FY 2023 Health Center Program Service Expansion – School-Based Service Sites (SBSS)
Non-Competing Continuation (NCC)
Example Project Work Plan Update

DEPARTMENT OF HEALTH AND HUMAN SERVICES Health Resources and Services Administration **Project Work Plan Update**	FOR HRSA USE ONLY	
	Grant Number	**Application Tracking Number**

- The purpose of the Health Center Program Service Expansion – School-Based Service Sites (SBSS) funding is to increase the number of patients who access comprehensive primary health care services through service delivery sites located at schools.
- Submission and approval of your Non-Competing Continuation (NCC), to include this Project Work Plan Update, will provide funding for the year two budget period (May 1, 2023 through April 30, 2024).
- Access the Fiscal Year (FY) 2023 SBSS (NCC) Instructions, available on the SBSS NCC Technical Assistance Webpage, for detailed guidance on how to complete this form.

Pre-populated from SBSS Application Project Work Plan					
Focus Area	**Activity Category**	**Activity Subcategory**	**Activity Description**	**Activity Progress**	**Activity Progress Update**
General Primary Medical Care	Increasing Workforce Capacity	Recruiting and onboarding of personnel (direct hire and/or contracted)	Year 1: Work with recruitment agency to identify and hire 0.5 licensed MD trained in family medicine and 1.0 licensed nurse practitioner positions. Complete hiring and onboarding of both positions before the end of Year 1.	☐ Not started ☐ In progress ☒ Completed ☐ Will not complete ☐ New	Both a FT Nurse and PT Physician have been hired and have been on boarded.
		Expanding use of telehealth	Year 1: Conduct pre-evaluation of provider knowledge, skills, and abilities (KSAs) on use of telehealth equipment and comfort with incorporating telehealth into care.	☐ Not started ☒ In progress ☐ Completed ☐ Will not complete ☐ New	Pre-evaluation of KSAs has been completed for all providers. All providers have taken three trainings on the use of telehealth

Focus Area	Activity Category	Activity Subcategory	Activity Description	Activity Progress	Activity Progress Update
			Provide training to primary care providers on the use of telehealth equipment and provision of primary care services through telehealth. Year 2: Conduct post-evaluation of providers KSAs.		equipment and the provision of primary health care services through telehealth. Post-evaluation of KSAs will begin in March of 2023.
		Other: Please specify (up to 125 characters with spaces): Establishing primary health care professional pipeline	Year 1: Develop collaboration with local educational institution to serve as rotation site for medical students interested in school-based care. Ensure that a memorandum of understanding (MOU) with the educational institution to formalize arrangement is signed by the end of Year 1. Year 2: If there is interest, have medical students rotate at one or more school-based service sites.	☒ Not started ☐ In progress ☐ Completed ☐ Will not complete ☐ New	Due to COVID-19, the local educational institution we were going to partner with has deferred collaboration until May, 2023. The MOU has been signed by both parties, but is not yet executed.
	Enhancing Physical Infrastructure	Adding mobile unit(s)	Year 1: Add a mobile unit within 120 days of award to expand delivery of primary medical care services. This will address space limitations at the school site that previously prevented service expansion.	☐ Not started ☐ In progress ☒ Completed ☐ Will not complete ☐ New	The mobile unit was purchased and is being used to deliver medical care at our school-based site.

Focus Area	Activity Category	Activity Subcategory	Activity Description	Activity Progress	Activity Progress Update
		Outreaching to students and families	Year 2: Advertise Health Center primary medical care services at school events and in school literature (flyers, newsletters).	☐ Not started ☐ In progress ☐ Completed ☐ Will not complete ☒ New	In an effort to draw more patients from the school population, advertising available services will be prioritized in year 2.
Mental Health					
Substance Use Disorder					
Oral Health					
Vision					
Enabling					