

**Iowa Department of Public Health
Division of Health Promotion and Chronic Disease Prevention
PRIMECARRE Loan Repayment Program
Request For Proposal # 58813010**

Interim Written Question and Response Document

**Round 1: Written Questions and Responses for questions submitted through
September 19, 2012
Posted September 27, 2012**

Q1. I applied for the PRIMECARRE in 2010 and was granted the NHSC prior to the PRIMECARRE. I understand that I cannot be under contract with NHSC and PRIMECARRE at the same time. But I will be out of contract on Dec 31, 2012. The contract for PRIMECARRE starts January 1, 2013. Am I still eligible to apply for PRIMECARRE if I do not stay under contract with NHSC?

A1. Yes, as detailed in the RFP Section 1.03 (Eligibility Requirements), as long as any previously incurred obligation for health professional service to the federal, state or local government, employer, or other entity (e.g. NHSC) is satisfied prior to January 1, 2013 you would be eligible to apply for PRIMECARRE. If awarded a PRIMECARRE contract, you would not be able to enter into another obligation for the duration of the PRIMECARRE contract.

Q2. On page 5, section 1.03, it notes that all candidates must be licensed in order to be eligible for PRIMCARRE loan repayment. Does this include Licensed Mental Health Counselors who have the temporary license?

A2. As indicated in RFP Section 1.03 (Eligibility Requirements), applicants must be licensed, registered and board eligible or certified to practice effective January 1, 2013. A Licensed Mental Health Counselor with a temporary license (requiring direct supervision of a qualified supervisor) would not be eligible.

Q3. Re: page 5, section 1.03 of the RFP (Eligibility Requirements): For clinical psychologists, the RFP has in parentheses "health service psychologist." Does this mean that a clinical psychologist would need to be certified by the National Register of Health Service Providers in Psychology? Or is "health service psychologist" referencing some other credentialing-related requirement?

A3. For PRIMECARRE eligibility, an applicant must be a licensed psychologist who works in a clinical setting. This may include, but is not limited to, those psychologists who have received the additional Health Service Provider (HSP) certification, as detailed at: <https://www.legis.iowa.gov/DOCS/ACO/IAC/LINC/Chapter.645.240.pdf>.

Q4. Is YESS still considered a HPSA? The website used to list Primary Healthcare and YESS separately but now it only lists Primary Healthcare and Proteus.

A4. Primary Health Care, Inc. and Proteus are the only designated mental health HPSA sites within Polk County. You must be employed by one of these organizations to be eligible for PRIMECARRE.

Q5. In regards to Attachment E – Page 2: I'm working with an applicant in regards to her PrimeCarre application, and it requests a copy of her contract between the clinical practice site and health professional including the following items:

- name and location of the practice site
- the name of the authorized representative of the practice site
- the signature of the authorized representative and the health professional

Since our contracts are the same across the state for each mid-level, the above information is not included in the contract. Can I type up an employment verification letter to include the above in place of having it in the contract?

A5. Required information that is missing from the contract should be included in a letter on the organization's letterhead signed by the authorized representative. Along with this letter, the employment contract must still also be included in the application. At the discretion of the Iowa Department of Public Health (IDPH), an amendment to your employment agreement may be requested if a PRIMECARRE contract is awarded.

Q6. I had a question regarding eligibility for the loan repayment program. I work FT for XYZ, INC. (name omitted) as the Dental Program Director. I also provide patient care 16-18 hours a week as a dental hygienist. I am currently working on my Master of Public Administration with an emphasis in Health Care. I will be graduating this November 2012. I was wondering if I am eligible to apply for the loan repayment program in regards to my masters degree education.

A6. Refer to RFP Section 1.03 (Eligibility Requirements), to determine if you meet the minimum half-time clinical practice and educational debt requirements. Half-time is defined as a minimum of 20 hours per week and at least 16 of the minimum 20 hours must be spent providing direct patient care. Qualifying education debt would only include those costs related to an allowable PRIMECARRE health profession - in this case, dental hygiene. Debt related to a Master's in Public Administration would not qualify.

Q7. On Attachment E it asks for documentation of charges for professional services. May I just attach our Financial Assistance Program policy or do I need to summarize how this is handled?

A7. According to Attachment E-page 2, the documentation must include the "clinical practice site's written policy for provision of services at a reduced or free rate, including how patients are informed of payment policies. If a sliding fee scale is used, a copy should be included." If your Financial Assistance Program policy does not include this information, separate documentation should be included.

Q8. I have my sealed transcripts from the two schools I attended. Should I open those so I can include copies in each of the 5 copies of the packet?

A8. The transcripts do not need to be sealed, and a copy does need to be included in each copy of the application.

Q9. In regard to page 7 of the RFP 4th paragraph regarding service obligations: I have an addendum to my employment contract regarding a retention incentive that is paid at two different intervals after I serve the time, at 2 year anniversary get \$10,000 and at 4 year anniversary get another \$10,000. There is nothing stated about repayment and I get it after I have done employment, if I am not there at the time I do not get anything. Here is how is it worded...

" The first payment of \$10,000 will be awarded to you on April 15th 2013 as this is your two year anniversary with XYZ Clinics (name omitted). If you continue your employment with us, your second payment will be awarded on April 15th, 2015."

Is this still considered a service obligation even though it is a retention incentive to encourage me to stay with them? And it is not payable back to them and is only after I have worked for them? It was arranged because XYZ County (name omitted) fell out of HPSA area for a bit and now it qualifies again.

A9. According to federal requirements, individuals selected by the state to receive PRIMECARRE funds must not have an outstanding contractual obligation for health professional service to the federal or state government or other entity. As long as there is no service obligation (e.g. employer requires that incentive/bonus be paid back if provider leaves in a certain amount of time), an employer incentive/ bonus would not preclude you from applying for PRIMECARRE.

Q10. My question is regarding RFP Attachments E-Page 2, "Employment Agreement or Contract". All our contracts have our address of incorporation but the dentist submitting the RFP works at one of our many sites and the dentist's site is not listed in the contract. Will we need to provide the dentist with a contract addendum to show her practice site address?

A.10 Required information that is missing from the contract should be included in a letter on the organization's letterhead signed by the authorized representative. Along with this letter, the employment contract must still also be included in the application. At the discretion of the Iowa Department of Public Health (IDPH), an amendment to your employment agreement may be requested if a PRIMECARRE contract is awarded.

Q11. I currently do not have an employment contract and my legal department is leery of signing the Primecarre contract because it states I must be employed by them for 2 years. Is there anything I can show them that states they are not responsible if I am fired, laid off or chose to leave the company during the 2 year contract?

A11. As stated in the RFP Section 1.03, a minimum of 2-years of service on behalf of the health practitioner applicant in a HPSA is required for PRIMECARRE eligibility. If awarded a PRIMECARRE contract, both the award recipient (practitioner) and site representative must sign the PRIMECARRE contract which has a 2-year contract period. Please refer to Appendix I, Draft Contract Template (Article V, C) for language

regarding the Clinical Practice Site responsibilities. In addition, refer to RFP Section 2.04 on page 17.

Q12. In the application on Attachment C, Practice Narrative #3 asks us to describe the population to which I provide services to and include health disparities in the community. Can I use statistics from the clinic in which I work in? It says to use newspaper articles, newsletters, and others but can I use information from our clinic such as the amount of diabetics, minorities, etc that we serve?

A12. As indicated on Attachment C, Practice Narrative #3, in addition to details about the population you serve within the clinic, information about needs and health disparities within the community should also be included. In addition, you should address how you, as a health professional, will address these disparities and/or increase the health outcomes of the patient population.

Q13. I have been practicing in rural Iowa for the past 6 years. I am interested in helping out with the mass psychiatric shortages in our nursing homes, but understandably, some of this will be telemedicine. The federal guidelines Best Practices require that these patients be evaluated for too many drugs and for depression and Alzheimer's. Recommendations are made to their internal medicine or GP docs. Alzheimer's patients are expected to double over the next few years, while psychiatrists are ageing out of practice, and fewer medical students are selecting psychiatry as a career.

My question is whether the funding takes into consideration the fact that some of the patient visits must be via telemedicine in order to maximize the ever-growing senior population, or if all the visits must be done physically at the site. (Iowa is a big state!)

A13. Patient services provided via telemedicine would be allowed as long as both the provider and the patient are located within the clinical practice site's designated Health Professional Service Area (HPSA).

Q14. On page 9, section 1.05, it states that round 1 questions are due by September 19, 2012. Are these the questions regarding the RFP itself or is a portion of the actual proposal due at this time?

A14. The schedule of events table is a summary of important due dates. Section 1.05, letter C. describes the written questions and responses process. The rounds of questions listed in section 1.05 refer to if anyone has questions related to the Request for Proposal (RFP) terms and conditions. The proposal due date is listed in the table in section 1.05 and again on page 10 under section 1.05, letter E.

Q15. I'm in the process of completing my PRIMECARRE application but have some confusion over due dates. I see that Round 1 Questions are due 9/19/12 but the application is due 10/24/12. Are the Round 1 Questions the 4 essay questions that are part of Attachment C? What do I submit to you on 9/19/12?

A15. Refer to A14. In addition, the entire application/proposal packet must be submitted together. The four essay question responses are considered part of your entire application/proposal and are due with your entire application/proposal packet

submission. Any information (documents or application pieces) submitted separately from the application/proposal will not be considered in the review process and the application/proposal may be rejected for not including all required content. Also refer to section 3 of the RFP which identifies all items needed as part of the application/proposal content.

Q16. I have questions about the schedule of events on page 9 of the proposal: it says round 1 questions are due today? What are round 1 questions? What are interim responses? What are the "final questions"? When is the application due?

A16. Refer to A14 and A15. IDPH will respond to submitted written questions in a written questions and response document which will be posted to the Web by the dates in accordance with the schedule listed in the table in Section 1.05. For round 1, the written and response document which is posted is considered interim responses, since round 2 isn't completed. After IDPH posts responses to round 2, the responses contained in the document are considered final. Applicants are not required to submit questions about the terms and conditions of the RFP.