<u>Summary of changes for OMB number: 0915-0360</u>

Title: Health Center Controlled Networks Progress Reports

Rationale for changes
Since the original submission of the two progress reports for OMB review, there has been increased effort within the Bureau of Primary Health Care at HRSA to align and to streamline grantee reports across various programs. Early experience has also shown that interaction with individual grantees during the course of normal grants management reduces the need for systematic collection across the program. Several sections of the Progress Report Table, particularly the unstructured narrative, have been eliminated. In addition, we will collect information about each grantee's participating health centers only, whereas the original Progress Report Table also gathered information about each health center's clinical sites (a health center is composed of many sites). In the Work Plan, we have clarified that any progress over the last year can be included in the existing "Comments" column (renamed "Comments/Progress.")

Changes to Progress Report Table
1. Collection of site level information has been eliminated. Three questions that were formerly collected at the site level have moved up to the health center level. These questions relate to the use of certified Electronic Health Records (EHRs) and whether any other health IT is in use.
2. Unstructured narrative sections on page 2 have been eliminated.
3. Instructions for the Progress Report Table have been updated to reflect the above changes. The title has also been simplified to "Annual Progress Report."

Changes to Work Plan
1. For each Section, instructions for where grantees may describe progress under each focus area have been clarified by adding the sentence, "Indicate any progress made in the last year, as applicable" to the appropriate box. The "Comments" column has been renamed "Comments/Progress," and the maximum character limit has been increased to 1000 characters.
2. Under Section A – Goal A.2, we clarified that the number of eligible providers using a certified EHR system should be reported across all participating health centers. This is the language used to collect the numerator and denominator fields below. To avoid confusion, we are making the language consistent.

Updated burden testing
The revised forms and instructions were distributed to the following people:

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Each person was asked to provide feedback on the forms and to estimate the length of time required to complete each form. The table below describes the updated average estimates for respondent burden. We increased the number of estimated respondents to 40 based on the number of grants awarded thus far and continued availability of funding. However, the total burden estimate has decreased because the forms have been shortened as described.

	Initial estimate	Revised estimate
Estimated no. of respondents	30	40
Work Plan	10.9 hrs per respondent	2 hrs per respondent
Progress Report Table	44.5 hrs per respondent	34 hrs per respondent
	1662 total hours	1440 total hours