

# MEETING MINUTES

## HIT GRANT MEETINGS

**DATE:** DECEMBER 11, 2013  
**TIME:** 09:00-10:00  
**LOCATION:** CONFERENCE CALL AND CROSS BUILDING ROOM 300  
**PHONE:** 1-877-455-0244 (PASSCODE: 2072786573#)  
**CHAIRS:** DAWN R. GALLAGHER AND DAVID W. MAXWELL  
**ATTENDEES:** LORIE SMITH, JAMES MURPHY-DEAN, PATRICIA CHUBBUCK, DAVID LAWLOR, EVELYN PRESTON, SUSAN CORBETT, JULIE SHACKLEY, RONALD DEPPEZ, NICOLE O'BRIEN AND MARTHA VRANA-BOSSART

### MEETING OBJECTIVES AND AGENDA:

1. CONSORTIUM APPROACH AND PROJECT ROLES
2. OVERVIEW OF THREE PROPOSED GRANTS
3. HEALTHCARE CONNECT FUND
4. RESOURCES, MEETING ORGANIZATION AND TIMELINE DISCUSSIONS

### RISKS / MITIGATION STRATEGIES

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Overall Meeting Objectives: Focus on grant adventures. To advance the HIT Grant proposals, engage rural Healthcare Provider (HCP) sites and to initiate, plan, manage and close grant initiated projects.

The purpose is to establish a Grant/Project Consortium in Maine with active members that share rural connectivity opportunities, challenges, interests, knowledge, status, updates, and next steps by raising awareness, issues/risks and developing mitigation strategies to move initiatives forward to improve healthcare outcomes.

Meetings are to be held on a regular, bi-weekly basis via conference call. Face-to-face meeting forums will be held adhoc.

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### ACTION ITEM REVIEW/NEW ACTION ITEMS

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1. Consortium Approach and Consortium Member Roles
  - a. Consortium
  - b. Consortium Lead
  - c. Consortium Project Coordinator
  - d. Ambassadors i.e. Primary Stakeholders > Interested, Rural HCP
  - e. Consortium Name

Discussions were initiated by Dawn Gallagher and reiterated that the group membership had desired to move forward with some grant opportunities with a consortium approach. The OSC Director would be the Consortium Lead with

Lorie Smith identified as the new, Consortium Project Coordinator. Other consortium, resource members will most likely be identified from the OSC in early 2014.

The term “ambassador” was used to discuss the need for raising awareness among other Healthcare Provider sites. Healthcare Provider sites are physical locations, not individuals for the purpose of these discussions. The following HIT Grant Members were identified for Ambassador roles (some folks were not in attendance, but identified by others as key sources to reach out and spread the word on upcoming grants) with the objective to raise awareness in their specific healthcare areas and arenas:

1. David Lawlor, Maine Association for Community service Providers and Mental Health
2. Katie Sendze, Behavioral Health (SIMS Grant)
3. Ronald Deprez and/or Nicole O’Brien, University of New England and other Maine healthcare educational sites
4. Evelyn Preston and/or Lisa Harvey-McPherson, Eastern Maine Healthcare System
5. Susan Corbett, Harrington Family Healthcare with sub-sites
6. Julie Shackley, Androscoggin Home Care & Hospice, the Home Care & Hospice Alliance of Maine
7. Kim Mohan and/or Margaret Gradie, MCD Public Health and Northeast Telehealth Resource Center
8. Holly Harmon and/or Rick Erb, MHCA Nursing Homes/Long-Term Care

Additional discussion came up around a Consortium Name i.e. the term ‘rural’ in the chosen name and its requirement for many governmental forms for moving forward are dependent on a name for the consortium.

Action item: Lorie to develop an organizational chart for Consortium Approach/Roles

Action item: Dawn and David to identify Consortium Name

2.

### 3. **Three Proposed Grant Overviews**

4.

An overview of the:

- Healthcare Connect Fund (USAC) and the
- Distance Learning and Telemedicine (USDA) and
- Community Connect (USDA) Grants were provided by Lorie Smith.

A GRID of sorts that includes all proposed grant opportunities is being developed and will be shared with the group, so interested parties may compare eligibility, funding, constraints, etc.

It was determined that the grant of most interest at this point in time was the HCF Grant and discussion pursued in that area for a quite a bit of time. The DLT and CC Grants’ NOFA for 2014 has not been released yet, but the Rule and Order for the HCF is available.

### 5. **Healthcare Connect Fund**

HOW TO ADDRESS HCF Grant and Project Roles and Approach discussion was as follows:

Three Phased approach:

- Phase I/Pre-Application Steps
- Phase II/Application and Competitive Bidding
- Phase III/Funding Commitment **and** Post Commitment Steps

Consortium Led Project approach with an Evergreen Status is desired; it does have some restrictions:

- Evergreen Status requires:
  - HCP & Service Provider signatures on dated contract
  - Terms and conditions

- Start and end dates of all three, Funding Years i.e. July 1, 2014 – June 30, 2017

## 6. Resources, Meeting Organization and Timeline Discussions

Additional resource information is required and time to research and prepare for next, HIT Grant Meeting. Timelines were discussed with proposed dates of deliverables by end of December, 2013.

- Consortium Organization Chart
- Narrative – high level overview of HCF, DLT, CC Grants
- High level Timeline of HCF Project
- HCP Checklist of Items for Phase I
  - Letter of Agency (LOA) discussed and required template from USAC
  - Contract Agreement discussed and require template from USAC
  - Finalize GRID (details on 3 Grants i.e. eligibility, constraints, funding, etc.)
  - USAC Eligibility and Registration Form 460 i.e. who can complete and sign online for HCP's? Each HCP sites completes F460 and obtains HCP#

Action: Lorie to research and follow up on all above requests in #4 at [www.usac.org](http://www.usac.org) with Don Lewis, USAC Representative and provide at next Grant Meeting. Provide draft materials for review and distribution.

## NEXT ACTION STEPS - BY WHOM

1. Organization Chart for Consortium members – **Lorie**
2. Select a “Name” for Consortium – required to move forward – **Dawn/David**
3. Communication information to HCPs i.e. Narrative, GRID, F460 Explained, LOA, Contract – **Lorie**
4. Transition of new member i.e. Project Coordinator and Meeting Organizer hand-off – **David/Lorie**
5. Next, bi-weekly Grant Meeting on Christmas day; most likely to be cancelled - TBD - **David**

## RISK MANAGEMENT

- **New Information: Phase I, HCF Pre-Application Steps** and Phase I **Timeline risk is currently considered low** due to USAC Application deadline moved to **March 1, 2014**.
- **Risk Factors:**
  - **Next Grants meeting is scheduled on Christmas Day; propose cancel and pick-up on January 8, 2014.**
  - **Transition of new member i.e. Project Coordinator and Meeting Organizer hand-off**
  - **Preparation of multiple documents under #4.**
- **Mitigation Strategies:**
  - Focus **January 8, 2014** meeting solely on **USAC HCF Pre-Application Steps**
    1. What is the HCF Grant/Project, Members, Ambassador Role, Project Structure, etc.?
    2. Provide 2 pg. Narrative, GRID of HCF Project and other projects and F460 Explained document, stress timeline restrictions.
  - Ensure ‘communication materials’ are approved for Ambassadors by January 8, 2014
  - Review purpose of Letter of Agency (LOA) i.e. work on behalf of HCPs
    1. Provide LOA template to Ambassadors
    2. Provide Written Agreement template to Ambassadors
    3. Review new Timeline with Grants Group
    4. Establish **new deadline dates** for return or completion of Phase I, Pre-Application Steps with Ambassadors