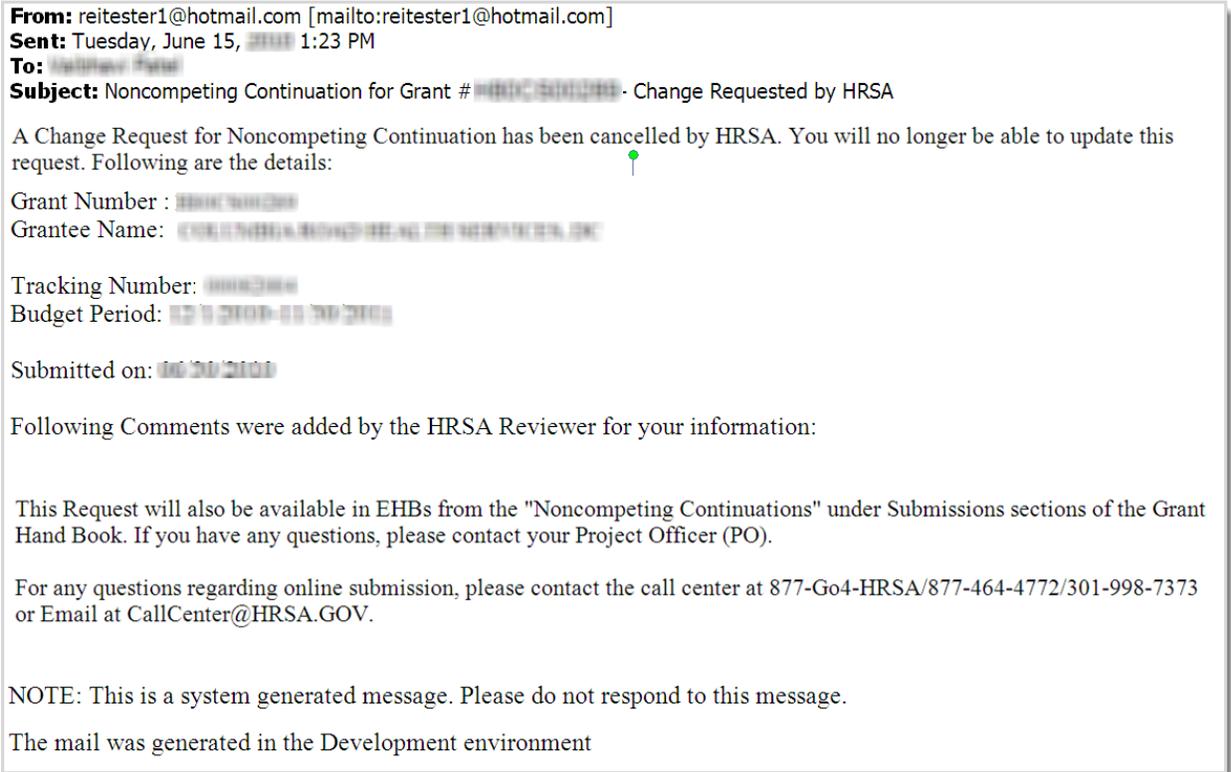
7.2. Cancelled Change Requests

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



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

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

HRSA Electronic Handbooks for Applicants/Grantee
HELP

Welcome **Mark Huber** to HRSA EHB ut15 environment (Last login date and time 6/30/2010 12:41:00 PM)
Noncompeting Continuations
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

Following is the list of noncompeting continuation applications. To search through noncompeting continuation applications, click on the "Search" button.

NONCOMPETING CONTINUATION

Input Parameters: ([Show Parameters](#))

No records were found matching the search criteria listed above. Click on the 'Search' button to refine the criteria.

[Acceptable Use Policy](#)

Grant Handbook
EHB HOME

Grant Menu

- Overview
- View Awards**
- Last NGA
- Award History
- Approved Scope**
- Services
- Sites
- Other Activities and Locations
- Administer**
- New/Existing Users
- Change Grant**
- New/Existing CIS
- Legacy CIS
- Submissions**
- Monitor Schedules
- Noncompeting Continuations
- Performance Reports
- Progress Reports
- Other Submissions
- Prior Approval Requests**
- New/Existing

Return Home

- View Portfolio
- Home

[Logout](#)

Figure 127: Search Parameters Page

The screenshot shows the HRSA Electronic Handbooks for Applicants/Grantee interface. The page title is "NONCOMPETING CONTINUATION". It features a search form with the following fields:

Search Parameters	
Schedule Status (To select multiple, hold the Ctrl key and then select from the list.)	All Not Started In Progress Submitted
Submission Due Date	From (mm/dd/yyyy): MM/DD/YYYY To (mm/dd/yyyy): MM/DD/YYYY
Submission Coming up within (days)	All
Reporting Cycle (To select multiple, hold the Ctrl key and then select from the list.)	All Budget Period Project Period Fiscal Year
Submission Tracking Number like	
Submission Name like	
Results per Page	10

A "Search" button is located at the bottom right of the form.

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

Welcome [User Name] to HRSA EHB utl10 environment (Last login date and time [Date/Time] 1:07:00 PM)

Noncompeting Continuations
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#) | [HRSA knowledge base](#)

Following is the list of noncompeting continuation applications. To search through noncompeting continuation applications, click on the "Search" button.

Displaying 1-3 of 3

NONCOMPETING CONTINUATION			
Input Parameters: (Show Parameters)			
Noncompeting Continuation Progress Report			Schedule Status: Submitted
Type	Noncompeting Continuations	Due Date	5:00:00 PM
Available Date	6:30:34 PM	Submission Tracking Number	
Reporting Cycle	Budget Period Start Date	Reporting Period	
Online Submission	Yes (Preferred)	Submission Status	Submitted to HRSA
Started by	[User Name] on 2/23/2012 5:58:06 PM	Submitted by	[User Name] on 2/24/2012 1:34:14 PM
View Submission			
Noncompeting Continuation Application			Schedule Status: Submitted
Type	Noncompeting Continuations	Due Date	11:59:59 PM
Available Date	7:38:41 AM	Submission Tracking Number	
Reporting Cycle	Budget Period Start Date	Reporting Period	
Online Submission	Yes (Required)	Submission Status	Submitted to HRSA
Started by	[User Name] on [Date/Time] 6:16:55 PM	Submitted by	[User Name] on 5/3/2010 3:35:17 PM
View Submission			
Noncompeting Continuation Application			Schedule Status: Submitted
Type	Noncompeting Continuations	Due Date	11:59:59 PM
Available Date	7:36:42 AM	Submission Tracking Number	
Reporting Cycle	Budget Period Start Date	Reporting Period	
Online Submission	Yes (Required)	Submission Status	Submitted to HRSA
Started by	[User Name] on [Date/Time] 10:16:01 AM	Submitted by	[User Name] on [Date/Time] 3:42:56 PM
View Submission			

Page 1

- Click the [View Submission](#) link for the Progress Report that corresponds to the tracking number noted in the *Change-Request Cancellation Email* (Figure 125).
- 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

TABLE OF CONTENTS		
Table of Contents		<input type="button" value="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 button to get a printable version of the Table of Contents.
- Click 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