



**2020 Innovation/IDS Fund
Frequently Asked Questions
Updated 2.05.2020**

Administrative Lead

Question: As we are trying to find the most appropriate Administrative Lead for the proposed project, we have found we are confused as to who is a safety net provider and who is not.

Answer: Please see the list found here: <https://cnycare.org/partners/>.

Question: We are a CBO who works through the safety-net HUB. Does the HUB have to be a partner in the project or just the administrative lead? Can the grant go in through them but all funds be funneled down to the partners doing the project? Would they be considered the lead organization and our proposal be counted as one of their three submissions even though they are just administrative?

Answer: Please see the Eligibility criteria on the RFP Guidelines & Requirements documents. The HUB would be considered an Administrative Lead and is required to partner to facilitate the project. CNYCC does not define facilitate and leaves that up to the partnership arrangement. The Administrative Lead is required to flow *at least* 75% of funds downstream. Acting as an Administrative Lead does not count as one of their three submissions; it *will* count as one of the three submissions for the non-safety-net organization.

Question: Do administrative leads only receive 25% of the funds if the lead organization is going most of the work of the project?

Answer: If the organization is doing most of the work that would be a Lead Organization. Administrative Leads are organizations applying on-behalf-of/partnering with a Non-Safety-Net. Administrative Leads are required to flow 75% of funds to downstream organizations. This does not preclude them from being part of the project, however they must only retain 25% of the funds.

Question: Does the Administrative Lead count as a project collaborator?

Answer: If the Administrative Lead is an active participant in the project, yes they are considered a collaborator. If they are merely acting as the submitting entity, they do not count as a collaborator. Please note that all named collaborators are required to provide a Letter of Support for the project.

Question As a lead applicant, does my organization receive 25% of the allocation, per the guidelines below? Under “Administrative Lead requirements,” the guidelines state, “Administrative Lead must flow 75% of the funds to downstream partnering organizations, one of which must be a non-safety net partner.”

Answer: An Administrative Lead is an organization applying on behalf of a Non-Safety-Net organization. This requirement only applies in that instance.

Question: In our application, I don't see the Administrative Lead issue applying at all. We as the safety net partner are creating the application and submitting. Even though another organization is engaged in the program (supplying translation, interpretation, and facilitation services), they are not in a role as a non-safety net applying through an administrative lead. Please confirm this.

Answer: Correct. You would be the organization applying. You could apply on behalf of the Center, but note that the funds flow stipulations, contracting, reporting etc. would then apply.

Budget

Question: Some of the items we have discussed that the money would be used for include provider recruitment, training, EMR builds, staff time associated with the planning and implementation of the framework.

Answer: In general, we want the project/program to effect patients, patient outcomes, and meets the needs of the county. Whatever budget items your organization needs in order to complete the project is up to that organization.

Question: Do the Administrative Lead organizations have to be double listed as a partner if they are also doing the work of the project?

Answer: No, if the organization is the Administrative Lead, please fill out the Lead Organization tab. They do not need to be listed twice. Please keep in mind the downstream requirement if an organization has designated itself as an Administrative Lead.

Question: Are there any restrictions as to who the “downstream partners” are? For example, can we identify a regional hospital as a downstream partner?

Answer: There are no restrictions as to who can be a downstream partner. Please keep in mind the 42% funds flowed to hospitals per the Board approved allocation to hospital organizations as described on the RFP Guidelines & Requirements.

Question: If we are sub-contracting with other organizations do we have to list them as additional partners or can they just be under our budget as sub-contractor/consultant?

Answer: Any organization you are partnering with and are flowing funds to, please list them as a partner with a separate budget. The sub-contractor/consultant line is truly for a sub-contractor or consultant services.

Question: What constitutes an in-kind contribution? What if, as a CBO, we are State funded and all staff/resources are covered by that funding?

Answer: An in-kind contribution could be percent (%) of matching funds towards the project, staff time, physical space or other resources. Please check with your Finance Department in regards to what can be contributed towards a project. There is no minimum requirement of an in-kind contribution. Please note that budgets *should* include this match. Budgets that do not will receive a lower score in the Scoring Rubric.

Question: When adding Workforce positions to our proposals on the Budget spreadsheet, is it sufficient to just list the title of the person, rather than their name?

Answer: Yes, title of the staff person is sufficient and preferred.

Question: Can a provider who is part of a Network project but has also been awarded funds for their own organization/project receive incentive payments through the Network’s project?

Answer: If there are two separate projects, two separate budgets are required. How the money is utilized/allotted is up to the organization. Please ensure that the projects do not ‘double-dip’ in terms of what is being requested/resources needed.

Question: Is the entire grant award paid to the lead agency, who is then responsible for distributing funds to its partner agencies (by partner agencies, I mean those listed on the separate tabs in the template who have a specific budget)? If so, is the lead agency able to structure an agreement with its partners as it chooses (i.e. lump sum payments or cost reimbursable)?

Answer: Yes, the Lead Organization who receives the grant award is responsible for distributing funds to its partner agencies that are listed in the budget. How that Lead Organization structures the distribution of payments is up to the Lead Organization.

Question: “CNYCC will be evaluating proposals and funding caps to adhere to the Board approved: 42% allocations to hospital organizations. “. If my hospital organization requests \$450,000, does this indicate that if approved, my hospital organization can utilize 42% of the allocation, even as a lead applicant?”

Answer: No. This statement is not proposal specific but cumulative based on CNYCC’s total funds to hospital organizations.

DPG, LGU, Health Department Engagement

Question: Is OMH recognized by CNYCC as a legitimate LGU for this purpose?

Answer: We are looking for local/county level engagement specifically for the County where services will be rendered.

Question: If your proposal covers multiple counties, do you need to engage LGUs in each county or just the county of the lead?

Answer: Please engage all counties where services will be provided to individuals. Within the engagement process, there is a mechanism to indicate to the county that other counties will be served.

Question: What is the role of the DPG/Health Department in this RFP process?

Answer: The role of the DPG/Health Department is to provide feedback, support, and guidance to applicants in regards to community needs. CNYCC would like to ensure alignment and collaboration with these entities on proposed projects where applicable.

Question: The abstract submission to the DPG is required by December 31st. Is there a process to ask for an extension on that 12/31 deadline?

Question: Given the holidays, it may be a challenge to receive commitment from other partners and formulate meaningful abstracts.

Answer: We do understand the timeframe is short for all. We have been working closely with the DPG to ensure that partners will submit meaningful abstracts. **We have worked with the DPG to extend the deadline to January 7th, 2020.** Please note that this extended timeframe will shorten/minimize the available time for scheduling the required consultation with the DPG before the proposal due date. Please refer to the Innovation Fund website (www.cnycares.org/innovation2020) and the CNYCC Weekly Newsletter for updates and updated documents. *Note:* the **proposal submission deadline is still 12pm/noon on February 14th, 2020.** We are keeping this deadline to ensure timely contracting and flow of funds.

Question: Could you please advise as to the DPG process we would need to follow for a Town of Webb IDS proposal? Specifically, would we need to engage both Oneida and Herkimer County representatives?

Answer: CNYCC has specifically provided engagement processes for the six county region which the PPS covers. We are not mandating the engagement process with counties outside region, however we do encourage communication and collaboration with all counties in which you plan to provide services.

Question: Do you know when Onondaga County Health Department’s plan will be made available? We are applying for an IDS grant and, due to staff vacation time, we are trying to complete 1 the page abstract submission by Friday, December 20th. It does not appear to be available on CNYCC’s website yet.

Question: Please confirm that the requirements for the DOH engagement is also extended to January 7th.

Question: Please advise when the OCDOH information will be made available.

Answer: CNYCC is finalizing the process in collaboration with the Onondaga County Health Department. Please note that the due date will not be the same as the other LHD/CNY DPG engagement processes. Onondaga County Local Health Department Priority Areas are now available on the 2020 Innovation/IDS Fund website. Full CHA/CHIP documents will be posted as soon as they are available from the Local Health Departments. **Updated: All CHA/CHIP and Local Services Plans are available on the website.**
www.cnycares.org/innovation2020

Question: There are 2 attachments referenced in the Onondaga County Local Services Plan for Mental Hygiene Services 2019-09-06. I have been unable to find these 2 attachments in the version provided on CNYCC's website and I don't seem to find them in a google search either. Any suggestions?

Answer: These are not CNYCC generated documents. We do not have any further information as to those two attachments. When the CNY DPG is contacted for the required engagement process, they may be able to help with these additional documents.

Question: What does LGU stand for?

Answer: Local Governmental Unit.

Question: If the project(s) are in Onondaga County, are we required to engage with the CNY Director's Planning Group and the Onondaga County Health Department, or just one of them?

Answer: Engagement depends on the type of project (behavioral health vs. physical health). If the project is primarily behavioral health, please engage the DPG. If it is primarily physical health, please engage the LHD.

Question: Is it necessary to submit an abstract to cnydpg@gmail.com if we have already submitted the abstract to our local Health Department and have CC'd RFP@cnycares.org?

Answer: Engagement depends on the type of project (behavioral health vs. physical health). If the project is primarily behavioral health, please engage the DPG. If it is primarily physical health, please engage the LHD.

Question: After reviewing the FAQs document for the new RFP I noticed the abstract was due for proposals on January 7th? Is this only for new projects?

Answer: The process for any proposal this cycle (new or continuation) is the same for all. Behavioral Health focused projects were due 1/7 for the CNY DPG.

Question: When will the PowerPoint version of the (Onondaga County Health Department Informational and Engagement Session) meeting be available?

Answer: This has officially been posted on the Innovation Fund website under the Onondaga County CHA/CHIP document labeled Onondaga County Health Department Informational & Engagement Presentation Slides.

Question: Attending, either in person or virtually, the Onondaga County Informational and Engagement Session met the requirement for engaging Onondaga County and nothing further is required?

Answer: Correct. Onondaga County Health Department representatives wanted to ensure organizations had all the same information in order to see where their project could align/fit into the CHA/CHIP. CNYCC has a record of both virtual and in-person attendance. If you did not sign-in during the in-person session, please email RFP@cnycares.org.

Question: For past proposals, we have attached a letter of support from any partner plus one from the County. Should we also continue to request support from the Counties?

Answer: We are requiring Letters from named collaborators. If the County is a named collaborator/participant, yes a Letter is required. If no, the County(ies) engagement process was designed to meet that need/requirement. If your proposal is selected, we (CNYCC) will ultimately ensure the County(ies) support the project.

Proposal Details

Question: Do we need to label the proposal as an Innovation project or an IDS project?

Answer: Yes. On the Cover Sheet, please indicate whether you are applying under Innovation or IDS.

Question: My organization will be participating in several projects, how does that count against my proposal limit?

Answer: Proposal limits are enacted when your organization is either the Lead Organization (not including Administrative Lead) or the listed downstream Non-Safety-Net partner. Partners are able to collaborate/participate in multiple projects. Limits are imposed on the Lead Organization and downstream Non-Safety-Net (if applying via Administrative Lead) indicated on the Cover Sheet.

Question: Can you please clarify the rule about three applications- do you mean that you can only be the lead in 3 proposals or you can only be part of 3 proposals?

Answer: Proposal limits are enacted when your organization is either the Lead Organization (not including Administrative Lead) or the listed downstream Non-Safety-Net partner. Partners are able to collaborate/participate in multiple projects. Limits are imposed on the Lead Organization and downstream Non-Safety-Net (if applying via Administrative Lead) indicated on the Cover Sheet.

Question: What resources are available from CNYCC to assist partner organizations with their proposals?

Answer: CNYCC will be providing technical assistance in the form of a grant writing assistance, partner engagement meetings, data request process, and provide educational resources for county CHA/CHIP/Local Services Plans. Once these resources are available, CNYCC will announce via the CNYCC Weekly Newsletter and on the Innovation/IDS website.

Question: The Scoring Rubric cites that to get full points 75% of funds need to be distributed to partners AND there needs to be at least 4 partners (one of them being non-safety net). When I watched your webinar, it sounds like those requirements were only for Administrative Leads. Can you please let me know what would apply to us as a CBO applicant?

Answer: It is mandated for the Administrative Lead (applying on behalf of a Non-Safety-Net) that the 75% funds flow downstream. If you're applying as a regular Safety-Net organization, it is not mandated. However, in order to receive the maximum points in the scoring rubric, you should meet that requirement.

Question: If we are applying for projects in two (2) counties and they will differ slightly. Should we sent in one (1) proposal or two (2)?

Answer: If the project is the same, it would be one proposal. If the projects are different, it would be two.

Question: Does the three (3) proposal limit include both IDS and Innovation?

Answer: Yes, all submissions are counted against the three allotted.

Question: Does the safety-net requirement apply for the IDS as well?

Answer: Any organization wishing to apply for funding (either under an IDS or Innovation proposal) must be a safety-net organization.

Question: Where is the information regarding safety-net organizations?

Answer: The list can be found here: <https://cnycare.org/partners/>

Question: What are the sustainability expectations for a project?

Answer: Please see the Scoring Rubric. CNYCC wants to ensure that projects will be sustainable following the (possible) end of DSRIP.

Question: Can we include counties that do not fall in the PPS?

Answer: Yes.

Question: Can agencies submit proposals that include collaborations with agencies not involved in CNYCC/DSRIP at all? If they do, would that agency then have to have some sort of agreement with CNYCC and us (as the safety-net lead) for funds flow?

Answer: Yes, collaborations may extend outside of the CNYCC/DSRIP network. CNYCC would love the opportunity to bring in new partners to the CNYCC network. Lead applicants must be partner safety-net organizations.

Question: Can we include a Table of Contents in our proposals that would list the section and the page it would be found on? If it is advisable to have a Table of Contents, would it be part of the 25 page limit?

Answer: It is up to the organization as to how the proposal is organized. All pages count towards the 25 page limit. **Updated: 2/5/2020**

Question: Do we need a Health Home partner for the grant?

Answer: It is not a requirement. A Health Home should be included if it is applicable to the project. We do encourage partnership and collaboration across different business sectors and organizations.

Question: Our project is not a precise match to the priority areas identified by CNYCC. I see overlap with the Maternal Morbidity/Mortality risk group, even though we don't provide OB services per se. Many of our refugee patients become pregnant and our project will assist them in their adjustment to American life including proper care before, during, and after pregnancy. Additionally, I see overlap with the Behavioral Health and CBO services through our partnership with the Center and the behavioral health services that we will provide. I'd like to know if you agree with my reasoning or if you see a major flaw in it.

Answer: You do not have to apply for a priority area provided by CNYCC. For a priority area, we do ask that organizations make it a prime/targeted focus of the project.

Question: I need to clarify that the cover sheets should be included in the 25 page proposal.

Answer: The Cover Sheet is not considered to be part of the Proposal Narrative, which has the 25 page limit stipulation.

Proposal Eligibility/Scoring

Question: Can you please detail how projects will be selected for funding. I appreciate there is a scoring rubric, but once projects are scored what is the methodology for selection? Please include all information regarding the role of the DPG/LHD engagement process in the selection process.

Answer: CNYCC will be working with an independent 3rd party reviewer for proposal scoring and recommendation for selection. Selection of proposals will take into consideration first and foremost the Scoring Rubric as well as programmatic and geographic diversity, budget requests, and community need. We ask that organizations write their proposal to the Scoring Rubric as that incorporates the aforementioned considerations. While there is no direct correlation between the Scoring Rubric and DPG/LHD (Local Health Department) engagement, CNYCC will ultimately ensure that selected projects align with community needs as we move into (the potential) DSRIP 2.0.

Question: If a proposal addresses a priority area outline by CNYCC or UHF, for example, but does not touch on the DPG areas, what are the scoring implications? One area that comes to mind is a project around homelessness.

Answer: Please refer to the Scoring Rubric as to the scoring for the Narrative. The DPG engagement process is separate. Please note that applicants can provide proposals for projects that are not included in the CNYCC or UHF priority areas but can demonstrate meeting a significant community need.

Question: If an organization is looking to do a project on Palliative Care, this does not align with the CHA or Prevention Agenda, is the project disqualified?

Answer: No, a project will not be disqualified. Please note with the engagement process, organizations can propose projects that do not necessarily align with the CHA or Prevention Agenda. CNYCC will ultimately ensure that selected projects align with community needs and are supported by the local governmental entities.

Question: This process with the LGU is a significant burden on project teams that are already on a tight time line. Does it even impact selection?

Answer: While there is no direct correlation between the Scoring Rubric and DPG/LHD (Local Health Department) engagement, CNYCC will ultimately ensure that selected projects align with community needs as we move into (the potential) DSRIP 2.0. This process is in place due to the Goals and Objectives of the Proposed Waiver Renewal: "Improving the health outcomes and patient experience of the Medicaid population, including deeper integration across physical health, behavioral health (mental health and substance use disorder services), MCOs, public health and social services to collectively meet the myriad, evolving needs of the Medicaid members to live healthy lives in their communities."

Question: Is the required engagement process mandatory?

Answer: While engagement is not mandatory, CNYCC highly encourages organizations to complete the Required Engagement Process. If this process is not completed, please indicate that on the Proposal Cover Sheet. Ultimately, CNYCC will ensure any selected project will be supported by the Local Governmental Units. This process is in place due to the Goals and Objectives of the Proposed Waiver Renewal: "Improving the health outcomes and patient experience of the Medicaid population, including deeper integration across physical health, behavioral health (mental health and substance use disorder services), MCOs, public health and social services to collectively meet the myriad, evolving needs of the Medicaid members to live healthy lives in their communities."

Question: Are you saying that CNYCC will not fund proposals if a governmental agency does not support it?

Answer: Ultimately, CNYCC will ensure any selected project align with community needs and are supported by the Local Governmental Units. This process is in place due to the Goals and Objectives of the Proposed Waiver Renewal: “Improving the health outcomes and patient experience of the Medicaid population, including deeper integration across physical health, behavioral health (mental health and substance use disorder services), MCOs, public health and social services to collectively meet the myriad, evolving needs of the Medicaid members to live healthy lives in their communities.”

Question: We are having difficulty navigating the eligibility criteria for the application process.

Answer: In order to apply, a partner must be a Safety-Net partner organization that is contracted with CNYCC. Partner organizations and status can be found here: <https://cnycare.org/partners/>. If not contracted, the organization would be required to apply via a Safety-Net organization and if selected become a contracted partner with CNYCC.

Question: The only way to become a safety-net organization is to partner with one on a proposal and be awarded a contract?

Answer: The only way to *apply* is through a Safety-Net. Organizations have been designated by NYS via the DSRIP program as either a Safety-Net or Non-Safety-Net organization (i.e. Medicaid billing). Therefore to apply, you must have a Safety-Net organization submit on your behalf.

Question: My organization will be applying for an IDS award for Onondaga County. Would you please let us know whether the outcome measures for the project (specified in Outcomes & Impact” in CNYCC’s Evaluation Rubric) must refer specifically and only to the Onondaga County Priority Area goals? May we also propose outcome measures that are NOT listed as Onondaga County Priority Area goals?

Answer: Please propose outcome measures that correlate to your project. The attachment are areas which Onondaga County would like to see represented by proposals, but these are not mandatory.

Question: Our organization is a certified home care agency and would like to know if we are considered a Safety Net provider for our Central New York location.

Answer: Please see the first question in the FAQ under Administrative Lead.

Other

Question: Are County Health Departments classified by the DOH or CNYCC as CBO’s?

Answer: County Health Departments are not classified as Community Based Organizations.

Question: Is my project a better fit for Innovation Fund or Integrated Delivery System?

Answer: This depends on the project. Projects considered innovative are new and different that have not been previously done before. These projects will not have data in regards to need or outcomes. Integrated Delivery System projects will not be innovative in nature but address a need or gap that still exists.

Question: Can the completed hard copy be hand delivered to CNYCC, or do we have to mail it?

Answer: Absolutely, the hard copy can be hand delivered. CNYCC can provide written receipt or email confirmation once both hard and electronic copies are received.

Question: Was there a Letter of Intent due on January 15th?

Question: I see that a Letter of Intent was due on January 15th- we did not submit a letter at that time. Will this be a problem?

Answer: No, this 2020 cycle does not have a Letter of Intent mandate. Please ensure that you are looking at the 2020 Innovation/IDS Improvement Fund webpage: www.cnycares.org/innovation2020.

Question: For project research and outcomes, what is the burden of proof that needs to be provided within the proposal? Do the outcomes generated by the project have to be scientifically proven through studies/trials incorporated into the project?

Answer: That is up to the organization. Please note that it is not the expectation of CNYCC that the process of tracking data and outcomes be as official as a scientific study. However an organization tracks data and outcomes to demonstrate success is acceptable to incorporate into the proposal.

Question: Can the proposal focus on serving third party payor individuals and show that the project will expand into serving Medicaid individuals?

Answer: No, it is the expectation that the project serves first and foremost Medicaid and/or dual-eligible individuals. Projects are not prohibited from serving individuals from other payors however the project must target that population as that is the focus of DSRIP funds.

Question: Do external providers (ie. Psychiatric Nurse Practitioner, MSW, Primary Care, Specialty Doctors, Mental Health providers) count as non-safety net partners?

Answer: Safety-Net and Non-Safety-Net status is a NYS designated identifier that occurred at the beginning of the DSRIP program. Please see the list of partner organizations and their affiliated status here: <https://cnycares.org/partners/>. Individual providers usually (but not always) fall under the organization status for whom they work.

Question: Can you clarify what is meant by “Long Term Care”? Does this refer specifically to skilled nursing only? Can it include Assisted Living Facilities? Would individuals enrolled in Managed Care Plans, such as PACE, be included?

Answer: For purposes of the CNYCC ‘Priority Areas’, Long Term Care refers to skilled nursing facilities. Assisted Living facilities would fall under the larger post-acute category. Individuals enrolled in Managed Care Plans would need to have services rendered by the Long Term Care provider in order to fall under this umbrella.