![HRSA Health Center Program]

Fiscal Year 2024 Health Center Controlled Networks Non-Competing Continuation Progress Report

Sample Fiscal Year 2023 Project Work Plan Update

Instructions for Completing the FY 2023 HCCN Project Work Plan Update

In the FY 2023 Project Work Plan (PWP) Update, report progress on objective data and activities for the current budget period (August 1, 2023 through July 31, 2024). You will enter and/or revise information in all corresponding fields indicated with asterisks (*) below. Refer to the FY 2024 HCCN NCC progress report instructions on the HCCN technical assistance webpage for detailed guidance on how to complete the required editable fields.

EHBs will prepopulate the FY 2023 PWP Update with information from your most recently submitted PWP. Ensure that any information you submitted in your most recent PWP is correctly prepopulated. Contact Health Center Program Support if there are any errors.

Note: You must complete the Project Work Plan Update form entirely in EHBs. Do not upload the PWP Update as an attachment. Use this sample PWP Update document for reference only.

Sample FY 2023 HCCN Project Work Plan Update

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).
Baseline Percentage	60%
Target Percentage	100%
Baseline Data Source	PHC patient engagement data, which includes patient portal data, telehealth provider consultation data, and remote monitoring device data. Remote monitoring devices used include blood pressure cuffs, pulse oximeters, and glucometers.
Current Numerator*	17
Current Denominator	20 (Prepopulated with the total number of PHCs in the Progress Report Table)
Current Percentage	85% (Calculated as follows: Current numerator ÷ Current denominator x 100)
Progress Toward Target Percentage	62.5% (Calculated as follows: (Current Percentage - Baseline Percentage) ÷ (Target Percentage– Baseline Percentage) × 100)

Progress Toward Target Percentage Narrative*	Since the beginning of the period of performance, we have been working with the PHCs that haven't met the 80% thresholds. In the first budget period, we assessed what T/TA support is needed to meet the objective, and developed customized activities to help them meet or exceed the 80% threshold. As of February 1, 2023, 5 PHCs received in-person trainings and outreach efforts to increase patient awareness of the benefits of using integrated digital tools. As of December 31, 2023, these 5 of now meet or exceed 80% threshold.
Supporting Organization*	ABC PCA Inc.

Key Factors – This section is prepopulated and is not editable. Details not displayed for this sample.

Activities

Activity Name	Patient Engagement
Activity Description	Provide on-site trainings for PHC staff to continue improve the rates of patient engagement. Trainings focus on providing effective patient education at every appropriate interaction during a virtual or office visit to highlight the benefits of the use of their patient portals, and remote monitoring devices (e.g., during scheduling, in the exam room, at checkout).
Person/Group Responsible	S. Wilson, Quality Improvement Team Lead
Start Date	August 1, 2023
End Date	December 31, 2023
Activity Progress Update*	In coordination with ABC PCA we provided 3 additional on-site trainings for PHC staff on how to increase patient engagement. Topics included community outreach efforts, patient education on the importance of using digital health tools, and building collaborative relationships between staff and patients to get the maximum benefits from these resources. Each training included interactive activities for providers, which allowed them to practice how they would engage with patients on how to use and maintain their monitoring devices at home, or how easy it is to reach a doctor via the patient portal.
Anticipated Progress*	NA, completed activity