

Health Resources and Services Administration (HRSA)
2-Day Health Information Technology and Quality Learning Sessions



Request for Applications

Time Line for Project

Application and Instructions Available	March 4, 2011
Applications Due (via mail or e-mail)	April 4, 2011
Notification of Intent to Award or Decline	April 18, 2011
Agree On Project Plan, Budget and Sign Contract	May 2-6, 2011
Funds awarded	Consistent with project timeline
Completion of Funded Project Activities	December 31, 2011

For help with this application please contact HRSA at:

HealthIT@hrsa.gov

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BACKGROUND

Many Health Resources and Services Administration (HRSA) grantees and programs have been at the forefront of demonstrating the power of leveraging health information technology (HIT) as a tool to improve the quality of care and health outcomes for patients in medically underserved communities. HRSA has long supported the use of HIT as a means to providing quality health services to underserved populations, ranging from demonstrating the efficacy and viability of computerized alerts and clinical reminders to lab interfacing systems to promoting practice management systems (PMS), electronic health records (EHRs), chronic disease registries and patient registries.

The Office of Health Information Technology and Quality (OHITQ) in HRSA is seeking eligible applicants to assist in planning and conducting two-day, practical HIT Learning Sessions for HRSA grantees across the country (See *Who Can Apply pg.4*). Host sites will train small, hands-on, in-person audiences of 30-50 people as well support the capacity for a wider audience of up to 500 people to view the plenary session(s). The entities planning these Learning Sessions will have discretion over the agenda. However, the Learning Sessions should focus on, but are not limited to, planning for an EHR and other HIT implementations, including such topics as organizational/grantee readiness; workflow assessment; system selection; contracts; workforce development, training and retention; data collection, analysis and reporting; sustainability; and quality improvement. In previous years, Learning Sessions hosts have partnered with other organizations and have held the event at a site other than their location to maximize convenience.

In the 2010 funding cycle, seven Learning Sessions were hosted by the following organizations:

- Health Information Technology Workshop: Meaningful Use of Electronic Health Records hosted by Institute for Family Health (New York).
- Optimize the Use of your Electronic Health Record & Meaningful Use Requirements hosted by Redwood Community Health Coalition's Quality Culture Series (California).
- Health Information Technology Conference hosted by Texas Association of Community Health Centers, Inc. (Texas).
- Implementing HITs, EHRs & Telehealth to Enhance Quality and Improve Health hosted by Arizona Board of Regents- The University of Arizona, SW Telehealth Resources Center (Arizona).
- EHR, HIT, and Meaningful Use "Boot Camp" hosted by Community Health Centers Alliance, Inc. (Florida).
- Achieving the Promise and Value of EMR hosted by GA Association for Primary Health Care Inc. (Georgia)
- EHRs, HIT and Meaningful Use Workshop for Community Health Centers hosted by Alliance of Chicago Community Health Services (Chicago).

All materials from the 2010 funded Learning Sessions, including agendas, announcements, and presentation materials are available on the Office of Health Information Technology and Quality website

<http://www.hrsa.gov/healthit/meaningfuluse/workshops.html>

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HRSA welcomes proposals for hosting an HIT and Quality Learning Session from eligible HRSA grantees in all geographic areas of the country. Those who hosted Learning Sessions in previous years are welcome to submit a proposal to host workshops in 2011. HRSA aims to host a Learning Session in each of the regions of the Department of Health and Human Services.

The selected host sites will work closely with OHITQ staff and National Opinion Research Center (NORC), HRSA's logistics and technical assistance contractor, to plan and host the HIT and Quality Learning Session. The selected recipients will have opportunities to work with each other and previous hosts to shape their HIT Learning Session agendas and goals. The ideal Learning Session will be an intensive two-days consisting of practical, vendor-neutral presentations by expert users who will share their perspectives on EHR system evaluation, selection, budgeting, security and privacy, and process implementation. The Learning Session should also include information on the planning, launch, and support of meaningful use of health IT to improve quality and patient outcomes. A site visit shall be planned as part of the Learning Session for all participants to visit a nearby health center to view a successful EHR/HIT system demo. Finally, HRSA expects the host awardees to make the key presentations accessible through web-enabled technologies, such as webinars, to a wider audience of participants. Learning Session hosts can either stream the workshop live or post a recording of the workshop on their website shortly thereafter to meet this requirement. An audio and visual recording of PowerPoint slides is acceptable if speakers give their presentations using PowerPoint slides. However, speakers who do not present information using PowerPoint slides must be both audible and visible in the recording / webinar. Presentation materials should be available on the host's website for up to a year after hosting the Learning Session. The host sites will have the opportunity to share their expertise and hands-on experience in adopting and implementing EHRs and other HIT systems. Previous hosts have used speakers from their own network as well as other colleagues and expert consultants.

The overall objectives for the Learning Sessions are to help participants:

- Identify successful EHR and/or other HIT implementation plans and strategies.
- Obtain hands-on, small-group technical assistance, including the opportunity to discuss HIT selection guidelines and share ideas, resources and sample documentation.
- Redesign workflows and maximize meaningful use of EHR systems and other HIT to improve patient outcomes, data accuracy, clinical quality and other measure reporting efforts.
- Strategize on approaches to manage the liability, compliance and other legal issues related to meaningful use of data.

Additionally, HRSA is interested in funding HIT workshops that focus on:

- The challenges of workflow redesign, staff skills and training.
- EHR functionalities for specialized areas, such as behavioral health, oral health and pediatrics.
- Meaningful use of HIT to support oral health.
- HIT capabilities necessary to support the patient-centered medical home (PCMH) model.
- Strategies to improve patient engagement.
- EHR implementation and open source solutions.
- Regional health information exchange.

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ROLES AND RESPONSIBILITIES

HRSA	NORC	Host Site
<ul style="list-style-type: none"> • Initiate and establish ongoing communication with Host Site coordinator to review and provide guidance, including final approval of the agenda. • Coordinate with NORC and Host Site to understand NORC's available services. • Work with Host Site to disseminate registration information for the HIT and Quality Learning Session to the HRSA grantee listserv. • Ensure that the materials for the HIT and Quality Learning Session are posted online within a week of receipt from host. 	<ul style="list-style-type: none"> • Present to Host Site coordinator the available NORC services such as logistical support (e.g., coordinating meeting space), if requested. Provided services will be from the total award (maximum of \$5,000). • Coordinate planning meetings between HRSA, NORC and Host Site coordinator. • Work with Host Site coordinator to sign contract agreement and reimburse for Learning Sessions. • In collaboration with Host Site coordinator, collect the NORC-designed individual feedback forms and produce a summary analysis. 	<ul style="list-style-type: none"> • Confirm a date for HIT and Quality Learning Session within one month of award date. • Develop HIT and Quality Learning Session agenda with final approval from OHITQ Director. • Create a budget including decisions regarding registration fees. • Identify and arrange for HIT Learning Session presenters. • Joint responsibility in marketing the HIT and Quality Learning Session. • Manage participant online registration. • Develop HIT Learning Session materials and make these available online to all meeting participants and other HRSA grantees. • Arrange meals and refreshments during the Learning Session. • Work with OHITQ staff to assure all information is posted on the OHITQ website. • Make available feedback forms from the Learning Session.

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AWARD INFORMATION

- Applicants will be notified by **April 18, 2011**.
- The project award to support HIT and Quality Learning Session activities will be up to \$15,000 and includes logistical and technical support from HRSA and its contractor, NORC. All work for the HIT and Quality Learning Session will be completed by December 31, 2011.

WHO CAN APPLY

HRSA grantees are eligible to apply. Those that have experience with HIT implementation at the community clinic level, such as current Health Center Controlled Networks (HCCNs), Telehealth Resource Centers, Critical Access Hospitals and tribal organizations are all eligible to apply for this funding opportunity.

NOTE: "HCCNs" are defined as a group of safety net providers (minimum of three collaborators/members) collaborating horizontally or vertically to improve access to and quality of care, and achieve cost efficiencies. This could further include a Primary Care Association in collaboration with a health center that has successfully implemented health information technology.

REQUIREMENTS

- Commitment to hosting the HIT Learning Session as specified in the request.
- Must not promote specific software, product or services.
- Conduct the HIT Learning Sessions as a technical assistance effort in support of HRSA's goals:

<http://www.hrsa.gov/about/index.html>

Goal I: Improve Access to Quality Care and Services.

Goal II: Strengthen the Health Workforce.

Goal III: Build Healthy Communities.

Goal IV: Improve Health Equity.

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REVIEW PROCESS

Applications will be reviewed by an objective committee comprised of public health and health information technology experts with final funding approvals guided by HRSA leadership. Successful applications will be selected based on their relevancy to the following qualities:

Applicant's abilities to carry out the Learning Session (Section B, 40 points total)

1. Relevance of your organization's EHR and other HIT implementation experience to HRSA grantees.
2. Access to potential HIT and Quality Learning Session speakers and sponsor agencies.
3. Staffing experience with HIT and Quality Learning Session development and presentations.
4. Commitment to host a site visit to see a live EHR/HIT system in action for participants.
5. Proposal of available dates for the Learning Session.
6. Commitment to utilize web-enabled communication technologies such as webinars, and to maintain the HIT and Quality Learning Sessions materials for a minimum of one year.

Learning Session description (Sections B and C, 40 points total)

1. Goals of the HIT Learning Sessions in supporting EHR, or other HIT technology adoption.
2. Sample of a two-day HIT Learning Session agenda(s); including objectives for smaller breakout sessions.
3. Clear and concise description of how the agenda(s) and speakers will accomplish the HIT and Quality Learning Session goal(s).
4. Geographic location, demonstrating ability to host a HIT Learning Session that allows access to community health centers partners.

Budget (Section D, 20 points total)

1. Projected budget showing each item and its cost.
2. Justification for each item listed in the budget.
3. Willingness to contribute staff time and resources, e.g., tools and on-site facilities, for HIT Learning Session planning/participation.
4. Supplemental sources of funding to support the HIT Learning Session.

APPLICATION INSTRUCTIONS

Completed applications should include:

- Cover Page (included as Section A)
- Applicant and HIT Learning Session Description (included as Section B)
- HIT Learning Session Plan (included as Section C)
- Budget Section and Supplemental Budget Information (included as Section D)

Applications that are illegible or inconsistent with the format provided will not be reviewed.

Please limit your response in each section to two pages.

INSTRUCTIONS FOR SUBMITTING THIS APPLICATION

Completed applications must be **received by April 4, 2011**

Email one completed copy of the application to: HealthIT@hrsa.gov

or mail to (postmarked by April 4, 2011):

HRSA
Office of Health Information Technology & Quality
ATTN: Ms. Miryam C. Gerdine, MPH
7C-26
5600 Fishers Lane
Rockville, MD 20857

**Health Resources and Services Administration (HRSA)
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**SECTION A
COVER PAGE**

Organization/Group
Name:

Address:

Website:

Zip Code:

Grantee Number:

HRSA Project Officer(s)

HHS Region:

Application Contact:

Title of Contact:

Email:

Phone Number:

Fax:

Total Amount Requested (up to \$15,000)

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**SECTION B
APPLICANT AND LEARNING SESSION DESCRIPTION**

APPLICANT NAME _____

1. Describe eligible applicant's mission and vision.
2. Describe your organization's EHR and/or other HIT implementation, usage and experience to date.
3. Describe your organization's experience in implementing similar workshops, training and/or educational seminars.
4. Describe your organization's practices or assistance to other providers to achieve meaningful use of a certified EHR system.
5. Describe who in your organization will be leading the proposed workshop activities, and their prior experience with a similar project?
6. Submit a list of dates your organization is available to host a HIT Learning Session between June 1, 2011 and December 31, 2011, as well as those dates that your organization is not available.

Available:

Not-Available:

7. If you are partnering with other groups, please list and describe them below.
8. Please describe your goals for the workshop in 200 words or more.

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**SECTION C
HIT LEARNING SESSION PLAN DESCRIPTION**

APPLICANT NAME _____

1. In the table below, please present a possible agenda representing the items/issues to be discussed as well as other activities including social and/or networking. Examples are provided for information purposes only. Full agendas for the previous Learning Sessions are available on the OHITQ website.

ACTIVITY/SPEAKERS	START DATE	END DATE	PERSON RESPONSIBLE
<ul style="list-style-type: none"> • Check in 			
<ul style="list-style-type: none"> • First Steps or • Organization Readiness or • HRSA/HIT resources 	AM/PM	AM/PM	
<ul style="list-style-type: none"> • Strategic Planning for EHR/Other HIT Adoption Learning Session or • EHR Implementation Ingredients to Success Learning Session or • Evaluating the HIT/EHR application or • Contract negotiating 	AM/PM	AM/PM	
<ul style="list-style-type: none"> • Requirements and Assessment criteria for products/services or • Vendor/Network Partner selection Process 	AM/PM	AM/PM	
<ul style="list-style-type: none"> • Managing change / change management or • Physician champion / Executive champion or • workforce development, training and competencies required to support a national HIT workforce needs 	AM/PM	AM/PM	
<ul style="list-style-type: none"> • Implementation – process or • Implementing – infrastructure or • Value/impact of HIT/EHR application in the community and/or • Value/impact of HIT/EHR on participating organizations 	AM/PM	AM/PM	

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<ul style="list-style-type: none"> • Organizations perspectives – EHR implementation, or • Organizations perspectives - Adoption / use / impact of HIT or • Organizations perspectives – Innovations, HIT Disparities case studies or • Success and performance measures or • Training – staff vs. physicians or • Maintaining momentum/sustainability 	AM/PM	AM/PM	
<ul style="list-style-type: none"> • Networking breakfast/lunch/dinner 	AM/PM	AM/PM	

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**SECTION D
BUDGET SECTION**

APPLICANT NAME _____

List each of your expected costs in the table below. Examples are provided but not intended to be all inclusive

Item Description	Cost (\$)	Justification
1. Travel –Airfare		
2. Travel-Lodging		
3. Travel-per diem		
4. Travel-rental car		
5. Networking Dinner		
6. Materials		
7. Staff Time		
8. Consultants/Speakers		
9. Technical Resources (video casting, recording, etc.)		
10. Other		
Totals		

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**SECTION D (cont)
SUPPLEMENTAL BUDGET INFORMATION**

In the space below, please list any other sources of funds and/or resources that you will use to support the proposed workshop.

Name of Person responsible for managing the award funds:

Position within organization:

Address:

Zip Code:

Email:

Telephone: