

HRSA Electronic Handbooks (EHB)

FY 2017 Noncompeting Continuation (NCC) / Budget Period Renewal (BPR) Progress Report

User Guide for Award Recipients

Last updated on July 1, 2016



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This user guide describes the steps you need to follow to submit an FY 2017 Noncompeting Continuation (NCC)/Budget Period Renewal (BPR) progress report to HRSA.

1. Accessing the FY 2017 NCC/BPR Progress Report

To access the FY 2017 NCC/BPR progress report, follow the steps below:

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

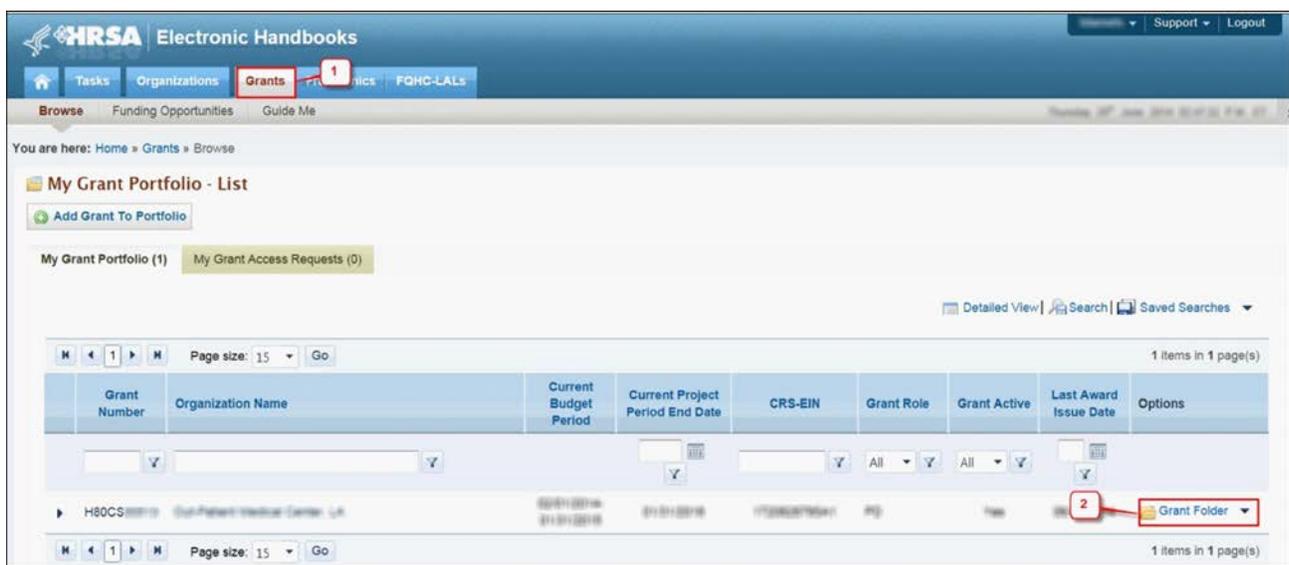
IMPORTANT NOTE: If you do not have a username, you must register in EHB. Do not create duplicate accounts. If you experience log in issues or forgot your password, contact the Bureau of Primary Health Care (BPHC) Helpline at <http://www.hrsa.gov/about/contact/bphc.aspx> or (877) 974-2742.

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

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

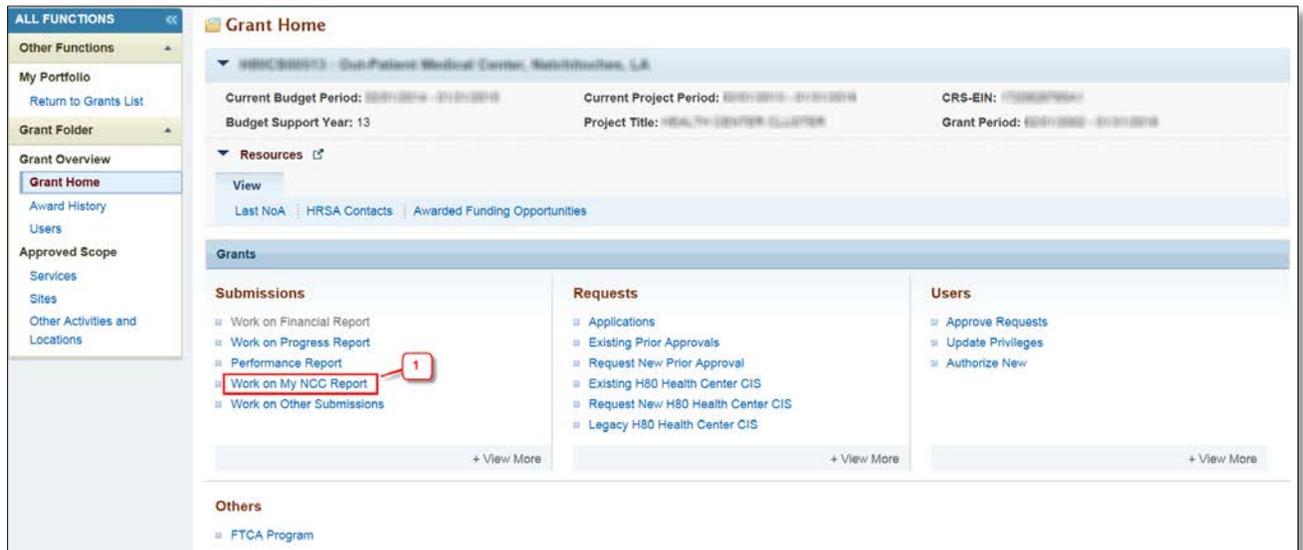
- On the **My Grant Portfolio - List** page, just below the page title, click the Add Grant to Portfolio button.
- On the **Add Grant to Portfolio** page, select the appropriate Role.
- Click the Continue button at the right edge of the page and proceed.

Figure 1: Accessing the H80 Grant Folder



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

Figure 2: Work on My NCC Report link



➤ The system opens the **Submissions – All** page.

4. Locate the record with the heading ‘Noncompeting Continuation Progress Report’. Click on the **Start** link to start working on the submission (**Figure 3, 1**).

➤ The system opens the **NCC Progress Report - Status Overview** page of the FY 2017 NCC/BPR progress report (**Figure 4**).

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

Figure 3: Accessing the NCC Progress Report

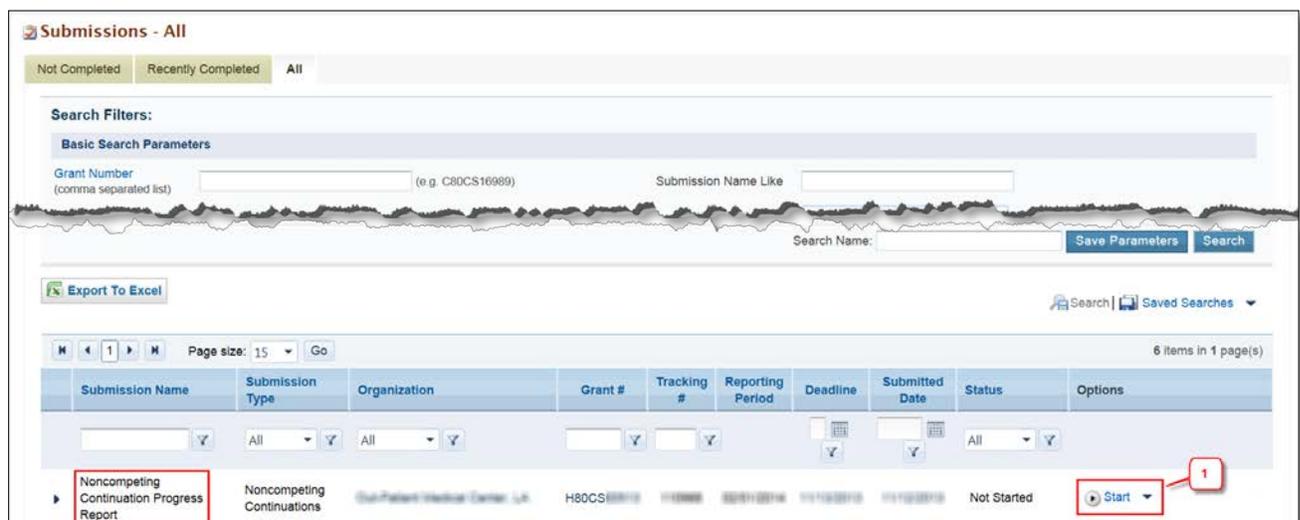


Figure 4: Accessing the NCC Progress Report - Status Overview Page

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

The FY 2017 NCC/BPR progress report consists of a standard and a program specific section. You must complete the forms displayed in both of these sections in order to submit your progress report to HRSA.

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

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

- Basic Information ([Figure 4, 1](#))
- Budget Information ([Figure 4, 2](#))
- Other Information ([Figure 4, 3](#))

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

1. The **SF-PPR** form displays the basic award recipient organization information. Review and update the Authorizing Official (AO) information as necessary, and click the Save and Continue button to proceed to the **SF-PPR-2 (Cover Page Continuation)** form.
2. The **SF-PPR-2 (Cover Page Continuation)** form displays project information related to lobbying activities, areas affected by the project, and the Point of Contact (POC). Update the information on this page as necessary, and click the Save and Continue button to proceed to the **Budget Details** form.
3. To complete the **Budget Details** and **Budget Narrative** forms, refer to the [Completing the Budget Information](#) section of this document. Click on the Save and Continue button of the **Budget Details** form to proceed to the **Budget Narrative** form.
4. Click on the Save and Continue button to navigate to the **Other Information** forms. Refer to the [Completing the Program Specific Forms](#) and [Appendices](#) sections of this user guide for details to complete the **Other Information** forms of the progress report.

2.1 Completing the Budget Information forms

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

- On the **NCC Progress Report - Status Overview** page, click on the **Update** link for the **Support Year** line item under the **Budget Details** form (**Figure 5, 1**).
- Expand the left navigation menu if not already expanded by clicking the double arrows displayed near the form name at the top of the page (**Figure 5, 2**). Click on the **Budget Details** link in the left menu (**Figure 5, 3**).

Figure 5: Accessing the Budget Details form

The screenshot displays the 'NCC Progress Report - Status Overview' page. On the left, the navigation menu is expanded, and 'Budget Details' is highlighted with a red box and a '3' callout. The main content area shows a table of report sections. The 'Support Year' row under the 'Budget Details' section is highlighted with a red box and a '1' callout, indicating the 'Update' link to be clicked.

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

The **Budget Details** form consists of the following three sections (**Figure 6**):

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

Figure 6: Budget Details Form

Budget Details

NCC Progress Report Tracking # : [REDACTED] Due Date: [REDACTED] (Due In: [REDACTED] Days) | Section Status: Not Started

Resources

View
NCC Progress Report | Last NoA | Program Instructions | NCC User Guide

Support Year

Recommended Federal Budget: \$ [REDACTED] [REDACTED] - [REDACTED]

Section A - Budget Summary Update

Grant Program Function or Activity	CFDA Number	New or Revised Budget		
		Federal	Non-Federal	Total
Community Health Centers	93.224	\$0.00	\$0.00	\$0.00
Update Sub Program 1	Total:	\$0.00	\$0.00	\$0.00

Section B - Budget Categories Update

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

Section C - Non Federal Resources Update

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

Go to Previous Page Save Save and Continue

- Under Section A – Budget Summary, click on the Update Sub-Program button (Figure 6, 1).
 - The **Sub-Programs – Update** page opens (Figure 7).

Figure 7: Sub-Programs – Update Page

Sub Programs - Update

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

Resources [X]

View
NCC Progress Report | Last NoA | Program Instructions | NCC User Guide

Select Sub Program(s)

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

Cancel Save and Continue

2. Select or de-select the sub-programs as applicable.
3. Click on the Save and Continue button.
 - a. The **Budget Details** form re-opens showing the selected sub-program(s) under Section A – Budget Summary (**Figure 8, 1**).

Figure 8: Section A – Budget Summary showing addition of a sub-program

Section A - Budget Summary Update

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

4. To enter or update the budget information for each sub-program, click the Update button displayed in the right corner of the Section A – Budget Summary header (**Figure 8, 2**).
 - The **Budget Information (Support Year) – Update** page opens displaying Section A – Budget Summary.

Figure 9: Budget Information (Support Year) – Update page for Section A – Budget Summary

Budget Information (Support Year) - Update

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

Resources [X]

View
NCC Progress Report | Last NoA | Program Instructions | NCC User Guide

Section A - Budget Summary

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

Cancel Save and Continue

5. Under the New or Revised Budget section, enter the amount of federal funds request for the upcoming budget period for each requested sub-program (CHC, MHC, HCH, and/or PHPC) (Figure 9, 1). In the Non-Federal column, enter the non-federal funds for the upcoming budget period for each selected sub-program (Figure 9, 2).
6. Click the Save and Continue button.
 - The **Budget Details** form re-opens displaying the updated New or Revised Budget under Section A – Budget Summary (Figure 10).

Figure 10: Section A – Budget Summary after Update

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

IMPORTANT NOTE: The total New or Revised federal budget included in Section A – Budget Summary must be equal to the “Recommended Federal Budget” displayed on the **Budget Details** form (Figure 10, 1).

7. In Section B – Budget Categories, you must provide the federal and non-federal funding distribution across object class categories for the upcoming budget period. Click the Update button provided at the right corner of the Section B header (Figure 11).

Figure 11: Section B – Budget Categories

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

- The **Budget Information (Support Year) – Update** page opens displaying Section B – Budget Categories (Figure 12).
8. Enter the federal dollar amount for each applicable object class category under the federal column (Figure 12, 1).
9. Similarly, enter the non-federal dollar amount for each applicable object class category under the Non-Federal column (Figure 12, 2).

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

12. Click the Save and Continue button to proceed to the **Budget Narrative** form (**Figure 14**).

Figure 14: Budget Narrative form

The screenshot shows the 'Budget Narrative' form. At the top, it displays 'NCC Progress Report Tracking # : [redacted]' and 'Due Date: [redacted] (Due In: [redacted] Days) | Section Status: Not Started'. Below this is a 'Resources' section with a 'View' button and links for 'NCC Progress Report', 'Last NoA', 'Program Instructions', and 'NCC User Guide'. The main section is 'Budget Narrative (Minimum 1) (Maximum 2)', which currently shows 'No documents attached'. A red box with the number '1' highlights the 'Attach File' button. At the bottom, there are buttons for 'Go to Previous Page', 'Save', and 'Save and Continue'.

13. On the **Budget Narrative** form, attach a budget justification narrative by clicking on the Attach File button (**Figure 14, 1**).

14. Click on the Save and Continue button to navigate to the **Program Specific Information – Status Overview** page.

3. Completing the Program Specific Forms

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

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

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

NCC Progress Report - Status Overview

Note(s):
The table below shows the status of the progress report. The progress report is currently **INCOMPLETE** and cannot be submitted in its current state.

NCC Progress Report Tracking # : [ID] **Due Date:** [Date] (Due In: [Days] Days) | Status: In Progress

Grant Number: [ID] **Original Deadline:** [Date] **Created On:** [Date]

Project Officer: [Name] **Project Officer Email:** [Email] **Project Officer Contact #:** [Phone]

Last Updated By: [Name] [Date]

Resources

View
NCC Progress Report | Last NoA | Program Instructions | NCC User Guide

Users with Permissions on NCC Progress Report

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 Started	
Support Year	Not Started	Update
Budget Narrative	Not Started	Update
Other Information		
Program Specific Information	Not Started	Update
Appendices	Not Started	Update

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

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

Figure 16: Status Overview Page for Program Specific Forms

Status Overview

Due Date: 10/15/2017 (Due In: 10 Days) | Program Specific Status: Not Complete

Announcement Number: 15001-1-0000 Announcement Name: Health Center Program Progress Report Type: Noncompeting Continuation
 Grant Number: 15001-1-0000 Target Population: 15001-1-0000 Current Project Period: 10/15/2017 - 09/30/2018

Resources

Program Specific Information Status		
Section	Status	Options
Budget Information		
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
Specialty Services	Not Started	Update
Form 5B - Service Sites	Not Started	Update
Form 5C - Other Activities/Locations	Not Started	Update
Scope Certification	Not Started	Update
Other Forms		
Program Narrative Update	Not Started	
Environment and Organizational Capacity	Not Started	Update
Patient Capacity and Supplemental Awards	Not Started	Update
Clinical/Financial Performance Measures	Not Started	Update

[Return to Complete Status](#)

3.1 Form 3 - Income Analysis

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

1. [Payer Category](#) (Figure 17, 1)
2. [Comments/Explanatory Notes](#) (Figure 17, 2)

Figure 17: Form 3: Income Analysis

Form 3 - Income Analysis

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

Due Date: 10/02/2018 (Due In: 114 Days) | Section Status:

Resources

Fields with * are required

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

Comments/Explanatory Notes (if applicable) ²

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

3.1.1 Completing the Payer Category section

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

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

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

1. In column (a), provide the number of Patients by Primary Medical Insurance for each payer category. Enter 0 if not applicable (**Figure 17, 3**).
2. In column (b), provide the number of Billable Visits that is greater than or equal to the number of Patients by Primary Medical Insurance, i.e. column (a), for each payer category. Enter 0 if not applicable (**Figure 17, 4**).
3. In column (c), provide the amount of Income per Visit for each payer category. Enter 0 if not applicable. (**Figure 17, 5**).

4. In column (d), provide the amount of Projected Income for each payer category. Enter 0 if not applicable ([Figure 17, 6](#)).
5. In column (e), provide the amount of Prior FY Income. Enter 0 if not applicable ([Figure 17, 7](#)).
6. Click the Calculate Total and Save button to calculate and save the values for each Payer Category in Part 1 ([Figure 17, 8](#)).

IMPORTANT NOTES:

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

7. Click the Calculate Total and Save button in the **Total Non-Federal (Non-section 330) Income (Program Income plus Other)** section to calculate and save the values for each Payer Categories in Part 1 and 2 ([Figure 17, 9](#)).

3.1.2 Completing the Comments/Explanatory Notes section

In this section, enter any comments/explanations related to this form ([Figure 17, 2](#)).

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

3.2 Form 5A – Services Provided

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

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

Figure 18: Form 5A - Services Provided

Form 5A - Services Provided (Required Services)

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

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

Resources

Required Services
 Additional Services
 Specialty Services

[Refresh from Scope](#)

Service Type	Column I - Direct (Health Center Pays)	Column II - Formal Written Contract/Agreement (Health Center Pays)	Column III - Formal Written Referral Arrangement (Health Center DOES NOT pay)
General Primary Medical Care	[X]	[X]	[..]
Diagnostic Laboratory	[X]	[X]	[X]
Diagnostic Radiology	[..]	[..]	[X]
Screenings	[X]	[X]	[X]
Coverage for Emergencies During and After Hours	[X]	[X]	[X]
Voluntary Family Planning	[X]	[..]	[X]
Immunizations	[X]	[X]	[..]
Well Child Services	[X]	[X]	[..]
Gynecological Care	[X]	[..]	[X]
Obstetrical Care			
Prenatal Care	[..]	[X]	[X]
Intrapartum Care (Labor & Delivery)	[..]	[..]	[X]
Postpartum Care	[..]	[X]	[..]
Preventive Dental	[..]	[..]	[X]
Pharmaceutical Services	[X]	[X]	[X]
HCH Required Substance Abuse Services	[..]	[..]	[..]
Case Management	[X]	[..]	[X]
Eligibility Assistance	[X]	[..]	[..]
Health Education	[X]	[..]	[X]
Outreach	[X]	[..]	[X]
Transportation	[X]	[X]	[X]
Translation	[X]	[X]	[..]

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

If the pre-populated data on **Form 5A** does not reflect any recent approved scope changes, click the Refresh from Scope button to refresh the data and display the latest scope of project (Figure 18, 1).

Form 5A will be complete when the status of the **Required Services**, **Additional Services** and **Specialty Services** sections are all complete. The completed status of these sections is indicated with a green tick mark icon in the section tabs (Figure 18, 2).

After visiting all the sections on **Form 5A**, click the Continue button (Figure 18, 3) to proceed to the next form.

3.3 Form 5B – Service Sites

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

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

Figure 19: Form 5B - Service Sites

Form 5B - Service Sites

Note(s):
Review the list of activities and locations retrieved from your scope on file as of '10/15/2017 10:00:00 AM'. If there was a recent change approved for your scope (e.g. through a Change In Scope application), click the 'Refresh From Scope' button below to get your most recent scope on file.

Due Date: 10/15/2017 (Due In: 0 Days) | Section Status: Not Started

Resources

[Refresh From Scope](#) **1**

Existing Sites in Scope

Site Name	Physical Address	Service Site Type	Location Type	Performance Site Address Category	Options
...	...	Service Delivery Site	Seasonal	Accurate	View 2
...	...	Service Delivery Site	Permanent	Accurate	View
...	...	Service Delivery Site	Permanent	Accurate	View

Go to Previous Page | Save | Save and Continue

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 19, 1**). If you need to view the details of a particular site displayed on this form, you can do so by clicking on the **View** link (**Figure 19, 2**).

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

3.4 Form 5C - Other Activities/Locations

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

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

Figure 20: Form 5C – Other Activities/Locations

Form 5C - Other Activities/Locations

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

Due Date: [Date] (Due In: [Days] Days) | Section Status: [Status]

Resources

Refresh From Scope 1

Type of Activity	Frequency of Activity	Description of Activity	Type of Location(s) where Activity is Conducted
[Dropdown]	[Dropdown]	[Text]	[Dropdown]
[Dropdown]	[Dropdown]	[Text]	[Dropdown]
[Dropdown]	[Dropdown]	[Text]	[Dropdown]
[Dropdown]	[Dropdown]	[Text]	[Dropdown]
[Dropdown]	[Dropdown]	[Text]	[Dropdown]
[Dropdown]	[Dropdown]	[Text]	[Dropdown]
[Dropdown]	[Dropdown]	[Text]	[Dropdown]
[Dropdown]	[Dropdown]	[Text]	[Dropdown]

Go to Previous Page Continue

If the pre-populated data on **Form 5C** does not reflect any recent approved scope changes, click the Refresh from Scope button to refresh the data and display the latest scope of project (**Figure 20, 1**).

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

3.5 Scope Certification

The **Scope Certification** form requires you to certify if the H80 scope of your organization, as displayed in [Form 5A: Services Provided](#) and [Form 5B: Service Sites](#) of this progress report, is correct.

Figure 21: Scope Certification

Scope Certification

Due Date: [Date] (Due In: [Days] Days) | Section Status: Not Started

Resources

Fields with * are required

1

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

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

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

2

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

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

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

Go to Previous Page Save Save and Continue

To complete this form, follow the steps below:

1. Select an option to certify that the [Form 5A: Services Provided](#) form of this FY 2017 NCC/BPR progress report accurately reflects all services and service delivery methods included in your current approved project scope or that it requires changes that you submitted through the Change in Scope process ([Figure 21, 1](#)).
2. Select an option to certify that the [Form 5B: Service Sites](#) form of this FY 2017 NCC/BPR progress report accurately reflects all sites included in your current approved project scope or that it requires changes that you submitted through the Change in Scope process ([Figure 21, 2](#)).
3. Click the Save and Continue button to save the information and proceed to the next form.

3.6 Program Narrative Update

The **Program Narrative Update** form addresses progress and changes that have impacted the community/target population and the award recipient organization over the past year. It also addresses the award recipient’s plans for the upcoming FY 2017 budget period. This form is comprised of the following sections:

1. [Environment and Organizational Capacity](#)
2. [Patient Capacity and Supplemental Awards](#)
3. [Clinical/Financial Performance Measures](#)

3.6.1 Completing Environment and Organizational Capacity

Figure 22: Program Narrative Update (Environment and Organizational Capacity)

To complete this section, follow the steps below:

1. Provide a narrative description for the Environment ([Figure 22, 1](#)) and Organizational Capacity ([Figure 22, 2](#)) sections.

2. Click the Save and Continue button (**Figure 22, 3**) to proceed to the **Patient Capacity and Supplemental Awards** section, OR click the Save button (**Figure 22, 4**) at the bottom of the **Environment and Organizational Capacity** section and select the **Patient Capacity and Supplemental Awards** tab below the **Resources** section (**Figure 22, 5**).

3.6.2 Completing Patient Capacity and Supplemental Awards

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

- [Patient Capacity](#) (**Figure 23**)
- [Supplemental Awards](#) (**Figure 24**)
- [One-Time Funding](#) (**Figure 25**)

3.6.2.1 Patient Capacity

In the **Patient Capacity** section, discuss the trend in unduplicated patients served and report progress in reaching the projected number of patients to be served in the identified categories. Explain key factors driving significant changes in patient numbers and any downward trends or limited progress towards the projected patient goals. (**Figure 23**).

To complete this section, follow the steps below:

1. Review the numbers populated in the **2013 - 2015 Patient Number** columns (**Figure 23, 1, 2, 3**). These numbers are populated from the respective UDS Reports that you previously submitted to HRSA.

IMPORTANT NOTES:

- For the **Total Unduplicated Patients** row (**Figure 23, 4**), the **2013 - 2015 Patient Numbers** are pre-populated from Table 3a of the respective UDS Reports. If there is no data available to pre-populate, the system displays “Data not available” under these columns.
- For the **Special Populations** rows (**Figure 23, 5**), the **2013 - 2015 Patient Numbers** are pre-populated from Table 4 of the respective UDS Reports. If there is no data available to pre-populate, the system displays “Data not available” under these columns.
- Since the **2013 Public Housing Residents Patients** data was not included in Table 4 of the UDS Report, this data is pre-populated from your previous BPR progress report, if available (**Figure 23, 6**). If data is not provided in this cell, provide 2013 Public Housing patient numbers, as applicable, for your health center.

Figure 23: Patient Capacity

Program Narrative Update - Patient Capacity and Supplemental Awards

Note(s):

Describe the progress made from the beginning of a grantee's FY 2016 budget period until the date of BPR submission, the expected progress for the remainder of the budget period, and any projected changes for the FY 2017 budget period.

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

Resources

Fields with * are required

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

Patient Capacity

* Referencing the % Change 2013-2015 Trend, % Change 2014-2015, and % Progress Toward Goal columns:

- Discuss the trend in unduplicated patients served and report progress in reaching the projected number of patients to be served in the identified categories.
- Explain key factors driving significant changes in patient numbers and any downward trends or limited progress towards the projected patient goals.

Notes:

- % Change and % Progress data are pre-populated calculations based on UDS reporting.
- If you completed a BPR in FY 2016, you can reference your Patient Capacity progress details via the following link: [FY 2016 BPR Progress Report](#)
- 2013-2015 Patient Number data are pre-populated from Table 3a in the UDS Report.
- The Projected Number of Patients value is pre-populated from the Patient Target communicated to Authorizing Official, Business Official, and Project Director on April 21, 2016.

Project Period: (Pre-populated from most recent Notice of Award)

Unduplicated Patients	2013 Patient Number	2014 Patient Number	2015 Patient Number	% Change 2013-2015 Trend	% Change 2014-2015 Trend	% Progress toward Goal	Projected Number of Patients	Patient Capacity Narrative (for Current Project Period)
Total Unduplicated Patients								Approximately 2 pages (Max 3000 Characters): 3000 Characters left.

Notes:

- 2013 - 2015 Patient Number data are pre-populated from Table 4 of the UDS Report.
- The Projected Number of Patients column is pre-populated from the patient projection in the application that initiated your current project period (SAC) plus selected supplemental funding awarded after the start of the current project period. See the frequently asked questions on the [BPR Technical Assistance Webpage](#) for details on the selected supplemental funding patient projections included based on when you last completed a SAC application.
- If pre-populated patient projections are not accurate, provide adjusted projections and explanation in the Patient Capacity Narrative section.
- % Change and % Progress data are pre-populated calculations based on UDS reporting.
- 2014 and 2015 public housing patient data are pre-populated from UDS. Since the 2013 public housing patient data was not included in Table 4 of the UDS Report, this data is pre-populated from the FY 2016 BPR progress report, if available. If data is not provided in this cell, provide 2013 public housing patient numbers, as applicable, from your health center data.

Project Period: (Pre-populated from most recent Notice of Award)

Special Populations	2013 Patient Number	2014 Patient Number	2015 Patient Number	% Change 2013-2015 Trend	% Change 2014-2015 Trend	% Progress toward Goal	Projected Number of Patients	Patient Capacity Narrative (for Current Project Period)
Total Migratory and Seasonal Agricultural Worker Patients								Approximately 2 pages (Max 3000 Characters): 3000 Characters left.
Total People Experiencing Homelessness Patients								Approximately 2 pages (Max 3000 Characters): 3000 Characters left.
Total Public Housing Resident Patients								Approximately 2 pages (Max 3000 Characters): 3000 Characters left.

- Review the numbers populated in the **Projected Number of Patients** column ([Figure 23, 7](#)).

IMPORTANT NOTES:

- For the **Total Unduplicated Patients** row ([Figure 23, 4](#)), the **Projected Number of Patients** value is pre-populated from the Patient Target data communicated to all Authorizing Officials, Business Officials, and Project Directors on April 21, 2016.
- For the **Special Populations** rows ([Figure 23, 5](#)), the **Projected Number of Patients** values are pre-populated from the patient projections in the application that initiated your current project period (SAC), plus selected supplemental funding awarded after the start of the current project period. Hover over the information icons ([Figure 23, 8](#)) for each row to see how the values are being compiled.

- Review the values displayed in the **% Change 2013-2015 Trend** ([Figure 23, 9](#)), **% Change 2014-2015 Trend** ([Figure 23, 10](#)), and **% Progress Toward Goal** ([Figure 23, 11](#)) columns. The system calculates these values using the numbers displayed in the corresponding columns.

IMPORTANT NOTES:

- To view the formulas used to calculate these system calculated values, hover over the information icons displayed for those columns headers.
- If data is not available for any of the corresponding columns that are used in the formulas, "Data not available" is displayed for the system calculated fields for that patient category.

- In the **Patient Capacity Narrative** column ([Figure 23, 12](#)), provide a narrative describing your progress for each patient category by referencing the numbers displayed in the **% Change 2013-2015 Trend**, **% Change 2014-2015 Trend**, and **% Progress Toward Goal** columns. If pre-populated patient numbers or projections are not accurate, adjusted projections should also be provided and explained in the **Patient Capacity Narrative** column.

3.6.2.2 Supplemental Awards

In the **Supplemental Awards** section, discuss the progress made in implementing recent supplemental Health Center Program awards ([Figure 24](#)).

To complete this section, follow the steps below:

- Review the information provided under the **Programmatic Goal** column ([Figure 24, 1](#)).
- Review the numbers provided under the **Numeric Goal** column for all the Supplemental Awards that you received ([Figure 24, 2](#)).

IMPORTANT NOTES:

- The numbers displayed in the **Numeric Goal** column are pre-populated from the awarded Supplemental application. "Not Applicable" is displayed under this column for any Supplemental Awards that you did not receive.

- Hover over the information icons for each Supplemental Award to see where the Numeric Goals are being pre-populated from (Figure 24, 3).

Figure 24: Supplemental Awards

Supplemental Awards				
<p>• Discuss progress made in implementing recent supplemental Health Center Program awards. For each of the following, as applicable, provide current data in the Numeric Progress Toward Goal column. In the Supplemental Award Narrative column, describe:</p> <ul style="list-style-type: none"> • Progress toward goals; • Key contributing and restricting factors impacting progress toward goals; and • Plans for sustaining progress and/or overcoming barriers to ensure goal achievement. 				
Type of Supplemental Award	Programmatic Goal	Numeric Goal (if applicable)	Numeric Progress toward goal (as applicable)	Supplemental Award Narrative
FY 2014 NAP Satellite Grant ⓘ ⓘ	Achieve operational status and increase number of patients	Not Applicable	Not Applicable	Approximately 2 pages ⓘ (Max 3000 Characters): 3000 Characters left.
FY 2015 NAP Satellite Grant ⓘ	Achieve operational status and increase number of patients	Not Applicable	Not Applicable	Approximately 2 pages ⓘ (Max 3000 Characters): 3000 Characters left.
FY 2014 Behavioral Health Integration (BHI) Supplemental ⓘ	Increase the number of patients with access to integrated behavioral health care	Not Applicable	Not Applicable	Approximately 2 pages ⓘ (Max 3000 Characters): 3000 Characters left.
FY 2015 Behavioral Health Integration (BHI) Supplemental ⓘ	Increase the number of patients with access to integrated behavioral health care	Not Applicable	Not Applicable	Approximately 2 pages ⓘ (Max 3000 Characters): 3000 Characters left.
FY 2014 Expanded Services (ES) Supplemental ⓘ	Increase the number of patients and expanded services	Unduplicated Patients: <input type="text"/>	<input type="text"/>	Approximately 2 pages ⓘ (Max 3000 Characters): 3000 Characters left.
FY 2015 Expanded Services (ES) Supplemental ⓘ	Increase the number of patients and expanded services	Unduplicated Patients: <input type="text"/>	<input type="text"/>	Approximately 2 pages ⓘ (Max 3000 Characters): 3000 Characters left.
FY 2016 Substance Abuse Expansion ⓘ	Increase the number of patients receiving substance abuse services	Not Applicable	Not Applicable	Approximately 2 pages ⓘ (Max 3000 Characters): 3000 Characters left.
FY 2016 Oral Health Expansion ⓘ	Increase the percentage of health center patients receiving dental services at the health center.	Not Applicable	Not Applicable	Approximately 2 pages ⓘ (Max 3000 Characters): 3000 Characters left.

3. In the **Numeric Progress Toward Goal** column (Figure 24, 4), you may report numeric progress for the awarded supplemental application. “Not Applicable” is displayed under this column for any Supplemental awards that you did not receive.
4. In the **Supplemental Award Narrative** column (Figure 24, 5), provide a narrative progress towards goals for each award that you received. Describe the key contributing and restricting factors toward meeting the goals, and plans for sustaining progress or overcoming barriers. Comments are not required for awards you did not receive.

3.6.2.3 One-Time Funding Awards

In the **One-Time Funding Awards** section, use the Activities column (Figure 25, 1) discuss the activities for which the funds were used and the impact on the organization. If you did not receive a One-Time Funding Award, “Not applicable” may be entered in the Activities column. Visit the [BPR Technical Assistance Webpage](#) for a list of recipients for each noted one-time award.

Figure 25: One-Time Funding Awards

Note(s): For assistance with completing the One-Time Funding Awards section, visit the [BPR Technical Assistance Website](#) for a list of recipients for each noted one-time award. Use the Activities column to describe how funding will be or was already spent for all one-time awards received. “Not applicable” may be listed in the Activities column for any awards that were not received.

Type of One-Time Funding Award	Allowable Activities	Activities
FY 2015 Quality Improvement Assistance (December 2014)	<p>Developing and improving health center quality improvement (QI) systems and infrastructure:</p> <ul style="list-style-type: none"> • training staff • developing policies and procedures • enhancing health information technology, certified electronic health record, and data systems • data analysis • implementing targeted QI activities (including hiring consultants) <p>Developing and improving care delivery systems:</p> <ul style="list-style-type: none"> • supplies to support care coordination, case management, and medication management • developing contracts and formal agreements with other providers • laboratory reporting and tracking • training and workflow redesign to support team-based care • clinical integration of behavioral health, oral health, HIV care, and other services • patient engagement activities 	<p>1</p> <p>Approximately 2 pages (Max 3000 Characters): 3000 Characters left.</p>
FY 2015 Quality Improvement Assistance (August 2015)	<p>Developing and improving health center QI systems and infrastructure:</p> <ul style="list-style-type: none"> • training staff • developing policies and procedures • enhancing health information technology, certified electronic health record, and data systems • data analysis • implementing targeted QI activities (including hiring consultants) <p>Developing and improving care delivery systems:</p> <ul style="list-style-type: none"> • supplies to support care coordination, case management and medication management • developing contracts and formal agreements with other providers • laboratory reporting and tracking • training and workflow redesign to support team-based care • clinical integration of behavioral health, oral health, HIV care, and other services • patient engagement activities 	<p>Approximately 2 pages (Max 3000 Characters): 3000 Characters left.</p>

Go to Previous Page Save Save and Continue

Save your information and proceed to the **Clinical/Financial Performance Measures** section.

3.6.3 Completing Clinical/Financial Performance Measures

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

- Perinatal Health ([Figure 26, 1](#))
- Preventive Health Screenings and Services ([Figure 26, 2](#))
- Chronic Disease Management ([Figure 27, 1](#))
- Financial Measures ([Figure 27, 2](#))
- Additional Measures ([Figure 27, 3](#))

Figure 26: Clinical/Financial Performance Measures

Program Narrative Update - Clinical/Financial Performance Measures

Note(s):
Describe the progress made from the beginning of a grantee's FY 2016 budget period until the date of BPR submission, the expected progress for the remainder of the budget period, and any projected changes for the FY 2017 budget period.

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

Fields with * are required

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

Clinical/Financial Performance Measures

- Referencing the % Change 2013-2015 Trend, % Change 2014-2015, and % Progress Toward Goal columns:
 - Discuss the trends in clinical/financial performance measures and report progress in reaching the projected goals by the end of the project period in the identified categories.
 - Explain significant changes in any of the performance measures listed under each of the five performance measure categories and discuss progress toward reaching the projected goals, including key factors impacting performance. Maintenance or improvement in performance is expected; decreasing trends or limited progress towards the projected goals must be explained.
 - In the Clinical/Financial Performance Measures Narrative column, describe the following as they relate to the data reported:
 - Progress toward goals;
 - Key contributing and restricting factors impacting/affecting progress toward goals; and
 - Plans for sustaining progress and/or overcoming barriers to ensure goal achievement.
- Notes:
 - If pre-populated performance measure goals are not accurate, adjusted goals should be provided and explained (e.g., goal for the diabetes measure has increased based on improved patient tracking via a new EHR) in the appropriate Measure Narrative section.
 - Measure Goals are pre-populated from the Projected Data (by End of Project Period) Measure Goal from your FY 2016 SAC/BPR.
 - For measures with no Projected Data provided in the FY 2016 SAC/BPR, provide a percentage goal for the end of the project period.
 - Due to the fact that award recipients set their diabetes goals and reported UDS data based on different diabetes measure definitions, N/A will be shown for all fields, and narrative progress toward the goal is not required in this submission. However, work should continue in this priority area and progress should be shown in the 2016 UDS report
 - For providing 2015 Oral Health (Sealants) data, the 2015 UDS Report should serve as a useful resource.

1

Perinatal Health

Performance Measure	2013 Measures	2014 Measures	2015 Measures	% Change 2013-2015 Trend	% Change 2014-2015 Trend	% Progress toward Goal	Measure Goals
Access to prenatal care in 1st trimester	85.00%	85.00%	85.00%	0.00%	0.00%	85.00%	85.00%
Low birth weight (< 2500 grams)	7.00%	7.00%	7.00%	0.00%	0.00%	7.00%	7.00%

Measure Narrative

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

2

Preventive Health Screenings and Services

Performance Measure	2013 Measures	2014 Measures	2015 Measures	% Change 2013-2015 Trend	% Change 2014-2015 Trend	% Progress toward Goal	Measure Goals
Oral Health (Sealants)	Data not available	Data not available		Data not available	Data not available	0.00%	0.00%
Weight assessment and counseling for children and adolescents (ages 2-17)	85.00%	85.00%	85.00%	0.00%	0.00%	85.00%	85.00%
Adult weight screening and follow up	85.00%	85.00%	85.00%	0.00%	0.00%	85.00%	85.00%
Tobacco Use Screening and Cessation	70.00%	70.00%	70.00%	0.00%	0.00%	70.00%	70.00%
Colorectal cancer screening (ages 50-75)	85.00%	85.00%	85.00%	0.00%	0.00%	85.00%	85.00%
Cervical cancer screening (ages 21-64)	85.00%	85.00%	85.00%	0.00%	0.00%	85.00%	85.00%
Childhood immunizations (on or before 3rd birthday)	85.00%	85.00%	85.00%	0.00%	0.00%	85.00%	85.00%

Measure Narrative

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

Figure 27 : Clinical/Financial Performance measures (Contd.)

Chronic Disease Management 1

Performance Measure	2013 Measures <small>(i)</small>	2014 Measures <small>(i)</small>	2015 Measures <small>(i)</small>	% Change 2013-2015 Trend <small>(i)</small>	% Change 2014-2015 Trend <small>(i)</small>	% Progress toward Goal <small>(i)</small>	Measure Goals
Asthma treatment – pharmacologic therapy (ages 5 – 40)	88.9%	87.1%	88.9%	1.0%	1.8%	10.0%	85.0%
Coronary artery disease (CAD) and lipid-lowering therapy (adult)	82.8%	80.8%	81.1%	1.3%	0.3%	11.0%	80.0%
Ischemic Vascular Disease (IVD) and aspirin or other anti-thrombotic therapy (adult)	81.9%	81.9%	81.9%	1.0%	0.0%	80.0%	80.0%
Blood pressure control (adult hypertensive patients with blood pressure < 140/90)	81.7%	81.9%	81.9%	0.2%	0.0%	10.0%	75.0%
Diabetes Control (diabetic patients with HbA1c <= 9%)	N/A	N/A	N/A	N/A	N/A	N/A	N/A
HIV Linkage to Care	100.0% (1,000/1,000)	1,000	100.0% (1,000/1,000)	100.0% (1,000/1,000)	100.0% (1,000/1,000)	100.0% (1,000/1,000)	80.0%
Depression Screening and Follow Up	100.0% (1,000/1,000)	81.9%	81.1%	100.0% (1,000/1,000)	1.0%	80.0%	75.0%

Measure Narrative

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

Financial Measures 2

Performance Measure	2013 Measures <small>(i)</small>	2014 Measures <small>(i)</small>	2015 Measures <small>(i)</small>	% Change 2013-2015 Trend <small>(i)</small>	% Change 2014-2015 Trend <small>(i)</small>	% Progress toward Goal <small>(i)</small>	Measure Goals
Total cost per patient	100.0%	100.0%	100.0%	0.0%	0.0%	11.0%	100.0 - 100.0
Medical cost per medical visit	100.0%	100.0%	100.0%	0.0%	0.0%	10.0%	100.0 - 100.0
Health Center Program Grant cost per patient <small>(i)</small>	100.0% (1,000/1,000)	81.9%	81.1%	100.0% (1,000/1,000)	0.0%	10.0%	80.0 - 100.0

Measure Narrative

Approximately 2 pages (i) (Max 3000 Characters): 2999 Characters left.

Note(s):

If any of the Additional Measures listed below are not applicable to you at this time, answer 'No' to the question 'Is this Performance Measure applicable?'. Otherwise, answer 'Yes'.

Additional Measures 3

Performance Measure	2013 Measures	2014 Measures	2015 Measures	% Change 2013-2015 Trend <small>(i)</small>	% Change 2014-2015 Trend <small>(i)</small>	% Progress toward Goal <small>(i)</small>	Measure Goals	Is This Performance Measure Applicable?
(Oral Health) Increase the percent of 2 to 5 year olds who have had dental anticipatory guidance (includes a dental referral or confirmation of a dental provider) at a well child visit in the measurement year from 94% to 95%.	<input type="text"/>	<input type="text"/>	<input type="text"/>	Data not available	Data not available	Data not available	80.0%	<input checked="" type="radio"/> Yes <input type="radio"/> No
(Oral Health) Percentage of children age 6-9 years at "elevated" risk who received a sealant on permanent first molar tooth within the measurement year.	<input type="text"/>	<input type="text"/>	<input type="text"/>	Data not available	Data not available	Data not available	10.0%	<input checked="" type="radio"/> Yes <input type="radio"/> No

Measure Narrative

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

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

FY 2017 BPR Progress Report

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User Guide for Award Recipients

To complete this section, follow the steps below:

1. Review the numbers populated in the **2013 - 2015 Patient Measures** columns (**Figure 28, 1, 2, 3**). These numbers are populated from the respective UDS Reports that you previously submitted to HRSA. If there is no data available to pre-populate, the system displays “Data not available” under these columns. The %Progress Toward Goal field will be prepopulated if a goal was provided in the FY 2016 SAC, however, a goal must be established in the FY17 BPR if one was not established last year.

IMPORTANT NOTES:

- For the ‘Oral Health (Sealants)’ performance measure (**Figure 28, 4**), data is unavailable for the **2013** and **2014 Measures**. For the **2015 Measure**, enter the data for your organization.
- For the ‘Diabetes Control (diabetic patients with HbA1c <= 9%)’ performance measure (**Figure 28, 5**), “N/A” is displayed for all fields, and narrative progress toward the goal is not required in this submission. However, work should continue in this priority area and progress should be shown in the 2016 UDS report.
- For the measures listed under the **Additional Measures** sub-section, provide information in the **2013 - 2015 Measure** columns, as applicable.

Figure 28 : Clinical/Financial Performance Measures Details

Preventive Health Screenings and Services							
Performance Measure	2013 Measures (i)	2014 Measures (i)	2015 Measures (i)	% Change 2013-2015 Trend (i)	% Change 2014-2015 Trend (i)	% Progress toward Goal (i)	Measure Goals
Oral Health (Sealants) (4)	Data not available	Data not available		Data not available	Data not available	100%	100%
Weight assessment and counseling for children and adolescents (ages 2-17)	10,000	10,000	10,000	100%	100%	100%	10,000
Adult weight screening and follow up	10,000	10,000	10,000	100%	100%	100%	10,000
Tobacco Use Screening and Cessation	10,000,000	10,000	10,000	100%	100%	100%	10,000
Colorectal cancer screening (ages 50-75)	10,000	10,000	10,000	100%	100%	100%	10,000
Cervical cancer screening (ages 21-64)	10,000	10,000	10,000	100%	100%	100%	10,000
Childhood immunizations (on or before 3rd birthday)	10,000	10,000	10,000	100%	100%	100%	10,000

Chronic Disease Management							
Performance Measure	2013 Measures (i)	2014 Measures (i)	2015 Measures (i)	% Change 2013-2015 Trend (i)	% Change 2014-2015 Trend (i)	% Progress toward Goal (i)	Measure Goals
Asthma treatment – pharmacologic therapy (ages 5 – 40)	10,000	10,000	10,000	100%	100%	100%	10,000
Coronary artery disease (CAD) and lipid-lowering therapy (adult)	10,000	10,000	10,000	100%	100%	100%	10,000
Ischemic Vascular Disease (IVD) and aspirin or other anti-thrombotic therapy (adult)	10,000	10,000	10,000	100%	100%	100%	10,000
Blood pressure control (adult hypertensive patients with blood pressure < 140/90)	10,000	10,000	10,000	100%	100%	100%	10,000
Diabetes Control (diabetic patients with HbA1c <= 9%) (5)	N/A	N/A	N/A	N/A	N/A	N/A	N/A
HIV Linkage to Care	10,000,000	10,000	10,000,000	100%	100%	100%	10,000
Depression Screening and Follow Up	10,000,000	10,000	10,000	100%	100%	100%	10,000

- Review the values displayed in the **% Change 2013-2015 Trend** (Figure 28, 6), **% Change 2014-2015 Trend** (Figure 28, 7), and **% Progress Toward Goal** (Figure 28, 8) columns. The system calculates these values using the numbers displayed in the corresponding Measure columns.

IMPORTANT NOTES:

- To view the formulas used to calculate **% Change 2013-2015 Trend**, **% Change 2014-2015 Trend**, and **% Progress Toward Goal** values, hover over the information icons displayed for those columns headers.
- If data is not available for the **2013 Measure**, **2014 Measure**, or **2015 Measure** columns for a performance measure, the system displays “Data not available” for **% Change 2013-2015 Trend**, **% Change 2014-2015**, and **% Progress Toward Goal**, if used in the formula, for that performance measure.

- Review the numbers populated in the **Measure Goals** column (Figure 28, 9). They are pre-populated from the **Projected Data (at the End of Project Period) Measure Goal** provided in the **Clinical and Financial Performance Measures** forms of the H80 application that initiated your current budget period (FY 2016 SAC/BPR).

- In the **Measure Narrative** field (Figure 28, 10), provide a narrative describing your progress for each performance measure sub-section by referencing the numbers displayed in the corresponding columns. If the pre-populated performance measure goals are not accurate, adjusted goals should also be provided and explained in the Measure Narrative field.
- In the **Additional Measures** sub-section only, the system displays the column 'Is this Performance Measure Applicable?' (Figure 29, 1). Answer Yes or No under this column to indicate if the measures are applicable to you in FY 2017.

Figure 29: Additional Measures sub-section

Performance Measure	2013 Measures	2014 Measures	2015 Measures	% Change 2013-2015 Trend (i)	% Change 2014-2015 Trend (i)	% Progress toward Goal (i)	Measure Goals	Is This Performance Measure Applicable?
(Oral Health) Increase the percent of 2 to 5 year olds who have had dental anticipatory guidance (includes a dental referral or confirmation of a dental provider) at a well child visit in the measurement year from 94% to 95%	<input type="text"/>	<input type="text"/>	<input type="text"/>	Data not available	Data not available	Data not available	<input type="text"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No
(Oral Health) Percentage of children age 6-9 years at "elevated" risk who received a sealant on permanent first molar tooth within the measurement year.	<input type="text"/>	<input type="text"/>	<input type="text"/>	Data not available	Data not available	Data not available	<input type="text"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No

* Measure Narrative

3.6.4 Completing the Program Narrative Update forms

The **Program Narrative Update** form will be complete when the status of all the 3 sections is complete. The completed status of all these sections is indicated with a green tick mark in the section tabs (Figure 30).

Figure 30: Completed Program Narrative Update sections

Fields with * are required

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

▼ Environment

3.6.5 Accessing your submitted H80 Applications/Progress Reports

You may need to reference your submitted H80 applications/progress reports when completing your FY 2017 NCC/BPR progress report (e.g., to provide Oral Health and Behavioral Health measures data in the Clinical/Financial Performance Measures section of the **Program Narrative Update** form). You can access your submitted H80 applications/progress reports through the H80 Grant Folder by following the steps below:

- Click the **Grants** tab located at the top of the **Program Narrative Update** form to access your Grant Portfolio (Figure 31).

Figure 31: Grants Tab



2. Locate the H80 grant for which you are submitting the NCC progress report and click on its **Grant Folder** link (Figure 32).

Figure 32: Accessing the H80 Grant Folder

Grant Number	Organization Name	Current Budget Period	Current Project Period End Date	CRS-EIN	Grant Role	Grant Active	Last Award Issue Date	Options
H801000002	Curtis V. Cooper Primary Health Center Inc., GA	12/01/2014-03/31/2016	03/31/2017	15B113020001	PD	Yes	06/10/2015	Grant Folder
H801000002	CURTIS V COOPER PRIMARY HEALTH CARE INC, GA	09/01/2014-08/31/2016	08/31/2016	15B113020001	PD	Yes	03/09/2015	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 33).

Figure 33: Applications link

Grant Home

15B113020002 - Curtis V Cooper Primary Health Center Inc., Savannah, GA

Current Budget Period: 12/01/2014 - 03/31/2016 Current Project Period: 12/01/2011 - 03/31/2017 CRS-EIN: 15B113020001
 Budget Support Year: 14 Project Title: HEALTH CENTER CLUSTER Grant Period: 12/01/2001 - 03/31/2017

Resources

View
[Last NoA](#) | [HRSA Contacts](#) | [Awarded Funding Opportunities](#)

Grants

<p>Submissions</p> <ul style="list-style-type: none"> Work on Financial Report Work on Progress Report Performance Report Work on My NCC Report Work on Other Submissions <p style="text-align: right;">+ View More</p>	<p>Requests</p> <ul style="list-style-type: none"> Applications Existing Prior Approvals Request New Prior Approval Existing H80 Health Center CIS Request New H80 Health Center CIS Legacy H80 Health Center CIS <p style="text-align: right;">+ View More</p>	<p>Users</p> <ul style="list-style-type: none"> Approve Requests Update Privileges Authorize New <p style="text-align: right;">+ View More</p>
---	---	--

- The system navigates to the **Applications - All** search page (Figure 34).
- B. Expand the **Advanced Search Parameters** section of the **Applications - All** search page by clicking the arrow icon (Figure 34, 1). In the Status field under this section, un-select all the statuses except Completed (Figure 34, 2).

Figure 34: Applications – All search Page

The screenshot shows the 'Applications - All' search interface. At the top, it indicates 'Grants.gov Applications Pending Validation: 0'. Below this are tabs for 'Not Completed', 'Recently Completed', and 'All'. The 'Search Filters' section is divided into 'Basic Search Parameters' and 'Advanced Search Parameters'. The 'Basic Search Parameters' include fields for 'EHBs Tracking Number', 'Announcement Number', 'Application Deadline', 'Project Title Like', 'Organization', and 'Grants.Gov Tracking Number'. The 'Advanced Search Parameters' include 'Application Parameters' with checkboxes for 'In Progress', 'Completed', and 'Change Request', and 'Application Type' with checkboxes for 'All', 'New', and 'Competing'. There are also date range fields for 'Grants.Gov Received Date' and 'Submitted On'. At the bottom, there is a 'Display Options' section with a 'Sort Method' dropdown set to 'Grid | Custom'. A 'Search Name' field and 'Save Parameters' and 'Search' buttons are located at the bottom right. Red boxes with numbers 1, 2, and 3 highlight specific elements: 1 points to the 'Application Deadline' field, 2 points to the 'Completed' checkbox, and 3 points to the 'Search' button.

- C. Click the Search button located at the bottom of this page to access the completed applications (Figure 34, 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 35).

Figure 35: Applications – All results Page

Application Deadline	Date Submitted	Announcement #	EHBs Tracking #	Grants.Gov Tracking #	Project Title	Organization	Status	Options
01/23/2010	01/23/2010	HRSA-10-154	0000	000001000000000000	Expanding Access to Oral Health for Low-Income and Special Needs Populations: Service Area (HRSA-10-154)	HRSA	Completed	Application
01/30/2010	01/29/2010	HRSA-10-156	0000	000001000000000000	Services Expansion 2010 (HRSA 10-156)	HRSA	Completed	Application
03/16/2010	03/12/2010	HRSA-10-218	0000	N/A	ARRA - Increase Services to Health Centers	HRSA	Completed	Application
06/02/2010	05/29/2010	HRSA-10-244	0000	N/A	ARRA - Capital Improvement Program	HRSA	Completed	Application
08/06/2010	08/04/2010	HRSA-10-029	0000	N/A	ARRA - Facility Investment Program	HRSA	Completed	Application
01/25/2012	01/18/2012	HRSA-12-148	0000	N/A	Health Center Cluster	HRSA	Completed	Application
08/29/2012	08/24/2012	HRSA-12-088	0000	000001000000000000	Service Area Competition (SAC) HRSA 12-088	HRSA	Completed	Application
11/09/2011	11/07/2011	HRSA-12-115	0000	000001000000000000	Affordable Care Act Capital Development - Building Capacity Grant Program "Expanding Access to the Patient-Centered Primary Care Home in East"	HRSA	Completed	Application

4. To access the H80 Noncompeting Continuation progress reports (NCCs/BPRs) submitted by your organization, follow the steps below:
 - A. Navigate to the **H80 Grant Folder** by clicking the Grants tab at the top of the page and then clicking the **Grant Folder** link for the applicable H80 grant (refer to steps 1 and 2 of this section). Click the **Work on My NCC Report** link under the **Submissions** section on the **Grant Home** page (Figure 36).

Figure 36: Work on My NCC Report link

The screenshot shows the 'Grant Home' page for a specific grant. At the top, it displays the grant name 'HRSA-2012-10-0002 - Curtis V. Cooper Primary Health Center Inc., Savannah, GA'. Below this, it shows the 'Current Budget Period' (12/01/2014 - 03/31/2016), 'Current Project Period' (12/01/2011 - 03/31/2017), and 'CRS-EIN' (HR11000001). The 'Budget Support Year' is 14, and the 'Project Title' is 'HRSA-2012-10-0002'. The 'Grant Period' is 12/01/2001 - 03/31/2017. Under the 'Resources' section, there are links for 'View', 'Last NoA', 'HRSA Contacts', and 'Awarded Funding Opportunities'. The 'Grants' section is expanded, showing three columns: 'Submissions', 'Requests', and 'Users'. In the 'Submissions' column, the link 'Work on My NCC Report' is highlighted with a red box. Other links in 'Submissions' include 'Work on Financial Report', 'Work on Progress Report', 'Performance Report', and 'Work on Other Submissions'. The 'Requests' column includes 'Applications', 'Existing Prior Approvals', 'Request New Prior Approval', 'Existing H80 Health Center CIS', 'Request New H80 Health Center CIS', and 'Legacy H80 Health Center CIS'. The 'Users' column includes 'Approve Requests', 'Update Privileges', and 'Authorize New'. At the bottom of each column, there is a '+ View More' link.

- The system navigates to the **Submissions – All** page displaying all the Noncompeting continuation progress reports for the H80 grant.
- B. Locate the applicable NCC progress report(s) and click the **Noncompeting Continuations** link to access the program specific forms (Figure 37).

Figure 37: Submissions – All Page

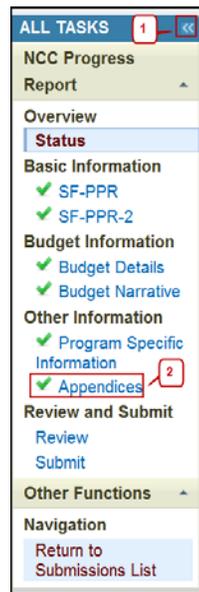
The screenshot shows the 'Submissions – All' page. At the top, there are navigation controls including a search bar, 'Page size: 15', and a 'Go' button. The table has 10 columns: 'Submission Name', 'Submission Type', 'Organization', 'Grant #', 'Tracking #', 'Reporting Period', 'Deadline', 'Submitted Date', 'Status', and 'Options'. The table contains 5 rows of data. The second row is highlighted, and the 'Options' column for this row contains a dropdown menu with 'Noncompeting Continuations' selected and highlighted with a red box. The other rows have 'Noncompeting Continuations' as an option. The first row has a 'Start' option. The table footer indicates '9 items in 1 page(s)'.

Submission Name	Submission Type	Organization	Grant #	Tracking #	Reporting Period	Deadline	Submitted Date	Status	Options
Noncompeting Continuation Progress Report	Noncompeting Continuations	Curtis V. Cooper Primary Health Center Inc., GA	H80(11000002)	11000007	04/01/2016	01/02/2016		Not Started	Start
Noncompeting Continuation Progress Report	Noncompeting Continuations	Curtis V. Cooper Primary Health Center Inc., GA	H80(11000002)	11000008	12/01/2014	08/27/2014	08/27/2014	Submitted	Noncompeting Continuations
Noncompeting Continuation Progress Report	Noncompeting Continuations	Curtis V. Cooper Primary Health Center Inc., GA	H80(11000002)	11000009	12/01/2013	09/11/2013	09/11/2013	Submitted	Noncompeting Continuations
Noncompeting Continuation Progress Report	Noncompeting Continuations	Curtis V. Cooper Primary Health Center Inc., GA	H80(11000002)	11000010	12/01/2012	08/29/2012	08/28/2012	Submitted	Noncompeting Continuations
Noncompeting Continuation Progress Report	Noncompeting Continuations	Curtis V. Cooper Primary Health Center Inc., GA	H80(11000002)	11000011	12/01/2010	08/20/2010	08/20/2010	Submitted	Noncompeting Continuations

4. Completing the Appendices Form

1. Expand the left navigation menu if not already expanded by clicking the double arrows displayed near the form name at the top of the page (Figure 38, 1). Click on the **Appendices** link (Figure 38, 2) to navigate to the **Appendices** form.

Figure 38: Left Navigation Menu



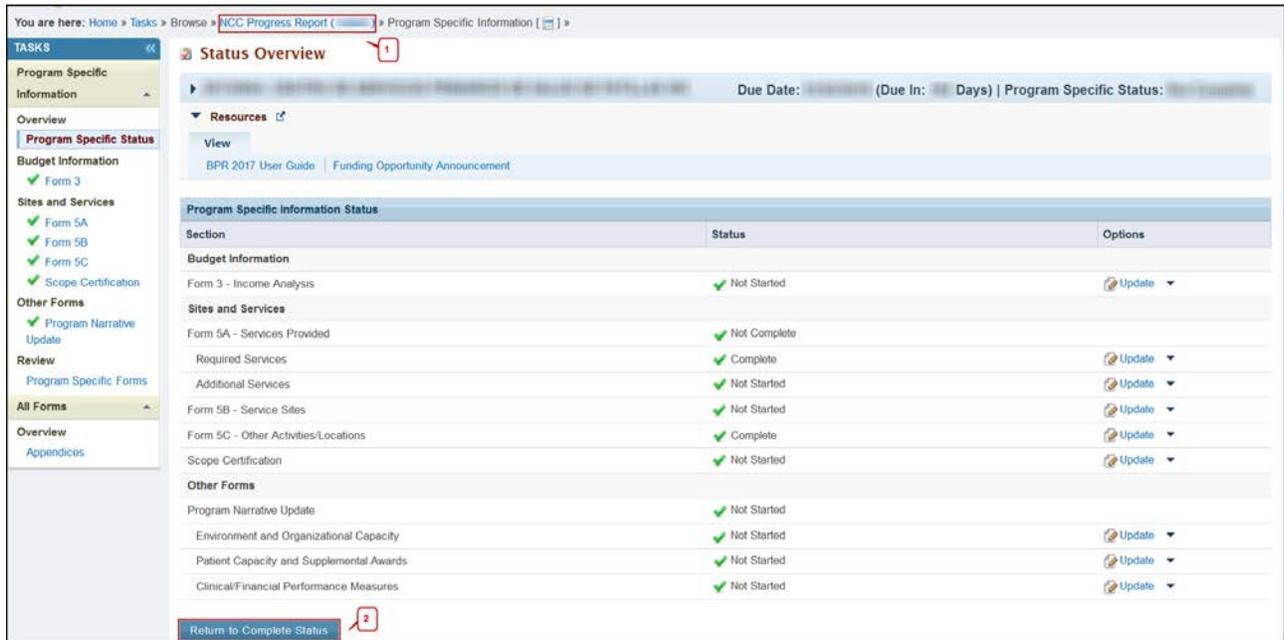
2. The **Appendices** form allows you to attach one additional standard document that your grant program requires when you submit your Progress Report. Attachments are NOT required for FY 2017 NCC/BPR Progress Report.
3. Click on the Save button to mark this form as Complete. Click on Save and Continue button to navigate to the **NCC Progress Report – Review** page.

5. Reviewing and Submitting the FY 2017 NCC/BPR Progress Report to HRSA

To review your progress report, follow the steps below:

1. If you are in the Program Specific section of the progress report, navigate to the Standard section of the progress report by using one of the following options:
 - Click on the **NCC Progress Report** link in the navigation links displayed at the top of any program specific form (**Figure 39, 1**).
 - On the program specific **Status Overview** page, click on the Return to Complete Status button (**Figure 39, 2**).

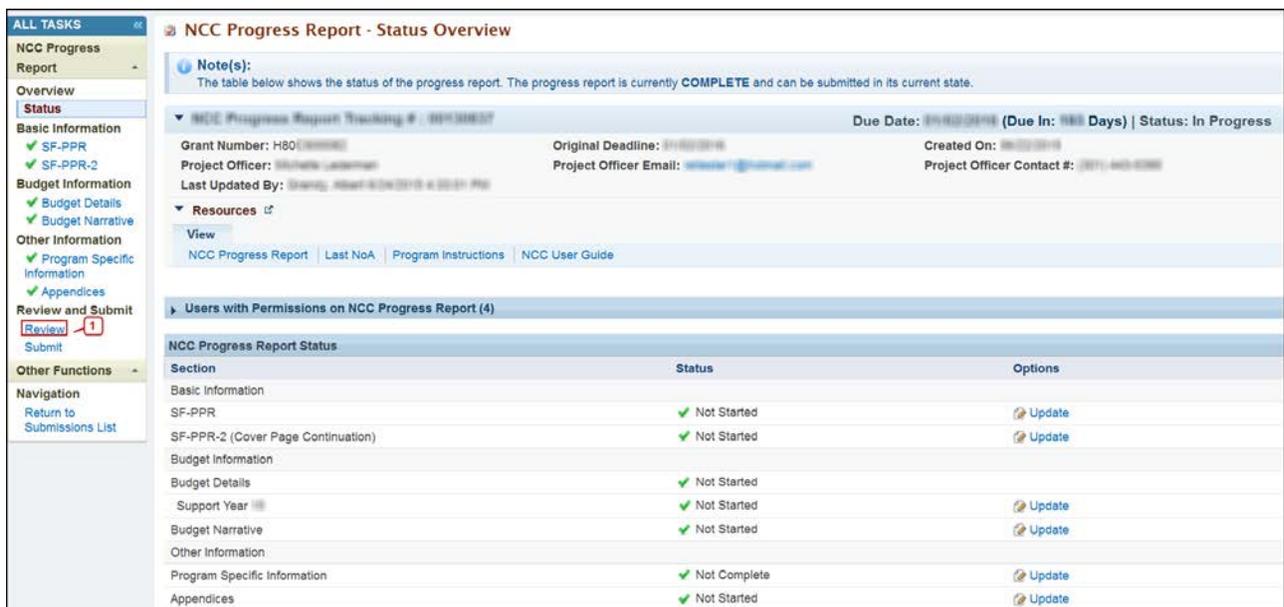
Figure 39: Accessing the standard section of the NCC progress report



➤ The system navigates to the **NCC Progress Report - Status Overview** page (Figure 40).

2. On the **NCC Progress Report - Status Overview** page, click the **Review** link in the Review and Submit section of the left menu (Figure 40, 1).

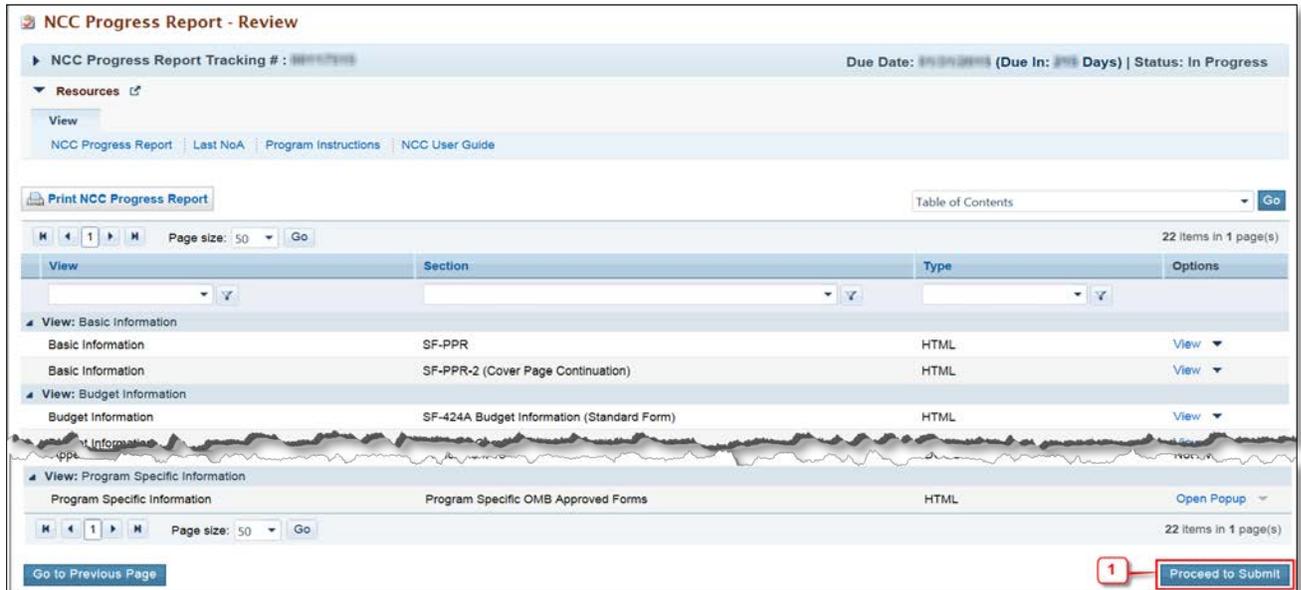
Figure 40: Review link



➤ The system navigates to the **NCC Progress Report - Review** page.

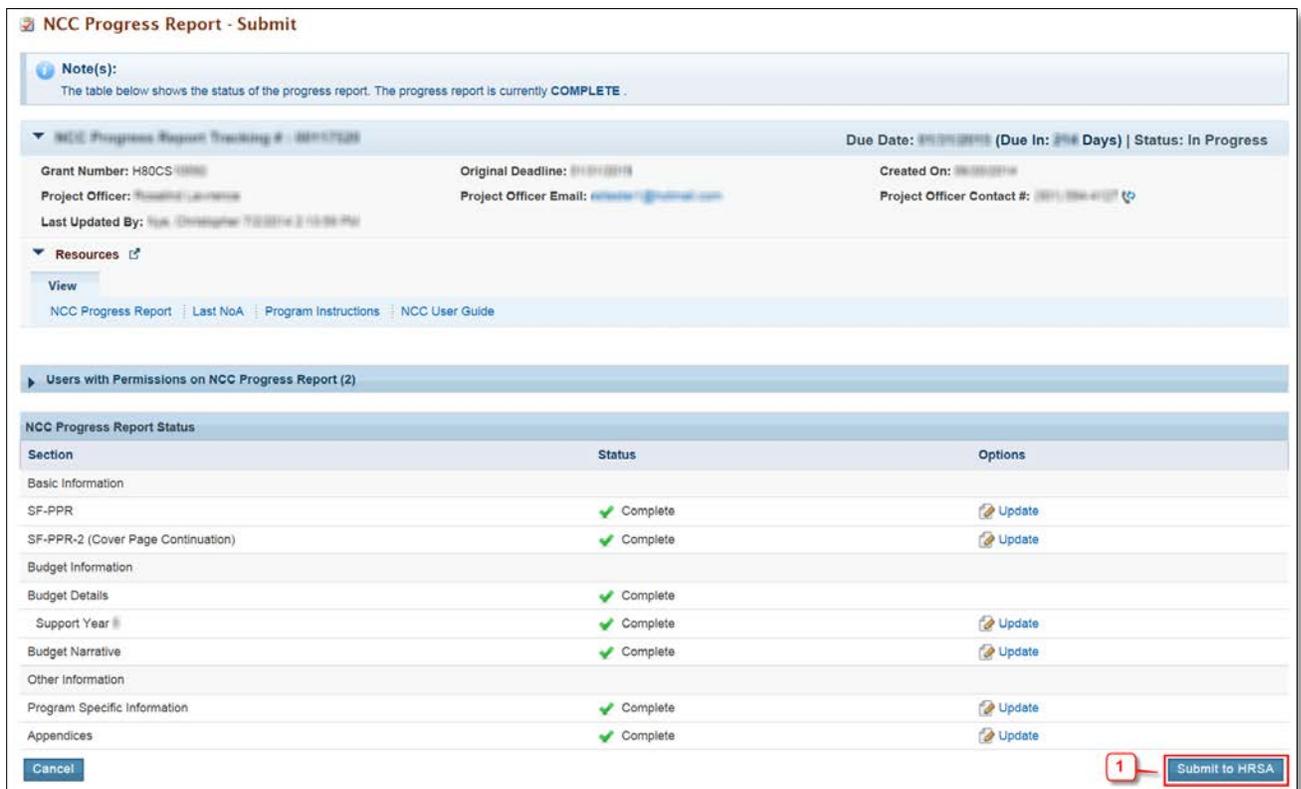
3. Verify the information displayed on the **NCC Progress Report - Review** page.
4. If you are ready to submit the progress report to HRSA, click the Proceed to Submit button at the bottom of the **Review** page (Figure 41, 1).

Figure 41: Proceed to Submit button on the NCC Progress Report – Review page



- The system navigates to the **NCC Progress Report – Submit** page (Figure 42).

Figure 42: NCC Progress Report – Submit page



5. Click the Submit to HRSA button at the bottom of the **Submit** page (Figure 42, 1).

- The system navigates to a **NCC Progress Report – Confirm Submit** page (**Figure 43**).

Figure 43: NCC Progress Report – Confirm Submit page

NCC Progress Report - Confirm Submit

Confirmation:
You have chosen to submit this report to HRSA. Please check the box to electronically sign the Noncompeting Continuation (NCC) Progress Report. Click on the **Submit Report** button below to submit the report. If you do not wish to submit the NCC Progress Report at this time, click on the **Cancel** button to return to the previous screen.

NCC Progress Report Tracking #: 00117520 **Due Date:** 8/31/2018 (Due In: 318 Days) | **Status:** In Progress

Grant Number: H80CS **Original Deadline:** 8/31/2018 **Created On:** 8/22/2018
Project Officer: Ronald Lawrence **Project Officer Email:** rlawrence@hrsa.gov **Project Officer Contact #:** 202-205-4127
Last Updated By: User: Christopher T. 8/22/18 2:10:58 PM

Resources
View
NCC Progress Report | Last NoA | Program Instructions | NCC User Guide

NCC PROGRESS REPORT CERTIFICATION [View Report](#)

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

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

1 **2**

Cancel **Submit Report**

6. Certify the statement displayed under the NCC Progress Report Certification section of the **NCC Progress Report – Confirm Submit** page (**Figure 43, 1**), and click the **Submit Report** button to submit the NCC/BPR progress report to HRSA (**Figure 43, 2**).
7. If you experience any problems with submitting the application in EHB, contact the **BPHC Helpline** at 1-877-974-2742 (Monday – Friday, 8:30 AM - 5:30 PM ET) or send an email through the Web Request Form (<http://www.hrsa.gov/about/contact/bphc.aspx>).

6. Submitting a Change Requested Progress Report

HRSA will send a 'Change Requested' email to you if your NCC/BPR progress report needs to be revised. To revise your progress report, access it in EHB using the steps described in the section titled [Accessing the FY 2017 NCC/BPR Progress Report](#) of this user guide. Edit the progress report as indicated in the email sent by HRSA, and re-submit the NCC/BPR progress report by following the steps in section [Reviewing and Submitting the FY 2017 NCC/BPR Progress Report to HRSA](#) of this user guide.

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

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