

Health Center Program Site Visit Protocol:

HRSA Operational Site Visit Support Documents

Last updated: February 27, 2020

NOTE: This resource is intended to complement the [Site Visit Protocol \(SVP\)](#), which is the primary tool for assessing compliance with Health Center Program requirements during Operational Site Visits (OSVs). HRSA Staff will provide the most current versions of the following documents to the Site Visit Team **prior** to the site visit. These documents, in addition to the documents the health center provides, will inform the site visit assessment.

HRSA OPERATIONAL SITE VISIT SUPPORT DOCUMENTS

- Service Area Competition (SAC)/New Access Point (NAP)/Renewal of Designation (RD) Application(s). The application contains the following:
 - Form 1C: Documents on File
 - Form 2: Staffing Profile
 - Form 3: Income Analysis
 - Form 3A: Look-Alike Budget Information
 - Form 4: Community Characteristics
 - Form 5A: Services Provided
 - Form 5B: Service Sites
 - Form 5C: Other Activities/Locations
 - Form 6A: Current Board Member Characteristics
 - Form 6B: Request for Waiver of Board Member Requirements (if applicable)
 - Form 8: Health Center Agreements
 - Form 10: Emergency Preparedness Report
 - Form 12: Organization Contacts
 - Scope Certification Form
 - Clinical & Financial Performance Measures
 - Attachments (1–12)
 - Service Area Map and Table
 - Corporate Bylaws
 - Organizational Chart
 - Position Descriptions by Key Personnel
 - Biographical Sketches for Key Personnel
 - Co-Applicant Agreement for Public Centers
 - Summary of Contracts and Agreements
 - Letters of Support
 - Sliding Fee Discount Schedule
 - Budget Narrative
- Budget Period Progress Report (BPR)/Annual Certification (AC) Report
- Health center's current Form 5A: Services Provided and current Form 5B: Service Sites from Electronic Handbooks (EHB)
- Most recent prior OSV Report (only for historical context)
- Information on any prior targeted technical assistance (TA) provided by HRSA within the last two project periods
- Uniform Data System (UDS) Summary Report
- UDS Health Center Trend Report
- UDS Performance Comparison Report
- Description(s) of any specific issues or unique characteristics of the health center, including but not limited to:
 - Background information on the health center
 - Unique characteristics (for example, large number of contracted or referral services, substantial numbers of special populations)
 - List of current progressive action conditions