



HRSA COMPLIANCE MANUAL: KEY ROLES OF GOVERNING COUNCIL

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Key Terms / Reminders

- HRSA – Health Resources and Services Administration
- FQHC – Federally Qualified Health Center
- Section 330 – our large federal FQHC grant (currently \$4.7M)
 - In FY13, award was \$2.6M. Expanded service and competitive funding opportunities have increased award.
- UDS – Uniform Data System (annual report submitted to HRSA)
- Compliance Manual – HRSA Guidelines
 - Clear, complete guidelines for 21 different areas.
- HRSA Site Visit Protocol
 - Detailed questions for site visits

Service Area Competition

- Funding Cycle: 3 years
 - Service Area Competition – every third year
 - Non-Competitive Renewal Application – alternate years
- LCHD TIMELINE
 - Current grant year 2/1/2019-1/31/2020 (year 3 of 3)
 - Service Area Competition due 9/4/2019
 - Year 1 of 3: 2/1/2020-1/31/2021
 - Year 2 of 3: 2/1/2021-1/31/2022
 - Year 3 of 3: 2/1/2022-1/31/2023
 - Service Area Competition due September 2022

Governing Council Composition

- At least 9 members (bylaws state 9-13).
- At least 51% of members must be consumers of health center services.
 - Verified in health center record. May include dependents.
- Consumers must be representative of the communities served in terms of race, ethnicity and gender.
- Non-consumers should be representative of the community served. No more than ½ of non-consumers can work in the health care industry.
- May not be an employee of the health center or close relation of an employee.
 - Disclose conflicts of interest annually
 - Member Statement of Agreement

Key Governing Council Responsibilities

- Hold monthly meetings
- Approve grant applications and scope changes
- Approve the annual budget and audit
- Approve hours of operation and changes in sites
- Approve key policies (sliding fee, quality, billing/collections)
- Credentialing and privileging of Health Center providers
- Evaluate Executive Director
- Evaluate Health Center's Progress, Utilization and Finances
- Strategic Planning
- Establish/Update bylaws
- Complete annual self-evaluation
- Address patient grievances
- **"The health center governing board must assure that the center is operated in compliance with applicable Federal, State, and local laws and regulations."**

Deeper Dive - Compliance

- Element #4: Required and Additional Health Services
 - Review Form A
 - Required, Additional and Specialty Services
 - Column I, II, III

<https://bphc.hrsa.gov/sites/default/files/bphc/programrequirements/scope/form5aservicedescriptors.pdf>



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