████████ Service Area Competition (SAC)/Renewal of Designation (RD) ████

Quick Reference Guide for Prefunding Competing-Continuation Application Reviews

Please refer to the SAC/RD PAR Guiding Principles for complete programmatic guidance on completing the PAR review.

Access the Pre Funding Competing Review

1. *Log into the EHB.*
2. *Click* **Task** tab.
3. *Click* ***View Task*** link on the **Pre Funding Competing Review – Review Application** task.
   a. If you have only one Review Application, the **Application – Prefunding Review** page displays. Proceed to step 3.
   b. If you have multiple Review Applications, Click the Edit or Start link for the Prefunding Review from the **Prefunding Competing Review - Assigned List** page.
4. *Click* the **Program Specific Checklist** tab. The **Program Specific Prefunding Review – Status Overview** page displays showing each of the forms to be completed in the Program Specific Review Status section.

Review the Legacy Compliance Snapshot

1. *Click* the **View** link for the **Legacy Compliance Snapshot** section. Note: The Legacy Compliance Snapshot is informational and read-only. This form shows any active legacy conditions with the condition number, title, and a link to **View Conditions.**
2. *Click* the **View Conditions** link to view each active condition.
3. *Click* the **Continue** button. A success message will display, the **Legacy Compliance Snapshot** form is marked as completed, and the **Compliance Snapshot (Informational/Read Only)** page will display.

Review the Compliance Snapshot

Note: The compliance snapshot is informational and read-only. Expanded requirements indicate an active condition(s) exists. Collapsed requirements do not have any active conditions.

1. *Click* the **Compliance Snapshot** link under the **PAR (Program Specific Checklists)** to access the page if it is not displayed.

2. *Click* the **View Condition** link (A) on the active condition (the expanded requirements) to see the condition.
3. *Click* the ***arrow*** beside the **View Condition** link to view the **Comprehensive Action History** for the active condition.
4. *Click* the **Close Window** button on the Comprehensive Action History page to return to the Compliance Snapshot page.

5. *Click* the **Continue** button (B) on the Compliance Snapshot page. A success message will display stating that the form is complete.

Complete the Compliance Analysis

The Compliance Analysis page will be incomplete until all in-progress External Correspondences are resolved and all the sections on this page are completed.

2. *Click* the **Compliance Analysis** link from the left menu in the **Program Specific Checklist** if you are not on this page.

3. Complete your assessment of whether the health center has demonstrated compliance with each of the 27 SAC or 25 RD elements. Comments are required for Yes or No determinations.

   a. If compliance is demonstrated, *click* "**Yes, Organization demonstrates compliance based on the PAR review**".

   b. If compliance is not demonstrated, *click* "**No, Organization does not demonstrate compliance based on the PAR review**". Note: The 90-day condition for the element will populate automatically.

4. If a progressive action condition already exists for an element, *view* the Comprehensive Action History and *provide brief comments* regarding information contained in the application. Note: **No, Organization does not demonstrate compliance due to a progressive action condition identified from last budget period** is preselected and the active condition is displayed with the option of viewing the **Comprehensive Action History.**

5. Certain elements will have an "N/A" option. If the element is not applicable, you must still provide a comment noting why. Note: The N/A option is pre-selected for the Governance Waiver element as appropriate.

6. *Verify* that you have accurately assessed all elements.

7. *Fix* any errors.

8. *Click* **Save and Continue.** If you responded "No" to any of the elements, an External Correspondence (EC) request will be created for these elements**.** The Clinical Performance – Review page displays.

9. You MUST return to this form and make final compliance determinations after you have received responses to your External Correspondence or the EC due date has passed.

Create External Correspondence (EC)

Note: **The EC function is ONLY to be used for Competing Continuation applicants applying for their own service area and RD applicants.**

You MUST complete an initial compliance assessment of all the elements in the Compliance Analysis form PRIOR to sending the EC. Only elements marked as non-compliant in the PAR Compliance Analysis will populate the **Manage Correspondence** page.

1. *Verify* that you have completed the initial **Compliance Analysis** form and identified all non-compliant elements.

2. *Click* the **Manage Correspondence** link under **External Correspondence** in the **Prefunding Review** left menu. The **Manage Correspondence** page will then be displayed.

3. *Click* the **Create External Correspondence** button. The **Create Correspondence Request** page displays showing each element marked as non-compliant (populated from your completed Compliance Analysis form). The **Initial Information Request for Clarifying Information** box is pre-selected.

4. *Verify* that the number of non-compliant elements on this page matches the number you intended to assess as non-compliant. Two non-compliant elements are shown here.

5. If you need to modify the number of non-compliant elements listed, you must return to the **Compliance Analysis** page and update your compliance determinations. Note that you cannot modify the EC once you submit the EC to the SAC/RD applicant's Authorizing Official (AO).

   a. *Click* **Go Back** to return to the **Manage Correspondence** page.

   b. Then *click* **Go Back** again to get to the **Status Overview** page where you can access the **Compliance Analysis** form to change your assessment determination.

   c. *Repeat* steps 2 through 8 under **Complete the Compliance Analysis** to make your changes.

   d. *Repeat* steps 1 through 5 in **Create External Correspondence**.

6. *Select* the Health Center Program applicant's AO from the **Assign To** drop-down menu in the **Send to Applicant** section of the **Create Correspondence Request** page. The Authorizing Official (AO) who submitted the application will be pre-populated or 'Select an AO' will display allowing you to select from available AOs.

   a. If an AO's name is listed in the **Assign To** field, you will not be able to change it. Go to step 7 below.

   b. If 'Select an AO' is listed, select an AO from the list. Go to step 7 below.

7. *Click* the **Submit to AO** button. Note the following:

   a. The AO will receive the EC request as a 'Correspondence Request' task in the EHB and is the only EHB user who can submit a response.

   b. The AO and the health center's Project Director will both receive an EHB email notification to alert them that the AO has received the EHB task to complete.

   c. The AO has 14 calendar days from the time of receiving the first request to submit the required information.

8. *Click* the **Confirm** button. You will be returned to the **Program Specific Prefunding Review - Status Overview.**

   a. Note: The EC button will be inactive until the AO has sent a response.

   b. The EC **Tracking Number**, **Date Sent to Applicant**, **Requested By**, **Due Date,** and **Status** fields are completed.

   c. The **Status** and **View Response** options change once the AO responds to the EC.
      - *Not Started* – PAR Reviewer sent the EC to the applicant and the applicant has not yet opened the EC
      - *In Progress* – PAR Reviewer sent the EC to the applicant and the applicant has opened the EC
      - *Submitted* – The applicant has submitted the EC response within the deadline
      - *Expired* – The applicant has **not** submitted the EC response within the deadline

View the EC Response or Request

Upon receiving an External Correspondence Response from the AO, you will review the response and may optionally send an additional External Correspondence request for the same non-compliant elements for various reasons within the original 14 days.

1. *Click* the **Manage Correspondence** link from the left menu. Note the due date at the top right and that the **Create External Correspondence** button is unavailable.

2. *Click* **the arrow** [▼] next to the **View Response** of the **External Correspondence.**

3. To view the EC Response sent by the AO, *click* the **View Response** link. The **View Correspondence Request** page displays in read-only format. Review the EC submission and if appropriate, adjust your Compliance Analysis determination for the element(s). If necessary, return the EC for additional information, clarification, etc.

4. *Click* the **Close Window** button. Return to the **Manage Correspondence** page.

5. If the EC response is insufficient to satisfy the non-compliant element, you may request another EC if you are still within the original 14-day period.

   a. *Click* the **Create External Correspondence** button. The **Create Correspondence Request** page displays showing each element originally marked as non-compliant.

   b. *Check* the box of the element (1 in figure) that is still non-compliant.

   c. *Check* the **Reasons** box (2 in figure).

6. *Select* the Health Center Program applicant's AO from the **Assign To** drop-down menu in the **Send to Applicant** section.

7. *Click* the **Submit to AO** button.

8. *Click* the **Confirm** button.

9. *Click* **Go Back** to return to the **Program Specific Prefunding Review – Status Overview** page.

Complete the Clinical Performance Form

1. *Review* the **Performance Measure Categories** (A in figure) and **Category Definitions** (B in figure).

Performance Measure Analysis (table image, partially visible)

Performance Measure	Performance Measure Description	Comments
Diabetes: Hemoglobin A1c Poor Control	Percentage of patients 18-75 years of age... had hemoglobin A1c > 9.0% during the m...	The Diabetes Control measure has been selected... improve health center performance related to her...

Select All that Apply			
Contributing Factor(s) (C)	Restricting Factor(s) (D)	Categories (A)	Category Definitions (B)
☑	☐	QI/QA Program	Utilization of a structured, on-going program for p... reporting the impact of quality improvement interv... outcomes. Includes having a designated individua...
☑	☐	Clinical Care Guidelines/Protocols	Implementation of National, state, population-spe... guidelines/protocols by clinical staff during patien... involve evidence-based clinical standards and pr...

2. *Review* the Performance Measure Contributing Factors and the Restricting Factors listed on the health center's Clinical Performance Measure form for the pre-selected Diabetes Control Measure.

3. *Check* ALL applicable **Contributing Factors Categories** (C in figure) that correspond to the factors in the health center's Contributing Factors narrative text.

4. *Check* ALL applicable **Restricting Factors Categories** (D in figure) that correspond to the factors in the health center's Restricting Factor(s) narrative text.

5. If you use the OTHER Category, *type* the category definition in the comment box provided.

6. *Click* **Save and Continue.** The **Recommendations** page displays.

Recommendations

2. *Click* the **Recommendation** link from the left menu.
3. *Select* "**Yes, Approve for funding**" or "**No, do not approve for funding**" in the **Program Specific Recommendation**.
4. *Click* the "**1 year**" or "**3 Year**" option for the **Project Period Length Recommendation** and provide corresponding comments.
   a. Note: Only s*elect* **N/A** when recommending approval for a Competing Supplement application.
   b. Note: The PAR Module will automatically add the correct corresponding Project Period length term based on your selection. If a 1 Year Project Period is recommended, the system will also add the corresponding **Compliance Achievement Plan** condition.
5. *Complete* the **Additional Reviewer Comments** in accordance with the guidance in SAC/RD PAR Guiding Principles.
6. *Click* the **Save and Continue** button. The **Table of Contents - Program Specific Forms** page displays.

Standard Review Checklist

1. *Click* the **Return to Standard Review Checklist** link from the left menu under the **Prefunding Review** section. The **Application - Prefunding Review** page displays with the **Standard Review** checklist available.
2. *Answer* each of the questions in this section in accordance with the PAR Guiding Principles document.
3. *Complete* the **Program Office Recommendation** section.
4. *Choose* **Mark as Complete** from the options menu and *select* **Go**.