

STATE OF WYOMING
DEPARTMENT OF HEALTH
PUBLIC HEALTH DIVISION
CHRONIC DISEASE PREVENTION PROGRAM
122 WEST 25TH STREET, 3RD FLOOR WEST
CHEYENNE, WY 82002

REQUEST FOR APPLICATION
NO. CDPP009

**Electronic Health Record Referrals for Chronic Disease Self-
Management Programs**

OPENING DATE
June 8, 2020

APPLICATION SUBMISSION CLOSING DATE
July 8, 2020
11:59 PM (MST)

DEPARTMENT OF HEALTH REPRESENTATIVE: LISA WORDEMAN
TELEPHONE NO.: (307) 777-3318

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FUNDING OPPORTUNITY OVERVIEW

1. DESCRIPTION:

The Wyoming Department of Health (WDH) Chronic Disease Prevention Program (CDPP) is accepting applications for an Electronic Health Record Referrals for Chronic Disease Self-Management Programs Grant. This grant is designed to support Wyoming healthcare systems that provide direct patient care in the implementation of a sustainable policy or systems change within the organization to identify and refer eligible patients to a Chronic Disease Self-Management Education (CDSME) program. Organizations who are awarded the grant will be required to partner with one or more CDSME programs and develop an Electronic Health Record (EHR)-integrated system to identify patients with chronic diseases and refer those patients to the CDSME program. Organizations also have the option of referring to other evidence-based chronic disease management programs such as the National Diabetes Prevention Program (NDPP), Diabetes Self-Management Education (DSME) programs, Self-Measured Blood Pressure (SMBP) programs, in addition to CDSME programs.

2. RATIONALE:

In the United States, approximately two out of three older adults have multiple (two or more) chronic conditions, such as diabetes, arthritis, heart disease, chronic pain, and depression. This burden places older adults at greater risk for premature death, poor oral health, poor functional status, unnecessary hospitalizations, adverse drug events, and nursing home placement. Chronic conditions also impact healthcare costs: 95% of healthcare costs for older Americans can be attributed to chronic diseases. The cost of providing healthcare for an individual aged 65 or older is three to five times higher than younger counterparts. Additionally, adults with disabilities experience health disparities when compared with the general population. For example, adults with disabilities are more likely to have chronic health conditions such as heart disease, diabetes, and stroke than adults without disabilities.

Evidence-based chronic disease self-management education (CDSME) programs can help mitigate the chronic disease burden by empowering participants to better manage their conditions. The acronym, CDSME, is being used in this announcement as an umbrella term for community-based education programs specifically designed to enhance patient self-management of chronic illnesses, focus on building multiple health behaviors and generalizable skills such as goal setting, decision making, problem-solving, and self-monitoring, and are proven to maintain or improve health outcomes of older adults with chronic conditions.

CDSME programs currently available in Wyoming belong to the Stanford University suite of evidence-based CDSME programs and include the Chronic Disease Self-Management Program (CDSMP), the Chronic Pain Self-Management Program (CPSMP) and the Diabetes Self-Management Program (DSMP). In Wyoming, these programs are collectively referred to as Healthy U and are administered statewide by the Wyoming Center on Aging (WyCOA), which manages the training and licensure of all Wyoming program sites and facilitators.

References:

1. Administration for Community Living. Funding Opportunity No. HHS-2018-ACL-AOA-CSSG-0256.

3. OPPORTUNITIES:

Organizations applying for this grant have two options from which to choose:

Option A – Community Referral System

The organization will implement a referral system for Chronic Disease Self-Management Programs including the required CDSME programs with the option of expanding to additional evidence-based programs. The organization will refer to an existing CDSME program within their area or develop an agreement with an external organization that will offer CDSME workshops after receiving training.

Option B – Internal Referral System

The organization will implement an internal referral system for the CDSME program with the option of expanding to additional evidence-based programs. The organization will utilize staff as facilitators and ensure they are properly trained to deliver CDSME.

4. ELIGIBLE APPLICANTS:

The CDPP is seeking applications from Wyoming organizations that are in good standing with the Wyoming Secretary of State and registered on SAM.gov. Healthcare organizations that provide direct patient care and use an EHR are eligible to submit an application. Eligible organizations may include but are not limited to: hospitals, primary care clinics, diabetes education centers, nursing homes, cardiac rehabilitation centers, urgent care clinics, and public health offices. Organizations must be located within 50 miles of an existing CDSME workshop, partner with an organization that is committed to be trained in CDSME, or have staff committed to be trained in CDSME from the organization. To view the registry of current CDSME sites, visit <https://www.uwyo.edu/healthyu/program-map/index.html>. Awardees will be held responsible for the performance of the contract. Awardees must report activities to the CDPP.

5. FUNDING AVAILABLE AND NUMBER OF AWARDS:

Total funding available for this RFA is forty five thousand dollars (\$45,000). Funding will be awarded to three applicants with a maximum award amount of fifteen thousand dollars (\$15,000) per award. Applicants are not guaranteed maximum amount of funding and prospective recipients are expected to submit a budget that is appropriate for the project plan and scope.

6. RFA APPLICATION DETAILS:

Applications will be accepted through July 8, 2020 at 11:59 PM Mountain Standard Time. Only completed applications will be accepted. Requests for deadline extensions will not be considered.

QUESTIONS:

Applicants will be allowed the opportunity to email questions regarding this funding opportunity through June 26, 2020. All questions should be submitted via email to Lisa Wordeman, Prevention and Health Promotion Unit Manager, at lisa.wordeman@wyo.gov. Include “RFA: Application Question” in the email subject title. Answers to all questions will be posted publically on the CDPP website: <https://health.wyo.gov/publichealth/prevention/chronicdisease/>.

OPTIONAL APPLICANTS CALL:

Applicants will have the option to participate in an optional applicants call. The call will take place on June 12, 2020 from 11:00 AM to 12:00 PM. Register in advance for this meeting at: https://us02web.zoom.us/meeting/register/tZ0qdu-oqjgvEtMwveWkC_FvPCoHigQdL1Rk. After registering, you will receive a confirmation email containing information about joining the call.

SUBMITTING COMPLETED APPLICATION:

Applicants should submit a completed application via email to Lisa Wordeman, Prevention and Health Promotion Unit Manager at lisa.wordeman@wyo.gov. Please submit a single PDF document and include “RFA: Application Submission” in the email subject line. Applications must be submitted by July 8, 2020 at 11:59 PM Mountain Standard Time.

Following submission, applicants will receive a confirmation email verifying receipt of the application within two business days.

NOTIFICATION OF AWARD OR NONAWARD:

Applicant will receive written notice by July 17, 2020, as to whether the application has been approved to be funded wholly, in part, or not funded. Selected applicants will begin the contract process with the CDPP. All funded activities must be completed within the term of the contract.

7. TERM OF CONTRACT:

The anticipated contract term for the Electronic Health Record Referrals for Chronic Disease Self-Management Programs Grant is August 17, 2020 through June 28, 2021. **Awardees will be required to expend grant funds by June 28, 2021.** There will be no opportunity for renewal of funding.

8. NON-APPROVED USE OF FUNDS:

The CDPP will not be able to fund programs that are not part of a strategic plan that addresses the objective of this grant. Below is a list of examples of activities and other items that are not allowable under the grant. This list is not all inclusive and all programmatic activities must be approved by the CDPP.

- 8.1 One time activities or event that are not considered evidence-based, such as assemblies, speakers, “fun runs,” etc. Additionally, community gardens, farmers markets, greenways, or other similar developments cannot be funded.
- 8.2 Programs funded through other sources; supplanting funds.
- 8.3 Direct service to clients/constituents, e.g., medical nutrition therapy sessions with a dietitian.
- 8.4 Provision of professional development by unqualified individuals or use of programs that do not have a strong evidence base e.g., promoting a specific dietary supplement or for-profit exercise program. Programmatic activities must be approved by the CDPP. Please see “resources” section below for examples of evidence-based programmatic activities.
- 8.5 Capital construction projects or purchase of building or other long-term funds.
- 8.6 Purchase of computers, other technological devices (e.g., iPad), or office equipment other than standard consumable supplies.
- 8.7 Payment of expenses for lobbying.
- 8.8 Food and beverages of any type for any meeting or event.
- 8.9 Gifts, prizes, or other compensations for trainees or participants.

9. RESOURCES:

The following web links provide some resources that may be helpful:

“Chronic Disease Management”

<https://www.ncoa.org/healthy-aging/chronic-disease/>

“Center for Healthy Aging”

<https://www.ncoa.org/center-for-healthy-aging/>

“Chronic Disease Self-Management Education Programs”

<https://acl.gov/programs/health-wellness/chronic-disease-self-management-education-programs>

“Dissemination of Chronic Disease Self-Management Education (CDSME) Programs in the United States: Intervention Delivery by Rurality”

<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC5486324/>

“Healthy U”

<https://www.uwyo.edu/healthyu/>

10. TIME LINE:

June 8, 2020	RFA opens
June 12, 2020	Optional Applicants Call, 11:00 AM – 12:00 PM
June 26, 2020	Last day to submit questions
July 8, 2020	Applications due by 11:59 PM (MST)
July 17, 2020	Applicants notified in writing of acceptance/rejection
August 17, 2020	Estimated start of contract

11. RESERVED RIGHTS:

The CDPP reserves the right to:

- 11.1 Reject any or all applications received in response to this RFA;
- 11.2 Not make an award to any applicant who is not in good standing at the time a contract is awarded;
- 11.3 Withdraw the RFA at any time, at the agency's sole discretion;
- 11.4 Make an award under this RFA in whole or in part;
- 11.5 Negotiate with the successful applicant within the scope of the RFA in the best interests of the State;
- 11.6 Disqualify any applicant whose conduct and/or application fails to conform to the requirements of this RFA;
- 11.7 Seek clarifications and revisions of applications;
- 11.8 Use historic information obtained through site visits, business relationships, and the State's investigation of a bidder's qualifications, experience, ability or financial standing, and any material or information submitted by the bidder in response to the agency's request for clarifying information in the course of evaluation and/or selection under the RFA;
- 11.9 Amend the RFA to correct errors or oversights, or to supply additional information as it becomes available;
- 11.10 Change any of the scheduled dates;

11.11 Eliminate any mandatory, non-material specification that cannot be met by all of the prospective applicants;

11.12 Waive any requirement that is not material;

11.13 Conduct contract negotiations with the next responsible applicant, should the CDPP be unsuccessful in negotiating with the selected proposer;

11.14 Utilize any and all ideas submitted in the applications received;

11.15 Require correction of simple arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of an application and/or to determine an applicant's compliance with the requirements of the solicitation; and

11.16 Cancel or modify contracts due to the insufficiency of appropriations.

12. APPLICATION REVIEW PROCESS:

Applicants will be evaluated based upon the weighted evaluation factors described in Appendix A. A group of reviewers will be established to evaluate all completed applications and make recommendations based upon final scores. The CDPP may contact an applicant for clarification or questions related to the application.

APPLICATION

1. GENERAL FORMAT REQUIREMENTS:

Applications must follow the general requirements when submitting to this RFA:

- 1.1. Application must be typed in Times New Roman, no smaller than 11 point font, with 1 inch margins on standard paper (8.5" x 11").
- 1.2. Applications must be organized by sections labeled below (in bold).
- 1.3. Applications must be submitted as a single PDF file and include all application requirements.

2. APPLICATION REQUIREMENTS:

2.1. **Cover Sheet.** Please include the following applicable information in your cover sheet: (1 page maximum)

- a. Name of Applicant Organization (as registered with the Wyoming Secretary of State)
- b. Tax ID
- c. DUNS Number
- d. Physical Address of Applicant Headquarters
- e. Mailing Address of Applicant Headquarters (if different)
- f. Name of Contact Person
- g. Title of Contact Person
- h. Phone of Contact Person
- i. Fax of Contact Person (if available)
- j. Email of Contact Person
- k. Name of Authorized Signatory Person
- l. Title of Authorized Signatory Person
- m. Email of Authorized Signatory Person

2.2. **Proof of SAM.gov registration.** Provide a copy or printout of SAM.gov registration. This is required for all entities receiving federal funds.

2.3. **Abstract.** Provide a summary of this application, which includes a description of: (2 page maximum)

- a. An overview of the healthcare organization.
- b. Organizational members involved in developing this application and implementation of the project.
- c. The EHR used by the healthcare system.
- d. The overall approach to the project, including desired short- and long-term outcomes of an EHR-integrated system to identify patients with a chronic disease at the practice.
- e. A brief explanation of your organization's plans for evaluation and monitoring.
- f. Current collaboration with Healthy U/WyCOA, if applicable.

- 2.4. **Organization Overview.** Provide a brief summary of the entity applying for this funding opportunity. Describe medical services provided, general patient population demographics, medical staffing, etc. Applicants should include an estimate of the number of patients that may have chronic diseases that will be impacted by the proposed policy or system change. (1 page maximum)
- 2.5. **Electronic Health Record.** Applicant should describe the EHR used by the organization. How do medical staff currently use the EHR for disease prevention (screening and referring purposes)? Does the EHR incorporate Clinical Decision Support Systems (CDSS)? What is the Information Technology (IT) staff support for the EHR within the organization? (3 page limit)
- 2.6. **Approach.** In narrative form, discuss the overall strategy to accomplish the aims of the project. Provide information about how the organization plans to utilize their EHR for patient screening and referral. What CDSME program does the organization plan to refer patients to? Discuss potential problems, alternative strategies, and benchmarks for success. You may supplement your narrative with tables, timelines, or other tools to outline project approach. Additional questions to consider when writing your approach include: (5 page limit)
- a. Select Option A or B: Which option did your organization choose? How does this option align with the goals, capacity, and mission of the organization?
 - b. Clinical Provider Compliance. How do you plan to ensure clinicians adhere to guidelines regarding screening, testing, and referring patients with chronic conditions? What continuing education will be given to clinicians?
 - c. EHR. What relevant patient information is collected and stored in the EHR? Do providers have access to lab results and other information needed to identify patients with chronic diseases? Does the organization plan to integrate with the Wyoming Frontier Information Exchange (WYFI) Health Information Exchange?
 - d. Clinical Decision Support Systems. Does the EHR allow for reminders that will alert the clinic team member to refer a patient with a chronic disease to a CDSME program?
 - e. Referrals. What process will you use to refer eligible patients to a CDSME program? How will you complete the referral feedback loop – will you have a system in place to follow-up on patient referrals?
 - f. Sustainability. How do you plan to ensure sustainability of your proposed strategy?
- 2.7. **Timeline.** Include a timeline detailing key milestones for project implementation.
- 2.8. **Evaluation and Monitoring.** Describe ability to evaluate efforts and provide process and outcome data to the CDPP. Describe how you will evaluate screening, testing, and referral activities within your organization. This section must include the methods, techniques, and tools used to: 1) monitor whether the EHR screening, testing, and referral system is being implemented as planned, as well as identify processes for corrective actions if necessary; 2) monitor and track impact on patient populations (e.g. number of patients screened, number of patients referred, etc.); 3) ensure program data is collected and reported in a timely and

accurate manner; and 4) compile a final report summarizing the implementation and final outcomes of the overall program. (4 pages maximum)

2.9. Budget Narrative. Use the template provided to describe and justify your proposed expenses. Expand as needed.

Expense Category	Item Description	Justification	Estimated Cost for Term of Grant
Personnel Salaries			\$
Fringe Benefits			\$
Contractual Costs			\$
Consultant Costs			\$
Supplies			\$
Postage			\$
Printing			\$
Travel			\$
Other (specify)			\$
		Total Direct Cost:	\$
		Indirect (Administrative Costs not to exceed 6% of the total grant award)	\$
		Total Cost:	\$

2.10. Letter of Support. Attach a letter of support from the CDSME program that your organization plans to refer (Option A), an organization that has agreed to become trained in CDSME (Option A), or a letter from your organization’s leadership supporting having facilitators trained within your organization (Option B). This letter should detail how the organizations plan to collaborate to increase the number of patients screened, tested, referred to, and enrolled in the selected CDSME program.

2.11. **Certificate of Authorization.** Complete the certification of authorization found on the next page.

CERTIFICATION OF AUTHORIZATION

By submission of an application, the proposer certifies:

The person signing this proposal certifies that he/she is authorized to represent the company and is legally responsible for the decision as to the supporting documentation provided as a result of this application.

Proposer will comply with all federal and state regulations, policies, guidelines and requirements.

I certify to the best of my knowledge that the information contained in this application is correct, and solely the work of this agency. If awarded funding under this grant, I certify that this project will be conducted in accordance with funding source requirements and the assurances provided within this application.

I have been authorized by the agency's governing body to submit this application.

Signature of Authorized Agent

Date

Name of Authorized Agent

APPENDIX A: Weighted Evaluation Factors

Component of Application	Points Available
Cover Sheet, Abstract, and SAM Registration	3
Abstract	5
Organization Overview	12
Electronic Health Record	15
Approach	25
Timeline	5
Evaluation and Monitoring	15
Budget Narrative	5
Letter of Support	15
Total Possible Points	100