

HRSA Electronic Handbooks

FY 2018 National Training and Technical Assistance (NCA) Non- Competing Continuation (NCC) Progress Report

An EHB User Guide for Award Recipients

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This user guide describes the steps you need to follow for submitting the FY 2018 NCA NCC through the HRSA Electronic Handbooks (EHB).

1. Accessing the FY 2018 NCA NCC

To access your FY 2018 NCA NCC, follow the steps below:

1. Navigate to <https://grants.hrsa.gov/2010/WebEPSExternal/Interface/common/accesscontrol/login.aspx>
2. At the login prompt, enter your EHB user name and password.
3. Click the **[Login]** button.

IMPORTANT NOTES:

- The NCA Program Directors and anyone in the organization with "Edit" access to NCC deliverables are informed via an email notification when their respective NCA NCC Progress Reports are available for submission in EHB.
- Refer to the HRSA Electronic Submission Guide available at <https://www.hrsa.gov/sites/default/files/grants/noncompetingcontinuations/nccgenericgrants.pdf> for more details on this process.

4. On the **Home** page, click the *Grants* tab located at the top of the page.
 - The system opens the **My Grant Portfolio – List** page.
5. Locate your U30 award on the **My Grant Portfolio – List** page. Click the **Grant Folder** link.
 - The system opens the **Grant Home** page for the U30 award.
6. On the **Grant Home** page, click on the **Work on My NCC Report** link under the **Submissions** section. The system opens the **Submissions-All** page.
7. Locate the record with the heading **Non-Competing Continuation Progress Report**. Click the **Start** link to start working on the submission.

IMPORTANT NOTE: The **Start** link becomes **Edit** the next time you access this page.

1.1 Completing the FY 2018 NCA NCC Items

The system requires you to complete the following information to submit the FY 2018 NCA NCC to HRSA:

- Basic Information:
 - SF-PPR
 - SF-PPR-2
- Budget Information:
 - Budget Details
 - Budget Narrative
- Other Information
 - Program Specific Information
 - Appendices

2. Completing the Basic Information

1. On the **Status Overview** page, click the **Update** link for the **SF-PPR** form. Update the required information as needed.

IMPORTANT NOTE: The SF-PPR Form contains basic information about your organization and is the cover page for the progress report. You can add, update, or delete the Authorizing Official information as desired, under the **Authorizing Official (AO) Contact Information** section.

2. After completing the **SF-PPR** form, click the **[Save and Continue]** button to navigate to the **SF-PPR-2** form. Update the required information as needed.

IMPORTANT NOTES:

- The SF-PPR-2 form contains information about your award. This includes the Department Name, Division Name, and the Point of Contact (POC) registered for the award.
- Provide the lobbying activity related information in this form if not provided previously.
- If a POC was not added in your last application, the system lists 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.

3. After completing the **SF-PPR-2** form, click the **[Save and Continue]** button to navigate to the Budget Information: **Budget Details** form. Provide the required information for the requested remaining support year(s) and click the **[Save and Continue]** button.
 - a. For Section A: Budget Summary, the funding amount is pre-populated and cannot be edited.
 - b. For Section B: Budget Categories, provide the object class category breakdown for the funding amount specified in Section A (e.g., Personnel, Fringe Benefits). The total amount in Section B and Section A should be equal to the recommended Federal Budget Amount.
 - c. For Section C: Non-federal Resources, NCAs should leave this section blank. Your budget request should reflect the federal NCA funding request only. Do not provide other sources of funding.
4. If there are additional support years remaining in your project period, the system navigates to the **Budget Details** form of each subsequent support year. Provide required information for each additional support year displayed for your award. Finally, click the **[Save and Continue]** button on the **Budget Details** form of the last support year to navigate to the **Budget Narrative** section of your NCC Progress Report.

IMPORTANT NOTES:

- You should assume level funding when completing the required additional support year Budget Details form.
- You may copy Budget Details from one Support Year form to the next by clicking “Copy from Previous Year” to autofill the same data into the next Support Year form.

5. Complete the **Budget Narrative** form by uploading the budget narrative justification for the upcoming 12-month budget period (July 1, 2018- June 30, 2019). The Budget Narrative must explain the amounts requested for each row in Section B: Budget Categories of the Budget Information: Budget Details form. Refer to the NCA NCC Instructions for further details on the budget presentation requirements.
6. Click the **[Save and Continue]** button to navigate to the **Status Overview** page of the **Program Specific Section** of the NCC Progress Report.

3. Completing the Program Specific Information

The Program Specific Information section of the FY 2018 NCA NCC consists of the following forms:

- FY 2017 NCA Progress Update
- FY 2018 Project Work Plan

You must provide the required information in these forms to complete the Program Specific section and proceed with the submission of this progress report.

Figure 1: Program Specific Status Overview page

Program Specific Information Status		
Section	Status	Options
Project Work Plan Information		
FY 2017 NCA Progress Update	✘ Not Complete	Update ▾
FY 2018 Project Work Plan	✘ Not Complete	Update ▾

3.1 Completing the FY 2017 NCA Progress Update Form

The system pre-populates the **FY 2017 NCA Progress Update** form with the information from the Project Work Plan (PWP) you submitted in your NCA application, or your most recent project officer approved PWP modification in EHB, as applicable.

IMPORTANT NOTE: The prepopulated information in some fields of the Progress Update form is **read-only** and **not editable**. Required fields are marked with a red asterisk. You may also refer to Appendix A in the NCA NCC Instructions to identify the editable fields that you must update and/or complete in the Progress Update form.

The **FY 2017 NCA Progress Update** form prepopulates the Goals and Metrics for your NCA type. Each Goal has a pre-defined set of Goal Metrics, as well as Goal Targets, Key Factors and Activities that you proposed for each Goal in your PWP. You must report progress towards each Goal Target, T/TA Target and activity, and update information on any changes to Collaborative Partnerships included in your most recently approved PWP.

1. Click the **Update** link to access **FY 2017 NCA Progress Update** from the **Status Overview** form. (**Figure 1**). The system displays the Goal list on the FY 2017 NCA Progress Update (**Figure 2**).

Figure 2: FY 2017 NCA Progress Update- Goal List

Goals								
Goal	Metric	Baseline Data	Goal Target	Number of Key Factors	Number of Activities	Number of Activity Audiences	Status	Options
Goal 1: Increase access to care	Increase the number of general adult vulnerable population patients served by health centers	1,189,170	1,280,000	2	6	2	Not Complete	Update ▾
Goal 2: Improve health outcomes	Decrease the percentage of patients with A1C greater than 9 percent	26.2%	26.2%	2	4	2	Not Complete	Update ▾
Goal 3: Promote health equity	Increase the number of health centers providing services to underserved populations that address social determinants of health (SDOH), such as housing, education, employment, transportation, and food security	66	175	2	16	2	Not Complete	Update ▾

The Goals list section displays the respective Goal(s), Metrics, Baseline Data, Goal Targets, Number of Key Factors, Number of Activities, Number of Activity Audiences, Status and Options pertaining to that NCA type.

IMPORTANT NOTE: Initially, all Goals have pre-populated Goal Descriptions, Key Factors, and Activities, and have a status of Not Complete. To update the status to Complete, click the **Update** link for each Goal and provide the following: Current Data (when you provided Baseline Data for that Goal), Goal Target Progress, changes to Collaborative Partnerships, T/TA Target Progress, and Activity Progress, then click the **[Save]** or **[Save and Continue]** button at the bottom of the **Goal Information – Update** page.

Clicking the **[Save]** button saves the information without navigating away from the page; clicking the **[Save and Continue]** button saves the information and returns to the **Progress Update page**.

If you are unable to read all the contents in an EHB pop-up window, you may need to reduce the zoom on your screen.

2. To report progress towards a specific Goal, click the corresponding **Update** link. (**Figure 2**)

➤ The **Goal Information - Update** page (**Figure 3**) opens.

The **Goal Information - Update** page contains three sections called Goal Details, Key Factors and Activities for every Goal in your FY 2017 Project Work Plan.

Figure 3: Goal Information – Update

Goal Information - Update

Due Date: (Due In: Days) | Section Status: Not Complete

Resources

View

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Note(s):
You must describe progress toward achieving each required Goal Target and related T/TA Targets, as well as the planned activities and outcomes under each Goal.

Fields with * are required.

Goal Details

Goal Description: Goal 1. Increase access to care

Metric: Increase the number of special and vulnerable population patients served by health centers.

Baseline Data:

Baseline Narrative:

Goal Target:

Current Data:

% Progress Toward Goal:

* Goal Target Progress:

Impact Narrative:

* Collaborative Partners:

Formal T/TA Session Target:

* Formal T/TA Session Target Progress:

Participation Target:

* Participation Target Progress:

Note(s):
Identify the factors that will contribute to and restrict progress on achieving the Goal Target. Include a minimum of two and a maximum of five key factors for this Goal including at least one contributing and one restricting factor.

Key Factors (Minimum 2) (Maximum 5)

Key Factor Type	Description	Options
Contributing	1. High patient volume and high patient acuity. 2. High patient health status and population. (+ View More)	<input type="button" value="View"/> <input type="button" value="View"/>
Restricting	1. Patient charges in the NCA could affect funding for health centers. 2. Limited resources. (+ View More)	<input type="button" value="View"/> <input type="button" value="View"/>

Note(s):
You must address at least two pre-defined Activity Audiences. At least two activities must be proposed for each selected Activity Audience.

Activities (Minimum 4) (Maximum 10)

Activity Audience	Activity Description	Person/Group Responsible	Timeline	Activity Progress	Options
Learning Collaborative	Develop and implement a learning collaborative for health centers to improve patient care. (+ View More)	Director of Program Development and Evaluation, Health Center Program Manager	July 2017 - June 2018	<input type="button" value="Report Progress"/>	<input type="button" value="View"/>
Learning Collaborative	Learning Collaborative on Health Center Quality Improvement and Patient Safety. (+ View More)	Director of Health Center Program Development and Evaluation, Health Center Program Manager	September 2017 - June 2018	<input type="button" value="Report Progress"/>	<input type="button" value="View"/>
Learning Collaborative	Partners on Patient Health Care and Strategic Initiatives in the area of training and development. (+ View More)	Director of Health Center Program Development and Evaluation, Health Center Program Manager	July 2017 - February 2018	<input type="button" value="Report Progress"/>	<input type="button" value="View"/>
National Audience	1/17 will focus on the activities of the Health Center Program Development and Evaluation. (+ View More)	Director of Health Center Program Development and Evaluation, Health Center Program Manager	July - September 2017	<input type="button" value="Report Progress"/>	<input type="button" value="View"/>
National Audience	Partners on Patient Health Care and Strategic Initiatives in the area of training and development. (+ View More)	Director of Health Center Program Development and Evaluation, Health Center Program Manager	August - June 2018	<input type="button" value="Report Progress"/>	<input type="button" value="View"/>
National Audience	Partners on Patient Health Care and Strategic Initiatives in the area of training and development. (+ View More)	Director of Health Center Program Development and Evaluation, Health Center Program Manager	April - June 2018	<input type="button" value="Report Progress"/>	<input type="button" value="View"/>
National Audience	Partners on Patient Health Care and Strategic Initiatives in the area of training and development. (+ View More)	Director of Health Center Program Development and Evaluation, Health Center Program Manager	November 2017 - January 2018	<input type="button" value="Report Progress"/>	<input type="button" value="View"/>
National Audience	Partners on Patient Health Care and Strategic Initiatives in the area of training and development. (+ View More)	Director of Health Center Program Development and Evaluation, Health Center Program Manager	July 2017 - March 2018	<input type="button" value="Report Progress"/>	<input type="button" value="View"/>

3. Goal Details:

A. Review the pre-populated, non-editable information for the following fields:

- Goal Description
- Metric
- Baseline Data
- Baseline Narrative
- Goal Target
- Current Data (when HRSA supplied both Baseline and Current Data for Metric)
- % Progress Towards Goal
- Impact Narrative
- Formal T/TA Targets (**Figure 4**)
- Participation Target

B. Provide updates for the following fields – required fields are marked with a red asterisk:

- Current Data (if you provided Baseline Data for a Goal you must also provide Current Data)
- Goal Target Progress
- Collaborative Partners
- Formal T/TA Session Target Progress
- Participation Target Progress (**Figure 4**)

Figure 4: Goal Details Section

Note(s):
You must describe progress toward achieving each required Goal Target and related T/TA Targets, as well as the planned activities and outcomes under each Goal.

Fields with * are required.

Goal Details

Goal Description: Goal 1: Improve operations and infrastructure sustainability

Metric: Increase the capacity of health centers to plan and finance successful capital development projects.

Baseline Data: [Text Area]

Baseline Narrative: [Text Area]

Goal Target: [Text Area]

* Current Data: [Text Area]

% Progress Toward Goal: [Text Area]

* Goal Target Progress: [Text Area]

Impact Narrative: [Text Area]

* Collaborative Partners: [Text Area]

Formal T/TA Session Target: [Text Area]

* Formal T/TA Session Target Progress: [Text Area]

Participation Target: [Text Area]

* Participation Target Progress: [Text Area]

4. Key Factor:

- A. The Key Factors are prepopulated from your FY 2017 NCA Application or most recently approved PWP as applicable. Key Factors are non-editable and cannot be added or deleted.
- B. Click on View and review the pre-populated, non-editable information for that Key Factor in the pop-up window (Key Factor Type, Key Factor Description) (Figure 5 & Figure 6)

Figure 5: Key Factor List

Key Factors (Minimum 2) (Maximum 5)		
Key Factor Type	Description	Options
Contributing	1. 1289 Total experience training/technical agencies, NHTA, hospitals, health centers and suppliers. (View More)	View
Restricting	1. Future changes to the ACA could affect funding for health centers to address the needs of... (View More)	View

Figure 6: View Key Factor

5. Activities:

- A. The Activities are prepopulated from your FY 2017 NCA Application or your most recently approved PWP, as applicable. Activities cannot be added or deleted.
- B. For reference, click on Report Progress and review the pre-populated, non-editable information for each Activity in the pop-up window (Activity Audience, Activity Description, Person or Group Responsible, Timeline Expected Outcome and Comments) (Figure 7 & Figure 8)

Figure 7: Activity List

▼ Activities (Minimum 4) (Maximum 10)					
Activity Audience	Activity Description	Person/Group Responsible	Timeline	Activity Progress	Options
Learning Collaborative	Workshop on Translational Youth (TY) will leverage expertise in the area of ending youth homelessness. View More	David B. Bunn, CEO (Title: TY Project Director)	July 2017 - February 2018		Report Progress
Learning Collaborative	Learning Collaborative on Translational Youth (TY) in collaboration with the Kennedy Institute will... View More	David B. Bunn, CEO (Title: TY Project Director) & Bruce Hahn, Program Manager (TY)	September 2017 - May 2018		Report Progress
Learning Collaborative	Event: Technical Assistance to Increase Access (TY) will provide direct technical assistance to... View More	Veronica Wolf-Peters, CEO and Lauren Berner, MCHHC Program Manager	July 2017 - June 2018		Report Progress
National Audience	TY will share written guidance on how Medicaid expansion has been used to address oral communication... View More	Heavenly Higgins, CEO (Director of Health Systems Integration) & David B. Bunn, CEO (Title: TY Project Director)	July - September 2017		Report Progress
National Audience	Workshop on Oral Health (TY) will be in collaboration with the National Health Foundation to address oral... View More	Heavenly Higgins, CEO (Director of Health Systems Integration) & Lauren Berner, MCHHC Program Manager	April to June 2018		Report Progress
National Audience	Workshop on Oral Health (TY) will address oral health disparities... View More	David B. Bunn, CEO (Title: TY Project Director) & Bruce Hahn, MCHHC Program Manager	November 2017 - January 2018		Report Progress
National Audience	Workshop and guidance on Oral Health (TY) will provide a written plan and... View More	Heavenly Higgins, CEO (Director of Health Systems Integration) & Lauren Berner, MCHHC Program Manager	August - June 2018		Report Progress
National Audience	Workshop and guidance on Oral Health (TY) will provide a written plan and... View More	La Bunn, CEO (Title: TY Project Director) & Lauren Berner, Program Manager (MCHHC) & Mary Beth Bunn, CEO	July 2017 - March 2018		Report Progress

Figure 8: Activity- Report Progress

- C. Provide description of Activity Progress for each Activity in the pop-up window (**Figure 8**).
- D. Click the [**Save and Continue**] button to save the Activity Progress and navigate back to the **Goal Information-Update** page

- 6. Provide progress for each Activity by following step 5.
- 7. Click the [**Save**] button to save all the information on the **Goal Information-Update** form.
- 8. Click the **FY 2018 Project Work Plan** link in the left navigation menu.

3.2 Completing the FY 2018 Project Work Plan Form

The system pre-populates the **FY 2018 Project Work Plan** form with information from your FY 2017 NCA application or your most recently approved PWP, as applicable.

The **FY 2018 NCA Project Work Plan** form prepopulates the Goals and Metrics for your NCA type. Each Goal is prepopulated with a set of Goal Details, Key Factors and Activities that you provided in your most recently approved PWP. In the Goal Details section, the Impact Narrative and Collaborative Partners fields are prepopulated and editable. All fields under each activity except Activity Name are prepopulated and editable. Activity Name is a new field that you must complete to identify each activity.




To complete the **FY 2018 Project Work Plan** form, follow the steps below:

1. To update Goal Details, click the **Update** link (Figure 9).

➤ The **Goal Information - Update** page (Figure 10) opens.

The **Goal Information - Update** page contains three sections for every Goal in the **FY 2018 Project Work Plan** form: Goal Details, Key Factors, and Activities.

Figure 9: Goal List Page

Goals								
Goal	Metric	Baseline Data	Goal Target	Number of Key Factors	Number of Activities	Number of Activity Audiences	Status	Options
Goal 1: Increase access to care	Increase the number of general and vulnerable population patients served by health centers	1,191,772	1,280,000	2	6	2	Not Complete	 Update
Goal 2: Improve health outcomes	Increase the percentage of patients with A1C greater than 9 percent	28.2%	28.2%	2	4	2	Not Complete	 Update
Goal 3: Promote health equity	Increase the number of health centers providing services to underserved communities that address social determinants of health (SDOH), such as housing, education, employment, transportation, and food security	66	175	2	16	2	Not Complete	 Update

IMPORTANT NOTE: Initially all Goals will have a status of Not Complete. To update the status to Complete, click the **Update** link for each Goal, provide the required information marked with a red asterisk, and then click the **[Save]** or **[Save and Continue]** button on the **Goal Information – Update** page.

Figure 10: Goal Information – Update

Goal Information - Update
Due Date: 10/15/2018 (Due In: 100 Days) | Section Status: Not Complete

Resources

[View](#)

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Note(s):

For each Goal, you proposed Goal Targets that will be achieved by the end of the project period (by June 30, 2020). Activities proposed for each Goal must address the Goal, as well as lead to Goal Target attainment. While the Goal Target will be achieved by the end of the project period, proposed activities and their related details should cover only the next 12 months of the project period.

Fields with * are required.

Goal Details

Goal Description	Goal 1: Increase access to care
Metric	Increase the number of special and vulnerable population patients served by health centers.
Baseline Data	11,980,000
Baseline Narrative	2500 characters with spaces (Approximately 2 pages)
Goal Target	1,000,000
Current Data	1,000,000
% Progress Toward Goal	100.00%
Impact Narrative	7500 characters with spaces (Approximately 4 pages)
Collaborative Partners	2500 characters with spaces (Approximately 2 pages)
Formal T/TA Session Target	0%
Participation Target	1,000

Note(s):

Identify the factors that will contribute to and restrict progress on achieving the Goal Target. Include a minimum of two and a maximum of five key factors for this Goal including at least one contributing and one restricting factor.

Key Factors (Minimum 2) (Maximum 5)

Key Factor Type	Description	Options
Contributing	Clinical and operational training, health care services, health care workforce, and support services.	View
Restricting	Policy changes in the ACA that affect funding for health centers to address the needs of...	View

Note(s):

You must address at least two pre-defined Activity Audiences. At least two activities must be proposed for each selected Activity Audience.

Add Activity

Activities (Minimum 4) (Maximum 10)

Activity Audience	Activity Name	Activity Description	Person/Group Responsible	Timeline	Options
Learning Collaborative	Learn Technical Assistance to Increase Access	Clinical and operational training, health care services, health care workforce, and support services.	Wendy Wolfson, NCA NCC Project Manager	July 2017 - June 2018	Update
Learning Collaborative	Learning Collaborative on Healthcare Quality	Clinical and operational training, health care services, health care workforce, and support services.	David B. Baskin, NCA NCC Project Director	September 2017 - May 2018	Update
Learning Collaborative	Workshop on Healthcare Quality	Clinical and operational training, health care services, health care workforce, and support services.	David B. Baskin, NCA NCC Project Director	July 2017 - February 2018	Update
National Audience	Clinical and operational training, health care services, health care workforce, and support services.	Wendy Wolfson, NCA NCC Project Director	Wendy Wolfson, NCA NCC Project Director	July - September 2017	Update
National Audience	Workshop on Healthcare Quality	Clinical and operational training, health care services, health care workforce, and support services.	Wendy Wolfson, NCA NCC Project Director	August - June 2018	Update
National Audience	Workshop on Case Studies	Clinical and operational training, health care services, health care workforce, and support services.	Wendy Wolfson, NCA NCC Project Director	April - June 2018	Update
National Audience	Workshop on Clinical and Operational Excellence	Clinical and operational training, health care services, health care workforce, and support services.	David B. Baskin, NCA NCC Project Director	November 2017 - January 2018	Update
National Audience	Workshop on Healthcare Quality	Clinical and operational training, health care services, health care workforce, and support services.	Wendy Wolfson, NCA NCC Project Director	July 2017 - August 2018	Update

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

3. Key Factors:

- A. The Key Factors are prepopulated from your FY 2017 NCA Application or your most recently approved PWP, as applicable. Key Factors are not editable and cannot be added or deleted.
- B. Click on View and review the pre-populated, non-editable information for that Key Factor in the pop-up window (Key Factor Type, Key Factor Description) (Figure 12 & Figure 13).

Figure 12: Key Factors-View

Key Factors (Minimum 2) (Maximum 5)		
Key Factor Type	Description	Options
Restricting	1) Patient changes to the NCA could affect funding for health centers to address the needs of...	View
Contributing	1) 2017 has experience having Medical agencies, NCA's, hospitals, health centers and supporters...	View

Figure 13: View Key Factor

View Key Factor ✕

Key Factor Type ? Contributing Restricting

Key Factor Description

500 characters with spaces (Approximately 1/4 page)

1) Patient changes to the NCA could affect funding for health centers to address the needs of... (truncated text)

[Cancel](#)

4. Activities:

- A. A new activity can be added by clicking the **Add Activity** button. There should be a minimum of 4 and maximum of 10 activities for each NCA Goal in your Project Work Plan (Figure 14).

Figure 14: Activities – Add Activity

Note(s):
You must address at least two pre-defined Activity Audiences. At least two activities must be proposed for each selected Activity Audience.

[Add Activity](#)

Activities (Minimum 4) (Maximum 10)					
Activity Audience	Activity Name	Activity Description	Person/Group Responsible	Timeline	Options
Learning Collaborative	Learning Collaborative	Learning Collaborative to address the needs of...	Sharon Day, MD, MPH, FAHA, Project Director, NCA, Director, Program Manager, NCA	November 2017-April 2018	Update
Learning Collaborative	Learning Collaborative	Learning Collaborative to address the needs of...	Sharon Day, MD, MPH, FAHA, Project Director, NCA, Director, Program Manager, NCA	November 2017-April 2018	Update
National Audience	National Audience	National Audience to address the needs of...	Sharon Day, MD, MPH, FAHA, Project Director, NCA, Director, Program Manager, NCA	November 2017	Update
National Audience	National Audience	National Audience to address the needs of...	Sharon Day, MD, MPH, FAHA, Project Director, NCA, Director, Program Manager, NCA	November 2017	Update

[Go to Previous Page](#)

[Save](#) [Save and Continue](#)

- B. An existing activity can be deleted by clicking on the **Delete** button on the context menu in the Options column (Figure 15).

Figure 15: Activities - Delete Activity

▼ Activities (Minimum 4) (Maximum 10)					
Activity Audience	Activity Name	Activity Description	Person/Group Responsible	Timeline	Options
Learning Collaborative		Work Technical Assistance to Increase Access (TA) will provide direct technical assistance to...	Sharon Joffe (TA) and Lauren Berner, MD/MS, Program Manager	July 2017 - June 2018	<div style="border: 1px solid black; padding: 2px;"> Action Update Delete </div>
Learning Collaborative		Learning Collaborative on Hospital Health (LCH) in collaboration with the Strategic Institute will...	Elizabeth Burt, LCH (LCH) TA Project Director, Eric Burns/MSM, Program Manager (LCH)	September 2017 - May 2018	Update
Learning Collaborative		Workshop on Hospital Health (LCH) will leverage expertise in the area of leading quality improvement...	Elizabeth Burt, LCH (LCH) TA Project Director	July 2017 - February 2018	Update
National Audience		Workshop on Hospital Health (LCH) will leverage expertise in the area of leading quality improvement...	Elizabeth Burt, LCH (LCH) TA Project Director, Ann Hadden, LCH (LCH) Program Manager, Jane Hagan...	November 2017 - January 2018	Update
National Audience		Workshop on Hospital Health (LCH) will leverage expertise in the area of leading quality improvement...	Liz Burt, LCH (LCH) TA Project Director, Wendy Lippert, Program Manager, MD/MS, Mary Swanson, Chief...	July 2017 - April 2018	Update
National Audience		LCH will work with other partners on the Medicaid waiver to help meet the needs of states and communities...	Harvika Higgins, LCH Director of Health Systems Integration, Elizabeth Burt, LCH (LCH) TA Project...	July - September 2017	Update
National Audience		Workshop on Case Teams (LCH) will, in collaboration with the National Institute, produce a guide on...	Harvika Higgins, LCH Director of Health Systems Integration, Lauren Berner, MD/MS, Program Manager...	April to June 2018	Update
National Audience		Workshop will explore an AI/ML strategy to help address the needs of...	Harvika Higgins, LCH Director of Health Systems Integration, Lauren Berner, MD/MS, Program Manager...	August - June 2018	Update

The **Add Activity** will be greyed out once the maximum number of allowable activities are reached (10) (Figure 16).

Figure 16: Activities - Add Activity (Greyed Out)

▼ Activities (Minimum 4) (Maximum 10)					
Activity Audience	Activity Name	Activity Description	Person/Group Responsible	Timeline	Options
Learning Collaborative					Update
Learning Collaborative		Work Technical Assistance to Increase Access (TA) will provide direct technical assistance to...	Sharon Joffe (TA) and Lauren Berner, MD/MS, Program Manager	July 2017 - June 2018	Update
Learning Collaborative		Learning Collaborative on Hospital Health (LCH) in collaboration with the Strategic Institute will...	Elizabeth Burt, LCH (LCH) TA Project Director, Eric Burns/MSM, Program Manager (LCH)	September 2017 - May 2018	Update

- C. Click on **Update** and review the prepopulated and editable information for each Activity in the pop-up window. Update or revise fields as necessary (Figure 17 & Figure 18).

Figure 17: Activities - Update

▼ Activities (Minimum 4) (Maximum 10)					
Activity Audience	Activity Name	Activity Description	Person/Group Responsible	Timeline	Options
Learning Collaborative		Workshop on Hospital Health (LCH) will leverage expertise in the area of leading quality improvement...	Elizabeth Burt, LCH (LCH) TA Project Director	September 2017 - May 2018	Update
Learning Collaborative		Workshop on Hospital Health (LCH) will leverage expertise in the area of leading quality improvement...	Elizabeth Burt, LCH (LCH) TA Project Director, Ann Hadden, LCH (LCH) Program Manager, Jane Hagan...	November 2017 - January 2018	Update
National Audience		Workshop on Hospital Health (LCH) will leverage expertise in the area of leading quality improvement...	Liz Burt, LCH (LCH) TA Project Director, Wendy Lippert, Program Manager, MD/MS, Mary Swanson, Chief...	July 2017 - April 2018	Update
National Audience		LCH will work with other partners on the Medicaid waiver to help meet the needs of states and communities...	Harvika Higgins, LCH Director of Health Systems Integration, Elizabeth Burt, LCH (LCH) TA Project...	July - September 2017	Update

Figure 18: Activities – Update Activity

Note(s):

Describe the activities and related details to be conducted in the next 12 months of the project period that will address the Goal. You must demonstrate that proposed activities will lead to Goal Target attainment by the end of the three-year project period.

- NCA Type: Special Population: People Experiencing Homelessness NCA
- Goal 1: Increase access to care
- Metric: Increase the number of special and vulnerable population patients served by health centers.

Fields with * are required

* Activity Audience ⓘ Learning Collaborative

* Activity Name ⓘ 200 characters with spaces (Approximately 1/8 page)

* Activity Description ⓘ 7500 characters with spaces (Approximately 4 pages)

* Person or Group Responsible ⓘ 1000 characters with spaces (Approximately 1/2 page)

- D. Provide a description for the new Activity Name field in the pop-up window to identify and correspond with each Activity. (Figure 18).
- E. Click the [Save and Continue] button to save the Activity Progress and navigate back to the Goal Information-Update page (Figure 10).

4. Completing the Appendices

1. On the **NCC Progress Report - Status Overview** page, click the **Update** link for the **Appendices** form.
2. Upload the attachments by clicking the associated **[Attach File]** buttons (1-7):

IMPORTANT NOTES:

- Attachment 1: This attachment is required and maximum 1 document can be uploaded. You will not be able to complete and submit your NCA NCC Progress Report without including Attachment 1.
- Attachment 2: This attachment is optional and maximum 1 document can be uploaded.
- Attachment 3: This attachment is optional and maximum 1 document can be uploaded.
- Attachment 4: This attachment is optional and maximum 20 documents can be uploaded.
- Attachment 5: This attachment is optional and maximum 20 documents can be uploaded.
- Attachment 6: This attachment is optional and maximum 1 document can be uploaded.
- Attachment 7: This attachment is optional and maximum 20 documents can be uploaded.

Refer to the NCA NCC Instructions for detailed information about the attachments.

3. After completing the **Appendices** form, click the **[Save and Continue]** button to proceed.

5. Reviewing and Submitting the FY 2018 NCA NCC

On the **NCC Progress Report – Status Overview** page, click the **Review** link under the ‘Review and Submit’ section in the left-side menu. Review the information displayed in the resulting **NCC Progress Report – Review** page. If you have completed each section and are ready to submit the progress report to HRSA, follow the steps below:

IMPORTANT NOTE: You will be able to submit the progress report to HRSA only if you are listed as the Project Director (PD) in EHB or if you have privileges to submit.

If you are not able to submit the progress report or you do not have the appropriate permissions, contact the BPHC Helpline by submitting a Web Request at: <http://www.hrsa.gov/about/contact/bphc.aspx> and select “Application/Progress Report: EHB Systems Questions”, or call 1-877-974-2742 (Monday – Friday, 8:30 AM - 5:30 PM ET).

1. Click the **[Proceed to Submit]** button at the bottom of the **NCC Progress Report – Review** page. The system navigates to the **NCC Progress Report – Submit** page.
2. Click the **[Submit to HRSA]** button at the bottom of the **NCC Progress Report – Submit** page. The system navigates to a confirmation page.
3. Your progress report has not been submitted until you confirm the submission. Click the **[Submit Report]** button in the lower right corner of the page to confirm the submission of the NCC to HRSA.
4. Once you submit the progress report, you receive an automatic confirmation message from the system indicating the application was submitted successfully.

6. Responding to an NCA NCC Change Request

Progress reports without all required information will be considered incomplete or non-responsive. Incomplete Progress Reports will be returned via a 'Change Requested' email notification sent by HRSA with a request for the missing information. To revise your Progress Report, access it in EHB using the steps described in section [1. Accessing the FY 2018 NCA NCC](#) of this user guide. Edit the progress report as indicated in the email sent by HRSA, and re-submit the NCA NCC Progress Report by following the steps in section [5. Reviewing and Submitting the FY 2018 NCA NCC](#) of this user guide.

IMPORTANT NOTE: A HRSA reviewer may cancel (or override) a change request after you have re-submitted a revised NCA NCC 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 NCA NCC Progress Report. HRSA will review the last NCA NCC Progress Report that you submitted.

If HRSA does not receive the progress report by the established deadline or receives an incomplete progress report, a delay in NoA issuance or a lapse in funding may occur.