Webinar:
DSRIP Application Process

August 7, 2013

New Jersey Department of Health (NJDOH)
Objectives

✓ To understand how to complete the Hospital DSRIP Plan Application
✓ Review of the Minimum Submission Requirements
✓ Review Frequently Asked Questions (FAQs)
Hospital DSRIP Plan Application

Application Purpose:

• Serves as a universal format (framework) for the content required for the hospitals to complete their hospital-specific DSRIP plan submission

• Allows for assuring all projects incorporate required activities

• Directs the hospital to select pre-defined information (displayed as gray highlight), as well as, provides free-form text boxes (displayed as blue font) accomplishing the activities, actions and milestones required and/or elective activities
Hospital DSRIP Plan Application

Application Format:

- Microsoft Excel 2007 format

- Application instructions and the Toolkit are available as a resource document to the application

- Macros must be allowed and enabled for the application functions to perform as intended

- Most text-entry areas on this form have a character limit. Additional documentation may be included as an attachment to the application. Each attachment document name should be clearly indicated (i.e. Row ID _ “Brief description”) (e.g. Row 18_Community Needs Assessment.doc)
Hospital DSRIP Plan Application

Data Input - Tab 1 — Data Input (Tab 1) is the ONLY worksheet the hospital will utilize to enter and describe their specific hospital project.

Data will be populated into Tabs 2-7:
- **Executive Summary** - Tab 2 (Read only)
- **Application DY 2** - Tab 3 (Read only)
- **Application Stage I** - Tab 4 (Read only)
- **Application Stage II** - Tab 5 (Read only)
- **Application Stage III** - Tab 6 (Read only)
- **Application Stage IV** - Tab 7 (Read only)
Hospital DSRIP Plan Application

- Provide basic hospital information
  - Hospital name, Identification Numbers, Contact Person information

- Identify key project components
  - Project selection, objective, methodology, goals/outcomes, etc.

- Select project activities and related actions/milestone
  - Project detail that fulfills the scope of the selected project

- Supply documentation/evidence that supports the project plan
  - Minimum submission requirements

- Supply the anticipated completion dates for each activity
  - Month/Year

A hospital must detail the manner and means by which the hospital will fulfill the project requirements

✓ Who, what, how and when
Executive Summary – Enter in all Hospital Specific Information

<table>
<thead>
<tr>
<th>Objective: (Project Specific)</th>
<th>Auto-Populated Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Objective: (Hospital Specific)</td>
<td>Free Text</td>
</tr>
<tr>
<td>Methodology: (Project Specific)</td>
<td>Auto-Populated Field</td>
</tr>
<tr>
<td>Methodology: (Hospital Specific)</td>
<td>Free Text</td>
</tr>
<tr>
<td>Goal/ Outcome: (Project Specific)</td>
<td>Auto-Populated Field</td>
</tr>
<tr>
<td>Goal/ Outcome: (Hospital Specific)</td>
<td>Free Text</td>
</tr>
</tbody>
</table>
Hospital DSRIP Plan Application

• **Objective** –
  ➢ Identify other high-level hospital-specific objectives related to the project

• **Methodology** –
  ➢ Identify hospital-specific details as to how the hospital will achieve the objectives and outcomes

• **Goals/Outcomes** –
  ➢ Identify any detail-level, hospital-specific goals with target dates

• **Significance** –
  ➢ How the project is consistent with the hospital’s mission or quality goals
  ➢ Community needs assessment results
  ➢ How the project/selected activities will measurably improve health outcomes for the hospital’s patient population
  ➢ Provide supporting evidence/data that there is an opportunity for improvement in the selected focus area
Hospital DSRIP Plan Application

- **Challenges –**
  - What are the key obstacles that will need to be considered/resolved to ensure successful project implementation

- **Starting point –**
  - Identify whether the project is new or a significantly enhanced initiative
  - Identify current/potential funding streams

- **Public input –**
  - How was the public/stakeholders engaged and how will community involvement continue

- **Project Monitoring –**
  - Describe how the hospital will review outcomes, make rapid-cycle changes, identify lessons learned, contribute to learning collaborative
Hospital DSRIP Plan Application

Application Content:

- On the Data Input tab, for Stage I-IV sections, required and/or elective activities and the associated actions/milestones for each activity are listed.

- Activities are integral to the success of the project selected by the hospital, and are the basis for hospital payment.
  
  ➢ **Note:** Not all Stage I activities are required, while ALL Stage 2, 3 and 4 activities are required.

- Actions/Milestones are the specific procedures that will be performed to achieve the selected activity.
  
  ➢ **Note:** For each Activity there may be one or more actions/milestone available for selection.
Hospital DSRIP Plan Application

Application Content:

- **Minimum Documentation Requirement** - Each activity has a minimum documentation requirement which can be found in the Application and Toolkit

  Focus Area: [ Pre-populates based on initial selection ]
**Hospital DSRIP Plan Application**

### Activity 1: Identify key program components and goals

<table>
<thead>
<tr>
<th>Actions/milestone 1 – Conduct a gap analysis in preparation for the inception of the project</th>
<th>✓ Attach gap analysis - include the hospital’s current competencies/ performance levels; include a description of how the project selected will reduce the gap between current and expected clinical performance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actions/milestone 2 – Complete budget analysis to be performed for project.</td>
<td>✓ Attach budget estimation - includes line item expenditures that includes an estimate of health-care dollars savings</td>
</tr>
</tbody>
</table>
| Actions/milestone 3 – Identify partners who would be beneficial to the project development and maintenance. | ✓ Attach a document with comprehensive documentation of project partner(s)  
✓ Attach a document describing how the partner will participate in the plan |
| Actions/milestone 4 – Identify target population to include in the project. | ✓ Attach a document that includes the target population inclusion/exclusion criteria and size with rationale |
Hospital DSRIP Plan Application

Application Content: See Application Instructions

- Provide additional information within the application or as an attachment
- Important reminders will be noted in red font
Hospital DSRIP Plan Application

Application Content: See Application Instructions

- Hospitals must enter in the Target Completion Month/Year

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**Figure 6. Example – Targeted Completion Month/Year Drop-Down List**

[Image of the hospital DSRIP plan application page with a table showing an example activity and its milestones, including the option to select the targeted completion month/year.]
Hospital DSRIP Plan Application Reminders

Questions regarding the NJ DSRIP Plan Application or any other questions relating to the DSRIP program may be forwarded to NJDSRIP@mslc.com

The preferred method of submission is via the Myers and Stauffer Secure File Transfer Protocol (FTP) site

- Use of the FTP requires user to provide Myers and Stauffer basic information and sign an user agreement form
- Upon receipt of these documents, each individual user will receive a private username and password in order to upload documents to the site; limited to two users per hospital
- User Agreement Forms must be received by September 2, 2013 in order to ensure access to the FTP site
Q&A

Prepared by : Myers and Stauffer LC