



Fiscal Year 2022 Health Center Controlled Networks Sample Project Work Plan

Instructions for Completing the Project Work Plan

The Fiscal Year (FY) 2022 Health Center Controlled Networks (HCCN) Notice of Funding Opportunity (NOFO) requires you to submit a Project Work Plan (PWP) form that provides details of the activities you will conduct to accomplish each objective. See Appendix C of the FY 2022 HCCN NOFO on the [HCCN technical assistance webpage](#) for detailed guidance on how to complete the required fields. **You must complete the form entirely in the Electronic Handbooks (EHBs).** Do not upload it as an attachment. Use the sample below to guide the development of your PWP and ensure you adequately respond to all the requested fields for each objective.

Important considerations:

- You must gather baseline data from your participating health centers (PHCs). The timeframe to calculate baseline data is calendar year (CY) 2021.
- Target percentages should reflect what will be achieved by the end of the 3-year period of performance, July 31, 2025. Ensure that targets are realistic and achievable given the baseline data and planned activities.
- Key contributing and restricting factors that may affect target percentage achievement must be included.
- The PWP submitted in your application should provide details of proposed activities to be conducted in the first 12 months of the period of performance, from August 1, 2022 to July 31, 2023. Note that your PWP should correspond with the Response section of your Project Narrative, which will include an outline of how Year 2 and Year 3 activities will build upon the activities listed in your PWP.

Sample FY 2021 HCCN Project Work Plan

Objective Title	Objective 1: Patient Engagement
Objective Description	Increase the percentage of PHCs that support patients and families' participation in their health care through expanded use of integrated digital health tools (e.g., electronic messages sent through patient portals to providers, telehealth visits, remote monitoring devices).
Objective Numerator Description	Number of PHCs with at least 80 percent of patients who have used integrated digital health tools between in-person visits to communicate health information with the PHC (a patient must have used a digital health tool at least once between visits).
Baseline Percentage	66.7%
Baseline Data Source	Survey of PHCs showed that 10 of 15 PHCs (66.7%) had more than 80% (to be precise, an average of 86%) of patients who had used patient portals and/or connected devices at least once between visits during calendar year 2021.
Target Percentage	86.7%



Key Factors	
Key Factor Type*	Contributing
Description*	Best practices collected from our PHCs with high patient engagement rates will provide the basis and direction for our comprehensive patient engagement program.
Key Factor Type*	Restricting
Description*	Access to broadband/internet service in some PHCs' service areas may limit digital tool use and training.
Supporting Organization(s)	
Supporting Organization(s)	Health Information Technology Evaluation, and Quality Center (HITEQ)
Activities (Propose 2-4 activities for each objective)	
Activity Name	Best practices compilation and patient engagement training development.
Activity Description	We will survey all our PHCs to gather information on best practices to engage patients, families, and caregivers in use of digital health tools. This information will form the basis of trainings that we will develop for our PHCs with lower patient uptake and with specific challenges.
Need(s) the activity addresses	Gain information on the extent of digital health tools used by patients at PHCs.
Person/Group Responsible	Program Lead
Start Date	August 1, 2022
End Date	January 31, 2023
Activity Name	Patient engagement virtual care tools training.
Activity Description	We will provide 3 virtual trainings to the PHCs on how to promote and increase adoption rates of digital health tools. By the end of the three sessions, the PHCs should be able to effectively inform and train their patients on all digital health tools offered by the PHC. Topics will include educating patients on usage and benefits of digital health tools such as remote monitoring devices, and how PHCs can promote and monitor patient usage to augment their care and improve case management.
Need(s) the activity addresses	Improve the ability of PHC providers to inform and train patients on the use of digital health tools.
Person/Group Responsible	Quality Improvement Team Lead
Start Date	February 1, 2023
End Date	July 31, 2023