

**Prescriber Recruitment and Retention Initiative (PRRI) - Addendum**

Clarifications and FAQs to the guidelines for accessing funds from the A1: Workforce Development project for the purposes of recruiting or retaining prescribers in the IDN 4 region.

Effective date: 2/9/18

**Clarification:**

There is a finite amount of money Network4Health is committing to this project and therefore we are prioritizing utilization of these funds in this way:

Priority 1: To assist in covering the costs incurred by an organization to hire a new prescriber into the region - either individually or as part of a consortium - that results in a net gain of capacity across the region

Priority 2: To allow a consortium of organizations to hire an already existing prescriber in the region to expand their role in order to serve their organization’s clients

Priority 3: To use as a way to offset costs incurred as part of a yearly ‘retention bonus’

Priority 4: To cover the costs of enacting methods to reduce workloads for prescribers, such as increasing per diem usage, hiring ‘travelling’ prescribers or other activities

We will be reviewing all applications that fall within the Priority 1 and Priority 2 category on a rolling basis. Applications that fall within the remaining priorities will be reviewed AFTER APRIL 30TH, 2018. This is to give all our partners adequate time to organize and plan for activities that may fall into Priority 1 or 2. Network4Health will accept applications falling into Priority 3 & 4 at any time, however decisions about approval will not be made until after April 30th.

**FAQs:**

**Q: We are concerned with making the entire hiring package we offer prescribers public. Is there a way we can demonstrate and document that we have used the funds to make a hire, without having to show the entire hiring package?**

A: Yes. We want to be sensitive to the competitive nature of hiring prescribers in this current environment. Say the hiring incentive to a prescriber is larger than $20,000, but the organization wants to access these funds to offset some of those costs. One solution would be to show a payment of $20,000 to the prescriber, and include documentation saying that this money was part of a larger hiring incentive paid to the prescriber and the funds were used to offset the costs.

**Q: Can we use the funds to cover the costs of per diem staff we had to employ in order to reduce the burden on our prescribers and keep them from leaving?**

A: Yes. However, usage of funds for these reasons will fall lower in priority than usage of funds for other reasons. The primary intention of this program is to bring new prescribers into the region resulting in a net increase in the number of prescribers. That being said, the funds can also be used for retention of a provider as well, and for activities that result in the retention of a provider. These activities would fall lower on the priority list. Please see priority list above.

**Q: What if one of our prescribers is leaving one Network4Health partner to work at another Network4Healht partner. They weren’t recruited by the organization but instead were doing a job search of their own volition. Would that partner still be able to apply?**

A: No. Network4Health is using this program to result in an overall net gain of capacity across our region. Furthermore, we do not want to promote ‘shopping’ by providers by allowing them to move from organization to organization around the region. However, if the move is part of a sharing agreement, then usage of funds will be considered.

**Q: Can Network4Health be more specific about the type of documentation needed to prove that an organization hired a provider?**

A: Because these funds come from state and federal sources, there needs to be sufficient documentation presented in order to confirm that the money being paid out from this program is:

* Going to a legitimate prescriber
* That the prescriber has a confirmed job offer
* That the prescriber has agreed to accept a job offer
* Proof that the prescriber has been hired and/or has an agreed upon start date
	+ Official internal documentation of this is suitable. For instance, if there is a common form that all employees must complete upon hire, that may be sufficient
* That expenses have been paid out in order to hire this prescriber into the region
	+ This could be shown in a check receipt
* That the prescriber is licensed to practice in NH or is going through transfer of license from another state to NH

Many of these conditions may be met in 1 or 2 documents. Documents internal to the organization need to be on letterhead. Network4Health reserves the right to ask applying agencies to provide further documentation if needed in order to show the legitimate use of funds.

**Q: Can an organization apply now for funds when the prescriber may not start for 4-6 months because of credentialing process?**

A: Yes. Network4Health understands that on-boarding a prescriber, particularly a physician, can be an lengthy and complex process that may take many months. Funds may be accessed as long as the proper documentation is provided (see clarification on documentation section).

**Q: Will there be a different process for accessing funds next year if an organization is paying a retention bonus to a prescriber hired this year with these funds?**

A: Most likely. While that process hasn’t been determined at the time of this writing, we are looking at what data would be needed to document the payment of a retention bonus. Network4Health will publish these rules near late summer 2018.

**Q: Can the funds be used to cover the cost of a recruitment company, to buy out a contract for a prescriber, or to cover the cost of relocation?**

A: Yes. These are all allowable costs.

**Q: Can costs that were incurred earlier in the year for bringing on a prescriber who has already started, be covered by this program? Is there a cut-off date? What if they are not scheduled to start until well into the year?**

A: Yes, however there is a cut-off date of NOVEMBER 1st, 2017. Any expenses incurred to hire a prescriber prior to that date are not eligible for reimbursement. Network4Health understands that it may take some time to bring on a prescriber, particularly if they are finishing a residency program, coming from outside the country or outside of the state. As long as an agreement to hire has been made prior to the date above, and costs were incurred for hiring that prescriber, then the agency is eligible.

Other questions? Please contact:

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