

IMPROVING HEALTH CARE WORKFORCE WELLNESS:

A Pilot to Reduce EMR Burden



Frequently Asked Questions (FAQ)

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.

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.

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?

Yes. Ten (10) is the maximum number of providers allowable within a funding request from a single organization.

Is there a maximum grant amount?

Yes. There is a maximum allowable budget of \$40,000.

APPLICATION SUBMISSION

Can organizations submit more than one (1) application?

No. Organizations can only submit one (1) application.

Is there a deadline to apply?

No. Applications are accepted on a rolling basis. Awards will be made to eligible applicants on a first-come, first-served basis until grant funds are exhausted. 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.

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 sub-grantee contract with IPHI. This process may take a week or longer depending on the standards of your organization and timely communication.

Once a sub-grantee 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.