

HRIF Program RFA 11-001 Emailed  
 Questions & Answers  
 March 15, 2011

	QUESTIONS	ANSWERS
1	<p>I have a question about the requirements to submit a copy of a Clinician's license. Can we submit a print out from the applicable state licensing boards provider license verification website or do we need a copy of the actual license issued by the state?</p>	<p>Per the instructions of the RFA (Page 18) - under the Required Documentation column, please submit a copy of the "Current California State License" for the clinician.</p>
2	<p>In the prior RFA, HRIF Coordinators with experience as an HRIF Coordinator but without NICU experience were "grandfathered" in and allowed to serve as HRIF Coordinator. This is not addressed in the RFA or Scope of Work 11-001. Can you please clarify?</p>	<p>Per the RFA 11-001 (page 10) - I. Applicant requirements, 2) "the HRIF Coordinator, licensed to practice in the State of California, will have at least 2 years' experience in a Regional or Community Neonatal Intensive Care Unit (NICU); 1 year in an HRIF Program or as a discharge planner for an NICU. This experience may have been at a comparable out-of-state facility." CMS Branch expects an NICU experienced person to fill the Coordinator position. The resume/curriculum vitae must demonstrate the person's capability of fulfilling the role as described in the Scope of Work. We will accept individuals (previously grandfathered) who have successfully fulfilled the HRIF Coordinator role under the prior RFA (July 1, 2006 - June 30, 2011).</p>
3	<p>Is there a copy of this form that is set up as a "form" document allowing it to be typed rather than printed out, we only have Adobe Reader here and I cannot convert it using Acrobat.</p>	<p>I have attached a word version of the HRIF Center Directory dhcs9082.doc form. Please send me an email confirmation that this remedies your question.</p>
4	<p>On page 10 of the RFA in paragraph starting: 2) The HRIF Coordinator.... There is a list of "CCS HRIF required staff". This list includes a psychologist as required staff and is different than in the numbered letter, page 5 which notes "an individual to perform the developmental assessment".</p> <p>Can you please clarify?</p>	<p>HRIF Program RFA 11-001 takes precedence over the N.L. 09-0606. N.L. 09-0606 is being revised. Per the RFA 11-001 (page 10), I. Applicant Requirements, 2) "...identifies the required staff: HRIF Program Medical Director (pediatrician or neonatologist); HRIF coordinator, ophthalmologist, audiologist, psychologist, and medical social worker (MSW)". "The individual(s) who perform the developmental assessment must be identified. This individual will be a CCS-approved pediatrician or neonatologist, PNP, CCS-approved nurse specialist, CCS-approved physical therapist, CCS-approved occupational therapist, or CCS-approved psychologist." If a facility does not have a CCS-paneled psychologist available for the HRIF Program, the applicant must identify all other required staff including the CCS-paneled individual(s) who are trained in the provision of</p>

		developmental tests and a CCS-paneled MSW.
5	Do you need all of the Curriculum Vitae (CVs)/resumes for all the persons who currently provide developmental assessments in our programs. There are several. Or does mean the MD, Nurse Specialist, and medical social worker only. Attachment 10 (core team staff).	Per the RFA 11-001 (page 10) - I. Applicant Requirements, 2) "The individual(s) who perform the developmental assessments must be identified. Per the RFA 11-001 (page 20) - Item 14. G. "For each individual named as performing a developmental assessment, include or attach documentation of the training received for each developmental screener or developmental tool they use." Yes. Please include all the items for each individual who is currently providing developmental assessments: CV/resume, licensure, and paneling. (Everyone who does a developmental assessment).
6	One additional question related to the proposal (Attachment 5) and the four items that must be included. Our question is related to the expectation on the length, is there a framework you would prefer, one paragraph each, one page, is there a minimum and maximum length for each response.	Please give a succinct and complete answer for each item of the Proposal (Attachment 5). There is no required format.
7	On page 17 of RFA It says to include a Scope of Work and work plan. Can I include the Scope of Work in Attachment A and write in my answers on how the coordinator meets each function and task in bold lettering after each requirement? If not, how do you want this written out?	<ul style="list-style-type: none"> <li>• Do not use the Scope of Work (Attachment A) to write in answers on how the coordinator meets each function and task in bold lettering after each requirement.</li> <li>• Please give succinct and complete answers for each item (Items 1 through 10) listed on page 17 for Required Documentation – Scope of Work (Attachment 6). There is no required format.</li> </ul>
8	On page 17 of RFA Do you want the work plan questions 1-10 to be written with the question stated and then the answer following it, or do you want questions 1-10 summarized in paragraph form?	<ul style="list-style-type: none"> <li>• Please give succinct and complete answers for each item (Items 1 through 10) listed on page 17 for Required Documentation – Scope of Work (Attachment 6). There is no required format.</li> </ul> <p>Correction, I see the words "work plan" which follows the text "Include a Scope of Work", for your second question.</p>
9	On page 17, question 10 what is meant by "Include a performance time line for each major task or function." The outreach functions provided that I listed were already done with the dates. Is that sufficient?	Please refer to your submitted Annual Report 2010 to obtain an performance timeline for each major task or function for the following: Future implementation challenges, staffing, reports and program evaluations.
10	On page 17, question 8, 9, 10 what are some examples of tasks, activities that these questions are referring to? I provided education to a NICU regarding the CCS database, is this what this question is referring to?	Please refer to your submitted Annual Report 2010 to obtain some examples of tasks and activities for the following: Future implementation challenges, staffing, reports and program evaluations.

11	<p>Regarding questions for the RFA, I am wondering if there is a word limit for the following:</p> <p>1) Proposal: Attachment 5 [the 4 points to be covered in narrative form]</p> <p>2) Scope of Work: Attachment 6 [the 10 point scope of work and work plan]</p>	<p>Please give a succinct and complete answer for each item of the Proposal (Attachment 5, 4 items) and Scope of Work (Attachment 6, 10 items). There is no required format.</p>
12	<p>We are asked to include a Scope of Work and Work Plan. The RFA includes a fairly detailed Scope of Work already. With regard to the Scope of Work and Work Plan, what are you expecting in addition to the Scope of Work included in the RFA? I would say that what you have presented in the RFA is what we would be doing so I wouldn't think that I would alter it.</p>	<p>Correct, do not alter the Scope of Work (Attachment A) - this is what you will do as the HRIF Coordinator.</p>
13	<p>Would you want for the Scope of Work and Work Plan a narrative attached that would describe the "overall approach", "Why the particular approaches and methods that are proposed were chosen" etc.?</p>	<p>Per HRIF RFA 11-001, (page 17) for the Scope of Work (and Work Plan) please write a narrative that would describe the "overall approach", "why the particular approaches and methods that are proposed were chosen", etc. Please give a succinct and complete answer for each item of the Scope of Work (Attachment 6, 10 items). There is no required format.</p>
14	<p>We cannot type into attachment 7 due to no access to adobe pro. Do you have a work around, or do you expect these to be handwritten?</p>	<p>I have attached a word version of the HRIF Center Directory dhcs9082.doc form. Please send me an email confirmation that this remedies your question.</p>
15	<p>How do I get my CCS-paneling number or proof of CCS-paneling?</p>	<p>Per the HRIF RFA 11-001 (page 17), Proof of Paneling (Attachment 9) "Include proof of CCS-paneling". Please submit a copy of your CCS-paneling letter you received or include a copy of CCS-panel application if the application has been submitted and if it is still under review by the CMS Staff. If you are CCS-paneled and cannot find a copy of the letter confirming your CCS-panel status, please inform us in writing and we will check our files to confirm your panel status.</p>
16	<p>Is it the expectation for centers that do not have the audiological and ophthalmological services within their organization to obtain CVs from those agencies?</p>	<p>We need to verify that the outside staff (audiologists and ophthalmologists) are CCS-paneled. Please indicate the name and address of the facility these individuals are located.</p>