

Health Resources and Services Administration
Bureau of Primary Health Care
Fiscal Year 2015 Health Center Controlled Network (HCCN)
Non-Competing Continuation (NCC) Webinar (5-H2Q-15-002)
March 24, 2015, 1 pm ET

Coordinator: Welcome and thank you for standing by. At this time all participants are in a listen only mode. There will be a Question and answer session for today's call. If you would like to ask a question you may press star one. You'll be prompted to record your first and last name. Today's conference is being recorded. If you have any objections you may disconnect at this time. Now to start today's conference I would like to turn it over to Ms. Joanne Galindo. Thank you and you may begin.

Joanne Galindo: Thank you and welcome to the technical assistance call for the fiscal year 2015 Health Center Control Networks, otherwise known as HCCN, Non-Competing Continuation, also known as NCC.

I'm Joanne Galindo, a Public Health Analyst in the Office of Policy and Program Development within the Bureau of Primary Health Care. Before we begin I want to point out that you can see the slide presentation on Adobe Connect at https://hrsa.connectsolutions.com/hccn_ncc and log in as a guest.

If you received an email announcement about this call the link to the online meeting was included in that message. You can also reach this page by clicking on the Website link on the HCCN Technical Assistance Webpage and that is at <http://www.hrsa.gov/grants/apply/assistance/hccn/> and the slides are posted there as well if you can't get into Adobe Connect.

So first I will provide a quick overview of the NCC and then go into the specific application components. We'll end with technical assistance resources and please make a note of any questions and I will address them at the end of the call.

So we are going to start with an overview of some of the main points of the Non-Competing Continuation Progress Report. HCCNs must submit the NCC through HRSA's Electronic Handbook or EHB. You will be reporting updates since the last progress report and providing the budget for the final budget period of August 1, 2015 through July 31, 2016. The HCCN NCC instructions are available on the HCCN Technical Assistance Webpage seen on this slide.

The submissions may not exceed 40 pages which does not include the structured forms in EHB and you are expected to complete the NCC Progress Report by 5:00 p.m. eastern time on April 29, 2015.

On slide three, let's touch base on participating health centers. Please refer to the Notice of Award that you received in August of 2014 which listed the number of participating health centers required for your project. Changes to your participating health centers cannot be made through the NCC process. Please notify your Project Officer if there are any changes to your participating health center list and remember that your funding level is contingent on the number of participating health centers.

On March 18th individuals who have the ability to edit and submit NCCs for the HCCN received a system-generated email informing them that the NCC Progress Report is available in EHB and how to access it. Additional instructions how to access the NCC Progress Report are available in the EHB HCCN User Guide which is posted on the HCCN TA Webpage. You will notice that this NCC report format will look and feel similar to the last NCC that you submitted.

On slide five we have listed all of the NCC components. On the left side are all the required components which must be submitted for the progress report to be considered complete. There are two standard progress report forms.

There is a budget information form in which you will be asked to provide year three federal expenses and the budget narrative will only include year three funding as well.

In the Project Work Plan you will document progress towards goals. The Progress Report Table provides information for each participating health center. Attachment one, the Program Narrative Update, asks for narrative detail on overarching progress and future plans. Attachment one and the budget narrative are the only required attachments. Attachments two through six are optional and are to be used as needed depending on project changes. Now let's go into more detail about the required components.

The Budget Information / Budget Details Form will capture the federal funding requested for year three of the project period which is August 1, 2015 through July 31, 2016. Section A is prepopulated with your HCCN grant amount. The amount specified should correspond with your Notice of Award.

In section B provide a breakdown of grant funds. You can reference your current year's budget and make any changes for year three. Please make sure the requested amount does not exceed the maximum amount that prepopulates. You do not need to input anything in section C, Non-Federal Resources.

The budget narrative must align with the budget form and address only the HCCN activities - project activities to be supported through federal grant funds during the upcoming budget period. Clearly justify each line item and explain how each expense is derived.

Here you see the six HCCN goals. The project work plan outlines the broad level activities that have been proposed to meet the established goals of the project. The work plan also assists HCCNs in monitoring your progress

towards your goals in implementation and adoption, meaningful use, and quality improvement. You are expected to provide details regarding the activities completed since your last NCC Progress Report.

On slide eight we will go over the components of the project work plan and then I will show you some screen shots to illustrate. For each goal the goal's baseline values will prepopulate. You will provide current data. Key factors which were predicted to contribute to and restrict progress toward stated goals will prepopulate and should be revised as needed.

Focus areas, activities, persons and areas responsible, time frames and expected outcomes will all prepopulate and can be revised as needed. In the progress and comments field provide a summary of progress made to date for each activity. Make sure to update each progress cell with current information.

Slide nine shows how EHB presents the project work plan. There is a tab for each section. Number one shows adoption and implementation, number two meaningful use, number three quality improvement. Each section has a predefined set of goals at number four. You click update on the right to enter your current progress toward goals.

Key factors are prepopulated at number five and you can update those key factors as needed. Focus areas are predefined, shown at number six. You can click update on the right to enter your current progress on your listed activities.

For each goal in each section the baseline values for the goal percentage, numerator, denominator, and data percentage are prepopulated. You enter the current progress toward goals on the right.

Under number one, the current value for the goal percentage should be the same as the prepopulated goal value from the competitive application.

Number two, enter the current value for the numerator and denominator and at number three click calculate percentage to show the new baseline based on current data. In number four you can enter any comments related to the goal in the comments field.

When you click update for each focus area, all the activities from the last progress report will prepopulate. You can update the fields as needed.

However, you must provide a summary of progress made to date for each activity in the progress and comments field.

You can also add activities for year three under any focus area. However, you cannot delete any activities already listed. Once you update all the activities for all the focus areas in each section you move on to the progress report form for each participating health center.

The Progress Report Form includes information for each participating health center that must be updated with current data. Except for the total patients the table will be prepopulated with information submitted during the last NCC.

At number one, under patient details, the total patients field is prepopulated from the participating health center's calendar year 2013 UDS Report. All fields should be updated with the most recent data available so you can use 2014 UDS data or other data sources to update the patient details, measures, PCMH, and EHR information.

For the Healthy People 2020 Measures, only report on those measures the health center is working on for the HCCN project. Provide a brief narrative discussing project progress to date.

For measures that your HCCN project have not been focusing on check not applicable. However, you are required to report progress on at least one Healthy People 2020 Measure for each participating health center.

Under the PCMH recognition section, update as needed. Narrative is required if no recognition or other is selected. Also update the prepopulated information for the EHR and Health IT Implementation Status if needed.

To facilitate completion of the progress report for measures, slide 13 is a chart that compares the UDS Clinical Quality Measures and Healthy People 2020 goals. This chart is also available on the HCCN TA Webpage.

As previously mentioned on slide five, attachment one, the Program Narrative Update, is the only mandatory attachment aside from the budget narrative. In attachment one provide a brief narrative highlighting broad issues, significant progress and challenges that have impacted the HCCN project since August 1, 2014. There are five items to include in the Program Narrative Update beyond what is entered in the Project Work Plan Update. They are listed on the right side of the slide.

First, significant progress or changes to the project going forward, changes and outcomes that occurred, changes to partnerships that impact the project, challenges in staffing, and any major expected considerations for the project beyond July 31, 2016.

Slide 15 lists various resources to assist you with your NCC submission and HCCN project. You will see there is a new Program Assistance Letter that was released last month on patient centered medical home recognition, PAL 2015-02. This PAL supercedes the PINs from 2007 and 2009 on accreditation and PAL 2011-01 on the PCMH Initiative.

I would also like to point out the HCCN TA Webpage which is located at <http://www.hrsa.gov/grants/apply/assistance/hccn/>. On this site you can access this presentation and in about a week the digital replay of the presentation. The NCC instructions and EHB HCCN NCC User Guide are posted there, as well as other useful documents such as frequently asked questions, samples, and the original HCCN Funding Opportunity Announcement.

For technical assistance feel free to contact me, Joanne Galindo for program related questions, Bryan Rivera for budget related questions, and if you have any problems when completing the application in EHB such as error messages, contact the BPHC Helpline.

So finally I would like to close with some important reminders on slide 17. The yearly maximum amount that a grantee can request is prepopulated. Applications may not exceed 40 pages. Table 1: Forms and Attachments on page four of the instructions indicates what is counted in the page limit and basically it is all of the attachments that are counted.

Failure to follow the instructions and include all required documents may result in your submission being returned to you for clarification. This could delay your award so please ensure a thorough submission.

And now operator I would like to open the call for any questions.

Coordinator: Certainly. If you would like to ask a question you may press star 1 on your touchtone phone - please remember to unmute your line and record your name. If you need to withdraw your question you may press star 2. So one moment please while we wait for participants to queue up.

Joanne Galindo: Thank you.

Coordinator: Okay I am currently showing no participants queueing up at this time.

Joanne Galindo: All right, well thank you for your participation and again the replay and the presentation will be posted on the HCCN TA Webpage along with resources and most importantly the instructions for the NCC.

Feel free to contact me if you have any other questions at bphccn@hrsa.gov. Thank you so much and have a great day.

Coordinator: And this concludes your conference. You may disconnect at this time.
Speakers please standby for post conference - one moment.

END