

NAP Implementation Plan

The Implementation Plan outlines the applicant’s planned activities required to bring the organization into operational readiness and compliance with all 19 Health Center Program requirements within 120 days of the Notice of Award (NoA). See Appendix C of the FOA for instructions.

Applicants may choose focus areas and goals based on the list below and in Appendix C or provide different focus areas and goals based on the action steps necessary to achieve operational and compliance status. **Goals must be specific to the proposed NAP.**

Goal On separate rows, identify the goals for each focus area. Goals should describe measureable results.	Key Action Steps Identify the action steps that must occur to accomplish each goal.	Person/Area Responsible Identify who will be responsible and accountable for carrying out each action step.	Time Frame Identify the expected time frames for carrying out each action step.	Comments As desired, provide supplementary information.
Focus Area: Operational Service Delivery Program				
Goal A1: Provision of Required & Additional Services	1. Action Step	1. Person Responsible	1. Time Frame	
	2. Action Step	2. Person Responsible	2. Time Frame	
Goal A2: Provider Staff Recruitment Plan	1. Action Step	1. Person Responsible	1. Time Frame	
	2. Action Step	2. Person Responsible	2. Time Frame	
Goal A3: System for Professional Coverage for After Hours Care	1. Action Step	1. Person Responsible	1. Time Frame	
	2. Action Step	2. Person Responsible	2. Time Frame	
Goal A4: Admitting Privileges	1. Action Step	1. Person Responsible	1. Time Frame	
	2. Action Step	2. Person Responsible	2. Time Frame	

Goal On separate rows, identify the goals for each focus area. Goals should describe measurable results.	Key Action Steps Identify the action steps that must occur to accomplish each goal.	Person/Area Responsible Identify who will be responsible and accountable for carrying out each action step.	Time Frame Identify the expected time frames for carrying out each action step.	Comments As desired, provide supplementary information.
Focus Area: Key Management Staff/Systems/Arrangements				
Goal B1: Management Team Recruitment	1. Action Step	1. Person Responsible	1. Time Frame	
	2. Action Step	2. Person Responsible	2. Time Frame	
Goal B2: Develop Contractual/Affiliation Agreements	1. Action Step	1. Person Responsible	1. Time Frame	
	2. Action Step	2. Person Responsible	2. Time Frame	
Goal B3: Financial Management and Control Policies	1. Action Step	1. Person Responsible	1. Time Frame	
	2. Action Step	2. Person Responsible	2. Time Frame	
Goal B4: Data Reporting System	1. Action Step	1. Person Responsible	1. Time Frame	
	2. Action Step	2. Person Responsible	2. Time Frame	
Focus Area: Operational NAP Site(s) within 120 Days				
Goal C1: Improvements to Physical Location	1. Action Step	1. Person Responsible	1. Time Frame	
	2. Action Step	2. Person Responsible	2. Time Frame	
Goal C2: Readiness to Serve the Target Population	1. Action Step	1. Person Responsible	1. Time Frame	
	2. Action Step	2. Person Responsible	2. Time Frame	

Goal On separate rows, identify the goals for each focus area. Goals should describe measureable results.	Key Action Steps Identify the action steps that must occur to accomplish each goal.	Person/Area Responsible Identify who will be responsible and accountable for carrying out each action step.	Time Frame Identify the expected time frames for carrying out each action step.	Comments As desired, provide supplementary information.
Focus Area: Implementation of Sliding Fee Discount Program and Billing and Collections System				
Goal D1: Implement Compliant Sliding Fee Scale	1. Action Step	1. Person Responsible	1. Time Frame	
	2. Action Step	2. Person Responsible	2. Time Frame	
Goal D2: Sliding Fee Discount Program Policies and Procedures	1. Action Step	1. Person Responsible	1. Time Frame	
	2. Action Step	2. Person Responsible	2. Time Frame	
Goal D3: Billing and Collections Policies and Procedures	1. Action Step	1. Person Responsible	1. Time Frame	
	2. Action Step	2. Person Responsible	2. Time Frame	
Focus Area: Quality Improvement/Quality Assurance (QI/QA) Program				
Goal E1: Leadership and Accountability	1. Action Step	1. Person Responsible	1. Time Frame	
	2. Action Step	2. Person Responsible	2. Time Frame	
Goal E2: QI/QA Policies and Procedures	1. Action Step	1. Person Responsible	1. Time Frame	
	2. Action Step	2. Person Responsible	2. Time Frame	
Goal E3: QI/QA Plan and Process to Evaluate Performance	1. Action Step	1. Person Responsible	1. Time Frame	
	2. Action Step	2. Person Responsible	2. Time Frame	

Goal On separate rows, identify the goals for each focus area. Goals should describe measureable results.	Key Action Steps Identify the action steps that must occur to accomplish each goal.	Person/Area Responsible Identify who will be responsible and accountable for carrying out each action step.	Time Frame Identify the expected time frames for carrying out each action step.	Comments As desired, provide supplementary information.
Focus Area: Governing Board				
Goal F1: Board Recruitment for Required Composition	1. Action Step	1. Person Responsible	1. Time Frame	
	2. Action Step	2. Person Responsible	2. Time Frame	
Goal F2: Implement Required Board Authority & Functions	1. Action Step	1. Person Responsible	1. Time Frame	
	2. Action Step	2. Person Responsible	2. Time Frame	
Goal F3: Conflict of Interest Policies and Procedures	1. Action Step	1. Person Responsible	1. Time Frame	
	2. Action Step	2. Person Responsible	2. Time Frame	
Focus Area: Other				
Goal G1: Apply for FTCA coverage	1. Action Step	1. Person Responsible	1. Time Frame	
	2. Action Step	2. Person Responsible	2. Time Frame	
Goal G2: Submit Medicare FQHC Enrollment Application	1. Action Step	1. Person Responsible	1. Time Frame	
	2. Action Step	2. Person Responsible	2. Time Frame	
Goal G3: Submit Medicaid FQHC Application	1. Action Step	1. Person Responsible	1. Time Frame	
	2. Action Step	2. Person Responsible	2. Time Frame	