FY 2022 State and Regional Primary Care Association (PCA) Non-Competing Continuation (NCC) Progress Report

An EHBs User Guide for PCA Award Recipients

Last updated on: December 9, 2021

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This user guide describes the steps to submit the fiscal year (FY) 2022 State and Regional Primary Care Association (PCA) Cooperative Agreements Non-Competing Continuation (NCC) progress report, hereafter referred to as the progress report, in HRSA's Electronic Handbooks (EHBs). Use this guide with the NCC progress report instructions and sample forms available on the PCA TA webpage for complete progress report development and submission guidance.

Accessing the FY 2022 PCA NCC

1) **Navigate** to https://grants.hrsa.gov/2010/WebEPSExternal/Interface/common/accesscontrol/login.aspx
2) **Enter** your EHBs username and password, and **click** the **[Login]** button.
3) Access your progress report either by:
   a) On the Home page, **click** the Tasks tab located at the top of the page. On the Not Completed tab, locate the Task column (**Figure 1**, **1**) and look for the record entitled **Noncompeting Continuations** (**Figure 1**, **2**); or
   b) On the Home page, **click** the Grants tab located at the top of the page.
      i) **Locate** your U58 award on the My Grant Portfolio – List page.
      ii) **Click** the Grant Folder link located under the Options column.
      iii) On the Grant Home page, **click** on the Work on My NCC Report (**Figure 2**, **1**) link under the Submissions section. The system opens the Submissions-All page.
      iv) **Locate** the record with the submission type: Non-Competing Continuation Progress Report and a deadline of February 9, 2022.
      v) **Click** the Start link to start working on the submission.

Completing the FY 2022 PCA NCC Items

EHBs requires you to complete the following information to submit the FY 2022 PCA NCC to HRSA. The subsequent forms need to be filled and can be found on the NCC Progress Report – Status Overview page:
1) Basic Information:
   a) SF-PPR
   b) SF-PPR-2 (Cover Page Continuation)
2) Budget Information: Budget Details Form
   a) Budget Details
   b) Year (Relevant to you)
   c) Budget Narrative
3) Other Information
   a) Program Specific Information (FY 2021 Progress Update and FY 2022PWP)
   b) Appendices

Completing the Basic Information

For Basic Information section forms, most required fields will be pre-populated with your organization's information. Review and update as needed.
1) On the **Status Overview** page, click the Update link (**Figure 3**, **1**) for the **SF-PPR** form. Provide or update the required information as needed.

   Note: At any point of time, you can click the Status link from the side menu under '**Overview**' section to view the completion status of the forms.

2) **Click** the Update link for the *SF-PPR* form on the *NCC Progress Report – Status Overview* page to review and update the required information, as needed.
3) **Click** Save and Continue, you will be directed to the *SF-PPR-2 (Cover Page Continuation)* page.
4) **Review and Update** all required fields of the *SF-PPR-2 (Cover Page Continuation)*
5) **Click** Save and Continue (**Figure 4**, **1**), you will be directed to the Budget Information: Budget Details Form.

Completing the Budget Information: Budget Details Form and Budget Narrative

1) **Review** *Section A-Budget Summary*. For **Section A**: Budget Summary, the funding amount is pre-populated for your reference and cannot be edited. You do not need to click the Update button.
2) **Update Section B** - Budget Categories
   a) **Click** the Update button.
   b) **Enter** amounts for each object category listed.
   c) **Click** Save and Continue, you will be directed back to the *Budget Detail Form*.
   Note: The total amounts in Section A (**Figure 5**, **1**) and Section B (**Figure 5**, **2**) must match and be equal to the recommended Federal Budget Amount show in the top ribbon (**Figure 5**, **3**). You may click "Calculate Total" to ensure the amounts entered total the Total Budget Specified in Budget Summary. **Skip** *Section C- Non Federal Resources*, your budget request should reflect the federal PCA funding request only.
3) **Complete** the Budget Information: Budget Details Form for each year included in the NCC by following steps 1-3 listed above. **Navigate** between years using the tabs (**Figure 5, 6)** located at the top of the Budget Narrative Form. If your budget will remain the same between years, you can click the "Copy from Previous Year" (**Figure 5**, **4**) button to autopopulate the remaining budget year.
4) **Click** Save and Continue (**Figure 5**, **5**) on the Budget Information: Budget Details Form, you will be directed to the Budget Narrative section.
5) **Upload** the Budget Narrative for the upcoming 12-month budget period. The Budget Narrative must explain the amounts requested for each row in Section B: Budget Categories of the Budget Information: Budget Information: Budget Details Form. Refer to the PCA NCC Instructions for further details on the budget presentation requirements.
   a) **Click** Attach File (**Figure 6**, **1**).
   b) **Click** Choose File, and follow prompts to select the Budget Narrative file from your computer.
   c) **Enter** a file description in the text box.
   d) **Click** Upload. You will be directed to the Budget Narrative Page, where you will see your file. You must upload a minimum of one document and may upload a maximum of two documents.
6) **Click** Save and Continue. You will be directed to the Status Overview Page for Program Specific Information.

Completing the Program Specific Information

The Program Specific Information section of the FY 2022 PCA NCC consists of the following forms:
- FY 2021 Progress Update
- FY 2022 Project Work Plan

To complete each of the forms, **click** Update under Options on the Status Overview page (**Figure 7**, **1**). You may return to the Status Overview page at any time by selecting "Status Overview" from the information left menu (**Figure 7, 2**).

Completing the FY 2021 Progress Update

The system prepopulates the FY 2021 Progress Update form Goals and corresponding Objectives with the information from your most recently approved PWP. Each Objective has Objective Details, Key Factors and Activities.

1) **Click** the FY 2021 Progress Update link (**Figure 7**, **3**) on the left menu to access FY 2021 Progress Update. The Program Specific Progress Update Status page will appear (**Figure 8**).

2) **Click** Update under the Option Heading for the FY 2021 Progress Update (**Figure 8, 1**). The Objective Information - Update page opens; this page contains three sections: Objective Details, Key Factors and Activities. You will update every Objective in every Goal in your FY 2021 Progress Update.

3) **Update** the following fields in the Objective Details Section **(Figure 9).** Required fields are marked with a red asterisk.

   a) In the Current Numerator field **enter** the current numerator (**Figure 9, 1**) based on the definition in Appendix A: Goals and Objectives Development Guide. The number should be a whole number and equal to or greater than 0.

   b) In the Current Denominator field **enter** the current denominator (**Figure 9, 2**) based on the definition in Appendix A: Goals and Objectives Development Guide. The number should be a whole number and equal to or greater than 0.

   Note: Once you complete the Current Numerator and Current Denominator fields, the Current Percentage and Progress Toward Target Percentage fields will auto-calculate.

   c) In the Objective Impact Narrative Progress field **describe** progress toward achieving the predicted overall impact (**Figure 9, 3**). Up to 5,000 characters, counting spaces, are available.

   d) In the Formal T/TA Target Current Numeric Progress field **enter** the number of health center representatives that have participated in formal T/TA sessions from January 1, 2021 through December 31, 2021 (**Figure 9, 4**).

   e) In the Formal T/TA Session Target Current Progress Narrative field **describe** your progress toward achieving the Formal T/TA Target (**Figure 9, 5**). Up to 5,000 characters, counting spaces, are available.

   f) In the Participation Target Current Numeric Progress field **enter** the number of health center representatives that have participated in formal T/TA sessions (**Figure 9, 6**).

   g) Use the Participation Target Current Progress Narrative field to **describe** your progress toward achieving the Participation Target (**Figure 9, 7**). Up to 5,000 characters, counting spaces, are available.

   h) In the Participant Satisfaction Target Current Numeric Progress field **enter** the average T/TA satisfaction score over the reporting period based on Formal T/TA Session participant surveys that used a 5 point satisfaction rating scale (**Figure 9, 8**). Report to 2 decimal places (e.g., 2.50).

   i) Use the Participant Satisfaction Progress Narrative field to **describe** your progress toward achieving the Participant Satisfaction Target (**Figure 9, 9**). Up to 5,000 characters, counting spaces, are available.

   j) In the Participant Behavior Change Target Current Numeric Progress field **enter** the average T/TA job behavior change score over the reporting period based on Formal T/TA Session follow-up surveys that used a 5-point satisfaction rating scale(**Figure 9, 10**). Report to 2 decimal places (e.g., 2.50).

   k) Use the Participant Behavior Change Target Progress Narrative field to **describe** your progress toward achieving the Participant Behavior Change Target (**Figure 9, 11**). Up to 5,000 characters, counting spaces, are available.

4) **Click** Save and **scroll** down to the Key Factors section (**Figure 10**).

5) **Verify** your key factors as needed. The Key Factors are prepopulated from your most recently approved PWP. Key Factors are non-editable.

   a) **Click** View to review the prepopulated, non-editable information for that Key Factor in the pop-up window (Key Factor Type, Key Factor Description) (**Figure 10** and **Figure 11**).

   b) **Scroll** to Activities (**Figure 12**)

6) Provide updates on your Activities, which are prepopulated from your most recently approved PWP, and cannot be added or deleted.

   a) **Click** Report Progress for a listed Activity (**Figure 12**, **1**), a pop-up screen will appear with Activity details.

   b) **Complete** the Activity Progress Update field by describing what you have achieved (**Figure 13**, **1**).

   c) **Complete** the Anticipated Activity Progress field by describing anticipated progress for the remainder of the budget period (**Figure 13**, **2**).

   d) **Click** Save and Continue, this will bring your back to the Objective Information – Update form.

   e) **Repeat** steps b-e for all Goals and Objectives.

      i) Once you have completed a Goal, **verify** there is a green check mark next to the Goal name on the Progress Update page (**Figure 14**, **1**).

      ii) Once you have completed all Goals, **click** continue and you will be directed to the FY 2022 Project Work Plan form.

Completing the FY 2022 Project Work Plan

EHBs prepopulates the FY 2022 Project Work Plan form with information from your FY 2021 Progress Update. The Activities and Key Factors will be editable, while the information in the Objective Details section will be not editable in the FY 2022 Project Work Plan form.

1) **Click** the Update link to access the FY 2022 Project Work Plan from the Status Overview page (**Figure 7**, **4**). The system then displays the Objective prepopulated from the FY 2021 Progress Update (**Figure 15**, **1**).

2) **Click** the Update link (**Figure 15**, **2**) to report progress towards a specific Objective. You will be directed to the Objective Information - Update page (**Figure 16**). The status column indicates whether or not an Objective has been updated (**Figure 15**, **3**). Baseline Percentage is calculated based on the values entered in the FY 21 Progress Update.

3) **Review** the Objective Details section, this section of the page cannot be edited (**Figure 16**, **1**)

4) **Review, Edit, Add,** and/or **Delete** Key Factors for FY 2022. They are prepopulated from your FY 2021 Progress Update. You may revise, add, and delete Key Factors, ensuring there is a minimum of two and a maximum of five Key Factors for each objective. Ensure there is at least one contributing and one restricting factor for each objective.

   a) To **review and update** a Key Factor, **click** the Update link (**Figure 17**, **2**), a popup screen will appear. Review and edit required fields. **Click** Save and Continue.

   b) To add a Key Factor, **click** the Add Key Factor button (**Figure 17**, **1**). **Enter** information in the popup screen that appears. **Click** Save and Continue.

   c) To delete a key factor, **click** the Delete link (**Figure 17**, **3**). **Click** Confirm if you want to delete, **Click** Cancel to go to previous screen without deleting key factor

d) **Scroll** to the Activities section.

5) **Review, Edit, Add,** and/or **Delete Activities** for FY 2022**.** Activities are prepopulated from your FY 2021 Progress Update. You may revise, add, and delete activities. You must update the Targeted Start and Targeted End Date fields for each and have a minimum of two and may have a maximum of five Activities for each objective.

   a) To **review and update** an Activity:

   i) **Click** on the update link (**Figure 18**, **2**). The Update Activity Overlay will pop up and required fields will be prepopulated using the FY 2021 ProgressUpdate.

   ii) **Update** fields as needed, and then **click** Save and Continue (**Figure 20, 2**). Required fields marked with a red asterisk (**Figure 20, 1**).

   iii) **Click** Save and Continue (**Figure 20**, **2**).

   b) To **add** a new Activity:

   i) **Click** the Add Activity button (**Figure 18**, **1**). The Add Activity Overlay will pop up with blank fields for you to complete.

   ii) **Complete** all sections marked with a red asterisk (**Figure 19**, **1**).

   iii) **Click** Save and Continue (**Figure 19**, **2**).

   c) To **delete** an Activity:

   i) **Click** the Delete link (**Figure 18**, **3**). The Delete Activity Overlay will pop up prompting you to press the **Confirm** button on the bottom right of the overlay to remove the activity (**Figure 21**, **1**).

   d) When you are done updating your Activities for and individual objective:

   i) **Click** Save and Continue (**Figure 18**, **4**). This will return you to the Project Work Plan page (**Figure 15**).

   ii) **Click** Continue in the lower right hand corner to proceed to the next objective (**Figure 15**, **4**).

   e) When you have updated Activities for every objective the Program Specific Forms- Review page will pop up (**Figure 15**).

   f) **Review and confirm** your Program Specific forms:

   i) **Click** View to review your FY 2021 Progress Update and your FY 2022 Project Work Plan (**Figure 22**, **1**).

   ii) **Review** both documents.

   iii)   **Click** Continue to Complete Status (**Figure 22**, **2**). This will return you to the NCC Progress Report – Status Overview page (**Figure 3**).

Completing the Appendices

1) **Note:** Attachments 1-2 are required and Attachments 3-12 should be submitted as applicable.
2) **Click** the Update link (**Figure 3**, **2**) next to Appendices**,** on the NCC Progress Report - Status Overview page. The Appendice page will load (**Figure 23**).
3) Upload the attachments:
   a) **Click** the Attach File button (**Figure 23**, **1**). Refer to the PCA NCC progress report instructions for detailed information about the attachments.
   b) **Click** Choose File (**Figure 24**, **1**) to select your file and then follow prompts to select the appropriate file from your computer.

c) **Enter** a file description in the text box.

d) **Click** Upload (**Figure 24**, **2**) to upload the file to EHBs. If you upload a document in error and need to replace it, select Delete (**Figure 25**, **1**).

e) Once your document is uploaded, the Attach File icon will change to a Max 1 Allowed button **(Figure 25, 2)**.

4) **Click** Save and Continue to proceed. You will be directed to the NCC Progress Report – Review page.

Reviewing and Submitting your FY 2021 PCA NCC

1) Review the NCC Progress Report to ensure that all information is accurate:

a) **Click** the Review link on the left menu (**Figure 26**, **1**) to land on the NCC Progress Report – Review page.

b) Access each form:

i) **Click** View under the Options menu (**Figure 26**, **2**); or

ii) **Click** the **NCC Progress Report** link at the top of the left navigation menu (**Figure 26**, **3**).

2) Submit your progress report to HRSA:

a) **Click** the Proceed to Submit button at the bottom of the NCC Progress Report Review page (**Figure 26**, **4**). The system navigates to the NCC Progress Report Standard Section Review page (**Figure 27**).

b) Click the **Submit to HRSA** in the bottom right (**Figure 27**, **1**). A confirmation page appears (**Figure 28**).

c) **Click** the NCC Progress Report Certification box (**Figure 28, 1**).

d) **Click** the Submit Report button (**Figure 28, 2**). Your progress report has not been submitted until you confirm the submission.

e) **Take** screenshot of confirmation message

Note: Once you submit the progress report, you will receive an automatic confirmation message from the system indicating the application was submitted successfully. If you would like written confirmation of your successful submission in EHBs, make a screenshot copy of this confirmation notice because EHBs does not generate a confirmation email after you submit your PCA NCC Progress Report.

Responding to a PCA NCC Change Request

1) Progress reports without all required information will be considered incomplete or non-responsive. Incomplete Progress Reports will be returned via a 'Change Requested' email notification sent by HRSA with a request for the missing information.

2) To **revise** your Progress Report:

a) **Access** the report in EHBs using the steps described in Section 1: Accessing the FY 2022 PCA NCC.

b) **Edit** the progress report as indicated in the email sent by HRSA.

c) **Re-submit** the PCA NCC Progress Report by following the steps in Section 5: Reviewing and Submitting the FY 2022 PCA NCC of this user guide.

Appendix: Figures
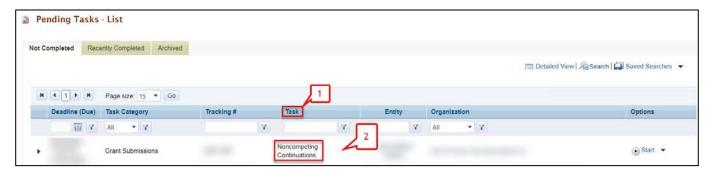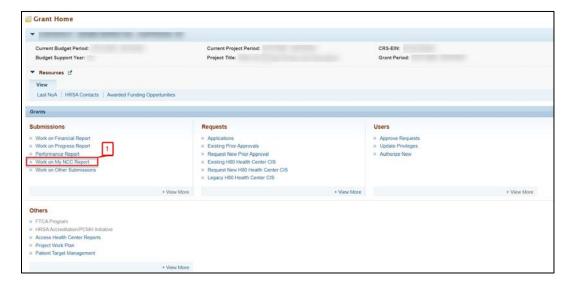
Figure 1: Pending Tasks – List

Figure 2: Grant Home
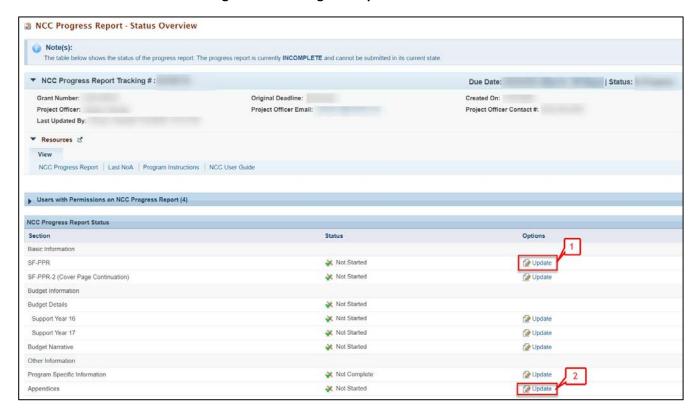
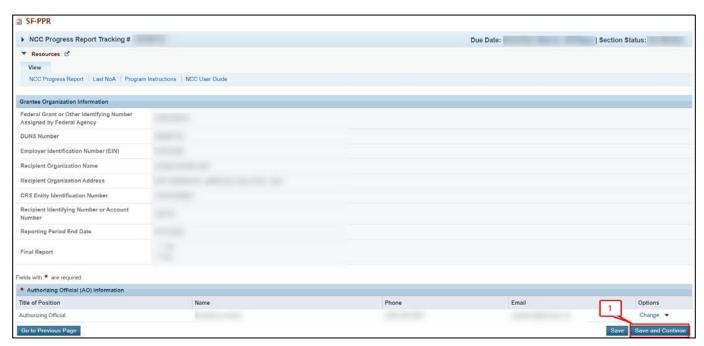**Figure 3: NCC Progress Report - Status Overview**

Figure 4: SF-PPR

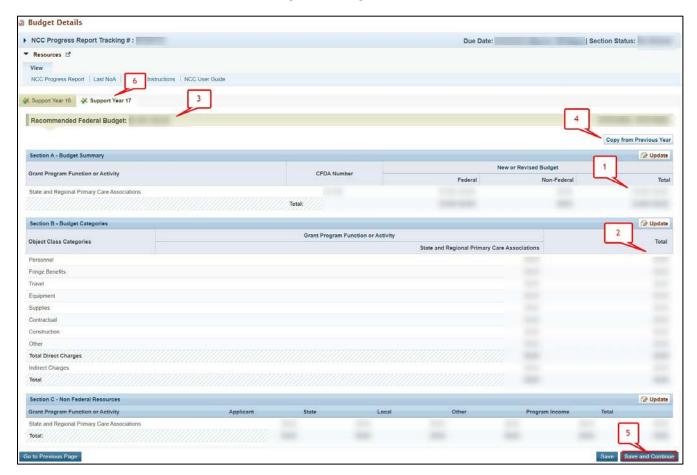**Figure 5: Budget Details**

Figure 6: Budget Narrative

Figure 7: Program Specific Status Overview page
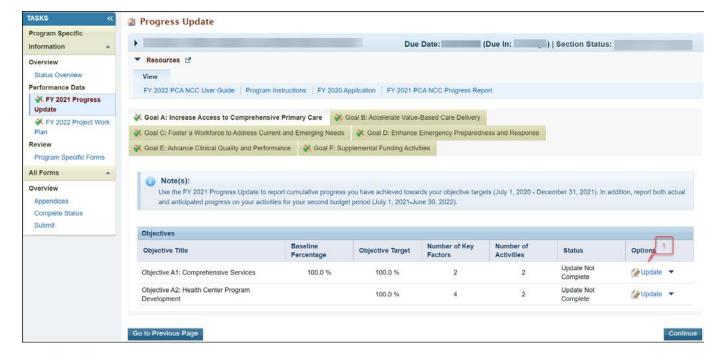

Figure 8: Progress Update

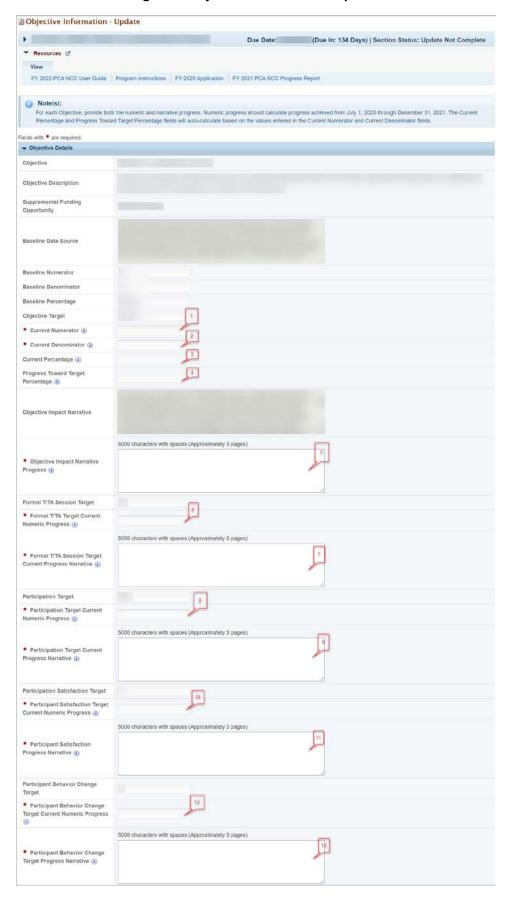**Figure 9: Objective Information - Update**

Figure 10: Key Factors

Figure 11: View Key Factor
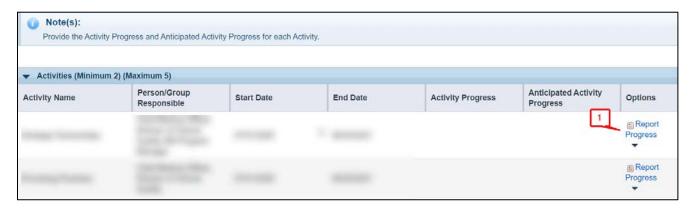

Figure 12: Activities

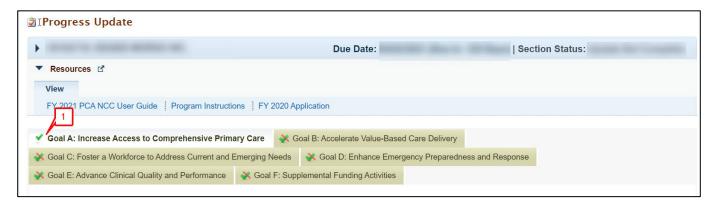**Figure 13: Report Progress**

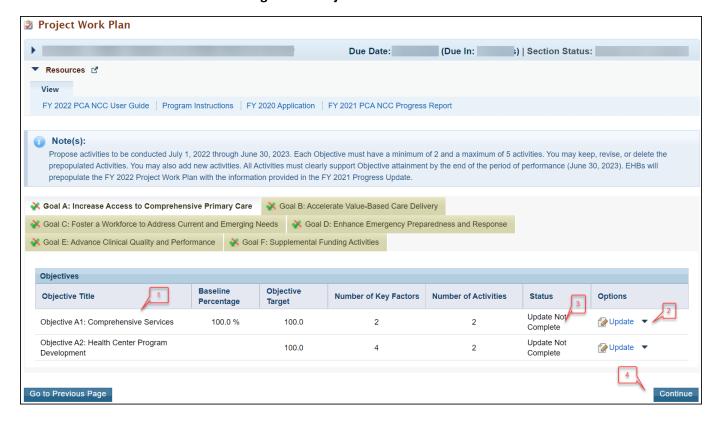**Figure 14: Progress Update**

Figure 15: Project Work Plan
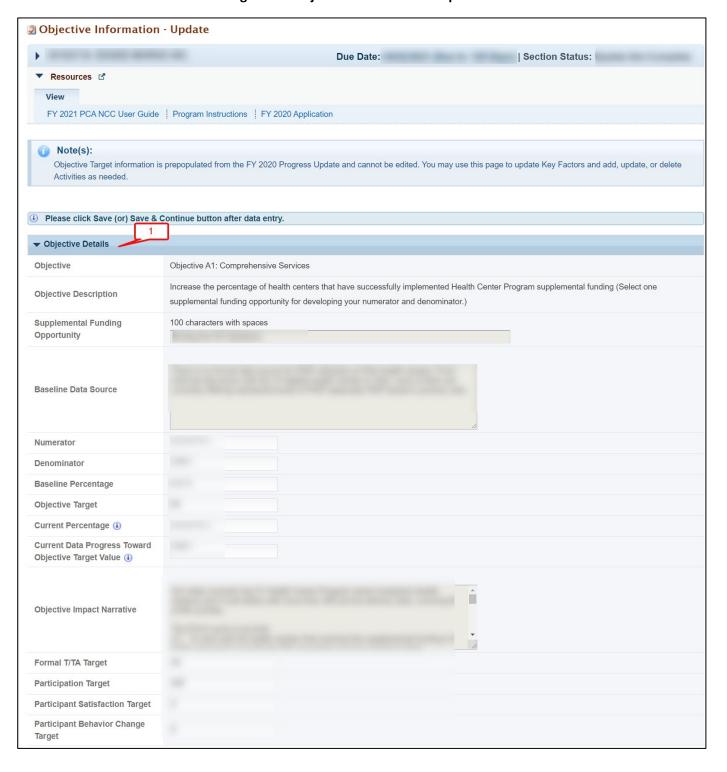
Figure 16: Objective Information - Update

Objective Information - Update

▶ [redacted]   Due Date: [redacted] | Section Status: [redacted]

▼ **Resources** ⬈

View

FY 2021 PCA NCC User Guide | Program Instructions | FY 2020 Application

ⓘ **Note(s):**
Objective Target information is prepopulated from the FY 2020 Progress Update and cannot be edited. You may use this page to update Key Factors and add, update, or delete Activities as needed.

ⓘ **Please click Save (or) Save & Continue button after data entry.**

▼ **Objective Details**

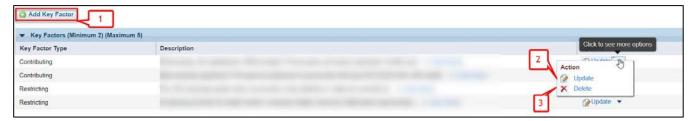|	
Objective	Objective A1: Comprehensive Services
Objective Description	Increase the percentage of health centers that have successfully implemented Health Center Program supplemental funding (Select one supplemental funding opportunity for developing your numerator and denominator.)
Supplemental Funding Opportunity	100 characters with spaces
Baseline Data Source	
Numerator	
Denominator	
Baseline Percentage	
Objective Target	
Current Percentage ⓘ	
Current Data Progress Toward Objective Target Value ⓘ	
Objective Impact Narrative	
Formal T/TA Target	
Participation Target	
Participant Satisfaction Target	
Participant Behavior Change Target	

Figure 17: Key Factors

Figure 18: Activities

Figure 19: Add New Activity
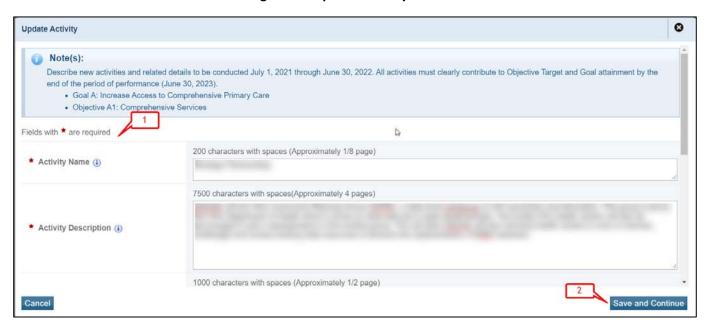
Figure 20: Update Activity
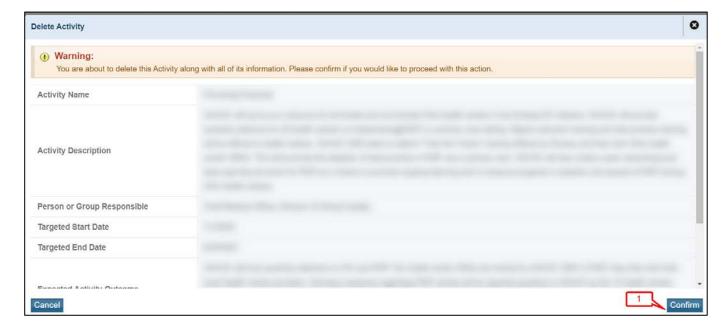

Figure 21: Delete Activity
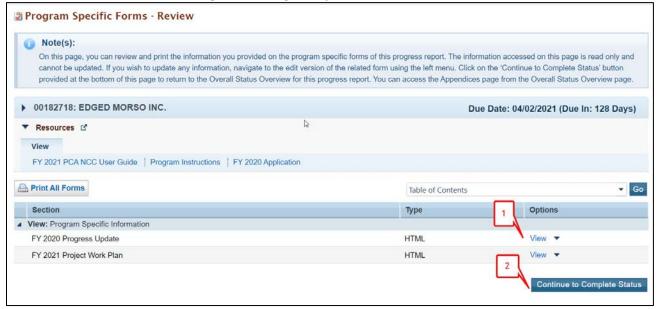
Figure 22: Program Specific Forms - Review
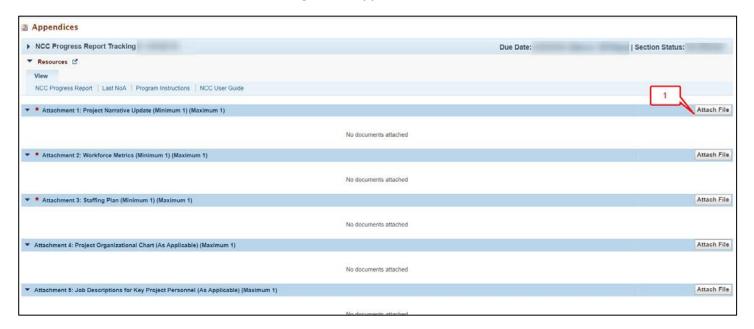

Figure 23: Appendices

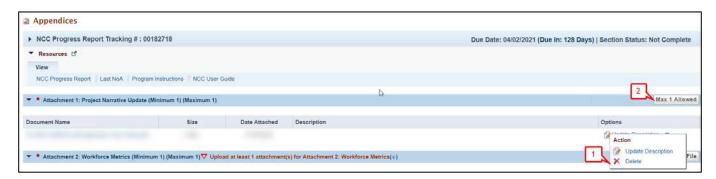**Figure 24: Attach File**

Figure 25: Delete Attachment

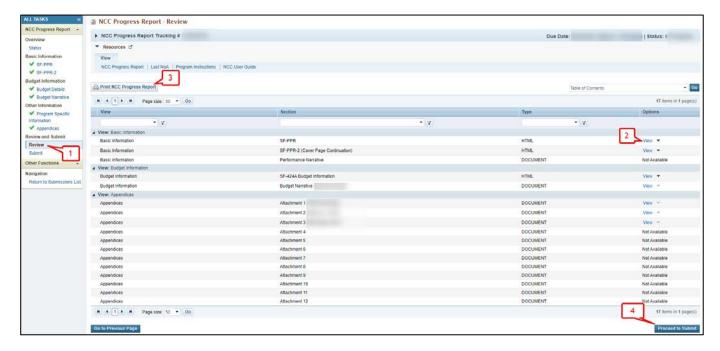**Figure 26: NCC Progress Report - Review**

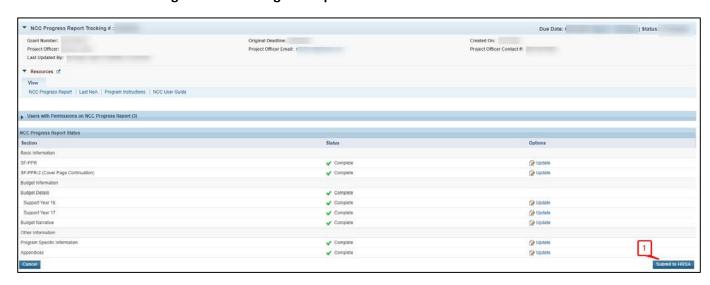**Figure 27: NCC Progress Report Standard Section Review**

Figure 28: NCC Progress Report Confirmation Page