**HRSA Electronic Handbooks** 

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 <a href="https://grants.hrsa.gov/2010/WebEPSExternal/Interface/common/accesscontrol/login.aspx">https://grants.hrsa.gov/2010/WebEPSExternal/Interface/common/accesscontrol/login.aspx</a>
- 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 <u>https://www.hrsa.gov/sites/default/files/grants/noncompetingcontinuations/nccgenericgrants.pdf</u> 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 12month 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. Flogram Spec	inc Status Overview page	
Program Specific Information Status		
Section	Status	Options
Project Work Plan Information		
FY 2018 Progress Update	X Not Complete	🕜 Update 🔍
FY 2019 Project Work Plan	X Not Complete	🕜 Update 🔍

### Figure 1: Program Specific Status Overview page

### **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:	4670,0380	100(3007				No. Complete	
Goal 2:						Not European	🕜 Update 🔻

The Goals list section displays the respective Goal(s), Baseline Data, Goal Target, Number of Key Factors, 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**.

Resources 1						
View FY 2019 PCA NCC User C	Suide   Funding Opportunity An	nouncement   FY 2018 NGC	Progress Report			
🕜 Note(s):						
You must describe progr	ess toward achieving each require	ed Goal Target and related 1/1	IA Targets, as well as th	he planned activities and	outcomes under each Goal.	
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Goal Target 🚯	-			1		
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1016 - 11, Progress Toward G Farget (j)	Ioal					
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		paces (Approximately 3 pages)	)			
Participation Target Prog	ress					
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### Figure 3: Goal Information – Update

- 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 - Upd	late				
•		Due Date:	(Due In:	Days)   Section Status:	
▼ Resources 🗹					
View					
FY 2019 PCA NCC User Guide	Funding Opportunity Announcement FY 2	018 NCC Progress Report			
You must describe progress tow	ward achieving each required Goal Target and r	elated T/TA Targets, as well as the pla	nned activities and ou	comes under each Goal.	
Fields with * are required.					
➡ Goal Details					
Goal Description	Goal				
Baseline Data 🚯					
	5000 characters with spaces(Approximately	3 pages)			
Baseline Narrative (i)					
Goal Target 🚯					
2016 UDS (i)					
2016 - % Progress Toward Goal Target (i)					
2017 UDS (i)					
2017 - % Progress Toward Goal					
Target 🕕					
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			h		
Participation Target 🕕					
	5000 characters with spaces (Approximately	/ 3 pages)			
Participation Target Progress					
<b>(i)</b>					
			1		

4. Key Factors:

- A. The Key Factors are prepopulated from your FY 2017 PCA Application. Key Factors are noneditable 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 CBH has experience maning Husical agencies, NCDs, heighter, health centers and suggestion (1) has here)	∎View ▼
Restricting	<ol> <li>Kalum-Hangenite Har-HGH could affect Funding for Insulty contensity address the models of (1: the idea)</li> </ol>	∎View ▼

### Figure 6: View Key Factors

Key Factor Type (i)	Contributing     Restricting
	500 characters with spaces (Approximately 1/4 page)
Key Factor Description	1. CORE Fase segmentence interning / distinguish againsteam, differing, incognitation, interning, and a segmentation of a second sec

#### 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** 

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, etention, and development						Report Progress
Build workforce recruitment, retention, and development						EReport Progress
mprove access to care for special and vulnerable populations						E Report Progress
mprove access to care for special and vulnerable populations						E Report Progress
mprove access to care for special and vulnerable sopulations						E Report Progress
nprove access to care for pecial and vulnerable opulations						Report Progress

Figure 8: Activity- Report Progress

Report Progress	0
the Goal. You must demonstr • Focus Area 1: Access	lated details to be conducted in the next 12 months of the project period that will address the Focus Area and ate that proposed activities will lead to Goal attainment by the end of the project period. s to Care 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 Description (i)	Selfer annal antiface destignal transplements (SSE) is appel destignations) regionalistic d'Active secolitari act motion destigne
Person or Group Responsible	3: Rents, SEE 5: Highl Taming Technical Institution, & Tomorill Conditions -: Next Technical International Conditions
Timeline 🕕	A fishing reason with a strength to some WHE - in cancels with second conference
Expected Outcome 🚯	A land 1975 of colors of these and policipals is around welfform the depress training, and demonstrate the exact beneficing regarding resolution of an endlars without hand and test predicas
Comments	It partnership offekter 95% 500°00° offerences annual formations to Samilar Postalings (in Haaffe Samins, "Be propried Filters antickings off-facility/Haaffe Samin-Agence Nations, partners, have Hadrogen Theorem (annual) and obtains manifest againing reconstruct and another basi profiler. Hadrogen Theorem (annual) and obtains profiler againing reconstruct and manifest basi profiler.
★ Activity Progress ④	5000 characters with spaces (Approximately 3 pages)
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**

the Goal. You must demonstr • Focus Area 1: Access	lated details to be conducted in the next 12 months of the project period that will address the Focus Area and rate that proposed activities will lead to Goal attainment by the end of the project period. s to Care number of patients receiving care in health centers, including special and vulnerable populations
ields with * are required	
Activity Area (i)	Build workforce recruitment, retention, and development
Activity Description ()	Settina sungal antificon development Conting for mariting (*2005) to suggest development and trajformentation of allocities reconfigured and constitue strategies.
Person or Group Responsible	3: Anetra (2015) 1: Wright Tammig Tachina (Samaras & Samari) Samillano (Condition) Saminghealters Samillante
Timeline 🕕	4 (shing range of the density (are 0.10). It can ble all amount independent
Expected Outcome ④	(#1662) 27, 21 celese of Terror AP participation and services the dependence of the services. Second Encoded programming and shows that another address from the services.
Comments	In partnerskip offekter 455, 2007/05, offer contract annual Proceedings of Statistical Vestigings for Hardis Statistics The perpension of Neuro-controllings of Neuro-Fulge Hardis Statistic Ingeneration (and perform Hardingson Statistics) and a statistic and resolution regarding recontinues and resolution best providence. Westign and groups will be used to finde with a group of Hardingson cutting from Neuro Device Ingeneration (
★ Activity Progress ④	5000 characters with spaces (Approximately 3 pages)

- 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.

Goals							
Goal	Baseline Data	Goal Target	Number of Key Factors	Number of Activities	Number of Activity Areas	Status	Options
Goal 1: manual and an and a second a se	485,018	162,007			1	Not Complete	🕜 Update 📼
Goal 2:	+	-			1	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

•					
			Due Date: (D	ue In: Days)   Sectio	on Status:
Resources L					
View					
FY 2018 PGA NCC User G	side   Funding Opportunity Ann	ouncement   FY 2018 NGC Pro	gress Report		
() Note(s):					
			ct period (by June 30, 2020). Activities the project period, proposed activities		
	od (July 1, 2019 through June 30				
	a & Continue button after data	entry.			
ids with * are required. • Goal Details					
Joel Description					
Baseline Data 🕢					
	5000 characters with spo	aces(Approximately 3 pages)			
Baseline Narrative ()					
Roel Target 🚯					
016 UDS 🚯					
015 - % Progress Toward Go arget 🕢	al .				
017 UDS ()					
917 - % Progress Toward Go	al				
arget 🕕	7500 apartment of the	non (Antroimteu A com			
	rout characters with sp	aces (Approximately 4 pages)			
Impact Narrative 🕃					
ormal 177A Session Target (	D 10				
Participation Target ④					
Note(s):					
	and a maximum of five key facto	rs for this goal including at least o	one contributing and one restricting fa	ctor.	
Identify a minimum of two		rs for this goal including at least o	one contributing and one restricting fa	ICTOR.	
		rs for this goal including at least o	one contributing and one restricting fa	ictor.	Options
Identify a minimum of two Key Factors (Minimum 2) Key Factor Type Contributing	(Maximum 5)	rs for this goal including at least o	one contributing and one restricting fa	stor.	C View •
Identify a minimum of two Key Factors (Minimum 2) Key Factor Type Contributing	(Maximum 5)	es for this goal including at least o	one contributing and one restricting fa	istor.	
Identify a minimum of two Key Factors (Minimum 2) Key Factor Type Contributing Restricting	(Maximum 5)	n for Pris goal including at least o	one contributing and one restricting fa	ictor.	C View •
Esentify a minimum of two Key Factors (Minimum 2) Key Factor Type contributing testricting Note(s):	(Maximum 5) Description		one contributing and one restricting fa		C View •
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Identify a minimum of two Key Factors (Minimum 2) iey Factor Type onrinbuling estricting  Note(s): You must address at least Add Activity  Ad	(Maximum 5). Description two pre-cefined Activity Areas. 3 aximum 20)	A least two activities must be pro	posed for each selected Activity Area		View • View • View • Updata • Updata • Updata • Updata • Updata • Updata • Updata •
Identify a minimum of two Key Factors (Minimum 2) iey Factor Type onrinbuling estricting  Note(s): You must address at least Add Activity  Ad	(Maximum 5). Description two pre-cefined Activity Areas. 3 aximum 20)	A least two activities must be pro	posed for each selected Activity Area		View • View • View • View • Update • Update • Update • Update • Update • Update • Update •
Identify a minimum of two Key Factors (Minimum 2) Key Factors (Minimum 2) Key Factors Type anorributing Exstricting  Note(s): You must address at least Add Activity  Add	(Maximum 5). Description two pre-cefined Activity Areas. 3 aximum 20)	A least two activities must be pro	posed for each selected Activity Area		View • View • View • View • Update • Update • Update • Update • Update • Update • Update •
teentify a minimum of two Key Factors (Minimum 2) (ky Factors (Minimum 2) (ky Factors Type contributing Note(s): You must address at lease Add Activity Activities (Minimum 4) (M Activities (Minimum 4	(Maximum 5). Description two pre-cefined Activity Areas. 3 aximum 20)	A least two activities must be pro	posed for each selected Activity Area		View • View • • View • View •
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### 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

well as lead to Goal Target attai	se 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 inment. 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 ily 1, 2019 through June 30, 2020).
(i) Please click Save (or) Save & C	ontinue button after data entry.
Fields with * are required.	
➡ Goal Details	
Goal Description	
Baseline Data (i)	
Baseline Narrative 🕢	5000 characters with spaces(Approximately 3 pages)
Goal Target (i)	
2016 UDS (i)	
2016 - % Progress Toward Goal Target 🚯	
2017 UDS ()	
2017 - % Progress Toward Goal Target 🚯	
<ul> <li>Impact Narrative (i)</li> <li>Formal T/TA Session Target (i)</li> <li>Participation Target (i)</li> </ul>	7500 characters with spaces (Approximately 4 pages)

### 3. Key Factors:

- A. The Key Factors are prepopulated from your FY 2017 PCA Application Key Factors are noneditable 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	<ol> <li>Kulon-Humpsch Re. W.H. could affect funding for feadly contens to address the mode of (1) from (4001)</li> </ol>	🗉 View 🔻
Contributing	1 (3011as-apprises having Melical agentas, MCIs, hopitals, hold: centers and appendixe. (1-tim Meri)	∎View ▼

### Figure 14: View Key Factor

Key Factor Type 🕕	Contributing Restricting
	500 characters with spaces (Approximately 1/4 page)
Key Factor Description	1. If another dependences that AC, S. construction of the dependence of the statement of the statement of the construction of the statement

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).

ctivity Area	Activity Name	Activity Description	Person/Group Responsible	Timeline	Options
uild workforce recruitment, tention, and development		1000	200		🔗 Update 🔻
uild workforce recruitment, tention, and development					🖉 Update 🔻
ulid workforce recruitment, tention, and development					🕜 Update  👻
uild workforce recruitment, tention, and development					🕑 Update 🔻
uild workforce recruitment, tention, and development					🕜 Update 🔻
uild workforce recruitment, tention, and development					🕑 Update 🔻
prove access to care for ecial and vulnerable opulations					🕑 Update  👻
prove access to care for becial and vulnerable opulations					🕜 Update 🔻
prove access to care for recial and vulnerable opulations					🕜 Update 🔻
prove access to care for ecial and vulnerable opulations					🕜 Update 🔻

### Figure 15: Activities – Add Activity

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

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. Action	2
uild workforce recruitment, retention, and levelopment	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	and the second se
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 Compentency	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 compentency trainings will be held in summer/early fail of 2018 and early 2019.	🖉 Update 👻
Build workforce recruitment, retention, and levelopment	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 👻
mprove access to care for special and rulnerable populations	SOGI Training	In response to health center feedback regarding challenges in collecting SOGI data for both HR (+ View More)	Karle Nicholas, Data Analyst, Patricia Gepert, Outreach and Equity Coordinator	Deliver training by June 2019.	🖉 Update 💌
mprove access to care for special and rulnerable populations	Outreach & Enrollment	WACMIHC will convene monthly Outreach & Enrollment Workgroup calls and host an annual in-person (+ View More)	Patricia Gepert, 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 👻
mprove access to care for special and rulnerable populations	Health Equity	WACMHC will convene quarterly Health Equity Workgroup calls to address issues of access and barriers (+ View More)	Patricia Gepert, Outreach and Equity Coordinator	WACMHC will host 2 in-person trainings (East and West side of the State) by June 2019. Quarterly	🖉 Update 🔻
mprove access to care for special and rulnerable populations	Community Health Workers	WACMHC will host at least one annual F2F for Community Health Workers to provide continued (+ View More)	Patricia Gepert, Outreach and Equity Coordinator	Organize 2 annual trainings for CHWs in Eastern & Western WA in Fall 2018 and Spring 2019 (+ View More)	🖉 Update 💌

#### Figure 16: Activities - Delete Activity

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 of revise fields as necessary (Figure 18 & Figure 19).

### Figure 18: Activities - Update

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 👻

#### Figure 19: Activities – Update Activity

Note(s):			
Describe the major planned activ lead to Goal Target attainment by • Focus Area 1: Access to	ities to be conducted in the next 12 months of the project period beginning July 1, 2018 that will address the Focus Area and the end of the three year project period. Care ber of patients receiving care in health centers, including special and vulnerable populations		
ds with * are required			
Activity Area 🚯	Build workforce recruitment, retention, and development		
Activity Name (	200 characters with spaces (Approximately 1/8 page)		
Activity Description (j)	7500 characters with spaces(Approximately 4 pages)		
Person or Group Responsible	1000 characters with spaces (Approximately 1/2 page)		
Timeline ()	1000 characters with spaces (Approximately 1/2 page)		
Expected Outcome (a)	7500 characters with spaces(Approximately 4 pages)		
	And a second		
Comments	7500 characters with spaces(Approximately 4 pages)		

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

() Note(s):			
<ul> <li>Focus Area 1: Access to</li> </ul>	ities to be conducted in the next 12 months of the project period beginning July 1, 2018 that will address the Focus Area and the end of the three year project period. Care ber of patients receiving care in health centers, including special and vulnerable populations		
lds with * are required			
Activity Area 🕕	Build workforce recruitment, retention, and development		
Activity Name 🕢	200 characters with spaces (Approximately 1/8 page)		
Activity Description ()	7500 characters with spaces(Approximately 4 pages)		
Person or Group Responsible	1000 characters with spaces (Approximately 1/2 page)		
Timeline (j)	1000 characters with spaces (Approximately 1/2 page)		
Expected Outcome (a)	20 7500 characters with spaces(Approximately 4 pages)		
comments	7500 characters with spaces(Approximately 4 pages)		

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 <u>PCA NCC Progress Report Instructions</u> 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: <u>http://www.hrsa.gov/about/contact/bphc.aspx</u> 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 <u>1</u>. <u>Accessing the FY 2019 PCA NCC</u> 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 <u>5</u>. <u>Reviewing and Submitting the FY 2019 PCA NCC</u> 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.