



Healthcare Connect Fund Program

Individual HCPs Monthly Webinar May 2014

Today's Speakers

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RHC Program Outreach

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Program Analyst,
RHC Program



Welcome to the Monthly Webinar

- Provides program updates, clarification of program rules, outreach, and assistance to HCF Program applicants and service providers
- Second Wednesday 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. FCC Form 462 best practices
2. Determining when to use single vs. multiple expense items
3. Tips and requirements for submitting supporting documentation
4. Questions and answers



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FCC Form 462 Best Practices

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

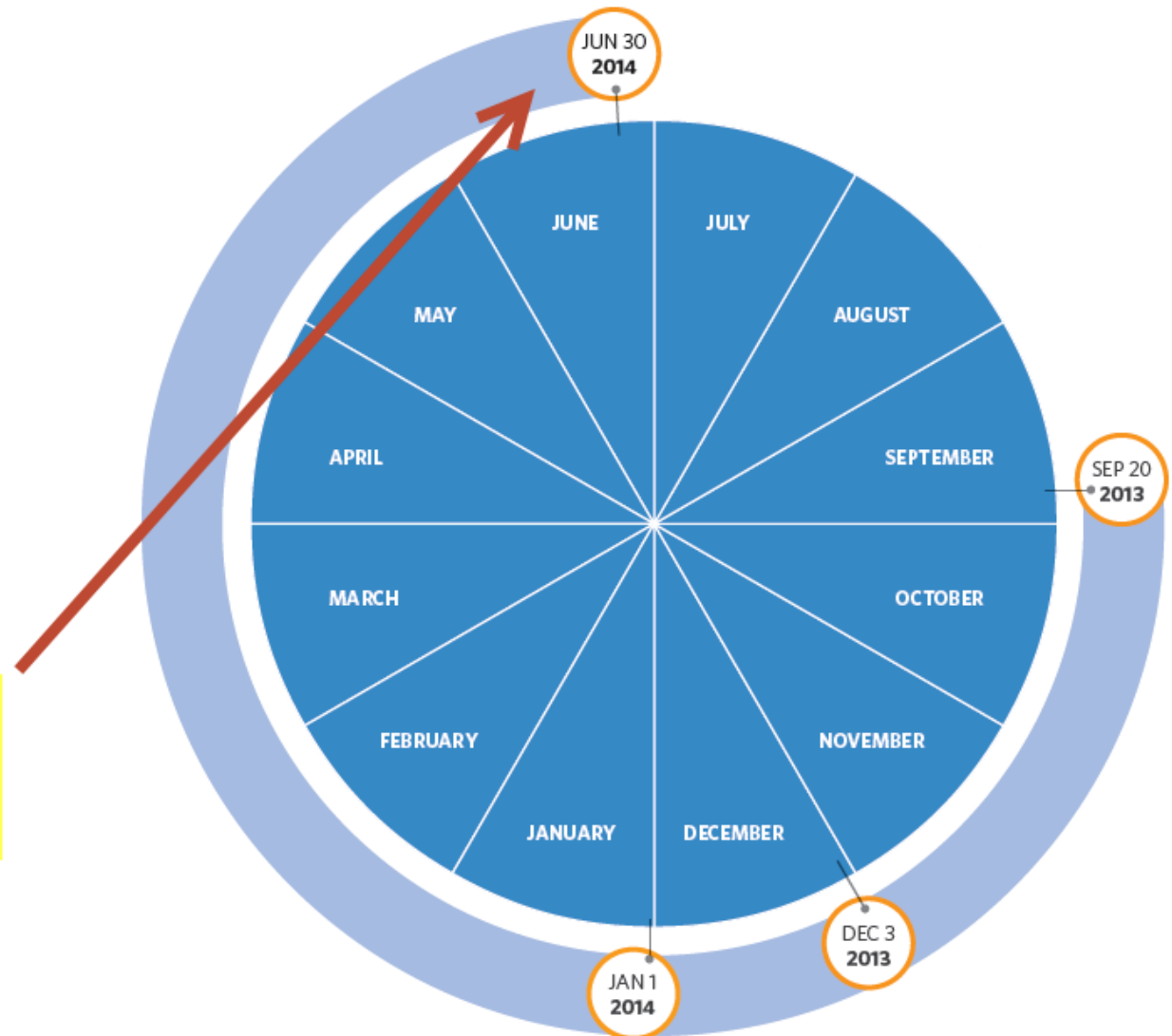
This is the last day applicants may submit the FCC Form 461 and supporting documentation to receive the full six months of funding.

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

Determining Form Inputs

- Line 7: Number of Vendors Who Bid
- Line 13: Expense Type
- Line 14/14A: Bandwidth
- Line 24: Quantity of Expense Periods

Line 7: Number of Vendors Who Bid

- Enter the number of service providers who bid and make sure this can be verified in your supporting documentation.
- If no bids were received, enter '0.' Do not leave this field blank.

Line 13: Expense Type

- Enter the expense type, which should match the expense type stated in the supporting documentation.
- If the supporting documentation does not explicitly state the expense type, provide an explanation of the expense type. This can be obtained from the service provider.

Line 14/14A: Bandwidth

- Select the bandwidth of your service and ensure this can be identified on the supporting documentation.
- Select the “Symmetrical” option if the bandwidth is symmetrical, otherwise state the upload and download speeds.

Line 24: Quantity of Expense Periods

This number is based on various factors

- Length of funding year
- Length of contract (if applicable)
- Allowable Contract Selection Date (ACSD)
- Expected service start date

Line 24: Quantity of Expense Periods – Example 1

Funding year 2013 (1/1/14 – 6/30/14)	6 months
ACSD	3/1/14
No contract	Month-to-month
Quantity of expense periods	<u>4 months</u> (3/1/14-6/30/14)

Line 24: Quantity of Expense Periods – Example 2

Funding year 2013 (1/1/14 – 6/30/14)	6 months
ACSD	N/A (Evergreen contract exemption)
Contract end date	5/31/14
Quantity of expense periods	<u>5 months</u> (1/1/14-5/31/14)

Line 24: Quantity of Expense Periods – Example 3

Funding year 2014 (7/1/14 – 6/30/15)	12 months
ACSD	6/28/14
Expected service start date	8/1/14
Quantity of expense periods	<u>11 months</u> (8/1/14-6/30/15)

Questions?

Use the “Questions” box in your user controls.

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**Determining when to use
single vs. multiple
expense items**

Block 4: Type of Funding Request

- Single eligible expenses
 - One service provider
 - One service/circuit
 - One contract (if applicable)
- Multiple eligible expenses
 - One service provider
 - Multiple services/circuits
 - Multiple contracts (if applicable)

Advantages of Multiple Expense Items

- Document multiple services on one form
- One Funding Request Number (FRN)
- One Funding Commitment Letter (FCL)
- Service review and potential contract endorsement performed consecutively
 - Beneficial for contracts that contain multiple services

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Tips and requirements for submitting supporting documentation

Marking Supporting Documentation

- Acts as a double check for the applicant to ensure all of the information is contained within the supporting documentation
- Facilitates a faster review of the form
- Reduces information requests and risk of denial due to a lack of information request response
 - Information Requests have a 14-day response deadline, the form is subject to denial thereafter
- Applicant may make handwritten notes and references on supporting documentation

Marking Supporting Documentation

...
Sample
Service
...

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Service Provider Name

Account Number	Invoice Number	Due Date
123456123	00523	January 23, 2014

Billing Account Number

USAC Sample Hospital
9999 Example Drive
False, IE 00000

This address is to the main hospital,
where all the bills go. The HCP
address is on p3.

Service Summary

Previous Bill	\$2,769.32
Payments/Adjustments thru 01/03	\$2,769.32 CR
Amount Previously Due	\$0.00
Current Charges Due - 01/23/14	\$2,771.46
Total Amount Due	\$2,771.46

Marking Supporting Documentation

Previous Payments and Adjustments		
Payment - 12/5/2013	2,769.32	CR
Total Payments and Adjustments	2,769.32	CR

Summary of Data Charges		
Service from 01/04/14 to 02/03/14		
Services		
7	Additional Lines	55.65
1	Data Port - Business Grade	25.35
17	Business Lines	317.56
140	DID	.00
1	Directory Listing	.00
2	Foreign Listing	15.90
1	Numbers - Non Listed	.00
3	Numbers - Non Published	.00
1	ISDN PRI Access	883.50
23	ISDN PRI Channels	.00
7	Line Hunt Feature	27.65
2	DID Block - 20	9.90
1	Monthly Maintenance	129.99
2	Off Premise Extension	4.00
TOTAL SERVICES		1,469.50

Data Charges - by Circuit (continued)		
23	ISDN PRI Channels	.00
3	Line Hunt Feature	11.85
2	Interstate Line Charge	18.40
1	E-mail Hosting Package	79.99
1	Web Hosting Package	34.99
2	DID Block - 20	9.90
Total for AA.IP00.123456		1,335.40
IP.AA00.56789 Circuit ID		
1	Circuit Number	.00
1	Ethernet 10Mbps	749.00
Total for IP.AA00.56789		749.00
800-555-5555		
1	Business Line	18.68
1	Numbers - Non Published	.00
1	Interstate Line Charge	9.20
1	Flat Rate Long Distance Charge \$.10	.00
Total for 800-555-5555		27.88

Ethernet, 10Mbps for \$749.00

Marking Supporting Documentation

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Account Number	Invoice Number	Due Date
123456123	00523	January 23, 2014

Service Locations

AA.IP00.123456
1234 Sample Ave, Example, IE 00000
24 Channel PRI

IP.AA00.56789
1234 Sample Ave
Example, IE 00000
10MB Ethernet

Circuit ID, HCP Address,
Expense Type and Bandwidth

AA.IP00.123456
IP.AA00.56789

Questions?

Use the “Questions” box in your user controls.

Thank You!

- Thanks for joining us at this month's webinar
- Sign up for the monthly webinar in the subscription center
 - Go to www.usac.org and click “subscribe” in the upper-right corner
- Submit suggestions for next month's webinar to rhc-assist@usac.org
- Additional questions?
 - Email rhc-assist@usac.org
 - Call (800) 453-1546

