

Family Nurse Practitioner (FNP) and Physician Assistant (PA) and Certified Nurse Midwifery (CNM)

Song-Brown Program

Department of Health Care Access and Information (HCAI)

October 2024

About Song-Brown

- Song-Brown provides funding to education programs including:
- Family Nurse Practitioner (FNP) and Physician Assistant (PA) training programs
- Registered Nurse education programs
- Primary Care residency programs (Family Medicine, Internal Medicine, Obstetrics/Gynecology, Pediatrics)
- Licensed Midwifery (LM) and Certified Nursing Midwifery (CNM) 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 Release Dates

- Registration: Open now
- Application release: September 26, 2024
- •Early submission review deadline: October 29, 2024
 - Application deadline: November 12, 2024
 - 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 the 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
- Funding shall be used to expand primary care services
- Funds shall not supplant existing federal, state, or local funds to provide primary care services



Changes in 2024

- Changes to the scoring criteria for all applications
- Separate applications are available for the FNP and PA and CNM existing/expansion programs
- Student race/ethnicity will now be collected in aggregate only
- Limited number of training sites now accepted
- Organizational NPI required for each training site



Information to Gather (1/2)

- Grant Agreement and Payee Data record (STD 204) signatories
- Organization name and/or Doing Business As (DBA)
 name as listed in the W-9 IRS forms for your program
- Name(s) and full address(es) of the five training site(s) with the most cumulative hours used in the last academic year (AY)
 - Do not include specialty or elective rotation sites, out-of-state training sites, and/or those where primary care is not provided
 - Include the number of cumulative hours per training site
- Facility type for each training site



Information to Gather (2/2)

- Race/ethnicity and gender data for all current students
- Current practice site information for all graduates entered
- National Provider Identification number for all graduates entered
- Any applicable attachments:
 - For FNP programs Approval letter from the California Board of Registered Nursing (BRN)
 - For PA programs Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) letter
 - For CNM Programs Accreditation Commission for Midwifery Education (ACME) letter
 - For Expanding CNM programs Approval letter indicating number of approved expansion slots



Helpful Resources

- FNP and PA Grant Guide
- Song-Brown Glossary



Electronic Application (eApp) Registration

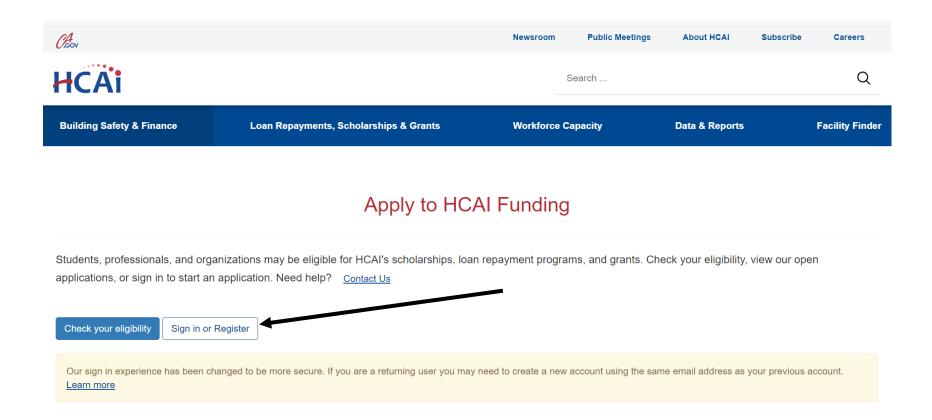


System Requirements

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



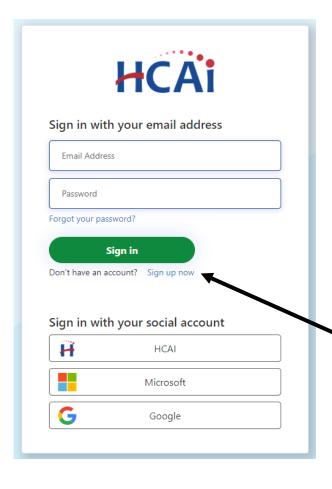
Creating an Account



If you are a new applicant, register now – don't wait



Creating an Account, Continued



Our funding portal has a 2-step authentication process for new applicants, when setting up their account

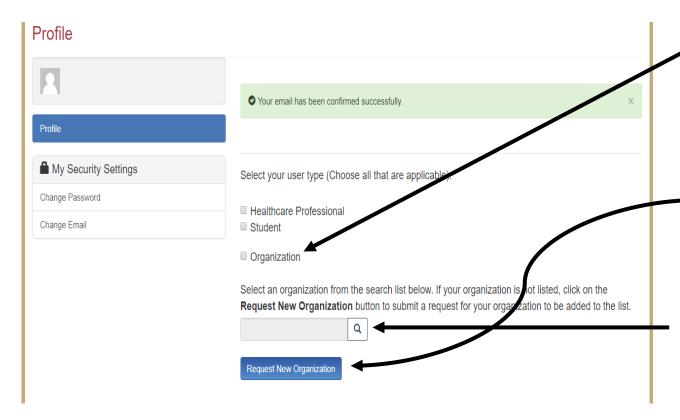
Funding portal link:

Apply to HCAI Funding

Make sure to select "Sign up now" link and enter the information as requested to receive a verification code via email



Setting up Your Profile

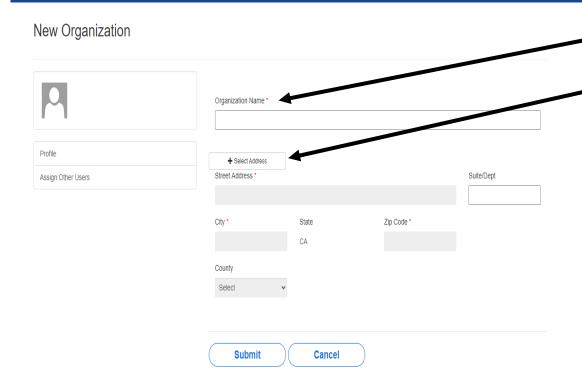


- Check the "Organization" box to gain access
 to Song-Brown FNP and PA applications (do
 not check the "HealthCare Professional" box)
- 2. Click the magnifying glass to search for a preexisting organization
- 3. Click "Request New Organization" to submit anew organization for approval
- 4. Once you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

Note: Most organizations are in the system. Use the search function before submitting a new organization name for approval



Adding a New Organization

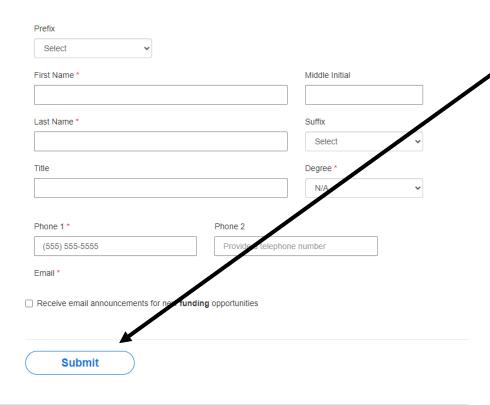


- 1.Enter the "Organization Name"
- .2.Click the "+Select Address" button
- 3.A new window will open and allow you to enter and search for an address
- 4.Click the confirmed address and it will auto-populate the address fields on the page

Note: Song-Brown staff will review the new organization request within 5 business days. Ensure that the organization name is accurate. During this time, you may still begin an application



Completing Your Profile

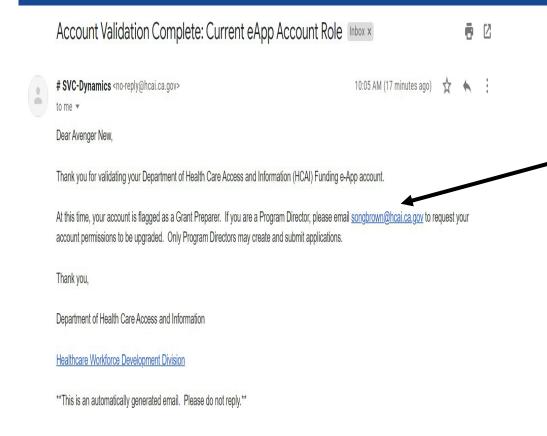


- 1.Enter all required fields. When finished click the "Submit" button
- 2.If there are no errors on the page, you will receive a message stating your profile has been updated successfully

Note: Incomplete information may delay your registration



Account Roles

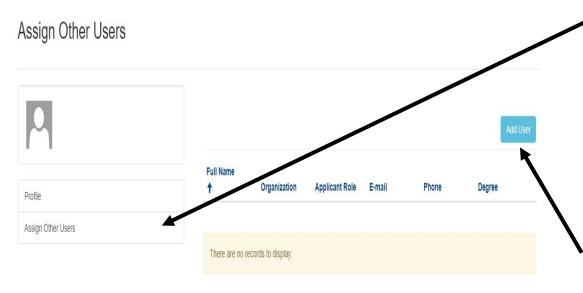


- 1. All newly created accounts are assigned the "Grant Preparer" role
- 2. If you are the FNP and PA or CNM Program Director, email <u>SongBrown@hcai.ca.gov</u> to request the "Program Director" role
- 3. Only accounts with the "Program Director" role may initiate and submit applications
- 4. Once Song-Brown staff approves your request you will receive a follow-up email confirming the approval

Note: Program Directors may initiate, view, edit, submit applications, pay certifications and Final Reports



Assigning Other Users

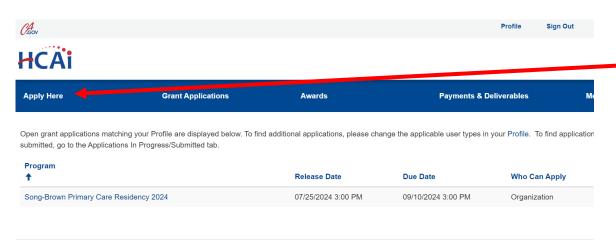


- 1.Program Directors have an additional tab on their "Profile" page called "Assign Other Users"
- 2. Navigating to this page from your "Profile" page allows you to add users who can view and edit applications only
- 3.Click the "Add User" button to give registered Grant Preparers access to your application

Note: Only Program Directors can submit a completed application



Apply Here



- 1.Navigate to the "Apply Here" page on the main menu
- 2.Select the "Song-Brown Family Nurse Practitioner/Physician Assistants 2024" or "Song-Brown Certified Nurse Midwifery 2024" link and click the apply button when you are ready to begin

Note: Only program directors will have the ability to start an application



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

Each time you click "Save & Next" in the application your progress is saved.
Navigate to the "Applications-In Progress/Submitted" page to resume your application





Useful Information, Continued

Asterisks

The red asterisks indicate which fields require a response before proceeding 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

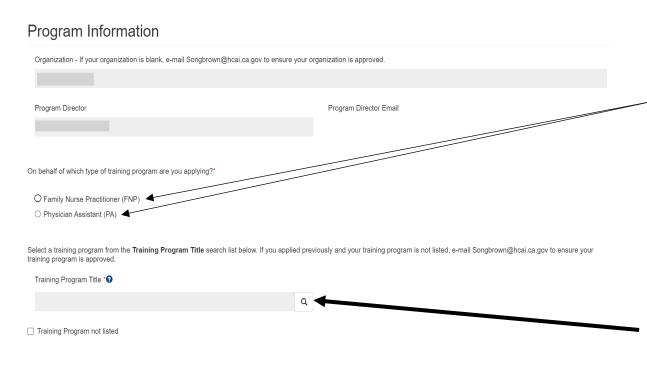
	The last name of the primary contact at the contract organization.
Contract Administrat	or Last Name * 🧕



FNP and PA and CNM Application Walk-through



Program Information

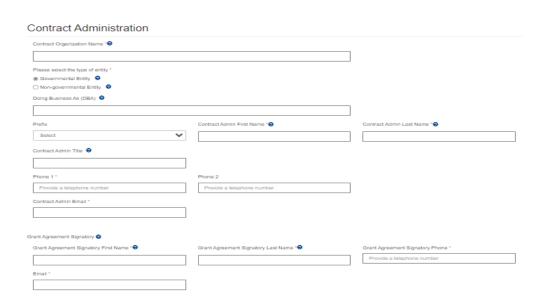


- Your program information will pre-populate with information you entered in your "Profile" page
- 2. Select the program type you want to apply for
- Select a "Training Program Title" from a list of training programs by clicking on the magnifying glass
- 4. If your training program is not listed, check the box "Training Program not listed"

Note: Most training programs, unless they are new, are in the system. Use the search function before submitting a new training program name for approval.



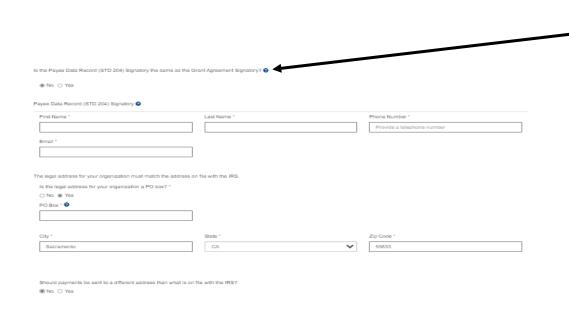
Contract Administration



- 1. "Contract Organization Name" and "Doing Business As (DBA)" must match what you report to the Internal Revenue Service (IRS).
- 2. "Please select the type of entity" identify the contractor organization as a Governmental or Nongovernmental Entity.
- 3. Contract Admin is the main administrator for the grant
- 4. "Grant Agreement Signatory" must be an individual with authority to enter into a grant agreement.



Contract Administration: STD 204 Signatory



- If your STD 204 signatory is
 — different from your Grant
 agreement signatory, select "NO"
- 2. "STD 204 Signatory" name must be an authorized signatory.
- 3. PO box option available for the 204 category.

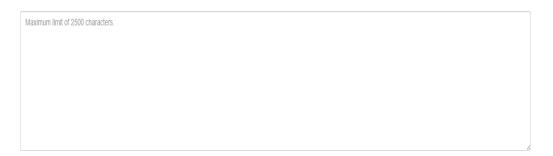
Note: Verify this information with your finance or contracts office to ensure this information is correct. Providing incorrect information will delay your grant agreement should you be awarded.



Program Description

Program Description

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 FNP/PA Grant quide (page 3) on the Song-Brown website for more information.

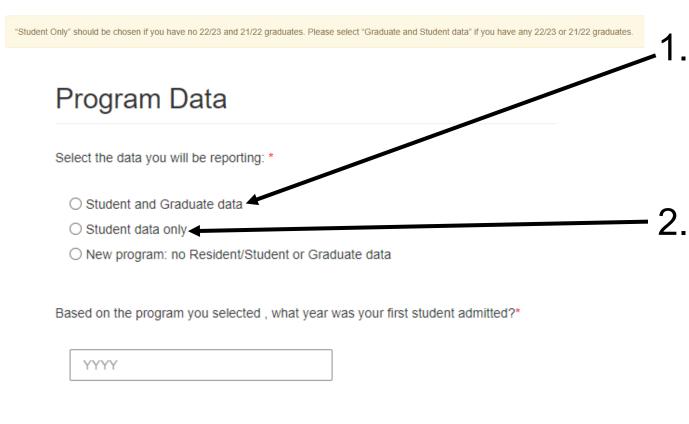


- Provide requested program description information.
- 2. You have a maximum limit of 2,500 characters.
- After completing this page, save and proceed by clicking "Save & Next".

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 cut off at 2,500 characters. Double-check the information you enter and make sure everything is captured.



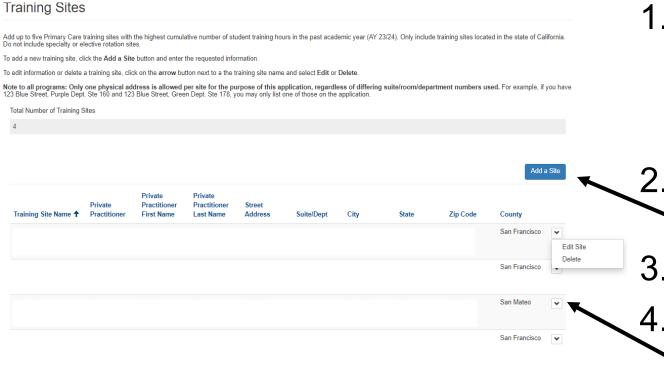
Program Data



- If you have any 22/23 and or 21/22 graduates, select "Student and Graduate data."
- 2. "Student Only" should only be selected if you have no 22/23 and 21/22 graduates.



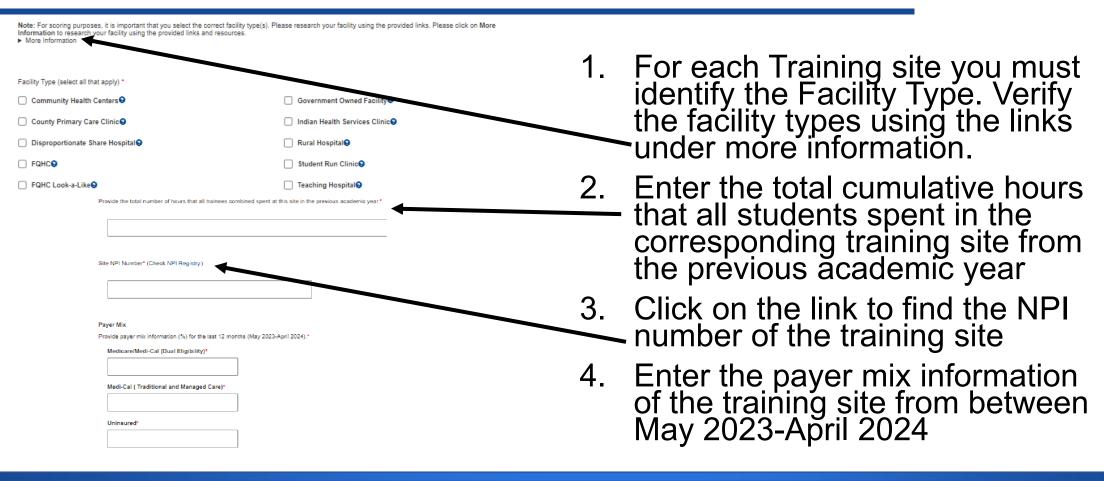
Training Sites: Adding and Reviewing Sites



- 1. The five primary care training sites with the most cumulative student training hours will be entered in this section
- 2. To add a training site(s), click the "Add a Site button"
 - A pop-up window will display
- 4. To review, edit or delete graduates select the dropdown list for that line using the arrow

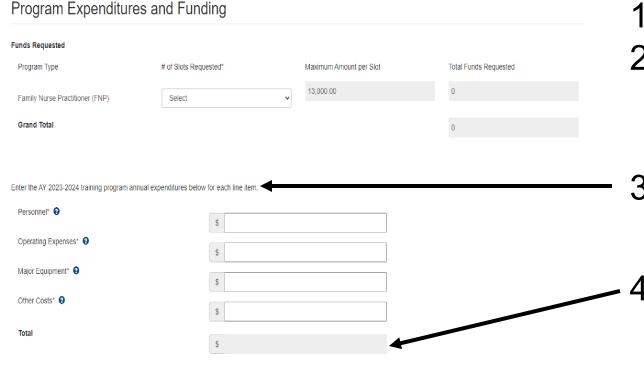


Training Sites: Adding and Reviewing Sites





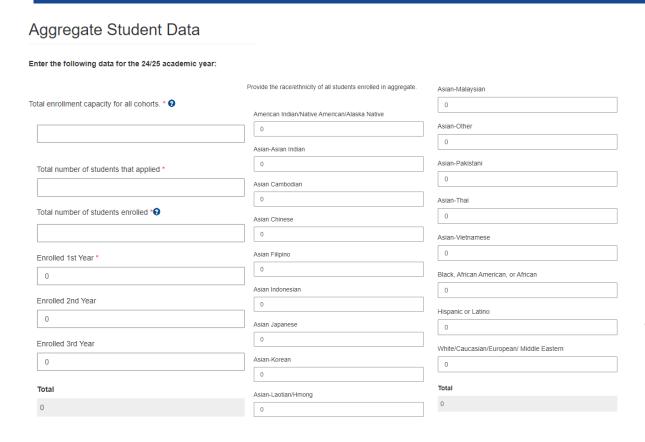
Program Expenditures and Funding



- 1. Complete all required fields
- 2. "Total Funds Requested" is auto calculated based on the "# of Slots Requested" and the maximum amount per slot.
- 3. Enter your total expenditures for each category from the 23/24 academic year
 - The "Total" training program expenditures must be equal to or greater than the "Total Funds Requested"



Aggregate Student Data

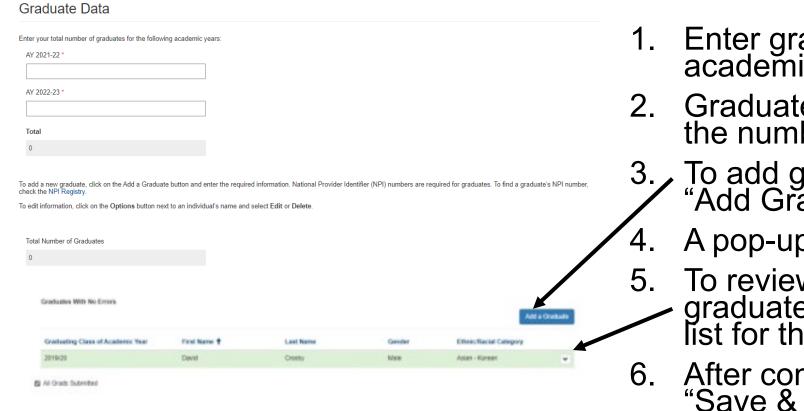


- 1. Student race and ethnicity data will now be collected in aggregate for all the years requested
- 2. Provide the total number of enrolled slots for each academic year

Note: Previously the student data was collected at the student level, starting with this year we are collecting the data in aggregate.



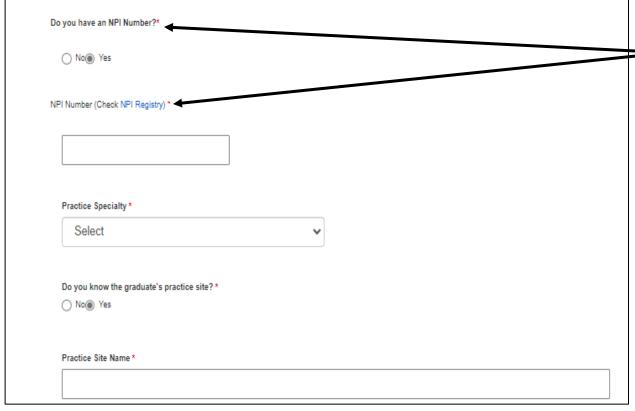
Graduate Data: Adding and Reviewing Graduates



- 1. Enter graduate data for each academic years requested.
- 2. Graduate data needs to match the number of graduates entered
 - To add graduate data, click the "Add Graduate" button
- 4. A pop-up will display
 - To review, edit or delete graduates select the dropdown list for that line using the arrow
- 6. After completing this step, click "Save & Next"



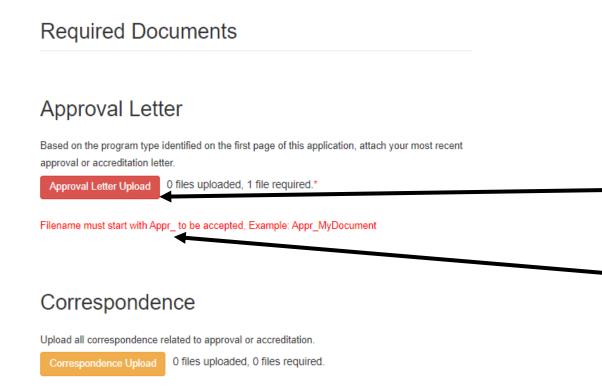
Graduate Data: Adding and Reviewing Graduates



- 1. If you know the graduate's NPI number, select "Yes"
 - i. Enter the graduate's 10-digit NPI number
- 2. Select their practice specialty
- 3. You must add practice site information for all graduates unless they are working outside of California.
- 4. If you know your graduate's practice site in California, please provide the practice site information
- 5. If you are not sure of their practice site or they are practicing outside of California select "No"
 - i. Select "Out of State" if they are practicing outside of California
 - ii. Select "Other " for any other reason



Required Documents



Filename must start with Corr to be accepted, Example: Corr MyDocument

- 1. The red button on this page indicates required documents.
- 2. Click on the "Approval Letter Upload" to upload your required document
- 3. The document must begin with "Appr_ " for it to be accepted
- 4. Once the document is successfully uploaded, the box will turn green signifying that you may continue

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



Assurances



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

Note: Once you submit your applications you cannot make further edits

Note: Only Program Directors may submit an application. Grant preparers will not see the "Submit" button



CNM Application

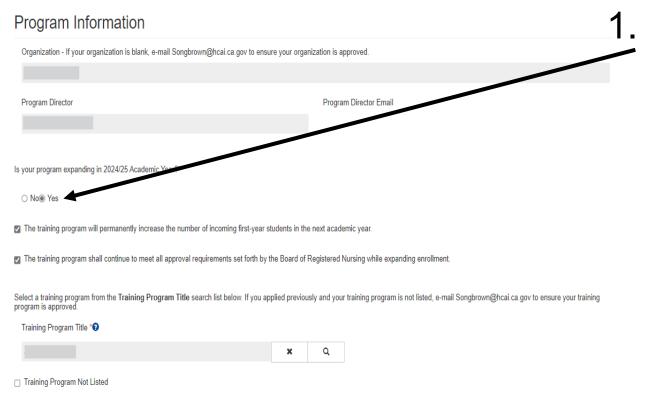


CNM Application Differences from FNP and PA

- CNM shares most of the same application pages as FNP and PA with slight changes
 - The program information page has the option for a program expansion
 - The program expenditures and funding page asks for the number of expansion slots that are being requested



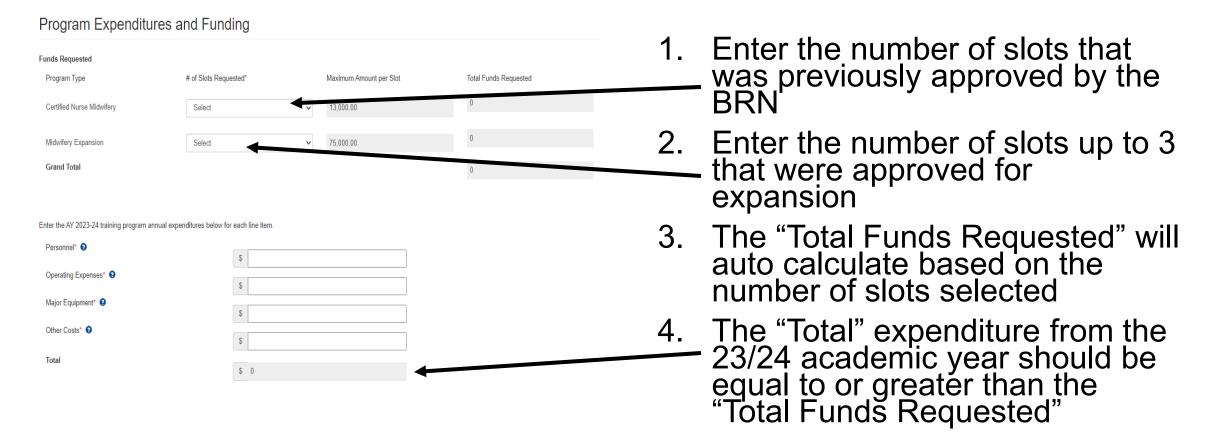
Program Information



- If your CNM program is expanding this year, you must select "Yes"
- i. You must check both boxes verifying that the expansion is permanent and there is documentation that the Board of Registered Nursing has approved the expansion of student enrollment



Program Expenditures and Funding





FNP, PA and CNM Scoring Explanation



Application Evaluation Criteria

	Criteria	Points	eApp Page
1	Percent of graduates in Areas of Unmet Need.	25	Graduate Data
2	Percent of students Underrepresented in Medicine.	25	Aggregate Student Data
3	Percent of main training sites in Areas of Unmet Need. (Up to 5 training sites with the most cumulative hours)	25	Training Sites
4	Average payer mix of main training sites. 4 (Up to 5 training sites with the most cumulative hours)		Training Sites
	Grand Total	100	

- 1. The points reflect the maximum number of points you can receive in each criteria and the grand total
- 2. The eApp column indicates where the information for each criteria will be entered in the eApp



Application Evaluation Criteria: Percentage Examples

- Program X Example:
 - Criteria 1: Percent of graduates in Areas of Unmet Need
 - Total number of graduates: 50
 - Graduates practicing in Areas of Unmet Need: 20
 - Percent of graduates practicing in Areas of <u>Unmet Need</u>: 40%
 - Total points awarded for Criteria 1.0.4 x 25 = 10 points
 - Criteria 2: Percent of students Underrepresented in Medicine
 - Total number of students: 60
 - Students underrepresented in medicine:30
 - Percent of students underrepresented medicine:50%
 - Total points awarded for Criteria 2: 0.5 x 25 = 12.5 points



Application Evaluation Criteria: Percentage Examples

- Criteria 3: Percent of main training sites in Areas of Unmet Need
 - Training sites provided by Program X: 4
 - Training sites in Areas of Unmet Need: 3
 - Percent of training sites in Areas of Unmet Need: 75%
 - Total points awarded for Criteria 3:0.75 x 25 = 18.75 points



Application Evaluation Criteria: Payer Mix Example

- Criteria 4: Average Payer Mix of main training sites
 - Program X has 3 main training sites
 - Their payer mix breakdown is as follows:

	Site 1	Site 2	Site 3
Medicare/Medical (Dual Eligibility)	30%	20%	40%
Medical (Traditional & Managed Care)	15%	15%	22%
Uninsured	15%	20%	15%
Totals	60%	55%	77%

- Average = (.60 + .55 + .77) / 3 = .64
- Total points awarded for Criteria 4 = .64 x 25 = 16 points
- Total points scored for Program X is 57.25 points out of 100 points



Follow Us!





Website





Facebook





LinkedIn





Twitter





YouTube

#WeAreHCAI #HCAI #HealthWorkforce #HealthFacilities #HealthInformation



Sign Up to our Newsletter!



https://hcai.ca.gov/mailing-list/

Contact Us!



Phone (916) 326-3600

#WeAreHCAI #HCAI #HealthWorkforce #HealthFacilities #HealthInformation

