Fiscal Year (FY) 2018
Budget Period Progress Report (BPR)
Noncompeting Continuation (NCC)
Technical Assistance Briefing

BPR Technical Assistance (TA) webpage:
https://bphc.hrsa.gov/programopportunities/fundingopportunities/continuation/continuation.html

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Agenda

• Overview
• FY 2018 BPR Deadlines
• Submission Requirements
• Budget Requirements
• Program Specific Forms
• Project Narrative Update
• HRSA Resources & Contacts
• Question & Answer Session
Polling Question # 1

Is this your first time completing a BPR?

A. Yes, I am a new award recipient and have never completed a BPR.
B. Yes, although my organization has been an award recipient for some time, I have never completed a BPR.
C. No, I have completed the BPR in previous years.
D. N/A (BPHC or PCA staff)
Overview

- The BPR provides an update on the progress of Health Center Program award recipients whose project period continues in FY 2018.
- The BPR is submitted only in the Electronic Handbooks (EHB).
- BPR Instructions and the BPR EHB User Guide are available in EHB and on the BPR TA Webpage.

NOTE: A Health Center Program award recipient whose project period ends in FY 2018 (October 1, 2017 – September 30, 2018) must complete a Service Area Competition (SAC) application instead of a BPR. See the SAC TA webpage for details: http://bphc.hrsa.gov/programopportunities/fundingopportunities/SAC/index.html
## FY 2018 BPR Deadlines

<table>
<thead>
<tr>
<th>Budget Period Start Date</th>
<th>EHB Award Recipient Access (Mondays)</th>
<th>EHB Deadline (Fridays at 5:00 PM ET)</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1, 2018</td>
<td>June 26, 2017</td>
<td>August 18, 2017</td>
</tr>
<tr>
<td>February 1, 2018</td>
<td>July 17, 2017</td>
<td>September 8, 2017</td>
</tr>
<tr>
<td>March 1, 2018</td>
<td>August 21, 2017</td>
<td>October 13, 2017</td>
</tr>
<tr>
<td>April 1, 2018</td>
<td>September 18, 2017</td>
<td>November 17, 2017</td>
</tr>
<tr>
<td>May 1, 2018</td>
<td>October 23, 2017</td>
<td>December 15, 2017</td>
</tr>
<tr>
<td>June 1, 2018</td>
<td>November 20, 2017</td>
<td>January 19, 2018</td>
</tr>
</tbody>
</table>
Submission Requirements

• SF-PPR and SF-PPR-2 (basic information forms)
• Budget Information: Budget Details
• Budget Narrative Attachment
• Program Specific Forms
  • Form 3: Income Analysis
  • Scope Certification Summary Page
  • Project Narrative Update
The Budget Information: Budget Details form provides a federal and non-federal breakdown of funding for the upcoming budget period.

The total Federal budget value for the upcoming budget period will appear at the top of the Budget Information: Budget Details form.
Budget Requirements:
Budget Narrative Attachment

• The only attachment for the BPR submission.
• Provides a breakdown of all projected federal and non-federal costs for the upcoming FY 2018 budget period.
• Should align with the amounts listed in Section B: Budget Categories of the Budget Information: Budget Details form.
• Must demonstrate adherence to the salary limitation (currently $187,000).
• A sample is available on the BPR TA webpage.
Program Specific Forms

• Form 3: Income Analysis collects the projected income from all sources other than the Health Center Program federal funds.

• Forms 5A, 5B and 5C are pre-populated from your approved scope of project (services, sites, and other activities/locations).

• The Scope Certification Form certifies that:
  • The scope of project information pre-populated in the BPR is accurate.
  
  OR
  • That you have already submitted any Scope Adjustment or Change in Scope (CIS) requests necessary to correct inaccuracies.

• The Project Narrative Update collects information regarding progress made and changes expected for your organization.
Polling Question #2

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

A. Project Narrative Update
B. Form 3: Income Analysis
C. Scope Certification Form
D. Budget Narrative
E. All of the above
Answer to Polling Question #2

Answer is E: All of the Above

Submission components include:

- SF-PPR and SF-PPR-2 (basic information forms)
- Budget Information: Budget Details
- Budget Narrative Attachment
- Program Specific Forms:
  - Form 3: Income Analysis
  - Scope Certification Form
  - Project Narrative Update
The Project Narrative Update is a structured form in EHB that covers the following six areas:

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

Each narrative field within each section is limited to 3,000 characters (approximately 2 pages).

* Updated in FY 2018
The Project Narrative Update must address the following:

- **Progress** and changes from the beginning of the FY 2017 budget period until the date of BPR submission;
- **Expected progress** for the remainder of the budget period; and
- **Projected changes** for the FY 2018 budget period.
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)).
Discuss 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.
Discuss the trend in unduplicated patients served and report progress in reaching the projected number of patients to be served in the identified categories. Explain key factors driving significant changes in patient numbers and any downward trends or limited progress toward the projected patient goals.

In EHB, the Patient Capacity is reported by:

- Total Unduplicated Patients
- MHC, HCH, and PHPC Patients
The data in the *Projected Number of Patients* column of the Total Unduplicated Patients section is the patient target for the service area as communicated in the May 8, 2017 Patient Target email.
The *Projected Number of Patients* column in the Special Populations section is pre-populated from the projection in the application that initiated the current project period plus projections from selected supplemental funding awarded after the start of the project period.

### Patient Capacity For Special Populations (MHC, HCH, and PHPC Populations)

<table>
<thead>
<tr>
<th>App that initiated the current PP</th>
<th>Base</th>
<th>FY 2015 ES</th>
<th>FY 2015 NAP (Aug awards)</th>
<th>FY 2016 Substance Abuse</th>
<th>FY 2016 Oral Health</th>
<th>FY17 NAP (Satellite awards)</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY2016 SAC</td>
<td>Special Pops projections in the FY 2016 SAC</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>FY 2017 SAC</td>
<td>Special Pops projections in the FY 2017 SAC</td>
<td>Already included in base (as applicable)</td>
<td>Already included in base (as applicable)</td>
<td>Already included in base (as applicable)</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>FY 2017 NAP</td>
<td>Special Pops projections in the FY 2017 NAP</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>
**Project Narrative Update: Supplemental Awards**

- Discuss progress made in implementing recent supplemental Health Center Program awards, as applicable.
- For each of the awards, describe progress toward goals; key factors impacting progress; and plans for sustaining progress and/or overcoming barriers to ensure goal achievement.

<table>
<thead>
<tr>
<th>Supplemental Award</th>
<th>FY 2014</th>
<th>FY 2015</th>
<th>FY 2016</th>
<th>FY 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Behavioral Health Integration (BHI)</td>
<td></td>
<td>X</td>
<td></td>
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<tr>
<td>New Access Points (NAP)</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
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<tr>
<td>Expanded Services</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
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<tr>
<td>Substance Abuse Expansion</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
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<tr>
<td>Oral Health Expansion</td>
<td></td>
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<td></td>
<td>X</td>
</tr>
</tbody>
</table>
For each One-Time Funding Award, describe activities for which funds were used, progress toward goals (if applicable), and the impact of the funding/activities on the organization.

<table>
<thead>
<tr>
<th>One-Time Funding Award</th>
<th>Allowable Activities</th>
<th>FY 2015 (Dec 2014 &amp; Aug 2015)</th>
<th>FY 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality Improvement Assistance</td>
<td>Develop and improve: (1) health center quality improvement systems and infrastructure, and/or (2) care delivery systems</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Delivery System Health Information Investment</td>
<td>Implement strategic investments in health information technology (health IT) enhancements</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>
Discuss trends in clinical/financial performance measures. Downward trends or limited progress toward the projected goals must be explained.

Describe the following as they relate to the data reported:
• Progress toward goals;
• Key contributing and restricting factors affecting progress toward goals; and
• Plans for sustaining progress and/or overcoming barriers to ensure goal achievement.
Ten performance measures were updated in 2016 (see PAL 2016-02 for details).
  o N/A will show for the 2014 and 2015 UDS fields for these measures since that UDS data does not align with the new definitions for these measures.

Because of the performance measure updates, clinical performance measure goals are pre-populated only for those organizations that completed an FY17 SAC. All other award recipients must develop a measure goal in this BPR.

If pre-populated measure goals are not accurate, provide adjusted goals and an explanation in the appropriate Measure Narrative section.
• If additional performance measures specific to special populations were included in your previous SAC/NAP, report progress in the BPR.

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

• Information on completing the BPR and Frequently Asked Questions (FAQs) can be found on the [BPR TA Webpage](http://www.hrsa.gov/about/contact/bphc.aspx)

• Instructions Related Questions: Karen Fitzgerald
  [http://www.hrsa.gov/about/contact/bphc.aspx](http://www.hrsa.gov/about/contact/bphc.aspx) (select Applicant, Application/Progress Report: Instructions, BPR) or 301-594-4300

• Budget Related Questions: Travis Wright
  twright@hrsa.gov or 301-594-4244

• EHB Issues: BPHC Helpline
  [Online Request](http://www.hrsa.gov/about/contact/bphc.aspx) or 877-974-2742
Helpful Information

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

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

• Throughout the application process, please refer to the Frequently Asked Questions (FAQs) on the BPR TA page.
Question & Answer Session