

# 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/>

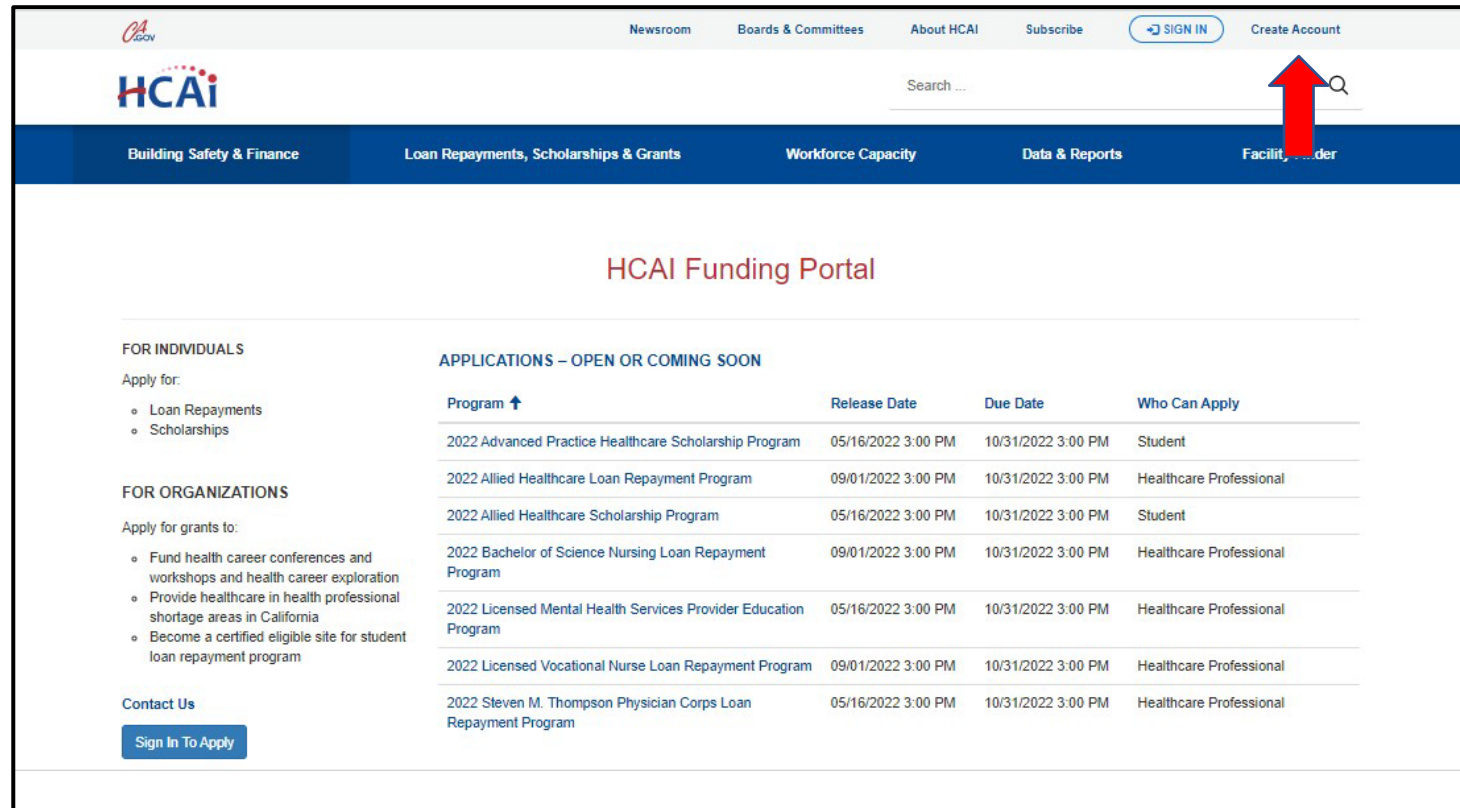
# **eApp Registration**



# System Requirements

- For the best experience, use Google Chrome or Microsoft Edge
- Internet Explorer is not supported

# Creating an Account



The screenshot shows the HCAI Funding Portal website. The top navigation bar includes links for Newsroom, Boards & Committees, About HCAI, Subscribe, SIGN IN, and Create Account. A red arrow points to the 'Create Account' link. Below the navigation bar is a search bar and a blue header with categories: Building Safety & Finance, Loan Repayments, Scholarships & Grants, Workforce Capacity, Data & Reports, and Facilities. The main content area is titled 'HCAI Funding Portal' and is divided into sections for individuals and organizations, a table of applications, and contact information.

**HCAI Funding Portal**

**FOR INDIVIDUALS**  
Apply for:

- Loan Repayments
- Scholarships

**FOR ORGANIZATIONS**  
Apply for grants to:

- Fund health career conferences and workshops and health career exploration
- Provide healthcare in health professional shortage areas in California
- Become a certified eligible site for student loan repayment program

**APPLICATIONS – OPEN OR COMING SOON**

Program ↑	Release Date	Due Date	Who Can Apply
2022 Advanced Practice Healthcare Scholarship Program	05/16/2022 3:00 PM	10/31/2022 3:00 PM	Student
2022 Allied Healthcare Loan Repayment Program	09/01/2022 3:00 PM	10/31/2022 3:00 PM	Healthcare Professional
2022 Allied Healthcare Scholarship Program	05/16/2022 3:00 PM	10/31/2022 3:00 PM	Student
2022 Bachelor of Science Nursing Loan Repayment Program	09/01/2022 3:00 PM	10/31/2022 3:00 PM	Healthcare Professional
2022 Licensed Mental Health Services Provider Education Program	05/16/2022 3:00 PM	10/31/2022 3:00 PM	Healthcare Professional
2022 Licensed Vocational Nurse Loan Repayment Program	09/01/2022 3:00 PM	10/31/2022 3:00 PM	Healthcare Professional
2022 Steven M. Thompson Physician Corps Loan Repayment Program	05/16/2022 3:00 PM	10/31/2022 3:00 PM	Healthcare Professional

**Contact Us**  
[Sign In To Apply](#)

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

# Registration

The image shows two screenshots of the HCAI Funding Portal. The top screenshot is the homepage, which includes a navigation bar with links for Newsroom, Boards & Committees, About HCAI, Subscribe, SIGN IN, and Create Account. Below the navigation bar is a search bar and a menu with links for Building Safety & Finance, Loan Repayments, Scholarships & Grants, Workforce Capacity, Data & Reports, and Facility Finder. The main heading is 'HCAI Funding Portal'. The bottom screenshot is the registration form, which includes a search bar, a navigation bar, and a 'Create Account' button. The form has fields for Email, Password, and Confirm password, and a CAPTCHA image. A red arrow points from the 'Create Account' button in the top screenshot to the 'Create Account' button in the bottom screenshot.

FOR INDIVIDUALS  
Apply for:  
• Loan Repayments  
• Scholarships

APPLICANT

HCAI

Building Safety & Finance Loan Repayments, Scholarships & Grants Workforce Capacity Data & Reports Facility Finder

Sign in Create Account Redeem invitation

Password must be at least 8 characters long and include at least one upper and lowercase letter, a number (0-9), and a special character (such as !@#\$%).

Register for a new local account

\* Email

\* Password

\* Confirm password

QNDZKDV

Generate a new image  
Play the audio code

Enter the code from the image

Create Account

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

ZZZJane DoeZZZ

My Security Settings

Change Password

Change Email

Select your user type. (Choose all that apply) \*

☐ Healthcare Professional

☐ Student

☐ Organization for seismic construction funding

☒ Organization for healthcare workforce support

☒ Organization for healthcare workforce support

Are you applying for Song Brown Programs?

☐ No ☒ Yes

Select an organization from the search list below.

zzBig Bird Trainingzz

x Q

Organization Name \*

Street Address \*

Suite/Dept

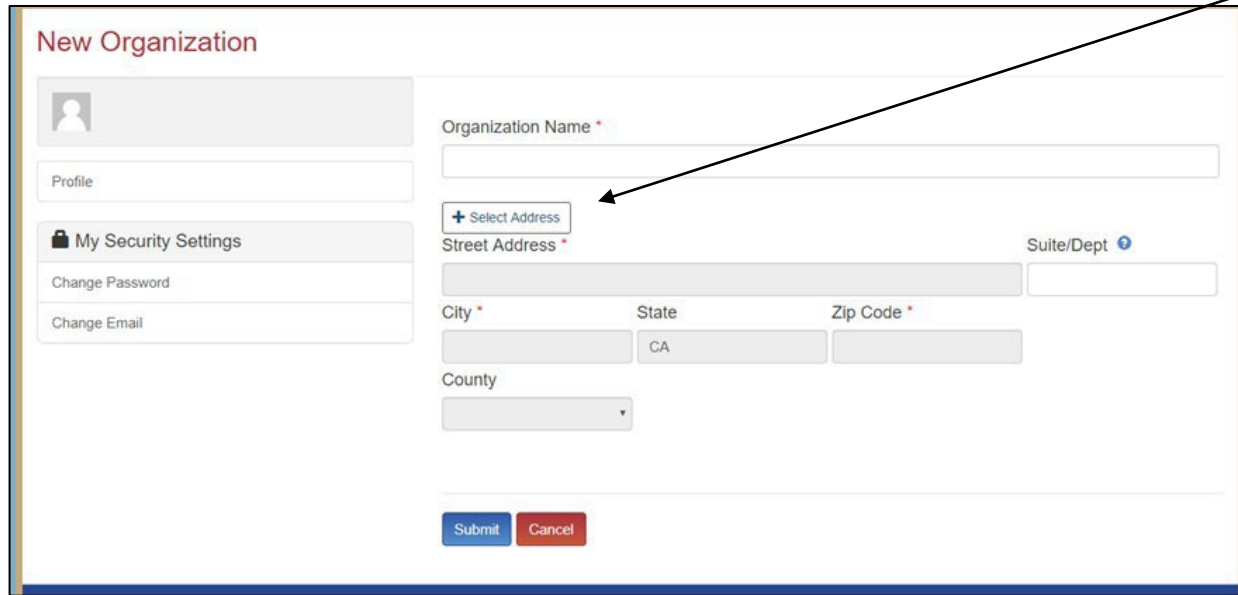
City \* State Zip Code \*

County

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

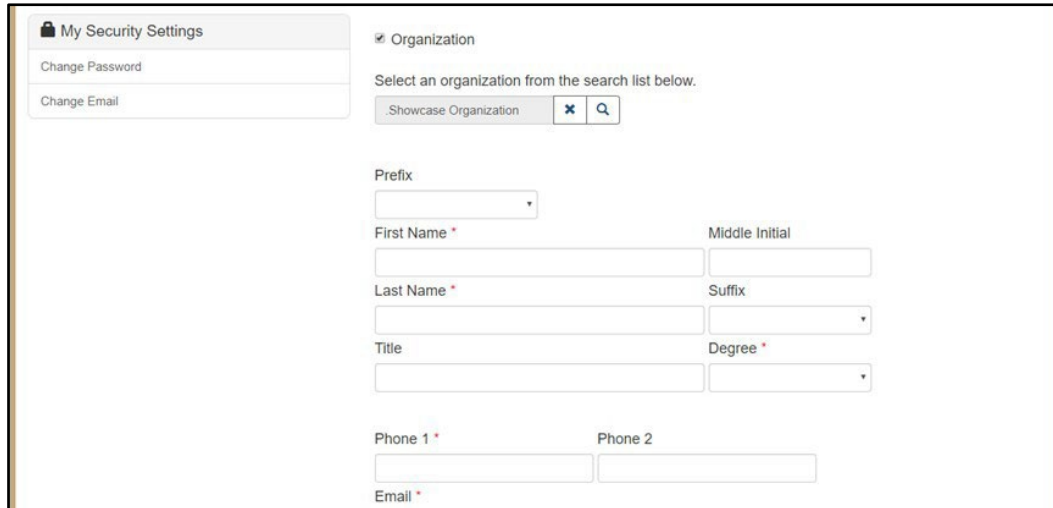


The screenshot shows a web form titled "New Organization". On the left is a sidebar with a profile icon, a "Profile" link, and a "My Security Settings" section containing "Change Password" and "Change Email" links. The main form area contains the following fields: "Organization Name" (required), a "+ Select Address" button, "Street Address" (required), "Suite/Dept" (optional), "City" (required), "State" (with "CA" selected), "Zip Code" (required), and "County" (dropdown). At the bottom are "Submit" and "Cancel" buttons. An arrow points from the first step of the instructions to the "+ Select Address" button.

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



The screenshot shows a web form titled "My Security Settings" with a lock icon. On the left, there are two buttons: "Change Password" and "Change Email". The main section is titled "Organization" with a checked checkbox. Below it, a text prompt says "Select an organization from the search list below." followed by a search bar containing ".Showcase Organization" and search icons. The form then contains several input fields: a "Prefix" dropdown, "First Name" and "Middle Initial" text boxes, "Last Name" and "Suffix" text boxes, "Title" and "Degree" dropdowns, "Phone 1" and "Phone 2" text boxes, and an "Email" text box. Red asterisks (\*) are placed next to "First Name", "Last Name", "Phone 1", and "Email" to indicate required fields.

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](mailto: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

Profile

Sign Out

CRYSTAL FLORES

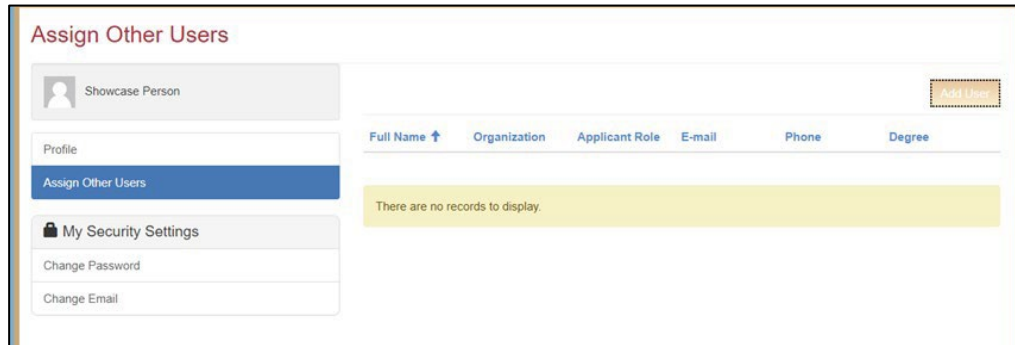
Applications - In Progress/Submitted

Awards


Payments & Deliverables

Messages

Training Program	Initiated By	Program Type	Status	Program	Application Due Date	Modification Due Date	SBPCR New Program
zzBig Bird Training Programzz	Crystal Flores	Entry-Level Master's (ELM)	Modifications Required	Song-Brown Registered Nurse Capitation 2021	10/03/2021 3:00 PM		No



Assign Other Users

 Showcase Person

Profile

Assign Other Users

My Security Settings

Change Password

Change Email

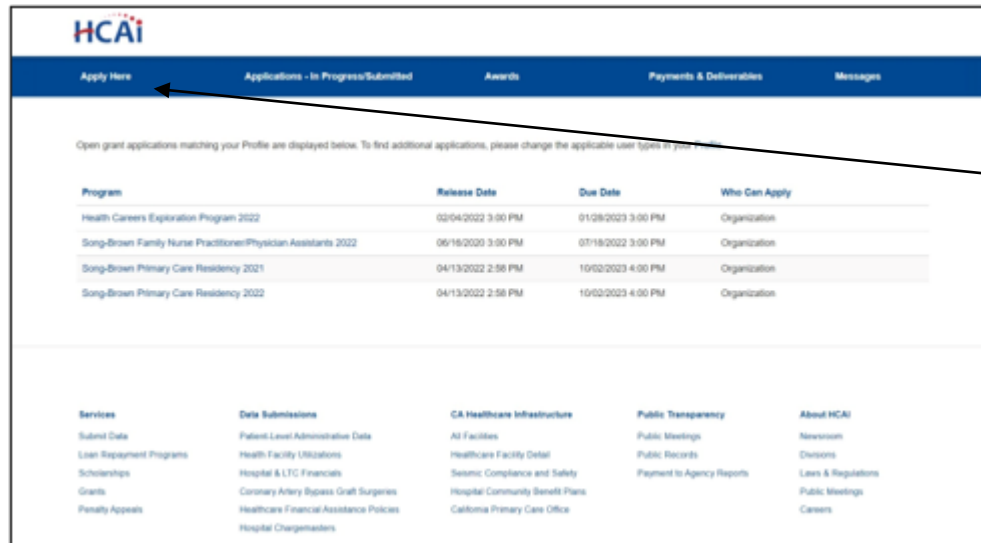
Full Name ↑	Organization	Applicant Role	E-mail	Phone	Degree
There are no records to display.					

Add User

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.

Apply Here		Applications - In Progress/Submitted			Awards		Payments & Deliverables		Messages
Grant Application Number ↓	Training Program	Initiated By	Program Type	Status	Program	Application Due Date	Modification Due Date	SBPCR New Program	
SBRNC-0001040	zzBig Bird Training Programzz	Crystal Flores	Entry-Level Master's (ELM)	Modifications Required	Song-Brown Registered Nurse Capitation 2021	10/03/2021 3:00 PM		No	▼

# 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)

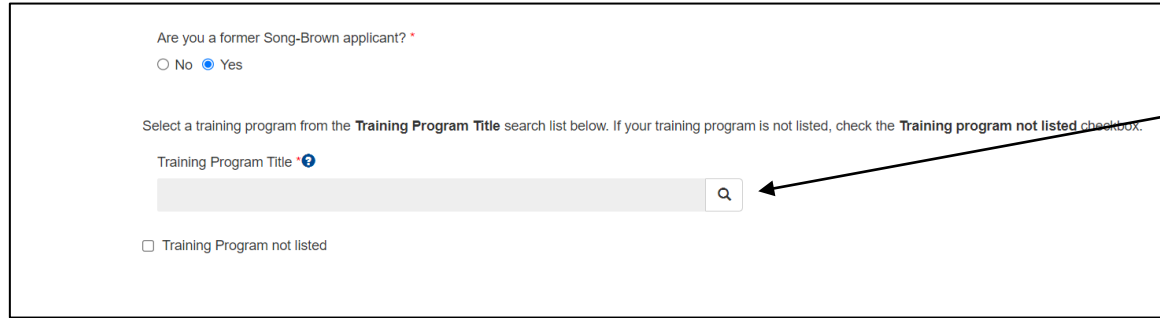
Is your program expanding in the 2023/24 Academic Year?

☒ 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)



The screenshot shows a web form with the following elements:

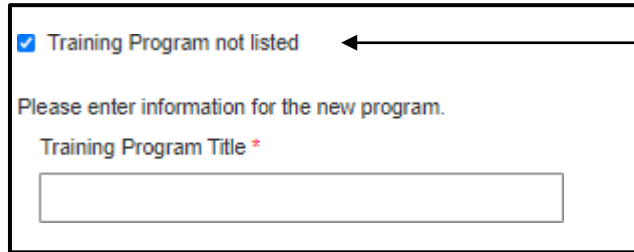
- A question: "Are you a former Song-Brown applicant?" with radio buttons for "No" and "Yes" (the "Yes" button is selected).
- Instructions: "Select a training program from the **Training Program Title** search list below. If your training program is not listed, check the **Training program not listed** checkbox."
- A search field labeled "Training Program Title" with a magnifying glass icon on the right.
- A checkbox labeled "Training Program not listed".

An arrow points from the magnifying glass icon in the search field to the second step of the instructions on the right.

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.

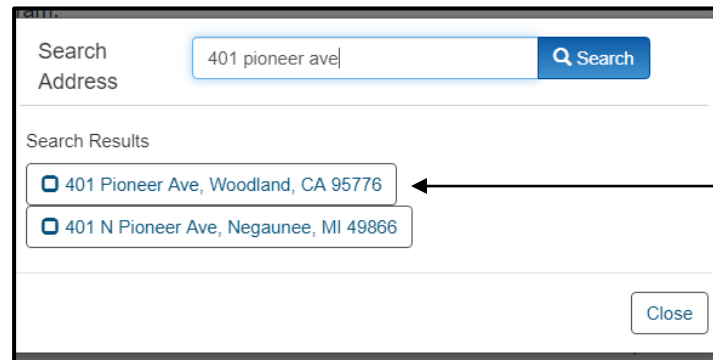
# Program Information: Training Program (2/2)



☒ Training Program not listed

Please enter information for the new program.

Training Program Title \*



Search Address 401 pioneer ave 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

Contract Administration

Contract Organization Name \*

Please select the type of entity \*

☐ Governmental Entity

☐ Non-governmental Entity

Doing Business As (DBA) \*

Prefix  Contract Administrator First Name \*  Contract Administrator Last Name \*

Title \*

Phone 1 \*  Provide a telephone number

Phone 2  Provide a telephone number

Contract Administrator Email \*

Grant Agreement Signatory \*

First Name \*  Last Name \*  Phone \*  Provide a telephone number

Email \*

Is the Payee Data Record (STD 204) Signatory the same as the Grant Agreement Signatory? \*

☒ No ☐ Yes

Payee Data Record (STD 204) Signatory \*

First Name \*  Last Name \*  Phone \*  Provide a telephone number

Email \*

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

The legal address for your organization must match the address on file with the IRS.

Is the legal address for your organization a PO box? \*

☒ No ☐ Yes

Click on the Select Address button to populate the Address Fields.

[+ Select Address](#)

Street Address \*

Suite/Dept

City \*

State \*

Zip Code \*

County

The legal address for your organization must match the address on file with the IRS.

Is the legal address for your organization a PO box? \*

☐ No ☒ Yes

PO Box \*

3511 del paso rd ste 160 pmb 438

City \*

State \*

Zip Code \*

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

Should payments be sent to a different address than what is on file with the IRS?  
☐ No ☒ Yes

Is the Remit to address a PO Box?\*

☐ No ☒ Yes

PO Box\*

City\*  State\*  Zip Code\*

Is the Remit to address a PO Box?\*

☒ No ☐ Yes

Click on the Select Address button to populate the Address Fields.

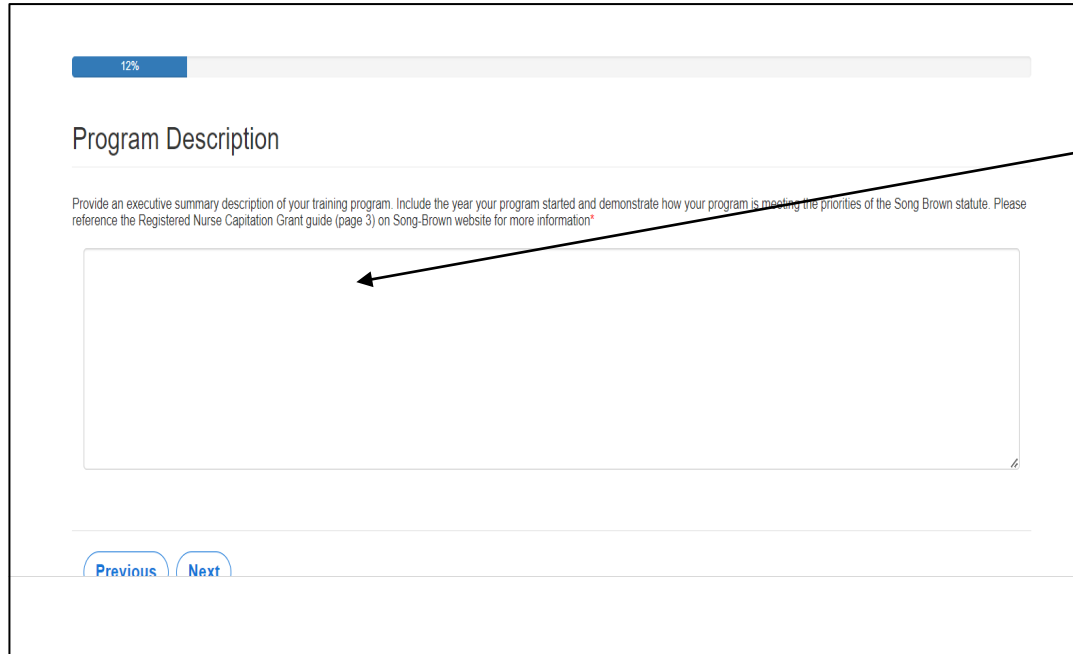
Street Address\*  Suite/Dept

City\*  State\*  Zip Code\*

County\*

- 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

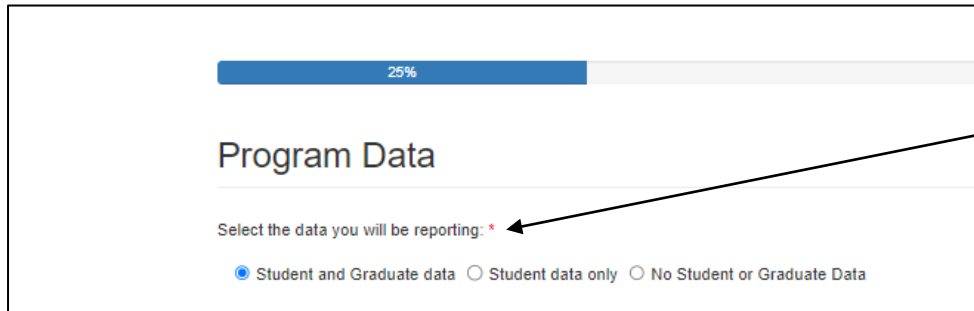


The screenshot shows a web form titled "Program Description". At the top left, there is a progress bar with a blue segment labeled "12%". Below the title, a small instructional text reads: "Provide an executive summary description of your training program. Include the year your program started and demonstrate how your program is meeting the priorities of the Song Brown statute. Please reference the Registered Nurse Capitation Grant guide (page 3) on Song-Brown website for more information". A large, empty text input area with a light gray border occupies the center. At the bottom left of the form, there are two buttons: "Previous" and "Next", both with blue outlines. An arrow from the text "Save & Next" in the list to the right points to the text input area.

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.

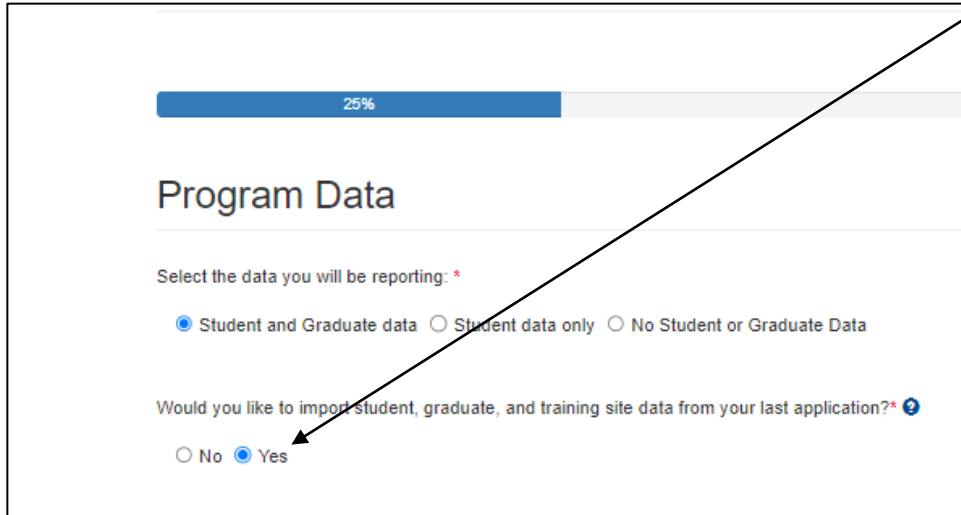
# Program Data: Reporting Option



A screenshot of a web form titled "Program Data". At the top, there is a progress bar showing 25% completion. Below the title, the text "Select the data you will be reporting:" is followed by three radio button options: "Student and Graduate data" (which is selected), "Student data only", and "No Student or Graduate Data". An arrow points from the first bullet point in the list to the "Student and Graduate data" 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



The screenshot shows a web form titled "Program Data" with a progress bar at the top indicating 25% completion. Below the title, there is a section "Select the data you will be reporting:" with three radio button options: "Student and Graduate data" (selected), "Student data only", and "No Student or Graduate Data". Below this, there is a question "Would you like to import student, graduate, and training site data from your last application?\*" with two radio button options: "No" and "Yes" (selected). An arrow points from the "Yes" option to the first numbered instruction on the right.

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
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

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

Create

Training Site Name \*

Is the training site a private practitioner's office? \*

☐ No ☒ Yes

Title \*

Private Practitioner First Name \*

Private Practitioner Last Name \*

+ Select Address

Street Address \*

Suite/Dept

City

State

Zip Code

County

Training Site Reviewed for Accuracy

☐ No ☒ Yes

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

The screenshot shows a web form titled "Program Expenditures and Funding". At the top, there is a progress bar labeled "50%". Below the title, a instruction reads: "Enter the AY 2022-23 training program annual expenditures below for each line item." This instruction has an arrow pointing to the "Personnel" input field. The form contains several input fields and calculated totals. The "Total" field is shaded gray. Below the expenditure section, there are fields for "Number Students", "Existing Capitation Rate", "Number of Expansion Students", "Expansion Capitation Rate", "Contract Term", and "Total Capitation". The "Total Capitation" field is shaded gray. At the bottom, there are two buttons: "Previous" and "Save & Next".

Category	Value
Personnel	999,999
Operating Expenses	9,999,999
Major Equipment	99,999,999
Other Costs	9,999,999
<b>Total</b>	<b>120,999,996</b>

Field	Value
Number Students	30
Existing Capitation Rate	15,000
Number of Expansion Students	10
Expansion Capitation Rate	30000
Contract Term	2
<b>Total Capitation</b>	<b>1,500,000</b>

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

Students Data

Enter your total number of current students that will be graduating in the Academic Years listed below:

AY 2023-24\*

AY 2024-25\*

Total

0

To add a new student, click on the **Add a Student** button and enter the required information. If your organization was a past applicant and you opted to include student data from the last submitted application, the table below displays those students. Review information for accuracy and make edits where appropriate. To edit information, click on the **Options** button next to an individual's name and select **Edit** or **Delete**.

Total Number of Students

0

Students With Errors

Graduating Class of Academic Year	First Name ↑	Last Name	Gender	Ethnic/Racial Category

Gender	Ethnic/Racial Category
Male	Asian - Chinese
Female	White/Caucasian/European/Middle Eastern

Edit

Delete

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

The image shows a web interface for adding new students. The main page, titled "Students With No Errors", features a table with columns: "Graduating Class of Academic Year", "First Name", "Last Name", "Gender", and "Ethnic/Racial Category". A yellow message box states "There are no records to display." Below the table is a checkbox labeled "All Students Submitted\*". A blue "Add a Student" button is located in the top right corner. A pop-up window titled "Create" is overlaid on the bottom half of the page. It contains the following fields: "Graduating Class of" (dropdown), "First Name" (text input), "Last Name" (text input), "Gender" (dropdown), "Ethnic/Racial Category" (dropdown), "HCAI Scholar" (checkbox), "NHSC Recipient" (checkbox), "Practice Specialty" (dropdown), and "Student Data Reviewed for Accuracy" (radio buttons for "No" and "Yes"). A blue "Submit" button is at the bottom of the pop-up. Arrows point from the first two steps of the list to the "Add a Student" button and the "Create" pop-up, respectively.

Students With No Errors

Add a Student

Graduating Class of  
Academic Year

First Name ↑

Last Name

Gender

Ethnic/Racial Category

There are no records to display.

☐ All Students Submitted\*

Create

Graduating Class of\*

First Name \*

Last Name \*

Gender \*

Ethnic/Racial Category \*

☐ HCAI Scholar

☐ NHSC Recipient

Practice Specialty\*

Student Data Reviewed for Accuracy\*

☒ No ☐ Yes

Submit

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

Students With No Errors

[Add a Student](#)

Graduating Class of Academic Year	First Name ↑	Last Name	Gender	Ethnic/Racial Category
2024/25	Jane	Doe	Female	Black - African American or African
2023/24	John	Doe	Male	Asian - Filipino

☒ All Students Submitted\*

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

Graduate Data

Enter your total number of current students that will be graduating in the Academic Years listed below:

AY 2020-21\*

AY 2021-22\*

Total Grads

To add a new graduate, click on the Add a Graduate button and enter the required information. If your organization was a past applicant and you opted to include graduate data from the last submitted application, the table below displays those graduates. To edit information, click on the Options button next to an individual's name and select **Edit** or **Delete**.

The total graduates per academic year listed on this page must match the Program Data page, Students Graduated row of this application.

Total Number of Graduates

Graduates With Errors

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.

Graduates With No Errors

Add a Graduate

Graduating Class of Academic Year	First Name ↑	Last Name	Gender	Ethnic/Racial Category
2020/21	Jane	Doe	Female	Asian - Japanese

☐ All Graduates Submitted ⓘ

Edit  
Delete

# Graduate Data: Add New Graduates

The image shows a web interface for adding new graduates. At the top, there is a table titled "Graduates With No Errors" with columns: "Graduating Class of Academic Year", "First Name", "Last Name", "Gender", and "Ethnic/Racial Category". The table contains two rows of data. Below the table is a checkbox labeled "All Graduates Submitted". To the right of the table is a blue button labeled "Add a Graduate". An arrow points from this button to the first bullet point in the list. Below the table is a "Create" form. An arrow points from the second bullet point to the "Create" form. The "Create" form has the following fields: "Graduating Class of" (dropdown), "First Name" (text input), "Last Name" (text input), "Gender" (dropdown), "Ethnic/Racial Category" (dropdown), "HCAI Scholar" (checkbox), "NHSC Recipient" (checkbox), "NPI Number" (text input), "Practice Specialty" (dropdown), "Do you know the graduate's practice site?" (radio buttons for No and Yes), and "Practice Site Name" (text input). At the bottom of the form is a link: "Is the trainee site a private practitioner's office?".

Graduating Class of Academic Year	First Name	Last Name	Gender	Ethnic/Racial Category
2020/21	Jane	Doe	Female	Asian - Japanese
2021/22	Will	Smith	Male	Black - African American or African

☐ All Graduates Submitted

**Create**

Graduating Class of

First Name  Last Name

Gender  Ethnic/Racial Category

☒ HCAI Scholar ☒ NHSC Recipient

NPI Number

Practice Specialty

Do you know the graduate's practice site? ☐ No ☒ Yes

Practice Site Name

[Is the trainee site a private practitioner's office?](#)

- 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

Do you know the graduate's practice site? \*

☐ No ☒ Yes

Practice Site Name \*

Is the training site a private practitioner's office? \*

☐ No ☐ Yes

+ Select Address

Street Address \*

Suite/Dept \*

City \*

State \*

Zip Code \*

Submit

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.”

**Create**

Graduating Class of\*

First Name \*

Last Name \*

Gender \*

Ethnic/Racial Category \*

☐ HPEF Scholar [?](#) ☐ NHSC Recipient [?](#)

NPI Number [?](#)

Practice Specialty\*

Do you know the graduate's practice site? \*

☒ No ☐ Yes

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](mailto: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:

Required Documents

Approval Letter

Upload the most recent program approval letter from the appropriate accrediting/approval bodies. [Approval Letter Example](#)

Approval Letter Upload 0 files uploaded, 1 file required.\*

## After Attaching Documents:

Approval Letter

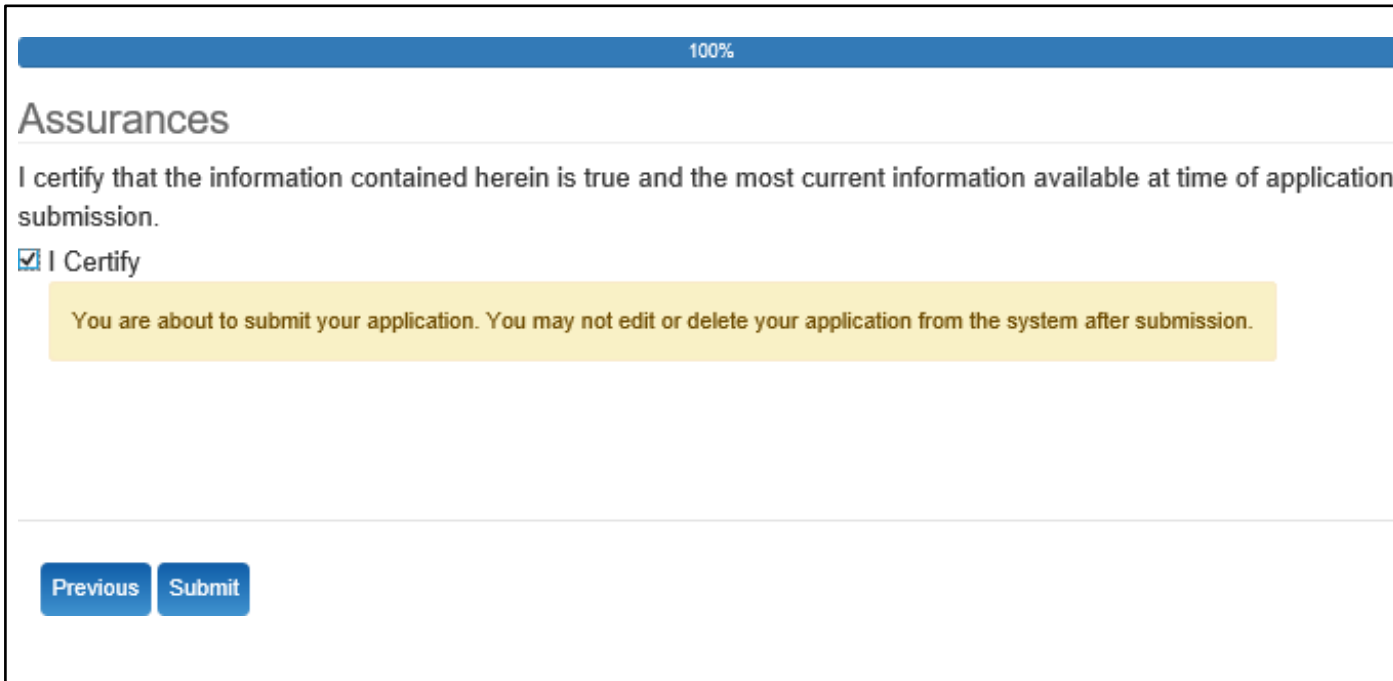
Upload the most recent program approval letter from the appropriate accrediting/approval bodies. [Approval Letter Example](#)

Approval Letter Upload ✓ 1 file uploaded, 1 file required.\*

- 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



The screenshot shows a web form titled "Assurances" with a blue progress bar at the top indicating "100%". Below the title, the text reads: "I certify that the information contained herein is true and the most current information available at time of application submission." There is a checked checkbox labeled "I Certify". Below this, a yellow warning box contains the text: "You are about to submit your application. You may not edit or delete your application from the system after submission." At the bottom of the form, there are two blue buttons: "Previous" and "Submit".

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](mailto:SongBrown@hcai.ca.gov). Failure to do so may delay the start of your Grant Agreement.

# View and Print Application

Grant Application Number ↑	Training Program	Initiated By	Program Type	Status	Program	Application Due Date	Modification Due Date
SBRNC-0001960	ZZZTest ProgramZZZ	ZZZFresh PrinceZZZ	Bachelor of Science, Nursing (BSN)	In Progress	Song-Brown Registered Nurse Capitation 2023	11/23/2023 3:00 PM	▼
SBRNC-0001967	ZZZTest ProgramZZZ	ZZZFresh PrinceZZZ	Bachelor of Science, Nursing (BSN)	In Progress	Song-Brown Registered Nurse Capitation 2023	11/23/2023 3:00 PM	▼

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](mailto:SongBrown@hcai.ca.gov).
- Email subject line must include the application number and program name.