Shortage Designation Management System (SDMS)

PCO Designation Management User Guide

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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. 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.

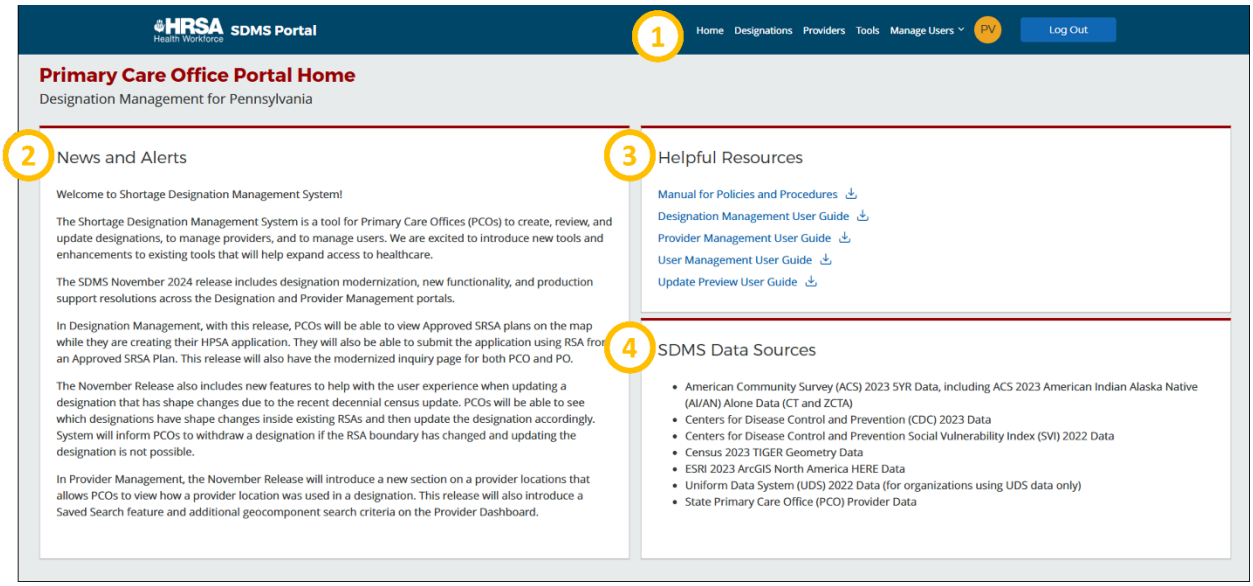


Figure 1 PCO Shortage Designation Main Page

Feature	Description
1. Navigation Panel	The user may navigate to other sections of the PCO Portal using this toolbar. Several of these menu items have sub-menus when clicked.
2. News and Alerts	This section provides the user with new information and updates pertaining to Shortage Designation Management.
3. Helpful Resources	This section provides the user with resources on the policies and procedures of SDMS.
4. SDMS Data Sources	This section lists the data sources currently being used in 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, View Auto-HPSA and Geographic and Population Update Preview results)
- Auto-HPSA Designations Portal (via the Designations Portal) to view and rescore Auto-HPSAs
- Provider Management Portal (Manage Provider Data Sources, Search for Providers, View Provider Profiles and Locations, Download Provider State Reports, Use Provider Import Tool)
- Tools
- 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.

2. 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 6. Automatic Facility HPSA (Auto-HPSA) Designation Portal* for additional information about AutoHPSA Designations.

2.1 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 Go to Mapping Tool button in the Manage Designation Applications card.

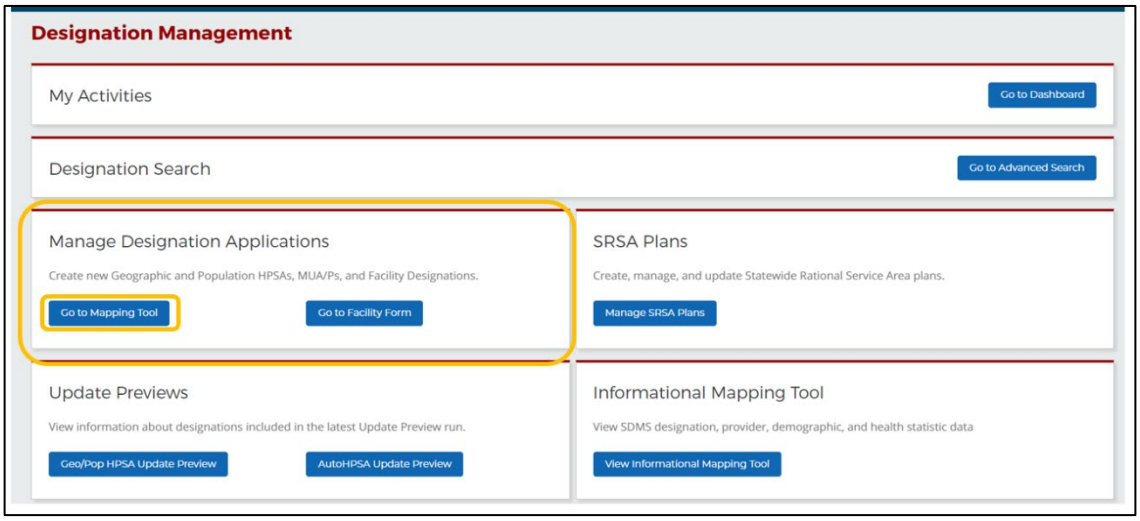


Figure 2: New Designation Management Landing Page

The user will be brought to the Creating a HPSA or MUA/P Initial Information Page shown in *Figure 26* and prompted to provide the following initial information:

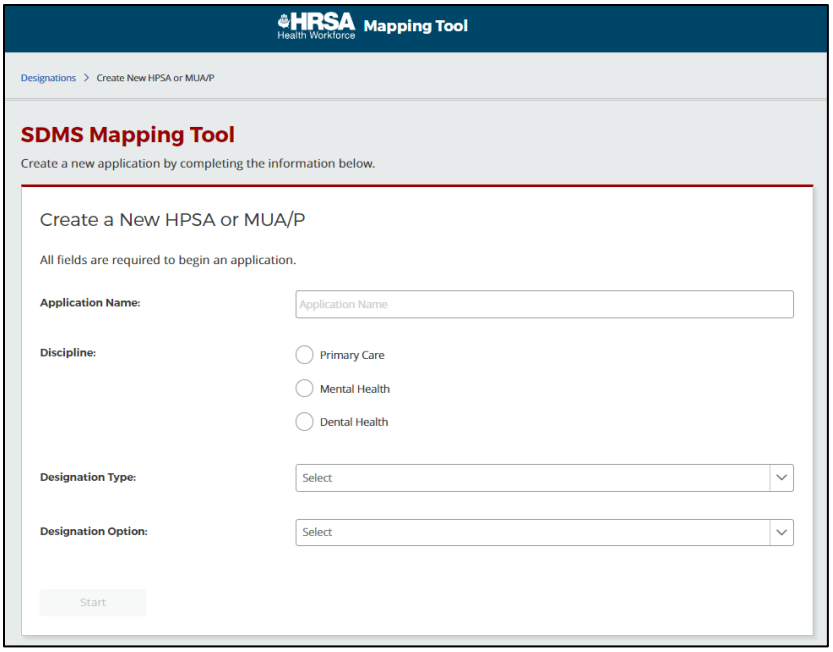


Figure 3: Creating a HPSA or MUA/P Initial Information Page

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*.

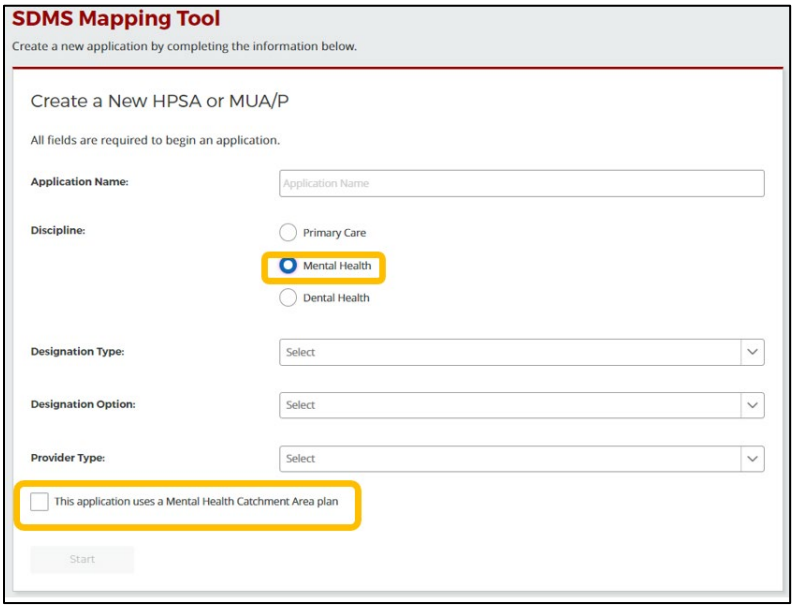


Figure 4: Indicating Mental Health Designation as a Catchment Area

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.

USER NOTES

1. If there is not a corresponding population under the Designation Options for a HPSA Population Designation type, *Other Population* should be selected form the Designation Options dropdown.
2. 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. Please see *section 4.3 Creating a Rational Service Area (RSA)* for further information on how to create the RSA

2.2 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.

2.2.1 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.

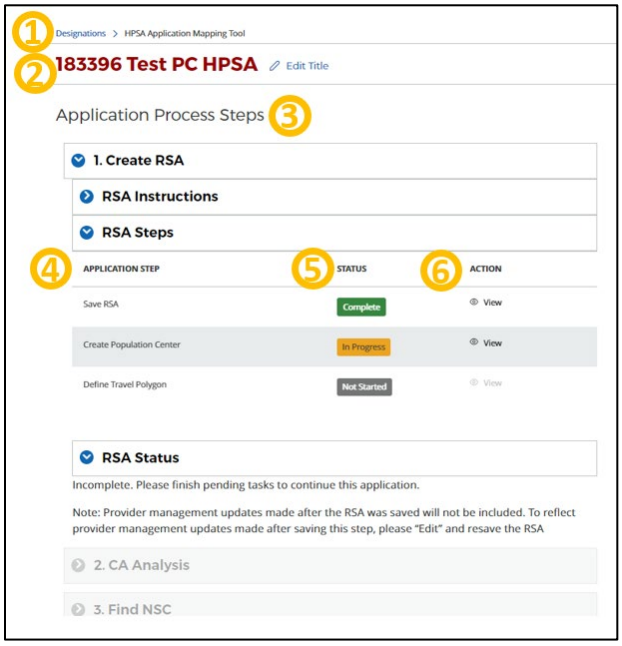


Figure 5: Soft Buttons - Application Process Steps Panel

Feature	Description
1. Breadcrumbs	This field displays the breadcrumbs at the top of the page. The user may navigate back to their previous page using the breadcrumbs or using the web browser's back button.
2. Designation ID - Name	This field displays the HPSA designation number and designation name.
3. Application Process Steps	This field displays the Application Steps.
4. Application Step	This field displays the column name for the application steps.
5. Status	This field displays the status of the application.
6. Action	This field displays the action that the user can take for the application step.

2.2.2 Map Tools

To access the Map Tools dropdown, locate the Tools widget on the right-hand side of the map. The following options are available:

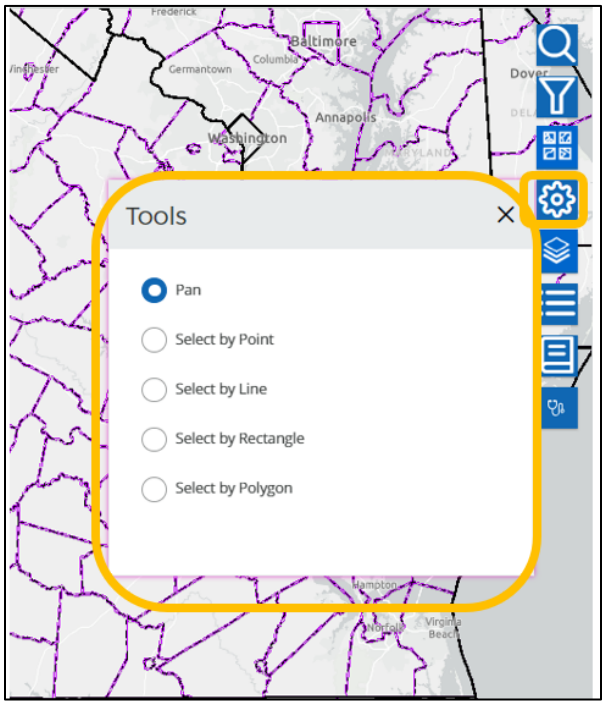


Figure 6 Map Tools Dropdown Menu

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.

Feature	Description
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.

2.2.3 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.

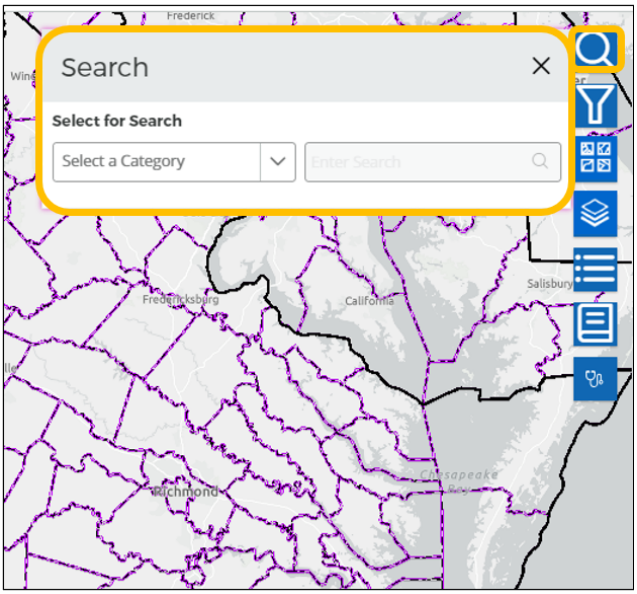


Figure 7: Mapping Tool Search Bar

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.

Feature	Description
5. Provider / Provider Snapshot	This allows the user to search for providers on the map using a Provider's NPI number, first name, last name, or full name. Users can search for providers used in a submitted designation by selecting Provider Snapshot or current providers by selecting Providers.
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.
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, Designation 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.

2.2.4 Mapping Widgets Layout

The mapping widgets are located in the right-hand side of the map. They allow users different functions including the ability to search, narrow down results with filter, select areas on the map to view provider location, demographic, health statistic information, select an area on the map to create an RSA, etc.

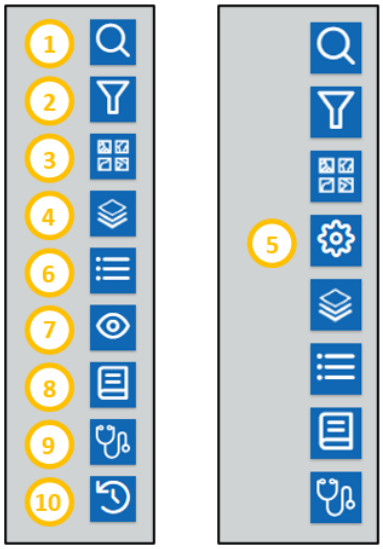


Figure 8 Mapping Widgets Layout on the Map (these widgets are dynamic depending on the mapping page you are on)

Feature	Description
1. SEARCH	This tool allows the user to search for areas on the map using various search criteria. For more information*, refer to* 4.2.3 *Mapping Tool Search Bar*
2. FILTER	This tool allows user to select and narrow down the filter results. For more information, *refer to 5.1.5 Filter*
3. BASEMAP GALLERY	This tool contains multiple cartographic styles that offer different information associated with the map view being displayed. For more information, *refer to 5.1.2 Basemap Gallery*
4. LAYER LIST	This tool contains geographic, designation, provider location, and health/demographic information that users can interact with and reference. For more information, refer to 5.1.3 Layer List
5. TOOLS	This tool allows users to select an area on the map. For more information, *refer to 4.11.1.C Map Tools Widget*
6. LEGEND	This tool contains the symbology or visualization details for all layers enabled by the user in the Layer List menu. For more information, *refer to 5.1.4 Legend*
7. USER-CREATED COMPONENTS	This tool allows users to view user-created components such as Rational Service Area and Contiguous Area, *refer 4.2.4A User-created Components Widget*
8. DESIGNATION DATA SNAPSHOT	This tool displays the demographic data for the saved RSA. For more information, *refer to 4.2.4B Designation Data Snapshot Widget*
9. PROVIDER INFORMATION	This tool allows the user to select to display Usable and Non-Usable providers on the map, *refer to 4.2.4C Provider Information Widget*
10. DATA VINTAGE	This tool allows the user to view RSA shapes changes that exist for the designation. A table of old and new component IDs will be displayed, and the user can open an Overview Map to see what the shape of the RSA use to look like before new map data was uploaded to the system, *refer to 4.2.4D Data Vintage Widget*

2.2.4A User-created Components Widget

To access the User-created Component dropdown, locate the User-created Component widget on the right-hand side of the map. The User-created Component widget includes a list of components that the user created such as Rational Service Areas and Contiguous Areas. The user can toggle the visibility of each component with the checkbox.

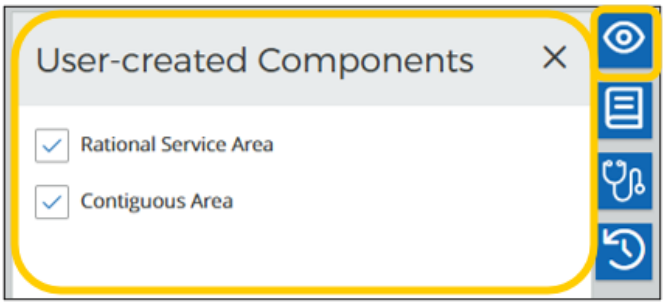


Figure 9: User-created Component Widget

2.2.4B Designation Data Snapshot Widget

To access the Data Snapshot dropdown, locate the Designation Data Snapshot widget on the right-hand side of the map. The Designation Data Snapshot widget includes the data for any RSA or CA as they get saved during the designation application process step. All data on this widget is read only and cannot be changed.

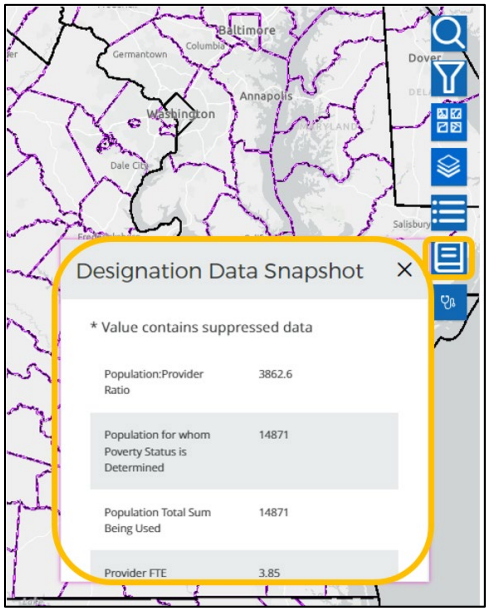


Figure 10 Designation Data Snapshot

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.

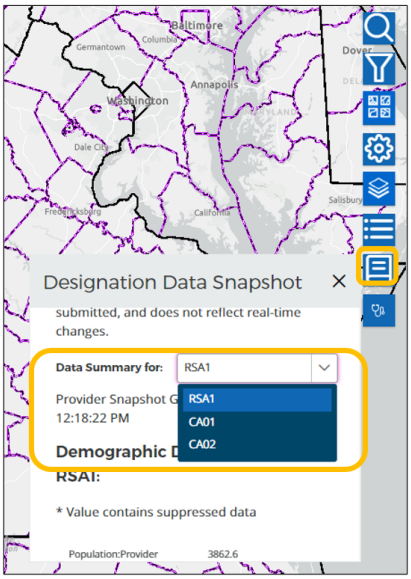


Figure 11: Designation Data Snapshot - Data Summary Dropdown

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 (*).

2.2.4C Provider Information Widget

To access the Provider Information dropdown, locate the Provider Information Widget on the right-hand side of the map. The widget will display Usable and Non Usable providers on the map. The widget is associated with the discipline type. The user can choose the following provider display options.

- Usable:
  - Serves Medicaid Only
  - Serves Sliding Fee Scale Only
  - Serves Medicaid and Siding Fee Scale
  - Does not serve Medicaid or Sliding Fee Scale
- Non Usable

Provider information will be displayed during the NSC step. For more information, *Refer 4.5.1 Non-Default and User-Selected NSC Provider.* Before the NSC step, this widget is solely for display purposes and the user will not be able to interact with the provider information.

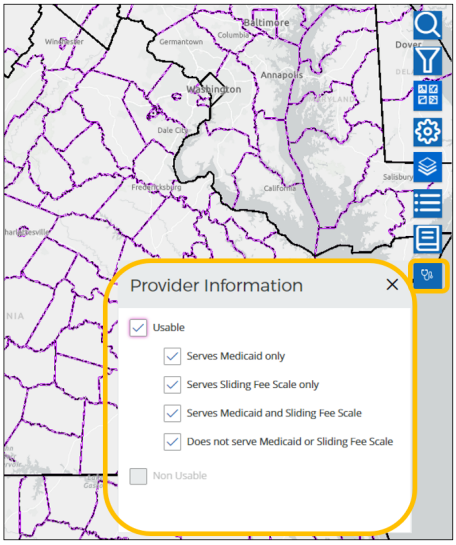


Figure 12 Provider Information Widget

2.2.4D Data Vintage Widget

To access Data Vintage dropdown, locate the Data Vintage widget on the right-hand side of the map. This widget will only display on the View on Map page when shape changes exist. There is text above the table that displays old and new component IDs that states the following:

- *The RSA components for this designation have changed due to updated census boundary data since the last update of this RSA. The table below shows the old and new component IDs of the shape that have changed. The shape data displayed in the main map is from [new year]. When the "Show Data Vintage Map" button is clicked, a small map will display in the left-hand corner. The shape data displayed in the small map is from [old year]. Click on a new component ID to zoom to the corresponding component shape.*

If the user clicks on one of the new component ID's the main map will zoom and highlight the respective component on the map. When the user clicks on the "Clear Map" button, the highlight will be cleared from the map. When the user clicks on the information icon, a tool tip will display to give a better explanation of how the use can interact with the widget.

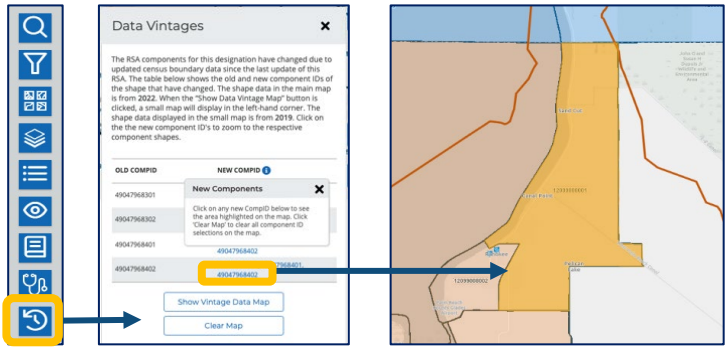


Figure 13: Data Vintage Widget and zoom/highlight map functionality

If RSA shape changes exist and there is shape data, the user will be able to see what the old RSA shape looked like on the Overview Map.

- When the user clicks on the "Show Data Vintage Map" button, an Overview Map will display on the left-hand side of the screen. The user will be able to zoom and move the Overview Map independently. If the user zooms or moves the main map, the Overview Map will copy those actions.
- When the user clicks on an area on the main map, a small green pin will appear on the Overview Map to help with user see what area they are looking at.

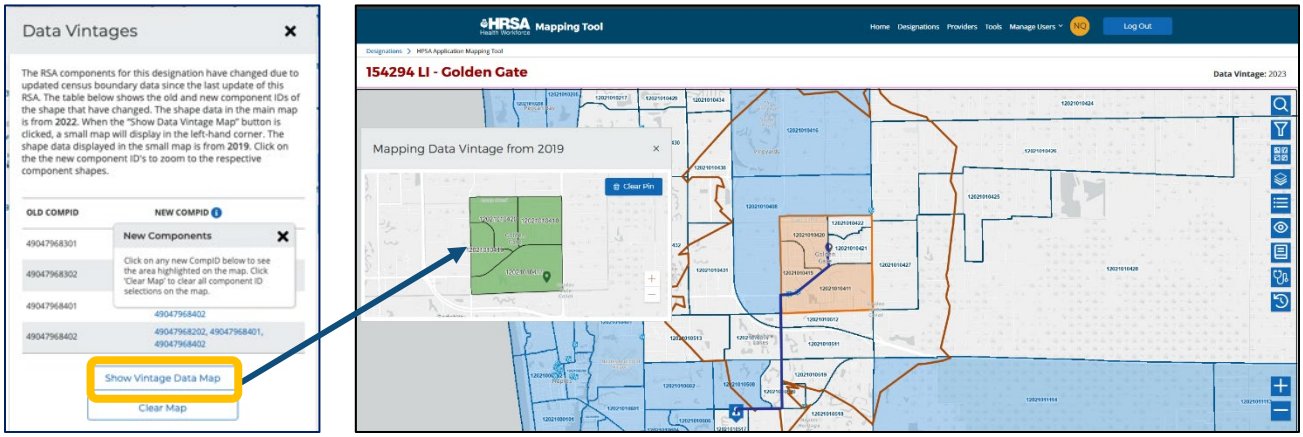


Figure 14: Overview Map and pin drop functionality

2.3 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 "RSA Steps" expandable section on the left-hand side panel.

The user can create an RSA by two modes:

- Select by Component mode (for more details, please see *4.3.1 Creating RSA using "Select by Components" mode*)
- Select by SRSA mode (for more details, please see *4.3.2 Creating RSA using Select by SRSA mode*)

2.3.1 Creating RSA using "Select by Components" mode

The map loads with the Select by Components mode by default. To locate the Selection Mode, open the "LayerList" widget  . The Select by Component radio button will be default selected.

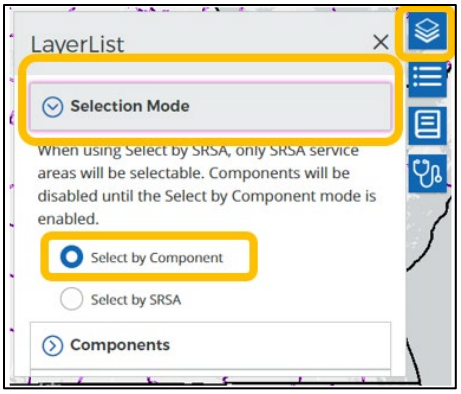


Figure 15 Select by Component Selection Mode

2.3.1A Selecting RSA Components

In the Mapping Tool, select the "Tools" widget located on the left side of the map. 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.*

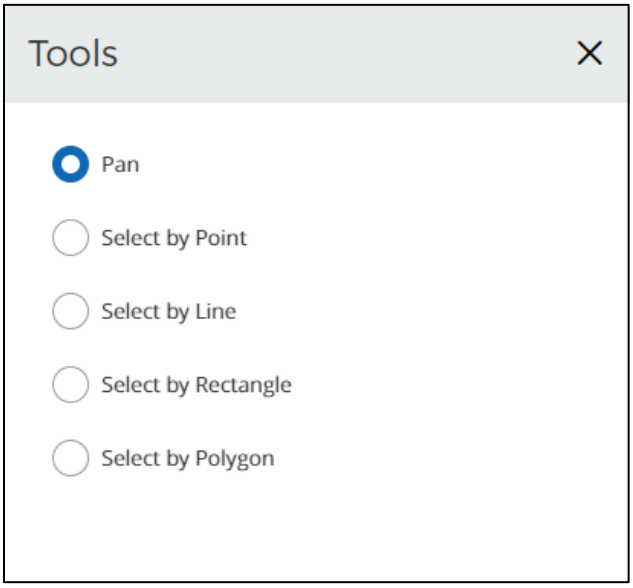


Figure 16: Navigating to the Map Tools Options

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 "Layers" widget. Under the "Components" tab, the user can select a layer by selecting a radio button.

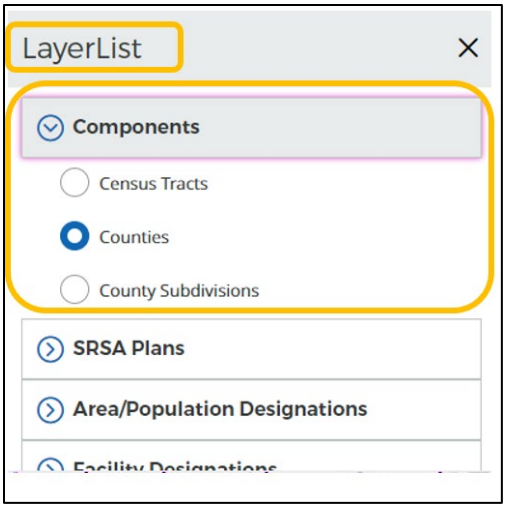


Figure 17: Selecting Layer to Build RSA Component With

Once the correct layer for the component has been selected, the user should select the area on the map that will make up the RSA. When the user has selected an RSA component, the component(s) will be highlighted in pink, and the "RSA" dialog box will appear in the application.

2.3.1.B Saving RSA

When the user has selected an RSA component, the component(s) will be highlighted in pink, and the "RSA" dialog box will appear in the application.

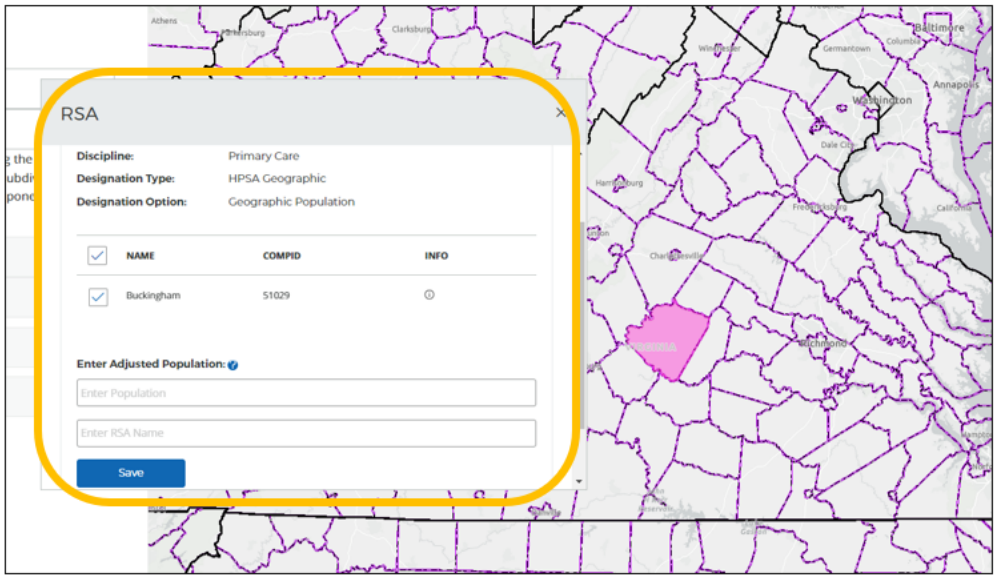


Figure 18: Selected RSA Component and RSA Popup

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

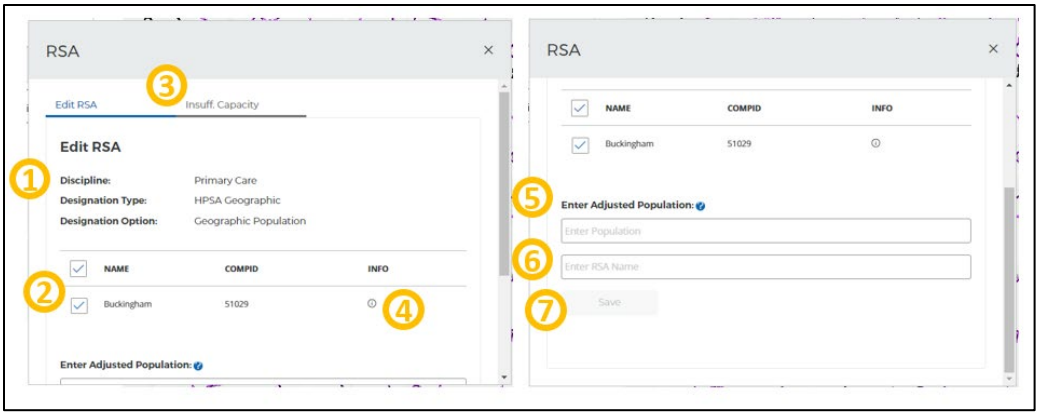


Figure 19: Primary Care HPSA Geographic Edit RSA Box

The generic "Edit RSA" popup contains the following features:

Feature	Description
1. Selected Designation Options	The top section will display the discipline, designation type, and designation option previously selected by the user.
2. 	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.
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 (***Error! Reference source not found.***)
- Mental Health Edit RSA Pop-up (***Error! Reference source not found.***)
- 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 status will update to indicate that the “Save RSA” step is “Complete” and RSA status to “Complete”:

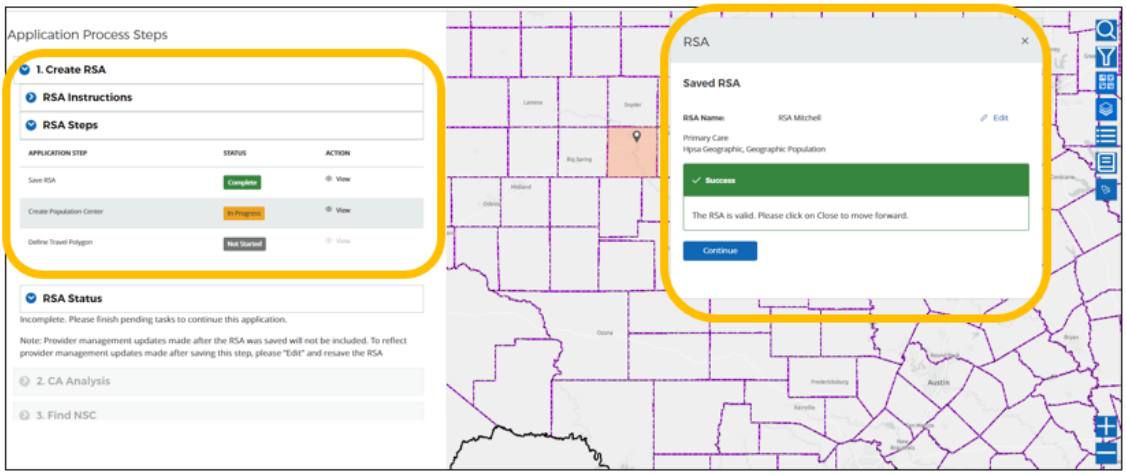


Figure 20: Successfully Saved RSA Pop-up and Updated Application Progress

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.

2.3.1C 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:

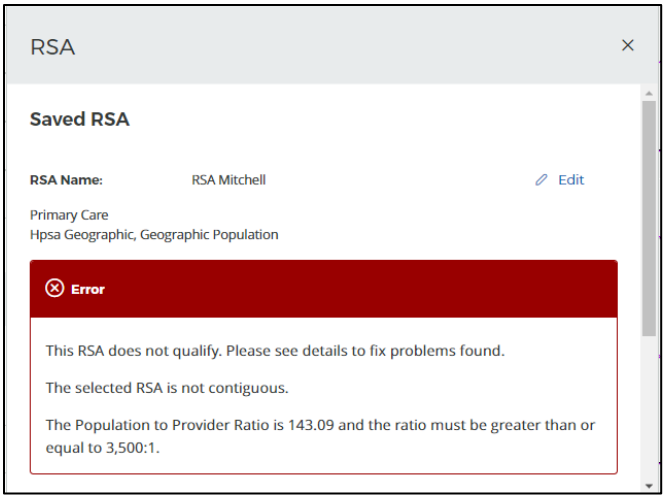


Figure 21: RSA Does Not Qualify Error Message

The red Error banner will provide further information on why the RSA does not qualify. The user can engage the Edit link to make changes to the RSA.

POPULATION MAXIMUM AND MINIMUM WARNING MESSAGES

Warnings will be displayed under the yellow banner. Scroll the RSA dialog box to see all the warnings.

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.

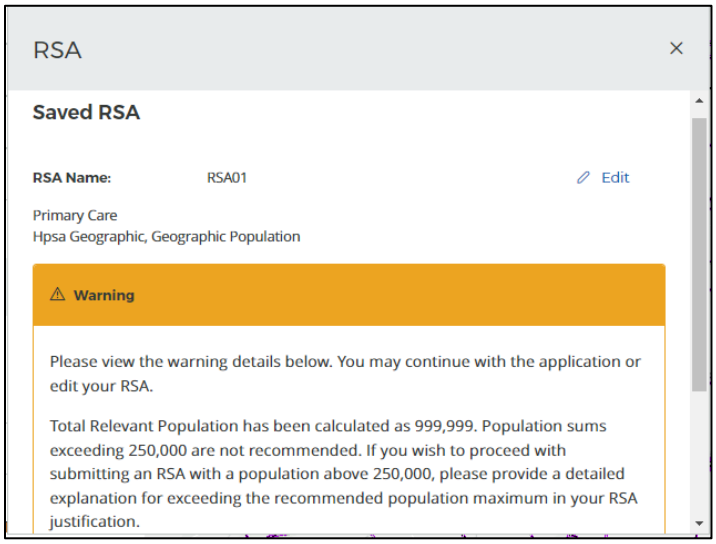


Figure 22 Population Maximum Exceeded Caution Message

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 Continue 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 message. The message displays which designations overlap with the RSA being created.

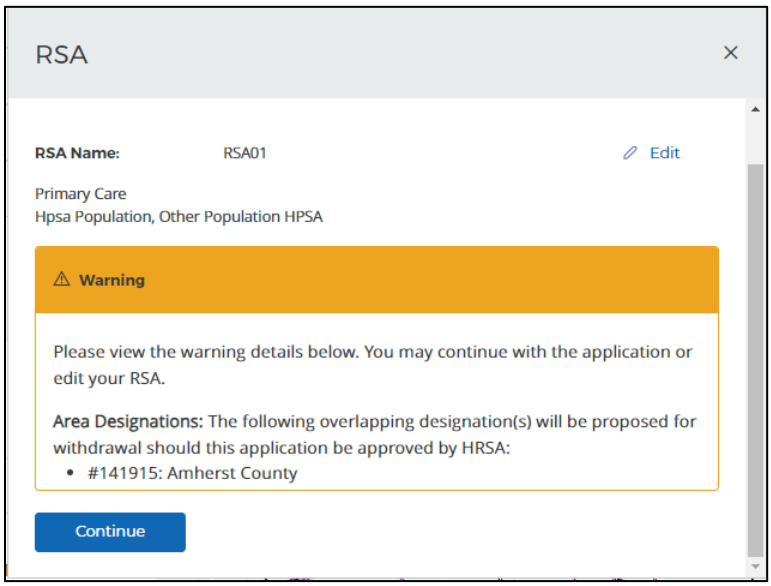


Figure 23 : RSA Overlap Caution Message

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 4.9 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.

PROVIDER DATA NEEDS REVIEW MESSAGE

If the geocomponents chosen for the Rational Service include provider locations that have open Needs Review Flags, the system will display the following message:

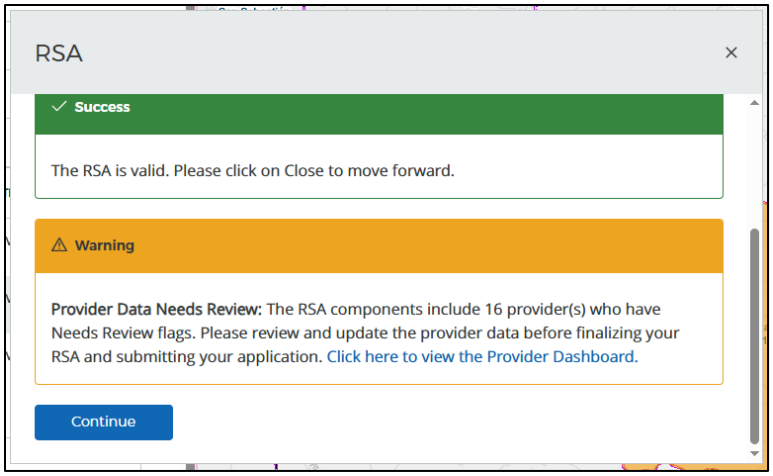


Figure 24: Provider Data Needs Review Warning Message

PCOs can view more information about the open Needs Review flags by navigating to the Provider Dashboard. There can be discrepancies between the number of provider locations listed in the warning message and the number of review tasks listed on the dashboard as provider locations can have multiple Needs Review flags, and the warning message is based on the data included in the Provider Snapshot. Needs Review flags could have been updated since the PCO first saved the RSA.

2.3.1D 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*.

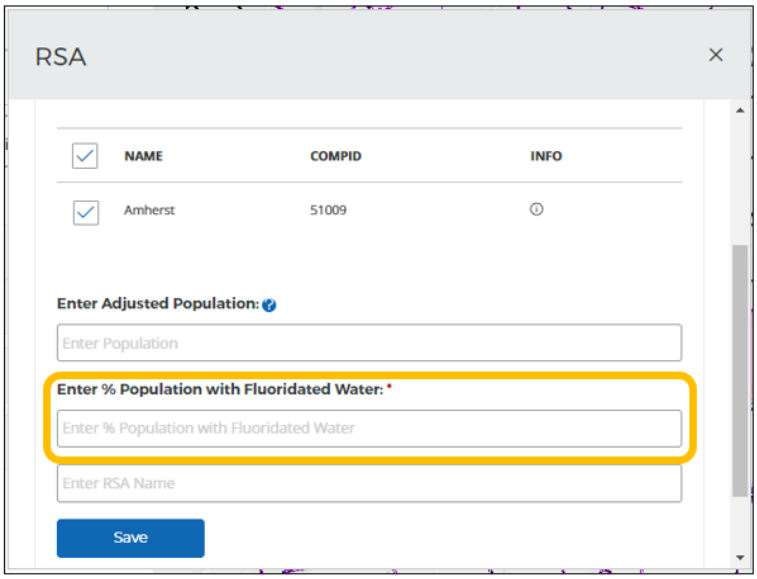


Figure 25 : Dental Health Save RSA Pop-Up

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*.

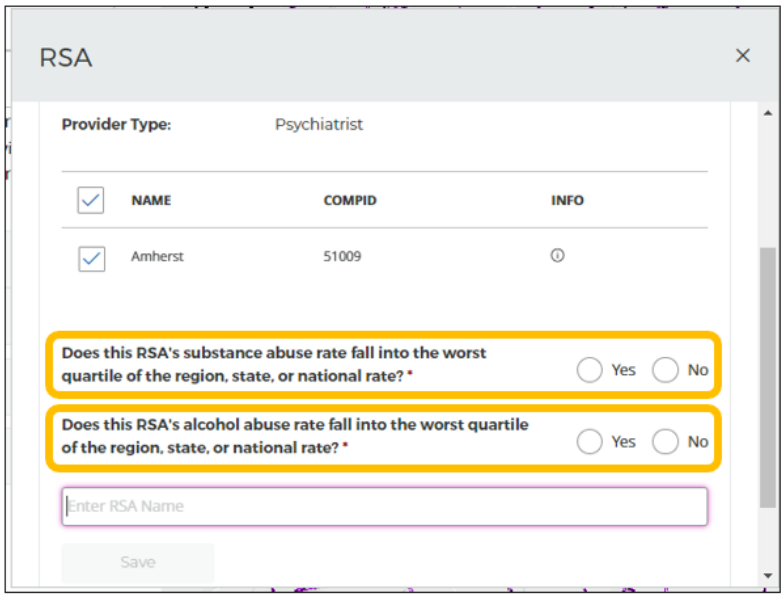


Figure 26 Mental Health Save RSA Pop-Up

2.3.1E 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 Save button to be enabled. The user should select this button when they have finished completing the desired fields.

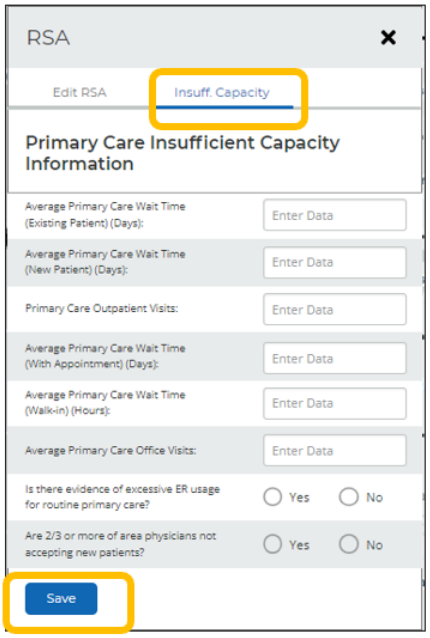


Figure 27 : Insufficient Capacity Tab - Primary Care Geographic High Needs HPSA

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:



Figure 28: Insufficient Capacity Data 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.

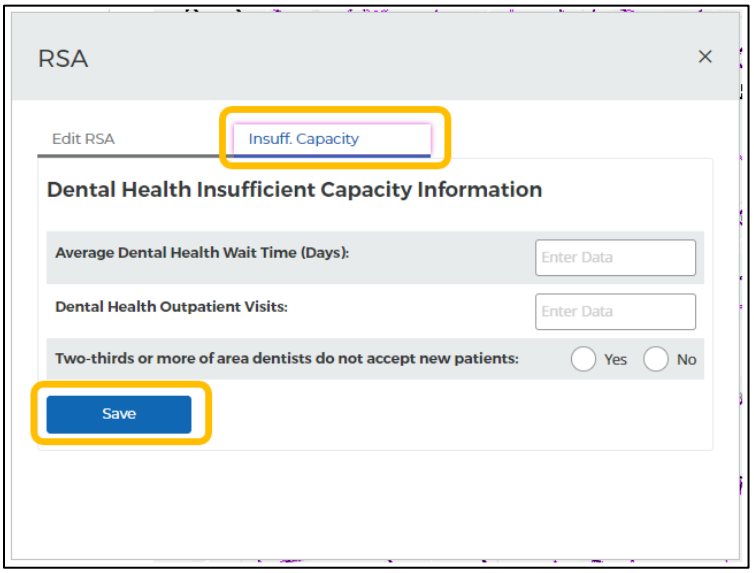


Figure 29 : Insufficient Capacity Tab - Dental Health Geographic High Needs HPSA

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:



Figure 30: 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.

2.3.2 Creating RSA using Select by SRSA mode

The user can create an RSA by selecting preapproved SRSA-RSA(s). To load the pre-approved SRSA plan on the map, open "LayerList" widget . Click on Selection Mode dropdown. Click Select by SRSA radio button.

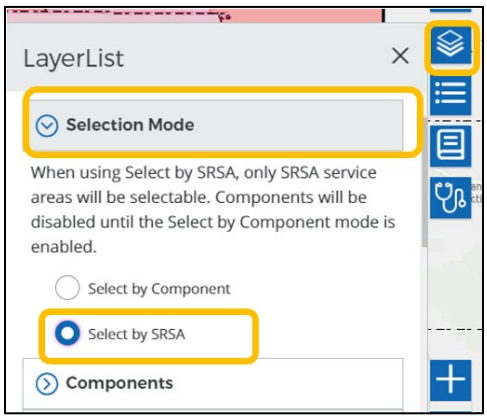


Figure 31 Select by SRSA Selection Mode

The system will display approved SRSA Plan on the map. The SRSA-RSAs will be highlighted with orange boundaries. The SRSA-RSA Components will be color coded on the map:

- County: Pink
- County Subdivision: Lavender
- Census Tracts: Aqua

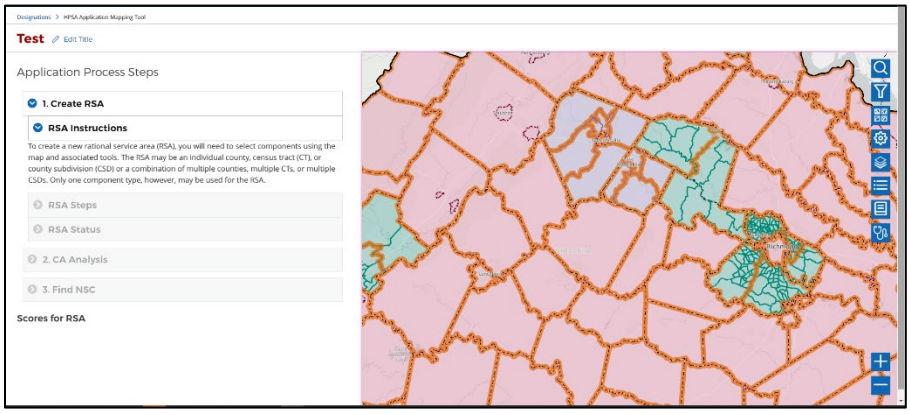


Figure 32 Approved SRSA Plan on the Map

DISPLAY SRSA PLAN IN LEGEND

When the user selects "Select by SRSA" option in the selection mode and the map loads the SRSA plan, and the system will display the SRSA Plan information in the Legend widget.

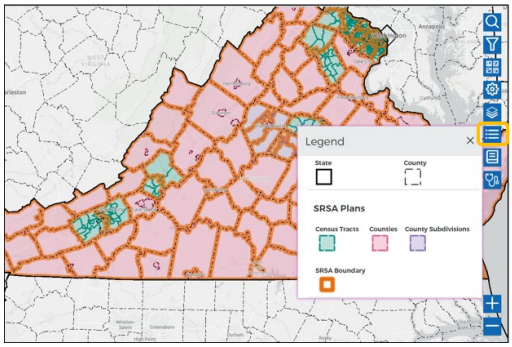


Figure 33 SRSA Plan Information in the Legend

USER NOTES

- When using Select by SRSA, only SRSA service areas will be selectable. Components will be disabled until the Select by Component mode is enabled.

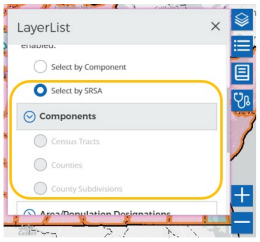


Figure 34 Disabled Components dropdown for Select by SRSA mode

SELECTING RSA COMPONENTS

In the Mapping Tool, select the "Tools" widget located on the left side of the map. 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.*

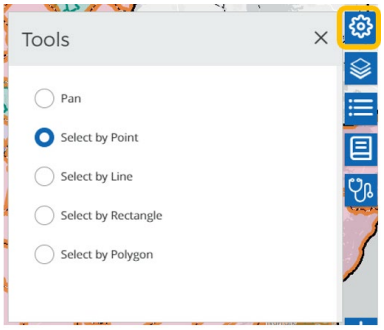


Figure 35 Tools to select an area on the map

Using the selected tool, select the SRSA-RSA(s) that you wish to make up the RSA. When the user has selected an RSA component, the component(s) will be highlighted in pink, and the "RSA" dialog box will appear in the application.

AREA SELECTION WARNING

The user can select multiple SRSA-RSAs to create the Rational Service Area. The SRSA-RSAs must be created with the same component types. If the user selects SRSA-RSAs made with different components, the system will display a warning message in the RSA dialog box. Only matching components will be listed in the dialog box and will be saved if the user choose to continue.

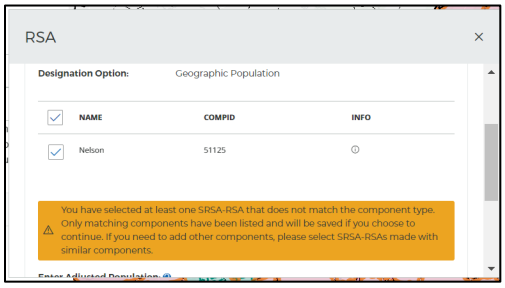


Figure 36 Warning Message for Non-Matching Components Selection

SAVING RSA

When the user has selected an RSA component, the component(s) will be highlighted in pink, and the "RSA" dialog box will appear in the application. For more information, please refer to *4.3.1.B Saving RSA*

2.3.3 RSA Population Center

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

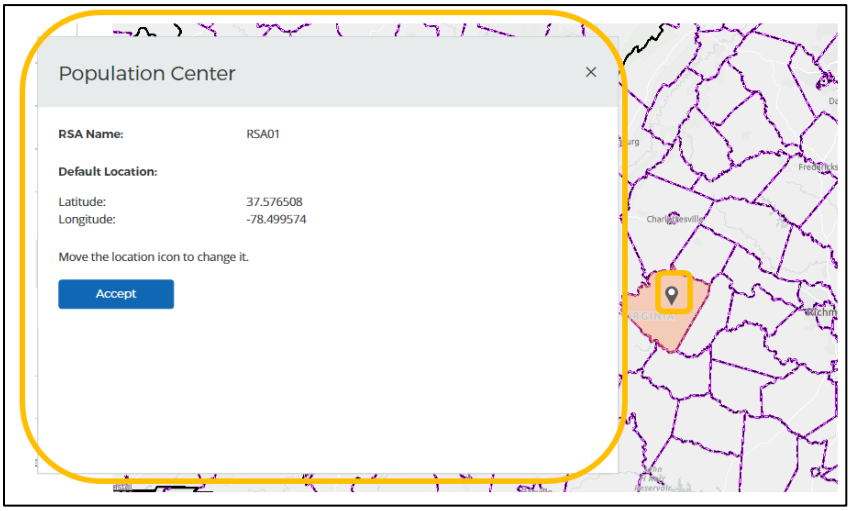


Figure 37: System Calculated Population Center

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 .

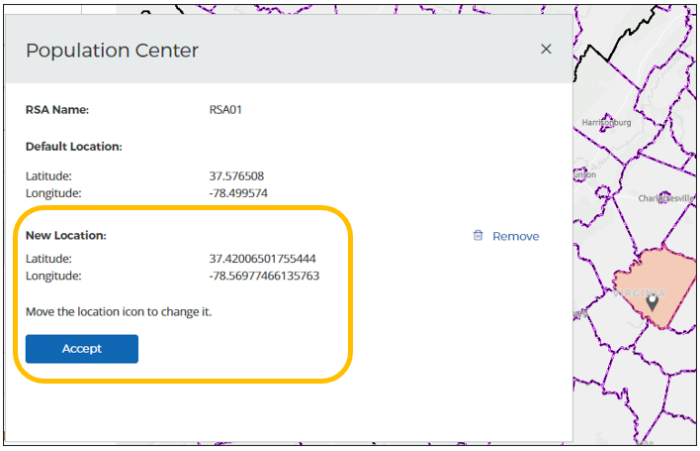


Figure 38: User Selected RSA Population Center Pop-up

To revert the RSA population center back to the system default location, select the Remove link. Select the Accept button to use the user-defined location as the RSA population center.

USER NOTES

- 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.

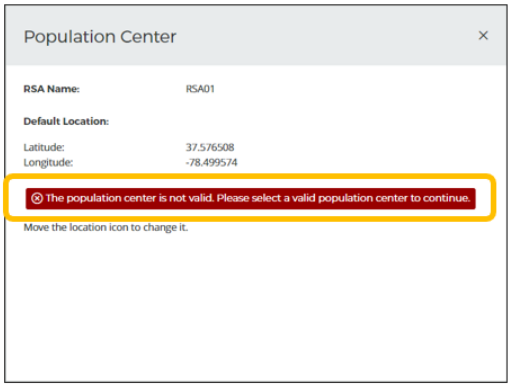


Figure 39: Population Center Outside of RSA Boundaries

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

2.3.4 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).

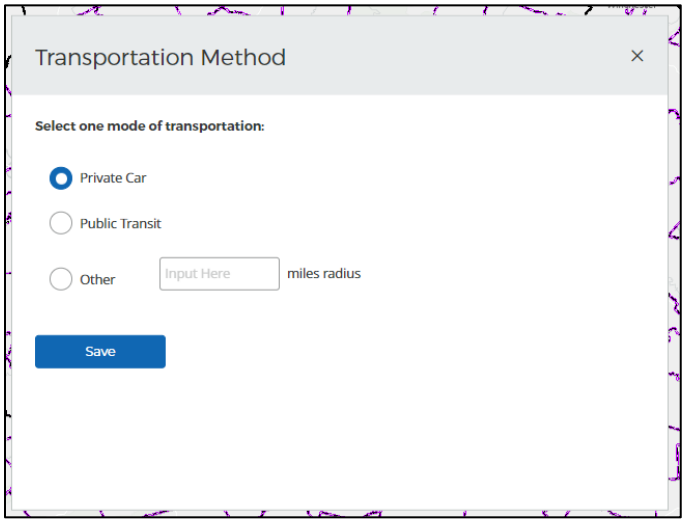


Figure 40: Travel Polygon Mode of Transportation Choices

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 53* below) alerting the user that justification will be needed later in the application process.

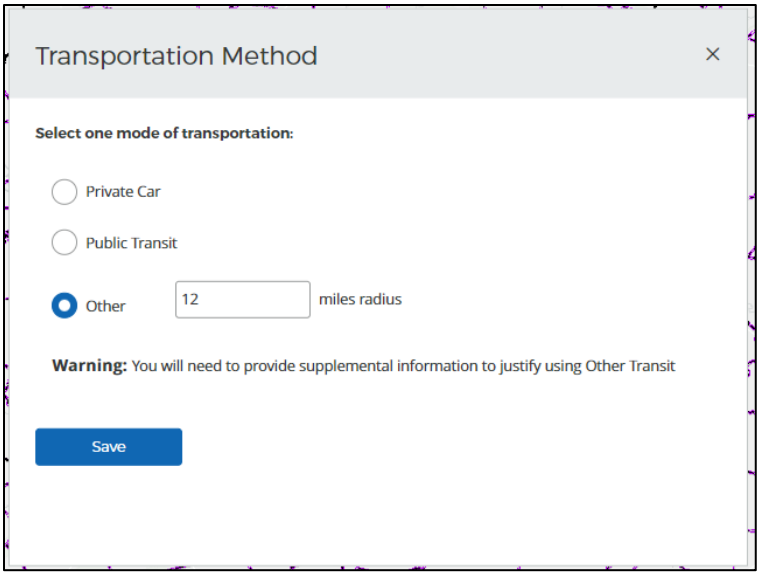


Figure 41: Other Travel Polygon Supplemental Information Needed Warning

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 20% of the population has income below 100% of the Federal Poverty Level.
    - 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 54* will appear, but the user will still be able to continue to the next step of the application.

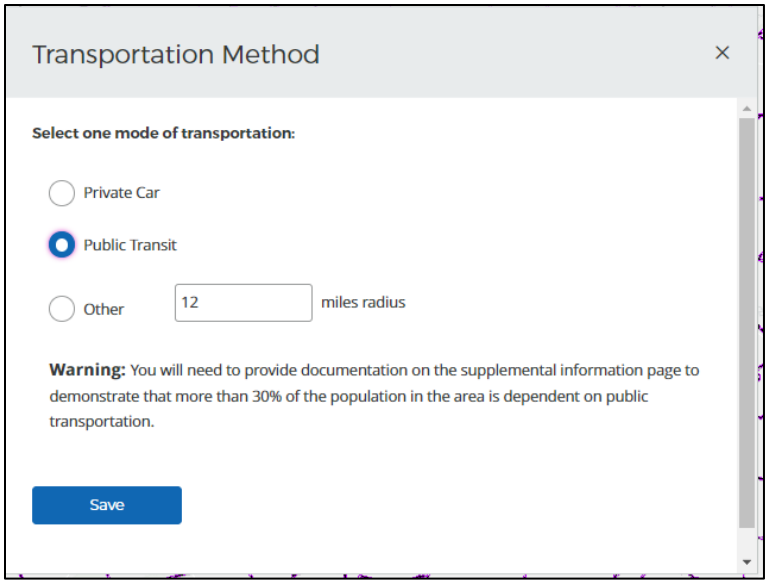


Figure 42: Public Transit Supplemental Documentation Needed Warning

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.

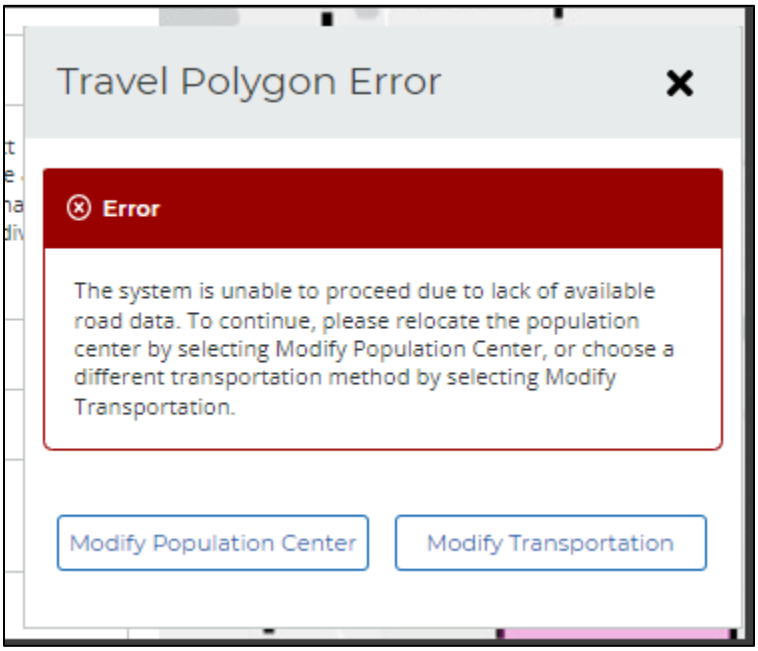


Figure 43: No Road Data Available Warning Message

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

2.4 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.

2.4.1 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 light-orange fill and outline. Individual geographic components are outlined in orange with no fill.

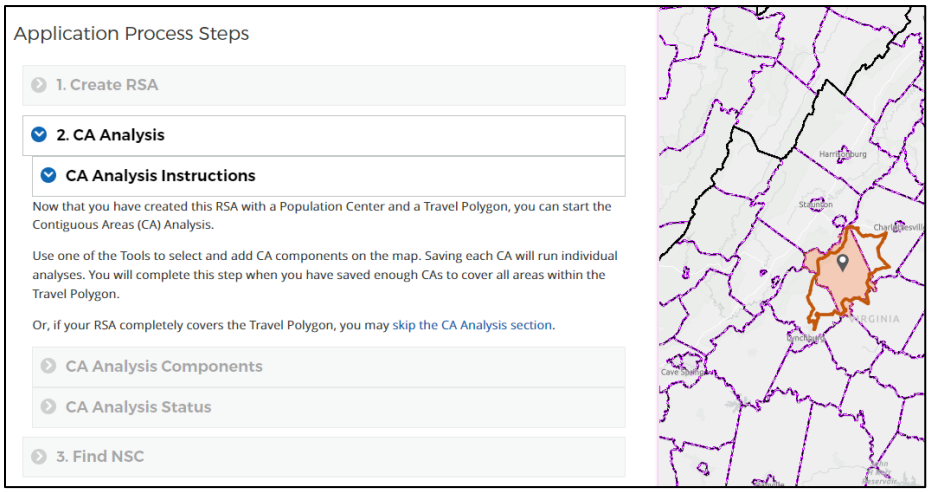


Figure 44: CA Analysis Application Process Steps and Travel Polygon Displayed on Map

Once the CAs are identified, select a tool from the Tols Widget from the right-hand side of the map. 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.

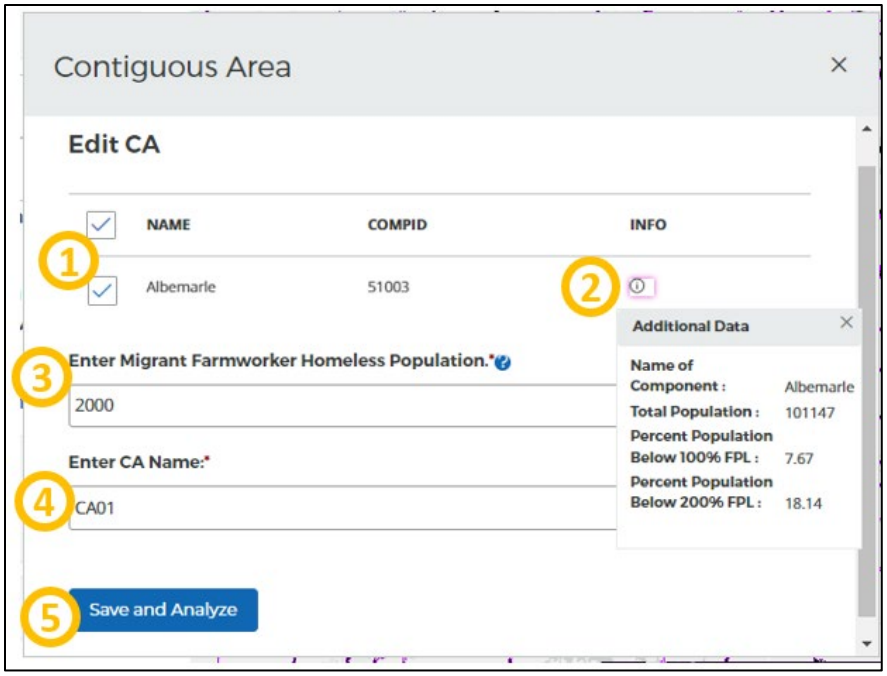
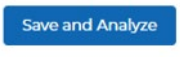


Figure 45: Edit CA Popup Box

Feature	Description
1. 	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  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:

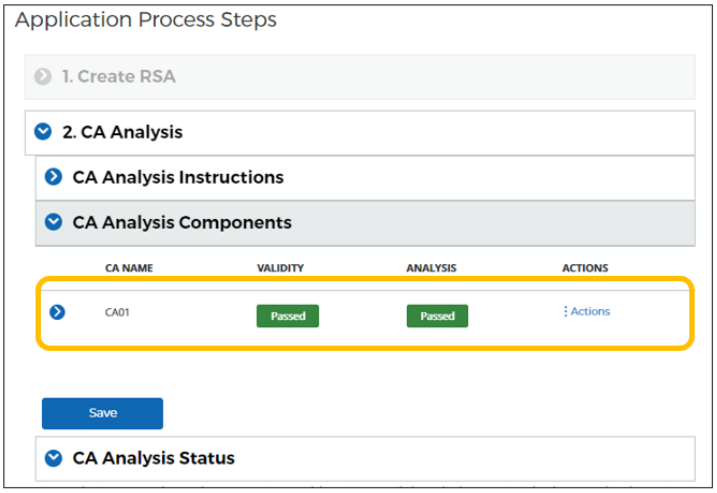


Figure 46: CA Test Result Summary

Selecting the icon will provide a summary and display which Analysis test the CA passed on and which tests either failed or were not run.

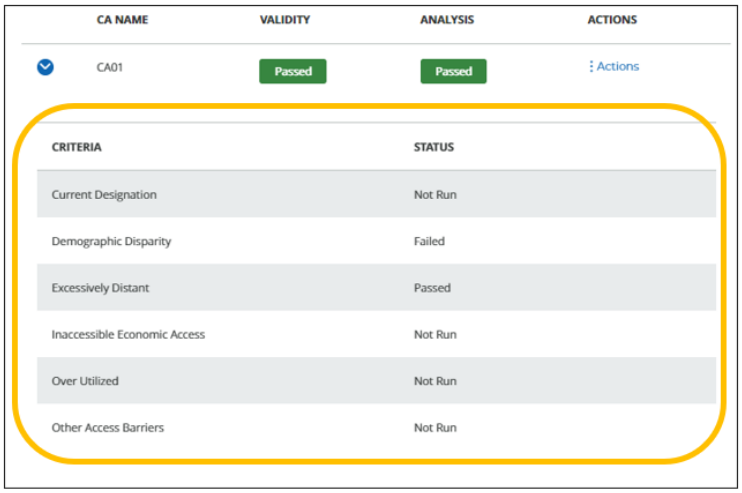


Figure 47: CA Test Result Details

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.

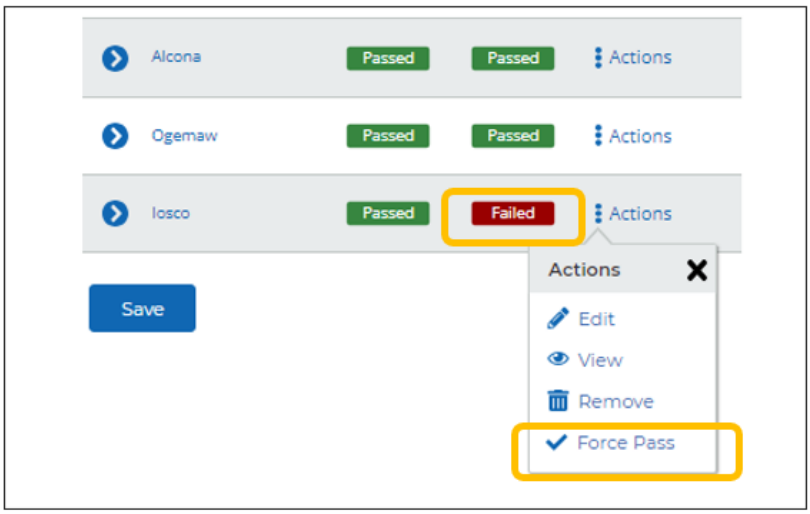


Figure 48: Force Passing Analysis of a CA

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 62*). The user can also view detailed statistics on the CA in the Designation Data Snapshot Widget ( ) on the right-side of the map.

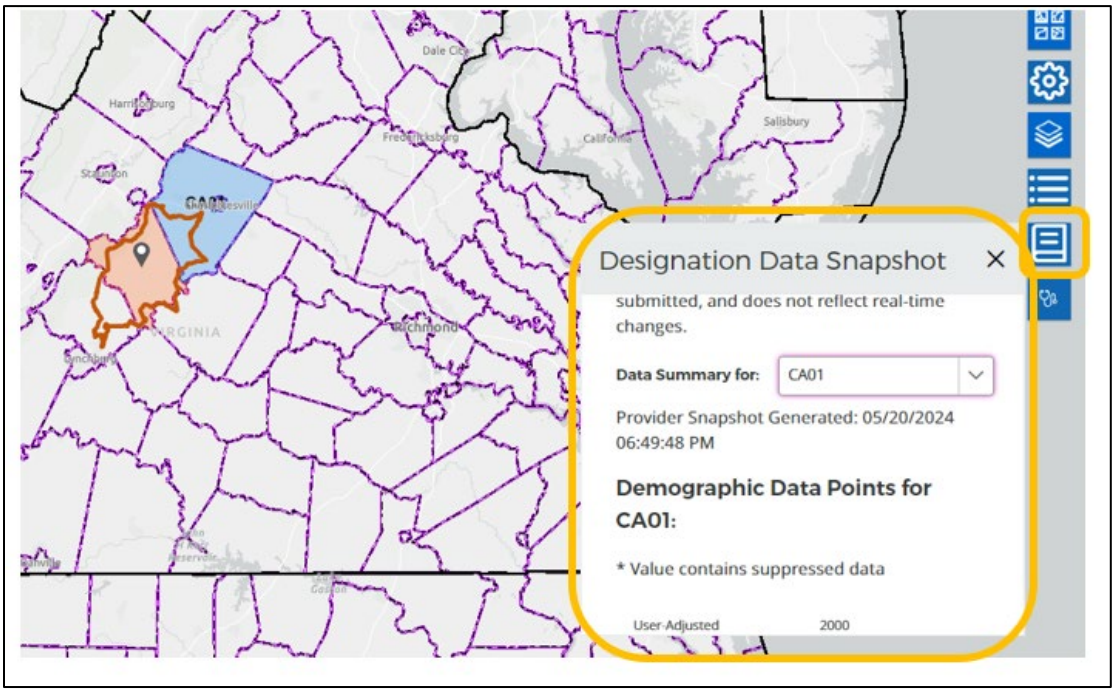


Figure 49: Viewing Detailed CA Data

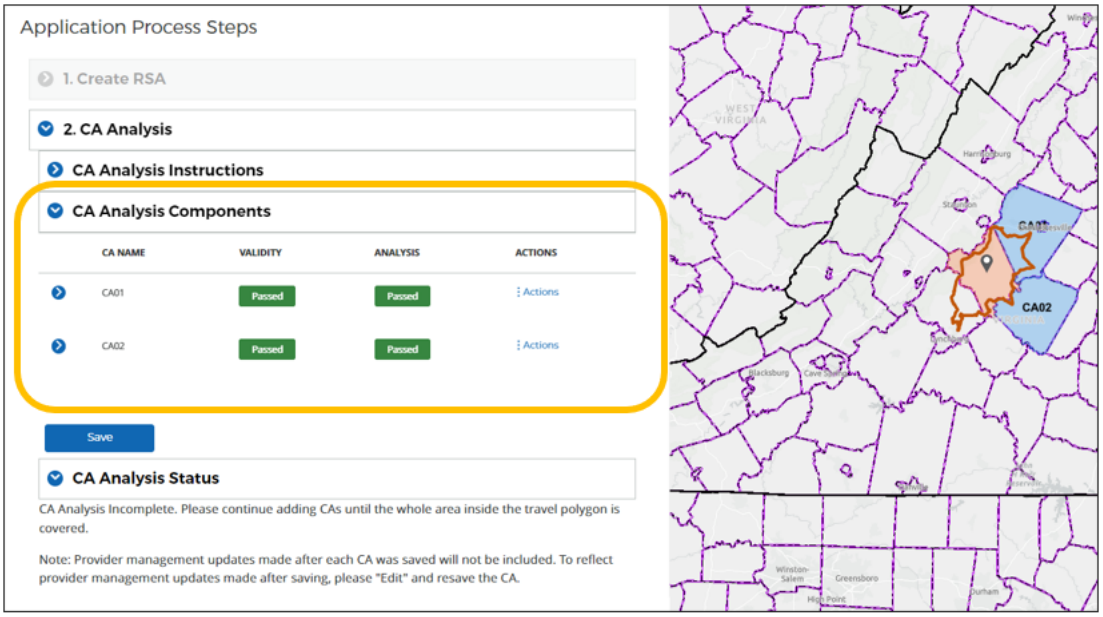


Figure 50: CA Status on left-hand pane and Map

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 "Force Pass" under the "Actions" 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 from the "Actions" dropdown. 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 636*). Often, CAs marginally overlap with the travel polygon and can be easily missed.

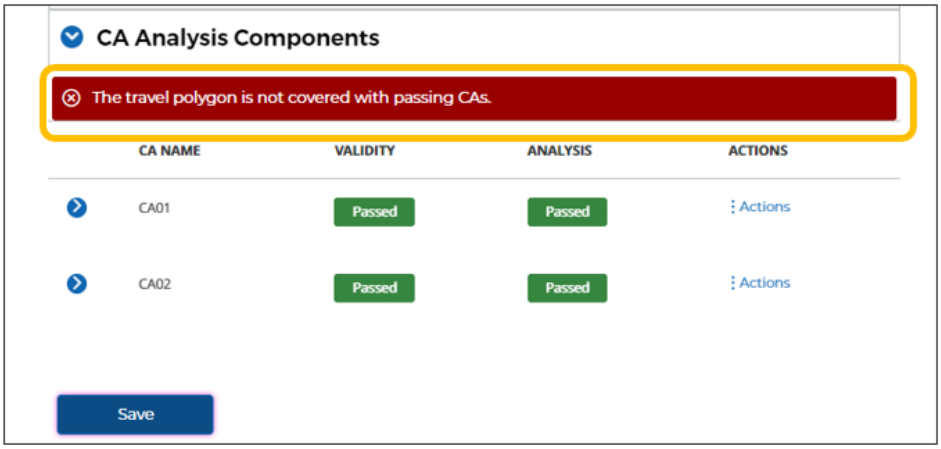


Figure 51: Unsaved/Selected CAs within Travel Polygon Warning Message

2.4.2 Creating Contiguous Areas using "Select by SRSA"

The user can create CA by selecting preapproved SRSA-RSA(s). To load the pre-approved SRSA plan on the map, open "LayerList" widget  . Click on Selection Mode dropdown. Click Select by SRSA radio button.

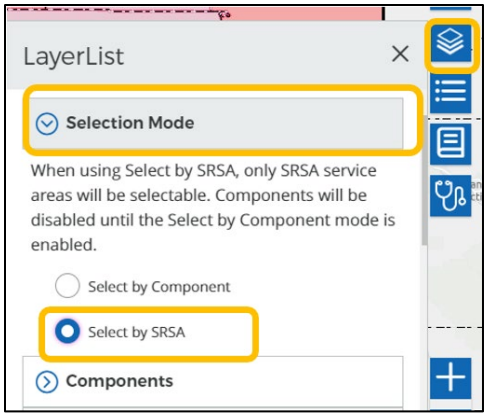


Figure 52: Select by SRSA Selection Mode

The system will display approved SRSA Plan on the map. The SRSA-RSAs will be highlighted with orange boundaries. The SRSA-RSA Components will be color coded on the map:

- County: Pink
- County Subdivision: Lavender
- Census Tracts: Aqua

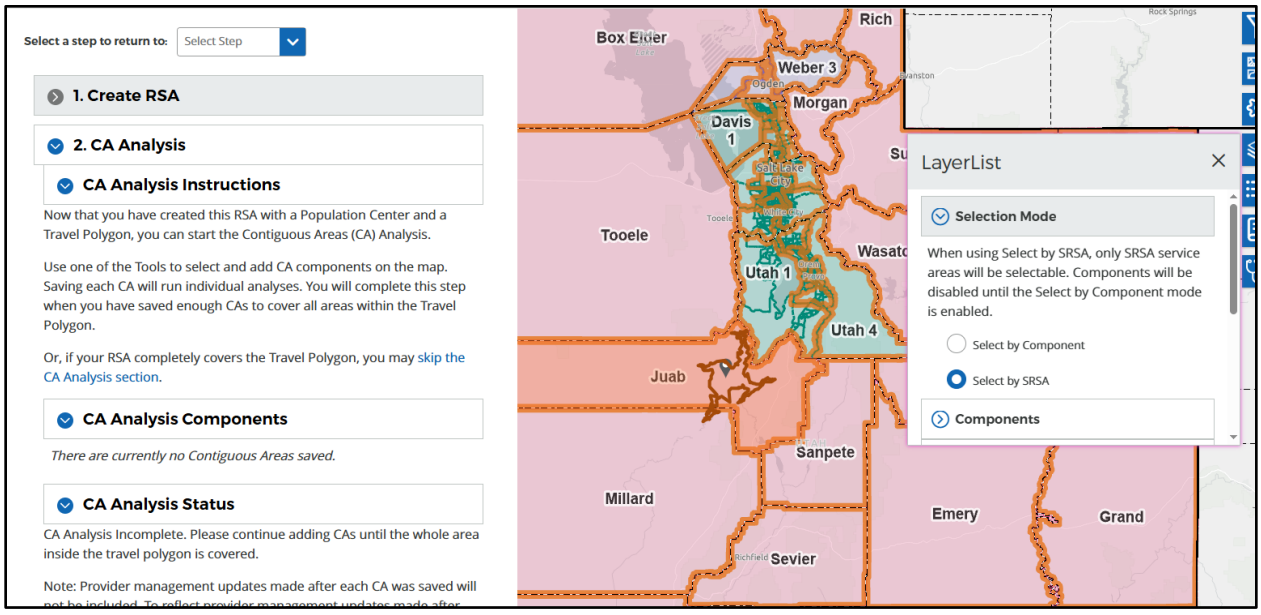


Figure 53: Approved SRSA Plan on the Map

USER NOTES

- When using Select by SRSA, only SRSA service areas will be selectable. Components will be disabled until the Select by Component mode is enabled.

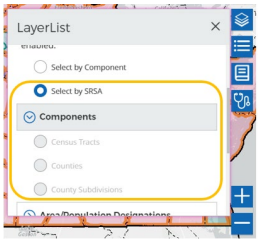


Figure 54: Disabled Components dropdown for Select by SRSA mode

SELECTING CA COMPONENTS

In the Mapping Tool, select the "Tools" widget located on the right side of the map. 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.*

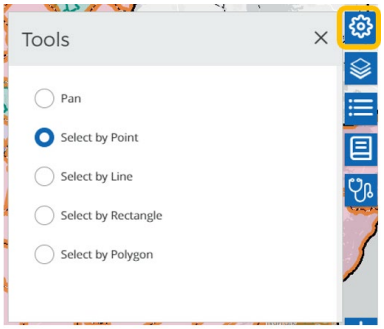


Figure 55 Tools to select an area on the map

Using the selected tool, select the SRSA-RSA(s) that you wish to make up the CA. When the user has selected the CA component, the component(s) will be highlighted in pink, and the "Edit CA" dialog box will appear in the application.

AREA SELECTION WARNING

The user can select multiple SRSA-RSAs to create the Contiguous Area. However, for a single CA, the SRSA-RSAs must be created with the same component types. If the user selects SRSA-RSAs made with different components, then system will display a warning message in the CA dialog box and only display the components which match the component type of previously selected component in the dialogue box

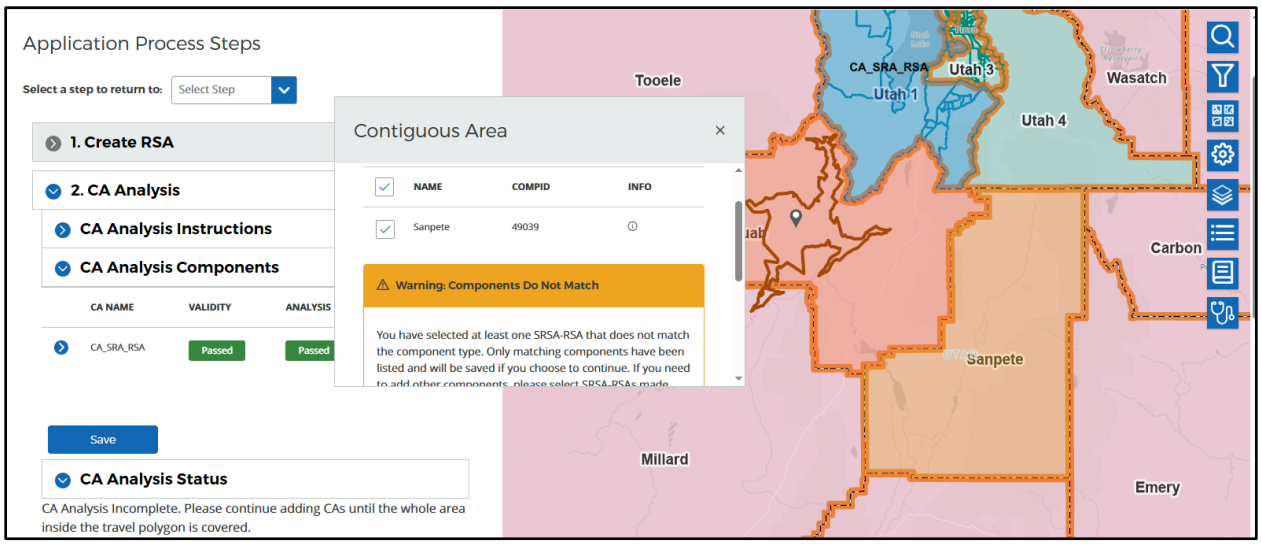


Figure 56 Warning Message for Non-Matching Components Selection

CHANGING SELECTION MODE WARNING

Contiguous Areas can be created “Select by Component “or Select by SRSA mode”. The same CA cannot be created using both selection types.

If the user tries to change the selection mode for a saved CA, then the following warning message will be displayed. If user chooses to continue with this message, then the previously saved CA will be removed from the application

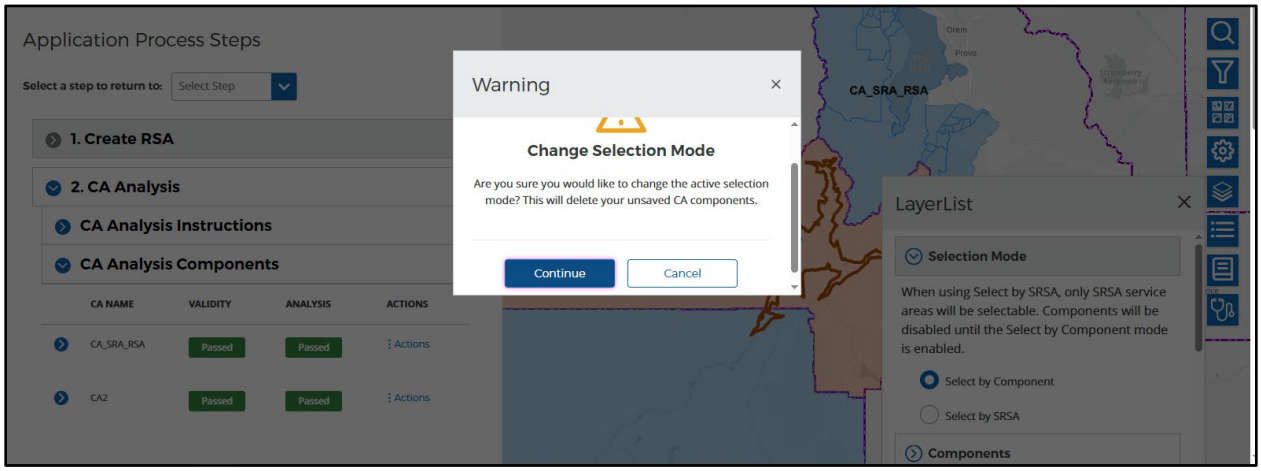


Figure 57: Warning Message for switching Selection Mode

SAVING CA

When the user has selected the CA component, the component(s) will be highlighted in pink, and the “CA” dialog box will appear in the application. For more information on saving CA, please refer to section 2.4.2

2.4.3 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*.

2.5 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. A progress bar will be display while the system is searching for the default provider. System will display detailed information related to the checks performed in selecting and returning default and alternate providers on the map in the progress par

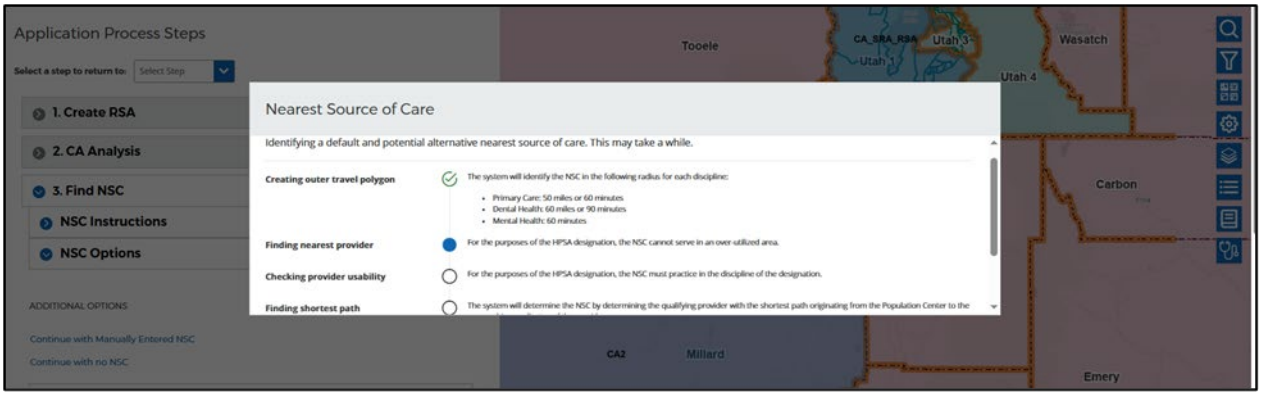


Figure 58: Progress bar for default and alternate NSC search

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.

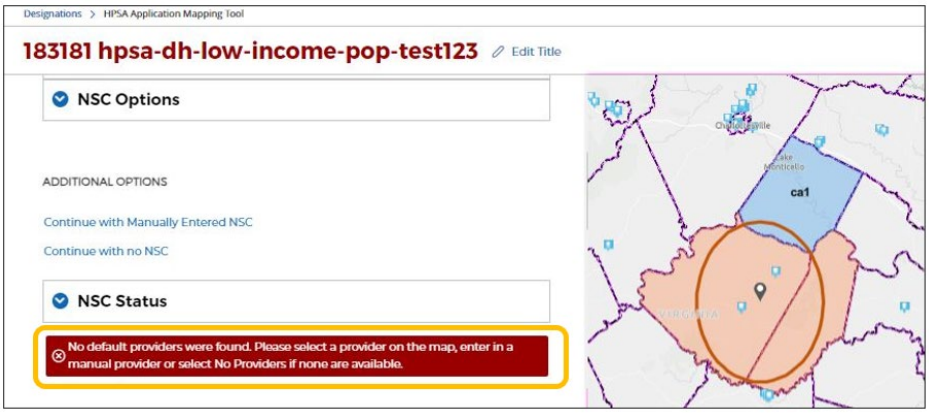


Figure 59: NSC Status - No Default NSC Providers Found Warning

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*

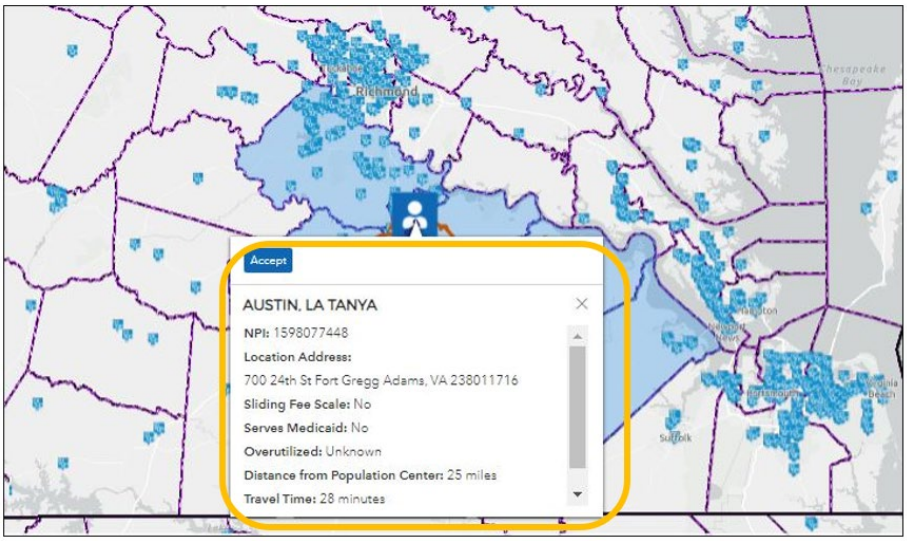


Figure 60: System Displayed Default NSC

USER NOTES

- To be Eligible, the NSC Provider must:
  - Practice in the Discipline of the designation
  - Be located in an area that is not over-utilized
  - Not be tied to another inaccessible designation or inaccessible Contiguous Area
  - Serve the population of the designation

  - Fall within the maximum distance and travel time from the population center of the designation
    - Primary Care: 50 miles or 60 minutes
    - Dental Health: 60 miles or 90 minutes
    - Mental Health: 60 minutes
- The name, address, and populations served statuses can be updated through Provider Management. See the *Provider Management User Guide* for information and instructions on this SDMS feature.
- Alternate travel distance and time data can be submitted through the Supplemental Information Form prior to viewing the designation score.
- The system will use ESRI to display the road path, travel distance, and time.
- The user can view the NSC route from the population center with the road labels by using the Street Basemap
- Please refer to the *Shortage Designation Management System Manual for Policies and Procedures* for more information on NSC selection.

2.5.1 Non-Default and User-Selected NSC Provider

To continue with a manually entered NSC—either no provider was identified by the system or the user believes that it is not the best choice for the RSA—select the "Continue with Manually Entered NSC" link under "Additional Options."

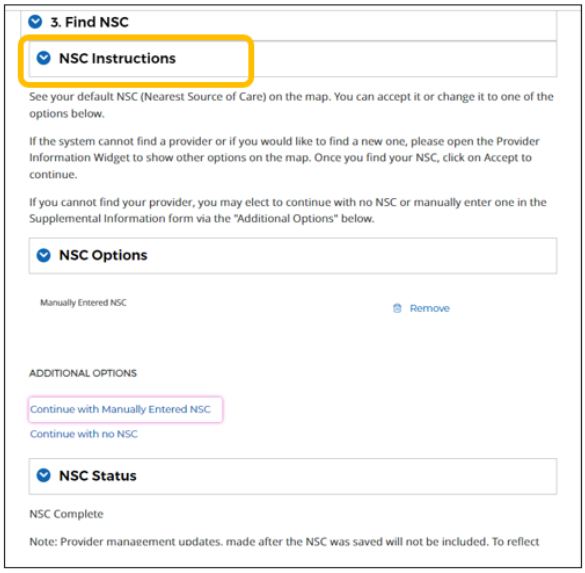


Figure 61 Continuing with a Manually Entered NSC

Select the Save button to move to complete the NSC part of the application and proceed to the next step, Supplemental Information. The user will be required to enter Miles (from the Population Center) and Minutes (from the Population Center) in the Supplemental Information form. For information and instructions on this section, see *Section 4.6 Supplemental Information*.

ALTERNATE PROVIDER

If the system does not find a default NSC, the map will still display the other providers that user can select to choose as an Alternate NSC. In the Provider Information Widget ( ) on the right-side of the map, the user can select 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 red ( ) 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, remove the Alternate Provider by selecting Remove in the right corner of the provider name in the Application Process sidebar.

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*.

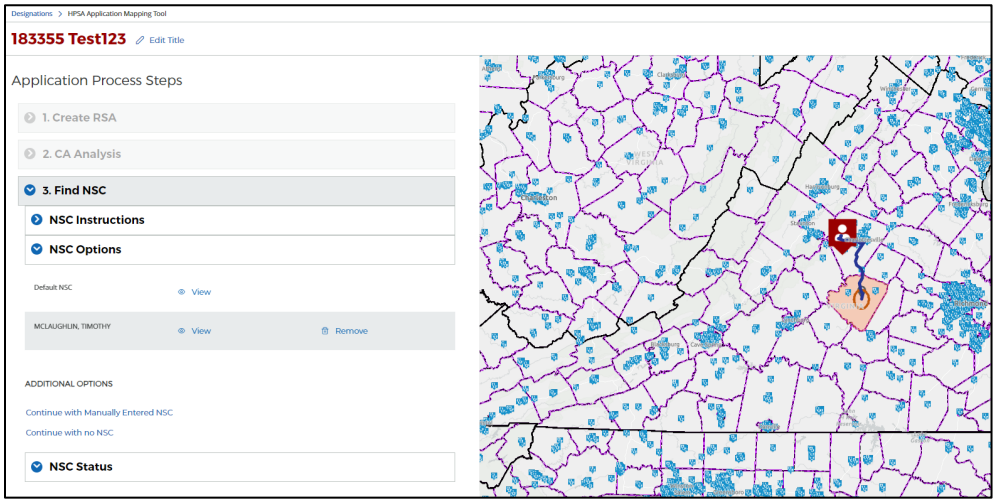


Figure 62 User selected Alternate NSC

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 link if they wish to select a different NSC.

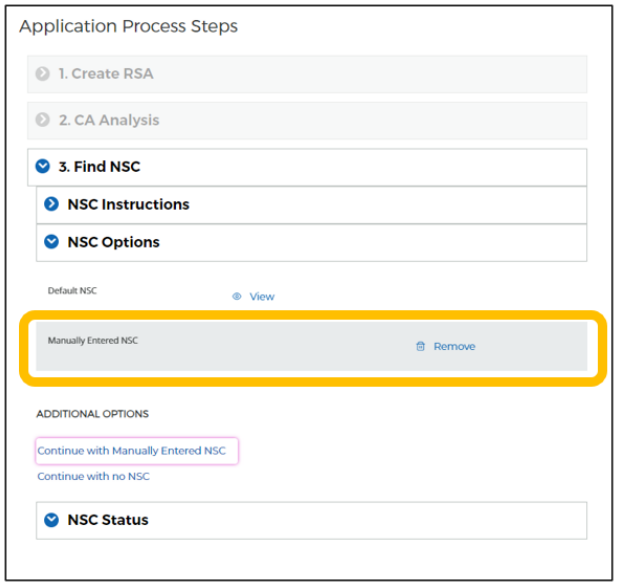


Figure 63: Removing Manually Entered NSC from Application

2.5.2 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”.

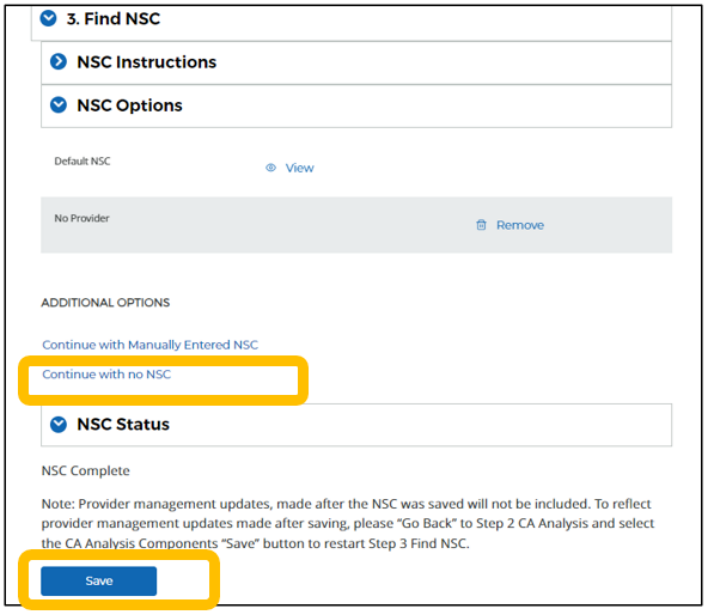


Figure 64: Continuing Application with No NSC

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.*

USER NOTES

- The system will allow the user to proceed without supplemental documents upload if the system does not generate a default NSC and the user choose to continue with No Provider option.

NSC INELIGIBILITY RATIONALE

The system will disable the Accept button in the NSC dialog when the NSC is not eligible. NSC ineligibility rationale is displayed inside the NSC dialog box.

- For Geographic HPSA, NSC is not eligible if a provider serves within a designated Geographic HPSA.
- For Geographic High Needs HPSA, NSC is not eligible if a provider serves within a designated Geographic HPSA or Geographic High Needs HPSA.
- For Population HPSA, NSC is not eligible if a provider serves within a designated Population HPSA compared to the application designation's population type.

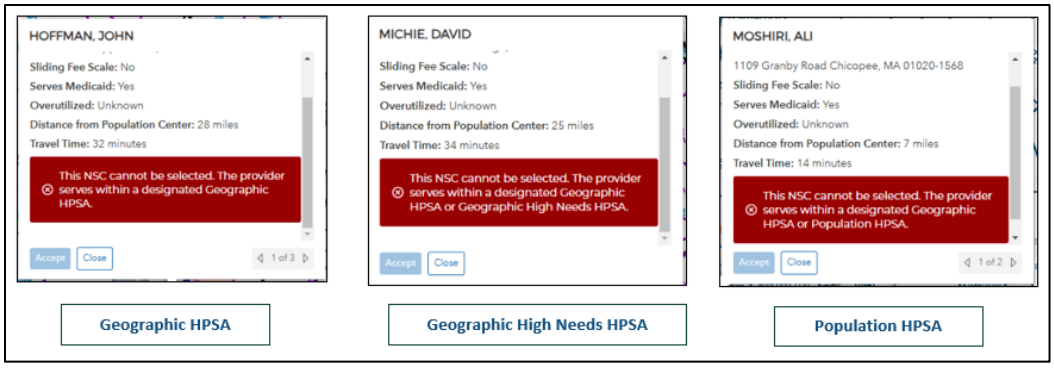


Figure 65 NSC Ineligibility Information

2.6 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:

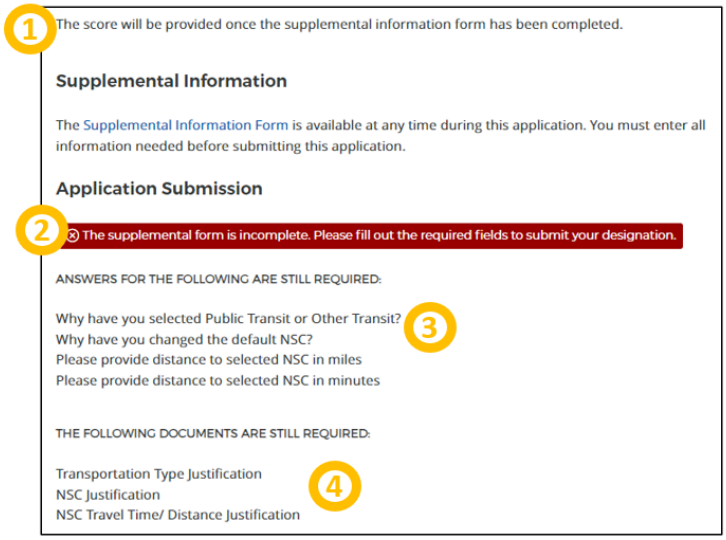


Figure 66: Application Submission Check Results Summary

Feature	Description
1. Scores For RSA	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."*

Feature	Description
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* ***Error! Not a valid bookmark self-reference.*** for more information and instructions on this process.

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

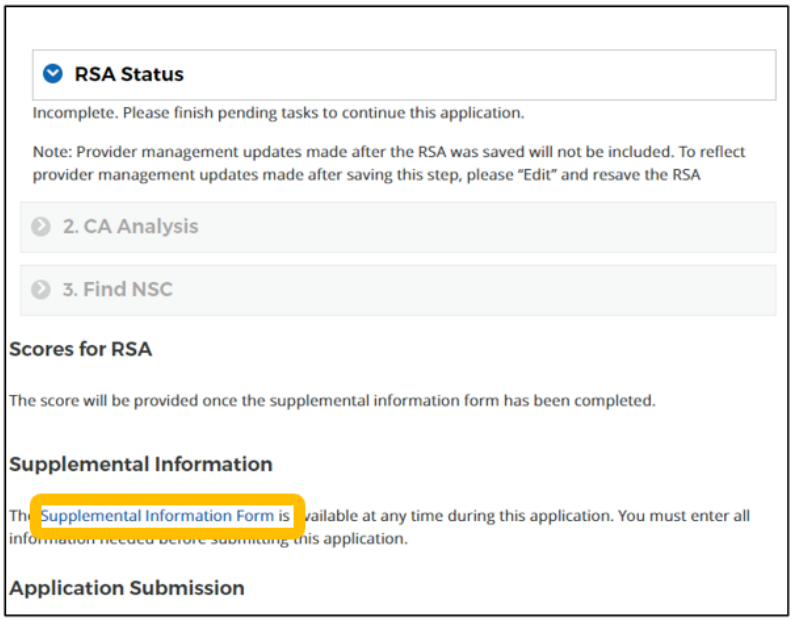


Figure 67: Accessing the Supplemental Information Form

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

- RSA Related Information
- CA Analysis Information (Geo/Pop HPSAs only)

- NSC Related Information (Geo/Pop HPSAs only)
- Supporting Documents

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

2.6.1 RSA Related Information

The first section of the Supplemental Information Form covers RSA Related Information.

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.

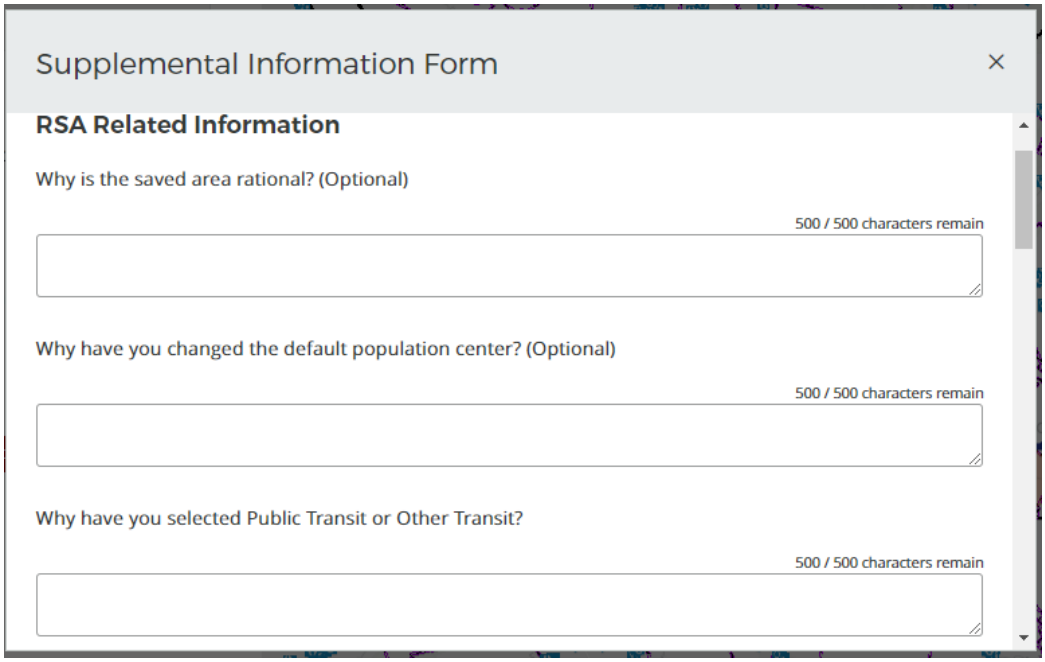


Figure 68: Supplemental Information Form - RSA Related Information

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 required fields 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.
- The user can enter information in the fields that are labeled “Optional”.

2.6.2 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:

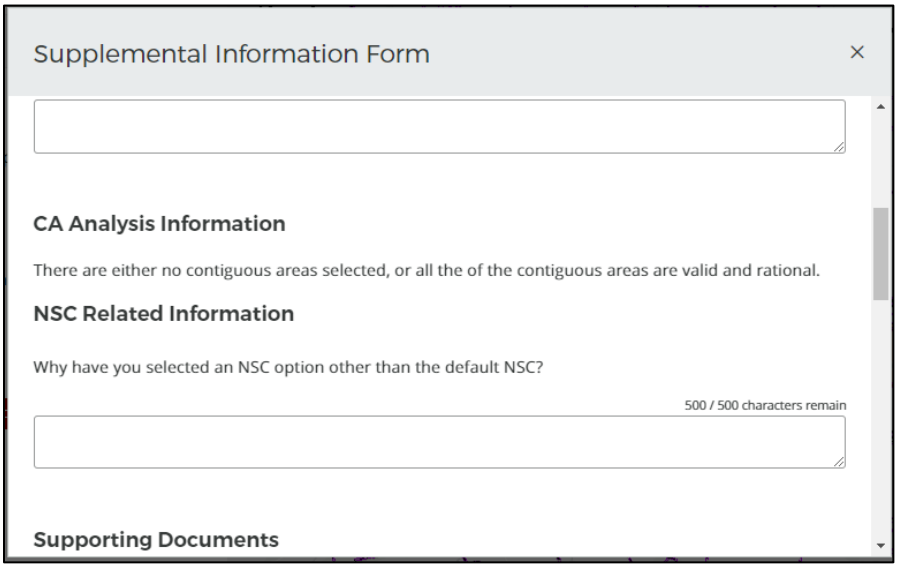


Figure 69: Supplemental Information Form - No CA Analysis Information Required

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 for each CA.

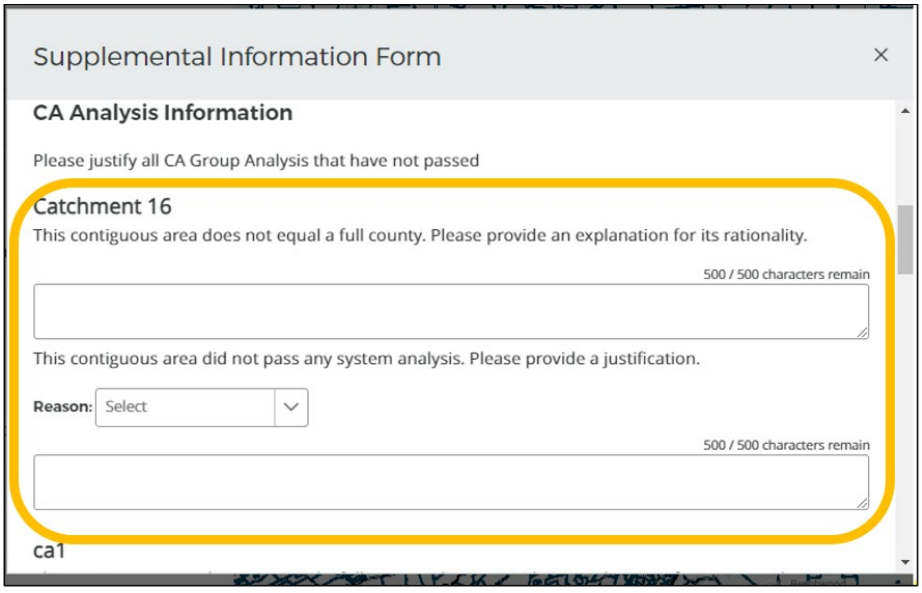


Figure 70: Supplemental Information Form - CA Analysis Information Required

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 

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 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).

2.6.3 NSC Related Information

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

If the user has selected a non-default NSC provider or opted to continue without using an NSC, the user will be required to provide justification. The system will not require any supplemental documents upload if it does not generate a default NSC and then the user choose to continue with No Provider option.

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.

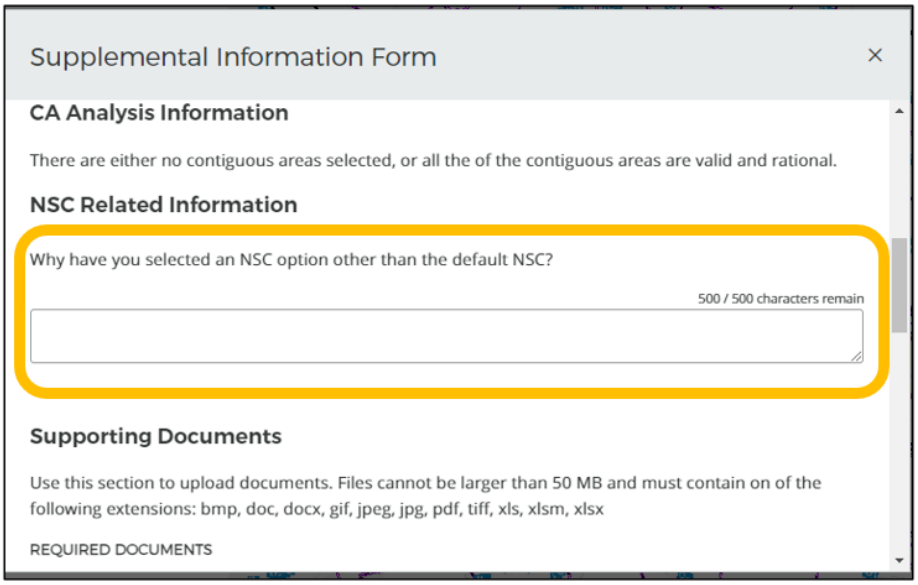


Figure 71: Supplemental Information Form - NSC Related Information Required

The user is required to input miles or minutes value for the distance from the population center to the saved "Continue with Manually Entered NSC" choice. The user will be required to upload evidence in the Supporting Documents section.

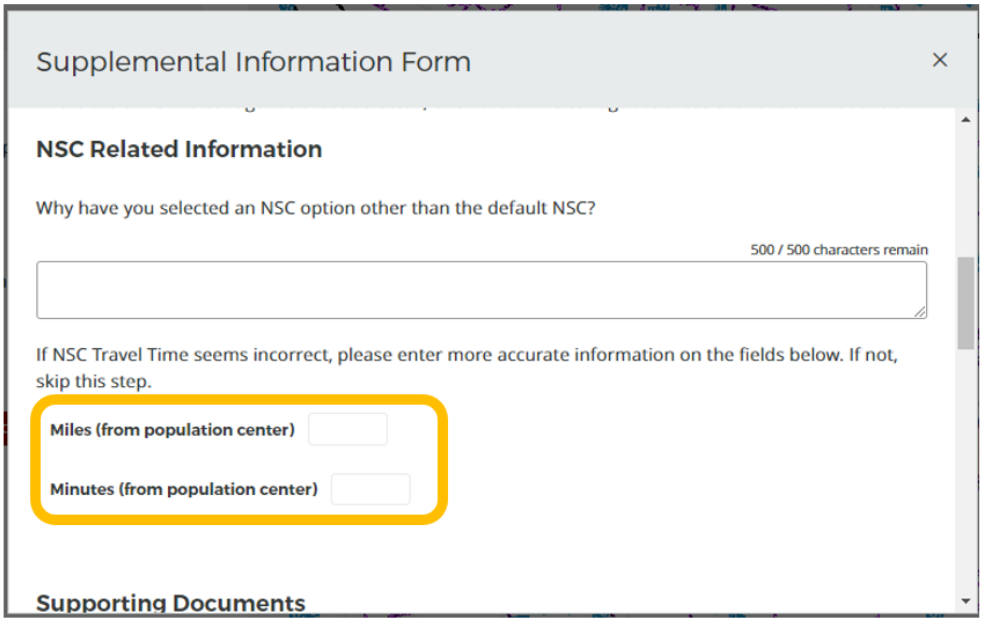


Figure 72: Supplemental Information Form - NSC Related Information Modify Travel Distance

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.

2.6.4 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). A list of required documents is also displayed inside of the Supplemental Information modal.

If there are not any listed, proceed to *Section* ***Error! Not a valid bookmark self-reference.***.

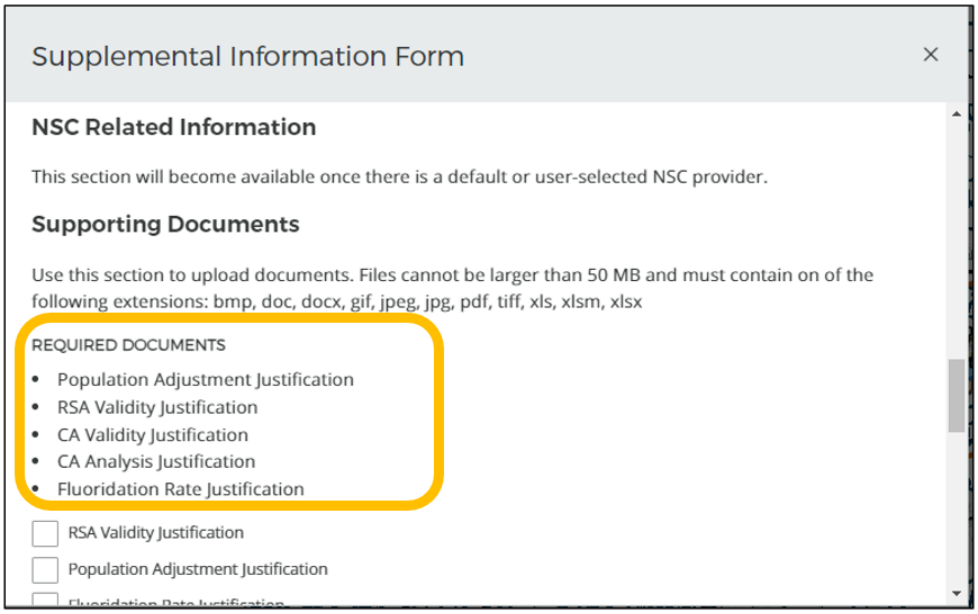


Figure 73: Supplemental Information Form - Identifying Required Supporting Documents

Once identified, the user can upload a single document for multiple justifications by selecting the checkboxes

. See *Figure 771* to view the list of available file classifications.

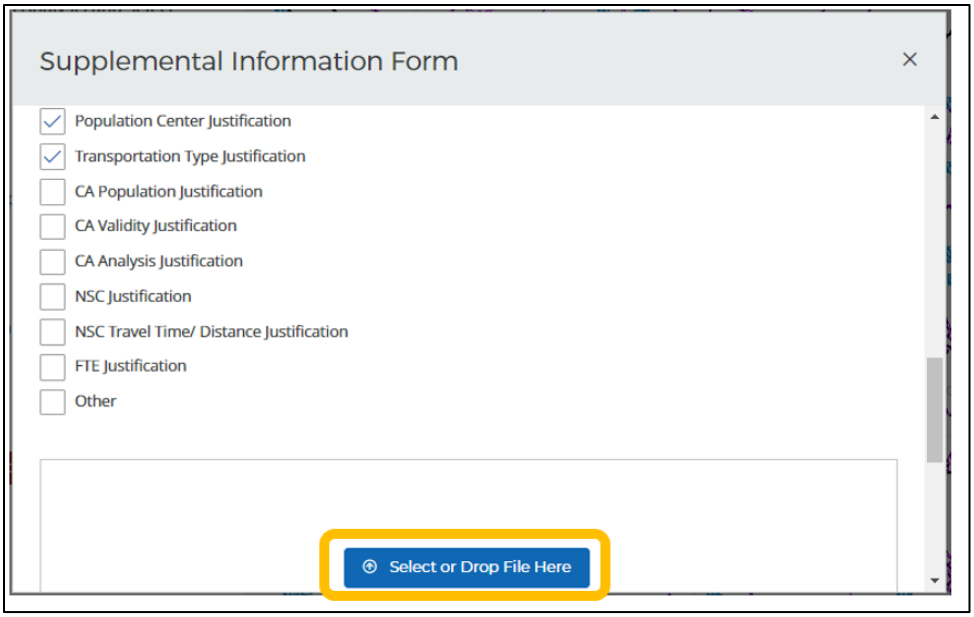


Figure 74: Supplemental Information Form - Selecting File Classification and Choosing File to Upload

Once a file classification checkbox 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.

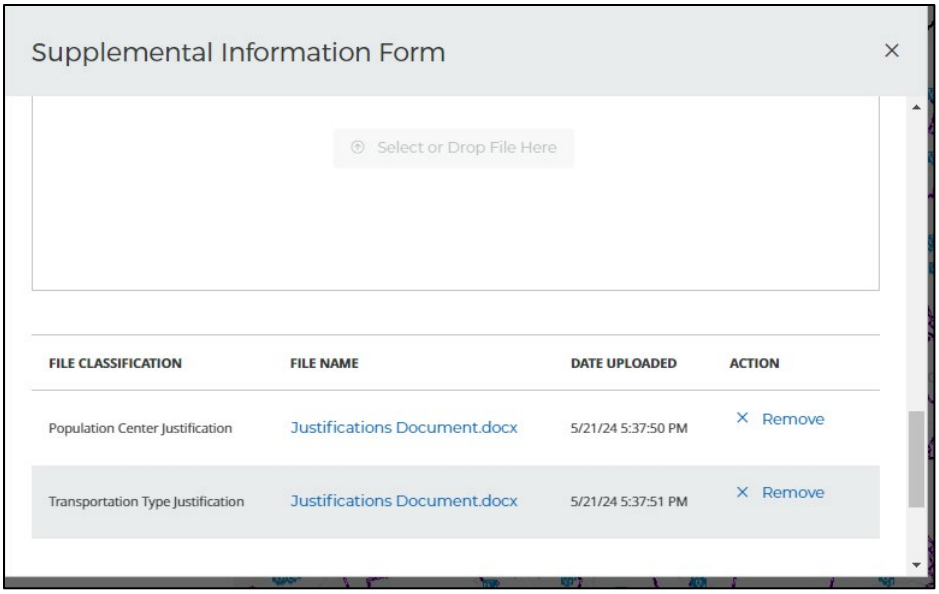


Figure 75: Supplemental Information Form - Saved Supporting Documents

Once the required documents have been successfully uploaded, the system will display PII attestation. The system will display a checkbox to confirm that the uploaded document does not contain any PII when uploading documents on the Supplemental Information form.

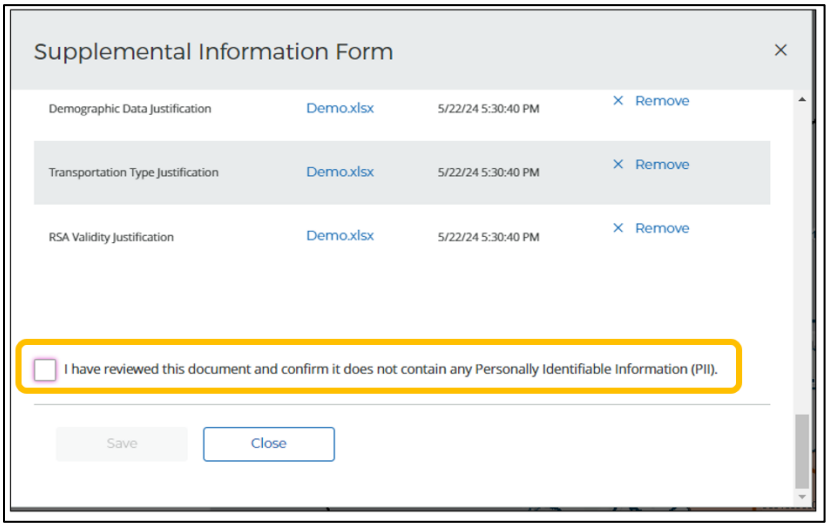


Figure 76 Supplemental Information Form - PII Attestation

After the checkbox is selected, the user will be able to save Save button enabled on the Supplemental Information form. Selectin the Save button will close the section and bring the user to the Scoring and Application Submission steps.

2.7 MCTA Application

For the Geographic and Population Primary Care type HPSA application, the user is prompted to continue to MCTA application step once all the HPSA application steps have been completed and the required supplemental information is provided. Once the user selects Continue to MCTA button, the system will automatically direct the user to the MCTA Application page. *Please refer to Figure 81*

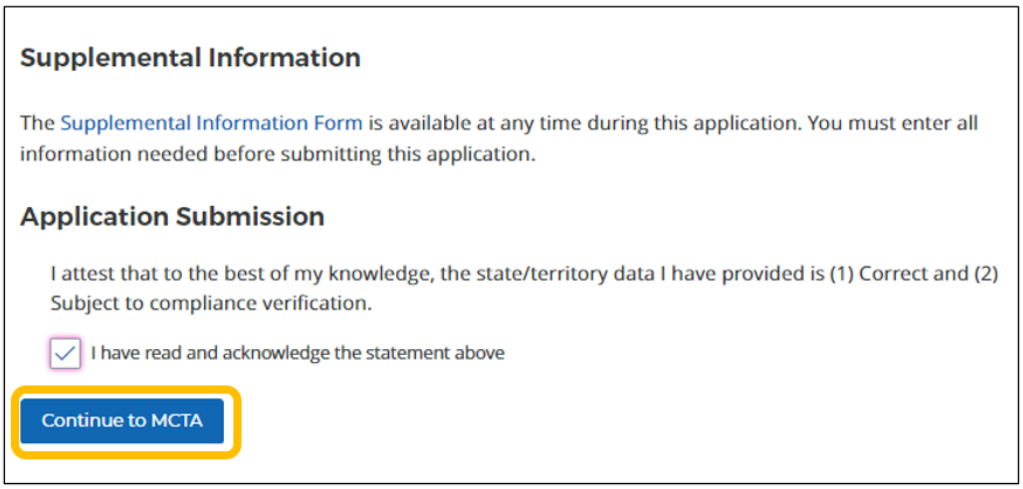


Figure 77 Continue to MCTA Application

USER NOTES

- If the RSA components for the MCTA include provider locations with open Needs Review flags, PCOs will view a pop-up warning message when they begin their MCTA application (see *Figure 78*).
    - PCOs can view more information about the open Needs Review flags by navigating to the Provider Dashboard. There can be discrepancies between the number of provider locations listed in the warning message and the number of review tasks listed on the dashboard as provider locations can have multiple Needs Review flags, and the warning message is based on the data included in the Provider Snapshot. Needs Review flags could have been updated since the PCO first saved the RSA.

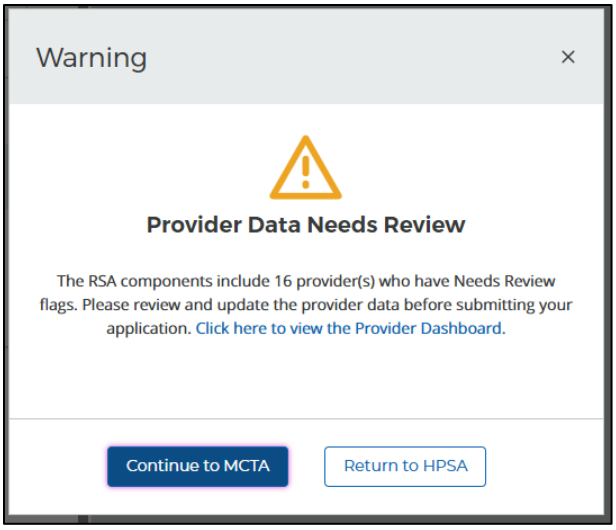


Figure 78: Provider Data Needs Review Warning Message for MCTA Application

2.7.1 Viewing MCTA Application Steps

MCTA Application step card displays the application steps and their statuses. The user may navigate back to their previous page using the breadcrumbs at the top of the page or using the web browser's back button. All fields under the Application Step section are read-only.

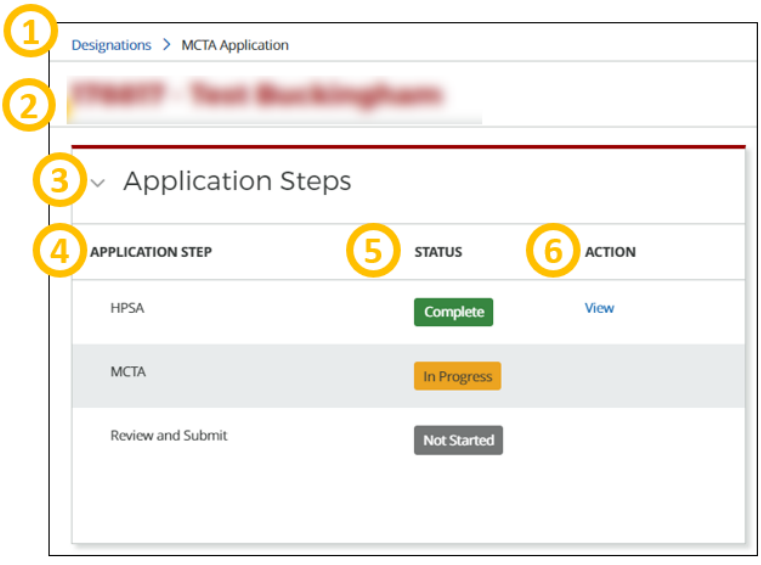


Figure 79 MCTA Application Steps and statuses

Feature	Description
1. Breadcrumbs	This field displays the breadcrumbs at the top of the page.

Feature	Description
2. Designation ID -Name	This field displays the HPSA designation number and designation name.
3.Application Steps	This field displays the Application Steps.
4. APPLICATION STEP	This field displays the column name for the application steps.
5. STATUS	This field displays the status of the application.
6. ACTION	This field displays the action that the user can take for the application step.

2.7.2 MCTA Population Center

The Maternity Care Health Professional Target Area (MCTA) will use the HPSA RSA created on the Legacy Application to find a MCTA Population Center. The user may not edit the RSA.

The MCTA Population Center is based on the relevant Female 15-44 population only, for the same population type used for the HRSA. MCTA Population Center information is displayed when the user is on the MCTA Population Center step of the application.

2.7.2A Viewing a Default MCTA Population Center on the Map

The user can see the default MCTA population center on the modernized map. The system will automatically calculate the MCTA population center of the RSA. The population center will be reflected by a pin icon ( )

The corresponding latitude and longitude coordinates will be displayed on the left-hand navigation modal. *See 4.7.2B Viewing a Default MCTA Population Center on the Left-hand Modal.*

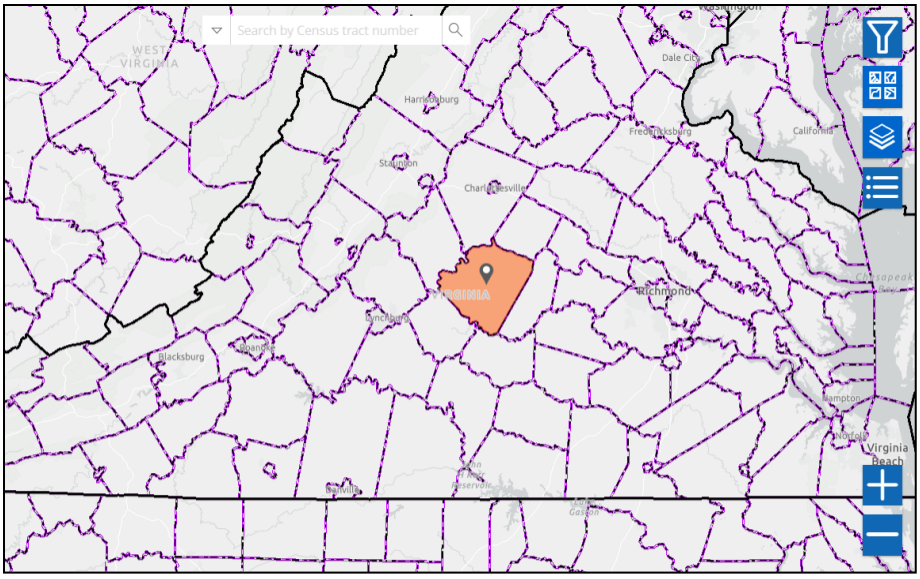


Figure 80 Default MCTA Population Center on the Map

If the MCTA population center of the RSA (represented by) is correct, select Save and Continue button to proceed to MCTA Demographic Data step. If the user does not think the RSA population center has been correctly identified, the user can change the MCTA population center, *see 4.7.2C. Modifying MCTA Population Center* for instructions.

2.7.2B Viewing a Default MCTA Population Center on the Left-hand Modal

The user can see the default MCTA Population Center on the left-hand navigation modal. The system will automatically calculate the MCTA Population Center of the RSA.

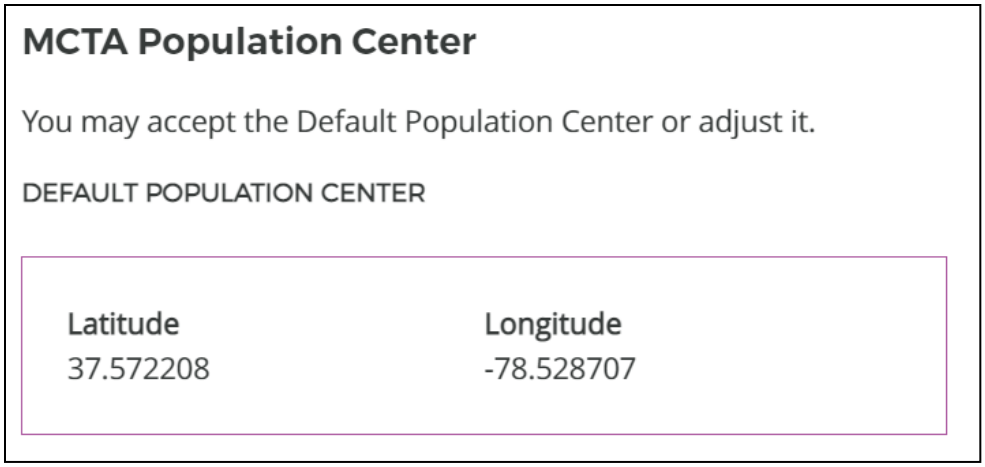


Figure 81 MCTA Population Center Latitude and Longitude Coordinates

The user can see the latitude and longitude coordinates of the default MCTA Population Center in the card. These coordinates will be read-only. The corresponding pin is displayed on the map view. *See 4.7.2A Viewing a Default MCTA Population Center on the Map* for instructions.

If the MCTA population center of the RSA is correctly represented by the latitude and longitude coordinates, select Save and Continue to proceed to *4.7.3 MCTA Demographic Data* step. If the user does not think the RSA population center has been correctly identified, the user can modify the MCTA population center.

2.7.2C. Modifying MCTA Population Center

To change the population center, select the "Modify Latitude and Longitude" check box shown in the figure below.



Figure 82 Modify Population Center

Upon selecting the checkbox ( ), a dialogue box will appear for the users to add latitude and longitude coordinates for the MCTA Population Center.

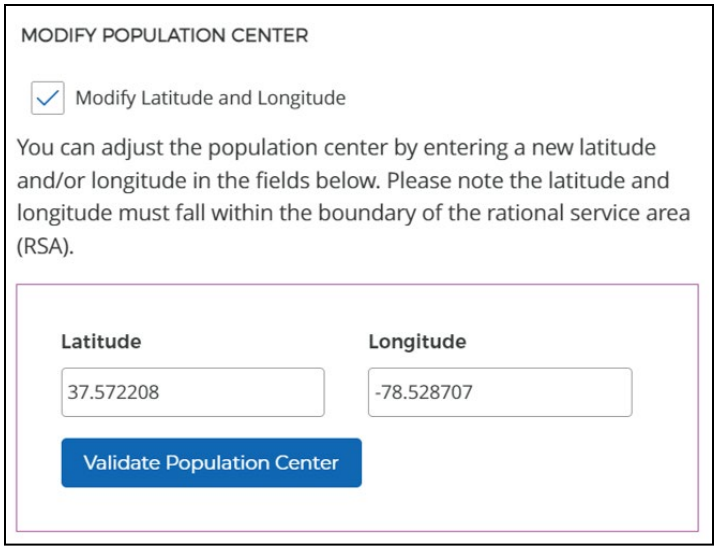


Figure 83 Modify Population Center Form

The user will be required to enter the values for latitude and longitude and validate them before proceeding. User can also adjust the population center by dragging the pin on the map. After the pin is dropped in the new location, the text box will automatically populate with the new latitude and longitude values.

Validate Population Center will be disabled until the new longitude and latitude values are provided. Once the values are validated, the user can save the MCTA Population Center by pressing Save and Continue button.

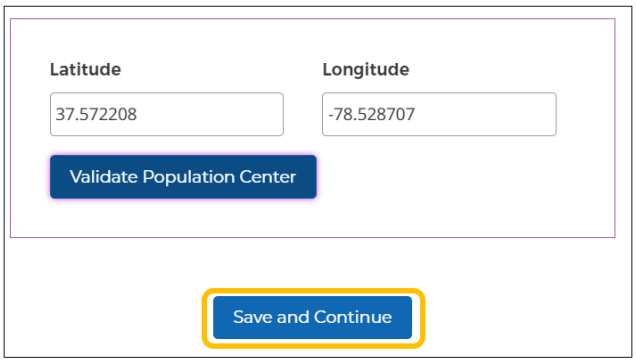


Figure 84 Population Center - Save and Continue

USER NOTES

- The system will accept values up to six decimals for the latitude and longitude.
- The population center icon on the map will be moved to show the corresponding coordinates entered by the user. The user cannot move the population center icon on the map.
- The user will be required to provide the justification for modifying the population center in the Supplemental Information step of the MCTA application.
- The population center must be within the borders of the RSA. If it is moved outside by the entered values, the following warning will appear to alert the user



Figure 85 Longitude and Latitude Warning Message

Once the user entered location is validated, press the Save and Continue button to proceed to MCTA Demographic Data step.

2.7.3 MCTA Demographic Data

Demographic data points are associated with the RSA created during the HPSA application step. Demographic data points are used for calculating MCTA sub-scores. Please refer to *the Shortage Designation Management System Manual for Policies and Procedures* for more information on demographic data points and calculating MCTA sub-scores. The MCTA Demographic Data card contains the following information.

- POPULATION DATA
- POVERTY DATA
- MATERNITY HEALTH INDICATORS
- SOCIAL VULNERABILITY INDEX

2.7.3A Viewing MCTA Demographic Data

The MCTA Demographic Data card is displayed when the user is on the MCTA Demographic step of the application.

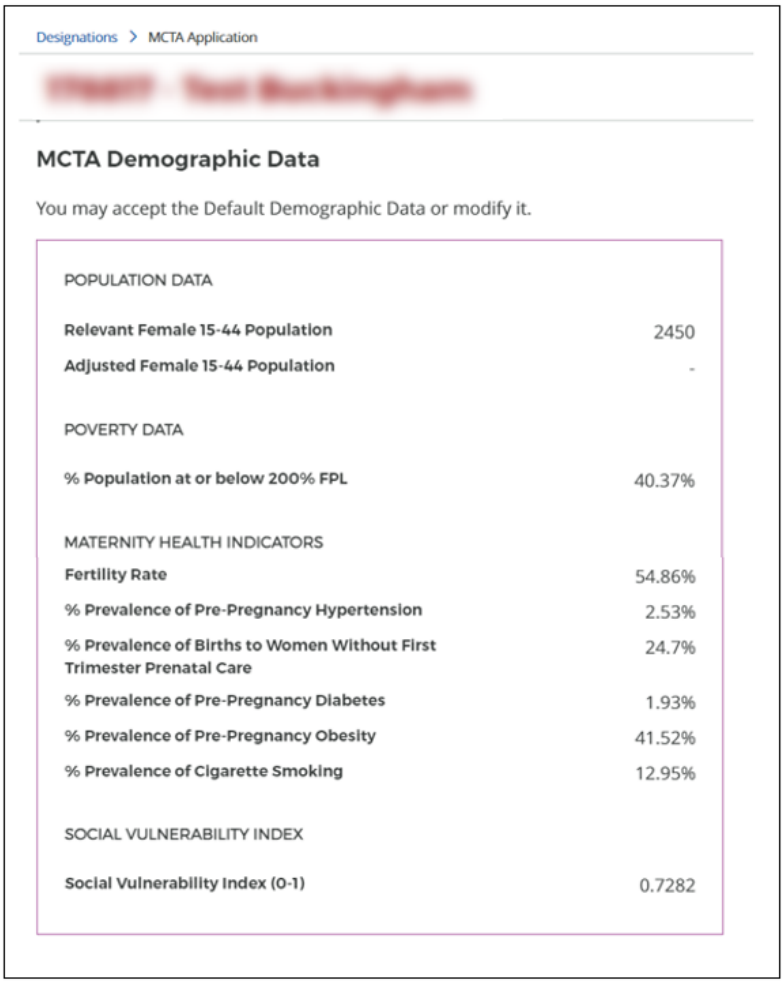


Figure 86 MCTA Demographic Data

2.7.3B Modifying MCTA Demographic Data

If the system displayed Relevant Female 15-44 is inaccurate, the user can modify it. Select the Modify Demographic Data check box shown in the figure below.

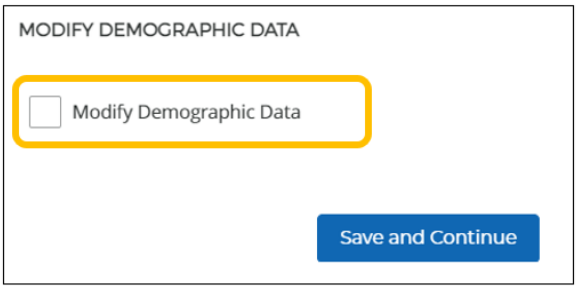


Figure 87 Modify Demographic Data

- Upon selecting the checkbox ( ), a dialogue box will appear for the user to enter Adjusted Female 15-44 Population for the Demographic Data. The user can enter the data and can save the changes by pressing Save and Continue button.

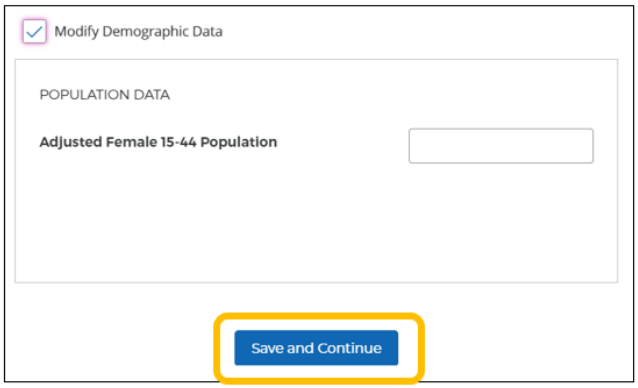


Figure 88 Demographic Data - Save and Continue

- For Geographic / Geographic High Needs /Low Income HPSA (Territory) and Special Population HPSA (Territory) HPSA, the user can adjust the following data points:
  - Adjusted Female 15-44 Population
  - % Population Served at or below 200% FPL
  - Fertility Rate
  - % Prevalence of Pre-Pregnancy Hypertension
  - % Prevalence of Births to Women Without First Trimester Prenatal Care
  - % Prevalence of Pre-Pregnancy Diabetes
  - % Prevalence of Pre-Pregnancy Obesity
  - % Prevalence of Cigarette Smoking
  - Social Vulnerability Index (0-1)

USER NOTES

- The user will be required to provide the justification for the Adjusted Female 15-44 Population in the MCTA Supplemental Information step of the MCTA application.

2.7.4 MCTA Nearest Source of Care

When loading this section, the system will be searching to identify the MCTA 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 six possible options for selecting a MCTA Nearest Source of Care once the system search has been completed:

- Continue with Default Nearest Source of Care (System Identified MCTA NSC Provider)
- Modify Travel Time and Distance of the Default Nearest Source of Care
- Select Alternate MCTA NSC Provider
- Modify Travel Time and Distance of the alternate MCTA NSC Provider
- Edit Alternate MCTA NSC
- Continue with No NSC

If no MCTA Nearest Source of Care can be identified by the system, the following message will appear. Please refer to *Figure 92.* The user can continue to the next step of the application by selecting Save and Continue button.

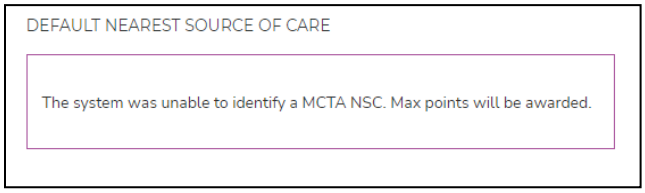


Figure 89 No MCTA NSC Found Message

2.7.4A Viewing a Default MCTA Nearest Source of Care on the Map

The user can see the default MCTA NSC on the modernized map. The system will draw a dark blue travel line from the MCTA population center to the MCTA NSC. The MCTA NSC provider will be reflected by a hospital icon ( ). The default MCTA NSC provider is displayed in the left-hand navigation modal. *See 4.7.4B Viewing a Default MCTA Nearest Source of Care on the Left-hand Modal* for instructions.

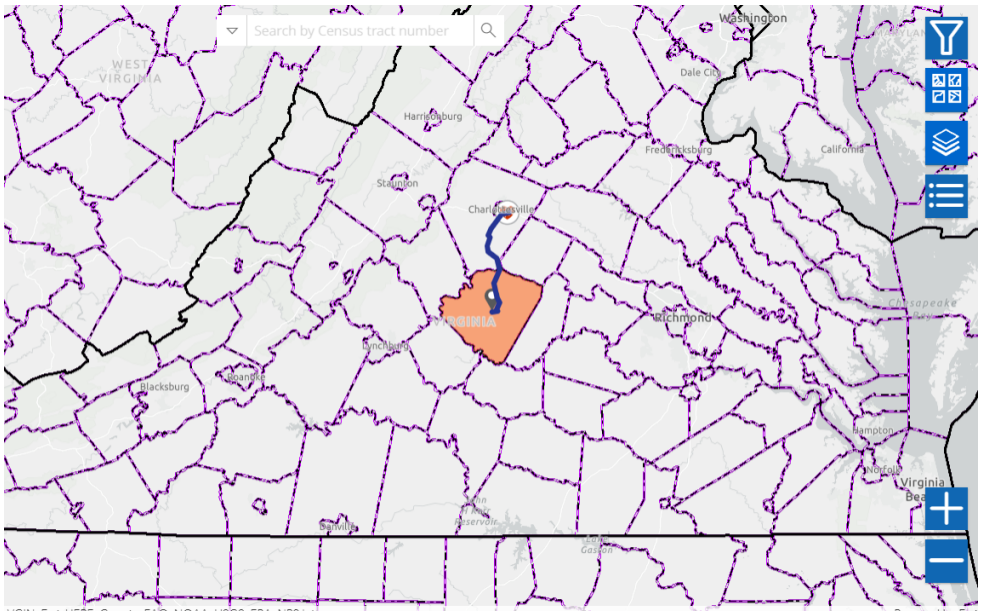
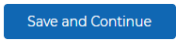


Figure 90 Default MCTA Nearest Source of Care on the Map

If the MCTA NSC provider shown on the map is correct, select 

and then select 

button to proceed to MCTA Behavioral Indicator Step. If the user does not think the MCTA NSC provider has been correctly identified, the user can change the MCTA NSC Provider. To change the MCTA NSC Provider, *see 4.7.4D Selecting an Alternate MCTA Nearest Source of Care* for instructions.

2.7.4B Viewing a Default MCTA Nearest Source of Care on the Left-hand Modal

The default MCTA NSC provider is displayed in the left-hand navigation modal inside the DEFAULT NEAREST SOURCE OF CARE card. *Please refer to* Figure 94

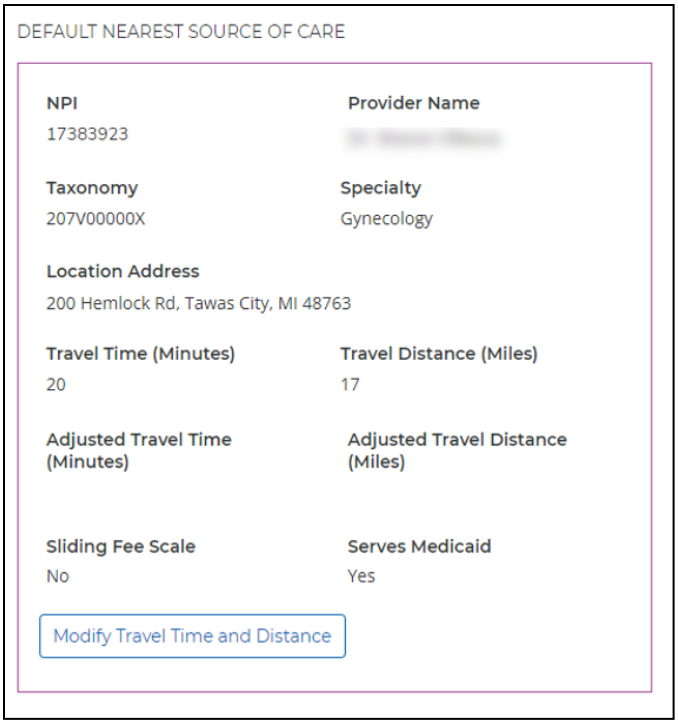


Figure 91 Default Nearest Source of Care

Feature	Description
1. NPI	This field displays the NPI of the provider. NPIs are unique 10-digit numerical identifiers assigned to providers by the Center for Medicare and Medicaid Services.
2. Provider Name	This field displays the name of the provider.
3. Taxonomy	This field displays the primary taxonomy for the provider.
4. Specialty	This field displays the Specialty of the provider location.
5. Location Address	This field displays the Address of the provider location.
6. Travel Time (Minutes)	This field displays travel time from the MCTA Population Center to the Provider Location Address.
7. Travel Distance (Miles)	This field displays travel distance from the MCTA Population Center to the Provider Location Address.
8.Adjusted Travel Time (Minutes)	This field displays user modified travel time from the MCTA Population Center to the Provider Location Address.

Feature	Description
9. Adjusted Travel Distance (Miles)	This field displays user modified travel distance from the MCTA Population Center to the Provider Location Address.
8. Sliding Fee Scale	This field displays if the provider serves Sliding Fee Scale
9. Serves Medicaid	This field displays if the provider serves Medicaid

2.7.4C Modifying Default MCTA NSC Time and Distance

If the system calculated Travel Time or Travel Distance is inaccurate, the user can adjust them by selecting Modify Travel Time and Distance button inside the DEFAULT NEAREST SOURCE OF CARE card. *Please refer* to *Figure 95*

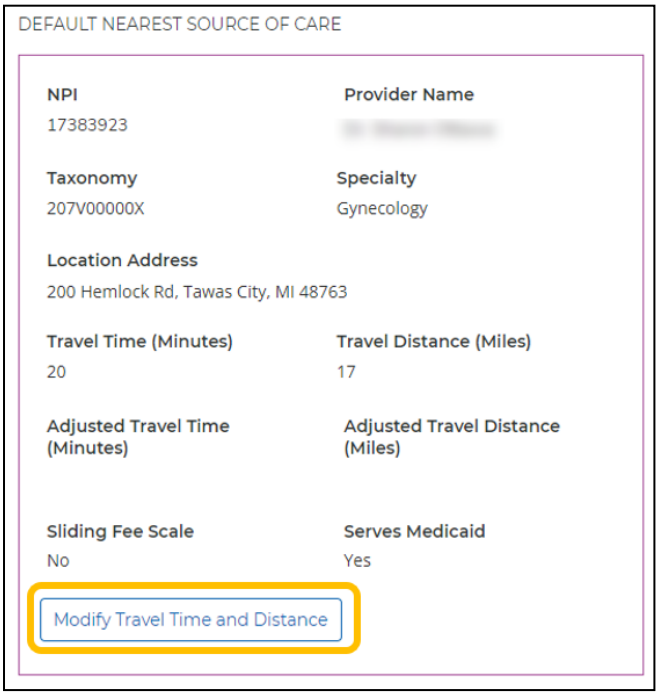


Figure 92 Modify Travel Time and Distance of Default NSC

Upon selecting Modify Travel Time and Distance button, a dialogue box will appear for the users to add minutes and/or miles for the MCTA Nearest Source of Care provider. The user can save the values by selecting the Save button. Any value entered by the user will not be saved if the user selects the "Cancel" button. *Please refer to Figure 96*

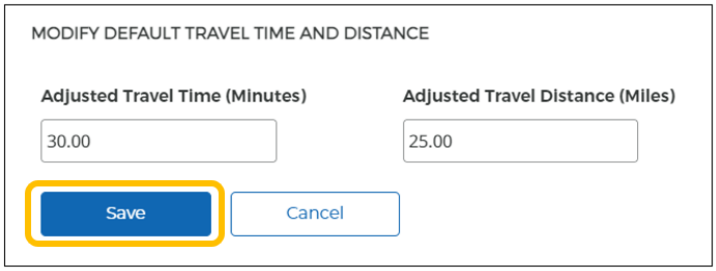


Figure 93 Modify Travel Time and Distance - Save

USER NOTES

- The system will accept values up to two decimals for the miles and minutes fields.
- Once saved, the user modified NSC Travel Time based on the updated values will be used in the MCTA scoring.
- The user is required to upload justification in the Supplemental Information section if a value is entered in the miles and/or minutes fields.

2.7.4D Selecting an Alternate MCTA Nearest Source of Care

If the system calculated MCTA NSC is inaccurate or the user believes that it is not the best choice for the RSA, the user can select an alternate NSC by selecting Select Alternate NSC button. A list of providers will be displayed to the user on the map as well as the left hand panel to select the Alternate NSC. The list will display providers in order from nearest to furthest from the MCTA Population Center. *Please refer to Figure 97*

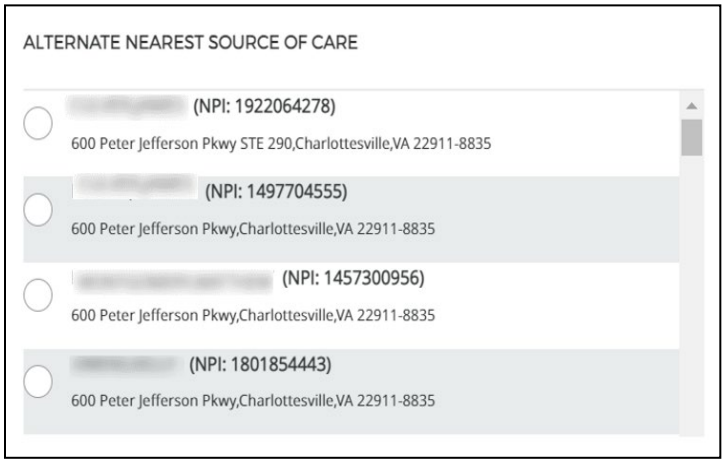


Figure 94 Alternate Nearest Source of Care

To select the nearest source of care provider for the MCTA application, user can select the radio button in the list or select the provider icon on the map and click on the Save button. When user selects a provider on the map, system will also select it in the provider list on the left.

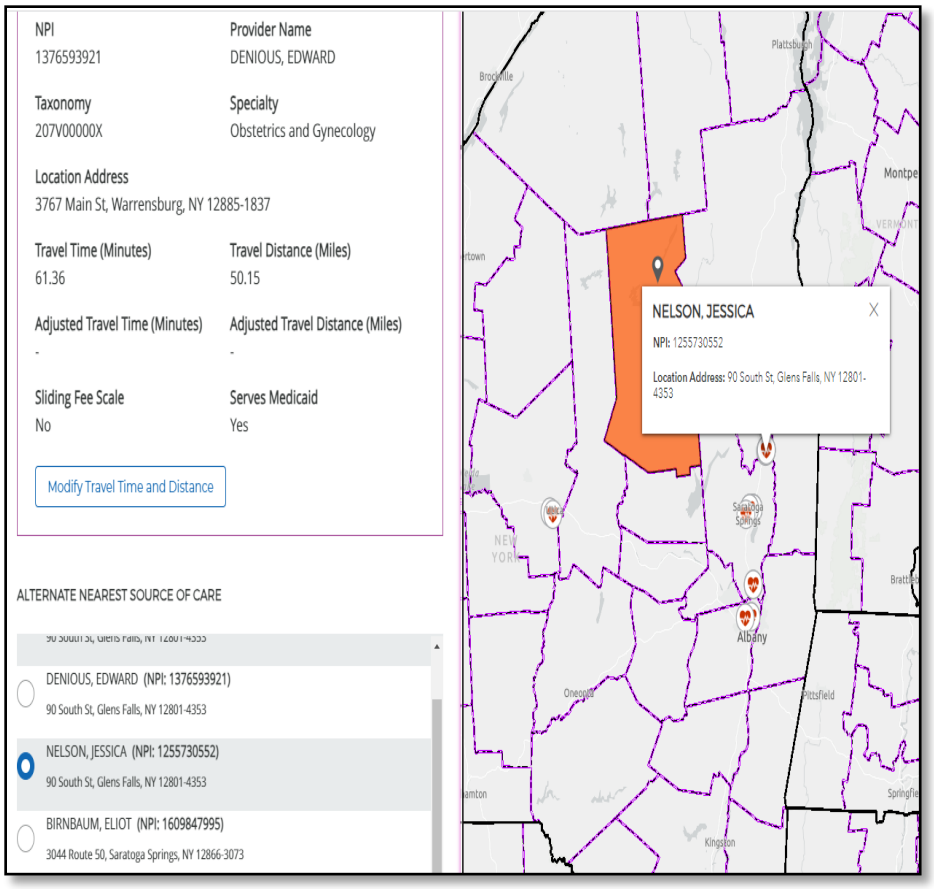


Figure 95 Alternate Nearest Source of Care

The system will display both the Default NSC and the Alternate NSC. To save the Alternate NSC, select Continue with Alternate Nearest Source of Care button and click on the Save button. The system will save the data for the Default NSC and the selected Alternate NSC.

2.7.4E Modifying Alternate MCTA NSC Time and Distance

If the system calculated Travel Time or Travel Distance is inaccurate, the user can adjust them by selecting Modify Travel Time and Distance button inside the ALTERNATE NEAREST SOURCE OF CARE card.

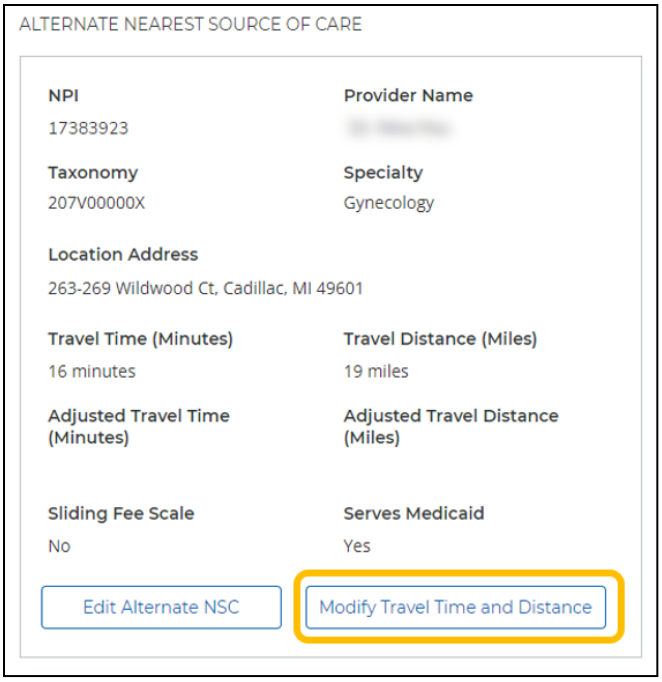
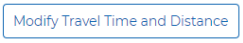


Figure 96 Modify Travel Time and Distance of Alternate NSC

Upon selecting 

button, a dialogue box will appear for the users to add minutes and/or miles for the MCTA Nearest Source of Care provider.

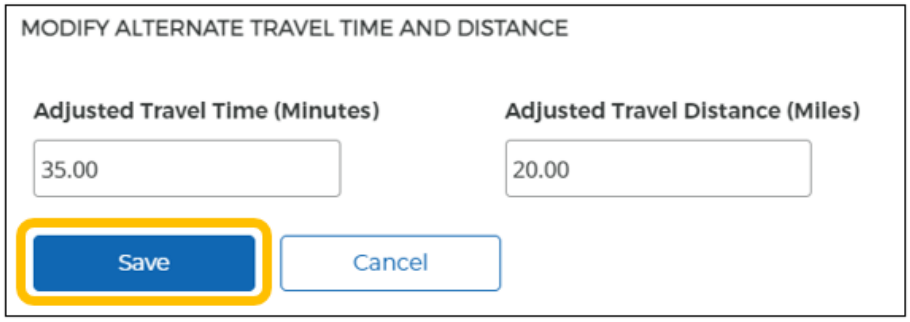


Figure 97 Modify Alternate NSC Travel Time and Distance -Save

The user can save the values by selecting 

button. Any value entered by the user will not be saved if the user selects the “Cancel” button.

USER NOTES

- The system will accept values up to two decimals for the miles and minutes fields.
- Once saved, the user modified NSC Travel Time based on the updated values will be used in the MCTA scoring.

2.7.4F Editing Alternate MCTA NSC

If the user wishes to choose a different Alternate NSC for the application, select the Edit Alternate NSC button. *Please refer to Figure 101*

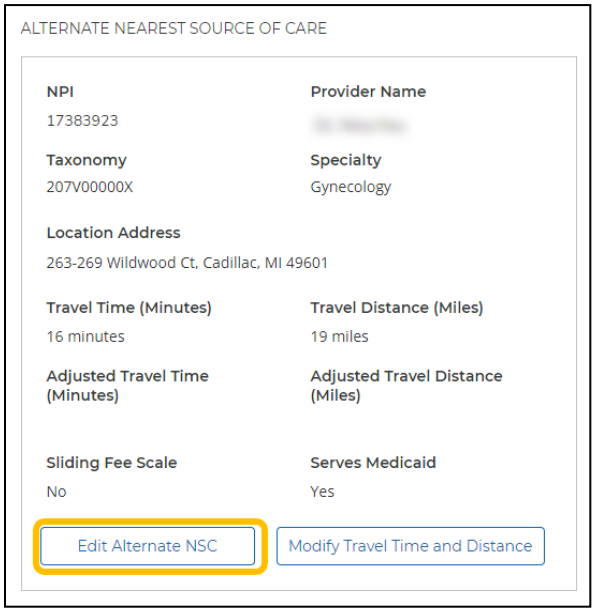


Figure 98 Edit Alternate Nearest Source of Care

A list of providers will be displayed to the user to select an Alternate NSC. The list will display providers in order from nearest to furthest from the MCTA Population Center. *Please refer to Figure 97.*

To select the nearest source of care provider for the MCTA application, select the radio button and click on the Save button. The system will display both the Default NSC and the Alternate NSC. To save the Alternate NSC, select Continue with Alternate Nearest Source of Care and click on the Save button. The system will save the data for the Default NSC and the selected Alternate NSC.

2.7.5G Finalizing Nearest Source of Care

The user will have three choices to confirm the MCTA Nearest Source of Care selection.

- Continue with Default Nearest Source of Care
- Continue with Alternate Nearest Source of Care
- Continue without Nearest Source of Care

To finalize the Nearest Source of Care, select the radio button and click on Save and Continue button. *Please refer to figure 0.0.*

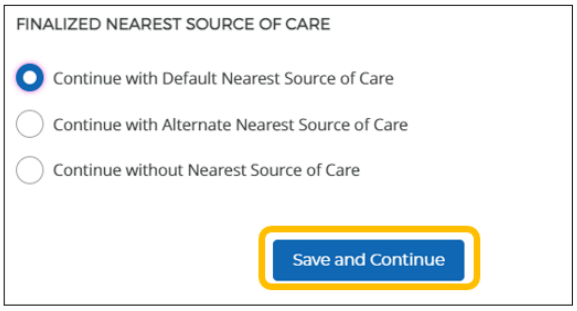


Figure 99 Finalized Nearest Source of Care

The Save and Continue button will enable after the user have selected any of the radio buttons. Once the choice is made, the system will save the Nearest Source of Care details, and the user will be navigated to MCTA Behavioral Health Indicator step.

USER NOTES

- The user is required to upload justification in the Supplemental Information section in the following choices:
  - Continue with Alternate MCTA Nearest Source of Care.
  - Continue without Nearest Source of Care

2.7.5H No Road Data Error Message

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

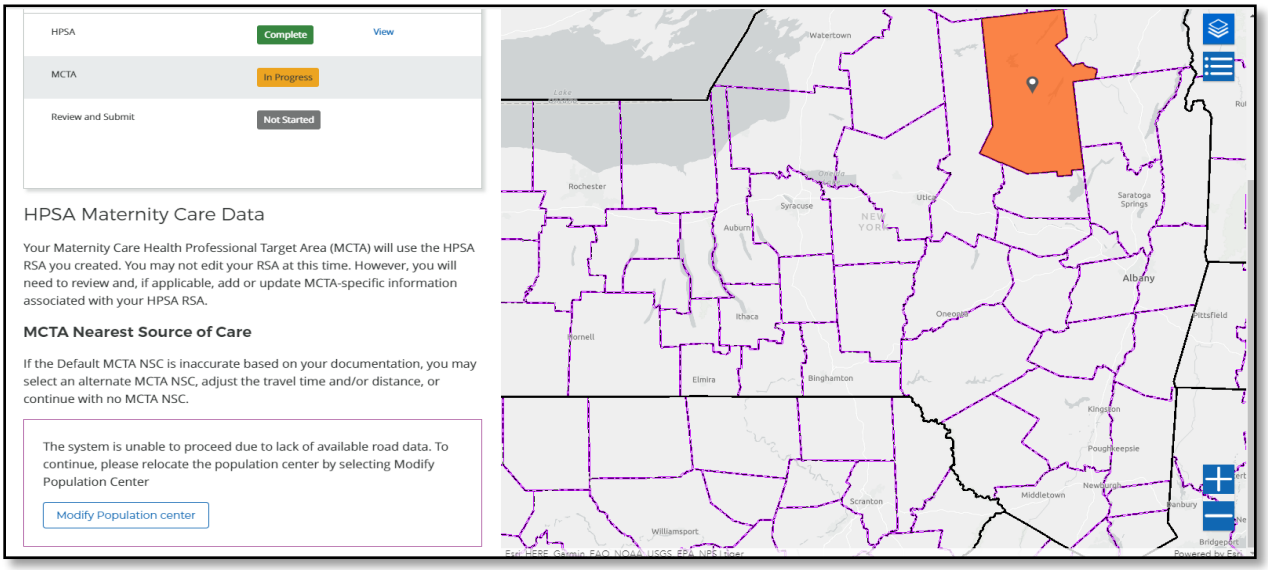


Figure 100 No Road Data Available Warning Message

The system will display Modify Population Center button. The user can continue through the application process by selecting a new population center. For more information on how to set population center refer to section 4.7.2 MCTA Population Center

2.7.5 MCTA Behavioral Health Indicator

Behavioral Health Indicator is one of the criteria used for calculating the MCTA score. The data making up this BHI score is derived by analyzing the MCTA service area and any overlapping Mental Health service areas. The Mental health population to provider ratio of these overlapped areas is used as a guide to determine the BHI score. In the case where no Mental Health population exists, the Relevant Population of the Mental Health service area will be used. In the case of multiple overlapping Mental Health service areas, the system will choose the service area with the highest Mental Health population to provider ratio as the basis for the BHI score. Based on defined thresholds set forth in the Shortage Designation Management System Manual for Policies and Procedures, a MCTA can receive a BHI score of either 1 or 0 points based on these ratios or if there is no overlap with the MCTA service area. Please refer to the *Shortage Designation Management System Manual for Policies and Procedures* for more information on BHI and calculating MCTA sub-scores.

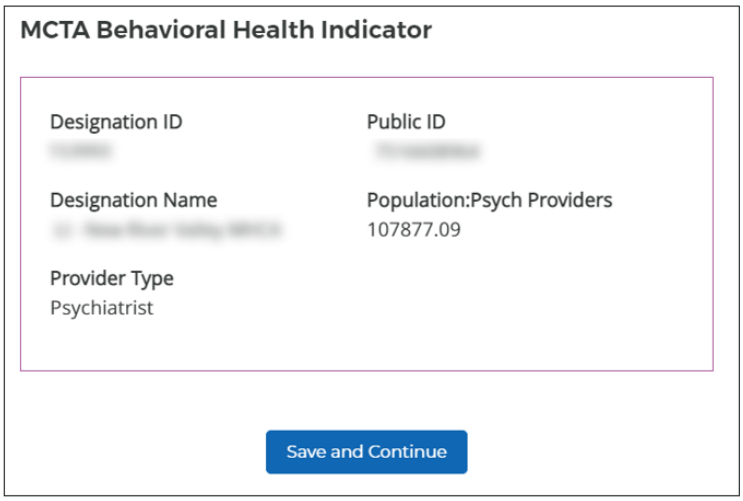


Figure 101 MCTA Behavioral Health Indicator

Feature	Description
1. Designation ID	This field displays the Designation ID of Mental HPSA
2. Public ID	This field displays the Public ID of Mental HPSA.
3. Designation Name	This field displays the Designation name.
4. Population: Psych Providers	This field displays the Population: Psych Providers

Feature	Description
5 Provider Type	This field displays the Provider Type

If no intersecting Mental HPSA is found, the following message is displayed. *Please refer to image 0.0* The user can navigate to MCTA Supplemental Information step by clicking Save and Continue button.

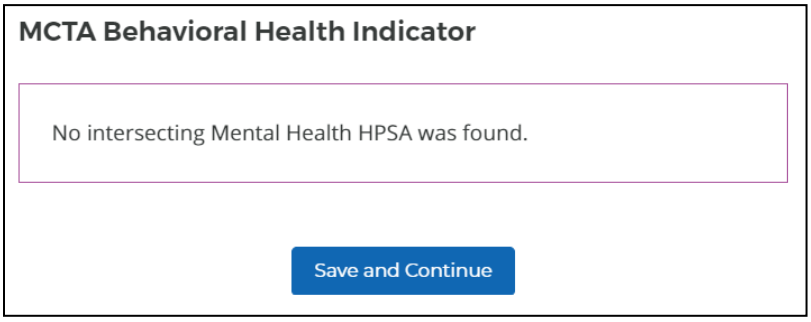


Figure 102 MCTA Behavioral Health Indicator - No MH found

2.7.6 MCTA Supplemental Information

Supporting documents are required for any changes or updates made during the MCTA application. The document type upload is limited to the user modified data. Only the relevant checkboxes from the following list will be displayed:

- Modified Population Center
- Adjusted Female 15-44 Population
- Modified Travel Time and Distance
- Selected Alternate NSC
- Continued without NCS

Additional checkboxes for the Territories HPSAs:

- Adjusted % Population at or below 200% FPL
- Adjusted % Prevalence of Pre-Pregnancy Hypertension
- Adjusted % Prevalence of Births to Women Without First Trimester Prenatal Care
- Adjusted % Prevalence of Pre-Pregnancy Diabetes
- Adjusted % Prevalence of Pre-Pregnancy Obesity
- Adjusted % Prevalence of Cigarette Smoking
- Adjusted Social Vulnerability Index (0-1)

2.7.6A Uploading supporting documents

Instructions To upload supporting document:

Step 1. Select the checkboxes for the documents to be uploaded.
- The user can multiselect the checkboxes for the upload.

Step 2. Click “Select Supporting Documents”.
Step 3. Browse and select the document you wish to upload.
Step 4. Click “Open”.
Step 5. Preview the documents selected for upload in the queue.
Step 6. Enter a description for the document being uploaded (optional).
Step 7. Click “Upload”.



Figure 103 Uploading Supporting Documents Step 1 and Step 2

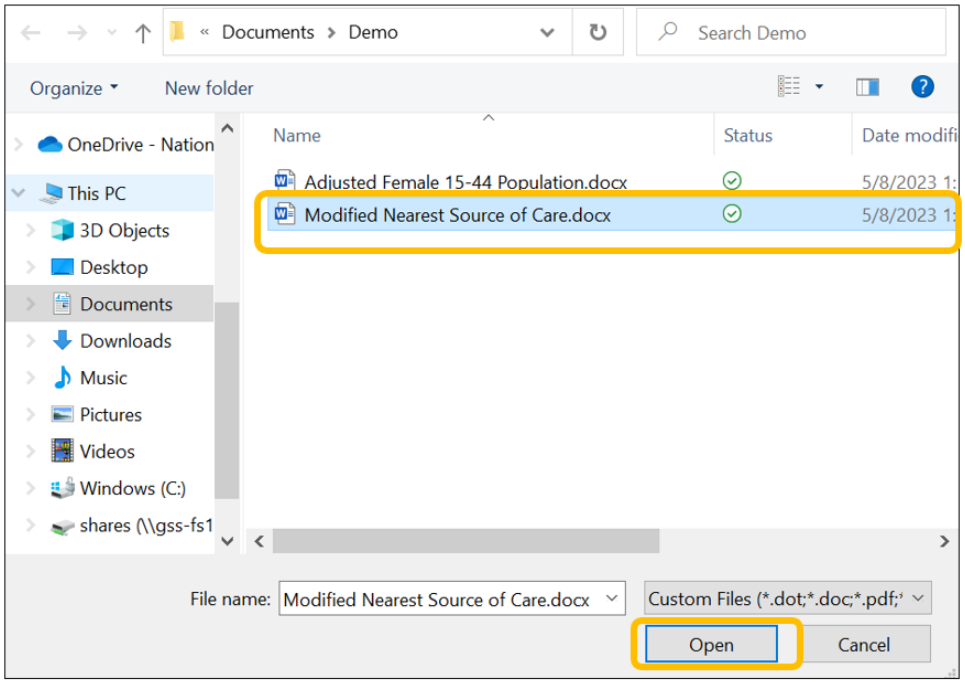


Figure 104 Uploading Supporting Documents Step 3 and Step 4

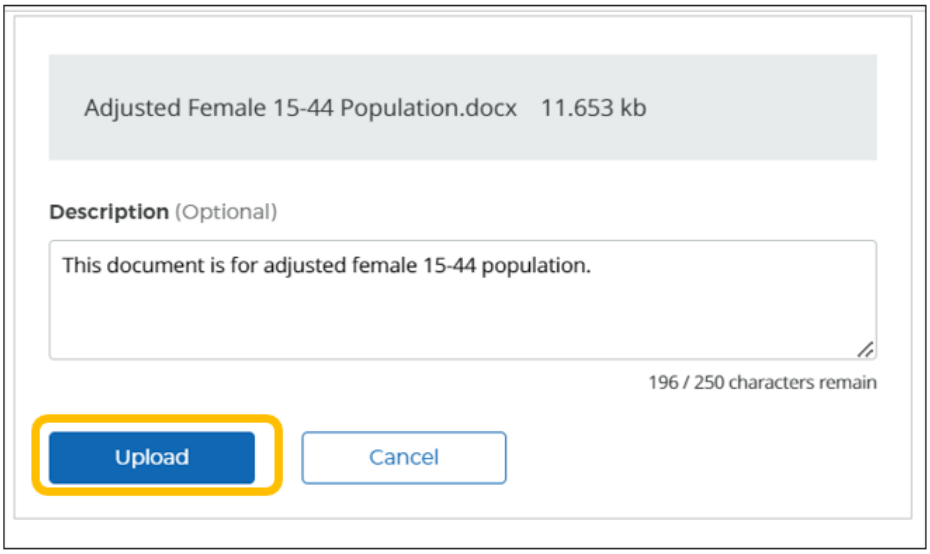


Figure 105 Uploading Supporting Documents Step 5_Step 6_ Step 7

Once the user has uploaded all the required document type(s), Review and Submit button becomes enable. The user can navigate to MCTA Review and Submit step by clicking Review and Submit button.

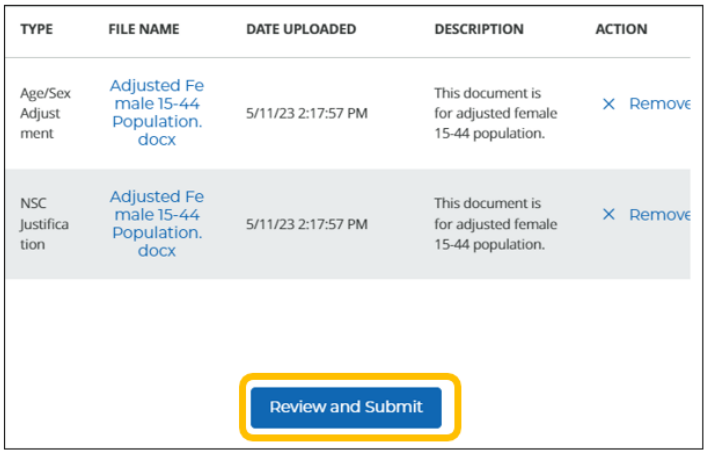


Figure 106 Review and Submit Application

USER NOTES

- 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 user can associate one supporting document to one or more required document types by selecting all appropriate checkboxes.
- Entering document description is optional.
- Description is limited to 250 characters.
- The file size of the document must be less than 50 megabytes

2.7.6B Deleting supporting documents

The user may delete the supporting document(s) uploaded while working on the MCTA Supplemental Information step. However, the user must upload all the required document types to be able to proceed to the "Review and Submit" step of the application.

Instructions to delete supporting document:

Step1. Click "X Remove" under action column.

Step2. The system will delete the document.



Figure 107 Deleting Supporting Documents

2.7.7 Review and Submit

Review and Submit is the final step of the application process. The user can preview the HPSA score and the MCTA 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.

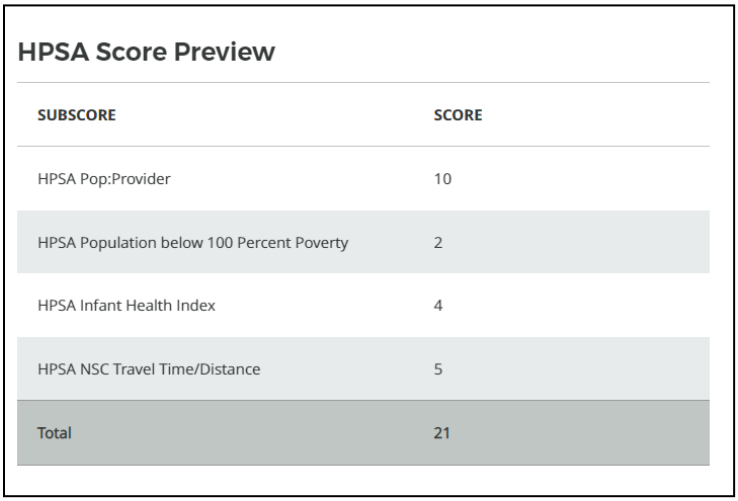


Figure 108 HPSA Score Preview

The MCTA Score section contains all of the scoring details specific to the primary care designation's maternity care target area. The scoring details and list of sub-scores contributing to the total MCTA score are unique to the maternity care target area. The MCTA Score includes the following sub-scores:

- MCTA Population to Provider Ratio
- Percent Population at or below 200% FPL
- Average MCTA NSC Travel Time or Distance
- Fertility Rate
- Prevalence of Pre-Pregnancy Obesity
- Prevalence of Pre-Pregnancy Diabetes
- Prevalence of Pre-Pregnancy Hypertension
- Prevalence of Women with Access to Prenatal Care in the First Trimester
- Prevalence of Cigarette Smoking
- Social Vulnerability Index

- Behavioral Health Factor



MCTA Score Preview

SUBSCORE	SCORE
Population to Provider Ratio	5
Percent Population at or below 200% FPL	3
MCTA Nearest non-designated provider travel distance	0
Fertility Rate	1
Pre-Pregnancy Obesity	1
Pre-Pregnancy Diabetes	0
Pre-Pregnancy Hypertension	1
Pre-Pregnancy Prenatal Care	0
Cigarette Smoking	0
Social Vulnerability Index	2
Behavioral Health Factor	1
Total	14

Figure 109 MCTA Score Preview

The system will display an application attestation. The Submit Application button will not be enabled until the user selects the ☐ button to acknowledge that the data being submitted is correct.

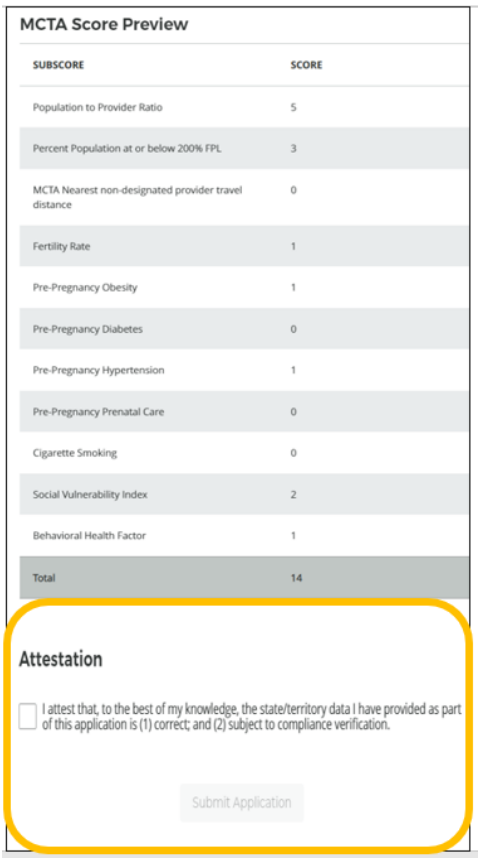


Figure 110 Attestation

Select the ☐ button to acknowledge that the data being submitted is correct. Then select Submit Application button to send the application to HRSA for review.

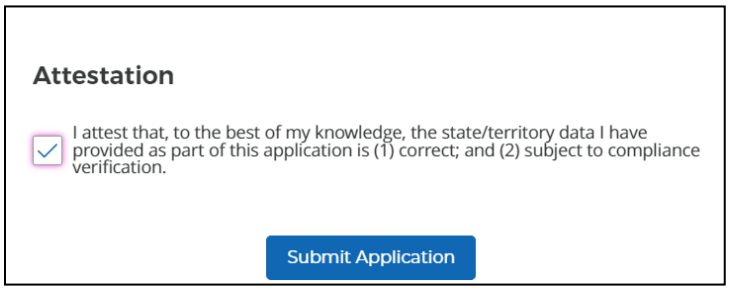


Figure 111 Attestation and Submit Application

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.

2.8 Geographic and Population HPSA 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 4.9 Submitting the Application* for information and instructions on submitting the Designation Application.

2.8.1 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.

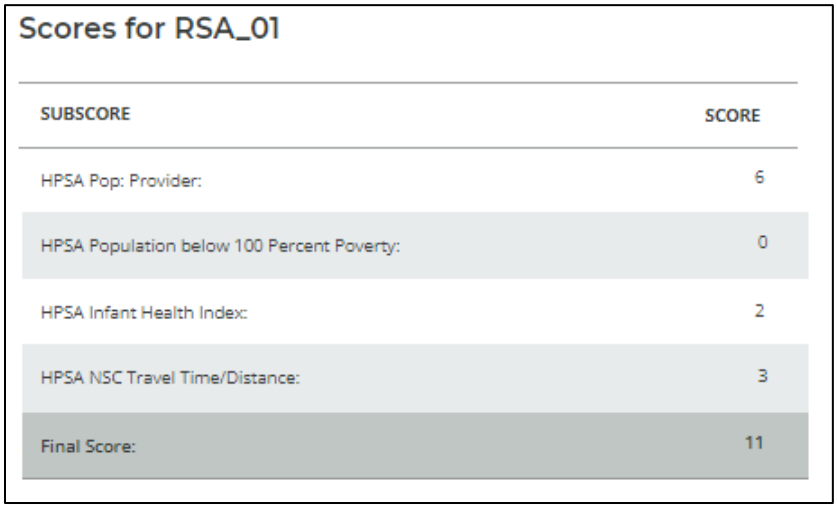


Figure 112: Primary Care Designation Score

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 required to upload all justification documents in order to view a score.
- For “Go Back” functionality, r*efer 4.9.1 Go Back RSA Functionality for details*

- If the user changes the Travel time or Distance for the NSC, justification must be provided in the Supplemental Information Form section.

2.8.2 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.

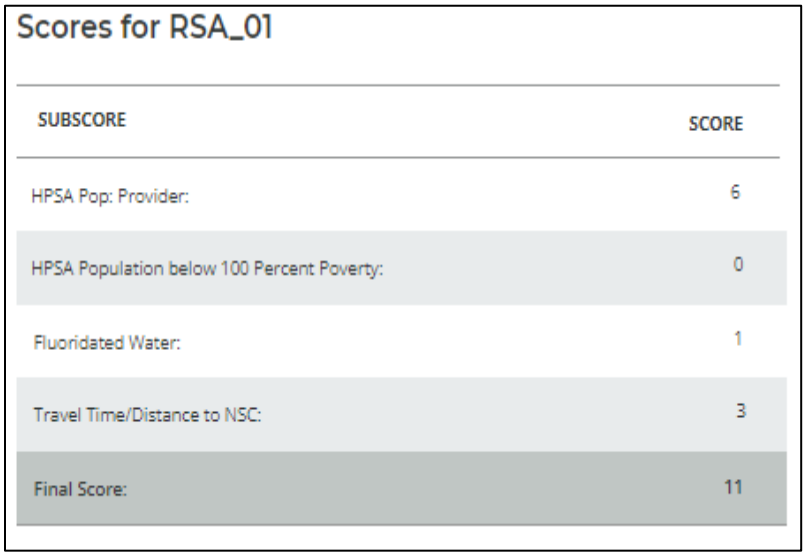


Figure 113: Dental Health Designation Score

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 required to upload all documents in order to view a score.
- For “Go Back” functionality, r*efer 4.9.1 Go Back RSA Functionality for details*

- If the user changes the Travel Time or Distance for the NSC on the Supplemental Information Form, the NSC justification must be provided.

2.8.3 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

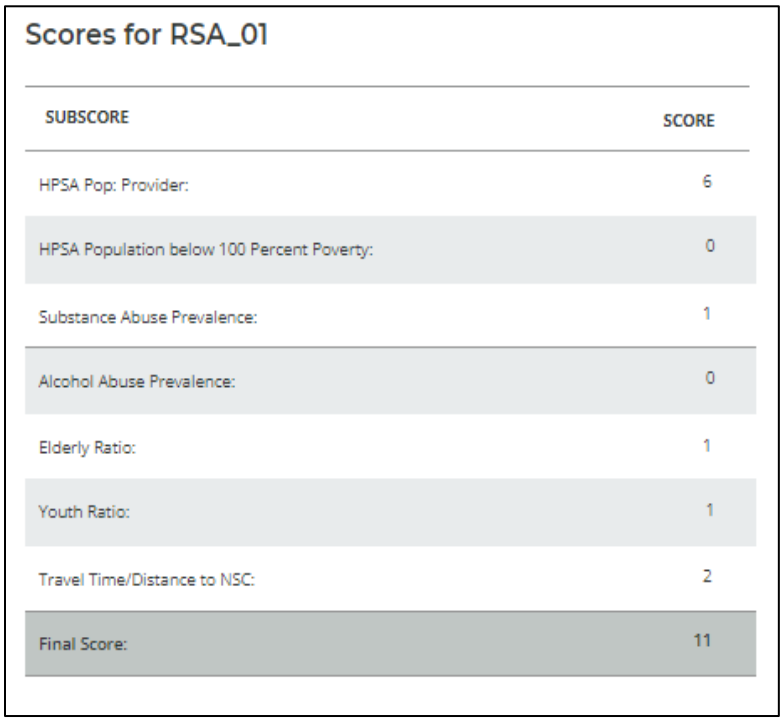


Figure 114: Mental Health Designation Score

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 required to upload all documents in order to view a score.
- For “Go Back” functionality, *refer-4.9.1 Go Back RSA Functionality for details*

2.9 Submitting the Application

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

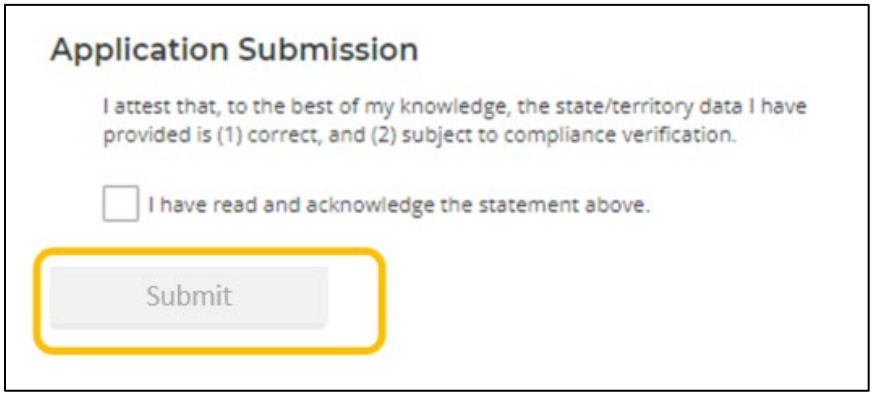


Figure 115: Application Submission Information and Attestation for MH/DH HPSA

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

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

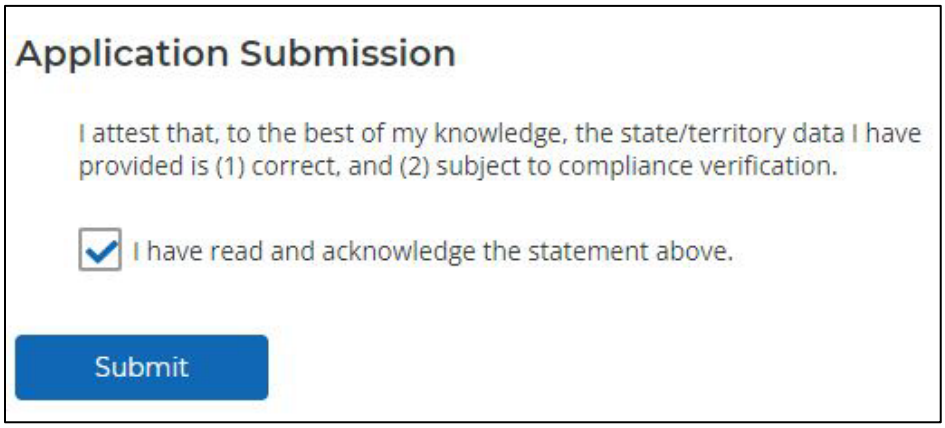


Figure 116: Enabled Application Submission Button

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

SUBMIT APPLICATION 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 Submit button a second time to confirm that they want to submit the application knowing that the overlapping designations will be proposed for withdrawal.

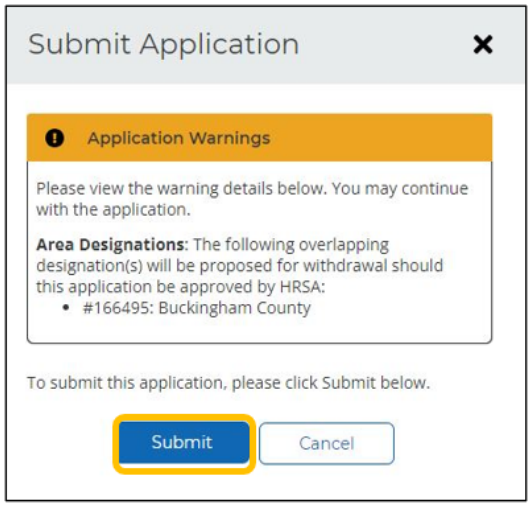


Figure 117: Submitting the Application - Withdrawal Bundle Caution Message

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

SUBMIT APPLICATION 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 Submit 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.

SUBMIT APPLICATION ERROR MESSAGE

An application submission error message is displayed if the overlapping designation(s) is already part of a PFW bundle. These designations are displayed in the warning window during creating an RSA. The application is not submittable until the existing bundle is resolved, or the mentioned designation is removed from the bundle.

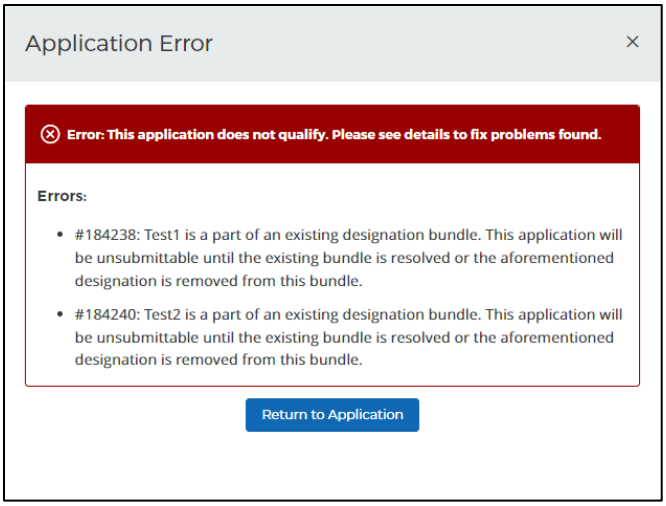


Figure 118 Submit Application Error Message

2.9.1 Go Back RSA Functionality

Once the user completes the RSA step and moves on to the CA step, the system will display “Select Step” drop down on the left-hand panel with the option to go back to RSA.

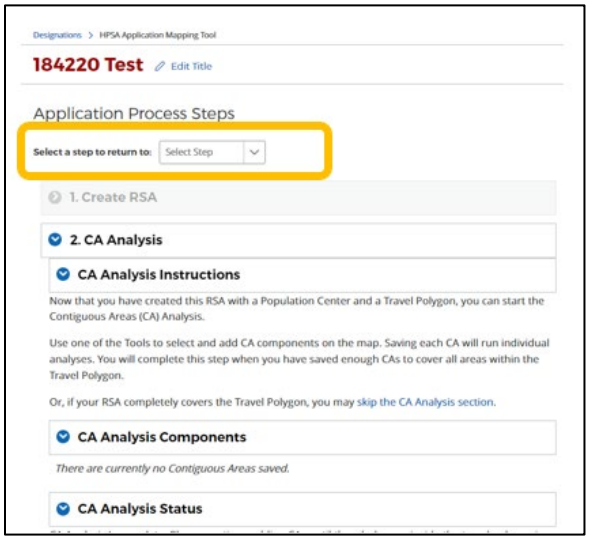


Figure 119 Select Step Dropdown

To go back to the RSA step, select the RSA option from the drop-down box.

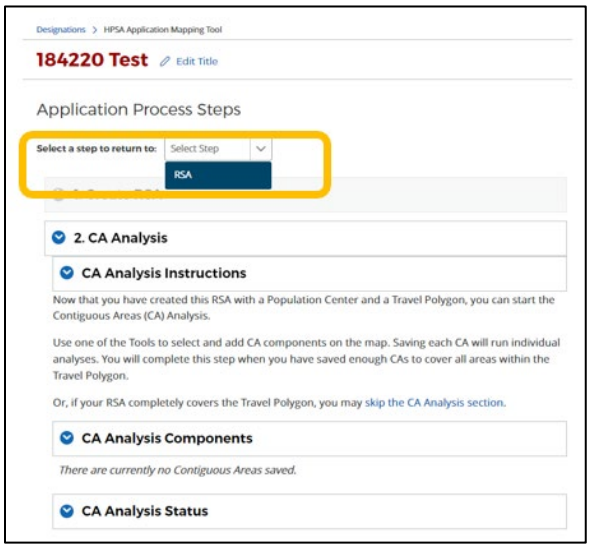


Figure 120 Select a step to return to RSA

The system will display a warning dialog. The user will need to select the Continue button, to confirm that going back to a previous step will affect any changes that have not been saved.

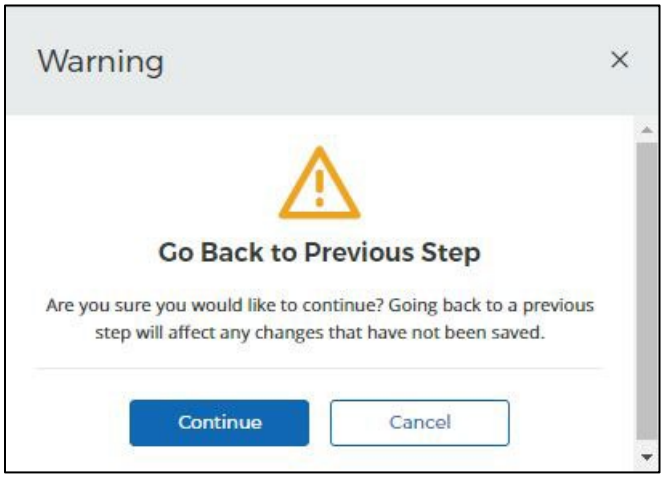


Figure 121 Go Back Warning Message

Once the user selects the Continue button, the warning message will close, and the user will be brought back to the beginning of the RSA step. The RSA dialog will appear, and the map will reset with an in-Progress RSA.

2.9.2 Go Back CA Functionality

After the user completes the CA step and moves on to the NSC step, the system will display CA option in the Select Step drop down on the left-hand panel to go back to CA. To go back to the CA step, select the CA option from the drop-down box.

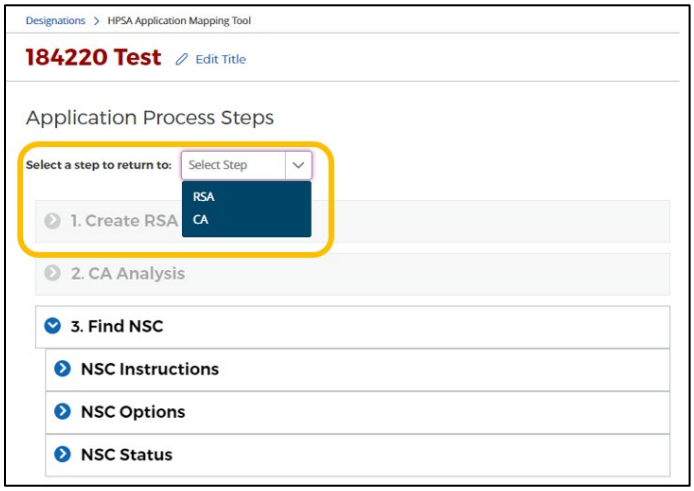


Figure 122 Select a step to return to CA

The system will display a warning dialog. The user will need to select the Continue button, to confirm that going back to a previous step will affect any changes that have not been saved.

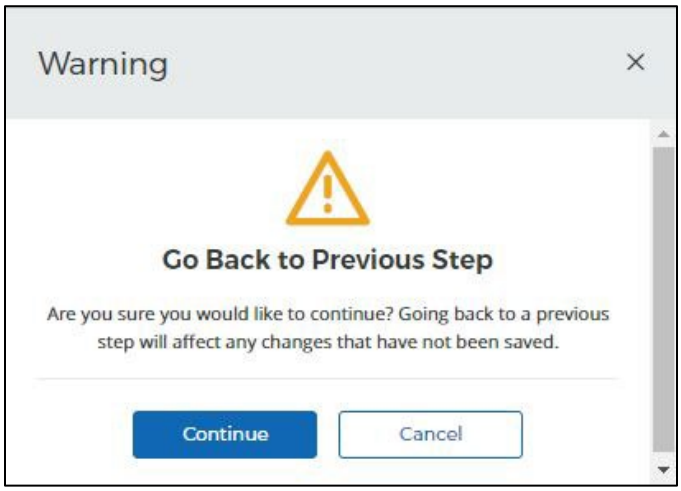


Figure 123 Go Back Warning Message for CA

Once the user selects the Continue button, the warning message will close, and the user will be brought back to the beginning of the CA step. The CA Analysis accordion will be enabled and expanded.

2.10 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.

2.10.1 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.

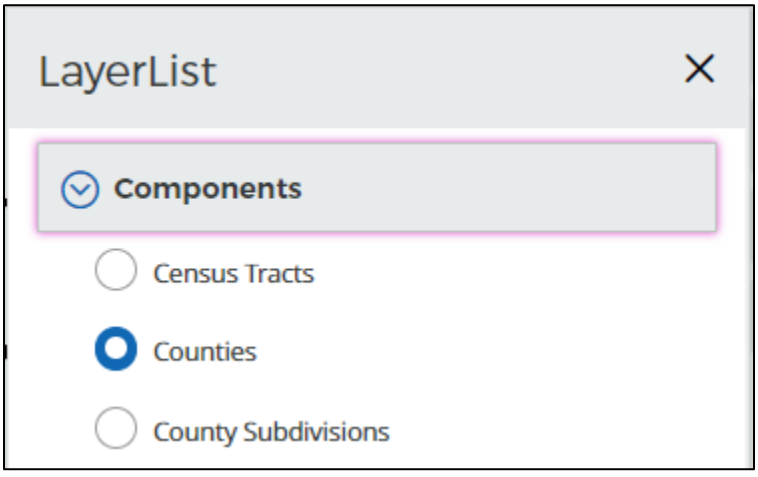


Figure 124: Component Layers for a Territory

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 123*.

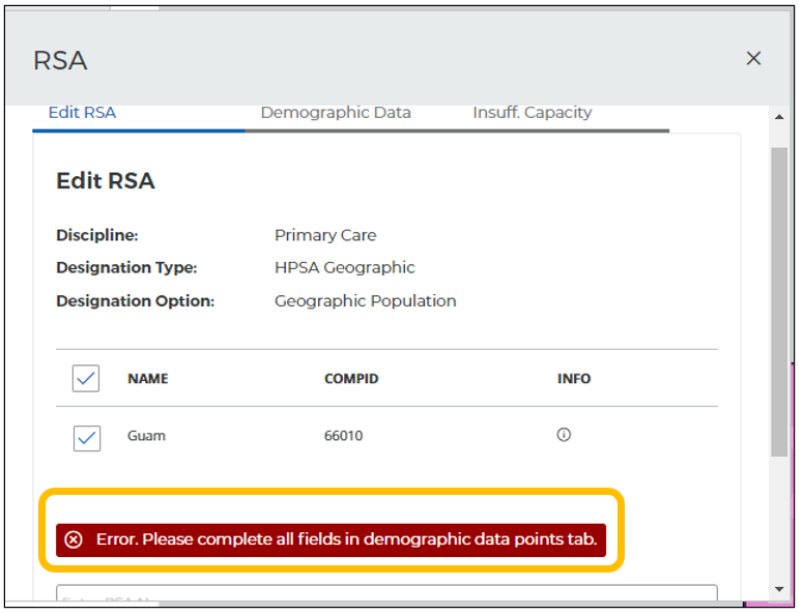


Figure 125: Territory Edit RSA Pop-up Additional Datapoints Needed Warning

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.

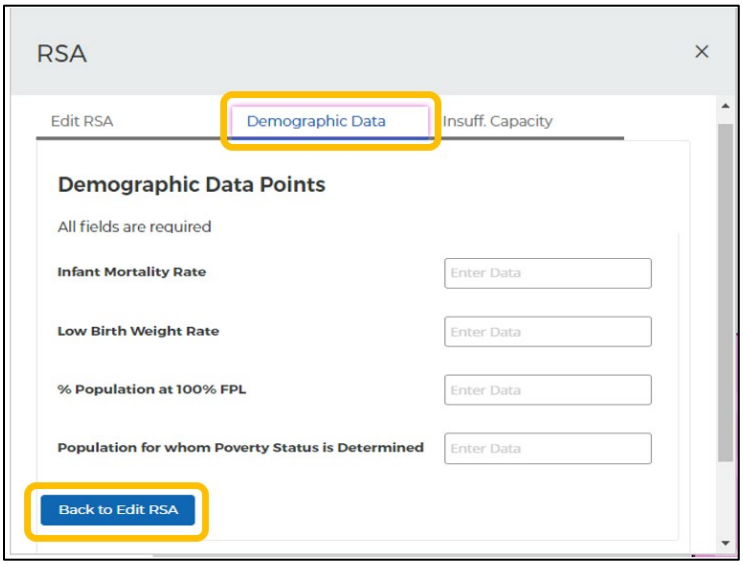


Figure 126: Territory Edit RSA Pop-up - Demographic Datapoints

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 

button will be enabled. Select this button to continue with the application.

4.10.2 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.

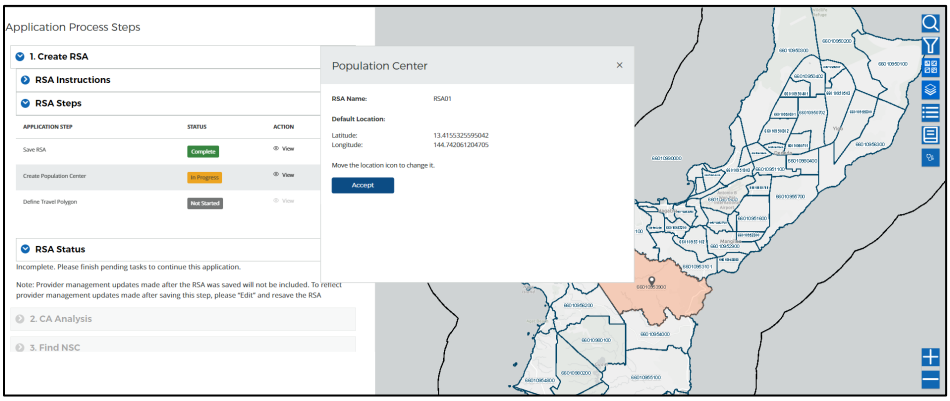


Figure 127: Territory Population Center

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.

2.10.3 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.

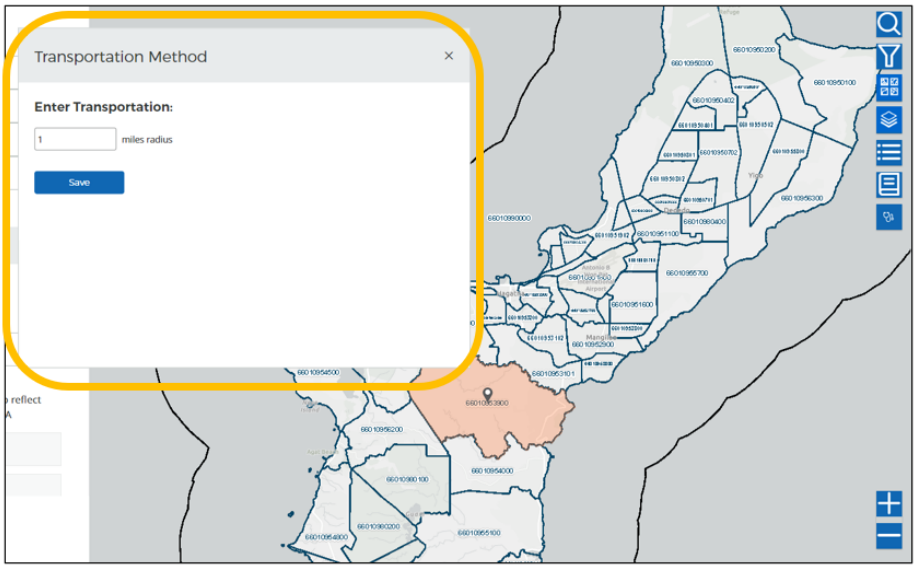


Figure 128: Territories - Creating the Travel Polygon

2.10.4 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:

1. **Skip the CA Analysis Section**

- **Description**
- 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 ' skip the CA Analysis section.

2. **Travel Polygon is Covered by "Force Pass" Contiguous Areas**

-
- 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.

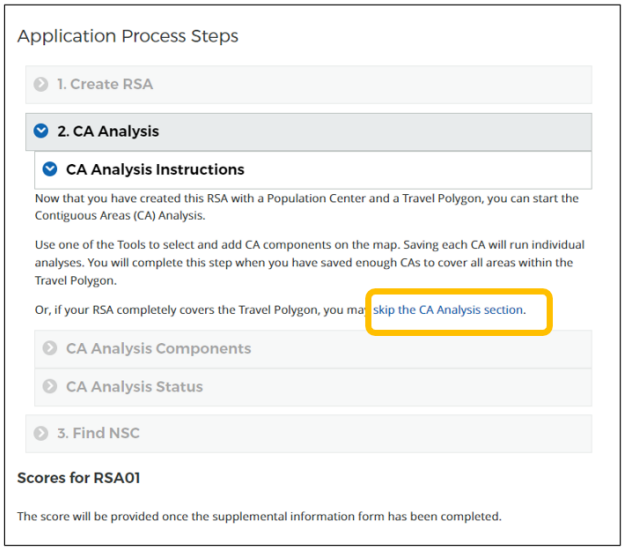


Figure 129: CA Analysis Application Process Steps for Territories

2.10.5 Nearest Source of Care (NSC)

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

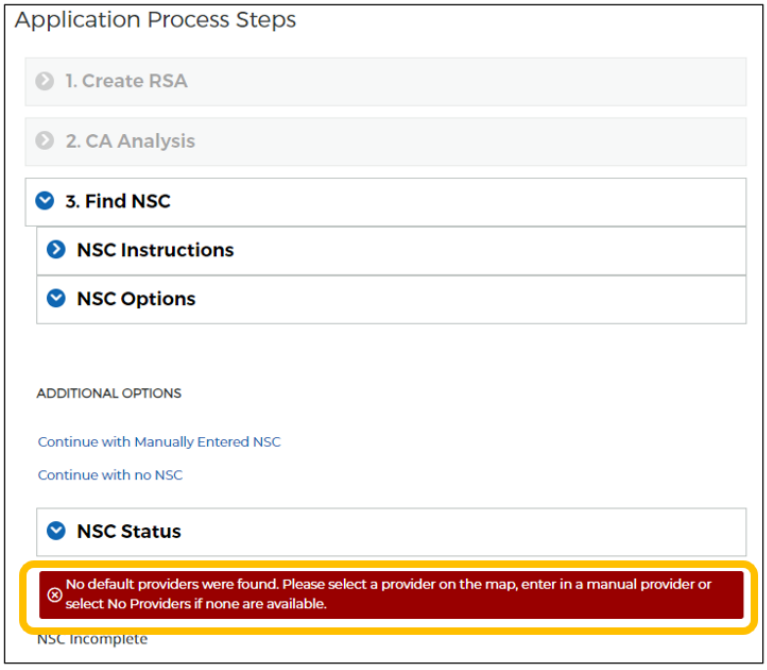


Figure 130: NSC Application Process Step for Territories

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

1. **Continue with Manually Entered NSC**	• **Description** • 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.
2. **Continue with No NSC**	• 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.

2.10.6 Supplemental Information

The Supplemental Information Form 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 at the bottom of the Application process Steps panel.

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

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

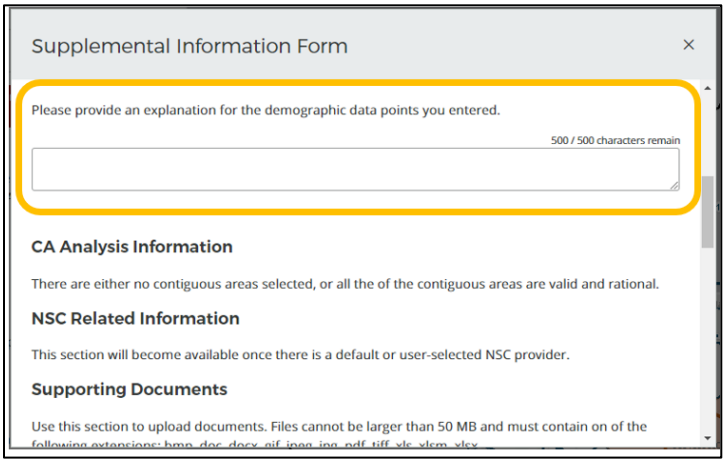


Figure 131: Supplemental Information Form Explanation for Demographic Data points for Territories

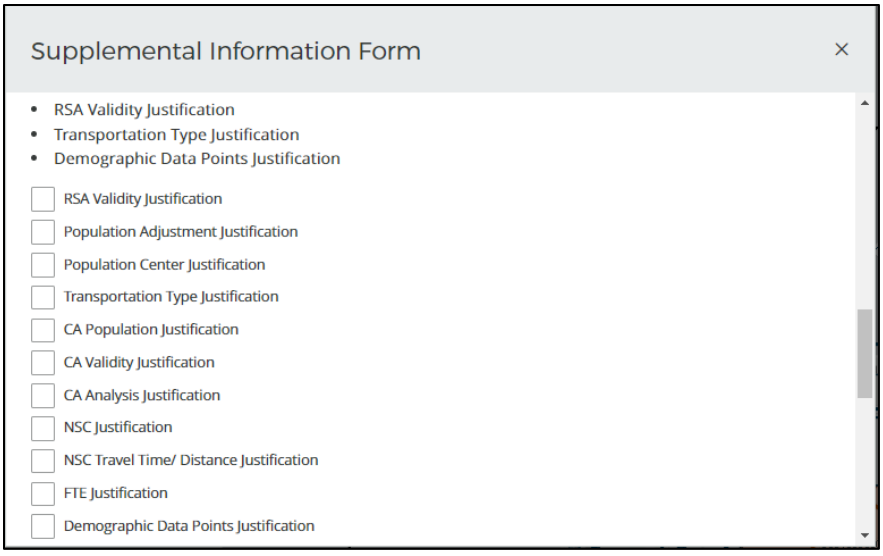


Figure 132: Supplemental Information Form File Classification Options for Territories

2.11 Modernized MUA/P

The user is navigated to the modernized mapping application when they create a new MUA/P application or select any action from the designation profile page for the existing MUA/P applications.

2.11.1 Mapping Widgets Layout and User Interface

The mapping widgets allow multiple ways for a user to select areas on the map and to show more information about selected areas. The Application Process step section in the left-hand panel displays the application steps and their statuses.

2.11.1A APPLICATION PROCESS STEP PANEL

The Application Process Steps displays information to the user on what part of the application they are on. All fields under the Application Step section are read-only.

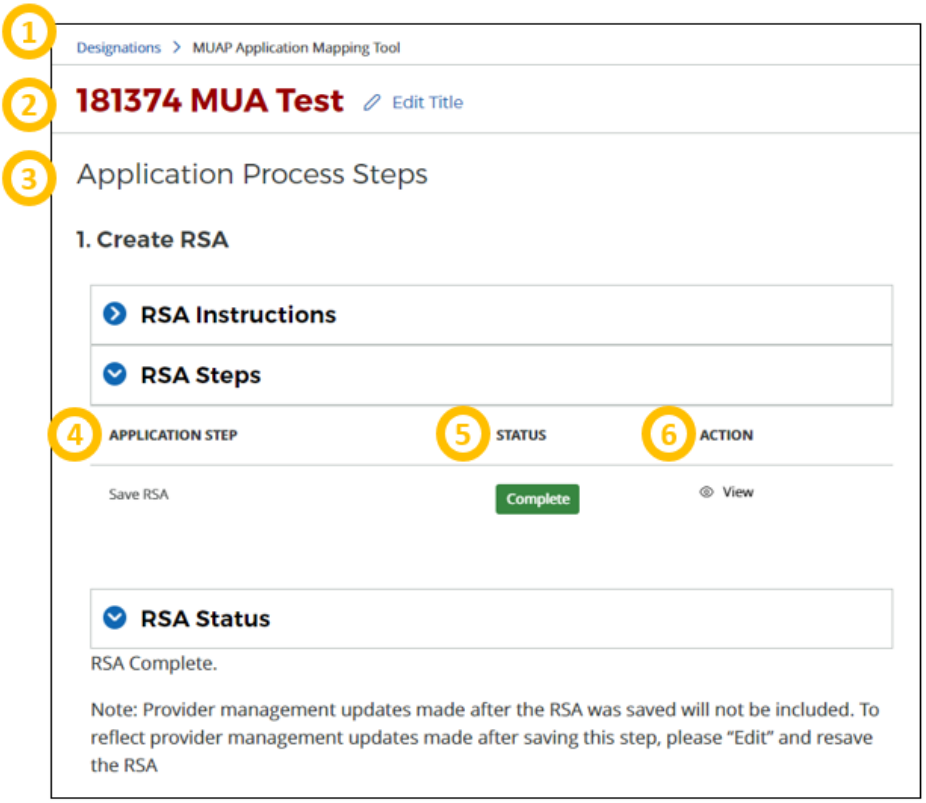


Figure 133 Application Process Steps Panel

Feature	Description
1. Breadcrumbs	This field displays the breadcrumbs at the top of the page. The user may navigate back to their previous page using the breadcrumbs or using the web browser's back button.
2. Designation ID -Name	This field displays the MUA/P designation number and designation name.
3.Application Steps	This field displays the Application Steps.
4. APPLICATION STEP	This field displays the column name for the application steps.
5. STATUS	This field displays the status of the application.
6. ACTION	This field displays the action that the user can take for the application step.

2.11.1.B MAPPING WIDGETS LAYOUT

The mapping widgets are located in the right-hand side of the map. They allow users different functions including the ability to search, narrow down results with filter, select areas on the map to view provider location, demographic, health statistic information, select an area on the map to create an RSA, etc.

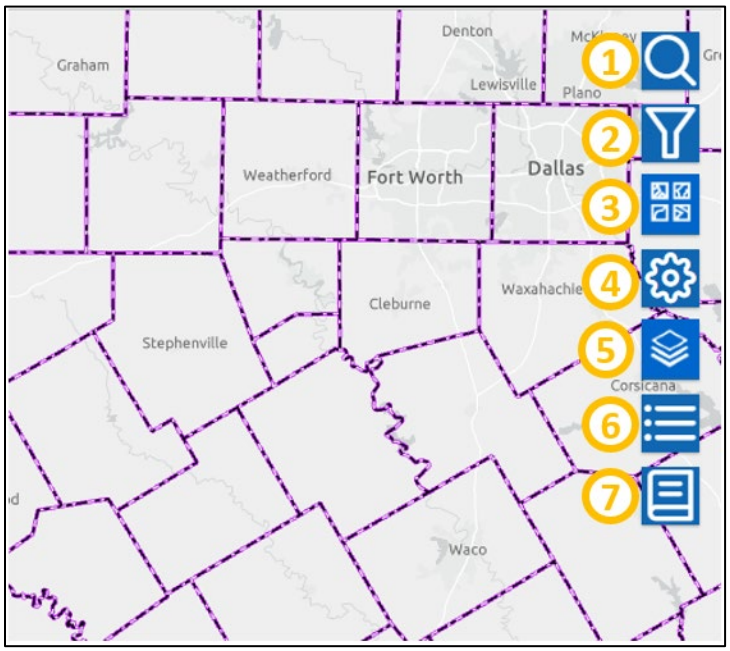


Figure 134 Mapping Widgets Layout on the Map

Feature	Description
1. SEARCH	This tool allows the user to search for areas on the map using various search criteria. For more information*, refer to 5.1.7 Search Bar*
2. FILTER	This tool allows user to select and narrow down the filter results. For more information, *refer to 5.1.5 Filter*
3. BASEMAP GALLERY	This tool contains multiple cartographic styles that offer different information associated with the map view being displayed. For more information, *refer to 5.1.2 Basemap Gallery*
4. TOOLS	This tool allows users to select an area on the map. For more information, *refer to 4.11.1.C Map Tools Widget*
5. LAYER LIST	This tool contains geographic, designation, provider location, and health/demographic information that users can interact with and reference. For more information, refer to 5.1.3 Layer List

Feature	Description
6. LEGEND	This tool contains the symbology or visualization details for all layers enabled by the user in the Layer List menu. For more information, *refer to 5.1.4 Legend*
7. DESIGNATION DATA SNAPSHOT	This tool displays the demographic data for the saved RSA. For more information, *refer to 4.11.1D Designation Data Snapshot Widget*

2.11.1.C MAP TOOLS WIDGET

To access the Map Tools dropdown, locate the Tools widget on the right-hand side of the map. The following options are available:

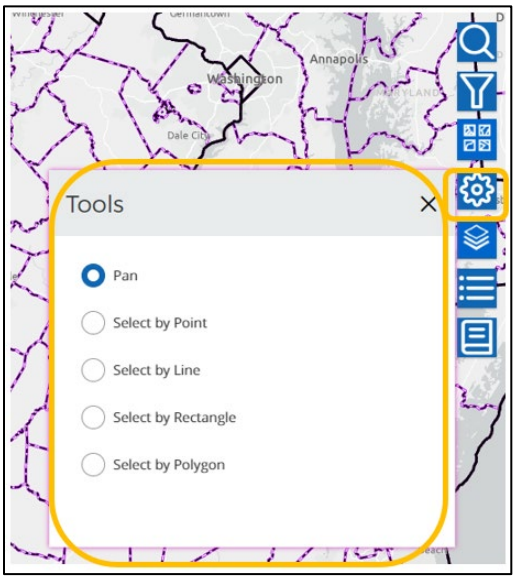


Figure 135 Map Tools Dropdown Menu

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.

Feature	Description
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.

2.11.1D DESIGNATION DATA SNAPSHOT WIDGET

To access the Data Snapshot dropdown, locate the Designation Data Snapshot widget on the right-hand side of the map. The Designation Data Snapshot widget includes the data for any RSA as they get saved during the designation application process step. All data on this widget is read only and cannot be changed.

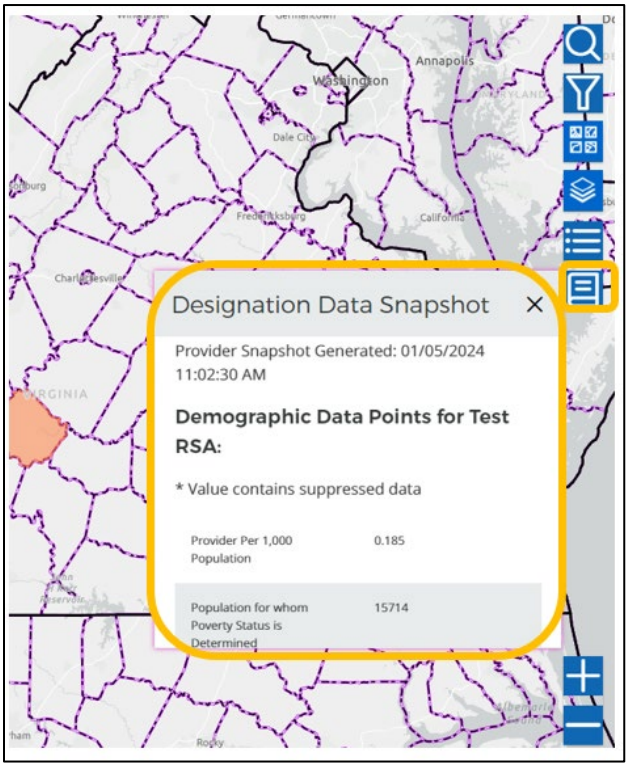


Figure 136: Designation Data Snapshot Widget

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.
- When the Number of Live Births, Number of Infant Deaths, Low Birth Weight Births, and/or Infant Mortality Rate includes suppressed data, the data snapshot will display the number and asterisk (*).

2.11.2 Creating a Rational Service Area (RSA)

Creating an RSA includes the following subtasks:

- Selecting RSA Components
- Entering RSA Name
- Saving RSA

The user will be able to track their progress throughout the entire designation creation process in the Application Process Steps Sidebar. This can be accessed by selecting the “RSA Steps” expandable section on the left-hand side panel.

2.11.2A SELECTING RSA COMPONENTS

In the Mapping Tool, select the “Tools” widget located on the left side of the map. 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.*

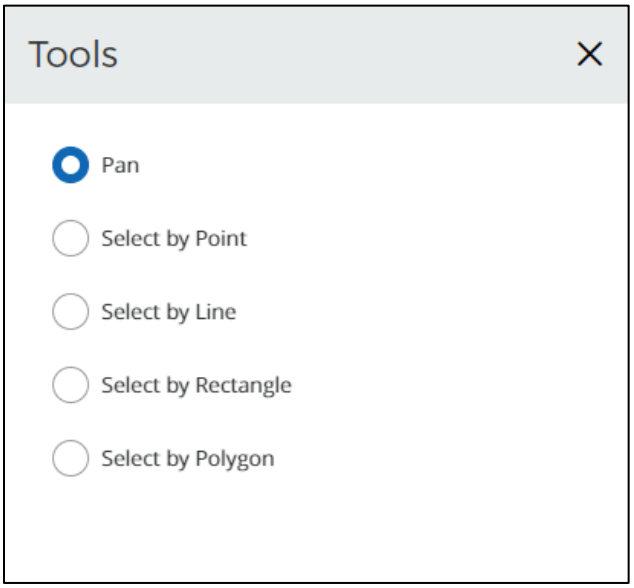


Figure 137: Navigating to the Map Tools Options

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 “Layers” widget. Under the “Components” tab, the user can select a layer by selecting a radio button.

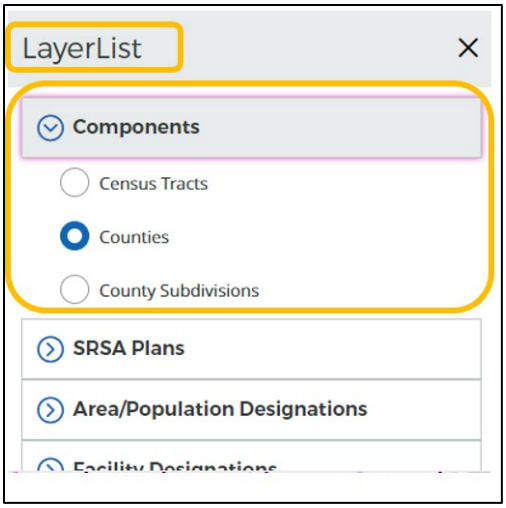


Figure 138: Selecting Layer to Build RSA Component With

Once the correct layer for the component has been selected, the user should select the area on the map that will make up the RSA. When the user has selected an RSA component, the component(s) will be highlighted in pink, and the "RSA" dialog box will appear in the application.

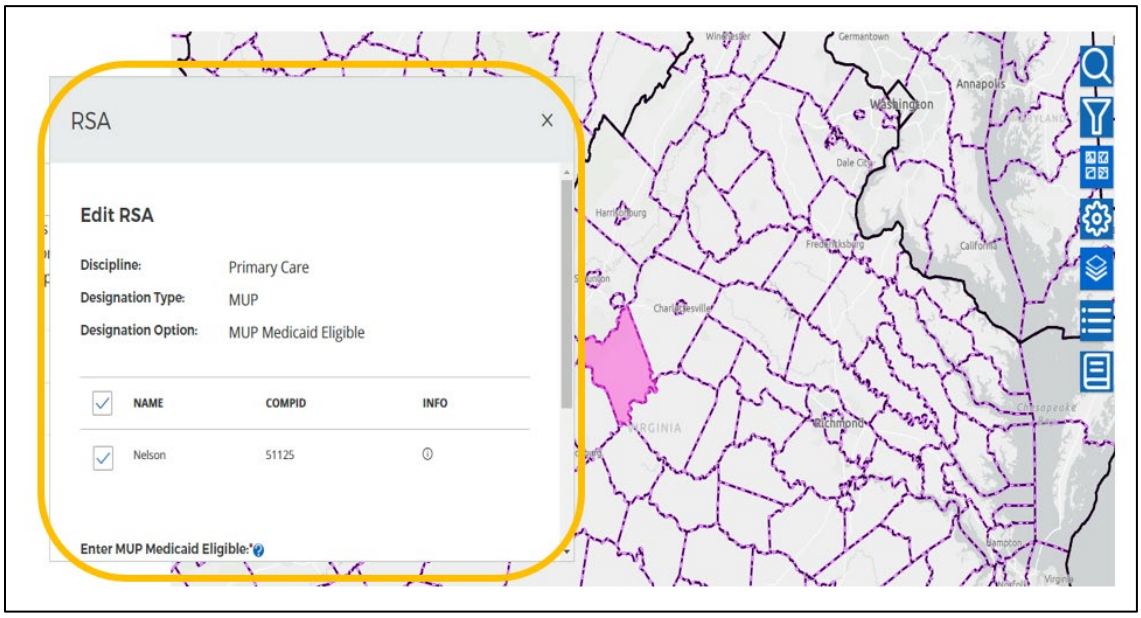


Figure 139: Selected RSA Component and RSA Popup

Within the popup, the user will have access to the following information.

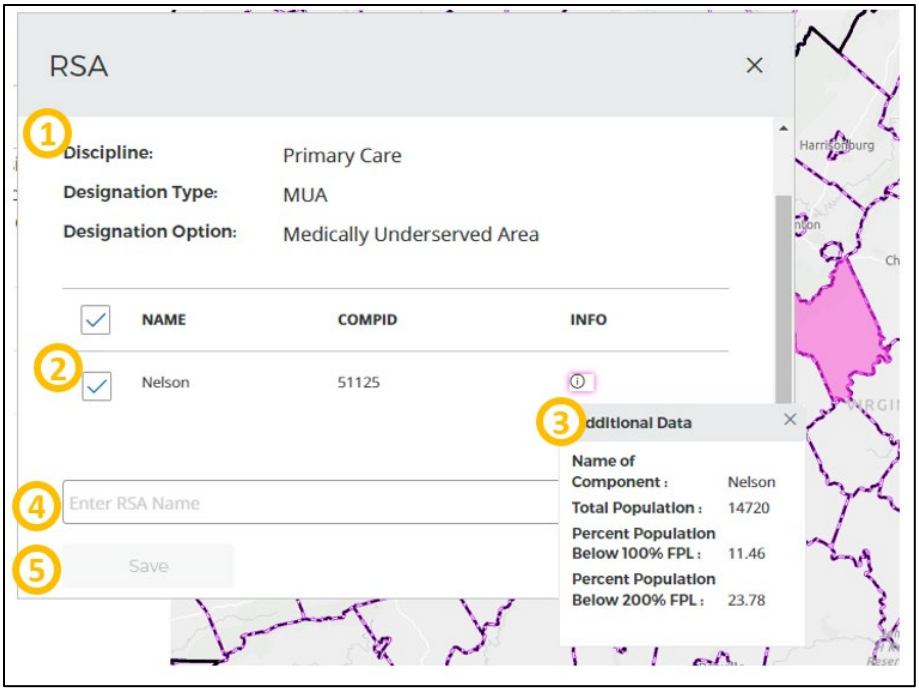


Figure 140: RSA Popup

The generic "RSA" popup contains the following features:

Feature	Description
1. Selected Designation	The top section will display the discipline, designation type, and designation option previously selected by the user.
2. 	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.
3. 	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
4. 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.

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

- The population for all 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 status will update to indicate that the “Save RSA” step is “Complete” and RSA status to “Complete”:

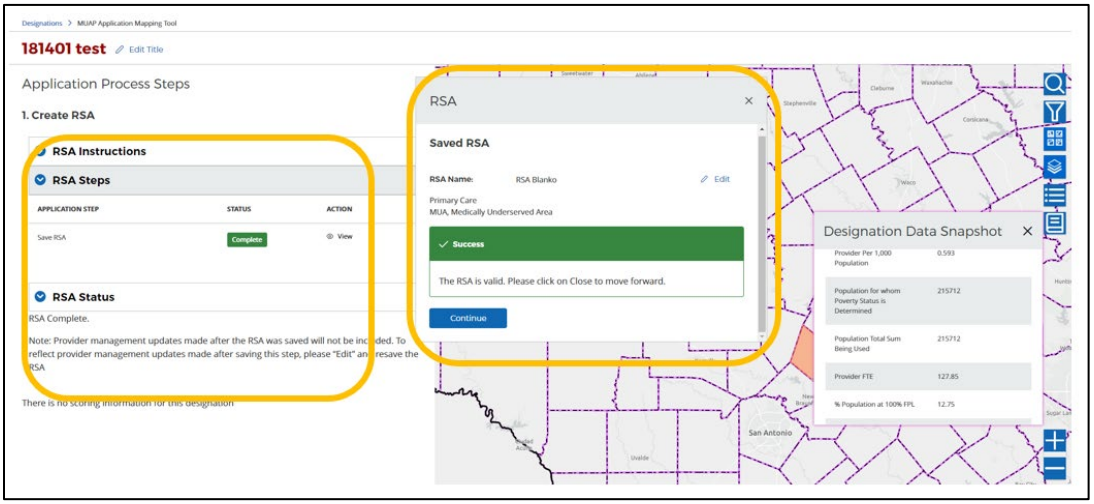


Figure 141: Successfully Saved RSA Pop-up and Updated Application Progress

The user can engage the Edit link to make changes to the RSA. If no changes are needed, select the Continue button to generate the final score and the sub-scores.

If the RSA is saved with the errors, the Application Process Steps status will update to indicate that the “Save RSA” step is “In Progress” and RSA Status to “Incomplete”:

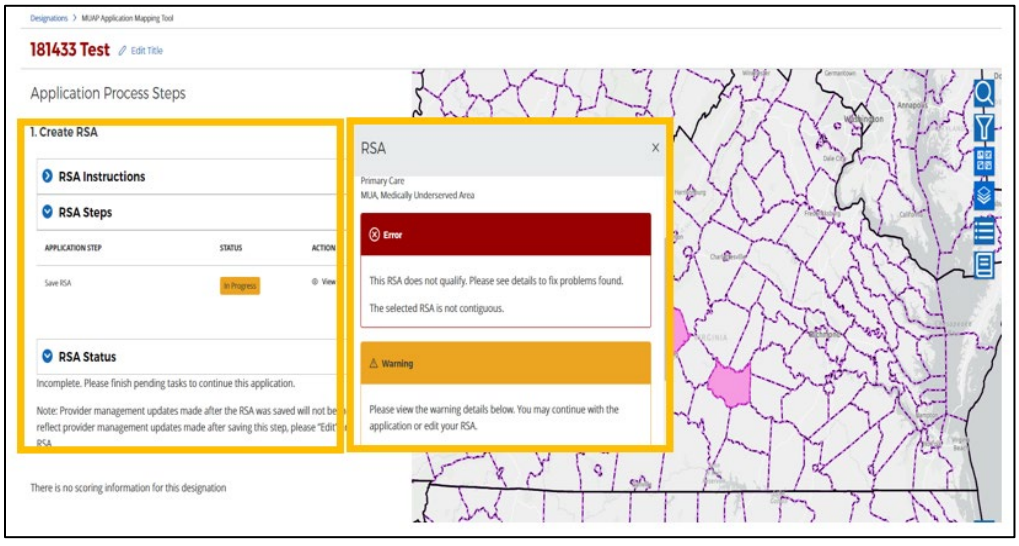


Figure 142: RSA Saved with error and Updated Application Progress

The user can only proceed to the next step of the application when the RSA is saved successfully or with warnings.

2.11.2B CHANGING RSA COMPONENT LAYER

The user is allowed to change the component layer after the RSA is saved. The system will display a warning message.

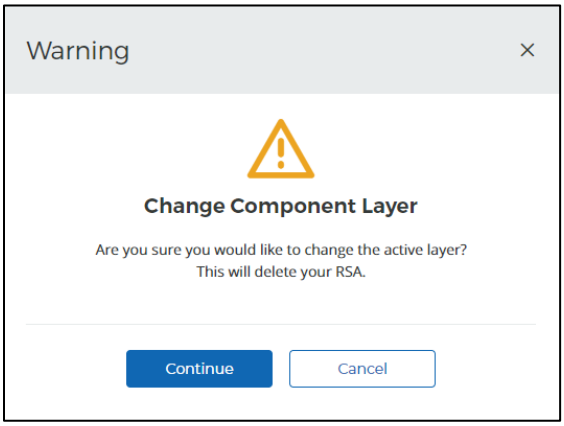


Figure 143: Component Layer Change Warning

The user can continue through the process by selecting the Continue button. Selecting the Continue button will delete the RSA information and change the component layer on the map. When the Warning popup is displayed, the user is unable to interact with any other functionality on the map until either “Continue” or “Cancel” button is selected.

If the user does not want to proceed to change the active layer, they can select the Cancel button. This will close the warning message and the user will be navigated back on the map.

2.11.2C RSA WARNINGS AND ERRORS

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

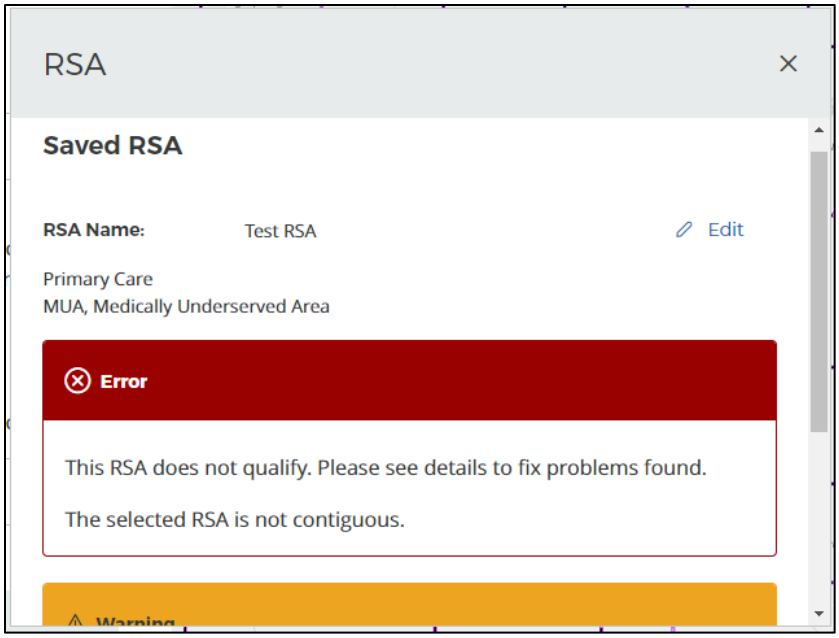


Figure 144: RSA Does Not Qualify Error Message

The red Error banner will provide further information on why the RSA does not qualify. The user can engage the Edit link to make changes to the RSA.

The following message will be displayed below when the RSA total relevant population is not greater than 0:

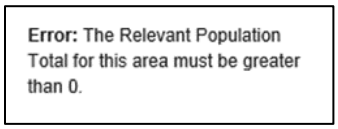


Figure 145: RSA Does Not Qualify Error Details

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:

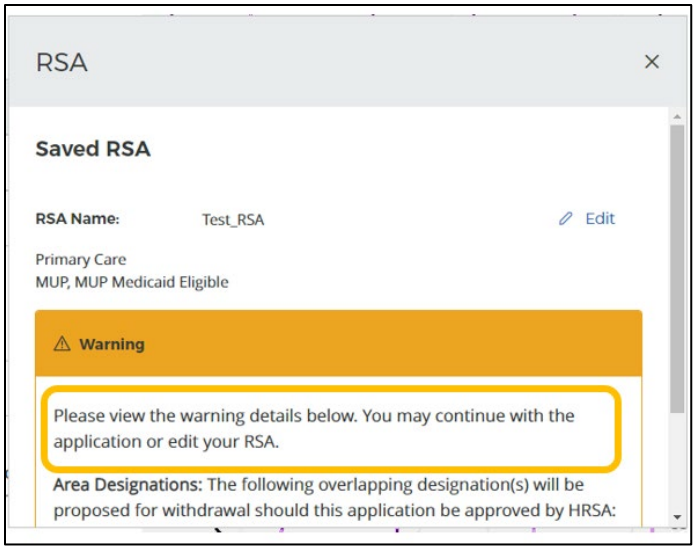


Figure 146: Saving RSA Warning Message

Warnings will be displayed under the yellow banner. Scroll the RSA dialog box to see all the warnings.

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.

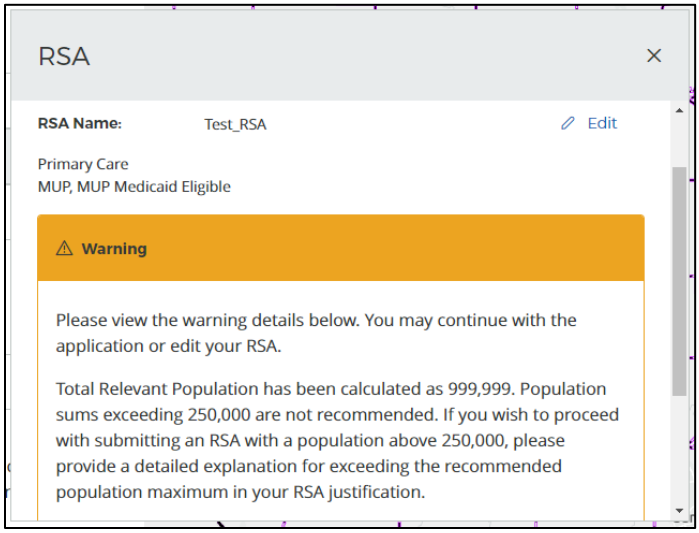


Figure 147: Population Maximum Exceeded Caution Message

If desired, the user can continue with the application if a warning 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 Continue button. Selecting the Continue button will direct the user to the Supplemental Information step. See *Section 4.11.4 Supplemental Information* for instructions on these steps.

OVERLAP CAUTION MESSAGE

If the RSA overlaps with a preexisting designation, the system will display the following message. The message displays which designations overlap with the RSA being created.

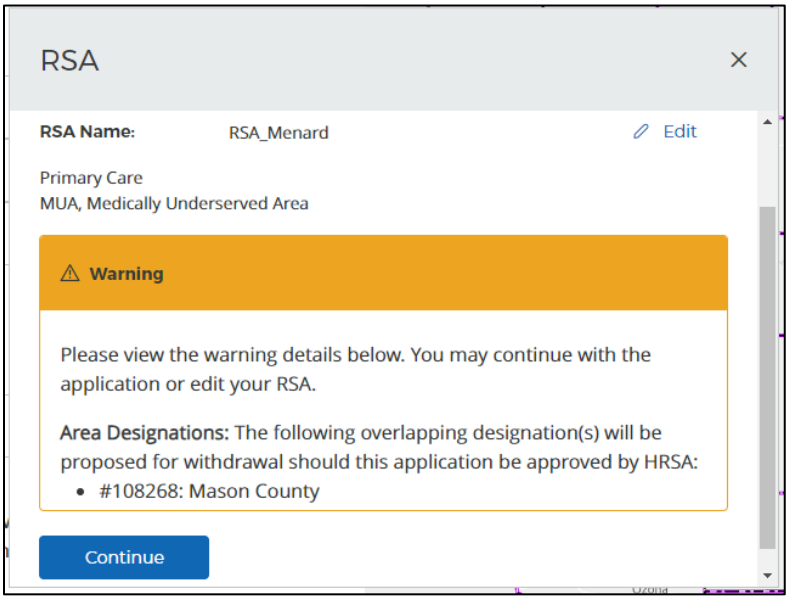


Figure 148: RSA Overlap Caution Message

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.

Selecting the Continue button will direct the user to the Supplemental Information step if the supporting documents are needed for the designation. See *Section 4.11.4 Supplemental Information* for instructions on these steps.

2.11.3 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.

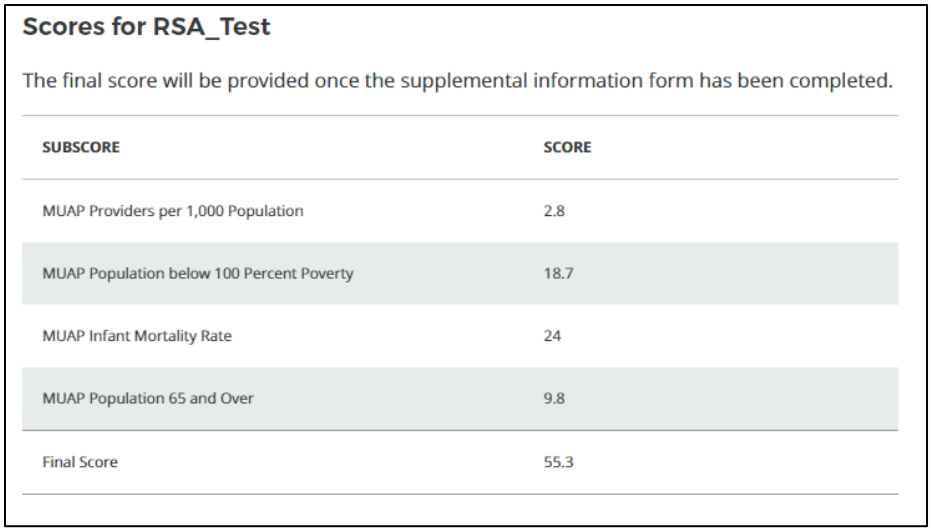


Figure 149: MUA/P Scoring Page

2.11.4 Supplemental Information

After the "RSA" 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:

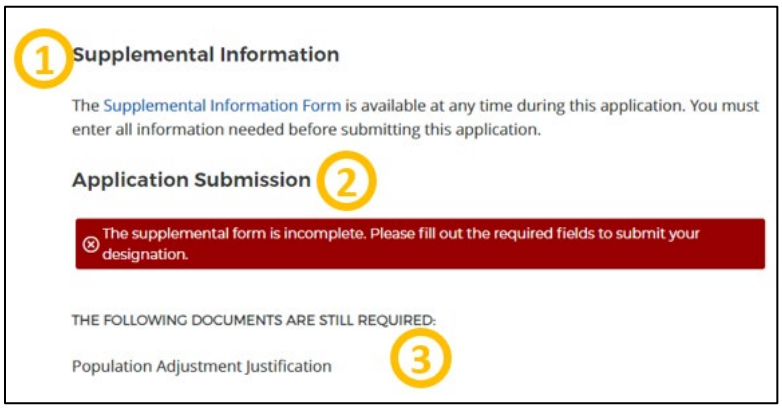


Figure 150: MUAP Application Submission Check Results Summary

Feature	Description
1. Supplemental Information	This field has the Supplemental Information Form link.
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."*

Feature	Description
3. 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.

SUPPORTING DOCUMENTS

The Supporting Documents section allows the user to upload document justifications to the Mapping Tool. Supporting documents can be uploaded via the Supplemental Information Form. The link 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.

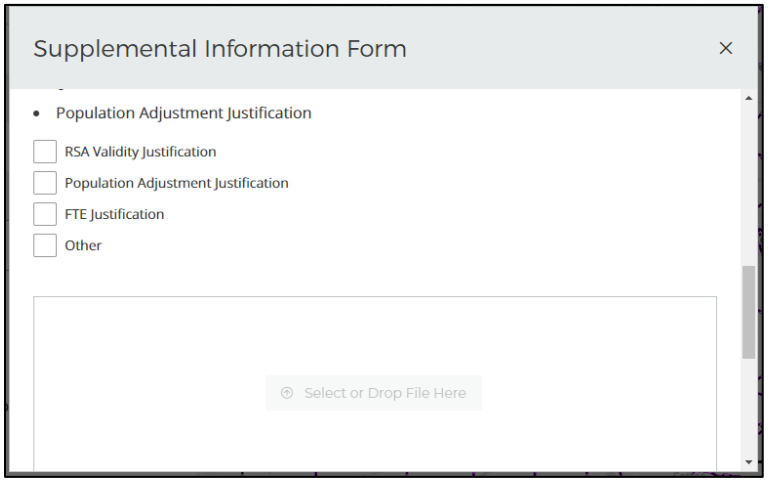


Figure 151: Supplemental Information Form

For uploading supporting documents refer to *4.7.6A Uploading supporting documents*

For deleting supporting document refer to *4.7.6B Deleting supporting documents*

USER NOTES

When answering questions in the Supplemental Information Form, the user will see

- A list of required documents inside of the Supplemental Information modal
- The ability to upload a single document for multiple justifications
- A verification that the supporting documentation does not include PII

2.11.5 Submitting the MUA/P Application

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

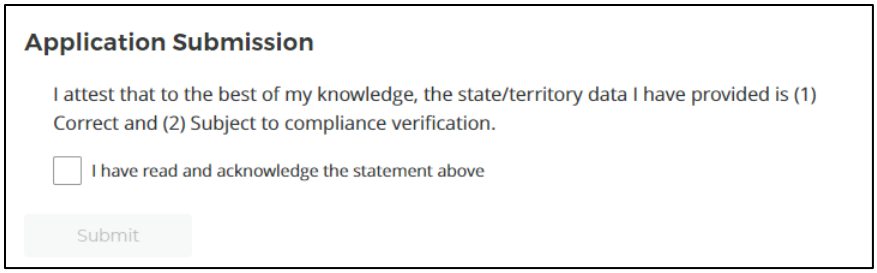


Figure 152: Application Submission Information and Attestation

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

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

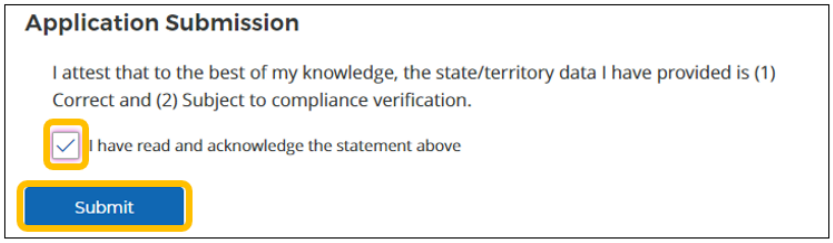


Figure 153: Enabled Application Submission Button

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

SUBMIT APPLICATION WARNING MESSAGE

If the user received any warning message during the save RSA step (see section *4.11.2C RSA Warnings and Errors),* the system will display the warning message again and the user will need to select the Submit button a second time to confirm that they want to proceed to submit the application.

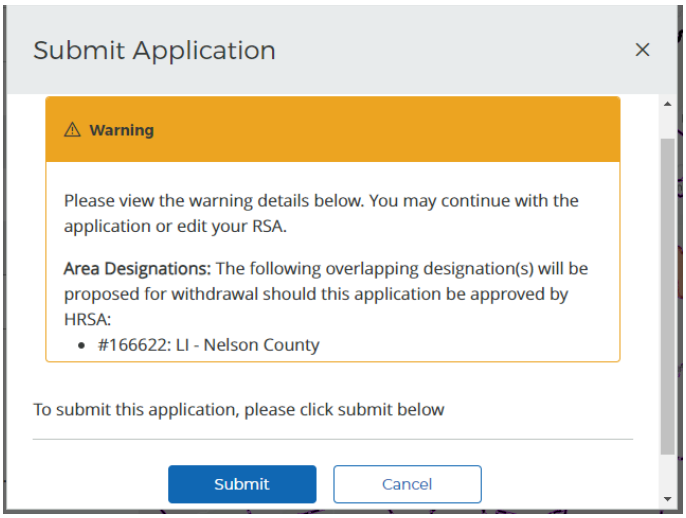


Figure 154: Submitting the Application - Withdrawal Bundle Caution Message

If the user does not want to proceed to submit application, they can select the Cancel button. This will close the warning message and the user will be navigated back on the map.

USER NOTES

- The user can submit the application knowing that the overlapping designations will be proposed for withdrawal.
- The user can submit the application knowing that the maximum or minimum RSA relevant population does not meet the recommended population.

2.11.6 MUA/P 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). 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 the United States territories. For the full step-by-step guide on using the Mapping Tool, refer to sections 4.11.1 through 4.11.5

RSA POP-UP

The 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 153: Territory RSA Pop-up Additional Datapoints Needed Warning*

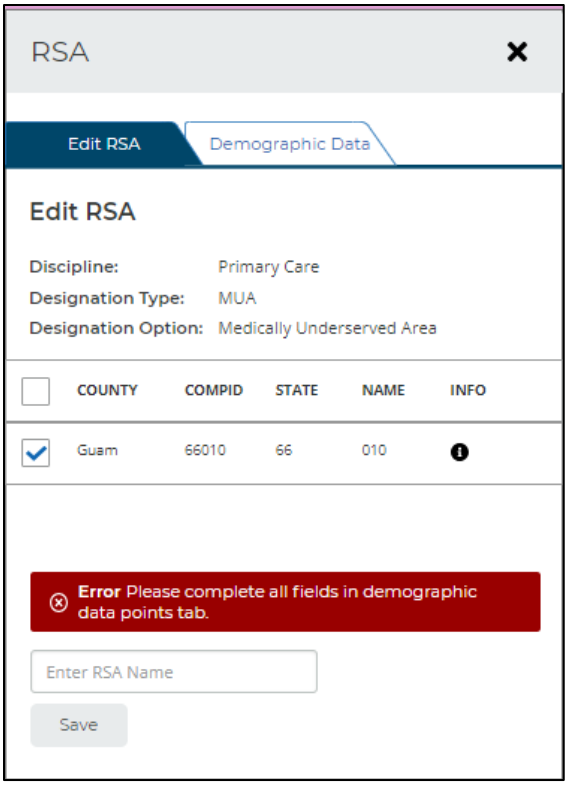


Figure 155: Territory RSA Pop-up Additional Datapoints Needed Warning

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.

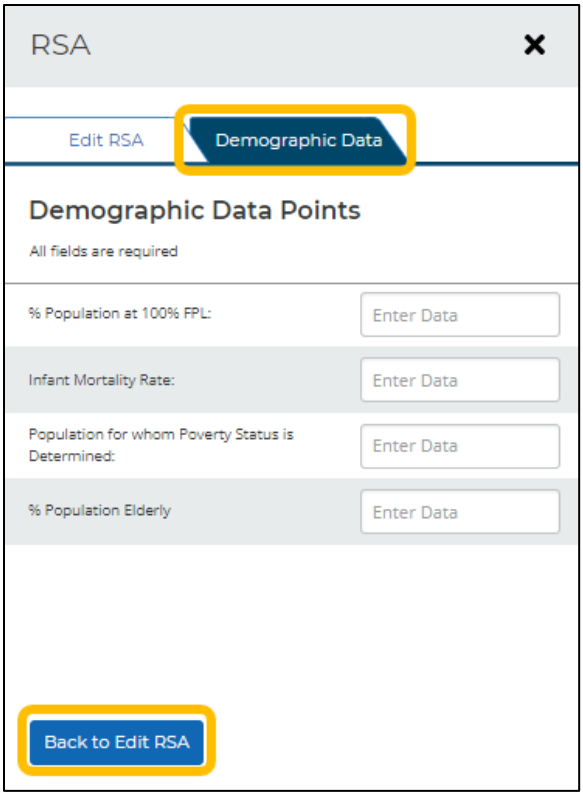


Figure 156: Territory RSA Pop-up - Demographic Datapoints

Once all required demographic datapoints have been provided, select the Back to Edit RSA *button 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.*

3. DESIGNATIONS PORTAL

From the "Designations" menu on the PCO Portal Home page, the user will be able to access a new Designation Management Landing Page. Users will be able to access all designation related activities from the new landing page including designation search, managing designation application, SRSA plans, update previews, and the informational mapping tool.

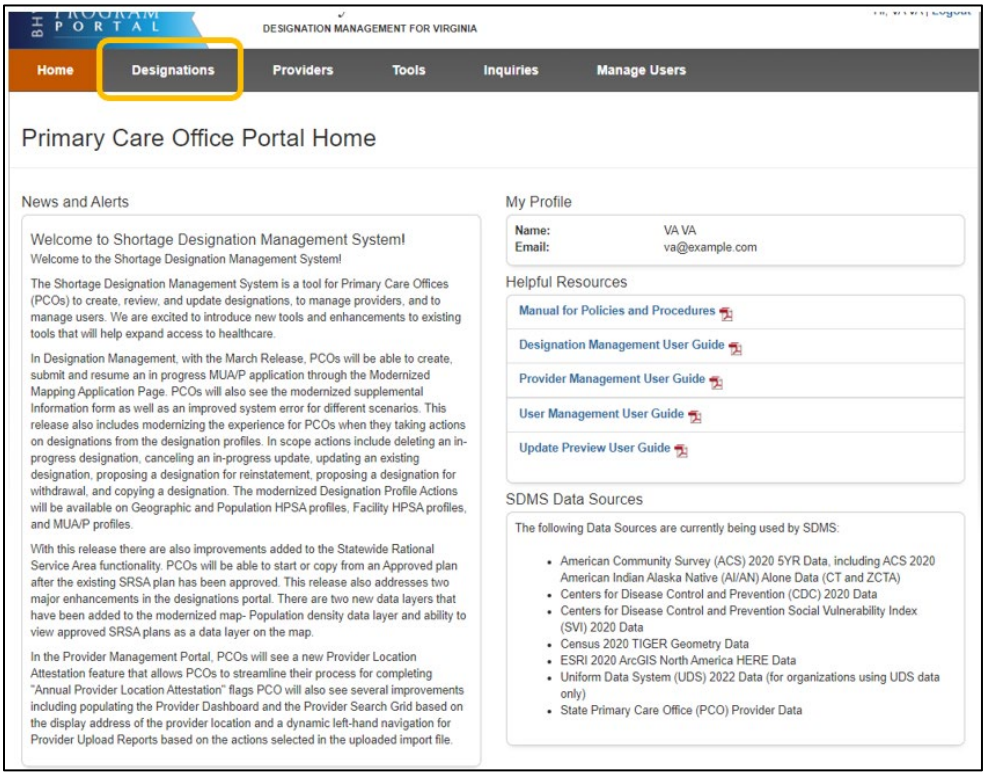


Figure 157: PCO Portal Homepage - Designations

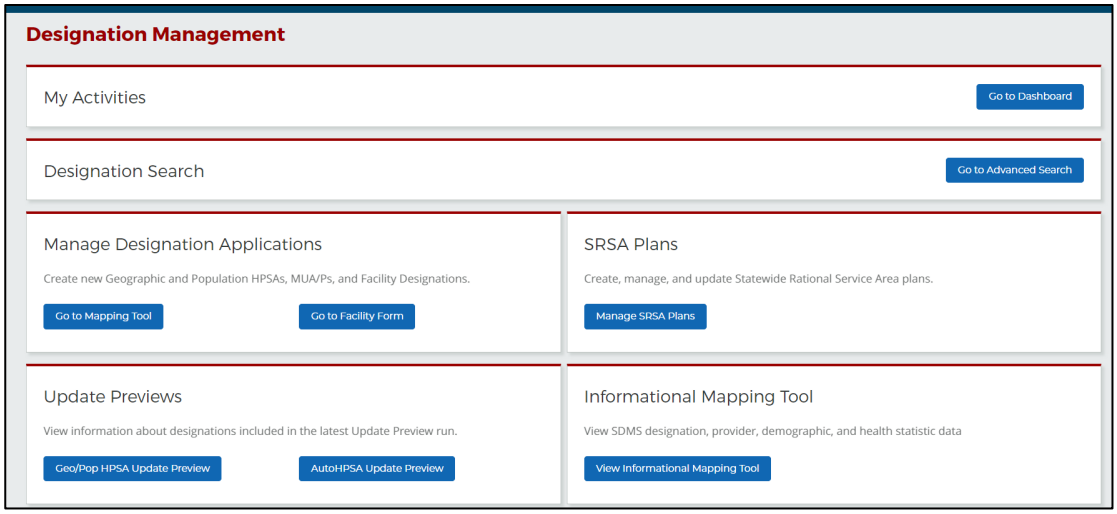


Figure 158: Modernized Designation Landing Page

3.1 Informational Mapping Tool

The user can access the informational mapping tool through the modernized Designation Landing Page by selecting the “Designations” tab on the navigation panel, and then selecting the “View Informational Mapping Tool” button from the Informational Mapping Tool card.

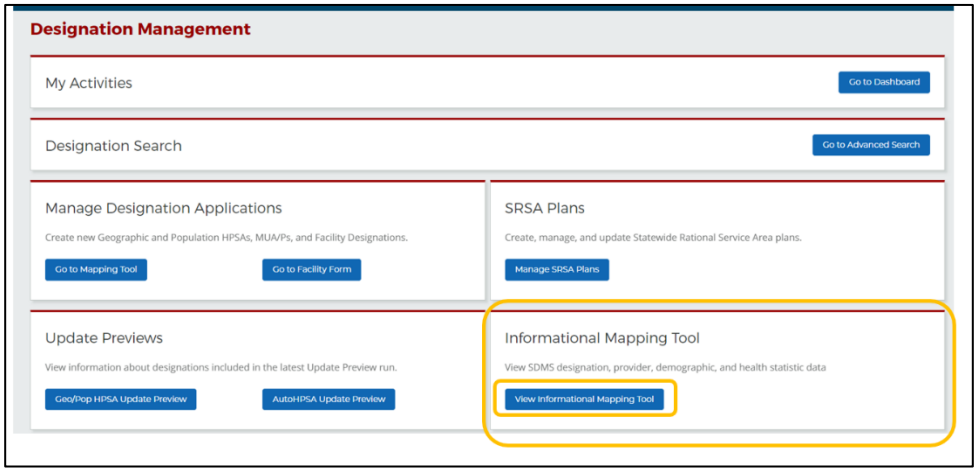


Figure 159: SDMS Informational Mapping Tool Navigation

3.1.1 Informational Mapping Tool Layout and User Interface

The informational mapping tool allows users the ability to select areas on the map and view more detailed SDMS designation, provider location, demographic, and health statistic information without initiating new designation applications or updates to existing designation records.

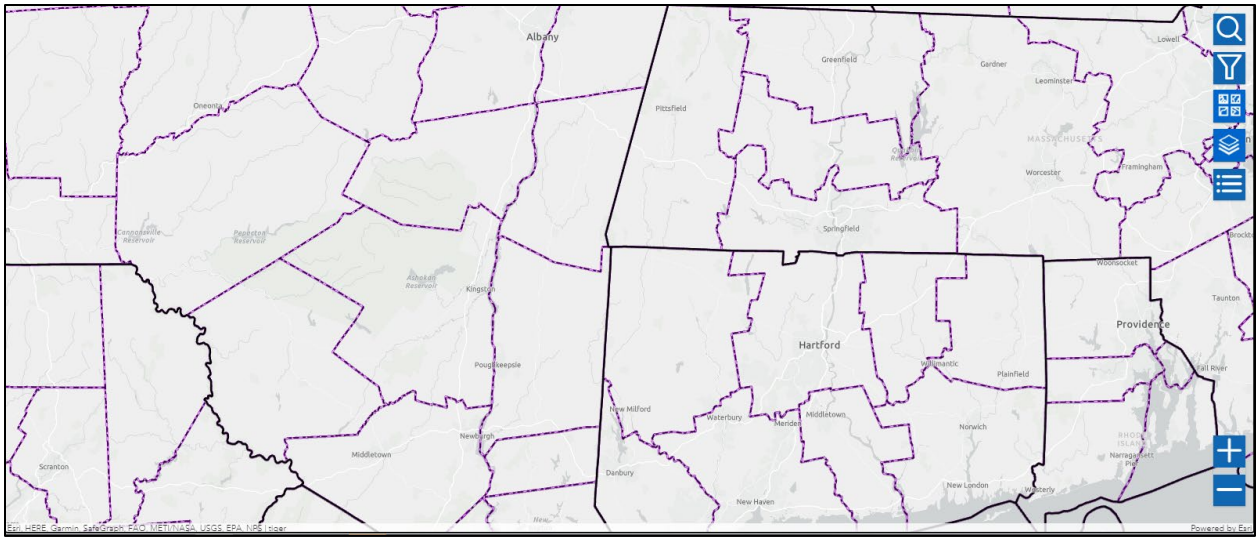


Figure 160: PCO Informational Mapping Tool

Feature	Description
1. 	The + and - icons in the lower right corner of the map view will change the zoom level. Some information on the map will be disabled or enabled depending on the zoom level selected by the user (e.g., Provider Locations display at a lower zoom level than the default upon loading of the informational mapping tool.).
2. 	Selecting the icon will open a list of data layers and a text field and allow users to select one layer to search against. Entering information in the adjacent text field and subsequently selecting the magnifying glass icon will allow users to execute a search using the criteria entered. The map extent (i.e., view) will update automatically if a search result is found. If no object is found, a message will display stating, “There were no results found.”
3. 	Selecting this icon will open the Basemap Gallery and allow users to view and select from a list of basemap options. Basemaps are those layers of information external to SDMS available for reference.
4. 	Selecting this icon will open the Layer List and allow users to view and select from a list of data layer options. Data layers include those layers built using information housed within SDMS such as designation and provider location data/information.
5. 	Selecting this icon will open the Legend and allow users to view the symbology associated with the data layers enabled on the map view.
6. 	Selecting this icon will open the filter widget and allow users do a focused search using the many fields provided in the filter widget. Users can select the fields that they want to search against and click “Apply”

3.1.2 Basemap Gallery

The Basemap Gallery is located in the upper right corner of the map view, above the Layer List. It contains multiple cartographic styles that offer different information associated with the map view being displayed. To view the options, select the button. These styles offer different features and information that can provide more insight and reference points to the user. These cartographic styles are provided by ESRI and are maintained externally to SDMS.

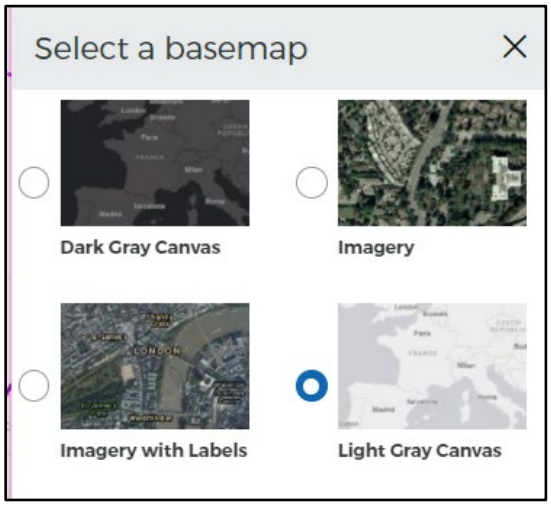


Figure 161: Informational Mapping Tool Basemap Gallery

Feature	Description
1. Dark Gray Canvas	This basemap features a dark gray, neutral background style with minimal colors, labels, and features that is designed to draw attention to enabled data layers and other user-selected content.
2. Imagery	This view presents satellite imagery for the world and high-resolution imagery for the United States.
3. Imagery Hybrid	This option shows satellite and high-resolution aerial imagery for the world with political boundaries and place names.
4. Light 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 on the map.
5. National Geographic Style Map	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.
6. Navigation	This basemap features a custom navigation style. It includes highways, major roads, minor roads, railways, water features, cities, parks, landmarks, building footprints, and administrative boundaries.

Feature	Description
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. OpenStreetMap	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.
9. Streets	This comprehensive street map includes highways, major roads, minor roads, railways, water features, cities, parks, landmarks, building footprints, and administrative boundaries.
10. Streets (Night)	This basemap includes highways, major roads, minor roads, water features, cities, parks, landmarks, building footprints, and administrative boundaries in a custom “night time” view.
11. Terrain with Labels	This basemap features shading indicative of changing elevations across terrain. It includes populated place names, admin and water labels, boundaries, and roads.
12. Topographic	The topographic map includes cities, water features, physiographic features, parks, landmarks, highways, roads, railways, airports, and administrative boundaries.

3.1.3 Layer List

The Layer List is located in the upper right corner of the map view, under the Basemap Gallery. It contains geographic, designation, provider location, and health/demographic information that users can interact with and reference.

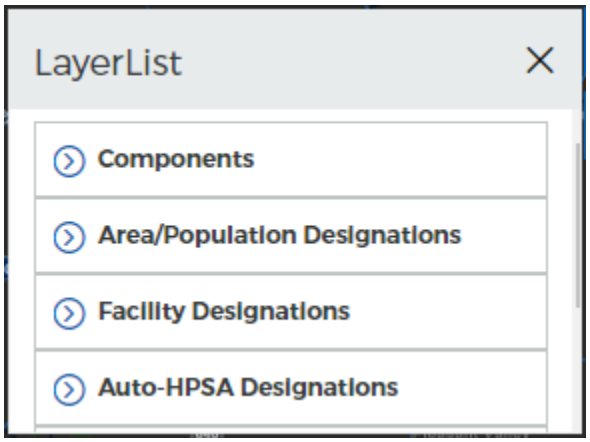


Figure 162: Informational Mapping Tool Layer List

Feature	Description
1. Components	This group layer allows users to visualize county, census tract, or county subdivision boundaries. Users will only be able to select one component for viewing at a time using the radio button next to the layer options.
2. SRSA Plans	This group layers allows users to visualize SRSA Plans that have been approved. The layer is further broken down by state and discipline. Users can select one discipline at a time to view on the map by selecting the radio button.
3. Area/Population Designations	This group layer allows users to visualize geographic/population HPSA and MUA/P designations in either a "Designated" or "Proposed for Withdrawal" status. The group layer is further broken down by discipline. Users may select more than one discipline within the group layer using the eye icon next to the layer options.
4. Facility Designations	This group layer allows users to visualize other facility (OFAC), correctional facility, and state/county mental hospital (SMH) HPSA designations in either a "Designated" or "Proposed for Withdrawal" status. The group layer is further broken down by discipline. Users may select more than one discipline and facility type within the group layer using the eye icon next to the layer options.
5. Auto-HPSA Designations	This group layer allows users to visualize Auto-HPSA designations in a "Designated" status. This group layer is further broken down by discipline. Users may select more than one discipline within the group layer using the eye icon next to the layer options.
6. Provider Locations	This group layer allows users to visualize eligible providers on the map based on updates made in the Provider Management application. This group layer is further broken down by discipline. Users may select more than one discipline within the group layer using the eye icon next to the layer options.
7. Health Statistics	This group layer allows user to visualize the following optional informational layers: • Fertility Rate • Infant Mortality Rate • Infant Low Birth Weight Rate. This group layer is further broken down by geo-component type. Users may select more than one geo-component type within the group layer using the eye icon next to the layer options.

Feature	Description
8. Demographics	This group layer allows users to visualize the following optional layers: • Population at or below 100% Federal Poverty Level • Percent Population at or below 100% Federal Poverty Level • Population at or below 200% Federal Poverty Level • Percent Population at or below 200% Federal Poverty Level • Population Density (Percentage) • African American Population • Asian Population • Caucasian Population • Hispanic Population • American Indian / Alaska Native Population • Pacific Islander Population • Elderly Ratio • Youth Ratio This group layer is further broken down by geo-component type. Users may select more than one geo-component type within the group layer using the eye icon next to the layer options.

3.1.4 Legend

The Legend is in the lower left corner of the map view. It contains the symbology or visualization details for all layers enabled by the user in the Layer List menu. It may be collapsed or expanded by the user.

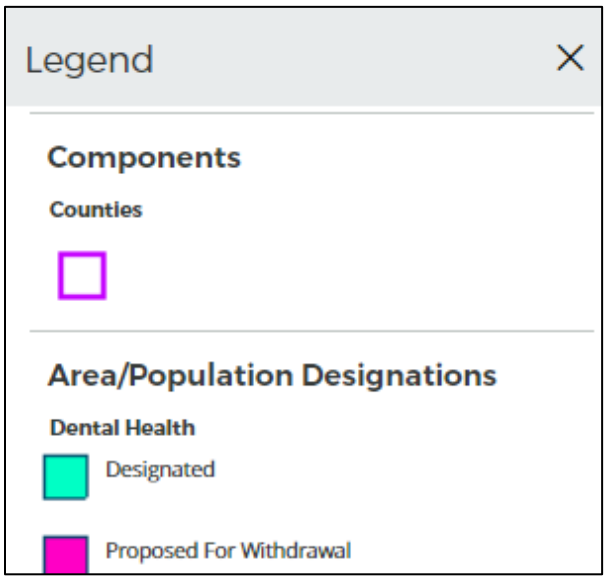


Figure 163: Informational Mapping Tool Legend

3.1.5 Filter

Filter is in the top right corner of the map view. It contains the It contains fields for user to select and narrow down the filter results. It can be closed by selecting the X icon. It may be collapsed or expanded by the user

Feature	Description
1. Designation Discipline	From the dropdown, choose from one of the following disciplines: •Primary Care •Mental Health •Dental Health.
2. Designation Type	Select a designation type from the dropdown. Please note that the options are dynamic based on the discipline chosen: *Primary Care:* • MUA • MUP • HPSA Population • HPSA Geographic • HPSA Geographic High Needs *Mental Health and Dental Health:* • HPSA Population • HPSA Geographic • HPSA Geographic High Needs
3. Designation Status	Users may select one of the following • Proposed for withdrawal • Designated
4. Designation Option	Users can select one or more designation option from the dropdown. Please note that the options are dynamic based on the options chosen for " "Designation Type": • Low Income Population HPSA • Medicaid Eligible Population HPSA • Migrant Farmworker Population HPSA • Migrant Seasonal Worker Population HPSA • Native American Population HPSA • Low Income Homeless Population HPSA • Low Income Migrant Farmworker Population HPSA • Low Income Migrant Seasonal Worker Population HPSA • Low Income Homeless Migrant Seasonal Worker Population HPSA • Homeless Population HPSA • Migrant Farmworker and Homeless Population HPSA • Migrant Seasonal Worker and Homeless Population HPSA • Geographic Population • Other Population HPSA

Feature	Description
5. Designation Score	This is a dynamic field and score range is updated based on the options selected for “Designation Type” HPSA: • PC: 0-25 • DH: 0-26 • MH: 0-25 MUA/P: • 0-100 OFAC: • The facility score is the same as the HPSA score of the designated area or population group for which it serves. Correctional Facility: • Scoring for PC/DH/MH should be between 0-12 State/ County Mental Hospital: • 0-20 Auto-HPSA: • PC: 0-25 • DH: 0-26 • MH: 0-25
6. **Apply and Clear**	User can select “Apply” to see the result on the map User can select “Clear” to reset the fields in the widget

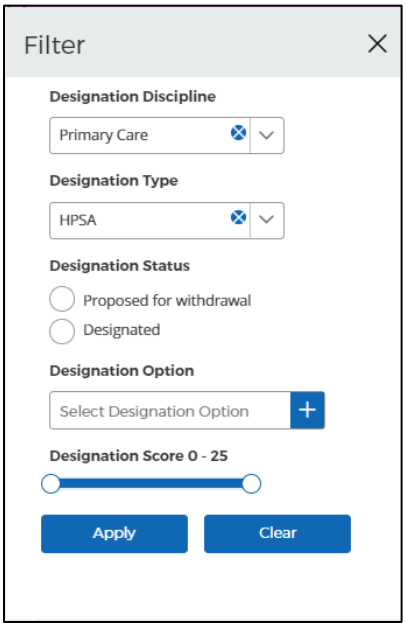


Figure: Informational Mapping Tool Filter

3.1.6 Map View Pop-Up Information

Each layer within the Layer List the user enables updates both the map view and the expanded pop-up information opened upon clicking within the map view.

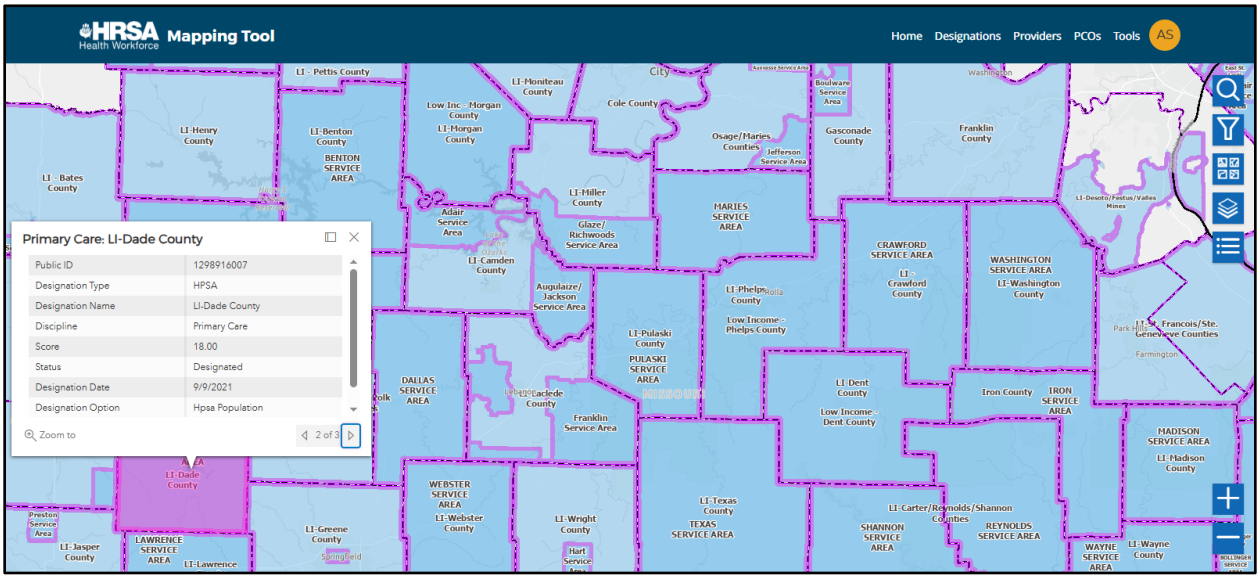


Figure 164: Informational Mapping Tool with Expanded Pop-up Information

Each layer will have different information included in its expanded pop-up, but all pop-ups accessed via the map will follow a similar format and allow users access to certain actions.

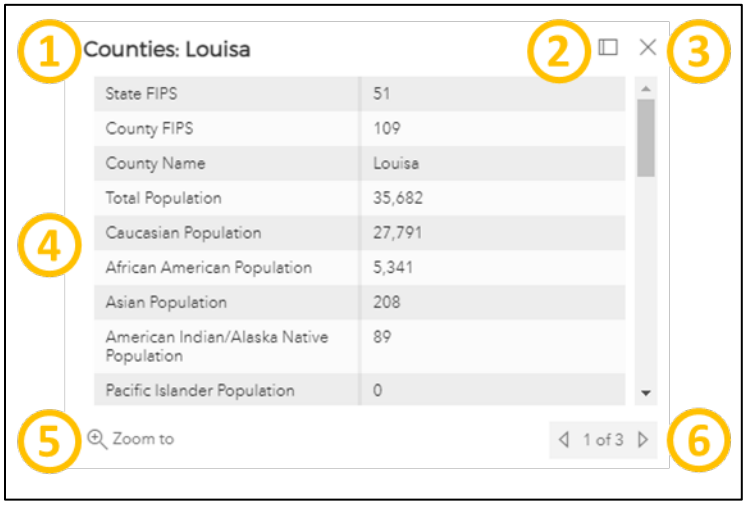


Figure 165: Informational Mapping Tool Pop-Up Menu

Feature	Description
1. Layer Name	This field will display the name of the layer the pop-up is associated with.
2. Dock	This icon – labeled "Dock" – when clicked by the user will expand the pop-up and anchor it as a left-hand panel in the map view.

Feature	Description
3. X	The “X” in the upper left corner of the pop-up menu will close the entire window.
4. Layer Table	This table will provide an expanded list of attributes associated with an individual layer enabled in the Layer List by the user.
5. Zoom To	This icon and label when clicked by the user will navigate and zoom the map view to center the layer object that the pop-up is associated with. For example, if viewing a specific county, clicking the “Zoom To” icon will navigate the user to the specified county and zoom to a pre-defined level based on the county’s boundaries.
6. < 1 of 3 >	This field tells the user how many screens are in the pop up. User can click on the forward and back arrow to navigate through the screens in the pop up

3.1.7 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.

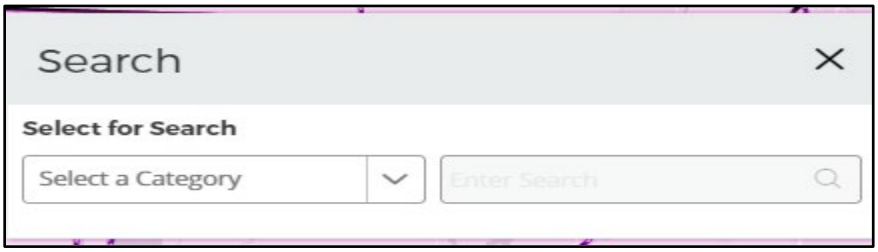


Figure 166: Mapping Tool Search Bar

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. Census Tract	Users may search for an area on the map using the census tract (CT) number.
2. CSD	This allows the user to locate an area on the map using a CSD number.
3. County	The user may search for counties by name.
4. Provider / Provider Snapshot	This allows the user to search for providers on the map using a Provider’s NPI number, first name, last name, or full name. Users can search for providers used in a submitted designation by selecting Provider Snapshot or current providers by selecting Providers.
5. Auto-HPSA	The user may search for Auto-HPSA’s using the Auto-HPSA Public ID or name.

Feature	Description
6. HPSA	This option allows the user to search for a HPSA using the HPSA Public ID or name.
7. MUA/P	The user may search for MUA/Ps using the Public ID or name of the MUA/P.
8. Correctional Facilities	This allows for the user to search for a correctional facility by Name, Designation ID, or Public ID.
9. OFAC	The user may search for an OFAC using the Public ID or OFAC name.
10. State Mental Health	This option allows for the user to search for a SMH using the state mental health name or state mental health ID number.

3.2 Searching for Designations

The user can access the search through the modernized Designation Landing Page by selecting the "Go to Advanced Search" button in the Designation Search card. The user will be able to search designations created within SDMS as well as all designations migrated from ASAPS.

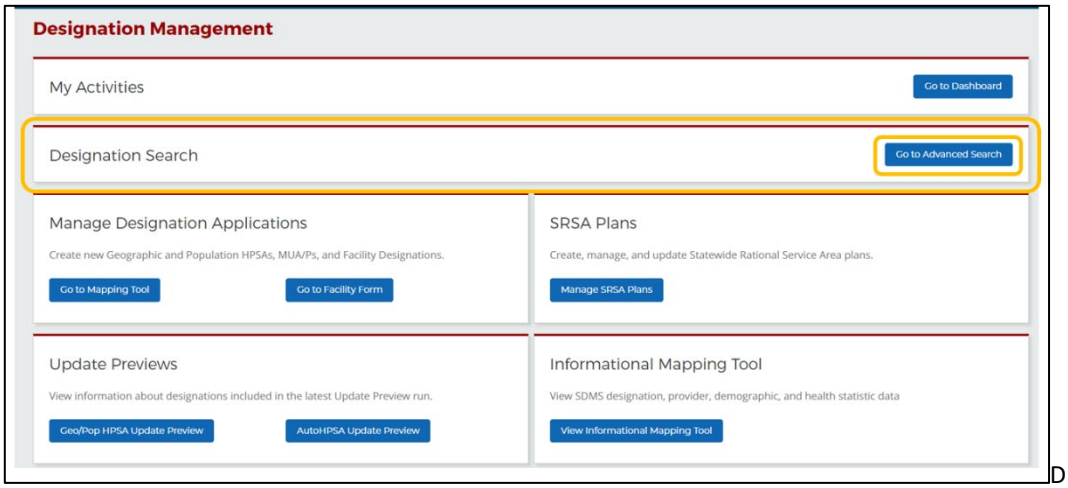


Figure 167: SDMS Designation Search Navigation

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



Figure 168: SDMS Designation Search Bar

Feature	Description
1. Designation ID	This field allows the user to search for a designation by its system-generated Designation 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.
2. Designation/ Organization Name	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.
3. Public ID	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.
4. Organization Unique ID	The Organization Unique ID is a unique identifier tied to an organization, and persists across Auto-HPSA rescores. This number can be used to search for designations.
5. Discipline	Users can choose from the following multi-select options to refine their search: • Primary Care • Mental Health • Dental Health
6. Type	Users can choose from the following multi-select options to refine their search: • Geographic and Population HPSA • MUA/P • OFAC • Correctional Facility • State/County Mental Hospital

- Auto-HPSA

7. Withdrawal Bundle

Users can choose from the following multi-select options:

- Submitted Designation
- Existing Area Overlap
- Existing Facility Overlap

8. Status

Users can choose from the following multi-select options to refine their search:

- In Progress
- Submitted – Designation
- Submitted – Withdrawal
- Under Review – Designation
- Under Review – Withdrawal
- Not Approved
- Designated
- Proposed for Withdrawal
- Withdrawn
- Replaced
- Reinstated

9. County

Users can select from a list of the State's Counties to refine the search.

10. Submission Year

Users can search by the designation's submission year.

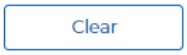
11. Returned / Resubmitted

Users can choose from the following multi-select options to refine the search:

- Returned
- Resubmitted

11. 

When the desired fields are completed, the user should click the search button to begin the designation search.

12. 

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, the user won't be able to select the search button.

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

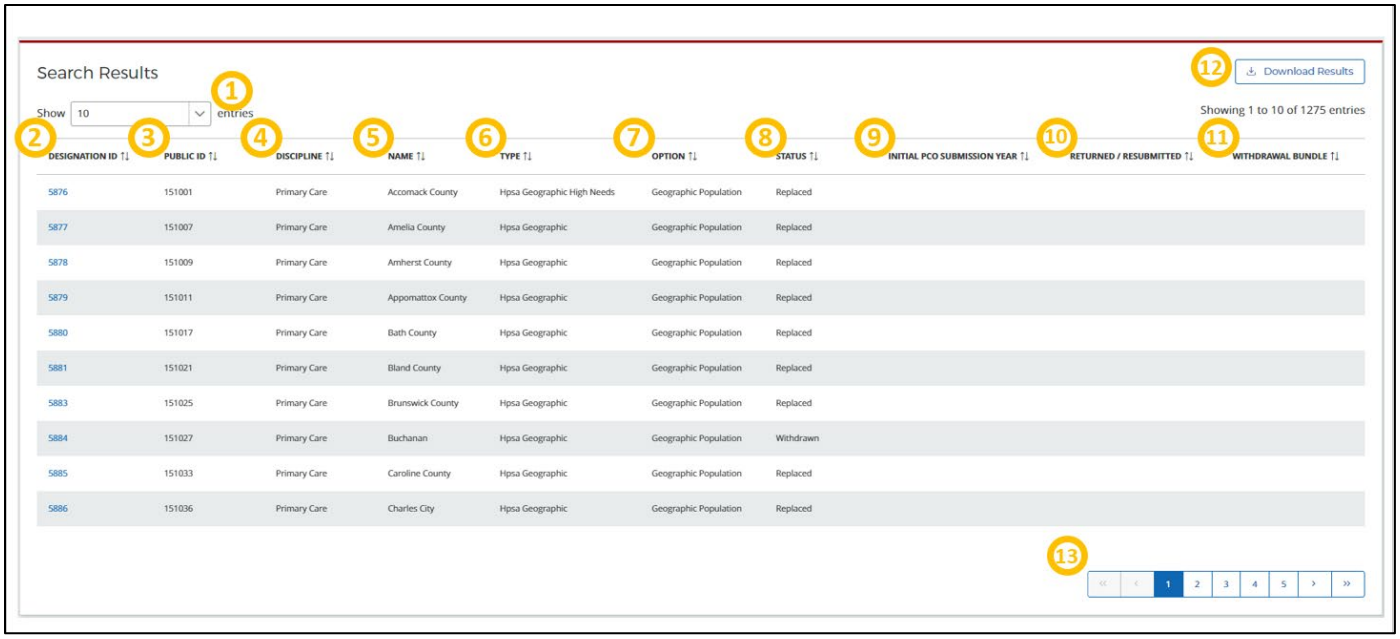
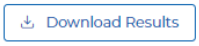


Figure 169: SDMS Designation Search Results

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: • 10 • 20 • 50 • 100
2. Designation 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.

Feature	Description
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. Initial PCO Submission Year	This read only field will display the initial PCO 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	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. 	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 *Section 5.2.1 Downloading Designation Search* Results.
13. 	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.

3.2.1 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:

- Designation
- Public ID
- Discipline
- Name
- Type
- Option
- Status
- Initial PCO Submission Year
- 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.

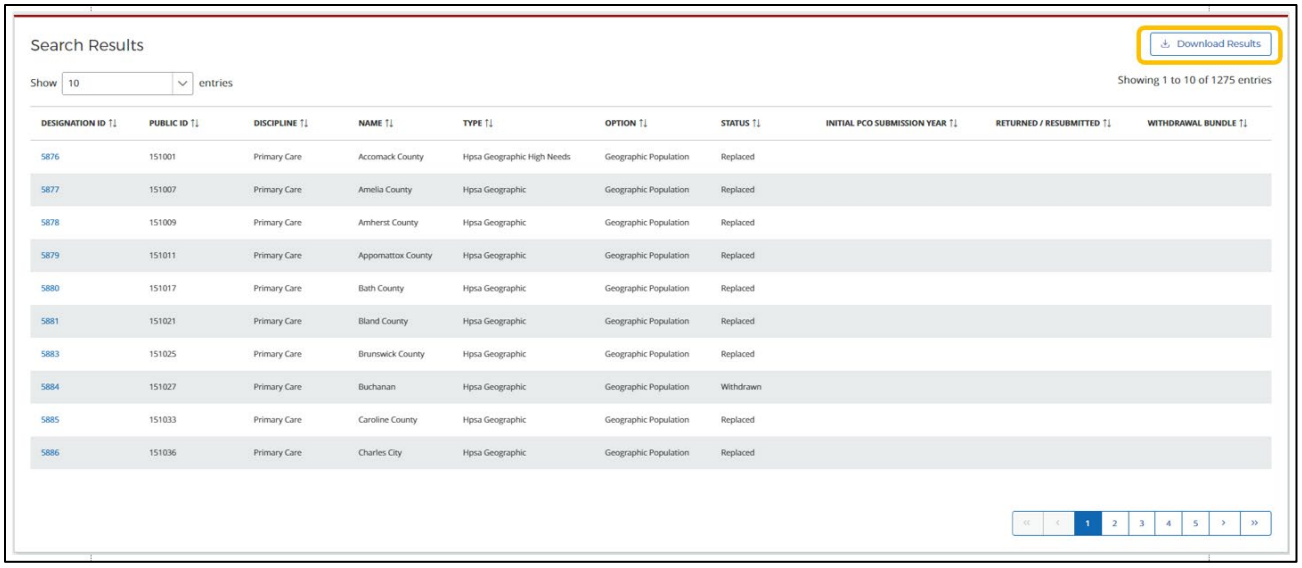


Figure 170: Downloading Designation Search Results from Search Results Table

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 169*.



Figure 171: Exceeds Maximum Search Results Error Message

3.2.2 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. Designation	The user can enter a specific Auto-HPSA designation's (Primary Care, Dental Health, or Mental Health) Designation ID.
3. Public ID	The user can enter a specific Auto-HPSA designation's (Primary Care, Dental Health, or Mental Health) Public ID.

Feature	Description
4. Organization Unique ID	The user can enter the specific organization unique ID tied to the AutoHPSA organization to see all designations associated with the organization.
5. Discipline	User can choose from the following multi-select options to refine their search: • Primary Care • Mental Health • Dental Health
6. Type	The user can search on Type = Auto-HPSA, but cannot search for specific Auto-HPSA types (FQHC, FQHC LAL, ITU, RHC).
7. Withdrawal Bundle	Does not apply to Auto-HPSAs. Using this filter will exclude all Auto-HPSAs from the Search Results.
8. Status	The user can only search for Auto-HPSAs with the following statuses: • Designated • Replaced • Cancelled • Not Approved • Withdrawn Any other status filters will exclude all Auto-HPSA records from the results.
9. County	User can select from a list of the State's Counties to refine the search.
10. Submission Year	Does not apply to Auto-HPSAs. Using this filter will exclude all Auto-HPSAs from the Search Results.
11. Returned / Resubmitted	Does not apply to Auto-HPSAs. Using this filter will exclude all Auto-HPSAs from the Search Results.

3.3 Accessing Designation Profile

In order to access the designation profile, the user should select the Designation 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*.

3.3.1 Viewing Shape Changes Messages

The yearly source data update (SDU), especially a decennial census update, can cause boundary changes within an RSA. There are two scenarios that can happen for shape changes: warning and error scenarios.

3.3.1A Shape Changes Warning Message

If an RSA boundary has NOT changed, but shapes within the RSA have changed, a user will see a Shape Changes Warning message at the top of the Designation Profile page. The user can see what shapes changed on the RSA Details page by clicking on the "View Shape Changes" button, *refer to 5.3.3 Viewing Supporting Details*. The user can continue to update the designation if they are satisfied with the shape changes.

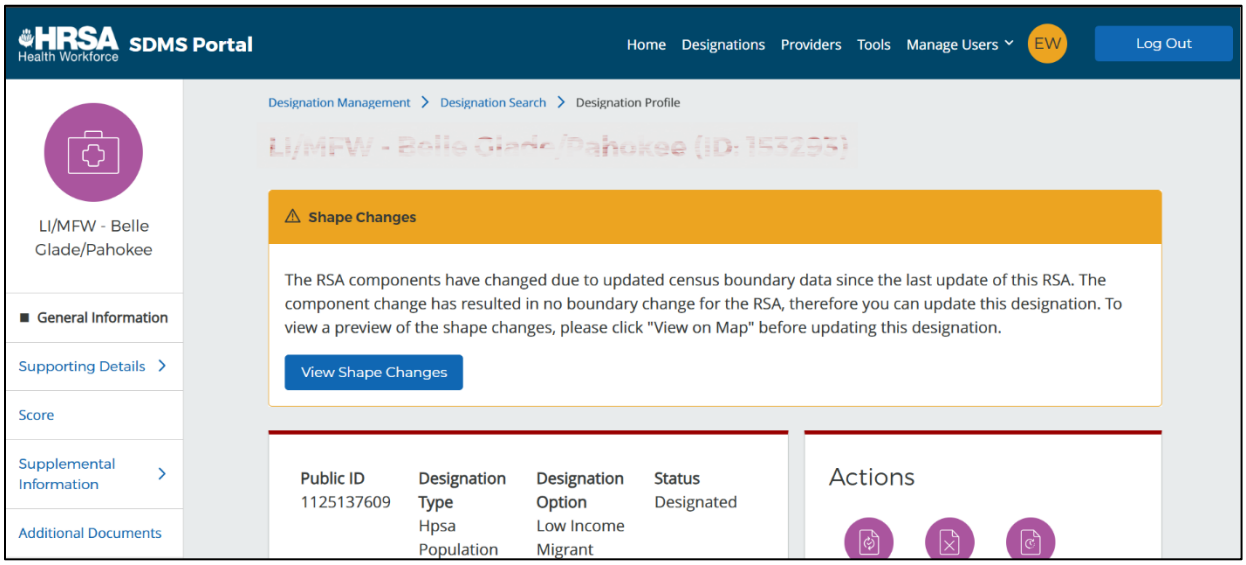


Figure 172: Shape Changes Warning Message

3.3.2A Shape Changes Error Message

If an RSA boundary has changed, the user will not be able to update a designation and must propose the designation for withdrawal. The user will see an error message at the top of the Designation Profile page. If there is a different between old and new component ID's, the "View Shape Changes" button will display, *refer to 5.3.3 Viewing Supporting Details*. The "Update this Designation" button will be hidden

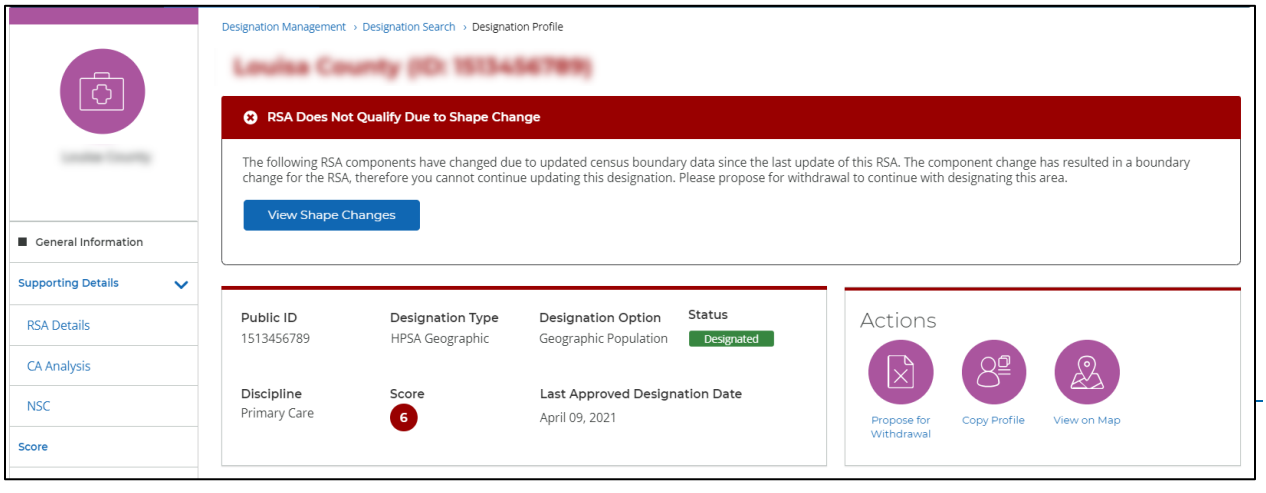


Figure 173: Shape Changes Error Message with View Shape Changes Button

If an RSA boundary has changed and there is no difference between old and new component ID's, the "View Shape Changes" button will be hidden, and the error message will be different.

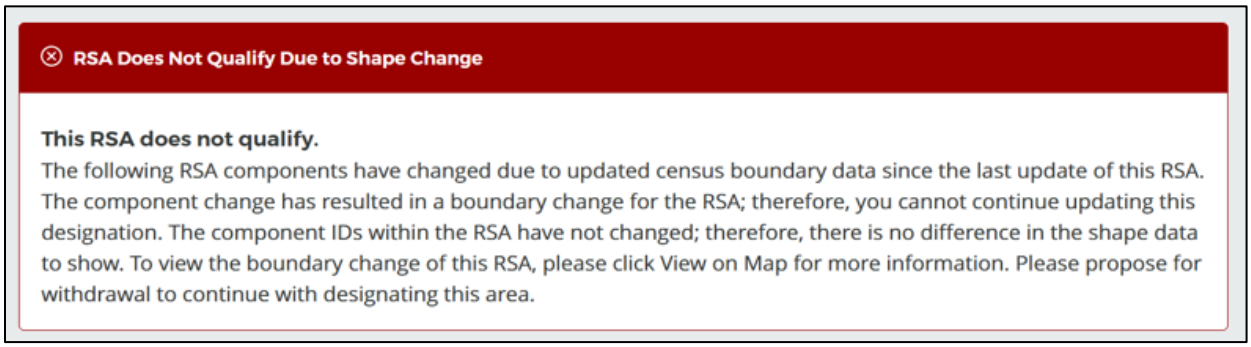


Figure 174: Shape Changes Error Message without View Shape Changes Button

3.3.2 Viewing General Information

Once the user selects the Designation ID hyperlink, the system will automatically direct the user to the General Information Section.

The user may navigate back to their previous page using the breadcrumbs at the top of the page or using the web browser's back button. If the user navigated to the profile by using the Designation Search, then their previously entered search criteria will be saved.

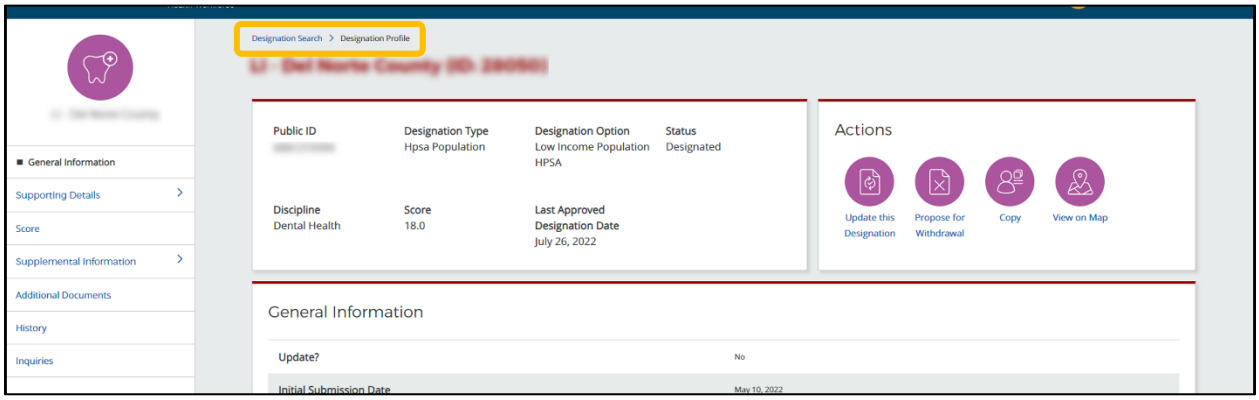


Figure 175: Navigating Back to Saved Search Results on Designation Profiles

3.3.2A 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.

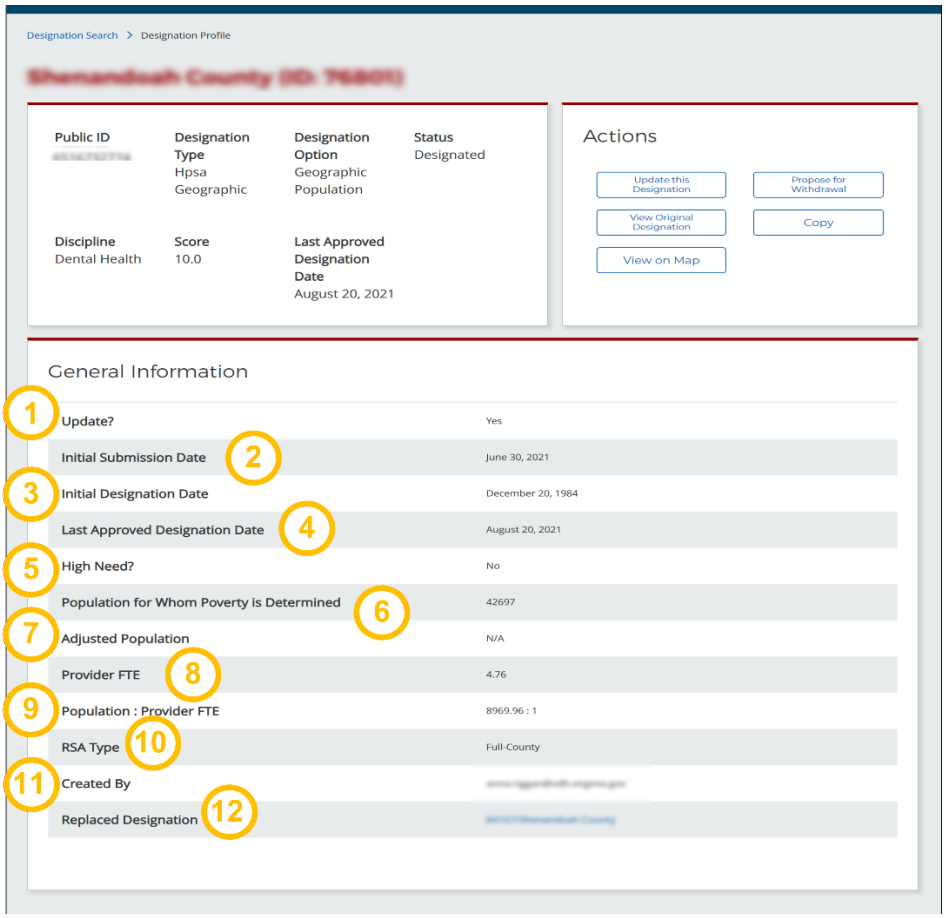


Figure 176: HPSA and MUA/P General Information Main Page

Feature	Description
1. Update?	This field represents if the designation is an update of an existing designation.
2. Initial Submission Date	The field represents the date the designation is submitted for review.
3. Initial Designation Date	This field represents the date the designation was initially designated.
4. Last Approved Designation Date	This field displays when the designation was last approved by a SDB Analyst.
5. High Need? (Geo/Pop HPSA only)	This field indicates if the designation is classified as Geographic High Needs.
6. Population for Whom Poverty is Determined	This field displays the population total for which poverty status is determined (PPD).
7. 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.

Feature	Description
8. Provider FTE	This field displays the FTE of eligible providers in the RSA. If the designation has a mental health discipline, the system will display the Psychiatrist Only and Core Mental Health Provider FTEs.
9. Population : Provider FTE (Geo/Pop HPSA only)	The statistic displayed in this field is the population to provider ratio of the RSA.
10. RSA Type	This field displays the type of RSA that was selected. The options available are Full-County or Sub-County.
11. Created By	This field displays the username of the PCO who created the designation.
12. Replaced / Replaced by Designation	This field allows users to navigate between parent and child designation records.
13. Governor's Exception? (Not Pictured - MUA/P only)	This field display if the designation is classified as a Governor's Exception

3.3.2B 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.

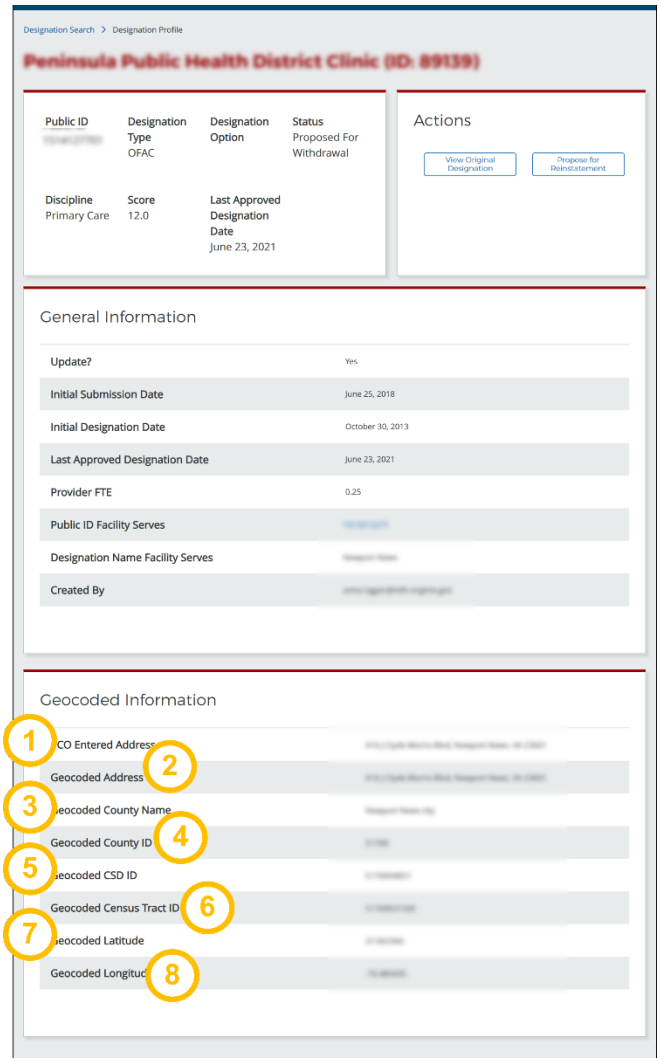


Figure 177: General Information Page for OFAC Designations

Feature	Description
1. PCO Entered Address	This field will display the facility address entered by the PCO on the application.
2. Geocoded Address	This field will display the standardized address of the facility.
3. Geocoded County Name	This field displays the County the facility is located in.
4. Geocoded County ID	This field indicates the County ID of the County the facility is located in.
5. Geocoded CSD ID	This field indicates the CSD ID that the facility is located in.
6. Geocoded Census Tract ID	This field indicates the Census Tract ID that the facility is located in.
7. Geocoded Latitude	This field indicates the latitude coordinate of the facility.

Feature	Description
8. Geocoded Longitude	This field indicates the longitude coordinate of the facility.

USER NOTES

- If the OFAC's address has not been geocoded, items 2-6 will not appear on the profile.

3.3.2C 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.

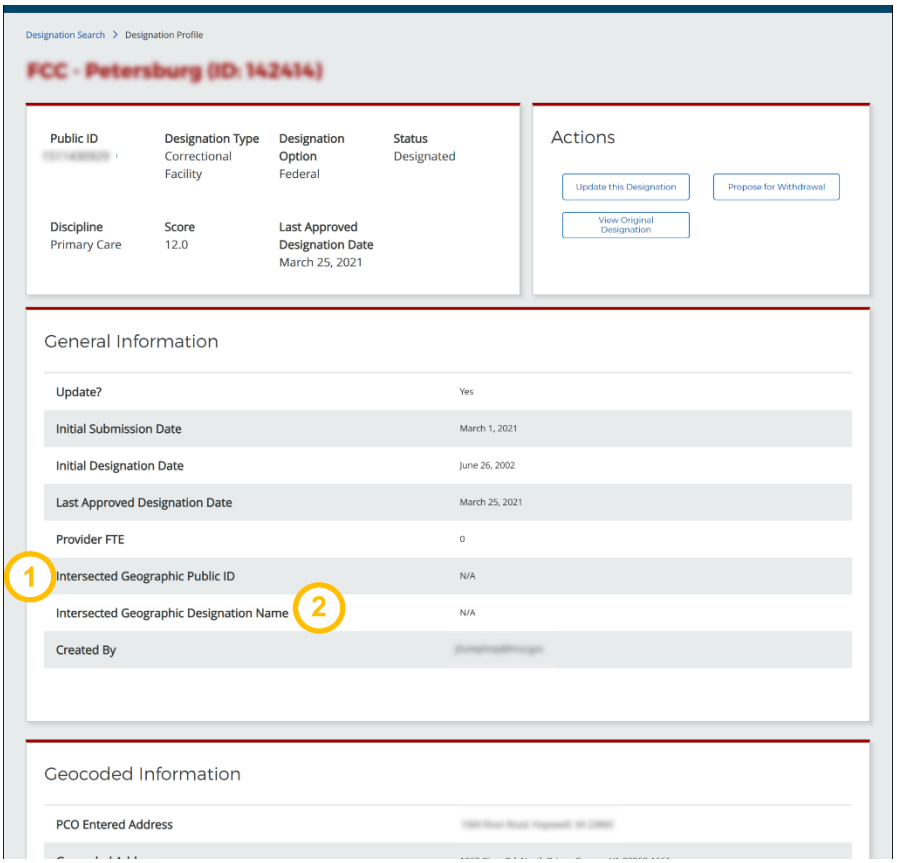


Figure 178: General Information Page for Correctional Facility Designations

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.

3.3.2D 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.

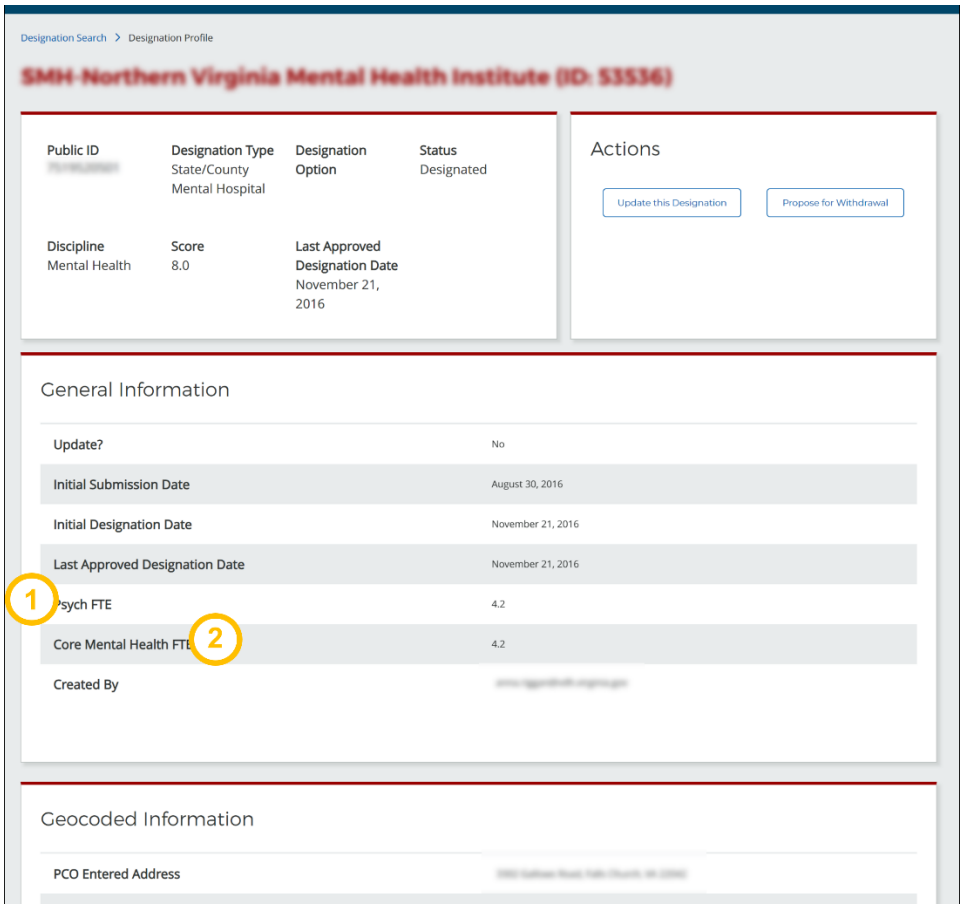


Figure 179: General Information Page for State/County Mental Hospital Designations

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.

3.3.3 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.

3.3.3A HPSAs and MUA/Ps

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

- RSA Details
- CA Analysis
- NSC Provider

The RSA Details section 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.

RATIONAL SERVICE AREA DETAILS

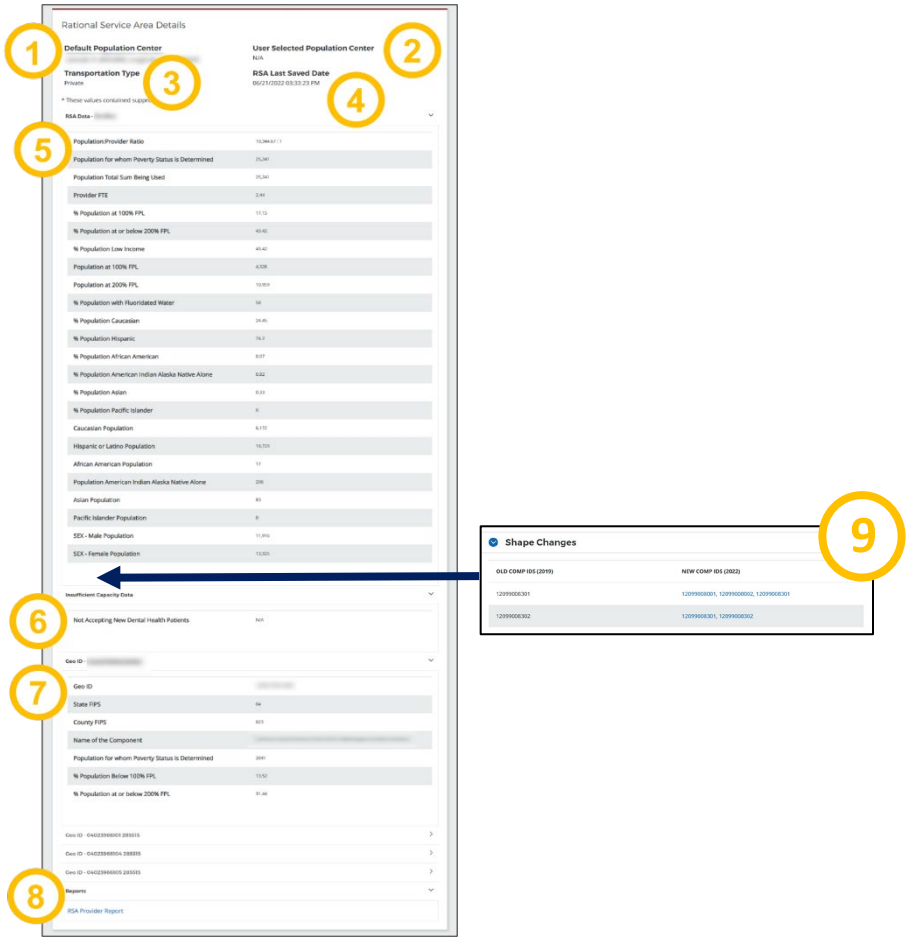


Figure 180: Supporting RSA Details Tab for HPSAs and MUA/Ps

Feature	Description
1. Default Population Center (Geo/Pop HPSA only)	This field displays the coordinates of the system produced population center on the Mapping Tool for the specific designation.
2. User Selected Population Center (Geo/Pop HPSA only)	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.
3. Transportation Type (Geo/Pop HPSA only)	This field represents the mode of transportation selected for the travel polygon on the Mapping Tool for the specific designation.
4. RSA Last Saved Date	This field represents the last date and time the RSA was saved during the designation application.
5. RSA Data	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. 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.
6. Insufficient Capacity Data (Geo/Pop HPSA only)	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.
7. RSA Component ID	This table 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: • *Geo ID:* Represents the Geo ID of the RSA component. • *State FIPS:* The FIPS code for the state of the specific RSA component. • *County FIPS:* The FIPS code for the county of the specific RSA component. • *Name of Component:* Name of the specific RSA component. • *Total Resident Civilian Population:* Total resident civilian population of the specific RSA component. • *Percent population at 100% FPL:* The percent of the population that is at 100% of the federal poverty level (FPL) for the specific RSA component. • *Percent Population at 200% FPL:* The percent of the population that is at 200% of the federal poverty level (FPL) for the specific RSA component.
8. RSA Provider Report	The user will be able to click the "RSA Provider Report" link to download a report with all the providers tied to the RSA.
9. Shape Changes	This section display under the RSA Data section and will only show up if shape changes exist for the RSA in the designation. This section contains a table of old and new component ID's to help illustrate which components have changed.

CONTIGUOUS AREA ANALYSIS

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.

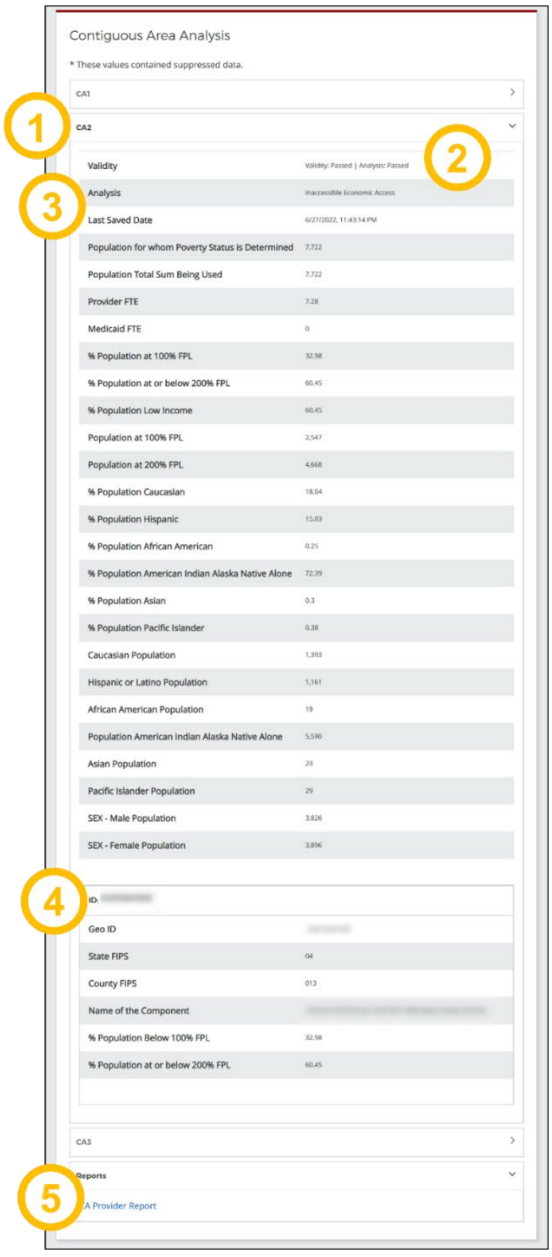


Figure 181: Supporting CA Analysis Details Tab for HPSAs and MUA/Ps

Feature	Description
1. Component Name	This accordion 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.
2. 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 *Section 4.4 Contiguous Area (CA) Analysis* for more information.
3. 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 *Section 4.4 Contiguous Area (CA) Analysis* for more information.
4. 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.
5. CA Provider	The user will be able to click the “RSA Provider Report” link to download a report with all the providers tied to the Contiguous Areas.

NEAREST SOURCE OF CARE

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.

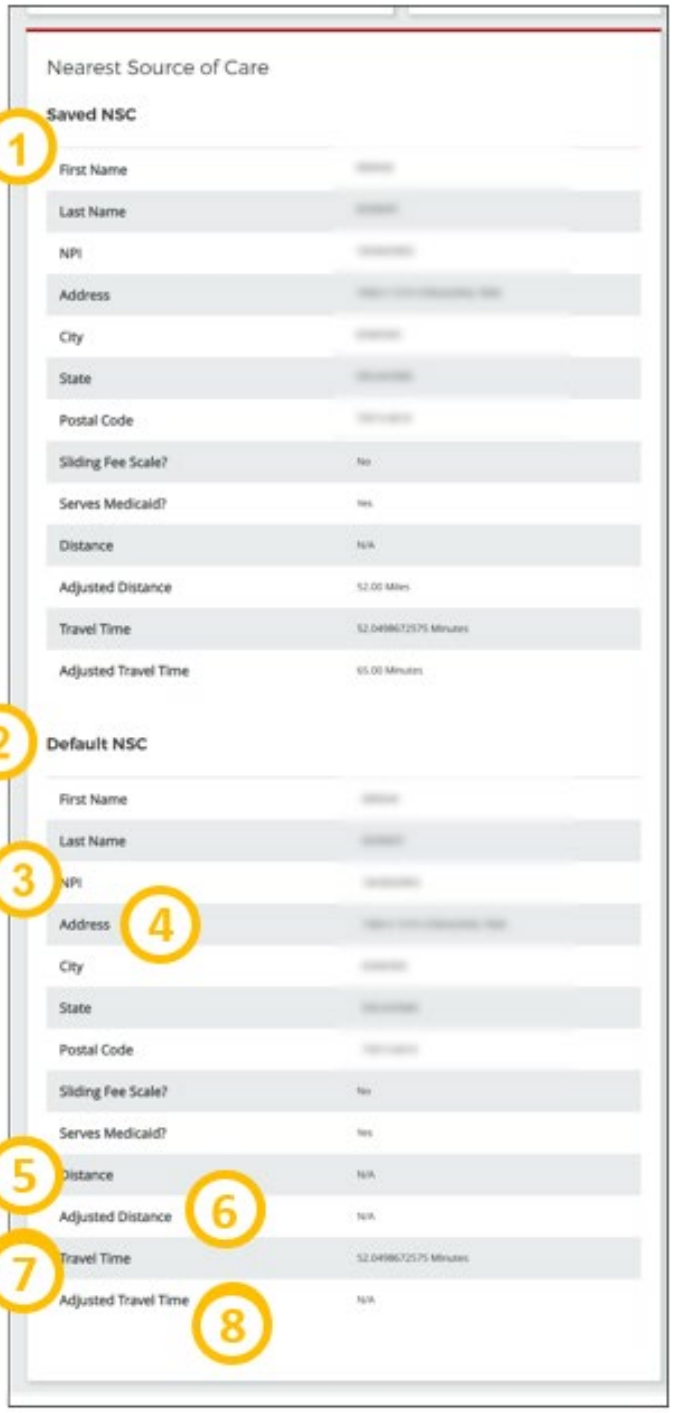


Figure 182: Supporting NSC Details for HPSAs and MUA/Ps

Feature	Description
1. Saved Provider NSC	This fields represents the user selected NSC on the Mapping Tool. 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.
2. Default NSC Provider	This field represents the user selected NSC on the Mapping Tool. The Default NSC Provider information will always appear on the profile if one is found by the system.
3. NPI	This field displays the provider's National Practitioner ID (NPI). Selecting the NPI will navigate the user to the profile for the provider selected as the NSC.
4. Address	This field displays the address of the provider location selected as the Nearest Source of Care. The address line fields will reflect the display address for the provider location when the RSA is saved.
5. Distance	This field represents the system calculated distance from the provider to the population center of the RSA.
6. Adjusted Distance	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.
7. Travel Time	This field displays the system calculated time from the provider to the population center of the RSA.
8. Adjusted Travel Time	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.

3.3.3B 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

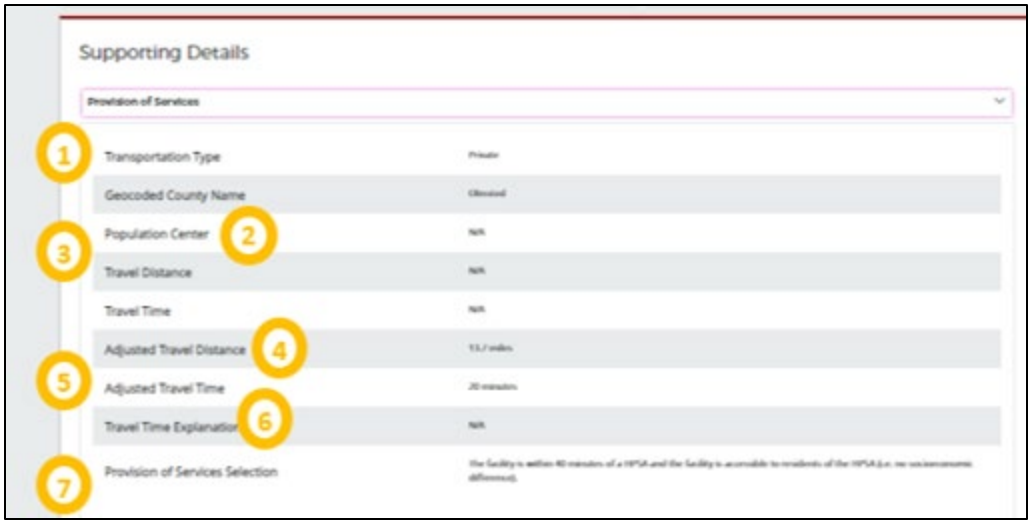


Figure 183: Supporting Details - Provision of Services for OFAC Designations

Feature	Description
1. Transportation Type	The field displays the user selected transportation type used to determine travel time between the OFAC and the designation that it is serving.
2. Population Center	This field displays the population center coordinates of the designation that the OFAC is serving.
3. Travel Distance	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.
3. Travel Time	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.
4. Adjusted Travel Distance	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.
5. Adjusted Travel Time	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.
6. 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.
7. 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 dropdown 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

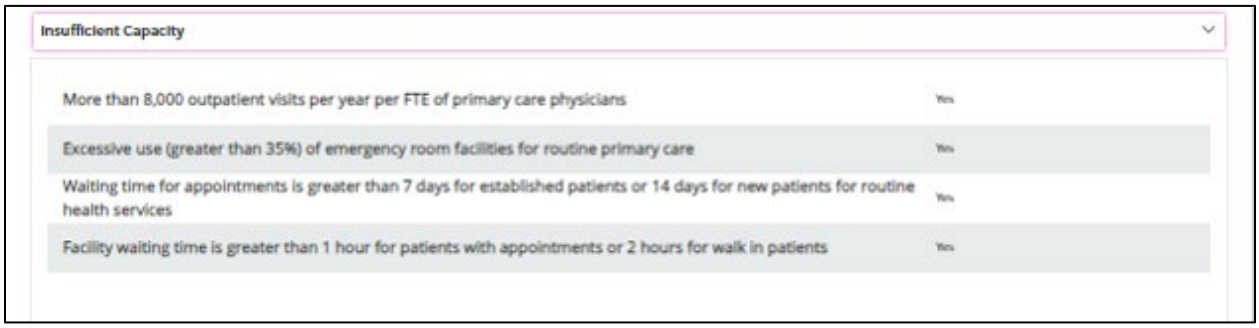


Figure 184: Supporting Details - Insufficient Capacity for OFAC Primary Care Designations

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.
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.

Feature	Description
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



Figure 185: Supporting Details - Insufficient Capacity for OFAC Dental Health Designations

Feature	Description
1. More than 5,000 Outpatient Visits Per Year Per FTE Dentists	This field reflects 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.
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. Waiting Time for Routine Dental Health Services is Greater than 6 Weeks	This field reflects if the user selected this option on the OFAC application.

INSUFFICIENT CAPACITY – MENTAL HEALTH

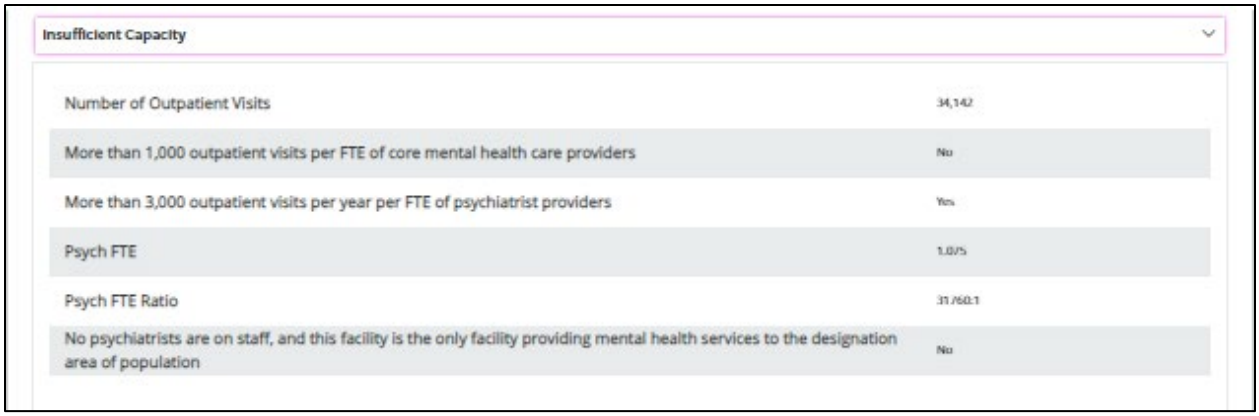


Figure 186: Supporting Details - Insufficient Capacity for OFAC Mental Health Designations

Feature	Description
1. Number of Outpatients	This field will appear if the user has entered a value on the OFAC application.
2. More than 1,000 Outpatient Visits Per Year Per FTE of Core Mental Health Providers	This field displays if the user selected this option on the OFAC application.
3. More than 3,000 Outpatient Visits Per Year Per FTE of Psychiatrist Providers	This field displays if the user selected this option on the OFAC application.
4. Psych FTE	This field will appear if the user has selected providers on the OFAC application.
5. Psych FTE Ratio	This field will appear if the user has selected providers on the OFAC application.
6. No Psychiatrists are on Staff and this Facility is the Only Facility Providing Mental Health Services to the Designation Area or Population	This field displays if the user selected this option on the OFAC application.

PROVIDERS

The Providers section will appear once the dropdown 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.

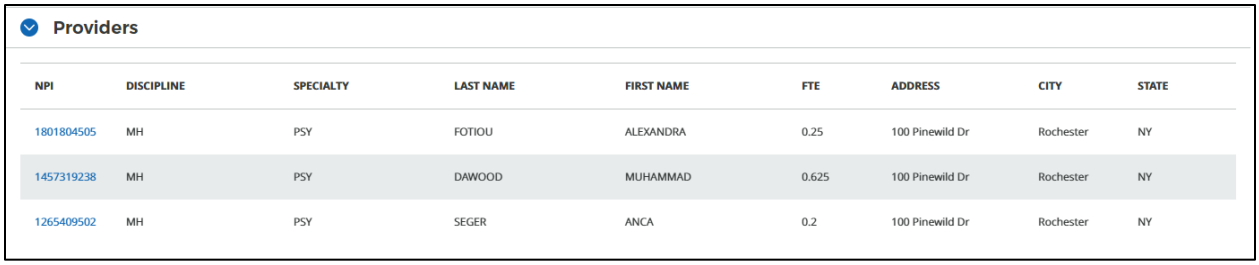


Figure 187: Supporting Details - Providers for OFAC Designations

Feature	Description
1. NPI	This field represents the provider's unique National Practitioner ID (NPI). Selecting the NPI will navigate the user to the profile for the provider selected as the NSC.
2. Discipline	This field represents the provider's discipline.
3. Specialty	This field represents the provider's specialty.
4. Last Name	This field displays the provider's last name.
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 dropdown is clicked upon. This section displays all the documents and comments that the user completed in the Facility application.

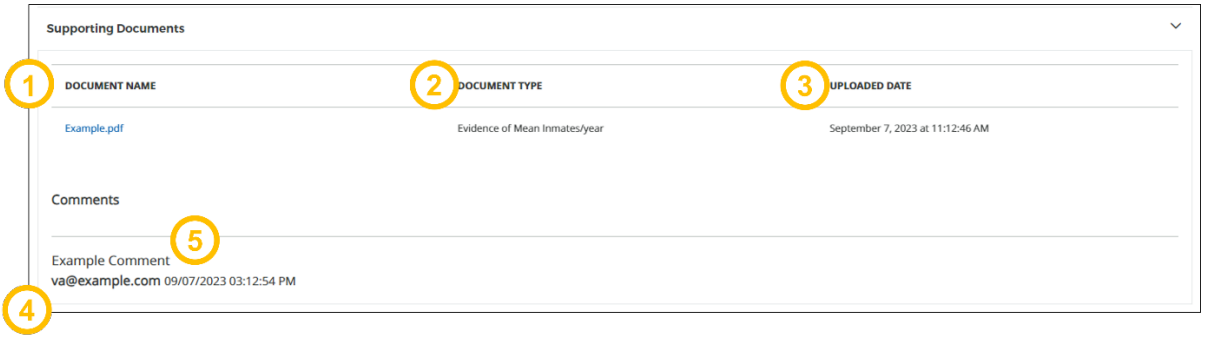


Figure 188: Supporting Details - Supporting Documents for OFAC Designations

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.
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.

3.3.3C 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

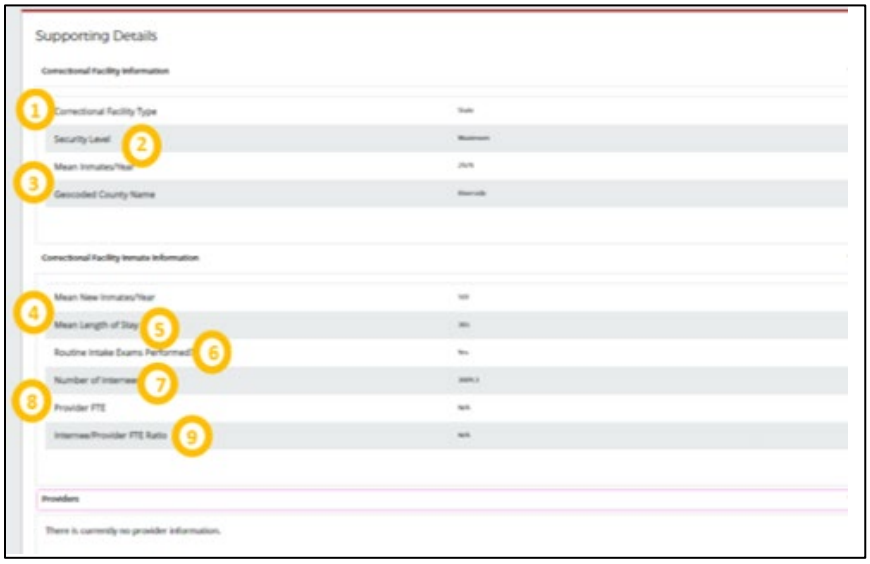


Figure 189: Supporting Details - Facility Criteria for Correctional Facility Designations

Feature	Description
1. Correctional Facility Type	This field represents the type of Correctional Facility the user indicated on the application.
2. Security Level	This field represents the security level of the facility selected in the application.
3. Mean Inmates/Year	This field represents the mean number of inmates at the facility per year.
4. Mean New Inmates/Year	This field displays the mean number of new inmates arriving at the facility each year.
5. Mean Length of Stay	This field represents the mean length of stay of inmates at the facility.
6. Routine Intake Exams Performed?	This field displays if the user indicated that the facility performs routine psychological exams on inmates upon arrival.
7. Number of Internees	This field displays the value calculated on the application.
8. Provider FTE	This field represents the FTE of the mental health providers at the correctional facility as calculated by the system.
9. Internee/Provider FTE Ratio	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 dropdown accordion 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 5.3.2B Other Facilities (OFACs*)).

3.3.3D 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



Figure 190: Supporting Details - Facility Criteria for State/County Mental Hospital Designations

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

The Providers section and Supporting Documents section will appear once the dropdown accordion 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 5.3.1B Other Facilities (OFACs)*).

3.3.4 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:

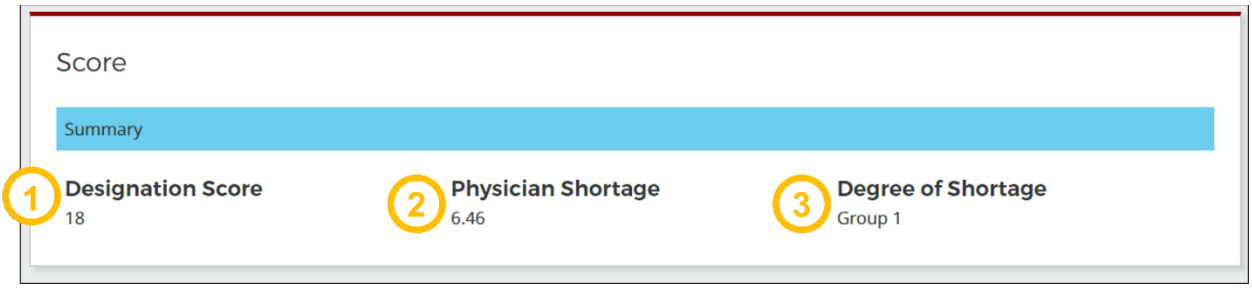
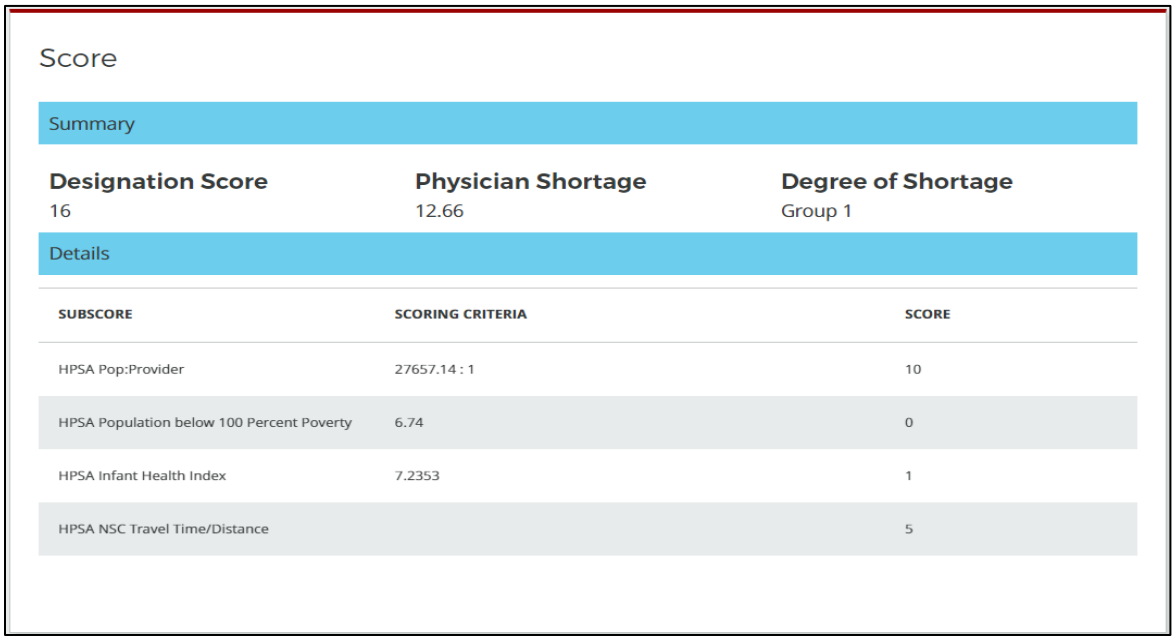


Figure 191: Designation Scoring Criteria Page

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 *Shortage Designation Management System Manual for Policies and Procedures* 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



Score

Summary

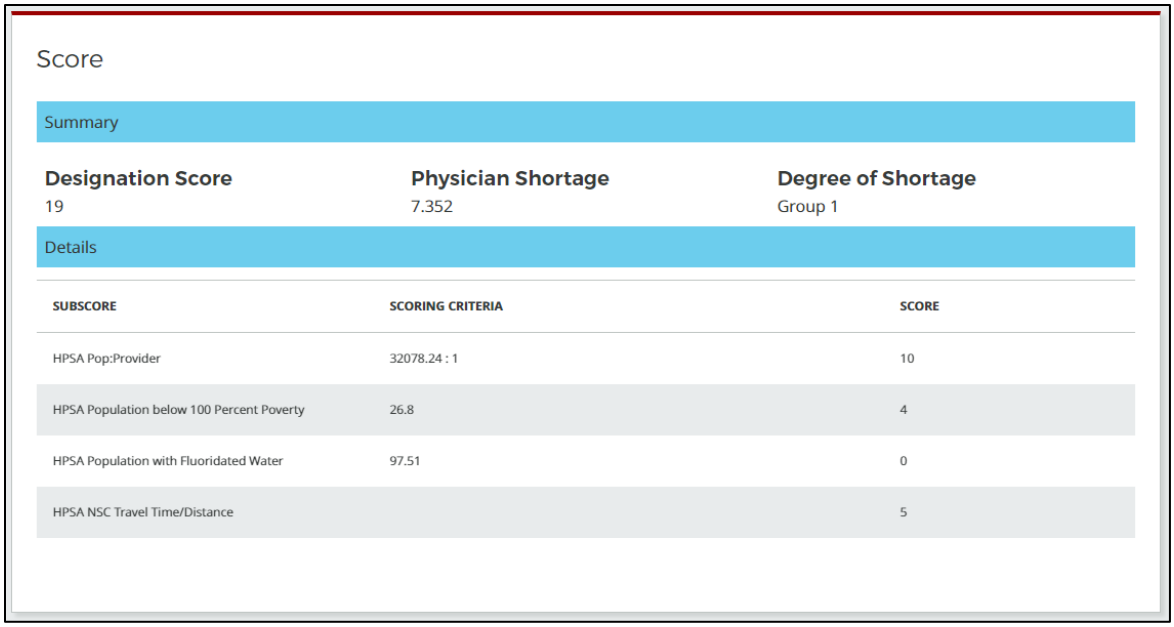
Designation Score	Physician Shortage	Degree of Shortage
16	12.66	Group 1

Details

SUBSCORE	SCORING CRITERIA	SCORE
HPSA Pop:Provider	27657.14 : 1	10
HPSA Population below 100 Percent Poverty	6.74	0
HPSA Infant Health Index	7.2353	1
HPSA NSC Travel Time/Distance		5

Figure 192: Scoring Criteria Page for Primary Care Designations

DENTAL HEALTH



Score

Summary

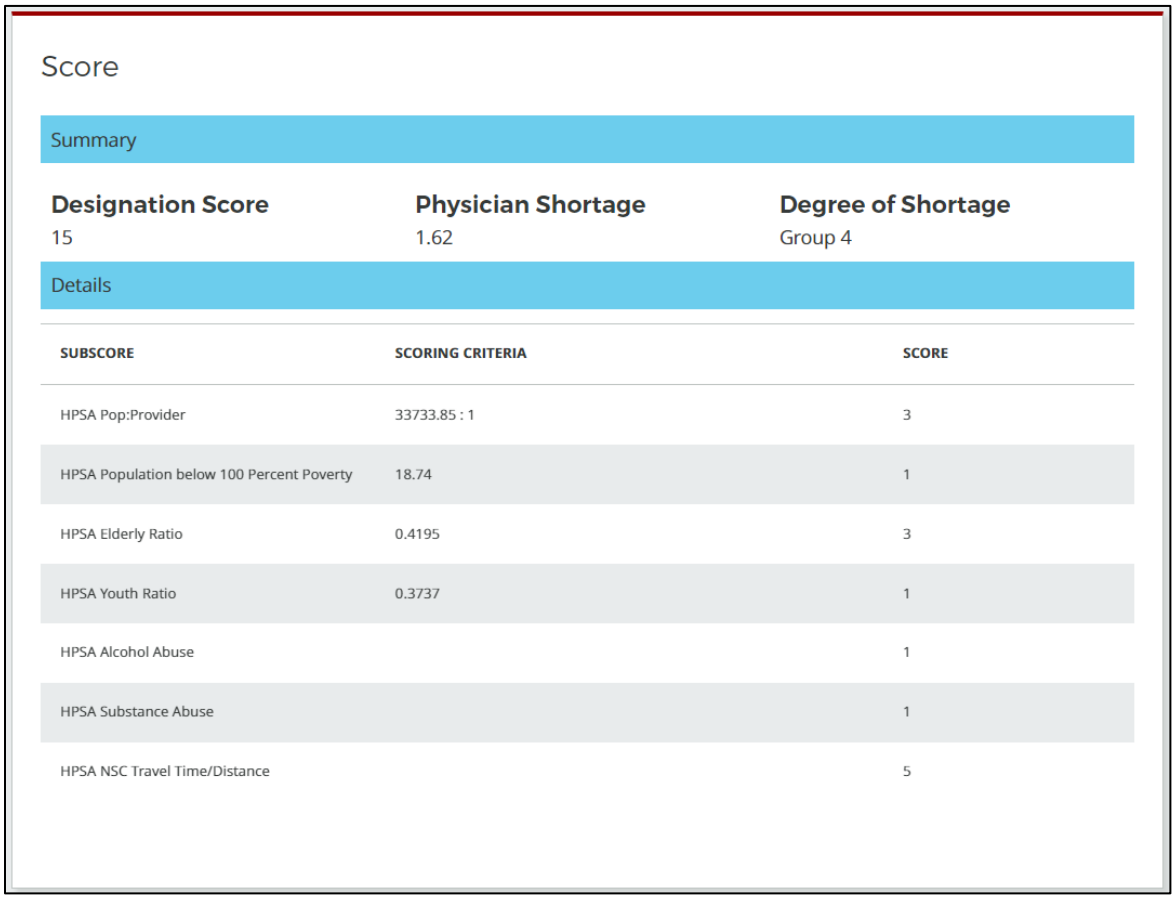
Designation Score	Physician Shortage	Degree of Shortage
19	7.352	Group 1

Details

SUBSCORE	SCORING CRITERIA	SCORE
HPSA Pop:Provider	32078.24 : 1	10
HPSA Population below 100 Percent Poverty	26.8	4
HPSA Population with Fluoridated Water	97.51	0
HPSA NSC Travel Time/Distance		5

Figure 193: Scoring Criteria Page for Dental Health Designations

MENTAL HEALTH



Score

Summary

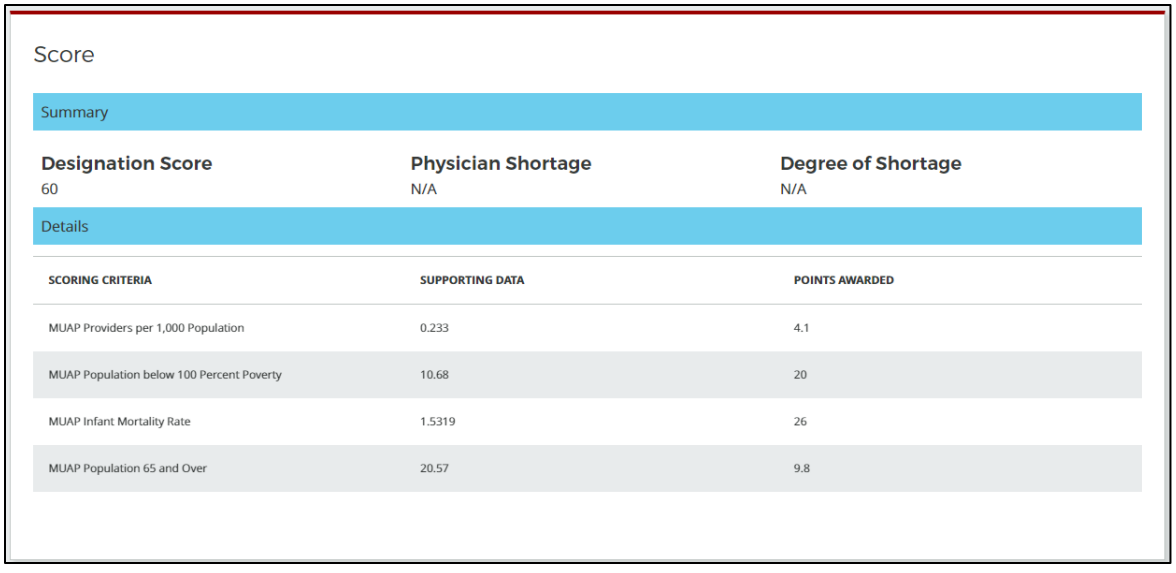
Designation Score	Physician Shortage	Degree of Shortage
15	1.62	Group 4

Details

SUBSCORE	SCORING CRITERIA	SCORE
HPSA Pop:Provider	33733.85 : 1	3
HPSA Population below 100 Percent Poverty	18.74	1
HPSA Elderly Ratio	0.4195	3
HPSA Youth Ratio	0.3737	1
HPSA Alcohol Abuse		1
HPSA Substance Abuse		1
HPSA NSC Travel Time/Distance		5

Figure 194: Scoring Criteria Page for Mental Health Designations

MUA/P



Score

Summary

Designation Score	Physician Shortage	Degree of Shortage
60	N/A	N/A

Details

SCORING CRITERIA	SUPPORTING DATA	POINTS AWARDED
MUAP Providers per 1,000 Population	0.233	4.1
MUAP Population below 100 Percent Poverty	10.68	20
MUAP Infant Mortality Rate	1.5319	26
MUAP Population 65 and Over	20.57	9.8

Figure 195: Scoring Criteria Page for MUA/P Designations

3.3.5 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

RATIONAL SERVICE AREA INFORMATION

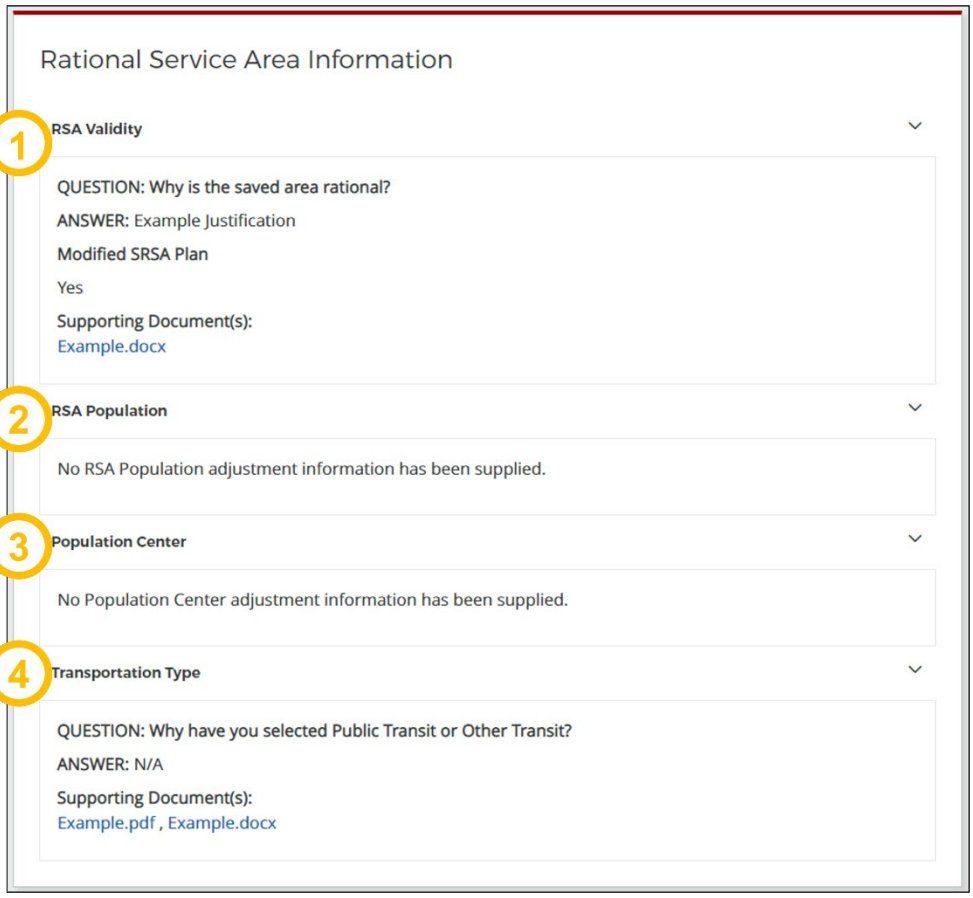


Figure 196: Supplemental Information - RSA Information Tab

Feature	Description
1. RSA Validity	This section will be completed if the user needed to justify why the saved area is rational.
2. RSA Population	This section will include the system sourced population. Any user adjusted population will appear here along with the supporting documentation explaining the user adjustment.
3. Population Center (Geo/Pop HPSA only)	This section will always display the default population center and if applicable, the user adjusted population center with the required explanation and documentation.
4. Transportation Type (Geo/Pop HPSA only)	This section will display if the user has chosen public transit and provided a justification on the Mapping Tool.
5. Demographic Data (Not Pictured - Territories only)	This section will display if the designation is in a territory, and the user has entered demographic data.

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.

CONTIGUOUS AREA ANALYSIS

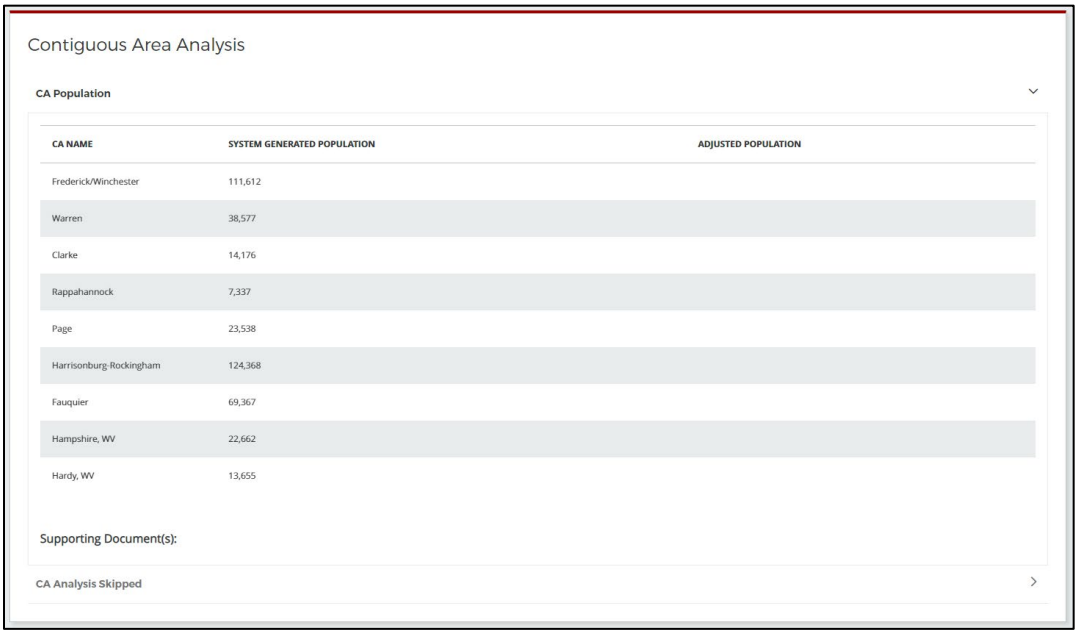


Figure 197: Supplemental Information - All CAs Passed Analysis Result

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.

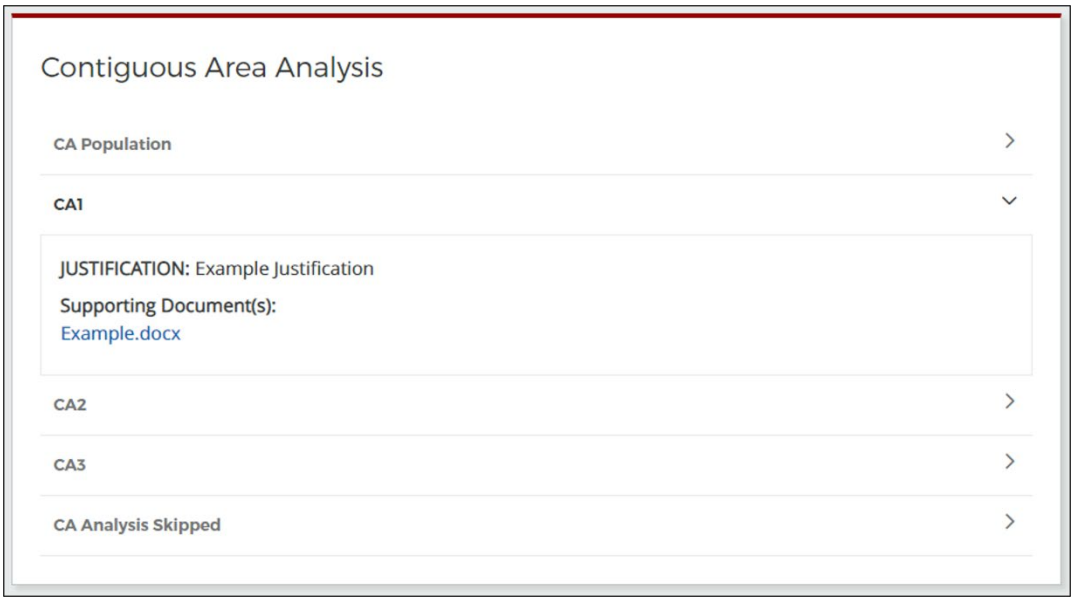


Figure 198: Supplemental Information - CA(s) Failed Analysis Result

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.

NEAREST SOURCE OF CARE

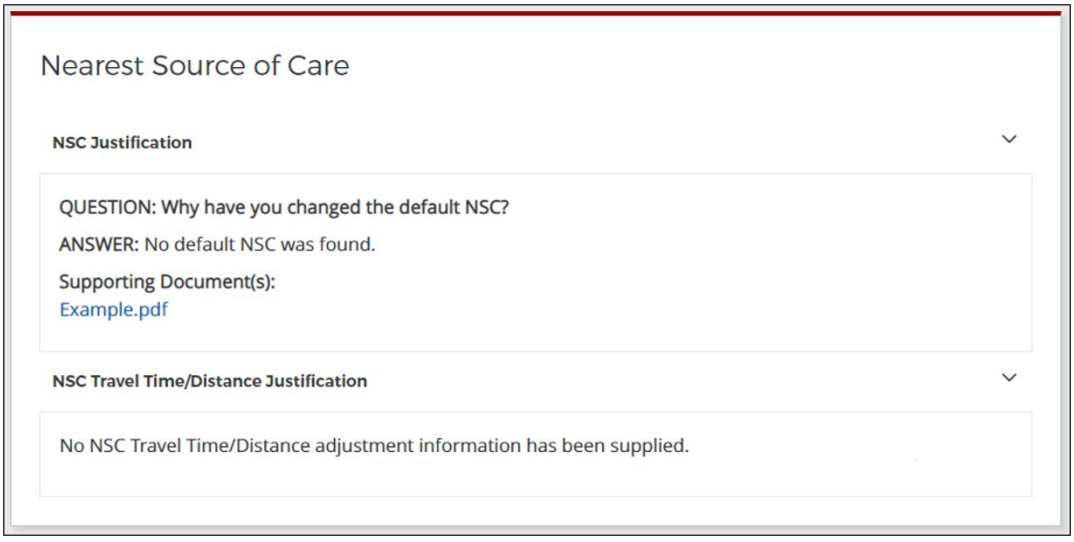


Figure 199: Supplemental Information - NSC Details Tab

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.

3.3.5A Editing Supplemental Information

The user can update supplemental justifications and documents while the designation is submitted and under the review process.

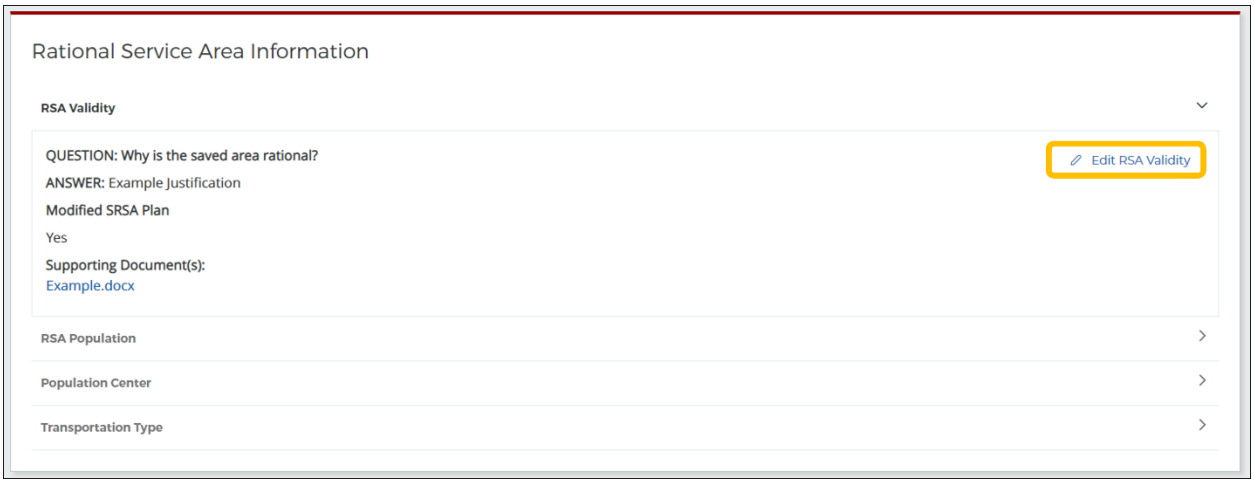


Figure 200: Editing Supplemental Information

INSTRUCTIONS

To update supplemental information:

1. Navigate to a Designation with a “Submitted” or “Under Review – Designation” status
2. Select a section on the Supplemental Information tab in the left-hand navigation
3. Select the “Edit” button in the desired accordion
4. Update the entered justification or upload additional documentation
5. Select the Save Button

The justification entered while editing will replace the justification originally entered during the HPSA application process in the HPSA and MUA/P Mapping Tool. Uploading a new document will not replace the original document uploading in the Mapping Tool.

When editing the justification for RSA Validity, Population Center, Transportation Type, Demographic Data (Territories only), Contiguous Area Validity, CA Analysis Skipped, and NSC Justification, PCOs will be able to update the written justification and upload additional supporting documentation.

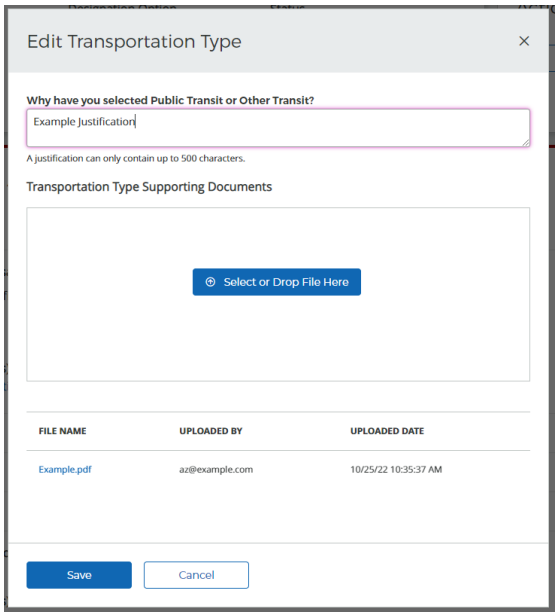


Figure 201: Edit Transportation Type Modal

When editing the justification for RSA Population, CA Population, and NSC Travel Time/Distance, PCOs can only upload additional supporting documentation.

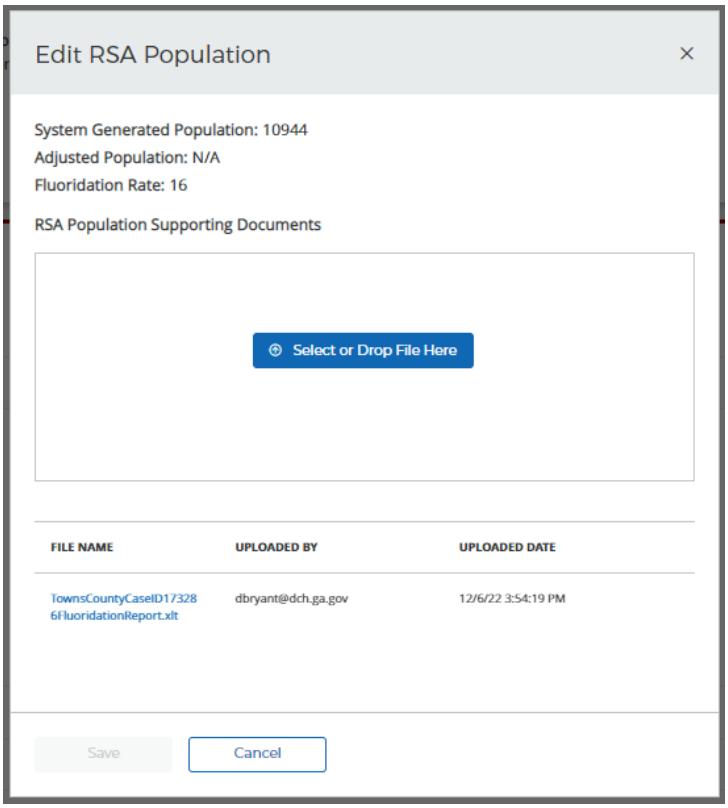


Figure 202: Edit RSA Population Modal

3.3.6 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.

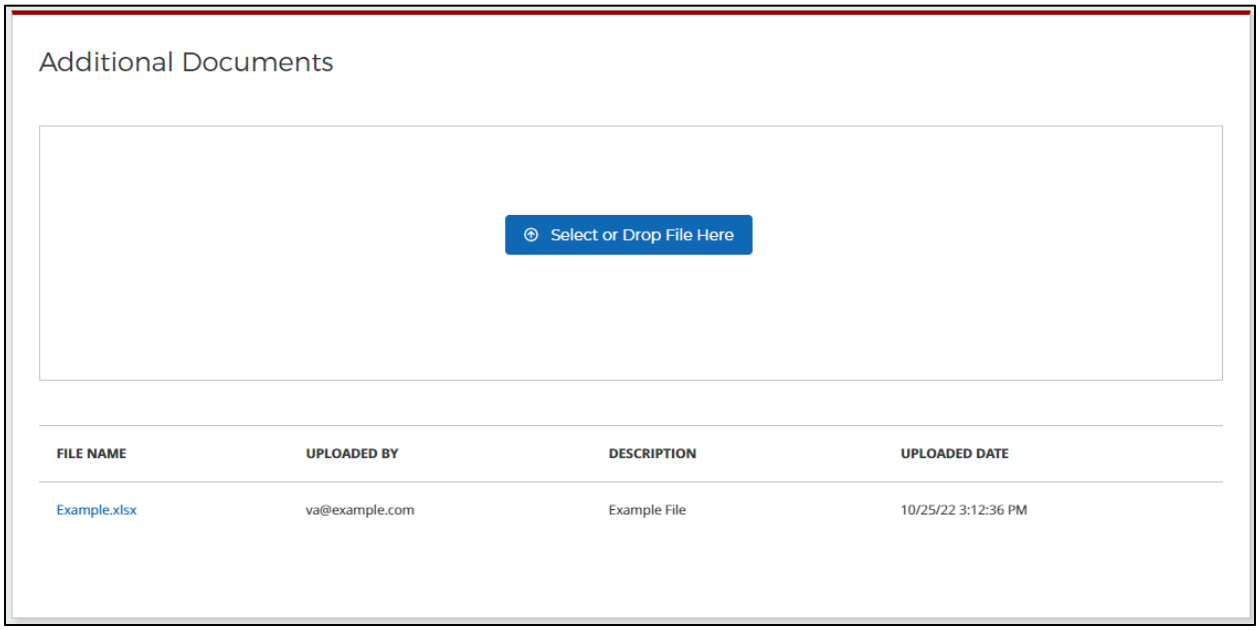


Figure 203: Additional Documents Tab on Geo/Pop HPSA Profiles

INSTRUCTIONS

To upload an additional document to a designation profile:

1. Select the “Select or Drop File Here” button
2. Select the relevant document
    a. Documents uploaded to the system should not include any Personally Identifiable Information (PII). PCOs will need to select the checkbox confirming the document does not contain any PII in order to upload an additional document
3. Enter a document description (optional)
4. Select the “Save” button

Newly uploaded documents will appear in the documents table below the document upload box. Documents will be sorted by Uploaded Date, with the most recent documents appearing at the bottom.

USER NOTES

- The description text field is alpha numeric and cannot exceed 50 characters.

3.3.7 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 view the following information on this tab:

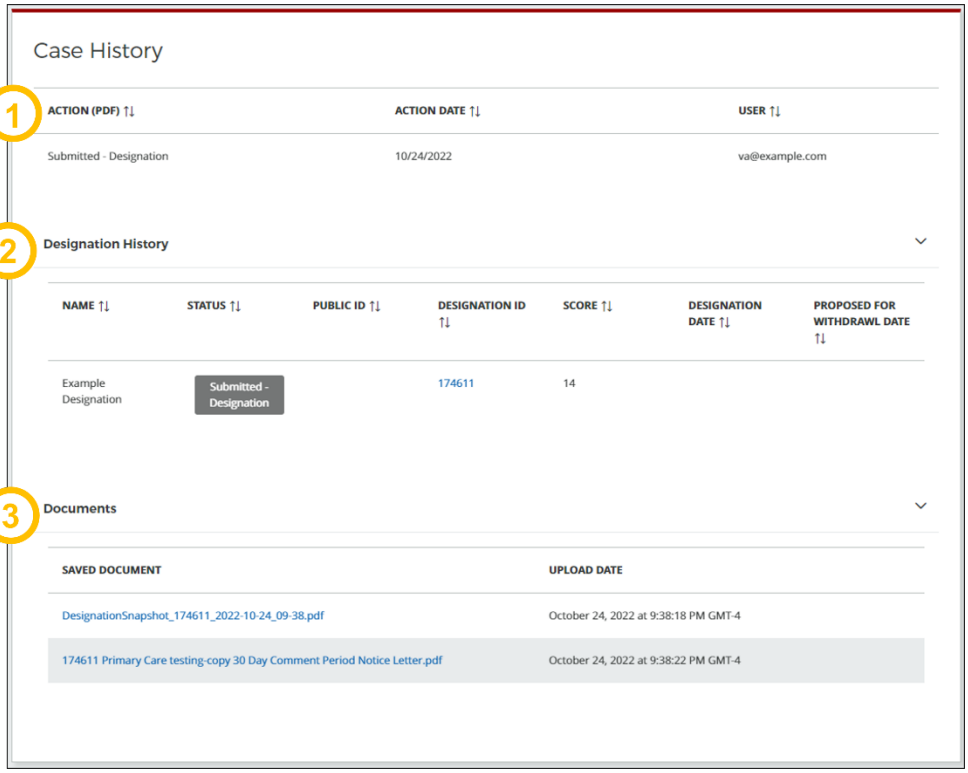


Figure 204: Case History Tab on Designation Profiles

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. Designation History	Includes the history of associated designations
3. Documents	Includes a hyperlink to a PDF of each saved application or a PDF of each system generated letter and upload date.

3.3.8 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.

On the Inquiries page, users can create new inquiries and view existing inquiries. Existing inquiries will display in separate accordions. Users can expand the accordion to view additional information about the inquiry.

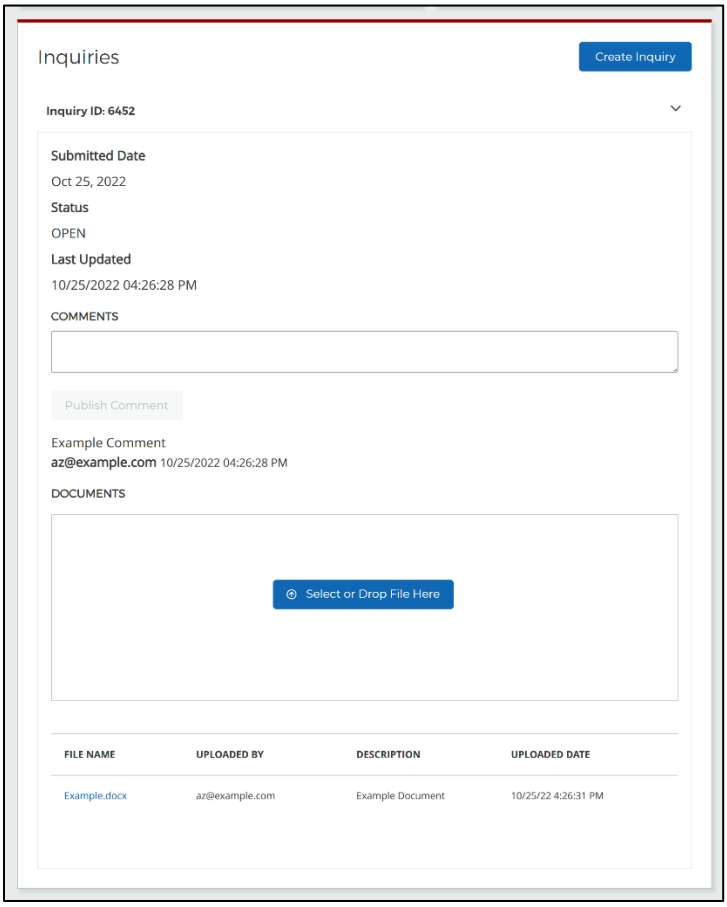


Figure 205: Inquiries Tab on Geo/Pop HPSA Profiles

Users can continue to add comments and documents to Inquiries with an “Open” status. If the user would like to provide additional information about a closed inquiry, the inquiry will need to be re-opened before additional action can be taken.

CREATING NEW INQURIES

Users can create New Inquiries by selecting the “Create Inquiry” button



Figure 206: Create New Inquiry Button on Inquiries Tab

INSTRUCTIONS

To create a new inquiry:

1. Select the “Create Inquiry” button
2. Select a document
3. Enter a document description (optional)
4. Enter a comment
5. Select the “Save” button

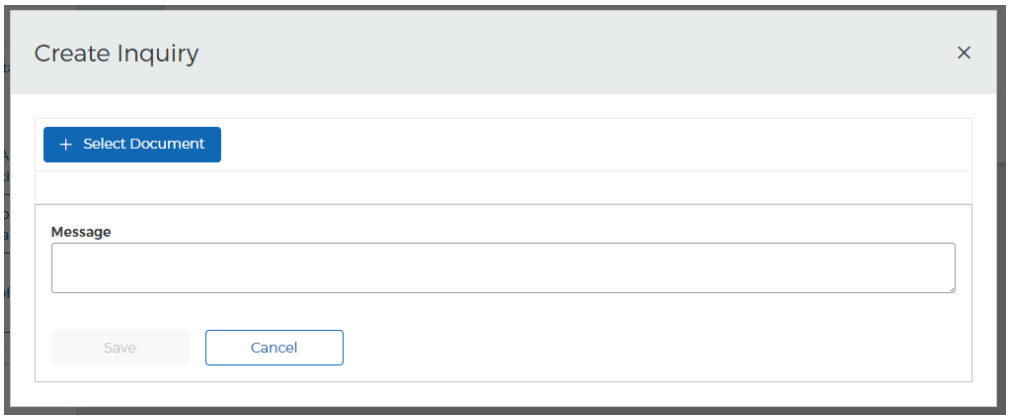


Figure 207: Create Inquiry Modal

Once the user selects the “Save” button, a new accordion will appear on the Inquiries section of the designation profile and the Inquiries page.

RE-OPENING INQURIES

Users can create re-open Closed Inquiries by selecting the “Re-Open Inquiry” option.

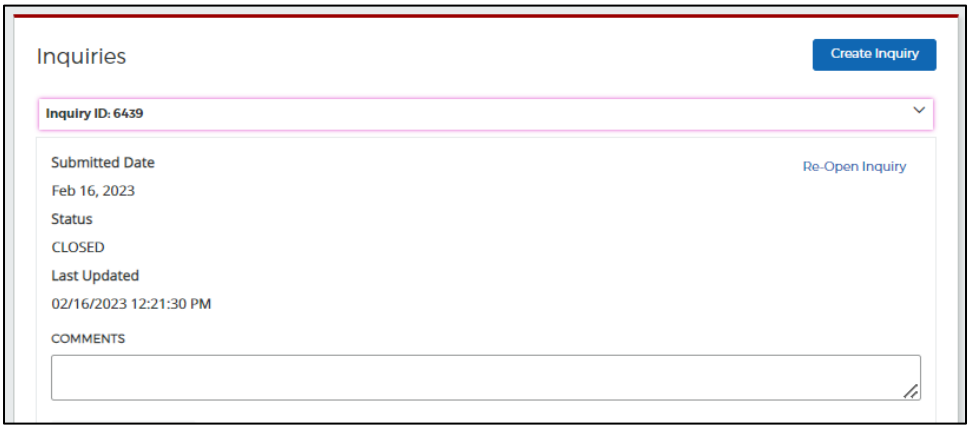


Figure 208 - Re-Opening an Inquiry

INSTRUCTIONS

To reopen an inquiry:

1. Navigate to the desired closed Inquiry
2. Select the "Re-Open Inquiry" button
3. Enter additional comments or upload additional documents as needed

3.3.9 Viewing Maternity Care Target Area (MCTA) Information

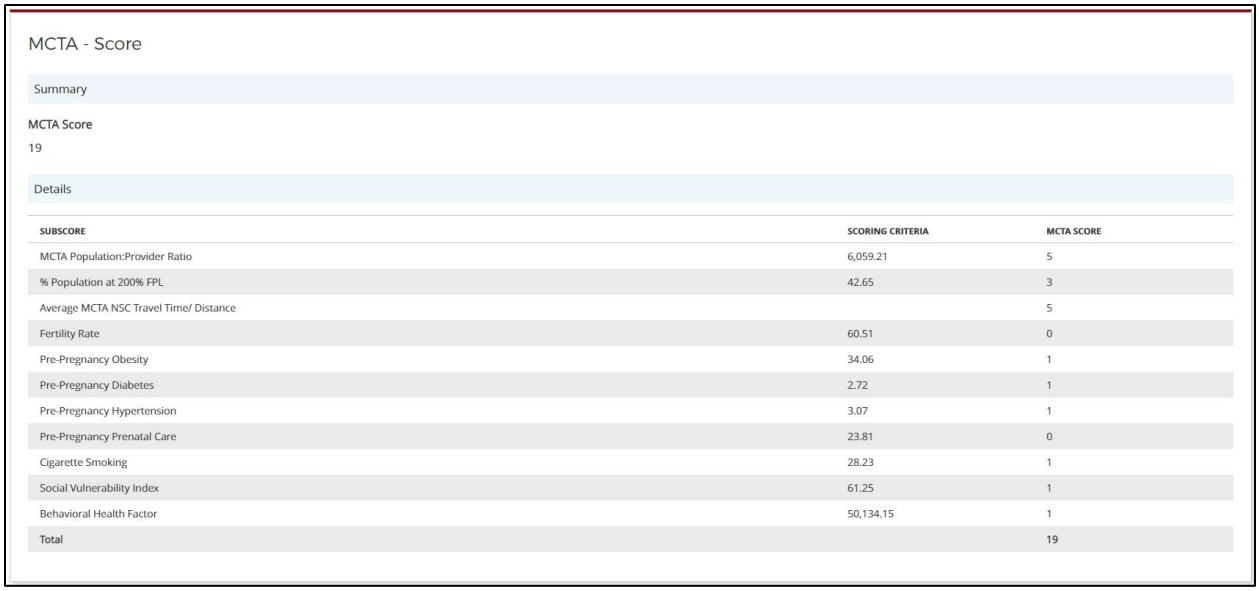
Each primary care HPSA Designation profile will also contain details regarding its maternity care target area (MCTA) score and underlying scoring criteria. These sections are specific to the primary care discipline and thus will not be displayed on either the dental health or mental health designations.

3.3.9A MCTA Score

The MCTA Score section contains all of the scoring details specific to the primary care designation's maternity care target area. The scoring details and list of sub-scores contributing to the total MCTA score are unique to the maternity care target area.

The MCTA Score includes the following sub-scores:

- MCTA Population to Provider Ratio
- % Population at 200% Federal Poverty Level (FPL) or % Patients Served with Known Income at or below 200% FPL
- Average MCTA NSC Travel Time or Distance
- Fertility Rate
- Prevalence of Pre-Pregnancy Obesity
- Prevalence of Pre-Pregnancy Diabetes
- Prevalence of Pre-Pregnancy Hypertension
- Prevalence of Women with Access to Prenatal Care in the First Trimester
- Prevalence of Cigarette Smoking
- Social Vulnerability Index
- Behavioral Health Factor



MCTA - Score

Summary

MCTA Score
19

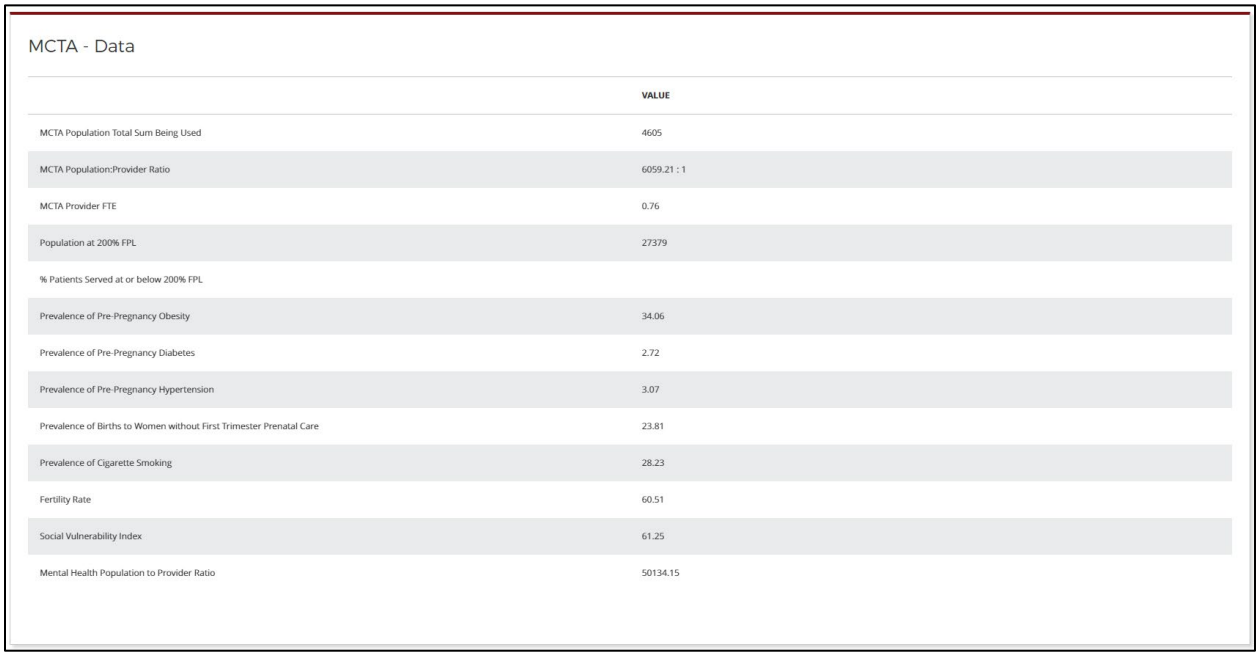
Details

SUBSCORE	SCORING CRITERIA	MCTA SCORE
MCTA Population:Provider Ratio	6,059.21	5
% Population at 200% FPL	42.65	3
Average MCTA NSC Travel Time/ Distance		5
Fertility Rate	60.51	0
Pre-Pregnancy Obesity	34.06	1
Pre-Pregnancy Diabetes	2.72	1
Pre-Pregnancy Hypertension	3.07	1
Pre-Pregnancy Prenatal Care	23.81	0
Cigarette Smoking	28.23	1
Social Vulnerability Index	61.25	1
Behavioral Health Factor	50,134.15	1
Total		19

Figure 209: HPSA Profile Maternity Care Target Area Score Section

3.3.9B MCTA Data

The MCTA Data section contains all of the supporting data used in calculating a MCTA score.



MCTA - Data

	VALUE
MCTA Population Total Sum Being Used	4605
MCTA Population:Provider Ratio	6059.21 : 1
MCTA Provider FTE	0.76
Population at 200% FPL	27379
% Patients Served at or below 200% FPL	
Prevalence of Pre-Pregnancy Obesity	34.06
Prevalence of Pre-Pregnancy Diabetes	2.72
Prevalence of Pre-Pregnancy Hypertension	3.07
Prevalence of Births to Women without First Trimester Prenatal Care	23.81
Prevalence of Cigarette Smoking	28.23
Fertility Rate	60.51
Social Vulnerability Index	61.25
Mental Health Population to Provider Ratio	50134.15

Figure 210: Maternity Care Target Area Data Section

3.3.9C MCTA Supporting Documents

The MCTA supporting document section contains all of the supporting documents that was uploaded by PCO before submitting the MCTA application.

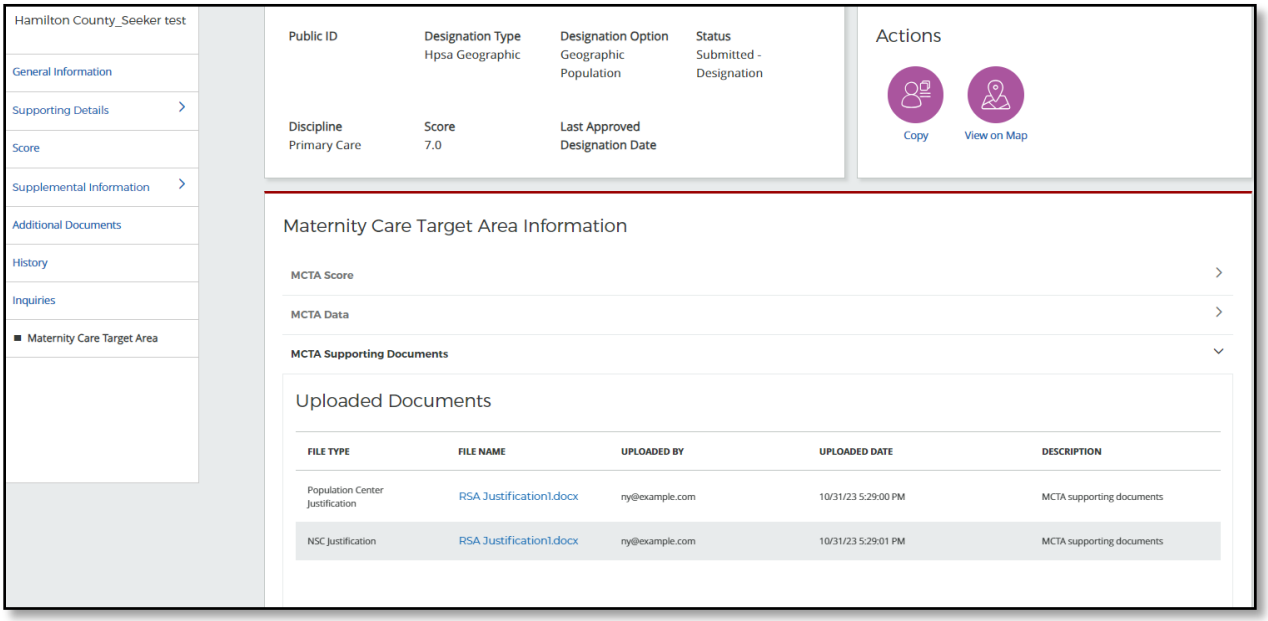


Figure 211: Maternity Care Target Area supporting document Section.

3.4 Designation 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:

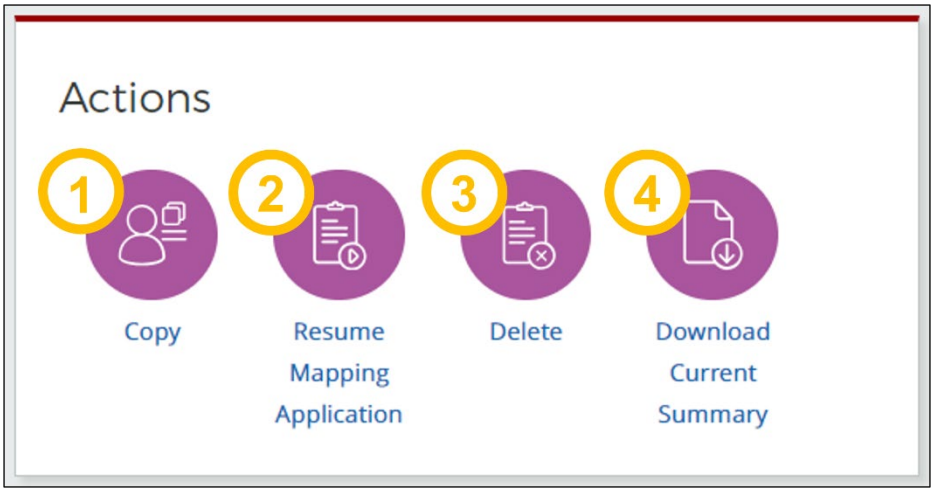


Figure 212: Actions Available for an in-Progress HPSA or MUA/P

Feature	Description
1. Copy	This button will allow the user to copy the designation. For additional information about copying designations, see *Section* .
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 button will allow the user to copy the designation. For additional information about deleting in-progress designations, see *Section 5.4.3 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:

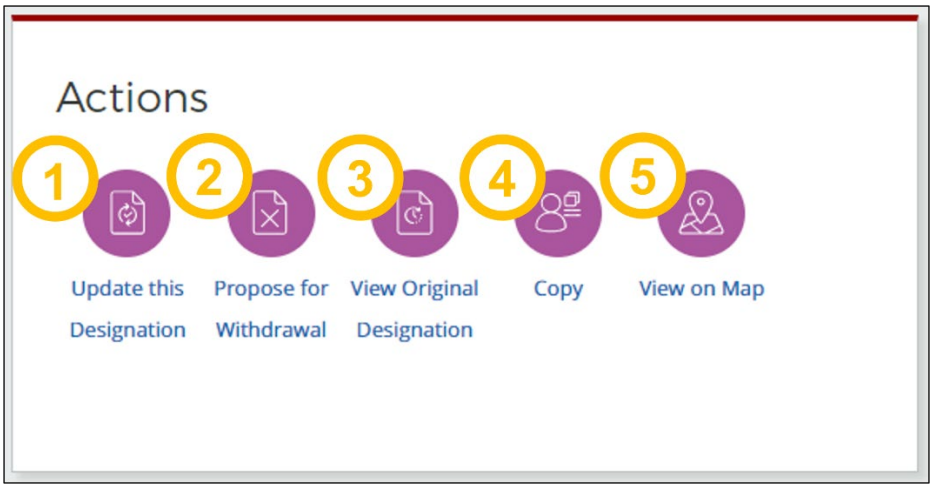


Figure 213: Actions Available for a Designated HPSA or MUA/P

Feature	Description
1. Update this Designation	This button will direct the user to the Mapping Tool to complete an updated application for the designation.
2. Propose for Withdrawal	This button will direct the user to propose to withdraw a current designation.
3. View Original Designation / View Updated Designation	This link will direct the user to the profile for a linked designation. This button will only appear if the current designation has replaced or was replaced by another designation.
4. Copy	This button will allow the user to copy the designation. For additional information about copying designations, see *Section* .
5. View on Map	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 Section *4.2 Mapping Tool Layout and User Interface* 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 statues not mentioned above will only have copy as an action selection.

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

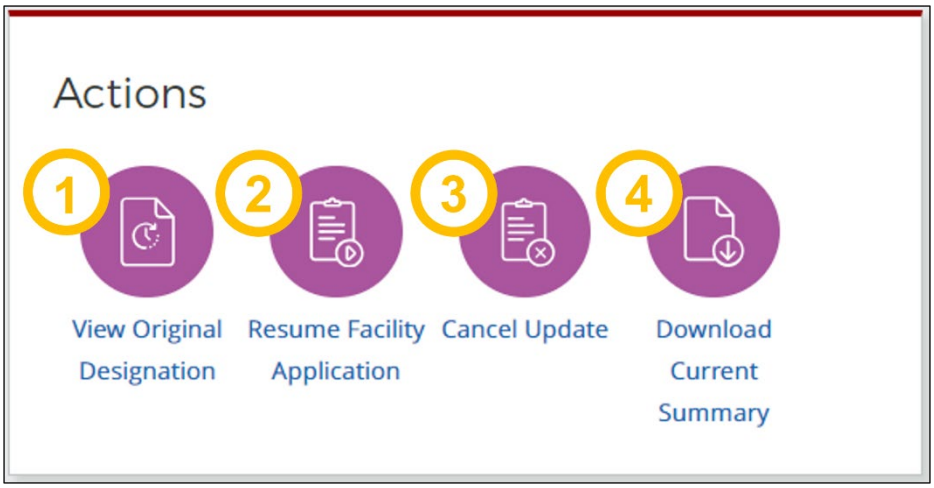


Figure 214: Actions Available for an In-Progress Facility Designation

Feature	Description
1. View Original Designation	This link will show when reinstating a designation that has been Withdrawn.
2. Resume Facility Designation	This link will redirect the user to complete the Facility Designation application.
3. Cancel Update	This button will direct the user through the cancellation process.
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 Facility:

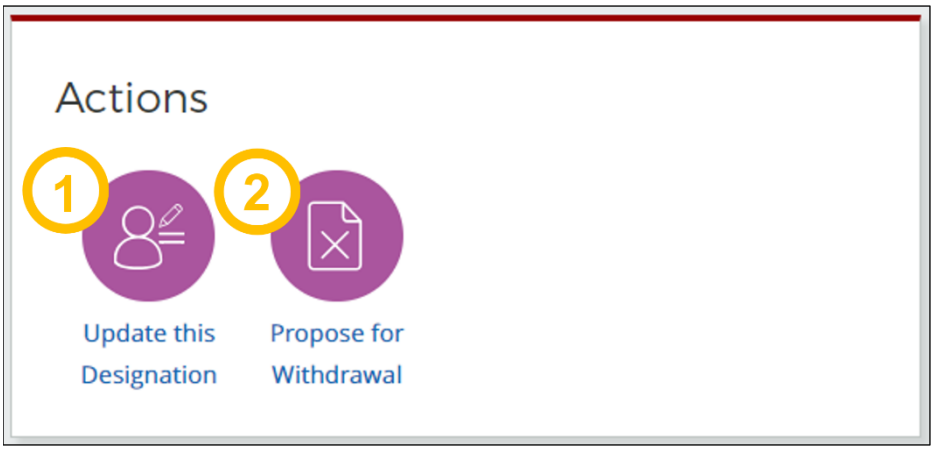


Figure 215: Actions Available for a Designated Facility

Feature	Description
1. Update this Designation	This button will direct the user to the facility application to complete an updated application for the designation.

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

The following action will be available for a withdrawn designation:



Figure 216: Actions Available for a Withdrawn Designation

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

The following sections detail the various actions available to PCOs.

3.4.1 Viewing Designation Provider Snapshot On Map

Once a Geographic, Population, or MUAP designation has been submitted, PCOs can take the action to “View on Map”. 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.

PCOs can enable a Provider Snapshot Layer for a designation after submission to view the provider data used at the time the designation application was submitted. This layer will display the providers used in the RSA and CA areas on the map. PCOs can toggle between viewing the Provider Snapshot Data and Current Provider Data to view provider data used in designation submission and real time provider landscape, respectively.

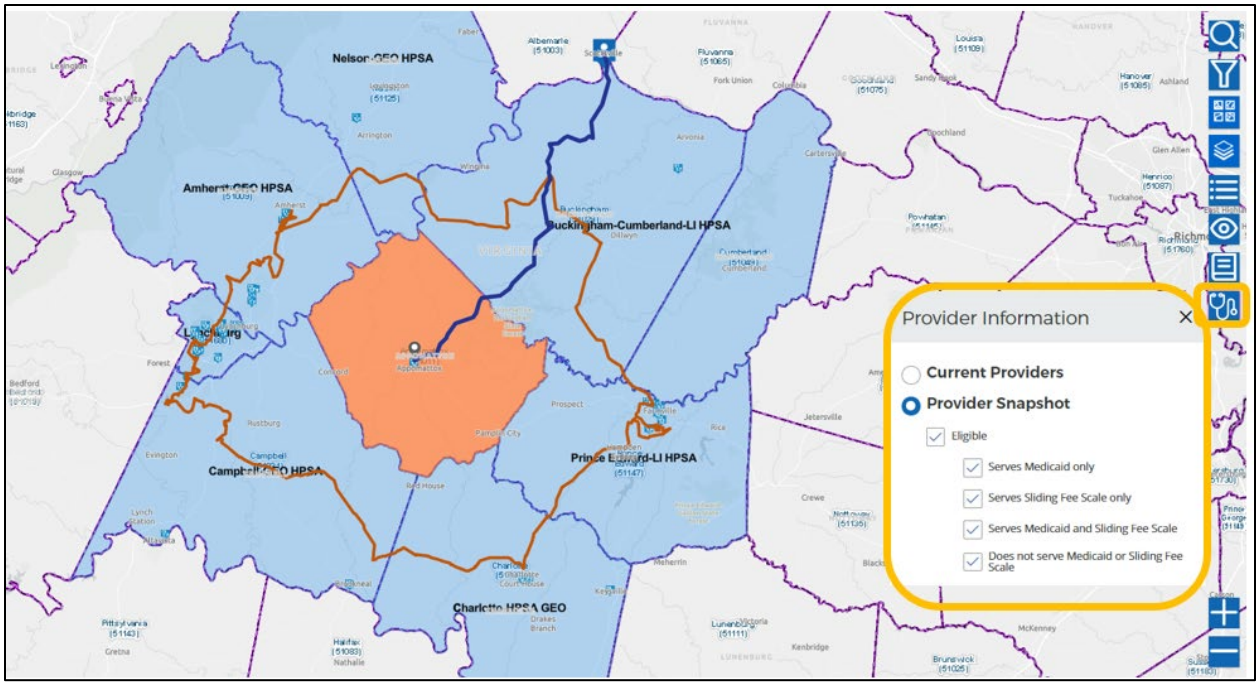


Figure 217 Viewing Provider Snapshot Layer in Mapping Application

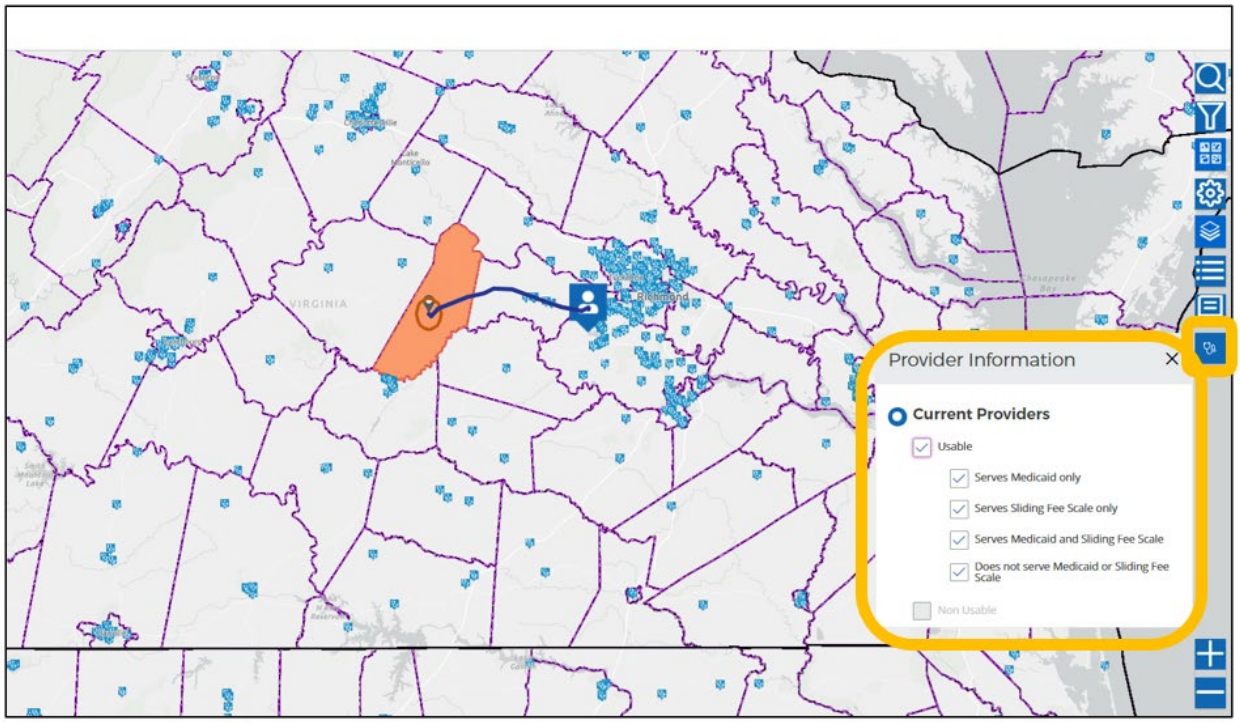


Figure 218 : Viewing Current Provider Data Layer in Mapping Application

INSTRUCTIONS

1. Under Actions on a designation profile, select “View on Map” for a submitted Geographic, Population, or MUAP designation.
2. To enable the Provider Snapshot Data layer, navigate to Provider Information Widget on the right-hand side of the map.
3. Toggle between “Current Providers” and “Provider Snapshot” radio buttons to see the providers on the map
4. Current Providers will display the Provider Snapshot layer for the provider landscape at the time the designation was submitted.
5. Provider Snapshot will display the provider data that was used at the time the designation was submitted.

VIEW PROVIDER INFORMATION

To view the provider information, turn on “Provider Locations” from the LayerList widget.

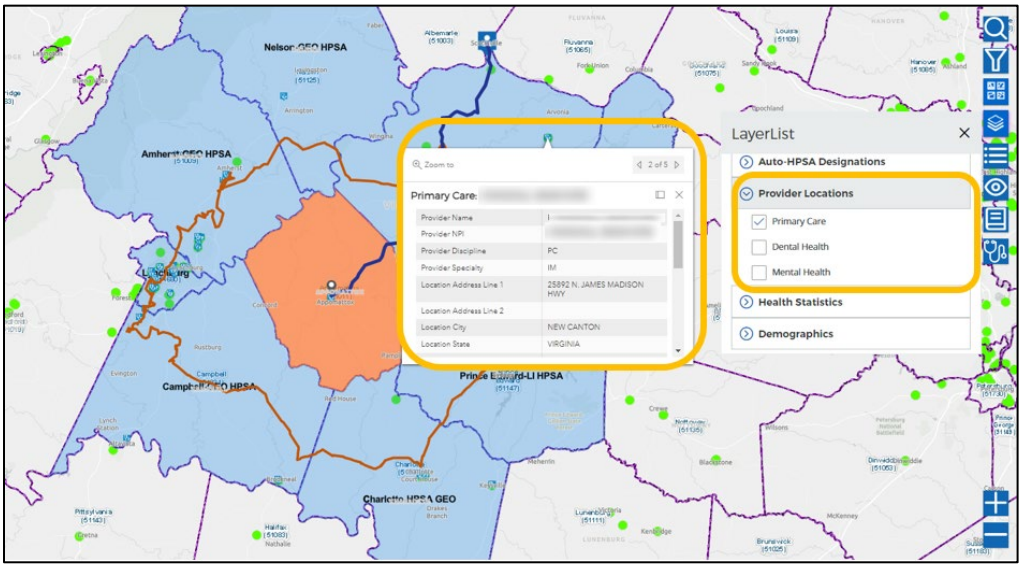


Figure 219 View provider information on map

USER NOTES

- Provider data is captured for In Progress designation applications when the RSA and CAs are saved in the mapping application. This data is made available as read-only after submission and will remain available once the designation is designated. Provider snapshot timestamps are displayed in the Data content panel.
- For more information on navigating the mapping application, please see *Section 4.2 Mapping Tool Layout and User Interface.*

3.4.2 Viewing Shape Change Information On Map

If a designation has shape changes, meaning the RSA boundary has changed or shapes within the RSA have changed, the PCO can view these changes on the View on Map page using the Data Vintage widget, *refer to section 2.2.4D Data Vintage Widget for more information.*

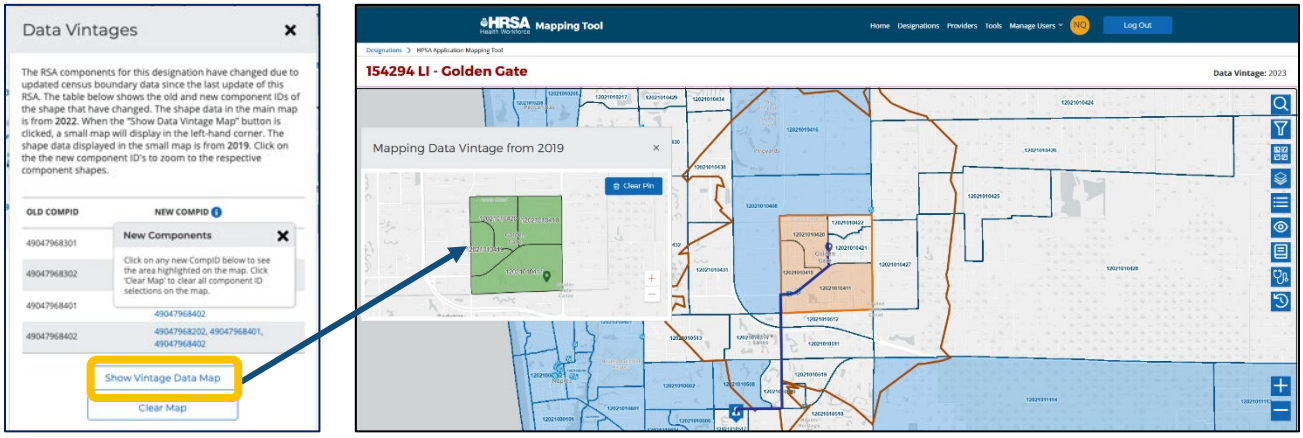


Figure 220: Overview Map on View on Map Page

The PCO will be able to see the changes on the Overview Map. The Overview Map is a small map that opens on the left-hand side of the main map that displays the old shape of the RSA (the green shape). The year of the map data source is mentioned in the header of the Overview Map. The PCO can move and zoom the Overview Map independently of the main map. However, if the PCO moves or zooms on the main map, the Overview Map will mimic the actions. If the PCO clicks on an area on the main map, a green pin will appear in the Overview Map. To clear the green pin, the PCO can close the Overview Map using the "X" button or click on the "Clear Pin" button.

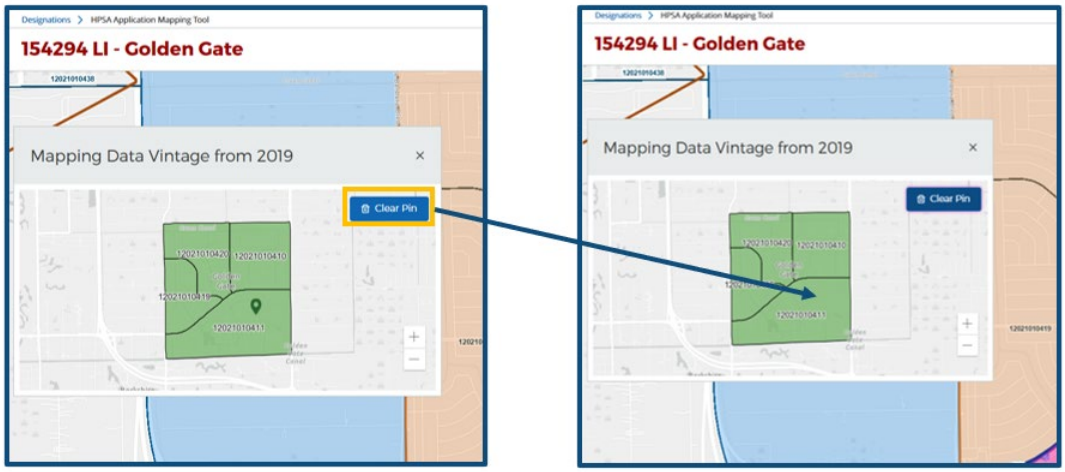


Figure 221: Clear Pin Button on Overview Map

3.4.3 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*) or the Facility Form (see *Section 5.7 Creating Facility Designations*).

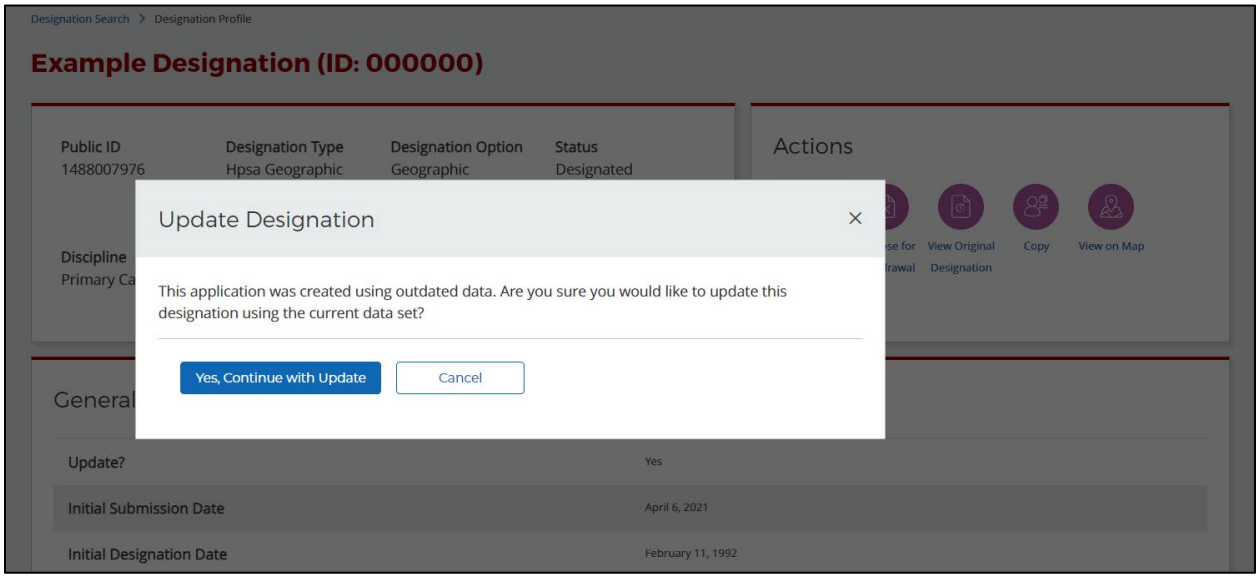


Figure 222: Updating a Designation Prompts

Once the user selects “Yes, Continue with Update” on a Geographic or Population HPSA or an MUA/P, the system will direct the user to the following image:

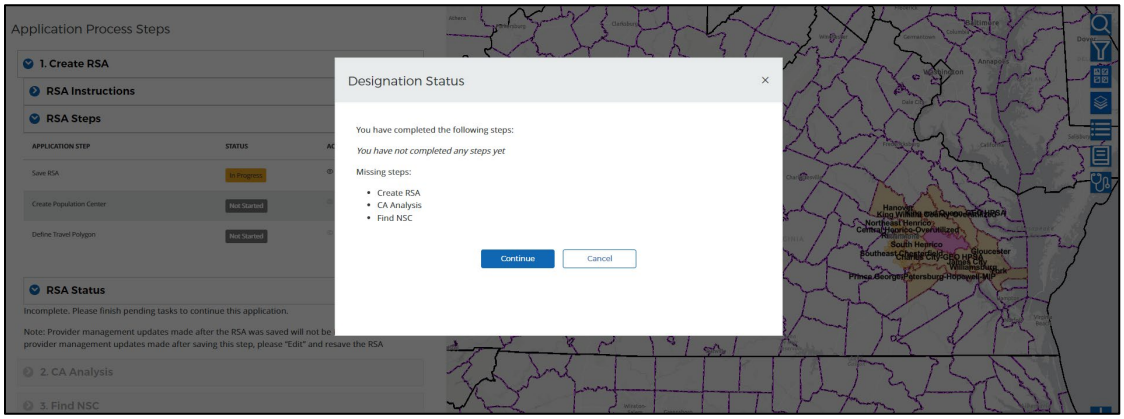


Figure 223 Initial Mapping Tool Screen

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.

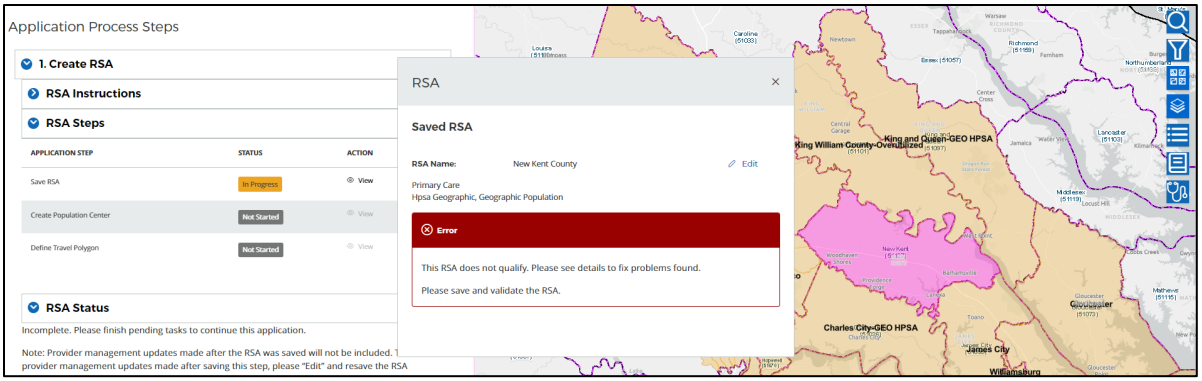


Figure 224 RSA Highlighted in Mapping Tool

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).

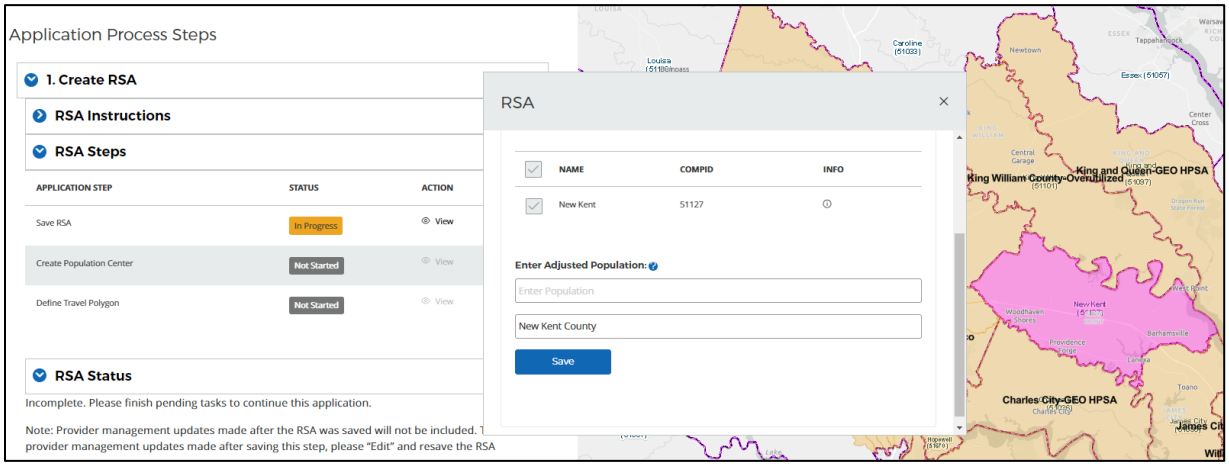


Figure 225 Edit RSA Panel in Mapping Tool

3.4.3.1 Updating a Designation with Shape Changes for HPSAs

The yearly source data update (SDU), especially a decennial census update, can cause boundary changes and/or shape changes within an RSA. A user can only update a designation that does not have a RSA boundary change as a result of those shape changes. Once the user selects "Yes, Continue with Update" on a Geographic/ Population HPSA, the system will direct the user to the following image:

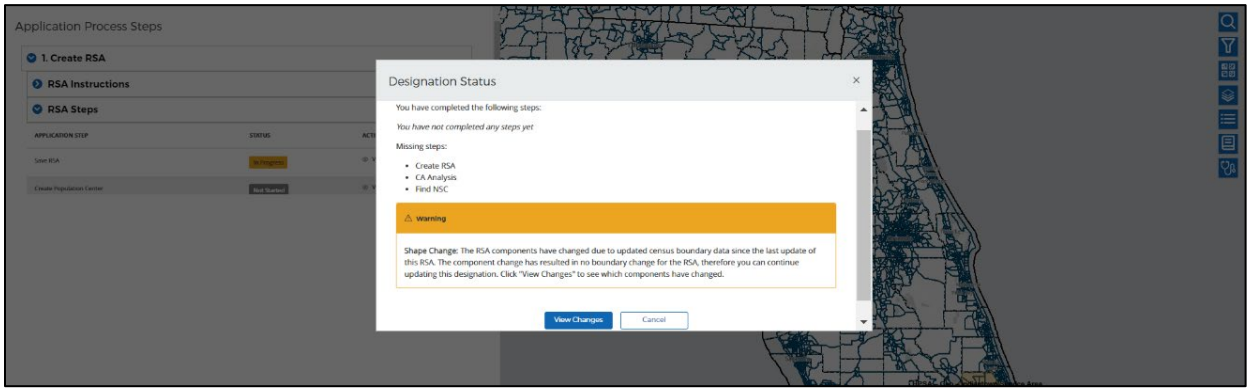
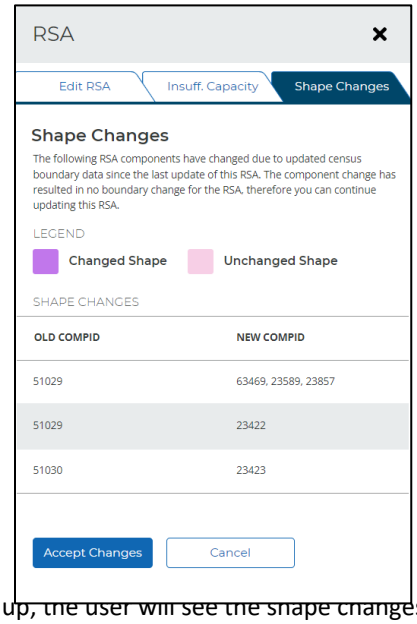


Figure 226 Initial Mapping Tool Screen for HPSA

The user will see a warning message that there is no RSA boundary change, but shape changes exist inside the RSA. When the user clicks “View Changes”, the user will be navigated to the Shape Changes tab in the RSA dialog. The Shape Changes tab will display a table with old and new component IDs and a legend for the map that denotes the shape change colors on the map.



In addition to the Shape Changes pop up, the user will see the shape changes highlighted on the map. The purple color denotes shapes that have changes, and the pink color denotes shapes that have not changed.

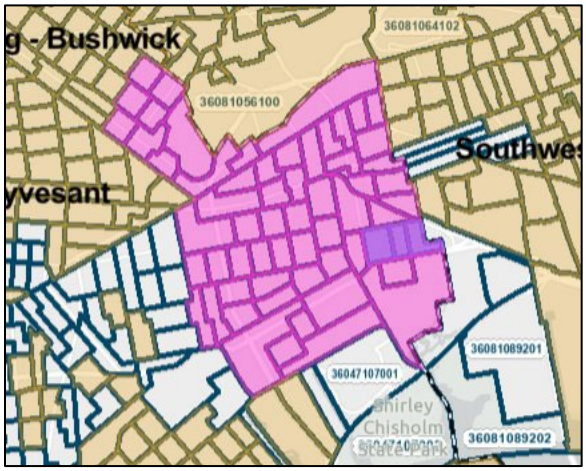


Figure 228 Shape Changes on the Map for HPSA

A user has the option to accept or not accept shape changes. If the user accepts shape changes by selecting the "Accept Changes" button, they will be navigated to the Edit RSA tab to resave the RSA. If the user does not accept shape changes, a warning dialog will display with the options to go back to the Shape Changes tab or go back to the Designation Profile page.

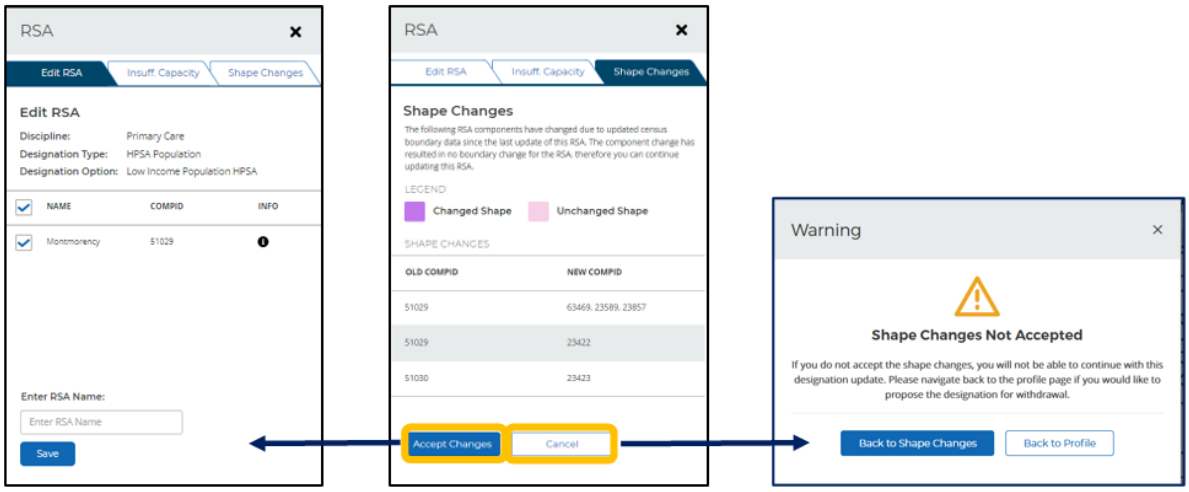


Figure 229 Accepting or Not Accepting Shape Changes for HPSA

After the user accepts shape changes, they will be navigated to the Edit RSA tab to resave the RSA with the new shape changes. 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).

3.4.3.2 Updating a Designation with Shape Changes for MUA/Ps

The yearly source data update (SDU), especially a decennial census update, can cause boundary changes and/or shape changes within an RSA. A user can only update a designation that does not have a RSA boundary change as a result of those shape changes. Once the user selects "Yes, Continue with Update" on a MUA/P, the system will direct the user to the following image:

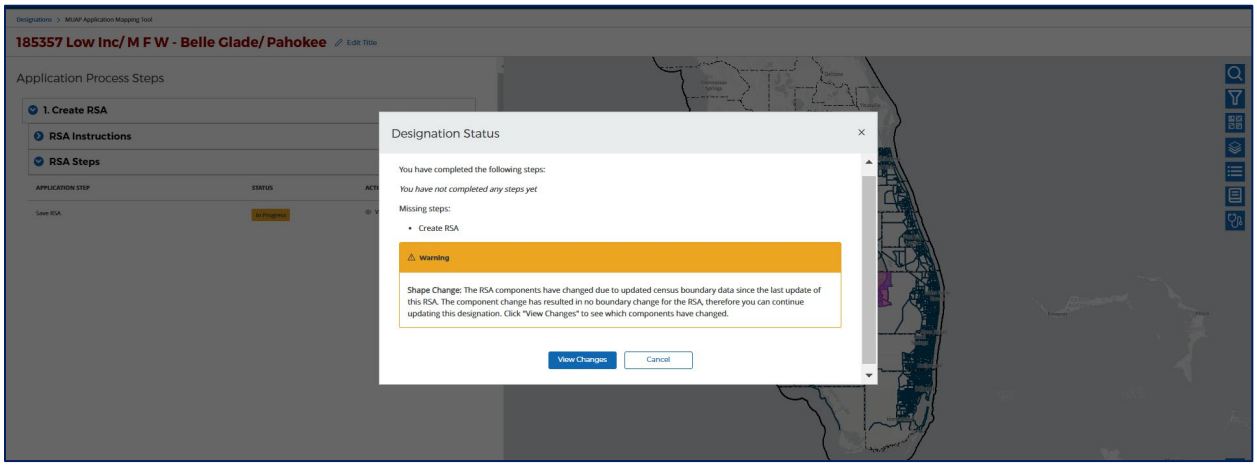


Figure 230 Initial Mapping Tool Screen for MUA/P

The user will see a warning message that there is no RSA boundary change, but shape changes exist inside the RSA. When the user clicks “View Changes”, the user will be navigated to the Shape Changes tab in the RSA dialog. The Shape Changes tab will display a table with old and new component IDs and a legend for the map that denotes the shape change colors on the map.

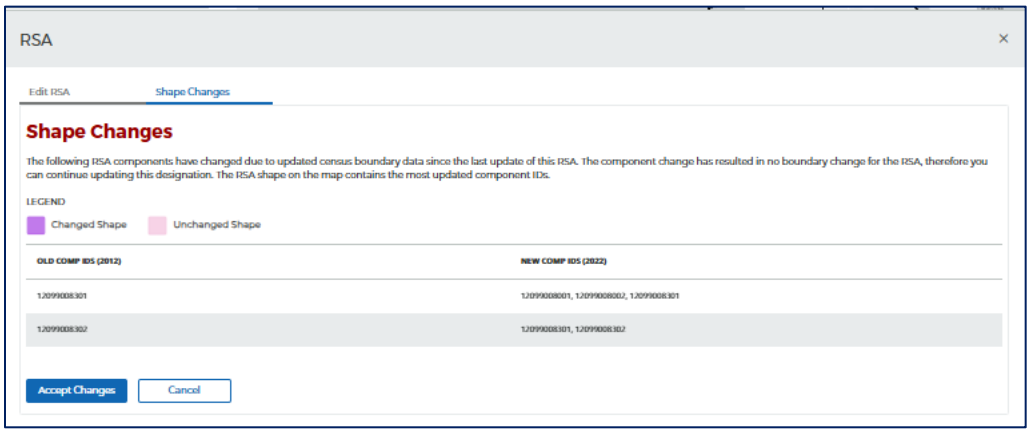


Figure 231 Shape Changes Tab for MUA/P

In addition to the Shape Changes pop up, the user will see the shape changes highlighted on the map. The purple color denotes shapes that have changes, and the pink color denotes shapes that have not changed.

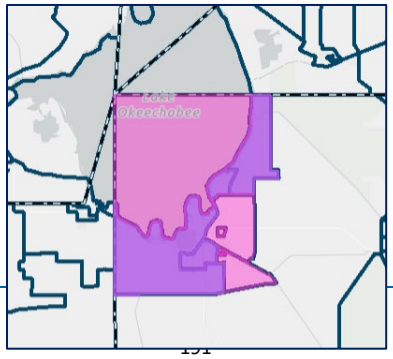


Figure 232 Shape Changes on the Map for MUA/P

A user has the option to accept or not accept shape changes. If the user accepts shape changes by selecting the "Accept Changes" button, they will be navigated to the Edit RSA tab to resave the RSA. If the user does not accept shape changes, a warning dialog will display with the options to go back to the Shape Changes tab or go back to the Designation Profile page.

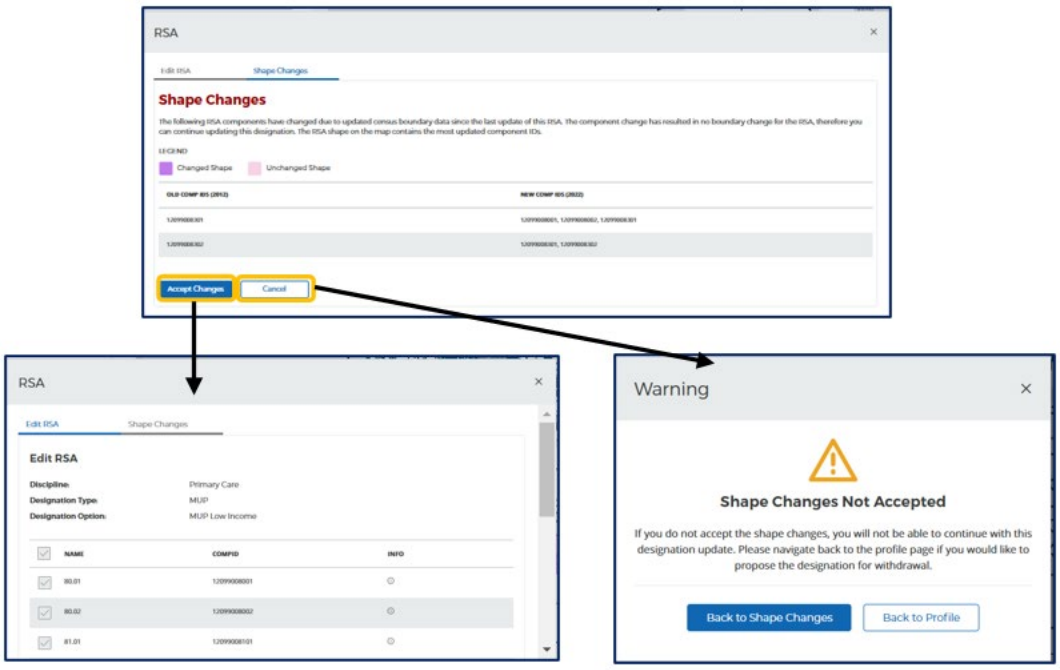


Figure 233 Accepting or Not Accepting Shape Changes for MUA/P

After the user accepts shape changes, they will be navigated to the Edit RSA tab to resave the RSA with the new shape changes. 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).

3.4.4 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 visible on the designation profile if the designation's status is in progress. For all other statuses the button will not be available.

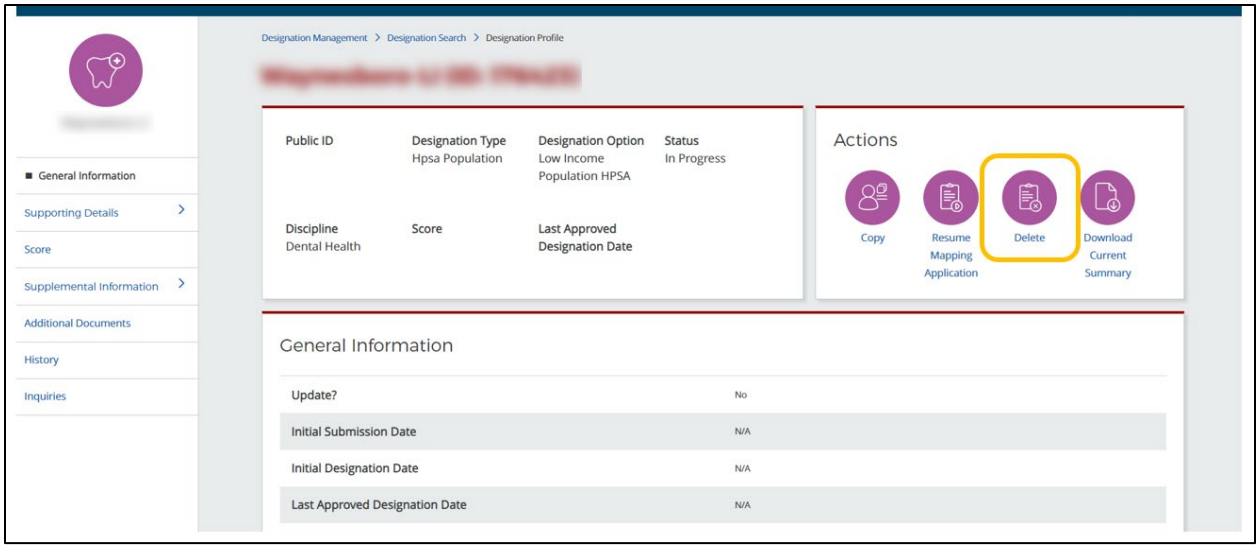


Figure 234: Deleting a Designation on Designation Profile Page

Once the user selects the delete button on the designation profile page, the user will see the following pop-up

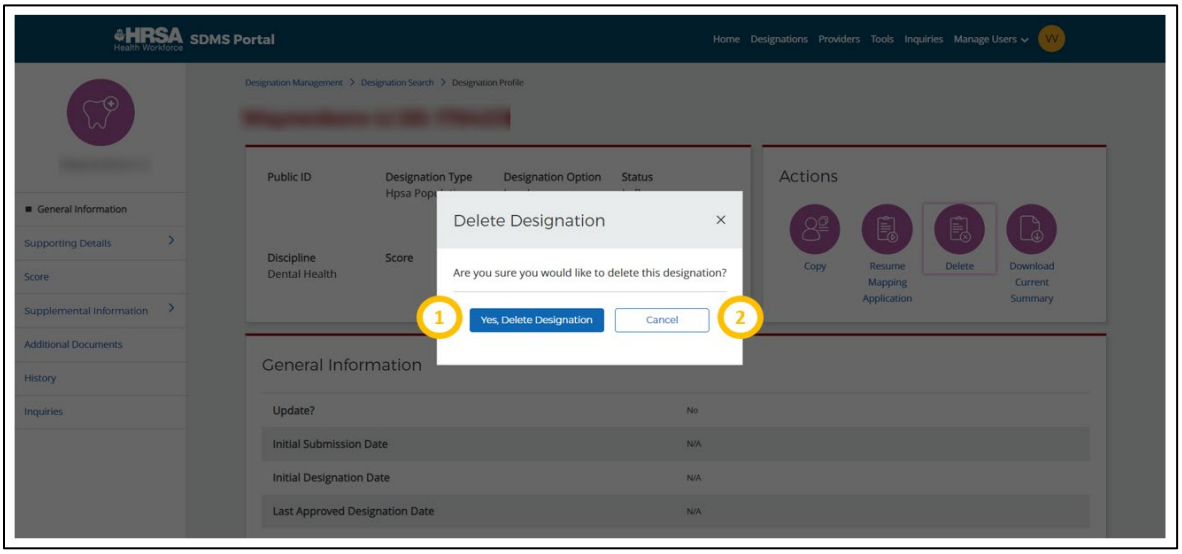


Figure 235: Delete Designation Confirmation Pop-Up

Feature	Description
1. Cancel	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.

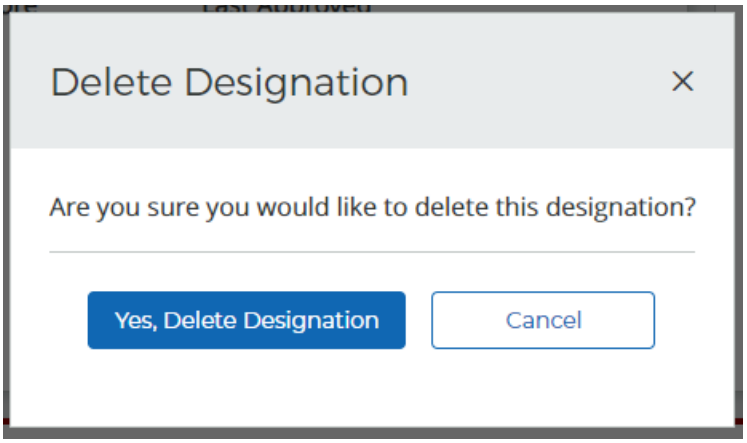


Figure 236: Deleting a Designation from a Designation Profile

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.

3.4.5 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 for the update application. The user should select the “Cancel Update” option in the Actions Header Card to cancel the update.

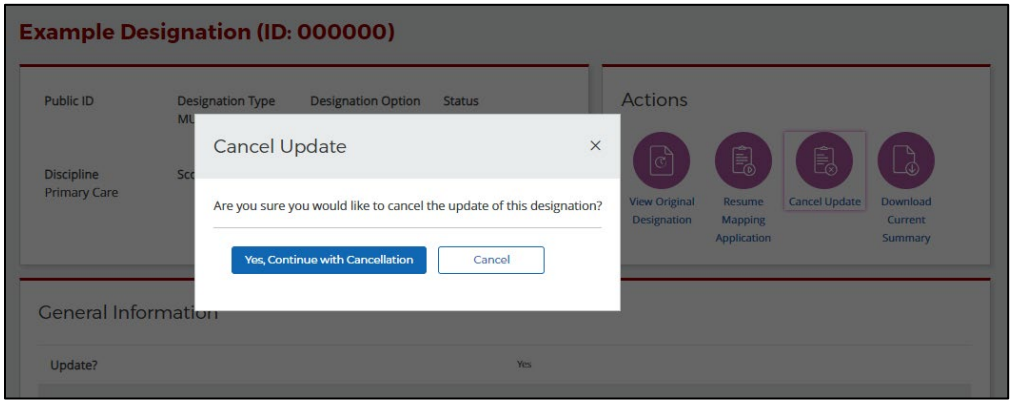


Figure 237: Canceling an Update to a Current Designation

Once canceled, the user will be navigated back to the designation profile for the parent designation record and are able to complete a new update if desired. The delete button on the search results will not be applicable for update applications.

3.4.6 Copying Designations

The user has the ability to copy a Geographic or Population HPSA or MUA/P 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. The user can click “Copy” on the Designation Profile page.

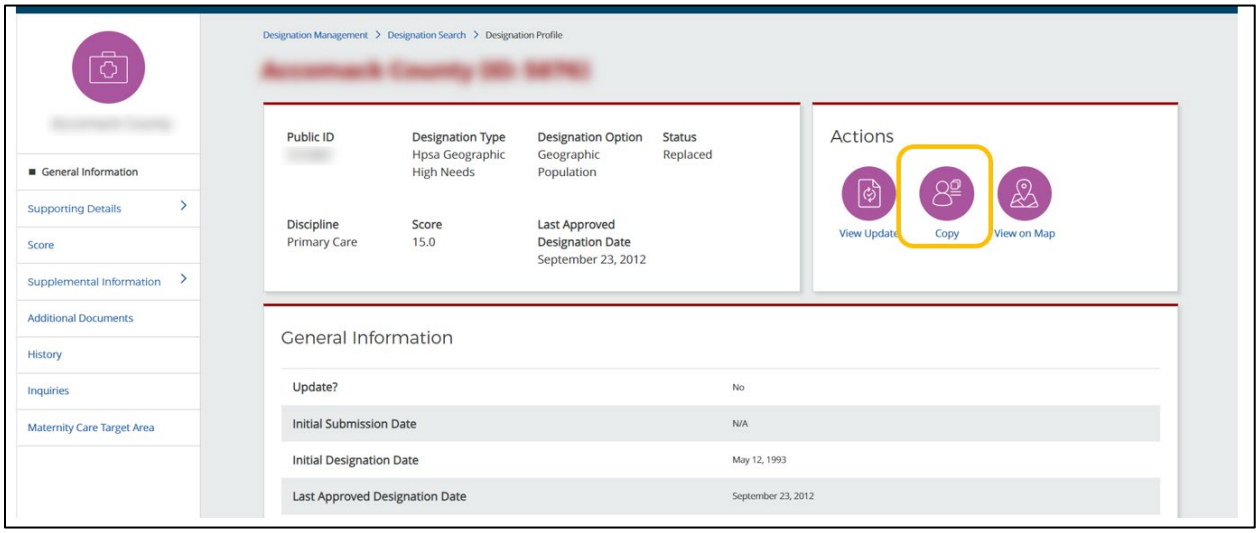


Figure 238: Designation Profile Copy Button

Once the user chooses to copy a Geographic or Population HPSA or MUA/P designation from the designation profile, they will view a pop-up that allows them to enter the required information to copy the designation.

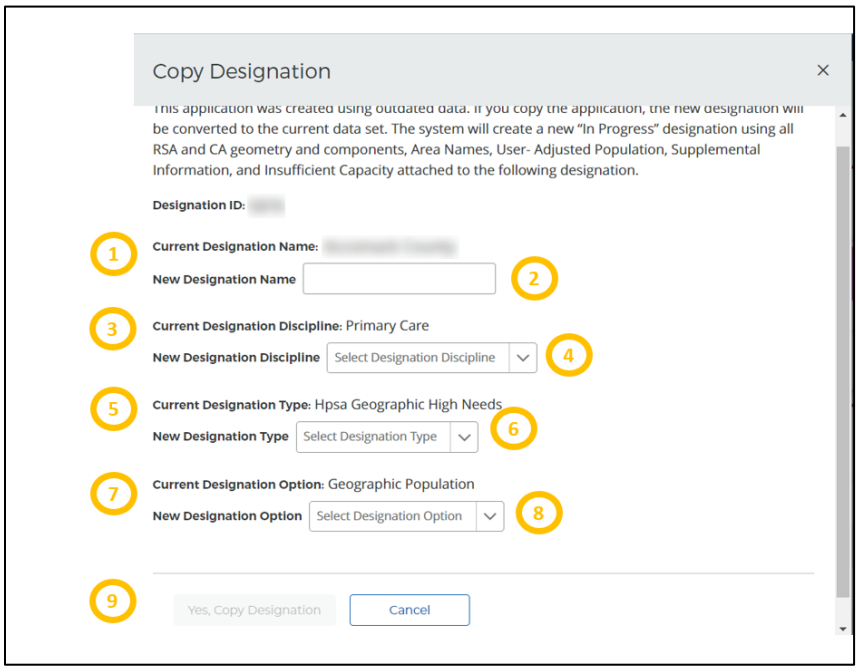


Figure 239: Copying a Designation from the Designation Search

Feature	Description
1. Current Designation Name	This field is read only and is the name of the designation being copied.

Feature	Description
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 *Section 4.* SDMS Mapping Tool). The system will display the current designation discipline as read only above this field for user reference.
5. Current Designation Type	This field is read only and is the Designation type of the designation being copied.
6. New Designation Type	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 *Section 4.* SDMS Mapping Tool). The system will display the current designation type as a read only display above this field for user reference.
7. Current Designation Option	This field is read only and is the designation option of the designation being copied.
8. New Designation Option	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 *Section 4.* SDMS Mapping Tool). The system will display the current designation type as a read only display above this field for user reference.
9. Copy Designation 	The user should select this button once they have filled in the required information and are ready to copy the designation. The button will be clickable when all fields are filled.
10. Current Provider Type (Not Pictured)	This field is read only and shows if the existing designation is Psych Only, Core Mental Health, or Psych and Core Mental Health. This field will only appear if Mental Health is chosen as the New Designation Discipline.
11. New Provider Type (Not Pictured)	This field is required and allows the user to select the provider type that will be used for their Mental Health designation. This field will only appear if Mental Health is chosen as the New Designation Discipline, and the user will be provided with the same selections available on the Mapping Tool landing page (See *Section 4. SDMS Mapping Tool*).

Feature	Description
12. Current Mental Health Catchment Area Plan (Not Pictured)	This field is read only and shows if the current designation uses a Mental Health Catchment Area Plan. This field will only appear if Mental Health is chosen as the New Designation Discipline.
13. New application uses a Mental Health Catchment Area Plan (Not Pictured)	The user should select this button if the copied designation should use a Mental Health Catchment Area Plan. This field will only appear if Mental Health is chosen as the New Designation Discipline.
14. Current Governor's Exception MUP (Not Pictured)	This field is read only and shows if the current MUP designation is a Governor's Exception. This field will only appear if MUP is selected as the New Designation Type.
15. New Governor's Exception MUP (Not Pictured)	The user should select this button if the copied designation should be a Governor's Exception MUP. This field will only appear if MUP is selected as the New Designation Type.

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

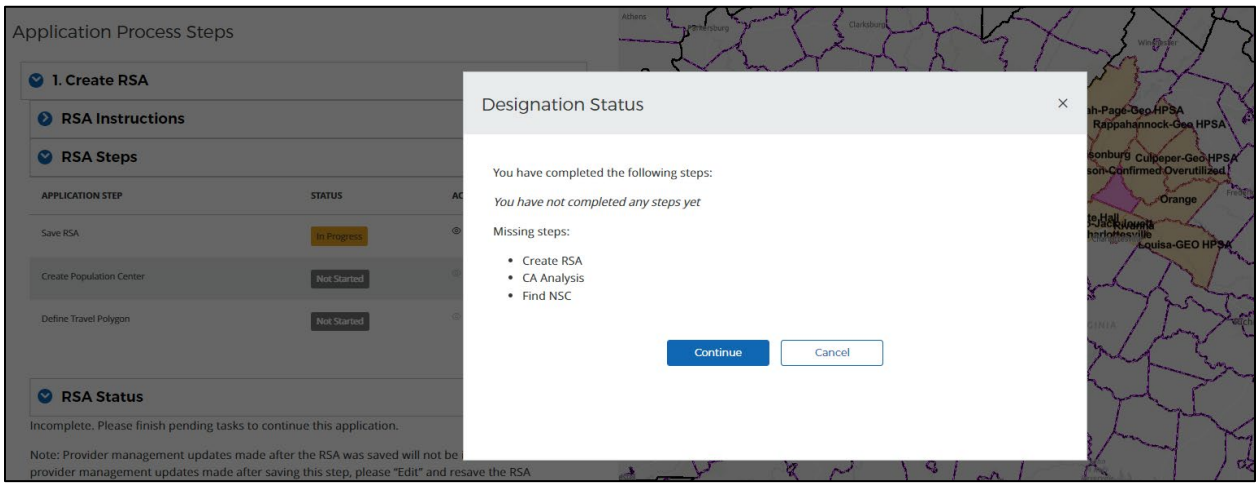


Figure 240 Mapping Tool Page when Copying a Designation

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.

3.4.7 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.

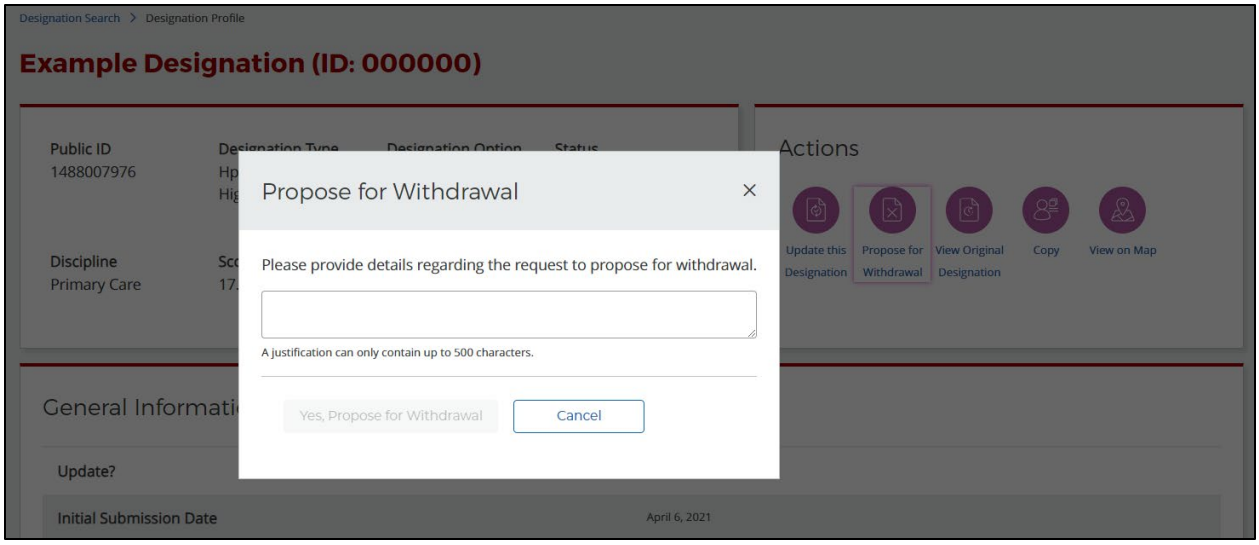


Figure 241: Proposing a Designation for Withdrawal

The user must enter an explanation in the text box on this page in order to submit the designation for proposed for withdrawal. Upon selecting the "Yes Propose for Withdrawal" button, the system will submit the designation to review the proposed 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.

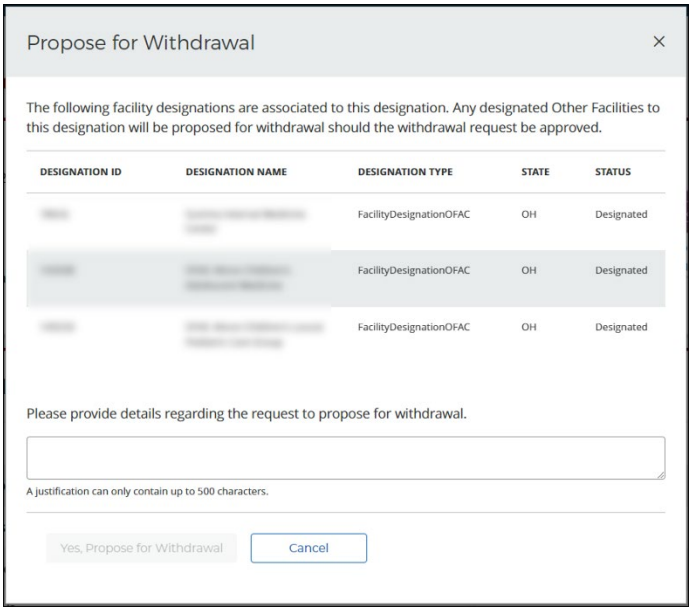


Figure 242: Withdrawal Warning Message for Associated OFAC

3.4.8 Proposing a Designation for Reinstatement

The user has the ability to propose designations with a "Proposed for Withdrawal" status for reinstatement.

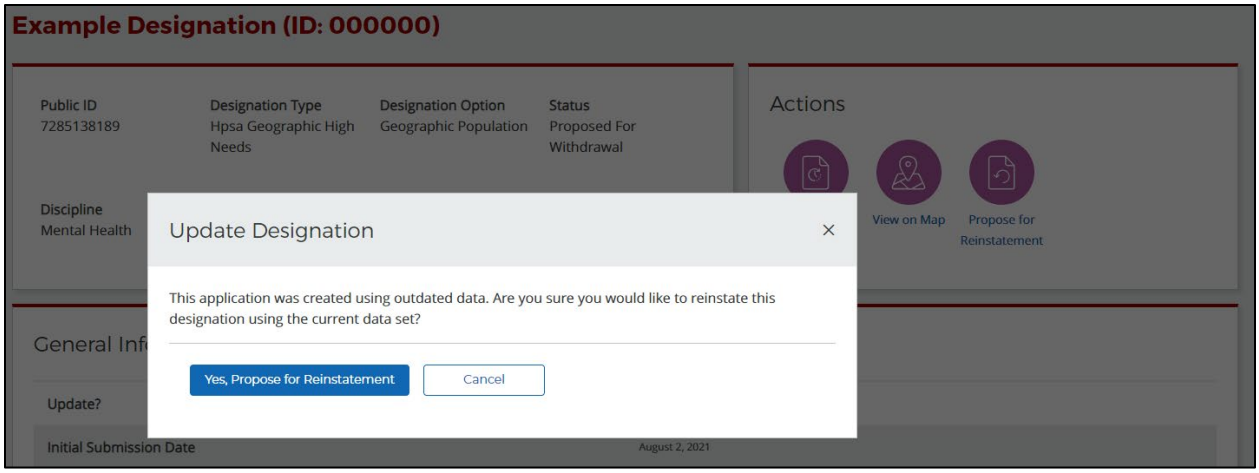


Figure 243: Proposing a Designation for Reinstatement

When the user selects "Yes, Propose for Reinstatement," they will be prompted to begin an updated designation application.

3.4.9 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.

3.5 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.

3.5.1 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 Designation ID of the application you wish to view.

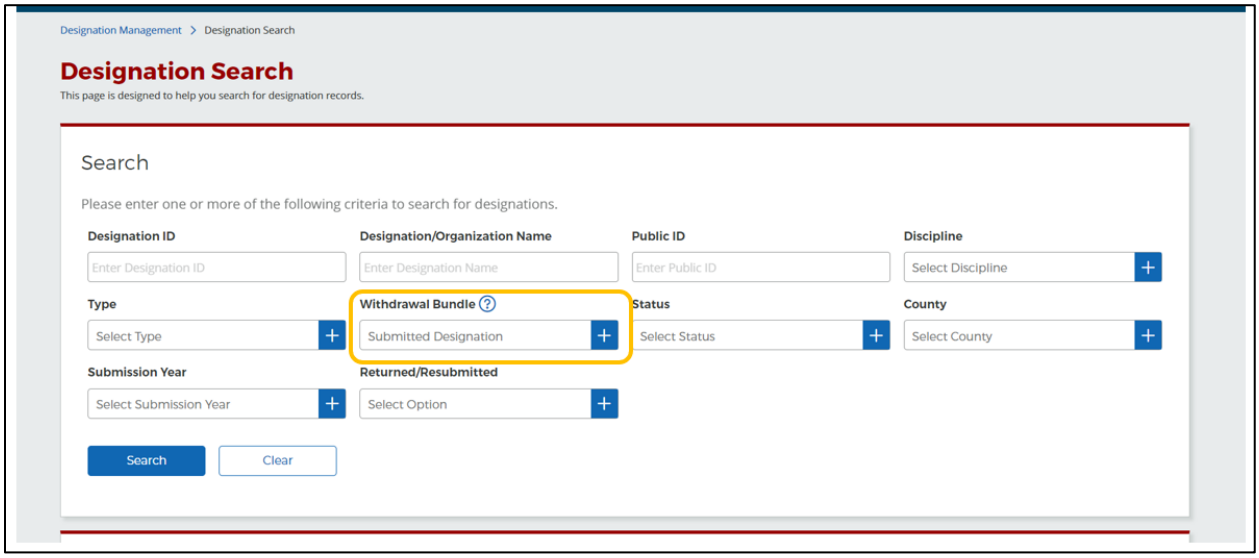


Figure 244: Searching and Selecting Withdrawal Bundle Designations

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.

3.5.2 Withdrawal Bundle Warning Messages

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

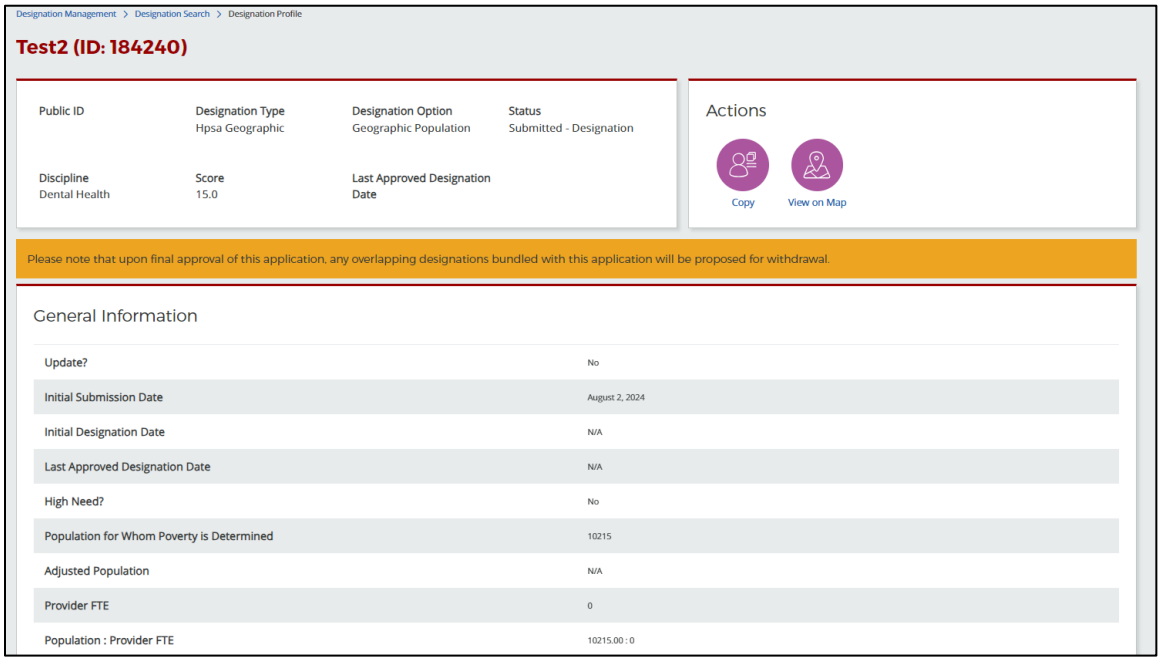


Figure 245 Withdrawal Bundle Warning Message on General Information Page

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

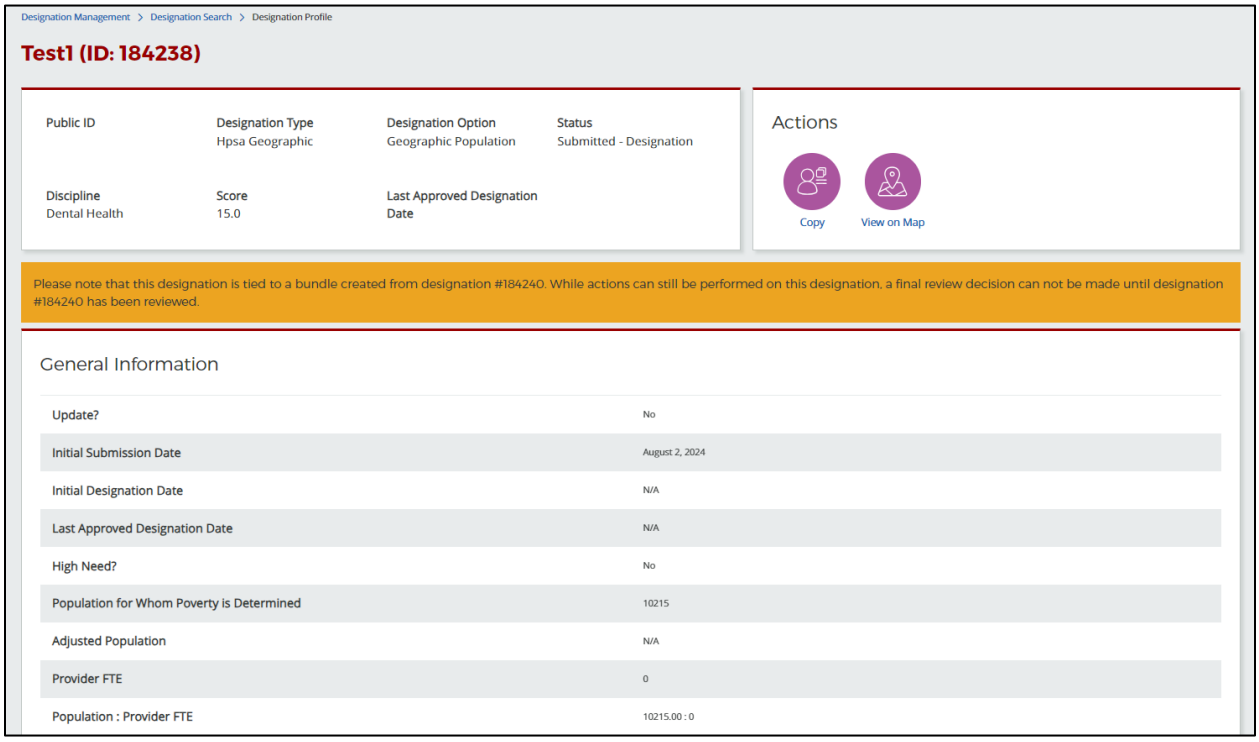


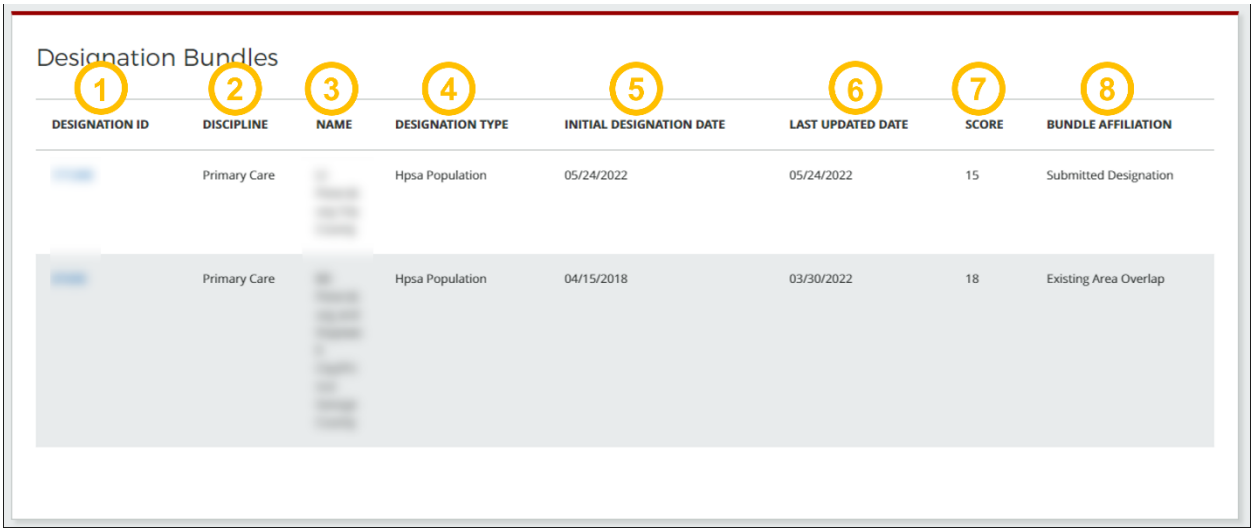
Figure 246 Overlapping Designations Warning Message

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.

3.5.3 Withdrawal Bundle Designations Page

Users can see additional information about the designations included in the Withdrawal Bundle in the Withdrawal Bundle section on the General Information tab. This section is dynamic and will only appear if the designation is part of a withdrawal bundle.



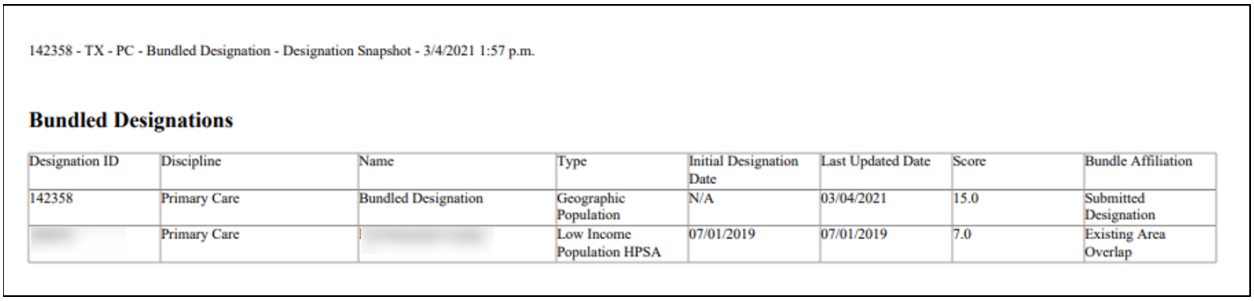
Feature	Description
1. Designation ID	The unique Designation ID for each designation.
2. Discipline	The discipline of the designation.
3. Name	The name of the designation.
4. Type	The type of the HPSA: • Geographic • Population • Facility
5. Initial Designation Date	The date when the designation was initially designated.
6. Last Updated Date	The date when the designation was last updated.
7. Score	The current score for the designation.
8. Bundle Affiliation	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.

3.5.4 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.



142358 - TX - PC - Bundled Designation - Designation Snapshot - 3/4/2021 1:57 p.m.

Bundled Designations

Designation ID	Discipline	Name	Type	Initial Designation Date	Last Updated Date	Score	Bundle Affiliation
142358	Primary Care	Bundled Designation	Geographic Population	N/A	03/04/2021	15.0	Submitted Designation
[redacted]	Primary Care	[redacted]	Low Income Population HPSA	07/01/2019	07/01/2019	7.0	Existing Area Overlap

Figure 247: 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 Designation ID for the new submitted designation.

3.6 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.

3.6.1 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 Designation ID of the returned application you wish to view.

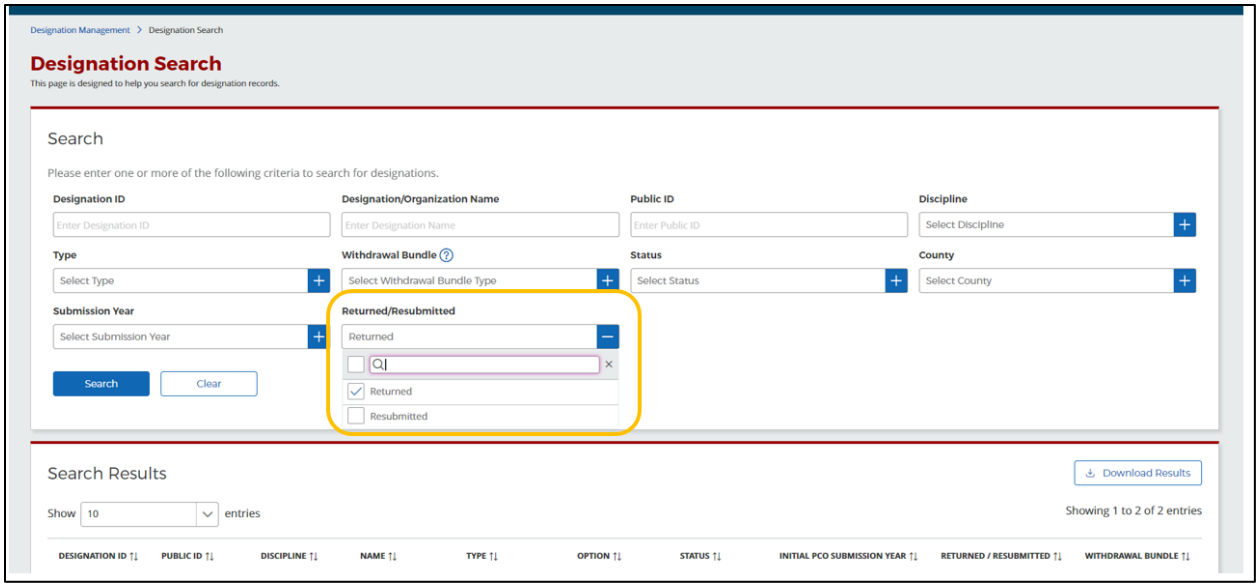


Figure 248: Searching and Selecting Returned Applications

3.6.2 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. For information about returned Auto-HPSA rescores, see *Section 7.1.2H Returned Supplemental Data Rescores*.

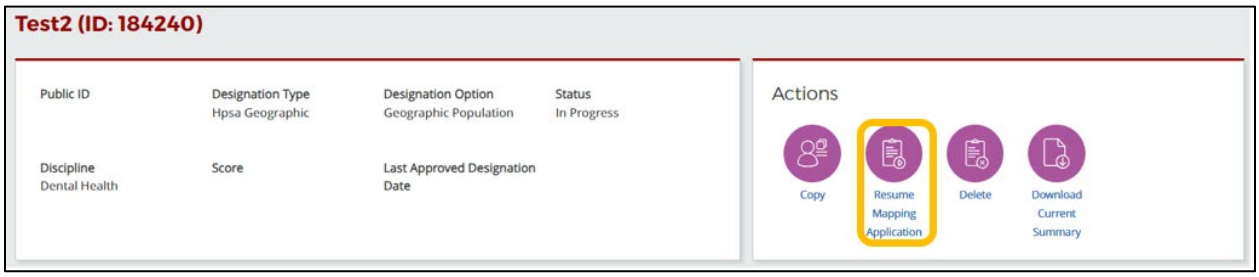


Figure 249 Resubmitting a Returned Application

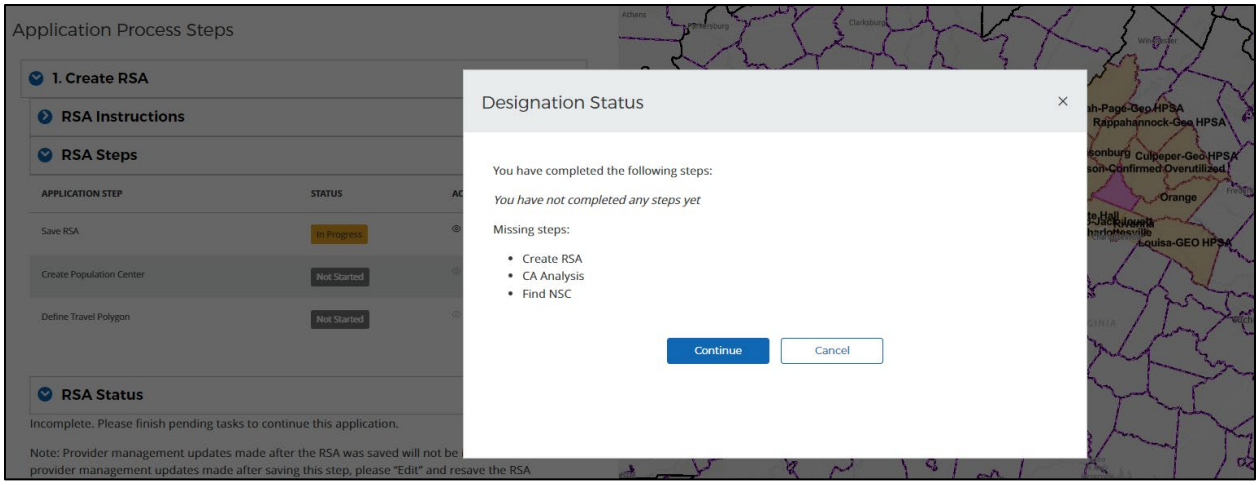


Figure 250 Resubmitting a Returned Application

3.7 Creating Facility Designations

Once the Designation landing page has been accessed, the user has the option to create a new HPSA/MUAP or a facility designation application by selecting one of the two buttons under the "Manage Designation Applications" card.

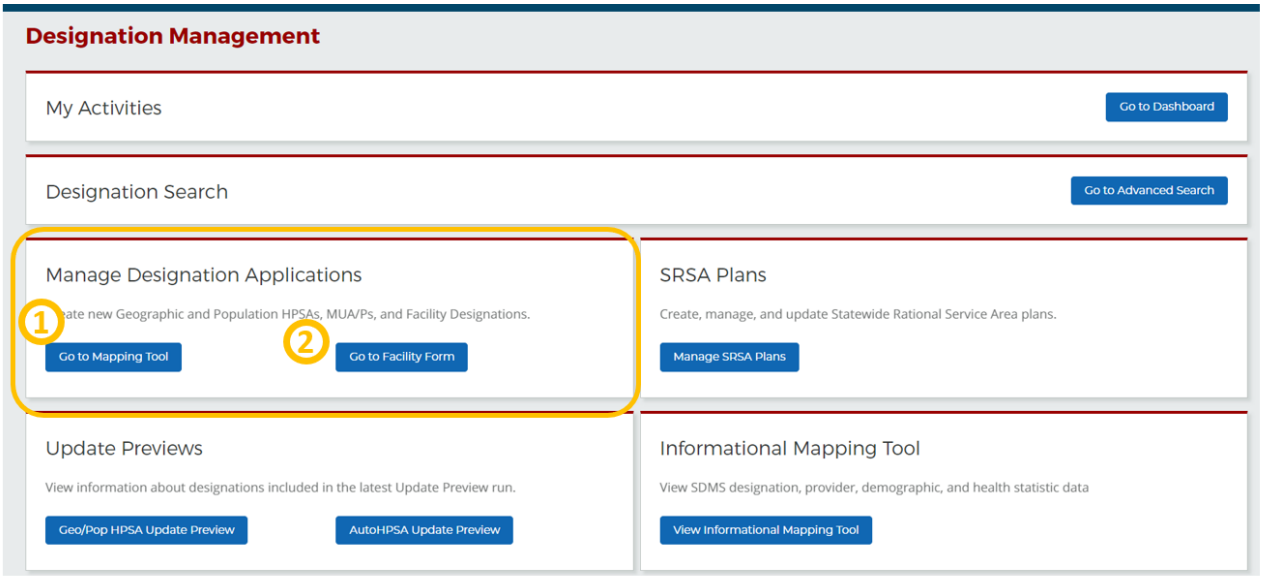


Figure 251: Manage Designation Applications Card on Designation Landing Page

Feature	Description
1. Go to 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 move information.

2. Go to 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.

3.7.1 Naming and Selecting Facility Designation Type

Once the Facility Form button is selected on the Designation Landing page, 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
- Facility Type

Note: If the user selects OFAC, then system will display an additional field “Select type of Facility” on this page. This is a required field and user cannot move forward until this field is populated

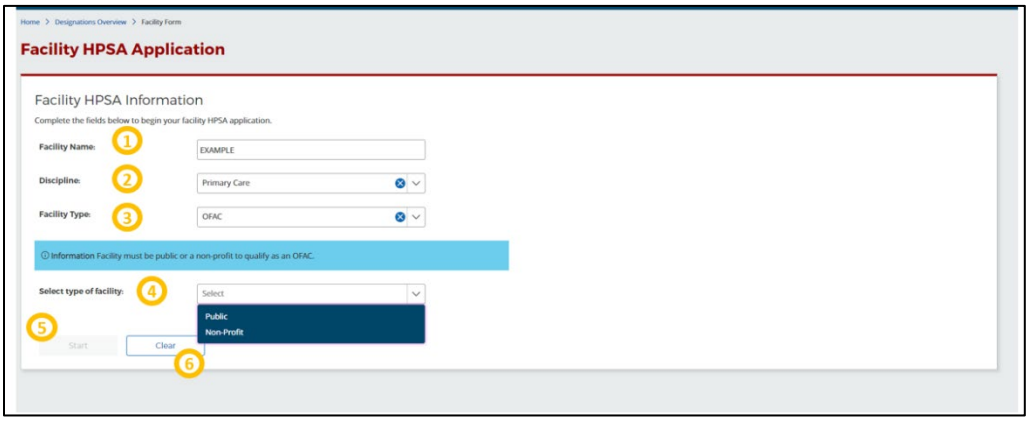
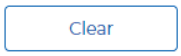


Figure 252: Facility Name and Designation Type Form

Feature	Description
1. Facility Name	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

Feature	Description

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.
6. Select type of Facility	If the user chooses OFAC, they are required to complete this question to continue with the application. *Business Rules:* • *The facility is required to be public or non-profit to qualify as a designation.*

3.7.2 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

3.7.2A 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 navigated to General Information Page

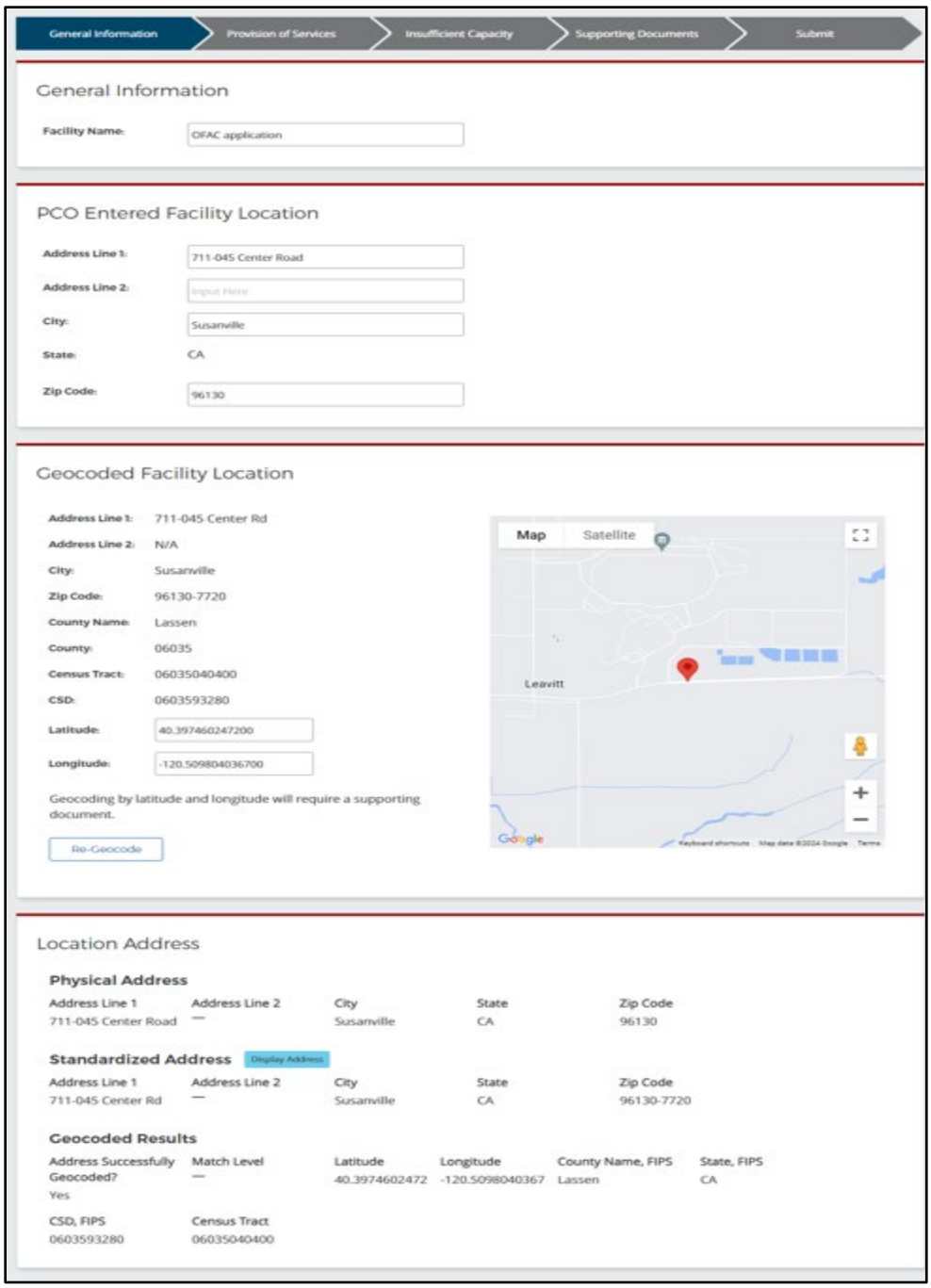


Figure 253: Facility Form – General Information Page

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.*

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"

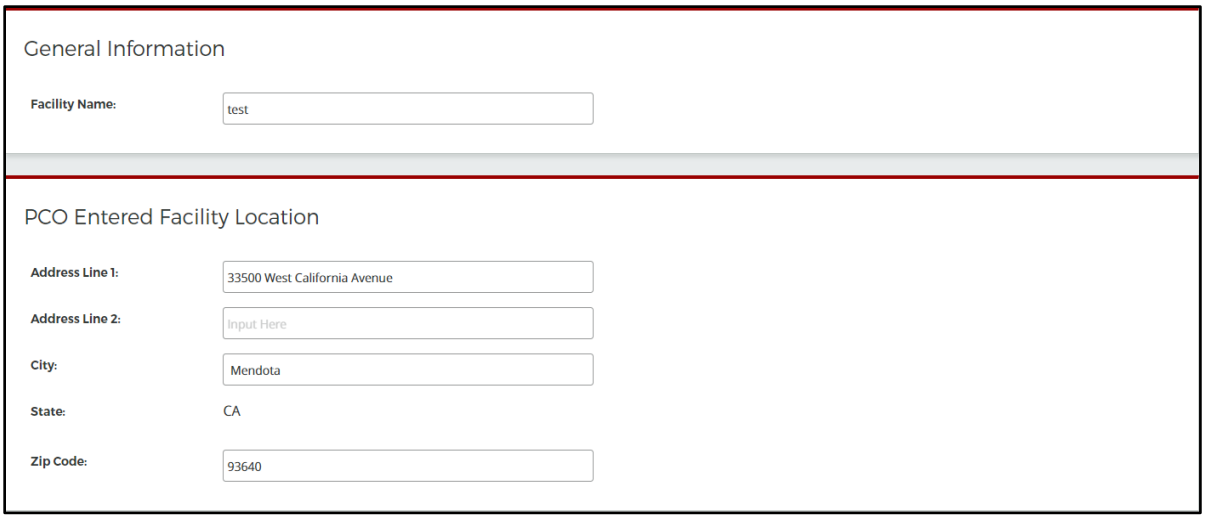


Figure 254: PCO Entered Facility Location

1. PCO Entered Facility Location

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

2. Re-Geocode

The user may edit the PCO entered address by updating the address fields or dragging and dropping the pin on map.

User Notes:

- *If the Edits previously entered address, they will have to select re-geocode button, for the address to be geocoded again.*

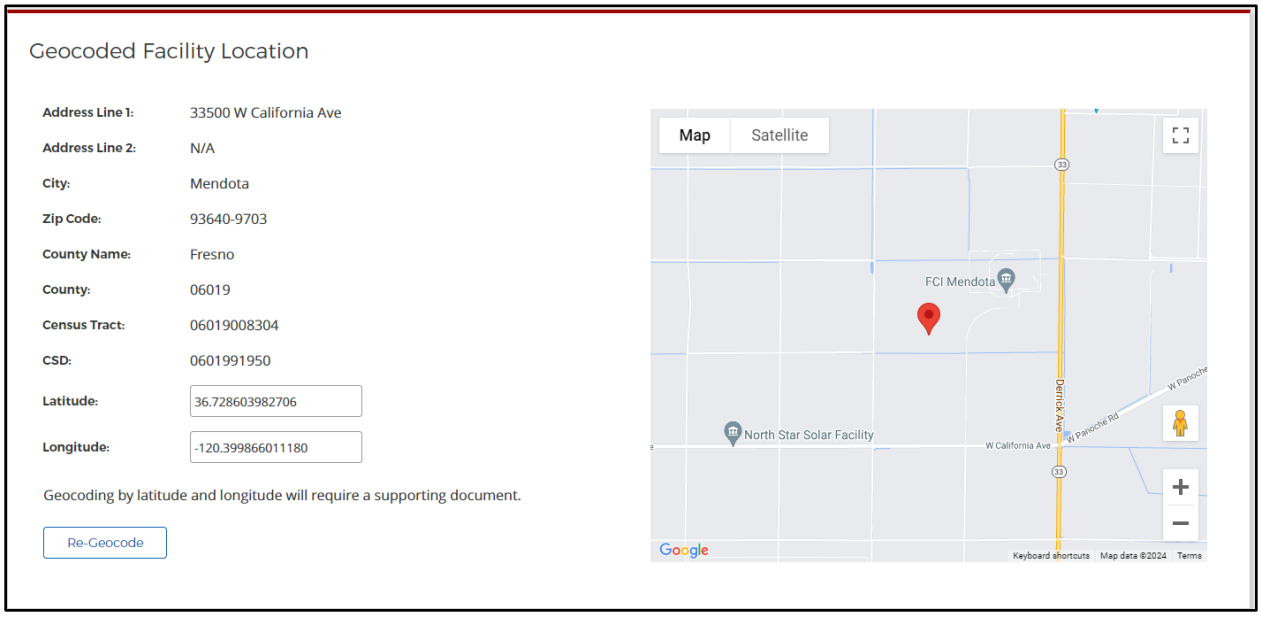


Figure 255: Geocoded Facility Location Page

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.*

1. Geocoded Facility Location — This section will appear once the Facility has been geocoded.

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

Once the user has successfully geo-coded the address, a new card “location Address “will be displayed which will show PCO entered address, standardized address, and geo-coding results all in one place.



Figure 256: Location address card on General Information 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 Designation hyperlink. The warning message will **not** allow the user from continuing with the application and user will need to address this before moving to the next page of the application.

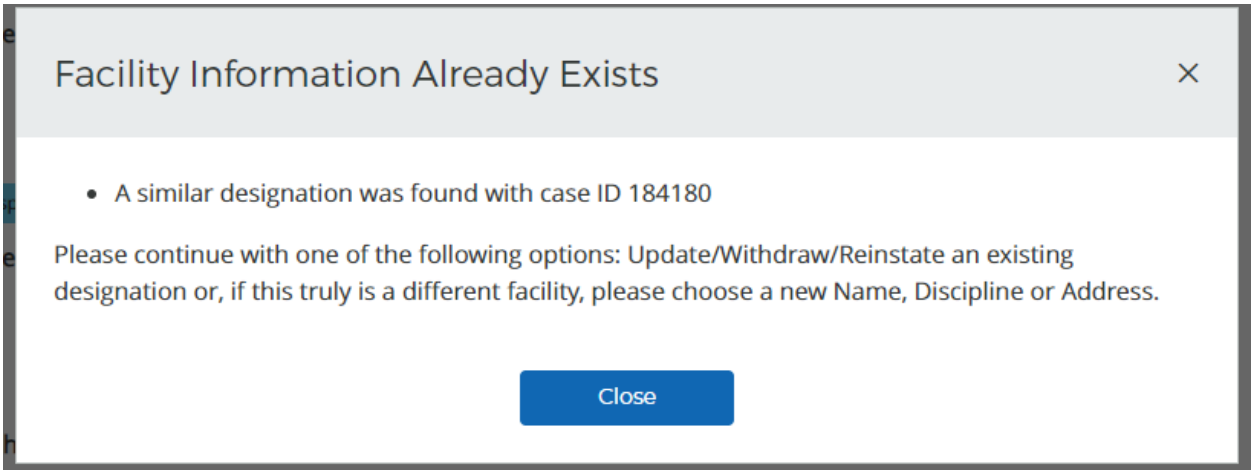


Figure 257: Preexisting Facility Warning Message

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

3.7.2B 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.

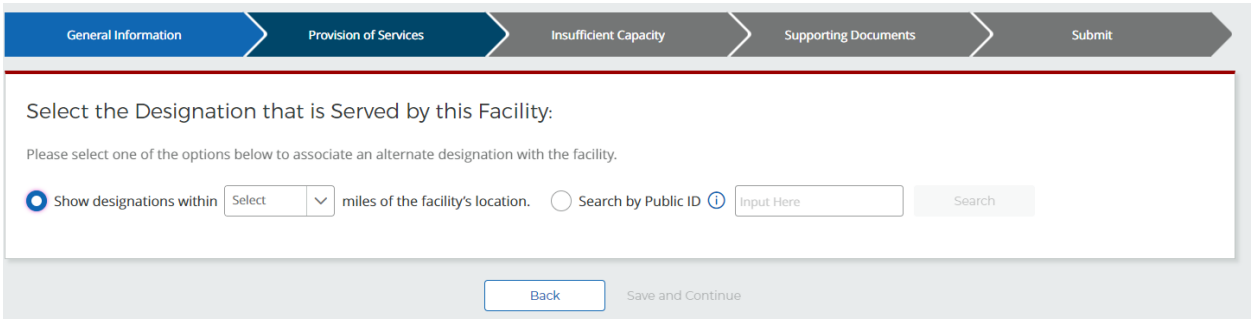


Figure 258: Provision of Services Landing Page in Facility Form

SEARCH BY DISTANCE FROM FACILITY

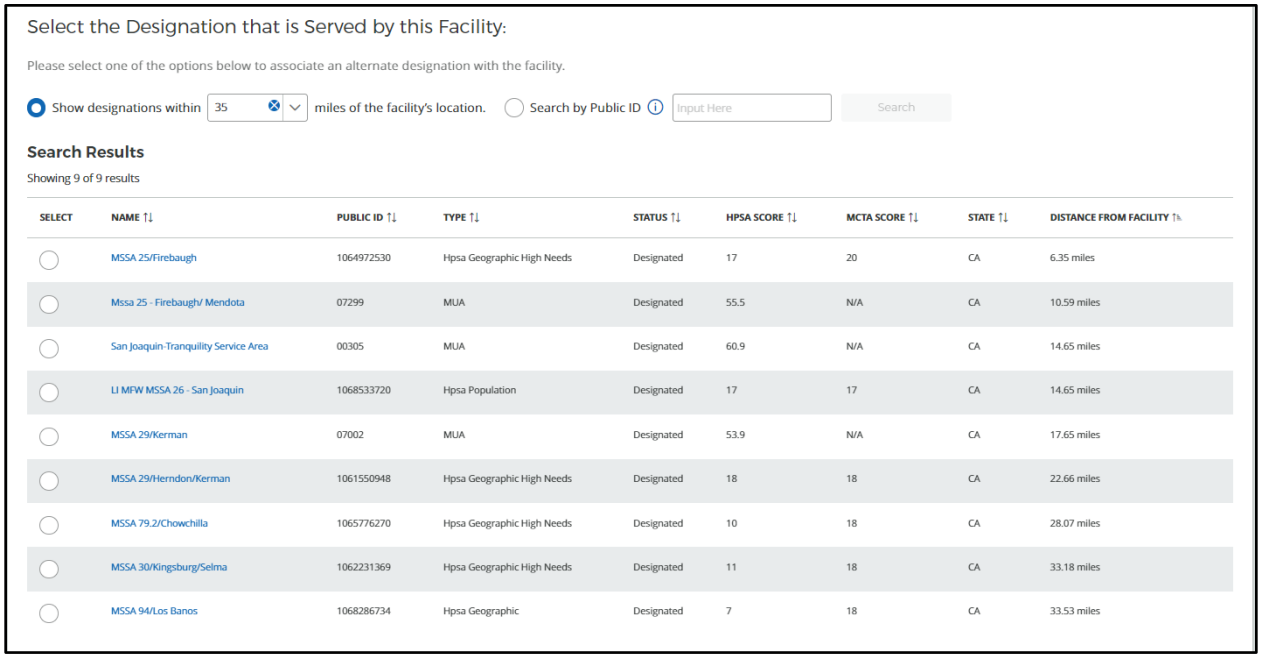


Figure 259: Searching for Associated Designation by Distance from Facility

Feature	Description

1. Show Designations Within 25 **Miles of the Facility's Location**	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.

Feature	Description
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. Name is a link and selecting it will navigate user to the profile view of the designation
5. Public ID	The designation's unique Public ID will be displayed in this column.
6. Designation Type	The designation type will be displayed in this column.
7. Option	The designation option will be displayed in this column.
8. Status	This column reflects the current status of the designation. *User Notes:* • *Facilities can only be associated with "Designated" designations.*
9. HPSA Score	The Designation's most recent HPSA or MUA/P score is displayed in this column for the user's reference.
10. MCTA Score	The Primary Care Designation's most recent MCTA score is displayed in this column for the users reference
10. State	The abbreviation for the State which the Designation is in is displayed in this column.
11. Distance from Facility	This column displays the distance between current facility and the designations in the search result
12. Page Toggle Bar	The table will only display up to 10 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 SNAPSOT PAGE

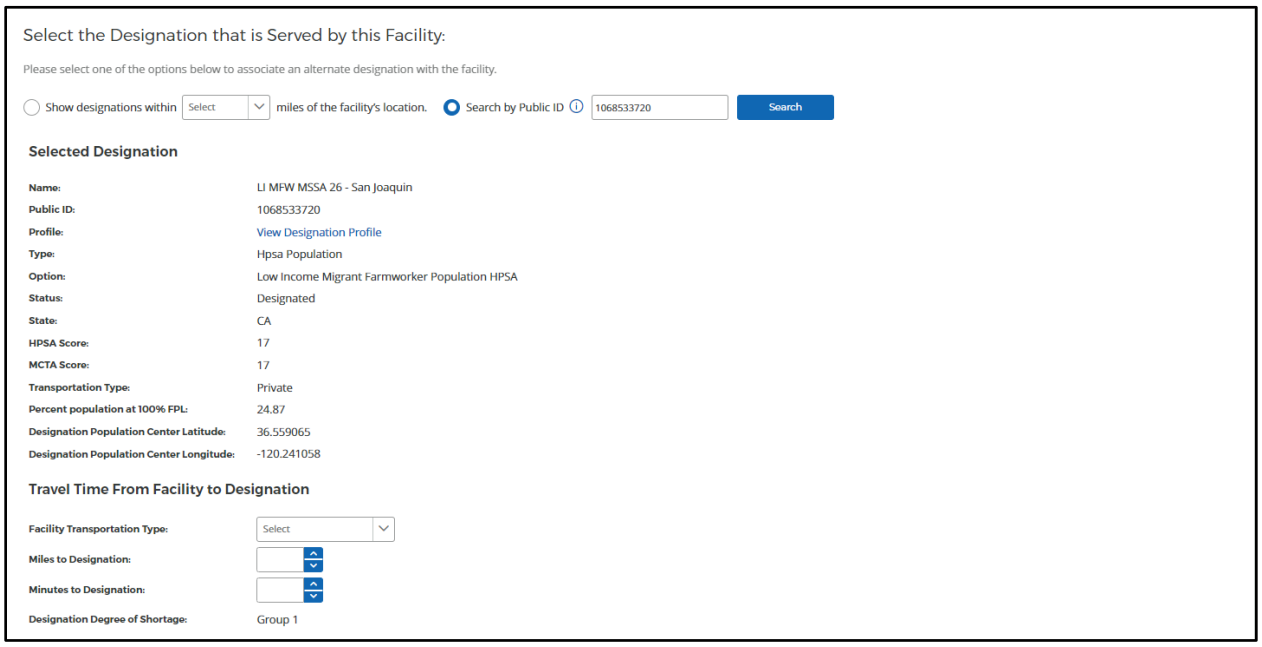


Figure 260: Searching for Associated Designation by Pubic ID and Selected Designation Snapshot

Feature	Description
1. Search by Public ID	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.
4. Public ID	This field displays the Public ID number of the area or population designation.

Feature	Description
5. Profile	This field allows the user to open the area or population designations' profile in a different tab by selecting the hyperlink. *User Notes:* • *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.*
6. Type	This field represents the type of Designation.
7. Option	This field represents the option of the Designation.
8. Status	This field represents the status of the Designation.
9. State	This field represents the State that the Designation is located in.
10. HPSA Score	This field represents the Designation's HPSA or MUA/P score.
11. MCTA Score	This field represents MCTA score if the designation is Primary Care
12. Transportation Type	This field represents the transportation type that was used to create the travel polygon on the Mapping Tool for the Area or Population Designation.
13. Percent Population at 100% FPL	This field represents the Percent Population at 100% of the FPL in the area or population.
14. Designation Population Center Latitude	This field represents the Designation Population Center's latitude.
15. Designation Population Center Longitude	This field represents the Designation Population Center's longitude.
16. Travel Time from Facility to Designation	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.
17. Degree of Shortage	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

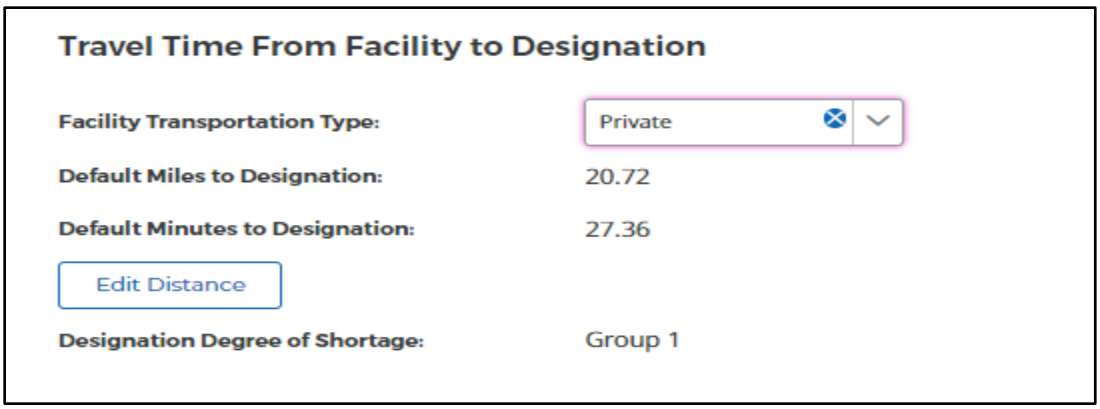


Figure 261: Calculating Travel Time from Facility to Designation

Feature	Description
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 262: Calculating Travel Time from Facility to Designation - Edit Distance

Feature	Description
1. Miles to Designation	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.
2. Minutes to Designation	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.
3. Please Provide an Explanation for Changing the Distance Information	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

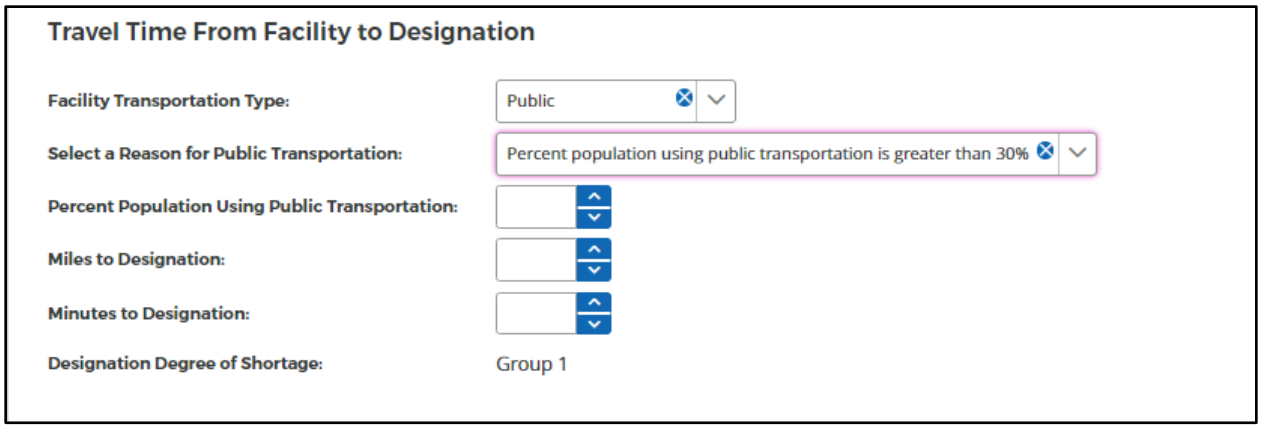


Figure 263: Travel Time from Facility to Designation via Public Transportation

Feature	Description
1. Facility Transportation Type	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.
2. Select a Reason for Public Transportation	This field will appear dynamically if the user selects Public as the Facility Transportation Type. The drop-down list includes the following options: • Percent Population at 100% FPL is Greater than 20% • Percent Population using Public Transportation is Greater than 30%

Feature	Description
3. Percent Population Using Public Transportation	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.
3. Miles to Designation	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.
4. Minutes to Designation	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

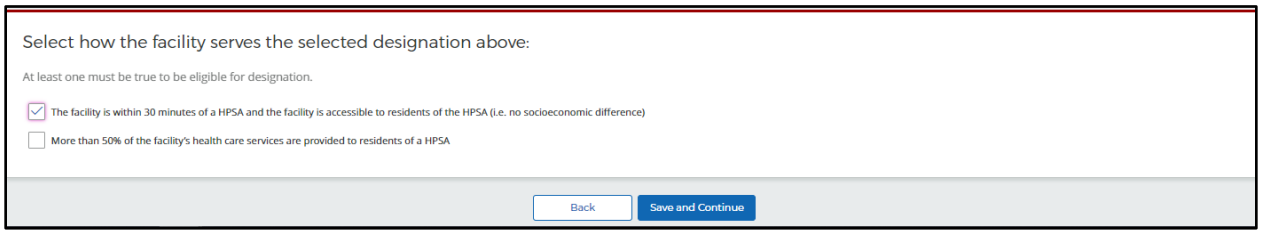
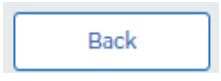


Figure 264: How Facility Serves the Designation Options - Primary Care OFAC

Feature	Description
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)	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.
2. More than 50% of the Facility's Health 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	Description
4. Save and Continue	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

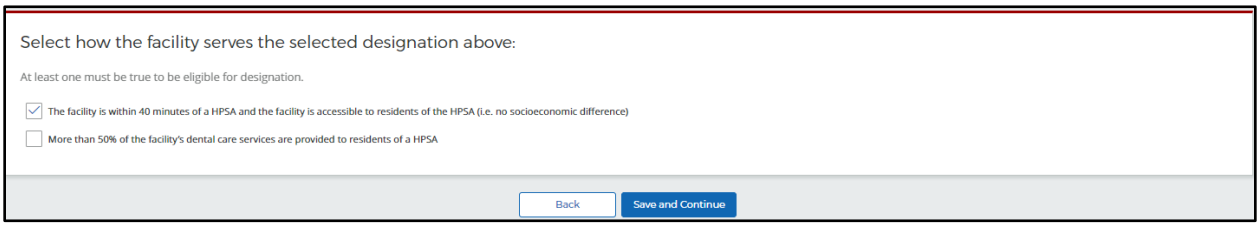


Figure 265: How the Facility Serves the Designation Options - Dental Health OFAC

Feature	Description
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)	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.

Feature	Description
3. Save and Continue	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

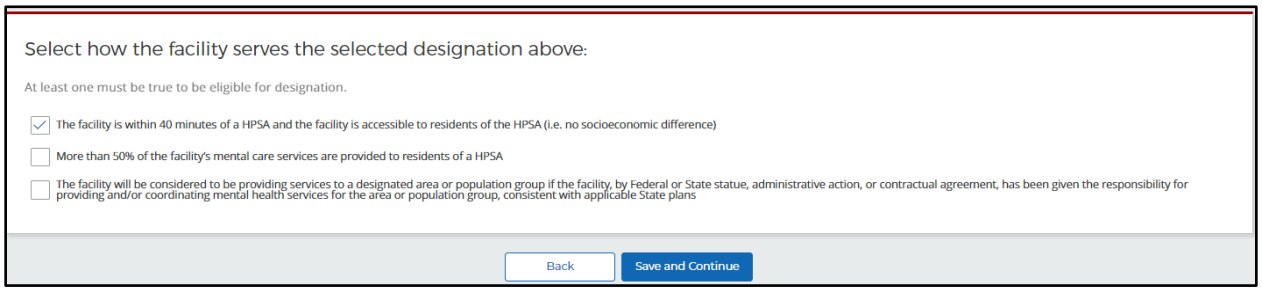


Figure 266: How Facility Serves the Designation Options - Mental Health OFAC

Feature	Description
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)	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	Description
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	If the user selects this criterion, Supporting Documentation will be required to be uploaded on the Supporting Documents page.
4. 	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.

3.7.2C 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.

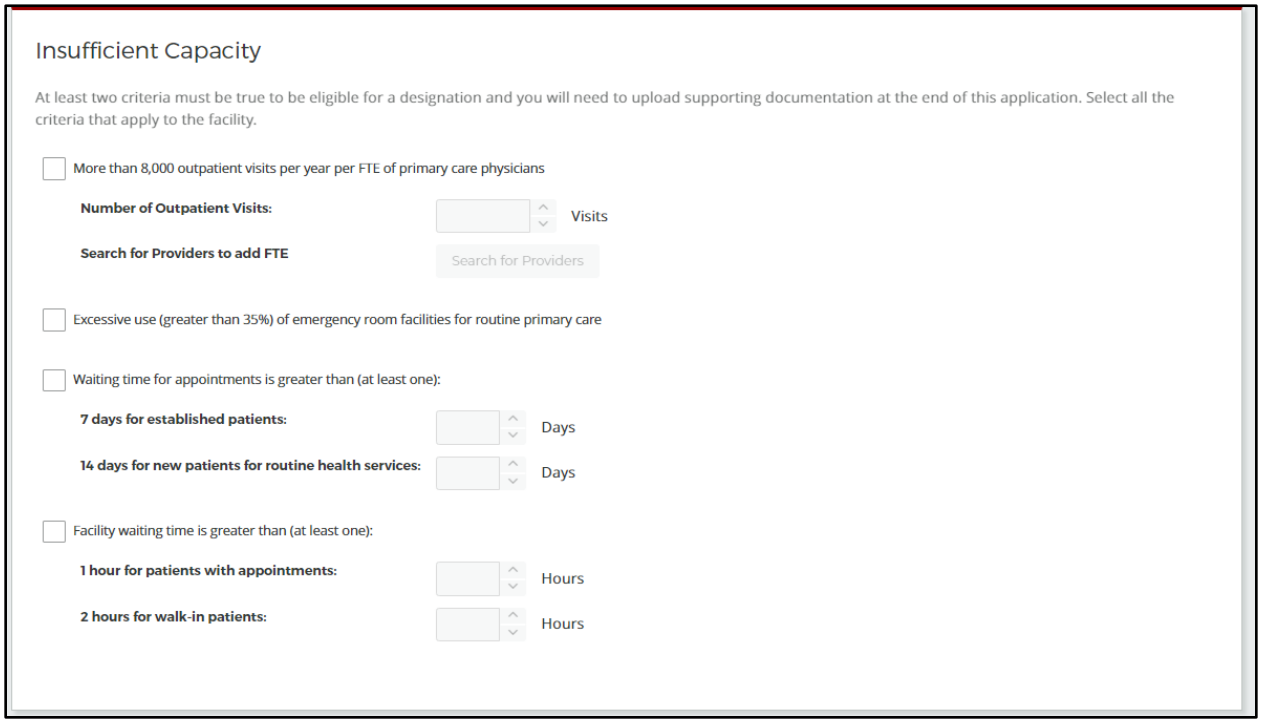


Figure 267: Facility Insufficient Capacity Page for Primary Care Facility Applications

Feature	Description
1. More than 8,000 Outpatient Visits per Year per FTE of Primary Care Physicians	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.
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	Description
3. Waiting Time for Appointments is Greater than (At Least One)	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 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 to fulfil the criteria.* • *The value for the field 2 hours for walk-in patients must be greater than 2 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. Save and Continue	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.

3.7.2D 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.

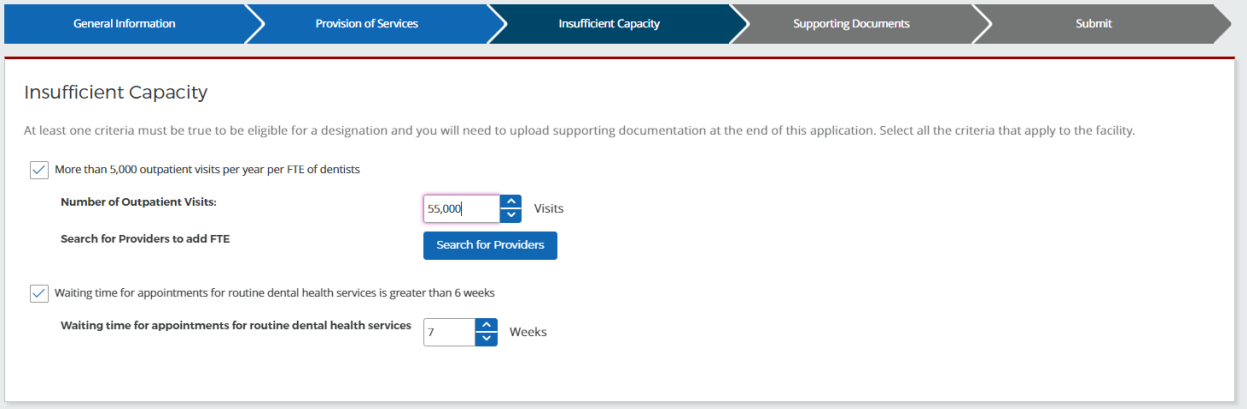


Figure 268: Facility Insufficient Capacity Page for Dental Health Applications

Feature	Description
1. More than 5,000 Outpatient Visits per Year per FTE of Dentists	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 5.7.2F 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.*
3. Save and Continue	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.*

3.7.2E 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.

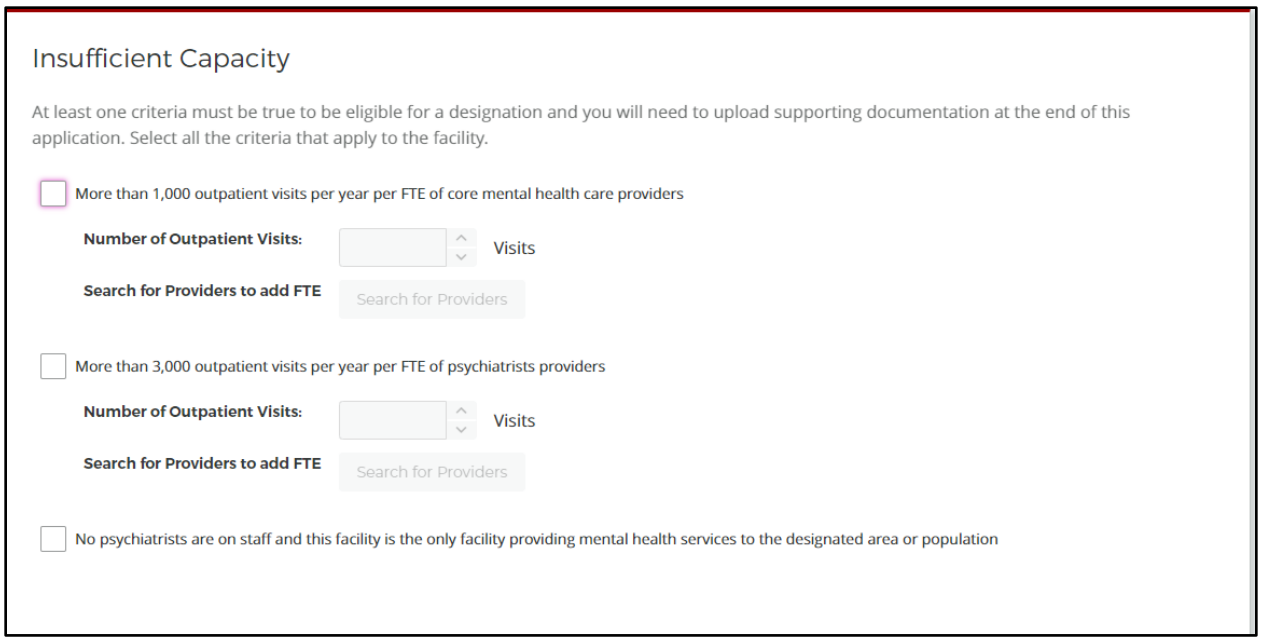


Figure 269: Facility Insufficient Capacity Page for Mental Health Applications

Feature	Description
1. More than 1,000 Outpatient Visits per Year per FTE of Core Mental Health Care Providers	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 5.7.2F 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 5.7.2F Creating a New OFAC Application – Insufficient Capacity Page Provider Search* for instructions on how to proceed through the process. *O*nly providers within the Psychiatrist specialty will be counted in the Number of FTE and Outpatient Visits/FTE Ratio fields.

Feature	Description
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. Save and Continue	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.*

3.7.2F Creating a New OFAC Application – Insufficient Capacity Page Provider Search

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

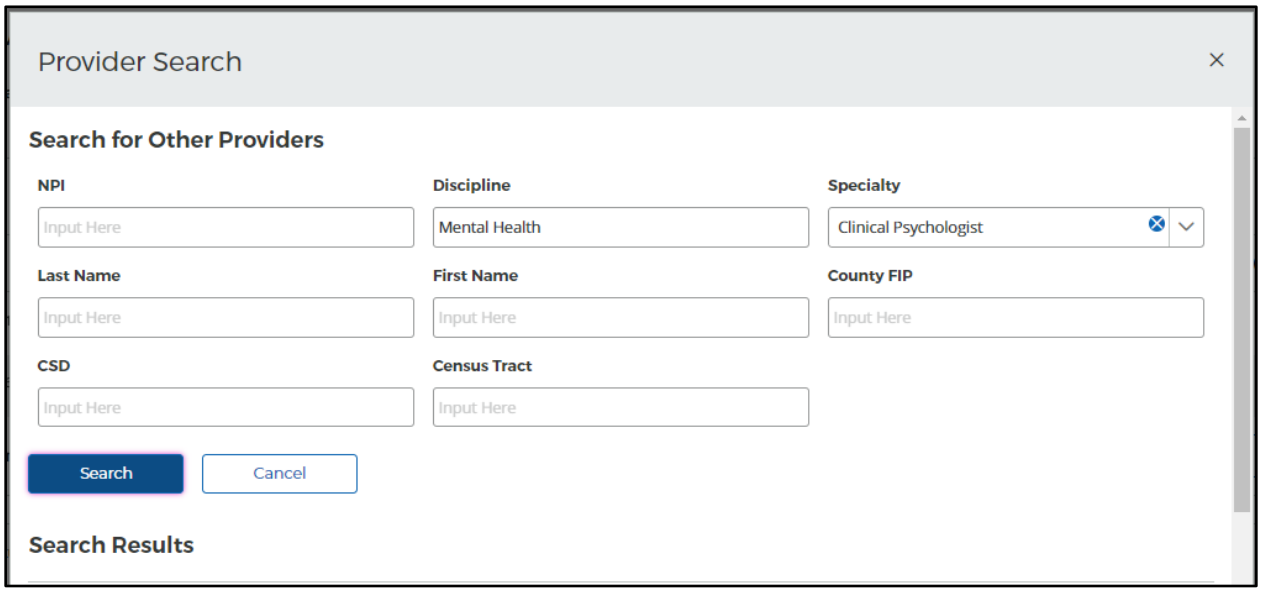


Figure 270: Primary Care Providers at Facility Search

Feature	Description
1. NPI	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.

Feature	Description
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 257.*
10. 	The user should select this button if they want to clear their provider search criteria and start again.

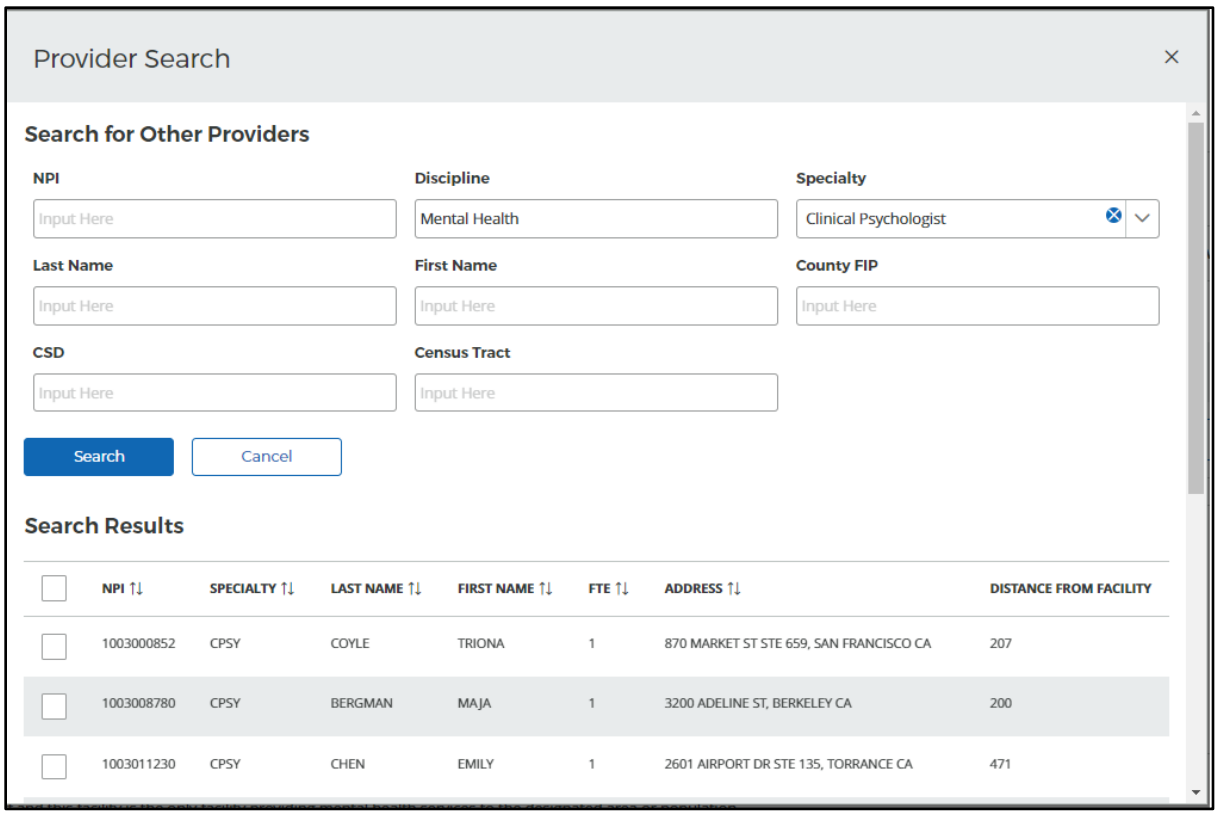


Figure 271: Primary Care Providers at Facility Search Results

Feature	Description
1. Search Results	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.
4. City	The search results will display the city the Provider is located in.
5. 	The user should use the pagination selections to navigate to other pages of the search results in the provider search pop up.
6. 	The user should choose the appropriate Provider(s) be selecting this icon.
7. 	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.

Feature	Description
8. Cancel	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.

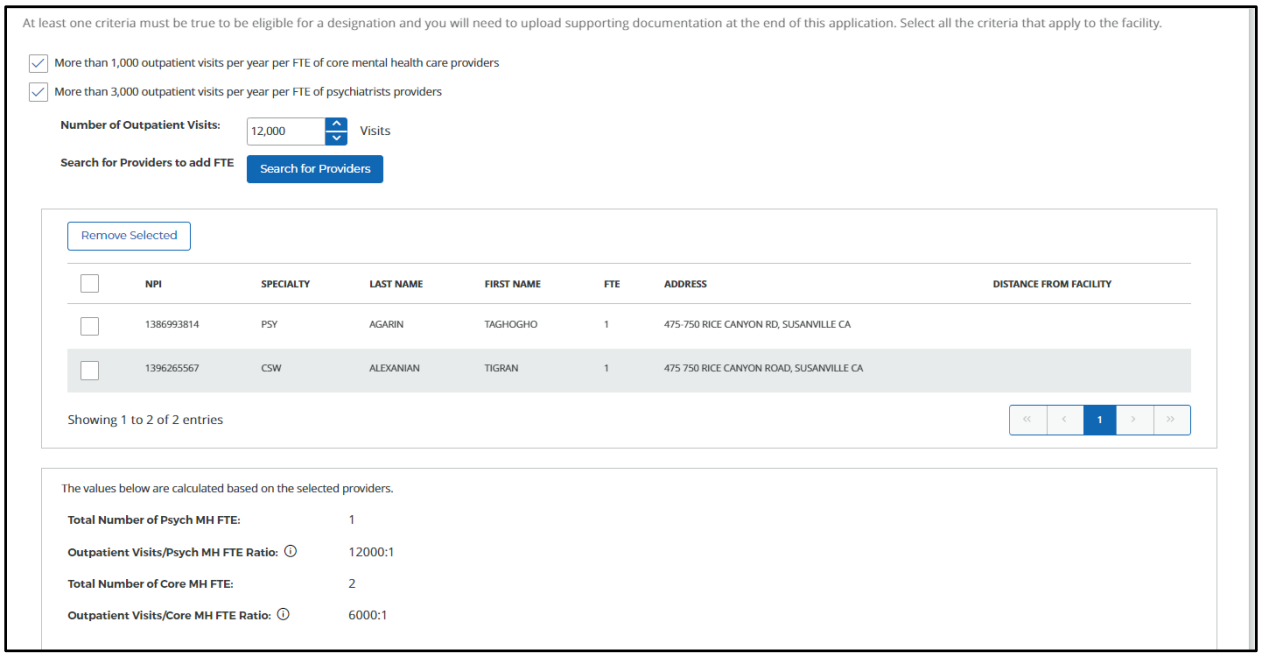


Figure 272: Selected Providers for Facility Application

Feature	Description
1. Provider Search Results Table	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. Search for Providers	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 256* and *Figure 257*.
3. Remove Selected	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.

Feature	Description
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.*

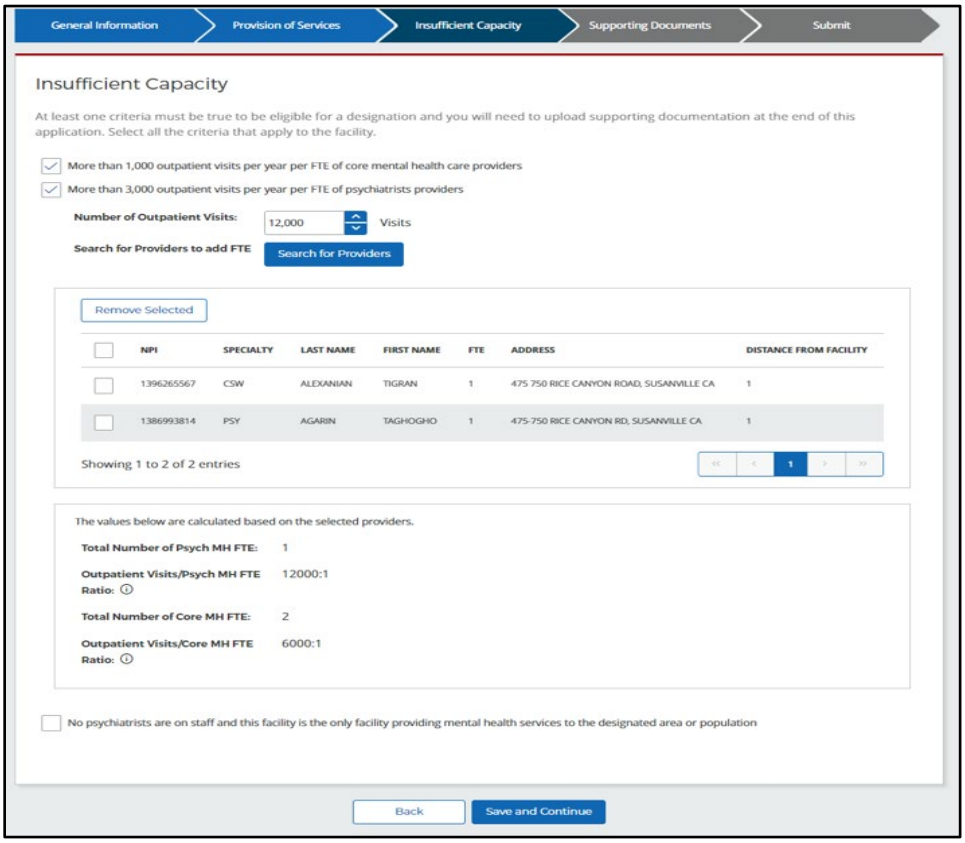


Figure 273: Completing the Insufficient Capacity Page for Mental Health OFAC Applications

Feature	Description
1. Back	The user can select this button at any time on this page. Once selected, the system will navigate user back to the previous page

Feature	Description
2. Save and Continue	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.*

3.7.2G 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.

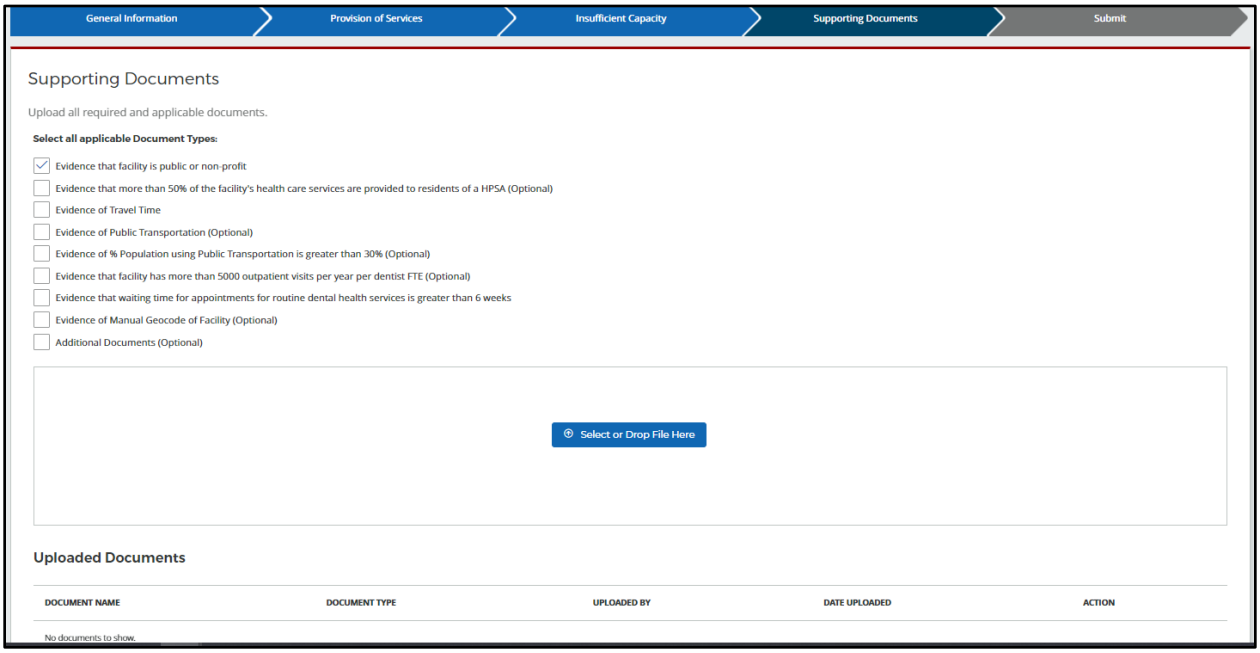


Figure 274: Primary Care Facility Form - Uploading Supporting Documents

Feature	Description
1. Supporting Documents	The user must upload all required supporting documents in this section. The required supporting documetns, indicated by "*", are dynamic based on what the user has completed in the application.
2. Select a Document Type	The user should select the document type they would like to upload by selecting the ○ next to the document type.

Feature	Description
3. Choose File	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.
4. Upload	Once a file is selected, the upload button will be enabled. The user should select this btton 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 seperately.

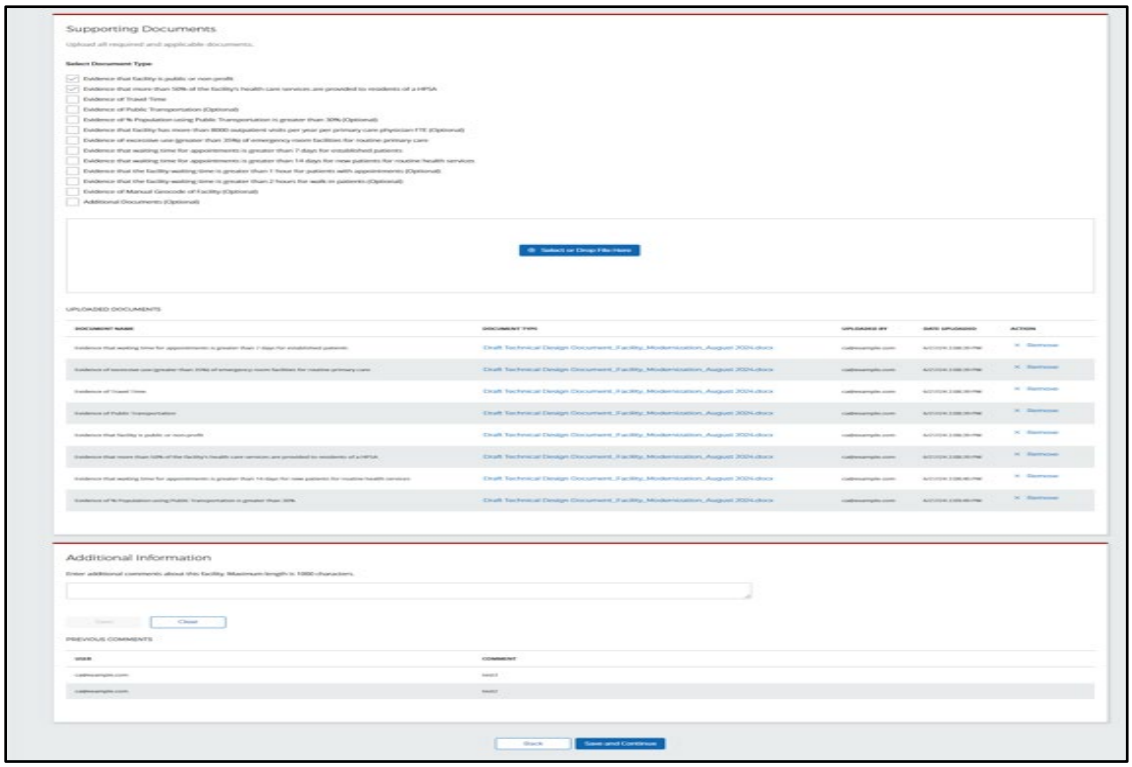


Figure 275: Facility Form Supporting Documents - Uploaded Documents Table

Feature	Description
1. Uploaded Documents	Once the user successfully uploads a document, the document will appear in the Uploaded Documents table at the bottom of the page.
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 uploaded document.
3. Document Type	This field will display the document type that was uploaded by the user.
4. Uploaded Date	This field will display the date and time that the document was uploaded.

Feature	Description
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 to continue onto the next page.*

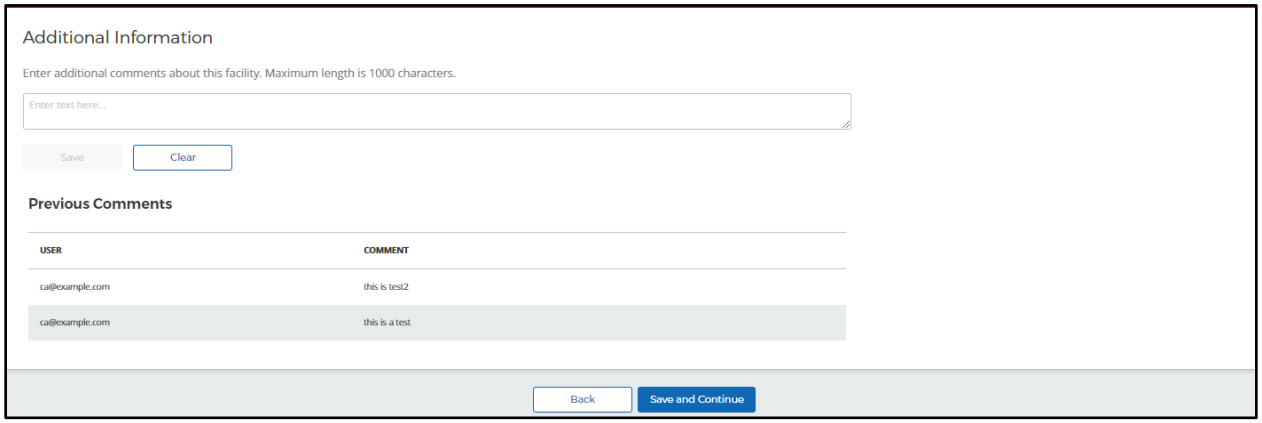


Figure 276: Facility Form Additional Documents - Previous Comments and Saving Progress

Feature	Description
1. Enter Additional Comments About this Facility	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. Save	The user should select this button once a comment is entered in the text box to add and display the comment on the page.
3. Clear	The user should select this button if they want to clear the comments in the text box
4. Previous Comments	This section will be displayed one a user adds a comment to the page.
5. User	This column will capture the name of the user who made the comment in addition to the date the comment was made.
6. Comment	This column will display the comment entered by the user and is not editable.

Feature	Description
7. Back	The user can select this button at any time on this page. Once selected, the system will navigate user back to the previous page
8. 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. *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.*

3.7.2H 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.

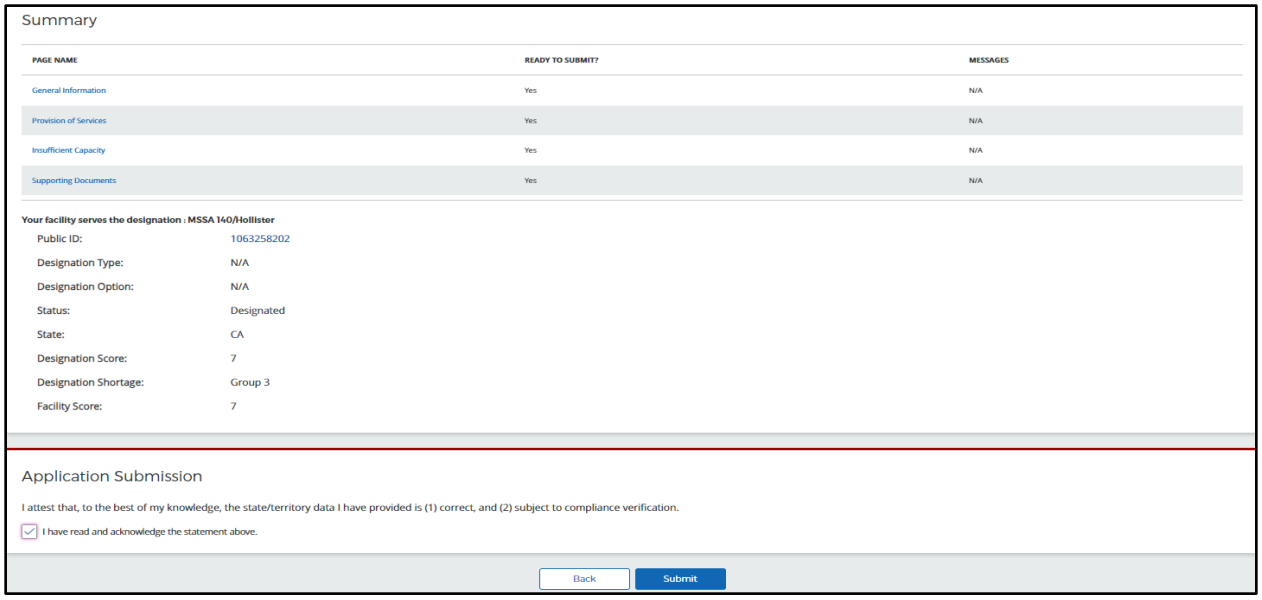


Figure 277: Facility Form Submit Page

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.

Feature	Description
5. Facility Score	The Facility's score will be the same as the Designation that it serves.
6. Submit	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* • *If the Facility Name and Address match an existing Facility, then the system will present the same message described in Section 5.7.2A Creating a New OFAC Application – General Information Page and the "Submit" button will not be available for selection.*

3.7.3 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

3.7.3A 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. This page is same as the general information page for OFAC and correctional facility type. Refer to section 5.7.2A for more information on General information page and associated fields on the page

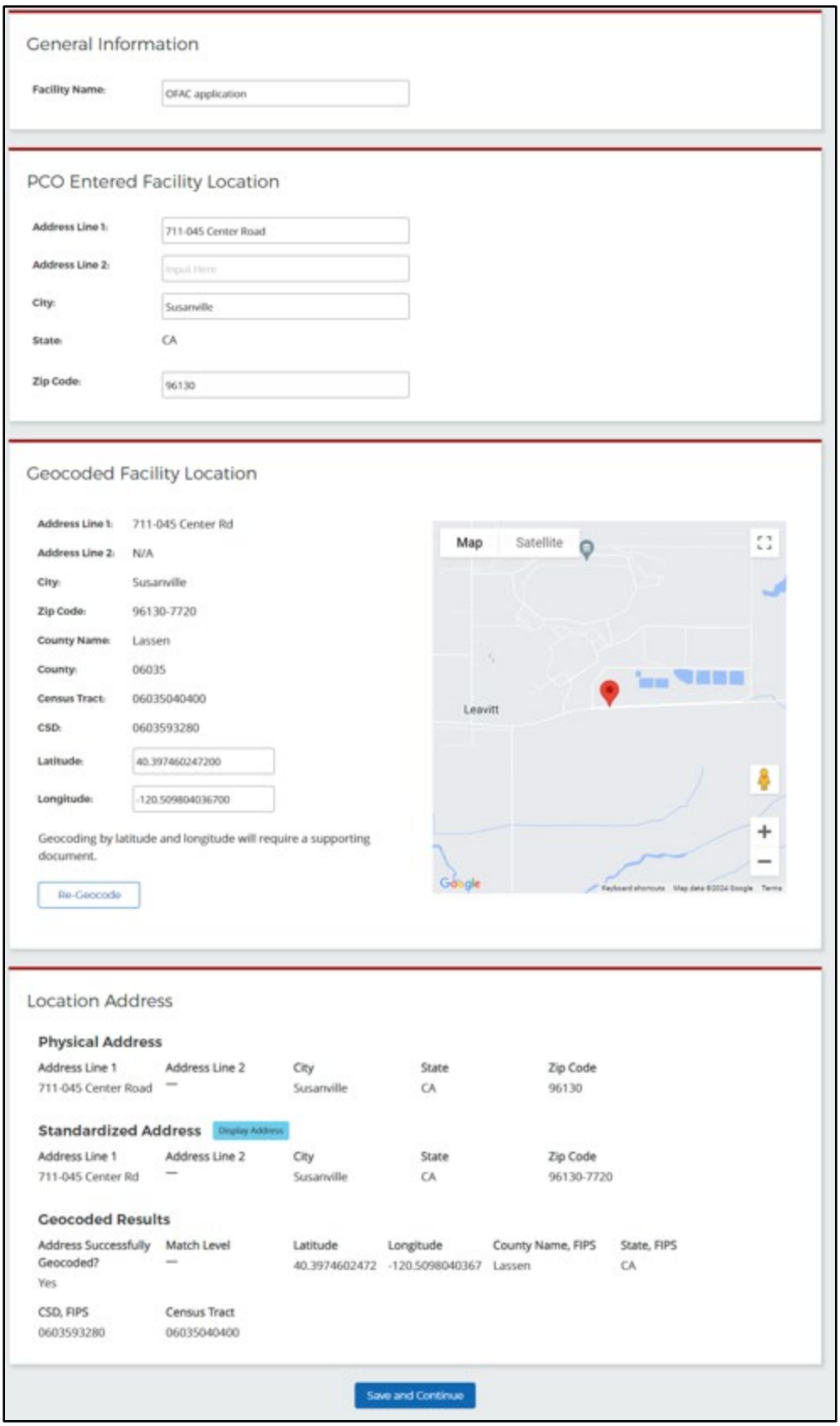

General Information
Facility Name:
OFAC application
PCO Entered Facility Location
Address Line 1:
711-045 Center Road
Address Line 2:
Input Here
City:
Susanville
State:
CA
Zip Code:
96130
Geocoded Facility Location
Address Line 1:
711-045 Center Rd
Address Line 2:
N/A
City:
Susanville
Zip Code:
96130-7720
County Name:
Lassen
County:
06035
Census Tract:
06035040400
CSD:
0603593280
Latitude:
40.397460247200
Longitude:
-120.509804036700
Geocoding by latitude and longitude will require a supporting document.
Re-Geocode
Map
Satellite
Leavitt
Google
Location Address
Physical Address
Address Line 1
711-045 Center Road
Address Line 2
—
City
Susanville
State
CA
Zip Code
96130
Standardized Address
Display Address
Address Line 1
711-045 Center Rd
Address Line 2
—
City
Susanville
State
CA
Zip Code
96130-7720
Geocoded Results
Address Successfully Geocoded?
Yes
Match Level
—
Latitude
40.3974602472
Longitude
-120.5098040367
County Name, FIPS
Lassen
State, FIPS
CA
CSD, FIPS
0603593280
Census Tract
06035040400
Save and Continue

Figure 278: General Information Page

3.7.3B Creating a New SMH Application – Facility Criteria Page

Once the user has successfully saved the information on General Information page, the user will be taken to the Facility Criteria page.

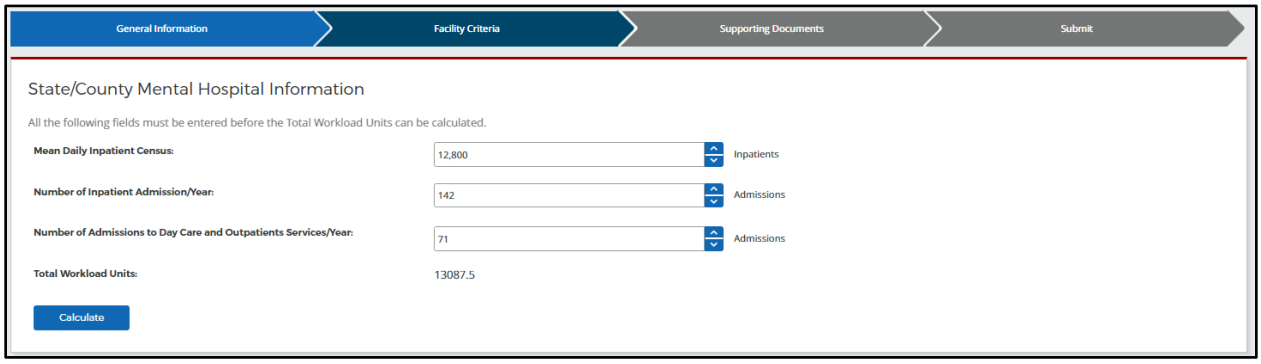


Figure 279: Facility Form - State/County Mental Hospital Facility Criteria and Information

Feature	Description
1. Mean Daily Inpatient Census	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. *User Notes:* • *This field must be greater than or equal to 100 to qualify.*
2. Number of Inpatient Admissions/Year	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.
3. Number of Admissions to Day Care and Outpatient Services/Year	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.
4. Total Workload Units	Once all three fields mentioned above have a value entered, the system will automatically calculate this field using the following formula: • Mean Daily Inpatient Census Number + 2 * (Number of Inpatient Admissions/Year) + 0.5 * (Number of Admissions to Day Care and Outpatient Services/Year)



Figure 280: Psychiatrist Search for State/County Mental Hospital

Feature	Description
1. No Psychiatrists at the Facility	The user should select ☐ if no psychiatrists work at the Facility location.
2. Search for Psychiatrists	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 *Section 5.7.2F Creating a New OFAC Application – Insufficient Capacity Page Provider Search.*
3. Total Number of Psychiatrists FTE	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.*
4. Total Workload Units/Psychiatrist FTE Ratio	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, descibed 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.*

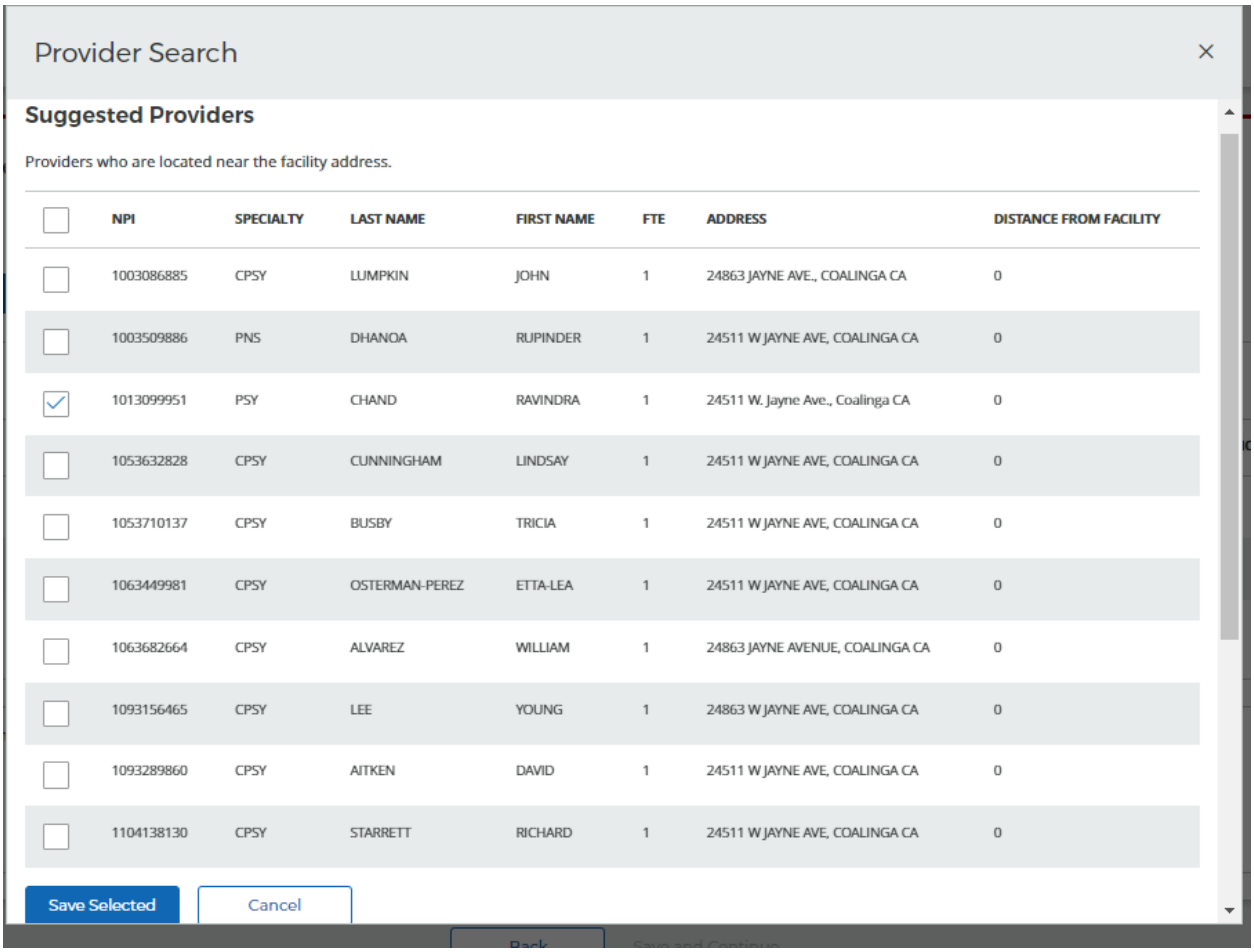


Figure 281: Facility Form - State/County Mental Hospital Suggested Provider

3.7.3C 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.

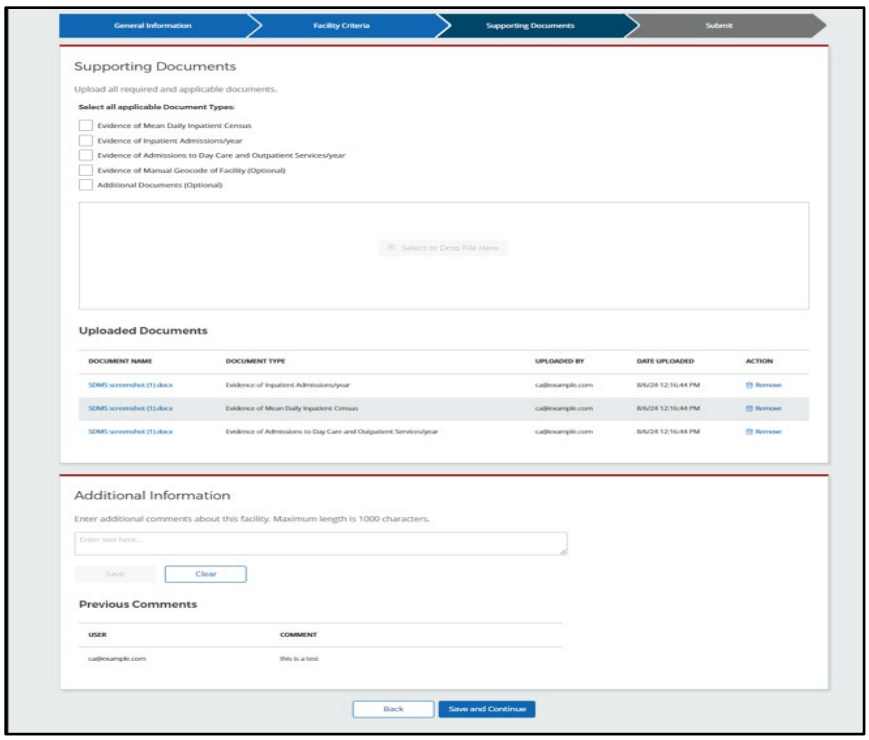


Figure 282: Facility Form - Supporting Documents for State/County Mental Hospital Application

Feature	Description
1. Supporting Documents	The user must upload all required Supporting Documents in this section. The required Supporting Documetns 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 by selecting ○ . *User Notes:* • *The document selection is single select.*
3. Choose File	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.
4. Upload	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.

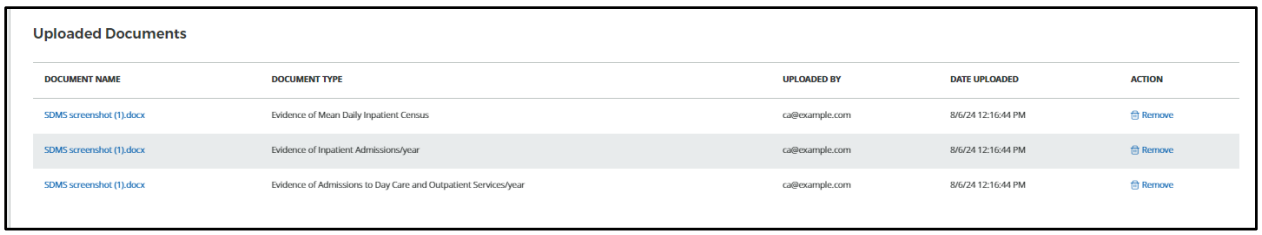


Figure 283: Facility Form Supporting Documents - Uploaded Documents Table

Feature	Description
1. Uploaded Documents	Once the user successfully uploads a document, the document will appear in the Uploaded Documents table at the bottom of the page.
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 uploaded document.
3. Document Type	This field will display the document type that was uploaded by the user.
4. Uploaded Date	This field will display the date and time that 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 to continue onto the next page.*

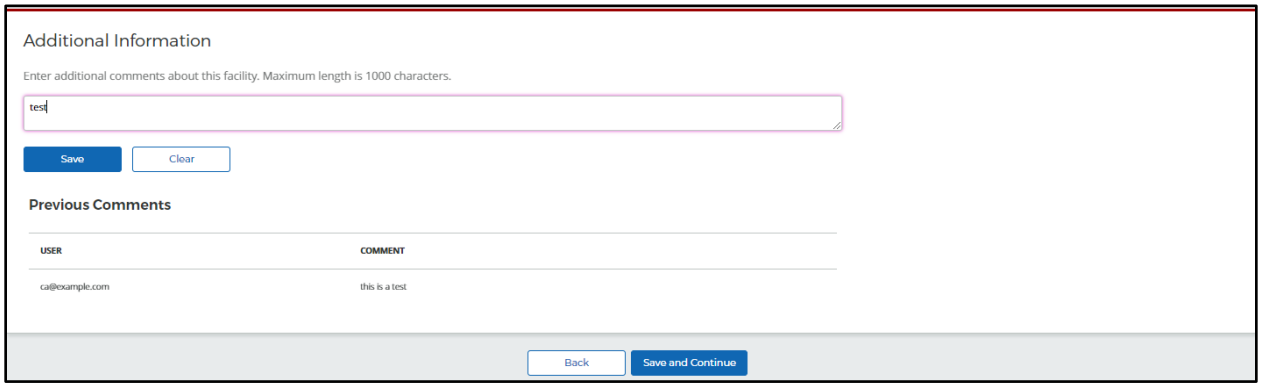


Figure 284: Facility Form Supporting Documents - Additional Information

Feature	Description
1. Enter Additional Comments About this Facility	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.*

Feature	Description
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.

3.7.3D 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.

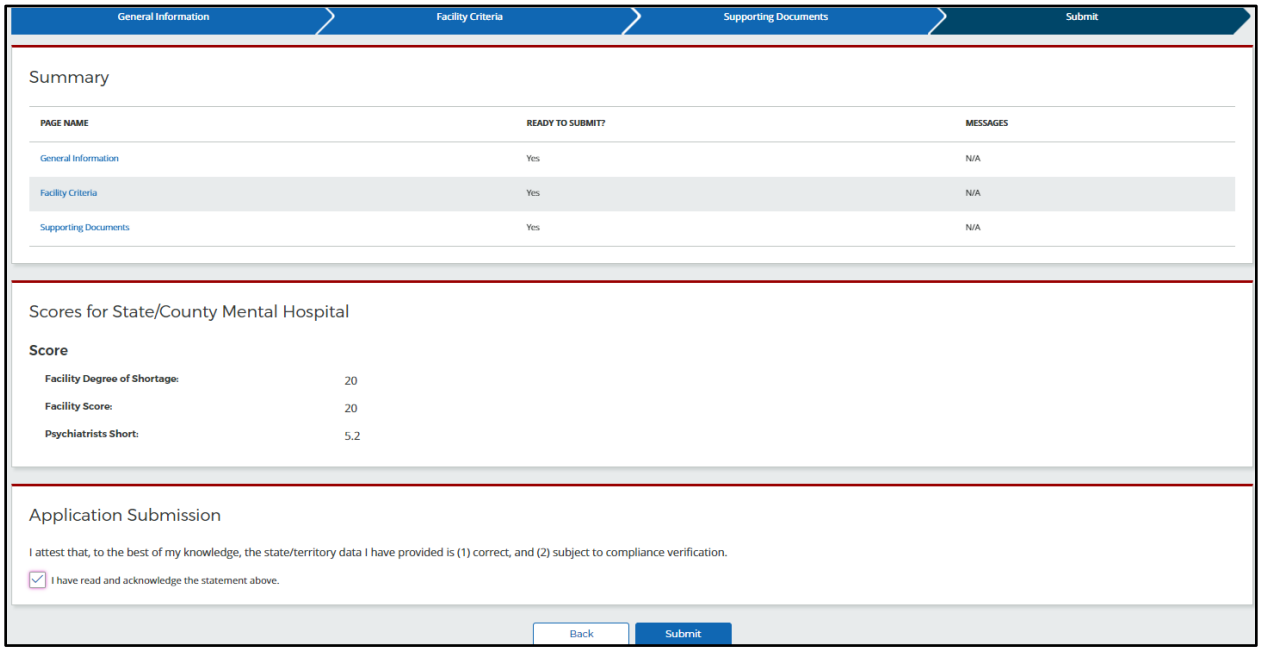
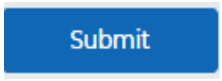


Figure 285: Facility Form - Submit Application

Feature	Description
1. Page Name	This colunm 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. Facility Degree of Shortage	This read only field will be automatically calculated once the user completes everything on the Facility Criteria page. The system calculates the degree of shortage in the following way using “Total Workload Units/Psychiatrist FTE Ratio”: • Group 1: No Psychiatrists or R is greater than or equal to 1,800; Degree of Shortage = 20 • Group 2: 1,800 > R> 1,200; Degree of Shortage = 16 • Group 3: 1,200 > R > 600; Degree of Shortage = 12 • Group 4: 600 > R > 300; Degree of Shortage = 8
5. Facility Score	This read only field value is equivalent to the Degree of Shortage field.

Feature	Description
6. Psychiatrist Short	This read only field will be calculated in the following way: • (Total Workload Units/300) – Psychiatrist FTE
7. 	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 Informaiton 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* • *If the Facility Name and Address match an existing Facility, then the system will present the same message described in Section 5.7.2A Creating a New OFAC Application – General Information Page and the "Submit" button will not be available for selection.*

3.7.4 Creating a New Correctional Facility Application

The Correctional Facility application has the following four sections:

- General Information
- Facility Criteria
- Supporting Documents
- Submit

3.7.4A 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 the fields on this page are same as OFAC and State Mental Health facility application type

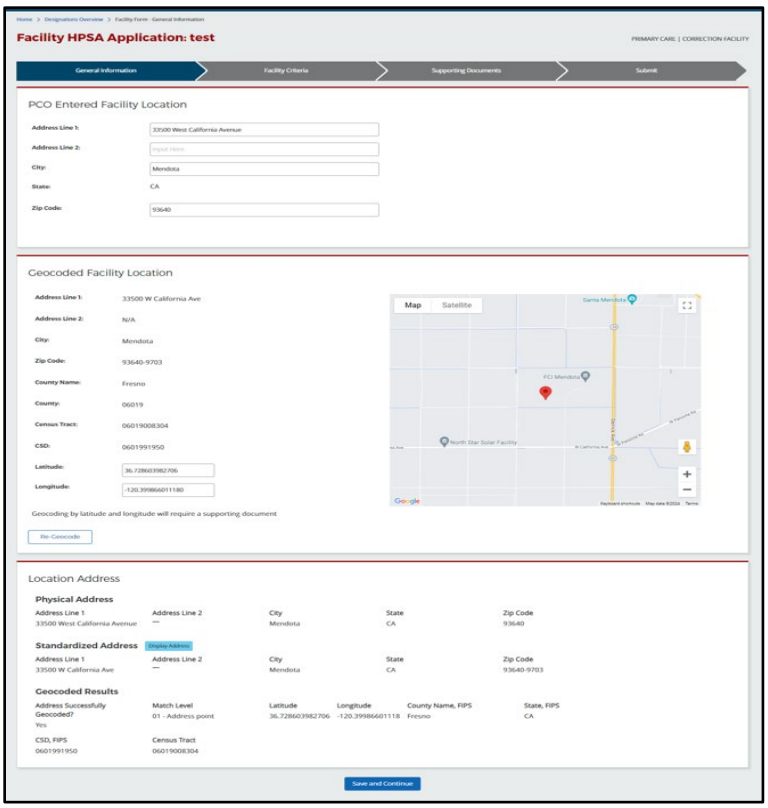


Figure 286 Correctional Facility Form - General Information Page

Feature	Description
1. Address Line 1	The user is required to enter the street address of the Facility.
2. Address Line 2	The user has the option to enter information for this field (i.e. suite or apartment number).
3. City	The user is required to enter the city the Facility is located in.
4. State	This field will always be read only and cannot be changed by the user.
5. Zip Code	The user is required to enter the zip code of the Facility.

Feature	Description
6. Geocode	Selecting this button will automatically geocode and standardize the address of the Facility. The geocoding process can take a few moments. *User Notes:* • *In the modernized application "Geocode" button will remain disable until user has provided address in the address card* • *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.*
7.Save and Continue	Once the user fills all the required fields, the user should select the "Save and Continue" button to save their progress and move onto the next page of the application.

Once the user has clicked geocode, the following will appear:

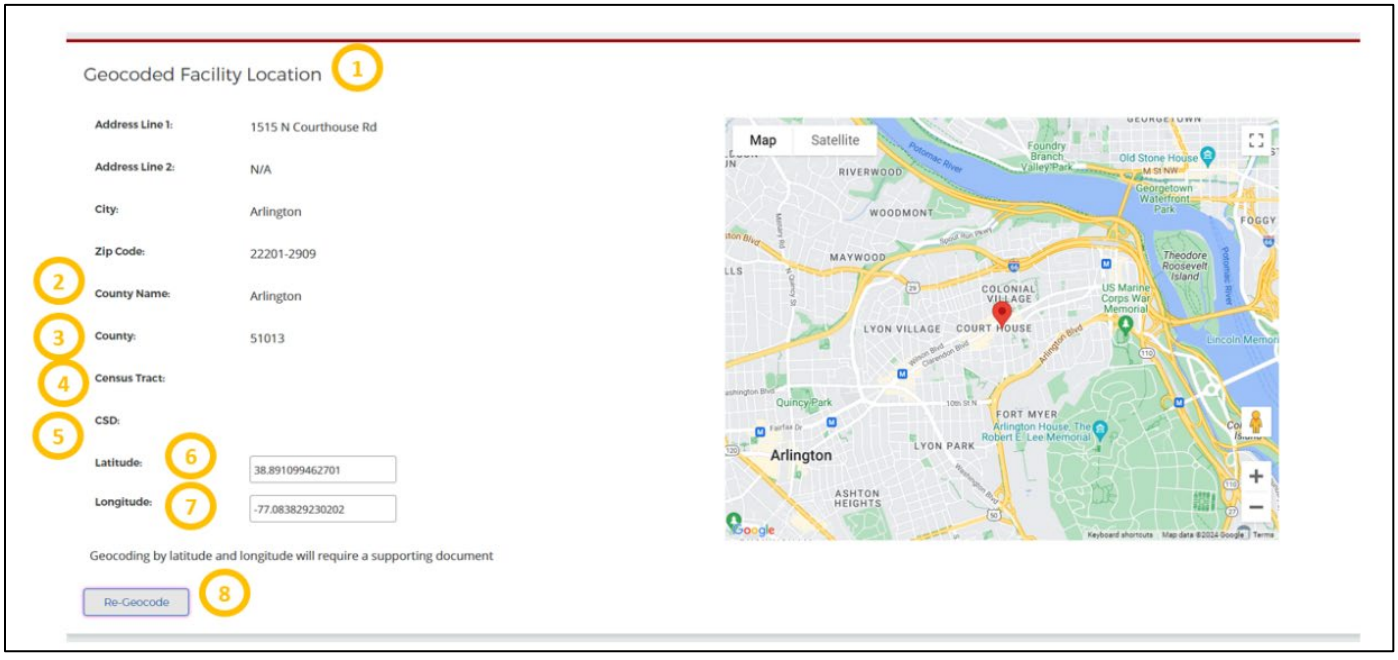


Figure 287: Geocoded Facility Location

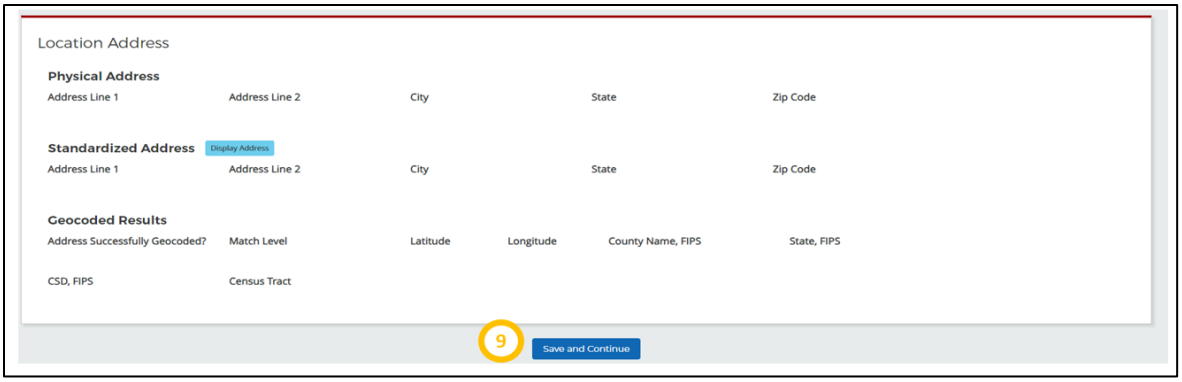


Figure 288: Location Address

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.
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, to reflect the new geocoded changes, the user must select this button. *User Notes:* • *Users can 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.*

Feature	Description
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 clicks “Save and Continue”, the system will navigate the user to Facility Criteria page.

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

3.7.4B 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 289: Correctional Facility Criteria - Facility Type Information

Feature	Description
1. Correctional Facility Type	The user is required to select an option from the dropdown. The options available are: • Federal • State • Youth Detention
2. Security Level	If the user has selected a Correctional Facility type of Federal or State, this required field will appear with the following options: • Medium • Maximum *If the Youth Detention is chosen as the Facility type, this field will not appear on the page.*

3.7.4.1 CREATING A NEW CORRECTIONAL FACILITY APPLICATION – INMATE INFORMATION CARD

System will display MCTA related fields for a PC Correctional Facility. Field definitions can be found in the table below

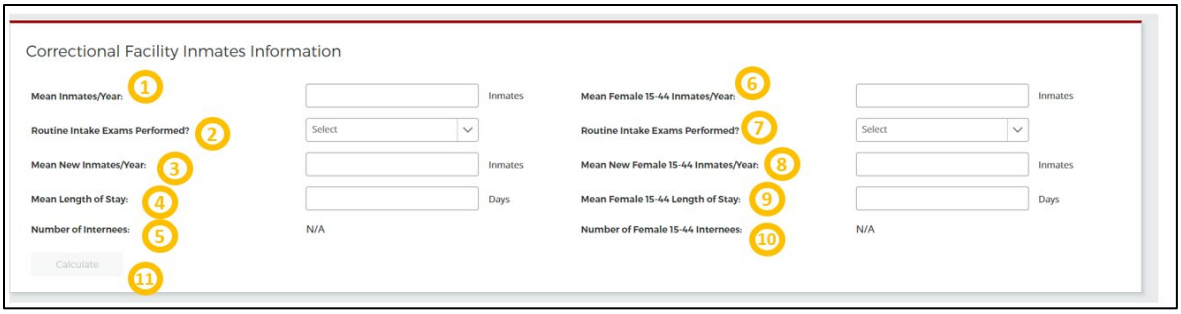


Figure 290: Correctional Facility Form - Facility Inmates Information

For all other facility types, system will display the below fields only

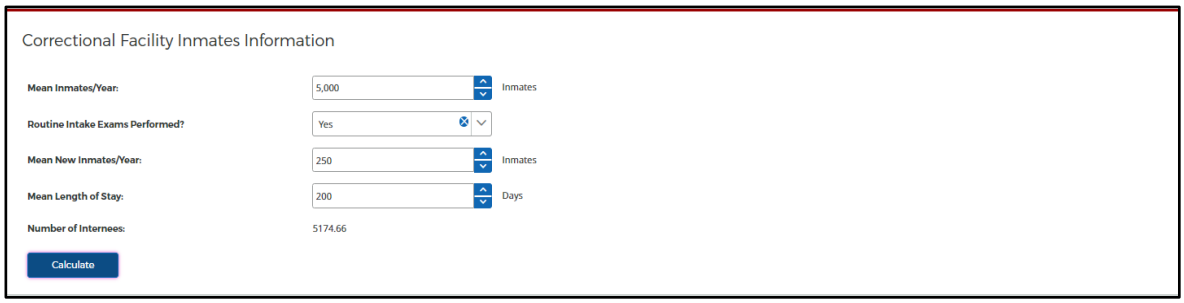


Figure 291: Correctional Facility Form - Facility Inmates Information for DH and MH

Feature	Description
1. Mean Inmates/Year	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.*

Feature	Description
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.*
5. Number of Internees	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 Calculate. *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.* • *For more information on how number of internees is calculated, refer to the Manual for Policies and Procedure user guide*
6. Mean Female 15-44 Inmates/Year	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:* • *There is no minimum value for this field. If there are no female inmates at the facility, user will need to enter zero(0) here*
7. Female Inmates 15-44 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 Female 15-44 Inmates/Year** *and* **Mean Female 15-44 Length of Stay** *fields will be required.*
8. Mean New Female 15-44 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*
9. Mean Female 15-44 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	Description
10. Number of Female 15-44 Internees	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 Calculate. *User Notes:* • *The field will be read only. If the user changes any values in the Correctional Facility Female Inmates Information section, the "Calculate" button will need to be selected again to display the new Number of Internees value.* • *For more information on how number of internees is calculated, refer to the Manual for Policies and Procedure user guide*

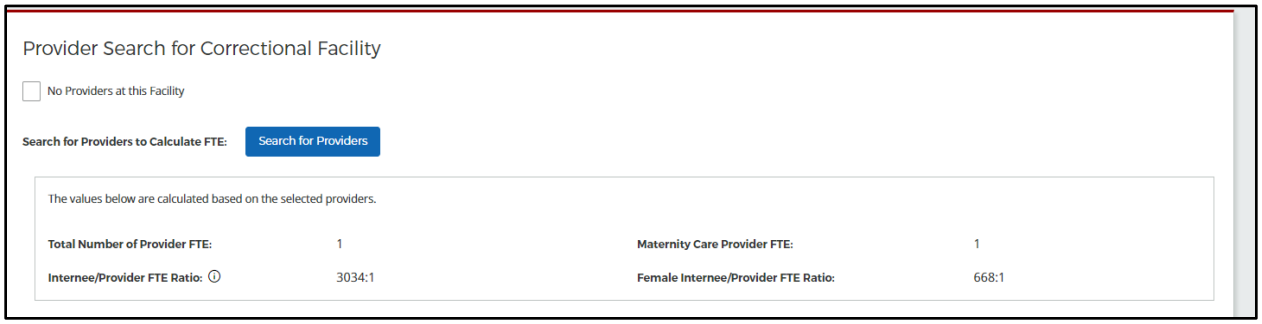


Figure 292: Correctional Facility Provider Search

Feature	Description
1. No Providers at this Facility	The user should select ☐ if no providers work at the Facility location.
2. Search for Providers	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 *Section 5.7.2B Creating a New OFAC Application – Provision of Services Page* for instructions. *User Notes:* • *Providers that are ineligible only due to their Federal Provider status can be selected as Providers for Correctional Facilities.*
3. Total Number of Provider FTE	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	Description

4. Internee/Provider FTE Ratio	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.
	If no providers have been selected, then the ratio for regular and MCTA internee will be same as Number of internee fields
	
	Business Rules:
	• *The internee/provider ratio must meet the following criteria 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.*

Note: System will open the Provider search dialogue box when user selects "Search for Provider" button. In the dialogue box, system will display providers who are within 5 miles of the facility first, followed by search card. If user needs to add additional providers, they can search and add them using the search card functionality as mentioned in *Section 5.7.2B Creating a New OFAC Application – Provision of Services Page* for instructions.

3.7.4C 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.

Note: For Primary Care correctional facility application, system will display document types that correspond to MCTA/Female Internees information on this page

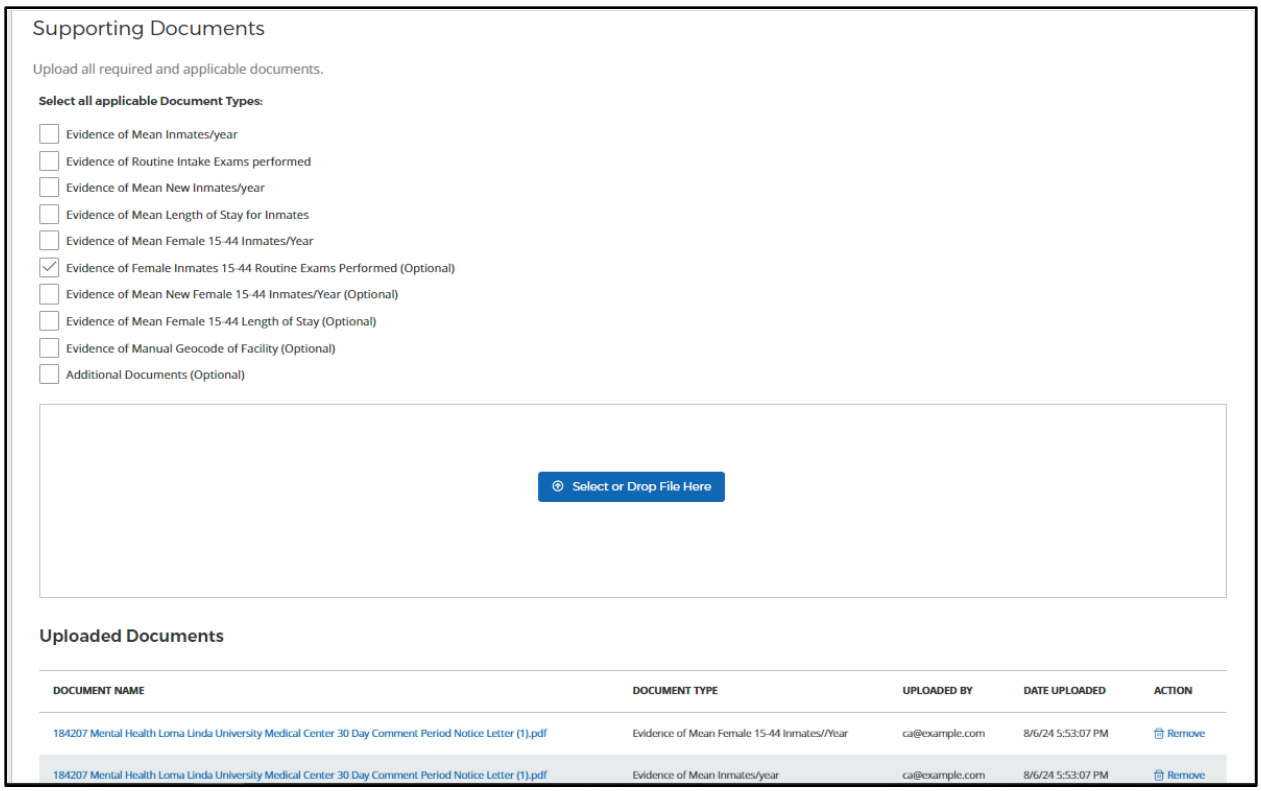


Figure 293: Supporting Documents for Correctional Facility Application

Feature	Description
1. Supporting Documents	The user must upload all required supporting documents in this section. The optional supporting documents are indicated by “Optional” label within against them.
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.

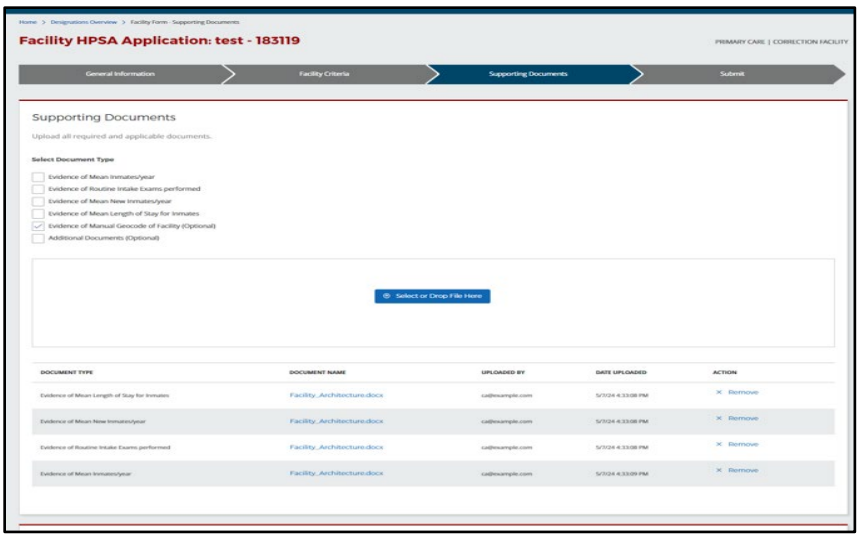


Figure 294: Viewing Supporting Documents Table

Feature	Description
1. Uploaded Documents	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 “Remove” 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.*

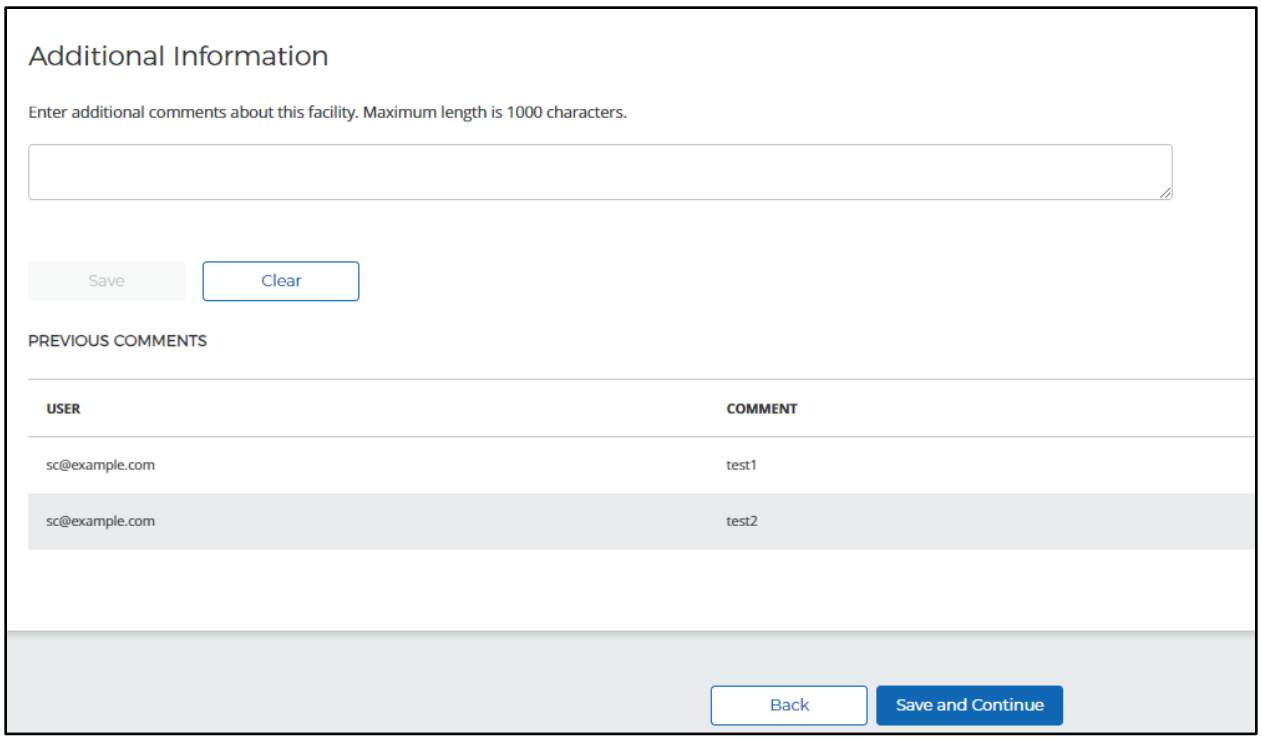
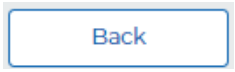


Figure 295 Additional Information Adding Comments

Feature	Description
1. Enter Additional Comments About this Facility	The user may use this section to write any additional notes or information about this application. *User Notes:* • *The text box is limited to 1000 characters.* • *Comments are not required*
2. Save	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.
3. Clear	The user should select this button to clear the comment from the text field
4. Previous Comments	This section will be displayed once the user adds a comment to the page.
5. User	This column will capture the name of the user who made the comment
6. Comment	This column will display the comment entered by the user and will be read only. *User Notes:* • *The user can enter an unlimited number of comments to the page. However as previously stated, the comment text box is limited to 1000 characters.*

Feature	Description
7. 	The user can select this button to go back to the previous page.
8. 	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. *Business Rules:* *All required documents must be uploaded. The user will be notified by an error message if all required documents have not been uploaded.*

3.7.4D Creating a New Correctional Facility Application – Submit Page

Once the user has successfully saved the Supporting Documents page, they will be taken to the Submit page. Below is the high-level view of the page

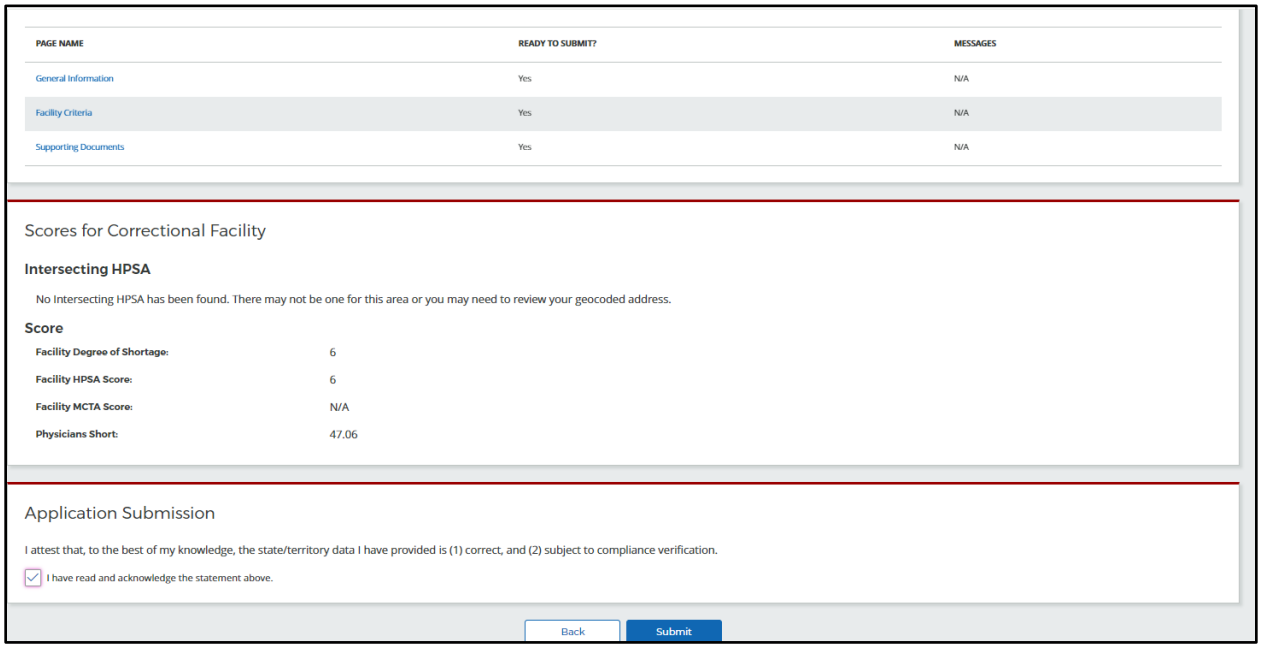


Figure 296: Correctional Facility Form - Submit Application

Below is a breakdown of the different sections of the review and submit page

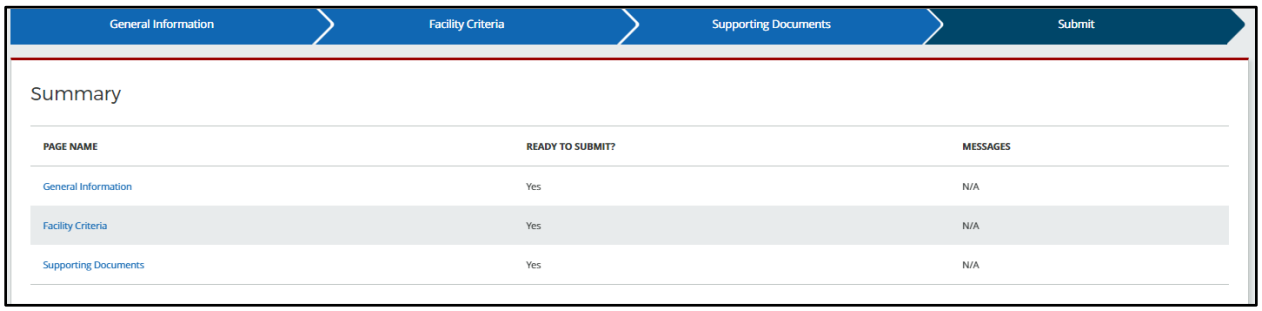


Figure 297: Correctional Facility Form – Summary Card

Feature	Description
1. Page Name	This column will display all the pages (steps) of the application. Selecting the page name will navigate user to that page
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. **Note:** If Ready to Submit is No for any of the page, then submit button at the bottom of the page will remain disabled. Once the error has been resolved , the button will become enabled
3. Message	This column will populate if there are any validation errors or warning messages for the application.

The score card below displays information related to Geo/Geo High Needs HPSA that intersects with the Facility as well as the score information related to the facility.



Figure 298 Correctional Facility Form – Score Card

Feature	Description
1. Intersecting HPSAs	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 • HPSA Score • MCTA Score- only displayed for Primary Care deisgnations. For all other designation it will display N/A 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."

2. Facility Degree of Shortage	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	Description
3. Facility HPSA Score	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 Physcians Short in the following way for a Primary Care application: ○ Internees/1000 – FTE • The system will calculate the Physciants Short in the following way for a Dental Health application: ○ Internees/1500 – FTE • The system will calculate the Psychiatrist Short in the follwing way for a Mental Health application: ○ Internees/2000 – FTE

Feature	Description
5. Facility MCTA Score	The Facility MCTA 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 MCTA score between 20-25; Points = 12 ○ Geographic MCTA score between 14-19; Points = 9 ○ Geographic MCTA score between 8-13; Points = 6 ○ Geographic MCTA score between 1-7; Points = 3 ○ Not located in a geographic HPSA or MCTA Score; Points = 0 • MCTA Degree of Shortage Scoring ○ Institutions with 250 or more female 15-44 inmates and no physicians= 12 ○ institutions with a female 15-44 inmate to physician ratio > 1000:1= 6 ○ Institutions with a ratio ≥ 500: 1 but ≤ 1000:1= 3 ○ Institutions with less than 250 female 15-44 inmates and no physicians= 0

Once user has provided all the information and "Ready to Submit" is Yes for all the pages, user will be able to submit the application. To submit the application user will need to select the checkbox and select submit.

After successfully submitting the application user will be redirected to the Profile view of the application

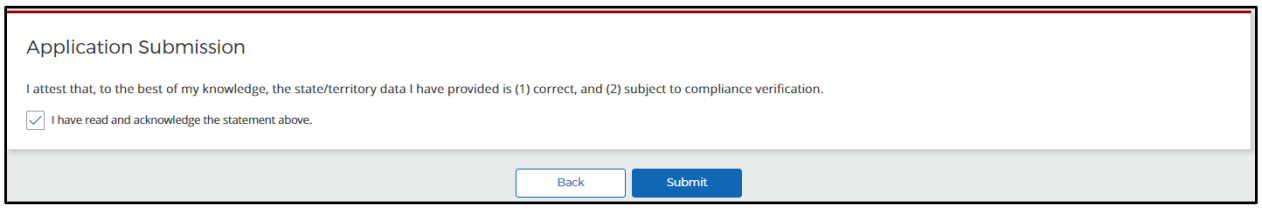


Figure 299: Correctional Facility Form – Application Submission card

4. AUTOMATIC FACILITY HPSA (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 Designation 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 5.2.2 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.

4.1 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:

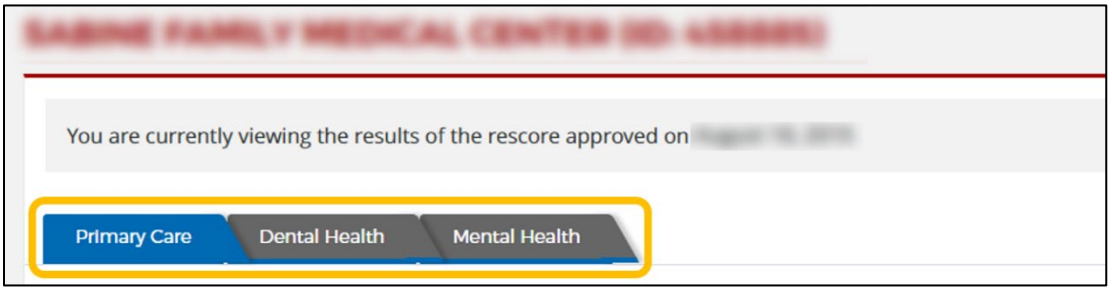


Figure 300: Auto-HPSA Organization Profile Designation Tabs

The Designation Profile of Auto-HPSA designations consists of the following sections:

- General Information
- Organization Information
- Sites
- Score
- Data
- Supporting Documents
- Designation Reports
- Comments

4.1.1 Viewing General Information

The General Information section contains information specific to the designation. This information will differ when users navigate between disciplines.

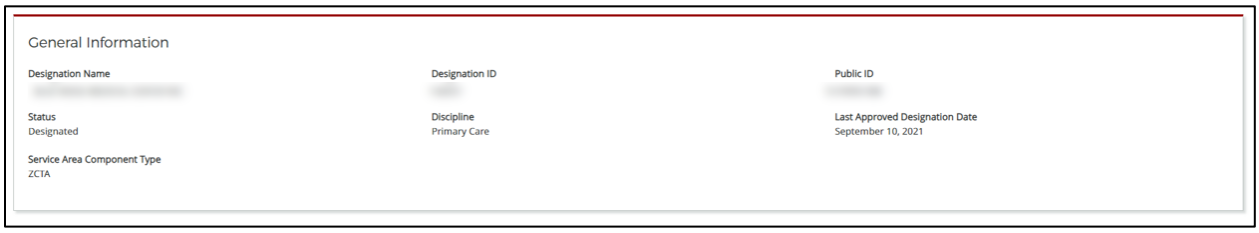


Figure 301: Auto-HPSA Designation Profile General Information Section

Feature	Description
1. Designation Name	This field displays the Designation Name from the authoritative data source (BPHC for FQHCs, IHS for ITUs, BHW for RHCs).
2. Designation ID	This field displays the Designation ID of the designation record. Each time a designation is rescored, the system will assign it a new, unique Designation ID.
3. Public ID	This field displays the unique identifier that is assigned to a designation once it has been approved.
4. Status	This field will display the current status of the designation record being viewed. The status will be one of the following: • Designated • Replaced • Cancelled • Not Approved • Withdrawn
5. Discipline	This field will display the discipline of the designation being viewed. This field will always match the tab the user is on.
6. Last Approved Designation Date	This field displays when the designation was last approved by a SDB Analyst.
7. Service Area Component Type	This field displays the type of service area that was used. The options available are Census Tract (CT), Zip Code Tabulation Areas (ZCTA), or County (Territories only – see *Appendix F – Rescoring Auto-HPSA Organizations Located in a U.S.* Territory). 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.

4.1.2 Viewing Organization Information

The Organization Information section contains information about the Organization. This information will be the same across all three disciplines.



Figure 302: Auto-HPSA Designation Profile Organization Information Section

Feature	Description
1. Organization Name	This field displays the Organization Name from the authoritative data source (BPHC for FQHCs, IHS for ITUs, BHW for RHCs).
2. Organization Unique ID	The Organization Unique ID is a unique identifier tied to an organization, and persists across rescores. For FQHCs, this is the BHCMIS ID, for RHCs the BMISS ID, and for ITUs the ASUFAC.
3. Organization Type	This field displays the organization type from the authoritative data source (BPHC for FQHCs, IHS for ITUs, BHW for RHCs). Types include: • FQHC • FQHC LAL • ITU • RHC
4. Organization Address	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.
5. Organization State	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.

4.1.3 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.

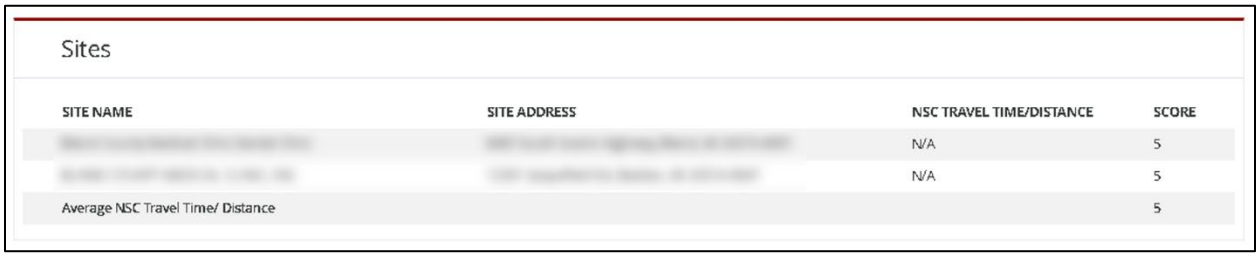


Figure 303: Auto-HPSA Designation Profile Sites Section

Feature	Description
1. Site Name	This field displays the Site Name from the authoritative data source (BPHC for FQHCs, IHS for ITUs, and BHW for RHCs). The site name will be the same across all disciplines.

Feature	Description
2. Site Address	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.
3. NSC Travel Time/Distance	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.
4. Score	This field displays the NSC score for the site for the discipline being viewed. The site will receive an NSC score between 0-5.
5. Average NSC Travel Time/Distance	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.

4.1.4 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).

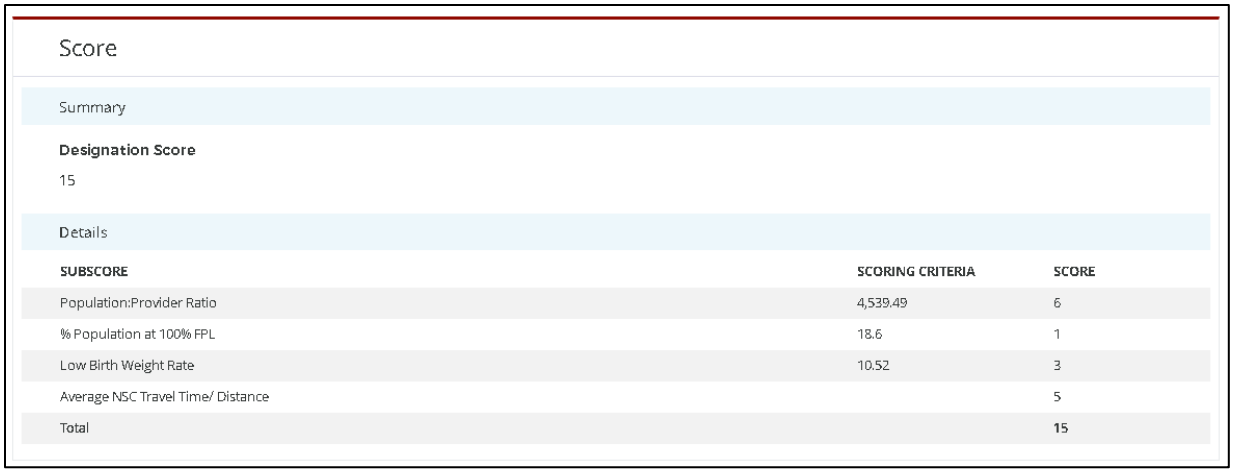


Figure 304: Auto-HPSA Primary Care Designation Profile Score Section

DENTAL HEALTH

The following sub-score is unique to Dental Health:

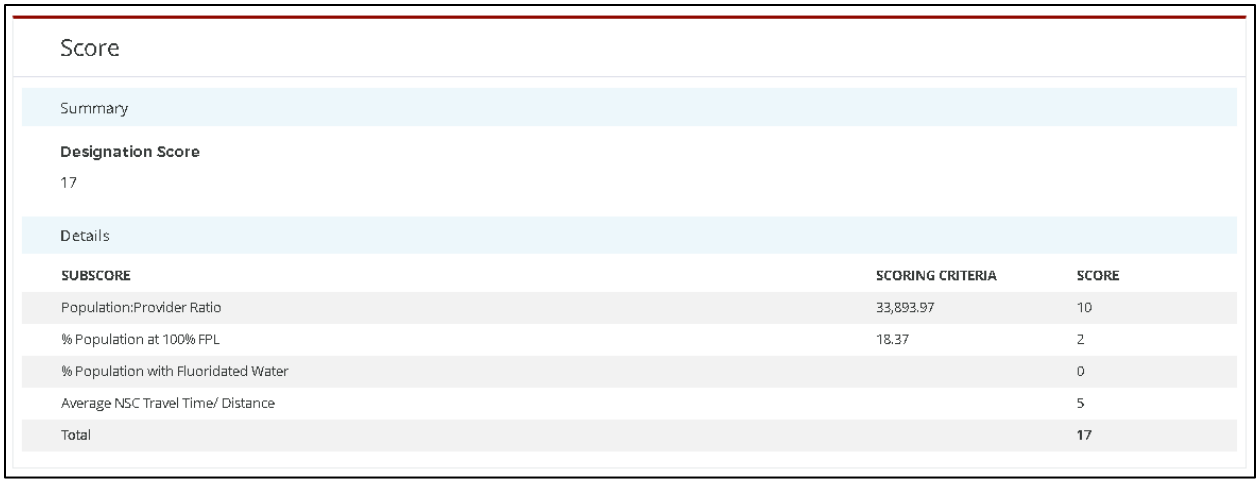
- % Population with Fluoridated Water

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 305: Auto-HPSA Dental Health Designation Profile Score Section

MENTAL HEALTH

The following sub-scores are unique to Mental Health:

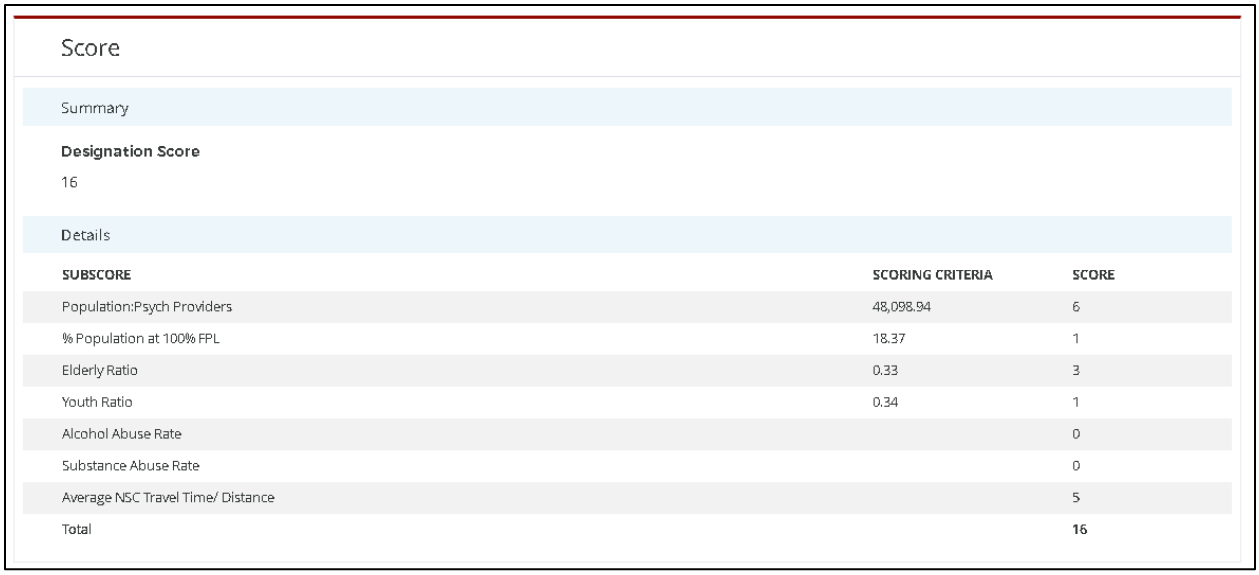
- Elderly Ratio
- Youth Ratio
- Alcohol Misuse Rate
- Substance Misuse Rate

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

Designation Score

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 306: Auto-HPSA Mental Health Designation Profile Score Section

4.1.5 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)

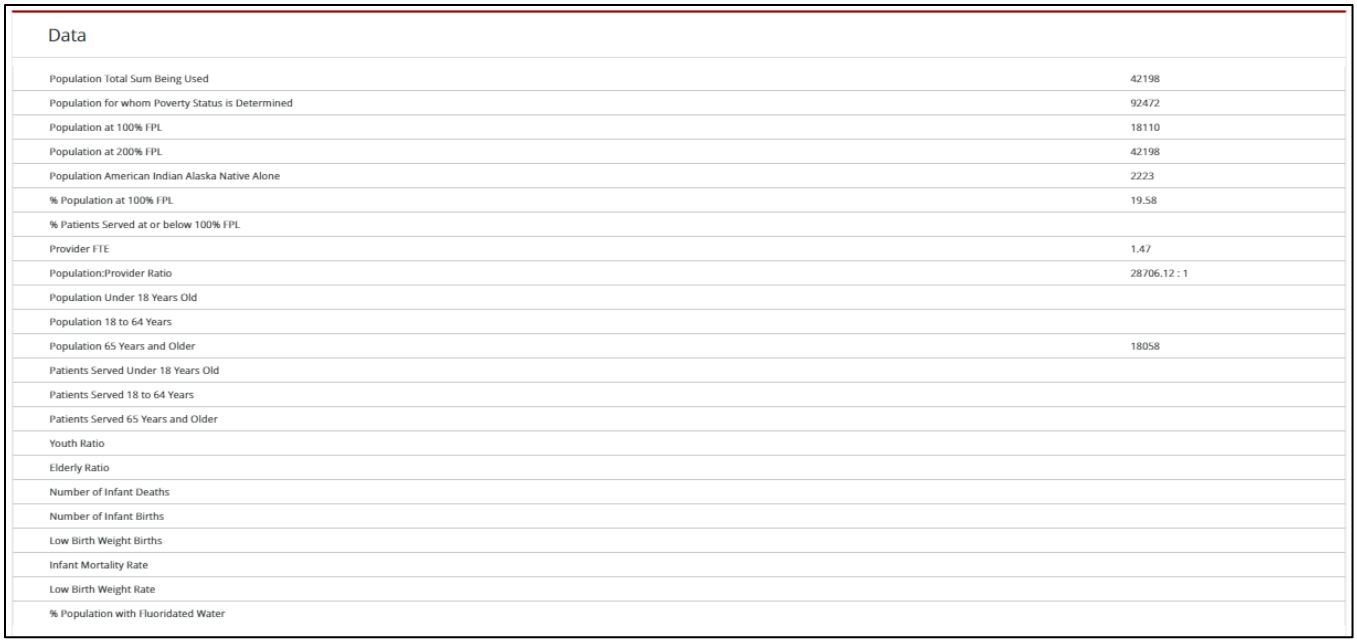


Figure 307: Auto-HPSA Designation Profile Dental Health Data Section

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
Population Total Sum Being Used	✓	✓	✓	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.
Population for Which Poverty Status is Determined	✓	✓	✓	This field displays the population total for which poverty status is determined (PPD).
Population at 100% FPL	✓	✓	✓	This field displays the population total with known income at or below 100% FPL.
Population at 200% FPL	✓	✓	✓	This field displays the population total with known income at or below 200% FPL.
Population American Indian Alaska Native Alone	✓	✓	✓	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.

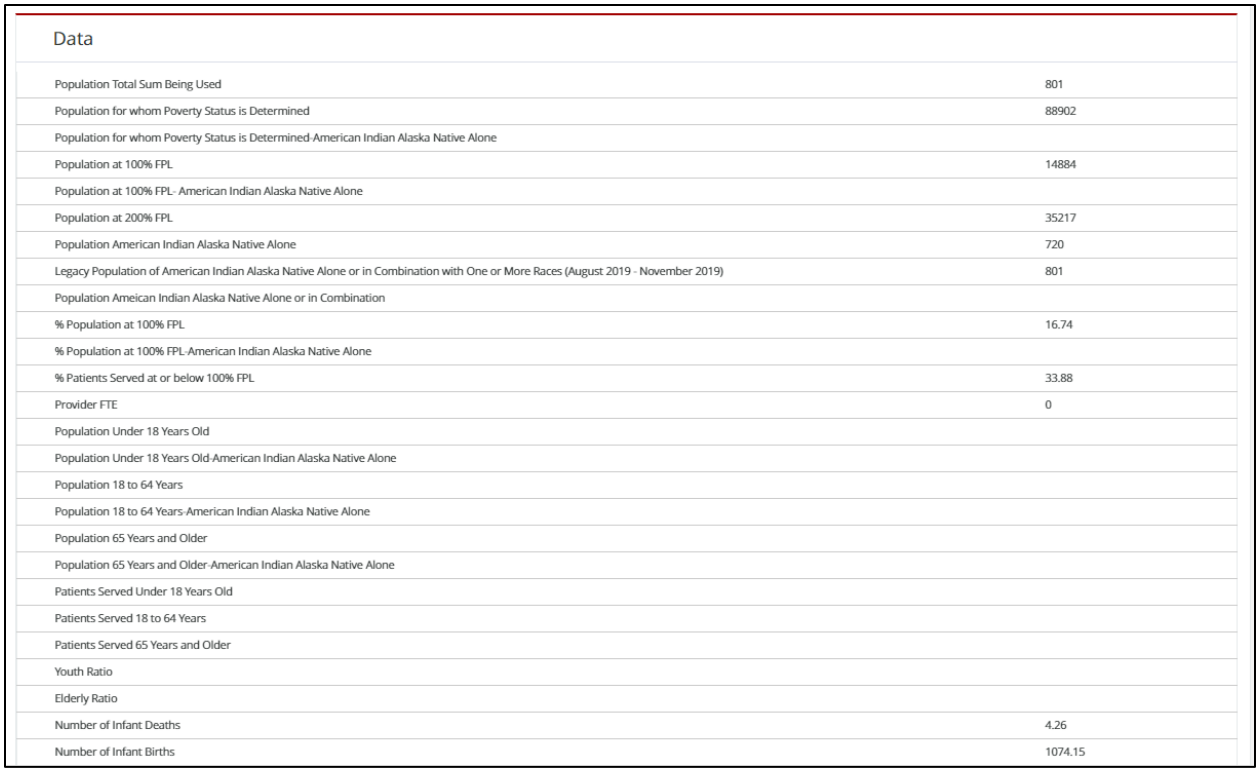
Data Point	PC	DH	MH	Description
% Population at 100% FPL	✓	✓	✓	This field displays the percent of the population total with known income at or below 100% FPL.
% Patients Served At or Below 100% FPL	✓	✓	✓	This field displays the percent of patients served with known income at or below 100% FPL. For organizations 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
				rescore with patients served 65 years and older value.
Youth Ratio			✓	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
				used as the Infant Health Index only if it provides a higher point value than the Infant Mortality Rate.
% Population with Fluoridated Water		✓		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.
Alcohol misuse prevalence rate is in the worst quartile for nation/region/state?			✓	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.
Substance misuse prevalence rate is in the worst quartile for nation/region/state?			✓	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.

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 308: 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
Population for whom Poverty Status is Determined American Indian Alaska Native Alone	✓	✓	✓	This field displays the population total of American Indian Alaska Native alone for which poverty status is determined (PPD)
Population at 100% FPL American Indian Alaska Native Alone	✓	✓	✓	This field displays the population total of American Indian Alaska Native alone with known income at or below 100% FPL.
Legacy Population of American Indian Alaska Native Alone or in Combination with One or More Races (August 2019 – November 2019)	✓	✓	✓	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.
% Population at 100% FPL American Indian Alaska Native Alone	✓	✓	✓	This field displays the percent of the population total of American Indian Alaska Native alone with known income at or below 100% FPL
Population Under 18 Years Old American Indian Alaska Native Alone			✓	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
Population 18 to 64 American Indian Alaska Native Alone			✓	This field displays the total population of American Indian Alaska Native alone between 18 and 64 years of age for a service area.

4.1.6 Viewing Maternity Care Target Area (MCTA) Information

Each primary care Auto-HPSA profile will also contain details regarding its maternity care target area (MCTA) score and underlying scoring criteria. These sections are specific to the primary care discipline of an Auto-HPSA organization and thus will not be displayed on either the dental health or mental health tabs of the organization profile.

4.1.6A MCTA Sites and Nearest Sources of Care

The MCTA Sites section contains information about the sites within an Organization. The sites used for MCTA scoring and NSC identification are identical to the list of sites used for HSPA scoring. This list of sites is specific to primary care Auto-HPSA profiles. Additionally, the MCTA NSC information (NSC Travel Time/Distance, Score) will differ from the list of HPSA sites as provider eligibility criteria is different for MCTA purposes. Please reach out to your primary care office for additional information on eligible providers.


MCTA - Sites

SITE NAME	SITE ADDRESS	MCTA NSC PROVIDER NPI	MCTA NSC TRAVEL TIME/DISTANCE	MCTA NSC SCORE
[redacted]	[redacted]	N/A	N/A	5
Average MCTA NSC Travel Time/ Distance				5

Figure 309: Auto-HPSA Profile Maternity Care Target Area Sites Section

Feature	Description
1. Site Name	This field displays the Site Name from the authoritative data source (BHW). The site name will be identical to the list of sites in the HPSA – Sites section of the profile.
2. Site Address	This field displays the site's address from the authoritative data source (BHW). The site address will be identical to the list of sites in the HPSA – Sites section of the profile.
3. MCTA NSC Provider NPI	This field displays the identification number of the provider (NPI) who can act as the nearest source of care. This field will display as N/A if no provider is identified.
4. MCTA NSC Travel Time/Distance	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.

Feature	Description
5. MCTA NSC Score	This field displays the NSC score for the site for primary care Auto-HPSA's MCTA. The site will receive an NSC score between 0-5.
6. Average NSC Travel Time/Distance	This field displays 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.

4.1.6B MCTA Score

The MCTA Score section contains all of the scoring details specific to the primary care designation's maternity care target area. The scoring details and list of sub-scores contributing to the total MCTA score are unique to the maternity care target area.

The MCTA Score includes the following sub-scores:

- MCTA Population to Provider Ratio
- % Population at 200% Federal Poverty Level (FPL) or % Patients Served with Known Income at or below 200% FPL
- Average MCTA NSC Travel Time or Distance
- Fertility Rate
- Prevalence of Pre-Pregnancy Obesity
- Prevalence of Pre-Pregnancy Diabetes
- Prevalence of Pre-Pregnancy Hypertension
- Prevalence of Women with Access to Prenatal Care in the First Trimester
- Prevalence of Cigarette Smoking
- Social Vulnerability Index
- Behavioral Health Factor

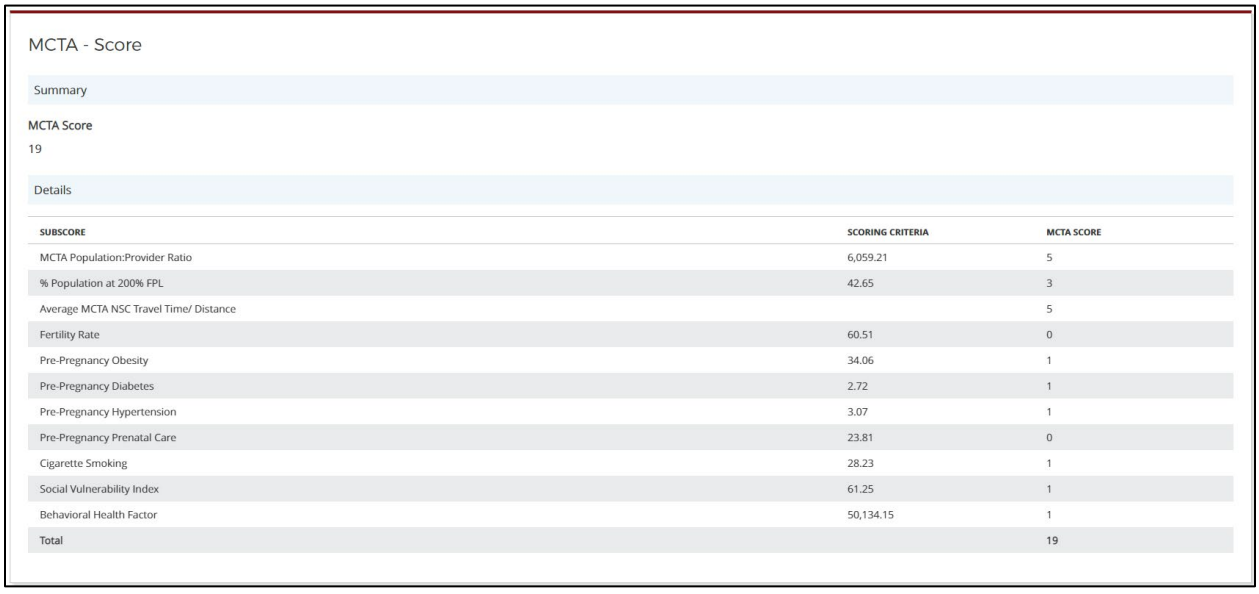


Figure 310: Auto-HPSA Profile Maternity Care Target Area Score Section

4.1.6C MCTA Data

The MCTA Data section contains all of the supporting data used in calculating a MCTA score.

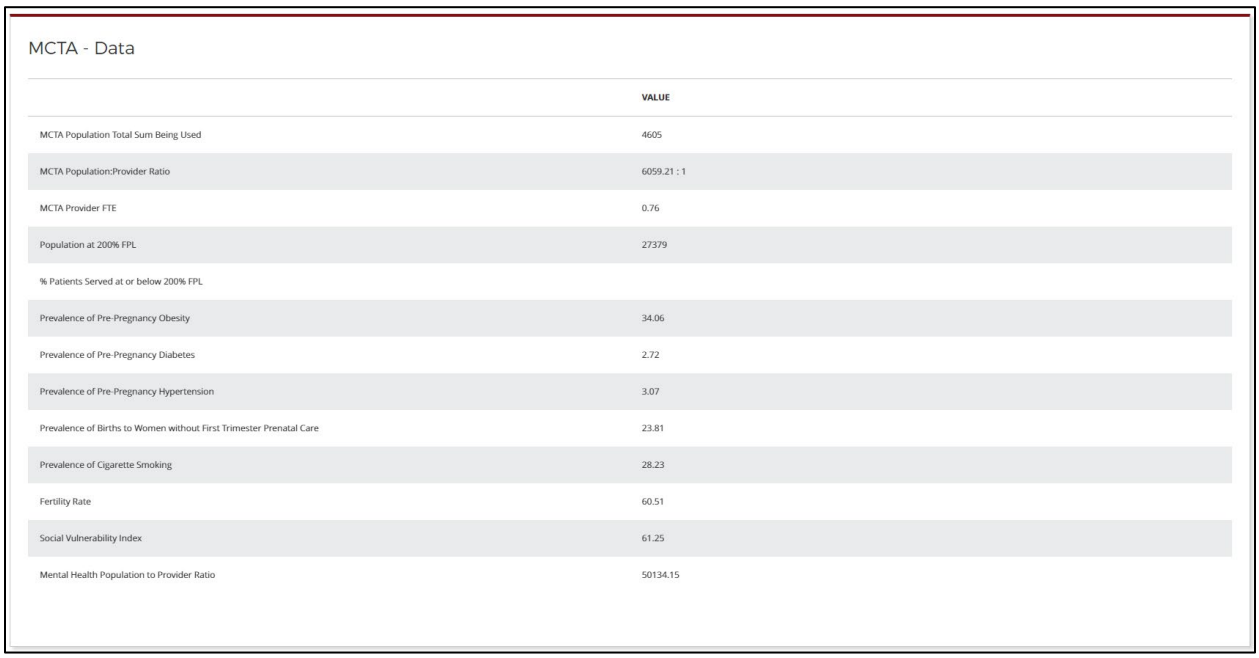


Figure 311: Auto-HPSA Profile Maternity Care Target Area Data Section

4.1.7 Viewing 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. This section will not display documents that were uploaded with a previous rescore. To view older records and their corresponding documents, the user may use the "View Previous" link at the top of the Designation Profile to navigate back to the previous designation.

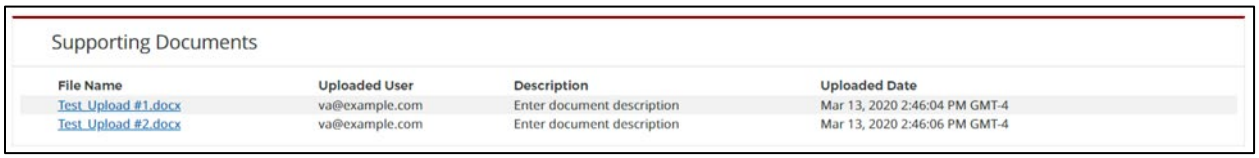


Figure 312: Auto-HPSA Organization Profile Supporting Documents

The Designation Reports section contains the Designation Service Area Report for the designation record currently being viewed. This report displays the service area information for the designation; service area options include Census Tract (CT) or Zip Code Tabulation Area (ZCTA).



Figure 313: Auto-HPSA Organization Profile Designation Reports

The Comments section will display all comments, both optional and required, entered while a rescore was in progress. This section will not display comments that were entered with a previous rescore. To view older records and their corresponding comments, the user may use the "View Previous" link at the top of the Designation Profile to navigate back to the previous designation.



Figure 314: Auto-HPSA Organization Profile Rescore Comments

4.1.8 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.

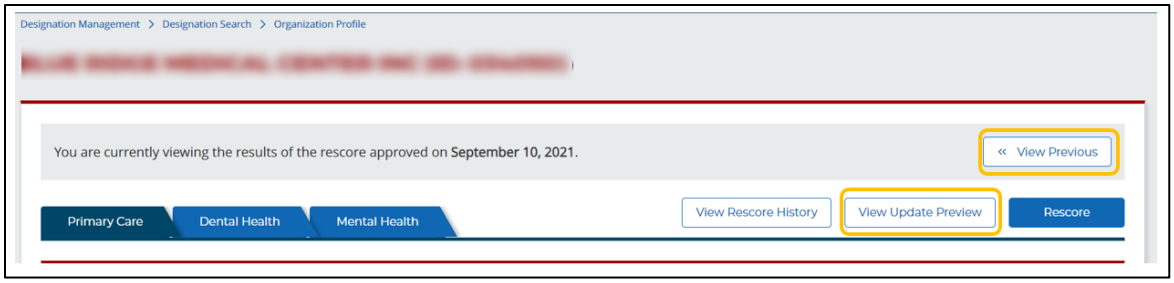


Figure 315: View Previous and View Update Links on Designation Profiles

4.1.9 Auto-HPSA Organization Profile Actions

The Actions on the Auto-HPSA Organization profile are dynamic based on the organization's status.

If an organization does not have a supplemental data rescore in progress, the POC can take an action to "Rescore" the organization.

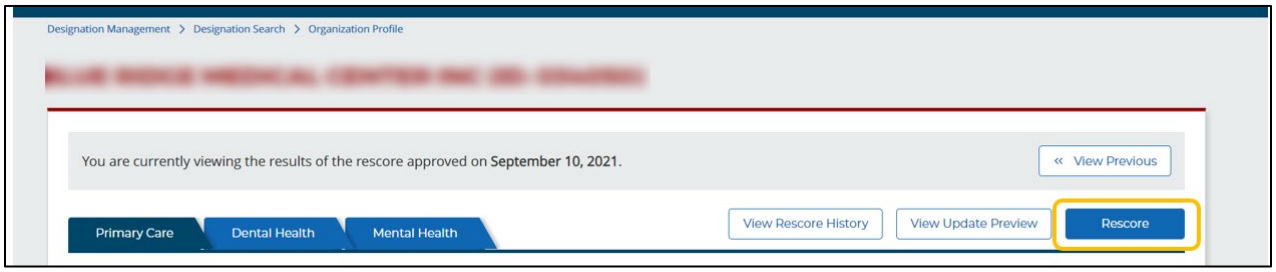


Figure 316: Rescore Button on Auto-HPSA Organization Profile Page

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 an organization has a supplemental data rescore in progress and the rescore is currently with the POC, the POC can "Resume Rescore" to access the rescore form and resume updates.

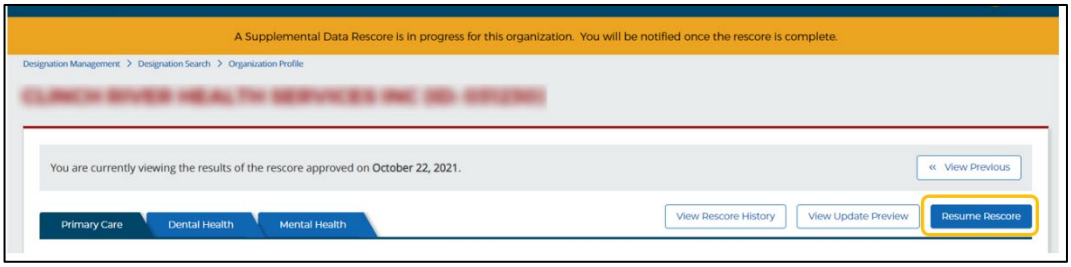


Figure 317: Resume Rescore Button on Auto-HPSA Organization Profile Page

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 an organization has a supplemental data rescore in progress and the rescore is currently with a PCO or a HRSA Project Officer (PO), the POC can "View Rescore" to access the rescore form in read-only mode to review its status.

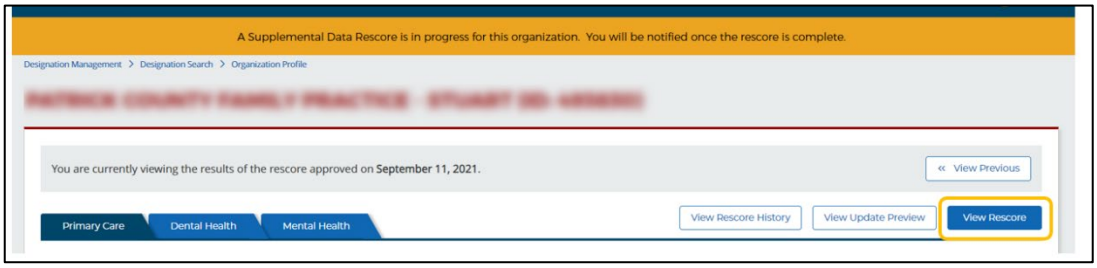


Figure 318: View Rescore Button on Auto-HPSA Organization Profile Page

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 review its status.

If a system data rescore is in progress, no actions will be available until the rescore is complete.

4.1.10 Viewing Auto-HPSA Comprehensive Rescore History

Users can view a comprehensive rescore history of an Auto-HPSA on a page after clicking the "View Rescore History Button" from the Organization Profile. On this page, users will be able to see details about an Auto-HPSA's rescore history and the supporting rescore history documents.

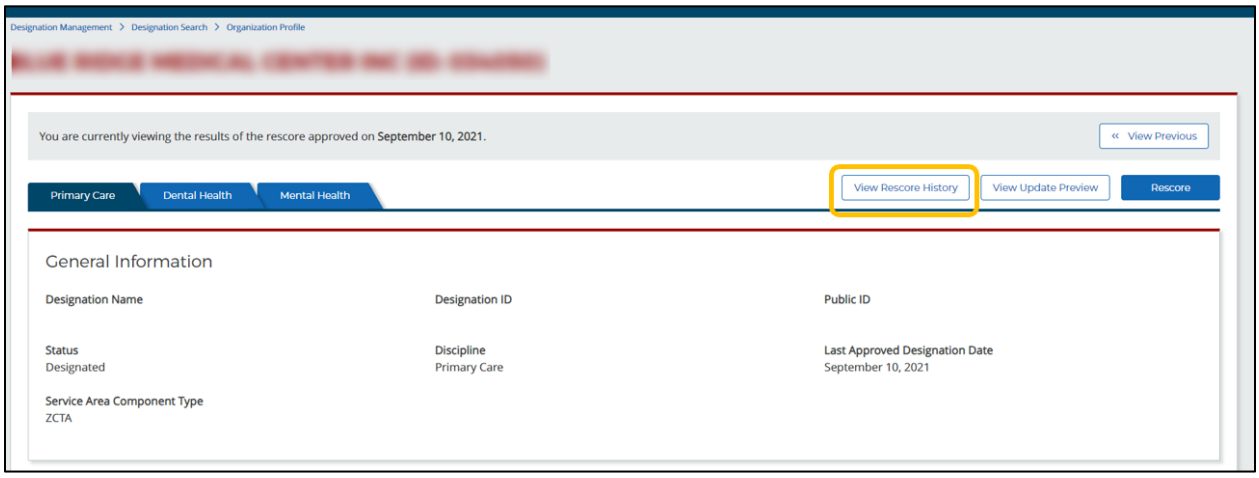


Figure 319: View Rescore History Button on Auto-HPSA Organization Profile

On the View Rescore History page, users will see a Rescore History table and a Rescore History Documents table.

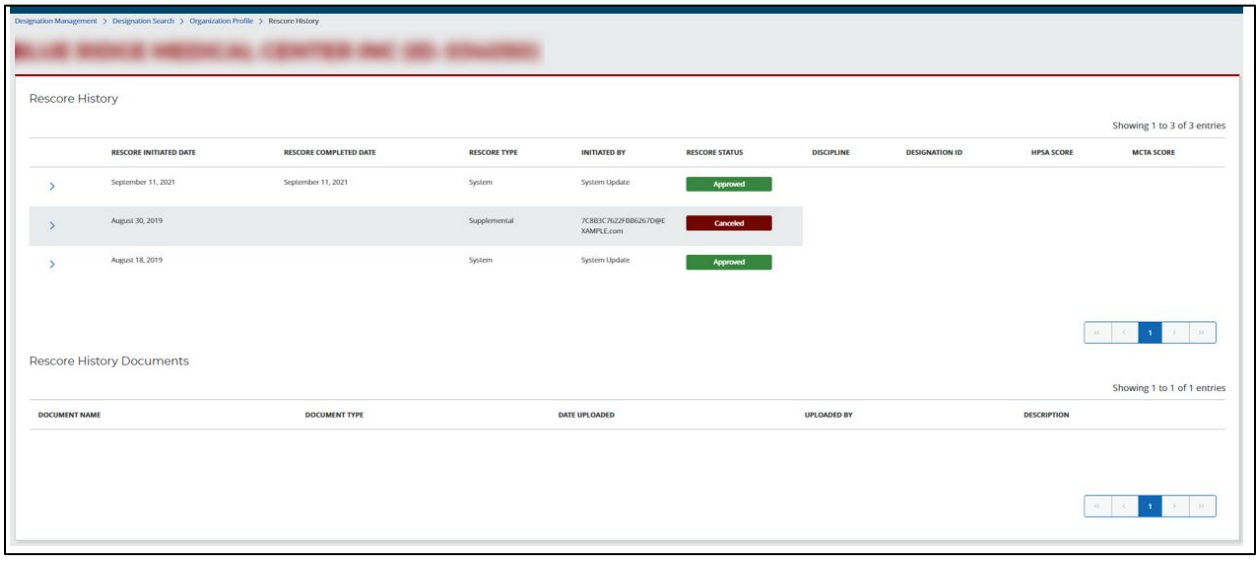


Figure 320: Comprehensive Rescore History Page

The Rescore History table will include entries for however many rescores the Auto-HPSA organization has completed. If an Auto-HPSA has never been rescored, users will see the message "No rescore history data found."

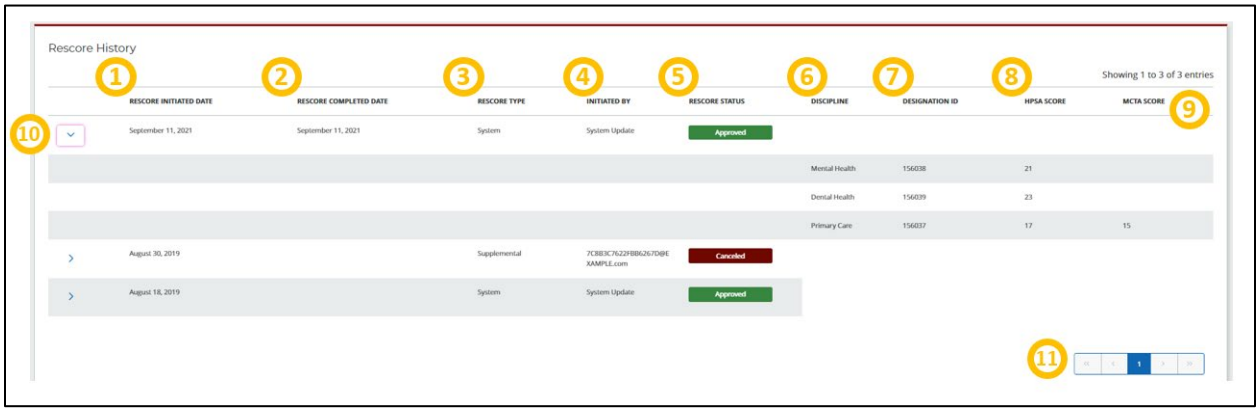


Figure 321: Rescore History Table

Feature	Description
1. Rescore Initiated Date	This column indicates when the rescore was initiated by a PCO or POC.
2. Rescore Completed Date	This column indicates when the rescore was completed (approved or not approved).
3. Rescore Type	This column indicates the type of rescore. It will display one of the following options: • System • Supplemental
4. Initiated By	This column displays the username of the user who initiated the score.
5. Rescore Status	This column displays the status of the rescore. It will display one of the following options: • Approved • Canceled • In Progress
6. 	The user can view more details about a rescore by clicking the dropdown button. Clicking the button will display information in the Discipline, Designation ID, HPSA Score, and MCTA Score columns. Users will view a separate row for each discipline / designation record included in a rescore. Information will only appear in these columns if the rescore was approved. If the rescore is canceled or in progress, users will see a message informing them that no designation records are associated with these rescores. Users can collapse the information by clicking the dropdown button again.
7. Discipline	This column displays the discipline of the designations updated in the rescore. It will display one of the following options: • Mental Health

Feature	Description
	• Dental Health • Primary Care
8. Designation ID	This column displays the designation ID for the designation updated in the rescore.
9. HPSA Score	This column displays the HPSA score that was given at the time the rescore was completed. A score is only displayed for approved rescores.
10. MCTA Score	This column displays the MCTA score that was given at the time the rescore for a primary care designation was completed. A score is only displayed for approved rescores.
11. 	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.

The Rescore History Documents table will include entries for all the documents uploaded with a rescore. Users will view documents from designations with the following statuses: Replaced, Designated, Withdrawn, Canceled, and Not Approved. If an Auto-HPSA has no documents uploaded, users will see the message “There are currently no documents to display."

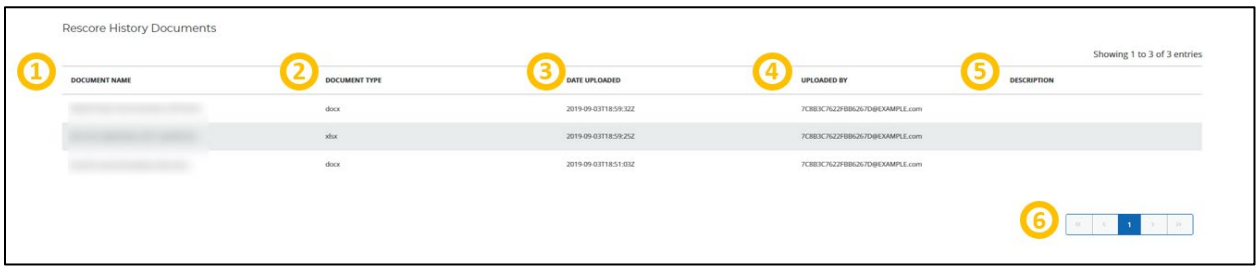


Figure 322: Rescore History Documents Table

Feature	Description
1. Document Name	This column displays the name of the document.
2. Document Type	This column displays the type of document uploaded.
3. Date Uploaded	This column displays the date the document was uploaded.
4. Uploaded By	This column displays the username of the user who uploaded the document.
5. Description	This column displays the description of the document that was written when the user uploaded the document.
6. 	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. RESCORING AUTOMATIC FACILITY HPSAS (AUTO-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 rescores 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 rescores 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.

5.1 Initiating Auto-HPSA Rescores

Users can initiate rescores 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 where they can select the type of rescore they wish to initiate. The two types of rescores are covered below.

Note, users are not able to cancel rescore requests once initiated.

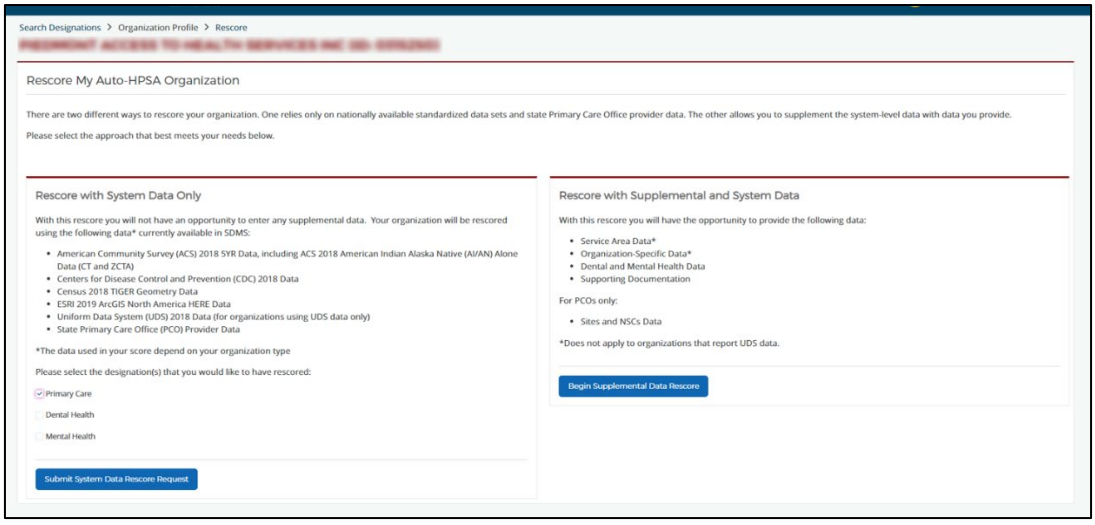


Figure 323: Auto-HPSA Rescore Introduction Page

5.1.1 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 Rescores, see *Section 7.1.2 Supplemental Data Rescores*):

- 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:

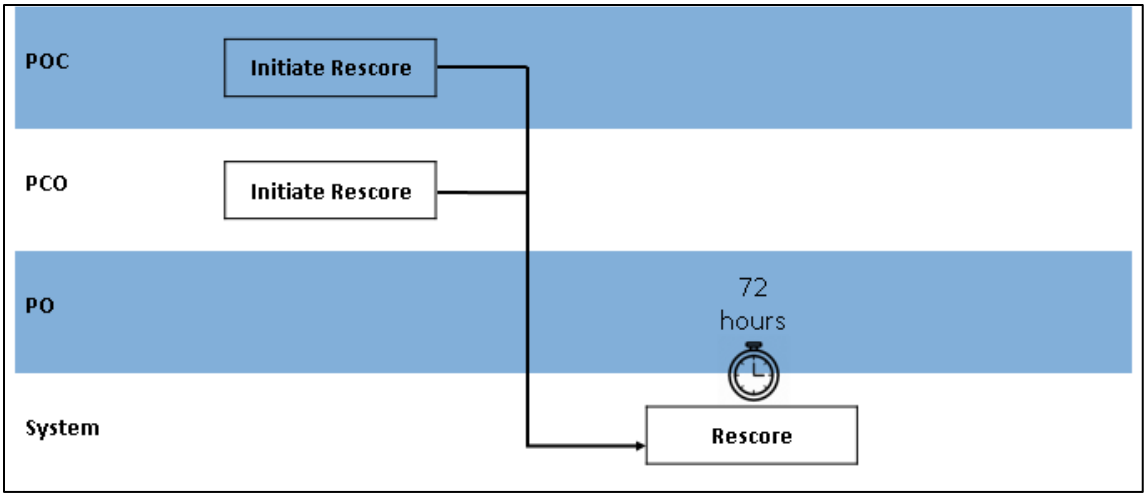


Figure 324: Auto-HPSA System Data Rescore Workflow

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.

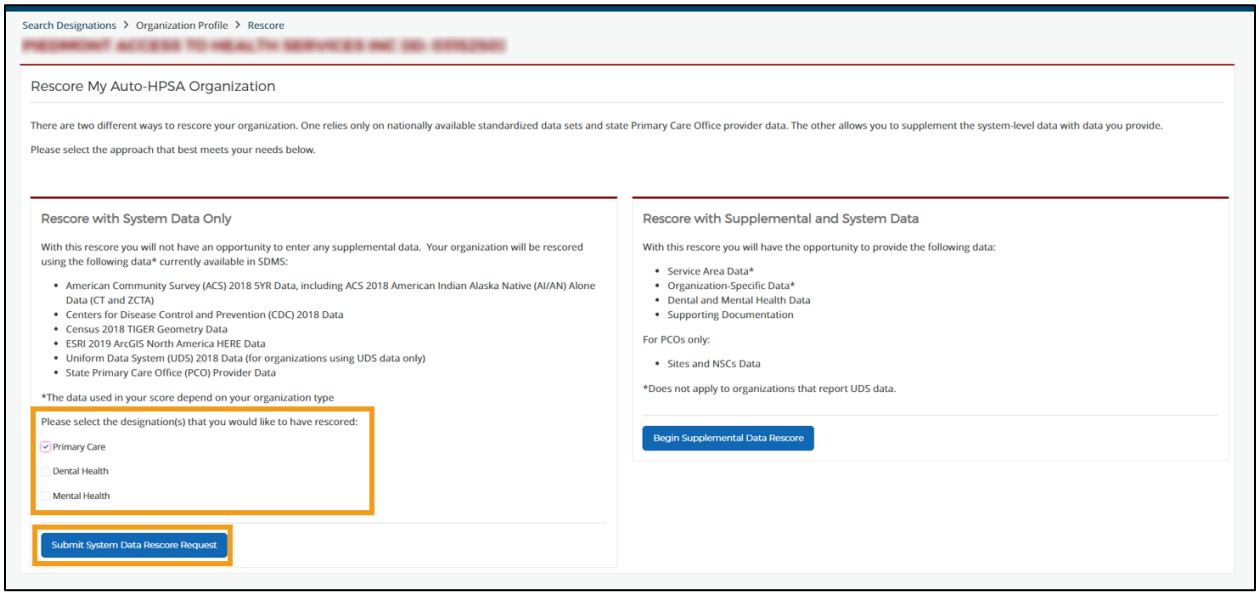


Figure 325: Auto-HPSA Rescore Introduction Page – Submitting a System Data Rescore

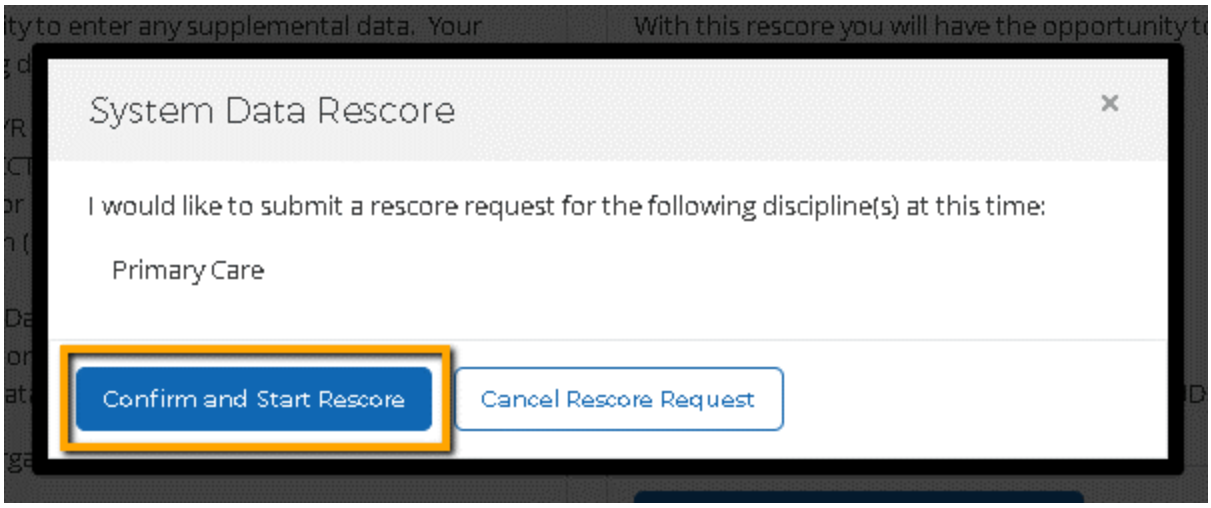


Figure 326: Auto-HPSA Rescore Introduction Page – System Data Rescore Confirmation

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.
- If an Auto-HPSA Organization is in a Territory without ACS, CDC, or Road Network data, the demographic and population data points from the current Auto-HPSA Designations will carry over.

5.1.2 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)

Designations located within Territories that do not have ACS, CDC, and/or Road Network Data allow user-entered Demographic and Population data points. For more information on this functionality, please see *Appendix F.1.2 Additional Data*.

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.

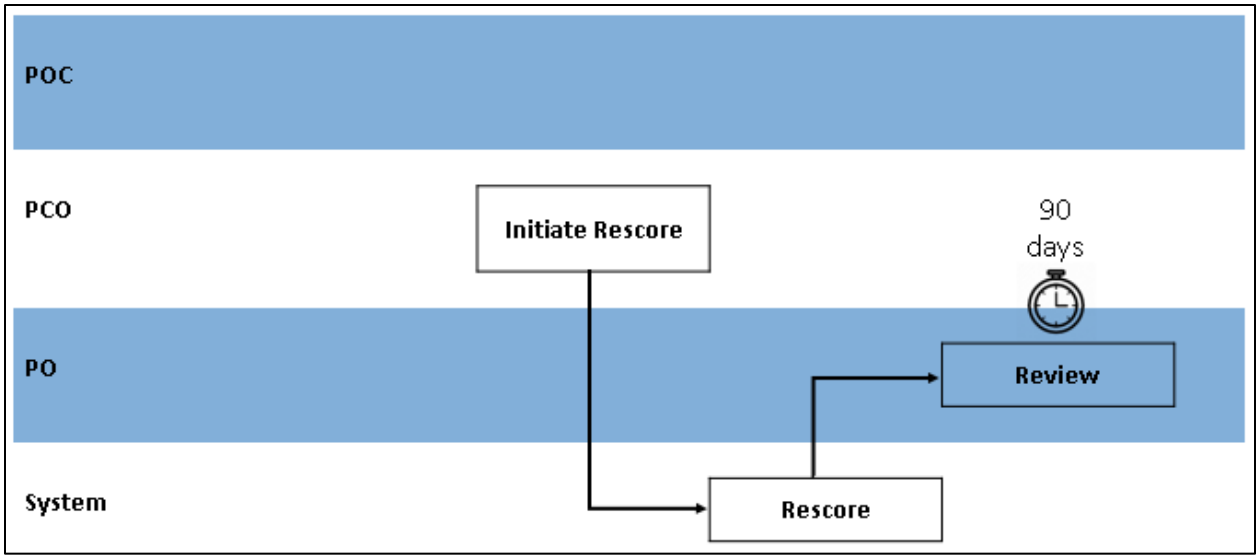


Figure 327: Auto-HPSA PCO-Initiated Supplemental Data Rescore Workflow

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”.

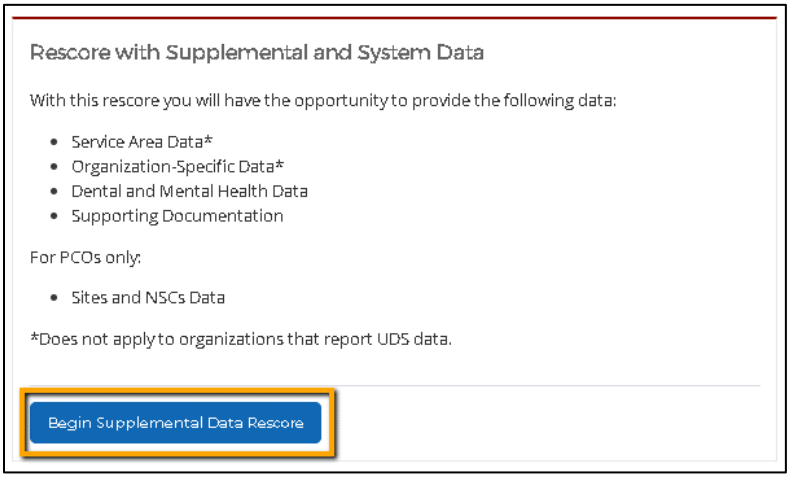


Figure 328: Auto-HPSA Rescore Introduction Page – Beginning a Supplemental Data Rescore

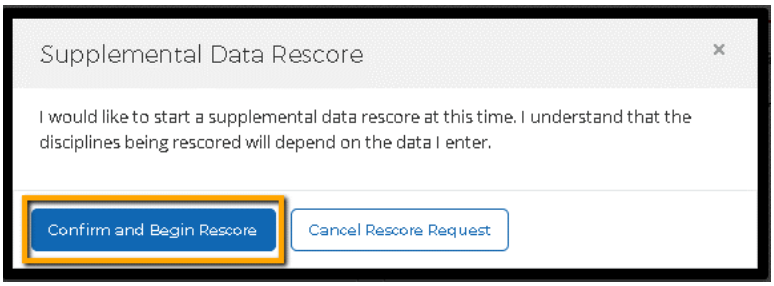


Figure 329: Auto-HPSA Rescore Introduction Page – Supplemental Data Rescore Confirmation

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.

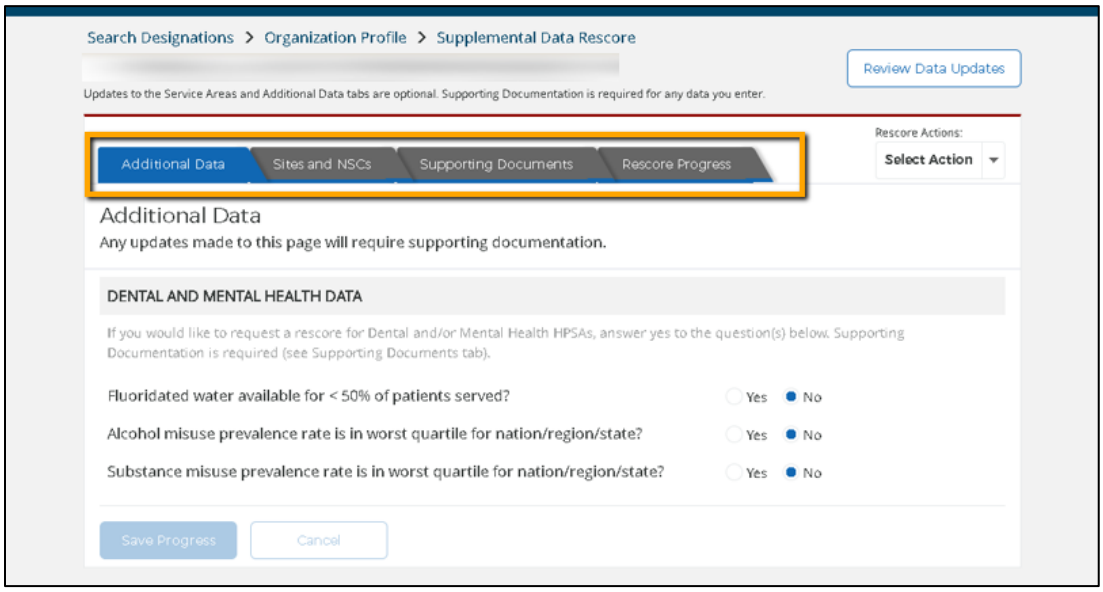


Figure 330: Auto-HPSA PCO-Initiated Supplemental Data Rescore Form Tabs

5.1.2A Additional Data

The first tab on a PCO-initiated Supplemental Data Rescore Form is the "Additional Data" tab (see *Figure 333* 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.

5.1.2B 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*).

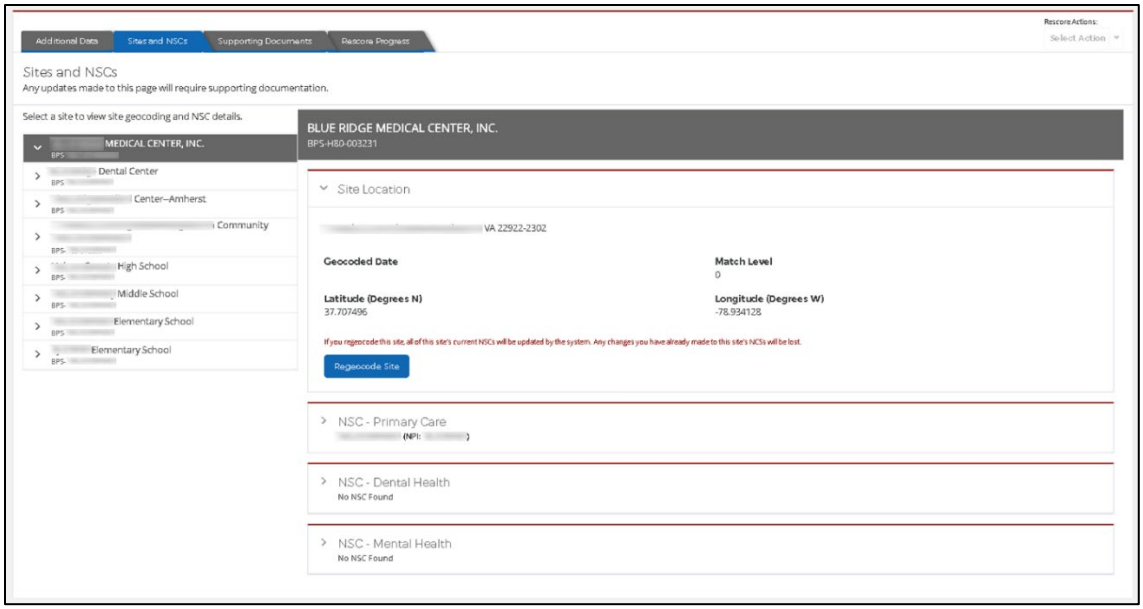


Figure 331: Auto-HPSA Supplemental Rescore Form Sites and NSCs Tabs

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 335*). The system will display a progress banner while the regeocode is in progress (see ***Error! Reference source not found.***).
4. When the system returns the geocoded results, click "Accept and Continue" to save the results (see *Figure 336*). Note, this action will trigger a new NSC look up for Primary Care, Dental Health, and Mental Health NSCs for the selected site.



Figure 332: Auto-HPSA Re-geocoding a Site Step 3

Figure 271: Auto-HPSA Re-geocoding a Site In-Progress Banner

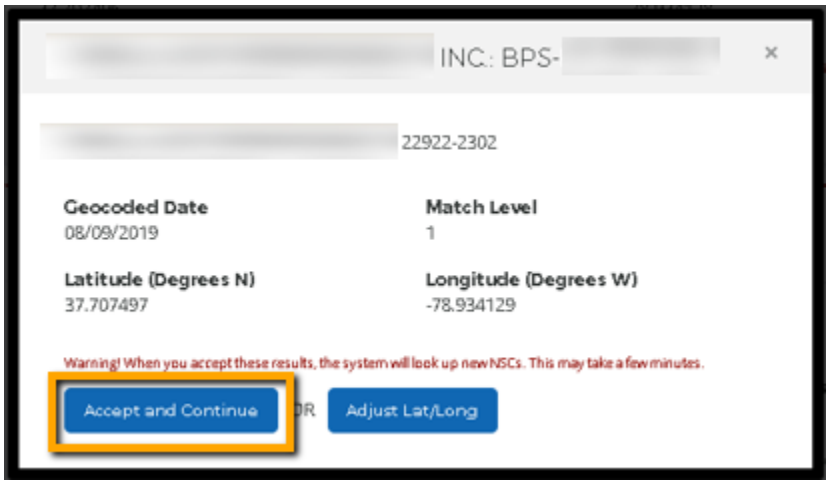


Figure 333: Auto-HPSA Re-geocoding a Site Accept and Continue

To adjust the latitude and/or longitude of a site:

1. Follow steps 1-3 above for regeocoding a site.
2. When the system returns the geocoded results, click “Adjust Lat/Long”. The system will display editable Latitude and Longitude fields.
3. 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 334: Auto-HPSA Re-geocoding a Site – Adjust Site Latitude and Longitude

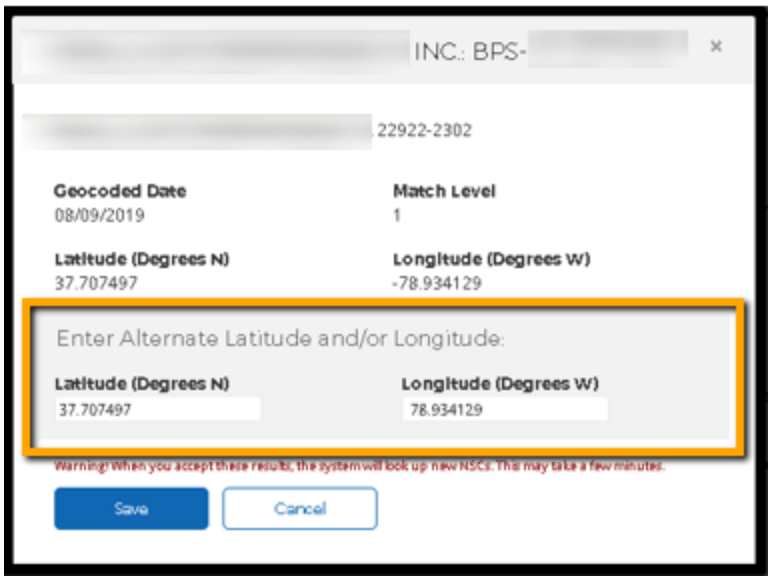


Figure 335: Auto-HPSA Re-geocoding a Site Enter Alternate Latitude and Longitude

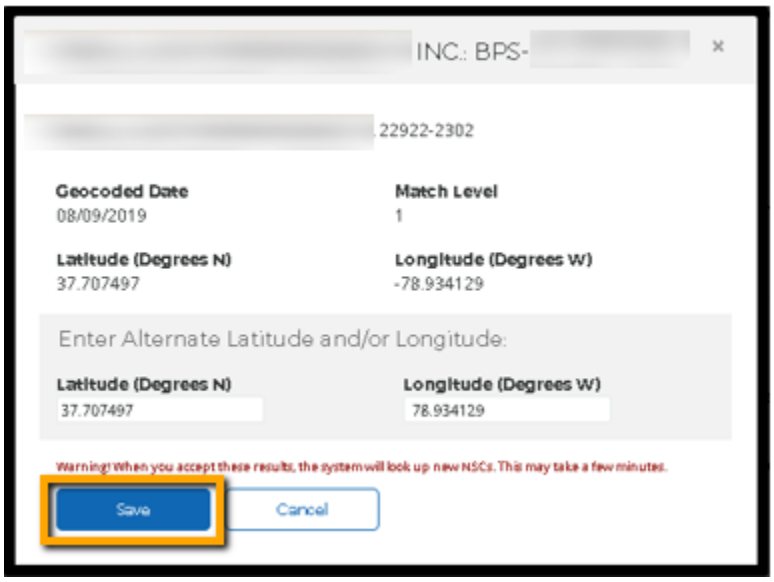


Figure 336: Auto-HPSA Re-geocoding a Site – Save

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

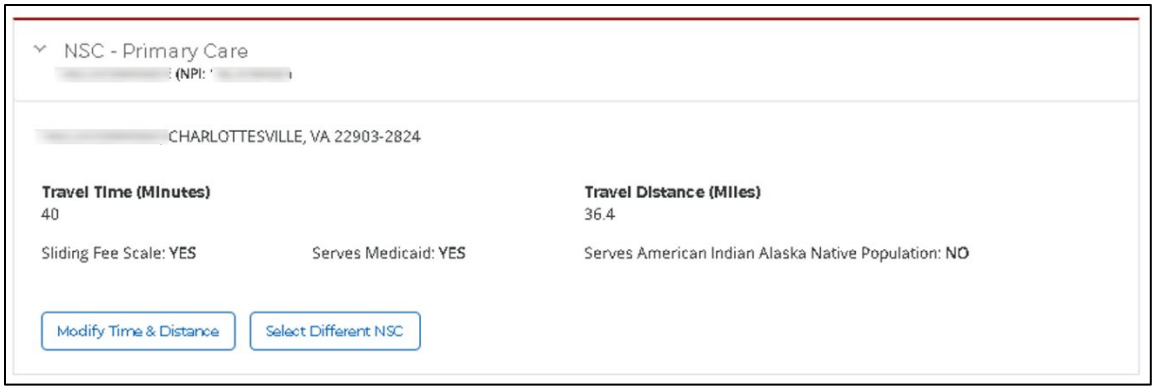


Figure 337: Auto-HPSA NSC Actions

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.

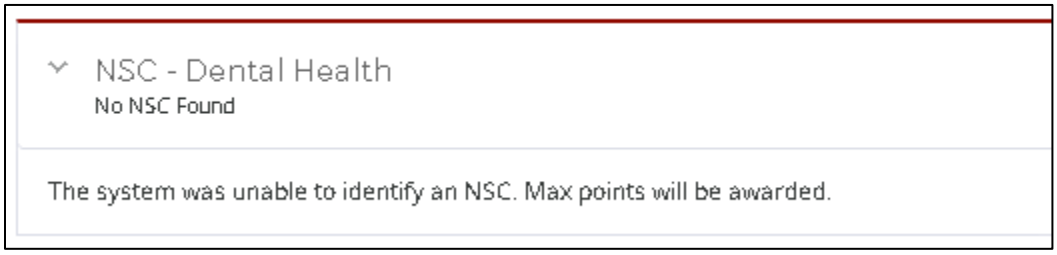


Figure 338: Auto-HPSA NSC – No NSC Found

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.

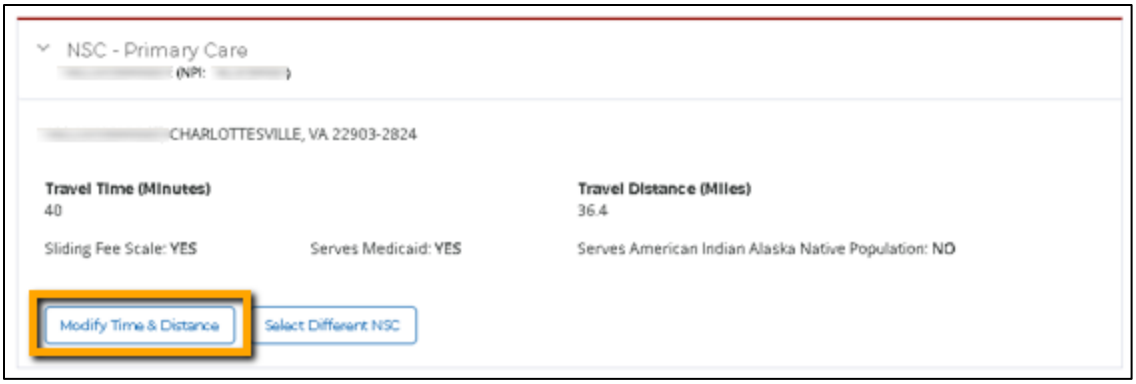


Figure 339: Auto-HPSA NSC – Modify Time & Distance

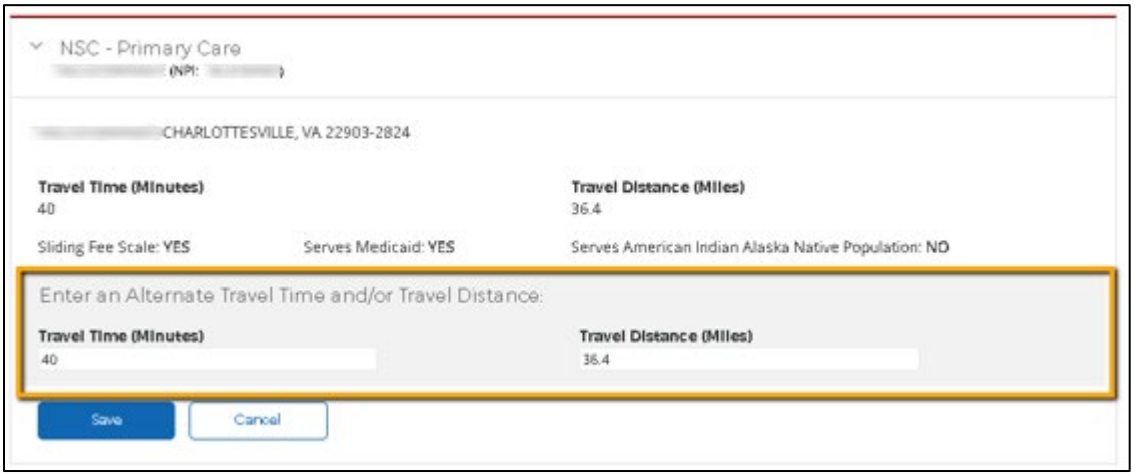


Figure 340: Auto-HPSA NSC – Enter Alternate Travel Time and/or Travel Distance

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.

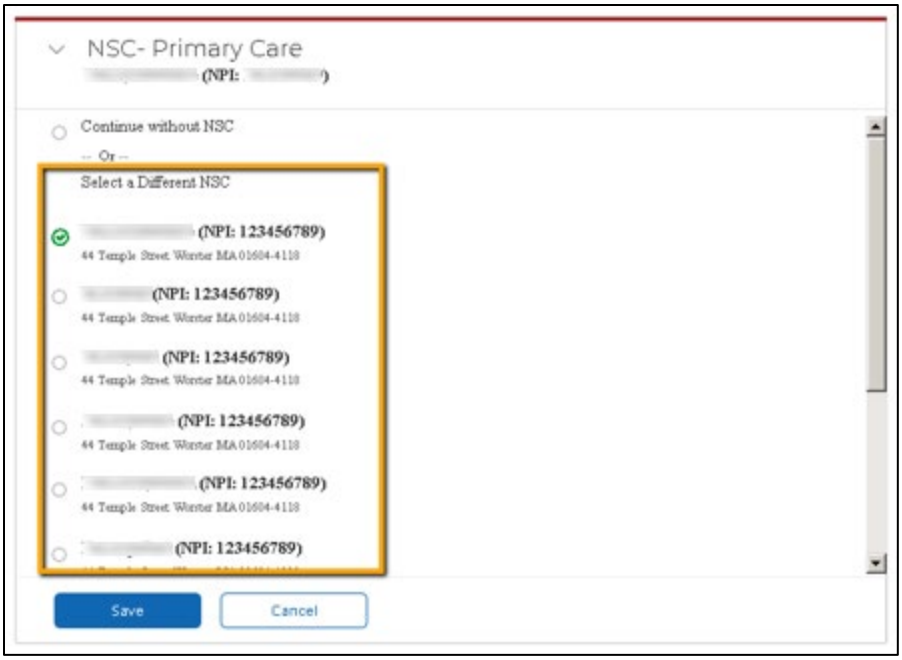


Figure 341: Auto-HPSA NSC – Select a Different NSC

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.

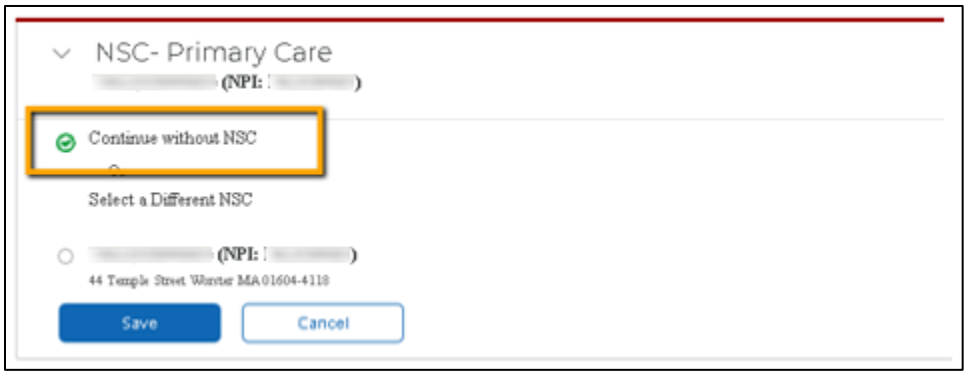


Figure 342: Auto-HPSA NSC – Continue without NSC



Figure 343: 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.

5.1.2C 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.

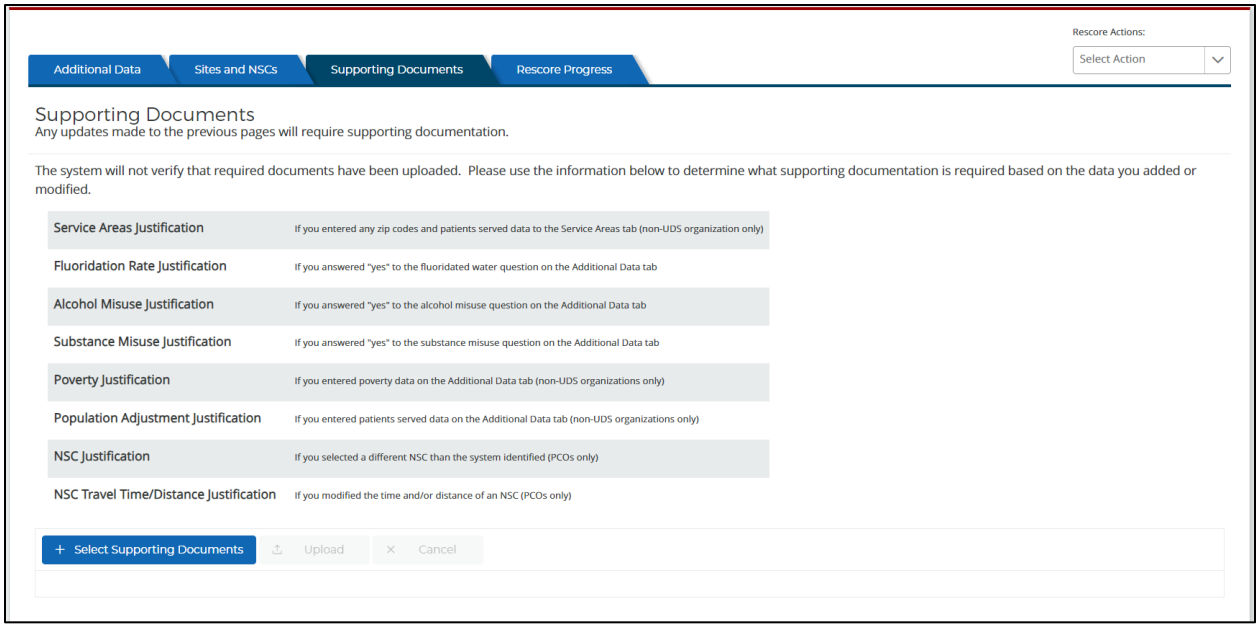


Figure 344: Auto-HPSA Rescore Form Supporting Documents Tab

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.

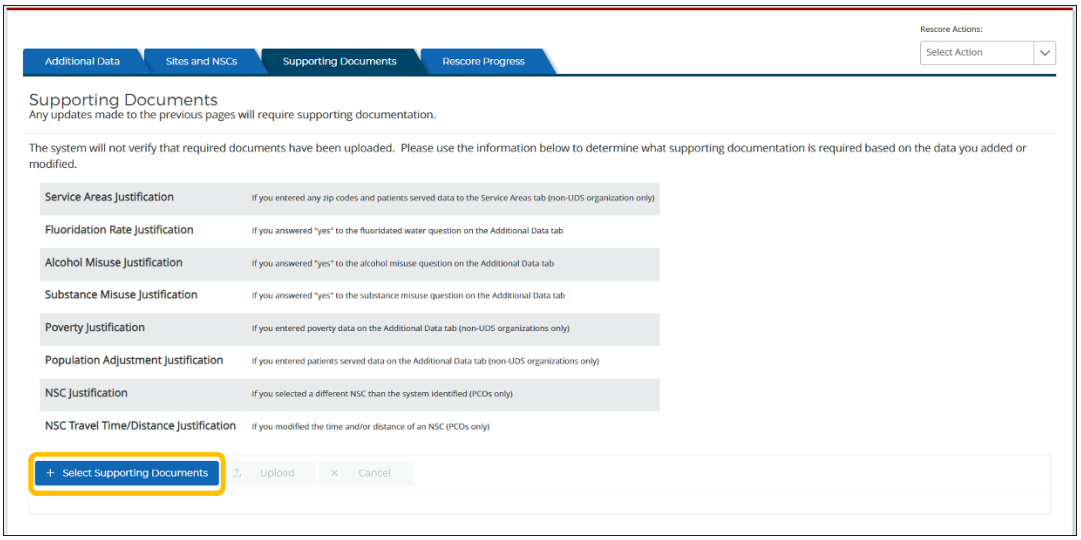


Figure 345: Uploading Supporting Documents Steps 1 and 2

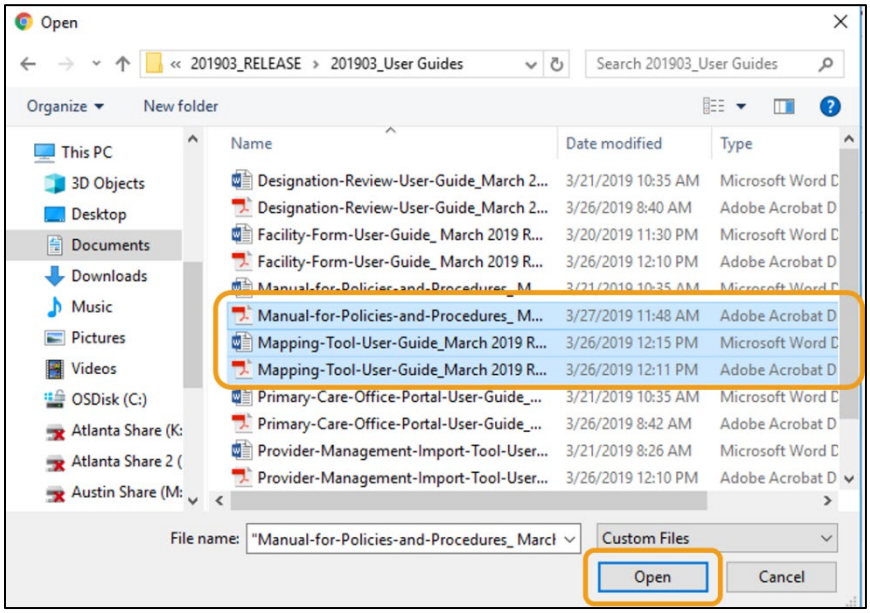


Figure 346: Uploading Supporting Documents Steps 3 and 4



Figure 347: Uploading Supporting Documents Steps 5, 6, and 7



Figure 348: Uploading Supporting Documents Upload Queue vs Uploaded List

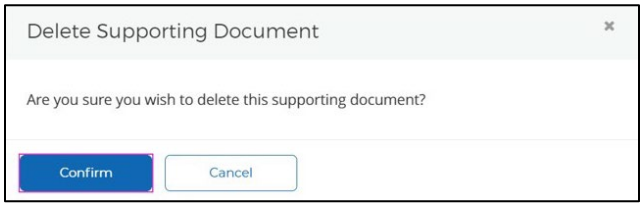


Figure 349: Deleting Uploaded Supporting Documents

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 rescores, 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.

5.1.2D 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
PCO initiates rescore request	Rescore	PCO Rescore Initiated - Organization	Initiator	SDMS Task Created	SDMS Task Complete	Date/Time rescore request is initiated
PCO submits rescore request to PO	Review	Submitted to PO - Organization	Unassigned	SDMS Task Created	SDMS Task Complete	Date/Time rescore request is submitted
PO assigns rescore request to PO	Review	Under PO review - Organization	Assignee	SDMS Task Created	SDMS Task Complete	Date/Time rescore request is assigned
PO returns rescore request to PCO (optional)	Review	PO Review Returned - Organization	Unassigned	SDMS Task Created	SDMS Task Complete	Date/Time rescore request is returned
PCO resubmits rescore request (optional)	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 350: 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* ***Error! Reference source not found.***)



Figure 351: Auto-HPSA Rescore Form Publishing a Comment

5.1.2E 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
- Additional Data
- Sites and NSCs (this tab only available to PCOs on all rescores)

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 Rescores. For more information about this tool, see *7.2.6 Using the "Review Data Updates" Tool During Review*.

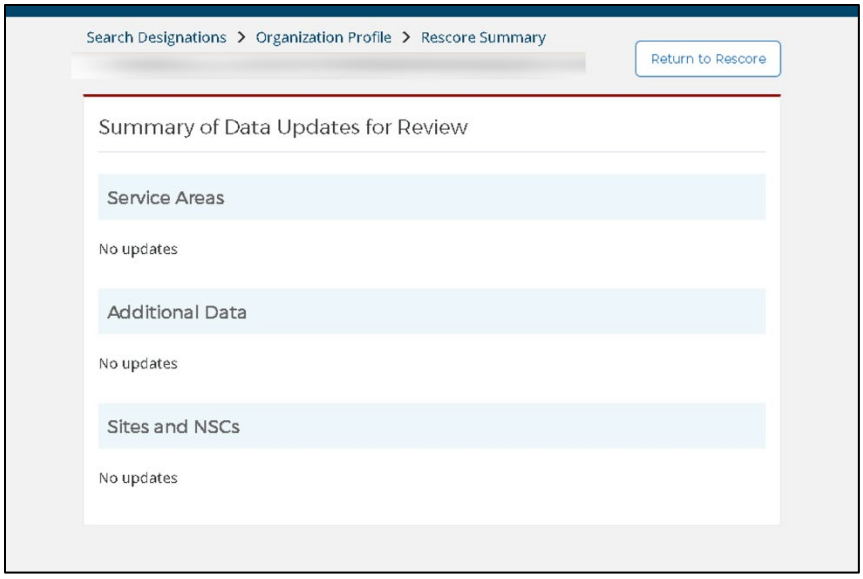


Figure 352: Auto-HPSA Blank Rescore Summary Page

5.1.2F 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”.

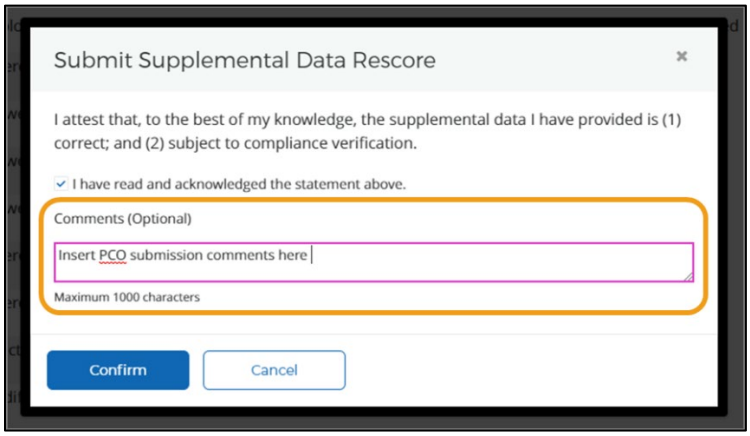


Figure 353: Submit PCO-Initiated Supplemental Data Rescore

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 357*).

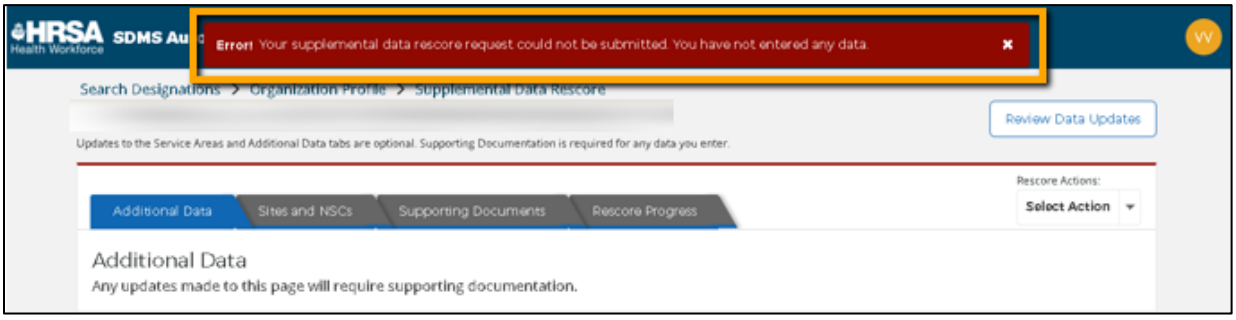


Figure 354: System Error Message When User Tries To Submit a Rescore and No Data Has Been Entered

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.

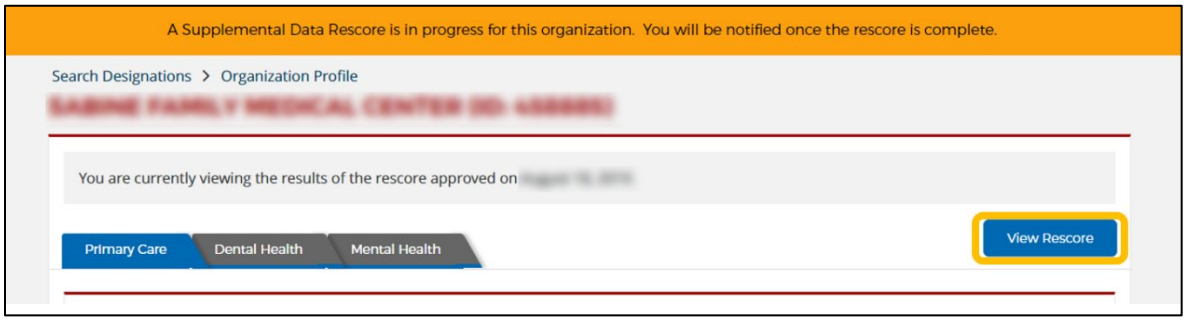


Figure 355: Accessing a Rescore Form in Read-Only Mode after Submitting to SDB Via the “View Rescore” Button

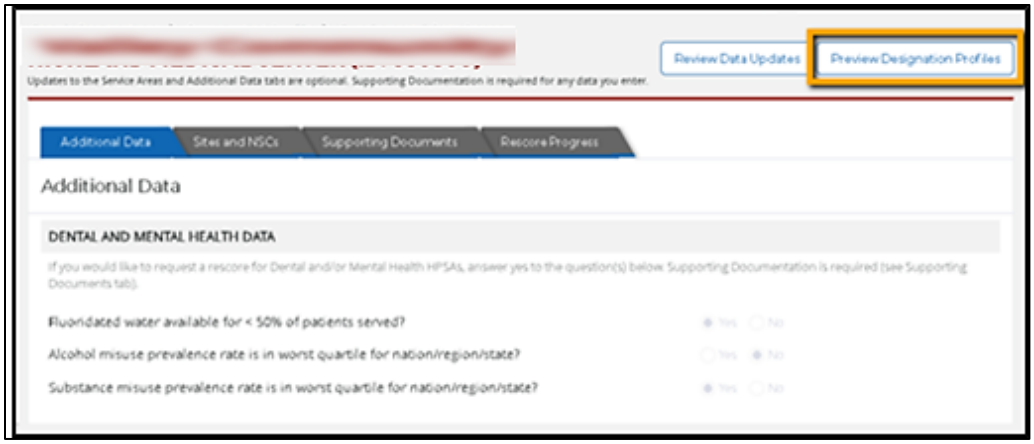


Figure 356: "Preview Designation Profiles" Button on Rescore Form Allows Users to Preview Scores

For more information about previewing designation profiles during the review process, see *7.2.7 Using the "Preview Designation Profiles" Tool During Review*.

5.1.2H 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 rescores 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, rescores 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*).

5.2 Managing and Reviewing Supplemental Data Rescores

Users are responsible for tracking and managing a number of new Auto-HPSA related tasks, including:

- PCO-initiated rescores that are still in progress and being updated by PCOs
- PO-returned rescores that require further action by PCOs
- POC-initiated rescores that have been submitted to PCOs for action

Several tools will aid users in managing and reviewing Auto-HPSA tasks:

- My Activities page
- Review Data Updates page
- Preview Designation Profiles page

5.2.1 Using the My Activities Page to Track and Manage Rescores

As a reminder, "in-progress" Auto-HPSA rescores cannot be searched and accessed from the Designation Search page. PCOs can navigate to the "My Activities" page to identify Auto-HPSA rescores in various stages of update or review that require action by PCOs. Please see *Section 8. Managing My Activities* for more information on using My Activities to manage tasks.

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.

5.2.2 Assigning Supplemental Data Rescores for Review

When rescores have 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.

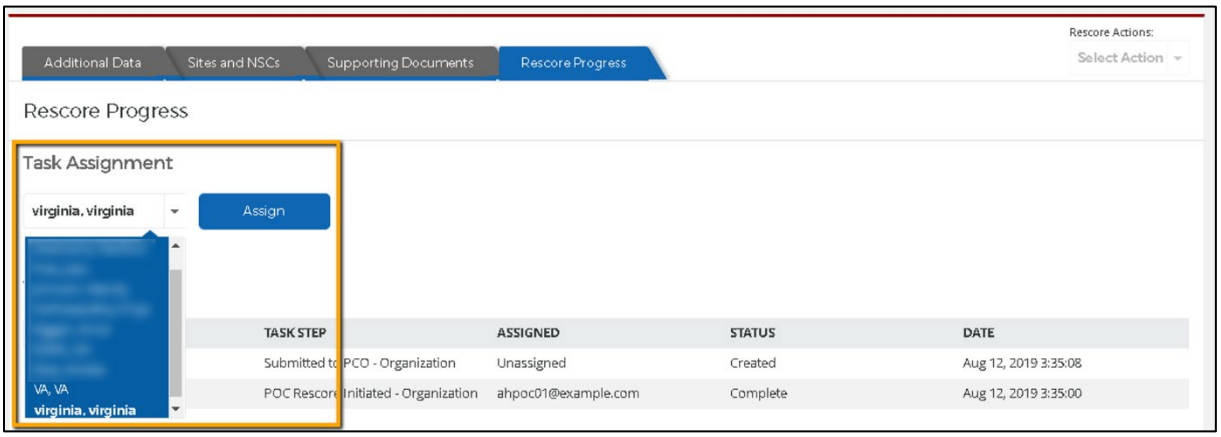


Figure 357: Task Assignment Feature on the Rescore Progress Tab of the Rescore Form

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 permissioned 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.

5.2.3 Reviewing POC-Initiated Rescores

PCOs are not the only users who may initiate and submit rescores. 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 rescores 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.

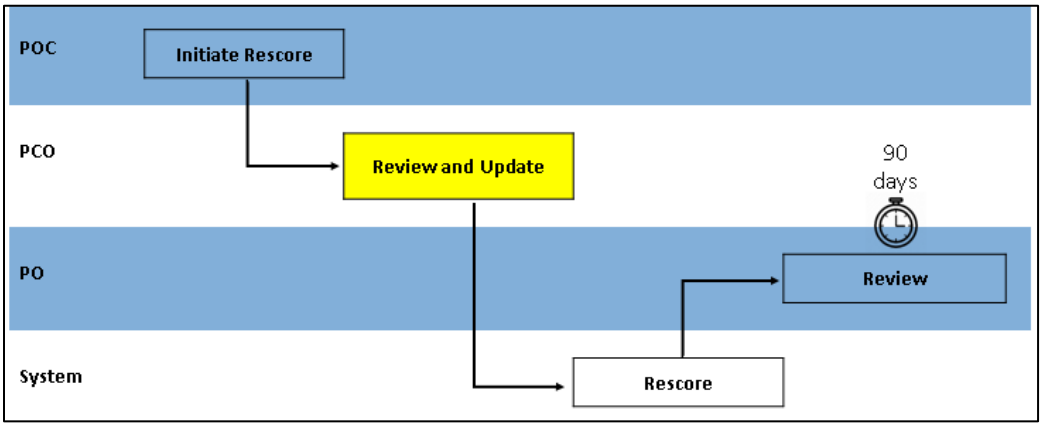


Figure 358: Auto-HPSA POC-Initiated Supplemental Data Rescore Workflow

5.2.3A 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
Service Area Data		
Zip Codes and Patients Served		
Additional Data		
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		
Sites & NSCs Data		
Re-geocode and modify site lat/long		✓
Update PC NSC		✓
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
Service Area Data		
Zip Codes and Patients Served	✓	
Additional Data		
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	✓	
Sites & NSCs Data		
Re-geocode and modify site lat/long		✓
Update PC NSC		✓
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.

5.2.4 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 rescores 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 Rescores*.

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*.

5.2.5 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.

5.2.5A Task Assignment

See *Section 7.2.2 Assigning Supplemental Data Rescores for Review.*

5.2.5B 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 rescores 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
POC initiates rescore request	Rescore	POC Rescore Initiated - Organization	Initiator (POC)	SDMS Task Created	SDMS Task Complete	Date/Time rescore request is initiated
PCO initiates rescore request	Rescore	PCO Rescore Initiated - Organization	Initiator (PCO)	SDMS Task Created	SDMS Task Complete	Date/Time rescore request is initiated
POC submits rescore request to PCO	Review	Submitted to PCO - Organization	Unassigned	SDMS Task Created	SDMS Task Complete	Date/Time rescore request is submitted
PCO assigns rescore request to PCO	Review	Under PCO Review - Organization	Assignee	SDMS Task Created	SDMS Task Complete	Date/Time rescore request is assigned
PCO submits rescore request to PO	Review	Submitted to PO - Organization	Unassigned	SDMS Task Created	SDMS Task Complete	Date/Time rescore request is submitted
PO assigns rescore request to PO	Review	Under PO review - Organization	Assignee	SDMS Task Created	SDMS Task Complete	Date/Time rescore request is assigned
PO returns rescore request to PCO	Review	PO Review Returned - Organization	Unassigned	SDMS Task Created	SDMS Task Complete	Date/Time rescore request is returned
PCO returns rescore request to POC	Review	PCO 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
POC resubmits rescore request	Review	Submitted to PCO - Organization	Unassigned	SDMS Task Created	SDMS Task Complete	Date/Time rescore request is (re)submitted
PCO resubmits rescore request	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 359: 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.

5.2.5B 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.

5.2.6 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 rescores)

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.

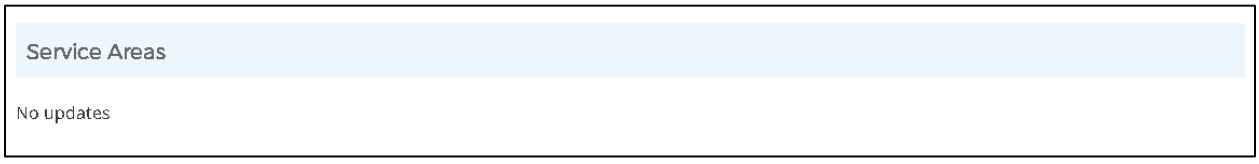
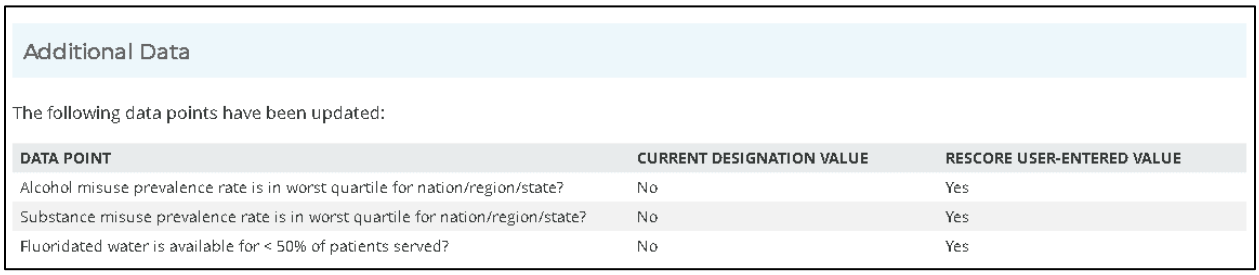


Figure 360: Auto-HPSA Rescore Summary Page Service Areas Section

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

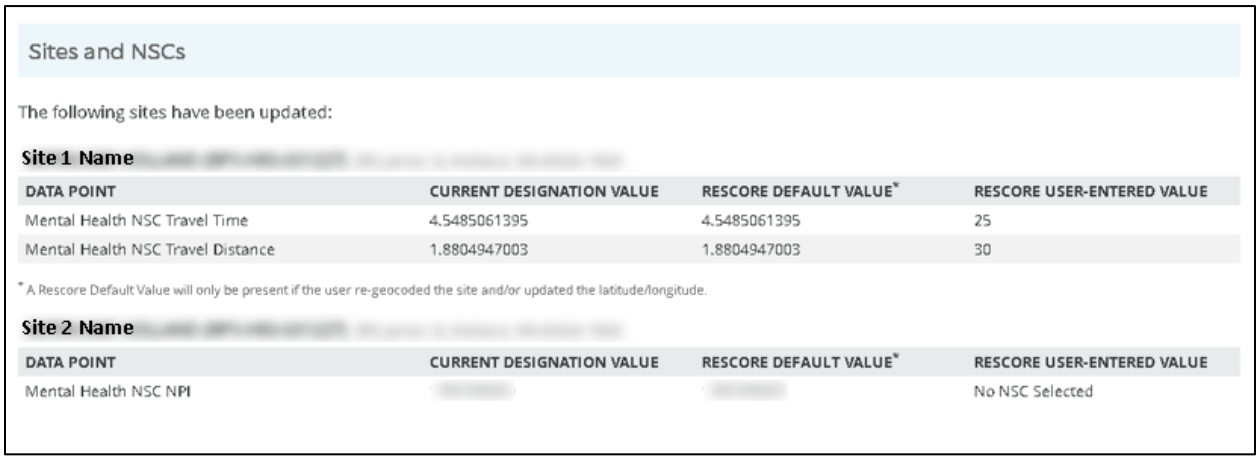
Figure 361: Auto-HPSA Rescore Summary Page Additional Data Section

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 365* below.



Sites and NSCs

The following sites have been updated:

Site 1 Name [redacted]

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.

Site 2 Name [redacted]

DATA POINT	CURRENT DESIGNATION VALUE	RESCORE DEFAULT VALUE*	RESCORE USER-ENTERED VALUE
Mental Health NSC NPI	[redacted]	[redacted]	No NSC Selected

Figure 362: 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")*.

5.2.7 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.

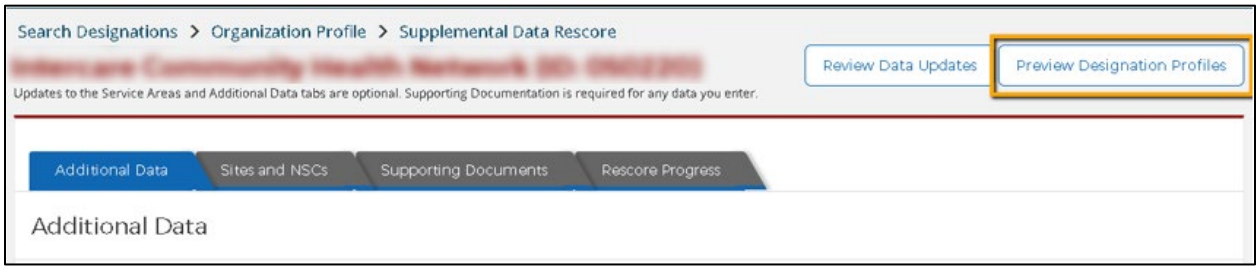


Figure 363: "Preview Designation Profiles" Button Available After Submission to SDB

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.

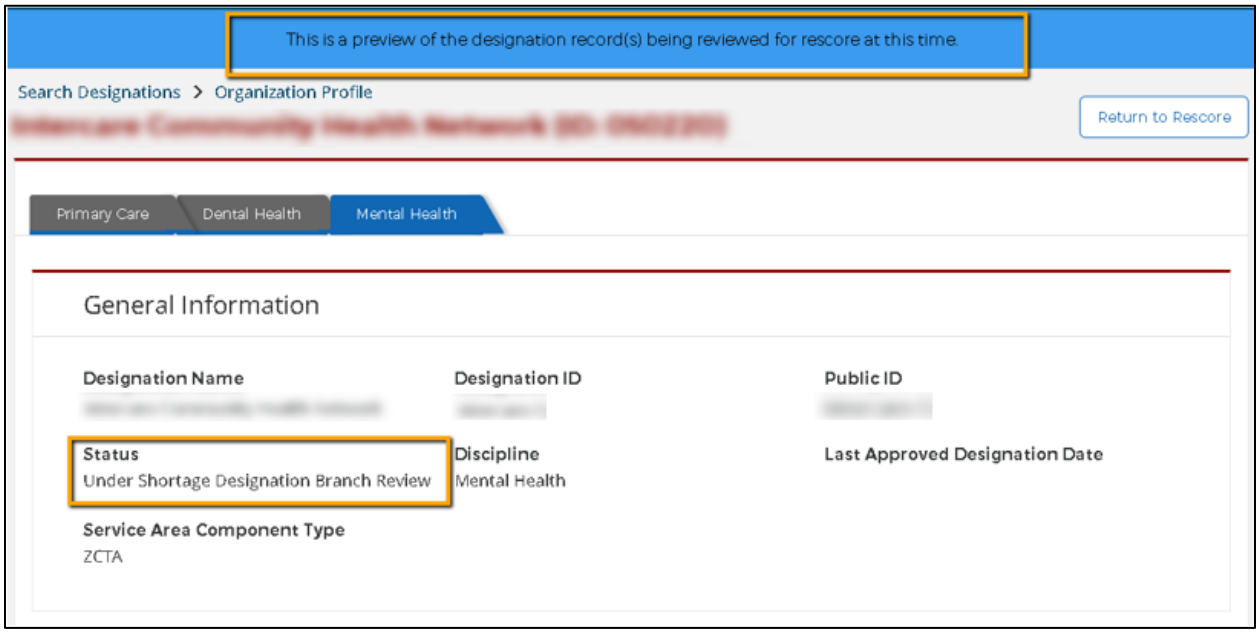


Figure 364: Designations Being Updated Will Have a Status of "Under Shortage Designation Branch Review" on the Profile Preview Page

5.2.8 Rescore Actions

PCOs are able to take the following rescore actions on POC-initiated rescores:

- Submit
- Return

To take rescore actions on POC-initiated rescores, the user should ensure the rescore is assigned to them. See *7.2.2 Assigning Supplemental Data Rescores 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*).

5.2.8A Submitting/Resubmitting Rescores 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 rescores to SDB. A POC cannot submit directly to SDB. POC-initiated rescores 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.

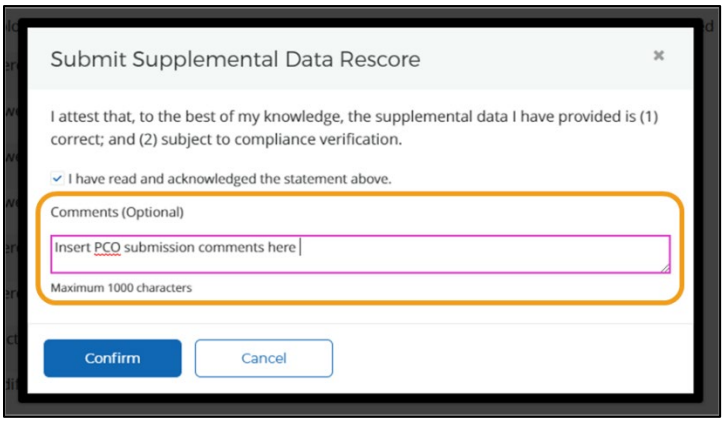


Figure 365: Submit POC-Initiated Supplemental Data Rescore – Optional Comments

5.2.8B 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).

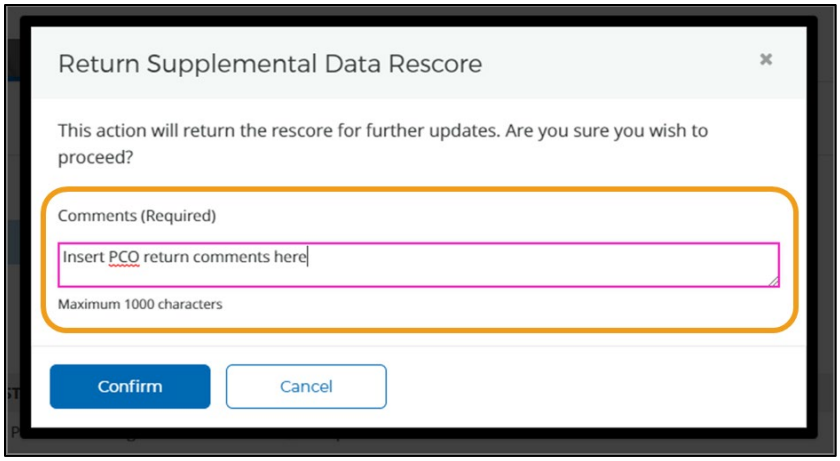


Figure 366: Returning a Supplemental Data Rescore to POC - Required Comments

6. MANAGING MY ACTIVITIES

PCOs can access the My Activities task management page via the Designation Landing page. The PCO can click the "Go to Dashboard" button under the My Activities card to access the page.

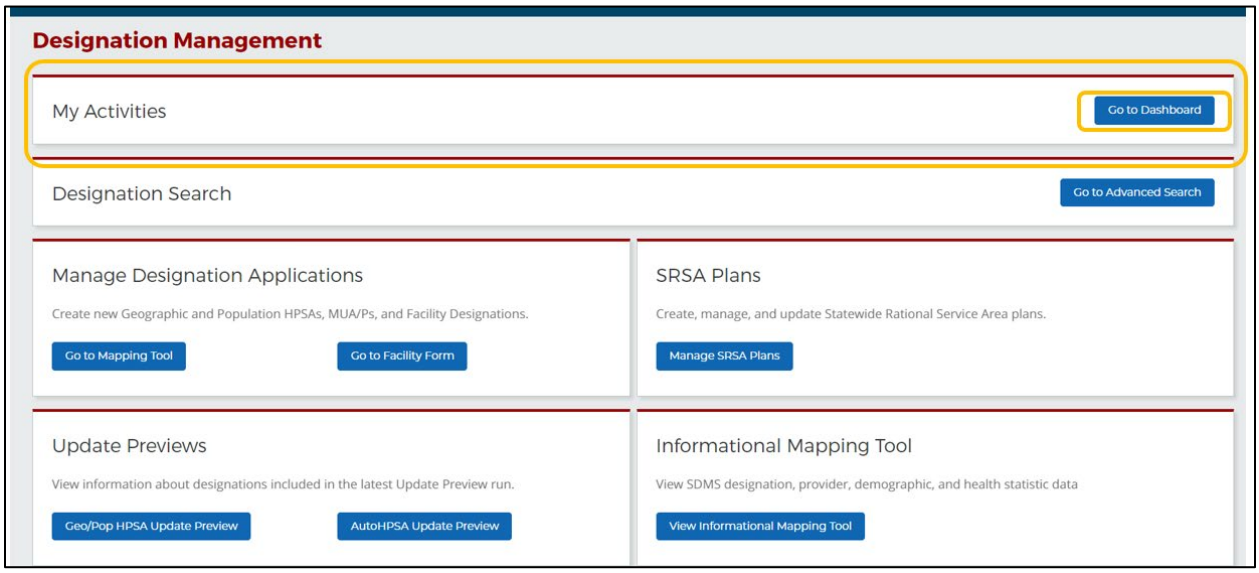


Figure 367: Access My Activities on Designation Page

The My Activities reviews queue will display all in progress designations and Auto-HPSA rescores that require PCO action.

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.

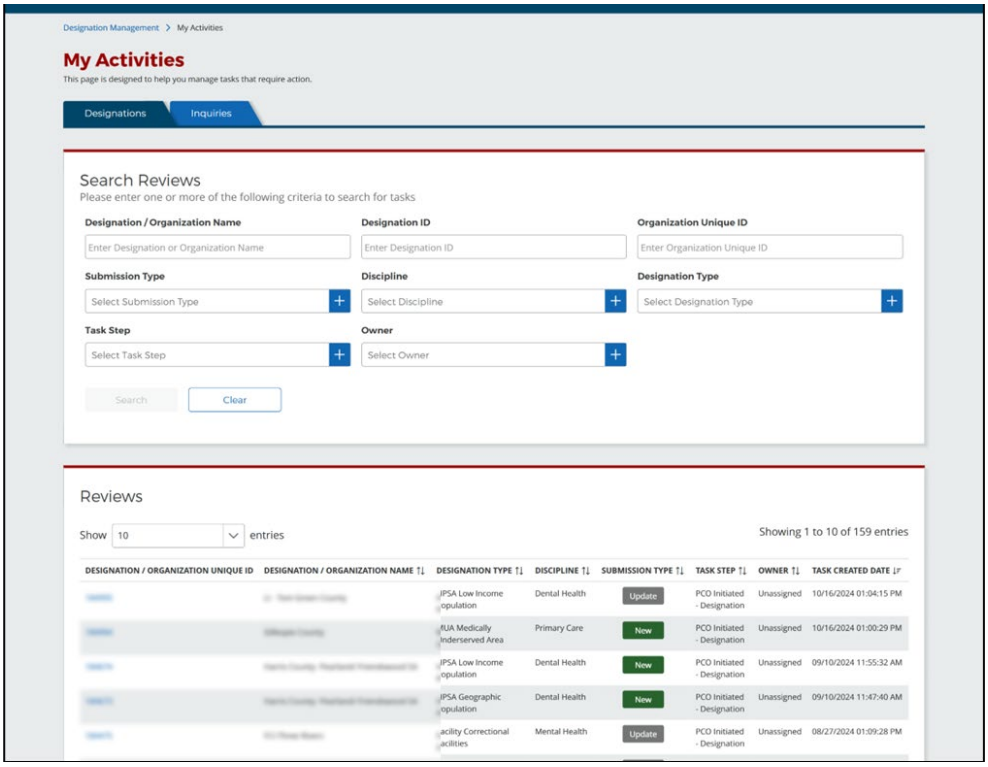


Figure 368: My Activities Page

6.1 Searching for Tasks

PCOs will be able to search for and view tasks that require their action. The search button will be disabled until search criteria has been entered.

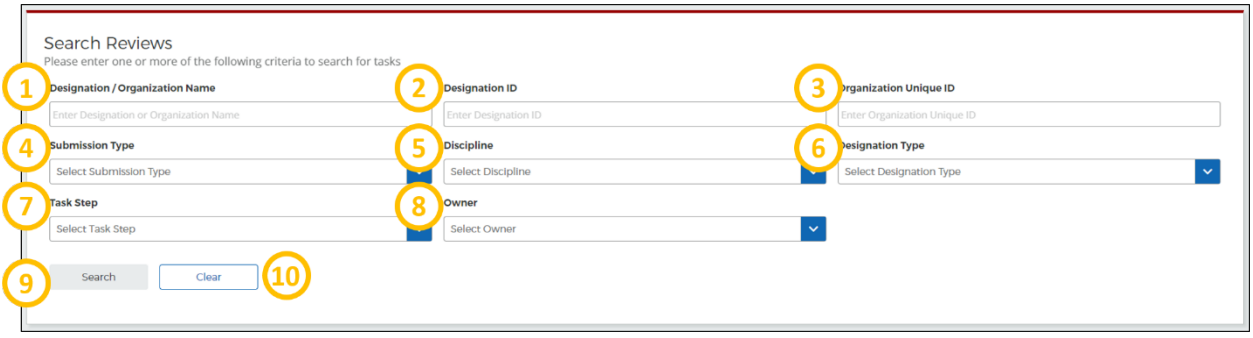


Figure 369: My Activities Search

Feature	Description
1. Designation / Organization Name	This is the user-given designation name for Geo / Pop / MUAP / Facility designations or the Organization name for Auto-HPSAs.

Feature	Description
2. Designation ID	This number is system generated once the RSA is saved on the Mapping Tool.
3. Organization Unique ID	This number is the Auto-HPSA Organization Unique ID.
4. Submission Type	PCOs can select from the following multi-select options: • New: New designation applications • Update: Updates to existing designations or Auto-HPSA rescores
5. Discipline	PCOs can select from the following multi-select options: • Primary Care • Dental Health • Mental Health • Pending: Auto-HPSA rescores will show as pending until submitted to PO
6. Designation Type	PCOs can select from the following multi-select options: • HPSA Geographic High Needs Population • HPSA Geographic Population • HPSA Homeless Population • HPSA Low Income Homeless Migrant Farmworker Population • HPSA Low Income Homeless Migrant Seasonal Worker Population • HPSA Low Income Homeless Population • HPSA Low Income Migrant Farmworker Population • HPSA Low Income Migrant Seasonal Worker Population • HPSA Low Income Population • HPSA Medicaid Eligible Population • HPSA Migrant Farmworker and Homeless Population • HPSA Migrant Farmworker Population • HPSA Migrant Seasonal Worker and Homeless Population • HPSA Migrant Seasonal Worker Population • HPSA Native American Population • HPSA Other Population • Auto-HPSA FQHC • Auto-HPSA FQHC LAL • Auto-HPSA ITU • Auto-HPSA RHC • Facility Correctional Facilities • Facility Other Facility (OFAC) • Facility State/County Mental Hospital • MUA Medically Underserved Area • MUP Homeless • MUP Low Income • MUP Low Income Homeless • MUP Low Income Homeless Migrant Farmworker • MUP Low Income Migrant Farmworker • MUP Low Income Migrant Seasonal Worker

Feature	Description
	• MUP Low Income Migrant Seasonal Worker Homeless • MUP Medicaid Eligible • MUP Migrant Farmworker • MUP Migrant Farmworker and Homeless • MUP Migrant Seasonal Farmworker • MUP Migrant Seasonal Worker and Homeless • MUP Native American • MUP Other Population
7. Task Step	PCOs can select from the following multi-select options: • Submitted to PCO – Organization • Under PCO Review – Organization • PCO Rescore Initiated – Organization • PO Review Returned – Organization • PCO Initiated – Designation • PO Review Returned – Designation
8. Owner	PCOs can select from the following multi-select options: • Unassigned • List of PCO names
9. Search	When ready to execute the search, click on the search button.
10. Clear	Users may select this button to clear the fields during a search.

USER NOTES

- Users can 'Select All' for all My Activities multi-select fields.
- Some My Activities multi-select fields are responsive search fields. PCOs can begin typing in the search fields to narrow dropdown options.

6.2 Reviewing Tasks

The My Activities reviews queue will display all in progress designations and Auto-HPSA rescores that require PCO action. From the Reviews queue, PCOs will be able to open tasks to assign and review. The following tasks will automatically populate in the Reviews queue:

- Auto-HPSA rescores
- Geographic, Population, MUAP, and Facility new or updated designation applications

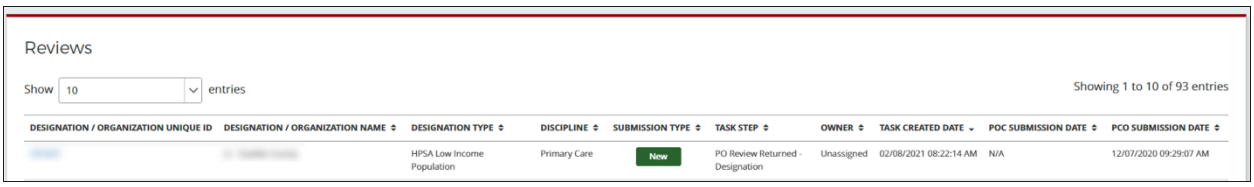


Figure 370: My Activities Reviews Table

Feature	Description
Designation / Organization Unique ID	This field displays the Designation ID or Auto-HPSA Organization Unique ID. PCOs can use this hyperlinked ID to navigate to the designation: • Designation ID: Navigation will direct PCOs to the designation General Information tab to Resume Mapping Application • Organization Unique ID: Navigation will direct to PCOs to the Auto-HPSA Rescore Progress tab
Designation / Organization Name	This field displays the designation or organization name.
Designation Type	This field displays designation type of the task.
Discipline	This field displays the discipline being updated. For Auto-HPSA organizations, discipline will display as 'Pending' for in progress rescores.
Submission Type	This field displays whether the designation is new or is being updated.
Task Step	This field displays the current task step. Task steps requiring PCO action include: • Submitted to PCO – Organization • Under PCO Review – Organization • PCO Rescore Initiated – Organization • PO Review Returned – Organization • PCO Initiated – Designation • PO Review Returned - Designation
Owner	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.
Task Created Date	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).
POC Submission Date	This field displays the POC Submission Date for Auto-HPSA rescores.
PCO Submission Date	This field displays the PCO Submission Date for Auto-HPSA rescores and Geographic / Population / MUAP / Facility designation applications.

6.2.1 Types of Tasks that Appear on the My Activities Page

There are multiple types of task steps that may appear in the PCO My Activities queue:

Feature	Description
Submitted to PCO - Organization	This task step occurs when a POC-initiated Auto-HPSA rescore is submitted by a POC and has not yet been triaged by PCOs.
Under PCO Review - Organization	This task step occurs when an Auto-HPSA task has been assigned. This could be: • An Auto-HPSA rescore that was submitted (or re-submitted) by a POC and has just been triaged and assigned to a PCO • An Auto-HPSA rescore that was returned by a PO to the PCO queue and just been triaged and assigned to a PCO • An Auto-HPSA rescore that was already assigned to a PCO that has been reassigned to a different PCO
PO Review Returned - Organization	This task step occurs when an Auto-HPSA rescore 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 rescores 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.
PCO Rescore Initiated - Organization	This task step occurs when an Auto-HPSA supplemental data rescore has been initiated by a PCO and has not yet been submitted.
PCO Initiated – Designation	This task step occurs when a new or updated Geographic, Population, MUAP, or Facility designation has been initiated by a PCO and has not yet been submitted.
PO Review Returned – Designation	This task step occurs when a Geographic, Population, MUAP, or Facility designation has been returned by a PO to the PCO queue.

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 rescores) or by Project Officers (e.g., submitted for PO review) will not appear on the PCO My Activities page.

6.3 Managing Inquiries

PCOs can view all open and closed Inquiries in their state by selecting the Inquiries tab at the top of the My Activities page.

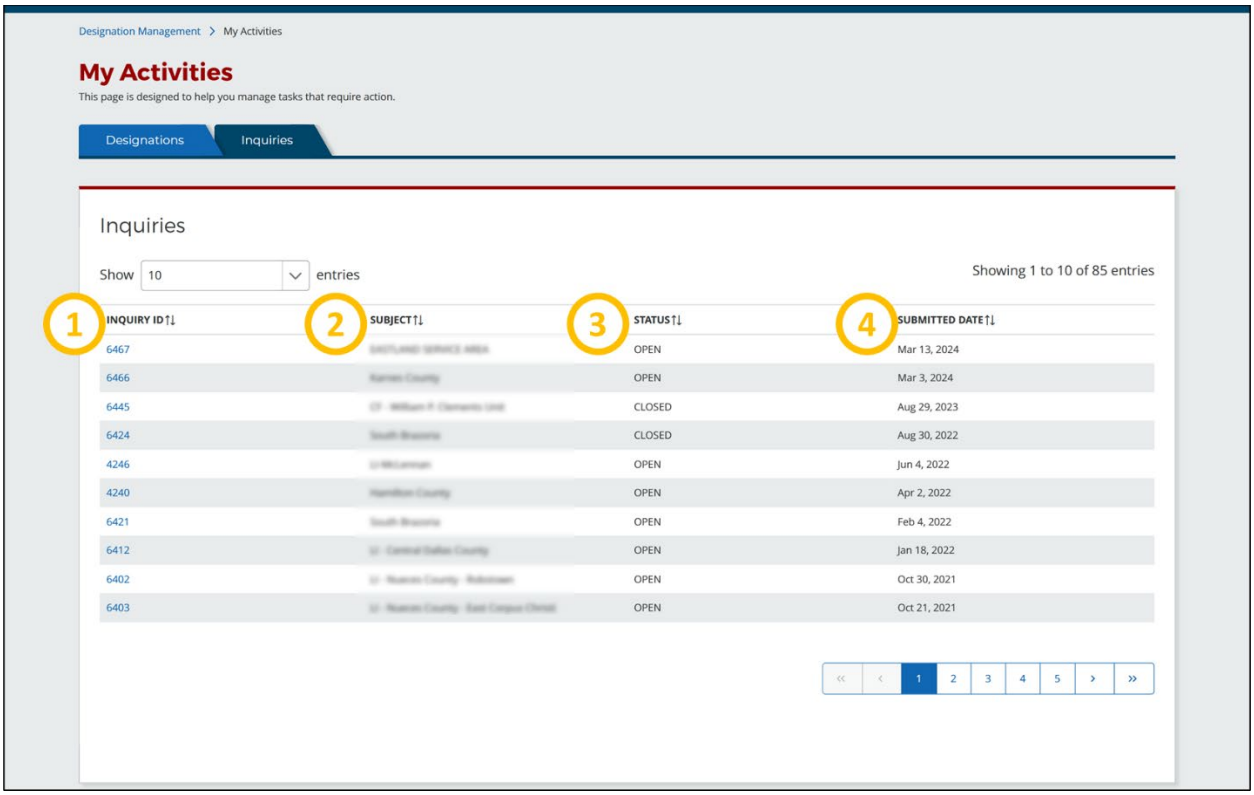


Figure 371: Inquiries Tab

Feature	Description
1. Inquiry ID	This field displays the system generated Inquiry ID for the inquiry. Selecting this link will take the user to the Inquiries tab for the designation associated with the inquiry.
2. Subject	This field display the name of the Designation the Inquiry is associated to.
3. Status	This field displays the status of the Inquiry. Options include: • Open • Closed
4. Submitted Date	This field displays the date the Inquiry was created.

7. TOOLS

A user may view and access reports about their designation data that can be run on an *ad hoc* basis by selecting the “Tools” from the main header menu.

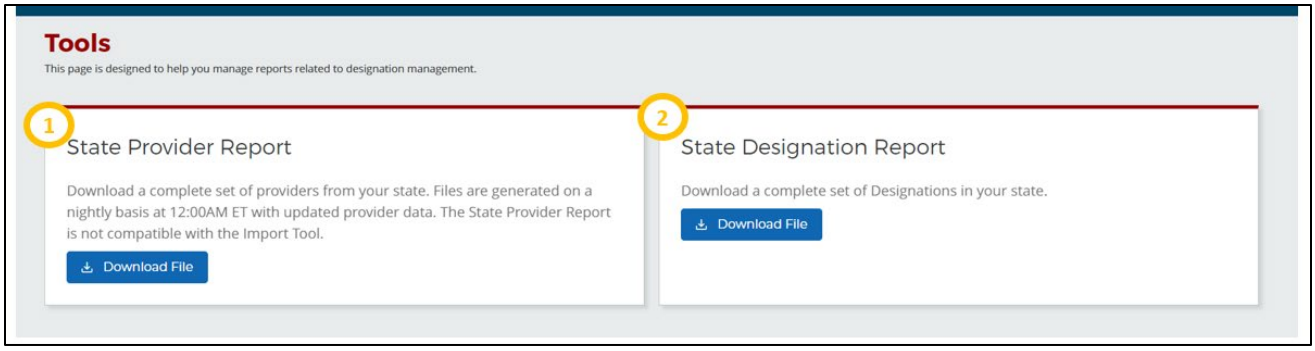


Figure 372: SDMS Tools Page

Feature	Description
1. State Provider Report	This link will initiate a download of the State Provider Report for the state being accessed and managed by the user. The report will contain a list of all eligible and ineligible provider locations in their state and includes all available columns related to provider records. The file is generated nightly at 12:00 AM EST and cannot be used with the Import Tool.
2. State Designation Report	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 Users will only be able to access their state's 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

8. SRSA PLANS

The purpose of the Statewide Rational Service Area (SRSA) Plans Portal is for the PCO to create, update and view SRSA Plans. The user can access this page by selecting “Manage SRSA Plans” in the SRSA Plans card on the Designation Landing Page.

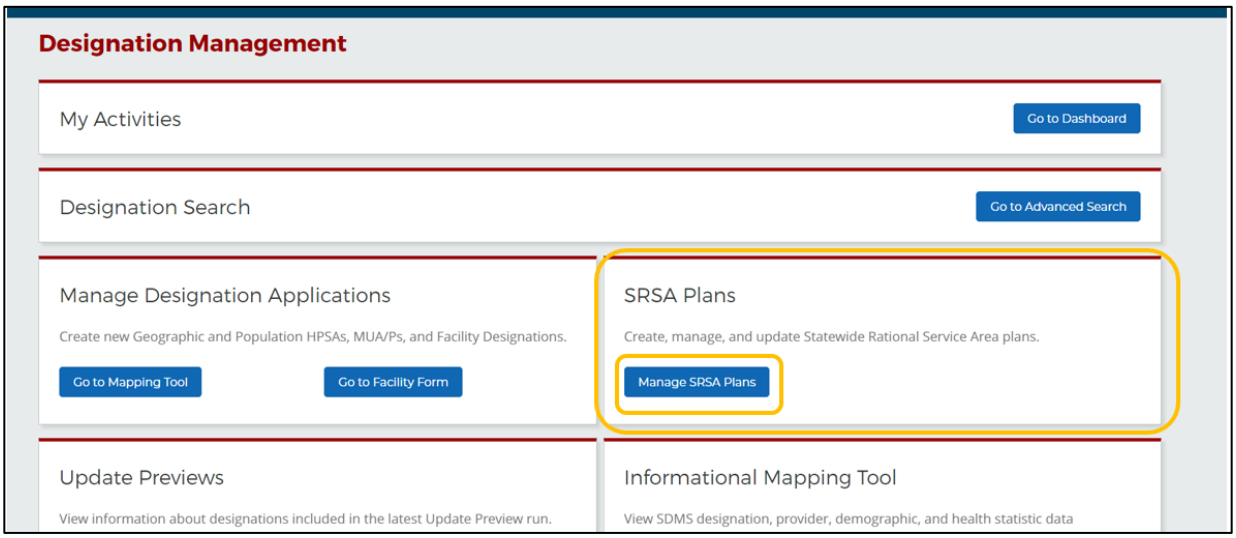


Figure 307: SRSA Plan Access on Designation Landing Page

Once the user selects “SRSA Plans” from the designation dropdown the system will direct the user to the SRSA Plans Overview Page found in Figure 308 where they can create a SRSA plan or view in-progress or submitted SRSA plans.

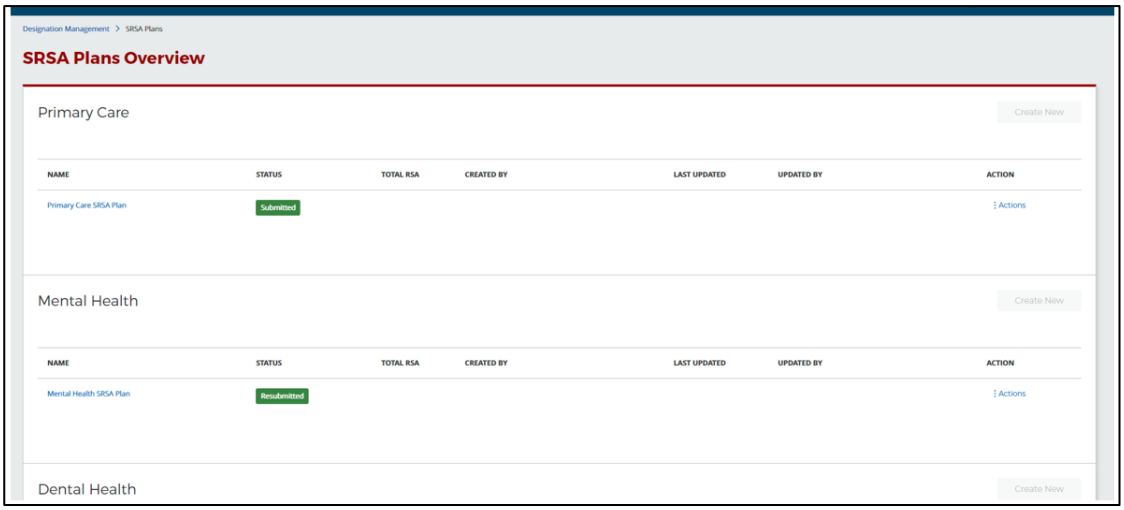


Figure 308: SRSA Plans Overview Page

On the SRSA Plan Overview page the user will be able to view the following information:

Feature	Description

SRSA Name	SRSA name
Status	SRSA status in SDMS. • In Progress • Submitted
Total RSA	Total of the Rational Service Areas (RSA's) in the SRSA that have been validated.
Last Updated	Date of the last time the SRSA application was updated by a PCO
Updated By	Email of the PCO that last updated the SRSA plan
Action	Actions populate for an "In Progress' SRSA plan. From the dropdown, choose one of the following • Create New • Edit • Delete

Actions are dynamic to the status of the SRSA Plan. The Create New button will only display when there is no "In Progress" or "Submitted" SRSA Plan. The action column will display an action dropdown if there is an "In Progress" SRSA Plan show in figure 309.

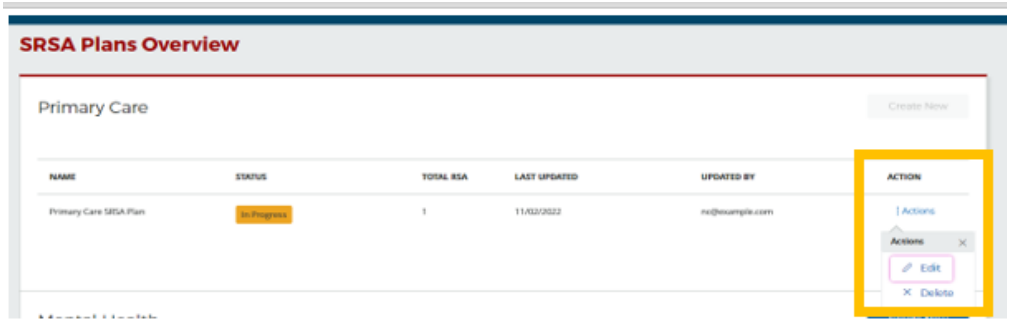


Figure 309: SRSA Plans Overview Page Action Dropdown List for "In Progress" SRSA Plans

8.1 Creating a New SRSA Plan

To begin the process of creating a new SRSA plan in the Mapping Tool, the user will select the Create New button associated with the discipline type they wish to create the SRSA Plan in; Primary Care, Mental Health or Dental Health.

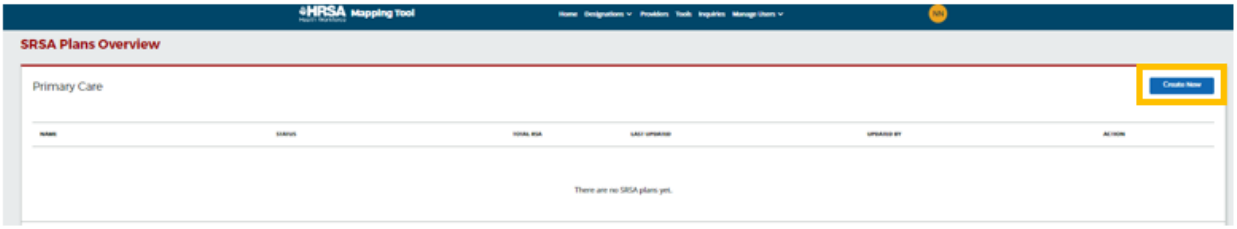


Figure 310: Create New SRSA Plan Button

The user will be brought into the SRSA Mapping Tool and the Create RSA Page shown in Figure 311 to begin the RSA creation process.

User Note: Once a plan exists for the discipline, the create new button will be disabled. User will only be able to start a new SRSA Plan after the existing one has either been "Approved" or there is no SRSA Plan associated with the discipline.

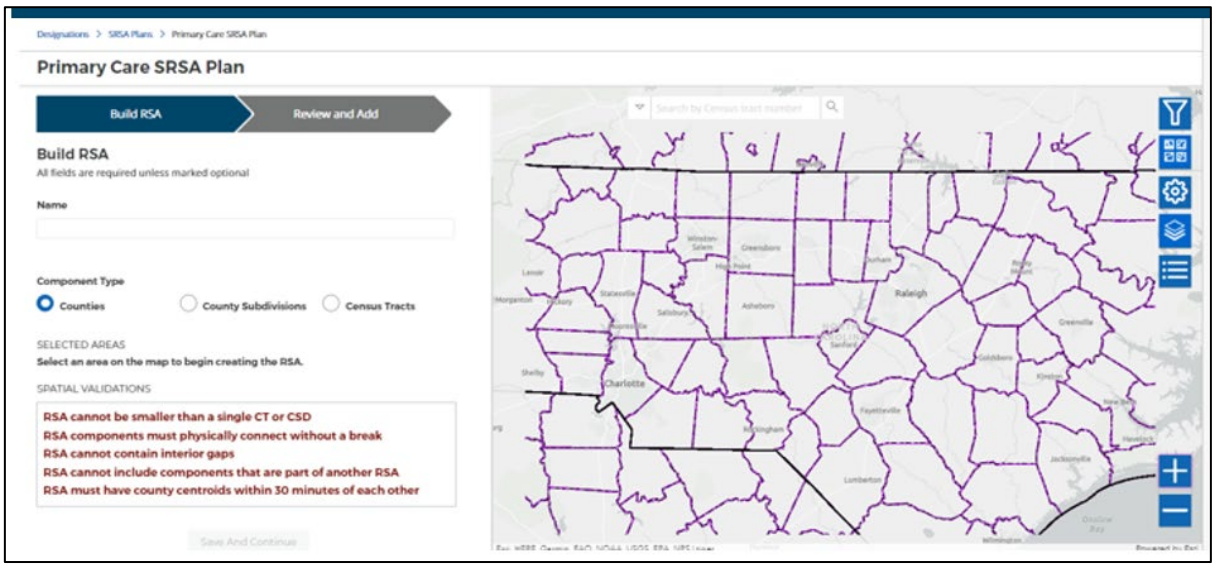


Figure 311: SRSA Plans Create RSA Page

The Create RSA page will display the following fields:

Feature	Description
RSA Name	Displays user entered RSA name
Component Type	User chooses from one of the following component types to create the RSA: • Counties • County Subdivisions • Census Tracts
Selected Areas	System will generate high level demographic information for the selected RSA component
Spatial Validations	System will perform spatial validations for selected RSA components and display the results

8.1.1 Naming the RSA

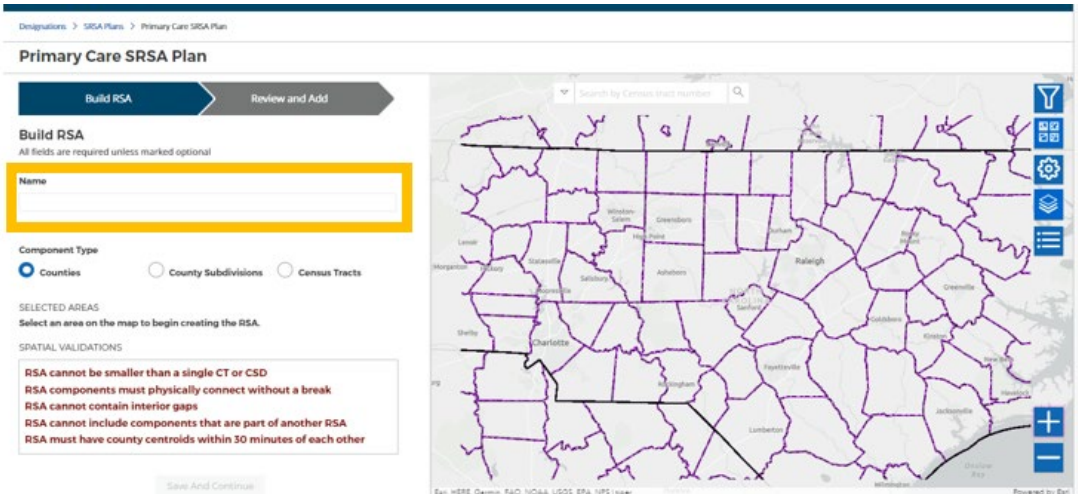


Figure 312: Name Field on Build RSA Page

The user is required to enter a name for the RSA in the Name field. The system will not enable to the "Save and Continue" button until this step is complete.

NAME IS REQUIRED ERROR MESSAGE

The system requires the RSA name before the user can "Save and Continue" to the next step of the Creating RSA page.

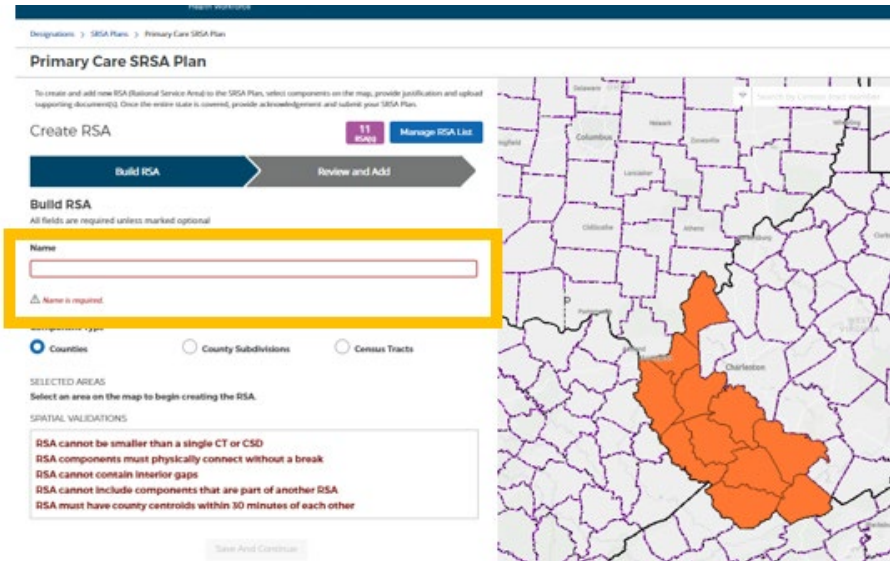


Figure 313: Name is Required Error Message

DUPLICATE RSA NAME ERROR MESSAGE

The system will display an error message when the user uses a name that already exists for another RSA. The user will need to rename the RSA to enable the "Save and Continue" button.

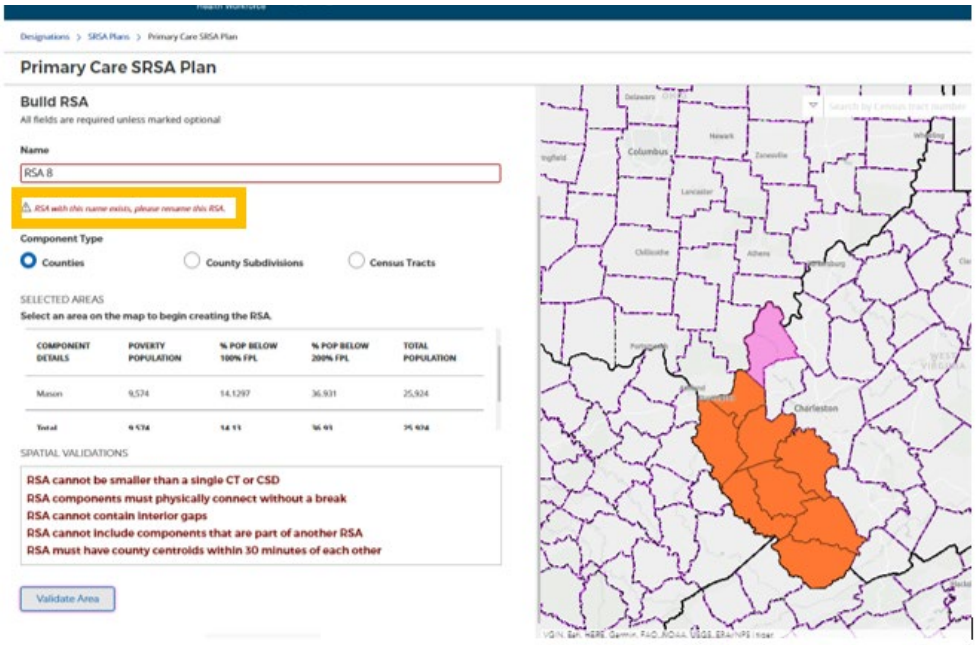


Figure 314: Duplicate Name Error Message

8.1.2 Selecting RSA Components

To begin the building the RSA, the user will select the Component type they will use to create the RSA. The map will populate with the component layer that corresponds with the Component Type chosen.

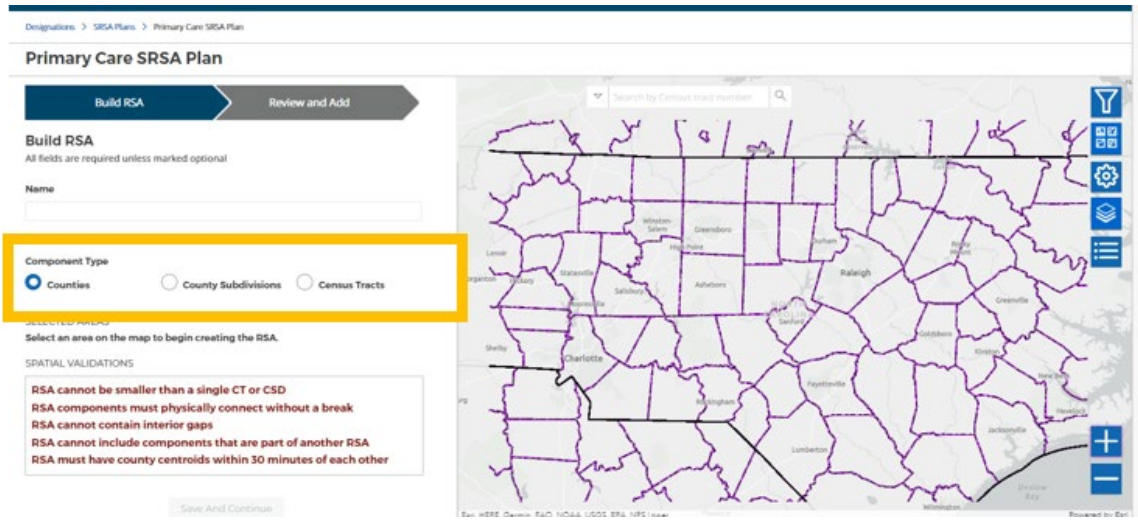


Figure 315: Component Type Selection

Using the selected tool  , the user can choose the components to include in the RSA. The component type chosen will display as the layer on the mapping application. For example, if the user selects counties as their component type the county layer will display on the map. If the user selects census tracts as their component type, the census tracts layer will display on the map. The component type can also be chosen using the Mapping Tools component layer feature.

When the RSA component is selected, the component(s) will be highlighted in pink and the selected area(s) component high level demographic data details will display on the left “Build RSA” panel under “Selected Areas”.

User can unselect components from the table by unselecting the checkbox. When the box is unselected, the component will be removed from the map as well as the table in the form.

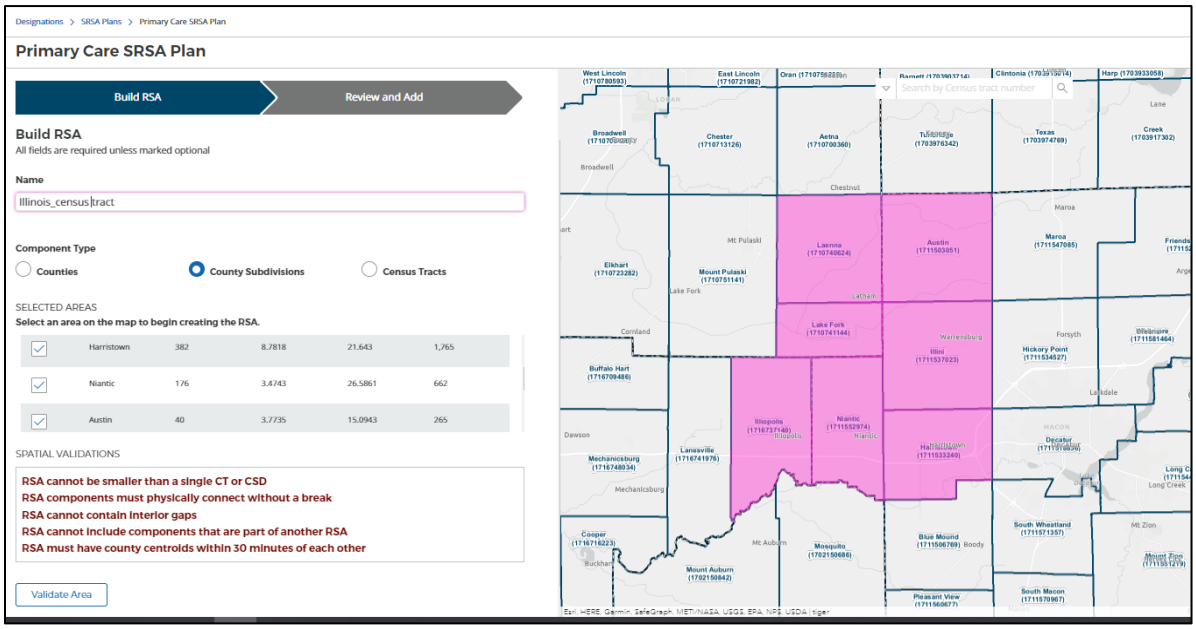


Figure 316: Component Selection Display on Mapping Application

The Selected Areas section will show the following component details:

Feature	Description
1. Component Details	This column will display the components name.
2. Poverty Population	This column shows the component Poverty Population.
3. % Pop Below 100% FPL	This column shows the component % Population below 100% FPL.
4. % Pop Below 200% FPL	This column shows the component % Population below 200% FPL.
5. Total Population	This column shows the component Total Population.
6. Total	This row will display the total of each column for all the RSA components

OUT OF STATE RSA COMPONENTS ERROR MESSAGE

The system will display an error message when the user has selected components outside of their state. The user will need to recreate their RSA using components that are within their state.

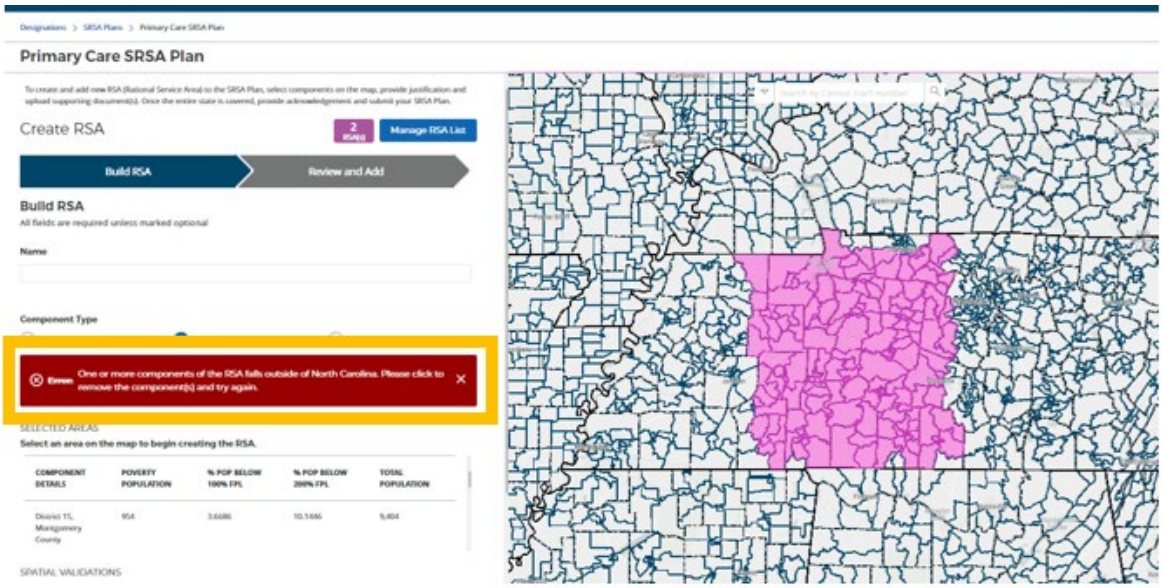


Figure 317: Out of State RSA Component Error Message

Once the user has completed the selection of the RSA component(s), they will need to "Validate Area" to make sure the RSA passes the spatial validations required. The spatial validations are initiated by the user selecting the Validate Area button.

The spatial validations the system is checking are as follows:

The spatial validations the system is checking are as follows:

- RSA cannot be smaller than a single CT or CSD
- RSA components must physically connect without a break
- RSA cannot contain interior gaps
- RSA cannot include components that are part of another RSA
- RSA must have county centroids within 30 minutes of each other

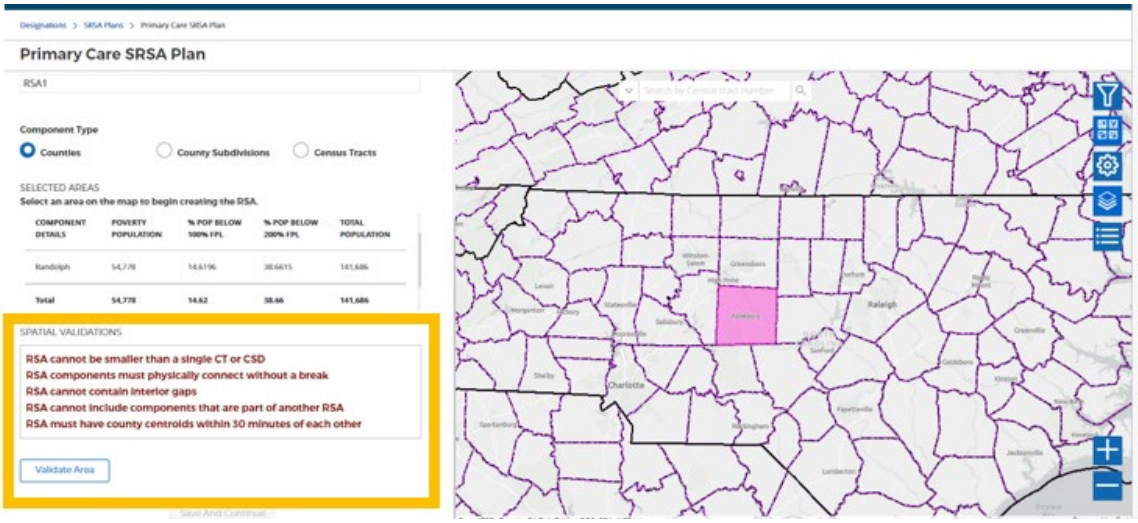


Figure 318: RSA Spatial Validation Checks

If the RSA does not pass one or more of the spatial validation checks, the validation check that failed will remain in red with the word “Fail”, while the checks that the RSA passed will turn into green text with the word Pass”. The user will need to edit the RSA until the spatial validation checks have all passed to continue.

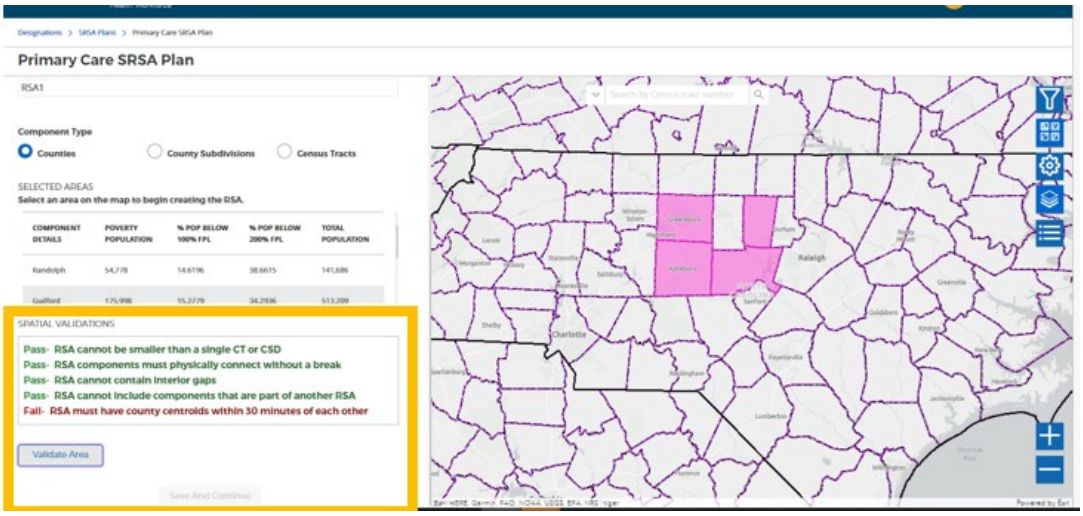


Figure 319: RSA Spatial Validation Check Fail

Once the RSA passes all the spatial validation checks, the ‘Save and Continue” button will be enabled.

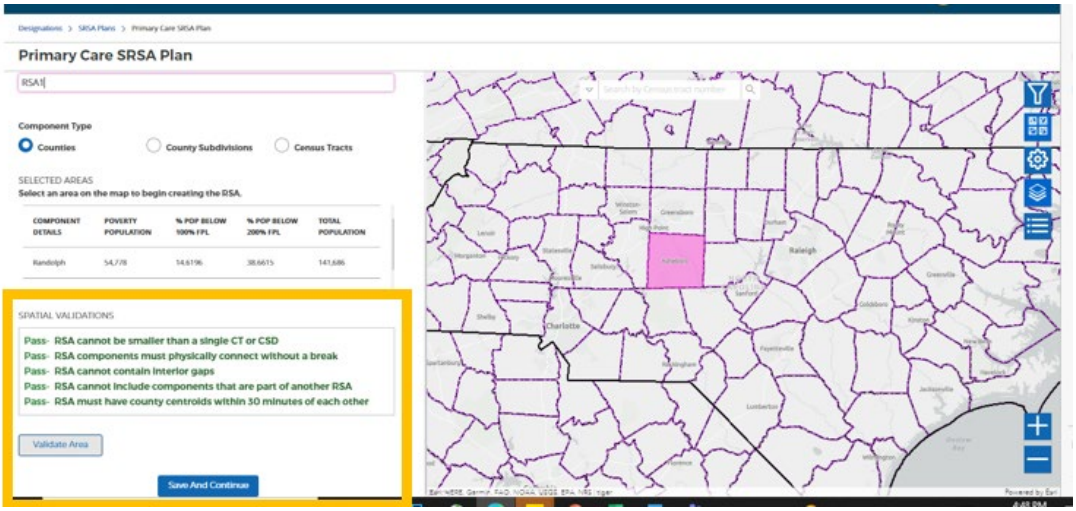


Figure 320: RSA Spatial Validation Check Pass

To move to the next step on the Create RSA page, the user will select the Save And Continue button.

8.1.3 RSA Review and Justifications

Once the user has selected Save And Continue, the system will direct the user to the “Review and Add” step on the Create RSA Page. On this page the user will be able to review RSA information and provide justification type and documents for the RSA.

They system will now display the selected RSA as orange on the mapping application.

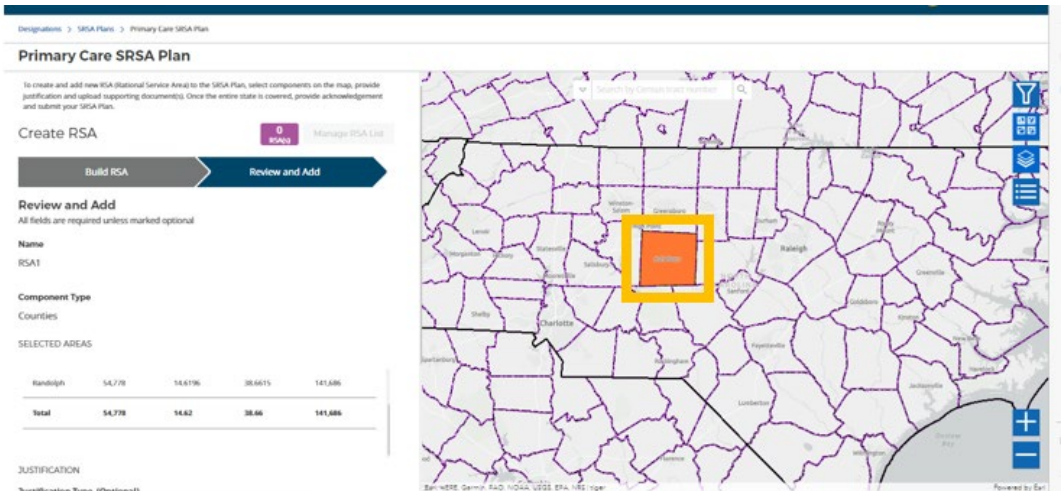


Figure 321: RSA Color Display on Review and Add Page

8.1.3.1 RSA Review

The system will display the following RSA information:

- Name
- Component Type
- Selected Area High Demographic Information

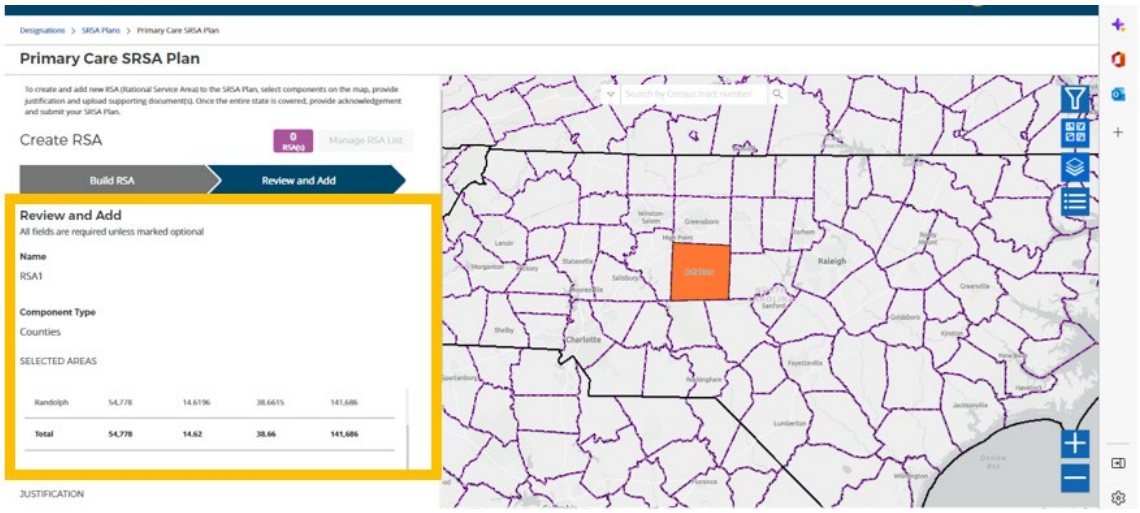


Figure 322: RSA Review and Add Page

8.1.3.2 Justification

The user is required to provide justification for the RSA created. However, the component type determines when in the SRSA plan the justification is required.

Component Type	Justification Requirement

County	One document uploaded prior to submitting the entire SRSA plan
County Subdivisions	Justification Type(s) and Document(s) complete to Add the RSA to SRSA plan
Census Tracts	Justification Type(s) and Document(s) complete to Add the RSA to SRSA plan

8.1.3.1a Justification Type

The user must provide a Justification Type and Justification Document for the RSA if it was created using County Subdivisions or Census Tracts. To see the Justification type options, the user will select the button.

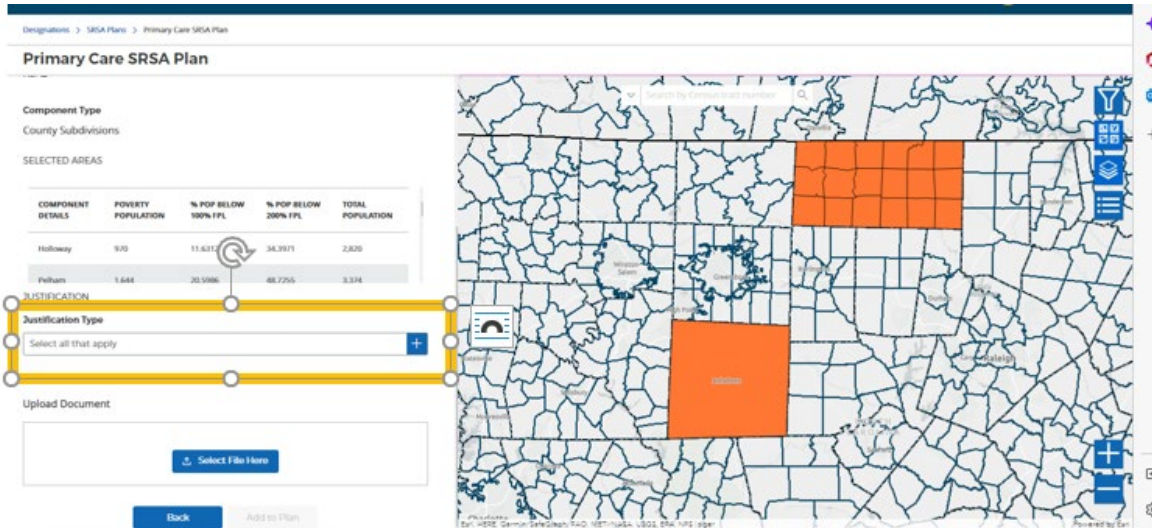


Figure 323: RSA Justification Type Field

They system will display the following Justification Types:

- Distinctive travel patterns
- Physical barriers
- Strong self-identity of a neighborhood that has a minimum population of 20,000
- Similar socio-economic characteristics

The user may choose one or multiple justification types for the RSA by selecting the check box next to the justification types.

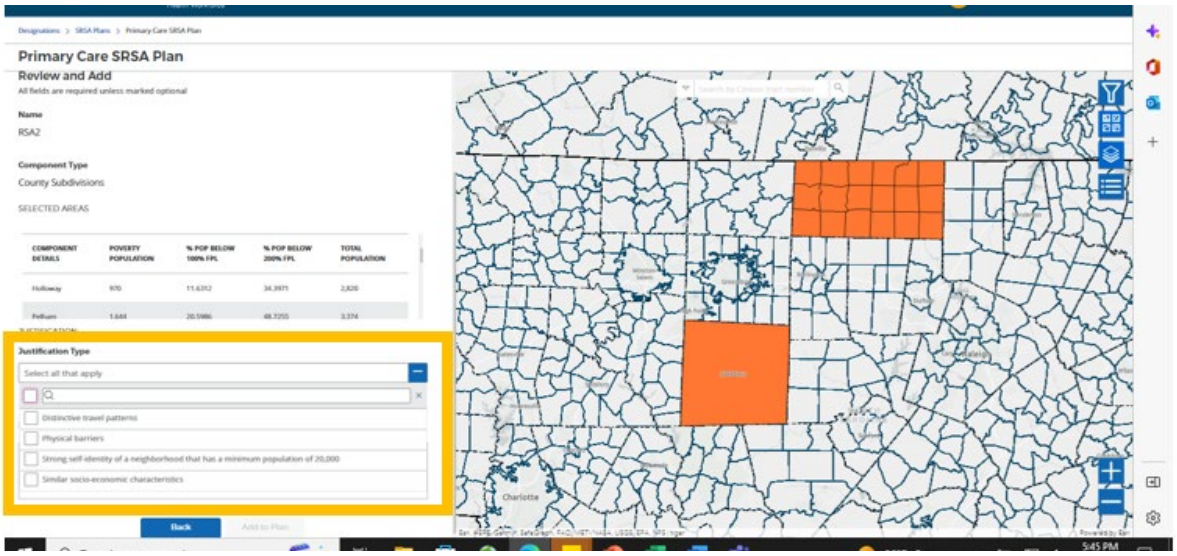


Figure 324: RSA Justification Type Dropdown

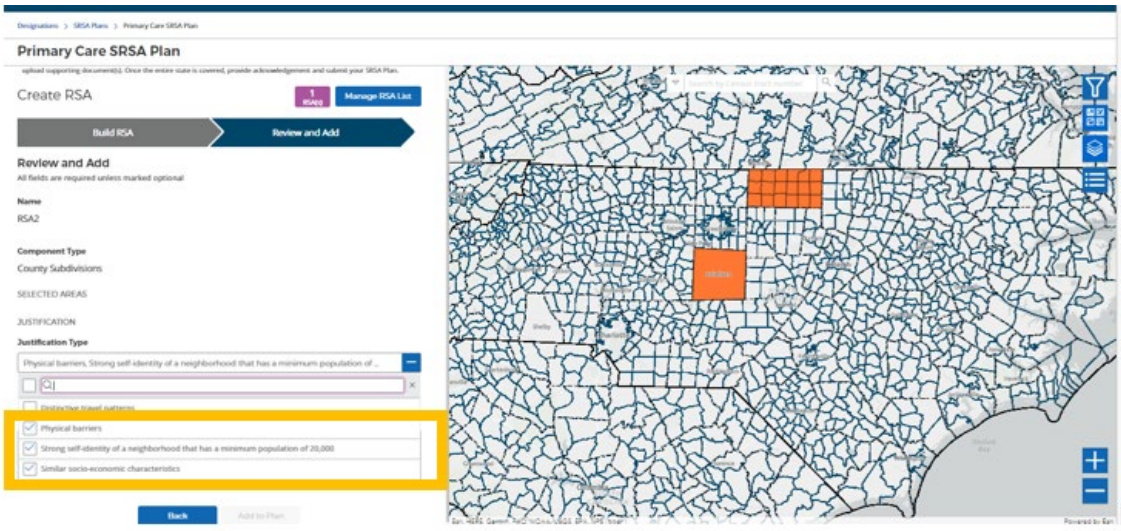


Figure 324: RSA Justification Type Dropdown with Selected Justifications

8.1.3.1b Upload Document

The system will require that the user upload a justification document for the RSA if it was created using County Subdivisions or Census Tracts.

To upload a document, the user will select the Select File Here button and choose the document they wish to upload into SDMS.

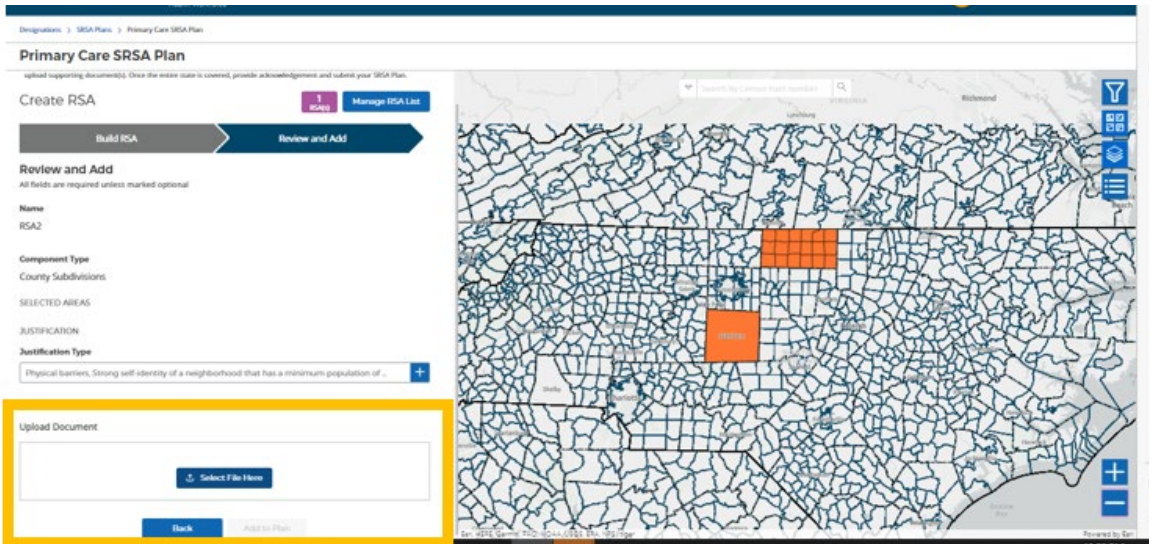


Figure 325: RSA Justification Document Upload

Once, the file has been opened, the system will display the document name and file size. The user can also add a description of the justification document before selecting the Upload button.

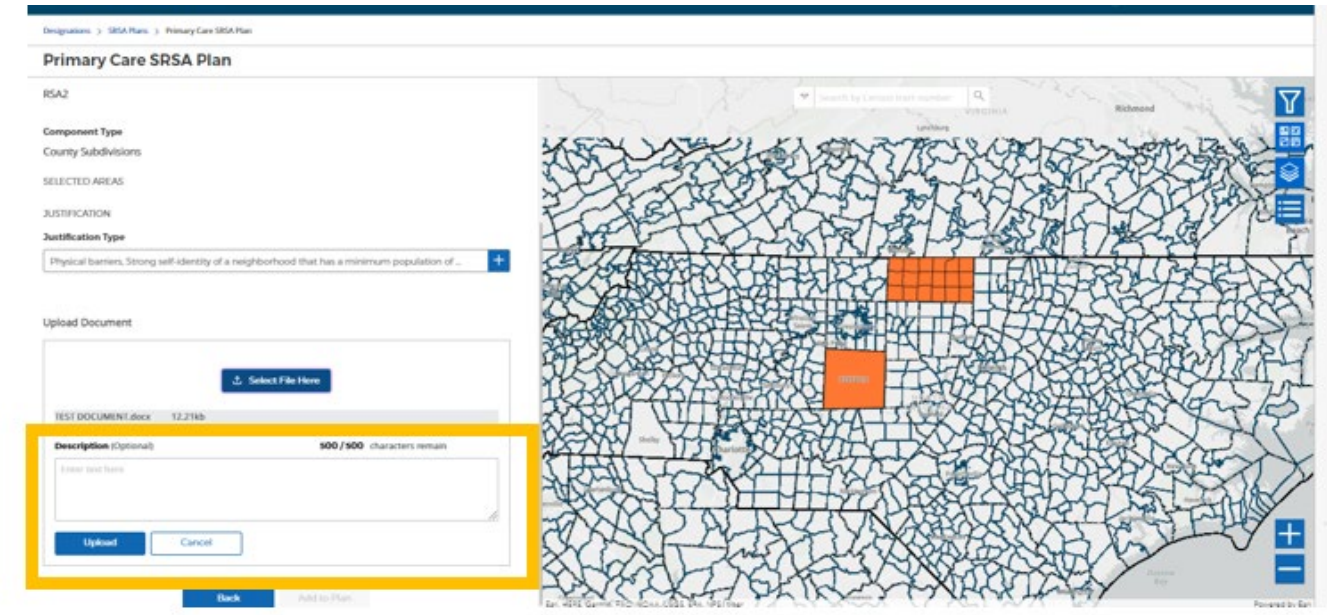


Figure 326: RSA Justification Document Upload Description Box

Once the Upload button is selected, the “Add to Plan” button will be enabled. If the user needs to return to the “Build RSA Step” they can choose the “Back” Button. This will direct the user back to the “Build RSA” Step.

Users can choose to uploaded multiple documents.

If the upload of the document was a success the user will see the banner Success! Comment saved for SRSA. and the system will display the uploaded documents with the following fields:

Feature	Description
1. File Name	The system will display the name of the document and it will be hyperlinked so the user can view the file they uploaded.
2. Uploaded Date	The system will display the date and time the document was uploaded.
3. Action	This will allow the user to delete the uploaded document

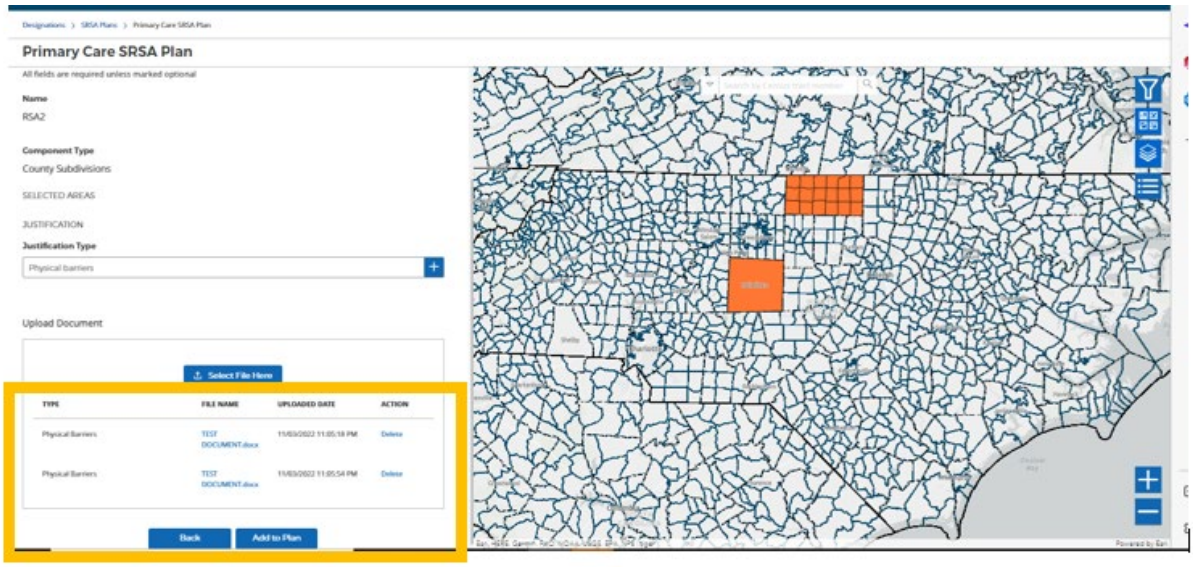


Figure 327: RSA Justification Document Upload Document Display

USER NOTE

If the user has opened a document on the Review and Add step but has not uploaded to the RSA, if they select the "Back" button, the document will not be saved and will need to be re-opened on the "Review and Add" step. Documents are only saved to the RSA once the "Upload" button has been selected.

8.1.4 Add RSA to SRSA Plan

Once the user has reviewed all the RSA information and justification documents they can add the RSA to the SRSA plan by selecting the Add to Plan button. They system will then direct the user back to the Build RSA step to begin creating another RSA.

8.2 Creating a Mental Health Catchment Area SRSA Plan

To begin the process of creating a Mental Health Catchment Area SRSA plan, the user will select the Create New button on the page. System will display a pop-up modal as shown in Figure 328 when user selects the Create New button. To start a catchment area plan, user will have to select "based on state-approved plan" from the modal

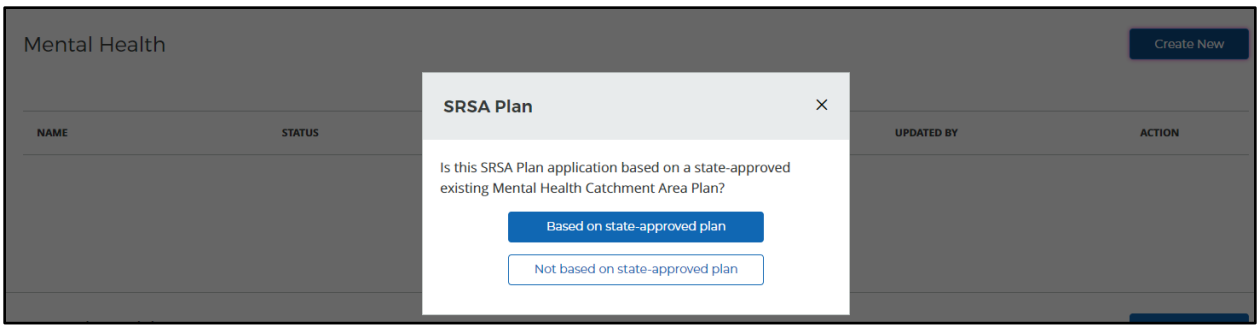


Figure 328: Pop up modal to Create New Catchment area plan

Selecting based on state approved plan will bring user to Create RSA page shown in Figure 329 to begin the RSA creation process.

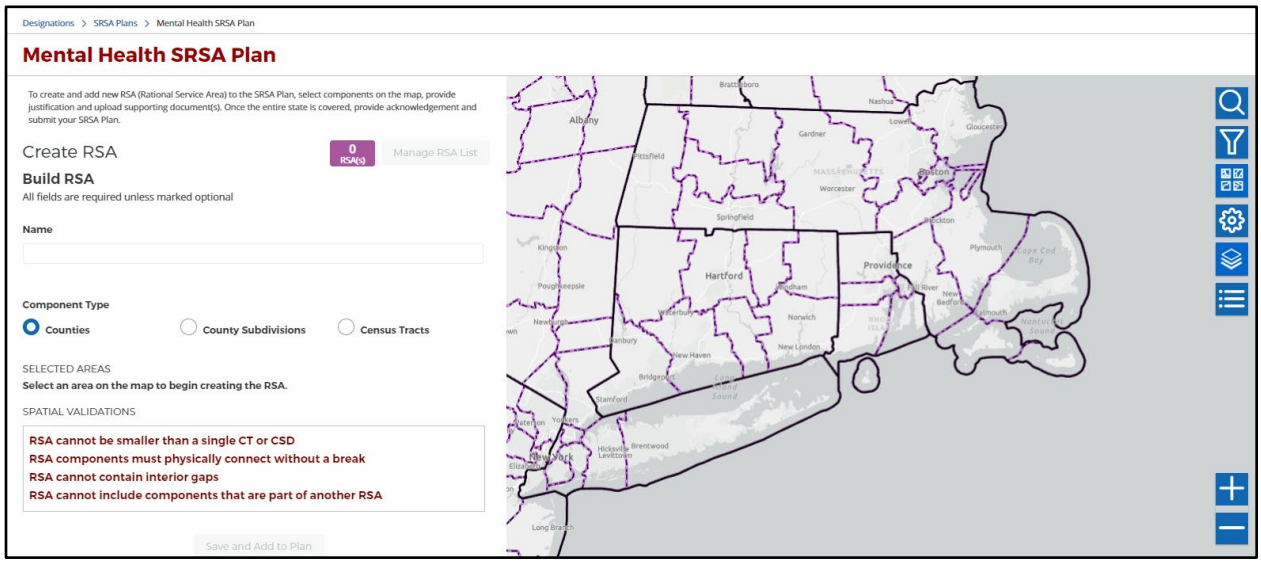


Figure 329: Build RSA Page

On this page, user will provide a name for the RSA, select geo-components from the map using the Tools widget and then select Validate Area. For a catchment area SRSA Plan, system will only run the following validations

- RSA cannot be smaller than a single CT or CSD
- RSA components must physically connect without a break
- RSA cannot contain interior gaps
- RSA cannot include components that are part of another RSA

Once the RSA passes all the spatial validation checks, the ‘Save and Add to Plan” button will be enabled. After selecting Save and Add to plan, system will redirect the user to create RSA page if the entire state is not covered. If the entire state has been covered, system will direct user to submit page.

On the submit page user will upload an analysis document for their overall SRSA plan

Note: In a mental health catchment area SRSA plan, supporting documents are not required when user is building an RSA based of off Census Tract or County Sub-division. There is only one analysis document required for the entire plan before user can submit the plan.

8.3 RSA Management

There are a few features to assist the user in managing the RSAs in the SRSA plan. The Manage RSA list allows the user to view and edit all the RSA's that have been added to the SRSA Plan. The system will also display the total number of RSA's that have been saved the SRSA plan.

8.3.1 Total RSAs in the SRSA Plan Display

Throughout the RSA creation process, the user will be able to view the total of RSA's added to the SRSA plan through the top right-hand corner of the Create RSA pages. An RSA must be "Added to Plan" to be included in this total RSA count.

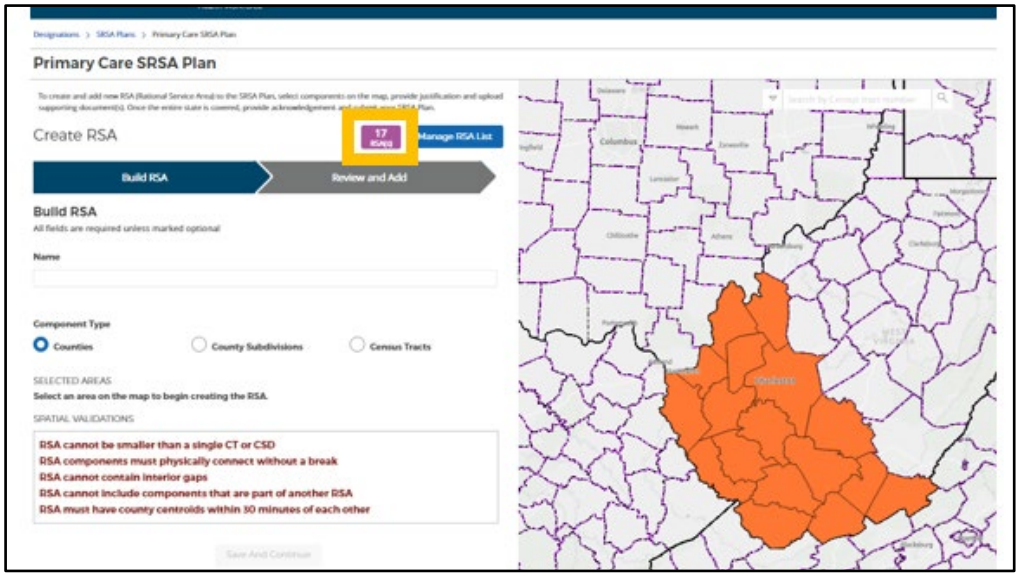


Figure 330: Total RSAs in the SRSA Plan Display

8.3.2 Manage RSA List

The Manage RSA List allows the user to view and edit all the RSA's added or in-progress for the SRSA plan. To view the RSA list, the user will select the Manage RSA List button.

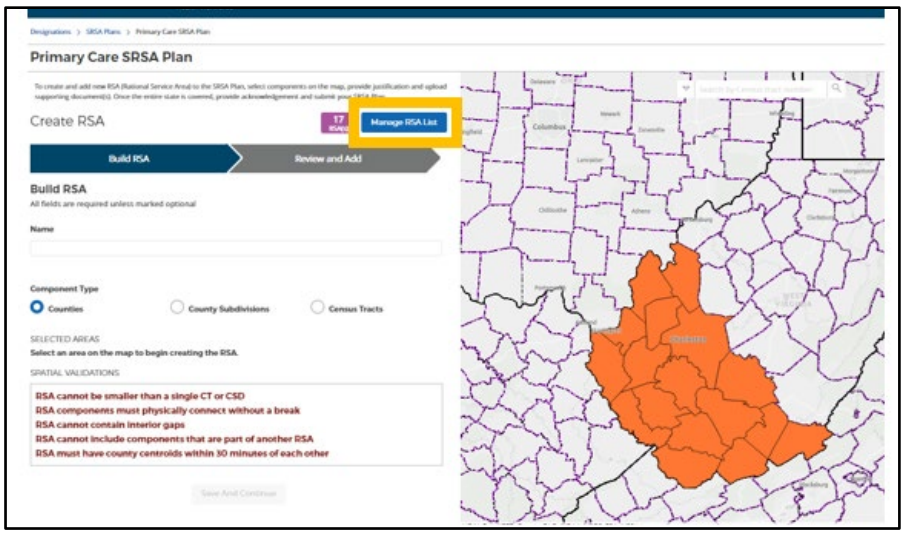


Figure 331: Manage RSA List Button

They system will display all of the RSA's that have been saved to the SRSA Plan. It is from this page that the user can search for a specific RSA to review or edit.

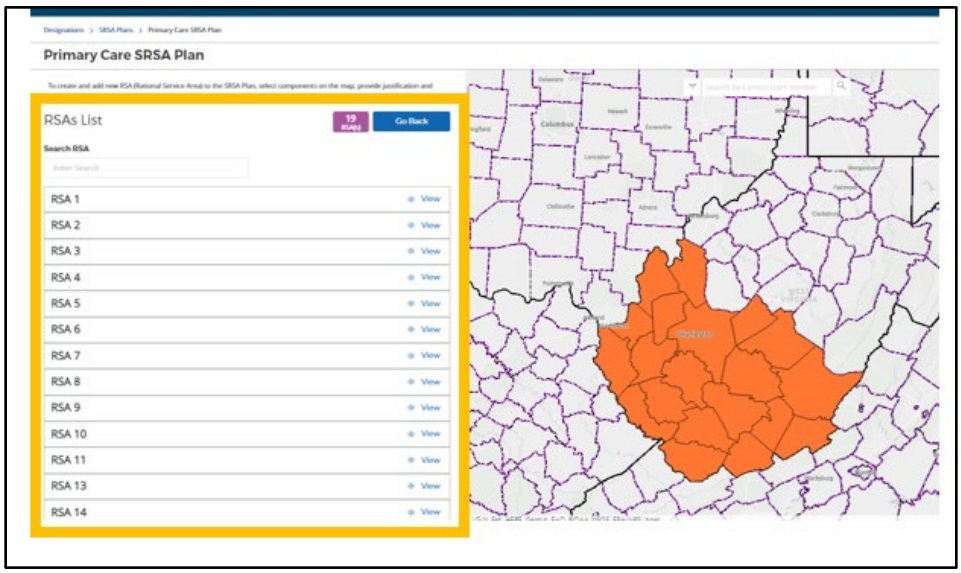


Figure 332: Manage RSA List Display

To continue with RSA creation, the user will select Create RSA button. If there is an In-Progress RSA, the user will select the Go Back button to return to the In-Progress RSA.

8.3.2.1 RSA Search

To view a specific RSA, the user can use the "Search RSA" field on the RSA List page. The list will populate with the RSA's related to the search criteria provided.

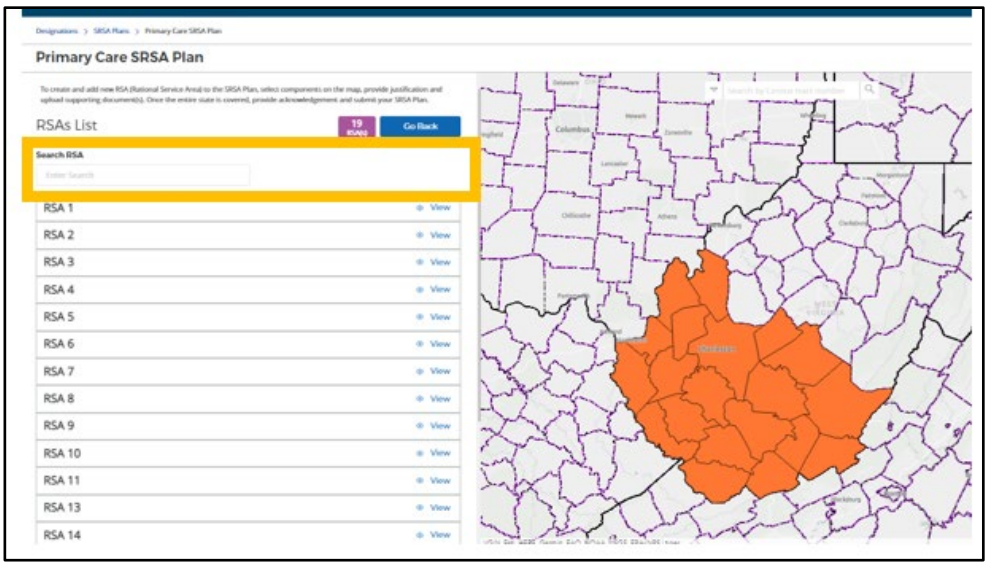


Figure 333: Search RSA List Field

8.3.2.2 Edit an RSA

To remove or edit an RSA, the user will select the View button of the RSA they want to remove or edit. The system will direct the user to the RSA Details page. From the RSA details page, the user can delete or edit the RSA information by selecting the Edit button.

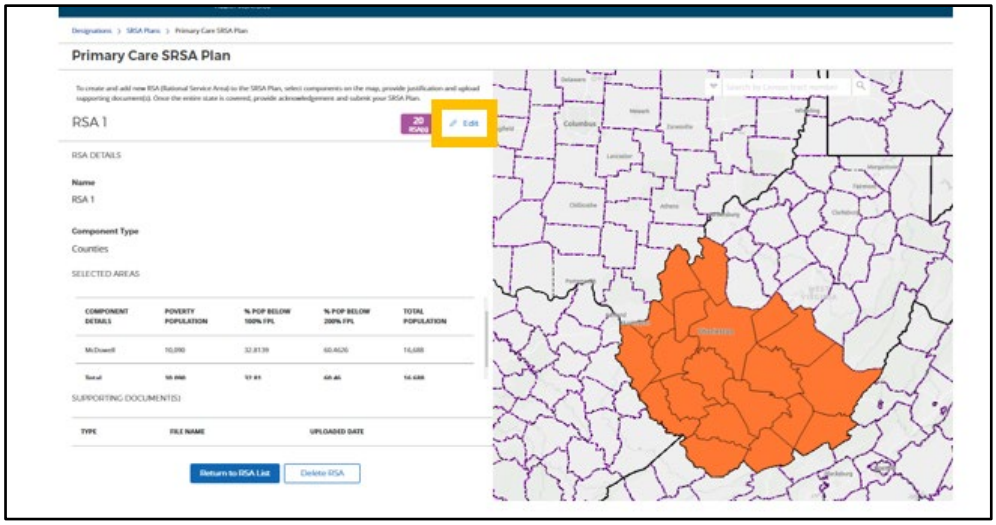


Figure 334: RSA Details Page with Edit Feature

Selecting the Edit button will direct the user back to the Create RSA page and the "Build RSA" step where they can edit the RSA information. If any information is updated for the RSA the system will require the RSA to go through all the steps needed to create a new RSA.

To return to the RSA List, the user will select the Manage RSA List button.

USER NOTE

If there is an In Progress RSA, the system will not allow the user to edit another RSA by disabling the “Edit” button.

8.3.2.3 Delete an RSA

To delete an RSA, the user will select the View button of the RSA they want to edit on the RSA List page. Selecting the View button will display the RSA details page. From this page, the user will select the Delete RSA button.

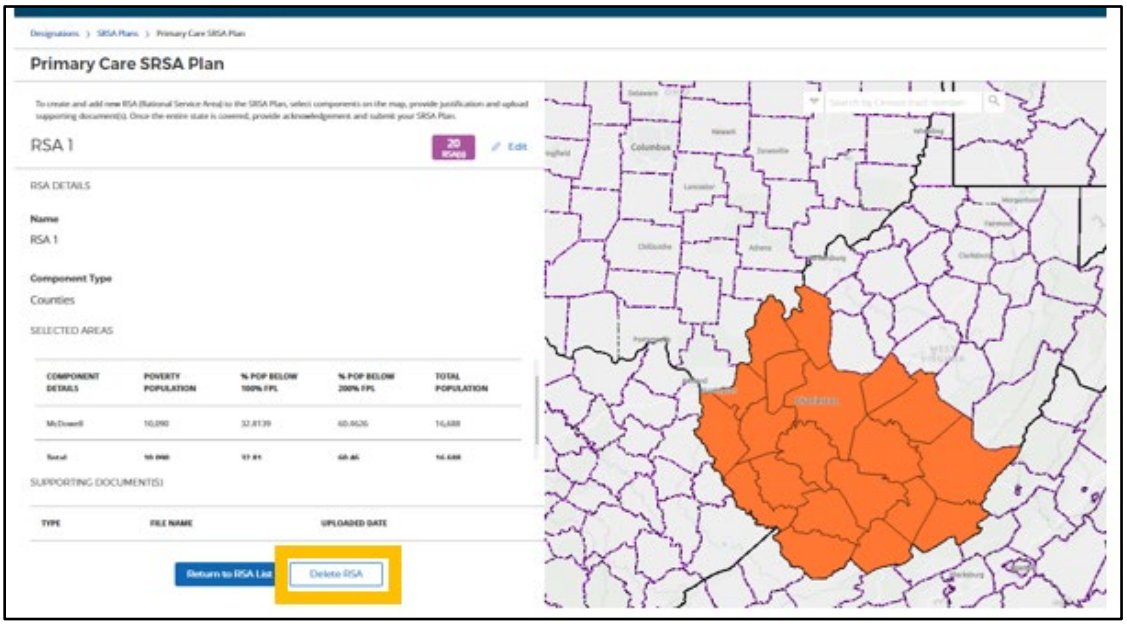


Figure 335: Delete RSA Button

Once the user selects the Delete RSA system will display the following warning:

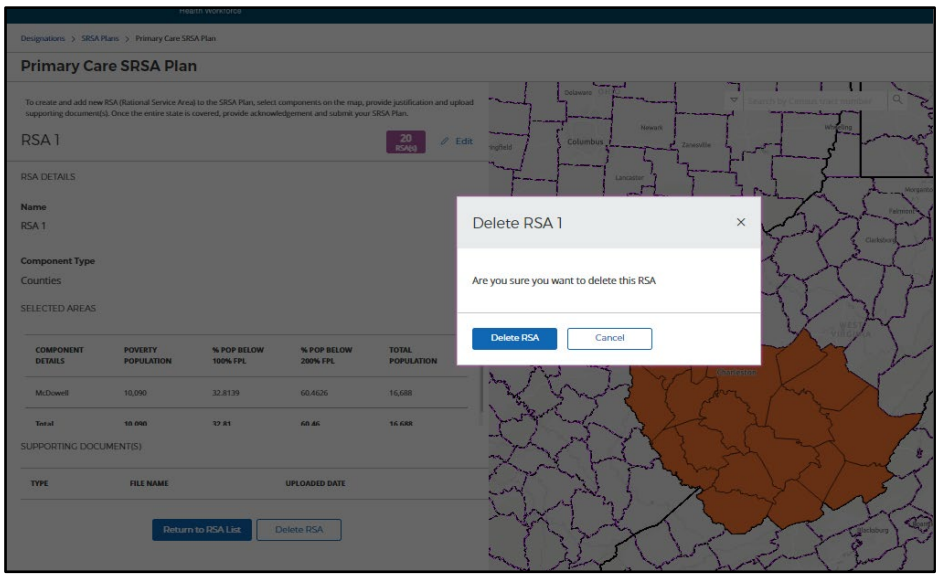


Figure 336: RSA Delete Warning

The user can choose to delete the RSA or cancel the action and return to the RSA details page.

To return to the RSA List, the user will select the Return to RSA List button.

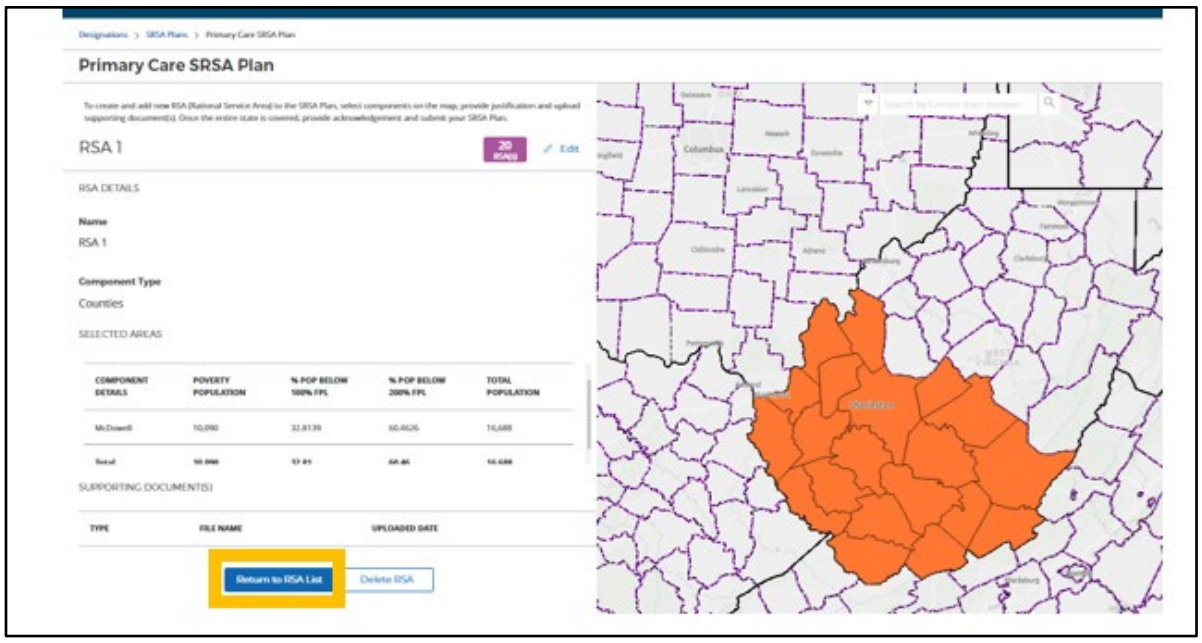


Figure 337: Return to RSA List Button

8.3.2.4 Navigating In Progress RSA

A rational service area is considered “In-Progress” if the user has not added it to the plan by selecting Add to Plan button on the Review and Add page (Refer to 10.1.4 on how to add RSA to Plan). If the plan has an In-Progress RSA, user will not be able to create a new RSA or be able to navigate to the submit page.

If the user has saved the RSA but not added it to the Plan, and navigates away from the SRSA Plan, the next time they open the plan they will be navigated to the Review and Add page. On this page, once they have selected a justification type and added the document, the RSA can be added to the plan

If the user has saved the RSA but not added it to the Plan, and selects Manage RSA button

- Then the RSA will not be added to Plan
- RSA Count will not change
- Manage RSA button will change to “Go Back”

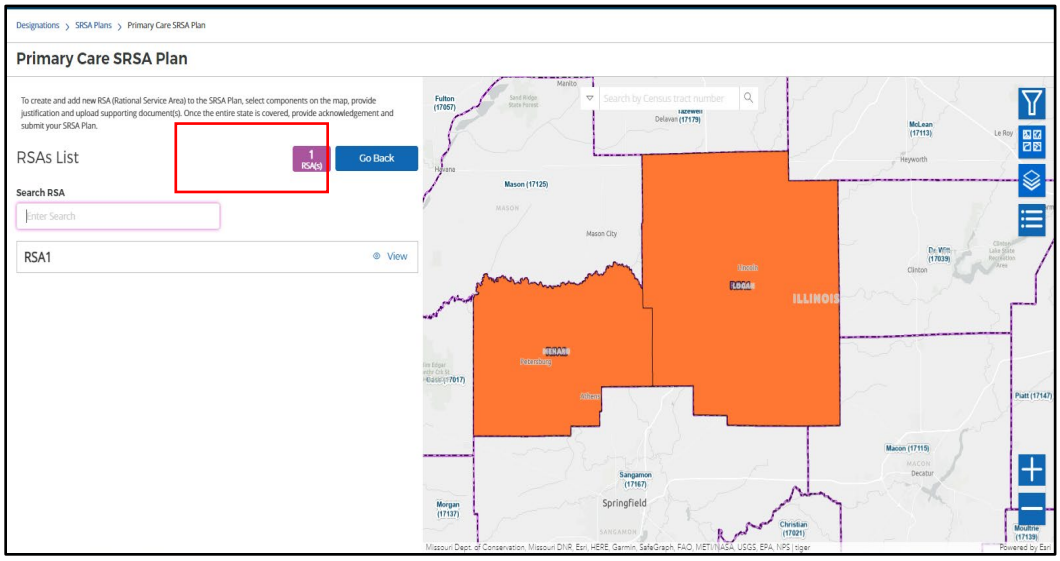


Figure 338: Go Back to In Progress RSA

User will also not be able to Edit any completed RSA’s if there is an in-progress RSA associated with the plan. Edit link will be disabled if the SRSA Plan consists of in-progress RSA

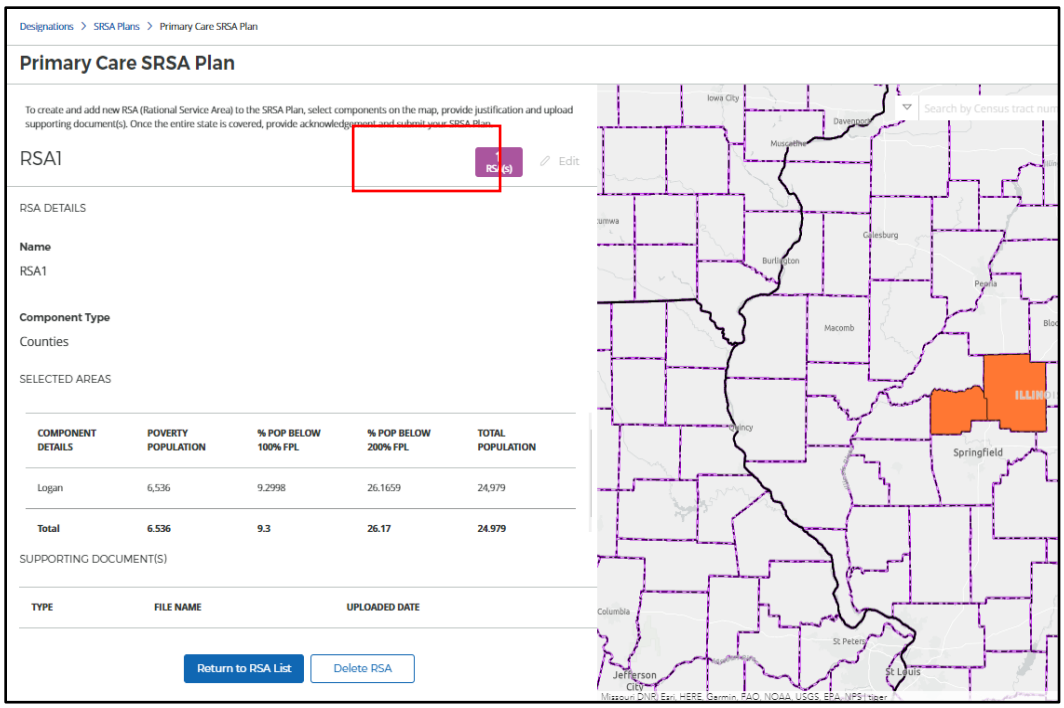


Figure 339: Edit link disabled

8.4 Submit a SRSA Plan

To complete a SRSA Plan, the system will validate that the whole state has been covered with RSA components. When the user saves the last RSA components that cover the state, the system will direct the user to the "Submit SRSA" page and display the following message that all the RSA's have been added.

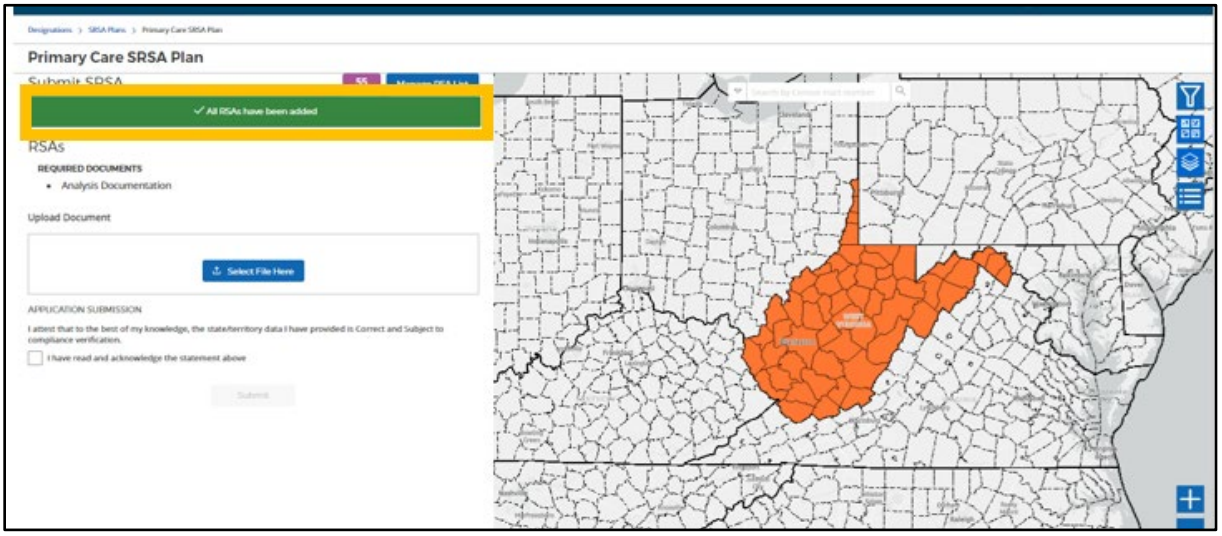


Figure 340: Submit SRSA Page and RSA Completion Success Message

For all RSA's created using the County component, an Analysis document is required at this time. To add the Analysis Documentation, the user will select the Select File Here button. Once the document is opened, the user can add a description of the document before selecting the Upload button to add the document to the SRSA plan.

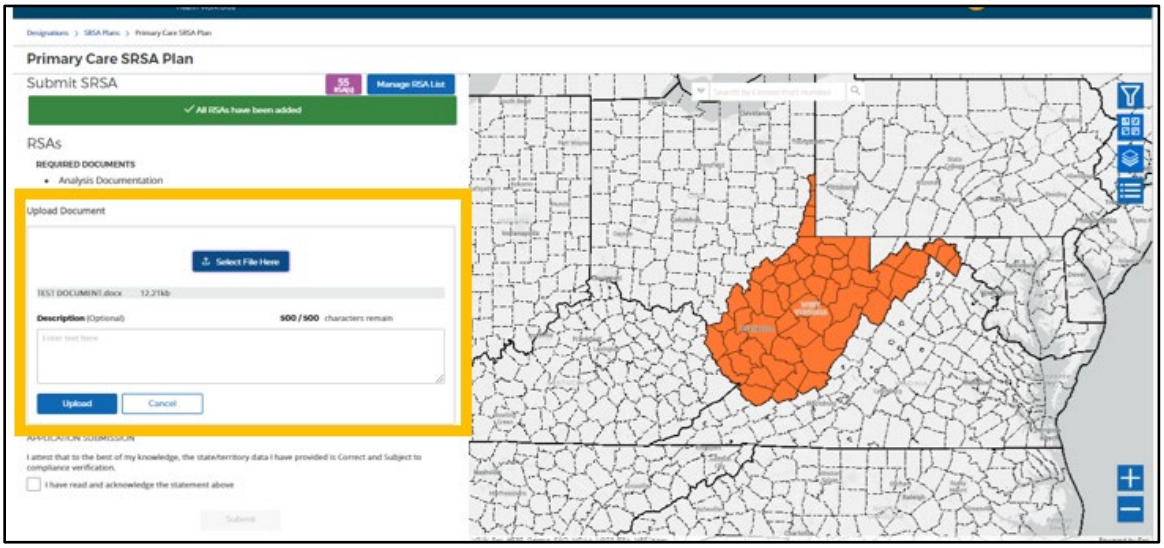


Figure 341: Submit SRSA Page County Justification Document Upload

If the upload of the document was a success the user will see the banner Success! Comment saved for SRSA. and the system will display the uploaded documents with the following fields:

Feature	Description
1. File Name	The system will display the name of the document and it will be hyperlinked so the user can view the file they uploaded.
2. Uploaded Date	The system will display the date and time the document was uploaded.
3. Action	This will allow the user to delete the uploaded document

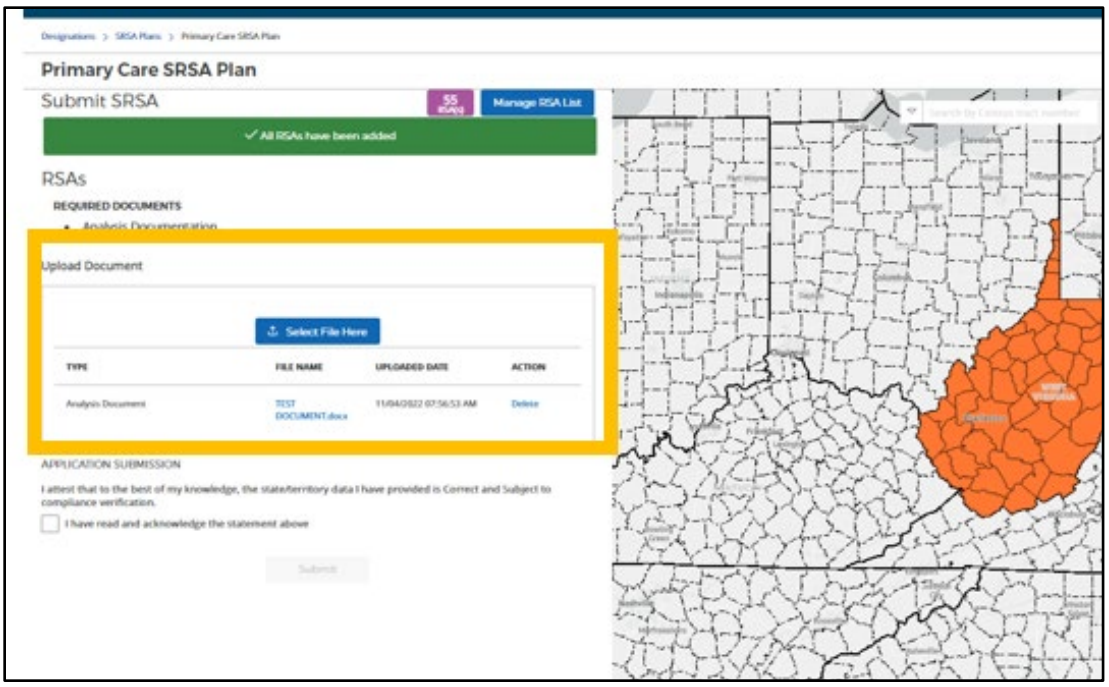


Figure 342: Submit SRSA Page County Justification Document Upload Table

Once the user has completed uploading the analysis documentation justification, they can move to the Application attestation acknowledgement. The user will need to attest that the information that they have provided is correct and subject to compliance verification. To accept the attestation the user will select the check box:

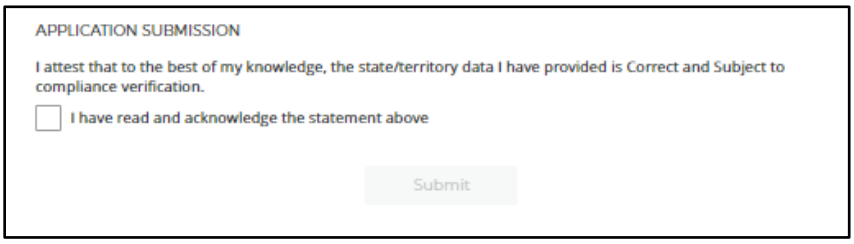


Figure 343: Submit SRSA Page Application Attestation

Selecting the attestation check box will enable the “Submit” button.

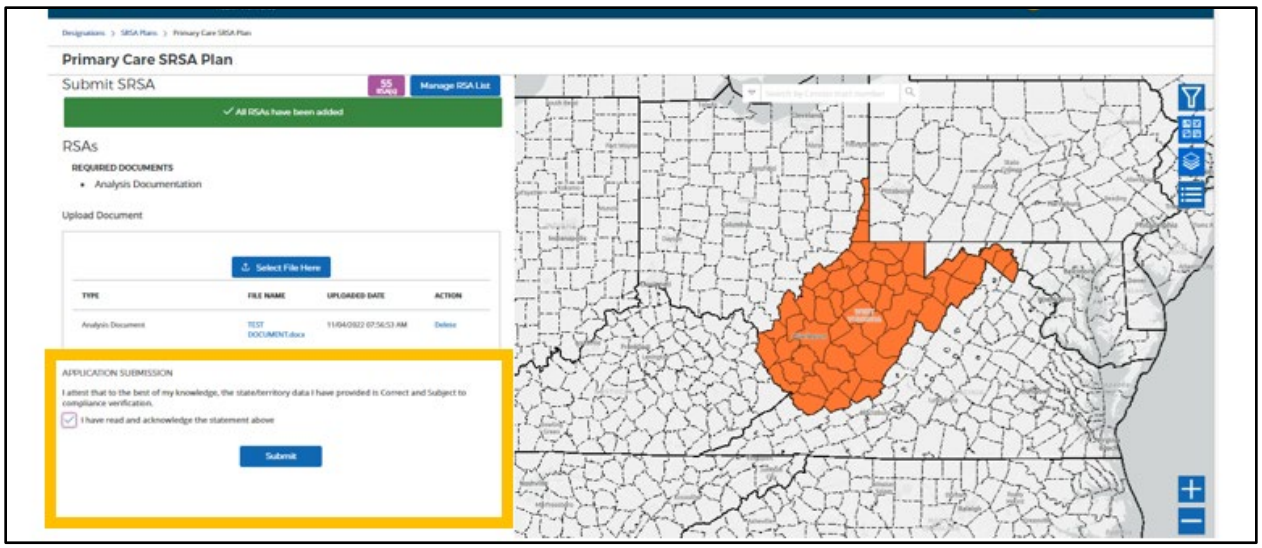


Figure 344: Submit SRSA Page Application Attestation Acceptation & Submit Button

When the user is ready to submit the SRSA plan, they will select the Submit button. Once the Submit button is selected, the system will direct the user to the SRSA Plans Overview Page. Here the SRSA plan will now have a status of "Submitted".

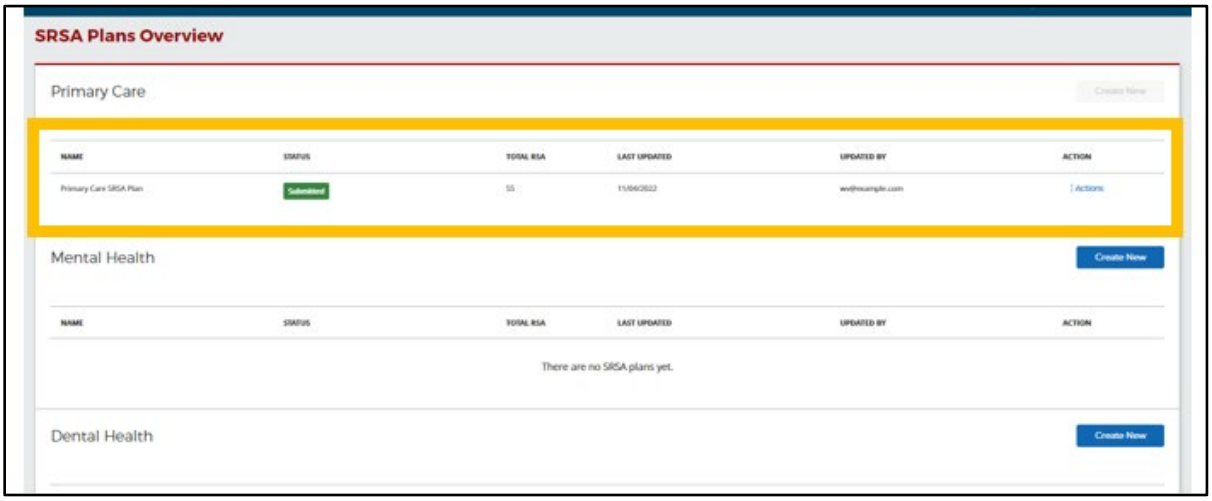


Figure 345: SRSA Plans Overview Page with Submitted SRSA Plan Status

USER NOTE

Once the SRSA plan has been submitted it will no longer be able to have any actions taken on it. The user will not be able to view the plan at this time.

8.5 Copy a SRSA Plan

SRSA Plans can be copied from an In-Progress and a Submitted Plan. To begin the copy process, select "Copy" from under the Action column.

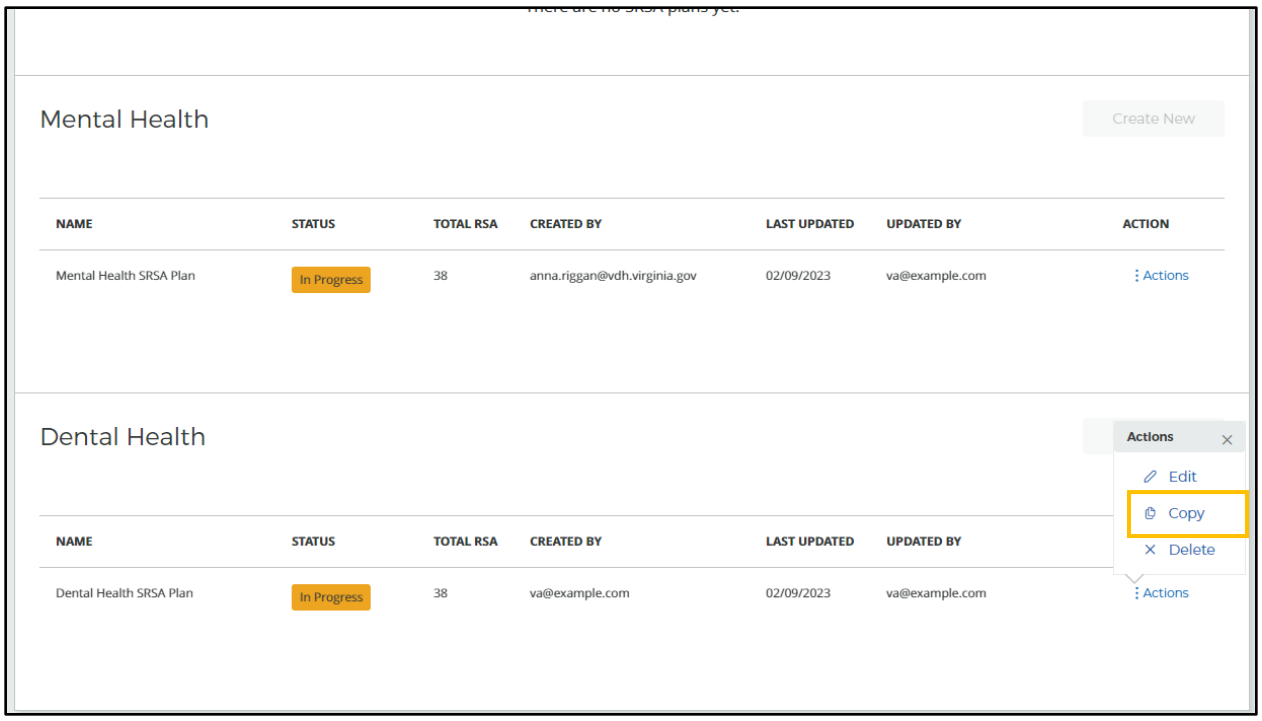


Figure 346 Copy option under Action

Once Copy is selected, a modal will open where user can see the plan they are copying from as well as select the discipline that they want the plan to get copied to.

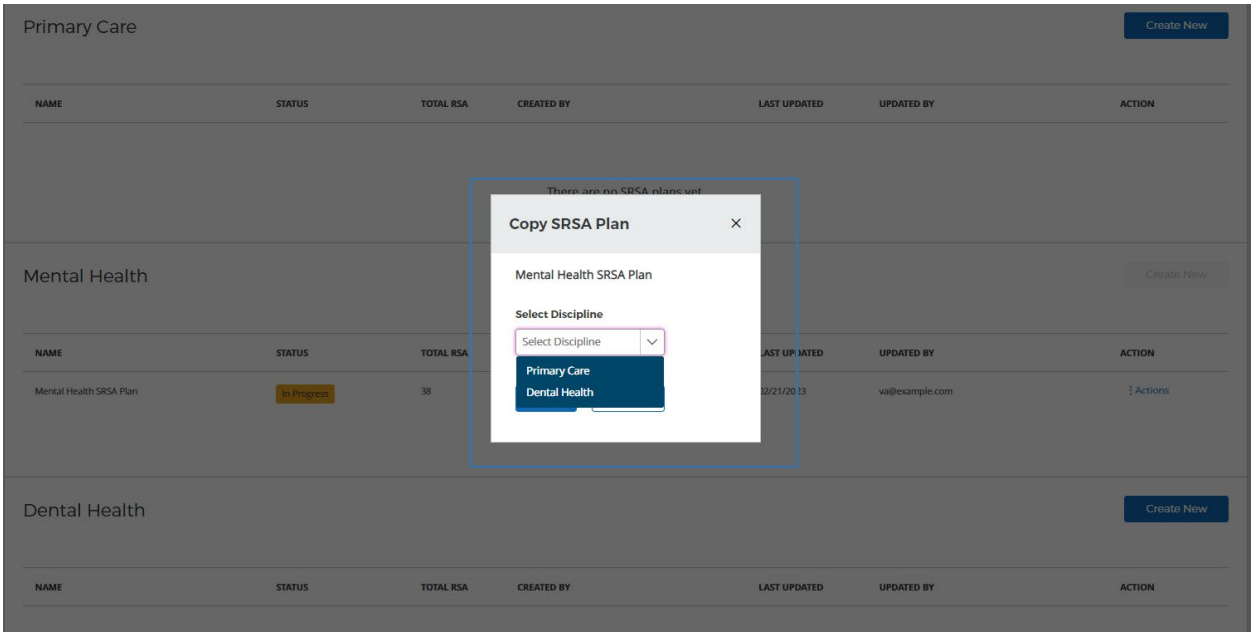


Figure 347 Select discipline type for the copied SRSA Plan

From the drop down select a discipline and then select “Save”. Once user hits save, a SRSA Plan for that discipline will show up under that discipline as “In-Progress”. Following information will be displayed for the copied SRSA Plan

Feature	Description
SRSA Name	SRSA name
Status	SRSA status in SDMS. • In Progress- for a copied plan
Total RSA	Total RSA count will match the total RSA count of the plan it was copied from
Created By	Date when copy was selected
Last Updated	Date when Plan was last updated
Updated By	Email of the PCO that last updated the SRSA plan
Action	Actions populate for an “In Progress’ SRSA plan. From the dropdown, choose one of the following • Edit • Delete • Copy

Note: Copy option will be disabled if all the three disciplines have a SRSA plan associated with them

8.6 Editing and submitting a copied plan

To edit a copied plan, select “Edit” from under Actions. After selecting “Edit”, system will navigate user to Manage RSA list page. On Manage RSA list page system will display the following

- Total RSA: Count will be “Zero” when the plan is opened. Count will be updated after user has validated the plan, uploaded a supporting document, and then added to plan
- Create RSA: This button will be displayed and enabled for copied SRSA plan
- Edit: this link will be displayed against copied RSA on the manage RSA screen
- Delete: this will only be displayed against copied RSA on the manage RSA screen
- SRSA Plan map view: SRSA plan will be displayed on the map in pink color. Map view will be same as that of the plan than it was copied from

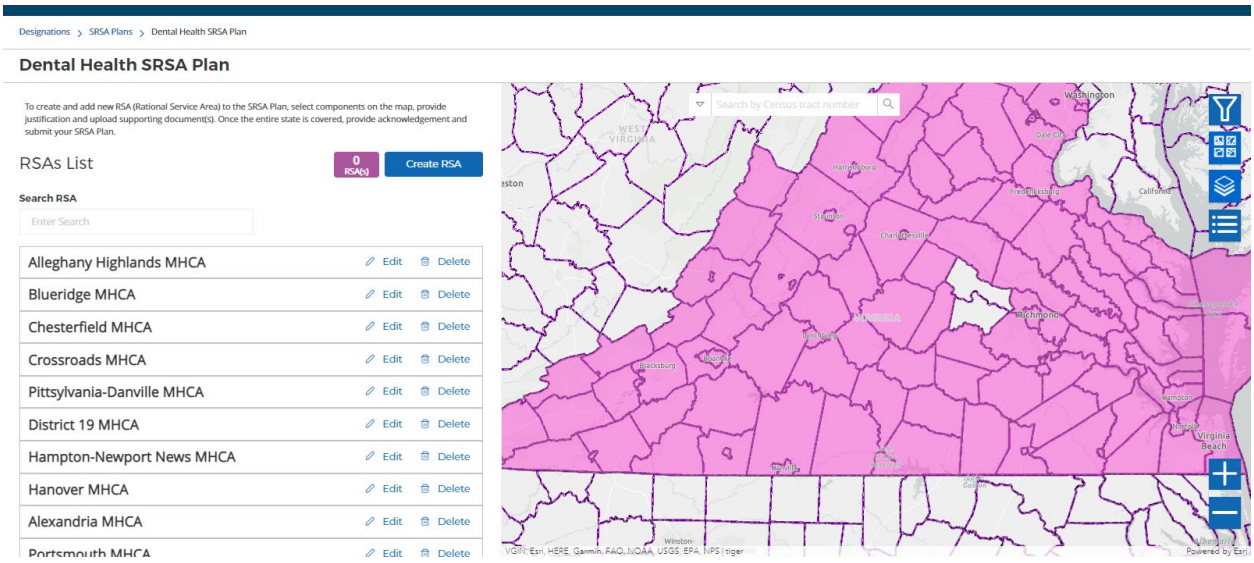


Figure 348 Manage RSA list page view of a copied plan

8.6.1 Editing a copied RSA

To Edit a copied RSA, select Edit against the RSA name. Once Edit is selected user will be navigated to “Build RSA” page. On this page all the information will be pre-populated related to the RSA that user is trying to “Edit”.

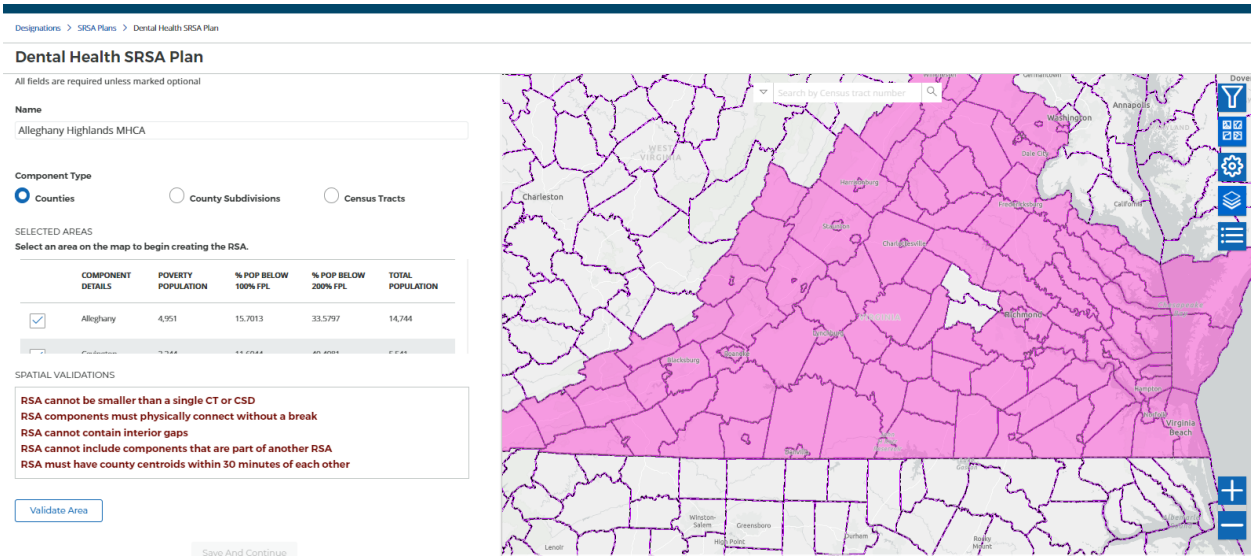


Figure 349 Navigating to Build RSA page of copied RSA

On the Build RSA Page, user will validate the RSA again like the New SRSA plan. Once the RSA has been validated, Save and Continue button will become enabled. Once user hits Save and continue, they will be navigated to Review and Add page where they will provide a justification type and upload documents as needed. For a county-based RSA, no supporting document is required at this step.

Total RSA count will be updated once RSA has been added to plan. RSA that has been added to plan will only have "View" link against them on the Manage RSA page like new SRSA Plan

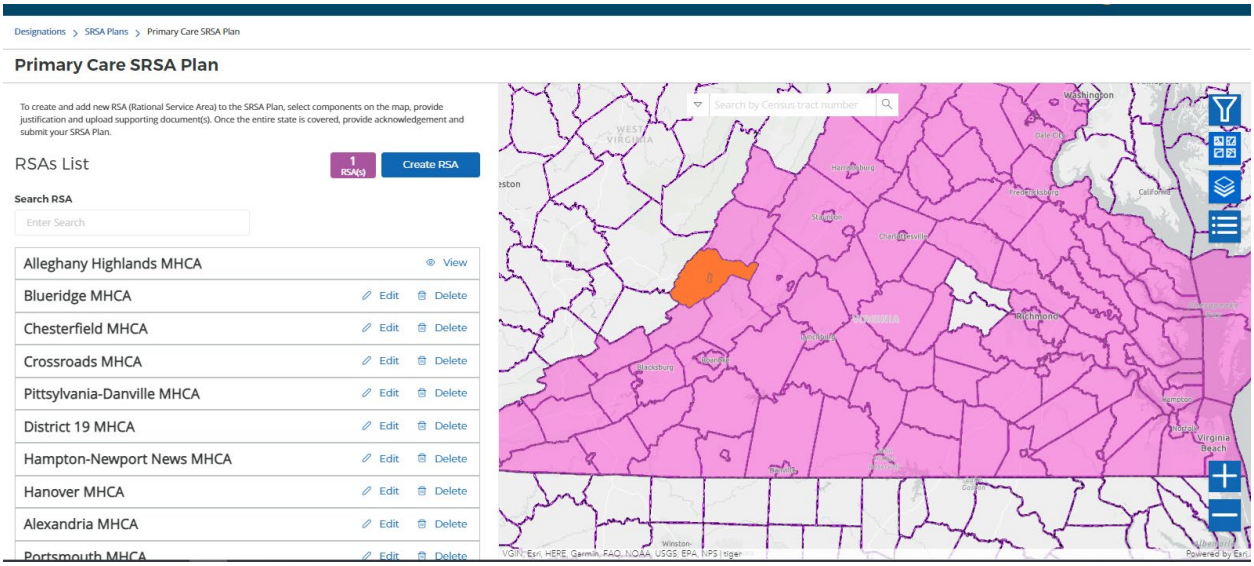


Figure 350 Completed RSA view on Manage RSA page

8.6.2 Deleting a copied RSA

To delete a copied RSA, select Delete against the RSA from the Manage RSA screen. Once an RSA is deleted it will be removed from the map view as well. User will need to create a new RSA by selecting "Create RSA" button

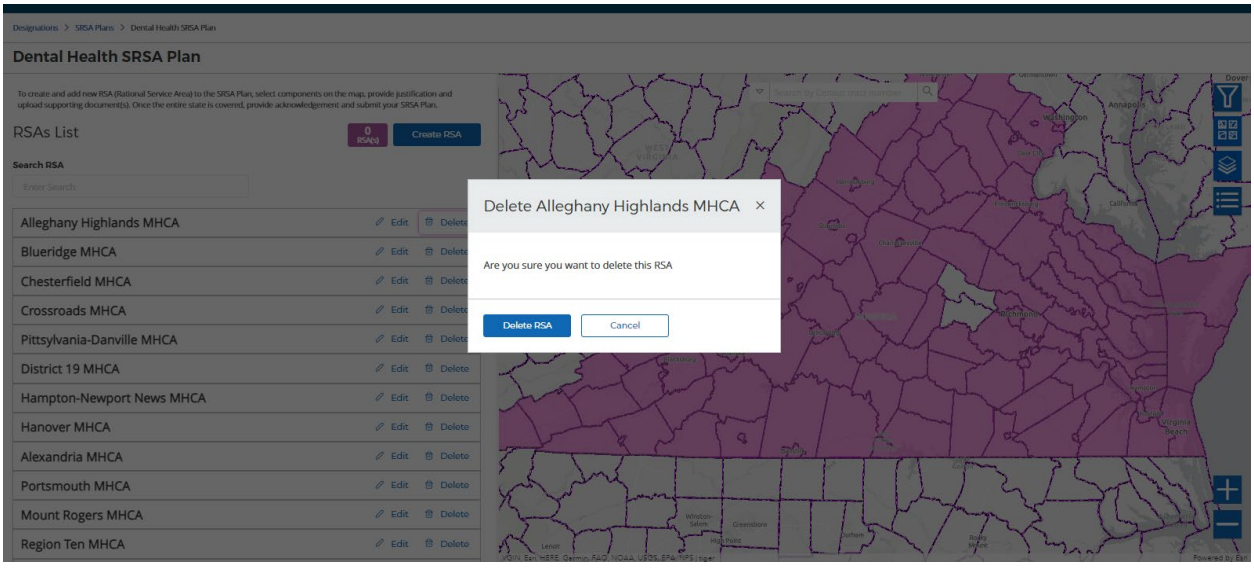


Figure 351 Deleting a copied RSA

USER NOTE:

After deleting an RSA, user will need to create a new RSA or include the geo-components of the deleted RSA into one of the other RSAs to successfully submit the SRSA Plan.

User can create a new RSA by selecting the Create New button on top of the page. To add the deleted RSA to one of the other RSA

1. Select Edit against the RSA name
2. Navigate to Build RSA page
3. On this page select areas on the map using Tools widget; selected area will appear under the selected area table
4. Validate, Save and Add RSA to plan
5. Modified RSA will now appear on the Manage RSA page

8.6 Edit & Resubmit a Returned SRSA Plan

When a Project Officer reviews a SRSA Plan, they are required to “Pass” or “Fail” each individual RSA in that SRSA Plan. This will determine if the SRSA plan should be approved or returned to the user for edits to the plan.

If the Project Officer passes all the SRSA Plan RSA’s and approves of the overall justification documentation analysis, the plan will be approved and will go into an active status. If the Project Officer fails one or more of the SRSA Plan RSAs, the plan we be returned to the user to edit the failed RSA’s so the plan can be resubmitted.

Below are the steps to edit and resubmit a returned SRSA Plan.

To view the status of your SRSA Plan, navigate to the SRSA Plans Overview page. The SRSA plan will show as “submitted” while it is being reviewed by DPSD. If the SRSA plan is returned by the Project Officer, the Status will show as Returned.

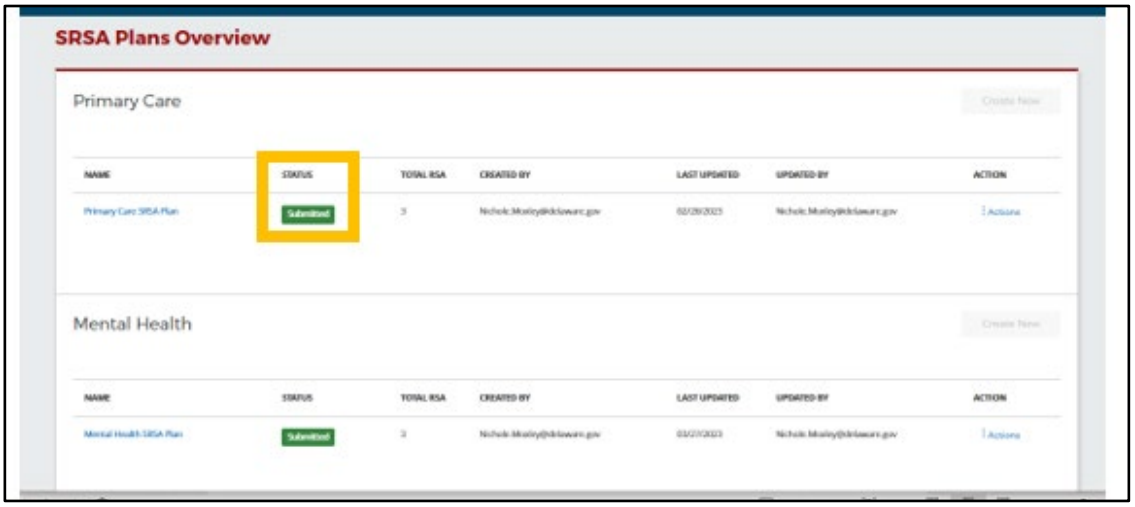


Figure 352: SRSA Plans Overview Page with Submitted SRSA Plan Status

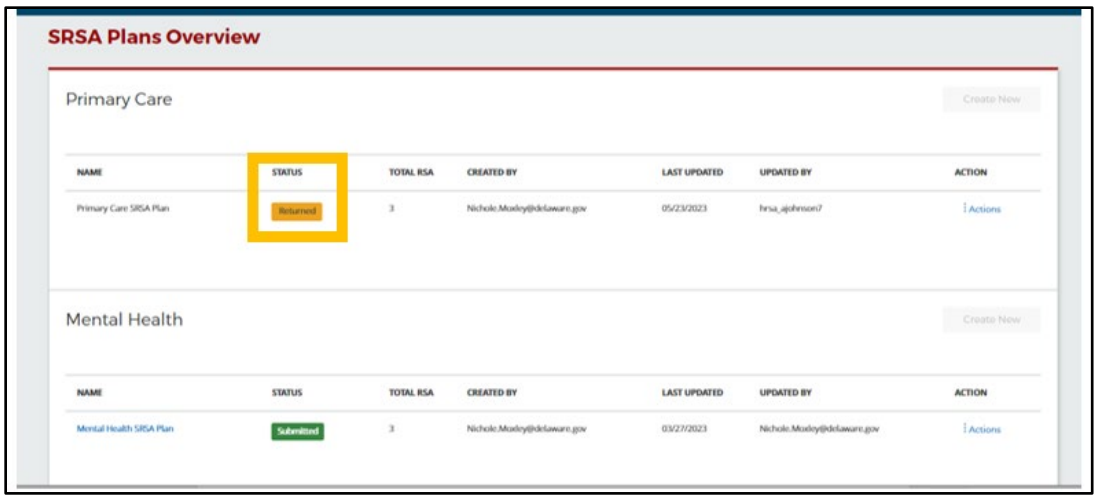


Figure 353: SRSA Plans Overview Page with Returned SRSA Plan Status

To edit or delete the returned SRSA Plan, click the Actions link under the actions tab.

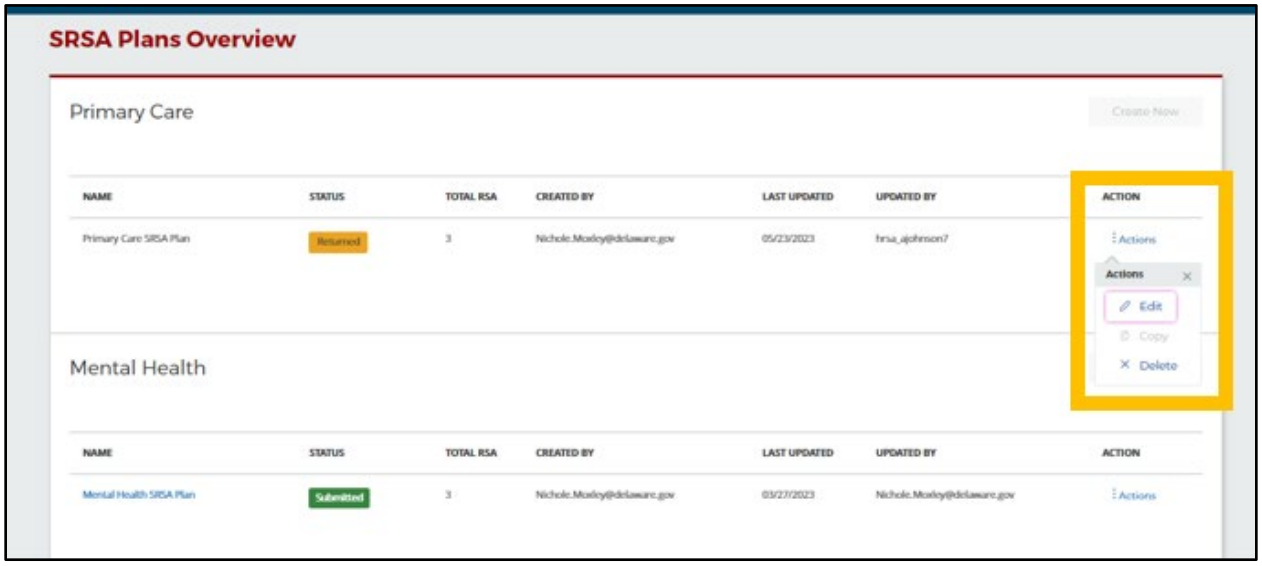


Figure 354: SRSA Plans Overview Page Action Tab

To edit the returned SRSA plan, the user will select

.

To delete the returned SRSA plan, the user will select

.

If the user selects

the system will remove the SRSA plan and the “create new” button will be enabled to allow the user to create a new SRSA plan.

If the user selects

the system will navigate the user to the “RSA List” page of the SRSA plan.

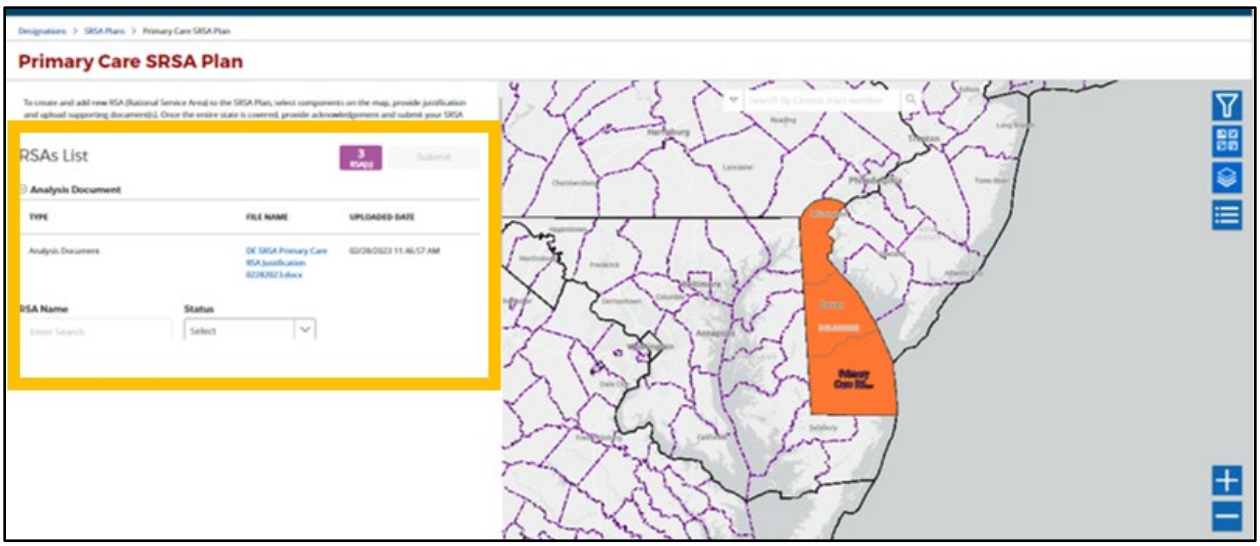


Figure 355: SRSA Plan RSA List Page

The status of the returned SRSA plan RSA's will be displayed in the RSA list.

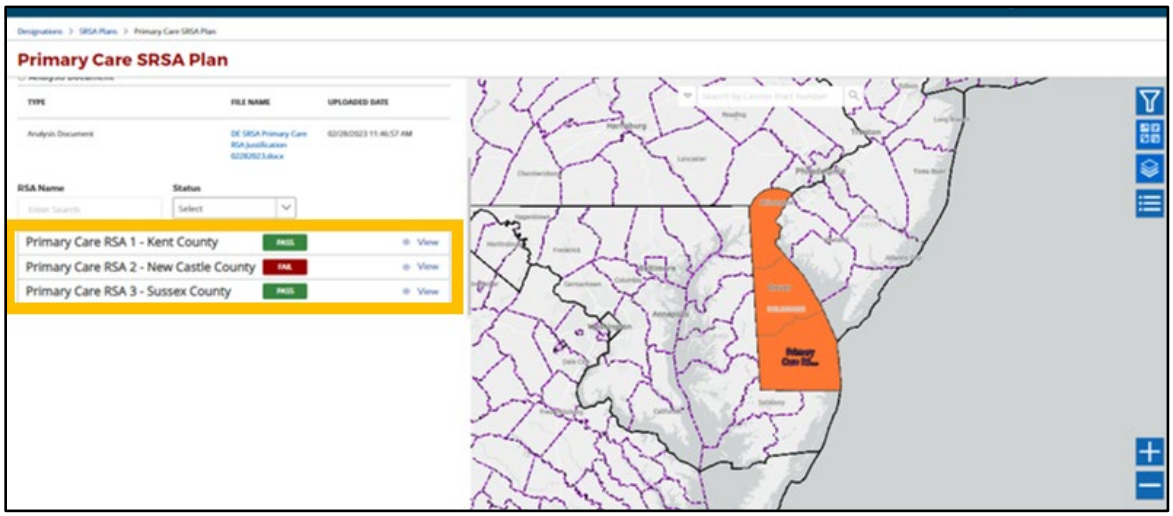


Figure 356: SRSA Plan RSA List Page with RSA review statuses

If the Project Officer "Passed" the RSA the status of the RSA will show as PASS

If the Project Officer" Failed" the RSA the status of the RSA will show as FAIL

To view the review the comments of the Project Officers decision the user will select View the system will direct you to the manage RSA list of the SRSA plan

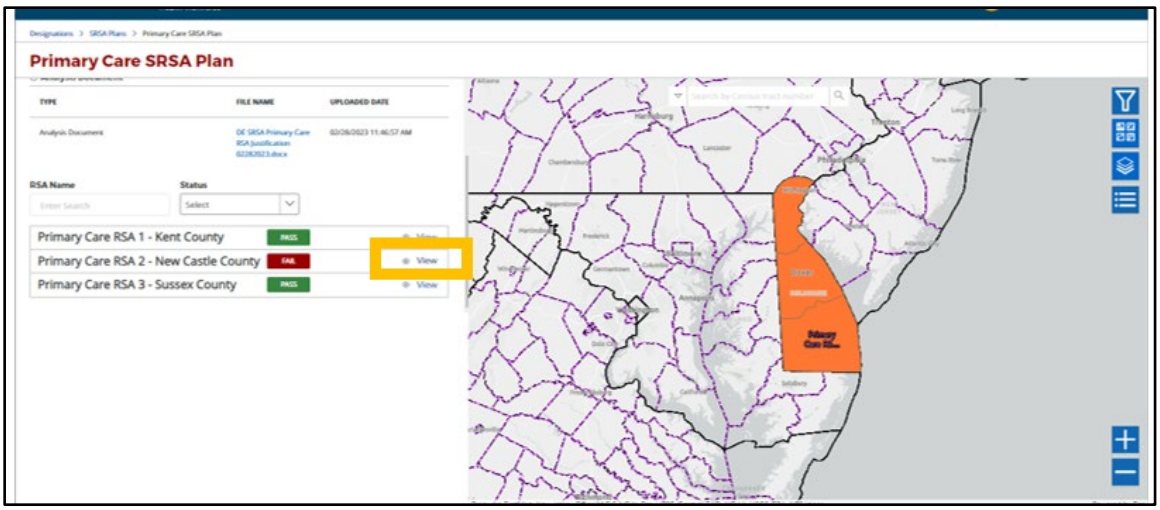


Figure 357: SRSA Plan RSA List Page View button

. The system will display the Project Officer review comments at the top of the manage RSA list page.

If the RSA has a status of PASS the review comment will be show in green. Please note that in order to pass an RSA, the Project Officer is not required to submit a review comment so this field may display as blank. Project Officers are only required to provide a decision comment when they FAIL an RSA.

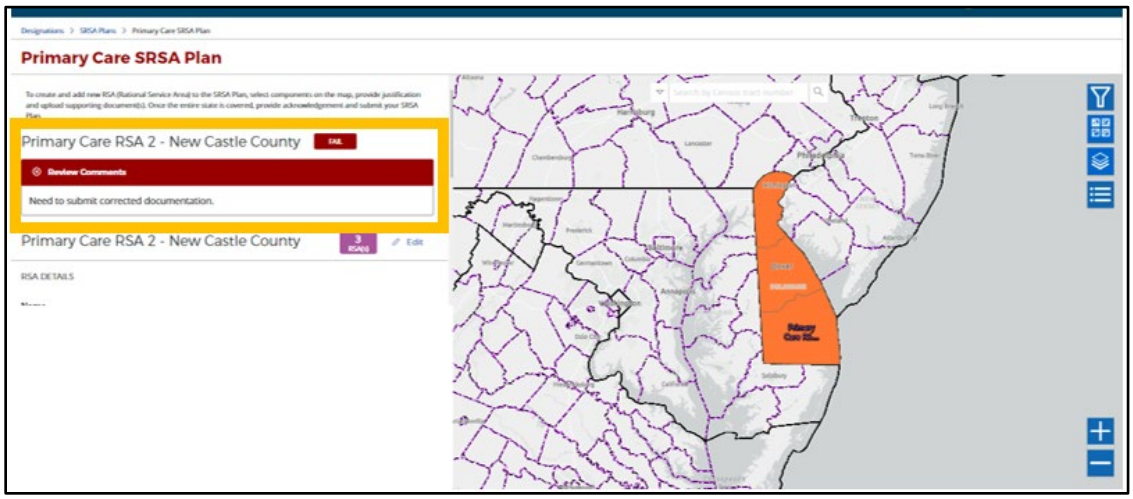


Figure 358: Individual RSA page with a failed RSA status and review comment

To edit the RSA, the user will select Edit .

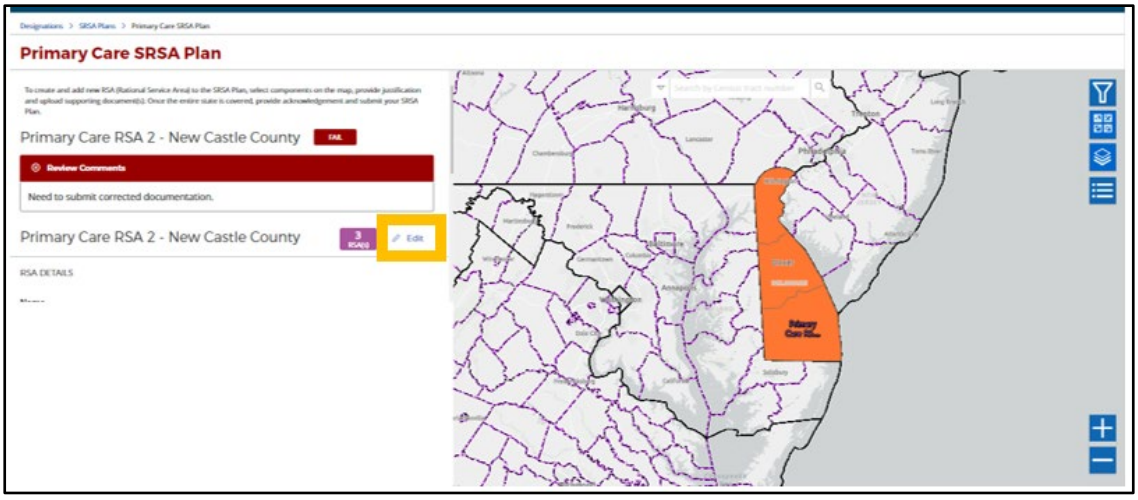


Figure 359: Individual RSA edit button to update failed RSA

The system will direct the user to the Create RSA step for the RSA.

To edit the RSA, follow the user will follow the steps found in section 10.2.2.2 Edit an RSA.

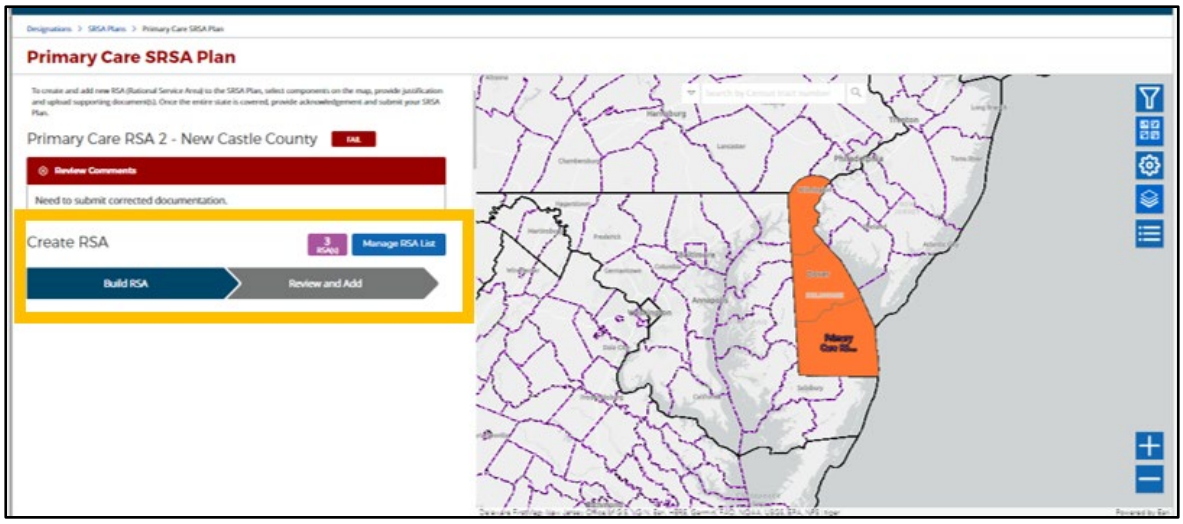


Figure 360: Create RSA page to edit a failed RSA

Once the user is done editing the RSA's of the SRSA plan and the entire state is covered, the system will direct the user to the Submit SRSA page.

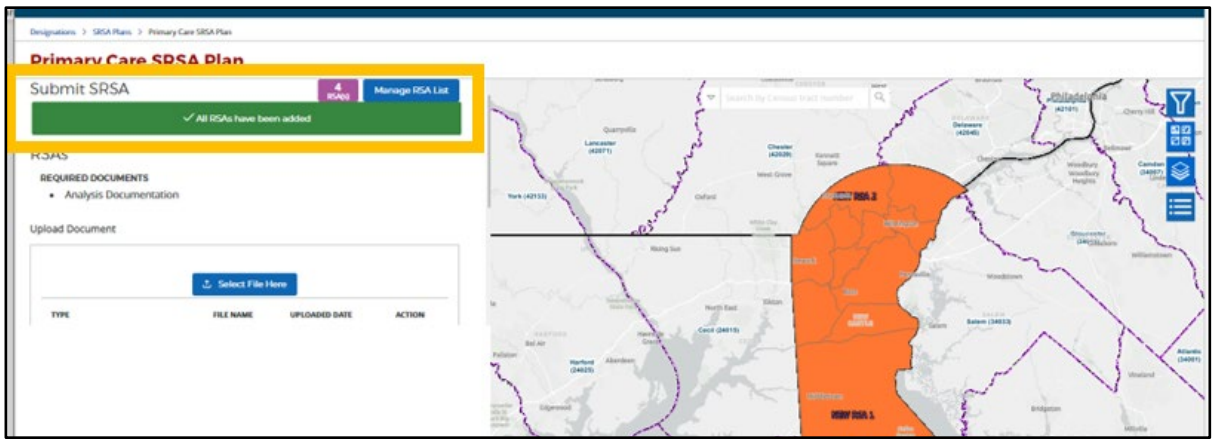


Figure 361: Submit SRSA Page

The user will need to attest to the updated plan and provide a final analysis documentation following the same steps found in 10.3 Submit a SRSA Plan.

To view the new RSA list at any time, the user can select Manage RSA List .

The updated RSA's will no longer display a review status since they will be resubmitted for review to the Project Officer.

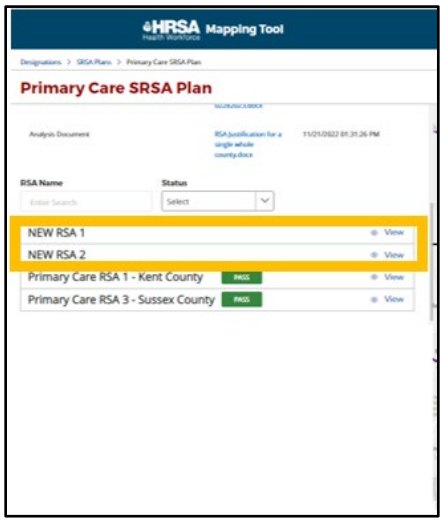


Figure 362: Manage RSA List with updated RSA's with no review status

Once the user submits the updated the SRSA plan, the system will navigate to the SRSA Plan Overview Page. The "Returned" SRSA Plan will now have a status of RESUBMITTED . The user will no longer be able to take any actions on this plan and the SRSA Plan will be reviewed by a Project Officer.

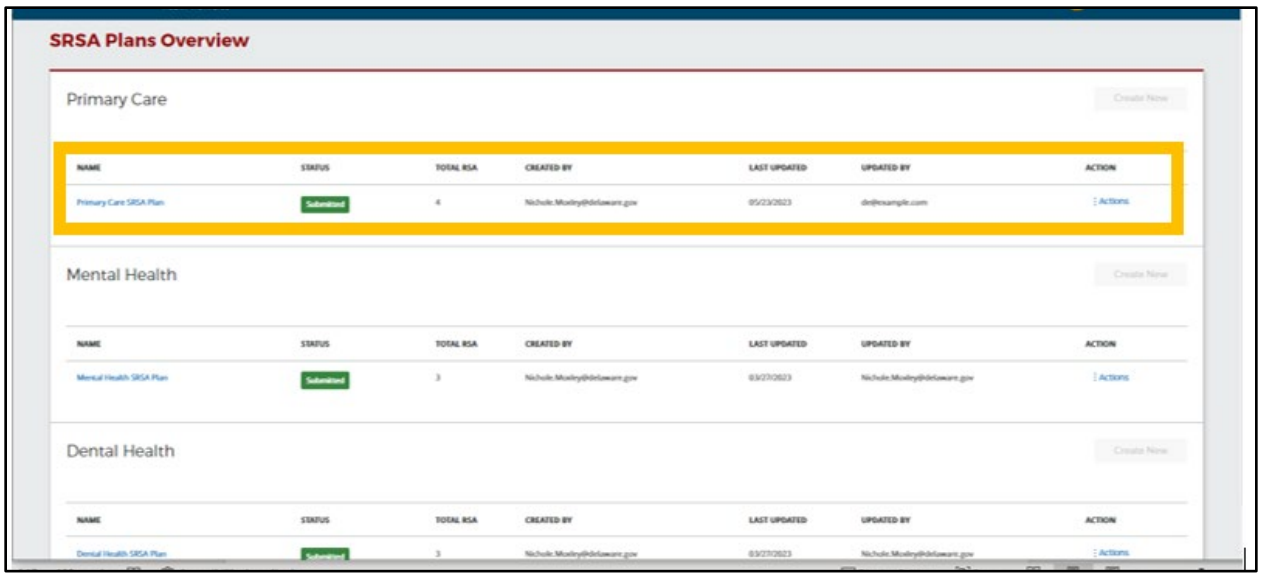


Figure 363: SRSA Plan Overview Page view of re-submitted SRSA plan

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
Low Income	LI
Medicaid Eligible	ME
Medically Indigent	MI

Current Verbiage	Acronym
Migrant Farmworkers	MFW
Migrant Seasonal Worker	MSW
Homeless	H
American Indian/Alaska Native	AI/AN
Limited English Proficiency	LEP

SERVICE AREA PREFIX

Current Verbiage	Acronym
Service Area	SA
Medical Service Study Area	MSSA
Mental Health Catchment Area	MHCA

FACILITY PREFIX

Current Verbiage	Acronym
State Mental Hospital	SMH
Correctional Facility	CF
Federal Correctional Institution	FCI
Immigration and Customs Enforcement	ICE

Current Verbiage	Acronym
Federally Qualified Health Center (Supported by HRSA grants)	FQHC
Rural Health Clinic	RHC
Federally Qualified Health Center – Look alike	LAL
Other Facility	OFAC

DESIGNATION NAME EXAMPLES – GEOGRAPHIC AND POPULATION

Geographic/Population Type	Designation Naming Example
Whole County	Howard County
Multiple Counties	Howard & Montgomery Counties
Low Income	LI-Montgomery County
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

Geographic/Population Type	Designation Naming Example
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
State Mental Hospital	SMH-Holy Cross
Correctional Facility	CF-Bowie Prison
Federal Correctional Institute	FCI-Bastrop
Immigration and Customs Enforcement	ICE-Aurora Detention Center
Federally Qualified Health Center	FQHC-Brookside
Rural Health Center	RHC-Tutwiler Clinic

Facility Type	Designation Naming Example
Federally Qualified Health Center Look Alike	LAL-Greater Fresno Health Organization
Other Facility	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
SERVICE AREA DEFINITION	**DEFINITION**	**(Source: UDS**) ZIP Codes with 75% of patients served converted to ZCTAs, service areas are not generated by the system, given directly from BPHC	**Primary Care:** CTs overlapping a 30 min travel polygon around each site in the organization. **Dental and Mental Health:** CTs overlapping a 40 min travel polygon around each site in the organization.	**Primary Care:** CTs overlapping a 30 min travel polygon around one site. **Dental and Mental Health:** CTs overlapping a 40 min travel polygon around one site.	**Primary Care:** CTs overlapping a 30 min travel polygon around one organization address. **Dental and Mental Health:** CTs overlapping a 40 min travel polygon around one organization address.
	NOTES	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
Scoring Criteria	*Data points used to find sub-score*	*Scored using the sub-score tables and algorithms for HPSA type: Population Low Income*	*Scored using the sub-score tables and algorithms for HPSA type: Population Low Income*	*Scored using the sub-score tables and algorithms for HPSA type: Population Low Income*	*Score using the sub-score tables and algorithms for HPSA type: Population HPSA*
POP:PROVIDER RATIO	**POPULATION**	**(Source: SDMS)** Population at or below 200% FPL of the service area	**(Source: SDMS)** Population at or below 200% FPL of the service area	**(Source: SDMS)** Population at or below 200% FPL of the service area	**(Source: SDMS)** Population of American Indian/Alaska Native in the service area

		FQHCs and FQHC LALs **WITH** UDS Data	FQHCs and FQHC LALs **WITHOUT** UDS Data	RHCs	ITUs
	PROVIDERS	**(Source: SDMS)** Total FTE count of eligible low income providers (those providing service through Medicaid **OR** a sliding fee scale) in the service area	**(Source: SDMS)** Total FTE count of eligible low income providers (those providing service through Medicaid **OR** a sliding fee scale) in the service area	**(Source: SDMS)** Total FTE count of eligible low income providers (those providing service through Medicaid **OR** a sliding fee scale) in the service area	**(Source: SDMS)** Total FTE count of eligible providers that serve American Indian/Alaska Natives in the service area
% POPULATION AT 100% FPL	**POPULATION AT 100% FPL**	**(Source: UDS)** Percent Population of Patients Served with Known Income at or below 100% FPL	**(Source: SDMS)** Population at or below 100% FPL of the service area	**(Source: SDMS)** Population at or below 100% FPL of the service area	**(Source: SDMS)** Population of American Indian/Alaskan Native at or below 100% FPL of the service area
	POPULATION	***N/A*** *(no calculation is happening, the exact percentage is being imported from UDS)*	**(Source: SDMS)** PPD of the service area	**(Source: SDMS)** PPD of the service area	**(Source: SDMS)** PPD – American Indian Alaska Native alone of the service area
ELDERLY AND YOUTH RATIOS	**POPULATION 17 AND UNDER**	**(Source: UDS)** Number of patients served age 17 and under	**(Source: SDMS)** Population of 17 and under of the service area	**(Source: SDMS)** Population of 17 and under of the service area	**(Source: SDMS)** Population of American Indian/Alaskan Native 17 and under of the service area
	POPULATION 65 AND OVER	**(Source: UDS)** Number of patients served age 65 and over	**(Source: SDMS)** Population of 65 and over of the service area	**(Source: SDMS)** Population of 65 and over of the service area	**(Source: SDMS)** Population of American Indian/Alaskan Native 65 and over of the service area
	POPULATION 18-64	**(Source: UDS)** Number of patients served age 18-64	**(Source: SDMS)** Population 18-64 of the service area	**(Source: SDMS)** Population 18-64 of the service area	**(Source: SDMS)** Population of American Indian/Alaskan Native 18-64 of the service area
IMR AND LBWR	**BIRTHS**	**(Source: SDMS)** Estimated births are not calculated, IMR and LBWR of the service is determined based on the IMR and LBWR of the counties in which	**(Source: SDMS)** Calculated based on births in county converted to CTs	**(Source: SDMS)** Calculated based on births in county converted to CTs	**(Source: SDMS)** Calculated based on births in county converted to CTs

		FQHCs and FQHC LALs **WITH** UDS Data	FQHCs and FQHC LALs **WITHOUT** UDS Data	RHCs	ITUs
		the service area resides			
	DEATHS	**(Source: SDMS)** 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	**(Source: SDMS)** Calculated based on deaths in county converted to CTs	**(Source: SDMS)** Calculated based on deaths in county converted to CTs	**(Source: SDMS)** Calculated based on deaths in county converted to CTs
	LOW BIRTH WEIGHT BIRTHS	**(Source: SDMS)** Estimated low birth weight 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	**(Source: SDMS)** Calculated based on LBWB in county converted to CTs	**(Source: SDMS)** Calculated based on LBWB in county converted to CTs	**(Source: SDMS)** Calculated based on LBWB in county converted to CTs
	FEMALES 15-44	**(Source: SDMS)** Count of females 15-44 in each county and ZCTA	**(Source: SDMS)** Count of females 15-44 in each county and CT	**(Source: SDMS)** Count of females 15-44 in each county and CT	**(Source: SDMS)** Count of American Indian/Alaskan Native females 15-44 in each county and CT
NEAREST SOURCE OF CARE (NSC)	**NSC PROVIDER**	**(Source: SDMS)** Nearest provider that serves Medicaid **AND** sliding fee scale who is not in an over-utilized area and who is not in an inaccessible HPSA	**(Source: SDMS)** Nearest provider that serves Medicaid **AND** sliding fee scale who is not in an over-utilized area and who is not in an inaccessible HPSA	**(Source: SDMS)** Nearest provider that serves Medicaid **AND** sliding fee scale who is not in an over-utilized area and who is not in an inaccessible HPSA	**(Source: SDMS)** Nearest provider that serves American Indian/Alaska Native who is not in an over-utilized area and who is not in an inaccessible HPSA
FLUORIDATED WATER	**% POPULATION WITH FLUORIDATED WATER**	*Data point unknown, score defaults to zero*	*Data point unknown, score defaults to zero*	*Data point unknown, score defaults to zero*	*Data point unknown, score defaults to zero*

		FQHCs and FQHC LALs **WITH** UDS Data	FQHCs and FQHC LALs **WITHOUT** UDS Data	RHCs	ITUs
SUBSTANCE ABUSE PREVELANCE	**YES / NO**	*Data point unknown, score defaults to zero*	*Data point unknown, score defaults to zero*	*Data point unknown, score defaults to zero*	*Data point unknown, score defaults to zero*
ALCOHOL ABUSE PREVELANCE	**YES / NO**	*Data point unknown, score defaults to zero*	*Data point unknown, score defaults to zero*	*Data point unknown, score defaults to zero*	*Data point unknown, score defaults to zero*
Other Rules					
OVER UTILIZATION CHECK FOR NSC		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
INACCESSIBLE HPSA CHECK FOR NSC		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	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	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	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

		FQHCs and FQHC LALs **WITH** UDS Data	FQHCs and FQHC LALs **WITHOUT** UDS Data	RHCs	ITUs
		Population HPSA, Low Income Homeless Migrant Farmworker Population HPSA, Low Income Migrant Seasonal Worker Population HPSA, Low Income Migrant Seasonal Worker Homeless Population HPSA	Population HPSA, Low Income Homeless Migrant Farmworker Population HPSA, Low Income Migrant Seasonal Worker Population HPSA, Low Income Migrant Seasonal Worker Homeless Population HPSA	Population HPSA, Low Income Homeless Migrant Farmworker Population HPSA, Low Income Migrant Seasonal Worker Population HPSA, Low Income Migrant Seasonal Worker Homeless 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							
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
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			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

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 C geolocation (when service area is CTs)	X	X	X			X	X	X	X			X	X			X	X	X	X	X			X	X
Site A Primary Care NSC				X			X																	
Site B Primary Care NSC					X		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	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	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
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:

		EMAIL RECIPIENTS		
Trigger	**Rescore Initiator**	**All POCs associated to org**	**All PCOs associated to org state**	**All POs**
System Data Rescore				
POC submits full rescore request and system successfully rescores	POC	Yes	Yes	Yes
PCO submits full rescore request and system successfully rescores	PCO	Yes	Yes	Yes
Supplemental Data Rescore				
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
Alcohol misuse prevalence rate is in worst quartile for nation/region/state?	Either Yes or No	Either Yes or No
Substance misuse prevalence rate is in worst quartile for nation/region/state?	Either Yes or No	Either Yes or No
Fluoridated water is available for < 50% of patient's served?	Either Yes or No	Either Yes or No
% Patients Served Known Income at 100% FPL	Old value (from parent record)	New value (from rescore form)
Patients Served Under 18 Years Old	Old value (from parent record)	New value (from rescore form)
Patients Served Age 18-64	Old value (from parent record)	New value (from rescore form)
Patients Served Age 65 and Over	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
Site Latitude *(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)]*
Site Longitude *(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)]*
[Discipline Type] NSC	*[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*
[Discipline Type] NSC Travel Time	*[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
[Discipline Type] NSC Travel Distance	*[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*

Site 2 Name Site 2 Address

Data Point	Current Designation Value	Rescore Default Value	Rescore User-Entered Value
Site Latitude *(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)]*
Site Longitude *(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)]*
[Discipline Type] NSC	*[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*	*[New User-Entered Value (from rescore form)]* or *N/A*

Data Point	Current Designation Value	Rescore Default Value	Rescore User-Entered Value
		NSC, there wouldn't be	
[Discipline Type] NSC Travel Time	*[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*
[Discipline Type] NSC Travel Distance	*[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*

APPENDIX F – RESCORING AUTO-HPSA ORGANIZATIONS LOCATED IN A U.S. TERRITORY

SDMS offers an alternative rescore workflow to accommodate Auto-HPSA Organizations that are located in a US Territory without ACS (American Community Survey) and CDC (Centers for Disease Control) data. While the workflow follows the same rules and scoring criteria, the system allows for users to enter data during the rescore process that SDMS would usually source from the standardized data within the system. This workflow applies to Organizations within the following Territories:

- American Samoa
- Federated States of Micronesia
- Guam
- Marshall Islands
- Northern Mariana Islands
- Palau
- United States Virgin Islands

PCOs and POCs will have the ability to initiate a System or Supplemental Data Rescore. Please refer to section *7.1.1 System Data Rescores* and *7.1.2 Supplemental Data Rescores* for detailed instructions on how to initiate each rescore type.

USER NOTES

This section only highlights the unique aspects of the Auto-HPSA Rescore functionality for Organizations referred to above. For additional information on initiating, submitting, and reviewing an Auto-HPSA Rescore, see section *7. Rescoring Automatic Facility HPSAs (Auto-HPSAs)*.

Appendix F.1: Supplemental Data Rescores

Supplemental Data Rescores offer PCOs and POCs to enter or modify specific data points. For Organizations being rescored using the Auto-HPSA Territory Interface, PCOs will be able to enter and modify all data points, including those that would typically be restricted to POCs (such as Service Areas). This is to allow PCOs to act on behalf of POCs if necessary.

Once a Supplemental Data Rescore is initiated, the user will be faced with the following tabs:



Figure 373 Auto-HPSA Territory Tabs Available to PCO during a Rescore

Appendix F.1.1 Service Areas

Auto-HPSA Organizations located in a Territory without ACS or CDC data have service areas created out of County geo-components, rather than ZCTA (Zip codes) or Census Tracts. SDMS will automatically populate a list of Counties within the given territory. A Service Area must be created using Counties regardless if the Organization is reporting UDS data.

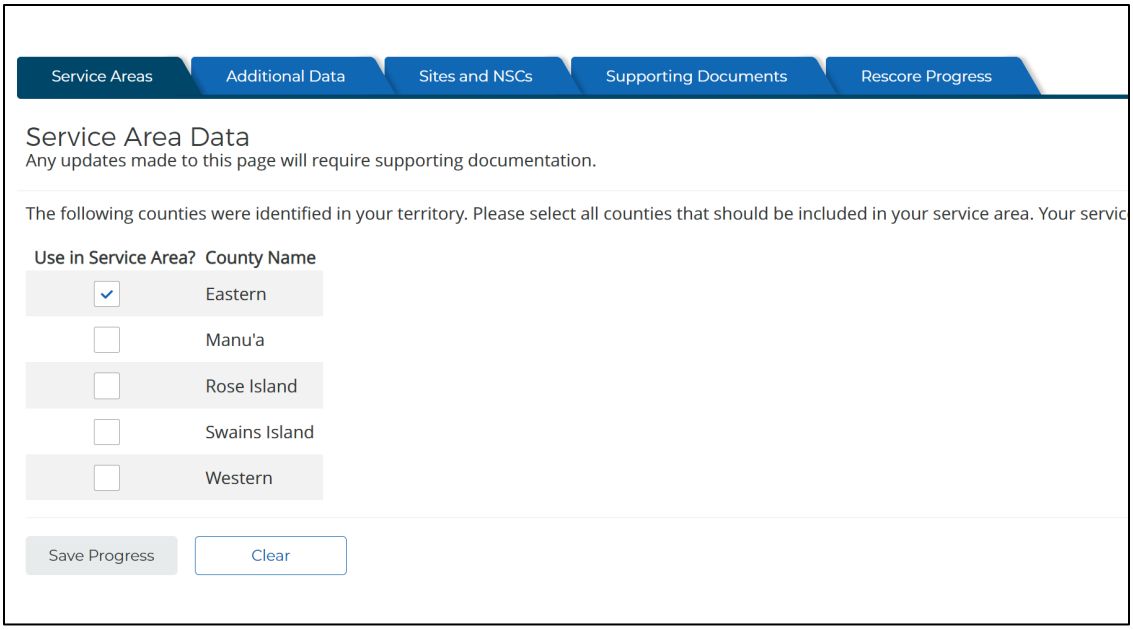


Figure 374 Service Area Selection - List of Counties within the Territory

The “Save Progress” and “Clear” buttons will become enabled when at least one County has been added or removed from the Service Area by selecting/deselecting the checkbox. When the “Save Progress” button is engaged, the Service Area changes will be saved, and both the “Save Progress” and “Clear” buttons will become disabled again. The “Clear” button will cancel any unsaved changes and display the Counties included the Service Area the last time the progress was changed

Reviewing a POC Initaited Supplemental Data Rescore – Service ArEas

When reviewing the Service Area of a POC initiated Supplemental Data Rescore, the tab will be read-only for the PCO to review. The boxes are presented with a gray shading to indicate that they are not editable, and selecting a checkbox will not result in any action.

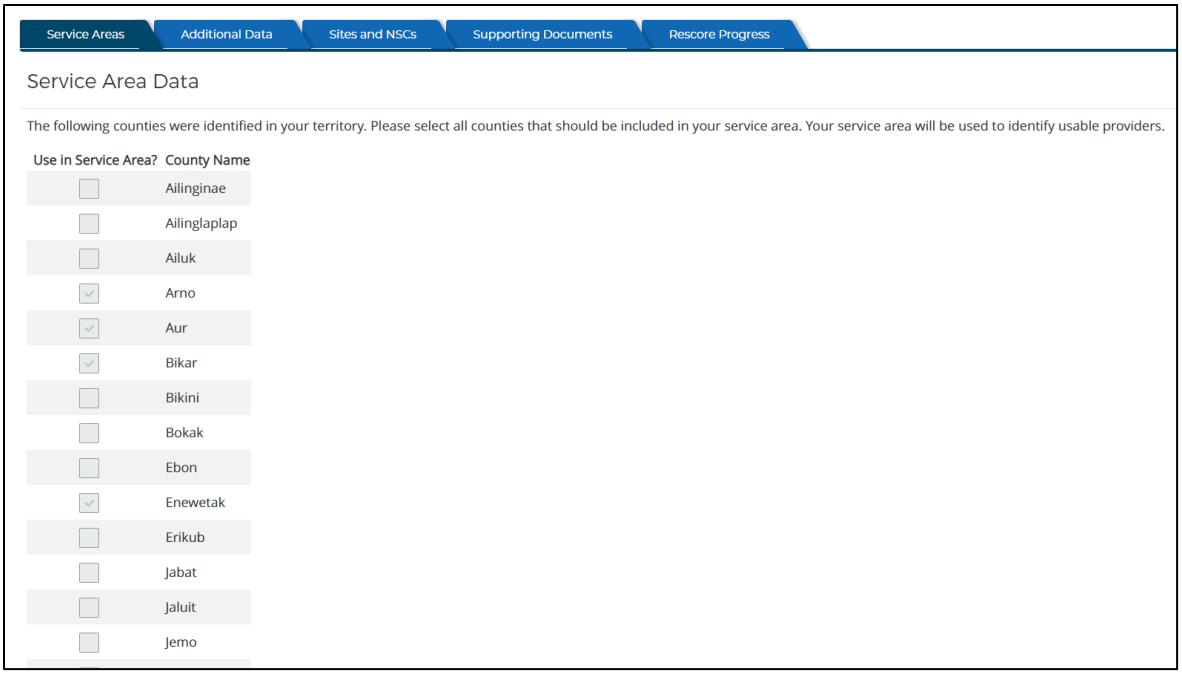


Figure 375 Read-Only Service Area Tab for POC Submitted Rescore

Appendix F.1.2 Additional Data

Additional Data allows PCOs to enter information on the Dental and Mental Health Data, Population Data, and Population and Organization Specific Data.

DENTAL AND MENTAL HEALTH DATA

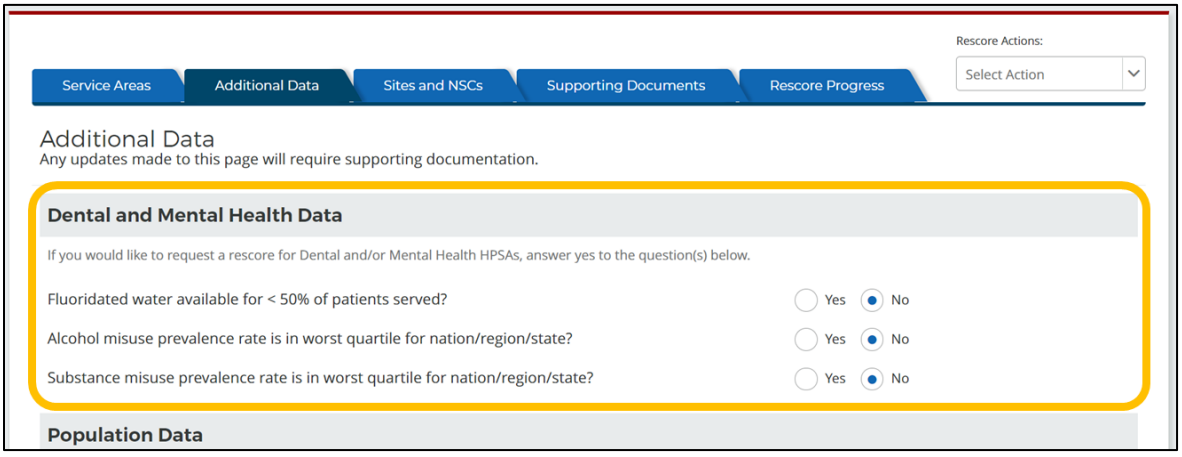


Figure 376 Dental and Mental Health Data Indicators

In this sub-section, 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.

POPULATION DATA – NON-UDS ORGANIZATIONS

For a UDS reporting Auto-HPSA Organization, the sub-section directly below Dental and Mental Health Data is the Population Data section. Here, users will be prompted to provide Population and Demographic data that would normally be sourced from SDMS, however is not available due to the location of the Organization.

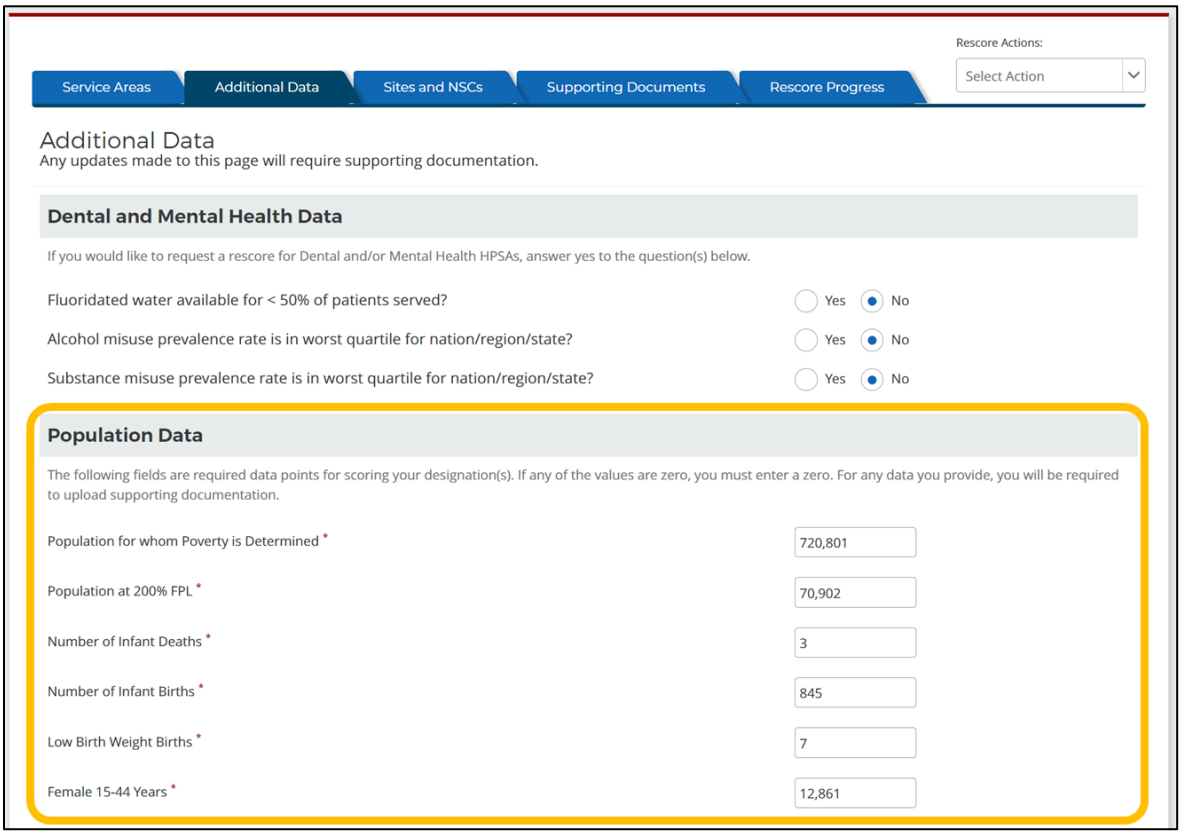


Figure 377 Population Data Section for a Territory Auto-HPSA

In this sub-section, the PCO will be prompted to provide the following Data Points for the Service Area of the Organization:

- Population for whom Poverty is Determined
- Population at 200% FPL (FQHC, FQHC LAL, RHC Organizations only)
- Population AI/AN Alone (ITU Organizations only)
- Number of Infant Deaths
- Number of Infant Births
- Low Birth Weight Births
- Female 15-44 Years

All fields with a red asterisk (*) are required and the user will not be able to proceed until each field is populated.

INSTRUCTIONS

1. Navigate down to the “Population Data” section
2. Each field is populated with the data that was used during the last Auto-HPSA Rescore. For the data that has changed, enter the new value. The value entered must be an integer.
3. Click “Save Progress”
4. Navigate to the “Supporting Documents” tab to upload any supporting documentation justifying your data updates.

POPULATION DATA – UDS REPORTING ORGANIZATIONS

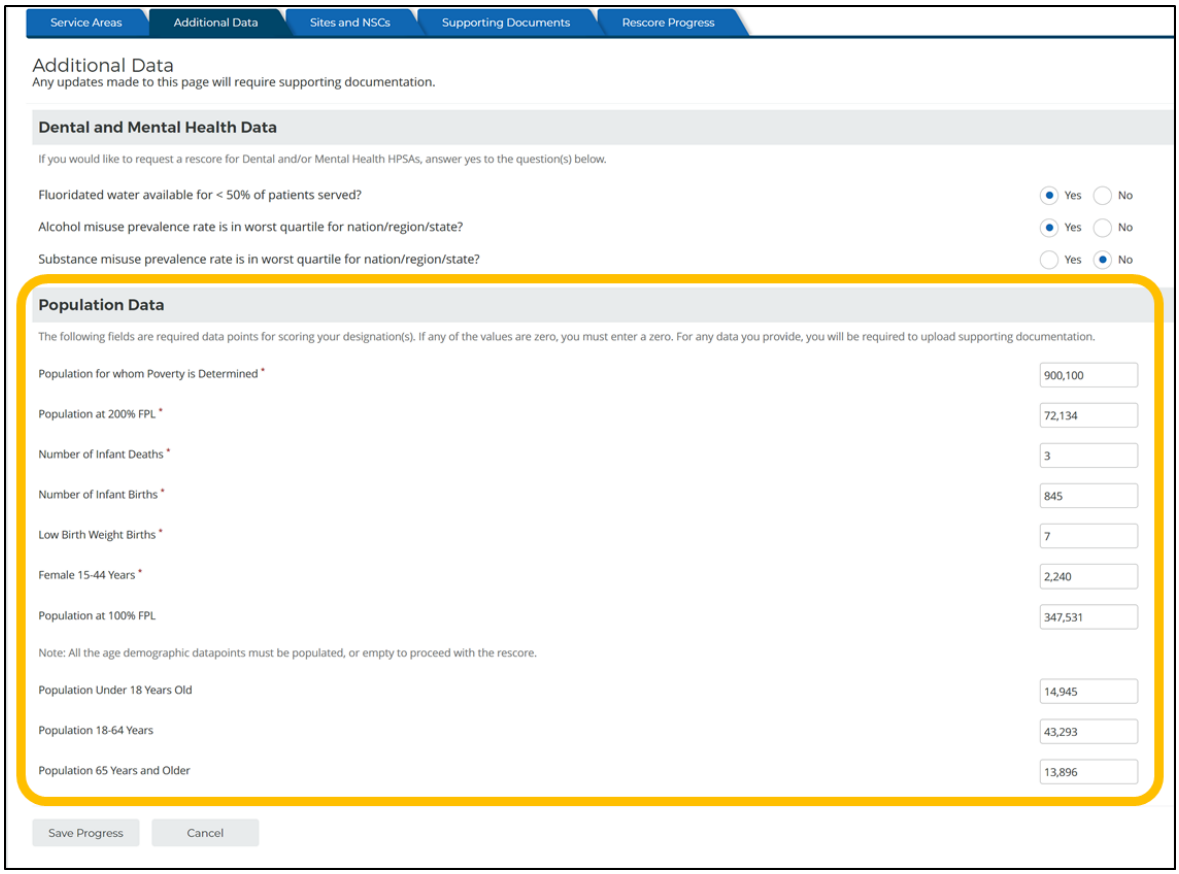


Figure 378 Population Data for a UDS Reporting Territory Auto-HPSA Organization

Auto-HPSA Organizations reporting UDS data will have an expanded Population Data section. This expanded section includes the following required fields:

- Population for whom Poverty is Determined
- Population at 200% FPL
- Number of Infant Deaths
- Number of Infant Births
- Low Birth Weight Births
- Female 15-44 Years

The below field is optional for UDS Organizations. They will not be used for scoring if they are provided, however PCOs can provide for display or traceability purposes

- Population at 100% FPL

The following three age demographic fields must either all be provided or all empty. If all 3 data points are not either empty or populated, the “Save Progress” button will be disabled until corrected. UDS organizations will not use these data points for scoring if they are provided, however PCOs can provide for display or traceability purposes.

- Population Under 18 Years Old
- Population 18-64 Years
- Population 65 Years and Older

All fields with a red asterisk (*) are required and the user will not be able to proceed until each field is populated.

INSTRUCTIONS

1. Navigate down to the "Population Data" section
2. Each field is populated with the data that was used during the last Auto-HPSA Rescore. For the data that has changed, enter the new value. The value entered must be an integer.
3. Determine if the age demographic data will be provided. If so, ensure all three fields are populated.
4. Click "Save Progress"
5. Navigate to the "Supporting Documents" tab to upload any supporting documentation justifying your data updates.

POPULATION AND ORGANIZATION SPECIFIC DATA – NON-UDS REPORTING ORGANIZAITON

For Organizations that are not Reporting UDS data, a 3rd section will appear under the Population Data section: *Population and Organization-Specific Data*.

The first set of Radio Buttons displayed are associated with what data will be used for Known Income at 100% FPL.

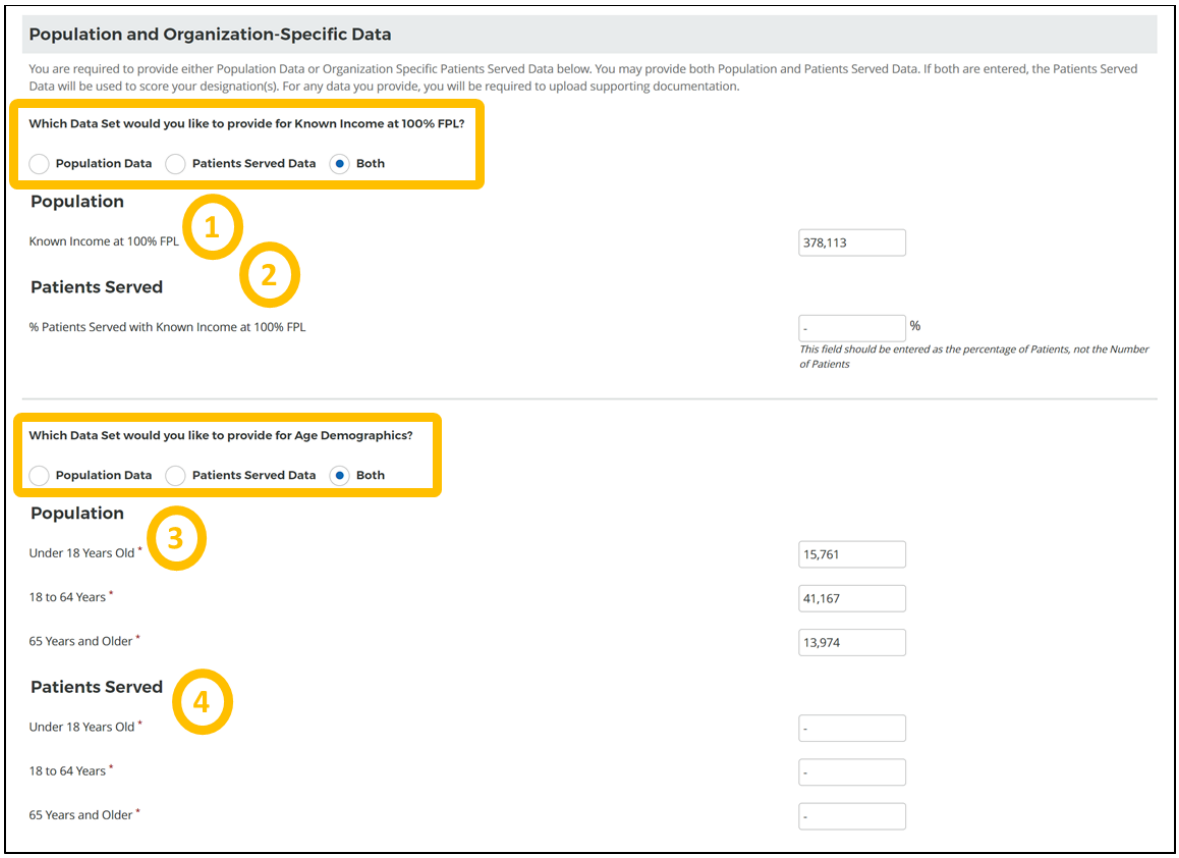


Figure 379 Population and Organization-Specific Data Section

Feature	Description
1. Population Known Income at 100% FPL	The user should enter an integer in this field that reflects the number of individuals within the indicated Service Area with a known income at or below 100% FPL This field will only display if the Known Income at 100% FPL "Population Data" or "Both" radio buttons are selected.
2. % Patients Served with Known Income at 100% FPL	The user should enter a value between 0 – 100 in this field that reflects the percentage of patients served whose income is at or below 100% FPL This field will only display if the Known Income at 100% FPL "Patients Served Data" or "Both" radio buttons are selected.
3. Population • **Under 18 Years** • **18 to 64 Years** • **65 Years and Older**	The user should enter an integer in these fields that reflects the number of individuals in each age demographic range in the indicated Service Area. This field will only display if the Age Demographic "Population Data" or "Both" radio buttons are selected.

Feature	Description
4. Patients Served • **Under 18 Years** • **18 to 64 Years** • **65 Years and Older**	The user should enter an integer in these fields that reflects the number of individuals in each age demographic range in the indicated Service Area. This field will only display if the Age Demographic "Population Data" or "Both" radio buttons are selected.

INSTRUCTIONS

1. Using the Radio buttons, indicate if the Known Income at 100% FPL data will be provided using Population, Patients Served Data, or Both.
2. Fill out the data fields that are displayed under the selected radio button. All fields displayed are required.
3. Once complete, proceed to the next set of radio buttons for the Age Demographic Data. Using the radio buttons, indicate if you wish to provide Population, Patients Served Data, or Both.
4. Fill out the data fields that are displayed under the selected radio button. All fields displayed are required.
5. Click "Save Progress"
6. 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 the 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.
- If "Both" is selected for either Known Income at 100% FPL or Age Demographic Data, Patients Served data will be used for scoring.

Reviewing a POC Initiated Supplemental Data Rescore – Additional Data

When reviewing a POC Initiated Supplemental Data rescore, PCOs will only have the ability to modify the Dental and Mental Health Data. All other data will be displayed as read-only. These fields will not be editable and will be grayed out to indicate their 'read-only' state. For in-depth instructions on reviewing POC Initiated Supplemental Data Rescores, see section *7.2 Managing and Reviewing Supplemental Data Rescores*. If changes are needed, please refer to section *7.2.8B Returning POC-Initiated Rescores to POCs*.

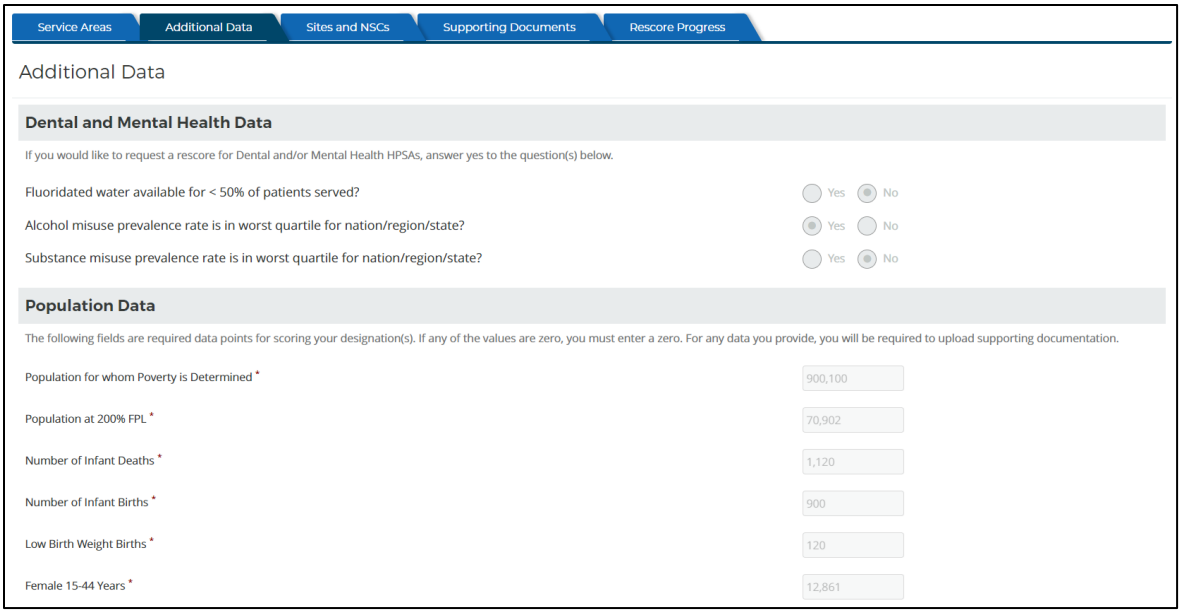


Figure 380 Read-Only Additional Data Tab for POC Submitted Rescore

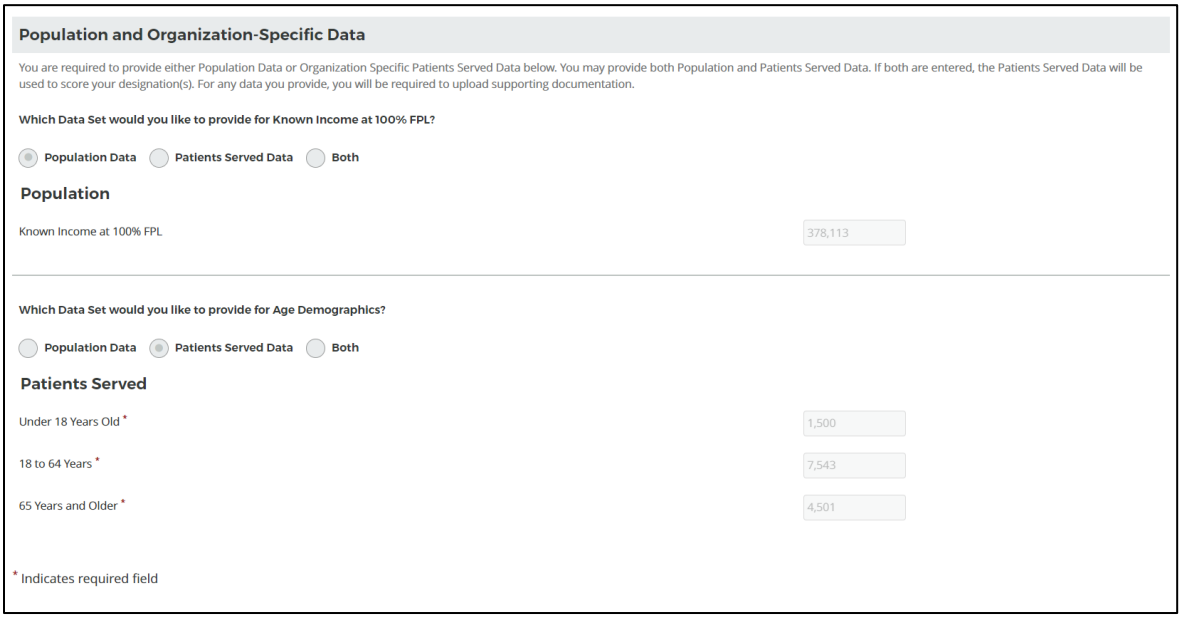


Figure 381 Read-Only Population and Organization Specific Data for POC Submitted Rescore