HRSA Electronic Handbooks (EHB)

Submitting the FY 2013 National Training and Technical Assistance Cooperative Agreements (NCA) Non-Competing Continuation

Quick Reference Sheet

This quick reference sheet describes the steps for updating and submitting the FY 2013 NCA Non-Competing Continuation (NCC) in the HRSA EHB.

Accessing the FY 2013 NCA NCC Submission

To access your NCA NCC, login to HRSA EHB and open the U30 grant handbook.

Logging In

1. Navigate 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 U30 grant handbook.

1. On the Home page, click the Grants tab located at the top of the page.
2. Locate your U30 grant in the list. Click the Grant Folder link.

   If you do not see your grant, you need to complete the grant portfolio registration.

Locating the FY 2013 NCA NCC

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 the Submission 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 **Non-Competing 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 FY 2013 NCA NCC

The system requires the following details to be completed/submitted for the FY 2013 NCA NCC:

- Standard section – SF-PPR forms and Appendices
- Program Specific Section –
  - Performance Measures Form
  - Project Work Plan Form
  - Form 12: Organization Contacts

Standard Section – SF-PPR forms

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

   *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** form, click the **[Save and Continue]** button to navigate **to the SF-PPR 2 (Cover Page Continuation)** form. Provide required information on the form and complete it.

   - *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** form, click the **[Save and Continue]** button to navigate to the **Budget Details** form for the first support year displayed. Provide required information for the support year and click the **[Save and Continue]** button.

4. Complete the **Budget Narrative** form by uploading one attachment per the NCC instructions. Click the **[Save and Continue]** button to navigate to the **Status Overview** page on the Program Specific Section of the NCC.

Program Specific Section – Performance Measures Form

1. Refer to the information provided in [Appendix A](#) to complete the **Performance Measures** form.

Program Specific Section – Project Work Plan Form

1. Refer to the information provided in [Appendix B](#) to complete the **Project Work Plan** form.

Program Specific Section – Form 12: Organization Contacts

1. Refer to the information provided in [Appendix C](#) to complete the **Organization Contacts** form.
2. After completing **Form 12**, click the Complete Status link in the left menu to return to the overall **Status Overview** page to complete the **Appendices** section.

Standard Section – Appendices Form

1. On the **Status Overview** page, click the Update link for the **Appendices** form.
2. Click the **[Attach]** button to navigate to the **Attach Document** page.
3. Select one of the following purpose codes from the Purpose dropdown menu:
    - 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 the selected purpose code. Note that you will be able to attach only one document for attachments 1 to 5. You will be able to upload up to two documents for attachment 6.
5. Upload attachments as required by following steps 3 and 4.
6. After completing the **Appendices** form, click the **[Save and Continue]** button to navigate to the **Table of Contents**.

Submitting the FY 2013 NCA NCC

Review the information displayed in the **Table of Contents**. You are now ready to submit the NCC to HRSA.

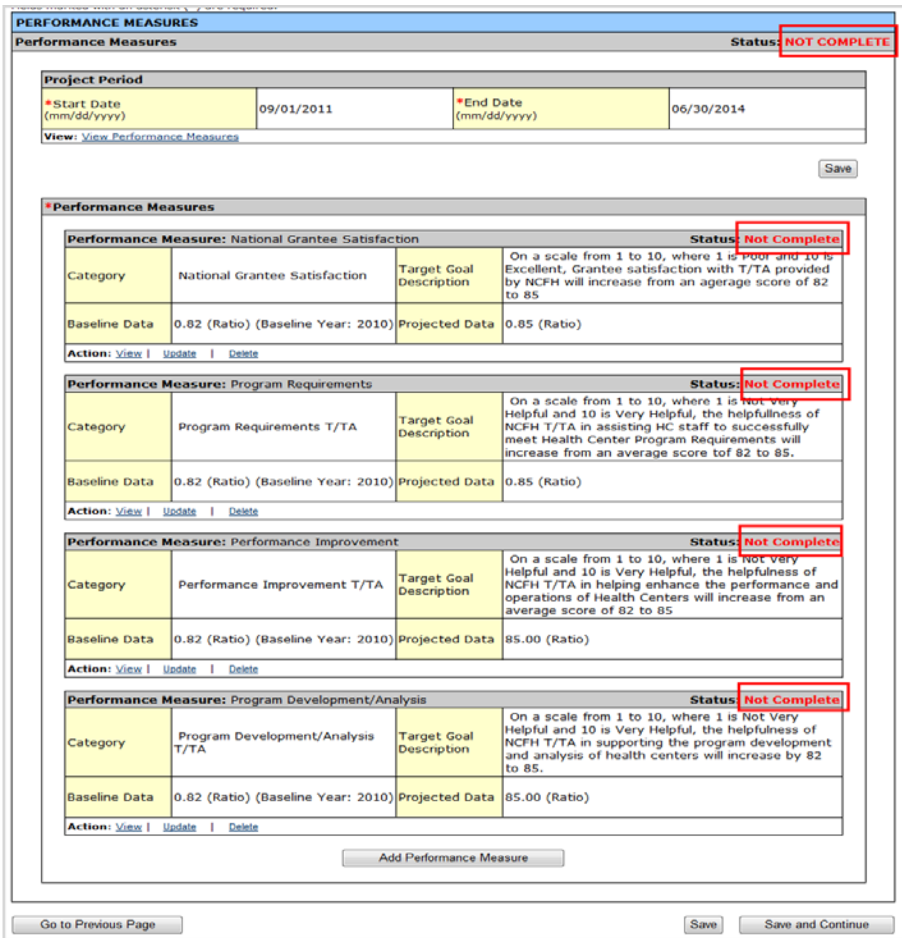
1. Click the **[Submit to HRSA]** button on the **Table of Contents** at the bottom of the page. You will be taken to a confirmation screen.
2. Your NCC has not been submitted until you confirm it. Click the **[Confirm]** button in the lower right corner of the screen to submit your NCC to HRSA.

1. APPENDIX A: COMPLETING THE PERFORMANCE MEASURES FORM

1. The Performance Measures form lists the performance measures proposed in your FY 2012 NCA NCC.
2. In this form you must provide quantitative and qualitative details on your progress toward each measure in the Progress Towards Goal field.
3. To get to the **Performance Measures** page, click the Performance Measures Update link in the Program Specific Information Status table. The **Performance Measures** page opens ([Figure 1](#)).
4. The **Performance Measures** page contains the following sections:

- Project Period – The Project Period section is pre-populated with the Start Date and End Date of the Project Period. The Start Date is set to “09/01/2011” and End Date is set to “06/30/2014”. This information is non-editable.
- Performance Measures – This section will be pre-populated with the details about the performance measures proposed FY 2012 NCA NCC. Notice that the status of each record in this section is “Not Complete”.

Figure 1: Performance Measures Page



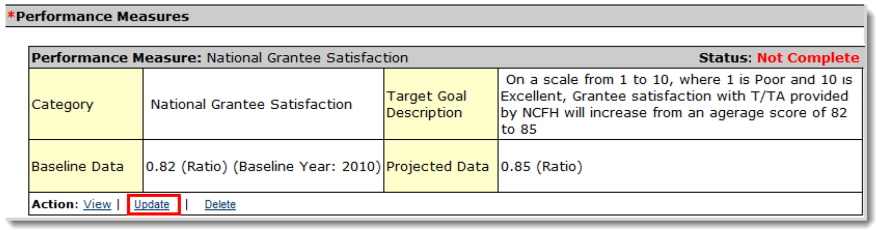
You can perform the following major actions on this screen:

- Updating Performance Measures
- Deleting Performance Measures
- Viewing Performance Measures
- Adding Performance Measures

1.1. Updating Performance Measures

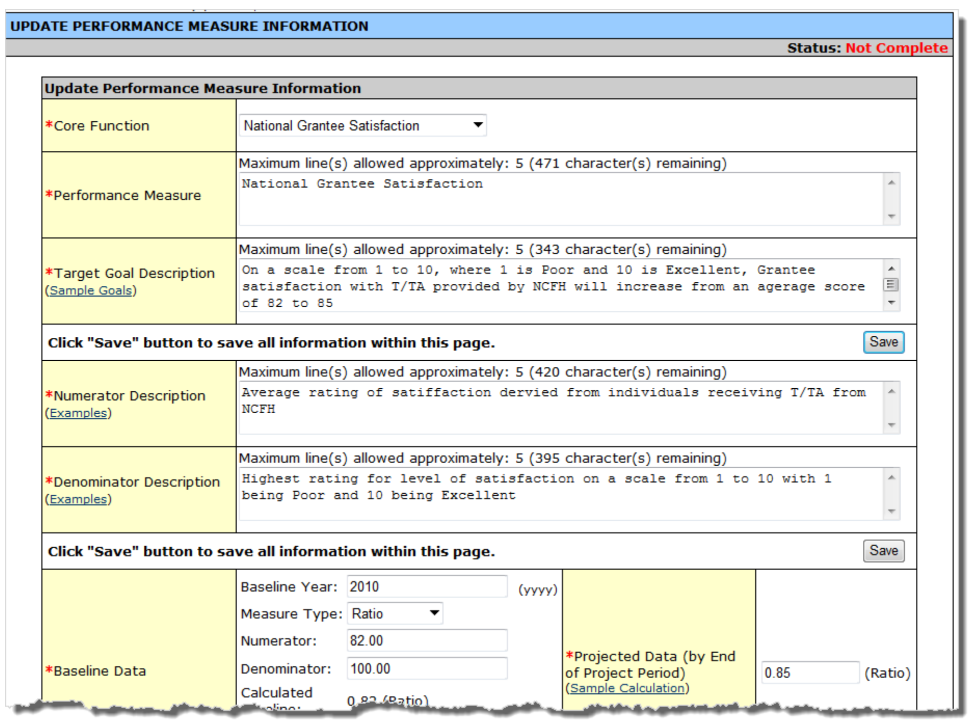
1. Click the Update link (Figure 2) to update the information for the performance measure you want to update.

Figure 2: Update a Performance Measure



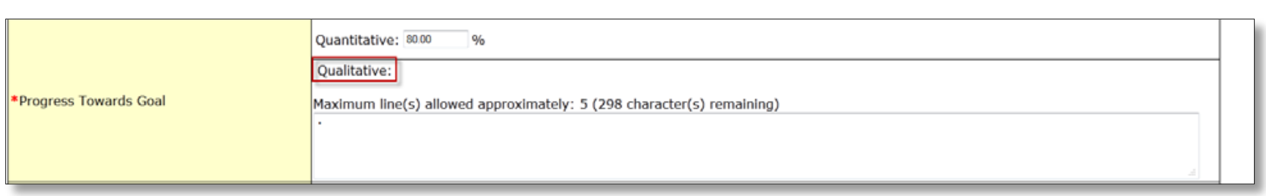
➢ The **Update Performance Measure Information** page (Figure 3) will be displayed for the selected performance measure.

Figure 3: Update Performance Measure Information



1.1.1 Providing Progress Towards the Goal

Figure 4: Progress Towards Goal



There are two elements in reporting the Progress Towards Goal:

- Quantitative – This field will be pre-populated from the FY 2012 NCA NCC. You may modify the quantitative data with more current data by updating the existing text.

- Qualitative – Enter a description of the progress made towards the goal.

1.1.2 Updating Remaining Performance Measure Details

1. You can modify the remaining pre-populated Performance Measure information.

Note: You **MUST** enter justification comments in the Comments field if you update any pre-populated information, with the exception of updates to the Quantitative value under Progress towards Goal field.

2. When you are finished entering all of the details, click the Save and Continue button at the bottom of the form.

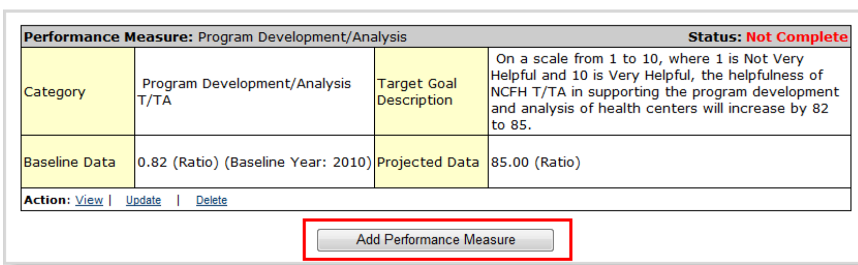
➢ The **Performance Measures** page will open (Figure 1).

Once the Progress Towards Goal information is saved and any measure updates completed, the system will change the status of that measure to "Complete."

1.2. Adding Performance Measures

1. To add a performance measure, click the Add Performance Measure button at the bottom of the **Performance Measures** page (Figure 5).

Figure 5: Add Performance Measure Button

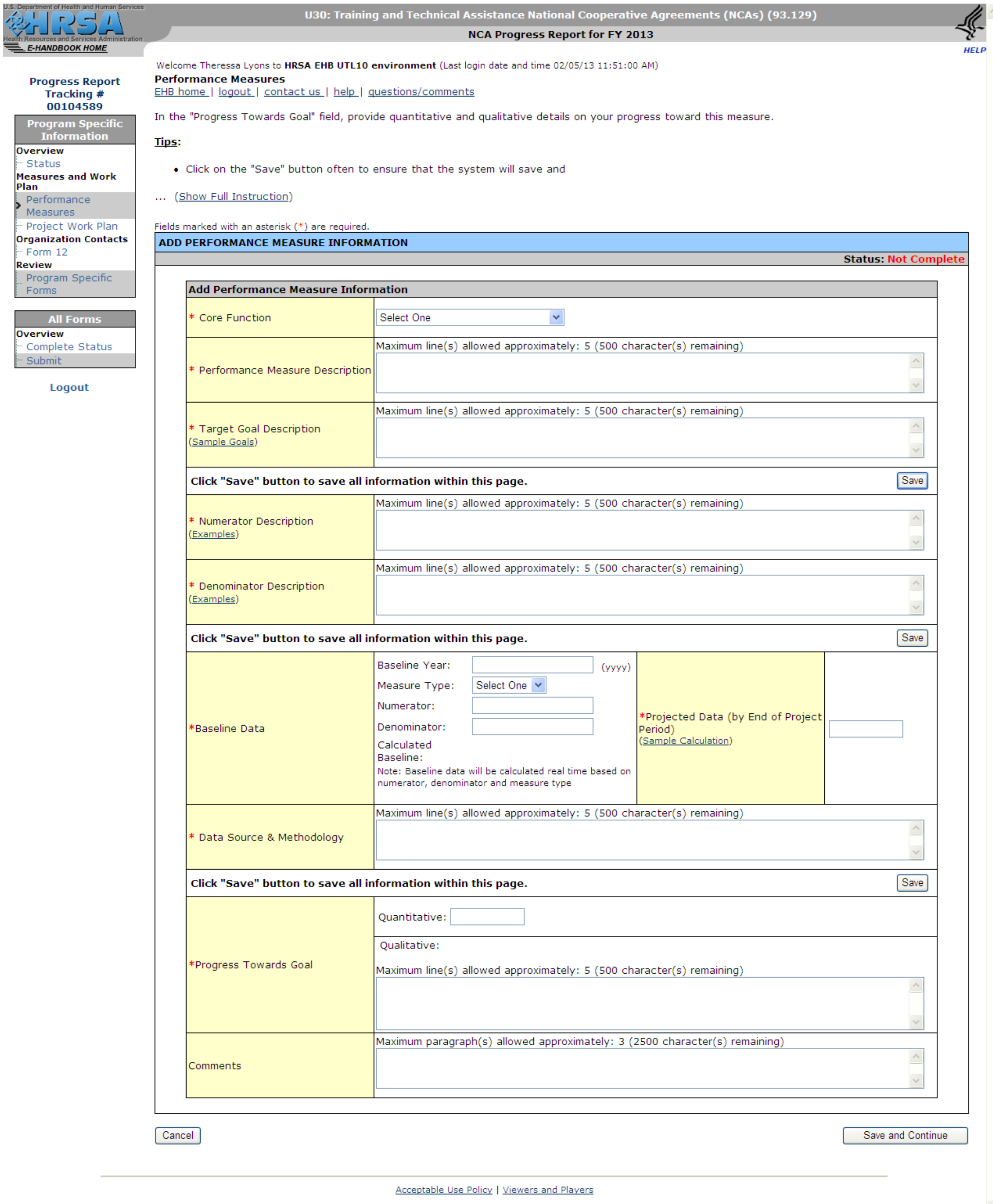


Performance Measure: Program Development/Analysis			**Status:** Not Complete
Category	Program Development/Analysis T/TA	Target Goal Description	On a scale from 1 to 10, where 1 is Not Very Helpful and 10 is Very Helpful, the helpfulness of NCFH T/TA in supporting the program development and analysis of health centers will increase by 82 to 85.
Baseline Data	0.82 (Ratio) (Baseline Year: 2010)	Projected Data	85.00 (Ratio)
Action: View | Update | Delete			

Add Performance Measure

2. The **Add Performance Measure Information** page (Figure 6) will be displayed. Fields marked with an asterisk (*) are required.
3. Click the Save and Continue button at the bottom of the screen after you have completed all of the fields.

Figure 6: Add Performance Measure Information Page

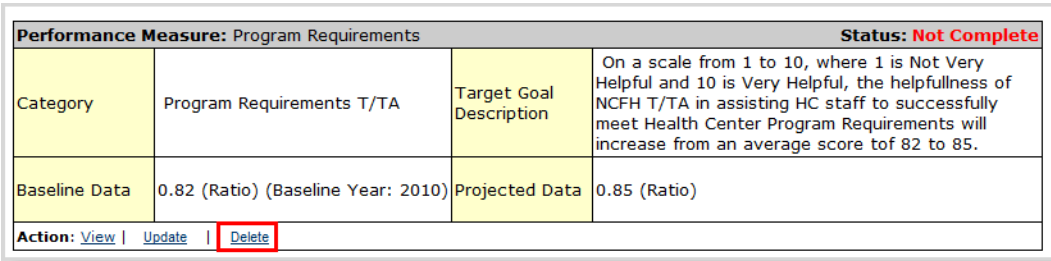


- The **Performance Measures** page will open and the new Performance Measure you entered will be listed in the Performance Measures section.

1.3. Deleting Performance Measures

1. Click on the Delete link for a Performance Measure that you want to delete.

Figure 7: Performance Measure with Delete Link

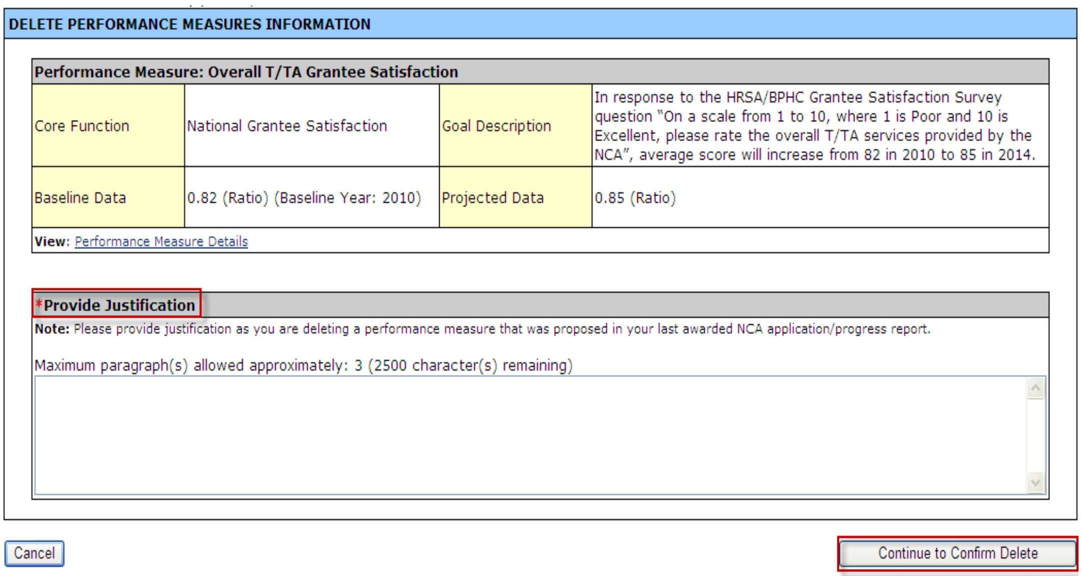


Performance Measure: Program Requirements			Status: Not Complete
Category	Program Requirements T/TA	Target Goal Description	On a scale from 1 to 10, where 1 is Not Very Helpful and 10 is Very Helpful, the helpfullness of NCFH T/TA in assisting HC staff to successfully meet Health Center Program Requirements will increase from an average score tof 82 to 85.
Baseline Data	0.82 (Ratio) (Baseline Year: 2010)	Projected Data	0.85 (Ratio)
Action: View | Update | Delete			

- If you are deleting a Performance Measure that you proposed in your FY 2012 NCA NCC

A. Enter appropriate Justification comments before confirming the delete action.

Figure 8: Deleting Performance Measure Proposed in the FY 2012 NCA NCC



DELETE PERFORMANCE MEASURES INFORMATION

Performance Measure: Overall T/TA Grantee Satisfaction			
Core Function	National Grantee Satisfaction	Goal Description	In response to the HRSA/BPHC Grantee Satisfaction Survey question "On a scale from 1 to 10, where 1 is Poor and 10 is Excellent, please rate the overall T/TA services provided by the NCA", average score will increase from 82 in 2010 to 85 in 2014.
Baseline Data	0.82 (Ratio) (Baseline Year: 2010)	Projected Data	0.85 (Ratio)
View: Performance Measure Details			

*Provide Justification

Note: Please provide justification as you are deleting a performance measure that was proposed in your last awarded NCA application/progress report.

Maximum paragraph(s) allowed approximately: 3 (2500 character(s) remaining)

Cancel Continue to Confirm Delete

B. Click the Continue to Confirm Delete button.

➢ The Delete Performance Measure confirmation page opens (Figure 9).

C. Click the Confirm Delete button to complete the deletion.

Figure 9: Performance Measure Confirm Delete Page

DELETE PERFORMANCE MEASURES INFORMATION

Performance Measure: Overall T/TA Grantee Satisfaction			
Core Function	National Grantee Satisfaction	Goal Description	In response to the HRSA/BPHC Grantee Satisfaction Survey question "On a scale from 1 to 10, where 1 is Poor and 10 is Excellent, please rate the overall T/TA services provided by the NCA", average score will increase from 82 in 2010 to 85 in 2014.
Baseline Data	0.82 (Ratio) (Baseline Year: 2010)	Projected Data	0.85 (Ratio)
Justification	Justification		
View: Performance Measure Details			

Cancel Confirm Delete

- The **Performance Measures** page opens. The Performance Measure you deleted will no longer be listed.

- If you are deleting a new Performance Measure that you proposed in this NCC, you will be able to confirm the deletion without providing any Justification comments.

Note: You are required to provide justification comments when you delete a performance measure that was proposed in your FY 2012 NCA NCC.

1.4. Viewing Performance Measures

1.4.1 Viewing Performance Measures Form

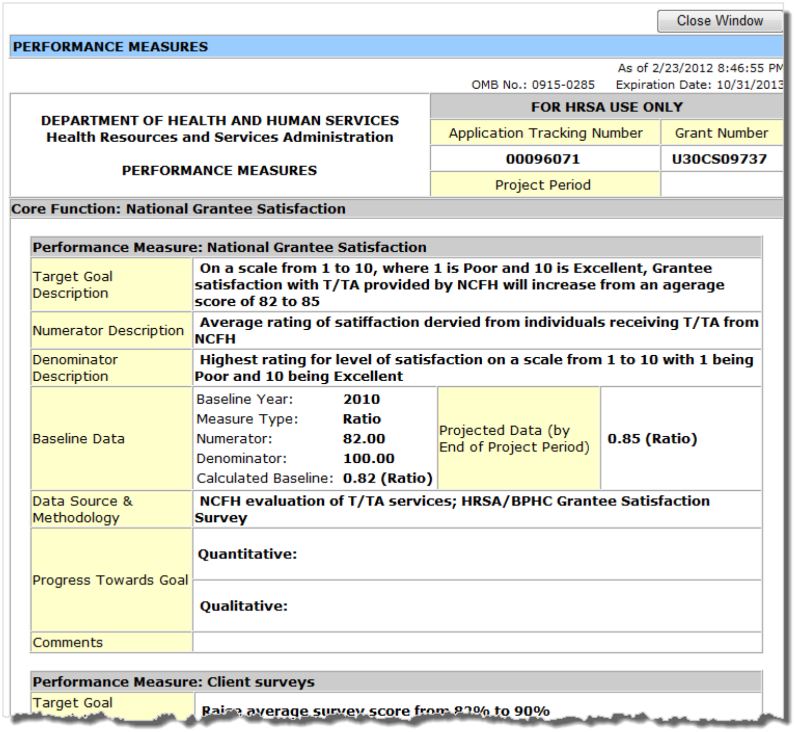
1. To view the Performance Measures form, click the View Performance Measures link at the bottom of the Project Period section.

Figure 10: View Performance Measure Information

Project Period			
*Start Date (mm/dd/yyyy)	09/01/2011	*End Date (mm/dd/yyyy)	06/30/2014
View: View Performance Measures			

- A read-only version of the Performance Measure will be displayed.

Figure 11: View of Performance Measures Page



Close Window

PERFORMANCE MEASURES

As of 2/23/2012 8:46:55 PM

OMB No.: 0915-0285 Expiration Date: 10/31/2013

DEPARTMENT OF HEALTH AND HUMAN SERVICES
Health Resources and Services Administration

PERFORMANCE MEASURES

FOR HRSA USE ONLY	
Application Tracking Number	Grant Number
00096071	U30CS09737
Project Period	

Core Function: National Grantee Satisfaction

Performance Measure: National Grantee Satisfaction			
Target Goal Description	On a scale from 1 to 10, where 1 is Poor and 10 is Excellent, Grantee satisfaction with T/TA provided by NCFH will increase from an agerage score of 82 to 85		
Numerator Description	Average rating of satiffaction dervied from individuals receiving T/TA from NCFH		
Denominator Description	Highest rating for level of satisfaction on a scale from 1 to 10 with 1 being Poor and 10 being Excellent		
Baseline Data	Baseline Year: 2010 Measure Type: Ratio Numerator: 82.00 Denominator: 100.00 Calculated Baseline: 0.82 (Ratio)	Projected Data (by End of Project Period)	0.85 (Ratio)
Data Source & Methodology	NCFH evaluation of T/TA services; HRSA/BPHC Grantee Satisfaction Survey		
Progress Towards Goal	Quantitative: Qualitative:		
Comments			

Performance Measure: Client surveys	
Target Goal	Raise average survey score from 82% to 90%

1. Click Close Window to close the pop-up screen and return to the **Performance Measures** page**.**

2. APPENDIX B: COMPLETING THE PROJECT WORK PLAN

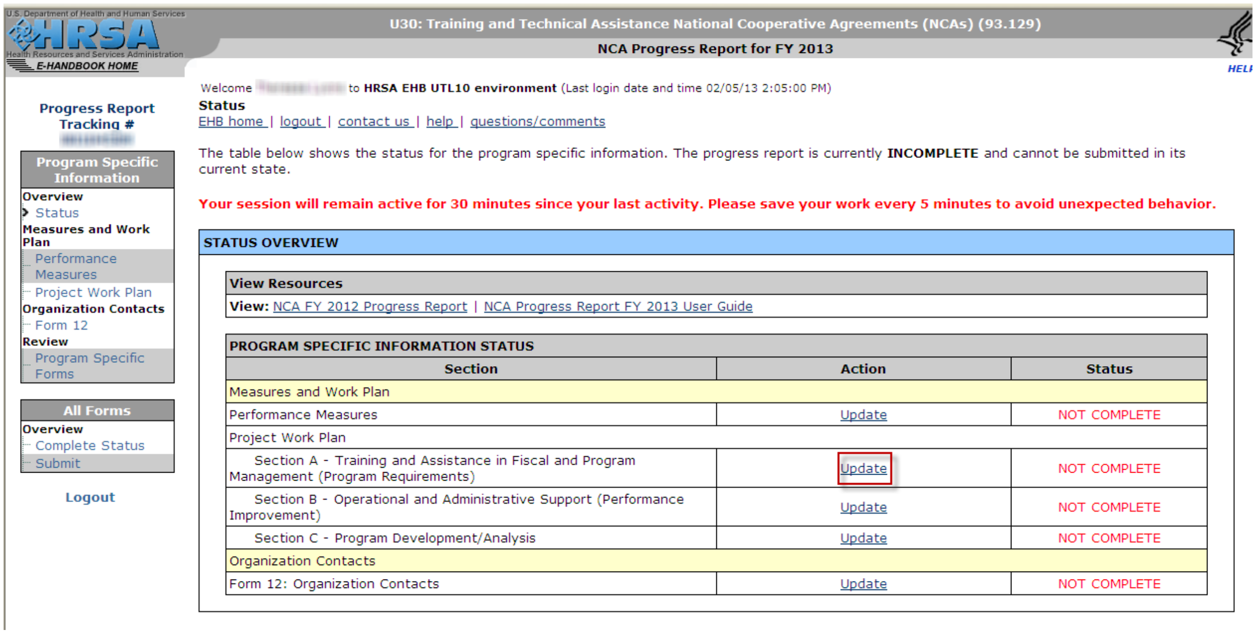
The Project Work Plan form is pre-populated with the Goals and related activities from your FY 2012 NCA NCC. All of the fields in this form will be unlocked to facilitate reporting progress and revision of activities to focus on updated plans for the upcoming 12-month budget period (July 1, 2013 – June 30, 2014).

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

- Section A - Training and Assistance in Fiscal and Program Management (Program Requirements)
- Section B - Operational and Administrative Support (Performance Improvement)
- Section C - Program Development/Analysis

The following section describe how to complete each section of the **Project Work Plan** form.

Figure 12: Section A Update Link



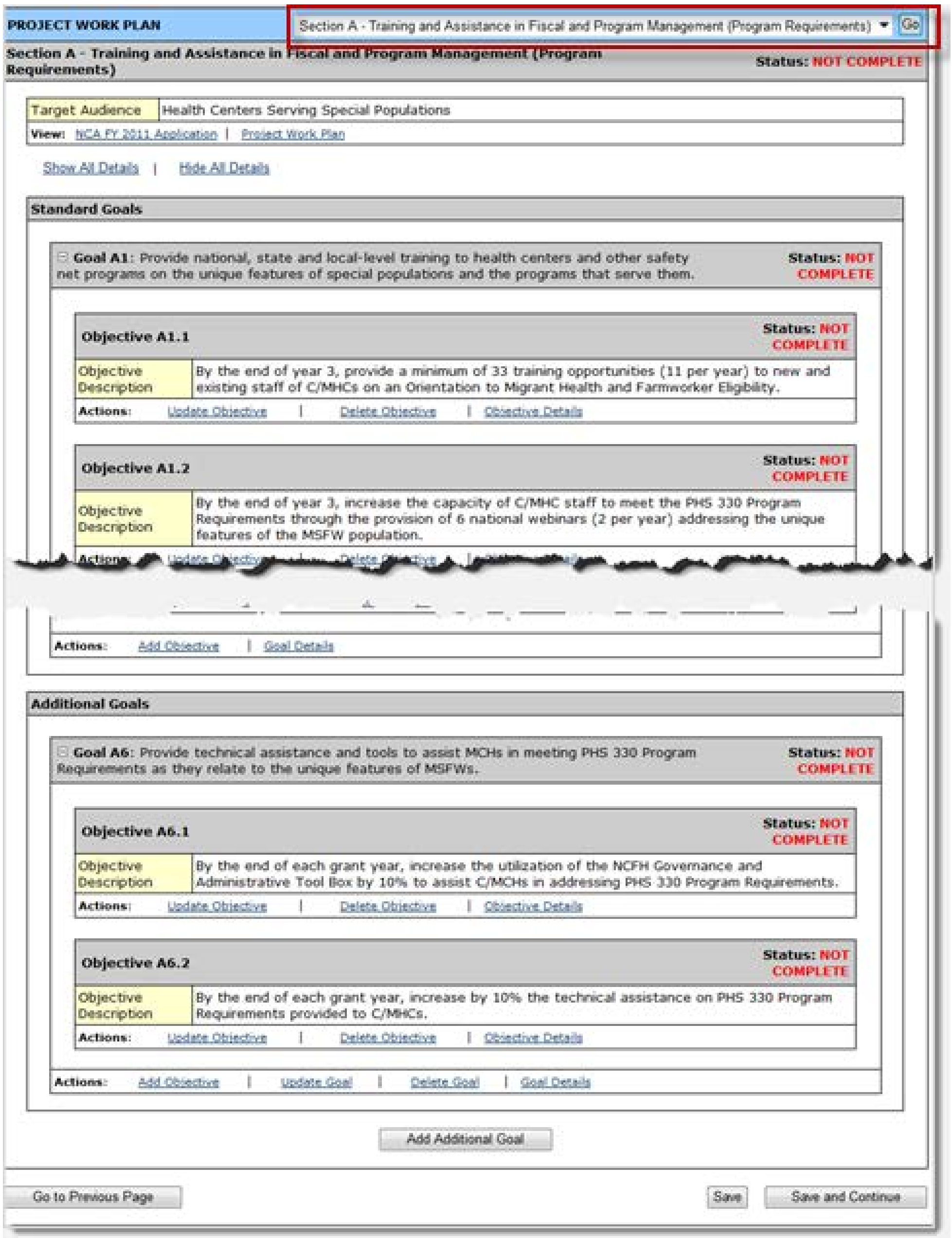
To update any section in this form – click the Update link for that section on the **Status Overview** page,

OR

Select the section from the drop-down menu and clicking the Go button

- For example – click on the Update link for Section A. The **Project Work Plan, Section A - Training and Assistance in Fiscal and Program Management (Program Requirements)** page opens (Figure 13).

Figure 13: Project Work Plan, Section A - Training and Assistance in Fiscal and Program Management (Program Requirements) Page

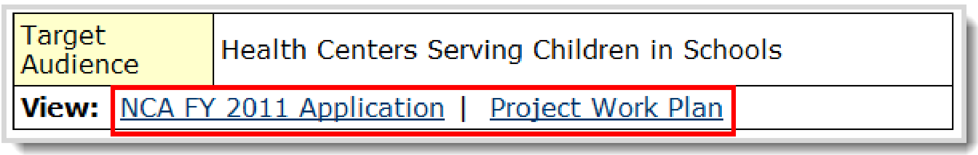


Each Project Work Plan section consists of three sections:

- Target Audience
- Standard Goals
- Additional Goals

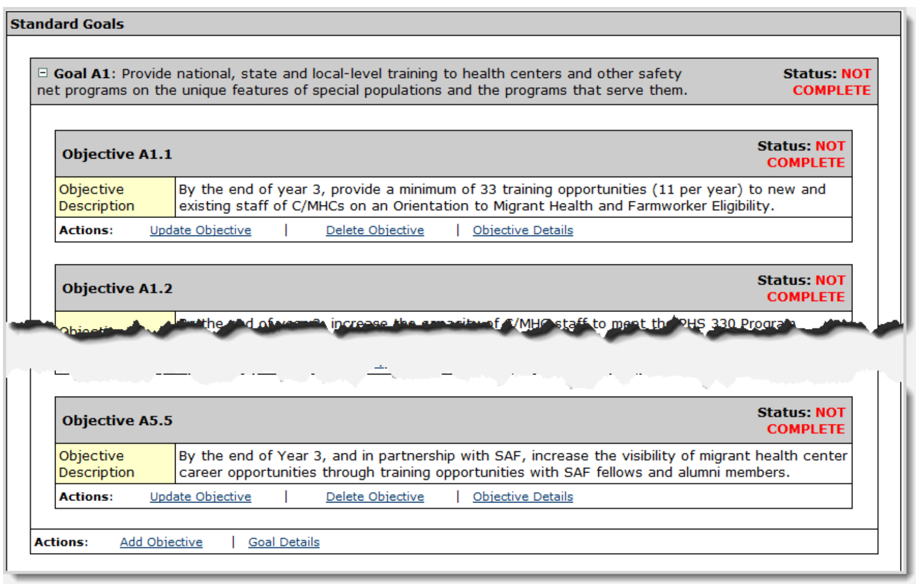
The Target Audience section displays the target audience selected in Form 1A of your FY 2011 NCA competitive application. It also contains links to view the FY 2011 NCA Application and the complete Project Work Plan.

Figure 14: Target Audience Section



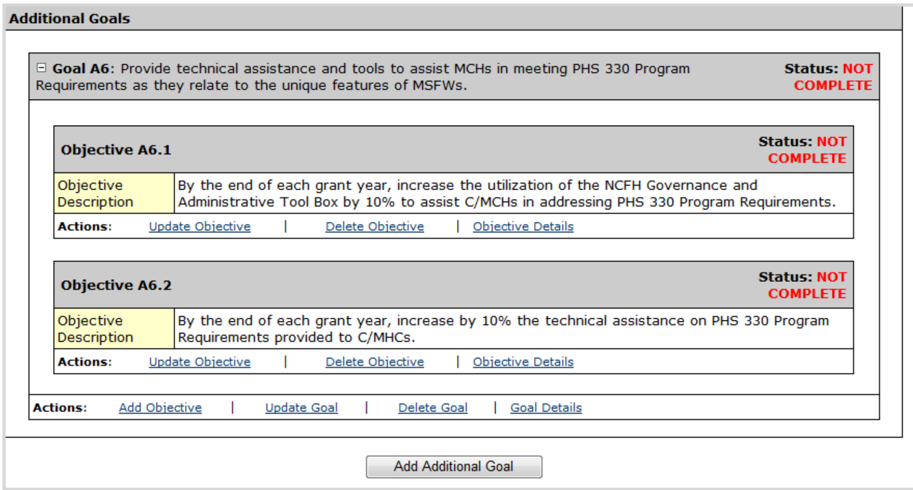
The Standard Goals section is prepopulated with the Objectives proposed under each Standard Goal for that section in the FY 2012 NCA NCC. Each Objective has links to Update Objective, Delete Objective, and Objective Details. Each Standard Goal has links to Add Objective and Goal Details.

Figure 15: Standard Goals Section



The Additional Goals section will be pre-populated with any Additional Goals and related Objectives proposed in the FY 2012 NCA NCC. Each Objective belonging to an Additional Goal has links to Update Objective, Delete Objective, and Objective Details. In addition to having links to Add Objective and Goal Details, each Additional Goal has links to Update Goal and Delete Goal.

Figure 16: Additional Goals Section



You can perform the following major actions on these sections.

- Updating
- Adding
- Deleting
- Viewing

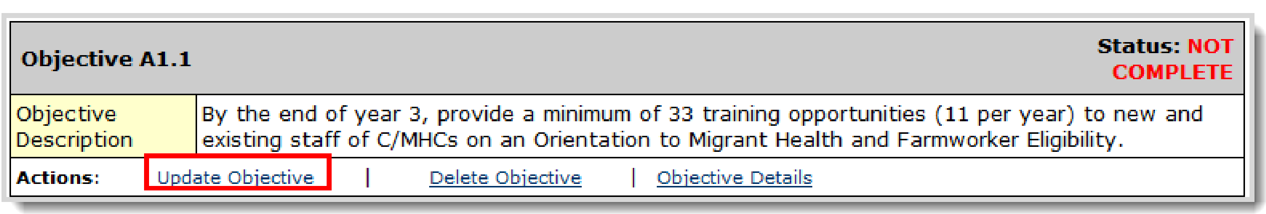
2.1. Updating

The following subsections describe the steps for updating Objectives and Additional Goals:

2.1.1 Updating an Objective

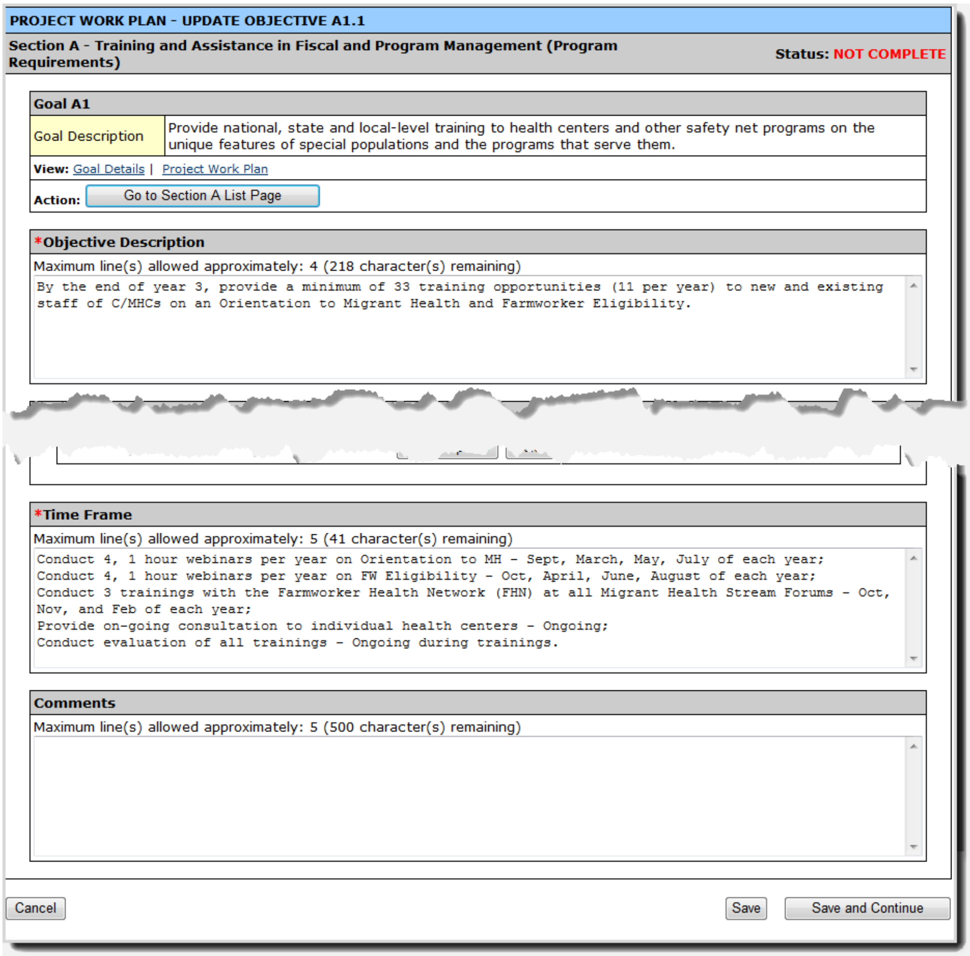
The **Project Work Plan – Update Objective** page is where the NCA completes the Progress Report field for an Objective and modifies the remaining Objective details, if necessary.

Figure 17: Update Objective Page Link



To update an objective, click the Update Objective link for the Objective to be updated. The **Project Work Plan – Update Objective** page opens.

Figure 18: Update Objective Page

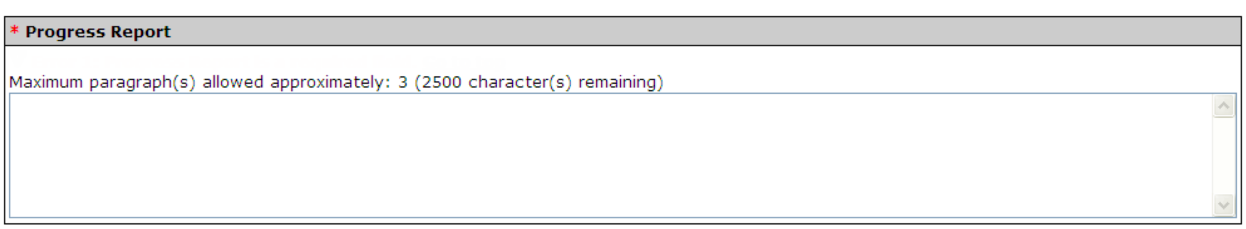


The Goal to which the Objective belongs is listed in the Goal section at the top of the **Project Work Plan - Update Objective** page. The Goal section also contains links to view the Goal Details and Project Work Plan.

Clicking the Go to Section A List Page button will open **the Project Work Plan - Section A - Training and Assistance in Fiscal and Program Management (Program Requirements)** page, with all of the goals (Figure 13).

2.1.1.1 Completing the Progress Report Field

Figure 19: Progress Report Section



1. In the Progress Report field, enter a brief description of the progress made towards the stated Objective for the goal.

> **Note:** The Progress Report field is required to be completed for every Objective, even if it was added through this NCC. For Objectives added during this NCC, a simple statement of that fact is sufficient for the Progress Report (e.g., No progress to report for this Objective added during the FY13 NCA NCC).

2.1.1.2 Updating the Remaining Objective Details

1. The Objective Description, Time Frame, and Comments fields can all be updated by modifying the existing text.

Figure 20: Objective Description Update

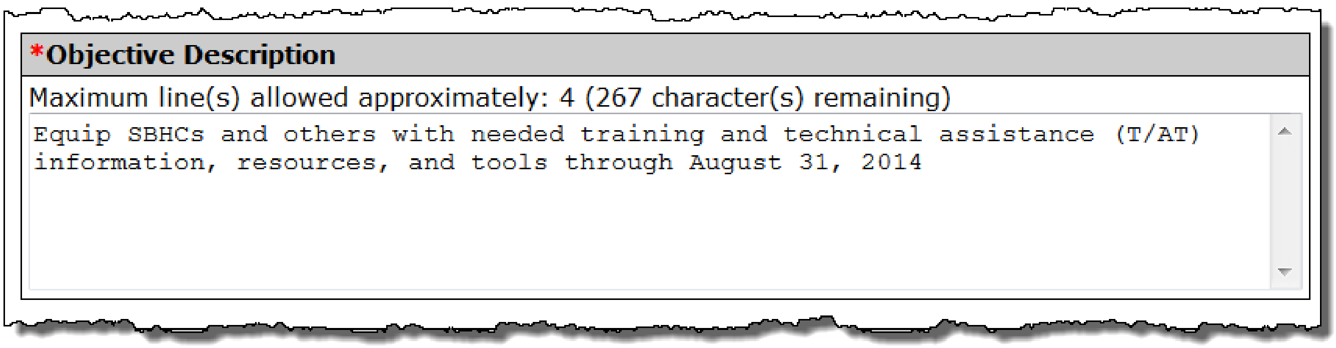


Figure 21: Time Frame Description Update

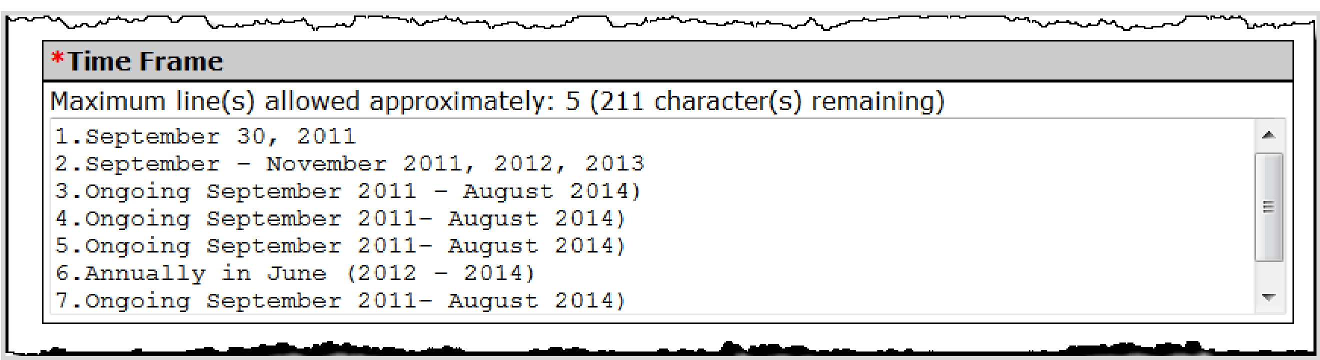
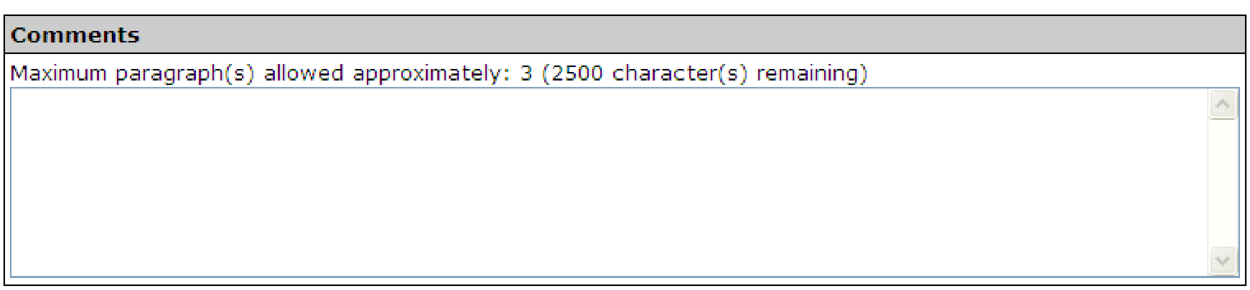


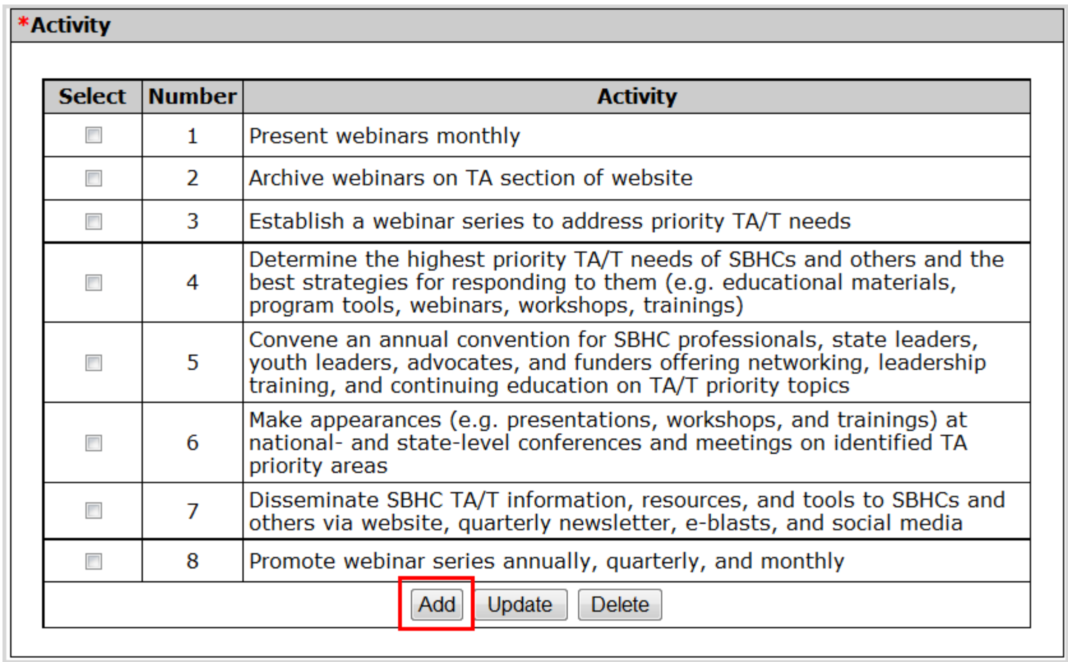
Figure 22: Objective Comment Update



2.1.1.3 Adding an Activity

1. Click the Add button under the text.

Figure 23: Add Activity Button



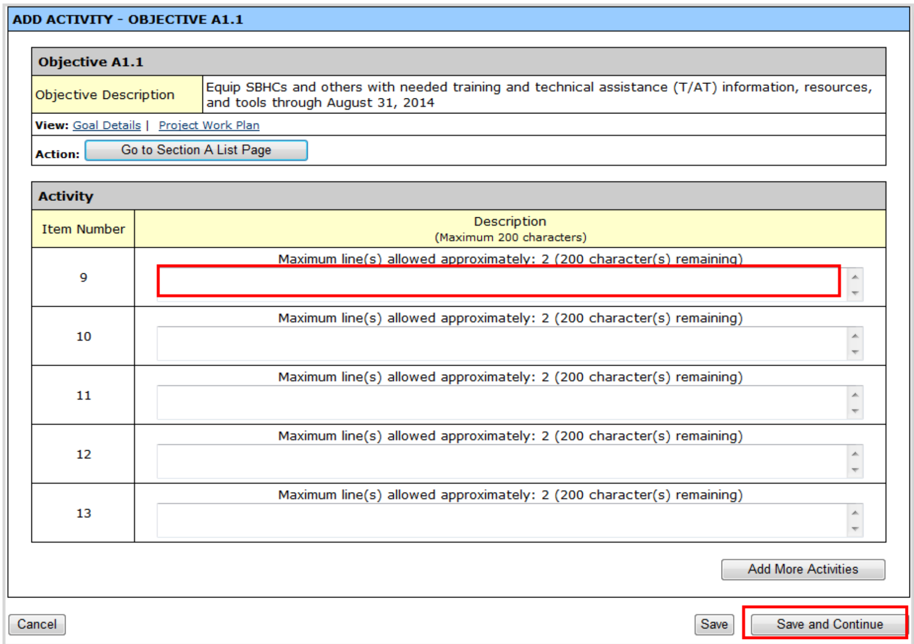
***Activity**

Select	Number	Activity
☐	1	Present webinars monthly
☐	2	Archive webinars on TA section of website
☐	3	Establish a webinar series to address priority TA/T needs
☐	4	Determine the highest priority TA/T needs of SBHCs and others and the best strategies for responding to them (e.g. educational materials, program tools, webinars, workshops, trainings)
☐	5	Convene an annual convention for SBHC professionals, state leaders, youth leaders, advocates, and funders offering networking, leadership training, and continuing education on TA/T priority topics
☐	6	Make appearances (e.g. presentations, workshops, and trainings) at national- and state-level conferences and meetings on identified TA priority areas
☐	7	Disseminate SBHC TA/T information, resources, and tools to SBHCs and others via website, quarterly newsletter, e-blasts, and social media
☐	8	Promote webinar series annually, quarterly, and monthly

Add Update Delete

2. The **Add** page for the Activity opens (Figure 24).
3. Enter a Description of the new Activity in the first blank Description field.
4. Continue adding as many Activities as necessary. Click the Add More Activities button to add as many more rows to the table as necessary to describe all new Activities.
5. Click the Finished Adding button to save the changes and return to the **Project Work Plan – Update Objective** page.

Figure 24: Add Activity Page

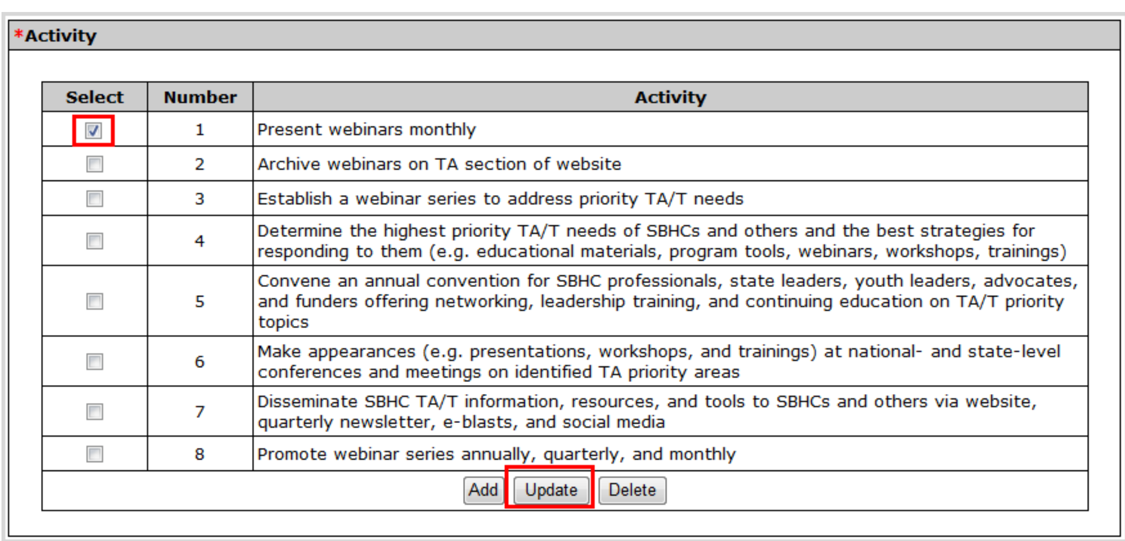


Note: Remember to frequently click the Save button to prevent the system from "timing out" and losing data.

2.1.1.4 Updating Activities

1. Click the Select boxes for the Activities you want to update.
2. Click on the Update button under the text.

Figure 25: Update Activity Button

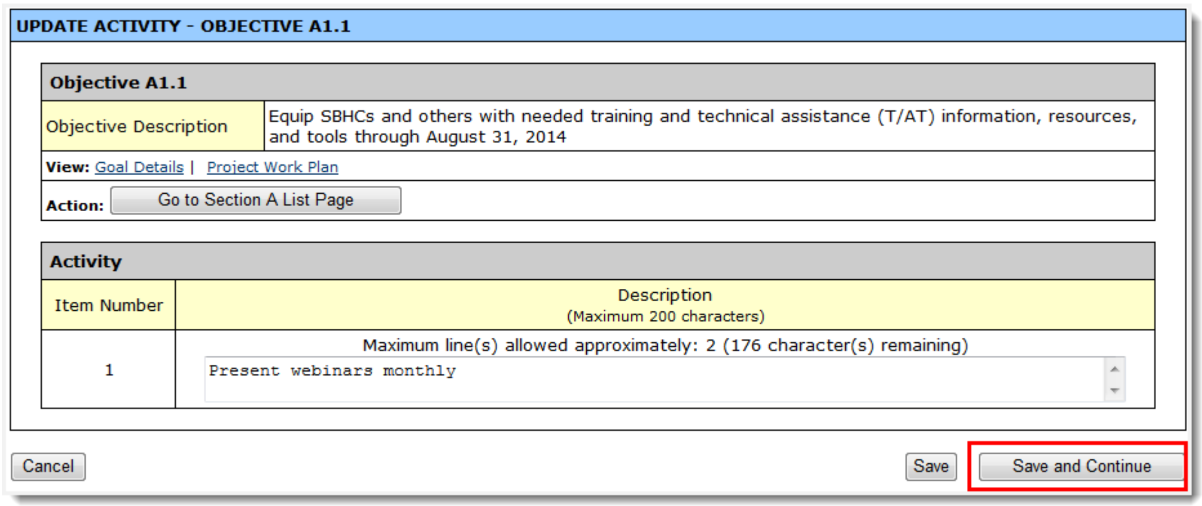

*Activity

Select	Number	Activity
☑	1	Present webinars monthly
☐	2	Archive webinars on TA section of website
☐	3	Establish a webinar series to address priority TA/T needs
☐	4	Determine the highest priority TA/T needs of SBHCs and others and the best strategies for responding to them (e.g. educational materials, program tools, webinars, workshops, trainings)
☐	5	Convene an annual convention for SBHC professionals, state leaders, youth leaders, advocates, and funders offering networking, leadership training, and continuing education on TA/T priority topics
☐	6	Make appearances (e.g. presentations, workshops, and trainings) at national- and state-level conferences and meetings on identified TA priority areas
☐	7	Disseminate SBHC TA/T information, resources, and tools to SBHCs and others via website, quarterly newsletter, e-blasts, and social media
☐	8	Promote webinar series annually, quarterly, and monthly

Add Update Delete

3. The **Update** page for the Activities opens (Figure 26)

Figure 26: Update Activity Page

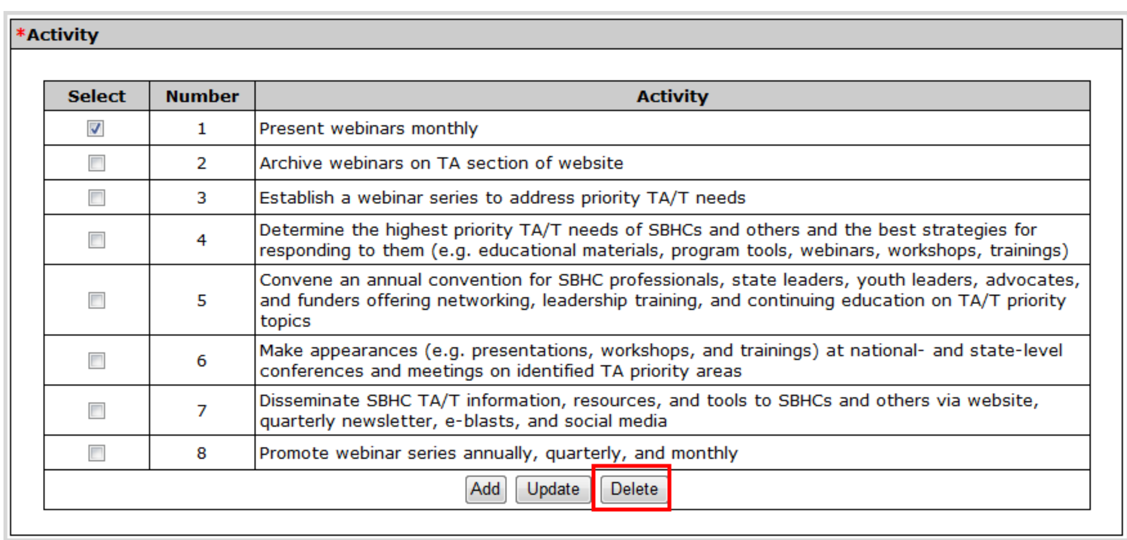


4. Enter any changes to the description of the activities in the respective Description field for the FY 2013 budget period.
5. Click the Save and Continue button to save the changes and return to the **Project Work Plan – Update Objective** page.

2.1.1.5 Deleting Activities

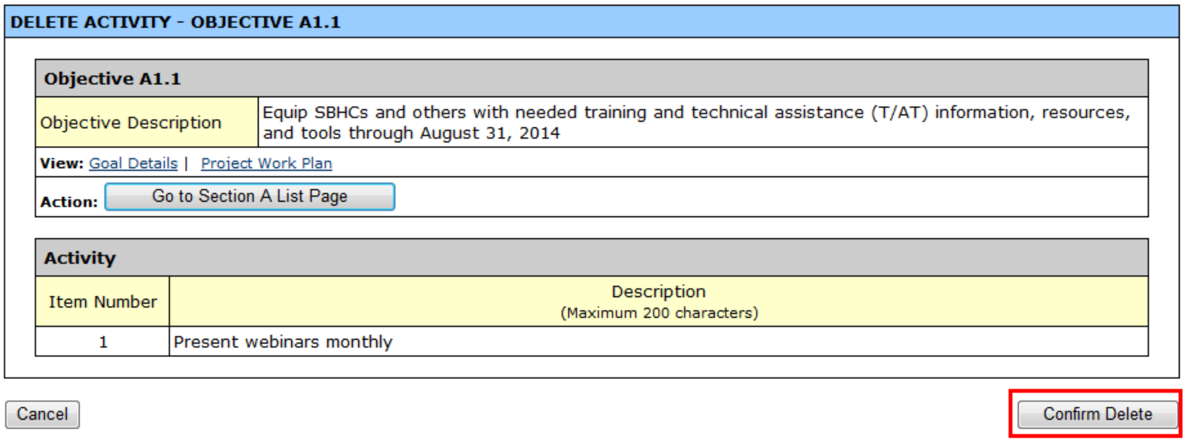
1. Click the Select box for the Activities you wish to delete.
2. Click the Delete button under the text.

Figure 27: Delete Activity Button



3. The **Delete** page for the Activities opens (Figure 28).

Figure 28: Delete Activity Page



4. Click the Confirm Delete button to complete the deletion.
5. The **Project Work Plan – Update Objective** page opens.

2.1.1.6 Expected Outcome

Adding, updating, and deleting Expected Outcomes is similar to adding, updating, and deleting Activities. Refer to sections 2.1.1.3, 2.1.1.4, and 2.1.1.5.

2.1.1.7 Data Evaluation and Measurement

Adding, updating, and deleting Data Evaluation and Measurements is similar to adding, updating, and deleting Activities. Refer to sections 2.1.1.3, 2.1.1.4, and 2.1.1.5.

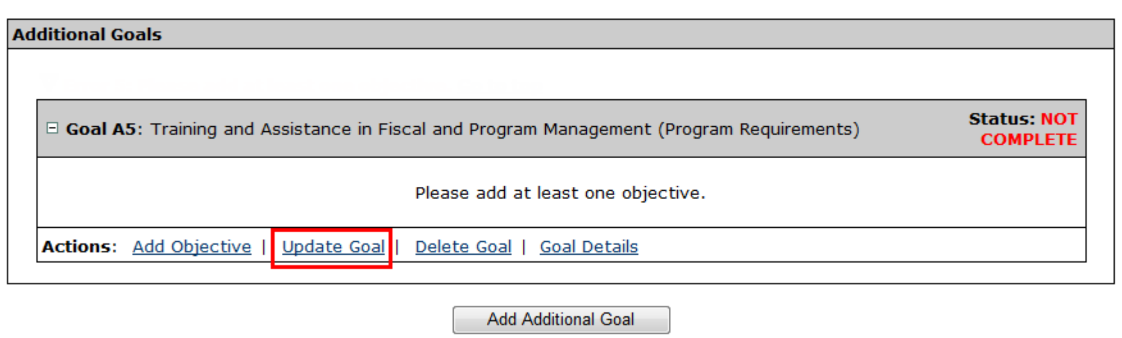
2.1.1.8 Adding a Person/Area Responsible

Adding, updating, and deleting Person(s)/Area(s) Responsible are similar to adding, updating, and deleting Activities. Refer to sections 2.1.1.3, 2.1.1.4, and 2.1.1.5.

2.1.1.9 Updating an Additional Goal

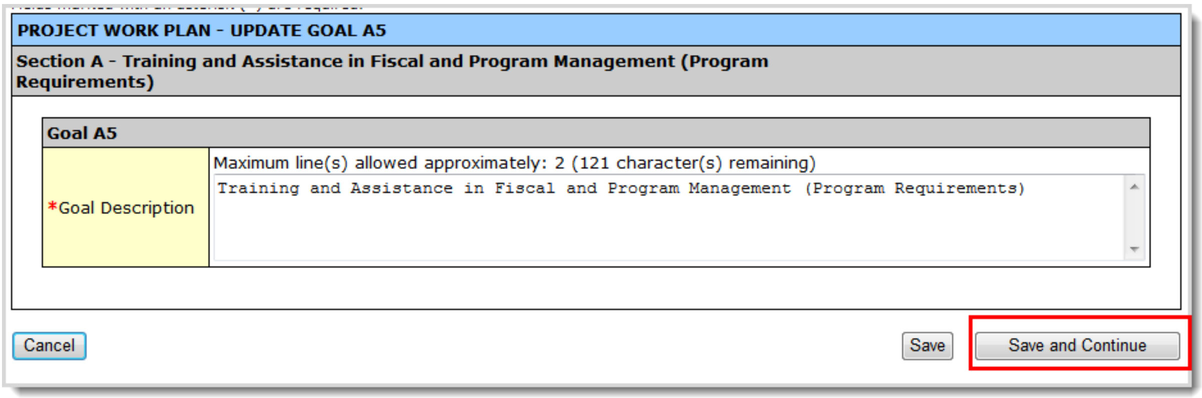
1. To update an Additional Goal - click the Update Goal action link for that Additional Goal.
2. The **Update Goal** page opens (Figure 29).

Figure 29: Update Additional Goal Link



3. Enter any changes to the Goal Description.

Figure 30: Update Additional Goal Page



- If you are updating an Additional Goal that you proposed in your FY 2012 NCA NCC, you must provide justification comments.
- If you are updating an Additional Goal that you proposed in this NCC, you are not required to provide any justification.

4. Click the Save and Continue button to return to the **Project Work Plan - Section A - Training and Assistance in Fiscal and Program Management (Program Requirements)** page.

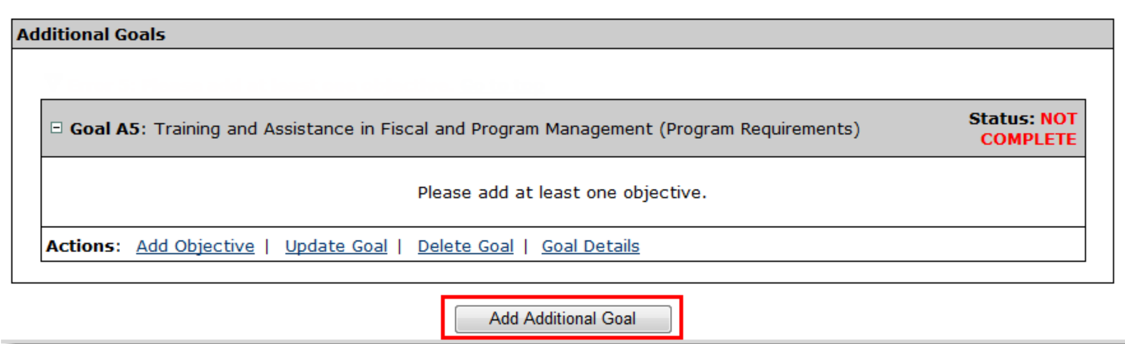
Note: The Goal Description of a Standard Goal ***cannot*** be updated.

2.2. Adding

The following subsections describe adding Additional Goals and Objectives.

2.2.1 Adding an Additional Goal

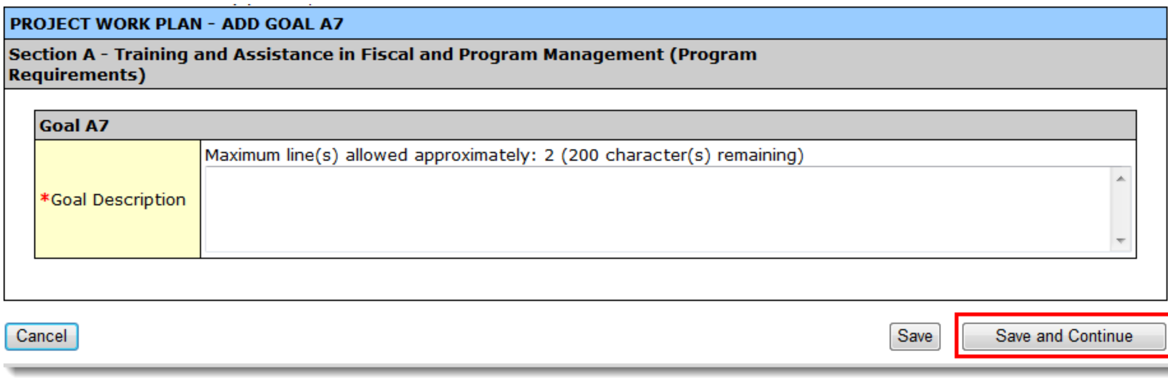
Figure 31: Add Additional Goal Button



1. Click the Add Additional Goal button at the bottom of the **Section A – Training and Assistance in Fiscal and Program Management (Program Requirements)** page.

➢ The **Project Work Plan – Add Goal** page opens (Figure 32).

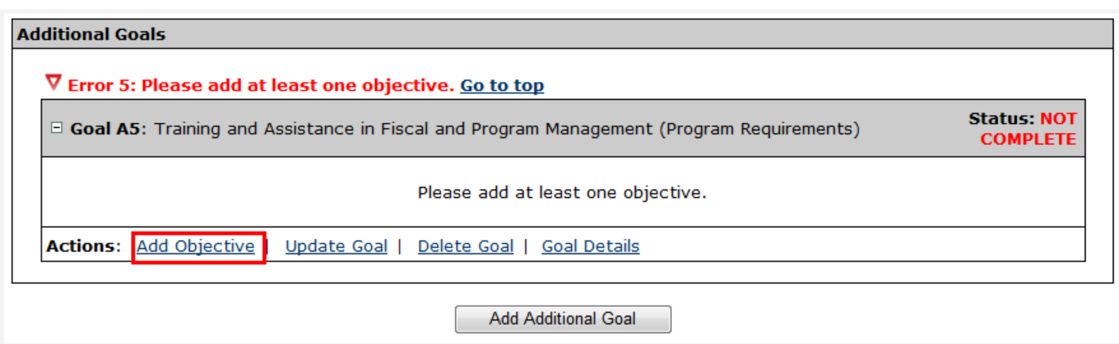
Figure 32: Project Work Plan – Add Goal Page



2. Enter a Goal Description.
3. Click the Save and Continue button. The **Section A – Training and Assistance in Fiscal and Program Management (Program Requirements)** page opens.

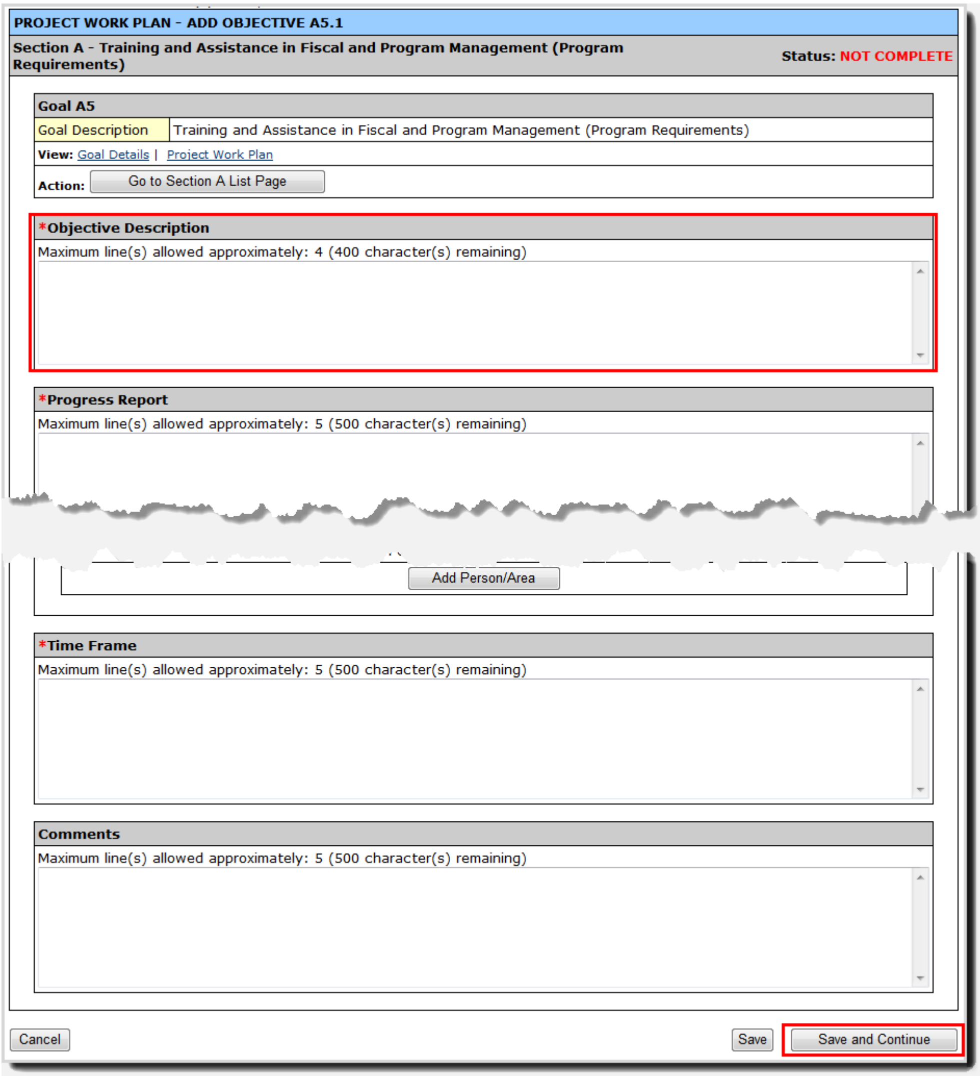
2.2.2 Adding an Objective

Figure 33: Additional Goals – Add Objective Button



1. Click the Add Objective link if you would like to add an Objective to a Goal.
2. Enter a text Objective Description.

Figure 34: Additional Goals – Add Objective Page



3. Enter text for the Progress Report, Time Frame, and Comments fields for the new Objective (Figure 34).
4. Follow the steps in sections 2.1.1.3, 2.1.1.4, and 2.1.1.5 to complete the Activity, Expected Outcome, Time Frame, and Person/Area Responsible sections of the new Objective.
5. When all required information has been added for the new Objective, click the Save and Continue button.

➢ The **Project Work Plan, Section A - Training and Assistance in Fiscal and Program Management (Program Requirements)** page opens.

Note: A Goal must have one Objective, but may have a maximum of 10 Objectives.

Note: You can add a maximum of five Additional Goals in this section, including the Additional Goals proposed in your FY 2012 NCA NCC, if any.

2.3. Deleting

The following subsections describe deleting Objectives and Additional Goals.

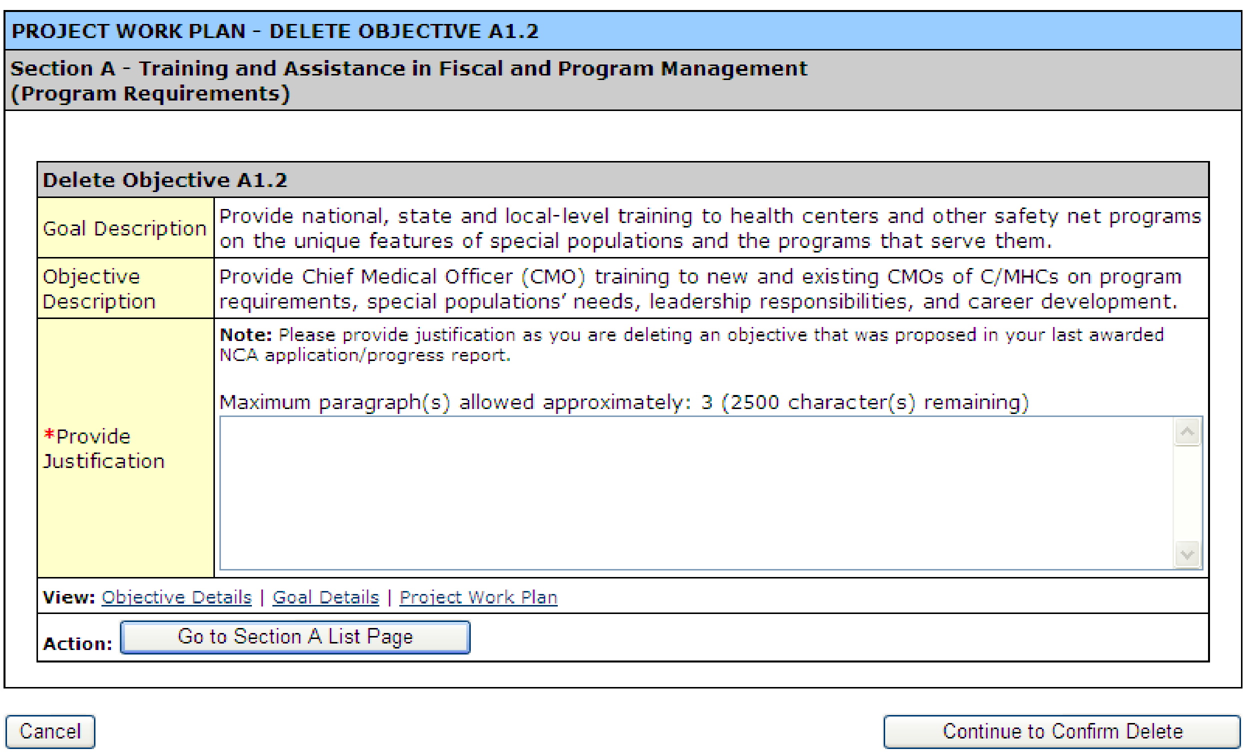
2.3.1 Deleting an Objective

1. Click the Delete Objective Action link under the record of the Objective that you want to delete.

Figure 35: Delete Objective Button

- ➢ The **Project Work Plan – Delete Objective** page opens (Figure 36).
- If you are deleting an Objective that you proposed in the FY 2012 NCA NCC:

Figure 36: Deleting Objective Proposed in FY 2012 NCA NCC



A. Enter appropriate Justification comments before confirming the delete action.

B. Click the Continue to Confirm Delete button.

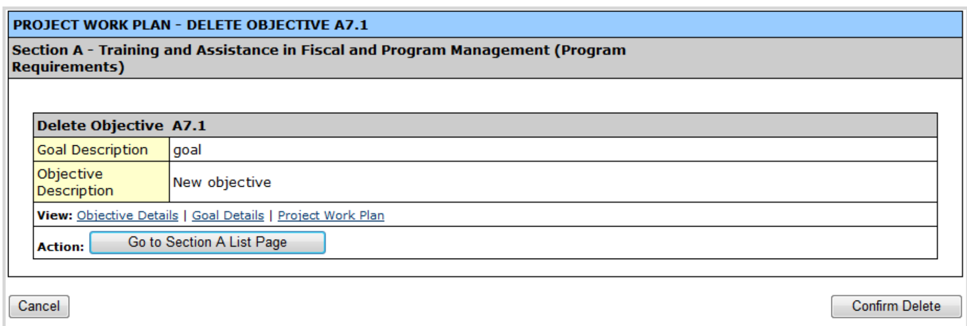
- The **Project Work Plan – Confirm Delete Objective** page opens. It displays the Goal Description, the Objective Description, and the Justification provided by you for the deletion. It has View links to Objective Details of the Objective being deleted, Goal Details of the Goal to which the Objective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

C. Click the Confirm Delete button to complete the deletion.

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

- If you are deleting a new Objective that you proposed in this NCC, you will be able to confirm the deletion without providing any Justification comments.

Figure 37: Deleting New Objective



- The **Project Work Plan – Delete Objective** page opens. It displays the Goal Description and the Objective Description. It has View links to Objective Details of the Objective being deleted and to the Project Work Plan.

A. Click the Confirm Delete button to complete the deletion.

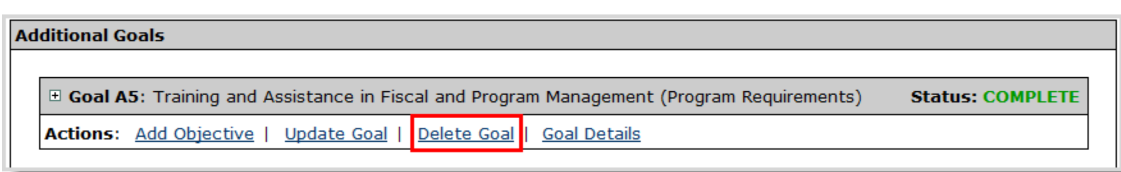
- The **Project Work Plan, Section A - Training and Assistance in Fiscal and Program Management (Program Requirements)** page opens. The Objective that you deleted is not listed on the page.

Note: Every Goal must have at least one Objective.

2.3.2 Deleting an Additional Goal

1. Click the Delete Goal link for the Goal you want to delete.

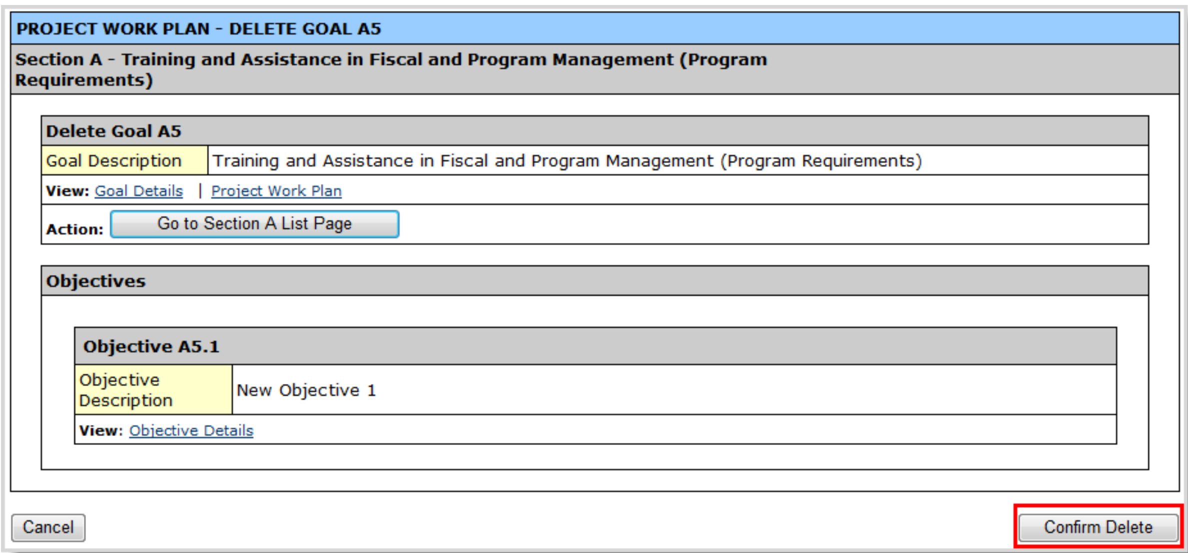
Figure 38: Deleting an Additional Goal Button



- The **Project Work Plan – Delete Goal** page opens. It contains the Goal Description and links to view the Goal Details and the Project Work Plan. It also contains Objective descriptions, links to view the Objective Details for every Objective belonging to that Goal, and a Go to Section A List Page button.

- If you are deleting an Additional Goal included in your FY 2012 NCA NCC:
    A. Enter a Justification for the deletion of the Additional Goal.
    B. Enter a Justification for the deletion of every listed Objective that was included in your FY 2012 NCA NCC. A justification is not collected for any Objectives that you proposed for this Goal in the this NCC.

Figure 39: Delete Goal Page



C. Click the Continue to Confirm Delete button.

➢ The **Project Work Plan – Confirm Delete Goal** page opens.

- If you are deleting an Additional Goal that was added in this NCC, click the Confirm Delete button.

➢ The **Project Work Plan, Section A - Training and Assistance in Fiscal and Program Management (Program Requirements)** page opens. The goal you deleted is no longer listed under the **Additional Goals** section.

2.4. Viewing

2.4.1 Viewing Objective Details

1. On the **Project Work Plan, Section A - Training and Assistance in Fiscal and Program Management (Program Requirements)** page, click the Objective Details link for the Objective you want to view (Figure 40).

➢ The **View Objective Details** page opens as a pop-up (Figure 41).

Figure 40: Objective Details Button

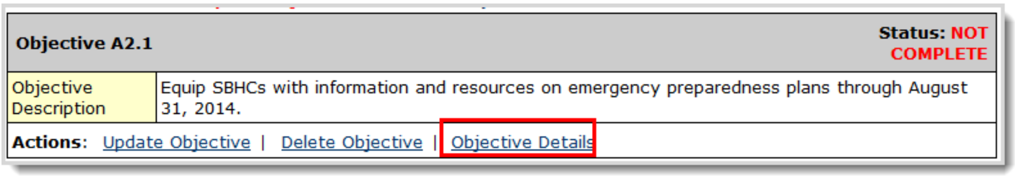
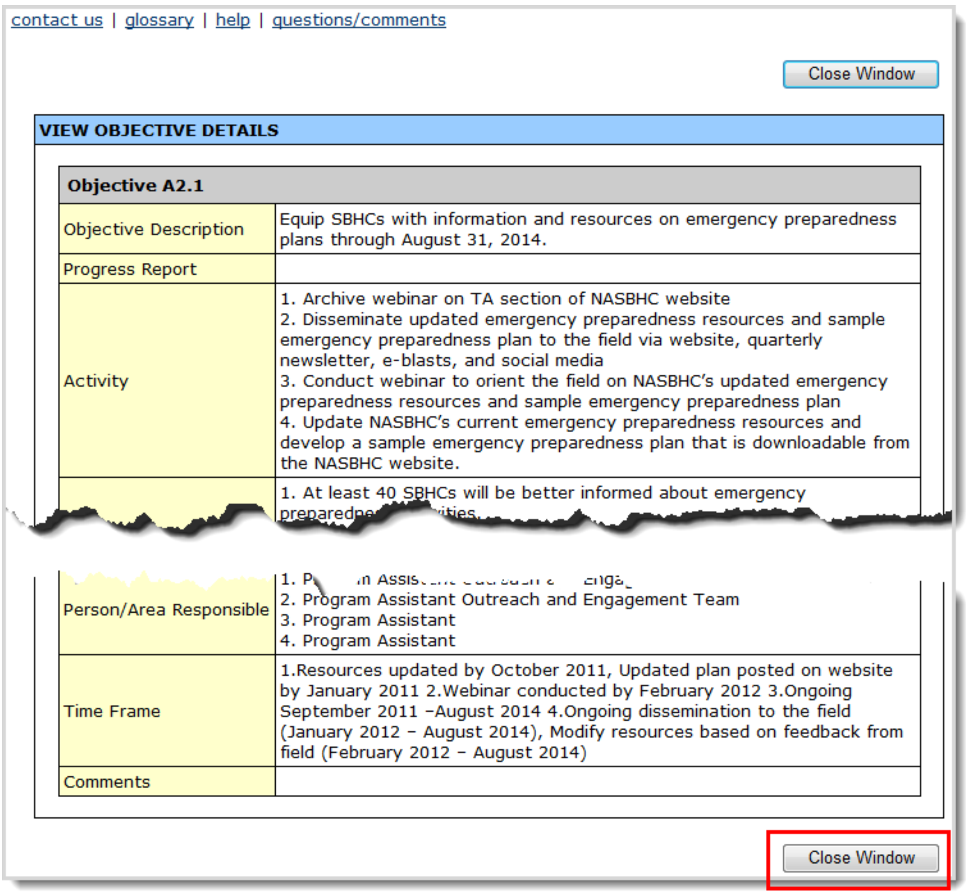


Figure 41: View Objective Details Page



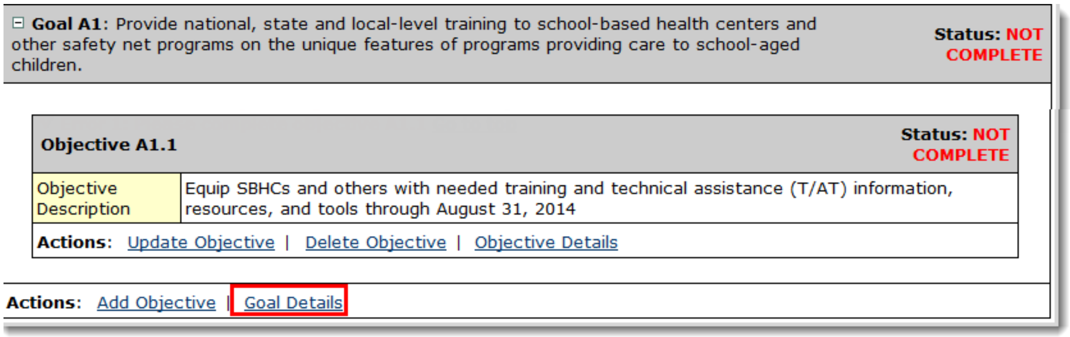
2. Click the Close Window button to close the window.

➢ The **View Objective Details** page closes and you can resume working on the Project Work Plan.

2.4.2 Viewing Goal Details

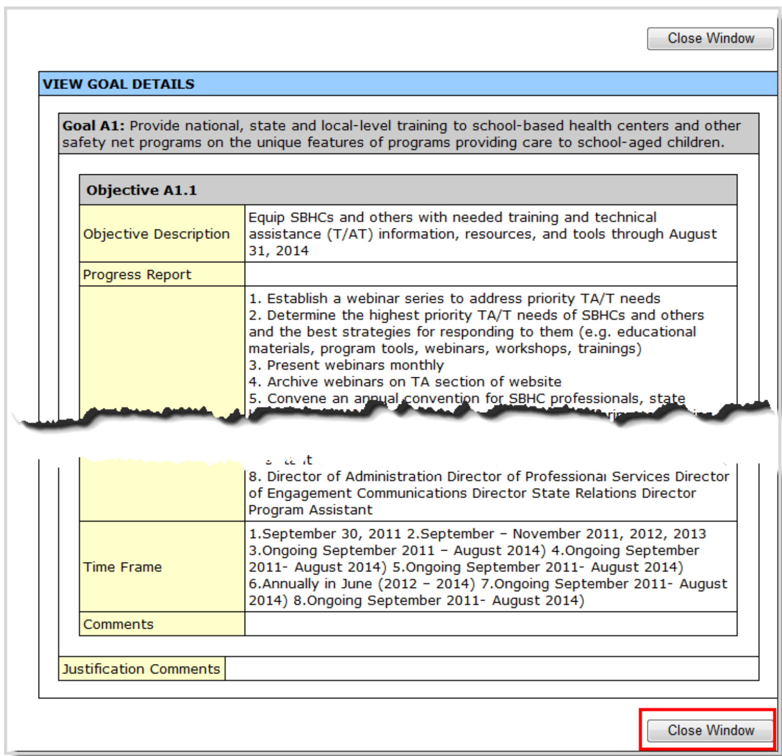
1. On the **Project Work Plan, Section A - Training and Assistance in Fiscal and Program Management (Program Requirements)** page, click the Goal Details link for the Goal that you want to view (Figure 42).

Figure 42: Goal Details Link



➢ The **View Goal Details** page opens as a pop-up (Figure 43)

Figure 43: View Goal Details Page



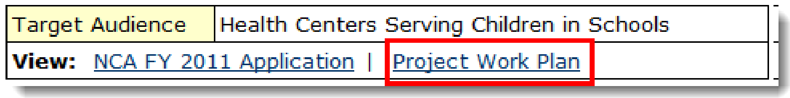
2. Click the Close Window button to close the window.

➢ The **View Goal Details** page closes and you can resume working on the Project Work Plan.

2.4.2.1 Viewing the Project Work Plan

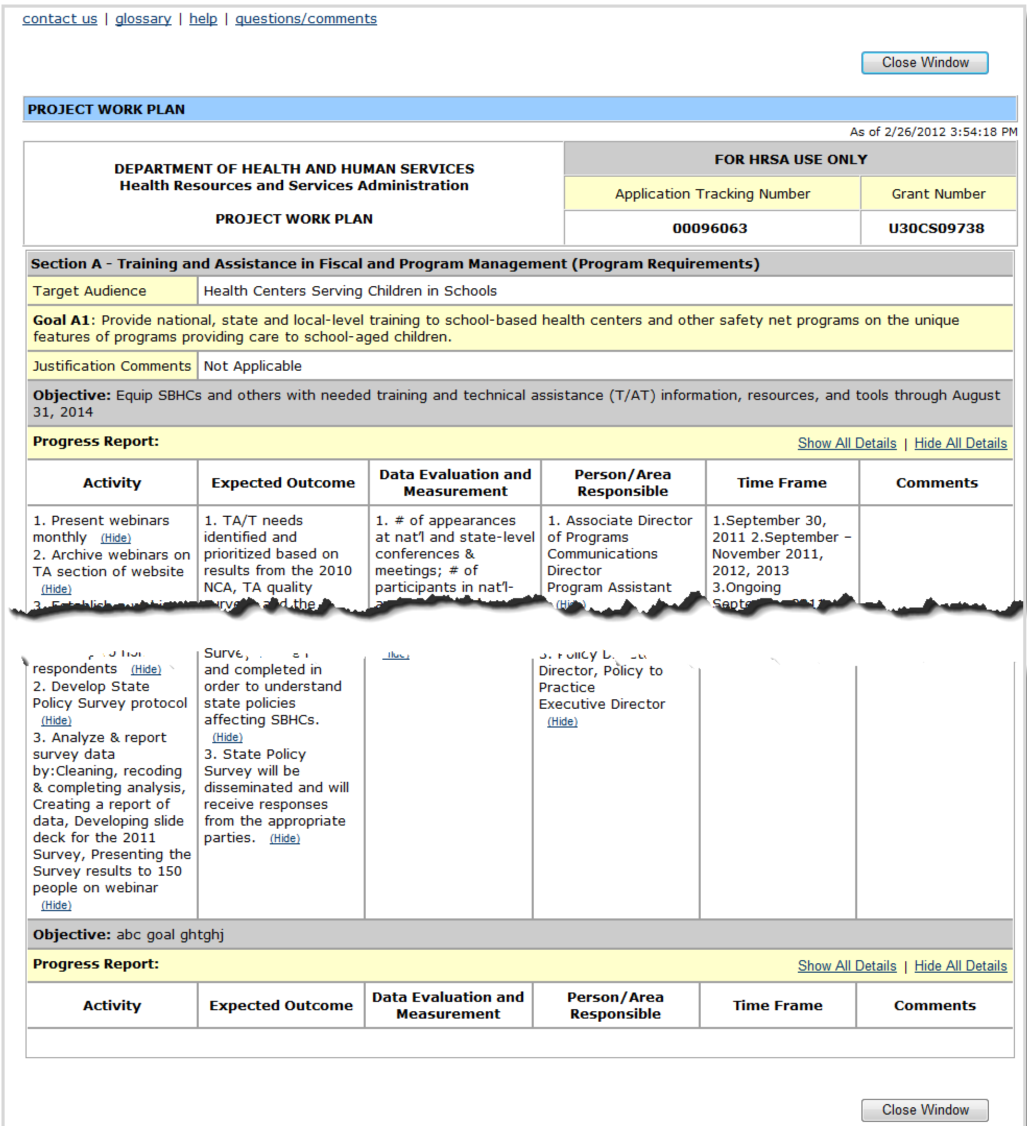
1. In the Target Audience block at the top of the **Project Work Plan, Section A - Training and Assistance in Fiscal and Program Management (Program Requirements)** page, click the Project Work Plan link (Figure 44).

Figure 44: Project Work Plan Link



➢ The **Project Work Plan** page opens, anchored to Section A (Figure 45). You can view the entire Project Work Plan by using the vertical scroll.

Figure 45: Project Work Plan Page


contact us | glossary | help | questions/comments

Close Window

PROJECT WORK PLAN

As of 2/26/2012 3:54:18 PM

DEPARTMENT OF HEALTH AND HUMAN SERVICES Health Resources and Services Administration PROJECT WORK PLAN	FOR HRSA USE ONLY	
	Application Tracking Number	Grant Number
	00096063	U30CS09738

Section A - Training and Assistance in Fiscal and Program Management (Program Requirements)

Target Audience	Health Centers Serving Children in Schools
Goal A1: Provide national, state and local-level training to school-based health centers and other safety net programs on the unique features of programs providing care to school-aged children.	
Justification Comments	Not Applicable

Objective: Equip SBHCs and others with needed training and technical assistance (T/AT) information, resources, and tools through August 31, 2014

Progress Report: Show All Details | Hide All Details

Activity	Expected Outcome	Data Evaluation and Measurement	Person/Area Responsible	Time Frame	Comments
1. Present webinars monthly (Hide) 2. Archive webinars on TA section of website (Hide)	1. TA/T needs identified and prioritized based on results from the 2010 NCA, TA quality	1. # of appearances at nat'l and state-level conferences & meetings; # of participants in nat'l-	1. Associate Director of Programs Communications Director Program Assistant	1.September 30, 2011 2.September – November 2011, 2012, 2013 3.Ongoing	
respondents (Hide) 2. Develop State Policy Survey protocol (Hide) 3. Analyze & report survey data by:Cleaning, recoding & completing analysis, Creating a report of data, Developing slide deck for the 2011 Survey, Presenting the Survey results to 150 people on webinar (Hide)	and completed in order to understand state policies affecting SBHCs. (Hide) 3. State Policy Survey will be disseminated and will receive responses from the appropriate parties. (Hide)		Director, Policy to Practice Executive Director (Hide)		

Objective: abc goal ghtghj

Progress Report: Show All Details | Hide All Details

Activity	Expected Outcome	Data Evaluation and Measurement	Person/Area Responsible	Time Frame	Comments

Close Window

2. Click the Close Window button.

➢ The **Project Work Plan** page closes and you can resume working on the Project Work Plan.

When all modifications and additions have been made to the **Project Work Plan, Section A - Training and Assistance in Fiscal and Program Management (Program Requirements)** click the Save and Continue button.

The **Project Work Plan, Section B – Operational and Administrative Support (Performance Improvement)** page opens.

Steps described for Section A are applicable to Sections B and C.

3. APPENDIX C: COMPLETING FORM 12: ORGANIZATION CONTACTS

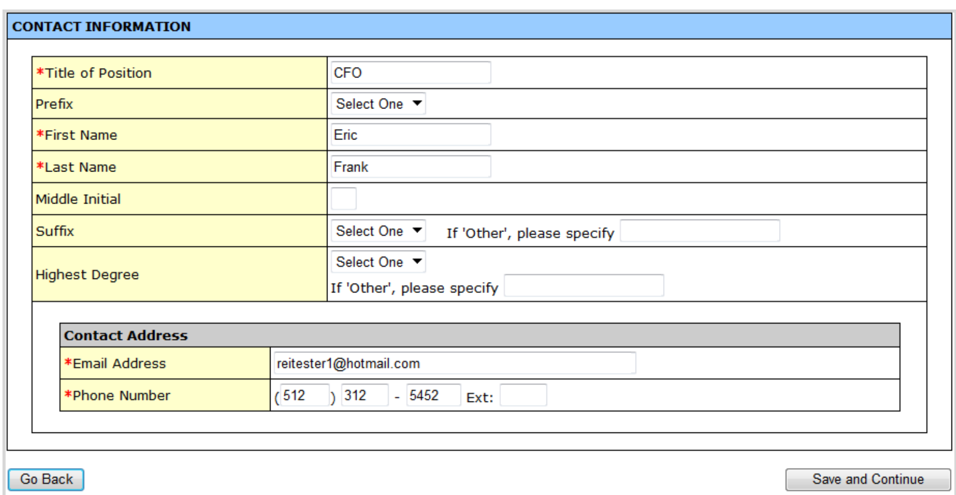
Use **Form 12: Organization Contacts** to list contact information in your current project scope.

3.1. Updating Contact Information

1. Open **Form 12: Organization Contacts**
2. **Form 12: Organization Contacts** opens prepopulated with contact information provided in FY 2012 NCA NCC.
3. Click the Update Information button in the Contact Person or Chief Executive Officer section, as appropriate.

➢ The **Contact Information** page opens.

Figure 46: Contact Information



4. Enter or edit information as required.
5. Click the Save and Continue button.

➢ The **Organization Contacts** page opens.

3.2. Deleting Contact Information

1. Click the Delete Contact Person or the Delete Chief Executive Officer button, as appropriate.

- The **Contact Information Confirm Delete** page opens.

2. Click the Confirm Delete button.

- The **Organization Contacts** page opens.

Note: The Contact Person is ***required***. If you delete a Contact Person, you must enter another one. Chief Executive Officer information is optional.

3.3. Adding Contact Information

1. Click the Add Contact Person or the Add Chief Executive Officer, as appropriate.

- The **Contact Information** page opens.

2. Enter or select the information to be added.
3. Click the Save and Continue button.

- The **Organization Contacts** page opens.