HCAi
Department of Health Care Access and Information

Registered Nurse (RN) and Licensed Midwifery (LM)

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 Nurse 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: **October 24, 2024**
- Early submission review: **November 21, 2024**
- Application deadline: **December 5, 2024**

- Application opens and closes 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 federal, state or local funds

Changes for 2024

- A new RN pathway providing financial support to organizations during the Board of Registered Nursing (BRN) approval process. Funds offset the cost of reaching BRN approval
- A new LM pathway providing financial support to organizations during the Midwifery Education Accreditation Council (MEAC) accreditation process or the Medical Board of California (MBC) approval process. Funds offset the cost or reaching MEAC accreditation or MBC approval

Information to Gather: RN

- Grant Agreement and Payee Data record (STD 204) signatories
- Organization name and/or Doing Business As (DBA) name as listed in the IRS (W9) forms for your program
- Training site name and address for all sites used in Academic Year (AY) 23/24
- Student information for those graduating in AY 24/25 and 25/26, including race and ethnicity data
- Graduate information for AY 21/22 and 22/23 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

Information to Gather: LM

- Grant Agreement and Payee Data record (STD 204) signatories
- Correct organization name and/or Doing Business As (DBA) name and address as listed in the IRS (W9) forms for your program
- Name, facility type, and address for each anticipated training site
- Midwifery Education Accreditation Council (MEAC) program accreditation timeline or Medical Board of California (MBC) program approval timeline, if applicable

Required Documents: RN & LM

RN Existing and Expansion

- Approval Letter-Existing (EXT)
  - Upload the most recent program approval letter from the Board of Registered Nursing (BRN)
- Approval Letter-Expansion (EXP)
  - Upload your expansion approval letter from the Board of Registered Nursing (BRN) with the number of approved expansion slots

RN New and LM New

- BRN Approval Timeline (RN New), MEAC Accreditation Timeline or MBC Approval Timeline (LM New)
  - Planned schedule for securing accreditation or approval
- Sustainability Letter
  - A letter from your organization that endorses your program and speaks to the sustainability of your program beyond Song-Brown funds awarded

Helpful Resources

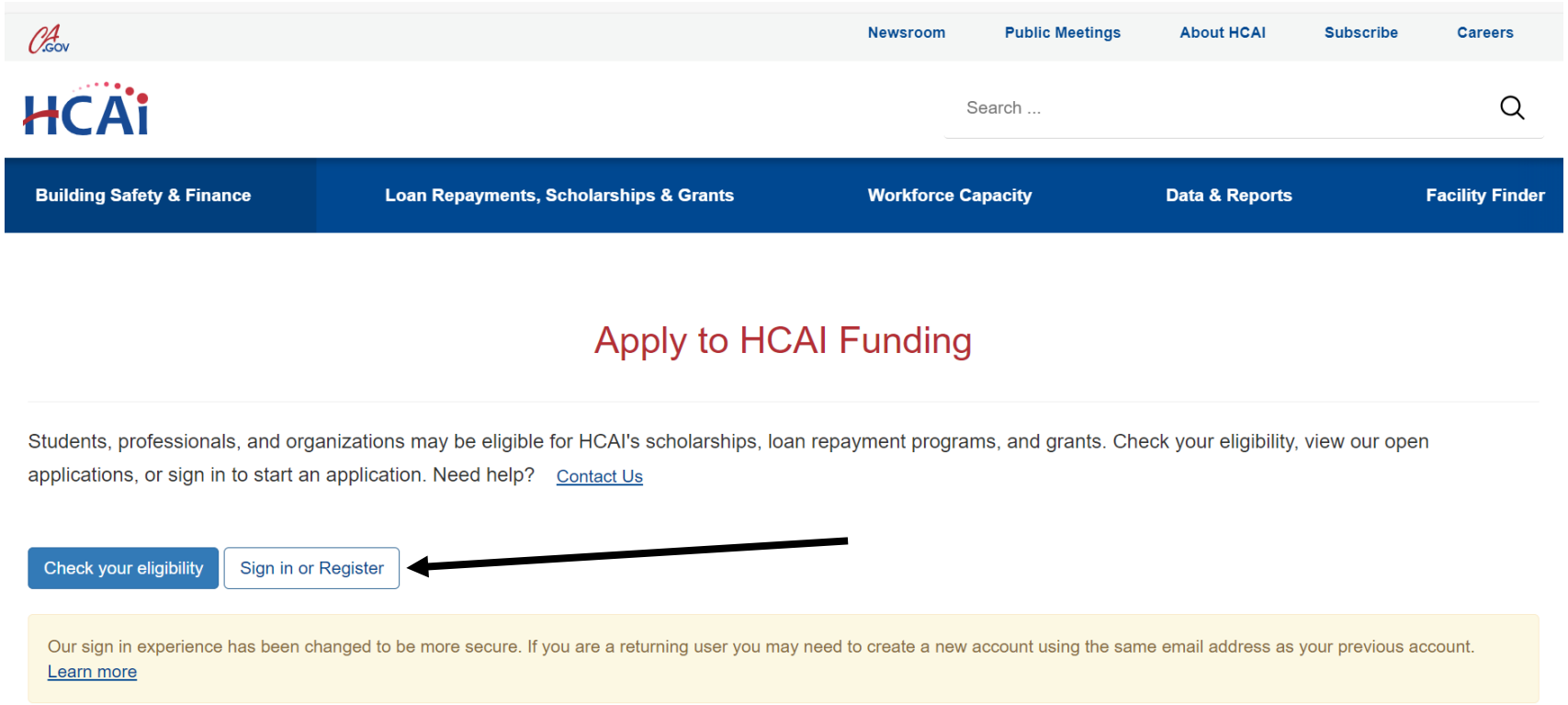
- HCAI eApplication (eApp)
- The RN Grant Guide, RN Scoring and Evaluation Process: https://hcai.ca.gov/workforce/financial-assistance/grants/song-brown/#resources-3
- The LM Grant Guide, LM Scoring and Evaluation Process: https://hcai.ca.gov/workforce/financial-assistance/grants/song-brown/#resources-2
- Song-Brown Glossary: Glossary (ca.gov)

Electronic Application (eApp) Registration

System Requirements

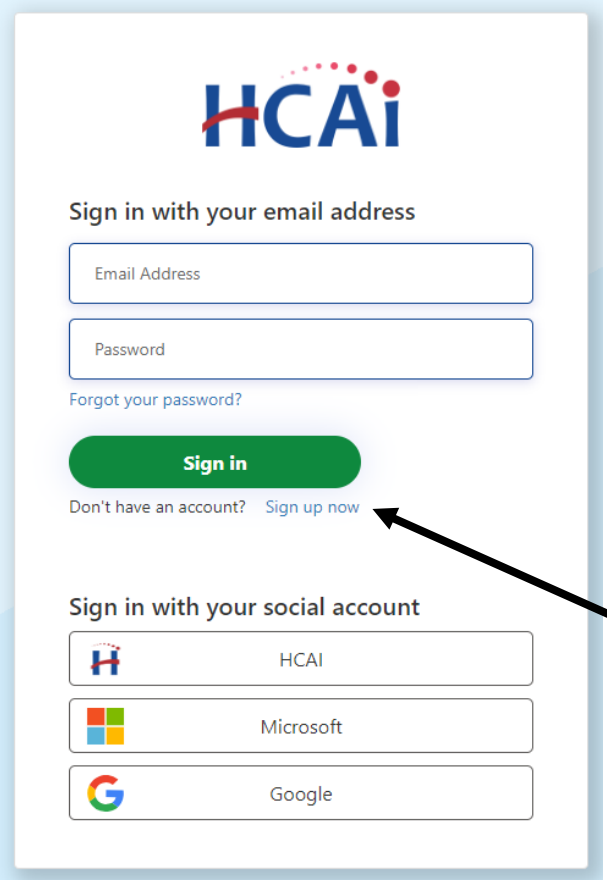
- For the best experience, use Google Chrome or Microsoft Edge
- Internet Explorer is not supported

Creating an Account



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

Creating an Account, Continued

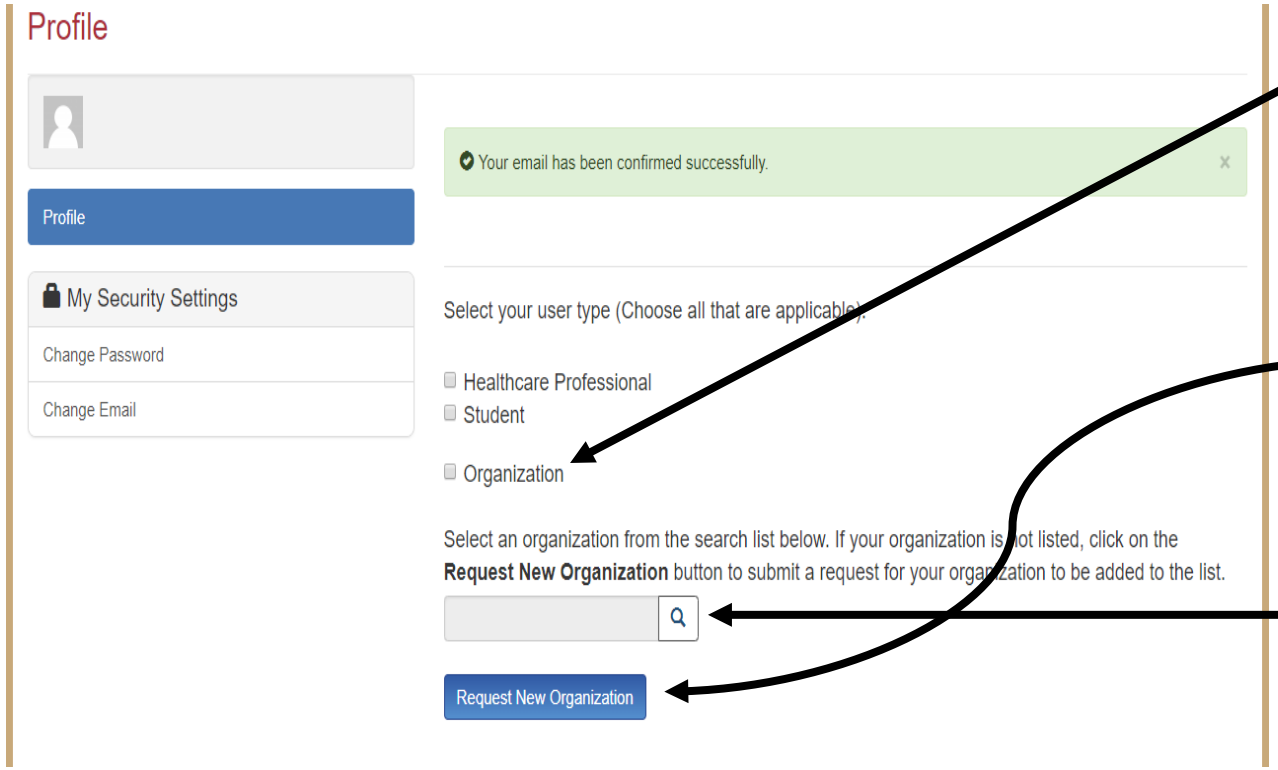


Our funding portal has a 2-step authentication process for new applicants, when setting up their account

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

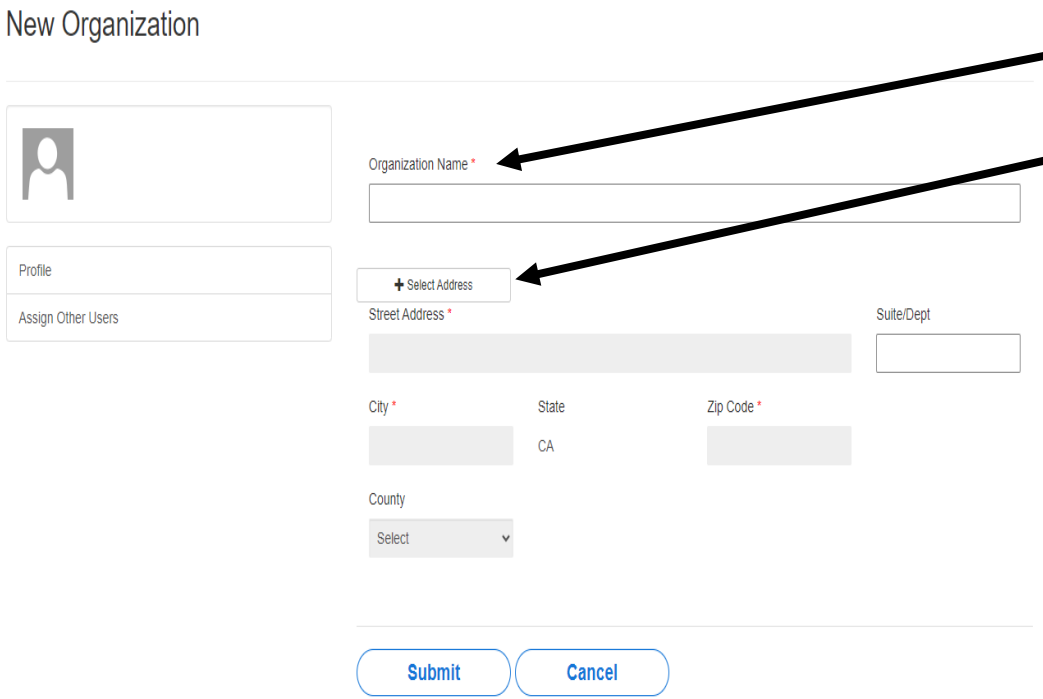
Setting up Your Profile



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

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

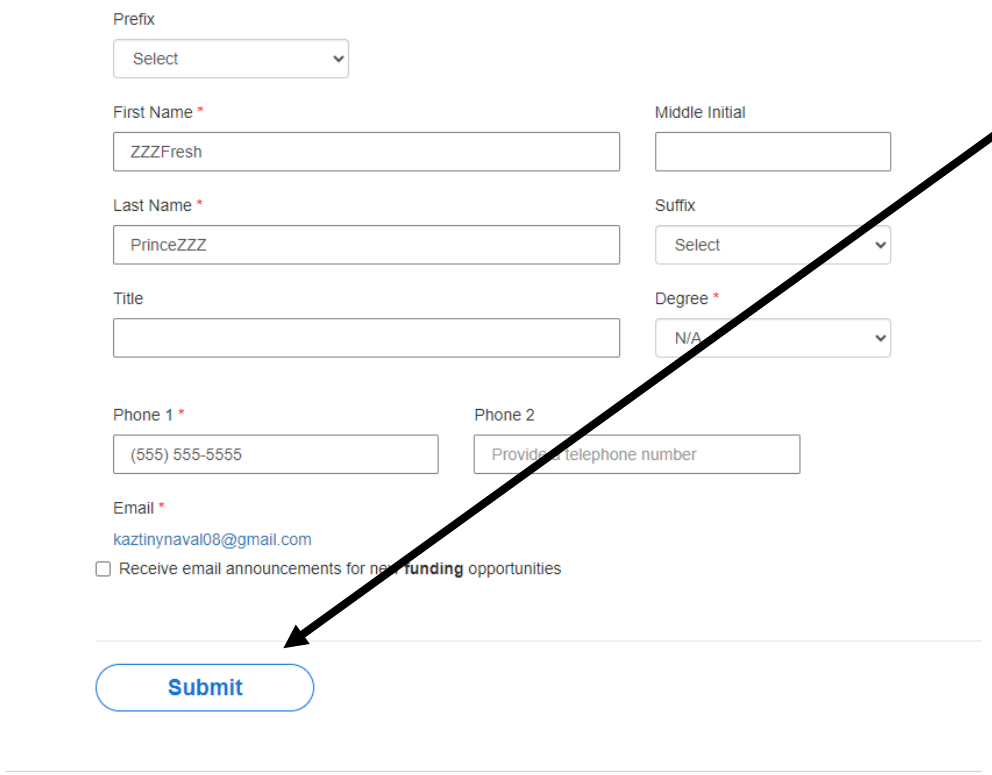
Adding a New Organization



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

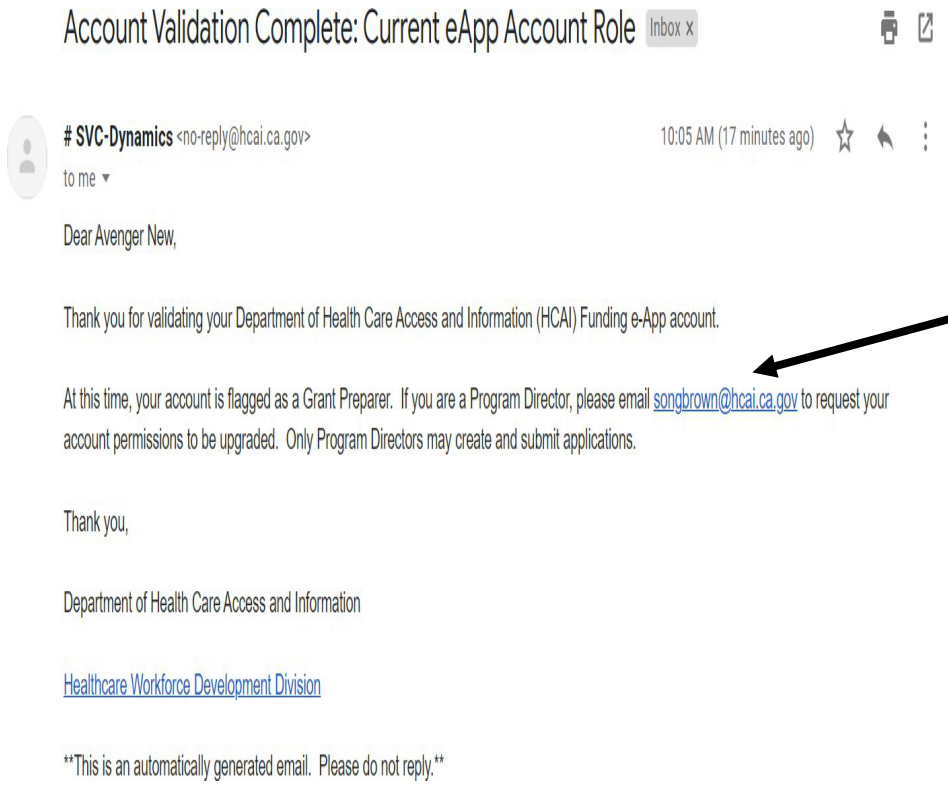
Completing Your Profile



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



Account Validation Complete: Current eApp Account Role Inbox x

SVC-Dynamics <no-reply@hcai.ca.gov> 10:05 AM (17 minutes ago)

to me

Dear Avenger New,

Thank you for validating your Department of Health Care Access and Information (HCAI) Funding e-App account.

At this time, your account is flagged as a Grant Preparer. If you are a Program Director, please email songbrown@hcai.ca.gov to request your account permissions to be upgraded. Only Program Directors may create and submit applications.

Thank you,

Department of Health Care Access and Information

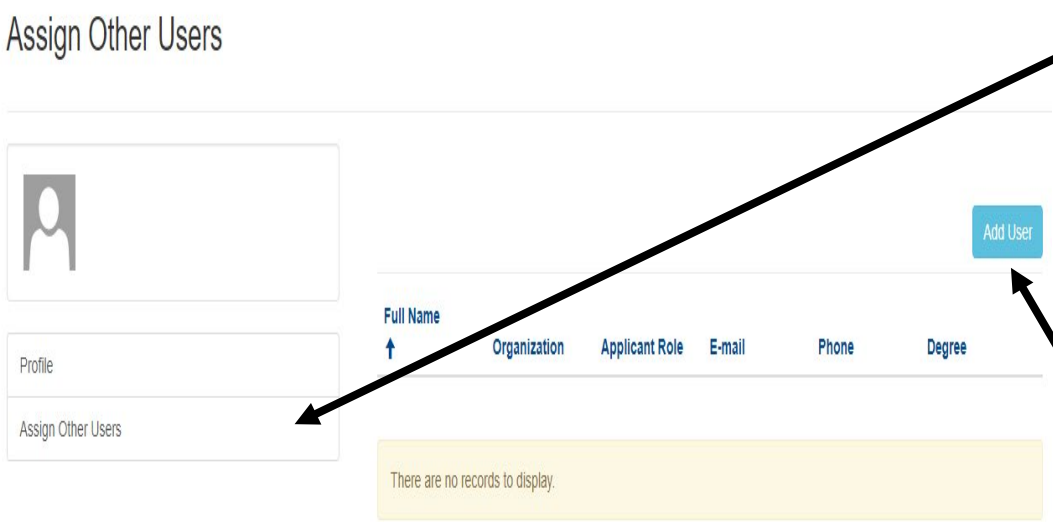
Healthcare Workforce Development Division

This is an automatically generated email. Please do not reply.

1. All newly created accounts are assigned the “Grant Preparer” role
2. If you are the RN or LM 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, submit applications, pay certifications and Final Reports

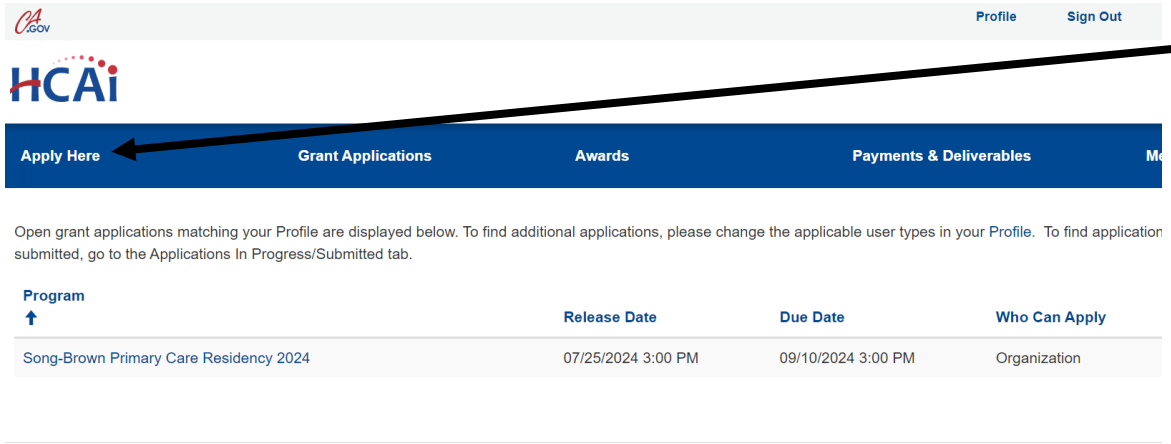
Assigning Other Users



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 Registered Nurse 2024” or the “Song-Brown Licensed Midwifery 2024” link and click the apply button when you are ready to begin

Helpful Tips

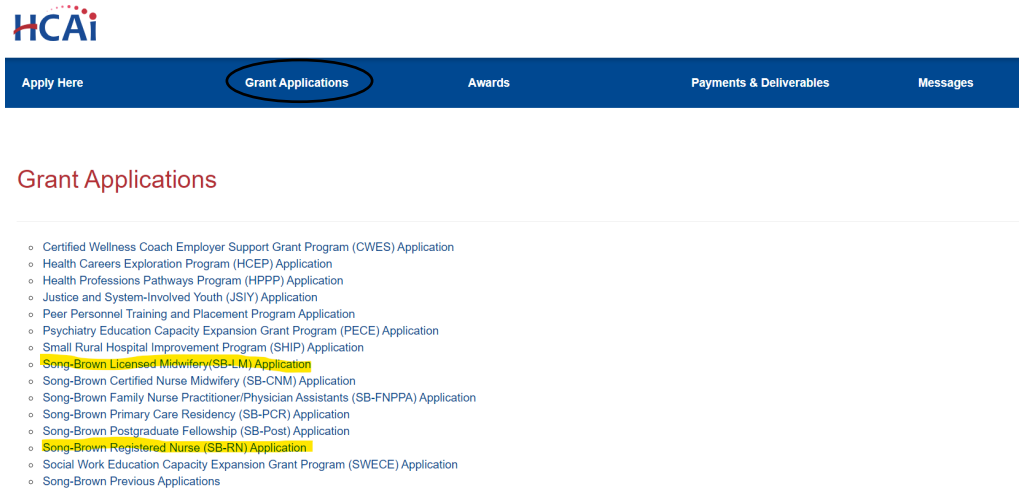
Useful Information

Navigating the application

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

Saving your application

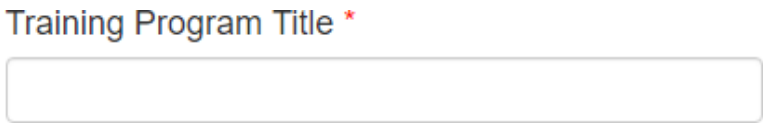
Each time you click “Save & Next” in the application your progress is saved. Navigate to the “Grant Applications” page to resume your application



Useful Information, Continued

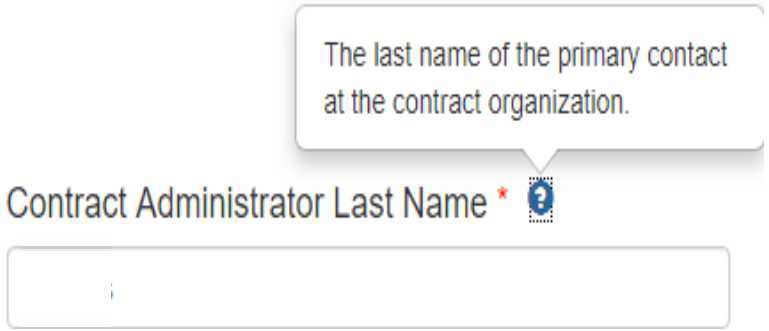
Asterisks

The red asterisks indicate which fields require a response before proceeding to the next page



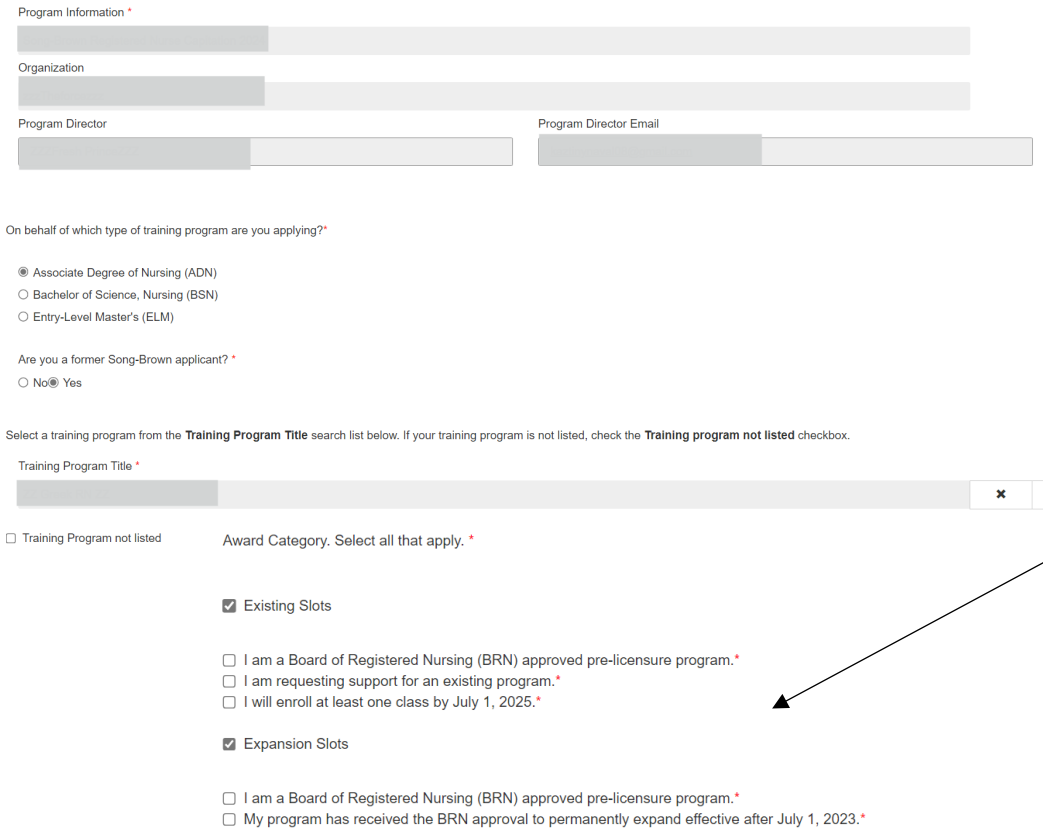
Tooltips

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



RN Existing and Expansion Application Walk-through

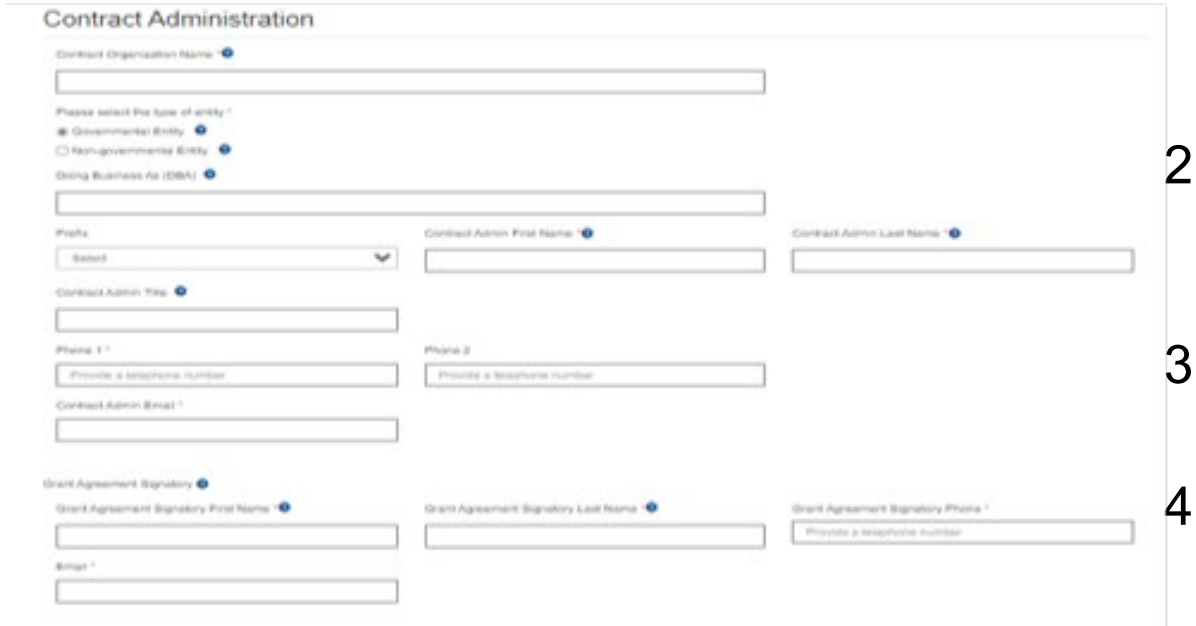
Program Information



1. Your program information will pre-populate with information you entered in your “Profile” page
2. Select a “Training Program Title” from a list of training programs by clicking on the magnifying glass
3. If your training program is not listed, check the box “Training Program not listed”
4. All boxes must be checked to ensure you are eligible to apply for the grant and can move forward with the application

- **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

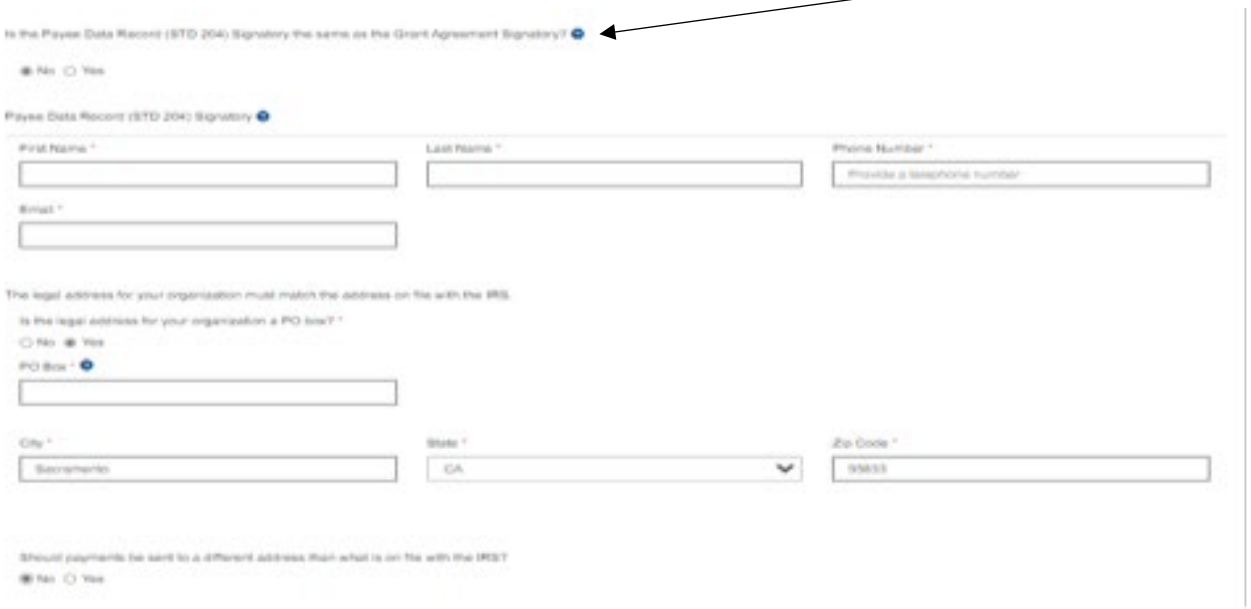
Contract Administration



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 Non-governmental 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

Note: Do not enter a DBA if your IRS W9 does not have a DBA listed

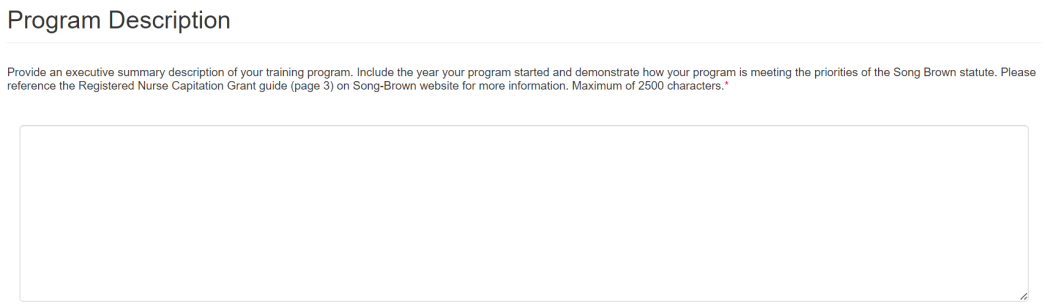
Contract Administration: STD 204 Signatory



1. 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

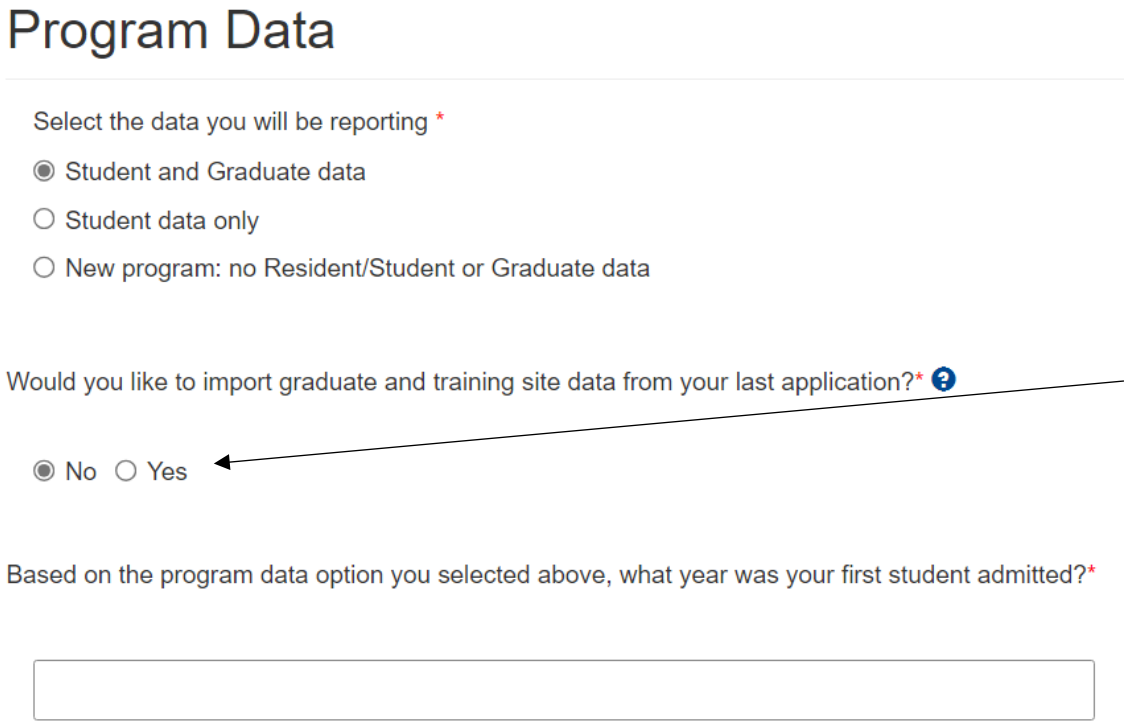
Program Description



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

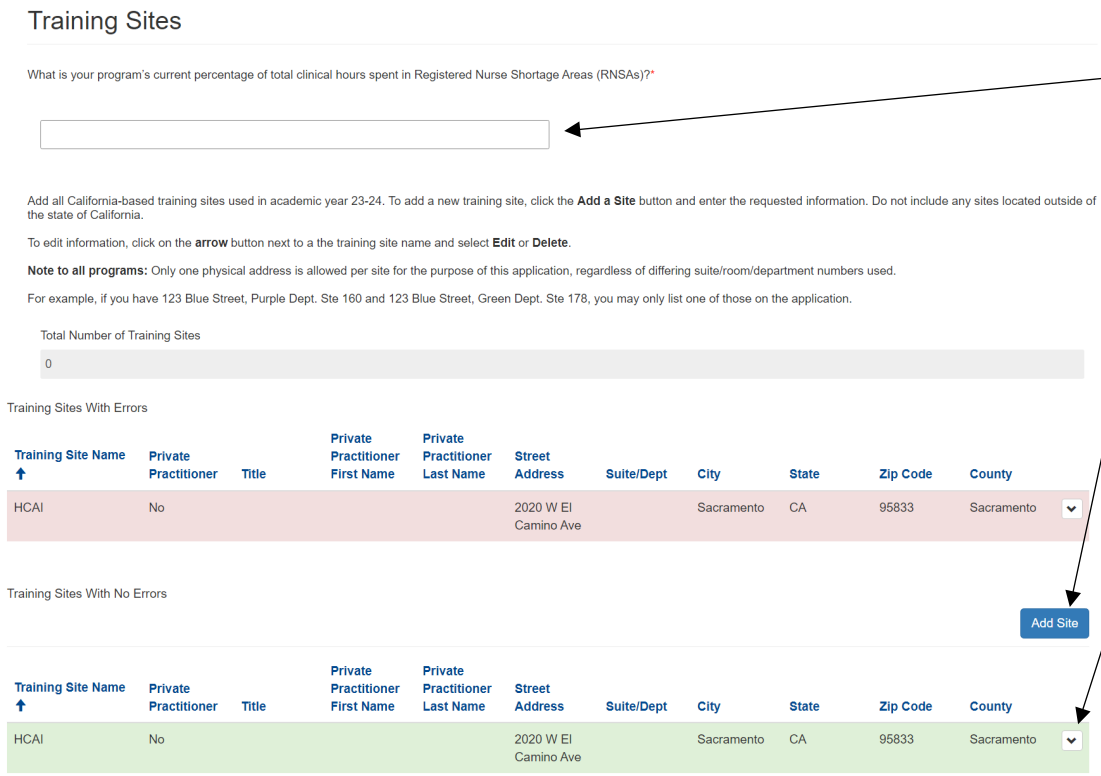
Note: If you exceed the character limit, you will receive a pop-up message. If you copy and paste text from another document, text will cut off at 2,500 characters. Double-check the information you enter and make sure everything is captured

Program Data



1. If you are a previous applicant, you may import your graduates and training sites from previous applications
2. If you have any 22/23 and or 21/22 graduates, select “Student and Graduate data”
3. “Student Only” should only be selected if you have no 22/23 and 21/22 graduates

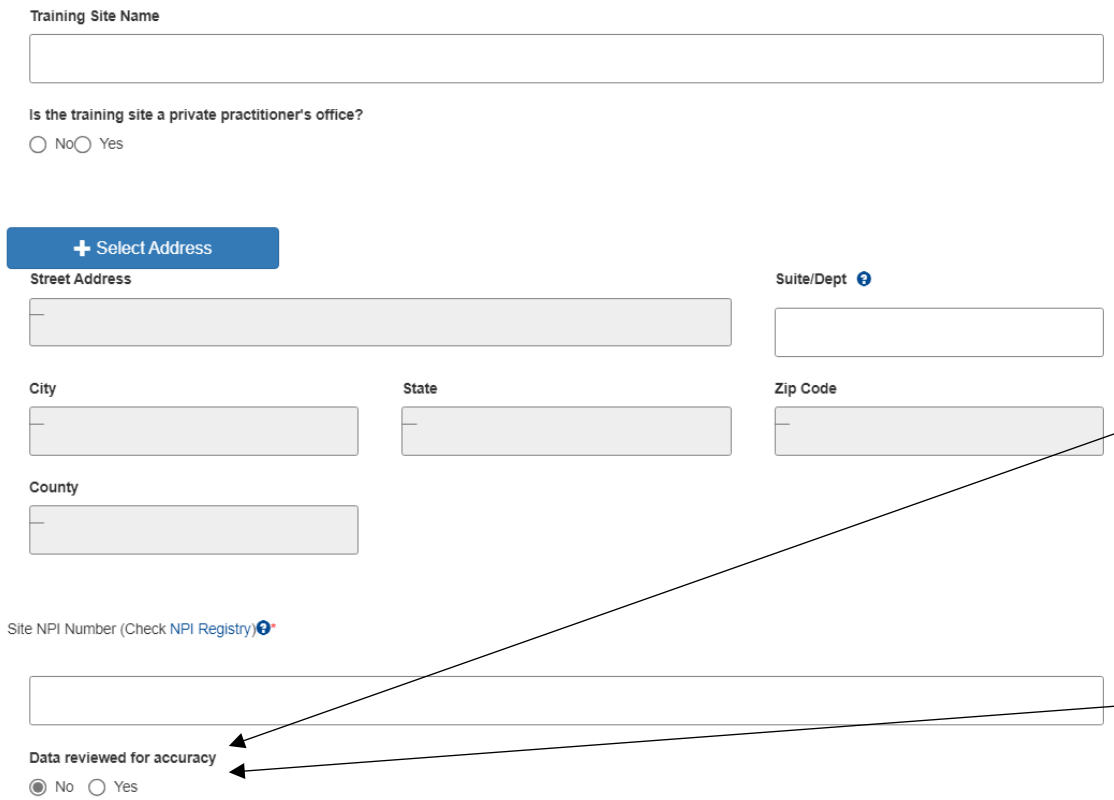
Training Sites: Adding and Reviewing Sites



1. Enter your program's current percentage of total clinical hours spent in RNSAs
2. To add a training site(s), click the "Add a Site button"
3. A pop-up window will display
4. To review, edit or delete training sites, select the dropdown list for that line using the arrow

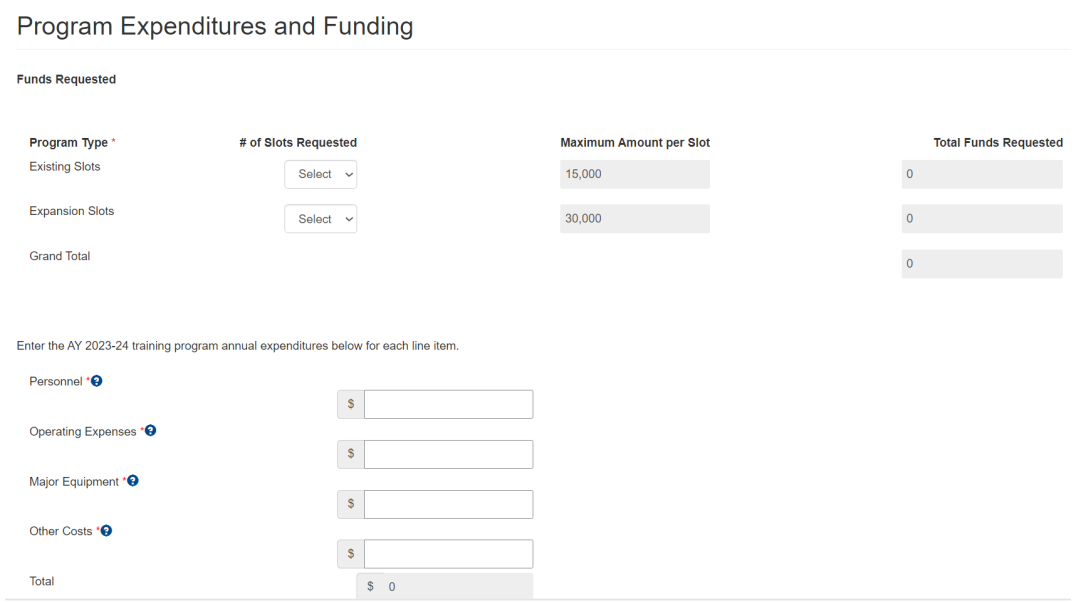
Note: If you imported your training sites from a previous application, they will automatically be added to the "Training Sites With Errors." Each training site needs to be reviewed for accuracy

Training Sites: Training Site Information



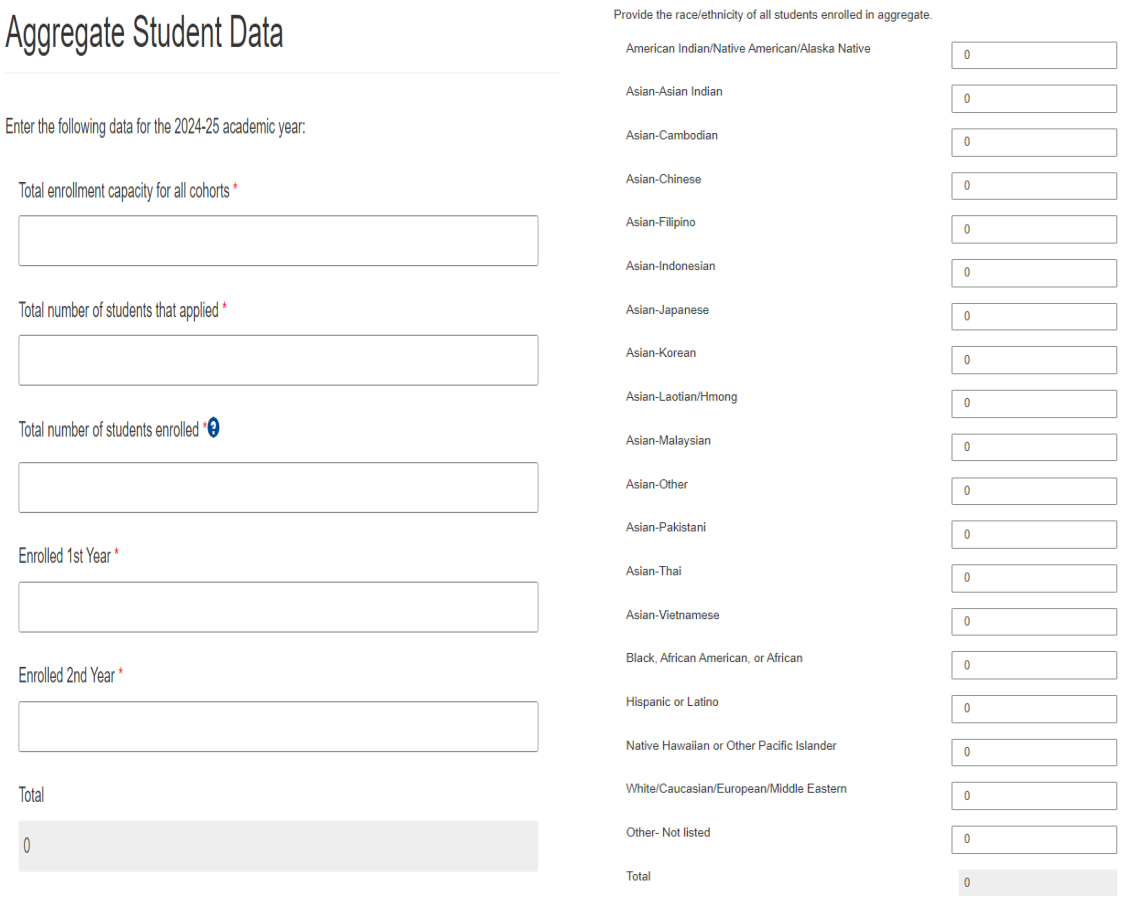
1. Enter the training program name and address
2. Click on the link to find the NPI number of the training site
3. To ensure that training sites are in the “Training sites with no errors” category, select “Yes” to validate accuracy

Program Expenditure



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
4. The “Total” training program expenditures must be equal to or greater than the “Total Funds Requested”

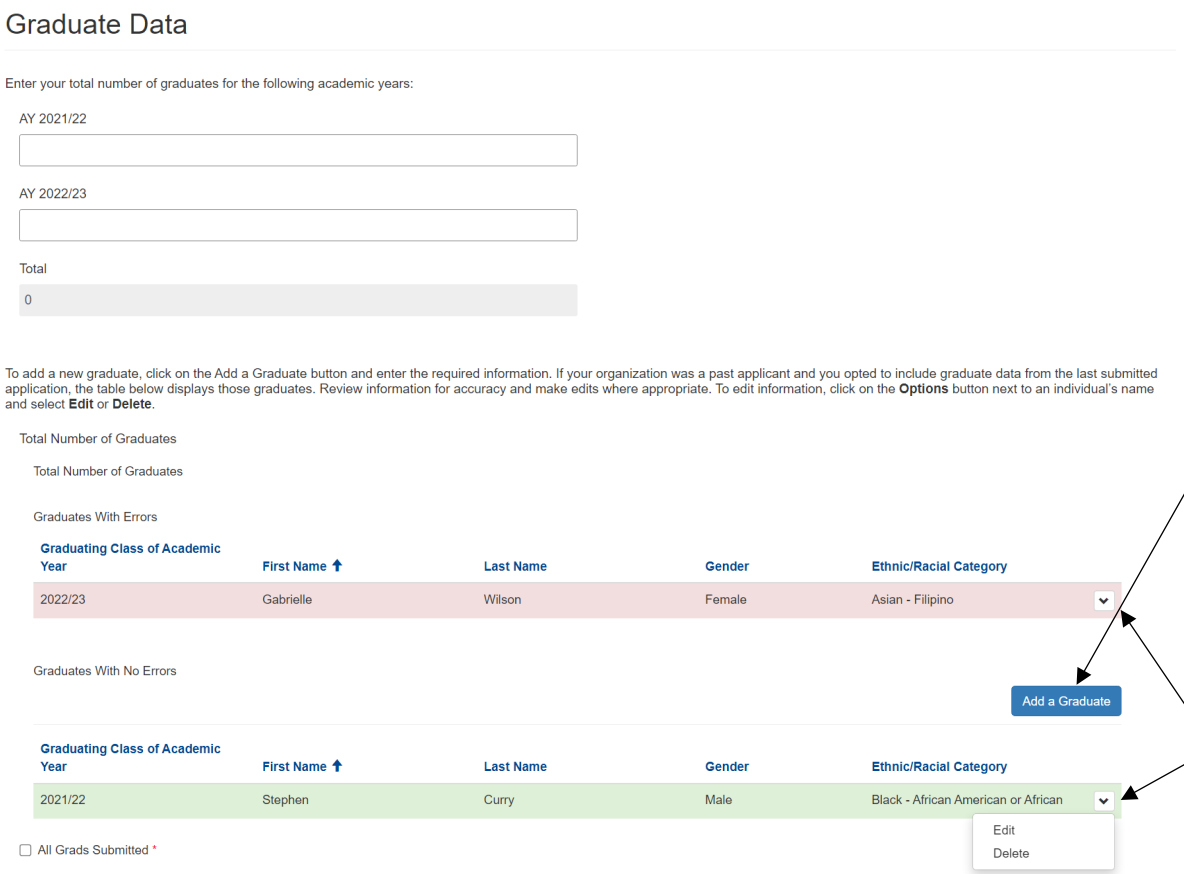
Aggregate Student Data



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

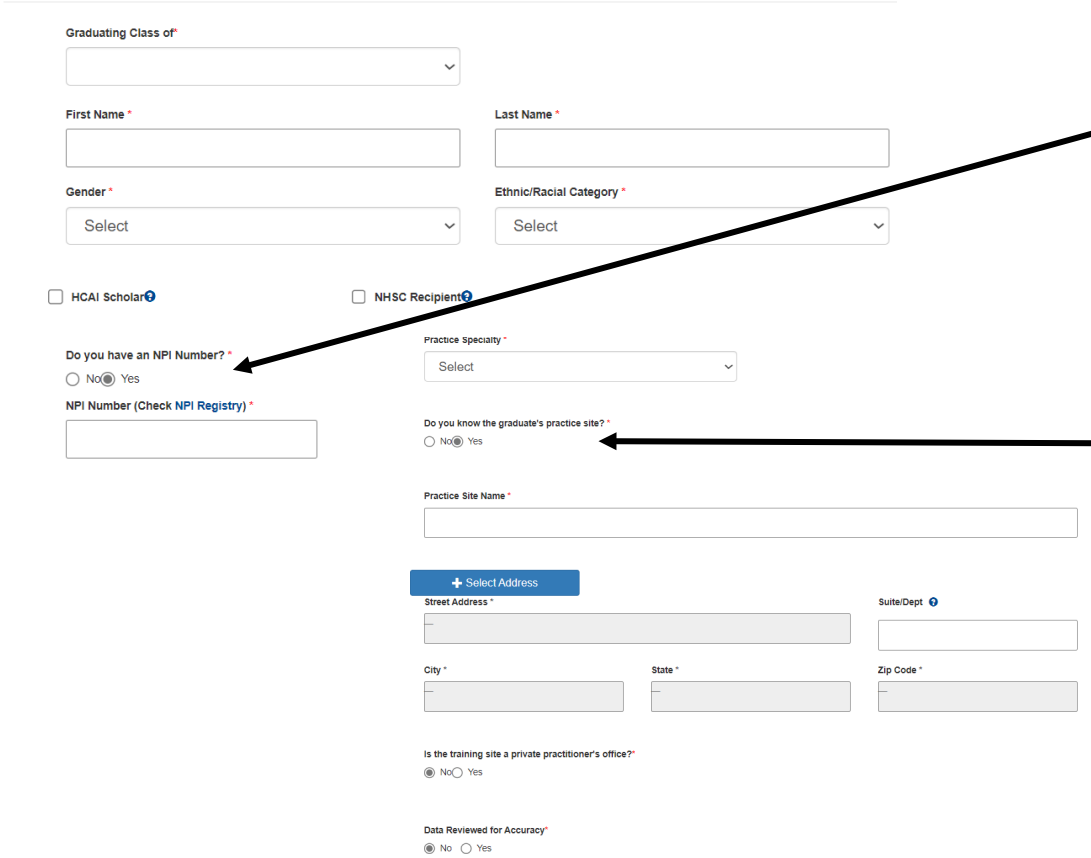
- **Note:** The enrolled student total must match the total after the student race/ethnicity data is entered

Graduate Data



1. Enter graduate data for each academic years requested
2. Graduate data needs to match the number of graduates entered
3. To add graduate data, click the “Add Graduate” button
4. A pop-up will display
5. 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

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

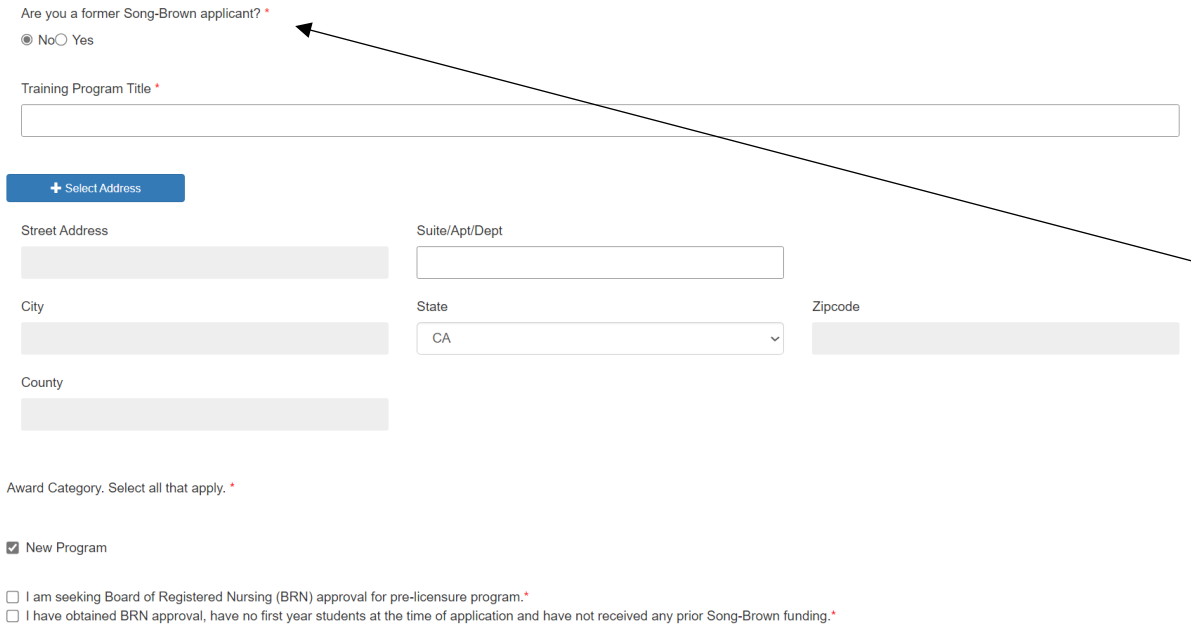
Assurances

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

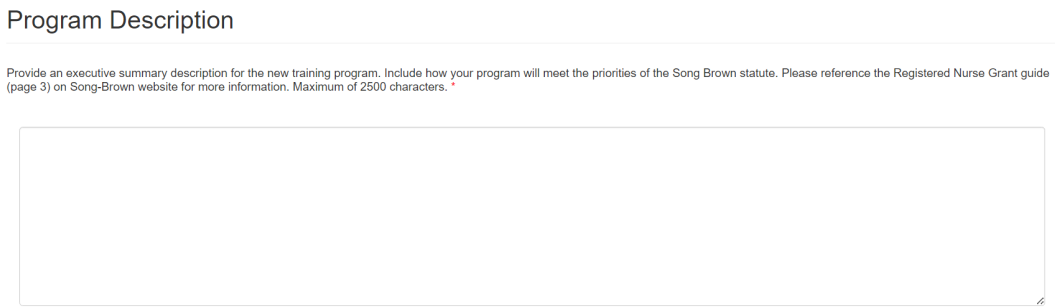
RN and LM New Application Walk-through

Program Information



1. Your program information will pre-populate with information you entered in your “Profile” page
2. As a new program applicant, select “No” in the “Are you a former Song Brown applicant?”
3. Enter your training program title and address
4. All boxes must be checked to ensure you are eligible to apply for the grant and can move forward with the application

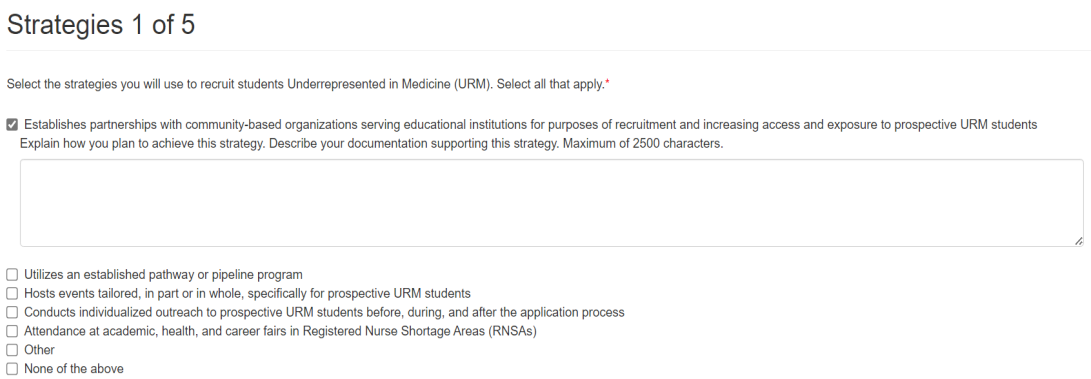
Program Description



1. Provide an executive summary description for the new training program including how your program will meet Song Brown statute priorities
2. You have a maximum limit of 2,500 characters
3. 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

Strategy Questions 1



1. Provide responses for each strategy question 1-5
2. Multiple responses can be selected per strategy question
3. Each selected strategy question will prompt a narrative for further explanation
4. After completing each page, click “Save and Next”

Strategy Questions 2 and 3

Strategies 2 of 5

Select the strategies you will use to admit students Underrepresented in Medicine (URM). Select all that apply.*

- [ ] Incorporates holistic review into the admissions process, to include individual applicant experiences and attributes indicative of URM students
- [ ] Accounts for applicant socioeconomic status in review process
- [ ] Ensures representation of selection committee members who reflect the diversity of URM students
- [ ] Other
- [ ] None of the above

Strategies 3 of 5

Select the strategies you will use to support students Underrepresented in Medicine (URM). Select all that apply.*

- [ ] Provides wrap around services to URM students
- [ ] Create and maintain a mentorship program available to all URM students that strives to pair students with staff/faculty members with shared lived experience
- [ ] Program faculty members, lecturers, and staff reflect the cultural diversity of URM students
- [ ] Institution has a documented zero tolerance policy for discrimination and related discrimination reporting systems
- [ ] Implicit bias/anti-racism training is required for all faculty, program staff, applicant reviewers, and decision makers
- [ ] Other
- [ ] None of the above

Strategy Questions 4 and 5

Strategies 4 of 5

Select the program strategies you will use to encourage your students to practice in Registered Nurse Shortage Areas (RNSAs). Select all that apply.*

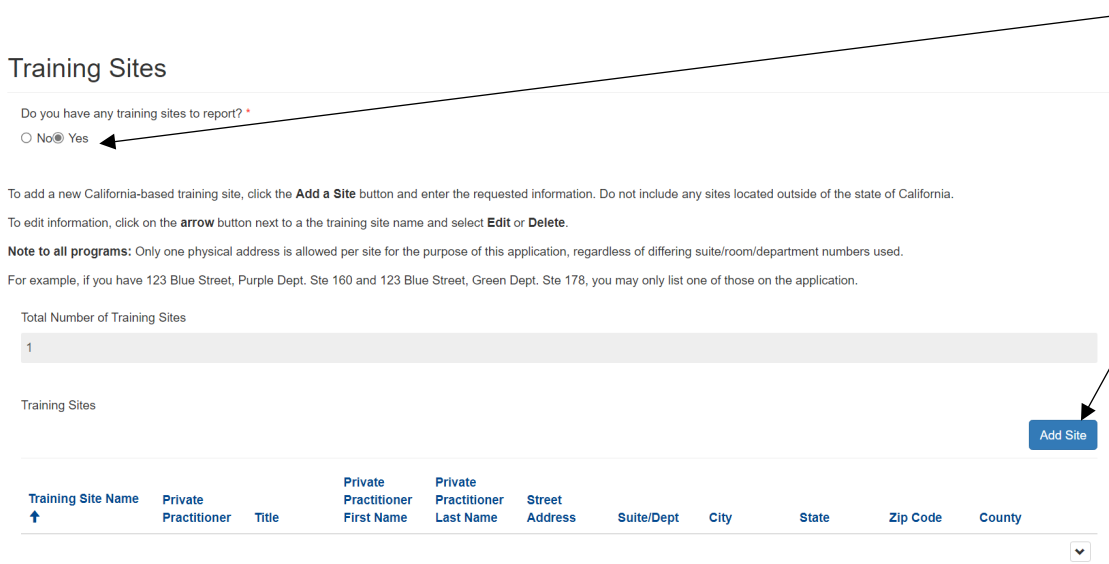
- [ ] Use targeted recruitment strategies to prioritize students coming from RNSAs
- [ ] Provide employment assistance opportunities to encourage graduates to commit to patient-focused/clinical-focused practice in RNSAs
- [ ] Provide employment assistance leading to graduate employment in RNSAs
- [ ] Include a required, patient-focused/clinic-focused curriculum intended to build health equity knowledge and competencies
- [ ] Other
- [ ] None of the above

Strategies 5 of 5

Select the strategies you will incorporate to implement culturally responsive care training into the program's curriculum. Select all that apply. *

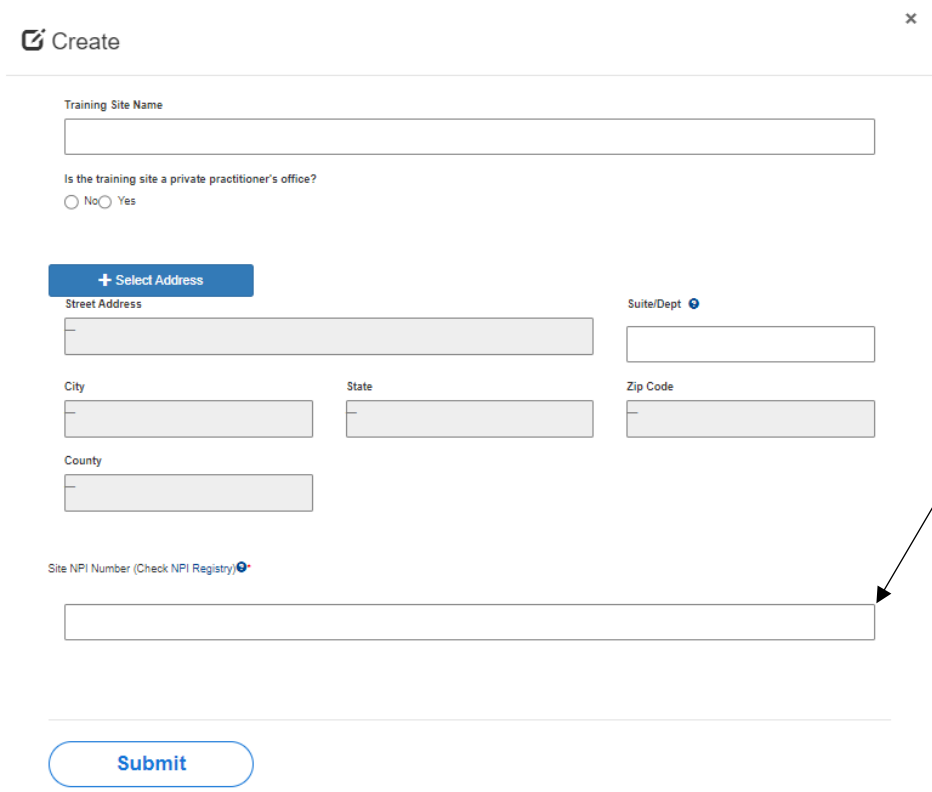
- [ ] Hire bilingual staff with language fluency representative of URM students
- [ ] Hire program leaders representative of URM students
- [ ] Provide students training in cultural competency
- [ ] Teach nursing professionalism that incorporates multi-cultural social etiquette and social norms of behavior representative of URM students
- [ ] Have students participate in community outreach activities in RNSAs (e.g., going to high schools in RNSAs)
- [ ] Other
- [ ] None of the above

Training Sites:
Adding and Reviewing Sites



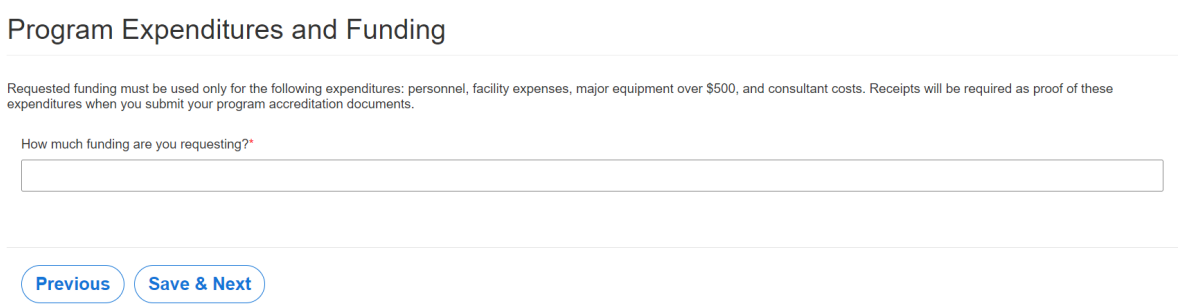
1. If you have training sites, click "Yes" to enter your training sites
2. To add a training site(s), click the "Add a Site button"
3. A pop-up window will display
4. To review, edit or delete training sites, select the dropdown list for that line using the arrow

Training Sites: Training Site Information



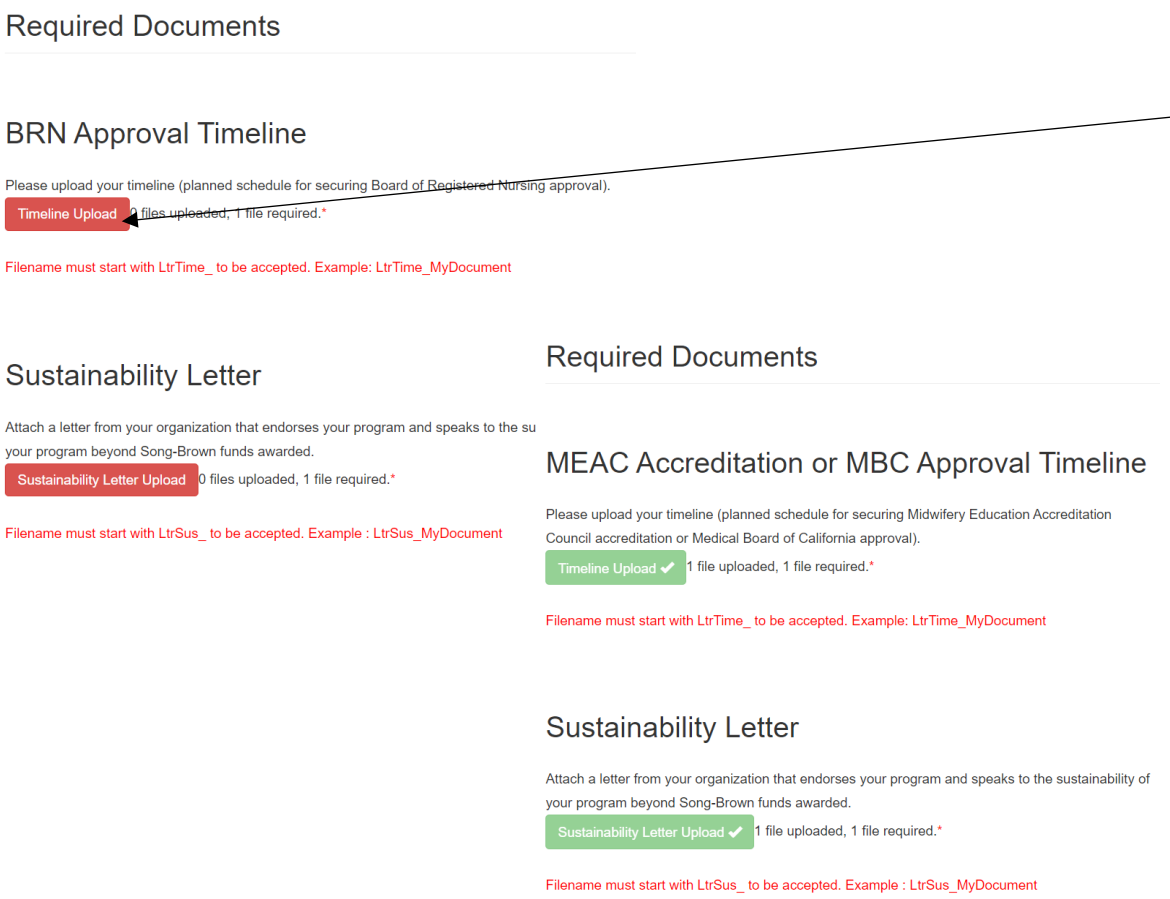
1. Enter the training program name and address
2. Click on the link to find the NPI number of the training site

Program Expenditures and Funding



1. Provide how much funding you are requesting based on your expected expenditures and what you are eligible to apply for
2. Maximum funding requested for RN New Programs is $1 million
3. Maximum funding requested for LM New Programs is $500,000
4. Click "Save and Next" when done

Required Documents



1. The red button on this page indicates required documents
2. Click on the “Timeline Upload” to upload your approval or accreditation timeline
   - The document must begin with “LtrTime_" for it to be accepted
3. Click on “Sustainability Letter upload” to upload your letter of program sustainability endorsement letter from your institution
   - The document must begin with “LtrSus_" for it to be accepted
4. Once the document is successfully uploaded, the box will turn green signifying that you may continue

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