



The Right Time Initiative Important Dates

This Request for Applications is for health centers that will comprise Cohort 1 of *The Right Time*, with a term of participation from 2019-2021.

Application Period Opens:
December 3, 2018

Informational Webinar on Initiative and Application Process:

December 11, 2018 at 10 a.m. CST

Application Period Closes:
January 20, 2019 (by 11:59 p.m. CST)

Site Selection for Cohort 1 Announced:
February 8, 2019

Health Center Onboarding Begins:
March 4, 2019

REQUEST FOR APPLICATIONS

Missouri Family Health Council, Inc. announces the availability of funding for *The Right Time*. This Request for Applications (RFA) is to solicit applications from organizations interested in delivering services through this initiative. Applicants are required to complete the [narrative application](#) for *The Right Time*, the [site information worksheet](#), and provide a clinic formulary, for submission to Missouri Family Health Council, Inc. via TheRightTime@mfhc.org by January 20, 2019 (by 11:59 p.m. CST).

An informational webinar about *The Right Time* and health center application process will be held at 10 a.m. CST on Tuesday, December 11, 2018, in which participation is voluntary, registration is required to participate.

Please [click here](#) to register for the webinar.

INTRODUCTION

The United States Department of Health and Human Services has identified reducing the national rate of unintended pregnancy as a critical step to improving health. Unintended pregnancies are those reported to have been either unwanted (i.e., occurring when no children, or no more children, were desired) or mistimed (i.e., occurring earlier than desired). Unintended childbearing is associated with a number of adverse maternal and child health outcomes, including inadequate or delayed initiation of prenatal care, smoking and drinking during pregnancy, premature birth, poor breastfeeding initiation and duration rates, and higher rates of child neglect and maltreatment.

In Missouri, 51 percent of pregnancies are unintended, as reported by women themselves. Of those unintended pregnancies, 72 percent are publicly funded by Medicaid, costing Missouri \$518 million in 2010. Women most in need of contraceptive services are uninsured or underinsured, geographically isolated, low-income, teens, and/or women of color. These groups experience the highest rates of unintended pregnancy. In 2013, there were 393,170 low-income women in Missouri in need of family planning services. Many of these women rely on publicly funded family planning services including state and local health departments, Title X clinics, federally qualified health centers (FQHCs), and Planned Parenthood affiliates. The use of contraceptives, especially long-acting reversible contraceptives (LARCs), has been a major factor in decreasing unintended pregnancy rates in the last decade; however, cost and administrative barriers prohibit publicly funded clinics from stocking and providing the full range of contraceptive methods.



Missouri Family Health Council, Inc. (MFHC), a private nonprofit organization, champions access for every individual to culturally sensitive, quality, sexual and reproductive health education and services. Our mission is achieved in two primary ways: through advocacy to break down systemic policy barriers, which decrease health equity and impede access to services; and improving quality services through programming. MFHC is proud to support systems of care throughout the state, with particular emphasis on safety net providers, in delivering patient-centered reproductive healthcare to all those who seek services. Our programming is focused on removing cost barriers, specifically for the uninsured, and supporting health centers through quality training, analysis, and collaboration.

The Right Time is a six-year initiative, funded by Missouri Foundation for Health, that is based on the simple belief that everyone should have the opportunity to pursue the future they want, including if, when, and under what circumstances to get pregnant. Recognizing that the decision always rests with the patient, the effort – through education and awareness – aims to empower individuals to take control of their own health by improving information about, and removing barriers to, contraceptive services. With a focus on health disparities, the goal of *The Right Time* is to reduce Missouri’s unintended pregnancy rate by 10 percent.

The Right Time has three key parts:

- 1 Working with health care professionals to increase the supply and availability of the full range of quality contraceptive services and reduce barriers to quality care
- 2 Reaching women and families in need of information and options and empowering patients to make informed decisions through education and awareness
- 3 Galvanizing individuals and stakeholders to support and influence factors essential to providing accessible, high-quality contraceptive care

OUTCOMES OF THE INITIATIVE

- Missouri women and families empowered in their own health care decisions
- Increased capacity in the areas of contraceptive counseling, clinic flow analysis, and billing and coding
- Increased availability of same-day contraception
- Development of best practices for inventory management to support same day, onsite availability of a broad range of contraceptive methods
- Improved financial sustainability through the reduction and elimination of policy barriers
- Reduction in unintended pregnancy and health disparities in Missouri

HEALTH CENTER ELIGIBILITY CRITERIA

In order to be considered, health center service sites must satisfy the following criteria:

1. The majority of the target population served must be located within the [MFH service area](#) and applicants must be registered to conduct business and in good standing with the state of Missouri. The following types of organizations are eligible:
 - a. Organizations granted tax-exempt status under provisions of Sections 501(c) of the Internal Revenue Service Code
 - b. State or local government agencies and branches of the federal government serving Missouri

2. Currently have access to 340B Drug Pricing Program that includes supplies for family planning services, such as federally qualified health centers, Title X service sites, and other similar entities
3. Utilize practice management systems and electronic health records for billing, reimbursement, and medical record documentation that allows for initiative evaluation
4. Be motivated and willing to provide quality, comprehensive contraceptive services with the educational and financial support of MFHC through *The Right Time* (see Health Center Responsibilities below)
5. Submit a completed application, site information worksheet, and clinic formulary by 11:59 p.m., on Sunday, January 20, 2019

Note: Health centers already participating in the Title X program are eligible to participate in The Right Time. Such status does not affect eligibility.

HEALTH CENTER RESPONSIBILITIES

If selected for participation in *The Right Time*, health centers must adhere to the following responsibilities:

- Participate in orientation with MFHC that will provide an overview, timeline, and expectations of the initiative
- Participate in initial assessment and collaboratively develop work plan to address barriers to the provision of quality, comprehensive contraceptive services specific to the health center
- Follow (or implement through action steps contained in the health center work plan) [Quality Family Planning \(QFP\)](#) best practice recommendations, as issued from the CDC and the Office of Population Affairs including, but not limited to:
 - Stock a broad range of contraceptive methods on-site. A broad range of contraceptives includes a variety of Long Acting Reversible Contraceptives (LARC), both hormonal and non-hormonal, oral contraceptives, Depo, patch, ring, etc.
 - Foster an environment that is supportive of contraceptive decision-making for the patient
 - Create workflows that allow for same-visit provision of all contraceptive methods, including patients who choose LARCs
 - Update clinical policies and protocols, if needed, to reflect QFP and nationally recognized standards of care
- All staff associated with *The Right Time* participate in training, coordinated by MFHC, appropriate to their role (e.g., patient-centered counseling, including racial-bias training; billing and coding; administrative support; and LARC-insertion training, if needed)
- Identify an individual as the health center's Clinical Champion (either a licensed nurse practitioner or physician) responsible for the following:
 - Provide onsite mentoring and support to health center staff to ensure compliance with the expectations of *The Right Time*, including training staff in clinical, educational, and counseling best practices
 - Meet regularly with nurse consultant to review action plan, counseling practices, and ensure initiative objectives are being met
 - Offer staff guidance through complicated patient insertion/removal scenarios, train new staff, refer staff to educational opportunities, and provide MFHC with information about training/technical assistance needs
 - Submit *The Right Time* Observation and Assessment form on a monthly basis
 - Attend and participate in the Clinical Champion Learning Collaborative and other conference calls and meetings with MFHC to discuss barriers to implementation, acknowledge successes, and inform the initiative on learning and adaptation to reach its goal

- Identify an individual as the health center’s educator and outreach coordinator responsible for the following, tailored to the needs of the individual health center:
 - Provide medically accurate, evidence-informed, non-coercive, patient-centered contraceptive counseling that enables the patient to choose from the full range of contraceptive methods. The contraceptive choice decision must rest with the patient.
 - Align the delivery of services and outreach to health center-specific needs
 - Submit an outreach activities log on a monthly basis
 - Participate regularly in conference calls with MFHC to ensure proper oversight and compliance with initiative objectives, troubleshoot challenges, acknowledge successes, and discuss outreach strategies
 - Build community relationships, in collaboration with initiative Community Mobilization Coordinators, for the purpose of generating referrals and promoting linkages for *The Right Time* services
 - Deliver presentations to collaborating agencies, and participate in community health-related activities and events
 - Be knowledgeable of community social support agencies and the services available to patients and their families
 - Attend all meetings and trainings for *The Right Time* educator and outreach coordinators
- Align billing, coding, and reimbursement procedures to ensure maximum reimbursement for all insured patients
- Update EHR system, if needed, to allow for collection of *The Right Time* data
- Reconcile quarterly method reimbursement data
- Collect and report required data elements on a monthly basis, using EHR system, including the following:

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|-------------------------------|---|--|
| Patient Data | Public, including Women’s Health Services Program | Staff providing contraceptive counseling (MA, RN, NP, MD, other) |
| Date of birth | Uninsured | Contraceptive methods at intake |
| Age | Private insurance with high deductible | Reason for no contraceptive method - at intake |
| Sex | Household size/# of children in the household | Contraceptive method at exit |
| Gender identity | Health insurance coverage | Reason for no contraceptive method - at exit |
| Ethnicity | Limited language proficiency in English | Reason for LARC removal |
| Race | Visit date | Clinic Information |
| Zip code | Referral source, if any | |
| Annual household income | Reason for visit | |
| Primary insurance status/type | Current pregnancy status | Facility identifier |
| Private | Pregnancy intention | Patient identifier |

- Provide referrals for needed services not offered at the health center, including preconception or prenatal care
- Coordinate with, and participate in, evaluation activities conducted by Mathematica Policy Research, Inc., *The Right Time* evaluation contractor, including provider and other clinical surveys

MISSOURI FAMILY HEALTH COUNCIL RESPONSIBILITIES

MFHC will adhere to the following responsibilities during the initiative:

- Provide initial health center assessment and ongoing collaboration to develop and support implementation of an action plan to address specific needs of the health center to increase capacity to deliver quality reproductive health services in accordance with the QFP
- Provide financial support for the Clinical Champion, Educator and Outreach Coordinator, EHR enhancements for data reporting, and contraceptive method reimbursement
- Provide training and support through onboarding to ensure correct collection of data
- Provide orientation and training required (i.e., patient-centered counseling, including racial-bias training; billing and coding; administrative support; and LARC-insertion training, if needed), including supplying all necessary forms, logs, and manuals to participate
 - Chosen health centers/service sites will work with family planning content expert, the Collaborative to Advance Health Services (the Collaborative) at the University of Missouri-Kansas City School of Nursing. The Collaborative will provide onsite/hybrid training events for patient-centered contraceptive counseling and LARC training through six modules, appropriate to the learning needs of the participants.
- Provide ongoing guidance and technical support to sites to ensure sites can attain initiative goals, including support on billing/coding, clinic flow, and data collection
- Provide nurse consultants that will monitor and support the health center and collaborate with both the health center and MFHC to ensure health center is on track with its action plan and initiative goals are met

BUDGET

| Funding Available for Selected Health Centers | |
|--|--|
| Clinical Champion | \$10,000 per year for three years |
| Educator and Outreach Coordinator | \$50,000 per year for three years |
| EHR Upgrade | Up to \$5,000 (one-time payment) |
| Contraceptive Reimbursement for Uninsured Patients | 340B cost, adjusted quarterly, plus \$50 (see Charges and Reimbursement Policies) |

SELECTION CRITERIA

Selected health centers will be grouped into three cohorts, each participating for three years. The applications solicited at this time are for Cohort 1, with a term of participation from 2019-2021. There will be additional opportunities to apply for the second and third cohorts, beginning in 2020 and 2021, respectively.

Cohort 1 will consist of up to seven health centers of differing size, complexity, and contraceptive experience. Each health center can have multiple service sites so long as each service site meets all health center eligibility criteria noted above. Subcontracting for the delivery of contraceptive services is not allowed. To ensure a cross section of health centers participate in the initiative, with varying levels of readiness, all eligible health centers interested are encouraged to apply.

The following criteria will be taken into consideration when selecting health centers for each cohort:

1. Population to be served, clinic capacity, health center's experience in delivering family planning services,

and current contraceptive practices

2. Leadership engaged at the CEO, Medical Director, and Fiscal Officer level
3. Commitment of three years for health centers and staff resources
4. Ability to dedicate staff time to train and meet with MFHC to review initiative progress
5. Implementation of clinical protocols that reflect national standards of care or willingness to update protocols with support from MFHC

PERIOD OF PERFORMANCE

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| Important Dates | |
|---|--------------------------------------|
| Application period opens | December 3, 2018 |
| Informational webinar on initiative and application process | December 11, 2018 at 10 a.m. CST |
| Application period closes | January 20, 2019 (by 11:59 p.m. CST) |
| Site selection for Cohort 1 announced | February 8, 2019 |
| Health center onboarding begins | March 4, 2019 |

APPLICATION REQUIREMENTS

If interested in being considered as a health center for this initiative, please complete the application for *The Right Time* funding and return it to Missouri Family Health Council via email to TheRightTime@mfhc.org by Sunday, January 20 (by 11:59 p.m. CST). Please contact Mandy Hagseth, Program Manager, at TheRightTime@mfhc.org or (573) 305-2559 with questions or if you would like to discuss this initiative further.

APPLICATION INSTRUCTIONS

Please submit the following to Missouri Family Health Council, Inc. via Mandy Hagseth, Program Manager, at TheRightTime@mfhc.org by Sunday, January 20, at 11:59 p.m. CST:

1. Completed [narrative application](#)
2. Completed [site information worksheet](#). Please make sure all four tabs are completed, following the examples provided in the spreadsheet or using an “X” to indicate services provided.
3. Clinic formulary

Please be advised that MFHC will reach out to applicants via phone with any questions arising from application materials.