

Old Age Pension Dental Assistance Program

2012-2013

Grant Application Guidelines

Application Deadline:

4 p.m., October 15, 2012

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Funding Availability

The Oral Health Unit anticipates awarding approximately \$3 Million for the period of July 1, 2012 through June 30, 2013. Applicants may apply for an award based on expectation of anticipated number of patients to be seen at the average treatment cost of Seven Hundred Ninety Dollars (\$790.00) per senior.

History

The Dental Care Act of 1977 initiated the Old Age Pension Dental Program to help low income seniors by giving them the “Right to Bite.” This program was designed to allow them to be more independent by staying in their home longer and to prevent medical problems.

The program assists qualified low-income seniors in obtaining dental services including dentures and partials, denture repair, preventive and restorative services, and tooth extractions.

The allowable procedures and provider reimbursement structure were incorporated into the legislation in 1979 and were allowed to be increased by the consumer price index until 2008, when they were removed. The Dental Advisory Committee now decides on appropriate reimbursement fees and procedures.

The Oral Health Program acted as a “health plan” by paying participating dentists from ADA claim forms. Due to the Health Insurance privacy and Accountability Act (HIPAA), legislation was passed changing the administration of the program from one of claims payment to administration of “grants” to qualifying grantees.

Funding for this program was discontinued from July 2009 through June 2012. Funding was appropriated by the General Assembly for the state fiscal year ending June 30, 2013.

Old Age Pension Dental Assistant Program

Statutory Requirements

Grantees shall provide oral health services to those low-income seniors eligible for 1) Old Age Pension assistance as defined in *C.R.S. 25-21-103, or 2) medical assistance pursuant to C.R.S. 25.5-5-101 (1) (I), but is not eligible for long-term care services pursuant to C.R.S. 25.5-6-101, et. seq.

Grantees shall provide written assurance to the Oral Health Unit that Grantee has verified the eligibility for each senior served by Grantee. Grantees shall maintain record of verification.

Grantees shall only seek reimbursement for the performance of those procedures listed in Colorado Code of Regulations, [6 C.C.R. 1015-8](#) promulgated under C.R.S. 25-21-105.

Grantees shall adhere to the effective Provider Reimbursement Schedule, as detailed in 6 C.C.R. 1015-8. The Provider Reimbursement Schedule for FY 13 (December 2012 – June 30, 2013) is dependent on September 2012 Board of Health rule changes. This reimbursement schedule is subject to change.

*C.R.S. – [Colorado Revised Statutes](#)

*VISION:
That
Colorado
low-income
senior
citizens can
receive
necessary
dental
treatment
which will
enhance their
quality of life.*

Services and Provider Reimbursement

Grantees awarded shall provide services to eligible seniors.

Grantees shall ensure that seniors are requested to pay no more than the “Maximum Patient Co-Pay” fee (20% of allowable fee) per the Provider Reimbursement Schedule.

Grantees shall invoice the Oral Health Unit monthly and provide periodic reports via an online reporting system. The Oral Health Unit will provide training and technical support on the online invoicing and reporting systems to all grantees.

The monthly billings must be **only for services already provided**. No pre-payment is allowed. Grantees shall be allowed to include an additional administration fee up to ten percent (10%) of the “Program Payment” in each submittal. The periodic reports shall contain the number of eligible seniors served, number of visits for each senior, the types of services provided, co-payments charged, and challenges and successes.



Term of Contract

The initial term of this contract will be December 2012 through June 30, 2013. Funding for this program will be appropriated annually by the General Assembly. Contracts may be renewed annually contingent upon funding availability, with subsequent renewal terms covering the period of July 1 through June 30, 2018.

Applicant Eligibility

Any entity that either provides comprehensive dental and oral health services or that can administer funds for such services through sub-grants, awards, or reimbursement processes that comply with the federal HIPAA requirements is eligible (dependent on September 2012 Board of Health rule changes) to participate in this program.

Application Timeline

September 12, 2012	Release of Request for Application
September 24, 2012	Applicants' Webinar, 12 p.m. (check website for details)
September 25, 2012	Questions via e-mail will be accepted
September 27, 2012	Responses to all questions received will be posted on the OHU website
October 15, 2012	Applications Due by 4 p.m.
October 16 through October 30, 2012	Review of Applications
November 2012	Notice of award decision will be mailed to Grant applicants
December 2012	Estimated Award start date

Application Checklist

An application that is missing any of the items listed below will be considered incomplete. Applications will not be accepted in any other format. A complete application will contain the following documents in the order listed below:

- A cover letter that includes the following elements:
 - Program Title
 - Amount requested
 - Statement of intent to collaborate or willingness to coordinate with local community organizations serving eligible seniors (for example: local Area Agency on Aging)
 - Signature(s) of the Authorized Agent(s) of the Applicant Agency

Completed W-9 Form

Completed Financial Assessment Questionnaire (local public health agencies exempt from this requirement)

Completed Application Form

Submission Requirements:

- One (1) original hardcopy and four (4) photocopies of the complete application

How to Apply

Application Deadline:

4 p.m.

October 15, 2012

Complete submissions must include one (1) original hard copy application and four (4) photocopies. Late or incomplete applications or those submitted via facsimile will not be accepted.



Deliver or mail to (no faxes):

Colorado Dept. of Public Health
& Environment
Attn: Jean McMains, Oral Health
PSD-OH-A5
4300 Cherry Creek Drive South
Denver, CO 80246-1530

Contact us:

Jean.McMains@state.co.us

Application Review Process

Applications will be reviewed by members of the Dental Advisory Committee. Actual award amounts will be based on:

- Past performance (particularly with respect to demonstration of previous effectiveness and contract compliance)
- Number of seniors on a waiting list
- Area of coverage
- Ability to leverage additional resources
- Demonstration of willingness to coordinate with local community organizations serving eligible seniors

Committee members will be assigned to review applications. Each application will be reviewed by a minimum of two Dental Advisory Committee members. Each Committee member will present his/her reviews to the entire committee for discussion. All members of the Dental Advisory Committee (except those who have a conflict of interest with the applicant) will then vote whether to recommend the funding.

The Dental Advisory Committee [Conflict of Interest](#) policies and procedures are published on the Oral Health Unit website.

The Oral Health Unit will formally advise each applicant of the final decision to award or deny an application via a letter to the applicant. Award decisions are not subject to appeal.

Technical Assistance

Applicants' Webinar

There will be an OAP Applicants' Webinar on Monday, September 24, 2012 from noon – 1 p.m.

Questions via E-mail.

Applicants may submit questions related to the Request For Application in writing to the Oral Health Unit via Jean.McMains@state.co.us until September 25, 2012. Responses to questions received via email before September 24 will be addressed at the Webinar. All other [questions/concerns and answers](#) will be posted by September 27 on the Oral Health Unit website for all applicants to view. Applicants are encouraged to read the questions and responses.

Post-Award Requirements

All material submitted as part of the grant application becomes the property of the State of Colorado and is subject to the terms of C.R.S. 24-72-201 through 24-72-206, Colorado Open Records Act. It is the responsibility of the applicant to identify proprietary or confidential information and request that the information be treated as such. Any additional restrictions on the use or inspection of material contained within the proposal shall be clearly stated in the proposal itself.

If recommended for funding, all applicant awards will be subject to the following:

Insurance Requirements

Successful applicants will be asked to comply with the State's insurance requirements to protect the grantee and the state from any damages or loss. The grantee will need to submit certificates of insurance demonstrating coverage for Professional Liability and other coverage required by the State as outlined below. The certificate must include the State of Colorado as an additional insured on the Commercial General Liability and Automobile Liability Insurance policies* and Commercial General Liability Insurance written on ISO occurrence form CG 00 01 10/93 or equivalent, covering premises operations, fire damage, independent contractors, products and completed operations, blanket contractual liability, personal injury, and advertising liability with minimum limits as follows:

- I. \$1,000,000 each occurrence
- II. II. \$1,000,000 general aggregate
- III. III. \$1,000,000 products and completed operations aggregate
- IV. IV. \$50,000 any one fire

* Automobile Liability Insurance covering any auto (including owned, hired and non-owned autos) with a minimum limit as follows: \$1,000,000 each accident combined single limit.

Reimbursement/Invoicing Requirements

This grant program will reimburse for actual services provided in accordance with the Provider Reimbursement Schedule. Invoice submission will be required within 30 days of month end. All invoices must be submitted electronically through the online reporting system. The State will not reimburse any costs incurred by the applicant prior to the issuance of a legally executed contract.

Lawful Presence

Successful applicants shall ensure they employ, contract with, and provide services to citizens lawfully present in Colorado.

Post-Award Requirements - Continued

Reporting

Grantees will be required to report progress periodically and provide an annual report. The Contractor shall participate in state-level evaluation efforts as requested by the State including but not limited to periodic reports on:

- Number of seniors served
- Co-payments charged (per procedure)
- Types of services provided (referenced by code in the OAP Provider Reimbursement Schedule)
- Number of visits for each senior
- Challenges and successes

Data Collection

Unless otherwise provided for, all data collected, or produced or derived exclusively from the contractor's or subcontractor's work under a state contract shall remain the sole property of Colorado Department of Public Health and Environment. Grantees may be asked to make data available to CDPHE to facilitate follow-up, research, surveillance and evaluation.

Limited English Proficiency

In accordance with the Civil Rights Act of 1964, the contractor shall ensure that clients who do not speak or understand English will be provided interpretation services to ensure that the service provider and the client can communicate effectively. The Contractor shall have policies and procedures to ensure that interpretation services are available for clients with limited English proficiency and shall advise such clients that an interpreter shall be provided for them. If a client has an interpreter, the client shall be advised that the Contractor shall provide an interpreter if the client so chooses.

Lobbying Restrictions

Governing legislation explicitly prohibits the use of these funds for lobbying activities. As defined, lobbying means communicating directly, or soliciting others to communicate, with a covered official for the purpose of aiding in or influencing the drafting, introduction, sponsorship, consideration, debate, amendment, passage, defeat, approval or veto by any covered official on: (A) Any bill, resolution, amendment, nomination, appointment or report, whether or not in writing, pending or proposed for consideration by either house of the Colorado General Assembly or committee thereof, whether or not the General Assembly is in session; (B) Any other matter pending or proposed in writing by any covered official for consideration by either house of the Colorado General Assembly or a committee thereof, whether or not the General Assembly is in session.