

HRSA

Health Resources & Services Administration

OMB No.: 0915-0285. Expiration Date: 1/31/2020

DEPARTMENT OF HEALTH AND HUMAN SERVICES Health Resources and Services Administration Form 2: Staffing Profile	FOR HRSA USE ONLY	
	Grant Number	Application Tracking Number

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/2018-uds-reporting-manual.pdf>) 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)		Yes No
Finance Director/Chief Financial Officer (CFO)		Yes No
Chief Operating Officer (COO)		Yes No
Chief Information Officer (CIO)		Yes No
Clinical Director/Chief Medical Officer (CMO)		Yes No
Administrative Support Staff		Yes No

Facility and Non-Clinical Support

Staffing Positions by Major Service Category	Direct Hire FTEs	Contract/ Agreement FTEs
Fiscal and Billing Staff		Yes No
IT Staff		Yes No
Facility Staff		Yes No
Patient Support Staff		Yes No



Health Resources & Services Administration

Physicians		
Staffing Positions by Major Service Category	Direct Hire FTEs	Contract/ Agreement FTEs
Family Physicians		Yes No
General Practitioners		Yes No
Internists		Yes No
Obstetricians/Gynecologists		Yes No
Pediatricians		Yes No
Other Specialty Physicians Please Specify: (maximum 40 characters) _____		Yes No
Nurse Practitioners, Physician Assistants, and Certified Nurse Midwives		
Staffing Positions by Major Service Category	Direct Hire FTEs	Contract/ Agreement FTEs
Nurse Practitioners		Yes No
Physician Assistants		Yes No
Certified Nurse Midwives		Yes No
Medical		
Staffing Positions by Major Service Category	Direct Hire FTEs	Contract/ Agreement FTEs
Nurses		Yes No
Other Medical Personnel (e.g. Medical Assistants, Nurse Aides)		Yes No
Laboratory Personnel		Yes No
X-Ray Personnel		Yes No
Dental		
Staffing Positions by Major Service Category	Direct Hire FTEs	Contract/ Agreement FTEs
Dentists		Yes No
Dental Hygienists] Yes No
Dental Therapists		Yes No

HRSA

Health Resources & Services Administration

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



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

Public Burden Statement: An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this project is 0915-0285. 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 14-N39, Rockville, Maryland, 20857.

Instructions for Form 2: Staffing Profile

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

- 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 percentage



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 include a number in the Direct Hire FTEs column for contracted staff.** Contracted staff should be summarized in Attachment 7: Summary of Contracts and Agreements.