

General Description

This document is intended as a Statement of Work (SOW) to identify and describe the payment structure of the Contractor's responsibilities and sets forth the terms by which the Contractor shall support the Wyoming Critical Access Hospital Network (WCAHN), an affiliate of the Contractor, by providing fiscal and programmatic support to Wyoming's Flex Grant projects directly affecting the WCAHN. WCAHN leadership, through the WCAHN Director, adds support for quality, operational, and financial improvement, as well as support for health systems development and community engagement by each WCAHN member hospital. Up to 20% of the total allocation can be shifted between the services and activities categories with prior approval by the Flex Grant Coordinator.

Timeline and Deliverables

The following table sets forth the terms by which the Contractor shall support the Wyoming Critical Access Hospital Network (WCAHN).

Timetable and Deliverables			
Task	Description	Cost	Date
1	Contract and Sub-Contract Administration	Up to \$X,XXX/monthly Up to \$XX,XXX total	Monthly Upon Invoice
	WHA President and fiscal staff provide administrative oversight on the WCAHN Director's sub-contract to ensure completion of all activities under this Contract. WHA President and fiscal staff devote 10% of their time to WCAHN activities.		
2	Sub-contract for WCAHN Director	\$XX per hour Not to exceed \$XX,XXX total	Monthly Upon Invoice
	The WCAHN Director provides essential leadership and coordination necessary for the achievement of the WCAHN's goals. WCAHN Director will direct and complete tasks 3 -8 below as well as coordinate quarterly network meetings which will include educational sessions on topics such as financial performance and quality improvement. WCAHN Director will: provide quarterly reports to the Office of Rural Health within 14 days of quarters end; provide an annual report to the Office of Rural Health by October 15, 2015; will input all completed activities into the National Organization of State Offices of Rural Health (NOSORH) TruServe performance measures tool within 14 days of activity completion; update WCAHN website; attend monthly flex group meetings; attend monthly one to one meetings; and prepare contract for subcontract awards which includes reporting of measures and outcomes per Flex grant guidelines.		
	Invoice will include a breakdown of WCAHN Director's activities conducted related to this Contract and activities listed must correspond to activities entered into the NOSORH TruServe performance measures tool.		
3	WCAHN Website Maintenance	Up to \$X,XXX	Upon Invoice
	Reimbursement of the web designer/host agency fees for maintaining the WCAHN website to ensure dissemination of information to WCAHN members and the public.		
	Invoice must include a copy of the web designer/host agency invoice.		
4	Patient Safety Collaborative	Up to \$X,XXX	Upon Invoice
	Implement a patient safety collaborative that includes a survey and analysis, technical support, and educational components.		

	Invoices must include a breakdown of expenses and must include a copy of any sub-contractor/consultant's invoice(s).		
5	Support for CAH Operational Improvement	Up to \$XX,XXX	Upon Invoice
	<p>Provide sub-recipient contracts for CAH Operational Improvement (e.g. LEAN, charge master review, revenue cycle improvement, onsite, quality coach, or other project specific QI or PI initiative). The sub-recipient grants will be competitive and awardees will be selected by the Flex Coordinator, WCAHN Director, and Wyoming Hospital Association President based upon the needs of the CAH. Activity planning shall begin during Flex grant first quarter cycle; activities shall commence by Flex grant second quarter cycle.</p> <p>Each sub-recipient must furnish Contractor with quarterly reports within 14 days of quarters end and Contractor must furnish each quarterly report to the Office of Rural Health as a section of the WCAHN quarterly report. Each sub-recipient must furnish Contractor with a final report by September 30, 2015, and Contractor must furnish the Office of Rural Health with each final report by October 15, 2015.</p> <p>Invoices must include a breakdown of award, expenses, and must include a copy of sub-contractor/consultant's invoice(s).</p>		
6	Sub-Contract with Kansas Hospital Education and Research Foundation	Up to \$XX,XXX	Upon Invoice
	<p>Sub-contract with Kansas Hospital Education and Research Foundation (KHERF) to provide six Wyoming CAHs with continued access to Quality Health Indicators for benchmarking and quality improvement.</p> <p>Invoice must include a copy of KHERF's invoice.</p>		
7	Support for Financial and Operation Needs Assessment	Up to \$XX,XXX	Upon Invoice
	<p>Provide sub-recipient contract for a financial and operational needs assessment for one CAH.</p> <p>Sub-recipient must furnish Contractor with quarterly reports within 14 days of quarters end and Contractor must furnish each quarterly report to the Office of Rural Health as a section of the WCAHN quarterly report. Each sub-recipient must furnish Contractor with a final report by September 30, 2015, and Contractor must furnish the Office of Rural Health with each final report by October 15, 2015. Activity planning shall begin during Flex grant first quarter cycle; activities shall commence by Flex grant second quarter cycle.</p> <p>Invoices must include a breakdown of award, expenses, and must include a copy of sub-contractor/consultant's invoice(s).</p>		
8	WCAHN Member Conference Registration and Travel Scholarships	Up to \$XX,XXX	Upon Invoice
	<p>Conference registration and travel scholarships available for CAH staff and board of directors to attend approved continuing education events, CAH related conferences and trainings in order to keep abreast of best practices and current issues in healthcare affecting these facilities. Examples: National Rural Health Association's Critical Access Hospital Conference, Annual Meeting, and Policy Institute; Western Region and National Flex conferences; Flex strategic planning meeting; etc. WCAHN Director will conduct post travel evaluations based on the criteria provided by the Office of Rural Health Policy and Post-Test Only Model of Training Evaluation for Flex Grantees. Evaluations will be conducted with 7 days of travel completion. Evaluation results will be uploaded into TruServe within 14 days of travel completion. Evaluations must be received by WCAHN Director prior to CAH reimbursement.</p> <p>Invoice must include a breakdown of scholarships issued, total cost, maps to verify mileage reimbursed at the federal level, and copies of receipts submitted by recipients. All required travel documentation, per person, per trip, is to be submitted in one invoice.</p>		
TOTALS			\$XX,XXX.XX