

**Fiscal Year 2016 Delivery System Health Information Investment (DSHII)
Supplemental Funding Opportunity
HRSA-16-191
Frequently Asked Questions (FAQs)**

Below are common questions and corresponding answers for the Fiscal Year (FY) 2016 Delivery System Health Information Investment (DSHII) supplemental funding opportunity. New FAQs will be added as needed, so please check the DSHII technical assistance (TA) website for updates: <http://bphc.hrsa.gov/programopportunities/fundingopportunities/DSHII/index.html>.

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General Information

1. What is the purpose of the FY 2016 DSHII supplemental funding opportunity?

The purpose of this funding opportunity is to provide one-time support to Health Center Program award recipients (hereafter referred to as health centers) to make strategic investments in health information technology (health IT) enhancements. These investments will help health centers accelerate their transition to value-based models of care, improve efforts to share and use information to support better decisions, and increase engagement in delivery system transformation.

2. When can I start my application?

The application period opened on June 20, 2016. Emails indicating the availability of the application in HRSA’s Electronic Handbook (EHB) were sent on that date to the individuals listed as Project Directors, Authorizing Officials, and Business Officials in the health center’s EHB grant folder for all eligible health centers. Applications are due in EHB by 5 p.m. EST on July 20, 2016. There is no Grants.gov submission requirement for the DSHII supplemental funding application.

3. How much funding is available to support DSHII supplemental funding in FY 2016?

HRSA will award approximately \$90 million in formula-based supplements.

4. How much DSHII supplemental funding is each health center eligible to receive?

Eligible health centers received an email on June 20, 2016 indicating the availability of the DSHII application and the maximum amount of supplemental funds each health center may request. Funding allocations were determined based on each health center's 2015 Uniform Data System (UDS) report. The maximum amount of funding that can be requested was derived from the following formula:

- A base amount of \$40,000, plus
- An additional \$1.00 per health center patient, plus
- An additional \$2.00 per health center uninsured patient.

Depending on the number of approvable applications, HRSA may adjust award amounts consistent with funds available for this funding opportunity. DSHII supplemental funding must be expended within 12 months of award. This is a one-time supplemental funding opportunity; ongoing funds beyond the 12 month funding period will not be available to support activities initiated under this award.

5. Are applicants required to include the special population funding streams currently received when completing the budget request (i.e., CHC, MHC, HCH, and PHPC)?

Yes. Funding must be requested in the same special population funding proportion(s) as existing operational grant funding. The email that HRSA sent to eligible health centers on June 20, 2016 includes a breakdown of the special population funding streams (also known as sub-programs) that the health center currently receives with the maximum funding amount split proportionately. This distribution must be shown on the SF-424 Budget Information form (Section A – Budget Summary).

6. What should I do if the funding stream distribution levels included in the EHB email notification are not correct?

If the funding distribution percentages do not match your current Health Center Program (H80) grant funding distribution, contact BPHC at bphcdshii@hrsa.gov.

Eligibility

7. What types of organizations are eligible to apply for FY 2016 DSHII supplemental funding?

DSHII supplemental funding is open to organizations receiving Health Center Program operational grant funding at the time of this funding opportunity release.

8. The application instructions note that HRSA will not award DSHII supplemental funding to health centers with 5 or more active 60-day conditions or 1 or more active 30-day conditions. Does this include all conditions, including scope verification and construction/alteration-related conditions?

HRSA will only consider progressive action conditions related to Health Center Program requirements when determining if health centers are able to receive DSHII supplemental funding (i.e., scope verification and construction/alteration-related conditions will not be included). Please contact your Project Officer for any questions regarding the current status of conditions on your grant award.

9. Is the DSHII supplemental funding application subject to review by State Executive Order 12372?

Yes. DSHII supplemental funding awards are subject to the provisions of Executive Order 12372, as noted on page 7 of the application instructions. Applicants in states that have a Single Point of Contact (SPOC) should contact the SPOC to alert them that you will be submitting an application. The list of SPOCs is available here:

http://www.whitehouse.gov/omb/grants_spoec. For applicants in states that do not have a SPOC, you may contact your Primary Care Office (PCO) for guidance. See <http://bhpr.hrsa.gov/shortage/hpsas/primarycareoffices.html> for the list of PCOs.

10. Can subrecipients/subcontractors apply for DSHII supplemental funding?

No, only current Health Center Program award recipients are eligible to apply. However, if a site that is operated by a subcontractor/subrecipient is included in an eligible health center's approved scope of project (on Form 5B), the health center may submit an application for DSHII supplemental funding that will support health IT enhancements at that site.

Application Requirements

11. What types of activities are allowable under the DSHII supplemental funding opportunity?

Applicants must propose activities that fall under one or more of the following Activity Categories, and will indicate if the proposed activities will enhance telehealth services in the Project Overview Form. An extensive list of example activities for each Activity Category is included on pages 5-6 of the DSHII Application Instructions.

- 1. Equipment and Supplies Purchases**, such as expanded server capacity to provide necessary data storage, ONC-certified electronic health record (EHR)¹ or upgrades to achieve an ONC-certified EHR system, and communication hardware and software used with telehealth services (e.g., webcams, videoconferencing equipment).
- 2. Health Information System Enhancements**, such as fees for expert consultants to help develop clinical and operational workflows, EHR enhancements to support integration of data from multiple clinical services or documentation of telehealth patient encounters, and integration of clinical decision support tools into EHRs.
- 3. Training costs**, such as training for providers and staff to implement and optimize use of health IT improvements.
- 4. Data Aggregation, Analytics and Data Quality Improvement Activities**, such as implementation of data aggregation tools to improve data quality, aggregation, and analytic capacity; and implementation of reporting software and/or modification of

¹ For the purposes of this funding opportunity announcement, "certified EHR" refers to health IT products certified by the Office of the National Coordinator (ONC) for Health IT Authorized Testing and Certification Body. For further information about ONC certified health IT products, see <http://onchpl.force.com/ehrcert>.

health IT to generate performance reports to guide quality improvement and population health management.

12. My health center doesn't have an EHR in use yet; can I use DSHII funding to focus on other health IT costs, such as training and contracting with expert consultants?

Health centers that do not have an ONC-certified EHR in use at any site as indicated in their calendar year 2015 UDS report, must propose to use all or a majority of DSHII funds to install an ONC-certified EHR by selecting Activity Category 1 on the Project Overview Form and requesting the appropriate funding in the Budget Justification Narrative. Prior to award, HRSA will determine whether applicants proposed to use DSHII funds in accordance with the required use of funds and health centers will be required to modify the proposal if this requirement is not met. Health centers with extenuating circumstances (e.g., a plan and contract in place for initiating an ONC-certified EHR) should email bphcdshii@hrsa.gov and provide additional information regarding their plans and intent for use of funds.

Note that health centers that implemented an ONC-certified EHR after December 2015 should include details about this update in the Project Narrative in order for HRSA to note the change in EHR implementation status as compared to the 2015 UDS data and may elect to use their funding in other Activity Categories, as desired. In addition, applicants that have an ONC-certified EHR installed only at some sites or for some providers, and not all, are encouraged to consider the use of DSHII funds for expanding EHR adoption across their clinical sites.

13. Is it possible to pool DSHII supplemental funding if eligible health centers are collaborating on a project that has mutual benefit?

Yes. Eligible health centers are permitted to collaborate on health IT enhancement activities, as well as to participate in any PCA or HCCN sponsored activities that support delivery system transformation. Each health center must complete its own application and describe how the proposed activities will support the transition to value-based models of care, improve efforts to share and use information to support better decisions, and/or increase engagement in delivery system transformation.

14. Can I propose a health IT enhancement project at a site that I plan to bring into scope at a later date?

No, proposed activities must be implemented at a single site or multiple sites (including mobile vans) that are in a health center's approved scope of project. However, if a new site is added to scope in the future, DSHII supplemental funding may, at that time, be utilized to support health IT enhancements at that location.

15. Can I make changes to my approved scope of project (i.e., services and sites) through the DSHII supplemental funding application?

No. Applicants may not modify their scope of project as part of the DSHII supplemental funding application.

16. Are personnel costs (i.e., salary and fringe benefits) an allowable use of DSHII supplemental funding?

No, applicants may not propose to use DSHII supplemental funding toward direct hire personnel costs. However, support for contracted staff directly related to the implementation of proposed health IT enhancements for up to 12 months is allowable.

17. What is required for the Project Description attachment in the SF-424 Part 2 section of the application?

Applicants must upload an attachment with a brief summary of the proposed health IT enhancements, specifically referencing the selected Activity Categories and proposed outcomes. The Project Description/Abstract must be single-spaced and limited to one page in length.

Budget Presentation

18. Are there activities or costs that are ineligible?

Yes. FY 2016 DSHII supplemental funds may not be used for:

- Direct hire personnel costs, i.e., salary and fringe benefits (note that support for contracted staff for up to 12 months is allowable);
- Costs associated with the provision of required or additional services;
- Purchase or upgrade of an EHR that is not ONC-certified;
- Construction, including minor alterations and renovation;
- Fixed/installed equipment;
- Costs incurred prior to award;
- Costs associated with the installation of equipment purchased with one-time DSHII funds (e.g., installation of a fiber optics line); and/or
- Facility, land, or vehicle purchases.

In addition, DSHII supplemental funding may not supplant other resources (federal, state, local, or private).

19. Are equipment purchases allowable?

Moveable equipment is an allowable cost. Moveable equipment is defined as tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or \$5,000. For proposals that include equipment costs, applicants are required to complete an Equipment List form. Equipment items that cost less than \$5,000 per unit should be listed in the Supplies cost category, not under Equipment.

20. Can I use DSHII supplemental funding toward costs associated with an Electronic Health Record (EHR) system?

Yes, DSHII supplemental funding may be used to purchase an ONC-certified EHR, purchase upgrades to achieve an ONC-certified system, or to optimize or upgrade an existing ONC-

certified EHR System as needed to support the proposed health IT enhancements. EHR-related provider licensing costs necessary to accelerate the health center's transition to value-based models of care should be included in the Other cost category, not under Equipment. See Appendix B of the application instructions for details.

21. Are applicants required to include non-federal funding in the DSHII supplemental funding application budget presentation?

Yes, if non-federal funding will be leveraged to complete the proposed project. Applicants are required to include total budget information in the application, which may include non-federal funding (e.g., program income) that supports the project. Total budget information must be included in the SF-424A, the Federal Object Class Categories Form, and the Budget Justification.

22. Can award recipients request to carryover a balance of funds to the next budget period?

Yes. DSHII supplemental funding awards will provide supplemental funding for activities for the period September 1, 2016 through August 31, 2017 (12 months of funding). As such, a portion of those funds will be provided to award recipients for use in the FY 2017 budget period. In order to use DSHII supplemental funding in the upcoming budget period, award recipients must submit a Prior Approval Request to carry over those funds. Health centers should consult the Grants Management Specialist (GMS) for questions regarding submission of the Prior Approval request to carry over unobligated funds after their FY 2016 budget period has ended.

23. Are there any formatting guidelines for the Budget Justification Narrative attachment?

Can I submit a Microsoft Excel document?

Applicants should use an easily readable font, such as Times New Roman, Arial, Courier, or CG Times. The font should be no less than a 10-point font and you should use 1.0 line spacing. When the application is printed by HRSA, documents will print as they are formatted by the applicant. Applicants are encouraged to limit Excel documents to one worksheet only (i.e., one tab in the spreadsheet) and to make sure that the print area is set to the information that must appear in the submission.

Award Information and Reporting Requirements

24. When are DSHII supplemental funding applications due in EHB?

The due date for submissions is 5 p.m. EST on July 20, 2016.

25. When will DSHII supplemental funding be awarded?

HRSA anticipates announcing the awards in September 2016.

26. What is the length of the DSHII supplemental funding period?

DSHII supplemental funding must be expended within 12 months of award. The award period is September 1, 2016 through August 31, 2017. This is a one-time supplemental funding opportunity, and no ongoing funds will be available to support activities initiated under this award.

27. Are there specific reporting requirements for DSHII supplemental funding award recipients?

Health centers that receive DSHII supplemental funding will be required to report progress on and impact of the health IT enhancements supported by the one-time DSHII award in future Budget Period Progress Report (BPR) Non-Competing Continuation (NCC) submissions.

Technical Assistance and Contact Information

28. What technical assistance is available as I develop my application?

Technical assistance materials, including an EHB User Guide and sample application forms, are available at the DSHII technical assistance website:

<http://bphc.hrsa.gov/programopportunities/fundingopportunities/dshii/index.html>.

29. Who should I contact with programmatic questions concerning the DSHII supplemental funding application requirements and process?

Contact the DSHII Technical Assistance Team at bphcdshii@hrsa.gov.

30. Who should I contact if I have specific questions about allowable costs, the budget, or the budget justification narrative?

Contact Mona D. Thompson in HRSA's Office of Federal Assistance Management, Division of Grants Management Operations at mthompson@hrsa.gov.

31. If I encounter technical difficulties when trying to submit my application in EHB, who should I contact?

Contact the BPHC Helpline Monday through Friday, 8:30 a.m. to 5:30 p.m. EST (excluding federal holidays) at 1-877-974-2742 or submit a Web request

(<http://www.hrsa.gov/about/contact/bphc.aspx>).