

Site Visit Action Plan - User Guide

HRSA ELECTRONIC HANDBOOKS (EHBS)

Table of Contents

1.0	Introduction.....	2
1.1	Purpose	2
1.2	Benefits.....	2
1.3	Roles & Responsibilities.....	2
1.4	Action Plan Integration Process.....	3
2.0	Action Plan Module Features	6
2.1	Process overview	6
2.2	Preparing Action Plan (Project Officer/FTCA Program Quality Control).....	7
2.3	Preparing Action Plan (Grantee).....	8
2.4	Reviewing Action Plan	9
2.5	Resolving Action Plan (Grantee)	11
2.6	Monitoring Action Plan	12
3.0	Reporting Capabilities	15
3.1	Navigation	15
3.2	Report Features	16
3.3	Statutes within 'Action Plan Status' Report.....	19

1.0 Introduction

Business processes and mechanisms across HRSA Bureaus and Offices, such as the Corrective Action Plan (CAP) and Performance Improvement Plan (PIP), have been combined to provide one location in the EHBs where HRSA staff can prepare, review and monitor an Action Plan. HRSA Grantees can also prepare or review an Action Plan for HRSA staff and resolve Site Visit findings.

1.1 Purpose

The purpose of this document is to describe the Action Plan (AP) Module business process and workflow. The document identifies: The Action Plan business process, roles & responsibilities, reporting capabilities, business rules enforced by the application, and high-level workflows.

1.2 Benefits

Some of the major benefits of having Action Plan as a Monitoring method include:

1. Prepare an action plan and send to HRSA Staff for review and approval.
2. Review an action plan that has been created by HRSA staff for the grantee.
3. Resolve individual findings within an action plan (Once HRSA staff has approved an action plan prepared by grantee or HRSA staff has issued an action plan prepared for the grantee).
4. Document Progress Notes on an individual finding within the action plan, so that PO/FTCA PQC can monitor grantee's on-going progress on resolving the action plan.
5. Receive email notifications at key steps within the process.
6. View key actions taken by grantee and HRSA staff captured within the Action History.
7. Reporting Capabilities, which allow user to track status of Actions plans as well as access Completed Action Plans.

1.3 Roles & Responsibilities

1. Project officer (PO)/ FTCA Program Quality Control (PQC) Reviewer¹
 - a. Prepare an Action plan
 - b. Monitor Action plan
 - c. Provide recommendations
 - d. Add 'Progress notes'
2. Grantee
 - a. Prepare an Action Plan
 - b. Resolve an Action Plan
 - c. Provide 'Progress Notes'

¹ The term PO can be used interchangeably with the term FTCA PQC. All guidance contained in this document for the PO role is also applicable for the FTCA PQC role, unless otherwise indicated.

3. Project Quality Controller (PQC)/ FTCAPQCD
 - a. Review Action Plan (Optional)
 - b. Monitor Action Plan
 - c. Approve Action Plans (Optional)
4. Project Approval Officer (PAO)/FTCAPAOD
 - a. Review Action Plans (Optional)
 - b. Approve Action Plans (Optional)

1.4 Action Plan Integration Process

The Action Plan starts with the Site Visit Conduct module, where Project Officers (PO) have the option to select how Site Visit findings are monitored. POs can choose 'Action Plan' as a monitoring method for each of the Site Visit findings.

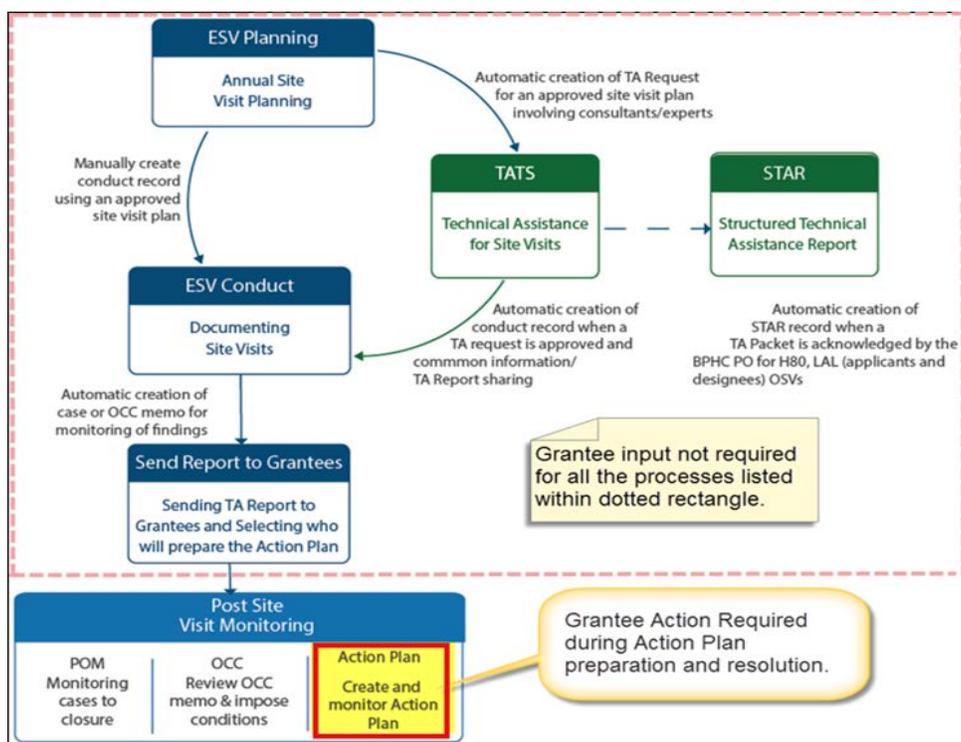


Figure 1: ESV-Action Plan integration

Once the Site Visit record has been approved by a supervisor, the 'Send Site Visit to Grantee' task is created in the PO's queue. Within this task, the PO provides details for the 'Prepare Action Plan' task. The PO can assign the task to another Project Officer within their Bureau, a team, the Grantee, or themselves (please see Figure 2, below). If HRSA staff is preparing the Action Plan, then the submission due date is not mandatory. Once all details are provided, a task is created for the preparer and an email is sent out. By clicking 'Notify Grantee' button user submits the provided information.

Important Note:

Site Visit Findings can be monitored using an Action Plan for both the primary and secondary Site Visit participants, in which case two Action Plans are created.

Once the ‘Send Site Visit to Grantee’ task is created in the PO’s queue, follow these steps to prepare the Action Plan.

1. Log in to the EHBs.
2. Click the **Tasks** tab at the top of the page. The ‘My Tasks – List’ page will be displayed.
3. Locate the ‘Send Site Visit Report to Grantee’ task and click the **Start** link to open the task.
4. Within the ‘Prepare Action Plan’ section you will need to indicate the following:
 - a. Who should prepare the Action Plan:
 - i. Project Officer or FTCA PQC Reviewer
 1. If Project Officer is selected, then ‘Select a User’ section will auto populate with the signed-in username (user who is working on the ‘Send Report to Grantee’ task).
 2. User can assign the ‘Prepare Action Plan’ to another Project Officer within their Bureaus (Same applies to FTCA PQC Reviewer workflow).
 - ii. Grantee
 1. If Grantee is selected, then the ‘Select a Team’ and ‘Select a User’ sections are no longer relevant and disappears. Teams are created internally within Bureaus.

Prepare Action Plan

★ Who should prepare the Action Plan?

Project Officer Grantee

★ The prepared action plan should be submitted in?
(required if grantee has to prepare a plan)

30 days Other days

★ Action Plan Type

Corrective Action Plan

Performance Improvement Plan

Figure 2a: ‘Send Report to Grantee’ Task

- b. Prepared Action Plan due date if the grantee is preparing the plan. If HRSA staff is preparing the plan, this section is not applicable.
- c. Action Plan Type:
 - i. Corrective Action Plan

- ii. Performance Improvement Plan
 - iii. Or Both
- d. Click the **'Notify Grantee'** button, once you are ready to send the Site Visit report to the Grantee.

Prepare Action Plan	
<p>★ Who should prepare the Action Plan?</p>	<p><input checked="" type="radio"/> Project Officer <input type="radio"/> Grantee</p> <p>Select a Team (Optional):</p> <p>Select an option</p> <p>Select a User:</p> <p>Faustine Gaustad</p>
<p>★ The prepared action plan should be submitted in? (required if grantee has to prepare a plan)</p>	<p><input type="radio"/> 30 days <input type="radio"/> Other <input type="text"/> days</p>
<p>★ Action Plan Type</p>	<p><input type="checkbox"/> Corrective Action Plan</p> <p><input type="checkbox"/> Performance Improvement Plan</p>

Figure 2b: 'Send Report to Grantee' Task

2.0 Action Plan Module Features

2.1 Process overview

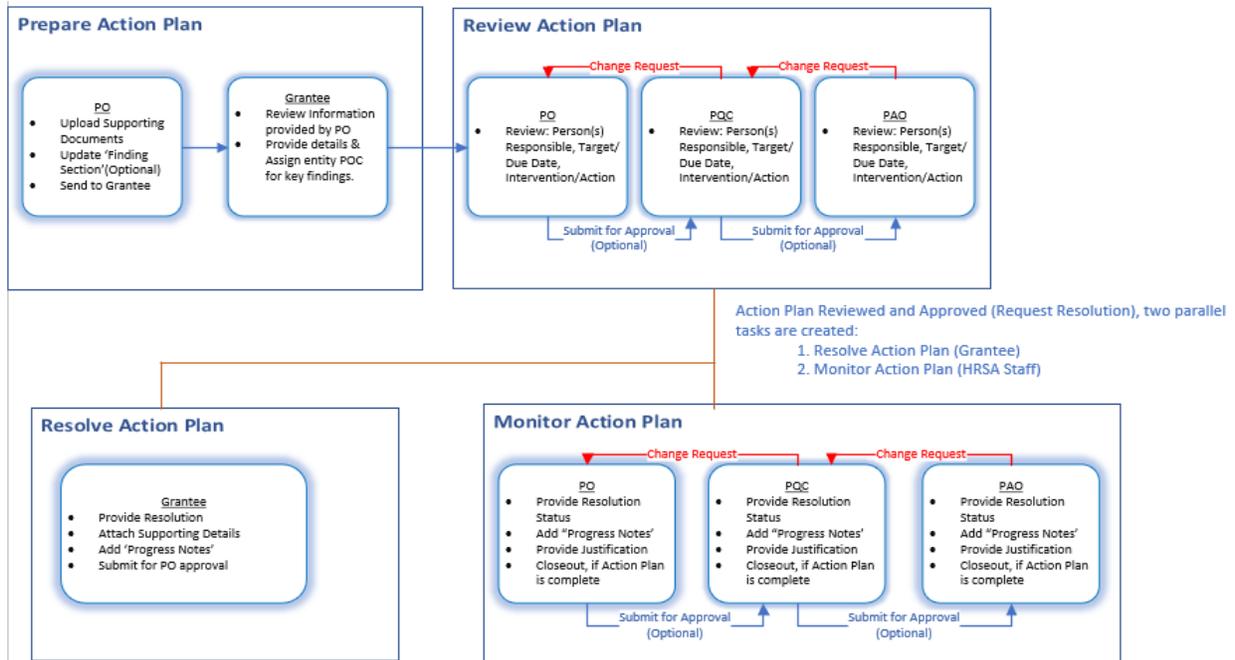


Figure 3a: Action Plan process workflow (PO)

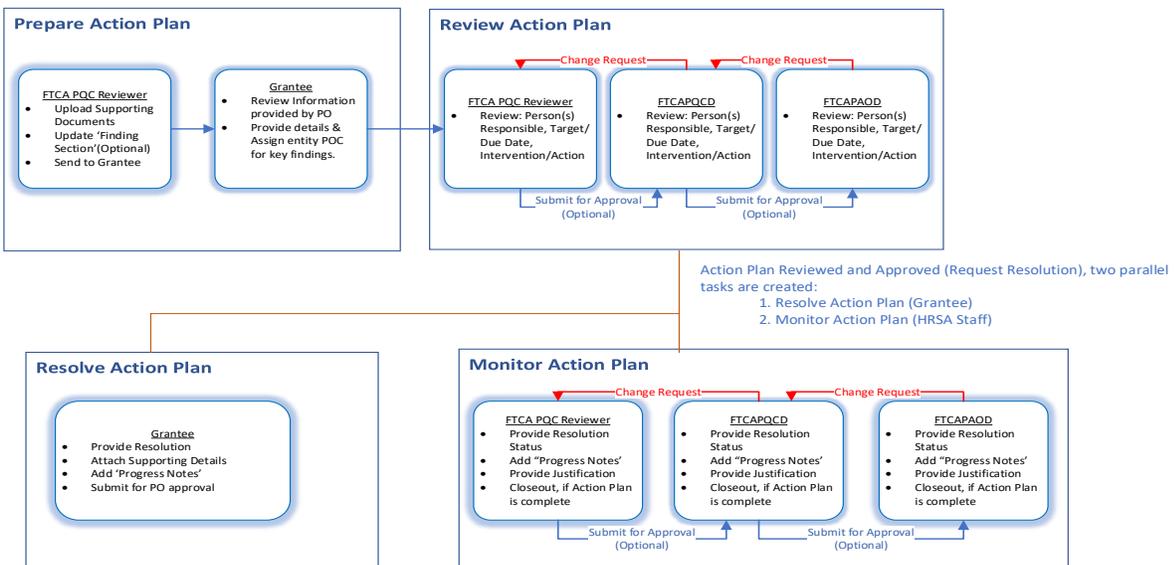


Figure 3b: Action Plan process workflow (FTCA)

2.2 Preparing Action Plan (Project Officer/ FTCA PQC Reviewer)

1. From the Tasks tab, locate the 'Prepare Action Plan' task and click the **View Tasks** link to navigate to the 'Action Plan – Prepare' page.

Role	Document	Task	Needs Attention	Not Started	In Progress	Options
All	All	All				
Role: PO						
PO	Other Submissions (EDM)	Review		0	7	View Tasks
PO	Site Visits	Update Site Visit		0	3	View Tasks
PO	A/PCMH NOI Application	Review		1	0	View Tasks
PO	Action Plan	Prepare Action Plan		0	1	View Tasks
PO	Action Plan	Monitor Action Plan		0	2	View Tasks

Page size: 50 Go 5 items in 1 page(s)

Figure 4: Action Plan-Prepare Action Plan, PO's queue view.

2. The 'Finding(s)' section will list all findings within the Action Plan.

Important Note:

The 'Action Plan Source' section will be pre-populated, and you will not be able to edit this section.

3. Click the **Edit** link under the 'Options' column for the finding you would like to update. User can view **Action Plan** and **Action History** under options column.
 - a. Action Plan – Provides details on Key Findings and recommendation from PO so that Grantee can assign the correct 'Person(s) Responsible for resolving the Key finding.
 - b. Action History- provide actions done by users within Action Plan Module.

Finding(s)					
Finding Category	Finding	Person(s) Responsible	Target/Due Date	Finding Status	Options
Performance Improvement Areas (PIAs)	Clinical			In Progress	

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

Figure 5: 'Action Plan-Prepare' page

4. You can enter the following information in the 'Update Finding' section, but it is not required to mark the finding as complete, because the grantee will have the option to complete these fields:
 - a. Person(s) Responsible
 - b. Due Date²
 - c. Intervention/Actions³
5. PO can attach Supporting Documents for Grantee's reference.
6. Repeat step 4 until you have entered the information for all findings within the Action Plan.
7. Once all findings are marked as 'Complete', click the **Send to Grantee** button, so your grantee can begin Preparing the action plan.
8. 'Finding Status' of Key Finding must be marked as 'Complete' before sending Action Plan to Grantee

The screenshot displays the 'Action Plan-Update Finding' interface. At the top, there is a header 'Finding(s)'. Below it, a navigation bar shows '1 of 1' items and a page size of '15'. The main area contains a table with the following columns: 'Finding Category', 'Finding', 'Person(s) Responsible', 'Target/Due Date', 'Finding Status', and 'Options'. The first row of the table shows 'Performance Improvement Areas (PIAs)' under 'Finding Category', 'Clinical' under 'Finding', and 'Complete' under 'Finding Status'. The 'Complete' status is highlighted with a red box and a red 'A'. To the right of the 'Complete' status is an 'Edit' link. Below the table, there is another navigation bar with '1 of 1' items and a page size of '15'. At the bottom, there are two buttons: 'Cancel' and 'Send to Grantee', with the latter highlighted by a red 'B'.

Figure 6: 'Action Plan-Update Finding' page

2.3 Preparing Action Plan (Grantee)

1. Once PO clicks **Send TO Grantee** button, the Grantee will have the same 'Prepare Action Plan' Task within the Tasks tab.
2. From the Tasks tab, Grantee locates the 'Prepare Action Plan' task and click the **Start** link to navigate to the 'Action Plan – Prepare' page.
3. The 'Finding(s)' section will list all findings within the Action Plan.
4. Grantee clicks the **Edit** link under the 'Options' column for the finding you would like to update. Grantee can view **Action Plan** and **Action History** under options column.

² For HRSA programs, such as the FTCA Program, that prepare the action plan for the grantee, you should enter the due date for resolving each finding. This information will be sent to the grantee, who will be able to review the date and assign a person who is responsible for responding to the finding

³ For HRSA programs, such as the FTCA Program, that prepare the action plan for the grantee, you should enter the actions that must be taken by the grantee to resolve each finding. This information will be sent to the grantee, who will be able to review resolution actions and assign a person who is responsible for responding to the finding.

- a. Action Plan – Provides details on Key Findings and recommendation from po so that Grantee can assign the correct 'Person(s) Responsible for resolving the Key finding.
 - b. Action History- provide actions done by users within Action Plan Module.
5. Grantee must enter the following information in the 'Update Finding' section:
 6. Person(s) Responsible
 7. Due Date
 8. Intervention/Actions
 9. Repeat steps 7 and 9 until you have entered the information for all findings within the Action Plan.
 10. 'Finding Status' of Key Findings must be marked as 'Complete' before Grantee can proceed.
 11. Grantee selects **Submit** button and 'Review Action Plan' Task is created in po's queue.

2.4 Reviewing Action Plan

1. From the Tasks tab, user locates the 'Review Action Plan' task and clicks the **View Tasks** link to navigate to the 'Review Action Plan-List' page.

Role	Document	Task	Needs Attention	Not Started	In Progress	Options
All	All	All				
Role: PO						
PO	Other Submissions (EDM)	Review	0	0	6	View Tasks
PO	Site Visits	Update Site Visit	0	0	3	View Tasks
PO	A/PCMH NOI Application	Review	1	0	0	View Tasks
PO	Action Plan	Prepare Action Plan	0	0	1	View Tasks
PO	Action Plan	Review Action Plan	1	0	1	View Tasks
PO	Action Plan	Monitor Action Plan	0	0	2	View Tasks

Figure 7: Action Plan-Review Action Plan, PO's queue view.

2. Click **Edit** from options and go through information provided by Grantee.

Finding(s)					
<input type="button" value="⏪"/> <input type="button" value="⏩"/> <input type="text" value="1"/> of 1		Page size: <input type="text" value="15"/>	8 items		
Finding Category	Finding	Person(s) Responsible	Target/Due Date	Finding Status	Options
Fiscal	Imposition of Charges for Services and Assessment of Client Charges	Director Patient Financial Services	Sep 30 2020 12:00AM	In Progress	Edit
Administrative	Program-Specific	Director of Corporate Compliance	May 1 2020 12:00AM	Complete	Edit
Fiscal	Fiscal Management and Oversight	Chief Financial Officer	Jul 1 2020 12:00AM	Complete	Edit
Fiscal	Fiscal Management and Oversight	Chief Financial Officer	Jul 1 2020 12:00AM	Complete	Edit

Figure 8: 'Action Plan-Review' page

3. Select 'Mark as Complete' and click **Go** if all information provided is filled in and correct.

Update Finding

Finding Category: Performance Improvement Areas (PIAs)

Finding: Clinical

Description: See Performance Analysis Section of operational site visit report.

Recommendation from PO:

Person(s) Responsible: Lee Ann Amann, Veronica Calderon, Linda Greenspan

Target/Due Date (mm/dd/yyyy): 10/28/2020

Intervention/Action:

- The health center in the next year by scheduling immediate follow up visits to all patients with an A1C greater than 9%. More frequent visits will lower A1C result.
- The health center will hire a dietitian which will be referred patients with high A1C results. Education and advice on eating habits will be given to patients resulting in lower A1C results.

Supporting Documents - HRSA Staff (Minimum: 0 - Maximum: 10) (Current attachment count: 0)

Drop or Upload Files

Acceptable Formats: doc, docx, rtf, txt, wps, pdf, xls, xlsx, msg, jpeg, gif, xfd, ppt, pptx

Supporting Documents - Grantee (Attachment count: 0)

Figure 9: 'Action Plan-Update Finding' page

4. Once all findings are marked complete, then users have three actions to proceed with. These three actions are available for the po, 'PQC', and other approval bodies.
 - a. **Request Change**- an 'Prepare Action Plan-Change Request' task created for Grantee. Once Grantee clicks submit, another 'Review Action Plan' task is created for po.
 - b. **Request Resolution**- An 'Resolve Action plan' task is created for Grantee and a 'Monitor Action plan' task is created for PO.
 - c. **Request Approval**- An 'Review Action Plan' task is created in 'PQC's queue (or other approval body).
 - i. 'PQC' has three actions to proceed with, while Reviewing Action Plan.
 1. **Request Change**- A 'Review Action Plan-Change Request' created for 'PO'.

2. **Request Approval-** A 'Review Action Plan' Task created for 'PAO'
3. **Request Resolution-** A 'Monitor Action Plan' Task created for PO and a 'Resolve Action Plan' Task created for Grantee.

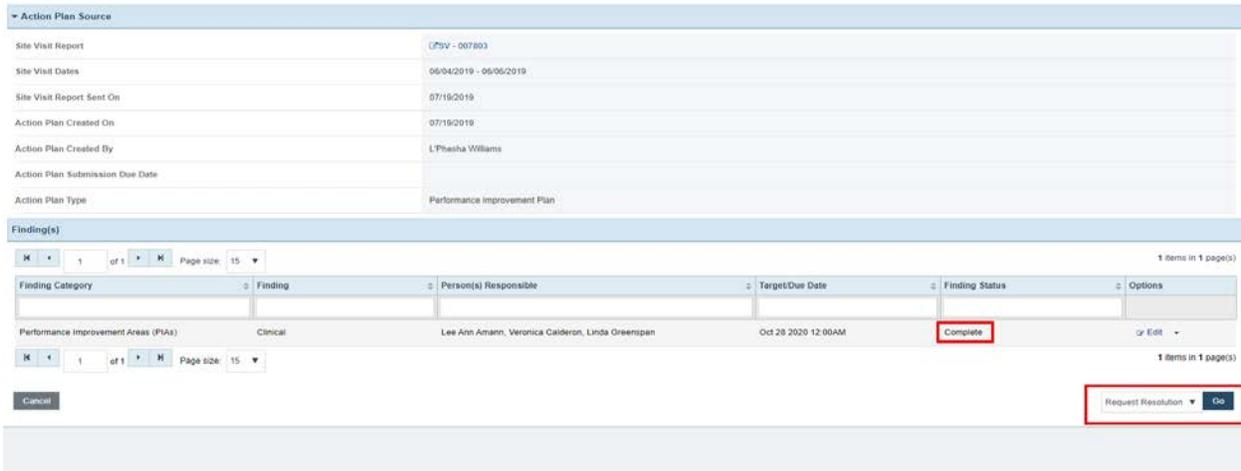


Figure 10: 'Action Plan-Review' page

2.5 Resolving Action Plan (Grantee)

Once the Action Plan has been approved (Review Action Plan Task), the grantee will receive the 'Resolve Action Plan' task and HRSA user will receive a 'Monitor Action Plan' task in their queue. The Grantees will provide resolutions towards key findings from Site Visits. Once the Grantee 'Saves' the Progress Notes and Resolution, the HRSA staff will be able to monitor the information provided to make sure it meets the requirements. These are parallel tasks which allow Internal HRSA staff and Grantee to communicate changes via Progress Notes.

1. From the Tasks tab, Grantee locates the 'Resolve Action Plan' task, and clicks the 'Start' link to navigate to the 'Action Plan-Prepare' page.



Figure 11: 'Resolve Action Plan' Grantee's queue

2. Grantee clicks the 'Edit' link for the finding you would like to update. User can view 'Action Plan' and 'Action History.'
 - a. Action Plan- Provides details on Key Findings and recommendation from PO.
 - b. Action History- Provide actions done by users within Action Plan Module.



Figure 12: 'Action Plan-Resolve' page

3. Once Grantee clicks the 'Edit' link, the 'Action Plan-Update Finding' form is available for the Grantee to provide details.
4. 'Action Plan Source' section is auto filled for the Grantee.

Figure 13: 'Action Plan-Update Finding' page

5. Grantee will provide details in two sections:
 - a. 'Progress notes' section (not mandatory)
 - b. 'Resolution' section (mandatory)
6. Grantee selects 'Submit' Action from dropdown options and clicks **Go** to proceed
7. Once a finding has been resolved by the grantee you will receive an email notification indicating that a finding has been marked as complete by the grantee.

2.6 Monitoring Action Plan

Once the Action Plan has been approved, the grantee will receive the 'Resolve Action Plan' task and HRSA user will receive a 'Monitor Action Plan' task in their queue. To track and review the grantee's progress on the Action Plan, follow these steps:

1. Log in to the EHBS.
2. Click the Tasks tab at the top of the page. The 'My Tasks – List' page will be displayed.

3. Locate the 'Monitor Action Plan' task and click the 'View task' link.

Role	Document	Task	Needs Attention	Not Started	In Progress	Options
All	All	All				
▲ Role: PO						
PO	Other Submissions (EDM)	Review	🔔	0	6	View Tasks ▼
PO	Site Visits	Update Site Visit	🔔	0	3	View Tasks ▼
PO	A/PCMH NOI Application	Review		1	0	View Tasks ▼
PO	Action Plan	Prepare Action Plan		0	1	View Tasks ▼
PO	Action Plan	Review Action Plan		1	1	View Tasks ▼
PO	Action Plan	Monitor Action Plan		0	2	View Tasks ▼

Figure 14: 'Monitor Action Plan' PO's queue view.

4. Click the 'Edit' option to Monitor 'Progress notes' and review 'Resolution' section.

Progress Notes

1. You can use the Progress Notes section to track your grantees progress in resolving the Site Visit findings.
2. Progress Notes first need to be saved before they can be sent to the grantee.
3. For each saved Progress Note you enter, you can click the '**Send the Progress Note for Review**' link under the 'Options' column to individually send Progress Notes your grantee.
4. If you would like to send all saved Progress Notes to your grantee in one go, click the '**Send All Progress Notes for Review**' button.
5. An email notification is sent out to all the parties involved. From the Grantee's side, the Project Director receives the email notification, who will then convey the message to the Point of Contact deemed for the Key Finding. The Project Officer who has the Monitor Action Plan task within their task queue will receive the Progress Note email notification if Grantee adds a note.

5. Within the 'Monitor Action Plan' task, enter resolution comments in the 'Resolution' section for each finding that has been 'Marked as Complete' by the grantee.
6. **Helpful Tip!** If you or your grantee is working on a finding within the Action Plan, that finding will not be editable for the other person.
7. For each finding, enter resolution comments.
8. Select a resolution status:
 - a. Resolved
 - b. Marked as Incomplete
 - c. or Flagged for OCC
 - d. Enter text in the 'Justification' section.

9. Provide a Justification before marking Finding as complete

NO records found.

Add Progress Notes

This is a test

Save Send All Progress Notes for Review

Resolution

Resolution → Attached, is our progress for Diabetes: HbA1c (>9%) Poor Control Measure. Our goal is to be at 35% by 10/01/2020.

Resolution Status → Resolved

Justification → Test

Supporting Documents - HRSA Staff (Minimum: 0 - Attachment count: 0)

Drop or Upload Files [↕](#)
 Acceptable Formats: doc, docx, rtf, txt, wpd, pdf, xls,xlsx, msg, jpg, jpeg, tif, xfd, ppt, pptx
 Select Files

Supporting Documents - Grantee (Attachment count: 1)

Diabetes Performance Improvement_Progress.pdf 157 KB

Cancel Approve Go

Figure 15: 'Action Plan-Update Finding' page

10. Once all findings have been marked as 'Approved', you can close the Action Plan by selecting the 'Close Out' option from the bottom right drop-down menu on the 'Action Plan – Monitor' page.

Finding(s)

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

	Finding Category	Finding	Person(s) Responsible	Target/Due Date	Resolution Status	Finding Status	Options
Resolved	Performance Improvement Areas (PIAs)	Clinical	Blanca Puga	Oct 1 2020 12:00AM	Resolved	Complete	Edit

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

Cancel Close Out Go

Figure 16: 'Action Plan-Monitor' page

Important Note:

If you would like to send the Action Plan for further HRSA review, select the **'Request Approval'** option from the bottom right drop-down menu on the 'Action Plan – Monitor' page.

3.0 Reporting Capabilities

Action Plan Status Report provides the bureau staff with a summary view and an (expandable) detailed view of all the Action Plans and what part of the review status they are in. The report will allow users to track the current status of Action Plans as well as access Completed Action Plans.

3.1 Navigation

1. Click the **'Reports'** tab in the Top Navigation panel (A).

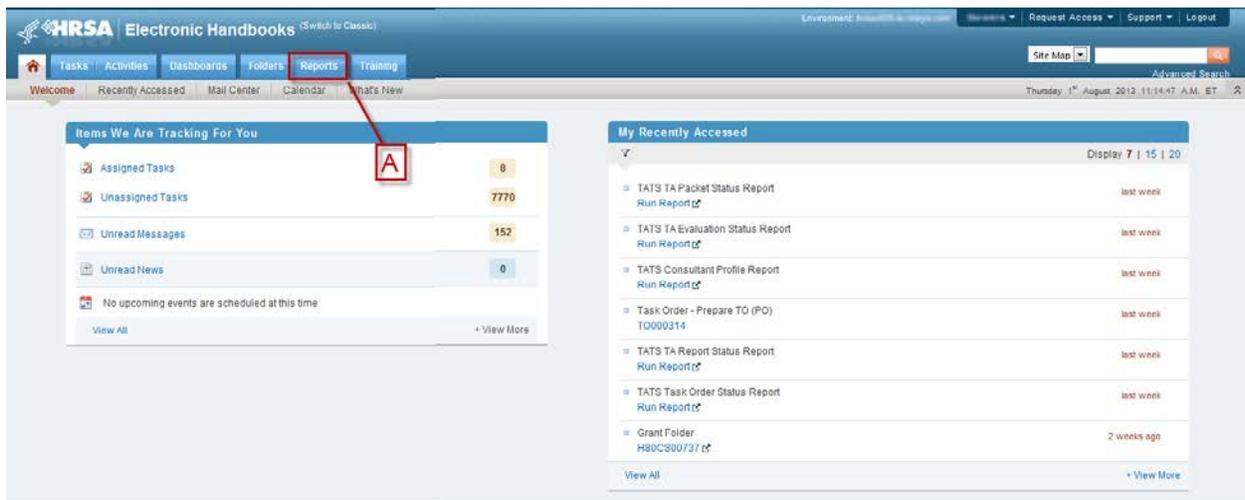


Figure 17: Report tab

2. Click the **'Browse'** option in the gray bar under the tabs in the Top Navigation Panel (A)
 - a. Quick Tip: a returning under can simply click the report link under 'My Recently Accessed' section

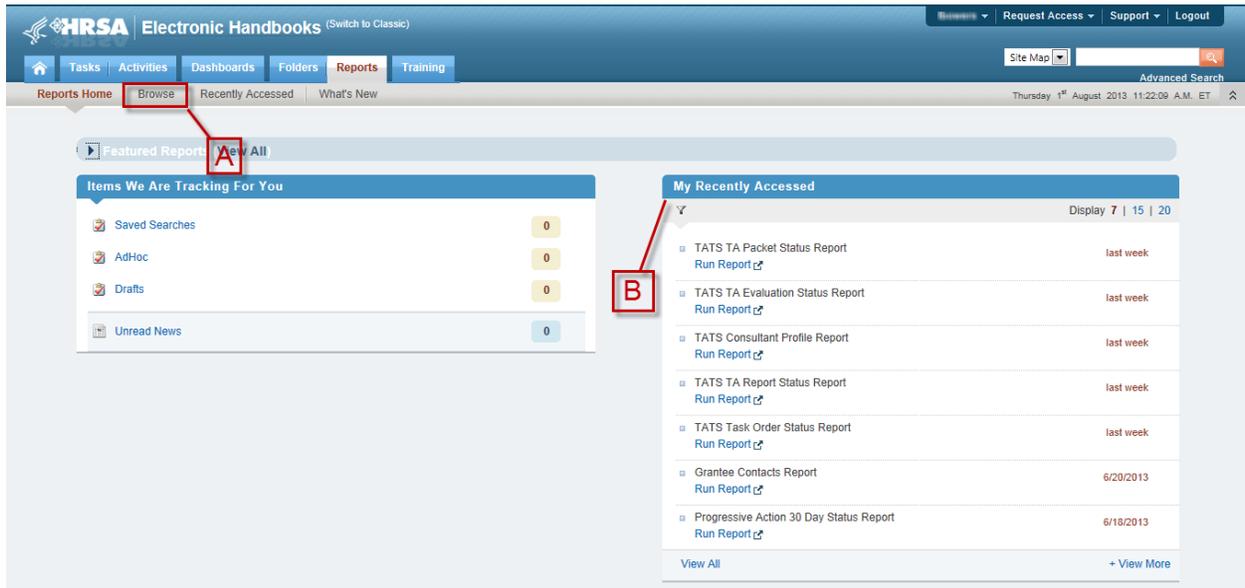


Figure 18: Report tab landing page

3. The 'All Reports'-List Page opens
 - a. Under the **Report Name** filter, type 'Action Plan Status Report' (A)
 - b. Click the filter icon and select "**Contains**". Steps A and B will help filter all the reports which contains text 'Action Plan Status Report' as part of the report name. (B)



Figure 19: 'All Reports-List' page

4. Locate the appropriate "**report**", and then click "**Run**" under Options column (A)
5. HRSA staff can also click on the report name to access the report.
6. The search page for the report will open in a pop-up window.

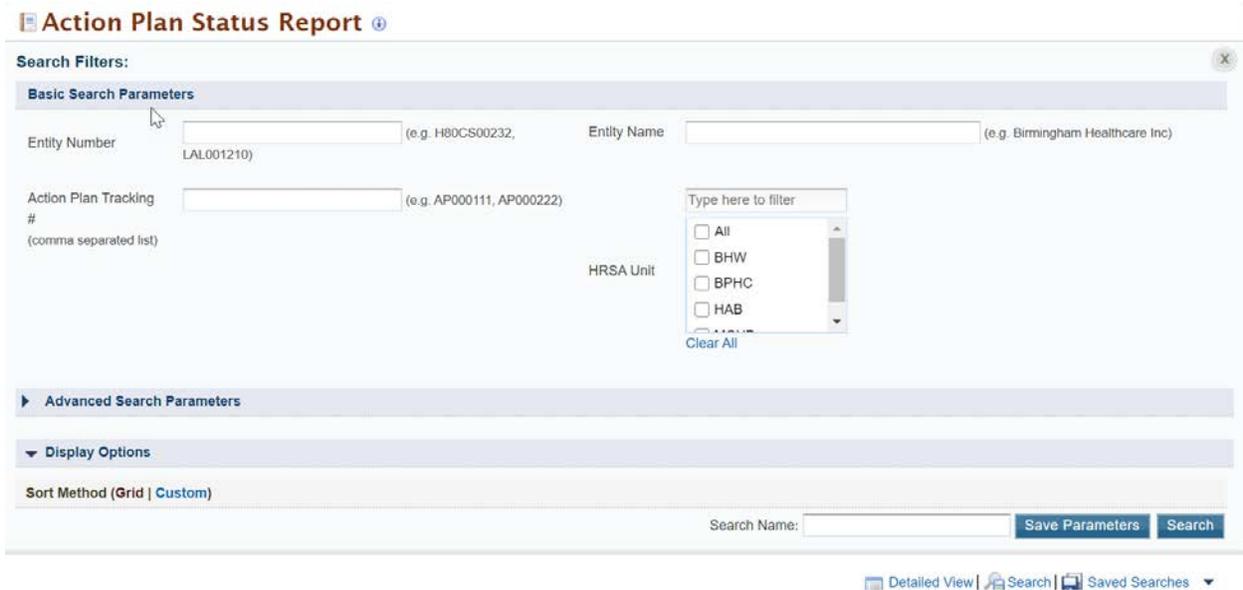


Figure 20: 'Search Parameters' section

3.2 Report Features

1. You can toggle from 'Summary' to 'Detail views in two ways:
 - a. When in summary view, select detail tab (A)

b. Click the expand/collapse functionality (B)

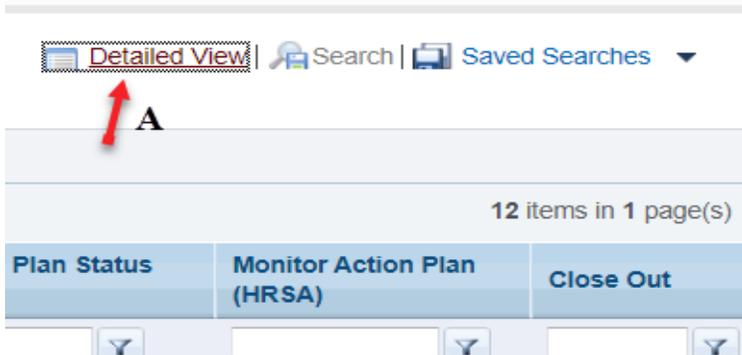


Figure 21: Detailed view selection

Bureau	Entity Number	Entity Name	Action Plan Tracking #	Site Visit Tracking #	Action Plan Prepared By	Prepare Status	Review Status	Resolve Action Plan Status (Grantee)	Monitor Action Plan (HRSA)	Close Out
BPHC	F00000084	REILLY SWATCHING HEALTH CARE FUND	AP001323	SV-009458	FTCA PQC Reviewer	In Progress-Thang, Arlo (FTCA PQC Reviewer)	-	-	-	-
Number of Findings: 1			Action Plan Type: Corrective Action Plan			Action Plan created on: 01/08/202*				
Action Plan Submission Due Date: 02/07/2021			Site Visit Dates: 01/07/2021 - 01/08/2021			Grant Project Officer: Dorton, Verl				

Figure 21: Detailed view, 'Expand/collapse' functionality.

2. In Detail and Summary View, for each of the columns, system will allow user to filter the records.
 - a. For a column you want to perform a filter on, provide the "filter" value (A). Click the "filter icon" and select the filter type. For example, the user wants to filter the records where the 'Review Status' is in "Progress." (B)

Bureau	Entity Number	Entity Name	Action Plan Tracking #	Site Visit Tracking #	Action Plan Prepared By	Prepare Status	Review Status	Resolve A Status (G)
						in progress		
BPHC	H80CS00756	STANBURY CONSUMABLE COLLEGE	AP001129	SV-002742	PO (Leanen, Tansy)	In Progress-Zwole	Jessi (PO)	
BPHC	H80CS00756	STANBURY CONSUMABLE COLLEGE	AP001129	SV-001234	PO (Leanen, Tansy)	In Progress-Zwole	Jessi (PO)	
BPHC	H80CS00756	STANBURY CONSUMABLE COLLEGE	AP001129	SV-001152	PO (Leanen, Tansy)	In Progress-Zwole	Jessi (PO)	
BPHC	H80CS01080	CYPRIOT PROBLEMS DIV MEDICAID	AP001123	SV-000381	PO (Bergant, Maida)	In Progress-Zwolensky, Jessi (PO)		
BPHC	H80CS01080	CYPRIOT PROBLEMS DIV MEDICAID	AP001123	SV-000734	PO (Bergant, Maida)	In Progress-Zwolensky, Jessi (PO)		
BPHC	H80CS01080	CYPRIOT PROBLEMS DIV MEDICAID	AP001123	SV-000049	PO (Bergant, Maida)	In Progress-Zwolensky, Jessi (PO)		
BPHC	H80CS01117	DANELAW RANGES HEALTH CARE AUTHORITY	AP001101	SV-002521	PO (Pedrozo, Anthony)	In Progress-Pedrozo, Anthony (PO)		

Figure 22: Adding Filter(s)

3. If a Filter is added, system will indicate that one or more “Filters Applied” on the top section of the report. The text filter for each column will be displayed on the filter text.

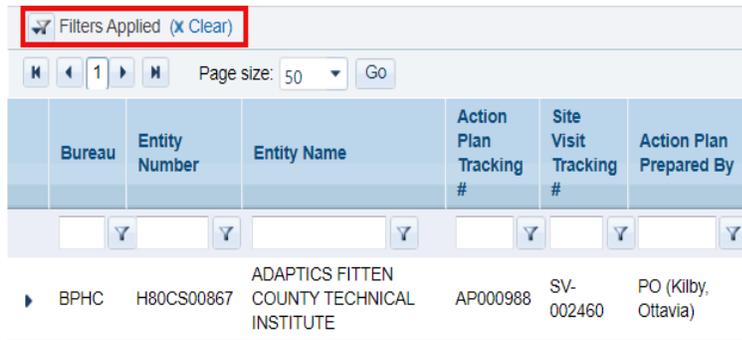


Figure 23: Adding Filter(s); bar view

4. To remove a filter, within column headings, click the filter icon and select ‘No Filter’ as the dropdown option (A)
 - a. To remove all the filters applied, click on ‘Clear’ (B).

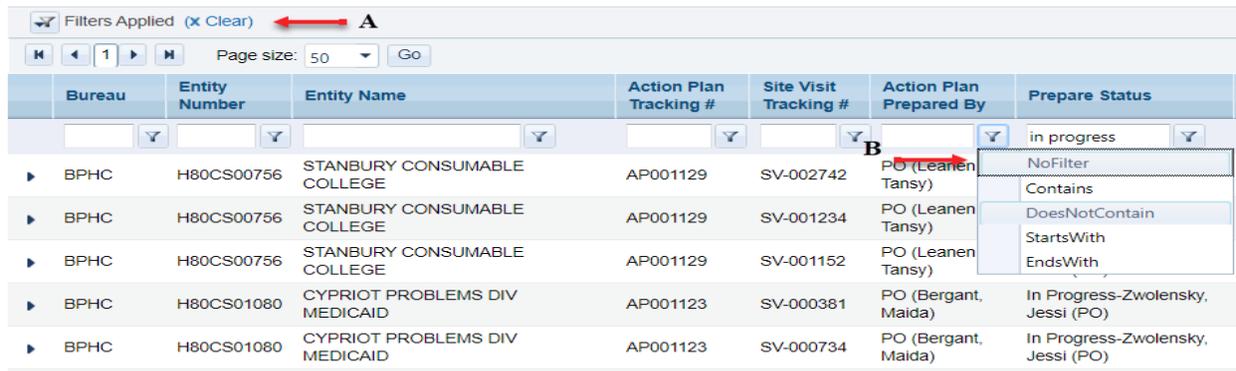


Figure 24: Removing Filter(s)

5. To sort the records based on specific column, click on the “column name” (A). In this example clicking “Division” will sort the records in ascending order based on values listed under the “Division” column.
 - a. Re-clicking the column will allow user to sort by descending order.

- b. Quick Tip: This method will sort the record in ascending order - by default.

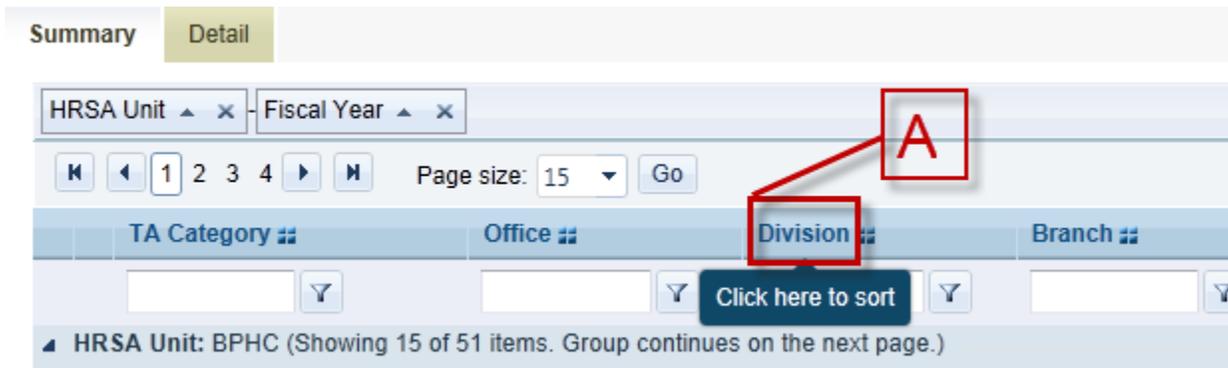


Figure 25: Default Sorting

6. 'Saved Searches' allows users to add a combination of search parameters and save them as 'Default parameters.' This personalized list will be accessible by clicking the 'Saved Searches' link.

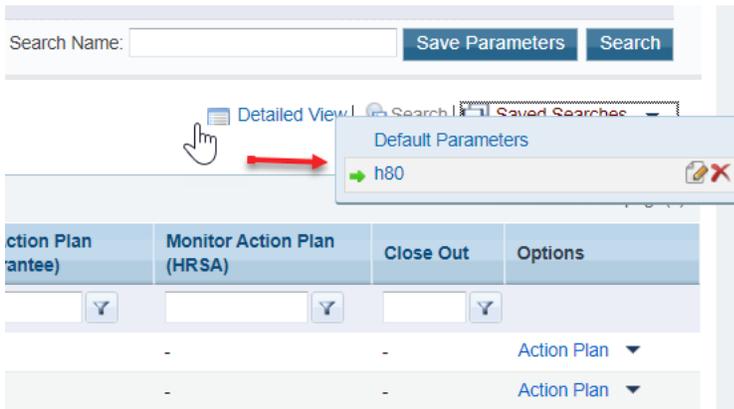


Figure 26: Saved Searches

7. System provides functionality to export the "detail" view of the report in an excel format:
 - a. Click the "excel" icon displayed on the bottom tool bar (A).
 - b. Open the excel sheet and review the data listed.
 - c. The "Options" column will not be available in the excel format of the report.
 - d. Note: The feature of exporting to excel is not provided for the summary view.



Figure 27: "Export to Excel" functionality

3.3 Statutes within 'Action Plan Status' Report

1. Action Plan Prepared By- User who will be preparing the Action Plan. possible values include:
 - a. Grantee/PO

Action Plan Prepared By	Prepare Status	Review Status	Resolve Action Plan Status (Grantee)	Monitor Action Plan (HRSA)	Close Out	Options
-------------------------	----------------	---------------	--------------------------------------	----------------------------	-----------	---------

Figure 28: 'Action Plan Prepared by' column heading

2. Prepare Action Plan Status – The statuses of the 'Prepare Action Plan' Task, possible values include:
 - a. Not Started – Last Name, First Name (Role) (for Grantee it will always be Project Director)
 - b. In Progress – Last Name, First Name (Role) (for Grantee it will always be Project Director)
 - c. Completed by (PO/Grantee)

Action Plan Prepared By	Prepare Status	Review Status	Resolve Action Plan Status (Grantee)	Monitor Action Plan (HRSA)	Close Out	Options
-------------------------	----------------	---------------	--------------------------------------	----------------------------	-----------	---------

Figure 29: 'Prepare Status' column heading

3. Review Action Plan Status- the statuses of the 'Review Action Plan' Task. possible values include:
 - a. Not started – Last Name, First Name (Role)
 - b. In Progress – Last Name, First Name (Role)
 - c. Approved by (Role)

Action Plan Prepared By	Prepare Status	Review Status	Resolve Action Plan Status (Grantee)	Monitor Action Plan (HRSA)	Close Out	Options
-------------------------	----------------	---------------	--------------------------------------	----------------------------	-----------	---------

Figure 30: 'Review Status' column heading

4. Resolve Action Plan Status (Grantee) – the statuses of the 'Resolve Action Plan' Task. possible values include:
 - a. Not started
 - b. In Progress – Last Name, First Name (for Grantee it will always be Project Director)
 - c. Completed- Last Name, First Name (for Grantee it will always be Project Director)
 - d. Not Applicable = '-'

Action Plan Prepared By	Prepare Status	Review Status	Resolve Action Plan Status (Grantee)	Monitor Action Plan (HRSA)	Close Out	Options
-------------------------	----------------	---------------	--------------------------------------	----------------------------	-----------	---------

Figure 31: 'Resolve Action Plan' column heading

5. Monitor Action Plan (HRSA)- statuses of the 'Monitor Action Plan' Task. possible values include:
 - a. Not started – Last Name, First Name (Role)
 - b. In Progress – Last Name, First Name (Role)
 - c. Approved by (Role)
 - d. Not Applicable = '-'

Action Plan Prepared By	Prepare Status	Review Status	Resolve Action Plan Status (Grantee)	Monitor Action Plan (HRSA)	Close Out	Options
-------------------------	----------------	---------------	--------------------------------------	----------------------------	-----------	---------

Figure 32: 'Monitor Action Plan' column heading

6. Close Out – after all workflows within Action Plan are completed/approved, the Action Plan is considered closed. possible values include:
 - a. Closed out
 - b. Not applicable= '-'

Action Plan Prepared By	Prepare Status	Review Status	Resolve Action Plan Status (Grantee)	Monitor Action Plan (HRSA)	Close Out	Options
-------------------------	----------------	---------------	--------------------------------------	----------------------------	-----------	---------

Figure 33: 'Close out' column heading

- Options- within 'Options' user has the ability to view Action Plan details, details on Action History and Site Visit Conduct.

Action Plan Prepared By	Prepare Status	Review Status	Resolve Action Plan Status (Grantee)	Monitor Action Plan (HRSA)	Close Out	Options
-------------------------	----------------	---------------	--------------------------------------	----------------------------	-----------	---------

Figure 34: 'Options' column heading