A Pilot to Reduce EMR Burden

Frequently Asked Questions (FAQ)

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ELIGIBILITY TO APPLY

Can I apply if my organization is located outside the District of Columbia (DC)? No. Organizations are only eligible to apply if they are located within DC.

My organization is headquartered in DC but has 2 clinical sites, one in DC and one in Maryland. Would we be restricted from involving the Maryland providers in the grant? Yes. You would be restricted from involving the Maryland providers in the grant. The clinical site located in Washington D.C. may be eligible to receive grant funds if it also meets the other eligibility criteria.

Can I apply if my organization has less than forty-five percent (45%) primary care encounter volume allocated to Department of Health Care Finance beneficiaries (Medicaid, Alliance), sliding-fee, or uncompensated care? No. Applicants must provide care to underserved populations, as evidenced by forty- five percent (45%) or greater of site's primary care encounter volume allocated to Department of Health Care Finance beneficiaries (Medicaid, Alliance), sliding-fee, or uncompensated care.

Can I apply if my organization does not provide primary care services?
No. Organizations are only eligible to apply if they provide primary care services.

Specifically, the site must be an outpatient ambulatory health site providing primary medical care *or* an outpatient clinical site located in a Primary Care Health Professional Shortage Area (verified through the HRSA Data Warehouse, https://data.hrsa.gov/tools/shortage-area/by-address.)

Can I apply if my organization does not use the eClinicalWorks electronic medical records (EMR) system? Yes. Applicants can apply for funds to implement assistive technology to reduce documentation time for any EMR system currently in use at their organization. However, technical assistance through this grant program is only available for grant recipients that use eClinicalWorks.

Training and implementation are important elements of effective adoption of the technology. Organizations not using the eClinicalWorks system will be asked how they plan to ensure effective adoption of the assistive technology for the EMR system identified in their application.

GRANT LIMITS

Is there a maximum number of providers that can receive funds under a single organization's application? No. Organizations can include as many primary care providers as they employ, granted they meet all other conditions of the grant requirements.

Is there a maximum grant amount? No. There is not a maximum grant amount. However, depending on the availability of funds at the time of application, the entire grant amount requested may not be the amount awarded.

Would non-technology costs be able to cover costs of lost revenue during provider training time? No. Grants funds may not be used to cover any costs related to lost revenue. Though it is not within the scope of this grant, we are interested if organizations see any long-term impact on practice revenue as a result of increased efficiency and reduce burnout (suggested outcomes based on existing evidence-base) resulting from implementation of EMR assistive technology.

APPLICATION SUBMISSION

Can organizations submit more than one application?

No. Organizations can only submit one application.

Is there a deadline to apply? Yes. Applications and all required documents must be received by Friday, July 26, 2024, at 8:00 pm ET.

Applications will be reviewed on a rolling basis. Awards will be made to eligible applicants until the deadline, or until all grant funds have been exhausted, whichever comes first.

We encourage organizations interested in applying to do so at their first opportunity.

What information should I have available for the application?

Refer to the document "Application Form" for more information.

Generally, organizations should have the following information available to complete their application: Organization name; application point-of-contact details; primary care encounter volume data; provider details for each primary care provider included in the budget request; name of EMR system in use; proposed technology solution; and a budget.

All grantees are required to meet the DC Gov basic grant eligibility requirements, outlined on the [OGM webpage](). Applicants are required to submit all the documents from the first set of bullets under Eligibility Documents *(these are also outlined in the RFA and Application Form).*

How do I apply? Organizations can apply via IPHI's website. You will be asked to submit your application in an online form. You can preview the application questions in the document "Application Form".

How do I get help with the application? E-mail [DCDOHProject@institutephi.org]() with any questions about the grant opportunity or application, if you need a physical copy of the application form or any other documents, or if you need technical assistance with your submission.

GRANT NOTIFICATION

What is the selection process used to determine grant recipients? The purpose of this funding is to test and evaluate technology solutions to reduce EMR documentation

time, a key driver of primary care provider burnout. Applications will be reviewed according to the following criteria: 1.) Does the applicant meet the eligibility criteria? 2.) Did the applicant submit all required documents? 3.) Did the applicant submit a complete budget? 4.) Are there grant funds still available?

When will I receive a decision about my application? Within one (1) business day of submission of your application you will receive acknowledgement that IPHI has received the application.

Within three (3) business days of submission of your application you will be notified if 1.) You do not meet the eligibility criteria 2.) More information is required to assess your application 3.) Your application meets the eligibility criteria and is under further review.

Within seven (7) business days of submission of your application (or re-submission if additional information was requested) you will be notified if you have been selected for funding.

All notifications will be sent by e-mail from DCDOHProject@institutephi.org to the

e-mail address included for the point-of-contact named in the application.

GRANT RECIPIENTS

If I am selected for a grant, when will I receive the funds? Organizations selected for funding will need to execute a subgrantee contract with IPHI. This process may take a week or longer depending on the standards of your organization and timely communication.

Once a subgrantee contract is in place you can begin to submit invoices for payment to IPHI for expenses including the EMR assistive technology solution, staff time to train on and implement the technology solution and staff time to collect and report data to IPHI. Payments are typically made within thirty (30) days of invoice approval.

What are my responsibilities during the grant period? Grant recipients will have several responsibilities during the grant period including purchasing the EMR assistive technology solution, implementing the technology, and training staff to use the technology. Grant recipients will also be required to submit data to IPHI (see the document "Request for Applications" for more information) on a monthly basis.

IPHI will collect data from each grant recipient before implementation of the EMR technology solution and monthly after implementation of the EMR technology solution. IPHI will provide support for data reporting to grant recipients throughout the grant period.

TECHNICAL ASSISTANCE

If I am selected for a grant, how do I receive technical assistance implementing the EMR technology solution? If your organization uses the eClinicalWorks EMR system you will be referred to the DC Primary Care Association (DCPCA) for technical assistance. Grantees will work directly with DCPCA to identify the appropriate technical assistance and resources The cost of this assistance is paid for by DC Health as a part of this project.

Is technical assistance available for EMR systems other than eClinicalWorks? No. Technical assistance is only available to grant recipients using the eClinicalWorks EMR system. There may be information about technical assistance alternatives or other resources available on IPHI's website.