

HRSA Electronic Handbooks

NCC FY 2013 Progress Report User Guide for BPHC

User Guide for Applicants

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Revision History

Date	Reason for changes	Authors
05/27/2010	Original document	REI - Ed Molin
06/10/2010	Removed generic material (i.e., SF-PPR and Budget Forms), and re-structured it to change scope of manual to only discuss BPHC Program Specific Information.	REI - Ed Molin
07/15/2010	Combined this document with generic NCC Progress Report User Guide (for H80 Grants). Included Log in, Standard Forms, and other sections of the NCC Progress Report User Guide (for H80 Grants) that were previously not contained in this document.	
03/29/2011	Updated document to reflect new Budget Details forms; eliminated Budget Summary and Budget Categories.	REI - Ed Molin
5/9/2011	Revised document to reflect new functions and fields. Organized document into more sections.	REI – Demetrio Ford
4/24/2012	FY2013 User Guide with new text and screenshots.	REI – Peter Keefe
9/26/2012	Revised document to reflect new screens and screen functions and fields.	REI – Barbara Gould

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:

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

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>).

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> 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

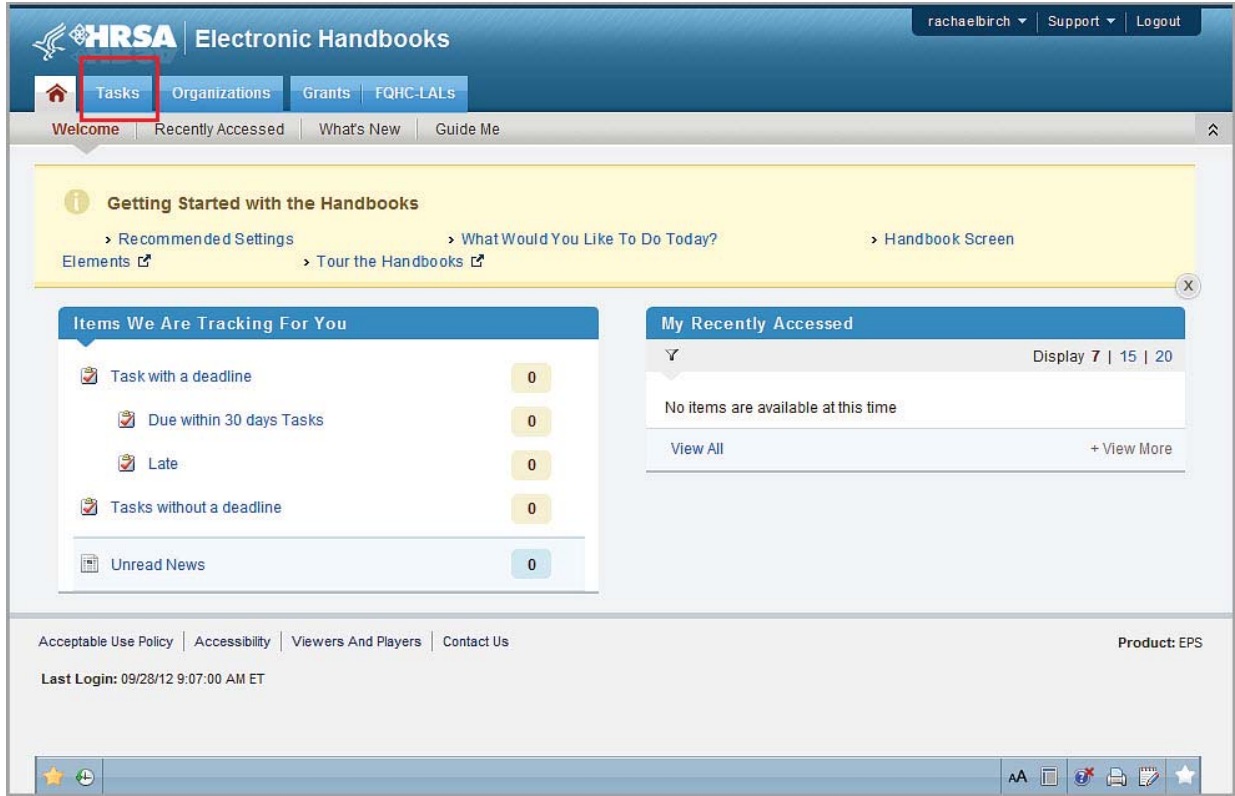
3. Point your browser to <https://grants.hrsa.gov/webexternal/login.asp>.
4. Enter your username and password.

Figure 1: Login Fields

The screenshot displays the HRSA login interface. It is divided into three main sections: 'Existing Users', 'New Users', and 'Contact Us'. The 'Existing Users' section features a blue header with a lock icon, followed by input fields for 'Username' and 'Password', a blue 'Login' button, and a 'Forgot Password?' link. The 'New Users' section has a blue header with a person icon, a blue 'Create an Account' button, and a link 'Click here to get started' with an external link icon. The 'Contact Us' section is a light blue box containing contact details: 'Phone: 877-Go4-HRSA/877-464-4772', 'Time: 9:00 a.m. to 5:30 p.m. Eastern Time (E.T.) Monday through Friday', and 'Email: CallCenter@HRSA.GOV'. A link 'For more information, Contact Us' is provided at the bottom of the contact section.

1. Click the **Login** button.
2. The **HRSA Electronic Handbooks Welcome** page opens (Figure 2).

Figure 2: HRSA EHBs Welcome Page

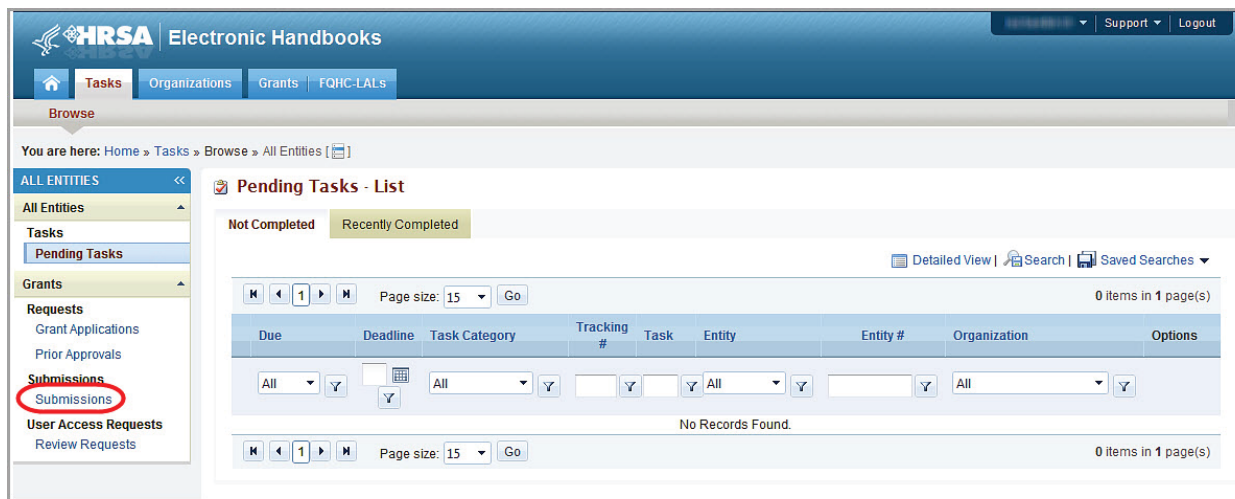


2.3. How to Access the Progress Report

To access the Progress Report:

1. On the **HRSA EHBs Welcome** page, click the **Tasks** tab (Figure 2). The **Pending Tasks – List** page opens.

Figure 3: Pending Tasks – List Page



- Click the **Submissions** link in the left navigation panel. The **Submissions – Incomplete List** page opens (Figure 4).

Figure 4: Submissions – Incomplete List Page

The screenshot displays the 'Submissions - Incomplete List' interface. At the top, there are tabs for 'Not Completed', 'Recently Completed', and 'All'. Below these are filters for 'Export To Excel', 'Detailed View', 'Search', and 'Saved Searches'. A pagination bar shows 'Page size: 15' and '5 items in 1 page(s)'. The main table has the following columns: Due In, Submission Name, Submission Type, Organization, Grant #, Tracking #, Reporting Period, Deadline, Status, and Options. The table is filtered to show submissions that are 'Due: Late (1)' and 'Due: In more than 30 Days (4)'. A red callout points to the 'Start or Edit drop-down' menu in the Options column. Another red callout points to the expanded menu, which includes 'Action' (Edit, Submit) and 'View' (Current Document, NCC Report, Action History, Authorized Users).

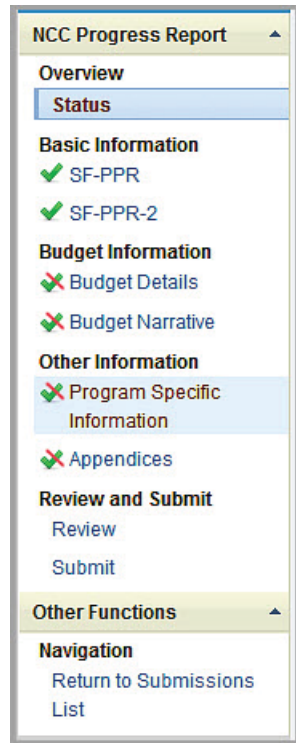
Due In	Submission Name	Submission Type	Organization	Grant #	Tracking #	Reporting Period	Deadline	Status	Options
177 Days	Audit Report Submission	Other Submissions	Monroe County Health Center, WV	H80CS00384	ATA00003371	07/01/2010 - 06/30/2011	03/30/2012	Change Requested	Edit
31 Days	Noncompeting Continuation Progress Report	Noncompeting Continuations	Monroe County Health Center, WV	H80CS00384				In Progress	
310 Days	(86399-01) Final Budget Information	Other Submissions	Monroe County Health Center, WV	C12CS21899	0010000000	06/30/2013	06/30/2013	In Progress	
310 Days	(86399-01) Project Completion Certification	Other Submissions	Monroe County Health Center, WV	C12CS21899	00105568	07/01/2011 - 06/30/2013	07/30/2013	In Progress	
370 Days	SF-428	Other Submissions	Monroe County Health Center, WV	C12CS21899	00104500	07/01/2011 - 06/30/2013	09/28/2013	In Progress	

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



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

NCC Progress Report - Status Overview

Note(s):
 The table below shows the status of the progress report. The progress report is currently **INCOMPLETE** and cannot be submitted in its current state.

NCC Progress Report Tracking # : [REDACTED] **Due Date: 10/24/2012 (Due In: 28 Days) | Status: In Progress**

Grant Number: [REDACTED] **Original Deadline:** 10/24/2012 **Created On:** 06/22/2012
Project Officer: [REDACTED] **Project Officer Email:** reitester1@hotmail.com **Project Officer Contact #:** [REDACTED]
Started By: N/A **Last Updated By:** [REDACTED] on 9/25/2012 6:40:24 PM

Resources
 View
[NCC Progress Report](#) | [Last NoA](#) | [Program Instructions](#) | [NCC User Guide](#)

Users with Permissions on NCC Progress Report (1)

Section	Status	Options
Basic Information		
SF-PPR	✔ Complete	Update
SF-PPR-2 (Cover Page Continuation)	✔ Complete	Update
Budget Information		
Budget Details	✘ Not Started	
Support Year 12	✘ Not Started	Update
Budget Narrative	✘ Not Started	Update
Other Information		
Program Specific Information	✘ Not Started	Update
Appendices	✘ Not Started	Update

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

- Each SF-PPR form
- The Budget forms
- The Program Specific Information forms
- Appendices

Notes:

- You cannot submit your Progress Report until you complete all forms in all sections.
- For the purpose of this document, the left navigation panel will be used to access each form. However, as noted above, you can access any SF-PPR or budget form by returning to the Status Page (for Progress Report), and clicking its [Update](#) link.

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

The screenshot shows the SF-PPR form interface. At the top, it displays 'NCC Progress Report Tracking # : 0000000000' and 'Due Date: 10/24/2012 (Due In: 28 Days) | Section Status: Complete'. Below this is a 'Resources' section with a 'View' button and links for 'NCC Progress Report', 'Last NoA', 'Program Instructions', and 'NCC User Guide'. The main section is 'Grantee Organization Information', which includes fields for: Federal Grant or Other Identifying Number Assigned by Federal Agency, DUNS Number, Employer Identification Number (EIN), Recipient Organization Name, Recipient Organization Address, CRS Entity Identification Number, Recipient Identifying Number or Account Number, Reporting Period End Date (01/31/2016), and Final Report (radio buttons for Yes and No). Below this is a note 'Fields with * are required' and a section for 'Authorizing Official (AO) Information'. This section contains a table with columns: Title of Position, Name, Phone, Email, and Options. The table has one row for 'Authorizing Official' with a 'Change' dropdown arrow. At the bottom right, there are two buttons: 'Save' and 'Save and Continue', both of which are circled in red.

You can perform the following functions on the screen:

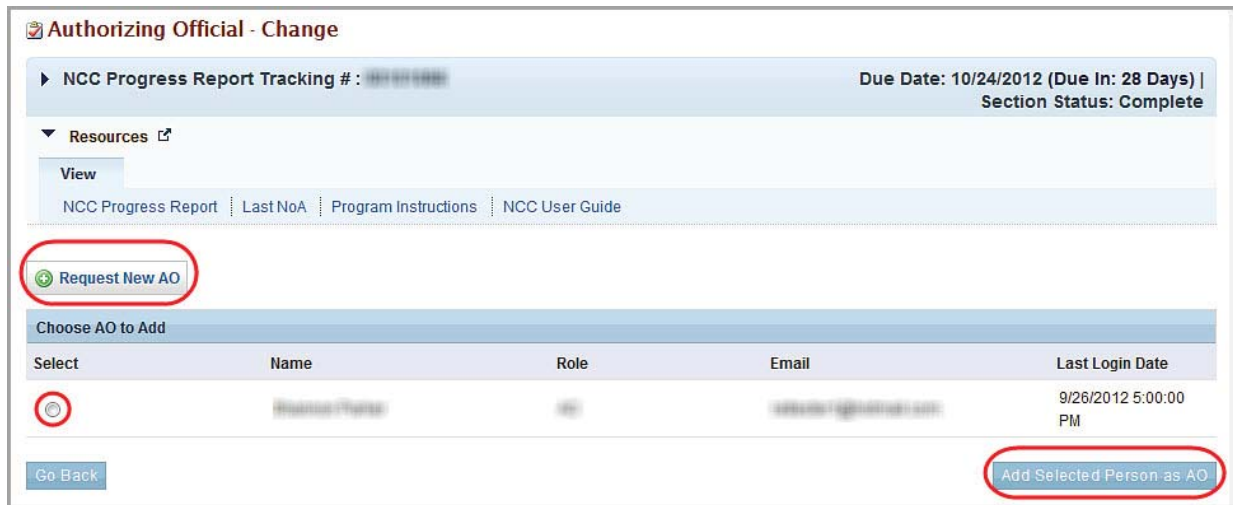
- Change/Add an Authorizing Official (AO)
- Update AO information
- Delete an AO

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)



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

Figure 9: Authorizing Official – Request New Page

Authorizing Official - Request New

Note(s):
 In order to assign a new AO to your application, the chosen person must be registered. Please enter the information below to notify the prospective AO via an email and request that he or she registers.
 AO information entered here will not be saved by the system.

NCC Progress Report Tracking # : [REDACTED] **Due Date: 08/03/2012 (Late By: 40 Days) | Section Status: Complete**

Resources

View
 NCC Progress Report | Last NoA | Program Instructions | NCC User Guide

Fields with * are required

Notify AO

* First Name

* Last Name

* Email Address

Subject Registration Request

This email has been sent to you because Judy Detmer has indicated that you are the Authorizing Official (AO) for the following organization.

Name: [REDACTED]
Address:
 [REDACTED]
 [REDACTED]
Registered AOs: [REDACTED]

[REDACTED] has created an application for the above organization. You are required to review and submit this application to HRSA. In order to do this, you must register with HRSA following the instructions given below.

Message

1. Log on to the HRSA EHBs website <https://hrsautl16-is.reisys.com/2010/WebEPSEExternal/Interface/common/accesscontrol/login.aspx>
2. Click on the registration link on the left hand side menu.
3. Enter your name and contact information, choose to register the organization and select the Authorizing Official (AO) role. Complete the registration by following the instructions.
4. Click on 'Continue to Register Organization' and search for your organization using the name provided above. In case there are multiple matches, please use the complete organization information given above to select the correct organization from the results.

After your registration process is complete, please notify the creator of the application, so your name can be chosen as the AO for his/her application.

If you have any questions, please contact HRSA Contact Center at CallCenter@HRSA.GOV.

(Max 500 Characters): 500 Characters left.

Additional Comments

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.

Figure 10: Notify AO Page

Authorizing Official - Confirm Request

Confirmation:
 Note: This is a confirmation page! You must click the appropriate button to complete your action.

NCC Progress Report Tracking # : [REDACTED] **Due Date: 08/03/2012 (Late By: 41 Days) | Section Status: Complete**

Resources [↗](#)

View

[NCC Progress Report](#) | [Last NoA](#) | [Program Instructions](#) | [NCC User Guide](#)

Notify AO

First Name	[REDACTED]
Last Name	[REDACTED]
Email Address	[REDACTED]
Subject	Registration Request

This email has been sent to you because Judy Dettmer has indicated that you are the Authorizing Official (AO) for the following organization.

Name: [REDACTED]
 Address: [REDACTED]
 Registered AOs: [REDACTED]

[REDACTED] has created an application for the above organization. You are required to review and submit this application to HRSA. In order to do this, you must register with HRSA following the instructions given below.

Message

1. Log on to the HRSA EHBs website <https://hrsaut16-is.reisys.com/2010/WebEPSExternal/Interface/common/accesscontrol/login.aspx>
2. Click on the registration link on the left hand side menu.
3. Enter your name and contact information, choose to register the organization and select the Authorizing Official (AO) role. Complete the registration by following the instructions.
4. Click on 'Continue to Register Organization' and search for your organization using the name provided above. In case there are multiple matches, please use the complete organization information given above to select the correct organization from the results.

After your registration process is complete, please notify the creator of the application, so your name can be chosen as the AO for his/her application.

If you have any questions, please contact HRSA Contact Center at CallCenter@HRSA.GOV.

Additional Comments

[Cancel](#)
[Confirm](#)

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.

Figure 11: Authorizing Official – Change Page (Select Existing AO)

Authorizing Official - Change

NCC Progress Report Tracking # : [REDACTED] Due Date: 10/24/2012 (Due In: 28 Days) | Section Status: Complete

Resources [↗](#)

View

NCC Progress Report | Last NoA | Program Instructions | NCC User Guide

[Request New AO](#)

Choose AO to Add

Select	Name	Role	Email	Last Login Date
<input checked="" type="radio"/>	[REDACTED]	[REDACTED]	[REDACTED]	9/26/2012 5:00:00 PM

[Go Back](#) [Add Selected Person as AO](#)

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).

Figure 12: Authorizing Official – Change Page (2)

Authorizing Official - Change

NCC Progress Report Tracking #: [XXXXXXXXXX] Due Date: 10/24/2012 (Due In: 28 Days) | Section Status: Complete

Resources [View](#)

NCC Progress Report | Last NoA | Program Instructions | NCC User Guide

Fields with * are required

Authorizing Official Information

Title [Text Box]

Prefix [Dropdown]

* Last Name [Text Box]

* First Name [Text Box]

Middle Initial [Text Box]

Suffix [Dropdown]

Organization Affiliation [Text Box]

Contact Information

* Email Address [Text Box] (username@domain.com)

* Phone Number [Area Code] [Prefix] [Number] [Number] [Number]

Fax Number [Area Code] [Prefix] [Number]

* Mailing Address (Required)

Mailstop Code (Internal Routing) [Text Box]

Division / Department Name [Text Box]

Address Type Domestic Address International Address [Refresh](#)

Specify Domestic Address (Street Address or PO Box Only or Rural Route)

* Address Street Number [Text Box] * Street Name [Text Box]
 Select One [Dropdown] Number [Text Box]

* PO Box Only Number [Text Box]

* Rural Route Type [Select Route] Number [Text Box] Box [Text Box]

* City [Text Box] (Required if Zip is not specified)

Urbanization [Text Box] (Used only for Puerto Rico(PR))

* State [Dropdown] (Required if City is specified)

* Zip Code (Lookup [View](#)) [Area Code] [Prefix] [Number] (Required if City is not specified)

[Go Back](#) [Save and Continue](#)

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).

Figure 13: Authorizing Official – Confirm Change Page

Authorizing Official - Confirm Change

Confirmation:
Note: This is a confirmation page! You must click the appropriate button to complete your action.

NCC Progress Report Tracking # : 00101066 **Due Date: 10/24/2012 (Due In: 28 Days) | Section Status: Complete**

Resources [View](#)

[NCC Progress Report](#) | [Last NoA](#) | [Program Instructions](#) | [NCC User Guide](#)

Authorizing Official Information

Title

Zip Code: 2490

Congressional District

[Cancel](#) [Confirm](#)

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

Authorizing Official Information - Update

▶ NCC Progress Report Tracking # : 00101728 Due Date: 08/03/2012 (Late By: 41 Days) | Section Status: Complete

▼ Resources [↗](#)

View

NCC Progress Report | Last NoA | Program Instructions | NCC User Guide

Fields with * are required

Authorizing Official Information

Title

Prefix

* Last Name

* First Name

Middle Initial

Suffix

Organization Affiliation

Contact Information

* Email Address (username@domain.com)

* Phone Number Ext.

Fax Number

*** Mailing Address (Required)**

Mailstop Code (Internal Routing)

Division / Department Name

Address Type Domestic Address International Address

Specify Domestic Address (Street Address or PO Box Only or Rural Route)

* Address Street Number * Street Name

Select One Number

* PO Box Only Number

* Rural Route Type Number Box

* City (Required if Zip is not specified)

Urbanization (Used only for Puerto Rico(PR))

* State (Required if City is specified)

* Zip Code (Lookup [↗](#)) (Required if City is not specified)

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.

Figure 15: Authorizing Official Information – Confirm Update Page

Authorizing Official Information - Confirm Update

Confirmation:
 Note: This is a confirmation page! You must click the appropriate button to complete your action.

NCC Progress Report Tracking # : [REDACTED] **Due Date:** 08/03/2012 (Late By: 41 Days) | **Section Status:** Complete

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Authorizing Official Information

Title [REDACTED]

Prefix [REDACTED]

Last Name [REDACTED]

First Name [REDACTED]

Middle Initial [REDACTED]

Suffix [REDACTED]

Organization Affiliation [REDACTED]

Contact Information

Email Address [REDACTED]

Phone Number [REDACTED]

Fax Number [REDACTED]

Mailing Address (Required)

Mailstop Code (Internal Routing) [REDACTED]

Division / Department Name [REDACTED]

Specify Domestic Address (Street Address or PO Box Only or Rural Route)

Street Address [REDACTED]

City [REDACTED]

State [REDACTED]

Zip Code [REDACTED]

Congressional District [REDACTED]

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

Authorizing Official - Confirm Delete

Confirmation:
 Note: This is a confirmation page! You must click the appropriate button to complete your action.

NCC Progress Report Tracking # : 00101066 **Due Date: 10/24/2012 (Due In: 28 Days) | Section Status: Complete**

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Authorizing Official Information

Title of Position	Name	Phone	Email
Authorizing Official	Shannon Parker	(304) 772-3064 Ext: 130	reitester1@hotmail.com

Cancel **Confirm**

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.

Figure 17: Status Overview – Left Navigation Panel (SF PPR 2)

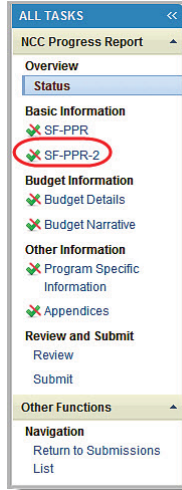


Figure 18: SF-PPR-2 (Cover Page Continuation)

SF-PPR-2 (Cover Page Continuation)

NCC Progress Report Tracking #: [REDACTED] Due Date: 08/03/2012 (Late By: 41 Days) | Section Status: Not Complete

Resources [↗](#)

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Supplemental Continuation of SF-PPR Cover Page

Department Name:

Division Name:

Name of Federal Agency: Health Resources and Service Administration

Funding Opportunity Number: [REDACTED]

Funding Opportunity Title: Traumatic Brain Injury Implementation

Areas Affected by Project (Cities, County, State, etc.)

There are no Areas Affected added.

Fields with * are required

*** Point of Contact (POC) Information**

Title of Position	Name	Phone	Email	Options
Point of Contact	[REDACTED]	[REDACTED]	reitester1@hotmail.com	Change ▼


[Go to Previous Page](#) [Save](#) [Save and Continue](#)

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:

	<p>Options:</p> <ul style="list-style-type: none"> ❖ MODIFY Department Name and/or Division Name ❖ CHANGE Point of Contact ❖ ADD Point of Contact ❖ UPDATE POC information ❖ DELETE Point of Contact
---	--

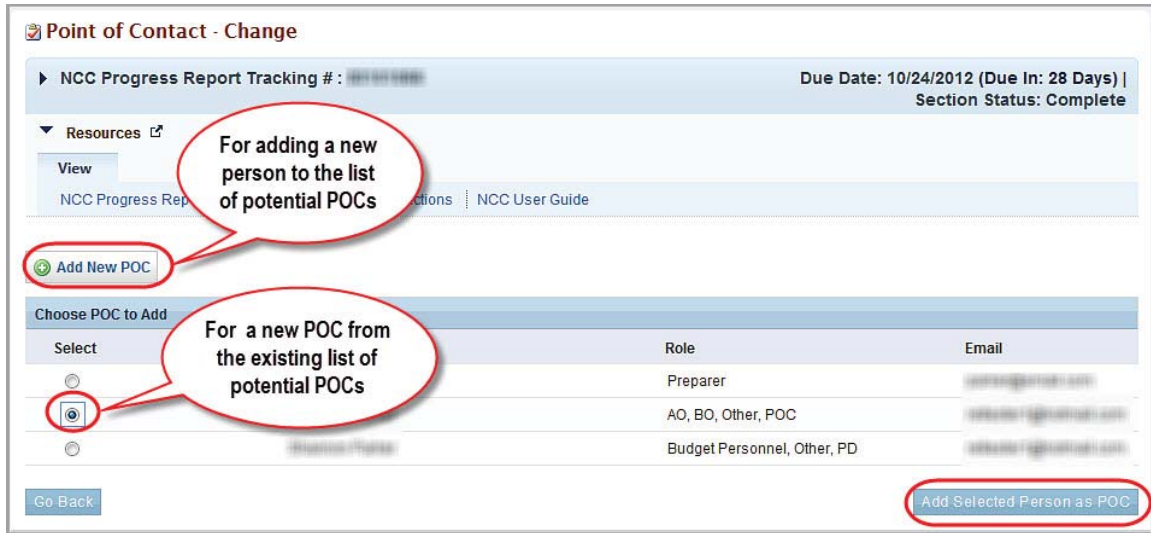
3.2.1. To Modify the Department Name or Division Name

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.

Figure 20: Point of Contact – Change Page (2)

Point of Contact - Change

▶ NCC Progress Report Tracking # : XXXXXXXXXX Due Date: 08/03/2012 (Late By: 41 Days) | Section Status: Not Complete

▼ Resources [↗](#)

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Fields with * are required

Point of Contact Information

Title

Prefix

* Last Name

* First Name

Middle Initial

Suffix

Organization Affiliation

Contact Information

* Email Address (username@domain.com)

* Phone Number Ext.

Fax Number

* **Mailing Address (Required)**

Mailstop Code (Internal Routing)

Division / Department Name

Address Type Domestic Address International Address

Specify Domestic Address (Street Address or PO Box Only or Rural Route)

* Address

* PO Box Only

* Rural Route

* City (Required if Zip is not specified)

Urbanization (Used only for Puerto Rico(PR))

* State (Required if City is specified)

* Zip Code (Lookup [↗](#)) (Required if City is not specified)

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.

Figure 21: Point of Contact – Confirm Change Page

Point of Contact - Confirm Change

Confirmation:
 Note: This is a confirmation page! You must click the appropriate button to complete your action.

▶ **NCC Progress Report Tracking # : 00101728** Due Date: 08/03/2012 (Late By: 41 Days) | Section Status: Not Complete

▼ **Resources** [↗](#)

View

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Point of Contact Information

Title	Director
Prefix	Ms.
Date	
Zip Code	80203-1702
Congressional District	01

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 opens, with all contact information fields blank (**Figure 27**).

Figure 22: Point of Contact – Change Page (Blank)

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.

Figure 23: Point of Contact – Confirm Update Page

Point of Contact Information - Confirm Update

Confirmation:
 Note: This is a confirmation page! You must click the appropriate button to complete your action.

NCC Progress Report Tracking # : [REDACTED] **Due Date:** 08/03/2012 (Late By: 41 Days) | **Section Status:** Complete

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Point of Contact Information

Title	
Prefix	
Address	
City	andrews
State	KY
Zip Code	
Congressional District	

Buttons: Cancel, Confirm

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 24: Point of Contact – Confirm Delete Page

Point of Contact - Confirm Delete

Confirmation:
 Note: This is a confirmation page! You must click the appropriate button to complete your action.

NCC Progress Report Tracking # : [REDACTED] **Due Date:** 08/03/2012 (Late By: 41 Days) | **Section Status:** Complete

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Point of Contact Information

Title of Position	Name	Phone	Email
Point of Contact	[REDACTED]	(703) 999-9999 Ext: 99999	username@domain.com

Buttons: Cancel, Confirm

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

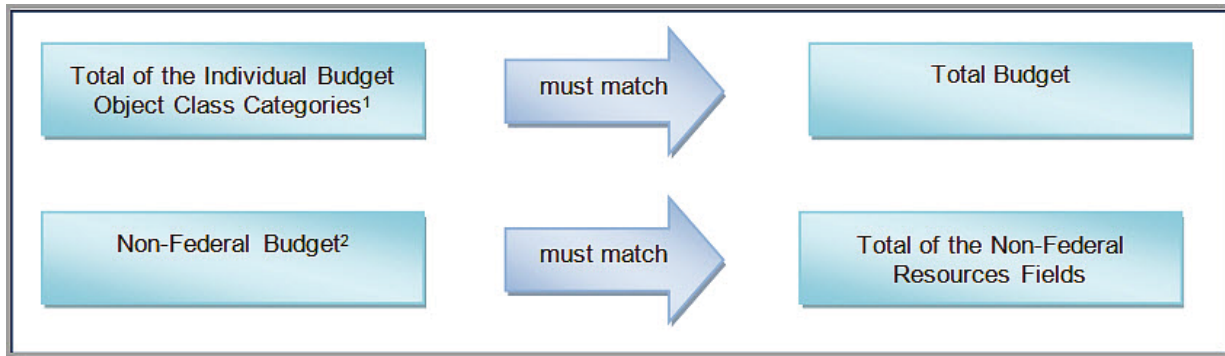
The Budget Details Form allows you to specify the budget information for the upcoming budget period (future Support Year) of the grant. The Budget Details Form consists of the following sections:

- 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).

² Non-Federal Budget must match Total of the Non-Federal Resources Fields.

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

Budget Details

NCC Progress Report Tracking # : [REDACTED] Due Date: 10/24/2012 (Due In: 28 Days) | Section Status: Not Complete

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Support Year 12

Recommended Federal Budget: \$1,677,721.00 (02/01/2013 - 01/31/2014)

Section A - Budget Summary Update

Grant Program Function or Activity	CFDA Number	New or Revised Budget		
		Federal	Non-Federal	Total
Community Health Centers	[REDACTED]	\$0.00	\$0.00	\$0.00
Update Sub Program	Total:	\$0.00	\$0.00	\$0.00

Section B - Budget Categories Update

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

Section C - Non Federal Resources Update

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

Go to Previous Page Save Save and Continue

Use this form to update:

- Sub Programs
- Budget Summary
- Budget Categories
- 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

Sub Programs - Update

NCC Progress Report Tracking # : [REDACTED] Due Date: 10/24/2012 (Due In: 28 Days) | Section Status: Not Complete

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Select Sub Program(s)

Select	Program	CFDA
<input checked="" type="checkbox"/>	Community Health Centers	[REDACTED]
<input checked="" type="checkbox"/>	Health Care for the Homeless	[REDACTED]
<input type="checkbox"/>	Migrant Health Centers	[REDACTED]
<input type="checkbox"/>	Public Housing	[REDACTED]
<input type="checkbox"/>	test	[REDACTED]

Cancel Save and Continue

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

Budget Information (Support Year 12) - Update

NCC Progress Report Tracking #: [REDACTED] Due Date: 10/24/2012 (Due In: 28 Days) | Section Status: Not Complete

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Section A - Budget Summary

Grant Program Function or Activity	CFDA Number	New or Revised Budget		Total
		Federal	Non-Federal	
Community Health Centers	49-9999	\$ 0.00	\$ 0.00	\$0.00
Health Care for the Homeless	49-9999	\$ 0.00	\$ 0.00	\$0.00
Total:		\$0.00	\$0.00	\$0.00

Cancel Save and Continue

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

Budget Information (Support Year XX) - Update

NCC Progress Report Tracking #: [REDACTED] Due Date: 10/24/2012 (Due In: 28 Days) | Section Status: Not Complete

Resources [Link]

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Object Class Categories	Grant Program Function or Activity	
	Community Health Centers	Health Care for the Homeless
Personnel	\$ 0.00	\$ 0.00
Fringe Benefits	\$ 0.00	\$ 0.00
Travel	\$ 0.00	\$ 0.00
Equipment	\$ 0.00	\$ 0.00
Supplies	\$ 0.00	\$ 0.00
Contractual	\$ 0.00	\$ 0.00
Construction	\$ 0.00	\$ 0.00
Other	\$ 0.00	\$ 0.00
Indirect Charges	\$ 0.00	\$ 0.00
Total <input type="button" value="Calculate Total"/>	\$ 0.00	\$ 0.00
Total Budget specified in Budget Summary	\$0.00	\$0.00

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

Budget Information (Support Year XX) - Update

NCC Progress Report Tracking # : [REDACTED] Due Date: 10/24/2012 (Due In: 28 Days) | Section Status: Not Complete

Resources [icon]

View

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Grant Program Function or Activity	Total (Budget Summary)	Applicant	State	Local	Other	Program Income
Community Health Centers	\$0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Health Care for the Homeless	\$0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Cancel [button] Save and Continue [button]

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

▶ NCC Progress Report Tracking # : 00101066 Due Date: 10/24/2012 (Due In: 28 Days) |
Section Status: Not Started

▼ Resources [↗](#)

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▼ Budget Narrative (Minimum 1) (Maximum 2) [Attach File](#)

No documents attached

[Go to Previous Page](#) [Save](#) [Save and Continue](#)

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

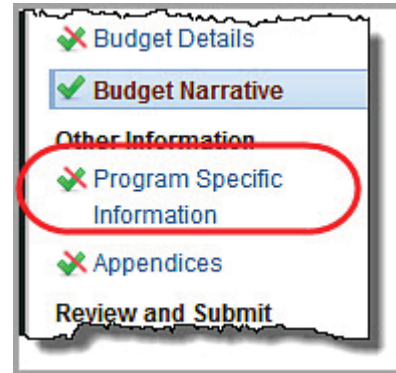


Figure 33: Program Specific Information Status Overview Page

U.S. Department of Health and Human Services
HRSA
 Health Resources and Services Administration
 E-HANDBOOK HOME

H80: Health Resources and Services Administration
 BPR Progress Report for FY 2013

Welcome [Thomas Torres](#) to [HRSA EHB](#) (Last login date and time 09/27/12 2:37:00 PM)

Status
[EHB home](#) | [logout](#) | [contact us](#) | [help](#) | [questions/comments](#)

The table below shows the status for the BPR Program Specific Information. The program specific section of this application is currently **INCOMPLETE** and cannot be submitted in its current state.

Your session will remain active for 30 minutes since your last activity. Please save your work every 5 minutes to avoid unexpected behavior.

Fields marked with an asterisk (*) are required.

PROGRAM SPECIFIC INFORMATION STATUS		
Section	Action	Status
General Information		
Form 1A: General Information Worksheet	Update	NOT COMPLETE
Budget Information		
Form 1C: Documents On File	Update	NOT COMPLETE
Form 2: Staffing Profile	Update	NOT COMPLETE
Form 3: Income Analysis	Update	NOT COMPLETE
Sites and Services		
Form 5A: Services Provided	Update	NOT COMPLETE
Required Services	Update	NOT COMPLETE
Additional Services	Update	NOT COMPLETE
Form 5B: Service Sites	Update	NOT COMPLETE
Form 5C: Other Activities/Locations	Update	NOT COMPLETE
Other Forms		
Form 6A: Current Board Member Characteristics	Update	NOT COMPLETE
Form 10: Annual Emergency Preparedness Report	Update	NOT COMPLETE
Form 12: Organization Contacts	Update	NOT COMPLETE
Performance Measures		
Clinical Performance Measures	Update	NOT COMPLETE
Financial Performance Measures	Update	NOT COMPLETE

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

Fields marked with an asterisk (*) are required.

GENERAL INFORMATION			
Form 1A: General Information Worksheet			Status: NOT COMPLETE
1. Applicant Information			
Applicant Name	East Orange General Hospital, East Orange, New Jersey		
*Fiscal Year End Date	January 31		
Application Type	Noncompeting Continuation	Existing Grantee	Yes
Grant Number	H80CSO2585	BHCMIS ID	N/A
*Business Entity	<input type="radio"/> Tribal <input type="radio"/> Urban Indian <input type="radio"/> Private, non-profit (non-Tribal or Urban Indian) <input type="radio"/> Public (non-Tribal or Urban Indian)		
*Organization Type (Select all that apply)	<input type="checkbox"/> Faith based <input type="checkbox"/> Hospital <input type="checkbox"/> State government <input type="checkbox"/> City/County/Local Government or Municipality <input type="checkbox"/> University <input type="checkbox"/> Community based organization <input type="checkbox"/> Other - Specify:		
2. Proposed Service Area			
Applicants applying for Community Health funding must provide at least one designated service area ID under an MUA or MUP.			
	Population types: <input checked="" type="checkbox"/> Serving Section 330(e) - Community Health Centers <input type="checkbox"/> Serving Section 330(g) - Migrant Health Centers <input type="checkbox"/> Serving Section 330(h) - Homeless Health Centers <input type="checkbox"/> Serving Section 330(i) - Public Housing Health Centers		

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

1. Applicant Information			
Applicant Name	East Orange General Hospital, East Orange, New Jersey		
*Fiscal Year End Date	January 31		
Application Type	Noncompeting Continuation	Existing Grantee	Yes
Grant Number	H80CSO2585	BHCMIS ID	N/A
*Business Entity	<input type="radio"/> Tribal <input type="radio"/> Urban Indian <input type="radio"/> Private, non-profit (non-Tribal or Urban Indian) <input type="radio"/> Public (non-Tribal or Urban Indian)		
*Organization Type (Select all that apply)	<input type="checkbox"/> Faith based <input type="checkbox"/> Hospital <input type="checkbox"/> State government <input type="checkbox"/> City/County/Local Government or Municipality <input type="checkbox"/> University <input type="checkbox"/> Community based organization <input type="checkbox"/> Other - Specify:		

- 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

2. Proposed Service Area	
Applicants applying for Community Health funding must provide at least one designated service area ID under an MUA or MUP.	
<p>*2a. Target Population and Service Area Designation (Use commas to separate multiple IDs) Find an MUA/MUP</p>	<p>Population types:</p> <p><input checked="" type="checkbox"/> Serving Section 330(e) - Community Health Centers</p> <p><input type="checkbox"/> Serving Section 330(g) - Migrant Health Centers</p> <p><input type="checkbox"/> Serving Section 330(h) - Homeless Health Centers</p> <p><input type="checkbox"/> Serving Section 330(i) - Public Housing Health Centers</p> <p>Select one or more MUA/MUP options, as applicable:</p> <p><input type="checkbox"/> Medically Underserved Area (MUA): ID# <input type="text"/></p> <p><input type="checkbox"/> Medically Underserved Population (MUP): ID# <input type="text"/></p> <p><input type="checkbox"/> MUA Application Pending: ID# <input type="text"/></p> <p><input type="checkbox"/> MUP Application Pending: ID# <input type="text"/></p>
<p>*2b. Service Area Type</p>	<p><input type="radio"/> Urban</p> <p><input type="radio"/> Rural</p> <p><input type="radio"/> Sparsely Populated - Specify population density by providing the number of people per square mile: <input type="text"/></p>
*2c. 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.

- 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

*2c. Target Population and Provider Information		
Target Population Information	Current Number	Projected at End of Project Period
Total Service Area Population	<input type="text"/>	N/A
Total Target Population	<input type="text"/>	N/A
Total FTE Medical Providers	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Total FTE Dental Providers	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Total FTE Behavioral Health Providers	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Total FTE Substance Abuse Service Providers	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Total FTE Enabling Service Providers	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

- 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

* Patients and Visits by Service Type				
Service Type	Current Number		Projected at End of Project Period	
	Patients	Visits	Patients	Visits
Total Medical	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Total Dental	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Total Behavioral Health	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Total Substance Abuse	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Total Enabling Services	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

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

- 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

* Patients and Visits by Population Type								
Population Type	Current Number		Number at End of Year 1		Number After Year 2		Number at End of Project Period	
	Patients	Visits	Patients	Visits	Patients	Visits	Patients	Visits
General Community	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="N/A"/>	<input type="text" value="N/A"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Migrant/Seasonal Farm Workers	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="N/A"/>	<input type="text" value="N/A"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Public Housing Residents	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="N/A"/>	<input type="text" value="N/A"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Homeless Persons	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="N/A"/>	<input type="text" value="N/A"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Total (Click 'Save' to calculate)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="N/A"/>	<input type="text" value="N/A"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

- 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

Fields marked with an asterisk (*) are required.

DOCUMENTS ON FILE	
Form 1C: Documents on File	
Status: IN PROGRESS	
MANAGEMENT AND FINANCE	DATE OF LATEST REVIEW/REVISION
*Personnel Policies and Procedures, including related Conflict of Interest Policies and Procedures (Program Requirements 3, 9, 17, and 19)	09/2009
*Data Collection and Management Information Systems (Clinical and Financial) Policies and Procedures (Program Requirements 8 and 15)	04/29/2009
*Billing, Credit, and Collection Policies and Procedures (Program Requirement 13)	10/03/08 through 10/02/1
*Procurement Policies and Procedures, including related Conflict of Interest Policies and Procedures (Program Requirements 10, 12, and 19)	On-going as Needed
*Emergency Preparedness and Management Plan (Policy Information Notice 2007-15)	N/A
*Fee Schedule/Schedule of Charges (Program Requirements 7 and 13)	
*Sliding Fee Discount Schedule (Program Requirement 7)	
*Sliding Fee Discount Program Policies and Procedures (Program Requirement 7)	
*Financial Management/Accounting and Internal Control Policies and Procedures (Program Requirements 10 and 12)	
Click "Save" button to avoid losing information entered above. Save	
SERVICES	DATE OF LATEST REVIEW/REVISION
*HIPAA Compliant Patient Confidentiality Policies and Procedures (Program Requirement 8)	

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).

Figure 41: Form 2, Staffing Profile

Fields marked with an asterisk (*) are required.

STAFFING PROFILE			
Form 2: Staffing Profile			Status: NOT COMPLETE
ADMINISTRATION	TOTAL FTEs (a)	AVERAGE ANNUAL SALARY OF POSITION (b)	TOTAL SALARY (a * b)
*Executive Director / CEO	0.00	\$0.00	\$0.00
*Finance Director (Fiscal Officer) / CFO	0.00	\$0.00	\$0.00
*Chief Operating Officer / COO	0.00	\$0.00	\$0.00
*Chief Information Officer / CIO	0.00	\$0.00	\$0.00
*Administrative Support Staff	0.00	\$0.00	\$0.00

Click "Save" button to save all information within this page. Save

MEDICAL STAFF	TOTAL FTEs (a)	AVERAGE ANNUAL SALARY OF POSITION (b)	TOTAL SALARY (a * b)
*Medical/Clinical Director	0.00	\$0.00	\$0.00
*Family Physicians	0.00	\$0.00	\$0.00
*General Practitioners	0.00	\$0.00	\$0.00
*Internists	0.00	\$0.00	\$0.00

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

- Enter the information into the form. Fields marked with an asterisk (*) are required.
- 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.

Figure 42: Form 2, Administration Section

ADMINISTRATION	TOTAL FTEs (a)	ANNUAL SALARY OF POSITION (b)	TOTAL SALARY (a*b)
*Executive Director / CEO	1.00	\$60000.00	\$60000.00
*Finance Director (Fiscal Officer) / CFO	1.00	\$59500.00	\$59500.00
*Chief Operating Officer / COO	1.00	\$59000.00	\$59000.00
*Chief Information Officer / CIO	1.00	\$55000.00	\$55000.00
*Administrative Support Staff	1.00	\$50000.00	\$50000.00

Click "Save" button to save all information within this page. Save

- 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.

Figure 43: Form 2, Medical Staff Section

MEDICAL STAFF	TOTAL FTEs (a)	AVERAGE ANNUAL SALARY OF POSITION (b)	TOTAL SALARY (a*b)
*Medical/Clinical Director	0	\$ 0	\$ 0
*Family Physicians	0	\$ 0	\$ 0
*General Practitioners	0	\$ 0	\$ 0
*Internists	0	\$ 0	\$ 0
*OB/GYNs	0	\$ 0	\$ 0
*Pediatricians	0	\$ 0	\$ 0
*Other Specialty Physicians Please Specify: _____	0	\$ 0	\$ 0
*Physician Assistants/Nurse Practitioners	0	\$ 0	\$ 0
*Certified Nurse Midwives	0	\$ 0	\$ 0
*Nurses (RNs, LVNs, LPNs)	0	\$ 0	\$ 0
*Pharmacist, Pharmacy Support, Technicians	0	\$ 0	\$ 0
*Other Medical Personnel Please Specify: _____	0	\$ 0	\$ 0
*Laboratory Personnel (Lab Technicians)	0	\$ 0	\$ 0
*X-Ray Personnel	0	\$ 0	\$ 0
*Clinical Support Staff (Medical Assistants, etc.)	0	\$ 0	\$ 0
*Volunteer Clinical Providers (Medical and Dental)	0	N/A	N/A

Click "Save" button to save all information within this page. Save

- 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.

Figure 44: Form 2, Dental, Behavioral Health, and Enabling Staff Section

DENTAL, BEHAVIORAL HEALTH AND ENABLING STAFF	TOTAL FTEs (a)	AVERAGE ANNUAL SALARY OF POSITION (b)	TOTAL SALARY (a * b)
DENTAL STAFF			
*Dentists	0.00	\$0.00	\$0.00
*Dental Hygienists	0.00	\$0.00	\$0.00
*Dental Assistants, Aides, Technicians	0.00	\$0.00	\$0.00
BEHAVIORAL HEALTH STAFF			
*Behavioral Health Specialists (BH Provider)	0.00	\$0.00	\$0.00
*Alcohol and Substance Abuse Specialists	0.00	\$0.00	\$0.00
*Psychiatrists	0.00	\$0.00	\$0.00
*Psychologists	0.00	\$0.00	\$0.00
ENABLING STAFF			
*Patient Education Specialists (Health Educators)	0.00	\$0.00	\$0.00
*Case Managers	0.00	\$0.00	\$0.00
*Outreach (Outreach Staff)	0.00	\$0.00	\$0.00
*Other Enabling Personnel Please Specify: _____	0.00	\$0.00	\$0.00

Click "Save" button to save all information within this page. Save

- 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.

Figure 45: Form 2, Other Staff Section

OTHER STAFF	TOTAL FTEs (a)	AVERAGE ANNUAL SALARY OF POSITION (b)	TOTAL SALARY (a * b)
*Other Professional Staff (Please list the staff below and discuss details in program narrative) (maximum 200 characters)	0.00	\$0.00	\$0.00
*Other Staff (Please list the staff below and discuss details in program narrative) (maximum 200 characters)	0.00	\$0.00	\$0.00
SALARY	TOTAL FTEs	AVERAGE ANNUAL SALARY OF POSITION	TOTAL SALARY
Salary Total (This field displays the sum of 'Total Salary' for Administration, Medical, Dental, Behavioral Health, Enabling, and Other Staff categories)	N/A	N/A	\$0.00

- 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.

- Click [Form 3](#) (Figure 50).

Figure 46: Form 3, Income Analysis

INCOME ANALYSIS

Form 3: Income Analysis Status: **COMPLETE**

Note: Instead of using the attached MS Word template, you can attach income analysis in MS Excel Form as long as you provide all information being sought in the the MS Word template.

Download Template		
Template Name	Template Description	Action
Form 3: Income Analysis	Template for Income Analysis	Download

Income Analysis (Maximum One (1) Attachment)				
Select	Purpose	Document Name	Size	Uploaded By
<input checked="" type="radio"/>	Income Analysis	2007 IT Security Certificate.pdf	42.62 KB	Vincent A. Keane on 3/12/2008 7:25:39 PM

- Click the [Download](#) link in the Download Template section (Figure 52) to download the Income Analysis.

Figure 47: Form 3, Document Download and Upload Sections

Fields marked with an asterisk (*) are required.

INCOME ANALYSIS

Form 3: Income Analysis **Status: NOT COMPLETE**

Note: Instead of using the attached MS Word template, you can attach income analysis in MS Excel format as long as you provide all information being sought in the MS Word template.

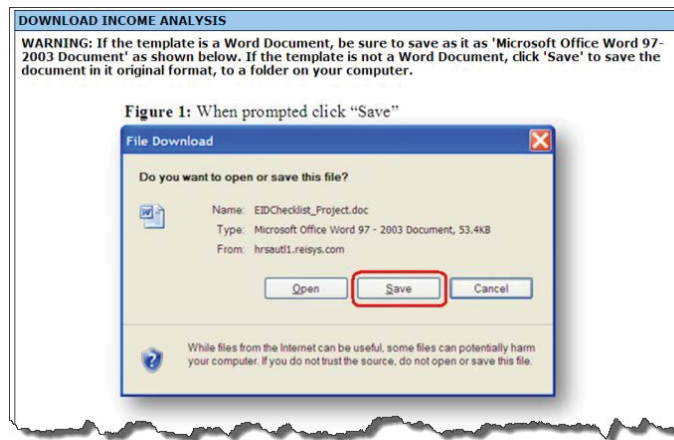
Fields marked with an asterisk(*) are required.

Download Template		
Template Name	Template Description	Action
Income Analysis	Template for Income Analysis	Download

Income Analysis (Maximum One (1) Attachment)				
Select	Purpose	Document Name	Size	Uploaded By
No attached document exists.				
<input type="button" value="Attach"/>				

- The next page provides guidance for downloading the Income Analysis (Figure 53).

Figure 48: Instructions for Downloading the Income Analysis



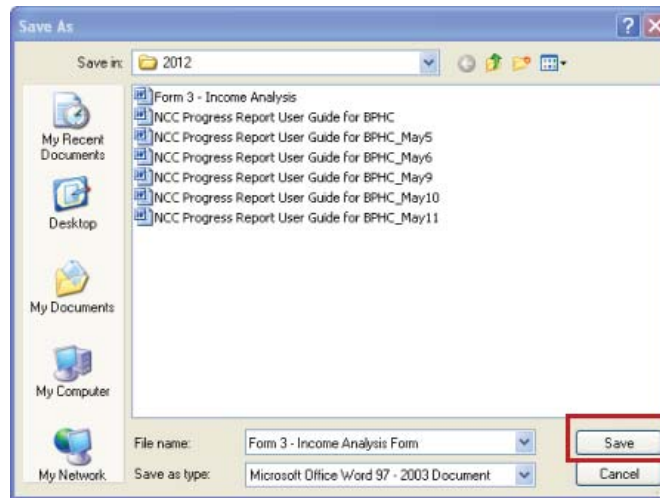
3. Click **Continue** at the bottom of this page.
4. Click **Save** on the File Download Dialog Box (Figure 54) to save the document to a folder on your computer.

Figure 49: File Download Dialog Box



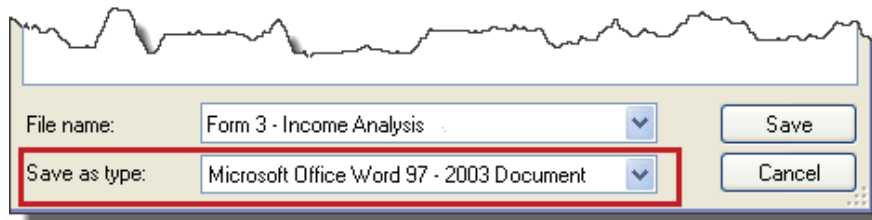
- The Save As dialog box will be displayed (Figure 55).

Figure 50: Save As Dialog Box



5. Save the document in Microsoft Word 97-2003 (.doc) format.

Figure 51: Save As Type Example



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

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

DEPARTMENT OF HEALTH AND HUMAN SERVICES Health Resources and Services Administration		FOR HRSA USE ONLY						
FORM 3: INCOME ANALYSIS		Applicant Name						
		Grant Number		Application Tracking Number				
PART 1: NON FEDERAL SHARE, PROGRAM INCOME								
Payor Category	Number Of Visits	Average Charge Per Visit	Gross Charges (a * b)=(c)	Adjustment Rate (%)	Net Charges (Amount Billed) [c*(100-d)]	Collection Rate (%)	Projected Income (e * f)	Actual Accrued Income Past 12 Months**
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
PROJECTED FEE FOR SERVICE INCOME								
1a. Medicaid: Medical								
1b. Medicaid: EPSDT (if different from medical rate)								
1c. Medicaid: Dental								
1d. Medicaid: BH/SA								
1e. Medicaid: Other Fee for Service								
1. Subtotal: Medicaid								
2a. Medicare: All Inclusive FQHC								

After you complete the document, be sure to save it in Microsoft Word 97 – 2003 format.

- 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

Fields marked with an asterisk (*) are required.

INCOME ANALYSIS

Form 3: Income Analysis **Status:**

Note: Instead of using the attached MS Word template, you can attach income analysis in MS Excel format as long as you provide all information being sought in the MS Word template.

Fields marked with an asterisk(*) are required.

Download Template		
Template Name	Template Description	Action
Income Analysis	Template for Income Analysis	Download

Income Analysis (Maximum One (1) Attachment)				
Select	Purpose	Document Name	Size	Uploaded By
No attached document exists.				
<input type="button" value="Attach"/>				

- The Attach Document Screen will be displayed.

Figure 54: Attach Document Screen

Fields marked with an asterisk(*) are required.

ATTACH DOCUMENT	
*Purpose	Income Analysis (Max 1)
*Document	<input type="text"/> <input type="button" value="Browse..."/> <small>(Allowable Document Types: doc,rtf,txt,wpd,pdf,xls,jpg,jpeg,xfd) (Allowable Document Size: 20 MB)</small>

Attached Document(s)			
Purpose	Document Name	Size	Uploaded By
No attached document exists.			

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**.

Fields marked with an asterisk(*) are required.

ATTACH DOCUMENT	
*Purpose	Income Analysis (Max 1)
*Document	<input type="text"/> <input type="button" value="Browse..."/> <small>(Allowable Document Types: doc,rtf,txt,wpd,pdf,xls,jpg,jpeg,xfd) (Allowable Document Size: 20 MB)</small>

Attached Document(s)			
Purpose	Document Name	Size	Uploaded By
No attached document exists.			

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

Figure 55: Attached Documents Area of the Attach Document Page

Attached Document(s)			
Purpose	Document Name	Size	Uploaded By
Income Analysis	Form 3 - Income Analysis.doc	42.76 KB	Anita Monoian on 5/11/2011 11:57:02 AM

[Acceptable Use Policy](#)

13. Click **Finished Attaching** (Figure 61).

Figure 56: Attached Documents Area Showing Finished Attaching Button

Finished Attaching

Attached Document(s)			
Purpose	Document Name	Size	Uploaded By
Income Analysis Form	Form 3 - Income Analysis.doc	84 KB	Anita Monoian on 5/12/2011 8:21:32 AM

[Acceptable Use Policy](#)

➤ 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

Fields marked with an asterisk (*) are required.

SERVICES PROVIDED - REQUIRED SERVICES Form 5A: Required Services

Form 5A: Required Services Status: **COMPLETE**

Please review the list of services retrieved from your scope on file as of **4/21/2012 2:41:17 PM**. If there was a recent change approved for your scope (e.g. through a Change In Scope application), please click the "Refresh" button below to get your most recent scope on file.

SERVICE TYPE	MODE OF SERVICE PROVISION		
	DIRECT BY APPLICANT	FORMAL WRITTEN CONTRACT/AGREEMENT (Applicant pays for service)	FORMAL WRITTEN REFERRAL ARRANGEMENT/AGREEMENT (Applicant DOES NOT pay)
Clinical Services			
General Primary Medical Care	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Diagnostic Laboratory	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Diagnostic X-Ray	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Screenings			
• Cancer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Communicable Diseases	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Cholesterol	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Blood Lead Test for Elevated Blood Lead Level	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Pediatric Vision, Hearing, and Dental	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Emergency Medical Services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Voluntary Family Planning	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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**.

Figure 58: Refresh Scope for Required Services

Please review the list of services retrieved from your scope on file as of **4/21/2012 2:41:17 PM**. If there was a recent change approved for your scope (e.g. through a Change In Scope application), please click the "Refresh" button below to get your most recent scope on file.

- 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

Fields marked with an asterisk (*) are required.

SERVICES PROVIDED - ADDITIONAL SERVICES Form 5A: Additional Services

Form 5A: Additional Services Status: **COMPLETE**

Please review the list of services retrieved from your scope on file as of **4/21/2011 2:41:17 PM**. If there was a recent change approved for your scope (e.g. through a Change In Scope application), please click the "Refresh" button below to get your most recent scope on file.

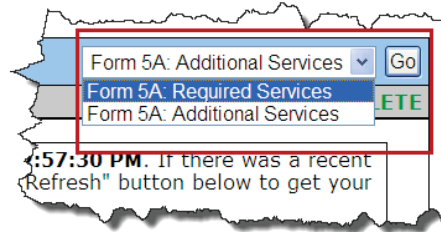
SERVICE TYPE	MODE OF SERVICE PROVISION		
	DIRECT BY APPLICANT	FORMAL WRITTEN CONTRACT/AGREEMENT (Applicant pays for service)	FORMAL WRITTEN REFERRAL ARRANGEMENT/AGREEMENT (Applicant DOES NOT pay)
Clinical Services			
Behavioral Health - Development Screening	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Substance Abuse Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
HIV Testing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Non-Clinical Services			
Employment and Education Counseling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other Non-Clinical Services - Assistance w/misc. Expenses	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other Non-Clinical Services - Furniture and Clothing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other Non-Clinical Services - Child rearing classes for young mothers to be and fathers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

Please review the list of services retrieved from your scope on file as of **4/21/2011 2:41:17 PM**. If there was a recent change approved for your scope (e.g. through a Change In Scope application), please click the "Refresh" button below to get your most recent scope on file.

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

Fields marked with an asterisk (*) are required.

***SERVICE SITES**

Form 5B: Service Sites Status: COMPLETE

Please review the list of sites retrieved from your scope on file as of **4/21/2012 2:41:17 PM**. If there was a recent change approved for your scope (e.g. through a Change In Scope application), please click the "Refresh" button below to get your most recent scope on file.

[Refresh Scope](#)

Existing Sites in Scope

Plank Plaza Medical Center (BPS-H80-008798)¹ COMPLETE	
Physical Address	8150 Plank Rd , Baton Rouge, LA 70811-3917
Mailing Address	8150 Plank Rd Baton Rouge LA 70811-3917
Action: View	
Crestworth Academy Healthy Students (BPS-H80-009121) COMPLETE	
Physical Address	10650 Avenue F , Baton Rouge, LA 70807-2501
Mailing Address	10650 Avenue F Baton Rouge LA 70807-2501
Action: View	
Dalton Elementary Healthy Students (BPS-H80-009122) COMPLETE	

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

Crestworth Academy Healthy Students (BPS-H80-009121) COMPLETE	
Physical Address	10650 Avenue F , Baton Rouge, LA 70807-2501
Mailing Address	10650 Avenue F Baton Rouge LA 70807-2501
Action:	View

- A read-only version of the Service Site Information (Figure 68) will be displayed in a pop-up window.

Figure 63: Read-Only Version of Service Site Information for Form 5B Page

FORM 5B - SERVICE SITES			
DEPARTMENT OF HEALTH AND HUMAN SERVICES Health Resources and Services Administration FORM 5B: SERVICE SITES (In BPHC Records As of 4/21/2012 2:41:17 PM)		OMB No.: 0915-0285 As of 4/21/2012 5:16:49 PM Expiration Date: 10/31/2013	
		FOR HRSA USE ONLY	
		Application Tracking Number	Grant Number
		00087679	H80CS02585
Plank Plaza Medical Center (BPS-H80-008798)			Action Status: Picked from Scope (Pending Verification as of 4/21/2012)
Name of Service Site	Plank Plaza Medical Center	Service Site Type	Administrative/Service Delivery Site
Location Type	Permanent	Location Setting (Required for Service Site Only)	All Other Clinic Types
Number of Contract Service Delivery Locations (Voucher Screening Only)	0	Number of Intermittent Sites (Intermittent Only)	0
Web URL	NA		
Site Operated by	<input checked="" type="checkbox"/> Grantee <input type="checkbox"/> Sub-Recipient <input type="checkbox"/> Contractor		
If site is operated by sub-recipient or contractor, please provide the organization information below:			
Organization			
Organization Name	Not Applicable		
Address (Physical)			
Address (Mailing)			
EIN			
View			
Date Site was Opened	11/2/2009	Date Site was Added to Scope	6/29/2009
Site Operational By	11/2/2009	Medicare Billing Number	19843
Medicaid Billing Number	1447439	Medicaid Pharmacy Billing Number	1447439
Site Phone Number	225-774-1120	Administration Phone Number	225-774-1120 Ext. 202
Site Fax Number	225-774-1160		
Site Physical Address	8150 Plank Rd , Baton Rouge, LA 11-3917 9, 7087	Site Mailing Address	8150 Plank Rd Baton Rouge LA

- Click the **Close Window** button to close the pop-up window and return to Form 5B: Service Sites.
- 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

Fields marked with an asterisk (*) are required.

***OTHER ACTIVITIES/LOCATIONS**

Form 5C: Other Activities/Locations Status: **COMPLETE**

Please review the list of other activities/locations retrieved from your scope on file as of **4/21/2012 2:41:17 PM**. If there was a recent change approved for your scope (e.g. through a Change In Scope application), please click the "Refresh" button below to get your most recent scope on file.

List of Activities/Locations

Hospital Admitting			
Description of Activity	Admitting patients to hospitals	Frequency of Activity	Daily
Action: View			

Medical Rounds			
Description of Activity	Medical Rounds	Frequency of Activity	Daily
Action: View			

Home Visits			
Description of Activity	Visiting Patients at home	Frequency of Activity	Daily
Action: View			

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.

List of Activities/Locations

Hospital Admitting			
Description of Activity	Admitting patients to hospitals	Frequency of Activity	Daily
Action: View			

- A read-only view of the Activity/Location (Figure 70) will be displayed.

Figure 65: Read-Only View of the Activity/Location

DEPARTMENT OF HEALTH AND HUMAN SERVICES Health Resources and Services Administration FORM 5C: OTHER ACTIVITIES/LOCATIONS		As of 4/21/2012 5:16:49 PM OMB No.: 0915-0285 Expiration Date: 10/31/2013	
		FOR HRSA USE ONLY	
		Application Tracking Number	Grant Number
		00025772	H37CS00049
ACTIVITY/LOCATION #1		ACTIVITY STATUS - ADDED	
Type of Activity	Nursing Homes		
Frequency of Activity	Monthly		
Description of Activity	Instances where health center providers follow the health center's patients.		
Type of Location(s) where Activity is Conducted	These activities take place on-site at medical facility.		
ACTIVITY/LOCATION #2		ACTIVITY STATUS - UNCHANGED	
Type of Activity	Homeless Shelters.		
Frequency of Activity	Semi-Annually		
Description of Activity	Special food-bank program setup to ensure all area shelters are capable of handling service efforts.		
Type of Location(s) where Activity is Conducted	These activities take place on-site at homeless center.		
ACTIVITY/LOCATION #3		ACTIVITY STATUS - UPDATED	
Type of Activity	Patient's Homes		
Frequency of Activity	Quarterly		
Description of Activity	If it is the policy of the health center that providers will occasionally make home visits to enrolled health center patients.		
Type of Location(s) where Activity is Conducted	These activities take place on-site at patient health center.		
<input type="button" value="Close Window"/>			

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.

CURRENT BOARD MEMBER CHARACTERISTICS						
Form 6A: Current Board Member Characteristics						Status: NOT COMPLETE
Since you selected 'Tribal' or 'Urban Indian' as the Business Entity in Form 1A of this application, you are exempt from completing this form.						
List of Board Member(s)						
Board Member Name	Board Office Held	Area of Expertise	Health Center Patient	Live or Work in Service Area	Years of Continuous Board Service	Special Population Representative
No Board Members Added.						
<input type="button" value="Add"/>						
Gender	Number of Board Members					
Male	0 <input type="text"/>					
Female	0 <input type="text"/>					
Unreported/Refused to Report	0 <input type="text"/>					
Ethnicity	Number of Board Members					
Hispanic Origin	0 <input type="text"/>					
Non-Hispanic or Latino	0 <input type="text"/>					
Unreported/Refused to Report	0 <input type="text"/>					
Race	Number of Board Members					
Native Hawaiian	0 <input type="text"/>					
Other Pacific Islander	0 <input type="text"/>					
Asian	0 <input type="text"/>					
Black/African American	0 <input type="text"/>					
American Indian/Alaskan Native	0 <input type="text"/>					
White	0 <input type="text"/>					
More Than One Race	0 <input type="text"/>					
Unreported/Refused to Report	0 <input type="text"/>					

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.

Figure 67: Board Members Area of Form 6A

List of Board Member(s)								
Select	#	Board Member Name	Board Office Held	Area of Expertise	Health Center Patient	Live or Work in Service Area	Years of Continuous Board Service	Special Population Representative
				<input type="button" value="Add"/>				

Figure 68: Important Note Regarding Board Members

Note: There is a limit on how many board members are allowed to be added: minimum is 9 and maximum is 25.

- The Add Board Member Information Page (Figure 74) will be displayed.

Figure 69: Add Board Member Information Page

Fields marked with an asterisk (*) are required.

ADD BOARD MEMBER INFORMATION

*First Name	<input type="text"/>
*Last Name	<input type="text"/>
Middle Initial	<input type="text"/>
*Board Office Held	<input type="text"/>
*Area of Expertise	<input type="text"/>
*Does member derive more than 10% of income from health industry	<input type="radio"/> Yes <input type="radio"/> No
*Is member a health center patient	<input type="radio"/> Yes <input type="radio"/> No
Live or work in service area	<input type="checkbox"/> Live <input type="checkbox"/> Work
*Years of continuous board service	<input type="text"/>
*Is member a special population representative (MHC, HCH, PHPC)	<input type="radio"/> Yes <input type="radio"/> No If Yes, please specify Special Population: <input type="checkbox"/> MHC <input type="checkbox"/> HCH <input type="checkbox"/> PHPC

3. Enter the required information and click the **Save and Continue** button. Fields marked with an asterisk (*) are required.
- You will be returned to Current Board Member Characteristics of Form 6A. The board member you added will be listed under the List of Board Members.
4. Repeat the 'Add Board Member' process to add additional board members.
5. After you finish adding the board members, enter the Board Member counts found on the bottom half of the form.

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.

Figure 70: Board Member Counts on Form 6A

Gender	Number of Board Members
Male	0
Female	0
Unreported/Refused to Report	0
Ethnicity	Number of Board Members
Hispanic Origin	0
Non-Hispanic or Latino	0
Unreported/Refused to Report	0
Race	Number of Board Members
Native Hawaiian	0
Other Pacific Islander	0
Asian	0
Black/African American	0
American Indian/Alaskan Native	0
White	0
More Than One Race	0
Unreported/Refused to Report	0

- 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.

- Click [Form 10](#) (Figure 76).

Figure 71: Form 10: Annual Emergency Preparedness Report

Fields marked with an asterisk (*) are required.

ANNUAL EMERGENCY PREPAREDNESS REPORT	
Form 10: Annual Emergency Preparedness Report	Status: NOT COMPLETE
SECTION I - EMERGENCY PREPAREDNESS AND MANAGEMENT PLAN	
*1. Has your organization conducted a thorough Hazards Vulnerability Assessment? If Yes, date completed: <input type="text"/> (Format: mm/dd/yyyy)	<input type="radio"/> Yes <input type="radio"/> No
*2. Does your organization have an approved EPM plan? If Yes, date most recent EPM plan was approved by your Board. Date: <input type="text"/> (Format: mm/dd/yyyy) If No, skip to Readiness section below.	<input type="radio"/> Yes <input type="radio"/> 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	<input type="radio"/> Yes <input type="radio"/> No
3b. Preparedness	<input type="radio"/> Yes <input type="radio"/> No
3c. Response	<input type="radio"/> Yes <input type="radio"/> No
3d. Recovery	<input type="radio"/> Yes <input type="radio"/> No
*4. Is your EPM plan integrated into your local/regional emergency plan? (This question is mandatory if you answered Yes to Question 2.)	<input type="radio"/> Yes <input type="radio"/> 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.)	<input type="radio"/> Yes <input type="radio"/> 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.)	<input type="radio"/> Yes <input type="radio"/> No

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

SECTION I - EMERGENCY PREPAREDNESS AND MANAGEMENT PLAN	Yes No
*1. Has your organization conducted a thorough Hazards Vulnerability Assessment? If Yes, date completed: <input type="text"/> (Format: mm/dd/yyyy)	<input type="radio"/> Yes <input type="radio"/> No
*2. Does your organization have an approved EPM plan? If Yes, date most recent EPM plan was approved by your Board. Date: <input type="text"/> (Format: mm/dd/yyyy) If No, skip to Readiness section below.	<input type="radio"/> Yes <input type="radio"/> 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	<input type="radio"/> Yes <input type="radio"/> No
3b. Preparedness	<input type="radio"/> Yes <input type="radio"/> No
3c. Response	<input type="radio"/> Yes <input type="radio"/> No
3d. Recovery	<input type="radio"/> Yes <input type="radio"/> No
*4. Is your EPM plan integrated into your local/regional emergency plan? (This question is mandatory if you answered Yes to Question 2.)	<input type="radio"/> Yes <input type="radio"/> 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.)	<input type="radio"/> Yes <input type="radio"/> 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.)	<input type="radio"/> Yes <input type="radio"/> No

Figure 73: Form 10, Readiness

*SECTION II - READINESS	Yes No
1. Does your organization include alternatives for providing primary care to your current patient population if you are unable to do so during emergency?	<input type="radio"/> Yes <input type="radio"/> No
2. Does your organization conduct annual planned drills?	<input type="radio"/> Yes <input type="radio"/> No
3. Does your organization's staff receive periodic training on disaster preparedness?	<input type="radio"/> Yes <input type="radio"/> No
4. Will your organization be required to deploy staff to Non-Health Center sites/locations according to the emergency preparedness plan for local community?	<input type="radio"/> Yes <input type="radio"/> No
5. Does your organization have arrangements with Federal, State, and/or local agencies for the reporting of data?	<input type="radio"/> Yes <input type="radio"/> No
6. Does your organization have a back up communication system?	
6a. Internal	<input type="radio"/> Yes <input type="radio"/> No
6b. External	<input type="radio"/> Yes <input type="radio"/> No
7. Does your organization coordinate with other systems of care to provide an integrated emergency response?	<input type="radio"/> Yes <input type="radio"/> No
8. Has your organization been designated to serve as a point of distribution (POD) for providing antibiotics, vaccines, and medical supplies?	<input type="radio"/> Yes <input type="radio"/> No
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)	<input type="radio"/> Yes <input type="radio"/> No
10. Does your organization have an off-site back up of your information technology system?	<input type="radio"/> Yes <input type="radio"/> No
11. Does your organization have a designated EPM coordinator?	<input type="radio"/> Yes <input type="radio"/> No

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).

Figure 74: Form 12: Organization Contacts

Fields marked with an asterisk (*) are required.

ORGANIZATION CONTACTS

Form 12: Organization Contacts Status: **NOT COMPLETE**

*Chief Executive Officer					
Select	Position Title	Name	Highest Degree	Phone	Email
<input checked="" type="radio"/>	Chief Executive Officer	Mr. Jonathan K. Miller		(111) 123-2345	jmiller@aol.com
<input type="button" value="Add/Change Chief Executive Officer"/> <input type="button" value="Update Information"/> <input type="button" value="Delete Chief Executive Officer"/>					

*Contact Person					
Select	Position Title	Name	Highest Degree	Phone	Email
<input checked="" type="radio"/>	Director	Brian Michaels		(301) 945-9665	bmichaels@yahoo.com
<input type="button" value="Add/Change Contact Person"/> <input type="button" value="Update Information"/> <input type="button" value="Delete Contact Person"/>					

*Medical Director					
Select	Position Title	Name	Highest Degree	Phone	Email
<input checked="" type="radio"/>	Medical Director	Mr. John Bruster Sr.	MPH	(301) 936-4411	jbruster@yahoo.com
<input type="button" value="Add/Change Medical Director"/> <input type="button" value="Update Information"/> <input type="button" value="Delete Medical Director"/>					

Dental Director					
Select	Position Title	Name	Highest Degree	Phone	Email
<input checked="" type="radio"/>	Dental Director	Karen Robbins		(301) 937-2455	krobbins@yahoo.com
<input type="button" value="Add/Change Dental Director"/> <input type="button" value="Update Information"/> <input type="button" value="Delete Dental Director"/>					

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.

Figure 75: Click Add... Button to Add a Contact

*Chief Executive Officer					
Select	Position Title	Name	Highest Degree	Phone	Email
<input checked="" type="radio"/>	Chief Executive Officer	Mr. Jonathan K. Miller		(111) 123-2345	jmiller@aol.com
<input type="button" value="Add/Change Chief Executive Officer"/> <input type="button" value="Update Information"/> <input type="button" value="Delete Chief Executive Officer"/>					

- 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.

Figure 76: Contact Information Page for Form 12

Fields marked with an asterisk(*) are required.

CONTACT INFORMATION	
Position Title	Chief Executive Officer
Prefix	Select One ▼
*First Name	<input type="text"/>
*Last Name	<input type="text"/>
Middle Initial	<input type="text"/>
Suffix	Select One ▼ If Other, please specify <input type="text"/>
Highest Degree	Select One ▼ If Other, please specify <input type="text"/>

Contact Information	
*Email Address	<input type="text"/>
*Phone Number	(<input type="text"/>) <input type="text"/> - <input type="text"/> Ext: <input type="text"/>

Go Back Save and Continue

- Click **Save and Continue** to save your work for each type of contact and return to Form 12: Organization Contacts.
- 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.

- Open the [Clinical Performance Measures](#) (Figure 82)

Figure 77: Clinical Performance Measures Form

Fields marked with an asterisk (*) are required.

CLINICAL PERFORMANCE MEASURES	
Clinical Performance Measures Status: NOT COMPLETE	
Project Period	
*Start Date (mm/dd/yyyy)	<input type="text"/> <input type="text"/>
*End Date (mm/dd/yyyy)	<input type="text"/> <input type="text"/>
Save	
Standard Measures	
Performance Measure: Percentage diabetic patients whose HbA1c levels are less than 7 percent, less than 8 percent, less than or equal to 9 percent, or greater than 9 percent. Status: NOT COMPLETE	
Focus Area	Diabetes
Baseline Data	32% (Baseline Year: 2011)
Goal Description	By End of Project Period, increase the % of adult patients age 18 to 75 years with type 1 or 2 diabetes whose most recent hemoglobin A1c (HbA1c) is <=9%. (under control).
Projected Data	53%
View Update	

- Enter the Project Period (Figure 83). Please refer to your latest Notice of Award to determine your project period.

Figure 78: Project Period Fields

Fields marked with an asterisk (*) are required.

CLINICAL PERFORMANCE MEASURES	
Clinical Performance Measures Status: NOT COMPLETE	
Project Period	
*Start Date (mm/dd/yyyy)	05/03/2012
*End Date (mm/dd/yyyy)	05/02/2015

Save

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.

Figure 79: Update a Performance Measure

Standard Measures			
Performance Measure: Percentage diabetic patients whose HbA1c levels are less than 7 percent, less than 8 percent, less than or equal to 9 percent, or greater than 9 percent.			Status: NOT COMPLETE
Focus Area	Diabetes	Goal Description	By End of Project Period, increase the % of adult patients age 18 to 75 years with type 1 or 2 diabetes whose most recent hemoglobin Alc (HbAlc) is <=9%. (under control).
Baseline Data	32% (Baseline Year: 2011)	Projected Data	53%
Action: View Update			
Note: The performance measure details are pre-populated from SAC FY 2012 application submitted by grantee.			

- The Update Clinical Performance Measure Information Page (Figure 85) will be displayed for the performance measure.

Figure 80: Update Clinical Performance Measure Information

Fields marked with an asterisk (*) are required.

UPDATE CLINICAL PERFORMANCE MEASURES INFORMATION	
Status: NOT COMPLETE	
Update Clinical Performance Measures Information	
Focus Area	Diabetes
*Is this Performance Measure applicable to your Organization?	Yes ▾ <small>(If No, provide explanation in 'Comments' area at bottom of this form)</small>
Performance Measure	Percentage diabetic patients whose HbA1c levels are less than 7 percent, less than 8 percent, less than or equal to 9 percent, or greater than 9 percent.
* Target Goal Description <small>(Sample Goals)</small>	By End of Project Period, increase the % of adult patients age 18 to 75 years with type 1 or 2 diabetes whose most recent hemoglobin A1c (HbA1c) is <=9% (under control).
Click "Save" button to save all information within this page. Save	
Numerator Description <small>(Examples)</small>	Number of adult patients age 18 to 75 years with a diagnosis of Type 1 or Type 2 diabetes whose most recent HbA1c level during the measurement year is <7%, <8%, <=9%, or >9%, among those patients in the denominator.

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.

*Data Source & Methodology	<input type="checkbox"/> EHR <input type="checkbox"/> Chart Audit <input type="checkbox"/> Other: If 'Other', Please specify <input style="width: 150px;" type="text"/>
	You have 500 characters remaining out of maximum limit of 500 Electronic health records or Diabetes Registry or Representative sample of patient records. Data run on 12/10/2008.

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.

Key Factor and Major Planned Action #1	Key Factor Type: <input checked="" type="radio"/> Contributing <input type="radio"/> Restricting <input type="radio"/> N/A
	Key Factor Description Key Factor Description will be displayed here.
	Major Planned Action Description Major Planned Action Description will be displayed here.

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.

Figure 81: Performance Measure Category for the Oral Health Focus Area.

Update Clinical Performance Measure Information	
Focus Area	Oral Health
<p>*Performance Measure Category</p> <p>(Select one or more categories for Oral/Behavioral measures. To select multiple values, hold the Ctrl key and then select from the list.)</p> <ul style="list-style-type: none"> Emergency Services Oral Exams Restorative Services Oral Surgery <p>If 'Other', Please specify</p>	

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)

Performance Measure: Percentage diabetic patients whose HbA1c levels are less than 7 percent, less than 8 percent, less than or equal to 9 percent, or greater than 9 percent.			Status: COMPLETE
Focus Area	Diabetes	Goal Description	By End of Project Period, increase the % of adult patients age 18 to 75 years with type 1 or 2 diabetes whose most recent hemoglobin Alc (HbAlc) is <=9%. (under control).
Baseline Data	40% (Baseline Year: 2009)	Projected Data	53%
Action: View Update			
Note: The performance measure details are pre-populated from SAC FY 2012 application submitted by grantee.			

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

Performance Measure: Percentage diabetic patients whose HbA1c levels are less than 7 percent, less than 8 percent, less than or equal to 9 percent, or greater than 9 percent.			Status: COMPLETE
Focus Area	Diabetes	Goal Description	By End of Project Period, increase the % of adult patients age 18 to 75 years with type 1 or 2 diabetes whose most recent hemoglobin Alc (HbAlc) is <=9%. (under control).
Baseline Data	40% (Baseline Year: 2009)	Projected Data	53%
Action: View Update			
Note: The performance measure details are pre-populated from SAC FY 2012 application submitted by grantee.			

➤ read-only version of the performance measure will be displayed (Figure 89).

Figure 84: View of Clinical Performance Measure

DEPARTMENT OF HEALTH AND HUMAN SERVICES Health Resources and Services Administration CLINICAL PERFORMANCE MEASURE		As of 4/21/2012 5:16:49 PM OMB No.: 0915-0285 Expiration Date: 10/31/2013	
		FOR HRSA USE ONLY	
		Application Tracking Number	Grant Number
		00025772	H80CS00175
		Project Period Date	01/01/2012 -12/31/2015
Focus Area: Diabetes			
Performance Measure Description: Percentage diabetic patients whose HbA1c levels are less than 7 percent, less than 8 percent, less than or equal to 9 percent, or greater than 9 percent.			
Is this Performance Measure Applicable to your Organization?	Yes		
Target Goal Description	By End of Project Period, increase the % of adult patients age 18 to 75 years with type 1 or 2 diabetes whose most recent hemoglobin A1c (HbA1c) is <=9%. (under control).		
Numerator Description	Number of adult patients age 18 to 75 years with a diagnosis of Type 1 or Type 2 diabetes whose most recent HbA1c level during the measurement year is <7%, <8%, <=9%, or >9%, among those patients in the denominator.		
Denominator Description	Number of adult patients age 18 to 75 years as of December 31 of the measurement year with a diagnosis of Type 1 or Type 2 diabetes, who have had a visit at least twice during the reporting year and do not meet any of the exclusion criteria.		
Baseline Data	Baseline Year: 2011 Measure Type: Percentage Numerator: 32 Denominator: 100 Baseline Data: 32%	Projected Data (by End of Project Period)	50%
	<input checked="" type="checkbox"/> EHR <input type="checkbox"/> Chart Audit <input type="checkbox"/> Other		

- 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.

- 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.

Figure 86: Add Clinical Performance Measure Information Page

Fields marked with an asterisk (*) are required.

ADD CLINICAL PERFORMANCE MEASURES INFORMATION		Status: In Progress
Add Clinical Performance Measures Information		
*Focus Area	Cancer If 'Other', Please specify	Performance Measure Category Mental Health Substance Abuse Conditions Emergency Services If 'Other', please specify
*Performance Measure Description	You have 200 characters remaining out of maximum limit of 200 Performance Measure will be entered here	
*Target Goal Description (Sample Goals)	You have 500 characters remaining out of maximum limit of 500 Target Goal Description will be entered here	
Click "Save" button to save all information within this page.		
		Save

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

Other Measures			
Performance Measure: Test			Status: Complete
Focus Area	Cancer	Goal Description	Test
Baseline Data	26.97% (Baseline Year: 2010)	Projected Data	75.00%
Action: View Update Delete			
Add Performance Measure			
Go to Previous Page		Save	Save and Continue

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

Performance Measure: Test		Status: Complete	
Focus Area	Cancer	Goal Description	Test
Baseline Data	26.97% (Baseline Year: 2010)	Projected Data	75.00%

Action: [View](#) | [Update](#) | [Delete](#)

- 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

Fields marked with an asterisk (*) are required.

DELETE CLINICAL PERFORMANCE MEASURES INFORMATION

Performance Measure: Test			
Focus Area	Cancer	Goal Description	Test
Baseline Data	26.97 % (Baseline Year: 2010)	Projected Data	75.00 %

View: [Performance Measure Details](#)

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.

Figure 90: Clinical Performance Measures Duplications

Other Measures			
Performance Measure: Percentage of adult patients with a Body Mass Index of greater than or equal to 30 who receive weight counseling/treatment.			Status: Not Complete
Focus Area	Diabetes	Goal Description	By 2013, increase to 85% of adult patients with a Body Mass Index > 30 who have weight counseling/treatment.
Baseline Data	68.42% (Baseline Year: 2009)	Projected Data	85.00%
Action: View Update Mark as Duplicate Note: The performance measure details are pre-populated from BPR FY 2010 application submitted by grantee.			
Performance Measure: Percentage of diabetic patients whose HbA1c levels are less than or equal to 7 percent.			Status: Not Complete
Focus Area	Diabetes	Goal Description	By 2013, increase to 50% adult patients with Type 1 or 2 diabetes whose most recent HbA1c is < 7% (under control).
Baseline Data	25.71% (Baseline Year: 2008)	Projected Data	50.00%
Action: View Update Mark as Duplicate Note: The performance measure details are pre-populated from BPR FY 2010 application submitted by grantee.			
Performance Measure: Percentage of children and adolescent patients with a Body Mass Index of greater than or equal to 30 who receive weight counseling/treatment.			Status: Not Complete
Focus Area	Diabetes	Goal Description	By 2013, increase to 85% of children and adolescent patients with a Body Mass Index > 30 who have weight counseling/treatment.
Baseline Data	66.67% (Baseline Year: 2009)	Projected Data	85.00%
Action: View Update Mark as Duplicate Note: The performance measure details are pre-populated from BPR FY 2010 application submitted by grantee.			

- The Mark Performance Measure as Duplicate Page (Figure 96) will be displayed.

Figure 91: Mark Performance Measure as Duplicate Page

Clinical Performance Measures
[home](#) | [help](#) | [questions/comments](#)

Provide information in this form. Please refer to the instructions document for more information on filling out Clinical Performance Measures form.

Fields marked with an asterisk (*) are required.

MARK PERFORMANCE MEASURE AS DUPLICATE

Performance Measure: Percentage of diabetic patients whose HbA1c levels are less than or equal to 7 percent. (Show Details)

Measure Proposed In	BPR FY 2010 (Application Tracking#: 69460)
Numerator Description	Number of adult patients age 18 to 75 years with a diagnosis of Type 1 or Type 2 d... (Show Details)
Denominator Description	Number of adult patients age 18 to 75 years as of December 31 of the measurement y... (Show Details)

Please identify the performance measure from the ones listed below, which is the duplicate of the performance measure listed above. Justification comments are required if a performance measure is selected.

Performance Measure: Percentage of adult patients with a Body Mass Index of greater than or equal to 30... (Show Details)

Measure Proposed In	BPR FY 2010 (Application Tracking#: 69460)
Numerator Description	Number of adult patients age 18 to 75 years of age with a BMI > 30 who received... (Show Details)
Denominator Description	Number of adult patients age 18 to 75 years as of December 31 of the measurement y... (Show Details)

Performance Measure: Percentage of children and adolescent patients with a Body Mass Index of greater t... (Show Details)

Measure Proposed In	BPR FY 2010 (Application Tracking#: 69460)
Numerator Description	Number of children and adolescents 17 years of age and under with a BMI > 30 wh... (Show Details)
Denominator Description	Number of children and adolescents 17 years of age and under as of December 31 of ... (Show Details)

***Justification** (maximum 500 characters)

Comments

Go to Previous Page Save and Continue

- 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.
- 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

- 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

Performance Measure: Percentage of diabetic patients whose HbA1c levels are less than or equal to 7 percent.			Status: Marked as Duplicate
Focus Area	Diabetes	Goal Description	By 2013, increase to 50% adult patients with Type 1 or 2 diabetes whose most recent HbA1c is < 7% (under control).
Baseline Data	25.71% (Baseline Year: 2008)	Projected Data	50.00%
Action: View Undo Duplicate Update Duplicate Information			

- The Clinical Performance Measures Form 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.

4.12.1.6. 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

U.S. Department of Health and Human Services
HRSA
 Health Resources and Services Administration
 E-HANDBOOK HOME

H80:Health Center Cluster (93.224)
 BPR Progress Report for FY 2011

Welcome Linda Potts (Last login date and time 6/15/2010 12:35:00 PM)

Clinical Performance Measures
[home](#) | [help](#) | [questions/comments](#)

Provide information in this form. Please refer to the instructions document for more information on filling out Clinical Performance Measures form.

Fields marked with an asterisk (*) are required.

UPDATE DUPLICATE INFORMATION

Performance Measure: Percentage of diabetic patients whose HbA1c levels are less than or equal to 7 percent.

Measure Proposed In	BPR FY 2010 (Application Tracking#: 69460)
Numerator Description	Number of adult patients age 18 to 75 years with a diagnosis of Type 1 or Type 2 d... (Show Details)
Denominator Description	Number of adult patients age 18 to 75 years as of December 31 of the measurement y... (Show Details)

Please identify the performance measure from the ones listed below, which is the duplicate of the performance measure listed above. Justification comments are required if a performance measure is selected.

Performance Measure: Percentage of adult patients with a Body Mass Index of greater than or equal to 30... (Show Details)

Measure Proposed In	BPR FY 2010 (Application Tracking#: 69460)
Numerator Description	Number of adult patients age 18 to 75 years of age with a BMI > 30 who received... (Show Details)
Denominator Description	Number of adult patients age 18 to 75 years as of December 31 of the measurement y... (Show Details)

Performance Measure: Percentage of children and adolescent patients with a Body Mass Index of greater t... (Show Details)

Measure Proposed In	BPR FY 2010 (Application Tracking#: 69460)
Numerator Description	Number of children and adolescents 17 years of age and under with a BMI > 30 wh... (Show Details)
Denominator Description	Number of children and adolescents 17 years of age and under as of December 31 of ... (Show Details)

***Justification**

Comments (maximum 500 characters)
 This is my justification

Go to Previous Page Save and Continue

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

Fields marked with an asterisk (*) are required.

FINANCIAL PERFORMANCE MEASURES
 Financial Performance Measures Status: **NOT COMPLETE**

Project Period

* Start Date (mm/dd/yyyy)	05/03/2012	* End Date (mm/dd/yyyy)	05/02/2015
------------------------------	------------	----------------------------	------------

[Save](#)

Standard Measures

Performance Measure: Total cost per patient. Status: NOT COMPLETE			
Focus Area	Costs	Goal Description	By End of Project Period, maintain rate of increase in total cost per patient
Baseline Data	1.3 (Ratio) (Baseline Year: 2011)	Projected Data	2.1 Ratio
Action: View Update			
Performance Measure: Medical cost per medical encounter. Status: NOT COMPLETE			
Focus Area	Costs	Goal Description	By End of Project Period, maintain rate of increase in cost per encounter
Baseline Data	2.6 (Ratio) (Baseline Year: 2011)	Projected Data	2.8 Ratio
Action: View Update			
Performance Measure: Change in Net Assets to Expense Ratio (Note: Net Assets = Total Assets – Total Liabilities). Status: NOT COMPLETE			
Focus Area	Financial Viability	Goal Description	Through End of Project Period, maintain a ratio that will be >= 0
Baseline Data	2.6 (Ratio) (Baseline Year: 2012)	Projected Data	2.8 Ratio

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.

Figure 95: Financial Performance Measures

Performance Measure: Change in Net Assets to Expense Ratio (Note: Net Assets = Total Assets – Total Liabilities).			Status: NOT COMPLETE
Focus Area	Financial Viability	Goal Description	Through End of Project Period, maintain a ratio that will be >= 0
Baseline Data	2.6 (Ratio) (Baseline Year: 2012)	Projected Data	2.8 Ratio
Action: View Update			

- The Update Financial Performance Measure Information Page (Figure 101) will be displayed for the performance measure.

Figure 96: Update Financial Performance Measure Information Page

Fields marked with an asterisk (*) are required.

UPDATE FINANCIAL PERFORMANCE MEASURES INFORMATION **Status:** **NOT COMPLETE**

Update Financial Performance Measures Information

Focus Area	Financial Viability		
*Is this Performance Measure Applicable to your Organization?	Yes <input type="checkbox"/> (If No, provide explanation in 'Comments' area at bottom of this form)		
Performance Measure	Change in Net Assets to Expense Ratio (Note: Net Assets = Total Assets – Total Liabilities).		
Target Goal Description (Sample Goals)	You have 500 characters remaining out of maximum limit of 500 Through End of Project Period, maintain a ratio that will be >= 0		
Numerator Description (Examples)	Ending Net Assets - Beginning Net Assets.		
Denominator Description (Examples)	Total Expense.		
Click "Save" button to save all information within this page. <input type="button" value="Save"/>			
*Baseline Data	Baseline Year: 2012 (yyyy)	Measure Type: Ratio	*Projected Data (by End of Project Period) (Sample Calculation) (Ratio)
	Numerator: 52	Denominator: 15	
	Baseline Data: 2.6 (Ratio)		
*Data Source & Methodology	You have 500 characters remaining out of maximum limit of 500 Data Source & Methodology will be displayed here		

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).

Figure 97: Financial Performance Measures (Completed Performance Measure Section)

Performance Measure: Total cost per patient.			Status: Complete
Focus Area	Costs	Goal Description	Our Target Goal Description
Baseline Data	0.55 (Ratio) (Baseline Year: 2010)	Projected Data	65.00 (Ratio)
Action: View Update			

You are required to enter or update all performance measures. If any performance measure listed is not applicable, an explanation is required in the comment field for that measure.

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

DEPARTMENT OF HEALTH AND HUMAN SERVICES Health Resources and Services Administration BUSINESS PLAN		<small>OMB No.: 0915-0285 Expiration Date: 10/31/2013</small> <small>As of 4/21/2012 5:16:49 PM</small>	
		FOR HRSA USE ONLY	
		Application Tracking Number	Grant Number
		00025772	H80CS00175
		Project Period Date	01/01/2012 - 12/31/2015
Focus Area: Costs			
Performance Measure Description: Total cost per patient.			
Is this Performance Measure Applicable to your Organization?	Yes		
Target Goal Description	By End of Project Period, maintain rate of increase in total cost per patient		
Numerator Description	Total accrued cost before donations and after allocation of overhead.		
Denominator Description	Total number of patients.		
Baseline Data	Baseline Year: 2011 Measure Type: Ratio Numerator: 350 Denominator: 135 Baseline Data: 2.6 (Ratio)		
Projected Data (by End of Project Period)	5 (Ratio)		
Data Source & Methodology	Data Source & Methodology will be displayed here.		
Key Factor and Major Planned Action #1	Key Factor Type: <input checked="" type="checkbox"/> Contributing <input type="checkbox"/> Restricting <input type="checkbox"/> N/A Key Factor Description: Key Factor Description will be displayed here. Major Planned Action Description: Major Planned Action Description will be displayed here.		
Comments	Comments will be displayed here.		
<input type="button" value="Close Window"/>			

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

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

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.

Figure 101: Other Measures Section of Financial Measures Form

Other Measures			
Performance Measure: Rate of Increase in Cost per Encounter			Status: Complete
Focus Area	Financial Viability	Goal Description	By End of Project Period, maintain rate of increase in cost per encounter To: 2%
Baseline Data	60.00% (Baseline Year: 2010)	Projected Data	65.00%
Action: View Update Delete			

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.

Figure 102: Performance Measure with Delete Link

Other Measures			
Performance Measure: Rate of Increase in Cost per Encounter			Status: Complete
Focus Area	Financial Viability	Goal Description	By End of Project Period, maintain rate of increase in cost per encounter To: 2%
Baseline Data	60.00% (Baseline Year: 2010)	Projected Data	65.00%
Action: View Update Delete			

- A Delete Confirmation Page will be displayed (Figure 108) to enable you to confirm deletion of the performance measure.

Figure 103: Delete Confirmation Page for Financial Performance Measure

Fields marked with an asterisk (*) are required.

DELETE FINANCIAL PERFORMANCE MEASURES INFORMATION			
Performance Measure: Rate of Increase in Cost per Encounter			
Focus Area	Financial Viability	Goal Description	By End of Project Period, maintain rate of increase in cost per encounter To: 2%
Baseline Data	60.00 % (Baseline Year: 2010)	Projected Data	65.00 %
View: Performance Measure Details			

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			Status: Not Complete
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			Status: Not Complete
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

E-HANDBOOK HOME HELP

Welcome Linda Potts (Last login date and time 6/15/2010 12:35:00 PM) --Tools Menu-- [Go](#)

Financial Performance Measures
[home](#) | [help](#) | [questions/comments](#)

Provide information in this form. Please refer to the instructions document for more information on filling out Financial Performance Measures form.

Fields marked with an asterisk (*) are required.

MARK PERFORMANCE MEASURE AS DUPLICATE

Performance Measure: turnover rate	
Measure Proposed In	BPR FY 2010 (Application Tracking#: 69460)
Numerator Description	FTE terminations under one year of employment
Denominator Description	Total Active Employee FTEs

Please identify the performance measure from the ones listed below, which is the duplicate of the performance measure listed above. Justification comments are required if a performance measure is selected.

<input type="radio"/> Performance Measure: turnover rate	
Measure Proposed In	BPR FY 2010 (Application Tracking#: 69460)
Numerator Description	Total FTE terminations in fiscal year period
Denominator Description	Total FTEs of active employees in the fiscal period
<input type="radio"/> Performance Measure: average provider longevity	
Measure Proposed In	BPR FY 2010 (Application Tracking#: 69460)
Numerator Description	total months on staff for employee providers divided by 12
Denominator Description	FTE equivalent of active employee providers

***Justification** (maximum 500 characters)

Comments	<input type="text"/>
----------	----------------------

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

Performance Measure: turnover rate			Status: Marked as Duplicate
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 Undo Duplicate Update Duplicate Information			

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

E-HANDBOOK HOME
HELP

Welcome Linda Potts (Last login date and time 6/15/2010 12:35:00 PM)

Financial Performance Measures
[home](#) | [help](#) | [questions/comments](#)

Provide information in this form. Please refer to the instructions document for more information on filling out Financial Performance Measures form.

Fields marked with an asterisk (*) are required.

--Tools Menu-- Go

Progress Report
Tracking#
00082004

Program Specific Information

Overview

- [-] Status
- General Information**
- [-] Form 1 - Part A
- Budget Information**
- [-] Form 1 - Part C
- [-] Form 2
- [-] Form 3
- Sites and Services**
- [-] Form 5 - Part A
- [-] Form 5 - Part B
- [-] Form 5 - Part C
- Other Forms**
- [-] Form 6 - Part A
- [-] Form 8
- [-] Form 12
- Performance Measures**
- [-] Clinical Performance Measures
- [-] Financial Performance Measures
- EHR**
- [-] EHR Review
- [-] Program Specific Forms

All Forms

- [-] Overview
- [-] Complete Status
- [-] Submit

[Logout](#)

UPDATE DUPLICATE INFORMATION

Performance Measure: turnover rate

Measure Proposed In	BPR FY 2010 (Application Tracking#: 69460)
Numerator Description	FTE terminations under one year of employment
Denominator Description	Total Active Employee FTEs

Please identify the performance measure from the ones listed below, which is the duplicate of the performance measure listed above. Justification comments are required if a performance measure is selected.

Performance Measure: turnover rate

Measure Proposed In	BPR FY 2010 (Application Tracking#: 69460)
Numerator Description	Total FTE terminations in fiscal year period
Denominator Description	Total FTEs of active employees in the fiscal period

Performance Measure: average provider longevity

Measure Proposed In	BPR FY 2010 (Application Tracking#: 69460)
Numerator Description	total months on staff for employee providers divided by 12
Denominator Description	FTE equivalent of active employee providers

***Justification**

Comments	(maximum 500 characters) This duplicate is justified.
----------	--

Go to Previous Page
Save and Continue

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

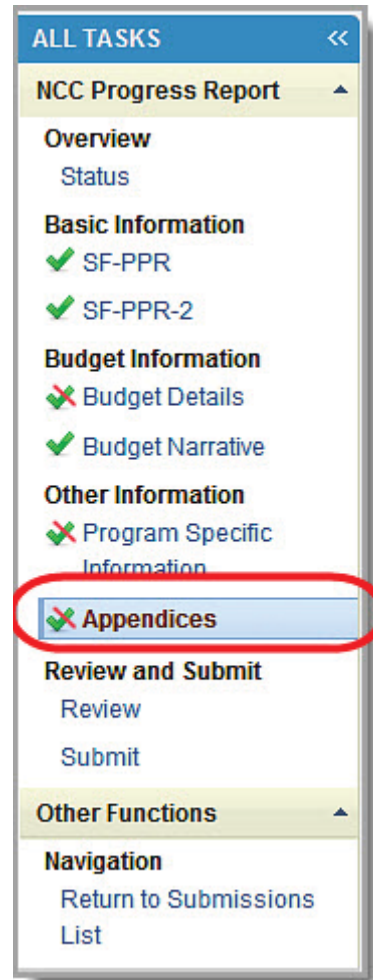


Figure 109: Appendices Page

The screenshot displays the 'Appendices' section of a web application. At the top, it shows 'NCC Progress Report Tracking # : 00101066' and 'Due Date: 10/24/2012 (Due In: 28 Days) | Section Status: Not Started'. Below this, there is a 'Resources' section with a 'View' button and links for 'NCC Progress Report', 'Last NoA', 'Program Instructions', and 'NCC User Guide'. The main area contains several document categories, each with an 'Attach File' button and a status of 'No documents attached':

- Program Narrative Update (Minimum 1) (Maximum 1)
- Sliding Fee Discount Schedule(s) (Minimum 1) (Maximum 1)
- Service Area Map (as applicable) (Minimum 0) (Maximum 1)
- Organizational Chart (as applicable) (Minimum 0) (Maximum 1)
- Position Descriptions for Key Management Staff (as applicable) (Minimum 0) (Maximum 1)
- Biographical Sketches for Key Management Staff (as applicable) (Minimum 0) (Maximum 1)
- Summary of Contracts and Agreements (as applicable) (Minimum 0) (Maximum 2)
- Other Relevant Documents (as applicable) (Minimum 0) (Maximum 2)

At the bottom of the page, there are three buttons: 'Go to Previous Page', 'Save', and 'Save and Continue'.

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).

Figure 110: Document Type Section Expanded

The screenshot shows the 'Appendices' section of a web application. At the top, it displays 'NCC Progress Report Tracking # : 00101066' and 'Due Date: 10/24/2012 (Due In: 28 Days) | Section Status: Not Started'. Below this is a 'Resources' section with a 'View' button and links for 'NCC Progress Report', 'Last NoA', 'Program Instructions', and 'NCC User Guide'. The main section is 'Program Narrative Update (Minimum 1) (Maximum 1)', which includes an 'Attach File' button. Underneath, there is a 'Document' section with a 'Browse...' button (circled in red), a 'Description' field (Max 500 Characters: 500 Characters left), and 'Attach' and 'Cancel' buttons (the 'Attach' button is circled in red). Below the description field, it lists 'Allowable Document Types: doc,rtf,bxt,wpd,pdf,xls,msg,jpg,jpeg,tif,xfd,xlsx,docx,ppt' and 'Allowable Document Size: 100 MB'. At the bottom of this section, it says 'No documents attached'. Below this is another section for 'Sliding Fee Discount Schedule(s) (Minimum 1) (Maximum 1)' with an 'Attach File' button and 'No documents attached' text.

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

Figure 111: Sample Attached Document Area of the Appendices Page

Appendices

▶ NCC Progress Report Tracking #: [REDACTED] Due Date: 10/24/2012 (Due In: 28 Days) | Section Status: Not Complete

▼ Resources [↗](#)

View

[NCC Progress Report](#) | [Last NoA](#) | [Program Instructions](#) | [NCC User Guide](#)

▼ Program Narrative Update (Minimum 1) (Maximum 1) Max 1 Allowed

Document Name	Size	Date Attached	Description	Options
Sample file to attach to Progress Reports.docx	57 kB	09/27/2012	sample	Update Description ▼

▼ Sliding Fee Discount Schedule(s) (Minimum 1) (Maximum 1) ▼ There are too few documents attached for this purpose(⚠) Attach File

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.

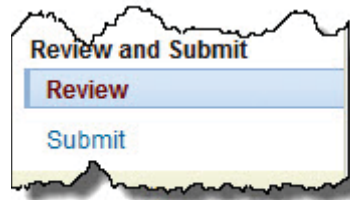
7. When you have completed attaching all documents, click the **Save and Continue** button at the bottom of the page to progress to the next form.

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



1. Click [Review](#) in the **Review and Submit** section of the left navigation panel to open the **NCC Progress Report – Review** page. The **NCC Progress Report – Review** page will open.

Figure 113: NCC Progress Report – Review Page

NCC Progress Report - Review

▼ NCC Progress Report Tracking # : [REDACTED] Due Date: 10/24/2012 (Due In: 27 Days) | Status: In Progress

Grant Number: [REDACTED] Original Deadline: 10/24/2012 Created On: 06/22/2012
 Project Officer: [REDACTED] Project Officer Email: reitester1@hotmail.com Project Officer Contact #: [REDACTED]
 Started By: N/A Last Updated By: [REDACTED] on 9/27/2012 4:33:34 PM

▼ Resources [↗](#)

View
 NCC Progress Report | Last NoA | Program Instructions | NCC User Guide

[Print NCC Progress Report](#) Table of Contents

Page size: 50 15 items in 1 page(s)

View	Section	Type	Options
▲ View: Basic Information			
View	Basic Information	SF-PPR	HTML View
View	Basic Information	SF-PPR-2 (Cover Page Continuation)	HTML View
▲ View: Budget Information			
View	Budget Information	SF-424A Budget Information - Non-Construction Programs	HTML View
View	Budget Information	SF-424A Community Health Centers	HTML View
View	Budget Information	SF-424A Health Care for the Homeless	HTML View
View	Budget Information	Budget Narrative (NCC Progress Report User Guide (for Generic Grants).doc)	DOCUMENT View
▲ View: Appendices			
	Appendices	Attachment 1	DOCUMENT Not Available
	Appendices	Attachment 2	DOCUMENT Not Available
	Appendices	Attachment 3	DOCUMENT Not Available
	Appendices	Attachment 4	DOCUMENT Not Available
	Appendices	Attachment 5	DOCUMENT Not Available
	Appendices	Attachment 6	DOCUMENT Not Available
	Appendices	Attachment 7	DOCUMENT Not Available
	Appendices	Attachment 8	DOCUMENT Not Available
▲ View: Program Specific Information			
Open Popup	Program Specific Information	Program Specific OMB Approved Forms	HTML Open Popup

Page size: 50 15 items in 1 page(s)

[Go to Previous Page](#) [Proceed to Submit](#)

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

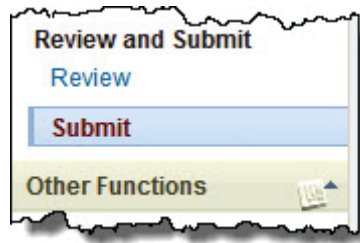


Figure 115: Submit Page

NCC Progress Report - Submit

Note(s):
 The table below shows the status of the progress report. The progress report is currently **INCOMPLETE** and cannot be submitted in its current state.

NCC Progress Report Tracking # : [REDACTED] **Due Date:** 10/24/2012

Grant Number: [REDACTED] **Original Deadline:** 10/24/2012 **Created On:** 06/22/2012

Project Officer: [REDACTED] **Project Officer Email:** reitester1@hotmail.com **Project Officer Contact #:** [REDACTED]

Started By: N/A **Last Updated By:** [REDACTED] **7:59:34 PM**

Resources

View

[NCC Progress Report](#) | [Last NoA](#) | [Program Instructions](#) | [NCC User Guide](#)

Users with Permissions on NCC Progress Report (1)

NCC Progress Report Status		
Section	Status	Options
Basic Information		
SF-PPR	✓ Complete	Update
SF-PPR-2 (Cover Page Continuation)	✓ Complete	Update
Budget Information		
Budget Details	✓ Complete	
Support Year 12	✓ Complete	Update
Budget Narrative	✓ Complete	Update
Other Information		
Program Specific Information	✓ Complete	Update
Appendices	✓ Complete	Update

[Cancel](#) [Submit to HRSA](#)

- Click the **Submit to HRSA** button. The **Progress Report – Confirm Submit** page (Figure 121) will be displayed.

Figure 116: NCC Progress Report – Confirm Submit

NCC Progress Report - Confirm Submit

Confirmation:
 You have chosen to submit this report to HRSA. Please check the box to electronically sign the Noncompeting Continuation (NCC) Progress Report. Click on the **Submit Report** button below to submit the report. If you do not wish to submit the NCC Progress Report at this time, click on the **Cancel** button to return to the previous screen.

NCC Progress Report Tracking # : [REDACTED] **Due Date:** 04/02/2013 (Due In: 193 Days) | **Status:** In Progress

Grant Number: [REDACTED] **Original Deadline:** 04/02/2013 **Created On:** 09/12/2012
Project Officer: N/A **Project Officer Email:** N/A **Project Officer Contact #:** N/A
Started By: [REDACTED] **Last Updated By:** [REDACTED] 12:50:27 PM

Resources [View](#)

[NCC Progress Report](#) | [Last NoA](#) | [Program Instructions](#) | [NCC User Guide](#)

*** NCC PROGRESS REPORT CERTIFICATION** [View Report](#)

I certify to the best of my knowledge and belief that the information provided in this progress report is true and correct.

Please check the box to electronically sign the NCC Progress Report.

[Cancel](#) [Submit Report](#)

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.

Figure 117: NCC Progress Report - Submit Result Page

NCC Progress Report - Submit Result

Success:
 NCC Progress Report was successfully submitted and received by HRSA.

The tracking number for your submission is listed below. Please keep record of the tracking number for future reference.

Your progress report will now be sent for review. During this process you may be contacted by the reviewer for additional questions related to your submission. All such questions will be directed to the contact person that you have specified in your progress report.

Submitted on Date and Time 9/22/2012 1:08:10 PM

Submitted By [REDACTED]

Tracking Number [REDACTED]

For any questions or to find out the status of your account, please [contact us](#).

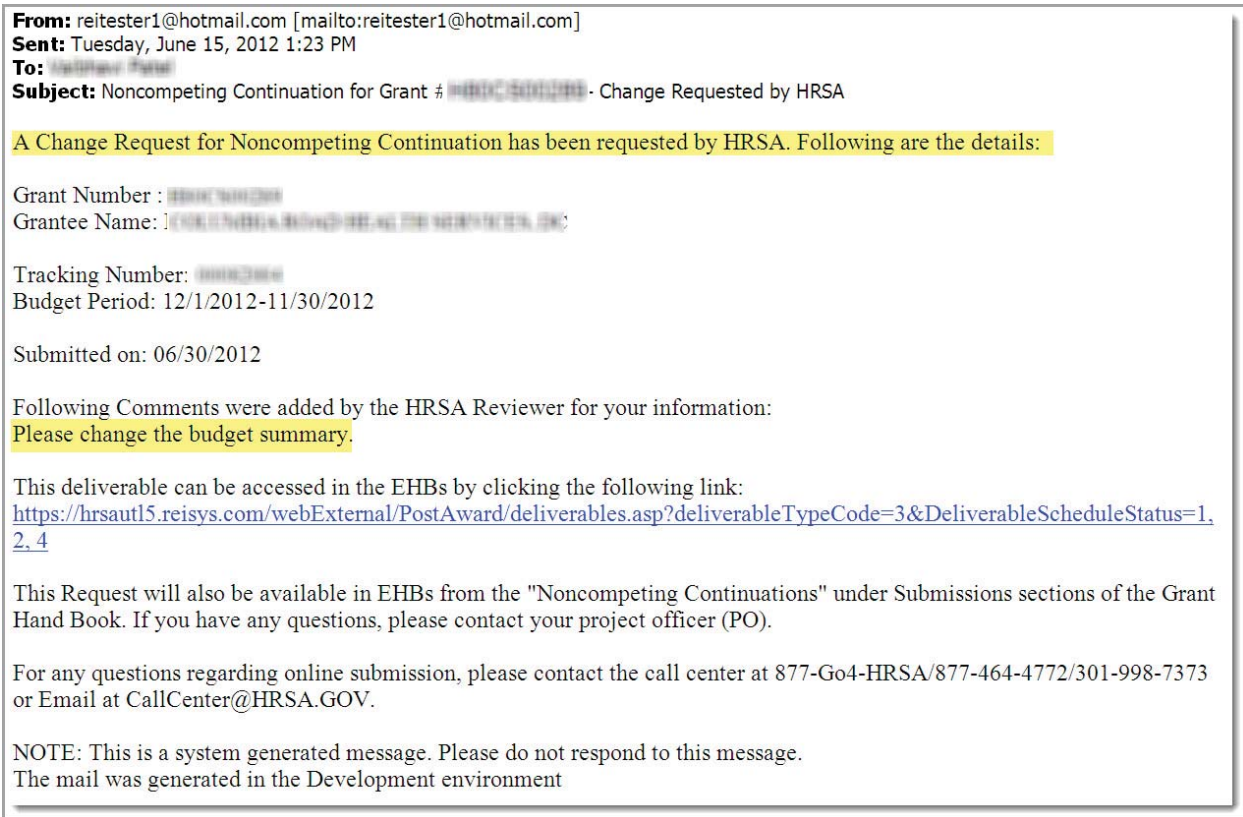
[Return to List](#)

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.

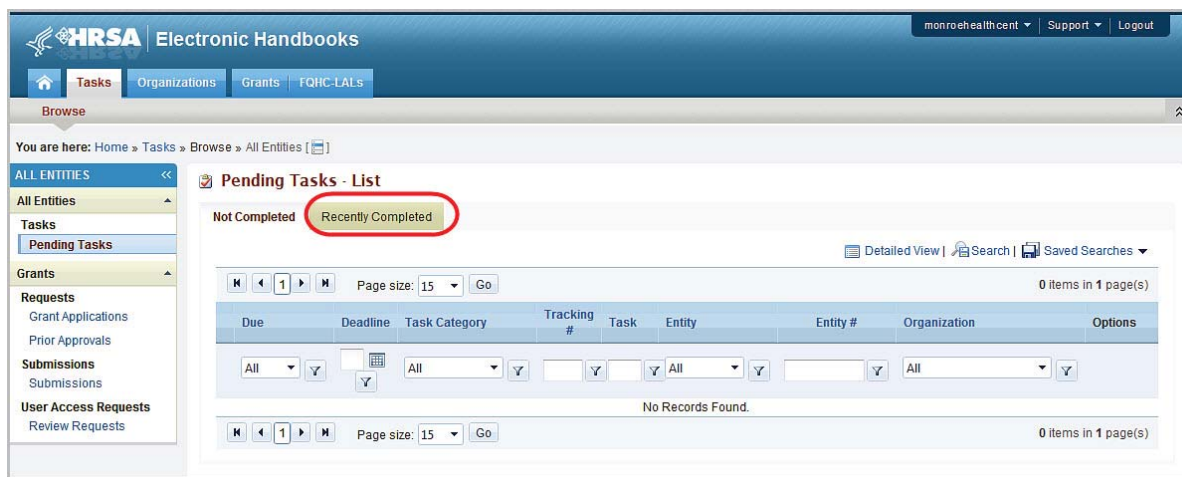
Figure 118: Change-Request Email



To revise your Progress Report:

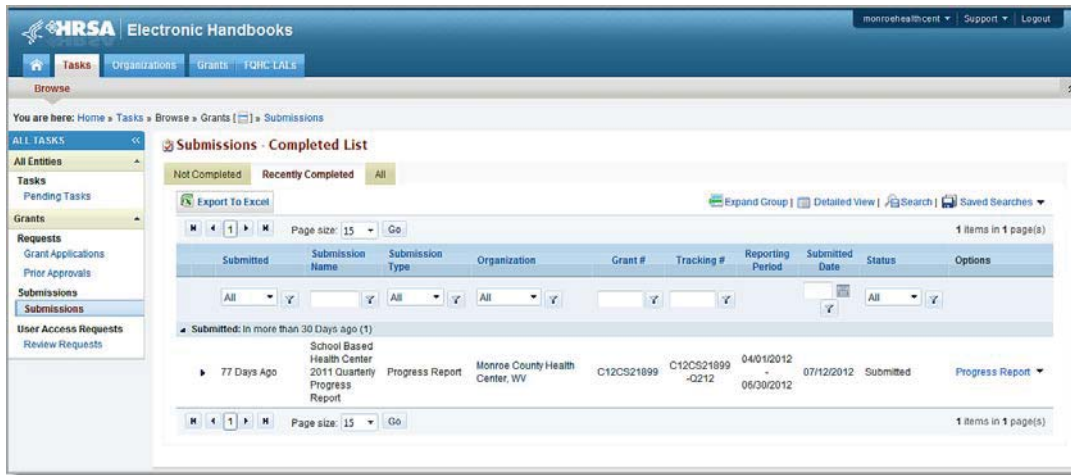
1. Go to the **Pending Tasks – List** page (Figure 124).

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



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.

Figure 121: NCC Progress Report – Status Overview Page

NCC Progress Report - Status Overview

Note(s):
 The table below shows the status of the progress report. The progress report is currently **INCOMPLETE** and cannot be submitted in its current state.

NCC Progress Report Tracking # : [REDACTED] **Due Date:** 10/24/2012 (Due In: 28 Days) | **Status:** In Progress

Grant Number: [REDACTED] **Original Deadline:** 10/24/2012 **Created On:** 06/22/2012

Project Officer: [REDACTED] **Project Officer Email:** reitester1@hotmail.com **Project Officer Contact #:** [REDACTED]

Started By: N/A **Last Updated By:** [REDACTED] on 9/25/2012 6:40:24 PM

Resources

View
[NCC Progress Report](#) | [Last NoA](#) | [Program Instructions](#) | [NCC User Guide](#)

Users with Permissions on NCC Progress Report (1)

NCC Progress Report Status		
Section	Status	Options
Basic Information		
SF-PPR	✓ Complete	Update
SF-PPR-2 (Cover Page Continuation)	✓ Complete	Update
Budget Information		
Budget Details		
Support Year 12	✗ Not Started	Update
Budget Narrative	✗ Not Started	Update
Other Information		
Program Specific Information	✗ Not Started	Update
Appendices	✗ Not Started	Update

Once you click the [Edit Submission](#) link, and you return to this page, the Schedule Status will change to **In Progress**.

- Click the [Update](#) drop-down for the Progress Report section that corresponds to the changes requested in the **Change-Request Email** (Figure 123).
- The Status Page (for Progress Report) (Figure 8) will be displayed.
- 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).
- 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.

If a HRSA reviewer cancels your Change Request, you will not be able to revise it. HRSA will review the last Progress Report that you submitted.

HRSA sends you a Change Request Cancellation Email if your change request is cancelled (Figure 127).

Figure 122: Sample Change-Request Cancellation Email

From: reitester1@hotmail.com [mailto:reitester1@hotmail.com]
Sent: Tuesday, June 15, 2012 1:23 PM
To: Vaibhavi 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 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

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

Use your Progress Report Tracking Number for all correspondence.

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

OR

- 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)

OR

- 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

OR

- 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

