Tracking Use and Impacts of Health IT on U.S. Office-Based Physicians

Notice of Funding Opportunity (NOFO)

Informational Session

Thursday, August 20, 2020; 2:00 p.m. – 3:00 p.m. EDT

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Agenda

- Introduction of Speakers

- Reminders and Housekeeping

- Background: Tracking Use and Impacts of Health IT on U.S. Office-Based Physicians

- Funding, Eligibility and Application Information

- Application Responsiveness and Merit Review Criteria

Introduction of Speakers

- **Vaishali Patel**
  Senior Advisor
  ONC Technical Strategy & Analysis Division

- **Christian Johnson**
  Public Health Analysis
  ONC Technical Strategy & Analysis Division

- **Tevon Taylor**
  Grants Management Specialist
  ONC Procurement and Grants Division

- **Derrick Ware**
  Moderator
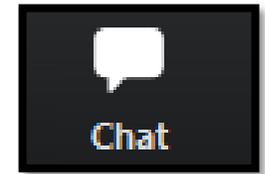 ONC Procurement and Grants Division (Contractor)

Housekeeping

- This Webinar is being recorded and will be made publicly available

- All phone lines will be muted during the presentation

- If you have questions, please enter them into the chat box
  - Note: All questions will be answered in FAQs made publicly available every Monday until the application close date on September 11th

- Webinar and FAQs will be available at https://www.healthit.gov/topic/onc-funding-opportunities/leading-edge-acceleration-projects-leap-notice-funding-opportunity

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How to Ask a Question

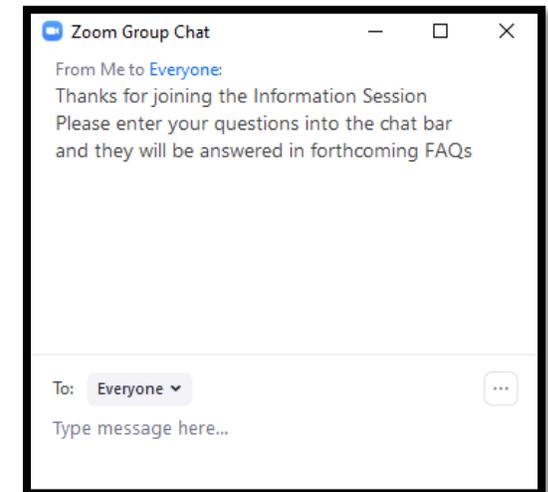Use the chat function to submit questions during the presentation.

1) Find and click the Chat button on the bottom of your zoom webinar window.

❶ → **Chat**

2) The Zoom Group Chat window will expand on your screen.

❷ →

> Zoom Group Chat — □ ✕
>
> From Me to Everyone:
> Thanks for joining the Information Session
> Please enter your questions into the chat bar
> and they will be answered in forthcoming FAQs

3) Type your question into the chat box and hit "Enter" to submit your question

❸ →

> To: Everyone ⌄
> Type message here...

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Additional Questions

If you have additional questions after today's webinar session, please direct them to the following email address:

ONC-Physicianimpact@hhs.gov

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Background: Tracking Use and Impacts of Health IT on U.S. Office-Based Physicians

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Background: Tracking Use and Impacts of Health IT on U.S. Office-Based Physicians

Through this notice of funding opportunity (NOFO), the Office of the National Coordinator for Health Information Technology (ONC) is accepting applications for a cooperative agreement to measure the use of health information technology (IT) among office-based physicians.

Purpose

- The purpose of this cooperative agreement is to measure the use and impacts of health IT, and level of interoperability among a nationally representative sample of U.S. office-based physicians.

- These data shall provide national-level insights on the implementation and effects of federal health IT policies as well as identify disparities or unintended consequences resulting from their implementation.

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Performance Goals

The performance goals of this cooperative agreement are as follows:

1. Develop key health IT measures related to interoperability and health IT use by U.S. office-based physicians.

2. Successfully obtain a nationally representative sample and respondents that reflect the U.S. office-based physician population that will support national level measurement.

3. Collect data from nationally representative sample U.S. office based physicians to produce national level estimates on key health IT measures (as noted in #1 above).

4. Collaborate and coordinate with ONC on the analysis and interpretation of results, and publication of written products, which relate to the purpose of this cooperative agreement (e.g., assess interoperability and health IT use by U.S. office-based physicians).

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Structure and Approach

The recipient is encouraged to submit a plan to ONC that outlines the methodological approach it intends to take to meet the purpose of the cooperative agreement and collaborate with ONC when developing this plan.

This plan and methodological approach could include, but is not limited to:

- Sampling Approach

- Content for Measurement

- Data Collection Methodology

- Data Analysis and Publication

- Data Quality and Delivery

Roles and Responsibilities

- The funding instrument used for this program will be the cooperative agreement, an assistance mechanism, in which substantial ONC programmatic involvement is anticipated during the project period.
  - The recipient will serve the dominant role and prime responsibility for the project.
  - ONC will support and stimulate the recipient's activities working jointly with the recipient in a partnership role.

- To facilitate appropriate involvement, during the period of this cooperative agreement, ONC and the recipient will be in contact monthly and more frequently when appropriate.

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Eligible Applicants

- This is a competitive funding opportunity open to **public or non-profit private institutions**. Examples of such institutions include:
  - University, college, or a faith-based or community-based organization;
  - Units of local or state government, eligible agencies of the federal government, or Indian/Native American Tribal Governments (federally recognized, other than federally recognized, and tribally designated organizations)

- For-profit organizations and foreign institutions may participate in projects as members of a consortia or as a sub-recipient only.

- Organizations described in section 501(c)4 of the Internal Revenue Code that engage in lobbying activities are **NOT** eligible

- HHS grants policy requires that the **grant recipient perform a substantive role in the conduct of the planned project or program activity** and not merely serve as a conduit of funds to another party or parties

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Funding, Eligibility, and Application Information

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Summary of Key Details

Tracking Use and Impacts of Health IT on U.S. Office-Based Physicians NOFO	
Type of Award	Cooperative Agreement
Available Funding	$290,000
Number of Awards	1
Application Due Date	**September 11, 2020 at noon ET**
Anticipated Award Date	**September 30, 2020**
Performance Period	**September 30, 2020 to September 29, 2023**
Budget Period	September 30, 2020 to September 29, 2021

*Note: Funding of future continuation awards is conditioned on the availability of funds, satisfactory progress by the recipient, and an awarding office determination that continued funding of the award is in the best interests of the Government.

Letter of Intent (LOI)

- Applicants are <u>strongly encouraged but not required</u>, to submit a nonbinding email Letter of Intent (LOI) to apply

- Submit by August 24, 2020, 11:59 p.m. ET

- Identify:

  o Name of applicant organization

  o Organization type

  o City and State

  o NOFO No. NAP-AX-20-001

  o Title: Tracking Use and Impacts of Health IT on U.S. Office-Based Physicians

  o Send to: ONC-Physicianimpact@hhs.gov

Application Process

- Applicants must:
  - Submit all material electronically through Grants.gov; this process is outlined in the NOFO.

  - For assistance with submitting applications on Grants.gov, please contact the Grants.gov Helpdesk at support@grants.gov or call at (800) 518-4726.

  - Have a Dun & Bradstreet (D&B) Universal Numbering System (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

Application Components

COMPONENT	LIMIT
Project Abstract	< 500 words
Project Narrative	20 pages
Form SF-424, Application for Federal Assistance	No limit
Form SF-424 A, Budget Information for Non-construction Programs	No limit
Form SF-424 B, Assurances for Non-construction Programs	No limit
Form SF-LLL, Disclosure of Lobbying Activities	No limit
Budget Narrative	No limit
Letter of Commitment	No limit

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Project Abstract

- The abstract represents a high-level summary of the project that can be understood without reference to other parts of the application and that provides a description of the proposed project, including the project's goal(s), objectives, overall approach, anticipated outcomes, products, and duration.

- Format:
  - Not more than 500 words double-spaced
  - Project title
  - Applicant name
  - Physical address
  - Contact name
  - Contact phone numbers (voice, fax)
  - Email address
  - Website address, if applicable

Project Narrative

- The Project Narrative should address the elements articulated in the Funding Opportunity Description (Section A) and adhere to Application and Submission Information (Section D) in the NOFO.

- Align with the Performance Goals and Milestones with Merit Review Evaluation criteria presented in the NOFO.

- Applications that did not follow the outlined format must be reviewed by an ONC Designated Official.

- Format:

  - Double-spaced and no more than 20 pages.

  - Formatted to 8 ½" x 11" (letter size) plain white pages.

  - Either Cambria or Times New Roman font.

  - 1" or larger margins and font size 11 or greater.

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Project Narrative (continued)

- The project narrative should include the following components. These components will be counted as part of the page limit. The suggested lengths of the sections, given below, are guidelines to help applicants create a balanced document and not mandatory restrictions.

  1. Discussion and Understanding of the Project (1-2 pages)

  2. Personnel Qualification, Past Performance, Management Plan, and Budget (2–5 pages)

  3. Technical Approach (5-10 pages)

1. Discussion and Understanding of the Project

This section should describe the applicant's understanding of the project and the broader context related to the goals of the cooperative agreement.

- This would include a brief discussion about the current state of health IT in office-based care settings including describing the current health IT policy and regulatory landscape (e.g., 21st Century Cures Act, HITECH Act, the ONC Health IT Certification Program, etc.) related to the goals of the cooperative agreement.

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2. Personnel Qualification, Past Performance, Management Plan, and Budget

This section should describe the applicant's personnel qualification and past performance demonstrating experience consistent with successfully meeting the goals of the cooperative agreement.

- This section should discuss the overall project management approach and the types and level of staffing, resources and infrastructure in place to support measurement.

  o This would include identifying the roles of key staff, identifying the role of subcontractors and/or any other external consultants or subject matter experts, communication strategy with ONC to provide updates and progress reports.

  o The applicant must provide the names of staff that will be overseeing the analysis of the data and preparation of the ongoing reports.

- This section should also include any quality assurance or quality control processes your organization plans to conduct throughout the project. This section should also include the proposed budget.

3. Technical Approach

This section should describe the applicant's methodological approach to meet the goals of the cooperative agreement. The following aspects should be addressed in this section:

Content for Measurement

- This section should describe how your organization plans to finalize the measures to be included in the data collection to meet the goals of the cooperative agreement.
- The applicant should list the prioritized set of topics and measures.
- The applicant should describe how they plan to ensure the selected measures will be well understood and valid.

3. Technical Approach (continued)

Sampling Strategy and Targeting Respondents

- This section should describe the applicant's methodological approach to obtain data from a **nationally representative sample of U.S. office based physicians**.

- This section should include discussion on how the applicant shall collect data from U.S. office-based physicians that represent **diverse range of practice settings and types of physicians** (e.g. rural vs. urban, specialty type, practice group size, etc).

- The proposal shall also include the applicant's approach for identifying and targeting **office-based physicians in non-federal settings who provide direct patient care**, as opposed to front desk or office staff.

- This discussion should include any anticipated challenges in reaching U.S. office-based physicians, and strategies that may be used to address these challenges.

3. Technical Approach (continued)

<u>Data Collection Methodology</u>

- This section should describe your organization's approach for data collection.
- This discussion should include a description of the method and modality and its strengths and limitations.
- This section should also describe your organization's strategy for achieving a high response rate with U.S. office-based physicians, such as your approach for following-up with non-respondents to the data collection approach.

<u>Data Analysis, and Publication</u>

- This section should describe the applicant's approach for analyzing the data and disseminating the results.
- This section should also include a description of the data analysis plan and strategy for disseminating data findings.

3. Technical Approach (continued)

Data Quality and Delivery

- This section should describe how the applicant shall provide the final data set and related documentation, including formats and level of information.

- This section should include a description of the processes for properly coding and cleaning the final dataset and processes in place to assuring the quality and completeness of the data, including the types of quality checks performed.

Budget Narrative and Budget Forms

- Complete the following budget forms to document costs of proposed project activities:

    - Budget Narrative on how the proposed budget aligns with the applicant's project narrative

    - Application for Federal Assistance, Form SF-424

    - Budget Information for Non-Construction Programs, Form SF-424A

    - Assurances for Non-Construction Programs, Form SF-424B

    - Disclosure of Lobbying Activities, Form SF-LLL

- Detailed budget instructions are provided in the NOFO

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Application Responsiveness and Merit Review Criteria

Application Review Process

- Submit all application materials electronically through Grants.gov

- Grants.gov issues an email receipt upon successful submission

- Applications are reviewed for responsiveness and categorized as pass/fail

- All applications that pass the review for responsiveness are forwarded for Merit Review

- Once the Merit Review is complete, ONC may make an award

- ONC is not obligated to make an award if none of the applications meet the intent of program requirements or if there is a change in funding levels or availability of funds

Application Responsiveness Criteria

- All applicants **must** meet the following completeness criteria or they will be administratively eliminated and not sent forward for merit review:

  - The applicant meets the eligibility criteria

  - The application is received by the deadline of Friday, September 11, 2020 at 11:59 a.m. ET through http://www.grants.gov

  - The application contains all required components (e.g., Program Narrative, SF-424, etc.)

  - The application meets all formatting and length requirements

  - Appendices and attachments are not used as a mechanism to exceed page limits of the Project Narrative

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Merit Review Criteria

- Responsive applications are forwarded for merit review
- Merit review conducted by a review panel of at least three experts in their field from academic institutions, nonprofits, and local and Federal Government agencies
- Applications can receive a maximum of 100 points, using the following scale:

MERIT REVIEW CRITERIA	POINTS
Discussion and Understanding of the Project	10
Technical Approach	25
Personnel Qualification and Past Performance	40
Management Plan	10
Budget	15
Total	100

Merit Review Criteria:
Discussion and Understanding of the Project – 10 points

- The applicant **demonstrates knowledge and understanding of the adoption of EHRs** and **survey methodology**.

Merit Review Criteria:
Technical Approach- 25 points

- The applicant's approach is succinct and logical in format and demonstrates methods consistent with the goals to be accomplished.

- The applicant proposes a clear and detailed approach for **collecting and analyzing the survey data**.

- The applicant must clearly identify an approach for verifying the accuracy of the data through audit or other approved means.

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Merit Review Criteria:
Personnel Qualifications and Past Performance - 40 points

- The applicant must demonstrate and provide evidence of experience for the items listed below. All evidence must be provided in the specific format outlined below and be submitted as an appendix to the applicant's proposal.

  - An existing data collection effort on health IT/digital health at the national level among U.S. office-based physicians and quality of that data collection effort.

  - Evidence of past work producing reports and publications from these past data collection efforts on health IT/digital health.

  - Existing infrastructure and resources to measure interoperability and use of health IT at the national level among a nationally representative sample of U.S. office-based physicians.

  - Existing physicians on staff with subject matter expertise in health IT and interoperability that can support measurement development needed for this cooperative agreement.

Merit Review Criteria:
Management Plan- 10 points

- The applicant must provide the names of staff that will be involved in the management and technical approach of this project, including the sampling approach, developing the content of the survey, overseeing the analysis of the data and preparation of the ongoing reports.

Merit Review Criteria:

Budget - 15 points

- The applicant must detail their budget and align it with the proposed level of funding for the project.

Questions

- All questions must be submitted in writing either via the Q&A function during this Webinar or emailed to ONC-Physicianimpact@hhs.gov

- Questions submitted today in the Q&A function will not be answered today

- All questions will be answered in the form of an FAQ and be made publicly available each Monday at https://www.healthit.gov/topic/onc-funding-opportunities/funding-announcements

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Q&As

- Thank you for attending!

- We will remain online for 5 minutes – please submit any remaining questions via the Q&A function on this webinar page

- To see the NOFO on Grants.gov or to apply, go to https://www.grants.gov/web/grants/search-grants.html?keywords=NAP-AX-20-001

- For assistance with submitting applications in Grants.gov, please contact the Grants.gov Helpdesk at support@grants.gov or call at (800) 518-4726

Please submit your questions.

5 Minutes Remaining

Please submit your questions.

3 Minutes Remaining

Please submit your questions.

1 Minutes Remaining

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Dates to remember:

- Release Date: August 12, 2020

- Informational Session: August 20, 2020

- Letter of Intent (LOI): August 24, 2020

- Application Deadline: September 11, 2020

- Target Award Date: September 30, 2020

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The moderator will now end this session.

Thank you for attending.