

Community Health Worker **Supervisor** Training Program Grant  
Questions and Answers; Posted August 14, 2018

New Questions and Answers are listed in red

ENROLLMENT/ELIGIBILITY

1. 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.
2. Q: Are community colleges eligible to apply for the CHW supervisor RFP?  
A: Yes, community colleges that meet the requirements outlined in Section 1D of the RFP may apply.
3. Q. Are non-Massachusetts (MA) organizations eligible to apply? If so, are we required to have a "Department of Unemployment Assistance identification number" as requested at the top of Attachment One/Application Form?  
A: Non MA-based organizations are eligible to apply. Applicants must demonstrate familiarity with CHW core competencies as outlined by the MA Board of Certification of Community Health Workers and must be able to implement trainings and successfully recruit participants within Massachusetts. If an applicant is not a MA-based employer and does not have MA employees and therefore is not required to have a MA Department of Unemployment Insurance identification number, please indicate this clearly on the application.
4. Q Are we required to create an eligibility determination, enrollment forms, etc? Is Commonwealth Corporation going to approve each potential registrant trainee?  
A: The grantee will be expected to work closely with Commonwealth Corporation and MassHealth to design a registration process that will allow MassHealth to make an eligibility determination of each participant prior to enrollment. MassHealth will be responsible for confirming the eligibility of all prospective training program participants prior to finalizing their registration in the program.
5. Q: Is there a preference for enrolling CHW supervisors from MassHealth ACOs and CPs? If yes and if we recruit other potential trainees, how will Commonwealth Corporation and MassHealth determine that they are allowed to participate?  
A: Yes, CHW supervisors employed at MassHealth ACOs and CPs with MassHealth-approved workforce development plans should be prioritized during enrollment. In the event that there are open slots, CHW supervisors from all other entities in the state exclusive of MassHealth ACOs and CPs without a MassHealth-approved workforce development plan would be able to attend the trainings. If there are still open slots, CHW supervisors from ACOs and CPs without MassHealth-approved workforce development plans would be able to attend the trainings. Training providers awarded funding through this RFP must adhere to the EOHHS eligibility criteria in this section for the CHW Supervisor Training Program. Please see **Section 1E** of the RFP for more details. MassHealth and CommCorp will work with the grantee to establish an eligibility determination registration

process prior to the start of training. MassHealth will be responsible for confirming the eligibility of all prospective training program participants prior to finalizing their registration in the program.

6. Q: Who will be responsible for marketing the program?

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

7. Q: Who is responsible for the registration process?

A: MassHealth and Commonwealth Corporation will work with grantees to design a registration process that enables MassHealth to confirm the eligibility of potential participants prior to registration in the most streamlined manner possible.

#### INSTRUCTION/DELIVERY

8. Q: What are the definitions or boundaries of the geographical area?

A: The selected training provider must demonstrate their capacity to deliver this training in two or more different geographical locations across Massachusetts to maximize the opportunity for CHW supervisors from across Massachusetts to participate. The regions should include two or more of the following regions: Greater Boston, Northeast MA, Southeast MA/Cape, Central MA, and Western MA. Please also see **Section 2D of the RFP**.

9. Q: Will the primary training program be able to partner with another organization on the CHW supervisor training (curriculum and training components)?

A: The primary training program is able to partner with another organization to design and implement the CHW supervisor training. Please identify the organization with which you intend to partner, the rationale for partnering, and how the partnership will work to ensure success in meeting the goals outlined in the RFP in question 5 and question 6 of Attachment 2: Application Narrative Form in the RFP.

10. Q: Is there a more precise timeframe within the one year period (like less than six months) in which you are hoping CHWs will be trained?

A: Each CHW supervisor training cohort should be designed to be completed within a two to three month time period. The CHW supervisor training sessions funded through this grant must be completed before the end of the contracted grant period.

#### BUDGET

11. Q: Is transportation an allowable expense for this budget?

A: Transportation is an allowable expense. Please note that the budget that should be submitted with this RFP is for the curriculum design phase only. For the curriculum design phase, payments will be paid in two parts; one payment prior to the start of design activities and the second upon the submission of the final approved curriculum. Upon the completion of the curriculum design phase, the selected training provider will submit a training delivery budget for approval by Commonwealth Corporation and EOHHS. During the training delivery phase, payments will be issued to the training provider prior to the start date of each cohort. These payments will be calculated by allocating an equal portion of the total cost of training delivery to each cohort. Details will be negotiated in contract development. Please see **Section 2F** of the RFP for more details.

OTHER

12. Q: Will this funding program collaborate (or not) with the DSRIP learning collaborative initiative managed through Abt Associates?

A: There is no explicit plan for collaboration at this time. However, we do expect that lessons learned from the DSRIP learning collaborative will inform CHW supervisor training activities and vice versa.