

FY2010-11 NHVP

January 19, 2010

Grant Application Workshop

&

Grantee Meeting

WELCOME!

AGENDA

- ▶ 9:00 – 10:15 a.m.
Esperanza Ybarra, NHVP and Nancy Kehiayan, NFPNSO
Review of the FY2010-11 Continuation Application (2009 Progress Report)
- ▶ 10:15 – 11:00 a.m.
Laura Lippman, NHVP Fiscal Officer
Review of Budget and Narrative for the Continuation Application
- ▶ 11:00 – 11:30 a.m.
Esperanza Ybarra, NHVP
Question and Answer Period
- ▶ 11:30 – 12:30 p.m.
Esperanza Ybarra, NHVP and Laura Lippman, NHVP Fiscal Officer
FY0910 Mid-Year Grantee Update

LUNCH

- ▶ 1:45 – 2:30 p.m.
Wanda Scott, Mesa County Health Department
Medicaid Billing Success
- ▶ 2:30 – 4:00 p.m.
Ginger Burton, Health Care Policy and Financing
Medicaid Update
- ▶ 4:00 p.m. Adjourn

FY2010–11 Time Line

- ▶ January 4, 2010 Release of the grant application
- ▶ January 19, 2010 Grant application workshop
- ▶ **February 16, 2010 (4:00 PM)**
Due Date for Continuation Application (2009 Progress Report).
All materials must be received by this date.
- ▶ February 17, 2010 Qualification screening of applications by CDPHE.
- ▶ February 19 – March 19, 2010
Review and evaluation of qualified applications by the Nurse-Family Partnership National Service Office.

FY2010–11 Time Line

- ▶ April 5, 2010
Submission of the funding recommendations by CDPHE and Nurse-Family Partnership National Service Office to the State Board of Health.
- ▶ April 14, 2010
Formal request to the State Board of Health for approval of the grant awards.
- ▶ April – June 15, 2010
Contracting process between CDPHE and selected grantees for the grant period of July 1, 2010 through June 30, 2011.

FY2010-11 Continuation Application

Conditions for Acceptance

- ▶ Page Specifications: Continuation Application (2009 Progress Report), not including the budget page (Attachment C1), Expenditures-to-date Report (Attachment C2) and other attachments, is limited to no more than twelve (12) single-spaced, double-sided, 8½ x 11 numbered pages. Use Courier font, 10 pt.
- ▶ Binding: All materials must be binder clipped only. Rubberbands, staples and paperclips are not allowed.
- ▶ Signatures: Cover Sheet must be signed by both the agency authorized signer and the nurse supervisor.
- ▶ Copies: **One (1) original and four (4) copies.** Five (5) complete sets of all required materials, including attachments.
- ▶ Complete: All items listed in the Application Checklist (Attachment A) are included in each copy.
- ▶ Due Date: Received by CDPHE on or before **Tuesday, February 16, 2010 by 4:00 p.m.**
- ▶ Mailed or delivered to:
Esperanza Ybarra, NHVP Director
CDPHE
4300 Cherry Creek Drive South, PSD-A4
Denver, CO 80246-1530

Esperanza Ybarra

FY2010-11 Continuation Application

Conditions for Denial

- ▶ Late. Materials received on February 16, 2010 but after 4:00 p.m. or postmarked on or before February 16, 2010, but not received by CDPHE until after February 16, 2010 4:00 p.m.
- ▶ Wrong application. Modifications have been made to the application. Previous versions will not be accepted.
- ▶ Incomplete. Required materials or attachments are missing. Cover sheet and budget are not properly signed.
- ▶ Insufficient copies. Submitted without the required number of copies.
- ▶ Faxed or Emailed.

Esperanza Ybarra

FY2010-11 Continuation Application

Application Materials

- ▶ Continuation Application (2009 Progress Report) Cover Sheet
- ▶ Continuation Application (**Progress Report for the reporting period of JANUARY 1, 2009 through DECEMBER 31, 2009**)
- ▶ Attachment A: Application Checklist
- ▶ Attachment B: Nurse-Family Partnership National Service Office Pricing Letter
- ▶ Attachment C1: **FY2010-11 Proposed Budget for the period of July 1, 2010 through June 30, 2011**

FY2010-11 budget requests are limited to a maximum growth of 5% above the total amount of your current FY2009-10 approved NHVP contract budget. Exceptions to this growth limitation may be considered, but only for rare, unusual, or distressing circumstances. Funding for budget growth of 5% and/or exceptions will only be provided if (1) NHVP funding is available, (2) the applicant is in good standing as a current grantee, and (3) if the applicant provides a thorough and suitable justification and makes a compelling case for additional funding.
- ▶ Attachment C2: **FY2009-10 Expenditures-to-date Report for the period of July 1, 2009 through January 31, 2010**

Esperanza Ybarra

FY2010-11 Continuation Application

Application Materials (con't)

- ▶ **Attachment D** Assurance of Intention to Meet Program Requirements
- ▶ **Attachment E:** Assurance of Intention to be an Active Medicaid Provider
- ▶ **Attachment F:** Assurance of Intention to Follow Caseload Guidelines
- ▶ **Attachment G:** Caseload Maintenance Guidelines
- ▶ **Attachment H:** NHVP Rules
- ▶ **Attachment I:** 2009 HHS Poverty Guidelines
- ▶ **Attachment J:** Estimates of First-Time, Low-Income Mothers
- ▶ **Attachment K:** Statewide Contract Management System

Esperanza Ybarra

Part A: 2009 Progress Report

- ▶ To demonstrate effectiveness, please share how your site has addressed the areas critical to implementing and sustaining the program in your community. The Progress Report must be a clear articulation of how effective your site has been in achieving the stated outcomes and other contract related requirements. At minimum, applicants are required to utilize the most recent data reports (web-based, Quarterly Summary tables, Implementation Reports) in preparing the 2009 Progress Report. The application reviewers will be compiling the same information for each applicant as well as using financial and contract compliance information to verify and judge the funding request; therefore, it is imperative that your Progress Report data is consistent with that of the application reviewers. It is expected that data through **December 31, 2009** will be accessible by **February 1, 2010**. Please contact Staci Morley-Young at the Nurse-Family Partnership National Service Office at 303.327.4262 or Staci.Morley-Young@nursefamilypartnership.org for any program data related issues.
- ▶ **NFPNSO Elements 1 – 18. Complete items 1 – 49. Responses must be included in the table provided.**

Nancy Kehiayan

Part B: Grantee Response to FY0910 NHVP Award Summary

- ▶ Applicants are expected to describe improvements made to items outlined in the FY2009-10 Award Summary letter from CDPHE (dated April 17, 2009), specifically Areas Recommended for Enhancement and Areas Requiring Performance Improvement Plan or Funding Conditions if applicable. In Part B, the applicant must indicate where in the 2009 Progress Report the award letter items are addressed. If an item is not already addressed within the 2009 Progress Report, it must be answered under Part B: Grantee Response to FY09-10 NHVP Award Summary section.

Esperanza Ybarra

Part C: Fiscal Management

- ▶ As a result of the 2006 NHVP audit conducted by the Office of the State Auditor, sites are required to designate NHVP expenses as either “Program Costs” or “Administrative Costs,” including indirect costs. For purposes of completing Attachment C1: FY2010-11 Proposed Continuation Budget and C2: FY2009-10 Expenditures-to-date Report, please use the guidance provided in the application.
- ▶ **Program Costs, Administrative Costs and Other Costs:** There are examples of all costs in the far right hand column of Attachment C1: FY2010-11 Proposed Continuation Budget. Food is not an allowable expense for either nurses traveling during the day, working lunches or as client incentives. Please find another source of funds to cover these expenses. There are no indirect costs allowed on these contracts. Administrative expenses must be broken out and listed in detail. Other costs may include billing, translating or shredding services that are not covered in personnel services, again see the examples in the right hand column.
- ▶ Your agency’s individualized Attachment C2: FY2009-10 Expenditures-to-date Report populated with FY0809 Medicaid adjustments, was emailed on January 14th. Please verify the invoice amounts to date and provide your best estimate for the remained of this fiscal year. We will be using these estimates to determine the mid-year budget adjustments. (Please contact Laura at 303.692.2357 if you do not receive your individualized Attachment C2.)

Part D: FY2010-11 Proposed Continuation Budget and Narrative

- ▶ Referring to the attached Nurse-Family Partnership National Service Office, Pricing Letter (Attachment B) and the instructions provided in the application, please submit a 12-month budget and detailed narrative explaining and justifying the projected expenses on the budget for the time period of **July 1, 2010 through June 30, 2011**. You are required to develop a FY2010-11 budget from your currently approved FY2009-10 NHVP contract budget, including necessary adjustments based on this application guidance.
- ▶ FY2010-11 budget requests are limited to a **maximum growth of 5%** above the total amount of your current FY2009-10 approved NHVP contract budget. Exceptions to this growth limitation may be considered, but only for rare, unusual, or distressing circumstances. Funding for budget growth of 5% and/or exceptions will only be provided if (1) NHVP funding is available, (2) the applicant is in good standing as a current grantee, and (3) if the applicant provides a thorough and suitable justification and makes a compelling case for the additional funding. Other funding limitations include \$600.00 per nurse for professional development and a maximum of \$2,000 in funding requests for equipment.

Laura Lippman

Part D: FY2010-11 Proposed Continuation Budget and Narrative (con't)

- ▶ The FY2010-11 budget should be based on the **TOTAL** expected cost of the program for one year. The application reviewers must be able to view all costs associated with the project: CDPHE, Medicaid and Other Sources. Medicaid revenue estimates are set by the CDPHE and cannot be altered by the applicant.
- ▶ Your individual agency FY2010-11 Medicaid estimates were emailed on January 14th. (Please contact Laura at 303.692.2357 if you do not receive your individualized FY10-11 Medicaid estimate.)

Laura Lippman

CHECKLIST

Materials must be submitted in the order listed below.

- ▶ Name of Agency
- ▶ Attachment A: Application Checklist
- ▶ Continuation Application (2009 Progress Report) Cover Sheet. This page must be typed. Continuation Application (2009 Progress Report), not including the budget page (Attachment C1), Expenditures-to-date Report (Attachment C2) and other attachments, is limited to no more than twelve (12) single-spaced, double-sided, 8½ x 11 numbered pages. Use Courier font, 10 pt.
- ▶ Attachment C1: FY2010-11 Proposed Continuation Budget for the period of **July 1, 2010 through June 30, 2011.**
- ▶ Attachment C2: FY2009-10 Expenditures-to-Date Report for the period of **July 1, 2009 through January 31, 2010.**
- ▶ One team meeting agenda including a case conference.

Esperanza Ybarra

CHECKLIST (con't)

Materials must be submitted in the order listed below

- ▶ A completed supervision form without client identifiers.
- ▶ Latest Transition Plan to prevent client attrition.
- ▶ Two (2) most recent samples of community coalition meeting minutes.
- ▶ **Attachment D:** Assurance of Intention to Meet Program Requirements
- ▶ **Attachment E:** Assurance of Intention to be an Active Medicaid Provider
- ▶ **Attachment F:** Assurance of Intention to Follow Caseload Guidelines

Esperanza Ybarra

CHECKLIST (con't)

► Assembly and Submission:

Binding: All materials must be binder clipped ONLY. Rubberbands, staples and paperclips are not allowed.

Signatures: Cover Sheet must be signed by both the agency authorized signer and the NFP Supervisor.

Copies: **One (1) original and four (4) copies.** Five complete sets of all required materials, including attachments.

Complete: All items listed in the Application Checklist (Attachment A) are included in each copy.

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CDPHE
4300 Cherry Creek Drive South, PSD-A4
Denver, CO 80246-1530

Esperanza Ybarra

FY2010-11 NHVP

January 19, 2010

QUESTIONS & ANSWERS



Esperanza Ybarra

NHVP Grantee Update

- ▶ Introduce Flora Kulwa Martinez, Administrative Consultant
- ▶ FY2010-11 Uncertainty of NHVP Appropriation

Esperanza Ybarra

- ▶ FY2009-10 Mid-year Budget Adjustment Process
- ▶ FY2009-10 Actual Medicaid Revenue
- ▶ FY2010-11 Medicaid Estimates

Laura Lippman

- ▶ FSU Update

Natalie El-Deiry