

FY 2018 State and Regional Primary Care Association (PCA) Non-Competing Continuation (NCC) Progress Report

An EHB User Guide for Award Recipients

Last updated on: December 7, 2018

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This user guide describes the steps you need to follow for submitting the FY 2019 PCA NCC through the HRSA Electronic Handbooks (EHB).

1. Accessing the FY 2019 PCA NCC

To access your FY 2019 PCA NCC, follow the steps below:

1. Navigate to <https://grants.hrsa.gov/2010/WebEPSExternal/Interface/common/accesscontrol/login.aspx>
2. At the login prompt, enter your EHB user name and password.
3. Click the **[Login]** button.

IMPORTANT NOTES:

- The Program Directors and anyone in the organization with "Edit" access to NCC deliverables are informed via an email notification when their respective PCA NCC Progress Reports are available for submission in EHB.
- Refer to the HRSA Electronic Submission Guide available at <https://www.hrsa.gov/sites/default/files/grants/noncompetingcontinuations/nccgenericgrants.pdf> for more details on this process.

4. On the **Home** page, click the **Grants** tab located at the top of the page.
 - The system opens the **My Grant Portfolio – List** page.
5. Locate your U58 award on the **My Grant Portfolio – List** page. Click the **Grant Folder** link.
 - The system opens the **Grant Home** page for the U58 award.
6. On the **Grant Home** page, click on the **Work on My NCC Report** link under the **Submissions** section. The system opens the **Submissions-All** page.
7. Locate the record with the heading **Non-Competing Continuation Progress Report**. Click the **Start** link to start working on the submission.

IMPORTANT NOTE: The **Start** link becomes **Edit** the next time you access this page.

1.1 Completing the FY 2019 PCA NCC Items

The system requires you to complete the following information to submit the FY 2019 PCA NCC to HRSA:

- Basic Information:
 - SF-PPR
 - SF-PPR-2
- Budget Information:
 - Budget Details
 - Budget Narrative
- Other Information
 - Program Specific Information
 - Appendices

2. Completing the Basic Information

1. On the **Status Overview** page, click the **Update** link for the **SF-PPR** form. Provide or update the required information as needed.

IMPORTANT NOTE: The SF-PPR Form contains basic information about your organization and is the cover page for the progress report. You can add, update, or delete the Authorizing Official information, as desired, under the **Authorizing Official (AO) Contact Information** section.

2. After completing the **SF-PPR** form, click the **[Save and Continue]** button to navigate to the **SF-PPR-2** form. Update the required information as needed.

IMPORTANT NOTES:

- The SF-PPR-2 form contains information about your award. This includes the Department Name, Division Name, and the Point of Contact (POC) registered for the award.
- Provide the lobbying activity related information in this form, if not provided previously.
- If a POC was not added in your last application, the system lists the Project Director (PD), Business Official (BO), and Authorizing Official (AO) from the application so that one of them can be selected as the POC.
- You can modify the Department Name and Division Name, if needed. You can also add, update, or delete the POC information.

3. After completing the **SF-PPR-2** form, click the **[Save and Continue]** button to navigate to the Budget Information: **Budget Details** form. Provide the required information for the requested remaining support year(s) and click the **[Save and Continue]** button.
 - a. For Section A: Budget Summary, the funding amount is prepopulated and cannot be edited.
 - b. For Section B: Budget Categories, provide the object class category breakdown for the funding amount specified in Section A (e.g., Personnel, Fringe Benefits). The total amount in Section B and Section A should be equal to the recommended Federal Budget Amount.
 - c. For Section C: Non-federal Resources, PCAs should leave this section blank. Your budget request should reflect the federal PCA funding request only. Do not provide other sources of funding.
4. If there are additional support years remaining in your project period, the system navigates to the **Budget Details** form of each subsequent support year. Provide required information for each additional support year displayed for your award. Finally, click the **[Save and Continue]** button on the **Budget Details** form of the last support year to navigate to the **Budget Narrative** section of your NCC Progress Report.

IMPORTANT NOTES:

- You should assume level funding when completing the required additional support year Budget Details form.
- You may copy Budget Details from one Support Year form to the next by clicking “Copy from Previous Year” to autofill the same data into the next Support Year form.

5. Complete the **Budget Narrative** form by uploading the budget narrative/justification for the upcoming 12-month budget period (July 1, 2019 to June 30, 2020). The Budget Narrative must explain the amounts requested for each row in Section B: Budget Categories of the Budget Information: Budget Details form. Refer to the PCA NCC Instructions for further details on the budget presentation requirements.
6. Click the **[Save and Continue]** button to navigate to the **Status Overview** page of the **Program Specific Section** of the NCC Progress Report.

3. Completing the Program Specific Information

The Program Specific Information section of the FY 2019 PCA NCC consists of the following forms:

- FY 2018 Progress Update
- FY 2019 Project Work Plan

You must provide the required information in these forms to complete the program specific section and proceed with the submission of this progress report.

Figure 1: Program Specific Status Overview page

Program Specific Information Status		
Section	Status	Options
Project Work Plan Information		
FY 2018 Progress Update	✖ Not Complete	Update ▾
FY 2019 Project Work Plan	✖ Not Complete	Update ▾

3.1 Completing the FY 2018 Progress Update

The system prepopulates the **FY 2018 Progress Update** form with the information from the last NCC submitted in your PCA application or your most recent project officer approved PWP modification in EHB, whichever is the most recent.

IMPORTANT NOTE: The prepopulated information in this form is **read-only** and therefore is **not editable**.

The **FY 2018 Progress Update** form prepopulates all the **Focus Areas** with corresponding Goals. Each Goal has a pre-defined set of **Goals Details**, **Key Factors** and **Activities**. You must **report progress** towards each **Goal Target**, **Formal T/TA Session Target**, **Participation Target** and **Activity** included in your most recently approved PWP.

1. Click the **Update** link to access **FY 2018 Progress Update** from the **Status Overview** form. (Figure 1). The system displays the Goal list on the FY 2018 Progress Update (Figure 2).

Figure 2: FY 2018 Progress Update- Goal List

Goals							
Goal	Baseline Data	Goal Target	Number of Key Factors	Number of Activities	Number of Activity Areas	Status	Options
Goal 1: Increase the number of patients receiving care in health centers, including special and vulnerable populations	485,000	485,000	0	0	0	Not Complete	Update ▾
Goal 2: Increase the number of health centers providing comprehensive services, including medical and health behavioral health, vision, and dental services	0	0	0	0	0	Not Complete	Update ▾

The Goals list section displays the respective Goal(s), Baseline Data, Goal Target, Number of Key Factors, Number of Activities, Number of Activities, Number of Activity Area, Status and Options pertaining to that Focus Area.

IMPORTANT NOTE:

Initially, all **Goals** that prepopulated **Goal Descriptions**, **Key Factors** and **Activities** and have a status of Not Complete. To update the status to Complete, click the **Update** link for each Goal and provide the following: **Goal Target Progress**, **Formal T/TA Session Target Progress**, **Participation Target Progress** and **Activity Progress** for each activity, then click the **[Save]** or **[Save and Continue]** button at the bottom of the **Goal Information – Update** page. Clicking the **[Save]** button saves the information without navigating away from the page; clicking the **[Save and Continue]** button saves the information and returns to the **Progress Update** page.

If you are unable to read all the contents in an EHB pop-up window(overlay), you may need to reduce the zoom on your screen and/or reduce the magnification of windows/mac.

2. To report progress towards a specific Goal, click the corresponding **Update** link. (Figure 2)

- The **Goal Information - Update** page (Figure 3) opens.

The **Goal Information - Update** page contains three sections. They are Goal Details, Key Factors and Activities for every Goal in your **FY 2018 Project Work Plan**.

Figure 3: Goal Information – Update

Due Date: (Due In: Days) | Section Status:

Resources of

View

FY 2019 PCA MCC User Guide | Funding Opportunity Announcement | FY 2018 NCG Progress Report

Note(s):

You must describe progress toward achieving each required Goal Target and related TITA Targets, as well as the planned activities and outcomes under each Goal.

Fields with * are required.

Goal Details

Goal Description: Goal [redacted]

Baseline Data: [redacted]

Baseline Narrative: [redacted]

Goal Target: [redacted]

2016 UDS: [redacted]

2016 - % Progress Toward Goal Target: [redacted]

2017 UDS: [redacted]

2017 - % Progress Toward Goal Target: [redacted]

Goal Target Progress: [redacted]

Impact Narrative: [redacted]

Formal TITA Session Target: [redacted]

Formal TITA Session Target Progress: [redacted]

Participation Target: [redacted]

Participation Target Progress: [redacted]

Note(s):

Identify a minimum of two and a maximum of five key factors for this goal including at least one contributing and one restricting factor.

Key Factors (Minimum 2) (Maximum 5)

Key Factor Type	Description	Options
Contributing	[redacted]	View
Restricting	[redacted]	View

Note(s):

You must address at least two pre-defined Activity Areas. At least two activities must be proposed for each selected Activity Area.

Activities (Minimum 4) (Maximum 20)

Activity Area	Activity Name	Activity Description	Person/Group Responsible	Timeline	Activity Progress	Options
Build workforce recruitment, retention, and development	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	Report Progress
Build workforce recruitment, retention, and development	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	Report Progress
Build workforce recruitment, retention, and development	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	Report Progress
Build workforce recruitment, retention, and development	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	Report Progress
Improve access to care for special and vulnerable populations	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	Report Progress
Improve access to care for special and vulnerable populations	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	Report Progress
Improve access to care for special and vulnerable populations	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	Report Progress
Improve access to care for special and vulnerable populations	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	Report Progress

[Go to Previous Page](#)
[Save](#) [Save and Continue](#)

3. Goal Details:

A. Review the **prepopulated, non-editable** information for the following fields:

- Goal Description
- Baseline Data
- Baseline Narrative
- Goal Target
- 2016 UDS
- 2016 - % Progress Towards Goal Target
- 2017 UDS
- 2017 - % Progress Towards Goal Target
- Impact Narrative
- Formal T/TA Session Target
- Participation Target

(Figure 4)

B. Provide updates for the following fields - required fields are marked with a red asterisk:

- Goal Target Progress
- Formal T/TA Session Target Progress
- Participation Target Progress

(Figure 4)

Figure 4: Goal Details Section

Goal Information - Update

Due Date: (Due In: Days) | Section Status:

Resources

View

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Note(s):

You must describe progress toward achieving each required Goal Target and related T/TA Targets, as well as the planned activities and outcomes under each Goal.

Fields with * are required.

Goal Details

Goal Description

Goal

Baseline Data

5000 characters with spaces(Approximately 3 pages)

Baseline Narrative

Goal Target

2016 UDS

2016 - % Progress Toward Goal Target

2017 UDS

2017 - % Progress Toward Goal Target

5000 characters with spaces (Approximately 3 pages)

* Goal Target Progress

2500 characters with spaces (Approximately 2 pages)

Impact Narrative

Formal T/TA Session Target

5000 characters with spaces (Approximately 3 pages)

* Formal T/TA Session Target Progress

Participation Target

5000 characters with spaces (Approximately 3 pages)

* Participation Target Progress

4. Key Factors:

- A. The Key Factors are prepopulated from your FY 2017 PCA Application. Key Factors are non-editable and cannot be added or deleted.
- B. Click on View and review the prepopulated, non-editable information for that Key Factor in the pop-up window (Key Factor Type, Key Factor Description) ([Figure 5](#) & [Figure 6](#))

Figure 5: Key Factors List

Key Factors (Minimum 2) (Maximum 5)		
Key Factor Type	Description	Options
Contributing	1. 2017 has experience having Medicaid agencies, MTAs, hospitals, health centers and suppliers. 2. New York	View
Restricting	1. Patient charges in the ACA could affect funding for health centers to address the needs of 2. New York	View

Figure 6: View Key Factors

View Key Factor ✕

Key Factor Type (i)

Contributing
 Restricting

Key Factor Description

500 characters with spaces (Approximately 1/4 page)

1. 2017 has experience having Medicaid agencies, MTAs, hospitals, health centers and supplier funding providers in our jurisdiction. 2. New York experience working with federal and local agencies to funding services and control costs. 3. address issues with health and housing coordination. 4. federal and local entities have attention and resources at the hospital in housing and services for high populations including national public health initiatives and housing goals.

[Cancel](#)

5. Activities:

- A. The Activities are prepopulated from your FY 2018 PCA NCC Application or the most recently approved PWP Mod as applicable. Activities cannot be added or deleted.
- B. Click on Report Progress and review the prepopulated, non-editable information for each Activity in the pop-up window (Activity Area, Activity Name, Activity Description , Person or Group Responsible, Timeline Expected Outcome and Comments) ([Figure 7](#) & [Figure 8](#))

Figure 7: Activity List









▼ Activities (Minimum 4) (Maximum 20)						
Activity Area	Activity Name	Activity Description	Person/Group Responsible	Timeline	Activity Progress	Options
Build workforce recruitment, retention, and development						 Report Progress ▼
Build workforce recruitment, retention, and development						 Report Progress ▼
Build workforce recruitment, retention, and development						 Report Progress ▼
Build workforce recruitment, retention, and development						 Report Progress ▼
Improve access to care for special and vulnerable populations						 Report Progress ▼
Improve access to care for special and vulnerable populations						 Report Progress ▼
Improve access to care for special and vulnerable populations						 Report Progress ▼
Improve access to care for special and vulnerable populations						 Report Progress ▼

Figure 8: Activity- Report Progress

Report Progress

Note(s):
 Describe the activities and related details to be conducted in the next 12 months of the project period that will address the Focus Area and the Goal. You must demonstrate that proposed activities will lead to Goal attainment by the end of the project period.

- Focus Area 1: Access to Care
- Goal 1: Increase the number of patients receiving care in health centers, including special and vulnerable populations

Fields with * are required

Activity Area	Build workforce recruitment, retention, and development
Activity Description	Deliver annual workforce development training for members of the workforce support development and implementation of effective recruitment and retention strategies
Person or Group Responsible	Dr. Rochelle (M.D.) - Wright Training Technical Assistance & Technical Coordinator of Health Communications Foundation
Timeline	6-month training will be offered to June 2020 - to coincide with annual conference
Expected Outcome	All cases 100% of centers will have staff participate in annual workforce development training and demonstrate increased knowledge regarding recruitment and retention workforce based and best practices
Comments	In partnership with the NCA - CCHPC will conduct annual Recruitment & Retention Workshop for Health Centers. The purpose of these workshops will be to help Health Centers address their unique recruitment challenges, address internal and external recruitment agencies, recruitment and retention best practices. Members each group will be used to help with specific challenges each center faced by each center.
* Activity Progress	5000 characters with spaces (Approximately 3 pages) <input type="text"/>

Cancel Save and Continue

C. Provide an update for Activity Progress for each Activity in the pop-up window. (Figure 9).

Figure 9: Activity Progress

D. Click the **[Save and Continue]** button to save the Activity Progress and navigate back to the **Goal Information-Update** page

6. Provide progress for each Activity by following the step 5.
7. Click the **[Save]** button to save all the information on the **Goal Information-Update** form.
8. Complete the **FY 2018 Progress Update** form by filling all the editable fields on Goal Details and Activities under all their respective Goals under the Focus Area.
9. Click the **FY 2019 Project Work Plan** link in the left navigation menu.

3.2 Completing the FY 2019 Project Work Plan

The system prepopulates the **FY 2019 Project Work Plan** form with information from your FY 2018 PCA NCC Application or the most recently approved PWP, as applicable.

The **FY 2019 Project Work Plan** form prepopulates the Focus Areas from each PCA NCC application. Under the respective Focus Areas there are corresponding Goals with prepopulated Goals Details, Impact Narrative, Key Factors and Activities. All the fields under each activity are prepopulated and editable except Activity Name. Activity Name is a new required field that you must complete to identify each activity.

To complete the **FY 2019 Project Work Plan**, follow the steps below:

1. To update any Goal within a respective Focus Area, click the **Update** link (**Figure 10**).
 - The **Goal Information - Update** page (**Figure 11**) opens.

The **Goal Information - Update** page contains three sections for every goal in the **FY 2019 Project Work Plan** form: Goal Details, Key Factors and Activities.

Figure 10: Goal List Page

Goals							
Goal	Baseline Data	Goal Target	Number of Key Factors	Number of Activities	Number of Activity Areas	Status	Options
Goal 1: Increase the number of patients receiving care in health systems, including general and sustainable organizations	480,000	480,000	0	0	0	Not Complete	 Update ▼
Goal 2: Increase the number of health workers providing comprehensive services, including medical and health behavioral health, social, and enabling services	0	10	0	0	0	Not Complete	 Update ▼

IMPORTANT NOTE: Initially all Goals will have a status of Not Complete. To update the status to Complete, click the **Update** link for each focus area, provide the required information, and then click the **[Save]** or **[Save and Continue]** button on the **Goal Information – Update** page.

Figure 11: Goal Information – Update

Goal Information - Update

Due Date: (Due In: Days) | Section Status:

Resources

View
 FY 2016 PCA NCC User Guide | Funding Opportunity Announcement | FY 2016 NCC Progress Report

Note(s):
 For each Goal, you must propose Goal Targets that will be achieved by the end of the project period (by June 30, 2020). Activities proposed for each Goal must address the Focus Area, as well as lead to Goal Target attainment. While the Goal Target will be achieved by the end of the project period, proposed activities and their related details should cover only the upcoming 12 months of the project period (July 1, 2019 through June 30, 2020).

Please click Save (or) Save & Continue button after data entry.

Fields with * are required.

Goal Details

Goal Description

Baseline Data (i) 5000 characters with spaces (Approximately 3 pages)

Baseline Narrative (i)

Goal Target (i)

2016 UDS (i)

2015 - % Progress Toward Goal Target (i)

2017 UDS (i)

2017 - % Progress Toward Goal Target (i)

7500 characters with spaces (Approximately 4 pages)

* Impact Narrative (i)

Formal TTA Session Target (i)

Participation Target (i)

Note(s):
 Identify a minimum of two and a maximum of five key factors for this goal including at least one contributing and one restricting factor.

Key Factors (Minimum 2) (Maximum 5)

Key Factor Type	Description	Options
Contributing		View
Restricting		View

Note(s):
 You must address at least two pre-defined Activity Areas. At least two activities must be proposed for each selected Activity Area.

Add Activity

Activities (Minimum 4) (Maximum 20)

Activity Area	Activity Name	Activity Description	Person/Group Responsible	Timeline	Options
Build workforce recruitment, retention, and development					Update
Build workforce recruitment, retention, and development					Update
Build workforce recruitment, retention, and development					Update
Build workforce recruitment, retention, and development					Update
Build workforce recruitment, retention, and development					Update
Build workforce recruitment, retention, and development					Update
Improve access to care for special and vulnerable populations					Update
Improve access to care for special and vulnerable populations					Update
Improve access to care for special and vulnerable populations					Update
Improve access to care for special and vulnerable populations					Update

[Go to Previous Page](#) [Save](#) [Save and Continue](#)

2. Goal Details:

A. Review the prepopulated, non-editable information:

- Goal Description
- Baseline Data
- Baseline Narrative
- Goal Target
- 2016 UDS
- 2016 - % Progress Towards Goal Target
- 2017 UDS
- 2017 - % Progress Towards Goal Target
- Formal T/TA Session Target
- Participation Target ([Figure 12](#))

B. Provide description for this field. This is prepopulated and editable field:

- Impact Narrative ([Figure 12](#))

Figure 12: Goal Details

Note(s):
For each Goal, you must propose Goal Targets that will be achieved by the end of the project period (by June 30, 2020). Activities proposed for each Goal must address the Focus Area, as well as lead to Goal Target attainment. While the Goal Target will be achieved by the end of the project period, proposed activities and their related details should cover only the upcoming 12 months of the project period (July 1, 2019 through June 30, 2020).

Please click Save (or) Save & Continue button after data entry.

Fields with * are required.

Goal Details

Goal Description	
Baseline Data	
Baseline Narrative	5000 characters with spaces (Approximately 3 pages)
Goal Target	
2016 UDS	
2016 - % Progress Toward Goal Target	
2017 UDS	
2017 - % Progress Toward Goal Target	
* Impact Narrative	7500 characters with spaces (Approximately 4 pages)
Formal T/TA Session Target	
Participation Target	

3. Key Factors:

- A. The Key Factors are prepopulated from your FY 2017 PCA Application Key Factors are non-editable and cannot be added or deleted
- B. Click on View and review the prepopulated, non-editable information for that Key Factor in the pop-up window (Key Factor Type, Key Factor Description) ([Figure 13](#) & [Figure 14](#)).

Figure 13: Key Factors-View



Key Factors (Minimum 2) (Maximum 5)		
Key Factor Type	Description	Options
Restricting	Factors change to the way you can affect funding for health services to address the needs of... View More	 View 
Contributing	Factors change to the way you can affect funding for health services to address the needs of... View More	 View 

Figure 14: View Key Factor

View Key Factor

Key Factor Type *i* Contributing Restricting

Key Factor Description

500 characters with spaces (Approximately 1/4 page)

Cancel

4. Activities:

- A. A new activity can be added by clicking the **Add Activity** button. There should be a minimum of 2 and maximum of 5 activities per activity area in your Project Work Plan. (Figure 15).

Figure 15: Activities – Add Activity

Add Activity












▼ Activities (Minimum 4) (Maximum 20)

Activity Area	Activity Name	Activity Description	Person/Group Responsible	Timeline	Options
Build workforce recruitment, retention, and development					Update ▼
Build workforce recruitment, retention, and development					Update ▼
Build workforce recruitment, retention, and development					Update ▼
Build workforce recruitment, retention, and development					Update ▼
Build workforce recruitment, retention, and development					Update ▼
Build workforce recruitment, retention, and development					Update ▼
Improve access to care for special and vulnerable populations					Update ▼
Improve access to care for special and vulnerable populations					Update ▼
Improve access to care for special and vulnerable populations					Update ▼
Improve access to care for special and vulnerable populations					Update ▼

Go to Previous Page Save Save and Continue

B. An existing activity can be deleted by clicking on the **Delete** button on the context menu in the Options column (Figure 16).

Figure 16: Activities - Delete Activity

Activity Area	Activity Name	Activity Description	Person/Group Responsible	Timeline	Options
Build workforce recruitment, retention, and development	WF Committee	Coordinate and staff regular workforce advisory committee meetings to provide field updates and... (+ View More)	Katherine Lechner, Workforce Development Manager, Aubre Lawless, Workforce Training Manager	Continuous, bi-monthly meetings through June 2019.	<div style="border: 1px solid gray; padding: 2px;"> Action  Update  Delete </div>
Build workforce recruitment, retention, and development	ACU Webinars	PCA will participate in a semi-monthly web-based training series hosted by The Association of... (+ View More)	Ashley Grant, Director of T/TA, Katherine Lechner, Workforce Development Manager, Aubre Lawless... (+ View More)	July 2018 - June 2019	 Update
Build workforce recruitment, retention, and development	Test	Test	Test	Test	 Update
Build workforce recruitment, retention, and development	Test	Test	Test	Test	 Update
Build workforce recruitment, retention, and development	WF Cultural Competency	WA CHC HR metric data shows CHC staff of lower salaries are more diverse in language and ethnicity... (+ View More)	Katherine Lechner, Workforce Development Manager, Aubre Lawless, Workforce Education Manager	2 in-person cultural competency trainings will be held in summer/early fall of 2018 and early 2019.	 Update
Build workforce recruitment, retention, and development	ACU Regional Calls	Working with the Association of Clinicians for the Underserved (ACU), the HRSA National Cooperative... (+ View More)	Ashley Grant, Director of T/TA, Katherine Lechner, Workforce Development Manager, Aubre Lawless... (+ View More)	July 2018 - June 2019	 Update
Improve access to care for special and vulnerable populations	SOGI Training	In response to health center feedback regarding challenges in collecting SOGI data for both HR... (+ View More)	Karie Nicholas, Data Analyst, Patricia Geper, Outreach and Equity Coordinator	Deliver training by June 2019.	 Update
Improve access to care for special and vulnerable populations	Outreach & Enrollment	WACMHC will convene monthly Outreach & Enrollment Workgroup calls and host an annual in-person... (+ View More)	Patricia Geper, Outreach and Equity Coordinator	Monthly O&E workgroup calls through June 2019. Host 2 in-person meetings (1 in Eastern WA, 1 in... (+ View More)	 Update
Improve access to care for special and vulnerable populations	Health Equity	WACMHC will convene quarterly Health Equity Workgroup calls to address issues of access and barriers... (+ View More)	Patricia Geper, Outreach and Equity Coordinator	WACMHC will host 2 in-person trainings (East and West side of the State) by June 2019. Quarterly... (+ View More)	 Update
Improve access to care for special and vulnerable populations	Community Health Workers	WACMHC will host at least one annual F2F for Community Health Workers to provide continued... (+ View More)	Patricia Geper, Outreach and Equity Coordinator	Organize 2 annual trainings for CHWs in Eastern & Western WA in Fall 2018 and Spring 2019... (+ View More)	 Update

Go to Previous Page Save Save and Continue

C. The **Add Activity** will be greyed out once the maximum number of allowable activities are reached (5 per activity area) (Figure 17).

Figure 17: Activities - Add Activity (Greyed Out)

Note(s):
 You must address at least two pre-defined Activity Areas. At least two activities must be proposed for each selected Activity Area.

Add Activity

D. Click on **Update** and review the prepopulated and editable information for each Activity in the pop-up window. Update or revise fields as necessary (Figure 18 & Figure 19).

Figure 18: Activities - Update











Activity Area	Activity Name	Activity Description	Person/Group Responsible	Timeline	Options
Build workforce recruitment, retention, and development					 Update
Build workforce recruitment, retention, and development					 Update
Build workforce recruitment, retention, and development					 Update
Build workforce recruitment, retention, and development					 Update
Build workforce recruitment, retention, and development					 Update
Build workforce recruitment, retention, and development					 Update
Improve access to care for special and vulnerable populations					 Update
Improve access to care for special and vulnerable populations					 Update
Improve access to care for special and vulnerable populations					 Update
Improve access to care for special and vulnerable populations					 Update

Figure 19: Activities – Update Activity

Update Activity

Note(s):
 Describe the major planned activities to be conducted in the next 12 months of the project period beginning July 1, 2018 that will address the Focus Area and lead to Goal Target attainment by the end of the three year project period.

- Focus Area 1: Access to Care
 - Goal 1: Increase the number of patients receiving care in health centers, including special and vulnerable populations

Fields with * are required

* Activity Area (i) Build workforce recruitment, retention, and development

* Activity Name (i) 200 characters with spaces (Approximately 1/8 page)

* Activity Description (i) 7500 characters with spaces (Approximately 4 pages)

* Person or Group Responsible (i) 1000 characters with spaces (Approximately 1/2 page)

* Timeline (i) 1000 characters with spaces (Approximately 1/2 page)

* Expected Outcome (i) 7500 characters with spaces (Approximately 4 pages)

Comments 7500 characters with spaces (Approximately 4 pages)

Cancel Save and Continue

E. Provide a description for the new Activity Name field in the pop-up window to identify and correspond with each Activity. (Figure 20).

IMPORTANT NOTE: You must add the Activity Name in each activity. The maximum/minimum number of activities that can be entered here are as follows:

Minimum is 4 activities per goal (Minimum 2 per activity area)

Maximum is 20 activities per goal (Maximum 5 per activity area)

Figure 20: Activities – Activity Name

Update Activity

Note(s):
Describe the major planned activities to be conducted in the next 12 months of the project period beginning July 1, 2018 that will address the Focus Area and lead to Goal Target attainment by the end of the three year project period.
• Focus Area 1: Access to Care
• Goal 1: Increase the number of patients receiving care in health centers, including special and vulnerable populations

Fields with * are required

* Activity Area (i) Build workforce recruitment, retention, and development

* Activity Name (i) 200 characters with spaces (Approximately 1/8 page)

* Activity Description (i) 7500 characters with spaces (Approximately 4 pages)

* Person or Group Responsible (i) 1000 characters with spaces (Approximately 1/2 page)

* Timeline (i) 1000 characters with spaces (Approximately 1/2 page)

* Expected Outcome (i) 7500 characters with spaces (Approximately 4 pages)

Comments 7500 characters with spaces (Approximately 4 pages)

Cancel Save and Continue

- C. Click the **[Save and Continue]** button to save the Activity Progress and navigate back to the Goal Information-Update page (**Figure 20**)

4. Completing the Appendices form

1. On the **NCC Progress Report - Status Overview** page, click the **Update** link for the **Appendices** form.
2. Upload the attachments by clicking the associated **[Attach File]** buttons (1-7):

IMPORTANT NOTES:

- Attachment 1: This attachment is required, and maximum 1 document can be uploaded. You will not be able to complete and submit your PCA NCC Progress Report without including Attachment 1.
- Attachment 2: This attachment is optional and maximum 1 document can be uploaded.
- Attachment 3: This attachment is optional and Maximum 1 document can be uploaded.
- Attachment 4: This attachment is optional and maximum 20 documents can be uploaded.
- Attachment 5: This attachment is optional and maximum 1 document can be uploaded.
- Attachment 6: This attachment is optional and maximum 1 document can be uploaded.
- Attachment 7: This attachment is optional and maximum 20 documents can be uploaded.

Refer to the [PCA NCC Progress Report Instructions](#) for detailed information about the attachments.

3. After completing the **Appendices** form, click the **[Save and Continue]** button to proceed.

5. Reviewing and Submitting the FY 2019 PCA NCC

On the **NCC Progress Report – Status Overview** page, click the **Review** link under the ‘Review and Submit’ section in the left-side menu. Review the information displayed in the resulting **NCC Progress Report – Review** page. If you have completed each section and are ready to submit the progress report to HRSA, follow the steps below:

IMPORTANT NOTE: You will be able to submit the progress report to HRSA only if you are listed as the Project Director (PD) in EHB at the PCA organization or if you have privileges to submit.

If you are not able to submit the progress report or you do not have the appropriate permissions, contact the BPHC Helpline by submitting a Web Request at: <http://www.hrsa.gov/about/contact/bphc.aspx> and select “Application/Progress Report: EHB Systems Questions”, or call 1-877-974-2742 (Monday – Friday, 8:30 AM - 5:30 PM ET).

1. Click the **[Proceed to Submit]** button at the bottom of the **NCC Progress Report – Review** page. The system navigates to the **NCC Progress Report – Submit** page.
2. Click the **[Submit to HRSA]** button at the bottom of the **NCC Progress Report – Submit** page. The system navigates to a confirmation page.
3. Your progress report has not been submitted until you confirm the submission. Click the **[Submit Report]** button in the lower right corner of the page to confirm the submission of the NCC to HRSA.
4. Once you submit the progress report, you receive an automatic confirmation message from the system indicating the application was submitted successfully.

6. Responding to a PCA NCC Change Request

Progress reports without all required information will be considered incomplete or non-responsive. Incomplete Progress Reports will be returned via a ‘Change Requested’ email notification sent by HRSA with a request for the missing information. To revise your Progress Report, access it in EHB using the steps described in section [1. Accessing the FY 2019 PCA NCC](#) of this user guide. Edit the progress report as indicated in the email sent by HRSA and re-submit the PCA NCC Progress Report by following the steps in section [5. Reviewing and Submitting the FY 2019 PCA NCC](#) of this user guide.

IMPORTANT NOTE: A HRSA reviewer may cancel (or override) a change request after you have re-submitted a revised PCA NCC 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 Requested cancellation email. After you receive this email, you will not be able to revise your PCA NCC Progress Report. HRSA will review the last PCA NCC Progress Report that you submitted.

If HRSA does not receive the Progress Report by the established deadline or receives an incomplete progress report, a delay in Notice of Award (NoA) issuance or a lapse in funding may occur.