

Primary Care Residency (PCR) Technical Assistance Webinar

Department of Health Care Access and Information

July 2023

About Song-Brown

- Song-Brown provides funding to education programs including:
 - Primary Care (Family Medicine, Internal Medicine, Obstetrics/Gynecology, Pediatrics)
 - Family Nurse Practitioners/Physician Assistants (FNP/PA)
 - Nurse Practitioner/Physician Assistant Fellows
 - Registered Nurses (RN)
 - Midwifery Programs (Certified Nurse Midwives and Licensed Midwives)
- 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

eApp Registration: Open now

Application release: July 18, 2023

Early submission review: August 17, 2023

Application deadline: August 31, 2023

Applications open and close at 3:00 pm

Before You Apply

- If your program requires approval to contract from a coordinating authority, 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.
- 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 for 2023

- Programs applying for both THC and Existing PCR Slots funding can apply for a combined total of 11 unique filled first-year slots (five Existing slots and six THC slots), not to exceed the program's total number of filled first-year positions.
 - For example, if a program applying for THC and Existing program funding has seven filled first-year slots, they may only apply for a combined total of seven THC and Existing slots.

Information to Gather (Existing, Expansion, and THC)

- Correct organization name and address. The legal name for your organization must match the address on file with the IRS. Incorrect information can delay the agreement process.
- Grant Agreement and Payee Data record (STD-204) signatories
- Facility type for each primary continuity clinic training site
- Payer mix information for each listed primary continuity clinic
- Race/ethnicity data for all current residents

Information to Gather, Continued (Existing, Expansion, and THC)

- Current practice site information for all graduates entered
- National Provider Identification number for all graduates entered
- Applicable required attachments (ACGME Accreditation or ACGME Expansion letter)
- Permission from your organization to apply for the grant

Information to Gather (New Programs)

- Correct organization name and address. The legal name for your organization must match the address on file with the IRS. Incorrect information can delay the agreement process.
- Grant Agreement and Payee Data record (STD-204) signatories.
- Facility type for each primary continuity clinic training site.
- Payer mix information for each listed primary continuity clinic.

Required Documents (New Programs)

Gather information for phases and applicable required attachments. Each phase from A-D will require an attachment at time of application.

- A. Institution Affiliation (sponsor) Letter or Proof of Application
- B. Fiscal Plan
- C. Timeline in Place
- D. Training Sites Recruited (If Phases D-G are selected, only a Letter of Sustainability is required)

Program Funding Categories

Existing Primary Care Residency Program (Existing)	A program that is accredited by the Accreditation Council for Graduate Medical Education and will enroll at least one class by July 1.
Teaching Health Center (THC)	A community-based ambulatory patient care center, operating a primary care residency program. Community-based ambulatory patient care settings include, but are not limited to, federally qualified health centers, community mental health centers, rural health clinics, health centers operated by the Indian Health Service, an Indian tribe or tribal organization, or an urban Indian organization, and entities receiving funds under Title X of the federal Public Health Service Act (Public Law 91-572). Health and Safety Code Section 128205 subdivision (h). The sponsoring institution of the residency program must be a qualified Teaching Health Center or an educational consortium that includes a health center.
New Primary Care Residency Slots for Existing Programs (Expansion)	<p>A permanent increase in the number of Accreditation Council on Graduate Medical Education categorical primary care residency positions for an existing primary care program as evidenced by a letter from ACGME, dated July 1, 2016, or later.</p> <p>A program may continue to apply for expansion funding until all approved ACGME expansion positions have been filled.</p>

Program Funding Categories, Continued

New Primary Care Residency Program

A program that meets one of the following criteria:

- Has completed Accreditation Phases: a) ACGME Institutional Affiliation, b) Fiscal Plan, c) Timeline in Place, and d) Training Sites Recruited.

OR

- Has obtained residency program accreditation, has no first-year residents at the time of the application, and has not received any prior Song-Brown funding.

New Primary Care Residency Programs with a Match

A program that meets the following criteria:

- Is in the process of completing Accreditation Phases: a) ACGME Institutional Affiliation, b) Fiscal Plan, and c) Timeline in Place.
- Has not received any prior Song-Brown funding.
- Is willing to match twenty-five percent (25%) of their organization's funds toward HCAI's total award.

Available Funding

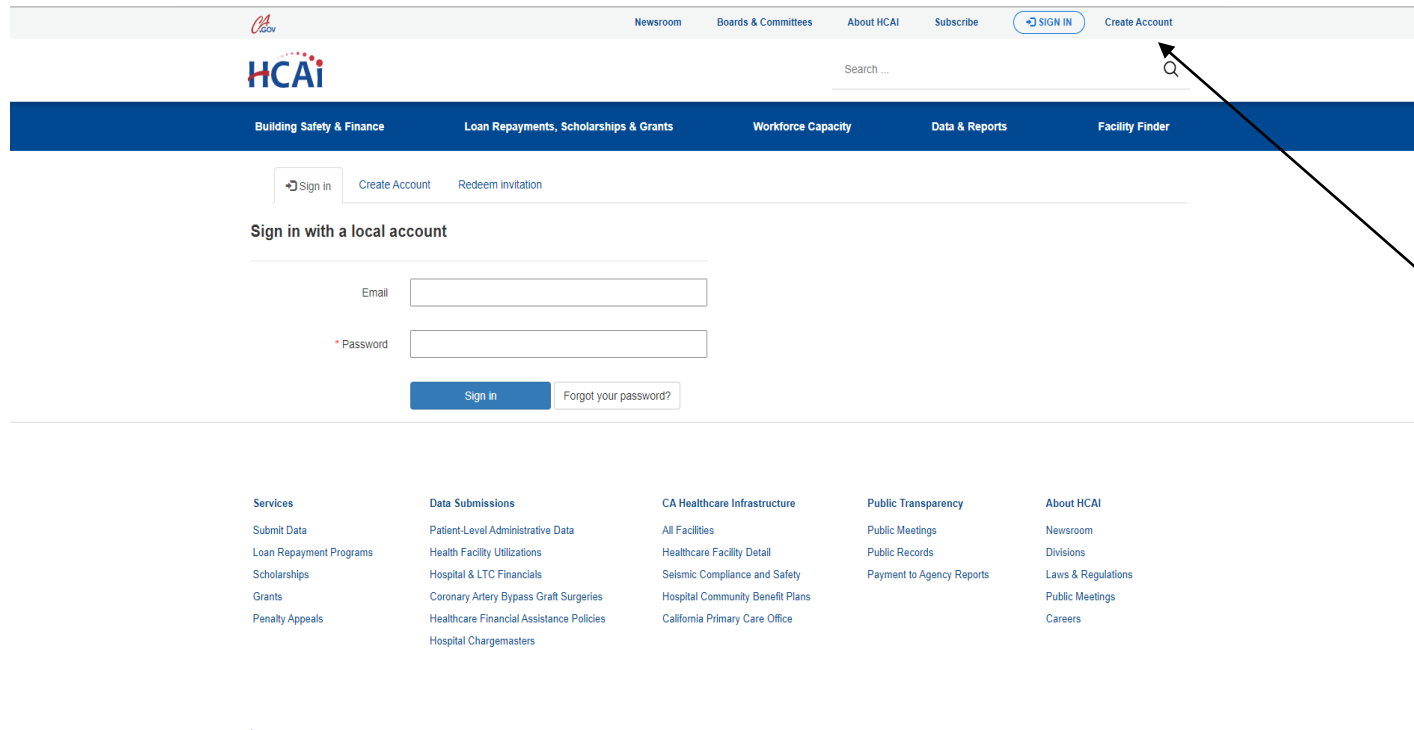
Award Category	Total Available	Award Amount	Disbursement Method
Existing Slots	\$24.7 M	<ul style="list-style-type: none"> Spread over a 3-year period to support at least one resident of an existing PCR program \$125,000 per filled first-year slot; maximum of five slots No indirect costs allowed 	Paid quarterly in arrears
Teaching Health Centers	\$7.5 M	<ul style="list-style-type: none"> One-time funding to support a recognized THC \$125,000 per filled first-year slot; maximum of six slots. Maximum of 8% indirect costs allowed 	70% upon contract execution; remainder upon proof of allowable expenditures
Expansion Slots	\$4.4 M	<ul style="list-style-type: none"> Spread over a 3-year period to support at least one resident of a PCR program that has permanently expanded \$300,000 per first-year slot; maximum of three slots 	Paid quarterly in arrears
New Programs	\$49.3 M	<ul style="list-style-type: none"> Funding to offset the costs associated with achieving ACGME accreditation Up to \$2,000,000 	Upon proof of accreditation and allowable expenditures
Total	\$85.9 M		

Helpful Resources

1. [Song-Brown Glossary](#)
2. [PCR Grant Guide](#)

eApplication (eApp) Registration

Creating an Account



The screenshot displays the HCAI website interface. At the top, a navigation bar includes links for Newsroom, Boards & Committees, About HCAI, Subscribe, a SIGN IN button, and a Create Account link. A search bar is positioned below the navigation bar. A blue banner contains links for Building Safety & Finance, Loan Repayments, Scholarships & Grants, Workforce Capacity, Data & Reports, and Facility Finder. Below this banner, a section for 'Sign in with a local account' features a 'Sign in' button, a 'Create Account' button, and a 'Redeem invitation' button. The 'Sign in with a local account' section includes a 'Sign in' button and a 'Forgot your password?' link. Below the sign-in section, a grid of links is organized into five columns: Services, Data Submissions, CA Healthcare Infrastructure, Public Transparency, and About HCAI.

[CA gov](#) [Newsroom](#) [Boards & Committees](#) [About HCAI](#) [Subscribe](#) [SIGN IN](#) [Create Account](#)

HCAI Search ...

[Building Safety & Finance](#) [Loan Repayments, Scholarships & Grants](#) [Workforce Capacity](#) [Data & Reports](#) [Facility Finder](#)

[Sign in](#) [Create Account](#) [Redeem invitation](#)

Sign in with a local account

Email

* Password

[Sign in](#) [Forgot your password?](#)

Services
[Submit Data](#)
[Loan Repayment Programs](#)
[Scholarships](#)
[Grants](#)
[Penalty Appeals](#)

Data Submissions
[Patient-Level Administrative Data](#)
[Health Facility Utilizations](#)
[Hospital & LTC Financials](#)
[Coronary Artery Bypass Graft Surgeries](#)
[Healthcare Financial Assistance Policies](#)
[Hospital Chargemasters](#)

CA Healthcare Infrastructure
[All Facilities](#)
[Healthcare Facility Detail](#)
[Seismic Compliance and Safety](#)
[Hospital Community Benefit Plans](#)
[California Primary Care Office](#)

Public Transparency
[Public Meetings](#)
[Public Records](#)
[Payment to Agency Reports](#)

About HCAI
[Newsroom](#)
[Divisions](#)
[Laws & Regulations](#)
[Public Meetings](#)
[Careers](#)

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

Setting up Your Profile

Profile

The screenshot shows a web interface for setting up a profile. On the left is a sidebar with a 'Profile' button and a 'My Security Settings' section containing 'Change Password' and 'Change Email' links. The main content area has a green confirmation message: 'Your email has been confirmed successfully.' Below this is a section titled 'Select your user type (Choose all that are applicable):*' with three checkboxes: 'Healthcare Professional', 'Student', and 'Organization'. An arrow points from step 1 to the 'Organization' checkbox. Below the checkboxes is a search field with a magnifying glass icon and a 'Request New Organization' button. An arrow points from step 2 to the magnifying glass icon. Another arrow points from step 3 to the 'Request New Organization' button. A final arrow points from step 4 to the search field. A note at the bottom right explains that most organizations are in the system and advises using the search function before submitting a new organization name for approval.

Your email has been confirmed successfully.

Select your user type (Choose all that are applicable):*

☐ Healthcare Professional

☐ Student

☐ Organization

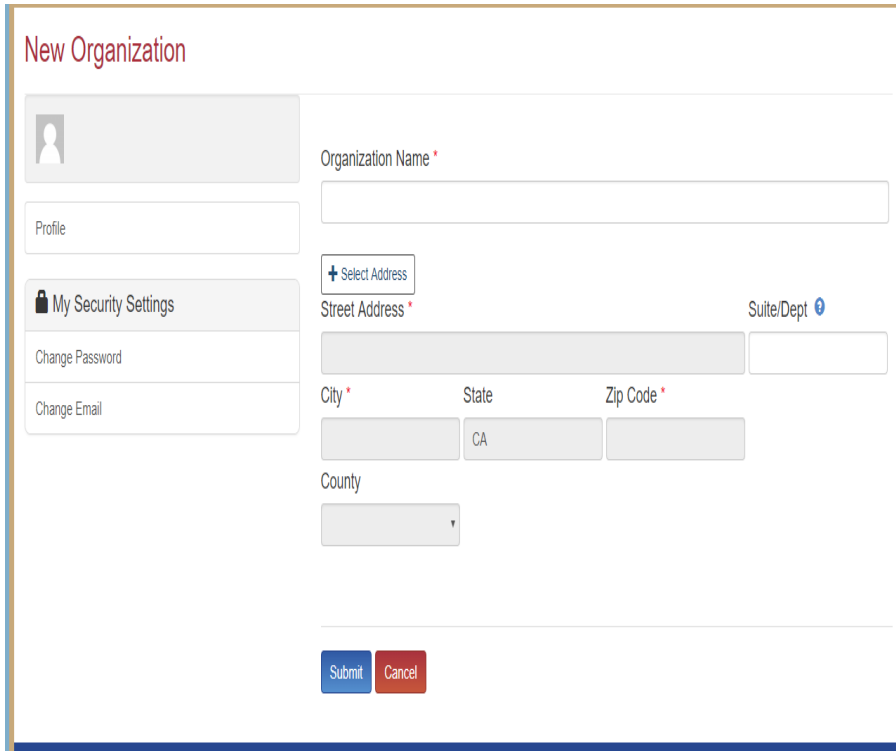
Select an organization from the search list below. If your organization is not listed, click on the **Request New Organization** button to submit a request for your organization to be added to the list.

Request New Organization

1. Check the “Organization” box to gain access to Song-Brown PCR 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



The screenshot shows a web form titled "New Organization" in red text. On the left is a sidebar with a profile icon, a "Profile" button, a "My Security Settings" section with "Change Password" and "Change Email" buttons, and a "Submit" button at the bottom. The main form area contains the following fields: "Organization Name" (required, with an asterisk), a "+ Select Address" button, "Street Address" (required, with an asterisk), "Suite/Dept" (optional, with a question mark icon), "City" (required, with an asterisk), "State" (pre-filled with "CA"), "Zip Code" (required, with an asterisk), and "County" (with a dropdown arrow). At the bottom of the form are "Submit" and "Cancel" buttons.

1. Enter the new "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

My Security Settings

Change Password

Change Email

☒ Organization

Select an organization from the search list below.

Showcase Organization

Prefix

First Name *

Middle Initial

Last Name *

Suffix

Title

Degree *

Phone 1 *

Phone 2

Email *

colin.adxtest+1@gmail.com

☐ Receive email announcements for new **grant** or **scholarship** opportunities

Save

1. Enter all required fields. When finished click the “Save” 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

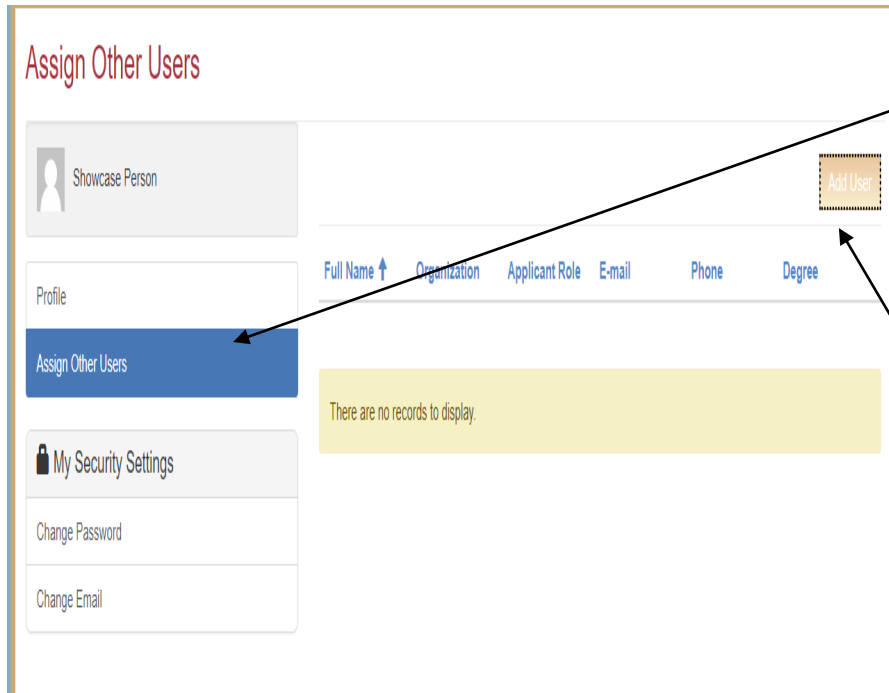
[Healthcare Workforce Development Division](#)

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 Residency 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, payment certifications and Final Reports. Grant Preparers are limited to viewing, editing applications, and submitting payment certifications.

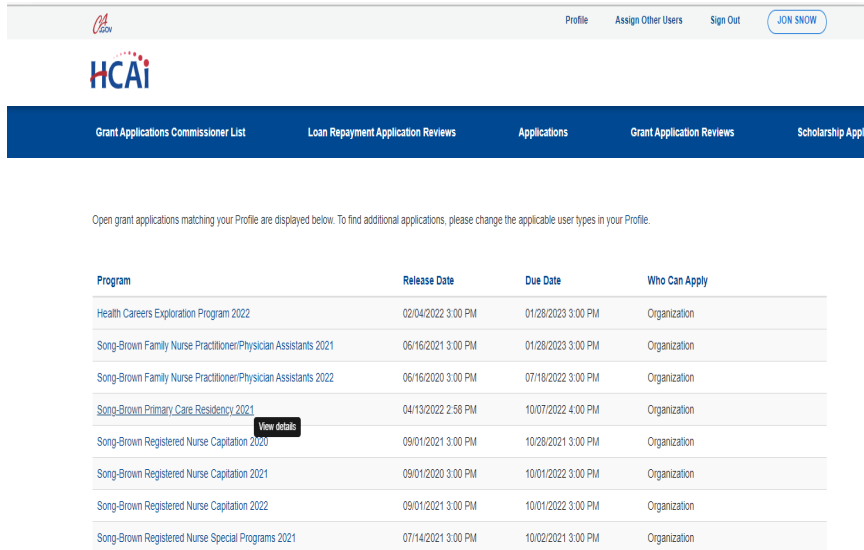
Assigning Other Users



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 applications.

Note: Only Program Directors can submit an application.

Apply Here



The screenshot shows the HCAI website interface. At the top, there is a navigation bar with links for Profile, Assign Other Users, Sign Out, and a button labeled JOIN SNOW. Below this is a dark blue header with white text for various application categories: Grant Applications Commissioner List, Loan Repayment Application Reviews, Applications, Grant Application Reviews, and Scholarship Applications. The main content area displays a message: "Open grant applications matching your Profile are displayed below. To find additional applications, please change the applicable user types in your Profile." Below this message is a table with four columns: Program, Release Date, Due Date, and Who Can Apply. The table lists several programs, including Health Careers Exploration Program 2022, Song-Brown Family Nurse Practitioner/Physician Assistants 2021 and 2022, Song-Brown Primary Care Residency 2021 (highlighted with a 'View details' button), Song-Brown Registered Nurse Captation 2020 and 2021, Song-Brown Registered Nurse Captation 2022, and Song-Brown Registered Nurse Special Programs 2021.

Program	Release Date	Due Date	Who Can Apply
Health Careers Exploration Program 2022	02/04/2022 3:00 PM	01/28/2023 3:00 PM	Organization
Song-Brown Family Nurse Practitioner/Physician Assistants 2021	06/18/2021 3:00 PM	01/28/2023 3:00 PM	Organization
Song-Brown Family Nurse Practitioner/Physician Assistants 2022	06/18/2020 3:00 PM	07/18/2022 3:00 PM	Organization
<u>Song-Brown Primary Care Residency 2021</u> View details	04/13/2022 2:58 PM	10/07/2022 4:00 PM	Organization
Song-Brown Registered Nurse Captation 2020	09/01/2021 3:00 PM	10/28/2021 3:00 PM	Organization
Song-Brown Registered Nurse Captation 2021	09/01/2020 3:00 PM	10/01/2022 3:00 PM	Organization
Song-Brown Registered Nurse Captation 2022	09/01/2021 3:00 PM	10/01/2022 3:00 PM	Organization
Song-Brown Registered Nurse Special Programs 2021	07/14/2021 3:00 PM	10/02/2021 3:00 PM	Organization

1. Navigate to the “Apply Here” page on the main menu
2. Select the “Song-Brown Primary Care Residency 2023” 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 “Applications-In Progress/Submitted” page to resume your application.

Apply Here		Applications - In Progress/Submitted			Awards	Payments	Messages	Forms/Requests	
Grant Application Number ↑	Training Program	Initiated By	Program Type	Status	Program	Application Due Date	Modification Due Date	Options	
SBPCR-1000355	Showcase Training Program	Janine Doe		Submitted	Song-Brown Primary Care Residency 2019	04/05/2022 12:00 AM		<input type="button" value="v"/>	

[Register to Vote](#) [Privacy](#) [Accessibility](#) [Conditions of Use](#) [Contact Us](#)

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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 Administrator Last Name * 

Starting the Application

Program Information

Application – Song-Brown Primary Care Residency

Program Information

Song-Brown Primary Care Residency 2019



Organization

Courtney's Corgi Academy



Program Director *

Janine Doe



Program Director Email

steph_adxtest+1@gmail.com

Program Type *

☐ Family Medicine ☐ Internal Medicine ☐ Obstetrics and Gynecology (OB/GYN) ☐ Pediatrics

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 to add your program's information.

Training Program Title *



☐ Training Program not listed



1. Your program information will pre-populate with information you entered in your “Profile” page
2. Select the “Program Type” you want to apply for
3. 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”

Program Information: Address

* Training Program not listed

Training Program Title *

+ Select Address

Street Address * Suite/Dept

City * State * Zip Code *

County *

Search Address 401 pioneer ave Search

Search Results

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

Close

1. After checking the box, new fields will appear below
2. Type in the program name under "Training Program Title"
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

Program Information: Award Category

[+ Select Address](#)

Street Address *

Suite/Dept [?](#)

401 Pioneer Ave

City *

State *

Zip Code *

Woodland

CA

95776

County *

Yolo

Award Category * (select all that apply):

☐ New Program

☐ Existing Slots

☐ Teaching Health Center Slots [?](#)

☐ Expansion Slots

[Next](#)

1. Select the “Award Category” you are applying for.

Note: You can apply for multiple funding categories in one application. However, if you are applying for any “New Program” funding, you cannot apply for any other categories.

PCR New Programs

Overview of New Programs and New Programs with Match

	Phase Description
Phase A	ACGME Institutional Affiliation
Phase B	Fiscal Plan
Phase C	Timeline in Place
Phase D	Training Sites Recruited
Phase E	Curriculum Development
Phase F	Recruit and Develop Faculty
Phase G	Secure ACGME Residency Accreditation

- Phase A is mandatory to receive any type of New Programs fundings
- The phase you have completed determines which New Program application you are eligible to apply for

Note: A PCR program may not apply for THC, Existing, or Expansion funding if applying for any New PCR Programs funding during the same cycle

Determining Eligibility for New Programs

	Phase Description	Phase Completed	Eligibility Result
Phase A	ACGME Institutional Affiliation	"Yes"	\$1 million dollars
Phase B	Fiscal Plan	"Yes"	
Phase C	Timeline in Place	"Yes"	
Phase D	Training Sites Recruited	"Yes"	
Phase E	Curriculum Development	"Yes" or "No"	
Phase F	Recruit and Develop Faculty	"Yes" or "No"	
Phase G	Secure ACGME Residency Accreditation	"Yes" or "No"	

- Has received sponsoring institution accreditation or will have applied for sponsoring institution accreditation by time of annual PCR application release
- Has obtained residency program accreditation, has no first-year residents at the time of the application, and has not received any prior Song-Brown funding
- Has completed Phases A-D
- If yes to A-D, you may apply for New Programs funding

Determining Eligibility for New Programs with Match

	Phase Description	Phase Completed	Eligibility Result
Phase A	ACGME Institutional Affiliation	"Yes"	\$2 million dollars with a 25% match
Phase B	Fiscal Plan	"Yes" or "No"	
Phase C	Timeline in Place	"Yes" or "No"	
Phase D	Training Sites Recruited	"No"	
Phase E	Curriculum Development	"No"	
Phase F	Recruit and Develop Faculty	"No"	
Phase G	Secure ACGME Residency Accreditation	"No"	

- In process of applying for or has already received sponsoring institution accreditation
- Has not received any prior Song-Brown funding
- In process of completing or has completed Phases A-C
- You have not yet completed Phases D-G
- You are willing to match twenty-five percent (25%) of your organization's funds toward HCAI's total award
- If yes to A-C, you may apply for New Programs with a Match funding

New Programs with Match

How it Works

The table below provides an example of how the match works:

HCAI – Grant Award Amount	Grantee Participation - Twenty-Five Percent (25%) Match	Total Budget
\$ 2,000,000.00	\$ 500,000.00	\$ 2,500,000.00

- Award Amount
- 25 Percent Match
- Total Budget

PCR New Program Application

Program Information: New Program

Award Category * (select all that apply):

☒ New Program

☐ Existing Slots

☐ Teaching Health Center Slots?

☐ Expansion Slots

Save & Next

1. Check the box “New Program”
2. After completing this page, click “Save & Next”

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 *

Phone 2

Contract Administrator Email *

Grant Agreement Signatory *

First Name *

Last Name *

Phone *

Email *

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

☐ No ☒ Yes

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 *

1. "Contract Organization Name" must match what you report to the Internal Revenue Service.
2. "Please select the type of entity" includes Governmental Entity and Non-Governmental Entity.
3. "Grant Agreement Signatory" must be an individual with authority to enter into a grant agreement.
4. "STD. 204 Signatory" name must be an authorized signatory.
 - **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.
5. PO box option available for the 204 category.

Program Data

Program Data

GME Naive vs Non-Naive New

Do you have a residency Program at your facility/primary site? *

No

Does your facility/primary site serve as a rotation site for another residency program? *

No

ACGME Accreditation Phase

Have you completed this phase of accreditation? If Yes, please provide documentation.*

A. Institution Affiliation (sponsor) Letter or Proof of Application?

Yes

Note that since you selected 'Yes' to this question, you will be required to upload documentation information in the last section of this application.

B. Fiscal Plan?

No

Note that since you selected 'Yes' to this question, you will be required to upload documentation information in the last section of this application.

C. Timeline in Place?

No

Note that since you selected 'Yes' to this question, you will be required to upload documentation information in the last section of this application.

D. Training Sites Recruited

No

You are eligible to apply for a grant up to \$2 million dollars with a 25 percent match.

- Review ACGME accreditation phases A-G
- Select the response that best describes the status of each phase listed
- Selecting “Yes” to Phase A, “No” to Phases D-G, and being willing to match 25% makes you eligible for up to \$2 million in funding (New Programs with Match)

Program Data, Continued

ACGME Accreditation Phase

Have you completed this phase of accreditation? If Yes, please provide documentation.*

A. Institution Affiliation (sponsor) Letter or Proof of Application?

Yes

B. Fiscal Plan?

Yes

C. Timeline in Place?

Yes

D. Training Sites Recruited

Yes

You are eligible to apply for a grant up to \$1 million dollars.

E. Curriculum Development?

No

F. Faculty Recruitment

No

G. Secure ACGME Residency Accreditation?

No

- Selecting “Yes” to Phases A-D makes you eligible for up to \$1 million in funding (New Programs).
- For New Programs with Match, supporting documentation is required at time of application for each phase answered with “Yes.”
- For New Programs, only a letter of sustainability is required at time of application.

Training Sites

Have you completed this phase of accreditation? If Yes, please provide documentation.*

A. Institution Affiliation (sponsor) Letter or Proof of Application?

Yes

B. Fiscal Plan?

Yes

C. Timeline in Place?

Yes

D. Training Sites Recruited

Yes

You are eligible to apply for a grant up to \$1 million dollars.

E. Curriculum Development?

No

F. Faculty Recruitment

No

G. Secure ACGME Residency Accreditation?

No

Training Sites

Click on the **Add a Site** button to add a new primary outpatient training site used by residents to fulfill their ACGME requirements for serving a dedicated panel of patients.

Add a Site

Training Site Name	Private Practitioner	Private Practitioner	Private Practitioner	Continuity						
	↑	First Name	Last Name	Clinic	Street Address	Suite/Dept	City	State	Zip Code	County

There are no records to display.

1. Selecting yes to Phase D will require you to fill out training site information on the next page
2. To add a primary outpatient training site(s), click the “Add a Site” button
3. A pop-up window will display
4. Complete all required fields shown

NOTE: We only need primary outpatient training site(s) not every training site.

Training Sites: Facility Type

Training Site Name *

zzzYoung@dizz

☐ NHSC Site

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

☒ No ☐ Yes

+ Select Address

Street Address *

2020 W El Camino Ave

Suite/Dept

City

Sacramento

State

CA

Zip Code

95833

County

Sacramento

Facility Type (select all that apply) *

Use the HCAI Geo-website or State Loan Repayment websites to determine facility type.

<https://geo.hcai.ca.gov/mpsa-search>

<https://geo.hcai.ca.gov/health-care-facilities/>

☒ Community Health Centers

☐ County Primary Care Clinic

☐ Disproportionate Share Hospital

☐ FQHC

☐ FQHC Look-a-Like

☐ Free Clinic

☐ Government Owned Facility

☐ Indian Health Services Clinic

☐ Rural Hospital

☐ Student Run Clinic

☐ Teaching Hospital

☐ Not Applicable

1. Select the “Facility Type” of your training site.

Note: Verify your facility type by using the links provided. Use only these links to identify:

- Community Health Centers
- Disproportionate Share Hospital
- FQHC's
- FQHC Look-a-Likes
- Government Owned Facilities
- Indian Health Services Clinics
- Rural Hospitals
- Teaching Hospitals

Note: Only indicate a facility type that can be found.

Training Sites: Payer Mix

Is this training site the main primary care continuity clinic site where your residents serve their dedicated panel of patients?*

☒ Yes ☐ No

How many hours, on average, would a first, second, and third year resident spend taking care of patients in this specific continuity clinic for a whole year (1 year example = 520 Hours)?*

1st Year Residents

1.00

2nd Year Residents

520.00

3rd Year Residents

1.00

Payer Mix

Provide payer mix information (%) for the last 12 months (May 2021- May 2022). *

Medicare/Medicaid (Dual Eligibility)

10.00

Medi-Cal (Traditional and Managed Care)

20.00

Uninsured

1.00

Training Site Reviewed

☐ No ☒ Yes

1. Complete all required fields.
2. Provide payer mix information for the last 12 months.
3. Select training site reviewed once you've reviewed your training site information for accuracy.
4. After completing this page, click the "Submit" button.

Note: "Payer Mix" is required for all listed training sites. "Payer Mix" does not have to equal 100% but must be in whole numbers only.

New: Training site reviewed button is new and must be selected yes to move forward.

Training Sites: Editing

Training Sites

Click on the **Add a Site** button to add a new primary outpatient training site used by residents to fulfill their ACGME requirements for serving a dedicated panel of patients.

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
↑										

There are no records to display.

Training Sites With No Errors

Training Site Name	Private Practitioner	Private Practitioner First Name	Private Practitioner Last Name	Continuity Clinic	Street Address	Suite/Dept	City	State	Zip Code	County
zzzYoungJedzzz	No			Yes	2020 W El Camino Ave		Sacramento	CA	95833	Sacramento

Add a Site

Previous

Save & Next

1. To edit individual entries, scroll to the far right for the “Options” column
2. Click the down-arrow button next to the desired entry
3. This menu gives you the options to edit or delete each individual entry
4. After completing this page, click “Save & Next”

Executive Summary and Program Strategies

Executive Summary and Program Strategies

Executive Summary*

One

Workforce in Areas of Unmet Need Strategies

Select the program strategies you use to encourage your residents to practice in areas of unmet need. (select all that apply):

- ☒ Residents will be carefully selected based on strong interest to serve areas of unmet need
- ☒ Residency program will prioritize residents coming from underserved communities
- ☒ Residency program plans to set up marketing and outreach programs to recruit residents who have interest in working in underserved communities
- ☐ Resident program will require residents to commit to practice in a community of unmet need
- ☐ Residency program will offer incentives to residents who commit to living and working in underserved communities

Cultural Competency Strategies

Select the strategies you will incorporate to implement culturally responsive care training into the program's curriculum (select all that apply):

- ☒ Hire bilingual staff who speak the geographical area's key language demographics
- ☒ Hire program leaders who come from similar cultural backgrounds as the areas they serve in
- ☒ Provide residents annual training in cultural competency education
- ☒ Perform rotations in lower socio-economic area locations
- ☐ Teach medical professionalism that incorporates multi-cultural social etiquette and norms of behavior
- ☐ Require residents to participate in hospital committees
- ☐ Offer direct observation of resident patient care with feedback and discussion
- ☐ Have residents participate in community outreach activities in areas of unmet need (like going to local high schools)
- ☐ Offer non-curricular activities that incorporate various culturally diverse celebratory traditions

1. The “Executive Summary and Program Strategies” section consist of 1 question and a series of strategies to select.
2. The “Executive summary” is required to be answered before continuing to the next page.
3. You have a maximum limit of 2,500 characters per response.
4. After completing this page, save and proceed by clicking “Next”.
5. Indicate which strategies you plan to use in the development of your program.

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

Residency Training

Residency Training

Resident Recruitment Strategies

How many first-year residents will you initially be accredited for?*

1

Please select the strategies you will use to recruit and support residents from underrepresented communities. (select all that apply):

- ☒ Program uses data to identify underrepresented groups
- ☒ Program uses pipeline/recruitment program in development
- ☐ Program will include rotation of residents/fellows to assist junior high/high school focused around health education and/or career fair in underserved community
- ☐ Program requires residents regularly participate in mentoring activities

Will your residents train side-by-side with FNP and/or PAs? *

☒ Yes ☐ No

1. The “Residency Training” section consists of a series of questions
2. Questions require a response before proceeding
3. After completing this page, save and proceed by clicking “Next”

Expected Expenditures

Expected Expenditures

Requested funding must be used only for the following expenditures: personnel, facility expenses, major equipment over \$500, and consultant costs. Receipts will be required as proof of these expenditures when you submit your program accreditation documents.

How much funding are you requesting? *

\$1,000

[Previous](#)

[Save & Next](#)

- Provide how much funding you are requesting based on your expected expenditures and what you are eligible to apply for.
- Maximum funding requested for New Programs is \$1 million.
- Maximum funding requested for New Programs with Match is \$2 million
- Click save and next when done

New Programs with Match Budget/Funding

Budget/Funding ←

Please provide your anticipated or realized expenses related to each budget category listed. Please separate your costs into their respected phases.*

Proposed Program Budget	Phase A	Phase B-D	Phase E-G	Total
A. Program Personnel	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
B. Consultants	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
C. Faculty Salary and Benefits (if any)	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
D. Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Grand Totals	0	0	0	0

Describe other anticipated expenses.

Funding Sources

Are you receiving any other funding to assist with ACGME accreditation or other costs associated with creating a new residency program?

☒ No ☐ Yes

[Previous](#) [Save & Next](#)

- New Programs with Match applicants will have to complete an additional table (Budget/Funding).
- Provide your anticipated or actual expenses related to each budget category listed.
- Separate your costs into their respected phases.
- Click Save and Next once you've completed all sections.

Patient Demographics (optional)

Patient Demographics

Optional/Voluntary Data Collection

A. Provide the ethnicity (as a percentage) of patients that will be served by the proposed residency program at their primary rotation site/s.

Hispanic	<input type="text" value="20"/>
Non-Hispanic or Latino	<input type="text" value="20"/>
Unknown	<input type="text" value="60"/>
Total	<input type="text" value="100"/>

B. Provide the race (as a percentage) of patients that will be served by the proposed residency program at their primary rotation site/s.

American Indian or Alaskan Native	<input type="text" value="15"/>
Asian	<input type="text" value="10"/>
Black or African American	<input type="text" value="10"/>
Native Hawaiian or Other Pacific Islander	<input type="text" value="15"/>
White	<input type="text" value="25"/>
Multiracial	<input type="text" value="15"/>
Other Race	<input type="text" value="10"/>
Total	<input type="text" value="100"/>

- Provide the ethnicity of your patient population as a percentage (Optional)
- Provide the race as a percentage of your patient population (Optional)

Note: Total percentage for each section cannot surpass 100%

Required Documents

Required Documents

Letters of Sustainability

Attach a letter from your sponsoring institution that endorses your program and speaks to the sustainability of your program beyond Song-Brown funds awarded. You may also upload two additional letters of support if needed. See [example letter of sustainability](#). Filename must start with LtrSus_ to be accepted. Example: LtrSus_MyDocument

Sustainability Letter Upload 0 files uploaded, 1 file required.

There are no folders or files to display.

Institutional Affiliation (sponsor) Letter

Please attach proof that you have applied for, or acquired ACGME institutional affiliation. Filename must start with InstLtr_ to be accepted. Example: InstLtr_MyDocument

Institutional affiliation upload ✓ 0 files uploaded, 0 files required.

Fiscal Plan

Please attach your fiscal plan to achieve ACGME accreditation. Filename must start with FisPlan_ to be accepted. Example: FisPlan_MyDocument

Budget/Funding Plan upload ✓ 0 files uploaded, 0 files required.

Timeline

Please attach your proposed timeline for ACGME accreditation (phases A – G). Filename must start with Time_ to be accepted. Example: Time_MyDocument

Timeline in place upload ✓ 0 files uploaded, 0 files required.

Curriculum Development

Please attach your overall plan for clinical rotations, didactic teaching, and other longitudinal curricula for your program.

Filename must start with CurDev_ to be accepted. Example: CurDev_MyDocument.

Curriculum Development upload ✓ 0 files uploaded, 0 files required.

Secure ACGME Residency Accreditation*

Please attach your ACGME residency program accreditation letter. Filename must start with ACGME_ to be accepted. Example: ACGME_MyDocument.

ACGME Accreditation upload ✓ 0 files uploaded, 0 files required.

1. Files uploaded must include prefix (Example: Accr_). Save your document using the prefix indicated prior to uploading.
2. The red buttons on this page indicate required documents based on your phase responses.
3. Click on the red button to upload the required documents.

Required Documents, Continued

Required Documents

Letters of Sustainability

Attach a letter from your sponsoring institution that endorses your program and speaks to the sustainability of your program beyond Song-Brown funds awarded. You may also upload two additional letters of support if needed. See [example letter of sustainability](#). Filename must start with LtrSus_ to be accepted. Example: LtrSus_MyDocument

Sustainability Letter Upload ✓ 1 file uploaded, 1 file required.

Institutional Affiliation (sponsor) Letter

Please attach proof that you have applied for, or acquired ACGME institutional affiliation. Filename must start with InstLtr_ to be accepted. Example: InstLtr_MyDocument

Institutional affiliation upload ✓ 0 files uploaded, 0 files required.

Fiscal Plan

Please attach your fiscal plan to achieve ACGME accreditation. Filename must start with FisPlan_ to be accepted. Example: FisPlan_MyDocument

Budget/Funding Plan upload ✓ 0 files uploaded, 0 files required.

Timeline

Please attach your proposed timeline for ACGME accreditation (phases A – G). Filename must start with Time_ to be accepted. Example: Time_MyDocument

Timeline in place upload ✓ 0 files uploaded, 0 files required.

Curriculum Development

Please attach your overall plan for clinical rotations, didactic teaching, and other longitudinal curricula for your program.

Filename must start with CurDev_ to be accepted. Example: CurDev_MyDocument

Curriculum Development upload ✓ 0 files uploaded, 0 files required.

Secure ACGME Residency Accreditation*

Please attach your ACGME residency program accreditation letter. Filename must start with ACGME_ to be accepted. Example: ACGME_MyDocument

ACGME Accreditation upload ✓ 0 files uploaded, 0 files required.

Name ↑	Modified
LtrSus_MyDocument.docx (19 KB)	07/01/2022 2:14 PM



1. Once you upload all required documents, the buttons turn green signifying that you may continue. Uploads may take up to 15 minutes
2. To delete a document, click the down arrow and choose delete
3. Click “Next” to take you to the final page of the application

Assurances

Application SBPCR-1000584 – Song-Brown Primary Care Residency

100%

Assurances

☐ I certify that the information contained herein is true and the most current information available at time of application submission. *

Previous

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

Note: Once you submit your application you cannot make further edits.

Note: Only Program Directors may submit an application. Grant Preparers will not see the “Submit” button.

Submission Complete



[Apply Here](#)

[Applications - In Progress/Submitted](#)

[Awards](#)

[Payments & Deliverables](#)

[Messages](#)

Application SBPCR-0001134 – Song-Brown Primary Care Residency

Submission completed successfully.

Services

[Submit Data](#)
[Loan Repayment Programs](#)
[Scholarships](#)
[Grants](#)
[Penalty Appeals](#)

Data Submissions

[Patient-Level Administrative Data](#)
[Health Facility Utilizations](#)
[Hospital & LTC Financials](#)
[Coronary Artery Bypass Graft Surgeries](#)
[Healthcare Financial Assistance Policies](#)
[Hospital Chargemasters](#)

CA Healthcare Infrastructure

[All Facilities](#)
[Healthcare Facility Detail](#)
[Seismic Compliance and Safety](#)
[Hospital Community Benefit Plans](#)
[California Primary Care Office](#)

Public Transparency


[Public Meetings](#)
[Public Records](#)
[Payment to Agency Reports](#)

About HCAI

[Newsroom](#)
[Divisions](#)
[Laws & Regulations](#)
[Public Meetings](#)
[Careers](#)

Viewing & Printing Your Application

Once you submit your application you can view and print your application by selecting the Options dropdown on the “Application-In Progress/Submitted” page

									
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	
SBPCR-0001133	zzzjediacademyzzz	Luke Skywalker		Submitted	Song-Brown Primary Care Residency 2021	10/07/2022 4:00 PM	07/08/2022 3:00 PM	No	▼
Services		Data Submissions			CA Healthcare Infrastructure		Public Transparency		About HCAI
Submit Data		Patient-Level Administrative Data			All Facilities		Public Meetings		Newsroom
Loan Repayment Programs		Health Facility Utilizations			Healthcare Facility Detail		Public Records		Divisions
Scholarships		Hospital & LTC Financials			Seismic Compliance and Safety		Payment to Agency Reports		Laws & Regulations
Grants		Coronary Artery Bypass Graft Surgeries			Hospital Community Benefit Plans				Public Meetings
Penalty Appeals		Healthcare Financial Assistance Policies			California Primary Care Office				Careers
		Hospital Chargemasters							

PCR Existing Slots, Teaching Health Center Slots, and Expansion Slots Applications

Program Information: Existing, THC, and Expansion

Program Information *

Song-Brown Primary Care Residency 2021

Organization

Melissa's PCR Program

Program Director *

Melissa Small

Program Director Email

melissaoman93@gmail.com

Program Type *

☐ Family Medicine ☐ Internal Medicine ☒ Obstetrics and Gynecology (OB/GYN) ☐ Pediatrics

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 to add your program's information.

Training Program Title *

University of California, Riverside OB/GYN Residency Program

☐ Training Program not listed

Award Category * (select all that apply):

☐ New Program

☐ Existing Slots

☒ Teaching Health Center Slots

☐ Expansion Slots

1. Provide all requested information
2. To link data from prior applications to the new application, use the magnifying glass search function to select the "Training Program Title" from the list
3. After checking the box next to the desired award category, additional fields will populate
4. After completing this page, click "Save & Next"

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 *

(816) 717-8342

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

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 *

1. "Contract Organization Name" must match what you report to the Internal Revenue Service.
2. "Please select the type of entity" identify the contractor organization as a Governmental Entity or Non-Governmental Entity.
3. "Grant Agreement Signatory" must be an individual with authority to enter into a grant agreement.
4. "STD. 204 Signatory" name must be an authorized signatory.
 - **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.
5. PO box option available for the 204 category.

Program Data

Program Data

Select the data you will be reporting: *

- ☐ Resident and Graduate data
☐ Resident data only
☐ New program, no Resident or graduate data

Would you like to import resident, graduate, and training site data from your last application? *

☒ No ☐ Yes

The residency program has been in continuous operation since what year? *

Instructions:

Enter data in each field for the graduating class for each year shown. If no data for a year, enter "0". Include the number of positions approved and filled for academic years 2018/19 to 2022/23

2022/23 2021/22 2020/21 2019/20 2018/19

Number of Graduates *

You have chosen expansion funding, which academic year would the filled first-year resident's start the program?

2023/24 Current Resident Data

Total Number 1st Year Positions Approved *

Total Number 1st Year Positions Filled *

Previous Resident Data

Total Number 2nd Year Positions Filled

Total Number 3rd Year Positions Filled

Do your non-first-year residents spend or plan to spend at least an average of eight hours per week at a primary care continuity clinic? *

☐ No ☐ Yes

1. On this page you will provide program data on past graduates and current residents.
2. Having resident and graduate data to report will allow additional fields to appear for you to complete.
3. Complete all required fields shown.
4. After completing this page, save and proceed by clicking "Next."

Note: Read all instructions carefully. If you do not have data to report for a year, you must enter **0** to move forward.

Note: Data entered for positions filled needs to match your "Resident" and "Graduate" page data.

Program Data Page, Continued

Program Data

Select the data you will be reporting: *

- ☐ Resident and Graduate data
☐ Resident data only
☐ New program, no Resident or graduate data

Would you like to import resident, graduate, and training site data from your last application? *

☒ No ☐ Yes

The residency program has been in continuous operation since what year? *

Instructions:
Enter data in each field for the graduating class for each year shown. If no data for a year, enter "0". Include the number of positions approved and filled for academic years 2018/19 to 2022/23

2022/23

2021/22

2020/21

2019/20

2018/19

Number of Graduates *

You have chosen expansion funding, which academic year would the filled first-year resident's start the program?

2023/24 Current Resident Data

Total Number 1st Year Positions Approved *

Total Number 1st Year Positions Filled *

Previous Resident Data

Total Number 2nd Year Positions Filled

Total Number 3rd Year Positions Filled

Do your non-first-year residents spend or plan to spend at least an average of eight hours per week at a primary care continuity clinic? *

☐ No ☐ Yes

1. The import data option defaults to "Yes."
2. If your desired data did not import over, make sure to use the search function to locate your training program name used from last year on the "Program Information" page. The name must match exactly what you have used in the past.
3. If you did not apply in 2022, select "No" to the import data question. In this case, add all requested training site, resident, and graduate data as instructed on each page.

Continuity Training Sites

Training Sites

Click on the **Add a Site** button to add a new primary outpatient training site used by residents to fulfill their ACGME requirements for serving a dedicated panel of patients.

If your organization was a past applicant and opted to include training site information from the last submitted application, the table below displays your previously identified main primary care continuity clinic site(s). To edit information or delete a training site that no longer exists, click on the **Options** button next to a training site name and select **Edit** or **Delete**.

Total Number of Continuity Clinics

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
--------------------	----------------------	-------	---------------------------------	--------------------------------	----------------	------------	------	-------	----------	--------

There are no records to display.

Training Sites With No Errors

Training Site Name	Private Practitioner	Title	Private Practitioner First Name	Private Practitioner Last Name	Street Address	Suite/Dept	City	State	Zip Code	County
--------------------	----------------------	-------	---------------------------------	--------------------------------	----------------	------------	------	-------	----------	--------

Training Site Name	Private Practitioner	Title	Private Practitioner First Name	Private Practitioner Last Name	Street Address	Suite/Dept	City	State	Zip Code	County
--------------------	----------------------	-------	---------------------------------	--------------------------------	----------------	------------	------	-------	----------	--------

There are no records to display.

[Previous](#) [Save & Next](#)

1. To add a training site(s), click the “Add a Site” button
2. A pop-up window will display
3. Complete all required fields shown
4. Imported training sites
 - If you selected “Yes” to import prior year’s data on the “Program Data” page, you will only see continuity training sites from the prior year’s application
 - Verify the imported site information is correct
 - Edit or delete an imported site by selecting the “Options” dropdown list for that line

Continuity Training Sites: Facility Type

Training Site Name *

zzzYoungledizzz

☐ NHSC Site
Is the training site a private practitioner's office? *

☐ No ☐ Yes

+ Select Address

Street Address *

2020 W El Camino Ave

Suite/Dept

City

Sacramento

State

CA

Zip Code

95833

County

Sacramento

Facility Type (select all that apply) *

Use the HCAI Geo-website or State Loan Repayment websites to determine facility type.
<https://geo.hcai.ca.gov/hpsa-search>
<https://geo.hcai.ca.gov/health-care-facilities/>

☐ Community Health Centers ⓘ
☐ County Primary Care Clinic ⓘ
☐ Disproportionate Share Hospital ⓘ
☐ FQHC ⓘ
☐ FQHC Look-a-Like ⓘ
☐ Free Clinic ⓘ

☐ Government Owned Facility ⓘ
☐ Indian Health Services Clinic ⓘ
☐ Rural Hospital ⓘ
☐ Student Run Clinic ⓘ
☐ Teaching Hospital ⓘ
☐ Not Applicable

1. Select the “Facility Type” of your training site

Note: Verify your facility type by using the links provided. Use only these provided resources to identify:

- Community Health Centers
- Disproportionate Share Hospital
- FQHCs
- FQHC Look-a-Likes
- Government Owned Facilities
- Indian Health Services Clinics
- Rural Hospitals
- Teaching Hospitals

Continuity Training Sites: Payer Mix

How many hours, on average, would a first, second, and third year resident spend taking care of patients in this specific continuity clinic for a whole year (1 year example = 520 Hours)?*

1st Year Residents

2nd Year Residents

3rd Year Residents

Provide payer mix information (%) for the last 12 months (May 2021- May 2022). *

Medicare/Medicaid (Dual Eligibility)

Medi-Cal (Traditional and Managed Care)

Uninsured†

Training Site Reviewed

☒ No ☐ Yes

1. Complete all required fields.
2. Payer mix information is asking to provide a percentage of the last 12 months.
3. After completing this page, click the “Submit” button.

Note: “Payer Mix” is required for all listed training site/s. “Payer Mix” does not have to equal 100% but must be in whole numbers only.

New: Training site reviewed button is new and must be selected yes to move forward.

Continuity Training Sites: Editing

Training Sites

Click on the **Add a Site** button to add a new primary outpatient training site used by residents to fulfill their ACGME requirements for serving a dedicated panel of patients.

If your organization was a past applicant and opted to include training site information from the last submitted application, the table below displays your previously identified main primary care continuity clinic site(s). To edit information or delete a training site that no longer exists, click on the **Options** button next to a training site name and select **Edit** or **Delete**.

Total Number of Continuity Clinics

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
↑										

There are no records to display

Training Sites With No Errors

Training Site Name	Private Practitioner	Title	Private Practitioner First Name	Private Practitioner Last Name	Street Address	Suite/Dept	City	State	Zip Code	County
↑										
zzzYoungJedzzz	No				2020 W El Camino Ave		Sacramento	CA	95833	Sacramento

Add a Site

1. To edit individual entries, scroll to the far right for the “Options” column
2. Click the down-arrow button next to the desired entry
3. This menu will give you the options to edit or delete each individual entry
4. After completing this page, click “Save & Next”

Executive Summary and Program Description

Executive Summary and Program Description

Executive Summary*

insert executive summary and program description here.

1. Provide requested executive summary and 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 be cut off at 2,500 characters. Double-check the information you enter and make sure everything is captured.

Funding and Expenditures

Funding and Expenditures

Funds Requested

Funding Type (enter all that apply) ⓘ

	# of Slots Requested	Maximum Amount per Slot	Total Funds Requested
Existing Program Slots*	4 ▾	125,000	500,000
Program Expansion Slots*	2 ▾	300,000	600,000
Grand Total			1,100,000

Provide the residency program expenditures for academic year (2020/21)

Faculty Costs ⓘ	500,000
Residency Stipends ⓘ	250,000
Family Practice Center Costs ⓘ	250,000
Other Costs ⓘ	100,000
Total Annual Expenditure	1,100,000

- “Funding and Expenditures” are based on what funding category you are applying for.
- Provide the number of slots requested for each funding category.
- If you are applying for THC and Existing funding, ensure your slots do not exceed your program's total number of approved first-year slots.
- Annual expenditures for the last academic year is required for all programs except New Programs.

Note: You do not need to enter information into the greyed fields. These fields will auto-populate with information.

Funding and Expenditures, Continued

Teaching Health Center Budget Summary

Complete this budget proposal for the requested funding for each of the following direct costs, rounded to the nearest dollar.
Personnel



Annual Budget

Requested Song-Brown Funding

Operating Expenses



Annual Budget

Requested Song-Brown Funding

Major Equipment



Annual Budget

Requested Song-Brown Funding

Other Costs



Annual Budget

Requested Song-Brown Funding

Indirect Cost Percentage. Maximum 8%

Total Program Annual Budget

Total Requested THC Song-Brown Funding

1. Complete all required fields shown if applying for THC funding
2. After completing this page, click “Save & Next”
3. The “Total Program Annual Budget” must be equal to or more than “Total Requested THC Song-Brown Funding”

Resident Data

Resident Data

Click on the Add a Resident button to add each resident. The number of residents entered on this page must reflect the resident data you reported for the academic years in the Program Data section of this application. National Provider Identifier (NPI) numbers are optional for residents. To check if a resident has an NPI number, check the [NPI Registry](#).

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. To edit information or delete individuals no longer in the program, click on the **Options** button next to an individual's name and select **Edit** or **Delete**.

Total Residents

1

Residents With Errors

Residency Year	First Name ↑	Last Name	Gender	Ethnic/Racial Category
----------------	--------------	-----------	--------	------------------------

There are no records to display.

Residents With No Errors

Residency Year	First Name ↑	Last Name	Gender	Ethnic/Racial Category
----------------	--------------	-----------	--------	------------------------

Resident Year 1	Luke	Skywalker	Female	Asian - Asian Indian
-----------------	------	-----------	--------	----------------------

☐ Check here to confirm residents entered matches the total number of residents for each year on the Program Data page. *

Add a Resident

1. To add resident data, click the “Add Resident” button
2. A pop-up window will display
3. Imported resident data
 - If you selected “Yes” to import prior year’s data, the Resident data from the prior year’s application appears
 - Verify the imported resident information is correct
 - Edit or delete imported resident by selecting the “Options” dropdown list for that line
 - Click the down-arrow button next to the desired entry

Note: When adding residents, if you do not know an individual’s NPI number, click on the link provided in the instructions

Resident Data, Continued

1. Fill out all required fields.
2. After completing this page, click the “Submit” button.

Practice Specialty *



Residency Year

First Name *

Last Name *

Gender *

Ethnic/Racial Category *

☐ HCAI Scholar  ☐ NHSC Recipient 

NPI Number (Check at [NPI Registry](#))

Resident Data Reviewed for Accuracy

☒ No ☐ Yes

Resident Data: Editing

Resident Data

Click on the Add a Resident button to add each resident. The number of residents entered on this page must reflect the resident data you reported for the academic years in the Program Data section of this application. National Provider Identifier (NPI) numbers are optional for residents. To check if a resident has an NPI number, check the [NPI Registry](#).

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. To edit information or delete individuals no longer in the program, click on the **Options** button next to an individual's name and select **Edit** or **Delete**.

Total Residents

1

Residents With Errors

Residency Year	First Name ↑	Last Name	Gender	Ethnic/Racial Category
----------------	--------------	-----------	--------	------------------------

There are no records to display.

Residents With No Errors

Add a Resident

Residency Year	First Name ↑	Last Name	Gender	Ethnic/Racial Category	
----------------	--------------	-----------	--------	------------------------	--

Resident Year 1	Luke	Stywalker	Female	Asian - Asian Indian	Options
-----------------	------	-----------	--------	----------------------	---------

☐ Check here to confirm residents entered matches the total number of residents for each year on the Program Data page. *

Previous

Save & Next

1. To edit individual entries, scroll to the far right for the “Options” column
2. Click the down-arrow button next to the desired entry
3. This menu will give you the options to edit or delete each individual entry
4. After completing this page click “Save and Next”

Graduate Data

Graduate Data

Click on the Add a Graduate button to add each graduate. The number of graduates entered on this page must reflect the graduate data reported for the academic years in the Program Data section of this application. National Provider Identifier (NPI) numbers are required for each graduate. If you do not know an individual's NPI number, check the [NPI Registry](#).

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 number of graduates entered on this page must reflect the student data you reported for the academic years in the Program Data section of this application.

Total Graduates

1

Graduates With Errors

Graduating Class of Academic Year	First Name ↑	Last Name	Gender	Ethnic/Racial Category
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There are no records to display.

Graduates With No Errors

Add a Graduate

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

2021/22	Luke	Skywalker	Male	Asian - Laotian/Hmong
---------	------	-----------	------	-----------------------

☐ Check here to confirm graduates entered matches the total number of graduates for each year on the Program Data page.*

1. To add graduate data, click the “Add Graduate” button
2. A pop-up window will display
3. Imported graduate data
 - If you selected “Yes” to import prior year’s data, the Graduate data from the prior year’s application appears
 - Verify the imported graduate information is correct
 - Edit or delete imported graduates by selecting the “Options” dropdown list for that line
 - Click the down-arrow button next to the desired entry

Graduate Data: Facility Type

Facility Type (select all that apply) *

Use the OSHPD Geo-website or State Loan Repayment websites to determine facility type.

<https://geo.oshpd.ca.gov/hpsa-search>

<https://eapp.oshpd.ca.gov/funding/fqhc-site-search/>

- ☐ Community Health Centers
- ☐ County Primary Care Clinic
- ☐ Disproportionate Share Hospital
- ☐ FQHC
- ☒ FQHC Look-a-Like
- ☐ Free Clinic

- ☐ Government Owned Facility
- ☐ Indian Health Services Clinic
- ☐ Rural Hospital
- ☐ Student Run Clinic
- ☐ Teaching Hospital
- ☐ Not Applicable

Is the practice site a private practitioner's office?*

☒ No ☐ Yes

Graduate Data Reviewed

☐ No ☒ Yes

1. Select your “Facility Type” and complete the following information.

Note: Verify your facility type by using the links provided. Use only these provided resources to identify:

- Community Health Centers
- Disproportionate Share Hospital
- FQHCs
- FQHC Look-a-Likes
- Government Owned Facilities
- Indian Health Services Clinics
- Rural Hospitals
- Teaching Hospitals

Graduate Data: Editing

Graduate Data

Click on the Add a Graduate button to add each graduate. The number of graduates entered on this page must reflect the graduate data reported for the academic years in the Program Data section of this application. National Provider Identifier (NPI) numbers are required for each graduate. If you do not know an individual's NPI number, check the NPI Registry.

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 number of graduates entered on this page must reflect the student data you reported for the academic years in the Program Data section of this application.

Total Graduates

1

Graduates With Errors

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

There are no records to display.

Graduates With No Errors

Add a Graduate

Graduating Class of Academic Year	First Name ↑	Last Name	Gender	Ethnic/Racial Category
2021/22	Luke	Skywalker	Male	Asian - Laotian/Hmong

☐ Check here to confirm graduates entered matches the total number of graduates for each year on the Program Data page.*

1. To edit individual entries, scroll to the far right for the “Options” column
2. Click the down-arrow button next to the desired entry
3. This menu will give you the options to edit or delete each individual entry
4. After completing this page, check the box to confirm then click “Save and Next”

Common Application Errors

- Applicant did not enter any data for residents or graduates, even though the applicant has residents and/or graduates.
- Applicant enters practice site name and address for out of state graduates. This information is only needed for graduates practicing in California.
- Applicant did not provide the correct contract organization name.
- Applicant did not provide the correct grantee and 204 signatories.
- Applicant added a training program and did not search for previously used training program.

Required Documents

Required Documents

Accreditation Approval Letter

Attach copies of the most recent approval letter from the appropriate accrediting/approval bodies.

Accreditation Letter Upload ✓ 1 file uploaded, 1 file required.*

Name ↑	Modified	
Accr_Fiscal Training docx (345 KB)	07/01/2022 4:25 PM	▼

Expansion Approval Letter

Attach a copy of the appropriate expansion approval letter from the ACGME. [Expansion Approval Letter Example](#)

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

Previous

Save & Next

1. Files uploaded must include prefix (Accr_). Save your document using the prefix indicated prior to uploading.
2. The red buttons on this page indicate required documents.
3. Depending on funding type, you will upload specified documents.
4. Click on the red button to upload the required documents.

Required Documents, Continued

Required Documents

Accreditation Approval Letter

Attach copies of the most recent approval letter from the appropriate accrediting/approval bodies.

Accreditation Letter Upload  1 file uploaded, 1 file required.*

Expansion Approval Letter

Attach a copy of the appropriate expansion approval letter from the ACGME. [Expansion Approval Letter Example](#)

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

[Previous](#)

[Save & Next](#)

1. Once you upload all required documents, the buttons will turn green signifying that you may continue. Uploads may take up to 15 minutes.
2. To delete a document, click the arrow button to bring a selection of drop-down options then click delete.
3. Click “Next” to take you to the final page of the application.

Assurances

Application SBPCR-1000584 – Song-Brown Primary Care Residency

100%

Assurances

☐ I certify that the information contained herein is true and the most current information available at time of application submission. *

[Previous](#)

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

Note: Once you submit your application you cannot make further edits.

Note: Only Program Directors may submit an application. The “Submit” button will not appear for Grant Preparers.

Submission Complete



[Apply Here](#)

[Applications - In Progress/Submitted](#)

[Awards](#)

[Payments & Deliverables](#)

[Messages](#)

Application SBPCR-0001134 – Song-Brown Primary Care Residency

Submission completed successfully.

Services

[Submit Data](#)
[Loan Repayment Programs](#)
[Scholarships](#)
[Grants](#)
[Penalty Appeals](#)

Data Submissions

[Patient-Level Administrative Data](#)
[Health Facility Utilizations](#)
[Hospital & LTC Financials](#)
[Coronary Artery Bypass Graft Surgeries](#)
[Healthcare Financial Assistance Policies](#)
[Hospital Chargemasters](#)

CA Healthcare Infrastructure

[All Facilities](#)
[Healthcare Facility Detail](#)
[Seismic Compliance and Safety](#)
[Hospital Community Benefit Plans](#)
[California Primary Care Office](#)

Public Transparency

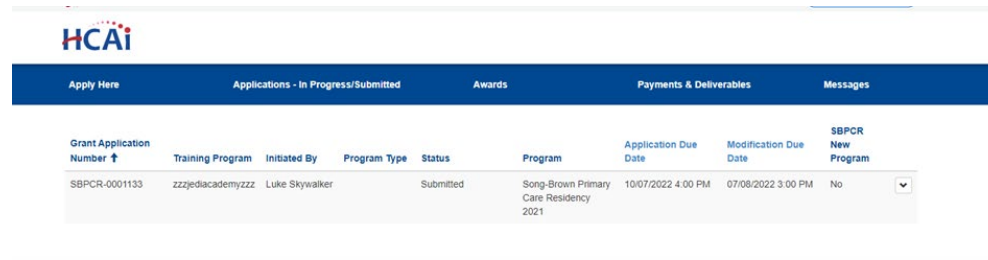
[Public Meetings](#)
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Viewing & Printing Your Application

- Once you submit your application you can view and print your application by selecting the “Options” dropdown on the “Application-In Progress/Submitted” page.



The screenshot shows the HCAi website interface. At the top is the HCAi logo. Below it is a navigation bar with five tabs: "Apply Here", "Applications - In Progress/Submitted" (which is active), "Awards", "Payments & Deliverables", and "Messages". The main content area displays a table of applications. The table has columns for Grant Application Number, Training Program, Initiated By, Program Type, Status, Program, Application Due Date, Modification Due Date, and SBPCR New Program. A single application is listed with the number SBPCR-0001133, training program zzzjediacademyzzz, initiated by Luke Skywalker, status Submitted, program Song-Brown Primary Care Residency 2021, application due date 10/07/2022 4:00 PM, modification due date 07/08/2022 3:00 PM, and SBPCR New Program No. A dropdown arrow is visible next to the SBPCR New Program value.

Grant Application Number ↑	Training Program	Initiated By	Program Type	Status	Program	Application Due Date	Modification Due Date	SBPCR New Program
SBPCR-0001133	zzzjediacademyzzz	Luke Skywalker		Submitted	Song-Brown Primary Care Residency 2021	10/07/2022 4:00 PM	07/08/2022 3:00 PM	No

Services

Submit Data
Loan Repayment Programs
Scholarships
Grants
Penalty Appeals

Data Submissions

Patient-Level Administrative Data
Health Facility Utilizations
Hospital & LTC Financials
Coronary Artery Bypass Graft Surgeries
Healthcare Financial Assistance Policies
Hospital Chargemasters

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Questions?

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