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ISSUE: FTCA System/Technical Issues

1. I receive section 330 funding through my H80 grant as well as ARRA grants (NAP - H8A, IDS – H8B, etc.). Do I need to submit a separate FTCA application for each grant belonging to section 330?

No. You only need to submit one, consolidated, FTCA application from your H80 grant handbook. This application should reflect your entire section 330 organization, including any ARRA funded site(s) and/or provider(s).

2. Where do I find the link to begin the FTCA Application?

The “FTCA Program” link will be available in your H80 grant handbook.

- Login to EHB at <https://grants.hrsa.gov/webexternal/login.asp>
- After successfully logging in, choose the “view Portfolio” on the left hand side.
- Then choose the “open grant handbook” under the H80 grant handbook.
- You will see the “FTCA Program” link on the lower right hand side of the page.
- Click on this link to be taken to the “FTCA home page.”

3. Who will be able to view the FTCA Program link?

Everyone who has the H80 grant in their EHB portfolio will be able to view the “FTCA Program” link.

4. Will everyone with access to the H80 grant be able to begin working on the application?

No. Initially, only the H80 Project Director (PD) has the appropriate level of permission to work on the FTCA application. The PD may choose to add additional permissions to allow others to work on the FTCA application.

5. I am a PD and I want to delegate someone else to work on the FTCA Application. How do I do that?

- Open the “Grant Handbook” under your portfolio.
- Choose the “New/Existing Users” under the “Administer” on the left hand side.
- Search for the user who you wish to grant the additional privileges
- Once you have identified the user, choose to “update privileges” for the user.
- You will have the option to provide various levels of FTCA access for this user and save it.

6. I am a PD and cannot work on the FTCA Application.

Please call the BPHC Call Center at 1-301-443-7356 or email at BHCMISSYS@hrsa.gov for support.

7. What can I do if the system incorrectly states that my organization is submitting an initial deeming application (or vice versa)?

You have the ability to change the system default value (e.g., from initial to redeeming) and provide justification from the “Select Application Type” page when you begin working on your FTCA application.

ISSUE: Credentialing

8. How do I credential providers? What about Locum Tenens, Residents, etc.?

All licensed or certified health care providers who work or volunteer in the health center must undergo a credentialing and privileging process, in accordance with the “Credentialing PIN,” Policy information Notice 02-22: Clarification of Bureau of Primary Health Care Credentialing and Privileging Policy Outlined in Policy information Notice 01-16.

- Credentialing and privileging required of all licensed or certified health care practitioners.
- Non-Licensed Independent Practitioners require primary source verification of only license or certification.
- Volunteers included.
- Verification of education, training, and experience of provider.
- Privileging: “The process of authorizing a licensed or certified health care practitioners specific scope and content of patient care service” or assessment of the clinical competence of the provider to do the job expected.

9. Which providers should health centers include on their credentialing list?

For purpose of the FTCA deeming, PAL 2009-05 requires that the health center’s credentialing list include all the independent licensed or certified health care personnel employed and or contracted directly by the health center.

ISSUE: Sub-recipients

10. What is a sub-recipient?

According to PIN 99-08, a sub-recipient is defined as “an entity (not an individual contractor) that receives a grant or a contract from a deemed Health Center to provide the full range of health services on behalf of the deemed Health Center and only for those services under the scope of the project. Sub-recipients can be eligible for FTCA coverage. Contractual relationships with other entities for individual services (e.g., laboratory, pharmacy, physician services) are not subject to FTCA coverage.” A sub-recipient must also be identified as a part of the health center’s approved scope of project.

11. How do sub-recipients apply?

To ensure the completeness of application processing and review, health centers will be required to submit a separate deeming application on behalf of any sub-recipient identified on their most recent Form 5B that are seeking FTCA coverage. Sub-recipient organizations will be required to submit their applications and supporting documentation in accordance with the deeming guidance specified within PAL 2009-05.

ISSUE: Quality Improvement/Assurance Plan (QI/QA Plan)

12. To submit the QI/QA Plan should health centers attach the entire document?

Yes. Please attach the entire QI/QA Plan document.

13. How often should the QI/QA Plan be reviewed and approved?

The health center's governing board must approve the QI/QA Plan at least every three years.

ISSUE: Initial Deeming Application

14. I am a newly funded Health Center applying for initial FTCA deeming, should I have private malpractice insurance in place until I become deemed?

Yes. Health centers should continue with existing medical malpractice coverage or purchase such coverage until the deeming application has been reviewed and approved and a deeming letter is issued to the organization.