

Harvard Pilgrim Health Care (HPHC) is requesting Letters of Intent (LOI) for their Quality Grant Program for 2021-2022. LOIs will be accepted via email at [HPHC\\_NMM@harvardpilgrim.org](mailto:HPHC_NMM@harvardpilgrim.org) through the close of business on Monday, **December 7, 2020**.

The purpose of this document is to outline the necessary criteria for an LOI to be considered for invitation to apply for the HPHC Quality Grant in early in 2021. An LOI without the requirements will not be considered for application.

HPHC has developed supporting documents that can be found at <https://www.harvardpilgrim.org/provider/network-medical-management-quality/quality-initiatives/quality-grants-program/>.

These documents include a list of suggested topics, measurements and FAQs with a complete timeline for the 2021 Quality Grant Program.

### **Applicants**

- LOI should be submitted by HPHC contracted providers (primary care and/or specialty care physicians/physician groups and ancillary clinical professionals).
- Hospitals working in conjunction with community providers are also eligible to submit
- LOI that involves partnerships among providers must include letters of support/agreement from participating parties

### **Content**

- A clear, brief and thorough description of the program concept and how it will impact quality care delivery
- Specific program goals and objectives
- A brief description of the population to be served with special attention to:
  - Race, ethnicity, language and social barriers to care
  - The number of HPHC members that will be impacted
  - An estimate of the impactable population
- Confirmation of baseline data that will support comparative measurement to be set forth in the detail of a Quality Grant application if invited.
- The source where the organization will obtain baseline data
- A list of quality metrics that will demonstrate eventual project success including:
  - Process measures
  - Clinical outcomes measures
  - Financial outcome measures
- A statement on how you plan to sustain the project/program post-HPHC Grant support
- Clear description of why the project interventions aren't billable
- Your budget request (up to \$100,000). Budget detail can wait until Quality Grant application if invited but applicants should keep in mind budget restrictions while developing the project concept.

### **Formatting**

- LOI should be between one and three pages. Those exceeding the limit will not be reviewed
- LOI must include the legal name of the organization(s) applying, their address(es), and the writer's name and contact information.
- Each page of the submitted LOI must have the proposal title, the dollar amount requested (i.e.: \$32,500) and the writers names in the footer of the document along with page number.