

**HRSA Electronic Handbooks (EHBs)**

# **FY 2024 Look-Alike Annual Certification Application User Guide**

Last updated on May 31, 2023

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This user guide describes the steps you need to follow to submit an Annual Certification application to the Health Resources and Services Administration (HRSA).

## 1. Starting the Look-Alike Annual Certification Application

You must have an EHBs user account to access Look-Alike Annual Certification (AC) application. After logging into EHBs, click the Tasks tab on the EHBs Home page to navigate to the **Pending Tasks – List** page.

**IMPORTANT NOTE:** If you do not have a username, you must register in EHBs. Do not create duplicate accounts. If you experience log in issues or forget your password, contact the **HRSA Contact Center** (<http://www.hrsa.gov/about/contact/ehbhelp.aspx>) at (877) 464-4772.

1. Locate your Look-Alike AC application using the EHBs application tracking number received in an email and click the **Start** link to begin working on the application in EHBs (if you have previously accessed the application, the **Start** link will be replaced with **Edit**).
2. The system opens the **Annual Certification Application - Status Overview** page of the application (**Figure 1**).

**Figure 1: Application - Status Overview Page**

The screenshot displays the 'Annual Certification Application - Status Overview' page in the HRSA Electronic Handbooks system. The page is divided into several sections:

- Application Details:** Includes fields for Look-Alike Number, Original Deadline, Project Officer, Last Updated By, Application Type, Due Date, Created On, Project Officer Email, Project Officer Contact #, and Program Name.
- Resources:** A section with a 'View' button and links for 'Application', 'LAL AC Instructions', and 'LAL Application User Guide'.
- Users with permissions on RD/AC applications:** A section with a right-pointing arrow.
- List of forms that are part of the application package:** A table with three columns: Section, Status, and Options.

Section	Status	Options
Basic Information		
Cover Page	Not Complete	Update
Other Information		
Appendices	Not Started	Update
Program Specific Information		
Program Specific Information	Not Complete	Update

The application consists of the Cover Page, Appendices, and Program Specific Information sections. You must complete these sections to submit your application to HRSA.

## 2. Completing the Look-Alike Cover Page section of the application

The Cover Page (**Figure 2**) requires the following information, as indicated by the red asterisks to the left of these fields:

- Select Target Population(s) (**Figure 2, 1**) – select the target population type(s) served by the applicant health center: Community Health Centers (CHC), Health Care for the Homeless (HCH), Migrant Health Centers (MHC), and/or Public Housing (PHPC).
- Point of Contact on matters involving this application (**Figure 2, 2**) – enter the point of contact for the look-alike AC application.
- Authorized Representative (**Figure 2, 3**) – enter the person authorized by the board of directors to submit the look-alike AC application.

**Figure 2: Cover Page of FQHC-LAL Application**

**Cover Page**

MISSION CITY COMMUNITY NETWORK, INC. Due Date: 09/30/2016 (Due In: 3 Days) | Section Status: Not Complete

Look-Alike Number: LAL000000 Original Deadline: 09/30/2016 Created On: 07/26/2016  
Project Officer: Kim Chivers, DMD Project Officer Email: kchivers1@missioncity.com Project Officer Contact #: (817) 440-7300  
Last Updated By: Danya Kim 07/26/2016 11:30:28 AM Application Type: Annual Certification Program Name: Look-Alike Health Center Program

**Resources**

View

Application | LAL AC Instructions | LAL Application User Guide

Fields with \* are required

**Applicant Information**

Legal Name: MISSION CITY COMMUNITY NETWORK, INC.  
Employer Identification Number (e.g. 53-2079819): 00-000100  
Organizational DUNS: 001962791  
Mailing Address: 10200 PARTHENON ST NORTH HILLS, TX 75062-6500

**\* Select Target Population(s)**

Select	Target Population Type
<input checked="" type="checkbox"/>	Community Health Centers
<input type="checkbox"/>	Health Care for the Homeless
<input type="checkbox"/>	Migrant Health Centers
<input type="checkbox"/>	Public Housing

Fields with \* are required

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

No Point of Contact added.

Fields with \* are required

**\* Authorizing Official (AO) Information** Add

No Authorizing Official added.

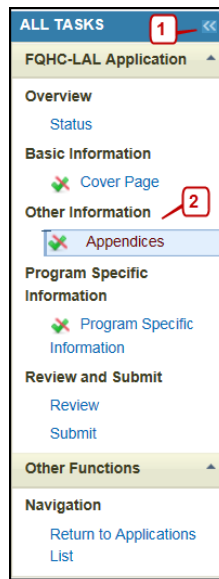
Go to Previous Page Save Save and Continue

Once completed, click the Save and Continue button to proceed to the **Appendices** form.

## 3. Completing the Appendices Form

1. Expand the left navigation menu if not already expanded by clicking the double arrows displayed near the form name at the top of the page (**Figure 3, 1**). Click on the **Appendices** link (**Figure 3, 2**) to navigate to the **Appendices** form.

**Figure 3: Left Navigation Menu**



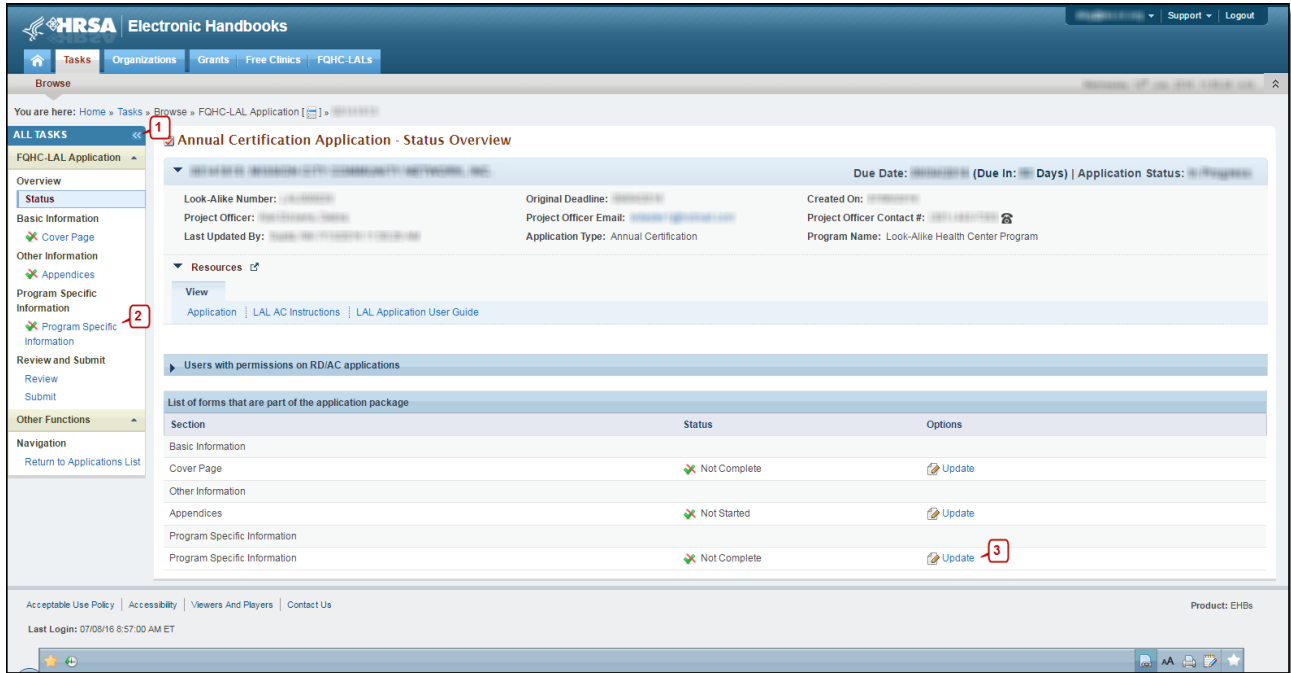
2. Upload the **Budget Justification Narrative (required)** attachment by clicking the associated Attach File button.
3. After completing the **Appendices** form, click the Save and Continue button to proceed to the **Program Specific Information – Status Overview** page.

## 4. Completing the Program Specific Forms

To access the program specific section of the progress report, you can choose one of the following options:

- Expand the left navigation menu if not already expanded by clicking the double arrows displayed near the form name at the top of the page (Figure 4, 1). Click on the Program Specific Information link in the left menu (Figure 4, 2).
- On the **Annual Certification Application - Status Overview** page, click on the Update link for the Program Specific Information line item (Figure 4, 3)

**Figure 4: Accessing the program specific information section**



➤ The Program Specific Information – Status Overview page opens (Figure 5).

**IMPORTANT NOTE:** Click on the Update link for any form to start updating it. Once completed, click on the Save and Continue button to proceed to the next listed form.

**Figure 5: Status Overview Page for Program Specific Forms**

Program Specific Information Status		
Section	Status	Options
<b>General Information</b>		
Form 1C - Documents On File	Not Started	<a href="#">Update</a>
<b>Budget Information</b>		
Form 3 - Income Analysis	Not Started	<a href="#">Update</a>
Form 3A - Budget Information	Not Started	<a href="#">Update</a>
<b>Sites and Services</b>		
Form 5A - Services Provided	Not Started	
Required Services	Not Started	<a href="#">Update</a>
Additional Services	Not Started	<a href="#">Update</a>
Specialty Services	Not Started	<a href="#">Update</a>
Form 5B - Service Sites	Not Started	<a href="#">Update</a>
Form 5C - Other Activities/Locations	Not Started	<a href="#">Update</a>
<b>Other Forms</b>		
Project Narrative Update	Not Started	
Organizational Capacity	Not Started	<a href="#">Update</a>
Patient Capacity	Not Started	<a href="#">Update</a>

## 4.1 Form 1C - Documents on File

Form 1C: Documents on File displays a list of documents to be maintained by an organization.

To complete the **Form 1C**, follow the steps below:

1. In the Management and Finance section, provide the date of last review/revision (**Figure 6, 1**).
2. In the Services section, provide the date of last review/revision (**Figure 6, 2**).
3. In the Governance section, provide the date of last review/revision. Click N/A if not applicable (**Figure 6, 3**).
4. Click Save and Continue to proceed to the next form.

**Figure 6: Form 1C**

**Form 1C - Documents On File**

**Notes:**  
Date of Last Review/Revision must use the date format of MM/DD/YYYY. This listing does not include all policy/procedure documents required to be maintained on file. Records demonstrating implementation of required policies and procedures must also be available for review.

Due Date: (Due In: ) | Section Status:

Resources

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LALAC User Guide | LALAC Instructions

Fields with \* are required

Management and Finance	Date of Last Review/Revision (MM/DD/YYYY)	Not Applicable (N/A)
* Personal policies, including selection and dismissal procedures, salary and benefit scales, employee grievance procedures, and equal opportunity practices.		
* Procurement procedures.		
* Standards of Conduct/Conflict of Interest policies/procedures.		
* Financial Management/Accounting and Internal Control policies and/or procedures to ensure awarded Health Center Program federal funds are not expended for restricted activities.		
* Financial Management/Accounting and Internal Control policies/procedures related to restrictions on the use of federal funds for the purchase of sterile needles or syringes for the hypodermic injection of any illegal drug. <sup>1</sup> (Only applicable if your organization provides syringe exchange services or is otherwise engaged in syringe service programs; otherwise, indicate as N/A.)		<input type="checkbox"/>
* Financial Management/Accounting and Internal Control policies/procedures related to restrictions on the use of federal funds to provide abortion services, except in cases of rape or incest or where there is a threat to the life of the mother. <sup>2</sup> (Only applicable if your organization provides abortion services; otherwise, indicate as N/A.)		<input type="checkbox"/>
* Billing and Collections policies/procedures, including those regarding waivers or fee reductions and refusal to pay.		

Services	Date of Last Review/Revision (MM/DD/YYYY)	Not Applicable (N/A)
* Credentialing/Privileging operating procedures.		
* Coverage for Medical Emergencies During and After Hours operating procedures.		
* Continuity of Care/Hospital Admitting operating procedures.		
* Sliding Fee Discount Program policies, operating procedures, and sliding fee schedule.		
* Quality Improvement/Assurance Program policies and operating procedures that address clinical services and management, patient safety, and confidentiality of patient records.		

Governance	Date of Last Review/Revision (MM/DD/YYYY)	Not Applicable (N/A)
* Governing Board Bylaws.		
* Co-Applicant Agreement (Only applicable to public entity health centers; otherwise, indicate as N/A.)		<input type="checkbox"/>
* Evidence of Nonprofit or Public Center Status		

Go to Previous Page

Save Save and Continue

## 4.2 Form 3 - Income Analysis

**Form 3: Income Analysis** projects program income, by source, for the upcoming certification period (one year). This form comprises of the following sections:

1. Payer Category (**Figure 7, 1**)
2. Comments/Explanatory Notes (**Figure 7, 2**)

**Figure 7: Form 3: Income Analysis**

### 4.2.1 Completing the Payer Category section

The Payer Category section is divided into the following sub-sections:

- Part 1: Patient Service Revenue - Program Income
- Part 2: Other Income - Federal, State, Local and Other Income
- Total Income: Program Income Plus Other

To complete the **Payer Category** section, follow the steps below:

5. In column (a), provide the number of Patients by Primary Medical Insurance for each payer category. Enter 0 if not applicable (**Figure 7, 3**).
6. In column (b), provide the number of Billable Visits that is greater than or equal to the number of Patients by Primary Medical Insurance, i.e., column (a), for each payer category. Enter 0 if not applicable (**Figure 7, 4**).
7. In column (c), provide the amount of Income per Visit for each payer category. Enter 0 if not applicable. (**Figure 7, 5**).
8. In column (d), provide the amount of Projected Income for each payer category. Enter 0 if not applicable (**Figure 7, 6**).
9. In column (e), provide the amount of Prior FY Income. Enter 0 if not applicable (**Figure 7, 7**).
10. Click the Calculate Total and Save button to calculate and save the values for each Payer Category in Part 1 (**Figure 7, 8**).

#### IMPORTANT NOTES:

- The number of Billable Visits in column (b) should be 0 if the number of Patients by Primary Medical Insurance in column (a) for a payer category is 0.



- The value in column (d) – Projected Income for a payer category should be equal to the value calculated by multiplying column (b) – Billable visits by column (c) – Income per Visit for that category. If these values are not equal, provide an explanation in the [Comments/Explanatory Notes](#) box.
- The columns “**Patients by Primary Medical Insurance (a)**”, “**Billable Visits (b)**” and “**Income Per Visit (c)**” in Part 2 are disabled and set to ‘N/A’.

11. Click the Calculate Total and Save button in the **Total Income: Program Income Plus Other** section to calculate and save the values for each Payer Categories in Part 1 and 2 ([Figure 7, 9](#)).

### 4.2.2 Completing the Comments/Explanatory Notes section

In this section, enter any comments/explanations related to this form ([Figure 7, 2](#)).

1. If the value for any payer category in Projected Income (d) is not equal to the value obtained by multiplying Billable Visits (d) with Income per Visit (c), provide an explanation in this section. Provide justification for each payer category for which these numbers are not equal. If these numbers are equal for all the payer categories, providing comments in this section is optional.
2. Click the Save and Continue button to save your work and proceed to **Form 3A – Budget Information** form.

## 4.3 Form 3A – Budget Information

**Form 3A: Budget Information** shows the program budget, by category, for the upcoming certification period. This form has the following sections:

- Expenses ([Figure 8, 1](#))
- Revenue ([Figure 8, 2](#))

### 4.3.1 Completing the Expense section

In the Expenses section, enter the projected expenses for the upcoming certification period for each Health Center Program type for which the look-alike is designated (i.e., CHC, MHC, HCH, PCPH). Click the Calculate Total and Save button to calculate and save the values for each of the Budget Categories in Part 1. ([Figure 8, 3 & 4](#)).

**Figure 8: Form 3A: Budget Information**

**Form 3A - Budget Information**

**Note(s):**  
The program income total on this form must match the program income total on Form 3.

► **ORGANIZATION: BRIDGES CITY COMMUNITY NETWORK, INC.** Due Date: 10/24/2025 (Due In: 53 Days) | Section Status: Not Started

▼ **Resources** [View](#)  
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Fields with \* are required

Budget Category	Community Health Centers (CHC - 330(e))	Migrant Health Centers (MHC - 330(g))	Health Care for Homeless (HCH - 330(h))	Public Housing Primary Care (PHPC - 330(i))	Total
<b>1. Expenses</b> <sup>1</sup>					
a. Personnel					\$0.00
b. Fringe Benefits					\$0.00
c. Travel					\$0.00
d. Equipment					\$0.00
e. Supplies					\$0.00
f. Contractual					\$0.00
g. Construction					\$0.00
h. Other					\$0.00
i. Total Direct Charges (sum of a through h) Calculate Total and Save <sup>3</sup>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
j. Indirect Charges					\$0.00
k. Total Expenses (sum of i and j) Calculate Total and Save <sup>4</sup>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>2. Revenue</b> <sup>2</sup>					
a. Applicant					\$0.00
b. Federal					\$0.00
c. State					\$0.00
d. Local					\$0.00
e. Other					\$0.00
f. Program Income					\$0.00
g. Total Revenue (sum of a through f) Calculate Total and Save <sup>5</sup>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

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

### 4.3.2 Completing the Revenue section

In the Revenue section, enter the projected revenue for the upcoming certification period by funding source for each Health Center Program type for which the look-alike is designated (i.e., CHC, MHC, HCH, PCPH). Click the Calculate Total and Save button to calculate and save the values for each of the Budget Categories in Part 2. (Figure 8, 5).

**IMPORTANT NOTE:** The value for the Total Program Income in the Revenue section (line (f)) should equal the value for the Total Program Income on **Form 3**, line 6, column (d).

Click the Save and Continue button to save your work and proceed to **Form 5A - Services Provided**.

## 4.4 Form 5A – Services Provided

**Form 5A: Services Provided** is pre-populated with the services in the current scope that HRSA has on file for your organization.

**Form 5A** will be non-editable. You will be required to visit the Required Services, Additional Services, and the Specialty Services sections at least once to change the status of the form to Complete.

**Figure 9: Form 5A - Services Provided**

**Form 5A - Services Provided (Required Services)**

**Notes:**  
Requires the list of services reviewed from your scope on file as of: [Date]. If there was a recent change approved for your scope (e.g. through a Change in Scope application), click the "Refresh From Scope" button below to get your most recent scope on file. For more information, refer to the [Service Descriptors for Form 5A - Services Provided](#) and the [Column Descriptors for Form 5A - Services Provided](#).

**Resources** (2)  
View  
LALAC User Guide | LALAC Instructions | Services | **Scope**

Required Services  Additional Services  Specialty Services

**Refresh from Scope** (1)

Service Type	Column I - Direct (Health Center Pays) (1)	Column II - Formal Written Contract/Agreement (Health Center Pays) (1)	Column III - Formal Written Referral Arrangement (Health Center DOES NOT Pay) (1)
General Primary Medical Care (2)	[X]	[.]	[.]
Diagnostic Laboratory (2)	[X]	[X]	[X]
Diagnostic Radiology (2)	[.]	[X]	[X]
Screenings (2)	[X]	[.]	[.]
Coverage for Emergencies During and After Hours (2)	[X]	[.]	[.]
Voluntary Family Planning (2)	[X]	[.]	[.]
Immunizations (2)	[X]	[.]	[.]
Well Child Services (2)	[X]	[.]	[.]
Gynecological Care (2)	[X]	[.]	[.]
Obstetrical Care (2)	[.]	[.]	[.]
Prenatal Care (2)	[.]	[.]	[X]
Intrapartum Care (Labor & Delivery) (2)	[.]	[.]	[X]
Postpartum Care (2)	[.]	[.]	[X]
Preventive Dental (2)	[.]	[X]	[.]
Pharmaceutical Services (2)	[X]	[.]	[.]
HCH Required Substance Use Disorder Services (2)	[.]	[.]	[.]
Case Management (2)	[X]	[.]	[.]
Eligibility Assistance (2)	[X]	[.]	[.]
Health Education (2)	[X]	[.]	[.]
Outreach (2)	[X]	[.]	[.]
Transportation (2)	[.]	[X]	[.]
Translation (2)	[X]	[X]	[.]

**Go to Previous Page** **Continue** (3)

If the pre-populated data on **Form 5A** does not reflect any recent approved scope changes, click the Refresh from Scope button (**Figure 9, 1**) to refresh the data and display the latest scope of project.

**Form 5A** will be complete when the status of the **Required Services**, **Additional Services** and **Specialty Services** sections are all complete. The completed status of these sections is indicated with a green tick mark icon in the section tabs (**Figure 9, 2**).

After visiting all the sections on **Form 5A**, click the Continue button (**Figure 9, 3**) to proceed to **Form 5B – Service Sites** form.

## 4.5 Form 5B – Service Sites

**Form 5B: Service Sites** is pre-populated with the sites in the current scope that is on file for your organization.

**Form 5B** will be non-editable. You will be required to visit the form at least once to change the status of the form to Complete.

Figure 10: Form 5B - Service Sites

If the pre-populated data on **Form 5B** does not reflect any recent approved scope changes, click the **Refresh from Scope** button (Figure 10, 1) to refresh the data and display the latest scope of project. If you need to view the details of a particular site displayed on this form, you can do so by clicking on the View link (Figure 10, 2).

Click the Save and Continue button on **Form 5B** to proceed to **Form 5C - Other Activities/Locations** form.

## 4.6 Form 5C - Other Activities/Locations

**Form 5C – Other Activities/Locations** is pre-populated with the activities/locations in the current scope that is on file for your organization.

**Form 5C** will be non-editable. You will be required to visit this form at least once to change the status of the form to Complete.

Figure 11: Form 5C – Other Activities/Locations

If the pre-populated data on **Form 5C** does not reflect any recent approved scope changes, click the Refresh from Scope button to refresh the data and display the latest scope of project (**Figure 11, 1**).

Click the Continue button on **Form 5C** to proceed to the **Project Narrative Update** form.

## 4.7 Project Narrative Update

The **Project Narrative Update** form addresses progress and changes that have impacted the community/target population and the look-alike organization over the past year. It also addresses the look-alike's plans for the upcoming certification period. This form is comprised of the following sections:

1. Organizational Capacity
2. Patient Capacity

### 4.7.1 Completing Organizational Capacity

Figure 12: Project Narrative Update (Organizational Capacity)

**Project Narrative Update - Organizational Capacity**

**Note(s):**  
Report the progress and changes to date, barriers resulting from or related to public health emergencies, natural and/or man-made disasters, expected progress for the remainder of the FY 2023 certification period, and projected changes for the upcoming FY 2024 certification period.

Due Date: [ ] (Due In: [ ]) | Section Status: [ ]

**Resources**

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Fields with \* are required

**Organizational Capacity** **Patient Capacity**

**Organizational Capacity**

Discuss major changes since the last certification period in the organization's capacity that have impacted or may impact the progress of the funded project, including changes in:

- \* Staffing, including key management vacancies (Approximately 1/2 page (Max 1000 characters with spaces))
- \* Operations, including changes in policies and procedures (Approximately 1/2 page (Max 1000 characters with spaces))
- \* Financial status, including the most current audit findings (Approximately 1/2 page (Max 1000 characters with spaces))

Go to Previous Page

Save Save and Continue

To complete this section, follow the steps below:

1. Provide a narrative description for the Organizational Capacity (**Figure 12, 1**) section.
2. Click the Save and Continue button (**Figure 12, 2**) to proceed to the **Patient Capacity** section, OR click the Save button (**Figure 12, 3**) at the bottom of the **Organizational Capacity** section and select the **Patient Capacity** tab below the **Resources** section (**Figure 12, 4**).

### 4.7.2 Completing Patient Capacity

The Patient Capacity section of Project Narrative Update form consists of the following sub-sections:

In the **Patient Capacity** section, discuss the trend in unduplicated patients served and report progress in reaching the projected number of patients to be served in the identified categories. Explain key factors driving significant changes in patient numbers and any downward trends or limited progress towards the projected patient goals. (**Figure 13**).

In the sub-section **Figure 14**, review the patient projections and trends (**Figure 14, 1**) and provide a narrative for each service type (**Figure 14, 2**).

To complete this section, follow the steps below:

1. Review the numbers populated in the **2020 - 2022 Patient Number** columns (**Figure 13, 1, 2, 3**). These numbers are populated from respective UDS Reports that you previously submitted to HRSA.

**IMPORTANT NOTES:**

- For the **Total Unduplicated Patients** row (**Figure 13, 4**), the **2020 - 2022 Patient Numbers** are pre-populated from Table 3a of the respective UDS Reports. If there is no data available to pre-populate, the system displays “Data not available” under these columns.
- For the **Special Populations** rows (**Figure 13, 5**), the **2020 - 2022 Patient Numbers** are pre-populated from Table 4 of the respective UDS Reports. If there is no data available to pre-populate, the system displays “Data not available” under these columns.

**Figure 13: Patient Capacity**

Fields with \* are required

Organizational Capacity Patient Capacity

**Patient Capacity**

Referencing the % Change 2020-2022 Trend, % Change 2021-2022 Trend, and % Progress Toward Goal columns:

Discuss negative trends in patient capacity, including factors that adversely affect patient trends, and plans for reaching the projected number of patients.

Notes:

- If you have experienced a negative trend in Patient Capacity, the system WILL require you to provide comments in the Patient Capacity Narrative column.
- 2020-2022 Patient Number data are pre-populated from Table 3a in the UDS Report.
- The Projected Number of Patients values are pre-populated from the Patient Target noted in the Patient Target Management Module (PTM) in HRSA EHBs. If you have questions related to your Patient Target, contact the Patient Target Response Team. To formally request a change in your Patient Target, you must submit a request via the PTM in HRSA EHBs.

Period of Performance: 9/27/2017 - 9/26/2024

	2020 Patient Number (1)	2021 Patient Number (2)	2022 Patient Number (3)	% Change 2020-2022 Trend (4)	% Change 2021-2022 Trend (7)	% Progress Toward Goal (8)	Projected Number of Patients (9)	Patient Capacity Narrative (6)	
Total Unduplicated Patients (4)	8885	9390	8885	0.00%	Negative Trend -5.38%	N/A	N/A	Approximately 1/2 page (Max 1000 characters with spaces)	
Notes:									
<ul style="list-style-type: none"> <li>If you have experienced a negative trend in Patient Capacity, the system WILL require you to provide comments in the Patient Capacity Narrative column.</li> <li>2020-2022 Patient Number data are pre-populated from Table 4 in the UDS Report.</li> <li>The Projected Number of Patients values are pre-populated from the PTM using patient projections in the Service Area Competition (SAC) that initiated your current period of performance plus the patient projections from selected supplemental funding awarded after the start of the current period of performance.</li> <li>The Projected Number of Patients values cannot be edited during the AC submission. If these values are not accurate, provide an explanation in the Patient Capacity Narrative section.</li> </ul>									
Period of Performance: 9/27/2017 - 9/26/2024									
	2020 Patient Number (1)	2021 Patient Number (2)	2022 Patient Number (3)	% Change 2020-2022 Trend (4)	% Change 2021-2022 Trend (7)	% Progress Toward Goal (8)	Projected Number of Patients (9)	Patient Capacity Narrative (6)	
Total Migratory and Seasonal Agricultural Workers Patients	28	24	28	0.00%	18.87%	98.55%	29	Approximately 1/2 page (Max 1000 characters with spaces)	
Total People Experiencing Homelessness Patients	74	79	74	0.00%	Negative Trend -8.33%	67.37%	78	Approximately 1/2 page (Max 1000 characters with spaces)	
Total Public Housing Resident Patients	0	0	0	Data not available	Data not available	Data not available	0	Approximately 1/2 page (Max 1000 characters with spaces)	

**Figure 14: Patient Capacity – Service Type**

Notes:

- If you have experienced a negative trend in Patient Capacity, the system WILL require you to provide comments in the Patient Capacity Narrative column.
- 2020-2022 Patient Number data are pre-populated from Table 5 in the DD3 Report.
- The Projected Number of Patients values are pre-populated from the PTM using patient projections in the SAC that initiated your current period of performance plus the patient projections from selected supplemental funding awarded after the start of the current period of performance.
- The Projected Number of Patients values cannot be edited during the AC submission. If these values are not accurate, provide an explanation in the Patient Capacity Narrative section.

Period of Performance: 5/27/2017 - 5/26/2024

2020 Patient Number	2021 Patient Number	2022 Patient Number	% Change 2020-2022 Trend	% Change 2021-2022 Trend	% Progress Toward Goal	Projected Number of Patients	Patient Capacity Narrative
							Approximately 1/2 page (Max 1000 characters with spaces)
							Approximately 1/2 page (Max 1000 characters with spaces)
							Approximately 1/2 page (Max 1000 characters with spaces)
							Approximately 1/2 page (Max 1000 characters with spaces)
							Approximately 1/2 page (Max 1000 characters with spaces)
							Approximately 1/2 page (Max 1000 characters with spaces)
							Approximately 1/2 page (Max 1000 characters with spaces)

Do to Previous Page Save Save and Continue

2. Review the numbers populated in the **Projected Number of Patients** column (Figure 13, 6).

**IMPORTANT NOTES:** For the Total Unduplicated Patients (Figure 13, 4) and Special Populations rows (Figure 13, 5), is pre-populated from the patient projection in the application that initiated your current designation period (Renewal of Designation / Initial Designation)

3. Review the values displayed in the **% Change 2020-2022 Trend** (Figure 13, 7), **% Change 2021-2022 Trend** (Figure 13, 8), and **% Progress Toward Goal** (Figure 13, 9) columns. The system calculates these values using the numbers displayed in the corresponding columns.

**IMPORTANT NOTES:**

- To view the formula(s) used to calculate these values, hover over the information icons displayed for those columns' headers.
- If data is not available for any of the corresponding columns that are used in the formulas, "Data not available" is displayed for the system calculated fields for that patient category.

4. In the **Patient Capacity Narrative** column (Figure 13, 10), provide a narrative only when there is a negative trend describing your progress for each patient category by referencing the numbers displayed in the **% Change 2020-2022 Trend**, **% Change 2021-2022 Trend**, and **% Progress Toward Goal** columns. If pre-populated patient numbers or projections are not accurate, adjusted projections should also be provided and explained in the **Patient Capacity Narrative** column.

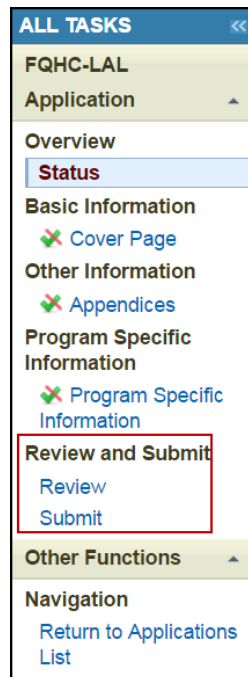
5. Click the Save and Continue button to save the information and proceed to **Review and Submit the application**.

## 5. Reviewing and Submitting the Look-Alike Annual Certification Application to HRSA

To review your application, follow these steps:

1. Click on the **Status** link on the left side menu.

Figure 15: Left menu – Review and Submit



2. On the **Application – Status Overview** page, click the **Review** link in the Review and Submit section of the left menu (Figure 15).
  - The system navigates to the **Review** page (Figure 16).



Figure 16: Review page

3. Verify the information displayed on the **Review** page.
4. If you are ready to submit the application to HRSA, click the Proceed to Submit button at the bottom of the **Review** page (Figure 16, 1).
  - The system navigates to the **Submit** page (Figure 17).
  - The system navigates to a confirmation page.

Figure 17: Submit to HRSA

5. Check the Application Certification to electronically sign the application and click the Submit to HRSA button (Figure 17, 1)
6. If you experience any problems with submitting the application in EHBs, contact the Health Center Program Support at 877-464-4772 or <http://www.hrsa.gov/about/contact/bphc.aspx>.

## 6. Submitting a Change Requested Progress Report

HRSA will send a 'Change Requested' email to you if your AC application needs to be revised. To revise your progress report, access it in EHBs using the steps described in the section titled [Starting Look-Alike Annual](#)

[Certification application](#) of this user guide. Edit the progress report as indicated in the email sent by HRSA and re-submit the AC Application by following the steps in section [Reviewing and Submitting the Look-Alike Annual Certification to HRSA](#) of this user guide.