



**COLORADO**

Department of Public Health & Environment

## Colorado Health Service Corps Site Agreement

I certify and authorize, by my initials next to each numbered and lettered statement and signature below that \_\_\_\_\_ located at \_\_\_\_\_ currently meets and will continue to meet all requirements listed below to maintain status as an approved CHSC loan repayment site.

1. Is located in and treats patients from the federally designated Health Professional Shortage Area (HPSA)
2. Is classified as a public or non-profit agency or organization according to the Colorado Secretary of State.
3. Does not discriminate in the provision of services to an individual (i) because the individual is unable to pay for services; (ii) because payment for those services would be made under Medicare, Medicaid or the Children’s Health Insurance Program (CHIP); or (iii) based upon the individual’s race, color, sex, national origin, disability, religion, or sexual orientation.
  - a. Uses a sliding fee schedule for services consistent with locally prevailing rates and designed to cover the site’s reasonable costs of operation.
  - b. Uses a discounted/sliding fee schedule to ensure that no one who is unable to pay will be denied access to services. This system must provide a full discount to individuals and families with annual incomes at or below 100% of the federal poverty guidelines (only nominal fees less than \$15 may be charged). For those with incomes between 100% and 200% of the federal poverty guideline, fees must be charged in accordance with a sliding discount policy based on family size and income only.
  - c. Makes every reasonable effort to secure payment in accordance with the schedule of fees or schedule of discounts from the patient and/or any other third party.
  - d. Accepts assignment for Medicare beneficiaries and has entered into an appropriate agreement with the applicable State agency for Medicaid and CHIP beneficiaries.
  - e. Prominently displays signage in common areas and on web site that explicitly states:
    - i. no one will be denied access to services due to inability to pay
    - ii. there is a discounted/sliding fee schedule available. When applicable, this statement should be translated into the appropriate language/dialect. Ensures the site will treat patients who come from or reside in a HPSA where the practice is located.
4. Provides culturally competent, comprehensive primary care, dental, and/or mental and behavioral services.
5. Uses a credentialing process which, at a minimum, includes reference review, licensure verification, and ensures providers are actively licensed and listed in DORA’s ALISON database.
6. Functions as part of a system of care which either offers or assures access to ancillary, inpatient, and specialty referrals.
7. Adheres to sound fiscal management policies and adopts clinician recruitment and retention policies to help the patient population, the site, and the community obtain maximum benefits. Additionally, the site will maintain a copy of the current Board of Directors or Board of Owners recruitment and retention plan on site for review.
8. Maintains a clinician recruitment and retention plan, keeps a current copy of the plan onsite for review, and adopts recruitment policies to maintain clinical staffing levels needed to appropriately serve the community.
9. Will not reduce the salary of CHSC providers because they receive or have received benefits under the CHSC loan repayment program.
10. Requires CHSC providers to **maintain outpatient, primary care, clinical practice that maintains hourly requirements for their full-time or part-time obligation only at the address(s) listed on this site agreement.** Time spent on call cannot count toward provider hours. Participants do not receive service credit hours worked over the required hours per week, and excess hours cannot be applied to any other work week. The site administrator reviews the provider’s specific service requirements and will be party to the contract.
11. Will communicate to the Primary Care Office any change in site or provider employment status, including moving to a satellite site for any or all of their hour work week, termination, etc.
12. Will maintain and make available for review by Primary Care Office staff all personnel and practice records associated with a CHSC provider including documentation which contains such information that the Department may need to determine if the individual and/or site has complied with program requirements.
13. Will complete and submit any requested surveys in order for the Primary Care Office to gather data relating to the program.
14. Will comply with requests for a site visit from the Primary Care Office with adherence to all program requirements.

Signature of Site Administrator \_\_\_\_\_ Name of Site Administrator \_\_\_\_\_ Date \_\_\_\_\_

Program signature \_\_\_\_\_ Date received by program \_\_\_\_\_