

Song-Brown Registered Nurse (RN) Education Program Funding

Technical Assistance Guide September 2022

About Song-Brown

- Song-Brown provides funding to education programs:
 - Family Nurse Practitioner/Physician Assistant training programs
 - Pre-licensure Registered Nurse programs:
 - Associate Degree of Nursing (ADN)
 - Bachelor of Science, Nursing (BSN)
 - Entry-Level Master's (ELM)
 - Family Medicine, Internal Medicine, Pediatrics, OB/GYN residency programs
 - Licensed Midwifery and Certified Nursing Midwifery training programs
- Song-Brown provides financial incentives to programs to:
 - Graduate individuals who practice in medically underserved areas
 - Enroll members of underrepresented groups in medicine
 - Locate the program's main training site in a medically underserved area
 - Operate a main training site at which the majority of the patients are Medi-Cal recipients

Application Release Dates

Registration: Open now

Application release: October 3, 2022

Early submission review: November 1, 2022

Application deadline: November 15, 2022

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

Before You Apply

- If your program requires approval to contract from a coordinating authority, please inform the authority of terms and conditions contained in the Grant Agreement.
- Applicants must agree to the terms and conditions before receiving funds.
- HCAI **will not** make changes to the terms and conditions specified in the Grant Agreement.
- Funds shall not supplant existing state or local funds.

Changes for 2022

- Up to \$25.3 million in funding available
- Maximum award of \$900,000 per eligible RN program (ADN, BSN, ELM)
 - Maximum 30 student slots supported
 - Maximum \$15,000 per student slot
- Scoring criteria 2.4 attrition rate updated
 - 0, 5, or 10 points
- Requesting training site payer mix
- Removal of student high school information
- New Song-Brown email: songbrown@hcai.ca.gov

Information to Gather: Program Data

- Correct Grant Agreement and Payee Data record (STD-204) signatories
- Enrollment rates, attrition rates, and NCLEX pass rates
- Name and full address for training sites used in Academic Year (AY) 21/22
- Training site payer mix
- BRN approval letter

Information to Gather: Students and Graduates

- Data for AY 19/20 and 20/21 graduates, including **current** practice site location and race/ethnicity.
- National Provider Identification number for Entry-Level Master's (ELM) students and graduates you enter.
- Race/ethnicity data for students graduating AY 22/23 and 23/24

Helpful Resources

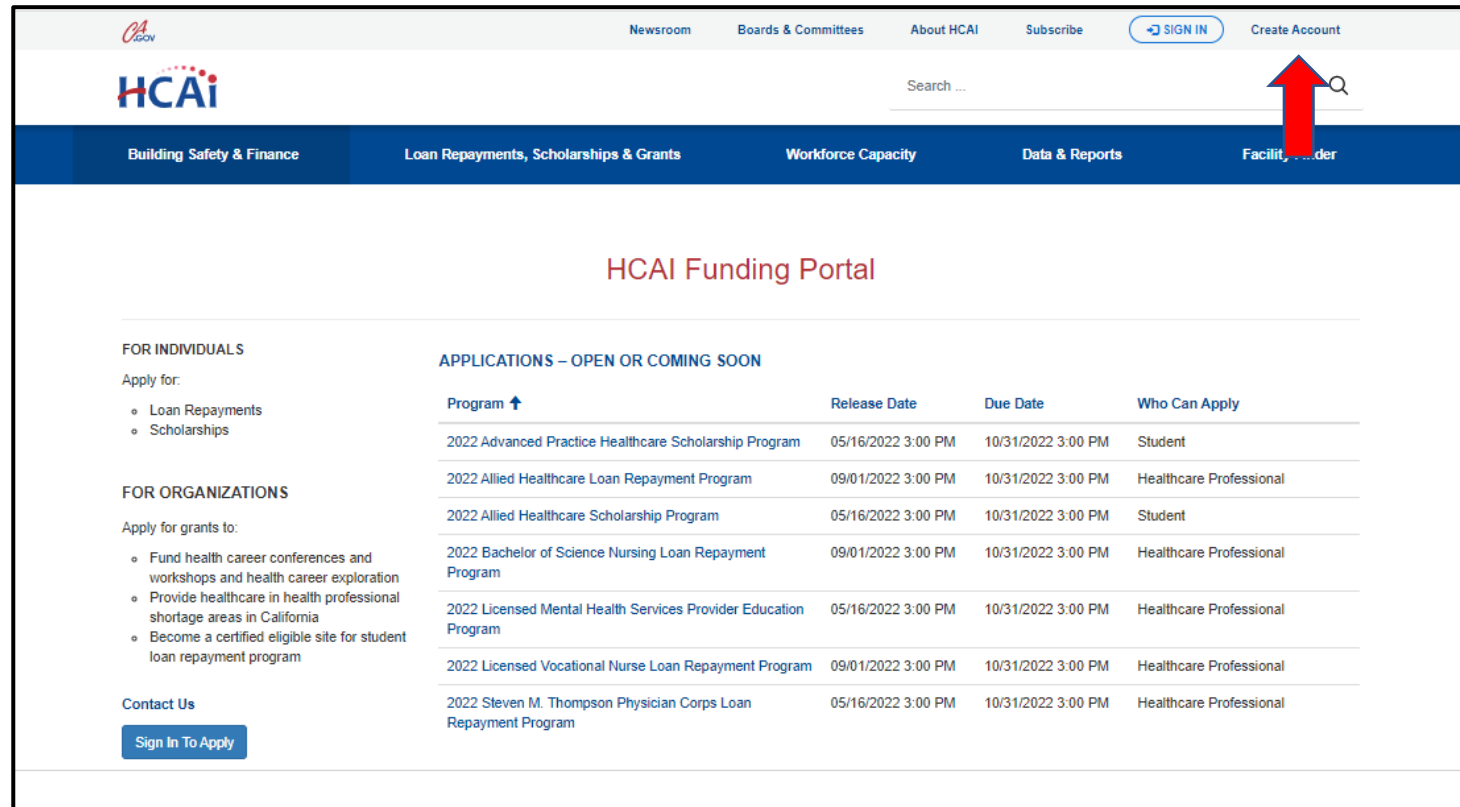
- HCAI eApplication (eApp): <https://funding.hcai.ca.gov/>
- The RN Grant Guide, RN Scoring and Evaluation Process, and Song-Brown Program Glossary: <https://hcai.ca.gov/loans-scholarships-grants/grants/song-brown/>

eApp Registration

System Requirements

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

Creating an Account



The screenshot shows the HCAI Funding Portal website. The top navigation bar includes links for Newsroom, Boards & Committees, About HCAI, Subscribe, SIGN IN, and Create Account. A red arrow points to the 'Create Account' link. Below the navigation bar is a search bar and a blue header with categories: Building Safety & Finance, Loan Repayments, Scholarships & Grants, Workforce Capacity, Data & Reports, and Facilities. The main content area is titled 'HCAI Funding Portal' and is divided into sections for individuals and organizations, a table of applications, and contact information.

HCAI Funding Portal

FOR INDIVIDUALS
Apply for:

- Loan Repayments
- Scholarships

FOR ORGANIZATIONS
Apply for grants to:

- Fund health career conferences and workshops and health career exploration
- Provide healthcare in health professional shortage areas in California
- Become a certified eligible site for student loan repayment program

APPLICATIONS – OPEN OR COMING SOON

Program ↑	Release Date	Due Date	Who Can Apply
2022 Advanced Practice Healthcare Scholarship Program	05/16/2022 3:00 PM	10/31/2022 3:00 PM	Student
2022 Allied Healthcare Loan Repayment Program	09/01/2022 3:00 PM	10/31/2022 3:00 PM	Healthcare Professional
2022 Allied Healthcare Scholarship Program	05/16/2022 3:00 PM	10/31/2022 3:00 PM	Student
2022 Bachelor of Science Nursing Loan Repayment Program	09/01/2022 3:00 PM	10/31/2022 3:00 PM	Healthcare Professional
2022 Licensed Mental Health Services Provider Education Program	05/16/2022 3:00 PM	10/31/2022 3:00 PM	Healthcare Professional
2022 Licensed Vocational Nurse Loan Repayment Program	09/01/2022 3:00 PM	10/31/2022 3:00 PM	Healthcare Professional
2022 Steven M. Thompson Physician Corps Loan Repayment Program	05/16/2022 3:00 PM	10/31/2022 3:00 PM	Healthcare Professional

Contact Us
[Sign In To Apply](#)

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

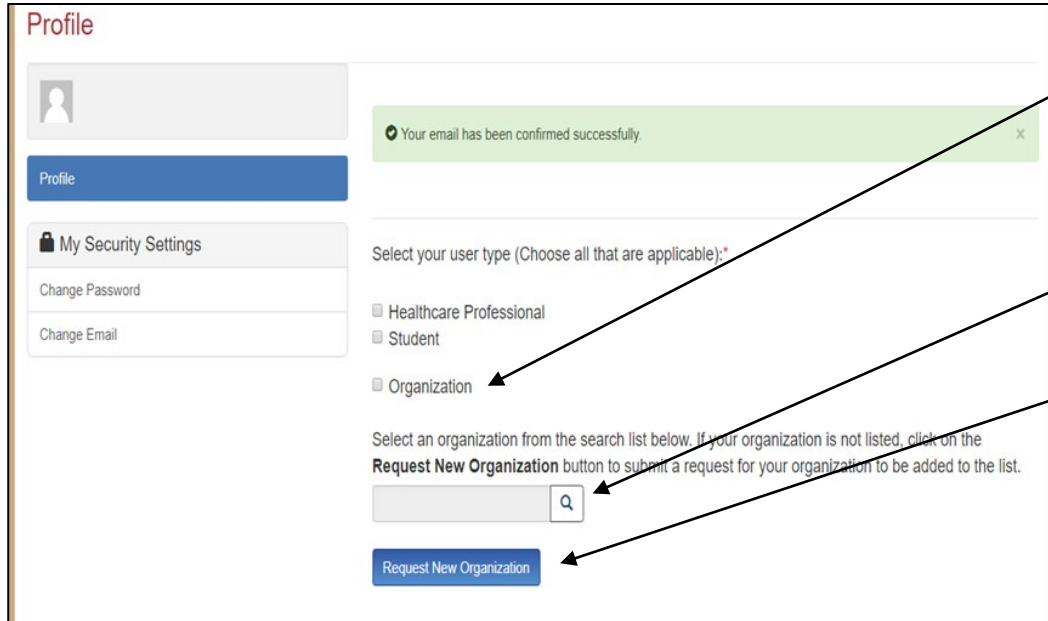
Registration

The top screenshot shows the HCAI Funding Portal homepage. The navigation bar includes links for Newsroom, Boards & Committees, About HCAI, Subscribe, SIGN IN, and Create Account. The main content area features the HCAI logo and a search bar. Below the navigation bar, there are links for Building Safety & Finance, Loan Repayments, Scholarships & Grants, Workforce Capacity, Data & Reports, and Facility Finder. The main heading is 'HCAI Funding Portal'. On the left, there is a section for 'FOR INDIVIDUALS' with a link to 'APPLY' and a list of programs: Loan Repayments and Scholarships.

The bottom screenshot shows the registration form. The form has a header with the HCAI logo and a search bar. Below the header, there are links for Sign in, Create Account, and Redeem invitation. A password requirement note states: 'Password must be at least 8 characters long and include at least one upper and lowercase letter, a number (0-9), and a special character (such as !@#\$%).'. The form is titled 'Register for a new local account'. It contains three input fields: Email, Password, and Confirm password. Below these fields is a CAPTCHA image with the text 'QNDZKDV'. There are links for 'Generate a new image' and 'Play the audio code'. A text box for entering the code from the image is provided. At the bottom, there is a 'Create Account' button.

1. Select “Create account” at the eApp homepage at: <https://funding.hcai.ca.gov>.
2. Complete the required fields.

Setting up Your Profile

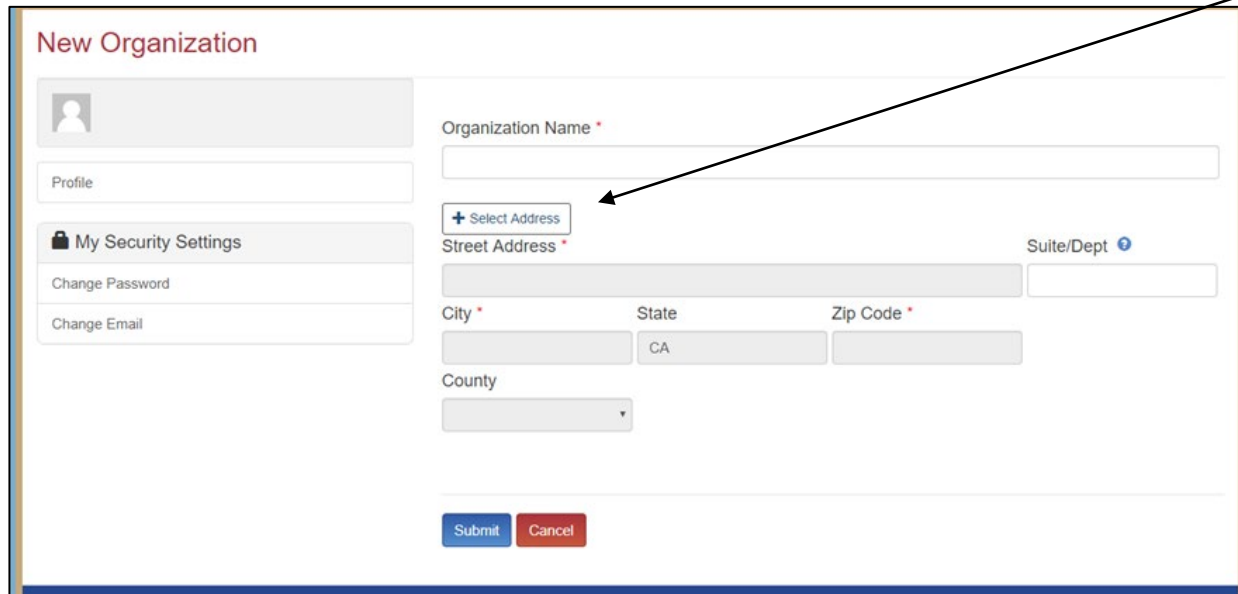


The screenshot shows a web interface for setting up a profile. On the left is a sidebar with a 'Profile' button and a 'My Security Settings' section containing 'Change Password' and 'Change Email' links. The main content area has a green confirmation message at the top: 'Your email has been confirmed successfully.' Below this is a section titled 'Select your user type (Choose all that are applicable):*'. It contains three checkboxes: 'Healthcare Professional', 'Student', and 'Organization'. An arrow points from the first list item in the instructions 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 the second list item in the instructions to the search field, and another arrow points from the third list item to the 'Request New Organization' button.

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

Note: Most organizations are in the system. Returning applicants must use the search function before requesting a new organization.

Adding a New Organization

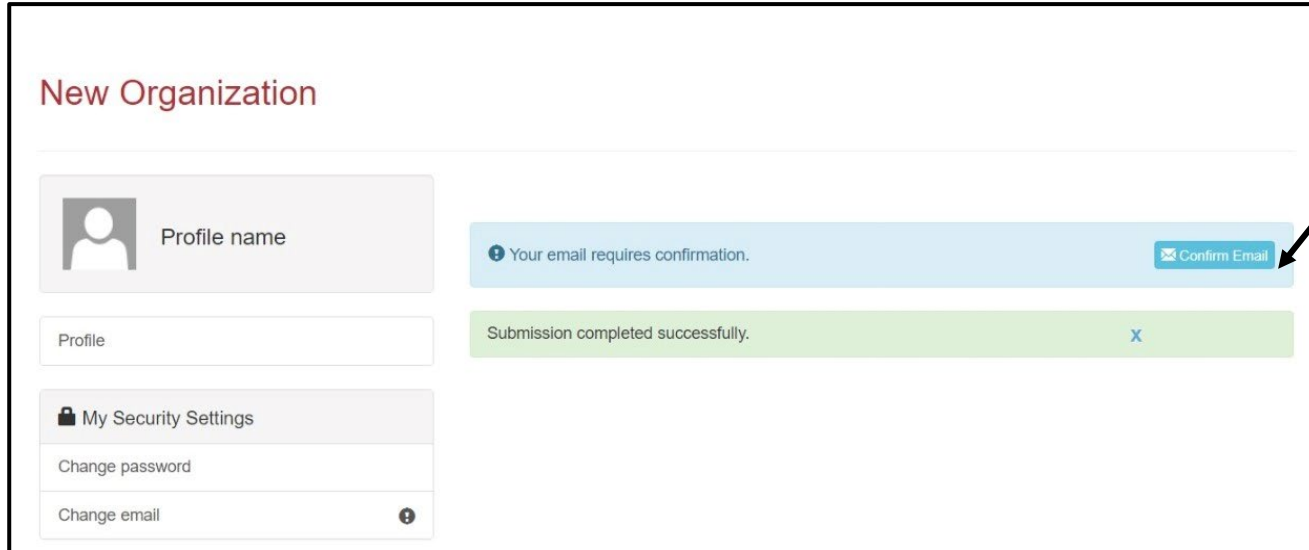


The screenshot shows a web form titled "New Organization". On the left is a sidebar with a profile icon, a "Profile" link, and a "My Security Settings" section containing "Change Password" and "Change Email" links. The main form area contains the following fields: "Organization Name" (required), a "+ Select Address" button, "Street Address" (required), "Suite/Dept" (optional), "City" (required), "State" (pre-filled with "CA"), "Zip Code" (required), and "County" (dropdown). At the bottom are "Submit" and "Cancel" buttons. An arrow points from the first step of the instructions to the "+ Select Address" button.

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.

Email Confirmation

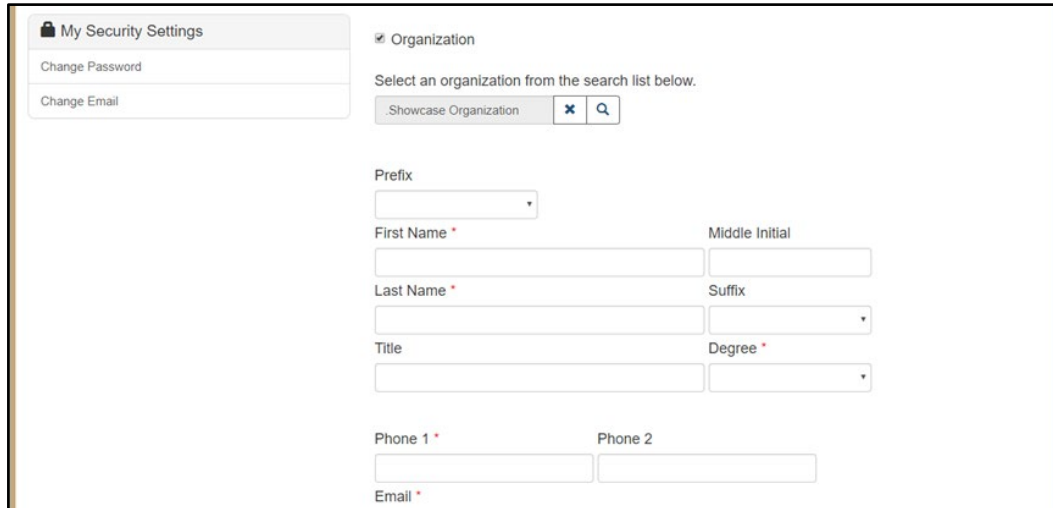


The screenshot shows a web interface for creating a new organization. On the left, there is a sidebar with a 'Profile' section containing a profile picture placeholder and a 'Name' input field, and a 'My Security Settings' section with 'Change password' and 'Change email' options. The main content area has a blue header 'New Organization'. Below it, a light blue banner states 'Your email requires confirmation.' with a 'Confirm Email' button. A green success message 'Submission completed successfully.' is displayed below the banner. An arrow points from the first step of the instructions to the 'Confirm Email' button.

1. Click "Confirm Email" to validate your email address for your eApp account
2. You will receive a validation email.
3. Click "Activate Account" to go to the Profile page.

Note: Please allow 1-3 minutes to receive the email. If you don't see the email, please check your spam folder.

Completing Your Profile

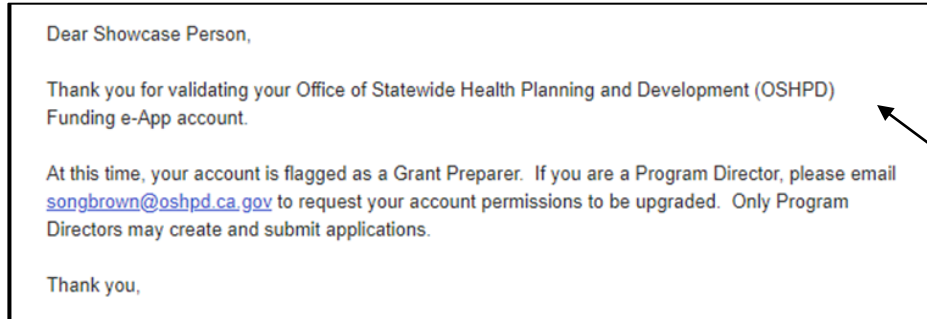


The screenshot shows a web form titled "My Security Settings" with a lock icon. On the left, there are two buttons: "Change Password" and "Change Email". The main section is titled "Organization" with a checked checkbox. Below it, a text prompt says "Select an organization from the search list below." followed by a search bar containing ".Showcase Organization" and search icons. The form contains several input fields: "Prefix" (a dropdown menu), "First Name" (required, marked with a red asterisk), "Middle Initial", "Last Name" (required, marked with a red asterisk), "Suffix" (a dropdown menu), "Title", "Degree" (required, marked with a red asterisk, and a dropdown menu), "Phone 1" (required, marked with a red asterisk), "Phone 2", and "Email" (required, marked with a red asterisk).

1. Return to your profile page.
2. Enter all required fields.
3. When finished click the “Save” button.
4. 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.

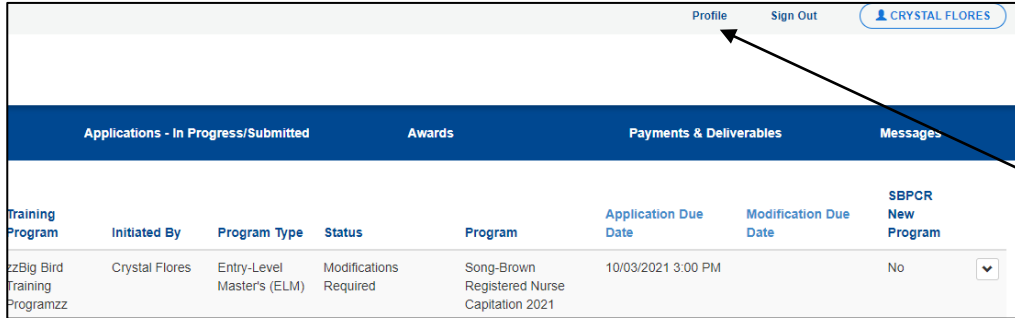
Account Roles



1. All newly created accounts are assigned the “Grant Preparer” role.
2. If you are the training 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.

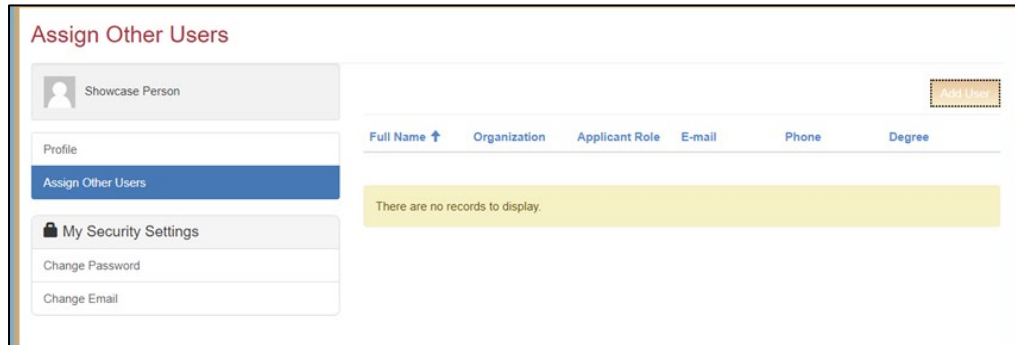
Note: Program Directors may initiate, view, edit, and submit applications. Grant Preparers may view and edit applications only.

Assigning Other Users



The screenshot shows a user profile menu at the top right of a web application. The menu includes links for 'Profile', 'Sign Out', and a user identifier 'CRYSTAL FLORES'. Below this is a navigation bar with tabs for 'Applications - In Progress/Submitted', 'Awards', 'Payments & Deliverables', and 'Messages'. The 'Applications - In Progress/Submitted' tab is active, displaying a table of applications.

Training Program	Initiated By	Program Type	Status	Program	Application Due Date	Modification Due Date	SBPCR New Program
zzBig Bird Training Programzz	Crystal Flores	Entry-Level Master's (ELM)	Modifications Required	Song-Brown Registered Nurse Capitation 2021	10/03/2021 3:00 PM		No

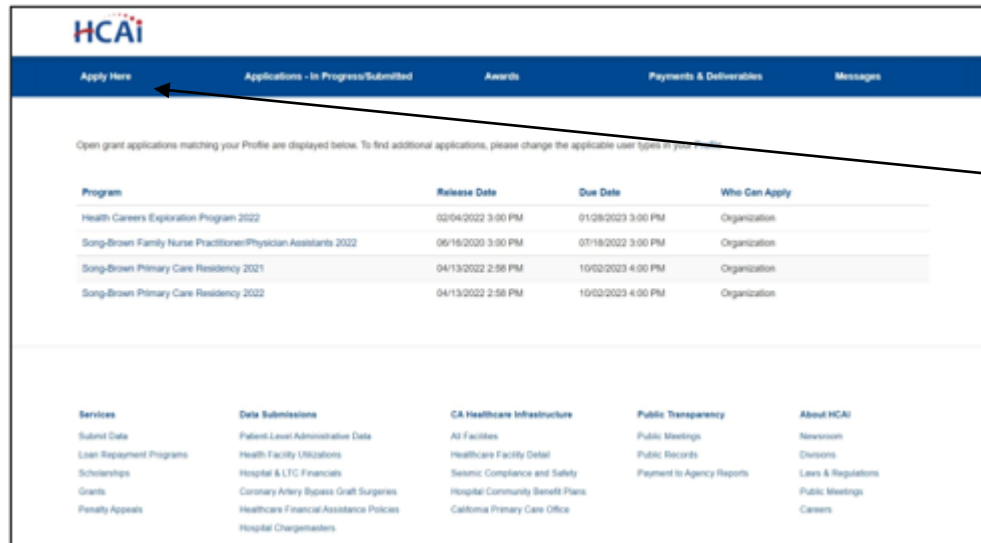


The screenshot shows the 'Assign Other Users' page. On the left is a sidebar with a 'Showcase Person' section, a 'Profile' section with a sub-link 'Assign Other Users', and a 'My Security Settings' section with links for 'Change Password' and 'Change Email'. The main content area has a table with columns: 'Full Name', 'Organization', 'Applicant Role', 'E-mail', 'Phone', and 'Degree'. Below the table is a yellow message box stating 'There are no records to display.' An 'Add User' button is located in the top right corner of the main content area.

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.

Note: Grant Preparers must set up their profile before a Program Director can add them to the Grant Preparer list.

Apply Here



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

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

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

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	
SBRNC-0001040	zzBig Bird Training Programzz	Crystal Flores	Entry-Level Master's (ELM)	Modifications Required	Song-Brown Registered Nurse Capitation 2021	10/03/2021 3:00 PM		No	▼

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 * ?



Starting the Application

Program Information

Application SBRNC-0001128 – Song-Brown Registered Nurse Capitation

Program Information *

Song-Brown Registered Nurse Capitation 2022

Organization

zzBig Bird Trainingzz

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) ☐ Entry-Level Master's (ELM)

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.

Program Information: Training Program (1/2)

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) ☒ Entry-Level Master's (ELM)

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 * 🔍

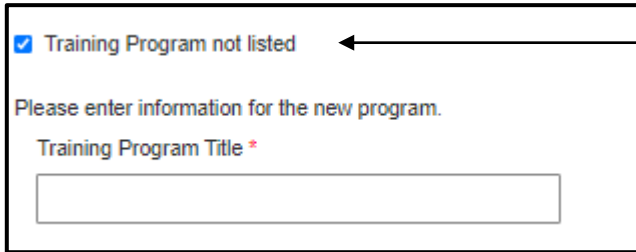
☐ Training Program not listed

[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, you must use the magnifying glass search function to select the “Training Program Title” from the list.

Note: You must use the magnifying glass to search for your program. Most training program names exist in the system. You cannot enter an already existing training program name manually and expect to import data from a prior application.

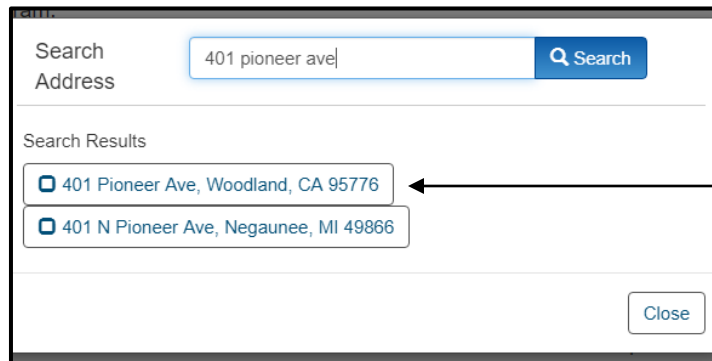
Program Information: Training Program (2/2)



☒ Training Program not listed

Please enter information for the new program.

Training Program Title *



Search Address 401 pioneer ave Search

Search Results

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

Close

1. If your training program is not listed, check the box “Training Program not listed”. New fields appear.
2. Type in the program name under “Training Program Title” as the school name, program type. EX: University of the West, ADN Program.
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.

Contract Administration

Contract Administration

This is the official business name as reported to the Internal Revenue Service, and will be included in the Grant Agreement.

Contract Organization Name * ⓘ
Big Birdy

Doing Business As ⓘ
←

Prefix
Contract Administrator First Name ⓘ Big
Contract Administrator Last Name ⓘ Bird

Title ⓘ
President

Phone 1 * (888) 888-8888
Phone 2

Contract Administrator Email *
skingfan@live.com

Grant Agreement Signatory ⓘ

First Name ⓘ crystal
Last Name ⓘ flores
Phone * (530) 650-9173

Email *
jayandcrystal@hotmail.com

Is the STD 204 Signatory is the same as Grant Agreement Signatory?
☒ No ☐ Yes

STD 204 Signatory ⓘ

First Name *
Last Name *
Phone *
Email *

1. Before completing this page, you must verify the information with your contracts or finance office to ensure accuracy. Incorrect information delays agreements.
2. Enter 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.
3. If applicable, include the Doing Business As (DBA) portion of the name. EX: For the organization “Green Foundation DBA Blue College”, Green Foundation would go in the Contract Organization field. Blue College would go in the Doing Business As field.
4. Enter the “Grant Agreement Signatory”. This is the signatory authorized to enter into a grant agreement on behalf of your organization.
5. Enter the “STD. 204 Signatory”. This is the signatory with expertise on tax reporting for your organization.

Contract Administration: Legal Address

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

Click on the Select Address button to populate the Address Fields.

[+ Select Address](#)

Street Address *

Suite/Dept

City *

State *

Zip Code *

County

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 *

3511 del paso rd ste 160 pmb 438

City *

State *

Zip Code *

1. Enter the legal address for your organization. It must match IRS records.
2. If the legal address is a street address, select “No” here and use the “Search Address” button to select the address.
3. If the legal address is a PO Box address, select “Yes” here and complete the new fields that display.

Contract Administration: Remit To Address

Should payments be sent to a different address than what is on file with the IRS?
☐ No ☒ Yes

Is the Remit to address a PO Box?*

☐ No ☒ Yes

PO Box*

City* State* Zip Code*

Is the Remit to address a PO Box?*

☒ No ☐ Yes

Click on the Select Address button to populate the Address Fields.

Street Address* Suite/Dept

City* State* Zip Code*

County*

- The remit address is where payments will be mailed.
- If the remit and legal address are the same, select “No” here. If they are different, select “yes” and complete the fields that appear.
- For a PO Box remit address
 - Select “Yes” and complete the fields that display.
- For a physical remit address
 - Select “No” here.
 - Then select “+ Select Address”. Enter the address, select Search, then select the correct address.
 - If applicable, enter the suite or department information in the “Suite/Dept” field.
- Enter the Authorized Representative for the Payee. This is the person authorized to receive warrants.

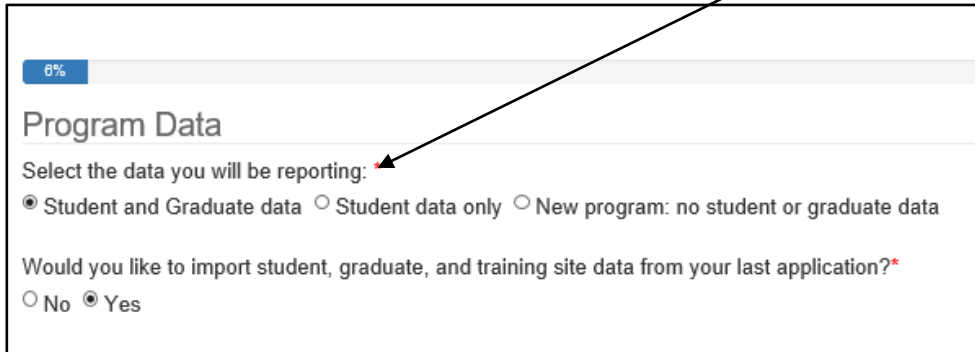
Program Description

1. Complete all 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.

The screenshot shows a web form for program registration. At the top, a header bar contains the text: "Please provide an executive summary description of your training program.*". Below this is a large text area with the placeholder text "This is only a test". Underneath the text area is a question: "What is your program's current percentage of total clinical hours spent in registered nurse shortage areas? If you are a new program, please enter your projected percentage.*". This question has a text input field containing "75" and a percentage sign icon. Below this is another question: "What year did the program begin continuous operation?*", with a text input field containing "1999". At the bottom of the form are two buttons: "Previous" and "Save & Next". The footer of the page is a dark blue bar with links for "Register to Vote", "Privacy", "Accessibility", "Conditions of Use", and "Contact Us", followed by the text "Copyright 2019 State of California".

Program Data: Reporting Option



6%

Program Data

Select the data you will be reporting:

☒ Student and Graduate data ☐ Student data only ☐ New program: no student or graduate data

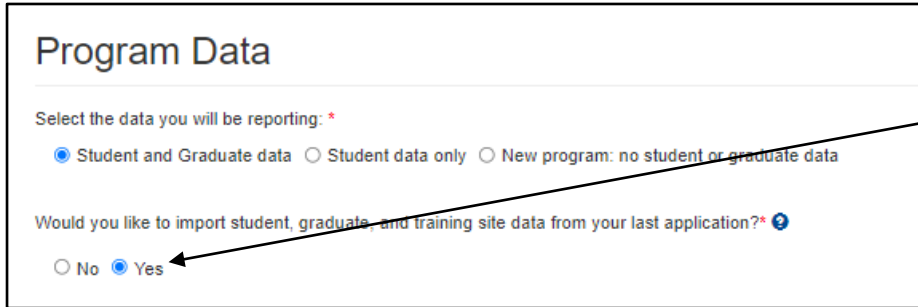
Would you like to import student, graduate, and training site data from your last application?*

☐ No ☒ Yes

An arrow points from the first bullet point in the list to the 'Student and Graduate data' radio button.

- Ensure you select the correct reporting option for your program here. Additional fields populate according to your selection.
- Select “Graduate and Student Data” if you have 20/21 or 19/20 graduates.
- Select “Student Only” if you have no 20/21 or 19/20 graduates but do have students with a projected graduation in 23/24 or 22/23.
- If your program was recently established and has no graduate or student data to report, select “New Program”.

Program Data: Import Option



The screenshot shows a web form titled "Program Data". Below the title, there is a section "Select the data you will be reporting: *" with three radio button options: "Student and Graduate data" (selected), "Student data only", and "New program: no student or graduate data". Below this, there is a question "Would you like to import student, graduate, and training site data from your last application?*" with two radio button options: "No" and "Yes" (selected). A black arrow points from the "Yes" option to the first bullet point in the text on the right.

1. The import data option defaults to "Yes".
 - Data from your prior application will only import if you click "Yes" here, AND used the magnifying glass search function on the "Program Information" page to select the "Training Program Title".
 - If you did not apply for the 2021 RN cycle, select "No" to the import question. In this case, you must enter training site, student, and graduate data manually.

Program Data: Data Table

Instructions: Enter data in each field for the graduating class for each academic year shown as applicable. If no data exists for one of the academic years, enter a zero (0) in each field for that year.

	2020-2021 Academic Year	2019-2020 Academic Year
Total Enrollment Capacity*	<input type="text" value="1"/>	<input type="text" value="1"/>
Qualified Student Applicants*	<input type="text" value="1"/>	<input type="text" value="1"/>
Students Accepted*	<input type="text" value="1"/>	<input type="text" value="1"/>
Students Enrolled*	<input type="text" value="1"/>	<input type="text" value="1"/>
Students Graduated*	<input type="text" value="1"/>	<input type="text" value="1"/>
Attrition Rate (%)*	<input type="text" value="1"/>	<input type="text" value="1"/>
First Time Graduate NCLEX Pass Rate (%)*	<input type="text" value="1"/>	<input type="text" value="1"/>

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

1. The number of graduates here must match the corresponding number entered on the Graduate Data page for AY 19/20 and 20/21 respectively.
2. After completing this page, click "Save & Next".

Training Sites: Review Imported Sites

Total Number of Training Sites

1

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	Options
There are no records to display.											

Training Sites With No Errors

Add a Site

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

1. Include all training sites used in AY 21-22 on your application.
2. If you selected “Yes” to import prior year’s data on the “Program Data” page, imported training sites display on the errors list.
3. All imported training site records must be reviewed by selecting “Edit” from the drop-down list.
4. Open each record and input required data (if needed) in order to move the record to the non-errors list.

Training Sites: Add New Sites

Training Sites With No Errors

[Add a Site](#)

Training Site Name	Private Practitioner	Title	Private Practitioner First Name	Private Practitioner Last Name	Street Address	Suite/Dept	City	State	Zip Code	County	Options
ABC Training Site	Yes	MD	Jane	Doe	452 N St		Sacramento	CA	95814	Sacramento	

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

Edit

Training Site Name *

abc

Were the majority of patients seen at this training site Medi-Cal recipients for academic year 21-22 *

☒ No ☐ Yes

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

☐ No ☒ Yes

Title*

MD

Private Practitioner First Name*

crystal

Private Practitioner Last Name*

flores

+ Select Address

Street Address *

3511 Del Paso Rd

Suite/Dept

City

Sacramento

State

CA

Zip Code

95635

County

Sacramento

Training Site Reviewed

☐ No ☒ Yes

- Click the “Add a Site” button.
- A pop-up window will display.
- The new payer mix question has been added here.
- Complete all required fields.

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”.

Training Sites With No Errors

Add a Site

Training Site Name	Private Practitioner	Title	Private Practitioner First Name	Private Practitioner Last Name	Street Address	Suite/Dept	City	State	Zip Code	County	Options
ABC Training Site	Yes	MD	Jane	Doe	452 N St		Sacramento	CA	95814	Sacramento	▼

Previous Save & Next

Program Funding and Expenditures

Program Expenditures and Funding

Enter the AY 2020-21 training program annual expenditures below for each line item.

Personnel*	<input type="text" value="100"/>
Operating Expenses*	<input type="text" value="200"/>
Major Equipment*	<input type="text" value="300"/>
Other Costs*	<input type="text" value="400"/>
Total	1,000

Number of Students *	Capitation Rate	Contract Term	Total Capitation
<input type="text" value="10"/>		<input type="text" value="2"/>	

1. You must enter your actual budget figures for the year, not the amount of grant funding requested.
2. The “Total” program expenses must be greater than the total requested Song-Brown funding.
3. After completing this page, click “Save & Next”.

Student Data: Review Imported Students

Students Data

To add a new student, click on the **Add a Student** button and enter the required information. National Provider Identifier (NPI) numbers are optional for students. To check if a student 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**. If the individual graduated, select **Edit** and change the individual from **Student** to **Graduate**.

Total Number of Students

2

Students With Errors

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

Students With No Errors

Graduating Class of Academic Year	First Name ↑	Last Name	Gender	Ethnic/Racial Category	Options
	Big	Bird	Male	Asian - Asian Indian	▼
	ddd	ddd	Male	Asian - Asian Indian	Edit Delete

1. Your application must include all current students with a projected graduation in AY 22/23 and 23/24.
2. If you selected “Yes” to import prior year’s data on the “Program Data” page, student data from the prior year’s application displays on the errors list.
3. You must review all imported student records by selecting “Edit” from the drop-down list.
4. Open each record and input required data (if needed) in order to move the record to the non-errors list.

Student Data: Add New Students

The screenshot shows a web interface for managing student data. The main panel, titled "Students With No Errors", contains a table with columns: "Graduating Class of Academic Year", "First Name", "Last Name", "Gender", and "Ethnic/Racial Category". A yellow message bar states "There are no records to display." At the bottom of the panel are "Previous" and "Save & Next" buttons. A blue "Add a Student" button is located in the top right corner. A pop-up window titled "Create" is overlaid on the bottom half of the main panel. It contains four required fields, each marked with a red asterisk: "Graduating Class of" (a dropdown menu), "First Name" (a text input), "Last Name" (a text input), "Gender" (a dropdown menu), and "Ethnic/Racial Category" (a dropdown menu). Two arrows point from the text on the right to the "Add a Student" button and the "Create" pop-up window.

- Click “Add a Student”.
- A pop-up window will display.
- Complete all required fields.

Note: Ensure only valid student information is listed and data issues are resolved. Students remaining on the errors list after application submission may not be considered for scoring.

Student Data: Edit or Delete Students

Students Data

To add a new student, click on the Add a Student button and enter the required information. National Provider Identifier (NPI) numbers are optional for students. To check if a student 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. If the individual graduated, select Edit and change the individual from Student to Graduate.

Total Number of Students

Students With Errors

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

There are no records to display.

Students With No Errors

Add a Student

Graduating Class of Academic Year	First Name ↑	Last Name	Gender	Ethnic/Racial Category
2022/23	Big	Bird	Male	Asian - Asian Indian
2023/24	ddd	ddd	Male	Asian - Asian Indian

Edit
Delete

Previous Save & Next

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”.

Graduate Data: Review Imported Graduates

Graduate Data

To add a new graduate, click on the Add a Graduate button and enter the required information. National Provider Identifier (NPI) numbers are required for graduates. To find a graduate'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 students graduated data you reported for the academic years in the Program Data section of this application.

Total Number of Graduates

2

Graduates With Errors

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

Graduates With No Errors

Graduating Class of Academic Year	First Name ↑	Last Name	Gender	Ethnic/Racial Category	Options
2019/20	Pattie	flores	Female	Other not listed	<div>Edit Delete</div>

☐ All Grads Submitted *

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

1. Your application must include all AY 19/20 and 20/21 graduates.
2. If you selected “Yes” to import prior year’s data, the graduate data from the prior year’s application displays on the errors list.
3. You must review all imported student records by selecting “Edit” from the drop-down list.
4. Open each record and input required data (if needed) to move the record to the non-errors list.

Graduate Data: Add New Graduates

Graduates With No Errors

[Add a Graduate](#)

Graduating Class of Academic Year	First Name ↑	Last Name	Gender	Ethnic/Racial Category
2019/20	Pattie	flores	Female	Other not listed

☐ All Grads Submitted *

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

First Name * Tommy

Last Name * flores

Gender * Female

Ethnic/Racial Category * Asian - Asian Indian

☒ HPEF Scholar ☒ NHSC Recipient

NPI Number 123456789

Practice Specialty* Administration

Do you know the graduate's practice site? *
☐ No ☒ Yes

Practice Site Name * ABC Practice

Is the training site a private practitioner's office? *
☐ No ☒ Yes

[+ Select Address](#)

- Click “Add a Graduate”.
- A pop-up window will display.
- Complete all required fields.
- Graduate Practice Specialty is only required for ELM program graduates. For ELM graduates that never began practice, select “Other” and enter Not Applicable.
- Note: You must ensure only valid graduate information is listed and data issues are resolved. Graduates remaining on the errors list after application submission may not be considered for scoring.

Graduate Data: Edit or Delete Graduates



First Name	Last Name	Gender	Ethnic/Racial Category	Options
f	d	Male	Asian - Laotian/Hmong	▼

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”.

Graduate Data: Practice Site Information

Do you know the graduate's practice site? *

☐ No ☒ Yes

Practice Site Name *

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

☐ No ☐ Yes

+ Select Address

Street Address *

Suite/Dept.

City *

State *

Zip Code *

Submit

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 + Select Address button to search for the practice site name.
3. If the practice site is unknown, select “No” to the practice site question and select “Other”.

Graduate Data: Out of State Graduates

Create

Graduating Class of*

First Name*

Last Name*

Gender*

Ethnic/Racial Category*

☐ HPEF Scholar [?](#) ☐ NHSC Recipient [?](#)

NPI Number [?](#)

Practice Specialty*

Do you know the graduate's practice site? *
☒ No ☐ Yes

Reason Practice Site Unknown *

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.”

Graduate Data: Total Graduates

What is your program's current percentage of total clinical hours spent in registered nurse shortage areas? If you are a new program, please enter your projected percentage.*

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

Instructions: Enter data in each field for the graduating class for each academic year shown as applicable. If no data exists for one of the academic years, enter a zero (0) in each field for that year.

	2020-2021 Academic Year	2019-2020 Academic Year
Total Enrollment Capacity*	<input type="text" value="1"/>	<input type="text" value="1"/>
Qualified Student Applicants*	<input type="text" value="1"/>	<input type="text" value="1"/>
Students Accepted*	<input type="text" value="1"/>	<input type="text" value="1"/>
Students Enrolled*	<input type="text" value="1"/>	<input type="text" value="1"/>
Students Graduated*	<input type="text" value="1"/>	<input type="text" value="1"/>
Attrition Rate (%)*	<input type="text" value="1"/>	<input type="text" value="1"/>
First Time Graduate NCLEX Pass Rate (%)*	<input type="text"/>	<input type="text"/>

[Previous](#)

Graduating Class of Academic Year	First Name ↑	Last Name	Gender	Ethnic/Racial Category
2019/20	Pattie	flores	Female	Other not listed

☒ All Grads Submitted *

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

1. The number of graduates listed on the Graduate Data page must match the number listed on the Program Data Page Columns for 19/20 and 20/21 “Students Graduated”.
2. Check “All Grads Submitted” on the Graduate Data page, then click “Save & Next” to continue.

Common Application Errors

1. **Incorrect Signatory:** Provided incorrect signatories for the Grant Agreement and/or Std 204 Payee Data Record. Verify with your finance or contracts office before submitting the application to ensure this information is correct or the agreement may be delayed.
2. **Incorrect or Missing Required Documents:** Did not attach the correct documents. Ensure you have attached the required documents as attaching the incorrect documents is cause for ineligibility.
3. **Outdated Remit To Address:** Entered an outdated remit to address for payments. Verify with your finance office that there has been no change to the remit to address. If there is an outdated address, you may experience lost or delayed payments.

Common Data Import Errors

1. **Wrong Training Program Name:** Entered a new Training Program Title for an existing program. Ensure you use the search function to select the exact Training Program Title used in the prior application, or the data import feature will not work. If you applied last year and are having problems identifying the correct training program name, contact Song-Brown at SongBrown@hcai.ca.gov
2. **Missing Data:** Did not include all training site, student and/or graduate data. Applicants must verify the data import, enter any new data, and verify all data before submitting.
3. **Inconsistent Data:** Data entered is inconsistent with the prior application. Ensure reporting method consistency by comparing the current application to the prior application.

Required Documents

Before Attaching Documents:

Required Documents

Approval Letter

Upload the most recent program approval letter from the appropriate accrediting/approval bodies. [Approval Letter Example](#)

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

After Attaching Documents:

Approval Letter

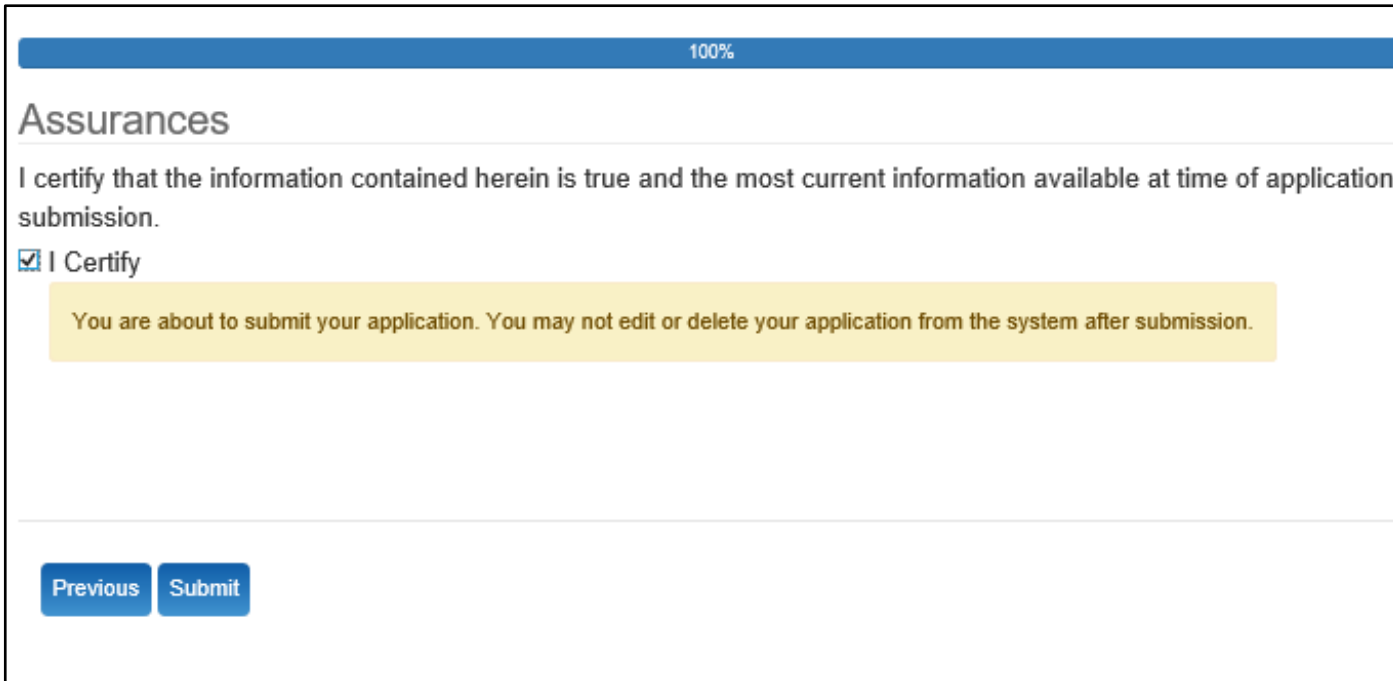
Upload the most recent program approval letter from the appropriate accrediting/approval bodies. [Approval Letter Example](#)

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

- 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.
- Ensure your document upload is titled to begin with "Appr_" for the system to accept the document.
- 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



The screenshot shows a web form titled 'Assurances' with a blue progress bar at the top indicating '100%'. Below the title, there is a statement: 'I certify that the information contained herein is true and the most current information available at time of application submission.' A checkbox labeled 'I Certify' is checked. Below this, a yellow warning box contains the text: 'You are about to submit your application. You may not edit or delete your application from the system after submission.' At the bottom of the form, there are two buttons: 'Previous' and 'Submit'.

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

Note: Only Program Directors can submit an application. The “Submit” button will not appear for Grant Preparers. Once you submit an application, you cannot edit or delete your application.

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.

View and Print Application

Apply Here Applications - In Progress/Submitted Awards Payments/Deliverables Messages Forms								
Grant Application Number ↑	Training Program	Initiated By	Program Type	Status	Program	Application Due Date	Modification Due Date	Options
SBRNC-10000xxx	zzBig Bird Training Programzz	Crystal Flores		Submitted	Song Brown Registered Nurse	10/15/2022 3:00 PM		▼

1. To view or print your application, click “Applications In Progress/Submitted” tab.
2. Select the arrow dropdown on the application you want to view or print.

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@hcai.ca.gov. Failure to do so may delay the start of your Grant Agreement.

DocuSign Instructions (1/2)

- You must confirm your signatories with your contracting office BEFORE submitting your application to avoid delays with agreement execution.
- Agreements will be routed for signature through DocuSign email, based on the Grant Agreement Signatory and Payee Data Record 204 Signatory contacts provided on your application.
- DocuSign emails must be sent directly to the Agreement Signatory and Payee Data Signatory email addresses, EX: JaneSmith@ucx.edu. Do not provide a shared email address such as provost@ucx.edu or contracts@ucx.edu.
- Signatories should check their spam/junk folder if they can't find their DocuSign email as some systems may flag those emails as spam.
- Signatories cannot edit any documents in DocuSign, they can only sign off on them. NO edits are allowed. To receive a grant, you must accept all agreement terms as provided.

DocuSign Instructions (2/2)

- Each signatory, as designated on the application, will receive a DocuSign email specific to their role.
- Only the designated signatory can open the DocuSign email, otherwise the link may become invalid.
- No one can be CC'ed on the DocuSign emails, however designated signatories can download a copy of what they sign.
- DocuSign links expire within 30 days. Review the agreement template in the Grant Guide on the SB web page before receiving the DocuSign to expedite your review and signing process.

Questions?

- Email us at SongBrown@hcai.ca.gov.
- Email subject line must include the application number and program name.