



FY23 Expanding COVID-19 Vaccination Award (H8G) Final Report Training for Awardees

March 2024

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Office of Health Center Investment Oversight

Health Resources & Services Administration (HRSA), Bureau of Primary Health Care (BPHC)

Vision: Healthy Communities, Healthy People



Overview

- Review FY23 Expanding COVID-19 (ECV) Award purpose.
- Provide a summary of the *new* stand-alone final report in the Electronic Handbooks(EHBs), to include a preview of the report questions.
- Provide guidance on and the expectations for documenting progress and activities within the final report.



ECV Purpose

Increase COVID-19 vaccination

- ✓ Access
- ✓ Confidence
- ✓ Demand

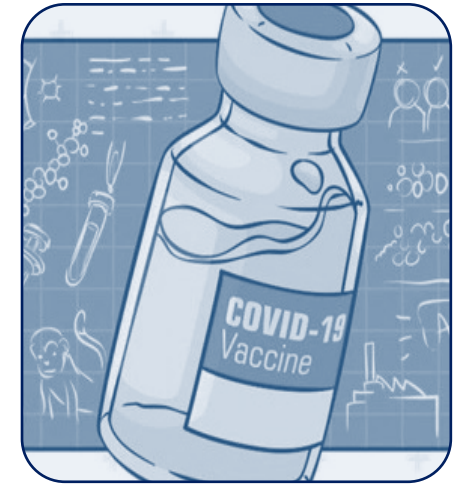


Allowable Activities



Activities must align with your Health Center Program scope of project

- **Outreach & Education:** Increase vaccine confidence and demand by performing vaccine-related outreach to:
 - Promote health center and community-based vaccination efforts and locations
 - Provide COVID-19 vaccine education
- **Working with Community Partners:** Increase confidence in and access to COVID-19 vaccinations by working with established or new community partners
- **Vaccine Administration:** Administer updated COVID-19 vaccinations at permanent and temporary health center service sites or other locations
- **Enabling Services:** Facilitate access to COVID-19 vaccination by expanding health center enabling services



Allowable Activities, cont.

- **Personnel:** Hire and/or contract additional health center providers, clinical staff, and other personnel to support COVID-19 vaccination, outreach, and education
- **Hours & Availability:** Extend health center operating hours, mobile and home services, street outreach, and off-site COVID-19 vaccination locations
- **Training:** Train health center workforce on patient-centered, culturally-affirming strategies to increase COVID-19 vaccination and vaccine confidence, and address social and other barriers to COVID-19 vaccination access
- **Supplies:** Purchase COVID-19 vaccination supplies, materials, and signage to promote vaccination events and to support outreach efforts



Review your initial budget, or latest budget modification, and ECV Activities List to ensure you report on activities consistent with your expenditures.

ECV Reporting Requirements

- Respond to the Health Center COVID-19 Survey
 - Allows HRSA to track
 - Vaccination numbers by race and ethnicity
 - Vaccination events, including those hosted in collaboration with community organizations
- ECV interim report -- “ECV Status Update”
- Complete a final report to document completed activities and use of funds.
 - Due within 90 days from the ECV project period end date.



ECV Final Report Timing

- Available in EHBs on **March 1** (*health centers can submit report beginning March 1*)
- Final submission deadline is **March 30, 2024**
- Timeline for ECV Final Report is the full ECV project period (**12/1/2022-12/31/2023**)

NOTE: Final report due date for extended awards will be updated by HRSA to be due 90 days after project period end date.



ECV Final Report in the EHB



Accessing the ECV Final Report – Pending Tasks

The screenshot displays the HRSA Electronic Handbooks user interface for a user named Netta Boughter. A red arrow points to the 'My Tasks' section, which shows 27 total tasks, 4 late tasks, and 5 tasks due within 30 days. The 'Tracking' table lists various tasks such as 'Add a New Service Site to Scope' and 'ARP-Capital Semi-Annual Progress Report'. Other sections include 'Smart Assist' with action items, 'Favorites', 'Help' with a video player, and 'Recently Accessed'.

HRSA Electronic Handbooks

Welcome, Netta Boughter

My Tasks

- 27 All
- 4 Late ⚠️
- 5 Due Within 30 Days

Tracking

Category	Submitted Tasks ↗	Submitted	Status
Change in Scope	Add a New Service Site to Scope	11/21/2023	Change Requested
Progress Report	ARP-Capital Semi-Annual Progress Report	11/15/2023	Under Review
Progress Report	FY21 PCHP Semi-Annual Progress Report	09/15/2023	Processed
Other Submissions	Scope Verification - Site Add (Mobile Medical Unit) - Change of Scope Specific Terms	09/12/2023	Processed
Other Submissions	Scope Verification - Site Add (Mobile Medical/Dental Unit) - Change of Scope Spec...	09/12/2023	Processed

Smart Assist

- > Change Project Director (PD)
- > Remove user from an organization
- > Remove user permissions for a grant
- > Request a submission deadline extension

Recently Accessed

Pages that you visit will be displayed here.

Help

How to Request a Submission Deadline Extension

Resources

- > What's New
- > HRSA Contacts
- > FAQs [↗](#)
- > View All Videos [↗](#)

DEPARTMENT OF HEALTH & HUMAN SERVICES - USA

HRSA Health Center Program

Accessing the ECV Final Report

Pending Tasks - List

Not Completed | **Recently Completed** | Archived

Detailed View | Search | Saved Searches

Filters Applied (x Clear)

Page size: 15 | Go | 2 items in 1 page(s)

Deadline (Due)	Task Category	Tracking #	Task	Entity	Organization	Options
07/10/2021 11:59 PM (31 Days)	Grant Submissions	H8XXXX-ECV-FR	Other Submissions	H8GCS0000	...	Start


Page size: 15 | Go | 2 items in 1 page(s)



Completing the Contact Form

Contact Information

▶ [Blurred text] Due In: [Blurred] | Section Status: [Blurred]

▶ Resources 

Fields with * are required

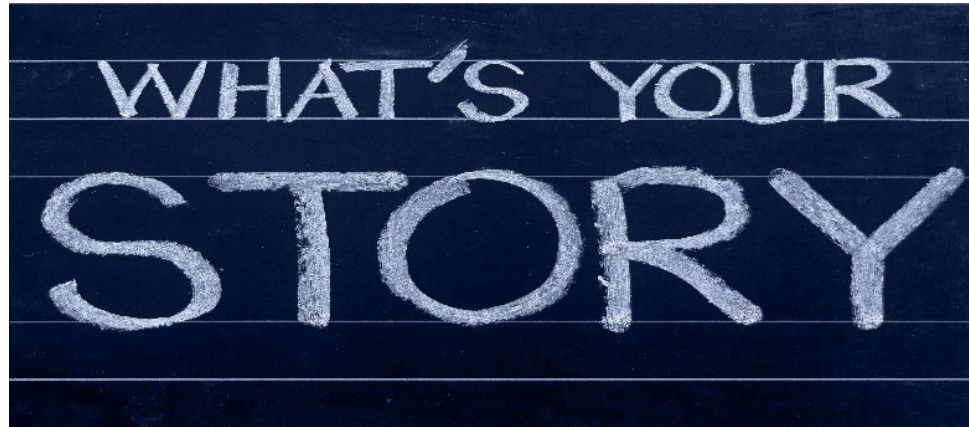
1. Title	* Name	* Phone	Fax	* Email
Point of Contact	<input type="text"/>	<input type="text"/> (e.g. 999-999-9999)	<input type="text"/> (e.g. 999-999-9999)	<input type="text"/> (e.g. username@domain.com)

Go to Previous Page

Save **Save and Continue**




ECV Final Report Questions







Completing the ECV Final Report Form

Status Update - Status Overview

Due In: 

▶ Resources 

Submission Report Status

Section	Status	Option
Status Data		
Contact Information	 In Progress	 Update ▼
ECV Final Report Form	 In Progress	 Update ▼



Question 1 - Project Status



Your ECV draw amount will be included at the top of your progress report for reference.

1. Project Status **(Required, only one can be selected)**

1.1 [] Project Completed: All funds expended/encumbered

1.2 [] Project Completed: Will not expend all funds

1.3 [] Project less than 100% complete: Will not expend all funds

Explain: _____ **(Required if 1.3 selected)**

Question 2 (2a – 2h)

2. For each activity included in the approved work plan, identify whether activities were completed or were not included in the Activity List (N/A). Provide a detailed narrative summary in the space provided, including successes and lessons learned.

2a. Outreach and Education (Required)

All Activities Completed

N/A: This activity was not included in my project work plan/proposal

Provide a detailed narrative summary of activities for the entire period of performance. **(Required: 5,000 characters)**

Successes: (5,000 Characters)

Lessons Learned: (5,000 Characters)



Question 2b

2b. Working with Community Partners **(Required)**

All Activities Completed

N/A: This activity was not included in my project work plan/proposal

Provide a detailed narrative summary of activities for the entire period of performance.

(Required: 5,000 characters)

Successes: (5,000 Characters)

Lessons Learned: (5,000 Characters)



Question 2c

2c. Vaccine Administration (Required)

All Activities Completed

N/A: This activity was not included in my project work plan/proposal

Provide a detailed narrative summary of activities for the entire period of performance. **(Required: 5,000 characters)**

Successes: (5,000 Characters)

Lessons Learned: (5,000 Characters)



Question 2d

2d. Enabling Services **(Required)**

All Activities Completed

N/A: This activity was not included in my project work plan/proposal

Provide a detailed narrative summary of activities for the entire period of performance. **(Required: 5,000 characters)**

Successes: (5,000 Characters)

Lessons Learned: (5,000 Characters)

Question 2e

2e. Personnel (Required)

All Activities Completed

N/A: This activity was not included in my project work plan/proposal

Provide a detailed narrative summary of activities for the entire period of performance.

(Required: 5,000 characters)

Successes: (5,000 Characters)

Lessons Learned: (5,000 Characters)



Question 2f

2f. Hours and Availability **(Required)**

All Activities Completed

N/A: This activity was not included in my project work plan/proposal

Provide a detailed narrative summary of activities for the entire period of performance. **(Required: 5,000 characters)**

Successes: (5,000 Characters)

Lessons Learned: (5,000 Characters)



Question 2g

2g. Training (Required)

All Activities Completed

N/A: This activity was not included in my project work plan/proposal

Provide a detailed narrative summary of activities for the entire period of performance. **(Required: 5,000 characters)**

Successes: (5,000 Characters)

Lessons Learned: (5,000 Characters)

Question 2h

2h. Supplies (Required)

All Activities Completed

N/A: This activity was not included in my project work plan/proposal

Provide a detailed narrative summary of activities for the entire period of performance. **(Required: 5,000 characters)**

Successes: (5,000 Characters)

Lessons Learned: (5,000 Characters)



Question 3 – Use of funds

3. Are the activities described above and associated uses of the funds consistent with your approved Expanding COVID-19 Vaccination award submission?

Yes

No **(Comments required if response is No)**

Question 4 – Barriers

4. Indicate any issues or barriers experienced while implementing the planned activities within the period of performance.

4.1 list of barriers: *(OPTIONAL)*

- 4.1.1. Recruiting and/or retaining staffing
- 4.1.2. Staffing shortages due to issues other than recruiting or retention, such as unscheduled absences
- 4.1.3. Key management staff turnover
- 4.1.4. Supplies, orders delayed or unfilled/Vendor delays
- 4.1.5. Supplies, overstock/unable to use before expiration/storage issues
- 4.1.6. Vaccine confidence, building trust in COVID-19 vaccines
- 4.1.7. Vaccine or COVID-19 pandemic complacency
- 4.1.8. Language, translation/interpretation, communication barriers
- 4.1.9. Transportation barriers
- 4.1.10. No show rate or low turnout in planned events
- 4.1.11. Other:

Explain: *(Required if 4.1.11 selected)*



Question 4 – Barriers cont'd

4.2 What steps were taken to mitigate issues or barriers? **(OPTIONAL)**

Submitting the H8G ECV Final Report



Submitting the ECV H8G Final Report

Review

Due In: []

Resources [↗](#)

View

Last NoA : ARP H8F Progress Report User Guide

[Print All Forms](#) Table of Contents [Go](#)

Page size: 15 [Go](#) 5 items in 1 page(s)

Section	Type	Options
View: Progress Report		
Contact Information	HTML	View ▼
ECV Final Report Form	HTML	View ▼

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



Submitting the ECV H8G Final Report continued

Submit Report

Due In:

[Resources](#)

Submission Report Status

Section	Status	Option
Progress Data		
Contact Information	✔ Complete	Update ▼
ECV Final Report Form	✔ Complete	Update ▼

[Go to Previous Page](#) **Submit**



Responding to Change Requests for the ECV H8G Final Report



Responding to Change Requests

- After submitting the ECV Final Report, HRSA may determine that additional information or corrections are needed to what was *initially* submitted.
 - ✓ In this case, *you will receive* an EHB email notification *requesting* more *information*.
- If a change request is sent, your report will be *immediately* accessible in your pending tasks queue.
 - ✓ *To access your progress report, follow* the steps *detailed on Slide 10 (Accessing the ECV Final Report)* and update the report based on the comments included in the **EHB email notification.**



Technical Assistance Resources

- For **Programmatic assistance** with completing the ECV Final Report, contact your assigned Investment Oversight Advisor or visit the [BPHC Contact Form](#), under “Funding”, “Supplemental Grant Award”
- For **EHB assistance**, call 1-877-974-2742 [Monday – Friday (except federal holidays)] or visit the [BPHC Contact Form](#), under “Technical Support”
- Watch 5-min [animated video](#) for general tips on progress reporting
- ECV Final Report User Guide



ECV Resources

[FY2023 ECV Technical Assistance Page](#) (allowable costs, submission guidance, templates)

[FY2023 ECV Frequently Asked Questions](#) (*new questions added*)

[HHS COVID-19 Public Education Campaign](#) (education and outreach materials)

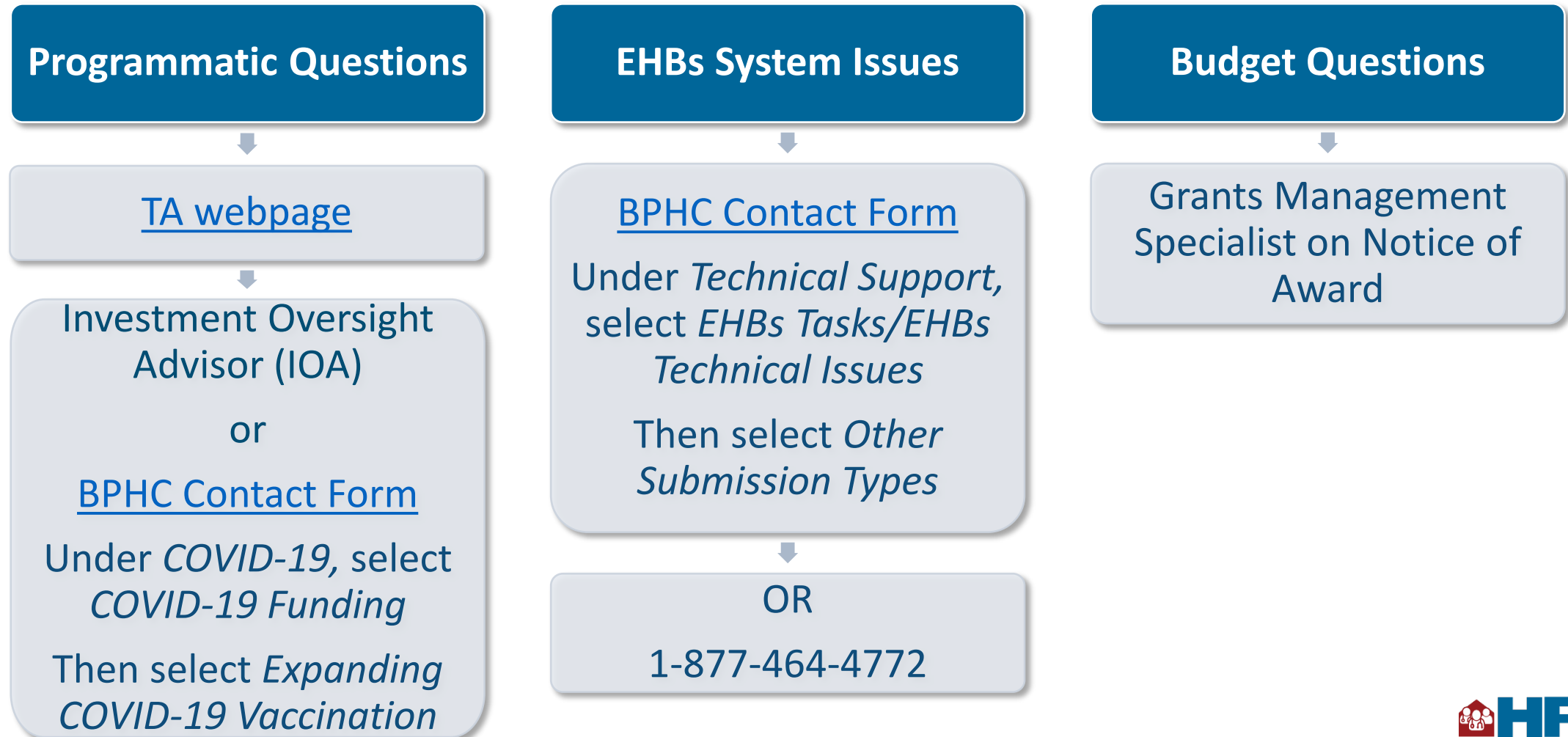
ECV Office Hours for Awardees January 4, 2023

[January 4, 2023, ECV award office hours](#)

[January 4, 2023 slides](#)



Technical Assistance Contacts



Thank You!

Emergent Health Response Investment Management
Office of Health Center Investment Oversight (OHCIO)
Bureau of Primary Health Care (BPHC)
Health Resources and Services Administration (HRSA)

bphc.hrsa.gov



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