



HRSA
Health Resources & Services Administration

Health Center Program Scope of Project System Improvements

Office of Policy and Program Development (OPPD)

Bureau of Primary Health Care (BPHC)

Vision: Healthy Communities, Healthy People



The Purpose of Scope of Project Module Improvements

HRSA is improving the HRSA Electronic Handbooks (EHBs) Scope Module to strengthen and simplify the change in scope (CIS) processes:

1 Simplify the CIS request process

- Requests will be easier to prepare and submit
- Reduce administrative burden
- Help health centers provide the information needed so there is less need for follow-up during the review process

2 Strengthen the CIS review process

- Streamline internal review workflows
- Support consistent and timely reviews
- Improve operational efficiency

HRSA Health Center Program

What is the Purpose of PAL 2026-04?

PAL 2026-04: *Health Center Program Scope of Project System Improvements* updates Health Center Program CIS process guidance and communicates EHBs Scope Module improvements.

Streamlines prior guidance

HRSA streamlined and consolidated Scope of Project resources related to the CIS process

Shares information on specific system improvements

Explains EHBs Scope Module improvements designed to improve the customer experience.

Scope Module Improvements: At a Glance

Alignment: Aligns Scope Module language and requirements with the Health Center Program Compliance Manual, Scope Manual, and statute.

Easier to use: Health centers will know exactly what information to provide for HRSA to review their requests.

Pre-populated data and business rules: Where possible, information will already be filled out on the forms and users will skip questions that do not apply.

Replace Service Site Checklist: Health centers will be able to delete one site and add another within the same CIS request if the sites meet the criteria for comparability.

Streamlining CIS request submission processes: Increased number of scope adjustment options and self-update options.

Scope System Improvements: Form 5A: Services Provided

Form 5A: Services Provided

- Form 5A Columns will be renamed:
  - Form 5A, Column I: Direct (Health Center Pays) will be Direct.
  - Form 5A, Column II: Formal Written Contract/Agreement (Health Center Pays) will be Contracts and Subawards.
  - Form 5A, Column III: Formal Written Referral Arrangement (Health Center DOES NOT pay) will be Cooperative Arrangements.
- Additional enabling services will be renamed Additional Patient Support Services.
- Specialty services will be integrated under Additional Services.

Certain Form 5A Scope Adjustments Changed to Self-Updates

- This change eliminates the need for HRSA review or approval for these specific requests.
- These changes are outlined in Health Center Program Scope of Project System Improvements: Appendix A.
- For example:
  - A health center provides dental services directly (Column I) and also contracted with a dental practice for in-scope dental services (Column II).
  - The health center directly hired more dentists. They decide to not extend the contract.
  - The health center can self-update their Form 5A to remove Column II in "Preventive Dental" and "Additional Dental Services."

Scope System Improvements: Form 5B: Sites

Form 5B: Sites

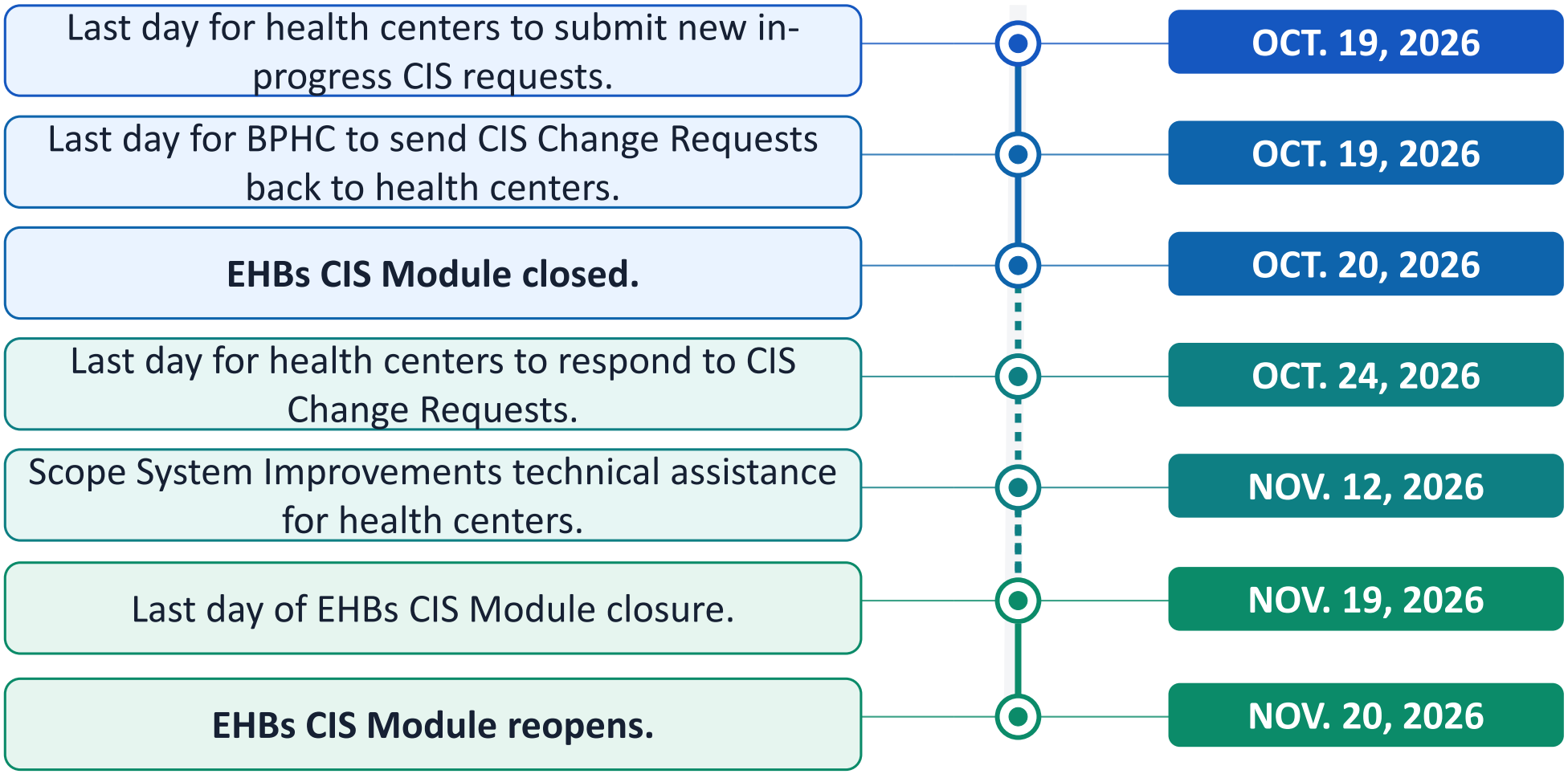
- Form 5B: Service Sites updated and renamed to Form 5B: Sites
- PAL section:
  - B.1 New Site Types and Site Settings
  - B.2 Modified Field Options
  - B.3 New CIS Checklist and Scope Adjustment Options

Change in Scope System Improvements to Form 5B: Sites

- Replace Service Site
- The Form 5B Scope Adjustment checklist contains new options to:
  - Remove a Temporary Site Added Due to an Emergency;
  - Add or Update an Existing Site's Suite, Floor, Room, or Building Information; or
  - Add or Delete an Other Site (Administrative Site, Patient Support Services Site, or Pharmacy-Only Site).

System Update and Closure Period Information

Scope System Improvement Timelines



Scope System Improvements: Data Migration

- As part of the system update, HRSA will migrate each health center's existing data to Form 5A and Form 5B.
- No action is needed by health centers for this data migration.
- For Form 5A, Specialty Services will be integrated under the Additional Services category.
- Form 5C has been discontinued. Your health center will have access to an archived copy in the EHBs.
- Later in 2027, HRSA will work with health centers to review and confirm their scope of project accuracy.

Technical Assistance for Health Centers

- November 12, 2026 – Change in Scope Module System Improvements TA session for health centers (including look-alikes).
- November 20, 2026 – EHBs wiki pages, guides, and other TA supports are updated to align with and reflect system improvements.

Thank You!

Bureau of Primary Health Care (BPHC)
Health Resources and Services Administration (HRSA)



Health Center Program Support



877-464-4772, 8 a.m. – 8 p.m. ET, Monday – Friday (except federal holidays)

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