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Contract Management Webinar

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June 13, 2018

Agenda

- Project Life Cycle
  - Initiation Phase
  - Planning Phase
  - Executing Phase
  - Closing Phase
- Group Discussion

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SHIP Program Background

- Target Areas of SHIP Program
  - Value-Based Purchasing Programs (VBP)
  - Accountable Care Organizations (ACO)
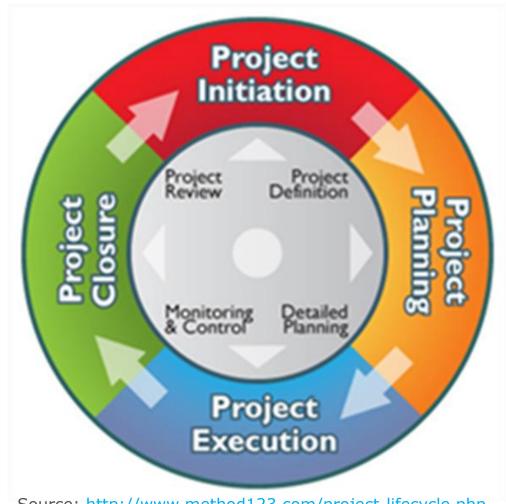 - Payment Bundling (PB)

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SHIP Program Background

- Where is the SHIP Grant "housed" in your state?
  - Typically in SORH?
- SHIP Program enables states to help small hospitals in several ways. A few examples are:
  - Purchase equipment and/or training to attain value-based purchasing
  - Join or become accountable care organizations, or create shared savings programs
  - Purchase health information technology, equipment, and/or training to comply with meaningful use, ICD-10 standards, and payment bundling.

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Project Life Cycle

- 4 Phases of Project Life Cycle

Source: http://www.method123.com/project-lifecycle.php

Initiation Phase

- Project conceptualization process
  - Outline basic processes to start project
  - Define what the project is to accomplish

- Pre-Grant Award
  - Scope of activities necessary to execute objectives of grant proposal

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Initiation Phase

- **Subcontractor Selection Criteria**
  - Good written and oral communication skills
  - An established and trusted relationship with rural hospitals
  - Obtaining references from trusted sources
  - Clear understanding of project deliverables
  - Availability to perform work load within grant time constraints
  - Social media or web based presence
  - Following states guidelines for subcontractors (if available)

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Planning Phase

- Develop individual subcontracted projects
  - Define Scope of Work (SOW), Deliverables & Payment for Services
  - SOW – clearly defined deliverables tied to definitive timeline and completion dates

- How does your state SHIP team complete the planning phase work?
  - RFP process, collaboration with state partners, SORH team input?

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Planning Phase

- Deliverables
    - Contract execution date (Kick-off)
    - Major Milestones
    - Deliverable / Completion Date
- Payments
    - Tied to specific deliverables
    - Options for withholding payment if deliverables not met

        - Partial payments; non-payment; termination of agreement

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Planning Phase

- Data Sharing
  - Medicare Beneficiary Quality Improvement Project (MBQIP)
  - Data available through state partners
    - State Hospital Association
    - State Rural Health Association
    - Quality Improvement Organization
    - State Health Information Exchanges
  - Use of Data Use Agreements / Non-Disclosure Agreements?

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Execution Phase

- Monitor / Manage Work Output
  - Technical Monitoring
    - Tracking and reporting progress on key performance indicators & timely completion of deliverables
    - [Engaging Subcontractors and Partners in Demonstrating Outcomes](#)
  - Financial Monitoring
    - Revenue Cycle Management
    - [Flex Program Sub-Contract Tracking Spreadsheet](#) (Applicable to SHIP too)

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Closure Phase

- Project Close-Out Process
  - Submittal of closeout notice
  - Submission of final deliverables
  - Submission of final invoices

- How does your state address un-met Contract Deliverables?
  - Deliverable timeline not met
  - Scope of work not completed
  - Data/reports not delivered
  - Failure to provide benchmarking tools or demonstrate outcomes of project

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Conclusion

- SHIP Program is in place to provide resources for SHIP-eligible hospitals to improve the quality of care provided to rural patients
  - Imperative that the SHIP Program can demonstrate the impact of federal investment on rural communities
  - Must be able to tell our story
  - Tracking and demonstrating success through benchmarks & utilization of available data strengthens the overall SHIP Program

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