

## “Unconnected Providers” HIE Program Grant - Questions & Answers (Updated 11/05/2012)

GENERAL INQUIRIES	
1	<p><b>Question:</b> How are Staff defined- as related to the following statement: “Eligible organizations and groups must include a staff of 20 or more if located in Maricopa and Pima counties and a staff of five or more if located in other Arizona counties”?</p> <p><b>Answer:</b> “Staff” means health care providers or other individuals employed by the eligible organization or group who are likely to use information contained in an electronic health/medical record (EHR/EMR). “Staff” may include individuals involved in care coordination and treatment of patients like referral specialists, case managers or other care managers, or other individuals who may also use the EHR/EMR for the benefit of the organization/group’s patients. “Staff” may include contracted individuals who augment positions that would otherwise be filled by individuals as defined above.</p>
2	<p><b>Question:</b> What does ASET mean by the term Unaffiliated organization?</p> <p><b>Answer:</b> For the purpose of this grant program, ASET defines this term as another healthcare organization that is outside the four walls of your organization.</p>
3	<p><b>Question:</b> How will ASET be providing updates related to grant program?</p> <p><b>Answer:</b> ASET will be providing HIE grant program updates via updates to the ASET home page (<a href="http://hie.az.gov/">http://hie.az.gov/</a>), ASET also provides updates to the Arizona Health-e Connection Board, and the Health Information Network of Arizona Board, and through Arizona Health-e Connection electronic alerts. Click <a href="#">here</a> to sign up for Arizona Health-e Connection alerts.</p>
4	<p><b>Question:</b> Why is the award performance a 6 month time frame?</p> <p><b>Answer:</b> The ONC Cooperative Agreement grant program funding is scheduled to end September 30, 2013. Therefore, all expenses related to the grant program must be received by July 31, 2013 in order to meet this end date.</p>
5	<p><b>Question:</b> Will the 6 month award performance period be extended?</p> <p><b>Answer:</b> At this time, ASET anticipates no ability to allow for extensions.</p>
6	<p><b>Question:</b> Will there be a confirmation email for applications received?</p> <p><b>Answer:</b> Yes, every effort will be made to send either an automated or manual email confirmation.</p>
PART I: AWARD INFORMATION	
7	<p><b>Question:</b> What are the maximum award amounts for single organization application and two or more organizations applying?</p> <p><b>Answer:</b> ASET’s goal is to award a maximum amount of up to \$50,000 for a <u>single organization</u> as long as they can demonstrate that by the end of the grant in June 2013, the applicant can meet the outcomes outlined on pages 10 – 11 and can commit to including at least one of the HIE implementation milestones, found on page 11.</p> <p>If <u>two or more organizations</u> submit a joint application, they are eligible to receive up to \$100,000 as long as they can demonstrate that by the end of the grant in June 2013, the applicant can document how it will meet the outcomes listed on pages 10 – 11, and commits to including at least one of the HIE implementation milestones, found on page 11.</p>

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8	<p><b>Question:</b> If two organizations submit a joint application for the maximum \$100,000, is there an expectation that each organization will receive \$50,000, i.e. must the fiscal agent share the grant equally between partners?</p> <p><b>Answer:</b> No, in this award scenario there is no requirement that \$50,000 must be spent equally between the 2 collaborating organizations. In this scenario, the award would be made to the "lead applicant" as specified on page 7 of the program guidance.</p>
9	<p><b>Question:</b> Am I correct that the match for \$100,000 means that the total project budget is \$150,000?</p> <p><b>Answer:</b> If an award was made for \$100,000, the expectation is that there would be a minimum match (in-kind or cash) of \$50,000 contributed to the project. Match demonstrated in excess of the 50% requirement is acceptable.</p>
10	<p><b>Notice:</b> ASET has added 2 attachments related to Federal match requirements to the program guidance as of 10/5/2012. Each applicant is expected to ensure they have downloaded the most current program guidance document.</p>
11	<p><b>Question:</b> When an eligible organization wants to partner with another applicant to provide a “joint application” can ASET clarify if both organizations need to be eligible organizations?</p> <p><b>Answer:</b> Yes, ASET expects when a joint application is submitted, that <u>both organizations</u> must meet the eligibility requirements detailed in “Part II” of the program guidance whether they are the lead applicant or joint applicant.</p>
12	<p><b>Question:</b> If an applicant is awarded on January 15, 2013, will previous expenditures from January 1-14, 2013, be eligible for reimbursement?</p> <p><b>Answer:</b> Yes. The award runs from January 1, 2013 – June 30, 2013.</p>
<b>PART II: ELIGIBLE APPLICANTS</b>	
13	<p><b>Question:</b> There is an organization requirement that applicants must serve medically underserved and low income populations. Our organization does not participate in ALTCS, will that make us ineligible?</p> <p><b>Answer:</b> Each applicant needs to evaluate the criteria and if they believe they meet the criteria, they can apply and make the case in the application of how they meet the criteria that ASET has put in the guidance document.</p>
14	<p><b>Question:</b> Since our organization has already implemented HIE with another agency that has the same software vendor, are we still eligible to receive this grant to enhance and expand our ability to include other agencies with the same or different software?</p> <p><b>Answer:</b> ASET is encouraging each organization to apply for the grant if they believe they meet the criteria described in the HIE guidance. If you feel after you have read the guidance and can demonstrate your organizations eligibility and appropriate use of grant funds, then you can apply.</p>
15	<p><b>Question:</b> ASET states that priority will be given to grant applications that demonstrate exchange between unaffiliated organizations and a high number of care transitions. How are these criteria used in the evaluation of applications?</p> <p><b>Answer:</b> ASET has an evaluation team that will review all applications. A pre-determined point system will be used to score all applications. Organizations that submit an application that address these priorities will be scored more favorably.</p>
16	<p><b>Question:</b> Does ASET have a predetermined methodology for determining how applicants should show they meet the definition of “high number of care transitions?”</p>

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	<p><b>Answer:</b> No. Each applicant needs to describe its methodology in demonstrating how it meets the meaning of “high number of care transitions.” (See Question #15 above)</p>
17	<p><b>Question:</b> Can an “eligible organization” (Defined in Part II of the program guidance) be included in multiple applications?</p> <p><b>Answer:</b> Yes, but an “eligible organization” can only be the lead applicant one time. In addition, applicants would need to ensure that each application is unique and that any requests for funding are <u>not</u> duplicative. For example, applicants can’t request funding for the same exact piece of equipment in separate applications.</p>
18	<p><b>Question:</b> When an organization wants to submit a joint application, do both organizations have to be healthcare providers?</p> <p><b>Answer:</b> When two or more organizations decide to collaborate on a joint application, each organization must meet the eligibility criteria detailed in Part II of the program guidance.</p>
19	<p><b>Question:</b> Please clarify what you mean by eligible applicants must maintain a portion of its operations in Arizona?</p> <p><b>Answer:</b> An eligible applicant operates a portion of its business in Arizona when it meets the following: (1) the business is a legal entity licensed and organized as required by Arizona law; (2) the organization, staff and facility(ies) are licensed to conduct health care services by the State of Arizona; (3) and the applicant meets the staffing requirements within its Arizona-based facility(ies) as defined in Part II of the program guidance.</p>
20	<p><b>Question:</b> If I am an organization that is eligible for the Medicaid HIE discount program, can I apply to ASET for the unconnected providers grant program to offset my other implementation costs?</p> <p><b>Response:</b> Yes. AHCCCS is able to pay a portion of eligible hospitals and FQHCS costs to join HINAz, up to 23% of their first year fees. ASET Unconnected Providers grant funds can be used to pay for other costs associated with HIE implementation at the organization including things like education, training, travel, consultants, as outlined in the Program Guidance in Section III. Grant Fund Purposes.</p>
<b>PART III: GRANT FUNDING PURPOSES</b>	
21	<p><b>Question:</b> What are the fees involved in connecting to HIE; "one time" connection fees, license fees, ongoing fees etc.</p> <p><b>Answer:</b> ASET encourages applicants to work directly with HIE’s or appropriate sources to gather this information for their application.</p>
22	<p><b>Notice:</b> If you submit a joint application ASET requires a letter of support from a senior leader of the co-applicant.</p>
23	<p><b>Question:</b> Is it an allowable funding purpose of the grant to pay for an interface from the HER vendor that allows lab results to be returned as structured data from a reference lab back into the HER system within the hospital?</p> <p><b>Answer:</b> Yes.</p>
<b>PART IV: APPLICATION INSTRUCTIONS</b>	
24	<p><b>Question:</b> Where are applications submitted to?</p> <p><b>Answer:</b> The electronic application is submitted to: <a href="mailto:hie@azdoa.gov">hie@azdoa.gov</a> no later than 5:00 pm Arizona time on November 16, 2012.</p>

**“Disconnected Providers” HIE Program Grant - Questions & Answers  
(Updated 11/05/2012)**

25	<p><b>Question:</b> Is the cover sheet and letter of support separate or included in the 8 page limit of the application?</p> <p><b>Answer:</b> Both the letter of support and cover sheet are separate pages that do not count towards the 8 page application limit.</p>
26	<p><b>Question:</b> Are appendices allowed? If so, are they included in the 8 page limit?</p> <p><b>Answer:</b> No. The 8 page limit includes the items within the “Grant Application” which are “The Project Description and Partner Relationship/Collaborate Structure”, “Project Work Plan”, “Line Item Budget”, and the “Budget Narrative”. The “Cover Letter”, “Letters of Support” and “Resumes of Project Leads” are <u>not</u> counted toward the 8 page limit.</p>