

# AGENCY FOR HEALTH CARE ADMINISTRATION

## ***Graduate Medical Education Funding***

### *Request for Applications*

#### APPLICATION GUIDELINES

Fiscal Year 2009-2010

**Application Deadline: April 9, 2010**

Release Date: *March 19, 2010*

**This Funding Opportunity is not subject to 120.57(3), F.S.**

**Disclaimer – NOTE:** The receipt of applications in response to this Request For Applications does not imply or guarantee that any one or all qualified applicants will be awarded funding or result in a contract with the Agency for Health Care Administration.

## TIMELINE

| <b>SCHEDULE</b>  | <b>DUE DATE</b>   | <b>LOCATION</b>   |
|--|---|---|
| RFA Released   | March 19, 2010  | Agency for Health Care Administration site:                 |
| Applications Due<br>(No faxed or emailed applications) | <b>Must be received<br/><u>PRIOR</u><br/>To: 2 p.m.<br/>April 9, 2010</b> | Submit to:<br>Agency for Health Care Administration         |
| Anticipated Evaluation of Applications Begins          | April 12, 2010  | Individual team members begin review.                       |
| Anticipated meeting of Evaluation Team                 | April 14, 2010  | Meeting in Tallahassee to finalize funding recommendations. |
| Anticipated Announcement of Award                      | April 16, 2010  | Listed on Agency for Health Care Administration web site:   |
| Anticipated Effective date of Contract                 | April 23, 2010  |   |

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## 1.0 INTRODUCTION

### 1.1 Program Authority

This program is authorized under the 2009-2010 General Appropriations Act in SB 2600, Section 3, Specific Appropriation 189. The successful applicant must comply with Graduate Medical Education (GME) accreditation standards under either the Accreditation Council for Graduate Medical Education or the American Osteopathic Association.

### 1.2 Notice and Disclaimer

Awards will be determined by the Agency for Health Care Administration (AHCA) in consultation with the Department of Health (DOH) based on application and availability of funds. All consortiums-initiated residency programs and positions shall be reviewed by the Community Hospital Education Council, which shall report all findings to the Executive Office of the Governor, the chair of the Senate Policy and Steering Committee on Ways and Means, and the chair of the House Full Appropriations Council on General Government and Health Care.

### 1.3 Program Purpose

AHCA is seeking applications from qualified applicants that are consortia engaged in developing new GME positions and programs. Consortia shall consist of a combination of statutory teaching hospitals, statutory rural hospitals, hospitals with existing accredited graduate medical education positions, medical schools, Department of Health clinics, federally qualified health centers, and, where possible, the Department of Veterans' Affairs clinics.

### 1.4 Available Funding

AHCA has an estimated **total** amount of \$2,000,000 in **combined** Grants and Donations Trust Fund (\$900,400) and from the Medical Care Trust Fund (\$1,099,600), with which to fund at least two (2) projects, one of which must be a rural project.

Applicants must demonstrate that matching funds for the project are committed from local government sources. Failure on the part of local governments to provide required matching local funds to AHCA within 45 days of the execution of the applicant's award may result in cancellation of the funding agreement. Local matching funds will be submitted directly to AHCA to draw down federal Medicaid funding.

### 1.5 Matching Funds

Local matching funding from an eligible source is required. In accordance with the Centers for Medicare and Medicaid Services, the local cash match requirement must be satisfied through tax derived funds or tax revenues intended for use for health care benefits or services. Local cash match funds must be **non-federal dollars (unacceptable match: LIP funds, HRSA grant funds.)** Local cash match funds must be specific to the project.

## 1.6 Definitions

- ***Disproportionate Share Hospital*** as referenced in section 409.911, Florida Statutes, hospitals providing a disproportionate share of Medicaid or charity care services.
- ***FTE*** means the full-time equivalent employee or individual under contract with the consortium or any of its members.
- ***GME benefit*** means the demonstrable benefit of development of new GME programs and/or positions. Benefits might include, but are not limited to, the demonstration of the projected impact of those positions on Florida's physician workforce or the physician workforce in a given geographic region, benefit to existing GME programs in the area, benefit to communities served by the consortium, and benefit to hospitals or other consortium members.
- ***GME consortium*** means the combination of statutory teaching hospitals, statutory rural hospitals, hospitals with existing graduate medical education positions, medical schools, Department of Health clinics, federally qualified health centers and, where possible, Department of Veterans' Affairs clinics brought together under this award, and committed to providing the necessary financial and educational support, leadership and other resources to enable the institutions involved to achieve expanded capacity of GM programs and/or positions in Florida.
- ***Rural area*** means a rural area defined in section 381.0406, Florida Statutes.
- ***Statutory teaching hospital*** means a Florida licensed hospital that meets the criteria described in section 408.07 (45), Florida Statutes.
- ***Statutory rural hospital*** means a Florida licensed hospital that meets the criteria described in section 395.602 (2)(6)(e) 1-4, Florida Statutes.
- ***Medical schools*** is a chartered medical school with a main campus or branch campus located in Florida, and the school has received at least provisional accreditation or approval from either the Liaison Committee on Medical Education or the Commission on Osteopathic College Accreditation of the American Osteopathic Association.
- ***Department of Health clinics*** means a health care program operated either wholly by or in contract with the Department of Health.
- ***Federally Qualified Health Centers*** means a provider defined under section 409.91255, Florida Statutes, and receiving grant funding under Section 330 of the Public Health Service Act.
- ***Department of Veterans' Affairs clinics*** means a clinic operating as part of the Florida Department of Veterans Affairs medical care system.

- **Hospitals with existing GME positions** means a hospital licensed pursuant to Chapter 395, Florida Statutes, that maintains one or more accredited GME programs.
- **Accredited GME program** means a post-graduate allopathic or osteopathic physician training program that is accredited by either the Accreditation Council for Graduate Medical Education or the American Osteopathic Association and is located in Florida.
- **Primary Care** means medical specialties as defined in section 381.0403, Florida Statutes.

## Section 2.0 PROGRAM OVERVIEW

### 2.1 Background

Graduate Medical Education (GME) is an important aspect in the individual, comprehensive clinical training of a physician before he or she enters practice. GME is critical due to its role in developing and ensuring an adequate and appropriate physician workforce in Florida. The majority of Florida's residency programs exist in large statutory teaching hospitals, which are centered in metropolitan areas. While there may be rotations thorough outpatient clinics or local community hospitals, there is a documented need for services in many of Florida's rural or medically underserved locations. The development of consortia can assist in meeting this need by expanding GME opportunities beyond the hospital and by focusing GME rotations through a combination of providers and entities, developing a health care workforce in areas of need in the state and exposing more residents to practice in these areas.

According to the American Association of Medical Colleges, Florida currently ranks 43rd in the number of ACGME positions per 100,000 population. There are statistical physician shortages in a number of clinical specialties across the state. Expansion of GME programs and positions serves as a means to support the recruitment of quality residents, many of whom would stay in Florida to practice. This would ultimately result in improved access to care for Floridians. However, with limited federal and state funding, the expansion of GME in the state has been limited.

As provided for via Specific Appropriation 189 as part of the General Appropriations Act for State Fiscal Year 2009-10, the funding of consortia developed to provide new GME positions and/or programs is a step toward addressing the need for increased and enhanced GME opportunities in Florida to meet the state's physician workforce needs.

### 2.2 Preference Areas

Preference areas are communities that have few or no community-based primary care services or in which the current services are unable to meet the community's needs. Preference will be given to proposed projects that are:

- located in communities with few or no primary care based locations or with community based primary care services that are insufficient to meet the community's needs;

- new GME programs and/or positions which maximize the utilization of the consortium participants;
- consortia that provide a demonstrable GME benefit to the local community and/or the state;
- in an area with a physician HPSA score greater than or equal to 14 or IMU less than or equal to 60 ;
- a rural area;
- developed in a manner that addresses the recruitment or retention components to keep qualified residents in Florida upon completion of the residency program;
- Programs that focus on primary care or can show a determined need in a clinical specialty area using state or national data sets; and
- Developed in a manner that incorporates local and community resources and involvement in GME activities.

### **2.3 Program Expectations**

The expectations of the program are to increase the number of GME positions and programs in Florida, with at least one consortium in a rural health service area.

Each consortium must:

- Have at least 5 new residents per training year or have initiated actions towards obtaining accreditation for such residents. Fewer than 5 residents per training year may be considered if consistent with the approval of appropriate accrediting entity for the particular program. Each program shall have 5 years to attain the requisite number of residents or interns.
- Include a combination of the following entities:
  - Statutory teaching hospitals;
  - Statutory rural hospital;
  - Hospitals with existing accredited graduate medical education programs or positions;
  - One or more medical school;
  - Department of Health clinics
  - Federally Qualified Health Centers: and
  - Where possible, State Department of Veterans' Affairs clinics.
- Include primary care providers and at least one disproportionate share hospital.
- Rotate residents between participating primary care sites and hospitals, medical schools or clinics.

Program shall be awarded funds with the objective of initiating or documenting the development efforts and providing a time line for new, accredited medical resident programs and/or 5 initial resident positions by July 31, 2010.

### **2.4 Project Requirements**

Each consortium seeking funding to develop new GME programs and/or positions must:

- 1) Submit a plan and schedule for the consortium's development of the new GME program and/or positions;
- 2) Submit documentation of accreditation of the program and each position by either the Accreditation Council for Graduate Medical Education or the American Osteopathic Association, or submit documentation of efforts to obtain accreditation of the new program and/or positions;
- 3) Submit a written agreement of participation by each member of the consortium;
- 4) Appoint a lead hospital eligible to receive Medicaid funds that will receive and distribute awarded funds to members of the consortium on a schedule as determined and agreed upon by AHCA as part of the award process; and
- 5) Report annually on the funding for the program and associated disbursements made to each member of the consortium.

### **Section 3.0                    TERMS AND CONDITIONS OF SUPPORT**

#### **3.1     Eligible Applicants**

Eligible applicants must be consortia that includes a hospital eligible to receive Medicaid disproportionate share funds, and include any combination of statutory teaching hospitals, statutory rural hospitals, hospitals with existing accredited GME positions, medical schools, DOH clinics, federally qualified health centers, and where possible, state Department of Veterans' Affairs clinics. Each consortium must include primary care providers and at least one disproportionate share hospital.

#### **3.2     Eligibility Criteria**

Eligible applicants must be in good standing with AHCA, DOH and the appropriate GME accrediting entity.

#### **3.3     Period of Support**

The award resulting from this application shall be from the date of execution and ending September 30, 2010. Awards made through this application **may** be renewed, subject to specific appropriation.

#### **3.4     Use of Funds**

Funds **may** be used for operating costs of a new GME programs and/or positions addressed in the proposal, or for capital improvement **directly** related to expansion of GME programs and/or programs and/or positions addressed in the proposal.

Funds **may not** be used for purposes that are not directly related to the expansion of GME programs and/or positions addressed in the proposal.

## **Section 4.0 APPLICATION REQUIREMENTS**

### **4.1 Application Forms**

Applicants must provide the application elements specified in the application. Alternate forms may not be used.

### **4.2 Format and Order of Application Package**

All items in **bold** can be found in the application package.

- **Title Page – Project Funding Request (Attachment 1)**
- Table of Contents
- **Project Narrative (Attachment 2)**
- Budget Detail (**Attachment 3**) and Budget Justification Narrative
- Letter of commitment of local cash match
- Written agreement of participation by each consortia member
- Appendices to Project Narrative

Materials submitted will become the property of the State of Florida. The state reserves the right to use any concepts or ideas submitted.

### **4.3 Budget Form and Budget Justification Narrative**

A complete budget presentation will include the following items:

- Budget Detail Form (Attachment 3)
- Budget Justification Narrative: A detailed budget justification in line-item form must be completed for the 6-month budget period for this proposed project. The budget justification should use the budget categories contained in the Budget Detail form and provide sufficient detail to explain the amounts requested. Must describe and document how use of funds will go to the development of new GME activities as described in the application and how such funds will be distributed amongst participants in the consortium.
- Budget Accountability Description: A description of how the consortium will document that expenditures made directly relate to the new GME positions and/or positions addressed in the proposal and a description of disbursements and accountability of funds provided to consortium members.

## **Section 5.0 REQUIRED CONTENT OF THE NARRATIVE SECTION (Project Narrative Template – Attachment 2)**

### **5.1 Project Abstract**

The project abstract should be a brief synopsis of the manner in which new GME programs and/or positions will be developed. This section should demonstrate how new program and/or

positions will be developed, the target geographic area or population served, physician workforce needs addressed (if applicable), and the description of the consortium.

## **5.2 Statement of Need**

- Identify the need that the proposed GME expansion in the proposed project.
- Define how the consortium will provide the new GME programs and/or positions.
- Describe how the consortium will impact the community or the geographic region served by the new GME program and/or positions, particularly to those serving in a rural or underserved area.

## **5.3 Program Plan**

- Identify the projected new program and/or new positions, and the impact to the area served.
- Describe the role of each consortium member in the development and operation of the new GME program and/or positions.
- Describe how fiscal accountability and overall achievement of the goals of the project will be determined.
- Identify the primary location of the new program (address) and administrative contact information for the program, including proposed days and hours of operation.
- Identify the equipment to be purchased, if applicable.
- Include a schedule of initiating the new GME programs and/or positions.

## **5.4 Program Evaluation and Improvement**

Describe how the GME program will incorporate measures of program evaluation and improvement into the consortium.

## **5.5 Appendices**

All appendices must be clearly referenced and support elements of the narrative.

## **Section 6.0 SUBMISSION OF APPLICATION**

### **6.1 Application Deadline**

Applications must be received prior to April 9, 2010 at 2:00 p.m. E.S.T.

## **6.2 Submission of Application**

Applications may be sent by U.S. Mail, Courier, emailed, or hand-delivered to the location as identified below. It is the responsibility of the applicant to assure its application is submitted at the place and time indicated in the timeline. Late applications will not be accepted.

## **6.3 Where to Send Your Application**

*For U.S. Mail, Overnight Shipping or Hand Delivery:*

C/O Lecia Behenna  
Agency For Health Care Administration  
2727 Mahan Drive, Mail Stop 21  
Building 3  
Tallahassee, FL 32308

### **Email:**

lecia.behenna@ahca.myflorida.com

## **Section 7.0                    POST AWARD REQUIREMENTS**

Funded service projects will require the submission of appropriate documents and associated attachments. Upon submission of all documentation, AHCA may authorize the approval the release of funds to the lead agency. The following documents/reports will be submitted in accordance with the Scope of Work that will be developed as a result of the award.

- Consortium governance documents
- Statement of commitment from consortium participants
- Written participation agreement from each consortium participant
- Invoices, as requested or required from lead agency
- Deliverables and schedules for initiation of new GME programs and/or positions
- Progress reports
- Annual project summary report
- Annual financial status report on how the funding awarded has been spent towards new GME development per the application and how the funds were distributed to entities participating in the consortium.

## **Section 8.0                    REQUIRED DOCUMENTS/FORMS**

The documents and forms required to be submitted with the application are listed on the Application Checklist of Required Documents/Forms (Attachment 4.)

**Section 9.0                    ATTACHMENTS**

- 1 - Title Page-Project Funding Request
- 2 - Project Narrative Template
- 3 - Budget Detail
- 4 - Application Checklist of Required Documents/Forms

**ATTACHMENT 1**

**TITLE PAGE  
PROJECT FUNDING REQUEST**

**FLORIDA AGENCY FOR HEALTHCARE ADMINISTRATION  
GRADUATE MEDICAL EDUCATION EXPANSION APPROPRIATION**

| <b>PROJECT INFORMATION</b>  |  |
|---|--|
| <i>Project Title</i> <span style="float:right"><i>New GME Program</i> <input type="checkbox"/> <i>New GME Positions</i> <input type="checkbox"/></span> |  |
| <i>Program Name</i>   | <i>Lead Consortium Entity/ Counties of operation</i> |
| <i>Address</i>  |  |
| <b>LEAD AGENCY CONTACT INFORMATION</b>  |  |
| <i>Contact Name</i>   | <i>Title</i>   |
| <i>Address</i>  |  |
| <i>Phone Number</i>   | <i>Fax Number</i>                                    |
| <i>Email</i>  | <i>Federal ID Number</i>                             |
| <i>Funding Requested</i>  |  |
| <i>Local Match</i>  |  |
| <i>Federal Medicaid Match</i>   |  |
| <b>Total Project Funding Requested</b>  |  |
| <i>This application must be signed and dated by an authorized representative of the consortium:</i>   |  |
| _____   | _____  |
| Name/Printed  | Title  |
| _____   | _____  |
| Signature   | Date   |

**ATTACHMENT 2**

**PROJECT NARRATIVE TEMPLATE**

**5.1 Project Summary/Abstract**

Provide a **brief** summary description of the proposed project. Please include a description of the role of each participant in the consortium for the project, a description of activities and project development, and a projected schedule for development.

**5.2 Statement of Need**

- a. Describe the **current** status of related GME programs and positions in the geographic area to be served and the need for expanded capacity in the number of residents and/or programs proposed in this application.
- b. Identify the related **benefits** that the expansion of GME programs and/or positions will provide in Florida or in the geographic area to be served by this project.
- c. Provide a brief description of the educational plan and training rotations as they will impact the clinical education of residents and the impact to clients served by the consortium.

**5.3 Program Plan**

- a. Plan to develop new programs or positions by this proposed project

Briefly describe the plan to implement a new GME program or positions, including identification of each consortium member, how each consortium member will be involved and the number of new positions anticipated in both the first year and each year projected up to 5 years, description and projected schedule of actions that might be required by applicable GME accredited bodies, and a description of mechanisms that will provide for accountability of funding.

- c. Equipment

List the type and cost of equipment to be purchased with these funds.

| Type | Cost                        |
|------|-----------------------------|
|      | \$ <input type="checkbox"/> |

**5.4 Program Evaluation and Improvement**

Describe how the GME program contemplates incorporating measures of program evaluation and improvement into the consortiums.

## **ATTACHMENT 3**

### **Budget Detail**

#### **BUDGET JUSTIFICATION NARRATIVE:**

Include detail as to the source of local match.