Family Nurse Practitioner/Physician Assistant Technical Assistance Guide

Song-Brown Program
Office of Statewide Health Planning and Development (OSHPD)
Healthcare Workforce Development Division (HWDD)
June 2020
About Song-Brown

• Song-Brown provides funding to education programs:
  • Family Medicine, Internal Medicine, Pediatrics, OB/GYN residency programs
  • Family Nurse Practitioner/Physician Assistant training programs
  • Registered Nurse education programs

• Song-Brown provides financial incentives to programs to:
  • Train graduates in medically underserved areas
  • Attract and admit members of underrepresented minority groups
  • Place graduates in medically underserved areas
Application Release Dates

Registration: Open now
Application release: June 15, 2020
Application deadline: July 17, 2020

All applications open and close at 3:00 p.m.
Before You Apply

• If your program requires approval to contract from a coordinating authority, please inform the authority of terms and conditions contained in the Grant Agreement.
• Applicants must agree to the terms and conditions before receiving funds.
• OSHPD will not make changes to the terms and conditions specified in the Grant Agreement.
• Funding shall be used to expand primary care services.
• Funds shall not supplant existing state or local funds to provide primary care services.
Information to Gather

• Grant Agreement and Payee Data record (STD-204) signatories.
• Name and full address of your training sites used in the last academic year.
• Facility type for each training site.
• Race/ethnicity data for all current students.
• High school information (name and address) for all current students.
Information to Gather, Continued

• Current practice site information for all graduates entered.
• National Provider Identification number for all graduates entered.
• Applicable required attachments
  • Program approval letter from the California Board of Registered Nursing (BRN)
  • Report of Findings from BRN
  • Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) letter
Funding Meeting

• Funding Meeting: November 4-5, 2020.
• Program presentation by invitation only.
• Commission makes final awards at the funding meeting.
• We encourage you to attend to learn from presenters and engage in discussion related to future funding.
Helpful Resources

- OSHPD eApp
  https://eapp.oshpd.ca.gov/funding/

- FNP/PA Grant Guide and Song-Brown Program Glossary
  https://oshpd.ca.gov/loans-scholarships-grants/grants/song-brown/#Family

- Scoring and Evaluation Process
eApplication (eApp) Registration
Creating an Account

If you are a new applicant, register now – do not wait.

Note: For the best experience, use Internet Explorer browser.
1. After creating a new account you will receive a validation email.
2. Click “Activate Account” to be taken to your Profile page.
3. Please allow 1-3 minutes to receive the email.

Note: If you don’t see the email, please check your spam folder.
Setting up Your Profile

1. Check the “Organization” box to gain access to Song-Brown FNP-PA applications (do not check the “HealthCare Professional” box).
2. Click the magnifying glass to search for a pre-existing organization.
3. Click “Request New Organization” to submit a new organization for approval.
4. Once you have selected or submitted an organization, it will populate the search field.
Adding a New Organization

1. Enter the new “Organization Name”.
2. Click the “+Select Address” button.
3. A new window opens up and you can enter and search for an address.
4. Click the confirmed address and it will auto-populate the address fields on the page.

Note: Song-Brown staff will review the new organization request within 5 business days. During this time, you may still begin an application.
Completing Your Profile

1. Enter all required fields. When finished click the “Save” button.
2. If there are no errors on the page you will receive a message that states your profile has been updated successfully.

Note: Incomplete information may delay your registration.
Account Roles

1. All newly created accounts are assigned the “Grant Preparer” role.
2. If you are the training Program Director, email SongBrown@oshpd.ca.gov to request the “Program Director” role.
3. Only accounts with the “Program Director” role may initiate and submit applications.
4. Once Song-Brown staff approves your request you will receive a follow-up email confirming the approval.

Note: Program Directors may initiate, view, edit, and submit applications. Grant Preparers may view and edit applications only.
Assigning Other Users

1. Program Directors have an additional tab on their “Profile” page called “Assign Other Users”.
2. Navigating to this page from your “Profile” page allows you to add users who will only have the ability to view and edit applications.
3. Click the “Add User” button to give registered Grant Preparers access to your applications.
Apply Here

1. Navigate to the “Apply Here” page on the main menu.
2. Select the “Song-Brown Family Nurse Practitioner/Physician Assistants” link.
Helpful Tips
Useful Information

Navigating the application

Use the “Previous” and “Save & Next” buttons found at the bottom left of each page.

Saving your application

The eApp saves your application each time you click “Save & Next”. Navigate to the “Applications-In Progress/Submitted” page to resume your application.
Useful Information, Continued

Asterisks
A red asterisk indicates a required response before you can proceed to the next page.

Training Program Title *

Tooltips
Throughout the application you may see a blue circle with a question mark at the end of a question, title, or sentence. Click on these icons for additional information.

Contract Administrator Last Name *
Starting the Application
1. Your program information pre-populates with information you entered in your “Profile” page.

2. The “Organization” name is the applicant’s organization as listed on the applicants eApp profile.

3. The “Organization” name is not editable in the application, go to the applicant’s profile to change it.

4. Select the “Program Type” you want to apply for.
1. The “Training Program Title” is the official name of the school’s training program and will be listed on the Agreement.

2. Select an existing “Training Program Title” by clicking on the magnifying glass.

3. To link data from prior applications to the new application, you must use the magnifying glass search function to select the “Training Program Title” from the list.

4. If your training program is not listed, check the box “Training Program not listed”.

Program Information, Continued
Program Information, Continued

1. If you select the box “Training Program Not Listed”, new fields will appear.
2. Type in the program name under “Training Program Title”.
3. Click the “+Select Address” button.
4. A new window opens and allows you to enter and search for an address.
5. Click the confirmed address and it will auto-populate the address fields on the page.

Note: You will see this feature throughout the application.
Contract Administration

1. Type in the “Contract Organization Name”. This is the official business name as reported to the Internal Revenue Service, and will be included in the Agreement.

2. The “Grant Agreement Signatory” must be an individual with authority to enter into a grant agreement.

3. The “STD. 204 Signatory” name must be an authorized signatory.
1. Complete both required fields.
2. There is a maximum 2500 character limit for each question.
3. After completing this page, click “Save & Next”.

Note: If you exceed the character limit, you will receive a pop-up message. If you copy and paste text from another document, text will be cut off at 2500 characters for each page. Please double-check the information you enter and make sure everything is captured.
Program Data

1. After checking the box next to the desired award category, more fields will populate.

2. The Import data option defaults to “Yes”.

- To import training site, student, and graduate data from your prior application into the new application, use the magnifying glass search function on the “Program Information” page to select the “Training Program Title”.

- If you did not apply in 2019, select “No” to the import question. In this case, add all training site, student, and graduate data one by one on the appropriate page.
1. The number of students and graduates entered here must match the corresponding number entered on the “Student Data” and “Graduate Data” pages.

2. After completing this page, click “Save & Next”.

Program Data, Continued
Training Sites

1. You must include all current training sites on your application.

2. Imported training sites
   - If you selected “Yes” to import prior year’s data on the “Program Data” page, you will see training sites from the prior year’s application.
   - Verify the imported site information is correct.
   - Edit or delete an imported site by selecting the “Options” dropdown list for that line.
   - Click the down-arrow button next to the desired entry.
New training sites

- To add a new training site, click the “Add a Site” button.
- A pop-up window will display.
- Complete all required fields.
Training Sites: Edit or Delete Sites

1. To edit or delete a training site, scroll to the far right for the “Options” column.
2. Click the down-arrow button next to the desired entry.
3. This menu gives you the options to edit or delete each individual entry.
4. After completing this page, click “Save & Next”. 
Training Sites: Facility Type

1. You must enter the “Facility Type” for all training sites. Choose all types that apply to the facility.

- This is a new feature.
- Tool tips offer a definition of each facility type.
1. Complete all required fields.
2. After completing this page, click “Save & Next”.

Note: “Total Program Annual Budget” must be equal to or greater than the total requested Song-Brown funding.
1. You must include all current students with a projected graduation in Academic Year (AY) 20/21 and AY 21/22 in your application.

2. Imported student data
   • If you selected “Yes” to import prior year’s data on the “Program Data” page, student data from the prior year’s application appears.
   • Verify the student information is correct.
   • Edit or delete imported students by selecting the “Options” dropdown list for that line.
   • Click the down-arrow button next to the desired entry.

Note: NPI numbers are optional for students.
1. New Students
   - To add a new student, click the “Add a Student” button.
   - A pop-up window will display.
   - Complete all required fields.

Note: Provide the home address for all students that were homeschooled or received a General Educational Development (GED) certification.
Student Data: Edit New Student Entries

1. To edit new student entries scroll to the far right for the “Options” column.
2. Click the down-arrow button next to the desired entry.
3. This menu gives options to edit or delete each individual entry.
4. After completing this page click “Save and Next”.

![Student Data Table]

Add a Student

<table>
<thead>
<tr>
<th>Graduating Class of Achievement Year</th>
<th>First Name</th>
<th>Last Name</th>
<th>Gender</th>
<th>Ethnic/Heritage Category</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020-21</td>
<td>d</td>
<td>d</td>
<td>Male</td>
<td>Asian - Filipino</td>
<td></td>
</tr>
</tbody>
</table>
Graduate Data

1. You must include all AY 17/18 and AY 18/19 graduates.

2. Imported graduate data
   - If you selected “Yes” to import prior year’s data, the graduate data from the prior year’s application appears.
   - Verify the imported graduate information is correct.
   - Edit or delete imported graduates by selecting the “Options” dropdown list for that line.
   - Click the down-arrow button next to the desired entry.
Graduate Data: Add New Graduates

New graduates

- To add a new graduate, click the “Add a Graduate” button.
- A pop-up window will display.
- Complete all required fields.
Graduate Data: Edit or Delete New Graduates

1. To edit or delete new graduate entries scroll to the far right for the “Options” column.

2. Click the down-arrow button next to the desired entry.

3. This menu gives options to edit or delete each individual entry.

4. After completing this page, check the box to confirm then click “Save and Next”.

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Graduates With No Errors

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Sex</th>
<th>Race - Ethnicity</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>J. Smith</td>
<td>1</td>
<td>Male</td>
<td>Asian - Canadian</td>
<td></td>
</tr>
</tbody>
</table>

- Preview
- Save & Next
1. You must add practice site information for all graduates.

2. If your graduate is working in California and you know their practice site:
   - Select “Yes” under “Do you know the graduate’s practice site?”
   - Use the magnifying glass to search for the practice site name.
   - If the practice site is not listed, select “Practice Site not Listed” and enter the practice site name.
   - Select the appropriate “Facility Type.”
Graduate Data: Out of State Graduates

If your graduate is working outside of California:

- Select “No” as your response regardless if you know the practice site name and address.
- Select “Out of State” under “Reason Practice Site Unknown.”
Required Documents

Before Attaching Documents:

- The red button on this page indicates required documents.
- For example, click on the “Accreditation Letter Upload” button to upload the required letter.
- Once you upload all required documents, the buttons turn green signifying that you may continue.
- Click “Next” to save continue to the final page of the application.

Note: You may delete an uploaded document by clicking the down-arrow button next to the desired entry.

After Attaching Documents:
Assurances

1. Read the statement.
2. Agree to the statement by checking the “I Certify” box.
3. Click the “Submit” button.

Note: Only Program Directors may submit an application. The “Submit” button will not appear for Grant Preparers. Once you submit an application, you will not be able to edit or delete your application.
Submission Complete

1. Once your application is submitted, you will see the message in green below.
2. You may navigate to your eApp dashboard by following the dashboard link in the message.
View and Print Application

1. Under “Application in Progress” tab, select the “Options” dropdown to view or print your application.
Post-Submission Maintenance

Program Directors must:

• Log into their eApp profile to maintain current contact information as well as maintain the approved Grant Preparer list. Otherwise, your program may miss important notifications.

• Provide notification when the Agreement Signatory, Payee Data Signatory, or Contract contact changes by emailing SongBrown@oshpd.ca.gov. Failure to do so may delay the start of your grant agreement.
Questions?

- Email us at SongBrown@oshpd.ca.gov.
- Email subject line must include the application number and program name.