

Fiscal Year 2024 Health Center Controlled Networks (HCCN) Non- Competing Continuation (NCC) Progress Report

An Electronic Handbooks (EHBs) User Guide for
Award Recipients

Last updated on November 28th, 2023

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The images for this user guide are located in Appendix A. For steps that have a corresponding image, the format (e.g., Figure 5, 1) will include a hyperlink to the figure, and a reference to the numbered box on the image pointing out where on the screen the user should perform the action.

Log into EHBs

1. **Navigate** to <https://grants.hrsa.gov/2010/WebEPSExternal/Interface/common/accesscontrol/login.aspx>.
2. **Enter** your EHBs username and password.
3. *You will be directed to the EHBs Home Page.*

Accessing the FY 2024 HCCN NCC Progress Report

To access your *FY 2024 HCCN NCC Progress Report* (also referred to as the progress report) from the EHBs Homepage, follow the steps below:

1. **Click** on the “Grants” tab on the Navigation Bar, ([Figure 1, 1](#)) you will be directed to the *My Grant Portfolio – List page*
2. **Locate** your HCCN grant (U86) on the *My Grant Portfolio – List page*.
3. **Click** the “Grant Folder” link, you will be directed to the *Grant Home page* for your U86 award.
4. **Click** on the “Work on My NCC Report” link under the *Submissions* section, you will be directed to the *Submissions-All page* ([Figure 2, 1](#)).
5. **Scroll** past the search filters and **locate** the *Noncompeting Continuation Progress Report* record under the *Submission Name* heading ([Figure 3, 1](#)).
6. **Click** the “Start” link to start working on the submission ([Figure 3, 2](#)). If you have already started working on your progress report submission, **click** the “Edit” link to access your progress report submission.
7. *You will be directed to the NCC Progress Report – Status Overview page.*

Completing the Components of the FY 2024 HCCN NCC Progress Report

EHBs requires you to complete the following information to submit the progress report to HRSA. The subsequent forms need to be filled and can be found on the *NCC Progress Report – Status Overview page*:

1. Basic Information:
 - a. SF-PPR
 - b. SF-PPR-2 (Cover Page Continuation)
 - c. Key Contact/Principal Information
2. Budget Information:
 - a. Budget Details
 - b. Year (Relevant to you)
 - c. Budget Narrative
3. Other Information
 - a. Program Specific Information
 - b. Appendices

Completing the Basic Information Forms (SF-PPR and SF-PPR-2)

1. Click the “Update” link for the *SF-PPR* Form on the *NCC Progress Report – Status Overview* page.
 - a. **Review and Update** required information as needed: (Contact HCPS or refer to the [NCC Progress Report User Guide for Generic Grants](#) for more details on how to update the Form).
 - b. Click the “Save and Continue” button, you will be directed to the *SF-PPR-2 (Cover Page Continuation)* page.
 - c. **Review and Update** all required fields of the *SF-PPR-2 (Cover Page Continuation)* (Contact HCPS or refer to the [NCC Progress Report User Guide for Generic Grants](#) for more details on how to update the Form.)
2. Click the “Save” to save all your progress
3. Click the “Save and Continue” button.
4. You will be directed to the **Key Contact/Principal** Form.

Completing Key Contact/Principal Form

Key Contact/Principal Form: All key contacts and principals involved in the project must be listed on the form.

The Principal Investigator/Project Director must always be listed on the Key Contact/Principal form. Key Contact information is pre-populated in the NCC progress reports when it meets one of the two conditions listed below; else, it will rely on condition 3:

- Condition 1: The system has pre-populated key contact(s) from the last S&D Review from the most recent budget period.
- Condition 2: If there is not an S&D Review for the grant in the most recent budget period, the system pre-populates the key contact(s) from the last awarded application or NCC progress report.
- Condition 3: If no key contact(s) are found, the system does not pre-populate any key contact(s).

To access the Key Contact/Principal section, you can choose one of the following options:

- The page will display automatically after completing the **SF-PPR-2 Cover Page Continuation** and clicking Save and Continue.
- On the **NCC Progress Report - Status Overview** page, click on the **Update** link for the **Key Contact/Principal** line item ([Figure 4, 1](#)).
- Expand the left navigation menu if not already expanded by clicking the double arrows displayed near the form name at the top of the page ([Figure 4, 2](#)).
- Click on the **Key Contact/Principal** link in the left menu ([Figure 4, 3](#)).

IMPORTANT NOTE: The Principal Investigator/Project Director must always be listed on the Key Contact/Principal form. Recipients are reminded to complete Suspension and Debarment reviews by reviewing SAM.gov for any personnel identified as Key Contacts/Principals prior to completing and submitting the Form in the NCC Progress Report. Please provide as much information on the Key Contact/Principal Form as possible.

To add a new Key Contact/Principal, follow the steps below:

1. Click the Add button on the **Key Contact/Principal** page ([Figure 5](#)). The system navigates to the **Key Contact/Principal – Add** page.
2. Click the Add New **Key Contact/Principal** button ([Figure 6](#)).
3. Complete the required fields as indicated by the red asterisks ([Figure 7](#)).
4. Click the Save and Continue button ([Figure 7](#)). A confirmation page will display.
5. Verify the information on the confirmation page is correct.
6. Click the Confirm button. The **Key Contact/Principal** page will display.

To add an existing Key Contact/Principal, follow the steps below:

1. Select the **Key Contact/Principal** to be added ([Figure 8, 1](#)).
2. Click the Add Selected Person button ([Figure 8, 2](#)).
3. Review the contact information displayed.
4. Provide any information missing from required fields.
5. Click the Save and Continue button. A confirmation page will display.
6. Verify the information on the confirmation page is correct.
7. Click the Confirm button. The **Key Contact/Principal** page will display.

To Update a Key Contact/Principal, follow the steps below:

1. Click the Update link next to the contact to be updated ([Figure 9](#)). The **Key Contact/Principal – Update** page will display.
2. Update any incorrect information.
3. Provide any information missing from required fields.

4. Click the Save and Continue button. A confirmation page will display.
5. Verify the information on the confirmation page is correct.
6. Click the Confirm button. The **Key Contact/Principal** page will display.

To delete a Key Contact/Principal, follow the steps below:

1. Click the drop-down arrow next to the Update link.
2. Click the Delete link from the pop-up menu ([Figure 10](#)). A confirmation page will display.
3. Click the Confirm button. The **Key Contact/Principal** page will display.

To add a biographical sketch, follow the steps below:

IMPORTANT NOTE: Biographical sketches are optional on this form for principals and key staff unless there are updates from your last submission. In this case, they should be included as [Attachment 5: Biographical Sketches for Key Staff](#).

1. Click the Attach File button under the Biographical Sketch section ([Figure 11, 1](#)).
2. Click the Choose File button ([Figure 11, 2](#)).
3. Select the document from your computer you want to attach.
4. Click the Upload button ([Figure 11, 3](#)).

To update the description or delete a biographical sketch, follow the steps below:

1. Click the arrow next to the Update Description link.
2. Click the Update Description link to update the biographical sketch ([Figure 12](#)).
3. Click the Delete link to delete the biographical sketch ([Figure 12](#)).

To Save the **Key Contact/Principal** information, follow the steps below:

1. Click the Save and Continue button on the **Key Contact/Principal** page to proceed to Budget Details ([Figure 13](#)).

Completing the SF424A Budget Information Form and Budget Narrative

1. **Review Section A-Budget Summary.** For *Section A: Budget Summary*, the Federal funding request is pre-populated for your reference and cannot be edited. This amount corresponds with the recommended future support figure (Box 33) provided in your most recent HCCN Notice of Award.
2. **Update Section B - Budget Categories**
 - a. Click the “Update” button ([Figure 14, 1](#)).
 - b. Enter amounts for each object category listed.
 - c. Click the “Save and Continue” button, you will be directed back to the *SF424A Budget Information*.
Note: The total amount in Section B should match the total in Section A and is equal to the Federal funding request. You may click “Calculate Total” to ensure the amounts entered total the Total Budget Specified in Budget Summary.
3. **Skip Section C- Non-Federal Resources**, your budget request should reflect the federal funding request only.
4. Click the “Save and Continue” button on the *SF424A Budget Information Form* ([Figure 14, 2](#)), you will be directed to the *Budget Narrative* section of your progress report.

5. **Upload** the *Budget Narrative* for the upcoming 12-month budget period.
 - a. **Click** on the “Attach File” button
 - b. **Click** the “Choose File” button, and follow prompts to select the Budget Narrative file from your computer
 - c. **Enter** a file description
 - d. **Click** the “Upload” button, you will be directed to the *Budget Narrative Page*, where you will see your file. You must upload a minimum of one document and may upload a maximum of two documents.
6. **Click** the “Save” to save all your progress
7. **Click the** “Save and Continue” button
8. *You will be directed to the Status Overview Page for Program Specific Information.*

Completing the Program Specific Information

Completing the Program Specific Information. The Program Specific Information section of the progress report consists of the following forms:

1. FY 2023 Project Work Plan Update ([Figure 15, 1](#))
2. FY 2024 Project Work Plan ([Figure 15, 2](#))
3. Progress Report ([Figure 15, 3](#))

FY 2023 Project Work Plan Update Form

The *FY 2023 Project Work Plan (PWP) Update Form* prepopulates the predefined objectives, and activities from your last approved PWP. Required fields are annotated with red asterisks next to the field name. In addition, each field includes a tooltip information icon you can use to help guide you as you update your *FY 2023 PWP Update form* ([Figure 17, 2](#)).

To access the PWP at any time you can select Program Specific Information from the left menu when working on the SF-PPR or select the FY 2023 Project Work Plan Update from the left menu when working on the Program Specific Information.

1. **Click** the “Update” link under the Option heading for the *FY 2023 Project Work Plan Update* ([Figure 15, 1](#))
2. **Click** the “Update” link under the Option heading to update an *Objective* ([Figure 16, 1](#))
3. **Review** prepopulated information **and Update** required fields under *Objective Details* ([Figure 17, 1](#))
4. **Scroll** to the bottom of the page and **click** “Save”
5. **Scroll** to *Activities*
6. **Click** “Report Progress” link under the Option heading for a listed activity ([Figure 18, 1](#)), a pop-up screen will appear with the activity’s details.
7. **Review** the prepopulated activities details ([Figure 19](#))
8. **Enter** *Activity Progress Update* and *Anticipated Progress* narratives ([Figure 20, 1](#) and [2](#))
9. **Click** “Save and Continue” ([Figure 20, 3](#))
10. **Repeat** steps 6-9 for each activity listed
11. **Click** the “Save” to save all your progress
12. **Click** the “Save and Continue” button
13. **Repeat** steps 2-13 for each *Objective* listed
14. **Click** “Continue”
15. *You will be directed to the FY 2024 Project Work Plan Form.*

Note: The key factors are pre-populated, non-editable. To view *Key Factors*, **click** “View” ([Figure 21, 1](#)) and review the information (Key Factor Type, Key Factor Description) for each key factor in the pop-up window ([Figure 22](#)).

FY 2024 Project Work Plan Form

EHBs pre-populates the *FY 2024 Project Work Plan Form* with information from both the *FY 2023 Project Work Plan Update* form and last approved PWP. Revise the editable fields as needed to outline activities planned for the upcoming budget period. Each field includes a tooltip information icon you can use to help guide you as you update your *FY 2024 Project Work Plan Form* ([Figure 24, 1](#)).

To access the PWP at any time you can select Program Specific Information from the left menu when working on the SF-PPR or select the FY 2024 Project Work Plan from the left menu when working on the Program Specific Information.

1. Click the “Update” link under the Option heading to update an *Objective* ([Figure 23, 1](#))
2. Review *Objective Details* section ([Figure 24](#))
3. Review, Edit, Add, Delete Key Factors
 - a. Review and Edit Key Factors
 - i. Click the “Update” link under the Options heading, a pop-up screen will appear ([Figure 25, 1](#))
 - ii. Review and Edit *Key Factor Type* and *Key Factor Description* fields, as necessary ([Figure 26, 1 and 2](#))
 - iii. Click the “Save and Continue” button ([Figure 26, 3](#))
 - b. Add Key Factors
 - i. Click the “Add Key Factor” Button, a popup screen will appear ([Figure 25, 2](#))
 - ii. Enter *Key factor Type* and *Key Factor Description* ([Figure 27, 1 and 2](#))
 - iii. Click the “Save and Continue” button ([Figure 27, 3](#))
 - c. Delete Key Factors
 - i. Click the dropdown arrow next to the “Update” link under the Options heading
 - ii. Select the “Delete” button ([Figure 25, 3](#))
 - iii. Click the “Confirm” button if you want to delete, or click the “Cancel” button to go to the previous screen without deleting key factor ([Figure 28, 1 and 2](#))
4. Review, Edit, Add, Delete Activities
 - a. Review and Edit Activities
 - i. Click the “Update” link under the Options heading, a pop-up screen will appear ([Figure 29, 1](#))
 - ii. Review and Edit required fields ([Figure 30](#))
 - iii. Click the “Save and Continue” button ([Figure 30, 1](#))
 - b. Add Activities
 - i. Click the “Add Activities” button, a popup screen will appear ([Figure 29, 2](#))
 - ii. Enter information in required fields ([Figure 31](#))
 - iii. Click the “Save and Continue” button ([Figure 31, 1](#))
 - c. Delete Activities
 - i. Click the dropdown arrow next to the “Update” link under the Options heading
 - ii. Select the “Delete” button ([Figure 29, 3](#))
 - iii. Click the “Confirm” button if you want to delete, or click the “Cancel” button to go to the previous screen without deleting activity ([Figure 32, 1 and 2](#))
5. Click the “Save” to save all your progress
6. Repeat steps 1-5 for all listed objectives and the status for each is marked Complete.
7. Click the “Continue” button. *You will be directed to the Progress Report Form.*

Progress Report Form

EHBs pre-populates the listed *Participating Health Centers (PHCs)* in the *Progress Report – List* page. These PHCs have been part of your HCCN for six months by December 31, 2023. Revise the editable fields as needed on each PHC. **The “Number of Sites (Baseline)” field is a required field. It will be prepopulated for the PHCs included with your most recent progress report and should not be edited. If this field is blank, enter the number of sites at the time the PHC was added to your network.** Required fields are annotated with red asterisks next to the field name. In addition, the fields include tooltip icons to help guide you as you update your *Progress Report Form*.

To access the Progress Report at any time, you can select Program Specific Information from the left menu when working on the SF-PPR or select Progress Report from the left menu when working on the Program Specific Information.

1. Click the “Update” link under the Option heading to update a *Participating Health Center* ([Figure 33, 1](#))
2. Review the FY 2024 Health Center Controlled Networks (HCCN) Progress Report Table section ([Figure 34, 1](#))
3. Review the Participating Health Center section ([Figure 34, 2](#))
4. Review the Patient Details Section. Edit the Number of Sites (Baseline) field only if this field is blank. ([Figure 34, 3](#))
5. Update the required fields. Fields and questions include tooltip icons to help guide responses ([Figure 35, 1](#))
6. Click the “Save” button to save all your progress ([Figure 35, 4](#))
7. Repeat steps 1-6 for all listed PHC’s and the status for each is marked Complete
8. Click the “Continue” button.
9. You will be directed to the *Program Specific Forms – Review Page*.

Completing the Appendices

1. Click the “Appendices” link, located on the left menu ([Figure 36, 1](#)), you will be directed to the *Appendices* page
2. Upload the attachments by clicking the associated “Attach File” buttons (1-7)
 - a. Click the “Attach File” button ([Figure 38, 1](#))
 - b. Click the “Choose File” button, and follow prompts to select the appropriate file from your computer ([Figure 38, 1](#))
 - c. Enter a file description ([Figure 38, 2](#))
 - d. Click the “Upload” button ([Figure 38, 3](#)), you will be directed to the *Appendices* Page, where you will see your file. Each attachment allows for a maximum of one file per attachment. If you have multiple documents to attach, combine them into one file to upload into the EHBs.
3. Click the “Save” to save all your progress
4. Click the “Save and Continue” button
5. You will be directed to the *NCC Progress Report – Review page*.

Reviewing and Submitting the FY 2024 HCCN NCC Progress Report

1. Click the “Review” link ([Figure 36, 1](#)) under the ‘Review and Submit’ section in the left menu
2. Review the information displayed in the resulting *NCC Progress Report – Review* page. If you have completed each section, you are ready to submit the progress report to HRSA following the steps below:

- a. **Click** the Proceed to Submit button ([Figure 39, 1](#)) at the bottom of the *NCC Progress Report – Review* page, you will be directed to a confirmation page.
- b. **Click** the “NCC Progress Report Certification” check box ([Figure 40, 1](#))
- c. **Click** the “Submit Report” button ([Figure 40, 1](#))

Once you submit the progress report successfully, you receive an automatic confirmation pop-up message from the system indicating the application was submitted successfully. If you would like written confirmation of your successful submission in EHBs, make a screenshot copy of this confirmation notice - EHBs does not generate a confirmation email after you submit your progress report.

Responding to an HCCN NCC Progress Report Change Request

Progress reports without all required information will be considered incomplete or non-responsive. Incomplete progress reports will be returned to you in EHBs via a ‘Change Requested’ email notification sent by HRSA with a request for the missing information. To revise your progress report, access it in EHBs using the steps described in *Accessing the FY 2023 HCCN NCC* section of this user guide. Edit the progress report as indicated in the email sent by HRSA and re-submit by following the steps in section *Reviewing and Submitting the FY 2024 HCCN NCC* of this user guide.

Appendix A: Figures

Figure 1: Grants Tab

The screenshot shows the 'Electronic Handbooks' interface with the 'Grants' tab selected. A red box with the number '1' highlights the 'Grants' tab in the top navigation bar. The main content area is divided into several sections:

- Welcome:** Displays the user's name and a 'New Task' button.
- My Tasks:** A green box showing task counts: 9 All, 5 Late (with a warning icon), and 0 Due Within 30 Days.
- Tracking:** A table with columns: Category, Submitted Tasks (with a link icon), Submitted, and Status. It lists tasks like 'Other Submissions', 'Grant Application', 'Progress Report', and 'Grant Application' with their respective dates and statuses.
- Smart Assist:** A blue box with a search bar and a magnifying glass icon.
- Favorites:** A teal box with a 'Pin Favorites to Home Page' button and a link to 'View All Favorites'.
- Help:** A dark grey box featuring a video thumbnail titled 'How to Change a Project Director' with a red play button icon.
- Resources:** A list of links including 'What's New', 'HRSA Contacts', 'FAQs', and 'View All Videos'.
- Recently Accessed:** A brown box showing a recent access log entry for 'Grant Noncompeting Continua...' with a timestamp of '11 minutes ago' and a link to 'View All Recently Accessed'.

Figure 2: Grant Home - Work on my NCC

The screenshot shows the 'Grant Home' interface. At the top, there are fields for 'Current Budget Period', 'Current Project Period', 'CRS-EIN', 'Budget Support Year', 'Project Title', and 'Grant Period'. Below these are 'Resources' and 'Grants' sections. The 'Grants' section is further divided into 'Submissions', 'Requests', and 'Users'.

- Submissions:** A list of links including 'Work on Financial Report', 'Work on Progress Report', 'Performance Report', 'Work on My NCC Report' (highlighted with a red box and the number '1'), and 'Work on Other Submissions'. A '+ View More' link is at the bottom.
- Requests:** A list of links including 'Applications', 'Existing Prior Approvals', 'Request New Prior Approval', 'Existing H80 Health Center CIS', 'Request New H80 Health Center CIS', and 'Legacy H80 Health Center CIS'. A '+ View More' link is at the bottom.
- Users:** A list of links including 'Approve Requests', 'Update Privileges', and 'Authorize New'. A '+ View More' link is at the bottom.

Below the 'Grants' section is an 'Others' section with links for 'FTCA Program', 'HRSA Accreditation/PCMH Initiative', 'Access Health Center Reports', 'Project Work Plan', and 'Patient Target Management'. A '+ View More' link is at the bottom.

Figure 3: Start the NCC

Submission Name	Submission Type	Organization	Grant #	Tracking #	Reporting Period	Deadline	Submitted Date	Status	Options
1	All	All						All	
Noncompeting Continuation Progress Report	Noncompeting Continuations							Not Started	2 Start

Figure 4: Accessing the Key Contact/Principal section of the NCC Progress Report

ALL TASKS

Search

NCC Progress Report

Overview

Status

Basic Information

SF-PPR

SF-PPR-2

3 Key Contact/Principal

Budget Information

Budget Details

Budget Narrative

Other Information

Program Specific Information

Appendices

Review and Submit

Review

Submit

Other Functions

Navigation

Return to Submissions List

NCC Progress Report - Status Overview

Note(s):
The table below shows the status of the progress report. The progress report is currently **INCOMPLETE** and cannot be submitted in its current state.

NCC Progress Report Tracking #: 00000000 Due Date: 00/00/00 (Due In: 00 Days) Status: In Progress

Resources

Users with Permissions on NCC Progress Report (2)

NCC Progress Report Status		
Section	Status	Options
Basic Information		
SF-PPR	Not Started	Update
SF-PPR-2 (Cover Page Continuation)	Not Started	Update
Key Contact/Principal	Not Started	1 Update
Budget Information		
Budget Details	Not Started	
Support Year 3	Not Started	Update
Budget Narrative	Not Started	Update
Other Information		

Figure 5: Key Contact/Principal page

Key Contact/Principal

NCC Progress Report Tracking #: Due Date: (Due In:) | Section Status:

Resources

View

NCC Progress Report | Last NoA | Program Instructions | NCC User Guide

Fields with * are required

* Key Contact/Principal Information

Title of Position	Name	Phone	Email	Options
				Update
				Update
				Update
				Update

Biographical Sketch

No documents attached

Attach File

Go to Previous Page

Save Save and Continue

Figure 6: Add New Key Contact/Principal button

Key Contact/Principal - Add

NCC Progress Report Tracking # :

Due Date:

(Due In:)

Section Status:

Resources

View

NCC Progress Report

Last NoA

Program Instructions

NCC User Guide

Add New Key Contact/Principal

Choose Person to Add as Key Contact/Principal

Select	Name	Role	Email
<input type="radio"/>		BO	
<input type="radio"/>		Budget Personnel, Other, PD	
<input type="radio"/>		POC	
<input type="radio"/>		AO	

Go Back

Add Selected Person

Figure 7: Key Contact/Principal contact information

Key Contact/Principal - Add

NCC Progress Report Tracking # : 00213819 Due Date: 09/02/2023 (Due In: 52 Days) | Section Status: Complete

Resources

[View](#)

[NCC Progress Report](#) | [Last NoA](#) | [Program Instructions](#) | [NCC User Guide](#)

Fields with * are required

Key Contact/Principal Information

Title

Prefix

* Last Name

* First Name

Middle Name

Suffix

Organization Affiliation

Contact Information

* Email Address (username@domain.com)

* Phone Number - Ext.

Fax Number -

* **Mailing Address (Required)**

Address Type ☒ Domestic Address ☐ International Address [Refresh](#)

Specify Domestic Address (Street Address or PO Box Only or Rural Route)

☐ * Address Street Number * Street Name
Select One Number

☐ * PO Box Only Number

☐ * Rural Route Type Number Box

* City (Required if Zip is not specified)

Urbanization (Used only for Puerto Rico(PR))

* State (Required if City is specified)

* Zip Code (Lookup [🔍](#)) - (Required if City is not specified)

[Go Back](#) [Save and Continue](#)

Figure 8: Add existing Key Contact/Principal

Key Contact/Principal - Add

NCC Progress Report Tracking # : Due Date: (Due In: Days) | Section Status:

Resources

[View](#)

[NCC Progress Report](#) | [Last NoA](#) | [Program Instructions](#) | [NCC User Guide](#)

[Add New Key Contact/Principal](#)

Choose Person to Add as Key Contact/Principal

Select	Name	Role	Email
<input type="radio"/>	<input type="text"/>	BO	<input type="text"/>
<input type="radio"/>	<input type="text"/>	Budget Personnel, Other, PD	<input type="text"/>
<input type="radio"/>	<input type="text"/>	POC	<input type="text"/>
<input type="radio"/>	<input type="text"/>	AO	<input type="text"/>

[Go Back](#) [Add Selected Person](#)

Figure 9: Update Key Contact/Principal Information







★ Key Contact/Principal Information ➕ Add				
Title of Position	Name	Phone	Email	Options
Dir of Medical Support Services				 Update ▼
				 Update ▼
Dir of Facilities				 Update ▼
Dir of QI				 Update ▼
Chief Financial Officer				 Update ▼
Dir of IT				 Update ▼

Figure 10: Delete Key Contact/Principal



★ Key Contact/Principal Information ➕ Add				
Title of Position	Name	Phone	Email	Options
Dir of Medical Support Services				Action  Update  Delete
Dir of Facilities				
Dir of QI				

Figure 11: Upload Biographical Sketch

The screenshot shows a web form titled "Biographical Sketch". At the top right, there is a button labeled "Attach File" with a red callout box containing the number "1". Below this, the form is divided into two main sections. The left section, titled "Document" with a red star icon and a help icon, contains text about allowable document types and size, and a "Choose File" button with a red callout box containing the number "2". The right section, titled "Description", contains a text area and a character count: "Approximately 1/4 page (Max 500 Characters without spaces): 500 Characters left." At the bottom of the form, there are "Upload" and "Cancel" buttons, with the "Upload" button highlighted by a red callout box containing the number "3". Below the buttons, it says "No documents attached". At the very bottom of the page, there are three buttons: "Go to Previous Page", "Save", and "Save and Continue".

Figure 12: Update or Delete Biographical Sketch

▼ Biographical Sketch					Attach File
Document Name	Size	Date Attached	Description	Options	
test.docx	12 kB	10/10/2023		<div> <div>Update Description</div> <div>Update Description</div> <div>Delete</div> </div>	

Figure 13: Key Contact/Principal

Key Contact/Principal

NCC Progress Report Tracking # :

Due Date: (Due In:) | Section Status:

Resources

View

NCC Progress Report | Last NoA | Program Instructions | NCC User Guide

Fields with * are required

Key Contact/Principal Information

Add

Title of Position	Name	Phone	Email	Options
Dir <input type="text"/>	<input type="text"/>			Update
Dir c <input type="text"/>	<input type="text"/>			Update
Dir <input type="text"/>	<input type="text"/>			Update
Dir <input type="text"/>	<input type="text"/>			Update

Biographical Sketch

Attach File

No documents attached

Go to Previous Page

Save Save and Continue

Figure 14: Budget Details

NCC Progress Report Tracking # :

Due Date:

Resources

View

NCC Progress Report | Last NoA | Program Instructions | NCC User Guide

Support Year 3

Recommended Federal Budget:

08/01/2024 - 08/01/2025

Section A - Budget Summary

Update

Grant Program Function or Activity	CFDA Number	New or Revised Budget		Total
		Federal	Non-Federal	
Health Center Controlled Network	93.527			
Total:				

Section B - Budget Categories

Update

Object Class Categories	Grant Program Function or Activity	Health Center Controlled Network	Total
Personnel		\$0.00	\$0.00
Fringe Benefits		\$0.00	\$0.00
Travel		\$0.00	\$0.00
Equipment		\$0.00	\$0.00
Supplies		\$0.00	\$0.00
Contractual		\$0.00	\$0.00
Construction		\$0.00	\$0.00
Other		\$0.00	\$0.00
Total Direct Charges		\$0.00	\$0.00
Indirect Charges		\$0.00	\$0.00
Total		\$0.00	\$0.00

Section C - Non Federal Resources

Update

Grant Program Function or Activity	Applicant	State	Local	Other	Program Income	Total
Health Center Controlled Network	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Go to Previous Page

Save Save and Continue

Figure 15: Program Specific Forms

Program Specific Information Status		
Section	Status	Options
Project Work Plan Information		
FY 2023 Project Work Plan Update	Not Complete	Update
FY 2024 Project Work Plan	Not Complete	Update
Progress Report		
Progress Report	Not Complete	Update

Figure 16: FY 2023 Project Work Plan Update

FY 2023 Project Work Plan Update

Due Date: [Date]

Note(s):
You must address and update, if needed, each required objective, key factor, and related activities. The PWP Update form should only include activities that will be conducted in the current 12 months of funding (August 1, 2023 – July 31, 2024).

Objectives	Objective Title	Baseline Percentage	Target Percentage	Number of Key Factors	Number of Activities	Status	Options
Objective 1: Patient Engagement		0.0%	13.9%	2	3	Not Complete	Update
Objective 2: Patient Privacy and Cybersecurity		55.6%	77.8%	2	2	Not Complete	Update
Objective 3: Social Risk Factor Intervention		55.6%	75.0%	2	3	Not Complete	Update
Objective 4: Disaggregated, patient-level data		0.0%	100.0%	2	2	Not Complete	Update
Objective 5: Interoperable Data Exchange and Integration		25.0%	50.0%	3	3	Not Complete	Update
Objective 6: Data Utilization		19.4%	41.7%	3	3	Not Complete	Update
Objective 7: Leveraging digital health tools		22.2%	38.9%	3	2	Not Complete	Update
Objective 8: Health IT Usability and Adoption		38.9%	55.6%	2	3	Not Complete	Update
Objective 9: Health Equity (Applicant Choice)		0.0%	33.3%	3	2	Not Complete	Update
Objective 10: Improving Digital Health Tools (Applicant Choice)		13.9%	55.6%	3	2	Complete	Update

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

Figure 17: Objective Details - Update

FY 2023 Project Work Plan Update

Due Date: [Date]

Note(s):
Provide updates in the Current Number, Supporting Organizations, and Progress Toward Target Percentage Narrative fields.

Fields with * are required.

Objective Details

Objective Title: Objective 1: Patient Engagement

Objective Description: [Text Area]

Baseline Percentage: [Text Field]

Target Percentage: [Text Field]

Baseline Data Source: [Text Field]

* Current Number: [Text Field]

Current Denominator: [Text Field]

Current Percentage: [Text Field]

Progress Toward Target Percentage: [Text Field]

* Progress Toward Target Percentage Narrative: [Text Area]

Supporting Organization(s): [Text Area]

Figure 18: Activities

Note(s):							
Activities (Minimum 2) (Maximum 4)							
Activity Name	Activity Description	Person/Group Responsible	Start Date	End Date	Activity Progress	Anticipated Activity Progress	Options
							Report Progress
							Report Progress
Go to Previous Page							
Save Save and Continue							

Figure 19: Activity Report Progress (Read-Only)

Activity Progress Update

Note(s):
Provide information for each activity in the Activity Progress Update and Anticipated Progress fields. The remaining fields are not editable. Activity details can be updated in the FY 2024 Project Work Plan form for the next budget period.

Fields with * are required

Activity Name (i)

Activity Description (i)

Person/Group Responsible (i)

Start Date (i)

End Date (i)

* Activity Progress Update (i)

* Anticipated Progress (i)

5000 characters with spaces (Approximately 3 pages)

5000 characters with spaces (Approximately 3 pages)

Cancel Save and Continue

Figure 20: Report Progress (Editable)

* Activity Progress Update (i)

* Anticipated Activity Progress (i)

5000 characters with spaces (Approximately 3 pages)

5000 characters with spaces (Approximately 3 pages)

Cancel Save and Continue

Figure 21: Key Factors

Key Factors (Minimum 2) (Maximum 3)			
Key Factor Type	Description		Options
Contributing		View More	View
Restricting		(+ View More)	View

Figure 22: View Key Factor (Read-Only)

View Key Factor

Key Factor Type ⓘ

☒ Contributing

☐ Restricting

Key Factor Description ⓘ

500 characters with spaces (Approximately 1/4 page)
The use of digital tools such as remote monitoring and texting provide additional access for patients to participate in their own care. CHCs are searching for new ways to enhance patient care through population health management. These tools are especially helpful in managing chronic conditions and keeping clinicians informed of medical changes in between appointments.

Close

Figure 23: FY 2024 Project Work Plan

FY 2024 Project Work Plan

Note(s):

You must address and update if needed, Key Factors and Activities under each Objective. The Project Work Plan should only include activities to be started and completed in the next 12 months of funding (August 1, 2024 – July 31, 2025). You may update key factors and activities, as needed, to be conducted in the next 12 months of the project (August 1, 2024 through July 31, 2025).

Due Date:

Resources ⓘ

Note(s):

Provide updates for each objective in the Project Work Plan.

Objectives	Objective Title	Baseline Percentage	Target Percentage	Number of Key Factors	Number of Activities	Status	Options
Objective 1: Patient Engagement						Not Complete	Update ▼
Objective 2: Patient Privacy and Cybersecurity						Not Complete	Update ▼
Objective 3: Social Risk Factor Intervention						Not Complete	Update ▼
Objective 4: Disaggregated, patient-level data						Not Complete	Update ▼
Objective 5: Interoperable Data Exchange and Integration						Not Complete	Update ▼
Objective 6: Data Utilization						Not Complete	Update ▼
Objective 7: Leveraging digital health tools						Not Complete	Update ▼
Objective 8: Health IT Usability and Adoption						Not Complete	Update ▼
Objective 9: Health Equity (Applicant Choice)						Not Complete	Update ▼
Objective 10: Improving Digital Health Tools (Applicant Choice)						Not Complete	Update ▼

Go to Previous Page

Continue

Figure 24: Objective Details

FY 2024 Project Work Plan

Note(s):

Objective information is prepopulated with information from your most recently approved PWP or from the FY 2023 PWP Update Form if the information was updated. It cannot be edited. You may update key factors and activities, as needed, to be conducted in the next 12 months of the project (August 1, 2024 through July 31, 2025).

Due Date:

Resources ⓘ

Please click Save (or) Save & Continue button after data entry.

Fields with * are required

Objective Details

Objective Title ⓘ

Objective Description ⓘ

Baseline Percentage ⓘ

Baseline Data Source ⓘ

Target Percentage ⓘ

Current Percentage ⓘ

Progress Toward Target Percentage ⓘ

Supporting Organization(s) ⓘ

20

Figure 25: Key Factors

Note(s):
You may revise, delete, or add key factors, that are expected to contribute to or restrict progress towards this objective. You must include a minimum of two and a maximum of three key factors for each objective and ensure there is at least one contributing and one restricting key factor for each objective.

Add Key Factor

Key Factors (Minimum 2) (Maximum 3)

Key Factor Type	Description	Options
Contributing	This use of digital tools such as remote monitoring and testing provide additional evidence for...	View More
Restricting	While efforts are ongoing to the use of digital tools, they are often available in limited capacities...	View More

Action

Figure 26: Update Key Factor

Update Key Factor

Fields with * are required

* **Key Factor Type** ☒ Contributing ☐ Restricting

* **Key Factor Description** 500 characters with spaces (Approximately 1/4 page)

Cancel **Save and Continue**

Figure 27: Add New Key Factor

Add New Key Factor

Fields with * are required

* **Key Factor Type** ☐ Contributing ☐ Restricting

* **Key Factor Description** 500 characters with spaces (Approximately 1/4 page)

Cancel **Save and Continue**

Figure 28: Delete Key Factor

Delete Key Factor

Warning:

You are about to delete this Key Factor along with all of its information.

Please confirm if you would like to proceed with this action.

Key Factor Type	Contributing
Key Factor Description	<p>500 characters with spaces (Approximately 1/4 page)</p> <p>The use of digital tools such as remote monitoring and texting provide additional access for patients to participate in their own care. CHCs are searching for new ways to enhance patient care through population health management. These tools are especially helpful in managing chronic conditions and keeping clinicians informed of medical changes in between appointments.</p>

Cancel
Confirm

Figure 29: Activities

Note(s):

Describe activities to be conducted in the next 12 months of the project (August 1, 2024 through July 31, 2025) that will support objective target attainment by the end of the period of performance (July 31, 2025). You must have a minimum of two and a maximum of five activities for each objective.

Add Activity

Activities (Minimum 2) (Maximum 5)

Activity Name	Activity Description	Person/Group Responsible	Start Date	End Date	Options
Provide training and technical assistance to health care providers and support staff	The CHC will work with the health care providers and support staff to provide training and technical assistance to ensure they are able to effectively use the digital tools.	The CHC Team and Health Care Providers	08/01/2024	07/31/2025	<div> <div> Update Delete </div> </div>
Implement the use of digital tools and resources	The CHC will work with the health care providers and support staff to implement the use of digital tools and resources to enhance patient care.	CHC Project Lead	08/01/2024	07/31/2025	<div> <div> Update </div> </div>
Monitor and evaluate the use of digital tools and resources	The CHC will work with the health care providers and support staff to monitor and evaluate the use of digital tools and resources to ensure they are effectively used.	CHC Team	08/01/2024	07/31/2025	<div> <div> Update </div> </div>

Figure 30: Update Activity

Update Activity

Note(s):

You must address and update if needed, each activity. The PWP should only include activities to be started and completed in the next 12 months of funding (August 1, 2024 - July 31, 2025).

Fields with * are required

* Activity Description

500 characters with spaces (Approximately 1/4 page)

* Person/Group Responsible

* Targeted Start Date

08/02/2023 (e.g. mm/dd/yyyy)

* Targeted End Date

07/31/2024 (e.g. mm/dd/yyyy)

Cancel
Save and Continue

Figure 31: Add New Activity

Add New Activity

Note(s):

You must address and update if needed, each activity. The PWP should only include activities to be started and completed in the next 12 months of funding (August 1, 2024 - July 31, 2025).

Fields with * are required

* Activity Name ⓘ

100 characters with spaces (Approximately 1/8 page)

* Activity Description ⓘ

500 characters with spaces (Approximately 1/4 page)

* Person/Group Responsible ⓘ

500 characters with spaces (Approximately 1/4 page)

Cancel

Save and Continue

Figure 32: Delete Activity

Delete Activity

Warning:

You are about to delete this Activity along with all of its information. Please confirm if you would like to proceed with this action.

Activity Name

Provide training and technical assistance with Higher Health Trust

Activity Description

In partnership with HHT, we will quarterly meet through with PHOs where provide patient monitoring and patient center engagement in a standing agenda item. The HHT is monitoring patient engagement numbers. We meet quarterly with PHOs as a governance group to review and discuss status of remote patient monitoring devices and then we bring results and updates to a higher level at a 60-90 minute meeting. The PHOs are then quarterly HHT work group meetings to provide updates and share best practices.

Person/Group Responsible

The HHT team and Boston Healthcare

Targeted Start Date

10/1/2024

Targeted End Date

7/31/2025

Cancel

Confirm

Figure 33: Progress Report- List Page

Progress Report - List

Note(s):
The listed participating health centers reflect those that were included in the original approved application or modified and approved through the HCCN PHC Module, and that have been in your network for at least 6 months as of December 31, 2023. You may not propose changes to your PHCs via the progress report. See Appendix C in the HCCN NCC Progress Report Instructions for additional information.

Due Date: [Date]

Resources

The Progress Report form must be completed for each Participating Health Center (v)

Page size: 15 Go

Serial Number	Participating Health Center (PHC) Name	City	State	Grant/Look Alike Number	Status	Options
1	[PHC Name]	[City]	[State]	[Grant/Look Alike Number]	Not Complete	[Update]
2	[PHC Name]	[City]	[State]	[Grant/Look Alike Number]	Not Complete	[Update]
3	[PHC Name]	[City]	[State]	[Grant/Look Alike Number]	Not Complete	[Update]
4	[PHC Name]	[City]	[State]	[Grant/Look Alike Number]	Not Complete	[Update]
5	[PHC Name]	[City]	[State]	[Grant/Look Alike Number]	Not Complete	[Update]
6	[PHC Name]	[City]	[State]	[Grant/Look Alike Number]	Not Complete	[Update]
7	[PHC Name]	[City]	[State]	[Grant/Look Alike Number]	Not Complete	[Update]
8	[PHC Name]	[City]	[State]	[Grant/Look Alike Number]	Not Complete	[Update]
9	[PHC Name]	[City]	[State]	[Grant/Look Alike Number]	Not Complete	[Update]
10	[PHC Name]	[City]	[State]	[Grant/Look Alike Number]	Not Complete	[Update]
11	[PHC Name]	[City]	[State]	[Grant/Look Alike Number]	Not Complete	[Update]
12	[PHC Name]	[City]	[State]	[Grant/Look Alike Number]	Not Complete	[Update]
13	[PHC Name]	[City]	[State]	[Grant/Look Alike Number]	Not Complete	[Update]
14	[PHC Name]	[City]	[State]	[Grant/Look Alike Number]	Not Complete	[Update]
15	[PHC Name]	[City]	[State]	[Grant/Look Alike Number]	Not Complete	[Update]

Go to Previous Page Continue

Figure 34: Participating Health Center Information- Update (Part 1)

Participating Health Center Information - Update

Note(s):
The listed participating health centers reflect those that were included in the original approved application or modified and approved through the HCCN PHC Module, and that have been in your network for at least 6 months as of December 31, 2023. You may not propose changes to your PHCs via the progress report. See Appendix C in the HCCN NCC Progress Report Instructions for additional information.

Due Date: [Date]

Resources

FY 2024 Health Center Controlled Networks (HCCN) Progress Report Table

HCCN NAME: [Text] APPLICATION TRACKING NUMBER: [Text] GRANT NUMBER: [Text]

Number of Participating Health Centers (Baseline): [Text] Number of Participating Health Centers (Current): [Text]

Participating Health Center (1 of 36)

Participating Health Center Name: [Text]

Grant/Look Alike Number: [Text]

Patient Details

Total Patients (UDS Definition): [Text]

Number of Sites (Baseline): [Text]

Number of Sites (Current): [Text]

Figure 35: Participating Health Center Information- Update (Part 2)

Patient Engagement
<p>1. What percentage of patients have used a digital tool (e.g., electronic messages sent through the patient portal to providers, remote monitoring) between visits to communicate health information with the PHC?</p>
<p>2. What integrated digital health tools are available to patients?</p> <p>Select all that apply</p> <p><input type="checkbox"/> Electronic messaging through patient portal</p> <p><input type="checkbox"/> Telehealth provider consultation</p> <p><input type="checkbox"/> Remote monitoring devices</p> <p><input type="checkbox"/> Other: Specify</p> <p>Other:</p>
<p>Please provide a response of up to 1000 characters.</p>
Patient Privacy and Cybersecurity
<p>1. Since 8/1/2022, this PHC has implemented secure health information practices that protect patient privacy in the following areas:</p> <p>Select all that apply</p> <p><input type="checkbox"/> Protection from misuse</p> <p><input type="checkbox"/> Threats like cybersecurity attacks</p> <p><input type="checkbox"/> Fraud</p> <p><input type="checkbox"/> Other harms: Specify</p> <p>Other:</p>
<p>No</p>
<p>2. What advanced data strategies did this PHC use?</p> <p>Select all that apply</p> <p><input type="checkbox"/> Advanced analytical tools (e.g., machine learning, natural language processing, predictive modeling, artificial intelligence for clinical decision support)</p> <p><input type="checkbox"/> Advanced database management tools (e.g., 'Big Data', Application Program Interfaces (APIs) to facilitate connections EHRs and remote patient monitoring devices)</p> <p><input type="checkbox"/> Advanced data visualization and dashboards</p> <p><input type="checkbox"/> Other: Specify</p> <p>Other:</p>
<p>Please provide a response of up to 1000 characters.</p>
Leveraging Digital Health Tools
<p>1. Since 8/1/2022, how many formal trainings that promote proficiency in the use of digital health tools did this PHC hold?</p>
<p>2. Did this PHC provide routine support to providers and staff focused on promoting proficiency in the use of digital health tools?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>
<p>3. List the formal trainings and routine support provided at this PHC since 8/1/2022.</p> <p>Formal Trainings</p>
<p>Please provide a response of up to 1000 characters.</p>
<p>Routine Support</p> <p><input type="checkbox"/> Other: Specify</p> <p>Other:</p>
<p>Please provide a response of up to 1000 characters.</p>
Health Equity (Application Choice)
<p>1. Has this PHC reached the requirements of the measure for this objective?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>
<p>2. Describe progress to date the PHC has made on the Health Equity objective.</p> <p>Formal Trainings</p>
<p>Please provide a response of up to 1000 characters.</p>
Improving Digital Health Tools (Applicant Choice)
<p>1. Has this PHC reached the requirements of the measure for this objective?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>
<p>2. Describe progress to date the PHC has made on the Improving Digital Health Tool objective.</p> <p>Formal Trainings</p>

Figure 36: Left Menu

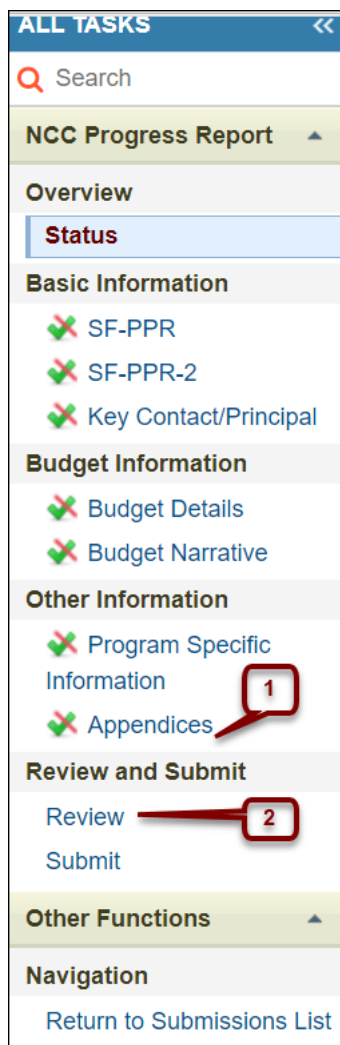


Figure 37: Appendices

Appendices

Due Date: [Date]

Resources [Link]

Attachment 1: Project Narrative (Required) (Minimum 1) (Maximum 1) 1 [Attach File](#)

No documents attached

Attachment 2: Project Organizational Chart (As Applicable) (Maximum 1) [Attach File](#)

No documents attached

Attachment 3: Staffing Plan (As Applicable) (Maximum 1) [Attach File](#)

No documents attached

Attachment 7: Letter(s) of Support (As Applicable) (Maximum 1) [Attach File](#)

No documents attached

Attachment 8: Communications Plan (As Applicable) (Maximum 1) [Attach File](#)

No documents attached

Attachment 9: Other Documents (As Applicable) (Maximum 2) [Attach File](#)

No documents attached

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

Figure 38: Attach File

Attachment 1: Project Narrative (Required) (Minimum 1) (Maximum 1) [Attach File](#)

Document ⓘ

Allowable Document Types: doc, rtf, txt, wpd, pdf, xls, msg, jpeg, gif, xld, xlsx, docx, ppt, pptx, vsd
Allowable Document Size: 100 MB

1 [Choose File](#) No file chosen

2 Description 3 Approximately 1/4 page ⓘ (Max 500 Characters without spaces): 500 Characters left

[Upload](#) [Cancel](#)

No documents attached

Figure 39: Review NCC

Print NCC Progress Report Table of Contents

Page size: 50 15 items in 1 page(s)

View	Section	Type	Options
View: Basic Information			
Basic Information	SF-PPR	HTML	View
Basic Information	SF-PPR-2 (Cover Page Continuation)	HTML	View
Basic Information	Key Contact/Principal	HTML	View
View: Budget Information			
Budget Information	SF-424A Budget Information	HTML	View
Budget Information	Budget Narrative	DOCUMENT	Not Available
View: Appendices			
Appendices	Attachment 1	DOCUMENT	Not Available
Appendices	Attachment 2	DOCUMENT	Not Available
Appendices	Attachment 3	DOCUMENT	Not Available
Appendices	Attachment 4	DOCUMENT	Not Available
Appendices	Attachment 5	DOCUMENT	Not Available
Appendices	Attachment 6	DOCUMENT	Not Available
Appendices	Attachment 7	DOCUMENT	Not Available
Appendices	Attachment 8	DOCUMENT	Not Available
Appendices	Attachment 9	DOCUMENT	Not Available
View: Program Specific Information			
Program Specific Information	Program Specific OMB Approved Forms	HTML	Open PopUp

Go to Previous Page 1 15 items in 1 page(s)

Figure 40: Submit NCC

NCC Progress Report - Confirm Submit

Confirmation:
You have chosen to submit this report to HRSA. Please check the box to electronically sign the Noncompeting Continuation (NCC) Progress Report. Click on the **Submit Report** button below to submit the report. If you do not wish to submit the NCC Progress Report at this time, click on the **Cancel** button to return to the previous screen.

NCC Progress Report Tracking

Grant Number:	Original Deadline:	Created On:	Due Date:	Status:
Project Officer:	Project Officer Email:	Project Officer Contact #:		
Last Updated By:				

Resources

[View](#)
[NCC Progress Report](#) | [Last NoA](#) | [Program Instructions](#) | [NCC User Guide](#)

NCC PROGRESS REPORT CERTIFICATION [View Report](#)

☐ certify to the best of my knowledge and belief that the information provided in this progress report is true and correct.
☐ Please check the box to electronically sign the NCC Progress Report.