



# \* Form 2: Staffing Profile

OMB No.: 0915-0285. Expiration Date: 3/31/2023

<b>DEPARTMENT OF HEALTH AND HUMAN SERVICES</b> <b>Health Resources and Services Administration</b>  <b>Form 2: STAFFING PROFILE</b>	<b>FOR HRSA USE ONLY</b>	
	<b>Grant Number</b>	<b>Application Tracking Number</b>

**Note:** The health center must directly employ its Project Director/CEO. Allocate staff time by function among the positions listed. An individual's full-time equivalent (FTE) should not be duplicated across positions. For example, a provider serving as a part-time family physician and a part-time Clinical Director should be listed in each respective category, with the FTE portion allocated to each position (e.g., Clinical Director 0.3 (30%) FTE and family physician 0.7 (70%) FTE). Do not exceed 1.0 FTE for any individual. Refer to the most recent UDS manual (<https://bphc.hrsa.gov/datareporting/reporting>) for position descriptions.

### Key Management Staff/Administration

Staffing Positions by Major Service Category	Direct Hire FTEs	Contract/Agreement FTEs
Project Director/Chief Executive Officer (CEO)		<input type="checkbox"/> Yes <input type="checkbox"/> No
Finance Director/Chief Financial Officer (CFO)		<input type="checkbox"/> Yes <input type="checkbox"/> No
Chief Operations Officer (COO)		<input type="checkbox"/> Yes <input type="checkbox"/> No
Chief Information Officer (CIO)		<input type="checkbox"/> Yes <input type="checkbox"/> No
Clinical Director/Chief Medical Officer (CMO)		<input type="checkbox"/> Yes <input type="checkbox"/> No
Administrative Support Staff		<input type="checkbox"/> Yes <input type="checkbox"/> No

### Facility and Non-Clinical Support Staff

Staffing Positions by Major Service Category	Direct Hire FTEs	Contract/ Agreement FTEs
Management and Support Staff		
Fiscal and Billing Staff		<input type="checkbox"/> Yes <input type="checkbox"/> No
IT Staff		<input type="checkbox"/> Yes <input type="checkbox"/> No
Facility Staff		<input type="checkbox"/> Yes <input type="checkbox"/> No
Patient Support Staff		<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Physicians</b>		
<b>Staffing Positions by Major Service Category</b>	<b>Direct Hire FTEs</b>	<b>Contract/ Agreement FTEs</b>
Family Physicians		<input type="checkbox"/> Yes <input type="checkbox"/> No
General Practitioners		<input type="checkbox"/> Yes <input type="checkbox"/> No
Internists		<input type="checkbox"/> Yes <input type="checkbox"/> No
Obstetrician/Gynecologists		<input type="checkbox"/> Yes <input type="checkbox"/> No
Pediatricians		<input type="checkbox"/> Yes <input type="checkbox"/> No
Other Specialty Physicians		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Nurse Practitioners, Physician Assistants, and Certified Nurse Midwives</b>		
<b>Staffing Positions by Major Service Category</b>	<b>Direct Hire FTEs</b>	<b>Contract/ Agreement FTEs</b>
Nurse Practitioners		<input type="checkbox"/> Yes <input type="checkbox"/> No
Physician Assistants		<input type="checkbox"/> Yes <input type="checkbox"/> No
Certified Nurse Midwives		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Medical</b>		
<b>Staffing Positions by Major Service Category</b>	<b>Direct Hire FTEs</b>	<b>Contract/ Agreement FTEs</b>
Nurses		<input type="checkbox"/> Yes <input type="checkbox"/> No
Other Medical Personnel (e.g. Medical Assistants, Nurse Aides)		<input type="checkbox"/> Yes <input type="checkbox"/> No
Laboratory Personnel		<input type="checkbox"/> Yes <input type="checkbox"/> No
X-Ray Personnel		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Dental</b>		
<b>Staffing Positions by Major Service Category</b>	<b>Direct Hire FTEs</b>	<b>Contract/ Agreement FTEs</b>
Dentists		<input type="checkbox"/> Yes <input type="checkbox"/> No
Dental Hygienists		<input type="checkbox"/> Yes <input type="checkbox"/> No
Dental Therapists		<input type="checkbox"/> Yes <input type="checkbox"/> No
Other Dental Personnel		<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Behavioral Health (Mental Health and Substance Use Disorder Services)</b>		
<b>Staffing Positions by Major Service Category</b>	<b>Direct Hire FTEs</b>	<b>Contract/ Agreement FTEs</b>
Psychiatrists		<input type="checkbox"/> Yes <input type="checkbox"/> No
Licensed Clinical Psychologists		<input type="checkbox"/> Yes <input type="checkbox"/> No
Licensed Clinical Social Workers		<input type="checkbox"/> Yes <input type="checkbox"/> No
Other Licensed Mental Health Providers		<input type="checkbox"/> Yes <input type="checkbox"/> No
Other Mental Health Staff		<input type="checkbox"/> Yes <input type="checkbox"/> No
Substance Use Disorder Providers		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Professional Services</b>		
<b>Staffing Positions by Major Service Category</b>	<b>Direct Hire FTEs</b>	<b>Contract/ Agreement FTEs</b>
Other Professional Health Services Please Specify: (maximum 40 characters) _____		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Vision Services</b>		
<b>Staffing Positions by Major Service Category</b>	<b>Direct Hire FTEs</b>	<b>Contract/ Agreement FTEs</b>
Ophthalmologists		<input type="checkbox"/> Yes <input type="checkbox"/> No
Optometrists		<input type="checkbox"/> Yes <input type="checkbox"/> No
Other Vision Care Staff Please Specify: (maximum 40 characters) _____		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Pharmacy Personnel</b>		
<b>Staffing Positions by Major Service Category</b>	<b>Direct Hire FTEs</b>	<b>Contract/ Agreement FTEs</b>
Pharmacy Personnel		<input type="checkbox"/> Yes <input type="checkbox"/> No

Enabling Services		
Staffing Positions by Major Service Category	Direct Hire FTEs	Contract/ Agreement FTEs
Case Managers		<input type="checkbox"/> Yes <input type="checkbox"/> No
Patient/Community Education Specialists		<input type="checkbox"/> Yes <input type="checkbox"/> No
Outreach Workers		<input type="checkbox"/> Yes <input type="checkbox"/> No
Transportation Staff		<input type="checkbox"/> Yes <input type="checkbox"/> No
Eligibility Assistance Workers		<input type="checkbox"/> Yes <input type="checkbox"/> No
Interpretation Staff		<input type="checkbox"/> Yes <input type="checkbox"/> No
Community Health Workers		<input type="checkbox"/> Yes <input type="checkbox"/> No
Other Enabling Services Please Specify: (maximum 40 characters) _____		<input type="checkbox"/> Yes <input type="checkbox"/> No
Other Programs and Services		
Staffing Positions by Major Service Category	Direct Hire FTEs	Contract/ Agreement FTEs
Quality Improvement Staff		<input type="checkbox"/> Yes <input type="checkbox"/> No
Other Programs and Services Please Specify: (maximum 40 characters) _____		<input type="checkbox"/> Yes <input type="checkbox"/> No
Total FTEs		
Totals	Direct Hire FTEs	Contract/ Agreement FTEs
Totals	will auto-calculate in EHBs	N/A

Public Burden Statement: Health centers (section 330 grant funded and Federally Qualified Health Center look-alikes) deliver comprehensive, high quality, cost-effective primary health care to patients regardless of their ability to pay. The Health Center Program application forms provide essential information to HRSA staff and objective review committee panels for application evaluation; funding recommendation and approval; designation; and monitoring. The OMB control number for this information collection is 0915-0285 and it is valid until 3/31/2023. This information collection is mandatory under the Health Center Program authorized by section 330 of the Public Health Service (PHS) Act ([42 U.S.C. 254b](https://www.uscourts.gov/42-U.S.C.-254b)). 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 14N136B, Rockville, Maryland, 20857 or [paperwork@hrsa.gov](mailto:paperwork@hrsa.gov).

## Instructions

Report personnel for the **first budget year** of the proposed project. Include only staff for sites included on Form 5B: Service Sites.

- The project director (PD)/chief executive officer (CEO) must be a direct employee of the health center.
- Allocate staff time in the Direct Hire FTEs column by function among the staff positions listed. An individual's full-time equivalent (FTE) should not be duplicated across positions.

For example, a provider serving as a part-time family physician and a part-time Clinical Director should be listed in each respective category with the FTE portion allocated to each position (e.g., clinical director 0.3 (30%) FTE and family physician 0.7 (70%) FTE). Do not exceed 1.0 (100%) FTE for any individual. For position descriptions, refer to the [UDS Manual](#).

- Record volunteers in the Direct Hire FTEs column.
- If you propose to provide services through formal written contracts/agreements (Form 5A, Column II), select Yes for contracted staff.

Contracted staff are indicated by answering Yes or No only. **Do not quantify contracted staff in the Direct Hire column.** Contracted staff should be summarized in Attachment 7: Summary of Contracts and Agreements.