

# 2013-2014 SMALL HOSPITAL IMPROVEMENT PROGRAM APPLICATION FREQUENTLY ASKED QUESTIONS

**QUESTION:** When were the 2013-2014 SHIP applications sent out to hospitals? When is the deadline?

*Applications were emailed to hospitals in January 30-31, 2013.*

*The deadline for submitting your hospital's 2013-2014 application is 5:00pm, February 27, 2013.*

- *Hospitals should submit the application electronically to [ruralhealth@kdheks.gov](mailto:ruralhealth@kdheks.gov) by deadline.*
- *This Hospital CEO and SHIP Project contact are required to sign the last page of the application in ink, which should be mailed or fax to the Office with a postmark no later than February 27, 2013.*

**QUESTION:** May the hospital fax or email the last page of application with CEO and SHIP Project Director's signatures?

*Yes – so long as the signatures on the applications are ink.*

*No e-signatures, stamps, proxy signatures, or signatures of other hospital representatives.*

**QUESTION:** What can hospitals use the 2013-2014 SHIP grant for?

*Hospitals are expected to first use funds to meet the SHIP priorities.*

*1<sup>st</sup> Priority - Participation in the Medicare Beneficiary Quality Improvement Project, aka. MBQIP (Non-CAHs are exempt from this provision.)*

*2<sup>nd</sup> & 3<sup>rd</sup> Priority (in no particular order)- Implementation of HCAHPS - Hospital Consumers Assessment of Healthcare Providers and System; Implementation of ICD-10 Conversion*

*If a hospital is already participating in all three of these activities, then that hospital may select a different activity listed on the SHIP Purchasing Menu.*

**QUESTION:** What type of purchases can the SHIP grant be used for?

*SHIP funds may be used to purchase training/education, software and/or technical assistance (i.e. consultant services/assessments).*

***NEW CHANGE for 2013-2104: In limited scenarios, SHIP funds may be used for hardware. Valid hardware expenses -- directly tied to collection of HCAHPS or related to purchase in disease registry. (Update from Federal Office 2/08/2013)***

*SHIP funds cannot be used for direct patient care or facility personnel costs.*

*(Update from Federal Office 2/13/2013) SHIP funds used to purchasing training/education may for conference/training/meeting registrations, but cannot use to cover travel. If a hospital is part of a health system, and wishes to use SHIP funds to pay for staff of another hospital to conduct training, please consult your State Office to discuss further. SHIP funds may not be used to pay for staff/personnel of the hospital that is submitting the application.*

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**QUESTION:** How does my critical access hospital fulfill Priority/Tier 1 – participation in MBQIP?

*To meet Tier 1 requirement - a hospital must have signed the participation form and have transmitted at least some Phase I data to CMS QualityNet by February 15, 2013.*

*IF HOSPITAL HAS NOT MET TIER 1: Hospital must allocate their SHIP funds to an MBQIP activity (no other activity).*

**QUESTION:** How will I know if my hospital has met the definition of “implementation” of HCAHPS?

*Implementation is defined as having purchased and utilized HCAHPS at least once, or purchased HCAHPS and planning to use it by April 1, 2013.*

**QUESTION:** If the Hospital is collecting patient satisfaction information using something other than HCAHPS, would this be a suitable alternative?

*No other survey tools or questions will fulfill the HCAHPS activity. Hospital must be using the HCAHPS survey questions and methodology. [www.hcahponline.org/home.aspx](http://www.hcahponline.org/home.aspx).*

**QUESTION:** Could the Hospital use the SHIP grant to pay for the collection of HCAHPS from a vendor?

*Yes - the SHIP grant can pay vendor fees for HCAHPS data collection and analyzing. For a directory of certified national vendors, click here: [Hospital Consumer Assessment of Healthcare Providers and Systems \(HCAHPS\) Vendor Directory Overview](#).*

**QUESTION:** How will I know if my hospital has met the definition of “implementation” of ICD-10?

*Implementation defined as:*

- i. ICD-10 hardware/software is current being installed and used by facility*
- ii. ICD-10 hardware/software installation will begin by April 1, 2013*
- iii. A hospital is part of a health system that has other funds allocated to ICD-10 implementation in FY 2014*

**QUESTION:** The Hospital is in the process of adopting electronic health records which would be ICD-10 compliance. Would this fulfill the implementation of ICD-10 requirement for the hospital?

*No – according to our Federal Office.*

**QUESTION:** The Hospital is part of a larger health system that will be using other funds to implement ICD-10 throughout the system, including the SHIP hospital. Would this fulfill the implementation of ICD-10 requirement for the hospital?

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## FREQUENTLY ASKED QUESTIONS

*Yes – Written confirmation from the health system will be needed. The person responsible for the implementation of ICD-10 (i.e., HIM director or CIO) needs to notify the State Office in writing (via email or letter) that:*

- i. the SHIP hospital belongs to the health system,*
- ii. the health system will be supporting the SHIP hospital in ICD-10 conversion/implementation, and*
- iii. ICD-10 conversion/implementation will be fully completed by October 2014.*

**Note:** *If the SHIP hospital does not implement ICD-10 by 2014, the SHIP hospital will risk ineligibility for future SHIP grant funds.*

**QUESTION:** Can the SHIP grant be used for HCAHPs if HCAHPs has already been implemented (likewise for ICD-10)?

*The intent of the SHIP grant is to “jumpstart” programs. If HCAHPS has been implemented and ICD-10 has not yet be implement; then the funds must be spend on ICD-10.*

*If both HCAHPS and ICD-10 have been implemented – the SHIP grant may be used to maintenance fees.*

**QUESTION:** Does the hospital have to meet all three SHIP priorities, before selecting another activity --- Efficiency Training, Pharmaceutical Operations or Disease Registry/Appropriate Connectivity – from the SHIP Purchase Menu?

**YES -**

*A Hospital has met the SHIP priorities, if the hospital has done all of the following:*

- *(CAH only) Signed the MBQIP participation form.*
- *Transmitted Pneumonia or Heart Failure core measures to CMS QualityNet by February 15, 2013.*
- *Purchased and utilized HCAHPs at least once, or purchased HCAHPS and planning to use it by April 1, 2013.*
- *Implemented ICD-10 - i.e., ICD-10 hardware/software is current being installed and used by facility or installation will begin by April 1, 2013; or if hospital a hospital is part of a health system that allocated other funds for hardware/software installation in 2014.*

*If a hospital is already participating in all three of these activities, then that hospital may select a different activity listed on the SHIP Purchasing Menu.*

**QUESTION:** What falls under the SHIP Purchase Menus Categories - Pharmaceutical Operations, and Disease Registry/Appropriate Connectivity? Could these categories tie to the hospital’s work with electronic health records?

*Yes - These SHIP Activities do relate to hospital’s adoption of electronic health records and meeting meaningful use. Possible SHIP grant expenses could include costs related to:*

- Implementation of computerized provider entry,*
- Implementation of the disease registry, or*
- Connectivity to state-wide health information exchange.*