



HEALTH RESOURCES AND  
SERVICES ADMINISTRATION  
ENTERPRISE PROJECT LIFECYCLE FRAMEWORK



**Enterprise Project Lifecycle**

---

# **Scope Alignment Validation (SAV)**

User Guide

**CONTENTS**

**1. INTRODUCTION .....1**

1.1. Document Purpose and Scope..... 1

1.2. Document Organization and Version Control..... 1

**2. SCOPE ALIGNMENT VALIDATION (SAV) .....2**

2.2. What is SAV? ..... 2

2.3. Accessing the SAV deliverable..... 2

2.3.1 Accessing the SAV deliverable ..... 2

**3. INSTRUCTIONS FOR SAV SUBMISSION .....4**

3.1. SAV Status Overview Page ..... 4

3.2. SAV Resources..... 5

3.3. SAV Form 5A..... 5

3.3.1 SAV Form 5A Required Services ..... 6

3.3.2 SAV Form 5A Additional Services ..... 7

3.3.3 SAV Form 5A Specialty Services ..... 9

3.3.4 SAV Form 5A Certification..... 11

3.4. SAV Form 5B..... 13

3.4.1 List of Sites..... 13

3.4.2 Form 5B – Edit page..... 15

3.4.3 SAV Form 5B Certification..... 17

3.5. Reviewing the SAV deliverable ..... 19

3.6. Submitting the SAV deliverable ..... 21

3.6.1 Submit the SAV deliverable..... 21

**4. SUPPORT AND CONTACT .....23**

4.1. BPHC Helpline ..... 23

4.2. HRSA Call Center..... 23

4.3. BPHC Scope Alignment Team ..... 24

**5. FREQUENTLY ASKED QUESTIONS (FAQS).....25**

5.1. Software ..... 25

5.2. Electronic Process..... 25

**FIGURES**

Figure 1: SAV Status Overview Page ..... 4

Figure 2: SAV Resources section ..... 5

Figure 3: SAV Form 5A Required Services page ..... 7

Figure 4: SAV Form 5A Additional Services page ..... 9

Figure 5: SAV Form 5A Specialty Services page ..... 11

Figure 6: SAV Form 5A Certification - Optional Comments ..... 11

Figure 7: SAV Form 5A Certification ..... 12

Figure 8: SAV Form 5A Certification – Add/Delete Service(s) ..... 12

Figure 9: SAV Form 5A Certification - Optional Comments ..... 13

Figure 10: SAV Form 5B List of Sites – Existing Sites in Scope ..... 15

Figure 11: SAV Form 5B List of Sites – Optional Comments ..... 15

Figure 12: SAV Form 5B - Edit ..... 17

Figure 13: SAV Form 5B Certification - Optional Comments ..... 18

Figure 14: SAV Form 5B Certification – Proposed Change selection ..... 18

Figure 15: SAV Form 5B Certification – Additional Comments for Proposed Change ..... 19

Figure 16: SAV Form 5B Certification - Optional Comments ..... 19

Figure 17: Left Navigation Menu ..... 20

Figure 18: Review SAV page ..... 21

Figure 19: Submit SAV page ..... 22

Figure 20: SAV - Submit Confirm page ..... 22

---

**Tables**

Table 1: User Guide Sections ..... 1  
Table 2: SAV Related Notification (Section 330/FQHC-LAL) ..... 28

## 1. Introduction

### 1.1. Document Purpose and Scope

The purpose of this document is to provide detailed instructions to help Health Centers in completing and submitting the Scope Alignment Validation (SAV) deliverable to BPHC through HRSA Electronic Handbooks (EHBs). This document is intended to be the comprehensive source of all information related to the electronic processes that BPHC and its Health Center program participants have to follow.

### 1.2. Document Organization and Version Control

This document contains 3 sections apart from the Introduction. Following is the summary:

Section	Description
General Instructions for SAV deliverable Submission	Provides instructions on completing and submitting the SAV deliverable
Customer Support Information	Provides contact information to address technical and programmatic questions
Frequently Asked Questions (FAQs)	Provides answers to frequently asked questions by various categories

**Table 1: User Guide Sections**

---

## 2. Scope Alignment Validation (SAV)

### 2.2. What is SAV?

HRSA has updated Form 5A: Services and Form 5B: Service Sites in order to support existing policy, respond to requests for clarification, and facilitate accurate documentation of each health center's Scope of project. The Scope Alignment Validation is a one-time opportunity for health centers to validate the data/information that has been migrated to these updated Forms 5A and 5B and to certify current services and sites in scope, consistent with the new standard descriptions/instructions. For more information on HRSA's updates, please review the resources available at the [BPHC website](#).

To this end, an SAV deliverable is created for each Health Center and the following sections must be completed to submit the SAV deliverable:

1. SAV Form 5A:
  - 1.1. Required Services
  - 1.2. Additional Services
  - 1.3. Specialty Services
  - 1.4. 5A Certification
2. SAV Form 5B
  - 2.1. List of Sites (including Form 5B – Edit page for each site)
  - 2.2. Form 5B Certification\*

\* Certification must be completed for each Service Site

The SAV deliverable must be completed by 5:00 PM ET on 7/23/2014. On 7/24/2014, the information you've modified and/or certified in SAV will be updated to your Scope.

### 2.3. Accessing the SAV deliverable

#### 2.3.1 Accessing the SAV deliverable

The following steps describe how to access the SAV deliverable for Section 330 Grantees and Look-Alike Organizations.

##### Section 330 Grantees:

1. Login to EHBs.
2. Navigate to the Tasks tab.
3. From the list of pending tasks, search for your SAV deliverable by using the SAV tracking number included in the SAV deliverable notification email.
4. Click on the 'Start' or 'Edit' link to navigate to the SAV deliverable.

##### Look-alike (LAL) Organizations:

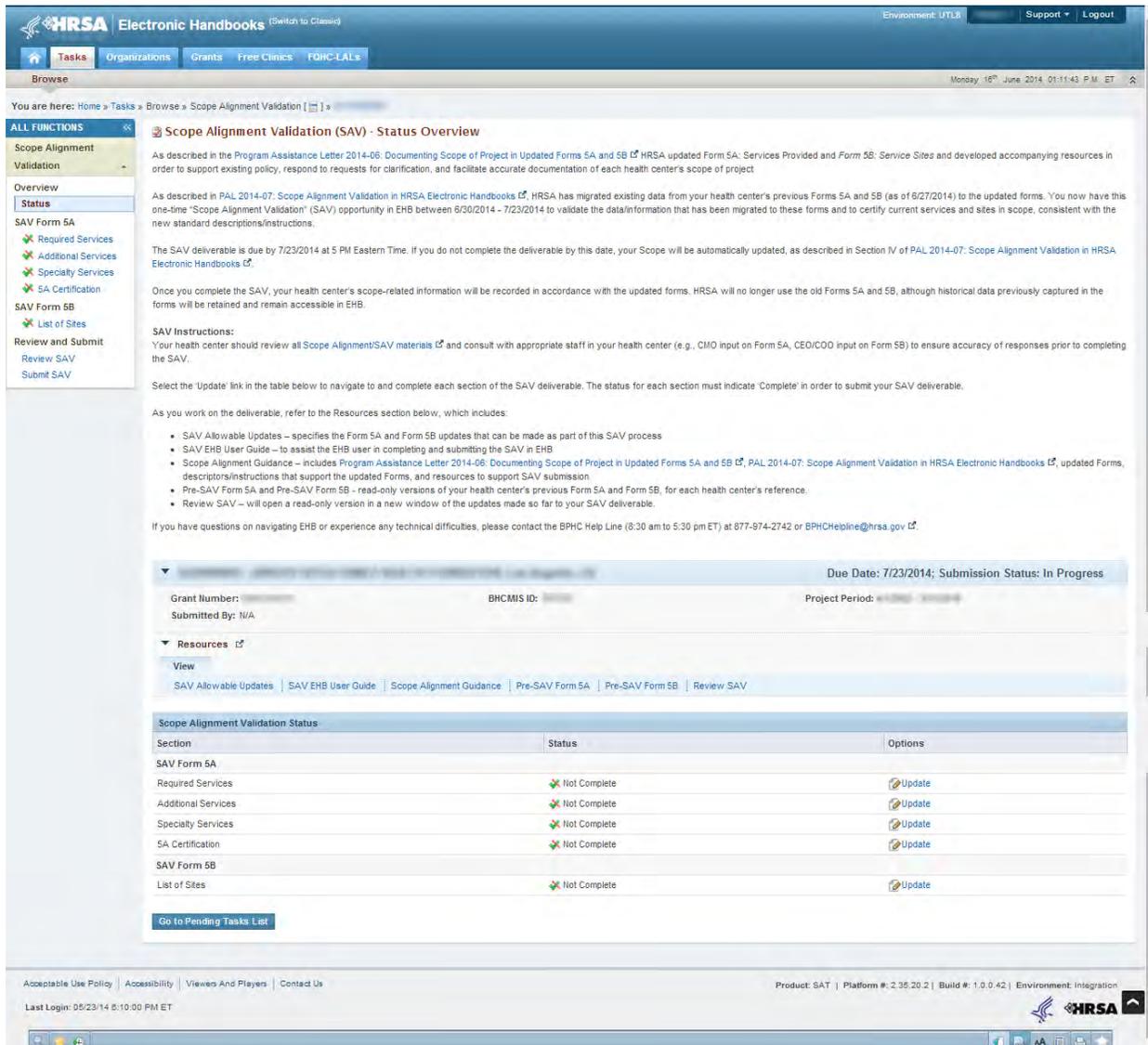
1. Login to EHBs.
2. Navigate to the Tasks tab.

- 
3. From the list of pending tasks, search for your SAV deliverable by using the SAV tracking number included in the SAV deliverable notification email.
  5. Click on the 'Start' or 'Edit' link to navigate to the SAV deliverable.

### 3. Instructions for SAV Submission

#### 3.1. SAV Status Overview Page

On the SAV Status Overview Page, the system displays an overview regarding the Scope Alignment Validation deliverable, the overall SAV instructions and the status for each SAV section.



**Scope Alignment Validation (SAV) - Status Overview**

As described in the Program Assistance Letter 2014-06, Documenting Scope of Project in Updated Forms 5A and 5B, HRSA updated Form 5A: Services Provided and Form 5B: Service Sites and developed accompanying resources in order to support existing policy, respond to requests for clarification, and facilitate accurate documentation of each health center's scope of project.

As described in PAL 2014-07, Scope Alignment Validation in HRSA Electronic Handbooks, HRSA has migrated existing data from your health center's previous Forms 5A and 5B (as of 6/27/2014) to the updated forms. You now have this one-time "Scope Alignment Validation" (SAV) opportunity in EHB between 6/30/2014 - 7/23/2014 to validate the data/information that has been migrated to these forms and to certify current services and sites in scope, consistent with the new standard descriptions/instructions.

The SAV deliverable is due by 7/23/2014 at 5 PM Eastern Time. If you do not complete the deliverable by this date, your Scope will be automatically updated, as described in Section IV of PAL 2014-07: Scope Alignment Validation in HRSA Electronic Handbooks.

Once you complete the SAV, your health center's scope-related information will be recorded in accordance with the updated forms. HRSA will no longer use the old Forms 5A and 5B, although historical data previously captured in the forms will be retained and remain accessible in EHB.

**SAV Instructions:**  
Your health center should review all Scope Alignment/SAV materials and consult with appropriate staff in your health center (e.g., CMO input on Form 5A, CEO/COD input on Form 5B) to ensure accuracy of responses prior to completing the SAV.

Select the 'Update' link in the table below to navigate to and complete each section of the SAV deliverable. The status for each section must indicate 'Complete' in order to submit your SAV deliverable.

As you work on the deliverable, refer to the Resources section below, which includes:

- SAV Allowable Updates – specifies the Form 5A and Form 5B updates that can be made as part of this SAV process
- SAV EHB User Guide – to assist the EHB user in completing and submitting the SAV in EHB
- Scope Alignment Guidance – includes Program Assistance Letter 2014-06: Documenting Scope of Project in Updated Forms 5A and 5B, PAL 2014-07: Scope Alignment Validation in HRSA Electronic Handbooks, updated Forms, descriptors/instructions that support the updated Forms, and resources to support SAV submission
- Pre-SAV Form 5A and Pre-SAV Form 5B - read-only versions of your health center's previous Form 5A and Form 5B, for each health center's reference.
- Review SAV – will open a read-only version in a new window of the updates made so far to your SAV deliverable.

If you have questions on navigating EHB or experience any technical difficulties, please contact the BPHC Help Line (8:30 am to 5:30 pm ET) at 877-974-2742 or BPHCHelpLine@hrsa.gov.

**Due Date: 7/23/2014; Submission Status: In Progress**

Grant Number: [REDACTED] BHCMS ID: [REDACTED] Project Period: [REDACTED]

Submitted By: N/A

**Resources**

View SAV Allowable Updates | SAV EHB User Guide | Scope Alignment Guidance | Pre-SAV Form 5A | Pre-SAV Form 5B | Review SAV

Section	Status	Options
SAV Form 5A		
Required Services	Not Complete	Update
Additional Services	Not Complete	Update
Specialty Services	Not Complete	Update
SA Certification	Not Complete	Update
SAV Form 5B		
List of Sites	Not Complete	Update

Go to Pending Tasks List

Acceptable Use Policy | Accessibility | Viewers And Players | Contact Us

Last Login: 05/23/14 0:10:00 PM ET

Product: SAT | Platform #: 2.35.20.2 | Build #: 1.0.0.42 | Environment: Integration

Figure 1: SAV Status Overview Page

Click the 'Update' button to navigate to and complete each section of the SAV deliverable.

### 3.2. SAV Resources

The following helpful resources are available on all SAV pages:

- **SAV Allowable Updates:** specifies the Form 5A and Form 5B allowable updates that can be made as part of this SAV process
- **SAV EHB User Guide:** assists the EHB user in completing and submitting the SAV in EHB
- **Scope Alignment Guidance:** includes PAL 2014-06: Documenting Scope of Project in Updated Forms 5A and 5B and PAL 2014-07: Scope Alignment Validation in HRSA Electronic Handbooks (EHB); updated Forms; descriptors/instructions that support the updated Forms; and resources to support SAV submission
- **Pre-SAV Form 5A and Pre-SAV Form 5B:** read-only versions of your health center's previous Form 5A and Form 5B, for each health center's reference
- **Review SAV:** will open a read-only version in a new window of the updates made so far to your SAV deliverable

**Note:** The above-mentioned resources open up in pop-up windows and can therefore be used for reference alongside your main window.



**Figure 2: SAV Resources section**

All SAV resources open up in pop-up windows and therefore can be used alongside your work window.

### 3.3. SAV Form 5A

You are required to review your updated Form 5A Required, Additional (if applicable) and Specialty (if applicable) services. The following section illustrates the allowable updates for each Form 5A section.

- SAV Form 5A Required Services
- SAV Form 5A Additional Services
- SAV Form 5A Specialty Services

---

### 3.3.1 SAV Form 5A Required Services

The SAV Form 5A Required Services page lists your Required Services migrated to the updated Form 5A. You will only be permitted to perform allowable updates to the services on this page. For detailed explanation of the allowable updates, please refer to the 'SAV Allowable Updates' resource document.

To perform an update, you can check/uncheck the appropriate boxes under the Service Delivery Method section. Refer to the [Form 5A Service Descriptors](#) and [Form 5A Service Delivery Methods](#) guidance documents for the explanation of each service. Alternatively, you can hover over the “” icons on the page to view the explanation.

Upon saving any changes you made to SAV Form 5A, the 'Status' column, which is initially blank, will display either 'No Change', indicating that the service was not updated, or 'Updated', to indicate that the service delivery method was changed.

*Note:* A status of 'Not Applicable' is displayed for services where updates are not permitted.

You must save the changes before moving to the 'Additional Services' section.

**SAV Form 5A: Required Services**

Instructions: The table below lists your Required Services migrated to the updated Form 5A. You should update these services and service delivery methods based on the instructions provided in PAL 2014-07: Scope Alignment Validation in HRSA Electronic Handbooks and using the Form 5A Service Descriptors and Form 5A Service Delivery Methods guidance. Allowable updates are described in the SAV Allowable Updates in the Resources section and can be made to the form below by checking/unchecking the appropriate boxes. If you identify changes you are not permitted to make via this SAV process, you will be able to identify and explain those on the SAV Form 5A: Certification page.

After saving this page, the 'Status' column will reflect the status for each service as 'Updated' or 'No Change'. A status of 'Not Applicable' is displayed for services where updates are not permitted.

Hover over the ⓘ to view more information.

Please Save before moving on to the SAV Form 5A Additional Services page.

**Section Status: Not Complete**

**Resources**

View  
[SAV Allowable Updates](#) | [SAV EHB User Guide](#) | [Scope Alignment Guidance](#) | [Pre-SAV Form 5A](#) | [Pre-SAV Form 5B](#) | [Review SAV](#)

Service Type	Service Delivery Methods			Status
	Column I. Direct (Health Center Pays) ⓘ	Column II. Formal Written Contract/Agreement (Health Center Pays) ⓘ	Column III. Formal Written Referral Arrangement (Health Center DOES NOT pay) ⓘ	
General Primary Medical Care ⓘ	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Updated
Diagnostic Laboratory ⓘ	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Updated
Diagnostic Radiology ⓘ	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Updated
Screenings ⓘ	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Updated
Coverage for Emergencies During and After Hours ⓘ	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Updated
Voluntary Family Planning ⓘ	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Updated
Immunizations ⓘ	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Updated
Well Child Services ⓘ	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Updated
Gynecological Care ⓘ	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Updated
<b>Obstetrical Care ⓘ</b>				
Prenatal Care ⓘ	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Updated
Intrapartum Care (Labor & Delivery) ⓘ	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Updated
Postpartum Care ⓘ	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Updated
Preventive Dental ⓘ	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Updated
Pharmaceutical Services ⓘ	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Updated
Case Management ⓘ	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Updated
Eligibility Assistance ⓘ	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Updated
Health Education ⓘ	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Updated
Outreach ⓘ	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Updated
Transportation ⓘ	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Updated
Translation ⓘ	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Updated

Go back to Status Overview Page | Save | Save and Continue

Figure 3: SAV Form 5A Required Services page

### 3.3.2 SAV Form 5A Additional Services

If your health center **does not** have Additional Services, you will see the following message:

Migration of your health center’s services to the updated Form 5A did not identify any Additional Services. You do not need to complete this section and should select Save to proceed to the next section. If you believe your health center is providing an Additional Service(s) (it did not migrate from

---

your previous Form 5A and/or your previous 5A was not up to date), you may explain this in the SAV Form 5A: Certification page.

*If your health center does have Additional Services, follow these instructions:*

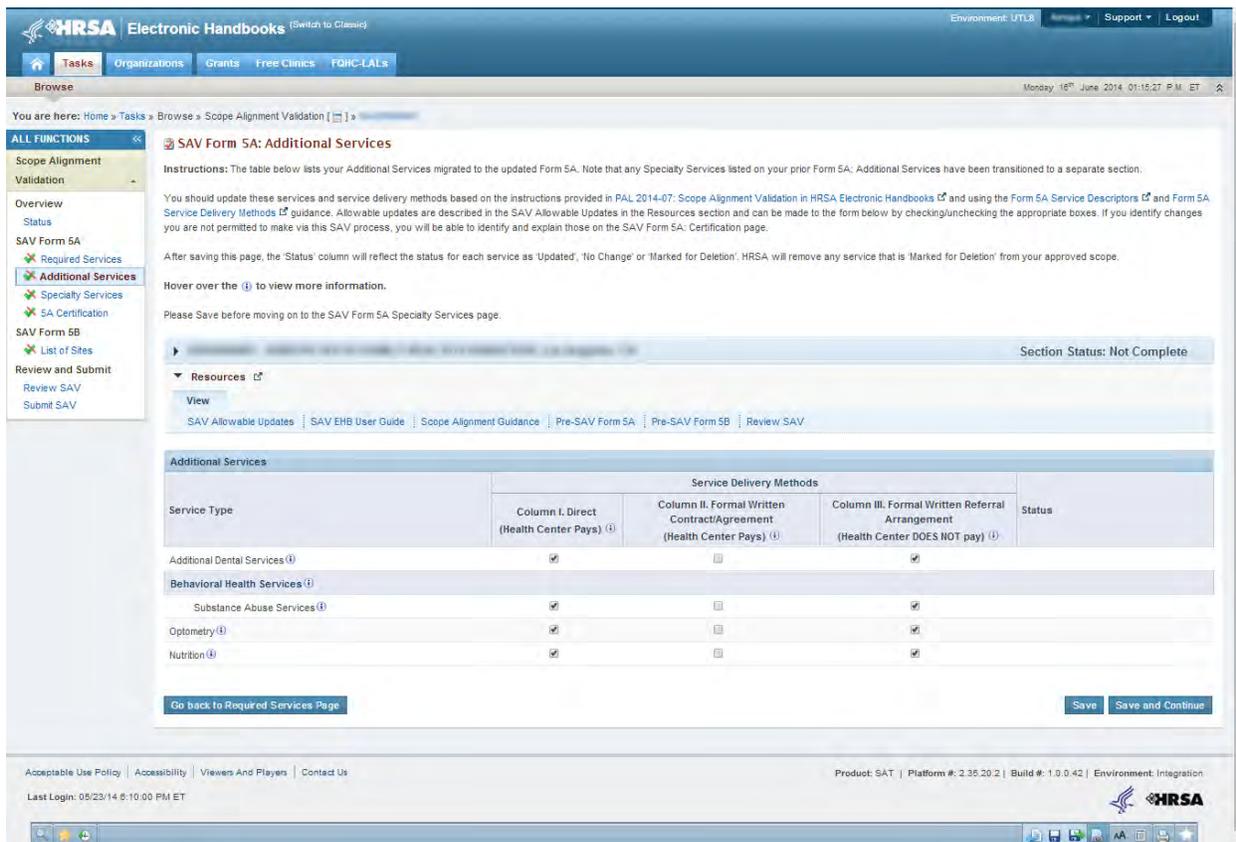
The SAV Form 5A Additional Services pages lists your Additional Services migrated to the updated Form 5A. You will only be permitted to perform allowable updates and to delete services that are only provided via Column III on this page. For detailed explanation of the allowable updates, please refer to the 'SAV Allowable Updates' resource document.

To perform an update, you can check/uncheck the appropriate boxes under the Service Delivery Method section. Refer to the [Form 5A Service Descriptors](#) and [Form 5A Service Delivery Methods](#) guidance documents for the explanation of each service. Alternatively, you can hover over the “” icons on the page to view the explanation.

Upon saving any changes you made to SAV Form 5A, the 'Status' column, which is initially blank, will display either 'No Change', indicating that the service was not updated, 'Updated', to indicate that the service delivery method was changed or 'Marked for Deletion' indicating that a service provided only via Column III has been marked for deletion.

Note: HRSA will remove any service that is 'Marked for Deletion' from your approved scope.

You must save the changes before moving to the 'Specialty Services' section.



**HRSA Electronic Handbooks** (Switch to Classic) Environment: UTLB Home Support Logout

Tasks Organizations Grants Free Clinics FQHC-LALs

Browse Monday, 16<sup>th</sup> June 2014 01:15:27 P.M. ET

You are here: Home » Tasks » Browse » Scope Alignment Validation [ ] »

**ALL FUNCTIONS**

- Scope Alignment Validation
  - Overview
  - Status
  - SAV Form 5A
    - Required Services
    - Additional Services**
    - Specialty Services
    - SA Certification
  - SAV Form 5B
    - List of Sites
  - Review and Submit
    - Review SAV
    - Submit SAV

**SAV Form 5A: Additional Services**

Instructions: The table below lists your Additional Services migrated to the updated Form 5A. Note that any Specialty Services listed on your prior Form 5A; Additional Services have been transitioned to a separate section.

You should update these services and service delivery methods based on the instructions provided in PAL 2014-07: [Scope Alignment Validation in HRSA Electronic Handbooks](#) and using the [Form 5A Service Descriptors](#) and [Form 5A Service Delivery Methods](#) guidance. Allowable updates are described in the SAV Allowable Updates in the Resources section and can be made to the form below by checking/unchecking the appropriate boxes. If you identify changes you are not permitted to make via this SAV process, you will be able to identify and explain those on the SAV Form 5A: Certification page.

After saving this page, the 'Status' column will reflect the status for each service as 'Updated', 'No Change' or 'Marked for Deletion'. HRSA will remove any service that is 'Marked for Deletion' from your approved scope.

Hover over the ⓘ to view more information.

Please Save before moving on to the SAV Form 5A Specialty Services page.

Section Status: Not Complete

Resources ⓘ

View

- SAV Allowable Updates
- SAV EHB User Guide
- Scope Alignment Guidance
- Pre-SAV Form 5A
- Pre-SAV Form 5B
- Review SAV

Service Type	Service Delivery Methods			Status
	Column I. Direct (Health Center Pays) ⓘ	Column II. Formal Written Contract/Agreement (Health Center Pays) ⓘ	Column III. Formal Written Referral Arrangement (Health Center DOES NOT pay) ⓘ	
Additional Dental Services ⓘ	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Behavioral Health Services ⓘ				
Substance Abuse Services ⓘ	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Optometry ⓘ	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Nutrition ⓘ	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Go back to Required Services Page Save Save and Continue

Acceptable Use Policy | Accessibility | Viewers And Players | Contact Us Product: SAT | Platform #: 2.35.20.2 | Build #: 1.0.0.42 | Environment: Integration

Last Login: 05/23/14 6:10:00 PM ET

**Figure 4: SAV Form 5A Additional Services page**

### 3.3.3 SAV Form 5A Specialty Services

*If your health center **does not** have Specialty Services, you will see the following message:*

Migration of your health center's services to the updated Form 5A did not identify any Specialty Services. You do not need to complete this section and should select Save to proceed to the next section. If you believe your health center is providing an Specialty Service(s) (it did not migrate from your previous Form 5A and/or your previous 5A was not up to date), you may explain this in the SAV Form 5A: Certification page.

*If your health center does have Specialty Services, follow these instructions:*

The SAV Form 5A Additional Services pages lists your Specialty Services migrated to the updated Form 5A. You will only be allowed to perform monitored updates and delete services that are only provided via Column III on this page. For detailed explanation of the allowable updates, please refer to the 'SAV Allowable Updates' resource document.

To perform an update, you can check/uncheck the appropriate boxes under the Service Delivery Method section. Refer to the [Form 5A Service Descriptors](#) and [Form 5A Service Delivery Methods](#) guidance

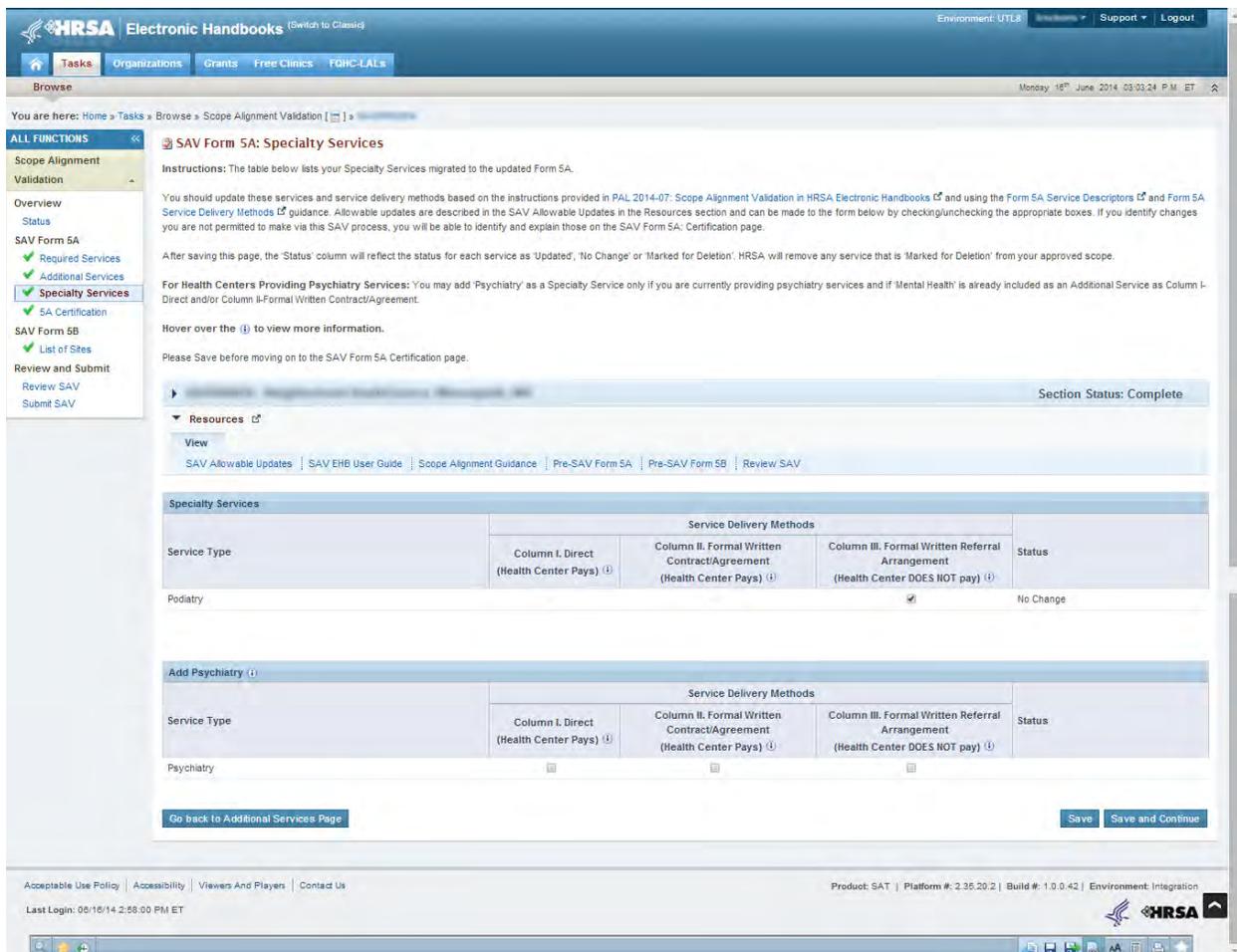
documents for the explanation of each service. Alternatively, you can hover over the “

Upon saving any changes you made to SAV Form 5A, the ‘Status’ column, which is initially blank, will display either ‘No Change’, indicating that the service was not updated, ‘Updated’, to indicate that the service delivery method was changed or ‘Marked for Deletion’ indicating that a service provided only via Column III has been marked for deletion.

**Note:** HRSA will remove any service that is ‘Marked for Deletion’ from your approved scope.

You may add ‘Psychiatry’ as a Specialty Service **only if** you are currently providing psychiatry services **and if** ‘Mental Health’ is already included as an Additional Service as Column I- Direct and/or Column II- Formal Written Contract/Agreement. This option is only available if these two criteria are met.

You must save the changes before moving on to the ‘Form 5A Certification’ section.



**HRSA Electronic Handbooks** (Switch to Classic) Environment: UTLB | [Home](#) | [Support](#) | [Logout](#)

[Tasks](#) | [Organizations](#) | [Grants](#) | [Free Clinics](#) | [FGHC-LALs](#)

Browse Monday 16<sup>th</sup> June 2014 03:03:24 P.M. ET

You are here: [Home](#) > [Tasks](#) > [Browse](#) > [Scope Alignment Validation](#) [ ] > [SAV Form 5A: Specialty Services](#)

**ALL FUNCTIONS** <<

- Scope Alignment Validation
  - Overview
  - Status
  - SAV Form 5A
    - Required Services
    - Additional Services
    - Specialty Services
    - SA Certification
  - SAV Form 5B
    - List of Sites
  - Review and Submit
    - Review SAV
    - Submit SAV

**SAV Form 5A: Specialty Services**

Instructions: The table below lists your Specialty Services migrated to the updated Form 5A.

You should update these services and service delivery methods based on the instructions provided in PAL 2014-07, [Scope Alignment Validation in HRSA Electronic Handbooks](#) and using the [Form 5A Service Descriptors](#) and [Form 5A Service Delivery Methods](#) guidance. Allowable updates are described in the SAV Allowable Updates in the Resources section and can be made to the form below by checking/unchecking the appropriate boxes. If you identify changes you are not permitted to make via this SAV process, you will be able to identify and explain those on the SAV Form 5A: Certification page.

After saving this page, the 'Status' column will reflect the status for each service as 'Updated', 'No Change' or 'Marked for Deletion'. HRSA will remove any service that is 'Marked for Deletion' from your approved scope.

**For Health Centers Providing Psychiatry Services:** You may add 'Psychiatry' as a Specialty Service only if you are currently providing psychiatry services and if 'Mental Health' is already included as an Additional Service as Column I- Direct and/or Column II- Formal Written Contract/Agreement.

Hover over the  to view more information.

Please Save before moving on to the SAV Form 5A Certification page.

**Section Status: Complete**

**Resources**

View

[SAV Allowable Updates](#) | [SAV EHB User Guide](#) | [Scope Alignment Guidance](#) | [Pre-SAV Form 5A](#) | [Pre-SAV Form 5B](#) | [Review SAV](#)

Service Type	Service Delivery Methods			Status
	Column I. Direct (Health Center Pays) 	Column II. Formal Written Contract/Agreement (Health Center Pays) 	Column III. Formal Written Referral Arrangement (Health Center DOES NOT pay) 	
Podiatry	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No Change

**Add Psychiatry** 

Service Type	Service Delivery Methods			Status
	Column I. Direct (Health Center Pays) 	Column II. Formal Written Contract/Agreement (Health Center Pays) 	Column III. Formal Written Referral Arrangement (Health Center DOES NOT pay) 	
Psychiatry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

[Go back to Additional Services Page](#) [Save](#) [Save and Continue](#)

Acceptable Use Policy | Accessibility | Viewers And Players | Contact Us

Last Login: 05/15/14 2:55:00 PM ET

Product: SAT | Platform #: 2.35.20.2 | Build #: 1.0.0.42 | Environment: Integration



**Figure 5: SAV Form 5A Specialty Services page**

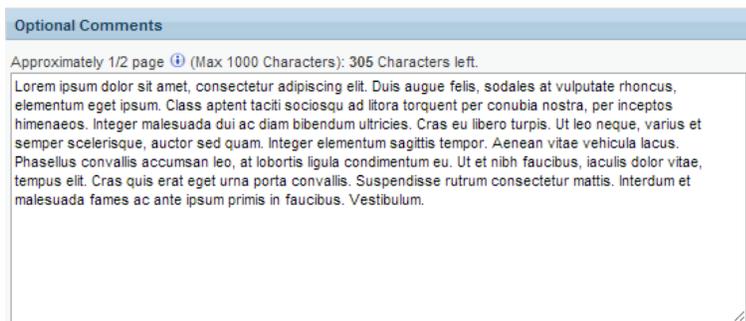
### 3.3.4 SAV Form 5A Certification

As part of SAV and as explained in [PAL 2014-07: Scope Alignment Validation in HRSA Electronic Handbooks](#), after reviewing Form 5A and making any allowable updates, each health center will certify either to the accuracy of its updated Form 5A or that additional updates are needed to reflect an accurate scope of project. The updated Form 5A and certification will serve as HRSA's official record of your health center's approved scope of project for services going forward.

You are required to select the appropriate option from the Form 5A Certification section.

- If you select the Certification option "I have made all updates/corrections to Form 5A and attest to its accuracy. No further changes are needed," then complete the following steps:

**Step 1:** Provide optional comments, if any.



**Figure 6: SAV Form 5A Certification - Optional Comments**

**Step 2:** Click on 'Save' or 'Save and Continue' button and proceed to the 'SAV Form 5B: List of Sites' section.

- If you select the Certification option "I need to make changes that are not allowed as part of this Scope Alignment submission," then complete the following steps:

**Step 1:** Select 'Add a Service(s)' and/or 'Delete a Service(s)'

**Form 5A Certification**

I have made all updates/corrections to Form 5A and attest to its accuracy. No further changes are needed.  
 I need to make changes to Required, Additional and/or Specialty Services that are not allowed as part of this Scope Alignment Validation submission and will specify those changes below.

**Note:** Changes you specify below will NOT be made to Scope upon completion of Scope Alignment. HRSA will review identified changes and follow-up with you after submission. For certain identified changes, you may be required to submit a formal Change in Scope request.

**Add a service(s)** (including the addition of a service never recorded before and/or addition of a service (Column I and/or II) that was previously a formal written referral arrangement (Column III) only. Specify below (Max 1000 Characters).  
 Approximately 1/2 page (Max 1000 Characters): 1000 Characters left.

**Delete a service(s)** (including the deletion of a service entirely from Additional (including Specialty) Services if currently recorded as Column I and/or II). Specify below (Max 1000 Characters).  
 Approximately 1/2 page (Max 1000 Characters): 1000 Characters left.

**Figure 7: SAV Form 5A Certification**

**Step 2:** Specify in a maximum 1000 characters each, the service(s) that you would like to Add and/or Delete in the comment box below each selection. Specify the corresponding service delivery method(s) (Column I-Direct, Column II-Formal Written Contract/Agreement, Col III-Formal Written Referral Arrangement) that apply.

**Form 5A Certification**

I have made all updates/corrections to Form 5A and attest to its accuracy. No further changes are needed.  
 I need to make changes to Required, Additional and/or Specialty Services that are not allowed as part of this Scope Alignment Validation submission and will specify those changes below.

**Note:** Changes you specify below will NOT be made to Scope upon completion of Scope Alignment. HRSA will review identified changes and follow-up with you after submission. For certain identified changes, you may be required to submit a formal Change in Scope request.

**Add a service(s)** (including the addition of a service never recorded before and/or addition of a service (Column I and/or II) that was previously a formal written referral arrangement (Column III) only. Specify below (Max 1000 Characters).  
 Approximately 1/2 page (Max 1000 Characters): 572 Characters left.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed fermentum hendrerit vestibulum. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; Suspendisse a nulla vitae arcu facilisis iaculis quis at nunc. Sed ante sapien, molestie sit amet orci at, pretium rutrum libero. Donec a mauris ac mi iaculis gravida. Pellentesque tempor quam nibh, id semper augue mollis nec. Nullam rutrum dui in

**Delete a service(s)** (including the deletion of a service entirely from Additional (including Specialty) Services if currently recorded as Column I and/or II). Specify below (Max 1000 Characters).  
 Approximately 1/2 page (Max 1000 Characters): 572 Characters left.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed fermentum hendrerit vestibulum. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; Suspendisse a nulla vitae arcu facilisis iaculis quis at nunc. Sed ante sapien, molestie sit amet orci at, pretium rutrum libero. Donec a mauris ac mi iaculis gravida. Pellentesque tempor quam nibh, id semper augue mollis nec. Nullam rutrum dui in

**Figure 8: SAV Form 5A Certification – Add/Delete Service(s)**

**Step 3:** Provide optional comments, if any.

Optional Comments

Approximately 1/2 page (Max 1000 Characters): 305 Characters left.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis augue felis, sodales at vulputate rhoncus, elementum eget ipsum. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos. Integer malesuada dui ac diam bibendum ultricies. Cras eu libero turpis. Ut leo neque, varius et semper scelerisque, auctor sed quam. Integer elementum sagittis tempor. Aenean vitae vehicula lacus. Phasellus convallis accumsan leo, at lobortis ligula condimentum eu. Ut et nibh faucibus, iaculis dolor vitae, tempus elit. Cras quis erat eget urna porta convallis. Suspendisse rutrum consectetur mattis. Interdum et malesuada fames ac ante ipsum primis in faucibus. Vestibulum.

**Figure 9: SAV Form 5A Certification - Optional Comments**

**Step 4:** Click on 'Save' or 'Save and Continue' button and proceed to the 'SAV Form 5B: List of Sites' section.

Changes you identify under the option "I need to make changes that are not allowed as part of this Scope Alignment submission" will **NOT** be made to Scope upon completion of Scope Alignment Validation. HRSA will review identified changes and follow up with you after submission.

## 3.4. SAV Form 5B

### 3.4.1 List of Sites

The List of Sites page displays your active site(s) (service delivery and administrative (if any)) migrated to the updated Form 5B.

Your existing Sites in Scope have been grouped into 2 categories, as applicable:

- **Unique Sites:** Sites with unique site addresses. Sites with Same Street Address but Different Suite, Office, and Building Numbers - If one or more sites have the same street address but have different suite/office/building number then each of those sites must have its own Form 5B listing. Therefore, sites with the same street address but different suite, office, and building numbers should not be marked as duplicates
- **Potential Duplicate Sites:** Potential Duplicate Sites - If 2 or more sites in your scope share the same exact 'Physical Site Address' as listed on Form 5B, these sites have been grouped together below as 'Potential duplicate' sites. After reviewing each site's Form 5B, select a single site record to retain on that site's Certification page. Mark the remaining site(s) in the duplicate grouping as 'duplicate', 'inactive' or having an 'incorrect address' in each site's Certification page, as appropriate. If you mark a site as a 'duplicate' or 'inactive', do not update the associated 5B data fields. Note that these are sites identified as an exact match by EHB – if you have another site(s) that is not grouped as a 'potential duplicate' but is a duplicate site, you may

still mark that site(s) as 'duplicate'. Refer to Step 2 in section 3.4.3 for details on how this should be done.

**Warning:** The status for each site must be 'Completed' and this page saved for the Section Status to be 'Complete'.

**Instructions:** The table below lists your site(s) (service delivery and administrative(if any)) migrated to the updated Form 5B.

For each site, select the 'Update' link to review the migrated data for each site, and update site information based on the instructions provided in PAL 2014-07, *Scope Alignment Validation in HRSA Electronic Handbooks* and using the Form 5B Instructions. Allowable updates are described in the SAV Allowable Updates in the Resources section. If you identify changes you are not permitted to make via this SAV process, you will be able to identify and explain those on the site's SAV Form 5B, Certification page.

Each site has a separate Certification page. Select 'Save and Continue' from each site's Form 5B page to proceed to that site's Certification page.

**Potential Duplicate Sites -** If 2 or more sites in your scope share the same exact Physical Site Address as listed on Form 5B, these sites have been grouped together below as 'Potential duplicate' sites. After reviewing each site's Form 5B, select a single site record to retain on that site's Certification page. Mark the remaining site(s) in the duplicate grouping as 'duplicate', 'inactive' or having an 'incorrect address' in each site's Certification page, as appropriate. If you mark a site as a 'duplicate' or 'inactive', do not update the associated 5B data fields. Note that these are sites identified as an exact match by EHB - if you have another site(s) that is not grouped as a 'potential duplicate' but is a duplicate site, you may still mark that site(s) as 'duplicate'.

**Sites with Same Street Address but Different Suite, Office, and Building Numbers -** If one or more sites have the same street address but have different suite/office/building number then each of those sites must have its own Form 5B listing. Therefore, sites with the same street address but different suite, office, and building numbers should not be marked as duplicates.

The option selected in each site's Certification page will be displayed in the 'Certification' column below. Your certification selection will NOT result in an automatic change to your site upon submission of SAV. HRSA will review identified changes and follow-up with you after submission. For certain identified changes, you may be required to submit a formal Change in Scope request.

Upon completion of a site's form 5B and Certification pages, the 'Site Status' column below will be 'Complete' for that site. The 'Site Status' for all sites listed below will need to be 'Complete' and this page saved for this section to be considered complete.

**Section Status: Not Complete**

**Resources**

View  
[SAV Allowable Updates](#) | [SAV EHB User Guide](#) | [Scope Alignment Guidance](#) | [Pre-SAV Form 5A](#) | [Pre-SAV Form 5B](#) | [Review SAV](#)

Site ID	Site Name	Site Location Address	Service Site Type	Certification	Status	Options
<b>Unique Sites</b>						
SPS-488-888188	WPC CARE-A-1041-PCBULE #1	1640 S King St, Honolulu, HI 96829-2540	Service Delivery Site		Not Started	<a href="#">Update</a>
SPS-488-888188	WPC CARE-A-1041-PCBULE #2	1640 S King St, Honolulu, HI 96829-2540	Service Delivery Site		Not Started	<a href="#">Update</a>
SPS-488-888174	WPC Clinic	2777 Shua Ave, Honolulu, HI 96815-2643	Service Delivery Site		Not Started	<a href="#">Update</a>
SPS-488-888182	WPC Care-A-1041-PCBULE Care for the Homeless	5523 Hapaikei Ave, Honolulu, HI 96819-1548	Service Delivery Site		Not Started	<a href="#">Update</a>
SPS-488-888178	CCF Palolo	47 Lono Ave, Palolo, HI 96773	Service Delivery Site		Not Started	<a href="#">Update</a>
SPS-488-888188	WPC HEALTH OUTREACH	475 Kaimama St, Honolulu, HI 96815-2618	Service Delivery Site		Not Started	<a href="#">Update</a>
SPS-488-888207	KEP PROJECT	47-230 Waipaho Rd, Kaneohe, HI 96744-6347	Service Delivery Site		Not Started	<a href="#">Update</a>
SPS-488-888191	CCF Waialeale	873 Waialeale Rd, Apt A, Waialeale, HI 96779-2279	Service Delivery Site		Not Started	<a href="#">Update</a>
SPS-488-811071	Waialeale Health Center Pa'ohi Clinic	845 22nd Avenue #210 S, Honolulu, HI 96815	Service Delivery Site		Not Started	<a href="#">Update</a>
SPS-488-888187	WPCPC Primary	86-288 Farrington Hwy, Waianae, HI 96792-2128	Service Delivery Site		Not Started	<a href="#">Update</a>
SPS-488-812728	Waialeale Clinic	835 Waialeale Hwy, Honolulu, HI 96825-2288	Service Delivery Site		Not Started	<a href="#">Update</a>
SPS-488-871488	WPC's First Step Shelter	740 1 Palolo Avenue, Honolulu, HI 96812	Service Delivery Site		Not Started	<a href="#">Update</a>
<b>Potential Duplicate Site Address:</b>						
SPS-488-888188	WPCPC KANOLE CLINIC	87-2875 Farrington Hwy, Waianae, HI 96792-2127	Service Delivery Site		Not Started	<a href="#">Update</a>
SPS-488-888172	WPCPC KANOLE CLINIC	87-2875 Farrington Hwy, Waianae, HI 96792-2127	Service Delivery Site		Not Started	<a href="#">Update</a>
<b>Potential Duplicate Site Address:</b>						
SPS-488-888187	WPCPC CLINIC	84-428 Waialeale St, Waialeale, HI 96779-4333	Service Delivery Site		Not Started	<a href="#">Update</a>
SPS-488-888182	WPCPC Waipaho	84-428 Waialeale St, Waialeale, HI 96779-4333	Service Delivery Site		Not Started	<a href="#">Update</a>

**Optional Comments**

Approximately 1/2 page (1) (Max 1000 Characters): 1000 Characters left.

[Go back to SA Certification Page](#) [Save](#) [Save and Continue](#)

**Figure 10: SAV Form 5B List of Sites – Existing Sites in Scope**

You are required to update each site's Form 5B page\* along with the Form 5B Certification page for that site. The status for each site must be 'Completed' and this page saved for the Section Status to be 'Complete.'

\*If a site will be identified as a 'Duplicate Site' or 'Site Not Active' on that site's 5B Certification page (Refer to section [3.4.3](#)), you do not need to complete the Form 5B – Edit page for that site.

The status for each site must be 'Completed' and this page saved for the Section Status to be 'Complete.'

Click on the 'Update' link in the Options column to access the Form 5B – Edit page for a site. Refer to Sections [3.4.2](#) and [3.4.3](#) to complete the status for each listed site.

You can provide Optional comments of up to 1000 characters in the Form 5B – List of Sites page.

**Optional Comments**

Approximately 1/2 page ⓘ (Max 1000 Characters): 157 Characters left.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec hendrerit orci ac facilisis ultricies. Nulla facilisi. Nam ultrices elit iaculis, tempor diam sed, condimentum neque. Nam vehicula eros libero. Mauris quis magna non elit volutpat convallis sed eu purus. Aliquam erat volutpat. Proin placerat quam a tempor euismod. Phasellus suscipit tristique tellus ac condimentum. Praesent in eros nisi. Mauris lacinia, erat eu commodo scelerisque, enim dolor dictum est, at varius sem diam eu magna. Mauris lectus eros, congue sit amet aliquet vel, vulputate non metus. Aenean tincidunt nisi ac purus commodo faucibus. Pellentesque vitae magna pretium, consequat ante eu, pellentesque sapien. Etiam in porta est. Nulla viverra, nisi vitae tincidunt mattis, leo metus auctor ligula, eget porttitor quam sapien at libero. Donec non sapien dolor.

**Figure 11: SAV Form 5B List of Sites – Optional Comments**

### 3.4.2 Form 5B – Edit page

The Form 5B – Edit page displays the Site information in the updated Form 5B. To complete this section you will need to fill out the following two new fields and update other fields if needed:

- FQHC Site Medicare Billing Number Status
- FQHC Site National Provider Identification (NPI) Number\*. Please note that this number should be unique to each site in your Scope.

*\*New optional field*

---

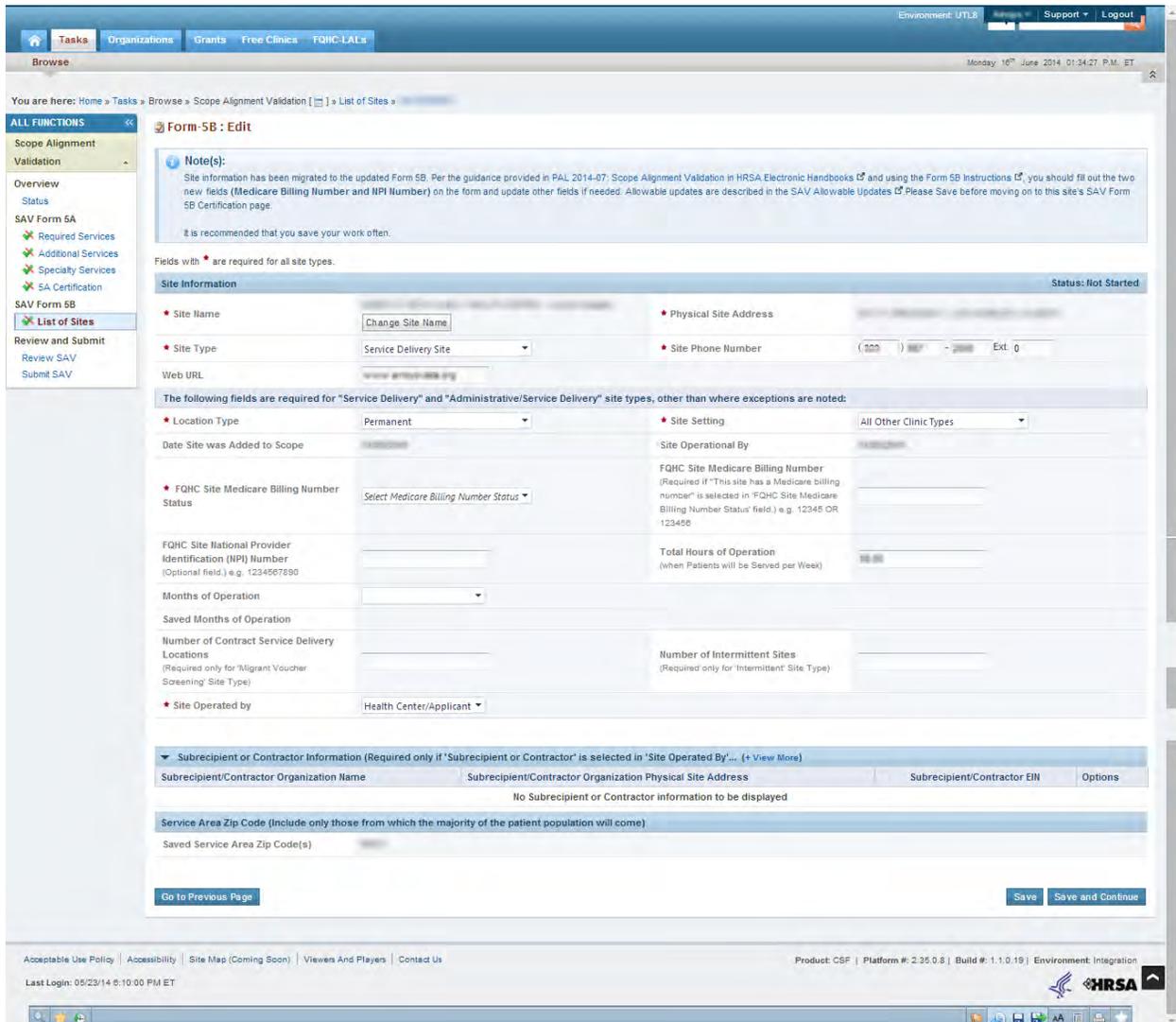
Please be aware of the other significant changes to the form 5B fields:

- Site Setting:
  - The 'Tribal' Site setting is not a supported option going forward and all sites that had previously chosen the 'Tribal' Site Setting shall be automatically defaulted to 'All Other Clinic Types.' You may modify it as required.
  - New sites and sites that were previously operating with other site settings will not be able to choose 'Nursing home' or 'Correctional facility' going forward. Existing sites that use these site settings can continue to operate as such.
- 'FQHC Site Medicare Billing Number' now needs to be unique to each site in your Scope.
- In SAV, for the 'Site Operated By' field, you may only perform the following updates:
  - Switch from Subrecipient/contractor to health center
  - Switch between subrecipient and contractor

You will need to complete a CIS request to switch from Health center to Subrecipient/contractor.

The following resources (accessible from the 'Notes' section at the top of the page) will assist in updating the Form 5B:

- SAV Allowable updates: Lists the allowable update for Form 5B
- [Form 5B Instructions: Instructions for all Form 5B attributes](#)



The screenshot displays the 'Form-5B : Edit' interface. At the top, there's a navigation bar with 'Tasks', 'Organizations', 'Grants', 'Free Clinics', and 'FQHC-LALs'. Below this is a breadcrumb trail: 'You are here: Home > Tasks > Browse > Scope Alignment Validation [ ] > List of Sites > [ ]'. The left sidebar contains 'ALL FUNCTIONS' with sub-sections for 'Scope Alignment Validation', 'Overview', 'SAV Form 5A', 'SAV Form 5B', and 'Review and Submit'. The main area has a 'Note(s)' box with instructions on migrating site information. Below that, a 'Site Information' section contains fields for Site Name, Site Type (Service Delivery Site), Physical Site Address, Site Phone Number, and Web URL. A note specifies that certain fields are required for 'Service Delivery' and 'Administrative/Service Delivery' site types. Further down, there are fields for Location Type (Permanent), Site Setting (All Other Clinic Types), Date Site was Added to Scope, Site Operational By, FQHC Site Medicare Billing Number Status, FQHC Site Medicare Billing Number, FQHC Site National Provider Identification (NPI) Number, Total Hours of Operation, Months of Operation, Saved Months of Operation, Number of Contract Service Delivery Locations, Number of Intermittent Sites, and Site Operated by (Health Center/Applicant). A 'Subrecipient or Contractor Information' section is also present, with a note that no information is to be displayed. At the bottom, there are 'Service Area Zip Code' and 'Saved Service Area Zip Code(s)' fields. The page concludes with 'Go to Previous Page', 'Save', and 'Save and Continue' buttons.

**Figure 12: SAV Form 5B - Edit**

If you made necessary changes to the Form 5B, click on ‘Save’ to save and validate the changes. Once you have completed the form without any errors, click on ‘Save and Continue’ to proceed to that site’s Form 5B – Certification page.

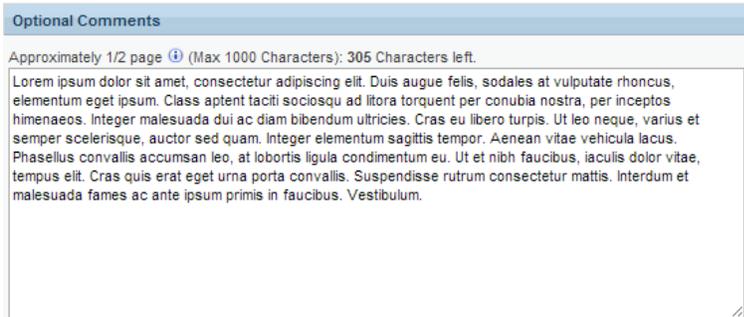
### 3.4.3 SAV Form 5B Certification

As part of the SAV, and as explained in [PAL 2014-07: Scope Alignment Validation in HRSA Electronic Handbooks](#), after reviewing Form 5B and making any allowable updates, each health center will certify either to the accuracy of its updated Form 5B or that additional updates are needed to reflect an accurate scope of project. The updated Form 5B and certification will serve as HRSA’s official record of your health center’s approved scope of project for sites going forward.

You are required to select the appropriate option from the Form 5B Certification section for each Site.

- If you select the Certification option “I have made all updates/corrections to this site’s Form 5B and attest to its accuracy. No further changes are needed,” then complete the following steps:

**Step 1:** Provide optional comments, if any.



Optional Comments

Approximately 1/2 page ⓘ (Max 1000 Characters): 305 Characters left.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis augue felis, sodales at vulputate rhoncus, elementum eget ipsum. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos. Integer malesuada dui ac diam bibendum ultricies. Cras eu libero turpis. Ut leo neque, varius et semper scelerisque, auctor sed quam. Integer elementum sagittis tempor. Aenean vitae vehicula lacus. Phasellus convallis accumsan leo, at lobortis ligula condimentum eu. Ut et nibh faucibus, iaculis dolor vitae, tempus elit. Cras quis erat eget urna porta convallis. Suspendisse rutrum consectetur mattis. Interdum et malesuada fames ac ante ipsum primis in faucibus. Vestibulum.

**Figure 13: SAV Form 5B Certification - Optional Comments**

**Step 2:** Click on ‘Save’ or ‘Save and Continue’ button and navigate back to the ‘SAV Form 5B: List of Sites’ section.

- If you select the Certification option “I need to make changes to this site’s Form 5B that are not allowed as part of this Scope Alignment Validation submission and will specify those changes below,” then complete the following steps:

**Step 1:** Select a proposed change from the drop-down list. The options available are the following:

**Need to update 5B Field(s):** Select “Need to Update 5B Field(s)” if the site has non-editable 5B field(s) that contain incorrect information (including an incorrect physical address field, such as a missing or incorrect suite number).

**Site not Active:** Select “Site not Active” if the site is no longer active/providing services as part of your health center's scope of project.

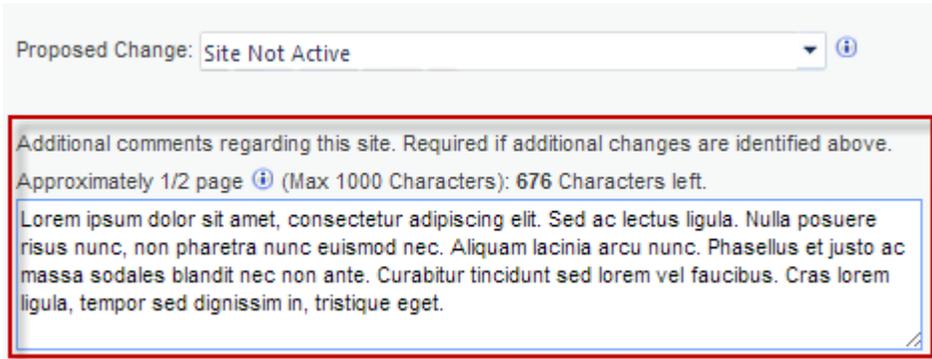
**Duplicate Site:** Select “Duplicate Site” if the site is a duplicate of another site in your scope.



Proposed Change: Select proposed change ⓘ

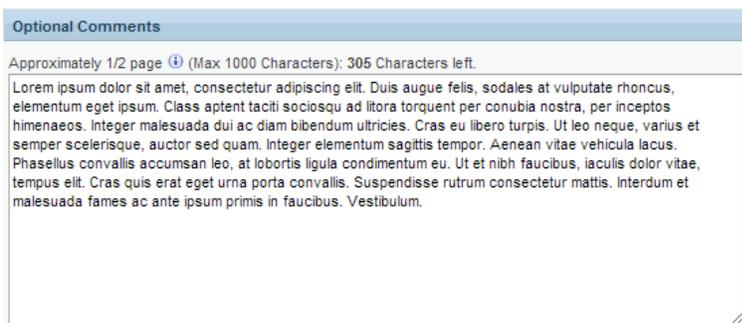
**Figure 14: SAV Form 5B Certification – Proposed Change selection**

**Step 2:** Provide explanation of up to 1000 characters for the selected Proposed Change



**Figure 15: SAV Form 5B Certification – Additional Comments for Proposed Change**

**Step 3:** Provide optional comments, if any.



**Figure 16: SAV Form 5B Certification - Optional Comments**

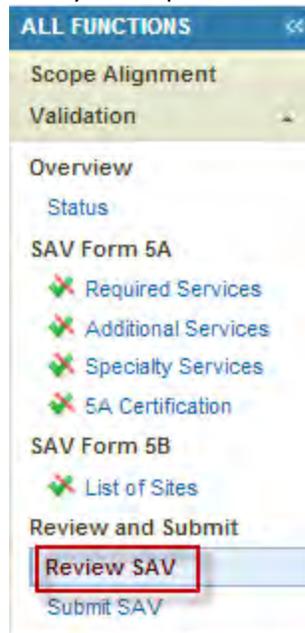
**Step 4:** Click on ‘Save’ to save and validate any changes that have been made. If there are any errors, you must correct them before the status can be ‘Complete’. Once you have completed the form without any errors, click on ‘Save and Continue’ button and navigate back to ‘SAV Form 5B: List of Sites’ section.

Changes you specify for the option “I need to make changes to this site’s Form 5B that are not allowed as part of this Scope Alignment Validation submission and will specify those changes below,” will **NOT** be made to Scope upon completion of Scope Alignment Validation. HRSA will review identified changes and follow up with you after submission.

### 3.5. Reviewing the SAV deliverable

1. To view or print any SAV section, click ‘Review’ in the Review and Submit section of the left side menu.

- The system opens the Review page for the SAV deliverable.



**Figure 17: Left Navigation Menu**

2. The Review page lists all the sections in the SAV deliverable. Use the links and buttons on this page to perform the following actions:
  - Click the **'View'** link in the Options column to open a section.
  - Click the **'Print All Forms'** button to print all the forms.
  - Select a section from the 'Table of Contents' drop-down to view a read-only version of the section within the Review page.
  - Click the **'Proceed to Submit'** button to go to the Submit page.



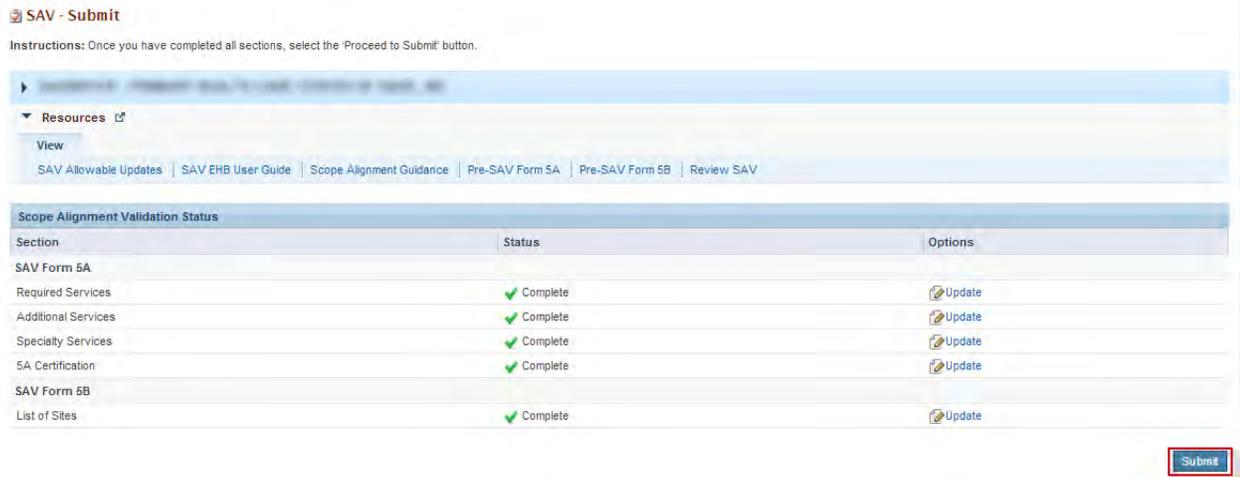


Figure 19: Submit SAV page

2. Click the 'Submit' button.

- The system displays the **SAV Submit – Confirm** page.

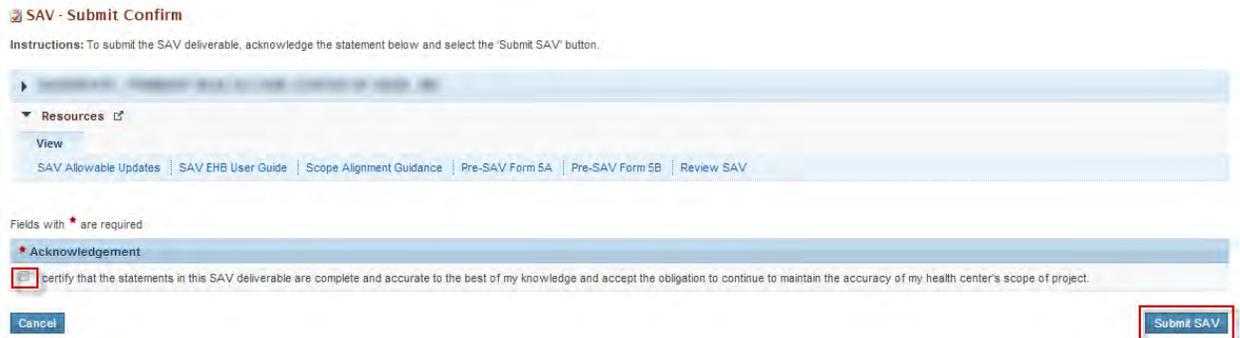
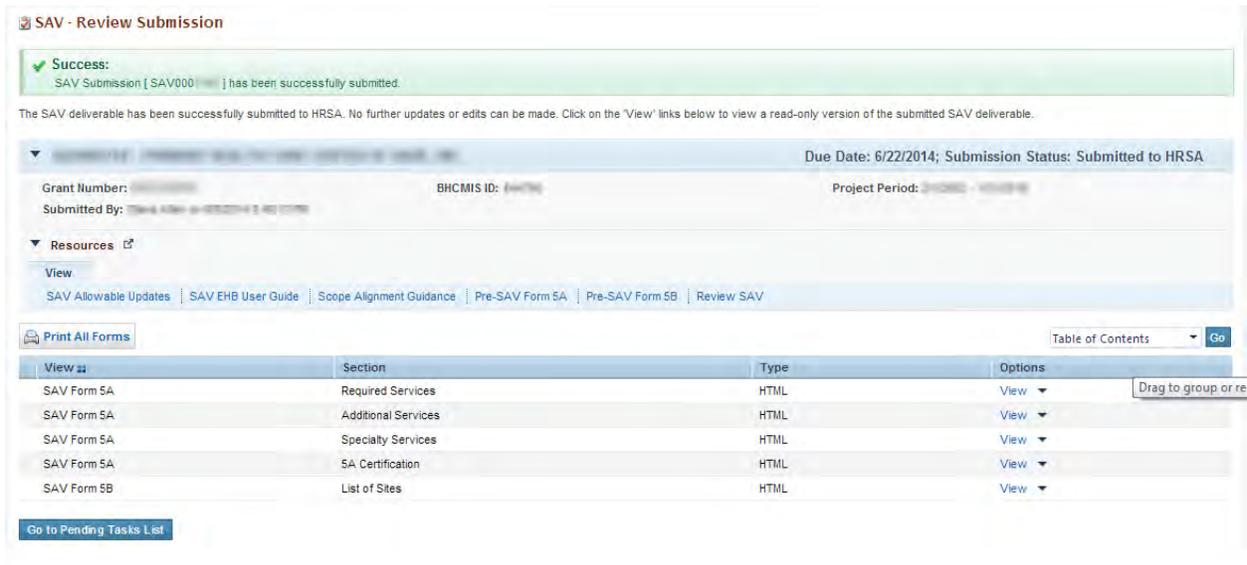


Figure 20: SAV - Submit Confirm page

1. Check the box to electronically sign the SAV deliverable.
  2. Click the 'Submit SAV' button to submit your SAV deliverable.
- The system displays the success message on the **SAV – Review Submission** page.



**SAV - Review Submission**

**Success:**  
SAV Submission [SAV000] has been successfully submitted.

The SAV deliverable has been successfully submitted to HRSA. No further updates or edits can be made. Click on the 'View' links below to view a read-only version of the submitted SAV deliverable.

Due Date: 6/22/2014; Submission Status: Submitted to HRSA

Grant Number: [REDACTED] BHCMS ID: [REDACTED] Project Period: [REDACTED]

Submitted By: [REDACTED]

**Resources**

View

[SAV Allowable Updates](#) | [SAV EHB User Guide](#) | [Scope Alignment Guidance](#) | [Pre-SAV Form 5A](#) | [Pre-SAV Form 5B](#) | [Review SAV](#)

[Print All Forms](#) Table of Contents [Go](#)

View	Section	Type	Options
SAV Form 5A	Required Services	HTML	View
SAV Form 5A	Additional Services	HTML	View
SAV Form 5A	Specialty Services	HTML	View
SAV Form 5A	SA Certification	HTML	View
SAV Form 5B	List of Sites	HTML	View

[Go to Pending Tasks List](#)

**Figure 21: SAV Review Submission**

Upon Successful submission, no further updates will be allowed. Click on the 'View' link to view a read-only version of the submitted SAV deliverable.

- Upon successful submission, the system will send an automated email to the Project Director and the Submitter.

## 4. Support and Contact

If you have further questions, please use the following resources.

### 4.1. BPHC Helpline

Contact the BPHC Helpline for questions related to the SAV deliverable:

- By phone: 301-443-7356 (8:30 am to 5:30 pm ET)
- By email: [BPHCHelpline@hrsa.gov](mailto:BPHCHelpline@hrsa.gov)

### 4.2. HRSA Call Center

For all technical/system issues related to user roles and passwords, contact the HRSA Call Center:

- By phone: 301-998-7373
- By email: [CallCenter@HRSA.GOV](mailto:CallCenter@HRSA.GOV)

---

### 4.3. BPHC Scope Alignment Team

For questions related to the Scope Alignment Program Assistance Letters and updated forms/resources:

By email: [scopealignment@hrsa.gov](mailto:scopealignment@hrsa.gov)

- Use your SAV Tracking Number for all correspondence.

- Do not call the project officer for technical questions related to HRSA EHBs.

---

## 5. Frequently Asked Questions (FAQs)

### 5.1. Software

1. *What are the software requirements for HRSA EHBs?*

HRSA EHBs can be accessed over the Internet using Internet Explorer (IE) v8.0 and above and above.

HRSA EHBs use pop-up screens to allow users to view or work on multiple screens. Ensure that your browser settings allow for pop-ups.

In addition, to view attachments such as Word and PDF, you will need appropriate viewers.

2. *What are the software requirements for submitting CIS requests?*

Refer to the software requirements for HRSA EHBs.

### 5.2. Electronic Process

3. *How do I access the SAV deliverable?*

To access the SAV deliverable, login to the EHBs and navigate to the 'Tasks' tab and search for the SAV deliverable using the SAV tracking number included in the SAV deliverable notification email.

4. *Is there a deadline for submitting the SAV deliverable?*

The SAV deliverable must be successfully submitted to HRSA by 5 PM ET on July 23, 2014. Failure to submit your SAV will result in automatic updates to your Scope as described in the resources available at <http://bphc.hrsa.gov/about/requirements/scope/scopealignment.html>.

5. *How can I view my current Form 5A services, Form 5B site and Form 5C activities information?*

To view your current Form 5A services, Form 5B site, and Form 5C activities information, login to the EHBs and access the 'Approved Scope' for Services, Sites, and Activities from within the Grants Folder.

6. *How can I view my current Form 5A services in SAV?*

The current Form 5A services in Scope can be viewed by accessing the 'Pre-SAV Form 5A' link from the SAV Resources section.

7. *How can I view my current Form 5B site information in SAV?*

The current Form 5B sites information in Scope can be viewed by accessing the 'Pre-SAV Form 5B' link from the SAV Resources section.

8. *How can I make any additional changes to Form 5A other than the allowable updates?*

Changes other than the allowable updates can be noted in the Form 5A Certification page by certifying "I need to make changes to Required, Additional and/or Specialty Services that are not allowed as part of this Scope Alignment Validation submission and will specify those changes below" and noting the

changes. While these changes will not be updated in Scope, HRSA will review identified changes and follow up with you after submission. You may be required to submit a formal CIS request consistent with current HRSA policy.

**9. *How can I make any additional changes to Form 5B other than the allowable updates?***

Changes other than the allowable updates can be noted in the Form 5B Certification page by certifying “I need to make changes to this site’s Form 5B that are not allowed as part of this Scope Alignment Validation submission and will specify those changes below” and noting the changes. While these changes will not be updated in Scope, HRSA will review identified changes and follow up with you after submission. You may be required to submit a formal CIS request consistent with current HRSA policy.

**10. *How can I see the changes to Form 5A and Form 5B per the updated forms and resources?***

Refer to the ‘Scope Alignment Guidance’ resource.

**11. *Can I delete ‘Potential Duplicate’ site(s) that are displayed in the Form 5B – List of sites page?***

Potential Duplicate sites that are duplicates should be marked as duplicate. After reviewing all the sites within a group of potential duplicates, you may select utmost one site as ‘accurate’ (on that site’s Certification page). Mark the remaining site(s) within that grouping as ‘duplicate’, ‘inactive’ or ‘Need to update 5B field(s)’ in each site’s Certification page. If you mark a site as a ‘duplicate’ or ‘inactive’, you do not need to update the associated 5B data fields. While sites marked as ‘duplicate’ will not be automatically deleted from Scope upon completion of SAV, HRSA will review and make appropriate deletions after SAV.

**12. *When will I see the changes related to the SAV deliverable in Scope?***

Scope will be updated on July 24th, 2014.

**13. *Can I submit a CIS request or perform self-updates during SAV?***

The CIS and self-update modules will be closed for edits between 5 PM on June 27<sup>th</sup>, 2014 through July 24<sup>th</sup>, 2014. For more information, please refer to [HRSA Electronic Handbooks Change in Scope Module Unavailability](#).

**14. *What happens to my CIS requests and applications that are currently under review?***

If there are CIS requests or applications completed with the old Forms 5A and 5B that are approved after SAV is completed, services will be updated automatically to the new Form 5A once the service is verified as implemented via the EHB Verification task. While any new site data will not be updated automatically, health centers will have the opportunity to complete a self-update once the site is verified to provide any missing information.

**15. *Do I need to submit any 120 day verifications resulting from approvals of services requested via the old Form 5A?***

Yes, you will be required to submit the 120 day verifications so that these services can be migrated into the updated Form 5A, as applicable.

**16. *How can I view my current Scope?***

Your existing Scope is accessible via the Pre-SAV Forms 5A and 5B links in the resource section of SAV, as well as the approved Scope from the Grants folder. However, the Scope is frozen as of June 27th, 2014 and the updated Scope will be available on July 24th, 2014.

**17. Can I make edits to the SAV deliverable after submission?**

No edits/changes will be allowed after successfully submitting the SAV deliverable to HRSA.

**18. What are the emails we can expect to receive regarding the SAV deliverable? Who receives the emails?**

Notification	Subject	Purpose	Sent by	Recipient
Email to notify users of the SAV deliverable	Scope Alignment Validation deliverable reminder: Available in EHB 06/30/2014 and due 07/23/2014	The purpose of this email is to notify the health center that the SAV deliverable will be available from 6/30/2014 and due 07/23/2014.	System User	Project Director (PD), Authorizing Official (AO), and Point of Contacts (POCs)
Email sent once the SAV deliverable is available	Scope Alignment Validation deliverable reminder: Now available in EHB and due 07/23/2014	The purpose of this email is to notify the health center that the SAV deliverable is available.	System User	Project Director (PD), Authorizing Official (AO), and Point of Contacts (POCs)
Reminder email for the health center to submit the SAV deliverable	Scope Alignment Validation has not been submitted: Due 07/23/2014	The purpose of this email is to remind the health center to submit the SAV deliverable.	System User	Project Director (PD), Authorizing Official (AO), and Point of Contacts (POCs)
Email notification of automatic updates to the Scope	Scope Alignment Validation was not submitted: Scope has been updated.	The purpose of this email is to notify the health center that their scope was automatically updated	System User	Project Director (PD), Authorizing Official (AO), and Point of Contacts (POCs)

Notification	Subject	Purpose	Sent by	Recipient
Submission of SAV deliverable	Confirmation Notice for Submission of SAV.	The purpose of this email is to notify the health center that the SAV deliverable was successfully submitted to HRSA.	System User	Project Director (PD), Submitter

**Table 2: SAV Related Notification (Section 330/FQHC-LAL)**