Shortage Designation Management System (SDMS)

The [Shortage Designation Management System](#) will be used to manage, apply, and update designation applications. The foundation of the SDMS comes from nationally sourced data and the policies and procedures of HRSA's Bureau of Health Workforce.

State Primary Care Offices (PCOs) will be able to complete the following:

- Search for existing designations
- View information about existing designations
- Create and Submit new designations
- Update existing designations
- Copy designations
- Create and Manage inquiries

The shortage designation process in SDMS is divided into three steps:

1. **PCO manages the list of providers in their state.** The purpose of the SDMS Provider Management functionality is to give the PCO the ability to search for a provider and update eligible information required for submitting a HPSA or MUA/P application through SDMS. This functionality is detailed in the SDMS Provider Management User Guide (see Attachment E).
2. **PCO creates and submits a HPSA or MUA/P application.** In order to begin the HPSA or MUA/P application, the SDMS Mapping Tool functionality is to used create the Rational Service Area that is proposed for shortage designation, to create and analyze the Contiguous Areas to the rational service area, and to identify the Nearest Non-Designated Provider. This functionality is detailed in the SDMS Mapping Tool User Guide (see Attachment F).
3. **HRSA staff reviews submitted applications in an internal review process.** After the PCO submits a HPSA or MUA/P application through SDMS, there is an internal review process in SDMS that is conducted by HRSA staff. HRSA staff will then approve or disapprove the designation application through the system.

To provide additional support to PCOs, HRSA has provided an overarching document that outlines the policies and procedures for submitting a designation. This additional information is detailed in the SDMS Manual for Policies and Procedures (see Attachment G).