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| **Requirement Area**  (Click for more detailed Site Visit information) | **Description** |
| 1. [Needs Assessment](https://bphc.hrsa.gov/programrequirements/pdf/needs-assessment.pdf) | Health Center conducts regular needs assessment and carries out annual service area reports and analysis. |
| 1. [Required and Additional Health Services](https://bphc.hrsa.gov/programrequirements/pdf/required-additional-services.pdf) | Health Center provides access to all services included in HRSA approved scope of project, either directly or through formal contract. Access for limited English proficient patients. Culturally appropriate care. |
| 1. [Clinical Staffing](https://bphc.hrsa.gov/programrequirements/pdf/clinical-staffing.pdf) | Appropriate staffing size and qualifications, credentialed and privileged according to HRSA requirements. |
| 1. [Accessible Locations and Hours of Operation](https://bphc.hrsa.gov/programrequirements/pdf/accessible-locations-hours-operation.pdf) | Accessible service sites, hours of operations, and all sites are correct in HRSA scope of project. |
| 1. [Coverage for Medical Emergencies During and After Hours](https://bphc.hrsa.gov/programrequirements/pdf/coverage-medical-emergencies-during-after-hours.pdf) | Clinical capacity and procedures to respond to patient emergencies during and after operating hours. |
| 1. [Continuity of Care and Hospital Admitting](https://bphc.hrsa.gov/programrequirements/pdf/continuity-of-care.pdf) | Hospital admitting privileges or arrangements, procedures for admitting and tracking/follow-up with hospitalized patients. |
| 1. [Sliding Fee Discount Program](https://bphc.hrsa.gov/programrequirements/pdf/sliding-fee-discount-program.pdf) | The health center has a sliding fee discount program1  that applies to all required and additional services  within the HRSA-approved scope of project.. |
| 1. [Quality Improvement/Assurance](https://bphc.hrsa.gov/programrequirements/pdf/quality-assurance-quality-improvement.pdf) | Health center oversees quality through a QI program, procedures, to assess clinical care, utilization, quality, satisfaction, safety,health records, confidentiality, |
| 1. [Key Management Staff](https://bphc.hrsa.gov/programrequirements/pdf/key-management.pdf) | Health center has functional qualified key management staff including HRSA-approved, Board-evaluated Director. |
| 1. [Contracts and Subawards](https://bphc.hrsa.gov/programrequirements/pdf/contracts-subawards.pdf) | All contracts for patient care is procured according to procedures and monitored and managed appropriately, including subrecipient oversight. |
| 1. [Conflict of Interest](https://bphc.hrsa.gov/programrequirements/pdf/conflict-of-interest.pdf) | Health center has standards of conduct and organizational conflicts of interest for staff and Board. |
| 1. [Collaborative Relationships](https://bphc.hrsa.gov/programrequirements/pdf/collaborative-relationships.pdf) | Health center collaborates with other key primary care and health providers throughout area to provide continuity of care and has support of other health centers. |
| 1. [Financial Management and Accounting Systems](https://bphc.hrsa.gov/programrequirements/pdf/financial-management-accounting.pdf) | Health center financial management and accounting systems have appropriate internal control systems and draw down, disburse and expend federal funds appropriately. |
| 1. [Billing and Collections](https://bphc.hrsa.gov/programrequirements/pdf/billing-collections.pdf) | Health center maximizes non-grant revenue through billing, fee schedule, participation in insurance programs, in a timely and accurate manner. |
| 1. [Budget](https://bphc.hrsa.gov/programrequirements/pdf/budget.pdf) | Health center has a accurate annual budget appropriate, including revenue, allocating federal / non-federal funding sources. |
| 1. [Program Monitoring and Data Reporting Systems](https://bphc.hrsa.gov/programrequirements/pdf/program-monitoring-data-reporting-systems.pdf) | Health center collects and organizes patient and program data and is able to use data to guide program planning and analysis. |
| 1. [Board Authority](https://bphc.hrsa.gov/programrequirements/pdf/board-authority.pdf) | Health center board maintains and exercises authority over health center project, adopting, evaluating and updating health center policies. |
| 1. [Board Composition](https://bphc.hrsa.gov/programrequirements/pdf/board-composition.pdf) | Health center Board has functional procedures, including meeting requirements for composition and special population representation and input. |
| \*[Performance Analysis](https://bphc.hrsa.gov/programrequirements/pdf/performance-analysis.pdf) | HRSA will focus on analysis of health center’s performance on Diabetes control measure. |
| \*[Promising Practices](https://bphc.hrsa.gov/programrequirements/pdf/promising-practices.pdf) | Health Center will provide two promising practices which are likely to lead to improved outcomes or efficiency for health center. |