

Sacramento County Health Center
Co Applicant Board
Annual schedule of required actions

Required actions from 2017-18 By Laws:

The CAB shall have the following responsibilities:

1. Hold final authority on all areas assigned to the Health Center's HRSA scope of project, including services and supports provided through HRSA grant funds, program income, and all appropriated funds;
2. Hold monthly meetings and maintain a record of all official actions;
3. Approve the annual Health Center budget;
4. Identification, consultation and selection of services beyond those required in law to be provided, as well as the location, mode of delivery of those services and the hours of operation;
5. Adopt policies necessary and proper for the efficient and effective operation of the Health Center;
6. Periodic evaluation of the effectiveness of the Health Center in making services accessible to County residents, particularly those experiencing homelessness;
7. Develop and implement a procedure for hearing and resolving patient grievances;
8. Approve quality of care protocols and audits;
9. Delegate credentialing and privileging of providers to the Medical Director of the Health Center, as referenced in the Performance Improvement Policy and Procedure 01-01;
10. Ensure compliance with federal, state, and local laws and regulations;
11. Adopt Bylaws;
12. Approve the selection, performance evaluation, retention, and dismissal of the Health Center's Project Director;
13. Approve Health Center Sliding Fee Discount policy;
14. Long-term strategic planning, which would include regular updating of the Health Center's mission, goals, and plans, as appropriate;
15. Approve HRSA applications related to the Health Center, including grants/designation application and other HRSA requests regarding scope of project;
16. Ensure new board members are oriented and trained regarding the duties and responsibilities of being a board member of an organization subject to FQHC requirements and satisfying the educational and training needs of existing members; and
17. Officially, accept the annual audit report and management letter performed by an independent auditor in accordance with federal audit requirements.

Calendar

Month	Required Activities
January	<ul style="list-style-type: none"> ▪ Review UDS elements ▪ Review prior year UDS report ▪ QIC report
February (must be before submission of UDS)	<ul style="list-style-type: none"> ▪ Approve UDS report ▪ Evaluate project director ▪ Request particular policies for review
March	<ul style="list-style-type: none"> ▪ Review and Approve selected policies ▪ Review and Approve Health Center County proposed budget
April	<ul style="list-style-type: none"> ▪ QIC ▪ Review strategic plan ▪ Review activities for needs assessment (survey, focus groups, etc)
May	<ul style="list-style-type: none"> ▪ Select activities/tools for needs assessment ▪ Start needs assessment (potentially off site)
June	<ul style="list-style-type: none"> ▪ Complete needs assessment(potentially off site)
July	<ul style="list-style-type: none"> ▪ QIC ▪ Review needs assessment data ▪ Revise strategic plan and identify new activities for next grant period
August	<ul style="list-style-type: none"> ▪ Prioritize and select new activities for next grant period ▪ Review prior year grant/report ▪ Review draft grant/report including sites and services, budgets
September	<ul style="list-style-type: none"> ▪ Approve grant/report including sites and services, budgets

December 15, 2017

October	<ul style="list-style-type: none">▪ QIC▪ Review/revise By Laws
November	
December	<ul style="list-style-type: none">▪ Celebration with health center staff

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