



PROGRAM ASSISTANCE LETTER

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DOCUMENT NAME: Federally Qualified Health Center Look-Alike Program Implementation of Electronic Annual Data Reporting

DATE: September 6, 2011

TO: Federally Qualified Health Center Look-Alikes
Health Center Program Grantees
Primary Care Associations
Primary Care Organizations
National Cooperative Agreements

I. PURPOSE AND BACKGROUND

The purpose of this Program Assistance Letter (PAL) is to provide further detail on the requirement for Federally Qualified Health Center (FQHC) Look-Alikes to report annual data electronically to the Health Resources and Services Administration (HRSA). Beginning in January 2012 FQHC Look-Alikes will be required to submit certain data to HRSA through the HRSA Electronic Handbooks (EHB) rather than through paper applications. This will allow HRSA to bring together data and information used to monitor FQHC Look-Alikes, record program changes, and track program performance in one centralized system. As described in PAL 2011-08, this is one of many efforts underway in HRSA to enhance the FQHC Look-Alike Program by streamlining and simplifying its data reporting processes through integration into the HRSA EHB.

II. DATA REQUIREMENTS

HRSA is committed to minimizing the burden on FQHC Look-Alikes throughout the transition to electronic reporting. While much of the process and format of data reporting will change, FQHC Look-Alikes will only be required to report data that is already captured through the current paper-based reporting processes.

As part of HRSA’s continuing effort to align the FQHC Look-Alike and Health Center Programs, the forms and processes for FQHC Look-Alikes data submission will be similar to the Health Center Program’s Uniform Data System (UDS) reporting within HRSA’s EHB. The table below provides a brief summary and purpose of the FQHC Look-Alike Annual UDS data tables, many of which are the same or modified versions of those used for the Health Center Program. A draft of each table is available on the FQHC Look-Alike website <http://bphc.hrsa.gov/about/lookalike/index.html>.

FQHC LAL Proposed UDS Data Reporting Tables	Purpose
ZIP CODE	This table provides residence by zip code for all patients served and enables BPHC to better identify areas served by Look-Alikes.
3A -PATIENTS BY AGE AND GENDER	This table provides the number of patients by categories for age and gender.
3B-PATIENTS BY RACE AND ETHNICITY/LANGUAGE	This table displays the race and ethnicity of the patient population.
4-SELECTED PATIENT CHARACTERISTICS	This table provides descriptive data on selected characteristics of Look-Alike patients.
5-STAFFING AND UTILIZATION	This table provides a profile of FQHC Look-Alike staff, the number of visits they render and the number of patients served by service category.
6B-QUALITY OF CARE INDICATORS	This table reports data on selected quality of care indicators.
7-HEALTH OUTCOMES AND DISPARITIES	This table reports data on selected health outcome indicators.
8A-FINANCIAL COSTS	This table covers the total cost of all activities which are within the FQHC Look-Alike scope of project.
9D-PATIENT RELATED REVENUE	This table collects information on charges, collections, retroactive settlements, allowances, self-pay sliding discounts, and self-pay bad debt write-off.
9E-OTHER REVENUES	This table collects information on cash receipts for the reporting period that supported activities described in the FQHC Look-Alike scope of project.
ELECTRONIC HEALTH RECORD INFORMATION	This form collects information on the status of EHR adoption at the FQHC Look-Alike.

NOTE: HRSA will not be collecting data that is currently submitted on Form 6A under the Health Center Program UDS.

III. DATA SUBMISSION TIMELINES

HRSA deadlines for submission of FQHC Look-Alike data will be consistent with those used for data reporting under the Health Center Program. As such, FQHC Look-Alikes will be required to report data for calendar year (CY) 2011 commencing in January 2012. From January 1, 2012 through February 15, 2012, FQHC Look-Alikes will be able to enter and make changes as needed to this data. Final data should be submitted by February 15, 2012.

IV. DATA REPORTING MANUAL

HRSA will issue a FQHC Look-Alike electronic data reporting manual in fall 2011 as an addendum to the manual created for the CY 2011 UDS data reporting under the Health Center Program. The FQHC Look-Alike electronic data reporting manual will provide detailed guidelines and instructions tailored to the FQHC Look-Alike requirements for completing all applicable tables within HRSA's EHB.

V. UPCOMING TECHNICAL ASSISTANCE

Prior to the release of the FQHC Look-Alike data reporting manual, FQHC Look-Alikes may refer to the 2010 Uniformed Data System (UDS) reporting manual and other related resources available on the HRSA website at <http://bphc.hrsa.gov/healthcenterdatastatistics/reporting/> for more details on the data and the electronic system currently used for the Health Center Program.

HRSA is committed to providing support to FQHC Look-Alikes in the transition to electronic data reporting. In addition to the FQHC Look-Alike data reporting manual and associated technical assistance calls, HRSA will provide supporting materials, live training, and on-call support to FQHC Look-Alikes to ensure that they can be as successful as possible in this transition.

The first conference call will be held in September 2011 to discuss the contents of this PAL and answer any questions FQHC Look-Alikes may have regarding general expectations for the new annual data reporting process. Dates for future technical assistance conference calls and trainings specific to data requirements, the UDS system, and reporting processes will be announced via listserv and will be posted on the FQHC Look-Alike webpage available at <http://bphc.hrsa.gov/about/lookalike/index.html>.

FQHC Look-Alikes will be invited to UDS reporting trainings scheduled to take place from fall to winter 2011. These online and regional trainings will provide technical assistance resources to assist FQHC Look-Alikes collect and submit their data. During this time, an FQHC Look-Alike EHB User Guide will also be made available.

We look forward to working with you and welcome your questions. Beginning January 2012, please contact the BPHC Help Line at 1-877-974-2742 (877-974-BPHC) from 8:30 AM to 5:30 PM

ET Monday through Friday for technical questions about accessing or using the UDS. If you have programmatic questions, please contact us at 301-594-4300 or submit questions to FQHCLAL@hrsa.gov.

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