

## **General Outline for Vital Access Provider (VAP) Applications**

### ➤ **General Descriptive / Contact Information of Applicant:**

- Applicant Facility's Legal Corporate Name and Operating Certificate Number
- Applicant Category (e.g., Hospital, RHCF, DTC, CHHA)
- Applicant Facility's Mailing Address
- Name and Title of Contact Person (individual authorized to submit application request)
- Contact Person's Phone, Fax and Email Address

### ➤ **Background Information:**

- Project Name
- Executive Summary should briefly describe the overall project's scope including: specific problems to be addressed, the objectives to be achieved, the patient population to be targeted/served by the project, how this project will better meet the health care needs of the community served by the provider (access, quality, etc.), where the facility is located that impact community need (e.g., rural area, MUA, federally designated HPSA, CAH), and the financial condition of the provider to document need.

### ➤ **VAP Proposal:**

- Narrative description should articulate the actual proposal / what the project is attempting to achieve (including health indicators, service volume, occupancy stats, discharge and or visit data, etc.).
- Proposal must provide clear objectives for the use of the funds being requested.
- Specific activities /deliverables to be funded through a rate adjustment must be stated.
- The proposal must provide a defined timeline for accomplishing the project's activities/goals.

### ➤ **Financial Operating Budget / Closure Plan (if applicable) Section:**

- Financial section with a detailed operating budget by cost category including personnel costs, FTE data, OTPS and additional capital costs must be included.
- Any Closure Plan should outline how this will be accomplished with a clear timeline for implementing closure and the affect on employees (including severance and other closure costs not covered by other assets of funds, costs related to job relocation, retraining efforts, transitioning of staff to alternate service areas in facility, etc.).

### ➤ **Objectives to be Achieved with Metrics for Documentation:**

- Detail in measurable terms the program objectives to be achieved (e.g., improved patient outcomes, reduced inpatient stays and PQI related admits, increased access to/utilization of ambulatory care services, improved occupancy rates).
- Detail in measurable terms the financial objectives to be achieved (e.g., improved financial metrics documented by operating margins, net profit margins, debt to capital coverage, days cash on hands, improved fund balances, and current rations greater than 1:1).