

HCQR10 Technical Assistance Conference Call

Moderator: Joya Chowdhury
September 22, 2011
1:00 pm CT

Coordinator: This is the Recording Network's conference call with Joya Chowdhury scheduled 1:00 pm Central Time, September 22, 2011.

Hello and thank you for standing by. All lines will be on listen-only until the question and answer portion. To ask your question, press Star then 1 over your phone. Today's conference is being recorded. If you have any objections, you may disconnect.

I would now like to introduce your host Dr. (Quyên Ngo-Metzger), please begin.

Dr. (Quyên Ngo-Metzger): Welcome to the Quarter 10 Health Center Quarterly Report Lead Technical Assistance call. You can access the slides by visiting <http://bphc.hrsa.gov/recovery/quarterly.html>. Now just to give you some updates to the HCQR 9 reporting that was submitted to us in July of 2011, we had basically 4,388,000 new unduplicated patients reported.

We also had about 2,477,000 new unduplicated and uninsured patients reported. Roughly we had 4,000 total FTEs, about ,200 health center FTEs and

2,762 construction FTEs reported during the last reporting period. All the grantees submitted their HCQR reports but there were actually 43 grantees who did not submit their ARRA Federal Section 1512 reports. So please remember to submit both your HCQR and your ARRA 1512 reports.

Now during this call we will give a brief overview of the HCQR and ARRA Federal Section 1512 reporting. And then also review the common reporting issues experienced during the last reporting period. Please do remember to submit on time.

Your deadline is October 10, 2011 for this reporting period. We appreciate your assistance in collecting these very important data which are used to help support the health center program. At this time Joya Chowdhury will review the materials for this presentation.

Joya Chowdhury: First we'll review the agenda which is we'll go over the reporting overview briefly. We'll cover some common problems and issues in reporting in the EHB for HCQR and then also for your ARRA 1512 through the Federal Reporting.gov website.

If you go to Slide 3, people who do have to report to HCQR or anybody who received the new access point grants, the NAPs, the Increased Demand For Services, Capital Improvement Program, the CIPs, and the Facility Improvement Program the, FIPs under the ARRA grants. If you turn to Page 4 that just gives you when the due date is.

The due date is October 10, 2011 for these grants. There is an extension to October 14, 2011. But we strongly encourage you to submit by October 10 just because if any issues arise then we can provide technical assistance.

If you go to Page 5, this is just an overview of a general timeline of what goes on after you submit your submission. If you turn to Number 6, it just writes out the actual timelines for you. Page 7, the deadline for the reports again is October 10, 2011 at midnight, Eastern Standard Time.

The due date for HCQ reports have been extended since ARRA 1512 reports were extended as well to October 14, 2011. But again, we encourage you to submit as early as possible. The reporting period starts October 1. And you can access that through EHB and for ARRA 1512 through [Federal Reporting.gov](http://FederalReporting.gov).

But again, please try to submit as soon as possible. For HCQR, only authorizing officials can submit the report to HRSA. So if you have had staff turnover or your authorizing official cannot submit the reports or work on the reports, please make sure you contact BPHC hotline so you get the new person to be the authorizing official or update that information in EHB.

And once you do do that, the authorizing official will receive an email confirming that the report was submitted to HRSA. Please look out for that email. If you do not receive one then please call the BPHC helpline to make sure that your report was submitted.

The HCQR reporting for FIP grant which is on Page 8, FIP grant project periods ended in June 28, 2011. Some FIP grants are different and they have different timeline and some did receive extension without funds. But to mark FIP grant as final, please make sure you mark the final report as yes on SF-PPR Page 1 for the C81 grant.

Mark all projects as complete on your SF-PPR Page 3. And this may have occurred in a previous quarter for some projects so please make sure you do that. And

then complete the SF-PPR Page 4 for all projects which may also have occurred in previous quarters for some of them.

For CIP, please refer to the project implementation and submission section. You can find the website on your slides. Also the health centers that were granted an extension without funds, must continue to adhere to all requirements, conditions and terms of the awards including the requirement to submit ARRA Federal 1512 and health center quarterly reports so both through EHB and through the Federal Reporting.gov website.

If you turn to Page 10, we'll now go over some common problems and issues. Please make sure you refer to HCQR 9 Manual, Page 13 if you have any concerns or issues regarding the reporting patient visits. I know there's a lot of confusion behind that. But patient visits are always cumulative and FTEs are quarterly and patient visits are cumulative.

To access your HCQR on your EHB, you may access HCQR in your HB grant handbook under the Performance Reports under Submission. A common mistake is looking for the HCQR in your IDS or CIP grant handbook. If you have any issues with that, please contact the BPHC hotline at 1-877-974-2742.

Also HRSA EHB allows you to work on your reports in parts, save it online and return to complete it later. Multiple users can work on the report at the same time. EHB sessions time out after 30 minutes of inactivity.

So you must key in either Save or Save and Continue buttons or navigate to a new page within 30 minutes. Otherwise your data will not be saved. EHB does not interpret key entering text as activity. So please remember to click Save often.

If you turn to the next page which is Page 12, there's a listing of the BPHC hotline hours. You can just follow that. From Monday, October 2 to Friday, October 7, they'll be open from 8:30 to 5:30 pm Eastern Standard Time. October 10 to October 12, it will be 8:30 to 5:30, October 13 from 8:30 to 6 and then finally October 14 from 8:30 to 7:00 pm.

If you look on Page 13, these are some resources that you can use for the website, for HCQR reporting manual. You can find that over there. The TA slides that you now found and also a recording of this TA call you can access from that website also the EHB website and also the information about the BPHC helpline and the UDS helpdesk.

Next we'll continue onto ARRA Federal reporting update for Section 1512 reports. Again, anybody who was awarded a NAP, an Increased Demand for Services (IDS), Capital Improvement Program (CIP), and Facility Investment Program (FIP) under ARRA funding will have to report in Federal Reporting.gov. ARRA federal reporting is separate from your health center quarterly reporting.

ARRA Federal reporting is based on the grant received whereas HCQR is by project especially for your CIPs and FIPs. Submit one report for each ARRA grant received. Please do not combine information from multiple grants in one report or include your H80 grant. To specify an ARRA 1512, you will have to create different reports for each of your awards that you have.

So if you have an IDS and FIP, you will have a separate report for each whereas in your H80 grant for HCQR, you find everything under one report. So please remember that there's a difference between the two, right, unless you're final.

After grant award closeout, all awarded monies have been drawn down and activities completed. For ARRA, do not report after closeout is confirmed by HRSA. For FIP, most should be final in July 2011, again, unless your project period is different from that or you have gotten an extension without funds.

The HCQR due date is midnight, October 10, 2011 and again it's been extended to the 14th, October 14, 2011. But please try to submit as soon as possible. How recipients submit reports? You can access your reports in www.federalreporting.gov.

If you do not see your report or access it, please contact the Federal Reporting.gov helpdesk which we will list the information for later in this call. But please remember to call them and make sure you can access your reports. Some grantees have said that they didn't see a report. That's why they did not submit. But just because you do not see a report doesn't mean you do not have to submit.

Please ensure that the report has been submitted and not merely saved as a draft. Also another problem is sometimes it gets saved as a draft instead of actually submitting. Once you submit you will receive an email. Please look for that confirmation email.

On Page 18 is the reporting timeline such for Federal Reporting.gov. This is just for your information. On Page 19, Federal reporting will be locked at midnight, Pacific Center Time on October 14. Reports not submitted by October 14 will be marked as a non-compliant.

No exceptions or waivers are made. And recipients who do not submit a report will be considered in non-compliance with their grant agreement. If you do have

any issues with submitting, please contact your project officer and let them know that you will have issues submitting your federal reporting.

And then we can work through maybe getting a manual submission for you. But please make sure you contact your project officer. I recommend that grantee complete their HCQR report for Reporting Period 10 prior to completing the Section 15-12 report. HCQR is a much more extensive reporting. And you can get assistance from the BPHC helpline.

And then Federal reporting has an overview reporting so it's basically the same numbers. But if you cannot for some reason access your HCQR that does not mean you don't submit your Federal Reporting 1512. Please make sure you submit both if you have to if you haven't submitted a final yet.

The HCQR form, the calculated feature and auto check will support accurate completion of your federal reporting data fields as I mentioned before. Also total FTEs reported on federal reporting Section 1512 should be the same as your HCQR since these are reported on the same awards the information should not be different.

Our grant recipients that fail to submit a required Section 15-12 report within the deadline established by the Recovery Accountability and Transparency Board shall be classified as non-compliant. When submitting your RF, make sure that your CCR registration is up-to-date.

Please check to make sure your CCR is current before the submission deadline. It takes about two to three business days. So please make sure you call ahead of time to make sure they are renewed. And you can get that from

<https://www.bpn.gov/ccrsearch/search.aspx> and that's actually in the slide if you didn't catch that.

Also make sure to check your Dunn's number. If you do not have an updated CCR or have a correct Dunn's number then you will not be able to submit properly.

Also make sure you check your grant award number. Use the grant number found in your NGA Box 4B in EHB.

On Page 21 to 22, these are some examples of award description and project description. Many grantees have had issues and they're not clear as to what they need to add to these. Please make sure that you look at these examples just for clarification sake.

And last but not least, on the last page are some resources that you can access for Federal Reporting.gov. The phone number to the Federal helpdesk is 877-508-7386. Just to reiterate, the deadline is October 10, 2011. It's been extended to the 14th but please try to submit as soon as possible.

For HCQR issues and reporting, please contact your BPHC helpline. And for ARRA 1512 Federal Reporting.gov issues please contact the Federal Reporting helpline desk. We'll now go to question and answers.

Coordinator: Thank you. If you would like to ask your question, please press Star then 1 at this time. You will be announced prior to asking your question. To withdraw your question, press Star-2. Again, please press Star then 1 at this time to ask your question, one moment please.

Once again for your question, press Star-1 at this time. (Aaron), you may ask your question.

(Aaron): Hi thank you. I was wondering if you noticed that your health center's information is incorrect on the recovery.gov site that shows the number of awards, the amount of dollars awarded and then the number of jobs created. If you notice that there are errors on that website, can you talk a little bit about the steps that one would take to go ahead and get that information updated and corrected?

Joya Chowdhury: Sure. You can actually call the helpdesk for Federal Reporting.gov and contact them. And then if they then refer you back to HRSA, you can email mail, that's JChowdhury@hrsa.gov. And we can work through that with you.

(Aaron): Great, thank you so much for your help.

Coordinator: We have another question from (Ruth) Family Health, your line is open.

(Ruth): Hello, our question is regarding the CIP grant. We received an extension without funds. Do we still need to report FTE?

Joya Chowdhury: Yes you do need to continue to report FTEs. I mean obviously depending on the project, it might fluctuate in terms of, you know, the quarter. But, yes, that's still a requirement especially for construction-related FTEs.

(Ruth): We don't have any more funding for those FTE but we still have people working on the project.

Joya Chowdhury: Well I mean it's a whole project. So even if you're using kind of other funding and you can also check with your PO to probably get a little more details. But HRSA considers kind of entire HRSA-supported projects.

So even if you said, oh well the grant went to this specific part, we actually see it as a whole, you know, putting federal and non-federal sources together resulting in a complete project. So you can still attribute FTEs within both reports.

(Ruth): Okay thank you.

Joya Chowdhury: Okay, you're welcome.

Man: (Unintelligible).

Coordinator: Thank you. Our next question is from (Aman Newman). Your line is open.

(Aman Newman): I am new to this field. And I'm just learning from the participants. At this moment, I don't have any specific questions.

Joya Chowdhury: Okay great. I suggest for you to go to the TA website to get more information. And if you have any questions, please contact the BPHC helpline or the Federal Reporting.gov helpdesk.

(Aman Newman): Okay thank you.

Coordinator: Once again, for any questions please press Star then 1. (James Denberg), your line is open.

(James Denberg): Thank you. We did not ask for an extension on our IDS or CIP. And when we reported on July 1 that was our final report. So I'm confused why we need to do another report.

Woman: If you were final then you do not need to do another final report unless you're contacted by HRSA. But if you are final then you no longer need to report.

(James Denberg): Thank you.

Woman: Yes for many grantees, sorry if you've listened to the whole call but if you've not been contacted by HRSA and all of your ARRA related grants are closed, you got a NAP, IDS, CIP, or FIP are mostly still active so those would need to continue to report. But if you did finish before now and reported final in July then you're all done with HCQR, congratulations.

Coordinator: Would you like to move onto the next question?

Joya Chowdhury: Yes let's move on.

Coordinator: Thank you. (Donna) with Valley White Health Systems, your line is open.

(Donna): Hi we have three projects within our FIP funding. And one of the projects we were able to complete on time and we do have an extension for the FIP funding. But some of the documents we submitted for that project that was completed, we're getting messages that they are not in the system.

And so we are contacting our project officer. But because those were uploaded, is that going to affect how this report goes if that's not cleared up prior to the quarter reporting?

Joya Chowdhury: Are you talking about the attachments you uploaded as part of HCQR?

(Donna): Correct.

Joya Chowdhury: No, you don't have to keep uploading them. The system will carry over your status. And it won't carry over the attachments necessarily. But they're still in our system so we can always go back to when you originally reported it and filed and find those.

(Donna): Because it's asking us to re-upload.

Joya Chowdhury: Yes, I would email your project officer just to let them know this. And then they can contact the systems people to see what that's happening. But for this round, just go ahead and make sure you report on the other two that are not final as of yet. And then also make sure you submit your Federal Reporting.gov FIP report as well.

(Donna): Okay thank you.

Coordinator: Thank you. (Jacqueline Bale) your line is open.

(Jacqueline Bale): Hi, my question is concerning if you have completed, have marked all your reports as final and completed, you said that you would receive some type of confirmation or notification from HRSA. What is it that we would be expecting to receive from HRSA?

Woman: If you have not heard back from HRSA then you're fine. It's just the ones that if there are issues then we contact you back. But if you have submitted a final, for that quarter you would have received an email saying that your submission has been submitted as final.

But other than that you don't have to worry about it. If you have submitted a final and you haven't gotten any communication back.

Woman: And you also will not see the submission created for you like you normally would in your HCQ grant. If you're pretty sure you reported it as final previously but you're seeing it show up for some reason then definitely contact the helpdesk.

Woman: Yes you can contact the helpline.

Woman: Because that shouldn't be happening so...

(Jacqueline Bale): All right thank you.

Woman: ...you don't need to report.

(Jacqueline Bale): Thank you.

Coordinator: (Unintelligible) Family Healthcare Center, your line is open.

(Ario): This is from (Ario) with the Family Health Center.

Woman: Yes, go ahead.

(Ario): Oh yes this is a follow-up to our earlier question regarding our CIP grant. Our grant expired on June 28, 2011 but we received a one-year extension for no additional funds. You said that we still have to report FTEs for this quarter.

Joya Chowdhury: Yes, yes. You still continuing reporting even though you're not getting additional funding, like I said before, it's considered a whole project. So we do want to know

about, you know, even if, you know, the HRSA grant is only funding half of it, we still do want to...

(Ario): No, so are you saying like for example, we also received 330 grants so essentially 330 will be paying for the time and the salary of this person. So are we supposed to...

Joya Chowdhury: No. I mean 330 money cannot be used to support construction related. So if you have someone who is administering, you know, if it's a regular administrator, you know, the CFO is managing the financial, no you don't have to count them because they are being supported by the grant.

But in terms of -- this is probably more for construction-related FTEs. We do want you to count those because that would be considered part of it.

(Ario): So like our program manager for example, we will not be reporting any FTE for this person right?

Joya Chowdhury: Correct. Although...

(Ario): Okay so only if we hire like for example, contractors to work on the project...

Joya Chowdhury: Yes, yes at this point it would be mostly, yes. I mean I think in most cases what we've seen with the projects is that most FTEs are construction related. There are a few cases probably more so with the EHR projects or something where it was more of a health center administrative staff.

But once, if you were to end the EHR project we wouldn't you to keep counting FTEs if they were supported.

(Ario): Right. So again our CIP grant is for our EHR project. So the only FTE we were charging up until June 28 was the FTE of our program manager. So that means after June 28 we can no longer do that.

Joya Chowdhury: If you're no longer using I mean you said you got an extension. But if you're no longer using the CIP funds to pay for them then yes, in that case no. I was thinking more in terms of construction with the previous question about that.

But yes, a program manager would kind of be in the situation where you wouldn't want to continue them if you moved them onto to more of a permanent...

(Ario): But will you still be reporting some expend - I mean disbursements okay?

Joya Chowdhury: Okay, yes.

(Ario): Okay, all right thank you.

Coordinator: Thank you. Our next question comes from (Dan Marcelone), your line is open.

(Dan Marcelone): Yes we submitted our final CIP in July. And what happened was we were contacted to make a change. The change didn't get in time and so I've been advised that we're going to have to resubmit a final.

What I want to know is are we going to be able to carry forward that report? Or are we going to have to start all over?

Joya Chowdhury: Are you talking about the 1512 reporting or is this for HCQR?

(Dan Marcelone): Oh I guess it's HCQ.

Joya Chowdhury: HCQR, there isn't anything where you carry over. That's for 1512.

(Dan Marcelone): So the 1512.

Joya Chowdhury: Right, so 1512 you could carry that over. If you were contacted by HRSA staff to say you have to report again this quarter...

(Dan Marcelone): Right.

Joya Chowdhury: ...you could carry that over, yes.

(Dan Marcelone): Okay. So we're not going to have to start over?

Joya Chowdhury: Right, you just go in and do a copy forward.

(Dan Marcelone): Okay, great that's what I wanted to be sure of, okay thank you.

Coordinator: Our next question is from (Marquette Hendricks).

(Marquette Hendricks): Oh hi. My question was that we submitted a final report back in July. But there was never a place to upload the project completion certification. But I was actually just looking in the CIP portfolio and that's where they are.

And so I wasn't accustomed to going into that portfolio since we went into the health center cluster to do all the reports.

Joya Chowdhury: Yes and sorry for any confusion but that is a good question and so I do want to take a minute and explain kind of why that is. The reason that the ARRA or the HCRQ reports are housed in H80 is because pretty much every grantee had at least two grants so the C81 and the CIP and then the IDS, EHB grants.

So in order to try to make is a little easier, we did at least put it into one grant folder. However because the project specific submissions like the completion certification are specific only to the C81 grant, that's why it's in there. So I do want to take the opportunity for anyone of the phone if you go into EHB and you go to like your portfolio, if you only are seeing H80, you should call our helpline to get help.

Also there's resources online with the help links for adding a grant to your portfolio so you can also see the C81 grant portfolio. Because once you report final in C81 or the CIP grant, HCQR, HRSA will then create those submissions so that you have a place to put the project completion certification or after photos if it's a construction renovation project.

So it's slightly, I means it's all in EHB and we do projects from the different places. But in the long run we thought it was a little easier for you all.

(Marquette Hendricks): Okay I just never thought to look in there for these but I'm glad I'm found them. Thank you.

Joya Chowdhury: Also on the capital improvement program -- this is for whoever is listening -- the TA page, there's a submissions guide. And it also does explain because we got a lot of questions early on when we created these two about I can't submit.

So the roles in your H80 folder don't necessarily carry over to C81. So that kind of explains in the submissions guide how to make sure you have the right roles to submit and get that stuff in for people who are unfamiliar with the C81 folder. Thank you for bringing that up.

Coordinator: There is a question from (Art Perez), your line is open.

(Art Perez): Hello. What is the quarterly reporting requirement for an Affordable Care Act grant for the school-based health centers? Is it the same?

Woman: I'm sorry, can you repeat that?

(Art Perez): Okay we have an ACA school-based health center program grant. And I know that we have to report quarterly. And it looks like the due dates are a little bit different. Is it the same and we report it through EHB. But is it the same as the HCQR or it's another report?

Woman: QPR is a different reporting system which is through the EHB as well. There was actually a TA call about it yesterday. And I think you can find, if you call the BPHC helpline, they can give you the resources page for that.

(Art Perez): Okay.

Woman: But they do both have the same deadline. They're both, HCQR was originally due October 10 but we're extending it to the 14th. And QPR, I believe, is also due October 14. But please make sure you call the BPHC helpline to double check that information.

Woman: And just to clarify for anyone else listening and freaking out, not everyone has to submit a quarterly...

Woman: Quarterly progress report, those are only for ACA funded grants.

Woman: So just the capital development and then the school-based health center capital grants. If anyone received those, those are required. And they are since they're not Recovery Act related at all, they are completely separate from ARRA HCQR stuff.

(Art Perez): Okay thanks.

Coordinator: Currently there are no further questions.

Joya Chowdhury: Thank you all for joining us. If you have any questions, again, please feel free to contact the BPHC hotline and the Federal helpdesk. Please make sure you submit. We're almost towards the end and we just want to make sure that everybody can get their submissions in. And we can't finalize you unless we have both submissions, HCRQ and 1512, in.

So please make sure and submit both, thank you.

Coordinator: Thank you for participating. Today's call has concluded. Please disconnect at this time.

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