

HIT / EHR Grant Proposal Checklist for 3D Consulting Grant Assistance

GRANTEE Name:
 Organization: Grant Amount Request \$ _____
 Application Tracking #:
 Applicant Contact Name:
 Email:
 Phone:
 Maximum Request Amount:

Please attach your project definition report with this checklist.

3D Only: Determine hours to assist in application completion.

- 4 - 5 = Major Assistance Needed: Total = 24 + hrs**
- 2 - 3 = Moderate Assistance Needed: Total = 16 - 23 hrs**
- 1 = Minimum Assistance Needed: Total = 4 - 15 hrs**
- 0 = N/A or No Assistance Needed: 0 hrs**

Completed by 3D	Completed by CHC
(0-5)	(Y, N)

Prospect HIT / EHR Adoption Project Management Readiness - Self Assessment

General		N
I have reviewed the 3D Consulting Services EHR Adoption Readiness Guidance.		N
I have participated in the 3D Consulting Services EHR readiness webinars.		N
I have completed and attached 3D Consulting Services HIT Readiness checklist.		N
My grant application includes multiple sites.		N
I have sufficient resources to attain the information to complete this grant application.		N
Project Information		N
I have conducted a needs assessment to help me determine how this project will resolve the deficiencies or needs to be addressed by this project.		N
I have identified a project to submit for grant funding.		N
I have a completed project definition report or project charter that describes the project, deficiencies to resolve through HIT, proposed solutions, objectives, scope of work, key resources, timelines, risk management, methodology, project management, and costs.		N
I have a pre-approved project budget.		N
I have obtained letters of support from key stakeholders or officials.		N
I have a completed project plan with supporting milestones and deliverables.		N
Project Buy - In		N
I have a supportive project sponsor or HIT champion to facilitate executive buy in.		N
I have an active governing body committee to oversee the project.		N
I have a diverse health care stakeholder group (providers, health plans, facilities, govt, consumers, legal) committed to participate in the project (excludes vendors).		N
Project Resources		N

HIT / EHR Grant Proposal Checklist for 3D Consulting Grant Assistance

I have an internal project manager to manage the tasks and human resources to complete the project.		N
I have identified key resources to participate in the project.		N
I have sufficient resources to determine how the proposed project will improve effectiveness, efficiency, quality of care, and patient outcomes.		N
I have sufficient resources to complete a project timeline, including milestones, planning, project development, implementation and completion.		N
I have sufficient resources, talent, and skills to plan and manage this project.		N
Project Management		N
I have sufficient collaborative workspace to conduct meetings with supporting audio visual equipment.		
I have obtained legal review of associated contracts, agreements, and proposals.		N
I have obtained an accounting firm or have an accounting department that will ensure we follow Federal Accounting Requirements (FAR).		N
I have sufficient risk management resources to identify project risks and assist in its mitigation.		N
I have sufficient audit and reporting policies and resources to meet the transparency criteria set forth in the state and federal grant reporting procedures.		N
I have sufficient virtual workspace to post collaborative working documents.		N
I have sufficient technology to manage and support the project.		N
I have sufficient resources and information to determine our total project costs.		N
Although our project costs exceed the award request, however, we have identified other sources of funding to supplement this award.		N
		N
		N

EHR Project Information - EHR Readiness Self Assessment

User Readiness		N
Our users are efficient in Microsoft business applications.		N
Our users are efficient in conducting Internet searches.		N
Our users are efficient in creating automated reports.		N
Current IT environment		N
I need basic IT equipment: PC's, laptops, Internet, network cabling, disaster recovery, upgraded operating systems, printers, audio / visual.		N
I have obtained and enclosed estimates from the appropriate hardware vendors.		N
Our Health Information Technology Needs		
We need our health information technology system to assist in the following areas:		N
Patient registration and scheduling		N
Patient financials and billing		N

