



## INFORMATIONAL LETTER NO. 2397-MC-FFS

**DATE:** November 9, 2022

**TO:** Home- and Community-Based Services (HCBS) Waiver and State Plan HCBS Habilitation, Home Health Agencies, Targeted Case Management (TCM), Behavioral Health Intervention Services (BHIS) and Applied Behavioral Analysis (ABA) Providers, Community-Based Neurobehavioral Rehabilitation Services (CNRS), Behavioral Health Service Providers, Program of All-Inclusive Care for the Elderly (PACE) Organizations

**APPLIES TO:** Managed Care (MC), Fee-for-Service (FFS)

**FROM:** Iowa Department of Health and Human Services (HHS), Iowa Medicaid

**RE:** Additional Guidance for American Rescue Plan Act (ARPA) HCBS Health Information Technology and Infrastructure (HIT&I) Grant and Remote Monitoring (RM) Grant

**EFFECTIVE:** Upon Receipt

This informational letter (IL) provides additional guidance for [IL 2383-MC-FFS](#)<sup>1</sup> and [IL 2384-MC-FFS](#)<sup>2</sup>.

On October 1, 2022, Iowa Medicaid began accepting applications from eligible providers for the HIT&I Grant and RM grant. Because of the number of responses that included multiple requests for exceptionally high dollar amounts, the deadline to apply for HIT&I and RM grants is **November 30, 2022**.

Review and approval of HIT&I and RM grant projects and funding amounts will occur during the month of December 2022. Funding decisions for grant applications received between October 1, 2022, and November 30, 2022, will be announced in January 2023. Eligible providers applying for one or both grants will receive notification of project approval, and the amount to be awarded, via direct email from the department.

<sup>1</sup> <https://secureapp.dhs.state.ia.us/IMPA/Information/ViewDocument.aspx?viewdocument=3d383727-09dc-4fc9-805c-f52a80535da3>

<sup>2</sup> <https://secureapp.dhs.state.ia.us/IMPA/Information/ViewDocument.aspx?viewdocument=1a0a05fd-5309-4a6e-a30e-0d5cd1fecf05>

Prior to submitting the grant application, applicants should ensure that the project plan, budget, and sustainability plans are comprehensive and meet department expectations. A comprehensive project plan is one that outlines the scope of the project and the project’s goals, objectives, specific tasks, milestones, resources needed, and what successful implementation of the project looks like. The project plan should answer the basic questions of who, what, when, why, and how. A comprehensive project budget details how costs contribute to the goals and objectives of the project, supports the project plan, and provides a line item for each of the costs associated with the project plan itemized for each deliverable for which funds are being requested and the justification for those costs.

For example, when requesting funds for the training costs associated with implementing new technology, the line item would include the total number of hours, cost per hour and the total cost as noted in the example below.

				<b>Total Amount Requested</b>
Employee EHR Training Costs	2 hours per employee	20 employees	\$15.00/hour	\$600.00
EHR Training Consultant Costs	10 Hours		\$150.00/hour	\$1,500.00

When reviewing grant applications, the department will apply the following scoring criteria:

<b>Health Informational Technology and Infrastructure Grant and Remote Monitoring Grant Application Scoring Criteria</b>			
<b>Section</b>	<b>Exemplary – 2</b>	<b>Satisfactory – 1</b>	<b>Developing – 0</b>
<b>Project Description and Project Plan</b>  <b>30%</b>	<ul style="list-style-type: none"> <li>Addresses community need</li> <li>Fits within organizational strategy and vision</li> <li>Plan to address barriers</li> <li>Staffing plan contains ample staff members</li> </ul>	<ul style="list-style-type: none"> <li>Partially addresses community need</li> <li>Partially fits within organizational strategy and vision</li> <li>Incomplete plan, or the plan partially addresses barriers</li> <li>Staffing plan does not contain sufficient</li> </ul>	<ul style="list-style-type: none"> <li>Does not address community need</li> <li>Does not fit within organizational strategy and vision</li> <li>No plan to address barriers</li> <li>Staffing plan is vague,</li> </ul>

	<p>to implement the project</p> <ul style="list-style-type: none"> <li>• Project strongly aligns with CMS requirements for how ARPA funds can be used</li> </ul>	<p>staff members to implement project</p> <ul style="list-style-type: none"> <li>• Project is somewhat aligned with CMS requirements for how ARPA funds can be used</li> </ul>	<p>incomplete, or not practical</p> <ul style="list-style-type: none"> <li>• Project has little to no alignment with CMS requirements for how ARPA funds can be used</li> </ul>
<p>Project Impact 40%</p>	<ul style="list-style-type: none"> <li>• Provides strong benefit to HCBS participants or the overall system (participants, families, direct care workers, etc.)</li> <li>• Includes complete plan to create awareness of project</li> <li>• Identifies the impact the project will have on the target population</li> </ul>	<ul style="list-style-type: none"> <li>• Provides some benefit to HCBS participants or the overall system (participants, families, direct care workers, etc.)</li> <li>• Includes only partial plan/plan insufficient to create awareness</li> <li>• Partially identifies the impact the project will have on the target population</li> </ul>	<ul style="list-style-type: none"> <li>• Does not provide benefit to HCBS participants or the overall system (participants, families, direct care workers, etc.)</li> <li>• Lacks plan to create awareness of project</li> <li>• Does not identify the impact the project will have on the target population</li> </ul>
<p>Project Budget 20%</p>	<ul style="list-style-type: none"> <li>• Identifies a strong connection to the cost of project relative to impact</li> <li>• Budget clearly defines and justifies costs</li> </ul>	<ul style="list-style-type: none"> <li>• Identifies a medium connection to the cost of project relative to impact</li> <li>• Budget partially defines and justifies costs</li> </ul>	<ul style="list-style-type: none"> <li>• Does not identify a strong connection to the cost of project relative to impact</li> <li>• Budget does not clearly define and justify costs</li> </ul>

Sustainability Plan  10%	<ul style="list-style-type: none"> <li>Includes a complete sustainability plan</li> </ul>	<ul style="list-style-type: none"> <li>Incomplete plan or includes only a partial sustainability plan</li> </ul>	<ul style="list-style-type: none"> <li>Does not include a sustainability plan.</li> </ul>
<p>Extra Credit (5 points per item)</p> <ul style="list-style-type: none"> <li>Project is part of the plan to transition individuals out of ICF/IDs into HCBS</li> <li>Project has strong likelihood of sustainability after the grant funding concludes.</li> <li>Diverse populations will benefit from this project.</li> <li>Project features innovative idea or concept.</li> <li>Project covers a program that has not been represented by previous awardees or current recommended projects.</li> <li>Project covers a demographic area that has not been represented by previous awardees or current recommended projects</li> </ul>			

An FAQ will be posted to the department’s [ARPA webpage](#)<sup>3</sup>.

If you have questions, please contact Iowa Medicaid Provider Services at 1-800-338-7909 or by email at [IMEproviderservices@dhs.state.ia.us](mailto:IMEproviderservices@dhs.state.ia.us).

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<sup>3</sup> <https://dhs.iowa.gov/ime/about/initiatives/ARPA>