HRSA Electronic Handbooks

FY 2016 Primary Care Association (PCA) Non-Competing Continuation (NCC) Progress Report

A User Guide for PCAs

Last updated on: October 08, 2015

Table of Contents

This user guide describes the steps you need to follow for updating and submitting the FY 2016 PCA NCC Progress Report through the HRSA Electronic Handbooks (EHB).

1. Accessing the FY 2016 PCA NCC

To access your FY 2016 PCA NCC, follow the steps below:

1. Navigate to https://grants.hrsa.gov/webexternal/login.asp.
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 EHB email notification when the PCA NCC progress report is available for submission in EHB.

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 grant on the **My Grant Portfolio – List** page. Click the **Grant Folder** link.
   - The system opens the **Grant Home** page for the U58 grant.

IMPORTANT NOTE: If you do not see your grant, you need to add it to your portfolio. An instructional video on this process is available at https://help.hrsa.gov/display/EHBSKBFG/Grants+Tab.

6. On the **Grant Home** page, click the **Work on My NCC Report** link under the **Submissions** heading. If you do not see the link under Submission heading, you do not have the appropriate permissions to complete the NCC Progress Report. Contact the BPHC Helpline for assistance with EHB roles and permissions (1-877-974-2742 or http://www.hrsa.gov/about/contact/bphc.aspx).
7. Locate the record with the heading **Noncompeting 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 2016 PCA NCC Items

The system requires you to complete the following information in order to submit the FY 2016 PCA NCC to HRSA:

- Basic Information:
  - SF-PPR and SF-PPR-2
  - Budget Information: Budget Details form and Budget Narrative
- Program Specific Information:
  - FY 2015 Project Work Plan Progress Report
  - FY 2016 Project Work Plan
- Appendices: Attachments 1-6

2. Completing the Basic Information

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

IMPORTANT NOTE: The SF-PPR Form contains basic information about your grantee 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. Provide the required information.

IMPORTANT NOTES:

- The SF-PPR-2 form contains information about your grant. This includes the Department Name, Division Name, and the Point of Contact (POC) registered for the grant.
- 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 Details** form. Provide the required information for the requested upcoming support year (April 1, 2016 – March 31, 2017) and click the **[Save and Continue]** button.
   a. For Section A: Budget Summary, the funding amount is pre-populated 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).
   c. For Section C: Non-federal Resources, PCAs should leave this section blank. The budget request should reflect the federal PCA funding only. Do not provide other sources of funding.
4. Click the **[Save and Continue]** button on the **Budget Details** form to navigate to the **Budget Narrative** form.
5. Complete the **Budget Narrative** form by uploading the budget narrative attachment covering the upcoming 12-month budget period (April 1, 2016 – March 31, 2017). The Budget Narrative must clearly explain each line-item within each cost element. Refer to the PCA NCC Instructions (http://www.hrsa.gov/grants/apply/assistance/pca/index.html) 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 2016 PCA NCC consists of the following forms:

- FY 2015 Project Work Plan Progress Report
- FY 2016 Project Work Plan

You must provide the required information in these forms in order 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 2015 Project Work Plan Progress Report	Not Started	
Section A - Training and Technical Assistance (T/TA) in Fiscal and Program Management (Program Requirements)	Not Started	Update
Section B - Training and Technical Assistance (T/TA) in Performance Improvement (Clinical)	Not Started	Update
Section B - Training and Technical Assistance (T/TA) in Performance Improvement (Financial)	Not Started	Update
Section C - Statewide/Regional Program Assistance	Not Started	Update
FY 2016 Project Work Plan	Not Complete	
Section A - Training and Technical Assistance (T/TA) in Fiscal and Program Management (Program Requirements)	Not Started	Update
Section B - Training and Technical Assistance (T/TA) in Performance Improvement (Clinical)	Not Complete	Update
Section B - Training and Technical Assistance (T/TA) in Performance Improvement (Financial)	Not Started	Update
Section C - Statewide/Regional Program Assistance	Not Started	Update

3.1 Completing the FY 2015 Project Work Plan Progress Report form

The system pre-populates the **FY 2015 Project Work Plan Progress Report** form the FY 2015 PCA NCC submitted last year. You must report progress for activities included in your FY 2015 PCA submission in the FY 2015 Project Work Plan Progress Report.

IMPORTANT NOTE: The pre-populated information in this form is **read-only** and therefore is **not editable**. The Progress field is blank and is the only editable field. Report progress on activities planned for FY 2015 in the Progress field.

The **FY 2015 Project Work Plan Progress Report** form consists of the following sections:

- Section A - Training and Technical Assistance (T/TA) in Fiscal and Program Management (Program Requirements)
- Section B - Training and Technical Assistance (T/TA) in Performance Improvement (Clinical)
- Section B - Training and Technical Assistance (T/TA) in Performance Improvement (Financial)
- Section C - Statewide/Regional Program Assistance

Each section has a pre-defined set of goals and T/TA focus areas. You must report progress towards each activity that you submitted.

1. Click the **Update** link to access each section of the **FY 2015 Project Work Plan Progress Report** form (**Figure 1**).

➢ The system displays the respective section of the form (**Figure 2**).

Figure 2: FY 2015 Project Work Plan Progress Report – Section A

The Training and Technical Assistance (T/TA) Focus Area section displays the focus areas and a description of each focus area. The 'Number of Related Activities' field indicates the number of activities included for each T/TA focus area. If there are no activities included for a specific focus area, the system disables the **Update** link for that focus area.

IMPORTANT NOTE: Initially, all the T/TA focus areas that have pre-populated activities have a status of Not Complete. To update the status to Complete, click the **Update** link for each focus area, provide a progress description for each activity, then click the **[Save]** or **[Save and Continue]** button at the bottom of the **Focus Area 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 **FY 2015 Project Work Plan Progress Report page**.

2. Report progress on each T/TA focus area by clicking on the corresponding **Update** link. (**Figure 2**)

   ➢ The **Focus Area Information - Update** page (**Figure 3**) opens.

   The **Focus Area Information - Update** page contains a section for each activity under each focus area that was included in the **FY 2015 Project Work Plan** submitted last year.

Figure 3: Focus Area Information – Update Page

3. For each activity:
   A. Review the pre-populated, non-editable information (the Activity Description, Person/Area Responsible, Time Frame, Expected Outcome and the Comments fields).
   B. In the Progress Report field, enter your progress towards the displayed activity.

IMPORTANT NOTE: The character limit for the Progress Report field is 1,000 characters.

4. Click the **[Save and Continue]** button to save the progress and navigate to the section list page.
5. Provide progress for each activity under the T/TA focus areas displayed for each section by following steps 1 – 4.

IMPORTANT NOTE: The status of each section is marked Complete when all the focus areas listed in the section have a status of Complete.

6. Once the **FY 2015 Project Work Plan Progress Report** is complete, proceed to Section A of the **FY 2016 Project Work Plan** form using the following steps:
   - Click the **[Save and Continue]** button on Section C of the **FY 2015 Project Work Plan Progress Report** form, OR
   - Click the **FY 2016 Project Work Plan** link in the left navigation menu.

3.2 Completing the FY 2016 Project Work Plan form

The system pre-populates the FY 2016 Project Work Plan form from the FY 2015 PCA NCC submitted last year.

IMPORTANT NOTE: All of the pre-populated information in this form is **editable**. Revise the pre-populated Work Plan as needed to outline activities planned for the FY 2016 budget period (April 1, 2016 – March 31, 2017).

The **FY 2016 Project Work Plan** form consists of the following sections:

- Section A - Training and Technical Assistance (T/TA) in Fiscal and Program Management (Program Requirements)
- Section B - Training and Technical Assistance (T/TA) in Performance Improvement (Clinical)
- Section B - Training and Technical Assistance (T/TA) in Performance Improvement (Financial)
- Section C - Statewide/Regional Program Assistance

Sections A, B (Clinical), and B (Financial) have pre-defined goals. Sections A, B (Clinical), B (Financial), and Section C have pre-defined T/TA focus areas. You must provide information for all the sections in the **FY 2016 Project Work Plan** form.

Figure 4: FY 2016 Project Work Plan – Section A (Goal Information and Key Factors sections)

To complete Section A of the **FY 2016 Project Work Plan** form, follow the steps below:

1. Review the Goal Description, Projected Goal Percentage, Numerator Description, and Denominator Description fields for the goal in context (**Figure 4**, **1**).

2. If needed, PCAs may edit the Projected Goal Percentage if changes were previously discussed with the PCA's Project Officer.

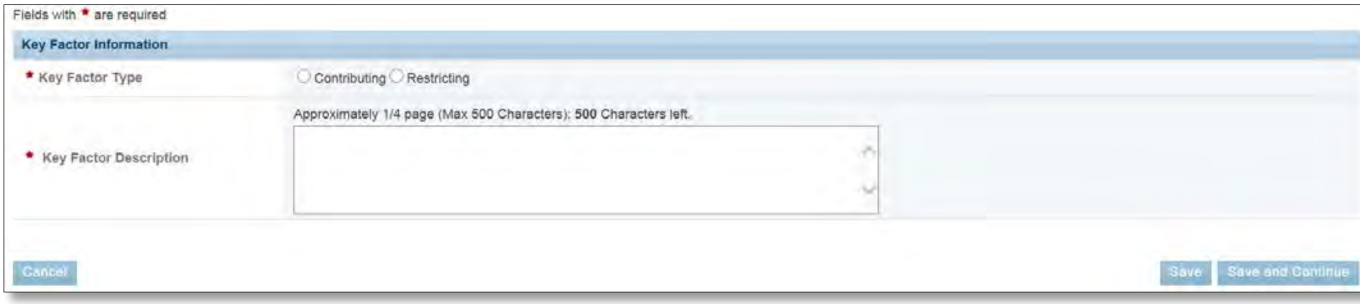
IMPORTANT NOTE: Section C - Statewide/Regional Program Assistance of the **FY 2016 Project Work Plan** form does not have a Goal Information section.

3. Review and revise each of the pre-populated key factors, as needed, by clicking the respective **Update** link (**Figure 4**, **2**).

4. To add additional key factors, click the **[Add Key Factor]** button (**Figure 4**, **3**).

   - The system opens the **Key Factor Information – Add** Page (**Figure 5**).

Figure 5: Key Factor Information – Add Page



<u>IMPORTANT NOTES:</u>

- You must provide at least one 'Contributing' and one 'Restricting' type of key factor.
- You must provide a minimum of three and may provide a maximum of five key factors.
- Up to 500 characters can be entered in the Key Factor Description field.

To delete a key factor, click the **Delete** link in the corresponding context menu in the options column. The context menu is displayed after clicking the down arrow next to the **Update** link (**Figure 6**).

Figure 6: Delete a key factor

<u>IMPORTANT NOTE:</u> Section C - Statewide/Regional Program Assistance of the **FY 2016 Project Work Plan** form does not have the **Key Factors** section.

5. To update or add activities for a T/TA focus area, click the **Update** link for the focus area under the Training and Technical Assistance (T/TA) Focus Areas section (**Figure 7**).
   - ➢ The system displays the **Focus Area Information – Update** page (**Figure 8**).

Figure 7: T/TA Focus Area section

Add Other Focus Areas

Note(s):
You can only propose a maximum of 2 Other T/TA focus area's.

* Training and Technical Assistance (T/TA) Focus Area

Focus Area	Description	Number of Related Activities	Status	Options
Need	Provide T/TA in the development and implementation of periodic community and/or population needs assessments focusing on overcoming access issues, minimizing barriers to care and maximizing community collaboration.	5	Not Complete	Update
Services	Provide T/TA in the development and implementation of quality improvement/quality assurance (QI/QA) systems (e.g., appropriate risk management, medical malpractice including Federal Tort Claims Act (FTCA), credentialing, patient satisfaction and quality of care reporting). (NOTE: excludes the UDS T/TA sessions hosted by PCAs).	5	Not Complete	Update
Management and Finance	Provide T/TA on fiscal operations/system requirements (e.g., billing systems, coding, Medicare and Medicaid, cost reports, budget tracking, financial reports, and financial audits).	3	Not Complete	Update
Management and Finance	Provide T/TA on workforce recruitment and retention of health center staff (e.g., health center managers, providers/staff, and board members).	4	Not Complete	Update
Governance	Provide T/TA on governance requirements for health centers (e.g., board authority, functions/responsibilities, composition, training, recruitment, and evaluation tools).	3	Not Complete	Update

<u>IMPORTANT NOTE:</u> Initially all the T/TA focus areas have a status of Not Complete. To update the status to Complete, click the **Update** link for each focus area, provide/update the required information, and then click the **[Save]** or **[Save and Continue]** button on the **Focus Area Information – Update** page.

Figure 8: Focus Area Information – Update page

6. Review and revise the Activity Description, Person Area/Responsible, Time Frame, and Expected Outcome sections to describe the FY 2016 plans (Figure 8, 1). Providing comments in the Comments field is optional.

   If you wish to add new activities, click the **[Add Activity]** button provided under the Focus Area Information section and provide complete information for the newly added activity (Figure 8, 2). If a new activity is added to the FY 2016 Project Work Plan, provide a notation in the Comments field.

   If you wish to delete any activity, click the **[Delete Activity]** button on the header of the related activity.

   - On the resulting **Activity Information – Delete Confirm** page, click the **[Confirm]** button to delete the activity.

If an activity included in the **FY 2015 Project Work Plan Progress Report** is deleted from the **FY 2016 Project Work Plan**, provide details about the deletion in the relevant Progress field in the **FY 2015 Project Work Plan Progress Report**.

IMPORTANT NOTE: The acceptable character limits for the Focus Area sections of each Activity are:

- Activity Description: 200 Characters
- Person Area/Responsible: 500 Characters
- Time Frame: 500 Characters
- Expected Outcome: 1,000 Characters
- Comments: 2,500 Characters

7. Click the **[Save]** or **[Save and Continue]** button to respectively save, or save and return to the **FY 2016 Project Work Plan - Section A** page.

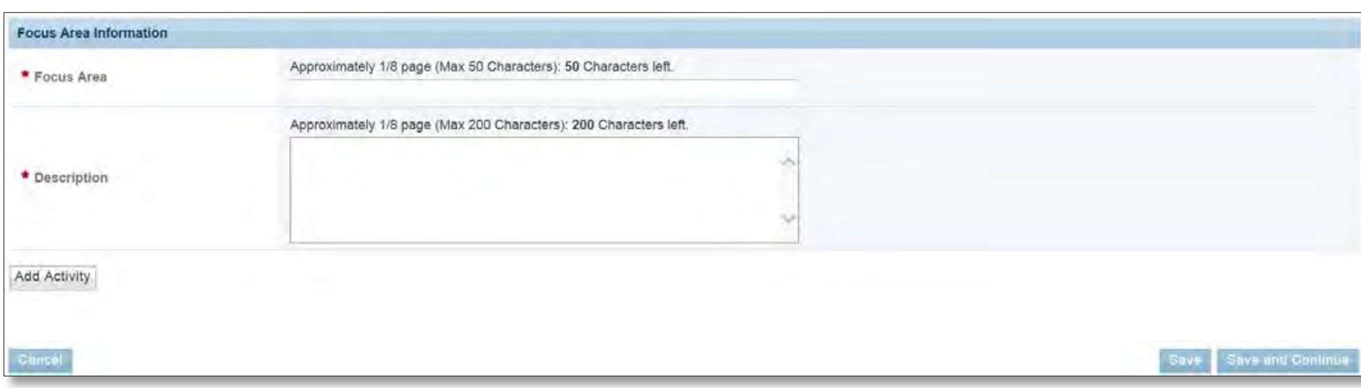
IMPORTANT NOTES:

- You must propose at least **two** activities under at least **three** pre-defined T/TA Focus Areas in **Section A** of the **FY 2016 Project Work Plan** form. If there are focus areas for which you do not wish to add activities, you must visit those focus areas at least once and click the **[Save]** or **[Save and Continue]** button to change the status of the focus area to Complete.
- You must propose at least **two** activities for **all** of the pre-defined T/TA Focus Areas in **Section B (Clinical), Section B (Financial),** and **Section C** of the **FY 2016 Project Work Plan** form.
- You can propose a maximum of five activities under each T/TA Focus Area.

8. You may propose additional focus areas by clicking the **[Add Other Focus Area]** button located above the Training and Technical Assistance (T/TA) Focus Areas section (**Figure 7**).

   ➢ The system displays the **Focus Area Information – Add Focus Area** page (**Figure 9**).

Figure 9: Focus Area Information – Add Focus Area



   A. Provide information for the Focus Area and Description fields.
   B. Click the **[Save and Continue]** button to save the information and navigate back to the **FY 2016 Project Work Plan Form – Section A** list page (**Figure 4**).
      ➢ The system displays the newly added focus area in the T/TA Focus Area section of the form (**Figure 10**).

C. Complete the newly added focus area by clicking the **Update** link and adding at least two activities on the resulting **Focus Area Information – Update** page.

Figure 10: T/TA Focus Area – with newly added Other Focus Area

Training and Technical Assistance (T/TA) Focus Area

Focus Area	Description	Number of Related Activities	Status	Options
Need	Provide T/TA in the development and implementation of periodic community and/or population needs assessments focusing on overcoming access issues, minimizing barriers to care and maximizing community collaboration.	5	Not Complete	Update
Services	Provide T/TA in the development and implementation of quality improvement/quality assurance (QI/QA) systems (e.g., appropriate risk management, medical malpractice including Federal Tort Claims Act (FTCA), credentialing, patient satisfaction and quality of care reporting). (NOTE: excludes the UDS T/TA sessions hosted by PCAs).	5	Not Complete	Update
Management and Finance	Provide T/TA on fiscal operations/system requirements (e.g., billing systems, coding, Medicare and Medicaid, cost reports, budget tracking, financial reports, and financial audits).	3	Not Complete	Update
Management and Finance	Provide T/TA on workforce recruitment and retention of health center staff (e.g., health center managers, providers/staff, and board members).	4	Not Complete	Update
Governance	Provide T/TA on governance requirements for health centers (e.g., board authority, functions/responsibilities, composition, training, recruitment, and evaluation tools).	3	Not Complete	Update
Other focus area 1	Other focus are description	0	Not Complete	Update

IMPORTANT NOTES:

- You can add a maximum of two Other Focus Areas for each section in the **FY 2016 Project Work Plan** form.
- You must add a minimum of two activities for each newly added Focus Area.

If you wish to delete the newly added focus area, click the **Delete** link for the focus area by expanding the context menu under the options column (**Figure 11**, **1**).

- On the resulting **Focus Area Information – Delete Confirm** page, click the **[Confirm]** button to delete the activity.

Figure 11: Delete Other Focus Area

9. To view the complete list of activities added under a focus area, click the **Activity Information** link in the context menu under the options column for the focus area (**Figure 11**, **2**).

    - The system displays the **Focus Area Information - View** page (**Figure 12**).

Figure 12: Focus Area Information – View page

10. Click the **[Save and Continue]** button on Section A list page to proceed to complete Section B (Clinical) of the **FY 2016 Project Work Plan** form.
11. Complete the remaining sections of the **FY 2016 Project Work Plan** form by following steps 1 to 10 mentioned above.
12. After completing and saving the **FY 2015 Project Work Plan Progress Report** and the **FY 2016 Project Work Plan**, click the **Complete Status** link in the left menu to return to the overall **Status Overview** page to complete the **Appendices** form.

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 following attachments by clicking the associated **[Attach File]** buttons:
   - Attachment 1: Program Narrative Update (required)
   - Attachment 2: Staffing Plan (as applicable)
   - Attachment 3: Position Descriptions for Key Personnel (as applicable)
   - Attachment 4: Biographical Sketches for Key Personnel (as applicable)
   - Attachment 5: Summary of Contracts and Agreements (as applicable)
   - Attachment 6: Other Relevant Document (as applicable)

IMPORTANT NOTES:

- The **only attachment required** for all PCAs is **Attachment 1: Program Narrative Update**.
- Only one document may be uploaded per attachment.

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 2016 PCA NCC

On the **NCC Progress Report – Status Overview** page, click the **Review** link under the 'Review and Submit' section in the left menu. Review the information displayed in the resulting **NCC Progress Report – Review** page. If you 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 a Project Director (PD) at the PCA organization or if you have been provided with the EHB 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 for assistance at 1-877-974-2742 or http://www.hrsa.gov/about/contact/bphc.aspx (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.

6. Submitting a Change Requested Progress Report

Progress reports that are submitted to HRSA 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 to the PCA 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 2016 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 2016 PCA NCC of this user guide.

IMPORTANT NOTE: A HRSA reviewer may cancel (or override) a change request after you have re-submitted a change requested 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 Request 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 or non-responsive progress report, a delay in NoA insurance or a lapse in funding may occur.