**Bureau of Primary Health Care (BPHC)**

# Scope Verification:
# User Guide for Health Centers

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## 1. Introduction

Policy Information Notice (PIN) 2008-01 establishes expectations for the implementation of changes to your scope of project when those changes involve adding or deleting a service or adding or deleting a service site.

The followingchanges to your scope are deemed significant enough to require prior approval from HRSA and once approved, require verification of implementation:

1. Adding a service

2. Adding a new service site or converting an existing administrative-only site to a service site

3. Deleting a service

4. Deleting a service site or converting an existing service site to an administrative-only site

For such changes, you are given 120 calendar days to implement the change from the date HRSA releases the Notice of Award (NoA) for Health Center Program grantees or Notice of Look-alike Designation (NLD) for Health Center Program look-alikes . In addition, when you have implemented the change, you must verify this through the HRSA Electronic Handbook (EHB).

The purpose of this user guide is to give detailed instructions for fulfilling the Scope Verification requirement in the EHB.

> Note: This user guide is not intended to provide policy guidance. Comprehensive information on scope of project and associated changes is available on the Scope Landing page.

## 2. Significance of the Scope Verification Requirement

HRSA will indicate its decision on a Change in Scope (CIS) request within 60 days of receiving a complete request either by issuing a NoA (for grantees) or NLD (for look-alikes) indicating approval or by sending an e-mail through EHB indicating disapproval.   As noted above, HRSA expects health centers to implement approved changes (e.g., open the approved site or begin providing the approved new service) within 120 days of receiving the NoA or NLD approving the change. When HRSA approves the change and releases the NoA or NLD, a Scope Verification Submission is created in your EHB pending tasks.  The proposed change is reflected in your scope when the NoA or NLD is released, but the change is flagged as "pending verification" and cannot be selected for any purpose (such as another CIS or program-specific application) until it is verified or the respective Scope Verification Submission expires.[1]

Your health center must verify when they implement the CIS by responding to the Scope Verification submission within the EHB system for HRSA acknowledgement.

- Health centers may submit this Scope Verification upon receipt of the NoA (for grantees) or NLD (for look-alikes) and, when applicable, may select an implementation date as early as the effective date of the approved CIS.
- Once verified, HRSA will issue a new NoA (for grantees) or NLD (for look-alikes) noting the implemented date of the CIS.
- This verification step **MUST** be completed for any addition or deletion of a site or service to be officially documented in the health center's approved scope of project.

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[1] If a health center determines it is unable to implement the change in 120 days, an extension may be requested via EHB, with approval contingent upon HRSA review and upon the terms and conditions of award (e.g., extensions may not be possible for verifying sites approved through New Access Point awards).

Note: The verification clock only ticks while the Scope Verification Submission is pending with the health center. If you request an extension, the clock stops while HRSA reviews your request. It starts again when HRSA again makes the Scope Verification Submission available to you.

## 3. Completing the Scope Verification Submission in EHB

To complete the Scope Verification submission, log into EHB and access the Scope Verification Submission in your pending tasks. In the Scope Verification Submission, you may either verify that you have implemented the change or you may indicate that you will not implement the change. You will not have the option to propose any new or additional changes. In the case where you will not implement the change, no change is made to your scope.

- If you cannot submit the Scope Verification Submission within the 120-day period because the change has not yet been implemented, you may request an extension of up to 90 days from within the Scope Verification Submission in EHB. Extension requests are subject to review and approval by HRSA. The time HRSA spends reviewing your request will not count against any additional time you may be granted.

- If you do not complete the Scope Verification Submission within 210 (120 plus an approved additional 90) days of the issuance of the NoA or NLD, the submission expires and no change is made to your scope. If you still want to make the change, you will have to submit a new CIS request. If appropriate, you can copy a previously-submitted CIS request and submit it with the necessary revisions.

- New services and service delivery sites become active when you verify their addition; and services and sites that are no longer active are removed as soon as HRSA approves.

Note: if you do not have a username, then you must register in EHB. Do not create duplicate accounts. If you experience login issues or forget your password, contact the BPHC Helpline for assistance at http://www.hrsa.gov/about/contact/bphc.aspx or 1-877-974-2742 (Monday – Friday, 8:30 a.m. - 5:30 p.m. ET).

### 3.1. Accessing the Scope Verification Submission

1. Navigate to the EHB login and enter your login credentials.
2. Click the **Tasks** tab.
3. Click the **Submissions** link  on the left side menu.
4. The list of **Submissions – Incomplete List** (grantees) or **Not Completed** (LALs) will show as illustrated in Figure 1.
5. The **Recently Completed** and **All** tabs display, respectively, recently completed submissions and all completed submissions.

**Figure 1:  Submissions – Not Completed List**



## 3.2.  Completing the Scope Verification Submission

1.  Click **Start** (or **Edit** if already started but not finished) to open the *Scope Verification* submission for service change as shown in Figure 2 or submission for site change as shown in Figure 3.

**Figure 2: Scope Verification Submission for Service Change**

### Scope Verification

> **Note(s):**
> - 109 days pending to complete this Scope Verification deliverable. The deliverable will expire on 01/13/2018.The last allowable extension date is 04/13/2018.
> - If the Scope Verification deliverable expires, the proposed changes will not be updated in your scope of project. If you still intend to make the change, then you will have to submit a new CIS request..

**▼ SCPV0** ⬝ ▬▬▬▬▬▬▬▬▬▬▬                                    **Submission Status: In Progress**

**Look-Alike Number:** LALCS0▬▬         **Designation Period:** 04/01/2014 - 03/31/2020      **Budget Period:** 04/01/2017 - 03/31/2018
**Verification Type:** Single                  **Version:** 0

**▼ Resources** ☐

| View |
| --- |

CIS Request  |  Related NLD  |  Scope Verification User Guide

Fields with * are required

| Proposed Action - Service - To be Added | |
| --- | --- |
| Service Descriptor | Optometry |
| Service Delivery Method | Direct: [_]          Formal Written Contract/Agreement: [_]          Formal Written Referral Arrangement: [X] |

| Scope Verification Decision | |
| --- | --- |
| Scope Verification Decision | ⦿ Pending Verification<br>(The proposed action will be implemented by 01/13/2018) ⓘ<br><br>○ Implemented On: [_____] 🗓<br>(HRSA will be notified that the change is implemented and will review and update your scope of project accordingly.) ⓘ<br><br>○ Will Not Implement<br>(HRSA will be notified that the proposed change will not be implemented and will review and update your scope of project accordingly.) ⓘ<br><br>○ Request Extension [_____] 🗓<br>(The last allowable extension date is 04/13/2018) ⓘ |

**Comments**

Approximately 2 pages ⓘ (Max 4000 Characters without spaces): **4000** Characters left.

[Text editor toolbar]

[Text editor area]

✎ Design   🔍 Preview

ⓘ Supporting documentation is required for requesting extension and for proposed actions that will not be implemented.

**▼ Supporting Documents (Maximum 20)**                                              [Attach File]

No documents attached

[Go to Pending Tasks List]                                          [Save]  [Submit to HRSA]

**Figure 3: Scope Verification Submission for Site Change**



2. A Scope Verification Decision must be selected. Figure 4 defines each option.

**Figure 4: Scope Verification Decision Options**

| Decision Option | Definition |
|---|---|
| Pending Verification | Select this option if the site or service addition or deletion has not yet been implemented. |
| Implemented | Select this option once the addition or deletion of the site or service has been implemented. Provide an implementation date later than or equal to the  BPHC Approved Date (if the Scope Verification came from a CIS request) or NoA/NLD Release Date (if the Scope Verification came from an  application) and prior to or equal to the current date. |
| Will Not Implement | Select this option if the addition or deletion of the site or service will not be implemented. |
| Requesting Extension | Select this option to request up to 90 additional days if you cannot verify the change to your scope within the 120-day verification period. To request additional time, select the decision *Request Extension* and provide a date later than the current deadline and prior to or equal to the last allowable extension date.<br><br>Note that approval of extensions is contingent upon HRSA review and upon the terms and conditions of award (e.g., extensions may not be possible for verifying sites approved through New Access Point awards). |

3. Resources available for your use are:
   - CIS Request – displays the CIS Request in read-only mode.
   - Related NoA/NLD – displays the NoA/NLD that relates to this Change in Scope.
   - Scope Verification Guide – links to this Scope Verification Guide for Health Centers.

4. Completing  the **Comments** and the **Supporting Documents** sections is optional. However, please note that supporting documentation **is** required if the decision is to not implement or request an extension.

## 3.3.  Submitting the Scope Verification Submission

1. To submit the completed Scope Verification, click the **Submit to HRSA** button at the lower right of the screen (see Figure 5).

**Figure 5: Submit to HRSA Button**
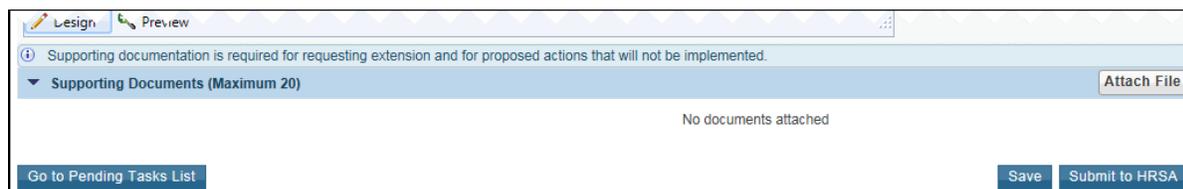


2. Once submitted, the *Success* message will appear.


Note: If you are not ready to submit to HRSA, click the **Save** button to save your work and return to it later.

## 4.  Project Officer Requests Change

HRSA may deem it necessary to return your submission for requested changes.  In this scenario, follow the steps in Section 3 above to navigate to the **Submissions – List** page and open your submission as you did initially.

In order to view your project officer's reasons for requesting a change, access your EHB-registered e-mail account.  Open the respective e-mail and read your project officer's comments.

A Scope Verification may be returned to you more than once based on HRSA's review.

## 5.  Copying a CIS Request

In the case where the Scope Verification expires and is no longer available to work on, you can copy any existing CIS request that you have submitted previously.  This will be useful under the following circumstances:

- Proposing multiple changes of the same type (e.g., adding multiple services or sites).

- Failing to verify an approved request in time, so you will need to submit a new request that is the same as the original one.

Copying a CIS request makes a duplicate of the original including its attachments. However, data that was entered on the **Change Detail** page and point of contact information that was entered on the **Cover Sheet** page are not copied.

To copy a CIS request (refer to Figure 14), follow these steps:

1. Click the **Tasks** tab to navigate to the **Pending Tasks – List** page, listing all the available tasks.

2. In the left side menu under **Grants/FQHC-LAL**, click **Health Center CIS Requests** to navigate to the **Change in Scope Request – List** page.

3. Click the **Recently Completed** tab to access all the recently completed submissions and click the **Copy Request** button as shown in Figure 6.

**Figure 6: Recently Completed - Copy CIS option**
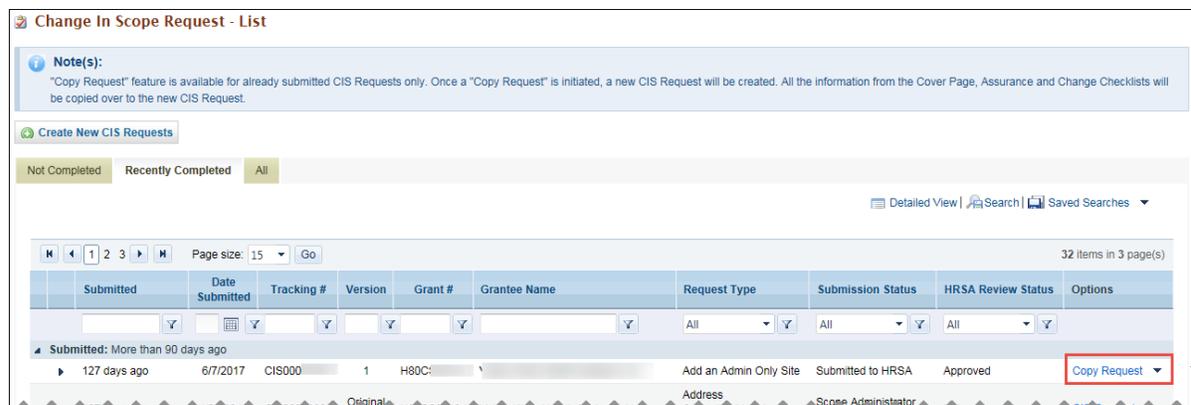


4. Click confirm to perform the copy as shown in Figure 7.

**Figure 7: Confirm Change in Scope Copy**
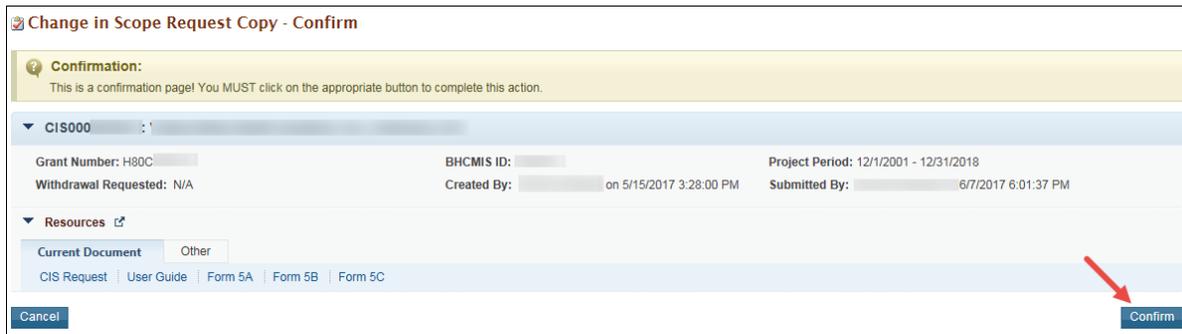


5. The copied Change in Scope opens as shown in Figure 8. Complete the necessary fields and submit the CIS to HRSA.

**Figure 8: Copied CIS Opens for Editing**
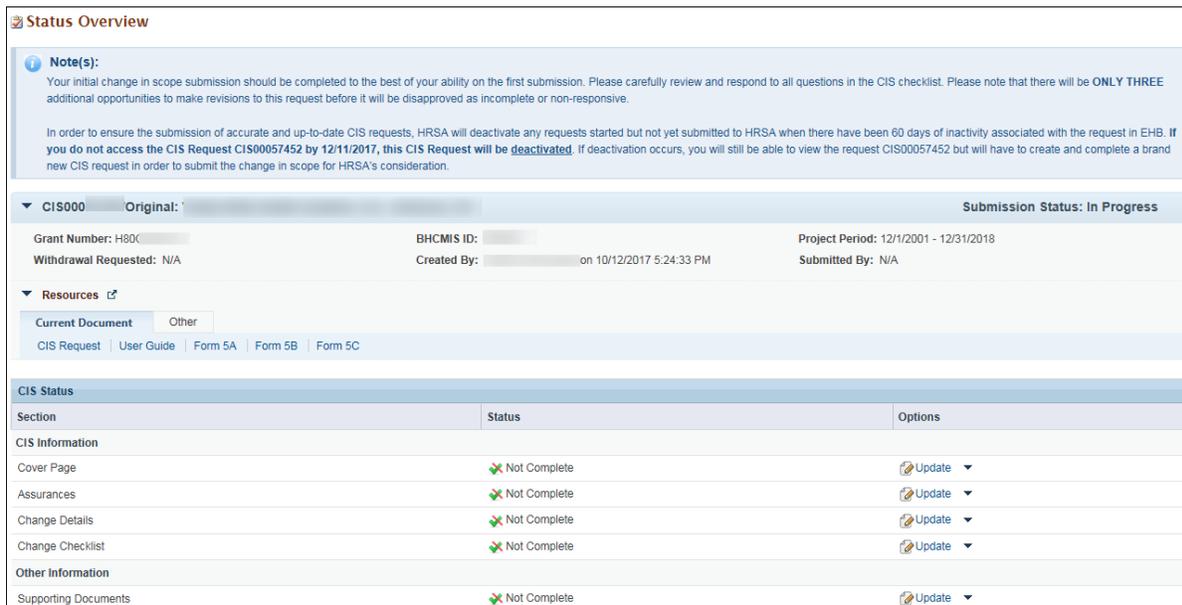


# 6. Help and Support

If you have further questions, please contact the BPHC Helpline. To receive assistance from the BPHC Helpline, please click the following link:

http://www.hrsa.gov/about/contact/bphc.aspx and submit your inquiry. You may also contact the Helpline directly at 1-877-974-BPHC (2742). The BPHC Helpline hours of operation are Monday – Friday 8:30 a.m. – 5:30 p.m. ET. The BPHC Helpline is closed on all Federal holidays.