| PROJECT WORK PLAN | | |
|---|---|---|
| **DEPARTMENT OF HEALTH AND HUMAN SERVICES** Health Resources and Services Administration  **PROJECT WORK PLAN** | **FOR HRSA USE ONLY** | |
| | Application Tracking Number | Grant Number |
| | | |

## Section A - Training and Technical Assistance (T/TA) in Fiscal and Program Management (Program Requirements)

| **Goal A1: Percent** of Health Center Program grantees in the state/region with no program conditions on their Notice of Awards (NoAs). | |
|---|---|
| Projected Goal Percentage | |
| Numerator Description | Total number of Health Center Program grantees with no program conditions. |
| Denominator Description | Total number of Health Center Program grantees in the State or region. |
| Data Source | HRSA Program Reports |
| **Notes:**  - Minimum of 3 and maximum of 5 Key Factors can be added under the goal.  **-** Minimum of 1 restricting key factor and 1 contributing key factor is required for the goal. | |
| Key Factor #1 | **Type: [_]** Contributing **[_]** Restricting **Description:** |
| Key Factor #2 | **Type: [_]** Contributing **[_]** Restricting **Description:** |
| Key Factor #3 | **Type: [_]** Contributing **[_]** Restricting **Description:** |
| Key Factor #4 | **Type: [_]** Contributing **[_]** Restricting **Description:** |
| Key Factor #5 | **Type: [_]** Contributing **[_]** Restricting **Description:** |

**Activity Details**

**Notes**:
- Propose activities under at least 3 of the required T/TA Focus Areas listed below.
- Minimum of 2 and maximum of 5 Activities can be added under each proposed T/TA Focus Area.
- If the activities you propose do not belong to the pre-defined T/TA Focus Areas listed below, propose additional focus areas under 'Other Focus Areas'. Maximum of 2 Other Focus Areas can be proposed under this section.

## Select a Training and Technical Assistance (T/TA) Focus Area

[_] **Need**: Provide T/TA in the development and implementation of periodic community and/or population needs assessments focusing on overcoming access issues, minimizing barriers to care and maximizing community collaboration.

[_] **Services**: Provide T/TA in the development and implementation of quality improvement/quality assurance (QI/QA) systems (i.e., appropriate risk management, medical malpractice including Federal Tort Claims Act (FTCA), credentialing, patient satisfaction and quality of care reporting). (NOTE: excludes the UDS T/TA sessions hosted by PCAs).

[_] **Management and Finance**: Provide T/TA on fiscal operations/system requirements (i.e., billing systems, coding, Medicare and Medicaid, cost reports, budget tracking, financial reports, and financial audits).

[_] **Management and Finance**: Provide T/TA on workforce recruitment and retention of health center staff (i.e., health center managers, providers/staff, and board members).

[_] **Governance**: Provide T/TA on governance requirements for health centers (i.e., board authority, functions/responsibilities, composition, training, recruitment and evaluation tools).

**Other Focus Area(s)**:

| Focus Area | Details |
|---|---|
| Other Focus Area 1: | **Focus Area Title:** (100 characters maximum limit)<br><br>**Focus Area Description:** (200 characters maximum limit) |
| Other Focus Area 2: | **Focus Area Title:** (100 characters maximum limit)<br><br>**Focus Area Description:** (200 characters maximum limit) |

## Activity Description (200 characters maximum limit)

## Progress Report (1000 characters maximum limit)

## Person/Area Responsible (200 characters maximum limit for each entry)

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Comments (500 characters maximum limit)

## Section B - Training and Technical Assistance (T/TA) in Performance Improvement (Clinical)

**Goal B1:** Improvements in Clinical Measures
a) **Percent** of Health Center Program grantees in the State/region that meet or exceed performance on one or more Healthy People 2020 performance measure goal(s).
b) **Percent** of Health Center Program grantees with Patient-Centered Medical Home (PCMH).

| | |
|---|---|
| Projected Goal Percentage for B1.a | |
| Numerator Description | Total number of Health Center Program grantees in the State/region that meet or exceed performance on one or more Healthy People 2020 performance measure goal(s). |
| Denominator Description | Total number of Health Center Program grantees in the State or region. |
| Data Source | HRSA Program Reports |
| Projected Goal Percentage for B1.b | |
| Numerator Description | Total number of Health Center Program grantees in the State/region that receive PCMH recognition. |
| Denominator Description | Total number of Health Center Program grantees in the State or region. |
| Data Source | HRSA Program Reports |
| **Notes:**<br>- Minimum of 3 and maximum of 5 Key Factors can be added under the goal.<br>- Minimum of 1 restricting key factor and 1 contributing key factor is required for the goal. | |
| Key Factor #1 | **Type: [_]** Contributing **[_]** Restricting<br>**Description:** |
| Key Factor #2 | **Type: [_]** Contributing **[_]** Restricting |

| | Description: |
|---|---|
| Key Factor #3 | **Type: [_]** Contributing **[_]** Restricting<br>**Description:** |
| Key Factor #4 | **Type: [_]** Contributing **[_]** Restricting<br>**Description:** |
| Key Factor #5 | **Type: [_]** Contributing **[_]** Restricting<br>**Description:** |

**Activity Details**

**Notes**:
- Propose activities under the required T/TA Focus Areas listed below.
- Minimum of 2 and maximum of 5 Activities can be added under each proposed T/TA Focus Area.
- If the activities you propose do not belong to the pre-defined T/TA Focus Area listed below, propose additional focus areas under 'Other Focus Areas'. Maximum of 2 Other Focus Areas can be proposed under this section.

Select a Training and Technical Assistance (T/TA) Focus Area

**[_] Clinical Performance Measures:** Provide T/TA to Health Center Program grantees on how to improve clinical performance on one or more clinical performance measures (e.g. outreach/quality of care and health outcomes/disparities).

**Other Focus Area(s)**:

| Focus Area | Details |
|---|---|
| Other Focus Area 1: | **Focus Area Title:** (100 characters maximum limit)<br><br>**Focus Area Description:** (200 characters maximum limit) |
| Other Focus Area 2: | **Focus Area Title:** (100 characters maximum limit)<br><br>**Focus Area Description:** (200 characters maximum limit) |

Activity Description (200 characters maximum limit)

Progress Report (1000 characters maximum limit)

Person/Area Responsible (200 characters maximum limit for each entry)

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**Comments (500 characters maximum limit)**

## Section B - Training and Technical Assistance (T/TA) in Performance Improvement (Financial)

**Goal B2:** Improvements in Financial Measures
a) **Percent** of Health Center Program grantees with cost increase less than National average.
b) **Percent** of Health Center Program grantees without going concern issues.

| | |
|---|---|
| Projected Goal Percentage for B2.a | |
| Numerator Description | Total number of Health Center Program grantees in the State/region that have cost increase less than the National average. |
| Denominator Description | Total number of Health Center Program grantees in the State or region. |
| Data Source | HRSA Program Reports |
| Projected Goal Percentage for B2.b | |
| Numerator Description | Total number of Health Center Program grantees in the |

| | |
|---|---|
| | State/region that do not have going concern issues. |
| Denominator Description | Total number of Health Center Program grantees in the State or region. |
| Data Source | HRSA Program Reports |

**Notes:**
- Minimum of 3 and maximum of 5 Key Factors can be added under the goal.
- Minimum of 1 restricting key factor and 1 contributing key factor is required for the goal.

| | |
|---|---|
| Key Factor #1 | **Type: [_]** Contributing **[_]** Restricting <br> **Description:** |
| Key Factor #2 | **Type: [_]** Contributing **[_]** Restricting <br> **Description:** |
| Key Factor #3 | **Type: [_]** Contributing **[_]** Restricting <br> **Description:** |
| Key Factor #4 | **Type: [_]** Contributing **[_]** Restricting <br> **Description:** |
| Key Factor #5 | **Type: [_]** Contributing **[_]** Restricting <br> **Description:** |

## Activity Details

**Notes**:
- Propose activities under the required T/TA Focus Areas listed below.
- Minimum of 2 and maximum of 5 Activities can be added under each proposed T/TA Focus Area.
- If the activities you propose do not belong to the pre-defined T/TA Focus Area listed below, propose additional focus areas under 'Other Focus Areas'. Maximum of 2 Other Focus Areas can be proposed under this section.

Select a Training and Technical Assistance (T/TA) Focus Area

**[_] Financial Performance Measures:** Provide T/TA to Health Center Program grantees to improve financial performance on one or more financial performance measures (e.g. costs/ financial viability).

**Other Focus Area(s)**:

| Focus Area | Details |
|---|---|
| Other Focus Area 1: | **Focus Area Title:** (100 characters maximum limit) <br><br> **Focus Area Description:** (200 characters maximum limit) |
| Other Focus Area 2: | **Focus Area Title:** (100 characters maximum limit) <br><br> **Focus Area Description:** (200 characters maximum limit) |

| Activity Description (200 characters maximum limit) |
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| Progress Report (1000 characters maximum limit) |
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**Person/Area Responsible (200 characters maximum limit for each entry)**

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**Time Frame (200 characters maximum limit for each entry)**

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**Expected Outcome (200 characters maximum limit for each entry)**

| Serial Number | Description |
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| Comments (500 characters maximum limit) |
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## Section C - Statewide/Regional Program Assistance

**Activity Details**

## Select a Training and Technical Assistance (T/TA) Focus Area

[_] **Information on Available Resources:** Provide T/TA to all interested organizations seeking, regardless of PCA membership or grant status, section 330 resources and how they can be used to meet community health needs.

[_] **T/TA Needs Assessment:** Conduct T/TA needs assessment of existing health centers in the State/region with annual updates.

[_] **Special Populations:** Develop strategies for addressing the unique health needs and barriers to care for Special Populations in the State/region including identifying a Special Population Point of Contact, as appropriate.

[_] **Collaboration:** Support collaboration and coordination among existing health centers and other safety-net providers seeking to improve and expand access to services throughout the State/region.

[_] **Emergency Preparedness:** Provide statewide or regional T/TA on emergency preparedness and response plans, including participation with State and local emergency planners.

[_] **Statewide/Regional Surveillance Analysis:** Statewide/regional surveillance analysis on emerging primary care issues affecting health centers and their patients, including key regional and State regulatory and administrative activities.

[_] **Newly Funded Health Centers:** Provide T/TA on implementation start up needs for newly funded health centers in the State/region (e.g., recruitment, billing number, site enrollments).

**Other Focus Area(s)**:

| Focus Area | Details |
|---|---|
| Other Focus Area 1: | **Focus Area Title:** (100 characters maximum limit) <br><br> **Focus Area Description:** (200 characters maximum limit) |
| Other Focus Area 2: | **Focus Area Title:** (100 characters maximum limit) <br><br> **Focus Area Description:** (200 characters maximum limit) |

## Activity Description (200 characters maximum limit)

## Progress Report (1000 characters maximum limit)

## Person/Area Responsible (200 characters maximum limit for each entry)

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| Expected Outcome (200 characters maximum limit for each entry) | |
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| Serial Number | Description |
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Comments (500 characters maximum limit)