



Program Information Notice

DATE: September 20, 2011 DOCUMENT NUMBER: ONC-OGM-PIN-002

SUBJECT: Implementation of the Federal Financial Report (FFR) SF-425

TO: All ONC Grant and Cooperative Agreement Recipients

Effective immediately, the Office of National Coordinator for Health Information Technology (ONC) will begin the transition from the use of the SF-269, Financial Status Report, to the use of the SF-425, FFR, for expenditure reporting. The purpose of this Program Information Notice (PIN) is to inform you of the implementation of the expenditure data portion of the **Federal Financial Report (FFR) SF-425**. This PIN modifies all previous guidance surrounding financial status reporting requirements, and recipients should maintain a copy of this PIN in their official grant files.

Grantees will submit the FFR using the web-based Online Data Collection (OLDC) tool. Grantees need not register again in this system to submit this report. Current system credentials remain in place. This annual period and due date remain unchanged. The reporting period for the FFR is October 1 through September 30, due to HHS no later than December 30 of each year the award is active.

The FFR expenditure data elements are the same as the FSR data elements, except that only cumulative data is reported on the FFR. Data for currently and previous reporting is not reported on the FFR.

Grantees will continue to submit the FFR Cash Transaction Report on a quarterly basis. Grantees will continue to use the Payment Management System (PMS) to complete the Federal Cash Transaction section (lines 10a-c) of the SF-425. The FFR Cash Transaction Report is due within 30 days after the end of the each calendar quarter (January 30, April 30, July 30, and October 30) for the life of the award.

If you have any questions or require further guidance, please contact ONC's Office of Grants Management (OGM) at ONCGrants@hhs.gov.

Sincerely,

/Farzad Mostashari/

Farzad Mostashari, MD MSc
National Coordinator for Health Information Technology
U.S. Department of Health & Human Services

PURPOSE

The purpose of this PIN is to notify recipients of the implementation of the expenditure data portion of the Federal Financial Report (FFR). The transition to use of the FFR does not change the reporting period or due date currently in place for the SF-269.

APPLICABILITY

This policy is applicable to all ONC recipients who enter into a grant or cooperative agreement with ONC.

BACKGROUND

ONC grantees are currently required to submit the following two recurring financial reports: the FFR Cash Transaction Report (formerly the PSC-272) and the Financial Status Report (SF-269).

The Office of Management and Budget consolidated the Financial Status Report (SF-269) and the Federal Cash Transaction Report (SF-425). ONC grantees are currently required to submit the cash transactions using the SF-425 transaction data elements. The expenditure data elements will now be reported to ONC using the FFR. The FFR expenditure data elements are the same as the FSR data elements, except that only cumulative data is reported on the FFR.

PROCESS

All annual expenditure reports submitted for the reporting period October 1, 2010-September 30, 2011, and thereafter, must be submitted using the FFR. The FFR is due annually and must be submitted within 90 days after the end of the applicable 12-month reporting period (October 1 through September 30). Reports are due to HHS no later than December 30 of each year the award is active. **The annual FFR will still be submitted using the Online Data Collection (OLDC) system. ONC will not accept reports emailed directly to the ONC Grants mailbox.**

The FFR Cash Transaction Report is submitted via the Payment Management System (PMS) every calendar quarter for the life of the grant. The report must be submitted within 30 days after the end of the quarter (January 30, April 30, July 30, and October 30) **Grantees are still required to complete the FFR Cash Transaction Report via the Payment Management System each calendar quarter. There is no change to this requirement.**

Further instructions will be provided as necessary.