Fiscal Year (FY) 2017
Budget Period Progress Report (BPR)
Noncompeting Continuation (NCC)

Technical Assistance Briefing

BPR Technical Assistance (TA) page:

http://bphc.hrsa.gov/programopportunities/fundingopportunities/continuation/continuation.html

Polling Question # 1

Is this your first time completing a BPR?
- A. Yes, I am a new award recipient and have never completed a BPR.
- B. Yes, although my organization has been an award recipient for some time, I have never submitted a BPR.
- C. No, I have completed the BPR in previous years.
- D. Not applicable (e.g., BPHC staff, PCA staff).

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Agenda

- Overview

- Release & Due Date Schedule

- Submission Process & Requirements

- Budget Requirements

- Program Narrative Update

- HRSA Resources & Contacts

- Question & Answer Session

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Overview

- The BPR provides an update on the progress of Health Center Program award recipients whose project period continues in FY 2017.

- The BPR is submitted only in the HRSA Electronic Handbook (EHB).

- BPR Instructions and the BPR EHB User Guide are available in EHB and on the BPR TA Webpage.

PLEASE NOTE: A Health Center Program award recipient whose project period ends in FY 2017 (October 1, 2016 – September 30, 2017) must complete a Service Area Competition (SAC) application instead of a BPR. See the SAC TA page for details: http://bphc.hrsa.gov/programopportunities/fundingopportunities/SAC/index.html

Release & Due Date Schedule

Budget Period Start Date	EHB Access (Mondays)	EHB Deadline (Fridays at 5:00 PM ET)
January 1, 2017	July 11, 2016	September 2, 2016
February 1, 2017	July 26, 2016	September 19, 2016
March 1, 2017	August 22, 2016	October 14, 2016
April 1, 2017	September 26, 2016	November 18, 2016
May 1, 2017	October 24, 2016	December 16, 2016
June 1, 2017	November 14, 2016	January 13, 2017

Submission Requirements

- SF-PPR and SF-PPR-2 (basic information forms)

- Budget Information: Budget Details

- Budget Narrative Attachment

- Program Specific Forms:
  - Program Narrative Update
  - Form 3: Income Analysis
  - Scope Certification Summary Page

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Budget Requirements
Budget Information: Budget Details

- The Budget Information: Budget Details form provides both a programmatic funding (CHC, MHC, HCH, and/or PHPC) and a federal and non-federal breakdown of funding for the upcoming budget period.

- The total budget value for the upcoming budget period will appear at the top of the form. To update this value, close this form and re-open it.

Budget Requirements
Budget Narrative Attachment

- Will be the only attachment for the BPR submission.

- Should provide a breakdown of all projected federal and non-federal costs for the upcoming FY 2017 budget period.

- Should align with the amounts listed in Section B: Budget Categories of the Budget Information: Budget Details form.

- Must demonstrate adherence to the $185,100 salary limitation.

- A sample is available on the BPR TA Webpage.

Budget Requirements
Form 3: Income Analysis

- Provides a breakdown of projected income for the upcoming FY 2017 budget period.

- Detailed instructions are included in Appendix A of the BPR Instructions.

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Polling Question #2

As part of the BPR submission, award recipients are required to submit:

    A.   Program Narrative Update

    B.   Form 3: Income Analysis

    C.   Scope Certification Form

    D.   Budget Narrative (the only required attachment)

    E.   All of the above

Answer to Polling Question #2

Answer is E: All of the Above

Submission components include:

- SF-PPR and SF-PPR-2 (basic information forms)

- Budget Information: Budget Details

- Budget Narrative Attachment

- Program Specific Forms:
    - Program Narrative Update
    - Form 3: Income Analysis
    - Scope Certification Form

Program Narrative Update

The Program Narrative Update is a structured form in EHB that covers the following six areas:

- Environment
- Organizational Capacity
- Patient Capacity*
- Supplemental Awards*
- One-Time Funding Awards*
- Clinical and Financial Performance Measures*

Each narrative field within each section is limited to 3,000 characters (approximately 2 pages).
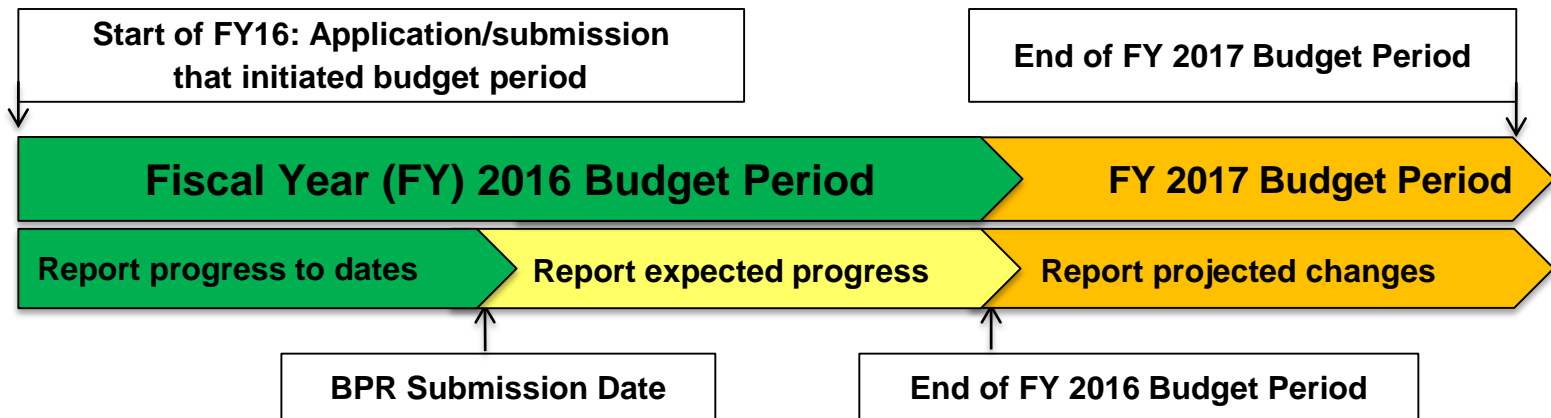
* Updated or new in FY 2017

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FY 2017 Program Narrative Updates

- The Patient Capacity table includes an updated calculation of the *Projected Number of Patients* column.

- The Supplemental Awards table was updated to reflect the most current list of supplemental awards.

- The One-Time Funding Awards table was added to collect activity information based on recent one-time funding awards.

- The Clinical Performance Measures table includes the new required Oral Health – Sealants measure. Additionally, award recipients will not report on the Diabetes measure this year due to measure definition changes.

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Reporting the Budget Period Progress

The Program Narrative Update must address the following:

- *Progress* and changes from the beginning of the FY 2016 budget period until the date of BPR submission;

- *Expected progress* for the remainder of the budget period; and

- *Projected changes* for the FY 2017 budget period.

Start of FY16: Application/submission that initiated budget period

End of FY 2017 Budget Period

Fiscal Year (FY) 2016 Budget Period

FY 2017 Budget Period

Report progress to dates

Report expected progress

Report projected changes

BPR Submission Date

End of FY 2016 Budget Period

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Program Narrative Update

Key Area: Environment

Discuss changes in the region, state, and/or community over the past year that have directly impacted/affected the project's progress (e.g., changing service area demographics/shifting target population needs, changes in major health care providers in the service area, changes in key program partnerships, changes in insurance coverage, including Medicaid, Medicare and Children's Health Insurance Program (CHIP)).

Program Narrative Update

Key Area: Organizational Capacity

Discuss changes in the organization's capacity over the past year that have impacted or may impact the implementation of the funded project, including changes in:

- Staffing, including staff composition and/or key staff vacancies

- Operations

- Systems, including financial, clinical, and/or practice management systems

- Financial status

Program Narrative Update

Key Area: Patient Capacity

- 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 toward the projected patient goals.

In EHB, the Patient Capacity is reported by:

- Total Unduplicated Patients
- MHC, HCH, and PHPC Populations

Total Unduplicated Patients

The data in the *Projected Number of Patients* column of the Total Unduplicated Patients section is the unduplicated patient commitment for the service area as communicated in the April 21, 2016 Patient Target email.

Special Populations (MHC, HCH, PHPC)

The *Projected Number of Patients* column in the Special Populations section is pre-populated from the projection in the application that initiated the current project period (i.e., SAC) plus projections from selected supplemental funding awarded after the start of the project period.

Patient Capacity For Special Populations (MHC, HCH, and PHPC Populations)									
App that initiated the project period	Base + Columns marked with an X	FY 2014 ES EMC	FY 2015 ES	FY 2013 NAP	FY 2014 NAP	FY 2015 NAP (May awards)	FY 2015 NAP (Aug awards)	FY 2016 Substance Abuse	FY 2016 Oral Health
FY2016 SAC	Special Pops projections in the FY16 SAC	Already included in the base (as applicable)	X	Already included in the base (as applicable)	Already include in the base (as Applicable)	Already include in the base (as applicable)	X	X	X
FY 2015 SAC	Special Pops projections in the FY15 SAC	X	X	Already included in the base (as applicable)	Already include in the base (as applicable)	X	X	X	X
FY 2013 SAC (5-yr project period)	Special Pops projections in the FY13 SAC	X	X	X	X	X	X	X	X

Program Narrative Update

Key Area: Supplemental Awards

- Discuss progress made in implementing recent supplemental Health Center Program awards, as applicable.

- For each awards, describe progress toward goals; key factors impacting progress; and plans for sustaining progress and/or overcoming barriers to ensure goal achievement.

- Progress will not be required for supplemental awards not received.

Supplemental Award	FY 2014	FY 2015	FY 2016
New Access Point (NAP)	X	X	
Expanded Services	X	X	
Behavioral Health Integration (BHI)	X	X	
Substance Abuse			X
Oral Health Expansion			X

Program Narrative Update

Key Area: One-Time Funding Awards

- For each one-time funding award, describe activities for which funds were used, progress toward goals (if applicable), and the impact of the funding/activities on the organization.

- For awards not received, Not Applicable can be listed in the Activities field. See the resources on the BPR TA Webpage to determine which one time awards were received.

- PCMH and DSHII will be added to this table once awards are made.

One-Time Funding Award	Allowable Activities	Dec 2014	Aug 2015
Quality Improvement Assistance	Develop and improve health center quality improvement systems, infrastructure, and care delivery systems	X	X

Program Narrative Update

Key Area: Clinical and Financial Performance Measures
Discuss trends in clinical/financial performance measures. Maintenance or improvement in performance is expected; downward trends or limited progress towards the projected goals must be explained.

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.

Note: The Clinical and Financial Performance measure goals cannot be changed in the BPR.

Performance Measures
General Information

- Measure goals are pre-populated from the Projected Data (by End of Project Period) or Measure Goal from your FY 2016 SAC application or BPR submission.

- If pre-populated performance measure goals are not accurate, provide adjusted goals and explain in the appropriate Measure Narrative section.

- An Oral Health-Sealants measure goal must be established if one was not established in the FY 2016 SAC application or BPR submission.

- Due to changing measure definitions, N/A will be shown for all fields related to the Diabetes measure and progress will not be reported.

- Previous applications/submissions are hyperlinked and/or available for reference; see the BPR EHB User Guide for instructions on accessing these documents.

Scope Certification Form

- The Scope Certification Form requires award recipients to certify that the scope of project for information pre-populated in the BPR is accurate OR that the award recipient has already submitted any Change in Scope (CIS) requests necessary to correct inaccuracies.

- Forms 5A and 5B can be refreshed within the BPR to ensure that they reflect recent CIS activity.

	OMB No.: 0915-0285, Expiration Date: 9/30/2016	
DEPARTMENT OF HEALTH AND HUMAN SERVICES Health Resources and Services Administration	**FOR HRSA USE ONLY**	
	Grant Number	**Application Tracking Number**

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. 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.

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Polling Question # 3

Can an award recipient make changes to the scope of project within the BPR submission?

- Yes

- No

Answer to Polling Question #3

- NO. Changes to the scope of project must be requested using the Change in Scope module within EHB.

- In the BPR, Forms 5A, 5B, and 5C will be pre-populated from the award recipient's official scope of project and cannot be modified.

- Narrative included in the submission related to changes in scope will not constitute a formal change in scope request.

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HRSA Resources and Contacts

- Information on completion of the BPR and Frequently Asked Questions (FAQs) can be found on the BPR TA Webpage.

- Program Related Questions: Karen Fitzgerald
  BPHCBPR@hrsa.gov | 301-594-4300

- Budget Related Questions: Carolyn Testerman
  ctesterman@hrsa.gov | 301-594-4244

- EHB Issues: BPHC Helpline Online Request | 877-974-2742

Question & Answer Session

REMINDERS

- Incomplete or non-responsive progress reports will be returned through a Request Change notification.

- Failure to submit the BPR by the deadline or submission of an incomplete or non-responsive progress report may result in a delay in Notice of Award issuance or a lapse in funding.

- Throughout the submission process, please refer to the Frequently Asked Questions (FAQ) on the BPR TA Webpage.

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