

NURSE CORPS SCHOLARSHIP PROGRAM

NCSP Graduates: Successful Transitioning from School to Service Completion

U.S. Department of Health and Human Services
Health Resources and Services Administration
Bureau of Health Workforce
Division of Health Careers and Financial Support

February 25, 2016



Agenda

- **Requirements after graduation (Transitioning to Service)**
- **Health Professional Shortage Areas (HPSA's) - searching for eligible sites**
- **In-service requirements**



Scholar Requirements After Graduation



What are the requirements after graduation?

- **Obtain a nursing license and find employment within 9 months**
- **Obtain approval of employment PRIOR to signing your employment contract.**
- **Submit via BMISS participant portal:**
 - 1) Initial Site Placement Request**
 - 2) A copy of your professional license**
- **If the Nurse licensure has not been obtained, contact the NCSP to request a licensure suspension via the Customer Service Portal.**



Division of Regional Operations (DRO)

Transition to Service Expectations

You will receive inquiries via your portal account titled “Transition to Service”. Also under “Begin My Site Search” upload your documents (ex. NCLEX exams, Licensure, Offer Letters etc...)

1 Month Post-Graduation	<ul style="list-style-type: none"> ▪ Prepare for NCLEX ▪ Identify 3-5 potential sites for employment ▪ Review participant resources
3 Months Post-Graduation	<ul style="list-style-type: none"> ▪ NCLEX update (exam date or test results) ▪ Employment search update ▪ Participate in NCSP conference calls ▪ Continue to review participant resources
6 Months Post-Graduation	<ul style="list-style-type: none"> ▪ Complete NCLEX exam ▪ Obtain Licensure ▪ Obtain Employment at an eligible facility ▪ Submit approval for initial employment verification ▪ Participate in NCSP conference calls ▪ Continue to review participant resources



Division of Regional Operations (DRO)

Transition to Service Expectations cont.

When a participant identifies a site where they would like to interview or accept a job offer, DRO will verify and confirm that the site is eligible.

After the scholar has interviewed and accepted employment at an eligible site, DRO will:

- **Send the participant the ‘NC Participant Initial Site Assignment User Guide to “Add an Initial Site Assignment”’**
- **Instruct scholar on how to request initial site employment approval.**



Critical Shortage Facilities Eligible for Service

What are the types of sites eligible for service?

Critical Shortage Facilities (CSF) within the United States and U.S. Territories

Critical Access Hospital (CAH)

Public Hospital

Federally Qualified Health Center (FQHC)

Native Hawaiian Health Center

State or Local Public Health or Human Services Department

Certified Community Behavioral Health Clinics (CCBHSs)

End Stage Renal Disease (ESRD) Dialysis Centers

Home Health Agency

Residential Nursing Home*

Disproportionate Share Hospital (DSH)

Private Hospital

Indian Health Service Health Center

Rural Health Clinic

Nurse Managed Health Clinic/Center

Urgent Care Center

Ambulatory Surgical Center

Hospice Program

***Includes: skilled nursing facilities, transitional facilities, assisted living and group homes.**



Critical Shortage Facilities Ineligible For Service

Ineligible facility types include, but are not limited to:

- Private Practice Offices
- Clinics in prisons and correctional facilities



Searching HPSA Designations

To determine whether or not a critical shortage facility meets the criteria of 14 and higher, you must do the following:

Conduct HPSA searches by using these two links:

Link to Data Warehouse (perform **searches by address**):

<http://datawarehouse.hrsa.gov/GeoAdvisor/ShortageDesignationAdvisor.aspx>

Link to HPSA Find (perform **searches by state and county**):

<http://datawarehouse.hrsa.gov/tools/analyzers/hpsafind.aspx>



Steps for Searching HPSA Designations

Geographical or Population HPSA Search

Search #1:

- Go to <http://datawarehouse.hrsa.gov/GeoAdvisor/ShortageDesignationAdvisor.aspx>
- Enter geographical information (Address, City, State and Zip code) of site that you would like to review.
- Click submit button

The screenshot shows a web browser window with the URL <http://datawarehouse.hrsa.gov/tools/analyzers/geo/ShortageArea.aspx>. A message box at the top states: "HPSA scores locked for the National Health Service Corps and NURSE Corps Loan Repayment Programs' new award application cycle. Daily HPSA data updates are scheduled to resume in Spring 2016. Please direct any questions to your [State Primary Care Office](#) and/or the appropriate Shortage Designation Project Officer."

The main heading is "Find Shortage Areas by Address". Below it, instructions read: "Enter an address to determine whether it is located in a shortage area: HPSA Geographic, HPSA Geographic High Needs, or Population Group HPSA or an MUA/P." A note states: "Note: This search will not identify facility HPSAs. To find these HPSAs, use the [HPSA Find](#) tool."

The "Search Criteria" section includes the following form fields:

- Street Address:
- City:
- State:
- ZIP Code:
- Include geographic (FIPS) codes ⓘ

 Search and Reset buttons are located below the form.

On the right, the "Additional Tools" section lists:

- ▶ [HPSA Find](#)
- ▶ [Medicare Physician Bonus Payment Eligibility Analyzer](#)
- ▶ [MUA Find](#)

Below this is a "July 1, 2015 Federal Register Notice" section with a "NOTE" explaining that the notice reflects the publication of the Federal Register notice on July 1, 2015, and that HPSAs designated as of May 29, 2015, will remain in that status until the next Federal Register notice. A link is provided: <http://bhpr.hrsa.gov/shortage/hpsas/pri-marycareoffices.html>.

At the bottom right, there is a link: ▶ [County and county equivalent](#)



Steps for Searching HPSA Designations

Geographical or Population HPSA Search

Search #1 Cont. :

If the demographic address information submitted is geographically located in a geographic or population type HPSA, the results will return with a “Yes”, along with the ID # and score illustrated on the screen.

If a site does not have a HPSA, the results will return with “No” illustrated.

The screenshot shows a web browser window with the URL <http://datawarehouse.hrsa.gov/GeoAdvisor/ShortageDesignationAdvisor.aspx>. The page displays search results for a location in Washington, DC. The reported location is 1701 14th St NW, Washington, DC, 20009. The input location is also 1701 14th St NW, Washington, District of Columbia 20009. The results are categorized into three types of shortages:

- In a Primary Care Health Professional Shortage Area: Yes**

Primary Care HPSA Name:	Homeless - Downtown Washington
Primary Care HPSA ID:	1119991108
Primary Care HPSA Status:	Designated
Primary Care HPSA Score:	19
Primary Care HPSA Designation Date:	06/29/1993
Primary Care HPSA Designation Last Update Date:	02/23/2012
- In a Mental Health Professional Shortage Area: No**
- In a Dental Care Health Professional Shortage Area: Yes**

Dental Health HPSA Name:	Homeless - Downtown D.C.
Dental Health HPSA ID:	6119991103
Dental Health HPSA Status:	Designated
Dental Health HPSA Score:	9
Dental Health HPSA Designation Date:	06/16/1994
Dental Health HPSA Designation Last Update Date:	01/31/2012
- In a Medically Underserved Area/Population: Yes**

Navigation links on the left include: [Shortage Designation Home](#), [Find Shortage Areas](#), [HPSA by State & County](#), [HPSAs Eligible for the Medicare Physician Bonus Payment](#), and [MUA/P by State & County](#). A "Print" button is also visible.



State and County HPSA Search

Search #2:

- Go to <http://datawarehouse.hrsa.gov/tools/analyzers/hpsafind.aspx> to begin searching for a HPSA designations
- Select the state Click the down arrow for State search
- Select County
- Then, choose a discipline. To select more than one discipline, hold down the Ctrl key.
- Click “Search” for results

The screenshot shows the HRSA Data Warehouse 'HPSA Find' page. The search criteria are set to 'District of Columbia' for both state and county. Under 'Narrow by HPSA discipline(s)', 'Primary Care' and 'Mental Health' are selected. A red circle highlights the 'Search >>' button. A blue arrow points to the state dropdown menu, and another blue arrow points to the search button.



State and County HPSA Search

Search #2 Cont. :

- Once the results have been filtered, look for the facility name or geographical area
- If the facility name or geographical area is not found on page, the site and area are not HPSA designated.
- Please note: During this search the HPSA Name will be a site or an area and the type of HPSA will be listed under the Designation TYPE column.

HPSA Find Results

Search Criteria

Click on a column heading to sort the results in ascending or descending order.

State: District of Columbia
 County: District of Columbia
 Discipline: Primary Care, Mental Health
 Metro: All
 Status: Designated
 Type: All
 Date of Last Update: All Dates
 HPSA Score: From 0 To 26

25 items in 02 pages

County Name	HPSA ID	HPSA Name	HPSA Discipline Class	Designation Type	HPSA FTE	HPSA Score	HPSA Status	HPSA Designation Last Update Date
District of Columbia	1119991124	Family and Medical Counseling Services, Inc.	Primary Care	Comprehensive Health Center	0	18	Designated	10/24/2012
District of Columbia	1119991122	Elaine Ellis Center of Health	Primary Care	Comprehensive Health Center	0	0	Designated	09/01/2011
District of Columbia	1119991121	Whitman Walker Clinic	Primary Care	Comprehensive Health Center		22	Designated	04/02/2014
District of Columbia	1119991120	La Clinica Del Pueblo	Primary Care	Comprehensive Health Center		7	Designated	10/31/2006
District of Columbia	1119991118	Community of Hope	Primary Care	Comprehensive Health Center		23	Designated	04/15/2014
District of Columbia	1119991116	Mary's Center for Maternal and Child Care	Primary Care	Comprehensive Health Center		15	Designated	02/26/2013
District of Columbia	1119991114	Unity Health Care, Inc.	Primary Care	Comprehensive Health Center	1	21	Designated	11/21/2003
District of Columbia	111999110A	Bread for the City, Inc.	Primary Care	Federally Qualified Health Center Look A Like	0	23	Designated	05/01/2014
District of Columbia	711999110C	Bread for the City, Inc.	Mental Health	Federally Qualified Health Center Look A Like	0	15	Designated	05/01/2014
District of Columbia	711999110B	Family and Medical Counseling Services, Inc.	Mental Health	Comprehensive Health Center	0	18	Designated	10/24/2012
District of Columbia	711999110A	Elaine Ellis Center of Health	Mental Health	Comprehensive Health Center	0	0	Designated	09/01/2011
District of Columbia	7119991109	Whitman Walker Clinic	Mental Health	Comprehensive Health Center		19	Designated	04/02/2014
District of Columbia	7119991108	La Clinica Del Pueblo	Mental Health	Comprehensive Health Center		4	Designated	10/31/2006
District of Columbia	7119991107	Community of Hope	Mental Health	Comprehensive Health Center		19	Designated	04/15/2014
District of Columbia	7119991105	Mary's Center for Maternal and Child Care	Mental Health	Comprehensive Health Center		18	Designated	02/26/2013
District of Columbia	7119991102	Unity Health Care, Inc.	Mental Health	Comprehensive Health Center		18	Designated	05/08/2003



In-Service Requirements for Graduates

In Service Verifications

What happens after I begin my employment?

- You will be required to submit a In-Service verification (ISV) form online electronically every 6 months through your customer service portal account until you have successfully fulfilled your service obligation.

6 month In-Service Verification Form (ISV) includes:

- ✓ Dates of employment in 6-month increments
- ✓ Hours worked per week
- ✓ Number of days of leave taken within the 6-month time period
- ✓ Name and address of approved facility



Perform Full-Time or Part-Time Clinical Service

Participants may satisfy their service obligations on either a full-time or part-time basis.

- **Full-Time clinical practice**
 - A minimum of 32 hours per week
 - **Part-Time clinical practice**
 - A minimum of 16 hours per week and up to a maximum of 31 hours per week
- ❖ *Participants wishing to serve part-time must first obtain approval from NCSP. This will extend your service obligation so that the aggregate amount of service performed will equal the amount of a full-time service obligation.*



Transferring Facilities

- The NURSE Corps Scholarship Program (NCSP) expects you to fulfill your obligation at the NCSP-approved Critical Shortage Facility.
- If you are unable to continue working at the approved CSF, you should contact the NCSP immediately in writing through the Customer Service Portal.
- All transfers must be approved by the NCSP. Transfer requests should be submitted before you leave your current site. Leaving the assigned site without prior written approval may result in a default recommendation.
- Transfers are requested in the Customer Service Portal through the Site Status Change request.





Allowable Leave

- No more than 35 days per service year can be spent away from the approved NCSP site for vacation, holidays, continuing education, illness or any other reason.
- For continuous absences greater than 35 days in a service year, you must request a suspension through your portal of your NCSP service obligation.



Suspension Requests

Definition: A temporary suspension of service obligation. There are *three different types of Suspensions:*

- *Medical*
- *Maternity, Paternity & Parental*
- *Call to Active Duty*

Provides temporary relief to an NCSP participant if he/she has short-term (not permanent) circumstances.



Breach of Contract: Default

Definition: *Failure to provide health services in a NCSP-approved CSF for the period of time specified in your NCSP contract.*

You will be held liable to the Federal Government to repay all funds paid to you, or on your behalf, under the NCSP; in addition, you will be required to pay interest on such amounts at the maximum legal prevailing rate from the date of Default. The amount owed, including interest, must be paid within 3 years of the date of Default.



Waivers

A waiver permanently relieves all or part of the NCSP obligation; *waivers are approved only on rare occurrences.*

A waiver will be granted only if you demonstrate that compliance with your obligation is:

- permanently impossible or
- would involve an extreme hardship such that enforcement of the obligation would be unconscionable.

All requests for a waiver must be submitted in writing through the Customer Service Portal to NCSP and must be supported by full medical and/or financial documentation



Service Completion

Once your service obligation has been fulfilled and documented via In-service Verification Forms, a final audit and review will be done.

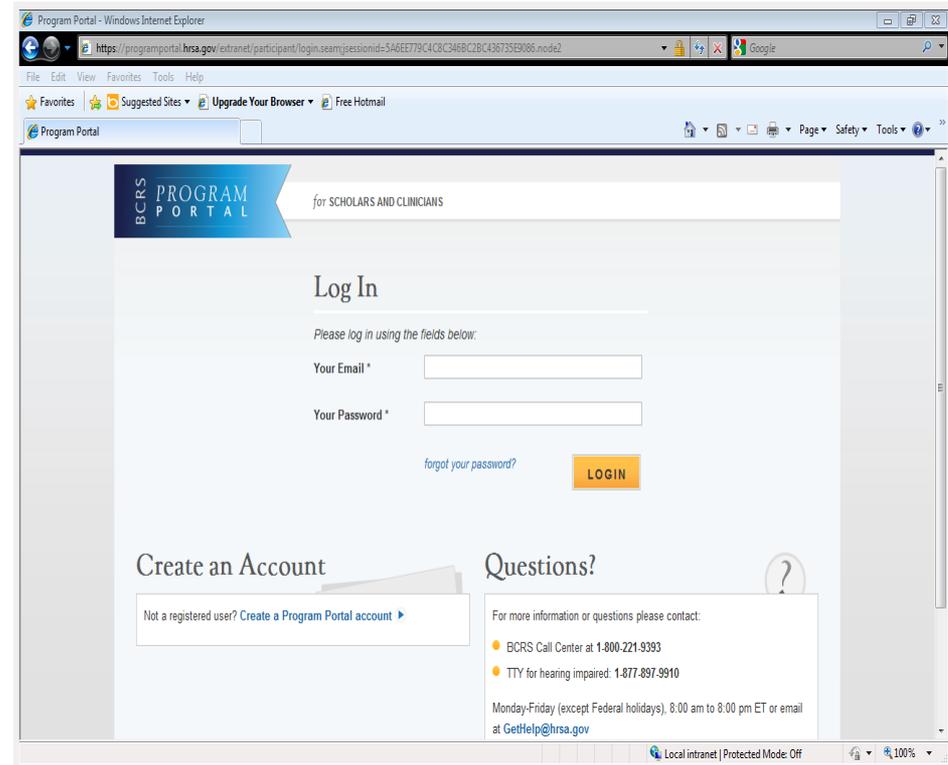
You should ensure that all contact information is kept current and up-to-date while under contract with NCSP. You will receive a letter and certificate for service completion through the Customer Service Portal.



Contact Us

The **Customer Service Portal** is an online tool that serves as your primary means for conducting business with the NCSP. Using the portal, you can:

- ✓ View your NCSP profile
- ✓ Update your personal information
- ✓ Submit site placement requests, transfer requests, and
- ✓ Ask the NCSP a question about your service or your service verifications





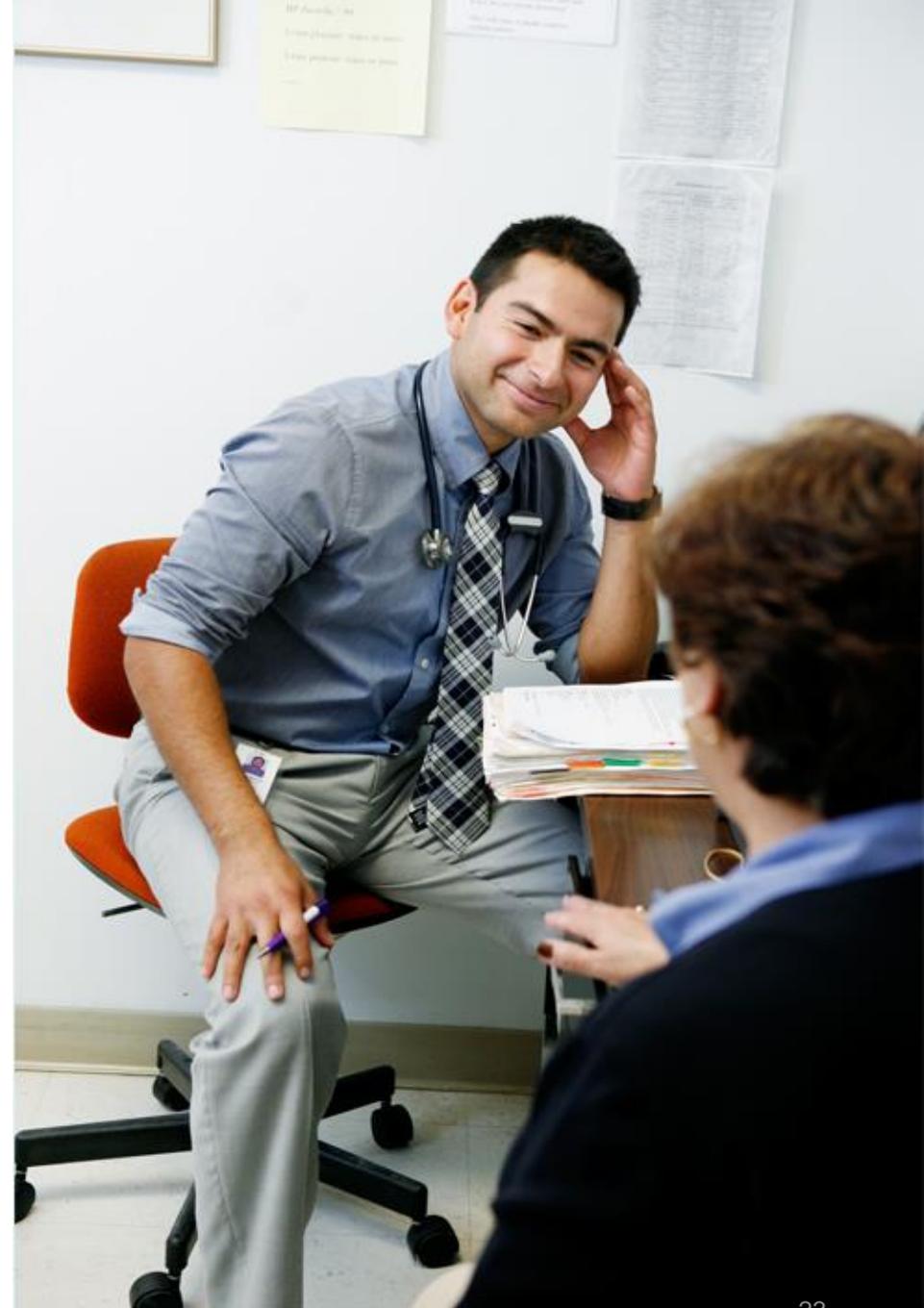
Contact Us

Customer Service Portal :

<https://programportal.hrsa.gov/extranet/participant/login.seam>

HRSA Call Center :

1-800-221-9393 or TTY 1-877-897-9910,
GetHelp@hrsa.gov



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HEALTH RESOURCES AND SERVICES ADMINISTRATION