

Co-Applicant Board Required Annual Activities - 2018												
Annual Activities	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
HRSA Grant Application												
Review Service Area Competition (SAC)*					X							
Needs Assessment*							X					
Other Grant Applications		X	X									
Budget												
HRSA Program		X										
Updates			X			X						
Quality Improvement (QI)												
QI Plan Review			X									
QI Data Reports**			X			X			X			X
UDS Report		X										
Audit												
Summary of County Audit												
Long-Range Planning												
Adopt Strategic Plan*		X										
Regular Review								X				
Select Services and Hours												
Form 5A, Services Provided							X					
Form 5B, 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

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Adopt Policies – Annual												
01-01 Performance Improvement/QI Plan			X									
01-02 CAB Authority				X								
01-03 CAB Conflict of Interest				X								
01-04 CAB Recruitment and Retention				X								
01-05 Medical Home Program Design												
02-05 Problem Resolution												
03-03 Incident Reporting												
03-05 After Hours Services												
04-12 Patient Satisfaction Survey for the Medical Home												
06-10 Emergency and Critical Incident Training and Response							X					
07-05 Credentialing and Privileges						X						
08-11 Notice of Privacy Practices												
11-01 Sliding Fee Discount Schedule		X										
11-02 Billing and Collections						X						
11-03 Billing and Collections – Medical Managed Care												