Song-Brown Registered Nurse (RN) Education Program Funding

Technical Assistance Guide
October 2023

About Song-Brown

- Song-Brown provides funding to education programs:
    - Family Nurse Practitioner/Physician Assistant training programs
    - Family Nurse Practitioner/Physician Assistant Postgraduate Fellowship programs (new this year)
    - Registered Nurse education programs
    - Family Medicine, Internal Medicine, Pediatrics, OB/GYN residency programs
    - Licensed Midwifery and Certified Nursing Midwifery training programs

- Song-Brown provides financial incentives to programs to:
    - Graduate individuals who practice in medically underserved areas
    - Enroll members of underrepresented groups in medicine to the program
    - Locate the program's main training site in a medically underserved area
    - Operate a main training site at which the majority of the patients are Medi-Cal recipients

Application Dates

Registration: Open now
Application release: October 12, 2023
Early submission review: November 14, 2023
Application deadline: November 28, 2023

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.

- HCAI **will not** make changes to the terms and conditions specified in the Grant Agreement.

- Funds shall not supplant existing state or local funds.

Changes for 2023

- Existing and Expansion award opportunities exist this year with up to $27.4 million in funding available

- Maximum award of $900,000 per eligible existing pre-licensure RN programs
  - Up to 30 student slots
  - $15,000 per slot each year
  - 2-year award

- Maximum award of $600,000 per eligible expanding pre-licensure RN programs
  - Up to 10 student slots
  - $30,000 per slot each year
  - 2-year award

- Removal of attrition rate, and NCLEX pass rate from Program Data page

- Existing scoring criteria changes, and expansion scoring criteria added (See Grant Guide)

Information to Gather

- Authorized Grant Agreement Signatory contact information

- Authorized Payee Data Record (Std. 204) Signatory contact information

- Training site name and address for all sites used in Academic Year (AY) 22/23

- Student information for those graduating in AY 23/24 and 24/25, including race and ethnicity data

- Graduate information for AY 20/21 and 21/22 including current practice site location, race, ethnicity, and National Provider Identification (Entry-Level Master's only)

- Board of Registered Nursing (BRN) program approval letter and/or BRN program expansion approval letter

Helpful Resources

- HCAI eApplication (eApp): https://funding.hcai.ca.gov/

- The RN Grant Guide, RN Scoring and Evaluation Process, and Song-Brown Glossary: https://hcai.ca.gov/loans-scholarships-grants/grants/song-brown/
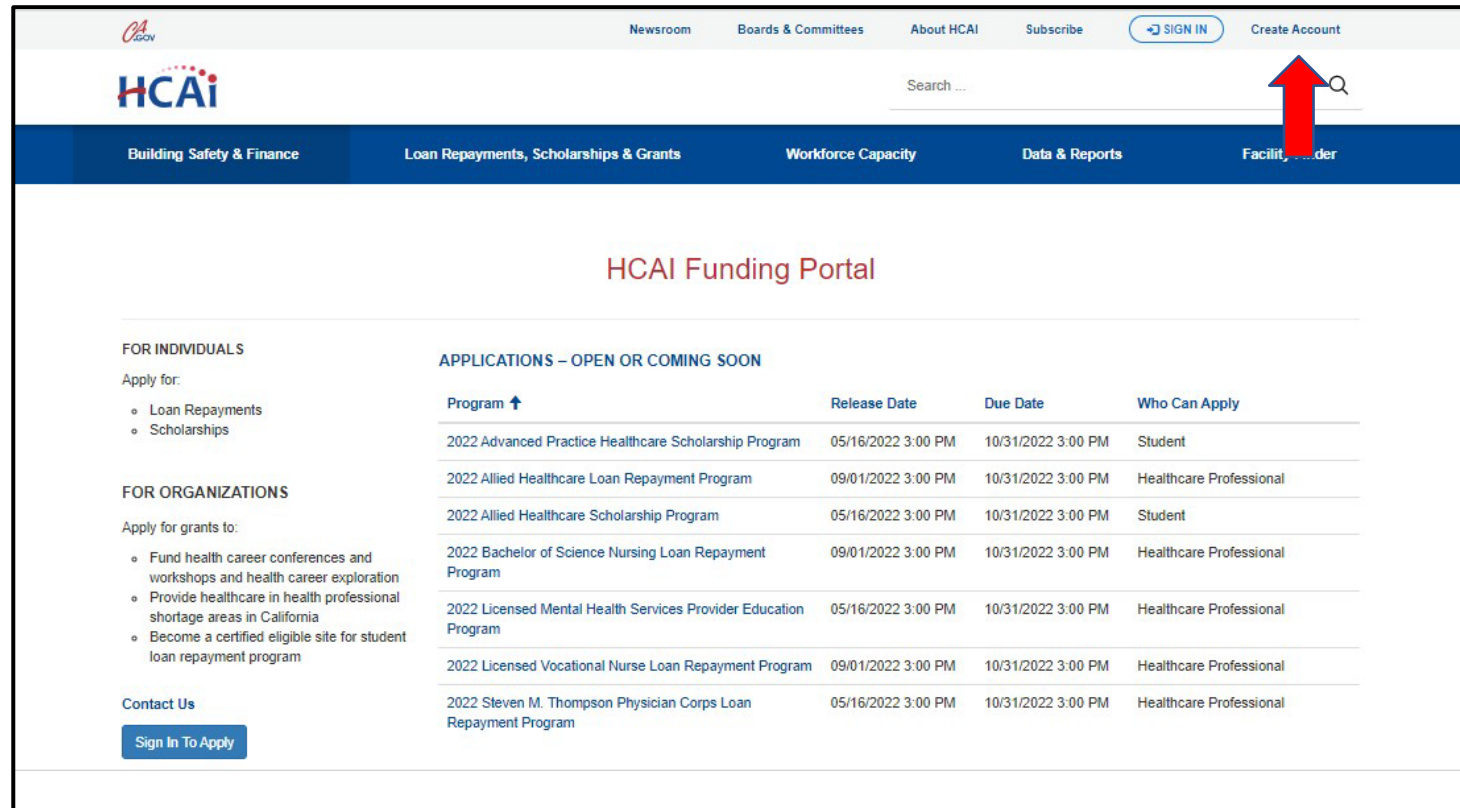
eApp Registration

System Requirements

- For the best experience, use Google Chrome or Microsoft Edge

- Internet Explorer is not supported

Creating an Account

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

Registration

1. Select "Create account" at the eApp homepage at: https://funding.hcai.ca.gov.
2. Complete the required fields to setup your login and password.
3. Click "Create Account" at the bottom of the screen.

Setting up Your Profile
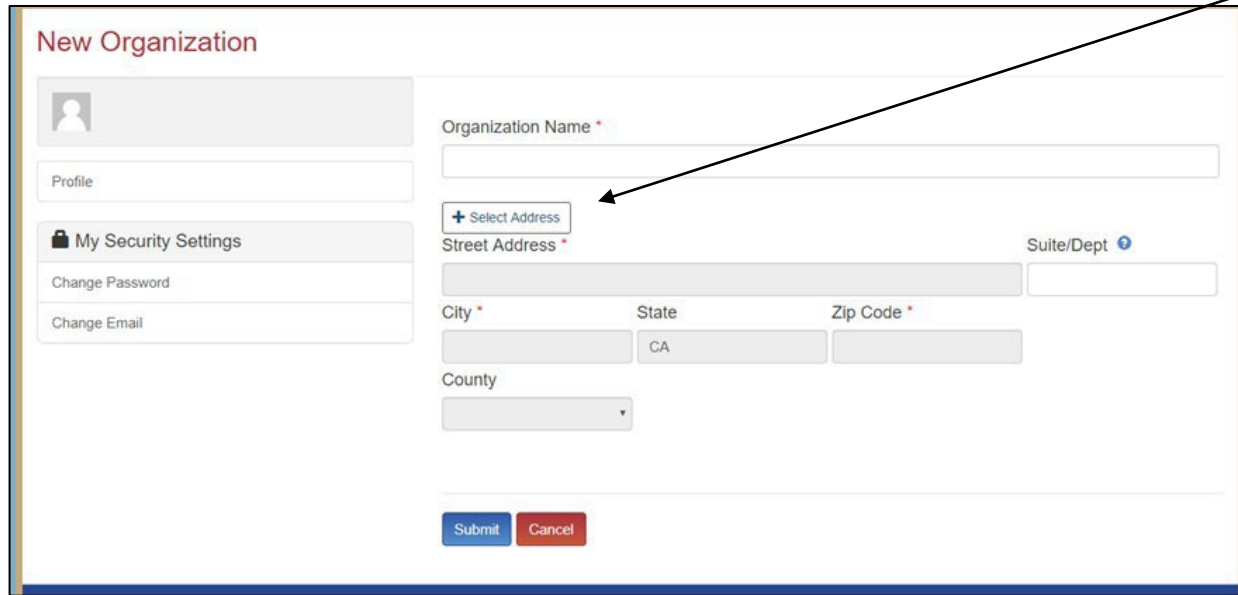
1. Once you are logged into eApp, select "Profile" at the top of the window, then check "Organization for healthcare workforce support".
2. Click "Yes" under the question about applying to Song-Brown.
3. Click the magnifying glass to search for the Organization name.
4. If the name is listed, select it then click "Select".
5. If the name is not listed, close the search window, select "Request New Organization", then complete all fields in the new organization window here.
6. Select "no" under the question about applying for other grants.
7. Complete all remaining required fields on the profile page.
8. Click "Submit" at the bottom of the page.

Note: Most organizations are in the system. Returning applicants must use the search function before requesting a new organization.

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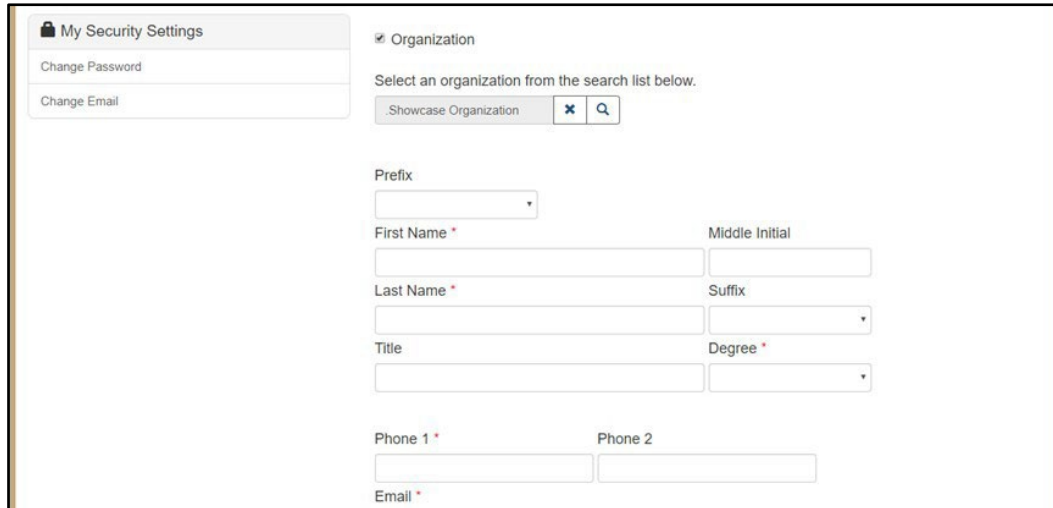
1. Enter the new "Organization Name".
2. Click the "+Select Address" button.
3. A new window opens, and you can enter and search for an address.
4. Click the confirmed address and it will auto-populate the address fields on the page.

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.
2. When finished click the "Submit" button.
3. If there are no errors on the page, you will receive a message that 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@hcai.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
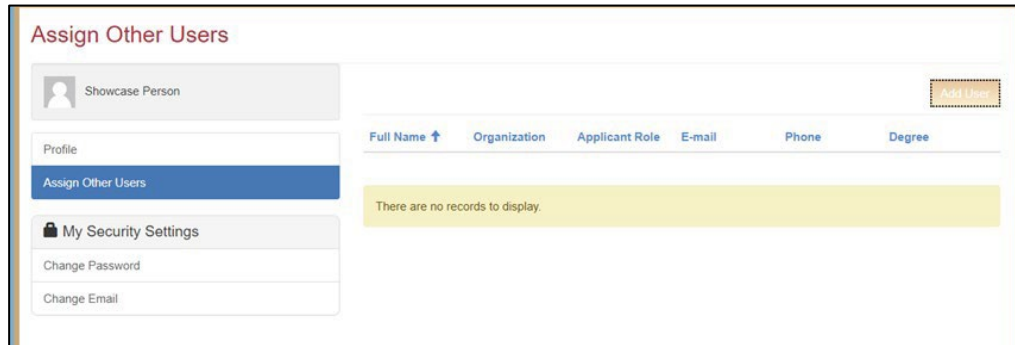
1. Program Directors have an additional tab on their "Profile" page called "Assign Other Users".

2. Navigating to this page from your "Profile" page allows you to add users who may only view and edit applications.

3. Click the "Add User" button to give registered Grant Preparers access to your applications.

• Note: Grant Preparers must set up their profile before a Program Director can add them to the Grant Preparer list.

Apply Here
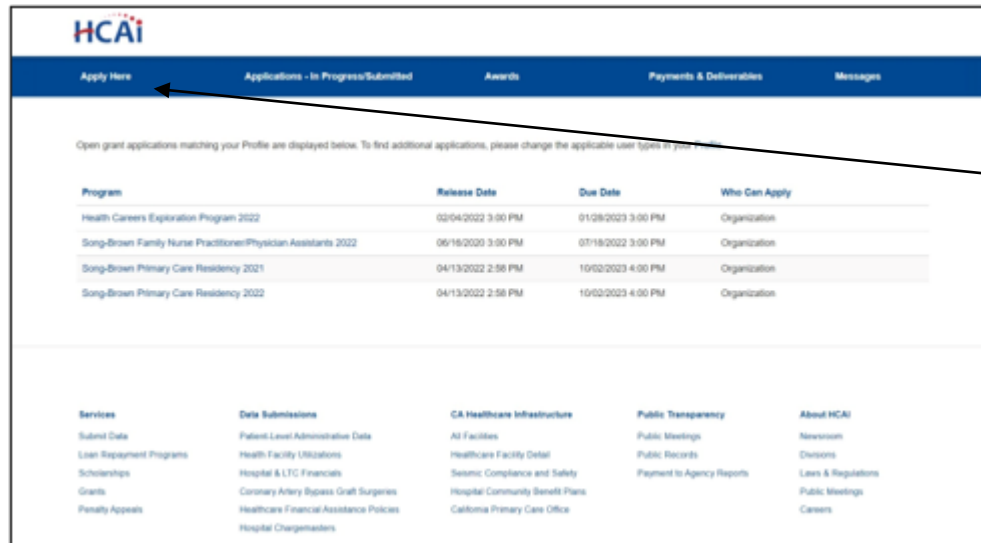
1. Navigate to the "Apply Here" page on the main menu.
2. Select the applicable "Song-Brown Registered Nurse" link.

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.

The last name of the primary contact at the contract organization.

Contract Administrator Last Name *

Starting the Application

Program Information

Application SBRNC-0001717 – Song-Brown Registered Nurse Capitation

Program Information *

Song-Brown Registered Nurse Capitation 2023

Organization

Are you a Board of Registered Nursing (BRN) approved pre-licensure program? *
○ No ● Yes

On behalf of which type of training program are you applying?

○ Associate Degree of Nursing (ADN)
● Bachelor of Science, Nursing (BSN)
○ Entry-Level Master's (ELM)
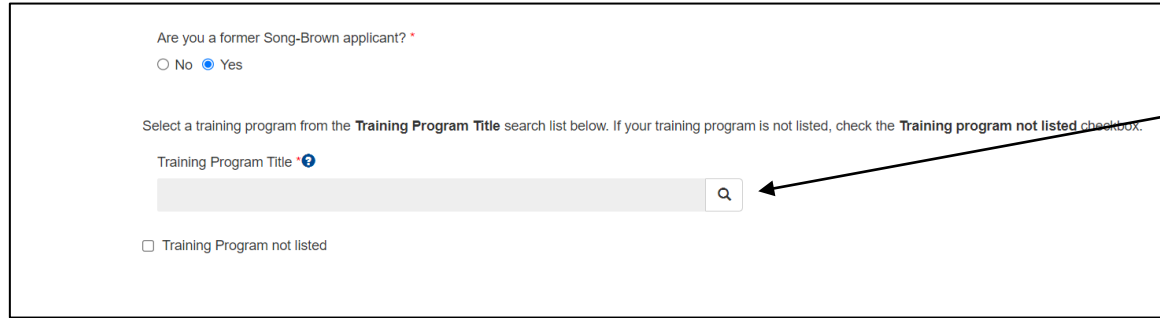
Is your program expanding in the 2023/24 Academic Year?

● No ○ Yes

1. The "Program Information" and "Organization" fields pre-populate and cannot be edited within the application.

2. Select "Yes" here if your program has been approved by the BRN.

3. Select the "Program Type" you want to apply for.

4. Select "Yes" here if your training program has recently been approved by the BRN to expand student slots.

Note: The organization name can be updated under the Program Director's eApp profile.

Program Information: Training Program (1/2)
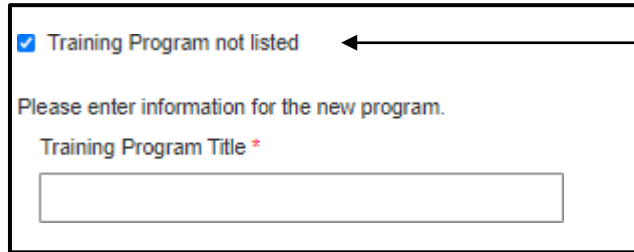
1. The "Training Program Title" is the official name of the school's training program and will be listed on the Agreement.
2. Select an existing "Training Program Title" by clicking on the magnifying glass.
3. To link data from prior applications to the new application, you must use the magnifying glass search function to select the "Training Program Title" from the list.

Note: You must use the magnifying glass to search for your program. Most training program names exist in the system. You cannot enter an already existing training program name manually and expect to import data from a prior application.
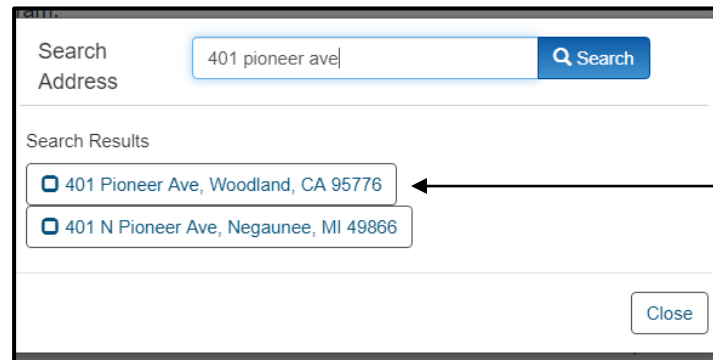
Program Information: Training Program (2/2)

Training Program not listed

Please enter information for the new program.

Training Program Title *

Search Address   401 pioneer ave   Q Search

Search Results

□ 401 Pioneer Ave, Woodland, CA 95776
□ 401 N Pioneer Ave, Negaunee, MI 49866

Close

1. If your training program is not listed, check the box "Training Program not listed". New fields appear.
2. Type in the program name under "Training Program Title" as the school's name, program type. EX: University of the West, ADN Program.
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 address validation feature throughout the application.

Contract Administration

1. Before completing this page, you must verify the information with your contracts or finance office to ensure accuracy. Incorrect information delays agreements.

2. Enter the "Contract Organization Name". This is the official business name as reported to the Internal Revenue Service and will be included in the Grant Agreement.

3. If applicable, include the Doing Business As (DBA) portion of the name. EX: For the organization "Green Foundation DBA Blue College", Green Foundation would go in the Contract Organization field. Blue College would go in the Doing Business As field.

4. Enter the "Grant Agreement Signatory". This is the signatory authorized to enter into a grant agreement on behalf of your organization.

5. Enter the "STD. 204 Signatory". This is the signatory with expertise on tax reporting for your organization.

Contract Administration: Legal Address

1. Enter the legal address for your organization. It must match IRS records.
2. If the legal address is a street address, select "No" here and use the "Search Address" button to select the address.
3. If the legal address is a PO Box address, select "Yes" here and complete the new fields that display.

Contract Administration: Remit To Address
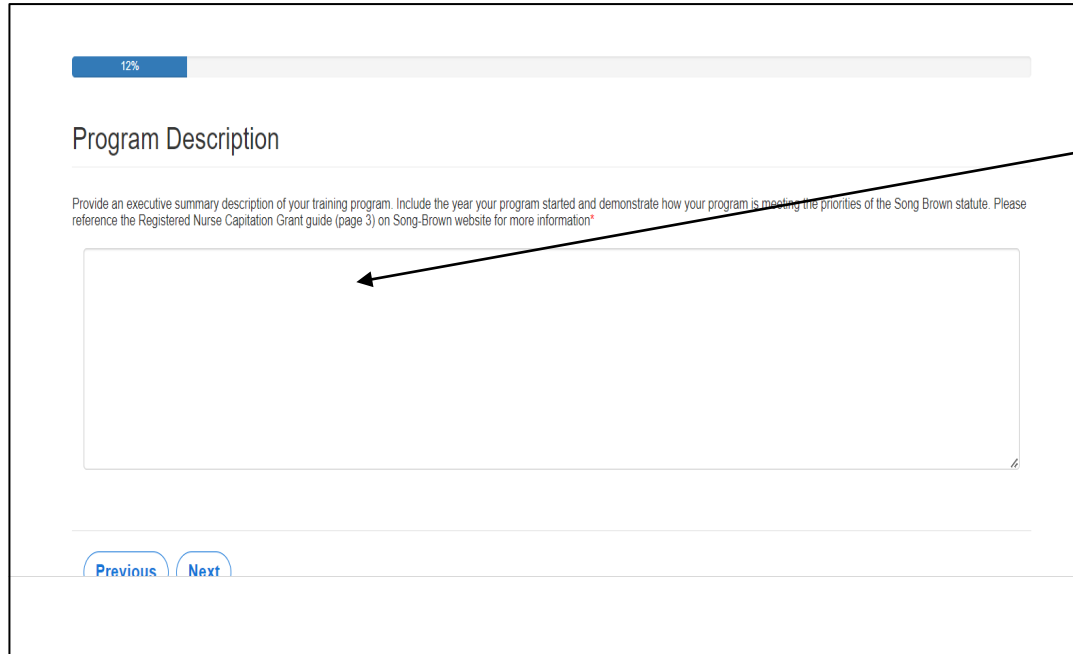
- The remit address is where payments will be mailed.
- If the remit and legal address are the same, select "No" here. If they are different, select "yes" and complete the fields that appear.
- For a PO Box remit address
  - Select "Yes" and complete the fields that display.
- For a physical remit address
  - Select "No" here.
  - Then select "+ Select Address". Enter the address, select Search, then select the correct address.
  - If applicable, enter the suite or department information in the "Suite/Dept" field.
- Enter the Authorized Representative for the Payee. This is the person authorized to receive warrants.

Program Description

1. Complete the required field.
2. There is a maximum 2,500-character limit.
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 2,500 characters for each page. Please double-check the information you enter and make sure everything is captured.
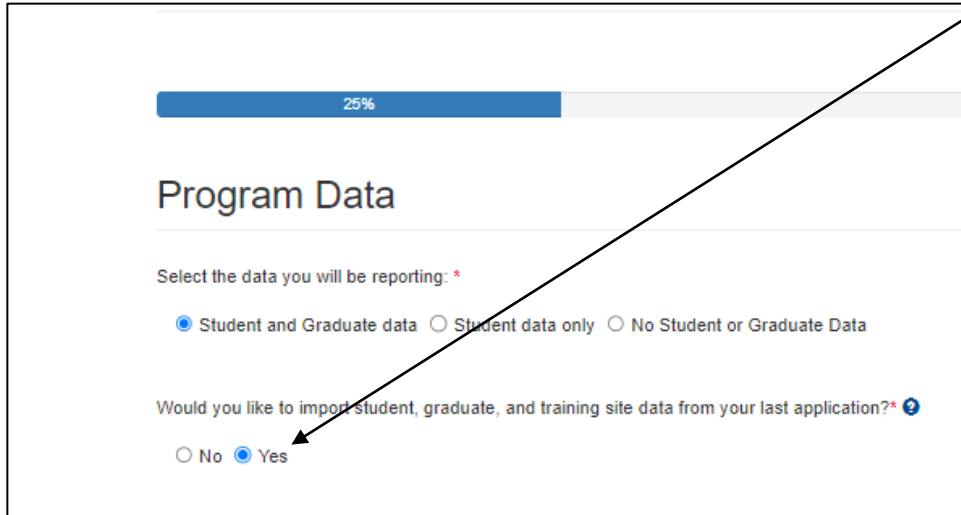
Program Data: Reporting Option

- Ensure you select the correct reporting option for your program here. Additional fields populate according to your selection.

- Select "Graduate and Student Data" if you have 21/22 or 20/21 graduates.

- Select "Student Only" if you have no 21/22 or 20/21 graduates but do have students with a projected graduation in 24/25 or 23/24.

- If your program was recently established and has no graduate or student data to report, select "No Student or Graduate Data".

Program Data: Import Option

1. The import data option defaults to "Yes".

   - Data from your prior application will only import if you click "Yes" here AND used the magnifying glass search function on the "Program Information" page to select the "Training Program Title".

   - If you did not apply for the 2022 RN cycle, select "No" to the import question. In this case, you must enter training site, student, and graduate data manually.

2. After completing all fields as applicable on this page, click "Save & Next".

Note: The import option does not display if you selected "No student or graduate data" on the prior question.

Training Sites: Review Imported Sites

Training Sites

Add all California-based training sites used in academic year 22-23. To add a new training site, click the **Add a Site** button and enter the requested information. Do not include any sites located outside of the state of California.

If you applied last year and chose import data for this application, the table below displays your sites. Please review imported sites to ensure only current sites used in the 22-23 academic year are listed. Delete any out of state sites that import from last application.

To edit information or delete a training site that no longer exists, click on the arrow button next to a the training site name and select **Edit** or **Delete**.

Note to all programs: Only one physical address is allowed per site for the purpose of this application, regardless of differing suite/room/department numbers used.

For example, if you have 123 Blue Street, Purple Dept. Ste 160 and 123 Blue Street, Green Dept. Ste 178, you may only list one of those on the application.

Training Sites With Errors

Training Site Name ↑	Private Practitioner	Title	Private Practitioner First Name	Private Practitioner Last Name	Street Address	Suite/Dept	City	State	Zip Code	County	
zztrainingsite1zz	Yes	DO	Crystal	Flores	450 N St		Sacramento	CA	95814	Sacramento	⌄
										Edit	
										Delete	

Training Sites With No Errors

1. Follow the instructions at the top of the page.
2. If you selected "Yes" to import prior year's data on the "Program Data" page, imported records display on the errors list.
3. All imported records must be reviewed by selecting "Edit" from the drop-down list. A pop-up window will appear. Complete all required fields and ensure record accuracy.
4. Check the box at the bottom of the window indicating record reviewed, then select "Submit".
5. All records must reflect on the no errors list prior to moving forward in the application.

Training Sites: Add New Sites

1. Click the "Add" button.
2. A pop-up window will display.
3. Complete all required fields and review each record to ensure accuracy.
4. Check the box at the bottom indicating record reviewed, then select "Submit".
5. All records must reflect on the no errors list prior to moving forward in the application.

Note: Records with errors may not be considered for scoring.

Training Sites: Edit or Delete

Training Sites With No Errors

Add a Site

Training Site Name ↑	Private Practitioner	Title	Private Practitioner First Name	Private Practitioner Last Name	Street Address	Suite/Dept	City	State	Zip Code	County	
ABC 1234 Training Sites	Yes	MD	John	Doe	875 Blake Wilbur Dr		Palo Alto	CA	94304	Santa Clara	⌄

Previous   Save & Next

1. Scroll to the far right of an existing record row and click the drop-down arrow for the "edit" and "delete" options.

2. If you select "edit" a pop-up window will appear. Complete all required fields, check the box at the bottom indicating record reviewed, then select "Submit" to save the edits.

3. If you select "delete" a dialogue box will appear asking you to confirm, select "delete". The record will disappear from the page.

4. After completing this page, click "Save & Next".

Program Funding and Expenditures

Program Expenditures and Funding

Enter the AY 2022-23 training program annual expenditures below for each line item.

Personnel*	999,999
Operating Expenses*	9,999,999
Major Equipment*	99,999,999
Other Costs*	9,999,999
Total	120,999,996

Number Students *	Existing Capitation Rate
30	15,000

Number of Expansion Students *	Expansion Capitation Rate
10	30000

Contract Term	Total Capitation
2	1,500,000

Previous   Save & Next

1. In the top section enter your full program expenditures for the AY requested here.

2. In the bottom section enter the number of student slots for which you are requesting grant funding.

3. The AY 22/23 expenditure "Total" in the top section must exceed the grant funding "Total Capitation" in the bottom section.

4. After completing this page, click "Save & Next".

Note: Fields shaded gray auto calculate and cannot be edited. Also, expansion fields will only display if you selected "yes" to the expansion question on the Program Information Page.

Student Data: Enter Totals and Review Imported Students

1. In the top section of this page, enter the total number of students with a projected graduation in AY 23/24 and 24/25.

2. In the bottom section of this page, follow the instructions.

3. If you selected "Yes" to import prior year's data on the "Program Data" page, imported records display on the errors list.

3. All imported records must be reviewed by selecting "Edit" from the drop-down list. A pop-up window will appear. Complete all required fields and ensure record accuracy.

4. Check the box at the bottom of the window indicating record reviewed, then select "Submit".

Note: All records must reflect on the no errors list prior to moving forward in the application.

Student Data: Add New Students

1. In the bottom section of the page, add new records by clicking "Add a Student".
2. A pop-up window will display.
3. Complete all required fields, and review each record to ensure accuracy.
4. Check the box at the bottom indicating record reviewed, then select "Submit".
5. All records must reflect on the no errors list prior to moving forward in the application.

Note: Records with errors may not be considered for scoring.

Student Data: Edit or Delete

1. Scroll to the far right of an existing record row and click the drop-down arrow for the "edit" and "delete" options.

2. If you select "edit" a pop-up window will appear. Complete all required fields, check the box at the bottom indicating record reviewed, then select "Submit" to save the edits.

3. If you select "delete" a dialogue box will appear asking you to confirm, select "delete". The record will disappear from the page.

4. After completing this page, click "Save & Next".

Graduate Data: Review Imported Graduates

1. Your application must include all AY 19/20 and 20/21 graduates.

2. If you selected "Yes" to import prior year's data, the graduate data from the prior year's application displays on the errors list.

3. You must review all imported student records by selecting "Edit" from the drop-down list.

4. Open each record and input required data (if needed) to move the record to the non-errors list.

Graduate Data: Add New Graduates

- Click "Add a Graduate".

- A pop-up window will display.

- Complete all required fields.

- Graduate Practice Specialty is only required for ELM program graduates. For ELM graduates that never began practice, select "Other" and enter Not Applicable.

- Note: You must ensure only valid graduate information is listed and data issues are resolved. Graduates remaining on the errors list after application submission may not be considered for scoring.

Graduate Data: Practice Site Information

1. You must add graduate 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 + Select Address button to search for the practice site name.

3. If the practice site is unknown, select "No" to the practice site question and select "Other".

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" or "Unknown" under "Reason Practice Site Unknown."

Common Application Errors

1. **Incorrect Signatory**: Provided incorrect signatories for the Grant Agreement and/or Std 204 Payee Data Record. Verify with your finance or contracts office before submitting the application to ensure this information is correct or the agreement may be delayed.
2. **Incorrect or Missing Required Documents**: Did not attach the correct documents. Ensure you have attached the required documents as attaching the incorrect documents is cause for ineligibility.
3. **Outdated Remit To Address**: Entered an outdated remit to address for payments. Verify with your finance office that there has been no change to the remit to address. If there is an outdated address, you may experience lost or delayed payments.

Common Data Import Errors

1. **Wrong Training Program Name**: Applicant entered a new Training Program Title for an existing program. Ensure you use the search function to select the exact Training Program Title used in the prior application, or the data import feature will not work. If you applied last year and are having problems identifying the correct training program name, contact Song-Brown at SongBrown@hcai.ca.gov.
2. **Missing Data**: Did not include all training site, student and/or graduate data. Applicants must verify the data import, enter any new data, and verify all data is current before submitting.
3. **Inconsistent Data:** Data entered is inconsistent with the prior application. Ensure reporting method consistency by comparing the current application to the prior application.

Required Documents

Before Attaching Documents:

After Attaching Documents:

- The red button on this page indicates required documents.

- For example, click on the "Approval Letter Upload" button to upload the required letter.

- Once you upload all required documents, the buttons turn green signifying that you may continue.

- Ensure your document upload is titled to begin with "Appr_" for the system to accept the document.

- Click "Next" to save and 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. Also, if applying for an existing and an expansion award you will have to upload the most current existing program approval letter and the expansion approval letter.

Assurances

1. Read the statement.
2. Agree and certify to the statement by checking the box.
3. Click the "Submit" button.

Note: Only Program Directors can submit an application. The "Submit" button will not appear for Grant Preparers. Once you submit an application, you cannot edit or delete your application.

Submission Complete

Thank you for submitting your application. Your application has been received and will be reviewed. Return to your **dashboard**.

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.

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 Grant Agreement contact changes by emailing SongBrown@hcai.ca.gov. Failure to do so may delay the start of your Grant Agreement.

View and Print Application

1. To view or print your application, click "Applications In Progress/Submitted" tab.

2. Select the arrow dropdown on the application you want to view or print.

DocuSign Instructions (1/2)

- You must confirm your signatories with your contracting office BEFORE submitting your application to avoid delays with agreement execution.

- Agreements will be routed for signature through DocuSign email, based on the Grant Agreement Signatory and Payee Data Record 204 Signatory contacts provided on your application.

- DocuSign emails must be sent directly to the Agreement Signatory and Payee Data Signatory email addresses, EX: JaneSmith@ucx.edu. Do not provide a shared email address such as provost@ucx.edu or contracts@ucx.edu.

- Signatories should check their spam/junk folder if they can't find their DocuSign email as some systems may flag those emails as spam.

- Signatories cannot edit any documents in DocuSign, they can only sign off on them. NO edits are allowed. To receive a grant, you must accept all agreement terms as provided.

DocuSign Instructions (2/2)

- Each signatory, as designated on the application, will receive a DocuSign email specific to their role.

- Only the designated signatory can open the DocuSign email, otherwise the link may become invalid.

- No one can be CC'ed on the DocuSign emails, however designated signatories can download a copy of what they sign.

- DocuSign links expire within 30 days. Review the agreement template in the Grant Guide on the SB web page before receiving the DocuSign to expedite your review and signing process.

Questions?

- Email us at SongBrown@hcai.ca.gov.

- Email subject line must include the application number and program name.