

Addendum

Indian Health Service
Health Facilities Planning Manual

Planning Space
For IHS and Tribal
Leased Facilities

Indian Health Service
Office of Environmental Health and Engineering
Division of Facilities Engineering

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INTRODUCTION

The Indian Health Service (IHS) Health Facilities Planning Manual (HFPM) is designed to assist planners in allocating space for hospitals and health centers that will operate 40 or more hours per week and generate more than 4,400 primary care provider visits (PCPV) per year. The IHS does not support construction of smaller facilities because these cannot be operated economically or efficiently and because supporting them would limit the resources that otherwise might be available to ensure full operation of efficient programs. However, the IHS may consider leasing space to provide health care services where it does not have a full service health center. This document contains the criteria that justifies leasing space and provides guidelines for determining space that tribes may lease under contract agreements.

Inclusions: The guidelines in this document will be used to determine the maximum space the IHS might lease to provide chronic, preventive, and limited acute care medical services. This space also would be used to provide community health services. The IHS might lease space at a location if all the following conditions apply:

The requested space is part of the IHS Workspace Management Plan and Budget Justification Document;

The proposal to lease the facility is part of an IHS Area Facility Master Plan;

Alternatives to providing care at the location are not available within 20 miles (i.e., at other IHS facilities or tribal programs);

Transporting patients to an existing IHS facility is less feasible than providing direct care;

The Area Office has committed resources for staffing and operating the facility at least two days a week (not less than one full day of medical services care and one full day of community health services care or two full days of medical care services);

At least 500 registered Indian users of the IHS health delivery system live in the service area;

At least 1,115 primary care provider visits will be provided per year at the location; and

A plan for multi-purpose use of the requested space has been developed, including how it will be used by the community health services programs

Exclusions: The criteria and space guidelines in this document will not be used for the following purposes:

To allocate space for a full service health center or for any facility that will exceed 8,250 net square feet;

To alter existing leases, unless the alterations have been approved through the leasing priority system process;

To allocate or lease space for programs that do not include the basic medical services delivery component described below; or

To allocate or lease space at locations where workload and population do not justify providing services at least two days a week including 1 full day of medical services.

CONCEPT OF OPERATION

The IHS health care delivery model provides comprehensive, integrated ambulatory and community health services. The health services offered at a leased facility should emphasize preventive and chronic care which includes care provided by medical, public health nursing, mental health, and health education services. To provide these services as efficiently as possible, space should be used for several purposes. For example, exam rooms used by a primary care provider one day will be used, as well, by other health care providers another day. Also, waiting areas may serve as a classroom or group therapy meeting area when not used as a waiting room. Leasing space for part-time clinics is inherently costly; however, multi-use of space will make leasing part-time clinic space more cost effective while fostering health promotion and disease prevention.

NOTES TO THE PLANNER:

The criteria and guidelines in this document are based on the assumption that the basic medical team required to provide a medical services delivery program consists of a physician or physician extender, a nurse, a pharmacist, and a health records clerk. Some programs may require a full time laboratorian as part of the team. A medical services delivery program must include all elements of this basic medical team before the IHS will consider leasing space for it. Also, the medical team must be assigned to the leased facility for at least one day a week and must be supported by at least one additional day of community health services at the site. In most leased facilities, the space recommended on page 7 of this document will be shared by the medical team and the community health services team. The IHS may lease space for a dental program if more than 41,500 annual dental service minutes will be provided at the leased facility..

The IHS may lease space for other outpatient health care programs if the Resource Requirements Methodology (RRM) generates a full-time program. If additional space for dental services or for other outpatient programs is required, the appropriate chapter of the HFPM should be used as the basis for planning lease requirements. The space tables in the HFPM may need to be modified to accommodate the smaller staff at leased facilities. For example, small leased facilities would not require

conference rooms or supervisors' offices, since supervision and conferences occur at the parent facility.

The space tables on page 7 of this document provide the necessary space for an IHS leased facility. The IHS will not lease more than this space for the basic medical and community health programs. Requests to lease less space must include a statement of how space will fit the needs of the leased facility program. The IHS will lease space only if it will be used 2 days or more a week.

DESIGN SUGGESTIONS

Space leased by the IHS should be designed so that it may be used for several purposes. The waiting area, for example, should be designed so that it can be used as a classroom, group therapy area, etc.

If the laboratory program includes performing tests at the site, a lab room of 90 net square feet should be provided within the space limits indicated on the space tables on page 7. Where the laboratory program consists of drawing blood samples only, no separate room is required.

INFORMATION REQUIRED TO PLAN

Provide the following information for the proposed site:

- User Population _____
- Number of Primary care provider visits _____
- Annual dental service minutes _____
- Parent Facility _____

Provide a justification for the proposed lease, showing how the space will be used by IHS staff to provide health care services. Indicate where the staff will be permanently stationed and how long they will travel to reach the proposed lease site. Provide an analysis comparing the cost of transporting patients with the cost of leasing a facility. The analysis should include all costs for travel, salary, benefits, lease, and building services costs.

List below the personnel who will work at the leased facility:

Position Title	Position Control Number	Position Title	Position Control Number
Physician (or extender)	_____	<u>Clerk</u>	_____
Nurse	_____	<u>Laboratorian</u> (if required)	_____
Pharmacist	_____		

Community Health and other:

List below the IHS and Tribal health care delivery locations within 20 miles of the proposed lease site:

Facility/Location location	Distance	Current	
		PJD	PCPV
_____	_____	_____	_____
_____	_____	_____	_____

SPACE CRITERIA:

<u>Purpose</u>	<u>Room Space</u>	<u>Total Number</u>	<u>Criteria</u>
Exam Rooms	2 at 110	220	32.03
Teaching/Treatment Room	1	150	32.15
Nursing Work Area			
Vital Signs/lab/material stores		200	32.01
Storage Closet		50	52.06
Janitor's Closet/		60	
54.01			
Clean Up/Soiled Utility		60	11.21
Pharmacy / Drug Room	1	150	35.03
Pharmacy / Consultation	1	110	35.02
Health Records/Computer registration/Records storage		150	42.01/42.02/45.02
Toilets			
Male, Handicapped	1	60	45.03
Female, Handicapped	1	60	45.04
Clinic	1	30	43.03
			43.04/21.02
Waiting		250	45.01
Total Net Square Feet		1,550	
Department Circulation?	X	1.45	
Dept. Gross		2,248	
Floor Circulation	X	1.20	
Floor Gross		2,698	
Mechanical Space	X	1.12	
Building Gross		3,022	
Community Health Services			Use Chapter 33.0 in HFPM
Dental			Use Chapter 34.0 in HFPM