



# Health Center EHBs Patient Target Management Guide

The Patient Target Management Module in HRSA Electronic Handbooks (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.

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## 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 April, 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 June.
- The EHBs emails will be sent to the Project Director and Authorizing Official associated with your H80 grant.
- The emails will contain a direct link to the Patient Target Management Module. Select the link in the email to directly access your patient target.



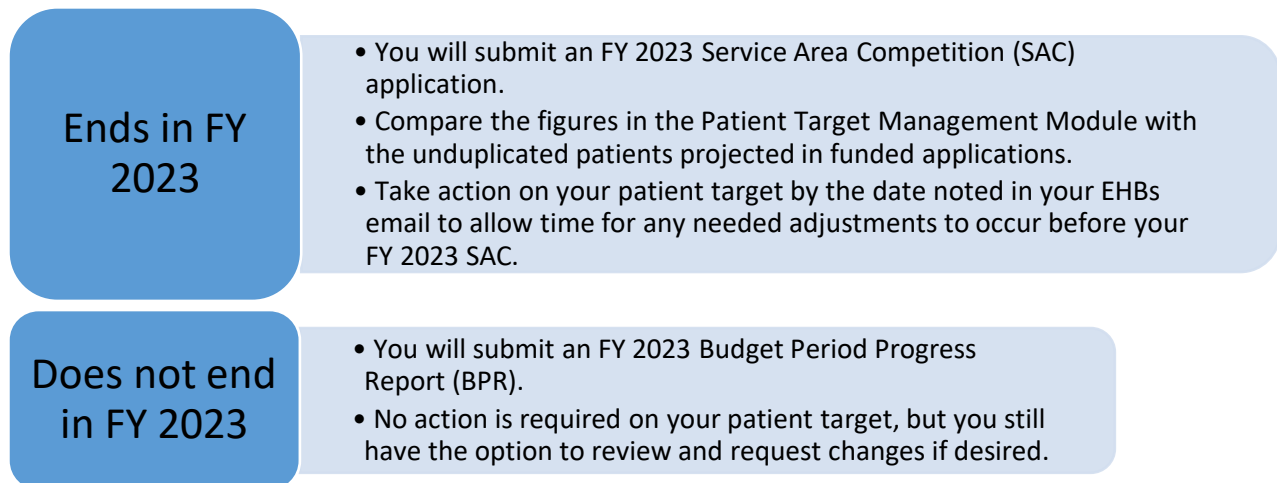
## Patient Target Review

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 you have any questions or spot any inconsistencies, including those due to mergers or relinquishments, reach out through the [BPHC Contact form](#).
- 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 2023 (October 1, 2022 through September 30, 2023) or not (see number 26 on your most recent H80 Notice of Award):



## Access Your Patient Target

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

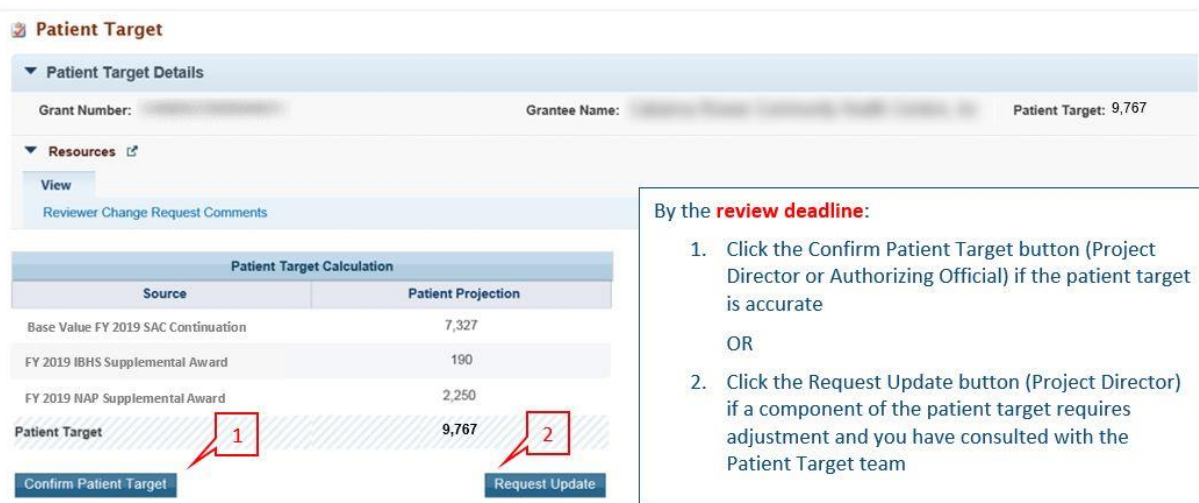
Figure 2: Patient Target Management link under the *Others* heading in the EHBs H80 grant folder



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:

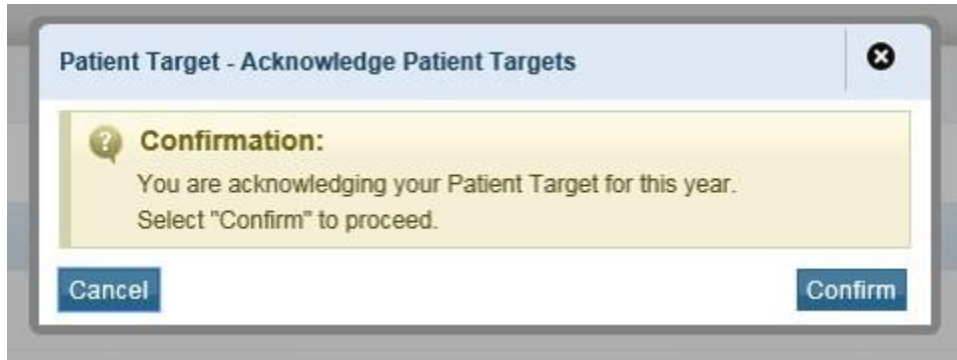
1. If your patient target is accurate, either the Project Director or Authorizing Official can select the Confirm Patient Target button (see [Figure 3](#)), or
2. If a patient target requires adjustment, AFTER reaching out through the [BPHC Contact form](#), the Project Director should select the Request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

Figure 3: Patient target management module in EHBs



If, AFTER reaching out through the [BPHC Contact form](#), your Project Director or Authorizing Official selects the Confirm Patient Target button, a pop-up window will appear to verify the confirmation ([Figure 4](#)).

Figure 4: Confirm patient target

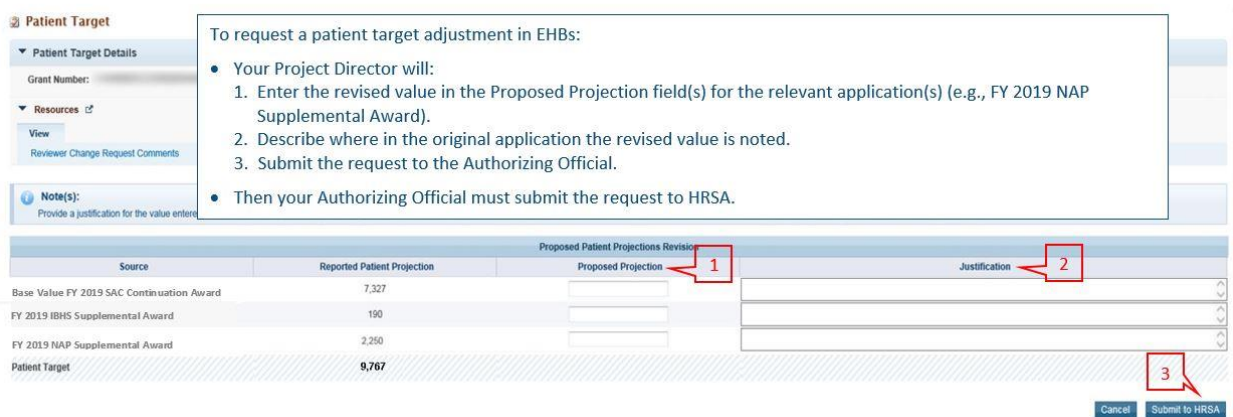


If your Project Director selects the Request Update button (see [Figure 5](#)), they will:

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 selecting 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



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.