
HRSA Electronic Handbook

FY 2015 Noncompeting Continuation (NCC)/Budget Period Renewal (BPR) Progress Report

User Guide for Grantees

Last updated on: July 14, 2014



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This user guide describes the steps you need to follow to submit an FY 2015 Noncompeting Continuation (NCC)/Budget Period Renewal (BPR) progress report to HRSA.

1. Accessing the FY 2015 NCC/BPR Progress Report

To access the FY 2015 NCC/BPR progress report, follow the steps below:

1. After logging into Electronic Handbook (EHB), click the Grants tab (**Figure 1, Box 1**) on the EHB Home page to navigate to the **My Grant Portfolio – List** page.

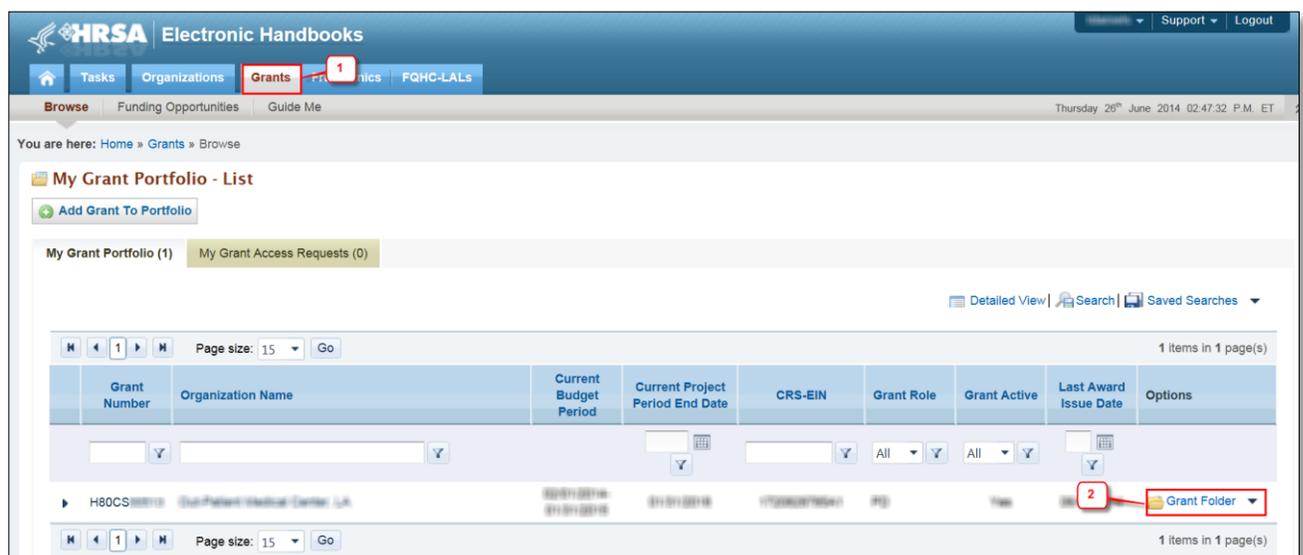
IMPORTANT NOTE: If you do not have a username, then you must register in EHB. Do not create duplicate accounts. If you experience log in issues or forgot your password, contact the HRSA Contact Center at callcenter@hrsa.gov or 877-464-4772.

2. Locate your H80 grant in the list and click on the **Grant Folder** link (**Figure 1, Box 2**).
 - The system navigates to the **Grant Home** page of the H80 grant.

IMPORTANT NOTES: If you do not see your grant on the **My Grant Portfolio – List** page, you must add the grant to your portfolio. To add the grant to your portfolio, follow the steps below:

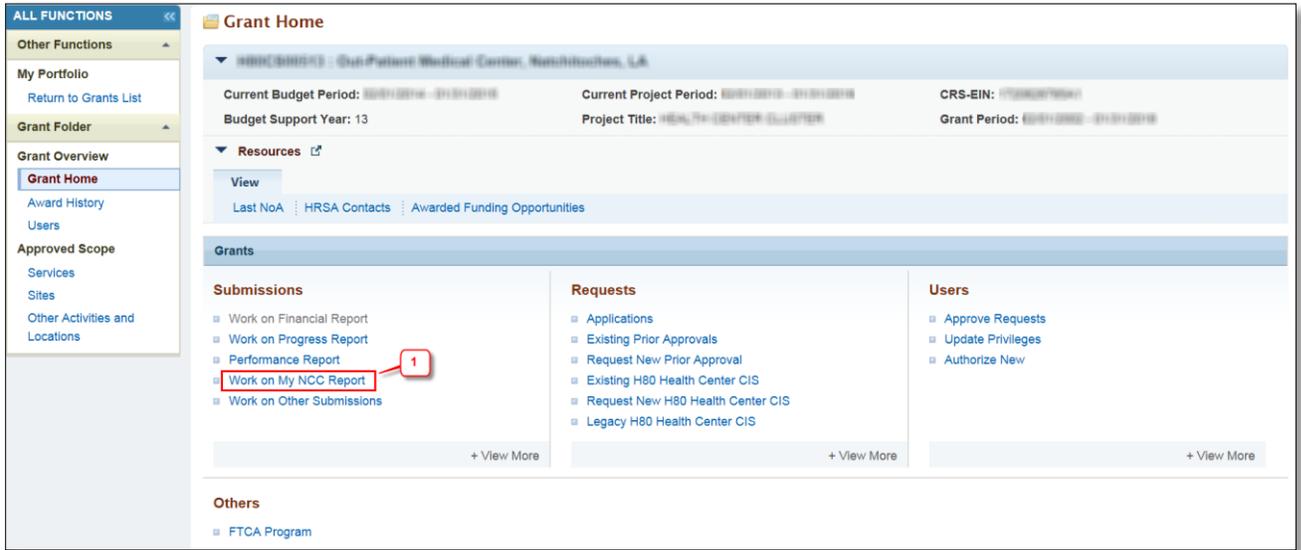
- On the **My Grant Portfolio - List** page, just below the page title, click the **Add Grant to Portfolio** button.
- On the **Add Grant to Portfolio** page, select the appropriate Role.
- Click the **Continue** button at the right edge of the page and proceed.

Figure 1: Accessing the H80 Grant Folder



3. On the **Grant Home** page, click on the **Work on My NCC Report** link under the Submissions section (**Figure 2, Box 1**).

Figure 2: Work on My NCC Report link



- The system opens the **Submissions – All** page.
- 4. Locate the record with the heading ‘Noncompeting Continuation Progress Report’. Click on the **Start** link to start working on the submission (**Figure 3, Box 1**).
- The system opens the **NCC Progress Report - Status Overview** page of the FY 2015 NCC/BPR progress report (**Figure 4**).

IMPORTANT NOTE: Once you start working on the NCC/BPR progress report, the system displays the **Edit** link instead of the **Start** link the next time you access this page.

Figure 3: Accessing the NCC Progress Report

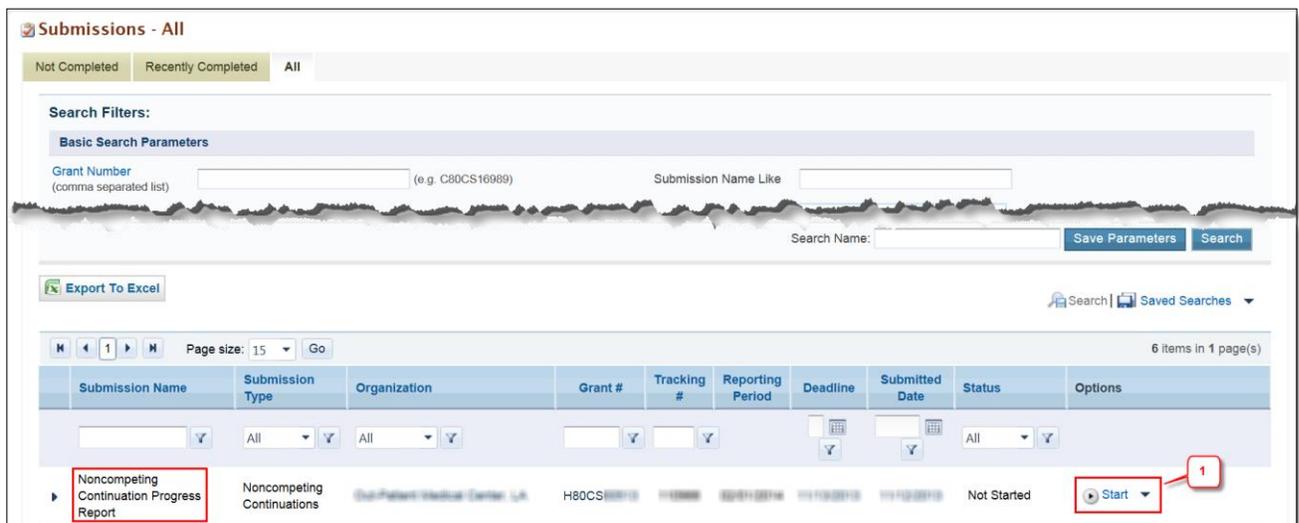


Figure 4: Accessing the NCC Progress Report - Status Overview Page

NCC Progress Report Status		
Section	Status	Options
Basic Information 1		
SF-PPR	✘ Not Started	Update
SF-PPR-2 (Cover Page Continuation)	✘ Not Started	Update
Budget Information 2		
Budget Details	✘ Not Started	
Support Year <input type="text"/>	✘ Not Started	Update
Budget Narrative	✘ Not Started	Update
Other Information 3		
Program Specific Information	✘ Not Started	Update
Appendices	✘ Not Started	Update

The FY 2015 NCC/BPR progress report consists of a standard and a program specific section. You must complete the forms displayed in both of these sections in order to submit your progress report to HRSA.

2. Completing the standard SF-PPR section of the progress report

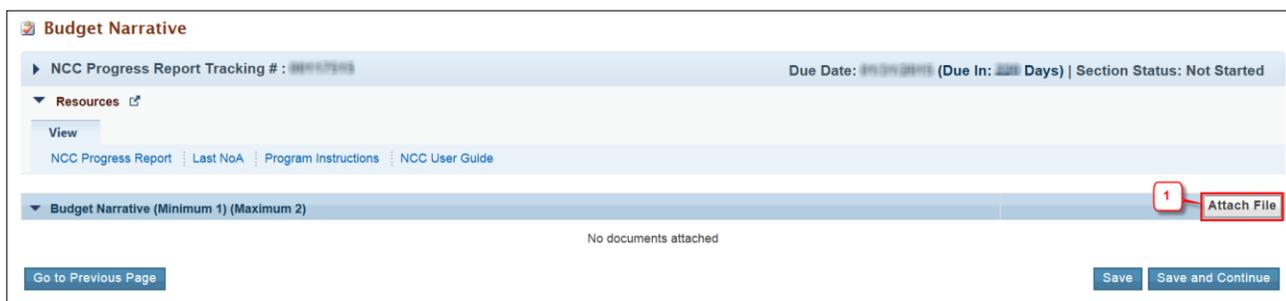
The standard section of the progress report consists of the following main sections:

- Basic Information (Figure 4, Box 1)
- Budget Information (Figure 4, Box 2)
- Other Information (Figure 4, Box 3)

To complete the standard section of the progress report, follow the steps below:

1. The **SF-PPR** form displays the basic grantee organization information. Review and update the Authorizing Official (AO) information as necessary, and click the **Save and Continue** button to proceed to the **SF-PPR-2 (Cover Page Continuation)** form.
2. The **SF-PPR-2 (Cover Page Continuation)** form displays project information related to lobbying activities, areas affected by the project, and the Point of Contact (POC). Update the information on this page as necessary, and click the **Save and Continue** button to proceed to the **Budget Details** form.
3. To complete the **Budget Details** form, refer to the [2.1. Completing the Budget Details](#) section of this document. Click on the **Save and Continue** button of the **Budget Details** form to proceed to the **Budget Narrative** form.
4. On the **Budget Narrative** form, attach a budget justification narrative by clicking on the **Attach File** button (Figure 5, Box 1).

Figure 5: Budget Narrative form



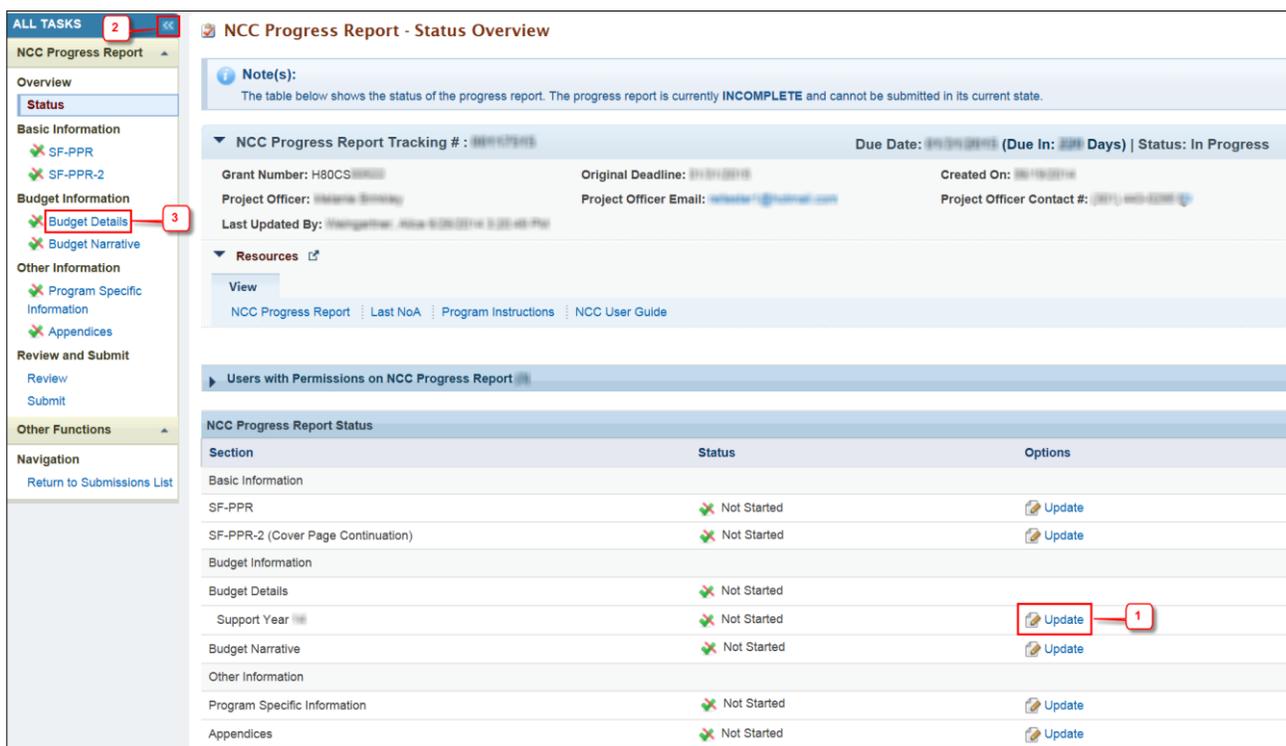
- Click on the **Save and Continue** button to navigate to the **Program Specific Information – Status Overview** page. Refer to the [3. Completing the Program Specific Forms](#) section of this user guide for details about completing the program specific section of the progress report.

2.1 Completing the Budget Details form

To access the **Budget Details** form, you can choose one of the following options:

- On the **NCC Progress Report - Status Overview** page, click on the **Update** link for the **Support Year** line item under the **Budget Details** form ([Figure 6, Box 1](#)).
- Expand the left navigation menu if not already expanded by clicking the double arrows displayed near the form name at the top of the page ([Figure 6, Box 2](#)). Click on the **Budget Details** link in the left menu ([Figure 6, Box 3](#)).

Figure 6: Accessing the Budget Details form



The **Budget Details** form consists of the following three sections (**Figure 7**):

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

Figure 7: Budget Details Form

Budget Details

NCC Progress Report Tracking # : **HRSA15P001** Due Date: **10/31/2015** (Due In: **221** Days) | Section Status: Not Started

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Support Year **2015**

Recommended Federal Budget: \$**7,186,267.00** **10/01/2015 - 09/30/2016**

Section A - Budget Summary [Update](#)

Grant Program Function or Activity	CFDA Number	New or Revised Budget		
		Federal	Non-Federal	Total
Community Health Centers	93.224	\$0.00	\$0.00	\$0.00
Update Sub Program	Total:	\$0.00	\$0.00	\$0.00

Section B - Budget Categories [Update](#)

Object Class Categories	Grant Program Function or Activity		Total
	Federal	Non-Federal	
Personnel	\$0.00	\$0.00	\$0.00
Fringe Benefits	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
Supplies	\$0.00	\$0.00	\$0.00
Contractual	\$0.00	\$0.00	\$0.00
Construction	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
Total Direct Charges	\$0.00	\$0.00	\$0.00
Indirect Charges	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$0.00	\$0.00

Section C - Non Federal Resources [Update](#)

Grant Program Function or Activity	Applicant	State	Local	Other	Program Income	Total
Community Health Centers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

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

1. Under Section A – Budget Summary, click on the **Update Sub-Program** button (**Figure 7, Box 1**).
 - The **Sub-Programs – Update** page opens (**Figure 8**).

Figure 8: Sub-Programs – Update Page

Sub Programs - Update

NCC Progress Report Tracking #: [XXXXXXXXXX] Due Date: [MM/DD/YYYY] (Due In: [XX] Days) | Section Status: Not Started

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Select Sub Program(s)

Select	Program	CFDA
<input checked="" type="checkbox"/>	Community Health Centers	93.224
<input checked="" type="checkbox"/>	Health Care for the Homeless	93.224
<input type="checkbox"/>	Migrant Health Centers	93.224
<input type="checkbox"/>	Public Housing	93.224

Cancel Save and Continue

2. Select or de-select the sub-programs as applicable.
3. Click on the **Save and Continue** button.
 - a. The **Budget Details** form re-opens showing the selected sub-program(s) under Section A – Budget Summary (**Figure 9, 1**).

Figure 9: Section A – Budget Summary showing addition of a sub-program

Section A - Budget Summary Update

Grant Program Function or Activity	CFDA Number	New or Revised Budget		
		Federal	Non-Federal	Total
Community Health Centers	93.224	\$0.00	\$0.00	\$0.00
Health Care for the Homeless	93.224	\$0.00	\$0.00	\$0.00
Total:		\$0.00	\$0.00	\$0.00

Update Sub Program

4. To enter or update the budget information for each sub-program, click the **Update** button displayed in the right corner of the Section A – Budget Summary header (**Figure 9, 2**).
- The **Budget Information (Support Year) – Update** page opens displaying Section A – Budget Summary.

Figure 10: Budget Information (Support Year) – Update page for Section A – Budget Summary

Budget Information (Support Year) - Update

NCC Progress Report Tracking #: [XXXXXXXXXX] Due Date: [MM/DD/YYYY] (Due In: [XX] Days) | Section Status: Not Complete

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Section A - Budget Summary

Grant Program Function or Activity	CFDA Number	New or Revised Budget		
		Federal	Non-Federal	Total
Community Health Centers	93.224	\$ 0.00	\$ 0.00	\$0.00
Health Care for the Homeless	93.224	\$ 0.00	\$ 0.00	\$0.00
Total:		\$0.00	\$0.00	\$0.00

Cancel Save and Continue

5. Under the New or Revised Budget section, enter the amount of federal funds request for the upcoming budget period for each requested sub-program (CHC, MHC, HCH, and/or PHPC) (Figure 10, Box 1). In the Non-Federal column, enter the non-federal funds for the upcoming budget period for each selected sub-program (Figure 10, Box 2).
6. Click the **Save and Continue** button.
 - The **Budget Details** form re-opens displaying the updated New or Revised Budget under Section A – Budget Summary (Figure 11).

Figure 11: Section A – Budget Summary after Update

Section A - Budget Summary				
Grant Program Function or Activity	CFDA Number	New or Revised Budget		
		Federal	Non-Federal	Total
Community Health Centers	93.224	\$100,000.00	\$0.00	\$100,000.00
Health Care for the Homeless	93.224	\$176,567.00	\$0.00	\$176,567.00
Total:		\$276,567.00	\$0.00	\$276,567.00

IMPORTANT NOTE: The total New or Revised federal budget included in Section A – Budget Summary must be equal to the “Recommended Federal Budget” displayed on the **Budget Details** form (Figure 11, Box 1).

7. In Section B – Budget Categories, you must provide the federal and non-federal funding distribution across object class categories for the upcoming budget period. Click the **Update** button provided at the right corner of the Section B header (Figure 12).

Figure 12: Section B – Budget Categories

Object Class Categories	Grant Program Function or Activity		Total
	Federal	Non-Federal	
Personnel	\$0.00	\$0.00	\$0.00
Fringe Benefits	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
Supplies	\$0.00	\$0.00	\$0.00
Contractual	\$0.00	\$0.00	\$0.00
Construction	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
Total Direct Charges	\$0.00	\$0.00	\$0.00
Indirect Charges	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$0.00	\$0.00

- The **Budget Information (Support Year) – Update** page opens displaying Section B – Budget Categories (Figure 13).
8. Enter the federal dollar amount for each applicable object class category under the federal column (Figure 13, Box 1).
 9. Similarly, enter the non-federal dollar amount for each applicable object class category under the Non-Federal column (Figure 13, Box 2).

Figure 13: Budget Information (Support Year) – Update page for Section A – Budget Categories

Budget Information (Support Year) - Update

Note(s):
 Total federal amount in Section B must be equal to the total new or revised budget, federal amount specified in budget summary (section A) (\$276,567.00).
 Total non-federal amount in Section B must be equal to the total new or revised budget, non-federal amount specified in budget summary (section A) (\$0.00).

NCC Progress Report Tracking #: [XXXXXXXXXX] Due Date: [MM/DD/YYYY] (Due In: 231 Days) | Section Status: Not Complete

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Section B - Budget Categories

Object Class Categories	Grant Program Function or Activity		Total
	Federal	Non-Federal	
Personnel	\$ 0.00	\$ 0.00	\$0.00
Fringe Benefits	\$ 0.00	\$ 0.00	\$0.00
Travel	\$ 0.00	\$ 0.00	\$0.00
Equipment	\$ 0.00	\$ 0.00	\$0.00
Supplies	\$ 0.00	\$ 0.00	\$0.00
Contractual	\$ 0.00	\$ 0.00	\$0.00
Construction	\$ 0.00	\$ 0.00	\$0.00
Other	\$ 0.00	\$ 0.00	\$0.00
Indirect Charges	\$ 0.00	\$ 0.00	\$0.00
Total	\$0.00	\$0.00	\$0.00
Total Budget specified in Budget Summary (Section A)	\$276,567.00	\$0.00	\$276,567.00

Buttons:

IMPORTANT NOTES:

- The total federal amount in Section B – Budget Categories must be equal to the total new or revised federal budget amount specified in Section A – Budget Summary of the **Budget Details** form.
- The total non-federal amount in Section B – Budget Categories must be equal to the total new or revised non-federal budget amount specified in Section A – Budget Summary of the **Budget Details** form.

10. Click the **Save and Continue** button (Figure 13, Box 3) to navigate to the **Budget Details** form (Figure 7).

11. In Section C – Non-Federal Resources, distribute the non-federal budget amount specified in Section A – Budget Summary across the applicable non-federal resources. Click the **Update** button provided in the right corner of Section C header to do so (Figure 14, Box 1).

Figure 14: Section C – Non-Federal Resources

Section C - Non Federal Resources

Grant Program Function or Activity	Applicant	State	Local	Other	Program Income	Total
Community Health Centers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Health Care for the Homeless	\$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

Buttons:

IMPORTANT NOTE: The total non-federal amount in Section C – Non-Federal Resources must be equal to the total new or revised non-federal budget amount specified in Section A – Budget Summary of the **Budget Details** form.

12. Click the **Save and Continue** button to proceed to the **Budget Narrative** form (Figure 5).

3. Completing the Program Specific Forms

To access the program specific section of the progress report, you can choose one of the following options:

- On the **NCC Progress Report - Status Overview** page, click on the **Update** link for the **Program Specific Information** line item (Figure 15, Box 1).
- Expand the left navigation menu if not already expanded by clicking the double arrows displayed near the form name at the top of the page (Figure 15, Box 2). Click on the **Program Specific Information** link in the left menu (Figure 15, Box 3).

Figure 15: Accessing the program specific information section of the NCC progress report

The screenshot shows the 'NCC Progress Report - Status Overview' page. On the left, the navigation menu is expanded, and 'Program Specific Information' is selected. The main content area displays a table of report sections. The 'Program Specific Information' row has an 'Update' link highlighted with a red box and a '1' in a red circle. Another red box with a '3' highlights the 'Program Specific Information' link in the left menu.

Section	Status	Options
Basic Information	Not Started	Update
SF-PPR	Not Started	Update
SF-PPR-2 (Cover Page Continuation)	Not Started	Update
Budget Information		
Budget Details	Not Started	Update
Support Year	Not Started	Update
Budget Narrative	Not Started	Update
Other Information		
Program Specific Information	Not Started	Update
Appendices	Not Started	Update

➤ The **Program Specific Information – Status Overview** page opens (Figure 16).

IMPORTANT NOTE: Click on the **Update** link for any form to start updating it. Once completed, click on the **Save and Continue** button to proceed to the next listed form.

Figure 16: Status Overview Page for Program Specific Forms

Program Specific Information Status		
Section	Status	Options
Budget Information		
Form 2 - Staffing Profile	Not Started	Update ▼
Form 3 - Income Analysis	Not Started	Update ▼
Sites and Services		
Form 5A - Services Provided	Not Started	
Required Services	Not Started	Update ▼
Additional Services	Not Started	Update ▼
Form 5B - Service Sites	Not Started	Update ▼
Form 5C - Other Activities/Locations	Not Started	Update ▼
Scope Verification	Not Started	Update ▼
Other Forms		
Program Narrative Update	Not Started	
Environment and Organizational Capacity	Not Started	Update ▼
Patient Capacity and Supplemental Awards	Not Started	Update ▼
Clinical/Financial Performance Measures	Not Started	Update ▼

3.1 Form 2 – Staffing Profile

Form 2: Staffing Profile has been updated to align with the staffing positions in the UDS system. This form reports personnel salaries supported by the total budget for the upcoming 12-month budget period. This form comprises of the following sections:

1. [Staffing Positions by Major Service Category](#) sections
 - Administration/Management ([Figure 17, Box 1](#))
 - Facility and Non-Clinical Support Staff ([Figure 17, Box 2](#))
 - Physicians ([Figure 17, Box 3](#))
 - NP, PA, and CNMs ([Figure 17, Box 4](#))
 - Medical ([Figure 17, Box 5](#))
 - Dental Services ([Figure 18, Box 6](#))
 - Behavioral Health (Mental Health and Substance Abuse) ([Figure 18, Box 7](#))
 - Professional Services ([Figure 18, Box 8](#))
 - Vision Services ([Figure 18, Box 9](#))
 - Pharmacy Personnel ([Figure 18, Box 10](#))
 - Enabling Services ([Figure 18, Box 11](#))
 - Other Programs and Services ([Figure 18, Box 12](#))
2. [Total FTEs, Salary and Federal Support Requested](#) ([Figure 18, Box 13](#))

Figure 17: Form 2- Staffing Profile (Part 1)

Form 2 - Staffing Profile

Note(s):

- Allocate staff time by function among the staff positions listed. An individual's full-time equivalent (FTE) should not be duplicated across positions. For example, a provider serving as a part-time family physician and a part time medical director should be listed in each respective category, with the FTE percentage allocated to each position (e.g., CMO 30% FTE and family physician 70% FTE). Do not exceed 100% FTE for any individual. Refer to the UDS manual for position descriptions.
- Do not report contracted staff or volunteers on this form.

BRUNSWICK COUNTY OF SHARPEE Due Date: 08/04/2015 (Due In: 208 Days) | Section Status: Not Started

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Fields with * are required

Administration/Management 1

Staffing Positions for Major Service Category	Total FTEs (a)	Average Annual Salary of Position (b)	Total Salary (a * b)	Total Federal Support Requested
* Executive Director/CEO	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>
* Finance Director/Chief Fiscal Officer/CFO	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>
* Chief Operating Officer/COO	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>
* Chief Information Officer/CIO	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>
* Medical Director/Chief Medical Officer/CMO	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>
* Administrative Support Staff	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>

Click 'Save and Calculate Total Salary' button to calculate and save the total salaries for all the staffing positions displayed on this form. Save and Calculate Total Salary

Facility and Non-Clinical Support Staff 2

Staffing Positions for Major Service Category	Total FTEs (a)	Average Annual Salary of Position (b)	Total Salary (a * b)	Total Federal Support Requested
* Fiscal and Billing Staff	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>
* IT Staff	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>
* Facility Staff	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>
* Patient Support Staff	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>

Click 'Save and Calculate Total Salary' button to calculate and save the total salaries for all the staffing positions displayed on this form. Save and Calculate Total Salary

Physicians 3

Staffing Positions for Major Service Category	Total FTEs (a)	Average Annual Salary of Position (b)	Total Salary (a * b)	Total Federal Support Requested
* Family Physicians	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>
* General Practitioners	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>
* Internist	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>
* Obstetrician/Gynecologist	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>
* Pediatricians	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>
* Other Specialty Physicians Please Specify: <input type="text"/> (Maximum 40 characters)	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>

Click 'Save and Calculate Total Salary' button to calculate and save the total salaries for all the staffing positions displayed on this form. Save and Calculate Total Salary

NP, PA, and CNMs 4

Staffing Positions for Major Service Category	Total FTEs (a)	Average Annual Salary of Position (b)	Total Salary (a * b)	Total Federal Support Requested
* Nurse Practitioners	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>
* Physician Assistants	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>
* Certified Nurse Midwives	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>

Click 'Save and Calculate Total Salary' button to calculate and save the total salaries for all the staffing positions displayed on this form. Save and Calculate Total Salary

Medical 5

Staffing Positions for Major Service Category	Total FTEs (a)	Average Annual Salary of Position (b)	Total Salary (a * b)	Total Federal Support Requested
* Nurses	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>
* Other Medical Personnel (e.g. Medical Assistants, Nurse Aides)	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>
* Laboratory Personnel	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>
* X-Ray Personnel	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>

Figure 18: Form 2- Staffing Profile (Part 2)

▼ Dental Services 6				
Staffing Positions for Major Service Category	Total FTEs (a)	Average Annual Salary of Position (b)	Total Salary (a * b)	Total Federal Support Requested
* Dentists	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>
* Dental Hygienists	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>
* Dental Assistants, Aides, Technicians	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>
Click 'Save and Calculate Total Salary' button to calculate and save the total salaries for all the staffing positions displayed on this form. Save and Calculate Total Salary				
▼ Behavioral Health (Mental Health and Substance Abuse) 7				
Staffing Positions for Major Service Category	Total FTEs (a)	Average Annual Salary of Position (b)	Total Salary (a * b)	Total Federal Support Requested
* Psychiatrists	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>
* Licensed Clinical Psychologists	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>
* Licensed Clinical Social Workers	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>
* Other Mental Health Staff Please Specify: <input type="text"/> (Maximum 40 characters)	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>
* Other Licensed Mental Health Providers Please Specify: <input type="text"/> (Maximum 40 characters)	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>
* Substance Abuse Providers	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>
Click 'Save and Calculate Total Salary' button to calculate and save the total salaries for all the staffing positions displayed on this form. Save and Calculate Total Salary				
▼ Professional Services 8				
Staffing Positions for Major Service Category	Total FTEs (a)	Average Annual Salary of Position (b)	Total Salary (a * b)	Total Federal Support Requested
* Other Professional Health Services Staff Please Specify: <input type="text"/> (Maximum 40 characters)	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>
Click 'Save and Calculate Total Salary' button to calculate and save the total salaries for all the staffing positions displayed on this form. Save and Calculate Total Salary				
▼ Vision Services 9				
Staffing Positions for Major Service Category	Total FTEs (a)	Average Annual Salary of Position (b)	Total Salary (a * b)	Total Federal Support Requested
* Ophthalmologists	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>
* Optometrists	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>
* Other Vision Care Staff Please Specify: <input type="text"/> (Maximum 40 characters)	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>
Click 'Save and Calculate Total Salary' button to calculate and save the total salaries for all the staffing positions displayed on this form. Save and Calculate Total Salary				
▼ Pharmacy Personnel 10				
Staffing Positions for Major Service Category	Total FTEs (a)	Average Annual Salary of Position (b)	Total Salary (a * b)	Total Federal Support Requested
* Pharmacy Personnel	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>
Click 'Save and Calculate Total Salary' button to calculate and save the total salaries for all the staffing positions displayed on this form. Save and Calculate Total Salary				
▼ Enabling Services 11				
Staffing Positions for Major Service Category	Total FTEs (a)	Average Annual Salary of Position (b)	Total Salary (a * b)	Total Federal Support Requested
* Case Managers	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>
* Patient/Community Education Specialists	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>
* Outreach Workers	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>
* Transportation Staff	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>
* Eligibility Assistance Workers	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>
* Interpretation Staff	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>
* Other Enabling Services Staff Please Specify: <input type="text"/> (Maximum 40 characters)	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>
Click 'Save and Calculate Total Salary' button to calculate and save the total salaries for all the staffing positions displayed on this form. Save and Calculate Total Salary				
▼ Other Programs and Services 12				
Staffing Positions for Major Service Category	Total FTEs (a)	Average Annual Salary of Position (b)	Total Salary (a * b)	Total Federal Support Requested
* Other Programs and Services Staff Please Specify: <input type="text"/> (Maximum 40 characters)	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>
Click 'Save and Calculate Total Salary' button to calculate and save the total salaries for all the staffing positions displayed on this form. Save and Calculate Total Salary				
▼ Total FTEs, Salary and Federal Support Requested 13				
Totals	Total FTEs (a)	Average Annual Salary of Position (b)	Total Salary (a * b)	Total Federal Support Requested
Totals <input type="button" value="Calculate"/>	0	N/A	\$0.00	\$0

3.1.1 Completing the Staffing Positions by Major Service Category related sections

1. In column (a), provide the number of Full Time Employees (FTEs) for each staffing position for the upcoming budget period. Enter 0 if not applicable (**Figure 19, Box 1**).
2. In column (b), provide the Average Annual Salary for the staffing positions with Total FTEs greater than 0 (**Figure 19, Box 2**).
3. Provide the Total Federal Support Requested for the staffing positions with Total FTEs greater than 0 (**Figure 19, Box 3**).
4. Click the **Save and Calculate Total Salary** button to calculate and save the Total Salary for each position. (**Figure 19, Box 4**).

IMPORTANT NOTES:

- The Total Federal Support Requested amount should be less than or equal to the Total Salary for each position calculated by the system.
- Allocate staff time by function among the staff positions listed. An individual’s full-time equivalent (FTE) should not be duplicated across positions. For example, a provider serving as a part-time family physician and a part time medical director should be listed in each respective category, with the FTE percentage allocated to each position (e.g., CMO 30% FTE and family physician 70% FTE). Do not exceed 100% FTE for any individual. Refer to the UDS manual for position descriptions.
- If you enter 0 as the number of Total FTEs for a staffing position, you are not required to provide the Average Annual Salary of Position (b) and the Total Federal Support Requested values for that position.

Figure 19: Staffing Profile positions sections

Fields with * are required

Staffing Positions	Total FTEs (a)	Average Annual Salary of Position (b)	Total Salary (a * b)	Total Federal Support Requested
* Executive Director/CEO	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>
* Finance Director/Chief Fiscal Officer/CFO	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>
* Chief Operating Officer/COO	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>
* Chief Information Officer/CIO	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>
* Medical Director/Chief Medical Officer/CMO	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>
* Administrative Support Staff	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>

Click 'Save and Calculate Total Salary' button to calculate and save the total salaries for all the staffing positions displayed on this form.

Staffing Positions	Total FTEs (a)	Average Annual Salary of Position (b)	Total Salary (a * b)	Total Federal Support Requested
* Fiscal and Billing Staff	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>
* IT Staff	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>
* Facility Staff	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>
* Patient Support Staff	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>

Click 'Save and Calculate Total Salary' button to calculate and save the total salaries for all the staffing positions displayed on this form.

3.1.2 Completing the Total FTEs, Salary and Federal Support Requested section

This row displays the sum of ‘Total FTEs,’ ‘Total Salary’ and ‘Total Federal Funds Requested’ for the Staffing Positions by Major Service Categories.

1. To calculate the totals, click on the **Calculate** button (**Figure 20, Box 1**).

Figure 20: Total FTEs, Salary and Federal Support Requested section

Totals	Total FTEs (a)	Average Annual Salary of Position (b)	Total Salary (a * b)	Total Federal Support Requested
Totals ⓘ Calculate	0	N/A	\$0.00	\$0

Go to Previous Page Save Save and Continue

2. Click the **Save and Continue** button to save your work and proceed to the next form.

3.2 Form 3 - Income Analysis

Form 3: Income Analysis projects program income, by source, for the upcoming budget period. This form comprises of the following sections:

1. [Payer Category](#) (Figure 20, Box 1)
2. [Comments/Explanatory Notes](#) (Figure 20, Box 2)

Figure 21: Form 3: Income Analysis

Form 3 - Income Analysis

Note(s):
 The value in column (d) - Projected Income should equal column (b) – Billable visits multiplied by column (c) – Income per Visit. If not, explain in the Comments/Explanatory Notes box.

DEPARTMENT OF HEALTH & HUMAN SERVICES Due Date: 08/31/2015 (Due In: 214 Days) | Section Status: Not Started

Resources
 View
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Fields with * are required

Payer Category 1	Patients By Primary Medical Insurance (a) 3	Billable Visits (b) 4	Income Per Visit (c) 5	Projected Income (d) 6	Prior FY Income 7
Part 1: Patient Service Revenue - Program Income					
* 1. Medicaid					
* 2. Medicare					
* 3. Other Public					
* 4. Private					
* 5. Self Pay					
6. Total (Lines 1 - 5) Calculate Total and Save 8	0	0	N/A	\$0	\$0
Part 2: Other Income - Other Federal, State, Local and Other Income					
* 7. Other Federal	N/A	N/A	N/A		
* 8. State Government	N/A	N/A	N/A		
* 9. Local Government	N/A	N/A	N/A		
* 10. Private Grants/Contracts	N/A	N/A	N/A		
* 11. Contributions	N/A	N/A	N/A		
* 12. Other	N/A	N/A	N/A		
* 13. Applicant (Retained Earnings)	N/A	N/A	N/A		
14. Total Other (Lines 7 - 13) Calculate Total and Save 8	N/A	N/A	N/A	\$0	\$0
Total Non-Federal (Non-section 330) Income (Program Income Plus Other)					
15. Total Non-Federal Income (Lines 6 + 14) Calculate Total and Save 9	N/A	N/A	N/A	\$0	\$0

Comments/Explanatory Notes **2**

Approximately 2 pages (Max 2500 Characters): 2500 Characters left.

3.2.1 Completing the Payer Category section

The Payer Category section is further divided into the following sub-sections:

- Part 1: Patient Service Revenue - Program Income
- Part 2: Other Income - Other Federal, State, Local and Other Income
- Total Non-Federal (Non-section 330) Income (Program Income Plus Other)

To complete the **Payer Category** section, follow the steps below:

1. In column (a), provide the number of Patients by Primary Medical Insurance for each payer category. Enter 0 if not applicable (**Figure 21, Box 3**).

2. In column (b), provide the number of Billable Visits that is greater than or equal to the number of Patients by Primary Medical Insurance, i.e. column (a), for each payer category. Enter 0 if not applicable (Figure 21, Box 4).
3. In column (c), provide the amount of Income per Visit for each payer category. Enter 0 if not applicable. (Figure 21, Box 5).
4. In column (d), provide the amount of Projected Income for each payer category. Enter 0 if not applicable (Figure 21, Box 6).
5. In column (e), provide the amount of Prior FY Income. Enter 0 if not applicable (Figure 21, Box 7).
6. Click the **Calculate Total and Save** button to calculate and save the values for each Payer Categories in Part 1 (Figure 21, Box 8).

IMPORTANT NOTES:

- The number of Billable Visits in column (b) should be 0 if the number of Patients by Primary Medical Insurance in column (a) for a payer category is 0.
- The value in column (d) – Projected Income for a payer category should be equal to the value calculated by multiplying column (b) – Billable visits by column (c) – Income per Visit for that category. If these values are not equal, provide an explanation in the [Comments/Explanatory Notes](#) box.
- The columns **Patients By Primary Medical Insurance (a)**, **Billable Visits (b)** and **Income Per Visit (c)** in Part 2 are disabled and set to 'N/A'.

7. Click the **Calculate Total and Save** button in the **Total Non-Federal (Non-section 330) Income (Program Income plus Other)** section to calculate and save the values for each Payer Categories in Part 1 & 2 (Figure 21, Box 9).

3.2.2 Completing the Comments/Explanatory Notes section

In this section, enter any comments/explanations related to this form (Figure 21, Box 2).

1. If the value for any payer category in Projected Income (d) is not equal to the value obtained by multiplying Billable Visits (b) with Income per Visit (c), provide an explanation in this section. Provide justification for each payer category for which these numbers are not equal. If these numbers are equal for all the payer categories, providing comments in this section is optional.
2. Click the **Save and Continue** button to save your work and proceed to the next form.

3.3 Form 5A – Services Provided

Form 5A: Services Provided is pre-populated with the services in the current H80 scope that HRSA has on file for your organization.

Form 5A will be non-editable. You will be required to visit the Required Services, Additional Services, and the Specialty Services sections at least once in order to change the status of the form to Complete.

Figure 22: Form 5A - Services Provided (Required Services section)

Form 5A - Services Provided (Required Services)

Note(s):
 Review the list of services retrieved from your scope on file as of 06/27/2014 04:35:38 PM. If there was a recent change approved for your scope (e.g. through a Change In Scope application), click the 'Refresh From Scope' button below to get your most recent scope on file.

DEPTHS COUNTY OF SWANSEE Due Date: 06/27/2014 (Due In: 218 Days) | Section Status: Not Complete

Resources View
 NCC FY 2015 User Guide | Services in H80 Scope

Required Services Additional Services Specialty Services

Refresh from Scope 1

Service Type	Service provided directly by Health Center (Health Center pays for service)	Service provided by formal written contract/agreement (Health Center pays for service)	Service provided by formal written referral arrangement (Health Center DOES NOT pay)
General Primary Medical Care	[X]	[..]	[X]
Diagnostic Laboratory	[X]	[X]	[X]
Diagnostic Radiology	[..]	[X]	[X]
Screenings	[X]	[..]	[X]
Coverage for Emergencies During and After Hours	[X]	[..]	[..]
Voluntary Family Planning	[X]	[..]	[..]
Immunizations	[X]	[..]	[..]
Well Child Services	[X]	[..]	[X]
Gynecological Care	[X]	[..]	[X]
Obstetrical Care			
Prenatal Care	[X]	[..]	[X]
Intrapartum Care (Labor & Delivery)	[X]	[..]	[X]
Postpartum Care	[X]	[..]	[X]
Preventive Dental	[..]	[..]	[X]
Pharmaceutical Services	[X]	[..]	[..]
HCH Required Substance Abuse Services	[..]	[..]	[..]

Service Type	Service provided directly by Health Center (Health Center pays for service)	Service provided by formal written contract/agreement (Health Center pays for service)	Service provided by formal written referral arrangement (Health Center DOES NOT pay)
Case Management	[X]	[..]	[X]
Eligibility Assistance	[X]	[..]	[..]
Health Education	[X]	[..]	[..]
Outreach	[X]	[..]	[..]
Transportation	[..]	[..]	[X]
Translation	[X]	[X]	[..]

Go to Previous Page Continue

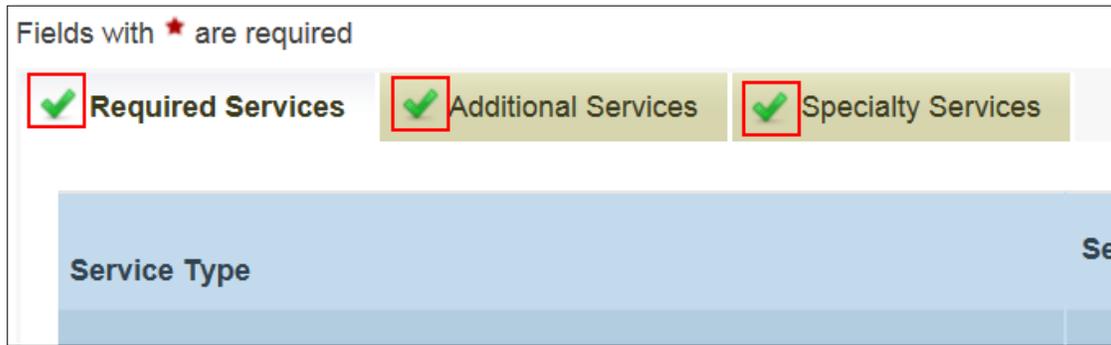
If the pre-populated data on **Form 5A** does not reflect any recent approved scope changes, click the **Refresh from Scope** button to refresh the data and display the latest scope of project (Figure 22, Box 1).

IMPORTANT NOTE: The Scope Alignment Validation (SAV) process is scheduled from June 30th, 2014 to July 24th, 2014. All the existing H80 grantees will be required to participate in this process. When the SAV is in progress, the **Refresh from Scope** button on **Form 5A** will be non-functional. Also the data displayed on this form related to the sites in your H80 scope will not contain updates made through SAV.

You must click on the **Refresh from Scope** button on July 25th, 2014, after the SAV is completed, but before completing the **Scope Verification** form, in order to view your latest H80 scope data.

Form 5A will be complete when the status of the **Required Services**, **Additional Services** and **Specialty Services** sections is complete. The completed status of these sections is indicated with a green tick mark (✓ icon) in the section tabs (**Figure 23**).

Figure 23: Completed Required, Additional and Specialty Services sections



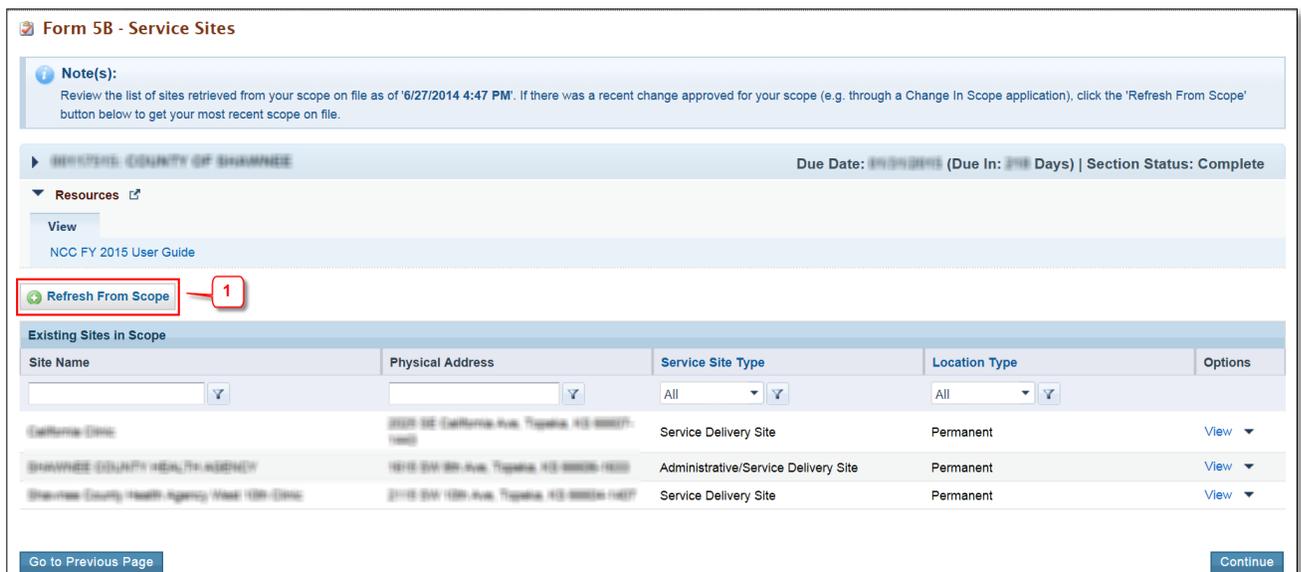
After visiting all the sections on **Form 5A**, click the **Continue** button to proceed to the next form.

3.4 Form 5B - Service Sites

Form 5B: Service Sites is pre-populated with the sites in the current H80 scope that HRSA has on file for your organization.

Form 5B will be non-editable. You will be required to visit the form at least once in order to change the status of the form to Complete.

Figure 24: Form 5B - Service Sites



If the pre-populated data on **Form 5B** does not reflect any recent approved scope changes, click the **Refresh from Scope** button to refresh the data and display the latest scope of project (Figure 24, Box 1).

IMPORTANT NOTE: The SAV process is scheduled from June 30th, 2014 to July 24th, 2014. All the existing H80 grantees will be required to participate in this process, which will be conducted in EHB, outside of the FY 2015 NCC Progress Report. When the SAV is in progress, the **Refresh from Scope** button on **Form 5B** will be non-functional. Also the data displayed on this form related to the sites in your H80 scope will not contain updates made through SAV.

You must click on the **Refresh from Scope** button on July 25th, 2014, after the SAV is completed, but before completing the **Scope verification** form, in order to view your latest H80 scope data.

Click the **Continue** button on **Form 5B** to proceed to the next form.

3.5 Form 5C - Other Activities/Locations

Form C – Other Activities/Locations is pre-populated with the activities/locations in the current H80 scope that HRSA has on file for your organization.

Form 5C will be non-editable. You will be required to visit this form at least once in order to change the status of the form to Complete.

Figure 25: Form 5C – Other Activities/Locations

Form 5C - Other Activities/Locations

Note(s):
 Review the list of activities and locations retrieved from your scope on file as of '6/27/2014 5:02:18 PM'. If there was a recent change approved for your scope (e.g. through a Change In Scope application), click the 'Refresh From Scope' button below to get your most recent scope on file.

BRUNSWICK COUNTY OF GEORGIA Due Date: 6/27/2014 (Due In: 210 Days) | Section Status: Complete

Resources View
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Refresh From Scope 1

Activity Type	Description	Frequency	Location
Non-Clinical Outreach	Staff trained to do Outreach and Enrollment work are working with various community partners to schedule opportunities to inform and educate about the health insurance marketplace. A schedule of appointments are available for health center patients and members of the public to meet with trained staff. Periodic sessions are scheduled within clinic, public library and community centers to assist individuals with the enrollment process.	Outreach and enrollment activities take place weekly through community presentations, one on one meetings, phone calls.	Clinic, public library with computer lab, community centers with computer lab.
Health Plans	Healthcare, Diabetes Health Plan, Blood glucose Tests, vendors to check consult with nutritionists, One-on-one services provided to WICCP, etc.	Once	Hillcrest East Tobacco Clinic

Go to Previous Page Continue

If the pre-populated data on **Form 5C** does not reflect any recent approved scope changes, click the **Refresh from Scope** button to refresh the data and display the latest scope of project (Figure 25, Box 1).

Click the **Continue** button on **Form 5C** to proceed to the next form.

3.6 Scope Verification

Scope Verification allows you to certify if the H80 scope of your organization, displayed in **Form 5A: Services Provided** and **Form 5B: Service Sites** of this progress report, is correct.

Figure 26: Scope Verification

Scope Verification

DEPT/CL: COUNTY OF SHARNEE Due Date: 10/20/2015 (Due In: 210 Days) | Section Status: Not Started

Resources [View](#)

NCC FY 2015 User Guide

Fields with * are required

* 1. Scope of Project Certification - Services – Select only one below **1**

By checking this option, I certify that I have reviewed my [Form 5A: Services Provided](#) and it accurately reflects all services and service delivery methods included in my current approved scope of project.

By checking this option, I certify that I have reviewed my [Form 5A: Services Provided](#) and it requires changes that I have submitted through the change in scope process.

* 2. Scope of Project Certification - Sites – Select only one below **2**

By checking this option, I certify that I have reviewed my [Form 5B: Service Sites](#) and it accurately reflects all sites and zip codes included in my current approved scope of project.

By checking this option, I certify that I have reviewed my [Form 5B: Service Sites](#) and it requires changes that I have submitted through the change in scope process.

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

To complete this form, follow the steps below:

1. Select an option in section 1 - Scope of Project Certification - Services to certify that the [Form 5A: Services Provided](#) form of this FY 2015 NCC/BPR progress report accurately reflects all services and service delivery methods included in your current approved project scope or that it requires changes that you submitted through the change in scope process (**Figure 26, Box 1**).
2. Select an option in section 2 - Scope of Project Certification - Sites to certify that the [Form 5B: Service Sites](#) form of this FY 2015 NCC/BPR progress report accurately reflects all sites and zip codes included in your current approved project scope or that it requires changes that you submitted through the change in scope process (**Figure 26, Box 2**).
3. Click the **Save and Continue** button to save the information and proceed to the next form.

3.7 Program Narrative Update

The **Program Narrative Update** form addresses progress and changes that have impacted the community/target population and the grantee organization over the past year. It also addresses the grantee's plans for the upcoming FY 2015 budget period. This form comprises of the following sections:

1. [Environment and Organizational Capacity](#) (**Figure 27**)
2. [Patient Capacity and Supplemental Awards](#) (**Figure 28**)
3. [Clinical/Financial Performance Measures](#) (**Figure 31, Figure 32**)

3.7.1 Completing Environment and Organizational Capacity

Figure 27: Program Narrative Update (Environment and Organizational Capacity)

Program Narrative Update

Note(s):
Describe the following for the FY 2014 budget period and any predicted changes for the FY 2015 budget period.

00000000: The Wright Center for Graduate Medical Education Due Date: 08/27/2013 (Due In: 73 Days) | Section Status: Not Complete

Resources

View
 FY 2015 BPR User Guide | FY 2014 BPR Progress Report

Fields with * are required

Environment and Organizational Capacity **Patient Capacity and Supplemental Awards** **Clinical/Financial Performance Measures**

Environment **1**

* Discuss broad changes in the region, state, and/or community over the past year that have impacted the project (e.g., changing service area demographics/shifting target population needs, changes in major health care providers in the service area, changes in key program partnerships, Affordable Care Act implementation at the state/local level).

Approximately 1 page (Max 3000 Characters): 3000 Characters left

Organizational Capacity **2**

* Discuss major changes in the organization's capacity over the past year that have impacted or may impact the implementation of the funded project, including changes in:

- Staffing, including staff composition and/or key staff vacancies
- Operations
- Systems, including financial, clinical, and/or practice management systems
- Financial status

Approximately 2 pages (Max 3000 Characters): 3000 Characters left

Go to Previous Page Save Save and Continue

To complete this section, follow the steps below:

1. Provide a narrative description for the Environment, and Organization Capacity sections (Figure 27, Box 1, 2).
2. Click the **Save and Continue** button to proceed to the **Patient Capacity and Supplemental Awards** section, OR click the **Save** button at the bottom of the **Environment and Organization Capacity** section and select the **Patient Capacity and Supplemental Awards** tab below the **Resources** section (Figure 28, Box 1).

3.7.2 Completing Patient Capacity and Supplemental Awards

The Patient Capacity and Supplemental Awards section of Program Narrative Update form consists of the following 2 sub-sections:

- [Patient Capacity](#) (Figure 28, Box 2)
- [Supplemental Awards](#) (Figure 28, Box 3)

Figure 28: Program Narrative Update (Patient Capacity and Supplemental Awards)

Program Narrative Update - Patient Capacity and Supplemental Awards

Note(s):
Describe the following for the FY 2014 budget period and any predicted changes for the FY 2015 budget period.

BRITAIN'S NEIGHBORHOOD IMPROVEMENT PROJECT, INC. Due Date: 11/30/2014 (Due In: 00 Days) | Section Status: Not Complete

Resources
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NCC FY 2015 User Guide | Funding Opportunity Announcement | FY 2014 BPR Progress Report

Fields with * are required

Environment and Organizational Capacity **Patient Capacity and Supplemental Awards** Clinical/Financial Performance Measures

Patient Capacity

Referencing the % Change 2011-2013 Trend, % Change 2012-2013, and % Progress Toward Goal columns:

- Discuss the trend in unduplicated patients and report progress in reaching the projected number of patients to be served by the end of the project period in the identified categories.
- Explain significant changes and discuss the key factors impacting patient numbers. Maintenance or increases in patient numbers are expected; decreasing trends or limited progress towards the projected patient goals must be explained.

Notes:

- Patient Number data are pre-populated from Table 4 in the UDS reports. Since Public Housing patients are not included in this table, these data are pre-populated from the FY 2014 BPR. Provide the FY 2013 public housing patient numbers from your health center data, if applicable.
- The information in the Projected Number of Patients column is pre-populated from the application/submission that initiated your current budget period (SAC/BPR). If you were awarded any of the following supplemental awards, the patient projection from those applications have been added to the SAC/BPR patient projections. For additional details about these numbers, hover over the informational icons displayed with the numbers.
 - FY 2013 New Access Point (NAP) Satellite Grant (Application Tracking Number: 115545)
 - FY 2014 New Access Point (NAP) Satellite Grant
 - FY 2014 Expanded Services (ES) Satellite Grant
- The % Change and % Progress data are pre-populated calculations based on UDS reporting.
- If pre-populated patient projections are not accurate, adjusted projections should be provided and explained in the Patient Capacity Narrative section.
- If you completed a BPR in FY 2014, you can reference your Patient Capacity progress details via the following link: [FY 2014 BPR Progress Report](#)

Patient Categories	2011 Patient Number	2012 Patient Number	2013 Patient Number	Projected Number of Patients	% Change 2011-2013 Trend	% Change 2012-2013 Trend	% Progress toward Goal	Patient Capacity Narrative (for Current Project Period: 11/30/2014 - 11/30/2014)
Total Unduplicated Patients (inclusive of the categories below)	3910	3175	3370	5719	-13.81%	6.14%	58.93%	Approximately 2 pages (Max 3000 Characters): 3000 Characters left.
Total Migratory and Seasonal Agricultural Worker Patients	27	23	12	23	-55.56%	-47.83%	52.17%	Approximately 2 pages (Max 3000 Characters): 3000 Characters left.
Total People Experiencing Homelessness Patients	18	15	10	15	-44.44%	-33.33%	66.67%	Approximately 2 pages (Max 3000 Characters): 3000 Characters left.
Total Public Housing Resident Patients	Data not available	Data not available		0	Data not available	Data not available	Data not available	Approximately 2 pages (Max 3000 Characters): 3000 Characters left.

Supplemental Awards

Discuss progress made in implementing recent supplemental Health Center Program awards. For each of the following, as applicable, provide current data in the Numeric Progress Toward Goal column. In the Supplemental Award Narrative column, describe:

- Progress toward goals;
- Key contributing and restricting factors impacting progress toward goals; and
- Plans for sustaining progress and/or overcoming barriers to ensure goal achievement.

Type of Supplemental Award	Programmatic Goal	Numeric Goal (if applicable)	Numeric Progress toward goal (as applicable)	Supplemental Award Narrative
FY 2012 New Access Points (NAP) Satellite Grant	Achieve operational status and increase number of patients	Not Applicable	Not Applicable	Approximately 2 pages (Max 3000 Characters): 3000 Characters left.
FY 2013 NAP Satellite Grant	Achieve operational status and increase number of patients	Unduplicated Patients: 3500		Approximately 2 pages (Max 3000 Characters): 3000 Characters left.
FY 2014 NAP Satellite Grant	Achieve operational status and increase number of patients	Not Applicable	Not Applicable	Approximately 2 pages (Max 3000 Characters): 3000 Characters left.
FY 2014 Behavioral Health Integration (BHI) Supplemental	Increase the number of patients with access to integrated behavioral health care	Not Applicable	Not Applicable	Approximately 2 pages (Max 3000 Characters): 3000 Characters left.
FY 2014 Expanded Services (ES) Supplemental	Increase the number of patients and expand availability of services.	Not Applicable	Not Applicable	Approximately 2 pages (Max 3000 Characters): 3000 Characters left.

Go to Previous Page Save Save and Continue

In the **Patient Capacity** section, discuss the current trend in unduplicated patients served by comparing past patient numbers to the number of patients you projected by the end of the project period (**Figure 29**).

Figure 29: Patient Capacity

Patient Capacity

★ Referencing the % Change 2011-2013 Trend, % Change 2012-2013, and % Progress Toward Goal columns:

- Discuss the trend in unduplicated patients and report progress in reaching the projected number of patients to be served by the end of the project period in the identified categories.
- Explain significant changes and discuss the key factors impacting patient numbers. Maintenance or increases in patient numbers are expected; decreasing trends or limited progress towards the projected patient goals must be explained.

Notes:

- Patient Number data are pre-populated from Table 4 in the UDS reports. Since Public Housing patients are not included in this table, these data are pre-populated from the FY 2014 BPR. Provide the FY 2013 public housing patient numbers from your health center data, if applicable.
- The information in the Projected Number of Patients column is pre-populated from the application/submission that initiated your current budget period (SAC/BPR). If you were awarded any of the following supplemental awards, the patient projection from those applications have been added to the SAC/BPR patient projections. For additional details about these numbers, hover over the informational icons displayed with the numbers.
 - FY 2013 New Access Point (NAP) Satellite Grant **Application Tracking Number: 11111111**
 - FY 2014 New Access Point (NAP) Satellite Grant
 - FY 2014 Expanded Services (ES) Satellite Grant
- The % Change and % Progress data are pre-populated calculations based on UDS reporting.
- If pre-populated patient projections are not accurate, adjusted projections should be provided and explained in the Patient Capacity Narrative section.
- If you completed a BPR in FY 2014, you can reference your Patient Capacity progress details via the following link: [FY 2014 BPR Progress Report](#)

Patient Categories	2011 Patient Number	2012 Patient Number	2013 Patient Number	Projected Number of Patients	% Change 2011-2013 Trend	% Change 2012-2013 Trend	% Progress toward Goal	Patient Capacity Narrative (for Current Project Period: 1/1/2014 - 12/31/2014)
Total Unduplicated Patients (inclusive of the categories below)	3910	3175	3370	5719	-13.81%	6.14%	58.93%	Approximately 2 pages (Max 3000 Characters): 3000 Characters left.
Total Migratory and Seasonal Agricultural Worker Patients	27	23	12	23	-55.56%	-47.83%	52.17%	Approximately 2 pages (Max 3000 Characters): 3000 Characters left.
Total People Experiencing Homelessness Patients	18	15	10	15	-44.44%	-33.33%	66.67%	Approximately 2 pages (Max 3000 Characters): 3000 Characters left.
Total Public Housing Resident Patients	27	23		0	Data not available	Data not available	Data not available	Approximately 2 pages (Max 3000 Characters): 3000 Characters left.

To complete this section, follow the steps below:

1. Review the numbers populated in the **2011 Patient Numbers**, **2012 Patient Numbers**, and **2013 Patient Numbers** columns (**Figure 29, Boxes 1, 2, 3**). These numbers are populated from the 2011, 2012 and 2013 UDS Reports, respectively, that you submitted to HRSA.
2. For the Total Public Housing Residents Patients category, review the numbers populated in the **2011 Patient Numbers**, and **2012 Patient Numbers** columns (**Figure 29, Box 4**). These numbers are populated from the FY 2014 NCC/BPR progress report that you submitted to HRSA.
3. In the **2013 Patient Numbers** column for the Total Public Housing Residents Patients category (**Figure 29, Box 5**), provide patient numbers, as applicable, from your health center data.

IMPORTANT NOTES:

- If you submitted the 2011, 2012, and 2013 UDS Reports, the system pre-populates the **2011 Patient Numbers**, **2012 Patient Numbers**, and **2013 Patient Numbers** columns with data from Table 4 of the respective UDS Reports. Otherwise, the system displays 'Data not available' under these columns.
- Since Table 4 of the UDS Report does not collect information for the Public Housing Residents target population, the system populates the information in the **2011 Patient Numbers**, and **2012 Patient Numbers** columns for the Total Public Housing Residents Patients category from the FY 2014 NCC/BPR progress report if you submitted it. Otherwise, the system displays 'Data not available' under these columns.
- For the **2013 Patient Numbers** column, you may provide Total Public Housing Residents Patients data, as applicable.

4. Review the numbers populated in the **Projected Number of Patients** column (**Figure 29, Box 6**). These numbers represent the Projected at End of Project Period values from the **Unduplicated Patients and Visits by Population Type** section of the **Form 1A** from the SAC application, or the **Program Narrative Update** form of the FY 2014 NCC/BPR progress report, that initiated your current budget period. If you receive one or more of the following satellite grants, the system adds the patient projections from the related grant applications to the values from the SAC/BPR that initiated your current budget period:
 - **FY 2013 New Access Points (NAP) Satellite Grant:** If awarded, the system adds the total number of patients proposed in the **Unduplicated Patients and Visits by Population Type** section of **Form 1A** of the related NAP application.
 - **FY 2014 NAP Satellite Grant:** If awarded, the system adds the total number of patients proposed in the **Unduplicated Patients and Visits by Population Type** section of **Form 1A** of the related NAP application.
 - **FY 2014 Health Center Expanded Services (ES) Satellite Grant:** If awarded, the system adds the total Projected Increase in the New patients, across all proposed projects, from the **Consolidated Proposal Information** form of the related ES application.

IMPORTANT NOTE: To view the patient numbers included in the Projected Number of Patients column, hover over the information icon displayed with the number (**Figure 29, Box 7**). You can also open the read

only version of the satellite grant applications listed above by clicking on the related application tracking number in the instructions for the Patient Capacity section ([Figure 29, Box 8](#)).

5. Review the values displayed in the **% Change 2011-2013 Trend**, **% Change 2012-2013 Trend**, and **% Progress Toward Goal** columns ([Figure 29, Boxes 9, 10, 11](#)). The system calculates these values using the numbers displayed in the **2011 Patient Numbers**, **2012 Patient Numbers**, and **2013 Patient Numbers** columns.

IMPORTANT NOTES:

- To view the formula used to calculate **% Change 2011-2013 Trend**, **% Change 2012-2013 Trend**, and **% Progress Toward Goal** values, hover over the information icons displayed with these column names.
- If data is not available for the **2011 Patient Numbers**, **2012 Patient Numbers**, or **2013 Patient Numbers** columns for a patient category, the system displays 'Data not available' for **% Change 2011-2013 Trend**, **% Change 2012-2013 Trend**, and **% Progress Toward Goal** column, if used in the formula, for that patient category.
- The system calculates the **% Change 2011-2013 Trend**, **% Change 2012-2013 Trend**, and **% Progress Toward Goal** columns for the Total Public Housing Residents Patients category only when you provide data in 2013 Patient Numbers column for this category. Otherwise, the system displays 'Data not available' in these columns for the Total Public Housing Residents Patients category.

6. In the **Patient Capacity Narrative** column ([Figure 29, Box 12](#)), provide a narrative describing your progress for each patient category by referencing the numbers displayed in the **% Change 2011-2013 Trend**, **% Change 2012-2013 Trend**, and **% Progress Toward Goal** columns. If pre-populated patient numbers or projections are not accurate, adjusted projections should also be provided and explained in the Patient Capacity Narrative column.

In the **Supplemental Awards** section, discuss the progress made towards implementing the H80 supplemental awards that you received in the current budget period ([Figure 30](#)).

Figure 30: Supplemental Awards

Supplemental Awards

★ Discuss progress made in implementing recent supplemental Health Center Program awards, as applicable. For each of the following, as applicable, provide current data (in the Numeric Progress Toward Goal column) and in the narrative column describe:

- Progress toward goals;
- Key factors impacting progress (both contributing and restricting) toward goals; and
- Plans for sustaining progress and/or overcoming barriers to ensure goal achievement.

Type of Supplemental Award	Programmatic Goal 1	Numeric Goal (if applicable) 2	Numeric Progress toward goal (as applicable) 8	Supplemental Award Narrative 9
FY 2012 New Access Point (NAP) Satellite Grant 3	Achieve operational status and increase number of patients	Not Applicable	Not Applicable	Approximately 2 pages (Max 3000 Characters): 3000 Characters left
FY 2013 NAP Satellite Grant 4	Achieve operational status and increase number of patients	Not Applicable	Not Applicable	Approximately 2 pages (Max 3000 Characters): 3000 Characters left
FY 2014 NAP Satellite Grant 5	Achieve operational status and increase number of patients	10000	<input type="text"/>	Approximately 2 pages (Max 3000 Characters): 3000 Characters left
FY 2014 Behavioral Health Integration (BHI) Supplemental 6	Increase the number of patients with access to integrated behavioral health care	8000	<input type="text"/>	Approximately 2 pages (Max 3000 Characters): 3000 Characters left
FY 2014 Expanded Services (ES) Supplemental 7	Increase the number of patients and expand availability of services.	14000	<input type="text"/>	Approximately 2 pages (Max 3000 Characters): 3000 Characters left

Go to Previous Page Save Save and Continue

To complete this section, follow the steps below:

7. Review the information provided under the **Programmatic Goal** column (Figure 30, Box 1).
8. Review the numbers provided under the **Numeric Goal** column for all the supplemental awards that you received (Figure 30, Box 2).

IMPORTANT NOTES:

- The numbers displayed in the **Numeric Goal** column are pre-populated from the awarded supplemental application. The system displays 'Not Applicable' in the **Numeric Goal** column for any supplemental awards that you did not receive.
- For the **FY 2012, FY 2013, and FY 2014 New Access Points (NAP) Satellite Grant** awards (Figure 30, Boxes 3, 4, 5), the system pre-populates the total number of patients projected at the end of the project period from **Form 1A** of the related NAP application.
- For the **FY 2014 Behavioral Health Integration (BHI) Supplemental** award (Figure 30, Box 6), the system pre-populates the total number of patients projected at the end of the project period from **Form 1A** of the related BHI application.

- For the **FY 2014 Expanded Services (ES) Supplemental award (Figure 30, Box 7)**, the system pre-populates the total number of New patients, projected across all proposed projects, from the **Consolidated Proposal Information** form of the related ES application.
9. In the **Numeric Progress Toward Goal** column (**Figure 30, Box 8**), you may report numeric progress for the awarded supplemental application. The system displays 'Not Applicable' in this column for any supplemental awards that you did not receive.
 10. In the **Supplemental Award Narrative** column (**Figure 30, Box 9**), provide narrative progress towards goals for each award that you received. Describe the key contributing and restricting factors toward meeting the goals, and plans for sustaining progress or overcoming barriers. Comments are not required for awards you did not receive (leave blank or write Not Applicable).
 11. Click the **Save and Continue** button to proceed to the **Clinical/Financial Performance Measures** section, OR click the **Save** button at the bottom of the **Patient Capacity and Supplemental Awards** section and select the **Clinical/Financial Performance Measures** tab below the **Resources** section (**Figure 31, Box 1**).

3.7.3 Completing Clinical/Financial Performance Measures

In the **Clinical/Financial Performance Measures** section, discuss the trends and report progress for the performance measures listed in the following categories:

- Perinatal Health (**Figure 31, Box 2**)
- Preventive Health Screenings and Services (**Figure 31, Box 3**)
- Chronic Disease Management (**Figure 32, Box 4**)
- Financial Measures (**Figure 32, Box 5**)
- Other Measures (**Figure 32, Box 6**)

Figure 31: Clinical/Financial Performance Measures (Part 1)

Program Narrative Update - Clinical/Financial Performance Measures

Note(s):
Describe the following for the FY 2014 budget period and any predicted changes for the FY 2015 budget period.

DEPT OF HEALTH & HUMAN SERVICES | Due Date: 04/30/2015 (Due In: 000 Days) | Section Status: Not Started

Resources

View
NCC FY 2015 User Guide | FY 2014 NCC Progress Report

Fields with * are required

Environment and Organizational Capacity
 Patient Capacity and Supplemental Awards
 Clinical/Financial Performance Measures 1

Clinical/Financial Performance Measures

* Referencing the % Change 2011-2013 Trend, % Change 2012-2013, and % Progress Toward Goal columns:

- Discuss the trends in clinical/financial performance measures and report progress in reaching the projected goals by the end of the project period in the identified categories.
- Explain significant changes in any of the performance measures listed under each of the five performance measure categories and discuss progress toward reaching the projected goals, including key factors impacting performance. Maintenance or improvement in performance is expected; decreasing trends or limited progress towards the projected goals must be explained.

Notes:

- If pre-populated performance measure goals are not accurate, adjusted goals should be provided and explained (e.g., goal for the diabetes measure has increased based on improved patient tracking via a new EHR) in the appropriate Measure Narrative section.
- Measure Goals are pre-populated from the Projected Data (by End of Project Period) Measure Goal from your FY 2014 SAC/BPR.
- For measures with no Projected Data provided in the FY 2014 SAC/BPR, provide a percentage goal for the end of the project period.

Perinatal Health 2

Performance Measure	2011 Measures	2012 Measures	2013 Measures	% Change 2011-2013 Trend	% Change 2012-2013 Trend	% Progress toward Goal	Measure Goals
Access to prenatal care in 1st trimester	53.1418	56.8282	63.9437	20.33%	12.52%	98.37%	65.00%
Low birth weight (< 2500 grams)	7.9268	11.2450	7.5377	-4.91%	-32.97%	94.22%	8.00%

Measure Narrative

Approximately 2 pages (Max 3000 Characters): 3000 Characters left.

Preventive Health Screenings and Services 3

Performance Measure	2011 Measures	2012 Measures	2013 Measures	% Change 2011-2013 Trend	% Change 2012-2013 Trend	% Progress toward Goal	Measure Goals
Weight assessment and counseling for children and adolescents (ages 2-17)	35.7143	30.9917	32.9365	-7.78%	6.28%	94.10%	35.00%
Adult weight screening and follow up	31.4286	60.2745	59.6719	89.87%	-1.00%	94.72%	63.00%
Tobacco Use Screening and Cessation	Data not available	Data not available	Data not available	Data not available	Data not available	Data not available	
Colorectal cancer screening (ages 50-75)	Data not available	11.4286	31.6595	Data not available	177.02%	90.46%	35.00%
Cervical cancer screening (ages 21-64)	65.7143	72.2458	72.8152	10.81%	0.79%	97.09%	75.00%
Childhood Immunizations (on or before 3rd birthday)	15.3846	14.2857	83.3333	441.67%	483.33%	111.11%	75.00%

Measure Narrative

Approximately 2 pages (Max 3000 Characters): 3000 Characters left.

Figure 32 : Clinical/Financial Performance measures (Part 2)

Chronic Disease Management 4

Performance Measure	2011 Measures	2012 Measures	2013 Measures	% Change 2011-2013 Trend	% Change 2012-2013 Trend	% Progress toward Goal	Measure Goals
Asthma treatment – pharmacologic therapy (ages 5 – 40)	50.0000	64.1026	88.8889	77.78%	38.67%	132.67%	67.00%
Coronary artery disease (CAD) and lipid-lowering therapy (adult)	Data not available	95.4545	97.6190	Data not available	2.27%	100.64%	97.00%
Ischemic Vascular Disease (IVD) and aspirin or other anti-thrombotic therapy (adult)	Data not available	90.0000	87.6923	Data not available	-2.56%	96.37%	91.00%
Blood pressure control (adult hypertensive patients with blood pressure < 140/90)	51.9700	53.4846	56.2821	8.30%	5.23%	102.33%	55.00%
Diabetes control (diabetic patients ages 18-75 with HbA1c <8%, ≤9%, or >9%)	55.0079	66.0714	68.7702	25.02%	4.08%	102.64%	67.00%
New HIV Cases With Timely Follow Up	Data not available	Data not available	Data not available	Data not available	Data not available	Data not available	7
Depression Screening and Follow Up	Data not available	Data not available	Data not available	Data not available	Data not available	Data not available	7

Measure Narrative

Approximately 2 pages (Max 3000 Characters): 2996 Characters left.

test

Financial Measures 5

Performance Measure	2011 Measures	2012 Measures	2013 Measures	% Change 2011-2013 Trend	% Change 2012-2013 Trend	% Progress toward Goal	Measure Goals
Total cost per patient	475.9430	618.4425	647.5377	36.05%	4.70%	132.15%	490.00 : 1 Ratio
Medical cost per medical visit	155.4872	195.4978	167.1226	7.48%	-14.51%	109.21%	153.03 : 1 Ratio
Change in Net Assets to Expense Ratio	-0.0100	0.2700		Data not available	Data not available	Data not available	0.15 : 1 Ratio
Working Capital to Monthly Expense Ratio	0.2600	2.1800		Data not available	Data not available	Data not available	2.00 : 1 Ratio
Long Term Debt to Equity Ratio	0.0000	0.0000		Data not available	Data not available	Data not available	0.00 : 1 Ratio

Measure Narrative

Approximately 2 pages (Max 3000 Characters): 2996 Characters left.

test

Note(s):

- If any of the Other Measures listed below are not applicable to you at this time, answer 'No' to the question 'Is this Performance Measure applicable?'. Otherwise, answer 'Yes'.
- You must select 'Yes' as your answer to the question 'Is this Performance Measure applicable?' for at least one 'Oral Health' related measure.

Other Measures 6

Performance Measure	2011 Measures	2012 Measures	2013 Measures	% Change 2011-2013 Trend	% Change 2012-2013 Trend	% Progress toward Goal	Measure Goals	Is This Performance Measure Applicable?
(Oral Health) Increase the % of patients ages 18+ noted during medical visits to have dental care or other dental problems and report not receiving dental services will be referred to dental services by 5% by project period end.				Data not available	Data not available	Data not available	7.00%	<input type="radio"/> Yes <input checked="" type="radio"/> No
(Oral Health) Patients ages 3-17 screened for regular preventative dental services (oral exam, x-rays, cleanings and sealants) during their medical visits within a 12-month period.				Data not available	Data not available	Data not available	5.00%	<input checked="" type="radio"/> Yes <input type="radio"/> No
(Behavioral Health) Increase % of adults patients age 18+ who are screened for depression (either with a PHQ-2 or a PHQ-9) by 5% by project period end.				Data not available	Data not available	Data not available	76.00%	<input type="radio"/> Yes <input checked="" type="radio"/> No

Measure Narrative

Approximately 2 pages (Max 3000 Characters): 2996 Characters left.

test

Go to Previous Page
Save Save and Continue

IMPORTANT NOTE: The measures listed under all the categories EXCEPT the Other Measures category are pre-defined. The measures listed under the Other Measures category are the Behavioral Health and Oral Health related clinical measures, and any other additional clinical or financial measures that you may have proposed in the current budget period.

Follow the steps provided in section [3.7.5, Accessing your submitted H80 Applications/Progress Reports](#) to access the applications/progress reports from where the Other Measures are populated.

Figure 33: Preventive Health Screenings and Services sub-section of the Clinical/Financial Performance Measures section

Performance Measure	2011 Measures	2012 Measures	2013 Measures	% Change 2011-2013 Trend	% Change 2012-2013 Trend	% Progress toward Goal	Measure Goals
Weight assessment and counseling for children and adolescents (ages 2-17)	0.0000	11.4286	51.8519	Data not available	353.70%	432.10%	12.00%
Adult weight screening and follow up	0.0802	49.7044	89.3930	111,402.83%	79.85%	165.54%	54.00%
Tobacco Use Screening and Cessation	Data not available	Data not available	Data not available	Data not available	Data not available	Data not available	
Colorectal cancer screening (ages 50-75)	Data not available	20.7675	20.9902	Data not available	1.07%	96.41%	22.00%
Cervical cancer screening (ages 21-64)	38.0414	35.3832	33.4082	-12.18%	-5.58%	83.52%	40.00%
Childhood immunizations (on or before 3rd birthday)	0.0000	Data not available	100.0000	Data not available	Data not available	2,000.00%	5.00%

* Measure Narrative

Approximately 1 page (Max 3000 Characters): 3000 Characters left.

To complete this section, follow the steps below:

1. Review the numbers populated in the **2011 Patient Numbers**, **2012 Patient Numbers**, and **2013 Patient Numbers** columns (Figure 33, Boxes 1, 2, 3). These numbers are populated from the 2011, 2012, and 2013 UDS Reports, respectively, that you submitted to HRSA.

IMPORTANT NOTES:

- If you submitted the 2011, 2012, and 2013 UDS Reports, the system pre-populates the **2011 Measure**, **2012 Measure**, and **2013 Measure** columns from the respective UDS Reports. Otherwise, the system displays 'Data not available' under these columns.
- For the following measures listed under the Financial Measures sub-section, the system pre-populated the **2011 Measure**, and **2012 Measure** columns with data from your 2011 and 2012 audit reports respectively: **Change in Net Assets to Expense Ratio**, **Working Capital to Monthly Expense Ratio**, and **Long Term Debt to Equity Ratio**. If you did not submit these reports, the system displays 'Data not available' under these columns.
- As the 2013 audit data does not exist currently, the system does not populate any information under the **2013 Measure** column for these three financial performance measures. You may provide the 2013 Measure Goals for these three financial performance measures, if applicable.
- For the measures listed under the Other Measures sub-section, provide information in the **2011 Measure**, **2012 Measure**, and **2013 Measure** columns, as applicable.

- Review the values displayed in the **% Change 2011-2013 Trend**, **% Change 2012-2013 Trend**, and **% Progress Toward Goal** columns (**Figure 33, Boxes 4, 5, 6**). The system calculates these values using the numbers displayed in the **2011 Measure**, **2012 Measure**, and **2013 Measure** columns.

IMPORTANT NOTES:

- To view the formula used to calculate **% Change 2011-2013 Trend**, **% Change 2012-2013 Trend**, and **% Progress Toward Goal** values, hover over the information icons displayed in these column names.
- If data is not available for the **2011 Measure**, **2012 Measure**, or **2013 Measure** columns for a performance measure, the system displays 'Data not available' for **% Change 2011-2013 Trend**, **% Change 2012-2013 Trend**, and **% Progress Toward Goal** columns, if used in the formula, for that performance measure.
- The system calculates the **% Change 2011-2013 Trend**, **% Change 2012-2013 Trend**, and **% Progress Toward Goal** columns for the last three financial performance measures, and all the performance measures listed under the Other Measures sub-section only when you provide data in the **2011 Measure**, **2012 Measure**, or **2013 Measure** columns. Otherwise, the system displays 'Data not available' under these columns for these performance measures.

- Review the numbers populated in the **Measure Goals** column (**Figure 33, Box 7**). These numbers are populated with the **Projected Data (at the End of Project Period)** provided in the **Clinical and Financial Performance Measures** forms of the H80 SAC or NAP application that initiated your current budget period. If a FY 2014 NCC/BPR progress report initiated your current budget period, these numbers are populated from the Program Narrative Update form of that progress report.

IMPORTANT NOTES: The following performance measures have been newly introduced in the FY 2015 NCC/BPR progress reports.

- Tobacco Use Screening and Cessation
- New HIV Cases With Timely Follow Up
- Depression Screening and Follow Up

You must provide a percentage goal that does not exceed 100%, for the end of the project period in the **Measure Goals** column for these three performance measures (**Figure 33, Box 8**).

- In the Other Measures sub-section only, the system displays the column **'Is this Performance Measure Applicable?'** (**Figure 34, Box 1**). Answer Yes or No under this column to indicate if the measures are applicable to you in FY 2015.

IMPORTANT NOTES: You must select 'Yes' under the **'Is this Performance Measure Applicable?'** column for at least one Oral Health related performance measure. The focus areas for all the 'Other' performance measures are included in the measures description under the Performance Measure column (**Figure 34, Box 2**).

Figure 34: Other Measures sub-section

Note(s):

- If any of the Other Measures listed below are not applicable to you at this time, answer 'No' to the question 'Is this Performance Measure applicable?'. Otherwise, answer 'Yes'.
- You must select 'Yes' as your answer to the question 'Is this Performance Measure applicable?' for at least one 'Oral Health' related measure.

Other Measures

Performance Measure	2011 Measures	2012 Measures	2013 Measures	% Change 2011-2013 Trend	% Change 2012-2013 Trend	% Progress toward Goal	Measure Goals	Is This Performance Measure Applicable?
(Oral Health) Patients ages 18+ receive dental medical visits to have dental caries or other dental problems and report not receiving dental services will be referred to dental services by 2% by project period end.				Data not available	Data not available	Data not available	7.00%	<input checked="" type="radio"/> Yes <input type="radio"/> No
(Oral Health) Patients ages 18+ receive dental services (and exam, x-rays, cleanings and sealants) during their calendar year within a 12 month period.				Data not available	Data not available	Data not available	5.00%	<input checked="" type="radio"/> Yes <input type="radio"/> No

*** Measure Narrative**

Approximately 2 pages (Max 3000 Characters): 2996 Characters left.

test

5. In the **Measure Narrative** field (Figure 34, Box 3), provide a narrative describing your progress for each performance measure sub-section by referencing the numbers displayed in the **% Change 2011-2013 Trend**, **% Change 2012-2013 Trend**, and **% Progress Toward Goal** columns. If pre-populated performance measure goals are not accurate, adjusted goals should also be provided and explained in the Measure Narrative field.

3.7.4 Completing the Program Narrative Update form

The **Program Narrative Update** form will be complete when the status of all the 3 sections is complete. The completed status of all these sections is indicated with a green tick mark (✓ icon) in the section tabs (Figure 35).

Figure 35: Completed Program Narrative Update sections

Fields with * are required

Environment and Organizational Capacity Patient Capacity and Supplemental Awards Clinical/Financial Performance Measures

▼ Environment

3.7.5 Accessing your submitted H80 Applications/Progress Reports

You may need to reference your submitted H80 applications/progress reports when completing your FY 2015 NCC/BPR progress report (e.g., to provide Oral Health and Behavioral Health measures data in the Clinical/Financial Performance Measures section of the **Program Narrative Update** form). You can access your submitted H80 applications/progress reports through the H80 Grant Folder by following the steps below:

1. Click the **Grants** tab located at the top of the **Program Narrative Update** form to access your Grant Portfolio (**Figure 36**).

Figure 36: Grants Tab



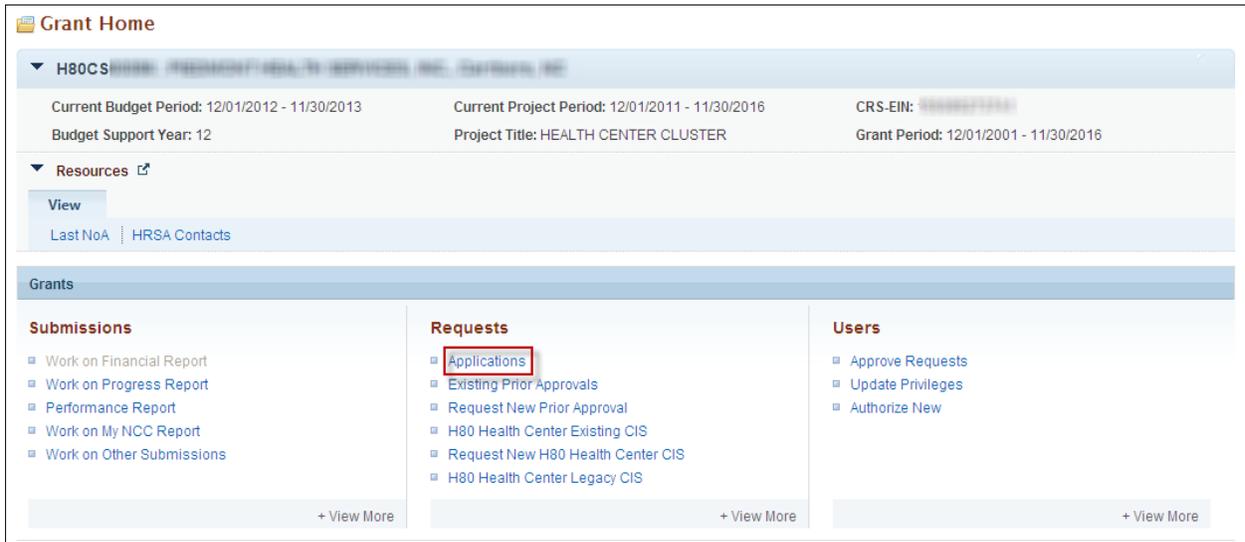
2. Locate the H80 grant for which you are submitting the NCC progress report and click on its **Grant Folder** link (**Figure 37**).

Figure 37: Accessing the H80 Grant Folder

Grant Number	Organization Name	Current Budget Period	Current Project Period End Date	CRS-EIN	Grant Role	Grant Active	Last Award Issue Date	Options
H80CS	...	12/01/2012-11/30/2013	11/30/2016	...	PD	Yes	06/03/2013	Grant Folder
...	...	12/01/2012-11/30/2014	11/30/2014	...	Other	Yes	12/13/2012	Grant Folder
...	...	05/01/2012-04/30/2014	04/30/2014	...	PD	Yes	11/14/2012	Grant Folder

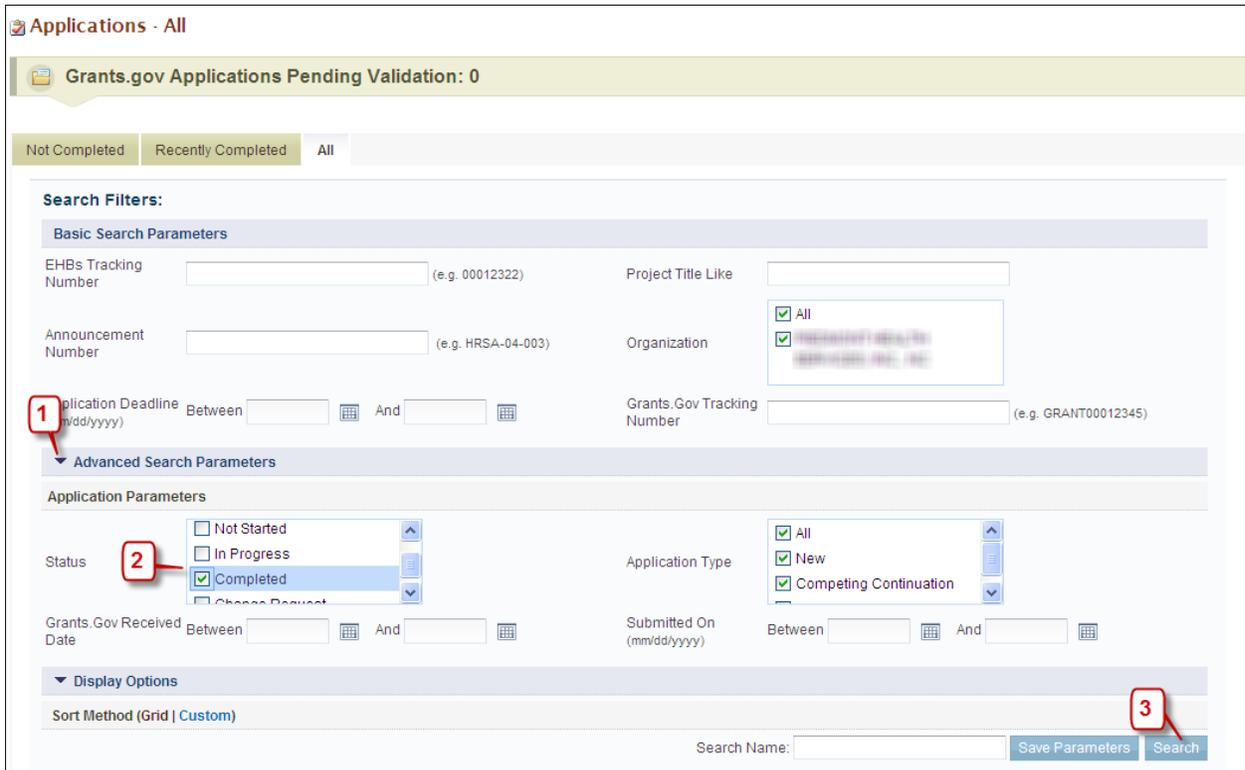
3. To access the H80 applications submitted by your organization, follow the steps below:
 - A. Click the **Applications** link under the **Requests** section on the **Grant Home** page (**Figure 38**).

Figure 38: Applications link



- The system navigates to the **Applications - All** search page (Figure 39).
- B. Expand the **Advanced Search Parameters** section of the **Applications - All** search page by clicking the arrow icon (Figure 39, Box 1). In the Status field under this section, un-select all the statuses except Completed (Figure 39, Box 2).

Figure 39: Applications – All search Page



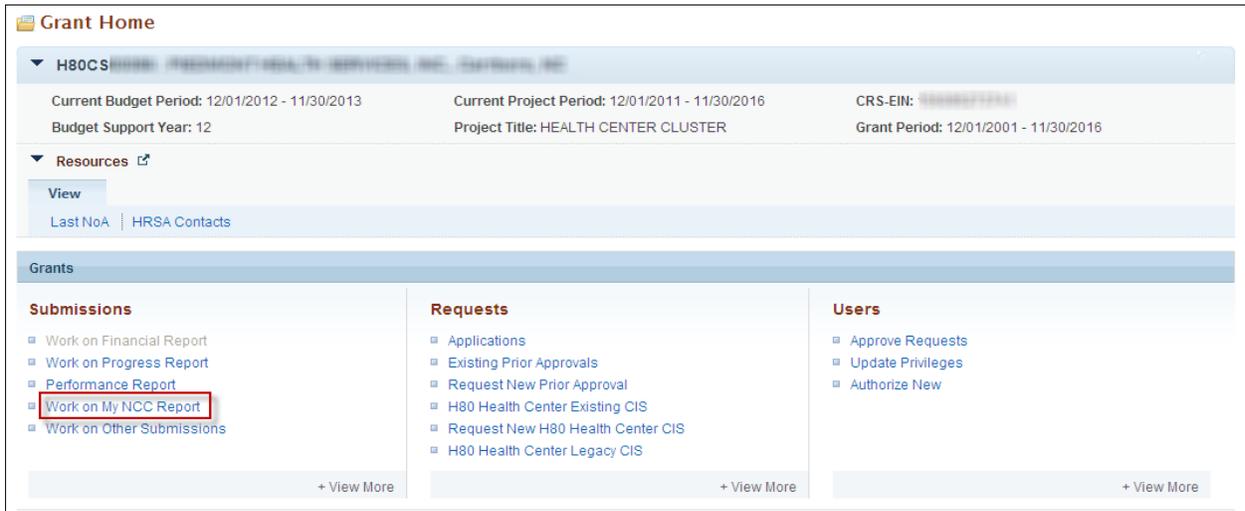
- C. Click the **Search** button located at the bottom of this page to access the completed applications (Figure 39, Box 3).
- The system navigates to the **Applications – All** results page displaying all the completed applications submitted for the H80 grant.
- D. Locate the applicable Service Area Competition (SAC) or New Access Point (NAP) applications and click the **Application** link to access the program specific forms (Figure 40).

Figure 40: Applications – All results Page

Application Deadline	Date Submitted	Announcement #	EHBs Tracking #	Grants.Gov Tracking #	Project Title	Organization	Status	Options
01/23/2009	01/23/2009	HRSA-09-154	0000	HRSA091542775	Expanding Access to Oral Health for Low-Income and Special Needs Populations: Service Area (HRSA 09-154)	HEALTH RESOURCES AND SERVICES ADMINISTRATION	Completed	Application
01/30/2009	01/28/2009	HRSA-09-156	0000	HRSA091561416	Services Expansion 2009 (HRSA 09-156)	HEALTH RESOURCES AND SERVICES ADMINISTRATION	Completed	Application
03/16/2009	03/12/2009	HRSA-09-218	0000	N/A	ARRA - Increase Services to Health Centers	HEALTH RESOURCES AND SERVICES ADMINISTRATION	Completed	Application
06/02/2009	05/29/2009	HRSA-09-244	0000	N/A	ARRA - Capital Improvement Program	HEALTH RESOURCES AND SERVICES ADMINISTRATION	Completed	Application
08/06/2009	08/04/2009	HRSA-10-029	0000	N/A	ARRA - Facility Investment Program	HEALTH RESOURCES AND SERVICES ADMINISTRATION	Completed	Application
01/25/2011	01/18/2011	HRSA-11-148	0000	N/A	Health Center Cluster	HEALTH RESOURCES AND SERVICES ADMINISTRATION	Completed	Application
08/29/2011	08/24/2011	HRSA-12-088	0000	HRSA120880000	Service Area Competition (SAC) HRSA 12-088	HEALTH RESOURCES AND SERVICES ADMINISTRATION	Completed	Application
11/09/2011	11/07/2011	HRSA-12-115	0000	HRSA121150000	Affordable Care Act Capital Development - Building Capacity Grant Program "Expanding Access to the Patient-Centered Primary Care Home in East	HEALTH RESOURCES AND SERVICES ADMINISTRATION	Completed	Application

- 4. To access the H80 Noncompeting Continuation progress reports (NCCs/BPRs) submitted by your organization, follow the steps below:
 - A. Navigate to the **H80 Grant Folder** by clicking the Grants tab at the top of the page and then clicking the **Grant Folder** link for the applicable H80 grant (refer to steps 1 and 2 of this section). Click the **Work on My NCC Report** link under the **Submissions** section on the **Grant Home** page (Figure 41).

Figure 41: Work on My NCC Report link



- The system navigates to the **Submissions – All** page displaying all the non-Competing continuation progress reports for the H80 grant.
- B. Locate the applicable NCC progress report(s) and click the **Noncompeting Continuations** link to access the program specific forms (**Figure 42**).

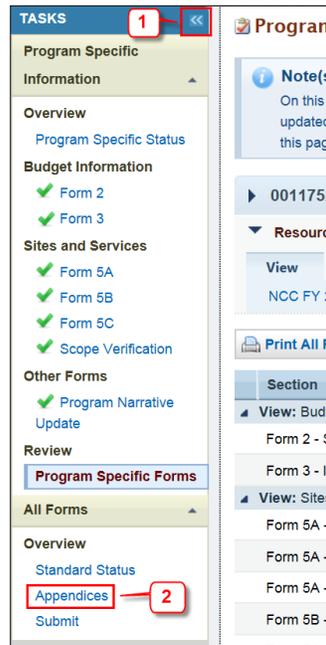
Figure 42: Submissions – All Page

Submission Name	Submission Type	Organization	Grant #	Tracking #	Reporting Period	Deadline	Submitted Date	Status	Options
Noncompeting Continuation Progress Report	Noncompeting Continuations	...	H80CS	...	12/01/2012	08/29/2012	08/21/2012	Submitted	Noncompeting Continuations
Noncompeting Continuation Progress Report	Noncompeting Continuations	...	H80CS	...	12/01/2010	08/20/2010	08/16/2010	Submitted	Noncompeting Continuations
Noncompeting Continuation Application	Noncompeting Continuations	...	H80CS	...	12/01/2009	09/03/2009	09/01/2009	Submitted	Noncompeting Continuations
Noncompeting Continuation Application	Noncompeting Continuations	...	H80CS	...	12/01/2008	08/01/2008	07/29/2008	Submitted	Noncompeting Continuations
Noncompeting Continuation Application	Noncompeting Continuations	...	H80CS	...	12/01/2007	08/03/2007	07/31/2007	Submitted	Noncompeting Continuations

4. Completing the Appendices Form

1. Expand the left navigation menu if not already expanded by clicking the double arrows displayed near the form name at the top of the page (**Figure 43, Box 1**). Click on the **Appendices** link (**Figure 43, Box 2**) to navigate to the **Appendices** form.

Figure 43: Left Navigation Menu



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

Note: Attachments are **not** required for FY 2015 NCC/BPR Progress Report.

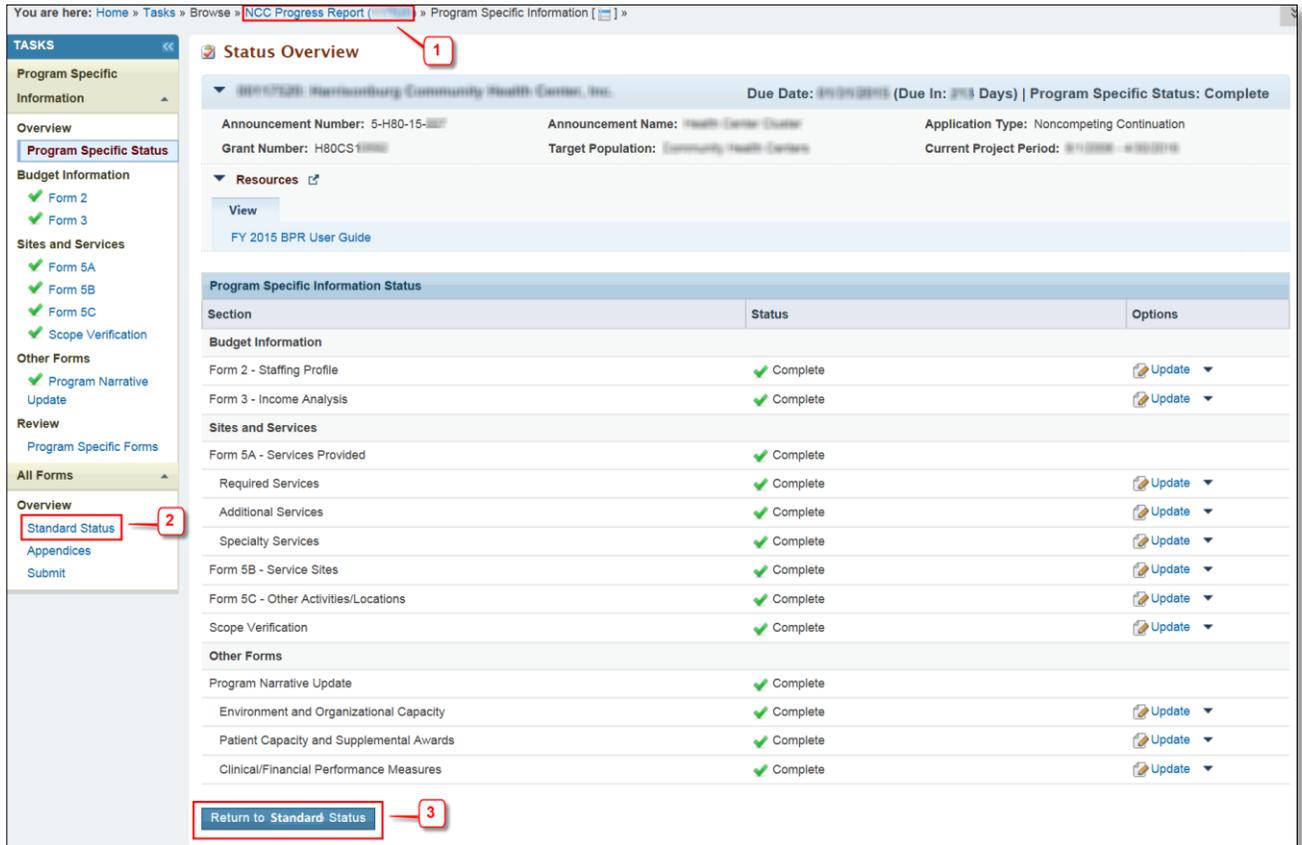
3. Without uploading any attachments, click on the **Save** button to mark this form as Complete. Click on **Save and Continue** button to navigate to the **NCC Progress Report – Review** page.

5. Reviewing and Submitting the FY 2015 NCC/BPR Progress Report to HRSA

To review your progress report, follow the steps below:

1. If you are in the program specific section of the progress report, navigate to the standard section of the progress report by using one of the following options:
 - Click on the **NCC Progress Report** link in the navigation links displayed at the top of any program specific form (**Figure 44, Box 1**).
 - In the left menu, click on the **Standard Status** link in the All Forms left menu (**Figure 44, Box 2**).
 - On the program specific **Status Overview** page, click on the **Return to Standard Status** button (**Figure 44, Box 3**).

Figure 44: Accessing the standard section of the NCC progress report



- The system navigates to the **NCC Progress Report - Status Overview** page (Figure 45).
2. On the **NCC Progress Report - Status Overview** page, click the **Review** link in the Review and Submit section of the left menu (Figure 45, 1).

Figure 45: Review link

NCC Progress Report - Status Overview

Note(s):
The table below shows the status of the progress report. The progress report is currently **COMPLETE** and can be submitted in its current state.

NCC Progress Report Tracking # : 8887578785 **Due Date:** 09/30/2015 (Due In: 215 Days) | **Status:** In Progress

Grant Number: H80CS000002 **Original Deadline:** 01/31/2015 **Created On:** 08/19/2014
Project Officer: Victoria Bentley **Project Officer Email:** vbentley1@hrsa.gov **Project Officer Contact #:** (202) 405-2288

Last Updated By: (Name hidden) 08/19/2014 11:20:48 PM

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Users with Permissions on NCC Progress Report (3)

NCC Progress Report Status		
Section	Status	Options
Basic Information		
SF-PPR	✓ Complete	Update
SF-PPR-2 (Cover Page Continuation)	✓ Complete	Update
Budget Information		
Budget Details	✓ Complete	
Support Year	✓ Complete	Update
Budget Narrative	✓ Complete	Update
Other Information		
Program Specific Information	✓ Complete	Update
Appendices	✓ Complete	Update

- The system navigates to the **NCC Progress Report - Review** page.
3. Verify the information displayed on the **NCC Progress Report - Review** page.
 4. If you are ready to submit the progress report to HRSA, click the **Proceed to Submit** button at the bottom of the **Review** page (Figure 46, Box 1).

Figure 46: Proceed to Submit button on the NCC Progress Report – Review page

NCC Progress Report - Review

NCC Progress Report Tracking # : 8887578785 **Due Date:** 09/30/2015 (Due In: 215 Days) | **Status:** In Progress

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View	Section	Type	Options
View: Basic Information			
Basic Information	SF-PPR	HTML	View
Basic Information	SF-PPR-2 (Cover Page Continuation)	HTML	View
View: Budget Information			
Budget Information	SF-424A Budget Information (Standard Form)	HTML	View
View: Program Specific Information			
Program Specific Information	Program Specific OMB Approved Forms	HTML	Open Popup

Page size: 50 22 items in 1 page(s)

1

- The system navigates to the **NCC Progress Report – Submit** page (Figure 47).

Figure 47: NCC Progress Report – Submit page

NCC Progress Report - Submit

Note(s):
The table below shows the status of the progress report. The progress report is currently **COMPLETE**.

NCC Progress Report Tracking #: 00117520 **Due Date:** 01/31/2016 (Due In: 216 Days) | **Status:** In Progress

Grant Number: H80CS-1000 **Original Deadline:** 01/31/2016 **Created On:** 08/25/2014
Project Officer: Rosalind Lawrence **Project Officer Email:** rlawrence1@hrsa.gov **Project Officer Contact #:** 00117564107

Last Updated By: User: Christopher 7/22/14 2:13:58 PM

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Users with Permissions on NCC Progress Report (2)

Section	Status	Options
Basic Information		
SF-PPR	Complete	Update
SF-PPR-2 (Cover Page Continuation)	Complete	Update
Budget Information		
Budget Details	Complete	
Support Year	Complete	Update
Budget Narrative	Complete	Update
Other Information		
Program Specific Information	Complete	Update
Appendices	Complete	Update

Cancel **Submit to HRSA**

- Click the **Submit to HRSA** button at the bottom of the **Submit** page (Figure 47, Box 1).
 - The system navigates to a **NCC Progress Report – Confirm Submit** page (Figure 48).

Figure 48: NCC Progress Report – Confirm Submit page

NCC Progress Report - Confirm Submit

Confirmation:
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.

NCC Progress Report Tracking #: 00117520 **Due Date:** 01/31/2016 (Due In: 216 Days) | **Status:** In Progress

Grant Number: H80CS-1000 **Original Deadline:** 01/31/2016 **Created On:** 08/25/2014
Project Officer: Rosalind Lawrence **Project Officer Email:** rlawrence1@hrsa.gov **Project Officer Contact #:** 00117564107

Last Updated By: User: Christopher 7/22/14 2:13:58 PM

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NCC PROGRESS REPORT CERTIFICATION [View Report](#)

I certify to the best of my knowledge and belief that the information provided in this progress report is true and correct.

Please check the box to electronically sign the NCC Progress Report.

Cancel **Submit Report**

- Certify the statement displayed under the **NCC Progress Report Certification** section of the **NCC Progress Report – Confirm Submit** page (Figure 48, Box 1), and click the **Submit Report** button to submit the NCC/BPR progress report to HRSA (Figure 48, Box 2).

7. If you experience any problems with submitting the progress report in EHB, contact the BPHC Help Line at bphchelpine@hrsa.gov or 877-974-2742 (Monday – Friday, 8:30 AM - 5:30 PM ET).

6. Submitting a Change Requested Progress Report

HRSA will send a 'Change Requested' email to you if your NCC/BPR progress report needs to be revised. To revise your progress report, access it in EHB using the steps described in section [1. Accessing the FY 2015 NCC/BPR Progress Report](#) of this user guide. Edit the progress report as indicated in the email sent by HRSA, and re-submit the NCC/BPR progress report by following the steps in section [5. Reviewing and Submitting the FY 2015 NCC/BPR Progress Report to HRSA](#) of this user guide.

IMPORTANT NOTE: A HRSA reviewer may cancel (or override) a change request after you have re-submitted a change requested NCC/BPR progress report, or if you have not responded to a previous change request in a timely manner.

If a HRSA reviewer cancels the change request, you will receive a Change Request cancellation email. After you receive this email, you will not be able to revise your NCC/BPR progress report. HRSA will review the last NCC/BPR progress report that you submitted.