Dear [INSERT HOSPITAL NAME]-

We look forward to working with you on your hospital’s project as part of the Fiscal Year (FY) 2017 [STATE] Medicare Rural Hospital Flexibility Program Supplemental Funding Opportunity. Your hospital’s project is on [INSERT TOPIC].

Please keep this email on file as it includes information about the project expectations, timeline and technical support that will be provided.

The [STATE] Flex Program point of contact for this project is [NAME], who can be reached at [PHONE] or [EMAIL]. We ask that you maintain close communication, participate in all reporting, adhere to project timelines, communicate challenges you may encounter and please share successes as well. We’d like to be able to shine a spotlight on the excellent outcomes that will arise from this project.

The Federal Office of Rural Health Policy (FORHP), who administers the funding for this project and the entire Flex Program, would like to be able to document measurable outcomes from this project. As such, your hospital will be reporting periodic data in a standard tool on measures that are specific to this project, but also common metrics for all hospitals across the country participating in this opportunity. These metrics are related to hospital finance, quality and knowledge gain. Your hospital will also participate in periodic check-in calls with the [STATE] Flex Program who will discuss with you project progress, successes and next steps. These calls will be an opportunity to explore your excellent work to date and to share your story on the national level.

The first deliverables for the project in terms of reporting are to be completed by October 31, 2017 and emailed to [NAME] at the [STATE] Flex Program can be referenced in the attached Flex Supplemental Funding Task Timeline [be sure to include attachment!]

* Please complete the online [Self-Assessment for Transition Planning](https://www.ruralcenter.org/srht/rural-hospital-toolkit/assessment) by October 31. The score from this assessment should be entered in the Hospital Measure Tracking Document [also attached]. This assessment utilizes industry best practices for improving financial, operational and quality performance that position rural hospitals for the future, as well as outlines strategies for transitioning to value-based payment and population health. Regardless of your hospital’s project. rural providers and leaders should use the assessment to identify performance improvement opportunities for their hospital as the health care industry continues to transition to value. It is recommended that your organization complete the assessment as a team. More instructions can be found on the assessment. Upon completion of the assessment your organization will be provided a score from 1-116. Your organization will also be provided suggested resources based on your score to support your hospital’s value-based strategies. Please include your score in the Hospital Measure Tracking Document. Again, this assessment should be completed by October 31, 2017.
* Please complete all required metrics, providing baseline values, in the Hospital Measure Tracking Document and submit to [NAME] by October 31, 2017. Please be sure to complete all required field. [NAME] will review the document and be in touch if further clarification is needed. The next time you will report this data will be March 31, 2018.

[NAME] will be in regular communication to help ensure the success of your hospital’s project. We look forward to your participation and celebrating the impact of this project.