

HCCN PHC MANAGEMENT User Guide for Awardees

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Table of Contents

1.	INTE	RODUCTION	3
	1.1.	HCCN PHC MANAGEMENT MODULE	3
2.	BEF	ORE YOU BEGIN	3
	2.1.	Prerequisites	3
3.	ACC	ESSING THE HCCN PHC MANAGEMENT MODULE	3
3.	ACC 3.1.	ESSING THE HCCN PHC MANAGEMENT MODULE	 3 5
3.	ACC 3.1. 3.1. 3.1.	CESSING THE HCCN PHC MANAGEMENT MODULE HCCN PHC MANAGEMENT MODULE 1 Understanding the Network Details 2 Initiating an 'Update HCCN PHCs Request'	 3 5 5



1. Introduction

1.1. HCCN PHC Management Module

The Health Center Controlled Network (HCCN) Participating Health Center (PHC) Management module is a post-award functionality within the HRSA Electronic Handbooks (EHBs) that allows HCCN awardees to view real-time details and statistics of their PHC network and submit changes (add and/or rescind PHCs) in their network to HRSA for review.

HCCNs awarded as part of the Competing Funding Opportunity HRSA-19-011 can view the details of their network, modify in-network PHC details or request modifications (add new PHC(s) and/or rescind existing PHC(s)) via the HCCN PHC Management module in EHBs.

If the network modification request is approved, the changes requested by the awardee will be reflected in the system immediately. A request if approved, would result in a notice of award (NoA) with condition(s) if any or all of the following funding requirements are not satisfied:

- 51% of PHCs must be Health Center Program award recipients;
- HCCN maintains minimum of 10 PHCs in network;
- HCCN maintains its application approved funding tier.

Notes:

- HCCN award amounts will not be adjusted for additional PHCs added during the project period.
- If an HCCN maintains fewer than 10 PHCs for a period of longer than 90 days, HRSA may discontinue HCCN funding.
- If an HCCN maintains fewer PHCs than its application approved funding tier for a period of longer than 90 days, HRSA may reduce HCCN funding.

2. Before You Begin

2.1. Prerequisites

The HCCN PHC Management functionality, by default, is available to the Project/Program Director (PD) associated to the HCCN. You must ensure that the PD is registered and active within EHBs.

3. Accessing the HCCN PHC Management Module

This section will show you how to access real-time details of the networks, initiate and submit the 'Update HCCN PHCs Request' to HRSA.

1. From the EHBs homepage, click on the Grants tab to view all the grants in your portfolio as shown in **Figure 1**.



Figure 1.1: Accessing the HCCN PHC Management Module



2. You will be navigated to the **My Grant Portfolio - List** page as shown in **Figure 1.2.**

Figure 1.2: My Grant Portfolio - List page

ly Grant Portfolio - List								
dd Grant To Portfolio								
Grant Portfolio (1) My Grant Access Requests (0)								
							[1] Detailed View	BSearch Baved Search
							Detailed View	Bearch D Saved Search
H 4 1 + H Page size: 15 + Go							T Detailed View	1 Jampin 1 p
€ 1 + 8 Page size: 15 + 00 Grant Number Organization Name		Current Budget Period	Current Project Period End Date	CR5-EIN	Grant Role	Grant Active	Cetaled Vev	1 Jame in 1 p Options
Grant Number	(¥	Current Budget Period	Current Project Period End Date	CRS-EIN	Grant Role	Grant Active	Last Award Issue Date	1 Jame in 1 p Options

3. Click on <u>Grant Folder</u> link against the HCCN (H2Q) grant registered to your EHBs profile as shown in **Figure 1.3.**

Figure 1.3: Grant Folder link on the My Grant Portfolio - List page

📄 Grant Folder

- Note: If you do not see an HCCN (H2Q) grant on the **My Grant Portfolio List** page, you must add the grant to your EHBs portfolio first. To learn how to do this, click on the video link: <u>Video How to</u> <u>Add a Grant to the EHBs Portfolio</u>
- 4. From the **Grant Home** page, under the 'requests' section, click on <u>+ View More</u> link followed by the <u>Manage HCCN PHCs</u> link as shown in **Figure 1.4.**

Figure 1.4: Manage HCCN PHCs link

e here: Home » Grants » Browse » Grant Folder [
▶ H2QCS	
▶ Resources L [*]	
Grants	
Submissions	Requests
Work on Financial Report	 Applications
Work on Financial Report Work on Progress Report	Applications Existing Prior Approvals
Work on Financial Report Work on Progress Report Performance Report	Applications Existing Prior Approvals Request New Prior Approval
Work on Financial Report Work on Progress Report Performance Report Work on My NCC Report	Applications Existing Prior Approvals Request New Prior Approval Existing H80 Health Center CIS
Work on Financial Report Vork on Progress Report Vork on My NCC Report Vork on Other Submissions Vork on Other Submissions	Applications Existing Prior Approvals Request New Prior Approval Existing H80 Health Center CIS Request New H80 Health Center CIS
Work on Financial Report Work on Progress Report Ferformance Report Work on My NCC Report Work on Other Submissions	Applications Existing Prior Approvals Request New Prior Approval Existing H80 Health Center CIS Request New H80 Health Center CIS Legacy H80 Health Center CIS
Work on Financial Report Work on Progress Report Performance Report Work on My NCC Report Work on Other Submissions	Applications Existing Prior Approvals Request New Prior Approval Existing H80 Health Center CIS Request New H80 Health Center CIS Legacy H80 Health Center CIS Legacy H80 Health Center CIS



The <u>+ View More</u> link will change to <u>- View Less</u> and back to <u>+ View More</u> when clicked again.

You will be navigated to the Manage Health Center Controlled Network (HCCN) - Participating Health Centers (PHCs) page.

3.1. HCCN PHC Management Module

The **Manage Health Center Controlled Network (HCCN) - Participating Health Centers (PHCs)** page has four main sections:

- 1. Header Lists all the important attributes related to the HCCN grant.
- 2. Resources Lists the applicable links related to the funding opportunity for the HCCN grant and the prior Update HCCN PHCs Request(s).
- 3. HCCN Statistics and PHCs Details Displays the key network statistics and the list of PHCs associated to the network real-time.
- 4. Update HCCN PHC(s) Request Allows the authorized user to initiate modifications to the network via the <u>+ Add PHC</u> and the <u>- Rescind PHC</u> actions.

3.1.1 Understanding the Network Details

The HCCN Statistics and PHCs Details section is comprised of the following:

3.1.1.1 HCCN Statistics

Displays the key network statistics real-time as shown in Figure 2.

HCCN Statistics and PHCs Details	
17 16 (94.12%) Total PHCs Total Heatth Center Awardees	1 (5.88%) 2 (15-19 PHCs) 2 (15-19 PHCs) Total Look Alikes Application Approved Funding Tier Current Tier
Total PHCs	This is the total number of PHCs currently in network
Total Health Center Awardees	Number of Health Center (H80) awardees in network (percentage of the Total PHCs)
Total Look-Alikes	Number of Look-Alike (LAL) awardees in network (percentage of the Total PHCs)
Application Approved Funding Tier	Funding Tier for which the HCCN was approved as part of the Competing Funding Application (determined by the Total PHCs in network as part of the application)
Current Tier	Current Tier of the network (determined by the Total PHCs in network as of access date)
Average Days in Network	Average of the total number of days of all the PHCs currently in network

Figure 2: HCCN Statistics



3.1.1.2 PHCs Details

Display the list of all the PHCs currently in network along with the key details.

PHCs Details							
H + 1 0	2 • H Page size: 15 •						17 items in 2 page(s)
PHC Number	© PHC Name	PHC Status	e Health Center Type	a City	State	# Effective Start Date	e Options
100000000	AUTOMOUS AUTOMOUS	Inactive	Grantee	OSAKIS	ME	01/01/2019	(# Modity -
concensus?	And 14 percently comprising the off of the other and	Active	Grantee	HAMMONDSVILLE	ME	01/01/2019	🥥 Modify 📼
Concession in the local data	and a set of the set o	Active	Grantee	VILLAGE OF NAGOG WOODS	ME	01/01/2019	(# Moaty +
	ALTERNATION AND ADDRESS OF THE OWNER	Active	Grantee	DUNCANSVILLE	ME	01/01/2019	(# Modity -
decision of	NUMBER OF TAXABLE PARTY OF TAXABLE	Inactive	Grantee	HARDINSBURG	ME	01/01/2019	ar Modily 👻
100.000	mention comments and reading comments	Active	Grantee	WILLACOOCHEE	ME	01/01/2019	⊴ Modity -
(and county)	Harden operation and the lands of the	Active	Grantee	RED LION	ME	01/01/2019	cz Modły 📼
	1111-00-01-01-01-01-01-01-01-01-01-01-01	inactive	Grantee	MALTA BEND	ME	01/01/2019	⊴ Modity 👻
and and a	constant on the second s	Active	Grantee	HARTSVILLE	ME	01/01/2019	iz Modity 📼
our contra	at the set of a set of a set of the set of t	Active	Grantee	FOYIL	ME	01/01/2019	🖙 Modity 📼
-	1999 EL 101 (102 E	Active	Grantee	TUNERIDGE	ME	01/01/2019	(# Modity 👻
	dependences of press and states and a second	Inactive	Grantee	HOOPPOLE	ME	01/01/2019	@ Modity -
electron (10000000000000000000000000000000000000	Active	Grantee	HIGHLAND MILLS	ME	01/01/2019	iz Modity -
1000000	converses and a second respective description	Active	Grantee	CARROLLTON	ME	01/01/2019	iz Modity -
-	11 TACING AND ADDRESS AND ADDRESS AND	Active	Grantee	TIGER	ME	01/01/2019	@ Modity -
H + 1 0	2 • H Page size: 15 •						17 items in 2 page(s)

Figure 3: Details of PHC(s) in network

You can modify and update the following key attributes of a PHC by clicking on the <u>Modify</u> link against the PHC under the 'Options' column as in **Figures 3.1 and 3.2**:

- Effective Start Date (required and must be between the HCCN Project Period Start Date and present day)
- Signed Memorandum Of Agreement (MOA) letter
- Signed Cover Letter
- Other Attachments

Figure 3.1: Modify link against an existing PHC

Modify



rigure 5.2. Woully existing Pric detai	Figure 3.2	2: Modify	existing	PHC	details
--	------------	-----------	----------	-----	---------

Modify Participating Health Center	(PHC)	
Fields with 🗙 are required		
PHC Details		
PHC Number		
PHC Name	101-1020-0121-022	
City	OSAKIS	
State	ME	
★ Effective Start Date	01/01/2019	× 🗎
Note: If the PHC was part of the original application, at	tachments are not mandatory.	
Signed MOA (Minimum: 0 - Maximum: 1) (Currer	it attachment count: 0)	
		Drop or Upload Files ᆂ
		Acceptable Formats: doc, docx, rtf, txt, wpd, pdf, xls, xlsx, msg, jpg, jpeg, tif, xfd, ppt, pptx
Signed Cover Letter (Minimum: 0 - Maximum: 1	1) (Current attachment count: 0)	
		Drop or United Files
		Acceptable Formats: doc, docx, rtf, txt, wpd, pdf, xls, xlsx, msg, jpg, jpeg, tif, xfd, ppt, pptx
Other Attachments (Minimum: 0 - Maximum: 5)	(Current attachment count: 0)	

Successful update to the 'Effective Start Date' for a PHC will immediately update the 'Average Days in Network' statistic for the network.

3.1.2 Initiating an 'Update HCCN PHCs Request'

You can request modifications to your network (i.e. add new PHC(s) or rescind existing PHC(s)) via the 'Update HCCN PHCs Request'. The request will be created, and the tracking number displayed under the Update HCCN PHC(s) Request' section when you either add a PHC or rescind an existing PHC.

3.1.2.1 Add PHC

1. To add a new PHC to the network, click on the Add PHC button as shown in **Figure 3.3** to view the **Add Participating Health Centers (PHCs)** page.





 The Add Participating Health Centers (PHCs) page will display the list of all the Health Center and Look-Alike PHCs that are "active" (i.e. PHCs who's Project Period has not ended). You can only add a PHC if the 'PHC Status' against of the PHC is "Available," as shown in Figure 3.4.

Figure 3.4: Add Participating Health Centers (PHCs) page

Add Participating Health	Centers (PHCs)				ø
Note: Only Active PHCs (i.e. PHCs wh	nose Project Period has not ended) will be displayed in the results grid.				
PHC Status' Legend: Other Network: This health cen Available: This PHC is available In Network: This health center is Added to a Request: This healt	tter is already in another network. Please contact your Project Officer. a. s already in your network. th center is either already added to your request or is under review for participation in another n	etwork. Please contact your Project Office	r.		
Search using PHC Number or Name	E.g. H80CS12345 or ABC				
₩ ◀ 1 of 81 ► ₩	Page size: 15 🔻				1204 items in 81 page(s)
PHC Number	ame ÷	City ÷	State		ction
H80CS00003 ROYAL	LE TEACHER COMMUNITY HEALTH	BARROW	AK	Added to a Request	Add
H80CS00018 FERRIE	BY BARNSTAPLE HOSPITAL DISTRICT	KITTANNING	NY	Added to a Request	Add
H80CS00026 CONTR	ROLLERS DARKE HEALTH CENTER	LYSITE	AL	Available	Add
H80CS00023 MILLS	MANSER HOSPITAL	PORUM	UT	Available	Add

3. After selecting a PHC to be added, close the window. You must now provide the details required to complete the 'Add PHC' action. Under the 'Update HCCN PHC(s) Request' section's newly created request, against the PHC added in this step, click on the <u>Update</u> link as shown in **Figure 3.5**.

Figure 3.5: Add PHC Details

Update HCCN PHC(s) Request							
O Add PHC O Rescind I	PHC						Delete Request
Request - Tracking # - PHC-0	00019						Request Status - In Progress
H 1 0f1 + H	Page size: 15 +						1 items in 1 page(s)
PHC Request Type	# PHC Number	PHC Name	a PHC Status	a Effective Start Date	+ Effective End Date	a PHC Details Status	a Options
> Add	H80CS00023	MILLS MANSER HOSPITAL	Active	N/A	NA	Not Complete	2 Update +

- 4. On the **Modify Participating Health Center (PHC)** page, enter the following information required to complete the 'Add PHC' details as shown in **Figure 3.6**:
 - Effective Start Date (must be between the HCCN Project Period Start Date and present day)
 - Signed Memorandum Of Agreement (MOA) letter
 - o Signed Cover Letter



Fields with * are required

Figure 3.6: Modify Participating Health Center (PHC) page - Add PHC Details scenario

Modify Participating Health Center (PHC)	

PHC Details	
PHC Number	H80CS00023
PHC Name	MILLS MANSER HOSPITAL
City	PORUM
State	UT
★ Effective Start Date	

Signed MOA (Minimum: 1 - Maximum: 1) (Current attachment count: 0)
r
Drop or Upload Files 🚣
Acceptable Formats: doc, docx, rtf, txt, wpd, pdf, xls, xlsx, msg, jpg, jpeg, tif, xfd, ppt, pptx
Signed Cover Letter (Minimum: 1 - Maximum: 1) (Current attachment count: 0)
······
Drop or Upload Files 🚣
Acceptable Formats: doc, docx, rtf, txt, wpd, pdf, xls, xlsx, msg, jpg, jpeg, tif, xfd, ppt, pptx
<u></u>
Other Attachments (Minimum: 0 - Maximum: 5) (Current attachment count: 0)
F

3.1.2.2 Rescind PHC

- To rescind/remove an existing PHC in network, click on the Rescind PHC button as shown in Figure 3.6.
 - o If you do not need to rescind a PHC in network, skip the steps within this section.

Figure 3.6: Rescind PHC

Rescind PHC

2. On click of the - Rescind PHC button, the **Rescind Existing Participating Health Centers (PHCs)** page will open and display the list of all the Health Center and Look-Alike PHCs that are 'In Network' not



already added to your request. Click on Rescind against a PHC you would like to rescind, as shown is **Figure 3.7.**

	•			
Rescind Existing Particip	pating Health Centers (PHCs)			0
Note: Only the PHCs 'In Network' not	already added to your request will be displayed.			
Search using PHC Number or Name	E.g. H80CS12345 or ABC			
H ← 1 of 2 → H	Page size: 15 v			17 items in 2 page(s)
PHC Number :	PHC Name	4	Effective Start Date	Action
H80CS00111	DUTTONGUILD VILLAGE INC.		01/01/2019	Rescind
H80CS00437	FETTERCAIRN CONSTRUCTION PROJECT		01/01/2019	Rescind
H80CS00535	MONTFORT INTERACTIVE UNIVERSITY		01/01/2019	Rescind

Figure 3.7: Rescind Existing Participating Health Centers (PHCs) page

- 3. After selecting a PHC to be rescinded, close the window. You must now provide the details required to complete the 'Rescind PHC' action. Under the 'Update HCCN PHC(s) Request' section, against the PHC rescinded in this step, click on the <u>Update</u> link (similar to as shown in **Figure 3.5**).
- 4. On the **Modify Participating Health Center (PHC)** page, enter the following information required to complete the 'Rescind PHC' details as shown in **Figure 3.8**:
 - Effective End Date (must be between the PHC's Effective Start Date and present day)
 - o Signed Rescind Letter



Figure 3.8: Modify Participating Health Center (PHC) page - Rescind PHC Details scenario

Modify Participating Hea	alth Center (PHC)
Fields with 🖈 are required	
PHC Details	
PHC Number	H80CS00111
PHC Name	DUTTONGUILD VILLAGE INC.
City	OSAKIS
State	ME
Effective Start Date	1/1/2019
★ Effective End Date	
Signed Rescind letter (Minim	um: 1 - Maximum: 1) (Current attachment count: 0)
	Drop or Upload Files ᆂ Acceptable Formats: doc, docx, rtf, txt, wpd, pdf, xls, xlsx, msg, jpg, jpeg, tif, xfd, ppt, pptx
	Select Files
Other Attachments (Minimum	0 - Maximum: 5) (Current attachment count: 0)
	Drop or Upload Files 🕹

3.1.3 Reviewing & Submitting an 'Update HCCN PHCs Request'

3.1.3.1 Reviewing the 'Update HCCN PHCs Request'

Once the 'PHC Details Status' value is 'Complete' against all the PHCs added to the request, you can review and submit the request to HRSA as shown in **Figure 3.9.**

Figure 3.9: Complete the Request and proceed to Review

• 1 ol1 • H	Page size 15 •						2 itoms in 1 pag
PHC Request Type	PHC Number	PHC Name	PHC Status	Effective Start Date	Effective End Date	pHC Details Status	o Options
Add	H80C500023	MILLS MANSER HOSPITAL	Active	07/11/2019	N/A	Complete	(# Update •
Rescind	H80CS00111	DUTTONGUILD VILLAGE INC.	inactive	01/01/2019	07/11/2019	Complete .	gr Update +

On click of the **Review** button, you will be navigated to the **Update HCCN PHCs – Confirm** page, which is comprised of the following:

• Header – Lists all the important attributes related to the HCCN grant.



- Resources Lists the applicable links related to the funding opportunity for the HCCN grant and the prior Update HCCN PHCs Request(s).
- Update HCCN PHC(s) Request Lists all the PHC(s) added to the request in a read-only mode
- Health Center Controlled Network (HCCN) Details Displays the Current (As-Is) statistics of the network and the Proposed (To-Be) statistics if the request were to be approved by HRSA.
- Awardee Comments This is an optional text field (maximum of 5,000 characters) used to provide additional details regarding the request, if any.
- Action buttons
 - Cancel Click this button to navigate back to the Manage Health Center Controlled Network (HCCN) Participating Health Centers (PHCs) page
 - o Confirm Click this button to submit the 'Update HCCN PHC(s) Request' to HRSA

3.1.3.2 Submitting to HRSA

Upon reviewing the request details and entering the Awardee Comments (optional), click on the "Confirm" button to submit the 'Update HCCN PHC(s) Request' network modification request HRSA as shown is **Figure 3.10**

This is a confermation page. Yo	u MUST click on the appropriate butto	an to proceed.					
H2QC \$00003 : ZAPI LEEDS H	OSPITAL DISTRICT, CHASE, ME						
Resources 2							
Request - Tracking # - PHC-	000019						Request Status - In Progress
H + T of T +	H Page size 15 +						2 dams in 1 papers
PHC Request Type	PHC Number	a PHC Name	a PHC Status	a Effective Start Date	a Effective End Date	a PHC Details Status	a Options
> Add	H80C800023	MILLS MANSER HOSPITAL	Active	07/11/2019	NA	Complete	(2 Supporting Documents
> Rescind	H80CS00111	DUTTONGUILD VILLAGE INC.	inactive	01/01/2019	07/11/2019	Complete	rg Supporting Documents
H + 1 of1 +	N Page size 15 .						
fealth Center Controlled Netwo	ork (HCCN) Details						
fealth Center Controlled Netwo	ork (HCCN) Details			Le constante de la constante de		1	
fealth Center Controlled Netwo Network Statistics Total PHCs	ork (HCCN) Details			Current (As-Is)		Proposed (To-Be)	
fealth Center Controlled Network Statistics Total PHCs N (%) Health Center Ameridees	ork (HCCN) Details			Current (As-Is) 17 16 (94.12)		Proposed (To-Re) 17 16 (94 12)	
fealth Center Controlled Netwo Network Statistics Total PHCs N (%) Look-Allines N (%) Look-Allines	ork (HCCN) Details			Current (As-Is) 17 16 (94.12) 1 (5.88)		Proposed (Io-Be) 17 15 (94.12) 1 (5.88)	
tealth Center Controlled Network Network Statistics Total PHCs N (%) Health Center Anadoes N (%) Look-Aline Application Approved Funding Ter	ork (HCCN) Details :			Current (As-Ia) 17 16 (94.12) 1 (5.80) 2 (15-19 PHCa)		Preposed (R-Be) 17 15 (94 12) 1 (5 80) 2 (15-19 PHCp)	
Sealth: Center Controlled Network Network Statistics Total PHCs N (%) Health Center Awardees N (%) Look-Alkee Asplication Approved Funding Tier Current Tier	ork (RCCN) Details			Current (As-Ia) 17 16 (94.12) 1 (5.80) 2 (15-19 PHCs) 2 (15-19 PHCs)		Proposed (To-De) 17 16 (94 12) 1 (5 40) 2 (15-19 PPICs) 2 (15-19 PPICs)	
tealth Center Controlled Network Network Statistics Total PHCs N (5) Health Cottar Annedes N (5) Look-Alikes Application Approved Funding Ter Carrent Ter Average Days in Network	ork (HCCN) Details			Current (As-Is) 17 16 (54.12) 1 (5.85) 2 (15-19 PHCs) 2 (15-19 PHCs) 191		Proposed (Ro-Be) 17 16 (94 12) 1 (5 88) 2 (15-19 PHCs) 2 (15-19 PHCs) 179	
teath Center Controlled Network Network Statistics Total PHCs (N) Health Center Anardees N (N) Loak-Alike Association Approved Funding Ter Current Tier Average Days In Network Stentee Comments	ork (HCCN) Details			Current (A-Ia) 17 16 (94 12) 1 (5 88) 2 (15-19 PHCs) 2 (15-19 PHCs) 191		Proposed (Io-Be) 17 19 (94 12) 1 (5-81) 2 (15-19 PHCs) 2 (15-19 PHCs) 179	
teatric Centrolled Network Network Statistics Total PH/Cs N (%) Health Center Anardees N (%) Look-Alkee Aspication Approved Funding Ter Current Tar Average Days in Network Stantee Comments	ork (HSCCN) Details			Current (As. Ia) 17 15 (94.12) 1 (540) 2 (15-19 PHCs) 2 (15-19 PHCs) 191		Proposed (Ib-Be) 17 15 (94.12) 1 (5.88) 2 (15-19 PPC0) 2 (15-19 PPC0) 179	
teath Center Controlled Network Network Statistics Teal PHCs N (%) Heath Corter Anneless Application Approved Funding Ter Current Ter Average Days in Network Statistee Comments	ork (HCCN) Details			Current (As-Ia) 17 16 (d4 12) 1 (d5.80) 2 (15-19 PHCs) 2 (15-19 PHCs) 191		Proposed (R-3e) 17 15 (94 12) 1 (5 40) 2 (15-19 PHCs) 2 (15-19 PHCs) 179	
teath Center Controlled Network Network Statistics Total PHCs N (5) Heath Center Ausroese Aspication Approve Funding Ter Carrent Ter Average Gays in Network Statistic Comments	ork (HCCN) Details			Current (A.E.Io) 17 16 (54 12) 1 (5.80) 2 (15-19 PHCp) 2 (15-19 PHCp) 191		Proposed (Io-Be) 17 16 (94 12) 1.6.88) 2 (15-19 PHCs) 2 (15-19 PHCs) 179	

Figure 4: Update HCCN PHC(s) – Confirm page

Note: To access and resubmit the request after a change has been requested by HRSA, navigate back to the **Manage Health Center Controlled Network (HCCN) - Participating Health Centers (PHCs)** page (*by following Steps 1-4 from Section 3*).

HCCN PHC Management