

## Shortage Designation Management System (SDMS)

The Shortage Designation Management System (SDMS) 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) within the Health Resources and Services Administration (HRSA).

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

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

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

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