



Healthcare Connect Fund Program

Quarterly Webinar for Consortia

April 14, 2015

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 will be posted to the training archive web page

Important Caveat

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

- Funding Update
- Deadline Reminders
- FCC Form 460 and 461 – Best Practices & Tips for Success
- FCC Form 462 – Best Practices & Tips for Success
- Annual Reports
- My Portal Update
- Program Update



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Funding Update

Cap for Total RHC Program Funding as of 3/31/2015				
RHC Program	Application Type	Amount Type	FY2013	FY2014
HCF	Consortia	Requested	\$34,377,214	\$34,241,235
		Committed	\$32,539,586	\$22,357,914
	Individual	Requested	\$16,537,420	\$17,502,068
		Committed	\$16,537,420	\$10,925,246

Cap for Upfront Payments and Multi-Year Commitments as of 3/31/2015

RHC Program	Application Type	Amount Type	FY2013	FY2014
HCF	Consortia	REQUESTED	\$32,799,129	\$32,035,378
		COMMITTED	\$30,947,848	\$20,739,047
	Individual	REQUESTED	\$9,443,764	\$6,662,517
		COMMITTED	\$9,443,764	\$4,289,390

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Deadline Reminders

HCF Program FY2014 Filing Calendar



Important Dates

(FY2014: 7/1/2014 to 6/30/2015)

January 1, 2014

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

March 1, 2014

This is the first day in the initial funding request filing period that applicants may submit FCC Form 462 and supporting documentation for the upcoming funding year.

May 30, 2014

This is the last day applicants may submit FCC Form 462 and supporting documentation within the initial funding request filing period for the upcoming funding year. The FCC Form 462 and supporting documentation may also be filed through the end of the funding year (June 30, 2015).

June 2, 2014

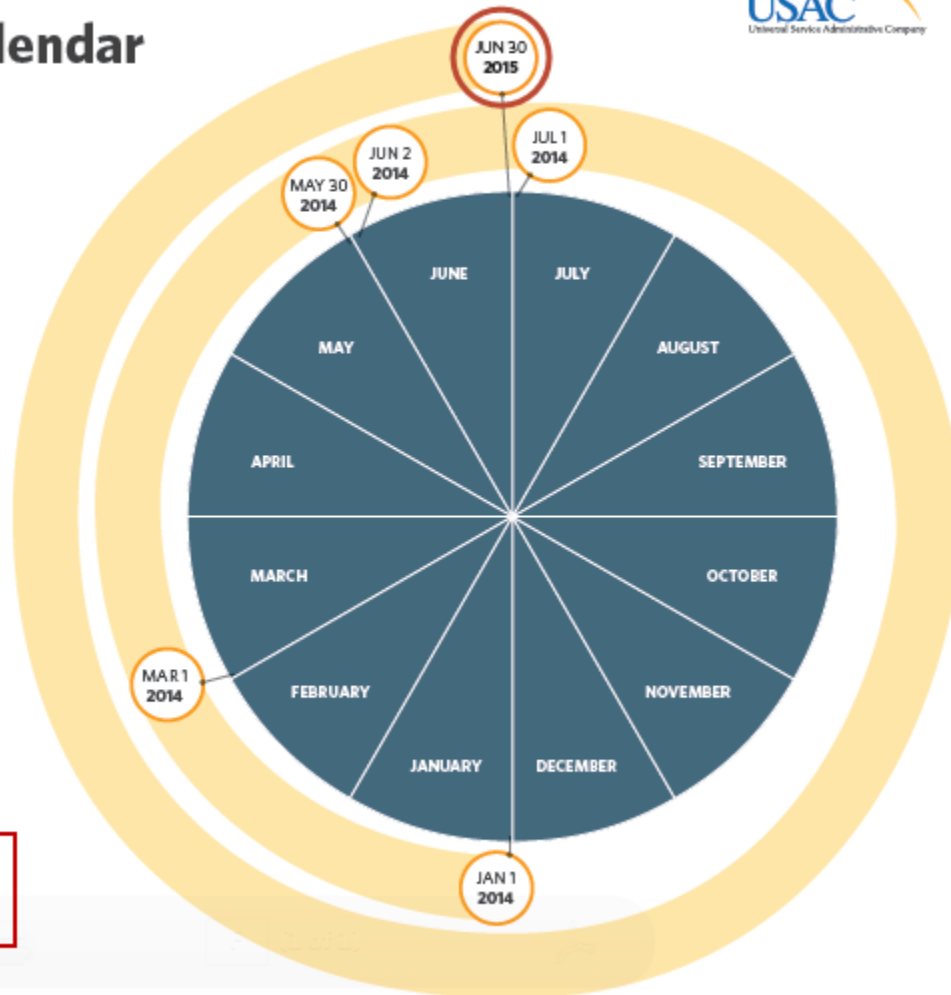
This is the deadline for posting an FCC Form 461 to receive the full 12 months of funding. Support is prorated if the FCC Form 461 is posted after this date.

July 1, 2014

This is the first day of the funding year.

June 30, 2015

This is the last day of the funding year and the deadline to submit the FCC Form 462 and supporting documentation for FY2014.



HCF Program FY2015 Filing Calendar



Important Dates

(FY2015: 7/1/2015 to 6/30/2016)

January 1, 2015

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

March 1, 2015

This is the first day in the initial funding request filing period that applicants may submit FCC Form 462 and supporting documentation for the upcoming funding year.

June 1, 2015*

This is the last day applicants may submit FCC Form 462 and supporting documentation within the initial funding request filing period for the upcoming funding year. The FCC Form 462 and supporting documentation may also be filed through the end of the funding year (June 30, 2016).

June 2, 2015

This is the deadline for posting an FCC Form 461 to receive the full 12 months of funding. Support is prorated if the FCC Form 461 is posted after this date.

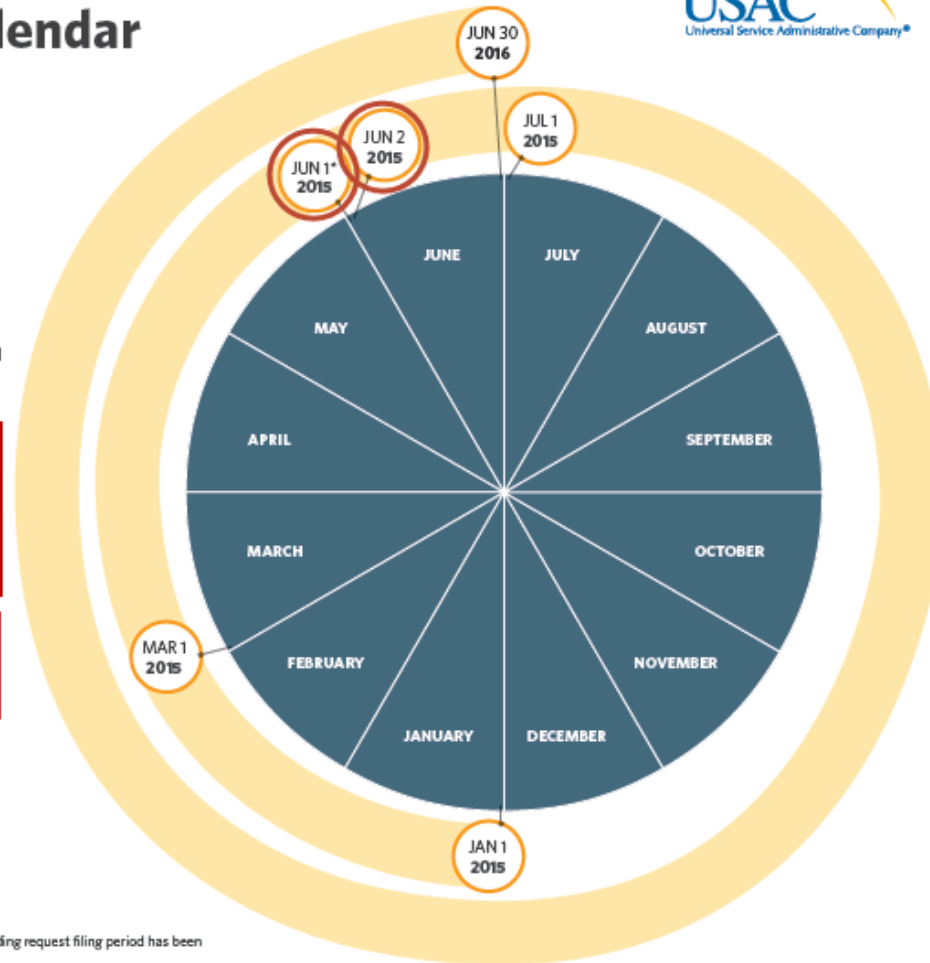
July 1, 2015

This is the first day of the funding year.

June 30, 2016

This is the last day of the funding year and the deadline to submit the FCC Form 462 and supporting documentation for FY2015.

*Due to May 30 falling on a weekend, the last day of the initial funding request filing period has been moved to the following business day.



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FCC Forms 460 and 461

LOA/TPA Guidance & Requirements

- Previously: A TPA was required from the consortium leader in addition to each member entity.
- Currently: Consultants filing for consortia applicants can leverage a single Third Party Authorization (TPA) from the consortium leader to file for the consortium and its members.
- Condition: To leverage a single TPA from the consortium leader, the member signed LOA must include language that authorizes the consortium leader and any third party consultants to file on its behalf.

LOA/TPA Guidance & Requirements

- Many LOAs and TPAs have already expired or will expire within the coming months. These authorizations must be current in order for the authorized party to continue to file on behalf of an HCP.
- Updated TPAs and LOAs should be emailed to RHC-Assist@usac.org. The new LOA/TPA should be re-executed and updated with a new authorization end date.

FCC Form 460 Denial Letters

- FCC Form 460 denial letters are currently being redesigned to include specific explanations for why a form was denied.
- Denial letters will include language specific to each eligibility category and reasons for not meeting minimum eligibility requirements. Examples:
 - Applicant will be notified if an FCC Form 460 is denied as a duplicate. The correct HCP number also will be included.
 - Applicant will be notified if an FCC Form 460 is denied due to urban location.
- Denials based on less common issues will be addressed via a custom message.

FCC Form 461 RFP Revision Letters

- For clarity, RFP letters have been revised to distinguish between required changes vs. USAC recommended changes.
- Required Language
 - Technology-neutral language for requested services
 - Bid Evaluation Criteria: No single factor may receive a weight that is greater than price
- Recommended Language
 - Service Level Agreement (SLA)
 - Site and Service Substitutions

Certifications

- Authorization: Submitter must certify that they are authorized to file the form on behalf of the Health Care Provider.
- Submitter should have the necessary documents that authorize them to file on behalf of the health care provider.
- The information presented on each FCC form is true and accurate.
- If an HCP location changes, participants are required to update their FCC Form 460.

Questions?



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FCC Form 462

Account Representatives

- The Rural Health Care Program is implementing an account representative model.
- We are currently working on assigning an account representative to every project that has an approved FCC Form 460.
- If you are in the process of creating a consortium and have not yet filed a consortium FCC Form 460, but would like an account representative, please contact Donald Lewis at dlewis@usac.org.

Adding Expense Items

- Make sure the way you represent your line item on the network cost worksheet will be the same way it will be represented on the FCC Form 463.
- Prior to submitting the FCC Form 462, applicants should work with their service providers and clarify any invoicing concerns.
- There should be a linear connection with the way applicants fill out the Network Cost Worksheet (expense item) and the way they will invoice.

FY2015 Funding Requests in My Portal

- FY2015 FCC Form 462 will be processed but will not be committed until the funding request filing window closes on June 1, 2015.
- Applicants who are currently in the process of filling an FCC Form 461 should take the anticipated service start date in consideration.
- If services will begin within the FY2014, please file an FCC Form 461 for FY2014.
- If services will begin in FY2015, please file an FCC Form 461 for FY2015.

Certifications

- Applicants need to notify USAC as soon as a circuit has been terminated or disconnected.
- Applicants should not invoice for a non-existent circuit.
- For example, if the anticipated service start date is March 1, 2015 but the service didn't actually start until March 25, 2015, the applicant should not invoice for the period between March 1, and March 24, 2015.

FCC Form 463 Best Practices and Timing

- The FCC Forms 463 (Invoice and Request for Disbursement Form) may only be submitted after the HCP has received the services and paid their 35 percent contribution.
- Applicants should submit FCC Forms 463 for a particular FRN in chronological order from the beginning of the commitment to the end of the commitment.

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Annual Reports

Annual Reports

- The RHC Program team is currently working with the FCC to develop a template.
- Annual reports must be filed on or before September 30 for the preceding funding year.
- Each consortium is required to file an annual report for each funding year in which it receives support from the Healthcare Connect Fund Program.



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My Portal Update

New HCF Program Funding Commitments Search Tool

- Under [HCF Program Search Tools](#) web page
- Can be searched and sorted by funding year, applicant name, city, state, or ZIP code, Funding Commitment Letter (FCL) issue date, service provider name, or Service Provider Identification Number (SPIN).

New Consortium FCC Form 460 Bulk Load Enhancement

- Consortium applicants can select multiple HCPs to upload to Line 2a and 2b of the consortium FCC Form 460 instead of selecting each HCP one at a time.
- Allowing batches of HCPs to be added at once reduces the amount of time necessary to select large numbers of HCPs.

New Consortium FCC Form 460 Bulk Load Enhancement

- In addition, consortium applicants can now add member HCPs to the consortium FCC Form 460 after a member HCP FCC Form 460 has been submitted but before it has been approved by USAC.
- This enhancement will allow for more accurate initial lists of member HCPs and will reduce the amount of revisions needed for the consortium FCC Form 460 to include all member HCPs.

Existing HCPs Search Function Enhancement for New FCC Forms 460

- When creating a new FCC Form 460, applicants can now search for existing HCPs using their HCP numbers in addition to searching by the ZIP code.

New Email Notification Feature for Consortium FCC Form 460 Revisions

- Consortium applicants will now receive an email notification when a revision to the consortium's FCC Form 460 has been approved.

Validation Correction on FCC Form 460, Line 49

- Applicants are now able to enter “0” on Line 49 of the FCC Form 460 for the number of licensed patient beds that are at a non-profit hospital.

Consortium Search Function Enhancement

- Consortium project coordinators can now search and sort member HCPs by HCP number and HCP name on the “My Consortium” tab.

FCC Form 462 Contract Enhancement

- On the FCC Form 462, the contract ID for a contract added to the form will now display next to the contract on the “Competitive Bidding” and “Expense Items” tabs.

Search Posted Services Bug Fixed

- A bug that was preventing service providers from downloading PDFs from the [Search Posted Services](#) tool has been fixed.

Site and Service Substitutions

- Site and service substitutions within My Portal
 - “Substitution” button on the “Form 462” tab.
 - Ability to modify the expense items on approved FCC Forms 462, including the eligible expense information on existing line items for service upgrades or changes and the financial information.
 - Substitution modifications cannot change the overall funding disposition (i.e. exceed approved funding amount or de-commit money that has already been disbursed).



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Program Update

Guide to Forms

- A new Guide to Forms is available on the RHC Program web site, which features helpful information about each form, including who files and when to file, as well as average processing times for each form.

The screenshot shows the USAC Rural Health Care website. The header includes 'RURAL HEALTH CARE' and navigation links for 'MY PORTAL' and 'MAKING PA'. Below the header, there are tabs for 'INDIVIDUAL HCPS', 'CONSORTIA', and 'SERV'. The 'FORMS' section is active, displaying a message: 'All HCF Program forms and supporting documentation must be submitted by filing online information about these forms, review the [Guide to Forms](#).' A red arrow points from this message to a yellow circle around the 'Guide to Forms' link. Below the message, there are two columns of links for 'FCC Form 460' and 'FCC Form 461'. The 'FCC Form 460' column includes links for 'File Online', 'Eligibility and Registration Form', 'FCC Form 460 and Instructions', 'FCC Form 460 Online Filing Instructions', 'Community Mental Health Center Checklist', 'FCC Form 460 Best Practices (Individual HCPS)', and 'FCC Form 460 Best Practices (Consortia)'. The 'FCC Form 461' column includes a link for 'Request for Services Form'.

RHC On the Road

- American Telemedicine Association Annual Meeting in Los Angeles, CA, May 3-5. [Register](#) on our website
- RHC Pre-conference events May 2!
 - Consortia Meet and Greet
 - RHC Program Feedback Session
- USAC exhibit
 - Booth #809
 - Consortia 1:1 appointments

Questions?

Thank You!

- Thanks for joining us at this webinar
- Sign up for reminders in the subscription center
 - Go to www.usac.org and click “subscribe” in the upper-right corner, then select the webinar
- Submit suggestions for the next webinar to RHC-Assist@usac.org
- Additional questions?
 - Email RHC-Assist@usac.org
 - Call (800) 453-1546