Delete a Site from Scope

HRSA
Health Center Program

1. **OVERVIEW:** Provide brief background/justification for why the health center is proposing to delete this site from its scope of project (e.g., major decrease in patient population, public transportation changes).

Proposed Date of Site Deletion: [_____]

Note: Please review Program Assistance Letter 2014-10: Updated Process for Change in Scope Submission, Review and Approval Timelines and Policy Information Notice 2008-01: Defining Scope of Project and Policy for Requesting Changes. In cases where a health center is not able to determine the exact date by which a CIS will be fully accomplished, BPHC will allow up to 120 days following the date of the CIS approval Notice of Award (NoA) or look-alike Notice of Look-Alike Designation (NLD) for the health center to implement the change (e.g., close the site). Review Program Assistance Letter 2009-11: New Scope Verification Process for more information.

2. **MAINTENANCE OF LEVEL AND QUALITY OF HEALTH SERVICES:** Describe how the health center intends to maintain, to the extent possible, the level and quality of health services currently provided to the patient population at this site by discussing:

a. The impact of deleting this site on the total number and percent of patients (i.e., across all sites in scope);
b. The impact of deleting this site on access to health center services in the current approved scope of project (Required and Additional Services as reflected on the health center's Form 5A) for current patients at the site
c. The average travel time and distance to the closest service delivery location(s) of the health center or other safety net provider offering a sliding fee scale;
d. If needed, what new or enhanced transportation services will be available to support access to all health center services for patients served by the site proposed for deletion; and
e. How the health center will address any other barriers to care that the deletion of the site may present for current patients at the site.

3. OUTREACH AND COMMUNICATION:

a. Describe how the health center will communicate with current health center patients and the community at large (e.g., other Health Center Program grantees and Look-alikes, rural health clinics, critical access hospitals, health departments), to raise awareness of the site deletion, including any new or enhanced transportation or enabling services available to support access to services at other sites or locations.

b. Attach any documents relevant to the site deletion that demonstrate the health center's outreach and communication (e.g., sample patient notification documents, local media announcements about site deletion, new MOUs).

[Attachment]

Note: The health center should ensure it has a plan related to the transfer of patient records and the transfer of equipment and/or other property purchased or improved with HRSA grant funding, as applicable. Please contact the health center's Grants Management Specialist for questions related to Federal interest.

4. FUNDED SITE: Was the site to be deleted added to scope through a HRSA-funded application (e.g., New Access Point, Oral Health Service Expansion)? If yes, address how the health center plans to achieve/maintain the patient projections included in the original application for the site. *Note: Health centers are expected to comply with terms and conditions of all awards, including serving the number of patients that have been served in the service area plus those the health center has committed to serve through recently-awarded HRSA funding.*

[__] Yes (If yes, please provide comments in box below) **[__] No**