

HRSA Supplemental Funding for Quality Improvement and Patient Centered Medical Home Development in Health Centers Interim Report

Frequently Asked Questions (FAQs)

Below are common questions and answers for the HRSA Supplemental Funding for Quality Improvement in Health Centers Interim Reporting Requirement. The FAQs are available on the PCMH Supplemental Technical Assistance website at <http://www.hrsa.gov/grants/apply/assistance/pcmh/>. New FAQs will be added as necessary, so please check this site frequently. The FAQs are organized under the following topics.

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ISSUE: General Information

1. What are the reporting requirements for the PCMH Supplemental Funding Opportunity?

The PCMH Supplemental requires that grantees submit an interim and final report. The reports are due June 3, 2013 and November 1, 2013. The reporting requirements can be found on the bottom of your Notice of Award (NoA) for the Fiscal Year (FY) 2012 QI PCMH funding opportunity.

2. How could a health center request an extension for the submission of the 2013 QI Interim Report?

No extensions are being granted for the submission of the interim report. All health centers who are participating on the FY 2012 QI PCMH funding opportunity must submit the interim report by the due date of June 3, 2013.

3. How do I access my interim report?

Once you are in EHB, you will need to open up your H80 Grant Handbook. In the Other Submissions section is where you will find the 2013 PCMH interim report submission.

4. How do I find out who my Project Officer is?

If you look at your most recent NoA, your project officer should be listed there.

5. If my health center's proposed project touches on all the domains, do I need to update each cell?

No. If your project covers all six domains, you only need to update one cell. You don't have to put the same information in each cell. This will hold particularly true for health centers who proposed to hire a consultant to guide them through the whole transformation process.

6. When our health center submitted our initial application for the supplemental funding, we based it on all of our sites. Due to limited resources and other issues, we decided to focus our PCMH work on one of the sites. Can we just report on the site that we have been implementing PCMH for this supplemental funding?

Yes, please indicate which sites are undergoing PCMH transformation. Every health center goes about the PCMH transformation process differently. Some want to work on all of their sites at once, some want to start on one, work through that process, and then move it to the others. The tools that you've implemented and lessons you've learned you will be able to transfer to your other sites. It is important to remember that the Cervical Cancer Screening data that you submit on the Interim Report must reflect the site targeted for PCMH recognition.

ISSUE: Documentation of Final Survey Submission or Scheduled Site Visit

7. How do we go about requesting a change in the final survey submission date, and possibly asking for an extension?

There is no formal extension process for survey submission. You should continue making progress on your work toward patient-centered medical home transformation and recognition as well as improving your health center's cervical cancer screening rate. The interim report will provide you the opportunity to inform HRSA if you have already submitted the final survey or scheduled the site visit or if your timeline has been altered.

8. Our health center would not be ready to submit the final survey by the due date of June 1, 2013. Should we submit a partial submission to NCQA or should we postpone the submission until we have completed the final survey?

No, health centers **should not** submit incomplete final surveys to NCQA as that defeats the goal of attaining the PCMH recognition. Survey submission should take into account NCQA's must pass elements and seek to obtain a score for Level 1 recognition at a minimum. Nevertheless, all health centers who received the supplemental funding must complete the interim report by June 3, 2013.

9. Our health center had already received PCMH recognition when we applied for supplemental funding. How do we respond to the questions about when we are going to apply or when will we have a site visit?

Please check the Yes button for Question 3: "My health center has submitted a survey or scheduled a site visit for PCMH recognition or accreditation." Although not required, you can provide additional details regarding the date that your site obtained PCMH recognition in the narrative text box provided on the interim report.

You will then choose the one radio button in Questions #4 through #8 that corresponds with the appropriate recognition/accrediting body and upload proof of your PCMH recognition/accreditation. For example, if your health center has achieved NCQA PCMH recognition, you will choose the radio button for Question # 5 and upload proof of your NCQA recognition as directed.

10. Is it a condition of the funding to achieve any specific level of recognition?

The funding requirement is to achieve at least Level 1 recognition for at least one site.

11. What is accepted as "proof" of survey submission through NCQA?

NCQA generates an email confirming the receipt of the final survey from the health center. That email confirmation that the health center receives from NCQA upon submission of the survey is acceptable proof.

ISSUE: Cervical Cancer Screening Data

12. Are we supposed to enter our UDS 2012 performance measure on the cervical cancer screening goal?

Health centers should report their cervical cancer screening performance for the timeframe of this supplemental funding interim report (October 1, 2012-June 1, 2013) using the UDS 2012 cervical cancer screening measure definition (see UDS manual, p. 70-71).

13. The interim report is due June 3, 2013, but the cervical cancer screening data you are requesting is through June 1. How should my health center meet this guideline?

Preferably, you should use the data from the time period specified in the interim report, however if this is not possible then using the 2012 UDS data is acceptable. In addition, it is acceptable to end your data collection earlier if needed.

14. What site do we report on if grant funds were used to implement a strategy to improve cervical cancer screening rates at a site but this is not the site that is targeted for PCMH recognition?

The FY 2012 Supplemental Funding for Quality Improvement in Health Centers focused on improving outcomes related to cervical cancer screening for health center patients by supporting PCMH transformation projects. Therefore, health centers should report their progress to date for the site targeted for PCMH recognition.

15. To determine the progress of cervical cancer screening, do we use the UDS sample process of 70 charts or do we have to use a different tool?

Health center may either use their EHR to report on their universe of patients or they may use the 70 chart sample as described in the UDS manual.

ISSUE: Notice of Intent (NOI) Information

16. Where can I find the NOIs for the HRSA PCMHHI and Accreditation initiatives?

Each initiative has a dedicated Technical Assistance page. The NOIs can be located on the TA webpages for the respective initiatives. The web links are as follows: HRSA Accreditation Initiative - <http://bphc.hrsa.gov/policiesregulations/accreditation.html>; HRSA NCQA PCMH Initiative - <http://bphc.hrsa.gov/policiesregulations/policies/pal201101.html>.

17. If we submitted an NOI to a HRSA initiative prior to receiving the FY 12 QI PCMH supplemental funding, do we need to submit another NOI?

No. If you've submitted your NOI prior to receiving the supplemental funds then you have met the NOI requirement. Simply note this information in your interim report. Be sure to include the initiative and date your NOI was submitted.

18. I'm not sure that my health center submitted our NOI. How can I confirm this information?

To confirm NOI submission information you may email OQDComments@hrsa.gov. Please provide your health center name and H80 grant number.

19. How do we know the date that our NOI went to the recognizing body?

For the HRSA NCQA PCMHHI, when your NOI is sent forward to NCQA, you will receive an email saying congratulations and the date that your NOI was sent forward.

20. My health center submitted a NOI for PCMH Supplemental and had requested a NCQA certification. However, we are reconsidering the decision and would like to switch to accreditation. What process will the organization need to follow to change from NCQA to an accreditor like The Joint Commission or AAAHC?

If a health center has submitted a NOI selecting NCQA for PCMH recognition and wants to switch from NCQA to one of the accreditation organizations, the health center will need to complete and submit a new NOI to HRSA's Accreditation Initiative mailbox and notify the PCMH Initiative of the change. The Accreditation Initiative email is Accreditinit@hrsa.gov.

21. My health center submitted a NOI for PCMH Supplemental and had requested accreditation. However the organization is reconsidering the decision and would like to switch to NCQA recognition. What process will the organization need to follow to change from The Joint Commission or AAAHC to NCQA?

If a health center has submitted a NOI to the Accreditation Initiative and wants to switch from one of the accreditation organizations to NCQA, the organization will need to complete and submit a new NOI and submit to HRSA's PCMH Initiative mailbox and notify the Accreditation Initiative of the change. The completed NOI must be submitted via email to: PCMHInitiative@hrsa.gov.

ISSUE: Financial Information

22. What is the project period end date by which all FY 12 QI PCMH grant funds must be expended?

HRSA has established a 1-year project timeframe. The project is expected to end with the receipt of Patient Centered Medical Home (PCMH) recognition on or before September 30, 2013. Please note that this is a one-time supplemental funding opportunity and no ongoing funds will be available to support activities that are initiated under this award.

23. Is there going to be an option to carryover funds if they are not all spent by the end of the project period?

Yes. After the Federal Financial Report (FFR) is submitted, you will have to submit a prior approval request in the Electronic Handbook (EHB) to carryover funds into your new budget period. Your Project Officer will review it for programmatic concerns and Grants Management

will review it for budget concerns. Once approved, a NoA will be issued approving the carryover.

24. If I am not finished with my project by the end of the funding period, September 30, 2013, may I request a no cost extension?

No. You must complete all proposed projects and expend the total grant amount by the end of the funding period for the grant.