

Healthcare Connect Fund Program

Quarterly Webinar for Consortia

October 13, 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.

Presenters

- Maura Duffy - Outreach and Customer Service
- Lisa Pilgrim - Eligibility
- Aida Kebere - Funding Requests/Commitments
- Phil Vestergaard - Invoicing

Agenda

- Funding Update: Progress Toward the \$400M Cap
- Eligibility Best Practices
- Competitive Bidding and Funding Commitments
- Invoicing Best Practices
- My Portal Improvements and New Features
- Program Update

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Funding Update

Funding Commitments (as of September 30, 2015)

\$400 Million Cap for Total RHC Program Funding	FY2013	FY2014	FY2015
Total Commitment Requests Received (Telecom and HCF Programs)	\$189,723,029	\$259,957,475	\$91,108,695
Total Commitments Made (Telecom and HCF Programs)	\$179,000,562	\$222,298,553	\$74,511,117
Commitment Requests Received (HCF Program – Consortia)	\$33,163,978	\$61,256,333	\$16,431,694
Commitments Made (HCF Program – Consortia)	\$33,163,977	\$53,137,747	\$12,307,102
Commitment Requests Received (HCF Program – Individual HCPs)	\$15,731,549	\$45,285,858	\$6,971,268
Commitments Made (HCF Program – Individual HCPs)	\$15,731,549	\$37,353,672	\$312,877

Progress towards \$150M Cap for Upfront Payments

\$150 Million Cap for Upfront Payments and Multi-Year Commitments	FY2013	FY2014	FY2015
Total Commitment Requests Received	\$40,727,982	\$71,832,720	\$16,616,777
Total Commitments Made	\$40,301,091	\$58,576,414	\$12,212,291
Total Commitment Requests Received (Consortia)	\$31,577,181	\$57,124,499	\$14,969,886
Total Commitments Made (Consortia)	\$31,577,181	\$48,954,782	\$12,178,653
Total Commitment Requests Received (Individual HCPs)	\$9,150,801	\$14,708,221	\$1,646,891
Total Commitments Made (Individual HCPs)	\$8,723,911	\$9,621,631	\$33,637

Disbursements and Funding Requests

HCF Program Disbursements	FY2013	FY2014
Total Disbursements Made	\$28,268,005	\$24,413,127
Total Disbursements Made (Consortia)	\$17,552,451	\$9,965,818
Total Disbursements Made (Individual HCPs)	\$10,715,554	\$14,447,309

HCF Program Funding Requests	FY2013	FY2014	FY2015
Total Funding Requests	2,840	6,416	731
Total Funding Requests (Consortia)	56	241	79
Total Funding Requests (Individual HCPs)	2,784	6,175	652

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Eligibility Best Practices

Consortium FCC Form 460 Revisions

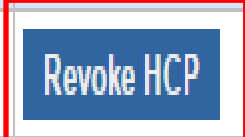

- A revised consortium FCC Form 460 only needs to be submitted if any information on the consortium FCC Form 460 has changed.
- Consortium applicants do not need to submit a revised consortium FCC Form 460 every time a member HCP needs to be added to the consortium.
 - Consortium applicants only need to submit the LOA/LOE to add member HCPs to the consortium.

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.

Revoke HCP Button

- Consortia applicants have the ability to remove HCPs from the consortium by clicking the “Revoke HCP Button.”

HCP Name	Eligible (Y/N)	Entity Type	Rural	
Southeast Community Health System - Elementary School Based Health Center	Y		Y	
Southeast Community Health System - High School Based Health Center	Y		Y	

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Competitive Bidding/Funding Commitments Best Practices

Site and Service Substitutions

- Applicants are required to provide supporting documentation with each site and service substitution request.
- Site and service substitutions need to be contemplated for in the RFP, and related contract(s).
- Applicants will not be able to submit a substitution request if the expense item is included on an FCC Form 463 in draft, under service provider review, or under USAC review.
- A guide with step-by-step instructions and a video have been posted on the USAC website.

Service Provider Information

- If a service provider or a SPIN is incorrect in a Funding Commitment Letter (FCL), please contact your account representative.
- SPIN changes can be made while your FCC Form 462 is under review, or after a funding commitment has been made.
- Carefully review forms for accuracy prior to submission to prevent the need for a SPIN change.

Contract Uploads

- Applicants do not need to upload existing contracts in My Portal when filling out a new FCC Form 462.
- In order to avoid creating duplicate contract friendly name(s) and contract IDs, applicants should look at the drop down list of contracts prior to attaching an existing contract.
- Review previous FCLs for specific information including contract IDs and contract friendly names when trying to identify which existing contracts to use.

Best Practices

- Applicants must notify USAC as soon as a circuit has been terminated or disconnected.
- Applicants should not invoice for non-existent circuits.
- If you are in the process of creating a consortium and have not yet submitted a consortium FCC Form 460, but would like an account representative, please contact Donald Lewis at dlewis@usac.org.

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Invoicing Best Practices

Draft and Submitted Invoices

- When an invoice is submitted or created as a draft:
 - Line item becomes N/A
 - Line item remaining commitment is reduced.
- Manage and track drafts carefully
- Monitor status of submitted invoices

Invoice As Much As You Can

- Our recommendation is to invoice for the full commitment, year, or month with all line-items on the same invoice (no future)
- Using this method will result in:
 - Simpler calculations of invoice amounts
 - Easier reviews for service providers and USAC
 - Reduced chances for potential mistakes
 - Reduced effort for everyone involved

Service Provider Crediting

- Service providers must certify the following:
 - I understand that the vendor must apply the amount submitted, approved, and paid by USAC (Column P - USF support amount to be Paid) to the billing account of the health care provider(s) and FRN/FRN IDs listed on this invoice.
- Neither the FCC nor USAC tracks or monitors the funds that are credited back to sites.
- Please make sure to communicate with service providers to establish a credit schedule after invoicing and ensure timely crediting by the service provider.

Invoice Denials

- Common errors leading to denials include:
 - Over-invoicing billing periods
 - Invoicing for billing periods before or beyond the funding commitment period
 - Not meeting the invoice deadline
 - Commitments Ending 6/30/2015
- The RHC Invoicing Team is always available to answer questions about denials
- For invoices of ten or more line-items, USAC will return this as a draft into the applicant's queue
 - This is a new process and will soon be available for all invoices

Future Invoicing Changes

- Maximum amount calculator
- Invoicing calendar
- Automatic restrictions for invoicing deadline
- Rejection return

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My Portal Update

New Links to External Resources on FCC Form 460

- On the FCC Form 460, links now display above Line 46, National Provider Identity (NPI), to the [NPI Registry Search](#), and above Line 47a, Taxonomy Code, to the [Taxonomy Code Lookup](#). These links will help first time applicants find information quickly without timing out of the form.

New Links to External Resources on FCC Form 460

Additional Information

46 National Provider Identifier:

[NPI Registry Search](#) 

Explanation if necessary (see instructions)

47a Organization Taxonomy Code: *

[Taxonomy Code Lookup](#) 

47b Site Taxonomy Code: *

Partial De-Commitment Function

- Applicants can now request that USAC partially de-commit an un-invoiced portion of a funding request (i.e. in the case where a service was disconnected mid-funding year).
- In order to request a partial de-commitment, applicants must send an email to USAC and include the HCP number, Funding Request Number (FRN), the correct funding start and end dates, and brief explanation for the de-commitment request.

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Program Update

Annual Reports for FY2014

- The FCC has released the annual reporting requirements for consortia participating in the Healthcare Connect Fund (HCF) and Pilot Program (Public Notice [DA 15-1005](#)).
- Since USAC and the FCC have already collected the information needed for the FY2014 annual report through HCF Program FCC forms and the Pilot Program SharePoint site, no further action is needed from the consortia at this time.

Phasing out the term “SPIN”

- Starting this winter, USAC will refer to “SPIN” as “498 ID.”

New Tools for Applicants

- Site and Service Substitution video and guide available
RFP and Network Plan Guidance
- Brochures available on website

Upcoming Events

- Special Webinars
 - RHC 101
 - Services Providers

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