



# Scope 101

## Introduction to Health Center Program

### Scope of Project

**Bureau of Primary Health Care (BPHC)**

**Vision: Healthy Communities, Healthy People**



# Welcome to Scope of Project 101!

## Agenda

- What is Scope of Project?
- The Five Components of Scope of Project
  - Target Population
  - Service Area
  - Services
  - Service Sites
  - Providers
- Telehealth in Scope of Project
- Scope of Project 101 Resources



# What is Scope of Project?

## Scope of Project defines:

- The health center's activities supported by the HRSA-approved budget for the Health Center Program project and,
- The activities that are subject to the requirements of the Health Center Program.

Health centers can make changes to their Scope of Project. To learn more about the change in scope process, visit

<https://bphc.hrsa.gov/programrequirements/scope/change>



# How Do Other Programs Use a Health Center's Scope of Project?

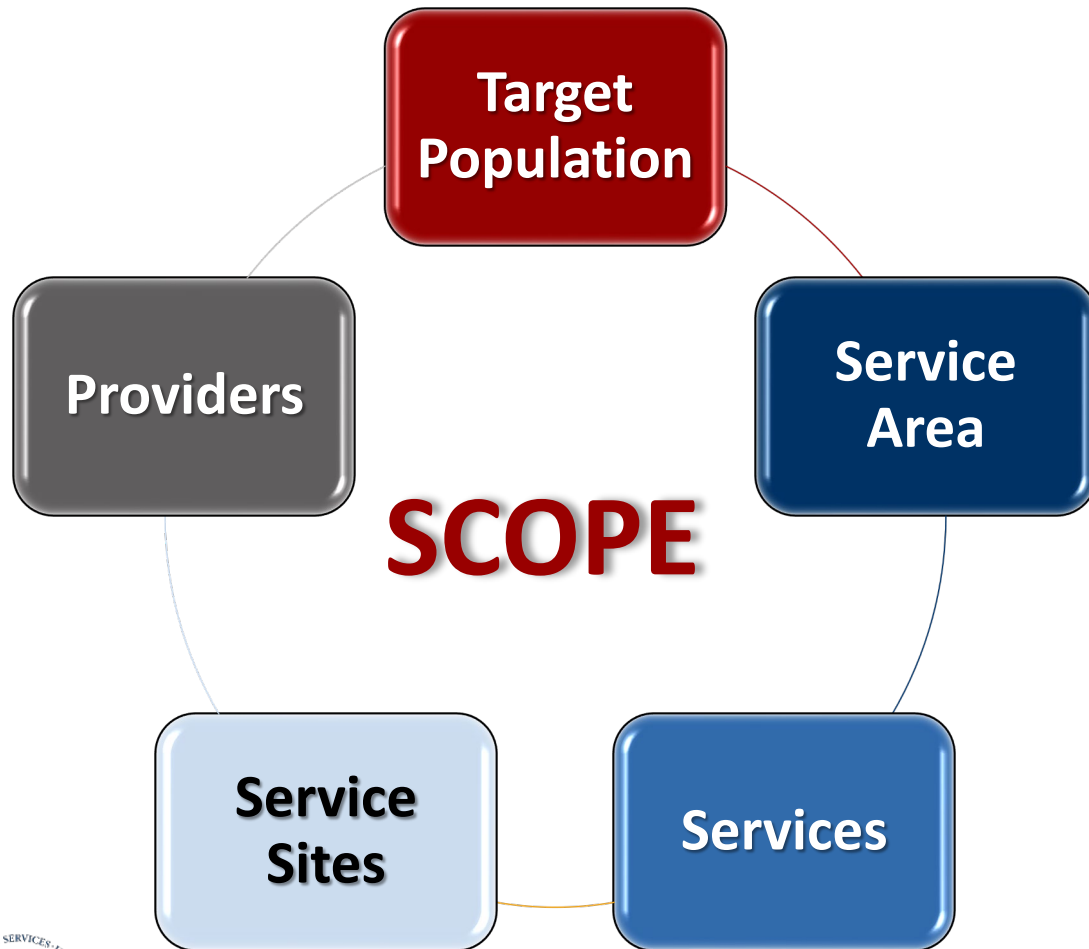
Federal and state programs use a health center's documented Scope of Project to inform determinations about eligibility for their respective programs.

These programs include:

- [Centers for Medicare & Medicaid Services \(CMS\) Federally Qualified Health Center \(FQHC\) Certification](#)
- [Federal Tort Claims Act \(FTCA\) Medical Malpractice Coverage](#)
- [340B Drug Pricing Program](#)
- [National Health Service Corps \(NHSC\)](#)



# What are the Five Components of Scope of Project?



This includes:

- **Target Population** - Who the project serves
- **Service Area** - What geographic area the project serves
- **Services** - What services are provided
- **Service Sites** - Where the services are provided
- **Providers** - Who provides the services

# Target Population

**Target  
Population**

Health centers must serve a medically underserved population as their target population.

# What is a Medically Underserved Population?

## ***Medically Underserved Population is:***

A population in an area that HRSA designates as having a shortage of personal health services. This population can be:

- In a HRSA-designated urban or rural area; or
- A HRSA-designated population group

The Health Center Program statute identifies three population groups as Special Medically Underserved Populations:

- Migrant and seasonal agricultural workers and their families
- People experiencing homelessness
- Residents of public housing



# Service Area

---

## Service Area

A service area is where most of a health center's current patients live.



# Considerations for a Health Center Defining its Service Area

---

***A health center is responsible for defining its service area. The service area:***

- Has specific boundaries that reduce barriers to care
- Expands access to services for everyone living in the area, including identified medically underserved populations in that area.

# Services

## Services

Health centers must provide a set of required primary health services.

In addition, health centers may provide additional health services to meet the needs of health center patients.

# How do Health Centers Provide Services?

Health centers provide in-scope services through one or more of the **service delivery** methods below:

- Directly by health center staff and volunteers
- Through formal written contracts or agreements with other providers
- Through formal written referral arrangements with other providers

Regardless of the service delivery method, patients must have reasonable access to all in-scope services.



# What are some examples of Required and Additional Health Services?

## *Examples of Required Services*

- General Primary Medical Care
- Preventive Dental
- Well Child Services
- Obstetrical Care

## *Examples of Additional Services*

- Mental Health Services
- Additional Dental Services
- Occupational Therapy
- Speech-Language Pathology/Therapy



# How are Required and Additional Health Services Documented?

## Form 5A: Services Provided (Form 5A)

Form 5A: Services Provided lists the required primary health services and HRSA-approved additional health services a health center provides, as well as the service delivery methods for each service.

Only services documented on Form 5A are part of the health center Scope of Project.

DEPARTMENT OF HEALTH AND HUMAN SERVICES Health Resources and Services Administration		FOR HRSA USE ONLY	
		Grant Number	Application Tracking #
FORM 5A: SERVICES PROVIDED (REQUIRED SERVICES)		Service Delivery Methods	
Service Type	Direct (Health Center pays)	Formal Written Contract/ Agreement (Health Center pays)	Formal Written Referral Arrangement (Health Center DOES NOT pay)
General Primary Medical Care			
Diagnostic Laboratory			
Diagnostic Radiology			
Screenings			
Coverage for Emergencies During and After Hours			
Voluntary Family Planning			
Immunizations			
Well Child Services			
Gynecological Care			
Obstetrical Care			
• Prenatal Care			
• Intrapartum Care (Labor & Delivery)			
• Postpartum Care			
Preventive Dental			
Pharmaceutical Services			
HCH Required Substance Use Disorder Services			
Case Management			
Eligibility Assistance			
Health Education			
Outreach			
Transportation			
Translation			



# Service Sites

## Service Sites

A service site is a location where a health center provides required primary health services or additional health services.

# What is the Definition of a Service Site?

*A service site is a location where:*

- Face-to-face visits are documented in a patient's medical record
- Health care providers exercise independent judgment when providing services to the patient
- Services are provided by, or on behalf of, the health center
  - The governing board has control and authority over the services provided at the location
- Services are provided on a regularly scheduled basis



# What are the Types of Service Sites?

## *Services sites can be:*

- **Permanent** – Fixed site open year round
- **Seasonal** – Fixed site open less than 12 months a year
- **Mobile Van** – A fully-equipped mobile unit where patients can receive health center services at various locations.
- **Intermittent** – A site that operates on a regular schedule, for a short period of time (two months or less), at locations that often change in response to the needs of the target population
- **Migrant Voucher Screening Sites** – Sites that provide health screenings and referrals to migrant and seasonal farmworkers





# How are Service Sites Documented?

## Form 5B: Service Sites (Form 5B)

[Form 5B: Service Sites](#) list information for each health center site in its scope of project.

Only sites documented on Form 5B are in the health center scope of project.

Site Information			
Site Name		Site Physical Address	
Site Type		Site Phone Number	
Web URL			
The following fields are required for "Service Delivery" and "Administrative/Service Delivery" site types:			
Location Type		Site Setting	
Date Site was Added to Scope		Site Operational Date	
FQHC Site Medicare Billing Number Status		FQHC Site Medicare Billing Number (Required if "This site has a Medicare billing number" is selected in 'FQHC Site Medicare Billing Number Status' field)	
FQHC Site National Provider Identification (NPI) Number (Optional field)		Total Hours of Operation (when Patients will be Served per Week)	
Months of Operation			
Service Area ZIP Codes			
Number of Contract Service Delivery Locations (Required only for 'Migrant Voucher Screening' Site Type)		Number of Intermittent Sites (Required only for 'Intermittent Site' Type)	
Site Operated by	<input type="checkbox"/> Health Center/Applicant <input type="checkbox"/> Subrecipient <input type="checkbox"/> Contractor		
Subrecipient or Contractor Information: (Required only if 'Subrecipient' or 'Contractor' is selected in 'Site Operated By' field)			
Subrecipient/Contractor Organization Name			
Subrecipient/Contractor Organization Physical Site Address			
Subrecipient/Contractor EIN			



# How are other health center activities and locations documented?

DEPARTMENT OF HEALTH AND HUMAN SERVICES Health Resources and Services Administration		FOR HRSA USE ONLY	
		Grant Number	Application Tracking Number
Form 5C: OTHER ACTIVITIES/LOCATIONS			
<i>Note: For current grantees, the system will pre-populate this form.</i>			
Activity/Location Information			
Type of Activity (select one)	<input type="checkbox"/> Immunizations <input type="checkbox"/> Hospital Admitting <input type="checkbox"/> Medical Rounds <input type="checkbox"/> Home Visits <input type="checkbox"/> Health Fairs <input type="checkbox"/> Non-Clinical Outreach <input type="checkbox"/> Portable Clinical Care <input type="checkbox"/> Health Education <input type="checkbox"/> Other – Please Specify:		
Frequency of Activity			
Description of Activity			
Type of Location(s) where Activity is Conducted			

## **Form 5C: Other Activities/Locations (Form 5C)**

[Form 5C: Other Activities/Locations](#) lists health center activities/locations that:

- Do not meet the service site definition;
- Are conducted on an irregular timeframe or schedule; and
- Offer a limited activity from within the full complement of health center activities within the scope of project.

These include, but are not limited to, health fairs, home visits, health education, and immunizations.



# Providers

## Providers

Providers are clinical staff who deliver health care services to patients on behalf of a health center.

# What is a Provider?

## *Health care professionals who:*

- Exercise independent judgment when providing services to health center patients;
- Document services in the patient's record on behalf of the health center; and
- Are appropriately licensed, credentialed and privileged to perform the activities and procedures

# How are Providers a Part of the Scope of Project?

*Health centers may include providers in their scope of project through:*

- Direct employment
- Using volunteers
- Contracting with individual providers
- Contracting with other organizations

# Telehealth in the Scope of Project



# What is Telehealth?

Within the context of the Health Center Program scope of project:

- Telehealth **IS** a mechanism or means for delivering a health services to health center patients using telecommunications technology or equipment.
- Telehealth **IS NOT** a service or a service delivery method requiring specific HRSA approval.



# Scope of Project Resources





# Scope of Project 101 Resources

- [BPHC Scope of Project Webpage](#)

## **Policies & Guidance:**

- [Welcome to Health Center Scope of Project 101 Slide Deck](#)
- [PIN 2008-01: Defining Scope of Project & Policy for Requesting Changes](#)
- [PAL 2020-01: Telehealth and Health Center Scope of Project](#)
- [PAL 2009-11: New Scope Verification Process](#)
- [PIN 2009-02: Specialty Services & Health Centers' Scope of Project](#)
- [PIN 2007-09: Service Area Overlap: Policy & Process](#)
- [PAL 2020-05: Requesting a Change in Scope to Add Temporary Service Sites in Response to Emergency Events](#)
- [PIN 2009-05: Policy for Special Populations-Only Grantees Requesting a Change in Scope to Add a New Target Population](#)



# Scope of Project 101 Resources Cont.

## Services:

- [Health Center Self-Assessment Worksheet for Form 5A: Services Provided](#)
- [Form 5A Service Descriptors](#)
- [Form 5A Column Descriptors](#)

## Service Sites:

- [Form 5B Instructions](#)
- [Form 5B Scope Accuracy Worksheet](#)
- [How to Create a CIS Map Using UDS Mapper](#)



# Thank You!

Have questions about Scope of Project?

Contact HRSA/BPHC via the [BPHC Contact Form](#)

**HRSA**  
Health Resources & Services Administration

