

REQUEST FOR APPLICATIONS FOR

Health Information Organization Member Organization Onboarding Services

ISSUING OFFICE

**Commonwealth of Pennsylvania
Department of Human Services
Office of Administration
Bureau of Procurement and Contract Management
Room 402 Health and Welfare Building
625 Forster Street
Harrisburg, PA 17120
On behalf of the
Pennsylvania eHealth Partnership Program**

RFA NUMBER

19-18

DATE OF ISSUANCE

November 1, 2018

**REQUEST FOR APPLICATIONS FOR
Pennsylvania eHealth Partnership Program**

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CALENDAR OF EVENTS

The Commonwealth will make every effort to adhere to the following schedule:

Activity	Responsibility	Date
Deadline to submit Questions via email to: RA-PWBIDQUESTIONS@pa.gov	Potential Applicants	Thursday, November 15, 2018
Answers to Potential Applicant questions posted to the Department of General Services (DGS) website (http://www.emarketplace.state.pa.us) no later than this date.	Issuing Office	Tuesday, November 27, 2018
Please monitor DGS website for all communications regarding the RFA.	Potential Applicants	ONGOING
Sealed application must be received by the Issuing Office at: Department of Human Services Division of Procurement and Contract Management Room 402 Health and Welfare Building 625 Forster Street Harrisburg, Pennsylvania 17120	Applicants	On or before Tuesday, December 18 2018 2:00 PM Eastern Standard Time

PART I

GENERAL INFORMATION

I-1. Purpose. This Request for Applications (“RFA”) provides to eligible Health Information Organizations (“HIOs”) interested in submitting applications (“Applicants”) sufficient information to prepare and submit applications for the Department of Human Services’ (“DHS” or “Department”) consideration on behalf of the Commonwealth of Pennsylvania (“Commonwealth”) for the award of grants to provide for the onboarding of medical providers to the HIO’s network as well as the Commonwealth’s health information exchange (“HIE”), the Pennsylvania Patient and Provider Network (“P3N”) (“Project”). This RFA contains instructions governing the requested applications, including the requirements for the information and material to be included; a description of the service to be provided; requirements which Applicants must meet to be eligible for consideration; general evaluation criteria; and other requirements specific to this RFA.

I-2. Issuing Office. The Department’s Office of Administration, Bureau of Financial Operations, Division of Procurement and Contract Management (“Issuing Office”) has issued this RFA on behalf of the Office of Medical Assistance Programs. The sole point of contact in the Commonwealth for this RFA shall be William Spiker, RA-PWRFAQUESTIONS@PA.GOV, the Project Officer for this RFA. Please refer all inquiries to the Project Officer.

I-3. Overview of Project. The Department, in an effort to continue development of the statewide HIE, is providing grant funding to eligible HIOs for the purpose of onboarding provider organizations, referred to as member organizations (“MOs”). Onboarding includes integration between the HIO’s system and the hospital’s or facility’s system using Integrating the Healthcare Enterprise (“IHE”) standard transactions and alignment with Medicaid Information Technology Architecture (“MITA”) standards for interoperability. Through this RFA, the Department is providing to eligible HIOs the opportunity to apply for grant funding for three types of Projects. Specifically, the Department will provide grant funding for the following:

- **Project Lot 1 – Inpatient Hospital or Facility Onboarding.** HIOs may apply for grant funding to onboard eligible hospitals or other inpatient facilities. Total grant funding of \$5,000,000 is available for Lot 1.
- **Project Lot 2 – Outpatient Practice or Other Outpatient Provider Organization Onboarding.** HIOs may apply for grant funding to onboard eligible outpatient practices or other outpatient provider organizations. Total grant funding of \$2,925,000 is available for Lot 2.
- **Project Lot 3 –MO Portal.** HIOs may apply for grant funding to allow eligible MOs to enable HIE participation via a portal. Total grant funding of \$50,000 is available for Lot 3.

I-4. Objectives.

- A. General.** The objective of this RFA is to advance HIE efforts in Pennsylvania; increase the speed and accuracy of diagnosis for individuals and populations; alert providers and care teams to an admission of patient; reduce readmissions and redundant tests by sharing patient information with other providers who have treated the same patients; and increase patient satisfaction by reducing time spent in the healthcare system and eliminating frustrating duplication.
- B. Specific.** The Department, through the eHealth Partnership Program (“eHealth”), is charged with the establishment and maintenance of a HIE. This grant program is being offered to continue onboarding grants to support the continued development of the P3N. As in previous years, grants will be made available to HIOs to support them in their efforts to connect a variety of healthcare providers to the HIO’s networks and, in turn, to the P3N.
- I-5. Type of Agreement.** The Department intends to award multiple grants as a result of this RFA. If the Department enters into agreements, they will be deliverable based agreements using the Grant Agreement attached to this RFA as Appendix B and will include the attached Payment Provisions (Rider 1), Standard Grant Terms and Conditions (Rider 4) and DHS Addendum (Rider 5) and its attachments. The Work Statement will consist of Part IV to this RFA and the selected Applicant’s Technical Submittal. The Department will pay selected Applicants upon the Department’s acceptance of deliverables (milestones) as provided in the grant agreement.
- I-6. Rejection of Applications.** The Department may, in its sole and complete discretion, reject any application received as a result of this RFA and may choose to award grants for all, some or none of the Applicants and for all, some or none of the grant funding opportunities.
- I-7. Incurring Costs.** The Department is not liable for any costs incurred by the Applicant in preparation and submission of its application, in participating in the RFA, or for any service or work performed or expenses incurred prior to the effective date of a fully executed Grant Agreement.
- I-8. Questions & Answers.** If an Applicant has any questions regarding this RFA, the Applicant must submit the questions by email (**with the subject line “RFA 19-18 Question”**) to the Project Officer named in **Part I, Section I-2** of the RFA. If the Applicant has questions, they must be submitted via email **no later than** the date indicated on the Calendar of Events. The Applicant shall not attempt to contact the Project Officer by any other means. The Department shall post the answers to the questions on the Department of General Services’ (“DGS”) website by the date stated in the Calendar of Events.

An Applicant who submits a question *after* the deadline date for receipt of questions indicated in the Calendar of Events assumes the risk that its application will not be responsive or competitive. When questions are submitted after the deadline date indicated in the Calendar of Events, the Project Officer *may* respond to questions of an administrative nature by directing the questioning Applicant to specific provisions in the RFA. To the

extent that DHS decides to respond to a non-administrative question *after* the deadline date for receipt of questions indicated on the Calendar of Events, DHS will provide the answer to all Applicants through an addendum to the RFA.

The Department is not bound by verbal information or by any written information that is not either contained within the RFA or formally issued as an addendum.

All questions and responses as posted on the DGS website are considered an addendum to, and part of, this RFA in accordance with RFA Part I, Section I-9.

I-9. Addenda to the RFA. If the Department deems it necessary to revise any part of this RFA before the application response date, the Issuing Office will post an addendum to the DGS website at <http://www.emarketplace.state.pa.us>. Each Applicant must monitor the DGS website for new or revised RFA information.

I-10. Response Date. To be considered, Applicants must submit hard copies of their applications to the Issuing Office no later than the date and time specified in the Calendar of Events. The Department will not accept applications via email or facsimile transmission. Applicants who send applications by mail or other delivery service should allow sufficient delivery time to ensure timely receipt of their applications. If, due to inclement weather, natural disaster, or any other cause, the Commonwealth office location to which applications are to be returned is closed on the application response date, the deadline for submission will be automatically extended until the next Commonwealth business day on which the office is open, unless the Issuing Office otherwise notifies Applicants. The hour for submission of applications shall remain the same. The Department will reject unopened, any late applications.

I-11. Applications. Applicants may apply for multiple Projects Lots; however; Applicants must submit a separate application package for each Project Lot.

To be considered, Applicants should submit a complete response to this RFA to the Issuing Office, using the format provided in **Part II**, providing **one (1) original and two (2) paper copies of the Technical Submittal**. In addition to the paper copies of the application, Applicants shall submit **two complete and exact** copies of the entire application (Technical Submittals, along with all requested documents) on CD-ROM or Flash drive in Microsoft Office or Microsoft Office-compatible format. The electronic copy must be a mirror image of the paper copy and any spreadsheets must be in Microsoft Excel. To the extent that an Applicant designates information as confidential, proprietary or trade secret protected in accordance with Part 1, Section 1-16, an Applicant must include one (1) redacted version of the Technical Submittal on CD-ROM or Flash Drive in Microsoft Office or Microsoft Office compatible format. Applicants may not lock or protect any cells or tabs. The CD or Flash drive should clearly identify the Applicant and include the name and version number of the virus scanning software that was used to scan the CD or Flash drive before it was submitted.

The Applicant shall make no other distribution of its application to any other Applicant or Commonwealth official or Commonwealth consultant. Each application page should be numbered for ease of reference. An official authorized to bind the Applicant to its provisions must sign the application. If the official signs the Application Cover Sheet (Appendix A to this RFA) and Grant Agreement Signature Page (Appendix B) and the Application Cover Sheet and Grant Agreement Signature page are attached to the Applicant's application, the requirement is met. For this RFA, the application must remain valid for **120** days or until an agreement is fully executed. If the Department selects the Applicant's application for award, the contents of the selected Applicant's application will become, except to the extent the contents are changed through negotiations, grant obligations.

Each Applicant submitting an application specifically waives any right to withdraw or modify it, except that the Applicant may withdraw its application by written notice received at the Issuing Office's address for application delivery prior to the exact hour and date specified for application receipt. An Applicant or its authorized representative may withdraw its application in person prior to the exact hour and date set for application receipt, provided the withdrawing person provides appropriate identification and signs a receipt for the application. An Applicant may modify its submitted application prior to the exact hour and date set for application receipt only by submitting a new sealed application or sealed modification that complies with the RFA requirements.

- I-12. Economy of Preparation.** Applicants should prepare applications simply and economically, providing a straightforward, concise description of the Applicant's ability to meet requirements of the RFA.
- I-13. Alternate Applications.** The Department has identified the basic approach to meeting its requirements. The Department will not accept alternate applications.
- I-14. Discussions for Clarification.** Applicants may be required to make an oral or written clarification of their applications to the Department to ensure thorough mutual understanding and Applicant responsiveness to the solicitation requirements. The Department will initiate requests for clarification. Clarifications may occur at any stage of the evaluation and selection process, prior to the award of an agreement.
- I-15. Prime Grantee Responsibilities.** The grant will require the selected Applicant to be responsible for all services offered in its application whether it produces them itself or by subcontract. The Department will consider the selected Applicants to be the sole points of contact with regard to Project matters.
- I-16. Application Contents.**
 - A. Confidential Information.** The Commonwealth is not requesting, and does not require, confidential proprietary information or trade secrets to be included as part of Applicants' submissions in order to evaluate applications. Except as provided, Applicants should not label applications as confidential or proprietary or trade secret

protected. Any Applicant who determines that it must divulge such information as part of its application must submit the signed written statement described in subsection c. below and must additionally provide a redacted version of its application (hard copy and electronic), which removes only the confidential proprietary information and trade secrets.

B. Commonwealth Use. All material submitted with the application shall be considered the property of the Commonwealth and may be returned only at the Department's option. The Commonwealth has the right to use any or all ideas not protected by intellectual property rights that are presented in any application regardless of whether the application becomes part of a grant. Notwithstanding any Applicant copyright designations, the Commonwealth shall have the right to make copies and distribute applications internally and to comply with public record or other disclosure requirements under the provisions of any Commonwealth or United States statute or regulation, or rule or order of any court of competent jurisdiction.

C. Public Disclosure. After the awards of agreements pursuant to this RFA, all applications are subject to disclosure in response to a request for public records made under the Pennsylvania Right-to-Know-Law, 65 P.S. § 67.101, et seq. If an application contains confidential proprietary information or trade secrets, a signed written statement to this effect must be provided with the submission in accordance with 65 P.S. § 67.707(b) for the information to be considered exempt under 65 P.S. § 67.708(b)(11) from public records requests. Please see Appendix E of the RFP for a Trade Secret Confidential Proprietary Information Notice Form that may be utilized as the signed written statement, if applicable.

I-17. News Releases. Applicants shall not issue news releases, Internet postings, advertisements or any other public communications pertaining to the Projects without prior written approval of the Department, and then only in coordination with the Department.

I-18. Restriction of Contact. From the issue date of this RFA until the Department selects applications for award, the Project Officer is the sole point of contact concerning this RFA. Any violation of this condition may be cause for the Department to reject the offending Applicant's application. If the Department later discovers that the Applicant has engaged in any violations of this condition, the Department may reject the offending Applicant's application or rescind its grant award.

I-19. Department Participation. Selected Applicants shall provide all services, supplies, facilities, and other support necessary to complete the Project for which it receives grant funding. The Department will monitor compliance for all grant requirements.

I-20. Term of Agreement. The anticipated term of the Grant Agreements will be from the Effective Date and will end on 9/30/2019. DHS will only reimburse selected Applicants for services provided during the Grant Agreement term. DHS will fix the Effective Date after a grant has been fully executed by the selected Applicant and by the Commonwealth and all approvals required by Commonwealth grant procedures have been obtained.

I-21. Applicant's Representations and Authorizations. By submitting its application, each Applicant understands, represents, and acknowledges that:

- A.** Applicant's information and representations in the application are material and important, and the Department will rely upon the contents of the application in making awards. The Commonwealth may treat any misstatement, omission, or misrepresentation as fraudulent concealment of the true facts relating to the application, punishable pursuant to 18 Pa. C.S. § 4905.
- B.** The Applicant has arrived at the prices and amounts in its application independently and without consultation, communication, or agreement with any other Applicant or potential Applicant.
- C.** The Applicant has not disclosed the price, the amount of the application, or the approximate price or amount of its application to any other firm or person who is an Applicant or potential applicant, and the Applicant shall not disclose any of these items on or before the application submission deadline.
- D.** The Applicant has not attempted, nor will it attempt, to induce any firm or person to refrain from submitting an application for this agreement, or to submit an application higher than this application, or to submit any intentionally high or noncompetitive application or other form of complementary application.
- E.** The Applicant makes its application in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive application.
- F.** To the best knowledge of the person signing the application for the Applicant, the Applicant, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last **four (4)** years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding or proposing on any public contract, except as the Applicant has disclosed in its application.
- G.** To the best knowledge of the person signing the application for the Applicant, the Applicant, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last four (4) years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding or

proposing on any public agreement, except as the Applicant has disclosed in its application.

- H.** To the best of the knowledge of the person signing the application for the Applicant and except as the Applicant has otherwise disclosed in its application, the Applicant has no outstanding, delinquent obligations to the Commonwealth including, but not limited to, any state tax liability not being contested on appeal or other obligation of the Applicant that is owed to the Commonwealth.
 - I.** The Applicant is not currently under suspension or debarment and has not been precluded from participation in a federally funded healthcare program by the Commonwealth, any other state or the federal government, and if the Applicant cannot so certify, then it shall submit along with its application a written explanation of why it cannot make such certification.
 - J.** The Applicant has not made, under separate contract with the Department, any recommendations to the Department concerning the need for the services described in its application or the specifications for the services described in the application.
 - K.** Each Applicant, by submitting its application, authorizes Commonwealth agencies to release to the Commonwealth information concerning the Applicant's Pennsylvania taxes, unemployment compensation and workers' compensation liabilities.
 - L.** Until the selected Applicant receives a fully executed and approved written agreement from the Department, there is no legal and valid agreement, in law or in equity, and the Applicant shall not begin to perform.
- I-22. Use of Electronic Versions of this RFA.** This RFA is being made available by electronic means. If an Applicant electronically accepts the RFA, the Applicant acknowledges and accepts full responsibility to ensure that no changes are made to the RFA. In the event of a conflict between a version of the RFA in the Applicant's possession and the Department's version of the RFA, the Department's version shall govern.
- I-23. Notifying of Selections.** The Project Officer will notify each Applicant of its selection or non-selection for grant award.

PART II

APPLICATION REQUIREMENTS

II-1. Applicant Qualifications. To submit an application for the RFA, Applicants must be a certified or provisionally certified P3N participant.

II-2. Applicant Checklist. Applicants must submit their application for each Project Lot in the format outlined below. Each Application shall consist of the following sealed submittal:

Technical Submittal, which consists of a response to **RFA Part II, Sections II-3 through II-6.**

The Department may request additional information or may make investigations that, in its opinion, are necessary to determine the Applicant's ability to perform the Project(s), and the Applicant shall furnish to the Department all requested information and data.

Applicants may submit applications for grant funding for one or more Project Lots; however, an Applicant must submit separate applications for each Project Lot for which it wishes to be considered.

II-3. Application Cover Page. Applicants must complete the Application Cover Page (**Appendix A**) as provided in RFA Part 1, Section 1-11. Applicants must identify the Project Lot for which it is submitting the application on the Application Cover Page.

II-4. Work Statement. Complete Part IV Work Statement. Applicants must address all sections included in RFA Part IV Work Statement. The Applicant may attach additional pages, if the space provided in Part IV is not sufficient for a complete answer.

II-5. Implementation Timeline. Applicants must submit an implementation plan, including a timeline indicating when each specific grant activity will be completed for each MO to be onboarded. In developing the implementation plan, address the requirements of RFA Part IV. Selected Applicants must complete all onboarding activities during the term of the grant agreement.

II-6. Signature Page. Applicants must have an individual with authority to bind the Applicant to the Grant Agreement and its Riders and Attachments sign the Grant Agreement Signature Page (**Appendix C**).

The Department is not required in any way to select or to enter into an agreement with an Applicant based on its submission of the signed grant agreement with the Application.

PART III

CRITERIA FOR SELECTION

III-1. Mandatory Responsiveness Requirements. To be eligible for selection, an Applicant must:

- A. Submit its application so it is timely received by the Department (see **Part I, Section I-10**);
- B. Have properly signed its application (see **Part I, Section I-11**); and
- C. Be a certified or provisionally certified P3N HIO (see **Part II, Section II-1**); and
- D. Be current in P3N participation fees.

III-2. Technical Nonconforming Applications. The four (4) Mandatory Responsiveness Requirements set forth in Section III-1 are the only RFA requirements that the Commonwealth will consider to be *non-waivable*. The Department may, in its sole discretion, (1) waive any other technical or immaterial nonconformities in an application, (2) allow the Applicant to cure the nonconformity, or (3) consider the nonconformity in the scoring of the Applicant's application.

III-3. Evaluation Criteria. The Department will use the following criteria in evaluating each application:

Technical: The Department may only award grants to certified and provisionally certified HIOs that meet the mandatory responsiveness requirements. In evaluating the technical submittal, the Department will consider the following criteria:

A. Soundness of Approach, including

- 1. Applicant's proposed timeline and resource allocation demonstrate the ability to successfully onboard all proposed MOs
- 2. Applicant's approach achieves active participation of onboarded MOs in the P3N and Public Health Gateway ("PHG")

B. Value of onboarding the proposed MO in furtherance of the goal of ubiquitous statewide HIE, including applications that propose the onboarding of:

- 1. MOs that have already achieved Milestone 1 or Milestone 2, as defined in Part IV, Section IV-2 but have not achieved Milestone 3
- 2. MOs that will complete the onboarding process through Milestone 3 in this grant cycle
- 3. MOs with high Medical Assistance utilization

4. MOs in geographic areas that are underserved by HIEs. See Appendix E for maps of current HIO penetration.

III-5. Applicant Responsibility. To be responsible, an Applicant must submit a responsive application and possess the capability to fully perform the agreement requirements in all respects and the integrity and reliability to assure good faith performance of the agreement.

Further, the Department will award an agreement only to an Applicant determined to be responsible in accordance with the most current version of Commonwealth Management Directive 215.9, Contractor Responsibility Program.

III-6. Final Ranking and Award.

A. The Department intends to award funds to one (1) or more qualified Applicants. After scoring is complete, the Department will review the geographical locations of the MOs for each of the highest scoring applicants. In order to provide for better statewide coverage, the Department may select a lower scoring applicant that advances the goal of statewide presence.

A. For each MO within a Lot, the Department will award grant funding up to the following amounts:

1. Project Lot 1: \$50,000
2. Project Lot 2: \$25,000
3. Project Lot 3: \$5,000.

B. If, after award, a selected Applicant determines that it will not be able to achieve the milestones for a proposed MO, selected Applicant shall immediately notify the Department and propose an alternate MO for Department approval, which approval is within the sole and complete discretion of the Department. At a minimum, the selected Applicant will:

1. Propose a MO that is in the same Lot as the MO to be replaced;
2. Demonstrate the ability to achieve the awarded milestones for the replacement MO: and
3. Propose a replacement MO that satisfies the Department’s objectives in issuing this RFA.

C. The Department will pay selected Applicant the following fees for each milestone upon the Department’s acceptance of the milestone.

Opportunity	Milestone			Total
	Contracting	Technical Implementation	Production	

Project Lot 1 - Inpatient Hospital/Facility Onboarding	\$5,000	\$15,000	\$30,000	\$50,000
Project Lot 2 - Outpatient Practice or Other Outpatient Provider Organization Onboarding	\$2,500	\$5,000	\$17,500	\$25,000
Project Lot 3 - Portal Onboarding	\$1,000	\$1,000	\$3,000	\$5,000

PART IV

TECHNICAL SUBMITTAL

IV-1. Nature and Scope. The Department's intent in issuing this RFA is to award funds to advance HIE efforts in Pennsylvania; increase the speed and accuracy of diagnosis for individuals and populations; alert providers and care teams to an admission of patient; reduce readmissions and redundant tests by sharing patient information with other providers who have treated the same patients; and increase patient satisfaction by reducing time spent in the healthcare system and eliminating frustrating duplication. The Department's goal is to disburse available funds to Applicants that effectively administer onboarding services that achieve results that meet the goals of the eHealth Partnership Program, which are to:

1. Increase the speed and accuracy of diagnosis for individuals and populations
2. Alert providers/care teams to an admission of patient
3. Reduce readmissions and redundant tests by sharing patient information with other providers who have treated the same patients
4. Increase patient satisfaction by reducing their time spent in the healthcare system and eliminating frustrating duplication

IV-2. Project Lot Descriptions.

- A. Project Lot 1 – Inpatient Hospital/Facility Onboarding Grants. An eligible HIO may apply for up to \$50,000 to onboard an eligible hospital or other inpatient facility. Onboarding must include integration between the HIO's systems and the MO using IHE standard transactions and alignment with MITA standards for interoperability. The maximum total grant funding available for this Lot is \$5,000,000.
- B. Project Lot 2 - Outpatient Practice or Other Outpatient Provider Organization Grants. An eligible HIO may apply for up to \$25,000 to onboard an eligible outpatient practice or other outpatient provider organization. Integration between the HIO's systems and the MO using IHE standard transactions and that meets MITA standards is required. The maximum total grant funding available for this Lot is \$2,925,000.
- C. Project Lot 3 – Member Organization Portal Onboarding. An eligible HIO may apply for up to \$5,000 per eligible MO to enable HIE participation via a portal. The maximum total grant funding available for this Lot is \$50,000.
This includes:
 1. Providing the MO with access, via the Internet, to a portal that allows the MO to query for records associated with a patient, including records available to the HIO from any other P3N participating HIOs and their MOs.

2. Providing the MO with the ability to convey information comparable to that contained in a standard continuity of care document (“CCD”) with at least one other P3N participating MO. This may be accomplished via data entry into the portal, or via point-to-point clinical messaging capability (i.e. DIRECT).

Note: Lot 3 Portal onboarding grants are limited to MOs that do not have Electronic Health Record (“EHR”) technology or have technology that cannot establish more robust HIE connectivity. Given that Office of the National Coordinator for Health Information Technology certified EHR technologies must have this capability and given that all EHR Incentive Program participating providers must implement certified EHR technology, *Lot 3 portal onboarding funding is NOT available for providers who are eligible for either of the other grant opportunities above.*

IV-3. HIO Requirements. To participate in the onboarding program and to receive grant funding, HIOs must meet the following requirements:

- A. Applicants must be a certified or provisionally certified P3N participant.
- B. The selected Applicant(s) must maintain P3N certification must maintain connection to the P3N and be in good standing, to include payment of P3N approved participation fees, for a minimum of two years following the completion of a Project Lot.
- C. A selected Applicant must allow MOs to originate clinical information, and exchange clinical information between the MO and the Applicant; this information must also be available for exchange through the P3N. A selected Applicant may not limit exchanges between the MOs and the Applicant. At a minimum, the clinical information must include CCDs and the Consolidated Clinical Document Architecture (“CCDA”). Additionally, when a MO queries for clinical information from the selected Applicant, the Applicant is required to query the P3N.
- D. A selected Applicant must provide HIE services and functionality that enable its MOs to satisfy HIE-related Meaningful Use requirements, where applicable.
- E. The selected Applicant must, by the end of September 2019, have at least one MO submitting information to at least one Pennsylvania public health registry via the PHG, a service of the P3N. The selected Applicant may meet this requirement by transitioning an MO who is already submitting to a public health registry using a point-to-point interface.

Applicants must describe how they will meet these requirements.

IV-4. MO Requirements. The Department will award grants to Applicants to onboard MOs that meet the following requirements:

- A. Only one Applicant may be awarded funding to onboard any given MO.

B. The MO must be a Medicaid EHR Incentive Program participating professional (“PP”)

-OR-

The MO must have a common Medicaid beneficiary treatment relationship with a PP, such that participation with the HIO will permit information sharing to facilitate coordination or care or transitions of care, and thus support the PP in meeting HIE-related meaningful use requirements. In this case, the PP must also be an MO with a P3N certified HIO, or be in the process of onboarding to a certified HIO. The HIO for the PP may or may not be the same as the HIO applying for funding.

C. In the case of MOs that are not themselves PPs:

1. The MO may be any of the following: physical or behavioral health provider or practice, substance use disorder treatment provider, long-term care provider (including nursing facilities), home health provider, pharmacy, laboratory, correctional health provider, emergency medical service provider, or public health provider.
2. The Applicant must identify the PP associated with the proposed MO and provide contact information for that PP in its application.

As part of the evaluation, the Department will validate the PP’s status as a Medicaid EHR Incentive Program participant and that the PP is participating with or onboarding to a certified HIO. The Department may validate the treatment relationship between the MO and the PP by contacting the PP using the contact information provided in the application.

IV-5. Grant Components. For each Project Lot for which an application is selected, the selected Applicant must complete and facilitate the electronic clinical quality measure (eCQM) reporting and public health registry submissions for Medicaid Eligible Professionals (“EP”) and Eligible Hospitals (“EH”). Both of these functions are Meaningful Use requirements.

IV-6. Project Activities and Requirements. An Applicant must include in its application, its proposed plan, including timeline and resource dedication, to provide the following milestones, for each MO proposed. The Applicant needs to include a narrative and detailed timeline describing how it plans to achieve all Milestones proposed.

Project Lot 1:

- a. **Milestone I: Contracting** - The selected Applicant must enter into, and provide to the Department, a fully executed agreement with the MO to provide HIE services.
- b. **Milestone II: Technical Implementation** – The selected Applicant and MO complete all technical work necessary to enable HIE services. The selected Applicant must complete the development, implementation, and configuration of

technical capabilities to permit IHE standard interoperability between HIO's system and the MO's EHR. Implementation includes the analysis work to support workflow integration of HIE capabilities by the MO. The selected Applicant and MO must complete the Technical Implementation Attestation and Survey form (**Appendix F**) to confirm achievement of this milestone.

- c. **Milestone III: Production** – The selected Applicant supports the MO in completion of workflow integration of HIE capabilities, provides system documentation, and provides training and go-live support for MO users. The MO must be able to query and retrieve information from the P3N. The selected Applicant and MO must complete the Onboarding Completion Attestation and Survey form (**Appendix H**) to confirm achievement of this milestone.

Project Lot 2:

- a. **Milestone I: Contracting** – The selected Applicant must enter into, and provide to the Department, a fully executed agreement with the MO to provide HIE services.
- b. **Milestone II: Technical Implementation** – The selected Applicant and MO complete all technical work necessary to enable HIE services. The selected Applicant must complete the development, implementation, and configuration of technical capabilities to permit IHE standard interoperability between HIO's system and the MO's EHR. Implementation includes the analysis work to support workflow integration of HIE capabilities by the MO. The selected Applicant and MO must complete the Technical Implementation Attestation and Survey form (**Appendix F**) to confirm achievement of this milestone.
- c. **Milestone III: Production** – The selected Applicant supports the MO in completion of workflow integration of HIE capabilities, provides system documentation, and provides training and go-live support for MO users. The MO must be able to query and retrieve information from the P3N. The selected Applicant and MO must complete the Onboarding Completion Attestation and Survey form (**Appendix H**) to confirm achievement of this milestone.

Project Lot 3:

- a. **Milestone I: Contracting** - The selected Applicant must enter into, and provide to the Department, a fully executed agreement with the MO to provide HIE services.
- b. **Milestone II: Technical Implementation** –The selected Applicant and MO complete all technical work necessary to enable HIE services. The selected Applicant must complete the development, implementation, and configuration of technical capabilities to permit IHE standard interoperability between HIOs' systems and the MO's EHR. Implementation includes the analysis work to support workflow integration of HIE capabilities by the MO. The MO must be

able to query and retrieve information from the P3N. The selected Applicant and MO must complete the Technical Implementation Attestation and Survey form (**Appendix G**) to confirm achievement of this milestone.

- c. **Milestone III: Production** – The selected Applicant supports the MO in completion of workflow integration of HIE capabilities, provides system documentation, and provides training and go-live support for MO users. The selected Applicant and MO must complete the Onboarding Completion Attestation and Survey form (**Appendix I**) to confirm achievement of this milestone.

Once a milestone for a MO is achieved and the Department has provided written acceptance of the Milestone, a selected Applicant may submit an invoice for the appropriate deliverable amount.

IV-7. Valid Use of Grant Funds.

- A. Selected Applicants may use onboarding grant funds for project management, legal activities, technical development or configuration and testing, workflow integration, training, and go-live support for users.
- B. Selected Applicants must use grant funds for activities that are valid under the terms of the grant.
- C. Selected Applicants may expend grant funds directly, or use them for expenses incurred by the MO.
- D. The Department will not reimburse a selected Applicant for the same work under multiple grant awards. This does not preclude an HIO from applying for and utilizing Onboarding Grant Funding and PHG Utilization Grant Funding, related to work on the two separate grant initiatives for the same MO.
- E. The Department will not reimburse a selected Applicants under this grant program for work already paid for using any other source of federal funding.
- F. The Department will reimburse selected Applicants only for services provided during the term of the Grant Agreement.

IV-8. Grantee Law Compliance. Selected Applicants will comply with all applicable laws, regulations, policies, and terms and requirements, including those related to the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Health Information Technology for Economic and Clinical Health (HITECH) of the American Reinvestment and Recovery Act of 2009.

IV-9. Technical Submittal. Applicants should provide all information being requested in this Part IV, including:

A. General Information. Applicants must provide the following information:

- 1. Legal Business Name of Applicant

2. Applicant Business Address
3. Applicant Organization Type (e. g., Corporation, LLC, d/b/a)
4. Federal DUNS Number
5. Project Lot for which this Application is being submitted

B. Work Statement.

1. **Implementation Plan and Timeline.** Applicants must submit an implementation plan, including a timeline indicating when each specific grant activity will be completed for each proposed MO. Applicants must address its approach, including how the Applicant will allocate resources and personnel, to onboard the proposed MOs during the term of the grant. Selected Applicants must complete all onboarding activities during the term of the Grant Agreement.
2. **P3N and PHG participation.** Applicants must describe their approach to achieving the active participation of the onboarded MOs in the P3N and PHG, including any education and training offered.
3. **MO evaluation.** For each proposed MO, address the following:
 - a. Whether the proposed MO has already achieved Milestone 1 or Milestone 2, as defined in Part IV, Section IV-2
 - b. MO's Medical Assistance utilization
4. **Project Lot Information:** Applicants must complete the following table for the Project Lot for which you are seeking funding.

Project Lot 1:

Complete the table below (duplicate table as needed), provide the name of each eligible inpatient hospital or facility for which you are requesting funding.

*The maximum amount available for each eligible hospital/facility is \$50,000.

	Inpatient Hospital/Facility Name	Milestone to be completed
1.	<Insert Hospital/Facility Name, Address, and NPI #>	Place in "X" in the box for milestones that are to be completed
a.	Milestone 1 (Contracting)	
b.	Milestone 2 (Technical Implementation)	
c.	Milestone 3 (Production)	
2.	<Insert Hospital/Facility Name, Address, and NPI #>	Place in "X" in the box for milestones that are to be completed
a.	Milestone 1 (Contracting)	
b.	Milestone 2 (Technical Implementation)	
c.	Milestone 3 (Production)	
3.	<Insert Hospital/Facility Name, Address, and NPI #>	Place in "X" in the box for milestones that are to be completed
a.	Milestone 1 (Contracting)	
b.	Milestone 2 (Technical Implementation)	
c.	Milestone 3 (Production)	
4.	<Insert Hospital/Facility Name, Address, and NPI #>	Place in "X" in the box for milestones that are to be completed
a.	Milestone 1 (Contracting)	
b.	Milestone 2 (Technical Implementation)	
c.	Milestone 3 (Production)	
5.	<Insert Hospital/Facility Name, Address, and NPI #>	Place in "X" in the box for milestones that are to be completed
a.	Milestone 1 (Contracting)	
b.	Milestone 2 (Technical Implementation)	
c.	Milestone 3 (Production)	

Project Lot 2:

Complete the table below (duplicate table as needed), provide the name of each eligible Outpatient Practice or Other Outpatient Provider for which you are requesting funding that will be included in the project:

*The maximum amount available for each eligible Outpatient Practice or Other Outpatient Provider is \$25,000.

	Eligible Outpatient Practice or other Outpatient Provider Organization Name	Milestone to be completed
1.	<Insert Eligible Outpatient Practice or other Outpatient Provider Organization Name, Address, and NPI #>	Place in "X" in the box for milestones that are to be completed
a.	Milestone 1 (Contracting)	
b.	Milestone 2 (Technical Implementation)	
c.	Milestone 3 (Production)	
2.	<Insert Eligible Outpatient Practice or other Outpatient Provider Organization Name, Address, and NPI #>	Place in "X" in the box for milestones that are to be completed
a.	Milestone 1 (Contracting)	
b.	Milestone 2 (Technical Implementation)	
c.	Milestone 3 (Production)	
3.	<Insert Eligible Outpatient Practice or other Outpatient Provider Organization Name, Address, and NPI #>	Place in "X" in the box for milestones that are to be completed
a.	Milestone 1 (Contracting)	
b.	Milestone 2 (Technical Implementation)	
c.	Milestone 3 (Production)	
4.	<Insert Eligible Outpatient Practice or other Outpatient Provider Organization Name, Address, and NPI #>	Place in "X" in the box for milestones that are to be completed
a.	Milestone 1 (Contracting)	
b.	Milestone 2 (Technical Implementation)	
c.	Milestone 3 (Production)	

Project Lot 3:

Complete the table below (duplicate table as needed), provide the name of each Member Organization (MO) for which you are requesting funding that will be included in the project:

*The maximum amount available for each MO is \$5,000.

1.	<Insert MO Name and Address>	Place in "X" in the box for milestones that are to be completed
a.	Milestone 1 (Contracting)	
b.	Milestone 2 (Technical Implementation)	
c.	Milestone 3 (Production)	
2.	<Insert MO Name and Address>	Place in "X" in the box for milestones that are to be completed
a.	Milestone 1 (Contracting)	
b.	Milestone 2 (Technical Implementation)	
c.	Milestone 3 (Production)	
3.	<Insert MO Name and Address>	Place in "X" in the box for milestones that are to be completed
a.	Milestone 1 (Contracting)	
b.	Milestone 2 (Technical Implementation)	
c.	Milestone 3 (Production)	
4.	<Insert MO Name and Address>	Place in "X" in the box for milestones that are to be completed
a.	Milestone 1 (Contracting)	
b.	Milestone 2 (Technical Implementation)	
c.	Milestone 3 (Production)	