

Federally Qualified Health Center (FQHC)

Board of Directors
Accountability Matrix



Board of Directors

Expectations/Requirements

1. Program Expectations (PIN 98-23)
2. Summary of Key Health Center Program Requirements
3. Health Center Program Statutes:
 - Section 330 of the Public Health Service Act (42 U.S.C. 254b)
 - Program Regulations (42 CFR Part 51c and 42 CFR Parts 56.201-56.604 for Community and Migrant Health Centers)
 - Grants Regulations (45 CFR Part 74)

Board of Directors

Tools

1. By-laws

Board of Directors

Accountability/Follow-up

1. Strategic Planning
2. Board/Committee Meetings
3. Minutes/Action Register (Who, What, When)

Operational

Expectations/Requirements

1. Policies and Procedures
2. Notice of Grant Award (NGA)
3. Financial Audit
4. Regulatory Review (JC, OPR, TA, etc.)

Operational

Tools

1. Work Plan:

- Goals/Objectives
- Key Action Steps
- Expected Outcomes
- Data, Evaluation and Measurement
- Person(s)/Area Responsible
- Time Frame

Operational

Accountability/Follow-up

1. Meetings
 - Leadership/Management
 - QI
 - Staff
2. Minutes/Action Register (Who, What, When)

Employee

Expectations/Requirements

1. Position Descriptions
2. Personnel Policies

Employee

Tools

1. Performance Appraisals

Employee

Accountability/Follow-up

1. Progressive Discipline