Request for Applications (RFA)
SSB 5693 Sec 211 (103)

Community Health Worker (CHW) grant

Pre-Application Webinar
August 26, 2022
1:00 pm – 2:00 pm
Recording Webinar

This meeting is being recorded

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Leave Meeting  Continue
Community Health Workers (CHW) in primary care supporting children & youth grant [ESSB 5693, Sec. 211 (103)]

- Overview
- CHW Grant Application
- Evaluation
- Grant Requirements
- Q&A
Overview
2-year grant program | Jan 2023 – Jan 2025

Outreach, informal counseling & social supports for health related social needs

Determine if eligible for federal matching funds

Report on impact & health outcomes

Explore sustainable reimbursement options

Administer grant to primary care settings serving children, youth & their families through funding up to 39 Community Health Workers

Collaborate with Department of Health (DOH) to align with CHW core curriculum & new primary care modules

Include CHW services in Medicaid Transformation Project Waiver renewal as means for possible federal match funds

Conduct a mixed methods evaluation to assess impact & support sustainability efforts
Important RFA Dates

- **Sept 6 2:00 PM**: Questions due from applicants
- **Sept 12**: HCA post answers
- **Sept 26 2:00 PM**: Complaint deadline
- **Oct 3 2:00 PM**: Applications due
- **Oct 28**: Announce Apparent Successful Applicants
- **Nov 3**: Requests for debrief due
- **Nov 9 thru 11**: HCA to hold debriefs
- **Jan 2**: Anticipated contract start
Minimum Qualifications

- **Licensed to do business** in the state of **Washington**
  - Or provide a commitment to become licensed in Washington within 30 calendar days of being selected as the Apparent Successful Applicant.

- Must be a **primary care setting serving children and youth**.

- Must **accept Apple Health coverage without a managed care plan** (also known as fee-for-service) when Apple Health pays your provider directly.

**Note:** Clinics may, but are not required to, establish Memorandums of Understanding with Community Based Organizations and Behavioral Health Agencies.
Clinics participating in the grant will provide CHW direct services, support CHWs hired through the grant, report on the impact of the CHWs, including CHW services and outcomes, as well as partner and coordinate with HCA.
Hiring & Clinic Infrastructure

- Based on contract award, hire either 1 or 2 CHWs
  - Early Relational Health (birth – 5 years) CHW
  - K12/School-age Mental Health (5 – 18 years) CHW

- Team, supervisor, and leadership readiness and commitment towards CHW success throughout the grant period

- Provide dedicated workspace & necessary materials to support job function
  - Docking station and/or desktop computer
  - Cell phone
  - Laptop

- Provide confidential space to meet with families privately

- Ability to document within clinic’s electronic medical record
  - Within 4 weeks after CHW’s first day
Services & CHW Supports

Delivery of Services

- Support children, youth & families depending on Early Relational Health CHW or K12 CHW role
- Outreach, informal counseling, & social supports
- Develop & maintain sufficient written documentation to support each service, activity, or session provided to clients

CHW Supports

- Department of Health Community Health Worker Training
  - General pediatric content & specific modules depending on Early Relational Health or K12 Mental Health role
- Clinic orientation and integration into care team
- Minimum 1 hour per week of 1:1 supervision
- CHW included in clinic team meetings and case conferences
CHW Grant Application
Where to review the application

Interested parties may visit our Bids and contracts webpage to view:
- Full RFA (RFA 2022HCA24 – Community Health Workers Grant.pdf)
- Application Packet
- Report Template

Directions:
- Go to the webpage
- Select ‘Current HCA acquisitions’
- Open the drop-down for ‘Request for Applications’
- Listed as 2020HCA24 Community Health Worker (CHW) Grant
Washington’s Electronic Business Solution (WEBS)

- Request for Applications posted through [https://pr-webs-customer.des.wa.gov/](https://pr-webs-customer.des.wa.gov/)

- Applicants are strongly encouraged to register as a vendor on Washington’s Electronic Bid System (WEBS).
  - Applicants are encouraged to download the complete Application Packet, which includes all the required Attachments and Application Questions.

- If you download this RFA from the Health Care Authority website or WEBS, you are responsible for monitoring the posting for updates and new amendments.

- Questions arising during this Webinar or in subsequent communication with the RFA Coordinator will be documented and answered in written form as well as being posted on WEBS.
Before you begin

- A single organization may receive multiple awards, if applying for CHWs for different service locations.
  - A separate and distinct application is required for each service location.
- Review all materials before beginning the application.
- Ensure your organization’s authorized representative agrees to all attestations.
- Reference the application cover page to verify what additional documentation may be needed.
Accommodation Requests

Unless the application submitter does not have internet access or may have language barriers, in these limited circumstances where a paper application or translation is necessary, the applicant can email the RFA Coordinator at HCAProcurements@hca.wa.gov requesting accommodation.

Accommodation request must be made no later than September 9, 2022 - 2:00 P.M.

Information to provide when requesting for an accommodation:
- Organization name;
- Primary contact person’s name, phone number, and email address; and
- Reason for the accommodation.
Core Application Packet Components

- Application cover page
- Applicant intake form
- Minimum qualifications
- CHW grant application (Scored)
- Letter of support
- Executive Order 18-03 (Scored)
- Certifications and assurances
- COVID vaccine certification
Evaluation
Evaluation Process

- Administrative Review
- Priority Questions Scored
- Narrative Questions Evaluated
- Notification to Applicants
Special Consideration Priority Questions

- 40 Maximum points available | 4 questions at 10 points per question
- Serving communities or populations that are underserved, underrepresented, with greater vulnerability indicated through:
  - Social Vulnerability Index & rural communities (by county)
  - Percentage of pediatric clients (birth-18) served who’s preferred language is other than English
  - Percentage of pediatric clients (birth-18) served who identify racially/ethnically as non-white
- Clinics with higher percent of children and youth enrolled in Medicaid
### Narrative Questions (8 page limit)

- **80 Maximum points available**
  - 8 questions at 10 points per question.
- **Reviewed by an evaluation team(s) which will determine the ranking of the applications.**
- **Evaluation team(s) may meet to discuss the applications.**
- **Evaluations will only be based upon information provided in the applicant’s application.**

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<thead>
<tr>
<th>QUALITATIVE ASSESSMENT</th>
<th>DESCRIPTION</th>
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<tr>
<td>5 = Excellent</td>
<td>The Applicant organization provides substantive descriptions and relevant details in addressing the narrative question. A sound understanding of the topic is demonstrated and includes pertinent examples. All criteria are fully addressed without identified weaknesses.</td>
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<tr>
<td>4 = Very Good</td>
<td>The Applicant organization provides substantive descriptions and relevant details in addressing the narrative question, but the response is not fully comprehensive. Any identified weaknesses will likely have minor impact on the successful implementation of proposed project.</td>
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<tr>
<td>3 = Acceptable</td>
<td>The Applicant organization provides a basic response to the narrative question but does not include sufficient detail or supporting documentation. There are some gaps and/or lack of clarity in describing how the Application will be implemented. Identified weaknesses will likely have some impact on the successful implementation of proposed project.</td>
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<tr>
<td>2 = Marginal</td>
<td>The Applicant organization provides minimal details and insufficient descriptions that do not completely answer the narrative question. Limited information is presented, or the Applicant merely repeats back information included in the RFA. The Applicant may answer part of the narrative question but miss a key point or there are major gaps in the information presented. Application has some strengths but includes identified weaknesses that will likely impact the successful implementation of proposed project.</td>
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<td>1 = Unacceptable</td>
<td>The Applicant organization does not explicitly address the narrative question. The Applicant organization states the question but does not elaborate on the response. As a result, the answer is completely deficient in addressing the narrative question.</td>
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<tr>
<td>0= Nonresponsive</td>
<td>The Applicant organization skips or otherwise ignores the question or includes irrelevant information that does not answer the question. As a result, the answer is nonresponsive.</td>
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Grant Requirements
CHW Training

Community Health Worker Pediatric Training
- 26-32 hours total
- 3 day in-person training (6-8 hours each day)
- 4 subsequent Zoom sessions (2 hours each)

CHW Supervisors
- 4+ hours total
- Supporting CHWs during training when questions arise (by email or phone)
- May be able to join the in-person training
- 4 subsequent Zoom sessions (1 hour each)

NOTE: CHW Pediatric Training planned for the end of February 2023
Grant Reporting

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<th>Focused Reports</th>
<th>Gross Reports</th>
<th>End of Year Narrative</th>
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| • Submitted quarterly  
• CHW service data (type, duration, resources requested)  
• Clinic activity data (orientation, team meeting, supervision) | • Submitted bi-annually (2x/yr)  
• Overview data for those receiving CHW services (i.e. insurance type, demographics, etc.) | • Submitted annually (1x/yr)  
• Reflections on successes, challenges, and strategies for next year |
# Use of Funds

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<tr>
<th>1 Community Health Worker</th>
<th>Either ERH CHW OR K12 CHW</th>
<th>2 Community Health Workers</th>
<th>Both ERH CHW AND K12 CHW</th>
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<tr>
<td><strong>Award Amount:</strong> $100,000 per year</td>
<td><strong>Award Amount:</strong> $200,000 per year</td>
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## Required Use of Funds
- CHW salary and benefits
- Cell phone per CHW hired under grant
- Phone plan, including texting
- Laptop and docking station (or desktop computer at clinic)

## Allowable Use of Funds
- Cover FTE for CHW supervisor time supporting CHW
- CHW release time for DOH CHW training
- Mileage reimbursement for CHW services in the community
- EMR updates for CHW documentation
- Cover FTE for hiring manager/HR staff to recruit for CHW position
- Hot spot and plan for CHW hired under grant
Q & A
Thank you!

Stay informed by signing up for Pediatric Health GovDelivery alerts

Questions may be submitted by emailing HCAProcurements@hca.wa.gov

Christine Cole, LCSW, IMH-E®
Infant & Early Childhood Mental Health Program Manager
Clinical Quality Care Transformation

Beth Tinker, PhD, MPH, MH, RN
Nursing Consultation Advisor
Clinical Quality Care Transformation