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FREQUENTLY ASKED QUESTIONS (FAQS)

Below are common questions and answers for Post-Award Grantee Technical Assistance for the FY 2012 Quality Improvement Supplemental funding opportunity.

ISSUE 1: GENERAL INFORMATION

1. What is the length of the project?

HRSA has established a one-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.

2. What are the timelines associated with this supplemental funding?

Grantees who received this supplemental funding will be required to meet the following timelines and deliverables:

- Grantees are required to submit their final survey and/or schedule their final site visit for PCMH recognition by June 1, 2013.
- Grantees are expected to achieve PCMH recognition by September 30, 2013.

3. Who should I contact if I have questions about the HRSA NCQA PCMHHI and/or the HRSA Accreditation Initiative?

HRSA NCQA PCMHH Initiative:	HRSA Accreditation Initiative with The Joint Commission or AAAHC:
Program Manager: Nina Brown Health Resources and Services Administration Bureau of Primary Health Care Office of Quality and Data Email: Pcmhhinitiative@hrsa.gov	Program Manager: Harriet McCombs Health Resources and Services Administration Bureau of Primary Health Care Office of Quality and Data Email: AccreditInit@hrsa.gov

ISSUE 2: PCMH ACCREDITATION AND RECOGNITION

4. If my health center is already a PCMH, what should be our area of focus for this funding opportunity?

If your health center has achieved NCQA level 3 PCMH recognition for all of your eligible sites and/or PCMH Accreditation for your organization, you should use the grant funds to improve your organization's cervical cancer screening rate.

5. If my health center wants to pursue PCMH accreditation through The Joint Commission and PCMH recognition through NCQA, should we submit a NOI to both recognizing organizations?

The Accreditation Initiative and NCQA PCMHHI are two separate initiatives. If you are interested in pursuing both initiatives, you will need to submit a separate Notice of Intent (NOI) for each.

6. Should grantees contact the recognizing organizations (The Joint Commission, AAAHC, or NCQA) directly or will this communication be initiated by the BPHC?

The BPHC will coordinate communication with the recognizing organizations. Health centers may follow up by sending an email to the accreditation initiative mailbox or the PCMHHI mailbox. The email addresses are:

- Accreditation Initiative: AccreditInit@hrsa.gov
- HRSA NCQA PCMHHI: pcmhhinitiative@hrsa.gov.

7. Does my health center need to resubmit a Notice of Intent if we failed to submit our final survey for PCMH within one year after having filed it?

No. Your NOI remains active with NCQA. Grantees who have previously submitted an NOI were instructed to include a copy of their NOI with the application for this funding opportunity.

8. What documents serve as proof of final survey submission for the purpose of this funding opportunity?

For The Joint Commission, the notification of receipt showing a time frame for an upcoming visit serves as proof of submission. The BPHC will be working with the NCQA, the Oregon State PCMH, and the Minnesota State PCMH to determine what documentation they will provide to grantees as proof of submission. Grantees will receive additional guidance on this matter over the coming months, well before the June 1, 2013 due date.

ISSUE 3: BUDGET

9. What is the final funding amount awarded to health centers through this supplement?

Based on the number of applications, the maximum funding level for this supplemental award was \$55,000. There were a small number of grantees that were funded at a lower dollar amount based on their specific budget request.

10. Are we required to resubmit the budget due to the reduced amount of funding approved for this opportunity?

Grantees were instructed to include a budget for \$60,000 with their application. Unless your Project Officer requests a revised budget from your organization or you had a budget-related condition on your Notice of Award (NoA), you will not be required to revise your SF-424A and/or budget justification to reflect the \$55,000. Grantees are expected to work with their Project Officers on budget issues and use the funding on approved activities.

11. Does my health center need to inform our Project Officer (PO) if we modify the budget, regardless if a revised budget has been requested by the PO?

If your PO does not explicitly request you to submit a revised budget, you can have a conversation with them about your project focus without having to submit a prior approval re-budgeting request.

12. Do we need to wait for our PO's approval to begin hiring personnel that were approved under this grant?

No. You do not need to wait for the PO to authorize your organization to begin hiring for personnel. If you have not heard from your PO about your application, please alert your PO to the fact that you will be moving forward with the hiring process.

13. When can my health center start to draw down funds for the Quality Improvement project?

Funds for the supplemental awards are available immediately and can be drawn down as needed.

14. If our health center's budget year ends during the period of performance for the supplement, will we have to submit a prior approval request for the carryover?

Yes. After the Federal Financial Report (FFR) is submitted, you will have to submit a prior approval request in the Electronic Handbook (EHB) to carry over 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.

15. Can my health center spend supplemental funds while a carryover request is being processed?

No. To expedite the carryover approval process, grantees should submit a detailed budget for the supplemental funds to be carried over. If work is ongoing, it may be necessary to use other income (e.g., program income) to cover QI project expenses while the carryover request is being reviewed. Once your carryover is approved, you can reimburse yourself for the project costs that were covered by other income.

16. Can my health center use the funds for any pre-award costs?

No. Health centers should utilize the funds for expenses incurred after the supplemental funding was awarded.

ISSUE 4: REPORTING REQUIREMENTS AND TERMS AND CONDITIONS

17. What are the reporting requirements for this funding opportunity?

All grantees who were awarded funds through this opportunity are required to complete and submit an Interim Report that is due on June 3, 2013 and the Final Report that is due November 1, 2013. In the Interim Report, the grantee will highlight its accomplishments towards the cervical cancer screening goal and submit proof of submission of the final and/or add-on survey to NCQA or Oregon State for at least 1 site or submit proof of scheduling the final survey for The Joint Commission, AAAHC, or Minnesota State. In the Final Report, grantees will document the outcomes of their cervical cancer screening goal and provide proof of PCMH recognition as of September 30, 2013. The BPHC will conduct a technical assistance session prior to each report submission to provide further guidance on calculating and reporting the cervical cancer screening rate.

18. Grant specific term number 4 on the NoA states “Within 30 days of the award release date, a grantee submission will be created within EHB. All awardees will be required to respond within 30 days by submitting the following to the Project Officer, as applicable: (1) an updated program narrative based on all identified questions; (2) an updated budget and line item budget justification consistent with the final funding amount awarded that addresses all identified questions; (3) a clear timeline for accomplishing the PCMH survey submission by June 1, 2013 and achieving PCMH recognition from an eligible body by September 30, 2013; and (4) an updated cervical cancer screening outcome goal.” Where do we locate these questions?

The specific questions to be answered will be identified by your PO. If your PO identifies any questions or concerns that require follow-up, you will be notified directly, and your PO will create a submission in EHB to enable the submission of revised documents, as needed.

19. Grant specific term number 4 on the NoA states that there will be a submission created in EHB within 30 days and that we will need to respond within 30 days. Does that mean that we have 60 days to respond?

By November 16, your PO will review your application and will create a submission in EHB, if necessary. Your organization will have 30 days from the date that your PO creates the submission to respond.