



**Fiscal Year 2021 Health Center Controlled Networks Non-Competing  
Continuation Progress Report  
Fiscal Year 2021 Project Work Plan Sample**

**Instructions for Completing the FY 2021 HCCN Project Work Plan**

The Fiscal Year (FY) 2021 Health Center Controlled Networks (HCCN) Non-Competing Continuation (NCC) progress report requires submission of the FY 2021 Project Work Plan (PWP) form in the HRSA Electronic Handbooks (EHBs). The FY 2021 PWP is prepopulated with the information submitted in your FY 2020 PWP and FY 2020 PWP Update.

You will revise activities and corresponding fields, indicated with asterisks (\*) below as needed, to outline plans for the upcoming 12-month budget period (August 1, 2021 through July 31, 2022).

**Note:** Activities supported with FY 2019 COVID-19 supplemental funding will not prepopulate from the FY 2020 PWP Update. There are currently no plans to support additional carryover of FY 2019 COVID-19 supplemental funding into FY 2021. As such, if these activities continue in FY 2021, they must be supported with base funding and added to the FY 2021 PWP.

See Table 3 in Appendix B of the progress report instructions on the [HCCN technical assistance webpage](#) for detailed guidance on how to complete the required fields. **You must complete the Project Work Plan form entirely in EHBs.** Do not upload the Project Work Plan as an attachment. Use this sample Project Work Plan document for reference only.

**Sample FY 2021 HCCN Project Work Plan**

<b>Goal A: Enhance the patient and provider experience</b>	
Objective Title	Objective A1: Patient Access
Objective Description	Increase the percentage of Participating Health Centers (PHC) using health IT to facilitate patients' access to their personal health information (e.g., patient history, test results, shared electronic care plans, self-management tools).
Baseline Percentage	50%
Baseline Data Source	PHC patient portal usage data
Target Percentage	85%
Current Percentage	70%
Progress Toward Target Percentage	57.1%



<b>Key Factors</b>	
Key Factor Type*	Contributing
Description*	We are able to provide training using best practices from the highest performing PHCs in our network.
Key Factor Type*	Restricting
Description*	The is significant variation in the types of EHR platforms used by PHCs.
<b>Activities (Propose 2-4 activities for each objective)</b>	
Activity Name*	Patient Portal Training
Activity Description*	In the upcoming 12 months, we will provide 3 on-site and 3 on-demand virtual trainings for PHC staff to continue to improve the use of patient portals. If on-site trainings are not feasible due to the ongoing COVID-19 pandemic, all trainings will be virtual. Topics include educating patients on usage and benefits of the portal and improving staff capacity to demonstrate available features within the patient portal.
Person/Group Responsible*	Chief Information Officer
Start Date*	September 15, 2019
End Date*	July 31, 2022