
HRSA Electronic Handbook

FY 2015 Health Center Controlled Networks (HCCN) Noncompeting Continuation (NCC) User Guide

User Guide for Grantees

Last updated on: March 10, 2015



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This user guide describes the steps you need to follow to submit an FY 2015 Health Center Controlled Networks (HCCN) Noncompeting Continuation (NCC) progress report to HRSA.

1. Accessing the FY 2015 HCCN NCC Progress Report

To access the FY 2015 HCCN NCC progress report, follow the steps below:

1. After logging into Electronic Handbook (EHB), click the Grants tab (**Figure 1, Box 1**) on the EHB Home page to navigate to the **My Grant Portfolio – List** page.

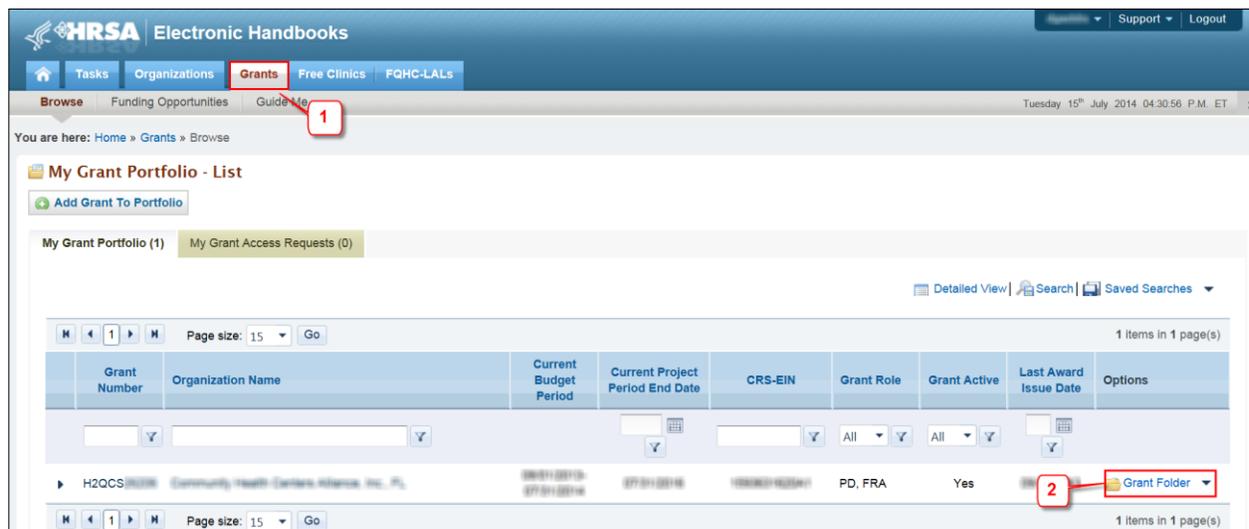
IMPORTANT NOTE: If you do not have a username, then you must register in EHB. Do not create duplicate accounts. If you experience log in issues or forget your password, contact the HRSA Contact Center at (877) 464-4772 or <http://www.hrsa.gov/about/contact/ehbhelp.aspx>.

2. Locate your H2Q grant in the list and click on the **Grant Folder** link (**Figure 1, Box 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:

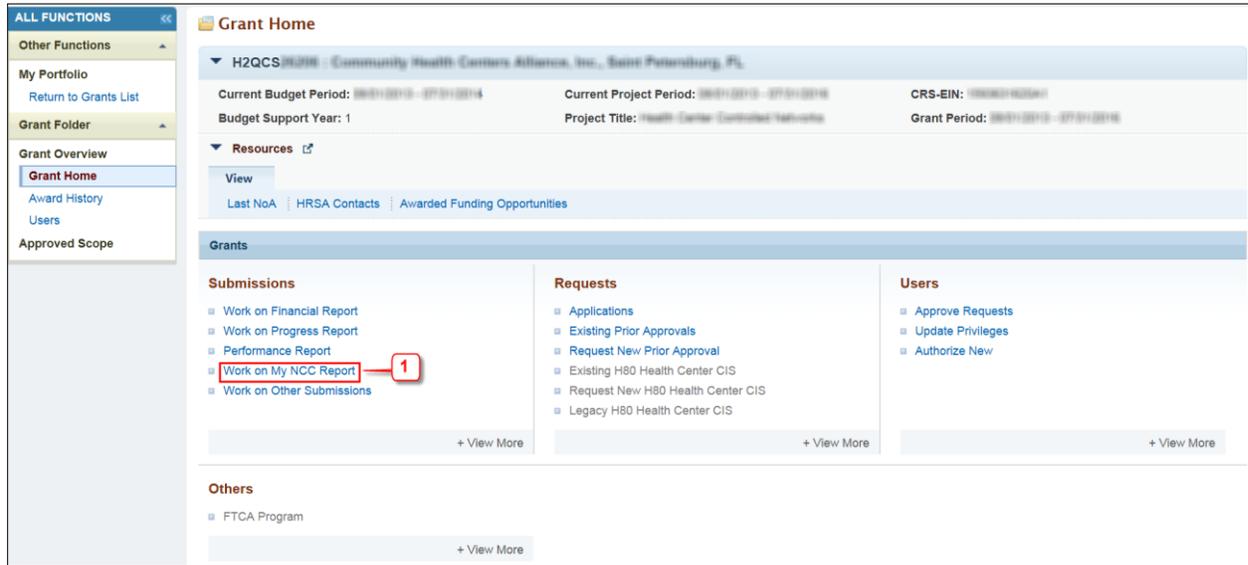
- On the **My Grant Portfolio - List** page, just below the page title, click the **Add Grant to Portfolio** button.
- On the **Add Grant to Portfolio** page, select the appropriate Role.
- Click the **Continue** button at the right edge of the page and proceed.

Figure 1: Accessing the H2Q Grant Folder



3. On the **Grant Home** page, click on the **Work on My NCC Report** link under the Submissions section (**Figure 2, Box 1**).

Figure 2: Work on My NCC Report link



- The system opens the **Submissions – All** page.
- 4. Locate the record with the heading ‘Noncompeting Continuation Progress Report’. Click on the **Start** link to start working on the submission (**Figure 3, Box 1**).
 - The system opens the **NCC Progress Report - Status Overview** page of the FY 2015 HCCN NCC progress report (**Figure 4**).

IMPORTANT NOTE: Once you start 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.

Figure 3: Accessing the NCC Progress Report



Figure 4: Accessing the NCC Progress Report - Status Overview Page

NCC Progress Report Status		
Section	Status	Options
Basic Information 1		
SF-PPR	✘ Not Started	Update
SF-PPR-2 (Cover Page Continuation)	✘ Not Started	Update
Budget Information 2		
Budget Details	✘ Not Started	
Support Year <input type="text"/>	✘ Not Started	Update
Support Year <input type="text"/>	✘ Not Started	Update
Budget Narrative	✘ Not Started	Update
Other Information 3		
Program Specific Information	✘ Not Started	Update
Appendices	✘ Not Started	Update

The FY 2015 HCCN NCC progress report consists of a standard and a program specific section. You must complete the forms displayed in both of these sections in order 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, Box 1**)
- Budget Information (**Figure 4, Box 2**)
- Other Information (**Figure 4, Box 3**)

To complete the standard section of the progress report, follow the steps below:

1. The **SF-PPR** form displays the basic grantee 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.
3. The **Budget Details** form collects budget information for all the remaining support years in your current project period. For each support year, the system displays the following three sub-sections (**Figure 5**):
 - Section A – Budget Summary
 - Section B – Budget Categories
 - Section C – Non-Federal Resources

Provide the budget information under these sub-sections by clicking on the respective **Update** buttons (**Figure 5, Boxes 1, 2, 3**).

Figure 5: Budget Details Form

Budget Details

NCC Progress Report Tracking #: [REDACTED] Due Date: [REDACTED] (Due In: [REDACTED] Days) | Section Status: Not Started

Resources

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Support Year 3 5

Recommended Federal Budget: \$400,000.00

Section A - Budget Summary 1 Update

Grant Program Function or Activity	CFDA Number	New or Revised Budget		
		Federal	Non-Federal	Total
Health Center Controlled Networks	93.527	\$400,000.00	\$0.00	\$400,000.00
Total:		\$400,000.00	\$0.00	\$400,000.00

Section B - Budget Categories 2 Update

Object Class Categories	Grant Program Function or Activity		Total
	Health Center Controlled Networks		
Personnel		\$0.00	\$0.00
Fringe Benefits		\$0.00	\$0.00
Travel		\$0.00	\$0.00
Equipment		\$0.00	\$0.00
Supplies		\$0.00	\$0.00
Contractual		\$0.00	\$0.00
Construction		\$0.00	\$0.00
Other		\$0.00	\$0.00
Total Direct Charges		\$0.00	\$0.00
Indirect Charges		\$0.00	\$0.00
Total		\$0.00	\$0.00

Section C - Non Federal Resources 3 Update

Grant Program Function or Activity	Applicant	State	Local	Other	Program Income	Total
Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Go to Previous Page Save Save and Continue

- After completing the **Budget Details** form, click on the **Save and Continue** button to proceed to **Budget Narrative** form (Figure 5, Box 4).
- On the **Budget Narrative** form, attach a budget justification narrative by clicking on the **Attach File** button (Figure 6, Box 1).

Figure 6: Budget Narrative form

Budget Narrative

NCC Progress Report Tracking #: [REDACTED] Due Date: [REDACTED] (Due In: [REDACTED] Days) | Section Status: Not Started

Resources

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Budget Narrative (Minimum 1) (Maximum 2) 1 Attach File

No documents attached

Go to Previous Page Save Save and Continue

- Click on the **Save and Continue** button of the **Budget Narrative** form to navigate to the **Program Specific Information – Status Overview** page.

3. Complete the Program Specific Information Forms

To access the program specific section of the progress report, you can choose one of the following options:

- On the **NCC Progress Report - Status Overview** page, click on the **Update** link for the **Program Specific Information** line item (**Figure 7, Box 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, Box 2**). Click on the **Program Specific Information** link in the left menu (**Figure 7, Box 3**).

Figure 7: Accessing the program specific information section of the NCC progress report

The screenshot displays the 'NCC Progress Report - Status Overview' page. On the left, the navigation menu is expanded, and 'Program Specific Information' is selected (indicated by box 3). The main content area features a table titled 'NCC Progress Report Status' with columns for 'Section', 'Status', and 'Options'. The 'Program Specific Information' row shows a status of 'Not Started' and an 'Update' link (indicated by box 1). A note at the top indicates the report is currently 'INCOMPLETE' and cannot be submitted.

Section	Status	Options
Basic Information		
SF-PPR	Not Started	Update
SF-PPR-2 (Cover Page Continuation)	Not Started	Update
Budget Information		
Budget Details	Not Started	Update
Support Year	Not Started	Update
Support Year	Not Started	Update
Budget Narrative	Not Started	Update
Other Information		
Program Specific Information	Not Started	Update
Appendices	Not Started	Update

➤ The **Program Specific Information – Status Overview** page opens (**Figure 8**).

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: Status Overview Page for Program Specific Forms

Program Specific Information Status		
Section	Status	Options
Performance Data		
Project Work Plan	Not Started	
Section A – Adoption and Implementation	Not Started	Update ▼
Section B – Meaningful Use	Not Started	Update ▼
Section C – Quality Improvement	Not Started	Update ▼
Progress Report	Not Started	Update ▼

3.1 Project Work Plan

The **Project Work Plan** form consists of the following three sections:

- Section A - Adoption and Implementation (**Figure 9, Box 1**)
- Section B - Meaningful Use (**Figure 9, Box 2**)
- Section C - Quality Improvement (**Figure 9, Box 3**)

Figure 9: Project Work Plan – Section A

Project Work Plan (Section A - Adoption and Implementation)

HCCN NCC Help | Review Project Work Plan | Review Progress Report

Due Date: 12/31/2014 (Due In: 0 Days) | Section Status: Not Started

Resources

View

Section A – Adoption and Implementation | Section B – Meaningful Use | Section C – Quality Improvement

Goals	Goal Description	Goal Percentage	Status	Options
Goal A1	Percent of participating health centers' sites that have implemented a certified EHR system.	100.00%	Not Complete	Update ▼
Goal A2	Percent of eligible providers using a certified EHR system.	100.00%	Not Complete	Update ▼

Key Factors	Description	Status	Options
Contributing	WVU Regional Extension (R-EPRE) has well-developed expertise and is providing TA to state OHCs for EHR planning and implementation.	Complete	Update ▼
Contributing	All 12 of the 12 OHCs have purchased EHR systems. One of the 12 recently purchased hardware and will go live Nov-Dec 2014.	Complete	Update ▼
Restricting	Among 12 OHCs there is a wide diversity of EHR systems which makes it challenging and expensive to develop data sharing capability.	Complete	Update ▼
Restricting	Four 12 OHCs have staff with IT expertise and it can be a very expensive investment for a OHC to hire someone with the skill set needed in small rural communities. It may not be feasible to find someone with the needed skill set.	Complete	Update ▼

Focus Areas	Description	Number of Related Activities	Status	Options
A1 - Due Diligence	Conduct thorough due diligence to ensure that systems include key features and meet health centers' needs.	2	Not Complete	Update ▼
A2 - Economies of Scale/Vendor Management	Support shared resources to employ economies of scale and manage vendor relationships.	2	Not Complete	Update ▼
A3 - Pre-implementation	Provide technical assistance in project management, informatics, decision making, and implementation planning.	3	Not Complete	Update ▼
A4 - Go-live	Provide EHR implementation technical assistance and training.	2	Not Complete	Update ▼
A5 - Post-implementation/On-going Support	Provide ongoing support, planning, and training, including assisting participating centers and eligible providers in the initial registration, attestation, and data submission required to receive Adoption/Implementation/ Upgrade incentive payments from CMS/states for initial EHR adoption activities.	2	Not Complete	Update ▼

Go to Previous Page | Save | Save and Continue

Each section has a pre-defined set of goals and focus areas (Figure 9, Boxes 4, 5). The system pre-populates the **Project Work Plan** form with the information that you submitted in your FY 2014 HCCN NCC progress report. You must report progress towards each goal, and focus area. You may also update key factors, if necessary (Figure 9, Box 6).

To complete the **Project Work Plan** form, follow the steps described in the sections below:

3.1.1 Updating Goal Information

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

Figure 10: Project Work Plan – Section A – Update Goal link

Goals				
Goal	Goal Description	Goal Percentage	Status	Options
Goal A1	Percent of participating health centers' sites that have implemented a certified EHR system.	0%	Not Complete	Update
Goal A2	Percent of eligible providers using a certified EHR system.	0%	Not Complete	Update

- To report progress towards a specific goal, click on the **Update** link for the goal (Figure 10).
 - The **Goal Information - Update** page opens (Figure 11).

IMPORTANT NOTE: The system pre-populates the Baseline Values for the goal from the FY 2014 HCCN NCC progress report and displays them in read only format. The Current Values and Comments for a goal are not pre-populated from the FY 2014 HCCN NCC progress report.

- Enter the Current Value for Goal Percentage, as applicable (Figure 11, Box 1). This should be the same as the pre-populated goal value from the competitive application.
- Enter the Current Values for the Numerator (A1) and Denominator (A2) fields (Figure 11, Box 2).
- To calculate the percentage data for the information that you entered, click the **Calculate Percentage** button (Figure 11, Box 3).
- Optionally, enter any goal-specific comments in the Comments field (Figure 11, Box 4).
- Click the **Save** button to save the information or click the **Save and Continue** button to save the information and return to **Project Work Plan - Section A** page.

Figure 11: Goal Information – Update

Goal Information - Update

Due Date: 11/20/16 (Due In: 48 Days) | Section Status: Complete

Goal Details

Goal A1	Description	Baseline Value	Current Value
Goal Percentage	Percent of participating health centers' sites that have implemented a certified EHR system.	100.00%	<input type="text"/>
Numerator (A1)	The number of sites with an implemented, certified EHR system across all participating health centers	50.00	<input type="text"/>
Denominator (A1)	Total number of Health Center sites across all participating health centers	40.00	<input type="text"/>
Data Percentage	Not Available	75.00%	<input type="button" value="Calculate Percentage"/>
Comments	Approximately 1/2 page (Max 1000 Characters): 1000 Characters left.		

3.1.2 Adding or Updating Key Factors Information

IMPORTANT NOTE: All the pre-populated key factors have a status of “Complete”. You may update the key factors if necessary.

- To update a key factor, click its **Update** link on the **Project Work Plan - Section A - List** page. (Figure 12, Box 1)
 - The system opens the **Key Factor Information – Update** page. (Figure 13)

Figure 12: Add Key Factors

Key Factor Type (Minimum 2)	Description	Status	Options
Contributing	Availability of the Alabama Regional Extension Center (ALREC) to provide initial and ongoing Meaningful Use education and assistance through its service portfolio	Complete	<input type="button" value="Update"/>
Contributing	APFCA staff members' proven record with respect to Meaningful Use technical assistance through ALREC participation	Complete	<input type="button" value="Update"/>
Contributing	APFCA staff members' proven record with respect to Meaningful Use technical assistance through ALREC participation	Complete	<input type="button" value="Update"/>
Contributing	Availability of the Alabama Regional Extension Center (ALREC) to provide initial and ongoing Meaningful Use education and assistance through its service portfolio	Complete	<input type="button" value="Update"/>
Restricting	Reliable internet access	Complete	<input type="button" value="Update"/>
Restricting	Reliable internet access	Complete	<input type="button" value="Update"/>
Restricting	Vendor responsiveness and issue resolution	Complete	<input type="button" value="Update"/>
Restricting	Funding availability for required hardware/software purchases	Complete	<input type="button" value="Update"/>
Restricting	Workforce turnover, particularly provider locum tenens within the FQHC system overall	Complete	<input type="button" value="Update"/>
Restricting	Funding availability for required hardware/software purchases	Complete	<input type="button" value="Update"/>
Restricting	Vendor responsiveness and issue resolution	Complete	<input type="button" value="Update"/>
Restricting	Workforce turnover, particularly provider locum tenens within the FQHC system overall	Complete	<input type="button" value="Update"/>

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

Figure 13: Key Factor Information – Update

2. Update the required information on this page.
3. Click the **Save** or **Save and Continue** button to respectively save, or save and return to the **Project Work Plan - Section A** page.
4. To add additional Key Factors, click the **Add Key Factors** button on the list page. (Figure 12, Box 2)

3.1.3 Adding or Updating Focus Area Information

IMPORTANT NOTE: Initially all the Focus Areas have a status of “Not Complete”. To update the status to “Complete”, click the **Update** link for each Focus Area, then click the **Save** or **Save and Continue** button on its **Focus Area Information – Update** page.

(Clicking the **Save** button saves the information, and clicking the **Save and Continue** button saves the information and returns to the **Project Work Plan - Section A** page.)

Figure 14: Focus Area

Focus Area	Description	Number of Related Activities	Status	Options
A1 - Due Diligence	Conduct thorough due diligence to ensure that systems include key features and meet health centers' needs.	2	Not Complete	Update ▾
A2 - Economies of Scale/Vendor Management	Support shared resources to employ economies of scale and manage vendor relationships.	2	Not Complete	Update ▾
A3 - Pre-implementation	Provide technical assistance in project management, informatics, decision making, and implementation planning.	3	Not Complete	Update ▾
A4 - Go-live	Provide EHR implementation technical assistance and training.	2	Not Complete	Update ▾
A5 - Post-implementation/On-going Support	Provide ongoing support, planning, and training, including assisting participating centers and eligible providers in the initial registration, attestation, and data submission required to receive Adoption/Implementation/ Upgrade incentive payments from CMS/states for initial EHR adoption activities.	2	Not Complete	Update ▾

The information in the Focus Area and the Description columns are pre-defined.

The Number of Related Activities column displays the total number of activities related to the Focus Area.

1. To update the related activities, click the **Update** link.

- The system displays the **Focus Area Information – Update** page (Figure 15).

IMPORTANT NOTE: The system pre-populates the focus areas with activity information from the FY 2014 HCCN NCC progress report.

2. If required, you can update the Activity Description, Person Area/Responsible, Time Frame and Expected Outcome sections of the page.

Figure 15: Focus Area Information – Update

The screenshot shows a web form titled "Activity 1" with a dropdown arrow. It contains five sections, each with a red asterisk and a title:

- Activity Description:** "Approximately 1/8 page (Max 200 Characters): 105 Characters left. Develop policies and procedures to ensure data security, patient privacy, and disaster recovery"
- Person Area/Responsible:** "Approximately 1/8 page (Max 200 Characters): 142 Characters left. Project Manager, Clinical Quality Dir, THQ Link, CHC staff"
- Time Frame:** "Approximately 1/8 page (Max 200 Characters): 181 Characters left. Completed mid-2014"
- Expected Outcome:** "Approximately 1/8 page (Max 200 Characters): 34 Characters left. At the end of 3-yr grant period, 100% of partner CHCs and the network have viable policies and procedures in place for security, privacy, HIPAA, and disaster recovery"
- Progress/Comments:** "Approximately 1/8 page (Max 200 Characters): 103 Characters left. These policies and procedures will be developed as part of the contracted services from THQ Link."

3. You are required to enter progress towards the activity in the Progress/Comments field.

IMPORTANT NOTE: The Progress/Comments field will have information in it because comments from the **Project Work Plan** of the FY 2014 HCCN NCC progress report have been pre-populated. Grantees **MUST** add progress and revise the comments as needed.

4. Click the **Save** or **Save and Continue** button to respectively save, or save and return to the **Project Work Plan - Section A** list page.
5. To add additional activities, click the **Add Additional Activities** button (Figure 16).

Figure 16: Focus Area - Add Additional Activity

6. Enter the Activity Description, Person Area/Responsible, Time Frame and Expected Outcome for the newly added activity.

IMPORTANT NOTE: The system allows you to delete the activities that you newly added to the **Project Work Plan**.

7. To delete recently added activities, click the **Delete Activity** button on the Activity header ([Figure 17](#)).

Figure 17: Focus Area – Delete Activity

3.1.4 Completing Project Work Plan Form

Complete **Section B - Meaningful Use** and **Section C - Quality Improvement** of the **Project Work Plan** form by following the steps listed in the following sections of this document:

- [3.1.1 - Updating Goal Information](#)
- [3.1.2 - Adding or Updating Key Factors Information](#)
- [3.1.3 - Adding or Updating Focus Area Information](#)

Figure 18: Project Work Plan - Complete

Program Specific Information Status		
Section	Status	Options
Performance Data		
Project Work Plan	✔ Complete	
Section A – Adoption and Implementation	✔ Complete	 Update ▼
Section B – Meaningful Use	✔ Complete	 Update ▼
Section C – Quality Improvement	✔ Complete	 Update ▼
Progress Report	✘ Not Started	 Update ▼

3.2 Progress Report

The **Progress Report** form gathers information about the participating health centers in the HCCN, including:

- Performance on clinical quality measures
- Adoption/implementation of health IT
- Participation of providers in Meaningful Use
- Patient-Centered Medical Home (PCMH) recognition

3.2.1 Completing the Progress Report Form

1. Click the **Update** link for the **Progress Report** form on the **Program Specific Information Status Overview** page.
 - The system opens the **Progress Report - List** page, which lists the Participating Health Centers (PHC) (**Figure 19**).

IMPORTANT NOTE: The Participating Health Center information on the **Progress Report** form is pre-populated from your FY 2014 HCCN NCC progress report.

Initially, all PHCs have a status of “Not Complete”. You must visit each PHC listed on the **Progress Report – List** page at least once and update the information, as necessary, in order to change the status of the PHC to “Complete”.

Figure 19: Progress Report – List Page

Progress Report - List

Note(s):
 The listed participating health centers reflect those that were included in the original approved application or added/removed via a HRSA-approved prior approval request.

INDICATOR: COMMUNITY HEALTH CENTERS ALLIANCE, INC. Due Date: 08/30/2016 (Due In: 0 Days) | Section Status: Not Complete

Resources
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[HCCN NCC Help](#) | [Review Project Work Plan](#) | [Review Progress Report](#)

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Participating Health Center (PHC) Name	City	State	Grant Number	Status	Options
1 BOND COMMUNITY HEALTH CENTER INC	TALLAHASSEE	Florida	HHS000000	Not Complete	Update 1
2 CENTRAL FLORIDA HEALTH CARE INC	WINTER PARK	Florida	HHS000000	Not Complete	Update
3 COLLIER HEALTH SERVICES INC	FORT MYERS	Florida	HHS000000	Not Complete	Update
4 EDGEMBA COMMUNITY CLINIC INC	PENSACOLA	Florida	HHS000000	Not Complete	Update
5 FAMILY HEALTH CENTER OF COLUMBIA COUNTY INC	LAKE CITY	Florida	HHS000000	Not Complete	Update
6 FLORIDA COMMUNITY HEALTH CENTER INC	WEST PALM BEACH	Florida	HHS000000	Not Complete	Update
7 THE SULLY/CHERRY HW CENTER FOR	JACKSONVILLE	Florida	HHS000000	Not Complete	Update

Page size: [] Go 26 items in 2 page(s)

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2. To provide the information for a Participating Health Center, click its corresponding **Update** link (Figure 19, Box 1).
 - The system displays the **Participating Health Center - Update Information** page (Figure 20).

Figure 20: Participating Health Center – Update Information Page

Participating Health Center Information - Update

HCCN NCC (COMMUNITY HEALTH CENTERS ALLIANCE, INC.) Due Date: 10/09/2014 (Due In: 2 Days) | Section Status: Not Complete

Resources

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Participating Health Center Information (3 of 26)

Health Center Name: COLLEGE HEALTH SERVICES, INC.
 Grant Number: H80CS#1016

Patient Details

Total Patients (UDS Definition): 1

Number of Patient Charts in EHR:

Number of Providers Receiving AIU/MU Payment:

HP 2020 Measures

HP 2020 Measure	Not Met	Met	Exceeded	Not Applicable	Comments (Maximum 1000 Characters)
• Hypertension	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Approximately 1/2 page (Max 1000 Characters): 1000 Characters left.
• Immunization	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Approximately 1/2 page (Max 1000 Characters): 1000 Characters left.
• Prenatal Care	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Approximately 1/2 page (Max 1000 Characters): 1000 Characters left.
• Low Birth Weight	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Approximately 1/2 page (Max 1000 Characters): 1000 Characters left.
• Diabetes Control	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Approximately 1/2 page (Max 1000 Characters): 1000 Characters left.
• Cervical Cancer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Approximately 1/2 page (Max 1000 Characters): 1000 Characters left.
• Tobacco Use	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Approximately 1/2 page (Max 1000 Characters): 1000 Characters left.
• Tobacco Cessation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Approximately 1/2 page (Max 1000 Characters): 1000 Characters left.

[Add Other Measure\(s\)](#) (Maximum 10 other measures can be added.)

PCMH Recognition

PCMH Recognition: (Maximum 100 characters)

If Other, then Specify: (Maximum 100 characters)

Narrative: (Maximum 100 characters)

EHR and Health IT Implementation Status

1. Does the participating health center use an ONC-ATCB certified EHR? Yes No

2. Does the participating health center use any other health IT system? Yes No

If 'Yes', then specify the other health IT system: (Maximum 100 characters)

[Cancel](#) [Save](#) [Save and Continue](#)

IMPORTANT NOTE: The information for each Participating Health Center is pre-populated from your FY 2014 HCCN NCC progress report. Only the number in the Total Patients (UDS Definition) field under the Patient Details section is populated from the latest UDS performance report (**Figure 20, Box 1**).

3. Update the pre-populated numbers displayed in the Patient Details field, as necessary.
4. Update the measure details in the HP 2020 Measures section, if needed.

IMPORTANT NOTE: You MUST mark at least one HP 2020 measure as either “Not Met”, “Met” or “Exceeded”. You should do this for all measures that you outlined as areas of focus in your Work Plan.

5. To add Other Measure(s), click the **Add Other Measure(s)** button. (**Figure 21**)

Figure 21: Participating Health Center Information – Add Other Measure(s)

6. Specify the Other Measure and provide comments.
7. You must enter comments if you add an Other Measure.

IMPORTANT NOTE: The system allows you to delete only the new measures that you added in this Progress Report.

8. To delete recently-added Other Measure(s), click the **Delete** button. (**Figure 22**)

Figure 22: Participating Health Center Information – Delete Other Measure(S)

9. Update the pre-populated information for the PCMH Recognition section (**Figure 23, Box 1**) and the EHR and Health IT Implementation Status section (**Figure 23, Box 2**), as needed.
10. Optionally, enter information in the Narrative field of the PCMH Recognition section (**Figure 23, Box 3**).

Figure 23: Participating Health Center Information – PCMH Recognition and EHR and Health IT Implementation Status sections

The screenshot shows a web form with two main sections. The first section, 'PCMH Recognition', has a dropdown menu with 'TJC' selected. Below it is a text field for 'If Other, then Specify:' with a '(Maximum 100 characters)' limit. A red callout '1' points to the dropdown. The second section, 'EHR and Health IT Implementation Status', contains two questions. Question 1 asks if the center uses an ONC-ATCB certified EHR, with radio buttons for 'Yes' and 'No'. Question 2 asks if the center uses any other health IT system, with radio buttons for 'Yes' and 'No', and a text field for 'If 'Yes', then specify the other health IT system:' with a '(Maximum 100 characters)' limit. A red callout '2' points to the radio buttons for question 2. A red callout '3' points to the text field for question 2.

4. Appendices

The Appendices section allows you to attach the standard documents that your grant program requires. 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: Program 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)

IMPORTANT NOTE: You must attach at least one document for each type of attachment listed on the **Appendices** page, if the attachment is required.

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.

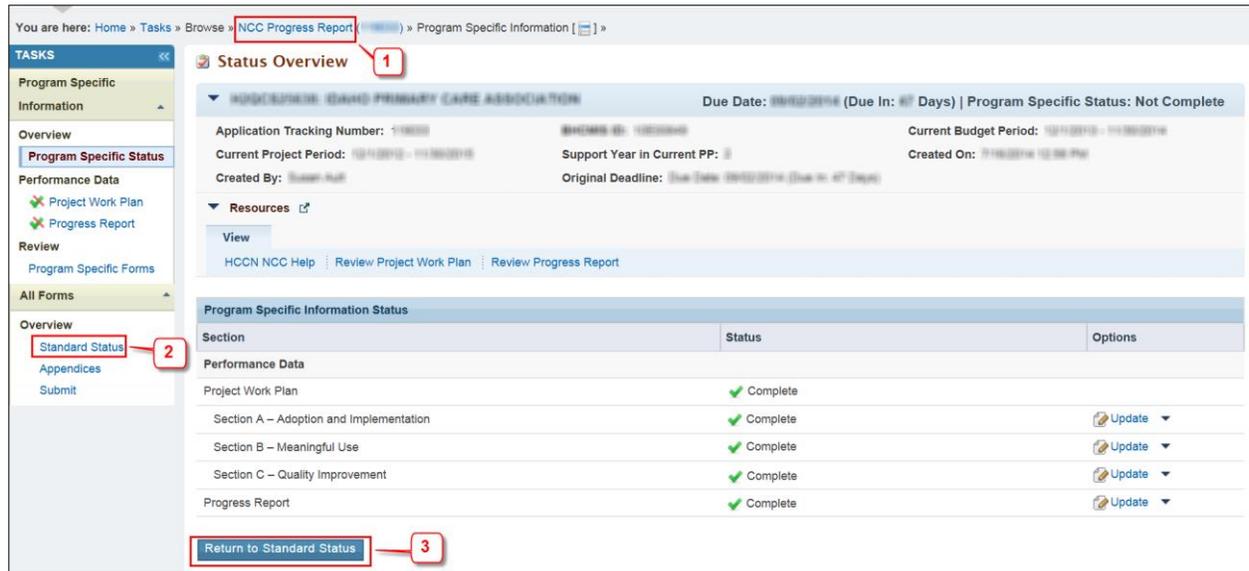
5. Reviewing and Submitting the FY 2015 HCCN NCC Progress Report to HRSA

To review your progress report, follow the steps below:

1. If you are in the program specific section of the progress report, navigate to the standard section of the progress report by using one of the following options:
 - Click on the [NCC Progress Report](#) link in the navigation links displayed at the top of any program specific form ([Figure 24, Box 1](#)).

- In the left menu, click on the **Standard Status** link in the All Forms left menu (**Figure 24, Box 2**).
- On the program specific **Status Overview** page, click on the **Return to Standard Status** button (**Figure 24, Box 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**).
2. On the **NCC Progress Report - Status Overview** page, click the **Review** link in the Review and Submit section of the left menu (**Figure 25, 1**).

Figure 26: Proceed to Submit button on the NCC Progress Report – Review page

NCC Progress Report - Review

NCC Progress Report Tracking #: [REDACTED] Due Date: [REDACTED] (Due In: [REDACTED] Days) | Status: In Progress

Resources

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View	Section	Type	Options
View: Basic Information			
Basic Information	SF-PPR	HTML	View
Basic Information	SF-PPR-2 (Cover Page Continuation)	HTML	View
View: Budget Information			
Budget Information	SF-424A Budget Information (Standard Form)	HTML	View
View: Program Specific Information			
Program Specific Information	Program Specific OMB Approved Forms	HTML	Open Popup

Go to Previous Page **1** Proceed to Submit

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

Figure 27: NCC Progress Report – Submit page

NCC Progress Report - Submit

Note(s):
 The table below shows the status of the progress report. The progress report is currently **COMPLETE**

NCC Progress Report Tracking #: [REDACTED] Due Date: [REDACTED] (Due In: [REDACTED] Days) | Status: In Progress

Grant Number: H2QCS [REDACTED] Original Deadline: [REDACTED] Created On: [REDACTED]
 Project Officer: [REDACTED] Project Officer Email: [REDACTED] Project Officer Contact #: [REDACTED]
 Last Updated By: [REDACTED]

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Users with Permissions on NCC Progress Report (5)

NCC Progress Report Status

Section	Status	Options
Basic Information		
SF-PPR	Complete	Update
SF-PPR-2 (Cover Page Continuation)	Complete	Update
Budget Information		
Budget Details	Complete	
Support Year	Complete	Update
Support Year	Complete	Update
Budget Narrative	Complete	Update
Other Information		
Program Specific Information	Complete	Update
Appendices	Complete	Update

Cancel **1** Submit to HRSA

5. Click the **Submit to HRSA** button at the bottom of the **Submit** page (Figure 27, Box 1).
 - The system navigates to a **NCC Progress Report – Confirm Submit** page (Figure 28).

Figure 28: NCC Progress Report – Confirm Submit page

6. Certify the statement displayed under the NCC Progress Report Certification section of the **NCC Progress Report – Confirm Submit** page (Figure 28, Box 1), and click the **Submit Report** button to submit the HCCN NCC progress report to HRSA (Figure 28, Box 2).
7. If you experience any problems with submitting the progress report in EHB, contact the BPHC Help Line at <http://www.hrsa.gov/about/contact/bphc.aspx> or 877-974-2742 (Monday – Friday, 8:30 AM - 5:30 PM ET).

6. Submitting a Change Requested Progress Report

HRSA will send a ‘Change Requested’ email to you if your NCC progress report needs to be revised. To revise your progress report, access it in EHB using the steps described in section [1. Accessing the FY 2015 HCCN NCC Progress Report](#) of this user guide. Edit the progress report as indicated in the email sent by HRSA, and re-submit the NCC progress report by following the steps in section [5. Reviewing and Submitting the FY 2015 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 re-submitted a change requested NCC/BPR 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 NCC progress report. HRSA will review the last NCC progress report that you submitted.