

**DEPARTMENT OF HEALTH & HUMAN SERVICES**  
**Health Care Financing Administration**

---

Region VI  
1301 Young Street, Room 833  
Dallas, Texas 75202

April 23, 1998

REGIONAL SURVEY AND CERTIFICATION LETTER NO: 98-05

To: All State Survey Agencies (Action)  
All Title XIX Single State Agencies (Action)

Subject: Balanced Budget Act of 1997: Implementation of the Refinement of the Shortage Area Requirements and the Staffing Waiver Requirement

The purpose of this memorandum is to provide specific guidance in processing new applicants' requests to participate in the rural health clinic (RHC) program as required by two specific provisions of the 1997 Balanced Budget Act (BBA). The two relevant provisions are:

- 4205(d): Refinement of the Shortage Area Requirements, and
- 4205(c): Staffing Waiver Requirement

## **REFINEMENT OF THE SHORTAGE AREA REQUIREMENTS**

### **Defining a Current Shortage Area Designation**

As of January 1, 1998, per these instructions, new applicants requesting entrance into the Medicare and/or Medicaid programs as a RHC must be located in a health professional shortage area (HPSA), a medical underserved area (MUA), or a shortage area designated by a State Governor whose designation has been made or updated within the current year or one of the previous three calendar years. (For instance, if an application is received by the State agency in 1998, HCFA will consider all shortage designations made in 1997, 1996, or 1995 to be current regardless of the month the application was received.) Any shortage area designation made or last updated in a calendar year more than three years prior to the date of application receipt, is considered outdated and not timely for purposes of the RHC location requirement and, therefore, cannot be approved.

### **Applying Phase I**

HCFA will use a two-tiered approach to implement the refinement of shortage area requirements to RHCs. During Phase I, the refinement of shortage area requirements will apply only to new applicants seeking RHC status. HCFA will issue separate guidelines to implement Phase II. Phase II guidelines (which will take effect January 1, 1999) will apply to existing clinics located in areas that have lost their shortage area designations since their initial certification.

### **Phase I: Determining the Status of a Shortage Area Designation**

On a quarterly basis (beginning December 31, 1997), the Health Resources and Services Administration (HRSA), the Department of Health and Human Services agency responsible for designating shortage areas, will send to HCFA central office a current listing of the designation status of HPSAs and MUAs across the country and/or will

make such lists available through a Website (<http://\hrsa.dhhs.gov>). HCFA central office will forward regional data to each HCFA regional office. HCFA regional offices will send a State listing of current HPSAs and MUAs to each State's survey agency.

States may have, in addition to HPSAs and MUAs, shortage areas designated by the Governor for RHC purposes only. If the Governor's designation in a specific State is outdated, a request for review must be submitted to the Office of the Governor of that State. Please note, not all States have a Governor's designation.

### **Phase I: Processing New Applicants' Requests**

The State survey agency should screen preliminary information to determine if the currency of designation requirement has been met before requiring the RHC candidate to complete a formal application. An application received by the State survey agency before January 1, 1998, may be processed under old criteria.

If an applicant requesting participation in the Medicare and/or Medicaid programs as a RHC is located in an outdated shortage area, the applicant should work with the State primary care office (PCO) to secure a current designation. The State PCO will tell the applicant what is required to complete a review. Once the required information is compiled by the applicant in consultation with the PCO, the request should be submitted to the Health Resources and Services Administration, Bureau of Primary Health Care, Division of Shortage Designation (DSD), 4350 East-West Highway, Rm 9-1D1, Bethesda, MD 20857. The DSD attempts to process complete applications (those which do not require additional information) within 90 days from the date of receipt. Attached for your information is a current list of State PCOs.

### **STAFFING WAIVER REQUIREMENT LIMITED TO CLINICS IN THE PROGRAM**

Effective January 1, 1998, section 4205 of the BBA modifies and limits the existing staffing waiver. New applicants requesting RHC status will no longer qualify for a mid-level staffing waiver. Therefore, clinics entering the program on or after January 1, 1998, must follow the requirements of title XVIII of the Social Security Act (the Act) and have a mid-level practitioner on staff at least 50 percent of the time in order to receive RHC status. The HCFA regional office will not approve RHC applicants that fail to satisfy the mid-level staffing requirement in section 1861(aa)(2)(J) of the Act.

If you have any questions concerning these changes, please contact Jann Caldwell, of my staff, at (214) 767-4401.

Sincerely,

{Signature on File}

Calvin G. Cline, Chief  
Survey and Certification Operations Branch  
Division of Medicaid and State Operations

Enclosure

**PRIMARY CARE OFFICES**  
**PCOs (January 1998)**

**REGION I**

*\*\*Jadwiga Gocłowski, Director*  
*CT State Dept. of Public Health*  
*P.O. BOX 34308, MS-#11MAT*  
*Hartford, CT 06134-0308*  
*TEL 860/509-8066 FAX 860/509-7720*

Sophie Glidden, Director  
ME Department of Human Services  
35 Anthony Ave., Station #11  
Augusta, ME 04333-0011  
TEL 207/624-5424 FAX 207/624-5431  
sophie.e.glidden@state.me.us

Ann McHugh  
MA Dept. of Public Health  
Primary Care Systems Unit  
250 Washington Street, 5th Floor  
Boston, MA 02108  
TEL 617/624-6070 FAX 617/624-6062  
anne.mchugh@state.ma.us

*\*\*Sadhana Hall*  
*NH Primary Care Services*  
*Community Health Institute*  
*95 North State Street*  
*Concord, NH 03301-6527*  
*TEL 603/271-4638 FAX 603/271-1517*  
*jrb4@wonder.em.cdc.gov*

*\*\*Mary Ann Miller, Chief*  
*Rhode Island Department of Health*  
*Preventive Health Services*  
*3 Capitol Hill, Room 409*  
*Providence, RI 02908*  
*TEL 401/222-1171 FAX 401/222-4415*

Jane Jackson  
VT Department of Health  
P.O. Box 70  
Burlington, VT 05402-0070  
TEL 802/651-1869 FAX 802/651-1634  
JJACKSO@vdhvax.vdh.state.vt.us

## **REGION II**

Linda Anderson, Coordinator  
Family/Comm. Health Svcs, Cap. Plaza  
50 E State Street, CN 364, 6th Floor  
Trenton, NJ 08625-0364  
TEL 609/984-0709 FAX 609/292-3580

Jean Moore, Director  
Workforce Planning, Policy & Resources Deve.  
E.S.P. Corning Tower, Room 1656  
Albany, NY 12237-0053  
TEL 518/473-4700 FAX 518/473-5273  
JMM04@health.state.ny.us

Margarita LaTorra, Exe. Dir.  
PR Dept of Health, Office of Federal Affairs  
P.O. Box 70139  
San Juan, PR 00936-8139  
TEL 809/274-7735 FAX 809/759-6552

## **REGION III**

ina Bianco, Director  
Delaware State Dept. of Health  
P.O. Box 637  
Dover, DE 19903  
TEL 302/739-4787 FAX 302/739-6653  
ginaebianco@state.de.us

Regina Woods, Chief  
DC Department of Health  
Office of Health Planning & Development  
800 9th Street, NW, 3rd Floor  
Washington, DC 20024  
TEL 202/645-5556 FAX 202/645-0526

Antoinette Coward  
MD Dept. of Health & Mental Hygiene  
Office of Planning & Analysis  
201 W. Preston Street, Room 300  
Baltimore, MD 21201  
TEL 410/767-5602 FAX 410/333-7501  
cowarda@dnhm.state.md.us  
Joseph B. May, III, Director

PA Department of Health  
Health & Welfare Bldg.  
P.O. Box 90, Room 709  
Harrisburg, PA 17108  
TEL 717/772-5298 FAX 717/783-3794  
joseph.may@access.gov

Eula Moore, Director  
VA Dept/Health, Div. of Health Planning  
1500 E. Main Street, Suite 213  
Richmond, VA 23219  
TEL 804/786-4891 FAX 804/371-0116  
Emoore@vdh.state.va.us

*\*\*Linda Atkins*  
*Special Project for Recruitment & Retent.*  
*WV Dept. of Health & Human Services*  
*1411 Virginia Street, East*  
*Charleston, WV 25301*  
*TEL 304/558-4832 FAX 304/558-1437*

#### **REGION IV**

*\*\*Sherrie A. Cooke*  
*Alabama Dept. of Primary Health*  
*Bureau of Planning & Resource Dev.*  
*P.O. Box 30317, RSA Tower, Suite 840*  
*Montgomery, AL 36130-3017*  
*TEL 334/206-5396 FAX 334/206-5434*  
*cook120w@wonder.em.cdc.gov*

Lat Penland  
FL Dept. of Health & Rehab. Svcs.  
State Health Office  
1317 Winewood Blvd.  
Tallahassee, FL 32399-0700  
TEL 904/487-2044 FAX 904/922-6296

*\*\*William Fields, Director*  
*GA State Office of Rural Health Primary Care*  
*2 Peachtree Street, 6th Floor*  
*Atlanta, GA 30303*  
*TEL 404/657-6620 FAX 404/657-6624*  
*WCF@ph.dhr.state.ga.us*

Danise Newton  
KY State Department of Health  
275 E. Main Street  
Frankfort, KY 40601  
TEL 502/564-8966 FAX 502/564-6533  
dnewton@mail.state.ky.us

Perila Taylor  
MS State Department of Health  
Bureau of Health Resources  
P.O. Box 1700  
Jackson, MS 39215-1700

TEL 601/987-3881 FAX 601/364-2309

Burnie Patterson  
NC Dept. of Human Resources  
Office of Rural Health & Resources Dev.  
311 Ashe Avenue  
Raleigh, NC 27606  
TEL 919/733-2040 FAX 919/733-8300

Mark Jordan  
SC Dept. of Health & Envir. Control  
Office of Primary Care  
P.O. Box 101106  
Columbia, SC 29211  
TEL 803/737-3996 FAX 803/734-6302  
jordanma@columb64.dhec.state.sc.us

Bill Jolley  
TN Dept. of Health, Comm. Svcs.  
Cordell Hull Bldg., 5th Floor  
426 5th Ave., North  
Nashville, TN 37247  
TEL 615/741-0418 FAX 615/741-1063  
bjolley@mail.state.tn.us

## **REGION V**

Roger Ricketts  
Illinois Department of Health  
535 W. Jefferson Street  
Springfield, IL 62761  
TEL 217/782-1624 FAX 217/782-2547  
rrickett@idph.state.il.us

Randall Ritter  
Indiana State Department of Health  
2 N. Meridian Street, 8th Floor  
Indianapolis, IN 46204  
TEL 317/233-7846 FAX 317/233-7761  
rritter@source.isd.state.in.us

Jane Finn  
MI Department of Public Health  
Division of Managed Care  
3423 N. Logan/MLK Blvd.  
Lansing, MI 48909  
TEL 517/335-9488 FAX 517/335-9239  
finnjl@state.mi.us

Estelle Brouwer, Director

MN Dept. of Health, HCDP  
121 E. 7th Place, Suite 400  
St. Paul, MN 55101  
TEL 612/282-3853 FAX 612/282-5628  
estelle.brouwer@health.state.mn.us

Susan Ewing Ramsay  
OH Dept./Health Office of Rural Health  
P.O. Box 118  
Columbus, OH 43266-0118  
TEL 614/644-8508 FAX 614/644-9850  
sramsay@gw.odh.state.oh.us

Margaret Kristan  
WI Dept. of Health & Family Svcs. Div.  
of Health, Primary Care Section  
P.O. Box 309  
Madison, WI 53701-0309  
TEL 608/266-2833 FAX 608/267-2832  
Kristma@dhfs.state.wi.us

## **REGION VI**

Bill Rodgers  
AR Dept. of Health  
Office of Primary Care  
4815 W. Markham Street  
Little Rock, AR 72205-3867  
TEL 501/661-1624 FAX 501/280-4706  
brogers@mail.doh.state.ar.us

Sondra Burns  
LA Dept. of Health & Hosp. Bureau of  
Health Resources Development  
P.O. Box 1349  
Baton Rouge, LA 70821-1349  
TEL 504/342-9513 FAX 504/342-5839  
skb@dhhmail.state.la.us

Harvey Licht, Chief  
NM Dept. of Health Public Health Div.  
Primary Care/Rural Health Bureau  
P.O. Box 26110  
Santa Fe, NM 87502-6110  
TEL 505/827-1400 ext. 120 FAX 505/827-0924  
Harvey.Licht@Access.Gov

Connie Berry  
Texas Department of Health  
Primary Health Care Services

1100 W. 49th Street  
Austin, TX 78756  
TEL 512/458-7518 FAX 512/458-7235  
cberry@copc.tdh.state.tx.us

Michael Brown  
OK State Department of Health  
1000 NE 10th Street  
Oklahoma City, OK 73117-1299  
TEL 405/271-8430 FAX 405/271-2886  
mikebr@health.state.ok.us

## **REGION VII**

Carl Kulczyk, Program Planner  
Iowa Department of Public Health  
Bureau of Community Health Development  
321 E. 12th Street  
Des Moines, IA 50319  
TEL 515/281-7223 FAX 515/242-6384  
ckulczyk@idph.state.ia.us

Dick Morrissey, Director  
KS Dept. of Health & Environment  
Bureau of Local & Rural Health  
900 SW Jackson, Suite 665  
Topeka, KS 66612-1290  
TEL 913/296-0613 FAX 913/296-1231  
uskancgn@ibmmail.com

Garland Land, Director  
Missouri Department of Health  
Division of Health Resources  
P.O. Box 570  
Jefferson City, MO 65102  
TEL 573/751-6272 FAX 573/526-4102  
kirbenh@mail.health.state.mo.us

David Palm  
Nebraska Department of Health  
Office of Rural Health  
P.O. Box 95007  
Lincoln, NE 68509  
TEL 402/471-2337 FAX 402/471-0383  
dpalm@hhs.state.ne.us

## **REGION VIII**

Susan Rehak  
Colorado Department of Health

4300 Cherry Creek Drive South  
Denver, CO 80222-1530  
TEL 303/692-2478 FAX 303/753-9249  
lindy.nelson@state.co.us

JoAnne Dotson, Director  
MT Univ. Dept. Public Health Human Svcs.  
P.O. Box 202951  
Helena, MT 59620-2951  
TEL 406/444-4748 FAX 406/444-1861  
jdotson@mt.gov

Mary Amundson  
University of North Dakota  
Center for Rural Health  
P.O. Box 9037  
Grand Forks, ND 58202-9037  
TEL 701/777-3848 FAX 701/777-2389  
maamunds@plains.nodak.edu

Robert W. Sherwood  
Bureau/Primary Care & Rural Health  
P.O. Box 142856  
Salt Lake City, UT 84114-2856  
TEL 801/538-6113 FAX 801/538-6387  
hlhsi.bsherwoo@state.ut.us

Douglas Thiede  
Wyoming Department of Health  
134 Hathaway Bldg., Room 117  
Cheyenne, WY 82002-0840  
TEL 307/777-6918 FAX 307/777-7439  
dthied@quest.state.wy.us

Bernard Osberg  
SD Dept/Health, Office of Rural Health  
445 E. Capitol  
Pierre, SD 57501  
TEL 605/773-3364 FAX 605/773-5904  
bernieO@doh.state.sd.us

## **REGION IX**

Stan Hovey, Director  
AZ Dept. of Health Services  
Health Systems Deve.  
1740 W. Adams, Room 312  
Phoenix, AZ 85007  
TEL 602/542-1216 FAX 602/257-9380  
shovey@hs.state.az.us

Ana Ramirez  
CA Dept. of Health Services  
Primary Care & Rural Health Sys. Branch  
714 P Street, Room 550  
Sacramento, CA 95814  
TEL 916/654-2334 FAX 916/654-5900  
aramirez@hwl.cahwnet.gov

Charlene Gaspar  
Hawaii State Department of Health  
Family Health Services Division  
3652 Kilauea Avenue  
Honolulu, HI 96816  
TEL 808/733-9017 FAX 808/733-8369  
boulange@hawaii.edu

Maria D. Canfield  
NV Department of Human Resources  
Primary Care Dev. Ctr., State Health Div.  
505 E. King Street, Room 203  
Carson City, NV 89710  
TEL 702/687-1871 FAX 702/684-8073  
mcanfield@govmail.state.nv.us

## **REGION X**

Patricia Carr  
AK Dept. of Health & Social Svcs.  
P.O. Box 110614, Mail Stop 0614  
Juneau, AK 99811-0614  
TEL 907/465-8618 FAX 907/465-6861  
PatC@health.state.ak.us

Tim Whittier  
Idaho Primary Care Program Manager  
P.O. Box 83720  
Boise, ID 83720-0036  
TEL 208/334-0669 FAX 208/334-6581  
Whittier\_Tim@msn.com

Carol Allen  
Oregon Health Division  
800 NE Oregon Street, #21 Suite 950  
Portland, OR 97232  
TEL 503/731-4017 FAX 503/731-4079  
carol.j.allen@state.or.us

Mary Looker  
Washington Department of Health  
Office of Comm. & Rural Health

P.O. Box 47834  
Olympia, WA 98504-7834  
TEL 360/705-6764 FAX 360-664-9273  
mcl0303@doh.wa.gov