

DEPARTMENT OF HEALTH AND HUMAN SERVICES Health Resources and Services Administration Form 2: STAFFING PROFILE	FOR HRSA USE ONLY	
	Grant Number	Application Tracking Number

Note: The health center must directly employ its Project Director/CEO. Allocate staff time by function among the positions listed. An individual's full-time equivalent (FTE) should not be duplicated across positions. For example, a provider serving as a part-time family physician and a part-time Clinical Director should be listed in each respective category, with the FTE percentage portion allocated to each position (e.g., Clinical Director 0.3 (30%) FTE and family physician 0.7 (70%) FTE). Do not exceed 1.0 FTE for any individual. Refer to the most recent [UDS Manual](#) for position descriptions.

Management and Support Personnel

Staffing Positions by Major Service Category	Direct Hire FTEs	Contract/Agreement FTEs
Project Director/Chief Executive Officer (CEO)		N/A
Finance Director/Chief Financial Officer (CFO)		
Chief Operations Officer (COO)		
Chief Information Officer (CIO)		
Clinical Director/Chief Medical Officer (CMO)		
Other Management and Support Personnel		

Facility and Non-Clinical Support Personnel

Staffing Positions by Major Service Category	Direct Hire FTEs	Contract/ Agreement FTEs
Fiscal and Billing Personnel		
IT Personnel		
Facility Personnel		
Patient Support Personnel		

Physicians

Staffing Positions by Major Service Category	Direct Hire FTEs	Contract/ Agreement FTEs
Family Physicians		
General Practitioners		
Internists		
Obstetrician/Gynecologists		
Pediatricians		
Other Specialty Physicians		

Nurse Practitioners, Physician Assistants, and Certified Nurse Midwives

Staffing Positions by Major Service Category	Direct Hire FTEs	Contract/ Agreement FTEs
Nurse Practitioners		
Physician Assistants		
Certified Nurse Midwives		

Medical Care Services

Staffing Positions by Major Service Category	Direct Hire FTEs	Contract/ Agreement FTEs
Nurses		
Other Medical Personnel (e.g. Medical Assistants, Nurse Aides) Please specify: (maximum 40 characters) _____		
Laboratory Personnel		
X-Ray Personnel		

Dental Services

Staffing Positions by Major Service Category	Direct Hire FTEs	Contract/ Agreement FTEs
Dentists		
Dental Hygienists		
Dental Therapists		
Other Dental Personnel Please Specify: (maximum 40 characters) _____		

Behavioral Health (Mental Health and Substance Use Disorder Services)

Staffing Positions by Major Service Category	Direct Hire FTEs	Contract/ Agreement FTEs
Psychiatrists		
Licensed Clinical Psychologists		
Licensed Clinical Social Workers		
Other Licensed Mental Health Providers Please Specify: (maximum 40 characters) _____		
Other Mental Health Personnel Please Specify: (maximum 40 characters) _____		
Substance Use Disorder Providers		

Professional Services

Staffing Positions by Major Service Category	Direct Hire FTEs	Contract/ Agreement FTEs
Other Professional Health Services Personnel Please Specify: (maximum 40 characters) _____		

Vision Services

Staffing Positions by Major Service Category	Direct Hire FTEs	Contract/ Agreement FTEs
Ophthalmologists		
Optometrists		
Other Vision Care Personnel Please Specify: (maximum 40 characters) _____		

Pharmacy Personnel

Staffing Positions by Major Service Category	Direct Hire FTEs	Contract/ Agreement FTEs
Pharmacy Personnel		

Patient Support Services

Staffing Positions by Major Service Category	Direct Hire FTEs	Contract/ Agreement FTEs
Case Managers		
Patient and Community Education Specialists		
Outreach Workers		
Transportation Workers		
Eligibility Assistance Workers		
Interpretation Personnel		
Community Health Workers		
Other Patient Support Services Personnel Please Specify: (maximum 40 characters) _____		
Other Programs and Services		
Staffing Positions by Major Service Category	Direct Hire FTEs	Contract/ Agreement FTEs
Quality Improvement Personnel		
Other Programs and Services Personnel Please Specify: (maximum 40 characters) _____		
Total FTEs		
Totals	Direct Hire FTEs	Contract/ Agreement FTEs
Totals		

Health centers (section 330 grant funded and Federally Qualified Health Center look-alikes) are patient-directed organizations that deliver affordable, accessible, quality, and cost-effective primary health care services to patients and adjust fees based on income and family size. The Health Center Program application forms provide essential information to HRSA staff and objective review committee panels for application evaluation; funding recommendation and approval; designation; and monitoring. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this information collection is 0915-0285 and it is valid until XX/XX/202X. This information collection is mandatory under the Health Center Program authorized by section 330 of the Public Health Service (PHS) Act ([42 U.S.C. 254b](#)). Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to HRSA Information Collection Clearance Officer, 5600 Fishers Lane, Room 13N82, Rockville, Maryland, 20857 or paperwork@hrsa.gov. Please see <https://www.hrsa.gov/about/508-resources> for the HRSA digital accessibility statement.

