Electronic Handbooks (EHBs) Guidance for Completing a Change in Scope (CIS) Request to Add a Transitional Care in Carceral Setting (TCCS) Location to Your Scope of Project: H80/LAL External Quick Reference Guide (QRG)

Introduction

Use the steps in this QRG to submit a request to HRSA to add a TCCS location to your health center's scope of project. The Look-Alike (LAL) steps, where different, are noted throughout the steps.

Contents

Complete a Scope Adjustment Request to Add a TCCS Location

1. *Log in* to **EHBs.**

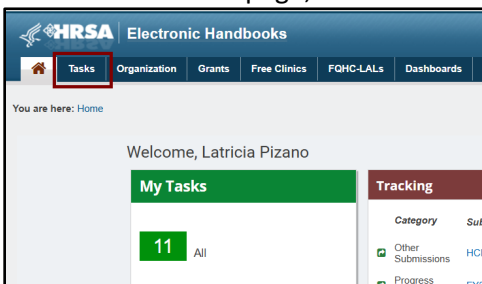2. From the Home page, *click* the **Tasks** tab (Fig. 1).

Figure 1: Tasks Tab

3. On the left menu, locate Requests under the Grants section and *click* **Health Center CIS Requests** (Fig. 2). CIS requests can also be accessed from the Grants tab/Grant Folder.
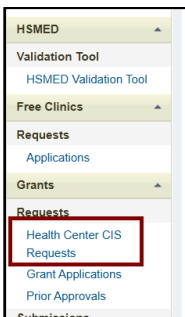

Figure 2: H80 Health Center CIS Requests Link

LAL Process: The **Health Center CIS Requests** link will be under the FQHC-LALs section of the left menu (Fig. 3):

Figure 3: LAL Health Center CIS Requests Link

4. On the Change in Scope Request – List page, *click* the **Create New CIS Requests** button (Fig. 4).
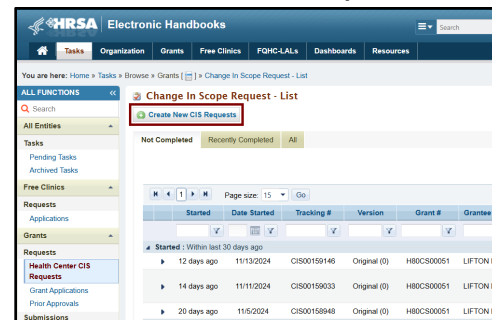

Figure 4: Create New CIS Requests Button

5. Locate your grant number and then *click* **Request New H80 Health Center CIS** link (Fig. 5).

Figure 5: Request New H80 Health Center CIS Link

LAL Process: You will be on the On My FQHC-LAL Portfolio – List page, and the link will read **Request LAL Health Center CIS** (Fig. 6).

Figure 6: Request LAL Health Center CIS Link

6. On CIS Request Type – Select page, *scroll down* to **Form 5B:** Service Sites > Scope Adjustment Request and *choose* **Add an Admin Only Site** from the three options (Fig. 7).
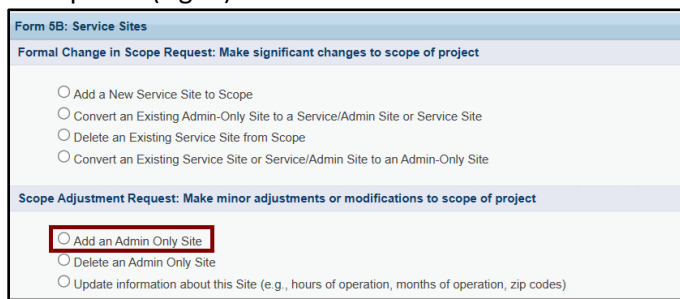

Figure 7: Scope Adjustment Request

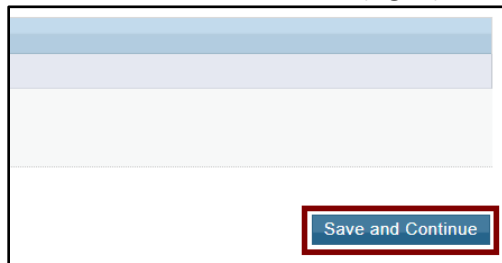7. *Click* **Save and Continue** (Fig. 8).

Figure 8: Save and Continue
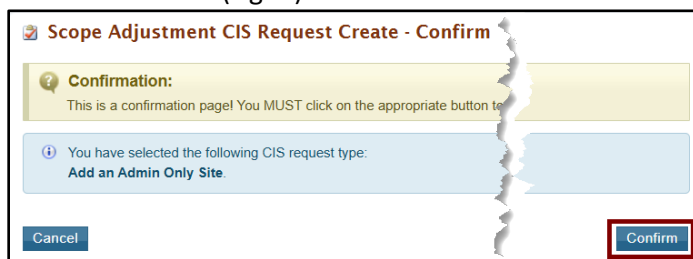
8. *Click* **Confirm** (Fig. 9).

Figure 9: Confirm Button

9. On the Status Overview page, click the *Update* link for the **Cover Page** (Fig. 10). You may be directed to the next form after completing Cover Page; if not, return to the Status Overview page and click Update for each form until all are complete.
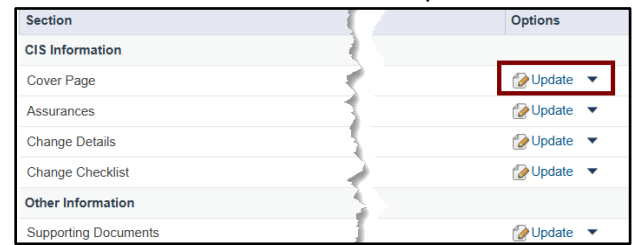

Figure 10: Update Link

10. Complete all areas on the Cover Page and *click* **Save and Continue** (Fig. 11). Fields with a red asterisk are required.
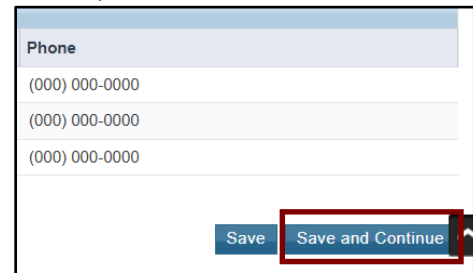

Figure 11: Save and Continue

11. On the Assurances page, review the checklists, *check* the **boxes** as required (A in Fig. 12), and *click* **Save and Continue** (B in Fig. 12).
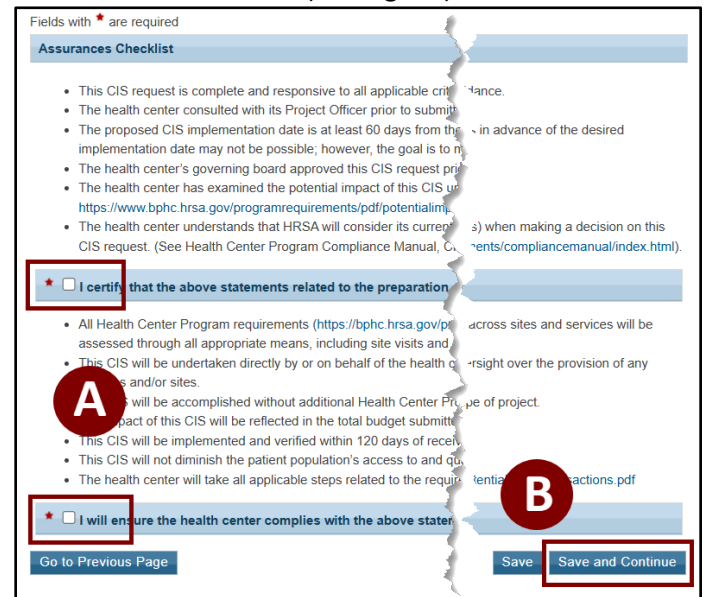

Figure 12: Checkboxes and Save and Continue

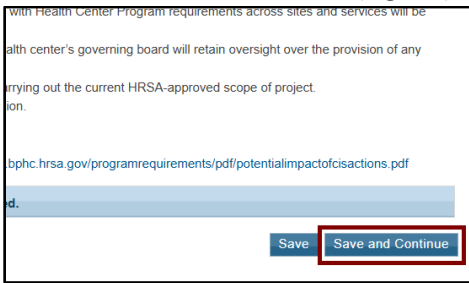12. *Click* **Save and Continue** (Fig. 13).

Figure 13: Save and Continue

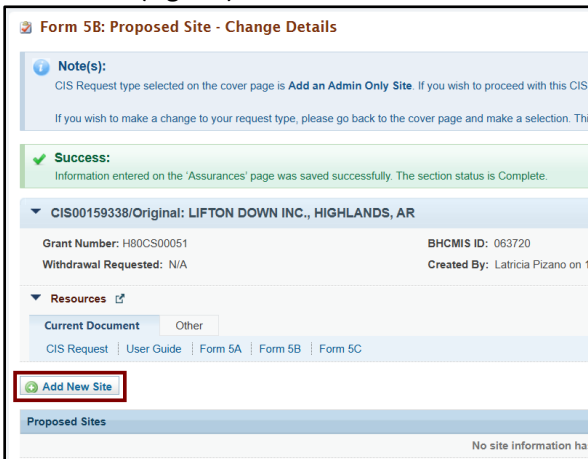13. On the Change Details page, *click* the **Add New Site** button (Fig. 14).

Figure 14: Add New Site Button

14. On the List of Pre-registered Sites, you can select site location from the list of pre-registered sites or *click* the **Register Site** button to register a new site (Fig. 15).
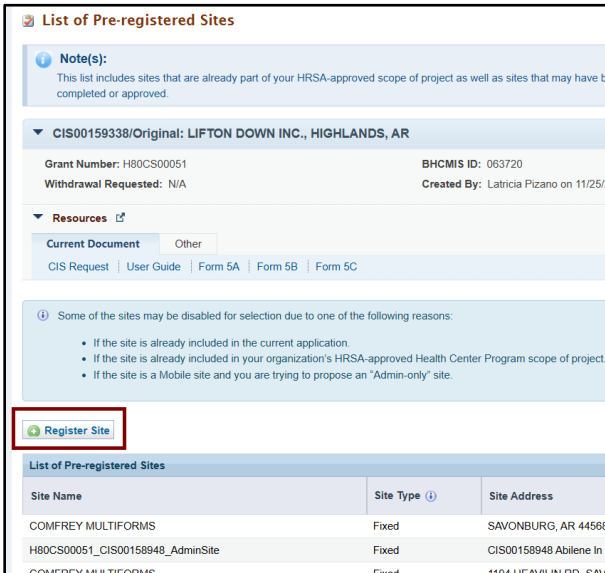

Figure 15: Register Site Button

15. Once the site is selected, you will be navigated to the Form-5B: Edit page. *Complete* all **fields** (fields with a red asterisk are required). In the **Site Setting** dropdown, if choosing Transitional Care in Carceral Setting (TCCS) location (Fig. 16), you will *click* the **Acknowledge** button to accept these terms (Fig. 17):

- The TCCS location's physical address must be in your health center's service area or in an area adjacent to your health center's service area.
- You will not be able to add zip codes to your health center's service area through this TCCS Change in Scope (CIS) request.
- Use the BPHC Contact Form for any questions related to this TCCS CIS request; refer to the Scope of Project Resources for more information.

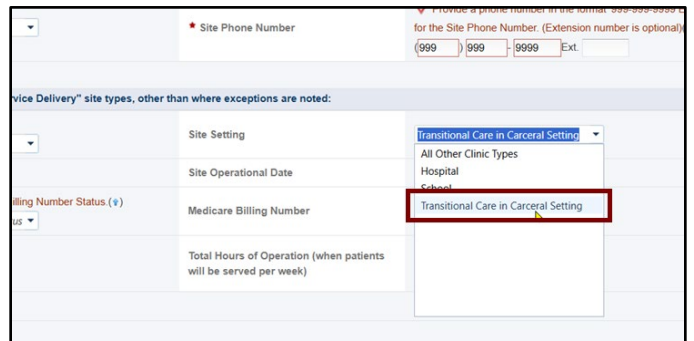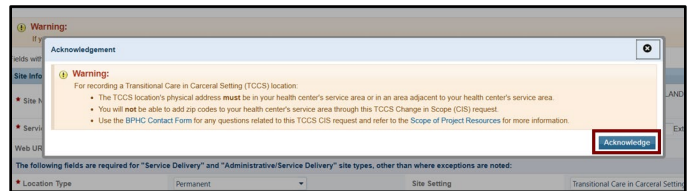Figure 16: Site Setting TCCS Option

Figure 17: TCCS Acknowledgement Popup

16. You cannot add service area zip codes for a TCCS location. If you try to add service area zip codes for a TCCS location, you will see this error (Fig. 18).
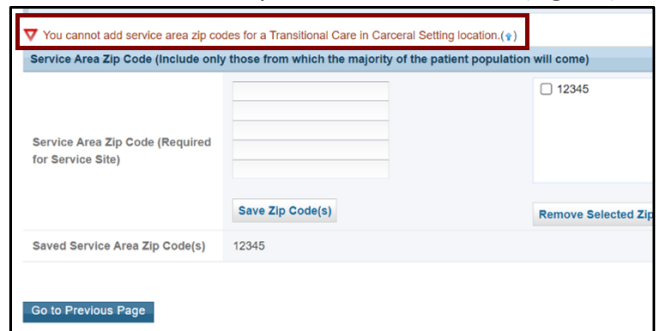

Figure 18: Zip Code Error Message

17. *Click* **Save** to see if you have any validation errors. Correct any validation errors on the Form-5B: Edit page and *click* **Save and Continue** (Fig. 19).
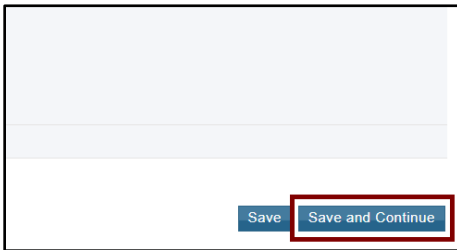
Figure 19: Save and Continue

18. On the Form 5B: Proposed Site – Change Details page *ensure* that Site Status is **Complete** (A in Fig. 20) and *click* **Save and Continue** (B in Fig. 20).
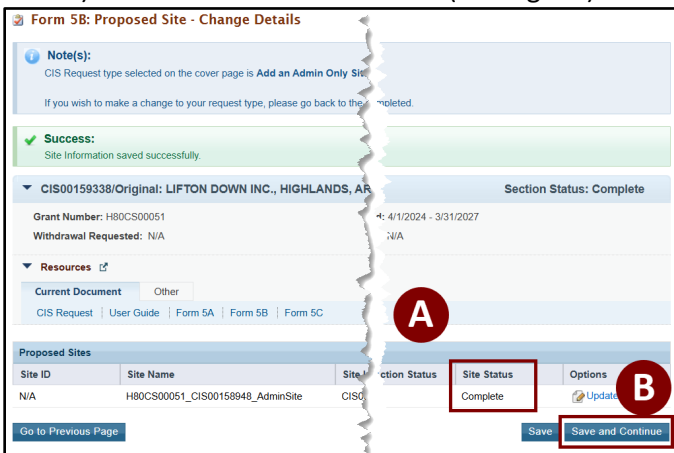
Figure 20: Status Complete and Save and Continue

19. At the bottom of the Checklist page, *click and download* the **TCCS CIS Guidance** PDF (Fig. 21). Review the guidance document and use it to prepare your reponse to HRSA that you will upload on the next page.
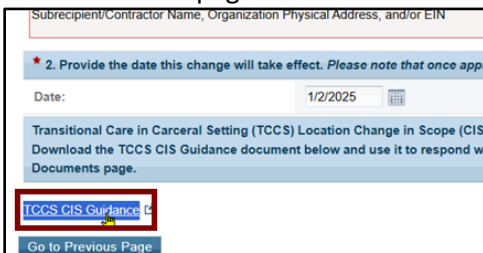
Figure 21: TCCS CIS Guidance Template Link

20. On the Checklist page, you can provide a brief overview of your request in the text box available (A in Fig. 22). *Provide* the **date** the change will take effect (B in Fig. 22). *Click* **Save and Continue** (C Fig. 22).
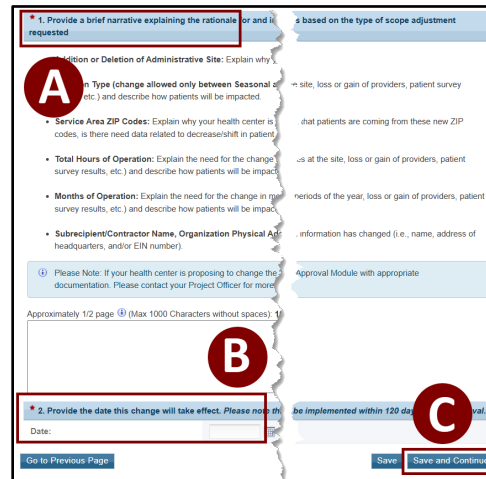
Figure 22: Checklist Notes, Date, and Save and Continue

21. On the Supporting Documents page, you must *attach at least two documents* in the **Transitional Care in Carceral Setting (TCCS) Location Change in Scope (CIS) Requests** attachment section (Fig. 23). This is where you will upload your response to the TCCS CIS Guidance document and the MOA or MOU with the carceral authority.
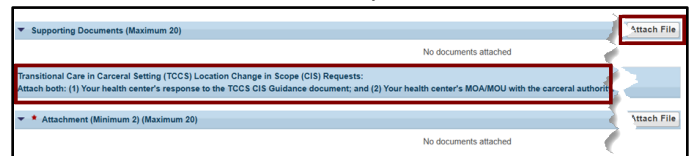
Figure 23: Upload Files to TCCS Section

22. *Click* the **Attach File** button (A in Fig. 24). *Click* the **Choose File** button and locate/click on the file you want to upload (B in Fig. 24). Add a description if needed. *Click* the **Upload** button (C in Fig. 24).
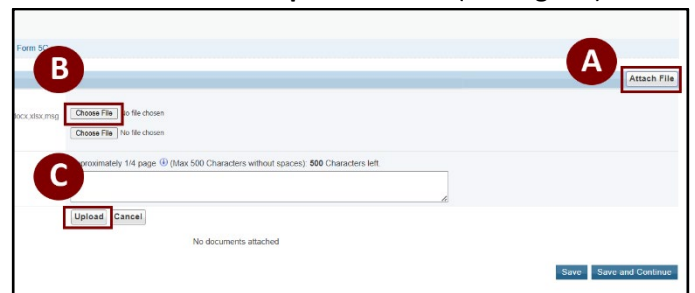
Figure 24: Upload Steps

Note: If you do not upload at least two files, you will see an error message reminding you to upload at least two documents (Fig. 25).
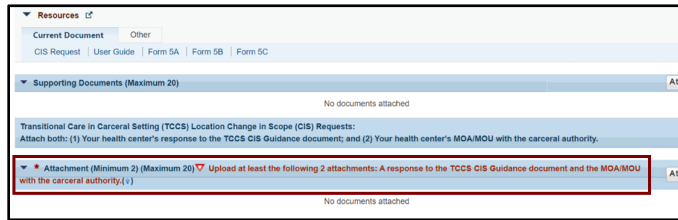

Figure 25: Supporting Documents Error Message

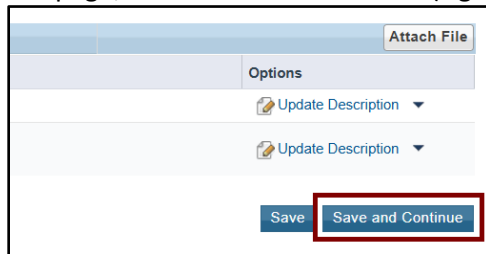23. When finished with the Supporting Documents page, *click* **Save and Continue** (Fig. 26).

Figure 26: Save and Continue

24. On the Review page, you may click the View links if you want to review anything; when ready, *click* the **Proceed to Submit Page** button (Fig. 27).
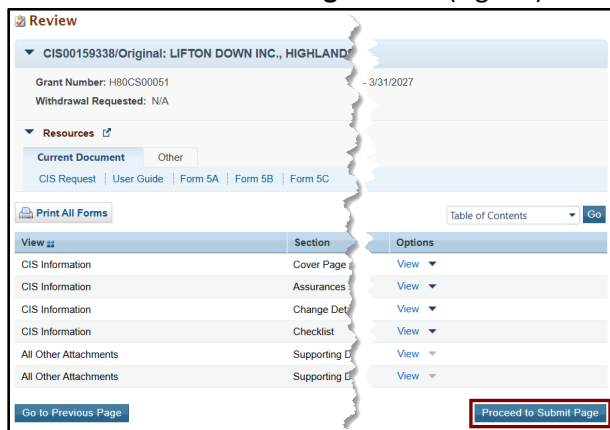

Figure 27: Proceed to Submit Page Button

25. *Ensure* all sections are **Complete** in the Status column (A in Fig. 28) and *click* the **Proceed to Submit CIS** button (B in Fig. 28).
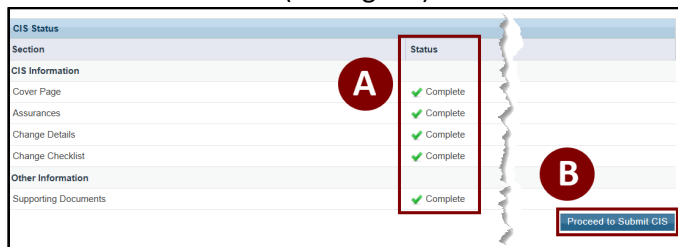

Figure 28: Proceed to Submit CIS Button

26. On the CIS Submit – Confirm page, *click* on the **Acknowledgement** checkbox (A in Fig. 29) and then *click* the **Submit CIS Request** button (B in Fig. 29).
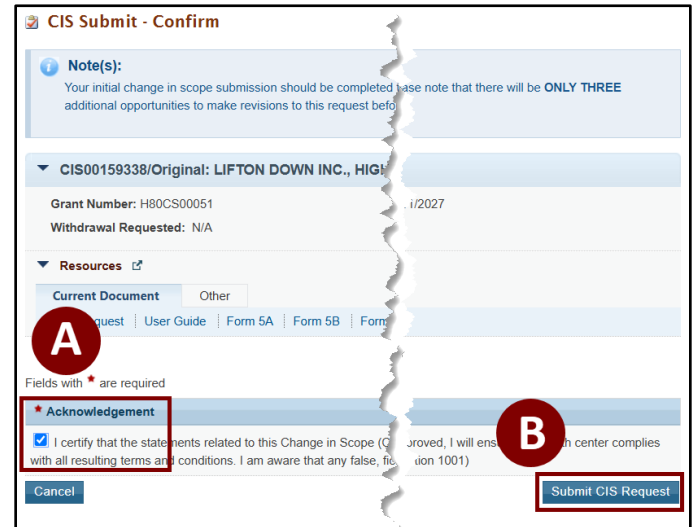

Figure 29: Checkbox and Submit CIS Request Button

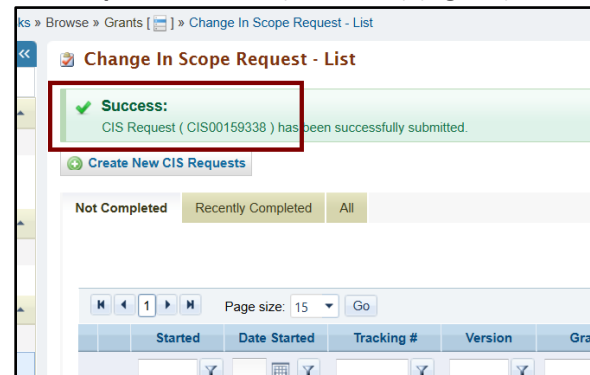27. On the Success Message, *make note* of your CIS **Request number** (CISXXXXX) (Fig. 30).

Figure 30: CIS Request Number

Resources and Support

Refer to the Scope of Project Resources for more information.

Use the BPHC Contact Form for any questions related to this TCCS CIS request.