



# Shortage Designation Management System (SDMS)

## PCO Designation Management User Guide

April 2020

The information collected via the Shortage Designation Management System is used to determine which areas, populations, and facilities have qualifying as Health Professional Shortage Areas for the distribution of NHSC resources. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this information collection is 0906-0029 and it is valid until 5/31/2020. This information collection is required to obtain or retain a benefit (Section 332 and Section 330(b)(3) of the Public Health Service (PHS) Act). Public reporting burden for this collection of information is estimated to average xx hours per response, including the time for reviewing instructions, searching existing data sources, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to HRSA Reports Clearance Officer, 5600 Fishers Lane, Room 14N136B, Rockville, Maryland, 20857 or [paperwork@hrsa.gov](mailto:paperwork@hrsa.gov).



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## SHORTAGE DESIGNATION MANAGEMENT SYSTEM (SDMS) OVERVIEW

**Goal:** The Shortage Designation Management System is used to manage, create, and update designations, and to manage and update provider records in support of designations. The foundation of the Shortage Designation Management System comes from nationally sourced data and the policies and procedures of the Division of Policy and Shortage Designation (DPSD).

PCOs are able to complete the following:

- Search for existing designations
- View information about existing designations
- Create and submit new designations
- Update existing designations
- Copy designations
- Review and update POC-submitted designations
- Create and manage inquiries
- Create and update provider location records

**Roles:** The shortage designation role is required to be part of the PCO user account in order to have access to the Shortage Designation Management System for Designations for their state. Please refer to the Create Account Section to gain the role and permission needed to perform the Designation Management functions.

## CONTENT OF THIS USER GUIDE

This user guide covers designation management functionality and business rules. For further information on provider and user management related functionality and business rules, refer to the Provider Management User Guide and User Management User Guide on your SDMS Portal Home Page.



## 1. ACCESSING THE SDMS PORTAL

Go to the BHW portal homepage and select the “A State Primary Care Office Member” option. The homepage can be accessed via the [HRSA Program Portal](#).

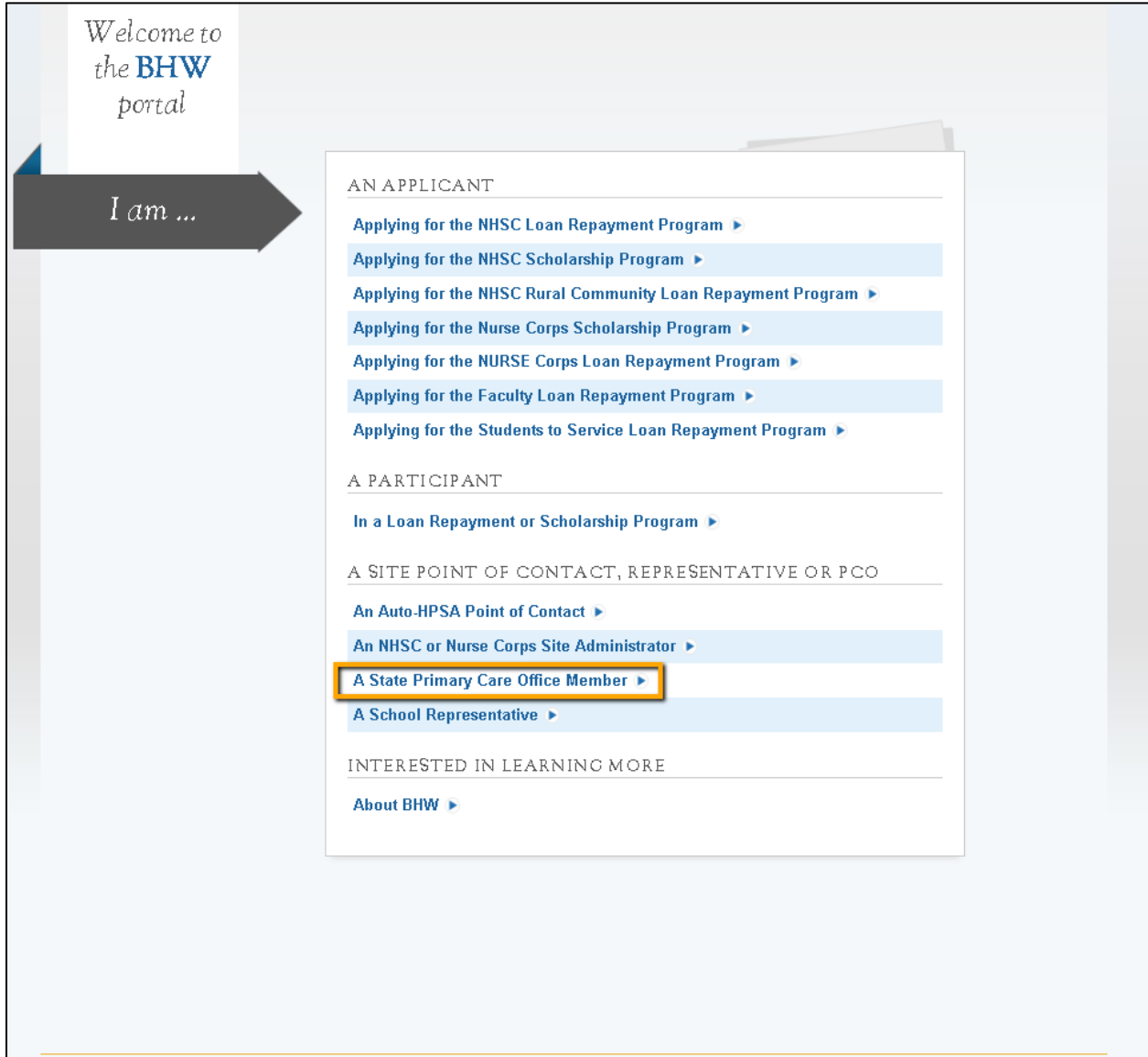


Figure 1: BHW Portal Homepage

Once directed to the login page, the user should enter their login email and password to login. If the user has three failed login attempts, the account will be locked. To create an account or recover a lost password, see *Section 1.2 Forgot Password* and *Section 1.3 Create Account*.





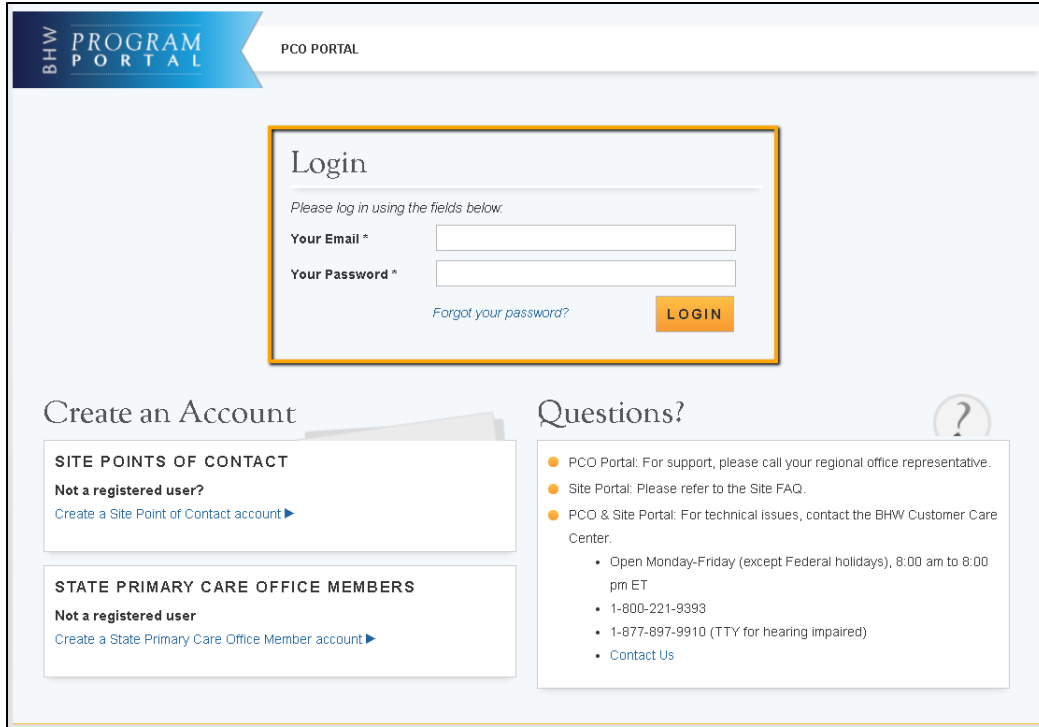


Figure 2: BHW Login Page

After successfully logging in, select "Link to Shortage Designation Main Page" link on the PCO Portal Landing Page.

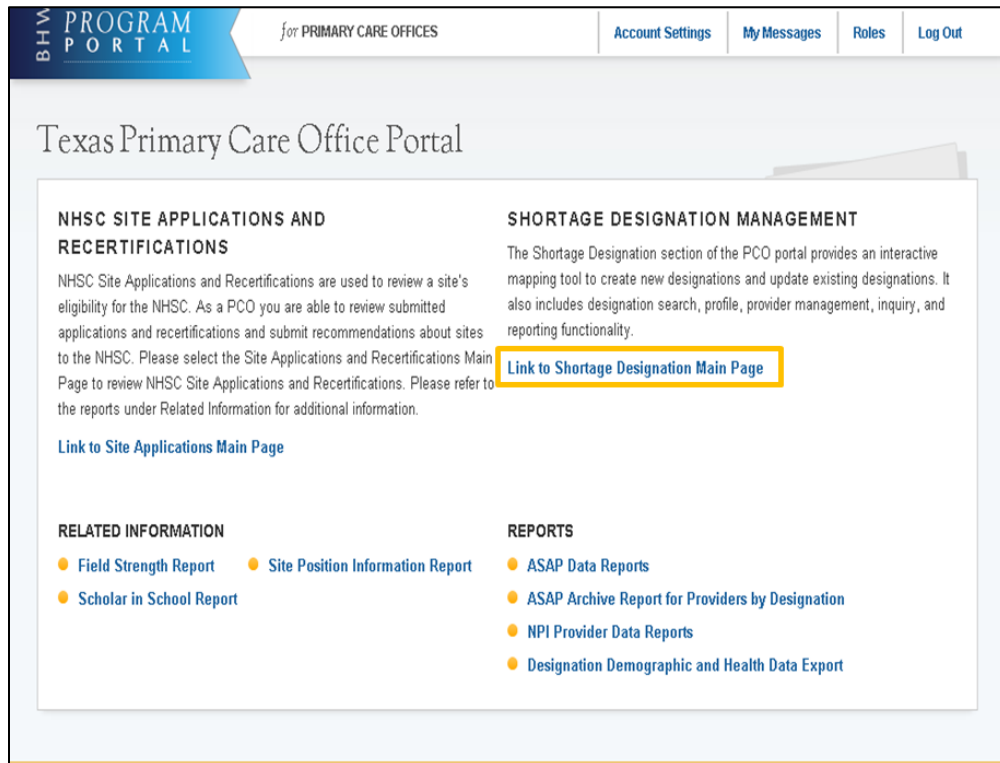


Figure 3: PCO Portal Landing Page



## 1.1 PCO PORTAL LANDING PAGE (OVERVIEW)

The purpose of the PCO Portal Landing page is to give the PCO access to both the NHSC Site Applications and Recertifications and the Shortage Designation Program.

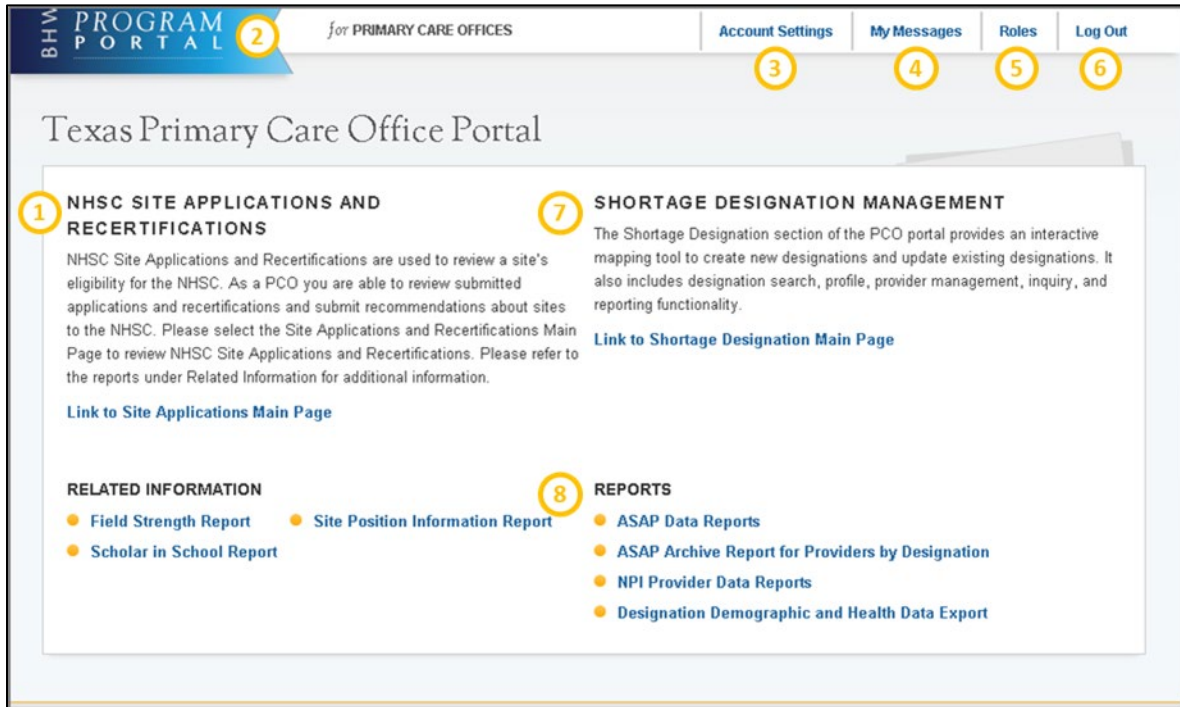


Figure 4: BMISS PCO Portal Landing Page

Feature	Description
<b>1. NHSC Site Applications and Recertifications</b>	This section contains a number of tools for the site administrator as well as support contact information and a summary of all open requests. If the site administrator has either submitted an application for a site or is a POC at a site which has an application pending, those applications will appear there.
<b>2. Program Portal</b>	Clicking on the Program Portal logo will take the user to the Portal.
<b>3. Account Settings</b>	The account setting will allow the PCO to manage and update security information as well as email and password information.
<b>4. My Messages</b>	The PCO can view their messages within the Portal here.
<b>5. Roles</b>	The PCO can view the roles associated with the user account.
<b>6. Log Out</b>	The PCO can log out of the PCO Portal here.
<b>7. Shortage Designation Program</b>	This section contains information about the Shortage Designation Provider Management. It allows PCOs to manage, review, and update the provider information as part of the designation application process.



Feature	Description
---------	-------------

*User Notes:*

- Only PCO with the Shortage Designation Program role will have access to this.
- The PCO will see only their designated state.
- 

**8. Shortage Designation Reports**

There are now four reports available:

- *ASAPS Archive Designations Report*
- *ASAPS Archive Report for Providers by Designation*
- *NPI Provider Data Report*: The report is an exportable file of all the provider information associated with the PCO state.
- *Designation Data and Health Data Export*: Is an exportable file for all associated information broken down by designation for all designations in the PCO state.

See *Section 2. ASAPS Archive Reports* for additional information on *ASAPS Archive Reports*.

1.1.2 ACCOUNT SETTINGS

The Account Settings page can be used to update security information as well as email and password information.

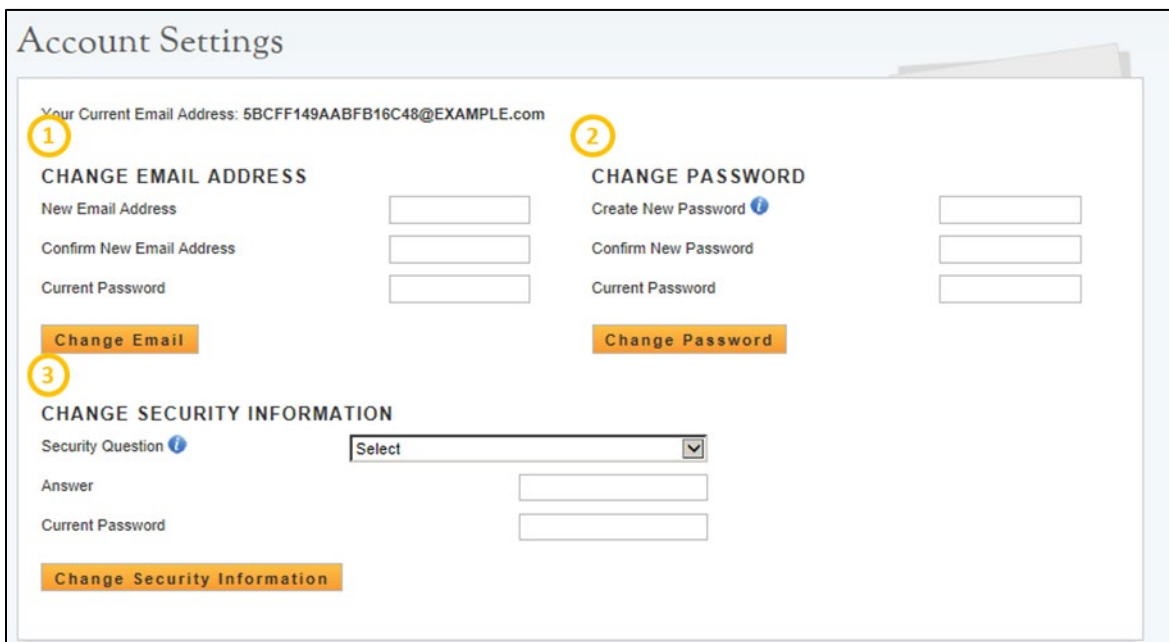


Figure 5: Change PCO Account Settings

Feature	Description
---------	-------------

1. Change Email Address	Allows the user to change the email address which they log-in with.
-------------------------	---------------------------------------------------------------------

2. Change Password	PCO can change their password in this section.
--------------------	------------------------------------------------



Feature	Description
<b>3. Change Security Information</b>	PCO can change the security information through these steps.

## 1.2 FORGOT PASSWORD

When a password is forgotten or needs to be reset, please select the Forgot Password link.

### INSTRUCTIONS

1. Select the Forgot Password link. This will open another window that will request the user's email address
2. Enter the email address associated with the account
3. Enter the answer to the security question
4. Select Submit

A reset password email will be sent after submission of the correct security question answer. It will contain a link that must be used to reset the password. After changing the password, the user can return to the portal login page and enter the account email and new password.

### USER NOTES:

- The security question and answer are entered during the create account process. If this is unknown, the Forgot Password process cannot proceed, and the user will need to contact the BHW Customer Call Center at 1-800-221-9393.
- Passwords must have a minimum length of eight characters; shall not contain slang, jargon, or personal information; shall not contain all or part of the username; and must contain: at least one English upper-case character (A-Z), at least one English lower-case character (a-z), at least one numerical digit (0-9), and at least one special character (e.g. @, !, \$, %). A character may not be repeated more than once in succession.
- 

## 1.3 CREATE ACCOUNT

The Create Account process begins on the Portal Login page. Primary Care Offices must only use the create accounts for PCOs.

### USER NOTES

- PCO Accounts created prior to September 27th, 2014 must follow the create account process.
- The email address to be used as the username, the state, and the role must be communicated from the PCO to the Project Officer or Customer Call Center prior to creating the account otherwise the account will not be activated.
- The account will be activated after 24 hours. An account activation email may be sent prior to this 24 hours but the account will only be activated after the 24 hour period has passed.



BCBS PROGRAM PORTAL for PRIMARY CARE OFFICES Login

### 1 Create My Account

\* required field

Please enter the email address from which you received the invitation to log into this PCO Portal in order to create an account.

Email \*

Confirm Email \*

Create Password ⓘ \*

Confirm Password \*

Security Question ⓘ \*

Security Answer \*

2 CANCEL REGISTER 3

Figure 6: Creating a PCO Account

Feature	Description
1. Create My Account	The six fields displayed are required to create an account. The user can select the information icon to get more information about password requirements or additional information about the field.  <i>User Notes:</i> <ul style="list-style-type: none"><li>• The email used will serve as email username for portal login.</li><li>• The Security Question and Answer must be easily remembered in order to be used as part of the Forgot Password process.</li></ul>
2. Cancel	The PCO can click on this button and be taken to the Portal page.
3. Register	After entering all the required fields, the PCO can click on the “Register” button to register their account.
4. Login	PCO can login to the account after 24 hours.

## 2. ASAPS ARCHIVE REPORTS

The ASAPS Archive Designation Report provides detailed designation information from ASAPS as of August 31st, 2014. The ASAPS Archive Designation Report is comprised of four reports. In order to review the information that is part of each unique report, there are specific criteria that need to be selected. The reports will default to the state of the PCO account.



BCR PROGRAM PORTAL for PRIMARY CARE OFFICES Account Settings My Messages 5 Roles Log Out

## ASAPS Archive Designations Report

\* required field

The Applicant Submission and Processing System (ASAPS) was permanently unavailable as of August 31, 2014. The ASAPS Archive Designation Reports are used to access and review the designation data that was archived from ASAPS as of August 31, 2014. The reports will default to the state of the PCO account.

- User Instructions for ASAPS Archive Designation Report: A single value is required for this report. Please select the Discipline desired only.
- User Instructions for ASAPS Archive Designation Component Details Report and ASAPS Archive Designation Facility Details Report: Three values are required for both of these reports. Please enter all three Designation ID, Discipline, and Designation Type values.
- User Instructions for ASAPS Archive Designation History Report: Two values are required for this report. Please enter both Designation ID and Discipline.

**Criteria Values**

- Designation ID is the HPSA ID value from ASAPS.
- Discipline values are comprised of HPSA – Primary Care, HPSA – Dental Health, HPSA – Mental Health, and MUA / P.
- Designation Type values are comprised of AK NA, AM IN, AREA, CHC, IHS, LAL, OFAC, Pop, PRSN, RHC, SCTY, SMH, MUA, and MUP.
- ASAPS Archive Designation Facility Details Report select one of the following: AK NA, AM IN, CHC, IHS, LAL, OFAC, PRSN, RHC, and SMH.

Please enter the filter report criteria.

Designation ID

Discipline \*

Designation Type

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Figure 7: ASAPS Archive Designations Report Landing Page

## USER NOTES

- Each report requires a different combination of criteria:
  - Designation Report requires:
    - Discipline
  - Designation Component Details Report requires:
    - Designation ID
    - Discipline
    - Designation Type
  - Designation Facility Details Report requires:
    - Designation ID
    - Discipline
    - Designation Type.
  - Designation History Report requires:
    - Designation ID
    - Discipline.
- Criteria values:
  - Designation ID value must be an exact match to the HPSA ID as reported in ASAPS. If a match cannot be identified, a blank report will be reflected.
  - Discipline values are a drop down and one value can be selected at a time. These values are:
    - HPSA – Primary Care



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- HPSA – Dental Health
- HPSA – Mental Health
- MUA/P
- Designation Type values are a drop down and one value can be selected at a time. Values are based off the ASAPs Designation Types. These values are:
  - AK NA
  - AM IN
  - AREA
  - FQHC
  - IHS
  - LAL
  - OFAC
  - POP
  - PRSN
  - RHC
  - SCTY
  - SMH
  - MUA
  - MUP
- Designation Facility Details Report requires one of the following:
  - AK NA
  - AM IN
  - FQHC
  - IHS
  - LAL
  - OFAC
  - PRSN
  - RHC
  - SMH
- Report criteria selection:
  - When starting a new report selection, the PCO must follow the User Instruction to understand which criteria selection should be entered. If the combination of criterion entered does not match a report or information from ASAPs, the report will be blank. The report will open in an Excel file.



## 2.1 ASAPS ARCHIVE DESIGNATION REPORT

The Designations Report requires only a Discipline to be generated. This report is a detailed report of all designation types for the discipline selected.

Please enter the filter report criteria.

Designation ID:

Discipline \*:

Designation Type:

Figure 8: ASAPS Archive Search Criteria

An example of an Archive Designation Report:

ID	ASAPS Archive Designations	ID	Discipline	Previous MUAP ID	Status	Designation Type ID	Service Area Code	Name	Category	Service Area Type	Type	Is High Needs?	Metro	Designation Date	Update Date
4	148007	Primary Care	D	1				Aransas County	COUNTY		SCTY	No	N	09/27/2013	
5	148009	Primary Care	D	1				Archer County	COUNTY		SCTY	No	N	09/17/1979	11/01/201
6	148011	Primary Care	D	1				Armstrong County	COUNTY		SCTY	No	F	08/10/1979	12/14/201
7	148013	Primary Care	D	1				Atascosa County	COUNTY		SCTY	No	N	05/31/1978	12/14/201
8	148015	Primary Care	D	1				Austin County	COUNTY		SCTY	No	N	02/14/1999	11/29/201
9	148019	Primary Care	D	1				Bandera County	COUNTY		SCTY	No	F	07/19/1978	05/29/201
10	148021	Primary Care	D	1				Bastrop County	COUNTY		SCTY	No	N	12/14/2011	
11	148025	Primary Care	D	1				Bee County	COUNTY		SCTY	No	F	05/31/1979	12/14/201
12	148031	Primary Care	D	1				Blanco County	COUNTY		SCTY	No	N	05/27/1981	12/14/201
13	148033	Primary Care	D	1				Borden County	COUNTY		SCTY	No	F	10/21/1980	04/16/201
14	148035	Primary Care	D	1				Bosque County	COUNTY		SCTY	No	N	07/11/2003	05/30/201
15	148045	Primary Care	D	1				Briscoe County	COUNTY		SCTY	No	N	01/19/2000	04/22/201
16	148047	Primary Care	D	1				Brooks County	COUNTY		SCTY	No	N	02/11/1992	12/14/201
17	148051	Primary Care	D	1				Burleson County	COUNTY		SCTY	No	N	05/07/1991	12/14/201
18	148055	Primary Care	D	1				Calwell County	COUNTY		SCTY	No	C	11/22/2013	
19	148065	Primary Care	D	1				Carson County	COUNTY		SCTY	No	F	10/12/1978	12/18/201
20	148067	Primary Care	D	1				Cass County	COUNTY		SCTY	No	N	10/12/2010	10/21/201
21	148069	Primary Care	D	1				Castro County	COUNTY		SCTY	Yes	N	08/01/2013	
22	148071	Primary Care	D	1				Chambers County	COUNTY		SCTY	No	C	04/19/1995	10/30/201
23	148077	Primary Care	D	1				Clay County	COUNTY		SCTY	No	C	12/16/2013	
24	148081	Primary Care	D	1				Coke County	COUNTY		SCTY	No	F	05/31/1988	12/22/201
25	148083	Primary Care	D	1				Coleman County	COUNTY		SCTY	No	N	07/19/1989	12/15/201
26	148099	Primary Care	D	1				Cottrell County	COUNTY		SCTY	No	C	06/04/2014	
27	148101	Primary Care	D	1				Cottle County	COUNTY		SCTY	No	F	10/12/2010	10/04/201
28	148103	Primary Care	D	1				Crane County	COUNTY		SCTY	No	F	10/21/1980	12/22/201
29	148105	Primary Care	D	1				Crockett County	COUNTY		SCTY	No	F	08/31/1988	05/15/201
30	148107	Primary Care	D	1				Crosby County	COUNTY		SCTY	No	N	06/14/1978	05/29/201
31	148115	Primary Care	D	1				Dawson County	COUNTY		SCTY	No	N	10/21/1980	12/22/201
32	148117	Primary Care	D	1				Deaf Smith County	COUNTY		SCTY	No	N	06/14/1978	09/19/201
33	148119	Primary Care	D	1				Delta County	COUNTY		SCTY	No	N	11/30/1984	12/22/201
34	148125	Primary Care	D	1				Dickens County	COUNTY		SCTY	No	F	06/14/1978	12/21/201
35	148129	Primary Care	D	1				Dovey County	COUNTY		SCTY	No	F	06/28/1978	12/21/201
36	148131	Primary Care	D	1				Duval County	COUNTY		SCTY	No	N	11/30/1984	12/21/201
37	148133	Primary Care	D	1				Eastland County	COUNTY		SCTY	Yes	N	05/18/2012	
38	148137	Primary Care	D	1				Edwards County	COUNTY		SCTY	No	F	11/16/2009	04/05/201
39	148145	Primary Care	D	1				Falls County	COUNTY		SCTY	No	N	02/11/1988	12/21/201
40	148147	Primary Care	D	1				Fannin County	COUNTY		SCTY	No	N	10/31/1999	11/21/201
41	148151	Primary Care	D	1				Fisher County	COUNTY		SCTY	No	F	09/12/2013	
42	148155	Primary Care	D	1				Foard County	COUNTY		SCTY	No	F	03/31/1993	01/03/201
43	ASAPS Designations														

Figure 9: ASAPS Archive Designation Excel Report

The Designation Report has the following fields that will reflect the information from ASAPS as of August 31st, 2014 for all designations in the state.





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Field	Designation Type	
	MUA/P	Primary Care, Dental Health, or Mental Health
ID	1	6019990000
Discipline	Primary Care	Dental Health
Previous MUA/P ID		
Status	D	D
Designation Type ID		6
Service Area Code		0115
Name	Lane County	Low Income - Lane County
Category	County	POP-LI
Service Area Type	PC	
Type	MUA	Pop
Is High Needs?		Yes
Metro	C	N
Designation Date	1/1/1994	09/30/1996
Update Date	1/1/1994	11/06/2013
Last Update Date		11/06/2013
PCFTEs		
None Fed PCFTEs		5.1
FTE	15	5.1
Population	46798	41147
Pop/PCFTEs Ratio		8068:1
Score		15
IMU Score	52.9	
Number Short		5.19
Under Served		20747
IMR		8.59
LBW Rate		8.47
100% Poverty		17202
Travel Distance		71
Travel Time		97
Region		4
State Code	AL	AL
County Name		Lane
Census Version	Census 2000	2004

Figure 10: ASAPS Archive Designation Excel Report Column Examples

**USER NOTES**

- Certain fields are specific to the MUA / MUP selection and will be blank when a report is generated for Primary Care, Mental Health, or Dental Health discipline.
- The fields will display the information that was in ASAPS as of August 31<sup>st</sup>, 2014. No edits or changes have been made.
- No changes can be made to this information.



## 2.2 ASAPS ARCHIVE DESIGNATIONS COMPONENT DETAILS

The Designation Component Details Report and Facility Details Report require a Designation ID, Discipline, and Designation Type to be generated. This report is a detailed report for a single designation.

Please enter the filter report criteria.

Designation ID: 101007

Discipline \*: HPSADT - Dental Health

Designation Type: OFAC

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Figure 11: ASAPS Archive Designation Component Details Search Criteria

An example of an Archive Designation Component Details Report:

ID	Component ID	Service Area Code	Type	Component Name	Status	Fips State	Fips County	CT No	MCD	State	County	Live Births Total	Infant Death Total	LBW Rate	IMR	Med Claim	Total
101007			SCTY	Bibb	D	01	007	000000	00000	AL	Bibb			8.93	6.93	0	2

Figure 12: ASAPS Archive Designation Component Details Excel Report

The Designation Component Details Report has the following fields that will reflect the information from ASAPS as of August 31st, 2014 for a single designation.

Field	Example
ID	707001
Component ID	
Service Area Code	
Type	SCTY
Component Name	Lane
Status	D
FIPS State	1
FIPS County	7
CT No	0
CSD	0
State	AL
County	Lane
Live Births Total	
Infant Death Total	
LBW Rate	8.93
IMR	6.93
Med Claim	0
Total Pop	21723
Pop 65	2759
Pop A	17
Pop I	62
100% Poverty	3786
200% Poverty	8261



Field	Example
Tourist	0
Migrant	0
Designation Descriptor	1
Region Code	4
PC FTEs	4
Pop/ FTEs Ratio	
Designation Date	5/20/1978
Update Date	6/22/2011
Last Update Date	3/19/2014
Component Description	New Component

Figure 13: ASAPS Archive Designation Component Details Column Examples

### USER NOTES

- Certain fields are specific to the different Discipline and Designation Type selections and will be blank when a report is generated without those values.
- The fields will display the information that was in ASAPS as of August 31<sup>st</sup>, 2014. No edits or changes have been made.
- No changes can be made to this information.

## 2.3 ASAPS ARCHIVE DESIGNATION HISTORY REPORT

The Designation History Report requires Designation ID and Discipline. This report is a history for a single designation.

Please enter the filter report criteria.

Designation ID

Discipline \*

Designation Type

**DOWNLOAD REPORT**

Figure 14: ASAPS Archive Search Criteria

An example of an ASAPS Archive Designation History Report:

ASAPS Archive Designation History								
HPSA ID	HPSA Name	Designation Date	Update Date	Last Update Date	HPSA Status	HPSA Score	Decision	State
101007	Bibb	05/20/1978	06/22/2011	06/22/2011	D	16		AL
101007	Bibb County	05/20/1978	03/19/2014	06/22/2011	D	16	Name/Status/Date/Score	AL
101007	Bibb	05/20/1978	12/26/2006	12/26/2006	D	16		AL
101007	Bibb	05/20/1978	06/22/2011	12/26/2006	D	16		AL

Figure 15: ASAPS Archive Designation History Excel Report



The Designation History Report has the following fields that will reflect the information from ASAPS as of August 31st, 2014 for a single designation.

Field	Example
HPSA ID	151105
HPSA Name	Lee
Designation Date	09/27/1978
Update Date	04/05/2012
Last Update Date	10/27/2011
HPSA Status	W
HPSA Score	13
Decision	Name/Status/Date/Score
State	VA

Figure 16: ASAPS Archvie Designation History Column Examples

**USER NOTES**

- The fields will display the information that was in ASAPS as of August 31<sup>st</sup>, 2014. No edits or changes have been made.
- No changes can be made to this information.

**2.4 ASAPS ARCHIVE DESIGNATION FACILITY DETAILS REPORT**

The Facility Details Report requires a Designation ID, Discipline, and Designation Type to be generated. This report is a detailed report for a single facility.

Please enter the filter report criteria.

Designation ID:

Discipline \*:

Designation Type:

**DOWNLOAD REPORT**

Figure 17: ASAPS Archive Search Criteria

An example of a Facility Details Report:

ASAPS Archive Designation Facility Details																					
HPSA ID	Facility ID	Facility Name	Facility Type	Address	City	State	Zip	County	County Code	Metropolitan Type	Hierarchial HPSA	Hierarchial HPSA ID	Hierarchial HPSA Score	Type	Security Level	Average Inmates/year ± 250	Average Length of Stay (ALOS)	Discipline Inmate Exams Performed	Average New Inmates per year	Inmate Equivalen	
101990104	23	Federal Correctional Institution - Talladega	Federal	206 Elm Restlow Road	Talladega	AL	35100	Talladega	121	Nonmetropolitan			0	Federal	Medium	Yes	1839	3652	Yes	950	ALOS equal or greater than 365 days; Inmate Exams Attached

Figure 18: ASAPS Archive Facility Details Excel Report

The Facility Details Report has the following fields for Designation TYPE: PRSN that will reflect the information from ASAPS as of August 31st, 2014 for a single designation.

Field	PRSN: Example
HPSA ID	2029990167



Field	PRSN: Example
Facility ID	23
Facility Name	Federal Correctional Institution - Lane
Facility Type	Federal
Address	565 East Froeren Road
City	Lane
State	AL
Zip	35160
County	Lane
County Code	121
Metropolitan Type	Nonmetropolitan
Intersected HPSA	
Intersected HPSA ID	
Intersected HPSA Score	0
Type	Federal
Security Level	Medium
Average Inmates/year $\geq 250$	Yes
Average Inmates/year	1039
Average Length of Stay (ALOS)	3652
Routine Intake Exams Performed	Yes
Average New Inmates per year	960
Internee Computation Equation	ALOS equal or greater than 365 days; Intake Exams done and Average New Inmates known.
Internees	1327
FTE Practitioners Serving Facility	0
Internee-to-Provider Ratio	1327:0
Degree of Shortage	1
Facility Score	12

Figure 19: ASAPs Archive Facility Details Excel Report PRSN Column Examples

## USER NOTES

- Designation Facility Details report requires one of the following:
  - AK NA
  - AM IN
  - FQHC
  - IHS
  - LAL
  - OFAC
  - PRSN
  - RHC
  - SMH
- Certain fields are specific to the different Designation Type selections and will be blank when a report is generated without those values.
- The fields will display the information that was in ASAPs as of August 31<sup>st</sup>, 2014. No edits or changes have been made.
- No changes can be made to this information.

The Facility Details Report has the following fields for Designation Type: AK NA, AM IN, FQHC, IHS, LAL, OFAC and RHC, and it will reflect the information from ASAPs as of August 31<sup>st</sup>, 2014 for a single facility.



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Field	Example
HPSA ID	7369993616
Facility ID	1304
HPSA Type	
Clinics at Facility	
Address	760 BROADWAY
City	BROOKLYN
State	NY
Zip	11206-5317
County	Kings
Longitude	-73.94164
Latitude	40.70052
State FIPS	36
County FIPS	047
CSD Code	10022
CSD Name	Brooklyn Bridge
Original Designation Date	
Current Designation Date	7/25/2012
FTE	0

Figure 20: ASAPS Archive Facility Details Excel Report Column Examples

#### USER NOTES

- Designation Facility Details Report requires one of the following:
  - AK NA
  - AM IN
  - FQHC
  - IHS
  - LAL
  - OFAC
  - PRSN
  - RHC
- Certain fields are specific to the different Designation Type selections and will be blank when a report is generated without those values.
- The fields will display the information that was in ASAPS as of August 31<sup>st</sup>, 2014. No edits or changes have been made.
- No changes can be made to this information.

The Facility Details Report has the following fields for Designation Type SMH that will reflect the information from ASAPS as of August 31<sup>st</sup>, 2014 for a single designation.



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SDMS PCO Designation Management User Guide

Field	Example: AK NA, AM IN, CHC, IHS, LAL, OFAC and RHC
HPSA ID	736999360Z
HPSA Status	D
Facility ID	7360000168
Facility Name	Livingston County Mental
Facility Type	OFAC
Clinics at Facility	1
Address	4600-4630 Millennium Drive
City	Geneseo
State	NY
Zip	14454
County	Livingston
County Code	51
HPSA Facility Serves (Name/ID)	Southern Livingston
Facility is Public or Non-Profit	Yes
Metropolitan Type	Nonmetropolitan
Within 30 minutes of HPSA and facility is accessible to residents of HPSA (i.e, no socioeconomic differences)	Yes
More than 50% of facility's services are being provided to residents of a HPSA	No
To	Southern Livingston
Distance By	Auto
Source	Google Maps
Map Type	Other
Other	Google
Interstate Miles	16
Interstate Minutes	21
Primary Miles	7
Primary Minutes	12
Secondary Miles	0
Secondary Minutes	0
Total Miles	23
Total Minutes	32
> 8000 outpatient visits per year per FTE of physicians	No
Number of Outpatients	3034
FTE	0.3
Outpatients FTE	10113
Excessive usage (> 35%) of emergency room facilities for routine care	No
Waiting time for appointments for established patients (days)	
Waiting time for appointments for new patients (days)	0
Facility waiting time for patients with appointments (hours)	0
Facility waiting time walk-in patients (hours)	0

Figure 21: ASAPS Archive Facility Details Report SMH Column Examples



**USER NOTES**

- Designation Facility Details Report requires one of the following:
  - AK NA
  - AM IN
  - FQHC
  - IHS
  - LAL
  - OFAC
  - PRSN
  - RHC
  - SMH
- Certain fields are specific to the different Designation Type selections and will be blank when a report is generated without those values.
- The fields will display the information that was in ASAPS as of August 31<sup>st</sup>, 2014. No edits or changes have been made.
- No changes can be made to this information.

**2.5 ASAPS ARCHIVE PROVIDER REPORT**

The ASAPS Archive Report for Providers allows PCOs to search for Providers by a Designation ID, by Primary Care, Dental Health, Mental Health, or MUA/P, or by First and Last Name.

The screenshot shows the BCRC Program Portal interface for Primary Care Offices. The main heading is "ASAP Archive Report for Providers by Designation" with a note that asterisks indicate required fields. The form contains the following elements:

- 1. Designation ID: A text input field.
- 2. Designation Type: A dropdown menu with "Select" as the current selection.
- 3. Provider First Name: A text input field.
- 4. Provider Last Name: A text input field.
- 5. A prominent orange "DOWNLOAD REPORT" button.

Figure 22: ASAPS Archive Report for Providers by Designation

Feature	Description
1. Designation ID	Provide the exact Designation ID number for the HPSA or MUA/P report you wish to generate a report for. If a match cannot be identified, a blank report will be created.





<b>Feature</b>	<b>Description</b>
<b>2. Designation Type</b>	Select the designation type from the dropdown. User can choose from: <ul style="list-style-type: none"><li>• HPSA – Primary Care</li><li>• HPSA – Dental Health</li><li>• HPSA – Mental Health</li><li>• MUA/P</li></ul>
<b>3. Provider First Name</b>	Provide the first name of the Provider you want to generate a report for.
<b>4. Provider Last Name</b>	Provide the last name of the Provider you want to generate a report for.
<b>5. Download Report</b>	Produces and downloads the requested ASAP report when selected by the user.

### USER NOTES

Each report requires a different combination of selection to be entered:

- Provider by Designation ID requires a Designation ID and Designation Type (PC, MH, DH, or MUA/P).
- Provider by First and Last name requires Designation Type (PC, MH, DH, or MUA/P) and First and Last Name.
- Provider by Designation Type requires Designation Type (PC, MH, DH, or MUA/P).

The following table provides example of the columns included in the ASAPS Archive Report for Providers that will reflect the information from ASAPS as of August 31st, 2014 for a single provider.



Field	Example
Designation ID	8080001
Designation Date	05/20/1978
Designation Status	D
Provider ID	2272378
Provider Type	PCP
Provider Status	Active
First Name	JOHN
Middle Name	M
Last Name	SANSBURY
Suffix	JR
License Number	
Specialty Code	FP
Resident/ Intern	No
J1 Visa Holder	No
Federal Employee?	No
NHSC Employee?	No
MD/DO Type	M
Does the physician have hospital privileges?	No
Includes Hospital Time	No
Sources from which the address was pulled	State
Address Line 1	
Address Line 2	277 MIERSON AVE
City	Lane
State	AL
Zip Code	35042
X-Coordinates, Latitude	-87.1467
Y-Coordinates ,Longitude	32.9487
Office Visits	0
New Patient Wait Time (Hours)	TRUE
Current Patient Wait Time (Hours)	0
New Average Patient Wait (Hours)	0
Current Patient Average	0
Homeless %	0
Medicaid Patient %	0
Migrant Farmworker %	0
Native American %	0
Sliding Fee Scale %	0
Migrant Seasonal Farmworker %	0
Medicaid Claims	0
Does physician accept new patients?	TRUE
Tour hours in direct patient care for this address	40
Other Population %	0
FTE for Provider at Address	1
Provider Address Status	Active
Last Record Update	5/13/2011 5:12:22 PM
Comment Field	Provider 20001
Age	
Number of Dental Auxiliaries	
FIPS County	007
Fips State	01
CT	000000
MCD Code	00000
DOB	
Ref. DOB	
Low Income FTE	0
Prov Addr Info ID	8033139
CA Name	

Figure 23: ASAPS Archive Provider Excel Report Column Examples



## USER NOTES

- The ASAPS Archive Provider report allows the PCO to view provider data by different levels. The fields will remain the same for any level generated.
- The provider may be listed for a designation because it was either in the Rational Service Area or the Contiguous Area.
- Certain fields are specific to the different Discipline and Designation Type selections and will be blank when a report is generated without those values.
- The fields will display the information that was in ASAPS as of August 31<sup>st</sup>, 2014. No edits or changes have been made.
- No changes can be made to this information.

## 3. SHORTAGE DESIGNATION MANAGEMENT SYSTEM (SDMS) MAIN PAGE

The purpose of the Shortage Designation Main Page is for the PCO to view important updates, access helpful resources and access the Designations portal, Providers portal, User Management portal, and Inquiries and Report functionalities. The user can access this page by selecting “Link to the Shortage Designation Main Page” on the main portal homepage.

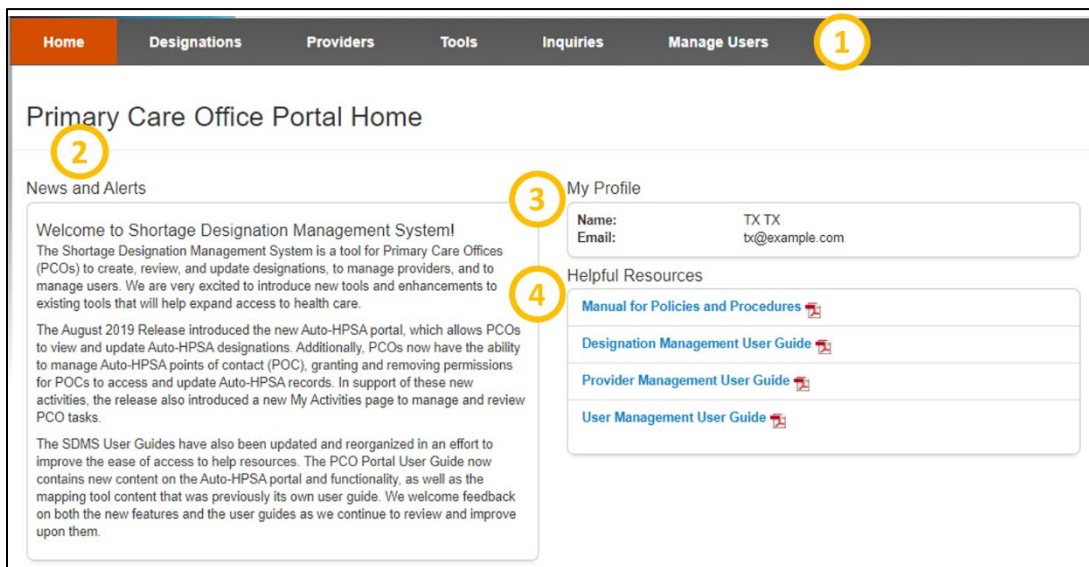


Figure 24: PCO Shortage Designation Main Page

Feature	Description
<b>1. Navigation Panel</b>	The user may navigate to other sections of the PCO Portal using this toolbar. Several of these menu items have sub-menus when clicked.
<b>2. News and Alerts</b>	This section will provide the user with new information and updates pertaining to Shortage Designation Management.
<b>3. My Profile</b>	This section will list the name and email address of the logged-in user.



Feature	Description
<b>4. Helpful Resources</b>	This section will provide the user with resources on the policies and procedures of SDMS.

From the Shortage Designation Main Page Navigation Panel, PCOs can access:

- SDMS Mapping tool (via the Designations Portal) to create and update designations
- Designations Portal (Search for and View Designations, Manage Tasks in My Activities)
- Auto-HPSA Designations Portal (via the Designations Portal) to view and rescore Auto-HPSAs
- Tools
- Provider Management Portal (Search for Providers, Upload an Import File, Download State Provider Data)
- User Management Portal (Manage Auto-HPSA Points of Contact, Manage Stakeholder Notifications)

An overview of each of the SDMS Mapping Tool, Designation Portal, and Auto-HPSA Designations Portal is provided in subsequent sections.


## 4. SDMS MAPPING TOOL

The SDMS Mapping Tool is used to create and update Geographic and Population HPSA designations, and MUA/P designations.

NOTE: The mapping tool cannot be used for Auto-HPSA designations. See *Section 7. Rescoring Automatic Facility HPSA* for more information on rescoring Auto-HPSA designations.



## 4.1 ACCESSING THE MAPPING TOOL AND CREATING A NEW APPLICATION

Select the “Designations” tab from the navigation bar at the top of the window. To begin the process of creating a new designation in the Mapping Tool, the user should select the  button.

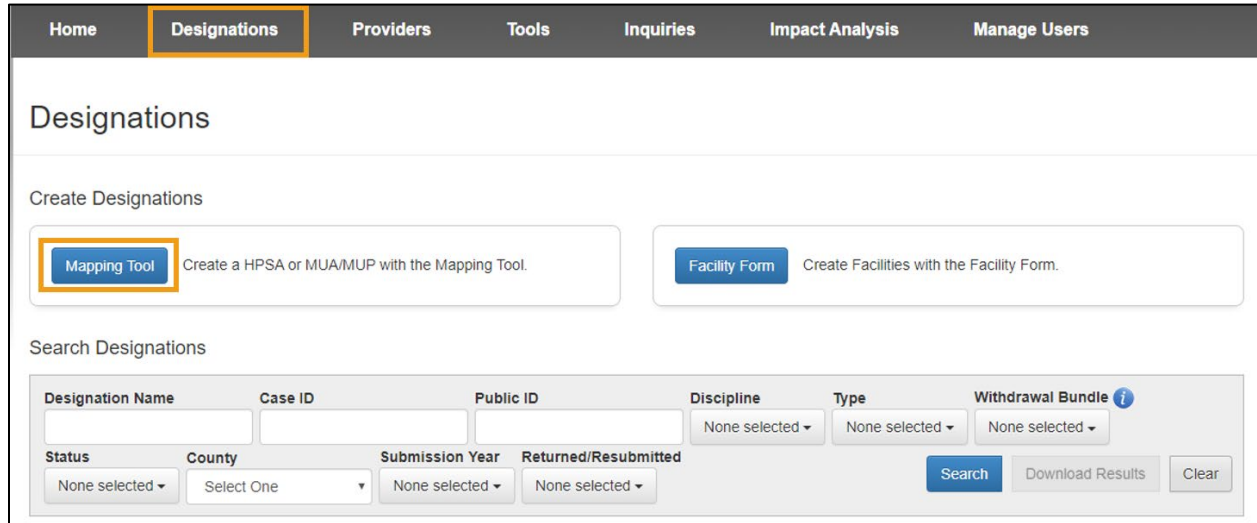


Figure 25: PCO Portal Designations Main Page

The user will be brought to the Creating a HPSA or MUA/P Initial Information Page shown in *Figure 27* and prompted to provide the following initial information:

Feature	Description
<b>Application Name</b>	Enter the designation name using the accepted naming convention (see <i>Appendix A – Naming Conventions</i> ).
<b>Discipline</b>	From the dropdown, choose from one of the following disciplines: <ul style="list-style-type: none"><li>• Primary Care</li><li>• Mental Health</li><li>• Dental Health</li></ul>



Feature	Description
<b>Designation Type</b>	<p>Select a designation type from the dropdown. Please note that the options are dynamic based on the discipline chosen:</p> <p><i>Primary Care:</i></p> <ul style="list-style-type: none"><li>• MUA</li><li>• MUP</li><li>• HPSA Population</li><li>• HPSA Geographic</li><li>• HPSA Geographic High Needs</li></ul> <p><i>Mental Health and Dental Health:</i></p> <ul style="list-style-type: none"><li>• HPSA Population</li><li>• HPSA Geographic</li><li>• HPSA Geographic High Needs</li></ul>
<b>Designation Option</b>	<p>Select a designation option from the dropdown. Please note that the options are dynamic based on the options chosen for “Discipline” and “Designation Type”:</p> <p><i>HPSA Geographic and HPSA Geographic High Needs (Discipline):</i></p> <ul style="list-style-type: none"><li>• Geographic Population</li></ul> <p><i>HPSA Population (Type):</i></p> <ul style="list-style-type: none"><li>• Low Income Population HPSA</li><li>• Medicaid Eligible Population HPSA</li><li>• Migrant Farmworker Population HPSA</li><li>• Migrant Seasonal Worker Population HPSA</li><li>• Native American Population HPSA</li><li>• Low Income Homeless Population HPSA</li><li>• Low Income Migrant Farmworker Population HPSA</li><li>• Low Income Migrant Seasonal Worker Population HPSA</li><li>• Low Income Homeless Migrant Seasonal Worker Population HPSA</li><li>• Homeless Population HPSA</li><li>• Migrant Farmworker and Homeless Population HPSA</li><li>• Migrant Seasonal Worker and Homeless Population HPSA</li><li>• Other Population HPSA</li></ul>

## USER NOTES

- If the user selects “Mental Health” as the discipline, they will need to indicate if the designation is a mental health catchment area. More details regarding the qualifications for Mental Health HPSAs can be found in the *Shortage Designation Management System Manual for Policies and Procedures*.



The screenshot shows a form with three dropdown menus: 'Discipline' set to 'Mental Health', 'Designation Type' set to '--select--', and 'Designation Option' set to '--Choose Designation Type First--'. Below these is a checkbox labeled 'This application uses a Mental Health Catchment Area plan:' which is currently unchecked. A yellow box highlights this checkbox. At the bottom right of the form is an orange 'START' button.

**Figure 26: Indicating Mental Health Designation as a Catchment Area**

Once the form is completed, select the SAVE button. The user will then be brought into the Mapping Tool to create the Rational Service Area (RSA). Please see *Section 4.3 Creating a Rational Service Area (RSA)* for further information on how to create the RSA.

The screenshot shows the 'Mapping Tool' interface for 'PRIMARY CARE OFFICES - TEXAS'. The main heading is 'SDMS Mapping Tool' with the subtext 'Create a new application by completing the information below'. Below this is a section titled 'Create New HPSA or MUA/P' with a note: 'All fields are required to begin an application.' The form contains four fields: 'Application Name' (text input), 'Discipline' (dropdown), 'Designation Type' (dropdown), and 'Designation Option' (dropdown). A yellow box highlights the entire form area, and a smaller yellow box highlights the orange 'START' button at the bottom right.

**Figure 27: Creating a HPSA or MUA/P Initial Information Page**

## 4.2 MAPPING TOOL LAYOUT AND USER INTERFACE

The mapping tools allow multiple ways for a user to select areas on the map and to show more information about selected areas.

### 4.2.1 APPLICATION PROCESS STEP PANEL

The Application Process Steps displays information to the user on what part of the application they are on. This includes directions, key statistics, and some error messages. There are three main parts of the application for HPSAs: Create RSA, CA Analysis, and Find NSC.



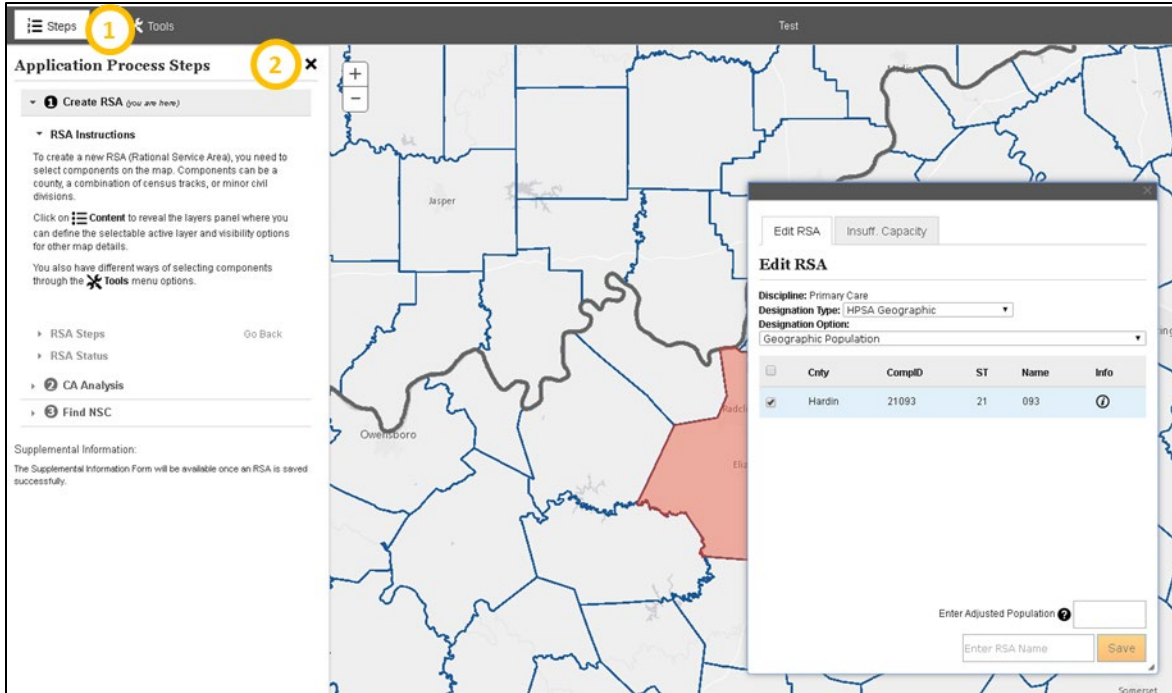



Figure 28: Soft Buttons - Application Process Steps Panel

**Feature**

1.  Steps
2. X

**Description**


Selecting this icon will bring up the Application Process Steps side panel.

The X in the upper right corner of the Application Process Step panel will close the panel. Doing so increase the portion of the portal that the map is displayed on.





## 4.2.2 MAP TOOLS

To access the Map Tools dropdown, select the  button on the right hand side of the horizontal navigation bar. The following options are available:

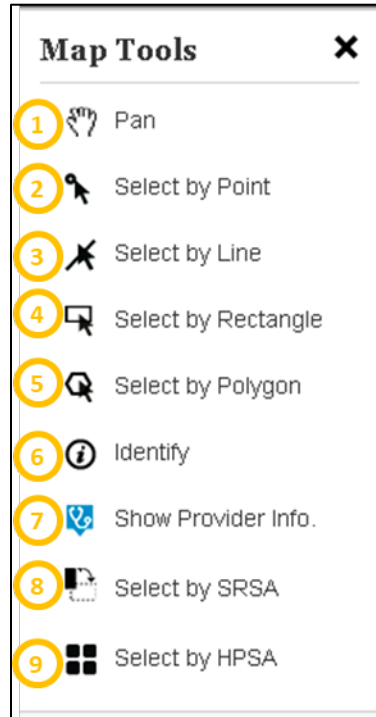


Figure 29: Map Tools Dropdown Menu

Feature	Description
1. Pan	Use this tool to navigate the map. Click and hold on the map, then move the mouse until the desired part of map appears and release.
2. Select by Point	Use this tool to select a single area component (county, census tract, or CSD) on the map with one click.
3. Select by Line	Use this tool to select multiple components (county, census tract, or CSD) on the map. Start with single clicks to form lines and use double-click to complete a section.
4. Select by Rectangle	Use this tool to select multiple components (county, census tract, or CSD) on the map. Click on the map and drag down the mouse until the visible rectangle covers the area you want to select.
5. Select by Polygon	Use this tool to select multiple components (county, census tract, or CSD) on the map. Start with single clicks to form lines and double-click to close the visible polygon.



Feature	Description
6. Identify	Use this tool to click on an active layer component (county, census tract, or CSD) and see more information about the selected area. Information will include Geo ID, State FP, County FP, Name of Component, Total Population, Percent Population Below 100% FPL, and Percent Population Below 200% FPL.
7. Show Provider Info	Use this tool to view providers on the map.
8. Select by SRSA	Use this tool to select a SRSA on the map. This tool will only appear for states with SRSA plans.
9. Select by HPSA	Use this tool to capture a whole HPSA on the map by selecting on CSDs or census tracts within the given designation.

### 4.2.3 MAPPING TOOL SEARCH BAR

The Mapping Tool Search Bar is available on the Mapping Tool Banner. This tool allows the user to search for areas on the map using various search criteria. Once the search criteria is entered, the user will be taken to the specific component which will be identified in a red color.



Figure 30: Mapping Tool Search Bar


Click on the down arrow to the left of the textbox to select a search option. The user may search by the following options:

Feature	Description
1. All	This option allows the user to enter an address or name of an area to search on the mapping tool.
2. Census Tract	Users may search for an area on the map using the census tract (CT) number.
3. CSD	This allows the user to locate an area on the map using a CSD number.
4. County	The user may search for counties by name.
5. Provider	This allows the user to search for providers on the map using a Provider's NPI number, first name, last name, or full name.
6. Auto-HPSA	The user may search for Auto-HPSA's using the Auto-HPSA Public ID or name.
7. HPSA	This option allows the user to search for a HPSA using the HPSA Public ID or name.



Feature	Description
8. MUA/P	The user may search for MUA/Ps using the Public ID or name of the MUA/P.
9. Correctional Facilities	This allows for the user to search for a correctional facility by Name, Case ID, or Public ID.
10. OFAC	The user may search for an OFAC using the Public ID or OFAC name.
11. SRSA	This option allows for the user to search for a SRSA using the SRSA name or SRSA ID number.

#### 4.2.4 CONTENT PANEL

The content panel is located on the right side of the screen. Click on the  button on the horizontal navigation bar to open it.

This panel includes the following tabs:

1. Layers
2. Legend
3. Data

#### 4.2.4A LAYERS TAB

The layers tab includes different mapping and statistical layers that the user can interact with to assist with the application creation process.

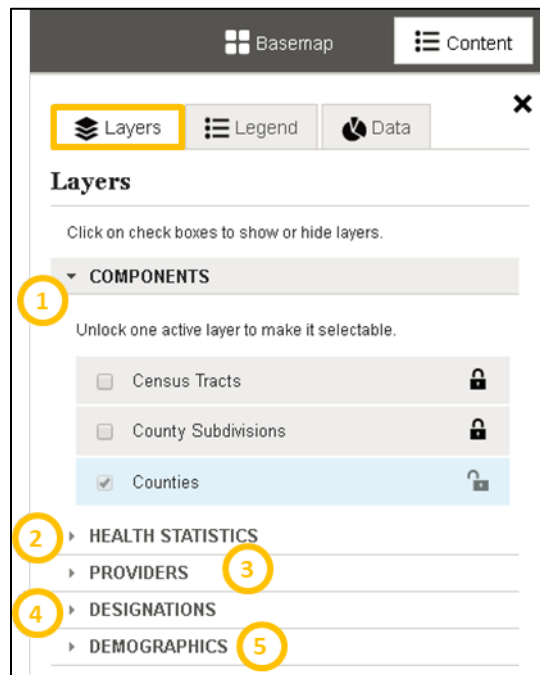




Figure 31: Content Panel - Layers Tab



<b>Feature</b>	<b>Description</b>
<b>1. Components</b>	This allows a user to select only one active layer (county, census tract, or CSD) to save RSA and CAs. The user should activate the desired layer by selecting the  icon. An “unlocked” lock icon (  ) indicates which component is the current active layer for selecting geographic areas. The user can select multiple layers to display by selecting the associated checkbox next to the layer type. States with SRSA components will have an additional layer option for this component as well.
<b>2. Health Statistics</b>	This contains optional visible layers for Fertility Rate, Infant Mortality Rate, and Infant Low Birth Weight Rate. The user can select the layers that they wish to display by selecting the associated checkbox next to the layer type.
<b>3. Providers</b>	This shows Usable and Non-Usable providers on the map based on updates made on the Provider Management application. The user can select the layers that they wish to display by selecting the associated checkbox next to the layer type.
<b>4. Designations</b>	This includes layers to see existing Auto-HPSA locations, HPSAs, MUA/Ps, Prisons, and Other Facilities. The user can select the layers that they wish to display by selecting the associated checkbox next to the layer type.
<b>5. Demographics</b>	This includes layers with statistics for African American Population, Asian Population, Caucasian Population, Hispanic Population, Native American / Alaska Native Population, Pacific Islander Population, 100% Federal Poverty Level, 200% Federal Poverty Level, Elderly Ratio, Youth Ratio, and Percent Population Elderly. The user can select the layers that they wish to display by selecting the associated checkbox next to the layer type.



#### 4.2.4B LEGEND

The Legend tab is the second of three tabs inside the content panel. The information within this tab automatically updates as map layers are selected from the layers tab.

This tab is solely for reference purposes and the user will not be able to interact with the information displayed in the legend.

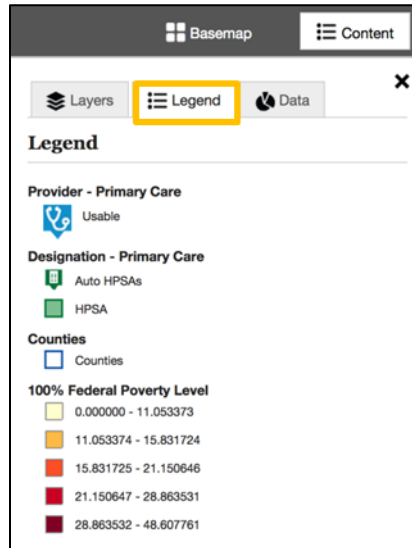


Figure 32: Content Panel - Legend Tab



#### 4.2.4C DATA

The data tab is the last tab in the content panel and includes the data for any RSA or CA as they get saved during the different steps of the designation application. All data on this tab is read only and cannot be changed.



Figure 33: Content Panel - Data Tab

As the RSA and individual CAs are saved, the user may change the data displayed in the data tab by using the dropdown menu and selecting the RSA or individual CA from the options. The data will change upon their selection.



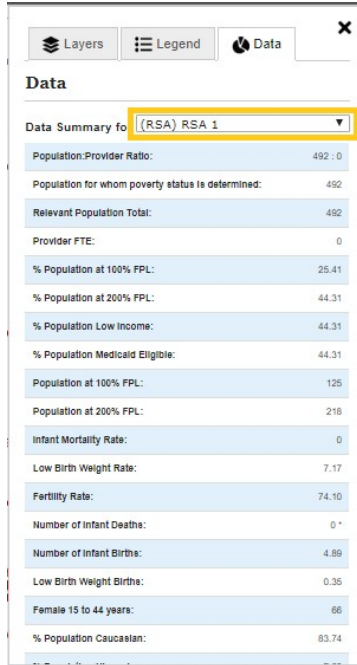


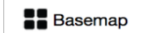
Figure 34: Data Tab - Data Summary Dropdown

## USER NOTES

- When an invalid RSA message upon trying to save an RSA is received, the data panel will display content for that invalid RSA. *Figure 34* above displays the data for the valid RSA.
- When the RSA or CA's Provider FTE is less than 0.10 the data panel will display the Provider FTE as 0.
- When the Number of Live Births, Number of Infant Deaths, Low Birth Weight Births, and/or Infant Mortality Rate includes suppressed data, the data panel will display the number and asterisk (\*).



## 4.2.5 BASEMAP

The Basemap Menu is located on the right side of the navigation bar, next to the Content Panel. It contains multiple cartographic styles that offer different views. To view the options select the  Basemap button. These maps offer different features that can help a user throughout the Application Process Steps within the Mapping Tool.

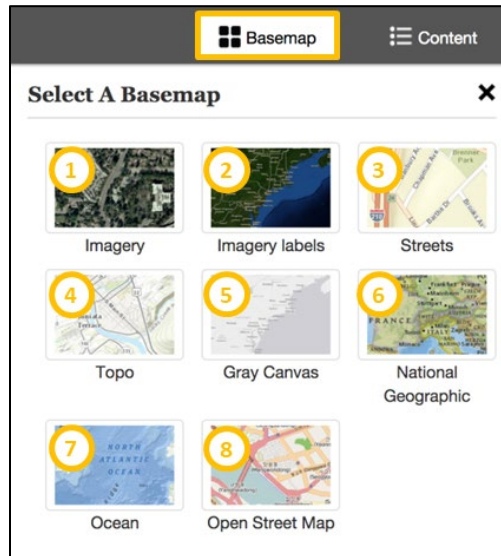


Figure 35: Basemap Layer Options

### Feature

#### 1. Imagery

### Description

This view presents satellite imagery for the world and high-resolution imagery for the United States.

#### 2. Imagery Labels

This option shows satellite and high-resolution aerial imagery for the world with political boundaries and place names.

#### 3. Streets

This comprehensive street map includes highways, major roads, minor roads, railways, water features, cities, parks, landmarks, building footprints, and administrative boundaries.

#### 4. Topo

The topographic map includes cities, water features, physiographic features, parks, landmarks, highways, roads, railways, airports, and administrative boundaries.

#### 5. Gray Canvas

This is the default basemap, which is the simplest and most neutral background with minimal colors, labels, and features. It facilitates visibility for seeing layers and saving components on the map.





**Feature**

**Description**

**6. National Geographic**

This basemap features the [National Geographic World Map](#), which is a cartographically rich and distinctive map. It includes administrative boundaries, cities, protected areas, highways, roads, railways, water features, buildings and landmarks, overlaid on shaded relief and land cover imagery.

**7. Ocean**

This basemap includes bathymetry, marine water body names, and derived depth values in meters. Land features include administrative boundaries, cities, inland waters, roads, overlaid on land cover and shaded relief imagery.

**8. Open Street Map**

This basemap references the live service from the [OpenStreetMap \(OSM\) Project](#), which is a collaborative initiative to create a free, editable map of the world. It includes data about roads, trails, cafés, railway stations, and other landmarks and geographic features.

---

#### 4.2.6 OTHER POPULATION

If there is not a corresponding population under the Designation Options for a HPSA Population Designation type, *Other Population* should be selected from the Designation Options dropdown.

When the Edit RSA Pop-up appears, input the Other Population Total relevant population and the FTE for the RSA. Both fields will be required.

The screenshot shows a web form titled "Edit RSA" with a sub-header "Edit RSA". The form contains the following elements:

- Buttons: "Edit RSA" and "Insuff. Capacity".
- Text: "Discipline: Primary Care".
- Dropdown: "Designation Type: HPSA Population".
- Dropdown: "Designation Option: Other Population HPSA".
- Table with columns: Cnty, CompID, ST, Name, Info.
- Table Row: 

Cnty	CompID	ST	Name	Info
<input checked="" type="checkbox"/> Harnett	37085	37	085	
- Input fields: "Enter Other Population" (with a question mark icon) and "Enter FTE".
- Input field: "Enter RSA Name".
- Button: "Save".

Figure 36: Other Population Edit RSA - Additional Data



## 4.3 CREATING A RATIONAL SERVICE AREA (RSA)

Creating an RSA includes the following subtasks:

- Selecting RSA Components
- Selecting the Population Center
- Creating the Travel Polygon

The user will be able to track their progress throughout the entire designation creation process in the Mapping Tool using the Application Process Steps Sidebar. This can be accessed by selecting the “Steps” button on the left side of the Navigation Menu.

### 4.3.1 SELECTING RSA COMPONENTS

In the Mapping Tool, select the “Tools” button located on the left side of the map banner. The dropdown will provide a selection of “Map Tools” for the user to use while using the application. For a complete explanation of all tools provided, please see *Section 4.2 Mapping Tool Layout and User Interface*.

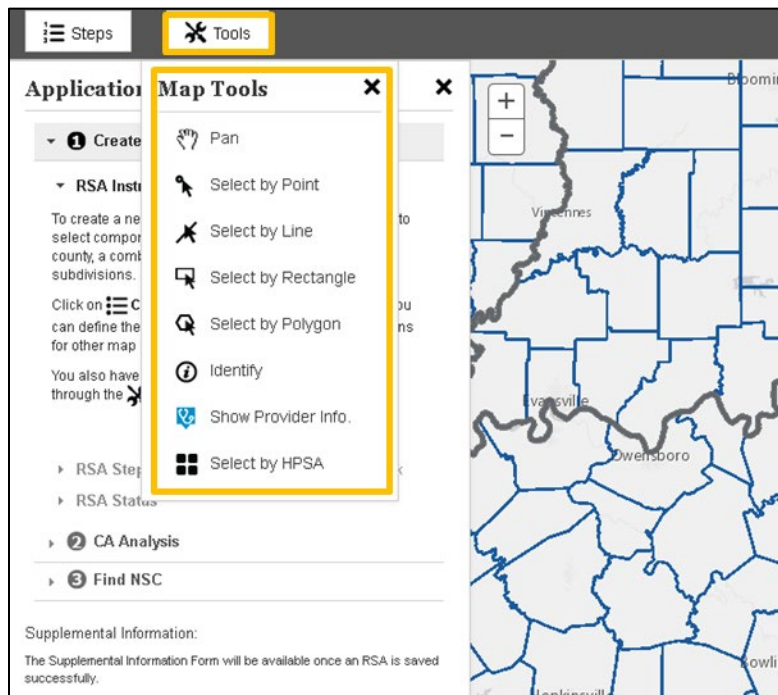




Figure 37: Navigating to the Map Tools Options

Using the selected tool, select the components that you wish to include in the RSA. The user can toggle between layers by going to the “Content” menu on the right side of the ribbon, then navigating to the “Layers” tab. Under the “Layers” tab, the user can “unlock” a layer to make it selectable using the  icon. The  icon identifies the layer currently in use.



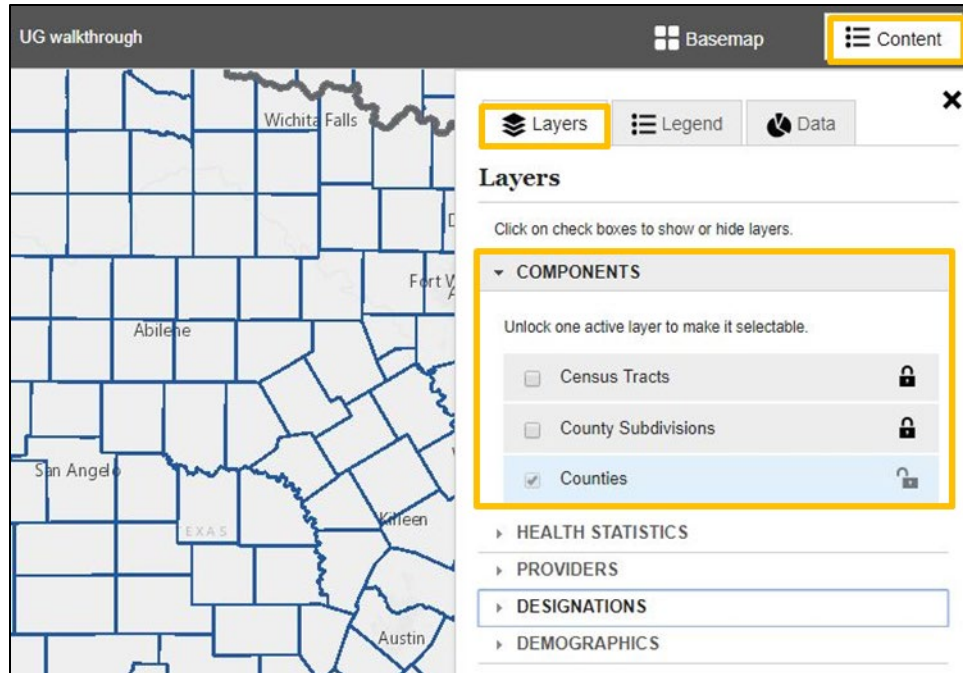


Figure 38: Selecting Layer to Build RSA Component With

Once the correct layer has been unlocked, the user should select the components in that layer that will make up the RSA. When the user has selected an RSA component, the component(s) will be highlighted in red and the “Edit RSA” box will appear in the application.

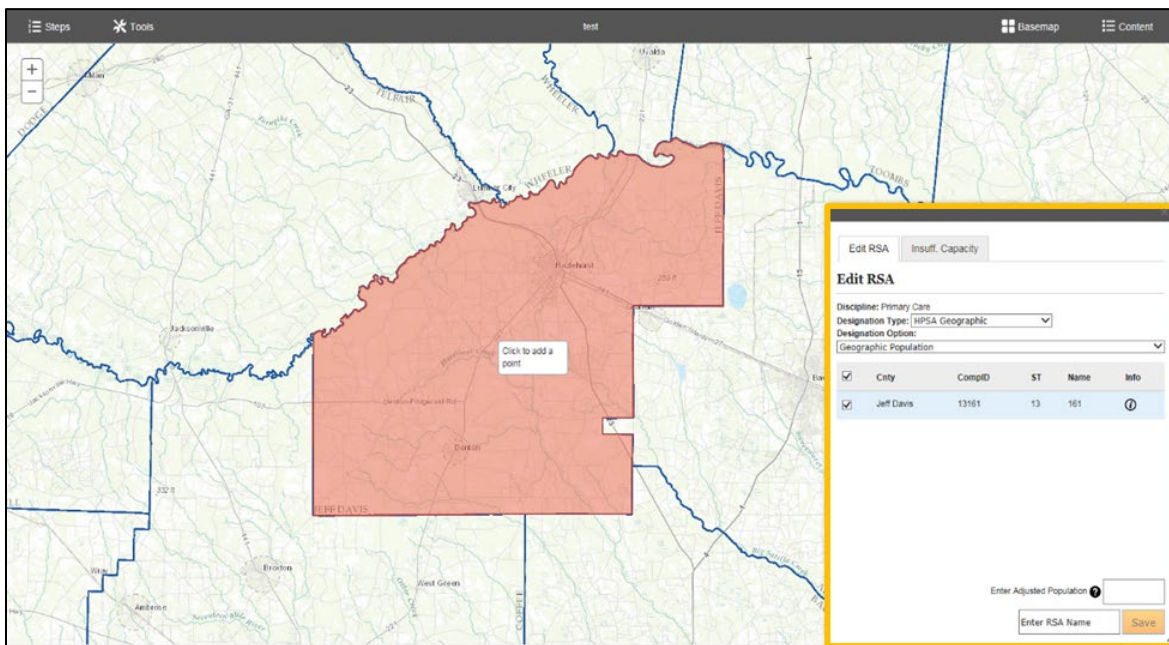


Figure 39: Selected RSA Component and RSA Popup



Within the popup, the user will have access to the following information and have the option to make certain changes.

**Edit RSA**

Discipline: Primary Care  
 Designation Type: HPSA Geographic  
 Designation Option: Geographic Population

<input type="checkbox"/>	Cnty	CompID	ST	Name	Info
<input checked="" type="checkbox"/>	Burnet	48053	48	053	

Name of Component: Burnet  
 Total Population: 44204  
 Percent Population Below 100% FPL: 14.36  
 Percent Population Below 200% FPL: 34.84

Enter Adjusted Population ?

Enter RSA Name

Figure 40: Primary Care HPSA Geographic Edit RSA Box

The generic “Edit RSA” popup contains the following features:

Feature	Description
<p><b>1. Selected Designation Options</b></p>	<p>The top section will display the discipline, designation type, and designation option previously selected as show in <i>Section 4.1 Accessing the Mapping Tool and Creating a New Application</i>. While the user at this stage can choose to select a different designation type or option, the discipline cannot be changed. It is not possible to switch between a HPSA and MUA/P designation.</p>
<p><b>2.</b> </p>	<p>The checked boxes indicate which components are selected. If a selected component is no longer wanted, the user can uncheck this box to exclude the component(s) in the RSA being created. The columns give basic names and IDs of the given component. At least one component must be selected to continue.</p>



**Feature**

**Description**

**3. Insufficient Capacity**

This tab will be activated for HPSA Geographic High Needs designations. Please see *Section 4.3.1B RSA Pop-up: Insufficient Capacity Tab* for more information on this tab.

4.



The information icon can be hovered over to display critical statistics on the component for the PCO including:

- Name of Component
- Total Population
- Percent Population Below 100% FPL
- Percent Population Below 200% FPL

**5. Enter Adjusted Population**

If the PCO believes that the system-retrieved population of the RSA is incorrect, the user can enter an adjusted population. If a user decides to do so, they will be prompted to provide supplemental information later on in the process to justify the change.

**6. Enter RSA Name**

To continue with the application the user must give the RSA a name. This field is limited to 40 characters.

7.



Once ready to proceed, engage this button to save the RSA.

Please see the following sections on additional features:

- Dental Health Edit RSA Pop-up (*Figure 48*)
- Mental Health Edit RSA Pop-up (*Figure 49*)
- Primary Care Geographic High Needs Insufficient Capacity Tab (*Section 4.3.1B RSA Pop-up: Insufficient Capacity Tab*)
- Dental Health Geographic High Needs Insufficient Capacity Tab (*Section 4.3.1B RSA Pop-up: Insufficient Capacity Tab*)

Once the RSA is saved the system will perform the following checks:

- The population for all HPSA and MUA/P types are greater than 0.
- The area does not overlap with a preexisting designation.
- Population to provider ratio must be within the qualifying range set in MPPs for the given discipline.

If the RSA passed all checks, a pop up will appear instructing the user to continue to the next step. The Application Process Steps sidebar will update to indicate that the “Save RSA” step is “Done”:



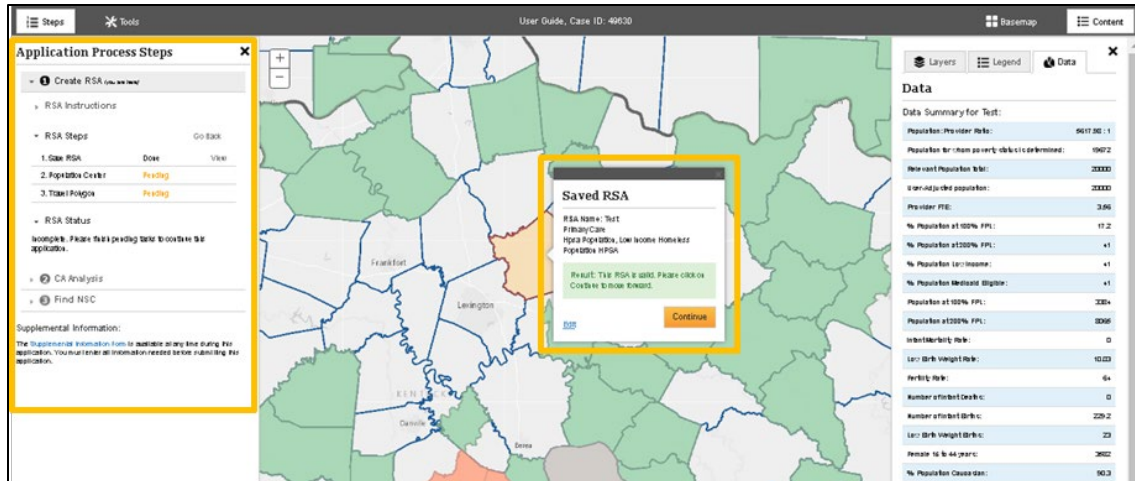


Figure 41: Successfully Saved RSA Pop-up and Updated Application Progress

The user can engage the [Edit](#) link to make changes to the RSA. If no changes are needed, select the [Continue](#) button to move to the “Population Center” step. Proceed to [Section 4.3.2 RSA Population Center](#) to continue with the process.

## RSA WARNINGS AND ERRORS

If the RSA does not qualify, the RSA cannot be saved and the user will not be able to continue the application process. The system will display the following error:



Figure 42: RSA Does Not Qualify Error Message

Engaging the [Error Details](#) button will provide further information on why the RSA does not qualify. The following message will be displayed below when the RSA total relevant population is not greater than 0:



Error: The Relevant Population  
Total for this area must be greater  
than 0.

Figure 43: RSA Does Not Qualify Error Details

## POPULATION MAXIMUM AND MINIMUM WARNING MESSAGES

The user will receive a caution message if the RSA exceeds the recommended population maximum or does not meet the population minimum:

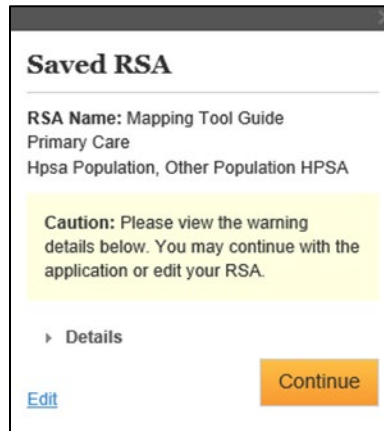


Figure 44: Saving RSA Caution Message

Engaging the **Details** button will display more information on the RSA caution message.

The following message will be displayed when the RSA total relevant population is greater than 250,000 for RSAs made out of county and sub county components and for Mental Health Catchment Areas with a total relevant population greater than 999,999.



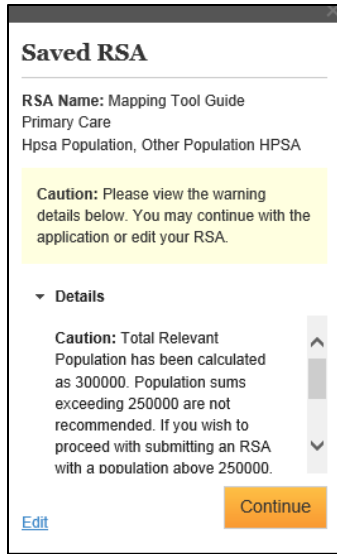


Figure 45: Population Maximum Exceeded Caution Message

The following message will be displayed when the RSA total relevant population is less than the required minimum for the given discipline:

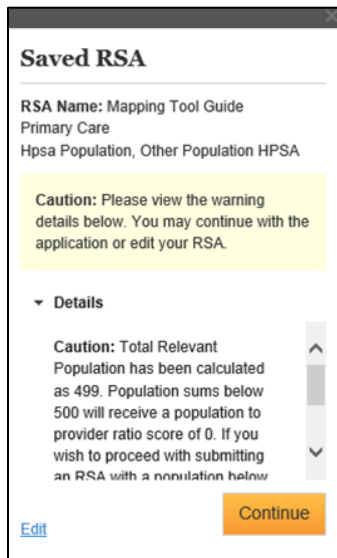



Figure 46: Population Minimum Not Met Caution Message

If desired, the user can continue with the application if a caution message appears. A detailed explanation for not meeting the population maximum or minimum should be included in the “RSA Supplemental Information Form.” The user is able to continue through the process by selecting the  button. This will navigate the user to the steps outlined in *Section 4.3.2 RSA Population Center*.





## OVERLAP CAUTION MESSAGE

If the RSA overlaps with a preexisting designation, the system will display the following caution message. The user is able to select the [Details](#) tab to display which designations overlap with the RSA being created.

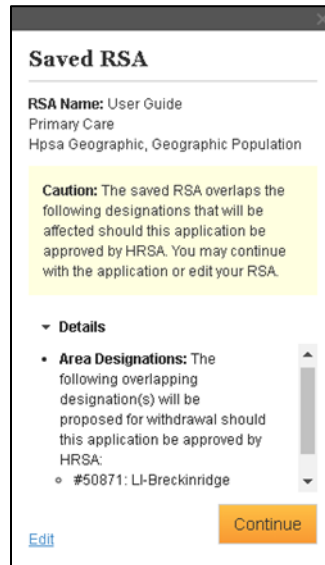


Figure 47: RSA Overlap Caution Message

## USER NOTES

- The user may continue through the application process for this RSA to determine the projected score, however if the application is approved, the overlapping designation(s) will be proposed for withdrawal. To continue with the application, select the [Continue](#) button.
- Any facilities that are associated with the overlapping designation will remain unchanged until they are updated (See *Section 4.8 Submitting the Application*).

Selecting the [Continue](#) button will direct the user to select the RSA population center. See *Section 4.3.2 RSA Population Center* for instructions on these steps.



### 4.3.1A RSA POP-UP: DENTAL AND MENTAL HEALTH

#### DENTAL HEALTH RSA POP-UP

For Dental Health HPSA Designations, the PCO will have to provide the “Percentage of Population with Access to Fluoridated Water.” For more information on fluoridation rates, please refer to the *Shortage Designation Management System Manual for Policies and Procedures*.

The screenshot shows a web application window titled "Edit RSA". At the top, there are two buttons: "Edit RSA" and "Insuff. Capacity". Below the title, the form contains the following fields:

- Discipline:** Dental Health
- Designation Type:** HPSA Population (dropdown menu)
- Designation Option:** Low Income Population HPSA (dropdown menu)

Below these fields is a table with the following data:

<input type="checkbox"/>	CompID	Name	Cnty	Info
<input checked="" type="checkbox"/>	48435	Sutton	Sutton	

At the bottom of the form, there is a highlighted input field with the text: "Please enter the percentage of population with access to fluoridated water. \*". To the right of this field is a percentage sign (%). Below this field are two buttons: "Enter RSA Name" and "Save".

Figure 48: Dental Health Save RSA Pop-Up

#### MENTAL HEALTH RSA POP-UP

For Mental Health HPSAs, the PCO will be prompted to answer the following yes/no questions:

- Does this RSA’s substance rate fall into the worst quartile of the region, state, or national rate? If yes, please upload the file that supports this answer.
- Does this RSA’s alcohol abuse rate fall into the worst quartile of the region, state, or national rate? If yes, please upload the file that supports this answer.

For more detailed information about the substance and alcohol abuse rates please refer to the *Shortage Designation Management System Manual for Policies and Procedures*.



Edit RSA   Insuff. Capacity

### Edit RSA

Discipline: Mental Health  
Designation Type: HPSA Geographic  
Designation Option: Geographic Population  
Provider Type: Psychiatrist

<input type="checkbox"/>	CompID	Name	Cnty	Info
<input checked="" type="checkbox"/>	48471	Walker	Walker	

Does this RSA's **substance abuse** rate fall into the worst quartile of the region, state, or national rate? If yes, please upload file that supports this answer. \*

Yes    No

Does this RSA's **alcohol abuse** rate fall into the worst quartile of the region, state, or national rate? If yes, please upload file that supports this answer. \*

Yes    No

Enter RSA Name   Save

Figure 49: Mental Health Save RSA Pop-Up

#### 4.3.1B RSA POP-UP: INSUFFICIENT CAPACITY TAB

##### PRIMARY CARE GEOGRAPHIC HIGH NEEDS INSUFFICIENT CAPACITY TAB

For Primary Care Geographic High Needs HPSAs, the user will be prompted to fill out the requested information on the “Insufficient Capacity” tab if the RSA fails the following system checks:

- More than 20% of the population has incomes at or below 100% FPL
- More than 100 births per year per 1,000 women aged 15-44
- More than 20 infant deaths per 1,000 live births

The user must populate at least one field on the “Insufficient Capacity” tab for the button to be enabled. The user should select this button when they have finished completing the desired fields.



Figure 50: Insufficient Capacity Tab - Primary Care Geographic High Needs HPSA

## USER NOTES

- The RSA must pass at least two of the following criteria to pass on insufficient capacity:
  - More than 8,000 office or outpatient visits per year per FTE primary care physician serving the area
  - More than 7 days for appointment wait times for existing patients
  - More than 14 days for appointment wait times for new patients
  - More than 1 hour wait time for patients with appointments
  - More than 2 hours wait time for patients who are treated on a first come, first serve basis
  - Abnormally low utilization of health services as indicated by an average of two or fewer office visits per year on the part of the area’s population
  - Evidence of excessive use of emergency room facilities for routine primary care (30% of patients are for primary care reasons)
  - Two-thirds or more of area physicians do not accept new patients.

Once the **Save** button is selected the user will see the following message:

Data saved successfully.

Figure 51: RSA Successfully Saved Message

The system will verify the insufficient capacity data when the RSA is saved, not when the **Save** button on the “Insufficient Capacity” tab is selected.

## DENTAL HEALTH GEOGRAPHIC HIGH NEEDS INSUFFICIENT CAPACITY TAB

For Dental Health Geographic High Needs HPSAs, the user will be prompted to fill out the requested information on the “Insufficient Capacity” tab if the RSA fails the following system checks:



- More than 20% of the population has incomes at or below 100% FPL
- More than 50% of the population has no fluoridated water

The user must populate at least one field on the “Insufficient Capacity” tab for the **Save** button to be enabled. The user should select this button when they have finished completing the desired fields.

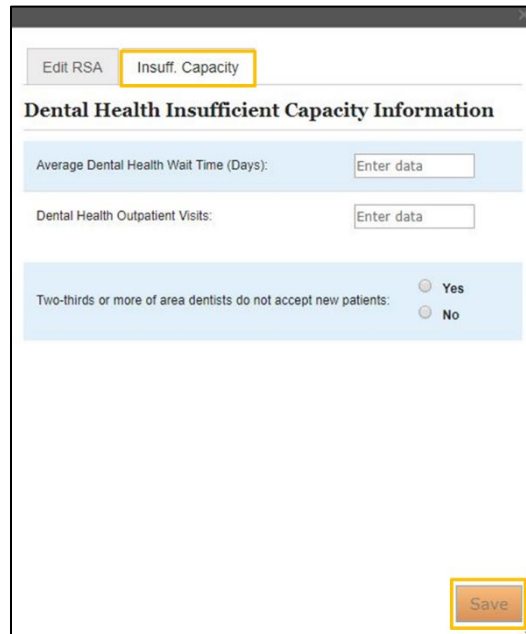


Figure 52: Insufficient Capacity Tab - Dental Health Geographic High Needs HPSA

## USER NOTES

- The RSA must pass at least two of the following criteria to pass on insufficient capacity:
  - More than 5,000 visits per year per FTE dentist serving the area
  - More than six weeks wait time for appointments for routine dental services
  - Two-Thirds or more of the area’s dentists do not accept new patients

Once the **Save** button is selected the user will see the following message:

Data saved successfully.

Figure 53: RSA Successfully Saved Message

The system will verify the insufficient capacity data when the RSA is saved, not when the **Save** button on the Insufficient Capacity tab is selected.

### 4.3.1C CREATING AN RSA FROM A STATEWIDE RATIONAL SERVICE AREA (SRSA)

If the state that an RSA is being submitted for has a Statewide Rational Service Area (SRSA) plan, the map will have a visible SRSA layer for the development of an RSA. Before proceeding with the steps outlined in *Section 4.3.1*



*Selecting RSA Components*, the correct component that makes up the SRSA must be selected as the active layer in order for the tool to correctly select the SRSA.

Follow the steps outlined in *Section 4.3.1 Selecting RSA Components* to complete the RSA creation process. The user can choose the RSA components using any of the tool functions or the “Select by SRSA” tool.

#### USER NOTES

- When using the “Select by SRSA” tool to choose RSA components, all the components that make up the selected portion of the SRSA will be selected. If only portions of the SRSA component should be included in the RSA, use the options in the Tools panel to select RSA components.
- For states where the SRSA plans are not available for certain disciplines, continue with the RSA development as indicated in *Section 4.3.1 Selecting RSA Components*.
- The SRSA plan for *new* applications can be modified by adding or removing components in the “Edit RSA” pop up.
- A warning message will be received upon saving the RSA if the SRSA is modified and justification will be required to be uploaded in the Supplemental Information Form (See *Section 4.6 Supplemental Information*) prior to submitting the application.

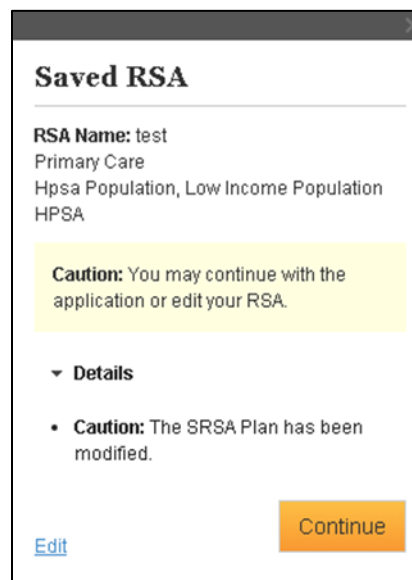


Figure 54: SRSA Modification Warning



### 4.3.2 RSA POPULATION CENTER

The system will automatically calculate the population center of the RSA. The population center will be reflected by a flag icon (🚩) and a pop-up box will appear with details on the population center.

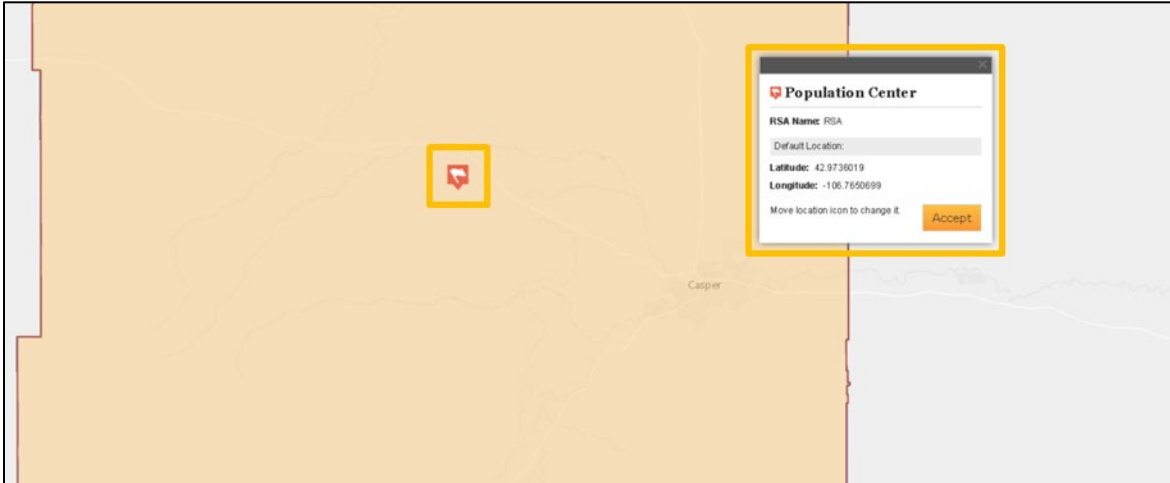


Figure 55: System Calculated Population Center

If the population center of the RSA is correctly represented by the 🚩, select **Accept** to proceed to creating a travel polygon. See *Section 4.3.3 Travel Polygon* for instructions. If the user does not think the RSA population center has been correctly identified, the user can change the population center.

To change the population center, move the 🚩 to the location that correctly represents the RSA population center. Once the icon is moved, a new pop-up will appear giving the latitude and longitude of the new user selected location. These coordinates will be read-only but can be changed by moving the 🚩.



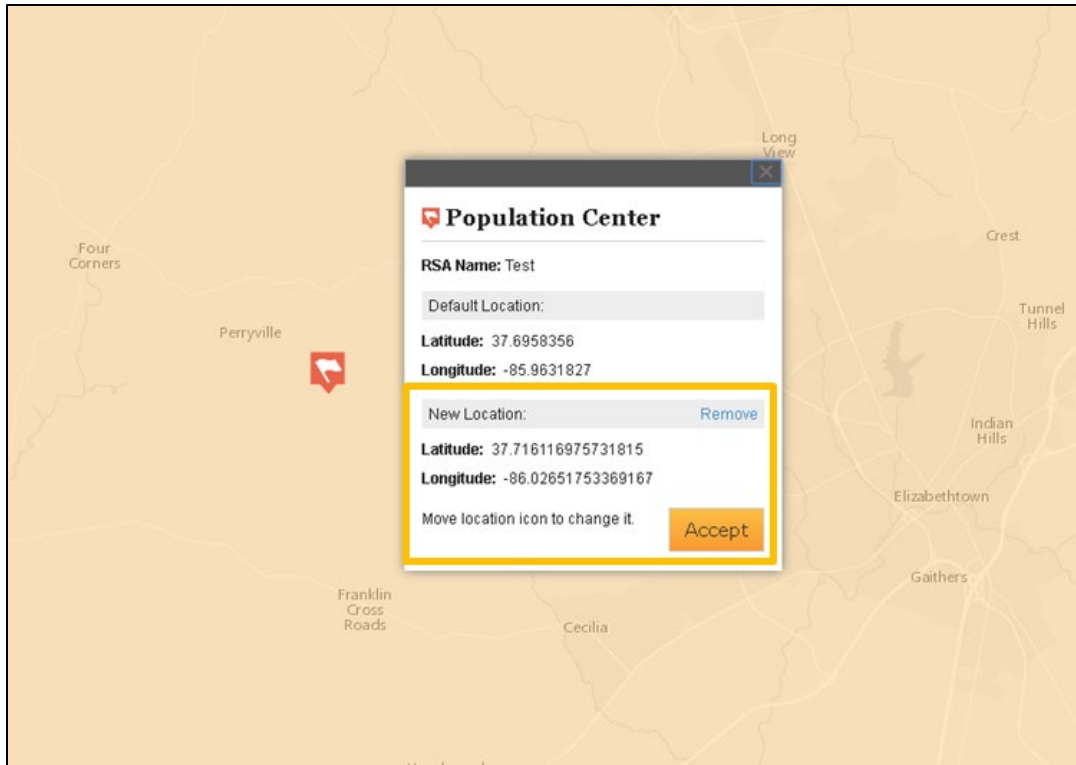


Figure 56: User Selected RSA Population Center Pop-up

To revert the RSA population center back to the system default location, select the [Remove](#) button. Select the [Accept](#) button to use the user-defined location as the RSA population center.

#### USER NOTES

- The system will automatically display the pan tool to drag the population center icon. The user should not select a tool to move the population center.
- Provide the justification for moving the population center in the Supplemental Information Form of the application.
- The population center must be within the borders of the RSA. If it is moved outside, the following warning will appear within the RSA population center pop up.

The population center is not valid. Please select a valid population center to continue.

Figure 57: Population Center Outside of RSA Boundaries

Once the user selected location is accepted by using the [Accept](#) button, proceed to *Section 4.3.3 Travel Polygon*.





### 4.3.3 TRAVEL POLYGON

When the population center has been accepted, the user will be moved to the “Travel Polygon” task. Under the “Travel Polygon” task, the system will prompt the user to select a mode of transportation:

- Private Car
- Public Transit
- Other (user defined miles radius).

The screenshot shows a web application interface for 'Create RSA'. The main heading is '1 Create RSA (you are here)'. Below it is a section for 'RSA Instructions'. Underneath is a list of 'RSA Steps':

Step	Status	Action
1. Save RSA	Done	View
2. Population Center	Done	View
3. Travel Polygon	Pending	

The '3. Travel Polygon' step is highlighted with a yellow border. It contains the following elements:

- Text: 'Select one mode of transportation:'
- Radio button (selected): 'Private Car'
- Radio button: 'Public Transit'
- Radio button: 'Other'
- Text input field: 'miles radius'
- Button: 'Save'

Below the steps is an 'RSA Status' section with the text: 'Incomplete. Please finish pending tasks to continue this application.'

Figure 58: Travel Polygon Mode of Transportation Choices

Select an option using the radio button (●) for the desired mode of transportation. If “Private Car” or “Public Transit” is selected, press the **Save** button. The system will then begin to calculate the travel polygon for the RSA and the polygon will be displayed when the system automatically moves the user on to the CA Analysis step.

If “Other” is selected for the travel polygon, the user will need to provide justification on why this polygon was selected in the Supplemental Information Form. The user has the ability to customize the radius of the polygon. A warning will appear (see *Figure 59* below) alerting the user that justification will be needed later in the application process.



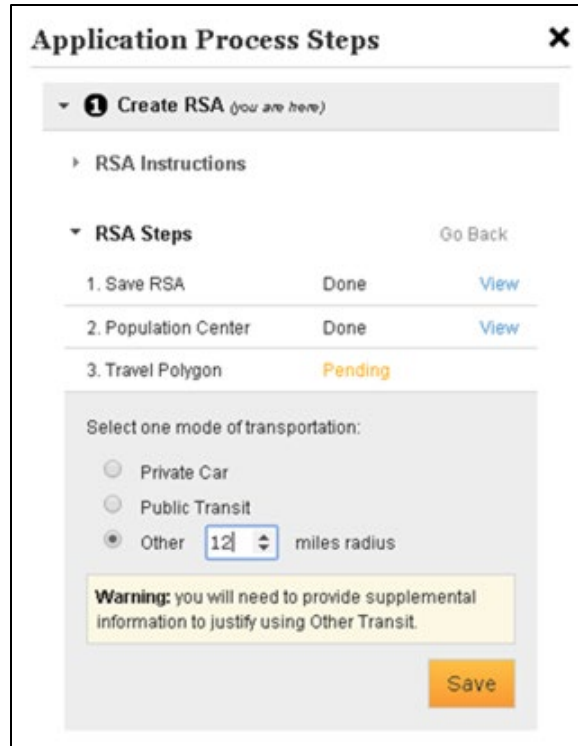


Figure 59: Other Travel Polygon Supplemental Information Needed Warning

USER NOTES

- For "Private Car," the system creates a travel polygon that represents a 30 minute drive from the population center for Primary Care RSAs, and a 40 minute drive for Dental and Mental Health RSAs.
- The "Public Transit" travel polygon will create a 5 mile radius for Primary Care RSAs, and a 7 mile radius for Dental and Mental Health RSAs.
- To use the "Public Transit" travel polygon, at least 30% of the population must be below 100% of the FPL.
  - If the RSA does not pass this check, the user will be prompted to provide justification in the Supplemental Information Form of the application. The warning message below in *Figure 60* will appear, but the user will still be able to continue to the next step of the application.



Select one mode of transportation:

Private Car

Public Transit

Other  miles radius

**Warning:** You will need to provide documentation on the supplemental information page to demonstrate that more than 30% of the population in the area is dependent on public transportation.

Save

Figure 60: Public Transit Supplemental Documentation Needed Warning

Once the user has successfully saved the “Travel Polygon,” the “Create RSA” step has been fully completed and the system will move the user to “CA Analysis.” See *Section 4.4 Contiguous Area (CA) Analysis* for instructions on the CA Analysis process. See below if a “No Road Data” error message is received.

### NO ROAD DATA ERROR MESSAGE

The system will display an error message when there is no road data available to generate a travel polygon.

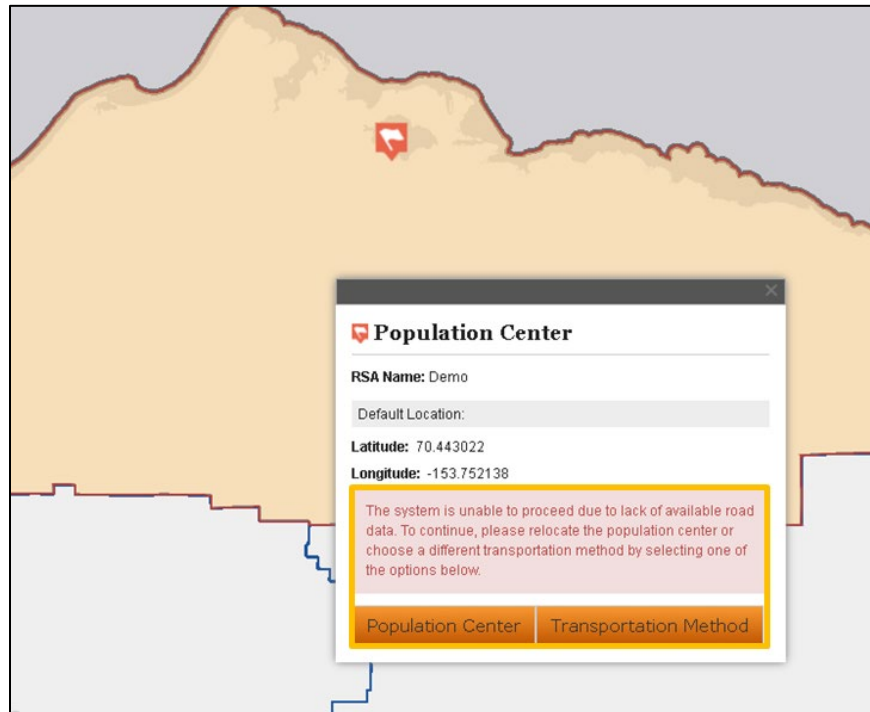


Figure 61: No Road Data Available Warning Message



The system will display two options. The user can either opt to continue through the application process by selecting a new population center (choose **Population Center**) or a new transportation method (choose **Transportation Method**).

## 4.4 CONTIGUOUS AREA (CA) ANALYSIS

Contiguous Area (CA) validation and analysis is required for each land area component outside the RSA touched by the travel polygon. During this step, the system will validate and “pass” each CA individually to ensure that it does not disqualify the selected RSA from becoming a Designation.

### 4.4.1 CREATING CONTIGUOUS AREAS

Identify the geographic components which fall inside the travel polygon but are not part of the RSA. The travel polygon is represented on the map by a black, closed-loop line and the RSA is identified by a red fill and outline.

Individual geographic components are outlined in blue with no fill.

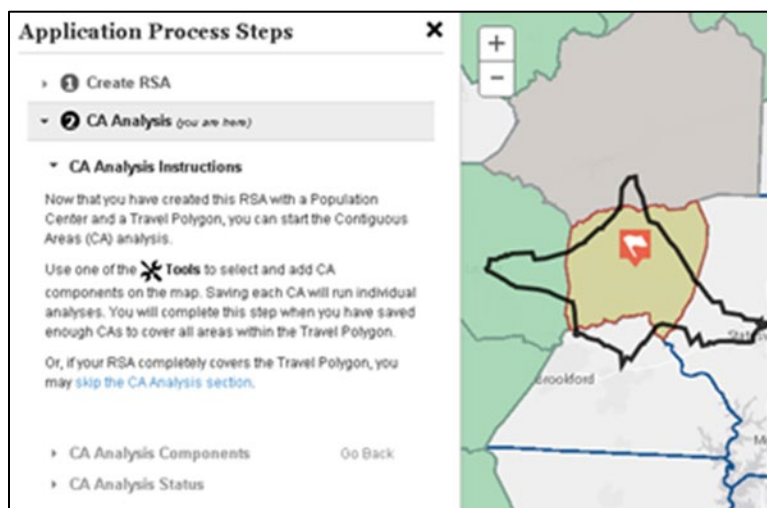


Figure 62: CA Analysis Application Process Steps and Travel Polygon Displayed on Map

Once the CAs are identified, select a tool from the **Tools** dropdown menu. See *Section 4.2 Mapping Tool Layout and User Interface* for a description on each tool option. Using the tool, select the first CA for analysis. CAs must be developed separately and cannot be grouped together.

After a geographic component has been selected, the “Edit CA” popup will appear. The user will be prompted to select or deselect component(s) to be included in the CA by using the  icon next to each component. Additionally, each CA must be given a unique name. For some designation types, the user may be required to fill in additional information.



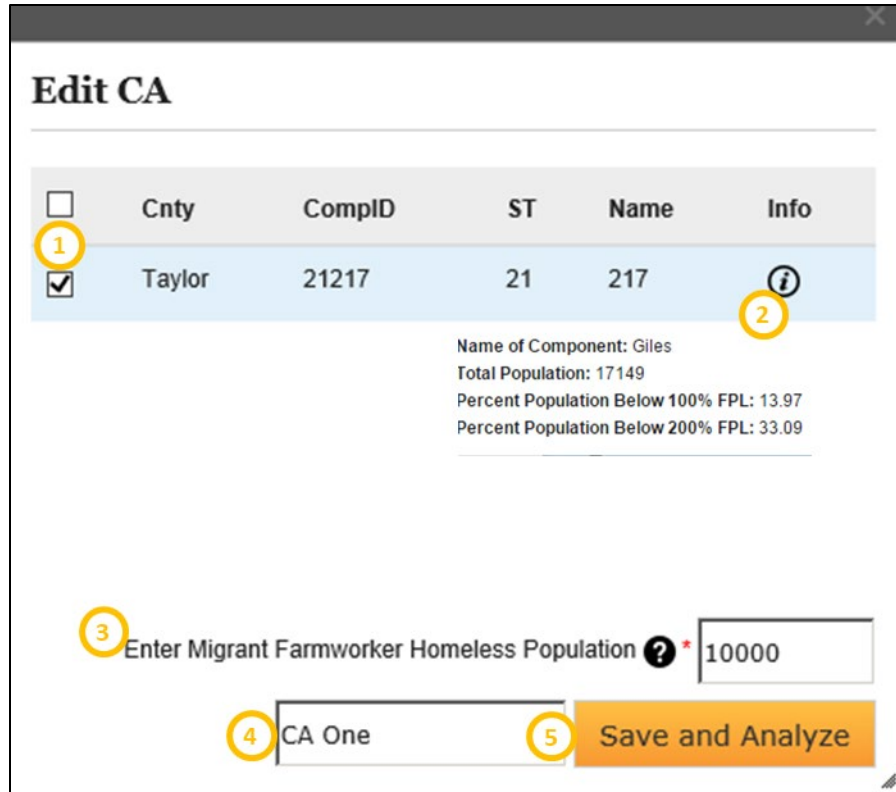


Figure 63: Edit CA Popup Box

**Feature**

1.

**Description**

By selecting and unselecting the box, the user can choose if the component will be included in the CA. A “checked” box indicates that the specific component is selected and will be included in the CA.

2.

Hovering over this symbol will display additional information on the component, including:

- Name of Component
- Total Population
- Percent Population Below 100% FPL
- Percent Population Below 200% FPL

**3. Additional Statistics**

If completing a special population RSA, the user may be prompted to provide additional population or health statistics not sourced by the system needed to complete the CA Analysis. A “\*” designates if the field is required.

**4. CA Name**

Each saved CA must be given a unique name prior to being saved. The field allows up to 40 characters.

5.

This button will save the selected CA and the system will begin the process of validating and analyzing the CA.



Once all the requested information has been filled out, the user should select the [Save and Analyze](#) button. The system will then validate and analyze the CA.

- The following validity checks will be performed:
  - Is the population of the CA greater than or equal to 250,000 if the CA is a whole or multiple county for Primary Care, Dental Health, and Mental Health
  - Is the population of the CA greater than or equal to 999,999 if the CA is a sub-county or catchment area for Mental Health
  - Are the CA components contiguous and adjacent
  - Is the CA is a whole county
- If Validity has passed, the system will move on to performing the Analysis tests. Each test will receive a status of “Not Run,” “Failed,” or “Passed.” The following Analysis tests will occur in numerical order:
  1. *Current Designation*
  2. *Demographic Disparity*
  3. *Excessively Distant*
  4. *Inaccessible Economic Access*
  5. *Over-Utilized*

Only one of the Analysis tests needs to pass for the Analysis to “pass”. The system will continue with the Analysis tests until one has passed and will not continue to run the remaining analysis tests.

Once all the Validity and Analysis tests have been completed for the given CA, the steps sidebar will display the status of the checks:

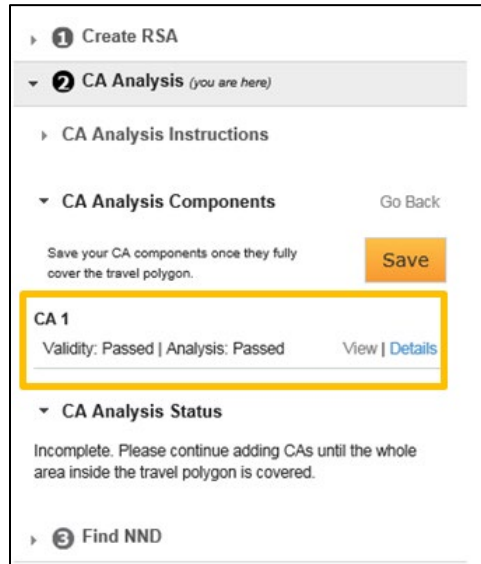


Figure 64: CA Test Result Summary

Selecting the [Details](#) button will provide a summary and display which Analysis test the CA passed on and which tests either failed or were not run.



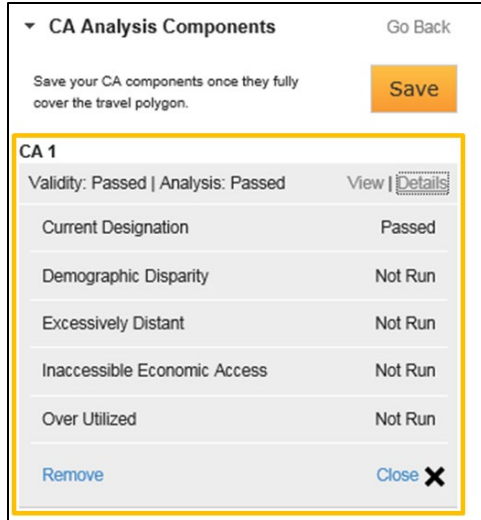


Figure 65: CA Test Result Details

If the CA passes validity but fails the analysis, the user will have the ability to force pass the analysis portion. The user will be required to provide justification on why the CA passes validity on the Supplemental Information form.

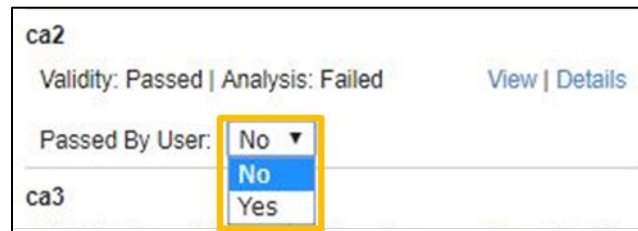




Figure 66: Force Passing Analysis of a CA

Once the CA has been passed, it appears in the Application Process Steps under *CA Analysis Components*. Repeat this process (Steps 1-6) for each geographic area that falls within the travel polygon. As they are added, they will all display in the *CA Analysis Components* in the sidebar (see *Figure 68*). The user can also view detailed statistics on the CA in the  Content sidebar under the  Data tab.



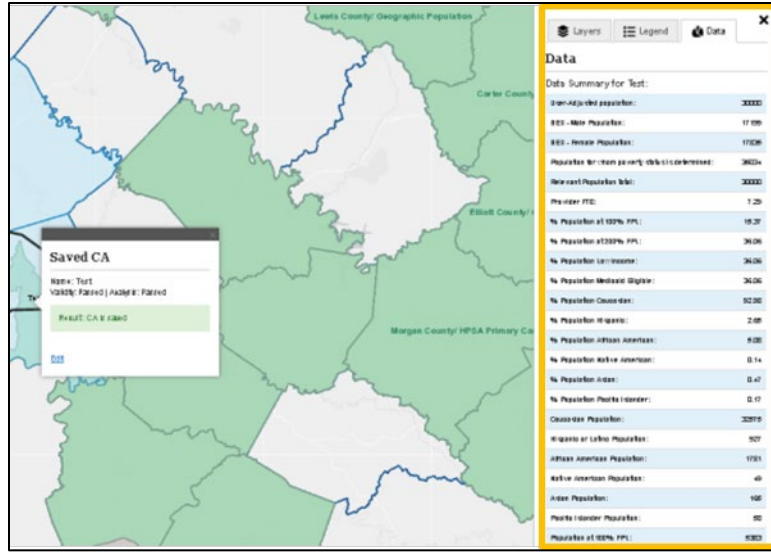


Figure 67: Viewing Detailed CA Data

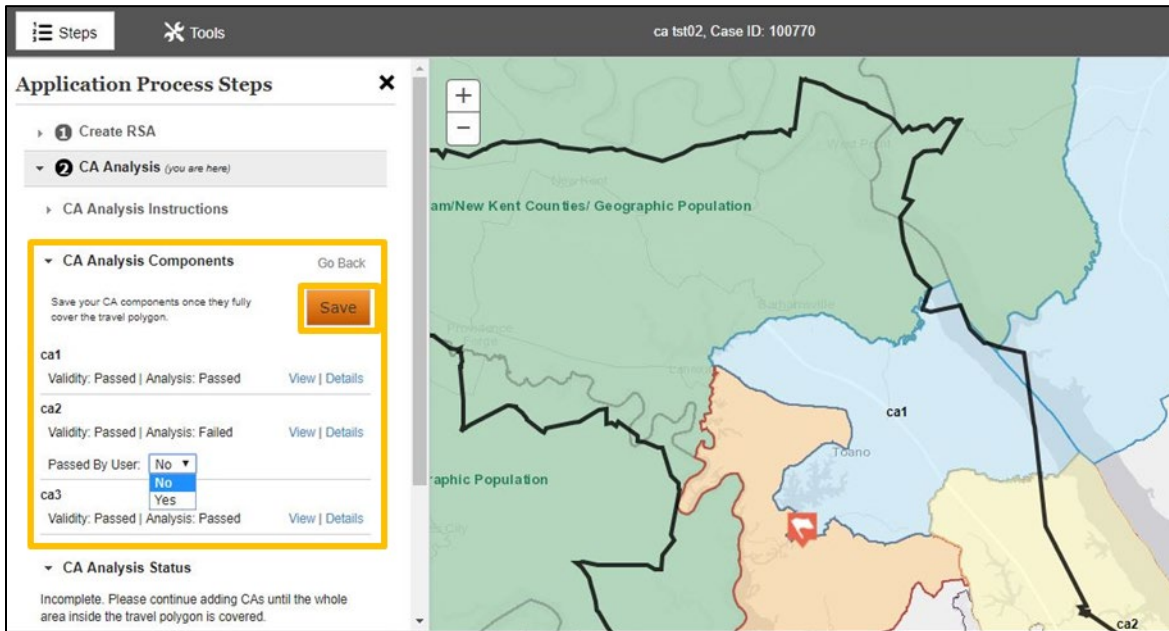


Figure 68: CA Status on Sidebar and Map

When all CAs that are fully or partially within the travel polygon have passed validity, passed analysis (either by the system or manually) and are saved, select the **Save** button to continue on to the next steps. If this has successfully been done, the system will move the user to “Find NSC” portion of the application. See *Section 4.5 Finding the NSC* for instructions on this part of the application process.

## USER NOTES

- CAs are color coded to help the user identify the status of each CA:





- *Light Blue*: This color is used to indicate that the CA has passed analysis. All CAs must be light blue in order for the user to continue to the next step.
- *Dark Blue*: This color is used to indicate that the CA has not yet been saved. It is also used when a previously saved CA is currently being edited. The user must save the changes in order to have the area checked for validity and analyzed with the edited configuration.
- *Light Yellow*: A CA that is “Not Valid” or has “Not Passed” the analysis will be displayed in a yellow color. The user may edit the configuration of the area, or if the CA failed Analysis, the user can select “Yes” under the “Passed By User” dropdown if the user believes that it should have passed analysis. If this action is taken, the user will need to provide documentation in the “Supplemental Information” section on why the CA should have passed analysis. This will create a *light blue* CA.
- If the travel polygon is fully within the RSA, no CAs need to be selected or analyzed.
- If the user needs to make changes to a CA, they may do so by selecting the “View” link next to the CA name. This will bring up a CA summary in a popup. To make the changes, select the “Edit” link within the popup. The CA will need to be saved and analyzed again if the CA is edited.
- If not all CAs which are within or partially within the travel polygon are selected the following warning will appear (see *Figure 69*). Often, CAs marginally overlap with the travel polygon and can be easily missed.

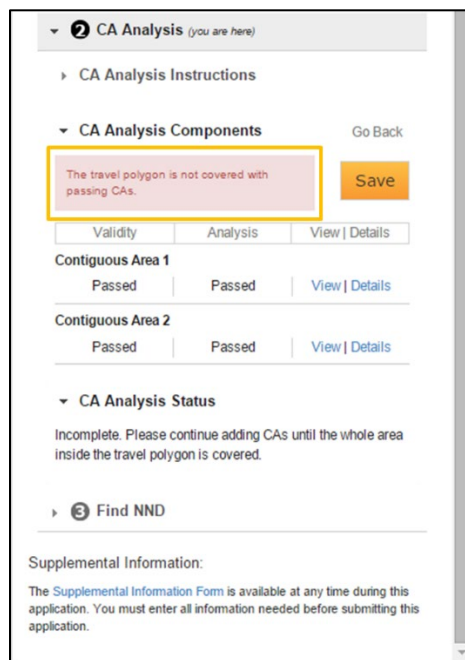


Figure 69: Unsaved/Selected CAs within Travel Polygon Warning Message

#### 4.4.2 SYSTEM CHECKS PERFORMED DURING CA ANALYSIS

For more details about the specific checks performed by the system during CA analysis, refer to the *Shortage Designation Management System Manual for Policies and Procedures*.



## 4.5 FINDING THE NSC

When loading this section, the system will be searching to identify the Nearest Source of Care (NSC) to the RSA. This process can sometimes take the system an extended period of time to complete. Please refer to the *Shortage Designation Management System Manual for Policies and Procedures* for more information on the search radius, qualifying providers, and designated areas that cannot include the provider.

There are four possible options for selecting an NSC once the system search has been completed:

- Select Default NSC Provider (System Identified NSC Provider)
- Select non-Default NSC Provider
- Continue with Manually Entered NSC
- Continue with No NSC

If no NSC can be identified by the system, the following warning will appear. The user will have the choice to either manually enter a NSC (see *Section 4.5.1 Non-Default and User-Selected NSC Provider*) or continue without an NSC by selecting the “Continue with No NSC” link.

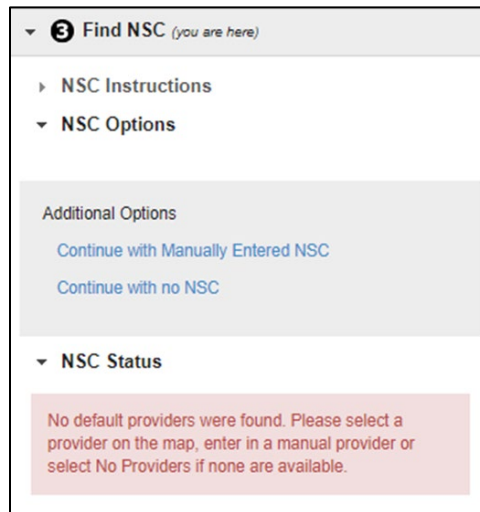


Figure 70: NSC Status - No Default NSC Providers Found Warning

If an NSC can be identified by the system, a popup will appear, pointing to a provider icon (📍) identifying the NSC Provider. If the NSC is suitable, select the **Accept** button. The dark blue line is the route calculated by the system to the NSC. To complete the NSC section and continue to the next step—Supplemental Information—select the **Save** button under “NSC Status.” For information and instructions on Supplemental Information, see *Section 4.6 Supplemental Information*.





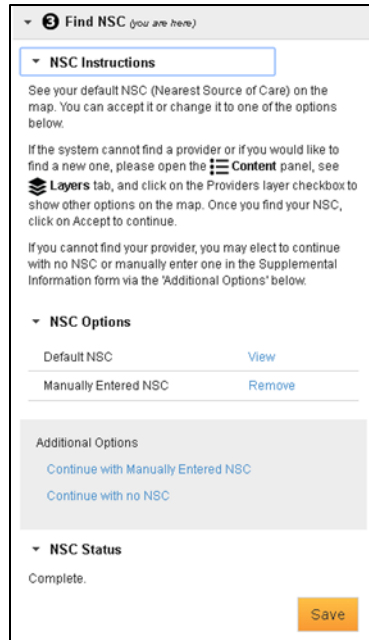



Figure 72: Continuing with a Manually Entered NSC

Once the user has initiated the link, using the standard cursor (a “Select By” tool is not required for this action), select the provider icon that coordinates with the desired provider. In the Layers sidebar, the user can select to view only eligible provider locations on the mapping tool.

When a Provider is selected, the system will calculate the distance and travel time to the Provider and show if the provider is over-utilized or not. This may take the system a few moments to calculate.

If the user wishes to use the chosen provider for the application, select the **Accept** button. Once selected, the system will reassign the  icon to the user selected NSC. The newly selected NSC’s name and data will appear in the Application Process Steps sidebar. If the user does not want to use the chosen provider for the application, select the “X” in the top right corner of the Provider pop-up to close the window and select another provider from the map. See *Figure 71* for an illustration of the features available on the NSC step of the Mapping Tool.

## USER NOTES

- In certain cases, the system may not be able to calculate the Distance and Travel Time due to inaccessible roads in the road data. If this occurs, the system will display an error message on the Provider pop-up on the map. The user should enter the travel time and distance on the Supplemental Information form in order to receive a score for this section.
- The user may remove the manually entered NSC by selecting **Remove**. If there is a system calculated NSC provider, this will become the NSC used in the application. The user can also select this button if they wish to select a different NSC.



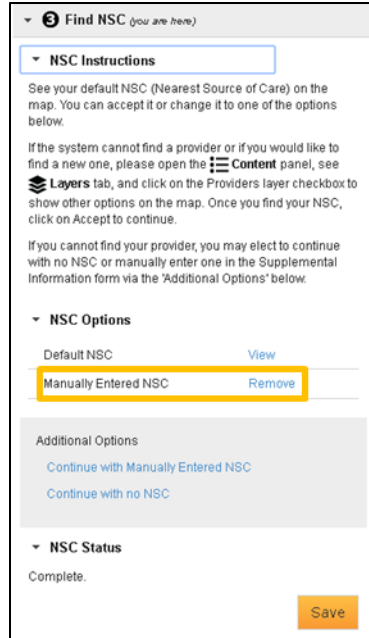


Figure 73: Removing Manually Entered NSC from Application

When the desired NSC Provider has been chosen, select the **Save** button to move to complete the NSC part of the application and proceed to the next step, Supplemental Information. For information and instructions on this section, see *Section 4.6 Supplemental Information*.

#### 4.5.2 CONTINUING WITH NO NSC

The user also has the option to continue the application without selecting an NSC. This should be done if the system was not able to identify any usable providers that serve the RSA population or the provider is well outside of the miles and minutes radius for the discipline.

Continuing with no NSC will assign the maximum amount of points for the NSC.

Under the “Additional Options” section, select “Continue with no NSC.” This will clear any currently stored NSC data and will prompt the system to recognize the NSC Status as “Complete”.



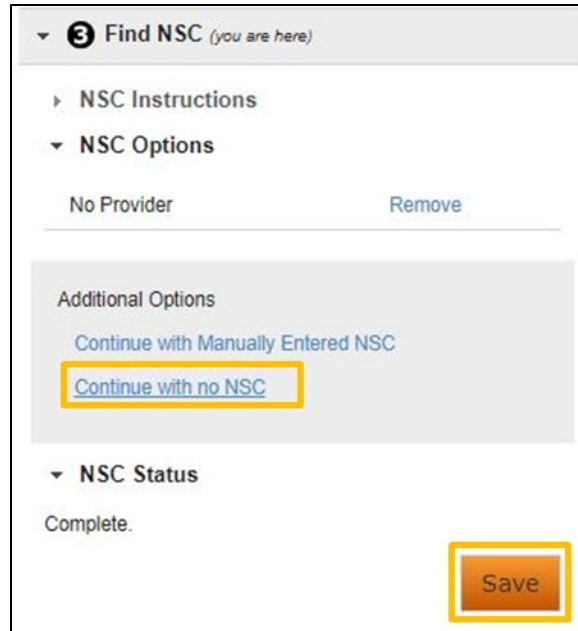


Figure 74: Continuing Application with No NSC

To complete the NSC selection process, select the **Save** button. The user will then be moved to the next part of the application process, Supplemental Information. For information and instructions on Supplemental Information, see *Section 4.6 Supplemental Information*.



## 4.6 SUPPLEMENTAL INFORMATION

After the “Find NSC” step has been completed and saved, the system will perform Application Submission checks to determine if additional information is required. If this is the case, the system will display the following warnings and information:

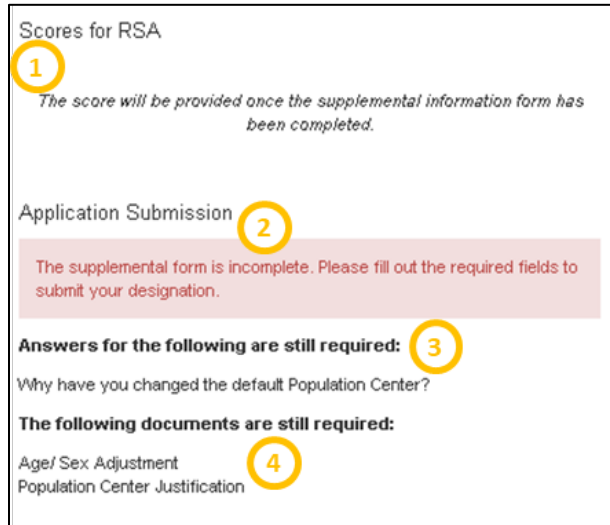


Figure 75: Application Submission Check Results Summary

### Feature

#### 1. Scores For RSA

### Description

If the Application passes all submission checks, the system-calculated RSA scores will display in this section. If the system requires further information before calculating the score the user will be presented with the following notice:

*"The score will be provided once the supplemental information form has been completed."*

#### 2. Application Submission

This field will display if the Application is ready for submission. If it is not, the following notice will appear:

*"The supplemental form is incomplete. Please fill out the required fields to submit your designation."*

#### 3. Answers for the following are still required

This field notifies the user what further information is required in the supplemental information form before the Application can be submitted. If no further answers are required, this field will not be populated.

#### 4. The following documents are still required

This field notifies the user what documents need to be uploaded to (included in) the application prior to submission. The documents should be uploaded to the supplemental information form. If no further documents are required, this field will not be populated.



If the user has not changed any system information on the application, and the designation type does not require Supplemental Information to be provided, the scoring and submit page will appear at this stage. See *Section 4.7 Geographic and Population HPSA and MUA/P Scoring* for more information and instructions on this process.

To access the *Supplemental Information Form*, select the highlighted link within the *Supplemental Information* section.

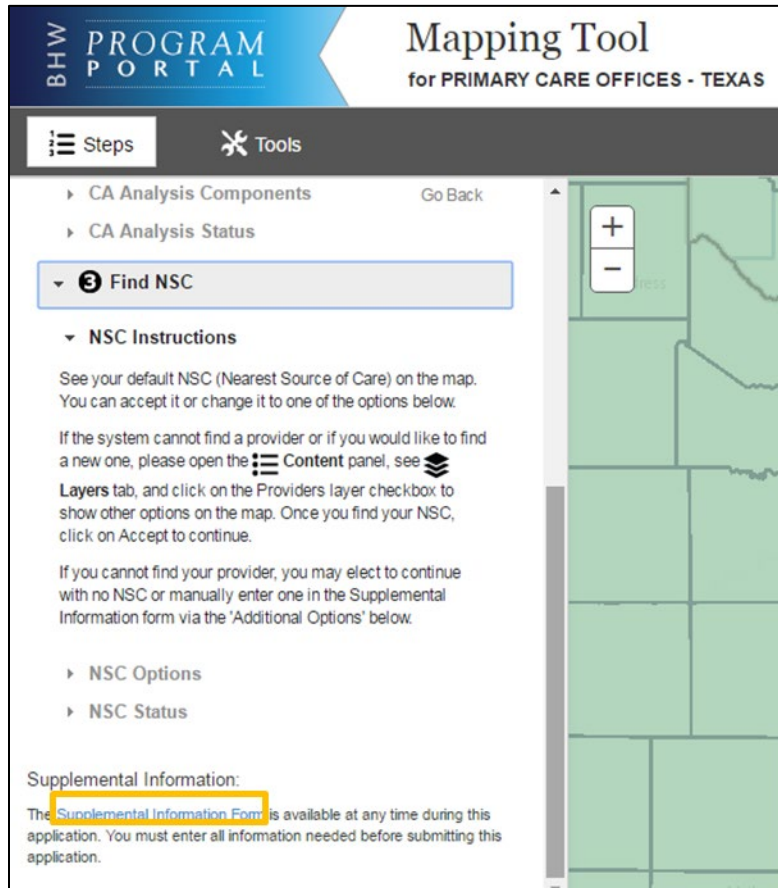


Figure 76: Accessing the Supplemental Information Form

This link will open the *Supplemental Information Form* pop up. This pop-up is broken into four sections:

- RSA Related Information
- CA Analysis Information
- NSC Related Information
- Supporting Documents

Not all sections or questions will be required depending on the RSA type and any overwriting actions taken by the PCO.





#### 4.6.1 RSA RELATED INFORMATION

The first section of the Supplemental Information Form covers RSA Related Information. If a field is required, “\*” will appear after the question, indicating that the field must be filled out in order to submit the application. If a “\*” does not appear after the question, the field is not required to submit the application.

The responses to each question should be recorded in the text box below the stated question. Once the required RSA Related Information questions are completed, the user can either scroll down to the remaining sections of the Supplemental Information Form, or save their current responses by selecting the **Save** button within the popup.

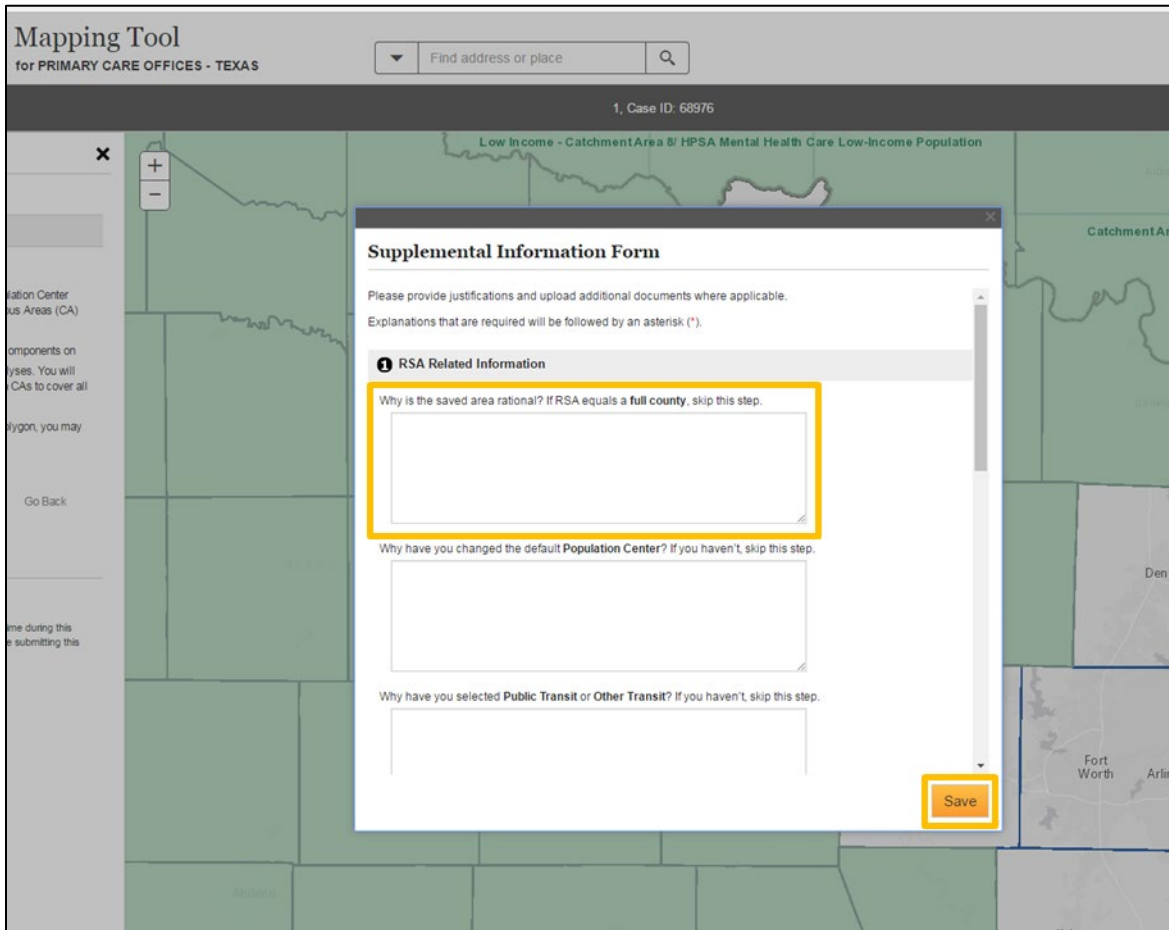


Figure 77: Supplemental Information Form - RSA Related Information

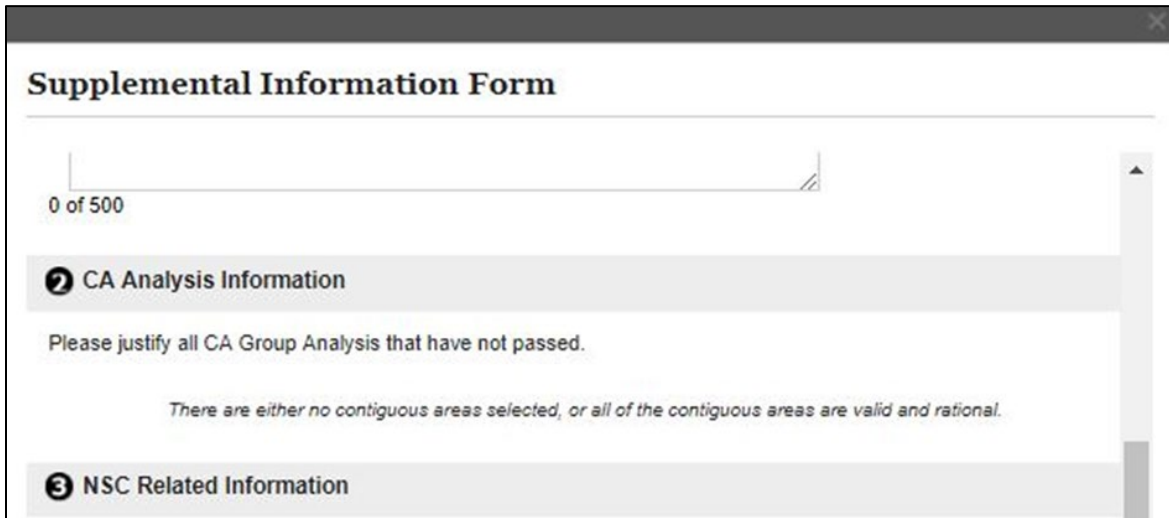
#### USER NOTES

- The text boxes in this section are an alpha-numeric field and have a 500 character maximum.
- These fields can be edited at any point during the application.
- The fields displaying “\*” are dynamic based on what has been completed on the application and will guide the user to where a justification or explanation must be entered before submitting the application.



#### 4.6.2 CA ANALYSIS INFORMATION

The CA Analysis Information section contains two required fields for each CA Group that has not passed Analysis. If no CA Groups failed Analysis or no CAs were included in the application, the CA Analysis Information section will not have any editable fields and contain the following notice:



The screenshot shows a web application window titled "Supplemental Information Form". At the top left, it indicates "0 of 500" characters. The form is divided into sections. The first section is "CA Analysis Information", which is currently inactive (indicated by a grey background and a question mark icon). Below this section, a notice reads: "Please justify all CA Group Analysis that have not passed." followed by a smaller, italicized line: "There are either no contiguous areas selected, or all of the contiguous areas are valid and rational." The second section is "NSC Related Information", which is also inactive.

Figure 78: Supplemental Information Form - No CA Analysis Information Required

If one (or more) CAs have been force passed, the CA Analysis Information section will be populated with editable fields and notify the user that justification is required by marking the questions with an “\*”.



**CA Analysis Information**

Please justify all CA Group Analysis that have not passed.

**Ca Group 1**  
Reason: \* Select One

**CA Group 2**  
Reason: \* Select One

Save

Figure 79: Supplemental Information Form - CA Analysis Information Required

Select a reason (justification) for why the CA was force passed from the dropdown. The user can select from the options outlined below:

- Current Designation
- Over-utilized
- Excessively Distant
- Inaccessible Economic Access
- Demographic Disparity
- Other Access Barriers

A reason must be selected for each CA which was force passed.

Fill out the textbox below the reason dropdown. Provide an explanation about what the CA group passes based on the selected reason.

Repeat this process until all force passed CA groups have the necessary justification and explanation fields completed. Once done, the user can either select the **Save** button to save their progress in the Supplemental Information Form, or scroll down to fill out the NSC Related Information (see *Section 4.6.3 NSC Related Information*) or provide the required documentation (see *Section 4.6.4 Supporting Documents*).

#### USER NOTES

- The user is required to select a reason indicated by the “\*”.



- The user is required to upload supporting documentation to prove the reason and justification for why the CA group qualifies (See Section 4.6.4 Supporting Documents for instructions on uploading documentation).

### 4.6.3 NSC RELATED INFORMATION

The NSC Related Information section will always appear on the Supplemental Information Form as some fields are optional in this section.

The first field (highlighted in *Figure 80*) will always appear, but will only be required (as indicated by “\*”) if the user has selected a non-default NSC provider or opted to continue without using a NSC. If required, provide justification for why an NSC option other than the default NSC was chosen in the text box. The field is limited to 500 alpha-numeric characters.

**NSC Related Information**

Why have you selected an **NSC option** other than the default NSC? If you haven't, skip this step. \*

If **NSC Travel Time** seems incorrect, please enter more accurate information on the fields below. If not, skip this step.

Miles (from population center)

Minutes (from population center)

Note: The NSC Travel Time based on the updated values provided in the table above will be used in the scoring for this designation.

Figure 80: Supplemental Information Form - NSC Related Information Required

The remaining two fields (Miles and Minutes) can be used if the user wants to input a different miles or minutes value for the distance from the population center to the accepted NSC. If a value is entered for either the miles or minutes field, the user will be required to upload evidence in the Supporting Documents section.



Figure 81: Supplemental Information Form - NSC Related Information Modify Travel Distance

#### USER NOTES

- The miles and minutes fields are numeric and limited to 3 characters.
- The user is required to upload justification in the Supporting Documents section if a value is entered in the miles and/or minutes fields.
- The miles and minutes fields can be used for both default system NSC and user NSC.

Once the required or desired NSC Information questions are completed, the user can either scroll down to the Supporting Documents section, or save their current responses by selecting the **Save** button within the popup.

---

#### 4.6.4 SUPPORTING DOCUMENTS

The Supporting Documents section allows the user to upload document justifications to the Mapping Tool.

In the Application Process Steps side bar, identify which of the following documents are still required for the application to be submitted (if any). If there are not any listed, proceed to *Section 4.7 Geographic and Population HPSA and MUA/P Scoring*.



**Application Process Steps**

- 1 Create RSA
- 2 CA Analysis
- 3 Find NSC

Scores for rsa1

The score will be provided once the supplemental information form has been completed.

**Supplemental Information:**

The Supplemental Information Form is available at any time during this application. You must enter all information needed before submitting this application.

**Application Submission**

The supplemental form is incomplete. Please fill out the required fields to submit your designation.

**Answers for the following are still required:**

Why is the saved area rational?  
Why have you not selected Private Transit?  
Why have you changed the default NSC?

**The following documents are still required**

- RSA Validity Justification
- Transportation Type Justification
- NSC Justification

**Supplemental Information Form**

0 of 500

**Supporting Documents**

Use this section to upload documents.

**File Classification:**

- RSA Validity Justification
- Age/ Sex Adjustment
- Fluoridation Rate Justification
- Alcohol Abuse Justification
- Substance Abuse Justification
- Population Center Justification
- Transportation Type Justification
- CA Validity Justification
- CA Analysis Justification
- NSC Justification
- NSC Travel Time/ Distance Justification
- FTE Justification
- Other

Save

Figure 82: Supplemental Information Form - Identifying Required Supporting Documents

Once identified, select the radio button (  ) next to the file classification that the document falls under. Documents can only be uploaded one at a time and only one file classification type can be selected per document. See *Figure 82* to view the list of available file classifications.



**Supplemental Information Form**

**File Classification:**

- RSA Validity Justification
- Age/ Sex Adjustment
- Fluoridation Rate Justification
- Alcohol Abuse Justification
- Substance Abuse Justification
- Population Center Justification
- Transportation Type Justification
- CA Validity Justification
- CA Analysis Justification
- NND Justification
- NND Travel Time/ Distance Justification
- FTE Justification
- Other

**File Location**

Browse

**Saved Files:**

*There are currently no uploaded documents.*

Figure 83: Supplemental Information Form - Selecting File Classification and Choosing File to Upload

Once a file classification has been selected, the browse button will be enabled for the user to search for a document on their computer and upload to the application. A separate window will pop up allowing the user to search for the document they wish to upload. Once the document is selected, the file will be uploaded to SDMS.

Once the document has been successfully uploaded, it will appear under the “Saved Files” section. The user can view the uploaded document by selecting the hyperlinked document name. Files can be removed from the form by selecting the [Remove](#) link. The file classification of the uploaded document will appear next to the hyperlinked document name.

**Saved Files:**

[Test.docx](#) (Population Center Justification) [Remove](#)

Click on trash icon to remove unwanted files.

Figure 84: Supplemental Information Form - Saved Supporting Documents

If multiple documents need to be uploaded, repeat these steps until all documents have been successfully uploaded. Once the Supplemental Information Form has been successfully completed, select the **Save** button to save the responses and documents to the application. This will close the section and bring the user to the Scoring and Application Submission steps.



## 4.7 GEOGRAPHIC AND POPULATION HPSA AND MUA/P SCORING

The system will generate a HPSA or MUA/P score once the Rational Service Area, Contiguous Area Analysis, Nearest Source of Care Provider sections and Supplemental Information Form are completed.

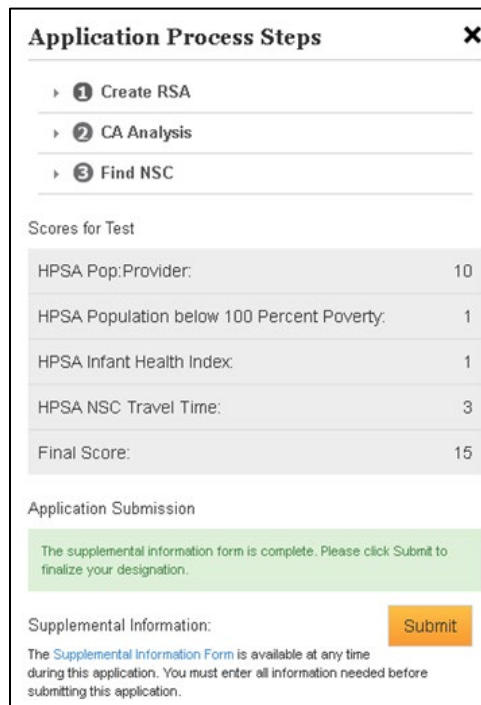
If the user is creating a MUA/P, the score will be generated after the RSA step is completed.

The following sections describe the system process for scoring a designation by type and discipline. The full description of the data used, scoring methodology, and guiding policy can be found in the *Shortage Designation Management System Manual for Policies and Procedures*. Once the score has been reviewed, proceed to *Section 4.8 Submitting the Application* for information and instructions on submitting the Designation Application.

### 4.7.1 PRIMARY CARE DESIGNATION SCORE

The Primary Care HPSA score will include sub-scores from the following components:

- Population-to-Provider Ratio of the RSA
- Percent of the Population at 100% of the Federal Poverty Level for the RSA
- Infant Mortality Rate or Low Birth Weight Rate for the RSA
- The Travel Distance and Time from the Population Center of the RSA to the Nearest Source of Care.



The screenshot shows a window titled "Application Process Steps" with a close button (X) in the top right corner. It lists three steps: 1. Create RSA, 2. CA Analysis, and 3. Find NSC. Below the steps is a section titled "Scores for Test" containing a table with the following data:

Category	Score
HPSA Pop:Provider:	10
HPSA Population below 100 Percent Poverty:	1
HPSA Infant Health Index:	1
HPSA NSC Travel Time:	3
Final Score:	15

Below the table is an "Application Submission" section with a green message box: "The supplemental information form is complete. Please click Submit to finalize your designation." At the bottom, there is a "Supplemental Information:" label, a "Submit" button, and a note: "The Supplemental Information Form is available at any time during this application. You must enter all information needed before submitting this application."

Figure 85: Primary Care Designation Score

### USER NOTES

- The system will use either Infant Mortality Rate or the Low Birth Weight Rate, whichever is higher.





- The score will be generated when all the steps of the Application Process Panel have been completed and all comment fields in the Supplemental Information Form are completed. Once these conditions are satisfied, the system will generate the overall Designation Score.
- The user is not required to upload all justification documents in order to view a score.
- If the user elects “Go Back” in the application, all steps must be completed again to receive an updated score.
- If the user changes the Travel time or Distance for the NSC, justification must be provided in the Supplemental Information Form section.
- If the user changes the Travel Time or Distance for the NSC on the Supplemental Information Form, the NSC justification must be provided, the user should select **Save** on the Supplemental Information Form, and the system will be prompted to recalculate the score based on the updated Travel Time and Distance.

---

#### 4.7.2 DENTAL HEALTH DESIGNATION SCORE

The Dental Health Designation Score will include sub-scores from the following components:

- Population-to-Provider Ratio of the RSA
- Percent of the Population at 100% of the Federal Poverty Level for the RSA
- Percent of the Population with Access to Fluoridated Water
- Travel Distance and Time from the Population Center of the RSA to the Nearest Source of Care.

**Application Process Steps** [X]

- ▶ 1 Create RSA
- ▶ 2 CA Analysis
- ▶ 3 Find NSC

Scores for tst1

HPSA Pop:Provider:	6
HPSA Population below 100 Percent Poverty:	0
HPSA Population with Fluoridated Water:	1
HPSA NSC Travel Time:	0
Final Score:	7

Supplemental Information:

The supplemental information form is complete. Please click Submit to finalize your designation.

The Supplemental Information Form is available at any time during this application. You must enter all information needed before submitting this application.

Figure 86: Dental Health Designation Score

#### USER NOTES



- The system will use the statistic provided on the Edit RSA pop-up for Fluoridated Water in order to complete the score.
- The PCO may update the population with access to fluoridated water on the Supplemental Information Form by going back to the Create RSA step.
- If the value entered is 50% or less, then the Fluoridation Rate sub-score will be generated with 1 point.
- If the value entered is greater than 50%, then the Fluoridation Rate sub-score will remain as 0.
- The score will be generated when all the steps of the Application Process Panel are completed and all comments in the Supplemental Information Form are completed. Once these conditions are met, the system will generate the overall Designation Score.
- The user is not required to upload all documents in order to view a score.
- If the user elects to go back in the application, all steps must be completed again to receive an updated score.
- If the user changes the Travel Time or Distance for the NSC on the Supplemental Information Form, the NSC justification must be provided.
- If the user changes the Travel Time or Distance for the NSC on the Supplemental Information Form, the NSC justification must be provided, the user should select **Save** on the Supplemental Information Form, and the system will be prompted to recalculate the score based on the updated Travel Time and Distance.

---

#### 4.7.3 MENTAL HEALTH DESIGNATION SCORE

The Mental Health Designation Score will include sub-scores from the following components:

- Population-to-Provider Ratio of the RSA
- Percent of the Population at 100% of the Federal Poverty Level for the RSA
- Elderly Ratio
- Youth Ratio
- Prevalence of Alcohol Abuse in the RSA
- Prevalence of Substance Abuse in the RSA
- Travel Distance and Time from the Population Center of the RSA to the Nearest Source of Care



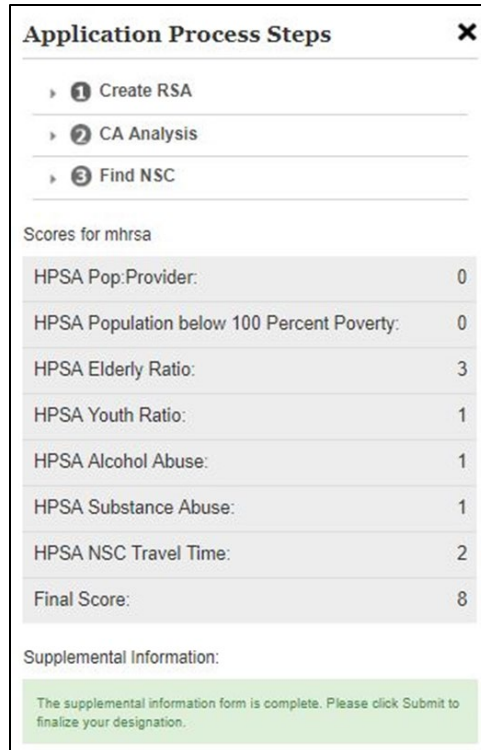


Figure 87: Mental Health Designation Score

#### USER NOTES

- The system will use the statistic provided on the Edit RSA pop-up for the Substance and Alcohol Abuse prevalence in order to complete the score.
- The score will be generated when all the steps of the Application Process Panel and all comment fields in the Supplemental Information Form are completed. Once these conditions are satisfied, the system will generate the overall Designation Score.
- The user is not required to upload all documents in order to view a score.
- If the user elects to go back in the application, all steps must be completed again to receive an updated score.
- If the user changes the Travel Time or Distance for the NSC on the Supplemental Information Form, the NSC justification must be provided, the user should select **Save** on the Supplemental Information Form, and the system will be prompted to recalculate the score based on the updated Travel Time and Distance.



#### 4.7.4 MUA/P SCORE

The MUA/P score will include sub-scores from the following components:

- Providers Per Thousand Population of the RSA
- Percent of the Population at 100% of the Federal Poverty Level for the RSA
- Infant Mortality Rate for the RSA
- Percent of the Population Age 65 and Over of the RSA

The score will be generated once a valid RSA is created.

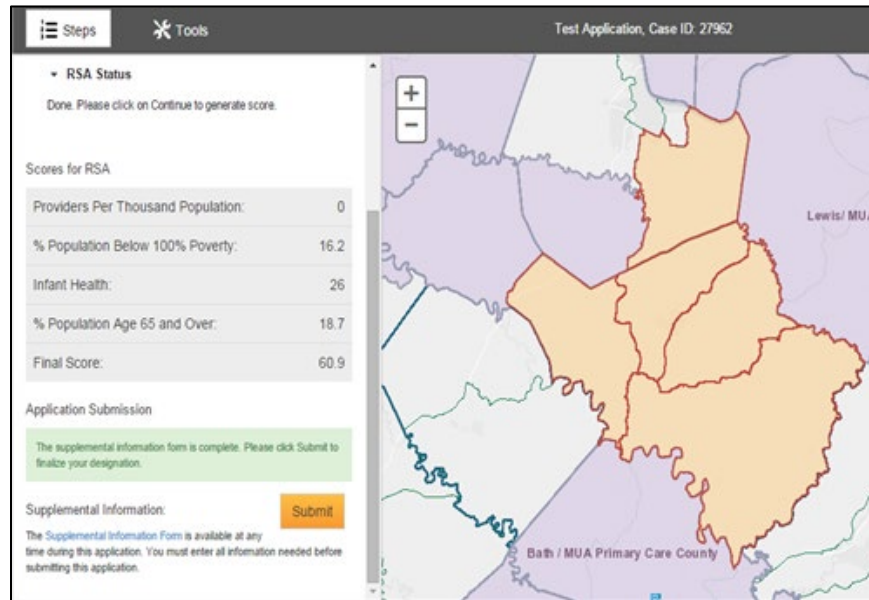
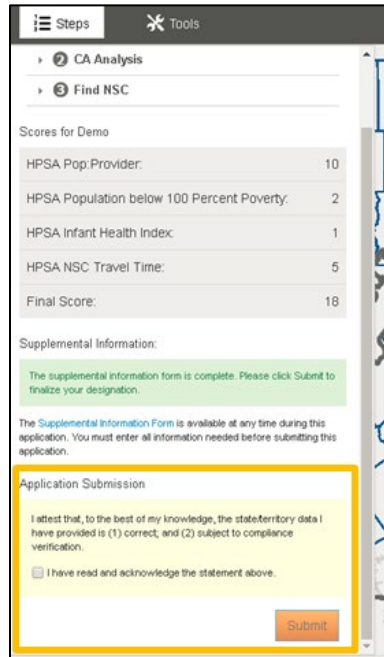


Figure 88: MUA/P Scoring Page



## 4.8 SUBMITTING THE APPLICATION

Once the user has completed all required information in the Supplemental Information Form, the system will display an application attestation.




The screenshot shows a web application interface with a dark header containing 'Steps' and 'Tools' menus. Below the header, there are two expandable sections: 'CA Analysis' and 'Find NSC'. A table titled 'Scores for Demo' lists the following items and scores:


Category	Score
HPSA Pop Provider:	10
HPSA Population below 100 Percent Poverty:	2
HPSA Infant Health Index:	1
HPSA NSC Travel Time:	5
Final Score:	18

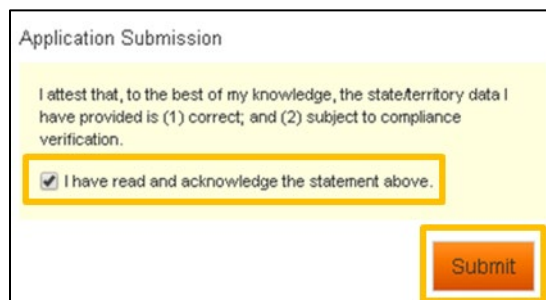
Below the table is a green message box: 'The supplemental information form is complete. Please click Submit to finalize your designation.' A blue message box follows: 'The Supplemental Information Form is available at any time during this application. You must enter all information needed before submitting this application.'

The 'Application Submission' section is highlighted with a yellow border. It contains the text: 'I attest that, to the best of my knowledge, the state/territory data I have provided is (1) correct, and (2) subject to compliance verification.' Below this text is a checkbox labeled 'I have read and acknowledge the statement above.' which is currently unchecked. A 'Submit' button is located at the bottom right of this section.

Figure 89: Application Submission Information and Attestation

The  button will not be enabled until the user selects the  button to acknowledge that the data being submitted is correct.

Select the  button to send the application to HRSA for review.



This is a close-up of the 'Application Submission' section. The text 'I attest that, to the best of my knowledge, the state/territory data I have provided is (1) correct, and (2) subject to compliance verification.' is visible. The checkbox 'I have read and acknowledge the statement above.' is now checked. The 'Submit' button is highlighted with a yellow border.

Figure 90: Enabled Application Submission Button

The system will automatically redirect the user to the General Information section for the submitted designation. See the *Designation Management User Guide* for information on viewing the designation profile.


### USER NOTES

- Once submitted, it will not be possible to make further changes to the designation application.



- A read only map of the application is available under the Actions tab of the Designation Profile Homepage

## WITHDRAWAL BUNDLE CAUTION MESSAGE

If the user received an overlap caution message during the save RSA step (see *Section 4.3 Creating a Rational Service Area (RSA)*), the system will display the caution message again and the user will need to select the  button a second time to confirm that they want to submit the application knowing that the overlapping designations will be proposed for withdrawal.

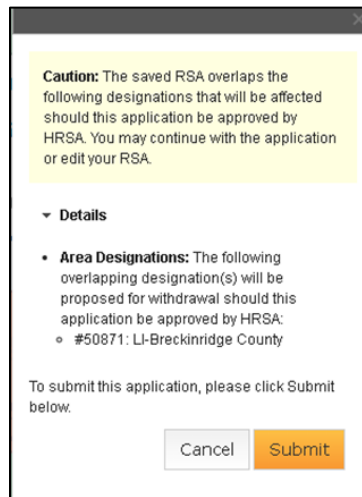



Figure 91: Submitting the Application - Withdrawal Bundle Caution Message

Any Correctional Facilities that are associated with the overlapping designations will remain unchanged until they are updated.

## MINIMUM AND MAXIMUM CAUTION MESSAGE

If the user received a minimum or maximum caution message during the save RSA step (see *Section 4.3 Creating a Rational Service Area (RSA)*), the system will display the caution message and the user will need to select the  button a second time to confirm that they want to submit the application knowing that the maximum or minimum RSA relevant population does not meet the recommended population.



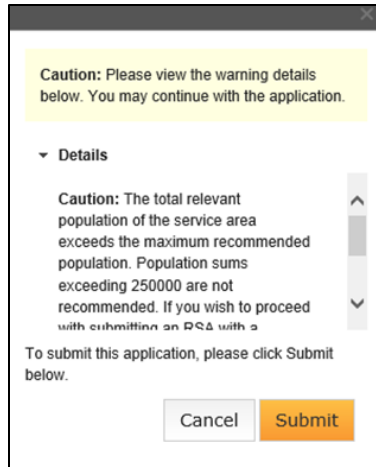


Figure 92: Submitting the Application - Below Minimum or Above Maximum Recommended Population Caution Message

## 4.9 TERRITORIES

The Shortage Designation Management System allows the United States territories to enter demographic and population data points that are not sourced by the American Community Survey (ACS). These territories include:

- Guam
- Micronesia
- Marshall Islands
- Mariana Islands
- Palau
- Puerto Rico
- Samoa
- Virgin Islands

The user will follow the same mapping steps used for states to create a designation with some adjustments made throughout the application process to accommodate data that cannot be sourced by SDMS.

The following sections will highlight the adjustments made to the mapping application process for these United States territories. For the full step-by-step guide on using the Mapping Tool, refer to sections 4.1 through 4.7.

### 4.9.1 SELECTING RSA COMPONENTS

#### CONTENT PANEL - LAYERS

The user will still be able to choose a desired component layer to build the RSA with. If SDMS does not source one (or more) of the layers from SDMS, it will not appear under the components dropdown.



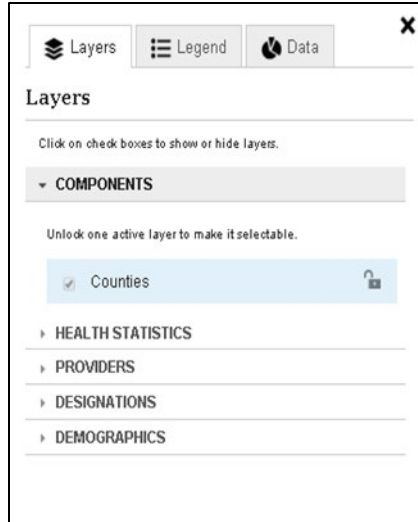


Figure 93: Example of Limited Component Layers for a Territory

## EDIT RSA POP-UP

The Edit RSA Pop-Up for Territories may include an additional tab—“Demographic Datapoints”—if there is no sourced data. The user will be alerted to this by receiving the highlighted warning message seen in *Figure 94*.

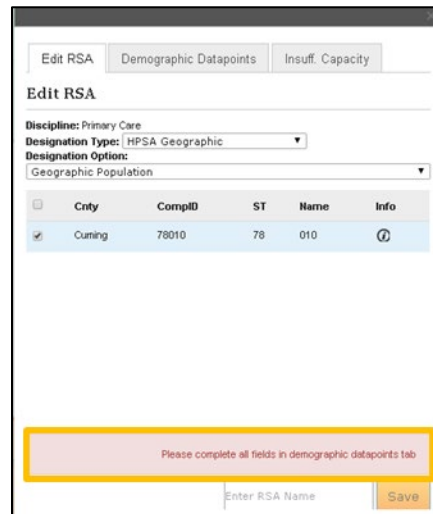


Figure 94: Territory Edit RSA Pop-up Additional Datapoints Needed Warning

The added tab—“Demographic Datapoints”—contains the datapoints that must be provided to continue and the corresponding entry fields. The necessary datapoints will populate based on the discipline and type of designation chosen by the user.





The screenshot shows a web application interface for editing an RSA. At the top, there are three tabs: 'Edit RSA', 'Demographic Datapoints', and 'Insuff. Capacity'. The 'Demographic Datapoints' tab is selected and highlighted with a yellow box. Below the tabs, the title 'Demographic Data Points' is displayed. A note states 'All fields are required'. There are four input fields, each with a label and a text box: '% Population at 100% FPL:', 'Infant Mortality Rate:', 'Population for whom poverty status is determined:', and 'Low Birth Weight Rate:'. At the bottom left of the form area, there is a blue hyperlink labeled 'Back to Edit RSA', which is also highlighted with a yellow box.

Figure 95: Territory Edit RSA Pop-up - Demographic Datapoints

If provider data is not available in the given area, territories will also be able to fill in the FTE for the given area. The following territory and designation type combinations will be allowed to enter their FTE directly into the application:

- Marshall Islands for all disciplines
- Palau for Mental Health

Once all required demographic datapoints have been provided, select the “Back to Edit RSA” hyperlink and ensure that the RSA has been given a name. When all required demographic, population, and naming fields are populated, the **Save** button will be enabled. Select this button to continue with the application.



## 4.9.2 RSA POPULATION CENTER

The “Population Center” pop-up will be displayed by the system and the user will have the option to accept the Default population center or move the population center.

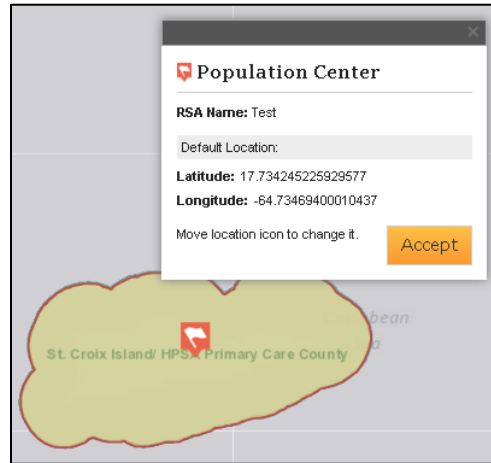


Figure 96: Territory Population Center

### USER NOTES

- For United States territories where no population data is sourced the population center will be placed in the geographic center of the RSA.
- Depending on the territory this may place the population center over a body of water.
- Justification for adjusting the population center will be required in the Supplemental Information Form.

## 4.9.3 TRAVEL POLYGON

After saving the population center, the user can now complete the Travel Polygon step.

- The user will only have be able to select the “Other” travel type, where they must enter the amount of miles a person must travel for care from the population center.
- The system then generates a circular polygon from the population center, based on the amount of miles entered.



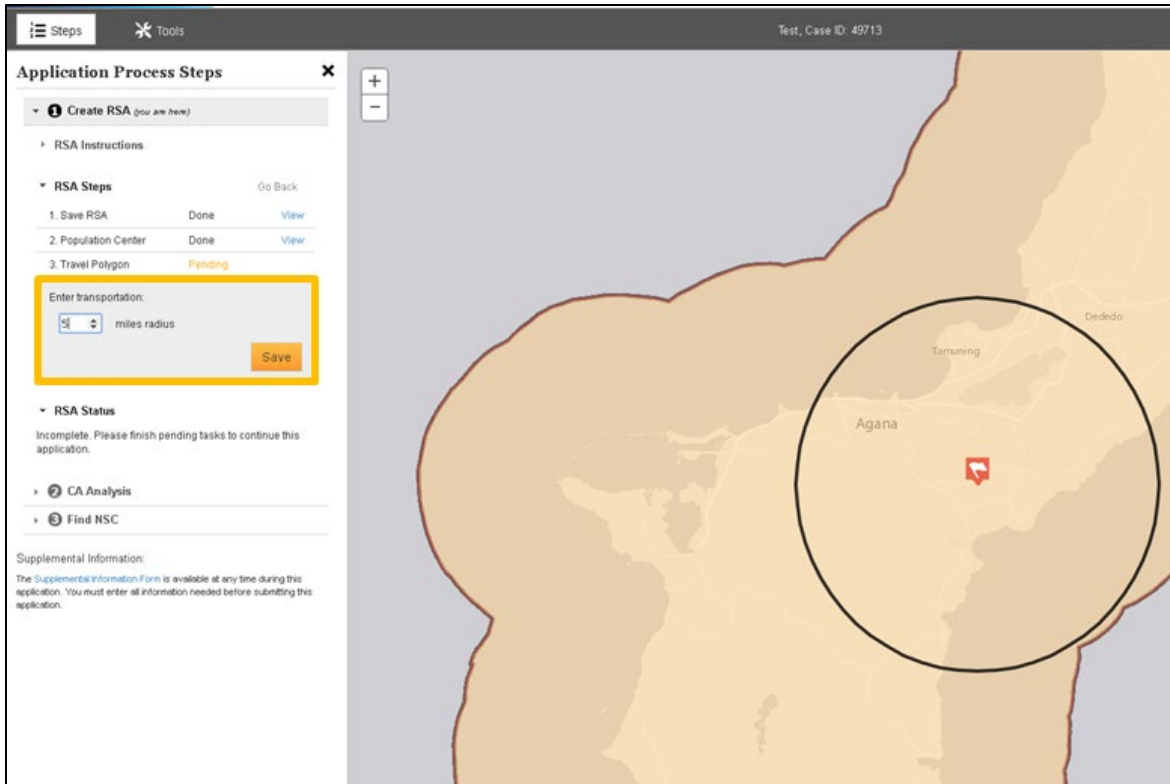


Figure 97: Territories - Creating the Travel Polygon



#### 4.9.4 CREATING CONTIGUOUS AREAS

The system requires that the travel polygon's boundary is completely covered by CAs and the RSA in order to consider the CA analysis step completed. This can be achieved in two ways for territories where no data can be sourced:

- |                                                                      | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                             |
|----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Skip the CA Analysis Section</b>                               | If the travel polygon is completely held within the RSA or the user would prefer to enter CA Analysis data in Supplemental Information they can progress to the next section by selecting <a href="#">skip the CA Analysis section</a> .                                                                                                                                                                                       |
| <b>2. Travel Polygon is Covered by "Force Pass" Contiguous Areas</b> | If the travel polygon overlaps components outside of your RSA, then a CA is created. Each CA must be validated with a "Passed" status. The user for territories where no data is sourced can select Contiguous Areas and "Force Pass" by using the drop down available on the Application Process Steps panel, the user will be required to indicate the reason for passing the analysis on the Supplemental Information Form. |

The user will also be required to enter an explanation justifying the reason for passing the Contiguous Area.

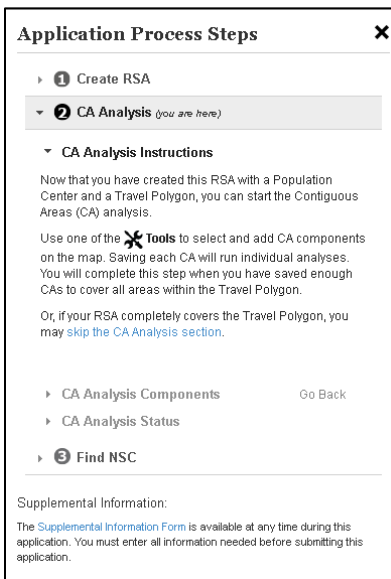
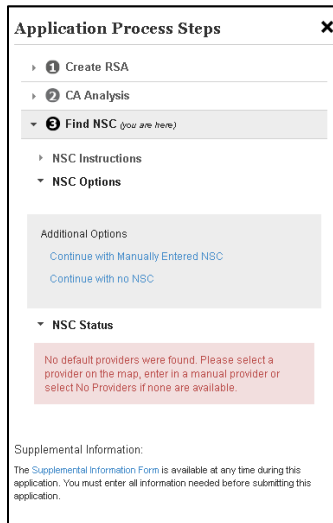


Figure 98: CA Analysis Application Process Steps for Territories



#### 4.9.5 NEAREST SOURCE OF CARE (NSC)

Upon advancing the user to the NSC step, the system performs an initial analysis of all available provider data.



**Figure 99: NSC Application Process Step for Territories**

If there is no provider data available for a territory the user will have two options in selecting a NSC:

- |                                              | <b>Description</b>                                                                                                                                                                                                                                                                   |
|----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Continue with Manually Entered NSC</b> | The user will be required to provide supplemental information including why they manually changed the default NSC Provider and the miles and minutes from the population center.                                                                                                     |
| <b>2. Continue with No NSC</b>               | If the system cannot identify any usable providers that serve the RSA population or the provider is well outside of the miles and minutes radius for the discipline, the user can continue with no NSC. Continuing with no NSC will assign the maximum number of points for the NSC. |

For both options, the system will automatically move the application to the Supplemental Information completion step or scoring if the required information has already been provided.

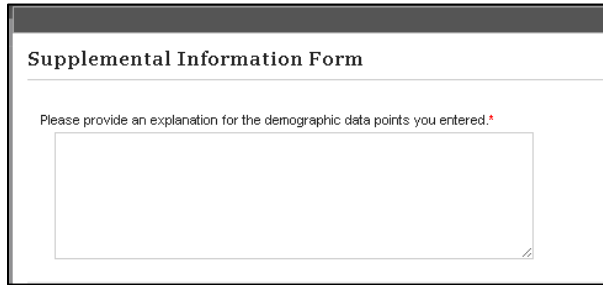
#### 4.9.6 SUPPLEMENTAL INFORMATION

The Supplemental Information Form is available to the user at any time of the application after an RSA is saved. The form is intended for the user to enter information and justification specific to the designation. The form can be accessed by selecting [Supplemental Information Form](#) at the bottom of the Application process Steps panel.

The user should follow the Supplemental Information Form steps outlined in *Section 4.6 Supplemental Information* of this user guide.

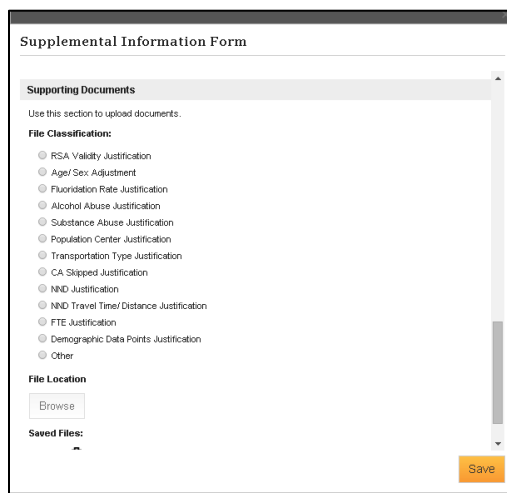


The supplemental information form will have an additional field allowing the user to upload justification related to the manually entered demographic and population data.



The screenshot shows a web form titled "Supplemental Information Form". Below the title is a text prompt: "Please provide an explanation for the demographic data points you entered.\*". Underneath the prompt is a large, empty rectangular text input area with a small cursor icon at the bottom right corner.

Figure 100: Supplemental Information Form Explanation for Demographic Data points for Territories



The screenshot shows the "Supplemental Information Form" with a section titled "Supporting Documents". Below this title is the instruction "Use this section to upload documents." and a sub-section "File Classification:" containing a list of radio button options: RSA Validity Justification, Age/Sex Adjustment, Fluoridation Rate Justification, Alcohol Abuse Justification, Substance Abuse Justification, Population Center Justification, Transportation Type Justification, CA Skipped Justification, NND Justification, NND Travel Time/Distance Justification, FTE Justification, Demographic Data Points Justification, and Other. Below the list is a "File Location" section with a "Browse" button. At the bottom left is a "Saved Files:" section with a small icon. At the bottom right is an orange "Save" button.

Figure 101: Supplemental Information Form File Classification Options for Territories

## 5. DESIGNATIONS PORTAL

From the "Designations" menu on the PCO Portal Home page, the user will be able to search for and view designation records. The user can access the search through the extranet homepage by selecting the "Designations" tab on the navigation panel, and then selecting "Designation Search" from the sub-menu. The user will be able to search designations created within SDMS as well as all designations migrated from ASAPS.



## 5.1 SEARCHING FOR DESIGNATIONS




Once on the Designation Search page, the user can search using the following columns:

The screenshot shows a search interface titled "Search Designations". It features several input fields and dropdown menus, each with a yellow circle containing a number from 1 to 13. The fields are: Designation Name (1), Case ID (2), Public ID (3), Discipline (4), Type (5), and Withdrawal Bundle (6). Below these are Status (7), County (8), Submission Year (9), and Returned/Resubmitted (10). At the bottom right are Search (11), Download Results (12), and Clear (13) buttons.

Figure 102: SDMS Designation Search Bar

Feature	Description
<b>1. Designation Name</b>	This field allows the user to search for a designation by its user-given name. The name is entered by the user on the Mapping Tool Landing page, facility application, or the name migrated directly from ASAPS.
<b>2. Case ID</b>	This field allows the user to search for a designation by its system-generated Case ID. The number is generated once the RSA is saved on the Mapping Tool. This number can be used to search for a specific designation application.
<b>3. Public ID</b>	This field allows the user to search for a designation by its official Public ID. After a designation is approved, it will be assigned a Public ID number. The IDs of designations migrated from ASAPS will now be the Public ID in SDMS.
<b>4. Discipline</b>	Users can choose from the following multi-select options to refine their search: <ul style="list-style-type: none"> <li>• Primary Care</li> <li>• Mental Health</li> <li>• Dental Health</li> </ul>
<b>5. Type</b>	Users can choose from the following multi-select options to refine their search: <ul style="list-style-type: none"> <li>• HPSA</li> <li>• MUA/P</li> <li>• Auto-Facility</li> <li>• OFAC</li> <li>• Correctional Facility</li> <li>• State/County Mental Hospital</li> </ul>
<b>6. Withdrawal Bundle</b>	Users can choose from the following multi-select options: <ul style="list-style-type: none"> <li>• Submitted Designation</li> <li>• Existing Area Overlap</li> <li>• Existing Facility Overlap</li> </ul>



Feature	Description
7. Status	Users can choose from the following multi-select options to refine their search: <ul style="list-style-type: none"><li>• In Progress</li><li>• Submitted – Designation</li><li>• Submitted – Withdrawal</li><li>• Under Review – Designation</li><li>• Under Review – Withdrawal</li><li>• Not Approved</li><li>• Designated</li><li>• Proposed for Withdrawal</li><li>• Withdrawn</li><li>• Replaced</li><li>• Reinstated</li></ul>
8. County	Users can select from a list of the State’s Counties to refine the search.
9. Submission Year	Users can search by the designation’s submission year.
10. Returned / Resubmitted	Users can choose from the following multi-select options to refine the search: <ul style="list-style-type: none"><li>• Select All</li><li>• Returned</li><li>• Resubmitted</li></ul>
11. 	When the desired fields are completed, the user should click the search button to begin the designation search.  <i>Business Rules:</i> <ul style="list-style-type: none"><li>• The user may select multiple fields during a designation search, however at least one field is required to search designations.</li></ul>
12. 	Users may select this button to download their current search results. This button will only become enabled after the user has conducted a search.  For more information on downloading search designations, see <i>Section 5.1.1 Downloading Designation Search Results</i> .
13. 	Users may select this button to clear the updated fields during a designation search.

## BUSINESS RULES

- The user must choose at least one search criteria in order for the system to display search results.
- If the user does not complete any search criteria and selects the “Search” button, a warning will appear alerting the user that “You must fill in at least one search field”.





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The system will display search results in a table as shown below and will automatically be sorted by Case ID. The user can sort by any of the column headers by selecting the arrows to the right.

1: Show 10 entries

2: Case ID

3: Public ID

4: Discipline

5: Name

6: Type

7: Option

8: Status

9: Submission Year

10: Returned/Resubmitted

11: Withdrawal Bundle Type

12: Delete

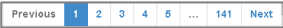
13: Copy

Case ID	Public ID	Discipline	Name	Type	Option	Status	Submission Year	Returned/Resubmitted	Withdrawal Bundle Type	Delete	Copy
2318	121003	Primary Care	Allen County	Hpsa Geographic High Needs	Geographic Population	Designated				Delete	Copy
2319	121007	Primary Care	Ballard	Hpsa Geographic	Geographic Population	Withdrawn				Delete	Copy
2320	121011	Primary Care	Bath	Hpsa Geographic	Geographic Population	Withdrawn				Delete	Copy
2321	121017	Primary Care	Bourbon	Hpsa Geographic	Geographic Population	Withdrawn				Delete	Copy
2322	121023	Primary Care	Bracken County	Hpsa Geographic	Geographic Population	Proposed For Withdrawal	2017			Delete	Copy
2323	121025	Primary Care	Breathitt	Hpsa Geographic	Geographic Population	Withdrawn				Delete	Copy
2324	121029	Primary Care	Bullitt	Hpsa Geographic	Geographic Population	Withdrawn				Delete	Copy
2325	121031	Primary Care	Butler County	Hpsa Geographic	Geographic Population	Proposed For Withdrawal	2016			Delete	Copy
2326	121039	Primary Care	Carlisle County	Hpsa Geographic	Geographic Population	Designated				Delete	Copy

14: Previous 1 2 3 4 5 ... 141 Next

Figure 103: SDMS Designation Search Results



Feature	Description
1. Show # Entries	The user can use this drop down to select the number of search results that appear per page. The system will automatically default to ten search results per page. Once the new number is selected, the system will automatically update the search results. The user can select from the following options: <ul style="list-style-type: none"><li>• 10</li><li>• 25</li><li>• 50</li><li>• 100</li></ul>
2. Case ID	This field is hyperlinked and allows the user to access the Designation profile.
3. Public ID	This read only field will display the approved ID of the designation that will be accessible to the public.
4. Discipline	This read only field will display either the discipline(s) the user has selected in the search or all disciplines if this search criterion was not completed.
5. Name	This read only field will display the name of the designation.
6. Type	This read only field will display the designation type.
7. Option	This read only field will display the designation option. For Auto-HPSA organizations, this read only field will display the Auto-HPSA type.
8. Status	This read only field will display the status(es) the user has selected in the search or all statuses if the search criterion was not completed.
9. Submission Year	This read only field will display the submission year the user has selected in the search or all years if the search criterion was not completed.
10. Returned/Resubmitted	This read only field will display either the type of application the user has selected in the search or all applications if the user has not specified an application type in the search.
11. Withdrawal Bundle Type	This read only field will display the type(s) the user has selected in the search or all types if the search criterion was not completed.
12. Delete	This button will only be enabled for a designation with an in-progress status and would allow users to delete designations that have not been submitted for review. Please see <i>Section 5.3 Deleting In-Progress Designations</i> for more specific details on this action.
13. Copy	This button will be enabled for all HPSA and MUA/P designations in all statuses, except Withdrawn, and will allow the user to copy a designation. Please see <i>Section 5.2 Copying Designations</i> for specific details on this action.
14. 	The user can move to the next page by selecting the page number or the next button. If the user would like to go back to a page, select the page number or the previous button.



### 5.1.1 DOWNLOADING DESIGNATION SEARCH RESULTS

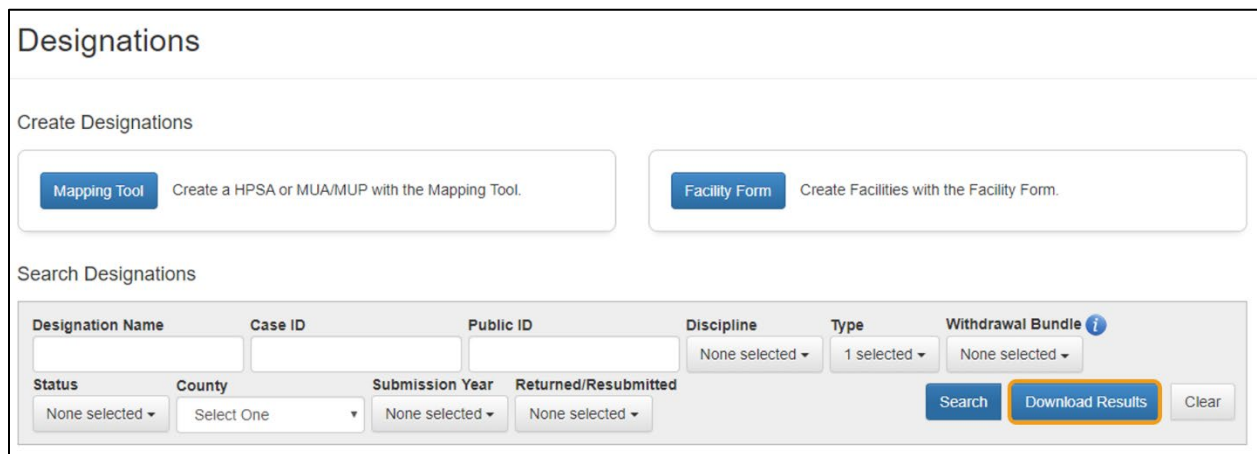
On the Designation Search grid, users can download their search results by selecting the “Download Results” button after executing a search. The exported Excel document will display the following columns:

- Case ID
- Public ID
- Discipline
- Name
- Type
- Option
- Status
- Initial PCO Submission Date
- Returned/Resubmitted
- Withdrawal Bundle Type

### INSTRUCTIONS

To download designation search results:

1. Apply filters to customize the search results.
2. Execute the search.
3. Select “Download Results.”
4. Save the downloaded Excel file.



The screenshot shows the 'Designations' search interface. At the top, there are two buttons: 'Mapping Tool' (with the text 'Create a HPSA or MUA/MUP with the Mapping Tool.') and 'Facility Form' (with the text 'Create Facilities with the Facility Form.'). Below these is the 'Search Designations' section, which contains a grid of filters. The filters include: Designation Name, Case ID, Public ID, Discipline (None selected), Type (1 selected), Withdrawal Bundle (None selected), Status (None selected), County (Select One), Submission Year (None selected), and Returned/Resubmitted (None selected). At the bottom right of the filter grid are three buttons: 'Search', 'Download Results' (highlighted with a yellow border), and 'Clear'.

Figure 104: Downloading Designation Search Results

### USER NOTES

- Users are not allowed to download search results if the search has more than 5,000 records. An error message will appear as illustrated in *Figure 105*.

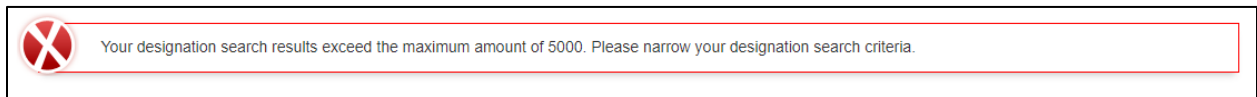


Figure 105: Exceeds Maximum Search Results Error Message



## 5.1.2 SEARCHING FOR AUTO-HPSAS

There are several limitations of the search functionality when searching for Auto-HPSA designations. An “Auto-HPSA” refers to an organization with three current designations: a primary care designation, a dental health designation, and a mental health designation. Using the Designation Search, a user can only search on Designation criteria and the results will always be returned at the designation level. Therefore the following limitations exist to the search fields for Auto-HPSA searches:

Feature	Description
1. Designation Name	The user can enter a specific Auto-HPSA designation’s (Primary Care, Dental Health, or Mental Health) Designation Name. In SDMS, the designation name should always match the organization name, so entering an organization name in the Designation Name field should return results.
2. Case ID	The user can enter a specific Auto-HPSA designation’s (Primary Care, Dental Health, or Mental Health) Case ID, but cannot enter an Organization Unique ID.
3. Public ID	The user can enter a specific Auto-HPSA designation’s (Primary Care, Dental Health, or Mental Health) Public ID.
4. Discipline	User can choose from the following multi-select options to refine their search: <ul style="list-style-type: none"><li>• Primary Care</li><li>• Mental Health</li><li>• Dental Health</li></ul>
5. Type	The user can search on Type = Auto-HPSA, but cannot search for specific Auto-HPSA types (FQHC, FQHC LAL, ITU, RHC).
6. Withdrawal Bundle	Does not apply to Auto-HPSAs. Using this filter will exclude all Auto-HPSAs from the Search Results.
7. Status	The user can only search for Auto-HPSAs with the following statuses: <ul style="list-style-type: none"><li>• Designated</li><li>• Replaced</li><li>• Cancelled</li><li>• Not Approved</li><li>• Withdrawn</li></ul> <p>Any other status filters will exclude all Auto-HPSA records from the results.</p>
8. County	User can select from a list of the State’s Counties to refine the search.
9. Submission Year	Does not apply to Auto-HPSAs. Using this filter will exclude all Auto-HPSAs from the Search Results.
10. Returned / Resubmitted	Does not apply to Auto-HPSAs. Using this filter will exclude all Auto-HPSAs from the Search Results.



## 5.2 COPYING DESIGNATIONS

The user has the ability to copy a Geographic or Population HPSA, MUA/P, or facility (excluding Auto-HPSA) designation to create a new in-progress designation using the same RSA and CA geometries and components, Area Names, Total Adjusted Population, Supplemental Information and Insufficient Capacity associated with the designation. Please note that the copy functionality does not include Facility Designations or Migrated HPSAs and MUA/Ps that are in a Withdrawn Status. Once user selects “Copy” on the designation search page, the user is directed to the following screen:

**2318 Allen County - Copy Designation**

**General Information**  
**Supporting Details**  
**Scoring Criteria**  
**Supplemental Information**  
**Additional Documents**  
**History**  
**Inquiries**

**Actions**  
[Update this Designation](#)  
[Propose For Withdrawal](#)  
[Copy](#)  
[View On Map](#)

This application was created using outdated data. If you copy the application, the new designation will be converted to the current data set.  
 The system will create a new "In Progress" designation using all RSA and CA geometry and components, Area Names, User-Adjusted Population, Supplemental Information and Insufficient Capacity attached to the following Designation:  
 Designation ID: 2318

1 Current Designation Name: Allen County  
**New Designation Name \*** 2

3 Current Designation Discipline: Primary Care  
**New Designation Discipline \*** 4

5 Current Designation Type: Geographic Population  
**New Designation Type \*** 6

7 Current Designation Option: Geographic Population  
**New Designation Option \*** 8

9

Figure 106: Copying a Designation in SDMS

Feature	Description
1. Current Designation Name	This field is read only and is the name of the designation being copied.
2. New Designation Name	This field is required and allows the user to re-name the new designation, if desired. The system will display the current designation name as a read only display above this field for user reference.
3. Current Designation Discipline	This field is read only and is the discipline of the designation being copied.
4. New Designation Discipline	This field is required and allows the user to select a new discipline, if desired, for the new in-progress designation that will be created from the designation the user wishes to copy. The user will be provided with the same selections available on the Mapping Tool landing page (See <i>Section 4. SDMS Mapping Tool</i> ). The system will display the current designation discipline as read only above this field for user reference.



Feature	Description
<b>5. Current Designation Type</b>	This field is read only and is the Designation type of the designation being copied.
<b>6. New Designation Type</b>	This field is required and allows the user to select a new designation type, if desired, for the new in-progress designation that will be created from the designation the user wishes to copy. The user will be provided with the same selections available on the Mapping Tool landing page (See <i>Section 4. SDMS Mapping Tool</i> ). The system will display the current designation type as a read only display above this field for user reference.
<b>7. Current Designation Option</b>	This field is read only and is the designation option of the designation being copied.
<b>8. New Designation Option</b>	This field is required and allows the user to select a new designation option for the new in-progress designation that will be created from the designation the user wishes to copy. The user will be provided with the same selections available on the Mapping Tool landing page (see <i>Section 4. SDMS Mapping Tool</i> ). The system will display the current designation type as a read only display above this field for user reference.
<b>9. Copy Designation</b>	The user should select this button once they have filled in the required information and are ready to copy the designation.

Once the user selects the “Copy Designation” button, the system will create a new record and direct the user to the Mapping Tool:

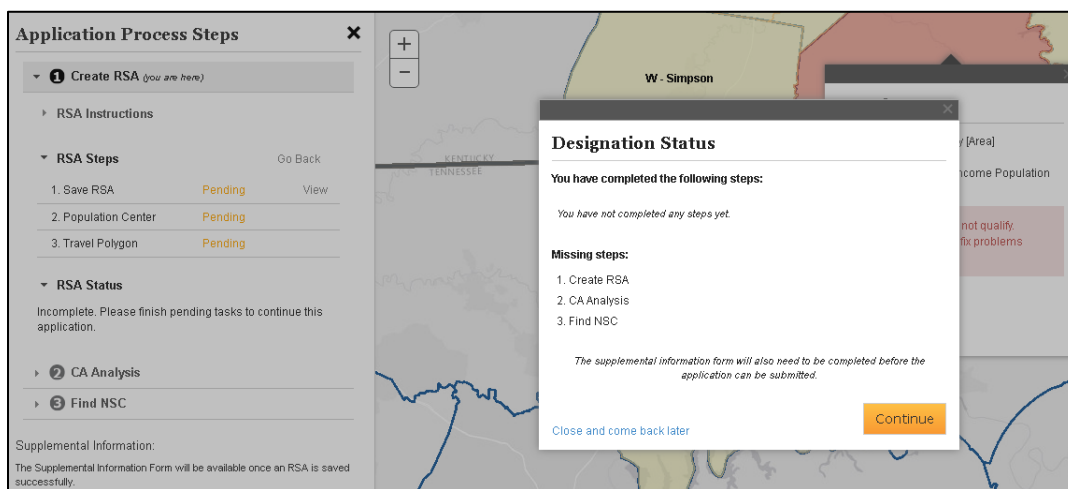


Figure 107: Mapping Tool Page when Copying a Designation

After the user selects the “Continue” button, the system will direct them to the Invalid RSA step. The user can now edit and work on the new in-progress application using the same guidance and business rules explained in *Section 4.4 Contiguous Area (CA) Analysis*.



**USER NOTES**

- The CA geometrics of the migrated HPSA are only available for migration into the SDMS if the migrated HPSA is in a designated status. The user will have the ability to edit the existing CAs or create new CAs.

**5.3 DELETING IN-PROGRESS DESIGNATIONS**

The user has the ability to delete any Geographic, Population, or MUA/P designation search result with an in-progress status that is not an update application. The delete button will only be enabled if the designation’s status is in progress. For all other statuses the button will be greyed out and inaccessible.

Show  entries

**Search Results**

Case ID	Public ID	Discipline	Name	Type	Option	Status	Submission Year	Returned/ Resubmitted	Delete	Copy
44119		Primary Care	Low Income California, W. Louisville Jefferson	Hpsa Population	Low Income Population HPSA	In Progress			Delete	Copy
43031		Primary Care	Berea, S. Madison County	Hpsa Geographic High Needs	Geographic Population	In Progress			Delete	Copy
38217		Dental Health	Barren Co Geo	Hpsa Geographic	Geographic Population	In Progress			Delete	Copy
38159		Dental Health	Morgan Co Low Income Dental	Hpsa Population	Low Income Population HPSA	In Progress			Delete	Copy
38158		Dental Health	Morgan Co Dental	Hpsa Geographic	Geographic Population	In Progress			Delete	Copy
38058		Dental Health	Carroll Co Low Income	Hpsa Population	Low Income Population HPSA	In Progress			Delete	Copy
38053		Dental Health	Carroll County	Hpsa Geographic	Geographic Population	In Progress			Delete	Copy
38051		Dental Health	Gallatin County	Hpsa Geographic	Geographic Population	In Progress			Delete	Copy
36655		Dental Health	Caldwell	Hpsa Geographic High Needs	Geographic Population	In Progress			Delete	Copy
36461		Dental Health	Barren Co	Hpsa Population	Low Income Population HPSA	In Progress			Delete	Copy

Showing 1 to 10 of 44 entries

Previous **1** 2 3 4 5 Next

**Figure 108: In Progress Search Results and Available Actions**

Once the user selects the delete button on the search results page, the user will be directed to the following page:



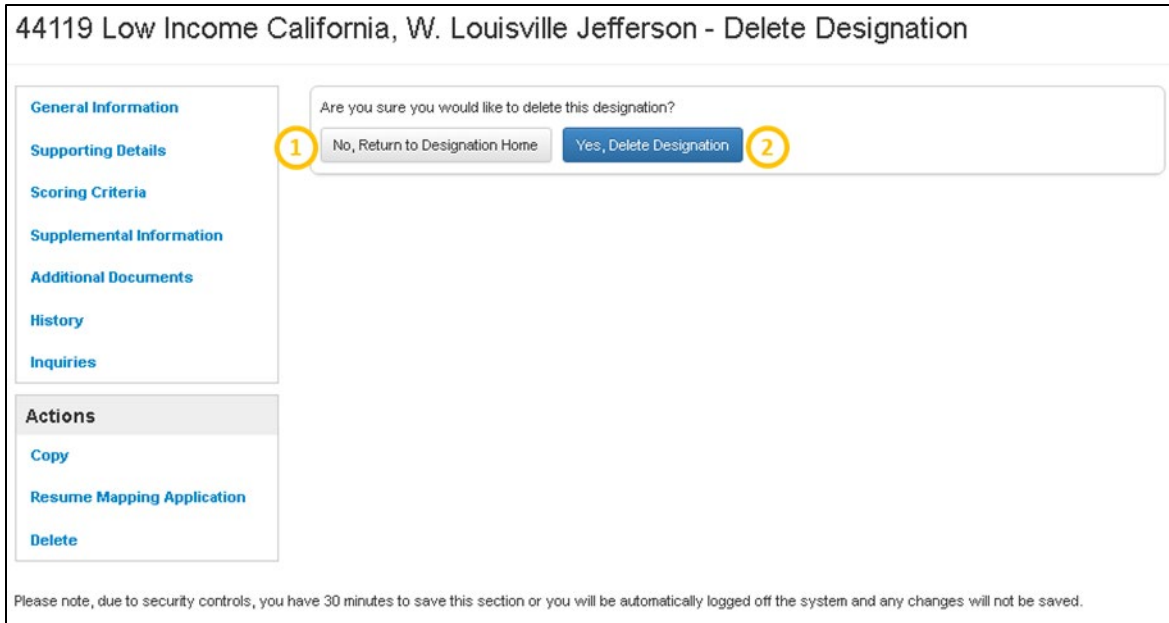


Figure 109: Delete Designation Confirmation Page

Feature	Description
1. No, Return to Designation	The user should select this button if they do not want to delete the in-progress designation. Upon selecting this button, the user will be directed back to the general information section of the Designation profile.
2. Yes, Delete Designation	The user should select this button if they would like to delete the in-progress designation. Once selected, the system will then direct the user back to the Designation Search page.

#### USER NOTES

- Once the user deletes an in-progress designation, that record will no longer be accessible in the search results. However, the delete is a “soft delete” and the information for that designation can be recovered.

## 5.4 ACCESSING DESIGNATION PROFILE

In order to access the designation profile, the user should select the Case ID hyperlink in the search results. The Designation Profile of Geographic, Population, and Facility (excluding Auto-HPSAs) designations and MUA/P designations consists of the following sections:

- General Information
- Supporting Details
- Scoring Criteria
- Supplemental Information (only applicable for HPSAs and MUA/Ps)
- Additional Documents
- History



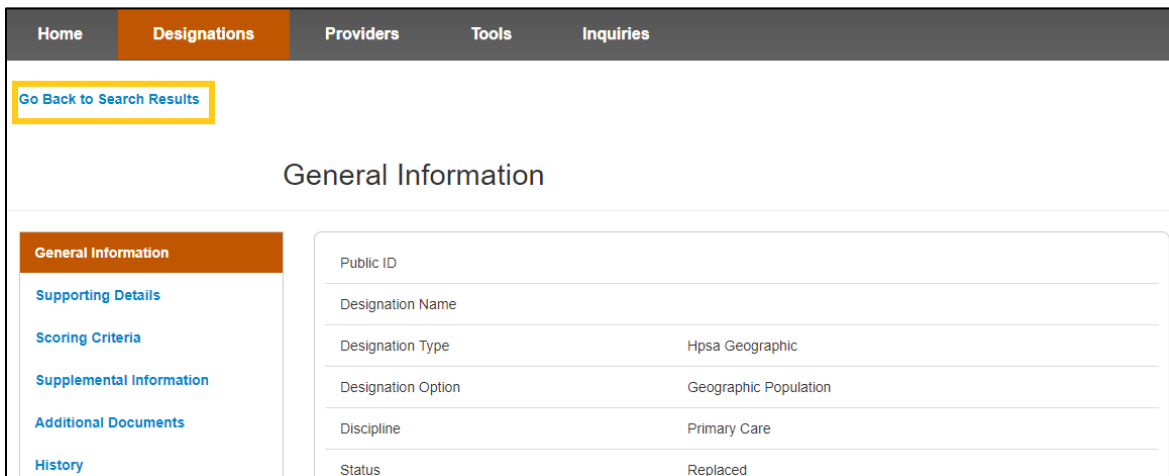


- Inquiries
- Actions

Auto-HPSA profiles are different and are covered separately in *Section 6.1 Viewing Auto-HPSA Designation Profiles*.

#### 5.4.1 VIEWING GENERAL INFORMATION

Once the user selects the Case ID hyperlink, the system will automatically direct the user to the General Information Section. The user may navigate back to their saved search results/criteria using the “Go Back to Search Results” hyperlink at the top of the Designation Profile, as shown in *Figure 109*, or using their web browser’s back button.



**Figure 110: Navigating Back to Saved Search Results**



5.4.1A HPSA AND MUA/P

All fields under the General Information section are read-only and are information pulled from the HPSA and MUA/P Mapping Tool as well as all designations migrated from ASAPS.

General Information	
Public ID	N/A
Designation Name	Low Income California, W. Louisville Jefferson
Designation Type	Hpsa Population
Designation Option	Low Income Population HPSA
Discipline	Primary Care
Status	In progress
1 Initial PCO Submission Date	N/A
2 Initial Designation Date	N/A
3 Last Approved Designation Date	N/A
4 Is High Needs	No
5 Population for whom Poverty is Determined (PPD)	29579.0
6 Adjusted Population	N/A
7 Provider FTE	2.78
8 Population: Provider FTE	8198.2 : 1
9 RSA Type	Sub-County

Figure 111: HPSA and MUA/P General Information Main Page

Feature	Description
1. PCO Submission Date	The field represents the date the designation is submitted for review.
2. Initial Designation Date	This field represents the date the designation was initially designated.
3. Last Approved Designation Date	This field displays when the designation was last approved by a SDB Analyst.
4. Is High Needs	This field indicates if the designation is classified as Geographic High Needs.
5. Designation Population	The field displays the total resident civilian population of the area selected for the RSA.
6. Adjusted Population	The number displayed in this field is the user adjusted population for the RSA that is entered upon saving the RSA in the Mapping Tool.
7. Provider FTE	This field represents the Full Time Equivalent (FTE) sum for all providers that serve the RSA.



**Bureau of Health Workforce**

SDMS PCO Designation Management User Guide

Feature	Description
<b>8. Population : Provider FTE</b>	The statistic displayed in this field is the population to provider ratio of the RSA.
<b>9. RSA Type</b>	This field displays the type of RSA that was selected. The options available are Full-County or Sub-County.



5.4.1B OTHER FACILITIES (OFACS)

All fields under the General Information section are read only and are information pulled from the OFAC Facility application as well as all designations migrated from ASAPS. Some of the fields are the same as HPSAs and MUA/Ps profiles; please see below for the additional fields for OFACs.

49597 sdfsd - General Information

General Information	
Public ID	N/A
Designation Name	sdfsd
Designation Type	OFAC
Designation Option	N/A
Discipline	Mental Health
Status	Submitted - designation
Initial PCO Submission Date	June 03, 2016
Initial Designation Date	N/A
Last Approved Designation Date	N/A
Psych FTE	N/A
Core Mental Health FTE	N/A
1 Is Facility	Yes
2 PCO Entered Address	1515 court house dr, arlington, VA, 22204
3 Geocoded Address	1515 COURT HOUSE DR, ARLINGTON, VA, 22204
4 Geocoded County Name	Arlington
5 Geocoded County ID	51013
6 Geocoded CSD ID	5101390072
7 Geocoded Census Tract ID	51013102302
8 Geocoded Latitude	38.8608
9 Geocoded Longitude	-77.100998
10 Public ID Facility Serves	7119991101
11 Designation Name Facility Serves	Anacostia

Figure 112: General Information Page for OFAC Designations

Feature	Description
1. Is Facility	This field indicates to the user if the designation is a facility.
2. PCO Entered Address	This field will display the facility address entered by the PCO on the application.
3. Geocoded Address	This field will display the standardized address of the facility.



<b>Feature</b>	<b>Description</b>
<b>4. Geocoded County Name</b>	This field displays the County the facility is located in.
<b>5. Geocoded County ID</b>	This field indicates the County ID of the County the facility is located in.
<b>6. Geocoded CSD ID</b>	This field indicates the CSD ID that the facility is located in.
<b>7. Geocoded Census Tract ID</b>	This field indicates the Census Tract ID that the facility is located in.
<b>8. Geocoded Latitude</b>	This field indicates the latitude coordinate of the facility.
<b>9. Geocoded Longitude</b>	This field indicates the longitude coordinate of the facility.
<b>10. Public ID Facility Serves</b>	This field will display the ID of the designation the OFAC is tied to.
<b>11. Designation Name Facility Serves</b>	This field will display the name of the designation that the OFAC is tied to.

**USER NOTES**

- If the OFAC's address has not been geocoded, items 3-9 will not appear on the profile.



### 5.4.1C CORRECTIONAL FACILITIES

All fields under the General Information section are read only and are information pulled from the Correctional Facility application as well as all designations migrated from ASAPs. Some of the fields are the same as HPSAs, MUA/Ps and OFAC profiles, please see below for the additional fields for Correctional Facilities.

General Information	
Public ID	N/A
Designation Name	[REDACTED]
Designation Type	Correctional Facility
Designation Option	State
Discipline	Primary Care
Status	In progress
Initial PCO Submission Date	N/A
Initial Designation Date	N/A
Last Approved Designation Date	N/A
Provider FTE	0.0
Is Facility	Yes
PCO Entered Address	[REDACTED]
Geocoded Address	[REDACTED]
Geocoded County Name	[REDACTED]
Geocoded County ID	51135
Geocoded CSD ID	5113591560
Geocoded Census Tract ID	5113500300
Geocoded Latitude	[REDACTED]
Geocoded Longitude	[REDACTED]
1 Intersected Geographic Public ID	N/A
2 Intersected Geographic Designation Name	N/A

Figure 113: General Information Page for Correctional Facility Designations

Feature	Description
1. Intersected Geographic Public ID	This field will display the Public ID of a Geographic Designation if the correctional facility falls within an active Geographic Designation.
2. Intersected Geographic Designation Name	This field will display a designation name of a Geographic Designation if the correctional facility falls within an active Geographic Designation.



### 5.4.1D STATE/COUNTY MENTAL HOSPITALS

All fields under the General Information section are read only and are information pulled from the State/County Mental Hospital application as well as all designations migrated from ASAPS. Please see below for the fields that are unique to State/County Mental Hospitals.

General Information	
Public ID	N/A
Designation Name	[Redacted]
Designation Type	State/County Mental Hospital
Designation Option	N/A
Discipline	Mental Health
Status	In progress
Initial PCO Submission Date	N/A
Initial Designation Date	N/A
Last Approved Designation Date	N/A
1 Psych FTE	N/A
2 Core Mental Health FTE	N/A
Is Facility	Yes
PCO Entered Address	[Redacted]
Geocoded Address	[Redacted]
Geocoded County Name	[Redacted]
Geocoded County ID	51161
Geocoded CSD ID	[Redacted]
Geocoded Census Tract ID	[Redacted]
Geocoded Latitude	[Redacted]
Geocoded Longitude	[Redacted]

Figure 114: General Information Page for State/County Mental Hospital Designations

Feature	Description
1. Psych FTE	This field represents the FTE for all Psychiatrists that work at the facility.
2. Core Mental Health FTE	This field represents the FTE for all Core Mental Health providers that work at the facility.



---

## 5.4.2 VIEWING SUPPORTING DETAILS

Once the user selects the Supporting Details tab on the left panel of the designation profile, they will be directed to the Supporting Details section. All fields under the Supporting Details section are read only and are information pulled from the HPSA/MUA/P Mapping Tool, Facility application and all designations migrated from ASAPS. Depending on the type of Designation, different information will be displayed under the Supporting Details section.

---

### 5.4.2A HPSAS AND MUA/PS

The supporting details section for HPSAs is divided into three read only sections:

- RSA Details
- CA Analysis
- NSC Provider

The RSA details section will appear automatically when the user selects on the Supporting Details section. This is the only section that will appear for MUA/P designations.

#### USER NOTES

- The Supporting Details tab is dynamic based on what was completed for a specific designation on the Mapping Tool. If the user has not reached or completed a certain step in the Mapping Tool, that section will not display any information on the Designation Profile.





- Supporting Details

**General Information**

**Supporting Details**

Scoring Criteria

Supplemental Information

Additional Documents

History

Inquiries

**Actions**

Copy

View On Map

RSA Details   CA Analysis   NSC

Default Population Center	Latitude 38.000000	Longitude -78.000000
User Selected Population Center	N/A	
Transportation Type	Private	
RSA Provider Report	<a href="#">RSA Provider Report</a>	
RSA Last Saved Date	6/1/16 2:52:05 PM	

**5** **RSA Data**

Population:Provider Ratio	4322.7000 : 1
Population for whom poverty status is determined	65516.0000
Relevant Population Total	23040.0000
Provider FTE	5.3300
% Population at 100% FPL	12.9200
% Population at 200% FPL	35.1700
% Population Low Income	35.1700
% Population Medicaid Eligible	35.1700
Population at 100% FPL	8466.0000
Population at 200% FPL	23040.0000
Infant Mortality Rate	3.1000
Low Birth Weight Rate	6.8700
Fertility Rate	62.4000
Number of Infant Deaths	2.2000
Number of Infant Births	704.2000
Low Birth Weight Births	48.4000
Female 15 to 44 years	11289.0000
% Population Caucasian	95.2800
% Population Hispanic	4.6500
% Population African American	1.6800
% Population Native American	0.1200
% Population Asian	0.5800
% Population Pacific Islander	0.0100
Caucasian Population	62426.0000
Hispanic or Latino Population	3048.0000
African American Population	1103.0000
Native American Population	77.0000
Asian Population	393.0000
Pacific Islander Population	9.0000
SEX - Male Population	32051.0000
SEX - Female Population	33465.0000
Infant deaths Per 1000 Births	3.1000

**6** **Insufficient Capacity Data**

Excessive Emergency Room Usage	N/A
Not Accepting New Primary Care Patients	N/A

**7**

- 51139 88634
- 51171 88634

Figure 115: Supporting RSA Details Tab for HPSAs and MUA/Ps



Feature	Description
<b>1. Default Population Center</b>	This field displays the coordinates of the system produced population center on the Mapping Tool for the specific designation.
<b>2. User Selected Population Center</b>	This field will display the coordinates of the user selected population center. If the default population center was used, the field will be populated with N/A.
<b>3. Transportation Type</b>	This field represents the mode of transportation selected for the travel polygon on the Mapping Tool for the specific designation.
<b>4. RSA Provider Report</b>	The user will be able to click the “RSA Provider Report” link to access a report on a separate screen with all the providers tied to the RSA.
<b>5. RSA Data</b>	<p>This section will display all of the health and demographic data points for the RSA that were available on the data panel of the Mapping Tool upon saving the RSA.</p> <p><i>Business Rules:</i></p> <ul style="list-style-type: none"><li>• The system will display as asterisk (*) next to the values containing suppressed data and include a message stating that “The value contains suppressed data.” at the bottom of the Supporting Details page for both the RSA and CA information.</li></ul>
<b>6. Insufficient Capacity Data</b>	This section will display any information entered by the user on the insufficient capacity tab before saving an RSA on the Mapping Tool for a Geographic High Needs application.
<b>7. RSA Component ID</b>	<p>This twirl down field will list a component ID of the RSA selected on the Mapping tool and will display the following information for each component of the RSA:</p> <ul style="list-style-type: none"><li>• <i>Geo ID:</i> Represents the Geo ID of the RSA component.</li><li>• <i>State FIPS:</i> The FIPS code for the state of the specific RSA component.</li><li>• <i>County FIPS:</i> The FIPS code for the county of the specific RSA component.</li><li>• <i>Name of Component:</i> Name of the specific RSA component.</li><li>• <i>Total Resident Civilian Population:</i> Total resident civilian population of the specific RSA component.</li><li>• <i>Percent population at 100% FPL:</i> The percent of the population that is at 100% of the federal poverty level (FPL) for the specific RSA component.</li><li>• <i>Percent Population at 200% FPL:</i> The percent of the population that is at 200% of the federal poverty level (FPL) for the specific RSA component.</li></ul>



The CA Analysis section will appear once the tab is clicked upon. This section displays all Contiguous Areas that the user created in the Mapping Tool for the specific designation. Each Contiguous Area will be identified by the name entered during the application process and will have the same type of information.

**Supporting Details**

General Information | **RSA Details** | CA Analysis | NSC

Supporting Details

Scoring Criteria

Supplemental Information

Additional Documents

History

Inquiries

Actions

Copy

View On Map

CA Providers [CA Provider Report](#)

CA1

Validity: Passed | Analysis: Passed

Analysis: Over Utilized

Last Saved Date: 6/1/16 2:55:27 PM

Population for whom poverty status is determined	36988.0000
Provider FTE	0.0000
Medicaid FTE	0.0000
% Population at 100% FPL	17.1400
% Population at 200% FPL	47.4400
% Population Low Income	47.4400
% Population Medicaid Eligible	47.4400
Population at 100% FPL	6341.0000
Population at 200% FPL	17548.0000
Infant Mortality Rate	0.0000
Low Birth Weight Rate	8.0500
Fertility Rate	59.6000
Number of Infant Deaths	0.0000
Number of Infant Births	372.8000
Low Birth Weight Births	30.0000
Female 15 to 44 years	6259.0000
% Population Caucasian	97.4000
% Population Hispanic	1.9300
% Population African American	1.2100
% Population Native American	0.0600
% Population Asian	0.2100
% Population Pacific Islander	0.0000
Caucasian Population	36025.0000
Hispanic or Latino Population	714.0000
African American Population	447.0000
Native American Population	23.0000
Asian Population	78.0000
Pacific Islander Population	0.0000
SEX - Male Population	18982.0000
SEX - Female Population	18128.0000

Geo ID:

State FIPS: 54

County FIPS: 027

Name of Component:

Percent Population Below 100% FPL: 17.99

Percent Population Below 200% FPL: 47.03

CA2

CA3

Figure 116: Supporting CA Analysis Details Tab for HPSAs and MUA/Ps



Feature	Description
1. CA Provider	The user will be able to click on the “Link to CA Providers” link to access a report on a separate screen with all the providers tied to the Contiguous Areas.
2. Component Name	This twirl down will display the name of each CA component entered by the user on the Mapping Tool for a specific designation. The user may collapse or expand a component by selecting the arrow to the left of the component.
3. Validity	This field will display the results of the validity test run by the system on the CA Analysis step on the Mapping Tool. If this check does not pass, the CA does not qualify. Please see <i>Section 4.4 Contiguous Area (CA) Analysis</i> for more information.
4. Analysis	This field will display the results of the analysis run by the system on the CA Analysis step in the Mapping Tool. If this check does not pass the user can force pass the test, which will be captured on the profile. Please see <i>Section 4.4 Contiguous Area (CA) Analysis</i> for more information.
5. Component/Geo ID	This field will list the Geo ID of the specific component in each CA. Each component will display the same information as the RSA components. If a contiguous area has more than one component, that will also be displayed and accessible through a scroll bar.

The NSC Provider section will appear once the tab is clicked upon. This section will display the Default NSC, if applicable as well as the user selected NSC provider if applicable.

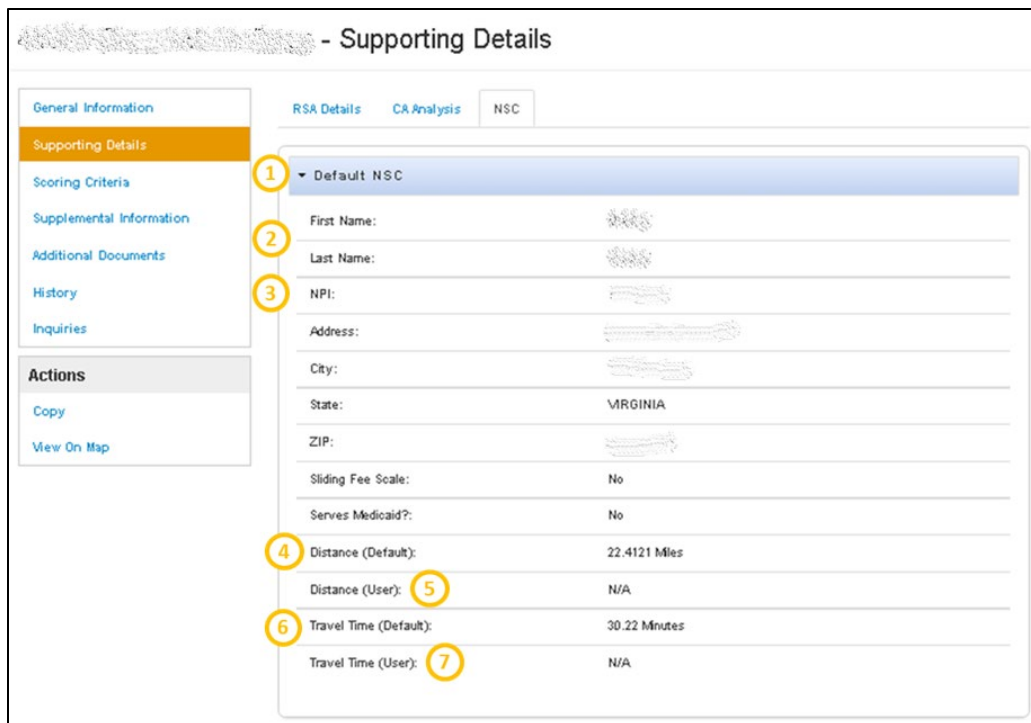


Figure 117: Supporting NSC Details for HPSAs and MUA/Ps



<b>Feature</b>	<b>Description</b>
<b>1. Saved Provider NSC</b>	<p>This field represents the user selected NSC on the Mapping Tool.</p> <p><i>User Notes:</i></p> <ul style="list-style-type: none"><li>• The Saved NSC provider tab will only display if the user has manually selected the NSC on the Mapping Tool. The Default NSC provider information will always appear on the profile if one is found by the system.</li></ul>
<b>2. Default NSC Provider</b>	<p>This field represents the user selected NSC on the Mapping Tool.</p> <p><i>User Notes:</i></p> <ul style="list-style-type: none"><li>• The Default NSC Provider information will always appear on the profile if one is found by the system.</li></ul>
<b>3. NPI</b>	<p>This field displays the provider's National Practitioner ID (NPI).</p>
<b>4. Distance (Default)</b>	<p>This field represents the system calculated distance from the provider to the population center of the RSA.</p>
<b>5. Distance (User)</b>	<p>This field represents the user entered distance from the provider to the population center of the RSA. The user can update this information on the Supplemental Information Form of the Mapping Tool. If the user does not update the distance, the field will appear as N/A.</p>
<b>6. Travel Time (Default)</b>	<p>This field displays the system calculated time from the provider to the population center of the RSA.</p>
<b>7. Travel Time (User)</b>	<p>This field displays the user entered time from the provider to the population center of the RSA. The user can update this information on the Supplemental Information Form of the Mapping Tool. If the user does not update the time, the field will appear as N/A.</p>

#### 5.4.2B OTHER FACILITIES (OFACS)

The supporting details section for OFACs is divided into four read only sections:

- Provision of Services
- Insufficient Capacity
- Providers
- Supporting Documents

#### USER NOTES

- The Supporting Details tab is dynamic based on what has been completed for a specific OFAC on the Facility Application. If the user has not reached or completed a certain step in the Facility Application, that section will not display any information on the Designation Profile. This section will also be available for all the information that was migrated from ASAPS.



## PROVISION OF SERVICES

**32992 User Guide Test - Supporting Details**

General Information | **Provision of Services** | Insufficient Capacity | Providers | Supporting Documents

Supporting Details

Scoring Criteria

Additional Documents

History

Inquiries

**Provision of Services**

1	Transportation Type	Private
2	Population Center	Latitude: 38.177559, Longitude: -76.9599
3	Travel Distance (System)	84.3616 miles
4	Travel Time (System)	109.08 minutes
5	Travel Distance (User)	N/A
6	Travel Time (User)	N/A
7	Travel Time Explanation	N/A
8	Provision of Services selection	More than 50% of the facility's health care services are provided to residents of a HPSA.

Figure 118: Supporting Details - Provision of Services Page for OFAC Designations

Feature	Description
<b>1. Transportation Type</b>	The field displays the user selected transportation type used to determine travel time between the OFAC and the designation that it is serving.
<b>2. Population Center</b>	This field displays the population center coordinates of the designation that the OFAC is serving.
<b>3. Travel Distance (System)</b>	This field displays the system calculated travel distance, in miles, from the Facility location to the designation population center. If Public Transportation is selected or the distance cannot be calculated by the system, the field will display as N/A.
<b>4. Travel Time (System)</b>	This field represents the system calculated travel time, in minutes, from the Facility location to the designation population center. If Public Transportation is selected or the time cannot be calculated, the field will display as N/A.
<b>5. Travel Distance (User)</b>	This field represents the user entered distance from the Facility location to the designation population center. The user can update this information on the Provision of Services Page of the Facility Application.
<b>6. Travel Time (User)</b>	This field represents the user entered time from the Facility location to the designation population center. The user can update this information on the Provisions of Services page of the Facility Application.



Feature	Description
7. Travel Time Explanation	This field represents the user entered explanation that is required on the application if the user selects to edit the system calculated travel distance and time fields. If the user does not change the system generated travel time and distance, the field will appear as N/A.
8. Provision of Services	This field represents the justification that is selected on the application of how the facility serves the designation it is tied to.

The Insufficient Capacity section will appear once the tab is clicked upon. This section displays all insufficient capacity information that the user completed in the Facility application. The Insufficient Capacity section is different based on discipline of the OFAC application.

### INSUFFICIENT CAPACITY – PRIMARY CARE

Insufficient Capacity		
1	More than 8,000 outpatient visits per year per FTE of primary care physicians	Yes
2	Number of Outpatient Visits	123456
3	Provider FTE	3.08
4	Outpatients/FTE Ratio	40083.12:1
5	Excessive use (greater than 35%) of emergency room facilities for routine primary care	No
6	Waiting time for appointments is greater than 7 days for established patients or 14 days for new patients for routine health services	Yes
7	Established Patients	8.0
8	New Patients	N/A
9	Facility waiting time is greater than 1 hour for patients with appointments or 2 hours for walk in patients	No

Figure 119: Supporting Details - Insufficient Capacity Page for OFAC Primary Care Designations

Feature	Description
1. More than 8,000 Outpatient Visits Per Year Per FTE of Primary Care Physicians	This field will display if the user selected this option on the OFAC application.
2. Number of Outpatients	This field will appear if the user has entered a value on the OFAC application.



Feature	Description
3. Provider FTE	This field will appear if the user has selected providers on the OFAC application.
4. Outpatient/FTE Ratio	This field will appear if the user has selected providers on the OFAC application.
5. Excessive Use (greater than 35%) of Emergency Room Facilities for Routine Primary Care	This field indicates if the user selected this option on the OFAC application.
6. Waiting Time For Appointments is Greater than 7 Days for Established Patients or 14 Days for New Patients for Routine Health Services	This field indicates if the user selected this option on the OFAC application.
7. Established Patients	This field will reflect what the user entered in the OFAC application, if applicable.
8. New Patients	This field will reflect what the user entered in the OFAC application, if applicable.
9. Facility Waiting Time is Greater than 1 Hour for Patients with Appointments or 2 Hours for Walk-in Patients	This field reflects if the user selected this option on the OFAC application.

## INSUFFICIENT CAPACITY – DENTAL HEALTH

**33094 User Guide Test - Supporting Details**

General Information | **Provision of Services** | **Insufficient Capacity** | Providers | Supporting Documents

Supporting Details

Scoring Criteria

Additional Documents

History

Inquiries

Insufficient Capacity		
1	More than 5,000 outpatient visits per year per FTE of Dentists	Yes
	Number of Outpatient Visits	34567
3	Provider FTE	2.0
	Outpatients/FTE Ratio	17283.5
5	Waiting time for routine dental health services is greater than 6 weeks	No

Figure 120: Supporting Details - Insufficient Capacity Page for OFAC Dental Health Designations





Feature	Description
<b>1. More than 5,00 Outpatient Visits Per Year Per FTE Dentists</b>	This field reflects if the user selected this option on the OFAC application.
<b>2. Number of Outpatients</b>	This field will appear if the user has entered a value on the OFAC application.
<b>3. Provider FTE</b>	This field will appear if the user has selected providers on the OFAC application.
<b>4. Outpatient/FTE Ratio</b>	This field will appear if the user has selected providers on the OFAC application.
<b>5. Waiting Time for Routine Dental Health Services is Greater than 6 Weeks</b>	This field reflects if the user selected this option on the OFAC application.

## INSUFFICIENT CAPACITY – MENTAL HEALTH

33095 User Guide Test - Supporting Details		
<a href="#">General Information</a>		
<a href="#">Supporting Details</a>		
<a href="#">Scoring Criteria</a>		
<a href="#">Additional Documents</a>		
<a href="#">History</a>		
<a href="#">Inquiries</a>		
<a href="#">Provision of Services</a>		
<a href="#">Insufficient Capacity</a>		
<a href="#">Providers</a>		
<a href="#">Supporting Documents</a>		
<b>Insufficient Capacity</b>		
1	Number of Outpatient Visits	32435
2	More than 1,000 outpatient visits per year per FTE of core mental health care providers	No
3	More than 3,000 outpatient visits per year per FTE of psychiatrists providers	Yes
4	Provider FTE	2.88
5	Outpatients/FTE Ratio	11262.15:1
6	No psychiatrists are on staff and this facility is the only facility providing mental health services to the designation area or population	No

Figure 121: Supporting Details - Insufficient Capacity Page for OFAC Mental Health Designations

Feature	Description
<b>1. Number of Outpatients</b>	This field will appear if the user has entered a value on the OFAC application.
<b>2. More than 1,000 Outpatient Visits Per Year Per FTE of Core Mental Health Providers</b>	This field displays if the user selected this option on the OFAC application.



Feature	Description
<b>3. More than 3,000 Outpatient Visits Per Year Per FTE of Psychiatrist Providers</b>	This field displays if the user selected this option on the OFAC application.
<b>4. Provider FTE</b>	This field will appear if the user has selected providers on the OFAC application.
<b>5. Outpatients/FTE Ratio</b>	This field will appear if the user has selected providers on the OFAC application.
<b>6. No Psychiatrists are on Staff and this Facility is the Only Facility Providing Mental Health Services to the Designation Area or Population</b>	This field displays if the user selected this option on the OFAC application.

## PROVIDERS

The Providers section will appear once the tab is clicked upon. This section displays all the provider information that the user completed in the Facility application. The information on this tab might not be applicable.

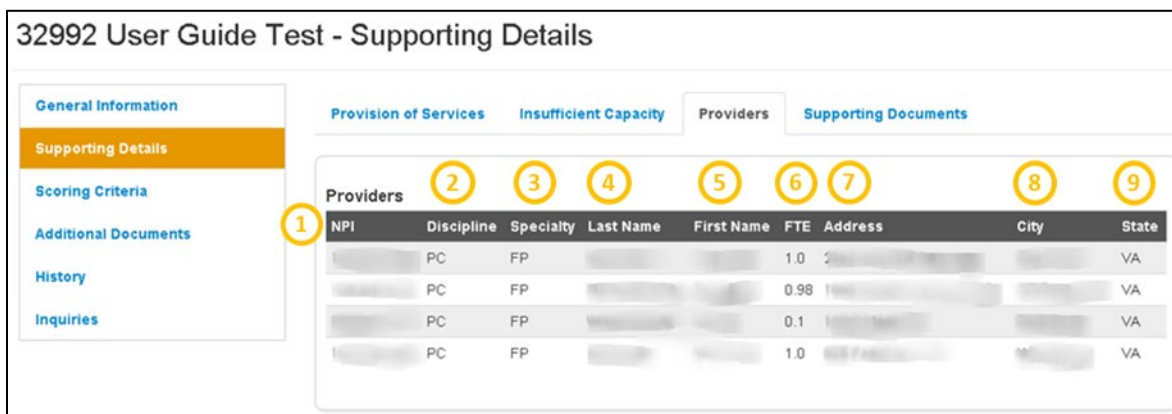


Figure 122: Supporting Details - Providers Page for OFAC Designations

Feature	Description
<b>1. NPI</b>	This field represents the provider’s unique National Practitioner ID (NPI).
<b>2. Discipline</b>	This field represents the provider’s discipline.
<b>3. Specialty</b>	This field represents the provider’s specialty.
<b>4. Last Name</b>	This field displays the provider’s last name.



Feature	Description
5. First Name	This field displays the provider’s first name.
6. FTE	This field represents the provider’s FTE.
7. Address	This field displays the provider’s work address.
8. City	This field displays the provider’s work city.
9. State	This field displays the provider’s work state.

## SUPPORTING DOCUMENTS

The Supporting Documents section will appear once the tab is clicked upon. This section displays all the documents and comments that the user completed in the Facility application.

**32992 User Guide Test - Supporting Details**

General Information | **Supporting Details** | Scoring Criteria | Additional Documents | History | Inquiries

Provision of Services | Insufficient Capacity | Providers | **Supporting Documents**

**Uploaded Documents**

Document Name	Document Type	Uploaded Date
<a href="#">Test.docx</a>	Evidence that facility is public or non-profit	Wed Apr 29 14:02:30 EDT 2015
<a href="#">Test.docx</a>	Evidence that more than 50% of the facility's health care services are provided to residents of a HPSA	Wed Apr 29 14:02:38 EDT 2015
<a href="#">Test.docx</a>	Evidence that facility has more than 8000 outpatient visits per year per primary care physician FTE	Wed Apr 29 14:02:47 EDT 2015
<a href="#">Test.docx</a>	Evidence that waiting time for appointments is greater than 7 days for established patients	Wed Apr 29 14:02:55 EDT 2015

**Comments**

User	Comment
7C8B3C7622FBB6267D@EXAMPLE.com on Apr 29, 2015 :	Test Comment

Figure 123: Supporting Details - Supporting Documents for OFAC Designations

Feature	Description
1. Document Name	This field displays the name of the document uploaded on the OFAC application. In order to view the document, the user should select the hyperlinked document name.
2. Document Type	This field displays the type of document uploaded on the OFAC application.
3. Uploaded Date	This field displays the date and time the document was uploaded on the OFAC application.



Feature	Description
4. User	This field displays the name of the PCO who entered a comment on the OFAC application as well as the date the comment was entered.
5. Comment	This field displays the comment that was entered on the OFAC application.

### 5.4.2C CORRECTIONAL FACILITIES

The supporting details section for Correctional Facilities is divided into three read only sections:

- Facility Criteria
- Providers
- Supporting Documents

#### USER NOTES

- The Supporting Details tab is dynamic based on what has been completed for a specific Correctional Facility on the application. If the user has not reached or completed a certain step in the Facility application, that section will not display any information on the Designation Profile. This section is also available for all the information that was migrated from ASAPS.

#### FACILITY CRITERIA

**34930 User Guide Test - Supporting Details**

General Information | **Facility Criteria** | Providers | Supporting Documents

Supporting Details

Scoring Criteria

Additional Documents

History

Inquiries

**Correctional Facility Information**

1	Correctional Facility Type	Federal
2	Security Level	Medium
3	Mean Inmates/Year	1000.0

**Correctional Facility Inmate Information**

4	Mean New Inmates/Year	N/A
5	Mean Length of Stay	N/A
6	Routine Intake Exams Performed?	Unknown
7	Number of Internees	1000.0
8	Provider FTE	N/A
9	Internee/Provider FTE Ratio	N/A

Figure 124: Supporting Details - Facility Criteria Page for Correctional Facility Designations

Feature	Description
1. Correctional Facility Type	This field represents the type of Correctional Facility the user indicated on the application.



<b>Feature</b>	<b>Description</b>
<b>2. Security Level</b>	This field represents the security level of the facility selected in the application.
<b>3. Mean Inmates/Year</b>	This field represents the mean number of inmates at the facility per year.
<b>4. Mean New Inmates/Year</b>	This field displays the mean number of new inmates arriving at the facility each year.
<b>5. Mean Length of Stay</b>	This field represents the mean length of stay of inmates at the facility.
<b>6. Routine Intake Exams Performed?</b>	This field displays if the user indicated that the facility performs routine psychological exams on inmates upon arrival.
<b>7. Number of Internees</b>	This field displays the value calculated on the application.
<b>8. Provider FTE</b>	This field represents the FTE of the mental health providers at the correctional facility as calculated by the system.
<b>9. Internee/Provider FTE Ratio</b>	This field displays the system calculated internee to provider ratio at the correctional facility.

The Providers section and Supporting Documents section will appear once the tab is clicked upon. This section displays all the provider information and supporting document information that the user completed in the Facility application. The fields displayed are the same as in the providers and supporting documents section of the OFAC supporting details profile (see *Section 5.4.1B Other Facilities (OFACs)*).

#### 5.4.2D STATE/COUNTY MENTAL HOSPITALS

The supporting details section for State/County Mental Hospitals is divided into four read only sections:

- Facility Criteria
- Providers
- Supporting Documents

#### USER NOTES

- The Supporting Details tab is dynamic based on what has been completed for a specific State/County Mental Hospital on the facility application. If the user has not reached or completed a certain step in the facility application, that selection will not display any information on the Designation profile. This section is also available for all the information that was migrated from ASAPS.



## FACILITY CRITERIA

State/County Mental Hospital Information		
1	Mean Daily Inpatient Census	200.0
	Number of Inpatient Admissions/year	2
3	Number of Admissions to Day Care and Outpatient Services/Year	150.0:1
	Total Workload Units	4
5	Number of Psychiatrist FTE	2.88
	Total Workload Units/ Psychiatrist FTE	6

Figure 125: Supporting Details - Facility Criteria Page for State/County Mental Hospital Designations

Feature	Description
<b>1. Mean Daily Inpatient Census</b>	This field displays the mean daily inpatients at the facility that was entered on the application.
<b>2. Number of Inpatient Admissions/Year</b>	This field displays the number of inpatient admissions over a calendar year as provided by the user in the application.
<b>3. Number of Admissions to Day Care and Outpatient Services/Year</b>	This field displays the number of admissions to daycare and outpatient services/year as entered by the user in the application.
<b>4. Total Workload Units</b>	This field displays the total workload units as entered by the user in the application.
<b>5. Number of Psychiatrist FTE</b>	This field value will appear after the user selects psychaitrist on the application, if applicable. Please refer to the <i>Manual for Policies and Procedures</i> for more information.
<b>6. Total Workload Units/Psychiatrist FTE</b>	This field value will appear after the user selects psychiatrists on the application, if applicable. Please refer to the <i>Manual for Policies and Procedures</i> for more information.

## PROVIDERS

The Providers section will appear once the tab is clicked upon. This section displays all the provider information that the user completed in the Facility application. The fields displayed are the same as in the providers section of the OFAC supporting details profile.



### 32994 User Guide Test - Supporting Details

[General Information](#)

[Supporting Details](#)

[Scoring Criteria](#)

[Additional Documents](#)

[History](#)

[Inquiries](#)

[Facility Criteria](#)
[Providers](#)
[Supporting Documents](#)

**Providers**

NPI	Discipline	Specialty	Last Name	First Name	FTE	Address	City	State
1234567890	MH	PSY	SMITH	JANE	0.98	123 Main St	Springfield	VA
9876543210	MH	PSY	DOE	JOHN	0.9	456 Elm St	Springfield	VA
0987654321	MH	PSY	WILSON	EMILY	1.0	789 Oak St	Springfield	VA

Figure 126: Supporting Details - Providers Tab

## SUPPORTING DOCUMENTS

The Supporting Documents section will appear once the tab is clicked upon. This section displays all the documents and comments that the user completed in the Facility application.

### 32994 User Guide Test - Supporting Details

[General Information](#)

[Supporting Details](#)

[Scoring Criteria](#)

[Additional Documents](#)

[History](#)

[Inquiries](#)

[Facility Criteria](#)
[Providers](#)
[Supporting Documents](#)

**Uploaded Documents**

Document Name	Document Type	Uploaded Date
<a href="#">Test.docx</a>	Evidence of Mean Daily Inpatient Census	Wed Apr 29 14:21:04 EDT 2015
<a href="#">Test.docx</a>	Evidence of Inpatient Admissions/year	Wed Apr 29 14:21:11 EDT 2015
<a href="#">Test.docx</a>	Evidence of Admissions to Day Care and Outpatient Services/year	Wed Apr 29 14:21:18 EDT 2015

**Comments**

User	Comment
7C8B3C7622FBB6267D@EXAMPLE.com on Apr 29, 2015 :	Test Comment

Figure 127: Supporting Details - Supporting Documents Tab



### 5.4.3 VIEWING SCORING CRITERIA

In order to access the Scoring Criteria section of the designation profile, the user should select that tab on the left hand side of the profile. All fields under the Scoring Criteria section are read only and are information pulled from the HPSA/MUA/P Mapping Tool, Facility application and all designations migrated from ASAPS. All migrated designation types will have the following fields in this section:

5422 User Guide Test - Scoring Criteria		
General Information	1 Designation Score	12.0
Supporting Details	Physician Shortage 2	2.94
Scoring Criteria	3 Degree of Shortage	N/A
Supplemental Information		
Additional Documents		
Inquiries		
<b>Actions</b>		
Update this Designation		
Propose for Withdrawal		
Copy		

Figure 128: Designation Scoring Criteria Page

Feature	Description
1. Designation Score	This field represents the score of the designation. The score is determined on the Mapping Tool, Facility Application, or was migrated directly from ASAPS.
2. Physician Shortage	This field represents how many physician FTEs are required in order for the designation to no longer have a physician shortage.
3. Degree of Shortage	This field represents the group a designation is assigned based on the ratio of the designation population to the number of the Physician FTEs. Please refer to the <i>Shortage Designation Management System Manual for Policies and Procedures</i> for more detailed information about the Degree of Shortage.

The scoring criteria section for all HPSA and MUA/Ps created with the mapping tool will reflect the same scoring tables on the Mapping Tool. The screen shots below represent an example for each discipline.





## PRIMARY CARE

<ul style="list-style-type: none"> <li><a href="#">General Information</a></li> <li><a href="#">Supporting Details</a></li> <li style="background-color: #f4a460;"><a href="#">Scoring Criteria</a></li> <li><a href="#">Supplemental Information</a></li> <li><a href="#">Additional Documents</a></li> <li><a href="#">History</a></li> <li><a href="#">Inquiries</a></li> </ul> <div style="background-color: #f4a460; padding: 5px;"><b>Actions</b></div> <ul style="list-style-type: none"> <li><a href="#">Copy</a></li> <li><a href="#">View On Map</a></li> </ul>	<table border="1"> <thead> <tr> <th>Scoring Criteria</th> <th>Supporting Data</th> <th>Points Awarded</th> </tr> </thead> <tbody> <tr> <td>HPSA Pop:Provider</td> <td>4322.7 : 1</td> <td>6.0</td> </tr> <tr> <td>HPSA Population below 100 Percent Poverty</td> <td>12.92</td> <td>0.0</td> </tr> <tr> <td>HPSA Infant Health Index</td> <td>3.1</td> <td>0.0</td> </tr> <tr> <td>HPSA NSC Travel Time</td> <td>22.4121</td> <td>2.0</td> </tr> </tbody> </table> <table border="1"> <tr> <td>Designation Score</td> <td>8.0</td> </tr> <tr> <td>Physician Shortage</td> <td>2.35</td> </tr> <tr> <td>Degree of Shortage</td> <td>Group 2</td> </tr> </table>	Scoring Criteria	Supporting Data	Points Awarded	HPSA Pop:Provider	4322.7 : 1	6.0	HPSA Population below 100 Percent Poverty	12.92	0.0	HPSA Infant Health Index	3.1	0.0	HPSA NSC Travel Time	22.4121	2.0	Designation Score	8.0	Physician Shortage	2.35	Degree of Shortage	Group 2
Scoring Criteria	Supporting Data	Points Awarded																				
HPSA Pop:Provider	4322.7 : 1	6.0																				
HPSA Population below 100 Percent Poverty	12.92	0.0																				
HPSA Infant Health Index	3.1	0.0																				
HPSA NSC Travel Time	22.4121	2.0																				
Designation Score	8.0																					
Physician Shortage	2.35																					
Degree of Shortage	Group 2																					

Figure 129: Scoring Criteria Page for Primary Care Designations

## DENTAL HEALTH

<ul style="list-style-type: none"> <li style="background-color: #f4a460;"><a href="#">General Information</a></li> <li><a href="#">Supporting Details</a></li> <li style="background-color: #f4a460;"><a href="#">Scoring Criteria</a></li> <li><a href="#">Supplemental Information</a></li> <li><a href="#">Additional Documents</a></li> <li><a href="#">History</a></li> <li><a href="#">Inquiries</a></li> </ul> <div style="background-color: #f4a460; padding: 5px;"><b>Actions</b></div> <ul style="list-style-type: none"> <li><a href="#">Copy</a></li> <li><a href="#">View On Map</a></li> </ul>	<table border="1"> <thead> <tr> <th>Scoring Criteria</th> <th>Supporting Data</th> <th>Points Awarded</th> </tr> </thead> <tbody> <tr> <td>HPSA Pop:Provider</td> <td>10632.52 : 1</td> <td>10.0</td> </tr> <tr> <td>HPSA Population below 100 Percent Poverty</td> <td>17.55</td> <td>2.0</td> </tr> <tr> <td>HPSA Population with Fluoridated Water</td> <td>1.0</td> <td>1.0</td> </tr> <tr> <td>HPSA NSC Travel Time</td> <td>22.0929</td> <td>1.0</td> </tr> </tbody> </table> <table border="1"> <tr> <td>Designation Score</td> <td>14.0</td> </tr> <tr> <td>Physician Shortage</td> <td>7.45</td> </tr> <tr> <td>Degree of Shortage</td> <td>Group 1</td> </tr> </table>	Scoring Criteria	Supporting Data	Points Awarded	HPSA Pop:Provider	10632.52 : 1	10.0	HPSA Population below 100 Percent Poverty	17.55	2.0	HPSA Population with Fluoridated Water	1.0	1.0	HPSA NSC Travel Time	22.0929	1.0	Designation Score	14.0	Physician Shortage	7.45	Degree of Shortage	Group 1
Scoring Criteria	Supporting Data	Points Awarded																				
HPSA Pop:Provider	10632.52 : 1	10.0																				
HPSA Population below 100 Percent Poverty	17.55	2.0																				
HPSA Population with Fluoridated Water	1.0	1.0																				
HPSA NSC Travel Time	22.0929	1.0																				
Designation Score	14.0																					
Physician Shortage	7.45																					
Degree of Shortage	Group 1																					

Figure 130: Scoring Criteria Page for Dental Health Designations



## MENTAL HEALTH

<ul style="list-style-type: none"> <li><a href="#">General Information</a></li> <li><a href="#">Supporting Details</a></li> <li style="background-color: #f4a460;"><a href="#">Scoring Criteria</a></li> <li><a href="#">Supplemental Information</a></li> <li><a href="#">Additional Documents</a></li> <li><a href="#">History</a></li> <li><a href="#">Inquiries</a></li> </ul>	<table border="1"> <thead> <tr> <th>Scoring Criteria</th> <th>Supporting Data</th> <th>Points Awarded</th> </tr> </thead> <tbody> <tr> <td>HPSA Pop.Provider</td> <td>33693.1 : 1</td> <td>3.0</td> </tr> <tr> <td>HPSA Population below 100 Percent Poverty</td> <td>11.97</td> <td>0.0</td> </tr> <tr> <td>HPSA Elderly Ratio</td> <td>0.3329</td> <td>3.0</td> </tr> <tr> <td>HPSA Youth Ratio</td> <td>0.0494</td> <td>0.0</td> </tr> <tr style="background-color: #fff9c4;"> <td>HPSA Alcohol Abuse</td> <td></td> <td>1.0</td> </tr> <tr> <td>HPSA Substance Abuse</td> <td></td> <td>1.0</td> </tr> <tr> <td>HPSA NSC Travel Time</td> <td>37.63</td> <td>2.0</td> </tr> </tbody> </table>	Scoring Criteria	Supporting Data	Points Awarded	HPSA Pop.Provider	33693.1 : 1	3.0	HPSA Population below 100 Percent Poverty	11.97	0.0	HPSA Elderly Ratio	0.3329	3.0	HPSA Youth Ratio	0.0494	0.0	HPSA Alcohol Abuse		1.0	HPSA Substance Abuse		1.0	HPSA NSC Travel Time	37.63	2.0
Scoring Criteria	Supporting Data	Points Awarded																							
HPSA Pop.Provider	33693.1 : 1	3.0																							
HPSA Population below 100 Percent Poverty	11.97	0.0																							
HPSA Elderly Ratio	0.3329	3.0																							
HPSA Youth Ratio	0.0494	0.0																							
HPSA Alcohol Abuse		1.0																							
HPSA Substance Abuse		1.0																							
HPSA NSC Travel Time	37.63	2.0																							
<ul style="list-style-type: none"> <li style="background-color: #e0e0e0;"><b>Actions</b></li> <li><a href="#">View Original Designation</a></li> <li><a href="#">View On Map</a></li> </ul>	<table border="1"> <tbody> <tr> <td>Designation Score</td> <td>10.0</td> </tr> <tr> <td>Physician Shortage</td> <td>N/A</td> </tr> <tr> <td>Degree of Shortage</td> <td>N/A</td> </tr> </tbody> </table>	Designation Score	10.0	Physician Shortage	N/A	Degree of Shortage	N/A																		
Designation Score	10.0																								
Physician Shortage	N/A																								
Degree of Shortage	N/A																								

Figure 131: Scoring Criteria Page for Mental Health Designations

## MUA/P

<ul style="list-style-type: none"> <li style="background-color: #f4a460;"><a href="#">General Information</a></li> <li><a href="#">Supporting Details</a></li> <li style="background-color: #f4a460;"><a href="#">Scoring Criteria</a></li> <li><a href="#">Supplemental Information</a></li> <li><a href="#">Additional Documents</a></li> <li><a href="#">History</a></li> <li><a href="#">Inquiries</a></li> </ul>	<table border="1"> <thead> <tr> <th>Scoring Criteria</th> <th>Supporting Data</th> <th>Points Awarded</th> </tr> </thead> <tbody> <tr> <td>MUAP Providers per Thousand</td> <td>0.0</td> <td>0.0</td> </tr> <tr> <td>MUAP Population below 100 Percent Poverty</td> <td>8.82</td> <td>21.0</td> </tr> <tr> <td>MUAP Infant Health Index</td> <td>5.6</td> <td>26.0</td> </tr> <tr> <td>MUAP Population 65 and Over</td> <td>32.89</td> <td>0.0</td> </tr> </tbody> </table>	Scoring Criteria	Supporting Data	Points Awarded	MUAP Providers per Thousand	0.0	0.0	MUAP Population below 100 Percent Poverty	8.82	21.0	MUAP Infant Health Index	5.6	26.0	MUAP Population 65 and Over	32.89	0.0
Scoring Criteria	Supporting Data	Points Awarded														
MUAP Providers per Thousand	0.0	0.0														
MUAP Population below 100 Percent Poverty	8.82	21.0														
MUAP Infant Health Index	5.6	26.0														
MUAP Population 65 and Over	32.89	0.0														
<ul style="list-style-type: none"> <li style="background-color: #e0e0e0;"><b>Actions</b></li> <li><a href="#">Update this Designation</a></li> <li><a href="#">Propose For Withdrawal</a></li> <li><a href="#">Copy</a></li> <li><a href="#">View On Map</a></li> </ul>	<table border="1"> <tbody> <tr> <td>Designation Score</td> <td>47.0</td> </tr> <tr> <td>Physician Shortage</td> <td>N/A</td> </tr> <tr> <td>Degree of Shortage</td> <td>N/A</td> </tr> </tbody> </table>	Designation Score	47.0	Physician Shortage	N/A	Degree of Shortage	N/A									
Designation Score	47.0															
Physician Shortage	N/A															
Degree of Shortage	N/A															

Figure 132: Scoring Criteria Page for MUA/P Designations



## 5.4.4 VIEWING SUPPLEMENTAL INFORMATION

In order to access the Supplemental Information section of the designation profile, the user should select that tab on the left hand side of the profile. All fields under the Supplemental Information section are information pulled from the HPSA and MUA/P Mapping Tool.

The Supplemental Information section will be blank for all migrated HPSAs and MUA/Ps from ASAPS and is not applicable to facility designations.

The Supplemental Information section for the Designation profile displays dynamically and mirrors the information on the supplemental information form of the mapping tool. Like the mapping tool, the supplemental information section on the profile is divided into the following sections:

- RSA Information (only section applicable to MUA/Ps)
- CA Analysis
- NSC Provider
- Edit

### 5.4.4A RSA INFORMATION

The screenshot displays the 'Supplemental Information' tab for 'RSA Information'. The sidebar on the left includes sections for 'General Information', 'Supporting Details', 'Scoring Criteria', 'Supplemental Information' (highlighted), 'Additional Documents', 'History', 'Inquiries', and 'Actions' (with 'View Original Designation' and 'View On Map' links). The main content area has tabs for 'RSA Information', 'CA Analysis', 'NSC', and 'Edit'. Four sections are visible, each with a circled number:

- 1 RSA Validity**  
QUESTION: Why is the saved area rational?  
ANSWER:  
Supporting Document(s):
- 2 RSA Population**  
Table:  

	Total Resident Civilian	Adjusted Population
Designation Population	15176.0	

  
Supporting Document(s):
- 3 Population Center**  
QUESTION: Why have you changed the default Population Center?  
ANSWER: Per current census data, the town of Snyder is the county seat and the most populous in Scurry County.  
Table:  

	System Output	User Input
Population Center	Latitude: 32.7444622 Longitude: -100.9133987	Latitude: 32.72155947 Longitude: -100.91461135

  
Supporting Document(s): [Scurry County Data.docx](#)
- 4 Transportation Type**  
No Transportation Type Adjustment information has been supplied.

Figure 133: Supplemental Information - RSA Information Tab



<b>Feature</b>	<b>Description</b>
<b>1. RSA Validity</b>	This section will be completed if the user needed to justify why the saved area is rational.
<b>2. RSA Population</b>	This section will include the system sourced population. Any user adjusted population will appear here along with the supporting documentation explaining the user adjustment.
<b>3. Population Center</b>	This section will always display the default population center and if applicable, the user adjusted population center with the required explanation and documentation.
<b>4. Transportation Type</b>	This section will only display if the user has chosen public transit and provided a justification on the Mapping Tool.

#### USER NOTES

- The user can collapse or expand any and all sections by selecting the arrow to the left of that section's header. The user can also view documents by selecting the document hyperlink if applicable.

#### 5.4.4B CA ANALYSIS

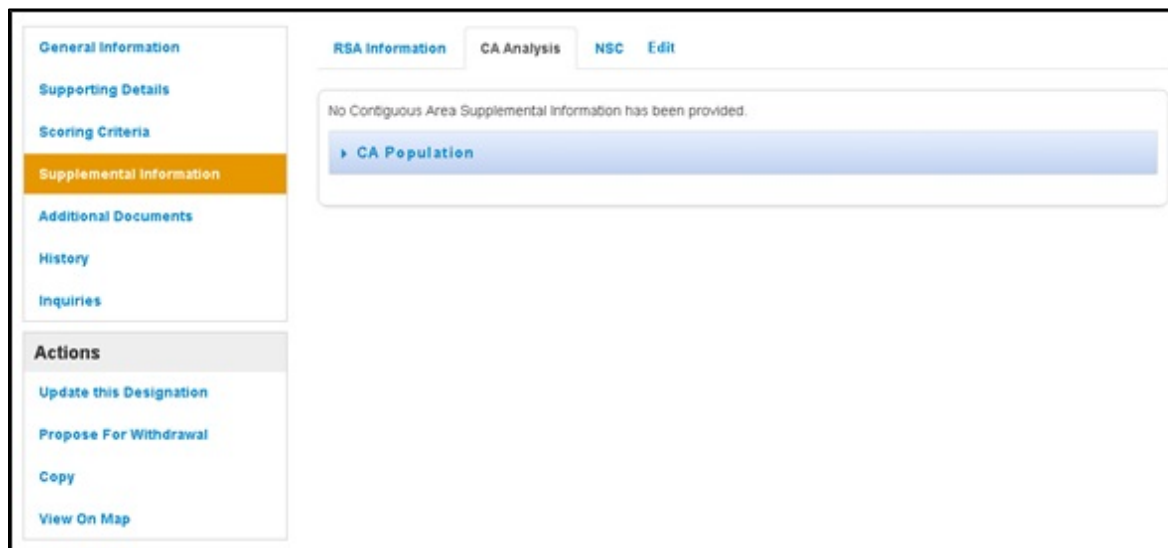


Figure 134: Supplemental Information - All CAs Passed Analysis Result

The user will see the above message if all Contiguous Areas in the mapping application have passed the system analysis and no additional evidence is required.



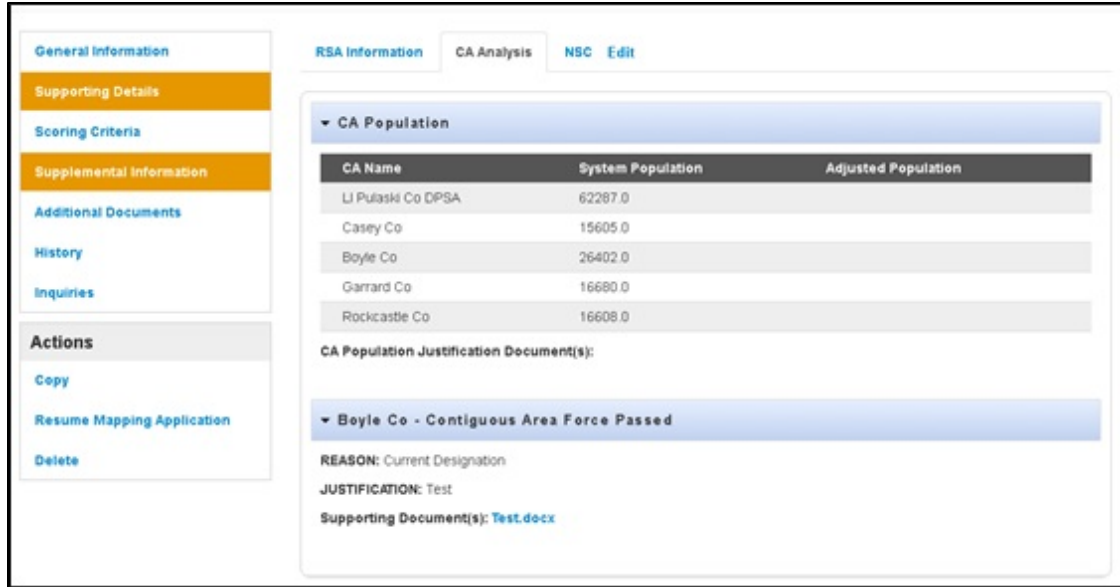


Figure 135: Supplemental Information - CA(s) Failed Analysis Result

The user will see the above content if a contiguous area(s) does not pass the system analysis. The section will display the name of the component, the user selected reason, the user entered explanation, and document evidence that the user can view.

#### 5.4.4C NSC PROVIDER

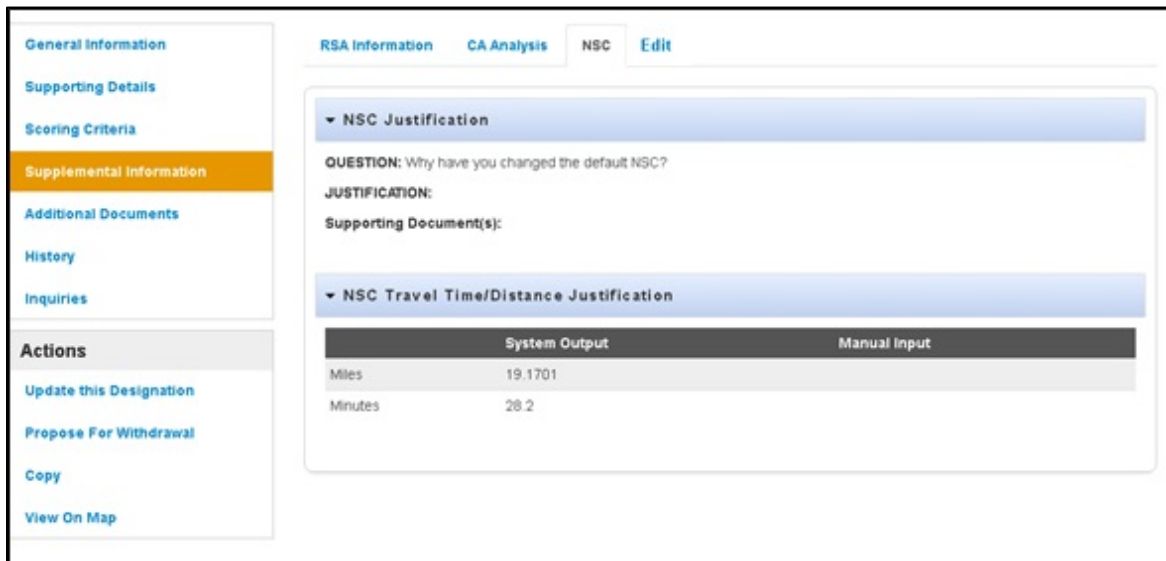


Figure 136: Supplemental Information - NSC Details Tab

If the user has chosen a non-Default NSC on the Mapping Tool, the justification and document provided on the Supplemental information form will appear to the user under this NSC Provider section. The user can also view the selected NSC travel time and Distance from the NSC.



#### 5.4.4D EDIT

The screenshot displays the 'Edit' tab within the 'Supplemental Information' section. The left sidebar contains navigation links: General Information, Supporting Details, Scoring Criteria, Supplemental Information (highlighted), Additional Documents, History, Inquiries, Actions, Copy, and View On Map. The main content area has tabs for RSA Information, CA Analysis, NSC, and Edit. The 'RSA Information' section is expanded, showing the following fields:

- RSA Validity**
- Supporting Document(s):** No uploaded documents
- Upload Document:** Choose File | No file chosen. Your file must contain one of the following extensions: bmp, doc, docx, gif, jpeg, jpg, pdf, tiff, xls, xlsx, xlsm, xlsx
- Why is the saved area rational?**
- Edit Justification:** [Text input field]

Below these fields is a **Submit** button. A horizontal dashed line separates this section from the **RSA Population** section, which includes a table:

Population Type	Population for whom poverty status is determined	Adjusted Population
Designation Population	21,652	

Below the table are the following fields:

- Indicates Alcohol Abuse:** Yes
- Indicates Substance Abuse:** No
- Supporting Document(s):** [supporting-details-rsa.xls](#)
- Upload Document:** Choose File | No file chosen. Your file must contain one of the following extensions: bmp, doc, docx, gif, jpeg, jpg, pdf, tiff, xls, xlsx, xlsm, xlsx

A **Submit** button is located at the bottom right of the RSA Population section.

Figure 137: Supplemental Information - Edit Tab

The user can update supplemental justifications and documents while the designation is submitted and under the review process. In order to update the justifications, the user will enter the new justification in the text box and click "Submit". In order to update the supplemental documents, the user will choose a file and click "Submit".

#### 5.4.5 ADDING ADDITIONAL DOCUMENTS

In order to access the Additional Documents section of the designation profile, the user should select that tab on the left hand side of the profile. The user can use this section to upload additional documents applicable to the designation.



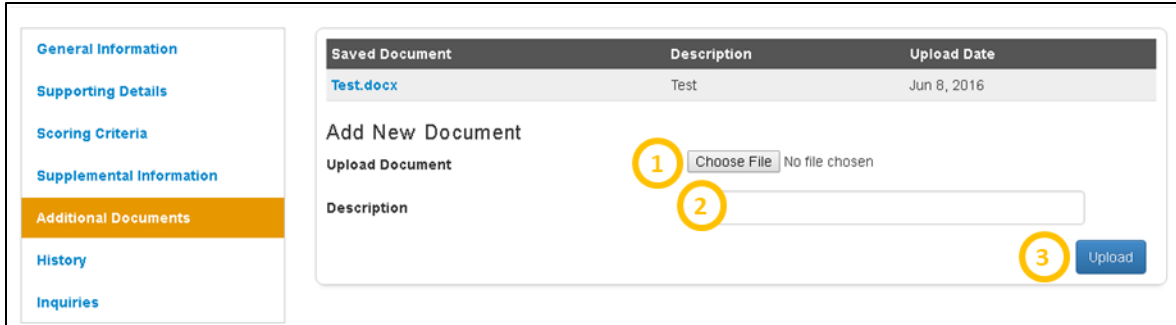


Figure 138: Adding Additional Documents to a Designation Profile

Feature	Description
1. Choose File	This button should be selected if the user would like to upload a document.
2. Description	The user has the option to input a short description about the document being uploaded in this box.
3. Upload	This button should be selected once the user is ready to upload the document and description.

## BUSINESS RULES

- A document must be selected before the user clicks the upload button or the user will receive a system error.
- The description text field is alpha numeric and cannot exceed 50 characters.

## 5.4.6 CASE HISTORY

In order to access the Case History section of the designation profile, the user should select that tab on the left hand side of the profile. The user can use this section to view the following dropdowns:

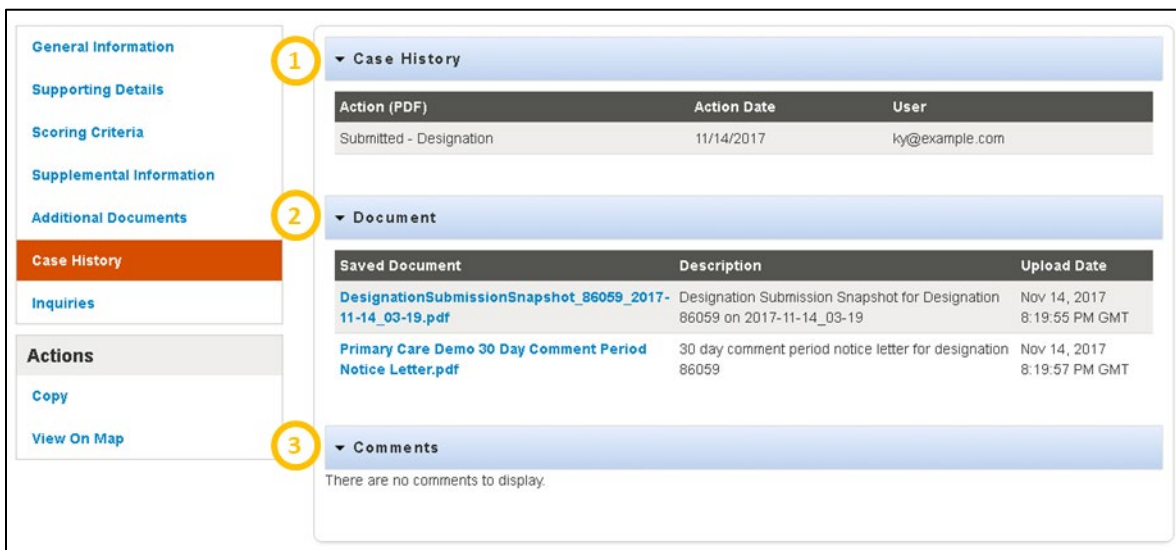


Figure 139: Designation Case History Page



Feature	Description
1. Case History	Includes the actions associated with the application, the date the action occurred, and the specific user who completed the action.
2. Documents	Includes a hyperlink to a PDF of each saved application or a PDF of each system generated letter, a description, and upload date.
3. Comments	Includes read-only comments submitted with a returned application.

### 5.4.7 INQUIRIES

The inquiry section of the portal provides an easy and streamlined process for the PCO user to communicate with their respective Project Officer. Inquiries may be created from the Designation Profile in the PCO Portal by navigating to the Designation Profile of the designation which is the subject of the inquiry. Clicking on the “Inquiries” tab on the designation profile will allow the PCO to create an inquiry for the designation.



Figure 140: Navigating to Inquiries Page

The Inquiries page displays upon selection of the “Inquiries” tab from the designation profile. The Inquiries page will display existing inquiries for the designation in a table within the page. From this page, the user may choose to create a new inquiry or view an existing inquiry to provide more information or view follow-up information provided by the Project Officer.

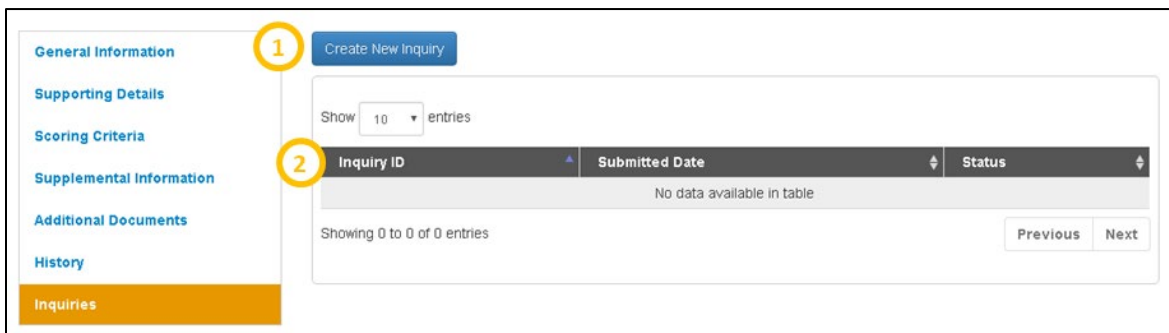


Figure 141: Inquiries Page in SDMS Portal

Feature	Description
1. Create New Inquiry	This button is to be selected by the user if they would like to create a new inquiry.





Feature	Description
2. Inquiry ID	The user has the option to view an existing inquiry by selecting the Inquiry ID.

### 5.4.7A CREATE NEW INQUIRY

The Create New Inquiry page displays when the user selects the Create New Inquiry button from the Inquiries page.

The screenshot shows the 'Create New Inquiry' page. On the left is a navigation sidebar with sections: General Information, Supporting Details, Scoring Criteria, Supplemental Information, Additional Documents, History, Inquiries (highlighted in orange), and Actions (with sub-items Copy and View On Map). The main content area has a 'Communication Details' section with fields for 'Category' and 'Designation', and 'Designation ID' with the value '47819'. Below is a 'Documents' section with 'Uploaded Documents' (empty), 'Upload Documents' (with a note on file types), and a 'Please describe the uploaded document' text field (callout 1). An 'Upload Document' button with a 'Choose File' input (callout 2) is next to it. A 'Comments' section has a 'Message' text area (callout 3). At the bottom right are 'Cancel' (callout 5) and 'Submit' (callout 4) buttons.

Figure 142: Creating a New Inquiry

Feature	Description
1. Document Description	The user must provide a description of the document that they wish to upload prior to selecting the document in the portal.
2. Choose File	This button allows the user to choose a file to upload to the portal.
3. Message	The user has the option to provide comments to the Project Officer via the Message field. The comments sent to the Project Officer as well as the Project Officer's response(s) will display in a table within the Comments section.
4. Submit	The user should select this button when they have completed the page and are ready to submit the inquiry.
5. Cancel	This button will cancel the inquiry creation and return the user to the Inquires page.



## BUSINESS RULES

- The user must click the “Submit” button for the message to be transmitted to the Project Officer.
- The Document Description must be entered for the file to upload successfully.
- The inquiry will be created upon the user hitting the Submit button and be visible from the Inquires page.

### 5.4.7B VIEW/EDIT AN EXISTING INQUIRY

An inquiry may be accessed via the Inquiries Tab on the Designation Profile. Additionally, a user may view all open inquiries for their respective state by navigating to the Inquiries Tab at the top of the navigation panel.

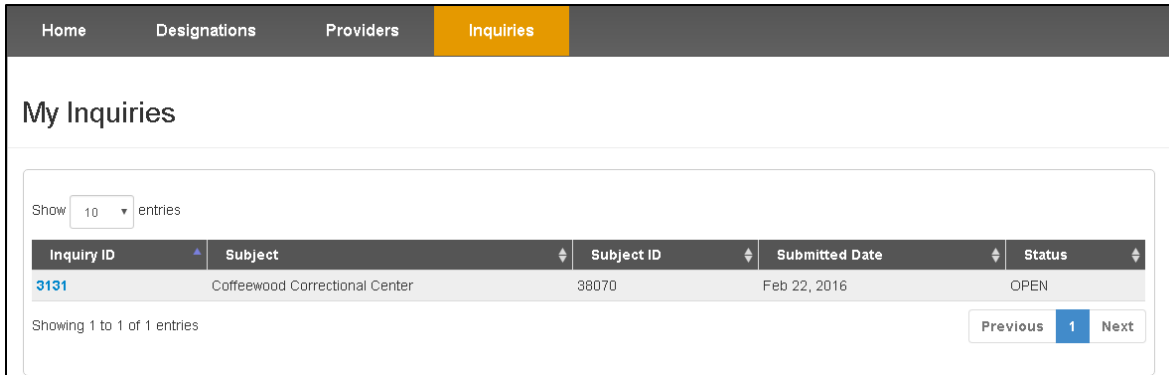


Figure 143: Accessing Inquiries from the Navigation Panel

The Inquiry Details will display when the user selects the Inquiry ID to view an existing inquiry.

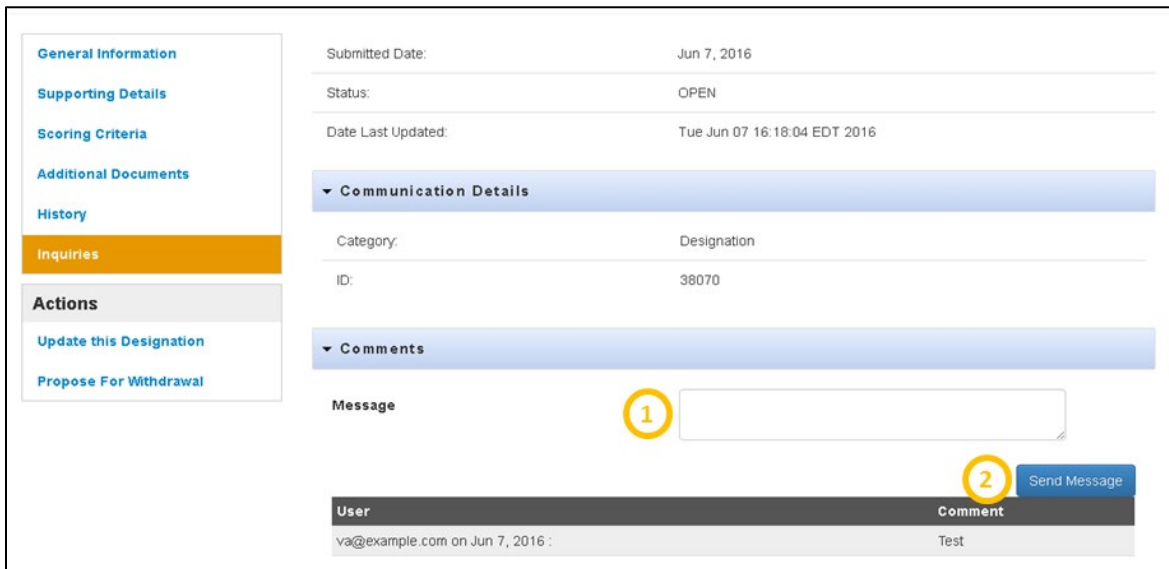


Figure 144: Writing and Viewing Comments on an Inquiry



<b>Feature</b>	<b>Description</b>
<b>1. Message</b>	The user has the option to provide additional comments to the project officer via the Message field. The comments sent to the Project Officer as well as the Project Officer’s response(s) will display in the table within the comment section.
<b>2. Send Message</b>	The user must select the Send Message button after entering the desired comments to the Project Officer to provide information for the inquiry.

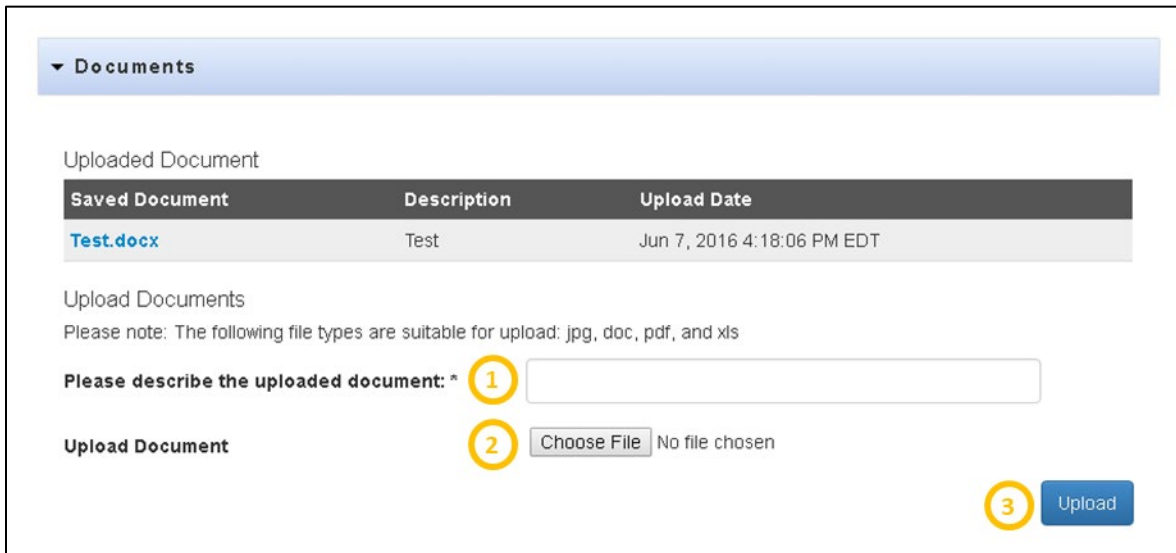


Figure 145: Uploading a Document to an Existing Inquiry

<b>Feature</b>	<b>Description</b>
<b>1. Document Description</b>	The user must provide a description of the uploaded document prior to selecting Upload.
<b>2. Choose File</b>	Selecting this button allows the user to select a file to upload.
<b>3. Upload</b>	This button should be selected once the user would like to upload the selected document.

## BUSINESS RULES

- The “Send Message” button must be initiated for the message to be transmitted to the Project Officer.
- The Document Description must be entered for the file to upload successfully.



### 5.4.8 DESIGNATION PROFILE ACTIONS

The Actions section of the Designation profile is dynamic based on the status the designation is in. The following actions will be available for an in progress HPSA or MUA/P designation:

General Information	Public ID	N/A
Supporting Details	Designation Name	Lee
Scoring Criteria	Designation Type	Hpsa Geographic High Needs
Supplemental Information	Designation Option	Geographic Population
Additional Documents	Discipline	Primary Care
History	Status	In progress
Inquiries	Initial Submission Date	N/A
<b>Actions</b>	Initial Designation Date	N/A
Copy <b>1</b>	Last Approved Designation Date	N/A
Resume Mapping Application <b>2</b>	Is High Needs	Yes
Delete <b>3</b>	Population for whom Poverty is Determined (PPD)	87,938
Download Current Summary <b>4</b>	Adjusted Population	N/A
	Provider FTE	35.13

Figure 146: Actions Available for an in-Progress HPSA or MUA/P

**Feature**

**1. Copy**

**Description**

This link will direct the user through the same process as the copy link located on the Designation Search page discussed in *Section 5.2 Copying Designations*.

**2. Resume Mapping Application**

This link will direct the user back to the Mapping Tool to complete the in progress designation. The user will be taken to the exact step of where the application was previously saved. All work completed before exiting the Mapping Tool will be saved and displayed on the map.

**3. Delete**

This link will direct the user through the same process as the delete link located on the Designation Search page discussed in *Section 5.3 Deleting In-Progress Designations*.

**4. Download Current Summary**

This link will download a PDF snapshot of the designation application. It will include the information that has been completed and saved to that point and will leave incomplete or unsaved sections blank.



The following actions will be available for a designated HPSA or MUA/P:

<b>General Information</b>	Public ID	03576
Supporting Details	Designation Name	[REDACTED]
Scoring Criteria	Designation Type	MUA
Supplemental Information	Designation Option	Medically Underserved Area
Additional Documents	Discipline	Primary Care
History	Status	Designated
Inquiries	Initial Submission Date	N/A
<b>Actions</b>	Initial Designation Date	November 01, 1978
1 Update this Designation	Last Approved Designation Date	January 20, 2011
Propose For Withdrawal 2	Is Governor's Exception	No
3 Copy	Total Resident Civilian Population	22,274
View On Map 4	User Adjusted Population	N/A
	Provider FTE	N/A

Figure 147: Actions Available for a Designated HPSA or MUA/P

<b>Feature</b>	<b>Description</b>
<b>1. Update this Designation</b>	This link will direct the user to the Mapping Tool to complete an updated application for the designation.
<b>2. Propose for Withdrawal</b>	This link will direct the user to propose to withdraw a current designation.
<b>3. Copy</b>	This link will direct the user through the same process as the copy link located in the Designation Search page discussed in <i>Section 5.3 Deleting In-Progress Designations</i> .
<b>4. View on Map</b>	This link will launch the Mapping Tool to a zoomed-in view of the associated RSA with no information panels open. While the map is viewable, it is not editable and the status of the designation is not affected.  See <i>Section 4.2 Mapping Tool Layout and User Interface</i> for more information on the tool's functionality.

**USER NOTES**

- No actions will be available for a withdrawn migrated HPSA or MUA/P from ASAPS as the geometries were not available for migration into the Shortage Designation Management System. Designations in all other statuses not mentioned above will only have copy as an action selection.



The following actions will be available for an in progress Facility designation:

<b>General Information</b>	Public ID	N/A
<a href="#">Supporting Details</a>	Designation Name	
<a href="#">Scoring Criteria</a>	Designation Type	OFAC
<a href="#">Additional Documents</a>	Designation Option	N/A
<a href="#">History</a>	Discipline	Primary Care
<a href="#">Inquiries</a>	Status	In progress
<b>Actions</b>	Initial Submission Date	N/A
<a href="#">Resume Facility Application</a> <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">1</span>	Initial Designation Date	N/A
<a href="#">Delete</a> <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">2</span>	Last Approved Designation Date	N/A
<a href="#">Download Current Summary</a> <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">3</span>	Provider FTE	N/A
	Is Facility	Yes

**Figure 148: Actions Available for an In-Progress Facility Designation**

Feature	Description
<b>1. Resume Facility Designation</b>	This link will redirect the user to complete the Facility Designation application.
<b>2. Delete</b>	This link will direct the user through the same process as the delete link location on the Designation Search page discussed in <i>Section 5.3 Deleting In-Progress Designations</i> .
<b>3. Download Current Summary</b>	This link will download a PDF snapshot of the designation application. It will include the information that has been completed and saved to that point and will leave incomplete or unsaved sections blank.

The following actions will be available for a Designated Facility:

<b>General Information</b>	Public ID	[Redacted]
<a href="#">Supporting Details</a>	Designation Name	[Redacted]
<a href="#">Scoring Criteria</a>	Designation Type	State/County Mental Hospital
<a href="#">Additional Documents</a>	Designation Option	N/A
<a href="#">History</a>	Discipline	Mental Health
<a href="#">Inquiries</a>	Status	Designated
<b>Actions</b>	Initial Submission Date	August 31, 2016
<a href="#">Update this Designation</a> <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">1</span>	Initial Designation Date	November 21, 2016
<a href="#">Propose For Withdrawal</a> <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">2</span>	Last Approved Designation Date	November 21, 2016
	Psych FTE	9.03

**Figure 149: Actions Available for a Designated Facility**

Feature	Description
<b>1. Update this Designation</b>	This link will direct the user to the facility application to complete an updated application for the designation.



Feature	Description
2. Propose for Withdrawal	This link will direct the user to propose to withdraw a current designation.

The following action will be available for a withdrawn Facility designation:

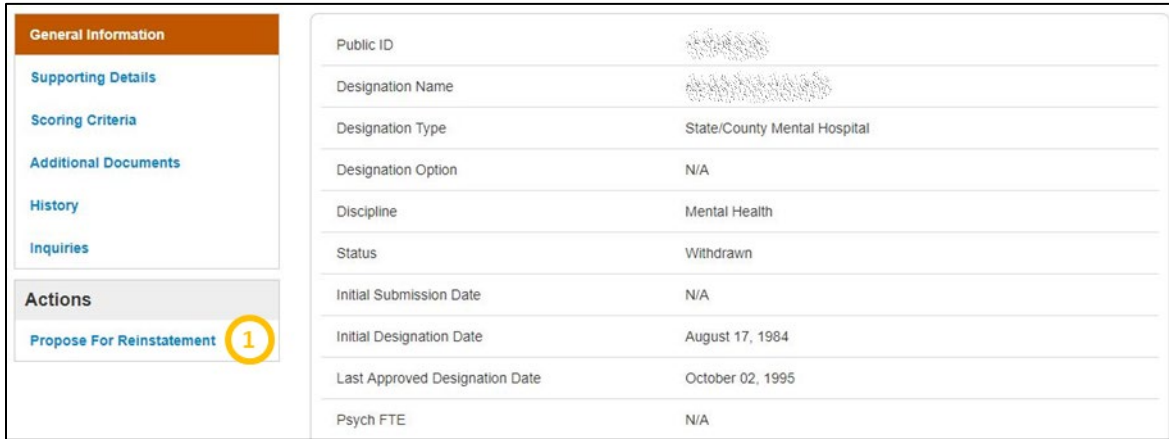


Figure 150: Actions Available for a Withdrawn Facility Designation

Feature	Description
1. Propose for Reinstatement	This link will direct the user to the facility application to complete an application for reinstatement.

## 5.5 DESIGNATION ACTIONS

The actions available on a designation will vary depending on the current status of the designation. The following sections detail the various actions available to PCOs.

### 5.5.1 UPDATING A DESIGNATION

All designations, whether migrated or new, that have a status of designated have the ability to be updated by the user. Updating designations will follow the same business rules and functionality as creating a new application with the Mapping Tool (see *Section 4. SDMS Mapping Tool*).



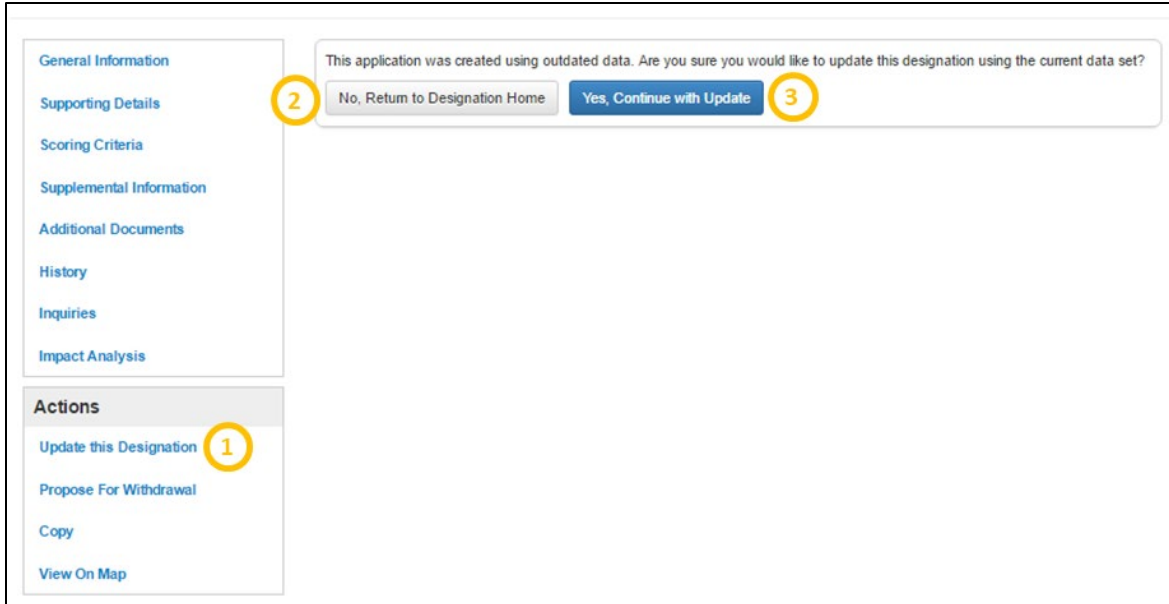


Figure 151: Updating a Designation Prompts

**Feature**

**1. Update the Designation**

**Description**

The user will be directed to the page above once this button is selected during any portion of the Designation Profile.

**2. No, Return to Designation Home**

Upon selecting this button, the user will be directed back to the general information section of the Designation Profile.

**3. Yes, Continue Map Update**

Upon selecting this button, the user will be directed to the Mapping Tool to complete an update for the selected designation.

Once the user selects “Yes, Continue Map Update”, the system will direct the user to the following image:

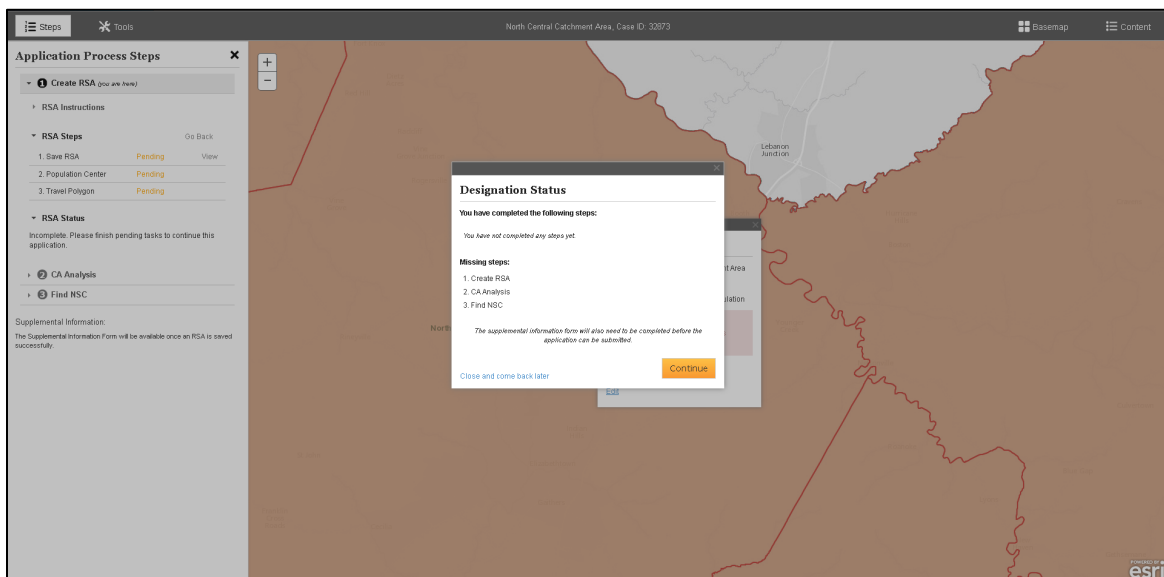


Figure 152: Initial Mapping Tool Screen





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The system will direct the user back to the RSA step of the Mapping tool. The original RSA geometry will be visible and once the user selects the “Continue” button, the user will be directed to the Mapping Tool to complete the updated application.

### USER NOTES

- For all migrated Designations from ASAPS, only the RSA and CA geometries, if applicable, from designations were available for migration. The user will not be able to edit the RSA geometry but will be able to edit and recreate the Contiguous Areas.

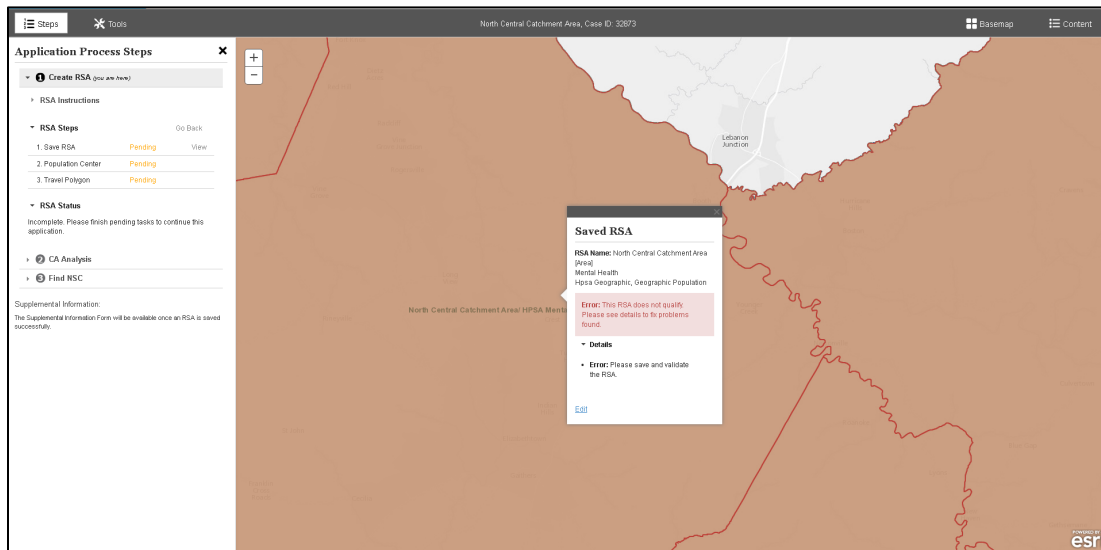


Figure 153: RSA Highlighted in Mapping Tool

The first step of updating a designation is to save and validate the RSA. The user should select the “Edit” link to save the RSA. The user will not be able to change any aspect of the RSA. Once the RSA is saved, the user should continue with the application as explained in *Section 4.3 Creating a Rational Service Area (RSA)*.

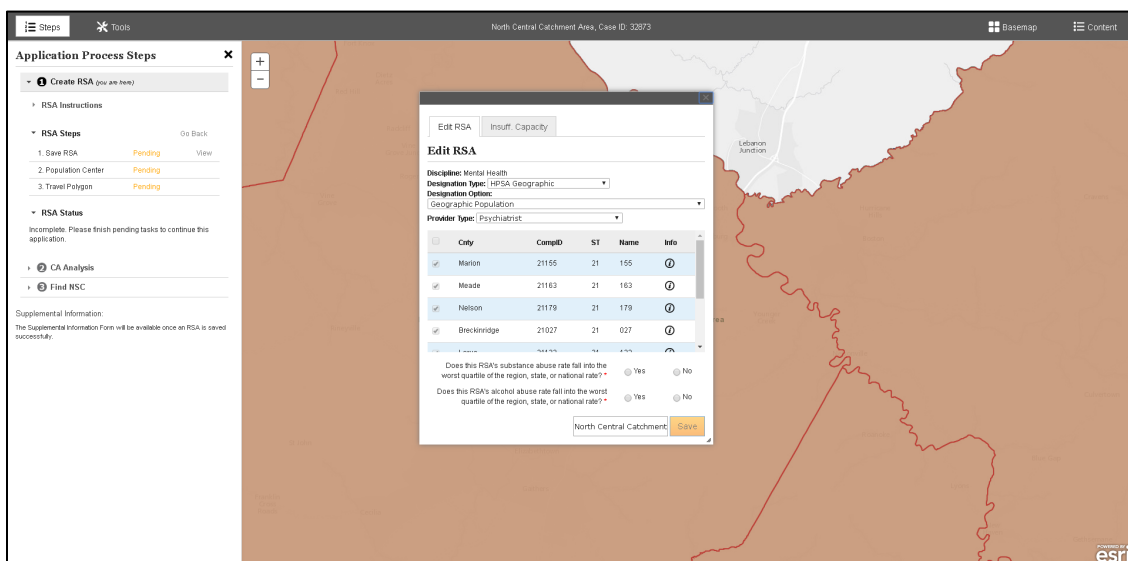
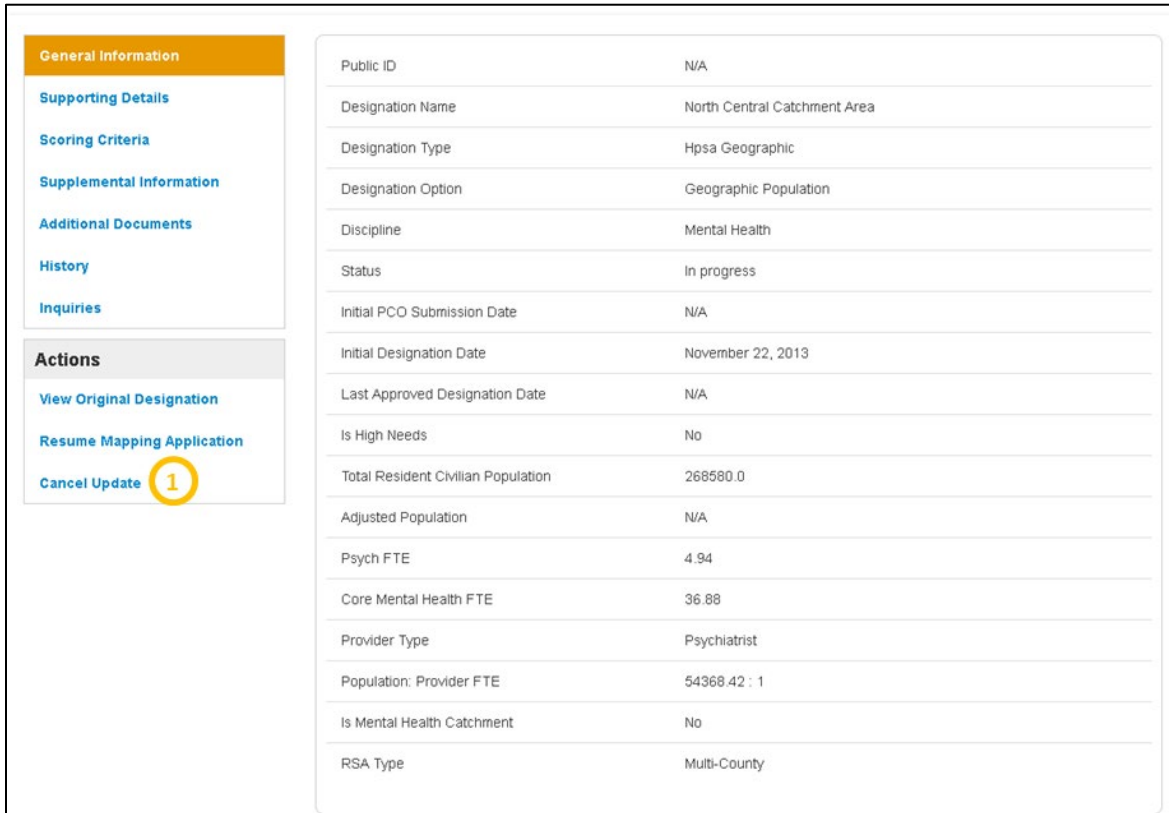


Figure 154: Edit RSA Panel in Mapping Tool



## 5.5.2 CANCELLING AN UPDATE

If the user would like to cancel an update of a current designation, the user will need to navigate to the designation profile of the update application.



The screenshot displays a user interface for managing PCO designations. On the left, a navigation menu includes sections for 'General Information' (highlighted in orange), 'Supporting Details', 'Scoring Criteria', 'Supplemental Information', 'Additional Documents', 'History', and 'Inquiries'. Below these is an 'Actions' section with three options: 'View Original Designation', 'Resume Mapping Application', and 'Cancel Update', which is circled in yellow with a '1' inside. The main content area on the right is a table with the following data:

Public ID	N/A
Designation Name	North Central Catchment Area
Designation Type	Hpsa Geographic
Designation Option	Geographic Population
Discipline	Mental Health
Status	In progress
Initial PCO Submission Date	N/A
Initial Designation Date	November 22, 2013
Last Approved Designation Date	N/A
Is High Needs	No
Total Resident Civilian Population	268580.0
Adjusted Population	N/A
Psych FTE	4.94
Core Mental Health FTE	36.88
Provider Type	Psychiatrist
Population: Provider FTE	54368.42 : 1
Is Mental Health Catchment	No
RSA Type	Multi-County

Figure 155: Canceling an Update to a Current Designation

### Feature

#### 1. Cancel Update

### Description

The user should select this option to cancel the update. Once canceled, the user will be able to complete a new update if desired.

### User Notes:

- The delete button on the search results will not be applicable for update applications.



### 5.5.3 PROPOSING A DESIGNATION FOR WITHDRAWAL

The user has the ability to propose for withdrawal any HPSA, MUA/P, OFAC or State/County Mental Hospital designation with a status of Designated.

The screenshot shows a web interface for proposing a designation for withdrawal. On the left is a sidebar with navigation links: General Information, Supporting Details, Scoring Criteria, Supplemental Information, Additional Documents, History, and Inquiries. Below these is an 'Actions' section with links for 'Update this Designation', 'Propose For Withdrawal' (marked with a yellow circle 1), 'Copy', and 'View On Map'. The main content area contains a warning: 'The following designations will be affected by withdrawing this designation:'. Below this is a text box for details, followed by the question 'Are you sure you would like to propose this designation for withdrawal?'. Two buttons are present: 'No, Return to Designation Home' (marked with a yellow circle 2) and 'Yes, Propose for Withdrawal' (marked with a yellow circle 3).

Figure 156: Proposing a Designation for Withdrawal

Feature	Description
1. Propose for Withdrawal	The user will be directed to the page above once this button is clicked on during any portion of the Designation Profile.
2. No, Return to Designation Home	Upon selecting this button, the user will be directed back to the General Information section of the Designation Profile.
3. Yes, Propose for Withdrawal	Upon selecting this button, the system will submit the designation to review the proposed withdrawal.

#### USER NOTES

- The user must enter an explanation in the text box on this page in order to submit the designation for proposed for withdrawal.

If a HPSA designation being proposed for withdrawal is associated to a designated OFAC, the user will receive a warning message that the associated OFAC will also be proposed for withdrawal if the HPSA is approved for withdrawal.



The following facility designations are associated to this designation. Any designated Other Facilities associated to this designation will be proposed for withdrawal should the withdrawal request be approved.

ID	Name	Type	State	Status
100431	Hayes E. Willis Health Center	FacilityDesignationOFAC	VA	Designated

Please provide details regarding the withdrawal request.(Maximum length is 500) \*

0 of 500

Are you sure you would like to propose this designation for withdrawal?

Figure 157: Withdrawal Warning Message for Associated OFAC

#### 5.5.4 PROPOSING A DESIGNATION FOR REINSTATEMENT

The user has the ability to propose for withdrawal OFAC or State/County Mental Hospital designation with a status of Designated.

Are you sure you would like to propose this designation for reinstatement?

Figure 158: Proposing a Designation for Reinstatement

Feature	Description
1. Propose for Reinstatement	The user will be directed to the page above once this button is selected while viewing any portion of the Designation Profile.
2. No, Return to Designation Home	Upon selecting this button, the user will be directed back to the General Information section of the Designation Profile.
3. Yes, Propose for Reinstatement	Upon selecting this button, the system will direct the user to the Facility application. Please see <i>Section 5.8 Creating Facility Designations</i> for more information.



### 5.5.5 UNLINK PARENT/CHILD UPDATE APPLICATION

PCOs can unlink a Parent/Child update application when the child application is not approved. The PCO will see a link under actions: “Unlink from Parent Designation”. Once the user selects “Unlinks from Parent Designation”, they must then select “Yes, continue with Unlink”. Once selected, the Parent/Child designations will be unlinked and the system will navigate the user back to the original parent designation where a new update application can be initiated.

#### INSTRUCTIONS

1. Under Actions, select “Unlink from Parent Designation.”
2. On the next page the user will be prompted to not continue with the unlinking process and return to the Designation Homepage, or to continue with the unlinking process. If the user wishes to continue, select “Yes, Continue with Unlink”.
3. The user will then be directed back to the original parent designation. If the user wishes to do so, they can update the designation under the actions menu.

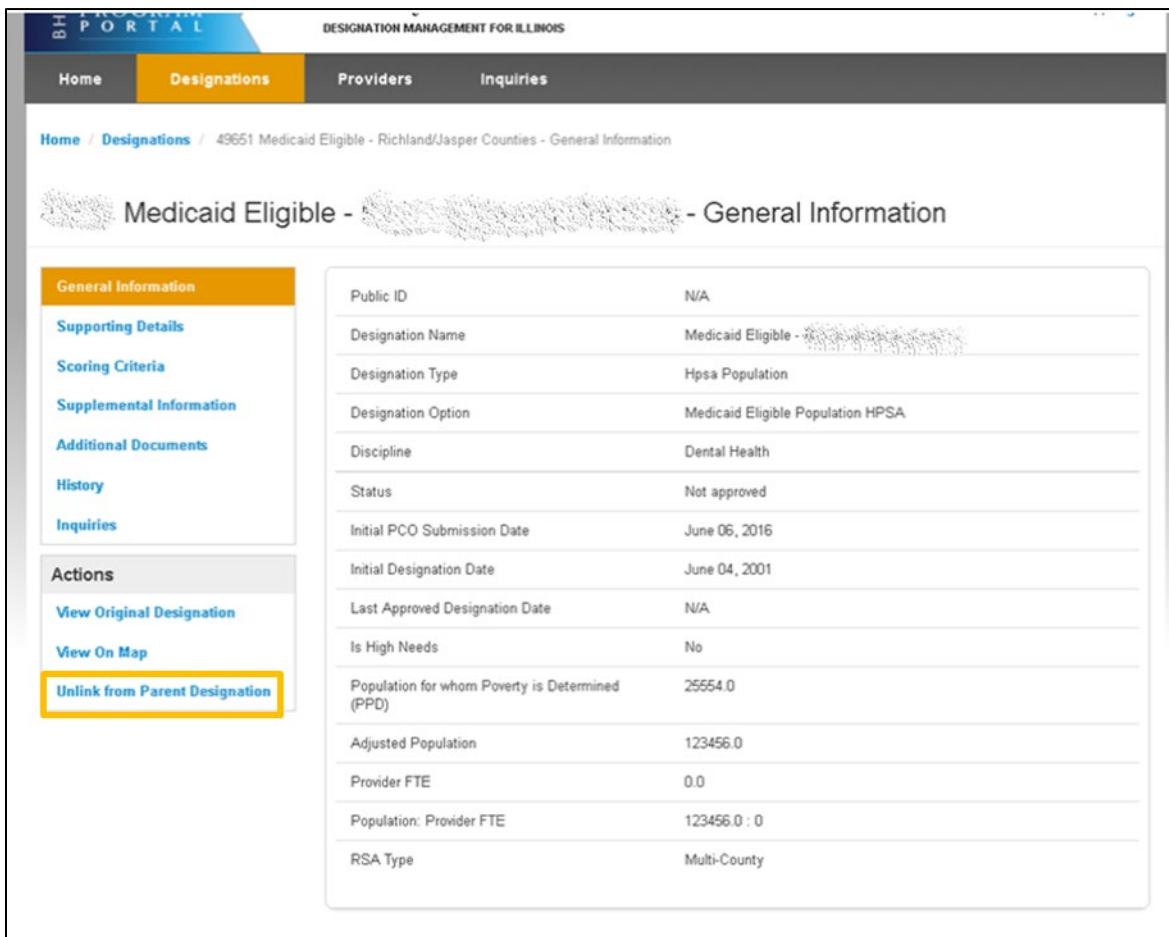


Figure 159: Unlinking Parent/Child Designations



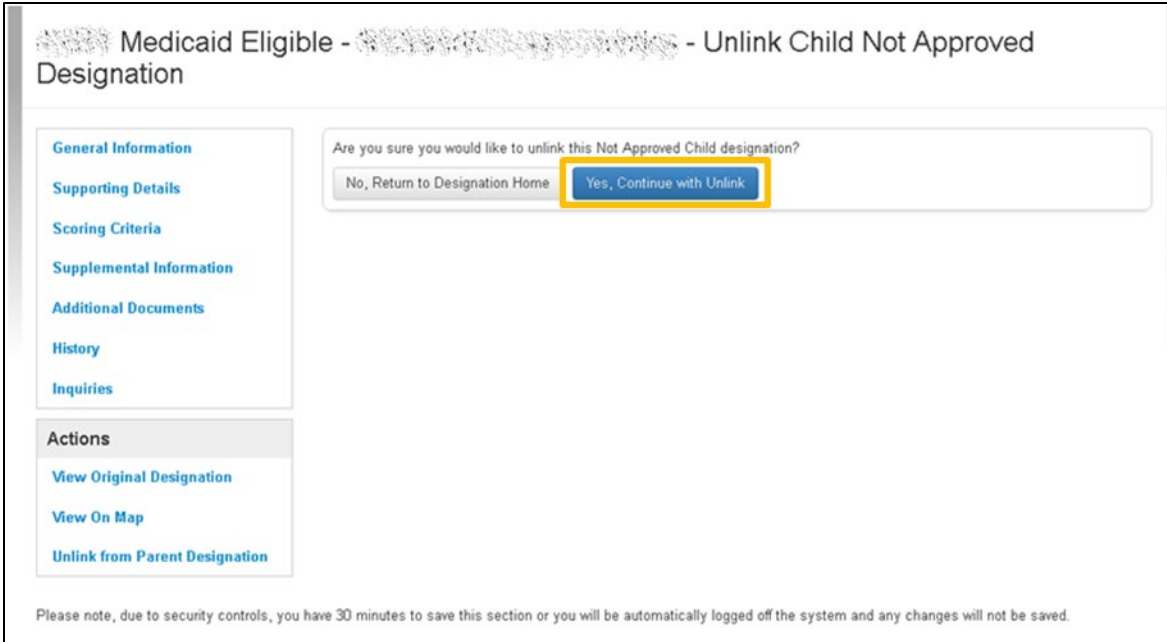


Figure 160: Unlink Parent/Child Designation Confirmation Page

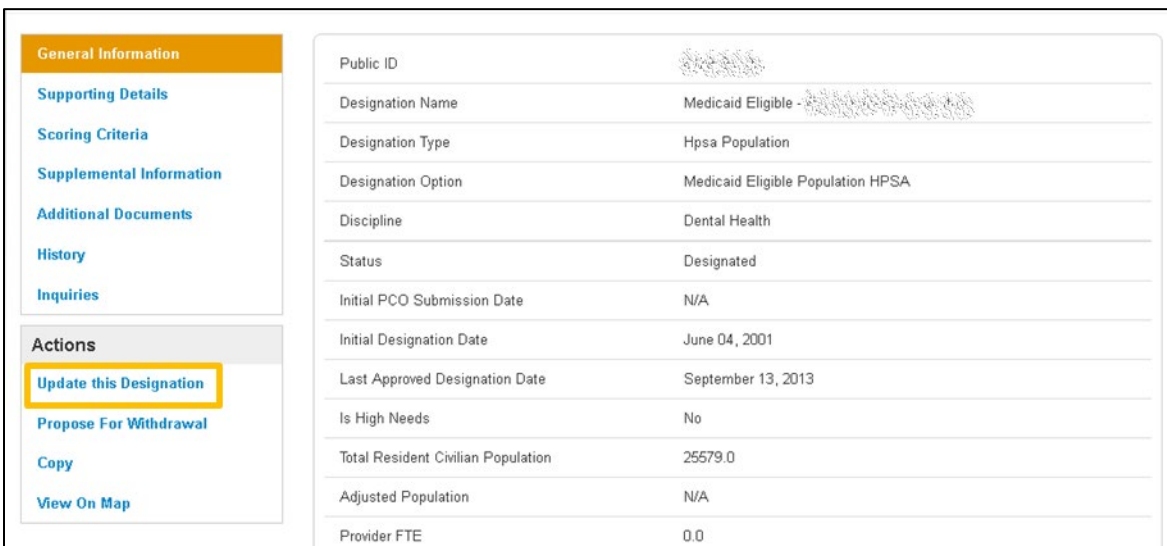


Figure 161: Updating an Unlinked Designation

## 5.6 WITHDRAWAL BUNDLE DESIGNATIONS

PCOs can submit a new application and propose for withdrawal a current designation at the same time. Once an analyst approves the new application, the overlapping or associated facility designations will go into a Proposed for Withdrawal status while the new designation will become designated. Any correctional facilities associated with the overlapping designations will remain unchanged until they are updated by the PCO.



### 5.6.1 SEARCH/SELECT WITHDRAWAL BUNDLE DESIGNATIONS

#### INSTRUCTIONS

To search for a designation that is affiliated with a withdrawal bundle, navigate to the designation search page:

1. Select “Submitted Designation,” “Existing Area Overlap” or “Existing Facility Overlap” from the Withdrawal Bundle dropdown.
2. Once selected click search. A list of designations associated with the search criteria will appear below.
3. Click on the hyperlink in the Case ID of the application you wish to view.

The screenshot shows the 'Search Designations' interface. At the top, there are search filters for Designation Name, Case ID, Public ID, Discipline (None selected), Type (1 selected), and Withdrawal Bundle (1 selected). Below these are filters for Status (None selected), County (Select One), Submission Year (None selected), and Returned/Resubmitted (None selected). A 'Search' button is highlighted with a blue box. Below the filters, there is a 'Show 10 entries' dropdown and a 'Search Results' section. The results table has columns for Case ID, Public ID, Discipline, Name, Type, Option, Status, Submission Year, Returned/Resubmitted, Withdrawal Bundle Type, Delete, and Copy. The first row shows Case ID 136608, Discipline Mental Health, Type Hpsa, Option Geographic High Needs, Status Under Review - Designation, Submission Year 2020, Returned/Resubmitted Resubmitted, and Withdrawal Bundle Type Submitted Designation. The Case ID '136608' is highlighted with a blue box.

Figure 162: Searching and Selecting Withdrawal Bundle Designations

#### USER NOTES

- Correctional Facilities that are associated with the overlapping designations that would be Proposed for Withdrawal should the submitted application be approved will not appear in the search grid.

### 5.6.2 WITHDRAWAL BUNDLE WARNING MESSAGES

PCO will view the following Withdrawal Bundle warning message on the General Information page of the submitted designation.



The screenshot shows the '65572 User Guide - General Information' page. A warning message is displayed at the top right, stating: 'Please note that upon final approval of this application, any overlapping designations bundled with this application will be proposed for withdrawal.' Below the warning is a table with the following data:

Public ID	N/A
Designation Name	User Guide
Designation Type	Hpsa Geographic
Designation Option	Geographic Population
Discipline	Primary Care
Status	Submitted - designation
Initial PCO Submission Date	March 07, 2017

Figure 163: Withdrawal Bundle Warning Message on General Information Page

PCO will view the following Withdrawal Bundle warning message on the General Information page of any overlapping designations. The submitted designation Case ID will be displayed in the warning message.

The screenshot shows the '56010 LI-Nelson County - General Information' page. A warning message is displayed at the top right, stating: 'Please note that this designation is tied to a bundle created from designation #65572. While actions can still be performed on this designation, a final review decision can not be made until designation #65572 has been reviewed.' Below the warning is a table with the following data:

Public ID	56010
Designation Name	LI-Nelson County
Designation Type	Hpsa Population
Designation Option	Low Income Population HPSA
Discipline	Primary Care
Status	Designated
Initial PCO Submission Date	October 11, 2016

Figure 164: Overlapping Designations Warning Message

## USER NOTES

- All overlapping designations will remain in a Designated Status and all actions applicable to that designation will remain enabled until a decision is made on the new submitted designation. Once a decision has been made on the new submitted designation, the withdrawal bundle warning messages will no longer appear in the designation's profiles.





### 5.6.3 WITHDRAWAL BUNDLE DESIGNATIONS PAGE

The Submitted Designation as well as any overlapping Existing Areas or OFACs in a withdrawal bundle will have a detailed Bundled Designations section within their profile.

The following information will be provided on the Bundled Designations page:

Case ID	Discipline	Name	Type	Initial Designation Date	Last Updated Date	Score	Bundle Affiliation
65572	Primary Care	User Guide	Geographic Population	N/A	03/07/2017	12	Submitted Designation
	Primary Care	Low Income Population HPSA	Low Income Population HPSA	10/13/2016	10/13/2016	10	Existing Area Overlap
	Primary Care	Low Income Population HPSA	Low Income Population HPSA	03/15/2011	05/07/2014	9	Existing Area Overlap

Figure 165: Bundled Designations Page

Feature	Description
1. Case ID	The unique Case ID for each designation.
2. Discipline	The discipline of the designation.
3. Name	The name of the designation.
4. Type	The type of the HPSA: <ul style="list-style-type: none"> <li>• Geographic</li> <li>• Population</li> <li>• Facility</li> </ul>
5. Initial Designation Date	The date when the designation was initially designated.
6. Last Updated Date	The date when the designation was last updated.
7. Score	The current score for the designation.



**Feature**

**8. Bundle Affiliation**

**Description**

The affiliation the designation has to the withdrawal bundle. There are three classifications:

- *Submitted Designation:* A HPSA or MUA/P whose application submission causes any existing HPSA, MUA/P or facility designation to enter the withdrawal process.
- *Existing Area Overlap:* A HPSA or MUA/P that enters the designation withdrawal process as a result of a new application submitted within the same area.
- *Existing Facility Overlap:* A facility designation (excluding Correctional Facilities and State Mental Health Hospitals) that enters the designation withdrawal process as a result of a new application submitted within the same area.

**USER NOTES**

- All overlapping designations will remain in a Designated Status and all actions applicable to that designation will remain enabled until a decision is made on the new submitted designation. Once a decision has been made on the new submitted designation the withdrawal bundle warning messages and Bundled Designations tab will no longer appear in the designations profile.

**5.6.4 WITHDRAWAL BUNDLE IN HISTORY PAGE**

The withdrawal bundle history will be captured in the designation history page. The new submitted designation PDF Snapshot in the “Document” section will contain a section for the bundled designation information as seen below.

65572 - KY - PC - User Guide - Submission Snapshot - 3/7/2017 11:23 a.m.

Bundled Designations

Case ID	Discipline	Name	Type	Initial Designation Date	Last Updated Date	Score	Bundle Affiliation
65572	Primary Care	User Guide	Geographic Population	N/A	03/07/2017	12.0	Submitted Designation
55572	Primary Care	Low Income Population HPSA	Low Income Population HPSA	03/15/2011	05/07/2014	9.0	Existing Area Overlap
55572	Primary Care	Low Income Population HPSA	Low Income Population HPSA	10/13/2016	10/13/2016	10.0	Existing Area Overlap

Figure 166: Withdrawal Bundle History PDF

The overlapping designations that are placed in Proposed for Withdrawal status by the new submitted designation being approved will show the new status under “History” dropdown as well as the hyperlinked Case ID for the new submitted designation.



The screenshot shows a web application interface with a navigation bar at the top containing 'Home', 'Designations', 'Providers', 'Inquiries', and 'Impact Analysis'. Below the navigation bar is a breadcrumb trail: 'Home / Designations / 2488 Low Income - Washington - History'. The main heading is '2488 Low Income - Washington - History'. On the left is a sidebar menu with options: 'General Information', 'Supporting Details', 'Scoring Criteria', 'Supplemental Information', 'Additional Documents', 'History' (highlighted), 'Inquiries', and 'Impact Analysis'. The main content area has three sections: 'History' with a table, 'Document', and 'Comments'. The 'History' table has columns 'Action (PDF)', 'Action Date', and 'User'. The table contains one row: 'Proposed for Withdrawal by Designation #65572', '03/07/2017', and 'nih\_brmis-test-4'. The 'Document' and 'Comments' sections both state 'There are no documents to display.' and 'There are no comments to display.' respectively.

Action (PDF)	Action Date	User
Proposed for Withdrawal by Designation #65572	03/07/2017	nih_brmis-test-4

Figure 167: Previous Proposal for Withdrawal in History Page

## 5.7 RETURNED/RESUBMITTED APPLICATIONS

Once an application is submitted, an Analyst has the ability to review the application and return it to the PCO if changes or additional information is needed. An automated notification will not be sent. The PCO can search for a returned application on the search designation screen.

### 5.7.1 SEARCH/SELECT RETURNED APPLICATION

To search for an application navigate to the designation search page. Select “Returned” from the Returned/Resubmitted dropdown. Once selected click search. A list of all returned applications will appear below. Then click on the hyperlink in the Case ID of the returned application you wish to view.



### Designations

Create Designations

**Mapping Tool** Create a HPSA or MUA/MUP with the Mapping Tool. **Facility Form** Create Facilities with the Facility Form.

Search Designations

Designation Name Case ID Public ID Discipline Type Withdrawal Bundle

Status County Submission Year Returned/Resubmitted

None selected Select One None selected 1 selected

**Search** Download Results Clear

Show 10 entries

**Search Results**

Case ID	Public ID	Discipline	Name	Type	Option	Status	Submission Year	Returned/Resubmitted	Withdrawal Bundle Type	Delete	Copy
131941		Dental Health		Hpsa Geographic	Geographic Population	In Progress	2020	Returned		Delete	Copy
135113		Mental Health		Hpsa Population	Low Income Population HPSA	In Progress	2019	Returned		Delete	Copy
135114		Mental Health		Hpsa Population	Low Income Population HPSA	In Progress	2019	Returned		Delete	Copy

Showing 1 to 3 of 3 entries

Previous 1 Next

Figure 168: Searching and Selecting Returned Applications

### 5.7.2 VIEW/RESUBMIT RETURNED APPLICATIONS

Information previously submitted will be saved with the returned application. A returned application will be returned to an in-progress state and can be resumed by selecting Resume Mapping application. The application will resume at the step, which the RSA(s) must be validated. The application can then be resumed and submitted normally.



5.7.2A VIEW/RESUBMIT RETURNED AUTO-HPSA RESCORES

See Section 7.1.2H Returned Supplemental Data Rescores

### 29353 Alameda - General Information

General Information	Public ID	N/A
<a href="#">Supporting Details</a>	Designation Name	Alameda
<a href="#">Scoring Criteria</a>	Designation Type	Hpsa Population
<a href="#">Supplemental Information</a>	Designation Option	Low Income Population HPSA
<a href="#">Additional Documents</a>	Discipline	Primary Care
<a href="#">History</a>	Status	In progress
<a href="#">Inquiries</a>	Initial PCO Submission Date	N/A
<b>Actions</b>	Initial Designation Date	N/A
<a href="#">Copy</a>	Last Approved Designation Date	N/A
<a href="#">Resume Mapping Application</a>	Is High Needs	No
<a href="#">Delete</a>	Population for whom Poverty is Determined (PPD)	N/A
	Adjusted Population	N/A
	Provider FTE	N/A
	Population: Provider FTE	null : 0
	RSA Type	Sub-County

Figure 169: Resubmitting a Returned Application

Steps
Tools
Demo, Case ID: 45603

#### Application Process Steps

- 1 **Create RSA** *(you are here)*
  - RSA Instructions
- 2 **RSA Steps** Go Back
  - 1. Save RSA Pending View
  - 2. Population Center Pending
  - 3. Travel Polygon Pending
- 3 **RSA Status**

Incomplete. Please finish pending tasks to continue this application.
- 4 **CA Analysis**
- 5 **Find NSC**

Supplemental Information:  
The Supplemental Information Form will be available once an RSA is saved.

Error: This RSA does not qualify. Please see details to fix problems found.

#### Designation Status

**You have completed the following steps:**

*You have not completed any steps yet.*

**Missing steps:**

1. Create RSA
2. CA Analysis
3. Find NSC

*The supplemental information form will also need to be completed before the application can be submitted.*

[Close and come back later](#)
Continue

Figure 170: Resubmitting a Returned Application



## 5.8 CREATING FACILITY DESIGNATIONS

Once the Designation Homepage has been accessed, the user has the option to create a new HPSA/MUAP or a facility designation application by selecting the **Designations** tab.

Figure 171: SDMS Designations Homepage

- 1. Mapping Tool**  
The user should select this button to access the Mapping Tool and create a new mapping application. Once selected, the user will be directed to the Mapping Tool landing page. Please refer to for more information. *Section 4. SDMS Mapping Tool* for more information.
- 2. Facility Form**  
The user should select this button to access the Facility Form and Create a New Facility Application. Once selected, the user will be directed to the Facility Form landing page, which will be addressed in the next section.
- 3. Search Designations**  
The user should use this section to search for existing designations. Please refer to the *Section 5.1 Searching for Designations* for more information.

### 5.8.1 NAMING AND SELECTING FACILITY DESIGNATION TYPE

Once the Facility Form button is selected on the Designation homepage, the user will be directed to the Facility Form landing page.

There are three required fields on the Facility Form Landing Page:

- Facility Name
- Discipline
- Type



Figure 172: Facility Name and Designation Type Form

**Feature**

**1. Facility Name**

**Description**

The user should enter the Application name in the text field. The field is limited to 50 characters or less.

**2. Discipline**

The user will select one of the following disciplines for the new Designation Application.


- Primary Care
- Dental Health
- Mental Health

**3. Designation Type**

The user will select an option from the dropdown. Selections are dynamic based on the discipline type chosen for the application.

*Business Rules:*

- *The following Designation Types are available if the user selects Primary Care or Dental Health as the Discipline:*
  - *OFAC (Other Facility)*
  - *Correctional Facility*
- *The following Designation Types will be displayed by the system if the user selects Mental Health as the discipline:*
  - *OFAC*
  - *Correctional Facility*
  - *State/County Mental Hospital*

**4. **

Once all fields are completed, the user should select this button to begin the new Facility Designation Application.

*Business Rules:*

- *All fields are required for the “Start” button to be enabled.*

**5. **

The user can select the “Clear” button to delete all previously entered fields on the Facility Landing page.

**5.8.2 CREATING A NEW OTHER FACILITY (OFAC) APPLICATION**



The OFAC application has the following five sections:

- General Information
- Provision of Services
- Insufficient Capacity
- Supporting Documents
- Submit

### 5.8.2A CREATING A NEW OFAC APPLICATION – GENERAL INFORMATION PAGE

Once the user has selected to initiate an OFAC application on the Facility Form landing page, the user will be directed to the General Information page of the application.

**Facility Form | User Guide Test - Primary Care - OFAC**

1. General Information    2. Provision of Services    3. Insufficient Capacity    4. Supporting Documents    5. Submit

**General Information**

1 Facility Name: \*    User Guide Test

2 Is the facility public or non-profit? \*     Yes     No

**PCO Entered Facility Location**

3 Address Line 1: \*   

Address Line 2:    4

5 City: \*   

State:    6 VA

7 Zip Code: \*   

**Geocoded Facility Location**

*Geocoded Facility Location fields will be populated once the address is geocoded. In order to geocode the address, please select **Geocode**. Please note that the geocoding process may take a few moments.*

8 Geocode

9 Save and Continue

**Figure 173: Facility Form - General Information**





**1. Facility Name** The name will be carried over from what was entered on the Facility Form Landing Page. The name will be editable throughout the application until it is submitted.

*Business Rules:*

- *The Facility Name must be less than 50 characters.*

**2. Is the Facility Public or Non-Profit?** The user is required to complete this question in order to continue with the application.

*Business Rules:*

- *The facility is required to be public or non-profit in order to qualify as a designation.*
- *If the user selects no (facility is not public or non-profit), the general information page will display an error, block the other fields on the page, and prevent the user from continuing with the application.*

**3. Address Line 1** The user is required to enter the street address of the Facility.

**4. Address Line 2** The user has the option to enter information for this field (i.e. suite or apartment number).

**5. City** The user is required to enter the city of the Facility's location.

**6. State** This field will always be read-only and is not changeable by the user. This field will always be populated based on the State of the user.

**7. Zip Code** The user is required to enter the zip code of the Facility.

**8. Geocode** Selecting this button will automatically geocode and standardize the address of the Facility. The geocoding process could take a few moments.

*User Notes:*

- *If the user does not select the "Geocode" button the system will automatically geocode the address once the user selects the "Save and Continue" button. There may be times when the geocoding service is down. The user will be notified and the facility will be geocoded by the back-up batching that occurs every two hours. The user can continue with the application if unable to geocode, however it will not be possible to submit the application until the address has been geocoded.*

**9. Save and Continue** When ready to proceed with to the next step, select "Save and Continue"



Figure 174: PCO Entered Facility Location

**1. PCO Entered Facility Location**

This section will appear as read-only once the address has been geocoded.

**2. Edit Address**

The user may edit the PCO entered address by selecting this button. Once selected all previous fields, with the exception of State, will be enabled to allow the user to edit.

*User Notes:*

- *If the user selects the “Edit Address” button, the address will need to be geocoded again.*



Figure 175: Geocoded Facility Location Page

1. **Geocoded Facility Location** This section will appear once the Facility has been geocoded.
2. **County Name** This field represents the name of the County that the Facility resides in.
3. **County** This field represents the County FIPs code that the Facility resides in.
4. **Census Tract** This field represents the Census Tract that the Facility resides in.
5. **CSD** This field represents the CSD that the Facility resides in.
6. **Latitude** This field represents the exact latitude of the Facility. The field is editable and the user can override the system calculated latitude by entering new coordinates.

*User Notes:*

- *The latitude and longitude are represented on the map by the  icon.*

7. **Longitude** This field represents the exact longitude of the Facility. This field is editable and the user can override the system calculated longitude by entering new coordinates.


*User Notes:*

- *The latitude and longitude are represented on the map by the  icon.*

8. **Re-Geocode** If the user changes the latitude and longitude or moves the pin on the map, in order to reflect the new geocoded changes the user must select this button.

*User Notes:*

- *Users can manually override the geocoding results of the facility by entering a new value in for the latitude and longitude or moving the pin on the map to the correct location. The pin can only be placed in the same location as the user. If an address is manually geocoded, Geocoded Address line 1 and 2 will not appear.*

9.  Once all of the required fields have been completed, the user should select this button to save all the information and proceed to the next page.

## BUSINESS RULES

- All required fields must be completed.
- The system will check to see if a facility with the same name, discipline, and standardized address already exists in the system. The address match is based on the following fields:
  - Address Line 1
  - Address Line 2



- City
- State
- Zip Code
- The system will display the following warning message if a facility with the same name, discipline, and address already exists. The user can access the other facility's information by selecting the Case ID hyperlink. The warning message will **not** prevent the user from continuing with the application. If the information is not changed, however, the system will prevent the application from being submitted, as discussed further in *Section 5.8.2I Creating a New OFAC Application – Submit Page*.

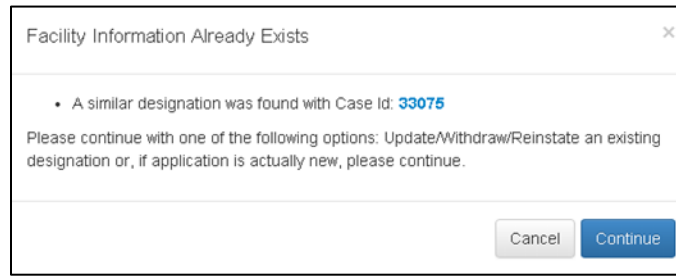


Figure 176: Preexisting Facility Warning Message

The system will create a Case ID and display it on the banner of the application upon successfully saving this page.

### 5.8.2B CREATING A NEW OFAC APPLICATION – PROVISION OF SERVICES PAGE

Once the user has successfully saved the General Information page, the user will be taken to the Provision of Services page. The user will be prompted to search for the HPSA Designation that is served by this Facility either by distance from the Facility or by the Designation's Public ID.

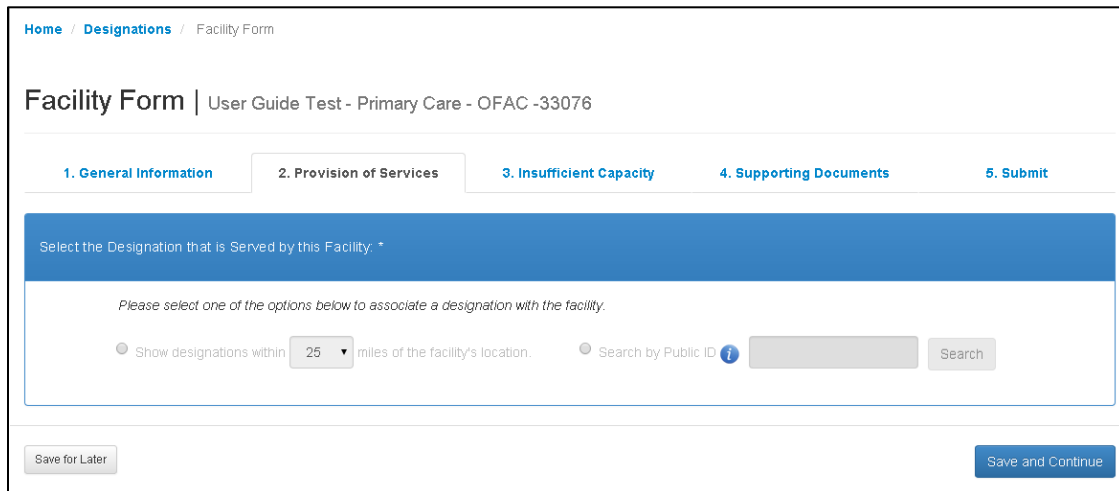


Figure 177: Provision of Services Landing Page in Facility Form



## SEARCH BY DISTANCE FROM FACILITY

Select the Designation that is Served by this Facility. \*

Please select one of the options below to associate a designation with the facility.

Show designations within  miles of the facility's location.  Search by Public ID

**Search Results**

Name	Public ID	Type	Option	Status	Score	State	Profile
South Capitol	1119991110	Hpsa Geographic High Needs	Geographic Population	Designated	17	DC	Out of State
East Capitol Southeast	1119991101	Hpsa Geographic High Needs	Geographic Population	Designated	18	DC	Out of State
Anacostia	1119991106	Hpsa Geographic High Needs	Geographic Population	Designated	19	DC	Out of State
Landover/ Suitland/Capitol Heights	124999248D	Hpsa Geographic	Geographic Population	Designated	10	MD	Out of State
Brandywine	124999248J	Hpsa Geographic	Geographic Population	Designated	11	MD	Out of State

Showing 1 to 5 of 32 entries

Previous

Figure 178: Searching for Associated Designation by Distance from Facility

### Feature

**1. Show Designations Within**  
 Miles of the Facility's Location

### Description

To search by distance, the user should select the bubble next to the option. If selected, the system will automatically display all HPSA and MUA/P designations within the user selected mileage of the facility address.

#### Business Rules:

- MUA/Ps will only be displayed for the Primary Care discipline.
- For the Primary Care discipline, the following mileage options will be available:
  - 25
  - 35
  - 45
  - 65
- For the Dental Health and Mental Health disciplines, the following mileage options will be available:
  - 30
  - 40
  - 50
  - 60

### 2. Search Results

Once the user selects a given distance from the dropdown, a table will appear below displaying the designations within the user selected distance from the facility.

### 3. Facility Selection Radio Bubble

When the user has identified the designation associated with the facility, the user should select the radio bubble to the left of the given designation to proceed to the next step.

### 4. Name

The name of the available designations will appear in this column.



<b>Feature</b>	<b>Description</b>
<b>5. Public ID</b>	The designation’s unique Public ID will be displayed in this column.
<b>6. Designation Type</b>	The designation type will be displayed in this column.
<b>7. Option</b>	The designation option will be displayed in this column.
<b>8. Status</b>	This column reflects the current status of the designation.  <i>User Notes:</i> <ul style="list-style-type: none"><li>Facilities can only be associated with “Designated” designations.</li></ul>
<b>9. Score</b>	The Designation’s most recent HPSA or MUA/P score is displayed in this column for the user’s reference.
<b>10. State</b>	The abbreviation for the State which the Designation is located in is displayed in this column.
<b>11. Profile</b>	This column includes a link to the Designation’s Profile if it is located in-state.  <i>User Notes:</i> <ul style="list-style-type: none"><li>A link to the Designation Profile will only be available if the Designation is located in-state.</li><li>If the Designation is Out of State, no link will be available and the column will be populated by “Out of State”.</li></ul>
<b>12. Page Toggle Bar</b>	The table will only display up to five designations at a time. If the user wishes to see additional results, they can change pages using this bar.

Once the user selects the radio button next to the selected designation, the portal will bring up the “Selected Designation” information below the table. This is the same information that will appear if the user chooses to search by Public ID.



## SEARCHING BY PUBLIC ID AND SELECTED DESIGNATION SNAPSHOT PAGE

Figure 179: Searching for Associated Designation by Public ID and Selected Designation Snapshot

### Feature

#### 1. Search by Public ID

### Description

If the user wishes to search by Public ID, the radio bubble next to this option should be selected. The Public ID of the Designation must be typed in completely and correctly for the Designation to appear.

#### User Notes:

- The Designation whose Public ID was entered must be the same discipline as the Facility application. If it is not, the user will receive an error.
- The Designation whose Public ID was entered must be in a designated status. If it is not, the user will receive an error.

#### 2. Selected Designation

This read only section will appear once the user has successfully searched by Public ID or has selected a Designation by distance.

#### 3. Name

This field represents the name of the area or population designation that the user searched for or selected.



<b>Feature</b>	<b>Description</b>
<b>4. Public ID</b>	This field displays the Public ID number of the area or population designation.
<b>5. Profile</b>	This field allows the user to open the area or population designations' profile in a different tab by selecting the hyperlink.  <i>User Notes:</i> <ul style="list-style-type: none"><li>• If the designation selected is out of state, the hyperlink will be displayed but the user will not be able to navigate to any additional information than what is on the current screen.</li></ul>
<b>6. Type</b>	This field represents the type of Designation.
<b>7. Option</b>	This field represents the option of the Designation.
<b>8. Status</b>	This field represents the status of the Designation.
<b>9. State</b>	This field represents the State that the Designation is located in.
<b>10. Score</b>	This field represents the Designation's HPSA or MUA/P score.
<b>11. Transportation Type</b>	This field represents the transportation type that was used to create the travel polygon on the Mapping Tool for the Area or Population Designation.
<b>12. Percent Population at 100% FPL</b>	This field represents the Percent Population at 100% of the FPL in the area or population.
<b>13. Designation Population Center Latitude</b>	This field represents the Designation Population Center's latitude.
<b>14. Designation Population Center Longitude</b>	This field represents the Designation Population Center's longitude.
<b>15. Travel Time from Facility to Designation</b>	This field is dynamic based on what the user selects for the Facility Transportation Type field. The subsection below describes this field in more detail.
<b>16. Degree of Shortage</b>	This field represents the Degree of Shortage for the area or population designation that was selected.

*User Notes:*

- This field may not always be populated with data.

## TRAVEL TIME FROM FACILITY TO DESIGNATION - PRIVATE





**Figure 180: Calculating Travel Time from Facility to Designation**

**1. Facility Transportation Type**

User is required to complete this drop down field. The drop down options are Public and Private. To continue the application using Private Transportation, Private should be selected.

**2. Default Miles to Designation**

This read only field will only appear if the user has selected private transportation. The number is derived by calculating the miles between the Designation population center and that the Facility serves and the address of the Facility.

**3. Default Minutes to Designation**

This read only field will only appear if the user has selected private transportation. The number is derived by calculating the travel time between the Designation population center that the Facility serves and the address of the Facility.

**4. Edit Distance**

The user has the option to edit the default miles and/or minutes that was calculated by the system by selecting .

**Figure 181: Calculating Travel Time from Facility to Designation - Edit Distance**

**Feature**

**1. Miles to Designation**

**Description**

The user should enter a numeric value in this field if they would like a new mileage to be reflected as the distance from the Facility to the Designation. Supporting Documentation will be required on the Supporting Documents page if a value is entered for this field.



Feature	Description
<b>2. Minutes to Designation</b>	The user should enter a numeric value in this field if they would like a new travel time to be reflected as the distance from the Facility to the Designation. Supporting Documentation will be required on the Supporting Documents page if a value is entered for this field.
<b>3. Please Provide an Explanation for Changing the Distance Information</b>	This text field will always be required if the user edits the miles and/or minutes to the Designation.

## USER NOTES

- The user must at least complete either the Miles to Designation or Minutes to Designation fields if “Edit Distance” has been selected. Once the miles and/or minutes have been updated, the default information will remain for reference.

## TRAVEL TIME FROM FACILITY TO DESIGNATION – PUBLIC TRANSPORTATION

The screenshot shows a form titled "Travel Time From Facility to Designation". It contains the following fields and controls:

- Facility Transportation Type:** A dropdown menu with "Public" selected. A yellow circle with the number "1" is next to it.
- Select a Reason for Public Transportation:** A dropdown menu with "Percent population using public transportation is greater than 30%" selected. A yellow circle with the number "2" is next to it.
- Percent Population Using Public Transportation:** A text input field with a yellow background and the label "Percentage". A yellow circle with the number "3" is next to it.
- Miles to Designation:** A text input field with the label "Miles". A yellow circle with the number "4" is next to it.
- Minutes to Designation:** A text input field with the label "Minutes". A yellow circle with the number "5" is next to it.

**Figure 182: Travel Time from Facility to Designation via Public Transportation**

Feature	Description
<b>1. Facility Transportation Type</b>	The user is required to complete this drop down field. The drop down options are Public and Private. To continue the application using Public Transportation, “Public” should be selected.
<b>2. Select a Reason for Public Transportation</b>	This field will appear dynamically if the user selects Public as the Facility Transportation Type. The drop down list includes the following options: <ul style="list-style-type: none"> <li>Percent Population at 100% FPL is Greater than 20%</li> <li>Percent Population using Public Transportation is Greater than 30%</li> </ul>
<b>3. Percent Population Using Public Transportation</b>	This field will appear dynamically is the user selects Percent Population Using Public Transportation is Great30% as the reason for choosing Public Transportation. The user will be required to enter a value greater than 30% to continue with the application.
<b>3. Miles to Designation</b>	The user will be required to enter a numeric value for the mileage to the designation when the transportation type is set to Public. Supporting Documentation will be required on the Supporting Documents Page.



<b>Feature</b>	<b>Description</b>
<b>4. Minutes to Designation</b>	The user will be required to enter a numeric value for the minutes to the designation when the transportation type is set to Public. Supporting Documentation will be required on the Supporting Documents page.

Once the user has finished filling out the requested transportation type, they will be prompted to fill in information on how the Facility serves the Designation. The fields are dynamic based on the Discipline of the OFAC Application.

## HOW DESIGNATION IS SERVED BY FACILITY – PRIMARY CARE OFAC

Select how the facility serves the selected designation above: \*

*At least one must be true to be eligible for designation.*

1  The facility is within 30 minutes of a HPSA and the facility is accessible to residents of the HPSA (i.e. no socioeconomic difference)

2  More than 50% of the facility's health care services are provided to residents of a HPSA

3 Save for Later

4 Save and Continue

Figure 183: How Facility Serves the Designation Options - Primary Care OFAC

<b>Feature</b>	<b>Description</b>
<b>1. The Facility is within 30 Minutes of a HPSA and the Facility is Accessible to Residents of the HPSA (i.e. no Socioeconomic Difference)</b>	This field's availability for selection depends on the travel time minutes from the Designation to the Facility. If the minutes value used for the application is greater than 30 minutes, this selection will be disabled.
<b>2. More than 50% of the Facility's Health Care Services are Provided to Residents of a HPSA</b>	If the user selects this criterion, Supporting Documentation will be required to be uploaded on the Supporting Documents page.
<b>3. Save for Later</b>	The user can select this button at any time on this page. Once selected, the system will save all information already entered and return the user to the Designation profile. The user can resume the application from the Designation profile.



**Feature**

4. 

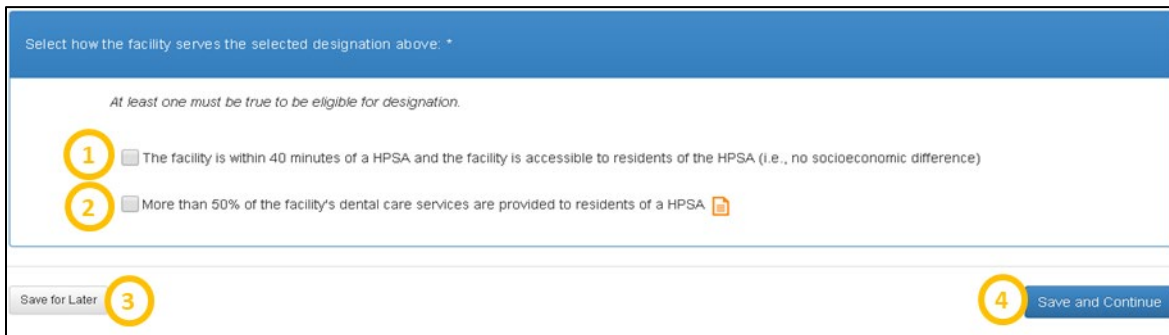
**Description**

Once the user completes the entire Provision of Services page, the user should select the Save and Continue button to save and move onto the next page of the application.

*Business Rules:*

- All required fields must be completed. The user will be notified if any required fields have not been completed and will not be able to continue with the application until the correction has been made.
- The system will check to make sure that the Percent Population at 100% FPL is greater than 20%, if applicable to the selection made on the page.
- The user must select at least one of criteria for how the Facility serves the Designation before continuing.

## HOW DESIGNATION IS SERVED BY FACILITY – DENTAL HEALTH OFAC



Select how the facility serves the selected designation above: \*

*At least one must be true to be eligible for designation.*

1  The facility is within 40 minutes of a HPSA and the facility is accessible to residents of the HPSA (i.e., no socioeconomic difference)

2  More than 50% of the facility's dental care services are provided to residents of a HPSA 📎

3 Save for Later

4 Save and Continue

Figure 184: How the Facility Serves the Designation Options - Dental Health OFAC

**Feature**

**1. The Facility is within 40 Minutes of a HPSA and the Facility is Accessible to Residents of the HPSA (i.e. no Socioeconomic Difference)**

**Description**

This field's availability for selection depends on the travel time minutes from the Designation to the Facility. If the minutes value used for the application is greater than 40 minutes, this selection will be disabled.

**2. More than 50% of the Facility's Dental Care Services are Provided to Residents of a HPSA**

If the user selects this criterion, Supporting Documentation will be required to be uploaded on the Supporting Documents page.

3. 

The user can select this button at any time on this page. Once selected, the system will save all information already entered and return the user to the Designation profile. The user can resume the application from the Designation profile.



**Feature**

4.

Save and Continue

**Description**

Once the user completes the entire Provision of Services page, the user should select the Save and Continue button to save and move onto the next page of the application.

*Business Rules:*

- All required fields must be completed. The user will be notified if any required fields have not been completed and will not be able to continue with the application until the correction has been made.
- The system will check to make sure that the Percent Population at 100% FPL is greater than 20%, if applicable to the selection made on the page.
- The user must select at least one of criteria for how the Facility serves the Designation before continuing.

## HOW DESIGNATION IS SERVED BY FACILITY – MENTAL HEALTH OFAC

Figure 185: How Facility Serves the Designation Options - Mental Health OFAC

**Feature**

**1. The Facility is within 40 Minutes of a HPSA and the Facility is Accessible to Residents of the HPSA (i.e. no Socioeconomic Difference)**

**Description**

This field's availability for selection depends on the travel time minutes from the Designation to the Facility. If the minutes value used for the application is greater than 40 minutes, this selection will be disabled.

**2. More than 50% of the Facility's Mental Care Services are Provided to Residents of a HPSA**

If the user selects this criterion, Supporting Documentation will be required to be uploaded on the Supporting Documents page.




**Feature**

**3. The Facility will be Considered to be Providing Services to a Designated Area or Population Group if the Facility, by Federal or State Statue, Administrative Action, or Contractual Agreement, has been Given the Responsibility for Providing and/or Coordinating Mental Health Services for the Area or Population Group, Consistent with Applicable State Plans**

**Description**

If the user selects this criteria, Supporting Documentation will be required to be uploaded on the Supporting Documents page.

4. 

The user can select this button at any time on this page. Once selected, the system will save all information already entered and return the user to the Designation profile. The user can resume the application from the Designation profile.

5. 

Once the user completes the entire Provision of Services page, the user should select the Save and Continue button to save and move onto the next page of the application.

*Business Rules:*

- All required fields must be completed. The user will be notified if any required fields have not been completed and will not be able to continue with the application until the correction has been made.
- The system will check to make sure that the Percent Population at 100% FPL is greater than 20%, if applicable to the selection made on the page.
- The user must select at least one of criteria for how the Facility serves the Designation before continuing.

**5.8.2D CREATING A NEW OFAC APPLICATION – PRIMARY CARE INSUFFICIENT CAPACITY PAGE**

For Primary Care applications, user must select at least two criteria shown below in the screenshot to be eligible as a designation.



**Figure 186: Facility Insufficient Capacity Page for Primary Care Facility Applications**

**Feature**

**1. More than 8,000 Outpatient Visits per Year per FTE of Primary Care Physicians**

**Description**

If selected, the user must enter a value in the number of outpatient visits as well as adding providers that work at the Facility. The user must also provide supporting documentation on the Supporting Documents Page. Please see *Figure 188*, *Figure 189*, and *Figure 190* below for more information on this option.

**2. Excessive use (Greater than 35%) of Emergency Room Facilities for Routine Primary Care**

If applicable, the user should select the radio button, . The user must provide supporting documentation on the Supporting Documents page if this option is selected.



**Feature**

**3. Waiting Time for Appointments is Greater than (At Least One)**

**Description**

If applicable, the user should select the radio button, . Once selected, the user will be able to enter values in the following fields:

- 7 Days for Established Patients
- 14 Days for New Patients for Routine Health Services

*Business Rules:*

- Only one field is required to be completed if the criterion is selected.
- The value for the field *7 days for established patients* must be greater than 7 to fulfil the criteria.
- The value for the field *14 days for new patients for routine health services* must be greater than 14 in order to fulfill the criteria.
- The validations for this selection will be checked upon the user selecting the “Save and Continue” button at the bottom of the page.
- Supporting documentation will be required on the Supporting Documents page, if this option is selected.

**4. Facility Waiting Time is Greater than (At Least One)**

If applicable, the user should select . Once selected, the user will be able to enter values in the following fields:

- 1 Hour for Patients with Appointments
- 2 Hours for Walk-in Patients

*Business Rules:*

- Only one field is required to be completed if this criterion is selected.
- The value for the field *1 hour for patients with appointments* must be greater than 1 in order to fulfil the criteria.
- The value for the field *2 hours for walk-in patients* must be greater than 2 in order to fulfil the criteria.
- The validations for this section will be checked upon the user selecting the “Save and Continue” button at the bottom of the page.
- Supporting documentation will be required on the Supporting Documents page, if this option is selected.

5. 

The user can select this button at any time on this page. Once selected, the system will save all information already entered and return the user to the Designation profile. The user can resume the application from the Designation profile.

6. 

Once the user completes the Insufficient Capacity page, the user should select the “Save and Continue” button to save the progress and move on to the next page of the application.

---

5.8.2E CREATING A NEW OFAC APPLICATION – DENTAL HEALTH INSUFFICIENT CAPACITY PAGE





For Dental Health applications, the user must select at least one criterion shown below in the screenshot to be eligible as a designation.

Figure 187: Facility Insufficient Capacity Page for Dental Health Applications

**Feature**

**1. More than 5,000 Outpatient Visits per Year per FTE of Dentists**

**Description**

If applicable, user should select . If selected, the user must enter a value in the Number of Outpatient Visits as well as adding Providers that work at the Facility. Please view *Section 5.8.2G Creating a New OFAC Application – Insufficient Capacity Page Provider Search* for instructions on how to proceed through the process.

*User Notes:*

- The specialty dropdown and column will only display *GDT: Dentists*.

**2. Waiting Time for Appointments for Routine Dental Health Services is Greater than 6 Weeks**


If applicable, user should select . Once selected, the user will be required to enter a value in the “Waiting Time for Appointments for Routine Dental Health Services” field.

*Business Rules:*

- The value of the field must be greater than 6 to qualify. This validation will be checked upon the user selecting “Save and Continue” at the bottom of the page.



**Feature**

3. 

**Description**

The user can select this button at any time on this page. Once selected, the system will save all information already entered and return the user to the Designation profile. The user can resume the application from the Designation profile.

4. 

Once the user completes the Insufficient Capacity page, the user should select the “Save and Continue” button to save and move onto the next page of the application.

*Business Rules:*

- At least one criteria must be completed.
- The system will check and make sure all the sections the user made pass the criteria. The user will be notified through error messages if the criteria have not been met.

5.8.2F CREATING A NEW OFAC APPLICATION – MENTAL HEALTH INSUFFICIENT CAPACITY PAGE

For Mental Health applications, the user must select at least one criterion shown below in the screenshot to be eligible as a designation.

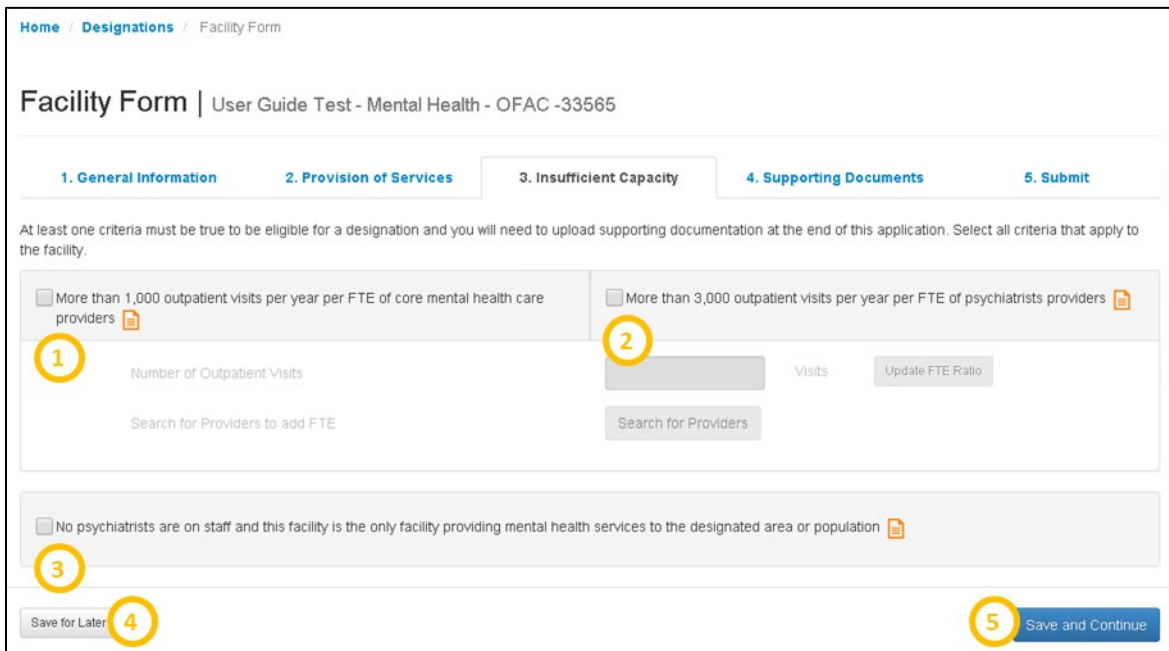


Figure 188: Facility Insufficient Capacity Page for Mental Health Applications



**Feature**

**1. More than 1,000  
Outpatient Visits per Year per  
FTE of Core Mental Health  
Care Providers**

**Description**

If applicable, user should select . If selected, the user must enter a value in the “Number of Outpatient Visits” field in addition to adding providers that work at the facility. Please view *Section 5.8.2G Creating a New OFAC Application – Insufficient Capacity Page Provider Search* for instructions on how to proceed through the process.

The Specialty column and drop down will display the following:


- PSY: Psychiatrist
- CPSY: Clinical Psychologist
- CWS: Clinical Social Worker
- PNS: Psychiatric Nurse Specialist
- MFT: Marriage and Family

**2. More than 3,000  
Outpatient Visits per Year per  
FTE of Psychiatrist Providers**

If applicable, user should select . If selected, the user must enter a value in the number of outpatient visits as well as adding providers that work at the facility. Please view *Section 5.8.2G Creating a New OFAC Application – Insufficient Capacity Page Provider Search* for instructions on how to proceed through the process. Only providers within the Psychiatrist specialty will be counted in the Number of FTE and Outpatient Visits/FTE Ratio fields.

**3. No Psychiatrists are on  
Staff and this Facility is the  
only Facility Providing Mental  
Health Services to the  
Designated area or  
Population**

If applicable, user should select . The user must provide supporting documentation on the Supporting Documentation page, if selected.

4. 

The user can select this button at any time on this page. Once selected, the system will save all information already entered and return the user to the Designation profile. The user can resume the application from the Designation profile.


5. 

Once the user completes the Insufficient Capacity page, the user should select the “Save and Continue” button to save and move onto the next page of the application.

*Business Rules:*

- At least one criteria must be completed.
- The system will check and make sure all the sections the user made pass the criteria. The user will be notified through error messages if the criteria have not been met.

**5.8.2G CREATING A NEW OFAC APPLICATION – INSUFFICIENT CAPACITY PAGE PROVIDER SEARCH**

Once the user selects  under this option, the user will be directed to the pop up window shown below in *Figure 188*. Users should use this to search for providers who have a location at the Facility.



The screenshot shows a 'Provider Search' window with the following fields and buttons:

- 1. NPI (Numbered callout)
- 2. Discipline (Primary Care) (Numbered callout)
- 3. Specialty (Primary Care) (Numbered callout)
- 4. Last Name (Numbered callout)
- 5. First Name (Numbered callout)
- 6. County FIP (Numbered callout)
- 7. MCD (Numbered callout)
- 8. Census Tract (Numbered callout)
- 9. Search button (Numbered callout)
- 10. Clear button (Numbered callout)

At the bottom of the window are 'Cancel' and 'Save Selected' buttons.

**Figure 189: Primary Care Providers at Facility Search**

**Feature**

**1. NPI**

**Description**

The user can use this field to narrow down the provider search by entering the exact provider NPI number. If an incorrect NPI number is entered, the search will not return any results.

**2. Discipline**

This field is read only and will be dynamic based on the discipline of the application.

**3. Specialty**

An option from the dropdown can be selected to be included in the search criteria. The drop down values of specialty varies by discipline. The following selections will be available for a Primary Care Application:

- FP: Family Practice
- IM: Internal Medicine
- OBO: Obstetrics and Gynecology
- PD: Pediatrics

**4. Last Name**

The user can narrow the search by entering the last name of a provider at the Facility in this field.

**5. First Name**

The user can narrow the search by entering the first name of a provider at the Facility in this field.

**6. County FIP**

The user can use this field to narrow down the provider search by entering the County FIP of the Facility location.

**7. CSD**

The user can use this field to narrow down the provider search by entering the CSD of the Facility location.

**8. Census Tract**

The user can use this field to narrow down the provider search by entering the Census Tract of the Facility Location.

**9.**



The user should select this button once all the desired search criteria is entered. The search results will then appear below as seen in *Figure 189*.

**10.**



The user should select this button if they want to clear their provider search criteria and start again.



Provider Search
✕

NPI

Discipline  
Primary Care

Specialty  
Select

Last Name

First Name

County FIP

MCD

Census Tract

1 Search Results

	NPI	Discipline	Specialty	Last Name	First Name	FTE	Address	City
<input checked="" type="checkbox"/>		PC	FP			1		
<input type="checkbox"/>		PC	IM			1		
<input type="checkbox"/>		PC	PD			0.95		
<input checked="" type="checkbox"/>		PC	OBG			1		
<input checked="" type="checkbox"/>		PC	FP			1		
<input type="checkbox"/>		PC	IM			1		
<input type="checkbox"/>		PC	IM			1		
<input type="checkbox"/>		PC	FP			1		
<input type="checkbox"/>		PC	FP			0.98		
<input type="checkbox"/>		PC	FP			1		

Showing 1 to 10 of 7,640 entries

5 Previous
 1
2
3
4
5
...
764
Next

Figure 190: Primary Care Providers at Facility Search Results

**Feature**

**1. Search Results**

**Description**

Once the user selects the search button, the system will display search results. The search results will include many of the columns in the provider search.

**2. FTE**

The search results will display the Provider's FTE.

**3. Address**

The search results will display the Provider's street address to help identify which providers work at the Facility location.

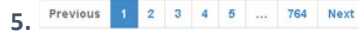


**Feature**

**Description**

**4. City**

The search results will display the city the Provider is located in.



The user should use the pagination selections to navigate to other pages of the search results in the provider search pop up.



The user should choose the appropriate Provider(s) by selecting this icon.



Once the user has selected all desired Providers from the search results, the user should select this button to save the results and have them display on the insufficient capacity screen.



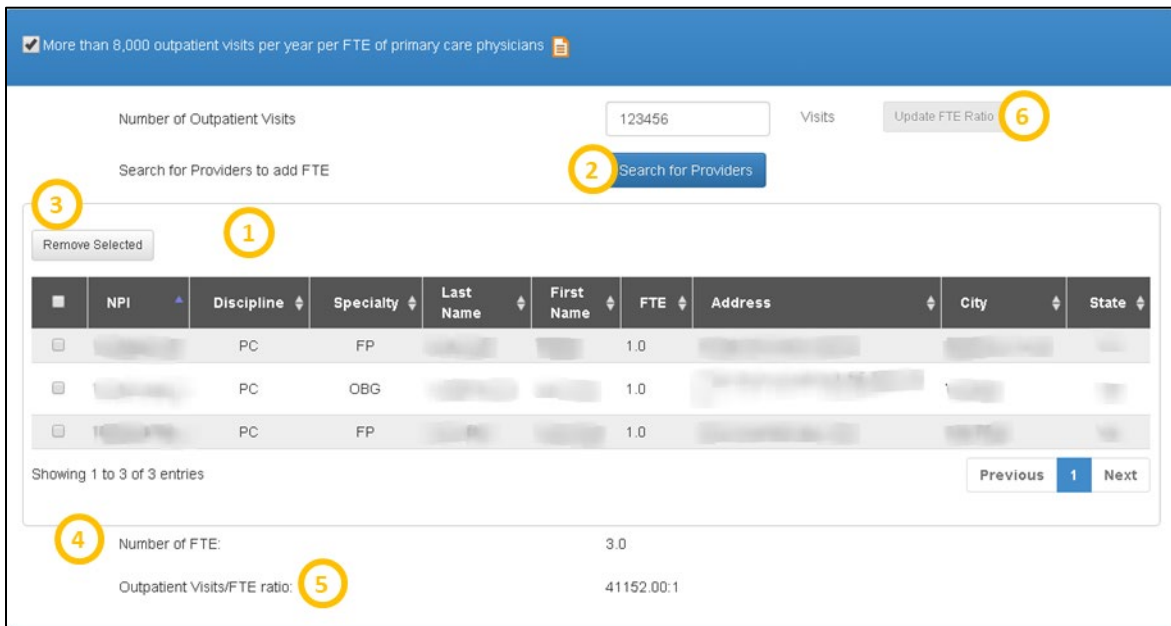
If the user no longer wishes to search or add providers to the page, the user should select cancel. The user will then be directed out of the pop up and back to the Insufficient Capacity page.

*User Notes:*

- Any Providers selected on the Search Results page will not be saved if the user selects the cancel button.

**USER NOTES**

- The Provider search will only display results from the State of the Facility location. The user should be adding providers that have a matching address with the Facility.



**Figure 191: Selected Providers for Facility Application**



**Feature**

**1. Provider Search Results Table**

**Description**

Once the user selects “Save Selected” on the provider search pop up, the results of the Providers selected will appear on the Insufficient Capacity page.

2. 

The user will still be able to search for more providers and add them to the search results table by selecting this button and following the same process explained in *Figure 188* and *Figure 189*.

3. 

The user can remove Providers from the list by selecting  and then the “Remove Selected” button. Once selected, it will automatically update the Number of FTE field and Outpatient Visits/FTE Ratio field.

**4. Number of FTE**


This field will display a read only value of the total FTE count of all the Providers that were added from the Provider Search pop up.

**5. Outpatient Visits/FTE Ratio**

This field will display the read only value calculated using the Number of Outpatient visits field and the Number of FTE field.

*User Notes:*

- This value must be greater than 8,000:1 in order to qualify. The system will check this validation upon the user selecting the “Save and Continue” button at the bottom of the Insufficient Capacity page.

6. 

This button will only be enabled if the user changes the value of the Number of Outpatients after the user has selected and saved Providers. Once enabled, the button will change to an orange color. The user will need to select this button to update the Outpatient Visits/FTE Ratio field.



**Facility Form** | User Guide Test - Primary Care - OFAC -33181

1. General Information    2. Provision of Services    3. Insufficient Capacity    4. Supporting Documents    5. Submit

At least two criteria must be true to be eligible for a designation and you will need to upload supporting documentation at the end of this application. Select all criteria that apply to the facility.

More than 8,000 outpatient visits per year per FTE of primary care physicians

Number of Outpatient Visits:  Visits   

Search for Providers to add FTE   

<input type="checkbox"/>	NPI	Discipline	Specialty	Last Name	First Name	FTE	Address	City	State
<input type="checkbox"/>	1003009119	PC	FP	MOHLER	TROY	1.0	17336 PICKWICK DRIVE	PURCELLVILLE	VA
<input type="checkbox"/>	1003014986	PC	OBG	YUZEFOVICH	MICHAEL	1.0	8302 OLD COURTHOUSE RD STE A	VIENNA	VA
<input type="checkbox"/>	1003023706	PC	FP	NGUYEN	VAN-ANH	1.0	2942 HUNTER MILL RD	OAKTON	VA

Showing 1 to 3 of 3 entries   

Number of FTE: 3.0  
Outpatient Visits/FTE ratio: 41152.00:1

Excessive use (greater than 35%) of emergency room facilities for routine primary care

Waiting time for appointments is greater than (at least one):

7 days for established patients     Days  
14 days for new patients for routine health services     Days

Facility waiting time is greater than (at least one):

1 hour for patients with appointments     Hours  
2 hours for walk-in patients     Hours

**1**    **2**

Figure 192: Completing the Insufficient Capacity Page for Primary Care Applications

**Feature**

1.

**Description**

The user can select this button at any time on this page. Once selected, the system will save all information already entered and return the user to the Designation profile. The user can resume the application from the Designation profile.





**Feature**

2. 

**Description**

Once the user completes the Insufficient Capacity page, the user should select the “Save and Continue” button to save the progress and move on to the next page of the application.

*Business Rules:*

- At least two of the criteria on the page must be completed to continue.
- The system will check and make sure that all the selections the user made pass the required criteria. The user will be notified through error messages if the criteria have not been met.

5.8.2H CREATING A NEW OFAC APPLICATION – SUPPORTING DOCUMENTS PAGE

Once the user has successfully saved the Insufficient Capacity page, the user will be taken to the Supporting Documents page. Some of the document types will vary based on discipline. The example shown below applies to Primary Care but the steps to select and upload a document are the same for all disciplines.

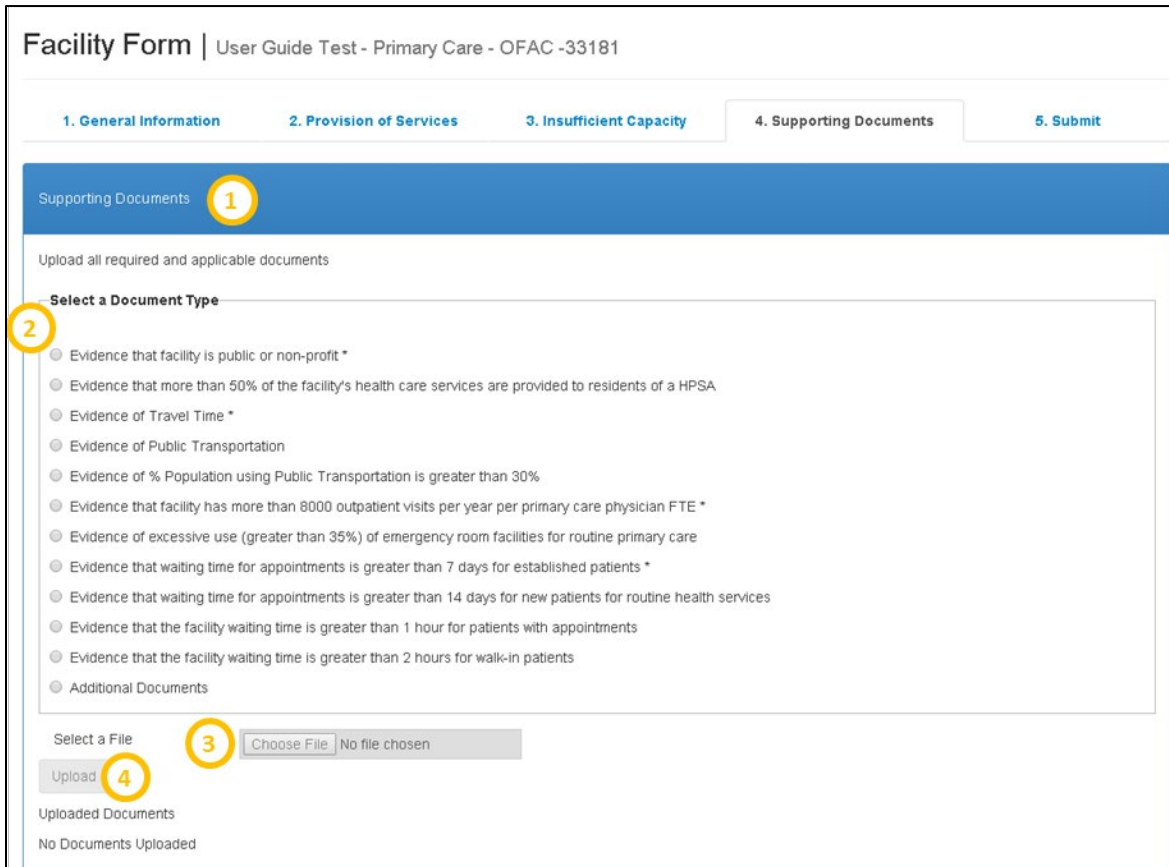


Figure 193: Primary Care Facility Form - Uploading Supporting Documents




<b>Feature</b>	<b>Description</b>
<b>1. Supporting Documents</b>	The user must upload all required supporting documents in this section. The required supporting documents, indicated by “*”, are dynamic based on what the user has completed in the application.
<b>2. Select a Document Type</b>	The user should select the document type they would like to upload by selecting the <input type="radio"/> next to the document type.
<b>3. Choose File</b>	Once a document type is selected, this button will be enabled. When the button is clicked by the user, a separate window will appear allowing the user to select the desired document to upload from their computer.
<b>4. Upload</b>	Once a file is selected, the upload button will be enabled. The user should select this button to save the document on the page.

Once a document is successfully uploaded, a green bar will appear at the top of the page confirming the successful upload, and a table will populate at the bottom of the page with details on the uploaded documents. Each required document will need to be uploaded separately.



Facility Form | User Guide Test - Primary Care - OFAC -33181

1. General Information    2. Provision of Services    3. Insufficient Capacity    4. Supporting Documents    5. Submit

 Document Test.docx was successfully uploaded.

Supporting Documents

Upload all required and applicable documents

Select a Document Type

- Evidence that facility is public or non-profit \*
- Evidence that more than 50% of the facility's health care services are provided to residents of a HPSA
- Evidence of Travel Time \*
- Evidence of Public Transportation
- Evidence of % Population using Public Transportation is greater than 30%
- Evidence that facility has more than 8000 outpatient visits per year per primary care physician FTE \*
- Evidence of excessive use (greater than 35%) of emergency room facilities for routine primary care
- Evidence that waiting time for appointments is greater than 7 days for established patients \*
- Evidence that waiting time for appointments is greater than 14 days for new patients for routine health services
- Evidence that the facility waiting time is greater than 1 hour for patients with appointments
- Evidence that the facility waiting time is greater than 2 hours for walk-in patients
- Additional Documents

Select a File    Choose File    No file chosen

Upload **1**

Uploaded Documents

Document Name <b>2</b>	Document Type <b>3</b>	Uploaded Date <b>4</b>	Action <b>5</b>
<a href="#">Test.docx</a>	Evidence that facility is public or non-profit	Fri May 15 09:25:23 EDT 2015	Delete
<a href="#">Test.docx</a>	Evidence of Travel Time	Fri May 15 09:25:31 EDT 2015	Delete
<a href="#">Test.docx</a>	Evidence that facility has more than 8000 outpatient visits per year per primary care physician FTE	Fri May 15 09:25:40 EDT 2015	Delete
<a href="#">Test.docx</a>	Evidence that waiting time for appointments is greater than 7 days for established patients	Fri May 15 09:25:48 EDT 2015	Delete

Figure 194: Facility Form Supporting Documents - Uploaded Documents Table

Feature	Description
<b>1. Uploaded Documents</b>	Once the user successfully uploads a document, the document will appear in the Uploaded Documents table at the bottom of the page.
<b>2. Document Name</b>	The name of the document will appear as a hyperlink. The user should select this hyperlink if they would like to view the uploaded document.
<b>3. Document Type</b>	This field will display the document type that was uploaded by the user.
<b>4. Uploaded Date</b>	This field will display the date and time that the document was uploaded.



**Feature**  
**5. Action**

**Description**  
The user can remove a document uploaded by selecting the “Delete” action under this column.

*User Notes:*

- If the user has deleted a required document, they must upload another document in its place to continue onto the next page.

The screenshot shows a form titled "Additional Information". At the top, there is a blue header bar with the text "Additional Information". Below the header, there is a text input field with the placeholder text "Enter additional comments about this facility." and a yellow circle with the number "1" next to it. To the right of the input field is a blue button labeled "Add" with a yellow circle and the number "2" next to it. Below the input field, there is a section titled "Previous Comments" with the text "There are no existing comments." At the bottom of the form, there are two buttons: "Save for Later" on the left and "Save and Continue" on the right.

**Figure 195: Facility Form Supporting Documents - Additional Information**

**Feature**  
**1. Enter Additional Comments About this Facility**

**Description**  
The user may use this section to write any additional notes or information about the application.

*User Notes:*

- The text box is limited to 1000 characters.
- A comment is not required to continue with the application.



**2. Add**

The user should select this button once a comment is entered in the text box to add and display the comment on the page.

The screenshot shows the "Additional Information" form after a comment has been added. The text input field now contains the text "Test Comment" and a yellow circle with the number "1" next to it. The "Add" button is now disabled. Below the input field, there is a section titled "Previous Comments" with a table of comments. The table has two columns: "User" and "Comment". The first row shows the user "7C8B3C7622FBB6267D@EXAMPLE.com on May 15, 2015 :" and the comment "Test Comment". A yellow circle with the number "2" is next to the user name, and a yellow circle with the number "3" is next to the comment text. At the bottom of the form, there are two buttons: "Save for Later" on the left with a yellow circle and the number "4" next to it, and "Save and Continue" on the right with a yellow circle and the number "5" next to it.

**Figure 196: Facility Form Additional Documents - Previous Comments and Saving Progress**



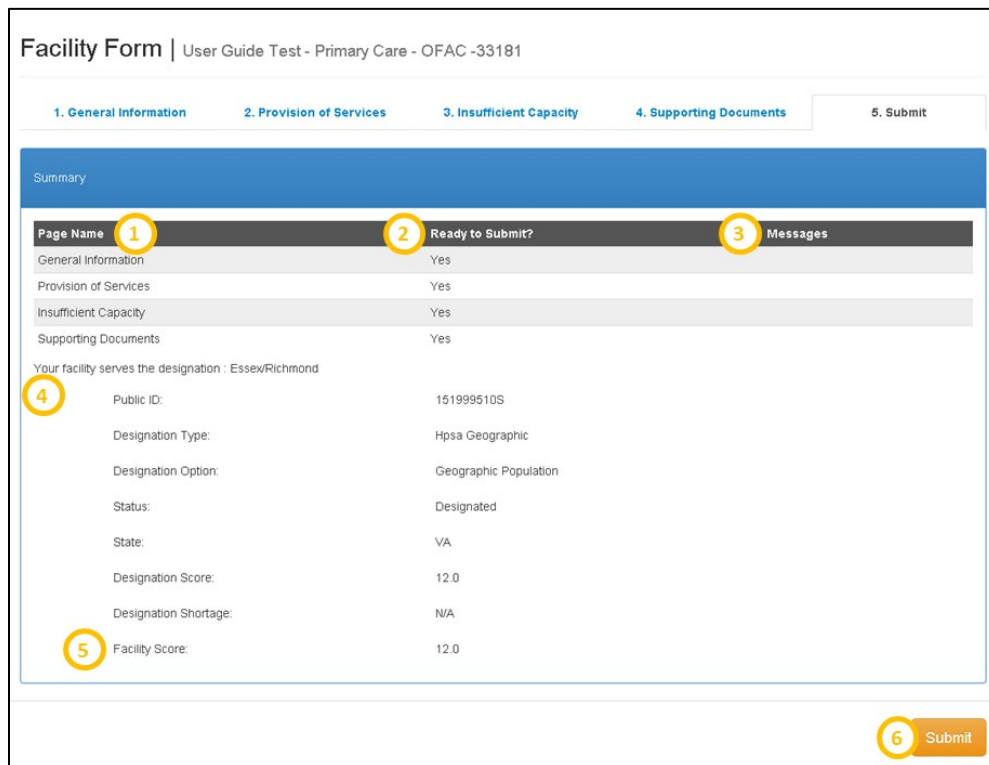
Feature	Description
1. Previous Comments	This section will be displayed one a user adds a comment to the page.
2. User	This column will capture the name of the user who made the comment in addition to the date the comment was made.
3. Comment	This column will display the comment entered by the user and is not editable.
4. 	The user can select this button at any time on this page. Once selected, the system will save all information already entered and return the user to the Designation profile. The user can resume the application form the Designation profile.
5. 	Once the user completes the Supporting Documents page, the user should select the “Save and Continue” button to save their progress and move onto the next page of the application.

*Business Rules:*

- All required documents must be uploaded. The users will be notified by an error message if all required documents have not been uploaded.

**5.8.2I CREATING A NEW OFAC APPLICATION – SUBMIT PAGE**

Once the user has successfully saved the Supporting Documents page, the user will be taken to the Submit page.



Page Name	Ready to Submit?	Messages
General Information	Yes	
Provision of Services	Yes	
Insufficient Capacity	Yes	
Supporting Documents	Yes	


Your facility serves the designation : EssexRichmond

Public ID:	151999510S
Designation Type:	Hpsa Geographic
Designation Option:	Geographic Population
Status:	Designated
State:	VA
Designation Score:	12.0
Designation Shortage:	N/A
Facility Score:	12.0

**Submit**

**Figure 197: Facility Form Submit Page**



Feature	Description
1. Page Name	This column will display all the pages/sections of the application.
2. Ready to Submit	This column will inform the user if each page is completed. If it is completed the column will be populated with “Yes” next to the page name, if it is not, it will be populated with “No”.
3. Message	This column will populate if there are any validation errors or warning messages for the application.
4. Your Facility Serves the Designation	This section will provide a read only summary to the user of the selected Designation that the Facility serves. The summary will provide basic information about the Designation.
5. Facility Score	The Facility’s score will be the same as the Designation that it serves.
6. 	When ready to submit the application, the user should select this button. Once the application is successfully submitted, the user will be directed back to the General Information section of the Designation Profile. The status will be changed to “Submitted-Designation” and the Submission date will also be populated.

*Business Rules:*

- Upon submission, the system will double check all the validations on each page. If there are any errors, the system will notify the user.
- The Facility address must be geocoded in order to submit the application. In order to verify this, please view *Section 5.8.2A Creating a New OFAC Application – General Information Page* of this user guide.
- If the Facility Name and Address match an existing Facility, then the system will present the same message described in *Section 5.8.2A Creating a New OFAC Application – General Information Page* and the “Submit” button will not be available for selection.

---

### 5.8.3 CREATING A NEW STATE/COUNTY MENTAL HOSPITAL (SMH) APPLICATION

The State/County Mental Hospital application has the following four sections:

- General Information
- Facility Criteria
- Supporting Documents
- Submit

---

#### 5.8.3A CREATING A NEW SMH APPLICATION – GENERAL INFORMATION PAGE

Once the user has selected to initiate a State/County Mental Hospital application on the Facility Form landing page, the user will be directed to the General Information page of the application. All required fields, indicated by an “\*”, must be completed.



**Figure 198: Facility Form General Information Page - State/County Mental Hospital**

<b>Feature</b>	<b>Description</b>
<b>1. Facility Name</b>	<p>The name will be carried over from what was entered in the Facility Form landing page. The name will be editable throughout the application.</p> <p><i>Business Rules:</i></p> <ul style="list-style-type: none"> <li>The Facility name must be 50 characters or less.</li> </ul>
<b>2. Address Line 1</b>	The user is required to enter the street address of the Facility.
<b>3. Address Line 2</b>	The user has the option to enter information for this field (i.e.) suite or apartment number.
<b>4. City</b>	The user is required to enter the city the Facility is located in.
<b>5. State</b>	This field will always be read only and cannot be changed by the user.
<b>6. Zip Code</b>	The user is required to enter the zip code of the Facility.



**Feature**

**7. Geocode**

**Description**

Selecting this button will automatically geocode and standardize the address of the Facility. The geocoding process could take a few moments.

*User Notes:*

- If the user does not select the Geocode button the system will automatically geocode the address once the user selects the “Save and Continue” button. There may be times when the geocoding service is down. The user will be notified and the facility will be geocoded by the back-up batching process that occurs every 2 hours. The user can continue with the application if unable to geocode, however the application will not be able to be submitted until the address is geocoded.

PCO Entered Facility Location <span style="float: right;">1</span>	
Please note that editing the address may require the address to be geocoded again <span style="float: right;">2 Edit Address</span>	
Address Line 1:	1515 N. Courthouse Rd
Address Line 2:	N/A
City:	Arlington
State:	VA
Zip Code:	22201

Figure 199: Facility Form General Information Page - PCO Entered Facility Location

**Feature**

**1. PCO Entered Facility Location**

**Description**

This section will appear as read only once the address is geocoded.

**2. Edit Address**

The user may edit the PCO entered address by selecting this button. Once selected, all previous fields, with the exception of State, will be enabled to allow the user to edit.



*User Notes:*

- If the user selects the “Edit Address” button, the address will need to be geocoded again.





Figure 200: Facility Form General Information Page - Geocoded Facility Location

Feature	Description
<b>1. Geocoded Facility Location</b>	This section will appear once the Facility is geocoded.
<b>2. County Name</b>	This field represents the name of the County that the Facility resides in.
<b>3. County</b>	This field represents the County FIPs code that the facility resides in.
<b>4. Census Tract</b>	This field represents the Census Tract that the facility resides in.
<b>5. CSD</b>	This field represents the CSD that the Facility resides in.
<b>6. Latitude</b>	This field represents the exact latitude of the Facility. The field is editable and the user can enter in a new latitude.  <i>User Notes:</i> <ul style="list-style-type: none"> <li>The latitude and longitude are represented on the map as .</li> </ul>
<b>7. Longitude</b>	This field represents the exact longitude of the Facility. The field is editable and the user can enter in a new longitude.  <i>User Notes:</i> <ul style="list-style-type: none"> <li>The latitude and longitude are represented on the map as .</li> </ul>



**Feature**

**8. Re-Geocode**

**Description**

If the user changes the latitude and longitude or moves the pin on the map, in order to reflect the new geocoded changes the user must select this button.

*User Notes:*

- Users can now manually override the geocoding results of a Facility address by either entering a new value in for the latitude and longitude or moving the pin on the map to the correct location. The pin can only be placed in the same State as the user. If an address is manually geocoded, Geocoded Address Line 1 and 2 will not appear.

**9.**

Save and Continue

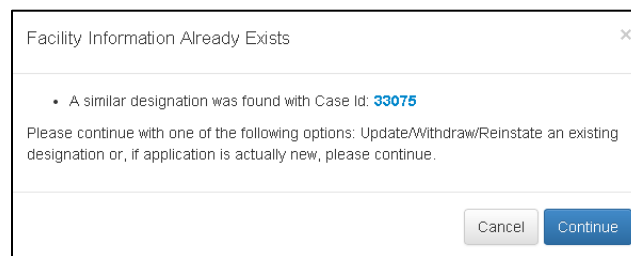
Once all the required fields are completed, the user should select this button to save all the information and continue to the next page.

Once the user selects “Save and Continue”, the system will check to see if a facility with the same name, discipline and standardized address already exists in the system. The address match is based on the following fields:

- Address Line 1
- Address Line 2
- City
- State
- Zip Code

The system will display the following warning message if a facility with the same name, discipline, and address already exists. The user can access the other facility’s information by selecting the Case ID hyperlink. The warning message will not prevent the user from continuing with the application. If the information is not changed, however, the system will prevent the application from being submitted, as discussed further in *Section 5.8.3D*.

*Creating a New SMH Application – Submit Page.*



**Figure 201: Preexisting Facility Warning Message**

The system will create a Case ID and display it on the banner of the application upon successfully saving this page.

**5.8.3B CREATING A NEW SMH APPLICATION – FACILITY CRITERIA PAGE**

Once the user has successfully saved the General Information page, the user will be taken to the Facility Criteria page.



**Figure 202: Facility Form - State/County Mental Hospital Facility Criteria and Information**

Feature	Description
<b>1. Mean Daily Inpatient Census</b>	The user is required to enter a numeric value for this field. The user must upload documentation for this field in the Supporting Documents section.  <i>User Notes:</i> <ul style="list-style-type: none"> <li>This field must be greater than or equal to 100 to qualify.</li> </ul>
<b>2. Number of Inpatient Admissions/Year</b>	The user is required to enter a numeric value for this field. The user must upload documentation for this field in the Supporting Documents section.
<b>3. Number of Admissions to Day Care and Outpatient Services/Year</b>	The user is required to enter a numeric value for this field. The user must upload documentation for this field in the Supporting Documents section.
<b>4. Total Workload Units</b>	Once all three fields mentioned above have a value entered, the system will automatically calculate this field using the following formula: <ul style="list-style-type: none"> <li>Mean Daily Inpatient Census Number + 2 * (Number of Inpatient Admissions/Year) + 0.5 * (Number of Admissions to Day Care and Outpatient Services/Year)</li> </ul>

**Figure 203: Psychiatrist Search for State/County Mental Hospital**



Feature	Description
<b>1. No Psychiatrists at the Facility</b>	The user should select <input type="checkbox"/> if no psychiatrists work at the Facility location.
<b>2. Search for Psychiatrists</b>	If psychiatrists do work at the Facility, the user should select this button to search and add Psychiatrists. For detailed information on this functionality, please see <i>Section 5.8.2G Creating a New OFAC Application – Insufficient Capacity Page Provider Search</i> .
<b>3. Total Number of Psychiatrists FTE</b>	This field will be populated once the user has searched and added Psychiatrists that work at the Facility. If the user indicates that there are no Psychiatrists working at the Facility, this field will display as N/A.
<b>4. Total Workload Units/Psychiatrist FTE Ratio</b>	This field will be populated once the user has searched and added Psychiatrists that work at the Facility. This field will use the value from the total Workload units, described in the previous section, and the Psychiatrist FTE to derive the ratio. If the user indicates that there are no Psychiatrists working at the Facility, this field will display as N/A and the 300:1 validation will not apply.



*User Notes:*

- In order to qualify, the ratio must be greater than 300:1.

**Figure 204: Facility Form - State/County Mental Hospital Score**

Feature	Description
<b>1. Facility Degree of Shortage</b>	<p>This read only field will be automatically calculated once the user completes the top two sections of the Facility Criteria page shown above in <i>Figure 203</i>. The system calculates the degree of shortage in the following way using “Total Workload Units/Psychiatrist FTE Ratio”:</p> <ul style="list-style-type: none"> <li>Group 1: No Psychiatrists or R is greater than or equal to 1,800; Degree of Shortage = 20</li> <li>Group 2: 1,800 &gt; R &gt; 1,200; Degree of Shortage = 16</li> <li>Group 3: 1,200 &gt; R &gt; 600; Degree of Shortage = 12</li> <li>Group 4: 600 &gt; R &gt; 300; Degree of Shortage = 8</li> </ul>



Feature	Description
2. Facility Score	This read only field value is equivalent to the Degree of Shortage field.
3. Psychiatrist Short	This read only field will be calculated in the following way: <ul style="list-style-type: none"><li>• (Total Workload Units/300) – Psychiatrist FTE</li></ul>
4. 	The user can select this button at any time on this page. Once selected, the system will save all information already entered and return the user to the Designation Profile page. The user can resume the application from the Designation Profile page.
5. 	Once the user completes the Facility Criteria page, the user should select the “Save and Continue” button to save and move onto the next page of the application.  <i>Business Rules:</i> <ul style="list-style-type: none"><li>• All required fields must be completed. The user will be notified by the system if information is missing.</li><li>• The system will check and make sure that the “Mean Daily Inpatient Census” field is greater than or equal to 100.</li><li>• The system will check and make sure that the “Total Workload Units/Psychiatrist FTE Ratio” is greater than or equal to 300:1, if applicable.</li></ul>

### 5.8.3C CREATING A NEW SMH APPLICATION – SUPPORTING DOCUMENTS PAGE

Once the user has successfully saved the Facility Criteria page, the user will be taken to the Supporting Documents page.

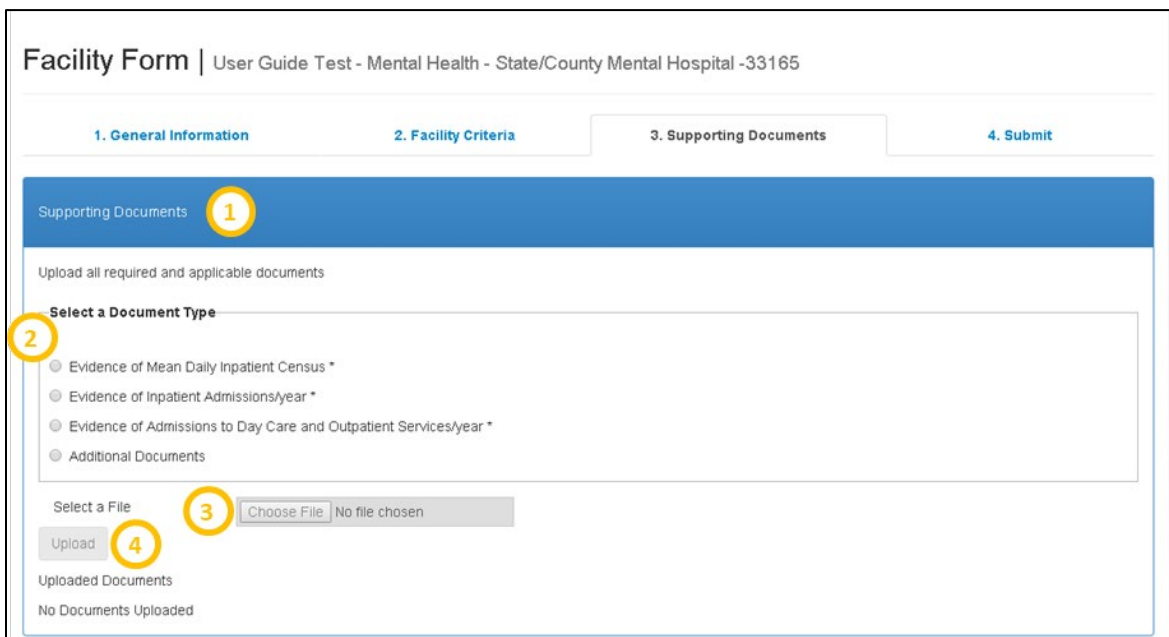


Figure 205: Facility Form - Supporting Documents for State/County Mental Hospital Application



- | <b>Feature</b>                   | <b>Description</b>                                                                                                                                                                                                   |
|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Supporting Documents</b>   | The user must upload all required Supporting Documents in this section. The required Supporting Documents are indicated by "*" and will always be required for this Facility Application Type.                       |
| <b>2. Select a Document Type</b> | The user should select the document type they would like to upload by selecting <input type="radio"/> .                                                                                                              |
|                                  | <i>User Notes:</i> <ul style="list-style-type: none"> <li>The document selection is single select.</li> </ul>                                                                                                        |
| <b>3. Choose File</b>            | Once a document type is selected, this button will be enabled. When the button is clicked by the user, a separate window will appear allowing the user to select the desired document to upload from their computer. |
| <b>4. Upload</b>                 | Once a file has been selected, the upload button will be enabled. The user should select this button to save the document on the page.                                                                               |

The screenshot shows the 'Facility Form' interface for 'User Guide Test - Mental Health - State/County Mental Hospital - 33079'. The '3. Supporting Documents' tab is active. A green success message states 'Document Test.docx was successfully uploaded.' Below this, the 'Supporting Documents' section is titled 'Upload all required and applicable documents'. It features a 'Select a Document Type' section with four radio button options: 'Evidence of Mean Daily Inpatient Census \*', 'Evidence of Inpatient Admissions/year \*', 'Evidence of Admissions to Day Care and Outpatient Services/year \*' (which is selected), and 'Additional Documents'. Below the selection is a 'Select a File' section with a 'Choose File' button and the text 'No file chosen'. An 'Upload' button is present and highlighted with a yellow circle '1'. Below the upload section is an 'Uploaded Documents' table with three rows. The table has columns for 'Document Name', 'Document Type', 'Uploaded Date', and 'Action'. The first row shows 'Test.docx' (highlighted with a yellow circle '2') of type 'Evidence of Mean Daily Inpatient Census' uploaded on 'Mon May 18 11:50:48 EDT 2015' (highlighted with a yellow circle '4'). The second row shows 'Test.docx' of type 'Evidence of Inpatient Admissions/year' uploaded on 'Mon May 18 11:50:57 EDT 2015'. The third row shows 'Test.docx' of type 'Evidence of Admissions to Day Care and Outpatient Services/year' uploaded on 'Mon May 18 11:51:04 EDT 2015'. Each row has a 'Delete' button in the 'Action' column, with the last one highlighted by a yellow circle '5'. A yellow circle '3' highlights the 'Document Type' column header.

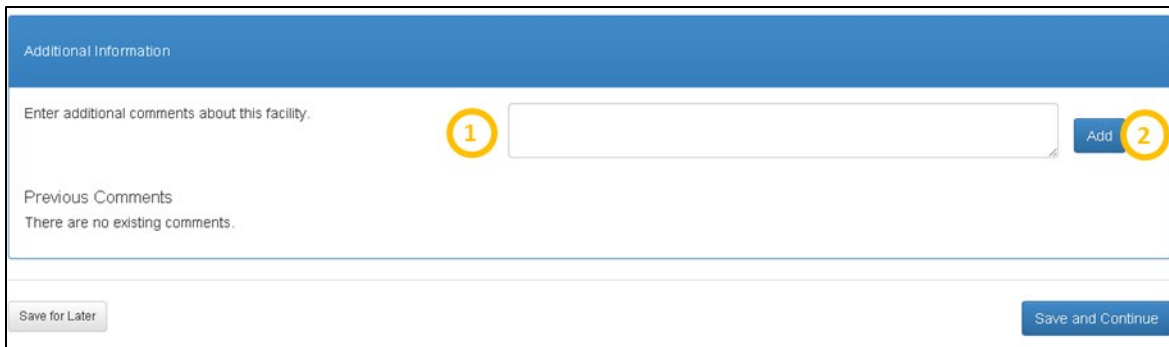
Figure 206: Facility Form Supporting Documents - Uploaded Documents Table



<b>Feature</b>	<b>Description</b>
<b>1. Uploaded Documents</b>	Once the user successfully uploads a document, the document will appear in the Uploaded Documents table at the bottom of the page.
<b>2. Document Name</b>	The name of the document will appear as a hyperlink. The user should select this hyperlink if they would like to view the uploaded document.
<b>3. Document Type</b>	This field will display the document type that was uploaded by the user.
<b>4. Uploaded Date</b>	This field will display the date and time that the document was uploaded.
<b>5. Action</b>	The user can remove a document uploaded by selecting the “Delete” action under this column.

*User Notes:*

- If the user has deleted a required document, they must upload another document in its place to continue onto the next page.



**Figure 207: Facility Form Supporting Documents - Additional Information**

<b>Feature</b>	<b>Description</b>
<b>1. Enter Additional Comments About this Facility</b>	The user may use this section to write any additional notes or information about the application.  <i>User Notes:</i> <ul style="list-style-type: none"><li>• The text box is limited to 1000 characters.</li><li>• A comment is not required to continue with the application.</li></ul>
<b>2. Add</b>	The user should select this button once a comment is entered in the text box to add and display the comment on the page.



Additional Information

Enter additional comments about this facility.

Previous Comments

User	Comment
7C8B3C7622FBB6267D@EXAMPLE.com on May 15, 2015 :	Test Comment

Figure 208: Facility Form Supporting Documents – Previous Comments Table

Feature	Description
1. Previous Comments	This section will be displayed one a user adds a comment to the page.
2. User	This column will capture the name of the user who made the comment in addition to the date the comment was made.
3. Comment	This column will display the comment entered by the user and is not editable.
4. <input type="button" value="Save for Later"/>	The user can select this button at any time on this page. Once selected, the system will save all information already entered and return the user to the Designation profile. The user can resume the application form the Designation profile.
5. <input type="button" value="Save and Continue"/>	Once the user completes the Supporting Documents page, the user should select the “Save and Continue” button to save their progress and move onto the next page of the application.
	<p><i>Business Rules:</i></p> <ul style="list-style-type: none"> <li>All required documents must be uploaded. The users will be notified by an error message if all required documents have not been uploaded.</li> </ul>

### 5.8.3D CREATING A NEW SMH APPLICATION – SUBMIT PAGE

Once the user has successfully saved the Supporting Documents page, the user will be taken to the Submit page.






The screenshot shows a web application interface titled "Facility Form | User Guide Test - Mental Health - State/County Mental Hospital -33079". At the top, there are four tabs: "1. General Information", "2. Facility Criteria", "3. Supporting Documents", and "4. Submit". Below the tabs is a "Summary" section containing a table with three columns: "Page Name", "Ready to Submit?", and "Messages". The table has three rows: "General Information", "Facility Criteria", and "Supporting Documents". The "Ready to Submit?" column shows "Yes" for all three rows. The "Messages" column is empty. Below the table is a "Submit" button.

Page Name	Ready to Submit?	Messages
General Information	Yes	
Facility Criteria	Yes	
Supporting Documents	Yes	

Figure 209: Facility Form - Submit Application

Feature	Description
1. Page Name	This column will display all of the pages (steps) of the application.
2. Ready to Submit	This column will let the user know if the page (step) has been completed. The column will state "Yes" if the page is complete and "No" if the page is yet to be completed.
3. Message	This column will populate if there are any validation errors or warning messages for the application.
4. 	When ready to submit the application, the user should select this button. Upon a successful submission, the user will be directed back to the General Information section of the Designation Profile. The status will be changed to "Submitted-Designation" and the Submission date will also be populated.

*Business Rules:*

- Upon submission, the system will double check all the validations on each page. If there are any errors, the system will notify the user.
- The Facility address must be geocoded in order to submit the application. In order to verify this, please view *Section 5.8.3A Creating a New SMH Application – General Information Page* of this user guide.
- If the Facility Name and Address match an existing Facility, then the system will present the same message described in *Section 5.8.3A Creating a New SMH Application – General Information Page* and the "Submit" button will not be available for selection.

## 5.8.4 CREATING A NEW CORRECTIONAL FACILITY APPLICATION

The Correctional Facility application has the following four sections:

- General Information
- Facility Criteria



- Supporting Documents
- Submit

### 5.8.4A CREATING A NEW CORRECTIONAL FACILITY APPLICATION – GENERAL INFORMATION PAGE

Once the user has initiated a Correctional Facility application on the Facility Form landing page, the user will be directed to the General information page of the application. All required fields, indicated by an \*, must be completed.

Figure 210: Correctional Facility Form - General Information Page

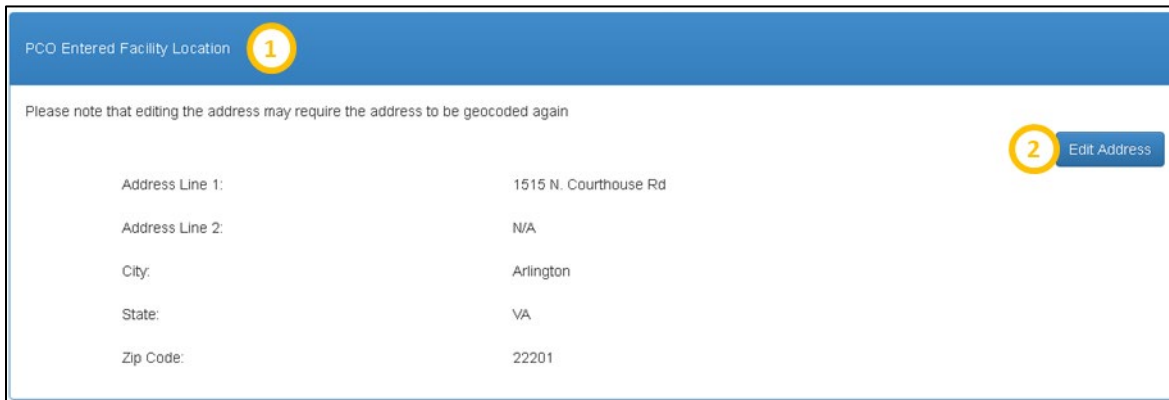
Feature	Description
1. Facility Name	The name will be carried over from what was entered in the Facility Form Landing page. The name will be editable throughout the application.  <i>Business Rules:</i> <ul style="list-style-type: none"> <li>• The Facility Name must be 50 characters or less.</li> </ul>



Feature	Description
2. Address Line 1	The user is required to enter the street address of the Facility.
3. Address Line 2	The user has the option to enter information for this field (i.e. suite or apartment number).
4. City	The user is required to enter the city the Facility is located in.
5. State	This field will always be read only and cannot be changed by the user.
6. Zip Code	The user is required to enter the zip code of the Facility.
7. Geocode	Selecting this button will automatically geocode and standardize the address of the Facility. The geocoding process can take a few moments.

*User Notes:*

- If the user does not select the “Geocode” button, the system will automatically geocode the address once the user selects the “Save and Continue” button. There may be times when the geocoding service is down. The user will be notified of this and the Facility will be geocoded by the back-up batching process that occurs every two hours. The user can continue with the application if unable to geocode, however the application cannot be submitted until the address has been geocoded.



**Figure 211: PCO Entered Correctional Facility Location Review**

Feature	Description
1. PCO Entered Facility Location	This section will appear as read-only once the address has been geocoded.



Feature	Description
2. Edit Address	The user may edit the PCO entered address by selecting this button. Once selected, all previous fields, with the exception of State, will be enabled to allow the user to edit.

*User Notes:*

- If the user selects the “Edit Address” button, the address will need to be geocoded again.

**Figure 212: Facility Form General Information – Confirm Geocoded Facility Location**

Feature	Description
1. Geocoded Facility Location	This section will appear once the Facility is geocoded.
2. County Name	This field represents the name of the County that the Facility resides in.
3. County	This field represents the County FIPs code that the facility resides in.
4. Census Tract	This field represents the Census Tract that the facility resides in.
5. CSD	This field represents the CSD that the Facility resides in.



**Feature**

**Description**

**6. Latitude**

This field represents the exact latitude of the Facility. The field is editable and the user can enter in a new latitude.

*User Notes:*

- The latitude and longitude are represented on the map as .

**7. Longitude**

This field represents the exact longitude of the Facility. The field is editable and the user can enter in a new longitude.

*User Notes:*

- The latitude and longitude are represented on the map as .

**8. Re-Geocode**

If the user changes the latitude and longitude or moves the pin on the map, in order to reflect the new geocoded changes the user must select this button.

*User Notes:*

- Users can now manually override the geocoding results of a Facility address by either entering a new value in for the latitude and longitude or moving the pin on the map to the correct location. The pin can only be placed in the same State as the user. If an address is manually geocoded, Geocoded Address Line 1 and 2 will not appear.

**9.**



Once all the required fields are completed, the user should select this button to save all the information and continue to the next page.

Once the user clicks “Save and Continue”, the system will check to see if a facility with the same name, discipline and standardized address already exists in the system. The address match is based on the following fields:

- Address Line 1
- Address Line 2
- City
- State
- Zip Code

The system will display the following warning message if a facility with the same name, discipline, and address already exists. The user can access the other facility’s information by selecting the Case ID hyperlink. The warning message will not prevent the user from continuing with the application. If the information is not changed, however, the system will prevent the application from being submitted, as discussed further in *Section 5.8.4D Creating a New Correctional Facility Application – Submit Page*.



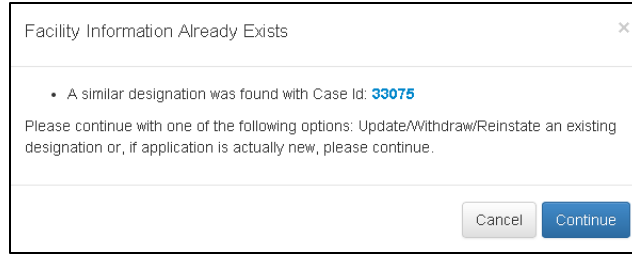


Figure 213: Preexisting Facility Warning Message

The system will create a Case ID and display it on the banner of the application upon successfully saving this page.

## 5.8.4B CREATING A NEW CORRECTIONAL FACILITY APPLICATION – FACILITY CRITERIA PAGE

Once the user has successfully saved the General Information page, the user will be taken to the Facility Criteria page.



Figure 214: Correctional Facility Criteria - Facility Type Information

Feature	Description
<b>1. Correctional Facility Type</b>	The user is required to select an option from the dropdown. The options available are: <ul style="list-style-type: none"><li>• Federal</li><li>• State</li><li>• Youth Detention</li></ul>
<b>2. Security Level</b>	If the user has selected a Correctional Facility type of Federal or State, this required field will appear with the following options: <ul style="list-style-type: none"><li>• Medium</li><li>• Maximum</li></ul> <p>If the Youth Detention is chosen as the Facility type, this field will not appear on the page.</p>



Figure 215: Correctional Facility Form - Facility Inmates Information

**Feature**

**1. Mean Inmates/Year**

**Description**

The user is required to enter a numeric value for this field. The user must upload documentation for this field in the Supporting Documents section.

*Business Rules:*

- This field must be at least 250 to qualify

**2. Routine Intake Exams Performed?**

This field will default to unknown and display the following drop down options:

- Unknown
- Yes
- No

*User Notes:*

- If the user selects “Yes”, Mean new Inmates/Year and Mean Length of Stay fields will be required.

**3. Mean New Inmates/Year**

The user can enter a numeric value for this ratio.

*User Notes:*

- This field will be required if the user selects “Yes” for the Routine intake Exams Performed field.

**4. Mean Length of Stay**

The user can enter a numeric value for this field.

*User Notes:*


- This field will be required if the user selects “Yes” for the Routine intake Exams Performed field.



**Feature**

**5. Number of Internees**

**Description**

The system will automatically calculate the number of internees based on the values entered in the Correctional Facility Inmates Information section once the user selects .

*User Notes:*

- The field will be read only. If the user changes any values in the Correctional Facility Inmates Information section, the “Calculate” button will need to be selected again to display the new Number of Internees value.

*Business Rules:*

- The number of internees is determined in the following way for a Primary Care Application:
  - System shall calculate the “Number of Internees” in the following way if the user completes the “Mean Inmates/Year” field and “Mean New Inmates/Year.” “Mean Length of Stay” fields may or may not be complete, but “Routine Intake Exams Performed” field is unknown or not performed:
    - i. Number of Internees = Mean number of Inmates/Year.
  - System shall calculate the "Number of Internees" in the following way if the user enters the "Mean Inmates/ year", "Mean New Inmates/year", "Mean length of stay (MLOS)", and the MLOS field is 365 days or greater and Routine Intake exams are performed:
    - i. Number of Internees = Mean Number of Inmates/Year + 0.3 \* (Mean New Inmates/Year)
  - System shall calculate the "Number of Internees" in the following way if the user enters the "Mean Inmates/year", "Mean New Inmates/year", "Mean Length of Stay (MLOS)" and the MLOS is less than 365 days and Routine Intake Exams are performed:
    - i. Number of Internees = Mean Number of Inmates/Year + 0.2 \* (1 + MLOS/2) \* (Mean New Inmates/Year) Where MLOS is in a fraction of a year.
- The Number of Internees is determined in the following way for a Dental Health and Mental Health Application:
  - System shall calculate the "Number of Internees" in the following way if user completes the "Mean Inmates/year" field and "Mean New Inmates/year" and "Mean Length of Stay" fields may or may not be complete but "Routine Intake Exams Performed?" field is unknown or not performed:
    - i. Number of Internees = Mean Number of Inmates/Year
  - System shall calculate the "Number of Internees" in the following way if the user enters the "Mean Inmates/year", "Mean New Inmates/year", "Mean length of stay





Feature	Description
	<p>(MLOS)", and the MLOS field is 365 days or greater and Routine intake exams are performed:</p> <ul style="list-style-type: none"> <li>i. Number of Internees = Mean Number Inmates/Year + Mean New Inmates/Year</li> </ul> <ul style="list-style-type: none"> <li>o System shall calculate the "Number of Internees" in the following way if the user enters the "Mean Inmates/year", "Mean New Inmates/year", "Mean Length of Stay (MLOS)" and the MLOS is less than 365 days and Routine Intake Exams are performed: <ul style="list-style-type: none"> <li>i. Number of Internees = Mean Number of Inmates/Year + <math>\frac{1}{3} * [1 + (2 * MLOS)] * (\text{Mean New Inmates/Year})</math> where MLOS is a fraction of a year.</li> </ul> </li> </ul>

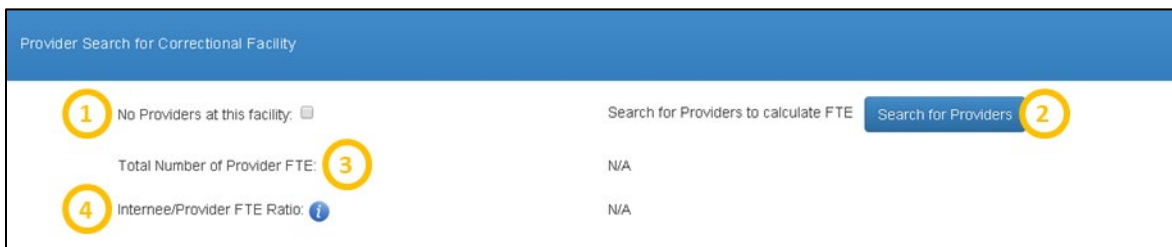


Figure 216: Correctional Facility Provider Search

Feature	Description
<b>1. No Providers at this Facility</b>	The user should select <input type="checkbox"/> if no providers work at the Facility location.
<b>2. Search for Providers</b>	If providers do work at the Facility, the user should select this button to search and add providers. For detailed information on this functionality, please see the <i>Section 5.8.2B Creating a New OFAC Application – Provision of Services Page</i> for instructions.  <i>User Notes:</i> <ul style="list-style-type: none"> <li>• Providers that are ineligible due only to their Federal Provider status can be selected as Providers for Correctional Facilities.</li> </ul>
<b>3. Total Number of Provider FTE</b>	This field will be populated once the user has searched and added providers that work at the Facility. If the user indicates that there are no providers working at the Facility, this field will display as N/A.



**Feature**

**4. Internee/Provider FTE Ratio**

**Description**

This field will be populated once the user has searched for and added providers that work at the Facility. This field will use the value from the “Number of Internees” field described in the previous section and the “Provider FTE” to derive the ratio.

*Business Rules:*

- The internee/provider ratio must meet the following criteria in order to qualify:
  - At least 1000:1 for Primary Care applications
  - At least 1500:1 for Dental Health applications
  - At least 2000:1 for Mental Health applications
- The Internee/Provider Ratio validation will not be applicable if “No Providers at this Facility” is selected as an option on the page.

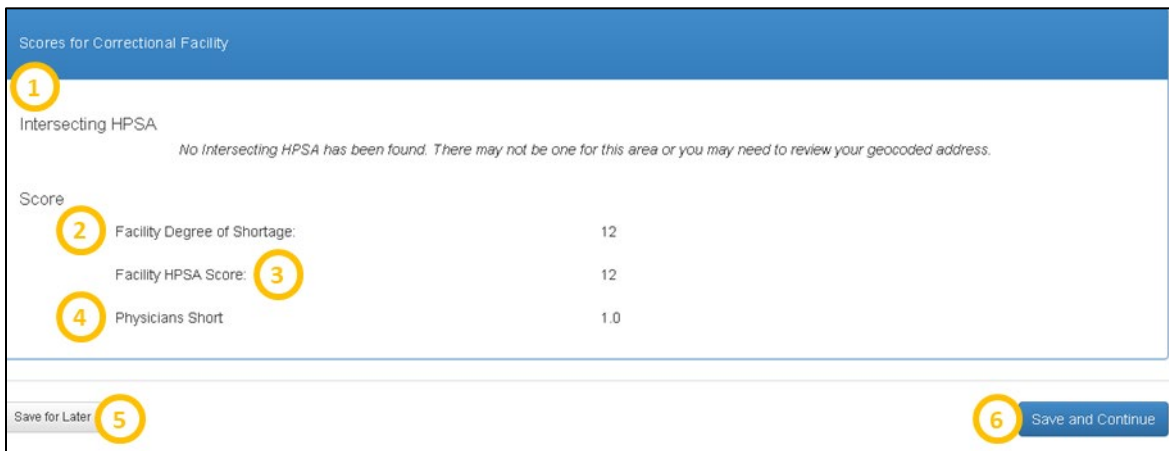


Figure 217: Viewing Correctional Facility Scores

**Feature**

**1. Intersecting HPSAs**

**Description**

The system will display the following fields under this section if the Facility location falls within a current Geographic or Geographic High Needs Designation of the same discipline:

- Public ID
- Designation Name
- Score

If there is no intersecting HPSA, the following warning will appear:

- “No Intersecting HPSA has been found. There may not be one for this area, or you may need to review your geocoded address.”



**Feature**

**2. Facility Degree of Shortage**

**Description**

This read only field will be automatically calculated once the user completes the other sections of the Facility criteria page shown above.

*Business Rules:*

- System shall calculate the degree of shortage in the following way for a Primary Care Application using the Number of Inmates and Internee/Provider Ratio (R):
  - Group 1: Institutions with 500 or more inmates and no physicians; Degree of Shortage= 12
  - Group 2: Other institutions with no physicians and institutions with R greater than or equal to 2000:1; Degree of Shortage = 6
  - Group 3: Institutions with a ratio greater than or equal to 1,000:1 but less than 2,000: 1; Degree of Shortage = 3
- System shall calculate the degree of shortage in the following way for a Dental Health Application using the Number of Inmates and Internee/Provider Ratio (R):
  - Group 1: Institutions with 500 or more inmates and no dentists; Degree of Shortage= 12
  - Group 2: Other institutions with no dentists and institutions with R greater than or equal to 3000: 1; Degree of Shortage = 6
  - Group 3: Institutions R greater than or equal to 1500:1 but less than 3000: 1; Degree of Shortage = 3
- System shall calculate the degree of shortage in the following way for a Mental Health Application using the Number of Inmates and Internee/Provider Ratio (R):
  - Group 1: Facilities with 500 or more inmates or residents and no psychiatrists; Degree of Shortage= 12
  - Group 2: Other institutions (less than 500 inmates) with no psychiatrists and institutions with R greater than or equal to 3000:1; Degree of Shortage = 6
  - Group 3: Institutions with R greater than or equal to 2000:1 but less than 3000:1; Degree of Shortage = 3



**Feature**

**3. Facility HPSA Score**

**Description**

The Facility score will be automatically displayed once the user completes all sections of the Facility Criteria page.

*Business Rules:*

- The system will display the facility designation score for a Primary Care application based on the Degree of Shortage value plus point for the intersecting geographic and geographic high needs HPSA:
  - Geographic HPSA score between 20-25; Points = 12
  - Geographic HPSA score between 14-19; Points = 9
  - Geographic HPSA score between 8-13; Points = 6
  - Geographic HPSA score between 1-7; Points = 3
  - Not located in a geographic HPSA; Points = 0
- The system will display the facility designation score for Dental Health and Mental Health applications based on the Degree of Shortage value plus point for the intersecting geographic and geographic high needs HPSA:
  - Geographic HPSA score between 20-26; Points = 12
  - Geographic HPSA score between 14-19; Points = 9
  - Geographic HPSA score between 8-13; Points = 6
  - Geographic HPSA score between 1-7; Points = 3
  - Not located in a Geographic HPSA; Points = 0

**4. Physicians Short**

This field will be read only and automatically calculated by the system once the user completes all sections of the Facility Criteria page.

- The system will calculate the Physicians Short in the following way for a Primary Care application:
  - Internees/1000 – FTE
- The system will calculate the Physicians Short in the following way for a Dental Health application:
  - Internees/1500 – FTE
- The system will calculate the Psychiatrist Short in the following way for a Mental Health application:
  - Internees/2000 – FTE


**5.**

Save for Later

The user can select this button at any time on this page. Once selected, the system will save all information already entered and return the user to the Designation profile. The user can resume the application from the Designation profile.



**Feature**

6. 

**Description**

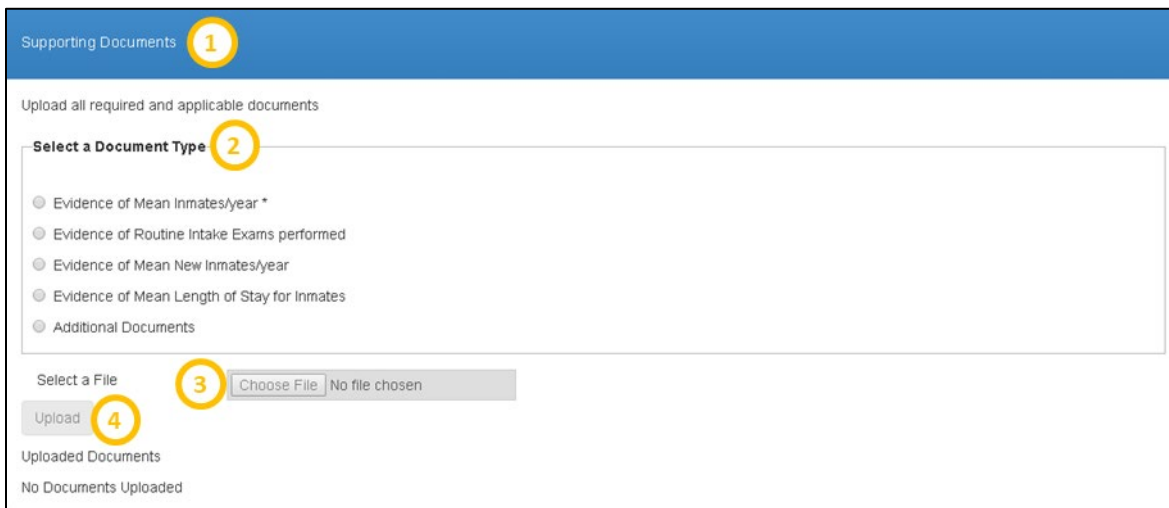
Once the user completes the Facility Criteria page, the user should select the “Save and Continue” button to save and move onto the next page of the application.

*Business Rules:*

- All required fields must be completed. The user will be notified by the system if information is missing.
- The system will check and make sure that the “Mean Inmates/Year” field is greater than or equal to 250.
- The system will check and make sure that the “Internee/Provider Ratio FTE” qualifies based on the application discipline if applicable.

**5.8.4C CREATING A NEW CORRECTIONAL FACILITY APPLICATION – SUPPORTING DOCUMENTS PAGE**

Once the user has successfully saved the Facility Criteria page, the user will be taken to the Supporting Documents page.



**Figure 218: Supporting Documents for Correctional Facility Application**

**Feature**

**1. Supporting Documents**

**Description**

The user must upload all required supporting documents in this section. The required supporting documents are indicated by “\*”, and will always be required for this Facility Application type.

**2. Select a Document Type**

The user should select the document type they would like to upload.

**3. Choose File**

Once a document type is selected, this button will be enabled. The user should select this button and a separate window will appear allowign the user to select the desired document.

**4. Upload**

Once a file is selected, the upload button will be enabled. The user should select this button to save the document on the page.



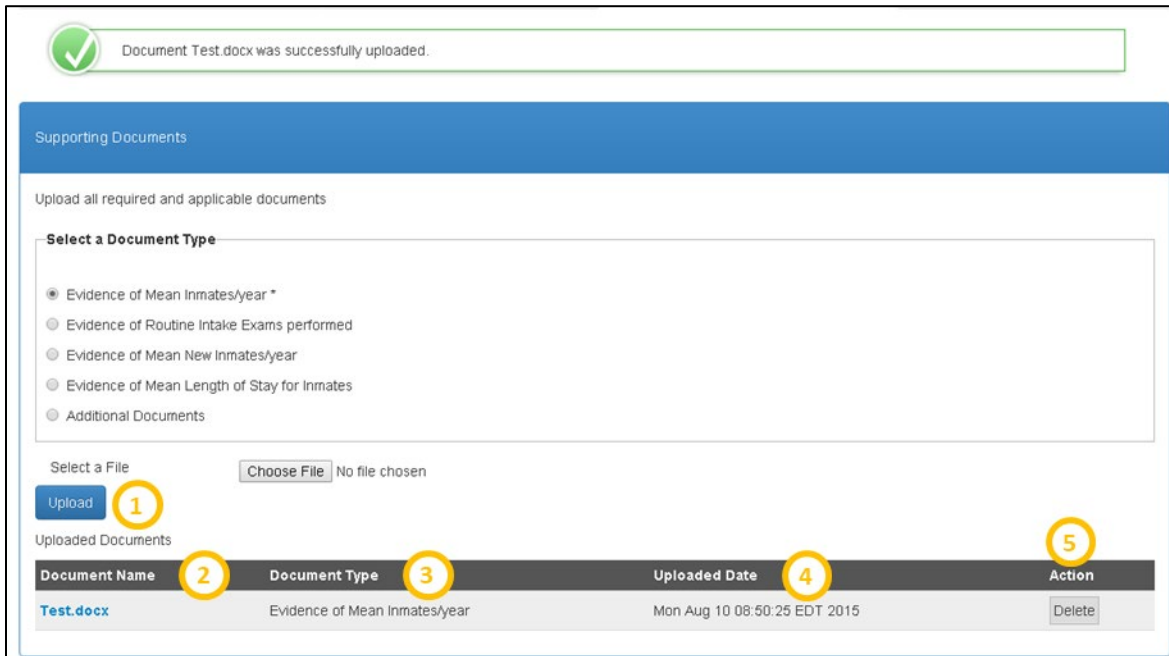


Figure 219: Viewing Supporting Documents Table

**Feature**

**1. Uploaded Documents**

**Description**

Once the user successfully uploads a document, the document will appear in the Uploaded Documents table.

**2. Document Name**

The name of the document will appear as a hyperlink. The user should select this hyperlink if they would like to view the document uploaded.

**3. Document Type**

This field will display the document type that was uploaded by the user.

*User Notes:*

- There is no limit to how many times a document type can be uploaded.

**4. Uploaded Date**

This field will display the date and time the document was uploaded.

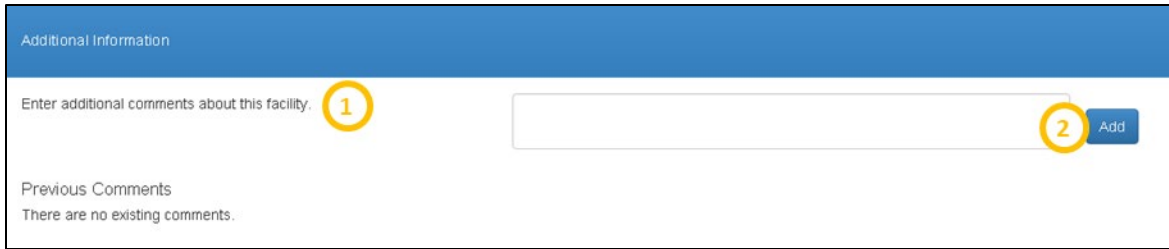
**5. Action**

The user can remove a document uploaded by selecting the “Delete” action under this column.

*User Notes:*

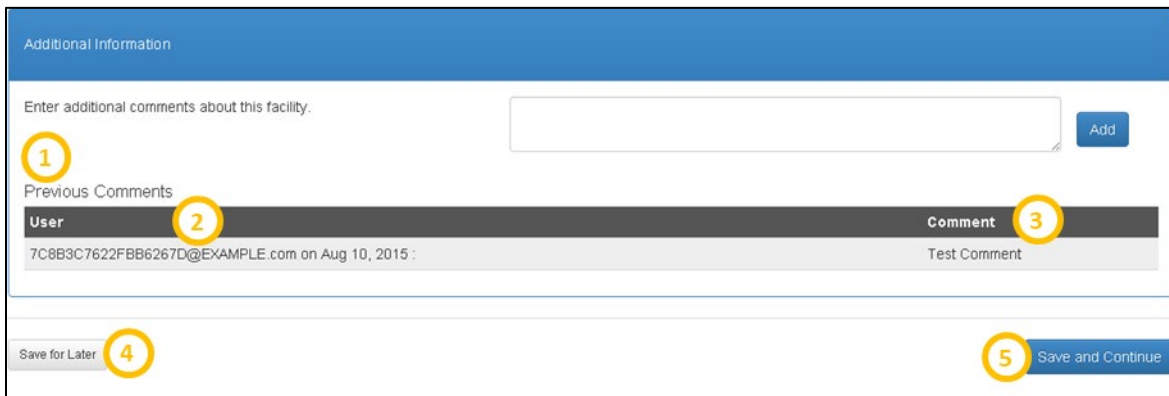
- If the user has deleted a required document, they must upload another document in its place in order to continue onto the next page.





**Figure 220: Additional Information – Adding Comments**



Feature	Description
<b>1. Enter Additional Comments About this Facility</b>	The user may use this section to write any additional notes or information about this application.  <i>User Notes:</i> <ul style="list-style-type: none"> <li>• The text box is limited to 1000 characters.</li> <li>• Comments are not required</li> </ul>
<b>2. Add</b>	The user should select this button once a comment is typed in the text box to save the information and have it displayed on the page.



**Figure 221: Additional Information - Viewing Previous Comments**

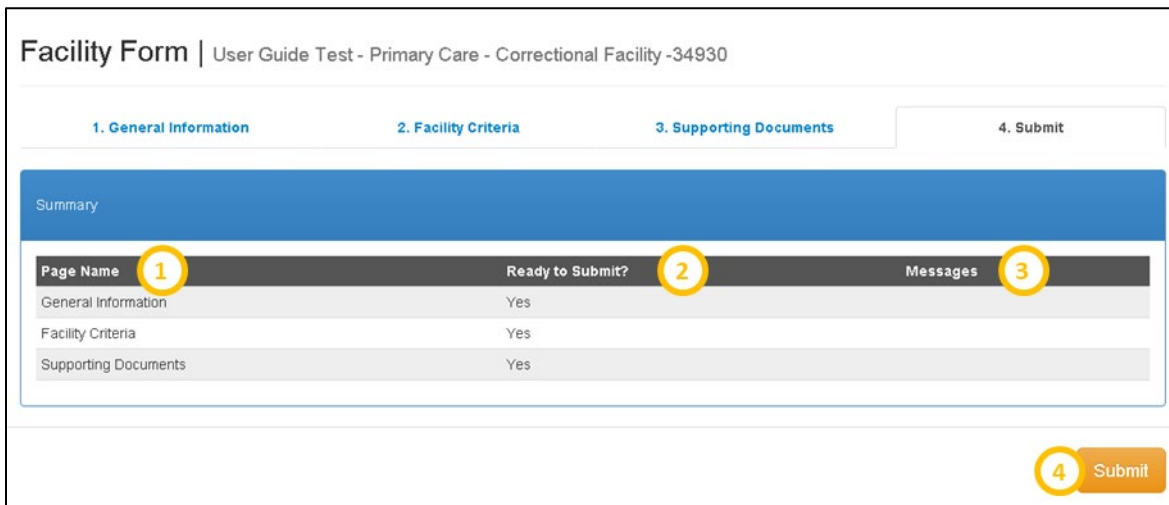
Feature	Description
<b>1. Previous Comments</b>	This section will be displayed once the user adds a comment to the page.
<b>2. User</b>	This column will capture the name of the user who made the comment as well as the date the comment was made on.



Feature	Description
3. Comment	<p>This column will display the comment entered by the user and will be read only.</p> <p><i>User Notes:</i></p> <ul style="list-style-type: none"> <li>The user can enter an unlimited amount of comments to the page. However as previously stated, the comment text box is limited to 1000 characters.</li> </ul>
4. 	<p>The user can select this button at any time on this page. Once selected, the system will save all information already entered and return the user to the Designation profile. The user can resume the application from the Designation Profile.</p>
5. 	<p>Once the user completes the Supporting Documents page, the user should select the “Save and Continue” button to save and move onto the next page of the application.</p> <p><i>Business Rules:</i></p> <ul style="list-style-type: none"> <li>All required documents must be uploaded. The user will be notified by an error message if all required documents have not been uploaded.</li> </ul>

#### 5.8.4D CREATING A NEW CORRECTIONAL FACILITY APPLICATION – SUBMIT PAGE

Once the user has successfully saved the Supporting Documents page, the user will be taken to the Submit page.



Page Name	Ready to Submit?	Messages
General Information	Yes	
Facility Criteria	Yes	
Supporting Documents	Yes	

Figure 222: Correctional Facility Form - Submit Application

Feature	Description
1. Page Name	This column will display all the pages (steps) of the application.
2. Ready to Submit	This column will let the user know if the page (step) is completed. If the page is completed, the column will state “Yes”. If it has not, the system will display “No” in this column.





**Feature**

**3. Message**

**Description**

This column will populate if there are any validation errors or warning messages for the application.

**4.**



When ready to submit the application, the user should select this button. Upon a successful submission, the user will be directed back to the General Information section of the Designation Profile. The status will be changed to “Submitted-Designation” and the Submission Date will also be populated.

*Business Rules:*

- Upon submission, the system will double check all the validations on each page. If there are any errors, the system will notify the user.
- The Facility address must be geocoded in order to submit the application. In order to verify this, please view *Section 5.8.4A Creating a new Correctional Facility Application – General Information Page* of this user guide. If the Facility Name and Address match an existing Facility, then the system will present the same message described in *Section 5.8.4A Creating a new Correctional Facility Application – General Information Page* and the “Submit” button will not be available for selection.

## 6. AUTO-HPSA DESIGNATION PORTAL

Automatic Facility HPSA designation profiles can be accessed via the Auto-Portal several ways:

1. Via the Designation Search, by clicking on the Case ID of a designation. In-progress Auto-HPSA rescores cannot be directly accessed this way. However, once a user clicks into a current “Designated” Auto-HPSA designation record, the user can access the in-progress rescore from the profile page. See *Section 5.1.2 Searching for Auto-HPSAs* for more information about searching for Auto-HPSA designation records and system limitations.
2. Via the “Manage Auto-HPSA POCs” page. From the navigation menu, click on the “Manage Users” dropdown menu and select “Manage Auto-HPSA POCs”. The PCO will be redirected to a page of all Auto-HPSA organizations in their state, in alphabetical order. Click on the hyperlinked Organization Name of any organization to access its profile.
3. Via the “My Activities” page. Any in-progress Auto-HPSA rescores currently owned by PCOs can be accessed through its task in the My Activities page. Click on the hyperlinked Description of the task to navigate directly to the Auto-HPSA organization’s in-progress rescore form.



## 6.1 VIEWING AUTO-HPSA DESIGNATION PROFILES

Auto-HPSA designation profiles are different than geographic and population HPSA profiles. Auto-HPSAs are organizations, and their profiles are organized at the organization level. On the organization profile page, users can access all three disciplines' designation profiles by navigating between the Primary Care, Dental Health, and Mental Health tabs under the Organization name:

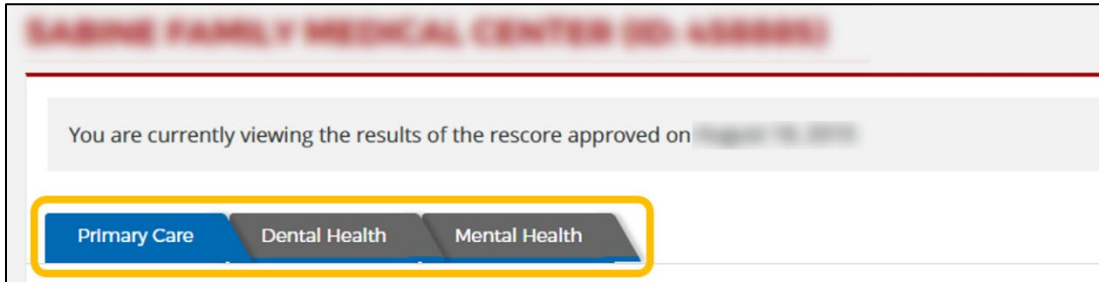


Figure 223: Auto-HPSA Organization Profile Designation Tabs

The Designation Profile of Auto-HPSA designations consists of the following sections:

- General Information
- Organization Information
- Sites
- Score
- Data
- Supporting Documents

### 6.1.1 VIEWING GENERAL INFORMATION

The General Information section contains information specific to the designation. This information will differ when users navigate between disciplines.

General Information		
<b>Designation Name</b>	<b>Designation ID</b>	<b>Public ID</b>
[blurred]	[blurred]	[blurred]
<b>Status</b>	<b>Discipline</b>	<b>Last Approved Designation Date</b>
Designated	Primary Care	July 22, 2019
<b>Service Area Component Type</b>		
ZCTA		

Figure 224: Auto-HPSA Designation Profile General Information Section

#### Feature

##### 1. Designation Name

#### Description

This field displays the Designation Name from the authoritative data source (BPHC for FQHCs, IHS for ITUs, BHW for RHCs).



Feature	Description
<b>2. Designation ID</b>	This field displays the Designation Case ID of the designation record. Each time a designation is rescored, the system will assign it a new, unique Designation ID.
<b>3. Public ID</b>	This field displays the unique identifier that is assigned to a designation once it has been approved.
<b>4. Status</b>	This field will display the current status of the designation record being viewed. The status will be one of the following: <ul style="list-style-type: none"> <li>• Designated</li> <li>• Replaced</li> <li>• Cancelled</li> <li>• Not Approved</li> <li>• Withdrawn</li> </ul>
<b>5. Discipline</b>	This field will display the discipline of the designation being viewed. This field will always match the tab the user is on.
<b>6. Last Approved Designation Date</b>	This field displays when the designation was last approved by a SDB Analyst.
<b>7. Service Area Component Type</b>	This field displays the type of service area that was used. The options available are Census Tract (CT) or Zip Code Tabulation Areas (ZCTA). Users have the option of converting from a CT to a ZCTA service area, but do not have the option of converting from a ZCTA to a CT service area.

### 6.1.2 VIEWING ORGANIZATION INFORMATION

The Organization Information section contains information about the Organization. This information will be the same across all three disciplines.

Organization Information		
Organization Name	Organization Unique ID	Organization Type
		FQHC
Organization Address	Organization State	

Figure 225: Auto-HPSA Designation Profile Organization Information Section

Feature	Description
<b>1. Organization Name</b>	This field displays the Organization Name from the authoritative data source (BPHC for FQHCs, IHS for ITUs, BHW for RHCs).



<b>Feature</b>	<b>Description</b>
<b>2. Organization Unique ID</b>	This field displays the Organization Case ID of the organization record. Each time an organization is rescored, the system will assign it a new, unique Organization ID.
<b>3. Organization Type</b>	This field displays the organization type from the authoritative data source (BPHC for FQHCs, IHS for ITUs, BHW for RHCs). Types include: <ul style="list-style-type: none"> <li>• FQHC</li> <li>• FQHC LAL</li> <li>• ITU</li> <li>• RHC</li> </ul>
<b>4. Organization Address</b>	This field displays the organization address from the authoritative data source (BPHC for FQHCs, IHS for ITUs, BHW for RHCs). This is the administrative address of the organization, regardless of where its independent sites are located.
<b>5. Organization State</b>	This field will display the state of the organization’s administrative address from the authoritative data source (BPHC for FQHCs, IHS for ITUs, BHW for RHCs). This is the state of the organization, regardless of where its independent sites are located.

### 6.1.3 VIEWING ORGANIZATION’S SITE(S)

The Sites section contains information about all of the sites within an Organization. FQHCs are handled as networks and may have one or more sites associated with the organization. However, ITUs and RHCs have a one to one relationship where each individual site is its own organization. The list of sites is the same across all three disciplines, however the NSC information (NSC Travel Time/Distance, Score) will vary by discipline.

Sites			
SITE NAME	SITE ADDRESS	NSC TRAVEL TIME/DISTANCE	SCORE
[REDACTED]	[REDACTED]	N/A	5
[REDACTED]	[REDACTED]	N/A	5
Average NSC Travel Time/ Distance			5

Figure 226: Auto-HPSA Designation Profile Sites Section

<b>Feature</b>	<b>Description</b>
<b>1. Site Name</b>	This field displays the Site Name from the authoritative data source (BPHC for FQHCs, IHS for ITUs, BHW for RHCs). The site name will be the same across all disciplines.
<b>2. Site Address</b>	This field displays the site’s address from the authoritative data source (BPHC for FQHCs, IHS for ITUs, BHW for RHCs). The site address will be the same across all disciplines.



<b>Feature</b>	<b>Description</b>
<b>3. NSC Travel Time/Distance</b>	This field displays the data value that was used to determine the NSC score. The system will either use travel time or travel distance, whichever results in a higher score.
<b>4. Score</b>	This field displays the NSC score for the site for the discipline being viewed. The site will receive an NSC score between 0-5.
<b>5. Average NSC Travel Time/Distance</b>	This field display the average NSC score, calculated by summing all of the individual site NSC scores, and dividing by the number of sites. The designation will receive an NSC score between 0-5.

---

#### 6.1.4 VIEWING SCORE

The Score section contains all of the scoring details specific to the designation. The scoring details are unique to each discipline. The list of sub-scores contributing to the total designation score will also vary by discipline.

The following sub-scores are common to all disciplines:

- Population to Provider Ratio
- % Population at 100% FPL/% Patients Served with Known Income at or below 100% FPL
- Average NSC Travel Time/Distance

#### PRIMARY CARE

The following sub-score is unique to Primary Care:

- Infant Health Index (will either display Infant Mortality Rate or Low Birth Weight Rate, whichever results in the higher score)

Therefore, the Primary Care Score section will show the following rows:

- Designation Score
- Population:Provider Ratio
- %Population at 100% FPL or % Patients Served with Known Income at or below 100% FPL
- Infant Health Index
- Average NSC Travel Time/Distance
- Total

#### USER NOTES

- If the organization has 0 Provider FTE, the Score section will display a “Relevant Population Total” sub-score instead of a “Population:Provider Ratio” sub-score (not pictured).
- If an Organization POC has not entered a % Patients Served with Known Income at or below 100% FPL value, the system will display % Population at 100% FPL. Once a POC has entered a % Patients Served value, the % Patients Served sub-score will display in place of the % Population sub-score (not pictured).



Score			
Summary			
<b>Designation Score</b>			
15			
Details			
SUBSCORE	SCORING CRITERIA	SCORE	
Population:Provider Ratio	4,539.49	6	
% Population at 100% FPL	18.6	1	
Low Birth Weight Rate	10.52	3	
Average NSC Travel Time/ Distance		5	
Total		15	

Figure 227: Auto-HPSA Primary Care Designation Profile Score Section

## DENTAL HEALTH

The following sub-score is unique to Dental Health:

- % Population with Fluoridated Water

Therefore, the Dental Health Score section will show the following rows:

- Designation Score
- Population:Provider Ratio
- %Population at 100% FPL or % Patients Served with Known Income at or below 100% FPL
- % Population with Fluoridated Water
- Average NSC Travel Time/Distance
- Total

## USER NOTES

- If the organization has 0 Provider FTE, the Score section will display a “Relevant Population Total” sub-score instead of a “Population:Provider Ratio” sub-score (not pictured).
- If an Organization POC has not entered a % Patients Served with Known Income at or below 100% FPL value, the system will display % Population at 100% FPL. Once a POC has entered a % Patients Served value, the % Patients Served sub-score will display in place of the % Population sub-score (not pictured).



Score		
Summary		
Designation Score		
17		
Details		
SUBSCORE	SCORING CRITERIA	SCORE
Population:Provider Ratio	33,893.97	10
% Population at 100% FPL	18.37	2
% Population with Fluoridated Water		0
Average NSC Travel Time/ Distance		5
Total		17

Figure 228: Auto-HPSA Dental Health Designation Profile Score Section

## MENTAL HEALTH

The following sub-scores are unique to Mental Health:

- Elderly Ratio
- Youth Ratio
- Alcohol Misuse Rate
- Substance Misuse Rate

Therefore, the Mental Health Score section will show the following rows:

- Designation Score
- Population:Provider Ratio
- %Population at 100% FPL or % Patients Served with Known Income at or below 100% FPL
- Elderly Ratio
- Youth Ratio
- Alcohol Misuse Rate
- Substance Misuse Rate
- Average NSC Travel Time/Distance
- Total

## USER NOTES

- If the organization has 0 Provider FTE, the Score section will display a “Relevant Population Total” sub-score instead of a “Population : Provider Ratio” sub-score (not pictured).
- The system will indicate the type of Mental Health Provider used in the Population to Provider ratio (i.e., Population:Psych Providers to Population:Mental Health Providers)
- If an Organization POC has not entered a % Patients Served with Known Income at or below 100% FPL value, the system will display % Population at 100% FPL. Once a POC has entered a % Patients Served value, the % Patients Served sub-score will display in place of the % Population sub-score (not pictured).



Score		
Summary		
<b>Designation Score</b>		
16		
Details		
SUBSCORE	SCORING CRITERIA	SCORE
Population:Psych Providers	48,098.94	6
% Population at 100% FPL	18.37	1
Elderly Ratio	0.33	3
Youth Ratio	0.34	1
Alcohol Abuse Rate		0
Substance Abuse Rate		0
Average NSC Travel Time/ Distance		5
Total		16

Figure 229: Auto-HPSA Mental Health Designation Profile Score Section

### 6.1.5 VIEWING DATA

The Data section contains all of the supporting data used in calculating a designation score. Some data points will have empty values. These fields are empty for one of the following reasons:

- The data point is not relevant to the discipline (e.g., Percent of Population with Fluoridated Water when viewing Primary Care designation)
- The data point is a user-entered data point and no data has been entered by a user yet (e.g., Patients Served Under 18 Years Old/18 to 64 Years/65 Years and Older when viewing Mental Health designation)
- The data is not available for the organization (e.g., Number of Infant Births when viewing Primary Care designation)





Data	
Population Total Sum Being Used	42198
Population for whom Poverty Status is Determined	92472
Population at 100% FPL	18110
Population at 200% FPL	42198
Population American Indian Alaska Native Alone	2223
% Population at 100% FPL	19.58
% Patients Served at or below 100% FPL	
Provider FTE	1.47
Population:Provider Ratio	28706.12 : 1
Population Under 18 Years Old	
Population 18 to 64 Years	
Population 65 Years and Older	18058
Patients Served Under 18 Years Old	
Patients Served 18 to 64 Years	
Patients Served 65 Years and Older	
Youth Ratio	
Elderly Ratio	
Number of Infant Deaths	
Number of Infant Births	
Low Birth Weight Births	
Infant Mortality Rate	
Low Birth Weight Rate	
% Population with Fluoridated Water	

**Figure 230: Auto-HPSA Designation Profile Dental Health Data Section**

The table below contains a complete list of possible data points, the discipline(s) they are used for, and a brief description. Please reference the descriptions for additional details about organization type usage and user-entered data capabilities.

For additional details about how certain data points are derived, please refer to *Appendix B – Auto-HPSA Scoring Requirements and Data Sources*.

Data Point	PC	DH	MH	Description
<b>Population Total Sum Being Used</b>	✓	✓	✓	This field displays whichever population total is being used in the scoring for this particular designation. For Auto-HPSAs, the population being used depends on Organization Type and Service Area Type.
<b>Population for Which Poverty Status is Determined</b>	✓	✓	✓	This field displays the population total for which poverty status is determined (PPD).
<b>Population at 100% FPL</b>	✓	✓	✓	This field displays the population total with known income at or below 100% FPL.
<b>Population at 200% FPL</b>	✓	✓	✓	This field displays the population total with known income at or below 200% FPL.
<b>Population American Indian Alaska Native Alone</b>	✓	✓	✓	This field displays the American Indian Alaska Native (AI/AN) single race data point. While this data point will display on the profile of all Organization Types, it is only used in scoring ITUs.



Data Point	PC	DH	MH	Description
% Population at 100% FPL	✓	✓	✓	This field displays the percent of the population total with known income at or below 100% FPL.
% Patients Served At or Below 100% FPL	✓	✓	✓	This field displays the percent of patients served with known income at or below 100% FPL. For organizations using Uniform Data Systems (UDS) data, this data point is provided in the UDS data and cannot be adjusted. For organizations not using UDS data, this field will be blank until a user submits a supplemental data rescore with a % patients served at or below 100% FPL value.
Provider FTE	✓	✓	✓	This field displays the FTE total of usable providers used in scoring the designation.
Population:Provider Ratio	✓	✓	✓	This field displays the population to provider ratio of the service area.
Population Under 18 Years Old			✓	This field displays the total population under 18 years of age for a service area.
Population 18 to 64 Years			✓	This field displays the total population between 18 and 64 years of age for a service area.
Population 65 Years and Older			✓	This field displays the total population 65 years of age or older for a service area.
Patients Served Under 18 Years Old			✓	This field displays the total count of patients served under 18 years old. For organizations using Uniform Data Systems (UDS) data, this data point is sourced from UDS data and cannot be adjusted. For organizations not using UDS data, this field will be blank until a user submits a supplemental data rescore with a patients served under 18 years old value.
Patients Served 18 to 64 Years			✓	This field displays the total count of patients served between the ages of 18 and 64. For organizations using Uniform Data Systems (UDS) data, this data point is sourced from UDS data and cannot be adjusted. For organizations not using UDS data, this field will be blank until a user submits a supplemental data rescore with a patients served 18 to 64 years value.
Patients Served 65 Years and Older			✓	This field displays the total count of patients served over 65 years of age. For organizations using Uniform Data Systems (UDS) data, this data point is sourced from UDS data and cannot be adjusted. For organizations not using UDS data, this field will be blank until a user submits a supplemental data



Data Point	PC	DH	MH	Description
Youth Ratio			✓	rescore with patients served 65 years and older value.  This field displays the youth ratio calculated against either population or patients served data. If patients served data is not available, the youth ratio is defined as the Population Under 18 Years Old:Population 18 to 64 Years. If patients served data is available, the youth ratio is defined as the Patients Served Under 18 Years Old:Patients Served 18 to 64 Years.
Elderly Ratio			✓	This field displays the elderly ratio calculated against either population or patients served data. If patients served data is not available, the elderly ratio is defined as the Population 65 Years and Older:Population 18 to 64 Years. If patients served data is available, the elderly ratio is defined as the Patients Served 65 Years and Older:Patients Served 18 to 64 Years.
Number of Infant Deaths	✓			This field displays the number of infant deaths for a given service area and is used to calculate infant mortality rate (IMR). Infant death statistics are sourced from CDC and aggregated and averaged over a 5-year period in order to increase precision. This field will be blank for organizations with ZCTA service areas.
Number of Infant Births	✓			This field displays the number of infant live births for a given service area is used to calculate infant mortality rate (IMR) and low birthweight rate (LBWR). Infant birth statistics are sourced from the CDC and aggregated and averaged over a 5-year period in order to increase precision. This field will be blank for organizations with ZCTA service areas.
Low Birth Weight Births	✓			This field displays the number of infants born with a low birth weight for a given service area and is used to calculate low birthweight rate (LBWR). Infant birth statistics are sourced from the CDC and aggregated and averaged over a 5-year period in order to increase precision. This field will be blank for organizations with ZCTA service areas.
Infant Mortality Rate	✓			This field displays the infant mortality rate for a given service area. Please note that IMR will be used as the Infant Health Index only if it provides a higher point value Low Birth Weight Rate.
Low Birth Weight Rate	✓			This field displays the low birth weight rate for a given service area. Please note that LBW will be



Data Point	PC	DH	MH	Description
<b>% Population with Fluoridated Water</b>		✓		<p>used as the Infant Health Index only if it provides a higher point value than the Infant Mortality Rate.</p> <p>This field indicates (with a yes or a no) if less than 50% of the population has access to fluoridated water. This is a user-entered indicator. This field will remain blank until a user submits a supplemental data rescore indicating less than 50% of the population has access to fluoridated water.</p>
<b>Alcohol misuse prevalence rate is in the worst quartile for nation/region/state?</b>			✓	<p>This field indicates (with a yes or a no) if the alcohol misuse prevalence rate is the worst quartile for the nation, region, or state. This is a user-entered indicator. This field will remain blank until a user submits a supplemental data rescore indicating the alcohol misuse prevalence rate is in the worst quartile for the nation, region, or state.</p>
<b>Substance misuse prevalence rate is in the worst quartile for nation/region/state?</b>			✓	<p>This field indicates (with a yes or a no) if the substance misuse prevalence rate is the worst quartile for the nation, region, or state. This is a user-entered indicator. This field will remain blank until a user submits a supplemental data rescore indicating the substance misuse prevalence rate is in the worst quartile for the nation, region, or state.</p>

### IMPORTANT NOTE ABOUT ITUS

It is important to note that ITUs are scored differently than FQHC/LALs and RHCs. Whereas FQHC/LALs and RHCs are scored using low income population data, ITUs are scored using American Indian/Alaska Native (AI/AN) population data.



Data	
Population Total Sum Being Used	801
Population for whom Poverty Status is Determined	88902
Population for whom Poverty Status is Determined-American Indian Alaska Native Alone	
Population at 100% FPL	14884
Population at 100% FPL- American Indian Alaska Native Alone	
Population at 200% FPL	35217
Population American Indian Alaska Native Alone	720
Legacy Population of American Indian Alaska Native Alone or in Combination with One or More Races (August 2019 - November 2019)	801
Population Ameican Indian Alaska Native Alone or in Combination	
% Population at 100% FPL	16.74
% Population at 100% FPL- American Indian Alaska Native Alone	
% Patients Served at or below 100% FPL	33.88
Provider FTE	0
Population Under 18 Years Old	
Population Under 18 Years Old-American Indian Alaska Native Alone	
Population 18 to 64 Years	
Population 18 to 64 Years-American Indian Alaska Native Alone	
Population 65 Years and Older	
Population 65 Years and Older-American Indian Alaska Native Alone	
Patients Served Under 18 Years Old	
Patients Served 18 to 64 Years	
Patients Served 65 Years and Older	
Youth Ratio	
Elderly Ratio	
Number of Infant Deaths	4.26
Number of Infant Births	1074.15

**Figure 231: ITU Auto-HPSA Designation Profile Data Section**

The following table contains a list of data points that appear only on ITU profiles.

Data Point	PC	DH	MH	Description
<b>Population for whom Poverty Status is Determined American Indian Alaska Native Alone</b>	✓	✓	✓	This field displays the population total of American Indian Alaska Native alone for which poverty status is determined (PPD)
<b>Population at 100% FPL American Indian Alaska Native Alone</b>	✓	✓	✓	This field displays the population total of American Indian Alaska Native alone with known income at or below 100% FPL.
<b>Legacy Population of American Indian Alaska Native Alone or in Combination with One or More Races (August 2019 – November 2019)</b>	✓	✓	✓	This field displays the AI/AN combination race data point. It was used in scoring ITU organizations when the service area component type is CTs from August 2019 to November 2019.
<b>% Population at 100% FPL American Indian Alaska Native Alone</b>	✓	✓	✓	This field displays the percent of the population total of American Indian Alaska Native alone with known income at or below 100% FPL
<b>Population Under 18 Years Old American Indian Alaska Native Alone</b>			✓	This field displays the total population of American Indian Alaska Native alone under 18 years of age for a service area.



Data Point	PC	DH	MH	Description
<b>Population 18 to 64 American Indian Alaska Native Alone</b>			✓	This field displays the total population of American Indian Alaska Native alone between 18 and 64 years of age for a service area.
<b>Population 65 Years and Older American Indian Alaska Native Alone</b>			✓	This field displays the total population of American Indian Alaska Native alone 65 years of age or older for a service area.

### 6.1.6 VIEWING SUPPORTING DOCUMENTS AND COMMENTS

The Supporting Documents section contains any documents and their descriptions that were uploaded and submitted with the rescore request for the designation record currently being viewed. Comments, both optional and required, entered while a rescore was in progress will be displayed below the supporting documents.

This section will not display documents or comments that were uploaded with a previous rescore. To view older records and their corresponding documents and comments, the user may use the “View Previous” link at the top of the Designation Profile to navigate back to the previous designation.

Supporting Documents			
File Name	Uploaded User	Description	Uploaded Date
<a href="#">Test Upload #1.docx</a>	va@example.com	Enter document description	Mar 13, 2020 2:46:04 PM GMT-4
<a href="#">Test Upload #2.docx</a>	va@example.com	Enter document description	Mar 13, 2020 2:46:06 PM GMT-4

Comments	
Enter rescore submission comments	
va@example.com	Mar 16, 2020 1:40:16 PM GMT-4

Figure 232: Auto-HPSA Organization Profile Supporting Documents Page

### 6.1.7 VIEWING REPLACED DESIGNATION RECORDS

In addition to searching for “Replaced” or “Designated” Auto-HPSA designations using the Designation Search, the user can navigate between parent and child designation records from the Organization Profile Page using the “View Previous” and “View Update” buttons. If the designation being viewed has replaced a previous designation, it will have a “View Previous” button. If the designation being viewed has been replaced, it will have a “View Update” button. New actions can only be taken on the currently designated profile.

Search Designations > Organization Profile	
<b>Anchor Neighborhood Health Center, Inc. 00000000</b>	
You are currently viewing the results of the rescore approved on <span style="background-color: #ccc; padding: 2px;">[REDACTED]</span>	
<span style="border: 2px solid orange; padding: 5px;"> <a href="#">« View Previous</a> </span> <span style="border: 2px solid orange; padding: 5px; margin-left: 20px;"> <a href="#">View Update »</a> </span>	
Primary Care	Dental Health
Mental Health	

Figure 233: View Previous and View Update Links on Designation Profiles



### 6.1.8 AUTO-HPSA ORGANIZATION PROFILE ACTIONS

The actions on the Auto-HPSA Organization profile are dynamic based on the status the organization is in.

If a supplemental data rescore is not in progress on an Organization, the PCO can take an action to “Rescore” the organization.

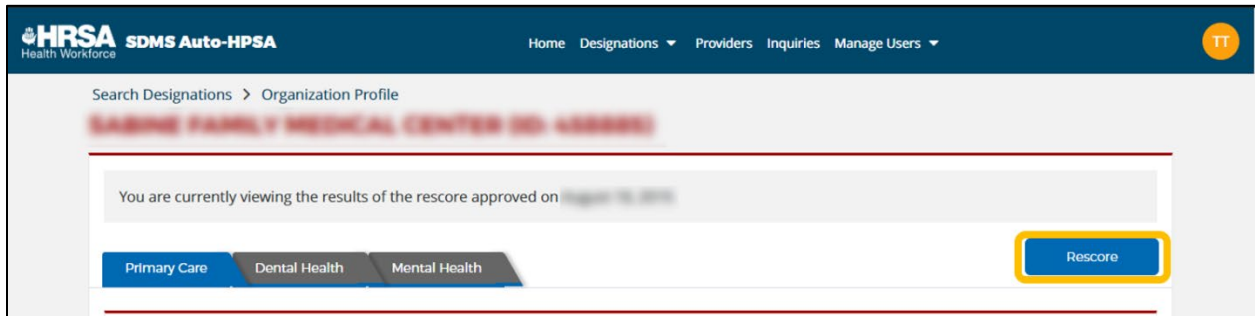


Figure 234: Rescore Button on Auto-HPSA Organization Profile Page

Feature	Description
Rescore	This button will direct the user to the rescore introduction page where the user can select the type of rescore to initiate on an Auto-HPSA organization.

If a supplemental data rescore is in progress on an Organization and the rescore is currently own by a PCO, the PCO can “Resume Rescore” to access the rescore form and resume updates.

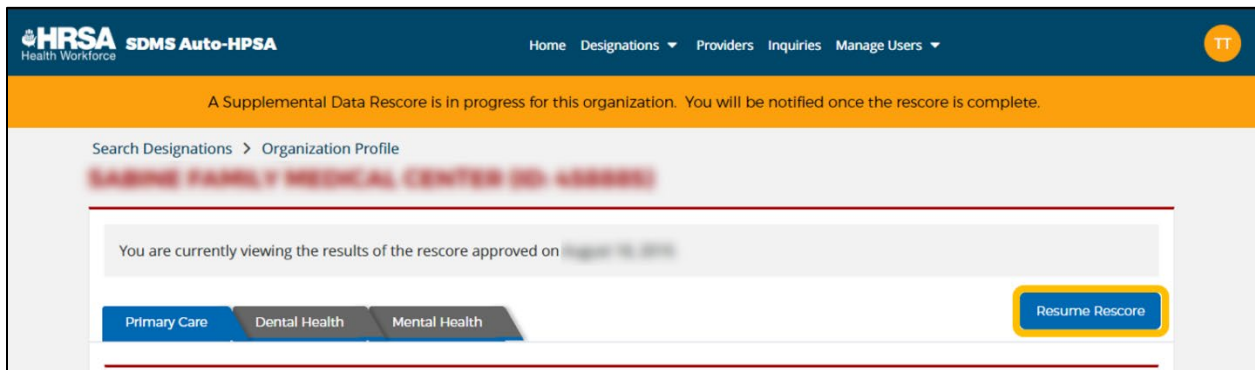


Figure 235: Resume Rescore Button on Auto-HPSA Organization Profile Page

Feature	Description
Resume Rescore	This button will direct the user to the in-progress rescore form in an editable mode so that the user may resume working on the rescore.

If a supplemental data rescore is in progress on an Organization and the rescore is currently owned by either a POC or a PO, the PCO can “View Rescore” to access the rescore form in read-only mode to review updates.



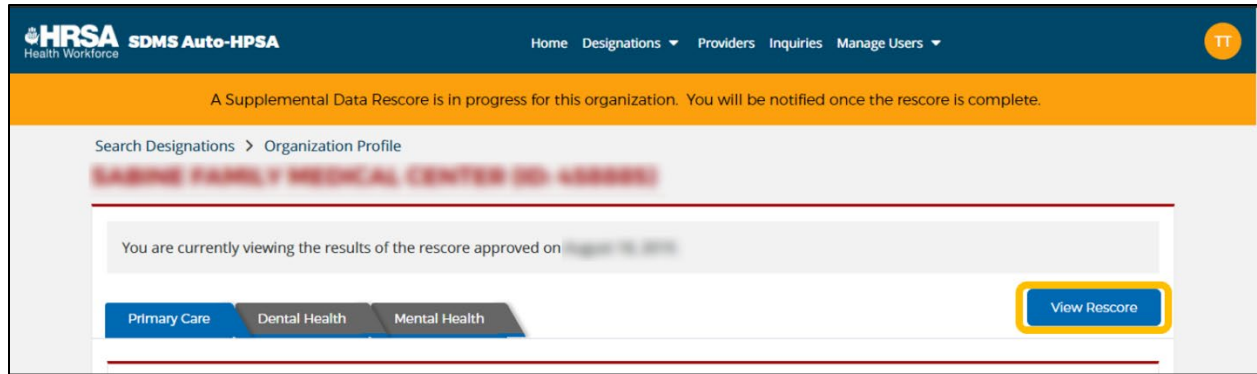


Figure 236: View Rescore Button on Auto-HPSA Organization Profile Page

Feature	Description
View Rescore	This button will direct the user to the in-progress rescore form in read-only mode so that the user may view the updates that have been made so far on a rescore.

If a system data rescore is in progress on an Organization, no actions will be available until the rescore is complete.

## 7. RESCORING AUTOMATIC FACILITY HPSAS

Users may rescore Auto-HPSA organizations if they have supplemental data to submit, if provider data has changed, and/or if more recent Federal/state data is available in the system. It is important to note that only a *change in score* is being submitted for review and approval, a decision is not being made whether or not to approve a designation. Only qualified and approved Auto-HPSA organizations have profiles in the SDMS Auto-HPSA portal from which users can request a rescore. Users cannot create new organizations in SDMS.

State PCOs and Auto-HPSA organization POCs can rescore Auto-HPSA organizations for which they have the appropriate roles and permissions. There are two types of rescoring available to both PCOs and POCs:

- System Data Rescore
- Supplemental Data Rescore

The process for a POC-initiated rescore is covered in separate POC user guides. This document focuses on the process by which a PCO initiates a rescore, as well as the process by which a PCO reviews a POC-initiated rescore.

Once a rescore is in progress on an Auto-HPSA organization, additional rescoring cannot be requested until the rescore is complete. Only one rescore may be in progress at any given time on a particular Auto-HPSA organization.





## 7.1 INITIATING AUTO-HPSA RESCORES

Users can initiate rescoring from the organizations' profile pages. As long as a rescore is not already in progress on the organization, a "Rescore" button will appear in the top right corner of the Organization Profile page. Clicking on this button will navigate the user to a rescore introduction page (see *Figure 236* below) where they can select the type of rescore they wish to initiate. The two types of rescoring are covered below.

Note, users are not able to cancel rescore requests once initiated.

The screenshot shows the 'Rescore My Auto-HPSA Organization' page. It features a navigation bar at the top with 'HRSA SDMS Auto-HPSA' and a user profile icon. Below the navigation bar, there's a breadcrumb trail: 'Search Designations > Organization Profile > Rescore'. The main heading is 'Rescore My Auto-HPSA Organization'. A sub-heading reads: 'There are two different ways to rescore your organization. One relies only on nationally available standardized data sets and state Primary Care Office provider data. The other allows you to supplement the system-level data with data you provide. Please select the approach that best meets your needs below.' The page is divided into two columns. The left column is titled 'Rescore with System Data Only' and lists data sources: American Community Survey (ACS) 2018 5YR Data, Centers for Disease Control and Prevention (CDC) 2018 Data, Census 2018 TIGER Geometry Data, ESRI 2019 ArcGIS North America HERE Data, Uniform Data System (UDS) 2018 Data, and State Primary Care Office (PCO) Provider Data. The right column is titled 'Rescore with Supplemental and System Data' and lists: Service Area Data, Organization-Specific Data, Dental and Mental Health Data, and Supporting Documentation. Below these lists are radio buttons for 'Primary Care', 'Dental Health', and 'Mental Health'. At the bottom left is a 'Submit System Data Rescore Request' button, and at the bottom right is a 'Begin Supplemental Data Rescore' button.

Figure 237: Auto-HPSA Rescore Introduction Page

### 7.1.1 SYSTEM DATA RESCORES

A System Data Rescore does not allow users the opportunity to enter any supplemental data. The organization will be rescored using data currently available in SDMS, including:

- American Community Survey (ACS) Data
- Centers for Disease Control and Prevention (CDC) Data
- Census TIGER Geometry Data
- ESRI ArcGIS North America Data
- Uniform Data Systems (UDS) Data
- State Primary Care Office (PCO) Provider Data

For organizations that use UDS data, a system data rescore will use the most up-to-date data available in the HRSA Data Warehouse. For a complete list of ACS Data files and data points used, refer to the *Manual for Policies and Procedures*.

The system will preserve and carry over any of the following data points previously entered by a user in a supplemental data rescore (for more information about entering supplemental data in Supplemental Data Rescoring, see *Section 7.1.2 Supplemental Data Rescoring*):



- Service Area
- Fluoridated Water indicator (yes/no)
- Alcohol Misuse indicator (yes/no)
- Substance Misuse indicator (yes/no)
- % Patients Served with Known Income at or below 100%FPL
- Patients Served Under 18 Years Old
- Patients Served 18 to 64 Years Old
- Patients Served 65 Years and Older

Note, while the system may carry over the actual service area from the previous designation, it will look up new population and provider data within the defined service area. Additionally, the system will not preserve any user-adjusted NSC details from a previous rescore and will use the latest provider data to identify new NSCs.

A System Data Rescore does not require review and approval. The system will complete the rescore within 72 hours. Once complete, the system will:

- Replace the previous designation profile(s) with the new designation profile(s) in SDMS
- Publish the new scores and supporting data to the HRSA Data Warehouse (HDW)

Below is an overview of the workflow for a System Data Rescore:

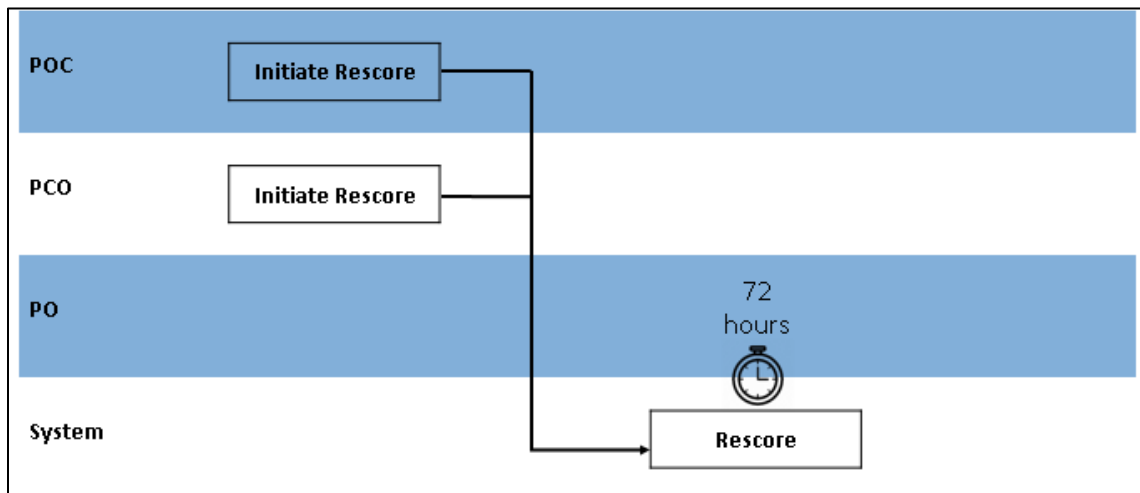


Figure 238: Auto-HPSA System Data Rescore Workflow

## INSTRUCTIONS

To initiate a System Data Rescore:

1. Navigate to the profile page of the organization you want to rescore.
2. Click “Rescore” in the top right corner of the profile. You will be navigated to the Rescore Introduction page. The “Rescore with System Data Only” option will appear on the left side of the page.
3. Check the discipline(s) to be rescored and click “Submit System Data Rescore Request”.
4. A pop-up will open confirming your request. Review the discipline(s) displayed by the system to be rescored and click “Confirm and Start Rescore” if correct.



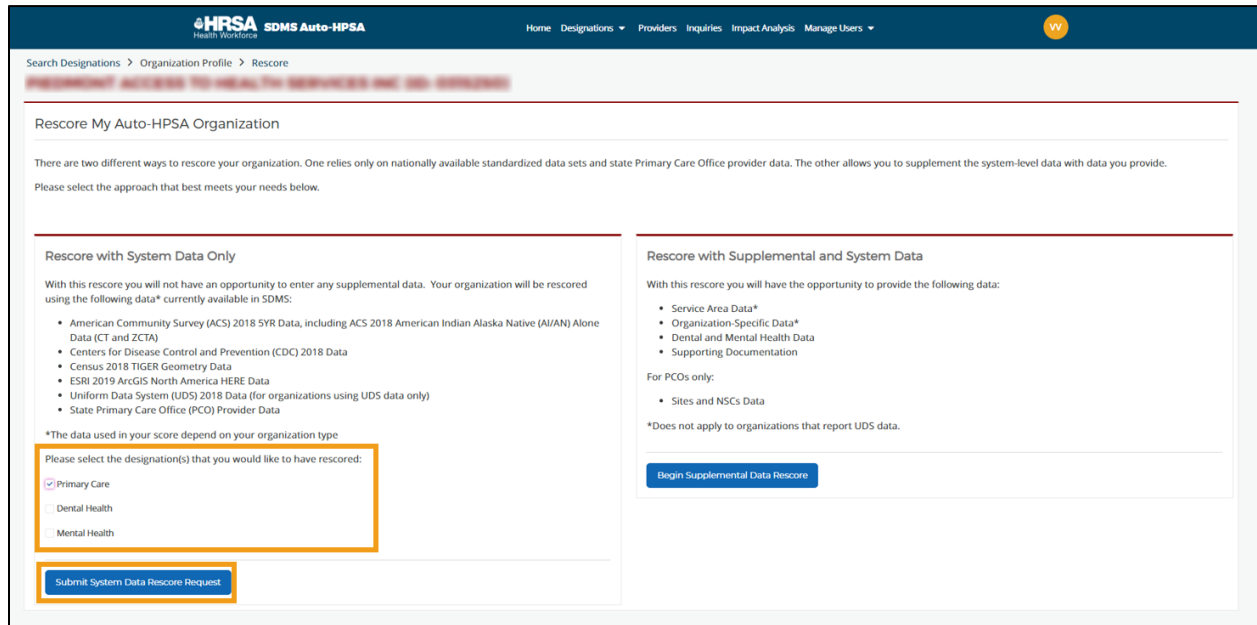


Figure 239: Auto-HPSA Rescore Introduction Page – Submitting a System Data Rescore

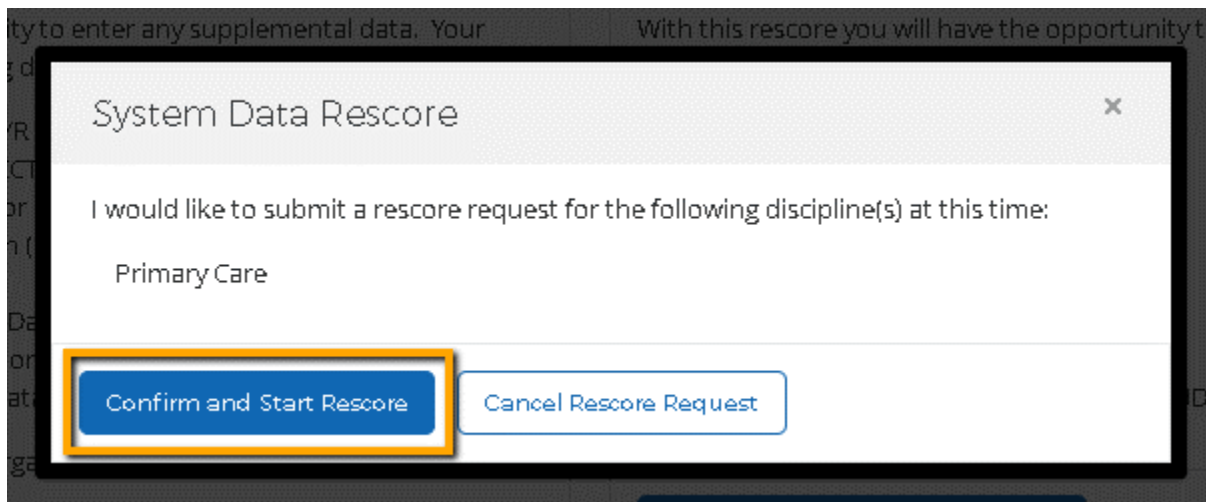


Figure 240: Auto-HPSA Rescore Introduction Page – System Data Rescore Confirmation

Once the System Data Rescore has been submitted, the user will be returned to the organization’s profile page and the system will display a banner indicating that a rescore is in progress.

**USER NOTES:**

- If the “Rescore” button is not available, this is indicative that a rescore is already in progress for the organization. Look for a banner at the top of the profile page indicating a rescore is in progress.
- A system data rescore will recalculate *all* sub-scores of the selected discipline(s).
- A system data rescore will look up new NSCs, replacing any previously PCO-selected or adjusted NSC details.



- If a site location returns an unacceptable match level (higher than 3), the system data rescore will not regeocode the site and will retain the site location from the parent record.

---

### 7.1.2 SUPPLEMENTAL DATA RESCORES

A Supplemental Data Rescore allows users to enter certain data to override or supplement system data. The following data can be added or modified during a Supplemental Data Rescore:

- Service Area Data
- Dental and Mental Health Data
- Organization-Specific Data
- Site Location and NSC Data

The specific data points that can be modified depend on the following criteria:

- The type of data the organization uses (UDS or non-UDS)
- The type of user working on the rescore (PCO or POC)

This section focuses on PCO-initiated Supplemental Data Rescores. The type of data being used (UDS or non-UDS) does not matter when a PCO initiates a Supplemental Data Rescore request. However, the PCO will have different sections and data they are able to update than a POC. A PCO may add or update the following data on a PCO-initiated rescore:

- Fluoridated Water indicator
- Alcohol Misuse indicator
- Substance Misuse indicator
- Site Location (re-geocode site, manually adjust site latitude and longitude)
- NSC (select different NSC, continue without NSC, manually adjust NSC travel time/distance)

Unlike a System Data Rescore, the user does not have the option of pre-selecting specific disciplines to be rescored. Instead, the system will determine which discipline(s) should be updated based on the data entered by the user.

See *Appendix C – Auto-HPSA Supplemental Data Rescore: Disciplines and Sub-scores To Be Updated by Data points Entered* for an explanation of which disciplines and which sub-scores will be updated for each data point that a user might update. Note that it does not indicate which data points may be updated by a user depending on user type or data source.

Note, for those data points that apply to multiple disciplines (e.g., Service Area), the user does not have the option of applying those updates to specific disciplines. Those updates will always be made to all relevant disciplines.

When a Supplemental Data Rescore is submitted, the system will only recalculate the sub-scores impacted by user-entered data updates. For example, if a user submits a supplemental data rescore where the only change they made was updating the fluoridated water indicator, the system will not update the population, provider FTE, or site NSCs even if new data is available. This means that a new designation score from a Supplemental Data Rescore will not necessarily reflect all of the current data available for that organization's service area. Only system data required by those sub-scores being updated will be refreshed.



A Supplemental Data Rescore requires review and approval. Once a PCO submits a Supplemental Data Rescore, the Shortage Designation Branch has 90 days to review and approve the rescore. Below is an overview of the workflow for a PCO-initiated Supplemental Data Rescore.

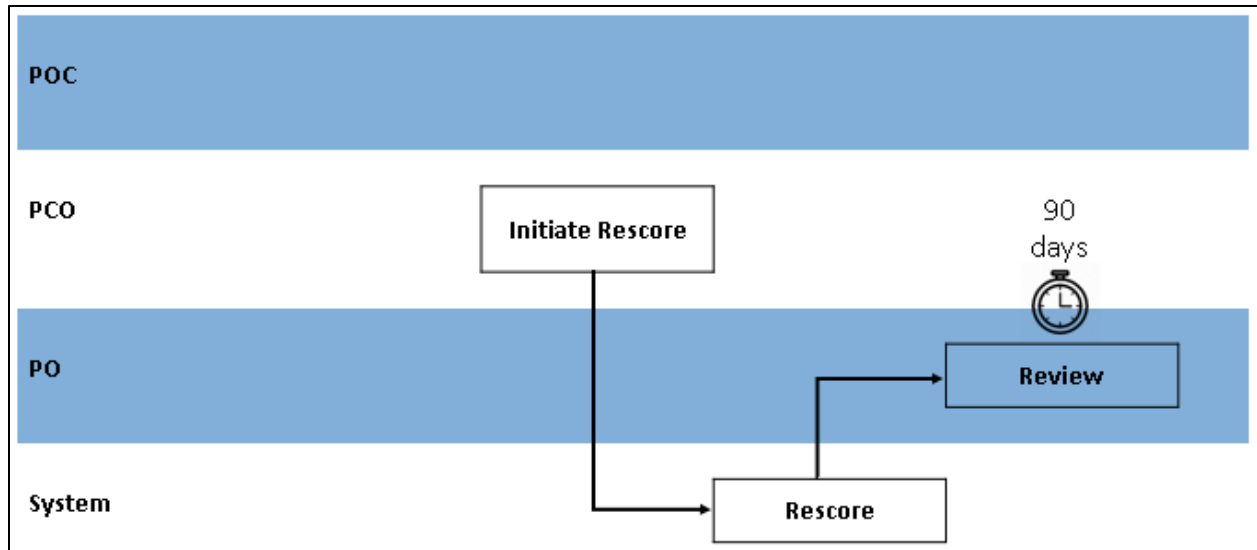


Figure 241: Auto-HPSA PCO-Initiated Supplemental Data Rescore Workflow

## INSTRUCTIONS

To initiate a Supplemental Data Rescore:

1. Navigate to the profile page of the organization you want to rescore.
2. Click “Rescore” in the top right corner of the profile. You will be navigated to the Rescore Introduction page. The “Rescore with Supplemental and System Data” option will appear on the right side of the page.
3. Click “Begin Supplemental Data Rescore”.
4. A pop-up will open confirming your request. Click “Confirm and Begin Rescore”.

**Rescore with Supplemental and System Data**

With this rescore you will have the opportunity to provide the following data:

- Service Area Data\*
- Organization-Specific Data\*
- Dental and Mental Health Data
- Supporting Documentation

For PCOs only:

- Sites and NSCs Data

\*Does not apply to organizations that report UDS data.

[Begin Supplemental Data Rescore](#)

Figure 242: Auto-HPSA Rescore Introduction Page – Beginning a Supplemental Data Rescore



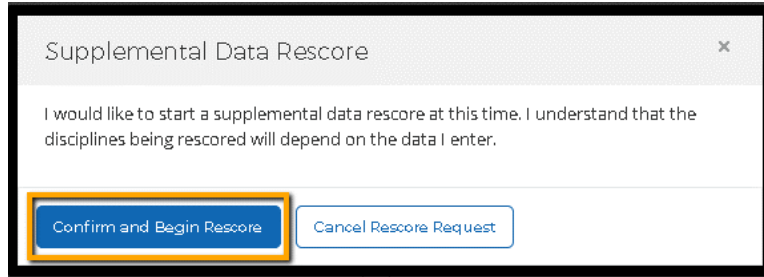


Figure 243: Auto-HPSA Rescore Introduction Page – Supplemental Data Rescore Confirmation

A Supplemental Data Rescore Form will open. The user will see the following tabs:

- Additional Data
- Sites and NSCs
- Supporting Documents
- Rescore Progress

The user may navigate between tabs at any time. All data entry is optional. It is not necessary to enter or update all data points on all tabs. At least one data point must be updated in order to submit a Supplemental Data Rescore.

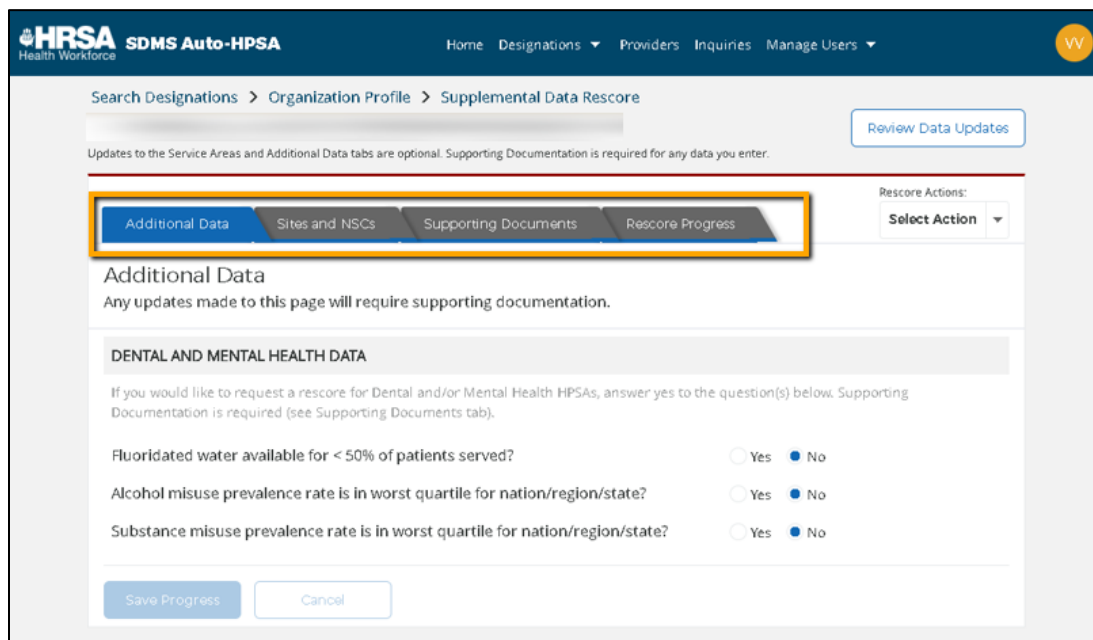


Figure 244: Auto-HPSA PCO-Initiated Supplemental Data Rescore Form Tabs

### 7.1.2A ADDITIONAL DATA

The first tab on a PCO-initiated Supplemental Data Rescore Form is the “Additional Data” tab (see *Figure 243* above). On this tab, the PCO may update the following Dental and Mental Health Data indicators:

- Fluoridated water available for <50% of patients served?
- Alcohol misuse prevalence rate is in worst quartile for nation/region/state?



- Substance misuse prevalence rate is in worst quartile for nation/region/state?

The system will display the current designation value (yes or no). If no changes are required, the user may proceed to another tab. If the user makes any changes to these data points, supporting documentation is required (see *7.1.2C Supporting Documents*).

## INSTRUCTIONS

To update Dental and Mental Health Data:

1. Click on the “Additional Data” tab in the Supplemental Data Rescore Form.
2. Click “Yes” or “No” for any indicators that have changed.
3. Click “Save Progress”.
4. Navigate to the “Supporting Documents” tab to upload any supporting documentation justifying your data updates.

## USER NOTES

- The “Save Progress” button will remain disabled until there are unsaved changes on the page that need to be saved. If the button is enabled, it indicates that the user has unsaved changes.
- Supporting documentation is required for any updates you make to Dental or Mental Health data.
- If the user attempts to navigate away from the page with unsaved changes, a system warning will pop up indicating that there are unsaved changes.

---

### 7.1.2B SITES AND NSCS

The second tab on a PCO-initiated Supplemental Data Rescore Form is the “Sites and NSCs” tab. On this tab, the PCO may take the following actions:

- Re-geocode a site
- Manually enter the latitude and longitude of a site
- Adjust the NSC travel time and/or distance of the current NSC
- Select a different NSC
- Reject the current NSC and continue without an NSC

When the user navigates to the “Sites and NSCs” tab, a list of all of the sites associated with the organization will appear to the left. Clicking on a particular site will open additional details about the site.

Each site’s details view will have four expandable sections:

- Site Location
- NSC - Primary Care
- NSC - Dental Health
- NSC - Mental Health

The user can click on each section to expand the section and view details.



The system will display the current designation values. If no changes are required, the user may proceed to another tab. If the user makes any changes to these data points, supporting documentation is required (See 7.1.2C *Supporting Documents*).

**Figure 245: Auto-HPSA Supplemental Rescore Form Sites and NSCs Tabs**

## VIEW AND UPDATE SITE LOCATION

The “Site Location” section contains the following site details:

- Site Address
- Geocoded Date
- Match Level
- Latitude (Degrees N)
- Longitude (Degrees W)

The user can take the following actions on the Site Location:

- Regeocode Site – This action will call the HDW geocoding service to re-geocode the site.
- Adjust Lat/Long – This action can only be taken after clicking the “Regeocode Site” button. It will allow the user to manually adjust the latitude and/or longitude of the site.

## INSTRUCTIONS

To regeocode a site:

1. Navigate to the “Sites and NSCs” tab on the Supplemental Data Rescore Form.
2. Select the site you wish to update.
3. In the “Site Location” section, click “Regeocode Site” (see *Figure 245*). The system will display a progress banner while the regeocode is in progress (see *Figure 246*).





- When the system returns the geocoded results, click “Accept and Continue” to save the results (see Figure 247). Note, this action will trigger a new NSC look up for Primary Care, Dental Health, and Mental Health NSCs for the selected site.

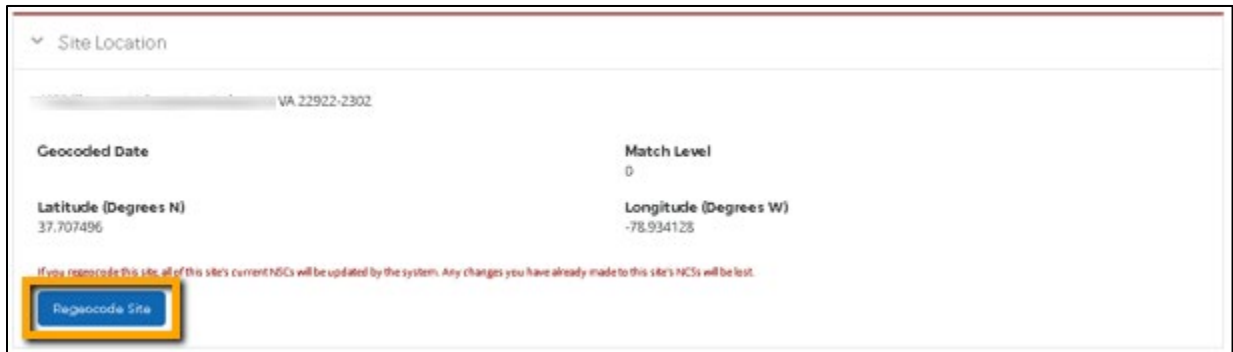


Figure 246: Auto-HPSA Re-geocoding a Site Step 3

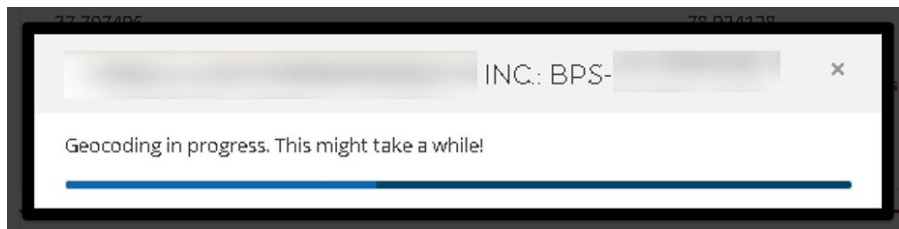


Figure 247: Auto-HPSA Re-geocoding a Site In-Progress Banner

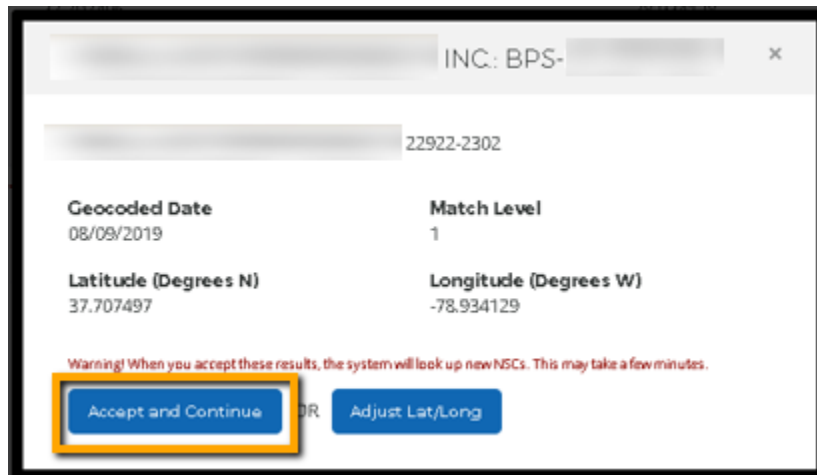


Figure 248: Auto-HPSA Re-geocoding a Site Accept and Continue

To adjust the latitude and/or longitude of a site:

- Follow steps 1-3 above for regeocoding a site.
- When the system returns the geocoded results, click “Adjust Lat/Long”. The system will display editable Latitude and Longitude fields.
- Enter the new latitude and longitude (up to 10 decimal places). Note, if more than 10 decimals are entered, the “Save” button will become disabled.



4. Click “Save” to save the user-adjusted latitude and longitude. Note, this action will trigger a new NSC look up for Primary Care, Dental Health, and Mental Health NSCs for the selected site.
5. Navigate to the “Supporting Documents” tab to upload any supporting documentation justifying your data updates.

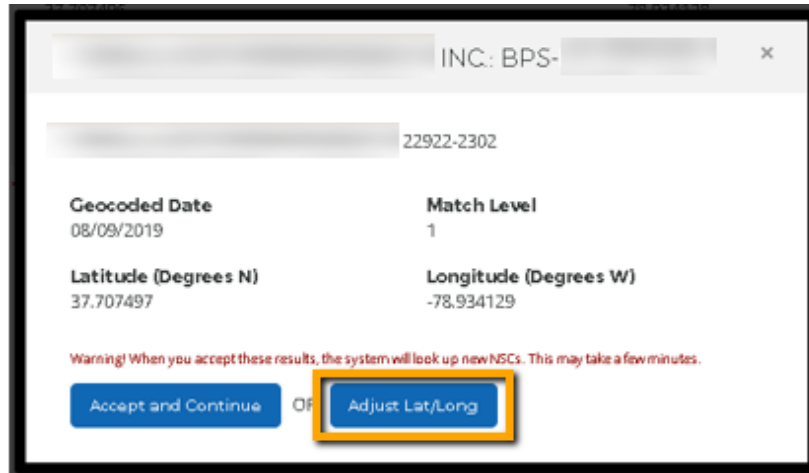


Figure 249: Auto-HPSA Re-geocoding a Site – Adjust Site Latitude and Longitude

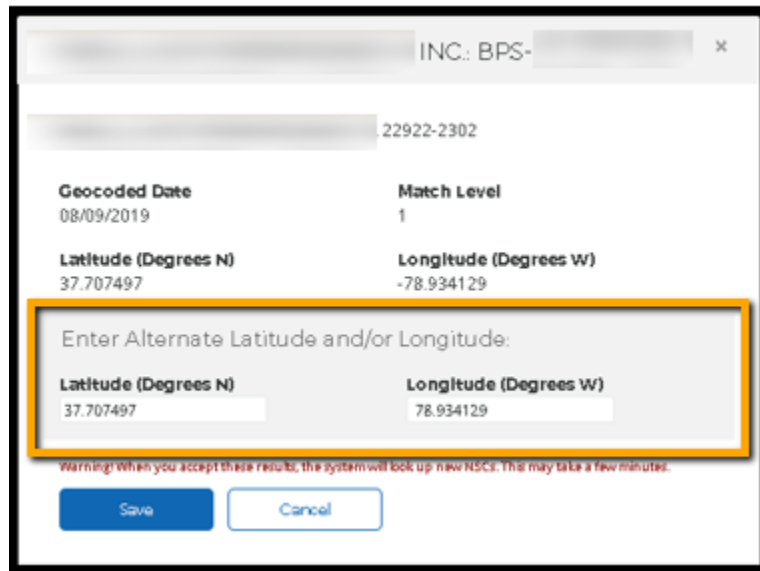


Figure 250: Auto-HPSA Re-geocoding a Site Enter Alternate Latitude and Longitude



INC.: BPS- x

22922-2302

<b>Geocoded Date</b> 08/09/2019	<b>Match Level</b> 1
<b>Latitude (Degrees N)</b> 37.707497	<b>Longitude (Degrees W)</b> -78.934129

Enter Alternate Latitude and/or Longitude:

<b>Latitude (Degrees N)</b> 37.707497	<b>Longitude (Degrees W)</b> 78.934129
------------------------------------------	-------------------------------------------

Warning! When you accept these results, the system will look up new NSCs. This may take a few minutes.

Save Cancel

Figure 251: Auto-HPSA Re-geocoding a Site – Save

## USER NOTES

- If the system re-geocode attempt returns an unacceptable match level (higher than 3), the user will receive an error message and will be unable to save the new site location.

## VIEW AND UPDATE NSCS

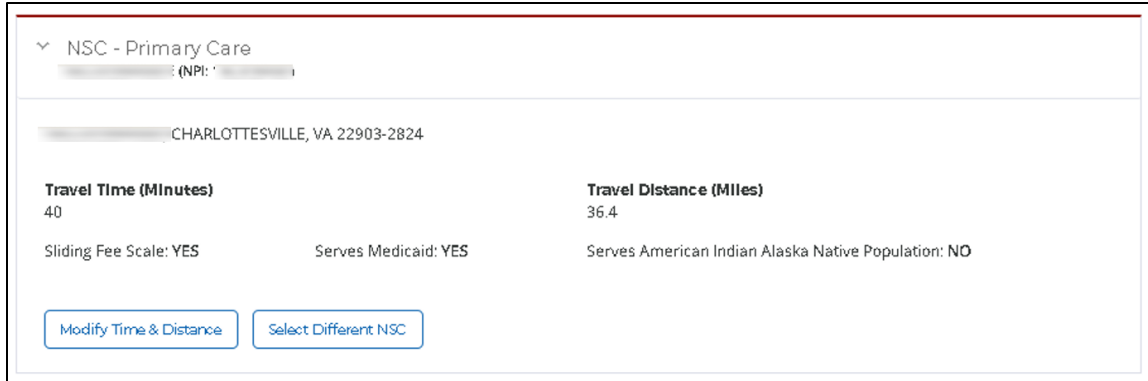
Each NSC section contains the following NSC details:

- NSC Location Address
- Travel Time (Minutes)
- Travel Distance (Miles)
- Low-Income Indicators (SFS and Medicaid)
- American Indian Alaska Native (AI/AN) Indicator

The user can take the following actions on the NSCs:

- Modify Time & Distance
- Select Different NSC
- Continue Without NSC





NSC - Primary Care  
(NPI: )  
CHARLOTTESVILLE, VA 22903-2824

<b>Travel Time (Minutes)</b> 40	<b>Travel Distance (Miles)</b> 36.4
------------------------------------	----------------------------------------

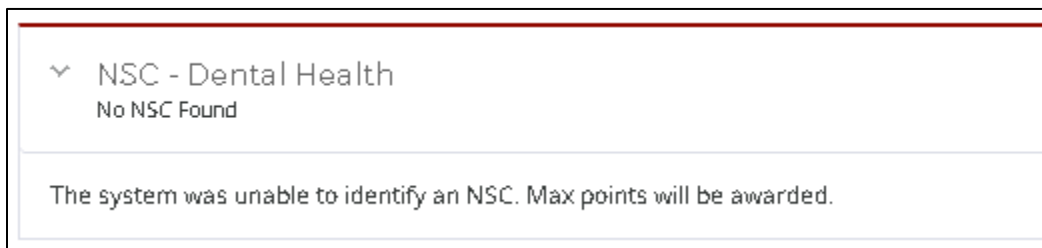
Sliding Fee Scale: YES      Serves Medicaid: YES      Serves American Indian Alaska Native Population: NO

[Modify Time & Distance](#)      [Select Different NSC](#)

Figure 252: Auto-HPSA NSC Actions

If the system was unable to find an NSC, the system will display “No NSC Found”. There is no further action for the user to take at this time. The max NSC score of 5 points will be awarded for that site and discipline.

- The system will display “No NSC Found” if the current designation value (from the designated designation) is “No NSC Found” and the user has not regeocoded the site as part of the current rescore.
- The system will display “No NSC Found” if the user has regeocoded the site as part of the current rescore and the system did not return an NSC.



NSC - Dental Health  
No NSC Found

The system was unable to identify an NSC. Max points will be awarded.

Figure 253: Auto-HPSA NSC – No NSC Found

## INSTRUCTIONS

To modify the travel time and/or distance of the currently-selected NSC:

1. Navigate to the “Sites and NSCs” tab on the Supplemental Data Rescore Form
2. Select the site you wish to update.
3. In the “NSC” section of whichever discipline you wish to update, click “Modify Time & Distance” button. The system will display editable Travel Time and Travel Distance fields.
4. Enter the new time and/or distance.
  - a. Travel time may be entered to the nearest whole number.
  - b. Travel distance may be entered to one decimal place.
5. Click “Save” to save the user-adjusted time and distance.
6. Navigate to the “Supporting Documents” tab to upload any supporting documentation justifying your data updates.



NSC - Primary Care  
(NPI: )  
CHARLOTTESVILLE, VA 22903-2824

<b>Travel Time (Minutes)</b> 40	<b>Travel Distance (Miles)</b> 36.4
------------------------------------	----------------------------------------

Sliding Fee Scale: YES      Serves Medicaid: YES      Serves American Indian Alaska Native Population: NO

**Modify Time & Distance**      **Select Different NSC**

Figure 254: Auto-HPSA NSC – Modify Time & Distance

NSC - Primary Care  
(NPI: )  
CHARLOTTESVILLE, VA 22903-2824

<b>Travel Time (Minutes)</b> 40	<b>Travel Distance (Miles)</b> 36.4
------------------------------------	----------------------------------------

Sliding Fee Scale: YES      Serves Medicaid: YES      Serves American Indian Alaska Native Population: NO

Enter an Alternate Travel Time and/or Travel Distance:

<b>Travel Time (Minutes)</b> 40	<b>Travel Distance (Miles)</b> 36.4
------------------------------------	----------------------------------------

**Save**      **Cancel**

Figure 255: Auto-HPSA NSC – Enter Alternate Travel Time and/or Travel Distance

To select a different NSC:

1. Navigate to the “Sites and NSCs” tab on the Supplemental Data Rescore Form
2. Select the site you wish to update.
3. In the “NSC” section of whichever discipline you wish to update, click “Select Different NSC” button. The system will display a list of usable NSCs.
  - a. The providers will be listed nearest to farthest using a straight line distance from the site location.
  - b. When multiple providers exist at the same location, they will be listed in alphabetical order by last name.
4. Select the correct NSC and click “Save”. Once you save, the system will display additional details (e.g., travel time and distance) for the new NSC.
5. Navigate to the “Supporting Documents” tab to upload any supporting documentation justifying your data updates.



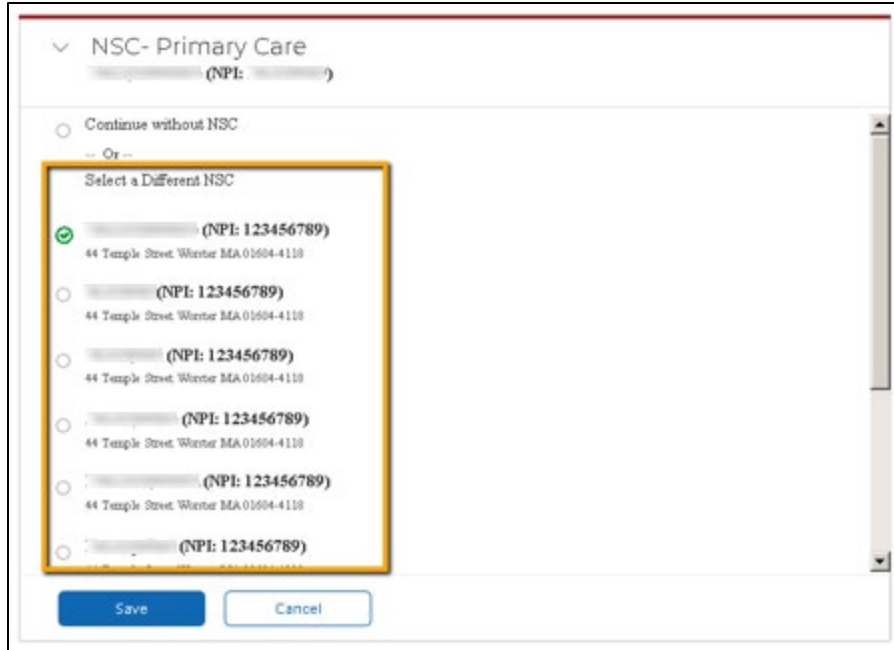


Figure 256: Auto-HPSA NSC – Select a Different NSC

To reject the current NSC and continue without an NSC:

1. Navigate to the “Sites and NSCs” tab on the Supplemental Data Rescore Form.
2. Select the site you wish to update.
3. In the “NSC” section of whichever discipline you wish to update, click “Select Different NSC” button.
4. Select “Continue without NSC”.
5. Click “Save”. The system will indicate that the user opted to continue without an NSC.
6. Navigate to the “Supporting Documents” tab to upload any supporting documentation justifying your data updates.

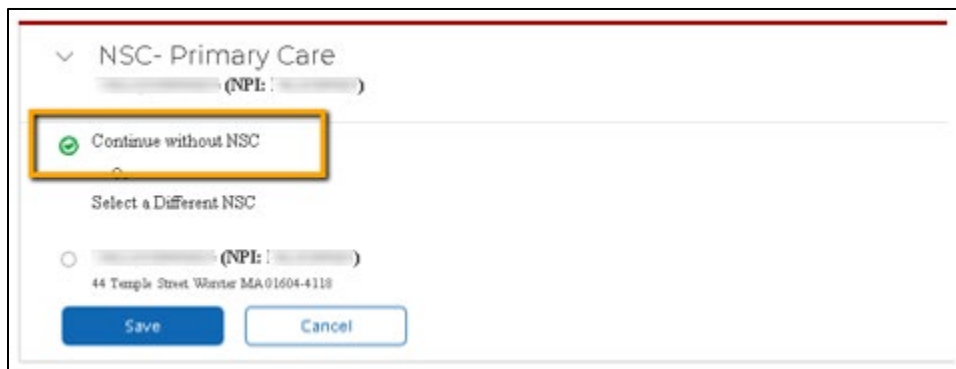


Figure 257: Auto-HPSA NSC – Continue without NSC





**Figure 258: Auto-HPSA NSC – System Indication that User Continued without NSC**

## USER NOTES

- New NSCs are identified for all disciplines during a system data rescore based on the site geocoding results of the rescore. While a system data rescore will only replace designation records for those disciplines selected for rescore, it will store the new NSC data for the other disciplines. When a subsequent supplemental data rescore is initiated, it will use the latest site geocoding results from the system rescore and will update any NSCs that are no longer in sync with those geocoding results. The user may still update NSCs and/or regeocode the site again as needed.

### 7.1.2C SUPPORTING DOCUMENTS

The third tab on a PCO-initiated Supplemental Data Rescore Form is the “Supporting Documents” tab. Supporting documentation is required for any user-entered data updates. When PCOs update any of the following data, they must upload supporting documentation:

- Fluoridated water indicator
- Alcohol misuse indicator
- Substance misuse indicator
- Site location latitude and/or longitude
- NSC changes
  - Modified travel time and/or distance
  - Selected new NSC
  - Rejected NSC and continued without NSC

The Supporting Documents functionality on the Auto-HPSA rescore form is very different than the functionality in the mapping application. Key differences include:

- The system will not identify which documents are required based on data entered/updated
- The system will not prevent a user from submitting a rescore form if required documents have not been uploaded
- The system will allow the user to select and upload multiple documents at the same time

On the Supporting Documents tab, the system will display a comprehensive list of documents required for various data updates. This list is not responsive to the data updates made in the rescore. This is meant to serve as a reference for users who may be unsure when supporting documentation is required.



Rescore Actions: Select Action

### Supporting Documents

As a reminder, supporting documentation is required for any changes you have made.

The system will not verify that required documents have been uploaded. Please use the information below to determine what supporting documentation is required based on the data you added or modified.

Service Areas Justification	If you entered any zip codes and patients served data to the Service Areas tab (non-UDS organization only)
Fluoridation Rate Justification	If you answered "yes" to the fluoridated water question on the Additional Data tab
Alcohol Misuse Justification	If you answered "yes" to the alcohol misuse question on the Additional Data tab
Substance Misuse Justification	If you answered "yes" to the substance misuse question on the Additional Data tab
Poverty Justification	If you entered poverty data on the Additional Data tab (non-UDS organizations only)
Age/Sex Justification	If you entered patients served data on the Additional Data tab (non-UDS organizations only)
NSC Justification	If you selected a different NSC than the system identified (PCOs only)
NSC Travel Time/Distance Justification	If you modified the time and/or distance of an NSC (PCOs only)

+ Select Supporting Documents    + Upload    × Cancel

Figure 259: Auto-HPSA Rescore Form Supporting Documents Tab

## INSTRUCTIONS

To upload supporting document(s):

1. Navigate to the "Supporting Documents" tab on the Supplemental Data Rescore Form.
2. Click "Select Supporting Documents".
3. Browse and select the document(s) you wish to upload.
  - a. To select more than one document, hold down the "Ctrl" key and then single-click on each document you wish to select.
4. Click "Open".
5. Preview the documents selected for upload in the queue. Remove any documents mistakenly selected by clicking the "X" next to the document name.
6. Enter a description for the document being uploaded (optional)
7. Click "Upload".
8. Verify all of your documents are listed in the "Uploaded Documents" section below.
9. Users may delete their supporting documents they uploaded while working on a rescore.
10. Click "X" next to the upload document. A warning message will pop-up before deleting the document.
11. Choose "Confirm" to delete the document or "Cancel" to keep the supporting document.





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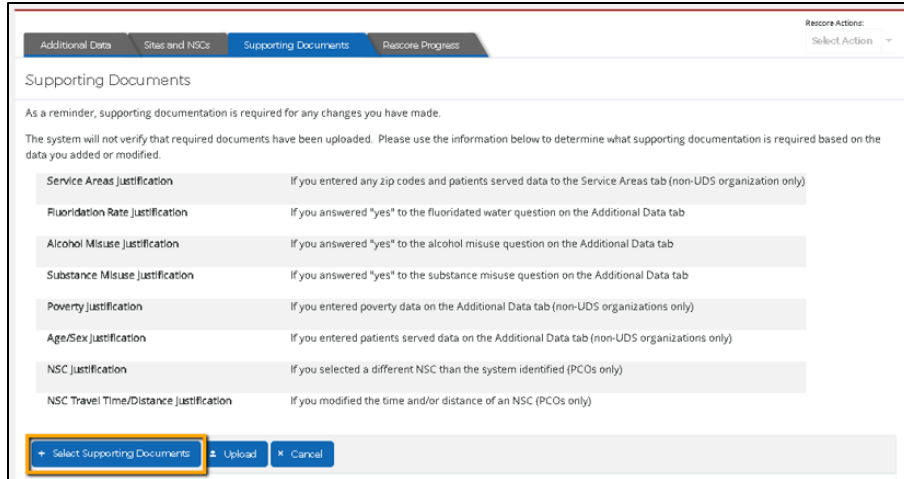


Figure 260: Uploading Supporting Documents Steps 1 and 2

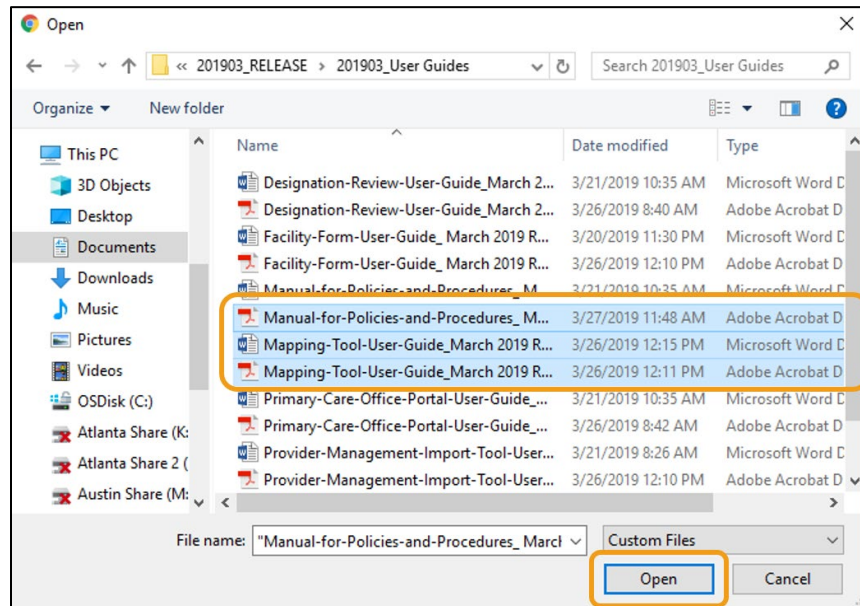


Figure 261: Uploading Supporting Documents Steps 3 and 4



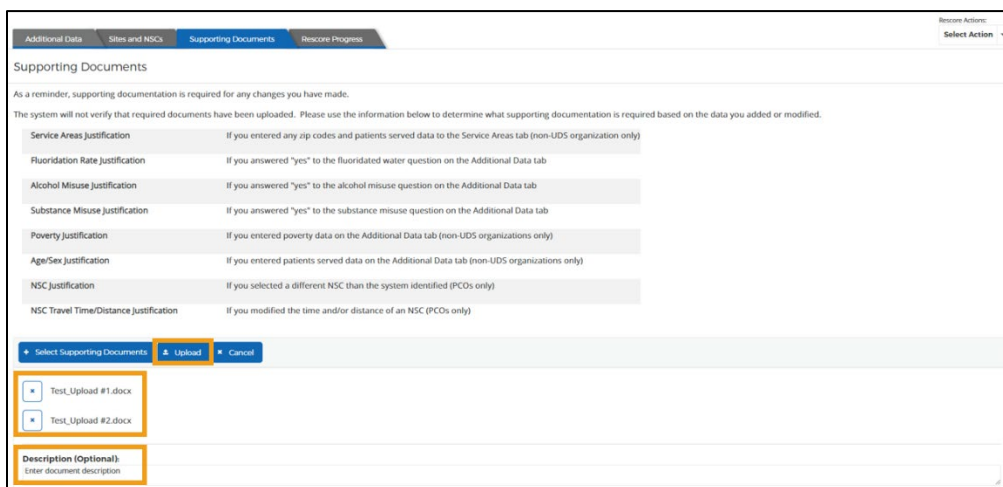


Figure 262: Uploading Supporting Documents Steps 5, 6, and 7

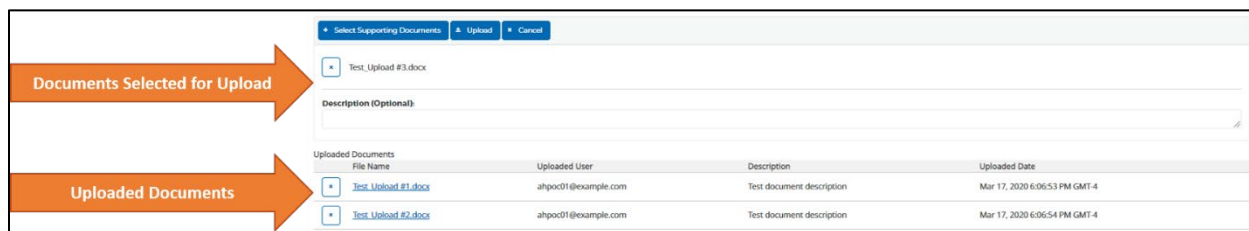


Figure 263: Uploading Supporting Documents Upload Queue vs Uploaded List

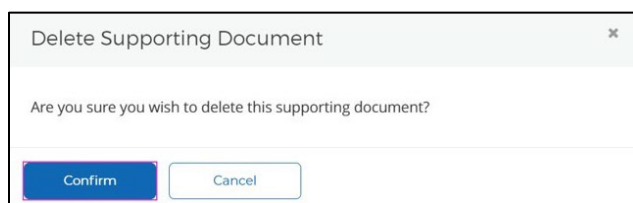


Figure 264: Deleting Uploaded Supporting Documents

Once a rescore has been approved, any documents that were uploaded to that rescore form will become available on the new designation profiles. Because documents are not uploaded specifically to certain data points, ALL uploaded documents will appear on the profiles of all designations that were approved as part of that rescore. To view documents uploaded in previous or later rescoring, users can navigate between replaced and designated records using the “View Previous” and “View Update” buttons that appear on the designation profile tabs.

#### USER NOTES

- If multiple documents are uploaded at the same time, the user will only be able to enter one document description that will display for all of the chosen documents.



- Users may delete their supporting documents that they uploaded at any time while working on a rescore. However, users are never able to delete other users’ documents. Users will receive a pop-up message asking they confirm they would like to delete the chosen document. The document will only be deleted after the user selects “Confirm”.
- Once uploaded, the documents can be viewed at any time by any user with access to the rescore.

### 7.1.2D RESCORE PROGRESS

The fourth tab on a PCO-initiated Supplemental Data Rescore Form is the “Rescore Progress” tab. This tab contains three separate features:

- Task Assignment
- Task History
- Comments

#### TASK ASSIGNMENT

This feature is not relevant during an in-progress, PCO-initiated rescore. See 7.2.2 *Assigning Supplemental Data Rescores for Review* for more information about using this feature during the rescore review process.

#### TASK HISTORY

The Task History table is a comprehensive view of the activity to date on a given rescore. Each time that a rescore is transitioned to a new step or re-assigned to a new user, the transition will be recorded in the Task History table. For PCO-initiated rescore requests, the following task transitions will occur and will be displayed in the Task History table:

Trigger/Transition	Task Process	Task Step	Assigned	In-Progress Status	Complete Status	Date
<b>PCO initiates rescore request</b>	Rescore	PCO Rescore Initiated - Organization	Initiator	SDMS Task Created	SDMS Task Complete	Date/Time rescore request is initiated
<b>PCO submits rescore request to PO</b>	Review	Submitted to PO - Organization	Unassigned	SDMS Task Created	SDMS Task Complete	Date/Time rescore request is submitted
<b>PO assigns rescore request to PO</b>	Review	Under PO review - Organization	Assignee	SDMS Task Created	SDMS Task Complete	Date/Time rescore request is assigned
<b>PO returns rescore request to PCO (optional)</b>	Review	PO Review Returned - Organization	Unassigned	SDMS Task Created	SDMS Task Complete	Date/Time rescore request is returned



Trigger/Transition	Task Process	Task Step	Assigned	In-Progress Status	Complete Status	Date
<b>PCO resubmits rescore request (optional)</b>	Review	Submitted to PO - Organization	Unassigned	SDMS Task Created	SDMS Task Complete	Date/Time rescore request is (re)submitted

The tasks will appear in chronological order with the newest tasks on top. The Task History table contains the following information about each task:

- Task Process
- Task Step
- Assigned
- Status
- Date

Task History				
TASK PROCESS	TASK STEP	ASSIGNED	STATUS	DATE
Review	Submitted to PO - Organization	Unassigned	Created	Aug 09, 2019 3:54:23
Review	Under PCO Review - Organization	va@example.com	Complete	Aug 09, 2019 3:53:22
Review	Under PCO Review - Organization	virginia@example....	Complete	Aug 09, 2019 3:53:00
Review	PO Review Returned - Organization	Unassigned	Complete	Aug 09, 2019 3:52:48
Review	Under PO Review - Organization	nih_bmiss-test-1	Complete	Aug 09, 2019 3:52:42
Review	Submitted to PO - Organization	Unassigned	Complete	Aug 09, 2019 3:48:57
Rescore	PCO Rescore Initiated - Organization	va@example.com	Complete	Aug 09, 2019 3:48:37

Figure 265: Auto-HPSA Rescore Form Task History Table of a PCO-Initiated Rescore

#### USER NOTES

- Only the first task, in which a user initiates the rescore, will have a task process of “Rescore”. All subsequent tasks are considered “Review” task processes.
- There will only ever be one task at a given time with a status of “created”. Every time a new task is created, the previous task is “completed”.



- There is no distinction between submitted and returned tasks when a task is “under review” in the Task Step name. This Task History table should be used to determine if a task has been submitted or returned, or to better understand its overall rescore history to date.
- A new task will be created each time a rescore is re-assigned to a different reviewer so that a history of reassignments can be viewed.

## COMMENTS

The Comments tool is a feature that can be used by all users (POCs, PCOs, POs) to communicate while a rescore is in progress. Any user who has permission to access a rescore form may view existing and post new comments. Comments can be posted at any time by navigating to the Rescore Progress tab of a Supplemental Data Rescore.

Comments may also be entered by users when taking action on a supplemental rescore. Comments entered in the following scenarios will display in the Comments section while a rescore is in progress:

- POC submits supplemental rescore (optional)
- PCO submits supplemental rescore (optional)
- PCO returns supplemental rescore to POC (required)
- PO returns supplemental rescore to PCO (required)

Upon rescore approval, all comments entered during a rescore will display below the supporting documents on the organization profiles (see *Section 6.1.6 Viewing Supporting Documents and Comments*)

**Comments (Optional)**

To publish a comment, type a comment here and click "Publish Comment" below. Your comment will be published with your name and the date and time that the comment was published.

**Publish Comment**

Sample comment.  
va@example.com Aug 09, 2019 3:39:42 PM GMT-4

**Figure 266: Auto-HPSA Rescore Form Publishing a Comment**

### 7.1.2E VIEWING A SUMMARY OF UPDATES BEING SUBMITTED FOR REVIEW

At the top of the Supplemental Data Rescore Form is a “Review Data Updates” button. Clicking on this button will navigate the user to a summary page summarizing all user-entered data updates that have been made thus far and that require review and/or supporting documentation. The summary page has three sections mirroring the data input tabs on the Supplemental Data Rescore Form:

- Service Areas



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- Additional Data
- Sites and NSCs (this tab only available to PCOs on all rescors)

All users with permission to view the Rescore Form can access the rescore summary at any time while the rescore is in progress. This tool is primarily meant to be used by reviewers to aid them in their review, but can also be used by submitters as a summary view of all of the data updates they have made and are about to submit.

Note that this summary page is only available for Supplemental Data Rescoring. For more information about this tool, see 7.2.6 *Using the “Review Data Updates” Tool During Review.*

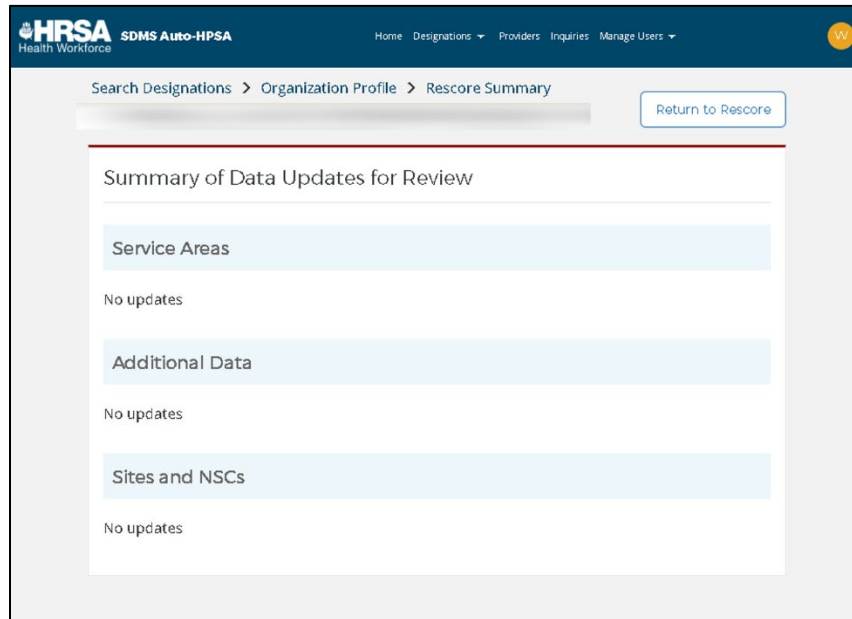


Figure 267: Auto-HPSA Blank Rescore Summary Page

#### 7.1.2F SUBMITTING A RESCORE

After the user has finished updating the organization data on the rescore form, the user will submit the rescore to the Shortage Designation Branch for review. On a PCO-initiated rescore form, only the initiating PCO can take rescore actions (i.e., Submit).

#### INSTRUCTIONS

To submit a PCO-initiated Supplemental Data Rescore:

1. Click on the “Rescore Actions” dropdown menu in the top right corner of the rescore form.
2. Click “Submit”.
3. Review the attestation statement and check the checkbox attesting that you have read the statement.
4. Enter a comment for the rescore being submitted (optional).
5. Click “Confirm”.



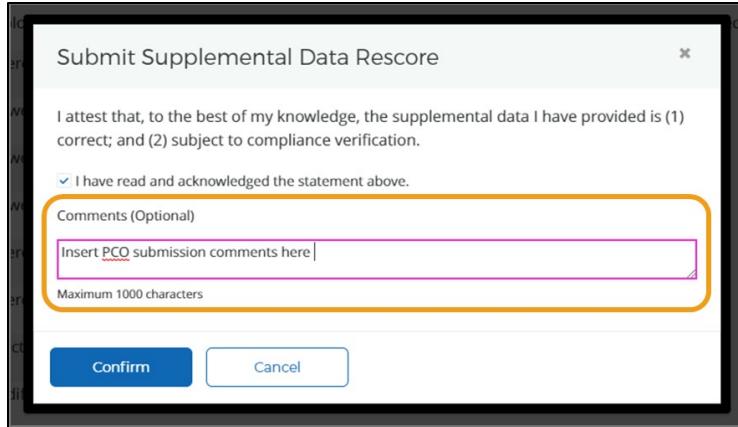


Figure 268: Submit PCO-Initiated Supplemental Data Rescore

Comments entered will be displayed in the Comments section while the rescore is in progress (for more information on viewing comments submitted during a rescore, see *Section 7.1.2D Rescore Progress*).

The user must add or update at least one data point before submitting a rescore. If no changes have been made to current designation values, the rescore cannot be submitted. In this case, the system will return an error message indicating that no data has been entered (see *Figure 266*).

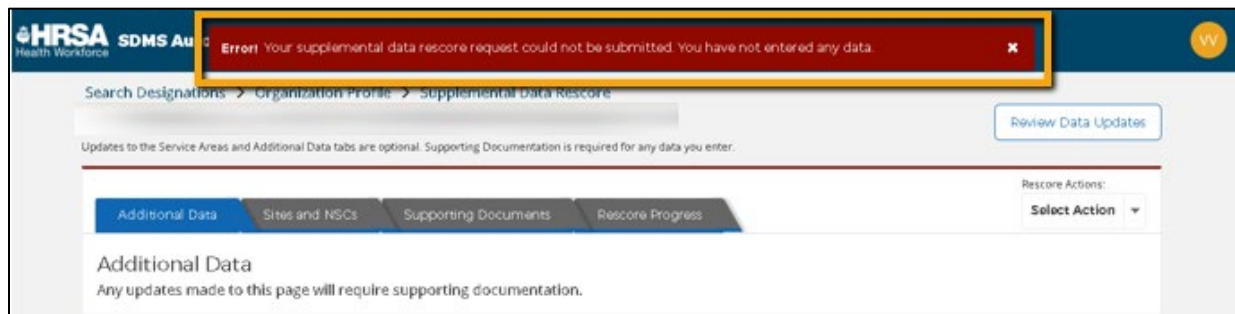


Figure 269: System Error Message When User Tries To Submit a Rescore and No Data Has Been Entered

All interested parties will receive an email notification when a supplemental data rescore has been submitted. For details about what email notifications are sent to what interested parties, see *Appendix D – Auto-HPSA Email Notifications*.

Users cannot preview score or derived data changes (e.g., new population to provider ratio, elderly and youth ratios) until after a rescore has been submitted to the Shortage Designation Branch (SDB) for review.

Once the user has submitted the rescore to SDB, the system will display a “Preview Designation Profiles” button in the top right corner of the rescore form. To access the rescore form, the user can navigate to the organization profile page and click the “View Rescore” button in the top right corner.



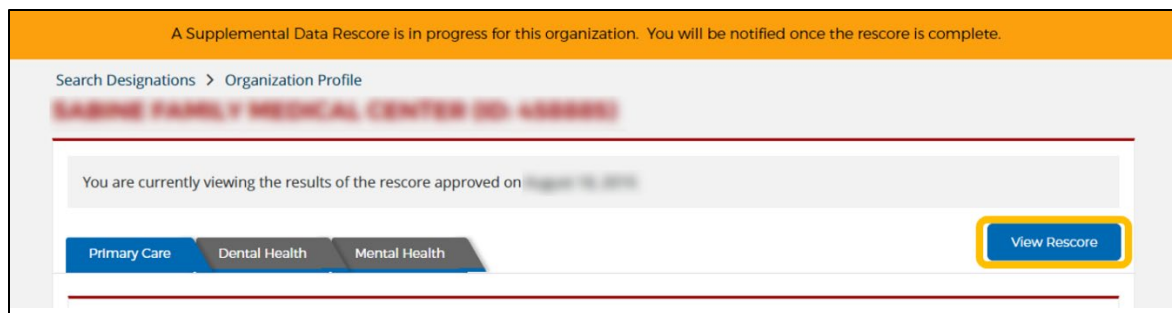


Figure 270: Accessing a Rescore Form in Read-Only Mode after Submitting to SDB Via the “View Rescore” Button

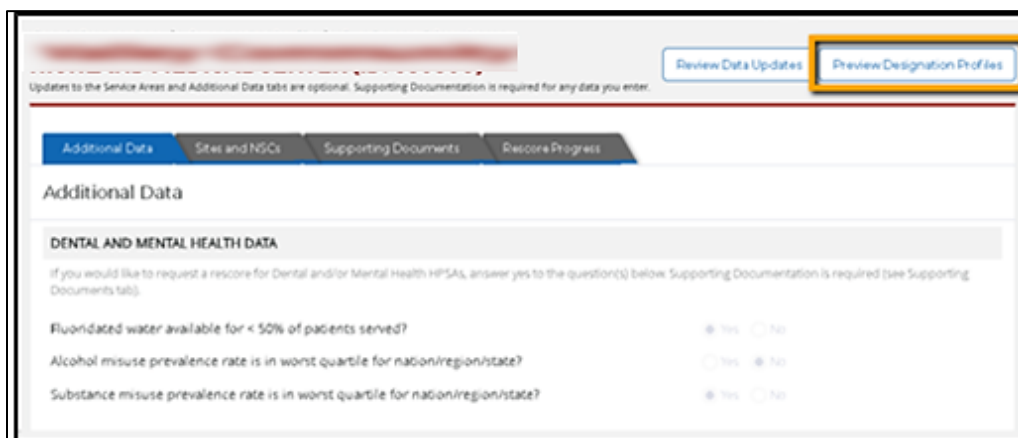


Figure 271: “Preview Designation Profiles” Button on Rescore Form Allows Users to Preview Scores

For more information about previewing designation profiles during the review process, see 7.2.7 *Using the “Preview Designation Profiles” Tool During Review*.

### 7.1.2H RETURNED SUPPLEMENTAL DATA RESCORES

The Shortage Designation Branch may find reason to return a rescore to the PCO for further edits or information. When a supplemental data rescore is returned by SDB to PCOs, all PCOs in the organization’s state will receive an email notification that the rescore has been returned. Users can access returned rescors the following ways:

- By clicking on the corresponding task on the PCO My Activities page.
- By navigating to the organization profile and clicking the “Resume Rescore” button in the top right corner.

Rescores are not returned to the specific PCO who submitted the rescore. Rather, rescors are returned to a PCO queue in an unassigned state until a PCO opens the rescore and assigns it to themselves or another PCO. The returned rescore can be assigned to any eligible PCO within the organization’s state. See 7.2.2 *Assigning Supplemental Data Rescores for Review* for details on assigning rescore tasks.

Upon returning a rescore to the PCO for further edits or information, SDB will be required to leave a comment for the PCO (For more information on viewing comments submitted during a rescore, see *Section 7.1.2D Rescore Progress*).





## 7.2 MANAGING AND REVIEWING SUPPLEMENTAL DATA RESCORES

Users are responsible for tracking and managing a number of new Auto-HPSA related tasks, including:

- PCO-initiated rescoring that are still in progress and being updated by PCOs
- PO-returned rescoring that require further action by PCOs
- POC-initiated rescoring that have been submitted to PCOs for action

Several new tools have been introduced to aid users in managing and reviewing Auto-HPSA tasks:

- My Activities page
- Review Data Updates page
- Preview Designation Profiles page

### 7.2.1 USING THE MY ACTIVITIES PAGE TO TRACK AND MANAGE RESCORES

As a reminder, “in-progress” Auto-HPSA rescoring cannot be searched and accessed from the Designation Search page. Therefore, a new “My Activities” page has been created to assist PCOs in identifying Auto-HPSA rescoring in various stages of update or review that require action by PCOs.

The My Activities page is accessed via the “Designations” sub-menu in the Navigation Menu.

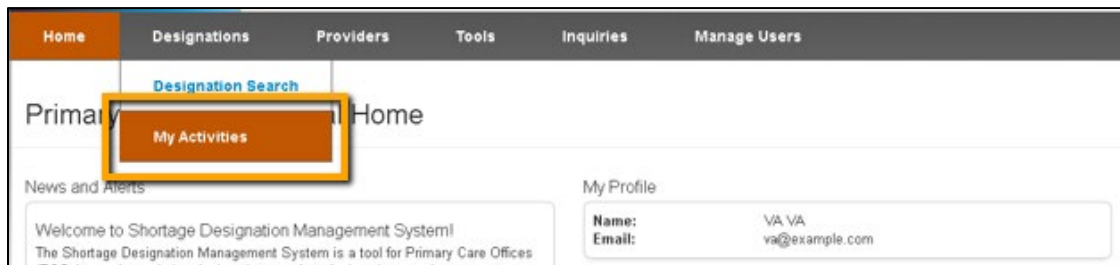


Figure 272: My Activities Tab Under the Designations Tab of the Navigation Menu

All PCOs in a particular state will have access to the same My Activities page with the same list of tasks. These tasks will either be “Unassigned” or be assigned to one of the PCOs in that state. Note, all PCOs will see all tasks even if they are assigned to other PCOs in their state.

On this page, PCOs will see a list of all tasks currently requiring action by a PCO. The list will display with newest tasks on top. Only one task exists for a particular organization at any given time. Therefore if a new task is created for an organization, the old task will be closed and will no longer display.



Description	Designation Type	Step	State	Owner	Task Created Date
[Blurred]	Auto-HPSA	PCO Rescore Initiated - Organization	VA	[Blurred]	9/18/2019, 4:00:03 PM
[Blurred]	Auto-HPSA	PCO Rescore Initiated - Organization	VA	[Blurred]	9/9/2019, 4:52:25 PM
[Blurred]	Auto-HPSA	PO Review Returned - Organization	VA	[Blurred]	9/5/2019, 5:42:35 PM
[Blurred]	Auto-HPSA	PCO Rescore Initiated - Organization	VA	[Blurred]	8/29/2019, 8:50:03 PM
[Blurred]	Auto-HPSA	PCO Rescore Initiated - Organization	VA	[Blurred]	8/29/2019, 7:58:15 PM

Figure 273: My Activities Page

The following information is available on each task:

<b>Feature Description</b>	<b>Description</b> This field displays the Organization Name and Organization Unique ID.
<b>Designation Type</b>	This field displays designation type of the task. Currently, only Auto-HPSA tasks will populate to the My Activities page.
<b>Step</b>	This field displays the current task step. Task steps requiring PCO action include: <ul style="list-style-type: none"> <li>• Submitted to PCO – Organization</li> <li>• Under PCO Review – Organization</li> <li>• PCO Rescore Initiated – Organization</li> <li>• PO Review Returned – Organization</li> </ul> <p>See <i>Section 7.2.8 Rescore Actions</i> for more information about each task.</p>
<b>State</b>	This field displays the state that the organization is located in. Only organizations in the PCO’s state should appear in the PCO My Activities queue, so the state listed here should always match the logged in PCO’s state.
<b>Owner</b>	This field will display the current owner of the task. If the task is unassigned, the system will display “Unassigned”. If the task is reassigned, a new task will be created for the new assignee and the previous task belonging to the old assignee will be closed.



**Feature**

**Task Created Date**

**Description**

This field displays the date and time that each task is created. Every transition (submit, return, assign, reassign) results in a new task with a new process created date. It is important to note that a task that appears to be brand new at the top of the table may in fact have had a long period of inactivity and very recently was transitioned to a new owner or task step (e.g., a long period of time between when a rescore was submitted and when it was finally assigned will not be obvious by looking at the task created date of an assigned task).

**USER NOTES**

- The My Activities page will only show one task per organization at a time. For a comprehensive view of all completed and in progress tasks for a given organization, users can view the “Task History” on the Rescore Progress tab of a rescore form.

**7.2.1A TYPES OF TASKS THAT APPEAR ON THE MY ACTIVITIES PAGE**

Description	Designation Type	Step	State	Owner	Task Created Date
[Blurred]	Auto-HPSA	1 Submitted to PCO - Organization	VA	Unassigned	8/12/2019, 7:35:08 PM
[Blurred]	Auto-HPSA	2 Under PCO Review - Organization	VA	va@example.com	8/12/2019, 7:33:14 PM
[Blurred]	Auto-HPSA	3 PO Review Returned - Organization	VA	Unassigned	8/12/2019, 7:32:56 PM
[Blurred]	Auto-HPSA	4 PCO Rescore Initiated - Organization	VA	va@example.com	8/7/2019, 6:46:15 PM

Figure 274: The Four Types of Tasks that Appear on the My Activities Page

There are four types of task steps that may appear in the PCO My Activities queue:

**Feature**

**1. Submitted to PCO - Organization**

**Description**

This task step occurs when a POC-initiated rescore is submitted by a POC and has not yet been triaged by PCOs.

**2. Under PCO Review - Organization**

This task step occurs when a task has been assigned. This could be:

- A task that was submitted (or re-submitted) by a POC and has just been triaged and assigned to a PCO
- A task that was returned by a PO to the PCO queue and just been triaged and assigned to a PCO
- A task that was already assigned to a PCO that has been reassigned to a different PCO



**Feature**

**3. PO Review Returned - Organization**

**Description**

This task step occurs when a task has been returned by a PO to the PCO queue. This could be either a POC-initiated or a PCO-initiated rescore. Note that all POC-initiated rescoring will pass through PCOs to and from POs. A Project Officer cannot return a task directly to a POC, nor can a POC submit a task directly to a Project Officer.

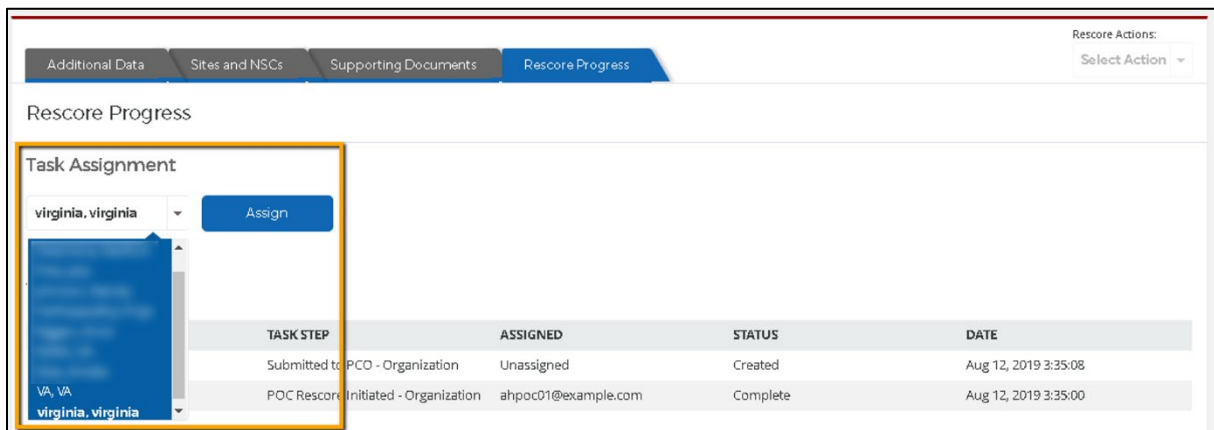
**4. PCO Rescore Initiated - Organization**

This task step occurs when a supplemental data rescore has been initiated by a PCO and has not yet been submitted.

Note that all of these tasks are “owned” by the PCO user role, whether assigned or not. Tasks that are currently owned by POCs (e.g., POC-initiated rescoring) or by Project Officers (e.g., submitted for PO review) will not appear on the PCO My Activities page.

**7.2.2 ASSIGNING SUPPLEMENTAL DATA RESCORS FOR REVIEW**

When rescoring has been submitted or returned to PCOs for action, they must be assigned to a PCO before any rescore actions can be taken. A task can be assigned on the “Rescore Progress” tab of the rescore form.



**Figure 275: Task Assignment Feature on the Rescore Progress Tab of the Rescore Form**

**INSTRUCTIONS**

To assign a task to a PCO:

1. Navigate to the “Rescore Progress” tab of the Supplemental Data Rescore Form.
2. Click the ∨ arrow to expand the list of eligible assignees. All permitted PCOs in the state should appear in the list.
3. Select the name of the PCO to whom the rescore should be assigned.
4. Click “Assign”. The “Rescore Actions” menu should now become enabled for the assigned PCO.

**USER NOTES**

- Any PCO in the organization’s state can assign a rescore task to any other PCO in that state.
- If the “Assign” button is enabled, it indicates that the selected PCO has not yet been assigned. You must click the “Assign” button to complete the assignment.



- To reassign the task to another PCO, repeat steps 1-4 in the instructions above.

### 7.2.3 REVIEWING POC-INITIATED RESCORES

PCOs are not the only users who may initiate and submit rescors. AutoHPSA Organization Points of Contact (POCs) will be able to request System and Supplemental Data Rescores. State PCOs will be responsible not only for managing these Auto-HPSA POC roles and permissions (see the *User Management User Guide* for more information) but will also be responsible for receiving, reviewing, and submitting POC-initiated rescors for organizations in the PCO's state.

The PCO's review role consists primarily of two tasks:

1. Verifying required Supporting Documents have been provided for any data updates made
2. Verifying the organization's site(s) locations and NSCs are correct and update when necessary. As a reminder, only PCOs have access to the Sites and NSCs tab to re-geocode sites, adjust site latitude and longitudes, and modify NSC information. For more information on how to update Sites and NSCs, see *Section 7.1.2B Sites and NSCs*.

A Supplemental Data Rescore initiated by a POC requires review and approval by both PCOs and Project Officers. Once a POC submits a Supplemental Data Rescore, the state's PCOs receive a task to review and update the rescore. Once the PCO has completed their review, they will submit the POC-initiated rescore to the Shortage Designation Branch for final review and a rescore decision. SDB still has 90 days to review and approve the rescore once submitted. Below is an overview of the workflow for a POC-initiated Supplemental Data Rescore.

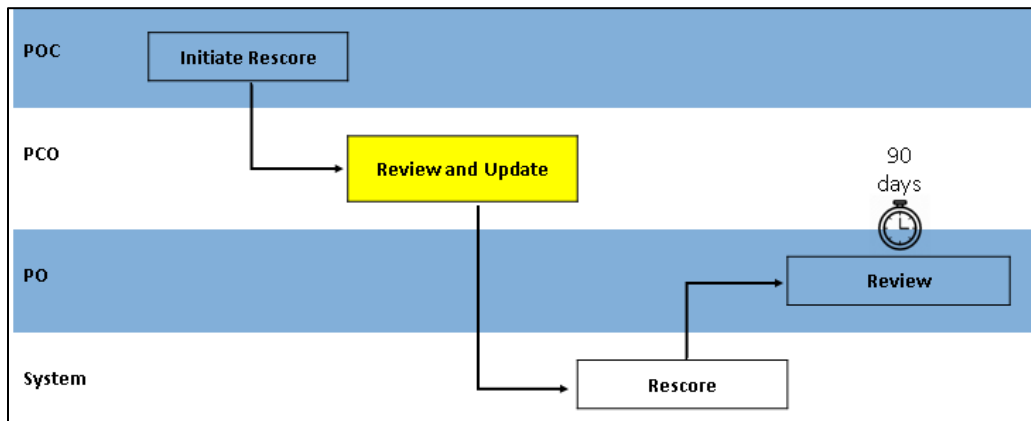


Figure 276: Auto-HPSA POC-Initiated Supplemental Data Rescore Workflow

### 7.2.3A HOW IS A POC-INITIATED RESCORE DIFFERENT THAN A PCO-INITIATED RESCORE?

Although POCs and PCOs can both initiate Supplemental Data Rescores, the specific data they can add or update is different. Furthermore, the type of data used by the organization (UDS or non-UDS) also impacts what data POCs can add or update.



*For FQHCs and FQHC LALs using UDS data:*

Data Point	POC Can Update	PCO Can Update
<b>Service Area Data</b>		
Zip Codes and Patients Served	✓	
<b>Additional Data</b>		
Fluoridated Water	✓	✓
Alcohol Misuse Prevalence Rate	✓	✓
Substance Misuse Prevalence Rate	✓	✓
% Patients Served at 100% FPL	✓	
Patients Served Under 18 Years Old	✓	
Patients Served 18 to 64 Years	✓	
Patients Served 65 and Older	✓	
<b>Sites &amp; NSCs Data</b>		
Re-geocode and modify site lat/long		✓
Update PCNSC		✓
Update DH NSC		✓
Update MH NSC		✓

*For FQHCs, FQHC LALs, RHCs, and ITUs using non-UDS data:*

Data Point	POC Can Update	PCO Can Update
<b>Service Area Data</b>		
Zip Codes and Patients Served		
<b>Additional Data</b>		
Fluoridated Water	✓	✓
Alcohol Misuse Prevalence Rate	✓	✓
Substance Misuse Prevalence Rate	✓	✓
% Patients Served at 100% FPL		
Patients Served Under 18 Years Old		
Patients Served 18 to 64 Years		
Patients Served 65 and Older		
<b>Sites &amp; NSCs Data</b>		
Re-geocode and modify site lat/long		✓
Update PCNSC		✓
Update DH NSC		✓
Update MH NSC		✓

When a PCO reviews and updates a POC-initiated rescore, they will be able to see the additional data points that a POC could or did update. These fields will all be read-only to the PCO.

## 7.2.4 UPDATING POC-INITIATED RESCORES

A PCO can update the following data when reviewing a POC-initiated rescore:

- Dental and Mental Health Data
- Sites and NSCs Data

It is the responsibility of the PCO when reviewing POC-initiated rescoring that have been submitted to PCOs to verify that these data are correct. If not, the PCO should update them before finalizing their review and submitting the rescore to the Shortage Designation Branch for scoring and final review.

For instructions on how to update these data, refer to *Section 7.1.2 Supplemental Data Rescoring*.

For any updates a PCO makes to a POC-initiated rescore, the PCO is required to upload Supporting Documents. See *Section 7.1.2C Supporting Documents*.

## 7.2.5 REVIEWING RESCORE PROGRESS

The Rescore Progress tab consists of three separate features:

- Task Assignment
- Task History
- Comments

These features aid users in monitoring and reviewing rescore progress.



### 7.2.5A TASK ASSIGNMENT

See Section 7.2.2 Assigning Supplemental Data Rescores for Review.

### 7.2.5B TASK HISTORY

The Task History table is a comprehensive view of the activity to date on a given rescore. Each time that a rescore is transitioned to a new step or re-assigned to a new user, the transition will be recorded in the Task History table. 7.1.2D Rescore Progress details the task steps that a PCO-initiated rescore will transition through. There are additional task steps when a rescore originates from a POC. Below is a full workflow that a POC-initiated workflow may pass through.

Note that the system currently does not flag returned and resubmitted Auto-HPSA rescoring in the Search Results or the My Activities page, therefore the Task History is the best way to determine if a rescore has been returned or resubmitted.

Trigger/Transition	Task Process	Task Step	Assigned	In-Progress Status	Complete Status	Date
<b>POC initiates rescore request</b>	Rescore	POC Rescore Initiated - Organization	Initiator (POC)	SDMS Task Created	SDMS Task Complete	Date/Time rescore request is initiated
<b>PCO initiates rescore request</b>	Rescore	PCO Rescore Initiated - Organization	Initiator (PCO)	SDMS Task Created	SDMS Task Complete	Date/Time rescore request is initiated
<b>POC submits rescore request to PCO</b>	Review	Submitted to PCO - Organization	Unassigned	SDMS Task Created	SDMS Task Complete	Date/Time rescore request is submitted
<b>POC assigns rescore request to PCO</b>	Review	Under PCO Review - Organization	Assignee	SDMS Task Created	SDMS Task Complete	Date/Time rescore request is assigned
<b>PCO submits rescore request to PO</b>	Review	Submitted to PO - Organization	Unassigned	SDMS Task Created	SDMS Task Complete	Date/Time rescore request is submitted
<b>PO assigns rescore request to PO</b>	Review	Under PO review - Organization	Assignee	SDMS Task Created	SDMS Task Complete	Date/Time rescore request is assigned
<b>PO returns rescore request to PCO</b>	Review	PO Review Returned - Organization	Unassigned	SDMS Task Created	SDMS Task Complete	Date/Time rescore request is returned



Trigger/Transition	Task Process	Task Step	Assigned	In-Progress Status	Complete Status	Date
<b>PCO returns rescore request to POC</b>	Review	PCO Review Returned - Organization	Unassigned	SDMS Task Created	SDMS Task Complete	Date/Time rescore request is returned
<b>POC resubmits rescore request</b>	Review	Submitted to PCO - Organization	Unassigned	SDMS Task Created	SDMS Task Complete	Date/Time rescore request is (re)submitted
<b>PCO resubmits rescore request</b>	Review	Submitted to PO - Organization	Unassigned	SDMS Task Created	SDMS Task Complete	Date/Time rescore request is (re)submitted

The tasks will appear in chronological order with the newest tasks on top. The Task History table contains the following information about each task:

- Task Process
- Task Step
- Assigned
- Status
- Date

Task History					
TASK PROCESS	TASK STEP	ASSIGNED	STATUS	DATE	
Review	Submitted to PO	Organization	Unassigned	Created	Aug 13, 2019 3:50:09
Review	Under PCO Review	Organization	nd@example.com	Complete	Aug 13, 2019 3:50:00
Review	Under PCO Review	Organization	northdakota@example.com	Complete	Aug 13, 2019 3:49:26
Review	Under PCO Review	Organization	nd@example.com	Complete	Aug 13, 2019 3:49:21
Review	Submitted to PCO	Organization	Unassigned	Complete	Aug 13, 2019 3:48:38
Review	PCO Review Returned	Organization	Unassigned	Complete	Aug 13, 2019 3:47:48
Review	Under PCO Review	Organization	nd@example.com	Complete	Aug 13, 2019 3:47:43
Review	PO Review Returned	Organization	Unassigned	Complete	Aug 13, 2019 3:46:42
Review	Under PO Review	Organization	nih_bmiss test 1	Complete	Aug 13, 2019 3:46:36
Review	Submitted to PO	Organization	Unassigned	Complete	Aug 13, 2019 3:46:19
Review	Under PCO Review	Organization	nd@example.com	Complete	Aug 13, 2019 3:46:14
Review	Submitted to PCO	Organization	Unassigned	Complete	Aug 13, 2019 3:45:28
Rescore	POC Rescore Initiated	Organization	ahpoc01@example.com	Complete	Aug 13, 2019 2:27:29

Figure 277: Auto-HPSA Rescore Form Task History Table of a POC-Initiated Rescore

## USER NOTES

- Only the first task, in which a user initiates the rescore, will have a task process of “Rescore”. All subsequent tasks are considered “Review” task processes.
- There will only ever be one task at a given time with a status of “created”. Every time a new task is created, the previous task is “completed”.





- There is no distinction between submitted and returned tasks when a task is “under review” in the Task Step name. This Task History table should be used to determine if a task has been submitted or returned, or to better understand its overall rescore history to date.
- A new task will be created each time a rescore is re-assigned to a different reviewer so that a history of reassignments can be viewed.

### 7.2.5B COMMENTS

The Comments feature can be used both during the update and review processes to communicate with POCs, PCOs, and POs. Any user who has permission to access a rescore form may view existing and post new comments. See *Section 7.1.2D Rescore Progress* for additional information about posting comments.

### 7.2.6 USING THE “REVIEW DATA UPDATES” TOOL DURING REVIEW

At the top of the Supplemental Data Rescore Form is a “Review Data Updates” button. This button is accessible the entire time that a rescore is in progress. Clicking on the button will navigate the user to a summary page titled “Data Updates Being Submitted for Review”. This page will display real-time updates made to the rescore form.

While this page may be used by submitters to verify the data they have entered and saved before submitting, it is primarily a review tool to be used by reviewers to identify user-entered data changes that were made and that require documentation. System changes (e.g., after regeocoding a site, the system looked up and found all new NSCs) will not display on this page. Changes will display on this page when one of the following occurs:

- User updates user-entered data from the parent record that was carried over
- User updates system data from the parent record
- User updates system data returned during the rescore (e.g., new NSCs as a result of a site regeocode)

The summary page has three sections mirroring the data input tabs on the Supplemental Data Rescore Form:

- Service Areas
- Additional Data
- Sites and NSCs (this tab only available to PCOs on all rescoring)

### SERVICE AREAS

The Service Areas tab is only present on a POC-initiated rescore and may only be updated by a POC. However, this section will appear on the rescore summary page of all Supplemental Data Rescores.

This section of the rescore summary will indicate whether or not a POC has updated the service area, but it will not display any data. To view the data, the user should navigate back to the Rescore Summary Form and view the “Service Areas” tab. On a PCO-initiated rescore, this section will always indicate that no changes have been made.

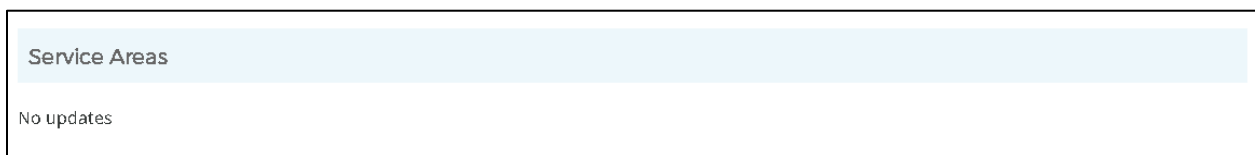


Figure 278: Auto-HPSA Rescore Summary Page Service Areas Section



## ADDITIONAL DATA

This section will display any user-entered updates made to data on the Additional Data tab. Only data points that were updated by a user will be listed on this page. The system will display both the “Current Designation Value” (the parent record value) and the “Rescore User-Entered Value” (the value the user has updated on the rescore form).

Additional Data		
The following data points have been updated:		
DATA POINT	CURRENT DESIGNATION VALUE	RESCORE USER-ENTERED VALUE
Alcohol misuse prevalence rate is in worst quartile for nation/region/state?	No	Yes
Substance misuse prevalence rate is in worst quartile for nation/region/state?	No	Yes
Fluoridated water is available for < 50% of patients served?	No	Yes

Figure 279: Auto-HPSA Rescore Summary Page Additional Data Section

## SITES AND NSCS

This section will display any changes to site locations or NSCs. Only data points that were updated by a user will be listed on this page. The system will display the “Current Designation Value” (the parent record value), the “Rescore Default Value” (the system-returned default value in the rescore), and the “Rescore User-Entered Value” (the value the user has updated on the rescore form).

The Rescore Default Value will be the same as the Current Designation Value if the user does not re-geocode a site. When a user re-geocodes a site, the system returns new site latitude and longitude and looks up new NSCs. These values may be the same as the parent record or they may be different. If a user modified the latitude and/or longitude, or modifies the NSCs, the system will capture these changes on the Rescore Summary page.

The system will display the changes made to each site in separate tables, as shown in *Figure 277* below.

Sites and NSCs			
The following sites have been updated:			
<b>Site 1 Name</b>			
DATA POINT	CURRENT DESIGNATION VALUE	RESCORE DEFAULT VALUE*	RESCORE USER-ENTERED VALUE
Mental Health NSC Travel Time	4.5485061395	4.5485061395	25
Mental Health NSC Travel Distance	1.8804947003	1.8804947003	30
* A Rescore Default Value will only be present if the user re-geocoded the site and/or updated the latitude/longitude.			
<b>Site 2 Name</b>			
DATA POINT	CURRENT DESIGNATION VALUE	RESCORE DEFAULT VALUE*	RESCORE USER-ENTERED VALUE
Mental Health NSC NPI			No NSC Selected

Figure 280: Auto-HPSA Rescore Summary Page Sites and NSCs Section

For a complete list of data points that may be displayed on this page, see *Appendix E – Auto-HPSA Rescore Summary Page (“Review Data Updates”)*.



### 7.2.7 USING THE “PREVIEW DESIGNATION PROFILES” TOOL DURING REVIEW

Once a rescore has been submitted by the PCO to the Shortage Designation Branch for review, users can preview the new designation profiles being reviewed.

To preview the updated designation profiles, users can click the “Preview Designation Profiles” button in the top right corner of the rescore form.

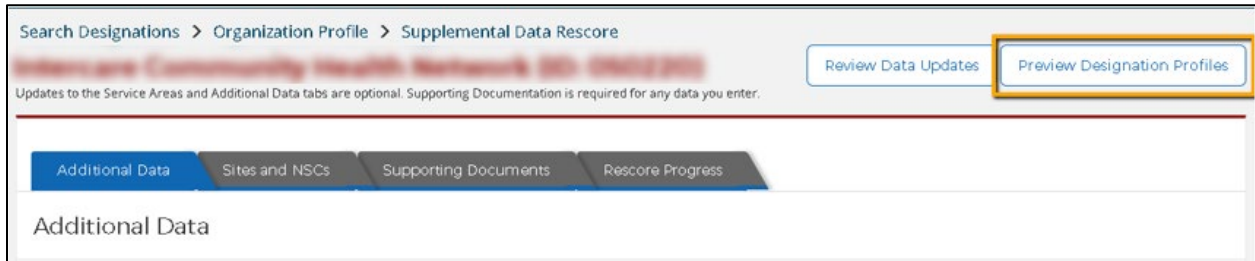


Figure 281: “Preview Designation Profiles” Button Available After Submission to SDB

The system will navigate the user to an Organization Preview page. A banner across the top of the page will indicate that it is a preview page and not the Organization’s current profile page.

The profile will display all three designation profiles, regardless of which disciplines are part of the update. To determine which disciplines are being updated, the user should check the Status in the General Information section. Any designation being reviewed and updated will have an “Under Shortage Designation Branch Review” status. Designations not included in the update will continue to have a “Designated” status.

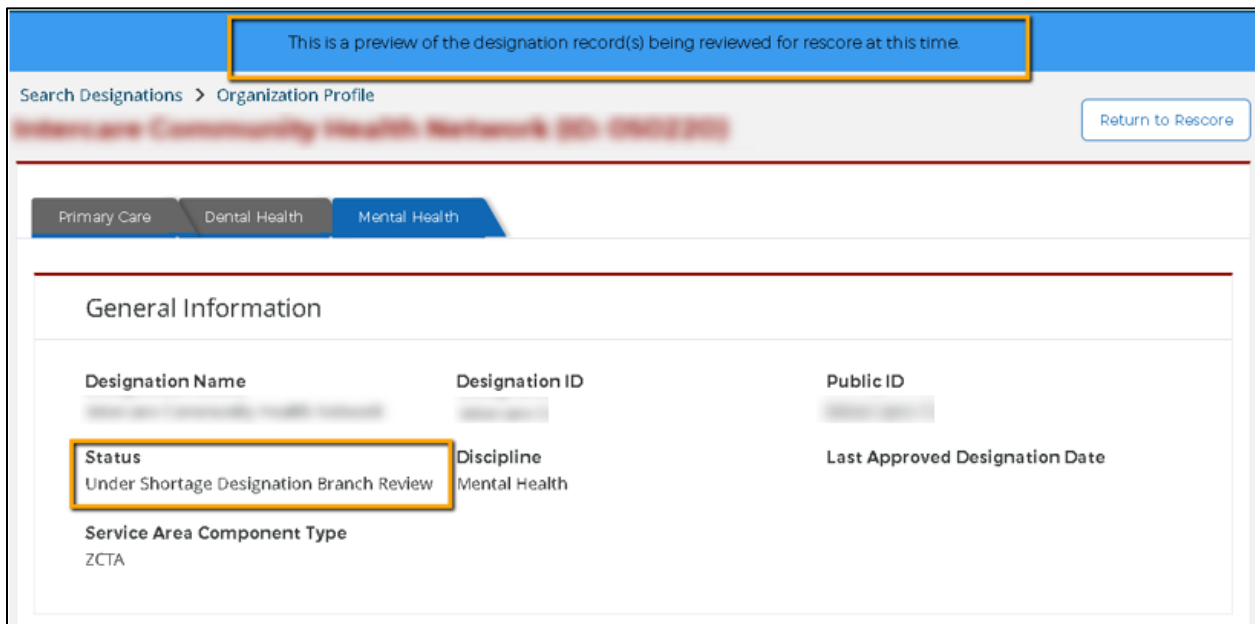


Figure 282: Designations Being Updated Will Have a Status of “Under Shortage Designation Branch Review” on the Profile Preview Page



## 7.2.8 RESCORE ACTIONS

PCOs are able to take the following rescore actions on POC-initiated rescoring:

- Submit
- Return

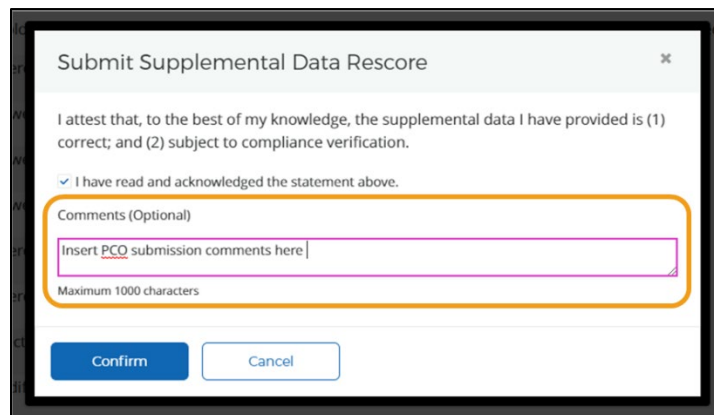
To take rescore actions on POC-initiated rescoring, the user should ensure the rescore is assigned to them. See *7.2.2 Assigning Supplemental Data Rescoring for Review*.

The user will be prompted to enter comments (optional or required) when taking action on a supplemental rescore request. (For more information on viewing comments submitted during a rescore, see *Section 7.1.2D Rescore Progress*).

### 7.2.8A SUBMITTING/RESUBMITTING RESCORS TO SDB

Once a rescore is assigned to the user, the user may click “Submit” from the Rescore Actions dropdown menu to submit the rescore to the Shortage Designation Branch for review. The user should take the same actions to resubmit a returned rescore. For more information on submitting a rescore, see *Section 7.1.2F Submitting a Rescore*.

PCOs are responsible for submitting POC-initiated rescoring to SDB. A POC cannot submit directly to SDB. POC-initiated rescoring will always be submitted to the PCOs in their organization’s state for the PCO to review, update, and then submit to SDB on their behalf.



Submit Supplemental Data Rescore

I attest that, to the best of my knowledge, the supplemental data I have provided is (1) correct; and (2) subject to compliance verification.

I have read and acknowledged the statement above.

Comments (Optional)

Insert PCO submission comments here

Maximum 1000 characters

Confirm Cancel

Figure 283: Submit POC-Initiated Supplemental Data Rescore – Optional Comments



### 7.2.8B RETURNING POC-INITIATED RESCORES TO POCs

Once a rescore is assigned to the user, the user may click “Return” from the Rescore Actions dropdown menu to return the rescore to the Organization’s POC(s). When returning a rescore, the user will be prompted to enter a comment.

If a Project Officer (PO) needs to return a rescore to a POC, they must do so through the PCO. The PCO will receive a returned POC-initiated rescore from the PO and should then return it to the POC(s).

Return Supplemental Data Rescore

This action will return the rescore for further updates. Are you sure you wish to proceed?

Comments (Required)

Insert PCO return comments here

Maximum 1000 characters

Confirm Cancel

Figure 284: Returning a Supplemental Data Rescore to POC - Required Comments



## 8. TOOLS – STATE DESIGNATION REPORT

A user may view and access a series of actions that can be run on an *ad hoc* basis by selecting the “Tools” from the main header menu.

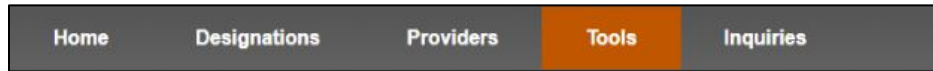


Figure 285: Tools in Main Header Menu

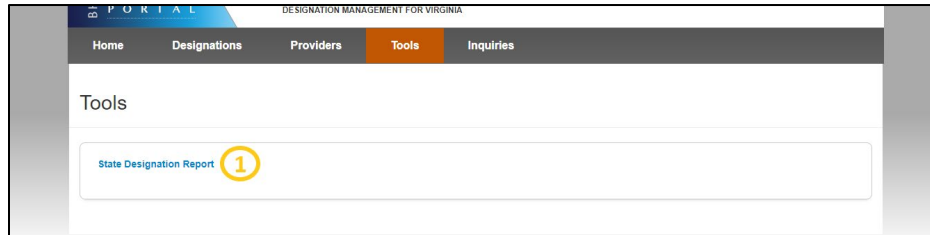


Figure 286: SDMS Tools Page

### Feature

#### 1. State Designation Report

### Description

This link will initiate a download of the State Designation Report for the state being accessed and managed by the user. The report will include the following fields for all designations:

- Designation Name
- Public ID
- Designation Type
- Designation Option
- Discipline
- Status
- Initial Submission Date
- Initial Designation Date
- Last Update Date

### USER NOTES

- The user will only be able to access and view their state’s State Designation Report.
- The State Designation Report will only include the information for those designations in the following statuses:
  - In Progress
  - Submitted-Designation
  - Under Review - Designation
  - Designated
  - Submitted – Withdrawal
  - Under Review – Withdrawal
  - Proposed for Withdrawal
  - Withdrawn
  - Replaced
  - Reinstated



## APPENDIX A – NAMING CONVENTIONS

Naming convention guidelines:

- Designation names are limited to 50 characters
- Place a dash (-) between the prefix and RSA name
- Use a forward slash (/) to separate multiple category/county RSA names
- Do not place a space between Prefix and dash
- Do not place a space between dash and RSA name.

### POPULATION CATEGORY PREFIX

Current Verbiage	Acronym
<b>Low Income</b>	LI
<b>Medicaid Eligible</b>	ME
<b>Medically Indigent</b>	MI
<b>Migrant Farmworkers</b>	MFW
<b>Migrant Seasonal Worker</b>	MSW
<b>Homeless</b>	H
<b>American Indian/Alaska Native</b>	AI/AN
<b>Limited English Proficiency</b>	LEP

### SERVICE AREA PREFIX

Current Verbiage	Acronym
<b>Service Area</b>	SA
<b>Medical Service Study Area</b>	MSSA



Current Verbiage	Acronym
<b>Mental Health Catchment Area</b>	MHCA

#### FACILITY PREFIX

Current Verbiage	Acronym
<b>State Mental Hospital</b>	SMH
<b>Correctional Facility</b>	CF
<b>Federal Correctional Institution</b>	FCI
<b>Immigration and Customs Enforcement</b>	ICE
<b>Federally Qualified Health Center (Supported by HRSA grants)</b>	FQHC
<b>Rural Health Clinic</b>	RHC
<b>Federally Qualified Health Center – Look alike</b>	LAL
<b>Other Facility</b>	OFAC

#### DESIGNATION NAME EXAMPLES – GEOGRAPHIC AND POPULATION

Geographic/Population Type	Designation Naming Example
<b>Whole County</b>	Howard County
<b>Multiple Counties</b>	Howard & Montgomery Counties
<b>Low Income</b>	LI-Montgomery County





Geographic/Population Type	Designation Naming Example
Medicaid Eligible	ME-Montgomery County
Medically Indigent	MI-Montgomery County
Migrant Farmworker	MFW-Montgomery County
Migrant Seasonal Worker	MSW-Montgomery County
Homeless	H-Montgomery County
American Indian/Alaska Native	AI/AN-Montgomery County
Limited English Proficiency	LEP-Spanish/Aspen Hill
Low Income/Homeless	LI/H-Wheaton
Migrant Farmworker/Migrant Seasonal Worker/Homeless	MSFW/H-Citrus Grove

#### DESIGNATION NAME EXAMPLES – SERVICE AREA

Service Area Type	Designation Naming Example
Service Areas	Montgomery SA
Mental Health Catchment Area	MHCA 270
Medical Service Study Area	MSSA 100
Low Income/Medical Service Study Area	LI MSSA 100-Los Angeles

#### DESIGNATION NAME EXAMPLES – FACILITY



Facility Type	Designation Naming Example
<b>State Mental Hospital</b>	SMH-Holy Cross
<b>Correctional Facility</b>	CF-Bowie Prison
<b>Federal Correctional Institute</b>	FCI-Bastrop
<b>Immigration and Customs Enforcement</b>	ICE-Aurora Detention Center
<b>Federally Qualified Health Center</b>	FQHC-Brookside
<b>Rural Health Center</b>	RHC-Tutwiler Clinic
<b>Federally Qualified Health Center Look Alike</b>	LAL-Greater Fresno Health Organization
<b>Other Facility</b>	OFAC-Starrett City Satellite Office



APPENDIX B – AUTO-HPSA SCORING REQUIREMENTS AND DATA SOURCES

		FQHCs and FQHC LALs WITH UDS Data	FQHCs and FQHC LALs WITHOUT UDS Data	RHCs	ITUs
<b>SERVICE AREA DEFINITION</b>	<b>DEFINITION</b>	<b>(Source: UDS)</b> ZIP Codes with 75% of patients served converted to ZCTAs, service areas are not generated by the system, given directly from BPHC	<b>Primary Care:</b> CTs overlapping a 30 min travel polygon around each site in the organization. <b>Dental and Mental Health:</b> CTs overlapping a 40 min travel polygon around each site in the organization.	<b>Primary Care:</b> CTs overlapping a 30 min travel polygon around one site. <b>Dental and Mental Health:</b> CTs overlapping a 40 min travel polygon around one site.	<b>Primary Care:</b> CTs overlapping a 30 min travel polygon around one organization address. <b>Dental and Mental Health:</b> CTs overlapping a 40 min travel polygon around one organization address.
	<b>NOTES</b>	Each FQHC and FQHC LAL will be an organization with multiple sites. Service areas are the same for all three disciplines (Dental, Mental, and PC)	Each FQHC and FQHC LAL will be an organization with multiple site addresses.	Each RHC will have one site	Each ITU will be an organization, but we do not have individual sites. Scores will be based on one address for each organization. Some have their own Lat and Longs, we want to use those given to us and not overwrite
<i>Scoring Criteria</i>	<i>Data points used to find sub-score</i>	<i>Scored using the sub-score tables and algorithms for HPSA type: Population Low Income</i>	<i>Scored using the sub-score tables and algorithms for HPSA type: Population Low Income</i>	<i>Scored using the sub-score tables and algorithms for HPSA type: Population Low Income</i>	<i>Score using the sub-score tables and algorithms for HPSA type: Population HPSA</i>
<b>POP:PROVIDER RATIO</b>	<b>POPULATION</b>	<b>(Source: SDMS)</b> Population at or below 200% FPL of the service area	<b>(Source: SDMS)</b> Population at or below 200% FPL of the service area	<b>(Source: SDMS)</b> Population at or below 200% FPL of the service area	<b>(Source: SDMS)</b> Population of American Indian/Alaska Native in the service area
	<b>PROVIDERS</b>	<b>(Source: SDMS)</b> Total FTE count of eligible low income providers (those providing service through Medicaid <b>OR</b> a sliding fee scale) in the service area	<b>(Source: SDMS)</b> Total FTE count of eligible low income providers (those providing service through Medicaid <b>OR</b> a sliding fee scale) in the service area	<b>(Source: SDMS)</b> Total FTE count of eligible low income providers (those providing service through Medicaid <b>OR</b> a sliding fee scale) in the service area	<b>(Source: SDMS)</b> Total FTE count of eligible providers that serve American Indian/Alaska Natives in the service area
<b>% POPULATION AT 100% FPL</b>	<b>POPULATION AT 100% FPL</b>	<b>(Source: UDS)</b> Percent Population of Patients Served	<b>(Source: SDMS)</b> Population at or below 100% FPL of the service area	<b>(Source: SDMS)</b> Population at or below 100% FPL of the service area	<b>(Source: SDMS)</b> Population of American Indian/Alaskan



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	FQHCs and FQHC LALs WITH UDS Data	FQHCs and FQHC LALs WITHOUT UDS Data	RHCs	ITUs
	with Known Income at or below 100% FPL			Native at or below 100% FPL of the service area
<b>POPULATION</b>	<i>N/A (no calculation is happening, the exact percentage is being imported from UDS)</i>	<b>(Source: SDMS)</b> PPD of the service area	<b>(Source: SDMS)</b> PPD of the service area	<b>(Source: SDMS)</b> PPD – American Indian Alaska Native alone of the service area

<b>ELDERLY AND YOUTH RATIOS</b>	<b>POPULATION 17 AND UNDER</b>	<b>(Source: UDS)</b> Number of patients served age 17 and under	<b>(Source: SDMS)</b> Population of 17 and under of the service area	<b>(Source: SDMS)</b> Population of 17 and under of the service area	<b>(Source: SDMS)</b> Population of American Indian/Alaskan Native 17 and under of the service area
	<b>POPULATION 65 AND OVER</b>	<b>(Source: UDS)</b> Number of patients served age 65 and over	<b>(Source: SDMS)</b> Population of 65 and over of the service area	<b>(Source: SDMS)</b> Population of 65 and over of the service area	<b>(Source: SDMS)</b> Population of American Indian/Alaskan Native 65 and over of the service area
	<b>POPULATION 18-64</b>	<b>(Source: UDS)</b> Number of patients served age 18-64	<b>(Source: SDMS)</b> Population 18-64 of the service area	<b>(Source: SDMS)</b> Population 18-64 of the service area	<b>(Source: SDMS)</b> Population of American Indian/Alaskan Native 18-64 of the service area

<b>IMR AND LBWR</b>	<b>BIRTHS</b>	<b>(Source: SDMS)</b> Estimated births are not calculated, IMR and LBWR of the service is determined based on the IMR and LBWR of the counties in which the service area resides	<b>(Source: SDMS)</b> Calculated based on births in county converted to CTs	<b>(Source: SDMS)</b> Calculated based on births in county converted to CTs	<b>(Source: SDMS)</b> Calculated based on births in county converted to CTs
	<b>DEATHS</b>	<b>(Source: SDMS)</b> Estimated deaths are not calculated, IMR and LBWR of the service is determined based on the IMR and LBWR of the counties in which the service area resides	<b>(Source: SDMS)</b> Calculated based on deaths in county converted to CTs	<b>(Source: SDMS)</b> Calculated based on deaths in county converted to CTs	<b>(Source: SDMS)</b> Calculated based on deaths in county converted to CTs
	<b>LOW BIRTH WEIGHT BIRTHS</b>	<b>(Source: SDMS)</b> Estimated low birth weight births are not calculated, IMR and LBWR of the service is determined based on the IMR and LBWR of the	<b>(Source: SDMS)</b> Calculated based on LBWB in county converted to CTs	<b>(Source: SDMS)</b> Calculated based on LBWB in county converted to CTs	<b>(Source: SDMS)</b> Calculated based on LBWB in county converted to CTs



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		FQHCs and FQHC LALs WITH UDS Data	FQHCs and FQHC LALs WITHOUT UDS Data	RHCs	ITUs
		counties in which the service area resides			
	<b>FEMALES 15-44</b>	<b>(Source: SDMS)</b> Count of females 15-44 in each county and ZCTA	<b>(Source: SDMS)</b> Count of females 15-44 in each county and CT	<b>(Source: SDMS)</b> Count of females 15-44 in each county and CT	<b>(Source: SDMS)</b> Count of American Indian/Alaskan Native females 15-44 in each county and CT
<b>NEAREST SOURCE OF CARE (NSC)</b>	<b>NSC PROVIDER</b>	<b>(Source: SDMS)</b> Nearest provider that serves Medicaid <b>AND</b> sliding fee scale who is not in an over-utilized area and who is not in an inaccessible HPSA	<b>(Source: SDMS)</b> Nearest provider that serves Medicaid <b>AND</b> sliding fee scale who is not in an over-utilized area and who is not in an inaccessible HPSA	<b>(Source: SDMS)</b> Nearest provider that serves Medicaid <b>AND</b> sliding fee scale who is not in an over-utilized area and who is not in an inaccessible HPSA	<b>(Source: SDMS)</b> Nearest provider that serves American Indian/Alaska Native who is not in an over-utilized area and who is not in an inaccessible HPSA
<b>FLUORIDATED WATER</b>	<b>% POPULATION WITH FLUORIDATED WATER</b>	<i>Data point unknown, score defaults to zero</i>	<i>Data point unknown, score defaults to zero</i>	<i>Data point unknown, score defaults to zero</i>	<i>Data point unknown, score defaults to zero</i>
<b>SUBSTANCE ABUSE PREVELANCE</b>	<b>YES / NO</b>	<i>Data point unknown, score defaults to zero</i>	<i>Data point unknown, score defaults to zero</i>	<i>Data point unknown, score defaults to zero</i>	<i>Data point unknown, score defaults to zero</i>
<b>ALCOHOL ABUSE PREVELANCE</b>	<b>YES / NO</b>	<i>Data point unknown, score defaults to zero</i>	<i>Data point unknown, score defaults to zero</i>	<i>Data point unknown, score defaults to zero</i>	<i>Data point unknown, score defaults to zero</i>

Other Rules



	FQHCs and FQHC LALs WITH UDS Data	FQHCs and FQHC LALs WITHOUT UDS Data	RHCs	ITUs
<b>OVER UTILIZATION CHECK FOR NSC</b>	Define a service area for potential NSCs, and run the over-utilized check. For Primary Care: Service area is defined by a 30 min travel polygon around the provider. For Dental and Mental Health: Service area is defined by a 40 min travel polygon around the provider. Use the population type and provider type used in the pop:provider ratio above. See MPPs for over-utilized ranges	Define a service area for potential NSCs, and run the over-utilized check. For Primary Care: Service area is defined by a 30 min travel polygon around the provider. For Dental and Mental Health: Service area is defined by a 40 min travel polygon around the provider. Use the population type and provider type used in the pop:provider ratio above. See MPPs for over-utilized ranges	Define a service area for potential NSCs, and run the over-utilized check. For Primary Care: Service area is defined by a 30 min travel polygon around the provider. For Dental and Mental Health: Service area is defined by a 40 min travel polygon around the provider. Use the population type and provider type used in the pop:provider ratio above. See MPPs for over-utilized ranges	Define a service area for potential NSCs, and run the over-utilized check. For Primary Care: Service area is defined by a 30 min travel polygon around the provider. For Dental and Mental Health: Service area is defined by a 40 min travel polygon around the provider. Use the population type and provider type used in the pop:provider ratio above. See MPPs for over-utilized ranges
<b>INACCESSIBLE HPSA CHECK FOR NSC</b>	The following HPSAs are deemed inaccessible and providers in the any of these designations cannot be used as the NSC: Geographic HPSA, Geographic High Needs HPSA, Low Income Population HPSA, Medicaid Eligible Population HPSA, Low Income Homeless Population HPSA, Low Income Migrant Farmworker Population HPSA, Low Income Homeless Migrant Farmworker Population HPSA, Low Income Migrant Seasonal Worker Population HPSA, Low Income Migrant Seasonal Worker Homeless Population HPSA	The following HPSAs are deemed inaccessible and providers in the any of these designations cannot be used as the NSC: Geographic HPSA, Geographic High Needs HPSA, Low Income Population HPSA, Medicaid Eligible Population HPSA, Low Income Homeless Population HPSA, Low Income Migrant Farmworker Population HPSA, Low Income Homeless Migrant Farmworker Population HPSA, Low Income Migrant Seasonal Worker Population HPSA, Low Income Migrant Seasonal Worker Homeless Population HPSA	The following HPSAs are deemed inaccessible and providers in the any of these designations cannot be used as the NSC: Geographic HPSA, Geographic High Needs HPSA, Low Income Population HPSA, Medicaid Eligible Population HPSA, Low Income Homeless Population HPSA, Low Income Migrant Farmworker Population HPSA, Low Income Homeless Migrant Farmworker Population HPSA, Low Income Migrant Seasonal Worker Population HPSA, Low Income Migrant Seasonal Worker Homeless Population HPSA	The following HPSAs are deemed inaccessible and providers in the any of these designations cannot be used as the NSC: Geographic HPSA, Geographic High Needs HPSA, Native American Population HPSA



**APPENDIX C – AUTO-HPSA SUPPLEMENTAL DATA RESCORE: DISCIPLINES AND SUB-SCORES TO BE UPDATED BY DATA POINTS ENTERED**

The following table indicates which disciplines, and which sub-scores within each discipline, will get updated during a Supplemental Data Rescore depending on the data points added or updated by a PCO:

PCO Data Fields	CORRESPONDING SUBSCORES THAT GET UPDATED																							
	PRIMARY CARE SUBSCORES							MENTAL HEALTH SUBSCORES							DENTAL HEALTH SUBSCORES									
	Pop:Provider Ratio	%Population at 100%	IMR or LBWR	NSC Site A	NSC Site B	NSC Site C	Average NSC	Pop:Provider Ratio	%Population at 100%	Substance Misuse	Alcohol Misuse Prev.	Elderly Ratio	Youth Ratio	NSC Site A	NSC Site B	NSC Site C	Average NSC	Pop:Provider Ratio	%Population at 100%	Fluoridated Water	NSC Site A	NSC Site B	NSC Site C	Average NSC
<b>Facility Data Submitted by PCO</b>																								
Substance misuse prevalence										X														
Alcohol misuse prevalence											X													
Fluoridated water																				X				
Site A geolocation (when service area is ZCTAs)				X			X						X			X				X			X	
Site B geolocation (when service area is ZCTAs)					X		X							X		X					X		X	
Site C geolocation (when service area is ZCTAs)						X	X								X	X						X	X	
Site A geolocation (when service area is CTs)	X	X	X	X			X	X	X			X	X	X		X	X	X	X	X			X	
Site B geolocation (when service area is CTs)	X	X	X		X		X	X	X			X	X		X	X	X	X	X		X		X	
Site C geolocation (when service area is CTs)	X	X	X			X	X	X	X			X	X			X	X	X	X			X	X	
Site A Primary Care NSC				X			X																	



PCO Data Fields		CORRESPONDING SUBSCORES THAT GET UPDATED																							
		PRIMARY CARE SUBSCORES						MENTAL HEALTH SUBSCORES						DENTAL HEALTH SUBSCORES											
Facility Data Submitted by PCO		Pop:Provider Ratio	%Population at 100%	IMR or LBWR	NSC Site A	NSC Site B	NSC Site C	Average NSC	Pop:Provider Ratio	%Population at 100%	Substance Misuse	Alcohol Misuse Prev.	Elderly Ratio	Youth Ratio	NSC Site A	NSC Site B	NSC Site C	Average NSC	Pop:Provider Ratio	%Population at 100%	Fluoridated Water	NSC Site A	NSC Site B	NSC Site C	Average NSC
Site B Primary Care NSC					X																				
Site C Primary Care NSC						X		X																	
Site A Mental Health NSC															X			X							
Site B Mental Health NSC																X		X							
Site C Mental Health NSC																	X	X							
Site A Dental Health NSC																					X				X
Site B Dental Health NSC																						X			X
Site C Dental Health NSC																							X		X





The following table indicates which disciplines, and which sub-scores within each discipline, will get updated during a Supplemental Data Rescore of an organization using UDS data depending on the data points added or updated by POCs:

Organization using UDS data	CORRESPONDING SUBSCORES THAT GET UPDATED																								
	PRIMARY CARE SUBSCORES							MENTAL HEALTH SUBSCORES							DENTAL HEALTH SUBSCORES										
Facility Data Submitted by PCO/POC	Pop:Provider Ratio	%Population at 100%	IMR or LBWR	NSC Site A	NSC Site B	NSC Site C	Average NSC	Pop:Provider Ratio	%Population at 100%	Substance Misuse	Alcohol Misuse Prev.	Elderly Ratio	Youth Ratio	NSC Site A	NSC Site B	NSC Site C	Average NSC	Pop:Provider Ratio	%Population at 100%	Fluoridated Water	NSC Site A	NSC Site B	NSC Site C	Average NSC	
Substance misuse prevalence										X															
Alcohol misuse prevalence											X														
Fluoridated water																				X					



The following table indicates which disciplines, and which sub-scores within each discipline, will get updated during a Supplemental Data Rescore of an organization *not* using UDS data depending on the data points added or updated by POCs:

## Organization using non-UDS data

Facility Data Submitted by PCO/POC	CORRESPONDING SUBSCORES THAT GET UPDATED																								
	PRIMARY CARE SUBSCORES							MENTAL HEALTH SUBSCORES							DENTAL HEALTH SUBSCORES										
	Pop:Provider Ratio	%Population at 100%	IMR or LBWR	NSC Site A	NSC Site B	NSC Site C	Average NSC	Pop:Provider Ratio	%Population at 100%	Substance Misuse	Alcohol Misuse Prev.	Elderly Ratio	Youth Ratio	NSC Site A	NSC Site B	NSC Site C	Average NSC	Pop:Provider Ratio	%Population at 100%	Fluoridated Water	NSC Site A	NSC Site B	NSC Site C	Average NSC	
Service Areas (Patients Served by Zip code)	X	X*	X					X	X*			X	X*					X	X*						
Substance misuse prevalence									X																
Alcohol misuse prevalence										X															
Fluoridated water																			X						
% of Patients Served With Known Income At Or Below 100% FPL		X						X										X							
Patients <18												X													
Patients 18-64											X	X													
Patients 65+											X														



APPENDIX D – AUTO-HPSA EMAIL NOTIFICATIONS

The table below indicates when email notifications will be sent and to whom:

Trigger	Rescore Initiator	EMAIL RECIPIENTS		
		All POCs associated to org	All PCOs associated to org state	All POs
<b>System Data Rescore</b>				
POC submits full rescore request and system successfully rescoring	POC	Yes	Yes	Yes
PCO submits full rescore request and system successfully rescoring	PCO	Yes	Yes	Yes
<b>Supplemental Data Rescore</b>				
POC submits POC-initiated partial rescore request to PCO	POC	Yes	Yes	No
PCO submits POC-initiated partial rescore request to PO	POC	Yes	Yes	Yes
PCO submits PCO-initiated partial rescore request to PO	PCO	Yes	Yes	Yes
PCO returns POC-initiated partial rescore request to POC	POC	Yes	No	No
PO approves POC-initiated partial rescore request	POC	Yes	Yes	No
PO approves PCO-initiated partial rescore request	PCO	Yes	Yes	No
PO returns POC-initiated partial rescore request to PCO	POC	Yes	Yes	No
PO returns PCO-initiated partial rescore request to PCO	PCO	Yes	Yes	No



APPENDIX E – AUTO-HPSA RESCORE SUMMARY PAGE (“REVIEW DATA UPDATES”)

## Summary of Updates Submitted for Review

### Service Areas

This organization’s service area has been updated. The user entered zip codes and patients served data.

### Additional Data

The following data have been updated:

Data Point	Current Designation Value	Rescore Form User-Entered Value
<b>Alcohol misuse prevalence rate is in worst quartile for nation/region/state?</b>	Either Yes or No	Either Yes or No
<b>Substance misuse prevalence rate is in worst quartile for nation/region/state?</b>	Either Yes or No	Either Yes or No
<b>Fluoridated water is available for &lt; 50% of patient's served?</b>	Either Yes or No	Either Yes or No
<b>% Patients Served Known Income at 100% FPL</b>	Old value (from parent record)	New value (from rescore form)
<b>Patients Served Under 18 Years Old</b>	Old value (from parent record)	New value (from rescore form)
<b>Patients Served Age 18-64</b>	Old value (from parent record)	New value (from rescore form)
<b>Patients Served Age 65 and Over</b>	Old value (from parent record)	New value (from rescore form)



## Sites and NSCs

The following site(s) have been updated:

### Site 1 Name Site 1 Address

Data Point	Current Designation Value	Rescore Default Value	Rescore User-Entered Value
<b>Site Latitude</b> (NOTE: this only displays if USER adjusted lat, not if site regeocode results in new lat)	[Old Value (parent record)]	Unavailable	[New User-Entered Value (from rescore form)]
<b>Site Longitude</b> (NOTE: this only displays if USER adjusted long, not if site regeocode results in new long)	[Old Value (parent record)]	Unavailable	[New User-Entered Value (from rescore form)]
<b>[Discipline Type] NSC</b>	[Old Value (parent record)]	[New system default] or N/A  NOTE: if user regeocoded site, then there would be new default values, but if they just directly modify the NSC, there wouldn't be	[New User-Entered Value (from rescore form)] or N/A
<b>[Discipline Type] NSC Travel Time</b>	[Old Value (parent record)]	[New system default] or N/A  NOTE: if user regeocoded site, then there would be new default values, but if they just directly modify the NSC, there wouldn't be	[New User-Entered Value (from rescore form)] or N/A



Data Point	Current Designation Value	Rescore Default Value	Rescore User-Entered Value
<b>[Discipline Type] NSC Travel Distance</b>	<i>[Old Value (parent record)]</i>	<i>[New system default] or N/A</i>  <i>NOTE: if user regeocoded site, then there would be new default values, but if they just directly modify the NSC, there wouldn't be</i>	<i>[New User-Entered Value (from rescore form)] or N/A</i>

**Site 2 Name Site 2 Address**

Data Point	Current Designation Value	Rescore Default Value	Rescore User-Entered Value
<b>Site Latitude</b> <i>(NOTE: this only displays if USER adjusted lat, not if site regeocode results in new lat)</i>	<i>[Old Value (parent record)]</i>	Unavailable	<i>[New User-Entered Value (from rescore form)]</i>
<b>Site Longitude</b> <i>(NOTE: this only displays if USER adjusted long, not if site regeocode results in new long)</i>	<i>[Old Value (parent record)]</i>	Unavailable	<i>[New User-Entered Value (from rescore form)]</i>
<b>[Discipline Type] NSC</b>	<i>[Old Value (parent record)]</i>	<i>[New system default] or N/A</i>  <i>NOTE: if user regeocoded site, then there would be new default values, but if they just directly modify the</i>	<i>[New User-Entered Value (from rescore form)] or N/A</i>



Data Point	Current Designation Value	Rescore Default Value	Rescore User-Entered Value
		<i>NSC, there wouldn't be</i>	
<b>[Discipline Type] NSC Travel Time</b>	<i>[Old Value (parent record)]</i>	<i>[New system default] or N/A</i>  <i>NOTE: if user regeocoded site, then there would be new default values, but if they just directly modify the NSC, there wouldn't be</i>	<i>[New User-Entered Value (from rescore form)] or N/A</i>
<b>[Discipline Type] NSC Travel Distance</b>	<i>[Old Value (parent record)]</i>	<i>[New system default] or N/A</i>  <i>NOTE: if user regeocoded site, then there would be new default values, but if they just directly modify the NSC, there wouldn't be</i>	<i>[New User-Entered Value (from rescore form)] or N/A</i>

