

Small Health Care Provider Quality Improvement Program Milestone Activities & Deliverable Schedule

*February 2020

To download the most recent version of this deliverable schedule, please visit <https://ruralhealthlink.org/small-health-care-quality-improvement-program/> and click on the link titled 'Rural Quality Program 2019-2022 Milestone Deliverable Schedule' under the 'Resources' section. The document link will include a month and year in the title to indicate the most recent version.

Project Year One August 1, 2019 – July 31, 2020		
Month/Year	Milestone	Action/Description
August 1, 2019	First Day of Project Year One	
September 11, 2019 2:00-3:00pm ET	<p>Webinar: Program Kickoff & Welcome Webinar</p> <p>Please click on the following link to access the full webinar recording and slides.</p>	Provides opportunity for introductions and provision of key program information and resources for project implementation, program requirements and federal award management. HRSA Program Coordinator, Project Officers and Grants Management Specialists will be present on this call as well as the program's TA Providers from the Georgia Health Policy Center. Opportunities for Q&A will be provided in addition to introductions and information.
December 17, 2019 3:00-4:00pm ET	<p>Webinar: Program Data & Measuring Outcomes</p> <p>Please click on the following link to access the full webinar recording and slides.</p> <p>To download individual handouts from the webinar, please use the following links:</p> <ol style="list-style-type: none"> 1. Measurement Plan and Tracking Tool 2. Final Version - 2019-2022 Quality Program PIMS Measures 3. Data Dashboard Reporting Requirement Instructions 4. Economic Impact Analysis Tool Resource Guide 5. Telehealth PIMS Measure Patient Travel Workbook 	Webinar will take a closer look at the annual PIMS measures, discuss project-specific measures and explore opportunities, tools and resources for positioning your project for strong data collection and utilization to meaningfully showcase project progress, outcomes and impacts.
Jan./Feb. 2020 (Date TBD)	Learning Opportunity: Quality Improvement Basics (Stratis Health RQITA)	The Rural Quality Improvement Technical Assistance Team (RQITA) with Stratis Health offers the first series of a small group learning opportunity covering comprehensive key fundamental healthcare quality improvement concepts.
March 2-3, 2020	Year 1 In-Person Annual Partnership Meeting	The intention of this meeting is to create a shared learning environment that convenes all current Rural Quality Program awardees to share and discover innovative strategies for program

	<i>*Additional Meeting Details will be forthcoming and provided to you by your HRSA Project Officer</i>	<p>implementation, best practices, gather lessons learned from fellow awardee experiences, and identify potential opportunities for collaboration through networking with others.</p> <p><u>Times:</u></p> <ul style="list-style-type: none"> •Start time no earlier than 10am EST on 3/2. •End time no later than 4pm EST on 3/3. <p><u>Location:</u></p> <p>HRSA Headquarters (Parklawn Building) 5600 Fishers Lane, Rockville MD, 20852</p> <p><u>Participation:</u></p> <ul style="list-style-type: none"> •At minimum, the grant program’s appointed Project Director is required to attend •Each grant may send a maximum of 2 to attend. <p>Note: <i>Additional participant requests will be considered for those who provide a reasonable justification to their HRSA Project Officer on a first come first served basis until room capacity has been reached.</i></p>
April, 3 2020	Year 1 Annual Progress Report <u>Opens</u> in EHB	Annual Progress Reporting requirement opens in the EHB system and becomes accessible for completion and submission.
April 2020 (Date TBD)	Learning Opportunity: Peer Call (GHPC)	Over the course of the grant period, the GHPC TA team will hold peer calls focused on topics and issues of interest to Quality grantees. These peer calls are a chance to connect with other grantees over topics or items of interest and share expertise and learnings with one another.
May, 3 2020	Reporting Requirement: Year 1 Annual Progress Report Due to HRSA	All projects are required to submit an annual Non-Competing Continuation (NCC) progress report to demonstrate adequate progress of grant projects to secure receipt of funding for year 2. The reporting timeframe intended for this report reflects year 1 project implementation to date, as well as projected project activities for the remainder of the current project year. A request for an updated work plan demonstrating proposed vs. actual progression of activities will be included. Template and instructions will be provided by your HRSA Project Officer. Submissions are submitted electronically in the HRSA electronic handbook system (EHB).
June 30, 2020	Last Day to Submit a Prior Authorization (PA) Request to Carryover Unobligated Year 1 Funds Submission in EHB (if applicable)	Formal request to carryover any remaining unobligated balances from budget year 1 into budget year 2 must be submitted in EHB as a formal PA request to carryover funds if projects wish to allocate use of unused fund. The annual Federal Financial Report (FFR) for year 1 budget year must be completed and submitted in EHB <i>prior</i> to submission of the carryover request in EHB
July 1, 2020	Reporting Requirement: Year 1 Data Dashboard Due to HRSA	A year 1 data dashboard reflecting resulting outcomes for key project measures no less than 30 days prior to the end of the year one budget period

Small Health Care Provider Quality Improvement Program

Milestone Activities & Deliverable Schedule

*February 2020

	The <i>instructions</i> and optional <i>measurement plan and tracking tool</i> for this deliverable can be found under the ' <i>resources</i> ' section using the following website: https://ruralhealthlink.org/small-health-care-quality-improvement-program/	end date is due in EHB. Data reported should reflect funded project data outcomes covering the period of 8/1/2019-7/1/2020. Deliverable template and instructions will be provided by your HRSA Project Officer.
July 31, 2020	Last Day of Project Year One	
Project Year Two August 1, 2020 – July 31, 2021		
Month/Year	Milestone	Action
August 1, 2020	First Day of Project Year Two	
August 1, 2020	Annual Performance Improvement Measurement System (PIMS) Reporting System <i>Opens</i> in EHB The <i>Final Version 2019-2022 Quality Program PIMS Measures</i> and supporting documents including the <i>Measurement Plan and Tracking Tool, Economic Impact Analysis Tool Resource Guide</i> and the <i>Telehealth PIMS Measure Patient Travel Workbook</i> for this deliverable can be found under the ' <i>resources</i> ' section using the following website: https://ruralhealthlink.org/small-health-care-quality-improvement-program/	Annual PIMS reporting system opens in the EHB system for reporting completion of PIMS measure forms.
August 31, 2020	Reporting Requirement: Year 1 Annual Performance Improvement Measurement System (PIMS) Reporting Due to HRSA The <i>Final Version 2019-2022 Quality Program PIMS Measures</i> and supporting documents including the <i>Measurement Plan and Tracking Tool, Economic Impact Analysis Tool Resource Guide</i> and the <i>Telehealth PIMS Measure Patient Travel Workbook</i> for this deliverable can be found under the ' <i>resources</i> ' section using the following website: https://ruralhealthlink.org/small-health-care-quality-improvement-program/	All projects will be required to submit their annual PIMS reporting in EHB at this time. Reporting is to be completed and submitted in the EHB. Reporting period for PIMS should reflect data from the most recent grant year (8/1-7/31). Additional reporting information and details will be forthcoming.
October 30, 2020	Reporting Requirement: Year 1 Annual Federal Financial Report (FFR) Due to HRSA	All projects are required to submit annual financial reporting. Project year 2019-2020 FFR is due in EHB no later than October 30, 2020.
April, 2021	Year 2 Annual Progress Report Opens in EHB	Annual Progress Reporting requirement opens in the EHB system and becomes accessible for completion and submission.
May, 2021	Reporting Requirement: Year 2 Annual Progress Report Due to HRSA	All projects are required to submit an annual Non-Competing Continuation (NCC) progress report to demonstrate adequate progress of grant projects to

		secure receipt of funding for year 3. The reporting timeframe intended for this report reflects year 2 project implementation to date, as well as projected project activities for the remainder of the current project year. A request for an updated work plan demonstrating proposed vs. actual progression of activities will be included. Template and instructions will be provided by your HRSA Project Officer. Submissions are submitted electronically in the HRSA electronic handbook system (EHB).
June 30, 2021	Last Day to Submit a Prior Authorization (PA) Request to Carryover Unobligated Year 2 Funds Submission in EHB (if applicable)	Formal request to carryover any remaining unobligated balances from budget year 2 into budget year 3 must be submitted in EHB as a formal PA request to carryover funds if projects wish to allocate use of unused fund. The annual Federal Financial Report (FFR) for year 2 budget year must be completed and submitted in EHB <i>prior</i> to submission of the carryover request in EHB
July 31, 2021	Last Day of Project Year Two	
Project Year Three August 1, 2021 – July 31, 2022		
Month	Milestone	Action
August 1, 2021	First Day of Project Year Three	
August 1, 2021	Annual Performance Improvement Measurement System (PIMS) Reporting System Opens in EHB	Annual PIMS reporting system opens in the EHB system for reporting completion of PIMS measure forms.
August 31, 2021	Reporting Requirement: Year 2 Annual Performance Improvement Measurement System (PIMS) Reporting Due to HRSA	All projects will be required to submit their annual PIMS reporting in EHB at this time. Reporting is to be completed and submitted in the EHB. Reporting period for PIMS should reflect data from the most recent grant year (8/1-7/31). Additional reporting information and details will be forthcoming.
October 30, 2021	Reporting Requirement: Year 2 Annual Federal Financial Report (FFR) Due to HRSA	All projects are required to submit annual financial reporting. Project year 2020-2021 FFR is due in EHB no later than October 30, 2021.
May 31, 2022	Last Day to Submit a No Cost Extension (NCE) Prior Authorization Request Submission in EHB (if applicable)	For projects pursuing a proposal to request consideration of project period extension for implementation of project activities use of grant funds that extend beyond the project period end date, a formal Prior Authorization (PA) request submission in the EHB must be submitted for consideration of the request's HRSA approval at least 60 days prior to the expiration of the grant project period end date.
June 1, 2022	Reporting Requirement: Sustainability Plan	All grantees are required to submit a sustainability plan in EHB for their grant project. Technical assistance for developing the sustainability plan, template and specific instructions for submission will be provided in advance of the deliverable deadline and will be communicated by your project

Small Health Care Provider Quality Improvement Program

Milestone Activities & Deliverable Schedule

*February 2020

		officer as soon as resources and information become available.
June 3, 2022	Reporting Requirement: Draft Closeout Report	A draft version of your grant project's closeout report will be due to your assigned Project Officer and TA provider, submitted via email, no later than COB June 3, 2022.. The reporting period for this draft report will reflect all 3 years the grant program (minus the month of July, 2022) and capture all project activities and outcomes available to date (August 1, 2019 – June 1, 2022). The purpose of the draft closeout report is to provide the opportunity to review the report with your PO and TA Provider prior to the submission of your final closeout report before the end of your project and grant's TA services. The draft closeout report template will reflect the same template for the final closeout report, minus a few customer service survey questions that will be included in the final closeout report template. The template and instructions will be provided spring 2022.
June, 2022 (Dates TBD)	Webinar: Navigating the Grant Closeout Process	The purpose of this webinar is to provide information and details on the HRSA grant closeout process for successful completing your project's grant closeout requirements and reporting deliverables. Webinar will include your HRSA Project Officers, GSU, RQITA and NORC technical assistance teams and your HRSA Grant Management Specialist.
June & July, 2022	Technical Assistance Call Exit Interviews	Your technical assistance (TA) and HRSA Project Officer will hold your final monthly TA call which will include targeted questions directed to support your grant project as the provision of TA comes to a close. HRSA POs will be available to respond to any pertinent grant project and/or grant closeout process, reporting questions and discussion of your project's draft closeout report, as needed.
July 1, 2022	Reporting Requirement: Year 3 Data Dashboard Due to HRSA	A year 3 data dashboard reflecting resulting outcomes for key project measures no less than 30 days prior to the end of the year one budget period end date is due in EHB. Data reported should reflect funded project data outcomes covering the period of entire duration of the grant to date. Deliverable template and instructions will be provided by your HRSA Project Officer.
July 31, 2022	Last Day of Project Year Three Last Day of Grant Program Project Period (<i>End of Grant</i>)	
August 31, 2022	Reporting Requirement: Year 3 Annual Performance Improvement Measurement System (PIMS) Reporting Due to HRSA	Final annual reporting requirement. Reporting to be completed and submitted in the EHB. Reporting period for PIMS should reflect data from the most recent grant year (8/1/2021-7/31/2022).

		<p><i>Please Note:</i> The <i>Economic Impact Analysis Tool</i> is a requirement added in year 3 to the program’s annual PIMS reporting requirement. For responses to the <i>Economic Impact Analysis</i> measure added in year 3, a reporting period that reflects the entire 3-year grant period for your project (8/1/2019-7/31/2022) is requested to be used. This will be the <u>only</u> measure section of year 3 PIMS that requests this reporting period. The remainder of the PIMS measures will continue requesting a reporting period that reflects data from the most recent grant year (8/1/2021-7/31/2022).</p>
October 30, 2022	Reporting Requirement: Final Federal Financial Report (FFR)	Final Federal Financial Report (FFR) will be due in EHB no later than 90 days after project period end date and due as a requirement for all grant awards. The final FFR should be reflective of year 3 budget period financials year 3 (August 1, 2021 – July 31, 2022). If there are any unused funds remaining from the grant program’s final budget year, a prior approval requesting a No Cost Extension (NCE) must be submitted in the EHB and approved by HRSA before funds can be spent and additional project time granted.
October 30, 2022	Reporting Requirement: Final Closeout Report	Final Closeout Report will be due in EHB no later than 90 days after project period end date. Final Closeout Report reporting period will reflect year 3 of the grant program capturing year 3 project implementation activities and outcomes (August 1, 2019 – July 31, 2022). The final closeout report template will be the same as the draft closeout report, including the addition of some customer service questions added to capture your feedback about this grant program. Any feedback on your draft closeout report from your assigned project officer and TA provider is encouraged to be included in your final closeout report, if applicable. Template and instructions will be provided Spring, 2022.

Webinars & Webinar Recordings

- Webinar content and recordings will be posted on an updated version of the deliverable schedule following the completion of each webinar
- Times and topics for additional Technical Assistance Webinars and Learning Opportunities for grant years 2 & 3 will be forthcoming as the program timeline progresses. Scheduled webinars will be provided on future updates of the deliverable schedule

Annual Partnership Meetings

- Partnership meetings will be held annually for each program year of the grant (3 total)
- Maximum of two program staff members are required to attend the in-person program meetings
- At minimum, the grant program’s appointed Project Director is required to attend
- The meeting length will generally occur as 1 ½ - 2 days in length
- At least 1 out of the 3 total meetings will be held at a location in the Rockville/DC Metropolitan area

Small Health Care Provider Quality Improvement Program

Milestone Activities & Deliverable Schedule

**February 2020*

- Meeting details and updates will be provided in advance as the program timeline progresses and reflected on future updates of the deliverable schedule.