

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

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1 items in 1 page(s)

Deadline (Due)	Task Category	Tracking #	Task	Entity	Organization	Options
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	All	HBH			All	
▶	Grant Submissions	HBHCS00146FY22PCHP-SAPR1-JAN-23	Progress Report	HBHCS00146 (Grant)	INTELLECTUAL MACHINE HEALTH CENTER	 Edit ▼

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

3 . The FY22 PCHP


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3.Completing the FY22 PCHP Progress Report

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

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

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

▶ **2021-2022 (Reporting Period: 1/1/2021 - 12/31/2021)** [View to: 0 Steps - Section Status: In Progress](#)

▶ **Resources** [↗](#)

Fields with * are required

1. Title	* Name	* Phone	Fax	* Email
Point of Contact	<input type="text"/>	<input type="text"/> (e.g. 999-999-9999)	<input type="text"/> (e.g. 999-999-9999)	<input type="text"/> (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 enterprise PCHP project.

• The "Fully Implemented" option will be disseminated until your 6th annual FY 22 PCHP progress report.

- For questions 2-2d, select "Fully

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Prescribing and Using, Outreach, Testing and Workflow CDE Development).

- Provide an alternative statement to support the research activity.

• Narratively described any successful sessions 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?

- If not, check all that apply. If changes impact the approved PCHP budget, al

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).

<p> soupload in the Attachments section a revised budget with details by cost category. </p>	
--	--

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 assess and identify if the type of barriers 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 NOA | FY22 PCHP Progress Report User Guide

Print All Forms

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3 items in 1 page(s)

Section	Type	Options
View: Progress Report		
Contact Information	HTML	View
FY22PCHP Form	HTML	View
FY22PCHP Form Attachment(s)	DOCUMENT	Not Available

Page size: 15 Go

3 items in 1 page(s)


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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.

 **Submit Report**

HBHC500146 (Reporting Period:)

Due In: 54 Days

Resources (0)

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

Go to Previous Page

Submit

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**.