



HCCN PHC MANAGEMENT

User Guide for Awardees

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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 and HRSA-22-009 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.

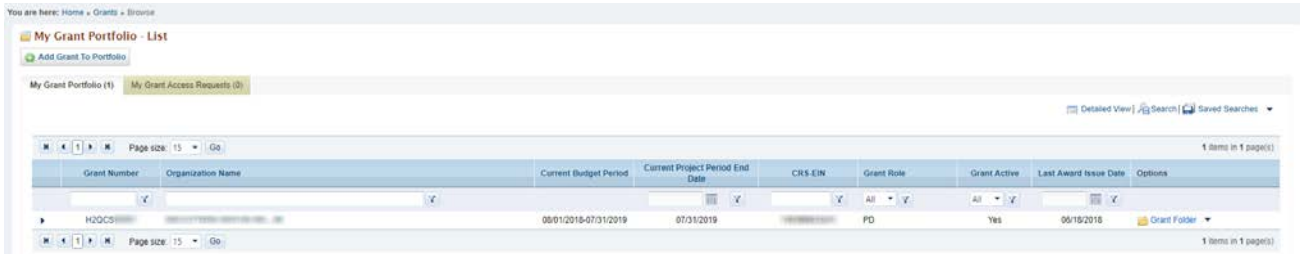
1. From the EHBs homepage, click on the Grants tab to view all the grants in your portfolio as shown in **Figure 1**.

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



3. Click on Grant Folder link against the HCCN (H2Q or U86) grant registered to your EHBs profile as shown in **Figure 1.3**.

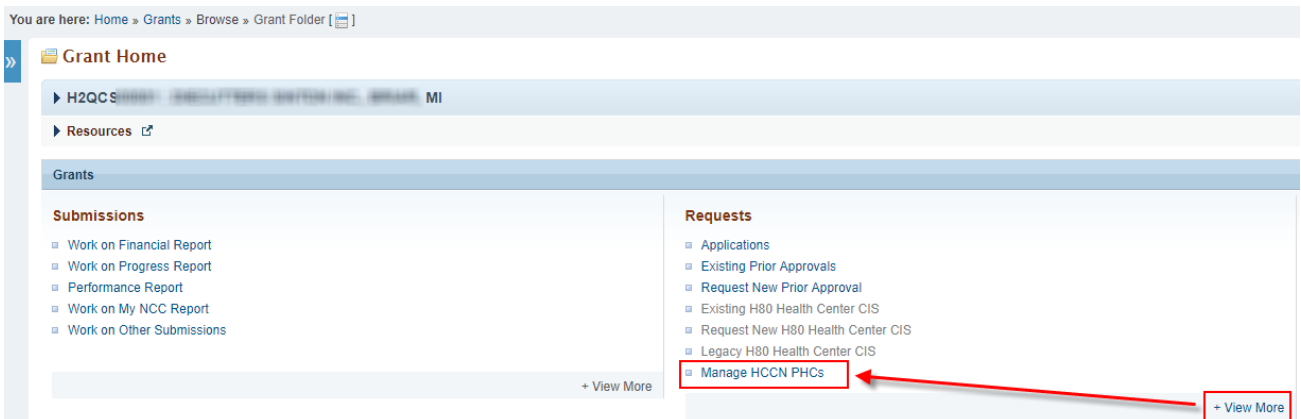
Figure 1.3: Grant Folder link on the My Grant Portfolio - List page



Note: If you do not see an HCCN (H2Q or U86) 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: [Video - How to Add a Grant to the EHBs Portfolio \(https://help.hrsa.gov/x/MABeAw\)](https://help.hrsa.gov/x/MABeAw)

4. From the **Grant Home** page, under the 'requests' section, click on + View More link followed by the Manage HCCN PHCs link as shown in **Figure 1.4**.

Figure 1.4: Manage HCCN PHCs link



The + View More link will change to - View Less and back to + View More 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 five main sections:

1. Select Award to View PHCs Details - Provides the convenience of switching between PHC networks under different HCCN awards directly from this page when you are concurrently managing PHCs under different HCCN awards.
2. Header – Lists all the important attributes related to the HCCN grant.
3. Resources – Lists the applicable links related to the funding opportunity for the HCCN grant and the prior Update HCCN PHCs Request(s).
4. HCCN Statistics and PHCs Details – Displays the key network statistics and the list of PHCs associated to the network real-time.
5. Update HCCN PHC(s) Request – Allows the authorized user to initiate modifications to the network via the + Add PHC and the - Rescind PHC 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**.

Figure 2: HCCN Statistics



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
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3.1.1.2 PHCs Details

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

Figure 3: Details of PHC(s) in network

PHC Number	PHC Name	PHC Status	Health Center Type	City	State	Effective Start Date	Options
PHC000001	OSAKOS HEALTH CENTER	Inactive	Grantee	OSAKOS	ME	01/01/2019	Modify
PHC000002	HAMMONDSVILLE HEALTH CENTER	Active	Grantee	HAMMONDSVILLE	ME	01/01/2019	Modify
PHC000003	VILLAGE OF NAGOOD WOODS HEALTH CENTER	Active	Grantee	VILLAGE OF NAGOOD WOODS	ME	01/01/2019	Modify
PHC000004	DUNCANSVILLE HEALTH CENTER	Active	Grantee	DUNCANSVILLE	ME	01/01/2019	Modify
PHC000005	HARDINSBURG HEALTH CENTER	Inactive	Grantee	HARDINSBURG	ME	01/01/2019	Modify
PHC000006	WILLACOOCHIEE HEALTH CENTER	Active	Grantee	WILLACOOCHIEE	ME	01/01/2019	Modify
PHC000007	RED LION HEALTH CENTER	Active	Grantee	RED LION	ME	01/01/2019	Modify
PHC000008	MALTA BEND HEALTH CENTER	Inactive	Grantee	MALTA BEND	ME	01/01/2019	Modify
PHC000009	HARTSVILLE HEALTH CENTER	Active	Grantee	HARTSVILLE	ME	01/01/2019	Modify
PHC000010	FOYL HEALTH CENTER	Active	Grantee	FOYL	ME	01/01/2019	Modify
PHC000011	TUNBRIDGE HEALTH CENTER	Active	Grantee	TUNBRIDGE	ME	01/01/2019	Modify
PHC000012	HOOPOLE HEALTH CENTER	Inactive	Grantee	HOOPOLE	ME	01/01/2019	Modify
PHC000013	HIGHLAND MILLS HEALTH CENTER	Active	Grantee	HIGHLAND MILLS	ME	01/01/2019	Modify
PHC000014	CARROLLTON HEALTH CENTER	Active	Grantee	CARROLLTON	ME	01/01/2019	Modify
PHC000015	TIGER HEALTH CENTER	Active	Grantee	TIGER	ME	01/01/2019	Modify

You can modify and update the following key attributes of a PHC by clicking on the Modify 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

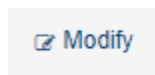


Figure 3.2: Modify existing PHC details

Modify Participating Health Center (PHC)

Fields with ★ are required

PHC Details	
PHC Number	XXXXXXXXXX
PHC Name	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
City	OSAKIS
State	ME
★ Effective Start Date	01/01/2019 ✕ 📅

Note:
If the PHC was part of the original application, attachments are not mandatory.

Signed MOA (Minimum: 0 - 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
[Select Files](#)

Signed Cover Letter (Minimum: 0 - 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
[Select Files](#)

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.

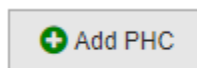
3.1.2 Initiating an 'Update HCCN PHCs Request'

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.

Figure 3.3: Add PHC



- 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)

Note:
Only Active PHCs (i.e. PHCs whose Project Period has not ended) will be displayed in the results grid.

PHC Status Legend:
Other Network: This health center is already in another network. Please contact your Project Officer.
Available: This PHC is available.
In Network: This health center is already in your network.
Added to a Request: This health center is either already added to your request or is under review for participation in another network. Please contact your Project Officer.

Search using PHC Number or Name

1 of 81 Page size: 15 1204 items in 81 page(s)

PHC Number	PHC Name	City	State	Zip	PHC Status	Action
H80CS00003	ROYALE TEACHER COMMUNITY HEALTH	BARROW	AK		Added to a Request	Add
H80CS00018	FERRIBY BARNSTAPLE HOSPITAL DISTRICT	KITTANNING	NY		Added to a Request	Add
H80CS00026	CONTROLLERS DARKE HEALTH CENTER	LYSITE	AL		Available	Add
H80CS00023	MILLS MANSER HOSPITAL	PORUM	UT		Available	Add

- 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 Update link as shown in **Figure 3.5**.

Figure 3.5: Add PHC Details

Update HCCN PHC(s) Request

Request - Tracking # - PHC-000019 Request Status - In Progress

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

PHC Request Type	PHC Number	PHC Name	PHC Status	Effective Start Date	Effective End Date	PHC Details Status	Options
Add	H80CS00023	MILLS MANSER HOSPITAL	Active	N/A	N/A	Not Complete	<input type="button" value="Update"/>

- 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
 - Signed Cover Letter

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

Modify Participating Health Center (PHC) ✕

Note:
Effective 'Start Date' is the date the PHC signed the MOA. For LALs being updated with an H80 designation the 'Start Date' is the date the PHC originally signed the LAL MOA.

Fields with ★ are required

PHC Details	
PHC Number	LALCS00280
PHC Name	[REDACTED]
City	INDIALANTIC
State	CA
★ Effective Start Date	<input type="text" value=""/>

Signed MOA (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

[Select Files](#)

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

[Select Files](#)

Other Attachments (Minimum: 0 - Maximum: 5) (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

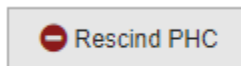
[Select Files](#)

[Close](#)
[Save and Continue](#)

3.1.2.2 Rescind PHC

1. To rescind/remove an existing PHC in network, click on the Rescind PHC button as shown in **Figure 3.7**.
 - If you do not need to rescind a PHC in network, skip the steps within this section.

Figure 3.7: 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 in **Figure 3.8**.

Figure 3.8: Rescind Existing Participating Health Centers (PHCs) page

Rescind Existing Participating Health Centers (PHCs) ✕

Note:
Only the PHCs 'In Network' not already added to your request will be displayed.

Search using PHC Number or Name

Page size: 15 17 items in 2 page(s)

PHC Number	PHC Name	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

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 Update 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 3.9**:
 - Effective End Date (must be between the PHC's Effective Start Date and present day)
 - Signed Rescind Letter

Figure 3.9: Modify Participating Health Center (PHC) page - Rescind PHC Details scenario

Modify Participating Health Center (PHC)

Note:
Effective 'End Date' is the date the PHC signed a rescind letter, the date the PHC merged with another health center, or the date that the PHC closed.

Fields with ★ are required

PHC Details

PHC Number	H80CS00050
PHC Name	[REDACTED]
City	LILLINGTON
State	MO
Effective Start Date	8/1/2019
★ Effective End Date	<input type="text" value=""/>

Signed Rescind 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
[Select Files](#)

Other Attachments (Minimum: 0 - Maximum: 5) (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
[Select Files](#)

[Close](#) [Save and Continue](#)

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 3.10**.

Figure 3.10: Complete the Request and Proceed to Review

Request - Tracking # - PHC-000019 Request Status - In Progress

PHC Request Type	PHC Number	PHC Name	PHC Status	Effective Start Date	Effective End Date	PHC Details Status	Options
Add	H80CS00023	MILLS MANSER HOSPITAL	Active	07/11/2019	N/A	Complete	or Update
Rescind	H80CS00111	DUTTONGUILD VILLAGE INC.	Inactive	01/01/2019	07/11/2019	Complete	or Update

[Review](#)

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
 - 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 3.11**

Figure 3.11: Update HCCN PHC(s) – Confirm page

Update HCCN PHCs - Confirm

Alert:
This is a confirmation page. You MUST click on the appropriate button to proceed.

HQCS00003 - ZAPI LEEDS HOSPITAL DISTRICT, CHASE, ME

Resources

Request - Tracking # - PHC-000019 Request Status - In Progress

PHC Request Type	PHC Number	PHC Name	PHC Status	Effective Start Date	Effective End Date	PHC Details Status	Options
Add	H80C800023	MILLS MANSER HOSPITAL	Active	07/11/2019	N/A	Complete	Supporting Documents
Rescind	H80C800111	DUTTONGUILD VILLAGE INC	Inactive	01/01/2019	07/11/2019	Complete	Supporting Documents

Health Center Controlled Network (HCCN) Details

Network Statistics	Current (As-Is)	Proposed (To-Be)
Total PHCs	17	17
N (%) Health Center Awardees	16 (94.12)	16 (94.12)
N (%) Look-Alikes	1 (5.88)	1 (5.88)
Application Approved Funding Tier	2 (15-19 PHCs)	2 (15-19 PHCs)
Current Tier	2 (15-19 PHCs)	2 (15-19 PHCs)
Average Days in Network	191	179

Grantee Comments

0 Characters



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*).