



Healthcare Connect Fund Program

Consortia Monthly Webinar
June 2014

Today's Speakers

- **Paloma Costa**
RHC Program Outreach
- **Don Lewis**
- **Shannon Tanski**
- **Amy Kavelman**

Welcome to the Monthly Webinar

- Provides program updates, clarification of program rules, outreach, and assistance to consortia HCF Program applicants and service providers
- Second Tuesday of the month
- Agenda provided one week in advance to those subscribed
- Submit questions and suggest agenda topics in advance to rhc-assist@usac.org

Housekeeping

- Use the “Audio” section of your control panel to select an audio source and connect to sound
 - Turn on your computer’s speakers, or
 - Use the call-in instructions in your confirmation email
- All participants are on mute
- Submit questions at any time using the “Questions” box
- Slides attached to event reminder email and posted to the webinars web page

This is just a general overview and starting point for applicants.

- Every applicant's situation is different
- The presentation does not cover every program requirement
- The presentation does not cover requirements for service providers and consultants

It is essential to read the following documents carefully as you proceed through the planning and application process:

- Healthcare Connect Fund Order (FCC 12-150), located at <http://www.fcc.gov/encyclopedia/rural-health-care>,
- The Rural Health Care Program rules, 47 C.F.R. Section 54.600-680, located at <http://www.ecfr.gov>, and
- The Healthcare Connect Fund Program forms and instructions (FCC Forms 460-463), located at <http://www.usac.org/rhc/healthcare-connect/tools/forms/default.aspx>.

Consult the FCC and USAC websites for additional resources.

Agenda

1. FY2013 Reminders
2. Consortia 101
3. Best practices for Network Cost Worksheet (NCW) import and export
4. Steps for submitting FCC Form 463
5. Questions and answers



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FY2013 Reminders

1. FCC Form 460: Eligibility and Registration Form
2. FCC Form 461: Request for Services Form
3. FCC Form 462: Funding Request Form
4. FCC Form 463: Invoice and Request for Disbursement Form

Important Dates

(7/1/2013 to 6/30/2014)

September 20, 2013

This is the first day applicants may submit the FCC Form 461 and supporting documentation for the upcoming funding year.

December 3, 2013

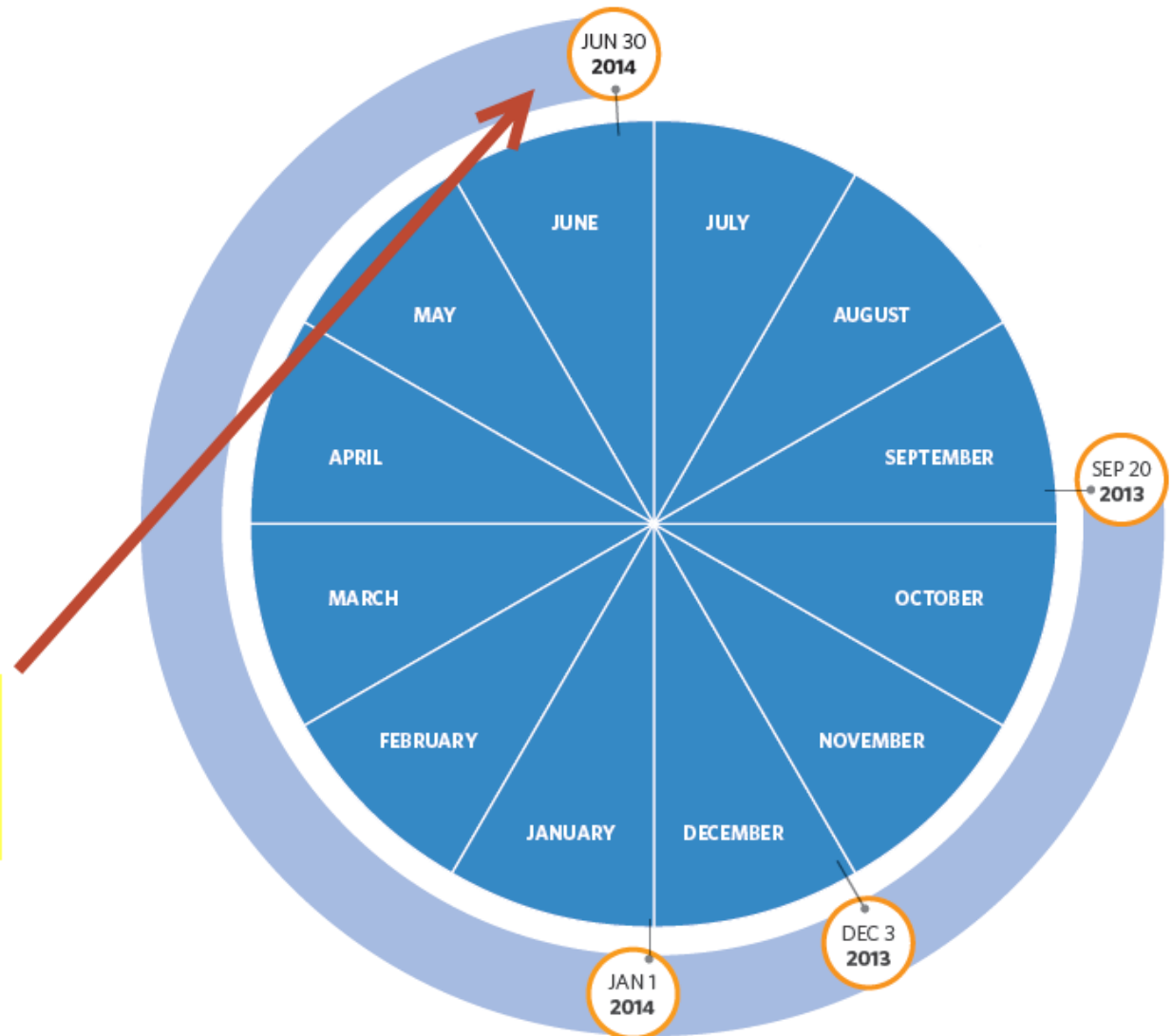
This is the last day applicants may submit the FCC Form 461 and supporting documentation to receive the full six months of funding.

January 1, 2014

This is the first day of the funding year.

June 30, 2014

This is the last day of the funding year and the deadline to submit the FCC Form 462 and supporting documentation.



1. FCC Form 460: Eligibility and Registration Form
2. FCC Form 461: Request for Services Form
3. FCC Form 462: Funding Request Form
4. FCC Form 463: Invoice and Request for Disbursement Form

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Consortia 101

What is a consortium?

- In the Healthcare Connect Fund Program, a consortium can file a single application on behalf of its members.
- A consortium is two or more health care providers (HCPs) that choose to request support from the Healthcare Connect Fund Program as a single entity.
- Non-rural HCPs may receive support if they are part of a consortium that is a majority rural.
 - A consortium is a majority rural if more than 50 percent of its sites are rural HCPs.

What is a consortium?

- Eligible and ineligible HCPs may participate in a consortium.
 - Ineligible entities cannot receive support and must pay their fair share (HCF Order, para. 178-184).
 - Costs shared by eligible and ineligible entities must be allocated in a manner that ensures that only eligible entities receive the benefit of the program discounts.

What is a consortium leader?

- A consortium leader is the legal entity that will be the lead entity for the consortium.
- The consortium and the consortium leader can be the same entity (if the consortium is a legal entity), but are not required to be.
- Ineligible entities can serve as consortium leader but are prohibited from receiving support from the HCF Program.

Consortium Leader Responsibilities

- Legally and financially responsible for the activities of the consortium
 - If the consortium and participating members want to delineate responsibilities, a written agreement must be submitted to USAC for review
- Designation of a project coordinator responsible for communicating with USAC and the FCC

What is a project coordinator?

- Serves as the point of contact with the FCC and USAC for all matters related to the consortium
- Officer, director, or other authorized employee of the consortium leader
 - Responsible for signing all forms submitted for the consortium
- Responsible for responding to FCC and USAC inquiries on behalf of the consortium members throughout the application, funding, invoicing, and post-invoicing period

Consortium Models

- Centralized Leadership Model
 - Decision-making by consortium leadership.
- De-Centralized Leadership Model
 - Decision making by the entities participating in the consortium

Potential Benefits of a Consortium

- Creation and growth of broadband HCP networks
- Lower administrative costs
- Sharing of medical, administrative, and technical expertise
- Lower prices, higher bandwidth, and better quality connections
- Access by rural HCPs to medical specialists at larger HCPs through telemedicine

Consortium Application Process (Usual Steps)

1. Before You Apply

- Assess technical requirements
- Organize consortium
- Design network

2. Before Competitive Bidding

- Obtain and submit letters of agency and network plan
- Certify eligibility of HCP sites (FCC Form 460)

Consortium Application Process (cont'd)

3. Competitive Bidding

- Determine whether claiming exemption from competitive bidding:
 - Annual cost of \$10,000 or less
 - Government Master Service Agreements (MSAs)
 - MSAs approved under Pilot Program or HCF
 - Evergreen contracts
 - Contracts negotiated under E-Rate
- Develop evaluation criteria and documents describing service needs
- Submit FCC Form 461, Request for Services, and supporting documentation, unless exempt

Consortium Application Process (cont'd)

4. Evaluate Bids and Select Service Provider

- Leave bidding window open at least 28 days
- Review bids received, select most cost effective service provider, and negotiate contract with selected vendor(s)
- Eligible service providers include any provider of equipment, facilities, or services that are eligible for support under the program

Consortium Application Process (cont'd)

5. Submit Funding Requests and Receive Services

- Submit request for funding, FCC Form 462, and supporting documentation, including evidence of a 35 percent contribution
- Begin receiving services

Consortium Application Process (cont'd)

6. Invoicing and Payment Process

- Receive and review vendor invoice. Certify accuracy and that HCP has paid its 35 percent contribution.
- After vendor certifies accuracy of invoice, submit it to USAC to initiate disbursement of 65 percent to vendor (FCC Form 463).

7. Submit Annual Report

- An annual report is due by September 30 of each year in which a consortium receive funding. The report should encompass consortium activity during the prior fund year. Fund years run from July 1-June 30.

What is Supported: Eligible Services and Equipment

- Broadband services
- Reasonable and customary install (\leq \$5,000 undiscounted)
- Connections to research and education networks
- HCP connections to off-site data centers and administrative offices
- Equipment necessary to manage, control, or maintain healthcare broadband network

What is Supported: Eligible Services and Equipment

- Up-front payments
 - Indefeasible Rights of Use (IRUs)
 - Pre-paid lease(s)
 - Equipment
- Upfront charges for deployment of new or upgraded facilities
- HCP-constructed and owned facilities

What is Not Supported: Ineligible Expenses

- Administrative expenses
- Equipment or Services Not Directly Associated with Broadband Services, for example:
 - Medical equipment (hardware and software), such as telemedicine equipment and other general HCP expenses
 - Expenses associated with general computing, software, applications, and Internet content development
 - Inside wiring and internal connections

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Best practices for Network Cost Worksheet (NCW) import and export

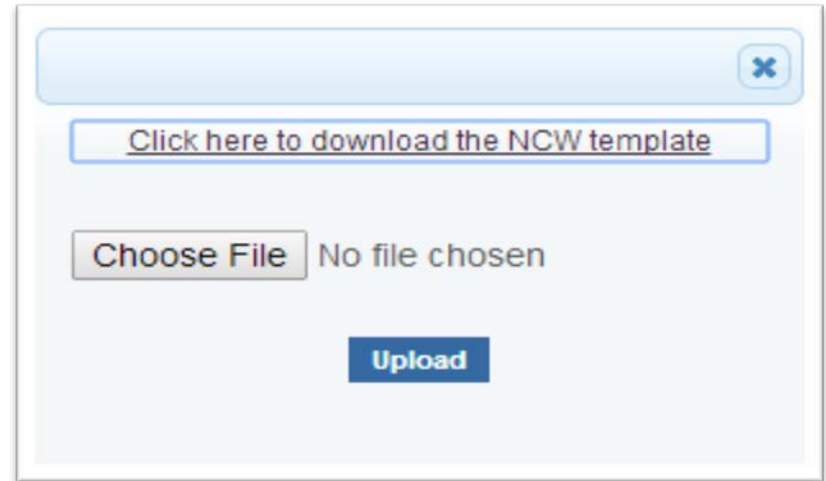
Import/Export Function

If you have more than 10-15 line items to enter, you may want to consider using the import/export function for your NCW. To begin, click on the “Import NCW” button on the right side of the screen.

The screenshot displays the 'Expense Items' section of the USAC Network Cost Worksheet interface. At the top, there are navigation tabs: GENERAL INFORMATION, VENDOR INFORMATION, COMPETITIVE BIDDING INFORMATION, EXPENSE ITEMS (which is selected), and ADDITIONAL DOCUMENTATION. Below these are CERTIFICATIONS and SIGNATURE tabs. The main content area is titled 'Expense Items' and includes a 'Previous' button, a 'Next' button, a 'New Expense' button, a 'Select All Expenses' button, and a 'Delete Checked Expenses' button. On the right side, there are two links: 'Preview PDF' and 'Preview NCW'. The 'Import NCW' button is highlighted with a purple circle. Below the buttons, there is a table header with 'Expense Item' and 'Action'. Underneath, there is a 'Site Information' section with a 'Search for an HCP' button and two input fields: 'A. HCP Number' and 'B. Site Name'.

Network Cost Worksheet import/export

A popup will appear on the screen asking you to either download the NCW template or to choose an already existing NCW to upload.



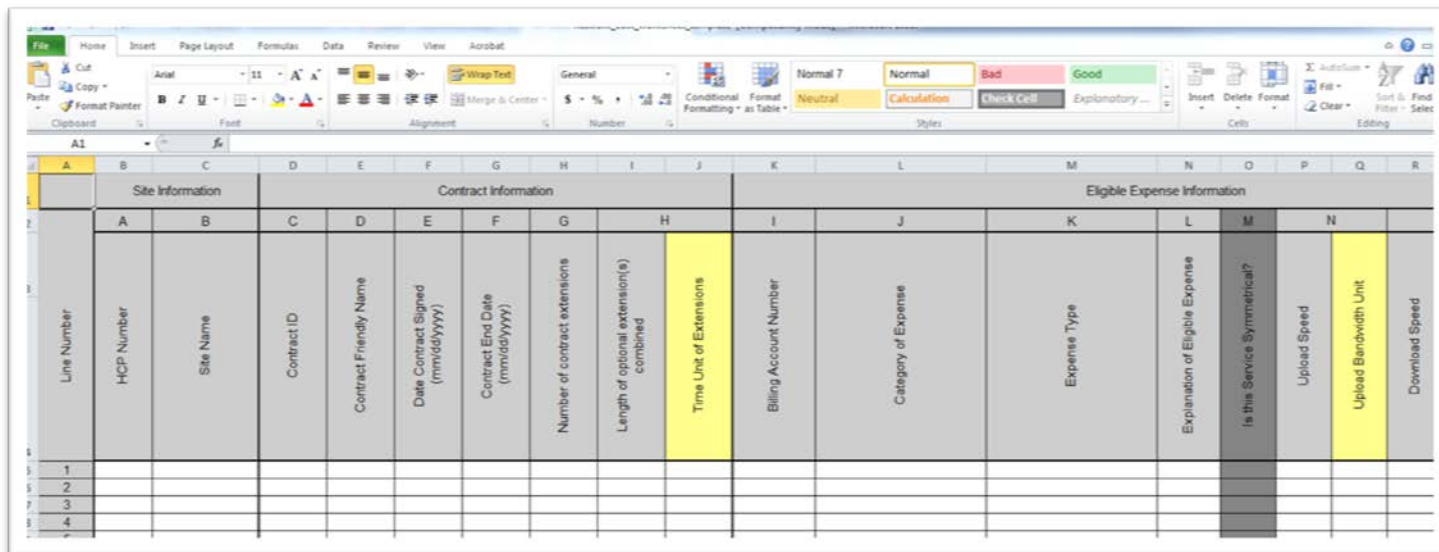
If you are just starting out, select the “click here to download the NCW template” option.

You will be prompted to save a document titled “network_cost_worksheet_template”. Save it wherever it is most convenient for you.

Network Cost Worksheet import/export

The template should look something like the example shown below. Fill in your relevant information for all of your line items.

NOTE: The NCW Template is not the same format as the exported NCW you get when you click “Preview NCW”. Do not use the exported version to make changes.

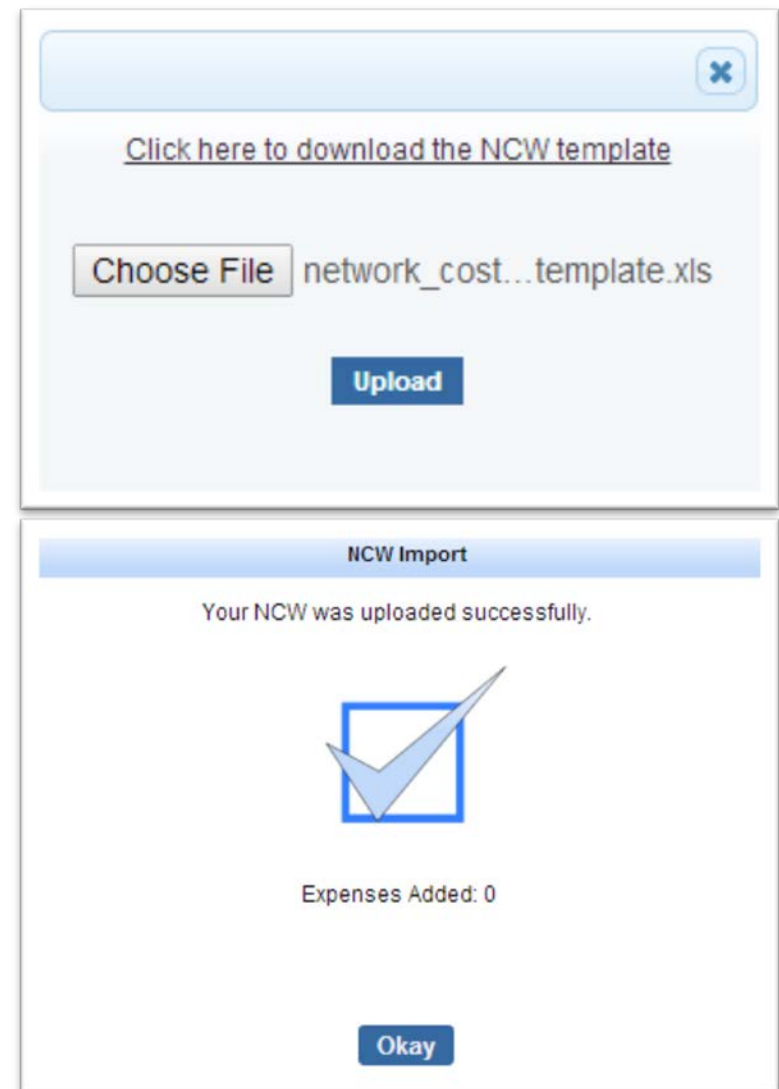


	Site Information		Contract Information						Eligible Expense Information								
Line Number	HCP Number	Site Name	Contract ID	Contract Friendly Name	Date Contract Signed (mm/dd/yyyy)	Contract End Date (mm/dd/yyyy)	Number of contract extensions	Length of optional extension(s) combined	Time Unit of Extensions	Billing Account Number	Category of Expense	Expense Type	Explanation of Eligible Expense	Is this Service Symmetrical?	Upload Speed	Upload Bandwidth Unit	Download Speed
1																	
2																	
3																	
4																	

Network Cost Worksheet import/export

When you are finished filling in the template, go back to the portal and click on “Import NCW” once again. This time, go to “Choose File” and select the document you would like to import.

If everything went through successfully, you will get a popup like the one shown at right confirming the successful data import.



Network Cost Worksheet import/export

Be sure to save the version of the NCW template that you complete. If you need to go back to make changes or update your information later, alter the one you already created and then re-upload.

NOTE: Uploading the NCW will save over anything you have previously imported into the system. Do not try to add single lines at a time or append the data.

Line Number	Site Information		Contract Information						Eligible Expense Information					
	A	B	C	D	E	F	G	H	I	J	K	L	M	N
ICF Number	Site Name	Contract ID	Contract Friendly Name	Date Contract Signed/Vendor Selected	Length of initial contract term	Number of contract extensions	Length of optional extension(s) combined	Billing Account Number	Category of Expense	Expense Type	Explanation of Eligible Expense	Is this Service Symmetrical?	Upload Speed	Download Speed

Uploading the Contract

Under the “Expense Items” tab you will find a section titled “Contract Information”. It is here that you will upload your contract(s) and fill in the relevant details.

Contract Information

RHC Note: Either a contract or other documentation is required with this FCC Form 462 submission. All applicants must submit a contract or other documentation that clearly identifies (1) the vendor(s)/service provider(s) selected and the HCP(s) who will receive the services; (2) the service, bandwidth, and costs for which support is being requested; (3) the term of the service agreement(s) if applicable (i.e. if services are not being provided on a month-to-month basis).

Select a Contract

C. Contract ID

Other Documentation

D. Contract Friendly Name

E. Date Contract Signed/Vendor Selected (MM/DD/YYYY)

F. Contract end date (MM/DD/YYYY)

RHC Note: If lines G and H are not applicable, enter N/A in the fields.

G. Number of contract extensions

H. Length of optional extension(s) combined Time unit

Click on “Select a Contract” and a popup will appear as shown at right.

If you do not yet have a contract filed in our system, upload one under the “Upload New Contract” tab.

If you already have it uploaded, go to “Attach Existing Contract” and select the one pertaining to the line item.

The screenshot shows a window titled "Select a contract" with two tabs: "Upload New Contract" (selected) and "Attach Existing Contract". Under the "Upload New Contract" tab, there is a heading "Upload New Contract" followed by the text "I am attaching a new contract for review. A Contract ID will be assigned by RHC after the upload is complete." Below this is a text input field labeled "Friendly Name". At the bottom of the form area, there is a blue button with a plus icon and the text "Upload...", and another blue button labeled "Attach Contract".

The screenshot shows the same "Select a contract" window, but with the "Attach Existing Contract" tab selected. Under this tab, there is a heading "Attach Existing Contract" followed by the text "I already submitted a contract for another expense that is also applicable here." Below this is a dropdown menu labeled "Contracts for this HCP" with the text "Choose a Contract" and a downward arrow. At the bottom of the form area, there is a blue button labeled "Attach Contract".

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Steps for Submitting FCC Form 463

About the FCC Form 463: Invoice and Request for Disbursement Form

- FCC Form 463 serves as request to USAC for disbursement of funding from the HCF for services and equipment and/or facilities set forth in an applicant's funding commitment letter
- Submission is a joint process between applicants and service providers
- Must be filed within six months after the end date of the funding commitment

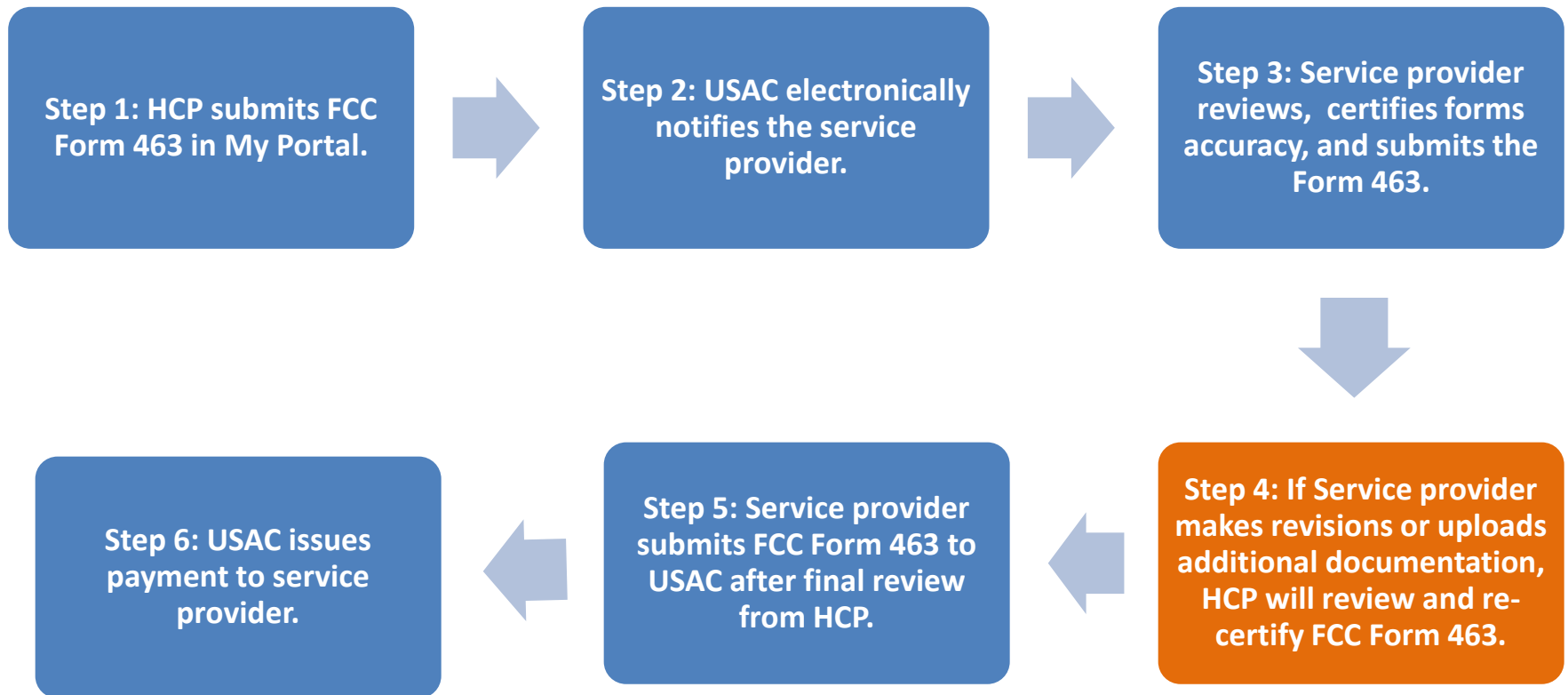
When to File

- The FCC Form 463 may only be submitted after:
 - The applicant receives a funding commitment.
 - The service provider has installed/started services, network equipment, and or/facilities, if applicable.
 - The applicant has received services (and a bill) from the service provider.
 - The applicant has submitted its 35 percent contribution to the service provider.
 - The service provider and applicant certify and sign the FCC Form 463.

Notes

- An applicant must file a separate FCC Form 463 for each separate funding commitment letter (FRN).
- An applicant may not enter funding request numbers (FRNs) ID(s) that are not associated with the FRN entered in Block 1.
- An applicant may submit a single FCC Form 463 to cover more than one site as long as the sites and associated expenses (FRN IDs) are part of the same funding commitment letter.

Process Overview



Process Overview: Service Provider Review

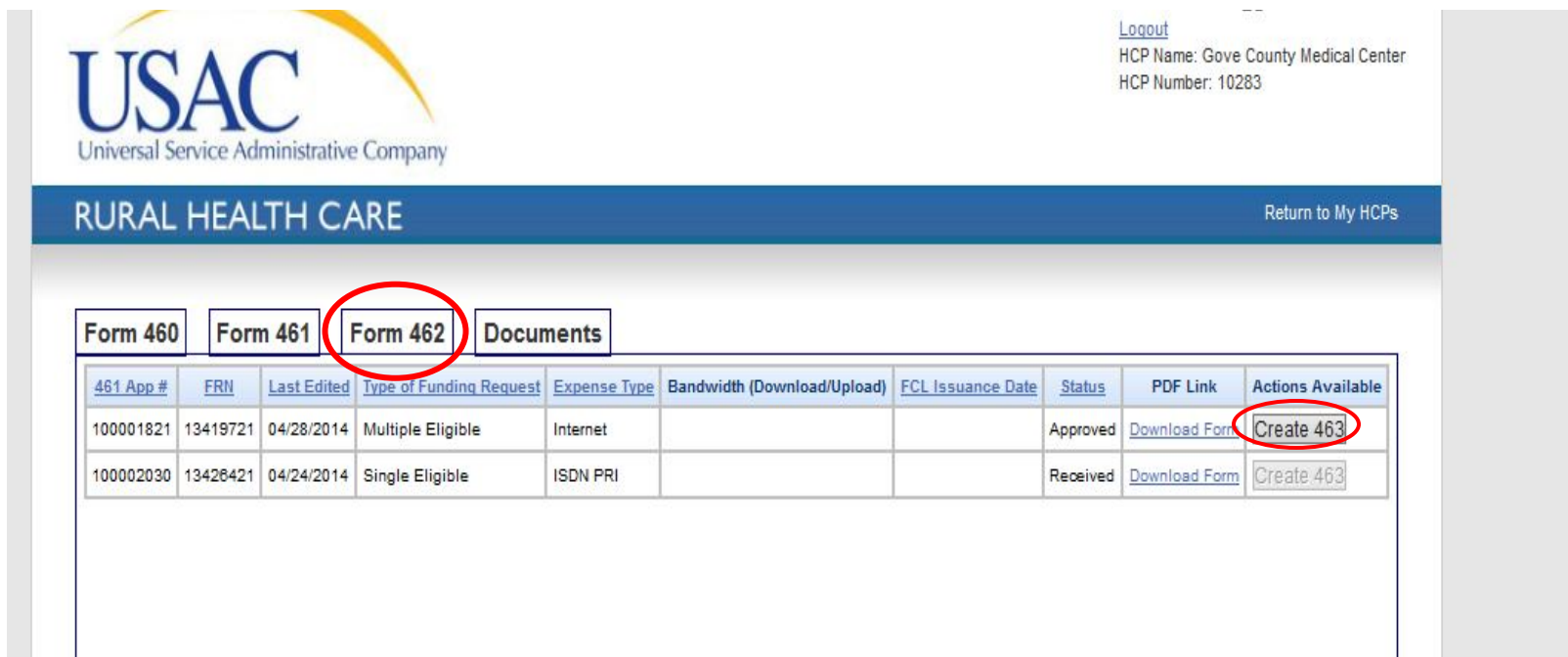
- Until the Service Provider Portal is fully developed, the service provider will not be able to electronically review and certify to the form's accuracy.
- In the interim, USAC will review the FCC Form 463 (submitted by the applicant) and ask the applicant to make any necessary modifications before sending to the service provider (if applicable).
- USAC will then email a PDF version of the FCC Form 463 to the service provider to be signed and certified.

Process Overview: Service Provider Review

- Once the FCC Form 463 has been reviewed and approved by both the applicant and service provider, the service provider will receive payment either directly or as an offset to its universal service contribution obligation, depending on which option the service provider selected on its FCC Form 498.

Initiate the Invoice in My Portal

- In the “Form 462” tab, select “Create 463”



The screenshot shows the USAC Rural Health Care portal interface. At the top left is the USAC logo. At the top right, there is a 'Logout' link and user information: 'HCP Name: Gove County Medical Center' and 'HCP Number: 10283'. Below the logo is a blue header bar with the text 'RURAL HEALTH CARE' and a 'Return to My HCPs' link. Below the header bar are four tabs: 'Form 460', 'Form 461', 'Form 462', and 'Documents'. The 'Form 462' tab is selected and circled in red. Below the tabs is a table with the following data:

461 App #	FRN	Last Edited	Type of Funding Request	Expense Type	Bandwidth (Download/Upload)	FCL Issuance Date	Status	PDF Link	Actions Available
100001821	13419721	04/28/2014	Multiple Eligible	Internet			Approved	Download Form	Create 463
100002030	13426421	04/24/2014	Single Eligible	ISDN PRI			Received	Download Form	Create 463

Block 1: General Information

The screenshot displays the 'RURAL HEALTH CARE' portal interface. At the top right, it says 'Portal'. Below the header, there are five navigation tabs: 'GENERAL INFORMATION' (selected), 'FRN SEARCH', 'INVOICE LINE ITEMS', 'SUPPORTING DOCUMENTATION', and 'CERTIFICATIONS'. The main content area is titled 'General Information' and contains a form with the following fields:

Line 1: RHC Invoice Number	1735579096
Line 2: FRN	13419721
Line 3: HCP Number	10283
Line 4 Site/Consortium Name	Gove County Medical Center
Line 5: Funding Year	2013
Line 6: Vendor/Applicant Invoice Number	
Line 7: SPIN	143028558
Line 8: Vendor Name	Nex-Tech, Inc.

At the bottom of the form, there are three buttons: 'Save and Exit', 'Save and Continue', and 'Exit'. A small red exclamation mark is visible next to the empty Line 6 field.

Invoice Line Items: Columns A-F

GENERAL INFORMATION
 FRN SEARCH
 INVOICE LINE ITEMS
 SUPPORTING DOCUMENTATION
 CERTIFICATIONS

Invoice Line Items

Previous Next

	A. FRN ID	B. Billing Account Number	C. HCP Number	D. Site Name	E.
Remove	1	14355	10283	Gove County Medical Center	Lease

Invoice Line Items: Columns H-P

GENERAL INFORMATION
 FRN SEARCH
 INVOICE LINE ITEMS
 SUPPORTING DOCUMENTATION
 CERTIFICATIONS

Invoice Line Items

H. Service Start Date/Shipping Date or Last Day of Work	I. Billing Period Start Date	J. Billing Period End Date	K. Quantity of Items Invoiced	L. Total
<input type="text"/> (MM/DD/YYYY)	<input type="text"/> (MM/DD/YYYY)	<input type="text"/> (MM/DD/YYYY)	0	<input type="text"/>

Certifications and Signature

GENERAL INFORMATION FRN SEARCH INVOICE LINE ITEMS SUPPORTING DOCUMENTATION CERTIFICATIONS

Signature

RHC Note: In order to electronically sign and submit the form, you must enter your password in the "Signature" field below (Line 26), then select the "Certify" button to complete the process and submit the FCC Form 463 to RHC.

You are reminded that your electronic signature is the same as your hand written signature on this form. By typing your password in the Signature block below and clicking the "Certify" button, you have electronically signed the form.

Line 26: Signature !

Line 28: Printed Name of Authorized Person
First Name: ! Middle Initial: Last Name: !

Line 29: Title/Position of Authorized Person !

Line 30: Phone ! Ext:

Line 31: Email !

Line 32: Employer !

Line 33: Employer's FCC RN !

Preview FCC Form 463 Certify Exit

Review and Submit

GENERAL INFORMATION FRN SEARCH INVOICE LINE ITEMS SUPPORTING DOCUMENTATION CERTIFICATIONS

Preview Form

RHC Note: Review all the information entered on this FCC Form 463. If changes need to be made, select the "Save and Go Back" button to go back and edit your Form 463. If no changes need to be made and you are ready to submit the Form 463 for the Service Provider's review, click on the radio button, "I have reviewed the Form 463 and have no changes" at the bottom of the invoice, and then select the "Save and Continue" button, which will take you to the page where you will sign and submit this form to the Service Provider.

[Download FCC Form 463 \(Excel\)](#)

- I have reviewed the Form 463 (Excel) and have no changes.
- I have not reviewed the Form 463 (Excel) or I have reviewed the invoice and have changes.

[Save and Go Back](#)

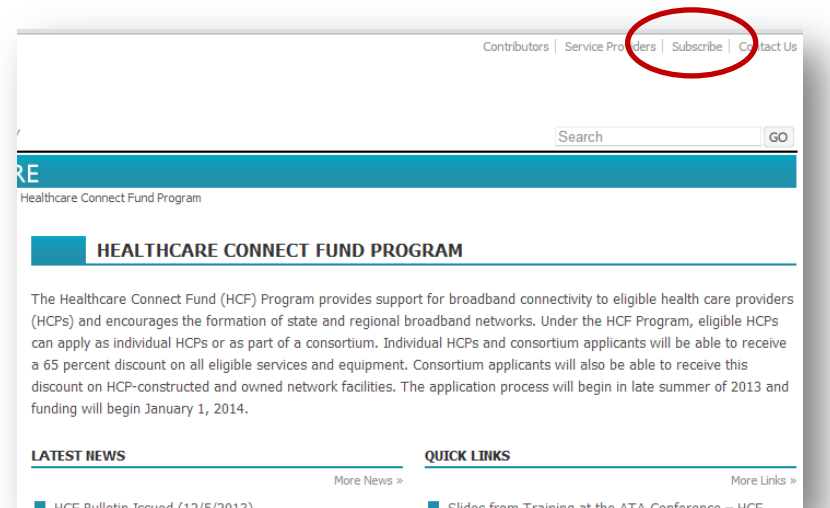
[Save And Continue](#)

Questions?

Use the “Questions” box in your user controls.

Thank You!

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- Additional questions?
Email rhc-assist@usac.org
or call (800) 453-1546



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