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:

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 April 30, 2012 and November 1, 2012. The reporting requirements can be found on the bottom of your Notice of Award (NoA).

2. 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 PCMH interim report submission.

3. 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.

4. 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.

5. Are we allowed to change our proposed project?

Yes. If you found that your health center would like to focus on a project different from your original application you may change your proposed activities. You need to ensure that it meets one of the six domains and holds true to the funding opportunity. You will then need to provide a revised work plan and budget, if applicable, to your project officer.

6. My organization is having issues with the template. It is saying that it is password protected, what can I do?

The original report template was password protected. It has been unlocked and re-uploaded to EHB. Try to re-download the template or contact the BPHC Helpline for the updated template.

7. When our health center submitted our initial application for the supplemental funding, we based it on one of our sites. We subsequently applied for two sites for the CMS demo project. One of the sites was approved but it wasn't the one that we outlined our intent on. Can we just now focus on the site that did get into the CMS project for this supplemental funding?

Yes. 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.

ISSUE: Notice of Intent (NOI) Information

8. When we submit our NOI, is there a specific format we have to use?

For the federal HRSA sponsored initiatives, the Accreditation and NCQA initiatives, there is a one-page NOI document that asks basic demographic information about your health. You would need to complete and submit the NOI for the Recognition body your health center chooses.

9. Where can I find the NOIs for the HRSA 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 PCMHH Initiative - http://bphc.hrsa.gov/policiesregulations/policies/pal201101.html.

10. If we submitted an NOI to a HRSA initiative prior to receiving the 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.

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

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

12. Our organization submitted our Notice of Intent for the NCQA PCMHHI prior to the Supplemental funding. We received our license number for the Self-Assessment tools. Subsequently, some of our sites were accepted for the CMS APCP demonstration project. NCQA reassigned new license numbers for the CMS Demonstration and then they went back and deactivated the ones that we received through HRSA. Why did this happen?

That's fine. The self-assessment tool, whether you got it from participation in the CMS Demo, or the HRSA Initiative, is the same tool. It is simply a matter of accounting. The difference is that CMS requires you to submit your completed self-assessment tool on a re-occurring basis. HRSA does not require you to submit your self-assessment tool; it's simply for your own edification to help you prioritize your transformation process.

13. Is that a hard deadline that the survey tool has to be submitted within 1 year of the NOI date?

Yes. You must submit your final survey one year from your NOI being moved forward to NCQA. With the Accreditation Initiative, The Joint Commission and AAAHC will schedule their on-site survey to take place a year from receipt of your NOI.

14. 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 and e-mail saying congratulations and the date that your NOI was sent forward.

15. If we were approved for the CMS demo project, then is then our NOI completed?
If you submitted and were approved for the CMS demonstration project, you still need to submit an NOI. For all the health centers that were accepted into the demonstration, you received a self-assessment tool. That's the same self-assessment tool that you would receive if you had gone straight through the HRSA NCQA initiative. For all of the CMS participants, in order for you to complete and take your final survey, you will first need to submit an NOI to the HRSA PCMHHI. The cost of the final survey is covered through the HRSA PCMH NCQA initiative.

ISSUE: Financial Information

16. Is there any budget or expenditure reporting required with the interim report?
No. You are only required to update your progress on the Excel template. There is no financial reporting required for the interim report.

17. Will we need to complete and FFR for the final report?
No. You are only required to submit your FFR once a year at the end of your budget period.

18. If my budget period start date falls in the middle of the funding opportunity and I have yet to expend all of my supplemental dollars what should I do?
Please note, a grantee cannot submit a Prior Approval request to carryover funds until they have submitted their FFR for the budget period. Grantees are required to submit FFR 90-days after the end of the budget period. Grantees <u>are not allowed to submit the FFR</u> before the end of the budget period, but can submit as early <u>1 day after</u> the budget period

When submitting the FFR, grantees are prompted to indicate if they have unobligated funds <u>and</u> if they plan to request a carryover of these funds. If they have unobligated funds (e.g., PCMH and Beacon), they can indicate on the FFR the estimated unobligated amount and submit a carryover request for all or a portion of these funds into the next budget period.

If your health center has received supplemental funding for Beacon Communities and PCMH supplemental activities, they will want to submit a Prior Approval Request for both supplements and clearly delineate the two supplements in the budget narrative.

19. If I am not finished with my project by the end of the funding period, 9/18/2012, 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.