Collaborative Relationships

**Primary Reviewer:** Governance/Administrative Expert  
**Secondary Reviewer:** Clinical Expert

*Authority:* Section 330(k)(3)(B) of the PHS Act; and 42 CFR 51c.303(n), 42 CFR 56.303(n), and 42 CFR 51c.305(h)
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Document Checklist for Health Center Staff

Documents Provided at the Start of the Site Visit:

☐ Documentation of collaboration efforts between area health centers (e.g., email or other correspondence requests from the health center to one or more area health centers regarding collaboration; responses to other area health centers regarding their requests to collaborate with the health center)

☐ Documentation of established collaboration or coordination with other providers and organizations in the health center’s service area (e.g., memorandum of agreement or understanding, letters, monthly collaboration meeting agendas with local health center leaders, cross-referral of patients between health centers, membership on a city-wide community health planning council)

Demonstrating Compliance

Element a: Coordination and Integration of Activities

The health center documents its efforts to coordinate and integrate activities with other providers or programs in the service area (for example, social service organizations, including those that serve special populations, specialty practices, hospitals) in order to support:

- Continuity of care across community providers; and
- Other health or community services that impact the patient population.

Site Visit Team Methodology

- Interview Project Director/CEO regarding coordination and integration activities.
- Review Collaboration section and any relevant attachments from most recent SAC and other awards (e.g., NAP).
- Review sample of MOUs, MOAs and any other documentation of collaboration with other community providers or organizations.

Site Visit Findings

1. Does the health center make efforts to integrate and coordinate activities with other providers or programs in the service area?
   ☐ YES ☐ NO

   If No, an explanation is required:

2. Was the health center able to provide at least one example of collaborative relationships that support continuity of care or other health or community services (e.g., specialty practices, education, legal aid, housing, veterans groups)?
   ☐ YES ☐ NO
Element b: Collaboration with Other Primary Care Providers

The health center documents its efforts to collaborate with other primary care providers serving similar patient populations in the service area (at a minimum, this would include establishing and maintaining relationships with other health centers in the service area).

Site Visit Team Methodology

- Review UDS Mapper to identify other health centers with sites in the service area.
- Interview health center CEO/PD regarding collaboration and coordination with other primary care providers and health centers in the service area.
- Review relevant documentation of efforts to collaborate or documentation of established collaboration.

Site Visit Findings

3. Does the health center make efforts to collaborate with other primary care providers in the service area?
   ☐ YES ☐ NO

   If No, an explanation is required, including stating if there are no other health centers or primary care providers in the service area:

4. Was the health center able to describe established relationships with at least one health center in the service area?
   ☐ YES ☐ NO

   If No, an explanation is required, including stating if there are no other health centers or primary care providers in the service area:
Element c: Expansion of HRSA-Approved Scope of Project

*If the health center expands*¹,² *its HRSA-approved scope of project:*

- The health center obtains letters or other appropriate documents specific to the request or application that describe areas of coordination or collaboration with providers serving similar patient populations in the service area (health centers, rural health clinics, critical access hospitals, health departments, other providers, as applicable); or
- If such letters or documents cannot be obtained from these providers, the health center documents its attempts to coordinate or collaborate with these providers (health centers, rural health clinics, critical access hospitals, health departments, other providers, as applicable) on the specific request or application proposal.

Site Visit Team Methodology

**N/A** – HRSA assesses whether the health center has demonstrated compliance with this element through its internal review of change in scope requests and/or competing applications. No onsite review of this element is required.

Site Visit Findings

**N/A** – HRSA assesses whether the health center has demonstrated compliance with this element through its internal review of change in scope requests and/or competing applications. No onsite review of this element is required.

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¹ Expanding the HRSA-approved scope of project may occur by adding sites or services through change in scope requests, New Access Point competitive applications, or other supplemental funding applications.

² Additional requirements for documented collaboration may apply based on specific Notices of Funding Opportunity (NOFOs), Notices of Award (NOAs), look-alike designation instructions, or other federal statutes, regulations, or policies.