

# **Supporting Statement Community College Consortia Program to Education Information Technology Professionals in Health Care**

## **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 11/25/09. 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.

The American Recovery and Reinvestment Act, under section 3016 of the Public Health Service Act (PHSA), Information Technology Professionals in Health Care, authorizes “assistance to institutions of higher education (or consortia thereof) to establish or expand health informatics education programs, including certification, undergraduate, and masters degree programs, for both health care and information technology students to ensure the rapid and effective utilization and development of health information technologies in the United States health care infrastructure.”

### **2. Purpose and Use of Information Collection**

The ultimate measure of this program’s effectiveness will be the number of students that are recruited, trained, and employed in the six priority HIT workforce roles identified by ONC, in both health care and public health practice settings. It is expected that by the end of the two year project period, collectively all of the Community Colleges participating in the program will have established training programs with the capacity to train at least 10,500 students annually to be part of the HIT workforce. To work toward this goal, the funding opportunity is designed to provide for cooperative agreements with five regional consortia representing a total of approximately 70 Community Colleges that will be selected through this funding opportunity announcement. Each consortium will have between five and twenty two community college.

The data collection will be used by ONC to select one of consortium for each of the five regions of the Country identified by ONC. Each consortia will have a lead entity that will be responsible for submitting the application and collecting information about all of the community colleges in the consortia. The lead entity will also be responsible for completing the application.

The application will assist ONC in determining the ability of the consortia to successfully implement at health information technology training program. Information from the applications will also be used to develop cooperative agreements between ONC and the applicants who are selected to implement the program.

It is anticipated that up to twenty five applicants will apply to participate in the program.

**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.

**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.

**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 private to extent allowed by application laws/regulations.

**11. Justification for Sensitive Questions**

No sensitive information will be collected.

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

In order to complete the application, each lead entity will have to recruit community colleges from across its region to partner on the application. They will be required to: conduct a more extensive environmental analysis on the current state of training programs dedicated to health information technology in their service area; develop detail programmatic goals/objectives; identify specific strategies/services implementing health information technology training curriculum that support the six focus areas identified by ONC; and create a program management plan. This work will require additional analysis and writing, however, strict page limits are being imposed to prevent applicants from being too burdened.

Given the amount of time, however, it is estimated that it will take approximate 910 hours to complete the application. These will consist of 4 full week’s work (35 hours) for three staff members, including a dean or lead administrative educator, program manager, and administrative assistant. Additionally, a lead administrative manager from each of the community colleges will need to devote a week to the program. This time will be spent in planning meetings and drafting specific information about the program.

**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	25	1	910	22,750

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

Type of respondent	Number of Respondents	Number of Responses per Respondent	Average Burden Hours	Hourly Wage Rate	Total Cost Burden
Educational/administrative leader	25	1	140	\$54.72	\$191,520
Program manager	25	1	140	\$35.00	\$122,500
Program assistant	25	1	140	\$20.00	\$70,000

Administrator at partner community college (35 hours * 14 partners)	25	1	490	\$54.72	
Total			910		\$670,320
					\$1,054,340

Salaries were taken from the Bureau of Labor Statistics website  
(<http://www.bls.gov/oco/ocos007.htm>)

**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**

This is the cost to government to review the program.

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	105		\$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 and will be completed in less

then six months.

**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.

## Application and Submission Information

### ***Address to Request Application Package***

Application materials will be available for download at <http://www.grants.gov>. ONC is requiring full applications for all announcements to be submitted via electronic mail [HealthITEducation@hhs.gov](mailto:HealthITEducation@hhs.gov). Lead awardees will be able to download a copy of the application packet, complete it off-line, and then submit the application electronically via email to: [HealthITEducation@hhs.gov](mailto:HealthITEducation@hhs.gov).

APPLICATIONS WILL NOT BE ACCEPTED THROUGH ANY WEBSITE, AND WILL NOT BE ACCEPTED THROUGH PAPER MAIL, COURIER, OR DELIVERY SERVICE. LEAD AWARDEES ARE STRONGLY ENCOURAGED TO COMPLETE AND SUBMIT APPLICATIONS AS FAR IN ADVANCE OF THE SUBMISSION DEADLINE AS POSSIBLE. THE APPLICATION INCLUDING ALL REQUIRED ATTACHMENTS AND INCLUDED FILES FOR POTENTIAL CONSIDERATION IN THE REVIEW PROCESS MUST BE RECEIVED BY 11:59 PM EASTERN TIME ON THE DATE SPECIFIED IN SECTION IV C, BELOW.

Applications procedures:

- You must access the electronic application for this program via <http://www.grants.gov>. You must search the downloadable application page by the Funding Opportunity Number [REDACTED] or CFDA number (93.718).
- All lead awardees should have a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number and register in the Central Contractor Registry (CCR) (for further information see section IV.B.2 below). You should allow a minimum of five days to complete the CCR registration. Although not required to process preliminary applications, lead awardees who do not already have a DUNS number and/or are not registered in CCR should do so as soon as possible. As there is no fee to complete these processes, lead awardees should not wait to receive the results of the preliminary application review before taking these steps.
- You must submit all documents electronically, including all information included on the SF424 and all necessary assurances and certifications.
- Your application must comply with any page limitation requirements described in this Program Guidance.
- After you electronically submit your application, you will receive an automatic email notification from the email address that demonstrates the email was received. This notification does **not** provide assurance that your application was complete, only that the email was received.
- After ONC reviews your email submission, a return receipt will be emailed to the lead awardee contact indicating the files that were received and able to be

successfully opened and read. Due to volume of applications received, this receipt may not be available for several days; lead awardees are strongly encouraged to submit applications as far in advance as possible if they wish to receive confirmation of receipt prior to the deadline. Organizations applying for federal grants will need to be registered with the Central Contractor Registry (CCR). You can register with the CCR online and it will take about 30 minutes (<http://www.ccr.gov>). If you have already registered with CCR but have not renewed your registration in the last 12 months, you will need to renew your registration at <http://www.ccr.gov>.

**Key Contact for Applications:**

Inquiries should be addressed to:

U.S. Department of Health and Human Services

Office of the National Coordinator for Health Information Technology

Email: [HealthITEducation@hhs.gov](mailto:HealthITEducation@hhs.gov)

## ***Content and Form of Application Submission***

Lead awardees are requested, to submit a non-binding Letter of Intent indicating their plan to apply for this funding opportunity. This Letter will not be considered as part of the evaluation process; it will merely assist ONC in planning for the review process. The deadline for submission of the Letter of Intent is January 6, 2010.

### **1. Letter of Intent**

Letters of intent must be sent electronically to:

U.S. Department of Health and Human Services

Office of the National Coordinator for Health Information Technology

Email: [HealthITEducation@hhs.gov](mailto:HealthITEducation@hhs.gov)

### **2. Letter of Intent Content Guidelines**

Lead awardees may submit a Letter of Intent to apply for this funding opportunity; the deadline for the Letter of Intent is January 6, 2010. This Letter of Intent should contain the following:

- Identify which of the five regions the proposed consortium would serve.
- Identify the lead entity.
- List intended number of member Community Colleges, and name any Community Colleges that have tentatively agreed to participate.

### **3. DUNS Number**

The Office of Management and Budget (OMB) requires applicants to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for Federal grants or cooperative agreements on or after October 1, 2003. It is entered on the SF 424. It is a unique, nine-digit identification number, which provides unique identifiers of single business entities. The DUNS number is free and easy to obtain.

Organizations can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711 or by using this link to access a guide: [https://www.whitehouse.gov/omb/grants/duns\\_num\\_guide.pdf](https://www.whitehouse.gov/omb/grants/duns_num_guide.pdf) .

### **4. Project Abstract**

Lead awardees shall include a one-page abstract (no more than 500 words) of the application along with the full application package. Lead awardees should prepare a clear, accurate, concise abstract that can be understood without reference to other parts of the application and which gives a description of the proposed consortium, including: the consortiums plan to achieve the goals, objectives, overall approach (including target population and significant partnerships), and anticipated outcomes of the Community College Consortia to Educate Health Information Technology Professionals program.

The project abstract must be double-spaced with a font size of not less than 11 point.

The lead awardee shall place the following information at the top of the narrative abstract (this information is not included in the 500 word maximum):

- Project Title
- Lead awardee Name
- Address
- Contact Name
- Contact Phone Numbers (Voice, Fax)
- E-Mail Address
- Web Site Address, if applicable

The Project Abstract must include a summary of the proposed consortium including 1) a description of the consortium; 2) proposed sub- awardees and all other partners; and 3) a proposal describing how the consortium plans to achieve the program outcomes.

### **5. Project Narrative**

The project narrative must provide a detailed picture of the proposed consortium's membership and plan of action. The narrative must provide the reader with an understanding of how the consortium will comply with the complete program structure and complete the required project activities.



The Project Narrative must be double-spaced, on 8 ½” x 11” paper with 1” margins on both sides, and a font size of not less than 11. Smaller font sizes may be used to fill in the Standard Forms and Sample Formats. The suggested length for the Project Narrative is 10 to 25 pages; 25 pages is the maximum length allowed. ONC will not review Project Narrative pages beyond the 25 pages allowed. The Project Abstract (Section IV. B.4) , Letters of Commitment from each member Community College, and Resumés of Key Personnel are not counted as part of the Project Narrative for purposes of the 25-page limit, but all of the other sections noted below are included in the limit.

The components of the Project Narrative counted as part of the 25 page limit include:

- Proposed Strategy for Achieving the Goals, Objectives, and Outcomes of the Community College Consortia to Educate Health Information Technology Professionals Program
- Selection Criteria for lead entity and member Community Colleges
- Project Management
- Evaluation
- Dissemination
- Organizational Capability Statement

The Project Narrative is the most important part of the application, because it will be used as the primary basis to determine whether or not the application meets the minimum requirements for funding under the HITECH Act, and will serve as a primary basis for the review. The Project Narrative must provide a clear and concise description of your consortium. ONC requires that your consortium narrative include the following components:

### **Summary/Abstract**

This section should include a brief – no more than 500 words maximum – description of the consortium, including: the consortiums plan to achieve the goals, objectives, overall approach (including target population and significant partnerships), and anticipated outcomes of the Community College Consortia to Educate Health Information Technology Professionals program.

### **Goals, Objectives, and Outcomes**

This section should elaborate upon the description of the consortium’s plan to achieve the goals, objectives and anticipated outcomes of the Community College Consortia to Educate Health Information Technology Professionals program as laid out in the Summary/Abstract. (See Appendix B.3 for more detail on goals, objectives and outcomes)

### **Proposed Strategy**

This section should provide a clear and concise description of the strategy proposed to address the implementation of an HIT academic program in the member Community

Colleges as described in the Scope of Services (see Section I D). It should also address the consortium's implementation plan for the nationally developed HIT – course material.

### **Selection Criteria**

The lead awardee shall provide a description of the selection criteria and process for selecting (i) member Community Colleges and the lead institution/awardee (ii) implementation of the HIT academic program supported by the consortia.

### **Project Management**

This section should include a clear delineation of the roles and responsibilities of project staff, consultants, the advisory working group, lead institution for the consortium, and member Community Colleges of the consortium, and how they will contribute to achieving the objectives and outcomes of the Community College Consortia to Educate Health Information Technology Professionals program. It should specify who would have day-to-day responsibility for key tasks such as: leadership of project; monitoring the project's on-going progress, preparation of reports; communications with other partners and ONC. It should also describe the approach that will be used to monitor and track progress on the nation-wide evaluation measures. The lead awardee must provide resumes for each key staff member.

A description of the management plan for the consortium must be provided.

The management plan must:

- i) Be designed to ensure the effective implementation and collaboration of activities conducted together with the member Community Colleges.
- ii) Describe a process of convening a regional coordination committee consisting of members of each community college in the region, which, among other things, will meet quarterly to discuss issues related to the program with members of the ONC project team. This group should be tasked with the review of materials, such as educational tools/curricula that are developed to support the program. A member from the regional coordination committee will also participate in the National coordination committee.
- iii) Provide for technical assistance to each member Community College in addressing the challenges and identifying successful strategies.
- iv) Provide for regular electronic communications to and among the partners and member Community Colleges to ensure that relevant information, research, news, reminders and other items of interest are shared in a consistent manner.

### **Evaluation**

The lead awardee will be required to gather performance measures as described in Scope of Services – progress reporting and program evaluation. This section should describe

the method that will be used to track and maintain student information.

### **Organizational Capability Statement**

This section should include a listing of consortium members, potential partners and potential participating member Community Colleges. Each of these entities'/individual's capabilities and capacity to support the program should be explained. Each Community College sub-awardee will complete the Experience and Capacity Profile form (Appendix B.1). The lead awardee will then combine the information from the profiles of all of its sub-awardees and present the information as one Experience Profile that reflects the entire regional consortium.

## **6. Collaborations with and Letters of Commitment from Member Community Colleges**

The application should include which key collaborating organizations or institutions have confirmed (in the form of a signed letter of intent) their intent to be a part of the project (should it be funded). Any organization that is specifically named as having a significant role in carrying out the project should be considered an essential collaborator. Lead awardees should obtain executed contracts from each of the Community College members along with an endorsed (by each institutions financial officer) budget statement. The agreements must include resource and budget requirements.

Signed Letters of commitment should be scanned and included as attachments to the application. Lead awardees unable to scan the letters of commitment may fax them to the Office of Grants Management at 202-245-0789 by the application submission deadline. In your fax, be sure to include the funding opportunity number and your agency name.

## **7. Budget Narrative/Justification**

All lead awardees are required to provide a detail proposed budget that includes the costs that would be incurred in support of the project activities. The budget narrative/justification must include the allowable costs that will be incurred in support of the cooperative agreement. Costs are not allowed to be incurred until the date listed in the Notice of Award. Whether direct or indirect, these costs must be allowable, allocable, reasonable and necessary under the applicable OMB Cost Circulars: (See, <http://www.whitehouse.gov/omb/circulars> and based on programmatic requirements for administering the program as outlined in Recovery Act.

The duration of the grant award is for a maximum of two years. Each lead awardee should provide detailed budgets for their proposed expenditures in years 1 and 2 of the cooperative agreement.. Each lead awardee can propose an administrative budget of up to \$500,000 in each budget year to fund the lead awardee functions that are described in Section I. The overall budget that is submitted by the lead awardee should include detailed annual budgets from each member of the Community College that are part of the

consortium. These budgets should include justification to support their training programs. See Appendices – Attachment B for detailed information on completing the budget forms.

Items that may be included in an lead awardee’s budget are:

1. Faculty release time to prepare for teaching in these programs.
2. Professional salaries for management of the process to create the program.
3. Equipment and furnishings to house and support use of the equipment.
4. Financial aid for the first and second cohort of students.
5. Student recruitment activities.
6. Expenses to establish a career placement office.
7. Expenses to establish partnerships with Regional Extension Centers and other stakeholders to find internship and employment opportunities for the graduates of the HIT academic programs.
8. Educational consultants to advise on the program design.
9. Travel to regional consortium activities, and national coordination meetings.

**Format for providing budget justification/narrative:** The Budget Narrative/Justification should be provided using the format included as Attachment C of this Funding Opportunity Announcement. Lead awardees are encouraged to pay particular attention to Attachment B, which provides an example of the level of detail sought. A combined multi-year Budget Narrative/Justification, as well as a detailed Budget Narrative/Justification for each year of potential grant funding is required.

**Experience and Capacity Profile**

**Instructions:** For each consortium, the applicant institution and each proposed member community college must complete this form. Please fill in all responses in the gray cells provided. For list responses please use a comma to identify different items (e.g. Apples, Oranges, Pears) For Yes/No answers, please indicate the appropriate response by typing an "x" into the appropriate box.

**I. General Information**

Applicant Name (lead awardee):

Is this profile for an applicant or a member community college?

Name of Organization completing this Profile:

Organization Address:

Organization Contact Name:

Organization Contact Email:

Organization Contact Phone Number:

**II. Geographic Diversity and Service Area:** (an area that embraces the home addresses of 80% of the current students)

**1. Please provide details about your proposed service area, using the largest increments appropriate (i.e. if a proposed service area is a state, applicants do not need to include counties or zip codes). Organizations can provide the information in an attached document, if the information exceeds the space below, however, they should note that in the form below)**

A	Specify State (s) by 2 letter United States Postal Service (USPS) abbreviation(s)*		
B	Specify Included Counties		
C	Specify Metropolitan Service Area Code (if available)	3 Digit Code(s)	5 Digit Code(s)
D	Specify Zip Codes (three or five digit zip-code)		

**2. Population in the service area**

A	Please estimate the total number of people living in the college's service area:	Population	As a percentage of population in HHS region
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**III. Experience and Capacity:**

**1. Provide estimates for the following:**

A	Total number of students enrolled in 2008		
B	Number of faculty employed and total number of full time equivalents (FTE)	Number of faculty	Faculty FTE
C	Number and amount of federal grants received by the entity in 2008	Number of grants	Total amount of federal funding
D	Number of programs of study offered(degrees and certificates) in 2008		
E	Number of students that graduated with a degree or certificate in calendar year 2008		
F	Does your college offer degree or certificate programs related to Health IT. (Programs can be entitled Health IT, or Health Information Management or Health Informatics)?	Number of programs	
G	Number of students currently enrolled in all HIT programs		
H	Number of students that graduated from a HIT program in 2008		
I	What fraction of courses currently offered by your college may be considered distance learning courses in the sense that no regular physical attendance by students is required?	Number of students	

**IV. Additional Comments:**

**1. Any additional clarification comments about criteria above (if necessary)**

**Please detail the source of all the information provided.**

