HRSA Electronic Handbooks (EHB)

FY 2018 Noncompeting Continuation (NCC) / Budget Period Renewal (BPR) Progress Report

User Guide for Award Recipients

Last updated on June 26, 2017

U.S. Department of Health and Human Services
HRSA
Health Resources and Services Administration

Contents

This user guide describes the steps you need to follow to submit an FY 2018 Noncompeting Continuation (NCC)/Budget Period Renewal (BPR) progress report to HRSA.

1. Accessing the FY 2018 NCC/BPR Progress Report

To access the FY 2018 NCC/BPR progress report, follow the steps below:

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

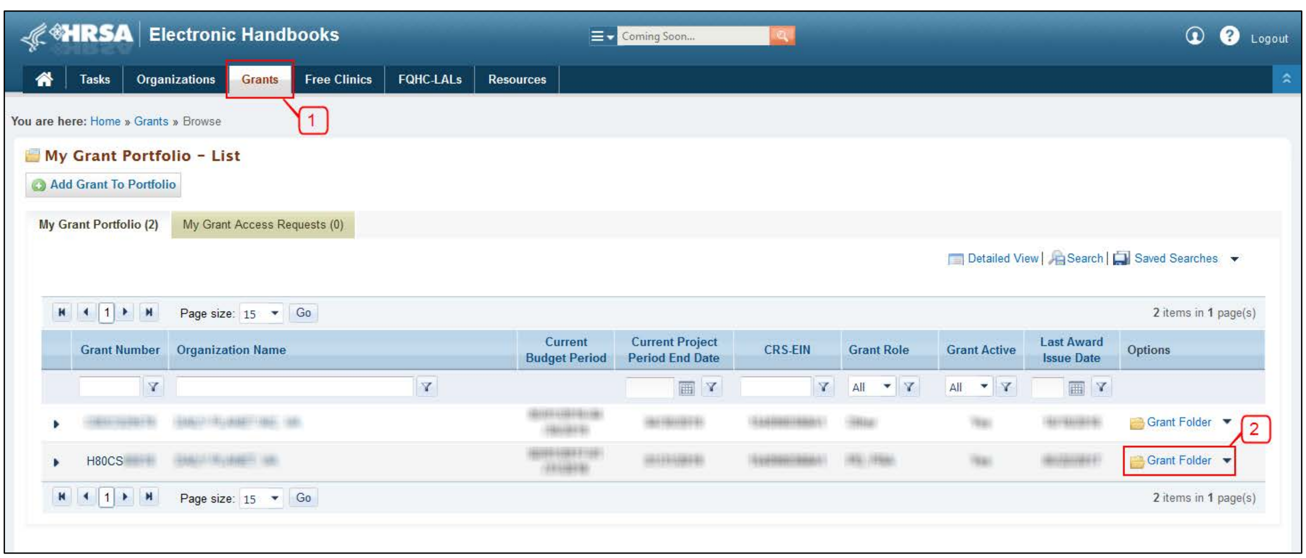
IMPORTANT NOTE: If you do not have a username, you must register in HRSA EHB. Do not create duplicate accounts. If you experience log in issues or forgot your password, contact the Bureau of Primary Health Care (BPHC) Helpline at http://www.hrsa.gov/about/contact/bphc.aspx or (877) 974-2742.

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:

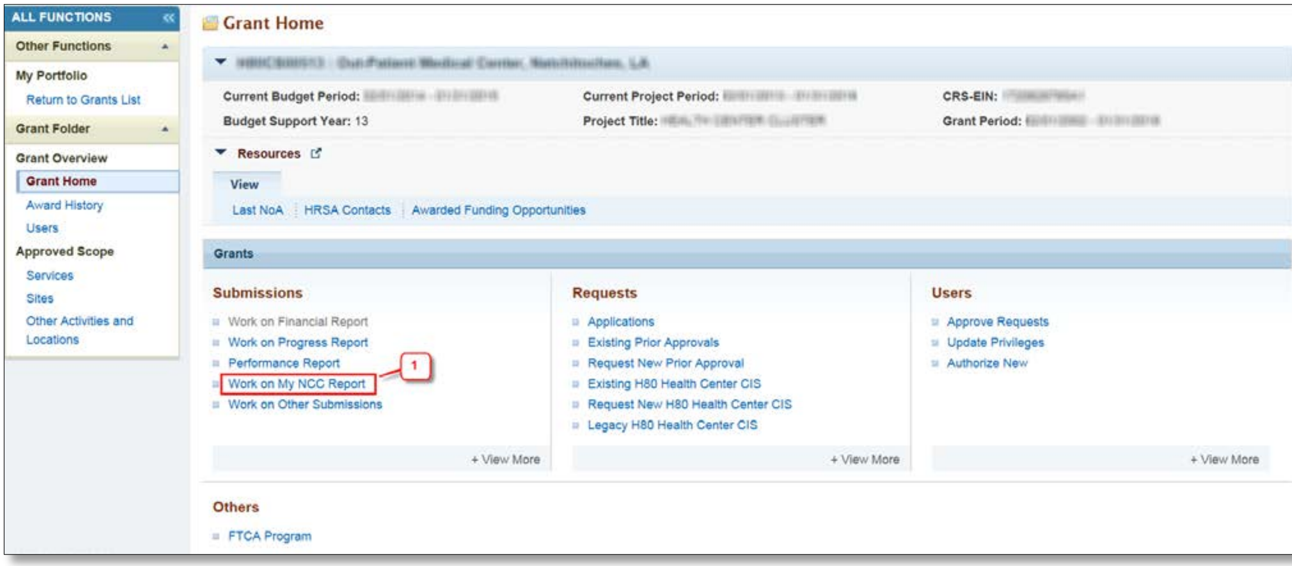
- On the **My Grant Portfolio - List** page, just below the page title, click the Add Grant to Portfolio button.
- On the **Add Grant to Portfolio** page, select the appropriate Role.
- Click the Continue button at the right edge of the page and proceed.

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 2018 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	Not Started	Update
Budget Narrative	Not Started	Update
Other Information 3		
Program Specific Information	Not Started	Update
Appendices	Not Started	Update

The FY 2018 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:

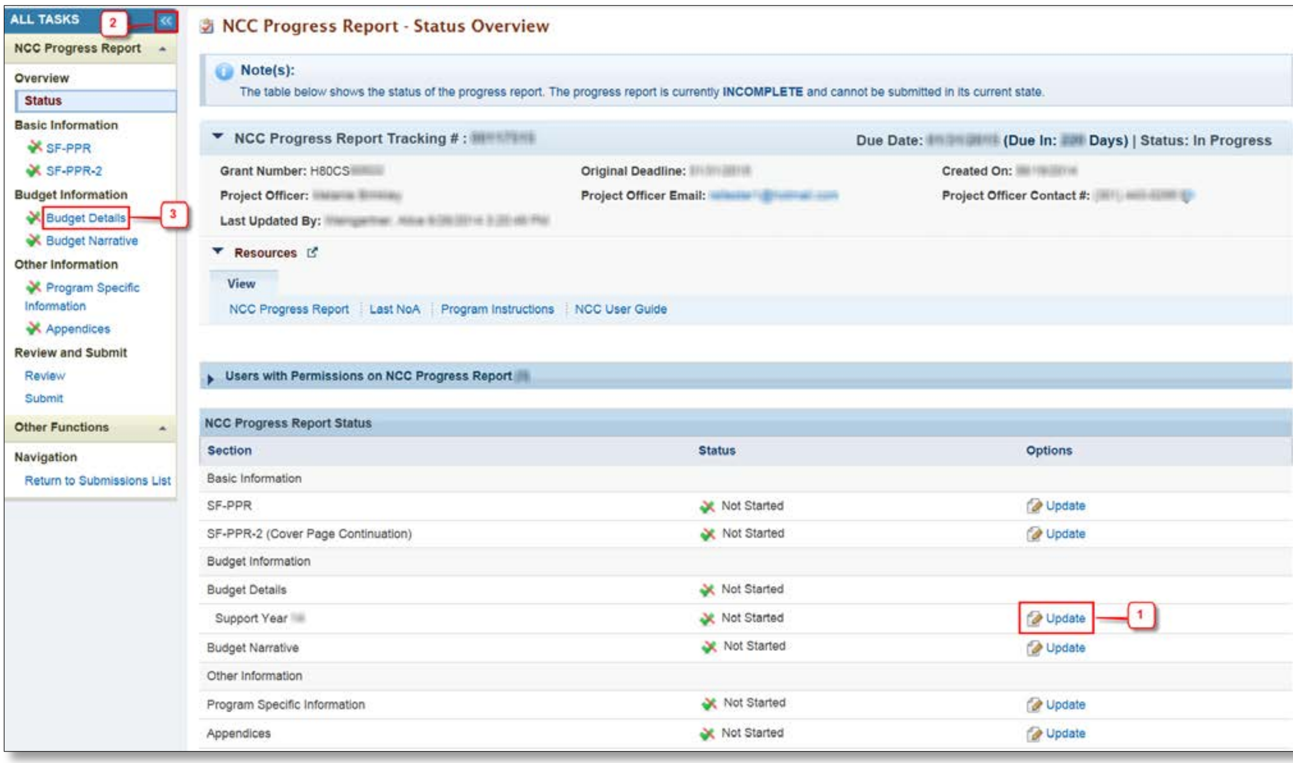
1. The **SF-PPR** form displays the basic award recipient organization information. Review and update the Authorizing Official (AO) information as necessary, and click the Save and Continue button to proceed to the **SF-PPR-2 (Cover Page Continuation)** form.
2. The **SF-PPR-2 (Cover Page Continuation)** 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**).

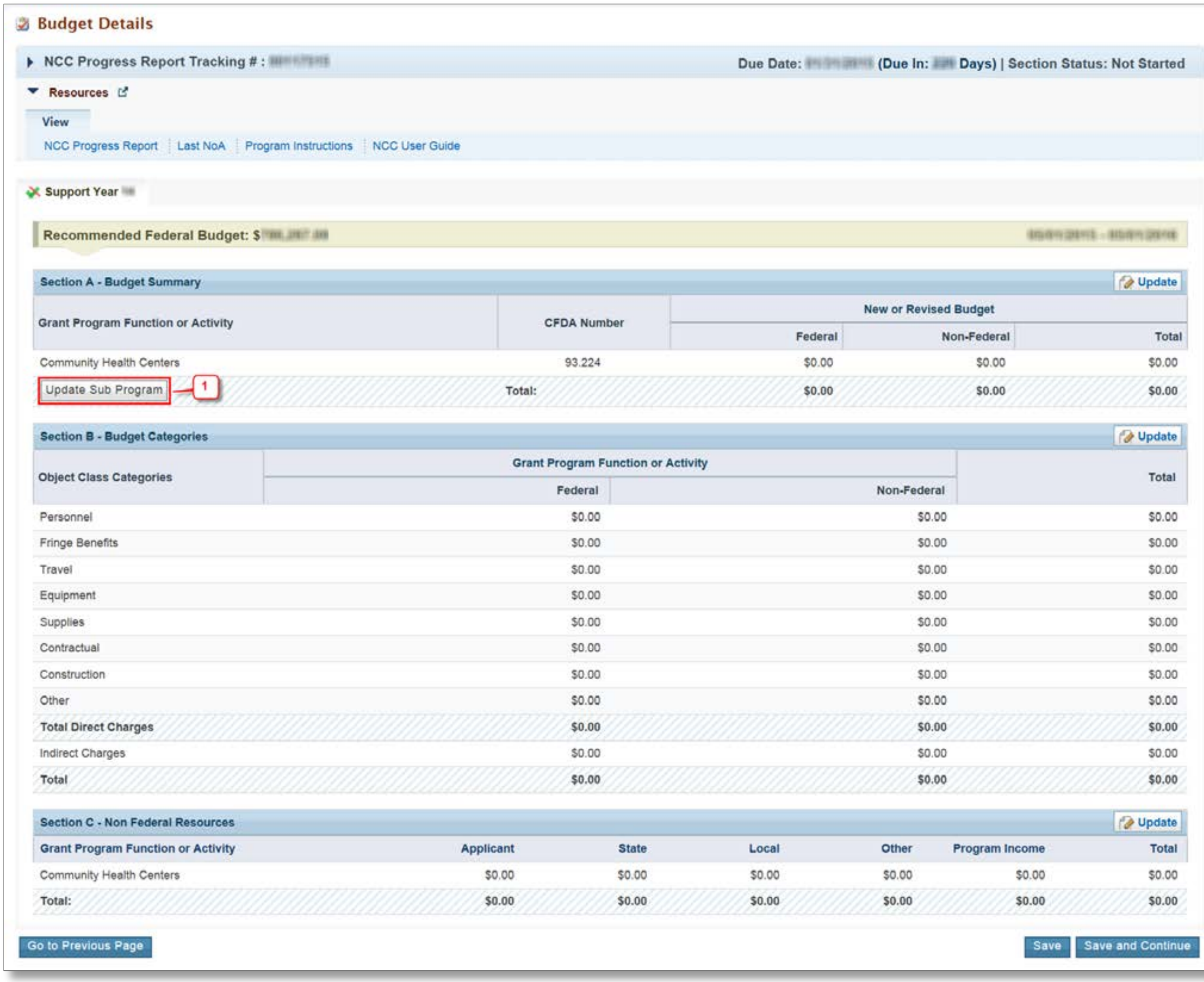
Figure 5: Accessing the Budget Details form



The **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 # : [illegible]

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

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Support Year [illegible]

Recommended Federal Budget: $[illegible]

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	Total:	$0.00	$0.00	$0.00

1

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

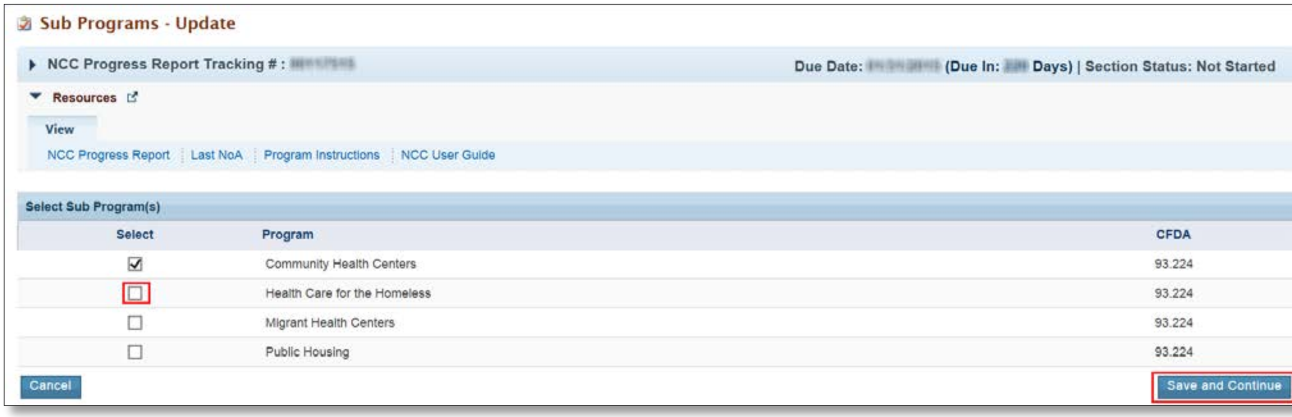
Section C - Non Federal Resources — Update

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

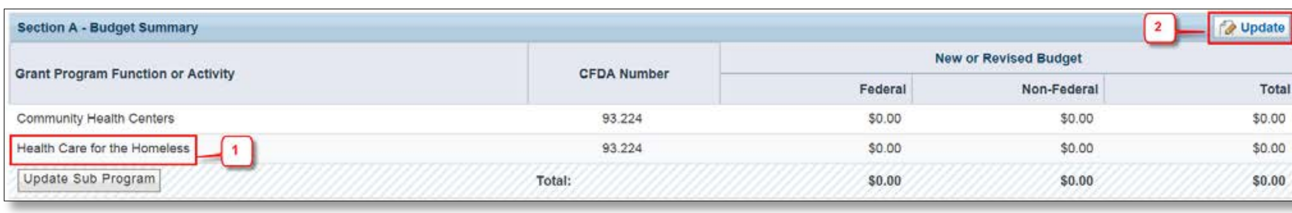
1. Under Section A – Budget Summary, click on the Update Sub-Program button (Figure 6, 1).
   - ➢ The **Sub-Programs** – **Update** page opens (Figure 7).

Figure 7: Sub-Programs – Update Page



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**).

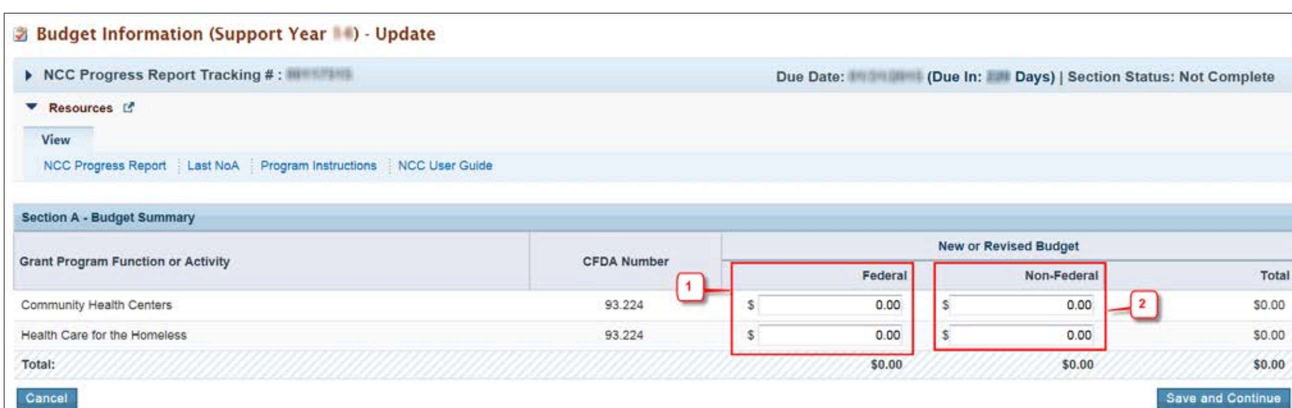
Figure 8: Section A – Budget Summary showing addition of a sub-program



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



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

Recommended Federal Budget: $[illegible] — 1 — [illegible]

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	$100,000.00	$0.00	$100,000.00
Health Care for the Homeless	93.224	$176,567.00	$0.00	$176,567.00
Update Sub Program	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

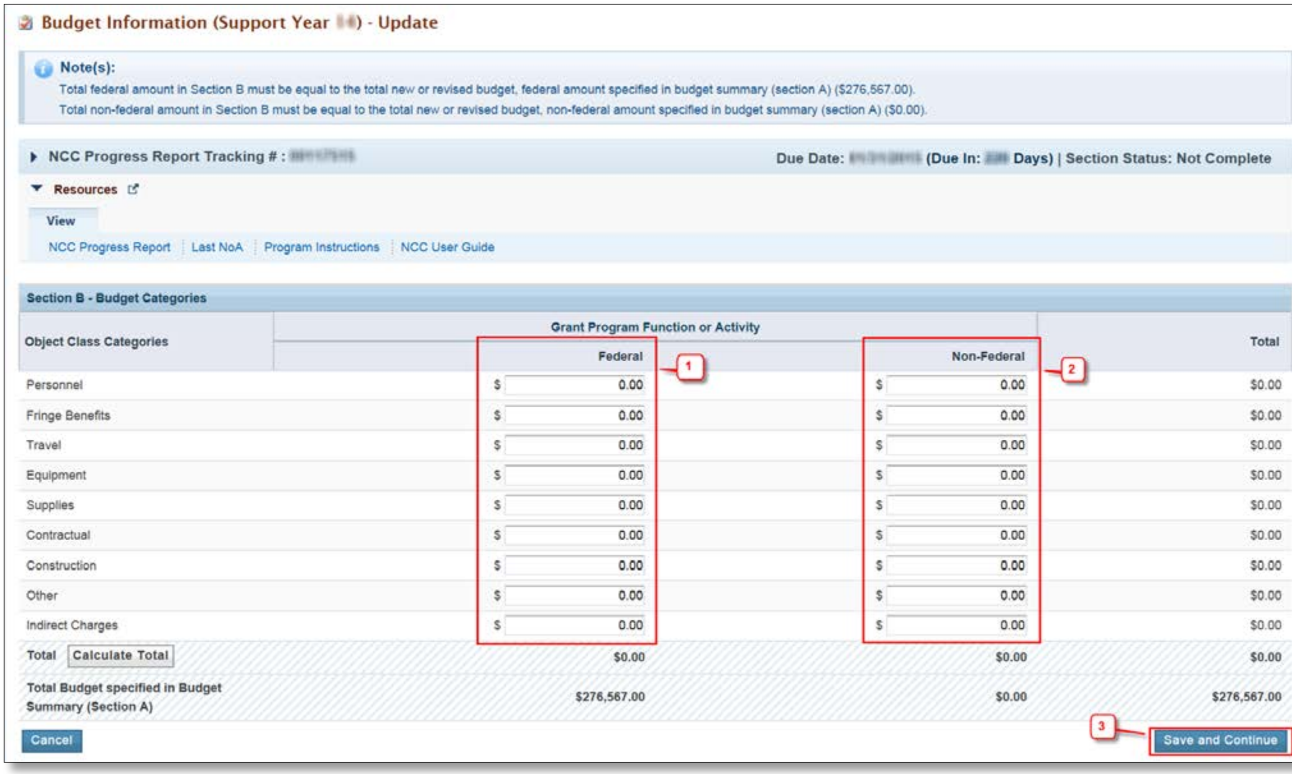
* Section B - Budget Categories — Update

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

   - ➢ 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**).

Figure 12: Budget Information (Support Year) – Update page for Section A – Budget Categories


Budget Information (Support Year [redacted]) - Update

Note(s):
Total federal amount in Section B must be equal to the total new or revised budget, federal amount specified in budget summary (section A) ($276,567.00).
Total non-federal amount in Section B must be equal to the total new or revised budget, non-federal amount specified in budget summary (section A) ($0.00).

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

Resources

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Section B - Budget Categories

Object Class Categories	Grant Program Function or Activity: Federal	Non-Federal	Total
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
Indirect Charges	$ 0.00	$ 0.00	$0.00
Total Calculate Total	$0.00	$0.00	$0.00
Total Budget specified in Budget Summary (Section A)	$276,567.00	$0.00	$276,567.00

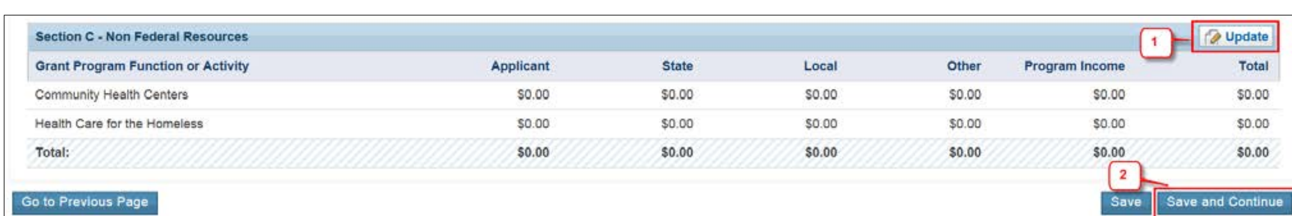
Cancel | Save and Continue

IMPORTANT NOTES:

- The total federal amount in Section B – Budget Categories must be equal to the total new or revised federal budget amount specified in Section A – Budget Summary of the **Budget Details** form.
- The total non-federal amount in Section B – Budget Categories must be equal to the total new or revised non-federal budget amount specified in Section A – Budget Summary of the **Budget Details** form.

10. Click the Save and Continue button (**Figure 12**, **3**) to navigate to the **Budget Details** form (**Figure 6**).
11. In Section C – Non-Federal Resources, distribute the non-federal budget amount specified in Section A – Budget Summary across the applicable non-federal resources. Click the Update button provided in the right corner of Section C header to do so (**Figure 13**, **1**).

Figure 13: Section C – Non-Federal Resources


Section C - Non Federal Resources | Update

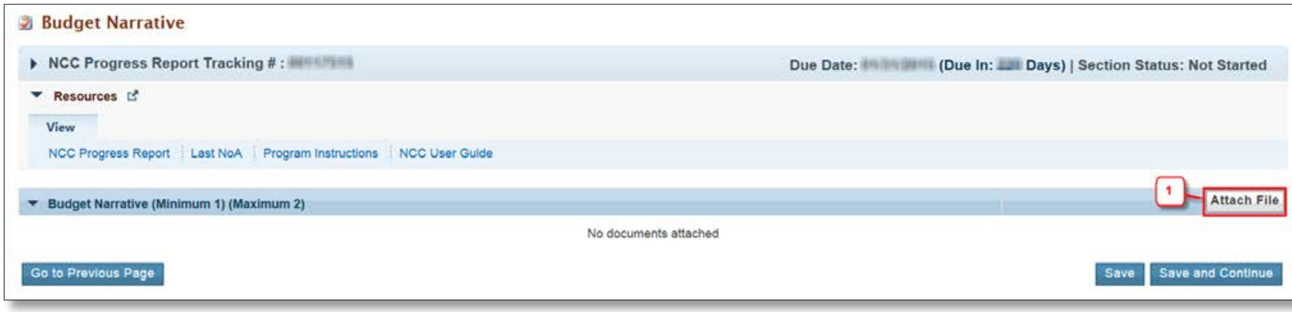
Grant Program Function or Activity	Applicant	State	Local	Other	Program Income	Total
Community Health Centers	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Health Care for the Homeless	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Total:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

Go to Previous Page | Save | Save and Continue

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



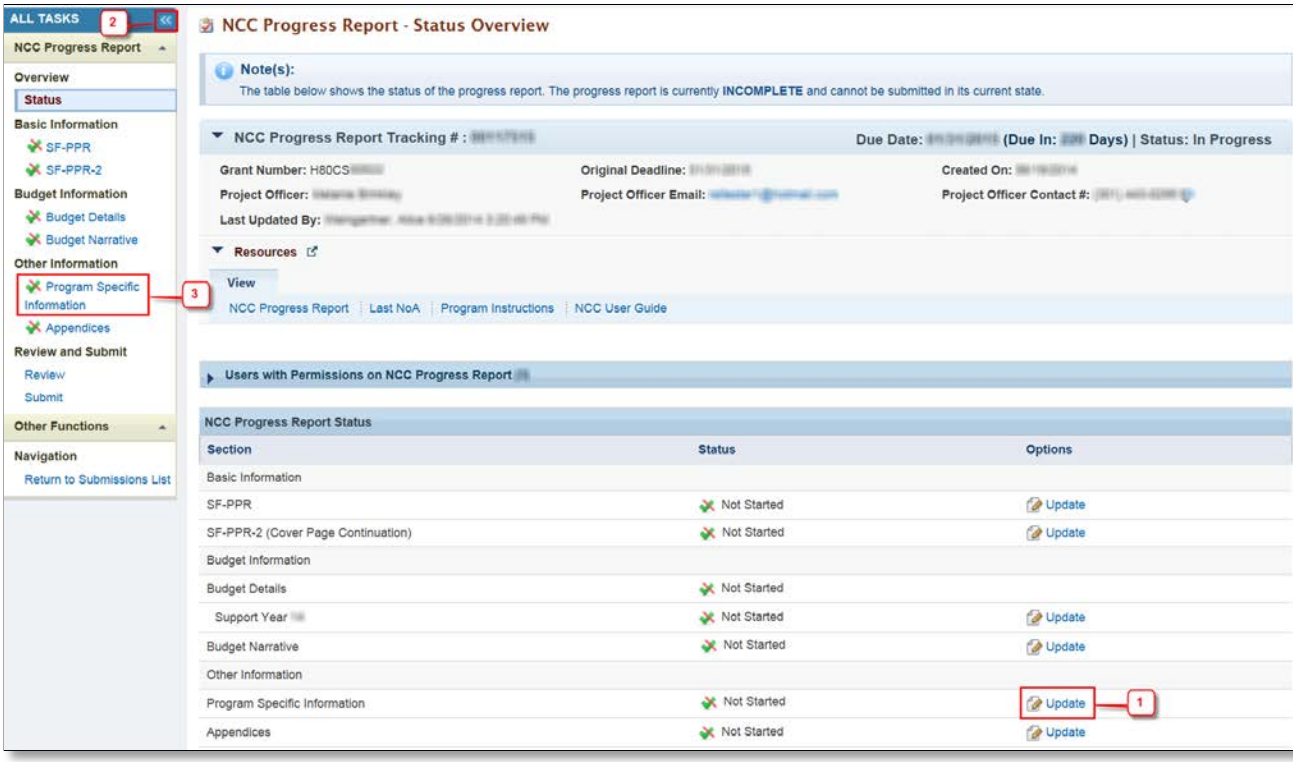
13. On the **Budget Narrative** form, attach a budget justification narrative by clicking on the Attach File button (**Figure 14**, **1**).
14. Click on the Save and Continue button to navigate to the **Program Specific Information – Status Overview** page.

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



- ➢ 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

[redacted] **Due Date:** [redacted] **(Due In:** [redacted] **Days) | Program Specific Status: Not Complete**

Announcement Number: [redacted] **Announcement Name:** Health Center Program **Progress Report Type:** Noncompeting Continuation

Grant Number: [redacted] **Target Population:** [redacted] **Current Project Period:** [redacted]

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		
Project Narrative Update	Not Started	
Environment and Organizational Capacity	Not Started	Update
Patient Capacity and Supplemental Awards	Not Started	Update
One Time Funding	Not Started	Update
Clinical/Financial Performance Measures	Not Started	Update

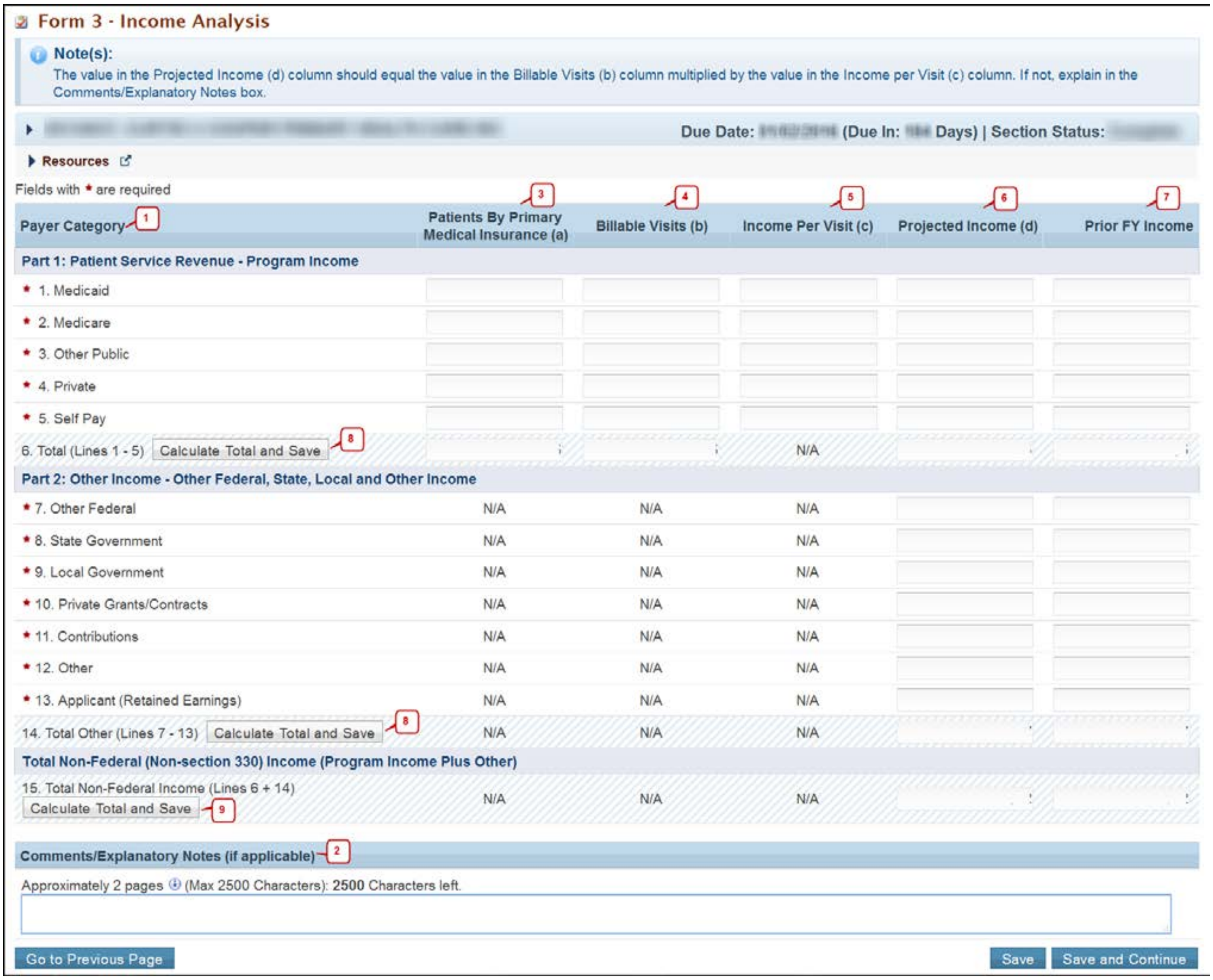
Return to Complete Status

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: (Due In: 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) 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) 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) 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.

Go to Previous Page | Save | Save and Continue

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**).

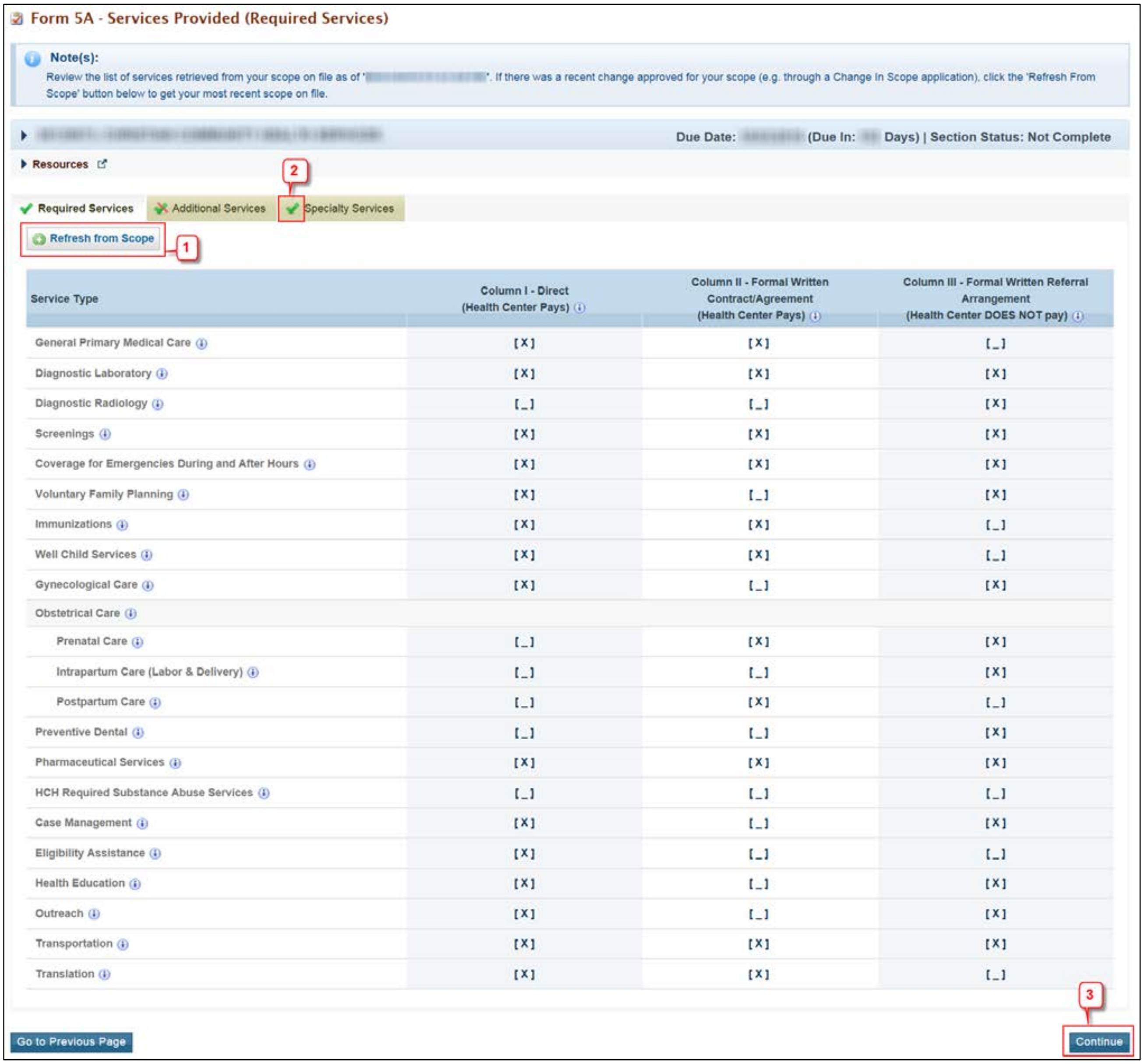
1. If the value for any payer category in Projected Income (d) is not equal to the value obtained by multiplying Billable Visits (d) with Income per Visit (c), provide an explanation in this section. Provide justification for each payer category for which these numbers are not equal. If these numbers 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 '[illegible]'. 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.

[illegible] Due Date: [illegible] (Due In: [illegible] 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**).

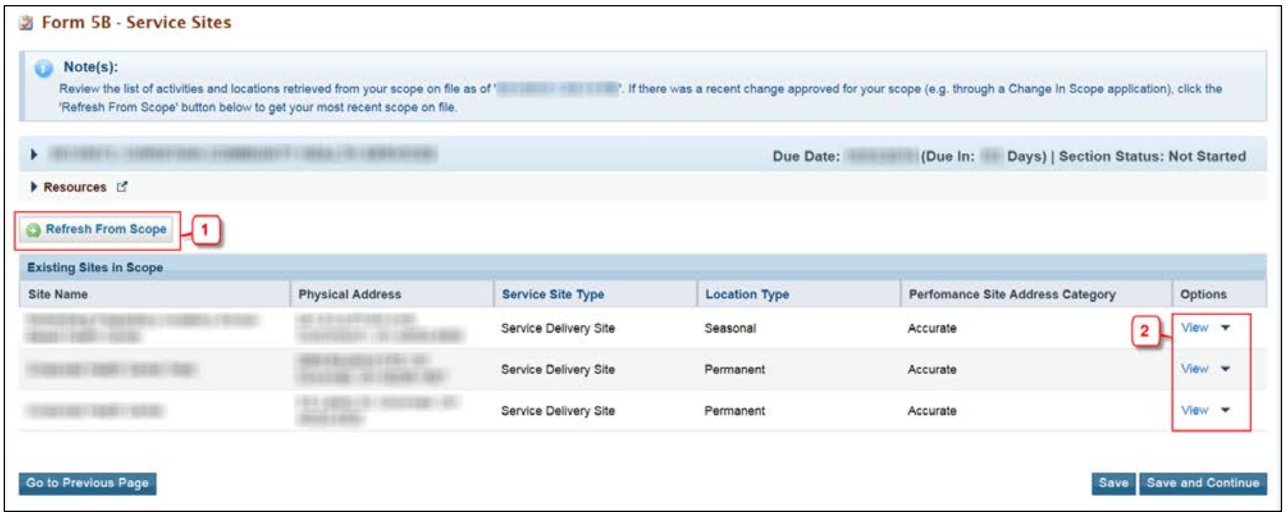
After visiting all the sections on **Form 5A**, click the Continue button (**Figure 18**, **3**) to proceed to the next form.

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



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**).

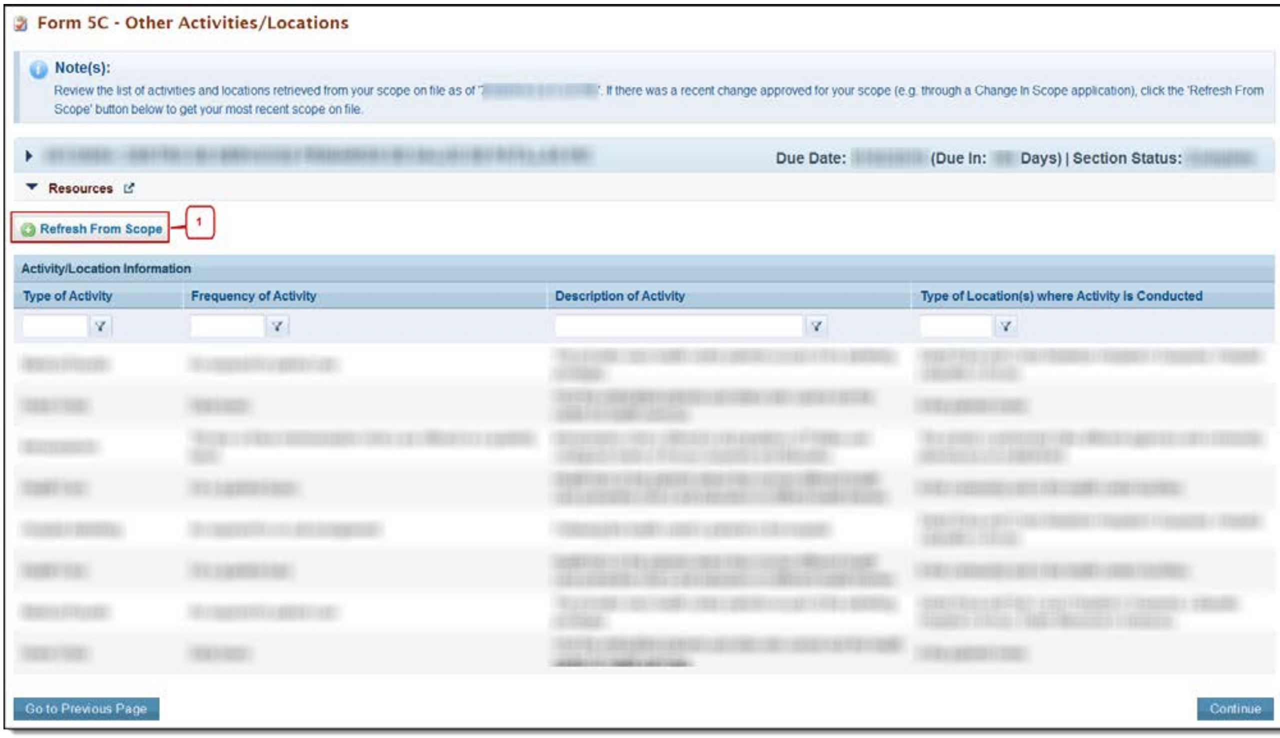
Click the Save and Continue button on **Form 5B** to proceed to the next form.

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



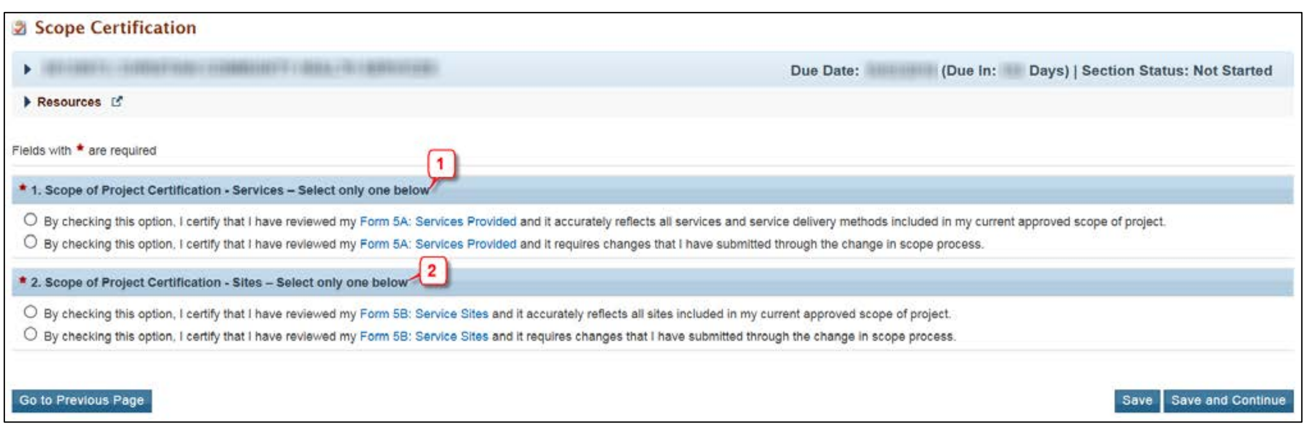
If the pre-populated data on **Form 5C** does not reflect any recent approved scope changes, click the Refresh from Scope button to refresh the data and display the latest scope of project (Figure 20, 1).

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



To complete this form, follow the steps below:

1. Select an option to certify that the [Form 5A: Services Provided] form of this FY 2018 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 2018 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.

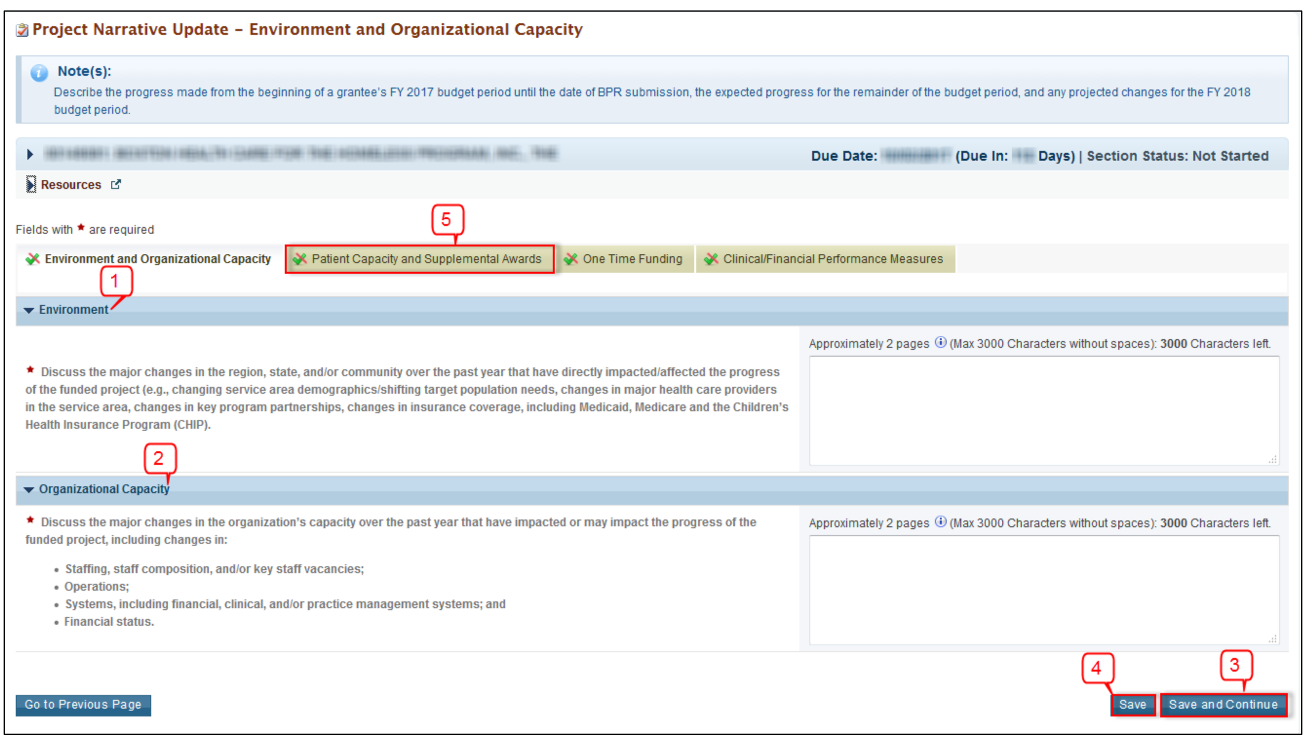
3.6 Project Narrative Update

The **Project 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 2018 budget period. This form is comprised of the following sections:

1. Environment and Organizational Capacity
2. Patient Capacity and Supplemental Awards
3. One-Time Funding Awards
4. Clinical/Financial Performance Measures

3.6.1 Completing Environment and Organizational Capacity

Figure 22: Project 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 Project Narrative Update form consists of the following sub-sections:

- Patient Capacity (**Figure 23**)
- Supplemental Awards (**Figure 24**)

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**).

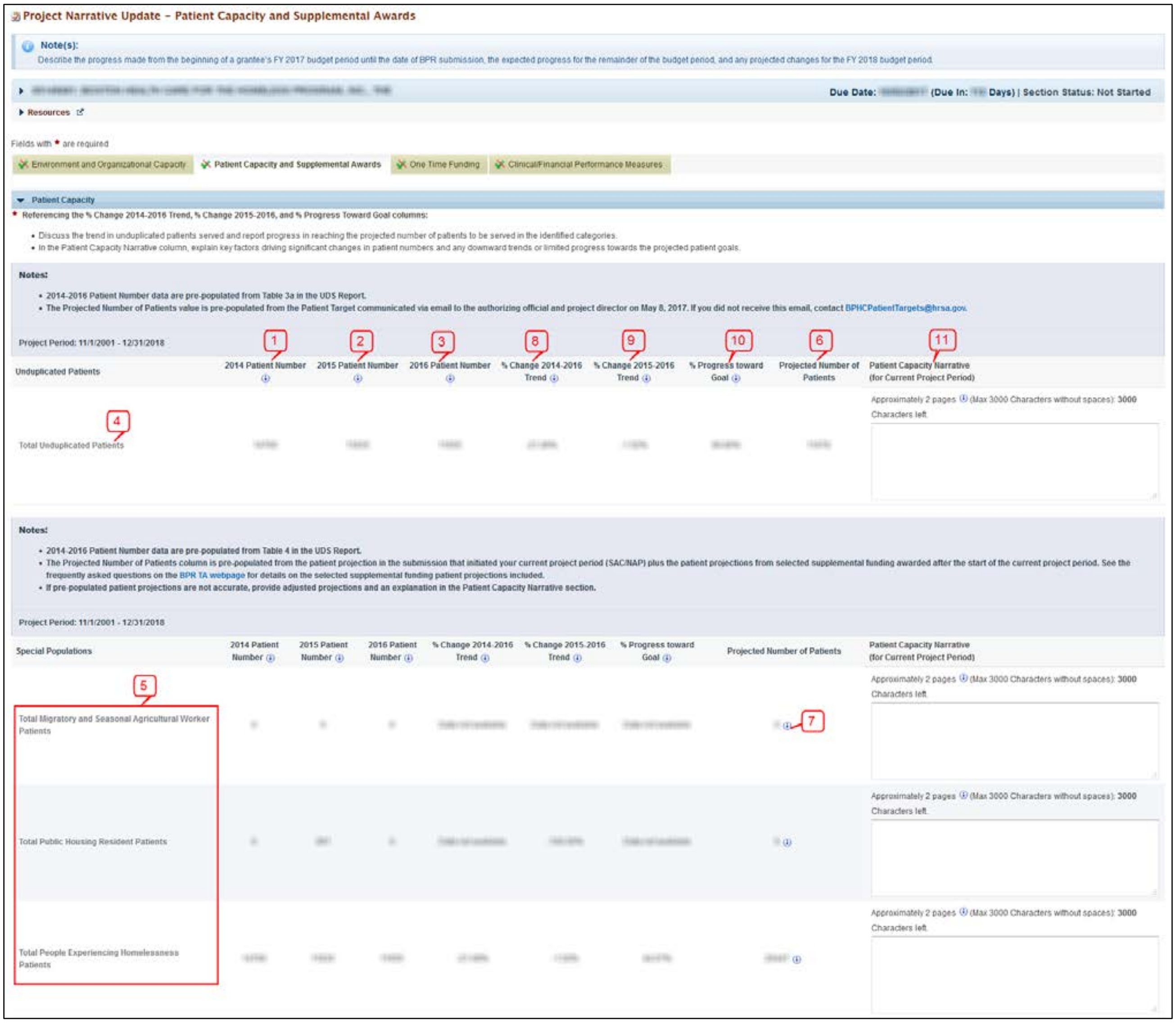
To complete this section, follow the steps below:

1. Review the numbers populated in the **2014 - 2016 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 **2014 - 2016 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 **2014 - 2016 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.

Figure 23: Patient Capacity



2. Review the numbers populated in the **Projected Number of Patients** column (Figure 23, 6).

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, and project directors on May 8, 2017.
- 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/NAP), plus selected supplemental funding awarded after the start of the current project period. Hover over the information icons (Figure 23, 7) for each row to see how the values are being compiled.

3. Review the values displayed in the **% Change 2014-2016 Trend** (**Figure 23**, **8**), **% Change 2015-2016** (**Figure 23**, **9**), and **% Progress Toward Goal** (**Figure 23**, **10**) 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.

4. In the **Patient Capacity Narrative** column (**Figure 23**, **11**), provide a narrative describing your progress for each patient category by referencing the numbers displayed in the **% Change 2014-2016 Trend**, **% Change 2015-2016**, 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**).

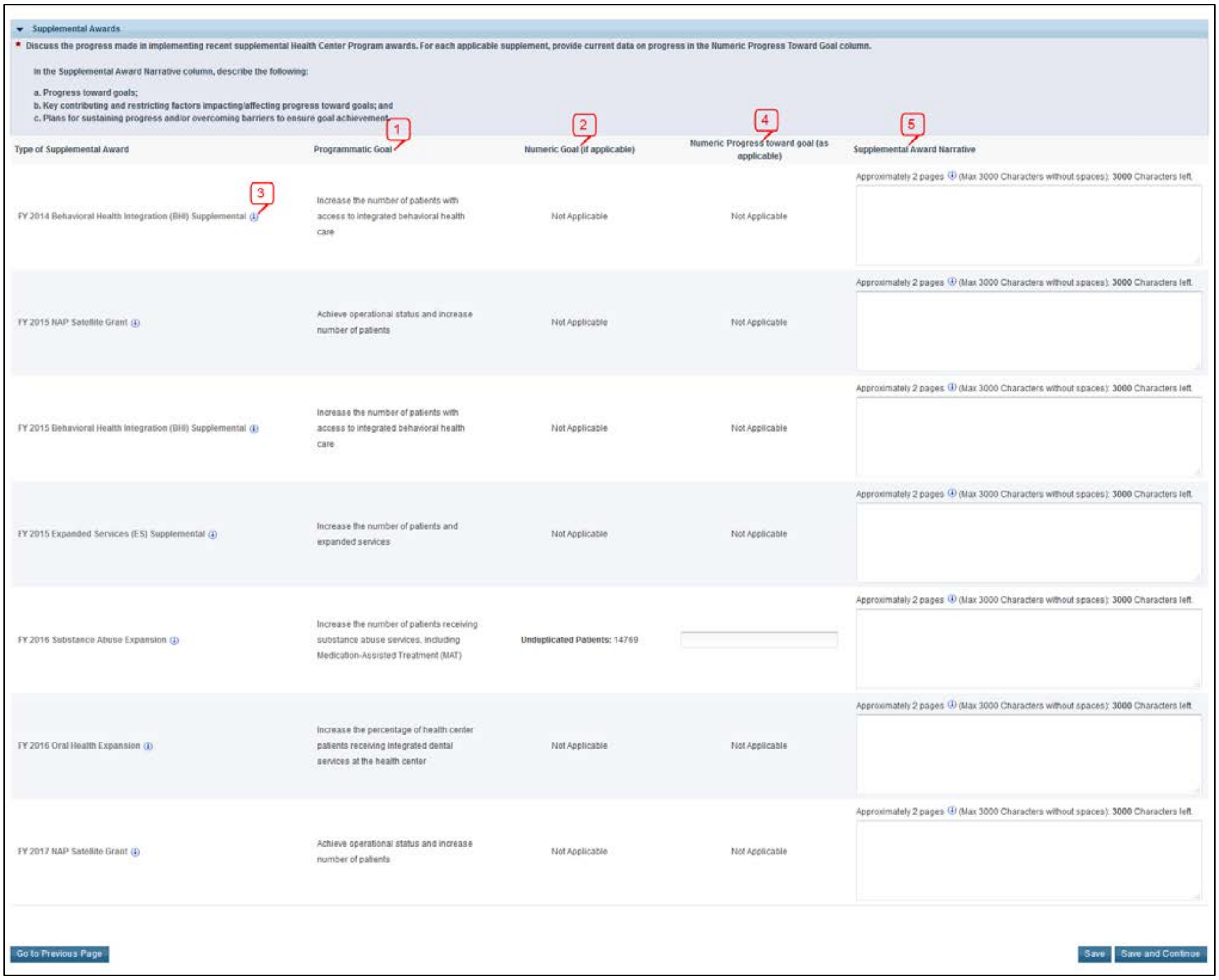
To complete this section, follow the steps below:

1. Review the information provided under the **Programmatic Goal** column (**Figure 24**, **1**).
2. 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

* Discuss the progress made in implementing recent supplemental Health Center Program awards. For each applicable supplement, provide current data on progress in the Numeric Progress Toward Goal column.

In the Supplemental Award Narrative column, describe the following:

a. Progress toward goals;
b. Key contributing and restricting factors impacting/affecting progress toward goals; and
c. Plans for sustaining progress and/or overcoming barriers to ensure goal achievement

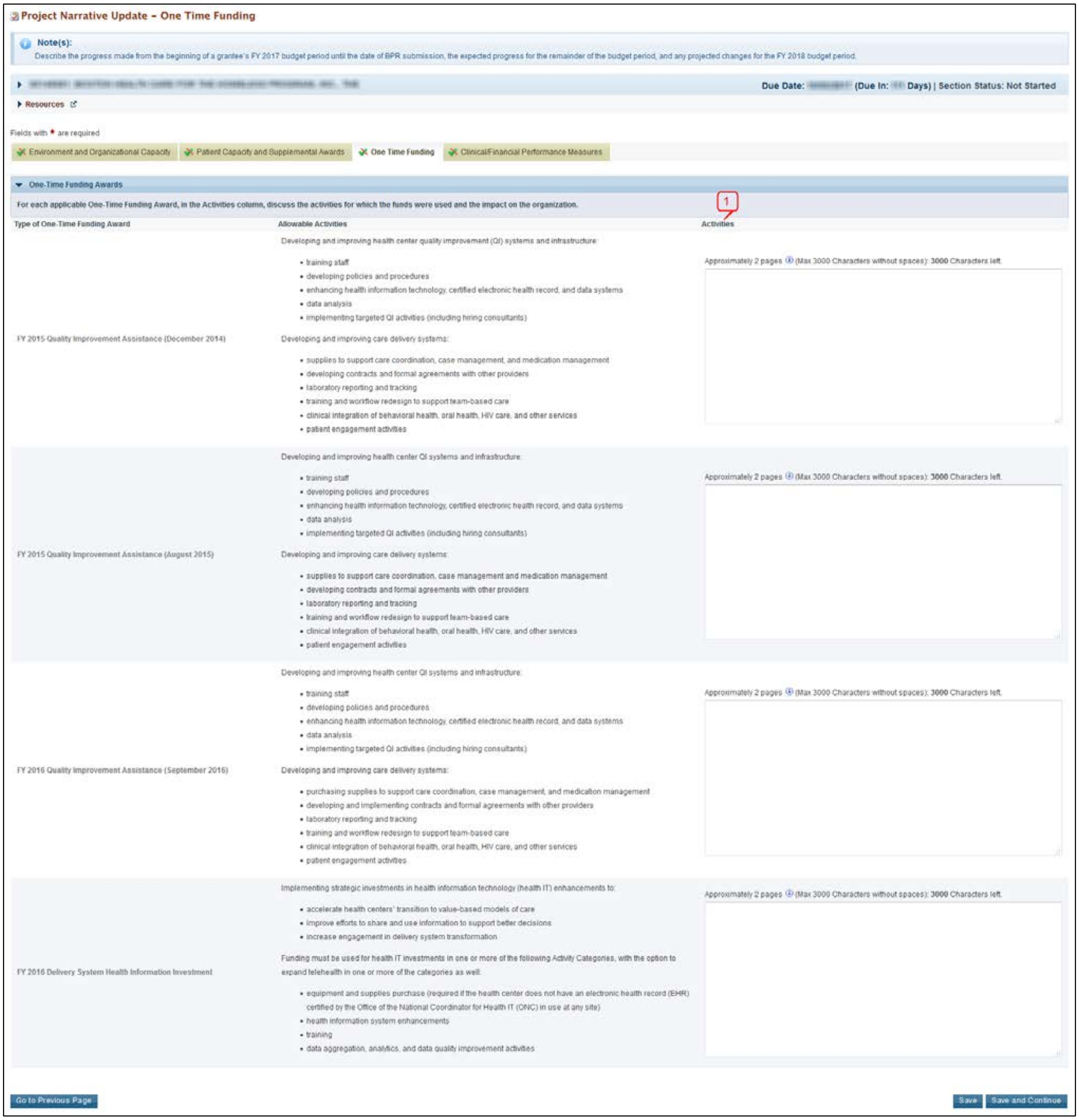
Type of Supplemental Award	Programmatic Goal	Numeric Goal (if applicable)	Numeric Progress toward goal (as applicable)	Supplemental Award Narrative
FY 2014 Behavioral Health Integration (BHI) Supplemental	Increase the number of patients with access to integrated behavioral health care	Not Applicable	Not Applicable	Approximately 2 pages (Max 3000 Characters without spaces): 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 without spaces): 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 without spaces): 3000 Characters left.
FY 2015 Expanded Services (ES) Supplemental	Increase the number of patients and expanded services	Not Applicable	Not Applicable	Approximately 2 pages (Max 3000 Characters without spaces): 3000 Characters left.
FY 2016 Substance Abuse Expansion	Increase the number of patients receiving substance abuse services, including Medication-Assisted Treatment (MAT)	Unduplicated Patients: 14769		Approximately 2 pages (Max 3000 Characters without spaces): 3000 Characters left.
FY 2016 Oral Health Expansion	Increase the percentage of health center patients receiving integrated dental services at the health center	Not Applicable	Not Applicable	Approximately 2 pages (Max 3000 Characters without spaces): 3000 Characters left.
FY 2017 NAP Satellite Grant	Achieve operational status and increase number of patients	Not Applicable	Not Applicable	Approximately 2 pages (Max 3000 Characters without spaces): 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.

3.6.3 Completing 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.

Figure 25: One-Time Funding Awards



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

3.6.4 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

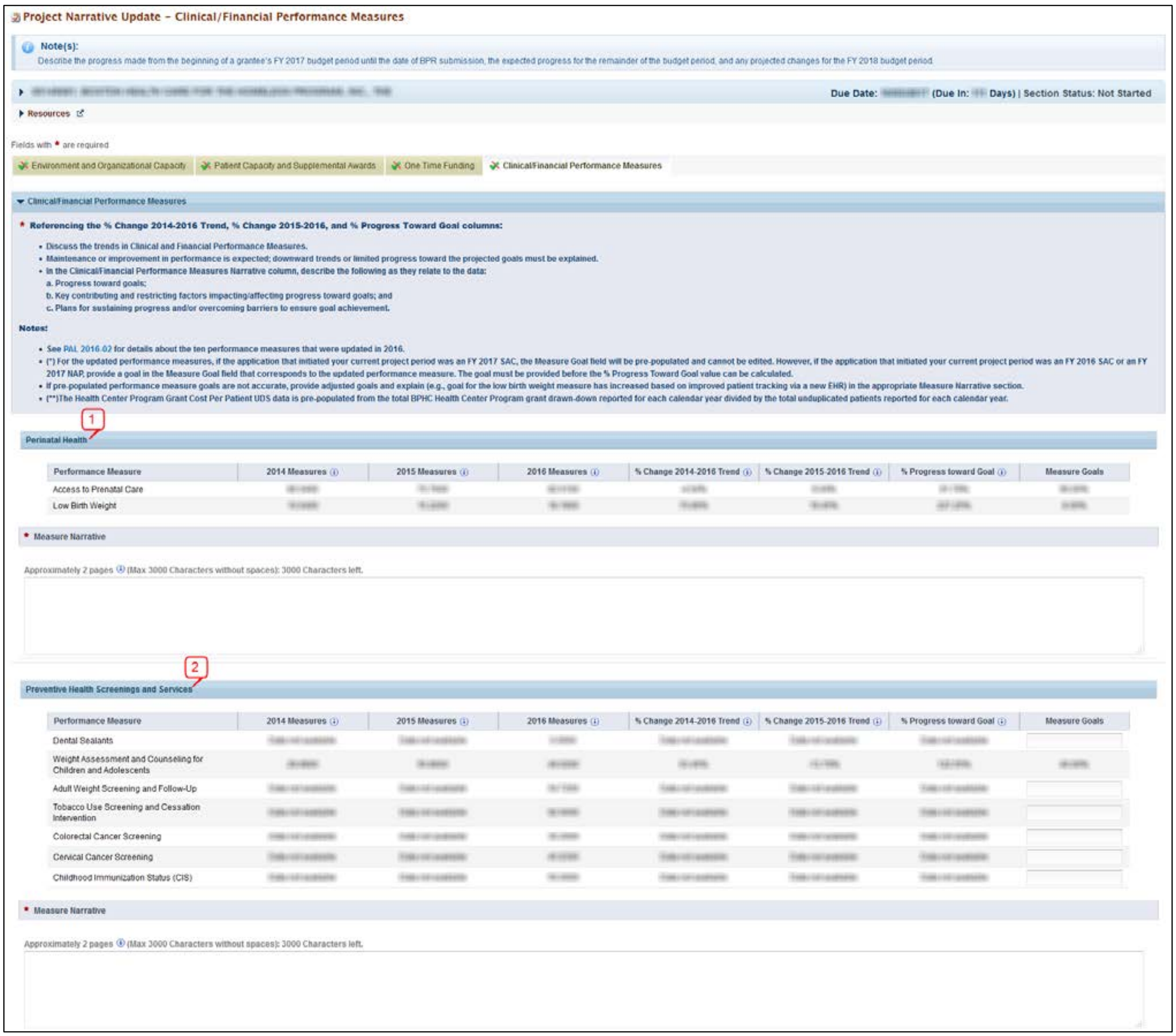
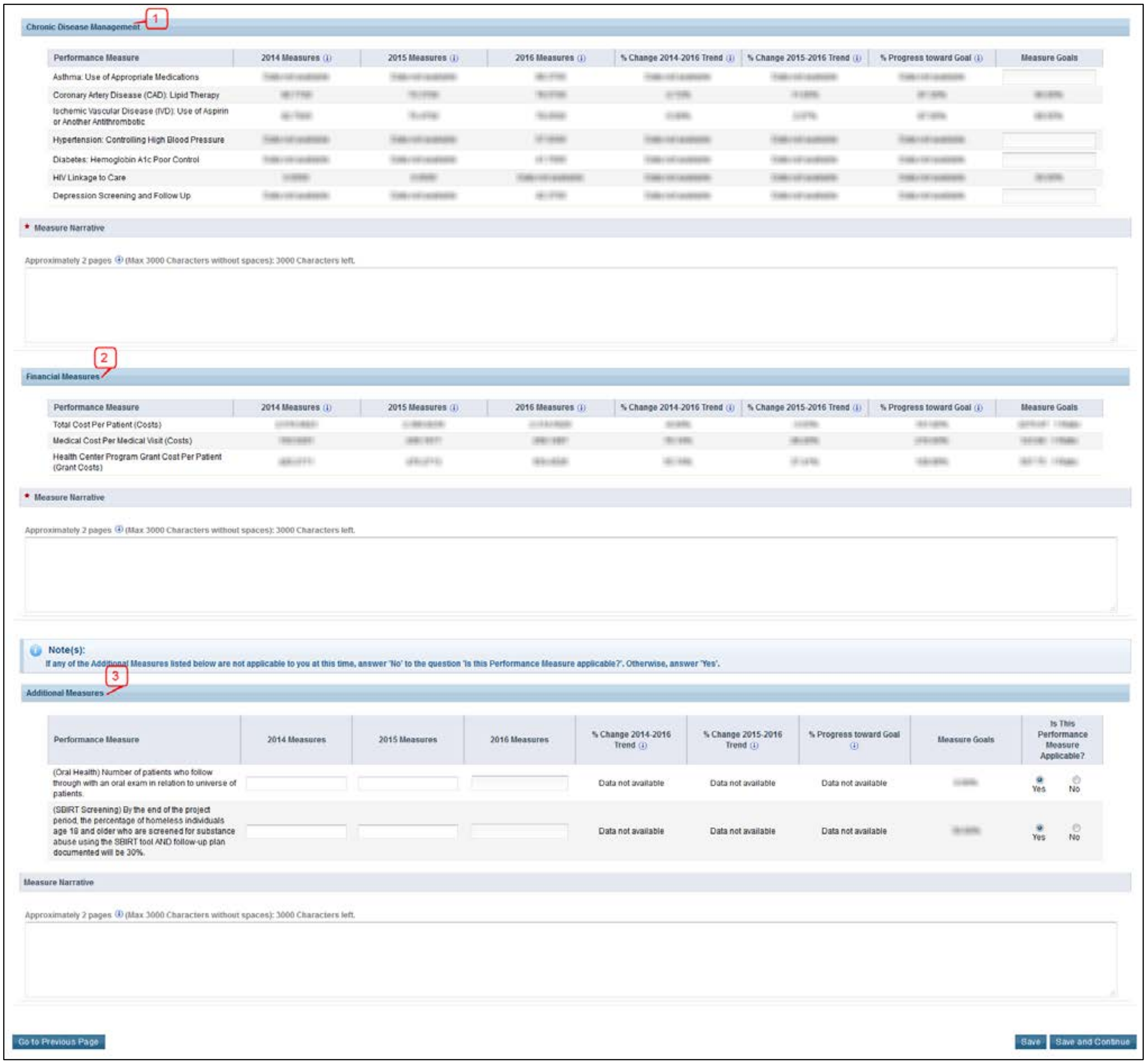


Figure 27 : Clinical/Financial Performance measures (Cont'd)



To complete this section, follow the steps below:

1. Review the numbers populated in the **2014 - 2016 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.

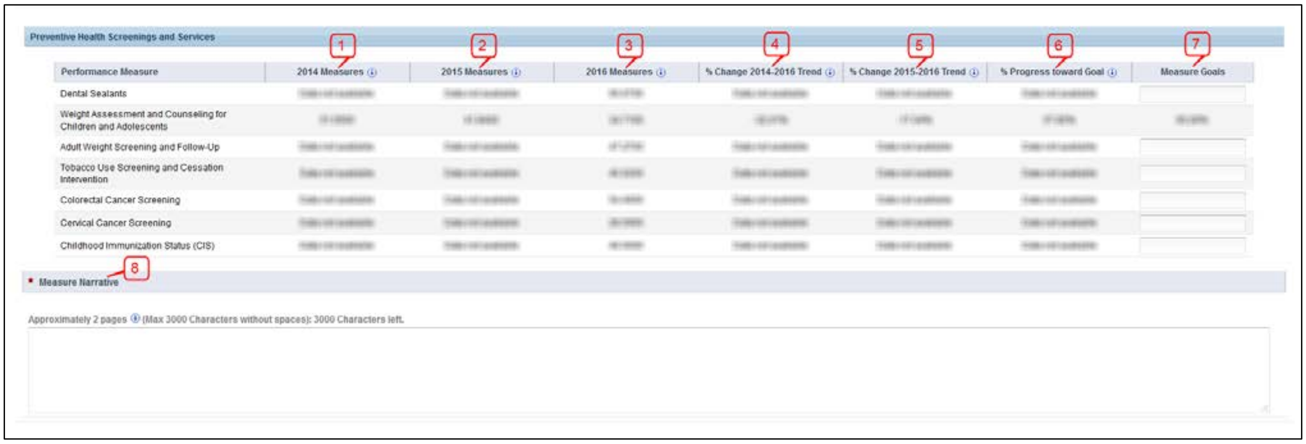
IMPORTANT NOTES:

- See PAL 2016-02 for details about the measures that were updated in 2016.
- For the updated performance measures, if the application that initiated your current project period was an **FY 2017 SAC**, the Measure Goal field will be prepopulated and cannot be edited. However, if the

application that initiated your current project period was an **FY 2016 SAC** or an **FY 2017 NAP**, provide a goal in Measure Goal field that corresponds to the updated performance measure. The goal must be provided before the **% Progress Toward Goal** value can be calculated.

- For the measures listed under the **Additional Measures** sub-section, provide information in the **2014 - 2016 Measure** columns, as applicable.

Figure 28 : Clinical/Financial Performance Measures Details



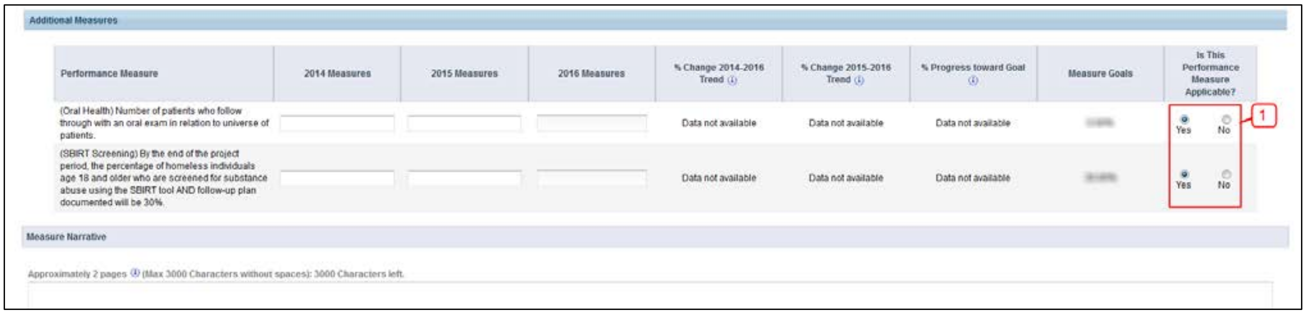
2. Review the values displayed in the **% Change 2014-2016 Trend** (**Figure 28**, **4**), **% Change 2015-2016** (**Figure 28**, **5**), and **% Progress Toward Goal** (**Figure 28**, **6**) columns. The system calculates these values using the numbers displayed in the corresponding Measure columns.

IMPORTANT NOTES:

- To view the formulas used to calculate **% Change 2014-2016 Trend**, **% Change 2015-2016**, and **% Progress Toward Goal** values, hover over the information icons displayed for those columns headers.
- If data is not available for the **2014 Measure**, **2015 Measure**, or **2016 Measure** columns for a performance measure, the system displays "Data not available" for **% Change 2014-2016 Trend**, **% Change 2015-2016**, and **% Progress Toward Goal**, if used in the formula, for that performance measure.

3. Review the numbers populated in the **Measure Goals** column (**Figure 28**, **7**). 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 2017 SAC/BPR/NAP or FY2016 SAC).
4. In the **Measure Narrative** field (**Figure 28**, **8**), 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.
5. 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 2018.

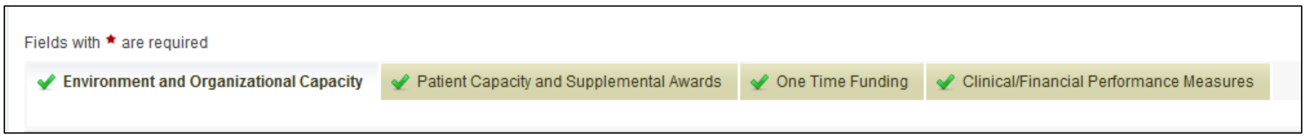
Figure 29: Additional Measures sub-section



3.6.5 Completing the Project Narrative Update forms

The **Project Narrative Update** form will be complete when the status of all the 4 sections is complete. The completed status of all these sections is indicated with a green tick mark in the section tabs (Figure 30).

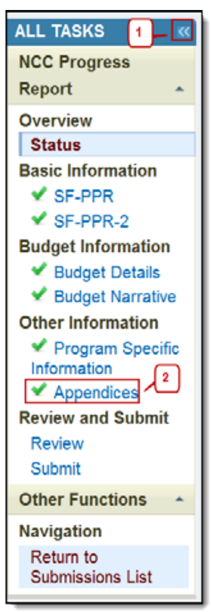
Figure 30: Completed Project Narrative Update sections



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 31, 1). Click on the Appendices link (Figure 31, 2) to navigate to the Appendices form.

Figure 31: Left Navigation Menu



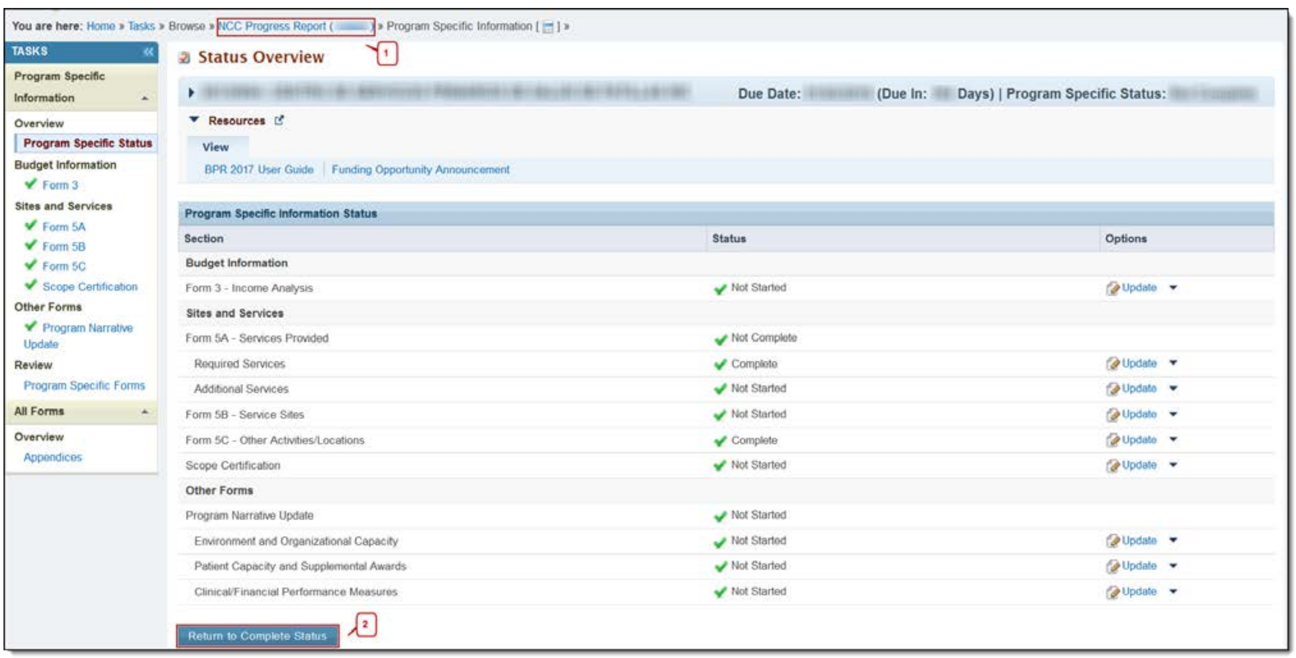
2. The **Appendices** form allows you to attach one additional standard document that your grant program requires when you submit your Progress Report. Attachments are NOT required for FY 2018 NCC/BPR Progress Report.
3. Click on the Save button to mark this form as Complete. Click on Save and Continue button to navigate to the **NCC Progress Report – Review** page.

5. Reviewing and Submitting the FY 2018 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 32**, **1**).
   - On the program specific **Status Overview** page, click on the Return to Complete Status button (**Figure 32**, **2**).

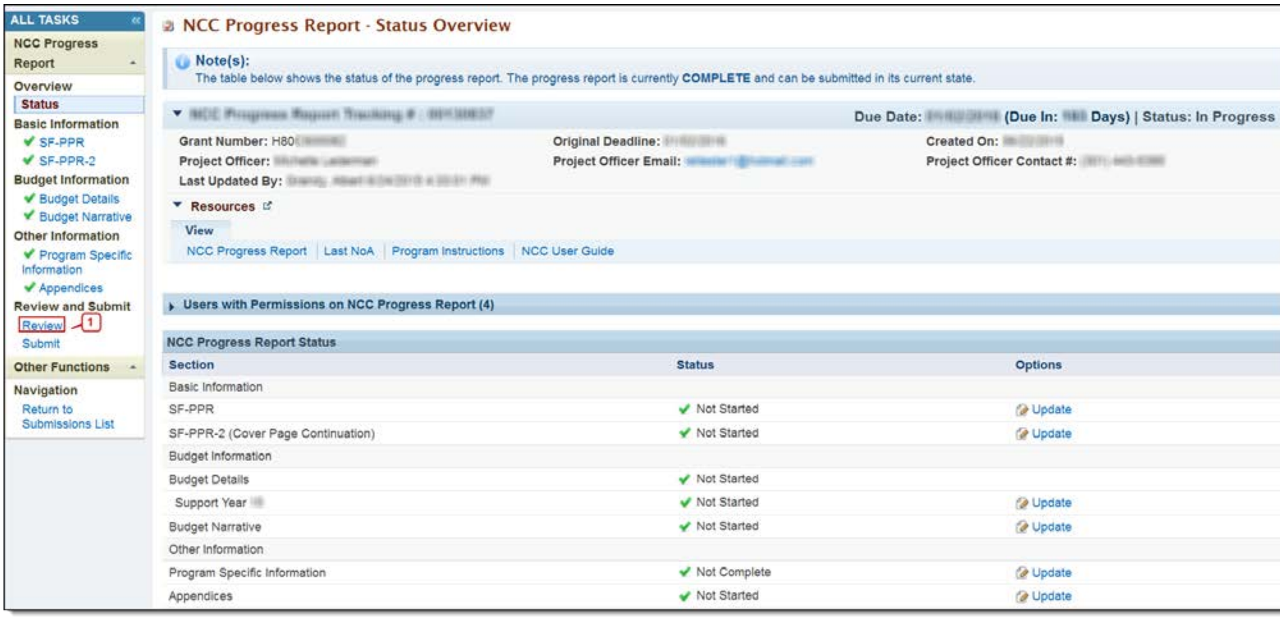
Figure 32: Accessing the standard section of the NCC progress report



➢ The system navigates to the **NCC Progress Report** - **Status Overview** page (**Figure 33**).

2. On the **NCC Progress Report** - **Status Overview** page, click the **Review** link in the Review and Submit section of the left menu (**Figure 33**, **1**).

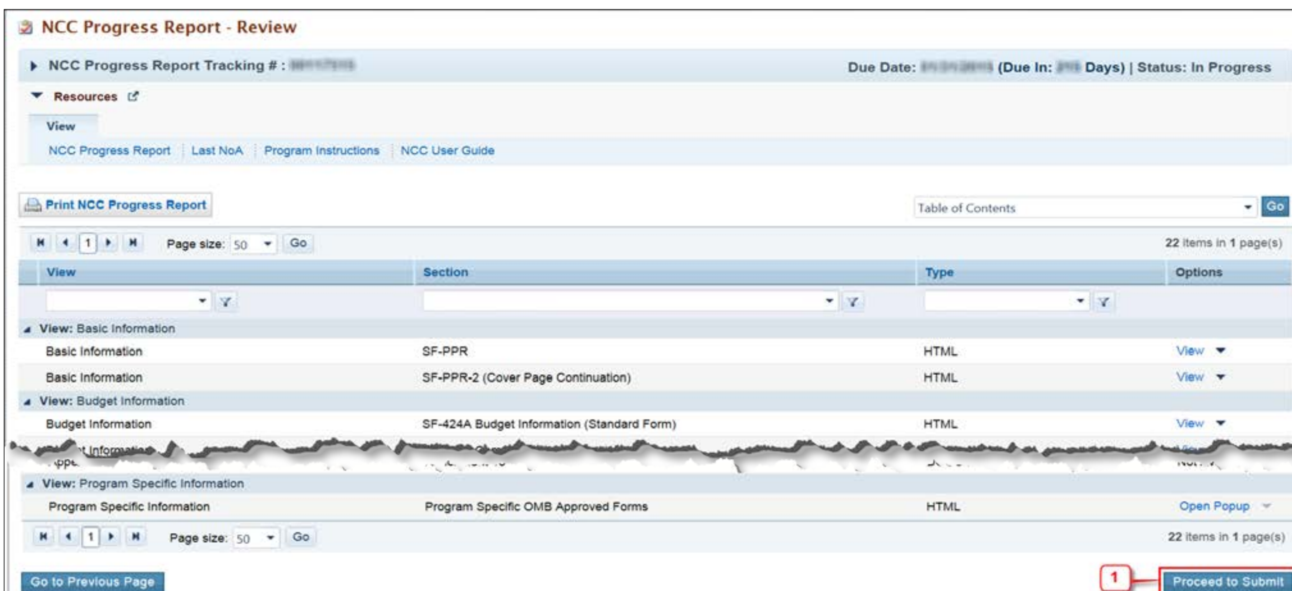
Figure 33: Review link



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

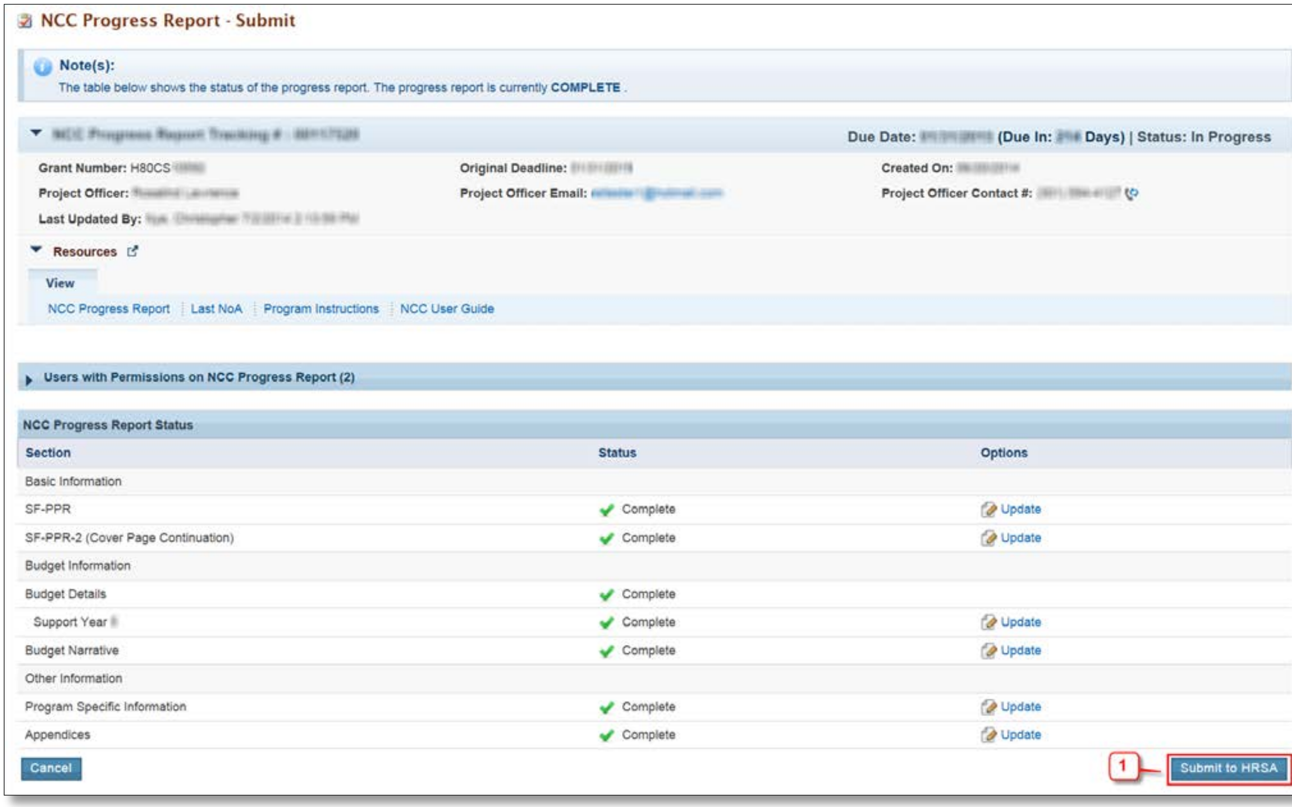
3. Verify the information displayed on the **NCC Progress Report - Review** page.
4. If you are ready to submit the progress report to HRSA, click the Proceed to Submit button at the bottom of the **Review** page (**Figure 34, 1**).

Figure 34: Proceed to Submit button on the NCC Progress Report – Review page



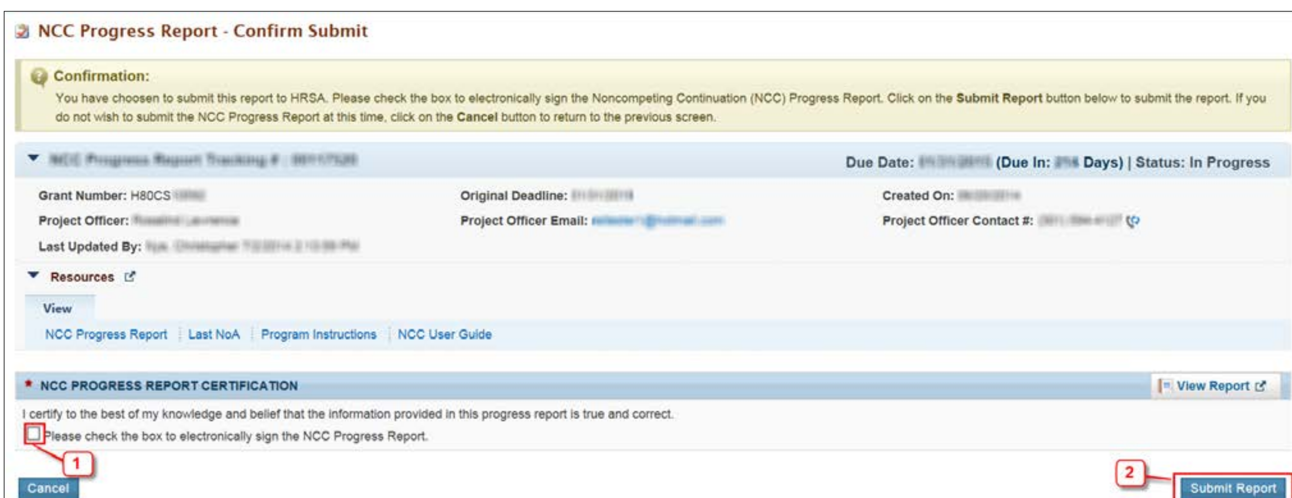
➢ The system navigates to the **NCC Progress Report – Submit** page (**Figure 35**).

Figure 35: NCC Progress Report – Submit page



5. Click the Submit to HRSA button at the bottom of the **Submit** page (**Figure 35, 1**).
   - The system navigates to a **NCC Progress Report – Confirm Submit** page (**Figure 36**).

Figure 36: NCC Progress Report – Confirm Submit page



6. Certify the statement displayed under the NCC Progress Report Certification section of the **NCC Progress Report – Confirm Submit** page (**Figure 36**, **1**), and click the Submit Report button to submit the NCC/BPR progress report to HRSA (**Figure 36**, **2**).

7. If you experience any problems with submitting the application in HRSA 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 at http://www.hrsa.gov/about/contact/bphc.aspx. (select either Applicant or BPHC Grantee, Application/Progress Report: Instructions, BPR)

5.1.1 Accessing your submitted H80 Applications/Progress Reports

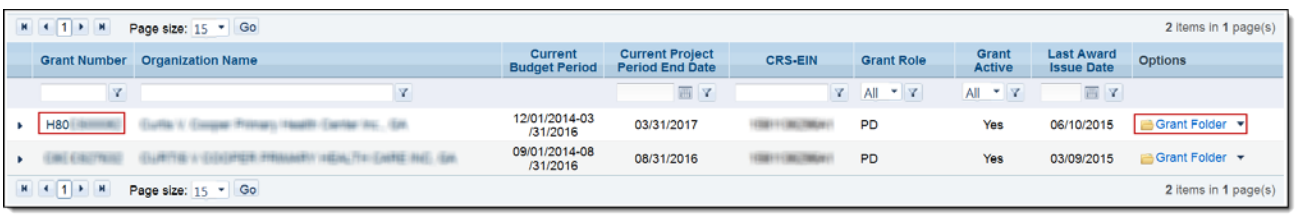
You may need to reference your submitted H80 applications/progress reports when completing your FY 2018 NCC/BPR progress report. You can access your submitted H80 applications/progress reports through the H80 Grant Folder by following the steps below:

1. Click the **Grants** tab located at the top of the **Project Narrative Update** form to access your Grant Portfolio (**Figure 37**).

Figure 37: Grants Tab

2. Locate the H80 grant for which you are submitting the NCC progress report and click on its **Grant Folder** link (**Figure 38**).

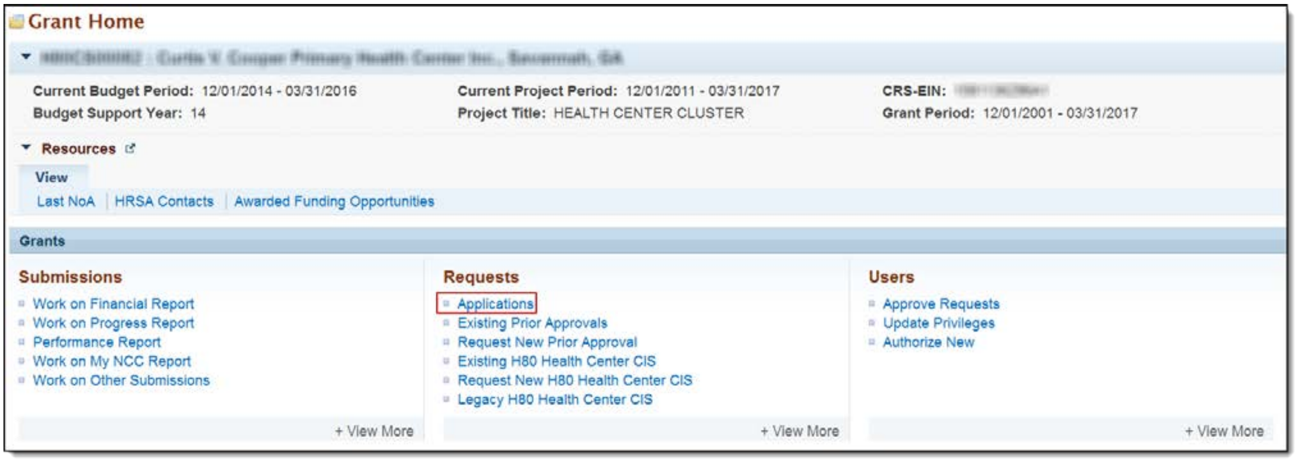
Figure 38: Accessing the H80 Grant Folder



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 39**).

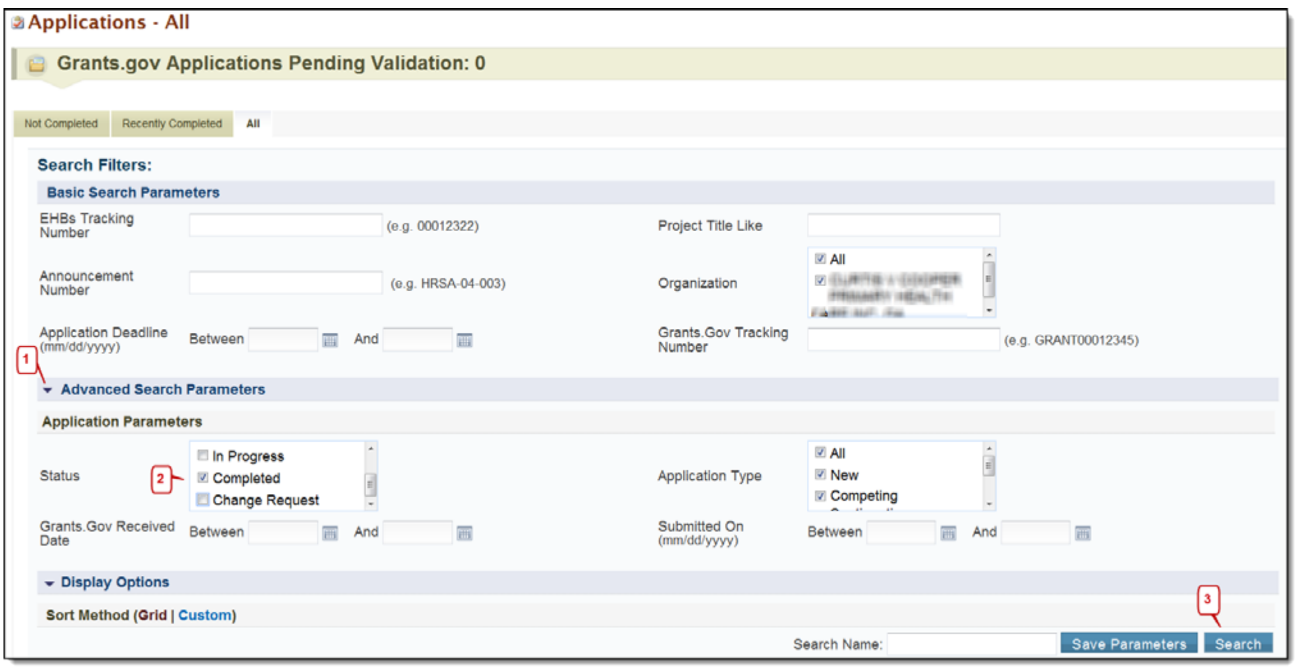
Figure 39: Applications link



- ➢ The system navigates to the **Applications - All** search page (**Figure 40**).

B. Expand the **Advanced Search Parameters** section of the **Applications - All** search page by clicking the arrow icon (**Figure 40**, **1**). In the Status field under this section, un-select all the statuses except Completed (**Figure 40**, **2**).

Figure 40: Applications – All search Page

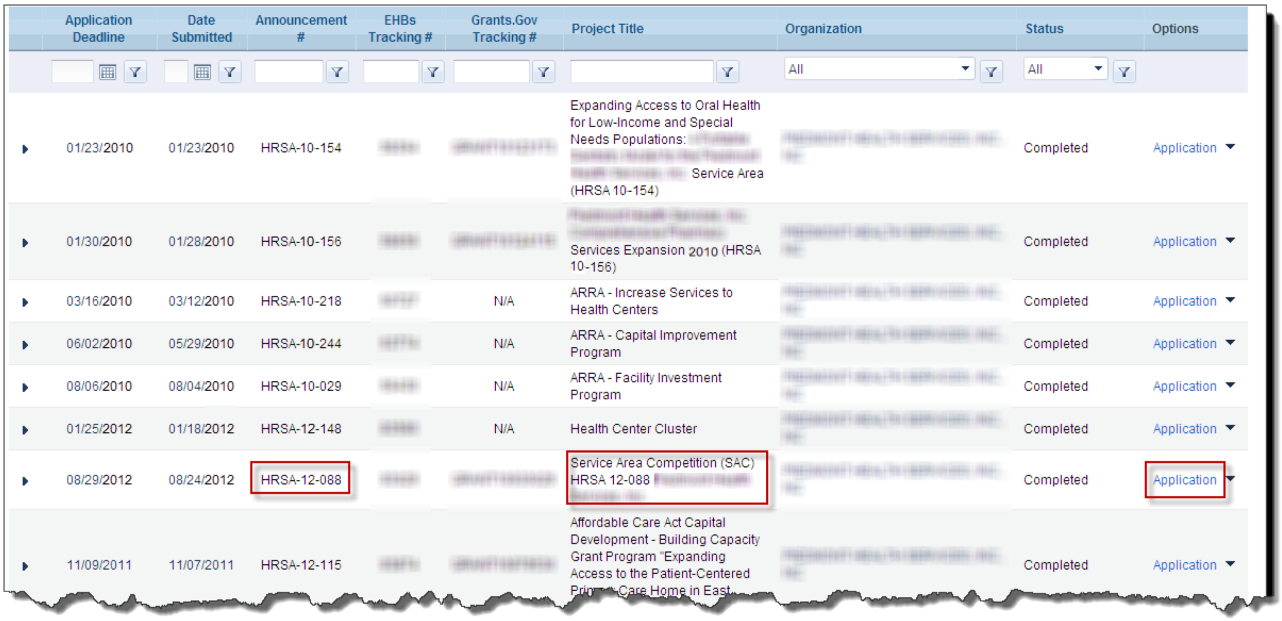


C. Click the Search button located at the bottom of this page to access the completed applications (**Figure 40**, **3**).

- ➢ 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 41**).

Figure 41: Applications – All results Page

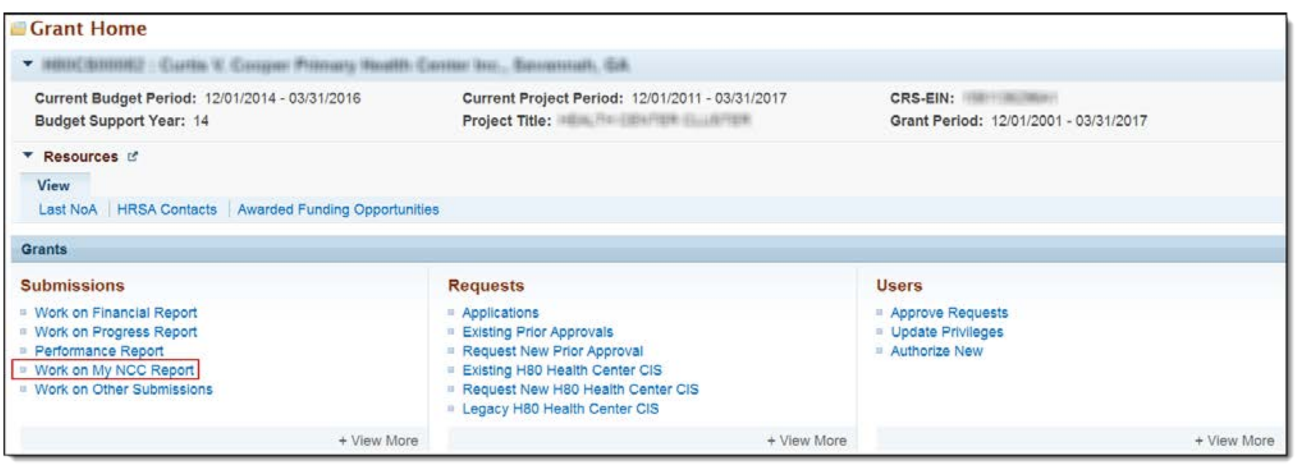


	Application Deadline	Date Submitted	Announcement #	EHBs Tracking #	Grants.Gov Tracking #	Project Title	Organization	Status	Options
							All	All	
▸	01/23/2010	01/23/2010	HRSA-10-154	[illegible]	[illegible]	Expanding Access to Oral Health for Low-Income and Special Needs Populations: [illegible] Service Area (HRSA 10-154)	[illegible]	Completed	Application
▸	01/30/2010	01/28/2010	HRSA-10-156	[illegible]	[illegible]	[illegible] Services Expansion 2010 (HRSA 10-156)	[illegible]	Completed	Application
▸	03/16/2010	03/12/2010	HRSA-10-218	[illegible]	N/A	ARRA - Increase Services to Health Centers	[illegible]	Completed	Application
▸	06/02/2010	05/29/2010	HRSA-10-244	[illegible]	N/A	ARRA - Capital Improvement Program	[illegible]	Completed	Application
▸	08/06/2010	08/04/2010	HRSA-10-029	[illegible]	N/A	ARRA - Facility Investment Program	[illegible]	Completed	Application
▸	01/25/2012	01/18/2012	HRSA-12-148	[illegible]	N/A	Health Center Cluster	[illegible]	Completed	Application
▸	08/29/2012	08/24/2012	HRSA-12-088	[illegible]	[illegible]	Service Area Competition (SAC) HRSA 12-088 [illegible]	[illegible]	Completed	Application
▸	11/09/2011	11/07/2011	HRSA-12-115	[illegible]	[illegible]	Affordable Care Act Capital Development - Building Capacity Grant Program "Expanding Access to the Patient-Centered Primary Care Home in East	[illegible]	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 42**).

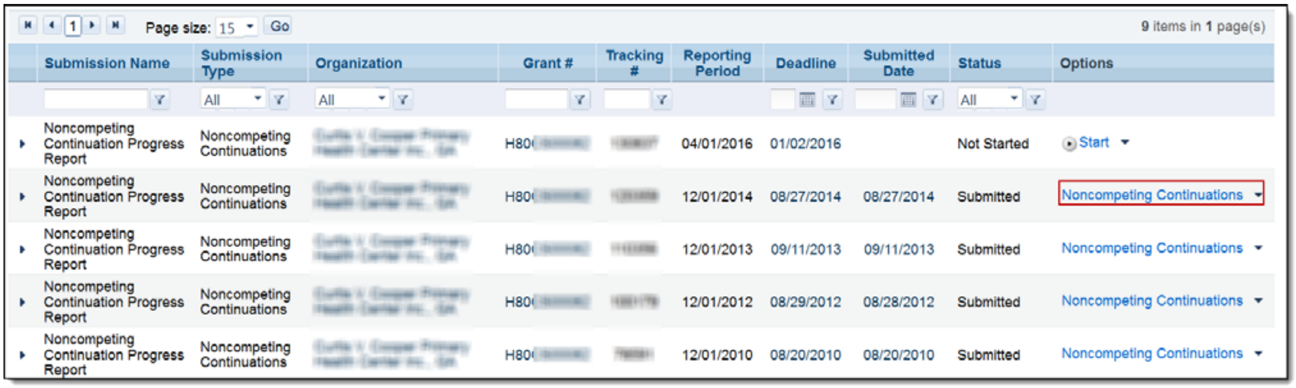
Figure 42: Work on My NCC Report link



➢ 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 43**).

Figure 43: Submissions – All Page



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 HRSA EHB using the steps described in the section titled Accessing the FY 2018 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 2018 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.