



Integrated Delivery Network: Region 7

Region 7 IDN Sub-Recipient Concept Paper Process and Instructions for Applying

The purpose of the Sub-Recipient Concept Paper is to enable the IDN Steering Committee to assess how well the proposed project aligns with Region 7 IDN's goals, and works towards a regional approach to improve the integration between behavioral health and primary care. Funds from the NH Delivery System Reform Incentive Payment (DSRIP) program are to be used to meet the following goals of the DSRIP demonstration:

- (1) Deliver integrated physical and behavioral health care that better addresses the full range of individuals' needs;
- (2) Expand capacity to address emerging and ongoing behavioral health needs in an appropriate setting;
- (3) Reduce gaps in care during transitions across care settings by improving coordination across providers and linking Medicaid beneficiaries with community supports; and
- (4) Advanced Payment Models for 50% of Medicaid payments by 12/31/2020.

The Region 7 IDN Concept Paper is a collaborative process, not a competitive process. North Country Health Consortium (NCHC), the Administrative Lead Agency of Region 7 IDN, encourages organizations to reach out to NCHC to discuss concept ideas before submission if there are any questions or concerns. Please consider reaching out to other organizations to see how you might collaborate to create a proposal. In addition, you can go to Region 7 IDN Basecamp Message Board to see if anyone has posted concept paper ideas, and what opportunities might be available for a regional approach. Please contact Annette Carbonneau at acarbonneau@nchcnh.org if you cannot access Region 7 IDN Basecamp Message Board.

Fund requests must address the following categories: (please be familiar with project metrics and specification criteria for selected project – for guidance refer to Region 7 IDN Basecamp, www.region7idn.com, or contact NCHC staff.

- Care Transition Teams
- Expansion in Intensive SUD Treatment Options
- Enhanced Care Coordination in High-Needs Populations
- Core Competency Project – integration of behavioral health and primary care
- Implementation of statewide Health Information Technology project on a regional level
- Implementation of statewide Workforce Development project on a regional level



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NCHC staff will review IDN Concept Papers to ensure the proposal meets the following criteria:

1. It is received on time
2. All budgeted expenses are allowable Use of Funds under the DSRIP project
3. Proposal addresses DSRIP goals

After NCHC completes the first level of review to ensure proposals meet the necessary requirements, the proposals will be turned over to the IDN Steering Committee. **Concept papers that do not follow the requirements above will not be reviewed by the IDN Steering Committee.** The IDN Steering Committee will review proposals and discuss which proposals will allow Region 7 IDN to meet the DSRIP goals and help the Region transform the delivery of behavioral health care. The Steering Committee will review proposals based on the following criteria:

1. Is the proposed project realistic?
2. Does the proposal meet the selected project's metrics and specifications criteria?
3. Will the proposal move the Region toward integration and help meet regional performance metrics needed for incentive based funding?
4. Region 7 IDN will give preference to proposals which:
 - Place an emphasis on collaboration across multiple organizations, or towns within a sub-region to improve integration of behavioral health and primary care;
 - Build upon existing regional and statewide initiatives to expand capacity

Once the Steering Committee reviews proposals based on the criteria above, they will determine which organizations will be invited to write a full proposal. A member of the Steering Committee or NCHC may reach out to an organization to learn more about a concept paper before making a decision on asking for a full proposal.



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Instructions for Applying for Region 7 IDN Funds

Step 1:

Carefully read the following instructions for applying for Region 7 IDN funds. You must have a Certificate of Authorization on file before you can request funds from Region 7 IDN. Please member, Region 7 IDN will be receiving incentive based payments on a semi-annual basis. We cannot guarantee funds we have not received. As a result, organizations have to apply for funds on a 6 month revolving basis, so when you create proposals and budgets please create these based on a 6 month time period. To ensure that projects can keep momentum, and have an opportunity to transform the delivery of behavioral health care, there will be a continuation funding process for existing initiatives.

Step 2:

Complete the Region 7 IDN cover sheet, proposal narrative, and budget.

Step 3:

Please email your coversheet, proposal narrative, and budget to April Allin at aallin@nchcnh.org. Concept papers are due by 3:00 p.m. on **May 15, 2017**. Late submissions will not be reviewed.

Step 4:

Wait to hear if you will be invited to submit a full proposal.

You will be notified by **June 30, 2017** if you are being invited to submit a full proposal. Full proposals will be due on **September 6, 2017** by 3:00 p.m. Please submit the proposal to April Allin at aallin@nchcnh.org. Late proposals will not be considered for funding.

Full proposals will follow a 3 level review process, based on the criteria below, starting with the IDN Financial Workgroup. Next the IDN Sub-Recipient Review Panel, comprised of 2 members from the Clinical Workgroup, 2 members from the Community Engagement Workgroup, and 2 members from the Data Workgroup, along with 1 member from the IDN Lead Agency will evaluate proposals. The scores of the 2 review panels will be combined and the proposals will be forwarded to the IDN Steering Committee to make the final funding decision. To avoid conflicts of interest, reviewers must recuse themselves from reviewing an application submitted by their respective organization.



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Full Proposal Review Criteria:

- How will the funds be used to meet the IDN goals?
- How will the funds be used to meet identified community needs? Does the proposed project have data to back up the need?
- Is a collaborative approach being taken for the selected project?
- Does the proposed project address social determinants of health, including supportive housing?
- How does the proposed project impact the regional opioid crisis?
- Does the proposal include an evaluation plan which includes realistic outcomes that will happen as a result of the proposed work including the evaluation tools that will be used to monitor project work?
- Does the proposal have a work plan which includes realistic goals, measurable objectives, activities, and timeline?
- Will this funding have potential to make a lasting impact?
- How will you address Sustainability?
- Does the proposal address the established criteria within IDN Project Metrics and Specification guide for selected project? (See Region 7 IDN Basecamp and www.region7idn.com)
- Is the proposed budget realistic to the scope of the proposed project?

Funding Decisions

You will be notified by October 30, 2017 regarding the status of your funding request.

If your organization will be receiving funds:

- NCHC will disburse 50% of funds by November 15, 2017 if a signed Memorandum of Understanding had been returned to NCHC; (contingent upon NH DHHS releasing DSRIP funds)
- Interim progress reports are due to NCHC by February 15, 2018;
- NCHC will disburse 25% of Funds by 2/29/2018 contingent that interim progress reports were received
- Final project reports, expenditure reports, and supporting documentation are due to NCHC by May 15, 2018



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- NCHC will disburse final 25% of funds by May 30, 2018 contingent upon receiving final progress report, expenditure reports, and supporting documentation.
- If you do not anticipate completing project activities and expending or encumbering all funds by May 15, 2018 you must notify NCHC in writing by May 1, 2018 with an explanation of why funds have not been used and the plan to use the funds.
- There will be a funding continuation process in place for on-going projects. This will be a simple reapplication process.
- Interim reports, final reports, and expenditure documents will be submitted to April Allin at aallin@nchcnh.org.

Funding Cycle for next round of IDN Sub-Recipient Proposals	
Anticipated Release of Funds from NH DHHS	September-October 2017
Concept Paper Due Date	May 15, 2017
Invitation to Write Proposal	June 30, 2017
Full Proposals Due	September 6, 2017
Funding Notification	October 30, 2017
Fund Disbursement #1	November 15, 2017
Interim Progress Report Due	February 15, 2018
Fund Disbursement #2	February 28, 2018
Final Report & Expenditure Report Due	May 15, 2018
Final Fund Disbursement	May 30, 2018

**Continuation of funds is contingent on approval of funds through the State of New Hampshire legislative process.

IDN Concept Paper Application Process

Please provide the following:

- Completed cover sheet for Region 7 IDN
- Proposal Narrative – please submit brief concept paper addressing the following (up to four pages):
 - Community Need or Opportunity: Describe how your selected funding category will address the identified needs of Region 7 IDN. Please use qualitative and quantitative data as appropriate.



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- How will your proposal address the goals of the IDN?
- How does your proposal address social determinants of health, including supportive housing? (supportive housing has been prioritized by the state of NH as a critical component to address in each of the regions)
- How does the proposed project impact the regional opioid crisis?
- Will this funding have potential to make a lasting impact?
- How will you address Sustainability?
- Briefly describe goals and objectives you will implement to address your selected funding category. A goal is your overall aim of what you want to accomplish. Objectives are specific, measurable statements that will lead to attainment of your goal. Please include an overview of the project activities that will be implemented to meet your objectives and goals. Remember to reference the Project Metrics and Specifications for your project you select. (Please see Region 7 IDN Basecamp or www.region7idn.com)
- Briefly state your intended outcomes and how you will measure success.
- Brief Description: Describe the applicant organization's qualifications to carry out grant purpose.
- Project Budget: show income and expenses for the proposed work using the template provided.

Application Deadline

All applications must be received at the North Country Health Consortium (email preferred) no later than 3:00 p.m. on May 15, 2017. Electronic submissions should be sent to April Allin at aallin@nchcnh.org. All parts of the application must be submitted within one email, preferably within a single document (such as a PDF).

For additional information please contact April Allin at North Country Health Consortium aallin@nchcnh.org 603-259-3700 x220.