# Application Form

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| **Organization Name:**       | **Date Submitted:**       |
| **Applicant Name:**       | **Applicant Email:**       |
| **Contract Manager Name:**       | **Contract Manager Email:**       |
| **Contract Manager Phone:**       | **Lead Administrator Name:**       |
| **Facility DUNS #:**       | **9-digit zip code:**       |
| **Clinic Address:**       |

The following application contains project details, requirements and reporting deadlines for opportunities available to support the planning and implementation of SBIRT services within healthcare clinics. **Selection of project funding should result in the implementation of SBIRT services within the healthcare setting.** Funding will only be awarded to clinics that intend to fully implement SBIRT services. It is our intention that the selected programs will implement and sustain the billable SBIRT practice in a manner that will provide promise for success.

Applicants are limited to programs that are capable of billing Apple Health (Medicaid) for medical and/or behavioral health services. Please check the box(es) on this application form below that your clinic is applying for and include all of the specific information requested per project. One or both of the project opportunities can be applied for.

# Select the project(s) that you are applying for:

*(Note: Not all applications will be awarded. The number of projects awarded will vary depending upon funding availability.)*

1. **[ ]  *SBIRT Electronic Health Record Modifications*** (Up to $27,864 per selected organization)
2. **[ ]  *SBIRT Clinic Implementation Planning*** (Up to $66,667 per selected organization)

**Overall Purpose:** The Washington State Screening, Brief Intervention and Referral to Treatment- Primary Care Integration (WASBIRT-PCI) project has funding available to support healthcare agencies plan and/or establish the evidence-based practice of SBIRT.

**Specific Goals:** Medical programs may have financial limitations to plan (to include research and collaboration), train and purchase services necessary to fully implement the practice of SBIRT in a manner that is sustainable. The specific goal of the project is to minimize these common barriers associated with SBIRT implementation.

**Audience:** System-wide SBIRT expansion efforts may go beyond the primary care setting, however, recipient of these grant opportunities will provide medical services in a minimum of one primary care setting.

**Commitment:** Activity descriptions and contractor requirements begin on page 3. They are reflective of the deliverables expected with each project.

**Limitations:** Applicants may apply for one or both projects. However, in order to be approved for Project #2 funding (SBIRT Clinic Implementation Planning), SBIRT EHR capability must be completed, initiated or completed in conjunction with implementation planning efforts. There will be approximately six healthcare organizations that receive funding for each project. The exact number of project awardees will depend on actual allocation totals.

**Funding:** The total available funding for SBIRT Electronic Health Records (EHR) modifications is $167,184. The total available funding for SBIRT Clinic Implementation is $400,000. DBHR reserves the right to negotiate with applicants for project scope and funding amounts.

**Project Timeline:** Projects may start as soon as a contract is fully executed. Deliverables must be completed by August 31, 2015. All invoices need to be submitted by November 30, 2015.

**Eligibility:** Successful applicants will be capable of providing healthcare services to Apple Health clients. In addition, the organization desiring to use the grant funding will have the ability and desire to implement and sustain the use of SBIRT beyond the contract period.

**Selection Criteria:** Due to the time restraints applied to this funding opportunity, the first complete applications received by eligible organizations will be given priority. The organization applying for funds must be able to demonstrate the ability to complete the contracted work prior to August 31, 2015. For the purposes of this project, a complete application is one that includes all required forms with all requested information provided.

**Application Deadline:** Application deadline is not later than 5:00pm Friday, July 10, 2015. Submit email completed application and required attachments to: James Oliver at james.oliver@dshs.wa.gov

# PROJECT #1: SBIRT Electronic Health Record Modification

***Develop or expand existing EHR capacity to support and sustain SBIRT***

(Up to $27,864 per selected agency)

**To Apply:**

* Complete Application Form (page 1 of this packet).
* Complete and submit the attached Contractor Intake Form
* Submit a letter of intent signed by clinic administration that includes:
	+ - Intent and plan to implement and sustain the practice of SBIRT beyond grant period
* Current EHR type
* Project budget
* Availability of IT professional to modify EHR by August 31, 2015
* Name and contact information for the IT professional who will coordinate the EHR modifications

**Project Scope:**

The goal of this project is to assess and address the gap in primary care provider’s information technology (i.e. screening tools, smart scripts, smart sets, notices, tracking of annual screens, billing logic, etc.) necessary to efficiently provide SBIRT services. This project will reimburse for costs associated with labor, materials and software necessary to accomplish the necessary upgrades. Administrative fees will not exceed 8%.

**Project Deliverables:**

* By August 31, 2015, provide a report that outlines the material progress made on EHR modifications and including your plan to complete all remaining modifications necessary to implement SBIRT.
* Provide screenshots or anticipated functions screenshot of new EHR SBIRT features to James Oliver at james.oliver@dshs.wa.gov prior to August 31, 2015. All invoices shall be submitted by November 30, 2015.

# PROJECT #2: SBIRT Clinic Implementation Planning

## *Develop clinic implementation and sustainability plan for providing SBIRT services*

(Up to $66,667 per selected agency)

*Note: To apply for this funding opportunity, SBIRT EHR capability must be completed, initiated or completed in conjunction with implementation planning efforts.*

## To Apply:

* Complete Application Form (page 1 of this packet).
* Complete and submit the attached Contractor Intake Form (only one Contractor Intake Form is necessary if applying for both opportunities)
* Submit a letter of intent signed by clinic administration that includes:
	+ Narrative of intent to implement and sustain the practice of SBIRT beyond the grant period
	+ Current plan or effort taken to incorporate SBIRT into EHR process. If your EHR currently has SBIRT capability, please email screen shots along with application.
	+ Anticipated clinic workflow ([see workflow resource](http://www.wasbirt.com/sites/default/files/Clinic%20Implementation%20%20Guide_Checklist%20-%202013_0.docx))
* Who will complete the pre-screen process
* Who will be responsible for providing patients with full screens
* Who will be completing the brief interventions
* Who will provide the referral to treatment if indicated
* Or, the clinic workflow will be developed during the project
* The proposed screening tools to be used
* Anticipated barriers to implementation
* Plan or steps to be taken for SBIRT sustainment past funding period
* Project budget

## Scope:

The principles of SBIRT are simple, but may be complicated to implement in a dynamic clinical setting. This funding opportunity will assist in creating workflow and removing barriers to the implementation process. Funding may be used for, but is not limited to:

* Determine clinic support for screening, brief intervention, and referral to treatment
* Create and/or refine a workflow model
* Establish training requirements and training plan
* Establish billing procedures for SBIRT services
* Employee cost for preparation, training and implementation efforts through August 31, 2015
* Administrative fees will not exceed 8%.

**Project Deliverables:**

* Upon completion of the initial implementation process funded by this project (work completed August 31, 2015), a report will be submitted to James Oliver at james.oliver@dshs.wa.gov outlining all completed work, work that is expected to continue and sustainability plan. This report will include expense details.
* Invoice will be submitted by November 30, 2015.