

**STATE PRIMARY CARE GRANT PROGRAM
GUIDANCE FOR AGENCIES APPLYING AS A REFERRAL NETWORK**

Purpose

To enhance opportunities for medically underserved populations to receive basic primary health care services, The Office of Primary Care and Rural Health, Utah Department of Health, invites qualified referral networks to submit an application for State Primary Care Grant Program funding. The State Primary Care Grant Program (SPCGP), supports access to health care by assisting public entities, community based organizations and referral networks, with the cost of providing basic primary medical care services to medically underserved populations in Utah.

Within the SPCGP, there is a maximum portion dedicated to referral networks. Referral networks as a whole can only receive up to \$150,000. Each referral network can receive up to \$25,000.

A Referral Network is an agency that provides referrals for primary medical care, dental care, and/or mental health services to Utah's medically underserved populations. Referrals CAN include referrals for subspecialty care services.

General Instructions for Referral Networks

- A. Only one application will be accepted per agency. However, Referral Networks that reside within an agency that provides primary care services will need to submit an application that is separate from the agency's primary care services application. This is the **ONLY** circumstance where an agency can submit more than one application.
- B. Referral Networks may apply for funding to help enhance their agency's ability to provide a way for clients to receive care. In order to be eligible for the SPCGP clients must be low-income, underinsured or uninsured. Referral Networks may be eligible for a one-year award of \$25,000.
- C. Project budgets for Referral Network applicants may only include costs for administering the referrals (e.g., personnel costs, salaries and benefits, office space, and general office supplies), **NOT** the cost of the actual care for the client.
- D. Referral Networks **MUST** provide the identification (name) of the medical home each referred client currently belongs to, or will be placed in. The ability of the Referral Network to track and follow clients is very important, and the process must be described and explained in the application, including how tracking is done and how client referrals are followed up to assure compliance. Referral Networks will need to describe and provide the number of clients that are seen by their agency annually, and provide the number of their clients that are referred to health care providers.
- E. The State Primary Care Grant Program (SPCGP) does **NOT** cover the costs of a voucher system for referrals, and does not cover the reimbursement of voucher costs.

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Funding and Award Limitations

1. Funding from the SPCGP CANNOT be used for research.
2. Funding from the SPCGP CANNOT be used exclusively for health education or education classes. Health education is only covered at the time of the primary health care (medical), dental, and/or mental health client visit.
3. Health education or education classes are not a cost covered under SPCGP.
4. Funding **cannot** be used for staff travel or transportation costs, office or clinic equipment, computer hardware or software purchases.
5. Funding can only be used for legal residents of Utah.

A legal resident of Utah is defined for the SPCGP as someone who has lived in Utah for the entire year, even if temporarily outside of Utah for an extended length of time, lived in Utah for any length of time during the taxable year; or maintains a permanent home in Utah, even if they lived outside Utah, and spent a total of 183 or more days of the taxable year in Utah. This does not apply to military personnel or their spouses who are in Utah on military assignment

Applicant Agency Eligibility

All public entities, community based organizations, and recognized referral networks are eligible to apply.

- Agencies must be able to document the number of referral agreements they have with health care providers, and what types of referrals are made.
- Agencies must include a list of all agency staff.
- Agencies must be able to provide a budget for their agency.
- Agencies must be able to provide the number of clients referred that reside below 100% of the Federal Poverty Guidelines.
- Agencies must be able to provide the number of clients referred that reside below 200% of the Federal Poverty Guidelines.
- Agencies must be able to provide the number of clients referred by their race/ethnicity.
- Provide the identification (name) of the medical home each referred client currently belongs to, or will be placed in.

New Definitions for July 1, 2016

A new patient is one who has not received any professional services from the physician/qualified health care professional or another physician/qualified health care professional of the exact same specialty and subspecialty who belong to the same group practice, within the past three years. (Professional Edition CPT 2013-2015, P. 11).

An established is one who has received professional services from the physician/qualified health care professional or another physician/qualified health care professional of the exact same specialty and subspecialty who belongs to the same group practice within the past three years. (Professional Edition CPT 2013-2015, P. 11)

Application

The application is only to be submitted electronically to opcrh@utah.gov. **NO hard copies** should be mailed, faxed, or hand delivered.

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**Please be aware that the State Primary Care Grant Program
is a competitive program and an Application to the Program
does not guarantee an award or future funding.**

Applicant Agencies should be aware that it is the policy of the Utah Department of Health that Agencies awarded under the State Primary Care Grant Program:

- **Must** ensure that continuity of services is maintained for the full duration of the award period,
- **Must** use awarded funding to provide referrals to medically underserved populations for the full duration of the award period,
- **Must** assure that funding used for primary health care services are provided **ONLY** to legal residents of the State of Utah.

A *complete*, electronic Application must be submitted to our Office by **April 4, 2016, 5:00 pm MST**.

The Application **MUST** be submitted by email to opcrh@utah.gov. (**Hand delivered, faxed and mailed copies will NOT be accepted.**)

Applications that are incomplete, submitted after the deadline, or requesting more funding than they are eligible to request may be denied review. Applicants should pay particular attention to the quality of your narrative, and assure that your Application is clear, succinct, and answers all of the points listed in the Application.

Final Award Decisions are expected to be announced in early May. Applicant agencies will be provided decisions through email and written correspondence to the email address listed on the State Primary Care Grant Program application.

If you have any questions on the Application, please contact Owen Quinonez at 801-273-6620, oquinone@utah.gov, or Cory Zastrow at 801-273-6641, czastrow@utah.gov.