HRSA Electronic Handbooks (EHB)

Submitting State/Regional Primary Care Association (PCA) Noncompeting Continuation Progress Reports for FY 2013

A Quick Reference Sheet for PCAs

This quick reference sheet describes the steps you need to follow for updating and submitting the PCA FY 2013 Noncompeting Continuation (NCC) progress report through HRSA EHB.

Accessing PCA FY 2013 NCC Progress Report

To access your PCA FY 2013 NCC Progress Report, you need to login to HRSA EHB and open the U58 grant handbook.

Logging In

1. Point your browser to https://grants.hrsa.gov/webexternal/login.asp.
2. At the Login prompt, enter your username and password.
3. Click the **[Login]** button.

   If you do not have a username, then you must register. (Do not create duplicate accounts.)

Opening the Grant Handbook

After logging in, navigate to and open the U58 grant handbook.

1. On the Home page, click the Grants tab located at the top of the page.
2. Locate your U58 grant in the list. Click the Grant Folder link.

   If you do not see your grant, you need to add it to your portfolio. An instructional video is available at https://help.hrsa.gov/display/EHBSKBFG/Grants+Tab.

Locating the PCA FY 2013 NCC Progress Report

1. In the grant handbook, click the Work on My NCC Report link under the **Submissions** heading.
   If you do not see the link under Submissions heading, you do not have the appropriate permissions. Refer to the instructions on the Grant Handbook home page.
2. Locate the record with the heading **Noncompeting Continuation Progress Report**. Click the Start link to start working on the submission.

   The Start link will become Edit the next time you access this page.

Completing the PCA FY 2013 NCC Progress Report Items

The system requires the following to be completed/submitted for the PCA FY 2013 NCC Progress Report:

- Standard Section – SF-PPR and Appendices
- Program Specific Section – Project Work Plan

Standard Section – SF-PPR

1. On the **Status Overview** page, click the Update link for the **SF-PPR** form. Provide required information.

   The SF-PPR Form contains basic information about your grantee organization and is the cover page for the progress report. Information will be pre-populated from your last application. You can add, update, or delete the Authorizing Official information as desired under the ***Authorizing Official (AO) Contact Information*** *section.*
2. After completing the **SF-PPR**, click on the **[Save and Continue]** button to navigate to the **SF-PPR-2**. Provide required information.
   - *The SF-PPR-2 contains information about your grant. Information will be pre-populated from your last application. This includes the Department Name, Division Name, and the Point of Contact (POC) registered for the grant.*
   - *If a POC was not added in your last application, the system will list the Project Director (PD), Business Official (BO), and Authorizing Official (AO) from the application, so that one of them can be selected as the POC.*
   - *You can modify the Department Name and Division Name if needed. You can also add, update, or delete the POC information.*
3. After completing the **SF-PPR-2**, click on the **[Save and Continue]** button to navigate to the **Budget Details** form. Provide required information for the requested upcoming support year (April 1, 2013 – March 31, 2014) and click on the **[Save and Continue]** button.
4. If there are additional support years in your grant, the system will navigate to the **Budget Details** form of each subsequent support year. Provide required information for each additional support year displayed for your grant. Finally, click on the **[Save and Continue]** button on the Budget Details form of the last support year to navigate to the **Budget Narrative** form.
5. Complete the **Budget Narrative** form by uploading the budget narrative/justification for your requested upcoming support year (April 1, 2013 – March 31, 2014). Click on the **[Save and Continue]** button to navigate to the **Status Overview** page of

the **Program Specific Section** of the NCC Progress Report.

Program Specific Section – Project Work Plan

1. Refer to the information provided in **Appendix A** to complete the **Project Work Plan**.
2. After completing and saving the **Project Work Plan**, click the Complete Status link in the left menu to return to the overall **Status Overview** page to complete the **Appendices**.

Standard Section – Appendices

1. On the **Status Overview** page, click the Update link for the **Appendices** form.
2. Click on the **[Attach]** button to navigate to the **Attach Document** page.
3. Select one of the following from the Purpose dropdown:
    - Attachment 1: Program Narrative Update (required)
    - Attachment 2: Staffing Plan (as applicable)
    - Attachment 3: Position Descriptions for Key Personnel (as applicable)
    - Attachment 4: Biographical Sketches for Key Personnel (as applicable)
    - Attachment 5: Summary of Contracts/Agreements (as applicable)
    - Attachment 6: Other Relevant Documents (as applicable)
4. Click the **[Attach Document]** button to attach a file related to your selection. Note that you will be able to attach only one document per selection.
5. Upload attachments as required by following steps 3 and 4. Please note that the only attachment required for all PCAs is Attachment 1: Program Narrative Update.
6. After completing the **Appendices**, click on the **[Save and Continue]** button to navigate to the **Table of Contents**.

Submitting the PCA FY 2013 NCC Progress Report

Review the information displayed in the **Table of Contents**. If you are ready to submit the progress report to HRSA, follow the steps below.

You will be able to submit the progress report to HRSA only if you are a Project Director (PD) at the grantee organization or if you have been provided with the privilege to submit..

1. Click on the **[Submit to HRSA]** button at the bottom of the **Table of Contents**. You will be taken to a confirmation screen.
2. Your progress report has not been submitted until you confirm submission. Click the **[Confirm]** button in the lower right corner of the screen in to confirm the submission of the progress report to HRSA.

Appendix A: Completing the Project Work Plan

The **Project Work Plan** lists goals and related activities based on your PCA FY 2012 Post Award negotiation.

The Project Work Plan form consists of the following four sections:

- **Section A** - Training and Technical Assistance (T/TA) in Fiscal and Program Management (Program Requirements)
- **Section B** - Training and Technical Assistance (T/TA) in Performance Improvement (Clinical)
- **Section B** - Training and Technical Assistance (T/TA) in Performance Improvement (Financial)
- **Section C** - Statewide/Regional Program Assistance Activities

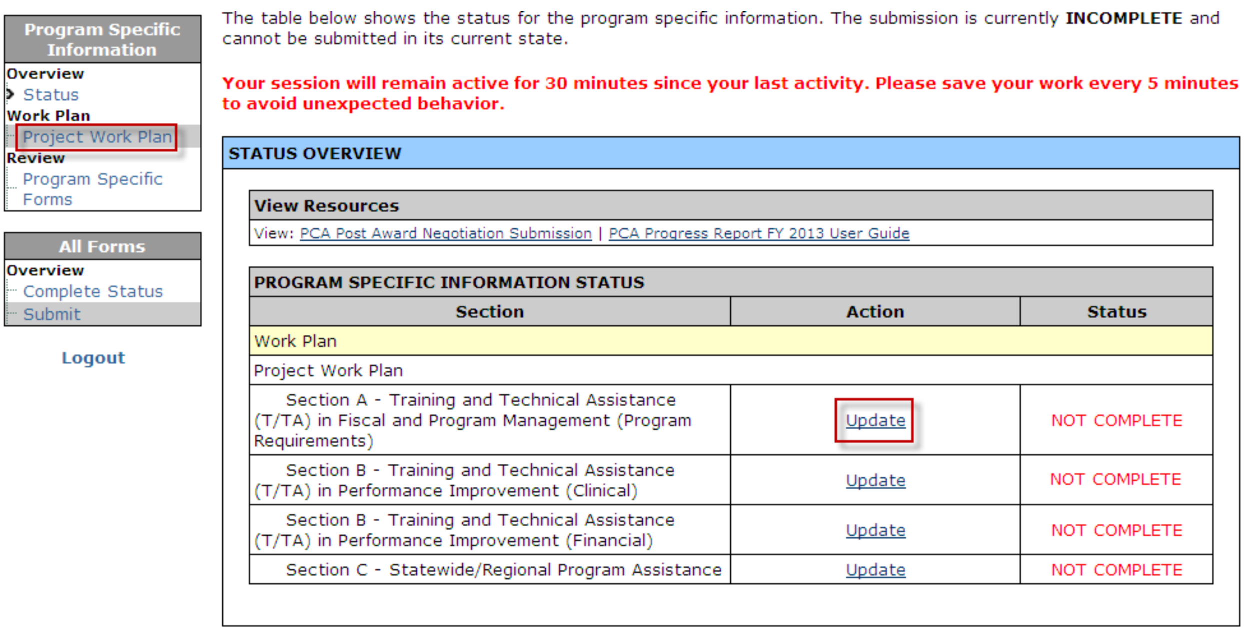
Follow the directions below to complete each section of the **Project Work Plan**.

Section A – Training and Technical Assistance (T/TA) in Fiscal and Program Management (Program Requirements)

There are several ways to get to the **Project Work Plan – Section A:**

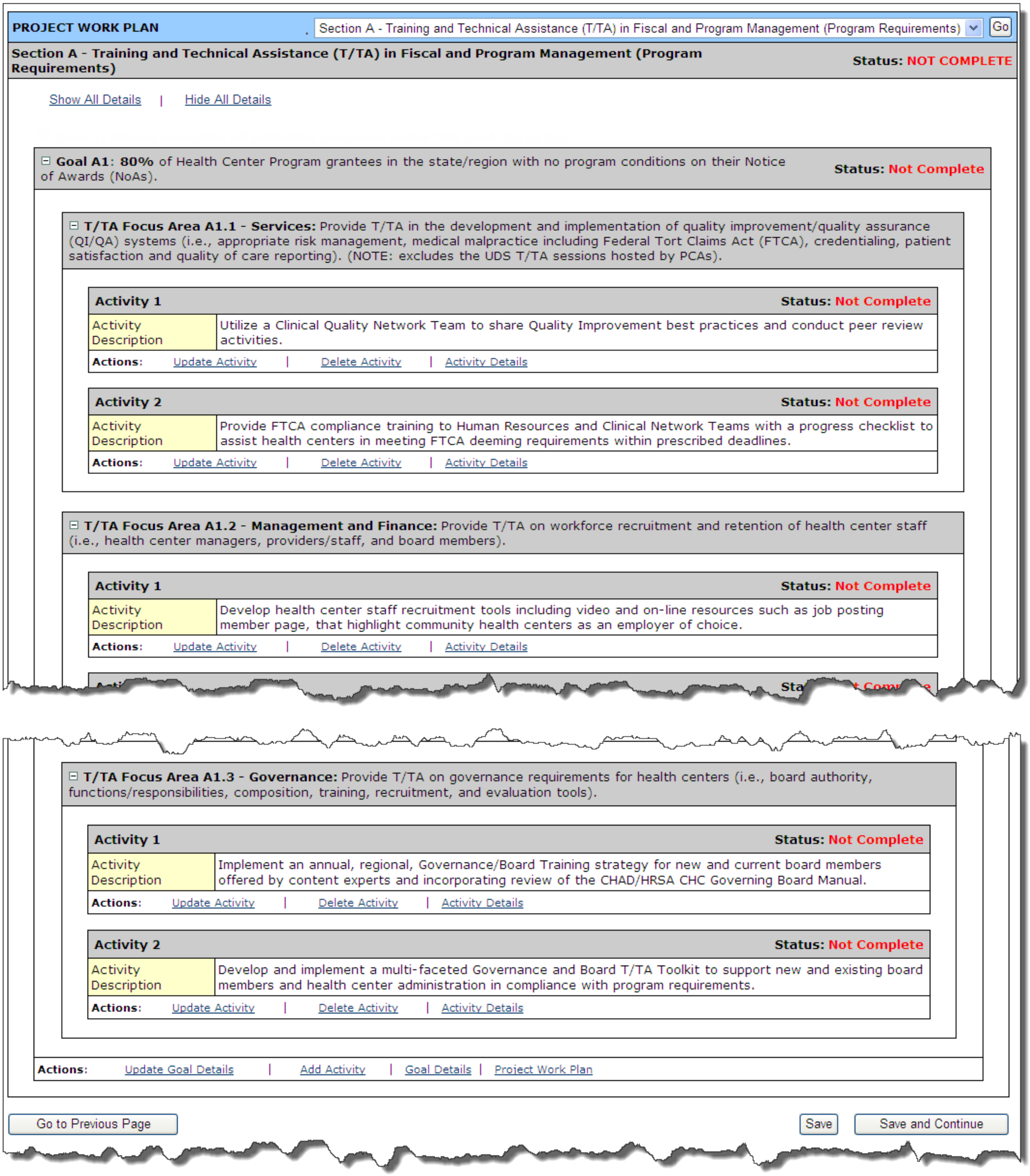
- Go to the **Status Overview** page by clicking on the Status link from the left menu. Click the Update link for Section A in the Program Specific Form Status table (Figure 1), OR
- Click the Project Work Plan link in the left menu (Figure 1).

Figure 1: Accessing Section A of Project Work Plan from the Program Specific Status Overview page



- ➢ The **Project Work Plan, Section A - Training and Technical Assistance (T/TA) in Fiscal and Program Management (Program Requirements)** page (Figure 2) opens.

Figure 2: Project Work Plan – Section A List Page


PROJECT WORK PLAN | Section A - Training and Technical Assistance (T/TA) in Fiscal and Program Management (Program Requirements) | Go

Section A - Training and Technical Assistance (T/TA) in Fiscal and Program Management (Program Requirements) **Status:** NOT COMPLETE

Show All Details | Hide All Details

Goal A1: 80% of Health Center Program grantees in the state/region with no program conditions on their Notice of Awards (NoAs). **Status:** Not Complete

T/TA Focus Area A1.1 - Services: Provide T/TA in the development and implementation of quality improvement/quality assurance (QI/QA) systems (i.e., appropriate risk management, medical malpractice including Federal Tort Claims Act (FTCA), credentialing, patient satisfaction and quality of care reporting). (NOTE: excludes the UDS T/TA sessions hosted by PCAs).

Activity 1	**Status:** Not Complete
Activity Description	Utilize a Clinical Quality Network Team to share Quality Improvement best practices and conduct peer review activities.
Actions:	Update Activity | Delete Activity | Activity Details

Activity 2	**Status:** Not Complete
Activity Description	Provide FTCA compliance training to Human Resources and Clinical Network Teams with a progress checklist to assist health centers in meeting FTCA deeming requirements within prescribed deadlines.
Actions:	Update Activity | Delete Activity | Activity Details

T/TA Focus Area A1.2 - Management and Finance: Provide T/TA on workforce recruitment and retention of health center staff (i.e., health center managers, providers/staff, and board members).

Activity 1	**Status:** Not Complete
Activity Description	Develop health center staff recruitment tools including video and on-line resources such as job posting member page, that highlight community health centers as an employer of choice.
Actions:	Update Activity | Delete Activity | Activity Details

T/TA Focus Area A1.3 - Governance: Provide T/TA on governance requirements for health centers (i.e., board authority, functions/responsibilities, composition, training, recruitment, and evaluation tools).

Activity 1	**Status:** Not Complete
Activity Description	Implement an annual, regional, Governance/Board Training strategy for new and current board members offered by content experts and incorporating review of the CHAD/HRSA CHC Governing Board Manual.
Actions:	Update Activity | Delete Activity | Activity Details

Activity 2	**Status:** Not Complete
Activity Description	Develop and implement a multi-faceted Governance and Board T/TA Toolkit to support new and existing board members and health center administration in compliance with program requirements.
Actions:	Update Activity | Delete Activity | Activity Details

Actions: Update Goal Details | Add Activity | Goal Details | Project Work Plan

Go to Previous Page | Save | Save and Continue

Section A consists of the following standard goal:

- **Goal A1**- Percent of Health Center Program grantees in the state/region with no program conditions on their Notice of Awards (NoAs).

This goal is pre-populated with the goal details and activities from the PCA FY 2012 Post Award Negotiation process (referred to as "baselined" below).

Notes: To complete this section, the grantee:

- Must provide progress towards each activity pre-populated from the grantee's baselined Project Work Plan.
- Must propose a minimum of three and a maximum of five Key Factors under **Goal A1**.
- Must propose minimum one restricting key factor and one contributing key factor for **Goal A1**.
- Must propose at least 3 pre-defined T/TA Focus Areas under **Goal A1**. If desired,the grantee can propose a maximum of two Other T/TA Focus Areas under **Goal A1**.
- Must propose at least two activities under each T/TA Focus Areas proposed under **Goal A1**. The grantee can propose a maximum of five activities under each T/TA Focus Area.

To update the pre-populated **Projected Goal Percentage** and **Key Factor** details for this goal, please refer to section Updating Goal Details.

To provide progress on the baselined activities under this goal, or to update activity details, please refer to section Adding Progress for an Activity.

To propose additional activities under this goal, please refer to section Adding an Activity.

To delete activities from this goal, please refer to section Deleting an Activity.

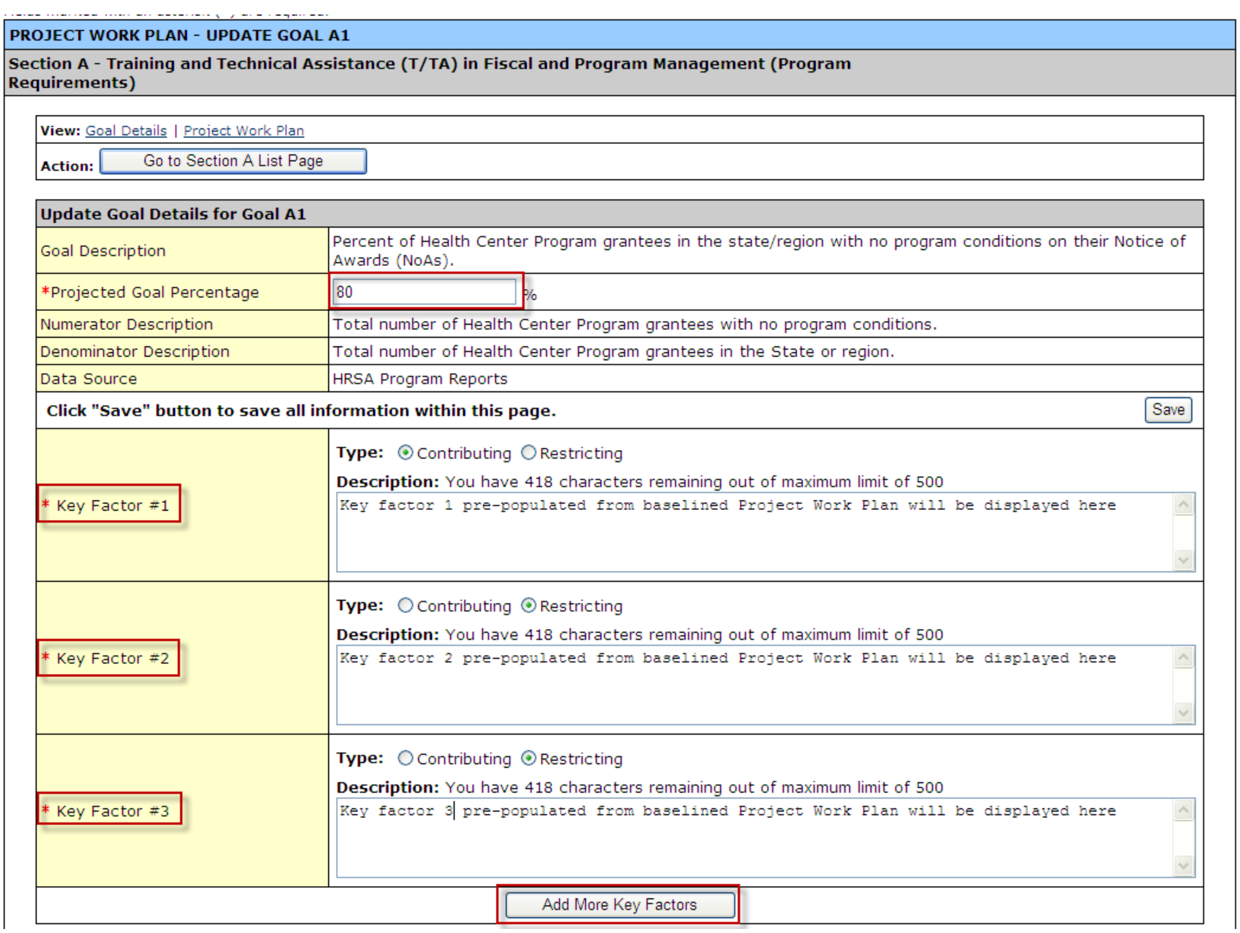
Updating Goal Details

1. On the **Project Work Plan – Section A** list page, click the Update Goal Details link for Goal A1 (Figure 3).

➢ The **Project Work Plan – Update Goal A1** page opens (Figure 4) pre-populated with the **Projected Goal Percentage** and **Key Factors** for baselined Goal A1.

Figure 3: Update Goal Details Link

Figure 4: Project Work Plan – Update Goal A1 Page



2. Update the **Projected Goal Percentage** if needed. You must consult with your Project Officer (PO) before updating this value.
3. Update the **Key Factor** information if needed.

> **Notes:**
>
> - At least one of the three required **Key Factors** must be a **Contributing** type. (Click the **Contributing** radio button.)
> - At least one of the three required **Key Factors** must be a **Restricting** type. (Click the **Restricting** radio button.)

4. Click the **[Add More Key Factors]** button to add additional key factors, if needed.

Adding Progress for an Activity

The **Project Work Plan – Update Activity** page is where you enter a Progress Report for each activity.

1. To navigate to the **Project Work Plan – Update Activity** page, click the Update Activity link (Figure 5) for that Activity on the **Project Work Plan – Section A** list page.

   ➢ The **Project Work Plan – Update Activity** page opens (Figure 6).

Figure 5: Update Activity Link

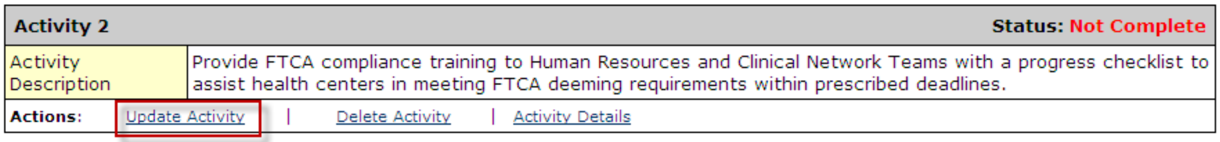
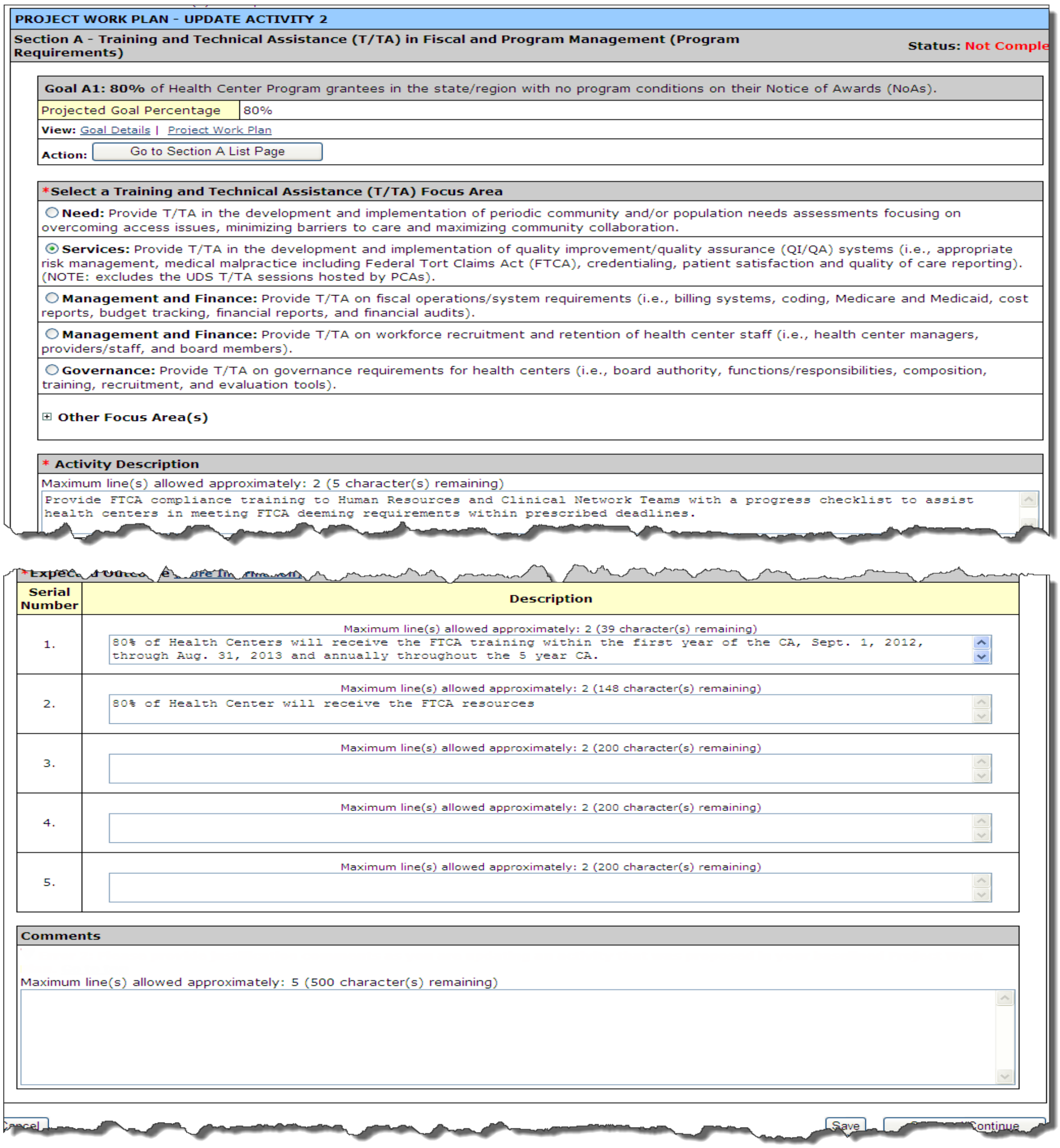


Figure 6: Update Activity Page



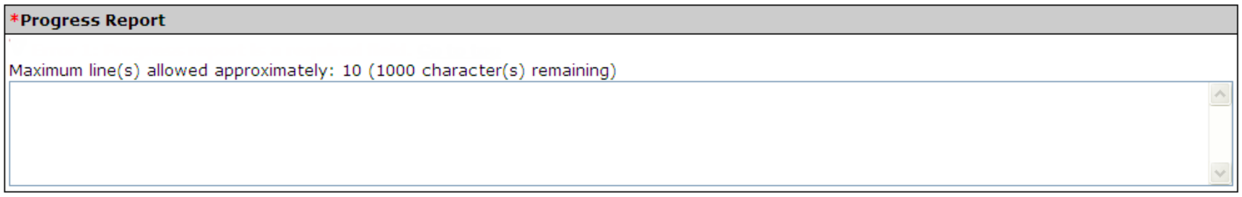
The Goal to which the activity belongs is listed in the Goal section at the top of the **Project Work Plan - Update Activity** page. The Goal section also contains View links to Goal Details and Project Work Plan.

To navigate back to the Section A list page, click the **[Go to Section A List Page]** button provided in this section.

2. To provide a Progress Report for the activity, enter a brief (1,000 characters or less) text description of the progress made towards the stated activity in the Progress Report section (Figure 7).

Note: A Progress Report is required for every activity.

Figure 7: Progress Report Section



3. You can also update the remaining activity details (i.e., T/TA Focus Area, Activity Description, Person/Area Responsible, Time Frame, and Expected Outcome) as needed.

Notes:

- T/TA Focus Area, Activity Description, Person/Area Responsible, Time Frame, and Expected Outcome are required fields.
- You must propose at least one value in Person/Area Responsible, Time Frame, and Expected Outcome fields each. You can propose a maximum of 5 values in each of these fields.

4. Provide comments in the Comments box, if applicable.

Note: If you update, add, or delete the T/TA Focus Area, Activity Description, Person/Area Responsible, Time Frame and Expected Outcome details of an activity that is pre-populated from your baselined **Project Work Plan**, you will be required to provide justification in the Comments box. Otherwise, providing comments for the Activity is optional.

Adding an Activity

1. To add an activity under a T/TA Focus Area, click the Add Activity link (Figure 8) provided at the bottom of **Project Work Plan – Section A** list page.

Figure 8: Add Activity Link

➢ The **Project Work Plan – Add Activity** page opens.

2. Select the T/TA Focus Area to which you wish to add the activity.
3. Provide an Activity Description, Progress Report, Person/Area Responsible, Time Frame, and Expected Outcome for the activity.
4. Providing comments while adding new activities in the PCA progress report is optional.
5. Click the **[Save and Continue]** button.

➢ The **Project Work Plan – Section A** list page opens with the newly added activity populated under the table of the T/TA Focus Area you selected.

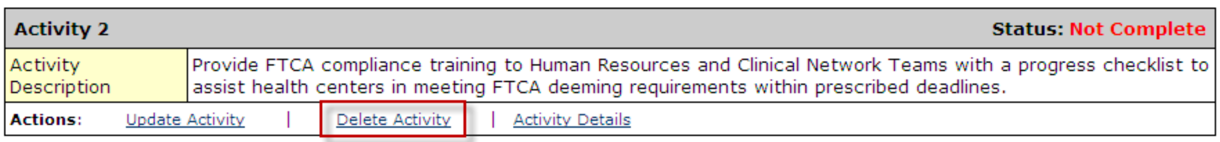
Notes:

- The T/TA Focus Area, Activity Description, Progress Report, Person/Area Responsible, Time Frame, and Expected Outcome are required fields.
- You must propose at least one value in the Person/Area Responsible, Time Frame, and Expected Outcome fields. You can propose a maximum of 5 values in each of these fields.
- To save the Activity Details, you must select a T/TA Focus Area.

Deleting an Activity

1. To delete an activity from the goal, click the Delete Activity link (Figure 9) under the activity.

Figure 9: Delete Activity Link



➢ The **Project Work Plan – Delete Activity** page opens.

- If you are deleting a baselined activity,

   A. In the Provide Justification text box, provide progress toward the activity to date and enter a brief explanation for the deletion (Figure 10).

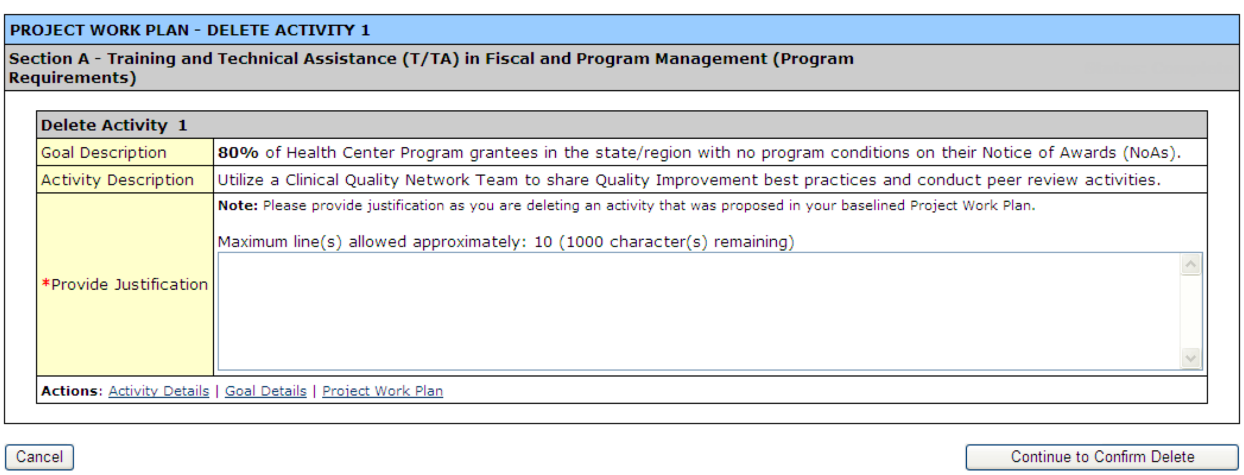
   B. Click the **[Continue to Confirm Delete]** button.

   ➢ The **Project Work Plan – Confirm Delete Activity** page opens. It displays the Goal Description, the Activity Description, and the Justification provided by you for the deletion. It has 'View' links to Activity Details of the activity being deleted, Goal Details of the Goal to which the activity belongs, and the Project Work Plan.

   C. Click the **[Confirm Delete]** button to complete the deletion.

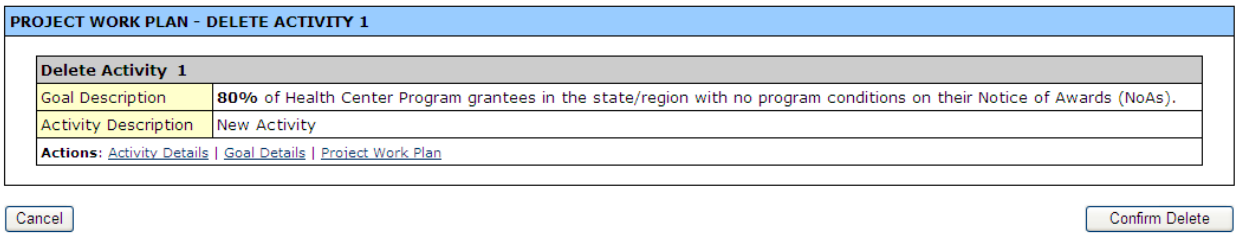
   ➢ The **Project Work Plan, Section A - Training and Technical Assistance (T/TA) in Fiscal and Program Management (Program Requirements)** page opens. The activity that you deleted is not listed on the page.

Figure 10: Deleting a Baselined Activity



- If you are deleting a new activity that you proposed in this PCA Progress Report, you will be able to confirm the deletion without providing a justification.

Figure 11: Deleting a New Activity


PROJECT WORK PLAN - DELETE ACTIVITY 1

Delete Activity 1	
Goal Description	80% of Health Center Program grantees in the state/region with no program conditions on their Notice of Awards (NoAs).
Activity Description	New Activity
Actions: Activity Details | Goal Details | Project Work Plan	

Cancel Confirm Delete

➢ The **Project Work Plan – Delete Activity** page opens (Figure 11). It displays the Goal Description and the Activity Description. It has View links to Activity Details of the activity being deleted, Goal Details of the Goal to which the activity belongs, and the Project Work Plan.

A. Click the **[Confirm Delete]** button to complete the deletion.

➢ The **Project Work Plan, Section A – Training and Technical Assistance (T/TA) in Fiscal and Program Management (Program Requirements)** page opens. The activity that you deleted is not listed on the page.

Section B – Training and Technical Assistance (T/TA) in Performance Improvement (Clinical)

There are several ways to get to the **PROJECT WORK PLAN – SECTION B (Clinical):**

- Click the **[Save and Continue]** button at the bottom of the **Project Work Plan – Section A** list page, OR
- Go to the **Status Overview** page by clicking on the Status link from the left menu. Click the Update link for Section B (Clinical) in the Program Specific Form Status table (Figure 1), OR
- Select **Section B - Training and Technical Assistance (T/TA) in Performance Improvement (Clinical)** from the drop-down menu on the **Project Work Plan** title row. Click the **[Go]** button.

Section B (Clinical) has one goal, **Goal B1: Improvements in Clinical Measures**.

- **Goal B1** has two ***Sub-Goals***:
  - **Sub Goal B1.a:** Percent of Health Center Program grantees in the state/region that meet or exceed performance on one or more Healthy People 2020 performance measure goal(s).
  - **Sub Goal B1.b:** Percent of Health Center Program grantees with Patient-Centered Medical Home (PCMH) recognition.

This goal is pre-populated with the baselined goal details and activities.

Notes: To complete this section, the grantee:

- Must provide progress towards each activity pre-populated from the grantee's baselined Project Work Plan.
- Must propose a minimum of three and a maximum of five Key Factors under **Goal B1**.
- Must propose a minimum of one restricting key factor and one contributing key factor for **Goal B1**.
- Must propose activities under the pre-defined T/TA Focus Area under **Goal B1.** If desired, the grantee can propose a maximum of two Other T/TA Focus Areas under **Goal B1**.
- Must propose at least two activities under each T/TA Focus Area proposed under **Goal B1**. The grantee can propose a maximum of five activities under each T/TA Focus Area.

To update the pre-populated **Projected Goal Percentage** and **Key Factor** details for this goal, please refer to section Updating Goal Details.

To provide progress on the baselined activities under this goal, or to update activity details, please refer to section Adding Progress for an Activity.

To propose additional activities under this goal, please refer to section Adding an Activity.

To delete activities from this goal, please refer to section Deleting an Activity.

Section B – Training and Technical Assistance (T/TA) in Performance Improvement (Financial)

There are several ways to get to the **PROJECT WORK PLAN – SECTION B (Financial):**

- Click the **[Save and Continue]** button at the bottom of the **Project Work Plan – Section B (Clinical)** list page, OR
- Go to the **Status Overview** page by clicking on the Status link from the left menu. Click the Update link for Section B (Financial) in the Program Specific Form Status table (Figure 1), OR
- Select **Section B – Training and Technical Assistance (T/TA) in Performance Improvement (Financial)** from the drop-down menu on the **Project Work Plan** title row. Click the **[Go]** button.

Section B (Financial) has one goal, **Goal B2: Improvements in Financial Measures**.

- **Goal B2** has two ***Sub-Goals***:
    - **Sub Goal B2.a:** Percent of Health Center Program grantees with cost increase less than National average.
    - **Sub Goal B2.b:** Percent of Health Center Program grantees without going concern issues.

This goal is pre-populated with the baselined goal details and activities.

Notes: To complete this section, the grantee:

- Must provide progress towards each activity pre-populated from the grantee's baselined Project Work Plan.
- Must propose a minimum of three and a maximum of five Key Factors under **Goal B2**.
- Must propose a minimum of one restricting key factor and one contributing key factor for **Goal B2**.
- Must propose activities under the pre-defined T/TA Focus Area under **Goal B2.** If desired, the grantee can propose a maximum of two Other T/TA Focus Areas under **Goal B2**.
- Must propose at least two activities under each T/TA Focus Areas proposed under **Goal B2**. The grantee can propose a maximum of five activities under each T/TA Focus Area.

To update the pre-populated **Projected Goal Percentage** and **Key Factor** details for this goal, please refer to section Updating Goal Details.

To provide progress on the baselined activities under this goal, or to update activity details, please refer to section Adding Progress for an Activity.

To propose additional activities under this goal, please refer to section Adding an Activity.

To delete activities from this goal, please refer to section Deleting an Activity.

Section C – Statewide/Regional Program Assistance

There are several ways to get to the **PROJECT WORK PLAN – SECTION C:**

- Click the **[Save and Continue]** button at the bottom of the **Project Work Plan – Section B (Financial)** list page, OR
- Go to the **Status Overview** page by clicking on the Status link from left menu. Click the Update link for Section C in the Program Specific Form Status table (Figure 1), OR
- Select **Section C – Statewide/Regional Program Assistance** from the drop-down menu on the **Project Work Plan** title row. Click the **[Go]** button.

This section is pre-populated with the baselined activities.

Notes:

- There are no goals in Section C.
- To complete this section, the grantee:
    - Must provide progress towards each activity pre-populated from the grantee's baselined Project Work Plan.
    - Must propose activities under all seven pre-defined T/TA Focus Area under **Section C.** If desired, the grantee can propose a maximum of two Other T/TA Focus Areas under **Section C**.
    - Must propose at least two activities under each T/TA Focus Areas proposed under **Section C**. The grantee can propose a maximum of five activities under each T/TA Focus Area.

To provide progress on the baselined activities under this section, or to update activity details, please refer to section Adding Progress for an Activity.

To propose additional activities under this goal, please refer to section Adding an Activity.

To delete activities from this goal, please refer to section Deleting an Activity.