



FY 2022 Health Center Program Service Expansion: School-Based Service Sites (H2E Awards) Progress Reports

**Infrastructure Improvement Investment Management
Office of Health Center Investment Oversight**
Health Resources & Services Administration (HRSA)/Bureau of Primary Health Care (BPHC)

Vision: Healthy Communities, Healthy People



Agenda

- SBSS Award Overview
- Important Reminders
 - Upcoming SBSS Progress Reports Schedule
 - Key Items for Progress Report
 - ✓ Accessing the SBSS Progress Report
 - ✓ Completing the SBSS Progress Report
 - ✓ Completing the Contact Information Form
 - ✓ Completing the SBSS Form
 - ✓ Submitting the SBSS Progress Report
 - ✓ Responding to Change Requests for the SBSS Progress Report
 - Q&A Session



SBSS Award Overview

- Awarded September 2021 and May 2022
- Purpose: To increase the number of patients who can access comprehensive primary health care through Health Center Program award recipients' service delivery sites located at or on the grounds of schools.
- May add new service delivery sites located at schools and/or expand one or more services at existing school-based service delivery sites, addressing unmet need
- Progress measured by increase in total school-based health center patients according to data in the Uniform Data System (UDS)



<https://bphc.hrsa.gov/program-opportunities/school-based-service-expansion>

SBSS Progress Report Schedule

Update	Reporting Period	Available in EHBs	Cohort
SAPR1	9/1/2021–2/28/2022	3/1/2022	Cohort 1
SAPR2	3/1/2022–8/31/2022	9/1/2022	Cohort 1 and 2
SAPR3	9/1/2022–2/28/2023	3/1/2023	Cohort 1 and 2
SAPR4	3/1/2023–8/31/2023	9/1/2023	Cohort 1 and 2
SAPR5	9/1/2023–4/30/2024	5/1/2024	Cohort 2

Award Recipients have two weeks from the “available in EHBs” date to submit progress reports.



Important Reminders

- Only the award's Project Director must submit the report; Prior approval is needed to change the project director; Recommend verifying the listed PD as soon as possible.
- Progress Reports continue until the project(s) is completed.
- Progress reports cannot be used to re-budget the project or to make changes to the approved project.
- Once the project is completed, mark that this is your final progress report and submit the close out reporting requirements.



Progress Report Overview

- The progress report must include the following, as applicable:
 - Project Status
 - Status Update
 - ✓ Workforce Capacity Status
 - ✓ Organizational Capacity Status
 - ✓ Enhancing Physical Structure Status
 - ✓ Enhancing Collaboration and Community
 - ✓ Awareness Status
 - ✓ Executing Minor A/R Status
 - Description of implemented or planned activities
 - Issues/Barriers



SBSS Progress Report User Guide

- [SBSS Progress Report User Guide](#)
- Table of Contents
 1. SBSS Progress Report Overview
 2. Accessing SBSS Progress Report
 3. Completing SBSS Progress Report
 - 3.1 Completing Contact Information Form
 - 3.2 Completing SBSS Form
 - 3.3 Completing Final Performance Narrative Form
 4. Submitting SBSS Progress Report
 5. Responding to Change Requests



Accessing the SBSS Progress Report

Pending Tasks - List

Not Completed **Recently Completed** Archived

Detailed View | Search | Saved Searches

Filters Applied (x Clear)

Page size: 15 Go

1 items in 1 page(s)

Deadline (Due)	Task Category	Tracking #	Task	Entity	Organization	Options
03/15/2022 11:59 PM (29 Days)	Grant Submissions	H2ECS SBSS-SAPR1-MAR-22	Progress Report	H2ECS (Grant)		 Edit

Page size: 15 Go

1 items in 1 page(s)



Completing the SBSS Progress Report Part 1

Progress Report - Status Overview

Due In: Days

Resources [↗](#)

Submission Report Status		
Section	Status	Option
Progress Data		
Contact Information	In Progress	Update <input type="text"/>
SBSS Form	In Progress	Update <input type="text"/>
Final Performance Narrative Form		Not Applicable



Completing the SBSS Progress Report Part 2

Contact Information

▶ Due In: 14 Days | Section Status: In Progress

▶ Resources [↗](#)

Fields with * are required

1. Title	* Name	* Phone	Fax	* Email
Point of Contact	<input type="text"/>	<input type="text"/> (e.g. 999-999-9999)	<input type="text"/> (e.g. 999-999-9999)	<input type="text"/> (e.g. username@domain.com)

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



Completing the SBSS Progress Report Part 3

SBSS Semi-Annual Progress Report (SAPR)

Note(s):

The draw down amount field reflects information from the Payment Management System. The data is refreshed every few days and there might be delays in the actual amounts reflected in this report.

Due In: Days | Section Status: In Progress

Resources [↗](#)

Fields with * are required

* 1. Project Status

- Not Started
- Less than or equal to 50% Complete
- Greater than 50% and Less than 100% Complete
- Completed



Completing the SBSS Progress Report Part 4

*** 2. Please provide a status update and describe success and lessons learned on the activities supported with this funding in the following areas. Identify what activities have been completed, are in progress, and/or are planned with this funding: (check all that apply)**

2a. Increasing Workforce Capacity (e.g. recruitment, training, and expanding care delivery workflows and use of telehealth) Status – Check one:

- Completed
- In Progress
- Planned

Maximum 2000 characters (with spaces)

2b. Increasing Organizational Capacity (e.g. enhancing telehealth infrastructure and integration, enhancing HIT and adding other equipment) Status – Check one:

- Completed
- In Progress
- Planned

Maximum 2000 characters (with spaces)

2c. Enhancing Physical Infrastructure (not including minor A/R) (e.g. adding a new site(s) or a mobile unit(s)) Status – Check one:

- Completed
- In Progress
- Planned

Maximum 2000 characters (with spaces)



Completing SBSS Progress Report Part 5

2d. Enhancing Collaboration and Community Awareness (e.g. establishing or enhancing collaboration with local organizations and or health centers as well as outreach to students and their families) Status – Check one:

- Completed
- In Progress
- Planned

Maximum 2000 characters (with spaces)

2e. Executing minor A/R (e.g. minor A/R projects if proposed) Status – Check one:

- Completed
- In Progress
- Planned

Maximum 2000 characters (with spaces)



Completing SBSS Progress Report Part 6

★ 3. Are the implemented or planned activities described above and associated uses of the funds consistent with your SBSS approved application?

Yes

No

If 'No', please describe. For changes that impact your approved budget, provide detail by cost category. (maximum 2000 characters)

Maximum 2000 characters (with spaces)

Completing SBSS Progress Report Part 7

★ 4. Are there or do you anticipate any issues or barriers in the use of the funding and/or implementing the planned activities consistent with your approved SBSS application?

Yes

No

If 'Yes', please describe. (maximum 2000 characters)

Maximum 2000 characters (with spaces)

Submitting your Progress Report (1 of 2)

Review

✓ **Success:**
Information saved successfully on previous page.

Due In: Days

Resources

View

Last NoA | SBSS Progress Report User Guide

Print All Forms

Table of Contents Go

Page size: 15 Go

5 items in 1 page(s)

Section	Type	Options
<input type="text"/>	<input type="text"/>	
View: Progress Report		
Contact Information	HTML	View
SBSS Form	HTML	View
Final Performance Narrative	HTML	View
SBSS Form Attachment(s)	DOCUMENT	Not Available
Final Performance Narrative Form Attachment(s)	DOCUMENT	Not Available

Page size: 15 Go

5 items in 1 page(s)

Go to Previous Page

Continue



Submitting your Progress Report (2 of 2)

Submit Report

Due In: Days

Resources

Submission Report Status

Section	Status	Option
Progress Data		
Contact Information	✓ Complete	Update
SBSS Form	✓ Complete	Update
Final Performance Narrative Form		Not Applicable

Go to Previous Page

Submit



Responding to Change Requests for the SBSS Progress Report

- After submitting the SBSS Progress Report, HRSA may determine that additional information or corrections are needed to what was originally submitted. In this case, an EHB email notification with more details regarding the requested changes will be sent to you.
- If a change request is sent, your progress report will be accessible to you immediately in your pending tasks queue. Follow the steps found in **Section 2. Accessing the SBSS Progress Report** to revisit and update the information in your progress report consistent with the email notification.



SBSS Technical Assistance Resources

Assistance Needed	Contact
Technical Assistance Materials and Award Information	SBSS Technical Assistance Webpage
SBSS Progress Report User Guide	SBSS Progress Report User Guide
Programmatic Questions	Contact the SBSS Investments Team via the BPHC Contact Form . Select “Supplemental Grant Award (e.g. COVID/ARP, PCHP, Capital)” > “School Based Service Sites (SBSS) supplemental grant award”
Budget and Grant Administration Questions	Brian Feldman: bfeldman@hrsa.gov Nicole Turner: nturner@hrsa.gov
EHBs Submission Issues	Health Center Program Support 1-877-464-4772 Monday through Friday from 8 a.m. - 8 p.m. ET (except federal holidays) or BPHC Contact Form



Questions?



Thank You!

OHCIO SBSS Specialists Team

Office of Health Center Investment Oversight (OHCIO)

Bureau of Primary Health Care (BPHC)

Health Resources and Services Administration (HRSA)



[BPHC Contact Form](#)



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