

Supporting Statement for Health Information Technology Extension Program: Full Application

A. Justification

1. Circumstances Making the Collection of Information Necessary

The Office of National Coordinator for Health Information Technology (ONC) is requesting emergency action for this clearance by the Office of Management and Budget no later than 8/28/09. ONC is requesting emergency processing procedures for this application because this information is needed immediately to assure that ARRA funds are used timely and effectively to support electronic health record adoption which will improve the health care and quality. OMB has already approved the clearance for the preliminary application, which applicants will begin submitted prior to September 8th. Applicants with sufficient scores will then be asked to complete the full application.

Section 3012 of the Public Health Service Act (PHSA), as amended by ARRA, authorizes a Health Information Technology Extension Program (Extension Program). By statute, the Extension Program consists of Regional Extension Centers (Regional Centers) and a national Health Information Technology Research Center (HITRC).

2. Purpose and Use of Information Collection

The data collection will be used by ONC to select organization across the Country that will serve as Regional Centers. The purpose of the Regional Centers is to furnish assistance, defined as education, outreach, and technical assistance, to help providers in their geographic service areas select, successfully implement, and meaningfully use certified EHR technology to improve the quality and value of health care. Regional Centers will also help providers achieve, through appropriate available infrastructures, exchange of health information in compliance with applicable statutory and regulatory requirements, and patient preferences. Over the next two years, the Regional Health Centers will support 100,000 providers across the Country that serve approximately 100 million patients to implement electronic health record systems. This work is critical for national health care reform efforts and the federal stimulus initiative.

Of the 300 practices that submit preliminary applications, only 180 applicants will be asked to submit a full application and only 70 will ultimately receive funding.

3. Use of Improved Information Technology and Burden Reduction

All documents for the information collection will be submitted electronically using grants.gov. ONC staff will analyze the data electronically and communicate with the practices using email.

4. Efforts to Identify Duplication and Use of Similar Information

Since this is a new program that was created through ARRA the information that will be collect has never been collected before by the federal government. The full application expands on the information that was collected in the preliminary application.

5. Impact on Small Businesses or Other Small Entities

No impact on small business

6. Consequences of Collecting the Information Less Frequent Collection

This is a one time data collection. Applicants who submit the full application will have already submitted a preliminary application, however, the full application contains different more detailed information that they will have to provide.

7. Special Circumstances Relating to the Guidelines of 5 CFR 1320.5

No special circumstance

8. Comments in Response to the Federal Register Notice/Outside Consultation

Due to the emergency nature of the program announce OMB has waived the FRN requirements for this collection.

9. Explanation of any Payment/Gift to Respondents

Not applicable

10. Assurance of Confidentiality Provided to Respondents

No personal health information will be collected. All grant information will be kept confidential pursuant to application laws/regulations.

11. Justification for Sensitive Questions

No sensitive information will be collected.

12. Estimates of Annualized Burden Hours (Total Hours & Wages)

The full application will expand on the data that the applicant collected to submit the preliminary application. While the applicant will not need to spend time identify/recruiting collaborators, they will be required to: conduct a more extensive environmental analysis on the

current state of EHR usage among providers in their service area; develop detail programmatic goals/objectives; identify specific strategies/services for support EHR adoption; create a program management plan; and create a business sustainability plan. This work will required additional analysis and writing, however, strict page limits are being imposed to prevent applicants from being to burned.

The same team that was formed to support the initial application will submit the full application. Given the amount of time, however, it is estimated that it will take approximate 240 hours to complete the application. These will consist of two full week’s work (35 hours) for four staff members, including a senior manager, clinical leader, program manager, and administrative assistant.

12A. Estimated Annualized Burden Hours

Estimated Annualized Burden Table

Forms (If necessary)	Type of Respondent	Number of Respondents	Number of Responses per Respondent	Average Burden hours per Response	Total Burden Hours
Full Application	Not-for-profit organizations	180	1	280	50,400

12B. Cost estimates for a single respondent that has to complete the preliminary application.

Staff	Total Burden Hours	Hourly Wage Rate	Total Respondent Costs
Clinical leader	70	\$100.00	\$7,000.00
Program manager	70	\$35.00	\$2,450.00
Program assistant	70	\$20.00	\$1,400.00
Total	210		\$10,850.00

13. Estimates of other Total Annual Cost Burden to Respondents or Recordkeepers/Capital Costs

There are no additional recordkeeping/capital costs

14. Annualized Cost to Federal Government

The program will use the same format for the objective review of the full application that was use for the preliminary application.

Type Federal employee support	Total Burden Hours	Hourly Wage Rate (GS 15 step 5)	Total Respondent Costs
First level reviewer	35	\$65.62	\$2,296
Second level reviewer	35	\$65.62	\$2,296
Second level reviewer	35	\$65.62	\$2,296
Total	140		\$6,890

Salaries are based on a 15 Grade/Step 5 in Washington DC area.

15. Explanation for Program Changes or Adjustments

This is a new data collection.

16. Plans for Tabulation and Publication and Project Time Schedule

Data collection will begin as soon as clearance is received. Some information will be posted on the ONC website, however, the data will not but published in an academic journal.

17. Reason(s) Display of OMB Expiration Date is Inappropriate

Not applicable.

18. Exceptions to Certification for Paperwork Reduction Act Submissions

There are no exceptions to the certification.

B. Collection of Information Employing Statistical Methods If statistical methods will not be used to select respondents and item 17 on Form 83-I is checked “No” use this section to describe data collection procedures.

The applications will be reviewed but the data will not be analyzed using statistical methods.