

**D. HEALTH CHECK EQUIPMENT, FURNISHINGS AND SUPPLY NEEDS**

To successfully carry out local Health Check Coordination services, HCCs need:

1. Adequate office (with privacy) and meeting space.
2. Office furniture (desk; chairs; a conference/work table; computer desks; a file cabinet, etc.).
3. Each HCC will need a desktop or laptop computer in order to use the AINS data supplied to them each month by the MMIS fiscal agent. If requested, each HCC will need a laptop computer for use during the Site Visits. The Network must maintain appropriate computer hardware, software to operate the AINS data shell. For specific requirements, contact the MMIS fiscal agent Health Check Consultant.
4. Telephone(s), direct line if possible, with answering machine or voice mail.
5. Paper shredder.
6. Supplies (e.g., stationary, postage, etc.).
7. Fax machine and a copier.
8. Internet access.

Start-up (or new) Health Check Coordination services must purchase equipment, furnishings, and supplies.

CCNC Networks are encouraged to seek additional cash or in-kind donations if needed.