

Program Assistance Letter

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DOCUMENT TITLE: Federally Qualified
Health Center Look-Alike Site Visits

TO: Federally Qualified Health Center Look-Alikes
Health Center Program Grantees
Primary Care Associations
Primary Care Organizations
National Cooperative Agreements

As part of the Health Resources and Services Administration's (HRSA) ongoing effort to strengthen the Federally Qualified Health Center (FQHC) Look-Alike Program, it will begin conducting site visits to prospective and existing FQHC Look-Alikes. The main purposes of the site visits are to: 1) verify compliance with statutory, regulatory, and policy requirements governing the Program; 2) identify areas in which HRSA can improve its FQHC Look-Alike technical assistance efforts; and 3) better align monitoring and oversight processes in the FQHC Look-Alike Program with those of grants funded under the Health Center Program (authorized under section 330 of the Public Health Service Act).

Over the next several months, HRSA anticipates conducting approximately 20 site visits, of which 10 will be "pre-designation" site visits to organizations applying for FQHC Look-Alike status, and 10 will be "post-designation" site visits to existing FQHC Look-Alikes. The following information provides further detail on the anticipated process and outcomes of HRSA's FQHC Look-Alike site visits.

Process for Conducting Site Visits

An organization will be selected for a site visit based on the submission of a new designation application or recertification application. All paper applications (either new or recertification) must be complete and approvable in order to be considered for a site visit.¹ The following selection factors will be applied to ensure a varied mix of the 20 organizations receiving site visits:

- Geographical region;
- Urban/rural status;
- Private/public status; and
- Single-site/multi-site status.

¹ In a small number of cases, HRSA may need to conduct site visits outside of this review process.

Once an organization has been selected to receive a site visit, it will be scheduled to occur approximately three weeks following notification from HRSA. Each site visit is expected to occur over two business days. Two independent consultants and a HRSA Project Officer will conduct the site visit and will notify the organization as to how it should prepare (i.e., gather documents, schedule meetings, etc.). During the site visit, pertinent information will be collected from the organization. Following the site visit, HRSA will evaluate the findings and will provide a written summary report to the organization, including whether the organization demonstrates satisfactory compliance with programmatic requirements.

Additional Information

HRSA will convene a national conference call to present additional information on the FQHC Look-Alike site visits and provide the public with an opportunity to pose questions. Specific information on the date and time of the conference call will be posted on HRSA's website and communicated in a list serve notice. If you have questions in the interim, please contact Twyla Adams or Cristina Petruccelli at (301) 594-4300 or tadams@hrsa.gov and cpetruccelli@hrsa.gov, respectively.

Sincerely,

A handwritten signature in black ink, appearing to read "James Macrae". The signature is fluid and cursive, with a large initial "J" and "M".

James Macrae
Associate Administrator