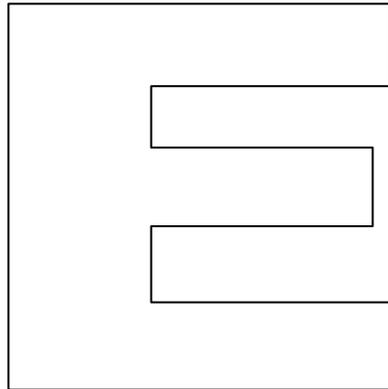




Colorado Department
of Public Health
and Environment

Emergency Medical and
Trauma Services Section



Fiscal Year

2014 Evaluator Guide

July 2013 – June 2014

EMS and Trauma Provider Grants
System Improvement Funds

Scoring Process – Overview

For fiscal year 2014, approximately \$6.7 million is available in funding for improving and expanding Colorado's emergency medical and trauma services system.

As an evaluator, you have the responsibility of scoring applications and thus making recommendations of priority for funding.

There are two types of applications that go through the scoring process:

1. **EMS and Trauma Provider Grant Applications.** Provider grant applications go through a scoring process at both the regional and state level, as well as a financial waiver review if the applicant requested a waiver of the required 50% match. Financial waiver review will be held March 1 in Denver, and any application not passing here will not continue through the regional and state hearings. Regional hearings are conducted in each of Colorado's 11 Regional Emergency Medical and Trauma Advisory Councils (RETACs), and the state hearings are conducted by the State Emergency Medical and Trauma Services Advisory Council (SEMTAC). The RETAC hearing counts toward 50% of the final score and the SEMTAC hearing counts toward the remaining 50% of the final score. (Grant applications that have a conflict at the RETAC level, such as a RETAC applying for funds, will be reviewed only at the SEMTAC level.) RETAC hearings will be held in March and April, and SEMTAC hearings will be held on May 15-16, 2013.
2. **System improvement funding requests.** All system improvement funding requests will be evaluated by the State Emergency Medical and Trauma Services Advisory Council's Public Policy and Finance Committee on April 10, 2013.

Of the approximately \$6.7 million available, \$500,000 will be set aside for education grants through the CREATE education grant program and \$150,000 will be set aside for emergency grants. Up to 10% of the total grant funds available can be awarded as system improvement funding, which could be anywhere between \$0 and approximately \$670,000. There are no set dollar amounts or percentages for the provider grant awards.

Use this guide to familiarize yourself with the steps and requirements of the scoring process. All scoring processes have similar steps, but utilize specific scoring tools. As an evaluator, you must use the appropriate tool as you score the applications.

Find the hearing type below that you've been assigned to and reference that section of this guide.

- Provider grant financial waiver review – page 3
- Provider grant RETAC hearings – page 5
- Provider grant SEMTAC hearings – page 7
- System improvement funding request review – page 9

If you have any questions on the scoring process, please contact Jeanne-Marie Bakehouse at jeanne.bakehouse@state.co.us or 303-692-2987.

Scoring Process – Provider Grant Applications

The EMS and Trauma Provider Grants Program awards funds to emergency medical and trauma service providers. There are eight categories: ambulance/vehicles, communications, data collection, equipment, injury prevention, personnel/services, recruitment /retention and other. A 50% local cash match is required. There is a financial waiver process for organizations that cannot meet the required 50% match.

Provider Grant Financial Waiver Review

If you are a financial waiver reviewer, you will score those requests during the financial waiver review session at 9 a.m. on March 1, 2013 in room C1E at the Colorado Department of Public Health and Environment. Teleconference is available at 1-712-432-3100 code 469345. A representative of the applying entity will likely attend the waiver review session in person or by telephone to answer any questions you may have on their request.

Applicants requesting a financial waiver need to prove their organization has a demonstrated financial hardship and can only match less than the required 50%. They can request a match of 10%, 20%, 30% or 40%. The organization requesting a waiver of the match is responsible for clearly demonstrating why the required 50% match cannot be met and must be able to provide three financial statements that support the waiver request: the income statement, balance sheet and budget.

The financial waiver review committee will evaluate and score the requests using a 10 point rating scale based on cash flow projections, financial information and the justification of need listed in the narrative portion of the application. The evaluators have three evaluation criteria:

1. Does the waiver narrative justify the waiver of a 50% cash match? (5 pts)
2. Is the applicant's current financial status or explanation consistent with the application, and is the inability to provide the 50% cash match demonstrated? (4 pts)
3. Has the applicant provided information that indicates good faith effort has been put forth to obtain cash from other sources? (1 pt)

A score of 6 or lower is a denied score. If the financial waiver request is not approved, that particular grant application will not continue through the review process.

Prior to the financial waiver review session on March 1, you will receive an email directing you to an online file exchange, where you will be able to download all applicable documents including a conflict of interest statement, a scoring sheet in Excel format and the financial waiver applications. Read through the applications prior to March 1 and enter your preliminary scores into the Excel scoring sheet.

At the hearing, you will discuss each application with the other evaluators and ask the applicants any questions you may have about their financial waiver requests. There will be approximately 10 minutes available for each application, so reading them ahead of time and having your questions ready is crucial. As discussions commence and your questions are answered, you will finalize your scores.

After the session concludes, you will finalize your scores and comments. Comments are extremely important. Please take the time to provide feedback to the applicants, remembering that your comments are public and will be distributed back to the applicant. All comments are compiled anonymously, so your name will not be attached to your comments. Once your score sheet is finalized, you will email it to jeanne.bakehouse@state.co.us. You will need to submit your score sheet no later than close of business that day. These scores determine which applications proceed to the next step in the review process, so it is extremely important that your scores are submitted right away.

Provider Grant Financial Waiver Review

Hearing	Date/Location	Checklist of Evaluator's Tasks
Financial Waiver Review	<p>Friday, March 1, 2013 9 a.m.</p> <p>Room C1E, CDPHE 4300 Cherry Creek Drive South Denver</p> <p>Teleconference 1-712-432-3100 Code 469345</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Receive instructions via email in late February on how to access the file exchange <input checked="" type="checkbox"/> Download the documents <input checked="" type="checkbox"/> Sign the conflict of interest <input checked="" type="checkbox"/> Read the financial waiver applications prior to March 1 <input checked="" type="checkbox"/> Enter your preliminary scores and comments into the Excel score sheet <input checked="" type="checkbox"/> Create list of questions for the applicants <input checked="" type="checkbox"/> Attend the review session on March 1 <input checked="" type="checkbox"/> Ask questions <input checked="" type="checkbox"/> Finalize your scores and comments <input checked="" type="checkbox"/> Submit conflict of interest statement and finalized score sheet to department by end of day March 1 via email to jeanne.bakehouse@state.co.us

Provider Grant RETAC Hearings

Provider grant applications that do not request a financial waiver and those that have successfully passed financial waiver review go through a scoring process at both the regional and state level.

Regional hearings are conducted in each of Colorado's 11 Regional Emergency Medical and Trauma Advisory Councils (RETACs). The RETAC hearing counts toward 50% of the final score. RETAC hearings are held in March and April, and applicant representatives typically attend the regional hearings to answer any questions the evaluators may have.

If you are a RETAC evaluator, you will score provider grant applications during your region's grant hearing. Your RETAC coordinator will inform you of the date/time/location of the hearing and which grant applications you will be responsible for scoring. Provider grant applications are scored using a 50-point scoring tool, which you must use.

Prior to the RETAC hearing, you will receive an email directing you to an online file exchange, where you will be able to download all applicable documents including a conflict of interest statement, the 50-point provider grant scoring tool, a scoring sheet in Excel format and the grant applications.

Read through the applications prior to the hearing and enter your preliminary scores into the Excel scoring sheet referencing the scoring tool. It is very important you use the scoring tool. Use whole numbers only, and zeros are not allowed.

At the hearing, you will discuss each application with the other evaluators and ask the applicants any questions you may have about their requests. Each regional hearing has slightly different approaches to the question/answer session, but in general, there will be approximately 5 or 10 minutes available for each application, so reading them ahead of time and having your questions ready is crucial. As discussions commence and your questions are answered, you will finalize your scores and comments on your score sheet.

Comments are extremely important. Please take the time to comment, remembering that your comments are public and will be distributed back to the applicant as well as to the state SEMTAC evaluators, who will be scoring the applications next. These comments are the opportunity for you to explain to the SEMTAC evaluators the answers to the questions asked during the regional hearing as well as provide feedback to the applicant on what you found most helpful and what you see as opportunities for improvement. All comments are compiled anonymously, so your name will not be attached to your comments.

Once your score sheet is finalized, you will email it to the department to jeanne.bakehouse@state.co.us. It is extremely important that your score sheets are submitted right away, no later than three business days after the hearing.

Provider Grant RETAC Hearings

Hearing	Date/Location	Checklist of Evaluator's Tasks
<p>Provider grant RETAC hearings</p>	<p>March and April, 2013</p> <p>Contact your RETAC coordinator for the date/time/location</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Receive instructions via email in early March on how to access the file exchange <input checked="" type="checkbox"/> Download the documents <input checked="" type="checkbox"/> Sign the conflict of interest <input checked="" type="checkbox"/> Read the provider grant applications prior to the RETAC hearing <input checked="" type="checkbox"/> Use the 50-point provider grant scoring tool and enter preliminary scores and comments into Excel score sheet <input checked="" type="checkbox"/> Create list of questions for the applicants <input checked="" type="checkbox"/> Attend your region's hearing <input checked="" type="checkbox"/> Ask questions <input checked="" type="checkbox"/> Finalize your scores and comments <input checked="" type="checkbox"/> Submit the signed conflict of interest statement and completed score sheet by emailing jeanne.bakehouse@state.co.us within three business days of the hearing.

Provider Grant SEMTAC Hearings

The state hearings are conducted by the State Emergency Medical and Trauma Services Advisory Council (SEMTAC), and the SEMTAC hearing counts toward the remaining 50% of the final score. (Grant applications that have a conflict at the RETAC level, such as a RETAC applying for funds, will be reviewed only at the SEMTAC level.) The SEMTAC hearings will be held on May 15-16, 2013 in room C1E at the Colorado Department of Public Health and Environment. Teleconference will also be available at 1-712-432-3100 code 469345.

If you are a SEMTAC evaluator, you will score the provider grant applications by category. Provider grant applications are scored using a 50-point scoring tool, which you must use. It is very important you use the provider grant scoring tool. Use whole numbers only, and zeros are not allowed.

There are four review sessions held over the two days of hearings, and the applications are broken out into four groups.

Group A - ambulances and other vehicles, extrication equipment and general equipment
Group B - defibrillators/monitors, training equipment and general equipment
Group C - communications equipment, data collection and general equipment
Group D - injury prevention, recruitment/retention, personnel/services, other and general equipment

Equipment requests typically make up the vast majority of the categories, and therefore these requests are spread amongst the four groups in an effort to more evenly distribute workload.

Prior to the SEMTAC hearings, you will receive an email directing you to an online file exchange where you will be able to download all applicable documents including a conflict of interest statement, the 50-point provider grant scoring tool, a scoring sheet in Excel format, comments from the regional hearings and the grant applications. Read through the applications prior to the hearing and enter your preliminary scores into the Excel scoring sheet.

At the hearing, you will discuss the requests with the other evaluators in that group and ask the applicants any questions you may have about their requests. At the regional hearings, grant applicants typically have the opportunity to present their requests; however, at the SEMTAC hearing, there will not be individual presentations by the grant applicants. There will be a question/answer session only.

There will be approximately 5 to 8 minutes available for each request, so reading applications and RETAC comments ahead of time and having your questions ready is crucial. As your questions are answered, you will finalize your scores and comments on your score sheet.

Comments are extremely important. Please take the time to comment, remembering that your comments are public and will be distributed back to the applicant. These comments are the opportunity for you to provide feedback to the applicant on what you found most helpful and what you see as opportunities for improvement. All comments are compiled anonymously, so your name will not be attached to your comments.

Once your score sheet is finalized, you will email it to jeanne.bakehouse@state.co.us. You will need to submit your score sheet no later than three business days of the review. It is extremely important that your score sheets are submitted right away.

Provider Grant SEMTAC Hearings

Hearing	Date/Location	Checklist of Evaluator's Tasks
Provider grant SEMTAC hearings	<p>Wed/Thurs, May 15-16, 2013</p> <p>Room C1E, CDPHE 4300 Cherry Creek Drive South Denver</p> <p>Teleconference 1-712-432-3100 Code 469345</p> <p>Group A, May 15, 8:30 a.m.</p> <p>Group B, May 15, 1 p.m.</p> <p>Group C, May 16, 8:30 a.m.</p> <p>Group D, May 16, 1 p.m.</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Receive instructions in early May on how to access the file exchange <input checked="" type="checkbox"/> Download the documents <input checked="" type="checkbox"/> Sign conflict of interest <input checked="" type="checkbox"/> Read the provider grant applications prior to the SEMTAC hearing <input checked="" type="checkbox"/> Read the comments from the evaluators at the RETAC hearings <input checked="" type="checkbox"/> Use the 50-point provider grant scoring tool and enter your preliminary scores and comments into Excel score sheet <input checked="" type="checkbox"/> Create list of questions for the applicants <input checked="" type="checkbox"/> Attend your assigned group's hearing <input checked="" type="checkbox"/> Ask questions <input checked="" type="checkbox"/> Finalize your scores and comments <input checked="" type="checkbox"/> Submit the signed conflict of interest statement and completed score sheet to jeanne.bakehouse@state.co.us

Scoring Process – System Improvement Funding Requests

Statewide EMTS system improvement funding is for the direct and indirect costs of planning, developing, implementing, maintaining and improving the statewide EMS and trauma system. Applicants will need to demonstrate their project is intended to maintain or improve the quality of emergency medical and trauma services on a regional or statewide basis. There are five available categories: regional medical direction, system improvement, technical assistance, conference/forum support and RETAC operations.

If you are a member of the SEMTAC Public Policy and Finance Committee, you will be scoring the system improvement requests on April 10, 2013. Applicant representatives typically attend this hearing to answer any questions the evaluators may have.

System improvement funding requests are scored using a 50-point system improvement scoring tool, which you must use. It is very important you use the scoring tool. Use whole numbers only, and zeros are not allowed.

Prior to the hearing, you will receive an email directing you to an online file exchange where you will be able to download all applicable documents including a conflict of interest statement, the 50-point system improvement scoring tool, a scoring sheet in Excel format and the funding requests. Read through the applications prior to the hearing and enter your preliminary scores into the Excel scoring sheet.

At the hearing, you will discuss each application with the other evaluators and ask the applicants any questions you may have about their requests. There will be approximately 10 minutes available for each application, so reading them ahead of time and having your questions ready is crucial. As discussions commence and your questions are answered, you will finalize your scores and comments on your score sheet.

Comments are extremely important. Please take the time to comment, remembering that your comments are public and will be distributed back to the applicant as feedback on what you found most helpful and what you see as opportunities for improvement. All comments are compiled anonymously, so your name will not be attached to your comments.

Once your score sheet is finalized, you will submit it to the department by email to jeanne.bakehouse@state.co.us. You will need to submit your score sheet no later than three business days after the hearing. It is extremely important that your score sheets are submitted right away.

System Improvement Funding Requests Hearing

Hearing	Date/Location	Checklist of Evaluator's Tasks
<p>System improvement funding requests hearing</p>	<p>Wed, April 10, 2013 10 a.m.</p> <p>Sabin Room, CDPHE 4300 Cherry Creek Drive South Denver*</p> <p>Teleconference 1-712-432-3100 Code 469345</p> <p>*Please verify location prior to attending by calling 303-692-2987.</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Receive instructions via email in late March on how to access the file exchange <input checked="" type="checkbox"/> Download the documents <input checked="" type="checkbox"/> Sign the conflict of interest <input checked="" type="checkbox"/> Read the system improvement funding requests <input checked="" type="checkbox"/> Use the system improvement scoring tool and enter preliminary scores and comments into Excel score sheet <input checked="" type="checkbox"/> Create list of questions for applicants <input checked="" type="checkbox"/> Attend the PP&F meeting on April 10 <input checked="" type="checkbox"/> Ask questions <input checked="" type="checkbox"/> Finalize your scores and comments <input checked="" type="checkbox"/> Submit your signed conflict of interest statement and completed score sheet to jeanne.bakehouse@state.co.us within three business days of the hearing.