

**YEAR 1  
BUDGET AND NARRATIVE JUSTIFICATION**

**A. PERSONNEL:**

**TABLE 1: FEDERAL REQUEST**

<b>Position</b>	<b>Name</b>	<b>Annual Salary/ Rate</b>	<b>Level of Effort</b>	<b>Cost</b>
State Health IT Coordinator	To be selected	\$119,326	100%	\$119,326
Technical Manager	To be selected	\$105,055	100%	\$105,055
Accountant	To be selected	\$ 66,170	50%	\$ 33,085
			<b>TOTAL</b>	<b>\$257,466</b>

**NARRATIVE JUSTIFICATION:**

The State Health IT Coordinator will provide oversight of the grant at the state, national, and local level, including personnel management, project implementation, governance and evaluation. The State Health IT Coordinator will ensure the coordination, integration and alignment of efforts among federal and state agencies and stakeholders in the public and private sector, and will serve as liaison to the Technical Manager. The State Health IT Coordinator will oversee the development of state HIT plans, and manage the implementation efforts needed to ensure progress across all domains sufficient to enable statewide health information exchange and meaningful use.

The Technical Manager will be responsible for the IT functions of the CT HIE, including the ongoing management of internal and external applications, infrastructure, and IT implementation projects. In this role, the Technical Manager will exercise leadership and collaboration skills, and provide subject matter expertise regarding technical architecture and design standards and security operations. The Technical Manager will work closely with both internal and with external constituencies.

The half-time accountant is responsible for Stimulus Funding financial reporting including reviewing preliminary budget, assisting program staff and providing technical assistance to compile and plan annual stimulus funding budget and financial reporting of the stimulus funds. In addition, the Accountant will monitor the financial progress of the funding through periodic reporting and ensure program compliance with budgetary limitations and funding restrictions.

**TABLE 2: NON-FEDERAL MATCH**

<b>Position</b>	<b>Name</b>	<b>Annual Salary/ Rate by Pay Period</b>	<b>Level of Effort For the 4<sup>th</sup> quarter only (6 pay periods)</b>	<b>Cost</b>
Acting State Governmental HIT Coordinator	Warren Wollschlager	\$148,824 / \$5,724	50%	\$17,172
Director of	Marianne Horn	\$126,880 / \$4,880	25%	\$7,320

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Legal Services				
Health Program Associate	Denise Leiper	\$ 73,294 / \$2,819	25%	\$4,229
Chief, Planning Branch	Meg Hooper	\$112,398 / \$4,323	20%	\$5,188
Interim Executive Director, RHIO	Michael Purcaro	\$101,712 / \$3,912	30%	\$7,042
Executive Assistant to the Commissioner	Lynn Townshend	\$76,180 / \$2,930	15%	\$2,637
			<b>TOTAL</b>	<b>\$43,588</b>

**NARRATIVE JUSTIFICATION:**

As stated in the FOA, the non-federal match begins in the 4<sup>th</sup> Quarter in Year 1 from the aforementioned state officials. The state officials will manage the Department’s health information technology and exchange project efforts, provide subject matter expertise, and managerial accountability for the life of the project.

**SOURCE OF MATCH FUNDS:** State source of match funds.

**FEDERAL REQUEST: \$257,466**

**NON-FEDERAL MATCH: \$43,588**

**B. FRINGE BENEFITS:**

**TABLE 3: FEDERAL REQUEST**

<b>Component</b>	<b>Rate</b>	<b>Wage</b>	<b>Cost</b>
Unemployment Compensation.	0.29%	\$257,466	\$747
Regular Employee Retirement	39.85%	\$257,466	102,600
FICA	6.20%	\$257,466	\$15,963
Medicare	1.45%	\$257,466	\$3,733
Medical Insurance	15.58%	\$257,466	\$40,113
Life insurance	0.12%	\$257,466	\$309
		<b>TOTAL</b>	<b>\$163,465</b>

**NARRATIVE JUSTIFICATION:**

Components that comprise the fringe benefit rate include medical insurance, FIC, Worker’s Compensation, disability, and retirement/pension. The State of Connecticut established rate for this fiscal year is 63.49%, equaling \$163,465 for salaries. Fringe reflects the current rate for the state fiscal year from July1, 2009 to June 30, 2010.

**TABLE 4: NON-FEDERAL MATCH**

<b>Component</b>	<b>Rate</b>	<b>Wage</b>	<b>Cost</b>
Unemployment	0.29%	\$43,588	\$126

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Compensation.			
Regular Employee Retirement	39.85%	\$43,588	\$17,370
FICA	6.20%	\$43,588	\$2,703
Medicare	1.45%	\$43,588	\$632
Medical Insurance	15.58%	\$43,588	\$6,791
Life insurance	0.12%	\$43,588	\$52
		<b>TOTAL</b>	<b>\$27,674</b>

**NARRATIVE JUSTIFICATION:**

Components that comprise the fringe benefit rate include medical insurance, FIC, Worker’s Compensation, disability, and retirement/pension. The State of Connecticut established rate for this fiscal year is 63.49%, equaling \$27,674 for salaries. Fringe reflects the current rate for the state fiscal year from July 1, 2009 to June 30, 2010.

**SOURCE OF MATCH FUNDS:** State source of match funds.

**FEDERAL REQUEST: \$163,465**  
**NON-FEDERAL MATCH: \$27,674**

**C. TRAVEL:**

**TABLE 5: FEDERAL REQUEST**

<b>Purpose of Travel</b>	<b>Location</b>	<b>Item</b>	<b>Rate</b>	<b>Cost</b>
HITC, TM to attend the State HIE Leadership Training	Washington, DC	Airfare	\$400/flight x 2 persons	\$800
		Ground Transportation	\$50/person x 2 persons	\$100
		Hotel	\$200/night x 3 nights x 2 persons	\$1,200
		Per Diem	\$57/day x 3 days x 2 persons	\$342
HITC, TM to attend the State HIE Forum	Chicago, IL	Airfare	\$400/flight x 2 persons	\$800
		Ground Transportation	\$50/person x 2 persons	\$100
		Hotel	\$200/night x 3 nights x 2 persons	\$1,200
		Per Diem	\$57/day x 3 days x 2 persons	\$342
Local Travel		Mileage	\$0.50/mile x 216 miles/year	\$108
			<b>TOTAL</b>	<b>\$4,992</b>

**NARRATIVE JUSTIFICATION:**

The grant requires travel for the State HIT Coordinator and the Technical Manager to attend the two-day State HIE Leadership Training in Washington, DC as well as the two-day State HIE

Forum in Chicago, IL. In addition to the required federal trainings, funds for local travel are needed to attend HITE Advisory Committee Meetings, onsite visits to contractors to ensure compliance with program implementation and provide technical assistance, and training events. The local travel rate of \$0.50 per mile is based on the State’s POV reimbursement rate. Additionally, DPH will offer to host meetings to keep the cost of mileage to a minimum and state vehicles will be made available to staff.

**TABLE 6: NON-FEDERAL MATCH**

Purpose of Travel	Location	Item	Rate	Cost
None				\$0
			<b>TOTAL</b>	<b>\$0</b>

**NARRATIVE JUSTIFICATION:**  
N/A

**FEDERAL REQUEST: \$4,992**  
**NON-FEDERAL MATCH: \$0**

**D. EQUIPMENT:**

**TABLE 7: FEDERAL REQUEST**

Item(s)	Rate	Cost
None		\$0
	<b>TOTAL</b>	<b>\$0</b>

**NARRATIVE JUSTIFICATION:**  
No equipment purchases are anticipated for the planning phase. However, the budget maybe modified to include equipment after the strategic and operational plans are completed.

**TABLE 8: NON-FEDERAL MATCH**

Item(s)	Rate	Cost
None		\$0
	<b>TOTAL</b>	<b>\$0</b>

**NARRATIVE JUSTIFICATION:**  
No equipment will be purchased.

**FEDERAL REQUEST: \$0**  
**NON-FEDERAL MATCH: \$0**

**E. SUPPLIES:**

**TABLE 9: FEDERAL REQUEST**

Item(s)	Rate	Cost
Blackberry Phone	\$105/month x 12 months x 2 persons	\$2,520
General Office Supplies	\$500/year x 3 persons	\$1,500

Computer + Software	\$1,000 x 3 persons	\$3,000
	<b>TOTAL</b>	<b>\$7,020</b>

**NARRATIVE JUSTIFICATION:**

General office supplies (which includes postage and copies), phone & services, and the computer and necessary software are needed for the State HIT Coordinator, Technical Manager and the Accountant to fulfill their work for this grant.

**TABLE 10: NON-FEDERAL MATCH**

Item(s)	Rate	Cost
None		\$0
	<b>TOTAL</b>	<b>\$0</b>

**NARRATIVE JUSTIFICATION:**

Not Applicable

**FEDERAL REQUEST: \$7,020**

**NON-FEDERAL MATCH: \$0**

**F. CONTRACT:**

**TABLE 11: FEDERAL REQUEST**

Name	Service	Cost
Gartner, Inc	Strategic and Operation Plan Development	\$423,950
Implementation Funds	Funds to implement HIE in Connecticut	\$2,602,863
Evaluation	Funds to evaluate project	\$50,000
	<b>TOTAL</b>	<b>\$3,076,813</b>

**NARRATIVE JUSTIFICATION:**

**Strategic and Operation Plan Development**

The DPH intends to contract with Gartner, Inc. to provide consulting services for developing strategic and operational plans for Connecticut’s HIE initiative. This will be a sole source contract, allowing DPH to leverage Gartner, Inc.’s existing contract with the Connecticut Department of Information Technology. It is anticipated that Gartner, Inc. may also enter into a contract with the Connecticut Department of Social Services.

Gartner, Inc. has provided DPH with a 66 slide Proposal (attached) detailing a four phase, 16-week approach to the development of approved strategic and operational HIT plans. While DPH has not yet approved the Proposal pending receipt of a Notice of Award, DPH and the HITE Advisory Committee have approved the overall approach and timeframe as spelled out in the Proposal.

The Gartner, Inc. engagement is a fixed price deliverable based project at a total of \$360,000.00. The fee includes all expenses for consulting services, including all labor, travel and related expenses. Additionally, the Proposal includes costs for a 12-month subscription for a Gartner for IT Leaders Research Advisor Seats for DPH and an EXP Premier with Industry Advisory Service (ISA) for DOIT. While the final cost has not yet been negotiated, the Proposal estimated that the Project fee equal \$423,950.

**Implementation**

The DPH intends to enter into a contract to develop and implement the statewide capacity for health information exchange and meaningful use of electronic health records. The specific performance measures, operational strategies and timeframes will be developed as part of the planning processes. The capacity for sustainable, statewide exchange and meaningful use of health information will be developed by December 31, 2011. Anticipated outcomes include improved patient outcomes, reduction of medical errors, improved access to and coordination of care, and increased efficiency of the health care delivery system.

While the Department will leverage contract mechanisms to address the development and interoperability of an exchange system, the state will maintain overall responsibility for the governance of the exchange. The DPH will issue an RFP reflecting the above statement of Work and timeframe. The processes of evaluating and screening of proposals and negotiating and awarding contracts will conform with DPH written procedures for POS procurements (pursuant to C.G.S. 4-217) and the State’s Code of Ethics (pursuant to C.G.S. 1-84 and 1-85).

It is anticipated that approved costs will include Personnel, Travel, Supplies and Equipment. Estimated personnel costs will support a Project Managers, Technical Consultants and Administrative Staff. Staff will be responsible for contractual compliance with the scope of work and time frames noted above. Significantly, it is anticipated that the contractor will enter into agreements with one or more subcontractors to develop new and enhance existing health information exchange capacities. While exact costs are difficult to estimate, it is anticipated that the majority of the contracted funds will be awarded to these subcontractors. Additional details will emerge throughout the strategic and operational planning processes.

**Evaluation**

DPH intends to enter into a four-year contract with the University of Connecticut for the evaluative component of the project. The evaluation component will provide continuous feedback on project progress through ongoing documentation and monitoring of grant-related activities, and determine the extent to which key grant objectives have been achieved. Costs will support personnel, supplies and travel

The University of Connecticut has an established record of providing evaluative services to the DPH, using both qualitative and quantitative methods. Qualitative methods will include the use of key informant interviews, participant observations and focus groups. Quantitatively, surveys will be conducted of key stakeholders at the beginning and conclusion of the project. The first survey will identify readiness and willingness for a statewide HIE approach, barriers, legal obstacles and feedback on the existing efforts and plans. The second survey will assess stakeholders’ attitudes, determine ongoing support, and identify new or eliminated barriers and legal obstacles.

**TABLE 12: NON-FEDERAL MATCH**

Name	Service	Cost
None		\$0
	TOTAL	<b>\$0</b>

**NARRATIVE JUSTIFICATION:**

Not Applicable

**FEDERAL REQUEST: \$3,076,813**

**NON-FEDERAL MATCH: \$0**

**G. CONSTRUCTION:**

NOT APPLICABLE

**H. OTHER:**

**TABLE 13: FEDERAL REQUEST**

<b>Purpose</b>	<b>Item</b>	<b>Task</b>	<b>Rate</b>	<b>Cost</b>	<b>Total</b>
Strategic Communications and Outreach Activities	Web site development	Framework	\$250/hour x 15 hours	\$3,750	
		Graphic/stock photos	\$200/hour x 12 hours	\$2,400	
		Flash animation/graphics	\$200/hour x 59 hours	\$11,800	
		Public features (for example, RSS feeds, file uploads, discussion forums, members only secure site)	\$250/hour x 34 hours	\$8,500	
		Administrative features (for example, custom content, database reports, traffic statistic reports)	\$150/hours x 23 hours	\$3,450	
		Server hosting w/SSL certificate	\$140/month x 12 months	\$1,680	
		Domain name registration & license	\$20/per year	\$20	
		Graphic/stock photos	\$200/hour x 12 hours	\$2,400	
Strategic Communications and Outreach Activities	Stakeholder meetings (legislative, facility, providers, public)	Room rental	\$3,500 x 4	\$14,000	

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		A/V	\$2,350 x 4	\$9,400	
				Total	\$55,000
HITE Advisory Committee Administrative Support	Meeting support	On-site transcription services	\$110.00/hour x 12 meeting at 3 hours each meeting	\$3,960	
		Transcription fee (electronic & hard copy document delivery five days after meeting)	\$5.00/page x 10 pages x 12 meetings	\$600	
		Transcription tape fee	\$25/meeting x 12 meetings	\$300	
		Document reproduction	\$400/meeting x 12 meetings	\$4,800	
		Room rental	\$500/meeting x 12	\$6,000	
		Phone access/w bridge & toll free number	\$411/meeting x 12 meetings	\$4,940	
				Total	\$20,000
			<b>TOTAL</b>		<b>\$75,000</b>

**NARRATIVE JUSTIFICATION:**

HITE Advisory Committee Administrative Support includes funding to support the on going work of the Committee in an open and transparent manner. Funds will be used to pay for a service to transcribe and post all Advisory Committee proceedings, to secure adequate meeting facilities accessible to the public, to provide written and electronic materials to Advisory Committee members, and to cover costs associated with the discharge of duties, including necessary training.

Strategic Communications & Outreach Activities include funding for the development and implementation of communications planning and media strategies for the purpose of educating key stakeholders, including (but not limited to) health care providers and facilities, insurance companies, governmental officials, and, perhaps most importantly, the public at large. Over the four years of this grant, the process of education and outreach will take a variety of forms, including the development and maintenance of an interactive website, the active use of social networking sites, stakeholder meetings with in-person and virtual access, printed materials, and traditional media outreach.

**TABLE 14: NON-FEDERAL MATCH**

Item(s)	Rate	Cost
HITE Advisory Committee	20 persons x 2hr meetings x 3 meetings/quarter x average hourly salary @50.	\$6,000

<b>TOTAL</b>	<b>\$6,000</b>
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**NARRATIVE JUSTIFICATION:** The HITE Advisory Committee members will participate in 12 meetings per year in regards to the development and implementation of Connecticut’s health information exchange system. Non-federal match will begin in the 4<sup>th</sup> quarter of Year 1.

**SOURCE OF MATCH FUNDS:** In-kind 3<sup>rd</sup> party match (Executive and Legislature appointed Advisory Committee members)

**FEDERAL REQUEST: \$75,000**  
**NON-FEDERAL MATCH: \$6,000**

**TOTAL DIRECT COSTS:**  
**FEDERAL ERQUEST: \$3,584,756**  
**NON-FEDERAL MATCH: \$77,260**

**TOTAL INDIRECT COSTS:**  
**FEDERAL REQUEST: \$93,203** (The negotiated indirect cost rate is 36.2%, equaling \$93,203 for salaries of \$257,466).  
**NON-FEDERAL MATCH: \$15,779** (The negotiated indirect cost rate is 36.2%, equaling \$15,779 for salaries of \$43,588).

**TOTAL PROJECT COSTS:**  
**FEDERAL REQUEST: \$3,677,959**  
**NON-FEDERAL MATCH: \$93,041**

**TABLE 15: YEAR 1 BUDGET SUMMARY:**

<b>Category</b>	<b>Federal Request</b>	<b>Non-Federal</b>	<b>TOTAL</b>
Personnel	\$257,466	\$43,588	\$301,054
Fringe Benefits	\$163,465	\$27,674	\$191,139
Travel	\$4,992	\$0	\$4,992
Equipment	\$0	\$0	\$0
Supplies	\$7,020	\$0	\$7,020
Contractual	\$3,076,813	\$0	\$3,076,813
Other	\$75,000	\$6,000	\$81,000
Total Direct Costs*	\$3,584,756	\$77,262	\$3,662,018
Indirect Cost	\$93,203	\$15,779	\$108,982
<b>Total Project Costs</b>	<b>\$3,677,959</b>	<b>\$93,041</b>	<b>\$3,771,000</b>

**YEAR 2  
BUDGET AND NARRATIVE JUSTIFICATION**

**A. PERSONNEL:**

**TABLE 1: FEDERAL REQUEST**

<b>Position</b>	<b>Name</b>	<b>Annual Salary/ Rate</b>	<b>Level of Effort</b>	<b>Cost</b>
State Health IT Coordinator	To be selected	\$125,292	100%	\$125,292
Technical Manager	To be selected	\$110,308	100%	\$110,308
Accountant	To be selected	\$ 69,479	50%	\$ 34,739
			<b>TOTAL</b>	<b>\$270,339</b>

**NARRATIVE JUSTIFICATION:**

Salary increase of 5% (See Year 1 for Justification)

**TABLE 2: NON-FEDERAL MATCH**

<b>Position</b>	<b>Name</b>	<b>Annual Salary/ Rate by Pay Period</b>	<b>Level of Effort (26 pay periods)</b>	<b>Cost</b>
Acting State Governmental HIT Coordinator	Warren Wollschlager	\$156,265 / \$6,010	50%	\$78,133
Director of Legal Services	Marianne Horn	\$133,224 / \$5,124	25%	\$33,306
Health Program Associate	Denise Leiper	\$ 76,959 / \$2,960	25%	\$19,240
Chief, Planning Branch	Meg Hooper	\$118,018 / \$4,539	20%	\$23,604
Interim Executive Director, RHIO	Michael Purcaro	\$106,798 / \$4,108	20%	\$21,360
Executive Assistant to the Commissioner	Lynn Townshend	\$79,989 / \$3,077	20%	\$15,998
			<b>TOTAL</b>	<b>\$191,641</b>

**NARRATIVE JUSTIFICATION:**

Salary increase of 5% (See Year 1 for Justification)

**SOURCE OF MATCH FUNDS:** State source of match funds.

**FEDERAL REQUEST: \$270,339**  
**NON-FEDERAL MATCH: \$191,641**

**B. FRINGE BENEFITS:**

**TABLE 3: FEDERAL REQUEST**

<b>Component</b>	<b>Rate</b>	<b>Wage</b>	<b>Cost</b>
Unemployment Compensation.	0.29%	\$270,339	\$784
Regular Employee Retirement	39.85%	\$270,339	107,730
FICA	6.20%	\$270,339	\$16,761
Medicare	1.45%	\$270,339	\$3,920
Medical Insurance	15.58%	\$270,339	\$42,119
Life insurance	0.12%	\$270,339	\$324
		<b>TOTAL</b>	<b>\$171,638</b>

**NARRATIVE JUSTIFICATION:**

Components that comprise the fringe benefit rate include medical insurance, FIC, Worker’s Compensation, disability, and retirement/pension. The State of Connecticut established rate for this fiscal year is 63.49%, equaling \$171,638 for salaries.

**TABLE 4: NON-FEDERAL MATCH**

<b>Component</b>	<b>Rate</b>	<b>Wage</b>	<b>Cost</b>
Unemployment Compensation.	0.29%	\$191,641	\$556
Regular Employee Retirement	39.85%	\$191,641	\$76,369
FICA	6.20%	\$191,641	\$11,882
Medicare	1.45%	\$191,641	\$2,779
Medical Insurance	15.58%	\$191,641	\$29,858
Life insurance	0.12%	\$191,641	\$230
		<b>TOTAL</b>	<b>\$121,673</b>

**NARRATIVE JUSTIFICATION:**

Components that comprise the fringe benefit rate include medical insurance, FIC, Worker’s Compensation, disability, and retirement/pension. The State of Connecticut established rate for this fiscal year is 63.49%, equaling \$121,673 for salaries.

**SOURCE OF MATCH FUNDS:** State source of match funds.

**FEDERAL REQUEST: \$171,638**  
**NON-FEDERAL MATCH: \$121,673**

**C. TRAVEL:**

**TABLE 5: FEDERAL REQUEST**

<b>Purpose of Travel</b>	<b>Location</b>	<b>Item</b>	<b>Rate</b>	<b>Cost</b>
HITC, TM to attend the State HIE Leadership Training	Washington, DC	Airfare	\$400/flight x 2 persons	\$800
		Ground Transportation	\$50/person x 2 persons	\$100
		Hotel	\$200/night x 3 nights x 2 persons	\$1,200
		Per Diem	\$57/day x 3 days x 2 persons	\$342
HITC, TM to attend the State HIE Forum	Chicago, IL	Airfare	\$400/flight x 2 persons	\$800
		Ground Transportation	\$50/person x 2 persons	\$100
		Hotel	\$200/night x 3 nights x 2 persons	\$1,200
		Per Diem	\$57/day x 3 days x 2 persons	\$342
Local Travel		Mileage	\$0.50/mile x 216 miles/year	\$108
			<b>TOTAL</b>	<b>\$4,992</b>

**NARRATIVE JUSTIFICATION:**

The grant requires travel of two members to attend the two-day State HIE Leadership Training in Washington, DC as well as the two-day State HIE Forum in Chicago, IL. In addition to the required federal trainings, funds for local travel are needed to attend HITE Advisory Committee Meetings, onsite visits to contractors to ensure compliance with program implementation and provide technical assistance, and training events. The local travel rate of \$0.50 per mile is based on the State’s POV reimbursement rate. Additionally, DPH will offer to host meetings to keep the cost of mileage to a minimum and state vehicles will be made available to staff.

**TABLE 6: NON-FEDERAL MATCH**

<b>Purpose of Travel</b>	<b>Location</b>	<b>Item</b>	<b>Rate</b>	<b>Cost</b>
None				\$0
			<b>TOTAL</b>	<b>\$0</b>

**NARRATIVE JUSTIFICATION:**

N/A

**FEDERAL REQUEST: \$4,992**  
**NON-FEDERAL MATCH: \$0**

**D. EQUIPMENT:**

**TABLE 7: FEDERAL REQUEST**

Item(s)	Rate	Cost
None		\$0
	Total	\$0

**NARRATIVE JUSTIFICATION:**

No equipment purchases are anticipated for the planning phase. However, the budget maybe modified to include equipment after the strategic and operational plans are completed.

**TABLE 8: NON-FEDERAL MATCH**

Item(s)	Rate	Cost
None		\$0
	Total	\$0

**NARRATIVE JUSTIFICATION:**

No equipment will be purchased.

**FEDERAL REQUEST: \$0**  
**NON-FEDERAL MATCH: \$0**

**E. SUPPLIES:**

**TABLE 9: FEDERAL REQUEST**

Item(s)	Rate	Cost
Blackberry Phone	\$105/month x 12 months x 2 persons	\$2,520
General Office Supplies	\$500/year x 3 persons	\$1,500
	<b>TOTAL</b>	<b>\$4,020</b>

**NARRATIVE JUSTIFICATION:**

General office supplies (which includes postage and copies), phone & services are needed for personnel.

**TABLE 10: NON-FEDERAL MATCH**

Item(s)	Rate	Cost
None		\$0
	<b>TOTAL</b>	<b>\$0</b>

**NARRATIVE JUSTIFICATION:**

Not Applicable

**FEDERAL REQUEST: \$4,020**  
**NON-FEDERAL MATCH: \$0**

**F. CONTRACT:**

**TABLE 11: FEDERAL REQUEST**

<b>Name</b>	<b>Service</b>	<b>Cost</b>
Implementation Funds	Funds to implement HIE in Connecticut	\$1,516,088
Evaluation	Funds to evaluate project	\$50,000
	<b>TOTAL</b>	<b>\$1,566,088</b>

**NARRATIVE JUSTIFICATION:**

**Implementation**

The DPH intends to enter into a contract to develop and implement the statewide capacity for health information exchange and meaningful use of electronic health records. The specific performance measures, operational strategies and timeframes will be developed as part of the planning processes. The capacity for sustainable, statewide exchange and meaningful use of health information will be developed by December 31, 2011. Anticipated outcomes include improved patient outcomes, reduction of medical errors, improved access to and coordination of care, and increased efficiency of the health care delivery system.

While the Department will leverage contract mechanisms to address the development and interoperability of an exchange system, the state will maintain overall responsibility for the governance of the exchange. The DPH will issue an RFP reflecting the above statement of Work and timeframe. The processes of evaluating and screening of proposals and negotiating and awarding contracts will conform with DPH written procedures for POS procurements (pursuant to C.G.S. 4-217) and the State’s Code of Ethics (pursuant to C.G.S. 1-84 and 1-85).

It is anticipated that approved costs will include Personnel, Travel, Supplies and Equipment. Estimated personnel costs will support a Project Managers, Technical Consultants and Administrative Staff. Staff will be responsible for contractual compliance with the scope of work and time frames noted above. Significantly, it is anticipated that the contractor will enter into agreements with one or more subcontractors to develop new and enhance existing health information exchange capacities. While exact costs are difficult to estimate, it is anticipated that the majority of the contracted funds will be awarded to these subcontractors. Additional details will emerge throughout the strategic and operational planning processes.

**Evaluation**

DPH intends to enter into a four-year contract with the University of Connecticut for the evaluative component of the project. The evaluation component will provide continuous feedback on project progress through ongoing documentation and monitoring of grant-related activities, and determine the extent to which key grant objectives have been achieved. Costs will support personnel, supplies and travel

The University of Connecticut has an established record of providing evaluative services to the DPH, using both qualitative and quantitative methods. Qualitative methods will include the use of key informant interviews, participant observations and focus groups. Quantitatively, surveys will be conducted of key stakeholders at the beginning and conclusion of the project. The first survey will identify readiness and willingness for a statewide HIE approach, barriers, legal

obstacles and feedback on the existing efforts and plans. The second survey will assess stakeholders' attitudes, determine ongoing support, and identify new or eliminated barriers and legal obstacles.

**TABLE 12: NON-FEDERAL MATCH**

Name	Service	Cost
None		\$0
	<b>TOTAL</b>	<b>\$0</b>

**NARRATIVE JUSTIFICATION:**

Not Applicable

**FEDERAL REQUEST: \$1,566,088**

**NON-FEDERAL MATCH: \$0**

**G. CONSTRUCTION:**

NOT APPLICABLE

**H. OTHER:**

**TABLE 13: FEDERAL REQUEST**

Purpose	Item	Task	Rate	Cost	Total
Strategic Communications and Outreach Activities	Web site maintenance	Server hosting w/SSL certificate	\$140/month x 12 months	\$1,680	
		Domain name registration & license	\$20/per year	\$20	
		Additional Flash graphic development	\$250/hour x 10 hours	\$2,500	
		Digital camera	\$500	\$500	
		Short educational videos (for streaming or download)	\$5,000 x 3	\$15,000	
		Meta tag word optimization, search engine submission, continued link building & repair)	\$2,750	\$2,750	
	Print materials	Development, printing, delivery, e-version	\$15,000	\$15,000	

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	Public education & outreach forums (3)	Room rental	\$3,500 x 3	\$10,500	
		A/V	2,350 x 3	\$7,050	
				Total	\$55,000
HITE Advisory Committee Administrative Support	Meeting support	On-site transcription services	\$110.00/hour x 12 meeting at 3 hours each meeting	\$3,960	
		Transcription fee (electronic & hard copy document delivery five days after meeting)	\$5.00/page x 10 pages x 12 meetings	\$600	
		Transcription tape fee	\$25/meeting x 12 meetings	\$300	
		Document reproduction	\$400/meeting x 12 meetings	\$4,800	
		Room rental	\$500/meeting x 12	\$6,000	
		Phone access/w bridge & toll free number	\$411/meeting x 12 meetings	\$4,940	
				Total	\$20,000
				<b>TOTAL</b>	<b>\$75,000</b>

**NARRATIVE JUSTIFICATION:**

HITE Advisory Committee Administrative Support includes funding to support the on going work of the Committee in an open and transparent manner. Funds will be used to pay for a service to transcribe and post all Advisory Committee proceedings, to secure adequate meeting facilities accessible to the public, to provide written and electronic materials to Advisory Committee members, and to cover costs associated with the discharge of duties, including necessary training.

Strategic Communications & Outreach Activities include funding for the development and implementation of communications planning and media strategies for the purpose of educating key stakeholders, including (but not limited to) health care providers and facilities, insurance companies, governmental officials, and, perhaps most importantly, the public at large. Over the four years of this grant, the process of education and outreach will take a variety of forms, including the development and maintenance of an interactive website, the active use of social networking sites, stakeholder meetings with in-person and virtual access, printed materials, and traditional media outreach.

**TABLE 14: NON-FEDERAL MATCH**

Item(s)	Rate	Cost
HITE Advisory Committee	20 persons x 2hr meetings x 3 meetings/quarter x 4 quarters x average hourly salary @ \$50.	\$24,000
	<b>TOTAL</b>	<b>\$24,000</b>

**NARRATIVE JUSTIFICATION:** The HITE Advisory Committee members will participate in 12 meetings per year in regards to the development and implementation of Connecticut’s health information exchange system.

**SOURCE OF MATCH FUNDS:** In-kind 3<sup>rd</sup> party match (Executive and Legislature appointed Advisory Committee members)

**FEDERAL REQUEST: \$75,000**  
**NON-FEDERAL MATCH: \$24,000**

**TOTAL DIRECT COSTS:**  
**FEDERAL REQUEST: \$2,092,077**  
**NON-FEDERAL MATCH: \$337,341**

**TOTAL INDIRECT COSTS:**  
**FEDERAL REQUEST: \$97,863** (The negotiated indirect cost rate is 36.2%, equaling \$97,863 for salaries of \$270,339).  
**NON-FEDERAL MATCH: \$69,374** (The negotiated indirect cost rate is 36.2%, equaling \$69,374 for salaries of \$191,641).

**TOTAL PROJECT COSTS:**  
**FEDERAL REQUEST: \$2,189,940**  
**NON-FEDERAL MATCH: \$406,688**

**TABLE 15: YEAR 2 BUDGET SUMMARY:**

Category	Federal Request	Non-Federal	TOTAL
Personnel	\$270,339	\$191,641	\$461,980
Fringe Benefits	\$171,638	\$121,673	\$293,311
Travel	\$4,992	\$0	\$4,992
Equipment	\$0	\$0	\$0
Supplies	\$4,020	\$0	\$4,020
Contractual	\$1,566,088	\$0	\$1,566,088
Other	\$75,000	\$24,000	\$99,000
Total Direct Costs*	\$2,092,077	\$337,314	\$2,429,391
Indirect Cost	\$97,863	\$69,374	\$167,237
<b>Total Project Costs</b>	<b>\$2,189,940</b>	<b>\$406,688</b>	<b>\$2,596,628</b>

**BUDGET AND NARRATIVE JUSTIFICATION  
YEAR 3**

**A. PERSONNEL:**

**TABLE 1: FEDERAL REQUEST**

<b>Position</b>	<b>Name</b>	<b>Annual Salary/ Rate</b>	<b>Level of Effort</b>	<b>Cost</b>
State Health IT Coordinator	To be selected	\$131,557	100%	\$131,557
Technical Manager	To be selected	\$115,823	100%	\$115,823
Accountant	To be selected	\$ 72,952	50%	\$ 36,476
			<b>TOTAL</b>	<b>\$283,856</b>

**NARRATIVE JUSTIFICATION:**

Salary increase of 5% (See Year 1 for Justification)

**TABLE 2: NON-FEDERAL MATCH**

<b>Position</b>	<b>Name</b>	<b>Annual Salary/ Rate by Pay Period</b>	<b>Level of Effort (26 pay periods)</b>	<b>Cost</b>
Acting State Governmental HIT Coordinator	Warren Wollschlager	\$164,078 / \$6,311	50%	\$82,039
Director of Legal Services	Marianne Horn	\$139,885 / \$5,380	25%	\$34,971
Health Program Associate	Denise Leiper	\$ 80,807 / \$3,108	25%	\$20,202
Chief, Planning Branch	Meg Hooper	\$123,919 / \$4,766	20%	\$24,784
Interim Executive Director, RHIO	Michael Purcaro	\$112,137 / \$4,313	20%	\$22,427
Executive Assistant to the Commissioner	Lynn Townshend	\$83,988 / \$3,230	20%	\$16,798
			<b>TOTAL</b>	<b>\$201,221</b>

**NARRATIVE JUSTIFICATION:**

Salary increase of 5% (See Year 1 for Justification)

**SOURCE OF MATCH FUNDS:** State source of match funds.

**FEDERAL REQUEST: \$283,856**  
**NON-FEDERAL MATCH: \$201,221**

**B. FRINGE BENEFITS:**

**TABLE 3: FEDERAL REQUEST**

<b>Component</b>	<b>Rate</b>	<b>Wage</b>	<b>Cost</b>
Unemployment Compensation.	0.29%	\$283,856	\$823
Regular Employee Retirement	39.85%	\$283,856	113,117
FICA	6.20%	\$283,856	\$17,599
Medicare	1.45%	\$283,856	\$4,116
Medical Insurance	15.58%	\$283,856	\$44,225
Life insurance	0.12%	\$283,856	\$340
		<b>TOTAL</b>	<b>\$180,220</b>

**NARRATIVE JUSTIFICATION:**

Components that comprise the fringe benefit rate include medical insurance, FIC, Worker’s Compensation, disability, and retirement/pension. The State of Connecticut established rate for this fiscal year is 63.49%, equaling \$180,220 for salaries.

**TABLE 4: NON-FEDERAL MATCH**

<b>Component</b>	<b>Rate</b>	<b>Wage</b>	<b>Cost</b>
Unemployment Compensation.	0.29%	\$161,996	\$584
Regular Employee Retirement	39.85%	\$161,996	\$80,187
FICA	6.20%	\$161,996	\$12,476
Medicare	1.45%	\$161,996	\$2,918
Medical Insurance	15.58%	\$161,996	\$31,350
Life insurance	0.12%	\$161,996	\$240
		<b>TOTAL</b>	<b>\$127,755</b>

**NARRATIVE JUSTIFICATION:**

Components that comprise the fringe benefit rate include medical insurance, FIC, Worker’s Compensation, disability, and retirement/pension. The State of Connecticut established rate for this fiscal year is 63.49%, equaling \$127,755 for salaries.

**SOURCE OF MATCH FUNDS:** State source of match funds.

**FEDERAL REQUEST: \$180,220**  
**NON-FEDERAL MATCH: \$127,755**

**C. TRAVEL:**

**TABLE 5: FEDERAL REQUEST**

Purpose of Travel	Location	Item	Rate	Cost
HITC, TM to attend the State HIE Leadership Training	Washington, DC	Airfare	\$400/flight x 2 persons	\$800
		Ground Transportation	\$50/person x 2 persons	\$100
		Hotel	\$200/night x 3 nights x 2 persons	\$1,200
		Per Diem	\$57/day x 3 days x 2 persons	\$342
HITC, TM to attend the State HIE Forum	Chicago, IL	Airfare	\$400/flight x 2 persons	\$800
		Ground Transportation	\$50/person x 2 persons	\$100
		Hotel	\$200/night x 3 nights x 2 persons	\$1,200
		Per Diem	\$57/day x 3 days x 2 persons	\$342
Local Travel		Mileage	\$0.50/mile x 216 miles/year	\$108
			<b>TOTAL</b>	<b>\$4,992</b>

**NARRATIVE JUSTIFICATION:**

The grant requires travel of two members to attend the two-day State HIE Leadership Training in Washington, DC as well as the two-day State HIE Forum in Chicago, IL. In addition to the required federal trainings, funds for local travel are needed to attend HITE Advisory Committee Meetings, onsite visits to contractors to ensure compliance with program implementation and provide technical assistance, and training events. The local travel rate of \$0.50 per mile is based on the State’s POV reimbursement rate. Additionally, DPH will offer to host meetings to keep the cost of mileage to a minimum and state vehicles will be made available to staff.

**TABLE 6: NON-FEDERAL MATCH**

Purpose of Travel	Location	Item	Rate	Cost
None				\$0
			<b>TOTAL</b>	<b>\$0</b>

**NARRATIVE JUSTIFICATION:**

N/A

**FEDERAL REQUEST: \$4,992**

**NON-FEDERAL MATCH: \$0**

**D. EQUIPMENT:**

**TABLE 7: FEDERAL REQUEST**

Item(s)	Rate	Cost
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None		\$0
	Total	\$0

**NARRATIVE JUSTIFICATION:**

No equipment purchases are anticipated for the planning phase. However, the budget maybe modified to include equipment after the strategic and operational plans are completed.

**TABLE 8: NON-FEDERAL MATCH**

Item(s)	Rate	Cost
None		\$0
	Total	\$0

**NARRATIVE JUSTIFICATION:**

No equipment will be purchased.

**FEDERAL REQUEST: \$0**

**NON-FEDERAL MATCH: \$0**

**E. SUPPLIES:**

**TABLE 9: FEDERAL REQUEST**

Item(s)	Rate	Cost
Blackberry Phone	\$105/month x 12 months x 2 persons	\$2,520
General Office Supplies	\$500/year x 3 persons	\$1,500
	<b>TOTAL</b>	<b>\$4,020</b>

**NARRATIVE JUSTIFICATION:**

General office supplies (which includes postage and copies), phone & services are needed for personnel.

**TABLE 10: NON-FEDERAL MATCH**

Item(s)	Rate	Cost
None		\$0
	<b>TOTAL</b>	<b>\$0</b>

**NARRATIVE JUSTIFICATION:**

Not Applicable

**FEDERAL REQUEST: \$4,020**

**NON-FEDERAL MATCH: \$0**

**F. CONTRACT:**

**TABLE 11: FEDERAL REQUEST**

Name	Service	Cost
Evaluation	Funds to evaluate project	\$50,000
	<b>TOTAL</b>	<b>\$50,000</b>

**NARRATIVE JUSTIFICATION:**

**Evaluation**

DPH intends to enter into a four-year contract with the University of Connecticut for the evaluative component of the project. The evaluation component will provide continuous feedback on project progress through ongoing documentation and monitoring of grant-related activities, and determine the extent to which key grant objectives have been achieved. Costs will support personnel, supplies and travel

The University of Connecticut has an established record of providing evaluative services to the DPH, using both qualitative and quantitative methods. Qualitative methods will include the use of key informant interviews, participant observations and focus groups. Quantitatively, surveys will be conducted of key stakeholders at the beginning and conclusion of the project. The first survey will identify readiness and willingness for a statewide HIE approach, barriers, legal obstacles and feedback on the existing efforts and plans. The second survey will assess stakeholders' attitudes, determine ongoing support, and identify new or eliminated barriers and legal obstacles.

**TABLE 12: NON-FEDERAL MATCH**

Name	Service	Cost
None		\$0
	<b>TOTAL</b>	<b>\$0</b>

**NARRATIVE JUSTIFICATION:**

Not Applicable

**FEDERAL REQUEST: \$50,000**

**NON-FEDERAL MATCH: \$0**

**G. CONSTRUCTION:**

NOT APPLICABLE

**H. OTHER:**

**TABLE 13: FEDERAL REQUEST**

Purpose	Item	Task	Rate	Cost	Total
Strategic Communications and Outreach Activities	Web site maintenance	Server hosting w/SSL certificate	\$140/month x 12 months	\$1,680	
		Domain name registration & license	\$20/per year	\$20	
		Additional Flash graphic development	\$250/hour x 10 hours	\$2,500	

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		Meta tag word optimization, search engine submission, continued link building & repair	\$2,750	\$2,750		
	On-line educational outreach campaign	Narrowly targeted social media and on-line paid media campaign	\$16,350	\$16,350		
	Print materials	Translation, printing, delivery, e-version of year 2 brochure in CT's top seven non-English languages	\$20,000	\$20,000		
	Public education & outreach forums (2)	Room rental	\$3,500 x 2	\$7,000		
		A/V	\$2,350 x 2	\$4,700		
				<b>Total</b>	<b>\$55,000</b>	
HITE Advisory Committee Administrative Support	Meeting support	On-site transcription services	\$110.00/hour x 12 meeting at 3 hours each meeting	\$3,960		
		Transcription fee (electronic & hard copy document delivery five days after meeting)	\$5.00/page x 10 pages x 12 meetings	\$600		
		Transcription tape fee	\$25/meeting x 12 meetings	\$300		
		Document reproduction	\$400/meeting x 12 meetings	\$4,800		
		Room rental	\$500/meeting x 12	\$6,000		
		Phone access/w bridge & toll free number	\$411/meeting x 12 meetings	\$4,940		
		<b>TOTAL</b>			<b>Total</b>	<b>\$20,000</b>
					<b>TOTAL</b>	<b>\$75,000</b>

**NARRATIVE JUSTIFICATION:**

HITE Advisory Committee Administrative Support includes funding to support the on going work of the Committee in an open and transparent manner. Funds will be used to pay for a service to transcribe and post all Advisory Committee proceedings, to secure adequate meeting facilities accessible to the public, to provide written and electronic materials to Advisory Committee members, and to cover costs associated with the discharge of duties, including necessary training.

Strategic Communications & Outreach Activities include funding for the development and implementation of communications planning and media strategies for the purpose of educating key stakeholders, including (but not limited to) health care providers and facilities, insurance companies, governmental officials, and, perhaps most importantly, the public at large. Over the four years of this grant, the process of education and outreach will take a variety of forms, including the development and maintenance of an interactive website, the active use of social networking sites, stakeholder meetings with in-person and virtual access, printed materials, and traditional media outreach.

**TABLE 14: NON-FEDERAL MATCH**

<b>Item(s)</b>	<b>Rate</b>	<b>Cost</b>
HITE Advisory Committee	20 persons x 2hr meetings x 3 meetings/quarter x 4 quarters x average hourly salary @ \$50.	\$24,000
	<b>TOTAL</b>	<b>\$24,000</b>

**NARRATIVE JUSTIFICATION:** The HITE Advisory Committee members will participate in 12 meetings per year in regards to the development and implementation of Connecticut’s health information exchange system.

**SOURCE OF MATCH FUNDS:** In-kind 3<sup>rd</sup> party match (Executive and Legislative appointed Advisory Committee members)

**FEDERAL REQUEST: \$75,000**  
**NON-FEDERAL MATCH: \$24,000**

**TOTAL DIRECT COSTS:**  
**FEDERAL REQUEST: \$598,088**  
**NON-FEDERAL MATCH: \$352,976**

**TOTAL INDIRECT COSTS:**  
**FEDERAL REQUEST: \$102,756** (The negotiated indirect cost rate is 36.2%, equaling \$102,756 for salaries of \$283,856).  
**NON-FEDERAL MATCH: \$72,842** (The negotiated indirect cost rate is 36.2%, equaling \$72,842 for salaries of \$201,221).

**TOTAL PROJECT COSTS:**  
**FEDERAL REQUEST: \$700,844**  
**NON-FEDERAL MATCH: \$425,818**

**TABLE 15: YEAR 3 BUDGET SUMMARY:**

State of Connecticut Health Information Technology and Exchange Development Project  
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<b>Category</b>	<b>Federal Request</b>	<b>Non-Federal</b>	<b>TOTAL</b>
Personnel	\$283,856	\$201,221	\$485,077
Fringe Benefits	\$180,220	\$127,755	\$307,975
Travel	\$4,992	\$0	\$4,992
Equipment	\$0	\$0	\$0
Supplies	\$4,020	\$0	\$4,020
Contractual	\$50,000	\$0	\$50,000
Other	\$75,000	\$24,000	\$99,000
Total Direct Costs*	\$598,088	\$352,976	\$951,064
Indirect Cost	\$102,756	\$72,842	\$175,598
<b>Total Project Costs</b>	<b>\$700,844</b>	<b>\$425,818</b>	<b>\$1,126,662</b>

**YEAR 4  
BUDGET AND NARRATIVE JUSTIFICATION**

**A. PERSONNEL:**

**TABLE 1: FEDERAL REQUEST**

<b>Position</b>	<b>Name</b>	<b>Annual Salary/ Rate</b>	<b>Level of Effort</b>	<b>Cost</b>
State Health IT Coordinator	To be selected	\$138,135	100%	\$138,135
Technical Manager	To be selected	\$121,614	100%	\$121,614
Accountant	To be selected	\$ 76,600	50%	\$ 38,300
			<b>TOTAL</b>	<b>\$298,049</b>

**NARRATIVE JUSTIFICATION:**

Salary increase of 5% (See Year 1 for Justification)

**TABLE 2: NON-FEDERAL MATCH**

<b>Position</b>	<b>Name</b>	<b>Annual Salary/ Rate by Pay Period</b>	<b>Level of Effort (26 pay periods)</b>	<b>Cost</b>
Acting State Governmental HIT Coordinator	Warren Wollschlager	\$172,282 / \$6,626	50%	\$86,141
Director of Legal Services	Marianne Horn	\$146,879 / \$5,649	25%	\$36,720
Health Program Associate	Denise Leiper	\$ 84,847 / \$3,263	25%	\$21,212
Chief, Planning Branch	Meg Hooper	\$130,115 / \$5,004	20%	\$26,023
Interim Executive Director, RHIO	Michael Purcaro	\$117,744 / \$4,529	20%	\$23,549
Executive Assistant to the Commissioner	Lynn Townshend	\$88,188 / \$3,392	20%	\$17, 638
			<b>TOTAL</b>	<b>\$211,283</b>

**NARRATIVE JUSTIFICATION:**

Salary increase of 5% (See Year 1 for Justification)

**SOURCE OF MATCH FUNDS:** State source of match funds.

**FEDERAL REQUEST: \$298,049**

**NON-FEDERAL MATCH: \$170,096**

**B. FRINGE BENEFITS:**

**TABLE 3: FEDERAL REQUEST**

<b>Component</b>	<b>Rate</b>	<b>Wage</b>	<b>Cost</b>
Unemployment Compensation.	0.29%	\$298,049	\$864
Regular Employee Retirement	39.85%	\$298,049	\$118,773
FICA	6.20%	\$298,049	\$18,479
Medicare	1.45%	\$298,049	\$4,322
Medical Insurance	15.58%	\$298,049	\$46,436
Life insurance	0.12%	\$298,049	\$357
		<b>TOTAL</b>	<b>\$189,231</b>

**NARRATIVE JUSTIFICATION:**

Components that comprise the fringe benefit rate include medical insurance, FIC, Worker’s Compensation, disability, and retirement/pension. The State of Connecticut established rate for this fiscal year is 63.49%, equaling \$189,231 for salaries.

**TABLE 4: NON-FEDERAL MATCH**

<b>Component</b>	<b>Rate</b>	<b>Wage</b>	<b>Cost</b>
Unemployment Compensation.	0.29%	\$211,283	\$613
Regular Employee Retirement	39.85%	\$211,283	\$84,196
FICA	6.20%	\$211,283	\$13,100
Medicare	1.45%	\$211,283	\$3,064
Medical Insurance	15.58%	\$211,283	\$32,918
Life insurance	0.12%	\$211,283	\$253
		<b>TOTAL</b>	<b>\$134,144</b>

**NARRATIVE JUSTIFICATION:**

Components that comprise the fringe benefit rate include medical insurance, FIC, Worker’s Compensation, disability, and retirement/pension. The State of Connecticut established rate for this fiscal year is 63.49%, equaling \$134,144 for salaries.

**SOURCE OF MATCH FUNDS:** State source of match funds.

**FEDERAL REQUEST: \$189,231**  
**NON-FEDERAL MATCH: \$134,144**

**C. TRAVEL:**

**TABLE 5: FEDERAL REQUEST**

<b>Purpose of</b>	<b>Location</b>	<b>Item</b>	<b>Rate</b>	<b>Cost</b>
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<b>Travel</b>				
HITC, TM to attend the State HIE Leadership Training	Washington, DC	Airfare	\$400/flight x 2 persons	\$800
		Ground Transportation	\$50/person x 2 persons	\$100
		Hotel	\$200/night x 3 nights x 2 persons	\$1,200
		Per Diem	\$57/day x 3 days x 2 persons	\$342
HITC, TM to attend the State HIE Forum	Chicago, IL	Airfare	\$400/flight x 2 persons	\$800
		Ground Transportation	\$50/person x 2 persons	\$100
		Hotel	\$200/night x 3 nights x 2 persons	\$1,200
		Per Diem	\$57/day x 3 days x 2 persons	\$342
Local Travel		Mileage	\$0.50/mile x 216 miles/year	\$108
			<b>TOTAL</b>	<b>\$4,992</b>

**NARRATIVE JUSTIFICATION:**

The grant requires travel of two members to attend the two-day State HIE Leadership Training in Washington, DC as well as the two-day State HIE Forum in Chicago, IL. In addition to the required federal trainings, funds for local travel are needed to attend HITE Advisory Committee Meetings, onsite visits to contractors to ensure compliance with program implementation and provide technical assistance, and training events. The local travel rate of \$0.50 per mile is based on the State’s POV reimbursement rate. Additionally, DPH will offer to host meetings to keep the cost of mileage to a minimum and state vehicles will be made available to staff.

**TABLE 6: NON-FEDERAL MATCH**

<b>Purpose of Travel</b>	<b>Location</b>	<b>Item</b>	<b>Rate</b>	<b>Cost</b>
None				\$0
			<b>TOTAL</b>	<b>\$0</b>

**NARRATIVE JUSTIFICATION:**

N/A

**FEDERAL REQUEST: \$4,992**

**NON-FEDERAL MATCH: \$0**

**D. EQUIPMENT:**

**TABLE 7: FEDERAL REQUEST**

<b>Item(s)</b>	<b>Rate</b>	<b>Cost</b>
None		\$0
	Total	\$0

**NARRATIVE JUSTIFICATION:**

No equipment purchases are anticipated for the planning phase. However, the budget maybe modified to include equipment after the strategic and operational plans are completed.

**TABLE 8: NON-FEDERAL MATCH**

Item(s)	Rate	Cost
None		\$0
	Total	\$0

**NARRATIVE JUSTIFICATION:**

No equipment will be purchased.

**FEDERAL REQUEST: \$0**

**NON-FEDERAL MATCH: \$0**

**E. SUPPLIES:**

**TABLE 9: FEDERAL REQUEST**

Item(s)	Rate	Cost
Blackberry Phone	\$105/month x 12 months x 2 persons	\$2,520
General Office Supplies	\$500/year x 3 persons	\$1,500
	<b>TOTAL</b>	<b>\$4,020</b>

**NARRATIVE JUSTIFICATION:**

General office supplies (which includes postage and copies), phone & services are needed for personnel.

**TABLE 10: NON-FEDERAL MATCH**

Item(s)	Rate	Cost
Non		\$0
	<b>TOTAL</b>	<b>\$0</b>

**NARRATIVE JUSTIFICATION:**

Not Applicable

**FEDERAL REQUEST: \$4,020**

**NON-FEDERAL MATCH: \$0**

**F. CONTRACT:**

**TABLE 11: FEDERAL REQUEST**

Name	Service	Cost
Evaluation	Funds to evaluate project	\$50,000
	<b>TOTAL</b>	<b>\$50,000</b>

**NARRATIVE JUSTIFICATION:**

**Evaluation**

DPH intends to enter into a four-year contract with the University of Connecticut for the evaluative component of the project. The evaluation component will provide continuous feedback on project progress through ongoing documentation and monitoring of grant-related activities, and determine the extent to which key grant objectives have been achieved. Costs will support personnel, supplies and travel

The University of Connecticut has an established record of providing evaluative services to the DPH, using both qualitative and quantitative methods. Qualitative methods will include the use of key informant interviews, participant observations and focus groups. Quantitatively, surveys will be conducted of key stakeholders at the beginning and conclusion of the project. The first survey will identify readiness and willingness for a statewide HIE approach, barriers, legal obstacles and feedback on the existing efforts and plans. The second survey will assess stakeholders’ attitudes, determine ongoing support, and identify new or eliminated barriers and legal obstacles.

**TABLE 12: NON-FEDERAL MATCH**

Name	Service	Cost
None		\$0
	TOTAL	<b>\$0</b>

**NARRATIVE JUSTIFICATION:**

Not Applicable

**FEDERAL REQUEST: \$50,000**

**NON-FEDERAL MATCH: \$0**

**G. CONSTRUCTION:**

NOT APPLICABLE

**H. OTHER:**

**TABLE 13: FEDERAL REQUEST**

Purpose	Item	Task	Rate	Cost	Total
Strategic Communications and Outreach Activities	Web site maintenance	Server hosting w/SSL certificate	\$140/month x 12 months	\$1,680	
		Domain name registration & license	\$20/per year	\$20	
		Additional Flash graphic development	\$250/hour x 10 hours	\$2,500	
		Meta tag word optimization, search engine submission, continued link building & repair	\$2,750	\$2,750	

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	Educational outreach campaign	Social media, traditional media and on-line paid media campaign	\$42,200	\$42,200	
	Educational Forum with media outreach	Room rental	\$3,500	\$3,500	
		A/V	\$2,350	\$2,350	
				<b>Total</b>	<b>\$55,000</b>
HITE Advisory Committee Administrative Support	Meeting support	On-site transcription services	\$110.00/hour x 12 meeting at 3 hours each meeting	\$3,960	
		Transcription fee (electronic & hard copy document delivery five days after meeting)	\$5.00/page x 10 pages x 12 meetings	\$600	
		Transcription tape fee	\$25/meeting x 12 meetings	\$300	
		Document reproduction	\$400/meeting x 12 meetings	\$4,800	
		Room rental	\$500/meeting x 12	\$6,000	
		Phone access/w bridge & toll free number	\$411/meeting x 12 meetings	\$4,940	
					<b>Total</b>
				<b>TOTAL</b>	<b>\$75,000</b>

**NARRATIVE JUSTIFICATION:**

HITE Advisory Committee Administrative Support includes funding to support the on going work of the Committee in an open and transparent manner. Funds will be used to pay for a service to transcribe and post all Advisory Committee proceedings, to secure adequate meeting facilities accessible to the public, to provide written and electronic materials to Advisory Committee members, and to cover costs associated with the discharge of duties, including necessary training.

Strategic Communications & Outreach Activities include funding for the development and implementation of communications planning and media strategies for the purpose of educating key stakeholders, including (but not limited to) health care providers and facilities, insurance companies, governmental officials, and, perhaps most importantly, the public at large. Over the four years of this grant, the process of education and outreach will take a variety of forms, including the development and maintenance of an interactive website, the active use of social networking sites, stakeholder meetings with in-person and virtual access, printed materials, and traditional media outreach.

**TABLE 14: NON-FEDERAL MATCH**

Item(s)	Rate	Cost
HITE Advisory	20 persons x 2hr meetings x 3 meetings/quarter x 4	\$24,000

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Committee	quarters x average hourly salary @ \$50.	
	<b>TOTAL</b>	<b>\$24,000</b>

**NARRATIVE JUSTIFICATION:** The HITE Advisory Committee members will participate in 12 meetings per year in regards to the development and implementation of Connecticut’s health information exchange system.

**SOURCE OF MATCH FUNDS:** In-kind 3<sup>rd</sup> party match (Executive and Legislature appointed Advisory Committee members)

**FEDERAL REQUEST: \$75,000**  
**NON-FEDERAL MATCH: \$24,00**

**TOTAL DIRECT COSTS:**  
**FEDERAL ERQUEST: \$621,292**  
**NON-FEDERAL MATCH: \$369,427**

**TOTAL INDIRECT COSTS:**  
**FEDERAL REQUEST: \$107,894** (The negotiated indirect cost rate is 36.2%, equaling \$107,894 for salaries of \$298,049).  
**NON-FEDERAL MATCH: \$76,484** (The negotiated indirect cost rate is 36.2%, equaling \$76,484 for salaries of \$211,283).

**TOTAL PROJECT COSTS:**  
**FEDERAL REQUEST: \$729,186**  
**NON-FEDERAL MATCH: \$445,911**

**TABLE 15: YEAR 4 BUDGET SUMMARY:**

<b>Category</b>	<b>Federal Request</b>	<b>Non-Federal</b>	<b>TOTAL</b>
Personnel	\$298,049	\$211,283	\$509,332
Fringe Benefits	\$189,231	\$134,144	\$323,375
Travel	\$4,992	\$0	\$4,992
Equipment	\$0	\$0	\$0
Supplies	\$4,020	\$0	\$4,020
Contractual	\$50,000	\$0	\$50,000
Other	\$75,000	\$24,000	\$99,000
Total Direct Costs*	\$621,292	\$369,427	\$990,718
Indirect Cost	\$107,894	\$76,484	\$184,378
<b>Total Project Costs</b>	<b>\$729,186</b>	<b>\$445,911</b>	<b>\$1,175,097</b>