

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



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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.

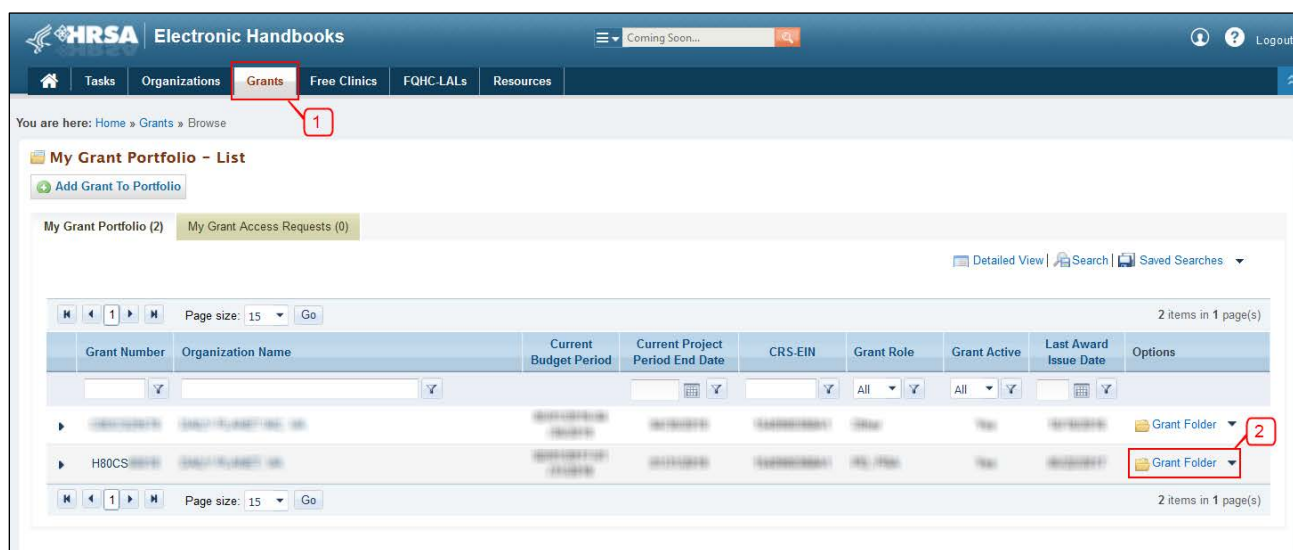
IMPORTANT NOTE: If you do not have a username, you must register in HRSA EHB. Do not create duplicate accounts. If you experience log in issues or forgot your password, contact the Bureau of Primary Health Care (BPHC) Helpline at <http://www.hrsa.gov/about/contact/bphc.aspx> or (877) 974-2742.

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:

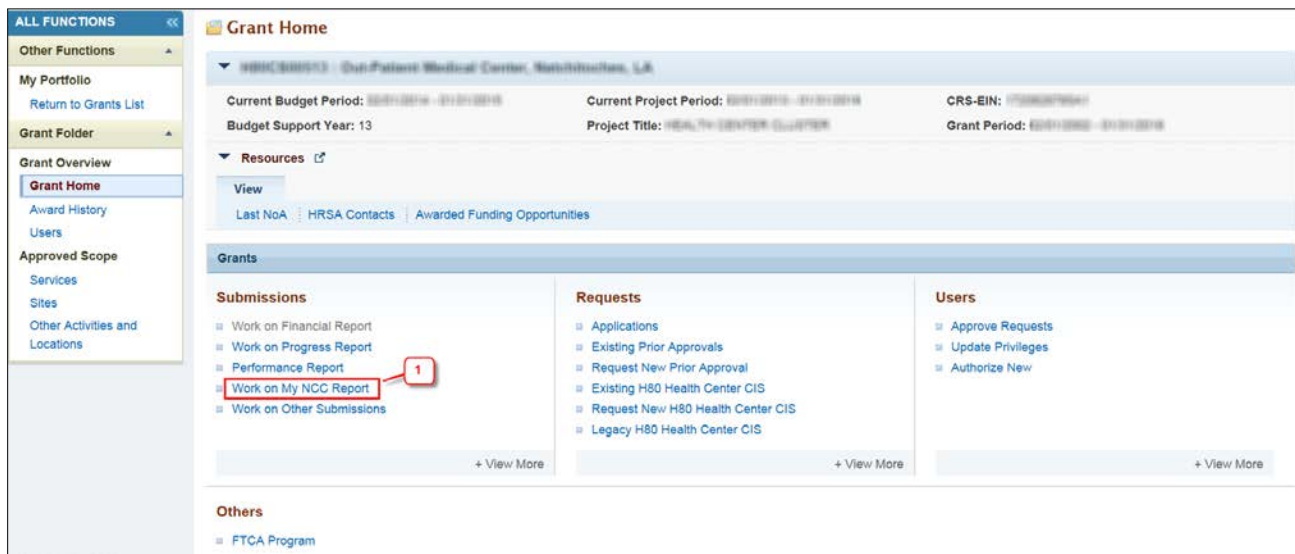
- On the **My Grant Portfolio - List** page, just below the page title, click the Add Grant to Portfolio button.
- On the **Add Grant to Portfolio** page, select the appropriate Role.
- Click the Continue button at the right edge of the page and proceed.

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

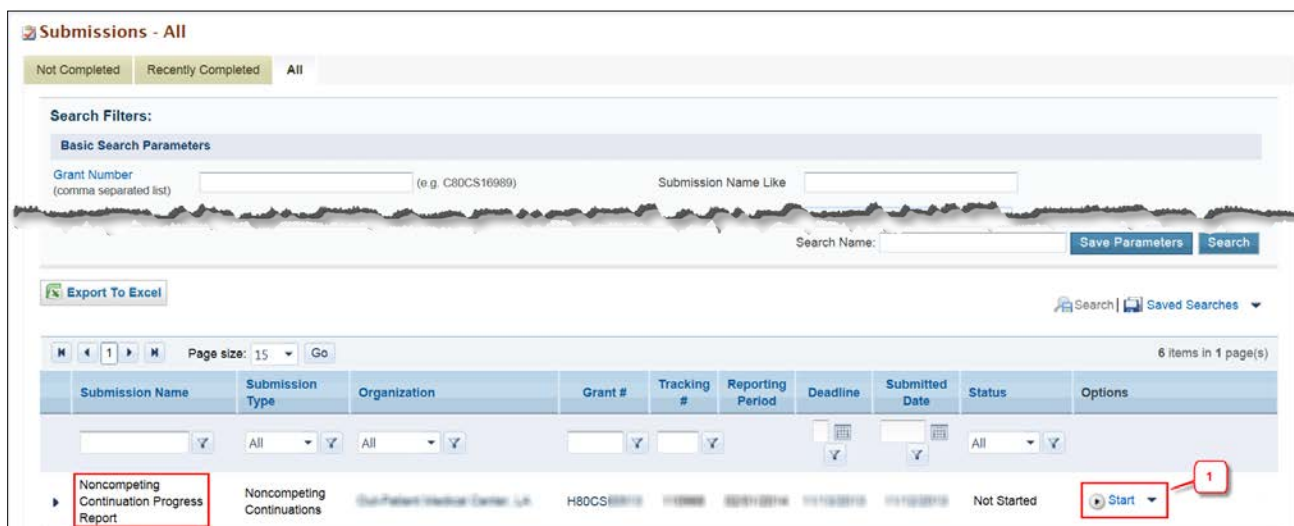


Figure 4: Accessing the NCC Progress Report - Status Overview Page

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 <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 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 screenshot displays the 'NCC Progress Report - Status Overview' page. On the left, a navigation menu is expanded, with 'Budget Details' highlighted by a red box and a callout '3'. 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 callout '1', 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: [XXXXXXXXXX] (Due In: [XX] Days) | Section Status: Not Started

Resources

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 2 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

1

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

Resources

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

1 2

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).

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

Budget Information (Support Year 18) - 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 #: 1818181818 | Due Date: 10/31/2018 (Due In: 200 Days) | Section Status: Not Complete

Resources
 View
[NCC Progress Report](#) | [Last NoA](#) | [Program Instructions](#) | [NCC User Guide](#)

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
Indirect Charges	\$ 0.00	\$ 0.00	\$0.00
Total	\$0.00	\$0.00	\$0.00
Total Budget specified in Budget Summary (Section A)	\$276,567.00	\$0.00	\$276,567.00

Buttons: [Calculate Total](#), [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

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

Buttons: [Update](#), [Save](#), [Save and Continue](#), [Go to Previous Page](#)

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 screenshot displays the 'NCC Progress Report - Status Overview' page. On the left sidebar, the 'Program Specific Information' option is highlighted with a red box and a circled '3'. The main content area includes a note stating the report is 'INCOMPLETE' and cannot be submitted. Below this, tracking information is shown, including the NCC Progress Report Tracking #, Due Date, Grant Number, Project Officer, and Last Updated By. A 'Resources' section provides links for 'View', 'NCC Progress Report', 'Last NoA', 'Program Instructions', and 'NCC User Guide'. A table titled 'NCC Progress Report Status' lists various sections and their current status. The 'Program Specific Information' row in this table has an 'Update' link highlighted with a red box and a circled '1'.

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: **10/15/2018** (Due In: **14** Days) | Program Specific Status: **Not Complete**

Announcement Number: **15901-10-001** Announcement Name: **Health Center Program** Progress Report Type: **Noncompeting Continuation**
 Grant Number: **15901-10-001** Target Population: **15901-10-001-10-001** Current Project Period: **10/15/2018 - 10/15/2018**

[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		
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: 09/02/2018 (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

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

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 [REDACTED]. 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: [REDACTED] (Due In: [REDACTED] 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
[REDACTED]	[REDACTED]	Service Delivery Site	Seasonal	Accurate	View 2
[REDACTED]	[REDACTED]	Service Delivery Site	Permanent	Accurate	View
[REDACTED]	[REDACTED]	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

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)

Project Narrative Update – Environment and Organizational Capacity

Note(s):
Describe the progress made from the beginning of a grantee’s FY 2017 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 2018 budget period.

Due Date: 08/31/2017 (Due In: 11 Days) | **Section Status:** Not Started

Resources

Fields with * are required

Environment and Organizational Capacity 5
 Patient Capacity and Supplemental Awards
 One Time Funding
 Clinical/Financial Performance Measures

Environment 1

* Discuss the major changes in the region, state, and/or community over the past year that have directly impacted/affected the progress of the funded project (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 the Children’s Health Insurance Program (CHIP)).

Approximately 2 pages (Max 3000 Characters without spaces): 3000 Characters left.

Organizational Capacity 2

* Discuss the major changes in the organization’s capacity over the past year that have impacted or may impact the progress of the funded project, including changes in:

- Staffing, staff composition, and/or key staff vacancies;
- Operations;
- Systems, including financial, clinical, and/or practice management systems; and
- Financial status.

Approximately 2 pages (Max 3000 Characters without spaces): 3000 Characters left.

4 Save 3 Save and Continue

[Go to Previous Page](#)

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

Project Narrative Update - Patient Capacity and Supplemental Awards

Note(s):
 Describe the progress made from the beginning of a grantee's FY 2017 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 2018 budget period.

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

Resources: [Icon]

Fields with * are required

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

Patient Capacity

- Referencing the % Change 2014-2016 Trend, % Change 2015-2016, 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.
 - In the Patient Capacity Narrative column, explain key factors driving significant changes in patient numbers and any downward trends or limited progress towards the projected patient goals.

Notes:

- 2014-2016 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 via email to the authorizing official and project director on May 8, 2017. If you did not receive this email, contact BPHCPatientTargets@hrsa.gov.

Project Period: 11/1/2001 - 12/31/2018

Unduplicated Patients	2014 Patient Number	2015 Patient Number	2016 Patient Number	% Change 2014-2016 Trend	% Change 2015-2016 Trend	% Progress toward Goal	Projected Number of Patients	Patient Capacity Narrative (for Current Project Period)
Total Unduplicated Patients	12700	12600	12600	21.00%	1.00%	90.00%	12600	Approximately 2 pages (Max 3000 Characters without spaces): 3000 Characters left.

Notes:

- 2014-2016 Patient Number data are pre-populated from Table 4 in the UDS Report.
- The Projected Number of Patients column is pre-populated from the patient projection in the submission that initiated your current project period (SAC/NAP) plus the patient projections from selected supplemental funding awarded after the start of the current project period. See the frequently asked questions on the BPR TA webpage for details on the selected supplemental funding patient projections included.
- If pre-populated patient projections are not accurate, provide adjusted projections and an explanation in the Patient Capacity Narrative section.

Project Period: 11/1/2001 - 12/31/2018

Special Populations	2014 Patient Number	2015 Patient Number	2016 Patient Number	% Change 2014-2016 Trend	% Change 2015-2016 Trend	% Progress toward Goal	Projected Number of Patients	Patient Capacity Narrative (for Current Project Period)
Total Migratory and Seasonal Agricultural Worker Patients	0	0	0	0.00%	0.00%	0.00%	0	Approximately 2 pages (Max 3000 Characters without spaces): 3000 Characters left.
Total Public Housing Resident Patients	0	0	0	0.00%	0.00%	0.00%	0	Approximately 2 pages (Max 3000 Characters without spaces): 3000 Characters left.
Total People Experiencing Homelessness Patients	12700	12600	12600	21.00%	1.00%	90.00%	12600	Approximately 2 pages (Max 3000 Characters without spaces): 3000 Characters left.

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:

- 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 achievements.

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	<input type="text"/>	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.

Go to Previous Page Save Save and Continue

- 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.
- 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

Project Narrative Update - One Time Funding

Note(s):
 Describe the progress made from the beginning of a grantee's FY 2017 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 2018 budget period.

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

Resources [Icon]

Fields with * are required

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

One-Time Funding Awards

For each applicable One-Time Funding Award, in the Activities column, discuss the activities for which the funds were used and the impact on the organization.

Type of One-Time Funding Award	Allowable Activities	Activities
FY 2015 Quality Improvement Assistance (December 2014)	Developing and improving health center quality improvement (QI) systems and infrastructure: <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) Developing and improving care delivery systems: <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 	Approximately 2 pages (Max 3000 Characters without spaces): 3000 Characters left. <div style="border: 1px solid #ccc; height: 100px;"></div>
FY 2015 Quality Improvement Assistance (August 2015)	Developing and improving health center QI systems and infrastructure: <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) Developing and improving care delivery systems: <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 	Approximately 2 pages (Max 3000 Characters without spaces): 3000 Characters left. <div style="border: 1px solid #ccc; height: 100px;"></div>
FY 2016 Quality Improvement Assistance (September 2016)	Developing and improving health center QI systems and infrastructure: <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) Developing and improving care delivery systems: <ul style="list-style-type: none"> purchasing supplies to support care coordination, case management, and medication management developing and implementing 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 	Approximately 2 pages (Max 3000 Characters without spaces): 3000 Characters left. <div style="border: 1px solid #ccc; height: 100px;"></div>
FY 2016 Delivery System Health Information Investment	Implementing strategic investments in health information technology (health IT) enhancements to: <ul style="list-style-type: none"> accelerate health centers' transition to value-based models of care improve efforts to share and use information to support better decisions increase engagement in delivery system transformation Funding must be used for health IT investments in one or more of the following Activity Categories, with the option to expand telehealth in one or more of the categories as well: <ul style="list-style-type: none"> equipment and supplies purchase (required if the health center does not have an electronic health record (EHR) certified by the Office of the National Coordinator for Health IT (ONC) in use at any site) health information system enhancements training data aggregation, analytics, and data quality improvement activities 	Approximately 2 pages (Max 3000 Characters without spaces): 3000 Characters left. <div style="border: 1px solid #ccc; height: 100px;"></div>

Go to Previous Page [Button] Save [Button] Save and Continue [Button]

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

Project Narrative Update - Clinical/Financial Performance Measures

Note(s):
 Describe the progress made from the beginning of a grantee's FY 2017 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 2018 budget period.

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

Resources:

Fields with * are required

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

Clinical/Financial Performance Measures

Referencing the % Change 2014-2016 Trend, % Change 2015-2016, and % Progress Toward Goal columns:

- Discuss the trends in Clinical and Financial Performance Measures.
- Maintenance or improvement in performance is expected; downward trends or limited progress toward the projected goals must be explained.
- In the Clinical/Financial Performance Measures Narrative column, describe the following as they relate to the data:
 - 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.

Notes:

- See PAL 2016.02 for details about the ten performance 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 pre-populated and cannot be edited. However, if the application that initiated your current project period was an FY 2016 SAC or an FY 2017 NAR, provide a goal in the Measure Goal field that corresponds to the updated performance measure. The goal must be provided before the % Progress Toward Goal value can be calculated.
- If pre-populated performance measure goals are not accurate, provide adjusted goals and explain (e.g., goal for the low birth weight measure has increased based on improved patient tracking via a new EHR) in the appropriate Measure Narrative section.
- (***) The Health Center Program Grant Cost Per Patient UDS data is pre-populated from the total BPHC Health Center Program grant draw-down reported for each calendar year divided by the total unduplicated patients reported for each calendar year.

1

Perinatal Health

Performance Measure	2014 Measures (i)	2015 Measures (i)	2016 Measures (i)	% Change 2014-2016 Trend (i)	% Change 2015-2016 Trend (i)	% Progress toward Goal (i)	Measure Goals
Access to Prenatal Care	98.00%	98.00%	98.00%	0.00%	0.00%	98.00%	98.00%
Low Birth Weight	7.00%	6.00%	6.00%	-14.30%	-14.30%	87.50%	6.00%

Measure Narrative

Approximately 2 pages (Max 3000 Characters without spaces): 3000 Characters left.

2

Preventive Health Screenings and Services

Performance Measure	2014 Measures (i)	2015 Measures (i)	2016 Measures (i)	% Change 2014-2016 Trend (i)	% Change 2015-2016 Trend (i)	% Progress toward Goal (i)	Measure Goals
Dental Sealants	100.00%	100.00%	100.00%	0.00%	0.00%	100.00%	100.00%
Weight Assessment and Counseling for Children and Adolescents	100.00%	100.00%	100.00%	0.00%	0.00%	100.00%	100.00%
Adult Weight Screening and Follow-Up	100.00%	100.00%	100.00%	0.00%	0.00%	100.00%	100.00%
Tobacco Use Screening and Cessation Intervention	100.00%	100.00%	100.00%	0.00%	0.00%	100.00%	100.00%
Colorectal Cancer Screening	100.00%	100.00%	100.00%	0.00%	0.00%	100.00%	100.00%
Cervical Cancer Screening	100.00%	100.00%	100.00%	0.00%	0.00%	100.00%	100.00%
Childhood Immunization Status (CIS)	100.00%	100.00%	100.00%	0.00%	0.00%	100.00%	100.00%

Measure Narrative

Approximately 2 pages (Max 3000 Characters without spaces): 3000 Characters left.

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

Chronic Disease Management 1

Performance Measure	2014 Measures (1)	2015 Measures (1)	2016 Measures (1)	% Change 2014-2016 Trend (1)	% Change 2015-2016 Trend (1)	% Progress toward Goal (1)	Measure Goals
Asthma: Use of Appropriate Medications	100.00%	100.00%	100.00%	0.00%	0.00%	100.00%	100.00%
Coronary Artery Disease (CAD): Lipid Therapy	100.00%	100.00%	100.00%	0.00%	0.00%	100.00%	100.00%
Ischemic Vascular Disease (IVD): Use of Aspirin or Another AntiThrombotic	100.00%	100.00%	100.00%	0.00%	0.00%	100.00%	100.00%
Hypertension: Controlling High Blood Pressure	100.00%	100.00%	100.00%	0.00%	0.00%	100.00%	100.00%
Diabetes: Hemoglobin A1c Poor Control	100.00%	100.00%	100.00%	0.00%	0.00%	100.00%	100.00%
HIV Linkage to Care	100.00%	100.00%	100.00%	0.00%	0.00%	100.00%	100.00%
Depression Screening and Follow Up	100.00%	100.00%	100.00%	0.00%	0.00%	100.00%	100.00%

Measure Narrative

Approximately 2 pages (1) (Max 3000 Characters without spaces): 3000 Characters left.

Financial Measures 2

Performance Measure	2014 Measures (1)	2015 Measures (1)	2016 Measures (1)	% Change 2014-2016 Trend (1)	% Change 2015-2016 Trend (1)	% Progress toward Goal (1)	Measure Goals
Total Cost Per Patient (Costs)	100.00%	100.00%	100.00%	0.00%	0.00%	100.00%	100.00%
Medical Cost Per Medical Visit (Costs)	100.00%	100.00%	100.00%	0.00%	0.00%	100.00%	100.00%
Health Center Program Grant Cost Per Patient (Grant Costs)	100.00%	100.00%	100.00%	0.00%	0.00%	100.00%	100.00%

Measure Narrative

Approximately 2 pages (1) (Max 3000 Characters without spaces): 3000 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	2014 Measures	2015 Measures	2016 Measures	% Change 2014-2016 Trend (1)	% Change 2015-2016 Trend (1)	% Progress toward Goal (1)	Measure Goals	Is This Performance Measure Applicable?	
(Oral Health) Number of patients who follow through with an oral exam in relation to universe of patients				Data not available	Data not available	Data not available	100.00%	<input checked="" type="radio"/> Yes	<input type="radio"/> No
(SBIRT Screening) By the end of the project period, the percentage of homeless individuals age 18 and older who are screened for substance abuse using the SBIRT tool AND follow-up plan documented will be 30%.				Data not available	Data not available	Data not available	100.00%	<input checked="" type="radio"/> Yes	<input type="radio"/> No

Measure Narrative

Approximately 2 pages (1) (Max 3000 Characters without spaces): 3000 Characters left.

Go to Previous Page
Save Save and Continue

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

Performance Measure	2014 Measures	2015 Measures	2016 Measures	% Change 2014-2016 Trend	% Change 2015-2016 Trend	% Progress toward Goal	Measure Goals
Dental Sealants							
Weight Assessment and Counseling for Children and Adolescents							
Adult Weight Screening and Follow-Up							
Tobacco Use Screening and Cessation Intervention							
Colorectal Cancer Screening							
Cervical Cancer Screening							
Childhood Immunization Status (CIS)							

Measure Narrative: Approximately 2 pages (Max 3000 Characters without spaces): 3000 Characters left.

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

Performance Measure	2014 Measures	2015 Measures	2016 Measures	% Change 2014-2016 Trend (↓)	% Change 2015-2016 Trend (↓)	% Progress toward Goal (↓)	Measure Goals	Is This Performance Measure Applicable?
(Oral Health) Number of patients who follow through with an oral exam in relation to universe of patients.				Data not available	Data not available	Data not available	100%	<input checked="" type="radio"/> Yes <input type="radio"/> No
(SBIRT Screening) By the end of the project period, the percentage of homeless individuals age 18 and older who are screened for substance abuse using the SBIRT tool AND follow-up plan documented will be 30%.				Data not available	Data not available	Data not available	100%	<input checked="" type="radio"/> Yes <input type="radio"/> No

Measure Narrative

Approximately 2 pages (↓) (Max 3000 Characters without spaces): 3000 Characters left.

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

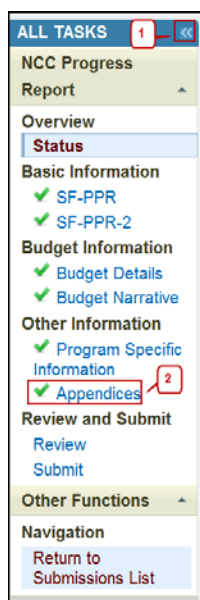
Fields with * are required

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

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

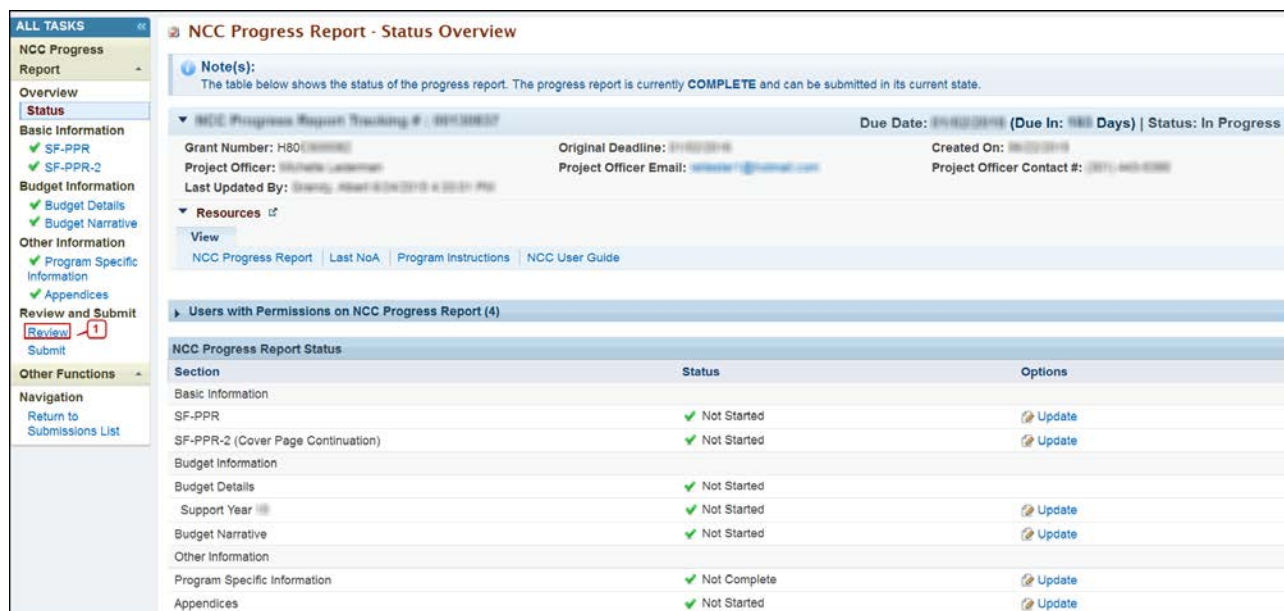
The screenshot shows the 'Status Overview' page for a program. The breadcrumb navigation at the top reads: 'You are here: Home > Tasks > Browse > NCC Progress Report > Program Specific Information'. A red callout box '1' highlights the 'NCC Progress Report' link. The left sidebar contains a 'TASKS' menu with 'Program Specific Information' selected. The main content area features a 'Resources' section with links for 'BPR 2017 User Guide' and 'Funding Opportunity Announcement'. Below this is a table titled 'Program Specific Information Status' with the following data:

Section	Status	Options
Budget Information		
Form 3 – Income Analysis	Not Started	Update
Sites and Services		
Form 5A – Services Provided	Not Complete	
Required Services	Complete	Update
Additional Services	Not Started	Update
Form 5B – Service Sites	Not Started	Update
Form 5C – Other Activities/Locations	Complete	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

A red callout box '2' highlights the 'Return to Complete Status' button at the bottom left of the table.

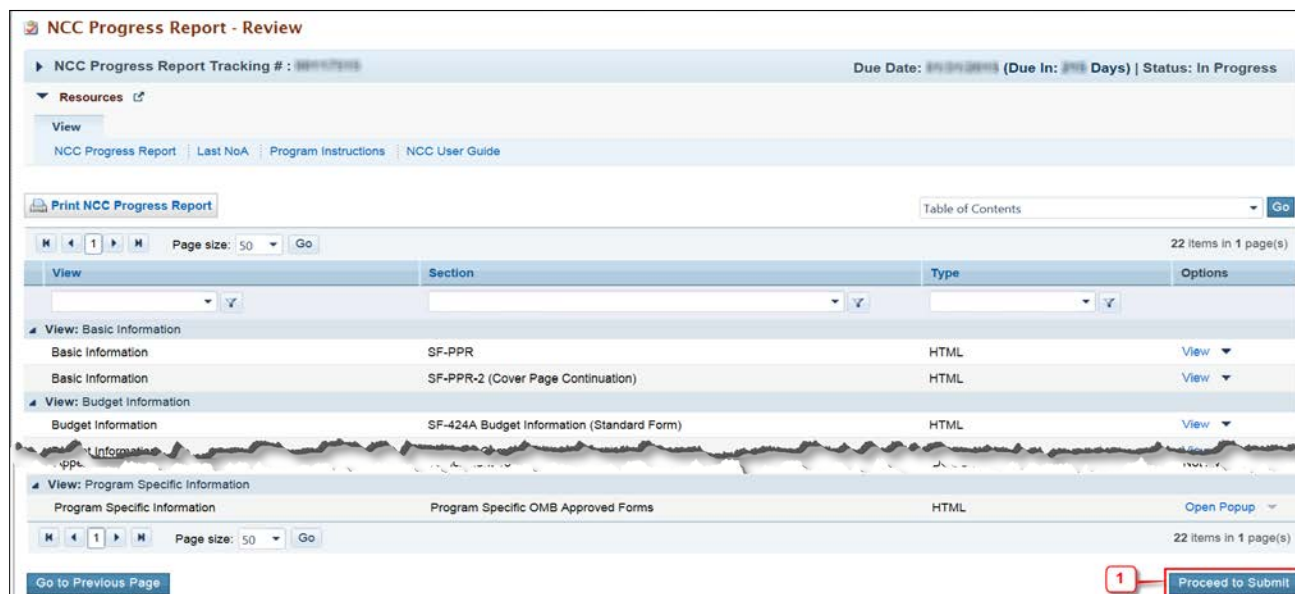
- The system navigates to the **NCC Progress Report - Status Overview** page (**Figure 33**).
2. On the **NCC Progress Report - Status Overview** page, click the **Review** link in the Review and Submit section of the left menu (**Figure 33, 1**).

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

NCC Progress Report - Submit

Note(s):
 The table below shows the status of the progress report. The progress report is currently **COMPLETE**.

NCC Progress Report Tracking #: 00117520 **Due Date**: 01/31/2018 (Due In: 314 Days) | **Status**: In Progress

Grant Number: H80CS-18000 **Original Deadline**: 01/31/2018 **Created On**: 08/22/2018
Project Officer: Rosalind Lawrence **Project Officer Email**: rlawrence@hrsa.gov **Project Officer Contact #**: 801.596.4127
Last Updated By: User: Christopher T22214 2/13/2018

Resources
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[NCC Progress Report](#) | [Last NoA](#) | [Program Instructions](#) | [NCC User Guide](#)

Users with Permissions on NCC Progress Report (2)

Section	Status	Options
Basic Information		
SF-PPR	✓ Complete	Update
SF-PPR-2 (Cover Page Continuation)	✓ Complete	Update
Budget Information		
Budget Details	✓ Complete	
Support Year	✓ Complete	Update
Budget Narrative	✓ Complete	Update
Other Information		
Program Specific Information	✓ Complete	Update
Appendices	✓ Complete	Update

[Cancel](#) [Submit to HRSA](#)

- 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

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**: 01/31/2018 (Due In: 314 Days) | **Status**: In Progress

Grant Number: H80CS-18000 **Original Deadline**: 01/31/2018 **Created On**: 08/22/2018
Project Officer: Rosalind Lawrence **Project Officer Email**: rlawrence@hrsa.gov **Project Officer Contact #**: 801.596.4127
Last Updated By: User: Christopher T22214 2/13/2018

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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.

[Cancel](#) [Submit Report](#)

- 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).

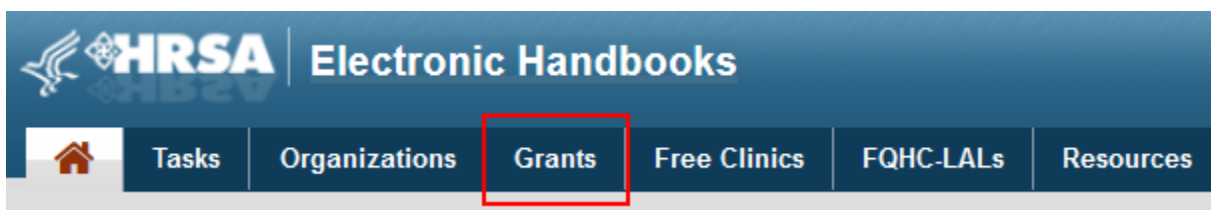
- If you experience any problems with submitting the application in HRSA EHB, contact the **BPHC Helpline** at 1-877-974-2742 (Monday – Friday, 8:30 AM - 5:30 PM ET) or send an email through the Web Request Form at <http://www.hrsa.gov/about/contact/bphc.aspx>. (select either Applicant or BPHC Grantee, 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:

- 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



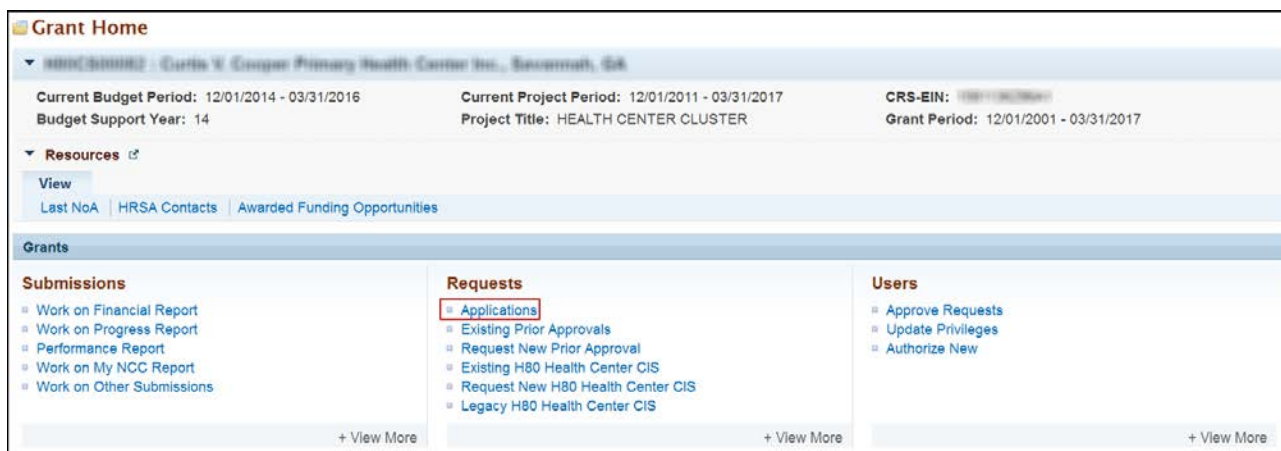
- Locate the H80 grant for which you are submitting the NCC progress report and click on its **Grant Folder** link (**Figure 38**).

Figure 38: Accessing the H80 Grant Folder

Grant Number	Organization Name	Current Budget Period	Current Project Period End Date	CRS-EIN	Grant Role	Grant Active	Last Award Issue Date	Options
H80-100000	Curtis V. Cooper Primary Health Center, Inc.	12/01/2014-03/31/2016	03/31/2017	15B118C286A1	PD	Yes	06/10/2015	Grant Folder
H80-100000	CURTIS V COOPER PRIMARY HEALTH CARE INC. GA	09/01/2014-08/31/2016	08/31/2016	15B118C286A1	PD	Yes	03/09/2015	Grant Folder

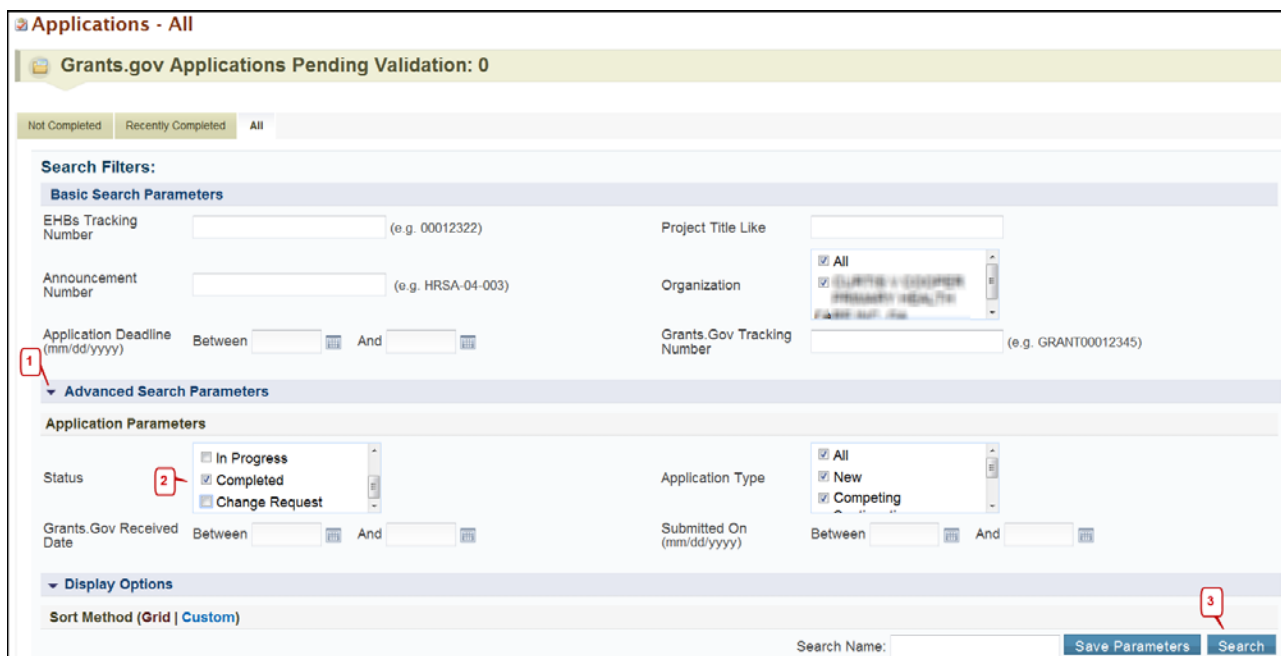
- To access the H80 applications submitted by your organization, follow the steps below:
 - Click the **Applications** link under the **Requests** section on the **Grant Home** page (**Figure 39**).

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
01/23/2010	01/23/2010	HRSA-10-154	46556	HRSA101542715	Expanding Access to Oral Health for Low-Income and Special Needs Populations: Service Area (HRSA 10-154)	HRSA	Completed	Application
01/30/2010	01/28/2010	HRSA-10-156	46556	HRSA101561410	Services Expansion 2010 (HRSA 10-156)	HRSA	Completed	Application
03/16/2010	03/12/2010	HRSA-10-218	46727	N/A	ARRA - Increase Services to Health Centers	HRSA	Completed	Application
06/02/2010	05/29/2010	HRSA-10-244	46776	N/A	ARRA - Capital Improvement Program	HRSA	Completed	Application
08/06/2010	08/04/2010	HRSA-10-029	46446	N/A	ARRA - Facility Investment Program	HRSA	Completed	Application
01/25/2012	01/18/2012	HRSA-12-148	46999	N/A	Health Center Cluster	HRSA	Completed	Application
08/29/2012	08/24/2012	HRSA-12-088	46999	HRSA120880000	Service Area Competition (SAC) HRSA 12-088	HRSA	Completed	Application
11/09/2011	11/07/2011	HRSA-12-115	46976	HRSA121150000	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 42](#)).

Figure 42: Work on My NCC Report link

Grant Home

HRSA120880000 : Curtis E 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: 1581180000

Budget Support Year: 14 Project Title: HEALTH CENTER CLUSTER Grant Period: 12/01/2001 - 03/31/2017

Resources

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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 **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

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., Ltd	H80(00000)	130007	04/01/2016	01/02/2016		Not Started	Start
Noncompeting Continuation Progress Report	Noncompeting Continuations	Curtis V. Cooper Primary Health Center, Inc., Ltd	H80(00000)	130008	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., Ltd	H80(00000)	110008	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., Ltd	H80(00000)	100178	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., Ltd	H80(00000)	78001	12/01/2010	08/20/2010	08/20/2010	Submitted	Noncompeting Continuations

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.