



## INSTRUCTIONS FOR COMPLETING THE NATIONAL HEALTH SERVICE CORPS MULTI-YEAR RECRUITMENT AND RETENTION ASSISTANCE APPLICATION

The Bureau of Clinician Recruitment and Service (BCRS), National Health Service Corps (NHSC) Multi-Year Recruitment and Retention Assistance (R&R) Application

### **SPECIAL NOTICE:**

**All prospective and current clinical sites are encouraged to establish a relationship with their State Primary Care Office (PCO) prior to completing and submitting your R&R Application. Early familiarization with the PCO will assure the accuracy of the application and that it is processed by the NHSC in a timely manner. To facilitate timely processing of the applications, the NHSC is requesting that the site submit the “official” signed application (application signed by the site authorizing official) to both the PCO NHSC Contact or reviewing authority as appropriate (Indian Health Service, Bureau of Prisons, Immigration and Customs Enforcement) and the NHSC at the same time. Submitting the application via fax is recommended. You may find the PCO contact information for your state by using the following website: <http://bhpr.hrsa.gov/Shortage/pcos.htm>.**

### **GENERAL INFORMATION**

A Recruitment and Retention Assistance (R&R) application is required for all clinical practice sites seeking National Health Service Corps (NHSC) approval. Sites are encouraged to contact their State Primary Care Office (PCO) or State Primary Care Association (PCA) prior to submitting the R&R application to the National Health Service Corps. Assistance in completing the R&R Application may be obtained through the appropriate PCO/PCA, as well as the Recruitment Training and Support Center (RTSC). A listing of each PCO by state can be found at <http://bhpr.hrsa.gov/Shortage/pcos.htm>. Submitting the application via fax is recommended. Once approved, participating sites can request vacancies for NHSC Scholar or Loan Repayment clinicians. The instructions for completing the R&R application are given below.

### **Initial and Continued Site Eligibility**

It is important that each eligible clinical practice site, primary and/or satellite, understands the requirements for becoming and remaining in good standing as a NHSC clinical site(s) as outlined in the application's Agreement for All Participating NHSC Sites. All eligible clinical practice sites must meet all requirements in the Agreement **AT THE TIME OF APPLICATION**. A clinical practice site cannot be approved unless all requirements are currently being met. Additionally, clinical practice sites must agree that, if approved, they will continue to meet the requirements until the NHSC approval is terminated or the site terminates its participation in NHSC programs. Clinical practice sites must continue to meet all requirements as long as NHSC obligated clinicians are serving at the site. All approved NHSC clinical practice sites should expect a site visit while participating in the NHSC program to ensure adherence to all NHSC requirements. If there are any questions regarding any of the NHSC requirements listed in the Agreement, please contact the NHSC Recruitment, Training and Support Center (RTSC) at 1-877-313-1823 for clarification before signing and submitting the NHSC R&R application. NHSC clinical practice site approval may remain in good standing for a period not to exceed three (3) years. Approved NHSC clinical practice sites must notify the NHSC of any change in site or NHSC clinician employment status.

The NHSC clinical practice site requirements are universally applied to all eligible health care facilities. Each site's Health Care Administrator or their designee will be held responsible for ensuring that all information reported on this application is true and accurate. If any application information is found to be fraudulent, the application will be deemed ineligible, and all vacancies will be removed from the NHSC Opportunities List, and the applicant organization will not be permitted to participate in the NHSC for a period not to exceed one year. An approved application will remain valid for a period of three years. However, if there are significant changes to the parent organization and/or the clinical practice site an updated R&R application must be submitted. Significant changes include, but are not limited to, a change in the site's name, address, executive management, scope of project, or HPSA designation. All sites are required to submit a new R&R application every three years.

### **The Uniformed Data System (UDS) Number**

The UDS number must be provided on the application **unless** this is the site's first application to the NHSC. First time applicants will have a UDS number assigned by the NHSC when their application is received. Any site that applied previously to become a NHSC clinical practice site or received funding from the Health Resources and Services Administration, Bureau of Primary Health Care will have an existing UDS number. If unknown, the site's existing UDS number can be provided by the NHSC RTSC at 1-877-313-1823. Community Health Centers may also contact the Bureau of Primary Health Care (BPHC) and speak to their Project Officer for assistance.

### **Recruitment and Staffing Limitations**

NHSC obligated clinicians are NHSC Scholars or Loan Repayment Program (LRP) participants who incur a contractual obligation to provide primary health care services in an outpatient/ambulatory setting at a NHSC approved clinical practice site. If the NHSC clinician will be practicing at more than one practice site, **EACH** site must complete a R&R application

and must be approved for participation in the NHSC program(s). The projected clinical time spent at each location should be noted on the R&R application as a percentage, i.e., 50% at Site 1 and 50% at Site 2. NHSC clinicians may divide their services between a maximum of four NHSC approved clinical practice sites.

All sites, including satellite locations, must be approved by the NHSC before a NHSC clinician may begin to work. If the clinician begins his/her employment at any unapproved clinical practice site, the time served will **NOT** count toward their obligated service credit. Creditable service time may begin only after an eligible clinical practice site has been approved. The NHSC will provide written notification to the site's Health Care Administrator when a site has been approved.

The NHSC has an annual limit on the number of vacancies that can be approved and posted for the NHSC Scholarship and Loan Repayment Programs. This limit is published annually in the Federal Register and available at <http://nhsc.bhpr.hrsa.gov/applications/rrea.asp>. Once a site has met the maximum number allowed in the placement cycle, all remaining vacancies will be categorized as VL for volunteer. Clinical practice sites are not required to complete an additional NHSC Multi-Year Recruitment and Retention Application when the site's recruitment needs change, as long as the practice site remains in a HPSA and continues to meet **ALL** NHSC requirements. Vacancies can be added to an approved site by contacting the NHSC RTSC at 1-877-313-1823.

**ALL** NHSC clinicians must be engaged full-time in a primary care clinical practice, as defined in the application, "Agreement for All Participating NHSC Sites." This means that **ALL** NHSC obligated clinicians must provide direct (hands-on) primary health care services in an outpatient/ambulatory setting. **PLEASE NOTE:** Approval of an NHSC clinical practice site does not guarantee that the clinician you hire will be eligible for NHSC support and/or to serve at your site. All clinicians must individually apply to the NHSC and be approved for service. Please direct interested clinicians to 1-800-221-9393.

## **APPLICATION INSTRUCTIONS**

**Please read the instructions carefully before completing the R&R Application. Prior to submission, each applicant (primary organization and/or satellite clinical practice site) must contact their respective State Primary Care Office (PCO) to obtain pertinent HPSA and other technical assistance necessary to complete the R&R Application.**

1. **Practice Site Information:** This section should include only information regarding the clinical practice site where the NHSC clinician(s) will serve. Organizations with more than one site, i.e., satellites, must submit an NHSC R&R application for each clinical practice site where the NHSC clinician will practice. **PLEASE NOTE:** Each clinical practice site must obtain written approval from the NHSC in order for the NHSC clinician(s) to receive service credit for time spent at all clinical practice site locations.
  - a. **Health Professional Shortage Area (HPSA) type(s):** Check the HPSA type that you will be recruiting. Include in the space provided the HPSA ID number and the HPSA score.
  - b. **Uniformed Data System (UDS) Number:** Provide the site's UDS number in the space provided. This number can be 6-8 digits long.
  - c. **Practice Site Name and Location:** In this section, provide information regarding the physical location of the practice site. You must indicate the complete site name, street address, city, state, zip code, county, congressional district, site telephone number, fax number, e-mail address, web site address, and type of site (primary or satellite). **THIS MUST BE THE LOCATION WHERE THE NHSC CLINICIAN WILL PROVIDE SERVICES.**
  - d. **Site Point of Contact:** Provide a designated and alternate point of contact for the practice site. Include their name, title, street address, city, state, zip code, direct telephone number, fax number and e-mail address.
  - e. **Mailing Address for the Practice Location:** Complete this section only if the mailing address is different from the physical address given for the "Practice Site Name and Location" indicated in item 1c.
2. **Information Regarding the Practice:**
  - a. **Type of Practice:** Place an "x" next to the appropriate category that best describes the type of practice at the site. The description for each type of practice is defined below. Please select only one category.
    - **Federally Qualified Health Center (FQHC):** FQHCs include all organizations receiving federal grants under Section 330 of the Public Health Service Act. This Act defines federal grant funding opportunities for organizations to provide care

to underserved populations. Types of organizations that may receive 330 grants include: Community Health Centers, Migrant Health Centers, Health Care for the Homeless Programs, and Public Housing Primary Care Programs. FQHCs are public or non-profit entities.

- **Federally Qualified Health Center (FQHC) Look-Alike:** An organization that meets all of the eligibility requirements of an organization that receives a Public Health Service Section 330 grant as described under FQHCs entry above, but does not receive grant funding. FQHC Look-Alike sites are public or non-profit entities.
- **Certified Rural Health Clinics (RHC):** Public, private or non-profit clinics located in rural shortage areas certified to receive special Medicare and Medicaid reimbursement. RHCs are required to use a team approach of physicians, nurse practitioners, physician assistants, and certified nurse midwives to provide services.
- **Federal Indian Health Service (IHS) Clinic:** An IHS clinic that provides comprehensive health services to Native Americans and Alaskan natives. These clinics are administered by the Federal government through the Indian Health Service. The service models range dramatically from hospital and ambulatory clinics to health centers and satellite clinics.
- **Tribally Run (638 Compacted/Self Governance) Indian Health Service Ambulatory Care Clinic:** These clinics provide comprehensive health services to Native Americans and Alaskan natives and are administered by the tribe(s). These sites must also agree to treat all members of the community, regardless of their tribal status or Native American background, in order to be eligible for NHSC clinicians.
- **Solo Practice/Partnerships:** A solo or two-person practice or partnership site must focus on any one or combination of the following types of primary and preventive health care: primary medical, dental or mental health.
- **Group Practices:** These practice types can range from three practitioners to hundreds. Group practices can be organized as entities on a fee-for-service basis, a capitation basis or a combination of the two. They can be family practice groups, primary care groups, or multi-specialty groups.
- **Clinic Network:** A group of individual clinics that are managed by teams of practitioners and/or administrators where a central management structure exists. The central structure often provides computerized systems for accounting, billing and personnel management.
- **Managed Care:** Includes organizations such as Health Maintenance Organizations (HMOs) or Individual Practice Associations (IPAs).
- **Hospital Affiliated Primary Care Practice:** These practice types are often provided as part of a diversification program. Services are provided on-site at the hospital or in hospital-sponsored satellite clinics located in inner city or rural communities.
- **Public Health Departments:** Primary or mental health clinics operated by a State, County or Local health department.
- **State Prison Systems:** Clinics within state prisons. Clinical sites within county and local prisons are not eligible.

- **Federal Bureau of Prisons:** Clinical sites that are administered by the U.S. Department of Justice, Federal Bureau of Prisons (BOP).
  - **Department of Immigration Health Services (ICE):** Clinical sites administered by the U.S. Immigration, Customs, and Enforcement, Homeland Security.
- b. **Classification of Practice Site:** Indicate if the practice site is private non-profit, private for-profit, or public (federal, state, city, or local), by placing an “x” in the appropriate place.
- c. **Site Geographic:** Place an “x” to indicate if the site is in an urban or rural geographic setting.

3. **Contact Information of Parent Agency** *(if applicable):*

- a. **Parent Agency:** This section must provide the NHSC with the practice site’s parent agency official and complete name and address of the parent/primary organization.
- b. **Uniformed Data System (UDS) Number:** Provide the parent agency’s UDS number in the space provided only if different from 1b.
- c. **Human Resources/Recruitment Contact:** List the recruitment contact in c.I and an alternate in c.II. Those are individuals who will accept resumes and communications from potential recruits and other NHSC correspondence. Include their names and titles, direct telephone numbers, fax, and e-mail addresses. **IT IS CRITICAL THAT THIS INFORMATION IS ACCURATE. IT WILL APPEAR ON THE NHSC ON-LINE OPPORTUNITY LIST AS THE CONTACT PERSON FOR JOBS AT THE SITE.**

4. **Staffing Levels:**

For current placement limitations, please view the 2009 Federal Register available at <http://nhsc.bhpr.hrsa.gov/applications/rraa.asp>.

- a. **Number of NHSC Vacancies Requested:** Enter the total number of NHSC vacancies requested for each discipline and specialty. If there is a preference for a Scholar (HP) or a Loan Repayor (LR) to fill that vacancy, please indicate as HP or LR next to each vacancy requested (i.e.1 HP, 1 LR). The NHSC only approves **full-time positions**. Therefore, if a vacancy is split between 2 or more sites, all sites must be approved by the NHSC prior to the NHSC clinician joining the practice. Please indicate if the vacancy is a full time equivalent (FTE) or a percentage of the FTE (i.e., 50%, 25%).
- b. **Projected Hire Date:** Indicate, as accurately as possible, the projected hire dates in month and year (mm/yyyy) format. If the applicant site is not actively recruiting for positions (i.e., accepting resumes and scheduling interviews), write “0” as the projected hire date. A vacancy should be requested only when the clinical practice site is ready to actively recruit for a position. The recruitment date applies **ONLY** to NHSC Scholars and Loan Repayors who **ARE NOT** already on site. If requesting a NHSC vacancy for a clinician currently employed at the clinical practice site, please indicate “filled” in the

“Projected Hire Date” column. *Note: these positions **will not** be posted as vacant on the NHSC On-Line Opportunities List since they are “filled vacancies.*

- c. **Name of Clinician(s):** If a vacancy is being filled by a current or potential NHSC clinician, provide the full name of the clinician and indicate whether they are a NHSC Scholar (HP) or Loan Repayor (LR).
  - d. **Is the Clinician a Commissioned Officer:** Indicate if the position will be filled by a United States Public Health Service Commissioned Officer for EACH VACANCY by writing “yes” or “no” in the space provided. If that Commissioned Officer is also a Ready Responder, type/write “RR” in the same space.
5. **Filled Positions:** If a vacancy is being filled by a current NHSC clinician or potential Loan Repayor, provide the full name of the clinician. Under this section indicate: the name(s) and title(s) of each individual, the discipline and specialty of the individual being hired, whether the individual is a potential NHSC loan repayment program applicant or scholar, whether they are transferring from another site (if so, they must be pre-approved by the NHSC), whether they are USPHS Commissioned Corp Officer and Ready Responder, whether or not they are a salaried employee, indicate if the salary is comparable to other salaries of trained/experienced clinicians in the area, and if there is professional liability coverage, that includes tail coverage, provided. **REMINDER: Clinician must work 100% of their 40 hour week at an approved practice site. NHSC clinicians may meet this requirement through practice at a maximum of four (4) NHSC approved sites. If the clinician will be working at other sites, please give the name and location of those sites in the space provided.**
6. **Open Positions (Vacancies):** Open/vacant positions will be posted on the NHSC On-line Opportunities List.
- a. Verify that the clinicians hired to fill the vacancies listed on the Staffing Level Chart will be salaried employees. If yes, indicate if the salaries in the area are comparable to other trained/experienced clinicians.
  - b. Verify if the site is offering professional liability coverage, including tail coverage for the open positions.
7. **Agreement for All Participating NHSC Sites:**

Enter the complete name and address of the clinical practice site(s) where the NHSC clinician will work (the location where direct primary care services will be provided.)

The application must have the name, title, date and signature of the approving site official. The Approving Site Official is the person with the authority to attest that the site agrees to abide by all NHSC requirements, as outlined in Section 7. Any false statement(s) herein may be punished as a felony under U.S. Code, Title 18, Section 1001 and subject signer to civil penalties under the Program Fraud Civil Remedies Act of 1986 (45 CFR 79).

8. **Contact Information and Mailing Instructions:**

Concurrently, mail or fax the completed (OFFICIAL) application *to **both***:

*Bureau of Clinician Recruitment and Service  
Division of Site and Clinician Recruitment  
Site and Community Development Branch  
5600 Fishers Lane, Room 8A-30  
Rockville, MD 20857  
Fax Number: 301-594-2721*

*and to*

*Primary Care Office or reviewing authority as appropriate  
(Indian Health Service, Bureau of Prisons, Immigration and Customs Enforcement, etc.)*

If you have any questions, please call the NHSC Recruitment, Training and Support Center at 1-877-313-1823.

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