HRSA Electronic Handbooks

NCC FY 2014 Progress Report User Guide

User Guide for Grantees

Last updated on: July 8, 2013

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

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1. Introduction

1.1 Document Purpose and Scope

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

1.2 Document Organization and Version Control

This document contains the following sections:

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

2. Register with the HRSA Electronic Handbooks

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

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

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

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

If you are a new user in a grantee organization, you need to:

1. Create an individual account in the system to get appropriate access.

   Go to https://grants.hrsa.gov/webexternal/home.asp and click Registration in the left side menu for registration guidance.

2. Associate your account with your grantee organization.

Use your 10-digit grant number from Box 4b of the Notice of Award to search for your organization.

To work on and submit the Progress Report within the EHBs, request that your Project Director assign the following access rights as permitted by your role:

- Edit Non-competing Continuation
- Submit Non-competing Continuation

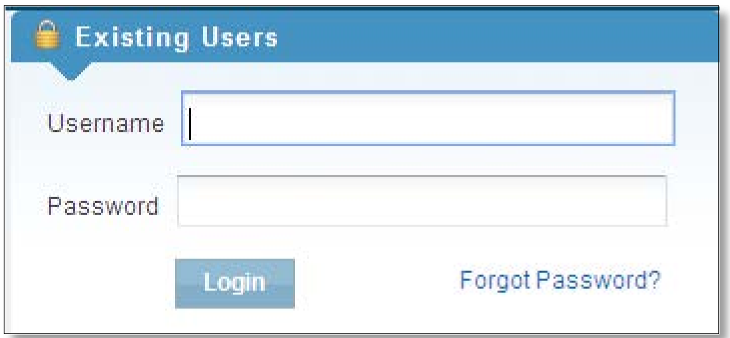
2.1 Get Started with the HRSA Electronic Handbooks

To access your 'NCC FY 2013 progress report', you need to login to HRSA EHBs and open the grant handbook.

2.1.1 Logging In

1. Point your browser to https://grants.hrsa.gov/webexternal/login.asp
2. At the Login prompt, enter your username and password.

Figure 1: HRSA EHB Login Screen

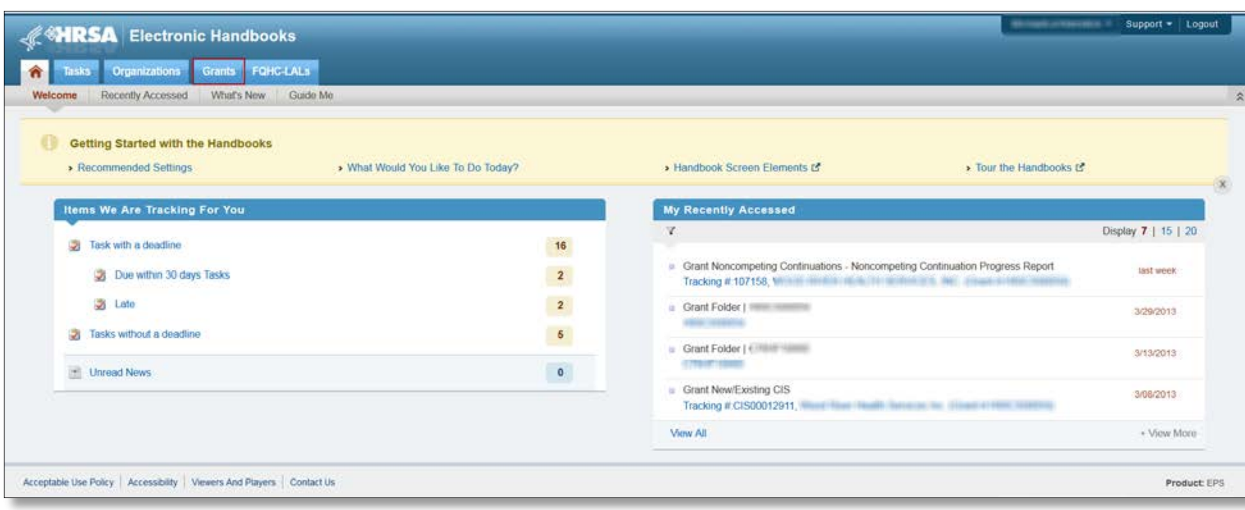


3. Click the Login button.

   If you do not have a username, then you must register. (Do not create duplicate accounts.)

4. *The HRSA EHB home page Opens*

Figure 2: HRSA EHB Home Page



2.1.2 Opening the Grant Handbook

After logging in, navigate to and open the H80 grant handbook.

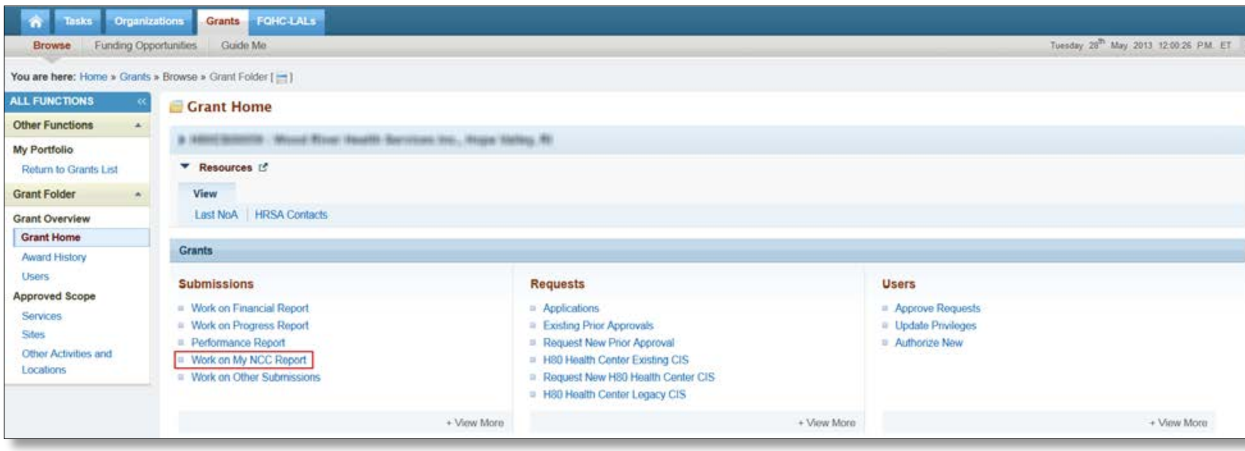
1. On the Home page, click the Grants tab located at the top of the page.
2. Locate your H80 grant in the list. Click the Grant Folder link.

If you do not see your grant, you need to complete the grant portfolio registration.

2.1.3 Locating the 'NCC FY 2014 progress report'

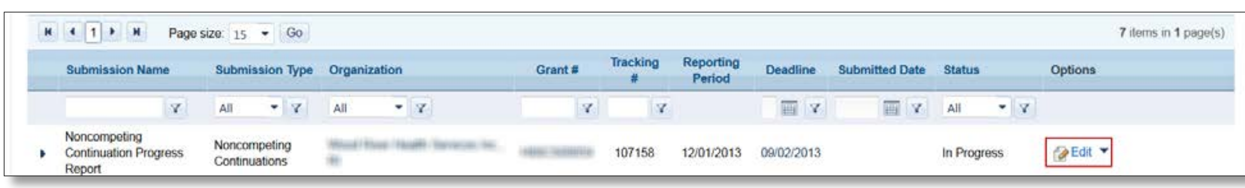
1. In the grant handbook, click the Work on My NCC Report link under the **Submissions** heading.
   If you do not see the link under Submission heading, you do not have the appropriate permissions. Refer to the instructions on the grant handbook home page.

Figure 3: HRSA EHB Home Page



2. Locate the record with the heading 'Noncompeting Continuation Progress Report'. Click the Start link to start working on the submission or Edit to continue working once you have already accessed this application.
   The Start link will become Edit the next time you access this page.

Figure 4: Noncompeting Continuation Progress Report



2.2 Navigation

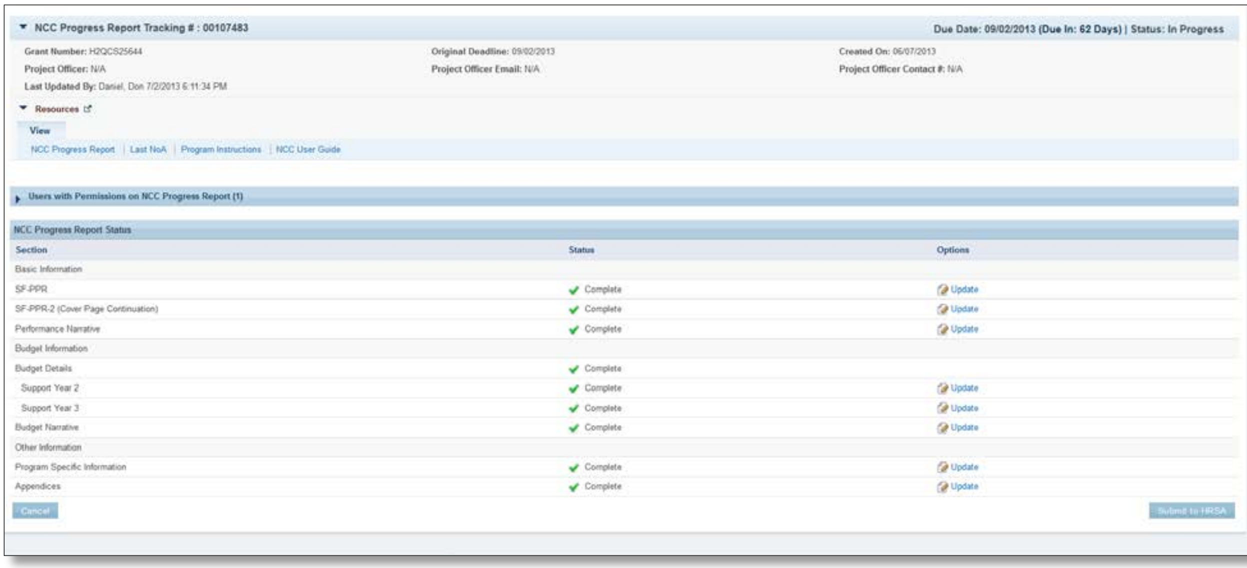
Use the navigation menu (**Figure 5**) on the left side of the screen to access the Standard Forms and Program Specific Information Forms.

Figure 5: Left Side Menu

3. Complete the Standard Forms (SF-PPR)

When you open your Progress Report, the first screen that appears is the NCC Progress Report Process Status Page, which shows the sections of the SF-PPR (Figure 6).

Figure 6: NCC Progress Report - Status Overview page



The NCC Progress Report Process Status Page shows the status of:

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

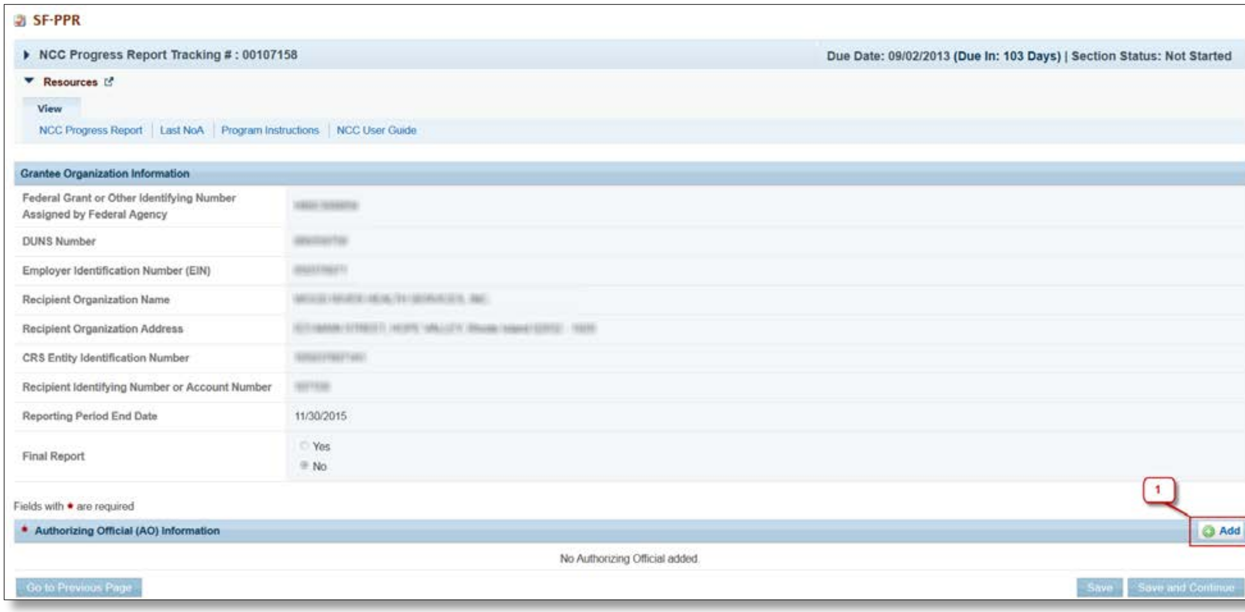
Note: You cannot submit your Progress Report until you complete all forms in all sections.

Note: For the purpose of this document, the left-side menu will be used to access each form. However, as noted above, you can access any SF-PPR or budget form by returning to the Status Page (for Progress Report) and clicking its Update link.

1. On the **Status Overview** page, click the Update link for the **SF-PPR** form. Provide required information on the form and complete it.

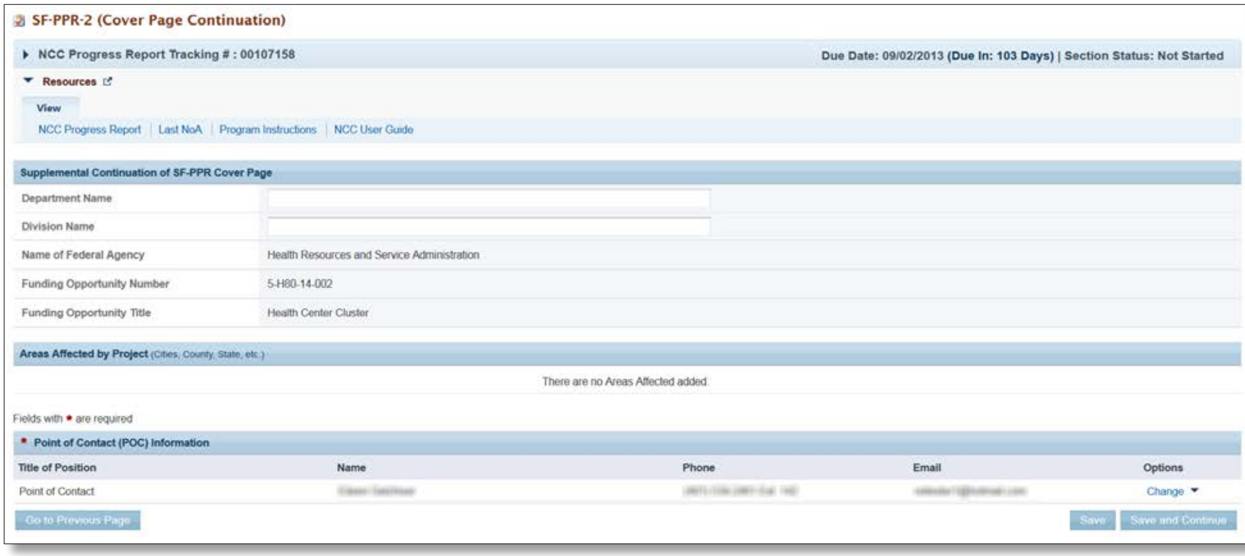
   *The SF-PPR Form contains basic information about your grantee organization and is the cover page for the progress report. Information will be pre-populated from your last application. You can add, update, or delete the Authorizing Official information as desired under the **Authorizing Official (AO) Contact Information** section.*

Figure 7: NCC Progress Report – SF-PPR page



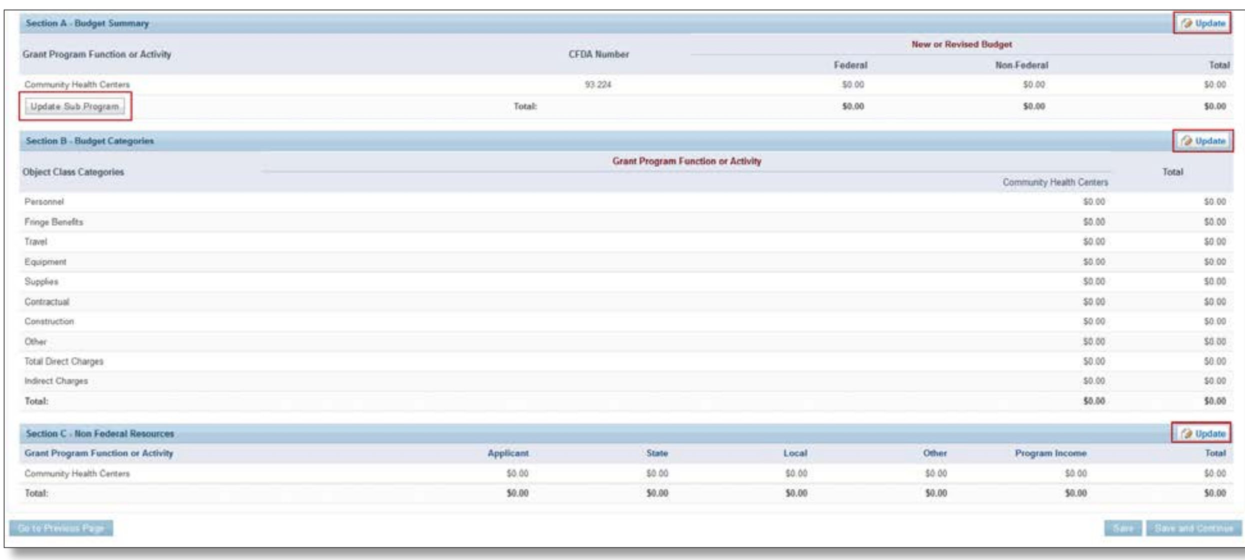
2. After completing the **SF-PPR** form, click the Save and Continue button to navigate **to the SF-PPR 2 (Cover Page Continuation)** form. Provide required information on the form and complete it.
   - *The SF-PPR-2 contains information about your grant. Information will be pre-populated from your last application. This includes the Department Name, Division Name, and the Point of Contact (POC) registered for the grant.*
   - *If a POC was not added in your last application, the system will list the Project Director (PD), Business Official (BO), and Authorizing Official (AO) from the application, so that one of them can be selected as the POC.*
   - *You can modify the Department Name and Division Name if needed. You can also add, update, or delete the POC information.*

Figure 8: NCC Progress Report – SF-PPR-2 page



3. After completing the SF**-PPR 2** form, click the Save and Continue button to navigate to the **Budget Details** form for the first support year displayed. Provide required information for the support year and click the Save and Continue button.

Figure 9: NCC Progress Report – Budget Details Page



4. Complete the **Budget Narrative** form by uploading one attachment per the NCC instructions. Click the Save and Continue button to navigate to the **Status Overview** page on the Program Specific Section of the NCC.

4. Complete the Program Specific Information Forms

To complete the program specific information Click the Program Specific Information link on the left side menu or click the Program Specific Information Update link, under Other Information, on the NCC Progress Report Process Status page (**Figure 10**).

Figure 10: Update Link on the NCC Progress Report Process Status Page

NCC Progress Report Status		
Section	**Status**	**Options**
Basic Information		
SF-PPR	Not Started	Update
SF-PPR-2 (Cover Page Continuation)	Complete	Update
Budget Information		
Budget Details	NOT Complete	
Support Year 13	Not Complete	Update
Budget Narrative	Not Started	Update
Other Information		
Program Specific Information	NOT Complete	Update
Appendices	Not Started	Update

- The Program Specific Information Status (**Figure 11**) will be displayed.

Figure 11: Program Specific Information Status Page

Program Specific Information Status		
Section	**Status**	**Options**
Budget Information		
Federal Object Class Categories	Not Started	Update
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	Complete	Update
Other Forms		
Program Narrative Update	Not Complete	Update

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

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

For the balance of this document, when you are instructed to "Open Form...," use the left side menu or click the Update link on the Program Specific Information Form.

4.1 Federal Object Class Categories

Federal Object Class Categories collects Federal and Non-Federal funding distribution across budget categories for the first 12-month budget period.

Under the **Budget Summary** section of this form, the system will pre-populate the total federal funds (**Figure 12**, **1**) and total non-federal funds (**Figure 12**, **2**) requested across all the sub-programs in the **Section A – Budget Summary** section of the standard **Budget Details** form.

Note: The federal and non-federal amounts displayed in this section are non-editable. In order to update these amounts, you will have to update these amounts in the **Section A – Budget Summary** section of the standard **Budget Details** form of this NCC progress report.

Figure 12: Budget Summary section of the Federal Object Class Categories form

Fields with * are required

Budget Summary	Amount
Section 330 Federal funding (from Total Federal - New or Revised Budget on Section A – Budget Summary)	1 $10,500.00
Non-Federal funding (from Total Non-Federal - New or Revised Budget on Section A – Budget Summary)	2 $500.00
Total	$11,000.00

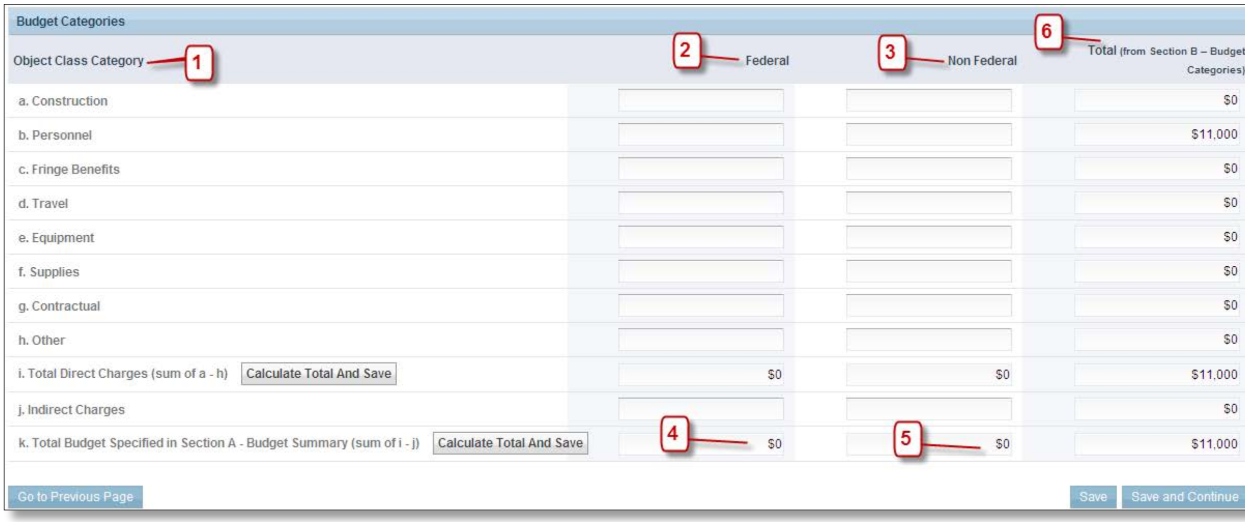
In the **Budget Categories** section of **Federal Object Class Categories** form, you will be required to distribute the federal and non-federal amounts displayed in the **Budget Summary** section across the listed object class categories (, **1**).

1. Enter the federal dollar amount for each listed object class category under the 'Federal' column (**Figure 13**, **2**).
2. Similarly, enter the non-federal dollar amount for each listed object class category under the 'Non-Federal' column (**Figure 13**, **3**).
3. Click the Calculate Total and Save buttons for line items 'i' and 'k' at any time to calculate the respective totals.

Notes:

- The total of Federal funds and total of Non-Federal funds for budget categories should match the total Federal and total Non-Federal funds requested in the **Section A - Budget Summary** section of the standard **Budget Details** form of this NCC Progress Report (**Figure 13**, **4, 5**).
- The total of Federal and Non-Federal funds for each object class category should match the total funds provided at sub-program level (CHC, MHC, HCH, and/or PHPC) in the **Section B - Budget Categories** section of the standard **Budget Details** form of this NCC Progress Report (**Figure 13**, **6**). To update the **Totals** for each object class category, you will have to update the **Section B - Budget Categories** section in the standard **Budget Details** form. Refer steps in section **Updating the Total Dollar Amounts for Object Class Categories** of this user guide to do so.

Figure 13: Budget Categories section



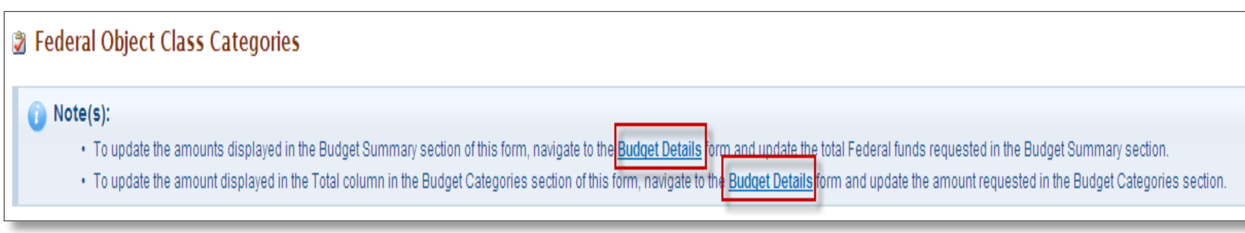
Updating the Total Dollar Amounts for Object Class Categories

Use the following steps to update the **Total** amounts displayed for each object class category (**Figure 13, 6**):

a. **Navigate** to the standard Budget Details form using any of the following options:

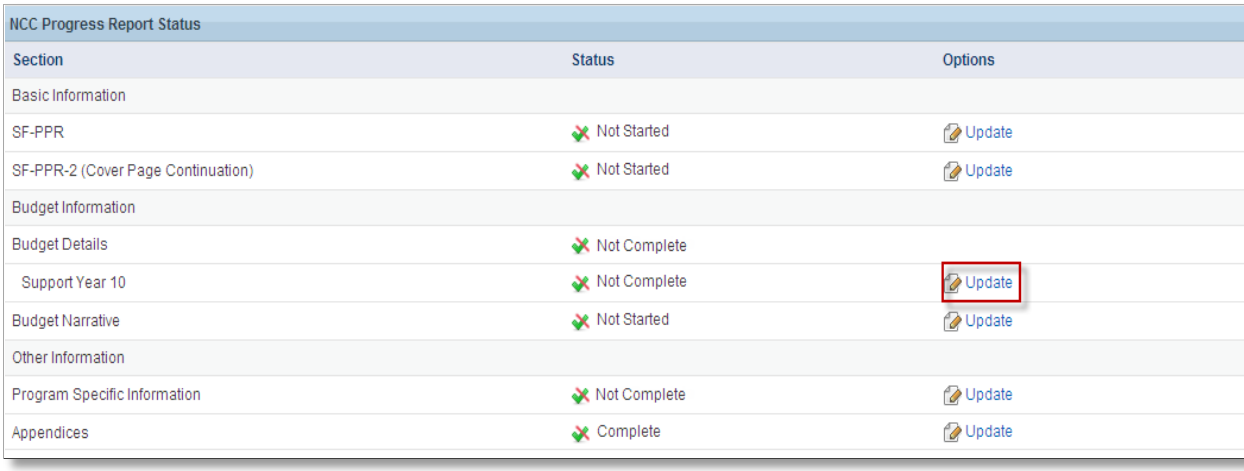
- Click the Budget Details link provided in any of the notes displayed at the top of the **Federal Object Class Categories** form (**Figure 14**).

Figure 14: Link to standard Budget Details form



- OR, access the **Status Overview** page for the entire progress report by clicking on the Complete Status link in the **All Forms** section of the left navigation panel and then clicking the Update link for **Budget Details** form.

Figure 15: Accessing Budget Details form from Status Overview page

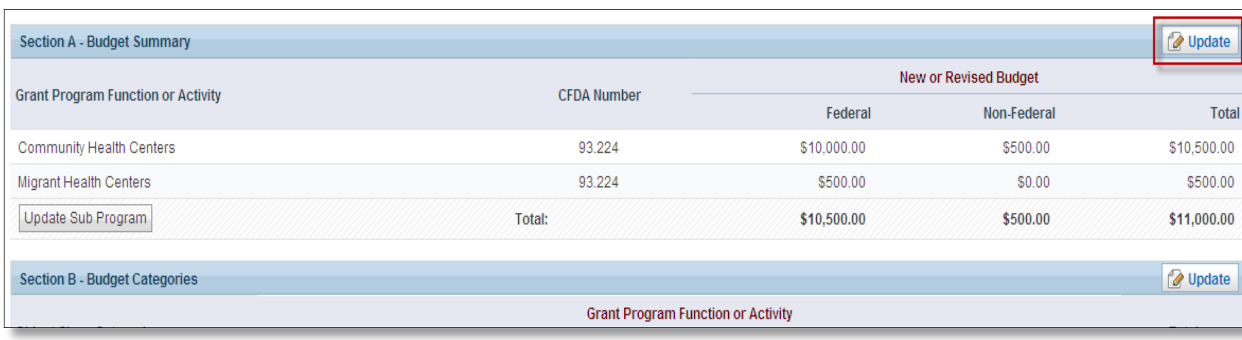


NCC Progress Report Status		
Section	**Status**	**Options**
Basic Information		
SF-PPR	Not Started	Update
SF-PPR-2 (Cover Page Continuation)	Not Started	Update
Budget Information		
Budget Details	Not Complete	
Support Year 10	Not Complete	Update
Budget Narrative	Not Started	Update
Other Information		
Program Specific Information	Not Complete	Update
Appendices	Complete	Update

- ➢ The **Budget Details** page opens.

b. To **update** the total Federal and Non-Federal amounts for sub-programs, click the Update button located in the top right corner of the **Section A - Budget Summary** section.

Figure 16: Budget Summary section on the standard Budget Details form



Section A - Budget Summary — Update

Grant Program Function or Activity	CFDA Number	New or Revised Budget Federal	New or Revised Budget Non-Federal	New or Revised Budget Total
Community Health Centers	93.224	$10,000.00	$500.00	$10,500.00
Migrant Health Centers	93.224	$500.00	$0.00	$500.00
Update Sub Program	Total:	$10,500.00	$500.00	$11,000.00

Section B - Budget Categories — Update

Grant Program Function or Activity

c. To update the amounts for the object class categories, click the Update button located in the top right corner of the **Section B - Budget Categories** section.

Figure 17: Budget Categories section on the standard Budget Details form

Section B - Budget Categories — Update

Object Class Categories	Grant Program Function or Activity		Total
	Community Health Centers	Migrant Health Centers	
Personnel	$10,000.00	$0.00	$10,000.00
Fringe Benefits	$0.00	$500.00	$500.00
Travel	$0.00	$0.00	$0.00
Equipment	$0.00	$0.00	$0.00
Supplies	$500.00	$0.00	$500.00
Contractual	$0.00	$0.00	$0.00
Construction	$0.00	$0.00	$0.00
Other	$0.00	$0.00	$0.00
Total Direct Charges	$10,500.00	$500.00	$11,000.00
Indirect Charges	$0.00	$0.00	$0.00
Total:	**$10,500.00**	**$500.00**	**$11,000.00**

d. On the resulting page, update the dollar amounts for the desired object class categories.

Figure 18: Select Sub Program(s) Page

Budget Information (Support Year [illegible]) - Update

NCC Progress Report Tracking # : [illegible] — Due Date: [illegible] (Due In: 98 Days) | Section Status: Not Complete

Resources

View

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Section B - Budget Categories

Object Class Categories	Grant Program Function or Activity	
	Community Health Centers	Migrant Health Centers
Personnel	$ 10,000.00	$ 0.00
Fringe Benefits	$ 0.00	$ 500.00
Travel	$ 0.00	$ 0.00
Equipment	$ 0.00	$ 0.00
Supplies	$ 500.00	$ 0.00
Contractual	$ 0.00	$ 0.00
Construction	$ 0.00	$ 0.00
Other	$ 0.00	$ 0.00
Indirect Charges	$ 0.00	$ 0.00
Total Calculate Total	$ 10500.00	$ 500.00
Total Budget specified in Budget Summary	$10,500.00	$500.00

Cancel — Save and Continue

e. Click the Save and Continue button to save the updates and navigate to the **Budget Details** list page.

4.2 Form 2 Staffing Profile

Form 2: Staffing Profile reports personnel salaries supported by the total budget for the first budget year of the proposed project.

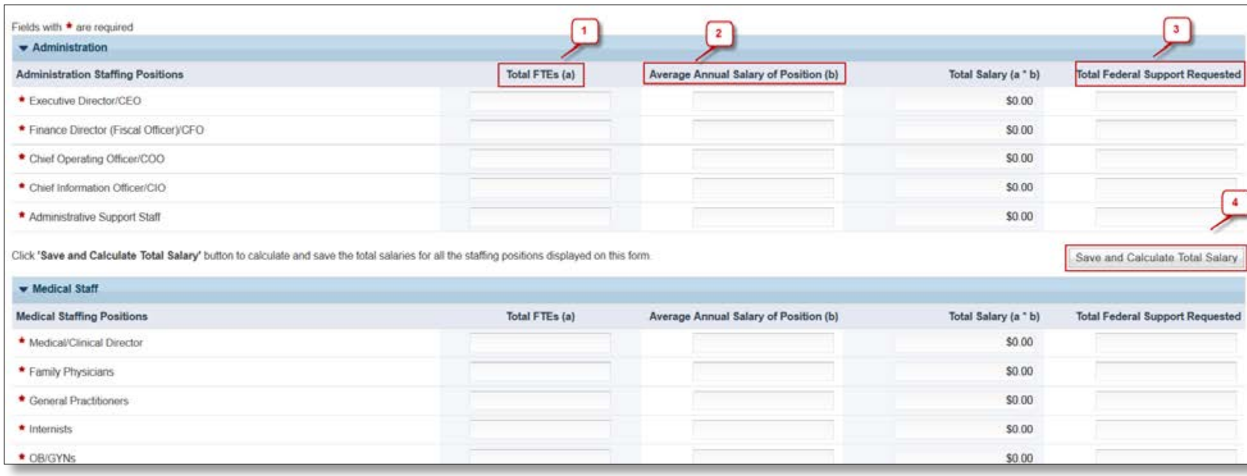
1. Staffing Profile form requires you to provide information for Total FTE(s), Average Annual Salary of Position, and Total Federal Support Requested columns. (**Figure 19**, **1, 2 and 3**)

Notes:

- Total FTE(s) –Report the total number of full time employees under respective staffing positions
- Average Annual Salary of Position (b) – Provide the average annual salary for each staffing position.
- Total Federal Support Requested – You should provide the total federal support amount for each staffing position listed. This amount should not be greater than the Total salary amount calculated by the system

2. Click on Save and Calculate Total Salary button to calculate and save the total salary for each section. (**Figure 19**, **4**)
3. Click the Save and Continue button to save your work and proceed to the next form.

Figure 19: Form 2- Staffing Profile

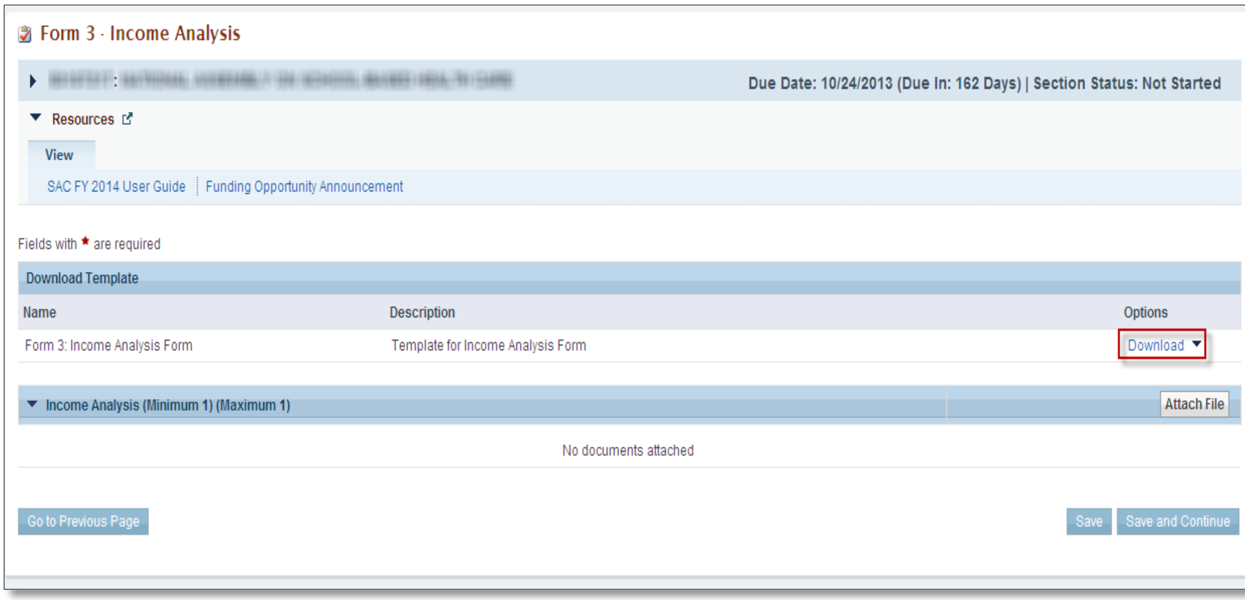


4.3 Form 3 Income Analysis

Form 3: Income Analysis projects program income, by source, for Year 1 of the proposed project period.

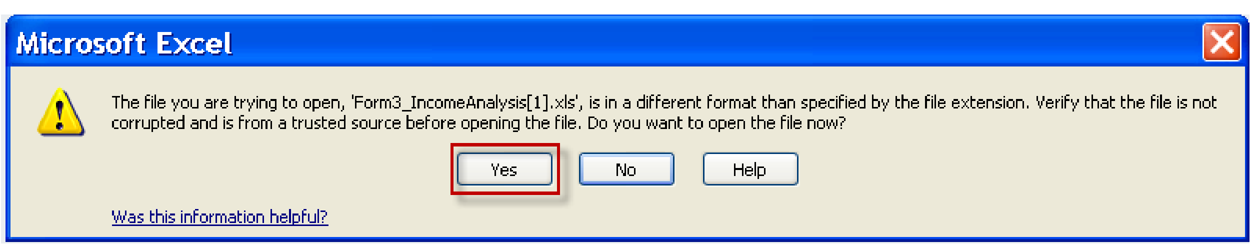
1. Click the Download link (**Figure 20**) in the **Document Template** section to download the form.

Figure 20: Form 3 - Income Analysis Form



2. A **Template – Download** page will open instructing about how the document can be saved on your computer. Click the Continue button at the bottom of this page to continue with the download.
3. When prompted, select the 'Save' option to save the template on your computer.
4. When you try to open the saved template, the system will display a warning indicating that the file that you are downloading is in a different format that specified by the file extension. Select '**Yes**' for the warning to continue with opening the template (**Figure 21**).

Figure 21: Warning displayed when Form 3 template is opened



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5. The **Income Analysis** template opens in an **EXCEL** format (**Figure 22**). Provide complete information in this template and save it to your computer.

Figure 22: Form 3 Income Analysis EXCEL Template

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

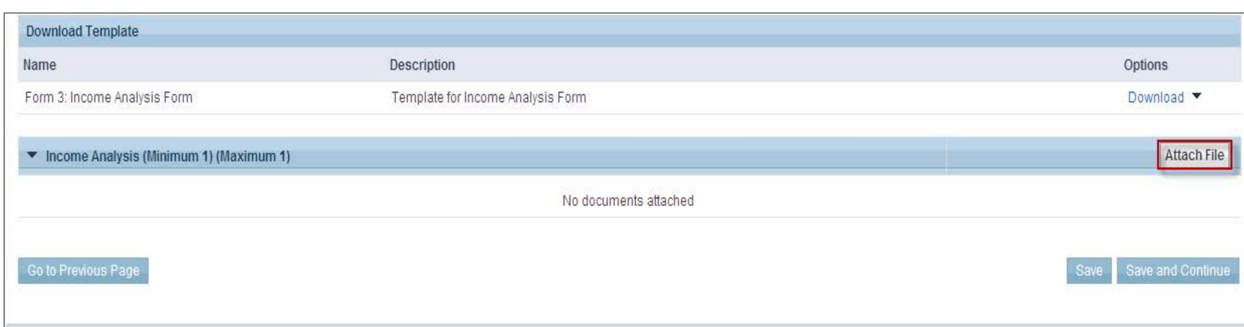
Department of Health and Human Services Health Services and Resources Administration	For HRSA Use Only			
	Applicant Name:			
Form 3: Income Analysis	Grant Number:			
☐ Year 1 ☐ Year 2	Application Tracking Number:			

Line #	Payer Category	Patients	Billable Visits	Income Per Visit	Projected Income	Prior FY Income Mo/Yr:_____
Part 1: Patient Service Revenue - Program Income						
		(a)	(b)	(c)	(d)	(e)
1	Medicaid					
2	Medicare					
3	Other Public					
4	Private					
5	Self Pay					
6	Total (lines 1-5)					
Part 2: Other Income - Other Federal, State, Local and Other Income						
7	Other Federal					
8	State Government					
9	Local Government					
10	Private Grants/Contracts					
11	Contributions					
12	Other					
13	Applicant (Retained Earnings)					
14	Total Other (lines 7-13)					
Total Non-Federal (Non-section 330) Income (Program Income Plus Other)						
15	Total Non-Federal (lines 6 + 14)					
Comments/Explanatory Notes (if applicable)						

Note: An adjustment rate that has the effect of increasing charges is expressed as a negative.

6. To upload the updated template, click the Attach File button provided in the **Income Analysis** section on **Form 3** (**Figure 23**).

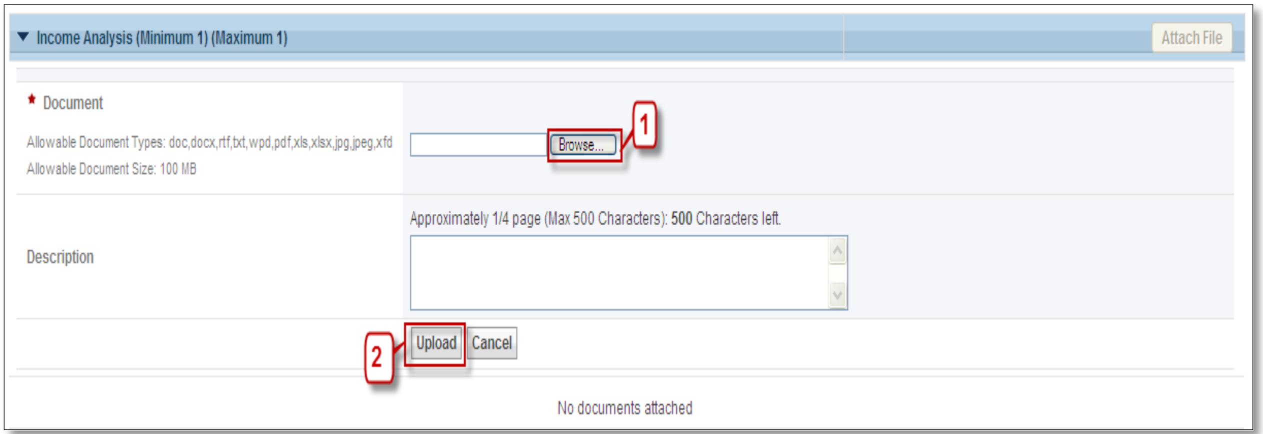
Figure 23: Attach Document Page



- The **Income Analysis** section will display an attachment panel with the Browse and **Upload** buttons.

7. Click the Browse button to navigate to the location where the updated Income Analysis template, that you want to upload in the form, is saved and select the template (**Figure 24**, **1**).
8. Click the Upload button (**Figure 70**, **2**) to attach the document to the form.

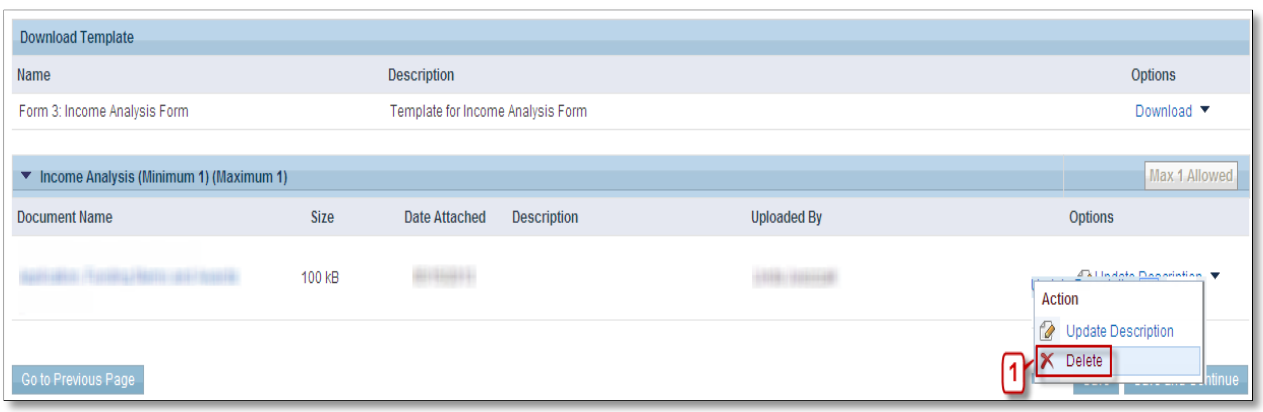
Figure 24: Upload Attachment panel



➢ The attached document will appear in the **Income Analysis** section (**Figure 25**).

Note: You can delete the uploaded document to replace it with another document by expanding the **Options** and selecting Delete link (**Figure 25**, **1**)

Figure 25: Document uploaded to the form



3. After completing **Form 3**, click the Save and Continue button to save your work and proceed to the next form.

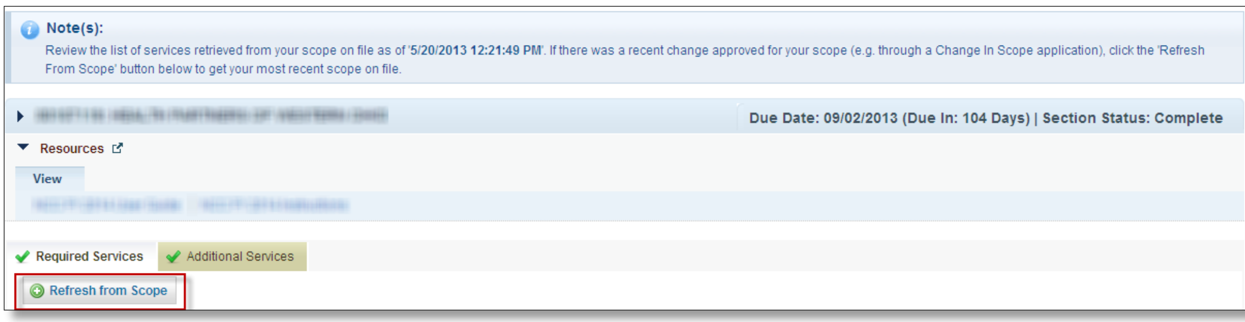
4.4 Form 5A Required Services

Forms 5A 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 and you will be required to visit both the Required Services and the Additional Services sections at least once in order to change the status of the form to complete.

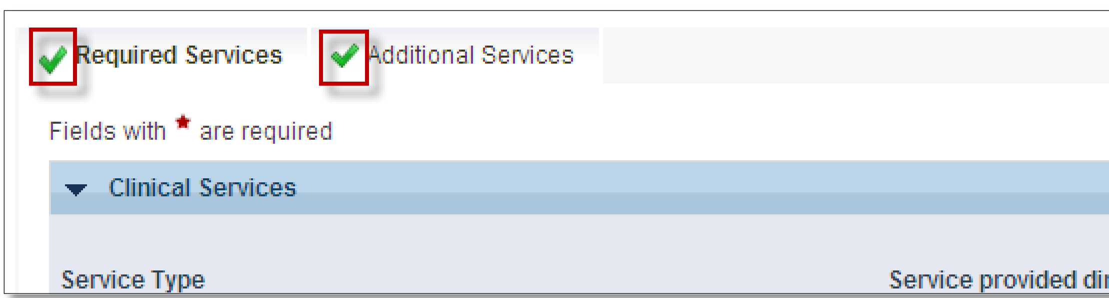
If the pre-populated data on **Form 5A** does not reflect any recent approved scope changes, click the Refresh from Scope button to refresh the data and display the latest scope of project.

Figure 26: Refresh from Scope button



Form 5A: Services Provides will be complete when the status of the **Required Services** and **Additional Services** sections is complete. The completed status of both these sections is indicated with a green tick mark (✔ icon) in the section tabs (**Figure 27**).

Figure 27: Completed Required and Additional Services sections



After completing both the sections on **Form 5A**, click the Save and Continue button (or Continue button in case of Competing Continuation applications) to save your work and proceed to the next form.

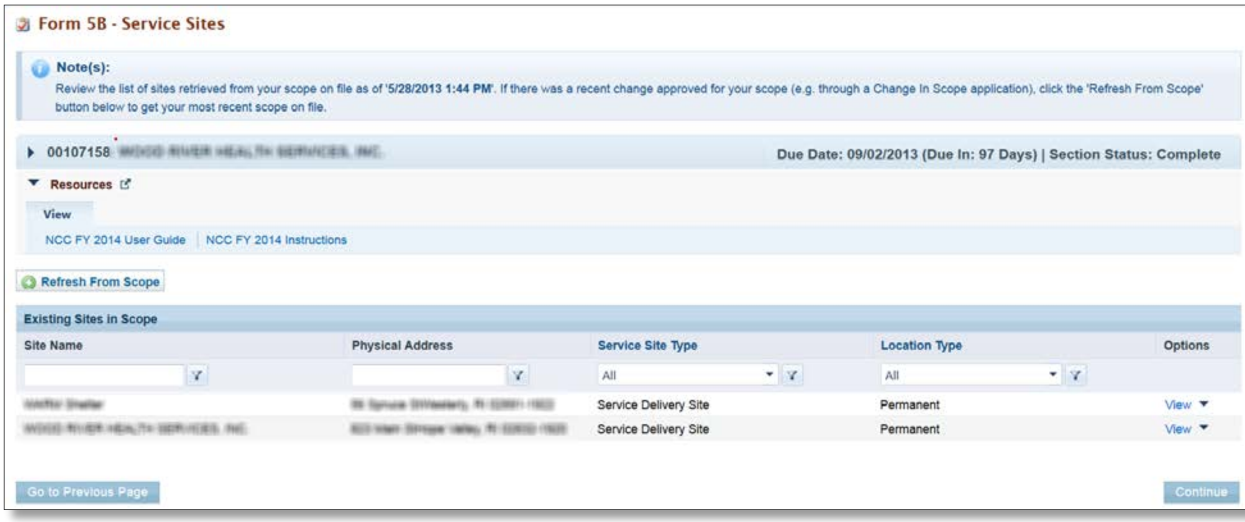
4.5 Form 5B Service Sites

Forms 5B 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 and you will be required to visit the forms at least once in order to change the status of the form to complete.

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 28: Service Sites



4.6 Form 5C Other Activities/Locations

Forms 5C 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 and you will be required to visit this form at least once in order to change the status of the form to complete.

If the pre-populated data on Form 5C, click the Refresh from Scope button to refresh the data and display the latest scope of project.

After completing **Form 5C**, click the Save and Continue button (or Continue button in case of Competing Continuation applications) to save your work and proceed to the next form.

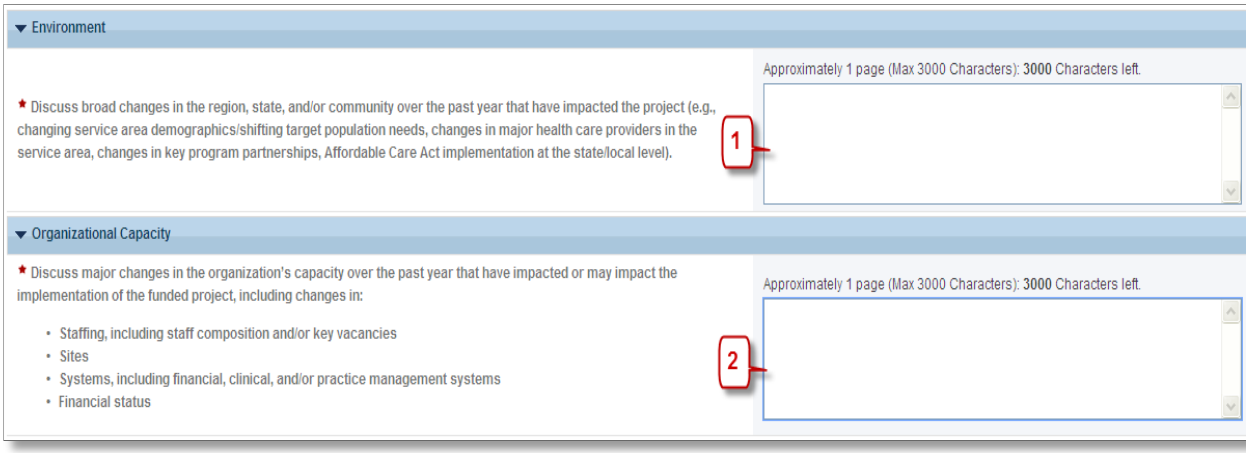
4.7 Program Narrative Update

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 2014 budget period.

To complete this form, follow the steps provided below:

Provide narrative in the **Environment** (**Figure 29**, **1**) and **Organizational Capacity** (**Figure 29**, **2**) sections that describes the following for the FY 2013 budget period and any predicted changes for the FY 2014 budget period.

Figure 29: Environment and Organizational Capacity sections



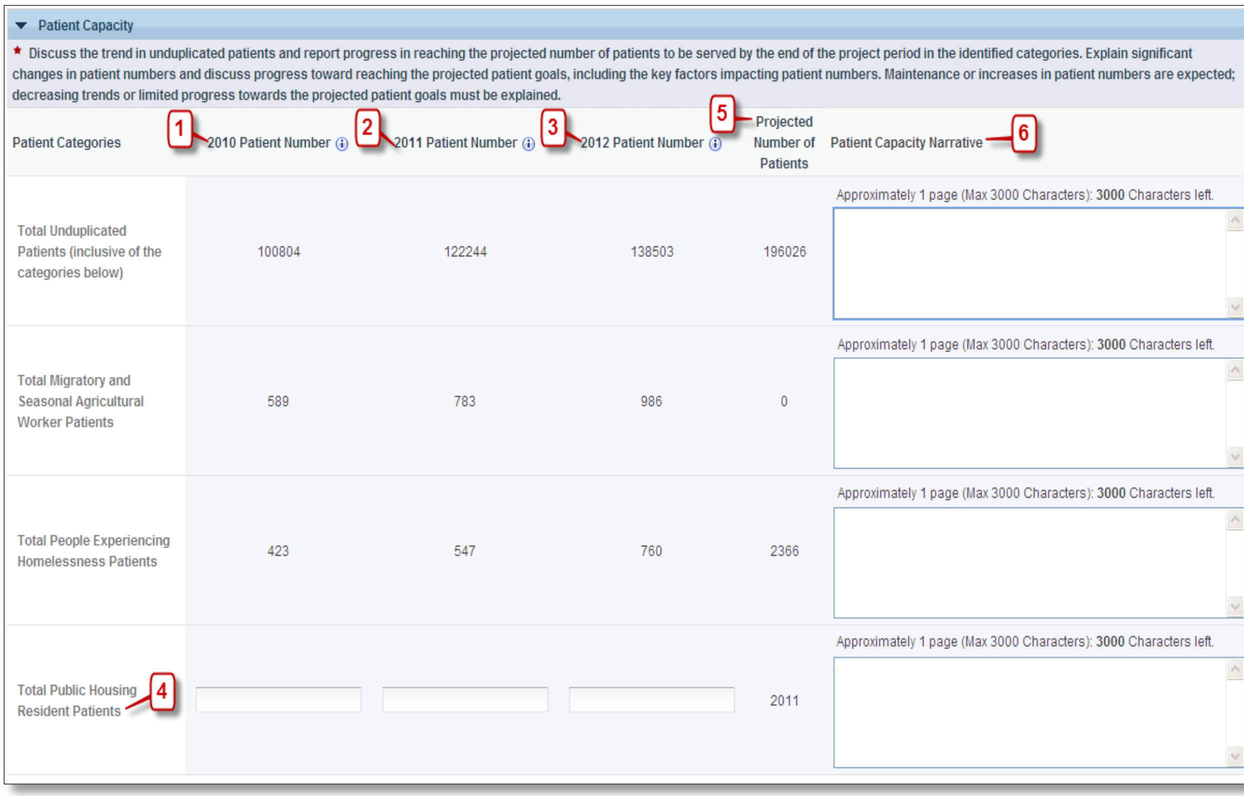
1. In the **Patient Capacity** section, discuss the current trend in unduplicated patients served by comparing past patient numbers to the number of patients you projected by the end of the project period. To complete this section:
   A. Review the numbers populated in the **2010 Patient Numbers, 2011 Patient Numbers,** and **2012 Patient Numbers** columns. These numbers are populated from the 2010, 2011 and 2012 UDS Reports, respectively, that you submitted to HRSA **Figure 30**, **1, 2, 3**).
   B. For the Total Public Housing Residents Patients category, provide patient numbers as applicable from your health center data (**Figure 30**, **4**).

> **Notes:**
>
> If you submitted the 2010, 2011, and 2012 UDS Reports, the system pre-populates these columns with data from Table 4 of the respective UDS Reports. Otherwise, the system displays 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 will NOT populate any information about these patients (**Figure 30**, 4). You may provide the patient numbers for this category, if applicable.

   A. Review the numbers populated in the **Projected Number of Patients** column (**Figure 30**, **5**). 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/BPR that initiated your current budget period. Please note that if you receive a FY 2013 New Access Point (NAP) Satellite Grant, the values from the NAP application's **Unduplicated Patients and Visits by Population Type** section of **Form 1A** will automatically be added to the values from the SAC/BPR that initiated your current budget period.

B. Provide narrative describing your progress for each Patient Category in the **Patient Capacity Narrative** column (Figure 30, 6). If pre-populated patient numbers or projections are not accurate, adjusted projections should also be provided and explained in the Patient Capacity Narrative column.

Figure 30: Patient Capacity section



2. In the **Supplemental Awards** section, discuss the progress made towards implementing the H80 supplemental awards that you received in the current budget period. To complete this section:

   A. Review the information provided under the **Programmatic Goal** column and the numbers provided under the **Numeric Goal** column for all the supplemental awards you received.

   B. Provide narrative for each award that you received in the **Supplemental Award Narrative** column that addresses progress toward the programmatic and numeric goals, 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).

Notes: The numbers displayed in the **Numeric Goal** column are pre-populated from the supplemental award application. The system displays Not Applicable in the **Numeric Goal** column for any supplemental awards you did not receive.

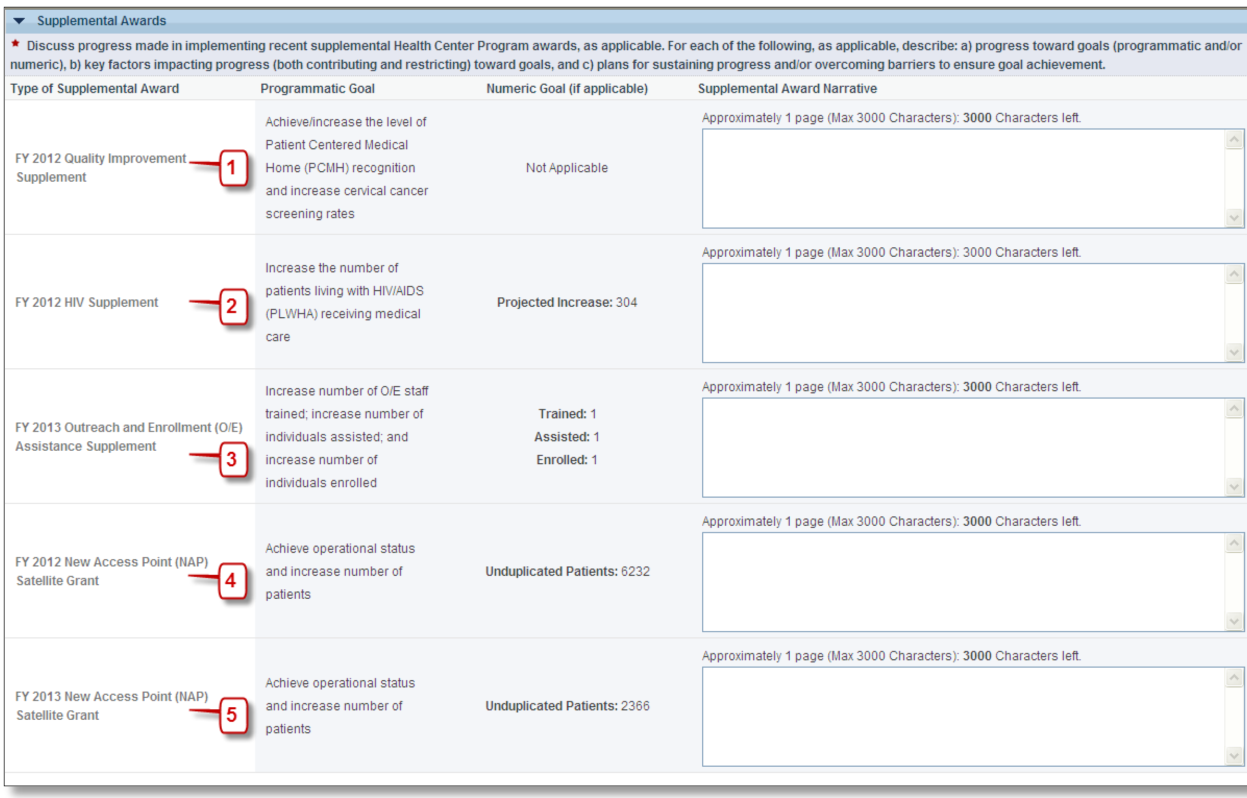
For the FY 2012 Quality Improvement Supplement (**Figure 31**, **1**), the system displays Not Applicable in the **Numeric Goal** column even if you received this award.

For the FY 2012 HIV Supplement (**Figure 31**, **2**), the system pre-populates the projected increase in the number of patients provided by you in the application.

For the FY 2013 Outreach and Enrollment (O/E) Assistance Supplement (**Figure 31**, **3**), the system pre-populates the following numbers provided by you in the application: number of O/E staff to be trained, number of individuals to be assisted, and number of individuals to be enrolled.

For the FY 2012/FY 2013 New Access Points (NAP) Satellite Grant awards (**Figure 31**, 4, 5), the system pre-populates the total number of patients projected at the end of the project period from Form 1A of the NAP application.

Figure 31: Supplemental Awards section



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

- Preventive Health Screenings and Services
- Chronic Disease Management
- Financial Measures
- Other Measures

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 **4.7.1, Accessing your submitted H80 Applications/Progress Reports** to access the applications/progress reports from where the Other Measures are populated.

To complete this section, follow these steps:

A. Review the numbers populated in the **2010 Measures, 2011 Measures,** and the **2012 Measures** columns. These numbers are populated from the 2010, 2011, and 2012 UDS Reports, respectively, that you submitted to HRSA (**Figure 32, 1, 2, 3**).

Notes:

The majority of data will be pre-populated and non-editable (for reference only).

For the last three measures under the Financial Measures category, currently, there is no data in the system for 2012 audits. Provide numbers under the 2012 Measures column, as applicable, for these three financial measures.

For the measures listed under the Other Measures category, provide numbers as applicable.

B. Review the numbers populated in the **Measure Goals** column (**Figure 32**, **4**). 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 application/progress report that initiated your current budget period.

Notes: If any of the following measures were marked Not Applicable in the **Clinical Performance Measures** form of the application/progress report that initiated your current budget period, then you must provide a percentage goal for the end of the project period in the **Measure Goals** column.

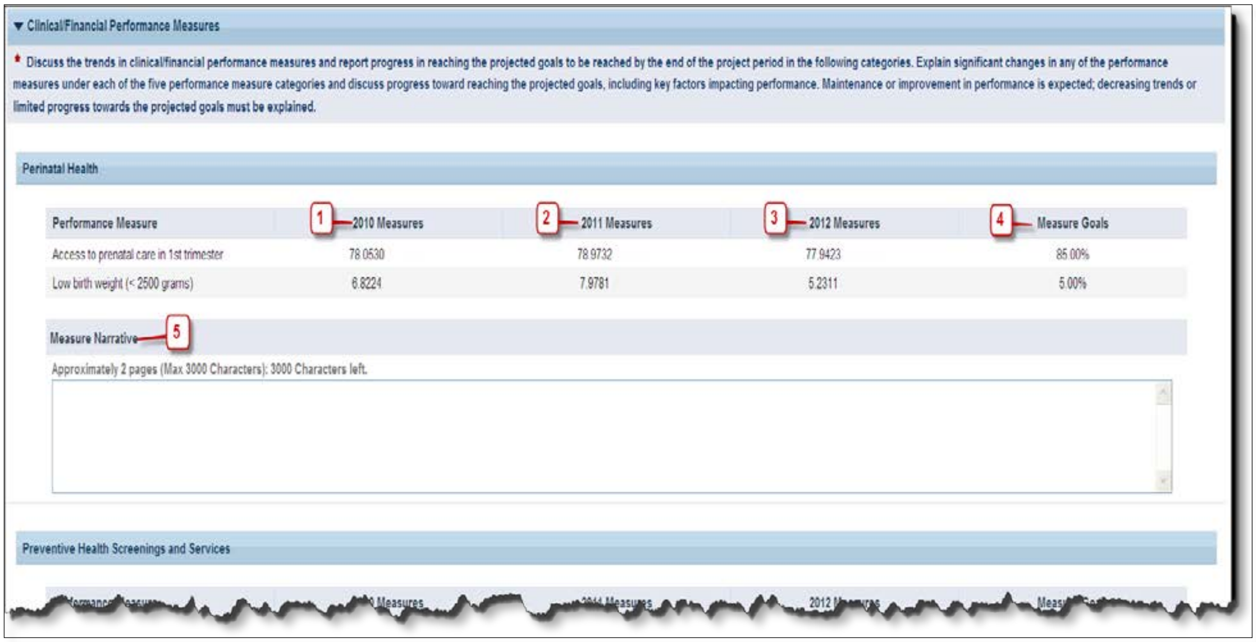
Access to prenatal care in 1st trimester

Low birth weight (< 2,500 grams)

Colorectal cancer screening (ages 51-75)

Coronary artery disease (CAD) and lipid-lowering therapy (adult) Ischemic Vascular Disease (IVD) and aspirin or other anti-thrombotic therapy (adult)

Figure 32: Clinical/Financial Performance Measures section - Perinatal Health category



C. Provide narrative that discusses trends, explains significant changes, and discuss progress toward reaching the projected goals, including key contributing and restricting factors impacting performance, for each category in the **Measure Narrative** field (Figure 32, 5).

4. After completing all the sections on the **Program Narrative Update** form, click the **Save and Continue** button to save your work and proceed.

4.7.1 Accessing your submitted H80 Applications/Progress Reports

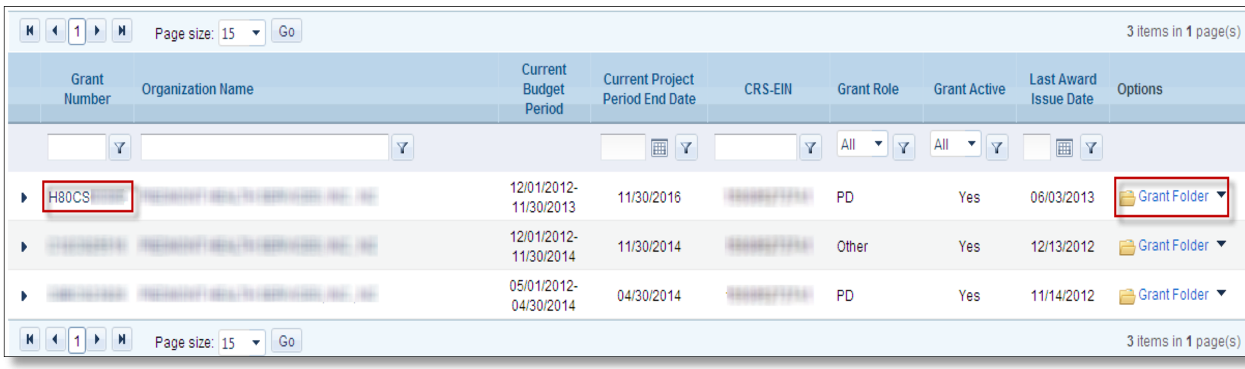
You may need to reference your submitted H80 applications/progress reports when completing your FY14 BPR (e.g., to provide Oral Health and Behavioral Health measures data for Item 5 of the Program Narrative Update). You can access your submitted H80 applications/progress reports through the H80 Grant 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 33: Grants Tab

2. Locate the H80 grant for which you are submitting the BPR NCC and click on its Grant Folder link.

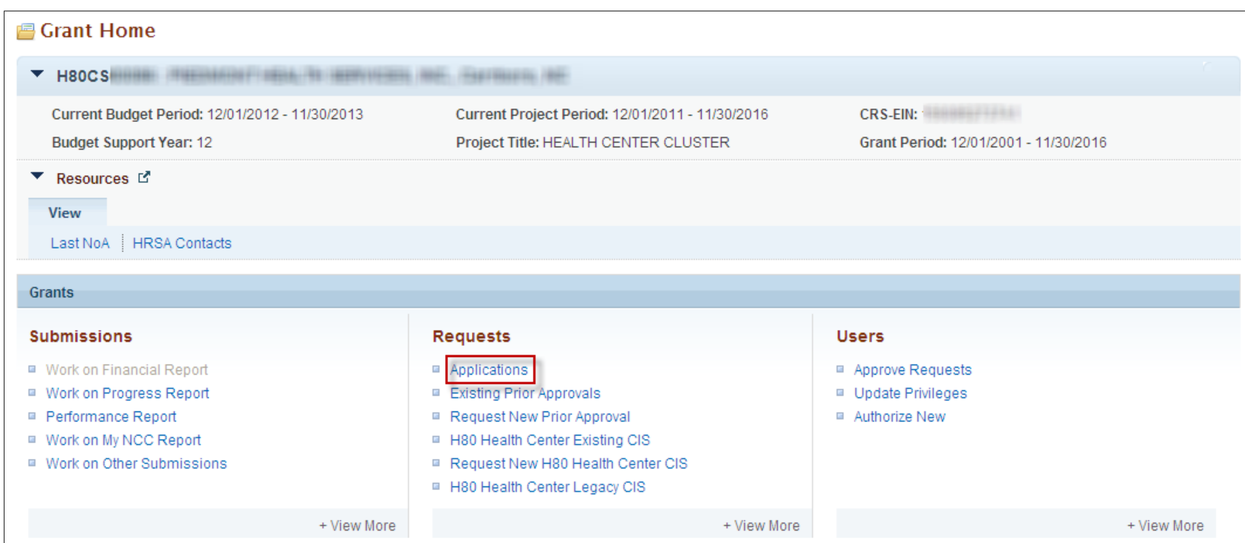
Figure 34: Accessing the H80 Grant Folder



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.

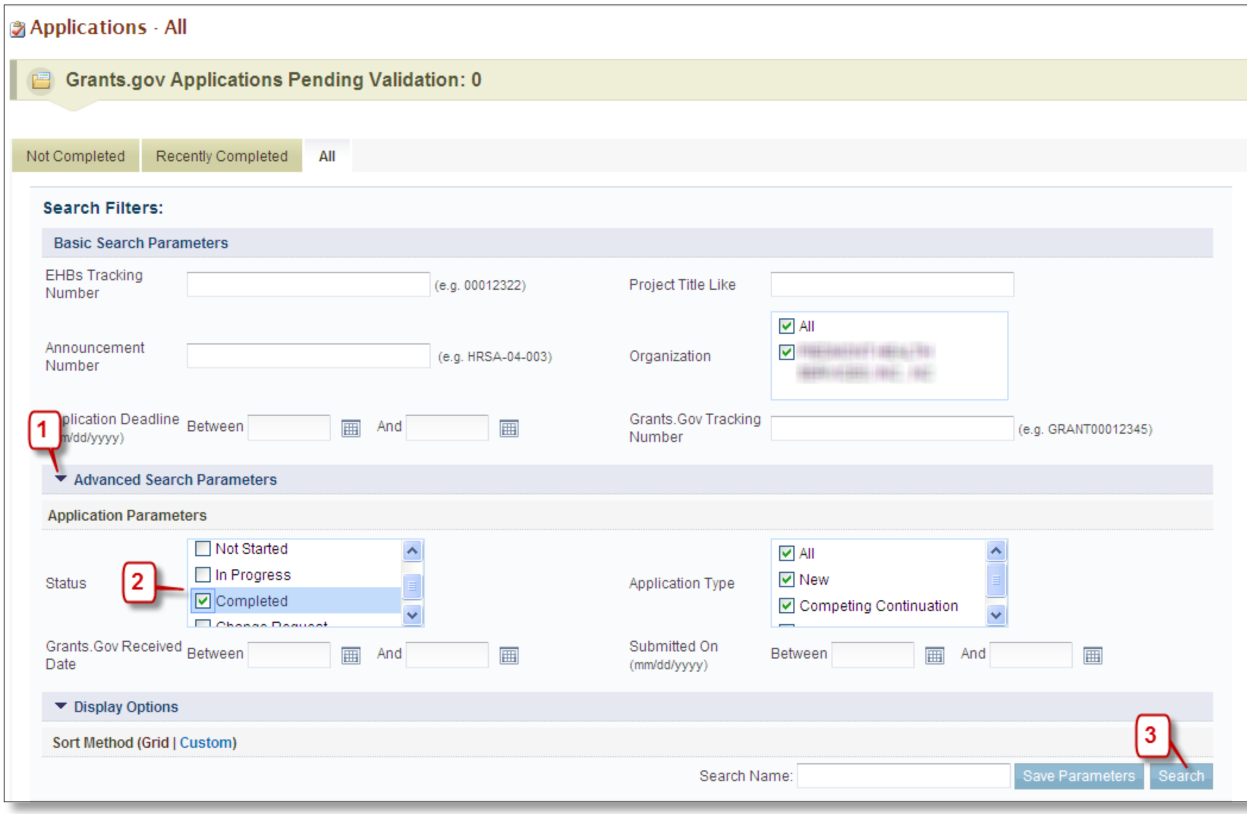
Figure 35: Applications link



➢ The system navigates to the **Applications - All** search page (**Figure 36**).

B. Expand the **Advanced Search Parameters** section of the **Applications - All** search page by clicking the arrow icon (**Figure 36**, **1**). In the Status field under this section, un-select all the statuses except Completed (**Figure 36**, **2**).

Figure 36: Applications – All search Page

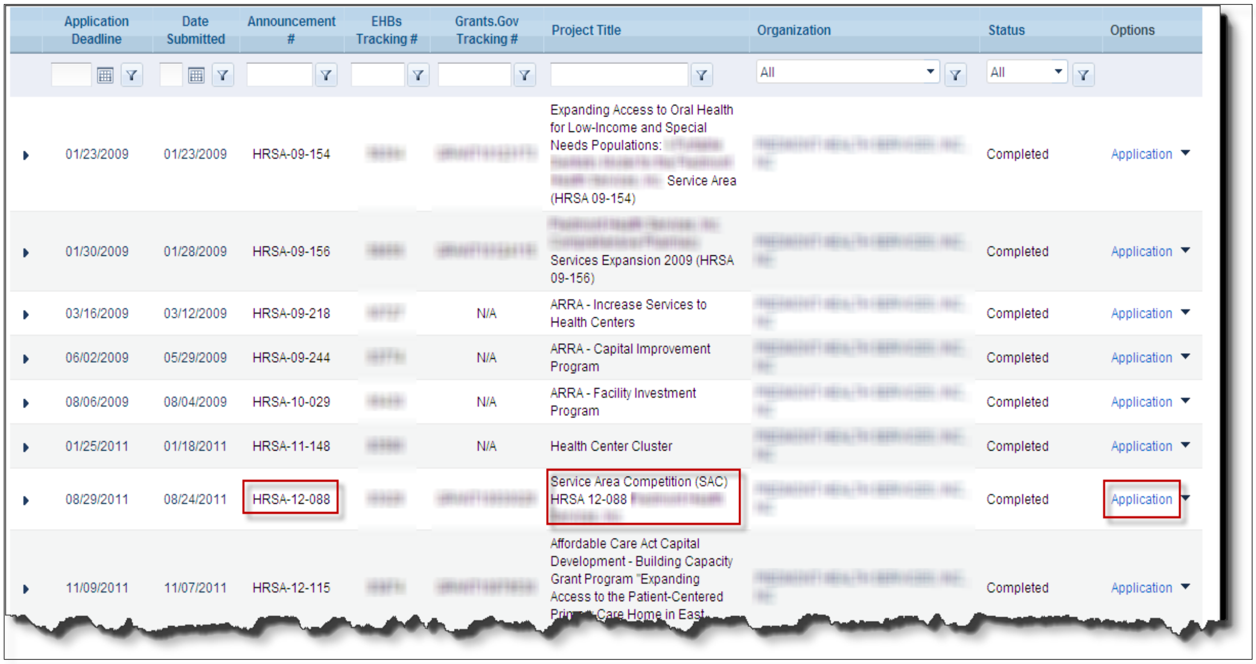


C. Click the **Search** button located at the bottom of this page to access the completed applications (**Figure 36**, **3**).

➢ 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.

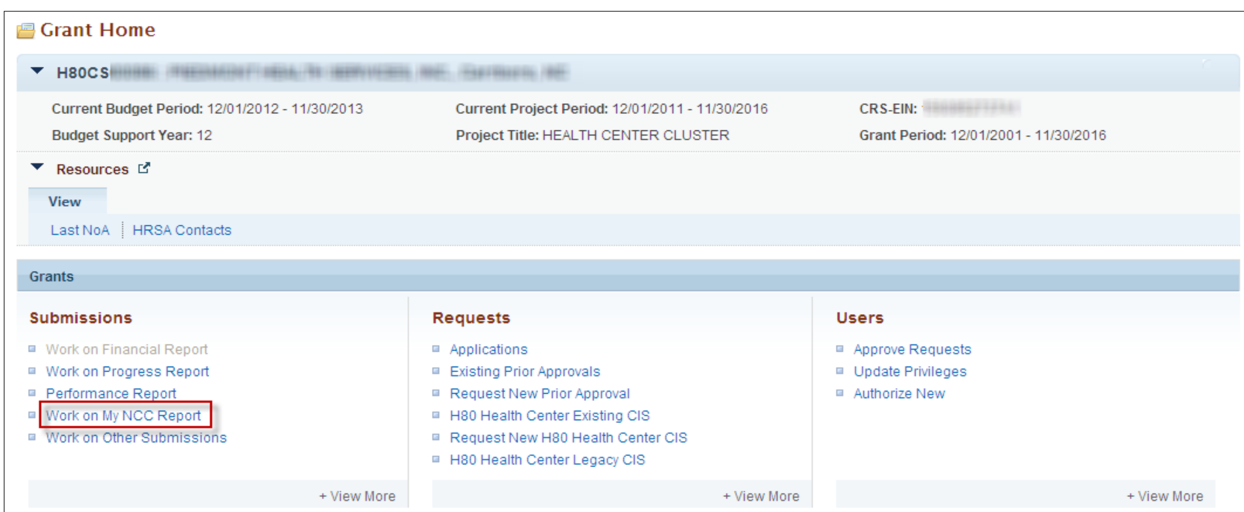
Figure 37: Applications – All results Page



4. To access the H80 non-Competing continuation progress reports (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.

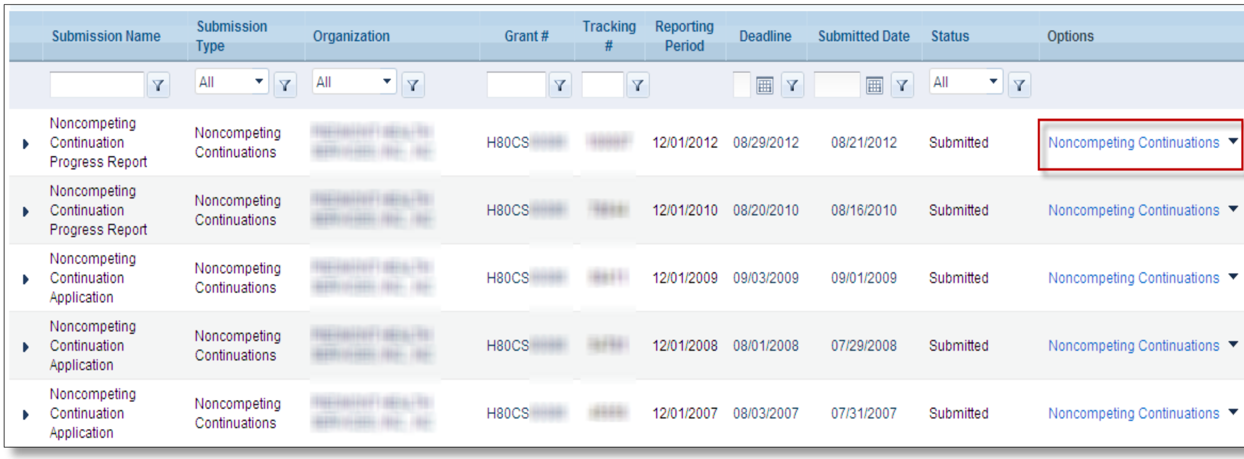
Figure 38: Work on My NCC Report link



- The system navigates to the **Submissions – All** page displaying all the non-Competing continuation progress reports for the H80 grant.

B. Locate the applicable non-Competing continuation progress report(s) and click the Noncompeting Continuations link to access the program specific forms.

Figure 39: Submissions – All Page



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

5. Appendices

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

Note: Attachments are **not** required for NCC FY 2014 Progress Report.

Click on Save button to mark this form as Complete. To proceed to the next form click on Save and Continue button.

6. Review a Progress Report

6.1 Review Standard Forms (SF-PPR)

The NCC Progress Report Process Status shows the completion status for the Standard Forms (SF-PPR and SF-PPR-2), Program Specific Information forms, Appendices, and Budget Information. Click Status under the Overview heading to go to the NCC Progress Report Process Status page (**Figure 41**).

Figure 40: Status Overview Page- Left Menu

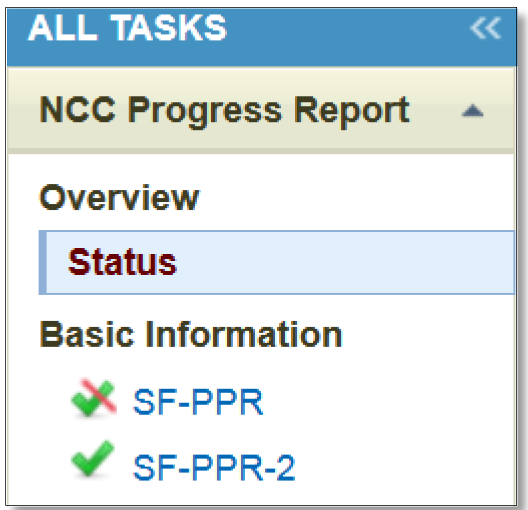
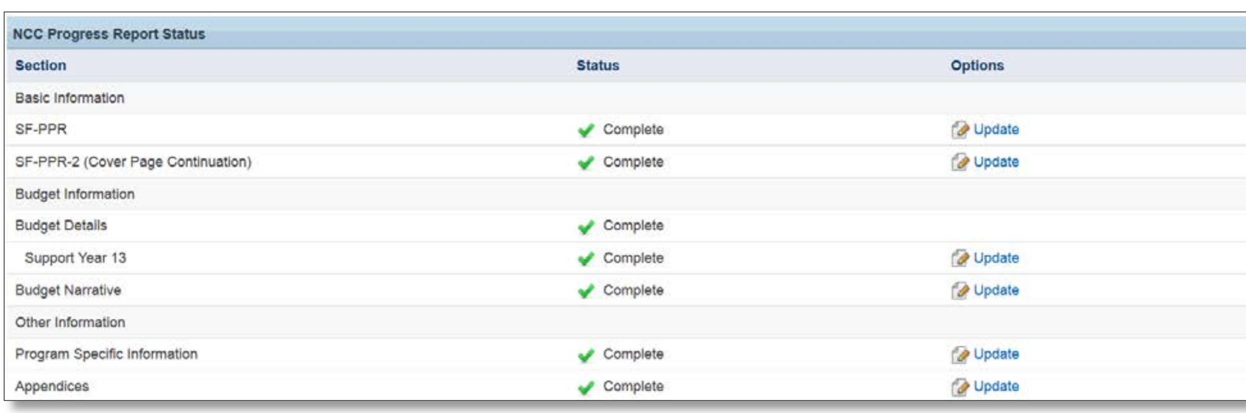


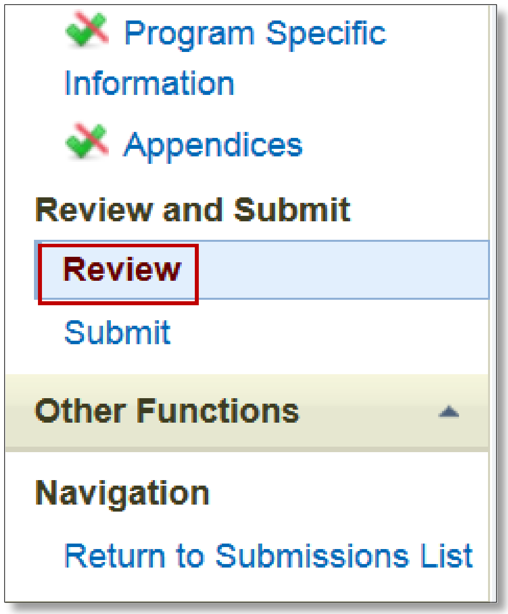
Figure 41: Status Overview Page for the Entire Progress Report



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 13	Complete	Update
Budget Narrative	Complete	Update
Other Information		
Program Specific Information	Complete	Update
Appendices	Complete	Update

To view or print any Progress Report form, click Review in the Review and Submit section in the left side menu (**Figure 42**).

Figure 42: Review and Submit

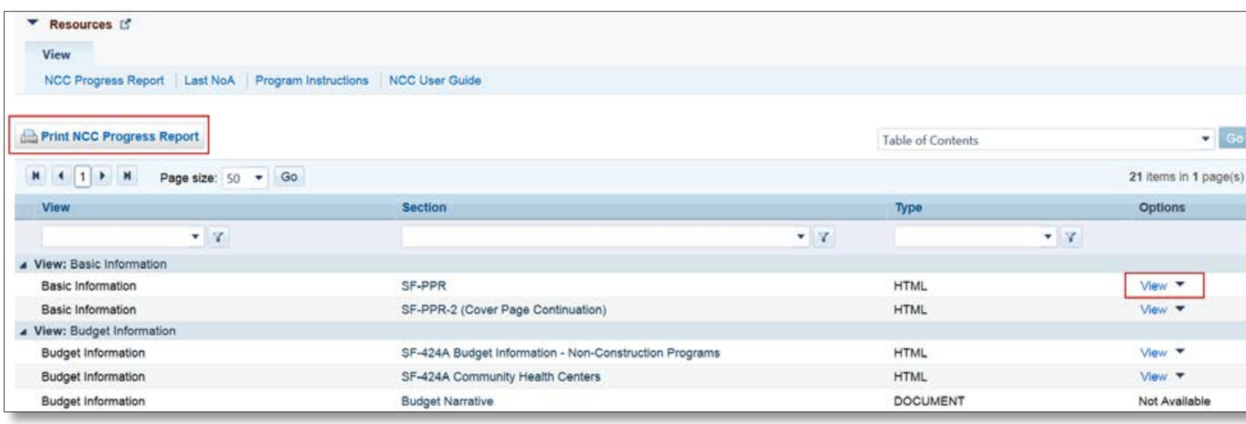


➢ The Review Page for Entire Progress Report (**Figure 43**) will open.

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

- Click the View link in the Action column to open a section.
- Click the Print link to get a printable version of the Table of Contents.
- Click the Print NCC Progress Report button to print all forms.
- Click the View link for a document to view and print an attachment.
- Click the Proceed to Submit button to go to the Submit Page.

Figure 43: Review Page for Entire Progress Report

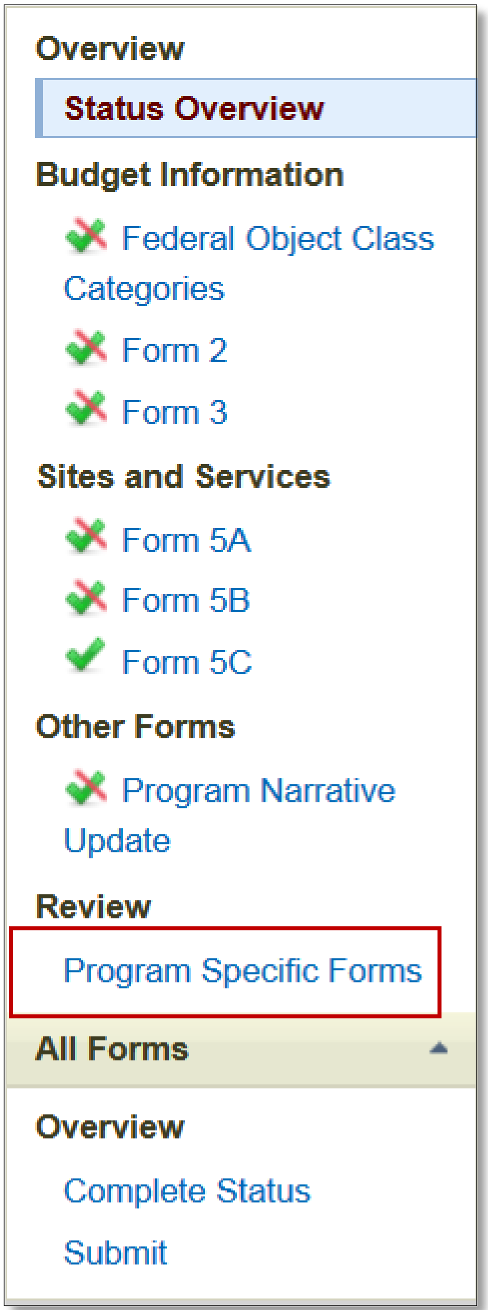


6.2 Review Program Specific Information

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

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

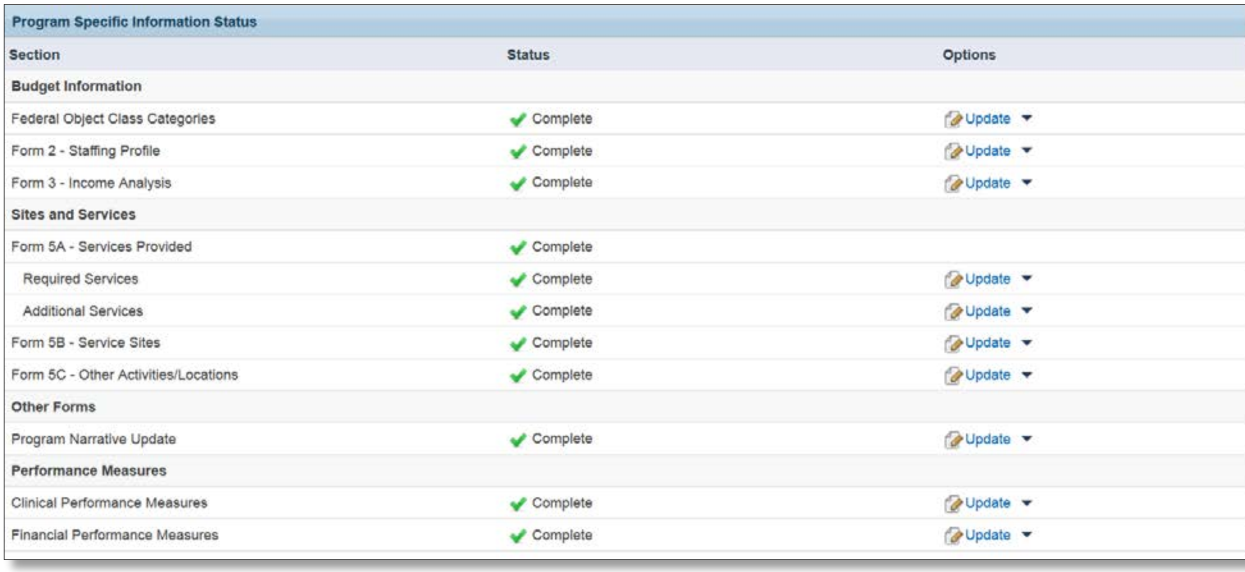
Figure 44: Review Page for Entire Progress Report



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

- The Status Overview Page for Program Specific Information (Figure 45) will open.

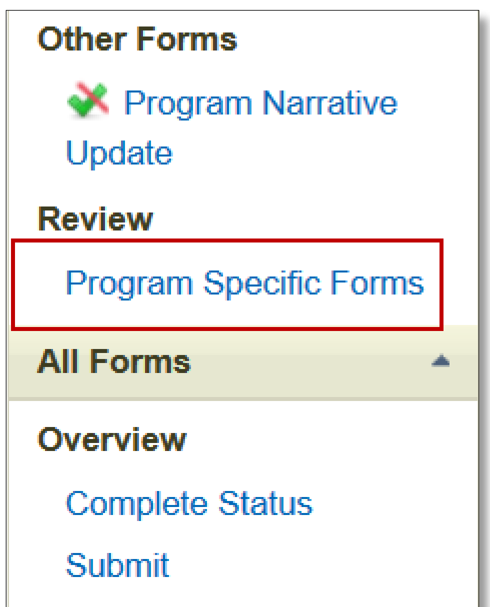
Figure 45: Status Overview Page for Program Specific Information



Program Specific Information Status		
Section	Status	Options
Budget Information		
Federal Object Class Categories	Complete	Update
Form 2 - Staffing Profile	Complete	Update
Form 3 - Income Analysis	Complete	Update
Sites and Services		
Form 5A - Services Provided	Complete	
Required Services	Complete	Update
Additional Services	Complete	Update
Form 5B - Service Sites	Complete	Update
Form 5C - Other Activities/Locations	Complete	Update
Other Forms		
Program Narrative Update	Complete	Update
Performance Measures		
Clinical Performance Measures	Complete	Update
Financial Performance Measures	Complete	Update

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

Figure 46: Program Specific Forms Link



- The **Program Specific Information Review** Page will open (Figure 47).

Figure 47: Program Specific Information Review Page

Section	Type	Options
View: Budget Information		
Federal Object Class Categories	HTML	View
Form 2 - Staffing Profile	HTML	View
Form 3 - Income Analysis	DOCUMENT	Not Available
View: Sites and Services		
Form 5A - Required Services Provided	HTML	View
Form 5A - Additional Services Provided	HTML	View
Form 5B - Service Sites	HTML	View
Form 5C - Other Activities/Locations	HTML	View
View: Other Forms		
Program Narrative Update	HTML	View

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

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

7. Submit a Progress Report

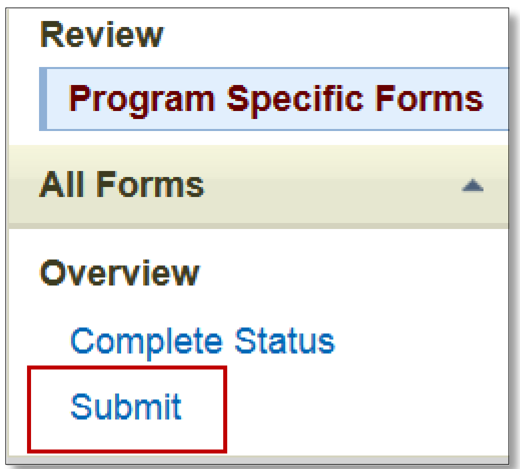
When the status of all Standard Forms and Program Specific Forms is complete, you are ready to submit your Progress Report to HRSA.

To submit the Progress Report, you must have the ***Submit Non-competing Continuation*** access rights.

To submit your Progress Report:

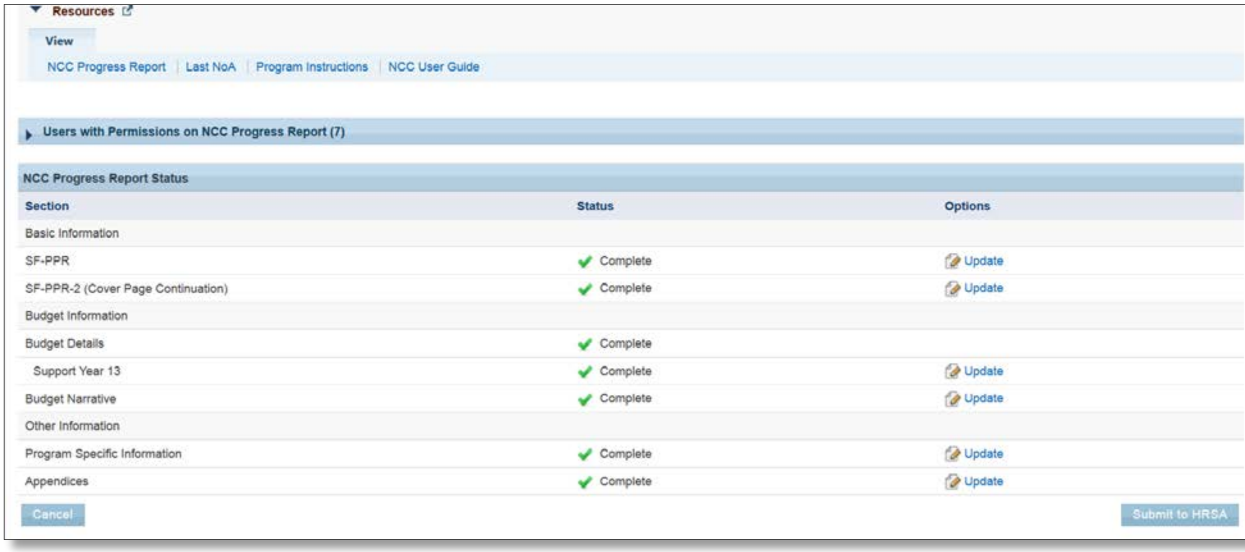
Click Submit under Review and Submit on the left side menu to start the Submit Progress Report process.

Figure 48: Program Specific Information Review Page



- ➢ The Submit Page (**Figure 49**) will be displayed.

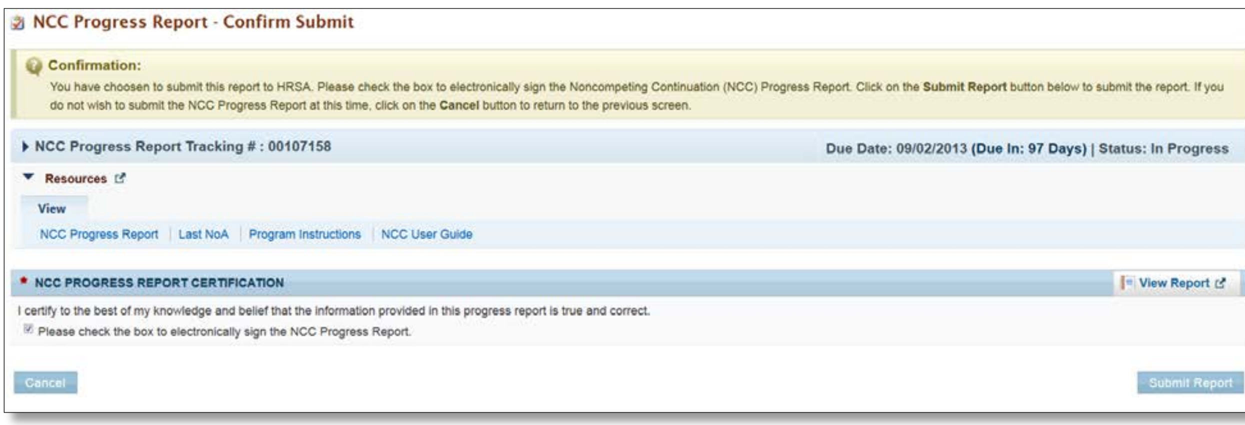
Figure 49: Submit Page



1. Click the Submit to HRSA button.

➢ The Submit – NCC Progress Report Certification Page (Figure 50) will be displayed.

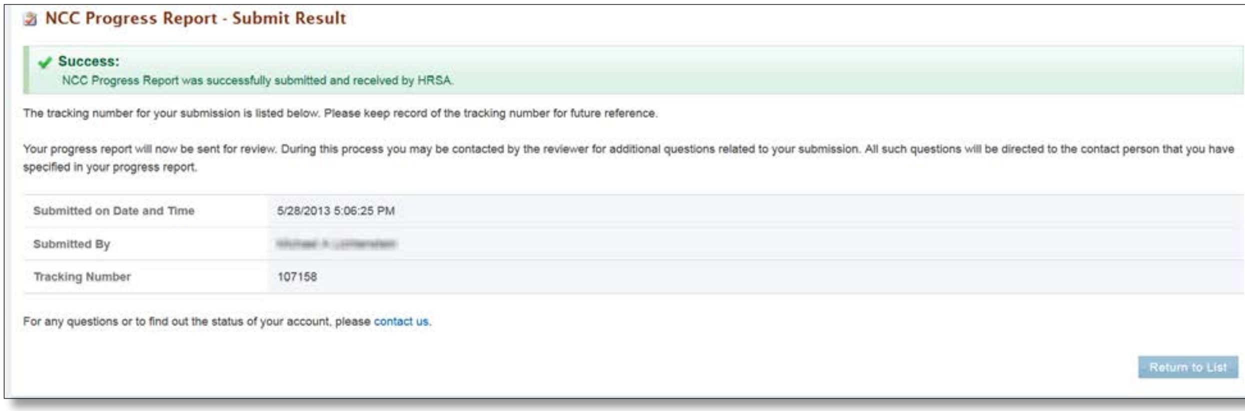
Figure 50: Submit – NCC Progress Report Certification Page



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

➢ The **NCC Progress Report Confirmation** Page (Figure 51) will be displayed.

Figure 51: NCC Progress Report Confirmation Page



4. Take note of the Tracking Number.
5. Click the Return to List to go to the list page to view additional grants for which you can begin or edit Progress Reports.

8. Submit a Change-Requested Progress Report

HRSA sends you a Change Request Email (**Figure 52**) if your Progress Report needs to be revised.

Figure 52: Change-Request Email

From: reitester1@hotmail.com [mailto:reitester1@hotmail.com]
Sent: Tuesday, June 15, 2012 1:23 PM
To: Vaibhavi Patel
Subject: Noncompeting Continuation for Grant # H80CS00289- Change Requested by HRSA

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

Grant Number : H80CS00289
Grantee Name: COLUMBIA ROAD HEALTH SERVICES, DC

Tracking Number: 00082004
Budget Period: 12/1/2012-11/30/2012

Submitted on: 06/30/2012

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

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

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

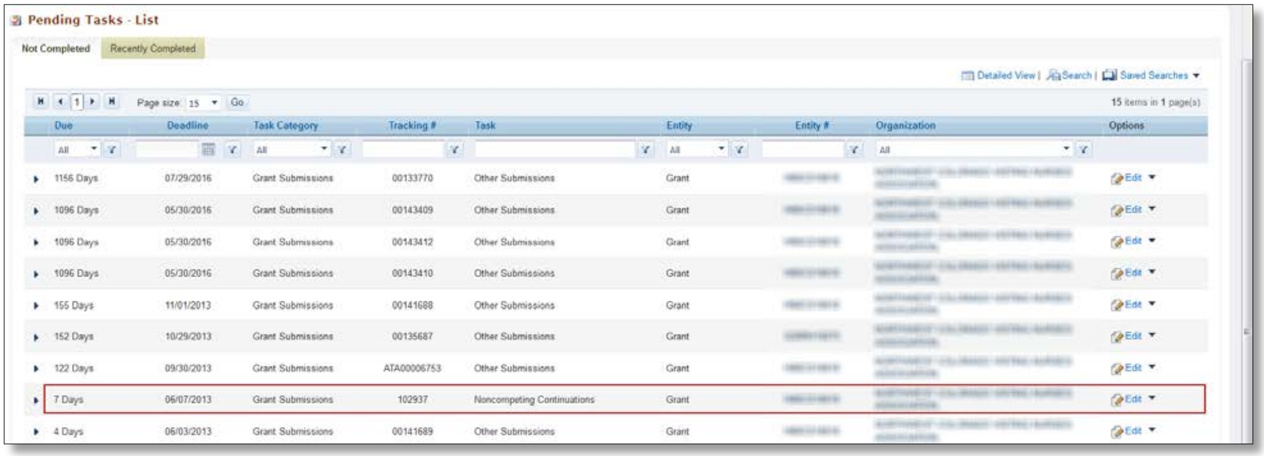
For any questions regarding online submission, please contact the call center at 877-Go4-HRSA/877-464-4772/301-998-7373 or Email at CallCenter@HRSA.GOV.

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

To revise your Progress Report:

1. On the HRSA EHB Home (Welcome) Page, click the Tasks tab. On the **Pending Tasks – List** page, find the Non Competing Continuation application.
2. Click the Edit link .

Figure 53: View Pending Tasks - List Page


Pending Tasks - List

Not Completed | Recently Completed

Detailed View | Search | Saved Searches

Page size: 15 Go — 15 items in 1 page(s)

Due	Deadline	Task Category	Tracking #	Task	Entity	Entity #	Organization	Options
All		All			All		All	
1156 Days	07/29/2016	Grant Submissions	00133770	Other Submissions	Grant	[illegible]	[illegible]	Edit
1096 Days	05/30/2016	Grant Submissions	00143409	Other Submissions	Grant	[illegible]	[illegible]	Edit
1096 Days	05/30/2016	Grant Submissions	00143412	Other Submissions	Grant	[illegible]	[illegible]	Edit
1096 Days	05/30/2016	Grant Submissions	00143410	Other Submissions	Grant	[illegible]	[illegible]	Edit
155 Days	11/01/2013	Grant Submissions	00141688	Other Submissions	Grant	[illegible]	[illegible]	Edit
152 Days	10/29/2013	Grant Submissions	00135687	Other Submissions	Grant	[illegible]	[illegible]	Edit
122 Days	09/30/2013	Grant Submissions	ATA00006753	Other Submissions	Grant	[illegible]	[illegible]	Edit
7 Days	06/07/2013	Grant Submissions	102937	Noncompeting Continuations	Grant	[illegible]	[illegible]	Edit
4 Days	06/03/2013	Grant Submissions	00141689	Other Submissions	Grant	[illegible]	[illegible]	Edit

3. You can access the change requested application from the submissions – Incomplete list too.
4. Once you click the Edit link

- The Status Page (for Progress Report) will be displayed.

5. Click the Update link for the section you need to revise, as per the HRSA reviewer's comments in the Change Request Email (**Figure 52**).
   - The corresponding page will be displayed.

> Refer to Standard Forms (SF-PPR) for instructions on entering the information.

6. Click the Update link next to Program Specific Information to enter or revise any of the program specific forms.
   - The Status Page (for Program Specific Information) will be displayed (**Figure 11**).

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

7. Submit the revised Progress Report.

8.1 Cancelled Change Requests

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

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

HRSA sends you a Change Request Cancellation Email if your change request is cancelled (**Figure 54**).

Figure 54: Sample Change-Request Cancellation Email

From: reitester1@hotmail.com [mailto:reitester1@hotmail.com]
Sent: Tuesday, June 15, 2012 1:23 PM
To: Vaibhavi Patel
Subject: Noncompeting Continuation for Grant #H80CS00289- Change Requested by HRSA

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

Grant Number : H80CS00289
Grantee Name: COLUMBIA ROAD HEALTH SERVICES, DC

Tracking Number: 00082004
Budget Period: 12/1/2012-11/30/2012

Submitted on: 06/30/2012

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

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

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

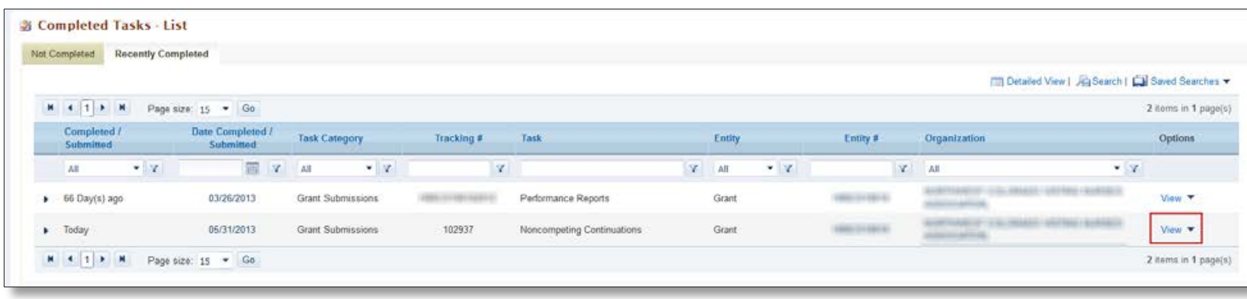
NOTE: This is a system generated message. Please do not respond to this message.

The mail was generated in the Development environment

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

1. To view the submitted non-competing continuation application click the 'Recently Complete' tab of the **Completed-Tasks List** page.

Figure 55: Completed-Tasks List



2. Click the View link for the Progress Report that corresponds to the tracking number noted in the *Change-Request Cancellation Email* (**Figure 54**).
3. The Review Page for Entire Progress Report will open in a Table of Contents format (**Figure 43**).

This page will NOT contain a Proceed to Submit button.

4. You can now perform the following actions:

- Use the View links in the Action column to view any section.
- Click Print NCC Progress Report to print all forms (i.e., forms not completed using attachments). Attachments can be printed by clicking on individual View link and then printing the document.

9. Customer Support

Use your Progress Report Tracking Number for all correspondence.

9.1 BPHC Help Desk

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

- By Email: BPHCHelpline@hrsa.gov

OR

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

DO NOT call the BPHC Help Desk for any questions on the Instructions for Preparing and Submitting the FY 2013 Health Center Program Budget Period Progress Report or programmatic questions that you might have when completing your application.

9.2 HRSA Call Center

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

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

OR

- By Email: callcenter@hrsa.gov

Visit HRSA EHBs for additional online help.

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

DO NOT call the Call Center for any questions on the Instructions for Preparing and Submitting the FY 2013 Health Center Program Budget Period Progress Report or programmatic questions that you might have when completing your application.

9.3 HRSA Program Support

For any questions on the Instructions for Preparing and Submitting the FY 2013 Health Center Program Budget Period Progress Report or programmatic questions that you might have when completing your application, contact the Program Point of Contact within the Bureau of Primary Health Care (BPHC) Office of Policy and Program Development (OPPD) as noted within the Instructions for Preparing and Submitting the FY 2013 Health Center Program Budget Period Progress Report.

- By Phone: 301-594-4300

OR

- By Email: BPHCBPR@hrsa.gov

10. Frequently Asked Questions (FAQ)

Software-Related FAQs

10.1 What are the software requirements for HRSA EHBs?

System Requirements

- Internet Explorer 6 and later or Netscape 4.72 and later
- Internet browser settings that permit pop-ups
- Viewers for Microsoft Word and Adobe PDF

10.2 Are HRSA EHBs compliant with Section 508?

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

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

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

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

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

10.4 What are the software requirements for GAAM?

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

10.5 What document types can I upload?

The following document types are supported in HRSA EHBs:

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