Fiscal Year 2020 Health Center Controlled Networks (HCCN) Non-Competing Continuation (NCC) User Guide

An EHBs User Guide for HCCNs

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This user guide describes the steps you need to follow to submit an FY 2020 Health Center Controlled Networks (HCCN) Non-Competing Continuation (NCC) Progress Report to the Health Resources and Services Administration (HRSA).

1. Accessing the FY 2020 HCCN NCC Progress Report

You can complete and submit the FY 2020 progress report by following the steps below:

1. Log into Electronic Handbooks (EHBs), click the Grants tab (Figure 1, 1) on the EHBs Home page to navigate to the My Grant Portfolio – List page.
2. Locate your H2Q grant in the list and click on the Grant Folder link (Figure 1, 2).
   - The system navigates to the Grant Home page of the H2Q grant.

**IMPORTANT NOTES:** If you do not see your grant on the My Grant Portfolio – List page, you must add the grant to your portfolio. To add the grant to your portfolio, follow the steps below:

- On the My Grant Portfolio - List page, just below the page title, click the Add Grant to Portfolio button.
- On the Add Grant to Portfolio page, select the appropriate Role.
- Click the Continue button at the right edge of the page and proceed.

![Figure 1: Accessing the H2Q Grant Folder](image)

**a.** On the Grant Home page, click on the Work on My NCC Report link under the Submissions section (Figure 2, 1). If you do not see the link under Submission heading, you do not have the appropriate permissions to complete the NCC Progress Report. Contact the Health Center Program Support for assistance with EHB roles and permissions (1-877-464-4774; [https://www.hrsa.gov/about/contact/bphc.aspx](https://www.hrsa.gov/about/contact/bphc.aspx)).
The system opens the **Submissions – All** page.

2. Locate the record with the heading ‘Non-competing Continuation Progress Report.’ Click on the **Start** link to begin working on the submission (**Figure 3, 1**).

**IMPORTANT NOTE:** Once you begin working on the HCCN NCC Progress Report, the system displays the **Edit** link instead of the **Start** link the next time you access this page.

The system opens the **NCC Progress Report - Status Overview** page of the progress report (**Figure 4**).
The NCC Progress Report consists of a standard section and a program-specific section. You must complete the forms displayed in both sections to submit your progress report to HRSA.

2. Completing the Standard SF-PPR Section of the progress report

The standard section of the progress report consists of the following main sections:

- Basic Information (Figure 4, 1)
- Budget Information (Figure 4, 2)
- Other Information (Figure 4, 3)

2.1 Completing the Basic Information Section

The Basic Information Section of the progress report consists of the following forms:

1. The SF-PPR form displays the basic HCCN organization information. Review and update the Authorizing Official (AO) information as necessary and click the Save and Continue button to proceed to the SF-PPR-2 (Cover Page Continuation) form.

2. The SF-PPR-2 (Cover Page Continuation) form displays project information related to lobbying activities, areas affected by the project, and the Point of Contact (POC). Update the information on this page as necessary and click the Save and Continue button to proceed to the Budget Details form.

2.2 Completing the Budget Information Section

To complete this section, you must complete the Budget Details Form Section A-C and provide a Budget Narrative.

2.2.1 Budget Details Form

The Budget Details Form collects information for the upcoming 12-month budget period (August 1, 2020 to July 31, 2021) (Figure 5, 1). The budget period consists of the following three sections:
- Section A – Budget Summary
- Section B – Budget Categories
- Section C – Non-Federal Resources

Provide the budget information under these sections by clicking the Update button displayed in the top right corner.

1. In Section A – Budget Summary, the Recommended Federal Budget (Figure 5, 2) is prepopulated from your Notice of Award and displayed in a read-only format under the New or Revised Budget section (Figure 5, 3).

2. In Section B – Budget Categories, you must provide the federal funding distribution across object class categories for the 12-month budget period. Click the Update button provided at the top right corner of the section header. (Figure 5, 4).

3. In Section C – Non-Federal Resources, leave this section blank. The HCCN budget request should reflect the federal HCCN funding only. Do not enter other sources of funding. (Figure 5, 5).

**Figure 5: Budget Details Form**

4. After completing the Budget Details form, click save and continue to proceed to the Budget Narrative.

### 2.2.2 Budget Narrative

1. To complete the Budget Narrative, attach a budget narrative by clicking on the Attach File button (Figure 6, 1). Budget information must be provided for the next 12-month budget period (08/01/2020 – 07/31/2021). Include detailed calculations that explain the amounts requested for each row in Section B: Budget Categories of the Budget Information: Budget Details Form and how each expense is derived (e.g. cost per unit).
2. Click on the Save and Continue button of the Budget Narrative to navigate to the Program Specific Information – Status Overview page.

Figure 6: Budget Narrative

3. Completing the Program Specific Information Forms

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 7, 2). Click on the Program Specific Information link in the left menu (Figure 7, 3) to open the Status Overview page. Click on the Update link to edit a form (Figure 7, 1).

Figure 7: Accessing the Program Specific Information Section of the NCC Progress Report

➢ The Status Overview page opens (Figure 8).
Figure 8: Program Specific Status Overview page

IMPORTANT NOTE: Click on the Update link for any form to start updating it. Once completed, click on the Save and Continue button to proceed to the next listed form (Figure 8, 1).

3.1 Completing the FY 2020 HCCN NCC Project Work Plan

The Project Work Plan consists of the following two sections:
- FY 2019 Project Work Plan Update
- FY 2020 Project Work Plan

3.1.1 Updating the FY 2019 Project Work Plan Update

Each Goal Includes predefined Objectives (Figure 9, 1 and 4). The system prepopulates the Project Work Plan with information submitted in your FY 2019 HCCN application. You must report progress towards each Objective. You may also update Key Factors, as necessary.

To complete the FY 2019 Project Work Plan Update, follow the steps below:
**IMPORTANT NOTE:** Initially, all the objectives have a status of “Not Complete”. To update the status to “Complete”, click the **Update** link for each Objective. Then click the Save or Save and Continue button on the **Objective Information – Update** form after providing the necessary information.

1. To report progress towards a specific objective, click on the **Update** link for the Objective (Figure 9, 5).
   - The **Objective Information – Update** page opens (Figure 10).

**IMPORTANT NOTE:** The system prepopulates the Baseline Data (Figure 10, 1) and Target percentage (Figure 10, 2) values from your FY 2019 HCCN application and displays them in read-only format. The Baseline Data Source narrative (Figure 10, 3) and Key Factors (Figure 11, 6) are prepopulated from your FY 2019 HCCN application.

2. Enter the Current Numerator and Current Denominator fields (Figure 10, 4) and the system calculates the Current Percentage and Progress Toward Target Percentage.

3. Provide any additional details in the Progress Toward Target Percentage Narrative (Figure 10, 5).

![Figure 10: Objective Information – Update](#)

### 3.1.1.2 Key Factors Information

**IMPORTANT NOTE:** All prepopulated Key Factors (Figure 11) are view only and cannot be updated or deleted.

![Figure 11: Key Factors](#)
### 3.1.1.3 Activities Information

Activities will be prepopulated from your FY 2019 HCCN application and not editable. You must report progress for each activity by updating the Activity Progress Update field.

**Figure 12: Activities**

1. To update the related activities, click the **Report Progress** link for each specified Activity (Figure 12, 1).
   - The system displays the **Activity Progress Update** page (Figure 13).
   - Update the Activity Progress Update field and click on Save and Continue.

**Figure 13: Activity Progress Update**

### 3.1.2 Updating FY 2020 Project Work Plan

Each Goal includes predefined Objectives (Figure 14, 1 and 4). The system prepopulates the FY 2020 Project Work Plan with information submitted in your FY 2019 Progress Work Plan Update. You may also update Key Factors, as necessary.
Figure 14: FY 2020 Project Work Plan

To complete the FY 2020 Project Work Plan, follow the steps below:

**IMPORTANT NOTE:** Initially, all the objectives have a status of “Not Complete”. To update the status to “Complete”, click the Update link for each Objective. Then click the Save or Save and Continue button on the Objective Information – Update form after providing the necessary information.

1. To update specific objectives, click on the Update link for the objective (Figure 14, 5).
   - The Objective Information – Update page opens (Figure 15).

   **IMPORTANT NOTE:** The system prepopulates the Baseline Percentage (Figure 15, 1), Target Percentage (Figure 15, 2), Current Percentage (Figure 15, 3), and Progress Towards Target Percentage (Figure 15, 4), and the Baseline Data Source (Figure 15, 5), values from your FY 2019 HCCN application and FY 2019 Project Work Plan Update and displays them in read-only format.

   **IMPORTANT NOTE:** If you complete the FY 2020 Project Work Plan before FY 2019 Project Work Plan Update, you will need to return to the FY 2020 Project Work Plan after completing the FY 2019 Project Work Plan Update, and click Update under each Objective under each Goal before you submit to make sure the Current Percentage field has been prepopulated for each Objective.

2. Enter the Updated Baseline Percentage (Figure 15, 6) and Updated Target Percentage (Figure 15, 9) and the system will calculate the Updated Progress Toward Target Percentage (Figure 15, 11).

3. Provide your explanation in Updated Baseline Percentage Explanation (Figure 15, 7) and Updated Target Percentage Explanation (Figure 15, 10).

4. Provide additional details in the Updated Baseline Data Source (Figure 15, 8).
### 3.1.2.2 Key Factors Information

1. To update Key Factors, click the Update link on the right (Figure 16, 3).
   - You may add (Figure 16, 1) or delete (Figure 16, 2) a Key Factors, as necessary.

**IMPORTANT NOTE:** You must provide at least one contributing and one restricting Key Factor.

![Figure 16: Key Factors](image)

### 3.1.2.3 Activities Information

1. To add a new activity, click on Add Activity (Figure 17, 1)
   - The system displays the Add New Activity Page.
2. You may delete (Figure 17, 2) an Activity as necessary.
3. To update the related activities, click the Update (Figure 17, 3) link for each specified Activity. A minimum of 2 and a maximum of 3 activities must be provided for each Objective.
   - The system displays the Update Activity page (Figure 18).
3.2 Progress Report Table Form

The listed Participating Health Centers in the Progress Report - List page reflect those that were included in the your FY 2019 HCCN application or added/removed via an HRSA-approved prior approval request.

**IMPORTANT NOTE:** Initially, all Participating Health Centers shown on the list have a status of “Not Complete”. You must click on each Participating Health Center listed on the Progress Report – List page to complete the required information to change the status of the Participating Health Center to “Complete”.
### 3.2.1 Completing the Progress Report Table Form

#### Figure 19: Progress Report - List Page

<table>
<thead>
<tr>
<th>Serial Number</th>
<th>Participating Health Center (PHC) Name</th>
<th>City</th>
<th>State</th>
<th>Grant Number</th>
<th>Status</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>COLUMBUS COMMUNITY HEALTH SERVICES</td>
<td>COLUMBUS</td>
<td>OH</td>
<td></td>
<td>Not Complete</td>
<td>Update</td>
</tr>
<tr>
<td>2</td>
<td>COLUMBUS COMMUNITY HEALTH SERVICES</td>
<td>COLUMBUS</td>
<td>OH</td>
<td></td>
<td>Not Complete</td>
<td>Update</td>
</tr>
<tr>
<td>3</td>
<td>COLUMBUS COMMUNITY HEALTH SERVICES</td>
<td>COLUMBUS</td>
<td>OH</td>
<td></td>
<td>Not Complete</td>
<td>Update</td>
</tr>
<tr>
<td>4</td>
<td>COLUMBUS COMMUNITY HEALTH SERVICES</td>
<td>COLUMBUS</td>
<td>OH</td>
<td></td>
<td>Not Complete</td>
<td>Update</td>
</tr>
<tr>
<td>5</td>
<td>COLUMBUS COMMUNITY HEALTH SERVICES</td>
<td>COLUMBUS</td>
<td>OH</td>
<td></td>
<td>Not Complete</td>
<td>Update</td>
</tr>
<tr>
<td>6</td>
<td>COLUMBUS COMMUNITY HEALTH SERVICES</td>
<td>COLUMBUS</td>
<td>OH</td>
<td></td>
<td>Not Complete</td>
<td>Update</td>
</tr>
<tr>
<td>7</td>
<td>COLUMBUS COMMUNITY HEALTH SERVICES</td>
<td>COLUMBUS</td>
<td>OH</td>
<td></td>
<td>Not Complete</td>
<td>Update</td>
</tr>
<tr>
<td>8</td>
<td>COLUMBUS COMMUNITY HEALTH SERVICES</td>
<td>COLUMBUS</td>
<td>OH</td>
<td></td>
<td>Not Complete</td>
<td>Update</td>
</tr>
<tr>
<td>9</td>
<td>COLUMBUS COMMUNITY HEALTH SERVICES</td>
<td>COLUMBUS</td>
<td>OH</td>
<td></td>
<td>Not Complete</td>
<td>Update</td>
</tr>
<tr>
<td>10</td>
<td>COLUMBUS COMMUNITY HEALTH SERVICES</td>
<td>COLUMBUS</td>
<td>OH</td>
<td></td>
<td>Not Complete</td>
<td>Update</td>
</tr>
<tr>
<td>11</td>
<td>COLUMBUS COMMUNITY HEALTH SERVICES</td>
<td>COLUMBUS</td>
<td>OH</td>
<td></td>
<td>Not Complete</td>
<td>Update</td>
</tr>
<tr>
<td>12</td>
<td>COLUMBUS COMMUNITY HEALTH SERVICES</td>
<td>COLUMBUS</td>
<td>OH</td>
<td></td>
<td>Not Complete</td>
<td>Update</td>
</tr>
<tr>
<td>13</td>
<td>COLUMBUS COMMUNITY HEALTH SERVICES</td>
<td>COLUMBUS</td>
<td>OH</td>
<td></td>
<td>Not Complete</td>
<td>Update</td>
</tr>
<tr>
<td>14</td>
<td>COLUMBUS COMMUNITY HEALTH SERVICES</td>
<td>COLUMBUS</td>
<td>OH</td>
<td></td>
<td>Not Complete</td>
<td>Update</td>
</tr>
<tr>
<td>15</td>
<td>COLUMBUS COMMUNITY HEALTH SERVICES</td>
<td>COLUMBUS</td>
<td>OH</td>
<td></td>
<td>Not Complete</td>
<td>Update</td>
</tr>
</tbody>
</table>

1. To provide the information for a Participating Health Center, click its corresponding Update link (Figure 19, 1).

   ➢ The system displays the Participating Health Center - Update Information page (Figure 20).

#### Figure 20: Participating Health Center - Update Information Page

**IMPORTANT NOTE:** This form is required for each Participating Health Center in your approved network.

**IMPORTANT NOTE:** The number in the Total Patients (UDS Definition) field under the Patient Details section is populated from the latest UDS performance report (Figure 20, 1). You may update this number, if necessary.
2. The Patient Details section is prepopulated with 2018 UDS data.

3. Enter the number of PHC sites (baseline) from August 1, 2019. The Number of Sites (Current) is prepopulated from Form 5B.

4. Update each question under Enhance the Patient and Provider Experience (Figure 21), Advance Interoperability (Figure 22) and Use Data to Enhance Value (Figure 23). You are required to provide a response if you select ‘Other’ or ‘Other Reporting Tools’ as your response.

Figure 21: Enhance the Patient and Provider Experience

Figure 22: Advance Interoperability
Figure 23: Use Data to Enhance Value

**IMPORTANT NOTE:** You must provide a response to all questions.

5. When finished, click the Save or Save and Continue button to return to the **Progress Report – List** page.

4. **Appendices**

Attachments are uploaded in the Appendices section. You can access this page by clicking the **Appendices** link in the left navigation menu. You can also access this page from the **NCC Progress Report - Status Overview** page by clicking the **Update** link of the Appendices row. To complete this form, follow the steps below:

1. Upload the following standard attachments by clicking the associated Attach File buttons:
   - Attachment 1: Project Narrative (Required) (Minimum 1) (Maximum 1)
   - Attachment 2: Project Organizational Chart (As Applicable) (Maximum 1)
   - Attachment 3: Staffing Plan (As Applicable) (Maximum 1)
   - Attachment 4: Position Descriptions for Key Project Personnel (As Applicable) (Maximum 1)
   - Attachment 5: Biographical Sketches for Key Project Staff (As Applicable) (Maximum 1)
   - Attachment 6: Summary of Contracts and Agreements (As Applicable) (Maximum 1)
   - Attachment 7: Other Documents (As Applicable) (Maximum 2)

**IMPORTANT NOTE:** The only attachment required for all HCCNs is Attachment 1: Project Narrative. See the progress report instructions document for guidance on when other attachments should also be uploaded.

2. Click on the Save button to mark this form as “Complete”. Click on Save and Continue button to navigate to the **NCC Progress Report – Review** page.
5 Reviewing and Submitting the FY 2020 HCCN NCC Progress Report to HRSA

To review your progress report, follow the steps below:

1. Navigate to the standard section of the progress report using the NCC Progress Report link in the navigation links displayed at the top of the Program Specific Form (Figure 24, 1).
2. In the left menu, click on the Complete Status link in the All Forms left menu (Figure 24, 2).
3. On the program-specific Status Overview page, click on the Return to Complete Status button (Figure 24, 3).

   Figure 24: Accessing the Standard Section of the NCC Progress Report

   ➢ The system navigates to the NCC Progress Report - Status Overview page (Figure 25).

   Figure 25: Review Link

   ➢ The system navigates to the NCC Progress Report - Review page.

4. Verify the information displayed on the NCC Progress Report - Review page.
5. If you are ready to submit the progress report to HRSA, click the Proceed to Submit button at the bottom of the **NCC Progress Report - Review** page (Figure 26, 1).

   **Figure 26: Proceed to Submit Button on the NCC Progress Report – Review Page**

   ➢ The system navigates to the **NCC Progress Report – Submit** page (Figure 27).

   **Figure 27: NCC Progress Report – Submit Page**

6. Click the Submit to HRSA button at the bottom of the **Submit** page (Figure 27, 1).
   ➢ The system navigates to a confirmation page (Figure 28).
IMPORTANT NOTE: To submit an application, you must have the ‘Submit’ privilege. This privilege must be given by the Project Director (PD) to the Authorizing Official (AO) or designee.

7. Certify the statement displayed under the NCC Progress Report Certification section of the NCC Progress Report – Confirm Submit page (Figure 20, 1), and click the Submit Report button to submit the progress report to HRSA (Figure 20, 2).

8. If you experience any problems with submitting the application in EHBs, contact Health Center Program Support at 1-877-464-4772- (Monday – Friday, 7:00 AM - 8:00 PM ET, except federal holidays) or through the BPHC Contact Form (https://bphccommunications.secure.force.com/ContactBPHC/BPHC_Contact_Form).

6 Responding to a Change Request

Progress reports that are submitted to HRSA without all required information will be considered incomplete or non-responsive. Incomplete progress reports will be returned via a ‘Change Requested’ email notification sent by HRSA to the HCCN with a request for the missing information. To revise your progress report, access it in EHBs using the steps described in Section 1. Accessing the FY 2020 HCCN NCC Progress Report of this user guide. Edit the progress report as indicated in the email sent by HRSA and re-submit the HCCN NCC Progress Report by following the steps in Section 5. Reviewing and Submitting the FY 2020 HCCN NCC Progress Report to HRSA of this user guide.

IMPORTANT NOTE: Your HRSA Project Officer may cancel (or override) a change request after you have resubmitted a revised progress report, or if you have not responded to a previous change request in a timely manner.

If your HRSA Project Officer cancels the change request, you will receive a Change Request cancellation email. After you receive this email, you will not be able to revise your progress report. HRSA will review the last progress report that you submitted.

If HRSA does not receive the progress report by the established deadline or receives an incomplete progress report, a delay in NoA issuance or a lapse in funding may occur.