

State Primary Care Grant Program Guidance 2016-2017

Purpose

The Office of Primary Care and Rural Health, Utah Department of Health, invites agencies to submit an application for the State Primary Care Grant Program funding. The State Primary Care Grant Program (SPCGP) supports access to health care by assisting public entities, and community based organizations with the cost of providing basic primary health care services to medically underserved populations. Instructions and requirements for new applicants are the same as those with existing projects.

General Instructions

The quality of the application narrative is very important. Previous grantees should re-write each section as each cycle we have new applicants who write strong applications. You can never be too detailed or specific, make sure you don't leave any loose ends!

Only agencies that have received an award through SPCGP 1 in the most recent year are allowed to apply for SPCGP 1. The award amount from SPCGP 1 will remain the same and will count towards the \$100,000 total you can receive through the Department. We anticipate that this will be the last year for SPCGP 1, and in the future the funding will be combined with SPCGP 2, in which it will be a competitive process for everyone.

This application is funding for the period July 1, 2016 through June 30, 2017. The funding for the State Primary Care Grant Program allows for an award up to the maximum amount of \$100,000.

Only **one** application is allowed per Agency. Agencies that previously have submitted more than one application need to combine applications for various projects into one single application, or create a new application for the desired project(s). If an agency is combining multiple projects into one application, each project can use up to 4 pages in the narrative section, plus Project Budget Summary Information, Project Services to be Provided and Project Projections sheets.

Both primary health care services and preventive health services are covered by the State Primary Care Grant Program. Clinical preventive services include, but are not limited to, routine disease screening, scheduled immunizations/vaccinations, counseling, or other preventive services delivered to a client by a healthcare practitioner in an office, clinic, or healthcare system.

Agency projects must include primary medical care services, mental health services, or dental health services in order to be considered for funding. Projects who only identify enabling services will be denied review and are considered ineligible for an award.

Basic preventive health care services that have been approved by the U.S. Preventive Health Services Task Force must be referenced in the application if it is a prevention project. Basic preventive healthcare is **ONLY** ambulatory, outpatient primary health care services. A copy of the section of the Task Force documenting which services are covered and approved by the task force must be included.

<http://www.ahrq.gov/professionals/clinicians-providers/guidelines-recommendations/guide/section1.html>

****Please note:** On the project services to be provided checklist, enabling services cannot be the only services you provide. You must provide primary medical care services, OB/GYN care, dental services, mental health services, or other professional services in addition to enabling services to be considered eligible. If you only provide enabling services, your application will be denied.

The maximum funding for an Agency is \$100,000. Agencies applying for more than one project, need to **answer all questions and go through the application checklist for each project**, and submit them all in one application.

It is required of all applicants that a system be in place for tracking clients of the SPCGP funding. SPCGP funding is to be placed in a "specified" account so that funds are drawn down for the SPCGP patients only. SPCGP awarded agencies must already have in place a "methodology" for tracking SPCGP patients and encounters that must be maintained, and easily identifies and separates clients of the SPCGP.

All contractual costs must be identified within the application describing the agencies involved and their agreement. If you have a contract with an agency to provide services for your project, a copy of the contract and agreement is should be submitted with the application.

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Funding and Award Limitations

1. Funding from the SPCGP **CANNOT** be used for research.
2. Funding from the SPCGP **CANNOT** be used exclusively for health education or education classes. Health education is covered at the time of the primary medical care, dental, and mental health client visits only.
3. The SPCGP does **NOT** cover inpatient substance abuse treatment. Health education or education classes are not a cost covered under SPCGP.
4. Funding **CANNOT** be used for staff travel or transportation costs. Travel expenditures **MAY** be granted to mobile clinics with a reasonable justification and explanation of costs.
5. Funding can **ONLY** be used for legal residents of Utah.
6. Funding **CANNOT** be used to purchase equipment.
7. Any pharmaceutical costs are considered part of the charge per encounter.

A legal resident of Utah is defined as someone who has lived in Utah for the entire year, even if temporarily outside of Utah for an extended length of time, lived in Utah for any length of time during the taxable year; or maintains a permanent home in Utah, even if they lived outside Utah, and spent a total of 183 or more days of the taxable year in Utah. This does not apply to military personnel or their spouses who are in Utah on military assignment.

Existing State Primary Care Grant Program Awarded Projects

Regardless of prior awards, applicants will need to fully complete a new application and all requirements in the guidance and grant application. If applicants are applying for additional funding to continue an existing project, they will need to detail how the project goals, objectives, and activities will be enhanced or expanded, the requirements met, and how they will enhance the project with the additional funding.

Agencies that have received a previous award can apply for a new project and are eligible to receive up to \$100,000 **TOTAL** from the State Primary Care Grant Programs for all new and existing projects. This means that not all projects under the Agency will receive the maximum of \$100,000, but the Agency will need to decide where and how to split up the award. The application check list including all documents and the proposal must be fully completed and sent electronically via email to the Office of Primary Care and Rural Health.

New Applicants

Agencies are only allowed one application with the total maximum award amount being \$100,000. New applicants are invited to apply for a project that addresses primary medical care, dental care or mental health services within their community as defined in the boundaries of their application. The application check list including all documents and the proposal must be fully completed and sent electronically via email to the Office of Primary Care and Rural Health.

Applicants can have more than one project proposal within their application, or define multiple objectives within one project, but the maximum award amount for the Agency is still \$100,000. We encourage applicants with the capability of providing comprehensive services for primary medical care, mental health

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and dental care services to do so within the scope of their application.

Eligibility

All public entities, community based organizations as defined on the statute _26-10b, and previous grantees are eligible to apply.

Application

The application is only to be submitted electronically to opcrh@utah.gov. **Hand delivered, faxed and mailed copies will NOT be accepted.**

New Definitions for July 1, 2016

A new patient is one who has not received any professional services from the physician/qualified health care professional or another physician/qualified health care professional of the exact same specialty and subspecialty who belong to the same group practice, within the past three years. (Professional Edition CPT 2013-2015, P. 11).

An established is one who has received professional services from the physician/qualified health care professional or another physician/qualified health care professional of the exact same specialty and subspecialty who belongs to the same group practice within the past three years. (Professional Edition CPT 2013-2015, P. 11)

**Please be aware that the State Primary Care Grant Program
is a competitive program.**

Applicant Agencies should be aware that it is the policy of the Utah Department of Health that Agencies awarded under the State Primary Care Grant Program:

- ° **Must** ensure that continuity of services is maintained for the full duration of the grant period,
- ° **Must** use awarded funding to provide primary health care services for the full duration of the grant period,
- ° **Must** assure that funding used for primary health care services are provided **ONLY** to legal residents of the State of Utah. A *complete*, electronic Application must be submitted to our Office by **April 4, 2016, 5:00 pm MST**.

Applications that are incomplete, submitted after the deadline, or requesting more funding than they are eligible to request may be denied review. Applicants should pay particular attention to the quality of your narrative, and assure that your Application is clear, succinct, and answers all of the points listed in the Application.

Final Award Decisions are expected to be announced in early May. Applicant agencies will be provided decisions through email and written correspondence to the email address listed on the State Primary Care Grant Program application.

**PLEASE REMEMBER THAT ALL INFORMATION IS AVAILABLE ON OUR WEB- SITE.
IF YOU HAVE ANY QUESTIONS, PLEASE FEEL FREE TO CONTACT US!!!**

If you have any questions on the Application, please contact Owen Quinonez at 801-273-6620, oquinone@utah.gov or Cory Zastrow at 801-273-6641, czastrow@utah.gov.