FY 2012 Supplemental Funding for Quality Improvement in Health Centers
Post Award Grantee Call

Moderator: Nina Brown
October 10, 2012
12:58 pm CT

Coordinator: Good afternoon and welcome and thank you for standing by. At this time, all participants are in a listen only mode.

During the question and answer session, please press Star 1 on your touchtone phone.

Today's conference is being recorded. If you have any objections you may disconnect at this time.

Now, I would like to turn the call over to (Olivia Shockey). You may begin.

(Olivia Shockey): Thank you very much and thank you all for joining today's call. Briefing grantees on Next Steps for the Quality Improvement Supplement Award.

You can find slides for today's presentation at http://www.hrsa.gov/grants/apply/assistance/pcmh/ and I'll repeat that, because I know it's a mouth full. It's http://www.hrsa.gov/grants/apply/assistance/pcmh/ and that has an s on it, grants/apply/assistance/pcmh.

We are excited to have the opportunity to work with over 800 grantees, 810 to be exact in supporting their efforts towards changing practices necessary to achieve PCMH recognition and increase the percentage of women screened for cervical cancer.

PCMH recognition is one of many important steps along the path toward insuring that our health centers offer the highest quality services and over half of you will be taking that step for the first time through this supplemental funding opportunity.

We look forward to supporting you in that process. To offer you the best support possible, your Project Officer will be completing a detailed review of your application over the coming months and will follow up with you regarding any questions and next steps.

However, we ask that you do not hesitate to contact your Project Officer with any concerns or questions you may have in that time period, particularly if you were overly ambitious in stating the number of sites that you hope to have PCMH recognized through your applications.

So once again, we are very excited to have the opportunity to work with you in this effort and I'm going to turn the presentation over to (Laura Aponte).

Throughout the presentation we'll delve into the Terms and Conditions that you'll see on your Notice of Award and provide you with some resources for next steps.

(Laura).

(Laura Aponte): Good afternoon everyone and thank you (Olivia). At this time, I would like to bring your attention to the agenda for today's call. You may find this information on the Slide 2.

During today's call, we will be going over the following items. A wide overview, discussions of the Notice of Award Terms, your responsibilities as a Grantee, and follow up for Application Compliance, your reporting requirements, and we will conclude today's call with a question and answer session.

As (Olivia) mentioned, we're extremely excited to announce that a total of 810 applications were approved. The Notices of Award were released at the end of September.

As per this NOA, the maximum of amount of funding to be awarded to this opportunity was $60,000. Nevertheless, that amount was reset at $55,000 based on the number of successful applications and the total amount of funding available for awards.

Those grantees who apply for a lesser amount than the originally established maximum of $60,000 were funded at the level requested.

All Notices of Award contained four terms related to requirements and expectations. Those will soon be addressed by my colleagues Nina Brown and (Olivia Shockey).

In addition to the terms included in the NOA, a small group of grantees also received a budget condition. The conditioned response to the need of additional clarity related to the grantee's proposed cost.

So with that, I am going to turn the presentation over to Nina Brown and she's going to go through the Notice of Award terms.

Nina Brown: All right. Thank you (Laura). And just to repeat for those that may have joined late, the slides for today's call are available. The Technical Assistance Website for this Learning Opportunity, it can be found by going to hrsa.gov and searching for pcmh, for Fiscal Year 12 Supplemental Funding or you can type in the address of http://www.hrsa.gov/grants - G-R-A-N-TS - /apply/assistance/pcmh.

All right. So with that, I'm going to go into the Explanation of the Terms that were on your Notice of Awards. So on Slide 5, under Term 1, this was basic - the general - basically the general expectation of the Funding Opportunity, is that all funded health centers are expected to achieve PCMH recognition by September 30 of 2013 and there was specific guidance on there about non-compliant, if you are unable to meet the expectations and requirements of this funding opportunity.

Moving onto Slide 6, your responsibilities related to Term 1. So, really what you're going to want to do is insure that you are able to complete the approved deliverables and timelines associated with this funding opportunity.

So just to review of what these timelines are, by June 1st you must submit your final PCMH Survey or have scheduled your final PCMH site visit to meet this deadline. Proof of that submission or scheduled site visit will be required with your Interim Report that is due June 3rd.

You will be required to achieve PCMH recognition by September 30th and also complete your projects related to cervical cancer screening.

Proof of your final PCMH recognition status will be required to be included in your Final Report, which is due November 1st of 2013. And just to clarify, because I got a couple of questions, the NOAs were distributed and cut all at different times throughout of September, so the period of performance for this supplemental opportunity is October 1st through September 30th of 2013.

So you will have until September 30th of 2013 to complete all of your projects.

Moving onto Slide 7, for additional responsibilities related to Term 1, you're going to want to insure that you have submitted all necessary documentation to meet the June 1st and September 30th deadlines regardless of the timelines of national and state level PCMH recognition bodies.

So what we mean by that, is basically if you are awarded the supplemental funding opportunity as discussed in the Technical Assistance Call that took place in August, it seems like forever ago, in August, the timelines associated with this supplemental funding opportunity supersede any other timelines that you are currently on.

So you will be required for those of you submitting surveys to NCQA or Oregon State PCMH products which are both web based survey submissions, you will be required to submit that survey for at least one site and that's what (Olivia) was getting at in her introduction.

I know some of the NOIs had all of your sites on there, you'll be required to submit for at least one site by June 1st.

For those that are pursuing the Joint Commission AAAHC or Minnesota State PCMH Options which are all site visits, you will have to have your site visit, your final site visit scheduled by June 1st so you can submit proof of that in your Interim Report.

Please note on a call that I had last week with the Joint Commission, they did indicate that in order to receive a PCMH Determination by September 30th that means your final site visit would have to take place sometime around June or July.

So just something to keep in mind about that. So like I said earlier, if you were awarded this funding as discussed on the TA call in August and it's also outlined on Pages 2, 3 and 6 of the Funding Opportunity Announcement, these timelines will supersede any other timelines, including current levels of recognition through the HRSA PCMH Initiative or any timelines related to the CMS Demonstration Project.

Moving to Slide 8, follow up actions related to the Notice of Interest or Notice of Intent, you're going to want to confirm that your health center completed the correct NOI for the type of recognition that you plan to pursue and you'll want to specify an appropriate timeline for recognition attainment.

We noticed through the review of the applications, that some health centers in their narrative stated that they wanted to pursue the Joint Commission but then they filled out an NOI for NCQA.

NCQA and the Accreditation Initiative have separate NOIs. So NCQA has a separate NOI than the Joint Commission or Triple HC.

So you just want to double check that you've submitted the correct NOI. And the NOI's can be found at the following links. We put the links there on the slide for you, so you can visit them, you can look back to what you submitted and just make sure that you submitted the right one for the recognition that you want to pursue.

Of course, Minnesota has their own NOI process and Oregon PCMH has their own process, so what you all submitted for that was appropriate.

If you realize that you've submitted an NOI for NCQA, but you really wanted Joint Commission or vice versa, please just collect the NOI and you can email it to the appropriate email address on Slide 9.

Accreditation has their own in box and the HRSA NCQA Initiative has their own in box.

In the body of the email, please reference that this is to correct the NOI that was submitted for the Fiscal 12 Supplement.

Approval of your Fiscal Year 12 Supplemental Funding Application was an automatic approval of your NOI, so we are working with the contractors to move the NOIs forward and you will receive an email once your NOI has been moved forward to the appropriate contractor for HRSAs initiative.

All right. Moving onto Slide 10. This is Term Number 2. This basically just states that the period of performance, which we outlined as October 1, 2012 to September 30th of 2013 will extend into your Fiscal Year 2013 budget period.

As last year, you can carryover funds into your new budget period through the submission of a prior approval request. The prior approval request should be submitted after your FFR is submitted.

You will have 'til the end of your Fiscal Year 2013 budget period to spend the monies. However, we do expect with that said, we do expect that your project be completed by September 30th. This is a one year supplemental funding, so that's the given time, but you will have, you know, the money doesn't - you will have the end of your Fiscal Year 2013 budget period to spend the dollars.

So with that, I'm going to turn it over to my colleague (Olivia Shockey) to go over Terms 3 and 4.

(Olivia Shockey): Thanks Nina. So Slide 11 outlines the two basic components of Term 3 on your Notice of Award. One of those components was that you participate in a call in October, which is today's call. So thank you for those of you that are in compliance at this point with participating in our call.

And it also requests that you check in with your Project Officer on the permissibility of your proposed costs. As I stated earlier, your Project Officers are delving into your applications at this point and looking over in detail your budget, so they will be getting in touch with you as they find things that don't seem to fit this initiative or that are not allowable under our regular H80 Rules and Regulations like food costs.

So please note that you may be hearing from your Project Officer regarding tweaking your budget a little bit for things that just don't seem quite appropriate or allowable.

On Slide 12 goes into some other things that your Project Officer may be following up with you on and I'll get into those other pieces, including the narrative and the timeline, the work plan, in a few additional slides.

So for now, I'm going to keep the focus on the budget. As with your larger H80 Grant, your budget justification should reflect the items that you have on your SF424A.

So, for this supplement, we wanted you to provide some detail regarding all of the costs that you have proposed with the supplemental funding.

Unlike your larger award, we don't - we did not want to see your entire health center's budget on your budget documents for this supplement. So if you mistakenly provided your entire health center's budget plus the supplemental funding, you will be getting a request to revise those documents, just so that we can keep these documents focused on the $55,000 that we awarded for the supplement.

So just note, if you get any requests regarding budget justification, we want to make sure that you fully explained the items that you've included in your SF424.

For Slide 13, if your Project Officer has no need for clarification for your budget, we do not need you to submit a revised budget justification or budget documents to reflect the $55,000 award.

However, if you need to revise anything within your budget, whether it be because you have a budget condition on your award or whether it's just items that your Project Officer follows up with you on, such as food, then we do ask you that you go ahead and adjust your budget down to reflect that award amount just to be consistent.

If you're going to change it anyway, go ahead and make it consistent with your Notice of Award.

Slide 14 goes into some of the other pieces that your Project Officer may be following up with you on for revision that includes your narrative. And in your narrative, we wanted to see activities that related to both components of this project.

So the cervical cancer screening piece and the PCMH recognition piece. In your narrative we also wanted to get some information about how you determine your screening goals.

So, we ask you baseline it off of your UDS data and then we ask you to provide your goal for the end of the year and there should have been some narrative to support how you determined a reasonable goal for the one year project period.

If it doesn't seem attainable when your Project Officer is reviewing your documentation, some of you proposed very large goal changes, then your Project Officer will want to follow up with you on that, just to speak with you about how you determined that goal.

We also wanted to see work plans that highlighted deliverables, personnel and timelines that included activities for both PCMH recognition, as well as, the cervical cancer screening portion of your project.

So, if your timeline did not clearly indicate both of those pieces, your project officer is going to be following up with you to request some clarification around that.

And then we also saw staffing and loss of the applications that came in and staffing was perfectly fine for us to see, but what we want to make sure of, since this is one year supplemental funding, is that you have a clear plan for how that personnel is going to be maintained beyond the one year project period, especially if we're looking at cervical cancer screening providers.

And so again, your Project Officer will follow up with you after they review your application in detail around this issue.

Slide 15 delves into Term 4 on your Notice of Award and it actually just supports some of the pieces that we've already talked about in terms of Project Officer follow up.

It states that a submission is going to be created for you with an EHB to allow you to provide revised documents as necessary and it lists out what some of those revised documents might be.

When your Project Officer reviews your application, if they determine that everything is clear, they don't need any additional information, nothing needs to be revised, then they are not going to be creating this submission for you, so just keep that in mind, but if you have a conversation with your Project Officer that says "Everything looks great", then you will not need to worry about the information in this term, because you will not have a submission created.

If your Project Officer determines that they need some clarification around any of the pieces that we've discussed, which can include the project narrative, the work plan, your cervical cancer screening goal or your budget document, then your Project Officer will create a submission for you. That will occur over the course of the next month, so I know that the term states that it will happen within 30 days, let's consider that 30 days from today.

So, within the next month of mid November, a submission will be created for you, if necessary, and then we do ask that you respond rather quickly to that submission request, so within 30 days following that request, so that we can get your revised documents and get them on file, so that you can get moving with your project.

And with that, I'm going to turn it over to Nina to do some wrap up and summary information for you.

Nina Brown: Okay. Thanks (Olivia). So (Olivia) stated on Slide 16, your PO will be following up with you and they will review all the revised documents that you submitted, if needed. If additional changes need to be made, the revisions, you will receive a Change Request from your PO outlining the specific changes that need to be made and a new due date.

Moving onto Slide 17, we just wanted to highlight the reporting requirements. So you do have an Interim Report due June 3, 2013, I know it sounds like a funny day, but I believe the 1st fell on a weekend, which is why it was moved to June 3rd.

And really what we're looking for here is for you to highlight accomplishments towards your screening goal. This is where you will also need to provide proof that you submitted your final survey and/or have scheduled your site visit for NCQA recognition, AAAHC Joint Commission Minnesota State or Oregon State, so proof that that has been done, submitted in the Interim Report.

And then your Final Report is due November 1st of 2013 and then really here we're going to be looking for you to document your outcomes related to the screening goal and provide proof that you have actually achieved PCMH recognition as of September, 30 2013.

So, contacts on Slide 18, these are just the different contacts that you may reach out to should you have any questions regarding the various areas. Feel free to email or call.

And then Slide 19, thank you so much for participating today. We are going to open it up for question and answer.

In case we run out of time and are unable to get to all of the questions, I just want to give everybody the email box that we do monitor daily. It's oqdcomments@hrsa.gov. So o as in ostrich, q, d as in dog, c as in cat, o, m as in Mary, m as in Mary, e as in Edward, n as in Nancy, t as in Tom, s as in Sam, @hrsa.gov, oqdcomments@hrsa.gov.

So with that operator, please feel free to go ahead and open up the line for questions.

Coordinator: Thank you. We will now begin the question and answer session. If you would like to ask a question, please press Star, then 1. To withdraw your question, press Star then 2.

Once again, to ask a question on the phone line, please press Star, then 1. One moment please for the first question.

Our first question comes from (Chris Stewart). Your line is open.

(Chris Stewart): Thank you. I have looked high and low on the Web site that you've provided and I can't find the presentation anywhere.

Nina Brown: If you look in the yellow box at the top of the Technical Assistance Web page for PCMH, you should see the slides there. Can you refresh your screen and take a look?

(Chris Stewart): The yellow box just has application due EHB September 5, 2012, Application call replay.

Nina Brown: That is very interesting because I looked at it immediately before the call and it was showing up. So we'll have to check with our Office of Communications just to see what the technical glitch is and we'll make sure that the slides are available to you as soon as possible.

(Chris Stewart): Thank you.

Nina Brown: You're welcome.

Coordinator: Our next question comes from (Susan Creamery). Your line is open.

(Susan Creamery): Yes, you had - oh and by the way, that in the yellow box, my presentation slide is showing up, so I don't know if it's maybe somebody's different version of it.

But, you had indicated in the previous call that for joint commission accredited patients in a medical home, that if we indicated on our NOI the date that we would like to have the report - the site visit scheduled, that you would communicate that through your contact with joint commission.

Is that still a valid methodology for assuring that we have our site visit scheduled, or should we be pursuing that separately in addition to whatever communication that the bureau initiated?

Nina Brown: Yeah, I think that information does still see, and I think it's just to cover all of the bases, you can also pursue that on your end and I'm actually going to give you the email box for the accreditation initiative, because then it will go directly to the Program Manager, Dr. (Harriet McComb) who can further parse it out to the joint commission.

So let me give you that email address right now. It's AccreditInit@hrsa.gov, AccreditInit@hrsa.gov. And it's also located on Slide 9.

Yes, Slide 9, so if you email that email box, it will go straight to Dr. (McComb)'s who will be able to assist you further.

(Susan Creamery): Okay, so you're recommending that we duly pursue it through contacting Dr. (McComb) or through contacting joint commission directly also in addition to Dr. (McComb)?

Nina Brown: I would contact Dr. (McComb).

(Susan Creamery): Okay. Thank you.

Nina Brown: And we'll have a central repository and we are in the process, just an FYI for everybody, we had a lot of the NOIs on file. We had about 340 new NOIs that came in through this application, so if you can imagine, we are in the process of pulling all of those from the system to process them out and process them and put them to the appropriate contractor.

So, it might just help to have that information there, so feel free to email AccreditInit@hrsa.gov.

(Susan Creamery): Okay, and I have one other question. If you proposed hiring a Nurse Case Manager in your proposal and that's in your original technical assistance call was kind one of the examples that you had given, so that would seem to be that it would be an approved type of an expenditure under the Term 3 and if we've got a candidate, are we safe in going ahead, since we're into the

October date of moving forward with securing that person, or do we need to wait for our Project Officer to have gone through all that to come back and tell us, "Yes, that is a permissible use," and then our candidate's taken another job?

Nina Brown: I think that's a great question (Susan) and I think that since it was following the example that was provided in the technical assistance before the application process, that it makes senses that that's what we're looking for with the initiative.

But what I would do is, just shoot an email to your Project Officer, just to let them know that you're going to move forward with that hiring process at this point, if you have not already heard from your Project Officer about cost.

(Susan Creamery): Okay. Very good. Thank you.

Nina Brown: Thank you.

Coordinator: Our next question comes from (Ron Help). Your line is open.

(Ron Help): Oh hi. My question has to do with the timing of the drawing of the funds. May we draw this out on an equal basis like we do with our main supplemental grant or are there restrictions on the drawing of the funds that we have to expend them in the same timing in which we draw them like we do with like the capital grant?

(Lisa Ames): Hi yeah. This is (Lisa) and you should have been with Advanced Management Operations. The drawings of the funds, you draw as needed. So if you're paying out salary, please draw for your salary for the month.

If it's for a bigger piece item or another type of expense, you still draw for when you need the funds.

(Ron Help): Okay. Great. Thanks.

Coordinator: Our next question comes from (Christine Nutofer). Your line is open.

(Christine Nutofer): Hi. My question is about the Notice of Intent. I believe that I probably submitted the one that was NCQA, but my organization seems to want to do both joint commission and NCQA. We're already joint commission accredited and we are in a process of going through our first PCMH review with them.

They're supposed to come back and look at that all by itself when we give them notice.

Do I do both forms?

Nina Brown: So that's a really great question and we do have other health centers that have pursued and are currently pursuing both options, especially as many of you know joint commission if you get accredited, as well as Triple HC, if you get accredited as a PCMH just for all of your service delivery sites, whereas NCQA site specific, so you have to submit for each individual site.

With that said, you can certainly do both. You will need to submit a separate NOI for each initiative because they go to different contractors and they have different processes.

My own caveat, I mean, it sounds like you've already been working towards the PCMH for the joint commission, ideally, you know, the standards for PCMH really all encompass the same thing. So if you're doing the work to get it through one, you should be in a good place to get it through the other.

The main thing you want to worry about as it relates to this funding opportunity, is that whichever one you choose, you will either be able to have your survey submitted or your site visit scheduled by that June 1st date.

So it's really a choice up to you guys, but you would still need to submit an NOI for both organizations.

(Christine Nutofer): Okay. Thank you.

Nina Brown: You're welcome.

Coordinator: The next question comes from (Eileen Evans). Your line is open.

(Eileen Evans): Oh, our question was about finding the presentation.

Nina Brown: Were you able to locate it?

(Eileen Evans): The presentation that we pull up says it's from May, May 21st, I believe.

Nina Brown: Okay, and you on the http://www.hrsa.gov/grants/apply/assistance/pcmh/ site?

(Eileen Evans): Let - we're going to double check it. Can you repeat it one more time please?

Nina Brown: So it's http://www.hrsa.gov/grants/apply/assistance/pcmh/. I know a lot of times people end up at the HRSA patient center at medical health home initiative page, which is the nc...

(Eileen Evans): Oh, okay.

Nina Brown: This is a funding opportunity page.

And if you - if anybody has difficulty finding it, please just shoot an email to the oqdcomments box and we can send you a direct - a link directly to the site.

(Eileen Evans): Okay. Thank you.

Nina Brown: Okay. Thanks.

Coordinator: The next question comes from (Delores). Your line is open.

(Delores): Hi. Thank you. I just wanted to clarify something related to the budget. Our original budget was for $60,000 and so if we were awarded 55, am I understanding correctly that we won't be required to submit a budget change unless our Project Officer requests that? Is that correct?

Nina Brown: That is correct. It was a small down shift in the budget amount, just because we had such a huge volume of applications and we wanted to be able to fund as many as possible. So because it was just a small adjustment on our end in terms of the total funding, if there's no additional problems, no clarifications that your Project Officer needs you to follow up in terms of the budget, you do not need to submit a revised budget.

(Delores): Okay. So do we just let our Project Officer know where - what changes we're making? Is there - do we need to do anything with that if our PO doesn't request anything?

Nina Brown: No. If your PO does not request you to submit anything, you can just have a conversation with them about your focus.

(Delores): Okay. And then - in relation to the previous question, we did have a position that we were planning to fund with these dollars. So we can proceed with hiring, is that correct?

Nina Brown: We would just ask that you follow up with your Project Officer and alert them to the fact that you're ready to hire.

(Delores): Okay, okay, very good, and I think my other questions have been answered, so thank you.

Nina Brown: Thank you.

Coordinator: Our next question comes from (Sue Crompton). Your line is open.

(Sue Crompton): Yes, I just want to make sure that we have the terms and conditions correct. In item number 4, a couple of times you referenced all identifying questions. Where do we find those questions?

Nina Brown: So the questions will be identified by your project officer. Your project officers are currently taking a look at your applications. The applications were reviewed outside of your project officer's role within her different offices and a different office took control of reviewing the applications initially.

(Sue Crompton): Okay.

Nina Brown: Your project officers are delving into the meat and potatoes of your applications currently and so if they identify any questions or concerns that they need to follow up on they will do so. So questions will come from the Project Officer - it will - they will. Of course if you have questions at this point just based on today's presentation or things that may have changed within your organizations since you submitted your applications certainly follow up with your project officer on your own and regarding your questions.

(Sue Crompton): The next question I have is probably clear to you, a little muddle for me. But my question is the first two sentences on question 4 on our terms and conditions. The first sentence indicates that there will be a submission in EHP within 30 days. The second indicates that we will need to respond within 30 days. Does that literally mean we have 60 days to respond?

Nina Brown: Great question. So when we wrote the terms for this we didn't have an exact date in mind for when the submissions would be created because we weren't sure in terms of backing up in noticeable words how long that process would take. So at this point we're going to say that if by mid-November you do not - a firmer - I'm sorry, let me start over. By mid-November your Project Officer will review your application and will create a submission for you in EHB if necessary. If it's not necessary they'll communicate this with you. So they'll create a submission if necessary and then you'll have 30 days from the date that they create that submission to respond to it. So if your Project Officer is able to create your submission next week, he would have 30 days from next week. If it's closer to the middle of November, you have 30 days from that date to respond.

(Sue Crompton) Okay, right, thank you.

Nina Brown: You're welcome.

Coordinator: Next question comes from (Kathy Ganz). The line is open.

(Kathy Ganz): Yes, several years ago we did file Notice of Intent and it was approved, and subsequently then told that since we did not apply for PCMH within one year that their primary health care deactivates that. So what do we need to do? Do we need to refile a Notice of Intent or do we some way get that old one reactivated?

Nina Brown: Okay, thank you for that question and giving me the opportunity to clarify this. So there were a lot of grantees - about 166 - that submitted a Notice of Intent in the grand opening year of the PCMH Initiative.

Man: That's what I got.

Nine Brown: At that time PCMH was a little new to everybody and we were kind of working up the timelines for how long the process actually took. So there was not a lot of language or reinforcement around this 12-month timeline which we've really been working on this year. So we have a lot of grantees and this year you're one of the initiatives who submitted an NOI that did not come through in that first year. Now, it doesn't deactivate your NOI. Your NOI is still sitting with the NCQA. You still have your survey tool that you should be working on. You've probably switched over by now from the 2008 to the 2011 standards.

What happened is, is because you weren't able to meet that timeline, essentially we all wanted a set number of survey spots every year. And if you don't meet your 12-month timeline, we give the survey spots away in the order that the NOIs come in in a way to be equitable about the process. So you don't lose your spot. Your NOI doesn't get deactivated. You essentially just move to the back of the line and that really only comes into play should, you know, all of the spots be taken and you want to come through, but all the spots were taken you may have to wait until the next fiscal year funding comes through.

So I just want to clear your NLI doesn't become deactivated. We asked you as well when you apply for this you could submit - if you already submitted an NOI - to submit a copy of that with your application. So all of you on this phone call because you submitted an NOI and we have an NOI on file for your organization, so since you submitted in base year one of the initiative your NOI is actually already been moved forward and secured. You have your tools and the expectation is that you have been working towards completing your final survey for submission and that's the actual survey that you're going to be submitting by June 1. Does that make sense?

(Kathy Ganz): Yes, thank you.

Nina Brown: You're welcome.

Coordinator: Next question comes from (Ladonna Hall). Your line is open.

(Ladonna Hall): Hello, I'm calling because I wanted to know about the reporting information. What are - I know that you said in one of the flyers that we have to show proof - and what are you guys looking for as far as proof?

Nina Brown: Well with NCQA when you submit your survey you get like a screen that says congratulations, your survey's been submitted. A screen shot of that would work. Honestly, we're going to do some more work on our end throughout the next month or so to work with the contractor to - contractors to see exactly what would be a good - I don't want to use the word proof - but proof of submission there, and so that's essentially what we're going to be looking for.

I believe with the accreditation that you should have received some type of notification that, you know, they'll be coming in between this time window, and I will be working with Oregon and Minnesota as well to see kind of what does their process look like. So let me say proof of submission that's what we're really looking for - a screen shot or some sort of validation that your survey was submitted. So does that answer your question? We'll provide you more guidance on that over the coming months as well.

(Ladonna Hall): Well more I was looking for information on showing proof when we do the summary and when we turn that into you guys, because I was under the impression that we would be going over how we submit the last summary for when we do have a grant, and that's what I thought that this training would be. So that's what I'm looking more towards. What are the requirements? What are you guys looking for? What are some of the questions that will be asked when we submit that final report?

Nina Brown: So we will be providing more detail about the report as we get closer to the date. Usually what we do if we have a technical assistance call before we make reports available to you...

(Ladonna Hall): Okay.

Nina Brown: ...so that you can get some more information about what kind of information will be included in that interim report and the final report. At this point we know that we'll be asking you to summarize your progress in terms of any progress toward your goal, any progress towards deliverable so you note it in your work plan, and then we'll ask you to provide in that interim report proof that you have moved forward with submitting your survey toward establishing your site with that, and then with the final report proof that you've received your recognition.

(Ladonna Hall): Okay.

Nina Brown: Ladonna, are you referring to last year's supplement?

(Ladonna Hall): I'm referring to we were - I think it might be. We were told to call in for the supplement for I think it was the 2012 for the November 1 fund reporting.

Nina Brown: Okay, that yes. That's a separate thing. That's for - thank you for bringing that up in. So that's for FY 2011 Supplemental Funding. That was the $35,000 I got submitted last year. Those final reports are due on November 1 because of the brevity of the report and this caller not wanting to confuse people with a number of calls. Instead of having a TA call for how to complete that final report we just drafted some step-by-step instructions that walk you through how to complete the report. So the template and the instructions for how to complete the FY 2011 Supplemental Report were uploaded to the submission in EHB last week. So if you go into that reporting requirements submission you'll find the instructions there.

Should you have any questions once you review the instructions or issues with the template, you can email oqdcomments@hrsa.gov so we can provide you further guidance or assistance. But this call today was how to move forward with FY 2012 Supplemental Funding.

(Ladonna Hall): Okay, well this is still helpful.

Nina Brown: Okay.

(Ladonna Hall): Thank you. Thank you so much. So I'll be looking for those instructions.

Nina Brown: Okay.

(Ladonna Hall): Thank you.

Coordinator: Our next question comes from (Jennifer Forgonian). Your line is open. Please check your mute button. Your line is open.

(Jennifer Forgonian): Sorry, I forgot to unmute myself. One of my questions was answered already. The other one was, I was wondering if there (unintelligible) reporting the interim report and everything and submissions of everything goes to EHB, if we have questions from our Project Officer, will they - will that person notify us or do we just need to be looking at EHB on a regular basis to see if something's coming up? Hello.

Nina Brown: Yes, sorry. We were trying to unmute ourselves.

(Jennifer Forgonian): Oh okay, I didn't know if I disconnected myself? I do that sometimes.

(Unknown): You're fine. For the interim and final report there will be actual submissions in EHB as well as if you are one of the grantees that actually got the condition to resubmit an SS-424A, those submissions are, you know, will be through your EHB. The additional information required from your project officer that, you know, it kind of depends in terms of if they just need to chat with you or if they are actually going to be requesting some of the items that Nina had mentioned like a narrative or something like that. In that case the project officer would create a submission in EHB, but in that case, you know, your project officer would be communicating with you that they are creating a submission for you.

(Jennifer Forgonian): Okay.

Woman: That...

(Jennifer Forgonian): What...I'm sorry.

Woman: I was going to say is that clear or...?

Nina Brown: And that's...

(Jennifer Forgonian): Yes, I was - I was just worried that it might be - there might be a request for information on EHB and I forgot to look at it for a couple of weeks at a time and missed it completely, so it sounds like our Project Officer will contact us if there's going to be further information.

Nina Brown: Your project officer will follow up with you and when they create the submission it would generate an email message to you to let you know that a submission has been created, right (Michelle)?

(Michelle): It said, yes.

Nina Brown: So whoever signs up for that portfolio with an EHB should get notified. So you may want to just check your notification options with an EHB to make sure that you're in the loop on the types of actions.

(Jennifer Forgonian): Okay and I have another question and it might not be the one for you; it might be one for NCQA, but I had put down that we wanted to go for recognition for three sites.

Nina Brown: Uh mm.

(Jennifer Forgonian): It's on the same organization and probably the same policies and all the same procedures, but you said somewhere in this conversation that it's more difficult to devote one site to NCQA and I was wondering why that is.

Nina Brown: So let me clarify. I wasn't stating that it was more difficult to do more sites through NCQA; I was just saying I know from the feedback I've heard from a couple of grantees I think some may have overlooked that June 1 survey submission deadline. So I just wanted to clarify that for, you know, for folks like yourself who submitted an NOA - I'm sorry, an NOI - all of these acronyms with all three sites listed. If they are having a little bit of trepidation about that June 1 submission date, you know, they can choose to focus on one site to expedite the timeline and then bring the other two in after the fact. Remember some of our health centers - we just had one come through yesterday with 23 sites. So it's really the process that you guys want to go about, and if you've spoken with NCQA and determine the process that works well for you and will meet this June 1 timeline, I strongly encourage you to continue forward with that. So I apologize if it sounded like NCQA was more cumbersome. I was just stating that you have to submit for every site versus The Joint Commission or AAAHC which is unpaid visit and it will apply to all of your service delivery sites.

(Jennifer Forgonian): So well you would submit a survey with all the documentations three times in other words you say?

Nina Brown: Right.

Woman One for each site.

Nina Brown: Right, one for each site.

(Jennifer Forgonian): But it's basically the same survey questions and documentations the three times?

Nina Brown: Yes, but specific to that site.

(Jennifer Forgonian): Right.

Nina Brown: And then the nuances of the corporate survey tool which kind of is what they use to house all of the policies and procedures that span across all of your sites and you only submit sites specific information. So if there's any questions about that, the NCQA Government Recognition Initiative Program, the mail box and phone numbers, they are happy and have been wonderful working with grantees - working with our grantees in terms of trying to figure out how the best way to approach that process ‘cause it really is health center specific.

(Jennifer Forgonian): Okay, thank you.

Nina Brown: You’re welcome.

Coordinator: Next question comes from (Bob Edwards). Your line is open.

Bob Edwards: Hi, actually this is for...

Coordinator: Your line is open. Please check your mute button.

Bob Edwards: Can you hear me now?

Coordinator: Yes, we can hear you.

Bob Edwards: Okay, my question has to do with the carryover of funds. So it says in here that we can’t request a carryover until after you’ve submitted your FFR, and so - and it says you cannot expend funds until you actually receive that carryover. So does the carryover process fairly quick? Because I could see what happen is that the end of our budget period is November 30 and then we do the FFR which you can do in 60 days when assuming you would want to do it right away. And then you have to wait until you get the carryover approval before you can expend funds. Does that mean you have to stop what you’re doing in December and January? Or can - or when you actually draw the funds, do you go back and pick up those dollars or what?

(Lisa Ames): The problem with the unobligated bounce again - this is (Lisa Ames) speaking from the grant process - it depends on what type of carryover we need to deal with and I can't explain that here over the call. But if you expend the funds at a payment management and the funds are not available to move to the next year, then we can't process your carryover. So the need to not spend the funds and if you can use program income or some other income to cover it until the carryover is approved, that would be ideal.

Bob Edwards: So you can go back and pick up the month that you supported it on your own?

(Lisa Ames): Yes, you can pay yourself back.

Bob Edwards: Okay, thank you.

Coordinator: Next question comes from (Marjorie McKinney). Your line is open.

(Marjorie McKinney): Yes, my question is also about prior approval. Our fiscal year for 2013 will end March 31 and so again we would have to do a carryover prior approval request for the carryover, is that correct?

(Lisa Ames): That's correct. You would have to submit a prior approval for the carryovers because that goes through EHB. You would upload the documents that are needed for the carryover. It goes through a review process here at HRSA. The program would review it...

(Marjorie McKinney): Right.

(Lisa Ames): ...for problematic concerns and Grants will review it for budget concerns. Once approved, an actual letter of award is issued approving your carryover.

(Marjorie McKinney): Okay, all right. Thank you.

(Lisa Ames): You're welcome.

Coordinator: Next question comes from (Melinda Whiteman). Your line is open.

(Melinda Whiteman): Can you hear me?

Coordinator: Yes, sure, your line is open.

(Melinda Whiteman): Can you hear me?

Coordinator: Yes.

(Melinda Whiteman): Okay. My question is - and maybe I misunderstand - my understanding was that in order to submit our final survey for NCQA that we needed to have proof that all of the elements - the set elements that we were looking at to meet the recognitions - had been in place for 90 days. Is that correct?

Nina Brown: That's correct. So for NCQA the data element - because for those of you unfamiliar with the process - their survey is really a submission of various pieces - over 300 pieces of documentation proving that you have met the standards - and they do require 90-day, three-month date of call retrospectively showing that you have met the standards elements and factors.

(Melinda Whiteman): So technically we need to have all of our elements in place so we can show May, April, and March, you know, that three-month period, in our survey that need to be submitted before June 1?

Nina Brown: That would be correct.

(Melinda Whiteman): Or actually looking at like four months to get this all done.

Nina Brown: Yes.

(Melinda Whiteman): Okay, I just want to clarify - make sure that I didn't - wasn't misunderstanding what our requirements were for the survey - final survey submission.

Nina Brown: No, no, you're not.

(Melinda Whiteman): Okay, thank you.

Coordinator: Next question comes from (Sara Osha). Your line is open.

(Sara Osha): I have a quick question about our NOI. It looks like we submitted beginning of 2011 for four sites, three of which are going to go for recognition. Since that time I've actually added another site. So should we resubmit a new NOI or is that added site not applicable?

Nina Brown: Well, for the purpose of this funding opportunity it's not really applicable. If you want to add that additional site you can just send in an NOI to the Pcmhhinitiative@hrsa.gov mailbox with the additional site listed and just say you want to add that site and we can process it, send it forward to NCQA, and they can issue a survey tool for that site.

(Sara Osha): Okay and which email address did you say again?

Nina Brown: It's located on slide 9 of the - or number 9 - slide 9 of the presentation. Sorry about that - and it's Pcmhhinitiative@hrsa.gov, spelled Patient Center Medical Health Home at hrsa.gov. So Patient Center Medical Health Home Initiative at hrsa.gov.

(Sara Osha): Great, thank you.

Nina Brown: You're welcome.

Coordinator: Our next question comes from (Vanessa Long). Your line is open.

(Vanessa Long): Thank you. My question is answered.

Coordinator: Next question comes from (Jean Olster). Your line is open.

(Jean Olster): Hi, I have a question about the cervical cancer screening rate. Are you going to provide guidance as to how you would like for us to calculate those for our final report?

Nina Brown: For your final report we'll be pulling some - we'll be pulling information from the UDS as the reports are submitted. For your final report we will provide guidance for what you'll need to do at that point because your UDS information may not be submitted for the final period of the project.

(Jean Olster): Right and you will have the UDS let very limited time to get us for this UDS period and then we don't have any incomplete year for the finals, so...

Nina Brown: Right and we know that, you know, on the final report we'll provide you additional guidance in terms of exactly how what we want you to report on. We also realize that people's EHR implementation is making this a little strange as well. So at this point I would just hold tight while we try to develop some further guidance on how we want you to move forward with that. We also are planning a PA session around cervical cancer screening for all of the awarded health centers as well in the next three or four months. So I will be able to provide you some additional information at that time as well.

(Jean Olster): Okay, thank you.

Coordinator: Next question comes from (Stephanie Greaves). Your line is open.

(Stephanie Greaves): I think my question was answered.

This is (Sonia Harkins) sitting with (Stephanie Greaves) from Circle Family Healthcare, and I was going to ask the question exactly what would be the requirements for the cervical cancer screening - what we needed to do, but I think you just answered my question.

Nina Brown: Okay, great. And again really, I mean, we just want you guys to implement the projects that you propose to implement. They should have an impact on your cervical screening measure as we said in the PA call when we announced the opportunities. The measure is looking organizational wide because it is a UDS measure. In your interim reports and final reports that's where you guys will be able to - if you need to while your interim report - adjust your goals if you need to.

We also have an opportunity to do it now if it's by a project officer and explain more about what your goal looks like for your health center because of your EHR implementation or because you're serving a very transient population, etcetera.

So that's really the opportunity that you'll have to explain the story behind the numbers as it relates to your screening goal. But we will provide additional guidance in terms of exactly what we're going to be asking for on the final report.

Coordinator: Next question comes from (Dionne Bell). Your line is open.

(Dionne Bell): Hello.

Coordinator: Your line is open.

(Dionne Bell): Okay, thanks. My question is - and I hear you say that we would have to submit our final survey to PCMH, NCQA or whatever organization by June 1, 2013. We've achieved recognition for our primary site and we propose in our NOIs to initiate or carry our recognition over to a new site that just opened like a month ago. So I guess my question is, if we don't have enough data for that new site to submit before June 1, what other options are there?

Nina Brown: Okay, so that's a good question. As you guys may recall, you either have the option of you had no recognition, you have one site and wanted to bring on more sites, or you had all of your sites at a level 1 or 2 and you wanted to raise them up to 2 or 3. Now NCQA does have various eligibility criteria for whether or not a site can receive recognition, and one of them is that they be in existence for I believe it's six months, although it takes just three months also. I will clarify and we will add that to the FAQs.

What we've told people on the TA call when they apply for this that you have a site that was new or not opening yet or just opening, technically it's not eligible s. So you can't get PCMH recognition for it at that time. If you have - how many sites do you have within your health - within your operation?

(Dionne Bell): We have two clinic sites and we also have a health center based site.

Nina Brown: Okay, so a total of three?

(Dionne Bell): Yes, you could say yes, three.

Nina Brown: Okay, so what I would do is - and one of those being the one that just opened?

(Dionne Bell): Right, actually they both just...

Nina Brown: Okay.

(Dionne Bell): ...opened, so.

Nina Brown: So then neither of those sites would really be eligible in terms of enhanced recognition under the timelines of this funding opportunity. So you would fall into that category of already NCQA level 3 or eligible site or with Joint

Commission or AAAHC or accredited PCMH. Are you a level 3 at your current site?

(Dionne Bell): Yes, we are.

Nina Brown: Congratulations. Okay, then they're really the only thing that you will need to focus on is your cervical cancer screening goal.

(Dionne Bell): Right, okay.

Nina Brown: And then outside as your new sites come on board and become eligible to actually apply for recognition you can follow up through the PCMH Initiative and submit an NOI for those sites at that time.

(Dionne Bell): Okay so for this funding we would just report on our goals and our progress towards our cervical cancer screening?

Nina Brown: That's correct, because you don't have any eligible sites at this point to get - to gain - spread the recognition throughout your organization.

(Dionne Bell): So then when will I report, June 3 and September 30 or November 1 or just November 1?

Nina Brown: Yes, you - everybody that tell us that category are using level 3 at all eligible sites or PCMH accredited, all you'll need to do is submit the interim report and a final report reporting on the outcomes of your cervical cancer screening activities.

(Dionne Bell): Okay, thank you. I think I missed that part in the presentation. Thank you so much.

Nina Brown: Ma'am, you'd also want to follow up with your project officer when they call to do any follow-ups based on reviewing your applications since this is a change from your applications for now. Instead they may be expecting that you're going to get another site 4 or 5. So based on that...

(Dionne Bell): Well we've put that as one of our goals to, you know, eventually obtain that recognition, but, you know, I don't think that we would be ready of course, and apparently, you know, we can't even submit anyway if you have to be up for six months. That six months wouldn't be - wouldn't become about, you know, during this project.

Nina Brown: You're exactly right. So just make sure that your project officer is aware.

(Dionne Bell): Okay.

Nina Brown: Thank you.

(Dionne Bell): Thanks.

Coordinator: Next question comes from (Ingrid). Your line is open.

Nina Brown: What - I don't hear?

(Ingrid): Hello.

Coordinator: Your line is open.

(Ingrid): Hi, I have a question in regards to line number 15 regarding our project officer submission to be by October 31 - my understanding our project officers to contact us?

Nina Brown: Actually the slide does say October 31, but based on information conveyed during today's call, it's going to be mid-November. It could be any time between now and mid-November that your project officer will follow up with you regarding any questions or concerns based on review of your application.

(Ingrid): Thank you. I appreciate that.

Nina Brown: You're welcome.

Coordinator: At this time we have no further questions.

Nina Brown: All right, excellent, and in the interim a question arise or you all need any additional assistance or guidance, please feel free to email that OQDcomments@hrsa.gov mailbox that is monitored in the Office of Quality and Data by myself and my colleague, Laura Aponte, and we will direct your call and/or your email as needed. So we really want to thank you all for calling in today. We're really excited that we're able to help you and support you in your PCMH goals and your goal to improve your clinical quality. Again, your project officers will be following up with you sometime between now and mid-November. On next step, you can always reach out to them beforehand if you have any questions and OQD comments box is available as well. So thank you all and have a great day.

Coordinator: Thank you. And thank you for joining today's conference. You may disconnect at this time.

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