



BOARD TRAINING TOPICS & SCHEDULE

Community Health Centers are complex organizations requiring Boards of Directors to be well-oriented to the organization and the Health Center Program, and also equipped, well-versed, and up-to-date on the most significant factors impacting service delivery at community health centers. This requires ongoing training on several important topics.

As volunteer Boards of Directors with monthly meetings scheduled, and committee work in between, it is challenging to allocate a large block of time exclusively dedicated to board training. Therefore, in order to provide the opportunity for all board members to be introduced to selected training topics, it is recommended that a short training session be included as an agenda item at monthly board meetings. Boards can determine which topics they prefer to address for each meeting and which ones to schedule for their annual meeting.

Training Topic	Monthly Meeting	Annual Meeting
Community Health Center Program		
Program Requirements – general overview	<input type="checkbox"/>	<input type="checkbox"/>
Board composition	<input type="checkbox"/>	<input type="checkbox"/>
Governance authority	<input type="checkbox"/>	<input type="checkbox"/>
Scope of Project	<input type="checkbox"/>	<input type="checkbox"/>
Board as policy making body	<input type="checkbox"/>	<input type="checkbox"/>
Governing Boards – fiduciary responsibilities	<input type="checkbox"/>	<input type="checkbox"/>
Health Center Funding		
PHS Section 330 grant – general overview	<input type="checkbox"/>	<input type="checkbox"/>
Sliding Fee Scale Discount Program	<input type="checkbox"/>	<input type="checkbox"/>
Medicaid, CHIP and Medicare Programs	<input type="checkbox"/>	<input type="checkbox"/>
Billing and collection	<input type="checkbox"/>	<input type="checkbox"/>
Fundraising	<input type="checkbox"/>	<input type="checkbox"/>
Health Center Compliance		
Corporate compliance	<input type="checkbox"/>	<input type="checkbox"/>
Conflict of interest	<input type="checkbox"/>	<input type="checkbox"/>
Patient & staff grievances	<input type="checkbox"/>	<input type="checkbox"/>
Uniform Data System (UDS) submission requirements	<input type="checkbox"/>	<input type="checkbox"/>
Federal Tort Claims Act	<input type="checkbox"/>	<input type="checkbox"/>
Quality Assurance	<input type="checkbox"/>	<input type="checkbox"/>
Meaningful Use	<input type="checkbox"/>	<input type="checkbox"/>
Health Center Reports		
Patient Satisfaction reports	<input type="checkbox"/>	<input type="checkbox"/>
Productivity reports	<input type="checkbox"/>	<input type="checkbox"/>
UDS trends	<input type="checkbox"/>	<input type="checkbox"/>
Finance reports	<input type="checkbox"/>	<input type="checkbox"/>
Adverse Events reports	<input type="checkbox"/>	<input type="checkbox"/>
Quality Improvement reports	<input type="checkbox"/>	<input type="checkbox"/>
Patient-Centered Medical Home-progress reports	<input type="checkbox"/>	<input type="checkbox"/>
Strategic planning – progress reports	<input type="checkbox"/>	<input type="checkbox"/>