



## **FY 2021 Health Center Program Service Expansion - School-Based Service Sites (SBSS)**

### **Example Project Overview Form/Project Work Plan**

The SBSS application submission requires a Project Work Plan that clearly depicts how activities will achieve the SBSS purpose over the 2-year period of performance.

- You will complete the following fields: Focus Area, Activity Category, Activity Subcategory, and Activity Description.
- You must select at least one focus area to designate the service you plan to expand. You will then select as many activity categories and activity subcategories as required to fully outline your planned activities.
- Multiple selections for focus area, activity category, and activity subcategory are permitted.
- You may identify no more than five activities per activity subcategory.
- In your activity description, reference the timeframe for completing each activity (e.g., Year 1, Year 2, 120 days after award).

The following example presents several focus areas with aligned activity categories, subcategories, and descriptions. This example is to be used as a reference when developing your Project Work Plan. For detailed instructions, refer to the SBSS Notice of Funding Opportunity and SBSS EHBs User Guide, both available on the [SBSS technical assistance webpage](#).

*Table 1: General Primary Medical Care Focus Area Service Expansion Activities*

<b>Focus Area</b>	<b>Activity Category</b>	<b>Activity Subcategory</b>	<b>Activity Description</b>
General Primary Medical Care	Increasing Workforce Capacity	Recruiting and onboarding of personnel (direct hire and/or contracted)	<i>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.</i>
		Expanding use of telehealth	<i>Year 1: Conduct pre-evaluation of provider knowledge, skills, and abilities (KSAs) on use of telehealth equipment and comfort with incorporating telehealth into care. Provide training to primary care providers on the use of telehealth equipment and provision of primary care services through telehealth.</i>  <i>Year 2: Conduct post-evaluation of provider KSAs.</i>
		<i>Other: Please specify: (up to 125 characters with spaces)</i>  Establishing primary health care professional pipeline	<i>Year 1: Develop collaboration with local educational institution to serve as a 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.</i>  <i>Year 2: If there is interest, have medical student rotate at one or more school-based service sites.</i>
	Enhancing Physical Infrastructure	Adding mobile unit(s)	<i>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.</i>

*Table 2: Oral Health Focus Area Service Expansion Activities*

<b>Focus Area</b>	<b>Activity Category</b>	<b>Activity Subcategory</b>	<b>Activity Description</b>
Oral Health	Increasing Workforce Capacity	Recruiting and onboarding of personnel (direct hire and/or contracted)	<i>Year 1: Direct hire 0.75 FTE dental hygienist and contract with dentist for 0.25 FTE. Provide onboarding training developed in-house to all new providers.</i>
		Expanding face-to-face services	<i>Year 1: Increase hours of operation and staff availability from 10 to 20 hours per week of dental hygiene services.</i>  <i>Year 2: If demand supports further expansion, increase hours of operation and staff availability from 20 to 30 hours per week of dental hygiene services.</i>
	Enhancing Physical Infrastructure	Executing minor alteration/renovation (A/R)	<i>Year 1: Renovate existing space to install two dental operatories. Purchase and install permanently fixed equipment necessary for the functioning of the facility.</i>

*Table 3: Enabling Services Focus Area Service Expansion Activities*

<b>Focus Area</b>	<b>Activity Category</b>	<b>Activity Subcategory</b>	<b>Activity Description</b>
Enabling	Increasing Workforce Capacity	Recruiting and onboarding of personnel (direct hire and/or contracted)	<i>Year 1: Hire 0.5 FTE support staff to provide case management services.</i>
		Expanding face-to-face services	<i>Year 2: Increase number of case management visits</i>
	Increasing Organizational Capacity	Enhancing health information technology	<i>Year 1: Purchase and implement equipment to conduct translation services via audio/video conference.</i>
	Enhancing Collaboration and Community Awareness	Establishing new or enhanced collaborations with other local organizations	<i>Year 2: Develop partnership with local provider fluent in Vietnamese to support quality review of translation services provided. Provider will do periodic check-ins to ensure translation services accurately convey clinical terms.</i>