HRSA Electronic Handbooks (EHB)

Submitting State/Regional Primary Care Association (PCA) Non-Competing Continuation Progress Reports (NCC) for FY 2014

A User Guide for PCAs

This user guide describes the steps you need to follow for updating and submitting the FY 2014 PCA NCC through the HRSA EHB.

1. Accessing the FY 2014 PCA NCC

To access your FY 2014 PCA NCC, follow the steps below:

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

Note: If you do not have a user name, then you must register. (Do not create duplicate accounts.). Refer to the HRSA Electronic Submission Guide available at http://www.hrsa.gov/grants/apply/userguide.pdf for more details on this process.

4. On the **Home** page, click the *Grants* tab located at the top of the page.
   - The system opens the **My Grant Portfolio – List** page.
5. Locate your U58 grant on the **My Grant Portfolio – List** page. Click the **Grant Folder** link.
   - The system opens the **Grant Home** page for the U58 grant.

Note: 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.

6. On the **Grant Home** page, 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.
7. Locate the record with the heading **Noncompeting Continuation Progress Report**. Click the **Start** link to start working on the submission.

Note: The **Start** link becomes **Edit** the next time you access this page.

Completing the FY 2014 PCA NCC Items

The system requires you to complete the following information in order to submit the FY 2014 PCA NCC to HRSA:

- Basic Information:
  - SF-PPR and SF-PPR-2
  - Budget Information: Budget Details form Budget Narrative
- Program Specific Information:
  - FY 2013 Project Work Plan Progress Report
  - FY 2014 Project Work Plan
- Appendices: Attachments 1-6

2. Completing the Basic Information

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

Note: The SF-PPR Form contains basic information about your grantee organization and is the cover page for the progress report. 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** form. Provide required information.

Notes:

- The SF-PPR-2 form contains information about your grant. This includes the Department Name, Division Name, and the Point of Contact (POC) registered for the grant.
- Provide the lobbying activity related information in this form, if not provided previously.
- If a POC was not added in your last application, the system lists 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. Provide required information for the requested upcoming support year (April 1, 2014 – March 31, 2015) and click the **[Save and Continue]** button.
4. If there are additional support years in your grant, the system navigates to the **Budget Details** form of each subsequent support year. Provide required information for each additional support year displayed for your grant. Finally, click 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, 2014 – March 31, 2015).
6. Click the **[Save and Continue]** button to navigate to the **Status Overview** page of the **Program Specific Section** of the NCC Progress Report.

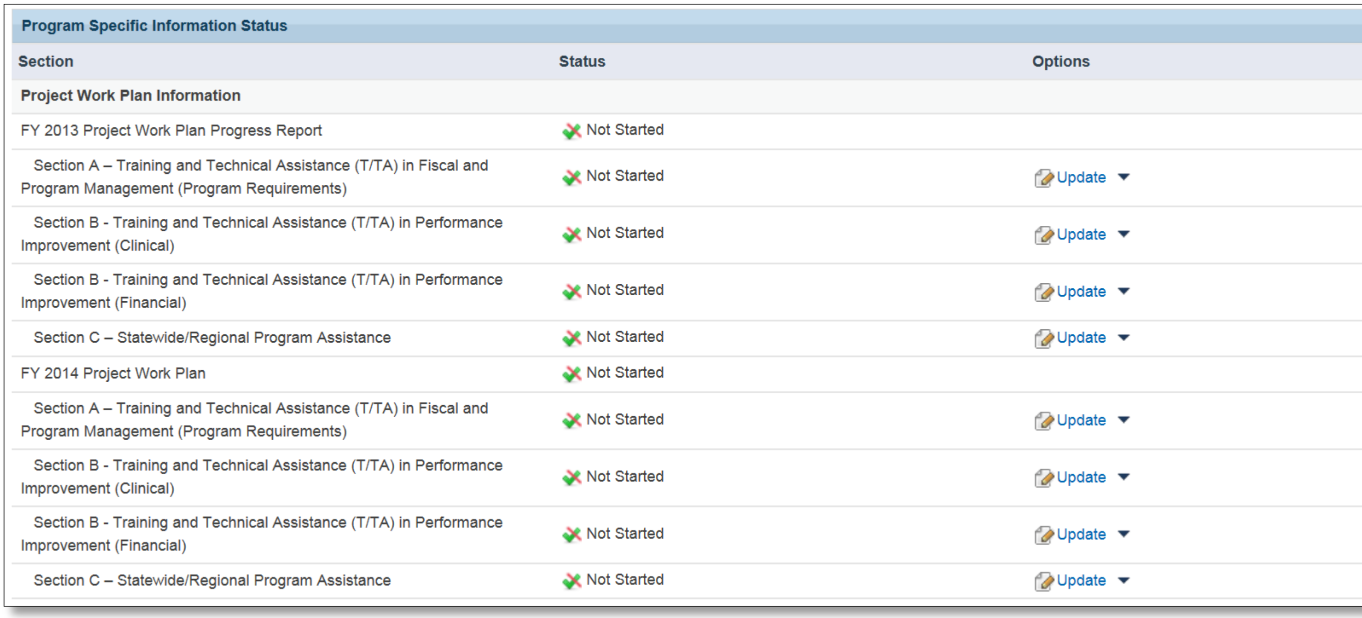
3. Completing the Program Specific Information

The program specific information section of the FY 2014 PCA NCC consists of the following forms:

- FY 2013 Project Work Plan Progress Report
- FY 2014 Project Work Plan

You must provide the required information in these forms in order to complete the program specific section and proceed with the submission of this progress report.

Figure 1: Program Specific Status Overview page



Program Specific Information Status		
Section	**Status**	**Options**
Project Work Plan Information		
FY 2013 Project Work Plan Progress Report	Not Started	
Section A – Training and Technical Assistance (T/TA) in Fiscal and Program Management (Program Requirements)	Not Started	Update
Section B - Training and Technical Assistance (T/TA) in Performance Improvement (Clinical)	Not Started	Update
Section B - Training and Technical Assistance (T/TA) in Performance Improvement (Financial)	Not Started	Update
Section C – Statewide/Regional Program Assistance	Not Started	Update
FY 2014 Project Work Plan	Not Started	
Section A – Training and Technical Assistance (T/TA) in Fiscal and Program Management (Program Requirements)	Not Started	Update
Section B - Training and Technical Assistance (T/TA) in Performance Improvement (Clinical)	Not Started	Update
Section B - Training and Technical Assistance (T/TA) in Performance Improvement (Financial)	Not Started	Update
Section C – Statewide/Regional Program Assistance	Not Started	Update

Completing the FY 2013 Project Work Plan Progress Report form

The system pre-populates the **FY 2013 Project Work Plan Progress Report** form from the previously submitted FY 2013 PCA NCC.

You must report progress for activities submitted in the FY 2013 PCA NCC within this form.

> The pre-populated information in this form is **read-only** and therefore is **not editable**.

The **FY 2013 Project Work Plan Progress Report** form consists of the following sections:

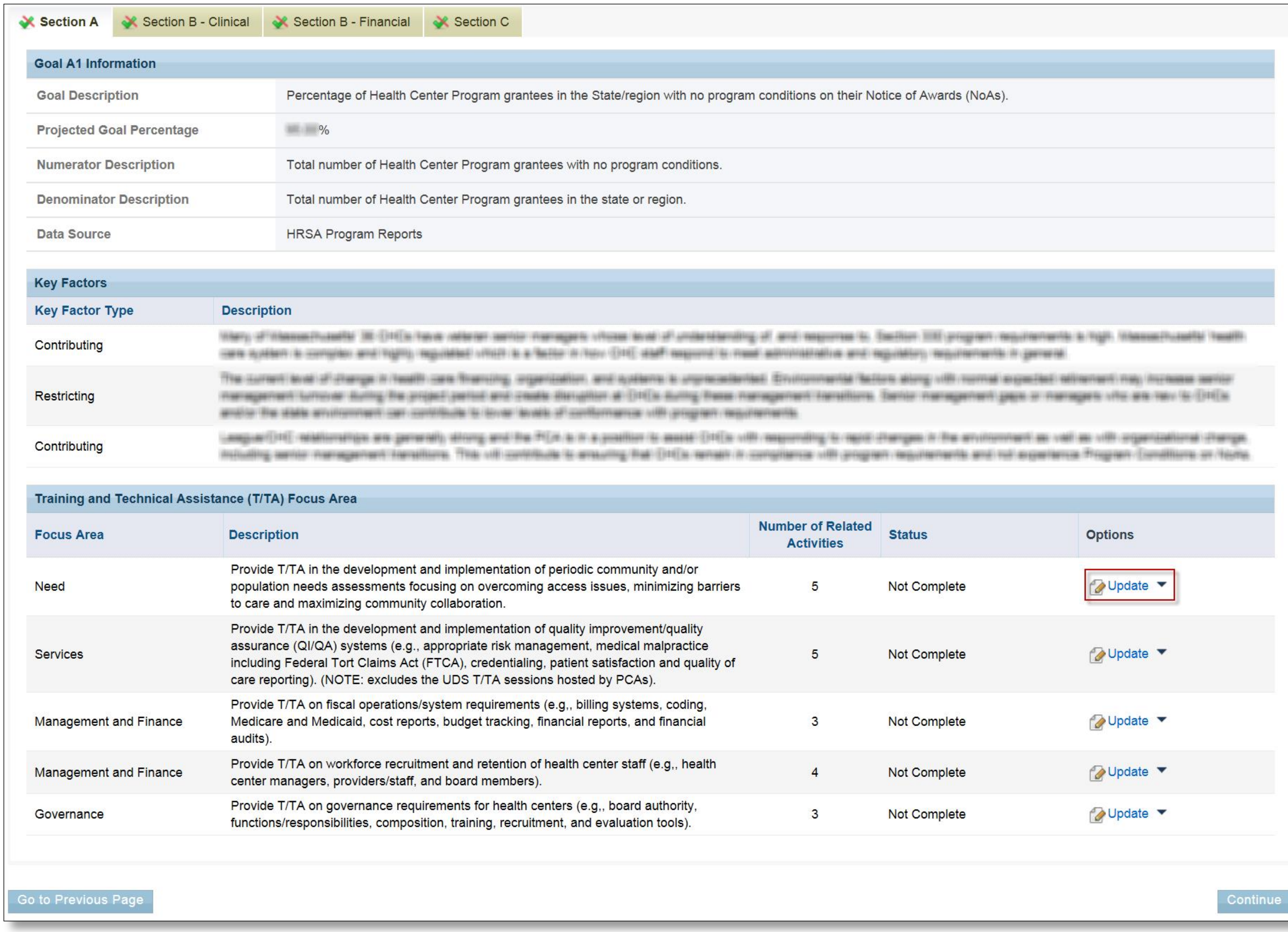
- Section A - Training and Technical Assistance (T/TA) in Fiscal and Program Management (Program Requirements)
- Section B - Training and Technical Assistance (T/TA) in Performance Improvement (Clinical)
- Section B - Training and Technical Assistance (T/TA) in Performance Improvement (Financial)
- Section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

Each section has a pre-defined set of goals and T/TA focus areas. You must report progress towards each activity that you submitted.

1. Click the **Update** link to access any section of the **FY 2013 Project Work Plan Progress Report** form (**Figure 1**).

➢ The system displays the respective section of the form (**Figure 2**).

Figure 2: FY 2013 Project Work Plan Progress Report – Section A


Section A | Section B - Clinical | Section B - Financial | Section C

Goal A1 Information

Goal Description	Percentage of Health Center Program grantees in the State/region with no program conditions on their Notice of Awards (NoAs).
Projected Goal Percentage	[illegible]%
Numerator Description	Total number of Health Center Program grantees with no program conditions.
Denominator Description	Total number of Health Center Program grantees in the state or region.
Data Source	HRSA Program Reports

Key Factors

Key Factor Type	Description
Contributing	[illegible]
Restricting	[illegible]
Contributing	[illegible]

Training and Technical Assistance (T/TA) Focus Area

Focus Area	Description	Number of Related Activities	Status	Options
Need	Provide T/TA in the development and implementation of periodic community and/or population needs assessments focusing on overcoming access issues, minimizing barriers to care and maximizing community collaboration.	5	Not Complete	Update
Services	Provide T/TA in the development and implementation of quality improvement/quality assurance (QI/QA) systems (e.g., 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).	5	Not Complete	Update
Management and Finance	Provide T/TA on fiscal operations/system requirements (e.g., billing systems, coding, Medicare and Medicaid, cost reports, budget tracking, financial reports, and financial audits).	3	Not Complete	Update
Management and Finance	Provide T/TA on workforce recruitment and retention of health center staff (e.g., health center managers, providers/staff, and board members).	4	Not Complete	Update
Governance	Provide T/TA on governance requirements for health centers (e.g., board authority, functions/responsibilities, composition, training, recruitment, and evaluation tools).	3	Not Complete	Update

Go to Previous Page Continue

The Training and Technical Assistance (T/TA) Focus Area section displays the focus areas and a description of each focus area. The 'Number of Related Activities' field indicates the number of activities included for a T/TA focus area. If there are no activities included for a specific focus area, the system disables the **Update** link for that focus area.

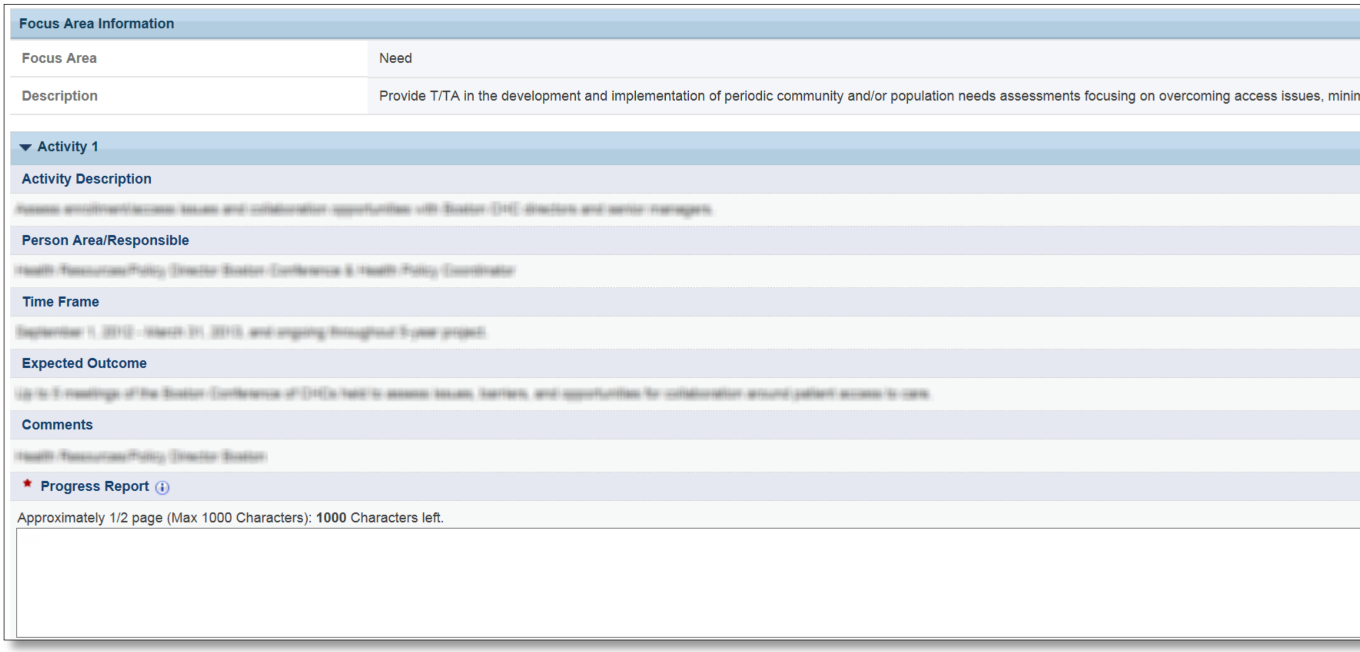
> **Note:** Initially, all the T/TA focus areas that have pre-populated activites have a status of Not Complete. To update the status to Complete, click the **Update** link for each focus area, provide progress for each activity, then click the [**Save]** or [**Save and Continue]** button at the bottom of the **Focus Area Information – Update** page.
>
> Clicking the [**Save]** button saves the information without navigating away from the page; clicking the [**Save and Continue]** button saves the information and returns to the **FY 2013 Project Work Plan Progress Report** page.

2. To report progress towards a specific T/TA focus area, click the corresponding **Update** link. (**Figure 2**)

   ➢ The **Focus Area Information - Update** page (**Figure 3**) opens.

   The **Focus Area Information - Update** page contains a section for each activity submitted for every focus area in the FY 2013 PCA NCC Progress Report's **Project Work Plan** form.

Figure 3: Focus Area Information – Update Page



3. For each listed activity:
   A. Review the pre-populated, non-editable information (the Activity Description, Person/Area Responsible, Time Frame, Expected Outcome and the Comments fields).
   B. In the Progress Report field, enter your progress towards the displayed activity.
4. Click the **[Save and Continue]** button to save the progress and navigate to the section list page.
5. Provide progress for each activity under the T/TA focus areas displayed for each section by following steps 1 - 4.

> **Note:** The status of each section is marked Complete when all the focus areas listed in the section have a status of Complete.

6. Complete the **FY 2013 Project Work Plan Progress Report** form by marking all the form sections as Complete and proceed to Section A of the **FY 2014 Project Work Plan** form by following any of the following steps:
   - Click the **[Save and Continue]** button on Section C of the **FY 2013 Project Work Plan Progress Report** form, OR
   - Click the **FY 2014 Project Work Plan** link in the left navigation menu.

Completing the FY 2014 Project Work Plan form

The system pre-populates the **FY 2014 Project Work Plan** form from the FY 2013 PCA NCC.

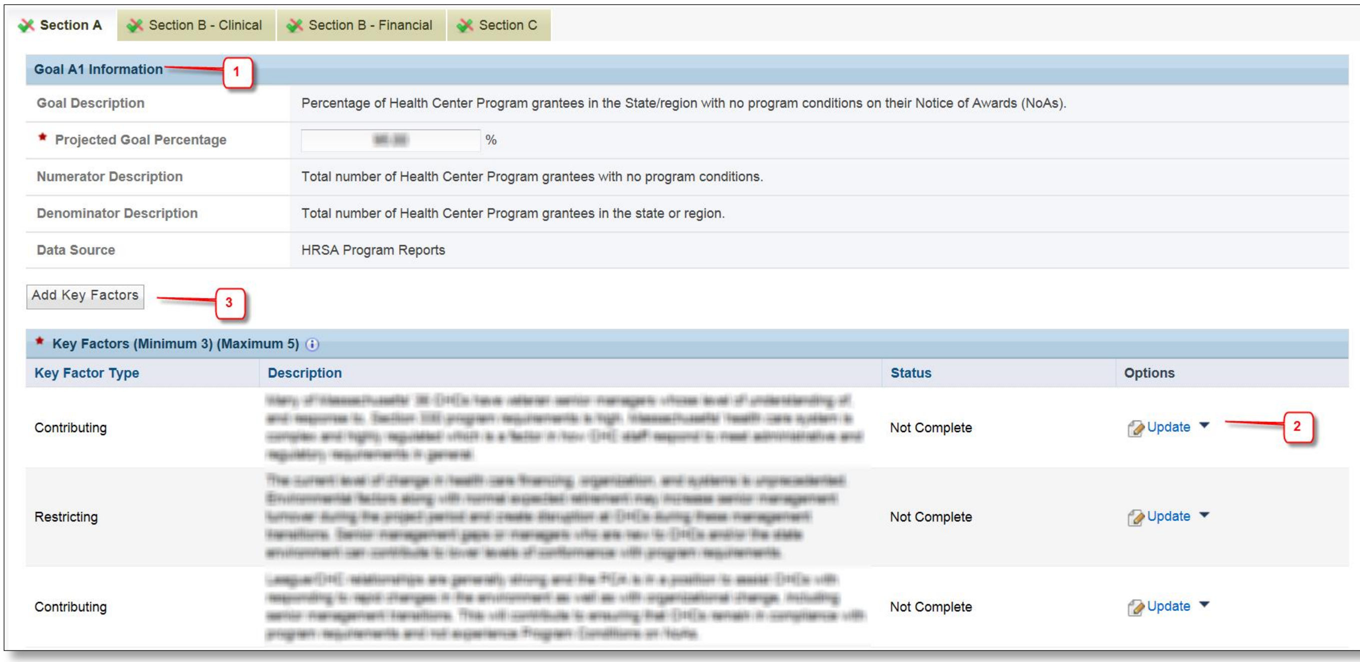
> **Note:** The pre-populated information in this form is **editable**.

The **FY 2014 Project Work Plan** form consists of the following 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

Sections A, B (Clinical), and B (Financial) have pre-defined goals. Sections A, B (Clinical), B (Financial), and Section C have pre-defined T/TA focus areas. You must provide information for all the sections in the **FY 2014 Project Work Plan** form.

Figure 4: FY 2014 Project Work Plan – Section A (Goal Information and Key Factors sections)



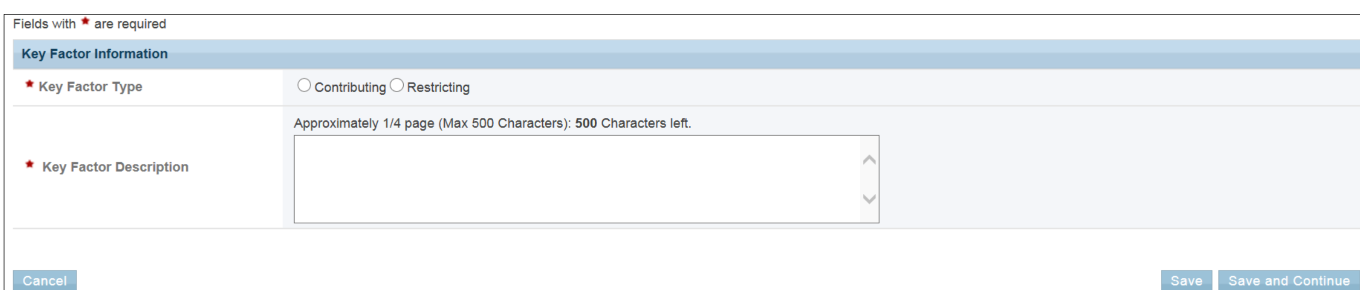
To complete Section A of the **FY 2014 Project Work Plan** form, follow the steps below:

1. Review the Goal Description, Projected Goal Percentage, Numerator Description, and Denominator Description fields for the goal in context (**Figure 4**, **1**).
2. Revise the Projected Goal Percentage if needed.

Section C - Statewide/Regional Program Assistance of the **FY 2014 Project Work Plan** form does not have a Goal Information section.

3. Review and revise each of the pre-populated key factors, as needed, by clicking the respective **Update** link (**Figure 4**, **2**).
4. To add additional key factors, click the **[Add Key Factor]** button (**Figure 4**, **3**).
   - ➢ The system opens the **Key Factor Information – Add** Page (**Figure 5**).

Figure 5: Key Factor Information – Add Page



Notes:

- You must provide at least one 'Contributing' and one 'Restricting' type of key factor.
- You must provide a minimum of three, and may provide a maximum of five, key factors.

To delete a key factor, click the **Delete** link in the corresponding context menu in the options column. The context menu is displayed after clicking the down arrow next to the **Update** link (**Figure 6**).

Figure 6: Delete a key factor

Add Key Factors

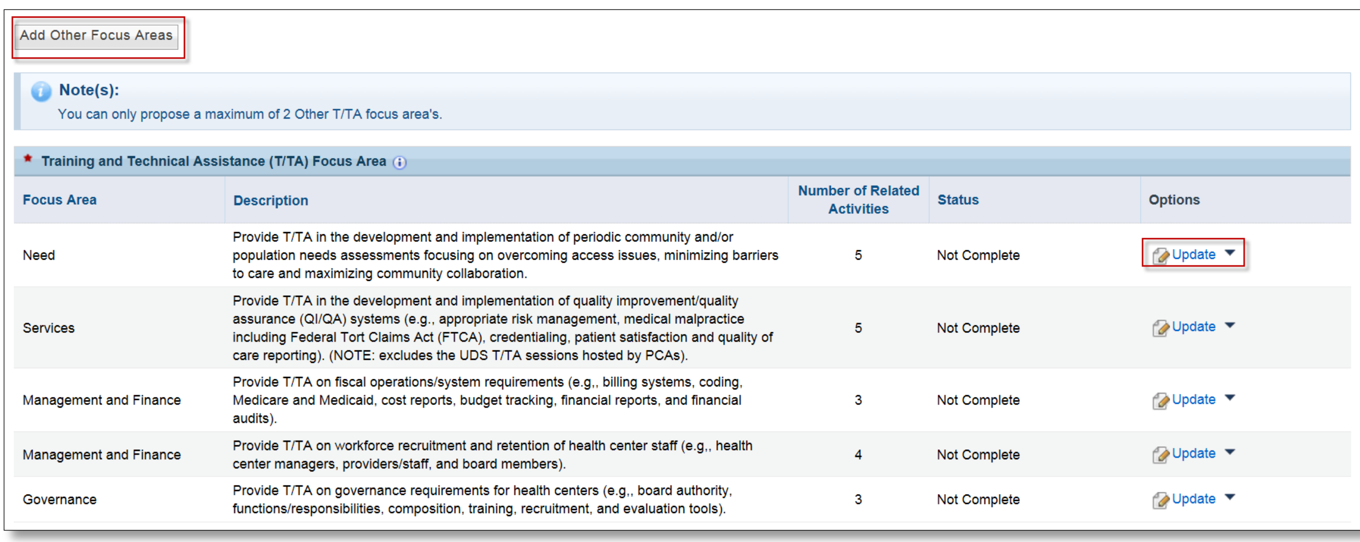
* Key Factors (Minimum 3) (Maximum 5)

Key Factor Type	Description	Status	Options
Contributing		Not Complete	Update
Restricting		Not Complete	Update

Note: Section C - Statewide/Regional Program Assistance of the **FY 2014 Project Work Plan** form does not have the **Key Factors** section.

5. To update or add activities for a T/TA focus area, click the **Update** link for the focus area under the Training and Technical Assistance (T/TA) Focus Areas section (**Figure 7**).
   - The system displays the **Focus Area Information – Update** page (**Figure 8**).

Figure 7: T/TA Focus Area section



Add Other Focus Areas

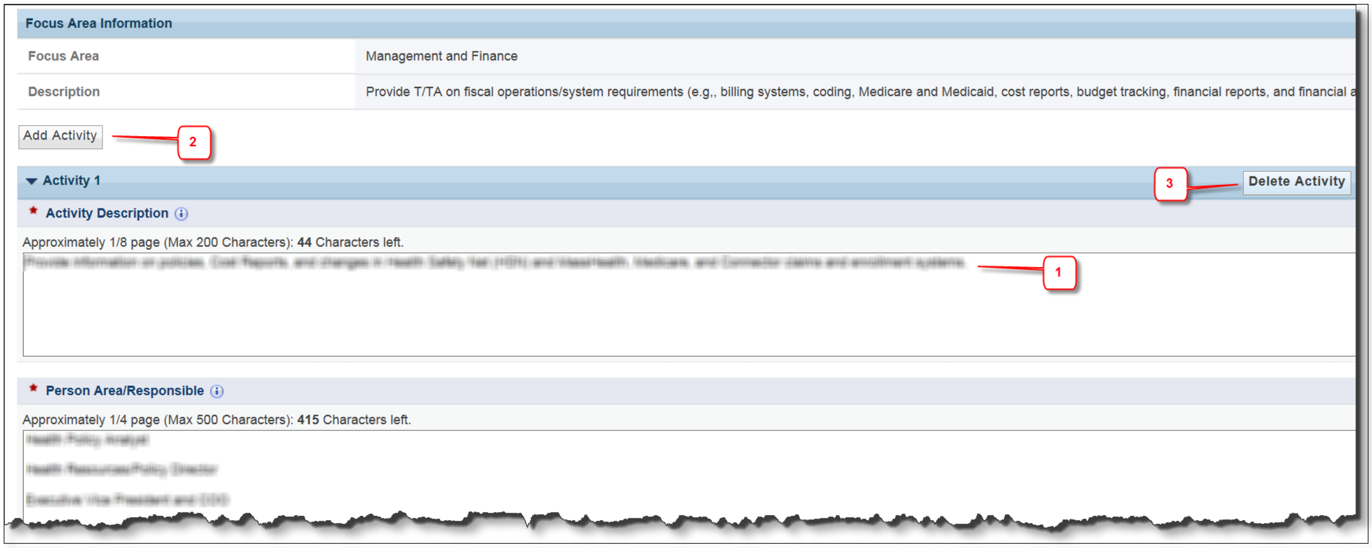
Note(s):
You can only propose a maximum of 2 Other T/TA focus area's.

* Training and Technical Assistance (T/TA) Focus Area

Focus Area	Description	Number of Related Activities	Status	Options
Need	Provide T/TA in the development and implementation of periodic community and/or population needs assessments focusing on overcoming access issues, minimizing barriers to care and maximizing community collaboration.	5	Not Complete	Update
Services	Provide T/TA in the development and implementation of quality improvement/quality assurance (QI/QA) systems (e.g., 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).	5	Not Complete	Update
Management and Finance	Provide T/TA on fiscal operations/system requirements (e.g., billing systems, coding, Medicare and Medicaid, cost reports, budget tracking, financial reports, and financial audits).	3	Not Complete	Update
Management and Finance	Provide T/TA on workforce recruitment and retention of health center staff (e.g., health center managers, providers/staff, and board members).	4	Not Complete	Update
Governance	Provide T/TA on governance requirements for health centers (e.g., board authority, functions/responsibilities, composition, training, recruitment, and evaluation tools).	3	Not Complete	Update

Note: Initially all the T/TA focus areas have a status of Not Complete. To update the status to Complete, click the **Update** link for each focus area, provide the required information, and then click the **[Save]** or [**Save and Continue]** button on the **Focus Area Information – Update** page.

Figure 8: Focus Area Information – Update page



6. Review and revise the Activity Description, Person Area/Responsible, Time Frame, and Expected Outcome sections to describe the FY 2014 plans (Figure 8, 1). Providing comments in the Comments field is optional.

   If you wish to add new activities, click the **[Add Activity]** button provided under the Focus Area Information section and provide complete information for the newly added activity (Figure 8, 2).

   If you wish to delete any activity, click the **[Delete Activity]** button on the header of the related activity.

   - On the resulting **Activity Information – Delete Confirm** page, click the **[Confirm]** button to delete the activity.

7. Click the **[Save]** or **[Save and Continue]** button to respectively save, or save and return to the **FY 2014 Project Work Plan - Section A** page.

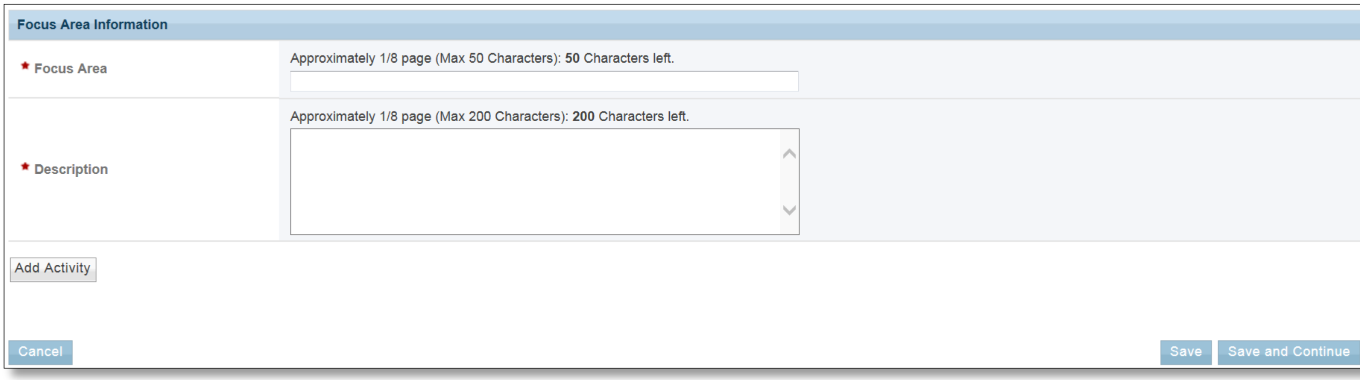
Notes:

- You must propose at least **two** activities under at least **three** pre-defined T/TA Focus Areas in **Section A** of the **FY 2014 Project Work Plan** form. If there are focus areas for which you do not wish to add activities, you must visit such focus areas at least once and click the **[Save]** or **[Save and Continue]** button to change the status of the focus area to Complete.
- You must propose at least **two** activities for the pre-defined T/TA Focus Area in **Section B (Clinical), Section B (Financial), and Section C** of the **FY 2014 Project Work Plan** form.
- You can propose a maximum of five activities under each T/TA Focus Area.

8. You may propose additional focus areas by clicking the **[Add Other Focus Area]** button located above the Training and Technical Assistance (T/TA) Focus Areas section (Figure 7).

   - The system displays the **Focus Area Information – Add Focus Area** page (Figure 9).

Figure 9: Focus Area Information – Add Focus Area



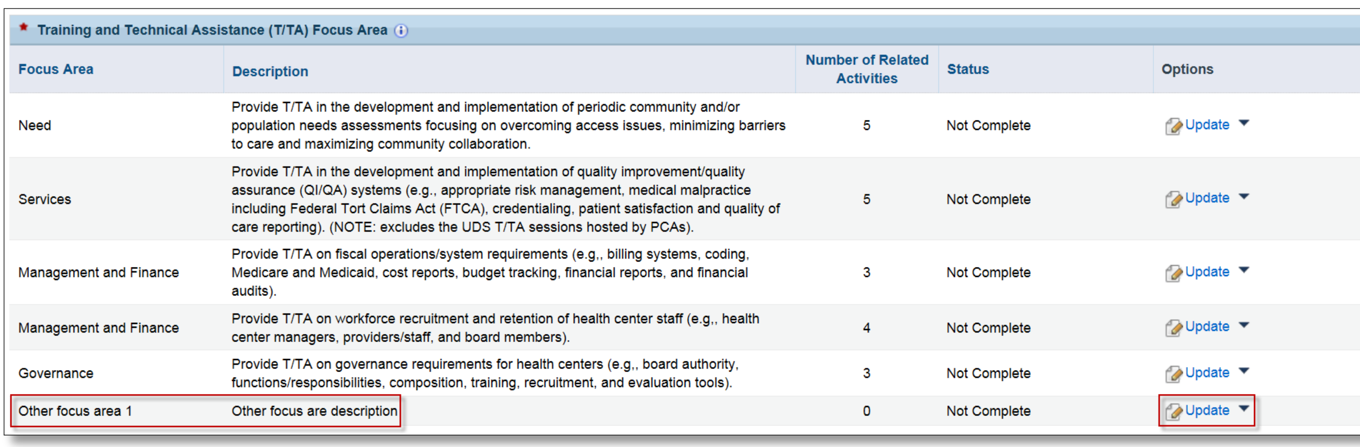
A. Provide information for the Focus Area and Description fields.

B. Click the **[Save and Continue]** button to save the information and navigate back to the **FY 2014 Project Work Plan Form – Section A** list page (**Figure 4**).

➢ The system displays the newly added focus area in the T/TA Focus Area section of the form (**Figure 10**).

C. Complete the newly added focus area by clicking the **Update** link and adding at least two activities on the resulting **Focus Area Information – Update** page.

Figure 10: T/TA Focus Area – with newly added Other Focus Area



* Training and Technical Assistance (T/TA) Focus Area

Focus Area	Description	Number of Related Activities	Status	Options
Need	Provide T/TA in the development and implementation of periodic community and/or population needs assessments focusing on overcoming access issues, minimizing barriers to care and maximizing community collaboration.	5	Not Complete	Update
Services	Provide T/TA in the development and implementation of quality improvement/quality assurance (QI/QA) systems (e.g., 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).	5	Not Complete	Update
Management and Finance	Provide T/TA on fiscal operations/system requirements (e.g., billing systems, coding, Medicare and Medicaid, cost reports, budget tracking, financial reports, and financial audits).	3	Not Complete	Update
Management and Finance	Provide T/TA on workforce recruitment and retention of health center staff (e.g., health center managers, providers/staff, and board members).	4	Not Complete	Update
Governance	Provide T/TA on governance requirements for health centers (e.g., board authority, functions/responsibilities, composition, training, recruitment, and evaluation tools).	3	Not Complete	Update
Other focus area 1	Other focus are description	0	Not Complete	Update

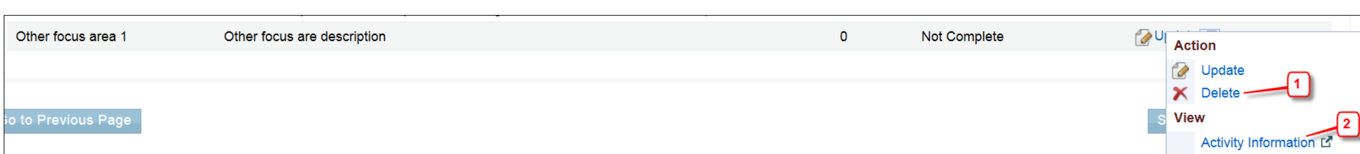
Notes:

- You can add a maximum of two Other Focus Areas for each section in the **FY 2014 Project Work Plan** form.
- You must add two activities for each newly added Focus Area.

If you wish to delete the newly added focus area, click the **Delete** link for the focus area by expanding the context menu under the options column (**Figure 11**, **1**).

➢ On the resulting **Focus Area Information – Delete Confirm** page, click the **[Confirm]** button to delete the activity.

Figure 11: Delete Other Focus Area



9. To view the complete list of activities added under a focus area, click the **Activity Information** link in the context menu under the options column for the focus area (**Figure 11**, **2**).
    - The system displays the **Focus Area Information - View** page (**Figure 12**).

Figure 12: Focus Area Information – View page

10. Click the **[Save and Continue]** button on Section A list page to proceed to complete Section B (Clinical) of the **FY 2014 Project Work Plan** form.
11. Complete the remaining sections of the **FY 2014 Project Work Plan** form by following steps 1 to 10 mentioned above.
12. After completing and saving the **FY 2013 Project Work Plan Progress Report** and the **FY 2014 Project Work Plan**, click the **Complete Status** link in the left menu to return to the overall **Status Overview** page to complete the **Appendices** form.

4. Completing the Appendices form

1. On the **NCC Progress Report - Status Overview** page, click the **Update** link for the **Appendices** form.
2. Upload the following attachments by clicking the associated **[Attach File]** buttons:
    - 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 and Agreements (as applicable)
    - Attachment 6: Other Relevant Document (as applicable)

Notes:

- Only one document may be uploaded per attachment.
- Only attachment required for all PCAs is Attachment 1: Program Narrative Update.

3. After completing the **Appendices** form, click the **[Save and Continue]** button to proceed.

5. Submitting the FY 2014 PCA NCC

On the **NCC Progress Report – Status Overview** page, click the **Review** link under the 'Review and Submit' section in the left menu. Review the information displayed in the resulting **NCC Progress Report – Review** page. If you are ready to submit the progress report to HRSA, follow the steps below:

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

1. Click the **[Proceed to Submit]** button at the bottom of the **NCC Progress Report – Review** page. The system navigates to the **NCC Progress Report – Submit** page.
2. Click the **[Submit to HRSA]** button at the bottom of the **NCC Progress Report – Submit** page. The system navigates to a confirmation page.
3. Your progress report has not been submitted until you confirm the submission. Click the **[Submit Report]** button in the lower right corner of the page to confirm the submission of the NCC to HRSA.