

Community Health Worker Training Capacity Expansion Grant

Questions and Answers

Posted August 14, 2018 New questions and answers are listed in red

ENROLLMENT/ELIGIBILITY

1. Q: I had a question regarding the CHW training grant referenced above. On page 10, under the paragraph re: Compliance Screening, it is stated that the Corporation will “ensure that each applicant is in full compliance with all obligations to the Department of Unemployment Assistance, The Department of Industrial Accidents, and any other obligations to the Commonwealth of Massachusetts.” Will the Commonwealth Corporation considering awarding this grant to an applicant who do not meet these requirements because it does not have any employees (rather, it would contract with instructors/administrators etc.)

A: If an applicant does not employ staff in Massachusetts or is not required to be registered with the MA Department of Unemployment Insurance in accordance with MGL Chapter [151A](#) then they should note this on the application and this will serve as meeting the compliance requirements with DUA pending verification. In addition, all applicants must meet the “eligible training provider” requirements listed in **Section One D**.

2. Q: I'd like to apply for both grants, potentially with different partner agencies for different regions. Question: if I apply for the Supervisor Training grant on my own and again as a subcontractor with one of the training centers, would that be ok? Or should I restrict myself to being part of one application for each funding stream?

A: There are no restrictions on the number of applications an organization can submit; there are no restrictions on the number of applications on which an organization can serve as a training subcontractor.

3. Q: Is the 25 cohort limitation for enrollment, completion or both?

A: Ideally both. Funding must be used to implement training cycles that comprise at least 25 training slots. The goal is to have all 25 training slots cycle filled at [enrollment](#) and for all trainees to successfully complete the course.

4. Q: Will there be a two-stage enrollment process, first filling the class with ACO/CP eligible participants and then filling with others?

A: This RFP will award \$40,000 per new training cycle added, with a requirement that the training program train at least 25 CHWs (for each \$40,000 awarded) employed at entities that are part of MassHealth ACOs or CPs with MassHealth-approved workforce development plans by December 31, 2019. In order to ensure that at least 25 eligible CHWs (for each \$40,000 awarded) are enrolled, the training program should prioritize CHWs employed by MassHealth ACOs and CPs with MassHealth-approved workforce development plans prior to enrolling other registrants. In the event that there are open slots, CHWs from all other entities in the state exclusive of MassHealth ACOs and CPs without a MassHealth-approved workforce development plan are eligible to attend

these trainings. If there are still open slots, CHWs from ACOs and CPs without MassHealth-approved workforce development plans would be able to attend the trainings. (Please note: EOHHS will be responsible for confirming the eligibility of all prospective training program participants prior to finalizing their registration in the program. MassHealth and Commonwealth Corporation will work closely with awarded training programs to develop a registration approval process that meets this requirement in the most streamlined manner possible). Please see **Section 1E of the RFP for more detail.**

5. Q: Can a community college apply for the grant and spread the 25 spots available over two or three cohorts (potentially delivered during different time periods within the contract period?) This would mean that our enrolled students would make up a percentage of the class and the rest of the students would be funded from the grant.
A: Yes, the training program can spread the 25 slots out over multiple cohorts as long as the participants will be trained prior to December 31, 2019. At least 25 participants (per awarded training cycle) must be identified as eligible to participate as described in Section One: E and verified by MassHealth. All applicants are encouraged to think about program funding in this manner.

6. Q: What happens if a program has fewer than 25 trainees enrolled and cannot achieve the exact 25 enrollment goal close to the start of the program?
A: The goal is that all 25 training slots per training cycle be filled at the start of each course; if this is not possible, the course will run with fewer than 25 participants as deemed appropriate.

7. Q: If the cohorts do not reach the 25 participant threshold with MassHealth ACO and CP CHWs, will the training providers be able to enroll other CHWs?
A: This RFP will award \$40,000 per additional training cycle, **with a requirement that the training program train at least 25 CHWs (for each \$40,000 awarded) employed at entities that are part of MassHealth ACOs or CPs with MassHealth-approved workforce development plans by December 31, 2019.** In order to ensure that at least 25 eligible CHWs (for each \$40,000 awarded) are enrolled, the training program should prioritize CHWs employed by MassHealth ACOs and CPs with MassHealth-approved workforce development plans **prior to enrolling other registrants.** In the event that there are open slots, CHWs from all other entities in the state exclusive of MassHealth ACOs and CPs without a MassHealth-approved workforce development plan are eligible to attend these trainings. If there are still open slots, CHWs from ACOs and CPs without MassHealth-approved workforce development plans would be able to attend the trainings. *For example, if a training program is awarded funding for two additional training cycles of 25 participants (50 new slots) and currently runs three training cohorts of 25 participants (75 slots), for a total of 125 participant slots, the training program would need to ensure that at least 50 of the 125 slots are filled by CHWs employed by MassHealth ACOs and CPs.* (Please note: EOHHS will be responsible for confirming the

eligibility of all prospective training program participants prior to finalizing their registration in the program. MassHealth and Commonwealth Corporation will work closely with awarded training programs to develop a registration approval process that meets this requirement in the most streamlined manner possible).

8. Q: How much flexibility do we have in committing to special health topics? Typically and frequently we offer diabetes, asthma, substance abuse and mental health but that is in response to the needs of the current training cohort and specified after the beginning of the core competency training session. We can commit in advance and provide the course descriptions but we would like to preserve some flexibility to respond to the needs of the trainees. Can you give us some sense of what the commitment to topics means?

A: Please provide special topics you intend to deliver based on your current experience training CHWs. Please list the topics in the Training Course Description Form, Attachment 4 of the RFP. Training programs will be able to adjust their special topics to meet the needs of trainees; however, training programs should confirm the modification with MassHealth and Commonwealth Corporation if they intend to do so.

9. Q: Will MassHealth help awarded training providers recruit and enroll participants?

A: MassHealth will assist all awarded training programs with promoting the training programs to MassHealth ACOs and CPs. However, the grantee will be expected to plan and implement a robust marketing and outreach strategy to fill all MassHealth-funded seats with eligible participants.

10. Q: Is the marketing of the course the responsibility of the grantee?

A: The grantee will be expected to plan and implement a robust marketing and outreach strategy to fill all MassHealth-funded seats with eligible participants. MassHealth will assist all awarded training programs with promoting the training programs to MassHealth ACOs and CPs.

11. Additional outreach and marketing of the CHW training course, if necessary to fill remaining open seats, will be a joint effort among MassHealth, Commonwealth Corporation, and the selected grantee(s).

12. Q: Do all participants need to be "cleared" by MassHealth prior to enrollment in the training program?

A: Yes. MassHealth and Commonwealth Corporation will work closely with grantees to design a registration approval process that is as streamlined as possible.

13. Q: Since the target is currently employed CHWs, would students currently in training for a CHW certificate at a community college be eligible to be participants?

A: Students currently in training for a CHW certificate at a community college would be eligible to participate in the training program in the event that there are open slots following enrollment of CHWs employed by MassHealth ACOs and CPs with MassHealth-

approved workforce development plans. (Please note that this response assumes that the CHW certificate program curriculum aligns with the CHW core competencies). Please refer to Question 4 in this Question & Answer document for more details about the enrollment process.

14. Q: Does this grant cover training for students who will complete a full certificate in community health work and an internship **but are not yet fully employed**?

A: Community health workers who are currently employed in the CHW role at an ACO or CP with a MassHealth-approved workforce development plan should be prioritized for enrollment for the training slots funded through this grant. Students who are not yet employed would be eligible to participate in the training program in the event that there are open slots following enrollment of CHWs employed by MassHealth ACOs and CPs with MassHealth-approved workforce development plans.

For example, if a training program is awarded funding for two additional training cycles of 25 participants (50 new slots) and currently runs three training cycles of 25 participants (75 slots), for a total of 125 participant slots, the program would need to ensure that at least 50 of the 125 slots are filled by CHWs employed by MassHealth ACOs and CPs. Please refer to Question 4 in this Question & Answer document for more details about the enrollment process.

15. Q. Are community colleges eligible to apply for this grant if they are training community health workers?

A: Yes, community colleges that meet the requirements outlined in Section 1D of the RFP may apply.

16. INSTRUCTION/DELIVERY

17. Q: Is it Commonwealth Corporation's expectation that all training sessions (totaling the 80 hours of instruction) be provided in-person in totality, versus online/virtual methods, or a combination of these?

A: There is no expectation that all instruction be delivered face-to-face; however there is a preference that some of the instruction be delivered face-to-face.

18. Q: Attachment Three in the RFP requires specific training session information, including the address of training sites. Does this assume that we will have selected training venues by the application submission due date?

A: Firm locations for the training delivery do not need to be confirmed at the time of application submission. However, a strong application will provide a training timeline form that identifies specific potential training locations that have been vetted to ensure they meet the regional location and ADA requirements for the grant.

19. Q: Is the 40% CHW instructor requirement for the 80 hours of instruction (64 core competencies, + 16 health topics), or just for the 64 hours of core competency instruction?

A: The requirement that 40% of the hours of instruction must be taught or co-taught by faculty who are community health workers applies to the full 80 hours of instruction.

20. Q: Is there a page limit for the Training Timeline Form and Training Course Description Form?

A: No, there are no page limits for those sections.

21. Q: If an applicant does not yet have the exact names of the CHWs who will be co-teaching 40% of the program by the application deadline of August 30, does that mean they cannot apply?

A: The applicant may still apply. Please provide the details of your plan to recruit the qualified instructors by the time the grant-funded trainings begin.

BUDGET

22. Q: Can training providers charge participants registration fees as we have done in the past?

A: Training providers may charge fees. **See Section 4C in the modified RFP.** Please note, the answer given during the webinar has been modified. Please refer to this written answer moving forward.

23. Q: If the cohorts do not reach the 25 participant threshold with MassHealth ACO and CP CHWs, will the training providers be able to charge their usual fee?

A: Awarded training programs may charge their normal fees for all training slots, regardless of whether the participant is from a MassHealth ACO or CP. Please see **Section 4C** in the modified RFP. Grant funds through this RFP are intended to cover all necessary and reasonable costs associated with the delivery of the proposed training, including the cost for instructors, supplies, materials, and training space, but training programs may charge their normal fee if deemed appropriate. Please note, the answer given during the webinar has been modified. Please refer to this written answer moving forward.

24. Q: Is a budget required for the CHW application?

A: No, a budget is not required.

25. Q: Is food for the trainings an allowable expense for the training?

A: Yes, food is an allowable expense for the training. The RFP does not require that a detailed line by line budget be provided to describe costs for the delivery of training. Payment for each training cohort will be made in a lump sum of \$40,000 per cohort of 25 participants, once enrollments are completed and eligibility for enrolled participants is determined, and prior to the start of the training session. MassHealth and

Commonwealth Corporation reserve the right to request additional information regarding how grant funds are expended.

26. Q: Would you pro-rate the payment if a class did not reach 25 participants?

A: No, payments will be made for the equivalent of 25 eligible participants.

27. Q: Are in-direct and administrative costs allowable expenses?

A: Yes, within reasonable limits. MassHealth and Commonwealth Corporation expect that no more than 10% go to administrative costs.