DEPARTMENT OF HEALTH AND HUMAN SERVICES Health Resources and Services Administration PROJECT NARRATIVE UPDATE	FOR HRSA USE ONLY	
	Grant Number	**Progress Report Tracking Number**

The Project Narrative Update must describe the progress and changes that have impacted the community/target population and awardee organization from the beginning of the FY 2017 budget period until the date of the BPR submission; the expected progress for the remainder of the FY 2017 budget period; and projected plans for the FY 2018 budget period.

Environment

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)).	3,000 character limit (Approximately 2 pages)

Organizational Capacity

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.	3,000 character limit (Approximately 2 pages)

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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 toward 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.							
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	2014 Patient Number	**2015 Patient Number**	**2016 Patient Number**	**% Change 2014-2016 Trend**	**% Change 2015-2016**	**% Progress Toward Goal**	**Projected Number of Patients**	**Patient Capacity Narrative**
Project Period: (Pre-populated from most recent Notice of Award)							
Total Unduplicated Patients	Pre-populated from 2014 UDS	Pre-populated from 2015 UDS	Pre-populated from 2016 UDS	Pre-populated calculation	Pre-populated calculation	Pre-populated calculation	Pre-populated (see note for explanation)	3,000 character limit

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.

	2014 Patient Number	2015 Patient Number	2016 Patient Number	% Change 2014-2016 Trend	% Change 2015-2016	% Progress Toward Goal	Projected Number of Patients	Patient Capacity Narrative
Project Period: (Pre-populated from most recent Notice of Award)								
Total Migratory and Seasonal Agricultural Worker Patients	Pre-populated from 2014 UDS	Pre-populated from 2015 UDS	Pre-populated from 2016 UDS	Pre-populated calculation	Pre-populated calculation	Pre-populated calculation	Pre-populated (see note for explanation)	3,000 character limit
Total People Experiencing Homelessness Patients	Pre-populated from 2014 UDS	Pre-populated from 2015 UDS	Pre-populated from 2016 UDS	Pre-populated calculation	Pre-populated calculation	Pre-populated calculation	Pre-populated (see note for explanation)	3,000 character limit
Total Public Housing Resident Patients	Pre-populated from 2014 UDS	Pre-populated from 2015 UDS	Pre-populated from 2016 UDS	Pre-populated calculation	Pre-populated calculation	Pre-populated calculation	Pre-populated (see note for explanation)	3,000 character limit

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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.

Note: The value in the Numeric Goal column is pre-populated. If you did not receive a Supplemental Award, the system will display "Not Applicable."

Type of Supplemental Award	Programmatic Goal	Numeric Goal	Numeric Progress Toward Goal	Supplemental Award Narrative
FY 2014 Behavioral Health Integration (BHI) Supplement	Increase the number of patients with access to integrated behavioral health care	Pre-populated with the number of new patients to receive integrated behavioral health care	As applicable	3,000 character limit
FY 2015 New Access Points (NAP) Satellite Grant	Achieve operational status and increase number of patients	Pre-populated with December 31, 2016 patient projection	As applicable	3,000 character limit
FY 2015 BHI Supplement	Increase the number of patients with access to integrated behavioral health care	Pre-populated with the number of new patients to receive integrated behavioral health care	As applicable	3,000 character limit
FY 2015 Expanded Services (ES) Supplement	Increase the number of patients and expand services	Pre-populated with the number of new patients to receive expanded services (*across all services proposed for expansion*)	As applicable	3,000 character limit

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FY 2016 Substance Abuse Expansion	Increase the number of patients receiving integrated substance abuse services, including Medication-Assisted Treatment (MAT)	Pre-populated with the number of new patients to receive integrated substance abuse services by December 31, 2017	As applicable	3,000 character limit
FY 2016 Oral Health Expansion	Increase the percentage of health center patients receiving integrated dental services at the health center	Pre-populated with the projected percentage of health center patients to receive integrated dental health services at the health center	As applicable	3,000 character limit
FY 2017 NAP Satellite	Achieve operational status and increase number of patients	Pre-populated with December 31, 2018 patient projection	As applicable	3,000 character limit

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One-Time Funding Awards		
Discuss the activities for which the funds were used and the impact on the organization. **Note:** If you did not receive a One-Time Funding Award, the system will display "Not Applicable."		
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: • 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: • 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	3,000 character limit
FY 2015 Quality Improvement Assistance (August 2015)		3,000 character limit
FY 2016 Quality Improvement Assistance (September 2016)		3,000 character limit
FY 2016 Delivery System Health Information Investment	Implementing strategic investments in health information technology (health IT) enhancements to: • 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:	3,000 character limit

	• 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	

Clinical and 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. Downward trends or limited progress towards the projected goals must be explained.
- In the Clinical/Financial Performance Measures Narrative column, describe the following as they relate to the data:
    a. Progress toward goals;
    b. Key contributing and restricting factors affecting progress toward goals; and
    c. Plans for sustaining progress and/or overcoming barriers to ensure goal achievement.

Notes:
- Ten of the 16 Clinical Performance Measures were revised in 2016, and for most awardees, the Measure Goal field will not be pre-populated. If a performance measure does not have a pre-populated Measure Goal, you are required to establish a goal in this submission.
- If you receive funds to serve special populations (i.e., migratory and seasonal agricultural workers, people experiencing homelessness, and/or residents of public housing), you must ensure that any additional clinical performance measures that address the health care needs of these populations, as established in your most recent SAC application, are included.
- Awardees that were previously look-alikes: Look-Alike UDS data will not be pre-populated
- 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 NAP, 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 drawn-down reported for each calendar year divided by the total unduplicated patients reported for each calendar year.
- Refer to the UDS Manual and the UDS TA Site for assistance with analyzing performance measure progress. Refer to the UDS Manual and the UDS TA Site for assistance with analyzing performance measure progress.

	2014 Measure	2015 Measure	2016 Measure	% Change 2014-2016 Trend	% Change 2015-2016	% Progress Toward Goal	Measure Goal	Measure Narrative
Perinatal Health								
Access to Prenatal Care	Pre-populated from 2014 UDS (if available)	Pre-populated from 2015 UDS (if available)	Pre-populated from 2016 UDS (if available)	Pre-populated calculation	Pre-populated calculation	Pre-populated calculation	Pre-populated from the application that initiated the current project period	3,000 character limit
Low Birth Weight	Pre-populated from 2014 UDS (if available)	Pre-populated from 2015 UDS (if available)	Pre-populated from 2016 UDS (if available)	Pre-populated calculation	Pre-populated calculation	Pre-populated calculation	Pre-populated from the application that initiated the current project period	
Preventive Health Screenings and Services								
Dental Sealants	Data not available	Data not available	Pre-populated from 2016 UDS (if available)	Data not available	Data not available	Pre-populated calculation	Pre-populated from the application that initiated the current project period*	
Weight Assessment and Counseling for Children and Adolescents	Pre-populated from 2014 UDS (if available)	Pre-populated from 2015 UDS (if available)	Pre-populated from 2016 UDS (if available)	Pre-populated calculation	Pre-populated calculation	Pre-populated calculation	Pre-populated from the application that initiated the current project period	3,000 character limit
Adult Weight Screening and Follow-Up	Data not available	Data not available	Pre-populated from 2016 UDS (if available)	Data not available	Data not available	Pre-populated calculation	Pre-populated from the application that initiated the current project period*	

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	2014 Measure	2015 Measure	2016 Measure	% Change 2014-2016 Trend	% Change 2015-2016	% Progress Toward Goal	Measure Goal	Measure Narrative
Tobacco Use Screening and Cessation Intervention	Data not available	Data not available	Pre-populated from 2016 UDS (if available)	Data not available	Data not available	Pre-populated calculation	Pre-populated from the application that initiated the current project period*	
Colorectal Cancer Screening	Data not available	Data not available	Pre-populated from 2016 UDS (if available)	Data not available	Data not available	Pre-populated calculation	Pre-populated from the application that initiated the current project period*	
Cervical Cancer Screening	Data not available	Data not available	Pre-populated from 2016 UDS (if available)	Data not available	Data not available	Pre-populated calculation	Pre-populated from the application that initiated the current project period*	
Childhood Immunization Status	Data not available	Data not available	Pre-populated from 2016 UDS (if available)	Data not available	Data not available	Pre-populated calculation	Pre-populated from the application that initiated the current project period*	
Chronic Disease Management								
Asthma: Use of Appropriate Medications	Data not available	Data not available	Pre-populated from 2016 UDS (if available)	Data not available	Data not available	Pre-populated calculation	Pre-populated from the application that initiated the current project period*	3,000 character limit

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	2014 Measure	2015 Measure	2016 Measure	% Change 2014-2016 Trend	% Change 2015-2016	% Progress Toward Goal	Measure Goal	Measure Narrative
Coronary Artery Disease (CAD): Lipid Therapy	Pre-populated from 2014 UDS (if available)	Pre-populated from 2015 UDS (if available)	Pre-populated from 2016 UDS (if available)	Pre-populated calculation	Pre-populated calculation	Pre-populated calculation	Pre-populated from the application that initiated the current project period	
Ischemic Vascular Disease (IVD): Use of Aspirin or Another Antithrombotic	Pre-populated from 2014 UDS (if available)	Pre-populated from 2015 UDS (if available)	Pre-populated from 2016 UDS (if available)	Pre-populated calculation	Pre-populated calculation	Pre-populated calculation	Pre-populated from the application that initiated the current project period	
Hypertension: Controlling High Blood Pressure	Data not available	Data not available	Pre-populated from 2016 UDS (if available)	Data not available	Data not available	Pre-populated calculation	Pre-populated from the application that initiated the current project period*	
Diabetes: Hemoglobin A1c Poor Control	Data not available	Data not available	Pre-populated from 2016 UDS (If available)	Data not available	Data not available	Pre-population calculation	Pre-populated from the application that initiated the current project period*	
HIV linkage To Care	Pre-populated from 2014 UDS (if available)	Pre-populated from 2015 UDS (if available)	Pre-populated from 2016 UDS (if available)	Pre-populated calculation	Pre-populated calculation	Pre-populated calculation	Pre-populated from the application that initiated the current project period	
Depression Screening and Follow-Up	Data not available	Data not available	Pre-populated from 2016 UDS (if available)	Data not available	Data not available	Pre-populated calculation	Pre-populated from the application that initiated the current project period*	

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	2014 Measure	2015 Measure	2016 Measure	% Change 2014-2016 Trend	% Change 2015-2016	% Progress Toward Goal	Measure Goal	Measure Narrative
Financial Measures								
Total Cost Per Patient (Costs)	Pre-populated from 2014 UDS (if available)	Pre-populated from 2015 UDS (if available)	Pre-populated from 2016 UDS (if available)	Pre-populated calculation	Pre-populated calculation	Pre-populated calculation	Pre-populated from the application that initiated the current project period	
Medical Cost Per Medical Visit (Costs)	Pre-populated from 2014 UDS (if available)	Pre-populated from 2015 UDS (if available)	Pre-populated from 2016 UDS (if available)	Pre-populated calculation	Pre-populated calculation	Pre-populated calculation	Pre-populated from the application that initiated the current project period	3,000 character limit
Health Center Program Grant Cost Per Patient (Grant Costs)**	Pre-populated from 2014 UDS (if available)	Pre-populated from 2015 UDS (if available)	Pre-populated from 2016 UDS (if available)	Pre-populated calculation	Pre-populated calculation	Pre-populated calculation	Pre-populated from the application that initiated the current project period	
Additional Measures								
Additional Measures (if applicable)	Provide data if available	Provide data if available	Provide data if available	Pre-populated calculation (if data are provided)	Pre-populated calculation (if data are provided)	Pre-populated calculation (if data are provided)	Pre-populated from the application that initiated the current project period	3,000 character limit

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