Available Data Sources

Distance (miles) OR travel time to the nearest primary care provider accepting new Medicaid and uninsured patients

- Distance should be measured from the address of the proposed service site to the nearest provider meeting the following criteria:
  - Health Center Program (HCP) grantee and look-alike service sites (including other sites operated by the applicant), NHSC sites, and Rural Health Clinics.
    - UDS Mapper (http://www.udsmapper.org/index.cfm) is the best map tool for identifying the nearest federally funded primary care providers. Under the Explore Service Area Tool, ensure the Health Center Service Access Points is checked, and under Layer Controls, ensure that Health Center Service Area Points is checked. Hover the mouse over each point shown to see the site address.
  - Other providers that:
    - Currently accept new Medicaid **and** uninsured patients; and
    - Provide services to uninsured patients on a sliding fee scale, or at no cost; and
    - Provide comprehensive primary care services (whether provided by a physician or other provider within the scope of their license, such as a nurse practitioner).
    - Note: Do not simply report the distance to the closest site found. You may need to call each site to determine if they are accepting new Medicaid and uninsured patients on a sliding fee basis.

- Use a mapping service, such as Google Maps (https://www.google.com/maps/@?dg=dbrw&newdg=1), for drive times and public transportation times.

Percent of the target population that is uninsured

- Use the following process to gather data and calculate this measure:
  1. Refer to American Community Survey (http://factfinder.census.gov/faces/nav/jsf/pages/searchresults.xhtml?refresh=t). Choose Advanced Search, then click Show Me All.
  2. Under box 1 of the search request for tables and files in the American FactFinder, enter **S2701** and click "Go". Note: When you type in S2701, two choices will appear. Do not highlight either of these – simply click "GO". Otherwise, you may not get the 5-year estimate option.
  3. Under the Geographies tab on the left, select the geographic units used to define your service area (e.g., County, Census Tracts), click "Add to your Selections", and then click "Close" in the upper right of the Geographies box.
  4. In the center table of search results, check the box in the row for **2013 ACS 5-year estimates**. Click view or download to access the data.
  5. Within the S2701 file, each geographic unit selected will show an estimate for the **Total Population** and the **Number Uninsured**. To calculate the percent of the population that is uninsured, divide the total of the Number Uninsured by the Total population for all geographic units in the service area. When multiple geographic units are included, sum the Total and Uninsured population counts across geographies first, then divide the numbers to get the percent.

Number of individuals in the target population for every one full-time equivalent (FTE) primary care physician as a ratio (i.e., number of patients: 1 FTE primary care physician)

The data reported should reflect the providers available to the target population to the degree possible. Each target population exists within an area that is unique with respect to providers' ability or willingness to make their services available to the target population. Therefore, applicants whose target population

is a subset of the total service area population must directly assess the physician access of the target population.

The data source used will vary based on the target population, geography, and availability of data:

- If the target population is comprised of the entire population of the service area, use **Find Shortage Areas: HPSA by State & County** (http://hpsafind.hrsa.gov/HPSASearch.aspx) to search for a Geographic HPSA covering the service area. If the area is not covered by a HPSA, use the Primary Care Service Area (PCSA) and Census Tract level data as explained below.

- If the target population is a subset of the service area population **AND population-specific HPSA data are available for the target population**, HPSA data can be used to calculate the ratio. This is only possible if the area covered by the HPSA reasonably approximates the service area and if the population covered by the HPSA is generally equivalent to the target population (i.e., a low income HPSA could be used for a project targeting low income residents, but a linguistic isolation HPSA could not be used for that group). See below for HPSA data instructions.

- If the target population is a subset of the service area population **AND population-specific HPSA data are not available for the target population,** applicants may conduct a process equivalent to that used for a HPSA designation to obtain the data (see Guidelines for Primary Medical Care/Dental HPSA Designation [http://bhpr.hrsa.gov/shortage/hpsas/designationcriteria/medicaldentalhpsaguidelines.html]). It is not necessary that the data meet the HPSA designation threshold or that the population group comprises 30% of the community.

- If the target population is a subset of the service area population, **AND population-specific HPSA data are not available for the target population, AND following the HPSA process is not possible,** applicants should use the service area level data as the basis for calculating the ratio using Primary Care Service Area (PCSA) and Census Tract level data.

Applicants should check with the applicable state Primary Care Office to see if HPSA designations have been tested for the service area/target population (even if a HPSA application was not submitted), or if the necessary provider data is available to support this process. Refer to http://bhpr.hrsa.gov/shortage/hpsas/primarycareoffices.html for PCO contact information.

The following sections provide information on how to obtain data using either A) HPSA data or B) PCSA and Census Tract data.

A. Health Professional Shortage Area (HPSA) Data Instructions

Primary Care HPSAs are areas designated by HRSA as having shortages of primary care physicians and may be geographic (e.g., county, census tracts), population-group specific (typically the low income population), or facility based (comprehensive health center, federally qualified health center, or other public facility serving a designated area).

- HPSA data may be used if the area designated as a HPSA fully encompasses the service area or has substantial overlap with the service area. HPSAs must be in "designated" status. Facility HPSAs cannot be used, nor can areas designated only in the Mental Health and/or Dental disciplines.

- HPSAs that are designated for low-income or other population group-specific designations may not be used to identify population-to-provider estimates unless the target population for the application is the same as that for which the HPSA is designated.

- To see if a HPSA exists covering the area/population you are seeking to serve, you can do a search using the HPSA Find tool (http://hpsafind.hrsa.gov/HPSASearch.aspx).
  - Use **Find Shortage Areas: HPSA by State & County** (http://hpsafind.hrsa.gov/HPSASearch.aspx).
  - Select the appropriate state and county(ies).
  - Select "**Primary Medical Care**" in the 'discipline' box.
  - Click "Show me the HPSAs". Any HPSAs in the specified area will be displayed as a table and will have a specific ID number. Only HPSAs listed as "Geographical Area", "Whole County", or "Population Group" may be used for the purposes of calculating a Population: Provider ratio. The table will show the specific geographic areas covered below each designation. Check that the area designated includes or substantially covers the proposed service area. This tool does not show the Population: Provider ratio needed for the data response, so an additional step is needed if a suitable HPSA exists. Note the HPSA ID from this report before proceeding to the next step.

- To get the Population: Provider ratio for the HPSA covering your service area, refer to HRSA Data Warehouse Data Portal (http://datawarehouse.hrsa.gov/DataPortal/Default.aspx?rpt=H1).
  - Under Available Filters, select the **HPSA ID** filter.
  - Select the ID of the HPSA you identified for the area and click add. There is no text entry so be sure the ID Matches exactly and confirm that it is the same HPSA in the results.
  - Click Run Report. You may export an excel version of the file.
  - The ratio for the designation can be found in the **Ratio** column of the results. Note that the same ratio is repeated for each component of the HPSA. If no NHSC/J-1 providers are present, use this ratio.
  - In order to provide the most accurate scoring, National Health Service Corps (NHSC) and J-1 visa waiver providers should be counted (they are not counted in HPSA designation process or the HPSA Report for Primary Medical Care). Applicants should contact their Primary Care Office (PCO) or Primary Care Association (PCA) for assistance in determining if NHSC and/or J-1 visa waiver providers were present at the time of the most recent HPSA designation renewal. Refer to Support Networks (http://bphc.hrsa.gov/qualityimprovement/supportnetworks/index.html) for a list of PCOs and PCAs.
    - If NHSC/J-1 provider FTE needs to be added, the PCO should be able to provide the FTE (either total or the portion available to the population group).
    - In the HPSA detail report, find the **Total FTE** and the **Designation Population** columns for the HPSA.
    - Use the following formula to calculate the Population: Provider ratio: **Designation Population / (Total FTE + NHSC Provider FTE, J-1 FTE)**

- B. Primary Care Service Area (PCSA) and Census Tract Level Data Instructions

- **Geographic Units**: The PCSAs are composed of one or more Census Tracts and data is available at both the Census Tract and PCSA level. It will likely be most convenient to use the Census Tract level data as the PCSA boundaries may not match the proposed service area for your application. To determine which tracts are assigned to each PCSA, refer to the PCSA Web page (http://datawarehouse.hrsa.gov/data/dataDownload/pcsa2010download.aspx) to download the crosswalk file (*2010 Census Tract to PCSAv3.1 Crosswalk*). There is also a crosswalk file to 5-digit zip codes which can be used for reference (*2010 ZIP5 to PCSA v3.1 crosswalk*). However, this is only an approximate match between zip codes and census tracts, with all data being defined based on tract boundaries.

- **Downloading Data**: The PCSA Web page (http://datawarehouse.hrsa.gov/data/dataDownload/pcsa2010download.aspx) provides links

to the necessary download files. The files are downloaded in dBase (.dbf) format and can be opened in Excel. First find the tracts that constitute your service area. Use this same group of tracts for the following steps (note – use the equivalent PCSA files if you plan to use PCSA level data instead of tracts. PCSA variables start with a 'P' instead of a 'T').

- **Population component of ratio:** Download **Census Tract Layer Attributes (File 4)** from the PCSA Web page (http://datawarehouse.hrsa.gov/data/dataDownload/pcsa2010download.aspx). Use the Data-Filter tools to select the rows representing the tracts that you identified for your service area. Sum the population reported in the column labeled **TPVTOT** (Population for whom poverty status was determined) for the population portion of the calculation.

- **Physician component of ratio:** Download **Census Tract Layer Attributes (File 1)** from the PCSA web site. Use the Data-Filter tools to select the rows representing the tracts that you identified for your service area. Sum the providers reported in the two columns labeled **(TG_NFEDDOC + TO_NFEDDOC)** (Number of clinically active, non- Federal, Primary Care physicians and OBGYN physicians in the Tract) for the provider portion of the calculation.

- Divide the Population by the primary care providers to obtain the Population to Provider ratio for your service area: **TPVTOT / (TG_NFEDDOC + TO_NFEDDOC).**