Fiscal Year 2017
Health Center Controlled Networks (HCCN)
Non-Competing Continuation Progress Report

HCCN Technical Assistance Webinar

Technical Assistance Website:
Agenda

• Progress Report Overview
• Submission Components
• Reminders and Review
• Technical Assistance Resources
• Questions
Progress Report Overview
Purpose

• HCCNs must submit a progress report in the HRSA Electronic Handbooks (EHB) to receive non-competing continuation funding for the fiscal year (FY) 2017 budget period.

• The FY 2017 budget period is August 1, 2017 through July 31, 2018.

• HCCNs will complete the progress report submission by providing progress updates on activities since the start of the current project period (August 1, 2016).
Submission Information

• Instructions for completing the progress report are available on the HCCN technical assistance (TA) website at http://bphc.hrsa.gov/programopportunities/fundingopportunities/HCCN/index.html.

• Progress reports were made available in EHB on January 11, 2017.
  – System-generated email notifications were sent to HCCN Project Directors and staff with Progress Report edit and submit privileges in EHB.

• Progress reports are due in EHB on March 10, 2017 by 5:00 PM ET.

• Notices of Award for the FY 2017 budget period will be released on or around August 1, 2017.
Participating Health Centers

- Changes to your network of Participating Health Centers cannot be made through the NCC progress report.
- Contact your Project Officer (PO) to discuss potential changes to your Participating Health Center list, if needed.
  - Reminder: Your level of funding is contingent upon the number of Participating Health Centers in your network.
Progress Report Components
## Submission Components Overview

<table>
<thead>
<tr>
<th>Component</th>
<th>Form or Attachment</th>
</tr>
</thead>
<tbody>
<tr>
<td>SF-PPR and SF-PPR2 (required)</td>
<td>Form</td>
</tr>
<tr>
<td>Budget Information: Budget Details Form (required)</td>
<td>Form</td>
</tr>
<tr>
<td>Budget Narrative (required)</td>
<td>Attachment</td>
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<tr>
<td>Project Work Plan (required)</td>
<td>Form</td>
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<tr>
<td>Progress Report Table (required)</td>
<td>Form</td>
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<tr>
<td>Attachment 1: Program Narrative Update (required)</td>
<td>Attachment</td>
</tr>
<tr>
<td>Attachment 2: Project Organizational Chart (as applicable)</td>
<td>Attachment</td>
</tr>
<tr>
<td>Attachment 3: Staffing Plan (as applicable)</td>
<td>Attachment</td>
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<tr>
<td>Attachment 4: Position Descriptions for Key Project Staff (as applicable)</td>
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</tr>
<tr>
<td>Attachment 5: Biographical Sketches for Key Project Staff (as applicable)</td>
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</tr>
<tr>
<td>Attachment 6: Summary of Contracts and Agreements (as applicable)</td>
<td>Attachment</td>
</tr>
<tr>
<td>Attachment 7: Other Relevant Documents (as applicable)</td>
<td>Attachment</td>
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</tbody>
</table>
SF-PPR and SF-PPR2

- The SF-PPR and SF-PPR2 forms contain basic information about the organization.
- Update editable fields in EHB as necessary.
- For guidance, refer to the User Guide available on the HCCN technical assistance website.
  - The User Guide provides step-by-step instructions for completing the submission in EHB.
Budget Information: Budget Details Form

Section A: Budget Summary
• Annual funding amount is pre-populated and cannot be edited.

Section B: Budget Categories
• Provide the object class category breakdown for the funding amount specified in Section A (e.g., Personnel, Fringe Benefits).
• Provide information for Years 2 and 3 of the project period separately.
• The total in Section B should match the total federal request in Section A.

Section C: Non-Federal Resources
• Leave Section C blank. Do not provide other sources of funding.
Budget Narrative

- Provide a detailed line-item Budget Narrative attachment that explains each cost in the upcoming 12 month budget period (August 1, 2017 through July 31, 2018).
  - Must be consistent with amounts requested for each object class category in Section B of the Budget Details form.

- Detailed instructions are included in the FY 2017 HCCN NCC Instructions document.

- Sample Budget Narrative is available on the HCCN technical assistance website.

Line-items (object class categories):
- Personnel Costs
- Fringe Benefits
- Travel
- Equipment
- Supplies
- Contractual
- Other
- Indirect Costs
Funding Restrictions

• Unallowable uses of HCCN funding include, but are not limited to, the following:
  – Equipment, supplies, or staffing for use at the health center level or by individual health centers
  – Direct patient care
  – Fundraising
  – Lobbying
  – Incentives (e.g., gift cards, food)
  – Construction/renovation cost
  – Facility or land purchases
  – Vehicle purchases
Participant Question 1

True or False:

The Budget Information: Budget Details Form should include all funding that the organization receives, including program income and non-federal sources of funding?

A. True
B. False
Project Work Plan Overview 1/2

• EHB will pre-populate the Project Work Plan form with the information submitted in your FY 2016 application (or approved revision, as applicable).

• In the Project Work Plan form you will:
  – Report progress on HCCN activities to date since August 1, 2016 via the Progress/Comments field and the Current Value column, and
  – Revise activities, as needed, to outline plans for the upcoming 12-month budget period (August 1, 2017 through July 31, 2018).

• Refer to the sample Project Work Plan and the User Guide on the HCCN technical assistance website when completing the Project Work Plan forms.
Project Work Plan Overview 2/2

- Refer to Appendix A in the HCCN NCC instructions document for guidance on how to complete the Project Work Plan and definitions of key fields.

<table>
<thead>
<tr>
<th>Core Objective</th>
<th>Key Factors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goal</td>
<td>Focus Areas</td>
</tr>
<tr>
<td>Baseline Data</td>
<td>Activity</td>
</tr>
<tr>
<td>Baseline Percentage</td>
<td>Person/Group Responsible</td>
</tr>
<tr>
<td>Current Value</td>
<td>Time Frame</td>
</tr>
<tr>
<td>Goal Percentage</td>
<td>Expected Outcome</td>
</tr>
<tr>
<td>Baseline Data Source</td>
<td>Progress/Comments</td>
</tr>
</tbody>
</table>
The Progress Report Table gathers information on Participating Health Centers’ performance on:

- Clinical quality measures,
- Adoption/implementation of health IT,
- Participation of providers in Meaningful Use (MU), and
- Patient-Centered Medical Home (PCMH) recognition.

Completed entirely in EHB and required for each Participating Health Center.

Refer to Appendix B in the HCCN NCC instructions document for instructions on how to complete the Progress Report Table Form.
Attachment 1: Program Narrative Update

Discuss the following:

1. Any significant progress, challenges, and changes to the approved HCCN project since August 1, 2016.

2. Any significant outcomes beyond those included in the Project Work Plan that occurred as a result of the HCCN activities.

3. Any significant changes to collaborations, partnerships, and coordinated activities.

4. Any significant changes to project staffing.

5. Any major expected changes/plans/considerations for activities beyond the upcoming budget period (August 1, 2017 – July 31, 2018).

Reminder - Attachment 1 is REQUIRED
## Other Attachments (as applicable)

<table>
<thead>
<tr>
<th>Attachment</th>
<th>Directions for Completing Attachments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attachment 2: Project Organizational Chart</td>
<td>Provide a revised organizational chart if the HCCN’s organizational structure has changed since the FY 2016 application.</td>
</tr>
<tr>
<td>Attachment 3: Staffing Plan</td>
<td>Provide a revised staffing plan that includes staff education, experience qualifications, and the rationale for the changes if the staffing plan has changed since your FY 2016 application.</td>
</tr>
<tr>
<td>Attachment 4: Position Descriptions</td>
<td>Upload new job descriptions if position descriptions for key project staff, including vacant positions, have changed since your FY 2016 application.</td>
</tr>
<tr>
<td>Attachment 5: Biographical Sketches</td>
<td>Provide biographical sketches for any new key staff hired since your FY 2016 application.</td>
</tr>
<tr>
<td>Attachment 6: Summary of Contracts and Agreements</td>
<td>Provide a summary describing any new or revised training and technical assistance contracts and/or agreements developed since your FY 2016 application.</td>
</tr>
<tr>
<td>Attachment 7: Other Relevant Documents</td>
<td>If indirect costs are requested, the indirect cost rate agreement must be submitted. Provide other documents as desired.</td>
</tr>
</tbody>
</table>
Participant Question 2

True or False:

None of the attachments in the progress report are required. They must be submitted only if there are significant updates to report.

A. True
B. False
Reminders and Review
Submission Reminders

• Submissions are due in EHB by 5:00 PM ET on March 10, 2017.

• To submit the Progress Report in EHB, you must be listed as the Project Director (PD) in the grant folder in EHB or have the EHB privileges needed to submit.

• Forms are completed directly in EHB. Attachments must be uploaded into EHB.
  – Single-spaced narrative documents with 12 point, easily readable font (e.g., Times New Roman, Arial, Calibri) and one-inch margins.
  – Smaller font (no less than 10 point) may be used for tables, charts, and footnotes.
Progress Report Review

• Progress reports without all required information will be considered incomplete or non-responsive.
  – Incomplete Progress Reports will be returned via a “change requested” notification in EHB with a request for the missing information.
  – If HRSA does not receive the progress report by the established deadline or receives an incomplete or non-responsive progress report, a delay in NoA issuance or a lapse in funding could occur.
Technical Assistance Resources
HCCN Technical Assistance Website


- User Guide
- Frequently Asked Questions
- Presentation Slides
- Technical Assistance Webinar Recording
- Sample documents
  - Staffing Plan
  - Budget Narrative
  - Project Work Plan
## HCCN Technical Assistance Contacts

<table>
<thead>
<tr>
<th>Assistance Needed</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical assistance resources</td>
<td>HCCN Technical Assistance Website <a href="http://bphc.hrsa.gov/programopportunities/fundingopportunities/HCCN/index.html">http://bphc.hrsa.gov/programopportunities/fundingopportunities/HCCN/index.html</a></td>
</tr>
<tr>
<td>HCCN progress report questions</td>
<td>HCCN Response Team <a href="mailto:bphchccn@hrsa.gov">bphchccn@hrsa.gov</a></td>
</tr>
<tr>
<td>HCCN budget or other fiscal questions</td>
<td>Christie Walker <a href="mailto:cwalker@hrsa.gov">cwalker@hrsa.gov</a></td>
</tr>
<tr>
<td>EHB submission issues</td>
<td>BPHC Helpline 1-877-974-BPHC (2742); select option 3 Send email through Web Request Form</td>
</tr>
</tbody>
</table>
Questions