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CHILDREN AND YOUTH WITH SPECIAL HEALTH CARE NEEDS FORMS

On the **Children and Youth with Special Health Care Needs** forms, the grantee provides details on programs promoting family engagement among children and youth with special health care needs, medical home access and use, and transition to adult health care for youth with special health care needs.

APPLICABLE REPORT TYPES

The report types are as follows:

- New Competing Performance Reports (NCPR)
- Non-Competing Continuation Performance Reports (NCCPR)
- Project Period End Reports (PPER)

Figure 1: Children and Youth with Special Health Care Needs Forms

Children and Youth with Special Health Care Needs Forms				
Applicable Forms	Report Types			
уррания с с с с с с с с с с с с с с с с с с с	NCPR	NCCPR	PPER	
Children and Youth with Special Health Care Needs – Form 1	✓	✓	✓	
Children and Youth with Special Health Care Needs – Form 2	✓	✓	✓	
Children and Youth with Special Health Care Needs – Form 3	✓	✓	✓	

CHILDREN AND YOUTH WITH SPECIAL HEALTH CARE NEEDS FORM 1

FORM INSTRUCTIONS

CSHCN 1 DETAIL SHEET

The following information is displayed under the **Children and Youth with Special Health Care Needs**

- Form 1 Detail Sheet. The grantee may expand the accordion menu to view the following details:
 - Children and Youth with Special Health Care Needs (CSHCN 1) Family Engagement
 Performance Measure
 - 3. Goal
 - 4. Level
 - 5. Domain
 - 6. Definition
 - 7. Benchmark Data Sources
 - 8. Grantee Data Sources
 - 9. Significance

Figure 2: Children and Youth with Special Health Care Needs 1: Detail Sheet

▶ DG00001	Due In: 49 Days Status: Not Started
Resources ☑*	
Fields with ★ are required.	
▼ CSHCN 1 Detail Sheet	
Children and Youth with Special Health Care Needs (CSHCN 1) - Family Engagement	The percent of programs promoting and/ or facilitating family engagement among children and youth with special health care needs.
Performance Measure	The percent of MCHB funded projects promoting and/ or facilitating family engagement among children and youth with special health care needs.
Goal	To ensure supportive programming for family engagement among children and youth with special health care needs.
Level	Grantee
Domain	CSHCN
Definition	Family Engagement is defined as "patients, families, their representatives, and health professionals working in active partnership at various levels across the health care system to improve health and health care." This definition is not intended to negate the various levels or degree to which the interaction between families and professionals can take place. Family and Youth Leaders are family members who have experience navigating through service systems and are knowledgeable and skilled in partnering with professionals to carry out necessary system changes. Family members are not limited to the immediate family within the household. Meaningful [Support] Roles for family members/ leaders are above and beyond "feedback" surveys. Families are considered to have a meaningful role in decision making when the partnership involves all elements of shared decision-making which are: collaboration, respect, information sharing, encouragement and consideration of preferences and values, and shared responsibility for outcomes.
Benchmark Data Sources	None
Grantee Data Sources	Title V National Outcome Measure #17.2
Significance	Children and youth live within the context of families, who are the ultimate decision-makers and health enablers for their children.

TIER 1 (REQUIRED)

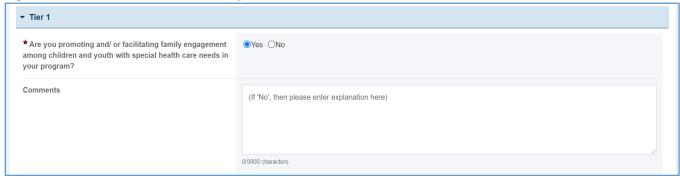
In this section, the grantee must respond to the following question(s):

1. Are you promoting and/or facilitating family engagement among children and youth with special health care needs in your program? The grantee must select either Yes or No. If the grantee selects No, they must justify their selection in the Comments section.

Note the following requirements and additional information before completing this section:

- For **New Competing Performance Reports (NCPRs)**, the grantee is required to fill out Tier 1. Grantees cannot complete subsequent tiers in the NCPR.
- For Non-Competing Continuation Reports (NCCPRs) and Project Period End Reports
 (PPERs), the grantee is required to fill out Tier 1 and may only proceed to the next tier after
 providing a response.

Figure 3: Children and Youth with Special Health Care Needs 1: Tier 1



TIER 2 AND 3 (REQUIRED)

In this section, the grantee must respond to the following question(s):

1. Through what processes/mechanisms are you promoting and/or facilitating family engagement? Select all that apply.

- Tier 2 is required for Non-Competing Continuation Performance Reports (NCCPRs) and Project Period End Reports (PPERs).
- For New Competing Performance Reports (NCPRs), users are only required to fill out Tier 1.
- For all the checkboxes selected by the grantee in Tier 2, the corresponding options are enabled and required under Tier 3.
- The corresponding values for the unchecked boxes under Tier 2 will be disabled under Tier
 3.

- 2. Activity Data Collection Form: How many are reached through those activities?
 - a. Participants/Public: Enter an integer from 0-999,999.
 - b. Providers/Health Care Professionals: Enter an integer from 0–999,999.
 - c. Community/Local Partners: Enter an integer from 0–999,999.
 - d. State or National Partners: Enter an integer from 0–999,999.

- All the above fields (except for *Comments*) are required.
- Report the number reached by each activity for each participant type.
- Only report a participant under one participant type.
- Select the best category for the participant.
- The grantee may proceed to the next tier only after responding to the required questions.
- 3. Comments (optional): The grantee may add comments.

Figure 4: Children and Youth with Special Health Care Needs 1: Tier 2 and 3

Tier 2 & 3					
Through what processes/ me	echanisms are you promoting a	ınd/ or facilitating family enga	gement?		
Technical Assistance					
Training					
Product Development					
✓ Research/ Peer-Review	ed Publications				
Outreach/ Information D	issemination/ Education				
☐ Tracking/ Surveillance					
☐ Screening/ Assessment					
☐ Referral/ Care Coordina	tion				
□ Direct Service					
 Quality Improvement Ini 	tiatives				
low many are reached through the		Providers/ Health Care Professionals	Community/ Local Partners	State or National Partners	Total
ow many are reached through the	hose activities?		Community/ Local Partners	State or National Partners	Total 20
cctivity Data Collection Forn low many are reached through the Processes Mechanisms Technical Assistance Product Development	Participants/ Public	Professionals			
ow many are reached through the processes Mechanisms Fechnical Assistance	Participants/ Public	Professionals 5	5	5	20
ow many are reached through the Processes Mechanisms Technical Assistance Product Development	Participants/ Public 5	Professionals 5	5	5	20

COMMENTS		
0/5000 characters	_/i	

TIER 4 (OPTIONAL)

In this section, the grantee may respond to the following question(s):

- 1. Outcome 1: Percent of the target population with family and CSHCN leaders with meaningful roles on community/state/regional level teams focused on CSHCN Systems.
 - a. *Numerator*: Enter an integer from 0–999,999.
 - b. *Denominator*: Enter an integer from 0–999,999. Denominator must be greater than or equal to Numerator.
 - c. Outcome (%): The text box will be automatically populated using the values provided above.
- 2. *Outcome* 2: Percent of racial and ethnic family and CSHCN leaders who are trained and serving on community/state/regional or national-level teams focused on CSHCN system.
 - a. *Numerator*: Enter an integer from 0–999,999.
 - b. *Denominator*: Enter an integer from 0–999,999. Denominator must be greater than or equal to Numerator.
 - c. Outcome (%): The text box will be automatically populated using the values provided above.
- 3. *Outcome 3*: Percent of the target population with family of CSHCN participating in information exchange forums.
 - a. *Numerator*: Enter an integer from 0–999,999.
 - b. *Denominator*: Enter an integer from 0–999,999. Denominator must be greater than or equal to Numerator.
 - c. *Outcome* (%): The text box will be automatically populated using the values provided above.
- 4. *Outcome* 4: Percent of family and CSHCN leaders trained who report increased knowledge, skill, ability, and self-efficacy to serve as leaders on systems-level teams.
 - a. *Numerator*: Enter an integer from 0–999,999.
 - b. *Denominator*: Enter an integer from 0–999,999. Denominator must be greater than or equal to Numerator.
 - c. *Outcome* (%): The text box will be automatically populated using the values provided above.

Figure 3: Children and Youth with Special Health Care Needs 1: Tier 4 (Optional)

The file optional. If you have no outcomes to fill out, please select "Save and Cortinua" at the bottom of the page. What are the reliefed outcomes in the reporting year? Outcome 1 - Percent of target population with family and CSHCN leaders with meaningful roles on community! state/ regional/ national level teams focused on CSHCN systems. Numerator 5 O Number of Family and CSHCN leaders with meaningful roles on community! state/ regional/ national level teams focused on CSHCN systems. Denominator Outcome (%) 100 Outcome 2 - Percent of racial and ethnic family and CSCHN leaders who are trained and serving on community! state/ regional/ national level teams focused on CSHCN systems. Denominator O Number of racial and ethnic family and CSCHN leaders who are trained and serving on community! state/ regional/ national level teams focused on CSHCN systems. Denominator O Number of racial and ethnic family and CSHCN leaders trained and serving on community! state/ regional/ national level teams focused on CSHCN systems. Outcome (%) Outcome 3 - Percent of target population with family of CSHCN participating in information exchange forums. Numerator Numerator		
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Number of CSHCN in catchment area.		Number of participating in information exchange forums.
Number of CSHCN in catchment area.		
	Denominator	
Outcome (%)		Number of CSHCN in catchment area.
Outcome (/a)	Outcome (%)	
	Succession (70)	

Outcome 4 - Percent of family and CSCHN leaders to	rained who report increased knowledge, skill, ability and self-efficacy to serve as leaders on systems-level teams
Numerator	
	• Number of family and CSHCN leaders trained who report increased knowledge, skill, ability and self-efficacy to serve as leaders on systems-level teams.
Denominator	
	Number of CSHCN in catchment area.
Outcome (%)	

FORM-LEVEL RULES AND VALIDATIONS

- 1. The grantee may only fill out Tier 1 for New Competing Performance Reports (NCPRs).
- 2. For Non-Competing Continuation Performance Reports (NCCPRs) and Project Period End Reports (PPERs), if the grantee selects *Yes* for Tier 1, then they must complete Tier 2 and Tier 3. This is true for Capacity Building, Women's/Maternal Health, Perinatal Infant Health, Child Health, Children and Youth with Special Health Care Needs, Adolescent Health, and Life Course forms.
- 3. The *Comments* text box will accept both text and numerical values (maximum of 5,000 characters).

CHILDREN AND YOUTH WITH SPECIAL HEALTH CARE NEEDS FORM 2

FORM INSTRUCTIONS

CSHCN 2 DETAIL SHEET

The following information is under the **Children and Youth with Special Health Care Needs Form 2 Detail Sheet**. The grantee may expand the accordion menu to view the following details:

- 1. Children and Youth with Special Health Care Needs (CSHCN 2) Access to and use of Medical Home
- 2. Performance Measure
- 3. Goal
- 4. Level
- 5. Domain
- 6. Definition
- 7. Benchmark Data Sources
- 8. Grantee Data Sources
- 9. Significance

Figure 6: Children and Youth with Special Health Care Needs 2: Detail Sheet

▶ DG00006863: (U7EMC00021) ZA SLAWSKI MCFADYEN HEA	ALTH CARE AUTHORITY, Mathis, NY	Due In: 49 Days Status: Not Started
▶ Resources 🗗		
ields with 🖈 are required.		
▼ CSHCN 2 Detail Sheet		
Children and Youth with Special Health Care Needs (CSHCN 2) - Access to and Use of Medical Home	The percent of programs promoting and/ or facilitating medical home access and us needs.	se among children and youth with special health care
Performance Measure	The percent of MCHB-funded projects promoting and/ or facilitating medical home chealth care needs. Show less	access and use among children and youth with special
Goal	To ensure supportive programming medical home access and use among children	and youth with special health care needs.
Level	Grantee	
Domain	CSHCN	
Definition	Medical Home: The pediatric medical home can be defined by the AAP as having the infants, children, and adolescents ideally should be accessible, continuous, comprecompassionate, and culturally effective. It should be delivered or directed by well-transage and facilitate essentially all aspects of pediatric care.	ehensive, family-centered, coordinated,
Benchmark Data Sources	Related to HP2030 MICH-19: Increase the proportion of children and adolescents vin 2016-17, Target: 53.6%). Show less	who receive care in a medical home. (Baseline: 48.6%
Grantee Data Sources	Title V National Performance Measure #11	
Significance	The American Academy of Pediatrics (AAP) specifies seven qualities essential to m centered, continuous, comprehensive, coordinated, compassionate and culturally e care to children in a medical home is the standard of pediatric practice. Research ir source of health care are more likely to receive appropriate preventive care, are les and are more likely to be diagnosed early for chronic or disabling conditions.	effective. Providing comprehensive and coordinated indicates that children with a stable and continuous ss likely to be hospitalized for preventable conditions,

TIER 1 (REQUIRED)

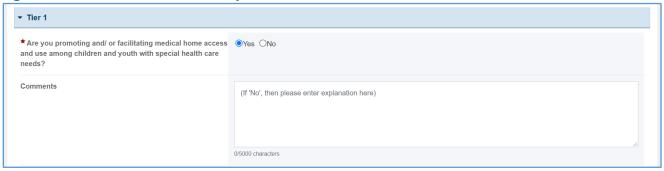
In this section, the grantee must respond to the following question(s):

1. Are you promoting and/or facilitating medical home access and use among children and youth with special health care needs? The grantee must select either Yes or No. If the grantee selects No, they must justify their selection in the Comments section.

Note the following requirements and additional information before completing this section:

- For **New Competing Performance Reports (NCPRs)**, the grantee is required to fill out Tier 1. Grantees cannot complete subsequent tiers in the NCPR.
- For Non-Competing Continuation Reports (NCCPRs) and Project Period End Reports
 (PPERs), the grantee is required to fill out Tier 1 and may only proceed to the next tier after
 providing a response.

Figure 7: Children and Youth with Special Health Care Needs 2: Tier 1



TIER 2 AND 3 (REQUIRED)

In this section, the grantee must respond to the following question(s):

- 1. Through what activities are you addressing medical home access and use? Select all that apply. Note the following requirements and additional information before completing this section:
 - Tier 2 is required for Non-Competing Continuation Performance Reports (NCCPRs) and Project Period End Reports (PPERs).
 - For New Competing Performance Reports (NCPRs), users are only required to fill out Tier 1.
 - For all the checkboxes selected by the grantee in Tier 2, the corresponding options are enabled and required under Tier 3.
 - The corresponding values for the unchecked boxes under Tier 2 will be disabled under Tier
 3.
- 2. Activity Data Collection Form: How many are reached through those activities?
 - a. Participants/Public: Enter an integer from 0-999,999.
 - b. *Providers/Health Care Professionals*: Enter an integer from 0–999,999.
 - c. Community/Local Partners: Enter an integer from 0–999,999.
 - d. State or National Partners: Enter an integer from 0–999,999.
- 3. *Comments*: The grantee may add comments here. This field is not required.

- All fields (except for *Comments*) are required.
- The grantee may proceed to the next tier only after responding to the required questions.
- Report the number reached by each activity for each participant type.
- Only report a participant under one participant type.
- Select the best category for the participant.

Figure 8: Children and Youth with Special Health Care Needs 2: Tier 2 and 3

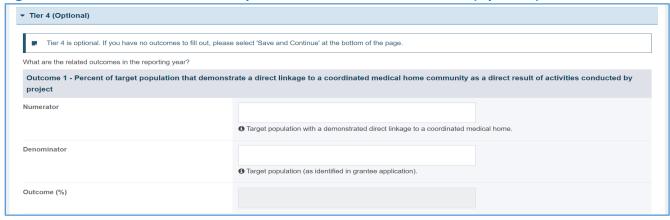
▼ Tier 2 & 3					
Through what processes/ med	chanisms are you addressing m	nedical home access and use?			
✓ Technical Assistance					
✓ Training					
✓ Product Development					
✓ Research/ Peer-Reviewe	d Publications				
Outreach/ Information Dis					
☐ Tracking/ Surveillance					
☐ Screening/ Assessment					
Referral/ Care Coordinati	on				
☐ Direct Service					
☐ Quality Improvement Initi	atives				
Activity Data Collection Forr	n				
How many are reached through th	nose activities?				
Processes/ Mechanisms	Participants/ Public	Providers/ Health Care Professionals	Community/ Local Partners	State or National Partners	Total
Technical Assistance	5	5	5	5	20
Training	5	5	5	5	20
Product Development	5	5	5	5	20
Research/ Peer-Reviewed Publications	5	5	5	5	20
Outreach/ Information Dissemination/ Education	5	5	5	5	20
COMMENTS					

TIER 4 (OPTIONAL)

In this section, the grantee may respond to the following question(s):

- 1. *Outcome 1*: Percent of target population that demonstrates a direct linkage to a coordinated medical home community as a direct result of activities conducted by project.
 - a. Numerator: Enter an integer from 0-999,999.
 - b. *Denominator*: Enter an integer from 0–999,999. Denominator must be greater than or equal to Numerator.
 - c. *Outcome* (%): The text box will be automatically populated using the values provided above.

Figure 94: Children and Youth with Special Health Care Needs 2: Tier 4 (Optional)



FORM-LEVEL RULES AND VALIDATIONS

- 1. The grantee must only fill out Tier 1 for New Competing Performance Reports (NCPRs).
- For Non-Competing Continuation Performance Reports (NCCPRs) and Project Period End Reports (PPERs), if the grantee selects Yes for Tier 1, then they must complete Tier 2 and Tier
 This is true for Capacity Building, Women's/Maternal Health, Perinatal Infant Health, Child Health, Children and Youth with Special Health Care Needs, Adolescent Health, and Life Course forms.
- 3. The *Comments* text box will accept both text and numerical values (maximum of 5,000 characters).

CHILDREN AND YOUTH WITH SPECIAL HEALTH CARE NEEDS FORM 3

FORM INSTRUCTIONS

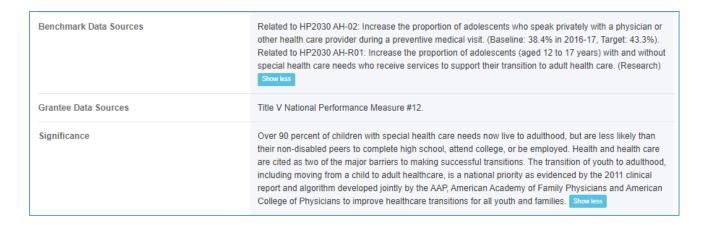
CSHCN 3 DETAIL SHEET

The following information is under the **Children and Youth with Special Health Care Needs Form 3 Detail Sheet**. The grantee may expand the accordion menu to view the following details:

- 1. Children and Youth with Special Health Care Needs (CSHCN 3) Transition
- 2. Performance Measure
- 3. Goal
- 4. Level
- 5. Domain
- 6. Definition
- 7. Benchmark Data Sources
- 8. Grantee Data Sources
- 9. Significance

Figure 50: Children and Youth with Special Health Care Needs 3: Detail Sheet

Children and Youth with Special	
DG000	Due In: 49 Days Status: Not Started
Resources 🗗	
elds with 🖈 are required.	
CSHCN 3 Detail Sheet	
Children and Youth with Special Health Care Needs (CSHCN 3) - Transition	The percent of programs promoting and/ or facilitating transition to adult health care for youth with special health care needs.
Performance Measure	The percent of MCHB funded projects promoting and/ or facilitating transition to adult health care for youth with special health care needs.
Goal	To ensure supportive programming for transition to adult health care for youth with special health care needs.
Level	Grantee
Oomain	CSHCN
Definition	The terms "assessed for readiness" and "deemed ready" used here refer to language utilized by gottransition.org.Health care transition: is the process of changing from a pediatric to an adult model of health care. The goal of transition is to optimize health and assist youth in reaching their full potential. To achieve this goal requires an organized transition process to support youth in acquiring independent health care skills, preparing for an adult model of care, and transferring to new providers without disruption in care. Transition Readiness: Assessing youth's transition readiness and self-care skills is the third element in these health care transition quality recommendations. Use of a standardized transition assessment tool is helpful in engaging youth and families in setting health priorities; addressing self-care needs to prepare them for an adult approach to care at age 18, and navigating the adult health care system, including health insurance. Providers can use the results to jointly develop a plan of care with youth and families. Transition readiness assessment should begin at age 14 and continue through adolescence and young adulthood, as needed.



TIER 1 (REQUIRED)

In this section, the grantee must respond to the following question(s):

1. Are you addressing the transitional needs to adult health care for youth with special health care needs in your program? The grantee must select either Yes or No. If the grantee selects No, then they must justify in the Comments section.

Note the following requirements and additional information before completing this section:

- For **New Competing Performance Reports (NCPRs)**, the grantee is required to fill out Tier 1. Grantees cannot complete subsequent tiers in the NCPR.
- For Non-Competing Continuation Reports (NCCPRs) and Project Period End Reports
 (PPERs), the grantee is required to fill out Tier 1 and may only proceed to the next tier after
 providing a response.

Figure 61: Children and Youth with Special Health Care Needs 3: Tier 1



TIER 2 AND 3 (REQUIRED)

In this section, the grantee must respond to the following question(s):

1. Through what activities are you promoting or facilitating the transition to adult health care for youth with special health care needs? Select all that apply.

- Tier 2 is required for Non-Competing Continuation Performance Reports (NCCPRs) and Project Period End Reports (PPERs).
- For New Competing Performance Reports (NCPRs), users are only required to fill out Tier 1.
- For all the checkboxes selected by the grantee in Tier 2, the corresponding options are enabled and required under Tier 3.
- The corresponding values for the unchecked boxes under Tier 2 will be disabled under Tier 3.
- 2. Activity Data Collection Form: How many are reached through those activities?
 - a. Participants/Public: Enter an integer from 0-999,999.
 - b. Providers/Health Care Professionals: Enter an integer from 0–999,999.
 - c. Community/Local Partners: Enter an integer from 0–999,999.
 - d. State or National Partners: Enter an integer from 0-999,999.
- 3. Comments: The grantee may add comments. This field is not required.

Figure 72: Children and Youth with Special Health Care Needs 3: Tier 2 and 3

Technical Assistance					
Training					
Product Development					
Research/ Peer-Review	ed Publications				
Outreach/ Information D	issemination/ Education				
☐ Tracking/ Surveillance					
☐ Screening/ Assessment					
☐ Referral/ Care Coordina	tion				
□ Direct Service					
 Quality Improvement Ini 	tiatives				
ctivity Data Collection For	m				
ow many are reached through t	hose activities?				
ow many are reached through t	hose activities?				
	nose activities? Participants/ Public	Providers/ Health Care Professionals	Community/ Local Partners	State or National Partners	Total
rocesses/ Mechanisms			Community/ Local Partners	State or National Partners	Total 2
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rocesses/ Mechanisms echnical Assistance	Participants/ Public	Professionals			
Processes/ Mechanisms Gechnical Assistance Product Development	Participants/ Public	Professionals 5	5	5	2
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Processes/ Mechanisms Fechnical Assistance Product Development Research/ Peer-Reviewed Publications	Participants/ Public 5	Professionals 5	5	5	2
ow many are reached through the Processes Mechanisms Fechnical Assistance Product Development Research / Peer-Reviewed Publications Fraining	Participants/ Public 5	Professionals 5	5	5	2

TIER 4 (OPTIONAL)

In this section, the grantee may respond to the following question(s):

- 1. *Outcome 1:* Percent of grantees promoting an evidence-informed framework and clinical recommendations for transition from pediatric to adult health.
 - a. *Numerator*: Enter an integer from 0–999,999.
 - b. *Denominator*: Enter an integer from 0–999,999. Denominator must be greater than or equal to Numerator.
 - c. *Outcome* (%): The text box will be automatically populated using the values provided above.
- 2. *Outcome* 2: Percent of grantees involving both pediatric and adult providers/systems in transition efforts.
 - a. Numerator: Enter an integer from 0-999,999.
 - b. *Denominator:* Enter an integer from 0–999,999. Denominator must be greater than or equal to Numerator.
 - c. Outcome (%): The text box will be automatically populated using the values provided above.
- 2. *Outcome 3*: Percent of grantees initiating or encouraging transition planning early in adolescence.
 - a. Numerator: Enter an integer from 0-999,999.
 - b. *Denominator*: Enter an integer from 0–999,999. Denominator must be greater than or equal to Numerator.
 - c. *Outcome* (%): The text box will be automatically populated using the values provided above.
- 3. Outcome 4: Percent of grantees linking transition efforts with medical home initiatives.
 - a. Numerator: Enter an integer from 0-999,999.
 - b. *Denominator*: Enter an integer from 0–999,999. Denominator must be greater than or equal to Numerator.
 - c. *Outcome* (%): The text box will be automatically populated using the values provided above.
- 4. *Outcome 5*: Percent of grantees linking transition efforts with adolescent preventive care efforts.
 - a. Numerator: Enter an integer from 0-999,999.
 - b. *Denominator*: Enter an integer from 0–999,999. Denominator must be greater than or equal to Numerator.
 - c. Outcome (%): Text box will be automatically populated using the values provided above.

Outcome (%)

Total number of prolates reporting transition practices sponsored by grantee transition efforts Outcome 2 - Percent of grantees involving both pediatric and adult providers systems in transition efforts Outcome 2 - Percent of grantees involving both pediatric and adult providers involved in grantee transition efforts Outcome (%) Outcome (%) Outcome 3 - Percent of grantees initiating or encouraging transition planning early in adolescence Outcome 3 - Percent of grantees initiating or encouraging transition planning early in adolescence. Outcome 3 - Percent of grantees initiating or encouraging transition planning early in adolescence. Outcome 3 - Percent of grantees initiating or encouraging transition planning early in adolescence. Outcome 3 - Percent of grantees initiating or encouraging transition planning early in adolescence. Outcome 3 - Percent of grantees initiating or encouraging transition planning early in adolescence. Outcome 3 - Percent of grantees initiating or encouraging transition planning early in adolescence.	Tier 4 (Optional)	
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FORM-LEVEL RULES AND VALIDATIONS

- 1. The grantee must only fill out Tier 1 for New Competing Performance Reports (NCPRs).
- 2. For Non-Competing Continuation Performance Reports (NCCPRs) and Project Period End Reports (PPERs), if the grantee selects *Yes* for Tier 1, then they must complete Tier 2 and Tier 3. This is true for Capacity Building, Women's/Maternal Health, Perinatal Infant Health, Child Health, Children and Youth with Special Health Care Needs, Adolescent Health, and Life Course forms.
- 3. The *Comments* text box will accept both text and numerical values (maximum of 5,000 characters).