NWX-BPHC

Moderator: Natassja Manzanero
November 3, 2011
10:39 am CT

Coordinator: At this time, all participants are in a listen-only mode until the question and answer session.

If you would like to ask a question at that time, you may press star then one on your touchtone telephone. Today's conference is being recorded. If you have any objections, you may disconnect at this time.

I would like to turn the meeting over to Ms. Stephanie Crist. Ma'am, you may begin.

Stephanie Crist: Good afternoon everyone and welcome to the Health Center Controlled Network Grantee Progress Report TA call.

Your speakers today will be Ms. Suma Nair, who is the director of OQD - Office of Quality and Data within BPHC. In addition, we will have Natassja Manzanero and Chris Lim.

Natassja is a public health analyst in the Office of Quality and Data and Mr. Lim is in the Office of Administrative Management. They will be your speakers today.
We also see that there are a lot of you on the phone and there is fewer of you on the Adobe session. If you would like to via Adobe, there is a link that went out in the training announcement.

The address is https//:hrsa.connectsolutions.com/scrist. That's a mouthful, so just look for it in the training announcement. You can test your connection and that's a great way to follow along with the slides.

Otherwise, our speakers will be trying to keep you updated with the page number -- the slide number. And the slides, along with an MP3 audio recording of this session will be available on the TA Web site within a few days, so look for it some time next week.

All right. With that, I'm going to turn the call over.

Suma Nair: Great, thank you. Welcome everyone. Good morning and good afternoon to those of - on the east coast and the west coast.

Thank you for joining us today on the Health Center Controlled Network grantee progress report technical assistance call. As Stephanie said, you can follow us along on the Adobe Web Connect or you - we - hopefully you received the slides via email earlier last night or this morning.

And then finally -- if you do not have those in front of you at this point, you can follow along with the discussion and then the slides as well as the recording of the call will be made available on our Web site soon after the call.

So I'd like to start the call really by acknowledging all of the efforts of our Health Center Controlled Networks. We recently released some UDS data, as you are probably aware.

For the first time in 2010 in our uniform data set, we had a EHR question appendix where we tried to start to get a baseline on where our health centers are regarding electronic - adoption of electronic health records.

And we're very happy to report that the results have come back and over 65% of our health centers are adopting and implementing EHR's. 50% of the health centers have actually adopted or implemented across all of their providers and all of their sites, which is quite a remarkable achievement, especially given that, you know, across the industry and private sector, I think we're leading the health centers.

And it's very clear to us that much of this progress is due to the efforts of the Health Center Controlled Networks -- not only in the adoption and implementation phases, but truly some of the more innovative projects and the use of health information technology for quality improvement has been led by your effort.

So with that in mind -- similarly, we've been -meaningful use and adoption of electronic health records is a strategic goal for the bureau of primary healthcare.

We have a goal to get all of our health centers to be meaningful users of technology and participate in the CMS meaningful use incentive program and make sure that all of our health centers are able to participate and leverage the resources and incentives as a part of that.

And we think that's an important foundation for our larger quality improvement initiatives and goals. We would like all health centers to be - to receive national quality recognition, whether it's through ambulatory care accreditation or patient center medical homes.

And we're very clear that the foundation to that is a strong and robust health information technology system that provides the data and opportunities for coordination and the like. And so this is really important and a foundational element of us in achieving those important quality gains.

We recently announced the availability of $8.5 million and actually -- awarded, not only announced -- to 85 health centers that are participating in the Beacon community to really advance their quality improvement efforts using health information technology and to support their progress toward health information exchange with those Beacon communities.

I know many of you are probably involved in those efforts as well, and so we look forward to some of the activities that'll come out over the next year with those Beacon communities.

Similarly -- just last week, we announced the 904 awards on the PCMH supplemental funding, where health centers had the opportunity to come in and request some funding to really provide some additional resources as a jumping off point for their activities around patients in a medical home.

So we know that many of those health centers are going to - their work around advancing PCMH in their health center is to shore up some of their information systems and think about where they already have an electronic health record, using data and information for those quality improvement purposes. So I'm assuming that many of you will have been with those efforts, as well.

And already - probably with respect to some of your efforts, we have more than 40 of our health centers who have been recognized by NCQA as level three patient center medical homes. So we've made great progress and stride and I think building upon a lot of the work that you all have done.

So to that end, it's really important to us -- in addition to some of this foundational work that we have -- to be able to report on the outcomes that you all have achieved, particularly with the investments we made in the Health Center Controlled Networks with the American Recovery and Reinvestment Act.

As you know, there's a lot of attention around those investments and some of the outcomes that those are producing. There's also been some interest in having all of those funds through the Recover Act expended by fiscal year 13, as well as the activities completed.

So we'll be working very closely with you over this year to make sure that we're all on target to achieve our outcomes and utilize all of our resources and then document and tell the story of the networks going forward.

So to that end, we're - what we're doing -- you'll see a little bit of, you know, there's been a transition in the Health Center Controlled Network program and the (unintelligible) responsibilities.

And so we've been working to slowly transition more and more of that work into the electronic handbook. As we have with - many of you all have experienced with the health center program on H80 side, all of the workflow is essentially done in the electronic handbook.

So we've been working, as we've taken on the monitoring role, to make sure that's integrated into - in the electronic handbook. So you may see where there may not have been a process before.

We really wanted to leverage or - what had been a paper process. We wanted to leverage the electronic handbook, so - for some of our prior approval requests and other types of things. So you'll see those coming out and if you have any questions, please feel free to reach out to your project officer.

One of the things that we've done as we looked forward to integrating the Health Center Controlled Network program into the health center program is bringing into EHB more fully.

And so one of the things that have happened -- we've made a transition from the PIM system, which was a separate contract outside of the EHB system, to really integrate that functionality of reporting -- particularly as we look forward to future funding opportunities for networks into the EHB.

And so that's what some of the process enhancements we'll be discussing today are related to. We'd really like to - we know that there was a robust set of reporting elements that you all had in the PIM.

And as we're moving forward and we're reaching to the tail end and close out stage of some of these grants, we'd like to focus on some of those core critical elements that we need to report out on the health center program.

And so what you will see is we've taken the opportunity to streamline some of the elements and really focus on those that we need and ask that you submit that through the electronic handbook.

So Natassja and the rest of the team will go through some of the elements, the systems overview, how you - the data elements in the report, as well as how you'll be submitting it in the electronic handbook today.

And then at the end we will entertain any questions and answers you may have. As well, some of these questions may not occur to you until you actually get into the midst of trying to submit your report. And at that time, your project officers -- as well as the additional resources slated at the end of the presentation -- will be available to assist you.

So we look forward to receiving your reports and hearing the great work that you all are doing collectively as a health center control network program, as well as some of the - highlighting some of the real individual successes that we have so that we're able to tell that story on your behalf.

So at this point, I'll go ahead and turn it over to Natassja to get us started.

Natassja Manzanero: Thank you so much Suma, for the overview and background.

Hello everyone. My name is Natassja Manzanero and I am a project officer here in the office of quality and data. I'm going to really quickly go over today's agenda.

We will first discuss the system transition overview, then Chris Lim will go ahead and give us a background on the electronic handbook submission instructions. I will then go over HUCN grantee progress report -- the HGPR deadlines. Then we will have an overview of the system and the critical elements needed in the system.

We will then go over the closeout report process and we will give you some short reminders about the Federal financial reporting in the RS section 1512 reporting, which are two separate reports from the HGPR. So now I will turn it over to - oh, actually let's - now we'll go over the system transition overview.

So as Suma mentioned, we are transitioning from the performance improvement and measurement system into the electronic handbook as of September 23rd, 2011.

So grantees will no longer be utilizing the PIM system, but they will be utilizing the other submission system in the EHB module through the HGPR file.

All of you may want to know all of the reports in the former PIM system are still available in read-only PDF format, so you are able to refer to those documents in the system still.

Now we will move on to Slide 5 and Chris Lim will give you the introduction on the EHB submission instructions.

Chris Lim: Thank you everyone. I am with the office of administrative management now. I know many of you or some of you do know who I am, from being your previous PO. It's a - it's definitely a pleasure of mine to actually talk to you again and give you an overview how to get through the other submission, as that will be -- as Suma and then Natassja had mentioned -- will be the only way in which you'll be providing and submitting this quarter's progress report.

If you should have any questions, of course you will be able answer - or ask them at the end of this call. So please jot notes down and be aware I will not cover every slide in a lot of detail.

As many of you have already been users of the EHB, you don't need every slide given to you in detail. You know, you could definitely figure it out on your own. And if there is a need, just jot notes and we'll come back and visit it.

I just don't want to bog you down. The main - the main slides are what I'm really going to focus on.

On page - on the next slide, please -- Slide 6 -- are the prerequisites. If you are not a registered user, please make sure you do get registered. At the - at the very least -- definitely if you're going to be a new user within your organization that has already filed or submitted the progress report, please definitely make sure you get the registration in so you can get it before the release of this reporting mechanism.

The other submission will go live on October 11, so if you're not registered, get registered before that.

Next slide -- Slide 7.

Again, this is to help you get registered. You should see or recognize this view. This is the view to the Web external interface that will allow you, when you log in, to enter the EHB. Again, previous - I mean concurrent users are used to it, so if you haven't, register it again. Please register.

Again, I'm going to slowly - I mean quickly go through the slide set. We don't really need to elaborate too much.

The next slide - Slide 8.

For those who have already used the EHB, you are used to this. This is the - your portfolio access. This is where you also should make sure you don't already have all your grants that are assigned to your organization that they're - if they're not there, you may need to seek out your project director or you may want to select them here.

This is the - this is actually the place to go ahead and add them. In this particular portfolio, all you need to do is click on add to portfolio to add your grant.

Again -- you will need to make sure they're there. By now, all of you have already reported on previous report periods anyway, so it should be there.

Next slide, please -- Slide 8. I'm sorry, is it 8 or 9? It's not numbered anymore.

Woman: Nine.

Chris Lim: Nine. Prerequisites of project director. Again -- if you are - if you don't have your grants show up in your portfolio, please access through your project director the relevant grant -- make sure it's added there.

So you should see this particular page. This page will allow you to go into how others can then work on submissions. So you can also, you know, get in there as well.

If you don't have the access, get to your project director and they can assist you with that. It's very key that you have access to the correct grant or the grant that you'd be working on for your report submission.

Next slide. Slide 10. Sorry? Okay.

Access privileges. Please make sure you as a user do have all the access privileges, as I mentioned before -- especially to other submission. If you don't see other submission in your user access, please definitely make sure you get that. Otherwise, you can't go ahead and report.

Again, it should be marked and clicked by the project director -- if you - if he or she should have access and you don't -- on what you should have access or will have access too -- one of them being -- for example in this slide -- edit progress report.

They should give you access to that -- submit progress report. In this case, other submission is what you will get access to -- and view progress report. And the reason why I'm wanted to make sure I went over this is because you didn't have to worry about that when you had - when PIMS was live.

Now you do, so definitely make sure you pay attention to getting access to - or to privilege access.

Next slide.

This is for logging in. You've already seen this external login interface.

Next slide, please.

When you are reporting to this - I mean when you're reporting to the - I mean the progress report, definitely look at this page carefully. You're not going - you're - you've probably not seen this before, for many of you.

On your right should be your work on a grant. If you don't see this, there is something wrong with your user access. Definitely seek out the HRSA call center. And we will mention the HRSA call center and its' contact information at the very end of this overview for the other submission.

Next slide, please.

With your other submission access, you will have the permission to click on work on a grant and it should - and it should allow you go ahead and see your portfolio, as well.

And if you can't see the view portfolio on the left-hand side, you definitely need to contact your project director as well and make sure they - you have the access, or call the HRSA call center. But that's the only way in which you can go ahead and work on the other submission and work on your grant.

The next slide, please.
Again, this talks about how you need to make sure everything's in the portfolio. It says here, "Don't see your lists," make sure you add it.

Next slide.

This slide is the view of a portfolio. For many of you who have multiple grants, you could see as many as two or three or more grants that could be reported on. And of course you all know you have to submit individual reports per grant -- that's H2L-related.

So again, you choose - in this case, when you have multiple grants/portfolio - I mean multiple grants in your portfolio, you choose the right - the grant that you want to start the report on and you click on open grant handbook. If that doesn't work for you -- again, please let us know - I mean let the HRSA call center know.

Next.

So this slide should show up for you after you click on the open grant, to see what you have in terms of tasks. And on the left should be the other submissions.

Once you click on the other submissions -- which is what you'll want to do to submit the report -- you should see the next slide come up.

Next slide.

And that is this view. This view is the other submissions page. Again, you'll see this per grant that you'll be submitting a report for. Make sure you look at the right - other submission for the right grant and go ahead and look at where you would be providing your report, whether or not you'll be doing - you'll be submitting or - I mean starting a report or editing. It should be at the bottom, where you see those three different options.

Next slide.

In this case for multi -- when you first go in you will be starting the submission, so you will click on the start submission. Indicated in the text box, there is also edit submission where -- again, this is for those who have already gone into a report and already started it.

And I'll explain a little bit more about the edit support - I mean edit submission and function.

Next slide, please.

This slide should indicate for you how to definitely go in there and look at the different components for the other submission if you've never seen it before. This is a good example of it.

You should see right below the - three different fields. One for viewing the user guide, one for viewing or downloading the template -- which I'll go into more detail -- and one for uploading the template for the report submission.

Next slide.

As I just mentioned, you want to be able to look at the user guide. We suggest that you really do look at it. Don't just view it. I would suggest you go ahead and download, if you can. If you - well actually, no - when you do the view, yes - you have the option to download it.
You should download it. It's good to have it in your possession while you're doing the whole entire review. But if not, definitely you have this capability to review it and we really highly suggest that you do that.

The next slide, please -- will show you how to download the form.

This is the - when you click download, you have an option to view or download -- definitely download. It should come up with a box that asks you to save as. I would suggest you save as the - as it - as it is named now, which should be HCC and reporting interim form, or something to that effect.

I can't remember exactly the exact title, but it should be similar to that. This where I wanted to go ahead and mention two things. This is the form in which Natassja will thoroughly overview - I mean provide a overview for you, regarding all of the reporting elements.

In that regard, this is the most important upload or attachment that should be completed and provided for this other submissions in replacement of your quarterly progress reporting.

And with that in mind, it is important that you keep the name as close as possible to the file name now. I would suggest if - for your own recording purposes or your own organizational purposes that you'll probably add your organization name.

It - for instance, HCCN could add whatever the name is as is and then add the suffix H-C - I mean HCCN. So if you were to have multiple -- and this is where the second element I wanted to bring up -- if you have multiple attachments, we will be able to see that's the one that we will need to have for the report.
And again if you have questions, please ask at the end.

So that's something that we want you to pay attention to when you're saving. And your PO should be able to remind you so we don't have any issues when looking at these Excel spreadsheets later.

Next slide.

When you complete the HCCN reporting interim form, please make sure you'll also save it in the workbook form -- the Excel's form that you have that it is now in. Saving it any other way will also cause us trouble, so I just wanted to remind you of that.

And when it's uploaded, please make sure it's uploaded in the Excel format, nothing else. Okay? While you're doing that, though -- here this slide talks about how to save and continue -- this is where you'll want to go ahead and close out the report while you're working on that interim report form.

Why keep it open? It just - you could definitely allow people to enter without you knowing. And then when you click on save and continue so could stop the reporting while you work on the - your interim report form, click go and that will stop temporarily or stop them until you resume the whole entire reporting process.

And it should say when you go back and visit your other submissions -- when you go back in to look at this report that's completed -- it should say this report is in progress. It's not said here, but you should see that when you go back and see the other submissions page. And if it doesn't, maybe you did not save and continue correctly.

So I would definitely make sure - definitely encourage you to make sure you save and continue correctly, because a PO like Natassja will probably go in and wonder if you've not started the other submission yet, so that they can check your progress in that way as the PO.

Next slide.

Actually, the previous slide -- we don't have to go back, but it did say edit submission. That is - when you go - click other - edit submission as I mentioned earlier that I would mention that I will, you know, go into more detail about -- that would be a way - I mean the mechanism for you to go back in there, click edit submission and then finally upload your completed HCCN progress interim report form. All right?

This slide pretty much gives you again what I just mentioned -- how we would like you to continue to save this or download this as an Excel spreadsheet. I don't think there's enough opportunities for us to make sure you do that to remind you. It's really important.

Also, in this - in this particular slide, we're telling you that when there is an asterisk next to a field within the HCCN - I mean reporting interim form, those are the required fields. You must complete them.

They are - the PO will probably look at it and send it back to you. Actually, they will send it back to you if that - if that field with the asterisk is not completed.

Do not provide outside data -- that's really important in any of this - or in those specified fields. The template will not properly function if you're using a Mac computer, so please use a PC.
Also when saving a document, make sure you use -- again, I can't remind you enough -- in the - in the version we gave it to you -- the Excel version. Keep it in that format. Do not convert to a PDF.

There will be information lost if they have - if a - if a project officer or the contractor needs to reconvert it. So again, please do not make your life and our life more difficult. And it has - recommended that you save the template in - again, the XLS format.

Next slide.

All right. This is the reports page, where -- again, in the - within the other submission, we want you to go ahead and upload -- again, correctly, clearly identified the HCCN reporting interim form -- complete it.

And of course it shows you right there in this arrow bubble the - okay, the attach icon. You have a maximum of 20 slides here that you can upload, but we do not encourage you upload 20 attachments.

Do what you need to within reason that will help or assist or supplement your interim form. The interim form should be -- and we highly encourage that be the first upload, because that is the main reporting form that we want to see.

But again, do - we do not say - I mean we do not encourage you to upload too many attachments. Even though it says 20, just minimally what you need.

Next slide.

Okay, this is the submit to HRSA. When you attach to upload -- or to uploads, if you should have several attachments -- make sure you submit to HRSA when you're all done. If you don't, you will not be able to - you will not have submitted your report for this other submission and the attachments.

Once you click on submit to HRSA in this dropdown there or the scroll-down, click go and you should be able to submit. You will receive a confirmation number, as well. That will - or a tracking number in this confirmation.

The next slide is - if you want to view your submission status you may, by going in to the search feature of the other - or after submission. And there's a search button on top. If you click on that, it'll allow you to go into the parameters -- next slide -- in which you'll select or narrow down your selection of all of your other submissions that you just submitted.

If you have several grants that you're submitting a grantee - I mean submitting a grantee report for, you can also search for multiple submissions under this particular search. If not, you could search by individual grantee submission.

And I - the next slide quickly tells you - I mean quickly shows you what a search looks like, or the view submission would look like if you wanted to look at the status. And that's pretty much it.

The next slide is - are the resources. Oh, there you go.

As I mentioned before, if there is at any time a technical issue you may have or a question that you may have with regards to the other submission, you can also go to your PO. But definitely your first line of assistance should be the HRSA call center. And then BPHC help line is also available to assist, as well.

And if you have any other questions, we can answer them at the end of this call. Thank you very much.

Natassja Manzanero: Thank you so much, Chris. This is Natassja again and I'm going to go over the HGPR overview.

First we're going to discuss the deadlines for the reporting. Just a reminder, this is for the full reports. The reporting period is for the six-month reporting period from March 1st through August 31st 2011.

So this file and the other submissions will be available on October 11th 2011, which is next Tuesday. So you will be able to access your Excel template at that time.

The deadline to submit your final report will be on November 1, so you have approximately three weeks to complete these reports. Between November 1st and November 16, your project officers will be reviewing your reports and they will then have the opportunity to submit any change requests to you.

Then about the week of November 17, you will receive an approval notification before or after that date.

Next slide, please. We are now on Slide 32.

This is just an overview, as mentioned before by Chris. Grantees can now access the reports through the other submissions module in EHB. Files will only be downloaded in the Microsoft Excel format only.

The system will allow up to 8,000 characters for each free-formed element and 8,000 characters is approximately five to six pages worth of data. The tables will not be pre-populated, so each element will need to be reentered into the fresh forms.

I know in the previous reporting some of the elements were pre-populated and so this time that convenience will not be instilled in this format.

Next slide.

Okay, now we will go into the HGPR element. So the questions near the - the HGPR questions marry the questions from the former PIM that you are already familiar with. However, the new process will only have - will only require specified elements for you to submit.

So the reporting sections include the basic contract information - contact information, program information, software, the health information exchange -- if applicable -- the implementation status, the measures tables, the narrative section and finally the closeout report, if applicable.

Next slide, please.

So here we give you a screenshot of what the templates will look like. As you could see, they are - it is a Microsoft Excel format. Here in the basic contact information, it's the same information that you reported on before.

If your network information is different from the grantee of record information, please indicate that on this form. If you're a multi-site grant, you will indicate yes or no. And if your grant ended on August 31st of this year, you will select yes for a closeout report, in which case you will need to complete the closeout report tab, which is the very last report of this - of this reporting.

The job section on this page is provided but is not required, because it is already captured in RO 1512. And here again we are trying to streamline the process, so these elements will not be required.

Next slide.

So this is the program information slide. Here you will indicate information regarding your grant. You will indicate your type of grant. And depending on your type of grant, you will enter all of this specified information.

If your grant is a - if you are utilizing a health information exchange, you will indicate yes or no. And if you indicate yes, you will need to enter the data into the health information exchange tab.

So there are pre-populated information here for the HER implementation grants and the HIT innovation grants. So according, you know, based on your grant, you will submit selections for the data in those sections. However, if you are a quality improvement or HIT planning grant, you can enter your grant status in the freeform comment section at the bottom.

Okay, next slide.

Next, we have the software tab. Here you will enter your software information, depending on your software and vendor information. Then you will enter your type of service information and any other additional comments relative to your software information that you would like to notify your project officer about.

Next slide.

Again, this slide - this tab is optional. This is a health information exchange tab. Here you will enter your applicable HIE partners. You will select the types of information exchanged, the method of data exchanged and describe to your project officer any lessons learned in your health information exchange -- or any other information that you would like to share at this - for this HIE.

Next slide.

This is the status of implementation table. Just a reminder, all of the data that is in this table is cumulative. So this is not just for this reporting period, but from your grant period start to the current grant date.

So here you'll enter each of your members network names, then you'll enter the dates for each go-live or anticipated go-live based on your EHR, whether it's a practice management, electronic medical record, electronic dental record or other type of EHR -- you will enter it in those fields.

Then for the following - for the following columns, you will enter your number of sites and project scope, your number of sites implemented, the UDS number -- if it is a 330 grantee -- the state, the zip, the number of patients impacted in the project scope, the number of patients impacted to-date, the number of medical provider FTEs in the project scope, the date the memorandum of agreement was signed and you will provide also any comments if there are changes to your participants.

Next we have the measures tab, which you're all familiar with. Here you will enter your outcome measures for diabetes control and childhood immunization.

You will enter the baseline in the current project and if the method of calculating measures is consistent with UDS, you will notice that the percentage is a pre-populated - well, it's not pre-populated, but you must enter a numerator and a denominator in order for the percentage to calculate.

You cannot just enter a percentage number in there. You must include both the numerator and the denominator.

So in this section, at least three measures are required. Of course measure three is optional. You are able to enter your specific aims and other things for the third measure, but at least three measures are required in this section.

And if childhood immunization and diabetes are not required of your grant, then you will just select NA and provide comments in the comment field.

Okay. So for the next tab, we have the narrative information. And we have consolidated all of the narratives into this one easy-to-use tab. Each form -- again, as mentioned earlier -- has an 8,000-character limit, so that's about five to six pages of narrative that you can enter here.

All of the fields in the narrative tab are required, so you must have information there. The narrative topics include your accomplishments, your lessons learned, your network to customer service to members, sustainability and contingency planning.

For each one of the narrative portions, you have instructions on how to complete the narrative. So if you have questions with that, please ask your project officer.

Finally, the last narrative field is additional comments. You can provide any comments that you would like to share with your PO that may not have fit anywhere else in this progress report -- and any comments on this template, including suggestions for improvement for the progress report format, if you would like.

Okay. Now we are going to go over the closeout report. Now we're on Slide 42.

If your project period ended on August 31st 2011, you must complete the closeout tab of this report. The evaluation and closeout narrative is required and all other fields are optional.

You will be able to see this. We don't have a screenshot today, but you'll be able to see this when you open up your document.

The closeout report process is as follows. So of course you will submit the six-month progress report -- the HGPR. Then you will complete the closeout report tab, which is in the HGPR.

You will submit your last RO 1512 report, which we will provide information on later on in these slides. Then you will submit your last federal financial report, which is an EHB -- which we will also provide you with a narrative of this process.

And then a closeout phone call with your project officer will be scheduled, preferably before the November deadline, which is when the FFR is due for these closeouts.

During the closeout call, you will have the opportunity to share any accomplishments with your PO and sustainability plans in moving forward after your grant period has ended.

Okay. Now we will explain to you the federal financial reporting. Okay, now we're on Slide 44.

Grantees whose grant periods ended August 31st 2011 must submit their FFR 90 days after the budget period end date -- and that end date is November 29th, 2011.

The report should reflect cumulative reporting within the project period and must be submitted in the EHB. In the submission module in EHB, you will see your financial - federal financial report with a tracking number starting with FFR.

And if you have not already submitted it, you will see a red flag in the system that says, "Not started," or, "In process," but you should be able to see those reports in the system.

Please keep note of the November 29th deadline and submit prior to that deadline in order to avoid any grant conditions.

Now we will give you a brief overview of the section 1512 reporting. Okay. So here are the reporting timelines as provided by the federalreporting.gov Web site. The initial submission period is October 1st through the 10th, so this week would be a great week to start those submissions if you haven't already done so.

They have an extended submission period, which is October 11 through 14, which is conveniently during the time that this - well, this system will go live.

Then, October 15 through the 18 is the review of your submissions. And then there will be an agency review up until October 29. And finally on October 30 -- the day before Halloween -- the recipient reports will be published on recovery.gov.

Okay. Who must submit these reports? So all recipients of the ARRA grants are required to submit these reports under the federalreporting.gov Web site. Again, this report is separate from the EHGPR.

The reporting is based on each grant received and you must submit one report for each grant received. Please do not combine information for multiple grants into one report or include any H80 grants.

So basically, the date - the data that will be submitted are the number of jobs, the money spent where obligated, the percentage of project completed, narrative updates and any payments to vendors.

So again, how will the recipient submit reports? Through the same Web site -- federalreporting.gov. The methods to submit the data are the data entry forms, the Excel spreadsheet and the XML Schema.

Please ensure that the report has been submitted and not saved as a draft or uploaded successfully. You should receive a confirmation that the report was submitted successfully. And any questions on this should be found - and the answers should be found on the federalreporting.gov Web site.

So that concludes our presentation. If you have any questions, please free - feel free to contact me, Natassja Manzanero. My information is there. For any technical issues, you can contact the HRSA call center or the BPHC help line.

And of course any programmatic issues that you may have, please contact your project officer or the HIT mailbox at BPHC underscore HIT at HRSA dot GOV.

We can now open up the line for questions.

Coordinator: Thank you. If you would like to ask a question, please press star then one and record your first and last name clearly when prompted. To withdraw your question from queue, you may press star then 2.

Once again to ask a question, please press star then 1 now. One moment for the first question, please.

Our first question comes from Ray Martin. Your line is open.

Ray Martin: Hi. We have a - our grant was supposed to end August 31st. We received a no-cost extension until November 30th. We will actually spend all the funds by October 15th.

So I know the impact on the 1512 report, because, you know, we'll be spending money across two quarters. But I'm wondering now what the - what the implications are on that for the FSR -- the FSR is tied to the date you run out of funds, not the original August 31st. That's one question.

Then, I'm trying to figure out if I can do the closeout report -- since it's not even going to be available until October 11th -- can we do the closeout report at the same time we do the progress report?

Natassja Manzanero: Yes, you can do your closeout report at the same time you do the Federal report.

Ray Martin: Okay. And then - and as far as the FSR is - or the FFR -- is that to be done at the - as of August 31, or when the money is actually finally expended, which will be around October 15?

Woman: Would be whenever he is done with the grant.

Natassja Manzanero: I'm sorry, we need to convene before we answer your question.

Ray Martin: Okay.

Natassja Manzanero: (Unintelligible).

Natassja Manzanero: We'll get back to you on FFR question with respect to the timeframe on that.

Ray Martin: Okay.

Natassja Manzanero: And this is a question more geared towards the grants management. So Ray, could you give me your email address please? (Unintelligible).

Ray Martin: Sure. It's Ray R-A-Y dot Martin M-A-R-T-I-N at N-H-C-N -- that's for neighborhoodhealthcarenetwork.org.

Natassja Manzanero: Okay, great. We will get an answer to you as soon as possible.

Ray Martin: Thank you.

Natassja Manzanero: Thank you.

Coordinator: (David Selig), your line is open.

(David Selig): Hi. In certain situations, the grantee is different than the Health Center Controlled Network. My question is, are there any HRSA grants management or BPHC guidelines that will help the project director or provide the project director any criteria in helping him or her decide who to grant permission to to access EHB?

Natassja Manzanero: Really, that responsibility lies within the authorizing official on the grant.

And so in any particular circumstances or issues, we can provide some guidance to the project director if they would like some helping through who may be able to support them in filling out some of these reports, but that's really a decision that's in the grantee of records' court.

(David Selig): Okay. So that is the - that's the - at the discretion of the project director?

Natassja Manzanero: Correct.

(David Selig): Okay, thank you.

Coordinator: Once again if anyone would like to ask a question, please press star, then 1 now. One moment for the next question, please. At this time, there are no further questions in queue.

Suma Nair: Okay, hearing no other questions.

Woman: Oh, we have a question from the (unintelligible).

Woman: Oh, great.

Suma Nair: Okay.

Woman: It's from (Joanna Darrio), who has a question about the closeout and submission steps a few slides back.

Woman: All right.

Woman: (Joanna) if you want to press star 1 to call us, feel free.

You guys have anything to say about the closeout and submission steps?

Suma Nair: I think there was a question on the WebEx, but perhaps they're not able to get through on the Adobe Connect and they can email us and we can clarify any question.

At this point, we'd like to thank you all for joining us on the Technical Assistance call. Please again remember the submission timeline as mentioned by Natassja.

The reports - the reports will be available in the electronic handbook starting on Tuesday, October 11. And the playback information - the recording of this call as well as the slides will be available.

In addition -- when you get into the electronic handbooks and access this through the other submission, we'll make sure that the user guide is available so as you're working through this, you have a step-by-step resource to support you.

In addition -- at the end of this presentation, we had a series of technical assistance resources in addition to your project officer that will be happy to support you in whatever you need to complete these reports.

We look forward to hearing the updates and progress of the great work that you all have been doing. And thank you for joining us. Stephanie, are there any closing remarks? Okay, I think that concludes at this time.

Natassja Manzanero: Thank you.

Coordinator: Thank...

END