

The BPHC Newly Funded TA Web Guide Resources for New and Existing Grantees

Developed by:

The U.S. Department of Health and Human Services (HHS)
Health Resources and Services Administration (HRSA)
Bureau of Primary Health Care (BPHC)
Office of Training and Technical Assistance Coordination (OTTAC)

The BPHC Newly Funded TA Web Guide is a self assessment tool designed to help new BPHC grantees provide high-quality primary health care from the day they open their doors for business. The Guide is a central hub for links to HRSA-approved templates, information pages, and policy documents, and many other resources. The intent of the Web Guide is to help Health Center grantees improve their quality and efficiency, work within Health Center Program Requirements, and access Federal policies, programs and resources intended for the specific needs of Health Centers.

This document is a printable version of a portion of the content available on the Web Guide. It was developed by the BPHC Office of Training and Technical Assistance Coordination and is hosted at:
<http://bphc.hrsa.gov/technicalassistance/index.html>

4h. Program Requirement 16: Scope of Project

Requirements:

Health center maintains its funded scope of project (sites, services, service area, target population and providers), including any increases based on recent grant awards.

Authority:

Authority: 45 CFR Part 74.25

Questions based on review of the Newly Funded Health Center application and current status:

- Is the grantee prepared to carry out their funded scope of project in terms of number of patients served, visits, services available, providers, and/or sites? (If applicable)
- Do the Forms 5A, 5B, and 5C match current plans/practice and is there a plan in place to verify services within 120 days?

Documents to Review for Answers:

1) EHB Scope Reports – Forms [5A](#), [5B](#) and [5C](#); 2) Applications (specifically [Form 1-A](#)) for recent section 330 grant awards

Links and additional resources:

PIN [08-01](#): Defining Scope of Project and Policy for Requesting Changes.

PIN [09-03](#): Technical Revision to PIN 08-01, Defining Scope of Project and Policy for Requesting Changes.

PIN [09-02](#): Specialty Services & Health Centers' Scope of Project

PIN [09-05](#): Policy for Special Populations-Only Grantees Requesting a Change in Scope to Add a New Target Population

Table 1: Scope of Project Questions

These questions are intended to help grantees assess whether their anticipated scope lines up with the approved application.

Scope of Project
1. Based on the purpose/scope of the grant award received (as applicable) are there market conditions that were not reflected in the grantee's application plans that have or may affect or impede goals for:
1.a. Growth in the number of patients?
1.b. Growth in the number of visits?
1.c. Addition of new service(s)?
1.d. Addition of new provider(s)?
1.e. Addition of new site(s)?
1.f. Other expansions / improvements (e.g., EHR implementation, construction, etc.)?
2. Regarding current capacity:
2.a. What is the capacity of the facility for medical and dental services?
2.b. Based on the center's market plan, when will the facility be at full capacity?
2.c. Are plans in place to expand the facility to meet the center's market projections?
3. Regarding any planned expansions:
3.a. What are the expansion plans?
3.b. Have the following been included in the planning phase: <ul style="list-style-type: none"> • Staffing needs, including when to bring on appropriate management staff; i.e., Medical Director, CFO, billing, and collection staff? • Establishing Medicaid and Medicare numbers to bill and collect? • Funding sources to support the planned expansion? • Purchasing and/or implementing a patient registration and billing system?
3.c. What tasks remain to be completed that are necessary to promote an effective Newly Funded Health Center operation?
3.d. Is the physical site/facility occupied or plans in place to ensure the facility can be up and running as needed and required in a timely manner?