

FY22 PCHP Progress Report User Guide

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1. FY22 PCHP Progress Report Overview

The purpose of Ending the HIV Epidemic – Primary Care HIV Prevention (PCHP) funding is to expand HIV prevention services that decrease the risk of HIV transmission in underserved communities in support of [Ending the HIV Epidemic in the U.S.](#) The FY 2022 funding will make available HIV prevention investments to Health Center Program operational (H80) grant award recipients located in the [Ending the HIV Epidemic in the U.S. geographic locations](#) that did not receive an FY 2020 or FY 2021 PCHP award.

2. Accessing the FY22 PCHP Progress Report

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Pending Tasks - List

Not Completed | Recently Completed | Archived

Detailed View | Search | Saved Searches

Filters Applied (x Clear)

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

Deadline (Due)	Task Category	Tracking #	Task	Entity	Organization	Options
	Grant Submissions	H8HCS00146FY22PCHP-SAPR1-JAN-23	Progress Report	H8HCS00146 (Grant)	INTELLECTUAL MACHINE HEALTH CENTER	Edit

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2 . From the EBShomepage, click the **Tasks** tab to view the **Pending** **Tasks** - **List** page.

3 . The FY22PCHP

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1. On the Progress Report - Status Overview page, you will see the applicable forms to complete the FY22 PCHP Progress Report. The report consists of two forms:

- Contact Information
- FY22 PCHP Form

Progress Report - Status Overview

H8HCS00146 (Reporting Period:) Due In: 54 Days

[Resources](#)

Submission Report Status

Section	Status	Option
Progress Data		
Contact Information	In Progress	Update
FY22PCHP Form	In Progress	Update

2. Click the **Update** link in the 'Options' column next to the **Contact Information Form**.

3.1 Completing the Contact Information Form

1. Enter the contact information for the point of contact for your FY22 PCHP progress report.

Contact Information

▶ 000000000 (Reporting Period: 01/0000 - 01/0000) [View or Update Section Status in Progress](#)

▶ Resources [↗](#)

Fields with * are required

1. Title	* Name	* Phone	Fax	* Email
Point of Contact		(e.g. 999-999-9999)		(e.g. username@domain.com)

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

2. Click the **Save and Continue** button to proceed to the **FY22 PCHP Form**.

3.2 Completing the FY22 PCHP Form

1. Complete the following questions on the **FY22 PCHP Form**.

* 1. Project Status

Not Started

Less than or equal to 50% Implemented

Greater than 50% and Less than 100% Implemented

Fully Implemented

Question 1:
Project Status

- Provide an appropriate estimate for your entire PCHP project.

• The "Fully Implemented" option will be disseminated until your 6th annual F Y 2 2 P C H P progress report.

Question 2: Please provide a status update and describe successes/promising practices and lessons learned on the activities supported with this funding in the following areas. Identify what activities have been fully implemented, partially implemented, and/or not yet started with this funding:

2. Please provide a status update and describe successes/promising practices and lessons learned on the activities supported with this funding in the following areas. Identify what activities have been fully implemented, partially implemented, and/or not yet started with this funding:

2a. PREP Prescribing and PREP Use Status - Check one:

Fully Implemented
 Partially Implemented
 Not Yet Started

Provide status update of activities to date:
 Maximum 2000 characters (with spaces):

Successes/Promising Practices. Discuss what has worked well or any positive outcomes resulting from the project to date. Also, use this space to describe best or promising practices, as applicable, and include any supporting data, if available:
 Maximum 5000 characters (with spaces):

Lessons Learned. Describe any knowledge gained from the process of conducting or implementing the project to date. This includes the positive and negative experiences:
 Maximum 5000 characters (with spaces):

2b. Outreach Status - Check one:

Fully Implemented
 Partially Implemented
 Not Yet Started

Provide status update of activities to date:
 Maximum 2000 characters (with spaces):

Successes/Promising Practices. Discuss what has worked well or any positive outcomes resulting from the project to date. Also, use this space to describe best or promising practices, as applicable, and include any supporting data, if available:
 Maximum 5000 characters (with spaces):

Lessons Learned. Describe any knowledge gained from the process of conducting or implementing the project to date. This includes the positive and negative experiences:
 Maximum 5000 characters (with spaces):

2c. Testing Status - Check one:

Fully Implemented
 Partially Implemented
 Not Yet Started

Provide status update of activities to date:
 Maximum 2000 characters (with spaces):

Successes/Promising Practices. Discuss what has worked well or any positive outcomes resulting from the project to date. Also, use this space to describe best or promising practices, as applicable, and include any supporting data, if available:
 Maximum 5000 characters (with spaces):

Lessons Learned. Describe any knowledge gained from the process of conducting or implementing the project to date. This includes the positive and negative experiences:
 Maximum 5000 characters (with spaces):

2d. Workforce Development Status - Check one:

Fully Implemented
 Partially Implemented
 Not Yet Started

Provide status update of activities to date:
 Maximum 2000 characters (with spaces):

Successes/Promising Practices. Discuss what has worked well or any positive outcomes resulting from the project to date. Also, use this space to describe best or promising practices, as applicable, and include any supporting data, if available:
 Maximum 5000 characters (with spaces):

Lessons Learned. Describe any knowledge gained from the process of conducting or implementing the project to date. This includes the positive and negative experiences:
 Maximum 5000 characters (with spaces):

- For question 2a-2d, select "Fully Implemented"

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- Narratively describe any successses and/or promising practices as well as any lessons learned from the project.

Question 3:
Are the implemented or planned activities described above and associated uses of the funds consistent with your approved PCHP award submission?

3. Are the implemented or planned activities described above and associated uses of the funds consistent with your approved PCHP award submission?	
<input type="radio"/>	Yes
<input checked="" type="radio"/>	No
If No, check all that apply:	
<input type="checkbox"/>	3.1 Budget: Reallocation of funds across approved categories less than 25% of total award.
<input type="checkbox"/>	3.2 Budget: Reallocation of funds across approved categories of 25% or more of total award.
<input type="checkbox"/>	3.3 Equipment: New equipment added. Equipment purchased with award funds must be pertinent to award activities; have a useful life of more than one year and a per-unit cost that equals or exceeds \$5,000, and is maintained, tracked, and disposed of in accordance with 45 CFR Part 75.
<input type="checkbox"/>	3.4 Activities: Changes made to approved project work plan activities (whether or not budget impacted).

- If no, check all that apply. If changes impact the approved PCHP budget, al

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4. Are there or do you anticipate any issues or barriers in the use of the funding and/or implementing the planned activities consistent with your approved PCHP work plan submission?

Yes
 No

4.1 If Yes, please identify the type of barrier(s) encountered. Select all that apply:

4.1.1 Recruiting and/or retaining staffing
 4.1.2 Staffing shortages due to issues other than recruiting or retention, such as unscheduled absences
 4.1.3 Key management staff turnover
 4.1.4 EHR/data issues
 4.1.5 Supplies/equipment, orders delayed or unfilled/vendor delays
 4.1.6 Supplies, overstock/unable to use before expiration/storage issues
 4.1.7 State or Local Government mandates
 4.1.8 HRSA submission approval delays/issues
 4.1.9 Other: (Clinical, fiscal, operational issues, etc.)

4.2 What steps have been taken to mitigate issues or barriers?

Maximum 5000 characters (with spaces)

Question 4:
Are there or do you anticipate any issues or barriers in the use of the funding and /or implementing the planned activities consistent with your approved PCHP work plan submission?

- If yes, please describe if they the type of barrier encountered. Select all that

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Attachments:

- If applicable, attach revised budget, budget narrative and/or project plan.

5. Attachment(s) (attach other documents as needed or as instructed by the awarding Federal Agency): (Maximum 5) Attach File

No documents attached

2. Click the **Save and Continue** button to proceed to the **Review** page.

4. Submitting the FY22 PCHP Progress Report

1. On the Review page, review you

Review
HBHC500146 (Reporting Period:) Due In: 54 Days

Resources of
View
Last NGA | FY22 PCHP Progress Report User Guide

Print All Forms Table of Contents

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Section	Type	Options
View Progress Report	HTML	View
Contact Information	HTML	View
FY22PCHP Form	HTML	View
FY22PCHP Form Attachments	DOCUMENT	Not Available

Page size: 15 | Go 3 items in 1 page(s)

Go to Previous Page Continue

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in the 'Options' column. Click on the **Continue** button to proceed to the **Submit Report** page.

2. On the Submit Report page, click on the Submit button to submit your progress report to HRSA.

Section	Status	Option
Progress Data		
Contact Information	✓ Complete	Update ▾
FY22PCHP Form	✓ Complete	Update ▾

5. Responding to Change Requests for the FY22 PCHP Progress Report

1. After submitting the FY22 PCHP Progress Report, HRSA may determine that additional information or corrections are needed to what was originally submitted.

- In this case, an EHB **email notification** with more details regarding the requested changes will be sent to you.

2. If a change request is sent, your progress report will be accessible to you immediately in your pending tasks queue. Follow the steps found in section 1. [Accessing the FY22 PCHP Progress Report](#) to revisit and update the information in your progress report consistent with the **email notification**.