



OMB No.: 0915-0285. Expiration Date: 9/30/2016

DEPARTMENT OF HEALTH AND HUMAN SERVICES Health Resources and Services Administration FORM 1A - GENERAL INFORMATION WORKSHEET	FOR HRSA USE ONLY	
	LAL Number	Application Tracking Number

1. Applicant Information

Applicant Name	<i>Will pre-populate from the Cover Page</i>
Fiscal Year End Date	<i>Select from drop-down menu (e.g., January 31, March 31)</i>
Application Type	<i>Will pre-populate</i>
LAL Number	<i>Will pre-populate</i>
Business Entity (Select one)	<input type="checkbox"/> Tribal <input type="checkbox"/> Urban Indian <input type="checkbox"/> Private, non-profit (non-Tribal or Urban Indian) <input type="checkbox"/> Public (non-Tribal or Urban Indian)
Organization Type (Select all that apply)	<input type="checkbox"/> Faith based <input type="checkbox"/> Hospital <input type="checkbox"/> State government <input type="checkbox"/> City/County/Local Government or Municipality <input type="checkbox"/> University <input type="checkbox"/> Community based organization <input type="checkbox"/> Other - Specify: _____

2. Proposed Service Area

Note: Applicants applying for Community Health Center Designation must provide at least one designated service area ID under an MUA or MUP.

2a. Service Area Designation

Select MUA/MUP (Each ID must be a 5 digit integer. Use commas to separate multiple IDs.) Find an MUA/MUP (http://muafind.hrsa.gov/)	<input type="checkbox"/> Medically Underserved Area (MUA): ID#_____ <input type="checkbox"/> Medically Underserved Population (MUP): ID#_____ <input type="checkbox"/> MUA Application Pending: ID#_____ <input type="checkbox"/> MUP Application Pending: ID#_____
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2b. Service Area Type

Choose Service Area Type	<input type="checkbox"/> Urban <input type="checkbox"/> Rural <input type="checkbox"/> Sparsely Populated - Specify population density by providing the number of people per square mile: _____ (Provide a value ranging from 0.01 to 7.)
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2c. Patients and Visits

Unduplicated Patients and Visits by Population Type

Patient Projection: How many unduplicated patients are projected to be served by end of the Designation Period?	
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Population Type	Current Number		Projected by End of Designation Period	
	Patients	Visits	Patients	Visits
Total	Pre-populated from most recent UDS data		Pre-populated from above	
General Underserved Community (Includes all patients/visits not reported in the rows below.)	Pre-populated from most recent UDS data			
Migratory and Seasonal Agricultural Workers and Families	Pre-populated from most recent UDS data			
Public Housing Residents	Pre-populated from most recent UDS data			
People Experiencing Homelessness	Pre-populated from most recent UDS data			

Patients and Visits by Service Type				
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Service Type	Current Number		Projected by End of Designation Period	
	Patients	Visits	Patients	Visits
Total Medical Services	Pre-populated from most recent UDS data	Pre-populated from most recent UDS data		
Total Dental Services	Pre-populated from most recent UDS data	Pre-populated from most recent UDS data		
Behavioral Health Services				
Total Mental Health Services	Pre-populated	Pre-populated		

Population Type	Current Number		Projected by End of Designation Period	
	Patients	Visits	Patients	Visits
	from most recent UDS data	from most recent UDS data		
Total Substance Abuse Services	Pre-populated from most recent UDS data	Pre-populated from most recent UDS data		
Total Enabling Services	Pre-populated from most recent UDS data	Pre-populated from most recent UDS data		

Public Burden Statement: An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this project is 0915-0285. Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to HRSA Reports Clearance Officer, 5600 Fishers Lane, Room 14N-39, Rockville, Maryland, 20857.

Instructions for Form 1A: General Information Worksheet

1. Applicant Information

- Complete all relevant information that is not pre-populated.
- Use the Fiscal Year End Date field to note the month and day in which your organization's fiscal year ends (e.g., December 31).
- You may check only one category in the Business Entity section. If you are a Tribal or Urban Indian entity and meet the definition for a public or private entity, you should select the Tribal or Urban Indian category.
- You may select one or more categories for the Organization Type section.

2. Proposed Service Area

2a. Service Area Designation

- If you have CHC designation, you MUST serve at least one Medically Underserved Area (MUA) or Medically Underserved Population (MUP) and must provide the relevant identification number(s).
- For inquiries regarding MUAs or MUPs, visit the [Shortage Designation Web site](http://www.hrsa.gov/shortage/) (<http://www.hrsa.gov/shortage/>) or email sdb@hrsa.gov.

2b. Service Area Type

- Select the type (urban, rural, or sparsely populated) that describes the majority of the service area. If sparsely populated is selected, provide the number of people per square mile (values must range from .01 to 7). For information about rural populations, visit the [Office of Rural Health Policy's Web site](http://www.hrsa.gov/ruralhealth/aboutus/definition.html) (<http://www.hrsa.gov/ruralhealth/aboutus/definition.html>).

2c. Patients and Visits

General Guidance for Patient and Visit Numbers:

When providing the count of patients and visits within each service type category, note the following (see the UDS Manual at

<http://bphc.hrsa.gov/datareporting/reporting/2015udsmanual.pdf>) for detailed information):

- A visit is a documented face-to-face contact between a patient and a provider who exercises independent judgment in the provision of services to the individual. To be included as a visit, services rendered must be paid for by your organization and documented in the patient's record.
- A patient is an individual who had (current data) or is projected to have (projected data) at least one visit in the calendar year (January 1 through December 31).
- Since a patient must have at least one documented visit, the number of patients cannot exceed the number of visits.
- If you have more than one service site, you must report aggregate data for all LAL sites.
- Baseline patient data will pre-populate from the most recent UDS report. If UDS data does not accurately reflect current numbers (e.g., due to change in scope or shifting service area characteristics such as influx of new populations), indicate the accurate current data and describe the discrepancy between UDS and current data in Item 3 of the *NEED* section of the Project Narrative.
- Do not report patients and visits for services outside the LAL of project. Specifically, the scope of project defines the service sites, services, providers, service area, and target population for which look-alike designation may be applicable. For more information, see PIN 2008-01: Defining Scope of Project and Policy for Requesting Changes (<http://bphc.hrsa.gov/programrequirements/pdf/pin2008-01.pdf>) and other Scope of Project documents available at <http://bphc.hrsa.gov/programrequirements/scope.html>.

Unduplicated Patients and Visits by Population Type:

1. Project the number of unduplicated patients to be served by the end of the three-year designation period.
2. Current patients across the population type categories will pre-populate from the most recent UDS data. To maintain consistency with the patients and visits reported in UDS, do not include patients and visits for pharmacy services or services outside the proposed scope of project in your patients by population type projections.

3. The total number of unduplicated patients projected by the end of the three-year designation period will pre-populate from Item 1 above. Project the **total** number of visits by the end of the three-year designation period, then categorize the projected total by the population type categories. **Across all population type categories, an individual can only be counted once as a patient.**

NOTE: *The population types in this table do not refer only to the designation categories (i.e., CHC, MHC, HCH, and/or PHPC). An applicant designated for only CHC may still have patients/visits listed in the other population type categories. All patients/visits that do not fall within the Migratory and Seasonal Agricultural Workers, Public Housing Residents, or People Experiencing Homelessness categories must be included in the General Underserved Community category.*

Patients and Visits by Service Type:

1. Current patients and visits for each service type category will pre-populate from the most recent UDS data.
2. Project the number of patients and visits anticipated within each service type category by the end of the three-year designation period. In general, HRSA does not expect the number of patients and visits to decline over time.
3. To maintain consistency with the number of patients and visits reported in UDS, do not report patients and visits for vision or pharmacy services or services outside the proposed scope of project. Refer to the Scope of Project policy documents available at <http://bphc.hrsa.gov/programrequirements/scope.html>.
4. Because a LAL's main purpose must be the provision of comprehensive primary medical care, the number of projected medical patients must be greater than the number of projected patients within each of the other service types.

NOTE: In the Patients and Visits by Service Type section, an individual patient should be included in multiple service types, as appropriate (i.e., a single patient should be counted as a patient for each service type received).