

**New York State Department of Health (NYSDOH)
Center for Environmental Health
Division of Environmental Health Assessment
Bureau of Occupational Health and Injury Prevention**

Occupational Health Clinic Network

RFA # 1204160938

Questions and Answers

The responses herein are the official responses by the NYSDOH for questions submitted by potential applicants. These questions and answers are hereby incorporated into the Occupational Health Clinic Network Initiative, RFA # 1204160938 issued on October 1, 2012. In the event of any conflict between the RFA and these responses, the requirements or information contained in these responses will prevail.

Applicant Conference:

The Applicant Conference was held as a conference call and began at 11:05 a.m. on Friday, November 2, 2012.

Attendees:

- Andrea Rotun – North Shore Long Island Jewish
- Mark Utell, Karen Otto – Finger Lakes Occupational Health Services
- Mark Wilkenfeld - Winthrop University Hospital
- Jean McMahon, Susan Zucker – Occupational and Environmental Health Center of Eastern New York
- Michael Rosenberg , Maria Novak- Union Occupational Health Center
- Antoinette Longo, Pat Rector, Jeanette Zoekler – Occupational Health Clinical Center representing Central NY, Adirondacks and Southern Tier
- Andrea Thompson, Honghong Luo – Bellevue/NYU Occupational and Environmental Medicine Clinic
- Heather Seawald, Theodore Them, Izzy Dipio – Guthrie Health
- Tracy Mills - Glens Falls Hospital
- Julie Emery - Corporate Health Services
- Michael Hearn – MCSW

Q: Does the PI on the grant have to be the same person as the medical director?

A: PI and medical director do not need to be same person. If medical director is board certified in occupational medicine and licensed to practice medicine in NYS, then that qualification is met (pages 7 and 8 of the RFA).

Q: Are the names of the reviewers of the applications known and can they be shared? **A:** No, we do not know names of the reviewers and we do not know at what point those names will be released.

Q: Are letters of support from law makers eligible?

A: Yes.

Q: Should applications be submitted for every location where a board certified physician is located?

A: One application should be submitted for each region you are applying for. Page 6 of the RFA has the regions and counties included in those regions.

Q: On page 11, subsection S of the RFA - Are those deliverables that need to be addressed in the application?

A: Yes.

Q: Where in the application is that addressed?

A: In the workplan.

Q: Can the first 30 pages be divided up however desired into the different sections?

A: No, as stated on page 20 of the RFA, there is a delineated number of pages per section.

Q: Is there a size limit for the c.v..?

A: There are no page limits to the appendices.

Q: Are the appendices allowed to be 2-sided?

A: Yes, double-sided is encouraged and acceptable. The application can also be double-sided, single spaced.

Q: Are there any margin limits?

A: There are no minimum margins.

Q: How much can we inflate the budget? Is there a grace amount, such as a certain percentage over the current budget?

A: This is a new application process, so the budgets are not based on previous amounts. Applicants should submit budgets that are reasonable based on their workplan and needs.

Q: Are there any plans to change the submission deadline because of the hurricane?

A: No, the deadline will remain December 3, 2012 at 3:00 p.m.

The Applicant Conference ended 11:21 pm.

Written Questions Submitted:

Q: If a contract is awarded to a new institution that currently does not have a Occupational Health Clinic Network contract, what help, if any, will the NYS DOH provide in regard to transitioning patients from their current provider to a new clinic?"

A: Since the contract does not pay specifically for patient visits and identifying information is not reported to NYS DOH (except for reportable conditions), the information on patients is not available to DOH. Each institution will have to work individually with any previously funded institutions, or conduct outreach into their community, to raise awareness of the change of vendor.

Q: Assessment of target community needs. The methodology for needs assessment is briefly described as an "understanding of the prevalent occupational health needs and problems of workers in their catchment area" and "known social, cultural, economic and geographical barriers to care for this population". The NYS Department of Labor is mentioned as a data source. More details should be defined on the methodological procedure for the needs assessment that should be conducted homogeneously in all catchment areas. Needs assessment should address: 1) data on employment by industrial, agricultural, and tertiary sectors; 2) available exposure data; 3) available epidemiological data on occupational diseases and injuries from Workers Compensation claims, NYSDOH registries. Would it be possible to clarify further the needs assessment procedure and identify data sources and interpretation modalities?

A: The needs assessment is a way for applicants to demonstrate their ability to identify these issues for their population. Applicants should seek out answers on employment data, exposure data and epidemiologic data from as many resources as they can identify.

Q: Required patient data. Information on each patient should be reported to the DOH via a clinic network database. The availability of a database including all patients examined in each clinic is a potential tool for better epidemiological evaluation and potentially useful to refine the needs assessment process. Would it be possible to obtain more detailed information regarding the data format?

A: Data is submitted through a secure web-based application. Clinics have access to their data and can conduct epidemiologic evaluation on an ongoing basis. The database contains a variety of reports within it; clinics can export the data to be used with statistical analysis software or they may contact the DOH for assistance with complex data analysis. Although not current, data is also available on the NYS DOH website at:

http://www.health.ny.gov/environmental/workplace/occupational_health_clinic/clinic_report/index.htm

Q: Required registration. It is not clear whether information is required for each patient accessing the clinics, or only for cases of Heavy Metals, Occupational Lung Disease, or Pesticide Poisoning.

A: Patient data is required for all patients seen by a clinician at the clinic. In the case of those patients reportable to the Environmental Disease Registry, additional information is required.

Q: Occupational Disease Registry Report. Information is required for patients with conditions meeting the diagnostic criteria of “Occupational Lung Disease”. Would it be possible to specify whether this category includes lung cancer and mesothelioma?

A: It does include both lung cancer and mesothelioma due to an occupational etiology. The list of reportable lung diseases is available on the Department of Health’s [website](#).

Q: Does the Medical Director have to be from the applicant organization (the Hospital), or can they be from a partnering organization that is not a hospital?

A: The medical director does not have to be an employee of the applicant organization but other requirements of the medical director would still apply. Please see pages 7 and 8 of the RFA.