

Funding Opportunity Announcement for Workforce Training

February 23, 2015

(Kimberly Tavernia)

The broadcast is now starting. All attendees are in listen only mode. Hello everyone, welcome and thank you for attending this informational session regarding the Funding Opportunity Announcement for Workforce Training to educate healthcare professionals in health information technology. My name is Kimberly Tavernia. I am a Program Coordinator with the Office of the National Coordinator for Health IT in the U.S. Department of Health and Human Services and I will be your moderator for this webinar. Let's go ahead and get started. To the ONC grant funding overview, the workforce training program overview, funding eligibility and application information, and application responsiveness and objective review. After the presentation you will have an opportunity to submit questions. Starting with introductory remarks. The purpose of today's session is to provide more information on the Funding Opportunity Announcement for Workforce Training to educate healthcare professionals in health information technology (grant #: WF-WF-15-300). We will describe the purpose and scope of services, explain the application and review processes, and gather questions from interested organizations and individuals for subsequent response via the Frequently Asked Questions (FAQ) on ONC's website. We will also provide links to additional information and resources. Here are the presenters for today's informational session. Again, I am Kimberly Tavernia, Program Coordinator, in ONC's Office of Programs and Engagement. We also have Maggie Wanis, Director of the Delivery System Reform Division, in the Office of Programs and Engagement. Carmel Halloun, Director of Grants Management, in the Office of Procurement & Grants and Cinyon Reed, Workforce Program Manager, in the Office of Programs and Engagement. Just a few reminders. This webinar is being recorded so if you object to the recording please disconnect now. The slides and recording will be available on HealthIT.gov at the link you see on the slides. You can submit questions during the webinar which I will show you how to do in just a moment. We will not be answering questions during this call. All questions will be compiled and added to the Frequently Asked Questions or FAQ document as needed. There is a link to where you can gain access to the FAQ document on HealthIT.gov. Here is how you can ask a question via the chat box. If your control panel is not open then you can open it by clicking the orange arrow, then click the black icon, the one that looks like a plus sign, to open the questions pane and just type your question and hit send. If you are having audio issues you can request help by selecting "GoToWebinar Help" from the top of the control panel. Select "Report Audio Issue" to report an audio issue. If you are having accessibility issues you may also verbally ask a question. To ask a question verbally click the "Raise Your Hand" icon. During the question period at the end of the meeting I will unmute your line. You can identify yourself and then ask your question. After asking your question you will be placed back on mute. If you have not entered your pin when logging on to the audio portion of the webinar I will not be able to unmute your line. You can access your pin by opening the audio pane. Okay, now I'm going to turn it over to Maggie Wanis, Director of the Delivery System Reform Division, in ONC's Office of Programs and Engagement, to go over the ONC grant funding overview.

(Maggie Wanis)

Thank you Kim. Before we get into the program and application requirements we want provide a high level overview of the intent of ONC's three open funding opportunity announcements. A total of \$36.1

million is available through these funding opportunities. These opportunities will achieve the following. Next slide Kim. Promote improvements in health IT interoperability, infrastructure, and data quality, accelerate the adoption of health IT information exchange, expand training the needs of the health care professional to incorporate Meaningful Use criteria and care transformation programs, foster community-focused efforts to address population-level health challenges, encourage collaborative efforts to extend HIE services and interoperable health IT tools, support ongoing efforts to realize better health, better care, and lower costs. Next slide please. Here is a snapshot of all three funding opportunity announcements. Today's session is about the Workforce Training to educate health care professionals in health IT. This funding opportunity is for \$6.4 million with the range of five to seven awards per period of performance of two years. The goal is to update the existing health IT training curriculum and train 6,000 incumbent healthcare workers to more effectively deliver and coordinate patient care. Next we have the State Health Information Exchange funding opportunity for 28 million with a range of ten to twelve awards for a period of performance of two years. The goal is to leverage successes from initial State HIE projects to increase the adoption and use of interoperable health IT to improve care coordination. Lastly, we have the Community Health Peer Learning Program funding opportunity for 1.7 million for one award for a period of performance of two years. The goal is to address population health care challenges through collaborative community efforts to effectively use health IT and identify new models of care. Next slide please. So if you can see from the highlighted box these three funding opportunity announcements reside within ONC's Office of Programs and Engagement. Next slide. Within the Office of Programs and Engagement there are four divisions. The Health IT Adoption Division, the Consumer eHealth Division, the National Learning Division, and the Delivery System Reform Division. This funding opportunity is part of the Workforce Development Group within the Delivery System Reform Division. Next slide. Now I'm going to turn it over to Cinyon Reed, the Workforce Program Manager, to discuss the program and application requirements.

(Cinyon Reed)

Thank you Maggie. Workforce Training to educate health care professionals in health information technology overview, next slide. In 2010, ONC awarded approximately \$118 million dollars to colleges and universities for the development of training materials and educational initiatives to meet projected workforce needs for Health IT training. This grant will fund updates to the existing health IT training materials to incorporate modern care delivery processes and emerging health IT trends. Updates will focus on four key areas. Population health, care coordination, new care delivery and payments models, and value-based care. Once completed, training will be delivered to approximately 6000 incumbent healthcare workers. Workforce Training, Scope and Services. Awardees will be expected to perform a gap analysis of the existing ONC training materials, participate in an advisory board to advise on the development of training criteria and materials, field-test draft components of revised training materials, reconvene stakeholders to review and approve the proposed training prior to launch, make updated training materials 508 compliant and available through an online vehicle, such as ONC's website, beyond the project period of performance, train again, a total of 6,000 incumbent health care professionals. Next slide, thank you. Funding, eligibility and application information, summary of key details. Type of award is a cooperative agreement. Available funding, \$6,400,000. Number of awards expected, five to seven. Application due date, April 6, 2015. Anticipated award date, May 1st, 2015. Period of performance, two years. Application, excuse me, anticipated start date, June 1st, 2015. Next slide. Applicants are encouraged to submit a non-binding e-mail notice of intent to apply for this funding

opportunity. Please submit by March 2nd, 2015 by 11:59 P.M. Eastern Standard Time. You'll need to identify name of applicant organization, city and state, Funding Opportunity Announcement number WF-WF-15-300 and identify the title which is: Workforce Training to Educate Health Care Professionals in Health Information Technology. Send this information to the WorkforceFOA@hhs.gov. Next slide, Workforce Training: Eligibility & Application Requirements. Eligibility. This funding opportunity is open to the public in the United States. ONC anticipates that applicants will have experience and a working knowledge of the previous work product and the ability to update and develop materials as specified in the FOA. ONC also anticipates that the applicants will have experience in training Health IT professionals as specified in the FOA. Applicants must submit all material electronically through grants.gov – this process is outlined in the FOA. For assistance with submitting applications in Grants.gov, please contact the [Grants.gov](mailto:support@grants.gov) Helpdesk at support@grants.gov or call at 1-800-518-4726. Applicants must also have a Dun & Bradstreet (D&B) Universal Numbering System or (DUNS) number. Register in the system for Award Management (SAM) at www.sam.gov – allow a minimum of 5 days to complete the registration – if you are already registered in SAM and have not renewed your registration in the last 12 months, you must renew your registration. Ensure the application meets application requirements and page limits. Workforce Training: Application Components. For the project narrative, 20 pages. Problem statement, one to three pages. Proposed approach, five to six pages. Collaborator involvement, one to two pages. Project Management, one to two pages. Evaluation, one to two pages. Work plan, one to two pages. Process for determination of learning resources, one to two pages. Letters of commitment and budget justification and forms will be submitted separately. There are no page limits to that and it's not included in your twenty page project narrative. Next slide. Workforce Training: Project Narrative – Problem Statement. Discuss your knowledge with ONC's previous Workforce Training program. You will also describe the importance and significance of updating the previous Workforce Training program. Describe the changes, challenges facing incumbent healthcare workers. Next slide. You'll also need to describe which of the four topic areas you will address. Population health, care coordination, new care delivery and payments models, value-based care. You will also need to discuss your current experience with training in these topic areas. Next slide. Describe your approach to updating training materials and addressing the challenges described in the problem statement. Present plans for collaborating with experts in training development and learning institutions. Explain how instructional developers will be incorporated. Note any major barriers anticipated and how they will be addressed. Modules. Present your methods of training, for training, health care professionals and describe setting and context of incumbent workers. You'll also need to delineate the roles and responsibilities of lead personnel and collaborating organizations. Describe how staff and collaborating organizations will contribute to achieving the project's outcomes. Specify who will have day-to-day responsibility for key tasks such as: project leadership; monitoring the project's on-going progress, preparation of reports; communications with other collaborating organizations and ONC. Describe approach for monitoring and tracking progress on the project's tasks and objectives. Your project narrative will also include, the project work plan should reflect and be consistent with the project narrative and budget and should cover both years of the project period. Identify important milestones and each major task or action step needed to reach those milestones. For each major task or action step, identify the timeframes involved, including start and end dates. You will complete the budget, the following budget forms to document costs of proposed project activities. Application for Federal Assistance SF-424. Budget Information for Non-Construction Programs SF-424A. Assurances for Non-Construction Programs SF-424B. Disclosure of Lobbying Activities SF-LLL. Detailed budget

instructions provided in FOA. For letters of commitment include confirmation of the commitments to the project (should it be funded) made by key collaborating organizations and agencies in this part of the application. Include letters of commitment from organizations that are specifically named to have a significant role in carrying out the project. Signed letters of commitment should be scanned and included as attachments. And now I will turn it over to Carmel Halloun to review and go over application responsiveness and objective review. Carmel if you're on mute, if you're speaking you may be mute. Go head Carmel.

(Kimberly Tavernia)

Just a moment everyone we're going have Carmel try to dial back in.

(Cinyon Reed)

While we're anticipating Carmel to join the call again, if you have any questions please submit them through the chat.

(Carmel Halloun)

Hello.

(Maggie Wanis)

We can hear you. Go ahead Carmel.

(Carmel Halloun)

Oh, I'm sorry about that. Okay, we're going to briefly go over some points regards to the application responsiveness and objective review. So the first point is make sure you submit all of your application materials electronically through grant.gov. [Grants.gov](#) will issue an email receipt upon successful submission. And ONC will issue receipt upon successfully obtaining files from [grants.gov](#). Once applications are received they are reviewed for responsiveness and categorized as pass/fail. Pass meaning they have meet the criteria as outlined in the FOA and the fail meaning they have not. All applications that pass the review for responsiveness are forward for objective review. Once objective review is complete. ONC will make their award. ONC is not obligated to make an award if applications do not meet the intent of program requirements or if funding levels or availability changes.

Not meeting the criteria and your application does not meet the eligibility criteria, if your application is not received by the deadline required which is 11:59 P.M. Eastern Time April 6, 2015 through <http://www.grants.gov>. You have to ensure that your application meets the formatting and length requirements as outlined earlier. And you have to be sure not to use your appendices and attachments as a mechanism to exceed the page limits of the Project Narrative. The responsive applications 3 experts in areas relevant to the Workforce Program. So, applications can receive a maximum of 100 points and in using the following scale: the understanding of the project purpose is 25 points, the applicant capabilities are 35 points, the approach, work plan, and activities will be scored at 20 points, the process for determination of learning resources is 10 points, and the budget narrative/justification is 10 points. And I'm going to turn it back over to Kimberly Tavernia.

(Kimberly Tavernia)

Thank you for attending the webinar. The webinar will open for 5 minutes so you can submit questions via the “Questions” box. If you are having accessibility issues you can click the “Raise Your Hand” icon to have your line unmuted so you can then identify yourself and verbally ask your question. We will not answer any questions during this webinar but any question not already addressed will be added to the FAQ. There are also two links provided here where you can access more information on this FOA via [HealthIT.gov](#) or [Grants.gov](#). If you need assistance submitting an application in [Grants.gov](#) you can use the email or phone number provided here to get help.

(Kimberly Tavernia)

Lynn Vosler, I'm going to unmute your line if you would just state your name and ask your question.

(Lynn Vosler)

Yes, this is Lynn, this is Lynn Vosler just making sure we can get a copy of this presentation after today?

(Kimberly Tavernia)

Yes, we will be posting it on [HealthIT.gov](#).

(Kimberly Tavernia)

Bonnie Westra, I'm going to unmute your line if you would state your name and ask your question.

(Bonnie Westra)

Questions. So, is it my, is it correct that the FOA addresses only the four areas that were identified in none other modules that were previously developed?

(Kimberly Tavernia)

Yes, we will document that. Thank you for your question.

(Kimberly Tavernia)

You're find a response on the FAQs on [HealthIT.gov](#).

(Kimberly Tavernia)

Ruben Rocha, I'm going to unmute your line if you'd state your name and ask your question.

(Ruben Rocha)

Yes, my name's Ruben Rocha and the question is, if the **[inaudible]** that worked on developing the criteria will have priority on getting the grant?

(Cinyon Reed)

As a point of clarification, this grant is open to all U.S. citizens or persons, so it's opened to anyone. There will be no priority for anything given. This will go through an objective review process, so.

(Kimberly Tavernia)

Margaret Murphy, I'm going to open your line if you'd state your name and ask your question.

(Margaret Murphy)

Hi, I had two quick questions. One is, does grant activity need to begin immediately after award or can it vary by institution?

(Kimberly Tavernia)

Thank you for your...you guys we're going to document that right? Sorry.

(Unknown)

Yes, we actually documented your question and you'll be able to see a response on the FAQs on [HealthIT.gov](https://www.healthit.gov).

(Kimberly Tavernia)

You have another question?

(Kimberly Tavernia)

Alfred Hamilton, I'm going to unmute your line if you would state your name and ask your question.

(Alfred Hamilton)

Hi, this is Alfred Hamilton. My question is, how many of the key areas or focus areas must a proposal cover? You mentioned in the presentation that it doesn't need to cover all. Is there a minimum number?

(Kimberly Tavernia)

Hello, thank you for your question. At minimum, one topic area, maximum of four.