Spreading Solutions That Work Request for Applications
Frequently Asked Questions
December 2018

General Questions

1. *What is the grant period for Spreading Solutions?*
   The grant period for each of the solutions is 12 months: March 1, 2018 through February 28, 2019.

2. *Does everyone approved for this grant have their host visit at the same time, or is it one organization at a time?*
   The host site visits are arranged by the CCI team, and there is one visit arranged per solution, in which all of the participants working on that given solution attend together to learn alongside one another. The host site visits will take place between March and April of 2018, and CCI will communicate the specific dates at the start of the grant period, if not before.

   One exception to this is the Medical Scribes program. Their "host site visit" is actually a three-day training at Shasta Community Health Center in Redding Ca. Each participating organization will schedule their training separately.

3. *How many grants will be awarded for each solution?*
   CCI does not have a specific number of grants planned to be awarded per solution. Rather, in our experience, we've recognized that the optimal cohort size is 3-5 organizations, so our preference is to keep that structure, while also being flexible and taking into account the number and strength of applicants per solution.

4. *Is the total grant amount $15,000 or is that the set-aside for travel to the host site?*
   The total grant amount is $15,000, and typically is used to offset costs associated with travel to the host site visit, staff time spent on this project, and implementation costs related to the solution your organization has chosen.

5. *Are past Spreading Solutions grantees eligible for new cycles of funding if they apply in a new solution category?*
   Yes, past Spreading Solutions grantee organizations are eligible to participate in this upcoming program. In the past, we have not funded organizations to implement the same solution in two different funding years, though we will take your organization's circumstances into consideration on a case-by-case basis.

6. *In the Request for Applications, CCI has noted that applicants for Patient Portal Optimization must already be using a patient portal. In the other categories, does it matter whether it is a strategy we have started already or not?*
   For those solutions that require a specific technology platform, we strongly prefer that applicants have a selected vendor/platform, or at least be in the final stages of selection. This way, your participation in the grant period can be focused on implementation, peer learning, and problem-solving with your coach.

7. *How many staff members need to be part of the designated team? And can we substitute staff - or does one person need to be involved the entire year?*
   CCI does not specify the size of your project team, rather we recommend that you identify who will fill key roles in the project, including a day-to-day project lead and an executive champion. You will also need to identify provider(s) and operational staff that will test the solution during the grant period, dependent on the solution. For patient portal optimization, you will need to identify an IT project team member. For medical scribes, you will need to identify who will potential fill the scribe role, as well as the scribe trainer role. In terms of substituting staff, we recognize that team structure may change throughout the year and that is acceptable, though it would be to your advantage to aim to keep your team consistent over the course of the year.

8. *Are Planned Parenthood affiliates eligible?*
   This program is open to California-based nonprofit health centers that provide comprehensive primary care services to primarily underserved populations. Those Planned Parenthood affiliates that provide such services are eligible to apply. Please note that regional clinic consortia and statewide clinic associations are not eligible to apply.

Solution-Specific Questions
Texting solutions
9. *Can the $15,000 grant be used for the integration and implementation costs of the texting app?*
   Yes, the grant can go toward integration and implementation costs of your chosen texting app; however, ongoing monthly maintenance costs are not eligible for grant funding.Our expectation the project team would still have protected time to work on this project and participate in the host site visit and monthly calls, even if funds are not being used specifically to offset staff time and travel. In addition, we would like organizations to have some level of readiness to implement their chosen solution during the grant period, as that is a critical part of this program.

10. *If there is anything remaining after implementation of texting, can that go to monthly charges?*
    We ask that applicants build monthly fees and related costs of their chosen solution into their organization budgets, as the Spreading Solutions grant is not intended to cover monthly maintenance expenses. We've made this decision in part because the

organization will need to build in such expenses if the solution is to be sustained after the grant period has ended.

Group visits

11. *Can we apply even if we are already running Shared Medical Appointments (group visits) and need to improve?*
    Yes, you may still apply to the Spreading Solutions program. In your application, you will need to articulate how participating in this program will enhance your current offerings and what success would look like for you in this program.