NCC FY 2013 Progress Report User Guide for BPHC

User Guide for Applicants

Last updated on: October 1, 2012
### Table of Contents

3.1.1. Add an Authorizing Official ................................................................. 15
3.1.2. Change the Selected Authorizing Official ........................................ 18
3.1.3. To Update the AO information ......................................................... 21
3.1.4. Delete an Authorizing Official .......................................................... 22
3.2.1. To Modify the Department Name or Division Name ......................... 25
3.2.2. To Change the Point Of Contact ....................................................... 25
3.2.3. To Add a Point Of Contact ............................................................... 27
3.2.4. To Update the POC information ....................................................... 28
3.2.5. To Delete the Point of Contact ......................................................... 29
3.3.1. To complete the Budget Details Form, ........................................... 31
3.3.2. Update Sub Programs ..................................................................... 32
3.3.3. Section A - Update Budget Summary ............................................ 33
3.3.4. Section B - Update the Budget Categories .................................... 34
3.3.5. Section C - Update Non-Federal Resources .................................... 35
4.7.1. View Service Sites ........................................................................ 51
4.12.1. Update a Performance Measure ..................................................... 61
Table of Figures

- Figure 1: Login Fields ................................................................. 9
- Figure 2: HRSA EHBs Welcome Page ........................................ 10
- Figure 3: Pending Tasks – List Page ........................................... 10
- Figure 4: Submissions – Incomplete List Page .......................... 11
- Figure 10: Left Navigation Panel ................................................. 12
- Figure 11: NCC Progress Report Process Status ....................... 13
- Figure 12: SF-PPR Form ............................................................. 14
- Figure 13: Authorizing Official – Change Page (Add New AO) .... 15
- Figure 14: Authorizing Official – Request New Page ................. 16
- Figure 15: Notify AO Page .......................................................... 17
- Figure 16: Authorizing Official – Change Page (Select Existing AO) ........................................................................ 18
- Figure 17: Authorizing Official – Change Page (2) ..................... 19
- Figure 18: Authorizing Official – Confirm Change Page ............. 20
- Figure 19: Authorizing Official Update Page .............................. 21
- Figure 20: Authorizing Official Information – Confirm Update Page ........................................................................ 22
- Figure 21: Authorizing Official – Confirm Delete Page ............... 23
- Figure 22: Status Overview – Left Navigation Panel (SF PPR 2) ..................................................................... 24
- Figure 23: SF-PPR-2 (Cover Page Continuation) ....................... 24
- Figure 24: Point of Contact – Change Page ................................. 25
- Figure 25: Point of Contact – Change Page (2) ......................... 26
- Figure 26: Point of Contact – Confirm Change Page ................. 27
- Figure 27: Point of Contact – Change Page (Blank) ................... 28
- Figure 28: Point of Contact – Confirm Update Page .................. 29
- Figure 29: Point of Contact – Confirm Delete Page ................. 29
- Figure 30: Business Rules for the Budget Details Form ............. 30
- Figure 31: Budget Details Page ....................................................... 31
- Figure 32: Sub Programs - Update ................................................ 32
- Figure 33: Budget Information (Support Year XX) - Update for Section A – Budget Summary Page ..................... 33
- Figure 34: Budget Information (Support Year XX) - Update for Section B – Budget Categories Page ..................... 34
- Figure 35: Budget Information (Support Year XX) - Update for Section C – Non-Federal Resources ..................... 35
- Figure 36: Budget Narrative Page .................................................... 36
- Figure 37: Program Specific Information Link on the Left navigation panel ........................................... 37
- Figure 38: Program Specific Information Status Overview Page .................................................. 37
- Figure 39: Form 1A: General Information Worksheet ................. 38
- Figure 40: Form 1A, Applicant Information Section .................. 38
- Figure 41: Form 1A, Proposed Service Area ............................. 39
- Figure 42: Form 1A, Target Population and Provider Information ................................................ 39
- Figure 43: Patients and Visits By Service Type ......................... 40
- Figure 44: Patients and Visits By Population Type ...................... 40
- Figure 45: Form 1C, Documents on File ...................................... 41
## Revision History

<table>
<thead>
<tr>
<th>Date</th>
<th>Reason for changes</th>
<th>Authors</th>
</tr>
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<tbody>
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1. Introduction

1.1. Document Purpose and Scope

The purpose of this document is to provide applicants with detailed instructions for using the HRSA Electronic Handbook (EHB) to complete a Noncompeting Progress Report for their grant.

1.2. Document Organization and Version Control

This document contains the following sections:

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Register with the HRSA Electronic Handbooks</td>
<td>Describes how to register with the HRSA Electronic Handbooks, log into HRSA Electronic Handbooks, and navigate the Progress Report.</td>
</tr>
<tr>
<td>Get Started with the HRSA Electronic Handbooks</td>
<td>Describes how to log in to HRSA Electronic Handbooks and access the Progress Report.</td>
</tr>
<tr>
<td>Complete the Standard Forms (SF-PPR)</td>
<td>Describes the steps necessary to complete the Standard Form sections of the Progress Report in the Electronic Handbooks.</td>
</tr>
<tr>
<td>Complete the Program Specific Information Forms</td>
<td>Describes the steps necessary to complete the Program Specific Information sections of the Progress Report in the Electronic Handbooks.</td>
</tr>
<tr>
<td>Attaching Documents with the Appendices Form</td>
<td>Describes how to attach standard documents that your grant program requires.</td>
</tr>
<tr>
<td>Review a Progress Report</td>
<td>Describes how to review a Progress Report to ensure that all information is accurate before submitting the Progress Report to HRSA.</td>
</tr>
<tr>
<td>Submit a Progress Report</td>
<td>Describes the steps necessary to submit the Progress Report to HRSA.</td>
</tr>
<tr>
<td>Customer Support</td>
<td>Provides contact information to address technical and programmatic questions.</td>
</tr>
<tr>
<td>Frequently Asked Questions (FAQs)</td>
<td>Provides answers to frequently asked questions by various categories.</td>
</tr>
</tbody>
</table>
1.3. Register with the HRSA Electronic Handbooks

Before you begin your Progress Report, you need to register with the HRSA Electronic Handbooks (EHBs) to complete the Noncompeting Progress Report. Registration allows HRSA to collect consistent information from all users, avoid collection of redundant information, and identify each system user uniquely.

**Note:** You are required to register with HRSA EHBs once for each organization you represent.

For detailed registration information, see HRSA’s *Electronic Submission User Guide* ([http://www.hrsa.gov/grants/userguide.htm](http://www.hrsa.gov/grants/userguide.htm)).

For assistance in registering with HRSA EHBs, call 877-GO4-HRSA (877-464-4772) between 9:00 am and 5:30 pm ET or email callcenter@hrsa.gov.

If you are a new user in a grantee organization, you need to:

1. Create an individual account in the system to get appropriate access.
   
   Go to [https://grants.hrsa.gov/webexternal/home.asp](https://grants.hrsa.gov/webexternal/home.asp) and click *Registration* in the left navigation panel for registration guidance.

2. Associate your account with your grantee organization.

   Use your 10-digit grant number from Box 4b of the Notice of Award to search for your organization.

To work on and submit the Progress Report within the EHBs, request that your Project Director assign the following access rights as permitted by your role:

- Edit Noncompeting Continuation
- Submit Noncompeting Continuation
2. Get Started with the HRSA Electronic Handbooks

2.1. Session Time Limit
Your session will remain active for 30 minutes after your last activity. Save your work every five minutes to avoid losing information.

2.2. Log In to the HRSA Electronic Handbooks
3. Point your browser to https://grants.hrsa.gov/webexternal/login.asp.
4. Enter your username and password.

Figure 1: Login Fields

1. Click the Login button.
2. The HRSA Electronic Handbooks Welcome page opens (Figure 2).
2.3. How to Access the Progress Report

To access the Progress Report:

1. On the HRSA EHBs Welcome page, click the Tasks tab (Figure 2). The Pending Tasks – List page opens.
2. Click the Submissions link in the left navigation panel. The Submissions – Incomplete List page opens (Figure 4).

![Figure 4: Submissions – Incomplete List Page](image)

3. Use the filters just beneath the column headers to help you find your Submission. The Submissions – Incomplete List page refreshes showing only the Submissions that match your filters.

4. Click the Start or Edit drop-down for your Submission.

5. Click the Edit link. The NCC Progress Report – Status Overview page opens.
2.4. Navigation

Use the left navigation panel (Figure 10) to access the **Standard Forms** and the **Program Specific Information Forms**.

**Figure 5: Left Navigation Panel**

- Overview
- Basic Information
  - SF-PPR
  - SF-PPR-2
- Budget Information
  - Budget Details
  - Budget Narrative
- Other Information
  - Program Specific Information
  - Appendices
- Review and Submit
  - Review
  - Submit
- Other Functions
  - Navigation
    - Return to Submissions List
3. Complete the Standard Forms (SF-PPR)

When you open your Progress Report, the first screen that appears is the NCC Progress Report Process Status Page, which shows the sections of the SF-PPR (Figure 11).

**Figure 6: NCC Progress Report Process Status**

The NCC Progress Report Process Status Page shows the status of:

- Each SF-PPR form
- The Budget forms
- The Program Specific Information forms
- Appendices
3.1. Basic Information: SF-PPR

The SF-PPR Form contains basic information about your grantee organization and is the cover page for the progress report. By default, the information will be prepopulated from the information in the application that started the last budget period, including the Authorizing Officials designated for the grant.

1. Click the SF-PPR link on the Progress Report left navigation panel to access the SF-PPR Form (Figure 12).

![Figure 7: SF-PPR Form]

You can perform the following functions on the screen:

- Change/Add an Authorizing Official (AO)
- Update AO information
- Delete an AO
### 3.1.1. Add an Authorizing Official

To add a new person to the list of available AOs:

1. On the **NCC Progress Report – Status Overview** page, click the **SF-PPR** link on the left navigation panel or the **Update** drop-down on the **SF-PPR** row. The **SF-PPR** page opens.

2. On the **SF-PPR** page, in the **Authorizing Official (AO) Information** section, click the **Change** drop-down for an AO and then select the **Change** link from the drop-down. The **Authorizing Official – Change** page opens (Figure 13), and is populated with all the AOs registered for the grant.

![Figure 8: Authorizing Official – Change Page (Add New AO)](image)

3. Click the **Request New AO** button. The **Authorizing Official – Request New** page opens (Figure 14).

<table>
<thead>
<tr>
<th>NCC Progress Report Tracking #</th>
<th>Due Date: 10/24/2012 (Due in: 28 Days)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section Status: Complete</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Resources</th>
<th>View</th>
</tr>
</thead>
<tbody>
<tr>
<td>NCC Progress Report</td>
<td>Last NoA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Select</th>
<th>Name</th>
<th>Role</th>
<th>Email</th>
<th>Last Login Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Authoring Officer</td>
<td>AO</td>
<td><a href="mailto:sarah@email.com">sarah@email.com</a></td>
<td>09/24/2012 5:00:30 PM</td>
</tr>
</tbody>
</table>

Add Selected Person as AO
4. Enter the First Name, Last Name, and Email Address of the person you are requesting as a new Authorizing Official.

5. Enter any Additional Comments you may have.

6. Click the Continue button. The Authorizing Official – Confirm Request page opens.
7. Click the **Confirm** button. The SF-PPR page re-opens (Figure 11) with a green Success banner at the top of the page. An email will be sent to ask the requested HRSA employee to register in the HRSA EHB.

**Note:** If the HRSA employee requested has not already done so, he or she must register for the HRSA EHBs. After the HRSA employee registers within the EHB, you must return to the SF-PPR page (Figure 12) to select the newly registered person as an AO. The HRSA employee will be listed on the screen and may be selected as an AO.
3.1.2. Change the Selected Authorizing Official

To change the selected Authorizing Official,

1. On the NCC Progress Report – Status Overview page, click the SF-PPR link on the left navigation panel or the Update drop-down on the SF-PPR row. The SF-PPR page opens.

2. On the SF-PPR page, in the Authorizing Official (AO) Information section, click the Change drop-down for the AO and then select the Change link from the drop-down. The Authorizing Official – Change page opens (Figure 16), and is populated with all the AOs registered for the grant.

3. Click the radio button for the user to be designated as the AO.

4. Click the Add Selected Person as AO button. The second Authorizing Official – Change page (containing personal information about the requested AO) opens (Figure 17).
5. Revise the contact information, if necessary. Fields marked with an asterisk (*) are required.

6. Click the **Save and Continue** button to save your information and open the **Authorizing Official – Confirm Change** page (Figure 18).
7. Click the Confirm button. The SF-PPR page re-opens. The user that you added will be listed as the Authorizing Official.
3.1.3. To Update the AO information

1. On the SF-PPR page (Figure 12), click the Change link for an AO and then select Update from the drop-down. The Authorizing Official Information – Update page opens (Figure 19), and is populated with the information for the selected AO.

Figure 14: Authorizing Official Update Page
2. Verify and revise the contact information, as necessary.

3. Click the Save and Continue button to save your information and open the Authorizing Official Information – Confirm Update page.

4. Click the Confirm button. The SF-PPR page re-opens (Figure 12) with a green Success banner at the top of the page.

3.1.4. Delete an Authorizing Official

To Delete an AO:
1. On the SF-PPR page (Figure 12), click the Change link for an AO and then select Delete from the drop-down. The Authorizing Official – Confirm Delete page opens.

Figure 16: Authorizing Official – Confirm Delete Page

2. Click the Confirm button. The SF-PPR page (Figure 12) re-opens and the AO that you deleted is not listed under the Name column in the Authorizing Official (AO) Information section. (However it will still be listed in the SF-PPR Add Authorizing Official Form (On the NCC Progress Report – Status Overview page, click the SF-PPR link on the left navigation panel or the Update drop-down on the SF-PPR row. The SF-PPR page opens.

3. On the SF-PPR page, in the Authorizing Official (AO) Information section, click the Change drop-down for the AO and then select the Change link from the drop-down. The Authorizing Official – Change page opens (Figure 16), and is populated with all the AOs registered for the grant.

4. If you are satisfied with the information on the SF-PPR page (Figure 11), click the Save and Continue button to save your work and proceed to the next form.

3.2. Basic Information: SF-PPR-2

The SF-PPR-2 Form is a continuation of the SF-PPR Form. It contains information about the grant for which you are creating or updating the progress report. By default, the information will be prepopulated from the information in the application that started the last budget period. This includes the Department Name, Division Name, and the Point of Contact (POC) registered for the grant.

If a Point of Contact (POC) was not added in the application that initiated the last budget period, 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 a POC (see Add/Change POC below).

In addition, the system will pre-populate the list of areas affected from all the awarded applications in the last budget period.

1. Click the SF-PPR-2 link on the NCC Progress Report – Status Overview page left navigation panel to access the SF-PPR-2 (Cover Page Continuation) page (Figure 23), if it is not already displayed.
By default, the information will be pre-populated from the information in the application which started the last budget period. This includes the Department Name, Division Name, and the Point of Contact (POC) registered for the grant.

If a POC was not added in the application that initiated the last budget period, 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 a POC (see section 3.2.3, To Add a Point Of Contact).
In addition, the system will pre-populate the list of areas affected from all the awarded applications in the last budget period.

You can perform the following functions on the screen:

<table>
<thead>
<tr>
<th>Options:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- MODIFY Department Name and/or Division Name</td>
</tr>
<tr>
<td>- CHANGE Point of Contact</td>
</tr>
<tr>
<td>- ADD Point of Contact</td>
</tr>
<tr>
<td>- UPDATE POC information</td>
</tr>
<tr>
<td>- DELETE Point of Contact</td>
</tr>
</tbody>
</table>

3.2.1. To Modify the Department Name or Division Name

1. On the SF-PPR-2 (Cover Page Continuation) page (Figure 23), replace the text in the appropriate text boxes.
2. Click the Save and Continue button.

3.2.2. To Change the Point Of Contact

1. On the SF-PPR-2 (Cover Page Continuation) page click the Change link for a POC and then select Change from the drop-down. The Point of Contact – Change page (Figure 24) will be displayed, and will be populated from the list of contacts proposed in the awarded application which started the last budget period.

   Figure 19: Point of Contact – Change Page

1. Select the person to be designated as the POC, if more than one user is listed.
2. Click the Add Selected Person as POC button. The second Point of Contact – Change page opens (Figure 25) opens, listing the current contact information for the newly selected contact.
3. Verify and revise the contact information, as necessary.

4. Click the **Save and Continue** button to save your information. The **Point of Contact – Confirm Change** page opens.
5. Click the **Confirm** button. The **SF-PPR-2** page opens with a Success banner at the top of the page.

### 3.2.3. To Add a Point Of Contact

1. On the **SF-PPR-2 (Cover Page Continuation)** page click the **Change** link for a POC and then select **Change** from the drop-down. The first **Point of Contact – Change** page (**Figure 24**) will open.

2. Click the **Add New POC** button. The second **Point of Contact – Change** page opens, with all contact information fields blank (**Figure 27**).
3. Enter all required information and the optional information of your choosing.

4. Click the **Save and Continue** button.

5. The **Point of Contact – Confirm Change** page opens (**Figure 26**).

6. Click the **Confirm** button. The **SF-PPR-2 (Cover Page Continuation)** page opens with a green Success banner at the top of the page.

**3.2.4. To Update the POC information**

1. On the **SF-PPR-2 (Cover Page Continuation)** page click the **Change** link for a POC and then select **Update** from the drop-down. The first **Point of Contact – Change** page (**Figure 24**) will open.

2. Verify or revise the contact information, as necessary.

3. Click the **Save and Continue** button to save your information. The **Point of Contact Information – Confirm Update** page opens.
4. Click the **Confirm** button. The **SF-PPR-2 (Cover Page Continuation)** page opens with a green Success banner at the top of the page.

### 3.2.5. To Delete the Point of Contact

1. On the **SF-PPR-2 (Cover Page Continuation)** page click the **Change** link for a POC and then select **Delete** from the drop-down. The **Point of Contact – Confirm Delete** page (Figure 29) will open.

![Figure 23: Point of Contact – Confirm Update Page](image)

![Figure 24: Point of Contact – Confirm Delete Page](image)
2. Click the **Confirm** button

3. The SF-PPR-2 (Cover Page Continuation) page opens with a green Success banner at the top of the page.

   **Note:** The POC that you deleted will not be listed under the Name column

4. If you are satisfied with the information on the SF-PPR-2 (Cover Page Continuation) Form (Figure 23), click the **Save and Continue** button to save your work and proceed to the next form.

### 3.3. Budget Information: Budget Details

The Budget Details Form allows you to specify the budget information for the upcoming budget period (future Support Year) of the grant. The Budget Details Form consists of the following sections:

- Section A – Budget Summary
- Section B – Budget Categories
- Section C – Non-Federal Resources

The Recommended Federal Budget portion of the total budget for the future Support Year of the grant is prepopulated from Section 13 of the last Notice of Award, which lists the recommended future Federal funding support amounts. The Federal portion of the budget for the future Support Year cannot be updated to an amount that is different from the recommended amount in the last Notice of Award.

Observe the following business rules (Figure 30) to complete the Budget Details Form for the future Support Year:

**Figure 25: Business Rules for the Budget Details Form**

1. The total of the individual Budget Object Class Categories in Section B (Budget Categories) must match the Total Budget specified in Section A (Budget Summary).


**Complete Section A first in case you need to make any changes to the types of funding (CHC, MHC, HCH, or PHPC).**
3.3.1. To complete the Budget Details Form,

1. Click Budget Details on the Progress Report left navigation panel to access the Budget Details page for future Support Year 1 (Figure 31), if it is not already displayed.

Figure 26: Budget Details Page

Use this form to update:

- Sub Programs
- Budget Categories
- Budget Summary
- Non-Federal Resources
3.3.2. Update Sub Programs

To update Sub Programs,

1. Click the **Update Sub Program** button in the **Budget Summary (Section A)** area of the **Budget Details** page (Figure 31). The **Sub Programs - Update** page (Figure 32) will be displayed.

![Figure 27: Sub Programs - Update](image)

2. Select or deselect the checkboxes for the sub programs, as necessary.

   In the progress report, grantees should not seek funding for any sub program for which they are not receiving federal funds.

3. Click the **Save and Continue** button. You will be returned to the **Budget Details** page (Figure 31) for the selected Support Year. The sub programs listed in Section A, Section B, and Section C will reflect your changes.
### 3.3.3. Section A - Update Budget Summary

To update the Budget Summary:

1. On the **Budget Details** page (Figure 31), click the **Update** button on the **Section A**. The **Budget Information (Support Year XX) - Update** for **Section A – Budget Summary** page (Figure 33) will be displayed for the selected Support Year.

![Figure 28: Budget Information (Support Year XX) - Update for Section A – Budget Summary Page](image)

2. Update the **Federal** or the **Non-Federal** information, as allowed.

3. Click the **Save and Continue** button. You will be returned to the Budget Details Form. The **Budget Summary** information will reflect your changes.
3.3.4. Section B - Update the Budget Categories

To update the budget categories,

1. On the Budget Details page (Figure 31), click the Update button on the Section B – Budget Categories header. The Budget Information (Support Year XX) - Update for Section B – Budget Categories page (Figure 34) opens.

Figure 29: Budget Information (Support Year XX) - Update for Section B – Budget Categories Page

You must enter information for the Object Class Categories, so that the total of all the categories equals the amount in the Total Budget specified in the Budget Summary.

2. Click the Save and Continue button. You will be returned to the Budget Details page (Figure 31). The Budget Categories information will reflect your changes.
3.3.5. Section C - Update Non-Federal Resources

To update Non-Federal Resources,

1. On the Budget Details page (Figure 31), click the Update button on the Section C – Non-Federal Resources header. The Budget Information (Support Year XX) - Update for Section C – Non-Federal Resources page (Figure 35) opens.

Figure 30: Budget Information (Support Year XX) - Update for Section C – Non-Federal Resources

2. Update the Non-Federal funding resource fields, as appropriate.

3. Click the Save and Continue button. You will be returned to the Budget Details page (Figure 31). The Non-Federal Resources information will reflect your changes.

4. When you are finished updating the Budget Details page (Figure 31) for the selected Support Year, click the Save and Continue button to save your work and proceed to the next form.

You are required to provide budget details for all remaining Support years in your project period.
3.4. Budget Information: Budget Narrative

The Budget Narrative Form allows you to upload attachments (maximum of two) that provide a justification for your budget. (For more information regarding the budget narrative description, refer to the Instructions for Preparing and Submitting the FY 2013 Health Center Program Budget Period Progress Report.)

1. Click the Budget Narrative link on the Progress Report Process left navigation panel (Figure 10) to access the Budget Narrative page (Figure 36), if it is not already displayed.

   **Figure 31: Budget Narrative Page**

   ![Budget Narrative Page]

2. To attach a budget narrative document, click the Attach File button. The Budget Narrative section expands to show the entry fields for the document file name and a description.

3. Enter or select a file name and path. You may also enter a description if appropriate.

4. Click the Attach button. The Budget Narrative page refreshes listing the file you just attached.

5. When you are finished attaching the documents, click the Save and Continue button to save your work and proceed to the next form.

   **Note:** You must attach at least one, but no more than two Budget Narrative documents.
4. Complete the Program Specific Information Forms

To enter or revise Program Specific Information,

1. Click the Program Specific Information link on the left navigation panel (Figure 37) or click the Program Specific Information Update link, under Other Information, on the NCC Progress Report Process Status page (Figure 38). The Program Specific Information Status Overview page opens (Figure 38).

Figure 32: Program Specific Information Link on the Left navigation panel

Figure 33: Program Specific Information Status Overview Page
The **Program Specific Information Status Overview** page shows the status of each program-specific form.

To submit your Progress Report, you must complete all the Program Specific Information forms listed on this screen (*in addition to* all the forms listed on the Status Page for Progress Report screen).

For the balance of this document, when you are instructed to “Open Form...,” use the left navigation panel or click **Update** on the Program Specific Information Form.

### 4.1. Form 1A: General Information Worksheet

Form 1A: General Information Worksheet provides a summary of information related to the applicant, proposed service area, population, patient, and visit projections presented in the project description and other forms. The following instructions are intended to clarify the information to be reported in each section of the form.

1. Open Form 1A (Figure 39). Fields marked with an asterisk (*) are required.

   **Figure 34: Form 1A: General Information Worksheet**

2. Under Applicant Information (Figure 40), select your business entity and the organization type that best describe your organization. (Multiple selections are allowed for the organization type but not for the business entity.)

   **Figure 35: Form 1A, Applicant Information Section**
3. Under Proposed Service Area (Figure 41), select the options which best describe the designated service area you propose to serve. (Multiple selections are allowed.)

**Figure 36: Form 1A, Proposed Service Area**

<table>
<thead>
<tr>
<th>#</th>
<th>Proposed Service Area</th>
</tr>
</thead>
</table>
| 3a. Target Population and Service Area Designation (Use commas to separate multiple IDs) | - 
| 3b. Service Area Type | Urban, Rural, Sparsely Populated |
| 3c. Target Population and Provider Information | 

You must provide Service Area IDs for the selected options if you are applying for Community Health Centers funding. Also select whether the target population type is urban, rural, or sparsely populated. If your proposed service area is sparsely populated, specify the population density by providing the number of people per square mile.

The Population types field-related information in the Proposed Service Area section of Form 1A (Figure 39) is not editable. If you must update the Population types information shown here, you will first have to select the relevant subprograms in Section A - Budget Summary (Figure 24), of the Budget Details Form, of the NCC FY 2013 Progress Report (Figure 23). Refer to [Section 4.3.1](#) for instructions to do this.

A Sparsely Populated Area is defined as a geographical area with seven people or less per square mile for the entire service area.

4. Under Target Population and Provider Information (Figure 42), report the aggregate data for all of the sites included in the proposed project. Report the number of provider FTEs by staff type.

**Figure 37: Form 1A, Target Population and Provider Information**

<table>
<thead>
<tr>
<th>Target Population Information</th>
<th>Current Number</th>
<th>Projected at End of Project Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Service Area Population</td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>Total Target Population</td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>Total FTE Medical Providers</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Total FTE Dental Providers</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Total FTE Behavioral Health Providers</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Total FTE Substance Abuse Service Providers</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Total FTE Enabling Service Providers</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

5. Under Patients and Visits By Service Type (Figure 43), report the current number of patients and visits. Please note that these numbers may be different than what was reported in the most recent submission to the Uniform Data System due to additional funding and/or change in scope. Similarly, provide the corresponding number expected at the end of the project period.
Several tables request both current and projected information. “Current” refers to the number of patients or visits at the time of Progress Report. “Number at End of Year 1” refers to the number of patients or visits anticipated by the end of the upcoming budget period. “Projected at End of Project Period” refers to the number of patients or visits anticipated by the end of the project period at the current level of funding.

Visits are defined to include a documented, face-to-face contact between a patient and a provider who exercises independent judgment in the provision of services to the individual. To be included as an encounter, services rendered must be documented.

Since patients must have at least one documented visit, it is not possible for the number of patients to exceed the number of visits.

**Figure 38: Patients and Visits By Service Type**

<table>
<thead>
<tr>
<th>Service Type</th>
<th>Current Number</th>
<th>Projected at End of Project Period</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Patients</td>
<td>Visits</td>
</tr>
<tr>
<td>Total Medical</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Dental</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Behavioral Health</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Substance Abuse</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Enabling Services</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This form does not allow you to leave any field blank. Zero is acceptable if there is no information.

6. Under Patients and Visits By Population Type (Figure 44), report the current number of patients and visits. Please note that these numbers may be different than what was reported in the most recent submission to the Uniform Data System due to additional funding and/or change in scope. Similarly, provide the corresponding number expected at the end of Year 1 and the end of the Project Period.

**Figure 39: Patients and Visits By Population Type**

<table>
<thead>
<tr>
<th>Population Type</th>
<th>Current Number</th>
<th>Number at End of Year 1</th>
<th>Number After Year 2</th>
<th>Number at End of Project Period</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Patients</td>
<td>Visits</td>
<td>Patients</td>
<td>Visits</td>
</tr>
<tr>
<td>General Community</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Migrant/Seasonal Farm Workers</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Housing Residents</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Homeless Persons</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total (Click 'Save to calculate')</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7. Click **Save and Continue** at the bottom of Form 1A: General Information Worksheet when you have finished your entries to save your work and proceed to the next form.
4.2. Form 1C: Documents on File

Form 1C: Documents on File displays a list of documents to be maintained at your organization. You are to provide the date on which each document was last revised.

1. Open Form 1C (Figure 45).

   ![Figure 40: Form 1C, Documents on File](image)

2. Enter the requested document review/revision dates. Fields marked with an asterisk (*) are required.

3. Click **Save and Continue** at the bottom of the screen to save your work and proceed to the next form.

4.3. Form 2: Staffing Profile

Form 2: Staffing Profile reports personnel salaries supported by the total budget for the upcoming budget period. Refer to the Instructions for Preparing and Submitting the FY 2013 Health Center Program Budget Period Progress Report for more information on filling out Form 2 (Figure 44).
4. Enter the information into the form. Fields marked with an asterisk (*) are required.

5. Under Administration (Figure 47), enter the number of employees for each job title and the corresponding salary. The Total Salary column will auto-calculate when you press the tab key or click the **Save** button.

6. Under Medical Staff (Figure 48), enter the number of employees for each job title and the corresponding salary. The Total Salary column will auto-calculate when you press the Tab key or click the **Save** button.
7. Under Dental, Behavioral Health, and Enabling Staff (Figure 49), enter the number of employees for each job title and the corresponding salary. The Total Salary column will auto-calculate when you press the Tab key or click the **Save** button.

8. Under Other Staff (Figure 50), enter the number of employees for the Other Professional Staff and Other Staff line items, and then enter the corresponding salary. The Total Salary column will calculate automatically when you press the tab key or click the **Save** button. The Total Salary field displays the sum of ‘Total Salary’ for Administration, Medical, Dental, Behavioral Health, Enabling, and Other Staff categories.
9. Click **Save and Continue** at the bottom of the screen to save your work and proceed to the next form.

### 4.4. Form 3: Income Analysis

Form 3: Income Analysis projects program income, by source, for the proposed project period.

1. Click **Form 3** (Figure 50).

![Figure 46: Form 3, Income Analysis](image)

2. Click the **Download** link in the Download Template section (Figure 52) to download the Income Analysis.
The next page provides guidance for downloading the Income Analysis (Figure 53).

### Figure 48: Instructions for Downloading the Income Analysis

3. Click **Continue** at the bottom of this page.

4. Click **Save** on the File Download Dialog Box (Figure 54) to save the document to a folder on your computer.

### Figure 49: File Download Dialog Box
5. Save the document in Microsoft Word 97-2003 (.doc) format.

6. Click [Close] on the Download Warning Screen.

7. Complete the Income Analysis document (Figure 57).

Instead of using the Microsoft Word template, you can export the Income Analysis to Microsoft Excel, as long as you provide all the information that the template asks for.
Figure 52: Income Analysis

8. Click **Attach** in the Income Analysis section of Form 3 (Figure 58) to upload the Income Analysis Form as an attachment.

Figure 53: Form 3, Document Upload Area

- The Attach Document Screen will be displayed.
9. Click the **Browse** button.
   - The Choose File to Upload dialog box will be displayed.
10. Browse to the file and select it.
11. Click **Open**.
   - The file name will now appear in the Document field of the Attach Document Screen.
12. On the Attach Document Screen, click **Attach Document**.

   ➢ The attached document will appear in the Attached Documents list (Figure 60).

   **Figure 55: Attached Documents Area of the Attach Document Page**

13. Click **Finished Attaching** (Figure 61).
Figure 56: Attached Documents Area Showing Finished Attaching Button

<table>
<thead>
<tr>
<th>Attached Document(s)</th>
<th>Document Name</th>
<th>Size</th>
<th>Uploaded By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Income Analysis Form</td>
<td>Form 3 - Income Analysis.doc</td>
<td>64 KB</td>
<td>Anita Monohan on 5/12/2011 8:21:32 AM</td>
</tr>
</tbody>
</table>

- You will be returned to Form 3: Income Analysis. The attached document will be listed under the Income Analysis Form heading.

14. Click the **Save and Continue** button on Form 3: Income Analysis to save your work and proceed to the next form.

### 4.5. Form 5A: Services Provided – Required Services

Forms 5A, 5B, and 5C will be prepopulated from your current scope on file. Information will be **read only**.

1. Click **Form 5A** (Figure 59).

#### Figure 57: Form 5A, Services Provided – Required Services

<table>
<thead>
<tr>
<th>Service Type</th>
<th>Direct By Applicant</th>
<th>Formal Written Contract/Agreement (Applicant pays for service)</th>
<th>Formal Written Referral Arrangement/Agreement (Applicant DOES NOT pay)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Primary Medical Care</td>
<td>[x]</td>
<td>[x]</td>
<td>[x]</td>
</tr>
<tr>
<td>Diagnostic Laboratory</td>
<td>[ ]</td>
<td>[x]</td>
<td>[ ]</td>
</tr>
<tr>
<td>Diagnostic X-Ray</td>
<td>[x]</td>
<td>[x]</td>
<td>[ ]</td>
</tr>
<tr>
<td>Screenings</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cancer</td>
<td>[x]</td>
<td>[x]</td>
<td></td>
</tr>
<tr>
<td>Communicable Diseases</td>
<td>[x]</td>
<td>[x]</td>
<td></td>
</tr>
<tr>
<td>Cholesterol</td>
<td>[x]</td>
<td>[x]</td>
<td></td>
</tr>
<tr>
<td>Blood Lead Test for Elevated Blood Lead Level</td>
<td>[x]</td>
<td>[x]</td>
<td></td>
</tr>
<tr>
<td>Pediatric Vision, Hearing, and Dental</td>
<td>[x]</td>
<td>[x]</td>
<td></td>
</tr>
<tr>
<td>Emergency Medical Services</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Click the **Refresh Scope** button (Figure 63) if Form 5A does not reflect the latest scope that BPHC has on file.

- You will see a list of services that are part of your current scope. The date and time when the scope was last refreshed will be displayed when you click **Refresh Scope**.
3. Click the **Continue** button to proceed to the Additional Services page.

### 4.6. Form 5A: Services Provided – Additional Services

The Additional Services page (Figure 60) is prepopulated with the additional services and their existing delivery mechanisms from the latest scope that BPHC has on file.

#### Figure 59: Form 5A, Services Provided – Additional Services

If Form 5A does not reflect the latest scope that BPHC has on file, click the **Refresh Scope** button to update the list of services. The date and time when the scope was last refreshed will be displayed when you click **Refresh Scope**.

#### Figure 60: Refresh Scope for Additional Services
Use the Additional Services dropdown menu to toggle between the Additional Services and Required Services forms.

Click the **Continue** button to proceed to Form 5B.

### 4.7. Form 5B: Service Sites

Form 5B is prepopulated with the list of service sites from the latest scope that BPHC has on file.

1. Open **Form 5B** (Figure 66).

![Figure 61: Form 5B, Service Sites](image)

If Form 5B does not reflect the latest scope that BPHC has on file, click the **Refresh Scope** button to update the list of sites. The date and time when the scope was last refreshed will be displayed when you click **Refresh Scope**.

#### 4.7.1. View Service Sites

1. Click the **View** link on Form 5B: Service Sites (Figure 64) to view information for a site.

![Figure 62: View Link for a Site on Form 5B](image)

- A read-only version of the Service Site Information (Figure 68) will be displayed in a pop-up window.
2. Click the **Close Window** button to close the pop-up window and return to Form 5B: Service Sites.

3. Click the **Continue** button at the bottom of Form 5B to proceed to Form 5C.
4.8. Form 5C: Other Activities/Locations

Form 5C is prepopulated with the list of other activities and locations from the latest scope that BPHC has on file.

1. Open Form 5C (Figure 69).

   Figure 64: Form 5C: Other Activities/Locations

   If Form 5C does not reflect the latest scope that BPHC has on file, click [Refresh Scope] to update the list of activities and locations. The date and time when the scope was last refreshed will be displayed when you click [Refresh Scope].

2. Click the View link on Form 5C: Other Activities/Locations to view information about an activity or location.

   ➢ A read-only view of the Activity/Location (Figure 70) will be displayed.
3. Click the Close Window button to close the pop-up window and return to Form 5C: Other Activities/Locations.

4. Click the Continue button at the bottom of Form 5C to proceed to the next form.
4.9. Form 6A: Current Board Member Characteristics

Use Form 6A to supply information about your organization's board of directors. You need to list all current members of the board of directors and provide information about each member, including the office held and area of expertise.

1. Open Form 6A (Figure 71).

   **Figure 66: Form 6A: Current Board Member Characteristics**

Fields marked with an asterisk (*) are required.

Since you selected "Tribal" or "Urban Indian" as the Business Entity in Form 1A of this application, you are exempt from completing this form.

<table>
<thead>
<tr>
<th>List of Board Member(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Board Member Name</strong></td>
</tr>
<tr>
<td>No Board Members Added.</td>
</tr>
</tbody>
</table>

   **Gender**

<table>
<thead>
<tr>
<th><strong>Gender</strong></th>
<th><strong>Number of Board Members</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td>0</td>
</tr>
<tr>
<td>Female</td>
<td>0</td>
</tr>
<tr>
<td>Unreported/Refused to Report</td>
<td>0</td>
</tr>
</tbody>
</table>

   **Ethnicity**

<table>
<thead>
<tr>
<th><strong>Ethnicity</strong></th>
<th><strong>Number of Board Members</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Hispanic Origin</td>
<td>0</td>
</tr>
<tr>
<td>Non-Hispanic or Latino</td>
<td>0</td>
</tr>
<tr>
<td>Unreported/Refused to Report</td>
<td>0</td>
</tr>
</tbody>
</table>

   **Race**

<table>
<thead>
<tr>
<th><strong>Race</strong></th>
<th><strong>Number of Board Members</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Native Hawaiian</td>
<td>0</td>
</tr>
<tr>
<td>Other Pacific Islander</td>
<td>0</td>
</tr>
<tr>
<td>Asian</td>
<td>0</td>
</tr>
<tr>
<td>Black/African American</td>
<td>0</td>
</tr>
<tr>
<td>American Indian/Alaskan Native</td>
<td>0</td>
</tr>
<tr>
<td>White</td>
<td>0</td>
</tr>
<tr>
<td>More Than One Race</td>
<td>0</td>
</tr>
<tr>
<td>Unreported/Refused to Report</td>
<td>0</td>
</tr>
</tbody>
</table>

If you selected Tribal or Urban Indian as your Business Entity on Form 1A, filling out Form 6A is optional; for all others, filling out Form 6A is required.

It is strongly recommended that you save your work frequently while completing this form.

2. Click the Add button to enter each individual board member (Figure 69).
   - An important Note regarding Board Members appears on Form 6A (Figure 70) and must be heeded.
The Add Board Member Information Page (Figure 74) will be displayed.

The total number of board members for each category (Gender, Ethnicity, and Race) must be equal to the number of board members that were previously added.
6. Click **Save and Continue** to save your work and proceed to Form 10.

### 4.10. Form 10: Annual Emergency Preparedness Report

The Annual Emergency Preparedness Report assesses your organization’s Emergency Preparedness and Management Plan and its overall emergency readiness. It also helps HRSA determine your organization’s technical assistance, training, and resource needs.

1. Click **Form 10** (Figure 76).

**Figure 70: Board Member Counts on Form 6A**

<table>
<thead>
<tr>
<th>Gender</th>
<th>Number of Board Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td>0</td>
</tr>
<tr>
<td>Female</td>
<td>0</td>
</tr>
<tr>
<td>Unreported/Refused to Report</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ethnicity</th>
<th>Number of Board Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hispanic Origin</td>
<td>0</td>
</tr>
<tr>
<td>Non-Hispanic or Latino</td>
<td>0</td>
</tr>
<tr>
<td>Unreported/Refused to Report</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Race</th>
<th>Number of Board Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Native Hawaiian</td>
<td>0</td>
</tr>
<tr>
<td>Other Pacific Islander</td>
<td>0</td>
</tr>
<tr>
<td>Asian</td>
<td>0</td>
</tr>
<tr>
<td>Black/African American</td>
<td>0</td>
</tr>
<tr>
<td>American Indian/Alaskan Native</td>
<td>0</td>
</tr>
<tr>
<td>White</td>
<td>0</td>
</tr>
<tr>
<td>More Than One Race</td>
<td>0</td>
</tr>
<tr>
<td>Unreported/Refused to Report</td>
<td>0</td>
</tr>
</tbody>
</table>

**Figure 71: Form 10: Annual Emergency Preparedness Report**

- **SECTION I: EMERGENCY PREPAREDNESS AND MANAGEMENT PLAN**
  - 1. Has your organization conducted a thorough Hazards Vulnerability Assessment?
    - Yes: Yes/No
  - 2. Does your organization have an approved EPM plan?
    - If Yes, date most recent EPM plan was approved by your Board.
  - 3. Does the EPM plan specifically address the four disaster phases? (This question is mandatory if you answered Yes to Question 2.)
  - 3a. Mitigation
  - 3b. Preparedness
  - 3c. Response
  - 3d. Recovery
  - 4. Is your EPM plan integrated into your local/regional emergency plan? (This question is mandatory if you answered Yes to Question 2.)
  - 5. If no, has your organization attempted to participate with local/regional emergency planners? (This question is mandatory if you answered Yes to Question 4.)
  - 6. Does the EPM plan address your capacity to deliver mass immunization/prophylaxis? (This question is mandatory if you answered Yes to Question 4.)
2. Select Yes or No for each question in each section of the form (Figure 77 and Figure 78). Fields marked with an asterisk (*) are required.

3. Click [Save and Continue] to proceed to Form 12.

**Figure 72: Form 10, Emergency Preparedness and Management Plan**

<table>
<thead>
<tr>
<th>SECTION I - EMERGENCY PREPAREDNESS AND MANAGEMENT PLAN</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>
| 1. Has your organization conducted a thorough Hazards Vulnerability Assessment?  
If Yes, date completed: [Format: mm/dd/yyyy] | o Yes | o No |
| 2. Does your organization have an approved EPM plan?  
If Yes, date most recent EPM plan was approved by your Board.  
Date: [Format: mm/dd/yyyy] | o Yes | o No |
| 3. Does the EPM plan specifically address the four disaster phases? (This question is mandatory if you answered Yes to Question 2.) |
| 3a. Mitigation | o Yes | o No |
| 3b. Preparedness | o Yes | o No |
| 3c. Response | o Yes | o No |
| 3d. Recovery | o Yes | o No |
| 4. Is your EPM plan integrated into your local/regional emergency plan? (This question is mandatory if you answered Yes to Question 2.) | o Yes | o No |
| 5. If no, has your organization attempted to participate with local/regional emergency planners? (This question is mandatory if you answered Yes to Question 2 and No to Question 4.) | o Yes | o No |
| 6. Does the EPM plan address your capacity to render mass immunization/prophylaxis? (This question is mandatory if you answered Yes to Question 2.) | o Yes | o No |

**Figure 73: Form 10, Readiness**

<table>
<thead>
<tr>
<th>SECTION II - READINESS</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Does your organization include alternatives for providing primary care to your current patient population if you are unable to do so during emergency?</td>
<td>o Yes</td>
<td>o No</td>
</tr>
<tr>
<td>2. Does your organization conduct annual planned drills?</td>
<td>o Yes</td>
<td>o No</td>
</tr>
<tr>
<td>3. Does your organization's staff receive periodic training on disaster preparedness?</td>
<td>o Yes</td>
<td>o No</td>
</tr>
<tr>
<td>4. Will your organization be required to deploy staff to Non-Health Center sites/locations according to the emergency preparedness plan for local community?</td>
<td>o Yes</td>
<td>o No</td>
</tr>
<tr>
<td>5. Does your organization have arrangements with Federal, State, and/or local agencies for the reporting of data?</td>
<td>o Yes</td>
<td>o No</td>
</tr>
<tr>
<td>6. Does your organization have a back up communication system?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6a. Internal</td>
<td>o Yes</td>
<td>o No</td>
</tr>
<tr>
<td>6b. External</td>
<td>o Yes</td>
<td>o No</td>
</tr>
<tr>
<td>7. Does your organization coordinate with other systems of care to provide an integrated emergency response?</td>
<td>o Yes</td>
<td>o No</td>
</tr>
<tr>
<td>8. Has your organization been designated to serve as a point of distribution (POD) for providing antibiotics, vaccines, and medical supplies?</td>
<td>o Yes</td>
<td>o No</td>
</tr>
<tr>
<td>9. Has your organization implemented measures to prevent financial/revenue and facilities loss due to an emergency? (e.g., insurance coverage for short-term closure)</td>
<td>o Yes</td>
<td>o No</td>
</tr>
<tr>
<td>10. Does your organization have an off-site back up of your information technology system?</td>
<td>o Yes</td>
<td>o No</td>
</tr>
<tr>
<td>11. Does your organization have a designated EPM coordinator?</td>
<td>o Yes</td>
<td>o No</td>
</tr>
</tbody>
</table>
4.11. Form 12: Organization Contacts

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

1. Open Form 12 (Figure 79).

![Form 12: Organization Contacts](image)

**Figure 74: Form 12: Organization Contacts**

Enter a Chief Executive Officer, Contact Person, Medical Director, or Dental Director (optional). The Contact Person must be the primary communications liaison for any program-specific information being submitted as part of this Progress Report. Fields marked with an asterisk (*) are required.

2. Click the Add/Change… button (Figure 77) to add or update information for each type of contact. For example, click the first button **Add/Change Chief Executive Officer** to add that contact.

![Add/Change Chief Executive Officer](image)

**Figure 75: Click Add… Button to Add a Contact**

- The Contact Information Page (Figure 81) will be displayed for the contact you are adding.

3. Enter the information on the page. Fields marked with an asterisk (*) are required.
4. Click **Save and Continue** to save your work for each type of contact and return to Form 12: Organization Contacts.

5. Click **Save and Continue** for Form 12 to save your work and go to the Clinical Performance Measures form.

### 4.12. Clinical Performance Measures

Use this form to provide information about your Clinical Performance Measures. Refer to the Instructions for Preparing and Submitting the FY 2013 Health Center Program Budget Period Progress Report for more information on filling out Clinical Performance Measures.

1. Open the **Clinical Performance Measures** (Figure 82)

   ![Clinical Performance Measures Form](image)

2. Enter the Project Period (Figure 83). Please refer to your latest Notice of Award to determine your project period.
The system will synchronize the project period dates between Clinical Performance Measures and Financial Performance Measures as soon as they are updated in either of the two forms. Changes made to dates in one form will be reflected in other form.

The data (except Progress Towards Goal) for all standard performance measures will be prepopulated from the application awarded in the last project or budget period where the measure was first proposed. The data for Progress Towards Goal will be prepopulated from the latest Uniform Data System (UDS) submission that was accepted by BPHC for your organization.

Oral Health and Behavioral Health Measures will be prepopulated from all awarded applications where they were proposed. These measures will be listed under Standard Measures or Other Measures, as per their corresponding applications.

You may enter or modify the performance measures as follows:

- **Update a Performance Measure**
- **View a Performance Measure**
- **Add a Performance Measure**
- **Delete a Performance Measure**
- **Mark a Performance Measure as a Duplicate**
- **Undo a Duplicated Performance Measure**
- **Update a Duplicated Performance Measure**

### 4.12.1. Update a Performance Measure

1. Click the Update link to enter or update the information for a performance measure.

The Update Clinical Performance Measure Information Page (Figure 85) will be displayed for the performance measure.
2. Complete the Update Clinical Performance Measure details for the performance measure. Fields marked with an asterisk (*) are required.

Starting in FY2013, you are required to select at least one of the following data sources in the Datasource and Methodology field and provide an appropriate accompanying comment: EHR, Chart Audit, or Other.

Key Factors and Major Planned Actions are prepopulated and will be displayed in *read-only format* for reference purposes while you are completing the Progress Towards Goal section of this form.

When you update the performance measure for either the Oral Health or Behavioral Health focus areas, you must select a Performance Measure Category from the dropdown list. Figure 86 shows you the Performance Measure Category options for the Oral Health Focus Area.
3. When you are finished entering all the details, click **Save and Continue** at the bottom of the form.

- You will be returned to the main Clinical Performance Measures Form.

The performance measure you entered will be completed (Figure 87).

**Figure 82: Clinical Performance Measures (Completed Performance Measure Section)**

4.12.1.1. **View a Performance Measure**

1. Click the **View** link (Figure 85) to see a pop-up screen displaying the details of the performance measure.

**Figure 83: View Performance Measure Information**

- A read-only version of the performance measure will be displayed (Figure 89).
2. Click the **Close Window** button to close the pop-up screen and return to the main Clinical Performance Measures Form.

### 4.12.1.2. Add a Performance Measure

You are required to provide information in all performance measure fields. If any performance measure listed is not applicable, you must provide an explanation in the comment field for that measure.

1. Click the **Add Performance Measure** button, in the Other Measures section, at the bottom of the Clinical Performance Measures Form (Figure 90) to add a performance measure and enter its details.

Figure 85: Clinical Performance Measures Form (Bottom of Screen)

- The Add Clinical Performance Measure Information Page (Figure 91) will be displayed.
2. Enter the requested information on the Add Clinical Performance Measure Information Page. Fields marked with an asterisk (*) are required.

The Add Clinical Performance Measure Information Page always contains a dropdown for performance measure categories. However, you must only select categories if your Focus Area is Oral Health or Behavior Health.

3. Click [Save and Continue] at the bottom of the screen after you have completed all fields.
   - You will be returned to the Clinical Performance Measures Form.
   - A summary of the Clinical Performance Measure information you entered will be listed as a new performance measure, in the Other Measures section (Figure 92), at the bottom of the form.

**Figure 87: Other Measures Section of Clinical Performance Measures Form**

### 4.12.1.3. Delete a Performance Measure

1. Click the [Delete] link if it appears under a performance measure that you added (Figure 93) to delete the performance measure.
Figure 88: Performance Measure with Delete Link

A Delete Confirmation Page will be displayed (Figure 94) to enable you to confirm deletion of the performance measure.

Figure 89: Delete Confirmation Page for Clinical Performance Measure Page

2. Click the **Confirm Delete** button to confirm the deletion.

You will be returned to the Clinical Performance Measures Form.

The performance measure you deleted will no longer be listed.

4.12.1.4. **Mark a Performance Measure as a Duplicate**

1. Click the **Mark as Duplicate** link (Figure 95) if it appears under a performance measure to resolve any Clinical Performance Measure duplications.
The Mark Performance Measure as Duplicate Page (Figure 96) will be displayed.
2. Review the duplicated performance measures options vs. the performance measure listed at the top of the screen and select the one that is a duplicate.

3. Enter a justification in the Comments box and click **Save and Continue**.
   - You will be returned to the Clinical Performance Measures Form.

   The performance measure that you selected as a duplicate will no longer contain a **Mark as Duplicate** link. Instead, there will be two other links: **Undo Duplicate** and **Update Duplicate Information**. The **Update** link will be removed for any performance measure marked as a duplicate.

### 4.12.1.5. Undo a Duplicated Performance Measure

1. Click an **Undo Duplicate** link (Figure 97) if it appears under a performance measure that you marked as a duplicate to unmark the performance measure as a duplicate.

   This link will only appear on performance measures that have been marked as a duplicate.

   **Figure 92: Performance Measure with Duplicate Information - Related Links**

   2. The Clinical Performance Measures Form will be redisplayed.
4.12.1.6. Update a Duplicated Performance Measure

1. Click an Update Duplicate Information link if it appears under a performance measure that you marked as a duplicate (Figure 97) to change the duplicated performance measure.

This link will only appear on performance measures that have been marked as a duplicate.

- The Update Duplicate Information Page (Figure 98) will be displayed.

Figure 93: Update Duplicate Information Page

At this point you can:

- Select another performance measure as the duplicate
- Modify the justification comments

2. Click the [Save and Continue] button when you are finished.

- You will be returned to the Clinical Performance Measures Form.

3. After you have completed working with all the Clinical Performance Measures, click [Save and Continue] to save your work and proceed to the next form.
4.13. Financial Performance Measures

Use this form to provide information about your Financial Performance Measures. Refer to the Instructions for Preparing and Submitting the FY 2013 Health Center Program Budget Period Progress Report for more information on filling out Financial Performance Measures.

1. Click the Financial Performance Measures link on the Program Specific Information side menu to access this form (Figure 99), if it is not already displayed.

2. The data for all standard performance measures will be populated from the application awarded in the last project or budget period where the measure was first proposed.

3. Enter the Project Period.

Figure 94: Financial Performance Measures

The system will synchronize the project period dates between Clinical Performance Measures and Financial Performance Measures as soon as they are updated in either of the two forms. Changes made to dates in one form will be reflected in other form.

You may enter or modify the performance measure information as follows:

- Update a Performance Measure
- View a Performance Measure
- Add a Performance Measure
- Delete a Performance Measure
- Mark a Performance Measure as a Duplicate
- Undo a Duplicated Performance Measure
- Update a Duplicated Performance Measure

4.13.1.1. Update a Performance Measure

1. Click an Update (Figure 97) link to enter or update the information for each performance measure.
The Update Financial Performance Measure Information Page (Figure 101) will be displayed for the performance measure.

2. Complete the Update Financial Performance Measure Information details for the performance measure. All of the fields marked with an asterisk (*) are required.

Key Factors and Major Planned Actions are prepopulated and will be displayed in read-only format for reference purposes while you are completing the Progress Towards Goal section of this form.

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

You will be returned to the main Financial Performance Measures Form (Figure 99). The performance measure you updated will be completed (Figure 102).
4.13.1.2. View a Performance Measure

1. Click the View link to see a pop-up screen displaying the details of the performance measure.
   ➢ A read-only version of the performance measure will be displayed (Figure 103).

   Figure 98: View of Financial Performance Measure

   ![Figure 98: View of Financial Performance Measure]

2. Click the Close Window button to close the pop-up screen and return to the main Financial Performance Measures Form (Figure 99).
4.13.1.3. Add a Performance Measure

1. Click the **Add Performance Measure** button, in the Other Measures section (Figure 104), to add a performance measure.

   ![Figure 99: Financial Performance Measures](image)

2. The Add Financial Performance Measure Information Page (Figure 105) will be displayed. Fields marked with an asterisk (*) are required.

   ![Figure 100: Add Financial Performance Measure Information Page](image)

3. Enter the requested information on the Add Financial Performance Measure Information Page. Fields marked with an asterisk (*) are required.

   **You are required to provide information in all performance measure fields.**

4. Click **Save and Continue** at the bottom of the screen after you have completed all fields.

   - You will be returned to the Financial Performance Measures Form (Figure 99).

   A summary of the Financial Performance Measures information you entered will be listed as a new performance measure in the Other Measures section (Figure 106), at the bottom of the form.
4.13.1.4. Delete a Performance Measure

1. Click the Delete link if it appears under a performance measure that you added (Figure 107) to delete the performance measure.

A Delete Confirmation Page will be displayed (Figure 108) to enable you to confirm deletion of the performance measure.
2. Click the **Confirm Delete** button to confirm the deletion.

   - You will be returned to the Financial Performance Measures Form (Figure 99).

   The performance measure you deleted will no longer be listed.
4.13.1.5. Mark a Performance Measure as a Duplicate

1. Click the **Mark as Duplicate** link if it appears under a performance measure to resolve any Financial Performance Measure duplications (Figure 109).

   **Figure 104: Financial Performance Measures Duplications**

   ![Performance Measure: turnover rate]

   | Focus Area | Human Resources | Goal Description | reduce overall turnover rate |
   | Baseline Data | 31.90% (Baseline Year: 2008) | Projected Data | 22.00% |

   **Action:** View | Update | Mark as Duplicate

   **Note:** The performance measure details are pre-populated from BPR FY 2010 application submitted by grantee.

   ![Performance Measure: turnover rate]

   | Focus Area | Human Resources | Goal Description | reduce turnover rate of new hires |
   | Baseline Data | 15.10% (Baseline Year: 2008) | Projected Data | 15.00% |

   **Action:** View | Update | Mark as Duplicate

   **Note:** The performance measure details are pre-populated from BPR FY 2010 application submitted by grantee.

2. The Mark Performance Measure as Duplicate Page (Figure 110) will be displayed.

   **Figure 105: Mark Performance Measure as Duplicate Page**

   ![Mark Performance Measure as Duplicate Page]
3. Compare the duplicated performance measures to the performance measure listed at the top of the screen and select the duplicate.

4. Enter a justification in the Comments box and click **Save and Continue**.
   - You will be returned to the Financial Performance Measures Form (Figure 99).

The performance measure that you selected as a duplicate will no longer contain a **Mark as Duplicate** link. Instead, you see two other links: **Undo Duplicate** and **Update Duplicate Information**. The **Update** link will be removed for any performance measure marked as a duplicate.

### 4.13.1.6. Undo a Duplicated Performance Measure

1. Click the **Undo Duplicate** link if it appears under a performance measure that you marked as a duplicate (Figure 111), to unmark the performance measure as a duplicate.

   **This link will only appear on performance measures that have been marked as a duplicate.**

   **Figure 106: Performance Measure with Duplicate Information - Related Links**

<table>
<thead>
<tr>
<th>Performance Measure: turnover rate</th>
<th>Status: Marked as Duplicate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Focus Area: Human Resources Goal Description: reduce turnover rate of new hires</td>
<td></td>
</tr>
<tr>
<td>Baseline Data: 15.10% (Baseline Year: 2008) Projected Data: 15.00%</td>
<td></td>
</tr>
</tbody>
</table>

   1. The Financial Performance Measures Form (Figure 99) will be redisplayed.

   **The performance measure will no longer have an **Undo Duplicate** link or an **Undo Duplicate Information** link but will have an **Update** link and a **Mark as Duplicate** link.**

### 4.13.1.7. Update a Duplicated Performance Measure

1. Click the **Update Duplicate Information** link if it appears under a performance measure that you marked as a duplicate (Figure 111), to change the duplicated performance measure.

   **This link will only appear on performance measures that have been marked as a duplicate.**

   - The Update Duplicate Information Page (Figure 112) will be displayed.
Figure 107: Update Duplicate Information Page

At this point you can:

- Select another performance measure as the duplicate
- Modify the justification comments

2. Click the **Save and Continue** button when you are finished.

   You will be returned to the Financial Performance Measures Form (Figure 99).

3. After you have completed working with all the Financial Performance Measures, click the **Save and Continue** button on the Financial Performance Measures Form (Figure 99) to save your work and proceed to the next form.
5. Attaching Documents with the Appendices Form

The Appendices section allows you to attach standard documents that your grant program requires when you submit your Progress Report.

1. Click the Appendices link on the Progress Report Process left navigation panel (Figure 113) to access the Appendices Form (Figure 114), if it is not already displayed. The Appendices page opens.

![Figure 108: Appendices Link on the Progress Report Process Menu](image-url)
2. On the **Appendices** page, for each type of document you wish to attach as an appendix, click the **Attach File** button. The section for that document type expands (Figure 115).
3. Select or enter a file name and path.
4. Enter a description of the file, if appropriate.
5. Click the Attach button. The Appendices pages refreshes, listing the file you just attached in the document type section you attached it to. That section now has an Update Description drop-down from which you can update or delete the document description.

**Note:** You are required to provide attachments related to Program Narrative Update and Sliding Fee Discount Schedules.

*You can attach only one document for the following:*
1. Program Narrative Update
2. Sliding Fee Discount Schedules
3. Service Area Map
4. Organizational Chart
5. Position Descriptions for Key Management Staff
6. Biographical Sketches for Key Management Staff

*You can attach a maximum of two documents for the following:*
1. Summary of Contracts and Agreements
2. Other Relevant Documents
6. Repeat **Steps 2 through 5** to attach any other documents.

At this point, you can:

- Click a document name to view it.
- Click an **Attach** button to attach additional documents.
- Select a document and click the **Update Description** drop-down and click the **Update** link to change the document’s description or click the **Delete** link to delete the attachment.

7. When you have completed attaching all documents, click the **Save and Continue** button at the bottom of the page to progress to the next form.
6. Review a Progress Report

6.1. Review Standard Forms (SF-PPR)

The NCC Progress Report - Review page shows the completion status for the Standard Forms (SF-PPR and SF-PPR-2), Program Specific Information forms, Attachments, and Budget Information.

Figure 112: Left Navigation Panel Link to NCC Progress Report Review Page

This page lists all sections in the Progress Report. Use the links and buttons on this page to perform the following actions:

- Click a **View** link in the **Options** column to open a view-only version of the form.
- Click **Print NCC Progress Report** to print the complete report.
- Click **Proceed to Submit** to go to the **Submit** Page.
7. Submit a Progress Report

When the status of all Standard Forms and Program Specific Forms is complete, you are ready to submit your Progress Report to HRSA.

To submit the Progress Report, you must have the **Submit Noncompeting Continuation** access rights.

To submit your Progress Report:

1. Click **Submit** under Review and Submit on the left navigation panel to start the Submit Progress Report process. The **Submit** page (Figure 120) will be displayed.

Figure 114: Left Navigation Panel – Submit Link
2. Click the **Submit to HRSA** button. The **Progress Report – Confirm Submit** page (Figure 121) will be displayed.
3. Check the box to electronically sign the Progress Report.

4. Click the **Submit Report** button to submit your Progress Report to HRSA. The NCC Progress Report - Submit Result page (Figure 122) will be displayed.

5. Take note of the Tracking Number.

6. Click the **Return to List** button to go to the page (Figure 4) to view additional Progress Reports which you can begin or edit.
7.1. Submit a Change-Requested Progress Report

HRSA sends you a Change Request Email (Figure 123) if your Progress Report needs to be revised.

Figure 118: Change-Request Email

From: reitlester1@hotmail.com [mailto:reitlester1@hotmail.com]
Sent: Tuesday, June 15, 2012 1:23 PM
To: 
Subject: Noncompeting Continuation for Grant 1... Change Requested by HRSA

A Change Request for Noncompeting Continuation has been requested by HRSA. Following are the details:

Grant Number:
Grantee Name:
Tracking Number:
Budget Period: 12/1/2012-11/30/2012
Submitted on: 06/30/2012

Following Comments were added by the HRSA Reviewer for your information:

*Please change the budget summary.*

This deliverable can be accessed in the EHBs by clicking the following link:
https://hrsautl5.reisys.com/webExternal/PostAward/deliverables.asp?deliverableTypeCode=3&DeliverableScheduleStatus=1, 2, 4

This Request will also be available in EHBs from the "Noncompeting Continuations" under Submissions sections of the Grant Hand Book. If you have any questions, please contact your project officer (PO).

For any questions regarding online submission, please contact the call center at 877-Go4-HRSA/877-464-4772/301-998-7373 or Email at CallCenter@HRSA.GOV.

NOTE: This is a system generated message. Please do not respond to this message.
The mail was generated in the Development environment

To revise your Progress Report:

1. Go to the Pending Tasks – List page (Figure 124).

Figure 119: Pending Tasks – List Page
2. Click the **Recently Completed** tab. The **Completed Tasks - List** page opens.

3. Click the **Submissions** link in the left navigation panel. The **Submissions – Completed List** page opens.

![Figure 120: Submissions – Completed List Page](image)

4. Use the filters just beneath the column headers to help you find the Submission that corresponds to the tracking number noted in the *Change-Request Email* (Figure 123). The **Submissions – Incomplete List** page refreshes showing only the Submissions that match your filters.

5. Click the **Edit** drop-down for your Submission.

6. Click the **Edit** link. The **NCC Progress Report – Status Overview** page opens.
Once you click the **Edit Submission** link, and you return to this page, the Schedule Status will change to **In Progress**.

7. Click the **Update** drop-down for the Progress Report section that corresponds to the changes requested in the **Change-Request Email** (Figure 123).

8. The Status Page (for Progress Report) (Figure 8) will be displayed.

9. Click the **Update** link for the section you need to revise, as per the HRSA reviewer’s comments in the **Change Request Email** (Figure 123).

10. Follow the instructions from the appropriate sections of this User Guide to modify and re-submit your Progress Report.

### 7.2. Cancelled Change Requests

A HRSA reviewer may cancel (or override) a change request after you have resubmitted a change-requested Progress Report or if you have not responded to a previous change request in a timely manner.
HRSA sends you a Change Request Cancellation Email if your change request is cancelled (Figure 127).

**Figure 122: Sample Change-Request Cancellation Email**

```
From: relester1@hotmail.com
Sent: Tuesday, June 15, 2012 1:23 PM
To: Vallabh Patel

Subject: Noncompeting Continuation for Grant #H80CS00289 Change Requested by HRSA

A Change Request for Noncompeting Continuation has been cancelled by HRSA. You will no longer be able to update this request. Following are the details:

- Grant Number: H80CS00289
- Grantee Name: COLUMBIA ROAD HEALTH SERVICES, DC
- Tracking Number: 00082004
- Budget Period: 12/1/2012-11/30/2012
- Submitted on: 06/30/2012

Following Comments were added by the HRSA Reviewer for your information:

This Request will also be available in EHBs from the "Noncompeting Continuations" under Submissions sections of the Grant Handbook. If you have any questions, please contact your Project Officer (PO).

For any questions regarding online submission, please contact the call center at 877-Go4-HRSA/877-464-4772/301-998-7373 or Email at CallCenter@HRSA.GOV.

NOTE: This is a system generated message. Please do not respond to this message.

The mail was generated in the Development environment
```

After you receive this email, you will not be able to revise the Progress Report, but you will be able to view it. Since the Progress Report is in a submitted status, you will have to search for it before you can view it. See the instructions in section 2.3, How to Access the Progress Report.
8. Customer Support

8.1. BPHC Help Desk

For assistance with completing Standard and Program Specific forms within the application, contact BPHC Help Desk:

- By Email: BPHCHelpline@hrsa.gov
- By Phone: 1-877-974-BPHC (2742) (8:30 am to 5:30 pm ET)

DO NOT call the BPHC Help Desk for any questions on the Instructions for Preparing and Submitting the FY 2013 Health Center Program Budget Period Progress Report or programmatic questions that you might have when completing your application.

8.2. HRSA Call Center

For assistance with registering in HRSA EHBs, or access/password related issues, call the HRSA Call Center:

- By Phone: 877-GO4-HRSA (877-464-4772) (between 9:00 am to 5:30 pm ET)
- By Email: callcenter@hrsa.gov

Visit HRSA EHBs for additional online help:

- Go to: https://grants.hrsa.gov/webexternal/home.asp
- Click on ‘Help’

DO NOT call the Call Center for any questions on the Instructions for Preparing and Submitting the FY 2013 Health Center Program Budget Period Progress Report or programmatic questions that you might have when completing your application.

8.3. HRSA Program Support

For any questions on the Instructions for Preparing and Submitting the FY 2013 Health Center Program Budget Period Progress Report or programmatic questions that you might have when completing your application, contact the Program Point of Contact within Bureau of Primary Health Care (BPHC) Office of Policy and Program Development (OPPD) as noted within the Instructions for Preparing and Submitting the FY 2013 Health Center Program Budget Period Progress Report.

- By Phone: 301-594-4300
- By Email: BPHCBPR@hrsa.gov
9. Frequently Asked Questions

9.1. What are the software requirements for HRSA EHBs?

System Requirements

- Internet Explorer 6 and later or Netscape 4.72 and later
- Internet browser settings that permit pop-ups
- Viewers for Microsoft Word and Adobe PDF

9.2. Are HRSA EHBs compliant with Section 508?

HRSA EHBs are compliant with Section 508 requirements for the visually impaired.

9.3. What are the system requirements for using HRSA EHBs on a Macintosh computer?

Mac users are requested to download the latest version of Netscape for their operating system version. It is recommended that Safari 1.2.4 and later or Netscape v7.2 and above be used.

**Note:** Internet Explorer (IE) for Mac has known issues with SSL and Microsoft is no longer supporting IE for Mac. HRSA EHBs do not work on IE for Mac.

In addition, to view attachments such as Word and PDF, you will need appropriate viewers.

9.4. What are the software requirements for GAAM?

Refer to the software requirements for HRSA EHBs. In addition, you will need Microsoft Word to complete GAAM unstructured forms.

9.5. What document types can I upload?

The following document types are supported in HRSA EHBs:

- .DOC - Microsoft Word
- .DOCX - Microsoft Word
- .JPEG – Graphics Format
- .JPG - Graphics Format
- .MSG – Microsoft Mail Document
- .PDF - Adobe Portable Document Format
- .PPT – Power Point
- .RTF - Rich Text Format
- .TIF - Graphics Format
- .TXT - Text
- .WPD - Word Perfect Document
- .XFD - Extensible Forms Description Language files
- .XLS - Microsoft Excel
- .XLSX - Microsoft Excel