

**FY 2014 PCA NCC TA Call Transcript**  
**November 22, 2013**

Coordinator: Welcome and thank you for standing by. At this time all participants are in a listen-only mode. During the question and answer session please press \*1 on your touch-tone phone.

Today's conference is being recorded. If you have any objections, you may disconnect at this time. Now I'll turn the meeting over to Mr. Jim Macrae. Sir you may begin.

Jim Macrae: Great. Thank you operator and good afternoon and good morning to those still out on the West Coast. Thank you for joining us on a Friday afternoon or late Friday morning. We really appreciate you being here.

We are very pleased to be sharing this guidance. I know many of you have been looking forward to receiving this guidance because it helps you plan your holiday season.

We hope there will be a pleasant surprise, which we will share with you in just a moment with respect to all of this.

Before I begin and sort of jump into the substance of this call; I really did want to just take a moment and thank you for all that you do. It really has made a tremendous difference over the last year in terms of what we've been able to accomplish here in the Bureau of Primary Health Care, what we've been able to accomplish in our agency, and really in particular, what health centers have been able to do for their patients and for their communities.

And I know often what you do is not recognized or appreciated but I just want to say that I definitely appreciate it and want to thank you for all that you do.

For today's call we're going to focus on the Primary Care Association Non-Competing Continuation Progress Report or as it's affectionately known, NCC.

So we also know that many folks were wondering when this was going to come out. I think I had shared with you when I met with many of you in San Diego that it would come out probably in mid-November. Where are we now? Are we in mid-November? We're - so we're a little bit later than that.

But the reason why we're a little bit later than that is because we are going to roll into your continuation amount your O&E money that you received last year.

So, we felt like delaying a few days to be able to accomplish that would be a good thing and you would be pleased with that. And I'm assuming you will be.

But we want to just apologize for having it take a little bit longer.

In terms of being able to do that though, we're going to ask you to do something a little bit different than what we've done in the past in terms of how you submit your progress report into us.

Basically -- and Beth will get much more into this in terms of the details. But basically, we're going to ask you in your program narrative to talk about what you're doing with respect to O&E and to even talk about the amount of money and resources that you're devoting to this activity in terms of being able to continue it.

However your funding request amount that's on your budget form will reflect that lower amount. And you can basically disregard that. Beth will go into more of the particulars around it.

So basically your budget form and the EHB will include your future funding without the O&E dollars. But when you do your narrative we're going to ask you to upload what your real entire budget will be that's including O&E dollars.

I know it sounds a little bit odd, but it's what we could do in terms of getting this out and making sure that we didn't ruin your holiday. So we're going to ask you to sort of bear with us.

In particular I know folks are going to ask, "Well, what amount should I include? You know, I want to make sure I have the right amount for when I do my budget narrative."

So, all PCAs should have received an email from [bphcpca@hrsa.gov](mailto:bphcpca@hrsa.gov) with their state summary profile data and their budget request figures both for the budget forms and for the budget narrative.

If you have not you can definitely reach out to us via that same email [bphcpca@hrsa.gov](mailto:bphcpca@hrsa.gov). And we'll make sure that you get it no later than Monday.

So that's really the good news in terms of all of this. And I think particularly with respect to progress reports, it really is that opportunity to share your successes with us in terms of what you've been able to accomplish over the past year, as well as some of your barriers and then what you expect to be able to do in the coming year related to your work plan that you sent in to us now a couple of years ago.

In addition, we just want to thank you all for all of the feedback that you provided on last year's NCC. We actually have done I hope a lot.

And you'll see it in response to your comments to really reflect what you all suggested to us to do a better job in terms of being able to really document what you were able to accomplish and again looking forward into the future.

In particular, we hope it will by actually having your progress on your 13 plans and your outline of your 14 plans in one place it will eliminate some of the confusion that was created before. So we're really happy about that.

The last thing I would just say is, please take this seriously. I know, you know, there's a lot going on at this time and I know there's a lot of competing priorities. But, please takes this seriously. It really is important to be able to document, again, what you've been able to accomplish and what you're proposing going forward.

Because it is something that we take seriously here and will potentially be looked at by others and so just really take the time and the effort. We hope we've made it simple and straightforward enough that it will be fairly straightforward and simple for you to complete.

But please take it seriously and please do all that you can to get it in on time.

And then the last thing is we're just really excited about being able to continue what we started last year with O&E and look forward to working with you continuing to do that.

That amount will be rolled into your ongoing base, not just in '14, but throughout the rest of our project period with us.

So I hope most of you see that as good news. I'm assuming most of you will.

So with that I'm going to turn it over to Beth on the phone to walk you through some of the particulars and again just thank you for all that do.

And if I don't get a chance because I'm sort of running around wish you a happy holiday, happy Thanksgiving, and again, thank you for all that you do. Thanks.

Beth Hartmayer: Good afternoon. I'm Beth Hartmayer, the Program Lead for the State and Regional Primary Care Association Non-Competing Continuation or PCA NCC.

Before we begin, if you were not able to log into Adobe Connect the slides are available for download at <http://www.hrsa.gov/grants/apply/assistance/pca>. The instructions are also available at the web site that I just gave you, as well as in EHB.

We do encourage you to bookmark the TA web site and refer to it regularly throughout the NCC process.

Throughout the presentation you will hear several times that the Budget Narrative and Budget Information Budget Details form will contain two different amounts. It is imperative that you listen closely and ask any questions that you may have.

The Project Director on file in EHB has received an email yesterday afternoon from [bphcpca@hrsa.gov](mailto:bphcpca@hrsa.gov) identifying the funding amount that will be prepopulated in the Budget Details Form, as well as the amount to be entered in the Budget Narrative.

This email also had the applicable state performance profile or profiles attached, as it applies.

If you have not received this email, please check your spam or junk folder or contact me at the information on the cover slide.

Slide 2 lists the agenda for the call. Some highlights that I would like to point out are PCAs will complete the NCC in EHB. Grants.gov is not involved in this process.

The budget forms and Budget Narrative are required. The budgets on the Budget Information Budget Details Form and the Budget Narrative will not be equal. I'll discuss this aspect later in the call.

You'll report progress and update the activities for FY 2014 in two separate structured documents in EHB. The Program Narrative Update will contain updates applicable to the Outreach and Enrollment supplement that you received in June.

PCAs must submit their NCC, limited to 40 pages, in EHB by January 15, 2014 to receive funding for FY 2014, which is for the duration of April 1, 2014 through March 31, 2015.

The Project Director, as well as others that have the appropriate privileges in EHB, have received a system generated email notifying them of the availability of the PCA NCC in EHB on November 15.

This shouldn't be confused with the email that I had sent from the BPHC PCA Inbox yesterday with the state performance profile and the funding information.

The generated email from EHB just essentially notified you of the availability of the NCC in the EHB.

If you need assistance updating the rules and privileges for individuals associated with your application, please contact the BPHC Helpline at [BPHCHelpline@hrsa.gov](mailto:BPHCHelpline@hrsa.gov) or 877-974-2742.

This contact information is also available on the last slide of this presentation.

The required NCC components are the SF-PPR - that stands for the Performance Progress Report, as well as the SF-PPR2, the Budget Information: Budget Detail Form, Budget Narrative, the FY 2013 Project Work Plan Progress Report, FY 2014 Project Work Plan, and Attachment 1: Program Narrative Update. These are the required components.

The Budget Narrative and Program Narrative Update will be uploaded as documents in EHB. All others are structured forms.

The Budget Details Form will be prepopulated with the recommended future support amount from Line 13 of your most recent Notice of Award and cannot be edited.

This amount does not include your Outreach and Enrollment supplemental funding for FY 2014. This is only your annual award amount.

So, in other words the amount you will see on your Budget Details Form is the amount that you would have seen if the Outreach and Enrollment funding were included in this years - or excuse me, in the upcoming budget period's award.

Costs entered in the form should only total this amount and must not include Outreach and Enrollment funds.

In Section A, enter budget amounts for years three, four, and five - the remaining budget years of your 5-year project period.

Section B provides a breakdown of cost by category that will total the amount in Section A. All other sources of funding should not be identified.

The Budget Narrative provides a detailed line item budget narrative that explains each cost in each budget category for the upcoming budget period, April 1, 2014 through March 31, 2015.

The line items or budget class categories are Personnel Cost, Fringe Benefits, Travel, Equipment, Supplies, Contractual, Other, and Indirect Cost.

The Budget Narrative budget requests may not exceed the total FY 2014 budget. This amount includes the amount of future recommended support from Line 13 of the most recent Notice of Award and funding to continue Outreach and Enrollment activities in 2014.

Again, reference the email that was received from BHPC PCA yesterday afternoon. If you haven't received this information, please reach out to us and we'll get that information to you, as soon as possible.

The Project Work Plan will contain the four sections under the two requirements that you have become accustomed to. Requirement 1 Statewide And Regional Health Center T/TA Activities applies to Section A: Program Requirements, Section B1: Performance Improvement T/TA Focus Areas, which are specific to clinical performance measures, and Section B2: Performance Improvement T/TA Focus Areas, which are specific to the financial performance measures.

The most recent state performance profiles were attached to the email message sent to the Project Directors on file in EHB, yesterday.

If you haven't received it, please reach out and email us at [bphcpca@hrsa.gov](mailto:bphcpca@hrsa.gov). We will get this information to you, as soon as possible. This message will be given many times throughout this presentation.

The 2013 Project Work Plan Progress Report will be pre-populated with information entered in the FY 2013 NCC, also it will be locked for editing except the Progress field to enable reporting progress since April 1, 2013.

Progress should only be entered for activities in the FY 2013 Project Work Plan and should not contain progress on activities funded with the Outreach and Enrollment supplement that was received in June.

The FY 2014 Project Work Plan will also be prepopulated with information entered in the FY 2013 NCC. But all fields are unlocked and editable. This makes it convenient to provide updates to activities to be undertaken in FY '14.

Remember the Project Work Plan must be updated with Outreach and Enrollment activities detailed in the Budget Narrative.

As an aside, the Progress field will not appear in the FY 2014 work plan. It will only be visible in the FY 2013 Project Work Plan Progress Report.

The purpose of the Program Narrative Update is to discuss broad issues and challenges that have impacted the target audience served in the PCA organization, as well as provide updates on challenges and outcomes to date on activities funded with supplemental Outreach Enrollment funds.

Item 1 provides an opportunity to describe over-arching progress beyond what is captured in the FY 2013 Project Work Plan Progress Report.

This provides PCAs with the opportunity to describe big picture progress and propose changes.

Item 2 is an opportunity to describe challenges resulting from significant data changes of the performance measures, including highlighting how these challenges from the changes are being overcome.

Number 3 is an opportunity to describe changes in linkages and partnerships and the impact of these changes on the project. Item 4 is an opportunity to discuss changes and updates to the project staff beyond what is captured in Attachment 2, the Staffing Plan, as well, as the Biographical Sketches And Descriptions of Key Personnel. Challenges experienced in recruiting and retaining key management and project staff should be discussed in this section.

Item 5 provides an opportunity to describe challenges and outcomes of the Outreach and Enrollment activities beyond what is included in the quarterly progress reports since July 1, 2013, including a description of the specific challenges encountered and the strategies used to overcome them.

So, really look at Number 5 as big picture and adjust any challenges and outcomes of the outreach and enrollment activities as a whole.

Item 6 is any major expected changes, plans, considerations for activities beyond the upcoming budget period. This is the only place in the NCC to describe anything that you may want to highlight beyond the upcoming budget period.

Attachments 2 through 6 will only be submitted as they apply. For example you would submit the staffing information as staff has changed since the FY 2013 PCA NCC submission.

If you have any indirect cost rate agreements with the government, these can be uploaded in Attachment 6, Other Relevant Documents.

Slide 14 lists some resources available to you to reference as you complete the NCC. We highly encourage you to bookmark the PCA TA Web site and refer to it often throughout the NCC process.

We also encourage you to print Slide 15 for easy access to technical assistance contacts for the PCA NCC.

Also if you would like to re-listen or re-watch today's presentation a transcript and recording of today's call will be available on the TA web site within one week of today's call.

I know I've touched on some differences that are new to this year's NCC - the inclusion of the Outreach and Enrollment funding, but this will only be included on your Budget Narrative and not in the budget form. Those two amounts will be different.

The project - excuse me, Program Narrative Update does include any overall progress, challenges, or changes to outreach and enrollment activities. So that's slightly different.

You'll also see the new structure within EBH where the FY 2013 Project Work Plan Progress Report is different than the FY 2014 Project Work Plan, which will make it much easier and much more

intuitive to report progress since April 1 on activities in the FY 2013 work plan and then provide updates and new activities for FY 2014.

If you have any questions, I would like to open it up at this time for questions and answers. If after today's call, you think of something else that you may want to ask, please do email the [bphcpca@hrsa.gov](mailto:bphcpca@hrsa.gov) email.

We do monitor it regularly and I promise you will receive an answer. If we need to do a little research into your question if it's very unique, we will let you know that we are looking into it, just so it's not sitting out there and you know your concern is being addressed.

So, Amy, please open up the lines for questions.

Coordinator: Thank you. If you would like to ask a question at this time please press \*1. To withdraw a request press \*2.

Once again, to ask a question at this time please press \*1. One moment please.

Once again that is \*1 to ask a question. One moment for the first question.

Our first question comes from Jodi Samuels. Your line is open.

Jodi Samuels: Thank you. Hi. This is Jodi Samuels from the California Primary Care Association. I just wanted a little bit of clarification on the FY 2014 Project Work Plan. I know that it's said that is actually where we should include information on our Outreach and Enrollment activities. I'm just wondering if there is a preferred section for where we should put that. Because looking at sort of the typical sections with requirement one and requirement two, obviously in the past we haven't had a section dedicated to outreach and enrollment. So, I'm just wondering if you have some guidance as to where you would like to see that information integrated into those pieces of the work plan?

Beth Hartmayer: Looking at the - going back and looking at the sections - I would think it would most likely be provided in Section C under Statewide Regional Program Assistance where you're able to I guess add more focused areas of a broader or unique subject.

Jodi Samuels: Okay. I thought, like I said, I just figured it would be easier for all of - for you folks also to have some consistency in terms of where we're all putting that information, since it is new information and hasn't been asked for before.

(Olivia): This is Olivia. Jodi, that's an excellent question. And we'll take another closer look at that and update our FAQ document just so everyone knows where the best suggested place is.

But if you end up putting it in a different place we will still find it so thank you.

Jodi Samuels: Thank you.

Coordinator: Once again to ask a question, please press \*1. Our next question comes from Andrea Martin. Your line is open.

Andrea Martin: Hello everyone. This is Andrea Martin from Chance Originate PCA. I have been having what may be unique difficulty with my EHB account. I thought I'd bring it up anyway.

We finally did see our activities populated in EHB. However, in neither the progress report section or the FY 2014 work plan section, I don't see the activity description. I don't see comments boxes. In the progress report I don't have a progress report text box.

I have left a voice mail for the Bureau Help Line but haven't heard anything back yet. I also called the help line that's embedded in the EHB and they weren't able to help me either. So I'm hoping you can help me.

Beth Hartmayer: If you have left a message for the BHPC Help Line...

Andrea Martin: Yes.

Beth Hartmayer: ...it wouldn't be a bad idea to go ahead and email them at the address on - excuse me, Slide 15. And you can also CC the BHPC PCA Inbox and just keep track of all the issues and we'll make sure that...

Andrea Martin: Perfect.

Beth Hartmayer: ...you get some help.

Andrea Martin: Okay we - I'll do that next. Thank you so much.

Beth Hartmayer: Thank you.

Coordinator: Once again, to ask a question, please press \*1. One moment please.

Once again that is \*1 to ask a question. One moment for the next question.

Our next question comes from Kathy Suzuki. Your line is open.

Kathy Suzuki: Hi. This is Kathy from Hawaii Primary Care Association. Could you clarify what Jim, the Outreach and Enrollment funding that he announced? Was that - was he talking about a carryover from what we had originally or is he talking about a new source of funds?

Beth Hartmayer: This isn't a carry-over from the funding you received in June. This is funding that in the full amount for FY 2014.

So you will use your FY 2013 funds and then in this award that you will receive on - in April 1, it will include Outreach and Enrollment funding for FY 2014. It isn't a carry-over from FY 2013.

Kathy Suzuki: Okay so this is a new source of funds then?

Beth Hartmayer: Yes ma'am.

Kathy Suzuki: Okay thank you very much.

Coordinator: Once again to ask a question, please press \*1. Our next question comes from Lindsey Ray. Your line is open.

Lindsey Ray: Hi Jim and everybody. I'm wondering - I know it - I - there was a reference at the PCA meeting in San Diego that there was going to be forthcoming clarifications on defining and clarifying the guidance that came out last year as it relates to planning, training, and technical assistance events and then, also, just the whole food issue.

I'm wondering, as we prepare our plan for 2014, if we could expect some clarification sooner maybe rather than later, just curious on your timelines?

Beth Hartmayer: There is clarification in two documents. Let me pull them up so that I cite them correctly. Let's see if they're with me.

There are two references that are not currently listed on the - excuse me - they're listed on the PCA web site. One is the HHS policy on Promoting Efficient Spending; Use of Appropriated Funds for Conferences and Meetings, Food, Promotional Items, and Printing and Publications.

That's one document that is directly linked on the PCA TA web site, as well as the BHPC Primary Care Association Guide for 2012 and 2013. Even though the dates are 2012 and 2013, it still applies.

So, please take a look at those two documents. And if you have any specific questions go ahead and email them to the [bphcpca@hrsa.gov](mailto:bphcpca@hrsa.gov) inbox and we'll get your questions answered.

Lindsey Ray: Thank you.

Coordinator: Once again to ask a question please press \*1. Our next question comes from Kathy Wood Dobbins. Your line is open.

Kathy Woods Dobson: Hi. This is Kathy in Tennessee. I don't know if Jim's still on the line but thank you very much for making these funds part of our base.

I know all of us are working very hard in outreach and enrollment. And we're really concerned about how the end of the funding was going to impact all the work that we're doing.

So, I think I speak for a lot of folks expressing our appreciation for this opportunity to continue to do this work. Thank you.

Beth Hartmayer: Thanks Kathy. Jim had to step out, but we'll certainly pass your message along.

Coordinator: Once again to ask a question please press \*1.

Currently there are no questions.

Beth Hartmayer: Thank you everyone for calling in. Again, a recording and transcript of today's call will be available on the PCA TA web site.

Please, do bookmark it and reference the site often and look for any updated FAQ documents, as well as if you have any other questions today or as you proceed and progress through your NCC do email hrsa - excuse me, [bphcpca@hrsa.gov](mailto:bphcpca@hrsa.gov). Thank you.

Coordinator: Thank you for your participation. You may disconnect at this time.

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