# Instructions for Annual Progress Report/

**Overview:**

The overall purpose of the HCCN reporting table is to provide consistent, quantifiable, and up-to-date information on grantees' progress towards the funding goals and the funded projects' impact on participating centers and their patients' health. The FOA requires each grantee to collect information about its participating health centers with respect to adoption/implementation of health IT, participation of providers in Meaningful Use, Patient-Centered Medical Home recognition, and performance on clinical quality measures.

For each HCCN-participating health center, HCCNs will report that center's name and BHCMIS ID for identification and easy cross-linking (and checking) with other data. They will also report the total number of patients at each participating health center, which should match the UDS data and provides context for the next data element, which is the number of patient charts in the center's EHR. This is an indication of progress and completeness. Then, they will report the number of center providers receiving AIU/MU payments.

HCCNs will report data indicating progress towards quality goals at the participating health center level: they'll report whether each center has not met, met, or exceeded the UDS-linked Healthy People 2020 goals, along with an option to add some qualitative detail on each measure. HCCNs will also report whether a participating center (or any of its sites) has been recognized as a PCMH, including they type of recognition.

For each participating health center, HCCNs will need to report whether that health center is using an EHR certified by an Office of the National Coordinator for Health IT (ONC) Authorized Testing and Certification Body (ATCB). The participating health center will also indicate whether other health IT is in use, and if so, the type of other health IT (e.g., dental EHR).

**Detailed Instructions:**

Data Section

1.  Enter the HCCN grantee name and grant number in the first two text fields.
2.  The following steps will be repeated for each participating health center (i.e., if 15 health centers are participating in the scope of your grant, you will fill out 15 of these pages).
    a.  Enter the name of the first participating health center, its BHCMIS ID (found on the center's
        Health Center Program Notice of Grant Award), and the number of patients as defined in the
        UDS.
    b.  Enter the number of patients with charts in the EHR system.
    c.  Indicate if the health center has met, not met, or exceeded each listed Healthy People 2020 measure targeted in your work plan. For those not in the work plan, you may select 'N/A.'
        i.  If you wish, you may add brief narrative details of progress on each measure.
    d.  Select from the drop-down list which type of Patient Centered Medical Home (PCMH)
        recognition the center has received. If none, select "No Recognition." If you select "Other," please specify in the narrative box. You may also add brief narrative details.
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    e..  Indicate whether or not the health center has implemented an ONC-ATCB certified EHR system.
        iii.
    f..  Indicate if the health center has implemented any other type of HIT system under this grant, and list the type of system.
    g.  Repeat for next participating health center.