

**FFY 2012 RFA Informational Webinar
Questions Log**

Q1: There is some different language on the activities sheet for maternal health performance measure, NPM: 18 is worded "percent of infants born to pregnant women receiving prenatal care beginning in the first trimester", the for baseline it indicates to see FFY2010 YER, on the YER the language is different it states Percent of women giving birth who report prenatal care during first trimester. Am I looking in the wrong place?

A1: This Maternal Health performance measure is the 'percent of women giving birth who report prenatal care during first trimester'. This is the same measure as that reported in past Year End Reports.

Q2: For baseline % of inform completions do we also include re-inform completions in this percentage?

A2: As you determine your baseline measure for the percent of informing completions, use only the data for *informing services*. Do not include the data for re-informing services.

Q3: I understand we don't address the progress or Year-End columns. Do we address the current measure columns?

A3: No. In your Activity Worksheets, you do not need to enter any information in the column where the 'current measure' is reported. The two columns that are in grey pertain to the 'Progress Report' and 'Year End Report'. Neither of these columns are to be completed as a part of your application. See RFA p. 12.

Q4: The 'promoting access to preventive health care' area on the CH activity sheet does not have any rows/columns for activities, can we add these ourselves or do we need a new attachment

A4: Do not add rows for activities under the 'promoting access to preventive health care' area on the CH Activity Worksheet. Activities for both 'promoting access to preventive health care' and 'promoting medical homes for children' are to be entered in the rows under 'promoting medical homes for children'. This consistent with the way in which activities were reported in the FFY 2011 RFP for these two closely related measures.

Q5: If an area doesn't apply (i.e., we don't have family planning contract) do we leave these blank, mark NA or take form out altogether?

A5: There is no need to include the Family Planning Activity Worksheets or Service Delivery Form if you do not have a family planning contract. Do not remove the Family Planning worksheet from the Budget Form. Simply do not complete that worksheet if you do not have a family planning contract.

Q6: What type of electronic signature is going to be accepted for the application?

A6: You have several options for meeting the requirements for an electronic signature in your RFA Application. An applicant can:

1. Sign name on blank piece of paper; scan this image into a .jpg (or other similar format) and save it on a computer; in the document that needs a signature "insert" the .jpg as a "picture".
2. Type the name of the person in your agency who has the legal authority to execute legal documents on behalf of the agency.

Q7: Does a notable deficiency mean that the application is not approved?

A7: No. Notable deficiencies will be outlined on the contract your agency retrieves from your agency's SharePoint File Folder AFTER the Notice of Intent to Award is posted on the IDPH website under *Funding Opportunities*. The Notice of Intent to Award will be posted on June 30, 2011.

Q8: Can we have the Webinar PowerPoint presentation emailed to us?

A8: Yes. It was posted to the IDPH, Bureau of Family Health website on March 1, 2011. The website address is: http://www.idph.state.ia.us/hpcdp/family_health.asp

Q9: For the CH-OH Service Delivery Form, are you referring to dental care coordination that is NOT done with a dental service visit?

A9: Care coordination which may be provided to a client at the same time or on the same day as a direct dental service (e.g. oral screening) is considered part of the direct dental service and should not be identified as a dental care

coordination service within CARES, or on the CH-OH Service Delivery Form Part A. For the CH-OH Service Delivery Form Part A, include the requested information in the RFA as it pertains to dental care coordination as a separate, billable service.

Q10: Would you like the baseline data for CMS 416 and lead data listed by county or just an agency average?

A10: An agency average was intended. However, if a contractor has a desire to establish baselines and targets by county for a given Child Health performance measure, this would also be acceptable. If contractors need Child Health data sets, please contact Andrea Kappelman at akappelm@idph.state.ia.us or by phone at 515-281-7044.

Q11: Will you write up these questions and answers for the agencies?

A11: Yes. This document will be posted to the IDPH, BFH website at: http://www.idph.state.ia.us/hpcdp/family_health.asp

Q12: Does a scanned pdf of the cover page that has original signature constitute an electronic signature?

A12: No. It is not necessary to scan the cover page for an electronic signature. Please see Question and Answer number 6 in this document.

Q13: Can we sign Attachment A, scan that document and post it in the Sharepoint folder for electronic signature?

A13: No. Applicants will not have a FFY2012 SharePoint file folder at the time of application submission.

Q14: Can the zipped file contain more than one file?

A14: Yes.

Q15: Can the excel spreadsheets and the word documents be submitted as separate zip or pdf files?

A15: No. RFA, 1.12, page 6 states: Applications must be emailed as a single zipped file or PDF.

Q16: In the past we have had difficulty getting zip files to go through to IDPH. Does submitting it via SharePoint help with getting it through?

A16: Applicants should have no problem in emailing their applications to the SharePoint email address. The Subject line of the email MUST read *RFA FFY 2012 MCHFP (insert your agency name here)*. RFA page 6.

Q17: Is the single PDF/zip file "required" or "preferred"?

A17: Required. RFA, 1.12, page 6 states: Applications must be emailed as a single zipped file or PDF. The RFA also states "These requirements are mandatory requirements and will not be subject to waiver as a minor deficiency."

Q18: Can IDPH provide a webinar training on how to make a zip file or PDF?

A18: No. Zip programs and PDF programs are available in many different brands, packages, etc. Each organization could have a different zip or PDF program.

Q19: I just have Adobe reader, not a PDF program. I can save documents as a PDF, but I don't see any "button" that asks if I want to bring other docs in.

A19: If you do not have the version of Adobe PDF that allows for merging of documents into one PDF file and you do not have a Zip package (i.e., PKZip) on your computer, you do have another option. MS Office Word 2003 (and newer versions) has an option to "compress" files which, like zipping and/or PDFing a document reduces its size. Following are the steps for compressing files through MS Office 2003 (or newer version) Word:

1. Open your agency file folder with application documents
2. Right click in the white space inside the folder
3. Click on "New"
4. Click on "Compressed (zipped) Folder"
5. Name this folder
6. Drag and drop application forms into the new compressed folder OR copy and paste the forms into the new compressed folder