Massachusetts Department of Public Health Determination of Need

Application Form

Version: 11-8-17

Instructions

Application Type: Application Date:

Applicant Name:

Mailing Address:

*Type first letter then scroll*

Massachusetts

City:

State:

Zip Code:

Contact Person: Title:

Mailing Address:

*Type first letter then scroll*

Massachusetts

City:

State:

Zip Code:

Phone: Ext: E-mail:

*Enter numbers only*

**Facility Information**

**List each facility affected and or included in Proposed Project**

1 Facility Name:

Facility Address:

City: *Type first letter then scroll*

State: Massachusetts

Zip Code:

Facility type:

*Select from dropdown list or enter type if not on list*

CMS Number:

Delete this Facility

Add additional Facility

# About the Applicant

* 1. Type of organization (of the Applicant):

*Select from dropdown list or enter type if not on list*

* 1. Applicant's Business Type: Corporation  Limited Partnership  Partnership  Trust  LLC  Other
  2. What is the acronym used by the Applicant's Organization?
  3. Is Applicant a registered provider organization as the term is used in the HPC/CHIA RPO program? Yes No
  4. Is Applicant or any affiliated entity an HPC-certified ACO?
  5. Is Applicant or any affiliate thereof subject to M.G.L. c. 6D, § 13 and 958 CMR 7.00 (filing of Notice of Material Change to the Health Policy Commission)?

 Yes  No

Yes No

* 1. Does the Proposed Project also require the filing of a MCN with the HPC? Yes No
  2. Has the Applicant or any subsidiary thereof been notified pursuant to M.G.L. c. 12C, § 16 that it is exceeding the health care cost growth benchmark established under M.G.L. c. 6D, § 9 and is thus, pursuant to M.G.L. c. 6D, §10 required to file a performance improvement plan with CHIA?

Yes No

1.9 Complete the Affiliated Parties Form

**2. Project Description**

2.1 Provide a brief description of the scope of the project.

2.2 and 2.3 Complete the Change in Service Form



1. **Delegated Review**
   1. Do you assert that this Application is eligible for Delegated Review?

Yes

No



1. **Conservation Project**
   1. Are you submitting this Application as a Conservation Project?

Yes

No



1. **DoN-Required Services and DoN-Required Equipment**
   1. Is this an application filed pursuant to 105 CMR 100.725: DoN-Required Equipment and DoN-Required Service?

Yes

No



1. **Transfer of Ownership**
   1. Is this an application filed pursuant to 105 CMR 100.735?

Yes

No



1. **Ambulatory Surgery**
   1. Is this an application filed pursuant to 105 CMR 100.740(A) for Ambulatory Surgery?

Yes

No



1. **Transfer of Site**
   1. Is this an application filed pursuant to 105 CMR 100.745?

Yes

No



1. **Research Exemption**
   1. Is this an application for a Research Exemption?

Yes

No



1. **Amendment**
   1. Is this an application for a Amendment?

Yes

No



1. **Emergency Application**
   1. Is this an application filed pursuant to 105 CMR 100.740(B)?

Yes

No

# 12. Total Value and Filing Fee

Enter all currency in numbers only. No dollar signs or commas. Grayed fields will auto calculate depending upon answers above.

**Your project application is for:**

12.1 Total Value of this project:

12.4 Maximum Incremental Operating Expense resulting from the Proposed Project:

$0.00

12.3 Filing Fee: (calculated)

12.2 Total CHI commitment expressed in dollars: (calculated)

12.5 Total proposed Construction costs, specifically related to the Proposed Project, If any, which will be contracted out to local or minority, women, or veteran-owned businesses expressed in estimated total dollars.

|  |
| --- |
| **13. Factors** |
| Required Information and supporting documentation consistent with 105 CMR 100.210  Some Factors will not appear depending upon the type of license you are applying for. Text fields will expand to fit your response. |
| **Factor 1: Applicant Patient Panel Need, Public Health Values and Operational Objectives** |

F1.a.i **Patient Panel:**

Describe your existing Patient Panel, including incidence or prevalence of disease or behavioral risk factors, acuity mix, noted health disparities, geographic breakdown expressed in zip codes or other appropriate measure, demographics including age, gender and sexual identity, race, ethnicity, socioeconomic status and other priority populations relevant to the Applicant's existing patient panel and payer mix.

F1.a.ii **Need by Patient Panel:**

Provide supporting data to demonstrate the need for the Proposed Project. Such data should demonstrate the disease burden, behavioral risk factors, acuity mix, health disparities, or other objective Patient Panel measures as noted in your response to Question F1.a.i that demonstrates the need that the Proposed Project is attempting to address. If an inequity or disparity is not identified as relating to the Proposed Project, provide information justifying the need. In your description of Need, consider the principles underlying Public Health Value (see instructions) and ensure that Need is addressed in that context as well.

F1.a.iii **Competition:**

Provide evidence that the Proposed Project will compete on the basis of price, total medical expenses, provider costs, and other recognized measures of health care spending. When responding to this question, please consider Factor 4, Financial Feasibility and Reasonableness of Costs.

F1.b.i **Public Health Value /Evidence-Based:**

Provide information on the evidence-base for the Proposed Project. That is, how does the Proposed Project address the Need that Applicant has identified.

F1.b.ii **Public Health Value /Outcome-Oriented:**

Describe the impact of the Proposed Project and how the Applicant will assess such impact. Provide projections demonstrating how the Proposed Project will improve health outcomes, quality of life, or health equity. Only measures that can be tracked and reported over time should be utilized.

F1.b.iii **Public Health Value /Health Equity-Focused:**

For Proposed Projects addressing health inequities identified within the Applicant's description of the Proposed Project's need- base, please justify how the Proposed Project will reduce the health inequity, including the operational components (e.g. culturally competent staffing). For Proposed Projects not specifically addressing a health disparity or inequity, please provide information about specific actions the Applicant is and will take to ensure equal access to the health benefits created by the Proposed Project and how these actions will promote health equity.

F1.b.iv Provide additional information to demonstrate that the Proposed Project will result in improved health outcomes and quality of life of the Applicant's existing Patient Panel, while providing reasonable assurances of health equity.

F1.c Provide evidence that the Proposed Project will operate efficiently and effectively by furthering and improving continuity and coordination of care for the Applicant's Patient Panel, including, how the Proposed Project will create or ensure appropriate linkages to patients' primary care services.

F1.d Provide evidence of consultation, both prior to and after the Filing Date, with all Government Agencies with relevant licensure, certification, or other regulatory oversight of the Applicant or the Proposed Project.

F1.e.i Process for Determining Need/Evidence of Community Engagement: For assistance in responding to this portion of the Application, Applicant is encouraged to review *Community Engagement Standards for Community Health Planning Guideline.* With respect to the existing Patient Panel, please describe the process through which Applicant determined the need for the Proposed Project.

F1.e.ii Please provide evidence of sound Community Engagement and consultation throughout the development of the Proposed Project. A successful Applicant will, at a minimum, describe the process whereby the “Public Health Value” of the Proposed Project was considered, and will describe the Community Engagement process as it occurred and is occurring currently in, at least, the following contexts: Identification of Patient Panel Need; Design/selection of DoN Project in response to “Patient Panel” need; and Linking the Proposed Project to “Public Health Value”.

Addresses the impact of the Proposed Project on health more broadly (that is, beyond the Patient Panel) requiring that the Applicant

demonstrate that the Proposed Project will meaningfully contribute to the Commonwealth's goals for cost containment, improved public health outcomes, and delivery system transformation.

**Factor 2: Health Priorities**

F2.a **Cost Containment:**

Using objective data, please describe, for each new or expanded service, how the Proposed Project will meaningfully contribute to the Commonwealth's goals for cost containment.

F2.b **Public Health Outcomes:**

Describe, as relevant, for each new or expanded service, how the Proposed Project will improve public health outcomes.

F2.c **Delivery System Transformation:**

Because the integration of social services and community-based expertise is central to goal of delivery system transformation, discuss how the needs of their patient panel have been assessed and linkages to social services organizations have been created and how the social determinants of health have been incorporated into care planning.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Factor 3: Compliance** | | | | |
| Applicant certifies, by virtue of submitting this Application that it is in compliance and good standing with federal, state, and local laws  and regulations, including, but not limited to M.G.L. c. 30, §§ 61 through 62H and the applicable regulations thereunder, and in compliance with all previously issued notices of Determination of Need and the terms and conditions attached therein . | | | | |
| F3.a Please list all previously issued Notices of Determination of Need | | | | |
| Add/Del Rows | Project Number | Date Approved | Type of Notification | Facility Name |
| + - |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Factor 4: Financial Feasibility and Reasonableness of Expenditures and Costs** | | | | | | | | | | | | | |
| Applicant has provided (as an attachment) a certification, by an independent certified public accountant (CPA) as to the  availability of sufficient funds for capital and ongoing operating costs necessary to support the Proposed Project  without negative impacts or consequences to the Applicant's existing Patient Panel. | | | | | | | | | | | | | |
| F4.a.i **Capital Costs Chart:**  For each Functional Area document the square footage and costs for New Construction and/or Renovations. | | | | | | | | | | | | | |
|  | | Present Square  Footage | | Square Footage Involved in Project | | | | Resulting Square  Footage | | Total Cost | | Cost/Square Footage | |
|  | | New Construction | | Renovation | |  | |  | |  | |
| Add/Del Rows | Functional Areas | Net | Gross | Net | Gross | Net | Gross | Net | Gross | New Construction | Renovation | New Construction | Renovation |
| + - |  |  |  |  |  |  |  |  |  |  |  |  |  |
| + - |  |  |  |  |  |  |  |  |  |  |  |  |  |
| + - |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Total: (calculated) |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| F4.a.ii For each Category of Expenditure document New Construction and/or Renovation Costs. | | | | |
|  | Category of Expenditure | New Construction | Renovation | Total  (calculated) |
|  | **Land Costs** | | | |
| Land Acquisition Cost |  |  |  |
| Site Survey and Soil Investigation |  |  |  |
| Other Non-Depreciable Land Development |  |  |  |
|  | Total Land Costs |  |  |  |
|  | **Construction Contract (including bonding cost)** | | | |
|  | Depreciable Land Development Cost |  |  |  |
|  | Building Acquisition Cost |  |  |  |
|  | Construction Contract (including bonding cost) |  |  |  |
|  | Fixed Equipment Not in Contract |  |  |  |
|  | Architectural Cost (Including fee, Printing, supervision etc.) and Engineering Cost |  |  |  |
|  | Pre-filing Planning and Development Costs |  |  |  |
|  | Post-filing Planning and Development Costs |  |  |  |
| Add/Del  Rows | Other (specify) | | | |
| + - |  |  |  |  |
|  | Net Interest Expensed During Construction |  |  |  |
|  | Major Movable Equipment |  |  |  |
|  | Total Construction Costs |  |  |  |
|  | **Financing Costs:** | | | |
|  | Cost of Securing Financing (legal, administrative, feasibility studies, mortgage insurance, printing, etc |  |  |  |
|  | Bond Discount |  |  |  |
| Add/Del  Rows | Other (specify | | | |
| + - |  |  |  |  |
|  | Total Financing Costs |  |  |  |
|  | **Estimated Total Capital Expenditure** |  |  |  |

**Factor 5: Relative Merit**

F5.a.i Describe the process of analysis and the conclusion that the Proposed Project, on balance, is superior to alternative and substitute methods for meeting the existing Patient Panel needs as those have been identified by the Applicant pursuant to 105 CMR 100.210(A)(1). When conducting this evaluation and articulating the relative merit determination, Applicant shall take into account, at a minimum, the quality, efficiency, and capital and operating costs of the Proposed Project relative to potential alternatives or substitutes, including alternative evidence-based strategies and public health interventions.

**Proposal:**

**Quality:**

**Efficiency:**

**Capital Expense:**

**Operating Costs:**

## List alternative options for the Proposed Project:

**Alternative Proposal:**

**Alternative Quality:**

**Alternative Efficiency:**

**Alternative Capital Expense:**

**Alternative Operating Costs:**

Add additional Alternative Project

Delete this Alternative Project

F5.a.ii Describe the process of analysis and the conclusion that the Proposed Project, on balance, is superior to alternative and substitute methods for meeting the existing Patient Panel needs as those have been identified by the Applicant pursuant to 105 CMR 100.210(A)(1). When conducting this evaluation and articulating the relative merit determination, Applicant shall take into account, at a minimum, the quality, efficiency, and capital and operating costs of the Proposed Project relative to potential alternatives or substitutes, including alternative evidence-based strategies and public health interventions.

 **Factor 6: Community Based Health Initiatives**

F6 Does your existing CHNA/CHIP meet the minimum standards outlined in the Community Engagement Standards for Community health Planning Guideline?

Yes No

**Documentation Check List**

 Copy of Notice of Intent

The Check List below will assist you in keeping track of additional documentation needed for your application.

Once you have completed this Application Form the additional documents needed for your application will be on this list. E-mail the documents as an attachment to: [DPH.DON@state.ma.us](mailto:DPH.DON@state.ma.us)

 Affidavit of Truthfulness Form

 Scanned copy of Application Fee Check

 Electronic copy of Staff Summary for Approved DoN

 Electronic copy of Original Decision Letter for Approved DoN

 Electronic Copy of any prior Amendments to the Approved DoN  Affiliated Parties Table Question 1.9

 Change in Service Tables Questions 2.2 and 2.3

 Certification from an independent Certified Public Accountant  Notification of Material Change

 Articles of Organization / Trust Agreement  Limited Liability Company agreement

 Partnership agreement  Trust agreement

 Community Engagement Plan form

 Current IRS Form, 990 Schedule H CHNA/CHIP and/or Current CHNA/CHIP submitted to Massachusetts AGO's Office  Community Engagement Stakeholder Assessment form

 Community Engagement-Self Assessment form

When document is complete click on "document is ready to file". This will lock in the responses and date and time stamp the form.

To make changes to the document un-check the "document is ready to file" box. Edit document then lock file and submit Keep a copy for your records. Click on the "Save" button at the bottom of the page.

To submit the application electronically, click on the"E-mail submission to Determination of Need" button.

**Document Ready for Filing**

**This document is ready to file: **

Date/time Stamp:

E-mail submission to Determination of Need

**Application Number:**

**Use this number on all communications regarding this application.**

 Community Engagement-Self Assessment form