



Co-Applicant Board Required Annual Activities - 2019												
Annual Activities	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
HRSA Grant Application												
Review Service Area Competition (SAC)*												
Needs Assessment							X					
Other Grant Applications		X	X									
Budget												
HRSA Program		X							X			
Updates			X			X						
Quality Improvement (QI)												
QI Plan Review			X									
QI Data Reports**			X			X			X	X		
UDS Report		X								X		
Audit												
Summary of Program Fiscal Audit										(submitted)		
Long-Range Planning												
Adopt Strategic Plan*		X										
Regular Review						X				X		X
Select Services and Hours												
Services Provided							X					
Service Sites							X					
Governing Documents												
Adopt Bylaws	X											
Adopt Agreement	X											
Project Director												
Approve Selection /Dismissal										X		
Performance Evaluation											X	
Board Member Development												
Elect Chair and Co-Chair											X	
Approve new Members		X		X								

* Every 3 years

** Every 3 Months

Co-Applicant Board Required Policies and Procedures for Adoption

Governance	Policy and Procedure	Latest Revision Date	Latest CAB Adoption Date
Board Authority (CH: 19)	01-02 Co-Applicant Board Authority	03/06/18	04/20/18
Board Composition (CH: 20)	01-04 Co-Applicant Board Member Recruitment & Retention	03/20/18	04/20/18
Services	Policy and Procedure	Latest Revision Date	Latest CAB Adoption Date
Scope of Service and Service Site Location(s) (CH: 4, 6, 12, 19)	01-05 Medical Home Program Design	02/19/15	04/21/17
Hours of Operation (CH: 6, 7, 19)	03-05 After Hours Services	08/13/12	04/21/17
Patient Satisfaction (CH: 10, 19)	04-12 Patient Satisfaction Survey	09/11/18	09/21/18
Patient Grievances (CH:10, 19)	02-05 Problem Resolution	12/17/13	04/21/17
Patient Safety and Adverse Events (CH: 10, 19)	03-03 Incident Reporting	12/17/13	04/21/17
Quality Improvement/QI Plan (CH:10, 19)	01-01 Quality Improvement *	03/15/18	03/16/18
Credentialing and Privileges (CH: 5)	07-05 Credentialing and Privileges	09/11/18	05/17/19
Management and Finance	Policy and Procedure	Latest Revision Date	Latest CAB Adoption Date
Personnel and Conflict of Interest (CH: 13, 19)	01-03 Co-Applicant Board Conflict of Interest	04/05/18	04/20/18
Billing and Collections (CH: 16, 19)	11-02 Billing and Collections *	09/11/18	09/21/18
Emergency Preparedness and Management Plan (PIN 2007-15)	06-10 Emergency Training and Response	07/14/18	07/27/18
Sliding Fee Discount Program/Schedule (CH: 9, 19)	11-01 Sliding Fee Discount *	03/09/18	12/15/17

CH = HRSA Compliance Manual Chapter

PIN = HRSA Policy Information Notice

* = The CAB adopts, evaluates at least once every three years, and, as needed, approves updates to policies in these areas