

Design Grant Questionnaire

Please answer each of the following questions thoughtfully and concisely. Note that you will only be able to enter your responses within the grey form fields, and that many, if not all, of these forms have word limits.

Contact Information

Please provide contact information for the individual completing this questionnaire. Note that as this questionnaire will be used to assist NYS DOH in determining whether your PPS will receive the second design grant award payment, please note that the individual certifying this questionnaire should be the CEO, CFO or comparable level personnel.

Date: 10/13/14

Provider Name: Cortland Regional Medical Center, Inc.

Contact Name: Denise Wrinn

Contact Email: dwrinn@cortlandregional.org

Contact Phone: (607)756-3526

PPS Status

The following questions relate to whether your PPS is continuing to finalize formation, and intends to complete your own DSRIP Project Application due on December 16, 2014.

- 1) Does your PPS plan to submit a DSRIP Project Plan application as a standalone PPS on December 16, 2014? If your PPS does not intend to continue operating as standalone PPS (e.g., your PPS has dissolved due to merger with another PPS or has decided to cease participation in the DSRIP program), your answer to this question should be 'No'. If 'Yes', please skip the next two questions and complete the rest of the Design Grant Questionnaire. If 'No', please continue to the next question in this section. (3 character limit)

NO

- 2) Is your PPS merging with another PPS? If yes, please explain in detail your plan to integrate and support the merged PPS (e.g., please describe specific projects and activities). If awarded a second design grant payment, please provide a narrative explaining your intentions with the funding awarded. If your PPS is not merging with another PPS and is planning to cease participation in the DSRIP program, please answer 'No' to this question and answer the next question. (3,000 character limit)

YES. Our four county PPS (Cortland, Tompkins, Schuyler, Cayuga) has merged with the Southern Tier PPS led by UHS in Binghamton. The first step was agreeing to a joint 10-county community needs assessment performed by the same consultant. That is well underway. In the past two weeks, we have merged our leadership structure, submitted one partner list for the initial

attribution, and held our first combined stakeholder meeting where we selected a slate of 10 projects for the new PPS. We have revised our planning budget to reflect the needs of the new PPS and have submitted it to Jason Helgerson at the DOH for approval. In addition, we have entered into an agreement with UHS to transfer the planning dollars received by Cortland Regional to UHS so they can pay the total planning expenses of the combined PPS. Please refer to the Southern Tier's Midpoint Assessment Report for further details regarding the merged PPS.

- 3) If your PPS has elected to cease participation in the DSRIP program, please provide an explanation as to why your PPS has made this decision. (3,000 character limit).

N/A. We are participating with the Southern Tier PPS.

Note: If your PPS has elected to merge with another PPS or has elected to cease participation in the DSRIP program as a standalone PPS, please contact the NYS DOH for further discussion.

Award Letters Conditions

The following questions relate to award conditions stated on the August 6, 2014, if applicable to your PPSs.

- 1) Did your award letter include a condition which must be addressed prior to receiving the second award payment? Please answer with either 'Yes' or 'No'. If 'Yes', please continue onto Question 2. If 'No', please move onto Question 3. (3 character limit)

NO

- 2) Have you addressed your award condition? Please describe the steps taken to address the award condition. (2,000 character limit)

N/A

- 3) If you have not fully addressed your award condition, please provide an explanation as to why the condition has not yet been addressed, and plans to satisfy the condition prior to November 3, 2014. Please also reference communication you have had with NYS DOH about this condition to date. (2,000 character limit)

N/A

Network updates and attestation

The following questions relate to compliance regarding each PPSs DSRIP Network Tool submission and attestation and data sharing requirements.

- 4) A. Has your PPS met the October 1, 2014 deadline to update your partner organization list using the DSRIP Network Tool? Please answer with either 'Yes' or 'No'. If 'Yes', please continue on to Question 5. If 'No', please move onto Question 4B. (3 character limit)

NO

B. If you have not met the deadline, please provide an explanation as to why this deadline has not been met and what your plans are to remediate. (2,000 character limit)

Our PPS has merged with the Southern Tier and the Southern Tier met this filing deadline.

- 5) A. Has your PPS maintained a file of signed partnership agreements from all partner organizations, which can be made available to the State and/or CMS upon request? If 'Yes', please continue on to Question 6. If 'No', please move onto Question 5B. (3 character limit)

NO

B. If you have not completed this requirement, please provide an explanation as to why it has not been completed and provide your plan to remediate. (2,000 character limit)

Our PPS has merged with the Southern Tier and they have maintained a file of signed partnership agreements.

- 6) A. Has your PPS executed a Data Exchange Application and Agreement ("DEAA") with the State for data available in the DSRIP portal, and any data sharing outside of the portal? If 'Yes', please continue on to Question 7. If 'No', please move onto Question 6B. (3 character limit)

NO

B. If you have not completed the above, please provide an explanation as to why these activities have not been completed and provide your plan to remediate. (2,000 character limit)

A DEAA was not done because we merged with the Southern Tier and they completed it.

Contract attachments

The following questions relate to contracts submitted to NYS DOH by PPSs regarding renewed grant amounts, for which PPSs were required to resubmit to NYS DOH with the updated grant amounts.

- 7) Has your PPS returned all contract attachments that need to be completed? If not, please provide a brief status update on your current progress and remediation steps. The required attachments are listed below for your reference. (2,000 character limit)

- APPENDIX A - Standard Clauses as required by the Attorney General for all State contracts
- STATE OF NEW YORK AGREEMENT
- APPENDIX B-3 - Award Letter
- APPENDIX B-2 - Webinar 1 and 2
- APPENDIX B-1 - Questions and Answers 1 and 2
- APPENDIX C - Proposal
- APPENDIX E-1 - Proof of Workers' Compensation
- APPENDIX E-2 - Proof of Disability Insurance Coverage

- **APPENDIX H - Federal Health Insurance Portability and Accountability Act (“HIPAA”) Business Associate Agreement (“Agreement”)**

YES

Community Needs Assessment

The following questions address your PPSs progress in completing your Community Needs Assessment (“CNA”).

- 8)** Please provide a status update on your CNA’s progress versus the timeline stated on your design grant application. *(2,000 character limit)*

See the Southern Tier's Midpoint Assessment Report.

- 9)** Please describe your stakeholder and community engagement process. *(2,000 character limit)*

See the Southern Tier's Midpoint Assessment Report.

- 10)** Please describe your needs assessment methodology, specifically regarding data collection and reporting. *(2,000 character limit)*

See the Southern Tier's Midpoint Assessment Report.

- 11)** Please describe any challenges and/or significant deviations encountered during the completion process of your CNA. *(2,000 character limit)*

See the Southern Tier's Midpoint Assessment Report.

Cultural Competence and Health Literacy

The following questions address your PPSs progress achieving cultural competence and improve health literacy.

- 12)** Please provide a status update on your process to identify cultural competence challenges and achieve a culturally competent organization that targets the needs of your community. *(2,000 character limit)*

See the Southern Tier's Midpoint Assessment Report.

- 13)** Please provide a status update on your approach to improving the health literacy of patients who will be served by your PPS. *(2,000 character limit)*

See the Southern Tier's Midpoint Assessment Report.

Project Advisory Committee

The following questions relate to your activities in forming your Project Advisory Committee (“PAC”), structure of your PAC, activities undertaken, and future plans.

- 14)** Please provide a status update of PAC activities to date. For example, please address PAC projects and activities undertaken, as well as frequency of PAC meetings. *(2,000 character limit)*

See the Southern Tier's Midpoint Assessment Report.

Governance Structure

The DSRIP FAQs contain specific guidance such as ensuring the Governing Committee is regionally representative, includes subject-matter experts, and includes union and worker representation, among other recommendations. Please ensure that you address each of the suggestions in the FAQs. The following questions relate to the structure of your Governing Committee.

- 15)** The DSRIP FAQs and the design grant application provide direction on how to form PACs using an alternate structure. Specifically, PPSs are encouraged to form a smaller Governing Committee of no more than 25 members, which is then supported by subcommittees. How many representatives comprise your PPSs Governing Committee? *(10 character limit)*

N/A

- 16)** Please list all of the subcommittees that fall under your Governing Committee, and briefly explain how the Governing Committee and sub-committees currently collaborate within your PAC structure. *Please list your subcommittees in the table below and provide your collaboration explanation in the text field below the table. (2,000 character limit)*

#	Subcommittee
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

Design Grant Funding Spend

The following questions address how your PPS has spent the first payment of design grant funds and plans for the second payment. NYS DOH is interested in determining whether your PPS has spent the funds in accordance to what was submitted in the design grant application, and ensure PPSs are on track to finalize their Project Application. You are not expected to provide a detailed list of funds spent.

- 17) Please provide an overview of how the first grant payment was used to assist your PPS during the design phase in preparing for your Project Application. Please ensure your response addresses the budget and narratives submitted in your design grant application. *(2,000 character limit)*

See the Southern Tier's Midpoint Assessment Report. We have filed a revised planning budget for the combined PPS and have requested additional funding. We have entered into an agreement with UHS to transfer our initial payment of design grant funds to them to use for the planning expenses of the combined PPS.

- 18) Please provide a percentage estimate of how much of the design grant award first payment has been spent to date. *(4 character limit)*

N/A

- 19) Please describe any challenges and/or significant deviations encountered since you submitted your design grant application, as well as how they were addressed. *(2,000 character limit)*

See the Southern Tier's Midpoint Assessment Report.

- 20) What projects and activities will the second award payment be used for, if applicable? *(2,000 character limit)*

See the Southern Tier's Midpoint Assessment Report.

- 21) Please list all DSRIP projects that are either confirmed or currently still being considered for implementation by your PPS. Indicate the statuses of each by selecting either "Confirmed" or "Considered" from the drop-down list under the Status column. *(Minimum five projects, maximum fifteen in cases where multiple proposals are still being considered.)*

#	DSRIP Project	Status
1		Select One
2		Select One
3		Select One
4		Select One
5		Select One
6		Select One
7		Select One
8		Select One
9		Select One
10		Select One
11		Select One

12		Select One
13		Select One
14		Select One
15		Select One

Completion

Please select "Yes" or "No" from the check box provided and in the space provided, input the name of and title of the person making this certification. As stated in the introduction of this questionnaire, the individual certifying this questionnaire should be the CEO, CFO or comparable level personnel. An electronic signature below is sufficient; a signed and dated copy is not required.

I hereby certify that the information and data on this form is accurate and correct to the best of my knowledge. I understand that this information may be subject to audit and I may be asked to provide documentation in support of my responses.

Name: Denise Wrinn

Title: Vice President Finance/CFO

Check box with yes or no: Yes: | No