"Enterprise" HIE Program Grant - Questions & Answers
(Updated 05/28/13)

	GENERAL INQUIRIES
1	**Question:** What Health Information Exchange (HIE) is the state running? **Answer:** The Arizona Strategic Enterprise Technology (ASET) office is managing the implementation of the Office of the National Coordinator (ONC) health information exchange (HIE) cooperative agreement program. The State of Arizona is not building its own exchange but awarded an RFP to the Health Information Network of Arizona (HINAz) to build a provider directory, record locator and master patient index that will allow all providers to access it. The contract with the Health Information Network of Arizona goes until December 31, 2013.
2	**Question:** Is there a requirement to provide letters of support? **Answer:** No. This is not a requirement of the grant.
3	**Question:** Will the six month award performance period be able to be extended? **Answer:** At this time the ASET HIE Cooperative Agreement program is scheduled to end on February 3rd, 2014. ASET has no information from ONC they will allow extensions, so ASET cannot offer extensions to our grantees. In order to be able to process all invoices by the time the grant ends, ASET is asking for all final invoices to be due two weeks after the close of the grant in order to allow for reimbursement.
	PART I: AWARD INFORMATION
4	**Question:** Will ASET award the full amount requested by an applicant or is it ASET's intent to use its discretion and award a different amount then what was requested by the applicant? **Answer:** The review team will award the full ask amount requested by an applicant with the caveat that budgets will be reduced if an expense is found to be unallowable or ineligible or needs to be pro-rated for the grant period. Example: subscription costs.
5	**Question:** May a health care foundation with its own EIN and 501(c)(3) designation apply for the HIE Enterprise Grant on behalf of its health care organization? **Answer:** The grant requirement is that each applicant describes how it meets the Program Guidance criteria in Part II, Eligible Applicants, as described on pages 6-7 and as further defined in the Glossary on page 24. http://hie.az.gov/. ASET through the HIE Enterprise Grant allows healthcare organizations of various structures to evaluate whether the organization meets the requirements of the Program Guidance. These organizational structures may have separate EINs or taxpayer designations. Thus the grant allows a healthcare organization flexibility to determine if it meets the eligibility criteria and to demonstrate its eligibility justification through descriptions and illustrations of its organizational relationships, functions and other criteria as prescribed in the Program Guidance.
6	**Question:** How does ASET want each applicant to share its technology plan? On page 6 of the program guidance, it states ". The plan will need to address how the organization will enable greater information sharing with unaffiliated organizations over the course of the next three (3) years." Is ASET looking for something specific here? **Answer:** ASET has not been prescriptive as to how the applicant should share its plan. Just please follow the same page and length restrictions identified in the guidance (http://hie.az.gov) on page 13.
	PART II: ELIGIBLE APPLICANTS
7	**Question:** Does ASET look "more favorably" on applications from organizations who exclusively service medically underserved populations?

	Answer: The grant requirement is that each applicant describes how it targets and provides care to medically underserved and low income populations as well as the needs of special populations. ASET will deduct points if an applicant cannot describe how it meets the requirement but does not award extra points for organizations who exclusively serve medically underserved populations.
8	**Question:** Can ASET please define or describe the organizations that are eligible? **Answer:** Please go to page 24 in the program guidance (http://hie.az.gov) section ZZ. Glossary for a list of definitions.
9	**Question:** Would an HIO that does not provide care but targets agencies that serve the defined population meet eligibility requirements? **Answer:** Yes, a Health Information Organization (HIO) is an eligible applicant per the grant guidance. We do understand that HIO's do not directly provide care to those target populations but we would like the application to describe how their services assist or enable care to the target populations. Also, please make sure the application is clear in describing how your organization meets the definition of a Health Information Organization (HIO). Please go to page 24 in the program guidance (http://hie.az.gov) section ZZ. Glossary for a list of definitions.
	PART III: ELIGIBLE AND INELIGIBLE EXPENDITURES
10	**Question:** We are presently in the process of implementing a health information exchange (HIE) with HINAz, can this HIE Enterprise Grant program cover expenses already spent on this effort or only new costs from July 2013 to January 2014? **Answer:** Expenses will only be covered for the grant period time frame (July 1, 2013-December 31, 2013). Also any membership or subscription fees will be paid on a pro-rated basis for the grant period. Please refer to page 8 of the program guidance: http://hie.az.gov for further details.
11	**Question:** When is ASET able to reimburse expenses? **Answer:** The sub-grantee will be paid on a cost reimbursement basis.
12	**Question:** If we are participating in an HIE that requires the use of existing personnel to perform work for this program and another, does that position qualify as an eligible expense? **Answer:** Yes, provided the personnel are doing activities described and approved in the project work plan and budget narrative and justification.
	PART IV. PROJECT REQUIREMENTS AND EXPECTATIONS
	PART V. APPLICATION INSTRUCTIONS
13	**Question:** I cannot list a named individual and publish their annual salary, especially on a document that will be available to the public. Can I use an hourly rate for the individual instead? **Answer:** Yes as the requested information is Annual Salary/Rate. For Level of Effort column for an individual, the applicant will need to provide the total hours to be supported or performed by the individual on the project. Also, the same format needs to be done for all employees i.e. if this is done for one employee than all others that will be captured by the grant funding needs to be done in the hourly rate/hours allotted format.