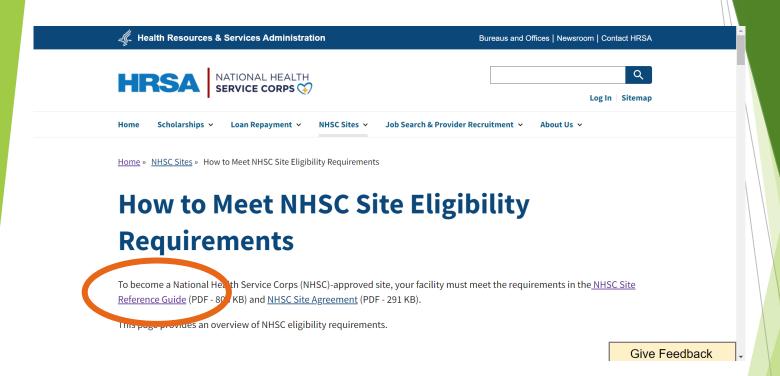


NHSC Site Application Process: Eligibility

Paige Recker

Access to Care Manager

Michigan Center for Rural Health



https://nhsc.hrsa.gov/sites/eligibility-requirements

ELIGIBILITY REQUIREMENTS AND QUALIFICATION FACTORS

ELIGIBLE SITE TYPES FOR NATIONAL HEALTH SERVICE CORPS APPROVAL

The following types of sites may be eligible to become a National Health Service Corps-approved site (see the "Glossary" section for complete descriptions of site types).

Auto-Approved Sites	Other Eligible Sites
Site types listed below must submit a site application for new sites. They are not required to apply during the Site Application Cycles, or to recertify every three (3) years. New sites may apply at any point during the year*	Site types listed below must submit a site application during the New Site Application cycles and recertify every three (3) years.
Federally Qualified Health Centers	1) State Prisons
Federally Qualified Health Center Look- Alikes	Centers for Medicare and Medicaid Services Certified Rural Health Clinics
 Indian Health Service Facilities, Tribally Operated 638 Health Programs, Dual-Funded (Tribal Health Clinic and Federally Qualified Health Center 330 Funded), Urban Indian Health Programs and Indian Health Hospitals 	3) Critical Access Hospitals 4) Community Mental Health Centers 5) State or Local Health Departments 6) Community Outpatient Facilities 7) Private Practices 8) School-Based Clinics (that are not
Federal Prisons Immigration and Customs Enforcement Health Service Corps Facilities	affiliated with a Federally Qualified Health Center or Look-Alike) 9) Mobile Units (that are not affiliated with a Federally Qualified Health Center or Look-Alike)
* Notice and Manufact Commission Commission	10) Free Clinics 11) Substance Use Disorder Treatment Facilities

^{*} National Health Service Corps auto-approval is not guaranteed, and comprehensive primary care sites seeking auto-approval must submit a site application to determine eligibility and participate in the National Health Service Corps as an approved service site.

HPSAs

National Health Service Corps-approved sites must:

- Be located in and treat patients from a federally designated Health Professional Shortage
 Area.
- Have a designated Health Professional Shortage Area for the specific category in which a National Health Service Corps clinician would serve.
 - For example, a National Health Service Corps-approved site would need to have a primary care shortage designation to recruit an internal medicine physician, a mental health shortage designation to recruit a psychiatrist, a dental shortage designation to recruit a dentist.
 - Sites providing Substance Use Disorder services may use either a primary care or mental health shortage designation for the purpose of the National Health Service Corps Substance Use Disorder Workforce Loan Repayment Program and the National Health Service Corps Rural Community Loan Repayment Program, even if they do not provide primary medical care.

Contact your <u>state/territorial Primary Care Office</u> when applying for, or inquiring about, a Health Professional Shortage Area designation. For more information about shortage areas, including scoring, visit the <u>Health Resources and Services Administration Shortage Designation webpage</u>.

Important Contacts/Links

MI Primary Care Office (PCO)

- ► HPSAs: Miguelina Carela-Garcia CarelaGarciaM@michigan.gov
- ► NHSC Site: Megan Linton

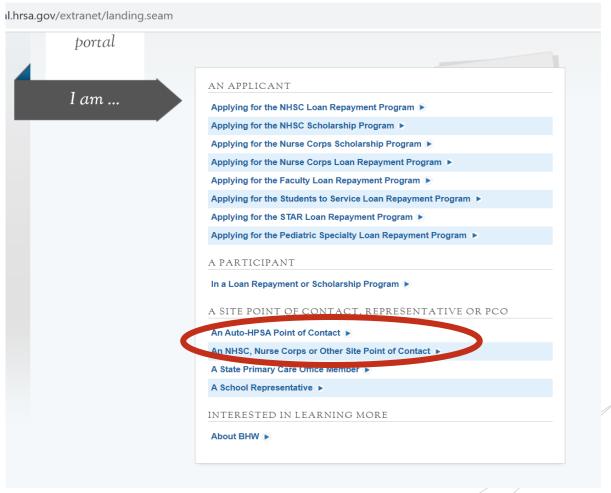
LintonM3@michigan.gov

Finding HPSAs

- ► Facility Type: https://data.hrsa.gov/tools/shortage-area/hpsa-find
- Geographic/Population Type

https://data.hrsa.gov/tools/shortagearea/by-address

Starting the application process



▶https://programportal.hrsa.gov/extranet/landing.seam

- Sites must have at least two active Points of Contact, except for solo private practices.
- Points of Contact must cover the following roles: Administrator, Personnel Verifier, and Recruiter. One Point of Contact can have multiple roles, and sites may have more than two Points of Contact.
- Participants of the NHSC LRP should not be a Point of Contact.
- Points of Contact must activate and maintain a BHW Portal account. The account creation is a two-step process that includes confirming the email address associated with each account.

Administrator

- Must own, oversee, or manage a significant portion of their organization.
- Should have the ability to answer questions about organization policies and operating procedures act on behalf of the organization.
- Required to complete the National Health Service Corps site application and electronically sign the National Health Service Corps Site Agreement.



Personnel Verifiers

- Verify the employment and service of NHSC participants.
- Complete Employment Verification Forms (EVF) through the BHW Portal at the time of hire.
- Report participant's time away from the site (e.g., vacation, holidays, continuing professional education, illness, or any other reason) on the online In-Service Verification form (ISV) every six months.

Recruiters

- Hire or recruit new employees for the organization.
- Post all National Health Service Corps-eligible clinical vacancies on the Health Workforce Connector.
- Complete and periodically update the online site profile using the BHW Portal.



Creating the Application

- 1) Log into the Bureau of Health Workforce Customer Service Portal.
- 2) Select "Create a New Site" from the left margin of your "Home" page.
- 3) Go to the "Site Dashboard" and click "Start a NHSC Application" to begin.

Complete all sections of the application and upload all required documents before you submit it. Once you submit your application(s), you can no longer add information or upload documents.

SUMMARY OF EXEMPTIONS BY SITE TYPE

The table below lists the various required documents for National Health Service Corps site approval, by site type, and shows when each document may be required.

	National H	ealth Service	Corps Site T	ypes and Do	cument Exer	mptions/Req	uirements	
Required Documents and Submission Time	*Immigration and Customs Enforcement *Federal Prison	•Federally Qualified Health Center •Look-Alike	*Indian Health Service Facilities *Tribally Operated 638 Health Programs *Dual-Funded Facilities *Urban Indian Health Programs, and *Indian Health Hospitals	Free Clinic	State Prison	Substance Abuse and Mental Health Services Administration Opioid Treatment Program	All other site types**	
SFDP documents								
Application/Recertification	EXEMPT	EXEMPT	EXEMPT	Other*	EXEMPT	Required	Required	
Site Visits or Upon Request	Other*	Required	Other*	Other*	Other*	Required	Required	
Non-Discrimination Policy								
Application/Recertification	EXEMPT	EXEMPT	EXEMPT	Required	EXEMPT	Required	Required	
Site Visits or Upon Request	Required	Required	EXEMPT	Required	Required	Required	Required	
Clinician Recruitment and	Retention Pla	n						
Application/Recertification	EXEMPT	EXEMPT	EXEMPT	Required	EXEMPT	Required	Required	
Site Visits or Upon Request	Required	Required	Required	Required	Required	Required	Required	
Proof of Access to Compre	ehensive Care							
Application/Recertification	EXEMPT	EXEMPT	EXEMPT	Required	EXEMPT	Required	Required	
Site Visits or Upon Request	Required	Required	Required	Required	Required	Required	Required	
Behavioral Health Services Checklist and Supporting Documentation								
Application/Recertification	EXEMPT	EXEMPT	EXEMPT	Required	EXEMPT	EXEMPT	Required	
Site Visits or Upon Request	EXEMPT	EXEMPT	EXEMPT	Required	EXEMPT	EXEMPT	Required	
SUD/MOUD Documentation								
Application/Recertification	EXEMPT	EXEMPT	EXEMPT	Required	Required	EXEMPT	Required	
Site Visits or Upon Request	Required	Required	Required	Required	Required	Required	Required	
Data Reporting								
Application/Recertification	EXEMPT	EXEMPT	EXEMPT	Required	EXEMPT	Required	Required	
Site Visits or Upon Request	Required	UDS Report	Required	Required	Required	Required	Required	

Submitting the Application

- 1) Review the NHSC Site Agreement
- 2) Confirm your site's compliance with NHSC requirements
- 3) Electronically sign the application, and submit the New Site Application by clicking on the "Submit" tab.

Once submitted, within 21 days, the MI Primary Care Office will review it to determine if your site is eligible for the NHSC and meets all requirements.

Next, HRSA will review and evaluate it, along with the state/territorial Primary Care Office's comments and recommendations, and will render a final decision.

The application review process can take longer than six to eight weeks to complete due to application volume, and the quality of submitted documents.

The final decision on a New Site Application or a Recertification Application is communicated to the Site Point of Contact through the BHW Portal.

For questions, email

PAIGE.RECKER@AFFILIATE.MSU.EDU

