



# Medicare Rural Hospital Flexibility (Flex) Program Non-Competing Continuation (NCC) Progress Report

March 25, 2021 @ 3pm EST

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Federal Office of Rural Health Policy (FORHP)

**Vision: Healthy Communities, Healthy People**



# Agenda

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- **Program Area Logic Models**
- **NCC Background Information**
- **Progress Report Instructions**
  - Performance Narrative
  - Budget
  - Attachments
    - EMS Supplement Instructions
- **Reporting Requirements**
- **Technical Assistance Resources**
- **Questions**



# Program Area Logic Models

- **Each FORHP Program Area Lead developed a Logic Model with the assistance of our Flex Partners (FMT, TASC, RQITA)**
  - We encourage you to use these as a tool to develop your Work Plans
  - Based on [Flex Program Structure FY 2019 – FY 2023](#)
- **The Logic Models will be housed on the TASC Website**
  - [Program Area Logic Models](#)
    - Quality
    - Financial & Operational
    - Population Health
    - EMS
- **We are very interested in your feedback**
  - **Please reach out to your Project Officer with comments about the Logic Models.**

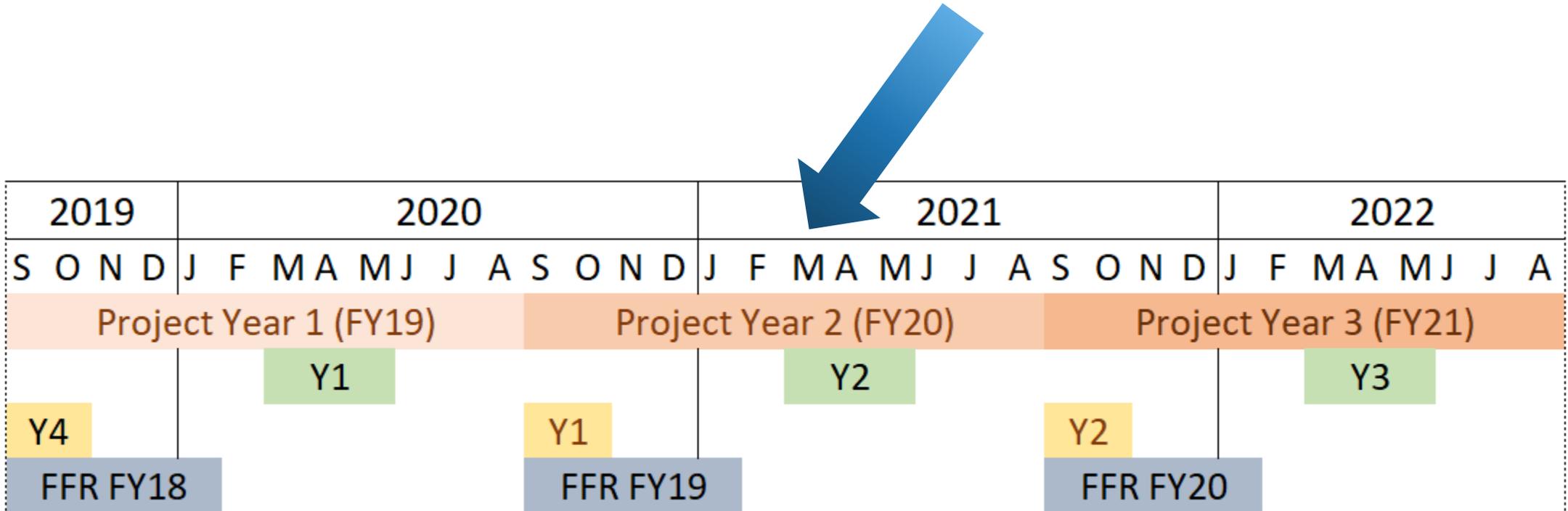


# Background

- **FY 2021 (September 1, 2021 – August 31, 2022) is the Third Year of the Five Year Project Period**
  - The NCC guidance was released March 24, due May 14, 2021
- **The NCC Progress Report serves as the basis for continued funding and a streamline review process**
- **Purpose of the Progress Report**
  - Discussion of changes and challenges to your current year (FY 2020) and future year (FY 2021) of your Flex Program
  - Project plans for continuation of funds next budget year (FY 2021).
  - The progress report is an opportunity to update, readjust, and refine your Flex projects.



# Flex Timeline



Key
NCC Progress Reports
PIMS Reports
Applications
Financial Reports



# NCC Progress Report Overview

Content	Title	Type	Required	Max. Pages
Performance Narrative	Performance Narrative	Attachment	Yes	10
Budget Justification	FY 2021 Budget Justification Narrative	Attachment	Yes	N/A
Attachments	1 Work Plan Template Update	Attachment	Yes	N/A
	2 Position Descriptions and Biographical Sketches of New Staff	Attachment	Yes	N/A
	3 Flex QI Program Proposal	Attachment	Yes	N/A
	4 EMS Supplement: Progress Report	Attachment	Only EMS Supplement Awardees	5
	5 EMS Supplement: Budget Justification	Attachment	Only EMS Supplement Awardees	N/A
	6 EMS Supplement: Work Plan Template Update	Attachment	Only EMS Supplement Awardees	N/A



# Performance Narrative

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- No more than **10 pages**, no smaller than 1-inch margins, use a readable 12-point font such as Times New Roman or Arial
- May be single spaced or double spaced
- Document format: .pdf, .doc, .docx
- Upload document into EHB



# Performance Narrative Contents

In the Performance Narrative, clearly describe:

**Significant Changes, Challenges, and Barriers faced or anticipated in the remainder of the FY 2020 budget year (September 1, 2020 – August 31, 2021) and future FY 2021 budget year (September 1, 2021 – August 31, 2022), including activities potentially not completed, in danger of delay, or those that need a change of scope.**

- Discuss any changes due to the COVID-19 Response to your current or future year work plans.
- Discuss any staffing changes since the 2020 Non-Competing Continuation Progress Report (May 2020) and any unfilled positions and plans to fill the positions.
- Describe plans to mitigate or manage significant changes, challenges, and barriers.
- Describe potential/anticipated impact on meeting any goals of the Flex program.
  - For example, impact of FY 2019 Carryover funds on work plan items in FY 2020.
- Describe any anticipated technical assistance needs.



# Reminder

- **All activities must fit within one of the core areas, consult the [FY 2019 Flex Program Guidance](#), if you are uncertain where/if a project fits:**
  1. CAH Quality Improvement (required)
  2. CAH Operational and Financial Improvement (required)
  3. CAH Population Health Improvement (optional)
  4. Rural EMS Improvement (optional)
  5. Innovative Model Development (optional)
  6. CAH Designation (required if requested)
- **Significant changes in the objectives, aims, or purposes identified in the approved application require a Prior Approval change of scope request in EHB.**



# Budget

- Discuss any significant changes **less than 25%** to your FY21 budget relative to FY20.
- Detail the costs within each object class category.
- **Personnel**: For each employee supported by funds from this award include the name of employee; base salary; % FTE on the grant; and amount of Federal funds (wages and fringe) expended for the budget year. This personnel information requirement also applies to sub awards/subcontracts supported by Federal funds from this grant.
- **Travel**: List travel costs according to local and long distance travel. Itemize travel estimates, include airfare or mileage, lodging, misc.
- **Contracts**: Include a clear explanation as to the purpose of each contract, how the costs were estimated, and the specific contract deliverables.



# Budget Requirements

- Recipients should base budgets on FY 2021 Flex award levels. See projected funding levels by state listed in Section IV of the NCC Instructions.
- At least one full time equivalent position is dedicated to the state Flex program.
- FORHP expects all recipients to participate in the **2022 National Flex Meeting (Reverse Site Visit)** and **one other regional or national meeting** each year.
- A Flex representative is encouraged to attend the NRHA CAH Conference in Kansas City, MO.
- New personnel are required to attend a **Flex Program Workshop in Duluth, MN**, within one year of start date in the role.
- Indirect costs for the Flex program are limited by statute. Indirect cost in the proposed budget should be no more than 15% of the direct cost.



# Budget Restrictions

- Recipients and sub-award recipients may **NOT** use Flex funds for the following purposes:
  - For direct patient care (including health care services, equipment, and supplies);
  - To purchase ambulances and any other vehicles or major communications equipment;
  - To purchase or improve real property; and/or
  - For any purpose which is inconsistent with the language of the NOFO [HRSA-19-024](#) or Section 1820(g) (1, 2) of the Social Security Act (42 U.S.C. 1395i-4(g) (1) and (2)).



# Attachments

- Each document should include the Grant Number, Project Title, Organization Name, and Primary Contact Name
- Attach only the components listed in the Extension instructions
- Submissions will be returned if they're insufficient or missing information
- Up to 6 attachments

## Please 😊

- Start all file names with your state postal abbreviation:  
**AK\_Flex\_Narrative\_FY21.docx**
- Use informative file names:  
**MA\_Flex\_Budget\_Justification\_FY21.pdf**
- Don't scan documents as images—we may need to highlight or copy text or numbers



# Attachment 1: Update Work Plan Template

- Please use the [Work Plan Template](#) to update the current year (FY 2020) if a new activity has been introduced through a change in scope, or an activity has been terminated; this should be noted and identified clearly.
- The updated Work Plan should **NOT** include the quantitative outputs based on previously identified process measures associated with the activities. This should be updated in the End of Year Report.
- For future year (FY 2021) include ongoing activities that will continue from the current budget period, as well as any new activities and indicate if each activity is new or ongoing.



# Attachment 2: Position Descriptions and Biographical Sketches

- Include position descriptions for all new positions and/or new staff for which program support is requested.
- Please indicate if new positions are filled or currently vacant.
- Include a biographical sketch, curriculum vitae, or resume for all new staff.
- If there are no staff changes, please include a single page labeled Attachment 2 and stating, “No staffing changes since May 2020.”
- **Please also include the organization names and primary contacts for your significant contracts/partners.**



# Attachment 3: Flex QI Project - Background

- Flex QI Project Introduced on [RQITA Virtual Knowledge Group - February 18<sup>th</sup>](#)
- FORHP will require the development of a QI project in **one** quality measure/measure area, but some states may select more than one, if feasible.
  - Measures selected for the Flex QI Project may be part of the MBQIP core measures, the MBQIP additional measures, or any other quality measure that CAHs find relevant for QI purposes.
- The Flex QI Project must be a part of the SFP work plan for program year 3. FORHP highly encourages the use of **existing or planned** QI-related activities.
- States will need to engage their CAHs to identify the project that is most beneficial and timely to support CAH QI efforts. After assessing CAH engagement and needs, State Flex Coordinators may decide to work with a sub-group of CAHs or with all CAHs.
- FORHP will require the participation of **at least 2 CAHs** for a Flex QI project.



# Attachment 3: Flex QI Project - Proposal

The list of measures below are potential *ideas* that FORHP would like to highlight for State Flex Programs (SFPs). As the Budget Year 3 Flex QI Project planning is underway, SFPs may want to consider project topics based on any measure option from the list below, if you have not yet identified a topic. If you have any questions, please contact the MBQIP Coordinator, Natalia Vargas [Nvargas@hrsa.gov](mailto:Nvargas@hrsa.gov)

## Outpatient

- SBIRT or Suicide Risk Assessment in ED
- Cardiac Rehab (or other rehab services)

## Care Transitions

- Readmissions
- Swing beds

## Patient Engagement and Experience

- ED Patient Experience
- HCAHPS

## Patient Safety/Inpatient

- COVID Vaccination for Healthcare Providers
- eCQMs\* such as Safe Opioids
- EMS patient safety pre-hospital measures  
(e.g hypoglycemic assessment)



# Attachment 4: EMS Supplement – Progress Report

- **Awardees of the EMS Supplemental Funding** must include an updated progress report to provide program related progress made during the current reporting period (September 1, 2020 – August 31, 2021) and future activities for the upcoming reporting period (September 1, 2021– August 31, 2022).
- The requirements in the FY 2019 Notice of Funding Opportunity (NOFO), [HRSA-19- 095](#), continue for the funding year FY 2021.
- Your progress report should include the following:
  - **Significant Changes, Challenges, and Barriers** faced or anticipated in the remainder of the FY 2020 budget year (September 1, 2020 – August 31, 2021) and future FY 2021 budget year (September 1, 2021 – August 31, 2022), including activities potentially not completed, in danger of delay, or those that need a change of scope. Discuss any staffing changes since the FY 2020 Non-Competing Continuation Progress Report submission and any unfilled positions and plans to fill the positions. Describe plans to mitigate or manage significant changes, challenges, and barriers.
  - For example, any impact of the FY 2019 carryover on the FY 2020 work plan



# Attachment 5: EMS Supplement – Budget Justification

- The purpose of the Budget Justification Narrative is to provide a clear overview of proposed spending for the program-funded project.
- The Budget Justification must be sufficiently detailed and cover use of federal funds for each object class category listed on the SF-424A.
- **Travel and contractual costs must be itemized.**
- Itemized travel costs should include, at minimum, airfare or mileage, lodging, per diem, and miscellaneous expenses as applicable for each trip, plus any other requirements determined by your organization’s travel policies.
- Itemized contractual costs should include deliverables.



# Attachment 6: EMS Supplement – Work Plan Template Update

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- Please use the [EMS Supplement Work Plan Template](#) to update your future year (FY 2021) sheets in the excel file.
- The updated Work Plan should **NOT** include the quantitative outputs based on previously identified process measures associated with the activities. This should be updated in the End of Year Report.



# Reporting Requirements

Reporting Requirement	Reporting Deadline
Performance Improvement and Measurement System (PIMS)	October 30, 2021
End of Year Report	November 30, 2021
Federal Financial Report (FFR)	January 30, 2022
Non-Competing Continuation (NCC) Progress Report	March 2022



# Technical Assistance Resources

- [HRSA Electronic Handbooks Knowledge Base](#)
  - [HRSA Contact Center](#): 1-877-464-4772 or [CallCenter@hrsa.gov](mailto:CallCenter@hrsa.gov)
- [FORHP Project Officer](#)
- TASC: [tasc@ruralcenter.org](mailto:tasc@ruralcenter.org)
  - Available to review one section of your NCC
- The [Flex Forum](#)
- [Flex grant guidance and templates](#)
  - [FY 2021](#)



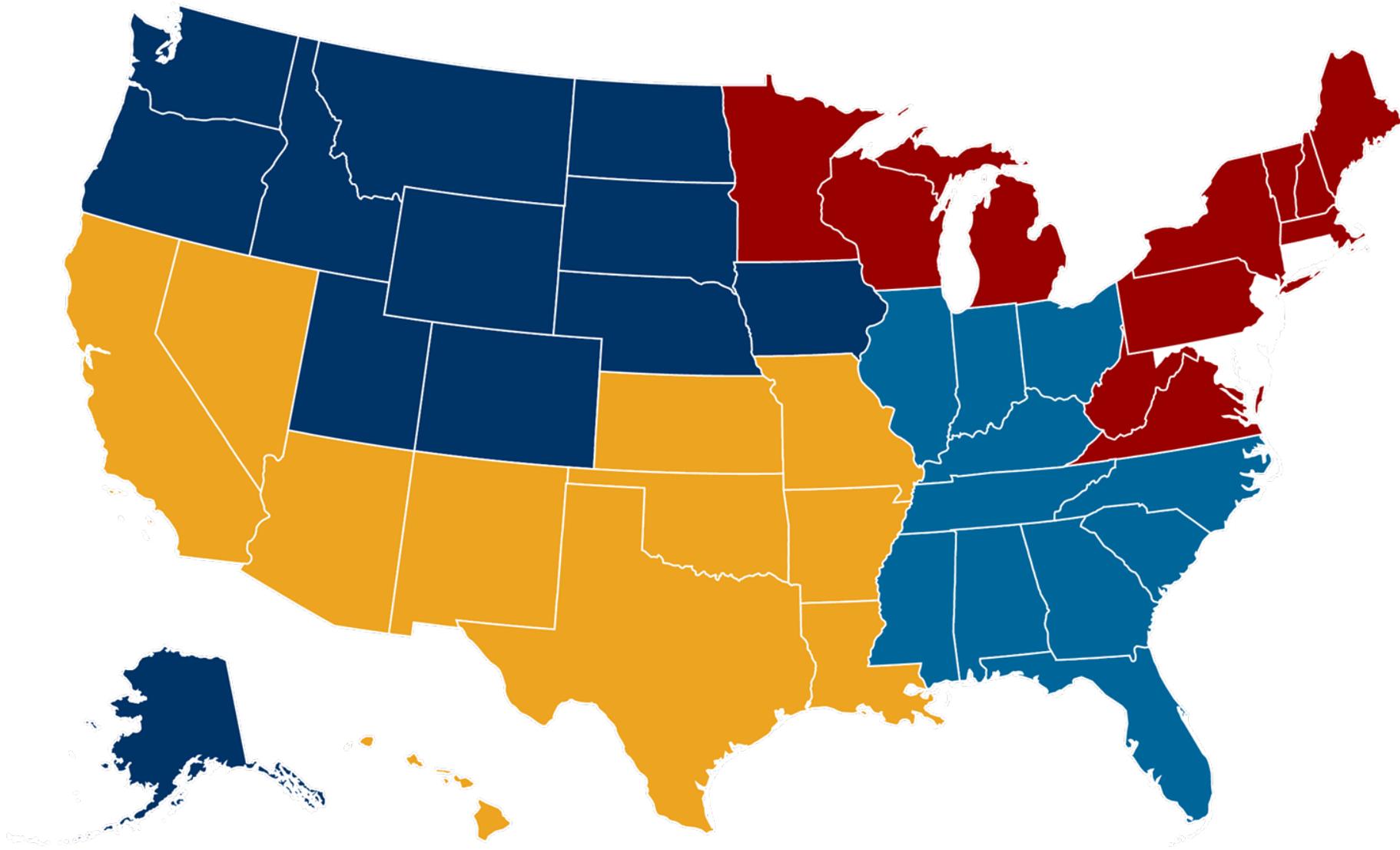
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Project  
Officers



# Questions?



# Contact Information

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