



ANNOUNCEMENT LETTER

Dear Participant,

For nine years, LHA Trust Funds has funded new patient safety initiatives by providing \$2,700,000 in grant money to our members for projects to improve patient safety. We are committed to helping our members provide the safest care possible. To help achieve this goal, our 2021 Funds for Safety grant program is back with another \$300,000.

Our focus continues to be on quality or patient safety initiatives with physician collaboration. The program criteria allows grant funds to be used to compensate physicians for their time spent participating in a performance improvement project.

Enclosed you will find an overview of the grant, criteria for a proposal to receive consideration for funding, grant application form, criteria utilized for scoring submissions and critical dates for submission deadline and scoring. The application process is straightforward and simple.

The scoring of submissions will be completed by independent reviewers with grants awarded on April 16, 2021. Completed grant applications must be received by March 3, 2021.

I encourage you to submit a grant application to assist in funding your patient safety and quality initiatives. Over the years, our Funds for Safety grant program has funded a multitude of initiatives helping improve patient safety in numerous healthcare facilities. I hope the next one is yours!

A handwritten signature in black ink that reads "Cindy Dolan".

Cindy Dolan, CPA, CWCP, CIC
President & CEO

- **February 8, 2021** – Early submission deadline. Applications submitted electronically prior to February 10, 2020 will be reviewed for completeness and returned to applicant for revisions.

Submissions are to be sent via email, fax, or mail to:

Caroline Stegeman

EMAIL – carolinestegeman@lhatrustfunds.com

FAX – 225.368.3873

MAIL – LHA Trust Funds

Attention: Lori Ray

4646 Sherwood Common Blvd.

Baton Rouge, LA 70816

- **March 3, 2021** – Submission deadline.
- **April 17, 2020** – Announcement of winners.
- **April 15, 2022** – Grant period closes. Final request for reimbursement must be submitted.

REPORTING

- **April 15, 2022**– Project must be completed. Final report and measurement outcomes must be submitted.

Grants will be awarded for projects that improve quality, reduce patient harm and/or improve patient outcomes for members of the Louisiana Hospital Association Malpractice and General Liability Trust Fund. The program objective is to encourage and support member efforts in developing and implementing patient safety and quality initiatives in a collaborative process with Physician participation. Projects should include Physician participation and collaboration. Project descriptions should describe the Physician's role.

The Trust Fund will award up to \$300,000. Grants will range up to a maximum of \$25,000 per facility and will be awarded on April 16, 2021. Facilities can submit multiple applications but can only receive a total of \$25,000 for all submissions combined.

This is a "reimbursement grant". The facility must include a budget for the proposed project and grant monies that are awarded shall be paid as they are expended or at the completion of the project and upon submission of appropriate documentation for reimbursement of related expenses. Grant Funds can be used to compensate Physicians participating in the project.

TIMELINE

Announcement, Application Process, Awards

- **January 11, 2021** – Rollout: Send out flyers to membership with application packages.
- **February 8, 2021** – Early submission deadline. Applications submitted electronically prior to 02/08/21 will be reviewed for completeness and returned to applicant for revisions.
- **March 3, 2021** – Submission deadline.
- **April 16, 2021** – Announcement of winners.
- **April 15, 2022** – Grant closes. Deadline for final request for reimbursements.

An initial implementation report will be due three months after the project start date. Progress reports must be submitted and outcomes must be measured at six months and one year. The Trust Fund will assist interested parties in the reporting process.

REPORTING

- **April 15, 2022** – Project must be completed. Final report and measurement outcomes must be submitted.

LHA Trust Fund will assist organizations applying with the reporting processes.

QUALIFICATION CRITERIA

All of the following criteria must be met for a proposal to receive consideration for funding:

- The application must include a letter of support from the organization's CEO/Administrator (and from senior leadership of each collaborating partner, if applicable).
- The project must be a specific quality or patient safety initiative with the goal of reducing patient harm and/or improving patient outcomes.
- Projects must include Physician participation and include a description of the Physician(s) role.
- The project will have measurable results. Desired outcomes must be identifiable and measurable. The grant application must include information on how the applying organization plans to measure the results.
- Physician engagement in the project must be described.
- A proposal is described which is targeted at improving patient safety or patient outcomes.
- The project will have measurable results. The grant application must include information on how the applying organization plans to measure the results.
- The project must be adaptable for use by other facilities or physician practices.
- Letter of support from CEO/Administrator of applying organization is provided.
- Letter of support from senior leadership level of each collaborating department is provided if applicable.
- Detailed budget is included.
- Applicant must indicate willingness to share project information/outcomes with others.
- Project coordinator is identified.
- Applicant must acknowledge and agree to submit an outcomes report by **April 15, 2022**.

Applicants must meet all twelve (12) items below to qualify for scoring:

- Applicant must be a member of the Louisiana Hospital Association Malpractice and General Liability Trust Fund.
- Grant application must be postmarked or e-mailed **no later than March 3, 2021**.

EXCLUSIONS

Funds cannot be used:

- To purchase equipment unless the submission can clearly illustrate that the equipment will reduce risk, i.e. “purchase of sit-to-stand chairs to improve ability of patients to stand and avoid using Hoyer lifts”; “purchase of special scales for use in the ED to enable patients to receive appropriate dose of medications when the dose is determined by weight”;
- For repair of existing equipment, property or premises;
- To fund new positions or add staff;
- For reimbursement of existing purchases or programs;
- For continuing education.

PROCESS

To request a grant, organizations must complete the related application form. In completing the application, special attention should be paid to the requirements and criteria used in reviewing applications (see attached score sheets). The application must include a letter of support from the organization’s CEO/ Administrator and from senior leadership of each collaborating department, if applicable. To be eligible for consideration, applicants must submit all required materials, including a proposed budget.

Applications submitted for consideration by the “Early Submission” deadline will be reviewed by LHA Trust Funds Patient Safety Consultants to ensure that all of the required qualifying components are clearly presented (the 12 points referenced in the Qualification Criteria section above will be used as a guideline). Those not meeting the 12-point criteria will be returned with along with recommendations for correcting the defect(s).

All applications received by the “official” deadline will be first reviewed by LHA Trust Funds staff in accordance with the 12-point Qualification Criteria. To qualify for scoring, applications must meet all of the 12-point criteria. Applications that do not meet all 12 criteria will be rejected and not scored.

All applications that meet the 12-point Qualification Criteria will be scored by a team of independent reviewers using a competitive scoring process and related score sheets that speak to the criteria bulleted below:

- The problem statement clearly identifies a quality or patient safety concern for improvement
- The problem/needs statement is supported with baseline data/statistics or evidence to justify the need to address the problem.
- The project’s impact has significant potential for improved safety or outcomes in the population described.

- The project describes how Physicians will participate and be engaged in the project.
- Goals of the project reflects the overall expected end result of the project.
- Project objectives are realistic and appropriate for the project.
- Project objectives are measurable.
- Specific patient population to be impacted by the project is addressed and appropriate.
- Activities (methods) stated to achieve objectives are reasonable for accomplishing the goals.
- Needed resources such as materials and personnel to carry out project are described.
- Desired project outcomes are described and represent an improvement in patient safety or patient outcomes.
- An appropriate team is described to accomplish the project.
- Project is easily adaptable for use by others.
- All collaborating departments are identified and their role is explained in the project development.
- Leadership support is described to accomplish the project
- Project timeline is provided and represents feasible progress toward completion.
- Method for evaluation of the project's effectiveness is described. Evidence of data related to project and specific long and short term goals to improve processes and outcomes is demonstrated.
- Standard to determine success is stated (Compliance rate/improvement in processes or outcomes).
- Budget contains realistic expected expenses.

PAYMENTS

The LHA Trust Funds Risk Management Staff will serve as a liaison with the program coordinator at the organization receiving a grant and will work to streamline the reimbursement process. This is a "reimbursement grant." The facility must include a budget for the proposed project and grant monies that are awarded shall be paid as they are expended or at the completion of the project and upon submission of appropriate documentation for reimbursement of related expenses.

All requests for reimbursement must be requested **no later than April 15, 2022.**