

19 Health Center Requirements	Documents needed for HRSA OSV	Staff responsible	Completed/Actions Needed	Date
1. Needs Assessment	1) Most recent needs assessment(s)			
	2) Service area map			
	3) UDS patient origin data			
	4) Health center's list of sites with service area zip codes (Form 5B).			
2. Required and Additional Services	1) Health center's official scope of project for services (Form 5A)			
	2) Clinical practice protocols and/or other policies and procedures that support the delivery of health center services			
	3) Contracts, MOAs, MOUs, etc. for services provided via formal written agreements and/or formal written referral arrangements, including general tracking & referral policies and procedures.			
3. Staffing	1) Staffing Profile			
	2) Provider contracts, agreements, and any subrecipient arrangements related to staffing (as applicable)			
	3) Credentialing and privileging policies and procedures			
	4) Documentation of provider licensure or certification for all licensed or certified health center practitioners			
	5) Privileging lists.			
4. Accessible Hours of Operation/ Locations	1) Hours of operation for health center sites			
	2) Most recent Form 5B: Service Sites (Note that the form lists only the TOTAL number of hours per week each site is open, not the specific schedule)			
	3) Form 5C: Other Activities/Locations			
	4) Service area map with site locations noted.			
5. After Hours Coverage	1) Health center's after hours coverage policies and procedures			
	2) Agreements, systems and/or contracts that support after hours coverage, if applicable			
	3) Most recent Form 5A: Services Provided, see "Emergency Medical Services."			
6. Hospital Admitting Privileges and Continuum of Care	1) Hospital admitting privileges agreements/documentation			
	2) Most recent Form 5C: Other Activities/Locations (if applicable, hospitals where health center providers have admitting privileges should be noted on the form)			
7. Sliding Fee Discounts	1) Schedule of fees/charges for all services in scope			
	2) Sliding fee discount schedule/schedule of discounts (AKA the "sliding fee scale")			
	3) Policies for the sliding fee discount program			
	4) Supporting operating procedures for the sliding fee discount program			
	5) Sliding fee signage and/or notification methods			
	6) Documents/forms that support the eligibility process for the sliding fee discount program			
	7) Any other supporting documents such as evaluations of the sliding fee discount program or basis for setting nominal charges			
	8) Health center's official scope of project for services (Form 5A)			

8. Quality Improvement / Assurance Plan	1)	Quality improvement/quality assurance (QI/QA) plan and related and/or supporting policies and procedures (e.g., incident reporting system, risk management policies, patient safety policies)			
	2)	Clinical Director's job description			
	3)	HIPAA-compliant patient confidentiality and medical records policies and procedures			
	4)	Clinical care policies and procedures			
	5)	Clinical information tracking policies and procedures.			
9. Key Management Staff	1)	Health center organizational chart			
	2)	Key management staff position descriptions and biographical sketches			
	3)	Key management vacancy announcements (if applicable)			
	4)	Health center's official scope of project for services and sites (Form 5A & Form 5B)			
	5)	UDS Summary Report.			
10. Contractual/Affiliation Agreements - may not apply	1)	Contract(s) or sub-award(s) (subrecipient agreements) for a substantial portion of the health center project			
	2)	Memorandum of Understanding (MOU)/Agreement (MOA) for a substantial portion of the health center project			
	3)	Contract with another organization for core primary care providers			
	4)	Contract with another organization for staffing the health center including any contracted key management staff (e.g., CEO, CMO, CFO)			
	5)	Any other key affiliation agreements, if applicable			
	6)	Procurement and/or other policies and procedures that support oversight of contracts or affiliations.			
11. Collaborative Relationships	1)	Letters of Support			
	2)	Memoranda of Agreement/Understanding			
	3)	Other relevant documentation of collaborative relationships.			
12. Financial Management and Control Policies	1)	Most recent independent financial audit and management letter, including audit corrective action plans based on prior year audit findings, if applicable			
	2)	Most recent A-133 Compliance Supplement (grantees only)			
	3)	NAP Grantees: Most recent monthly financial statements if 1st audit has not been completed			
	4)	Financial management/accounting and internal control policies and procedures			
	5)	Chart of accounts			
	6)	Balance sheet			
	7)	Income statement			
	8)	Most recent Health Center Program required financial performance measures/UDS Report			
	9)	Most recent Income Analysis (Form 3)			
13. Billing and Collections	1)	Policies and procedures for credit, collection, and billing			
	2)	Encounter form(s)			
	3)	Most recent Income Analysis (Form 3)			
	4)	Managed care or any other third party payor contracts			

	5)	Most recent Health Center Program required financial performance measures/UDS Report.			
14. Budget	1)	Annual budget			
	2)	If applicable, operating plan			
	3)	Most recent Income Analysis (Form 3)			
	4)	Most recent Staffing Profile.			
15. Program Data Reporting Systems	1)	Most recent UDS report and UDS Health Center Trend Report			
	2)	Most recent Clinical and Financial Performance Measures Forms			
	3)	Clinical and financial information systems (e.g., EHR, practice management systems, billing systems). Not Look-Alikes.			
16. Scope of Project	1)	Health Center UDS Trend Report			
	2)	Health center's official scope of project for sites and services (Forms 5A, 5B, and 5C)			
	3)	Most Recent Form 2 Staffing Profile			
	4)	Notice of Award and information for any recent New Access Point or other supplemental grant awards.			
17. Board Authority	1)	Organizational/corporate bylaws			
	2)	Minutes of recent board meetings (last 12 months)			
	3)	Health center policies and/or procedures			
	4)	Board annual meeting schedule			
	5)	If Applicable: Co-Applicant Agreement for public centers			
	6)	List of board committees.			
18. Board Composition	1)	Composition of board of directors/most recent Form 6A: Board Composition			
	2)	Organizational/corporate bylaws			
	3)	Board member application and disclosure forms			
	4)	If Applicable: Form 6B: Waiver of Governance Requirements			
	5)	UDS Summary Report.			
19. Conflict of Interest Policy	1)	Corporate Bylaws			
	2)	Most recent update of Conflict of Interest policy and related procedures			
	3)	Procurement policies and/or procedures.			
Section V:	1)	UDS Trend, Comparison, and Summary Reports			
Clinical & Financial Performance	2)	Quality improvement/quality assurance plan			
	3)	Most recent audit			
	4)	Clinical and Financial Performance Measure Forms from most recent SAC/Designation application.			
Section VI:	1)	Notices of Award for all ACA Capital Grants (C8A, C8B, C12) to review the scope of the approved work including any updates and changes to the project(s) and any terms or conditions.			
Capital & Other Grant Progress Review	2)	For Capital grants with construction, alterations, or renovations, visually tour/review the progress of construction or alterations/renovations and if possible, take photos to attach to the site visit report.			
	3)	For Capital grants with equipment purchases, compare the equipment listed in the approved budget with the equipment purchased.			