



Patient Target Management Guide

The Patient Target Management Module in the HRSA Electronic Handbooks System (EHBs) allows health centers to track and review their patient commitments. This guide provides information about the module, including the EHBs patient target notification email, and how to access and review the patient target in EHBs.

Contents

Patient Management Module Overview	1
Patient Target Notification	1
Patient Target Review	2
Access Your Patient Target	2

Patient Management Module Overview

- HRSA tracks the number of patients health centers commit to serving across awarded applications. This information is used to build the patient target for each service area, which is housed in the Patient Target Management Module available in EHBs.
- The module can only be accessed by the Project Director and Authorizing Official associated with the Health Center Program (or H80) grant.
- The module displays the patient target, along with the information used to calculate the patient target, which consists of a base value, plus patient commitments from supplemental funding.
- The module pulls information from Form 1A: General Information Worksheet, utilized in Service Area Competition (SAC) and New Access Point (NAP) applications, and the Patient Impact form, utilized in supplemental funding applications.
- The information in the module is updated annually each spring.

Patient Target Notification

- HRSA will start sending patient target notification emails to Health Center Program award recipients in March, beginning with the health centers that have a budget period start date in January.
- HRSA will continue to send notifications to award recipients on a rolling basis, by budget period start date, through August.
- The EHBs emails will be sent to the Project Director and Authorizing Official(s) associated with your H80 grant.
- The emails will contain a direct link to the Patient Target Management Module. Click on the link in the email to directly access your patient target.
- If you need to update your role in EHBs, follow the instructions at [How to Update Your System Role in EHBs](#).



Patient Target Review

In the Patient Target Management Module, you will be able to review your patient target and the values used to calculate it. If you find any inconsistencies between the forms data, the module data, and the narrative descriptions of patient projections in your applications, contact the Patient Target Team using the [BPHC Contact form](#).

- If you do not have questions about your patient target, you can confirm it or ignore the buttons in EHBs to confirm or request a change.
- If inconsistencies are confirmed by HRSA staff, you will be asked to request an adjustment in the Patient Target Management Module.

Figure 1: Actions Required Based on Period of Performance End Date

Grant application and patient target actions are grouped based on if your period of performance ends in FY 2024 (October 1, 2023 through September 30, 2024) or not (see number 26 on your most recent H80 Notice of Award):

Ends in FY 2024	<ul style="list-style-type: none">• You will submit an FY 2024 Service Area Competition (SAC) application.• Compare the figures in the Patient Target Management Module with the unduplicated patients projected in funded applications.• Take action on your patient target by the date noted in your EHBs email to allow time for any needed adjustments to occur before your FY 2024 SAC.
Does not end in FY 2024	<ul style="list-style-type: none">• You will submit an FY 2024 Budget Period Progress Report (BPR).• No action is required on your patient target, but you still have the option to review and request changes if desired.

Access Your Patient Target

To access the patient target in EHBs, the Project Director or Authorizing Official can click on the link in your patient target notification email, or access it directly from your H80 grant folder in EHBs by clicking on the Patient Target Management link under the *Others* heading (see [Figure 2](#)).



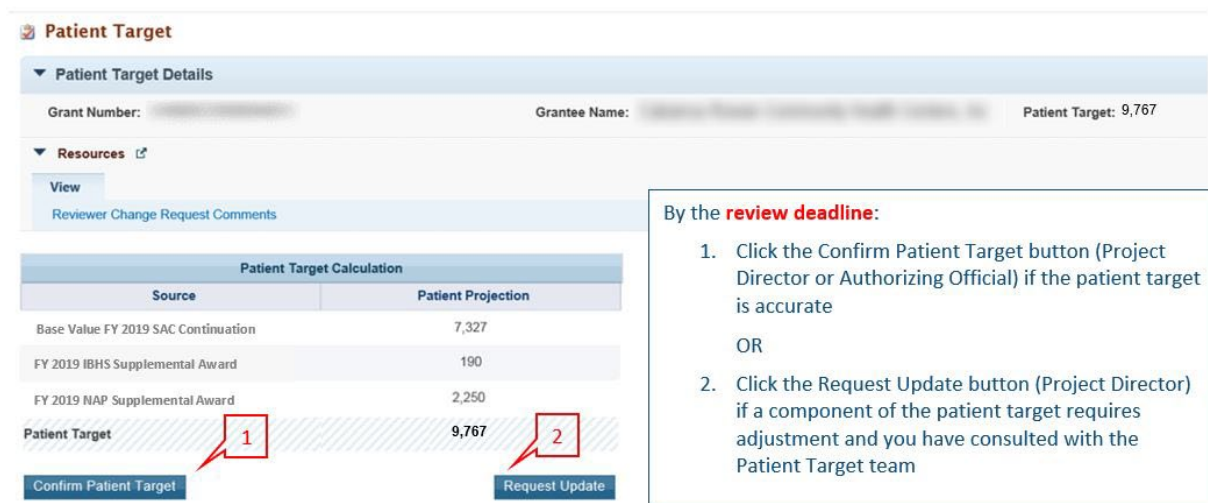
Figure 2: Patient Target Management link under the *Others* heading in the EHBs H80 grant folder



In the Patient Target Management Module, the Project Director or Authorizing Official will see the patient target and calculation (see [Figure 3](#)). There are two possible actions:

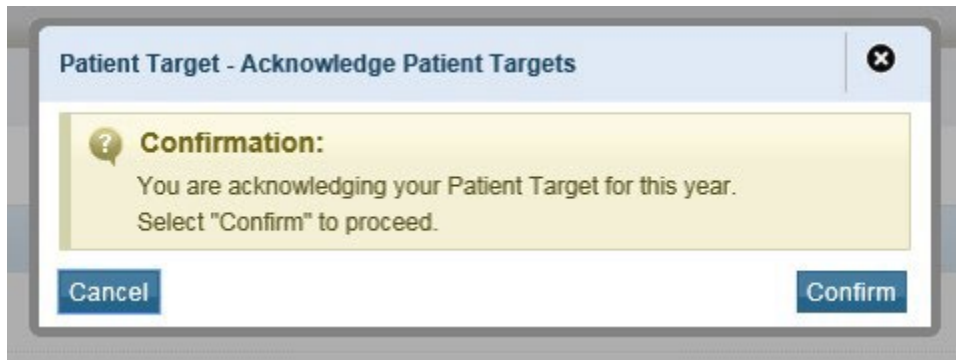
1. If your patient target is accurate, either the Project Director or Authorizing Official can click the Confirm Patient Target button (see [Figure 3](#)), or
2. If a patient target requires adjustment, **AFTER** reaching out through the [BPHC Contact form](#), the Project Director should click the Request Update button (see [Figure 3](#)).

Figure 3: Patient Target Management Module in EHBs



If your Project Director or Authorizing Official clicks the Confirm Patient Target button, a pop-up window will appear to verify the confirmation ([Figure 4](#)).

Figure 4: Confirm patient target



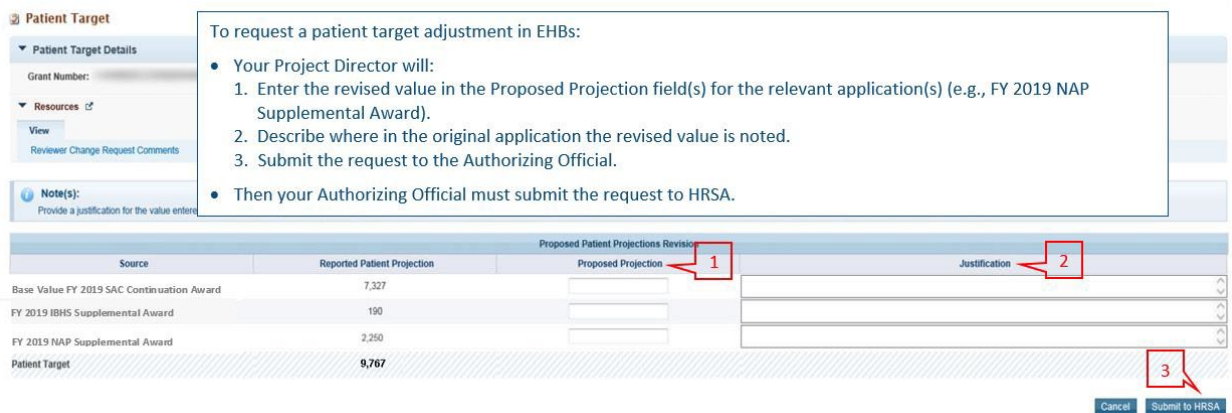
If you have any questions about your patient target, reach out through the [BPHC Contact form](#) prior to confirming in EHBs. This will help to avoid potential delays if adjustments to the patient target are required.

If your Project Director clicks the Request Update button (see [Figure 5](#)), they will:

1. Enter the revised value in the applicable Proposed Projection field.
2. Use the Justification field to describe where in the original application(s) the Proposed Projections were noted.
3. Submit the request to the Authorizing Official (AO) by clicking the Submit to AO button.

Then your Authorizing Official must submit the request to HRSA. If the Project Director and the Authorizing Official is the same person, EHBs will skip the step of submitting the request from the Project Director to the Authorizing Official.

Figure 5: Request a patient target adjustment in EHBs



Patient Target

Patient Target Details

Grant Number:

Resources

View

Reviewer Change Request Comments

Note(s):

Provide a justification for the value entered

To request a patient target adjustment in EHBs:

- Your Project Director will:
 - Enter the revised value in the Proposed Projection field(s) for the relevant application(s) (e.g., FY 2019 NAP Supplemental Award).
 - Describe where in the original application the revised value is noted.
 - Submit the request to the Authorizing Official.
- Then your Authorizing Official must submit the request to HRSA.

Source	Reported Patient Projection	Proposed Projection	Justification
Base Value FY 2019 SAC Continuation Award	7,327		
FY 2019 IBHS Supplemental Award	190		
FY 2019 NAP Supplemental Award	2,250		
Patient Target	9,767		

Cancel Submit to HRSA

Remember to reach out through the [BPHC Contact form](#) prior to submitting an update request. This will help avoid unnecessary “change requests” in EHBs for additional or clarifying information. If HRSA sends



a change request, the Project Director and Authorizing Official will receive an email through EHBs. HRSA will communicate the adjustment decision with an email through EHBs.