

Sacramento County Department of Health Services Health Center Co-Applicant Board (CAB)

Three Subcommittee Proposal: HRSA sends a team of three consultants to conduct an Operational Site Visit (OSV). These are experts in three areas: Finance, Governance, and Operations. Therefore, creating subcommittees focused on these three areas (which encompass all 21 HRSA requirements) can help the CAB and Health Center staff prepare for the site visit and coordinate with the site visitor consultants during the event. Selected areas of focus for each of the three committees can be found below (note, these are not exhaustive!):

Finance

Budget

Financial documents and annual audit
Sliding fee scale / Published Charges
Financial policies and procedures (P&P)

Governance

Bylaw revision

Membership composition and function
Governance policies and procedures (P&P)
HRSA regulations
Grant application/submission oversight

Clinical Operations

Clinical policies and procedures (P&P)
Setting hours of operation and locations
Quality Improvement
 Patient feedback
 Quality metrics (UDS, HEDIS – HRSA)

Sub-Committee Information		Fit for CAB Member: _____	
Sub-Committee	Valuable Skills	Skills (what skills/experience do you have that would serve the committee well?)	Interest (would you like to serve on this committee?)
Finance	Knowledge of budgets, accounting, business practices		
Governance	Ability to interpret regulations and conduct compliance oversight		
Clinical Operations	Knowledge of community needs; Knowledge of policies and procedures; Understanding of quality improvement		