Song-Brown Registered Nurse (RN) Education Programs
Capitation & Special Programs Funding

Technical Assistance Guide
July 2020

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Office of Statewide Health
Planning and Development

About Song-Brown

- Song-Brown provides funding to education programs:
  - Family Medicine, Internal Medicine, Pediatrics, OB/GYN residency programs
  - Family Nurse Practitioner/Physician Assistant training programs
  - Registered Nurse education programs

- Song-Brown provides financial incentives to programs to:
  - Train graduates in medically underserved areas
  - Attract and admit members of underrepresented minority groups
  - Place graduates in medically underserved areas

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Application Release Dates

Registration: Open now
Application release: September 1, 2020
Application deadline: October 2, 2020

All applications open and close at 3:00 p.m.

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Before You Apply

- If your program requires approval to contract from a coordinating authority, please inform the authority of terms and conditions contained in the Grant Agreement.

- Applicants must agree to the terms and conditions before receiving funds.

- OSHPD **will not** make changes to the terms and conditions specified in the Grant Agreement.

- Funds shall not supplant existing state or local funds.

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Information to Gather

- Grant Agreement and Payee Data record (STD-204) signatories.
- Enrollment rates, attrition rates, and NCLEX pass rates.
- Name and full address of your training sites used in the last academic year.
- Race/ethnicity data for students graduating Academic Year (AY) 2020-21 and AY 2021-22.
- High school information (name and address) for all current students.

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Information to Gather, Continued

- Data for AY 2017-18 and AY 2018-19 graduates, including current practice site location and race/ethnicity.
- National Provider Identification number for MSN students and graduates you enter.
- Applicable required attachments
  - BRN approval letter
  - BRN Report of Findings
  - Letters of support

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Funding Meeting

- Funding Meeting: January 13-14, 2021.
- Program presentation by invitation only.
- Commission makes final awards at the funding meeting.
- We encourage you to attend to learn from presenters and engage in discussion related to future funding.

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Available Funding: Capitation

An estimated $1.725 million is available to fund RN Education Programs Capitation applications.

- Maximum funding requested is based on the program type:
  - ADN Programs – $200,000 maximum ($10,000 per student per year, up to 10 students, for 2 years).

  - BSN Programs – $240,000 maximum ($12,000 per student per year, up to 10 students, for 2 years).

  - MSN Programs – $240,000 maximum ($12,000 per student per year, up to 10 students, for 2 years).

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Available Funding: Special Programs

An estimated $1 million is available to fund RN Education Programs Special Programs applications.
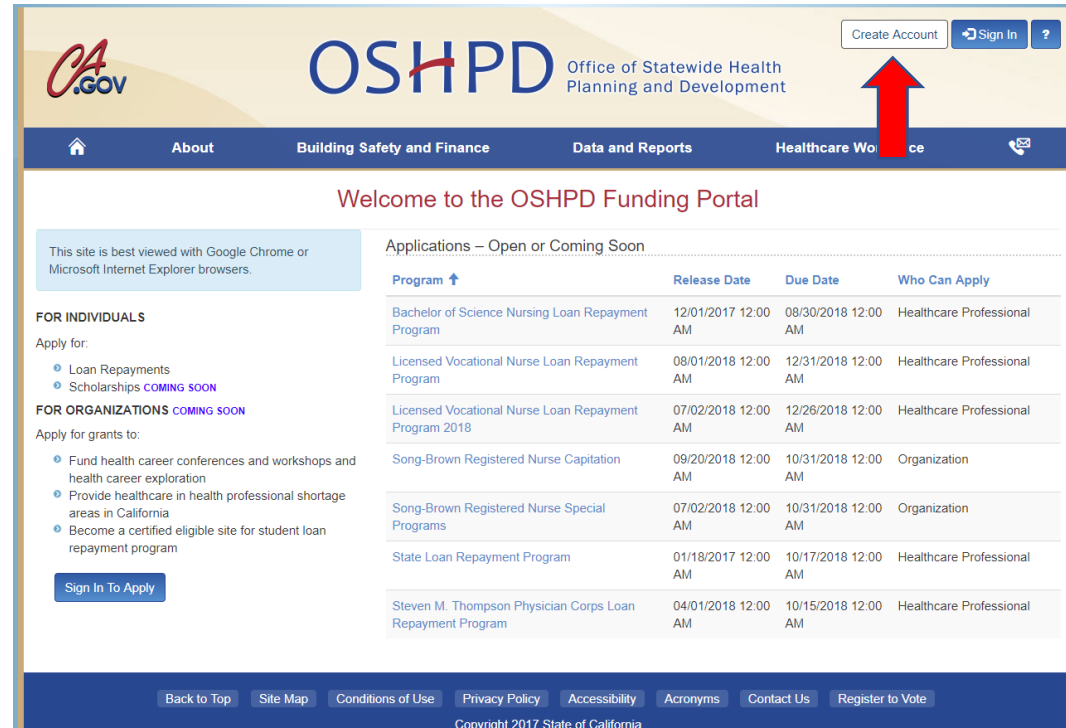
- Maximum award of $125,000 for a project lasting no longer than 2 years.
- Program must focus on matriculation and pipeline (e.g., ADN to BSN; BSN to MSN; ELM to MSN).

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Helpful Resources

- OSHPD eApp

  https://eapp.oshpd.ca.gov/funding/

- RN Grant Guide

  https://oshpd.ca.gov/ml/v1/resources/document?rs:path=/Loan-Repayments-Scholarships-Grants/Documents/Song-Brown/RN-Grant-Guide.pdf

- Song-Brown Program Glossary

  https://oshpd.ca.gov/ml/v1/resources/document?rs:path=/Loan-Repayments-Scholarships-Grants/Documents/Song-Brown/Song-Brown-Program-Glossary.pdf

- Scoring and Evaluation Process

  https://oshpd.ca.gov/ml/v1/resources/document?rs:path=/Loan-Repayments-Scholarships-Grants/Documents/Song-Brown/FNP-PA-Application-Scoring-Explanation.pdf

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Registering for eApplication (eApp)

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Creating an Account

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

Note: *For the best experience, use Internet Explorer browser.*

Registration

1. After creating a new account you will receive a validation email.
2. Click "Activate Account" to be taken to your Profile page.
3. Please allow 1-3 minutes to receive the email.

Note: If you don't see the email, please check your spam folder.
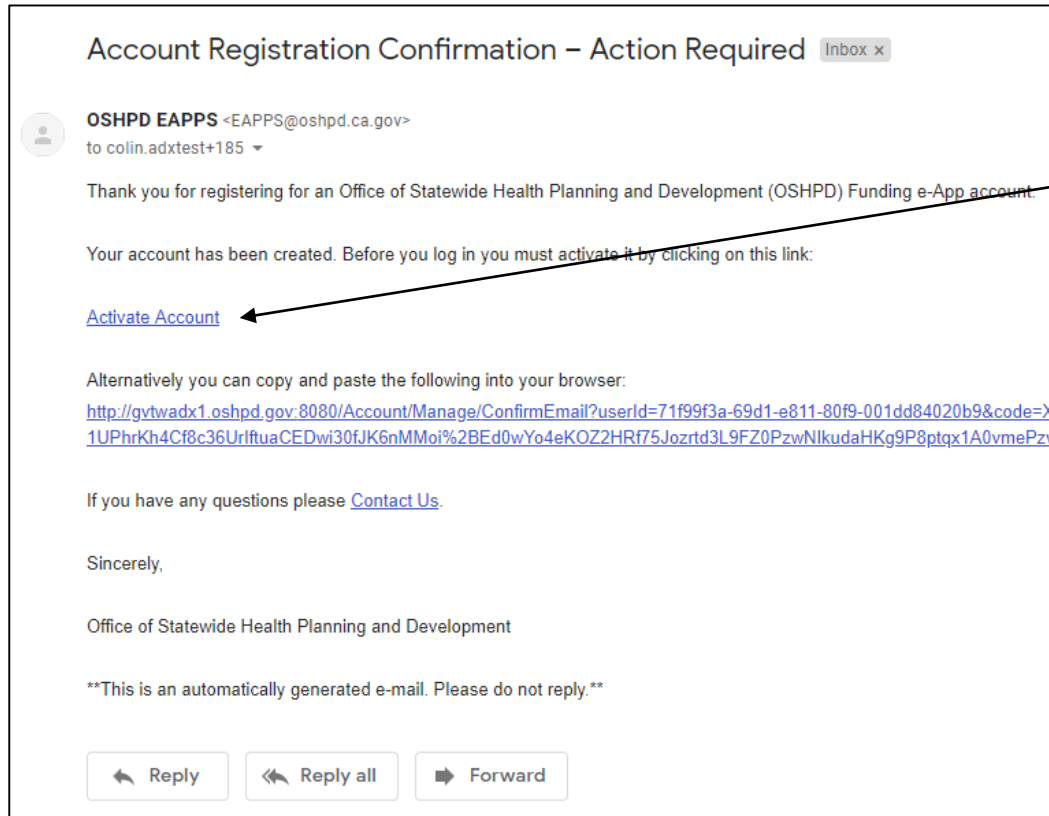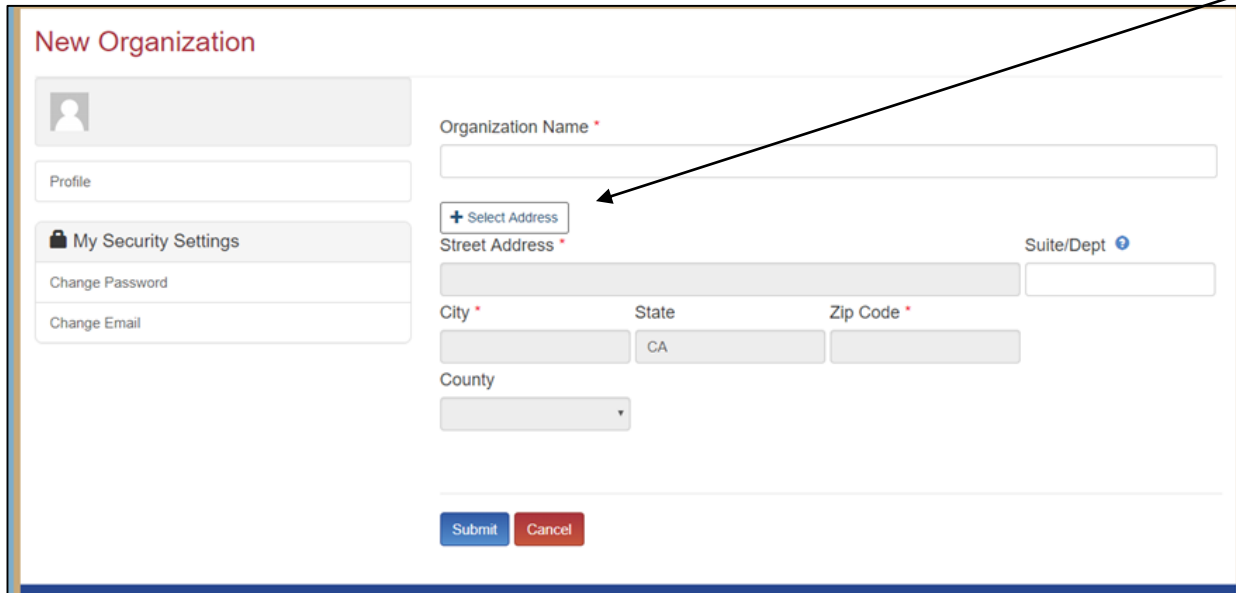
Setting up Your Profile

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.

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Adding a New Organization
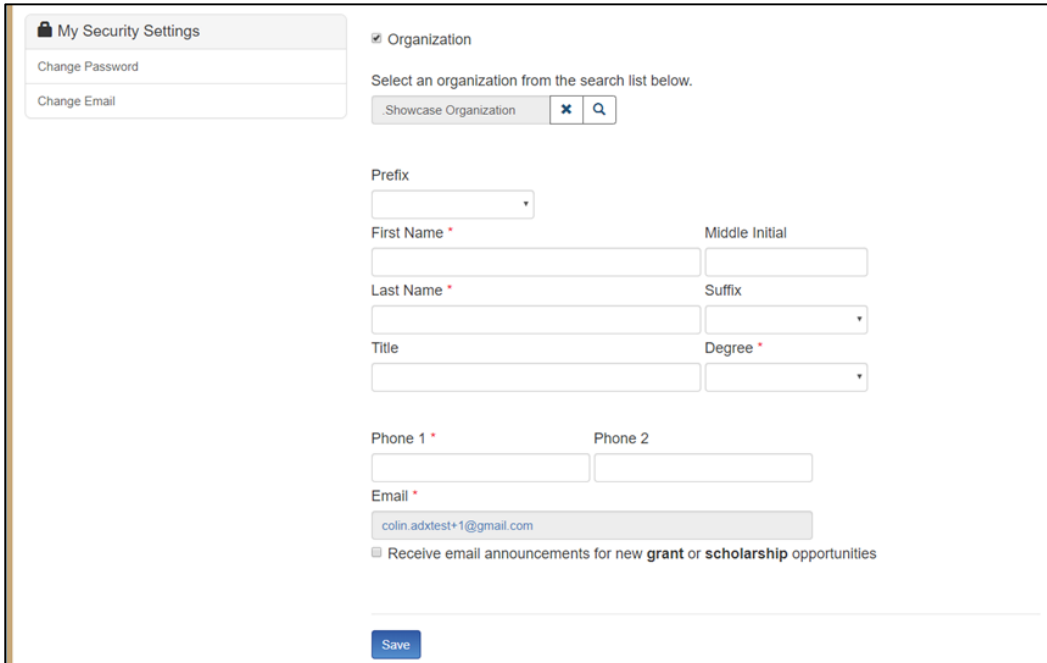
1. Enter the new "Organization Name".
2. Click the "+Select Address" button.
3. A new window opens, and you can enter and search for an address.
4. Click the confirmed address and it will auto-populate the address fields on the page.

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

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Completing Your Profile

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 that your profile has been updated successfully.

Note: Incomplete information may delay your registration.

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Account Roles

Account Validation Complete: Current Song-Brown Account Role Inbox ×

OSHPD EAPPS <EAPPS@oshpd.ca.gov>   Tue, Oct 16, 10:43 AM (1 day ago)
to Showcase

Dear Showcase Person,

Thank you for validating your Office of Statewide Health Planning and Development (OSHPD) Funding e-App account.

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

Thank you,

Office of Statewide Health Planning and Development

www.oshpd.ca.gov/hwdd

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

↩ Reply   ↩ Reply all   ➡ Forward

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

Note: Program Directors may initiate, view, edit, and submit applications. Grant Preparers may view and edit applications only.

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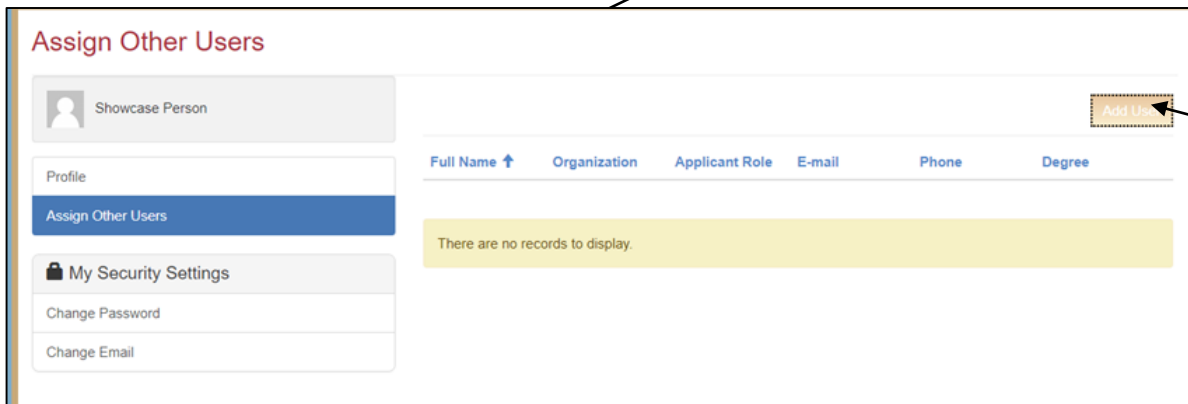
1. Program Directors have an additional tab on their "Profile" page called "Assign Other Users".
2. Navigating to this page from your "Profile" page allows you to add users who may only view and edit applications.
3. Click the "Add User" button to give registered Grant Preparers access to your applications.

Apply Here

1. Navigate to the "Apply Here" page on the main menu.
2. Select the applicable "Song-Brown Registered Nurse" link.

Helpful Tips

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Useful Information

Navigating the application

Use the "Previous" and "Save & Next" buttons found at the bottom left of each page.

Saving your application

The eApp saves your application each time you click "Save & Next". Navigate to the "Applications-In Progress/Submitted" page to resume your application.

Useful Information, Continued

Asterisks

A red asterisk indicates a required response before you can proceed to the next page.

Training Program Title *

Tooltips

Throughout the application you may see a blue circle with a question mark at the end of a question, title, or sentence. Click on these icons for additional information.

The last name of the primary contact at the contract organization.

Contract Administrator Last Name * ❓

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Starting the Application

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Program Information

1. Your program information pre-populates with information you entered in your "Profile" page.
2. The "Organization" name is the applicant's organization as listed on the applicants eApp profile.
3. The "Organization" name is not editable in the application, go to the applicant's profile to change it.
4. Select the "Program Type" you want to apply for.

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Program Information, Continued

Are you a Board of Registered Nursing (BRN) approved pre-licensure program? *
○ No ● Yes

Program Type *
○ Associate Degree of Nursing (ADN) ○ Bachelor of Science, Nursing (BSN) ● Master of Science, Nursing (MSN)

Are you a former Song-Brown applicant? *
○ No ● Yes

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.
Training Program Title *

[   ] ✕ 🔍

☐ Training Program not listed

Save & Next

1. The "Training Program Title" is the official name of the school's training program and will be listed on the Agreement.
2. Select an existing "Training Program Title" by clicking on the magnifying glass.
3. To link data from prior applications to the new application, use the magnifying glass search function to select the "Training Program Title" from the list.
4. If your training program is not listed, check the box "Training Program not listed".

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Program Information, Continued

1. If you select the box "Training Program Not Listed", new fields will appear.
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 feature throughout the application.

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Contract Administration

1. Type in the "Contract Organization Name". This is the official business name as reported to the Internal Revenue Service, and will be included in the Grant Agreement.

2. The "Grant Agreement Signatory" must be an individual with authority to enter into the Grant Agreement.

3. The "STD. 204 Signatory" name must be an authorized signatory.

4. The Street Address field is a text field that allows P.O. Box numbers.

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Program Description

1. Complete both required fields.
2. There is a maximum 2,500 character limit   for each question.
3. After completing this page, click "Save & Next".

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

Program Data

Application SBRNSP-1000671 – Song-Brown Registered Nurse Special Programs

6%

Program Data

Select the data you will be reporting: *
◉ Student and Graduate data ○ Student data only ○ New program: no student or graduate data

Would you like to import student, graduate, and training site data from your last application?*
○ No ◉ Yes

1. After selecting the data you will report, more fields will populate.

2. The Import data option defaults to "Yes".

- To import training site, student, and graduate data from your prior application into the new application, use the magnifying glass search function on the "Program Information" page to select the "Training Program Title".

- If you did not apply in 2019, select "No" to the import question. In this case, add all training site, student, and graduate data one by one on the appropriate page.

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Program Data, Continued

1. The number of students and graduates entered here must match the corresponding number entered on the "Student Data" and "Graduate Data" pages.

2. After completing this page, click "Save & Next".

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Training Sites

1. You must include all current training sites on your application.

2. Imported training sites
   - If you selected "Yes" to import prior year's data on the "Program Data" page, you will see 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.

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Training Sites: Add New Sites

- Click the "Add a Site" button.
- A pop-up window will display.
- Complete all required fields.

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Training Sites: Edit or Delete Sites

1. 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".

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Program Funding and Expenditures

1. Complete all required fields.

2. After completing this page, click "Save & Next".

Note: List total program expenses for the year, not the amount of grant funding requested. The "Total" program expenses must be equal to or greater than the total requested Song-Brown funding.

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Student Data

1. Your application must include all current students with a projected graduation in Academic Year (AY) 20/21 and AY 21/22.

2. Imported student data
   - If you selected "Yes" to import prior year's data on the "Program Data" page, student data from the prior year's application appears.
   - Verify the student information is correct.
   - Edit or delete imported students by selecting the "Options" dropdown list for that line.
   - Click the down-arrow button next to the desired entry.

Note: NPI numbers are optional for MSN students.

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Student Data: Add New Students

- Click the "Add a Student" button.
- A pop-up window displays.
- Complete all required fields.

Note: Provide the home address for all students that were homeschooled or received a General Educational Development (GED) certification.

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Student Data: Edit New Student Entries

1. Scroll to the far right for the "Options" column.
2. Click the down-arrow button next to the desired entry.
3. This menu gives options to edit or delete each individual entry.
4. After completing this page click "Save and Next".

Note: The number of students per year listed here must match the number listed under the 18/19 and 17/18, "Students Enrolled" row on the Program Data page.

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Graduate Data

1. You must include all AY 17/18 and AY 18/19 graduates.
2. 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.

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Graduate Data: Add New Graduates

- Click the "Add a Graduate" button.
- A pop-up window will display.
- Complete all required fields.

Note: Graduate Practice Specialty is only required for MSN program graduates.

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Graduate Data: Edit or Delete New Graduates

1. Scroll to the far right for the "Options" column.

2. Click the down-arrow button next to the desired entry.

3. This menu gives options to edit or delete each individual entry.

4. After completing this page, check the box to confirm then click "Save and Next".

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Graduate Data: Practice Site Information

1. You must add graduate practice site information for all graduates.
2. If your graduate is working in California and you know their practice site:
   - Select "Yes" under "Do you know the graduate's practice site?"
   - Use the magnifying glass to search for the practice site name.
   - If the practice site is not listed, select "Practice Site not Listed" and enter the practice site name.

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Graduate Data: Out of State Graduates

If your graduate is working outside of California:

- Select "No" as your response regardless if you know the practice site name and address.
- Select "Out of State" or "Unknown" under "Reason Practice Site Unknown."

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Graduate Data: Total Graduates

The number of graduates listed on the Graduate Data page must match the number listed on the Program Data Page Columns 18/19 and 17/18.

Check "All Grads Submitted" then click "Save & Next" to continue.

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Required Documents

Before Attaching Documents:

After Attaching Documents:

- The red button on this page indicates required documents.
- For example, click on the "Approval Letter Upload" button to upload the required letter.
- Once you upload all required documents, the buttons turn green signifying that you may continue.
- Click "Next" to save and continue to the final page of the application.

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

Assurances

Application SBRNC-1000670 – Song-Brown Registered Nurse Capitation

100%

Assurances

I certify that the information contained herein is true and the most current information available at time of app submission.
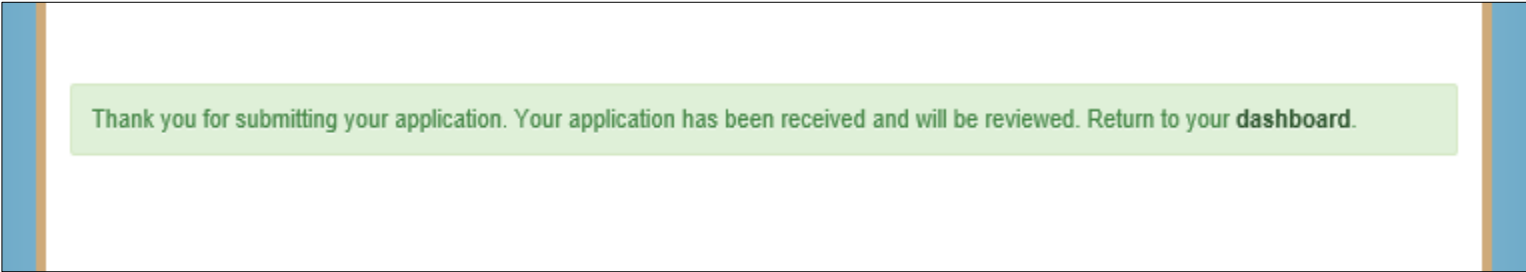
☑ I Certify

You are about to submit your application. You may not edit or delete your application from the system after submission.

Previous | Submit

- Read the statement.
- Agree and certify to the statement by checking the box.
- Click the "Submit" button.

Note: Only Program Directors may submit an application. The "Submit" button will not appear for Grant Preparers. Once you submit an application, you cannot edit or delete your application.
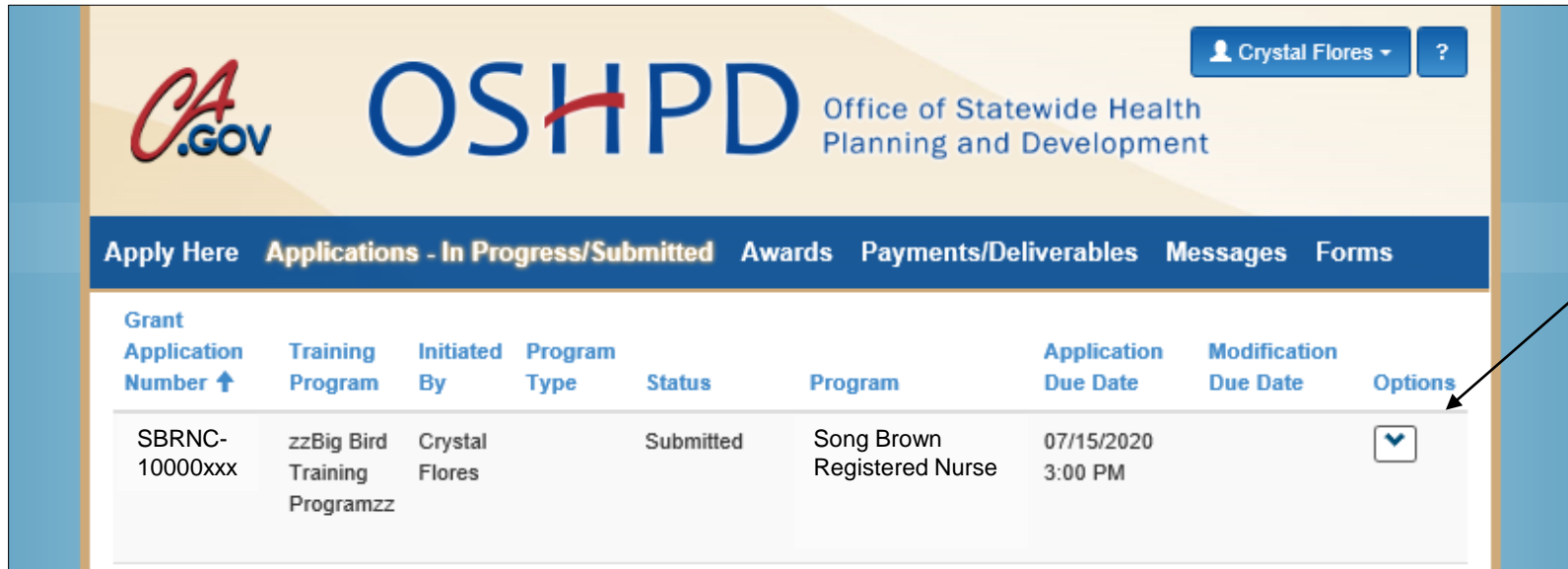
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Submission Complete

Thank you for submitting your application. Your application has been received and will be reviewed. Return to your **dashboard**.

1. Once your application is submitted, you will see the message in green below.

2. You may navigate to your eApp dashboard by following the dashboard link in the message.

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View and Print Application

1. Under "Application in Progress" tab, select the "Options" dropdown to view or print your application.

Post-Submission Maintenance

Program Directors must:

- Log into their eApp profile to maintain current contact information as well as maintain the approved Grant Preparer list. Otherwise, your program may miss important notifications.

- Provide notification when the Agreement Signatory, Payee Data Signatory, or Grant Agreement contact changes by emailing SongBrown@oshpd.ca.gov. Failure to do so may delay the start of your Grant Agreement.

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Questions?

- Email us at SongBrown@oshpd.ca.gov.

- Email subject line must include the application number and program name.

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