HCAi
Department of Health Care Access and Information

# Registered Nurse (RN) Technical Assistance Guide

Song-Brown Program
Department of Health Care Access and Information (HCAI)

September 2025

# 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 statutory priorities:
  - Graduating individuals who practice in medically underserved areas
  - Enrolling members of underrepresented groups in medicine to the program
  - Locating the program's main training site in a medically underserved area
  - Operating a main training site at which most of the patients are Medi-Cal recipients

# Application Release Dates

Registration: **Open now**
Application release: **September 10,2025**
Early submission review: **October 9, 2025**
Application deadline: **October 23, 2025**

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 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
- Funds shall not supplant existing federal, state, or local funds

# Changes for 2025

- Number of maximum existing and expansion slots
  - Existing slots: **10**, $30,000 per student for the life of the agreement
  - Expansion slots: **5**, $60,000 per student for the life of the agreement
- There will not be an option to import information from previous applications
- Underrepresented in Medicine (URM) students and URM graduates will no longer be scored.

  You must still provide the information for data collection purposes

# 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) 24/25
- Student information for those graduating in AY 24/25 and AY 25/26, including race and ethnicity data
- Graduate information for AY 22/23 and 23/24, 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

# Required Documents: RN

## 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

- BRN Approval Timeline (RN 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

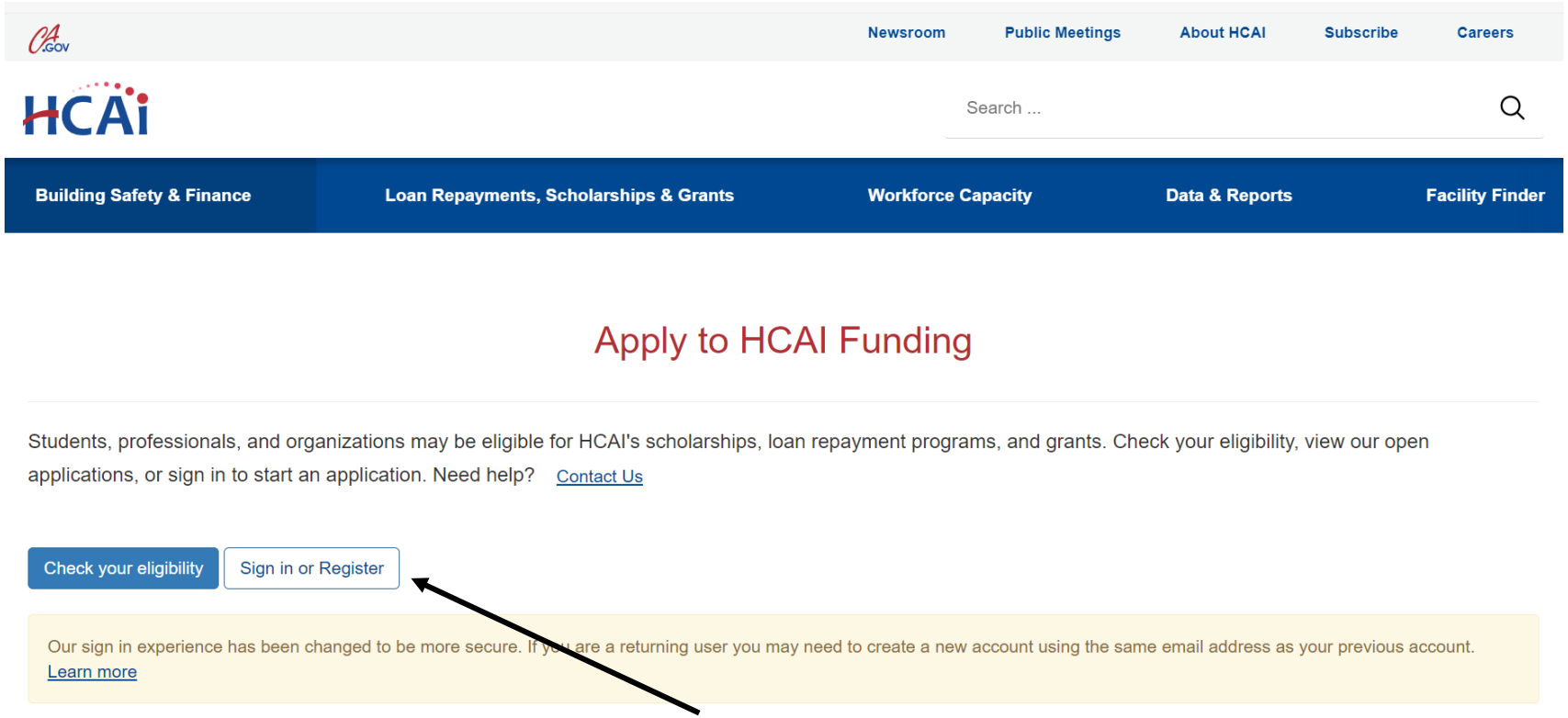
- HCAI Funding Portal
- The RN Grant Guide, RN Scoring and Evaluation Process: https://hcai.ca.gov/workforce/financial-assistance/grants/song-brown/registered-nurse-rn/
- Song-Brown Glossary: Glossary (ca.gov)

# Electronic Application (eApp) Registration

# System Requirements

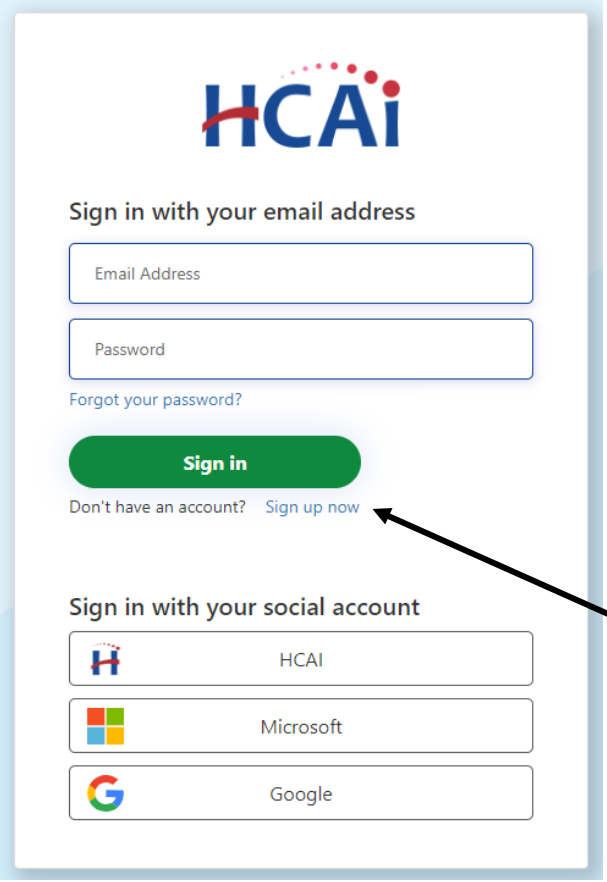
- For the best experience, we recommend using Google Chrome or Microsoft Edge
- Internet Explorer is not supported

# Creating an Account




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

# Creating an Account, Continued

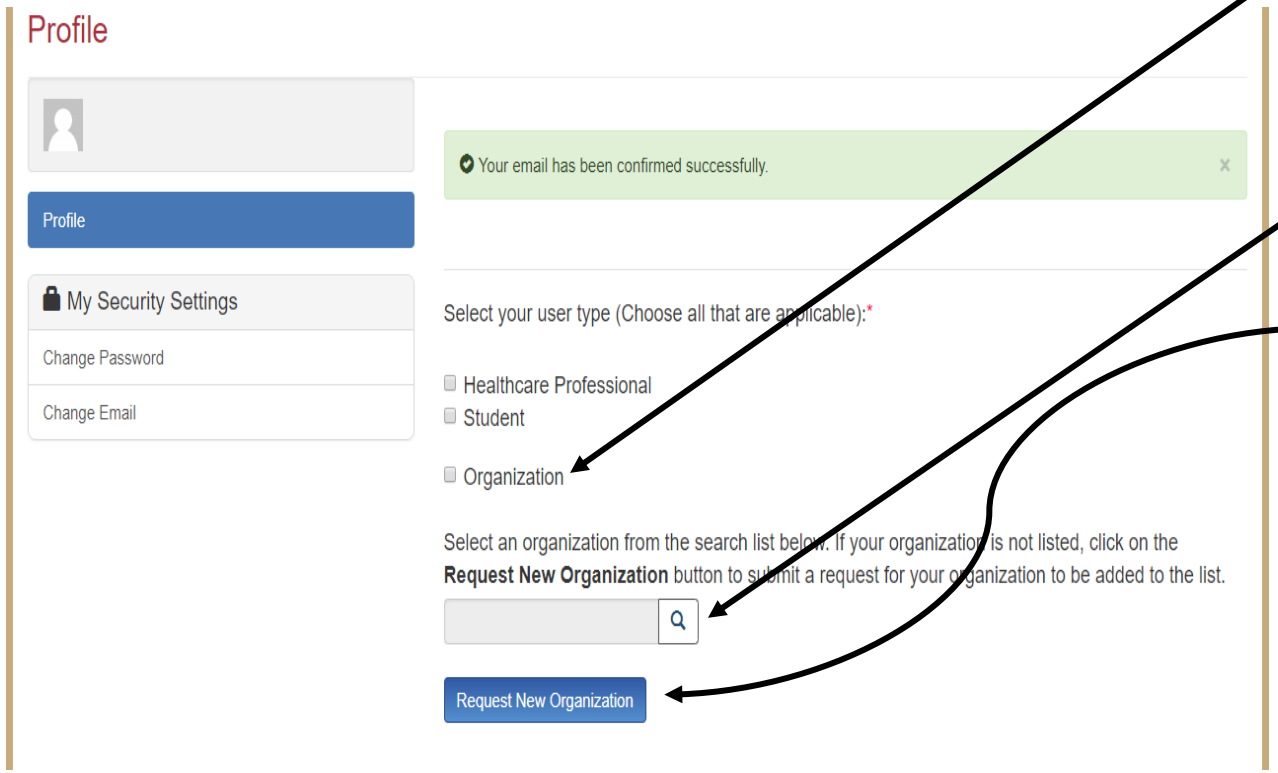



Our funding portal has a 2-step authentication process for new applicants, when setting up their account

Funding portal link:
Apply to HCAI Funding

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

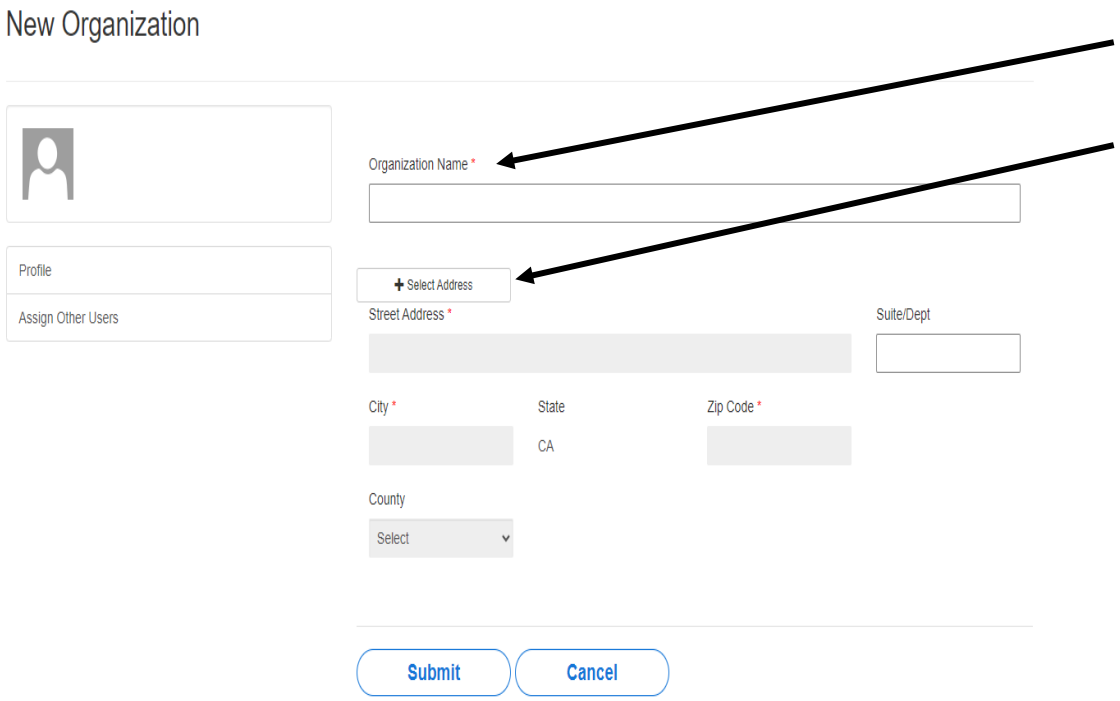
# Setting up your Profile




1. Check the "**Organization**" box to gain access to Song-Brown RN 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*

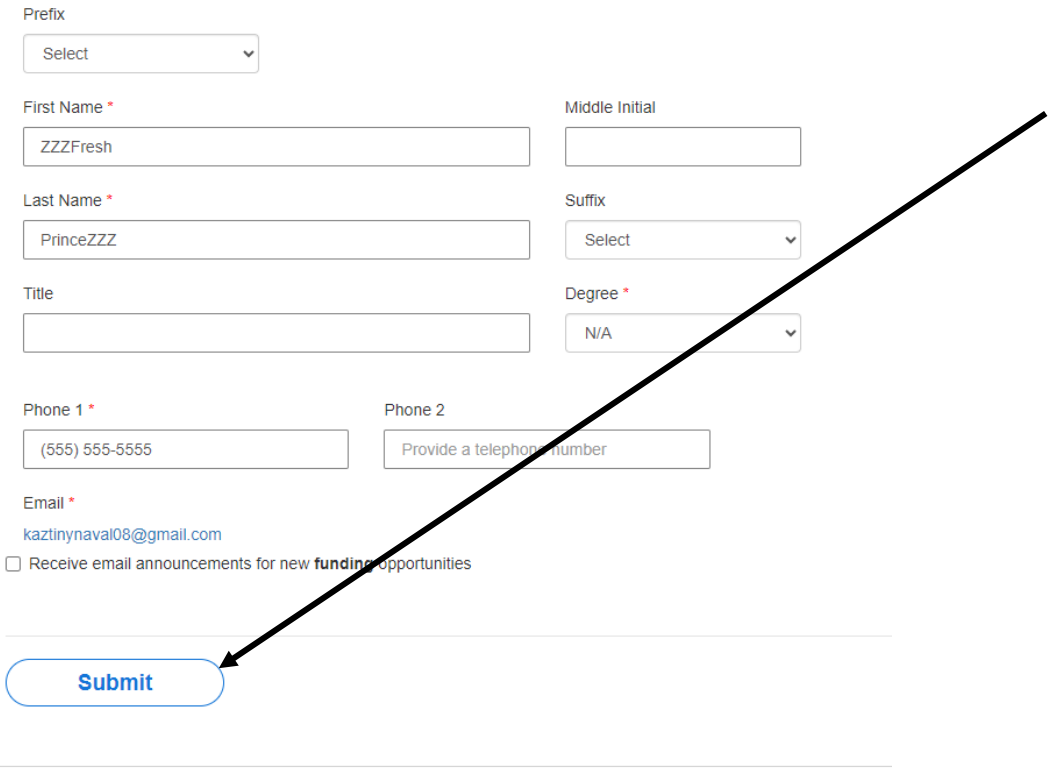
# Adding a New Organization




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*

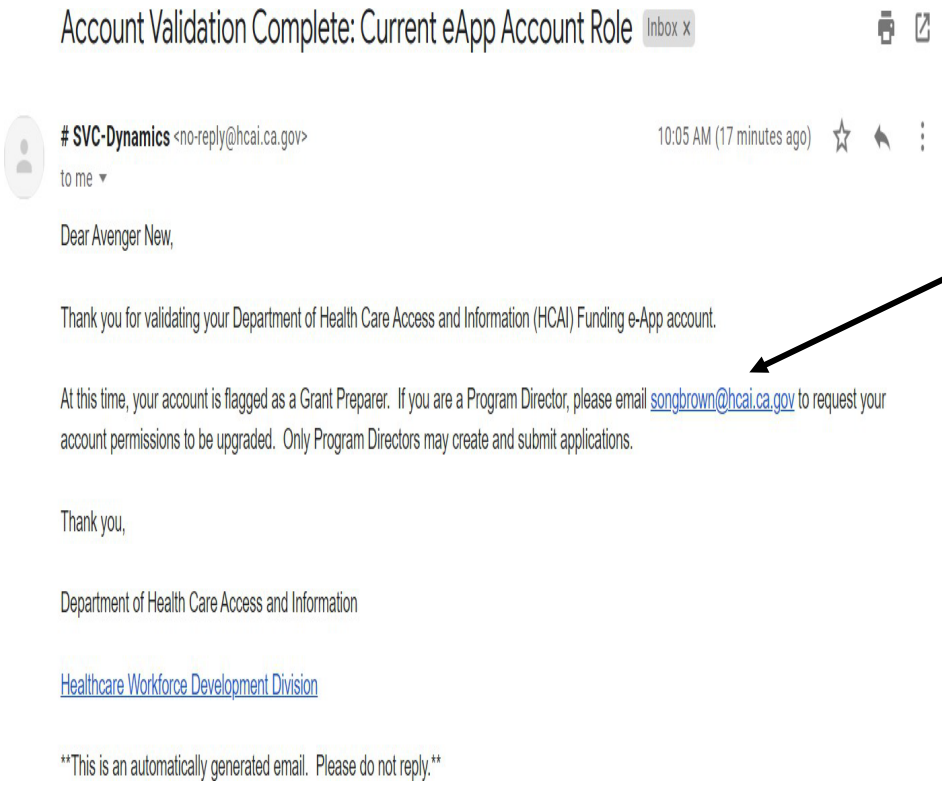
# Completing your Profile




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 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*

HCAI
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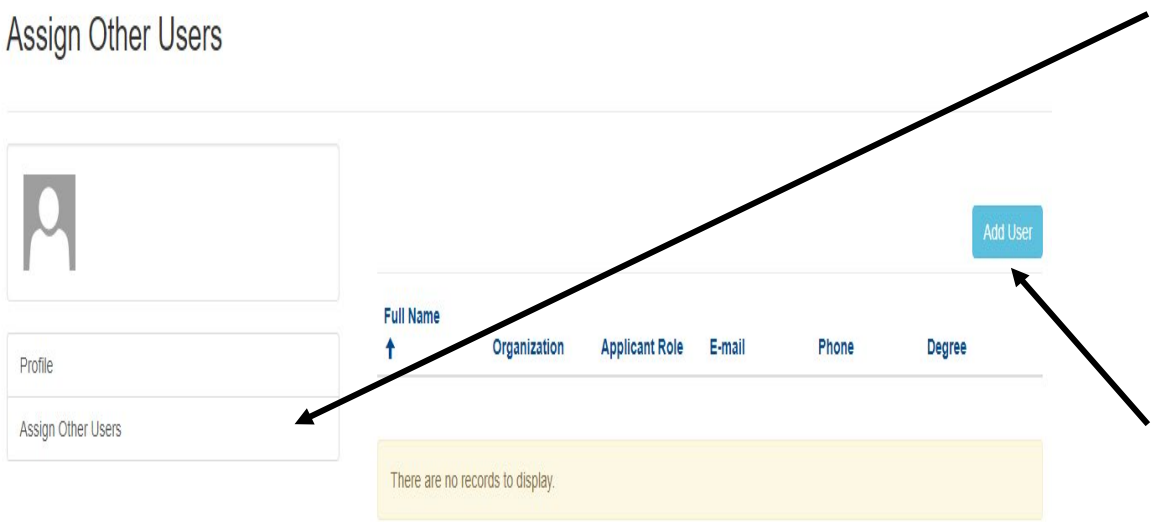
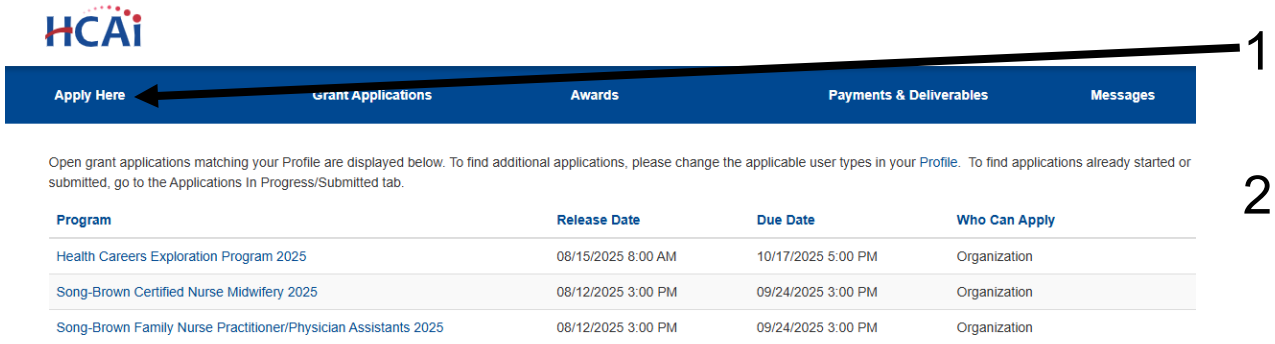
# Assigning Other Users




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 2025” 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

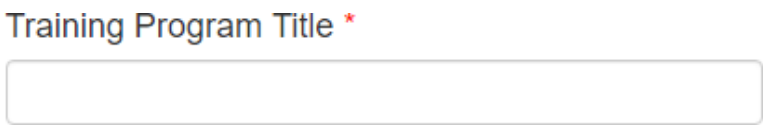

**Saving your application**

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

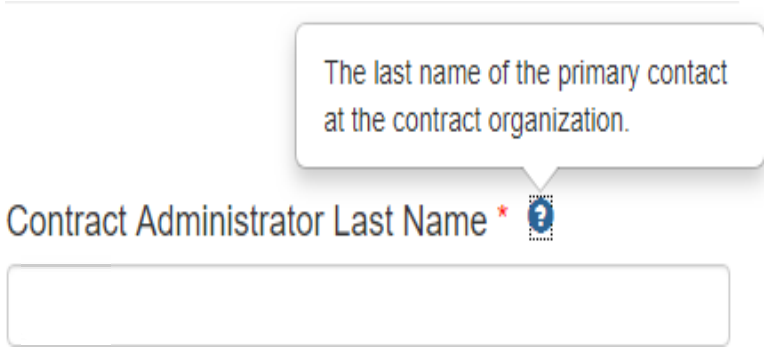
### Asterisks

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



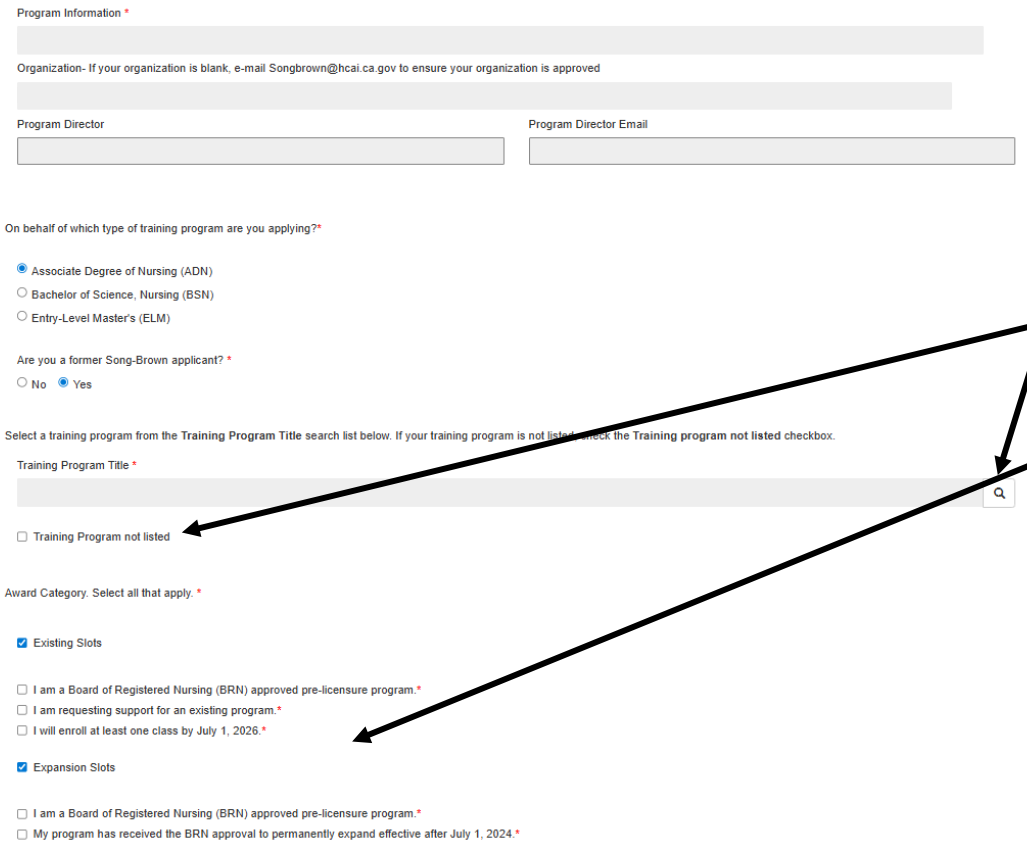

### Tooltips

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

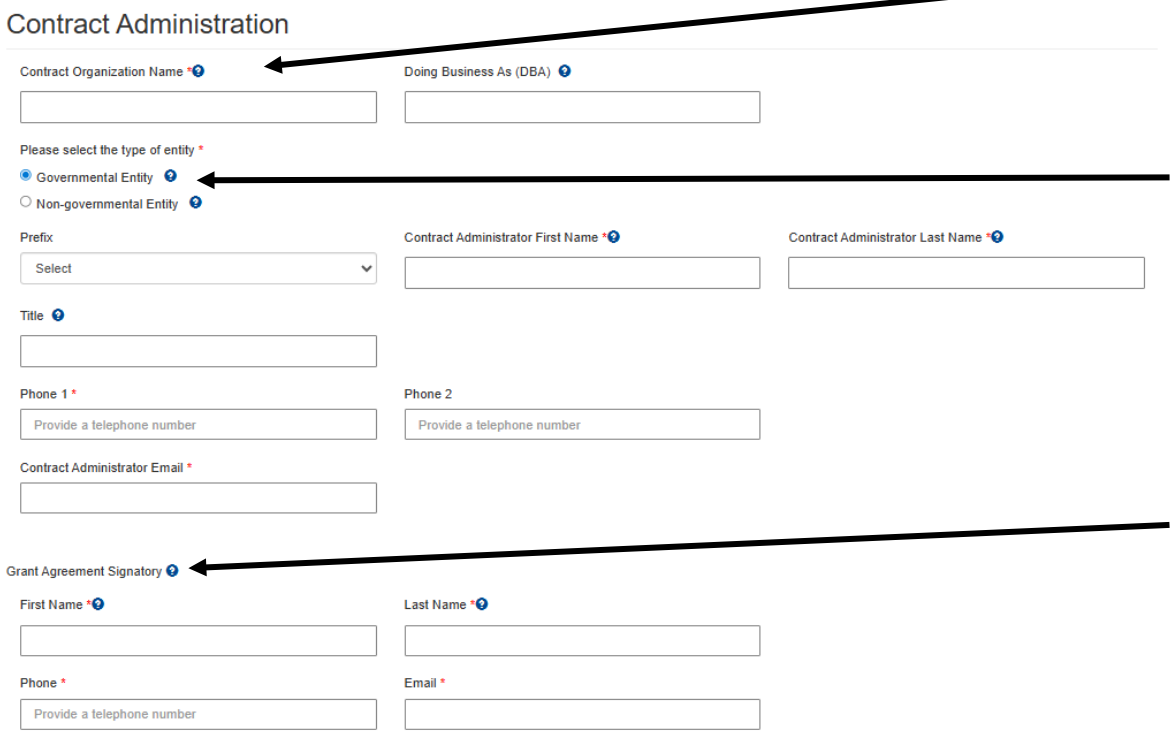
# Program Information




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*

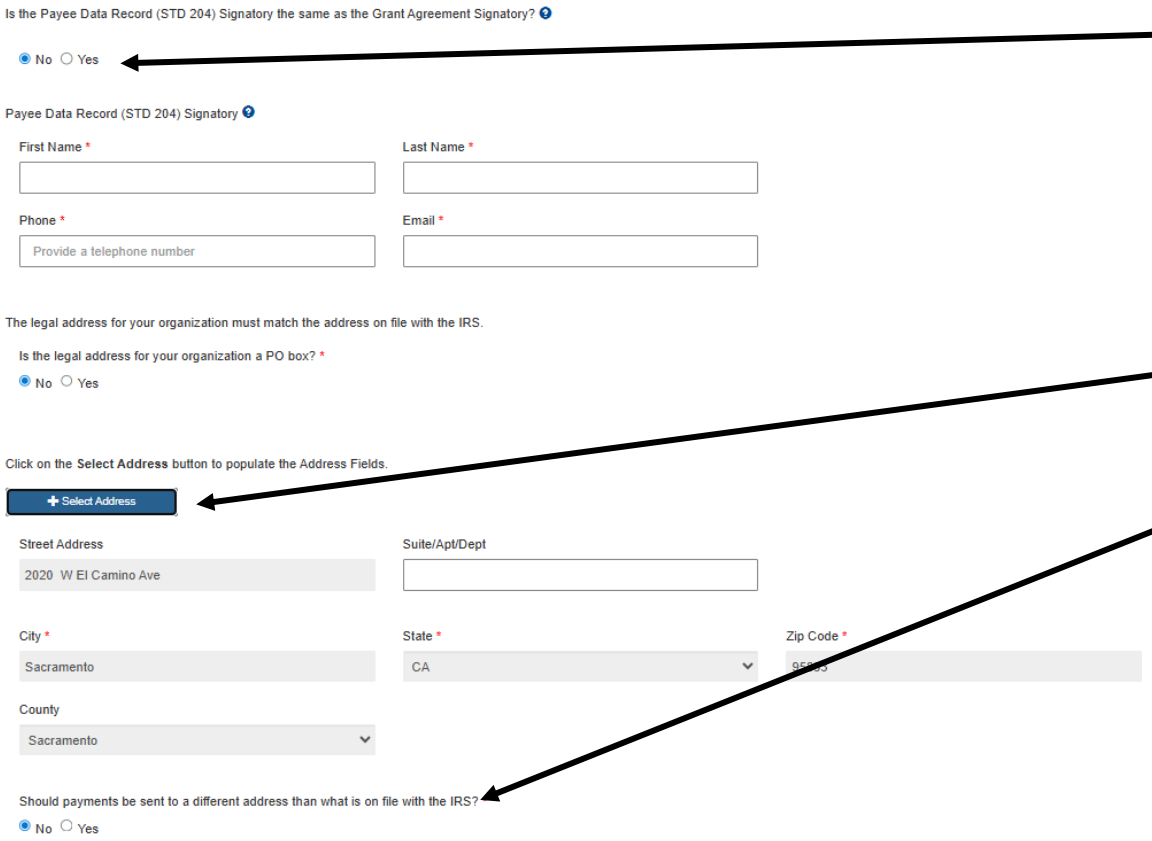
# Contract Administration




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 Administrator" 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*

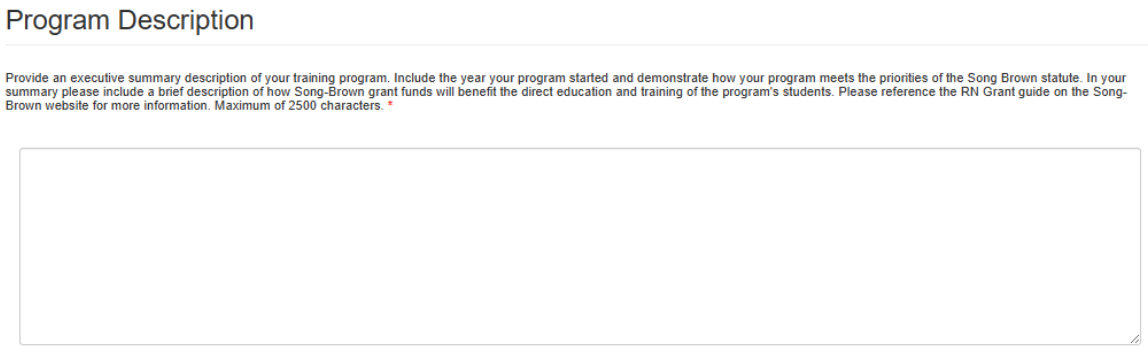
# Contract Administration: STD 204 Signatory




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
4. Enter the address that is on your W9 IRS forms
5. If payments should be sent to a different address, select “Yes”

***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*

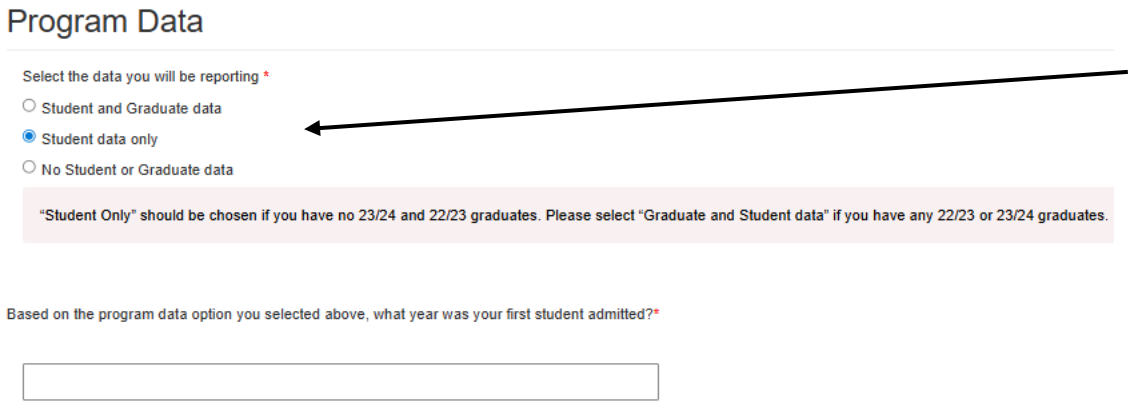
# Program Description




1. Provide requested program description information
2. You have a maximum limit of 2,500 characters

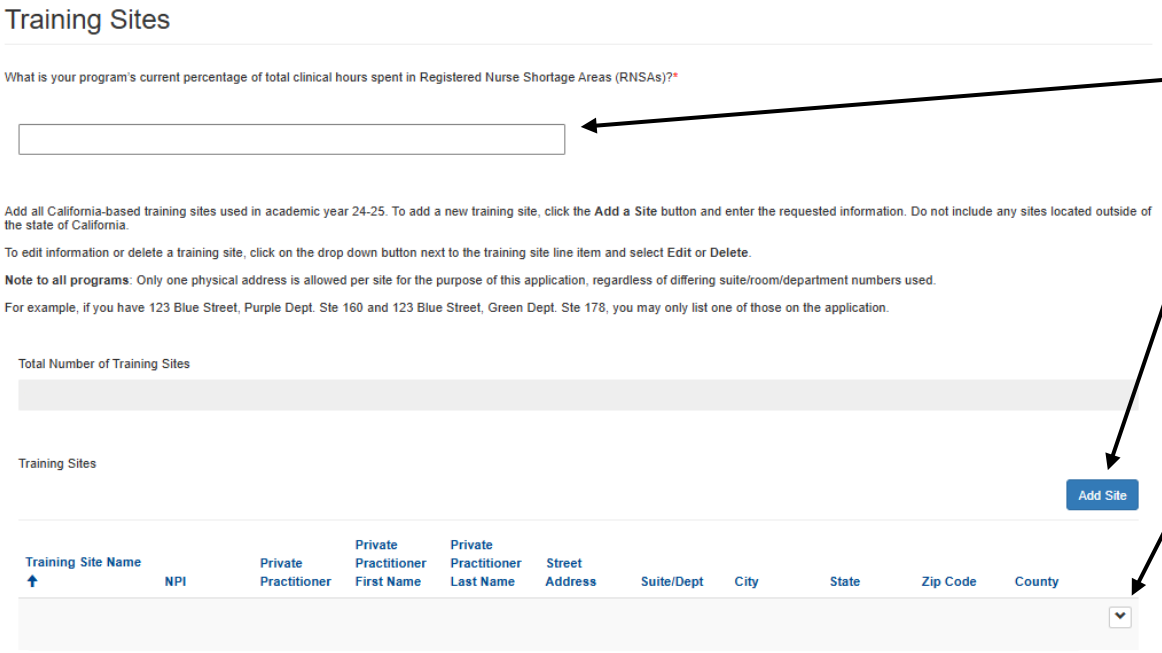
**Note:** If you exceed the character limit, you will receive a pop-up message. If you copy and paste text from another document, text will cut off at 2,500 characters. Double-check the information you enter and make sure everything is captured

# Program Data



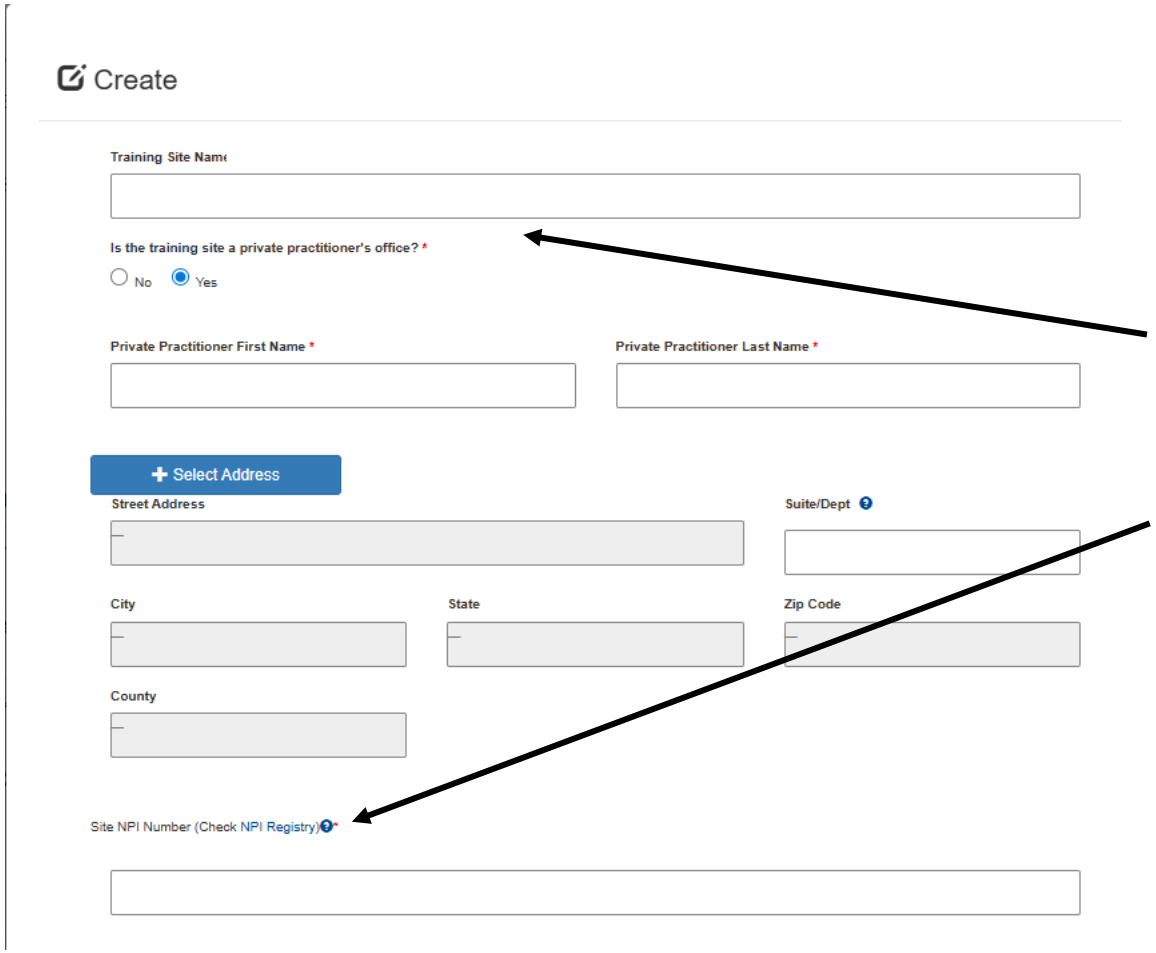

1. If you have any 22/23 and or 23/24 graduates, select "Student and Graduate data"
2. "Student Only" should only be selected if you have no 22/23 and 23/24 graduates

# Training Sites: Adding and Reviewing Sites



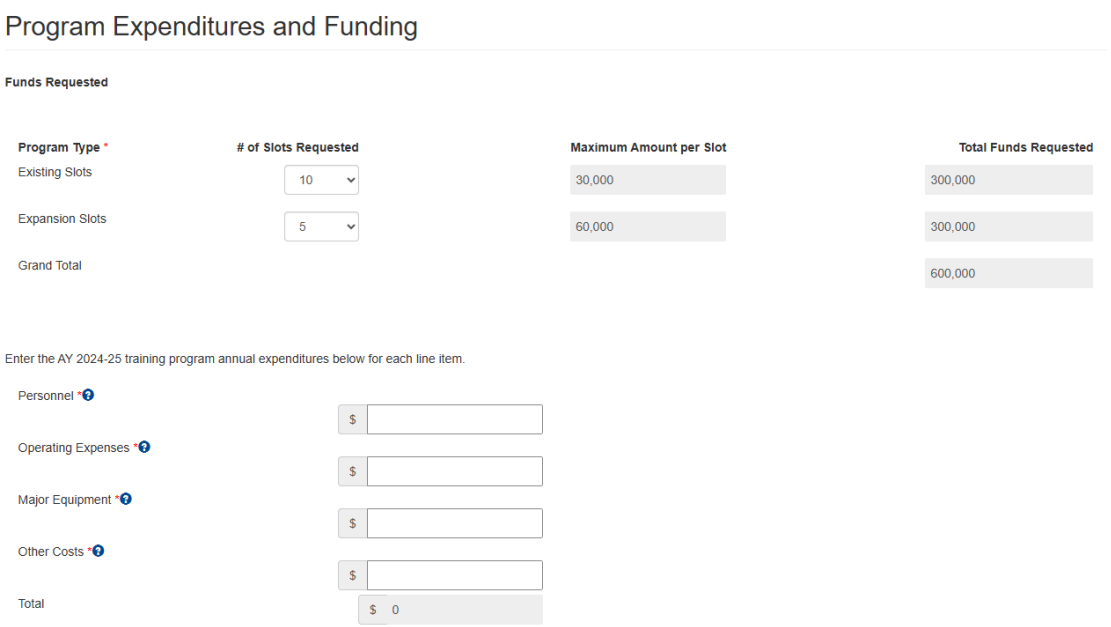

1. Enter your program's current percentage of total clinical hours spent in RNSAs
2. To add a training site(s), click the "Add a Site" button
3. A pop-up window will display
4. To review, edit, or delete training sites, select the dropdown list for that line using the arrow

# Training Sites: Training Site Information



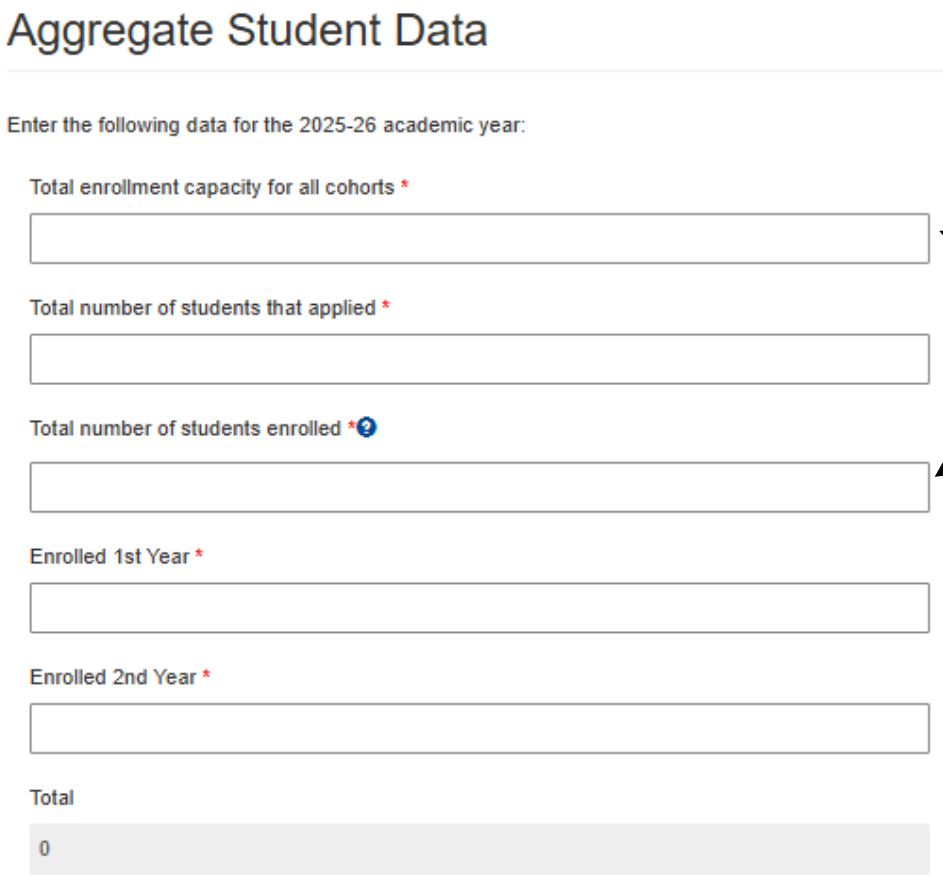

1. Enter the training program name and address
2. Click on the link to find the NPI number of the training site

# Program Expenditures




1. Complete all required fields
2. "Total Funds Requested" is auto calculated based on the "# of Slots Requested" and the maximum amount per slot
    - Max slots for Existing: 10
    - Max slots for Expansion: 5
3. Enter your total expenditures for each category from the 24/25 academic year
    - This will not be only expenditures using Song-Brown grant funds
4. The "Total" training program expenditures must be equal to or greater than the "Total Funds Requested"

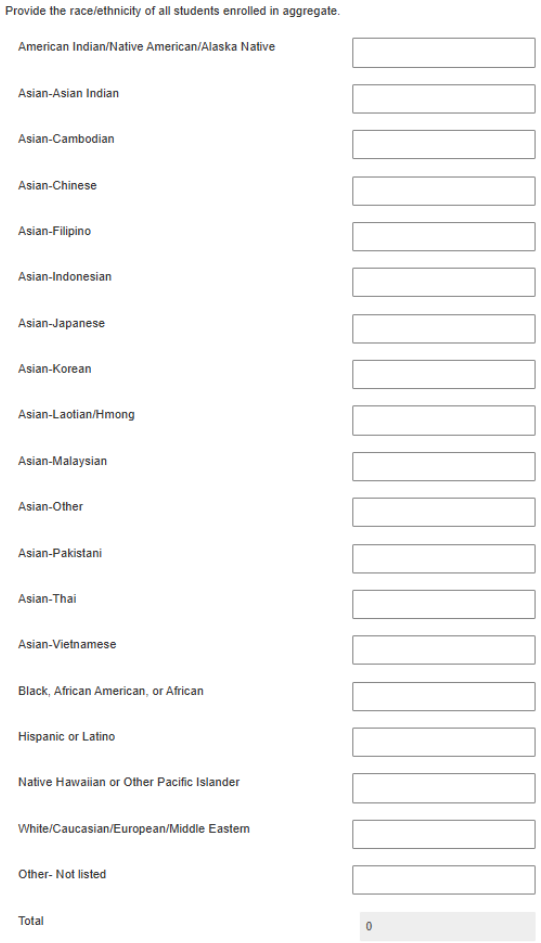
# Aggregate Student Data




1. Student race and ethnicity data is collected in aggregate for all the years requested
2. The total enrollment capacity must be greater than or equal to the total number of students enrolled
3. Provide the total number of enrolled slots for each academic year

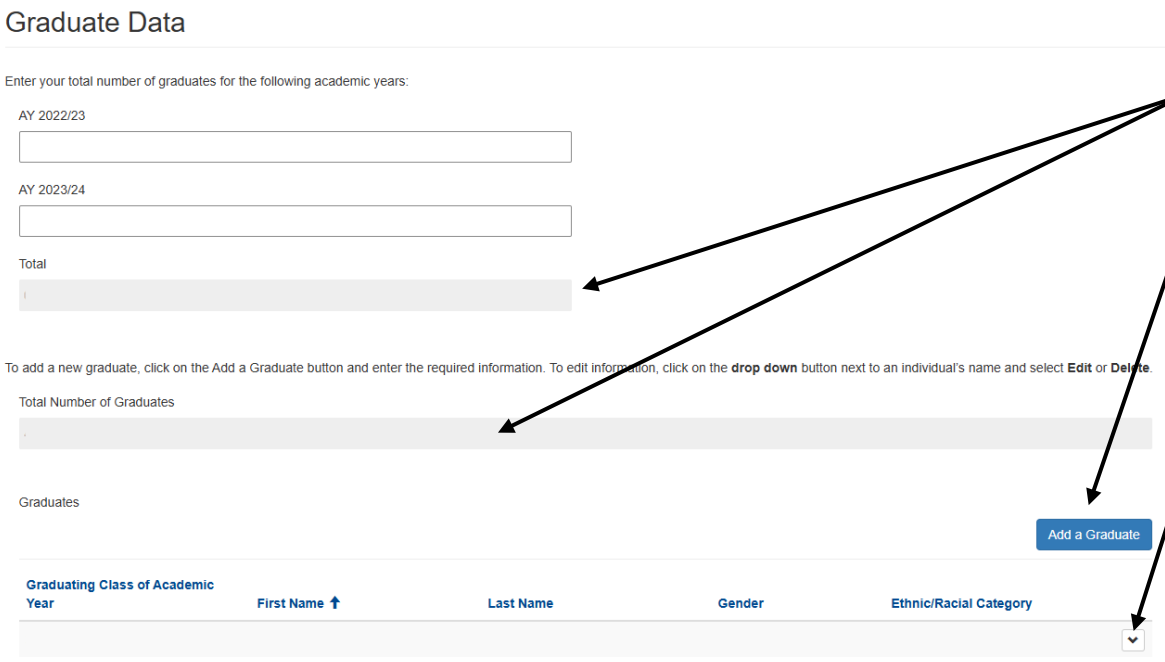
***Note:*** *The enrolled student total must match the total after the student race/ethnicity data is entered*

# Aggregate Student Data, Continued



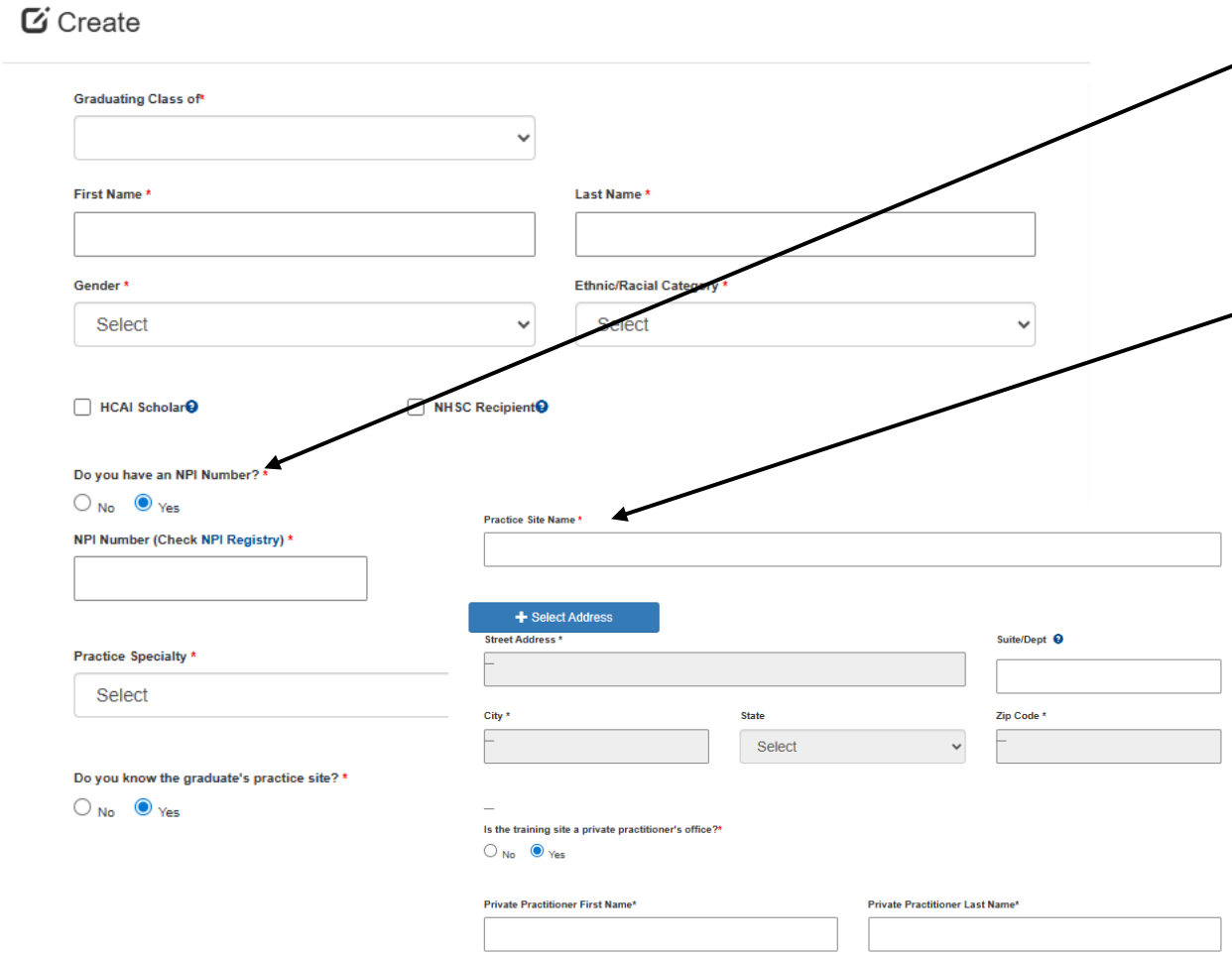

1. Provide the number students for each race and ethnicity category
2. The total must match the total number of enrolled students

# 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 a 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



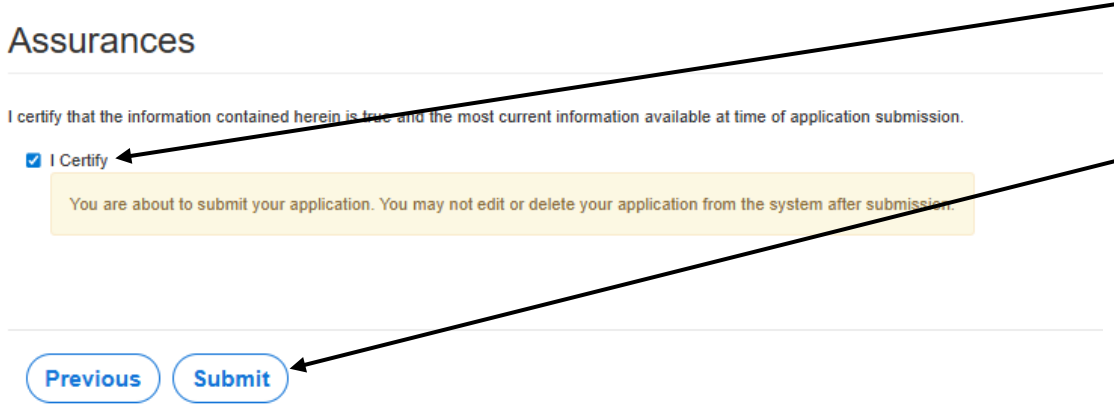

1. If you know the graduate's NPI number, select "Yes" and enter the graduate's 10-digit NPI number
2. Select their practice specialty
3. You must add practice site information for all graduates unless they are working outside of California
4. If you know your graduate's practice site in California, 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” or “Expansion 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

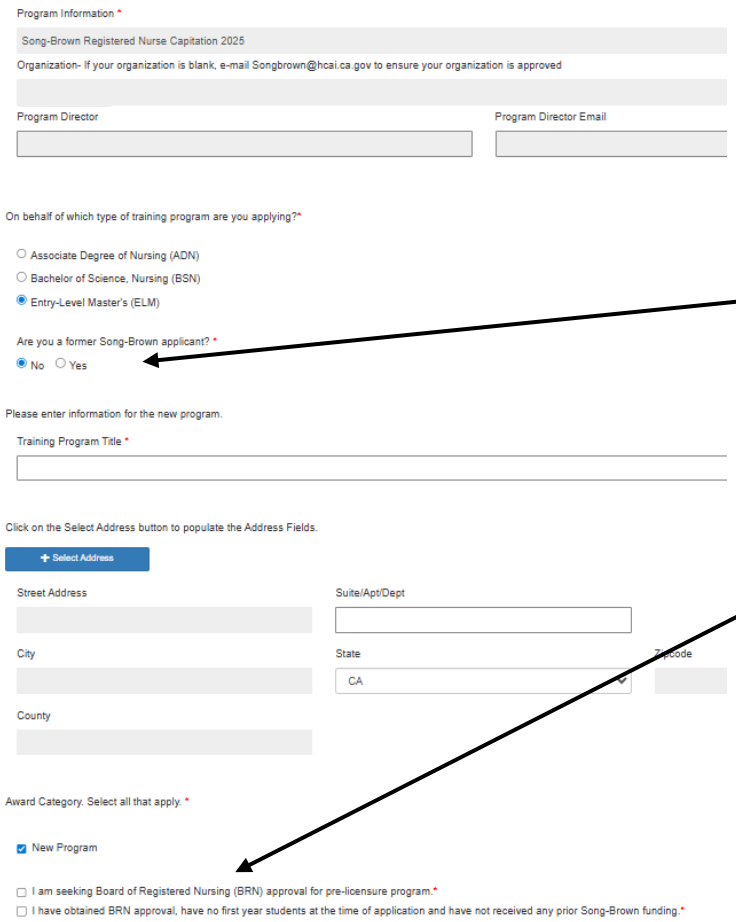



1. Read the statement
2. Agree to the statement by checking the "I Certify" box
3. Click the “Submit” button. Once you submit your applications you cannot make further edits

***Note:*** *Only Program Directors may submit an application, Grant preparers will not see the “Submit” button*

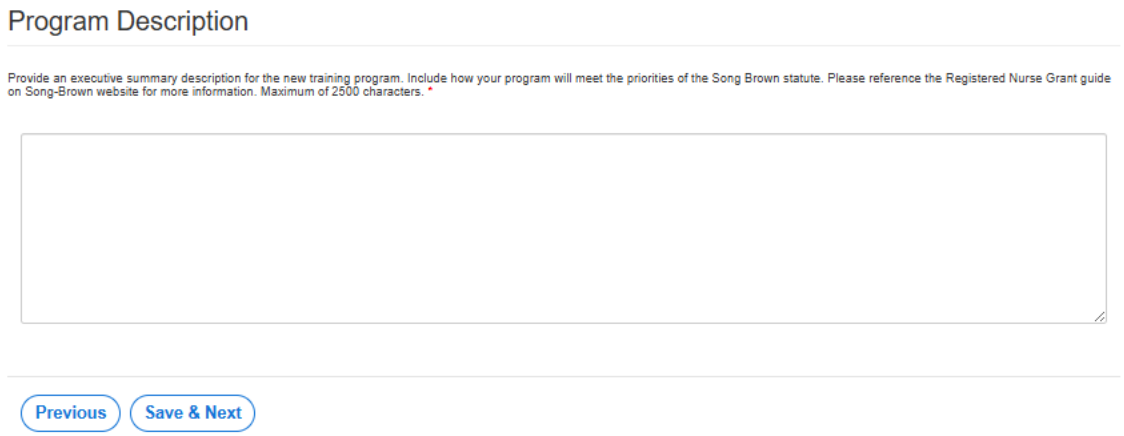
# RN New Application Walk-through

# 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

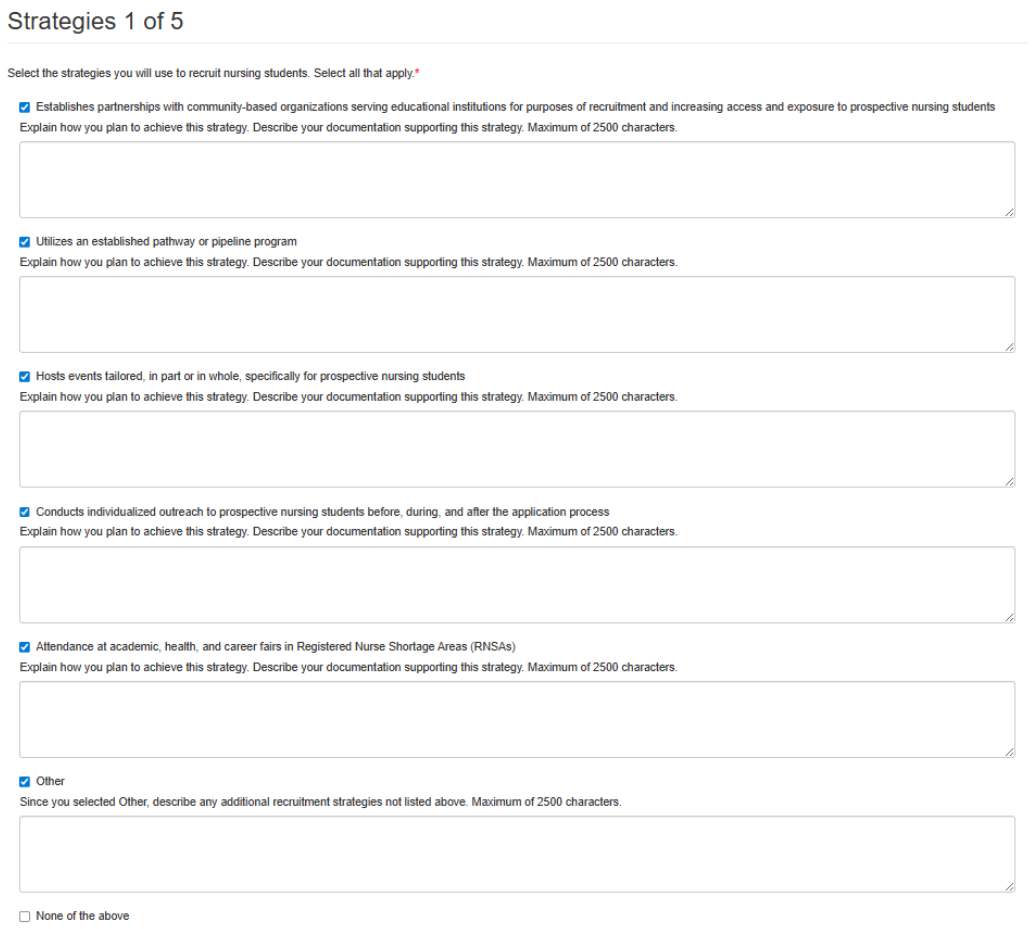
# Program Description




1. Provide an executive summary description for the new training program including how your program will meet Song-Brown statutory priorities
2. You have a maximum limit of 2,500 characters
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 cut off at 2,500 characters. Double-check the information you enter and make sure everything is captured*

# Strategies Question 1


Strategies 1 of 5

Select the strategies you will use to recruit nursing students. Select all that apply.*

- [x] Establishes partnerships with community-based organizations serving educational institutions for purposes of recruitment and increasing access and exposure to prospective nursing students

Explain how you plan to achieve this strategy. Describe your documentation supporting this strategy. Maximum of 2500 characters.

- [x] Utilizes an established pathway or pipeline program

Explain how you plan to achieve this strategy. Describe your documentation supporting this strategy. Maximum of 2500 characters.

- [x] Hosts events tailored, in part or in whole, specifically for prospective nursing students

Explain how you plan to achieve this strategy. Describe your documentation supporting this strategy. Maximum of 2500 characters.

- [x] Conducts individualized outreach to prospective nursing students before, during, and after the application process

Explain how you plan to achieve this strategy. Describe your documentation supporting this strategy. Maximum of 2500 characters.

- [x] Attendance at academic, health, and career fairs in Registered Nurse Shortage Areas (RNSAs)

Explain how you plan to achieve this strategy. Describe your documentation supporting this strategy. Maximum of 2500 characters.

- [x] Other

Since you selected Other, describe any additional recruitment strategies not listed above. Maximum of 2500 characters.

- [ ] None of the above

1. Provide responses for each strategy questions, 1-5
2. Multiple responses can be selected per strategy question
3. Each selected strategy question will prompt a narrative for further explanation

# Strategies Questions 2 and 3

## Strategies 2 of 5

Select the strategies you will use to admit nursing students. Select all that apply.*

- [ ] Incorporates holistic review into the admissions process, to include individual applicant experiences and attributes indicative of prospective nursing students
- [ ] Accounts for applicant socioeconomic status in review process
- [ ] Ensures a diverse selection committee to mitigate implicit bias in the selection process
- [ ] Other
- [ ] None of the above

## Strategies 3 of 5

Select the strategies you will use to support nursing students. Select all that apply.*

- [ ] Create and maintain a mentorship program available to all nursing students that strives to pair students with staff/faculty members with shared lived experience
- [ ] 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

# Strategies Questions 4 and 5

## Strategies 4 of 5

Select the program strategies you will use to encourage your students to practice in Areas of Unmet Need (AUNs). Select all that apply.*

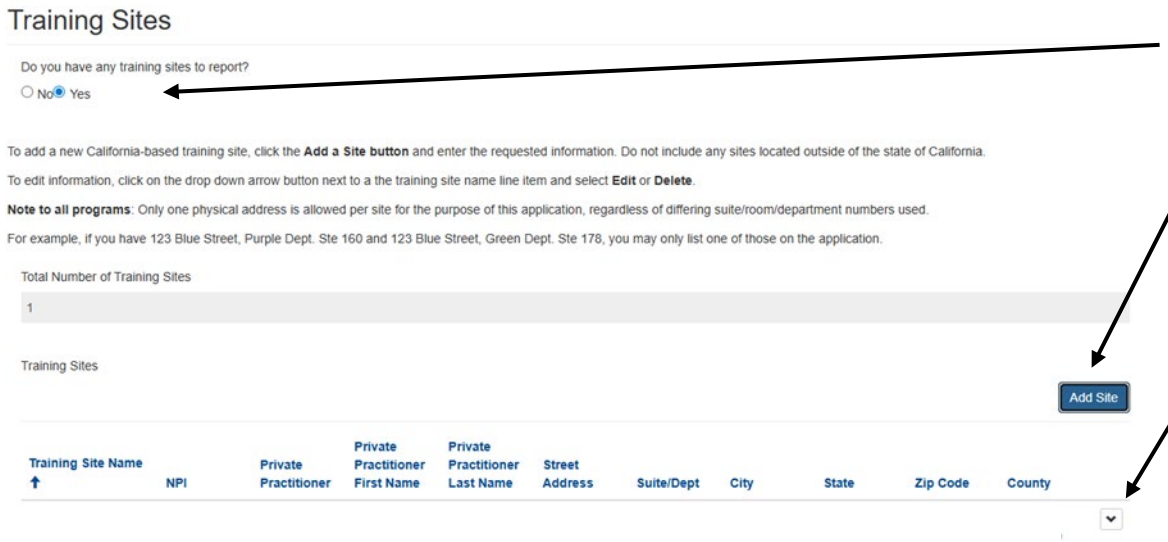
- [x] Use targeted recruitment strategies to prioritize students coming from AUNs
- [ ] Provide employment assistance opportunities to encourage graduates to commit to patient-focused/clinical-focused practice in AUNs
- [ ] Provide employment assistance leading to graduate employment in AUNs
- [ ] Include 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. *

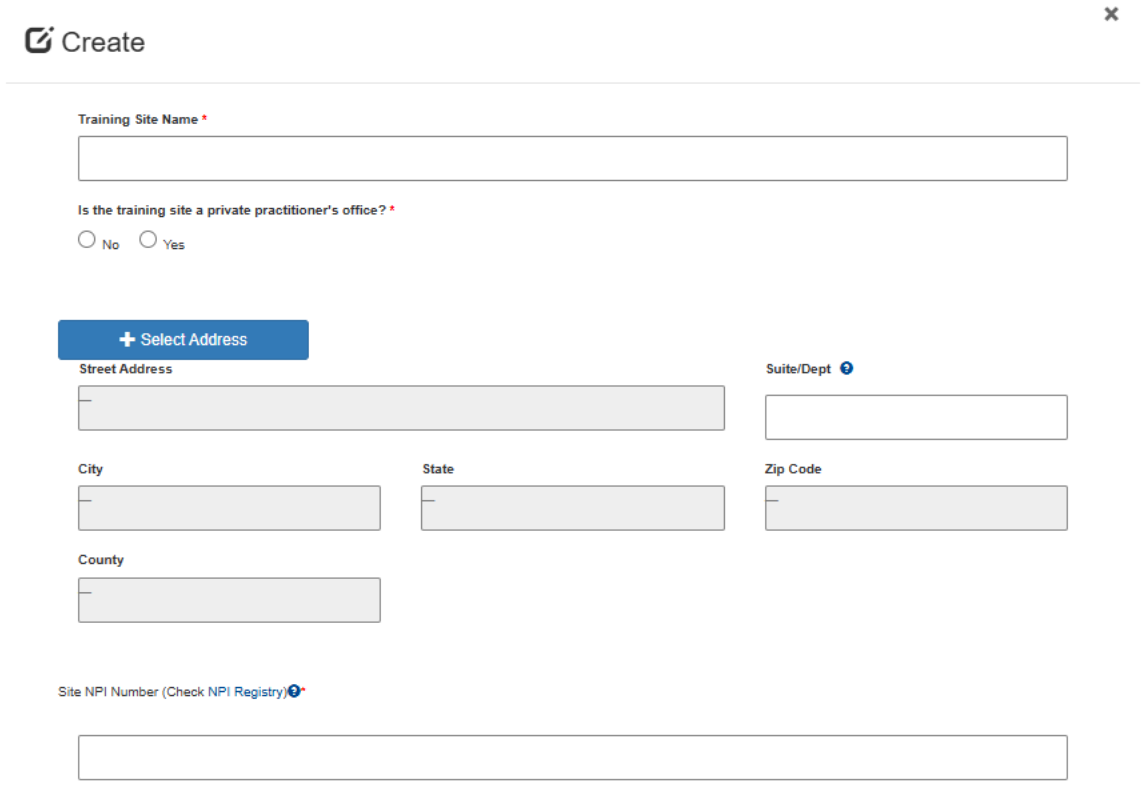
- [x] Hire bilingual staff with language fluency
- [ ] Hire program leaders representative of the students
- [ ] Provide students training in cultural competency
- [ ] Teach professionalism that incorporates multi-cultural social etiquette and social norms representative of licensed midwifery students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

# Anticipated Training Sites: Adding and Reviewing Sites



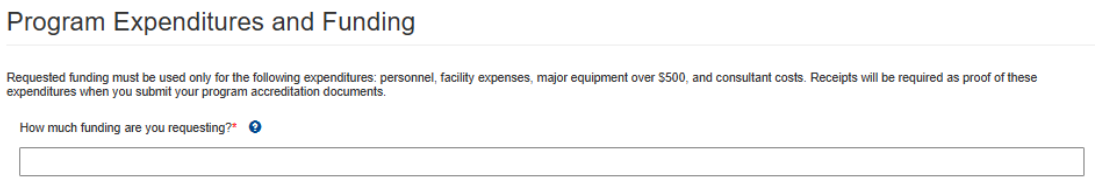

1. If you have training sites, click “Yes” to enter your training sites
2. To add a training site(s), click the “Add Site” button
3. A pop-up window will display
4. To review, edit, or delete training sites, select the dropdown list for that line using the arrow

# Anticipated Training Sites: Training Site Information



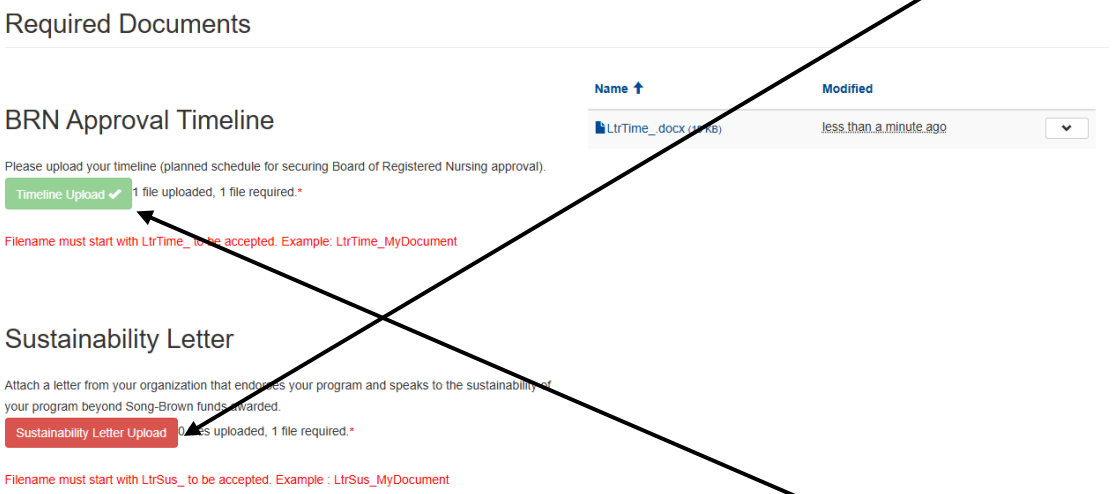

1. Enter the training program name and address
2. Click on the link to find the NPI number of the training site

# Program Expenditures and Funding



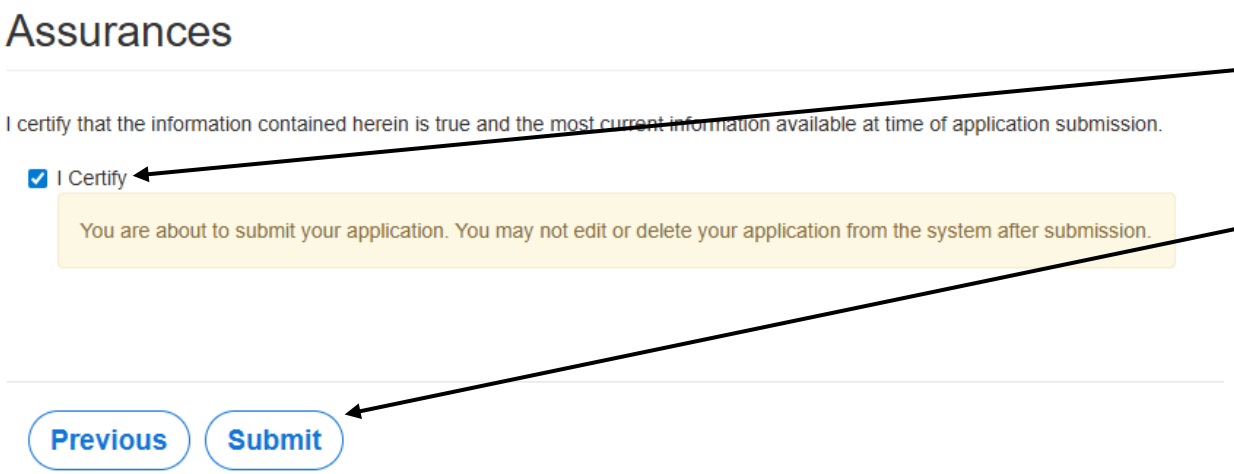

1. Provide how much funding you are requesting based on your expected expenditures and what you are eligible to apply for
2. Maximum funding requested for RN New Programs is $1 million
3. Click "Save and Next" when done

# 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

# Assurances




1. Read the statement
2. Agree to the statement by checking the "I Certify" 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*

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