

Healthcare Connect Fund Program

Individual HCPs Quarterly Webinar

Welcome to the Quarterly Webinar

- Provides program updates, clarification of program rules, outreach, and assistance to individual HCP HCF Program applicants and service providers
- Second Tuesday of February, May, August, and November
- Agenda provided one week in advance
- 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

- Funding Update
- Deadline Reminders
- Best Practices for Funding Requests
- My Portal Update
- Program Update
- Questions and Answers

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Funding Update

Progress Toward Annual Cap (As of April 30, 2015)

\$400 Million Cap for Total RHC Program Funding	FY2013	FY2014
Total Commitment Requests Received	\$192,017,200	\$182,658,903
Total Commitments Made	\$179,049,462	\$156,096,904
Commitment Requests Received (HCF Program - Consortia)	\$34,377,214	\$45,989,923
Commitments Made (HCF Program - Consortia)	\$32,539,586	\$40,326,157
Commitment Requests Received (HCF Program - Individual HCPs)	\$16,537,420	\$22,945,106
Commitments Made (HCF Program - Individual HCPs)	\$16,537,419	\$14,268,938

Progress Toward \$150 Million Cap (As of April 30, 2015)

\$150 Million Cap for Upfront Payments and Multi-Year Commitments	FY2013	FY2014
Total Commitment Requests Received	\$42,268,100	\$48,305,700
Total Commitments Made	\$40,416,820	\$43,927,179
Total Commitment Requests Received (Consortia)	\$32,799,129	\$40,178,554
Total Commitments Made (Consortia)	\$30,947,848	\$38,386,613
Total Commitment Requests Received (Individual HCPs)	\$9,468,972	\$8,127,145
Total Commitments Made (Individual HCPs)	\$9,468,971	\$5,540,567

Funding Disbursements (As of April 30, 2015)

HCF Program Disbursements	FY2013	FY2014
Total Disbursements Made	\$19,489,165	\$3,893,310
Total Disbursements Made (Consortia)	\$10,238,837	\$2,203,169
Total Disbursements Made (Individual HCPs)	\$9,250,328	\$1,690,141

HCF Program Funding Requests	FY2013	FY2014
Total Funding Requests	2,839	2,911
Total Funding Requests (Consortia)	55	145
Total Funding Requests (Individual HCPs)	2,784	2,766

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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

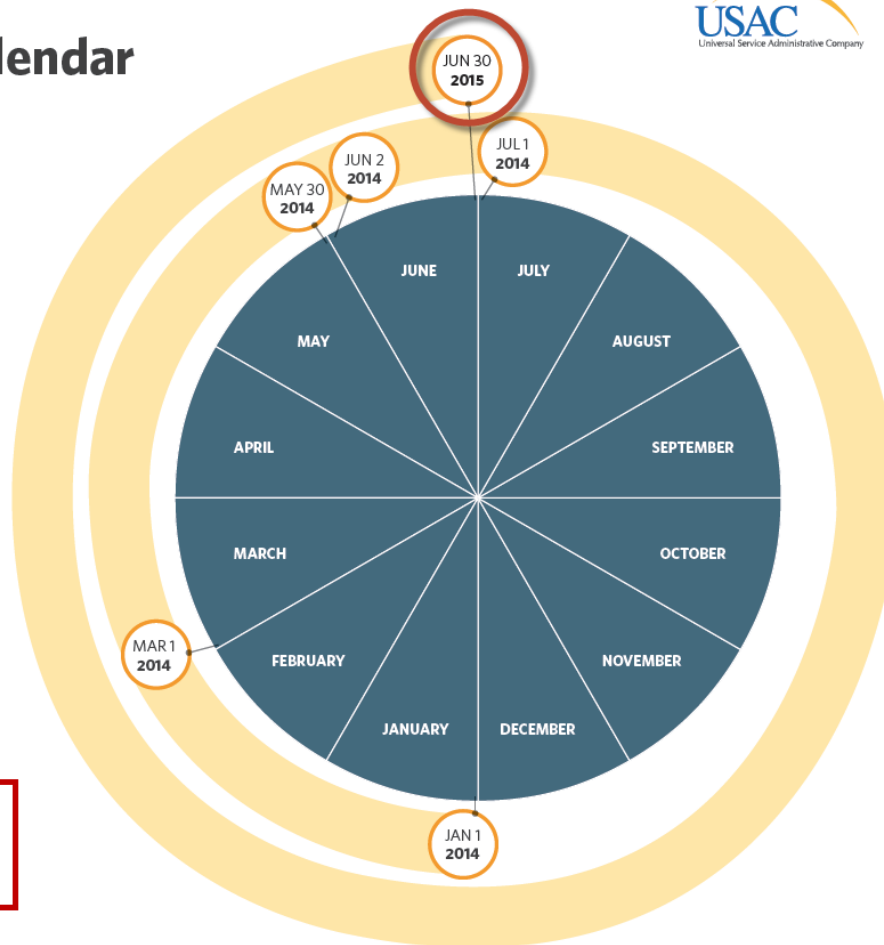
This is the deadline for posting an FCC Form 461 to receive the full 12 months of funding. Support is prorated if the FCC Form 461 is posted after this date.

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.

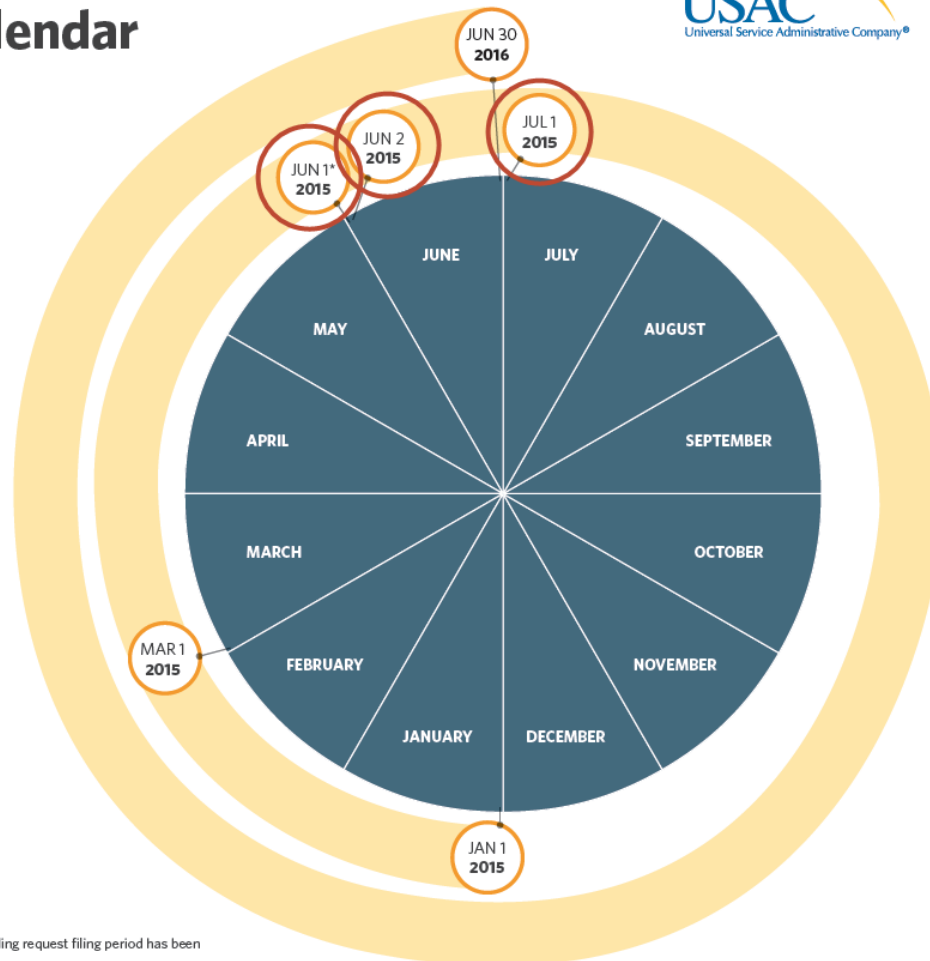
July 1, 2015

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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Best Practices for Funding Requests

FCC Forms 462 Submitted Without a Contract

- If an applicant submits a bill as a result of competitive bidding as part of the FCC Form 462 supporting documentation and does not upload a contract, USAC staff will review this form as a month-to-month form after confirming that the process is in compliance with the competitive bidding rule.

FCC Forms 462 Submitted Without a Contract

- Forms submitted as month-to-month are only eligible for one funding year.
- When submitting a form without a contract as a month-to-month form, please check the “month-to-month” box

RHC Note: If you wish to request support on a month-to-month basis, select the 'Please process my form as month-to-month. I do not wish to submit a contract for review' box below. If the box is selected, only enter the service start date, contract information (Eg. Contract friendly name, term, extension, signed date, etc...) is not required.

- If you are requesting an Evergreen, MSA, E-rate contract competitive bidding exemption or have undergone a competitive bidding process without intention of receiving support on a month-to-month basis, a contract is required with this FCC Form 462 submission.
- 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.
- A contract is not required for applicants claiming a competitive bidding exemption for Annual Costs of \$10,000 or less.

Please process my form as month-to-month. I do not wish to submit a contract for review.

Other Documentation

FCC Forms 462 Submitted With a Contract

- If an applicant submits a contract as a result of competitive bidding as part of the FCC Form 462 supporting documentation, USAC staff will review this contract for evergreen status.

FCC Forms 462 Submitted With a Contract

- When completing a with-contract form please utilize the “Select a Contract” button.

RHC Note: If you wish to request support on a month-to-month basis, select the 'Please process my form as month-to-month. I do not wish to submit a contract for review' box below. If the box is selected, only enter the service start date, contract information (Eg. Contract friendly name, term, extension, signed date, etc...) is not required.

- If you are requesting an Evergreen, MSA, E-rate contract competitive bidding exemption or have undergone a competitive bidding process without intention of receiving support on a month-to-month basis, a contract is required with this FCC Form 462 submission.
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- A contract is not required for applicants claiming a competitive bidding exemption for Annual Costs of \$10,000 or less.

Please process my form as month-to-month. I do not wish to submit a contract for review.

Select a Contract

19 Contract ID

Other Documentation

- Contracts uploaded using “Other Documentation” button will be used as a supporting documentation but will not be reviewed for evergreen consideration.
- Notification of your evergreen status is reflected in your Funding Commitment Letter (FCL).

Line 7: Number of Vendors That Bid

- Please do not leave this line blank
 - Input the number of vendors that bid.
 - If no bids were received, input “0.”
 - If bids were received, input the number and attach all competitive bidding documentation.
 - If more than one bid was received, bidding evaluation must be included.
 - This evaluation must include cost as a factor and include how the vendor was selected in comparison with other bids.

Competitive Bidding Exemptions

- Applicants electing a competitive bidding exemption will not be required to submit an FCC Form 461.
- Competitive bidding process exemptions include:
 - Annual undiscounted cost equal to \$10,000 or less
 - The total cumulative amount requested on all FCC Forms 462 under a single HCP number can not exceed \$10,000 per funding year.

Competitive Bidding Exemptions

- Competitive bidding process exemptions also include:
 - Evergreen contracts
 - A multi-year contract endorsed evergreen by USAC.
 - Evergreen status grants the contract a maximum competitive bidding exemption period for the duration of the contract.
 - To be eligible for the evergreen exemption, the contract must have been granted evergreen status.

Block 5 : Eligible Expense Request

- The items below should be verified using supporting documentation provided from the **service provider**:
 - Expense Type (Line 13)
 - Bandwidth (Line 14)
 - HCP Location (Lines 20 and 21)
 - Undiscounted Cost (Line 25)

Marking 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.
- The applicant may make handwritten notes and references on supporting documentation.

Marking Supporting Documentation

...
Sample
Service
...

Page 1 of 10

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

Service Provider Name

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	\$.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

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

Commitment Adjustments

- Once an applicant receives an FCL, he/she should review all information to insure it is correct.
- If the applicant would like to request to make adjustments or changes to commitment, he/she should correct all information with the FCC Form 462 team *prior* to beginning the invoicing process.

Information Request

- If an applicant receives an information request, they have 14 calendar days to respond to this request
 - If not responded to in a timely matter, this FRN may be subject to denial
 - Please ensure to respond to the information request as soon as possible. **No** reminders will be sent.

Supporting Documentation

- Applicants must submit each funding request with valid supporting documentation which includes services, equipment, SPIN, and cost.
 - If the applicant fails to submit the correct supporting documentation, this funding request may be subject to denial.

§ 54.643 Funding commitments.

- (a) Once a vendor is selected, applicants must submit a “Funding Request” (and supporting documentation) to provide information about the services, equipment, or facilities selected and certify that the services selected were the most cost-effective option of the offers received. The following information should be submitted to the Administrator with the Funding Request.

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My Portal Update

Search Function Enhancement

- 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.

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.

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.

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Program Update

New HCF Program Funding Commitments Search Tool

- A funding commitments search tool has been added to the [HCF Program Search Tools](#) web page that provides the estimated support amount for all HCF Program commitments.
- Funding commitments can be searched and sorted by funding year, HCP name, city, state, ZIP code, Funding Commitment Letter (FCL) issue date, service provider name, or Service Provider Identification Number (SPIN).

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'. A 'FORMS' section is highlighted with a red arrow pointing to a 'Guide to Forms' link, which is circled in yellow. The page also features a sidebar with 'ABOUT THE PROGRAM' and 'RESOURCES & TOOLS' sections, and a main content area with links for 'FCC Form 460' and 'FCC Form 461'.

RURAL HEALTH CARE MY PORTAL | MAKING PA

USAC Home | Rural Health Care Program | Healthcare Connect Fund Program | Forms

ABOUT THE PROGRAM

- Getting Started
- Funding Information
- Program Integrity
- FCC Resources
- Trainings & Outreach
- FCC HCF FAQs (PDF)

RESOURCES & TOOLS

- My Portal
- Sample Documents
- Search Tools
- Forms**
- Latest News
- Contact Us

INDIVIDUAL HCPS CONSORTIA SERV

FORMS

All HCF Program forms and supporting documentation must be submitted by filing online information about these forms, review the [Guide to Forms](#).

FCC Form 460

[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 \(Individual HCPS\)](#)
- [FCC Form 460 Best Practices \(Consortia\)](#)

FCC Form 461

- Request for Services Form

New FCC Form 463 Applicant Guide

- A new step-by-step guide to the FCC Form 463 is now available on our website under the “Forms” page.

RESOURCES & TOOLS My Portal Sample Documents Search Tools Forms Latest News Contact Us	FCC Form 460 Online Filing Instructions  Community Mental Health Center Checklist  FCC Form 460 Best Practices (Individual HCPs)  FCC Form 460 Best Practices (Consortia) 
FCC Form 461 File Online	Request for Services Form FCC Form 461 and Instructions  FCC Form 461 Online Filing Instructions for Individual HCPs  FCC Form 461 Online Filing Instructions for Consortia  FCC Form 461 Best Practices (Individual HCPs)  FCC Form 461 Best Practices (Consortia) 
FCC Form 462 File Online	Funding Request Form FCC Form 462 and Instructions  FCC Form 462 Best Practices (Individual HCPs)  FCC Form 462 Best Practices (Consortia) 
FCC Form 463 File Online	Invoice and Request for Disbursement Form FCC Form 463 and Instructions  FCC Form 463 Applicant Guide  FCC Form 463 Service Provider Guide  FCC Form 463 HCP Best Practices 

New TPA Guidance

- New Third Party Authorization (TPA) guidance has been added to the HCF Program pages, which includes purpose, requirements, recommendations, and things to know when creating a TPA.

New TPA Guidance

ABOUT THE PROGRAM

- Getting Started
- Funding Information
- Program Integrity
- FCC Resources
- Trainings & Outreach
- FCC HCF FAQs (PDF)

RESOURCES & TOOLS

- My Portal
- Sample Documents
- Search Tools

INDIVIDUAL HCPS

- Consultants**
- STEP 1 Before You Apply
- STEP 2 Determine Eligibility
- STEP 3 Prepare for Competitive Bidding
- STEP 4 Request Services
- STEP 5 Evaluate Bids/Select SP
- STEP 6 Submit Funding Requests
- STEP 7 Initiate Invoicing

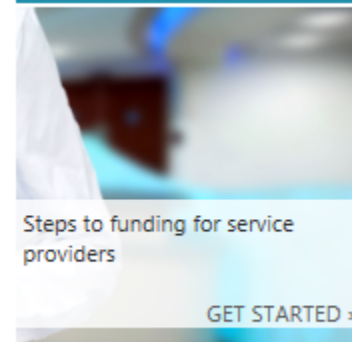
LATEST NEWS

CONSORTIA



QUICK LINKS

SERVICE PROVIDERS



INDIVIDUAL HCPS

CONSORTIA

SERVICE PROVIDERS

CONSULTANTS

Third Party Authorization

Applicants may use a consultant or other third party to file FCC forms and supporting documentation on their behalf through [My Portal](#), the Rural Health Care (RHC) Program's application management system. Consultants are not permitted to be primary or secondary account holders in My Portal and may only be tertiary account holders created by the primary account holder.

New TPA Guidance



RHC On the Road

- Upcoming State Office of Rural Health Regional Conferences
 - May 20-21: Region D – Austin, TX
 - June 16-18: Region A – Annapolis, MD
 - July 28-30: Region B – Wilmington, NC
 - August 8-9: Region C – Lansing, MI
- Upcoming TRC Conferences
 - June 24-26: TexLa Telehealth Resource Center Conference – San Antonio, TX

Questions?

Contact Us!

Rural Health Care Program

(800) 453-1546

RHC-Assist@usac.org

Thank You!