

**THE THIRTIETH LEGISLATURE  
APPLICATION FOR GRANTS  
CHAPTER 42F, HAWAII REVISED STATUTES**

Type of Grant Request:

Operating                       Capital

Legal Name of Requesting Organization or Individual:    Db: \_\_\_\_\_  
Hawaii Learning Groups, LLC

Amount of State Funds Requested: \$ 174,907

Brief Description of Request (Please attach word document to back of page if extra space is needed):  
Hawaii Learning Groups, LLC, is a collaborating partner with Project ECHO® from the University of New Mexico. ECHO programs leverage HIPAA-compliant, reliable, video-conferencing to provide specialty mentorship to primary care providers and other front-line healthcare workers. ECHO tele-clinics emphasize case-based learning, promote best practices, and measure outcomes. HLG uses an adult learning model with sessions that are facilitated, focused, brief, frequent, practical, inclusive, and immediately applicable. As of 2019, there are 159 ECHO hubs offering 397...

Amount of Other Funds Available:

State:            \$ 0  
Federal:        \$ 0  
County:        \$ 0  
Private/Other: \$ 0

Total amount of State Grants Received in the Past 5

Fiscal Years:                      \$ 29945

Unrestricted Assets:

\$ 10848

New Service (Presently Does Not Exist):     Existing Service (Presently in Operation):

Type of Business Entity:

- 501(C)(3) Non Profit Corporation  
 Other Non Profit  
 Other

Mailing Address:

2708 Kekuanoni Street

City:                                      State:                                      Zip:  
Honolulu                                      HI                                      96813

Contact Person for Matters Involving this Application

Name:  
Daniel Saltman

Title:  
HLG Director

Email:  
dan@hawaiilearning.org

Phone:  
808.227.1718

Federal Tax ID#:  
[REDACTED]

State Tax ID#  
[REDACTED]

*Daniel Saltman*

Authorized Signature

Daniel Saltman, MD, Director

Name and Title

Jan 17, 2019

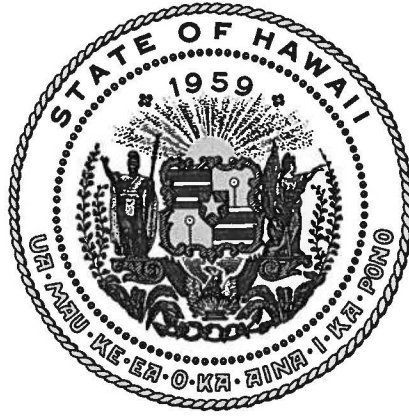
Date Signed

**received**  
1/16/19 10:00am JR

THE THIRTIETH LEGISLATURE  
APPLICATION FOR GRANTS  
CHAPTER 42F, HAWAII REVISED STATUES

COVER PAGE, Brief Description of Request, continued:

programs in 45 states in the United States. Worldwide, there are 258 hubs in 34 countries. In November 2016, the ECHO Act passed by congress requires the Department of Health and Human Services to report on programs using this model. Dr. Saltman and the Hawaii Learning Goups, LLC, have been early advocates and providers of ECHO tele-clinics in Hawaii. HLG is seeking funding to build a sustainable infrastructure that will expand the capacity for specialty services in areas where there are shortages. This investment in capacity building will pay back in reduced need for air travel between neighbor islands and Honolulu, in decreased backlog of appointments with specialty providers in areas of scarcity, and in increased primary provider satisfaction by developing a greater sense of purpose, mastery and autonomy.



## Department of Commerce and Consumer Affairs

### CERTIFICATE OF GOOD STANDING

I, the undersigned Director of Commerce and Consumer Affairs of the State of Hawaii, do hereby certify that according to the records of this Department,

**HAWAII LEARNING GROUPS, LLC**

was organized under the laws of the State of Hawaii on 10/05/2017 ; that it is an existing limited liability company in good standing and is duly authorized to transact business.



IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Department of Commerce and Consumer Affairs, at Honolulu, Hawaii.

Dated: January 06, 2019

Director of Commerce and Consumer Affairs

**DECLARATION STATEMENT OF  
APPLICANTS FOR GRANTS PURSUANT TO  
CHAPTER 42F, HAWAI'I REVISED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawai'i Revised Statutes:
  - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
  - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
  - c) Agrees not to use state funds for entertainment or lobbying activities; and
  - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
  - a) Is incorporated under the laws of the State; and
  - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided.
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
  - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
  - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

Pursuant to Section 42F-103, Hawai'i Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant used for the acquisition of the land.

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

Hawaii Learning Groups, LLC \_\_\_\_\_  
(Typed Name of Individual or Organization)

*Daniel Saltman* \_\_\_\_\_ January 5, 2019 \_\_\_\_\_  
(Signature) (Date)

Daniel Saltman \_\_\_\_\_ Director \_\_\_\_\_  
(Typed Name) (Title)

## **Public Purpose**

This Chapter 42F Grant for Fiscal Year 2020 (July 1, 2019 to June 30, 2020) will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes

Any award for this application will be used to permit the community to benefit from Hawaii Learning Groups, LLC, activities.

## **II. Background and Summary**

This section shall clearly and concisely summarize and highlight the contents of the request in such a way as to provide the State Legislature with a broad understanding of the request. Please include the following:

1. A brief description of the applicant's background;
  - a. Daniel Saltman is a board-certified internal medicine doctor who has worked at the Kalihi-Palama and Waikiki Community Health Centers for over 20 years. He has a longstanding interest in applied technology and has participated in and pioneered efforts in telemedicine and electronic information sharing in Hawai'i. He developed the first tele-psychiatry initiative in the state. He wrote chapters for the University of Hawaii Telemedicine Curriculum. He worked with the State Telehealth Access Network (STAN) to participate in weekly Grand Rounds (continuing medical education). He participated in the Holomua Project for information sharing between hospitals and CHCs. Eight years ago he became one of only a few primary care providers in the state to treat hepatitis C. In addition to excellent support in Hawaii, he received mentorship through Project ECHO at the University of New Mexico. From Dr. Alan Tice, he inherited the Course Director role for the Viral Hepatitis Hawaii -Update Symposium. He became a founder of the ECHOHawaii program that was a collaboration between the Hawai'i State Rural Health Association and UNM. He was the Course Director for their Endocrine/Diabetes series. In order to continue this valuable work, he founded the Hawai'i Learning Groups, LLC, which became another collaborating partner with Project ECHO. He has been the Course Director for their Diabetes series. Under his leadership, the Hawaii Learning Groups has produced a 27-week series on complex diabetes care and a 4-week, 8-hour, mini-series on coordinated team care.
  
2. The goals and objectives related to the request;
  - a. The goal of this request is to continue the Diabetes Learning Group series for another year and to lay the foundation for a robust ECHO program in Hawaii that could be used to develop skills and close gaps in capacity for providing specialized medical services.
  - b. The series will include at least 26 weekly sessions on a broad range of diabetes and team care related topics. The curriculum will build upon the CDC Diabetes Prevention Program and national standards for Diabetes Self-Management Education programs. (We expect to expand upon the curriculum and materials already developed during the 2017-2018 series.)
  - c. Participant evaluations will be weekly and quarterly and will measure self-reported self-efficacy in managing diabetes and, to the extent possible, patient outcomes. We will measure whether participation results in decreased need for specialty referral and travel.

- d. With Grant-in-Aid support we hope for increased endorsement by organizational leaders to support their staff to allow greater participation and case-sharing.
  - e. With a fully staffed program in place, the marginal costs are relatively small to add additional topic areas. Win-win-win status follows with organizations and payors building capacity for specialized skills in areas they recognize have shortages, specialists in short supply mentoring and training others to care for patients who may have to travel or wait for scarce services, and providers getting to develop mastery and autonomy in areas of their interest.
3. The public purpose and need to be served;
- a. Improved management and care for people with diabetes is an existing statewide public health goal. Native Hawaiians are disproportionately affected by diabetes and its complications. ECHO methodology is an efficient and cost-effective way to achieve this goal.
  - b. Other specialized skill shortages in Hawaii that can be impacted include psychiatry, substance dependency, rheumatology, and hepatitis care.
4. Describe the target population to be served;
- a. The ECHO Diabetes Learning Group is not direct patient care; it is a means of building capacity for specialty care among front-line providers. The target population directly served are doctors, nurses, pharmacists, social workers, nutritionists, diabetes educators, care coordinators, community health workers, and other care team members. The target population thus indirectly served are people with diabetes or at risk for diabetes.
5. Describe the geographic coverage
- a. Statewide
  - b. Historically, we also have had excellent participation from Pacific Island health centers in the Marshall Islands, Pohnpei, Kosrae and American Samoa.



### **III. Service Summary and Outcomes**

The Service Summary shall include a detailed discussion of the applicant's approach to the request. The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request. The applicant shall:

1. Describe the scope of work, tasks and responsibilities;
  - a. HLG will produce a 1 ½ hour, weekly tele-clinic. We will follow an academic schedule starting in the Fall, finishing in the Summer, with breaks around the holidays. Continuing Medical Education (CME) credits will be offered for participation. We will produce between 26 and 33 sessions, depending on interest, funding, and calendar restrictions. Each tele-clinic is based on a hub and spoke model. The hub consists of content experts, a facilitator and a clinic coordinator. Spoke participants can join from anywhere with smart phones, video-enabled laptop or desktop computers, or via dedicated video-conferencing equipment. Sessions are usually held over the lunch hour so as not to interfere with work duties. Technical support is not typically needed because of the reliability of the Zoom conference tools, but can be provided remotely or by the Queen's Conference Center staff when the hub is scheduled there.
  - b. The sessions start with introductions and announcements. The content experts present a brief didactic with ample time for question and answer. The majority of the time is spent on de-identified, facilitated, case presentations from the spoke participants. The facilitator ensures the case is fully discussed and summarized before moving on to recommendations. This allows an opportunity for others on the network to participate and to learn more from each case. The clinic coordinator takes notes and a written summary of the expert recommendations is securely faxed to the presenting provider after the close of the session.
  - c. Invitations to participants will be updated and sent weekly. Before mailing, people who self-registered for the session will be added to the mailing list.
  - d. Attendance will be taken for every session. Three attendance databases will be updated after each session: one for the UNM Project ECHO collaboration, one for local tracking that can include additional information, and one for CME requests (not all attendees request CME credits).
  - e. All weekly attendees are sent a link to a REDCap evaluation survey that is open for a limited time after the end of a session. Completion is mandatory for CME awards and voluntary otherwise.
  - f. A weekly CME attendance report will be sent to the Hawaii Consortium for Continuing Medical Education (HCCME).
  - g. A detailed application to the HCCME must be completed and approved prior to being authorized to provide CME. This requires disclosures of any conflicts of interest among the faculty and planners. If any conflict exists, it requires actions to resolve those conflicts. The application requires an explanation of the knowledge gaps being addressed and details about how the program addresses those gaps. There is a formal review process

before a program is qualified to offer CME. Medical CME is needed by doctors and nurses to maintain their licensure. Additional Continuing Education (CE) credits can be offered to social workers, nutritionists and pharmacists. Each group is required by their respective professions to maintain credentials and each has a separate application, associated costs, and approval process.

- h. The CME and CE costs vary depending on the applicant, the program, and the accrediting agency.
  - i. Video recordings are made of each session. These will be archived afterwards and can be uploaded to an online website for participant review.
  - j. A website will be maintained that allows for self-registration, discussion groups, curriculum review, faculty profiles and links to content resources (see <http://hawaiilearning.org>). The website will have routine maintenance and updating.
  - k. Participation will be improved with the use of social media. The Clinic Coordinator will be tasked to update a Twitter feed at least twice weekly and Facebook pages periodically.
  - l. The Medical Director is responsible for curriculum development, CME certification, and faculty communications. Curriculum choices are a balance between faculty strengths, participant interests, practice applicability and timely relevance.
  - m. To promote greater case sharing and more detailed outcomes measures, consideration will be given to a cohort structure with requirements for participation in at least a specified percentage of sessions and presentation of a minimum number of cases in order for cohort members to receive full CME/CE credits.
  - n. Outcomes measurement will be improved by employing a biostatistician. Additionally, the potential exists for a partnership with New York University researchers on a multi-year grant looking at “natural experiments” among endocrine ECHO programs across the country and their impact on patient outcomes (details of this NIDDK grant are outside the scope of this application, but I would be happy to elaborate if requested).
2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;
    - a. July 1 – Aug 30: CME approval, Queen’s Conference reservations, finalize curriculum, refine outcomes to measure, faculty development, staff recruitment and training, publicity
    - b. Sept 1 – June 1: weekly sessions, weekly surveys, contact management, curriculum refinement based on feedback, ongoing social media
    - c. June 1 - June 30: wrap up and reporting.
  3. Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results;
    - a. Surveys of participants will be both weekly and quarterly

- b. Participant identification and attendance are routinely tracked
  - c. Feedback from participants will be routinely solicited
  - d. Certain curriculum days are “participants’ choice”
  - e. Survey questions required for CME routinely ask about whether stated objectives were met, opportunities for questions, commercial bias, perceived conflicts of interest, if the presentation was evidence-based, anticipated changes in practice and barriers to change
4. List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment.
- a. Participation is one measure of effectiveness. We will identify each participant's credentials, organizational affiliation, zip code, sessions attended, and cases presented. Outcomes include numbers of participants, numbers of organizations, and geographical scope.
  - b. The amount of specialty consultation that was avoided by participation in the program.
  - c. The amount of interisland travel for specialty consultation that was avoided by participation in the program.
  - d. Surveys will assess participants' self-reported self-efficacy in managing challenges related to patients with diabetes. This measure will be followed over time.
  - e. The number of CME/CE credits awarded.
  - f. The amount of curricular and tele-clinic materials made available through the program website.
  - g. Patient outcomes are the most challenging, and similarly, the most meaningful metrics to measure. If funding is awarded, we will attempt to establish a participation cohort to pursue a certification program. Minimum standards could be established, e.g. requiring 80% session participation and at least 2 case presentations. The cohort will be rewarded with a block of CME credits and a Certificate of Participation. If we apply a behavioral economics perspective, the Certificate needs to have specific and valuable rewards associated with certification. From value-based payment models, certification could result in a higher PMPM payment to the participants, or some other meaningful reward.
  - h. For patients with diabetes, outcomes typically compare HgbA1C values, prescribing patterns, HTN control, and periodic care referrals (eye, foot). An available way to evaluate patient outcomes is to use whichever measures are already being collected and compare those values over time between ECHO diabetes participating cohorts and others in their organizations who are not participating.
  - i. Cost savings and return on investment are also challenging and meaningful measures. We will seek out partnerships with researchers and biostatisticians to help design the surveys and inform the process to better measure the more meaningful outcomes.

## **IV. Financial**

### **Budget**

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
  - a. Budget request by source of funds ([Link](#))
  - b. Personnel salaries and wages ([Link](#))
  - c. Equipment and motor vehicles ([Link](#))
  - d. Capital project details ([Link](#))
  - e. Government contracts, grants, and grants in aid ([Link](#))
2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2020.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
29152	58302	58302	29151	174907

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2020.
  - a. None known
4. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.
  - a. None
5. The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2020 for program funding.
  - a. Hawaii State Department of Health, Family Health Services Division, 2017-2018
  - b. Hawaii State Department of Health, Heart Disease and Stroke Prevention Program, 2018
6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2018.
  - a. \$10,848

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2019 to June 30, 2020

Applicant: Hawaii Learning Groups

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
<b>A. PERSONNEL COST</b>				
1. Salaries	142,591			
2. Payroll Taxes & Assessments	13,642			
3. Fringe Benefits	6,821			
<b>TOTAL PERSONNEL COST</b>	<b>163,054</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	900			
2. Insurance	0			
3. Lease/Rental of Equipment	0			
4. Lease/Rental of Space	0			
5. Staff Training	0			
6. Supplies	870			
7. Telecommunication	0			
8. Utilities	0			
9. Webpage maintenance	1,500			
10. CME Accreditation Costs	7,025			
11. Car Rental	110			
12				
13				
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18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>10,405</b>			
<b>C. EQUIPMENT PURCHASES</b>	<b>1,448</b>			
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>174,907</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	174,907	Daniel Saltman <span style="float: right;">808-227-1718</span>		
(b) Total Federal Funds Requested		Name (Please type or print) <span style="float: right;">Phone</span>		
(c) Total County Funds Requested		<i>Daniel Saltman</i> <span style="float: right;">January 17, 2019</span>		
(d) Total Private/Other Funds Requested		Signature of Authorized Official <span style="float: right;">Date</span>		
<b>TOTAL BUDGET</b>	<b>174,907</b>	Daniel Saltman, MD. Name and Title (Please type or print)		

**BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES**

Period: July 1, 2019 to June 30, 2020

Applicant: Hawaii Learning Groups

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Clinic Coordinator	1	42120+30%=54756	100.00%	\$ 54,756.00
IT User Support Staff	0.5	52175+30%=67828	50.00%	\$ 33,914.00
Medical Director	0.2	\$177,395.00	20.00%	\$ 35,479.00
Accountant	0.1	\$45,914.00	10.00%	\$ 4,591.40
Specialist (e.g. Endocrinologist)	0.05	\$208,700.00	5.00%	\$ 10,435.00
Pharmacist level expert	0.05	\$114,785.00	5.00%	\$ 5,739.25
Nutritionist level expert	0.05	\$66,784.00	5.00%	\$ 3,339.20
Evaluation Expert/ Researcher	0.2	\$74,000.00	20.00%	\$ 14,800.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				\$ 163,053.85

**JUSTIFICATION/COMMENTS:**

For Clinic Coordinator and IT User Support Staff, 30% of annual salary added to pay benefits. Other positions are hourly independent contracts.

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2019 to June 30, 2020

Applicant: Hawaii Learning Groups

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Logitech ConferenceCam Connect	1.00	\$500.00	\$ 500.00	500
Webcam (Logitech C930e)	3	\$130.00	\$ 390.00	390
Headset microphones (Jabra Biz 2400)	6	\$93.00	\$ 558.00	558
			\$ -	
			\$ -	
<b>TOTAL:</b>	10		\$ 1,448.00	1,448

**JUSTIFICATION/COMMENTS:**

Conference Cam for hub set up. Webcams and headsets given to spoke sites in need as support and incentive.

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
N/A	0.00	\$0.00	\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				

**JUSTIFICATION/COMMENTS:**

## BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2019 to June 30, 2020

Applicant: Hawaii Learning Groups \_\_\_\_\_

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2017-2018	FY: 2018-2019	FY:2019-2020	FY:2019-2020	FY:2020-2021	FY:2021-2022
PLANS		0				
LAND ACQUISITION		0				
DESIGN		0				
CONSTRUCTION		0				
EQUIPMENT		0				
<b>TOTAL:</b>		<b>0</b>				
<b>JUSTIFICATION/COMMENTS:</b>						
N/A						



**GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID**

Applicant: Hawai'i Learning Groups

Contracts Total:

29,945

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	Diabetes Telehealth Training	11/17-7/18	Hawaii State Department of Health, Family Health Services Division	State	14,950
2	Digital Learning Collaborative	7/18-8/18	Hawaii State Department of Health, Heart Disease and Stroke Prevention Program	State	14,995
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**V. Experience and Capability**

**1. Necessary Skills and Experience**

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the request. State your experience and appropriateness for providing the service proposed in this application. The applicant shall also provide a listing of verifiable experience of related projects or contracts for the most recent three years that are pertinent to the request.

Dr. Saltman was the Course Director for 3 annual Hepatitis Hawaii Update Symposia, Nov2011-2013. He was a recipient of ECHO training as a novice treater of hepatitis C through their HCV Experts series in 2011. The founder of Project ECHO, Dr. Sanjeev Arora, was the keynote speaker for the 2013 Symposia. Dr. Saltman was a leader and founding member of ECHOHawaii, the first Project ECHO replication in the state, 2015. He initiated and was Course Director for the Endocrine/Diabetes tracks of ECHOHawaii. He supported the establishment of the Behavioral Health track of ECHOHawaii. He trained the staff of all the ECHOHawaii programs in videoconferencing and database management. He established and wrote the majority of the content for the first ECHOHawaii.org website. He partnered with the principal investigators for the Hawaii Alzheimers Disease Initiative to create an ECHO series for them. He founded the Hawaii Learning Groups, LLC, Nov2017 and signed a collaborating agreement with Project ECHO. He was Course Director for the Diabetes Learning Group and the special Coordinated Care series. With the HLG partners, he developed the curriculum, recruited faculty, created the website, coordinated the publicity and participant outreach, managed REDCap and iECHO databases, and produced the final reports to funders.

**Verifiable Experience**

Hawaii Primary Care Association Learning Network Meeting		11Dec2015 ECHOHawaii Presentation
Endocrinology ECHO Pilot Project	13 weeks	19Feb2016 – 06May2016
Hawaii Alzheimers Disease Initiative	monthly	April 2016 – ongoing as of Nov2018
Geriatrics ECHO	monthly	31Aug2016, outgrowth of the HADI program
Endocrinology ECHO	33 weeks	22Sep16 - 01Jun2017

ECHO Diabetes Learning Group	27 weeks	1Nov2017 – 06Jun2018
Coordinated Care ECHO	4 weeks (8 hours)	09-30Jul2018

**2. Facilities**

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities.

Reservations for a Teleconference Room at the Queen’s Conference Center will be requested for the dates necessary. Budget and plans allow for 2 hub sessions to be hosted at neighbor island sites. In the past, this was done at FQHC sites of West Hawaii and Waimanalo.

## **VI. Personnel: Project Organization and Staffing**

### **1. Proposed Staffing, Staff Qualifications, Supervision and Training**

The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.

- a. Endocrinologists: MD, with sub-specialty training, 2 committed
- b. Advanced Practice Registered Nurse, PhD, with specialty practice in diabetes, 1 committed
- c. PharmD, one with Certified Diabetes Educator credential, 2 committed
- d. PhD Nutritionist, 1 committed
- e. Medical Director, MD, Board Certified Internal Medicine, 1 committed
- f. Evaluation Expert, to be hired; existing relationship with Office of Biostatistics and Quantitative Health Sciences at JABSOM
  - 1) Also, opportunity for potential evaluation support from NYU team applying for multi-year NIDDK grant
- g. Clinic Coordinator, to be hired and trained by HLG Director
- h. IT Support Staff, to be hired and trained by HLG Director
- i. Clinic Coordinator and IT Support staff to be hired as employees
- j. Professional staff to be hired as independent contractors and paid hourly

### **2. Organization Chart**

The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organization chart that illustrates the placement of this request.

- a. Clinic Coordinator and IT Support staff will directly report to the HLG Director

### **3. Compensation**

The applicant shall provide an annual salary range paid by the applicant to the three highest paid officers, directors, or employees of the organization by position title, not employee name.

- a. Clinic Coordinator    \$32,664 - \$42,120
- b. Medical Director     \$177,395 - \$198,265
- c. IT Support Staff     \$39,720 - \$52,175

## **VII. Other**

### **1. Litigation**

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.

- a. None

### **2. Licensure or Accreditation**

The applicant shall specify any special qualifications, including but not limited to licensure or accreditation that the applicant possesses relevant to this request.

- a. American Board of Internal Medicine certification
- b. Licensed Physician, State of Hawaii

### **3. Private Educational Institutions**

The applicant shall specify whether the grant will be used to support or benefit a sectarian or non-sectarian private educational institution. Please see Article X, Section 1, of the State Constitution for the relevance of this question.

- a. Not applicable

### **4. Future Sustainability Plan**

The applicant shall provide a plan for sustaining after fiscal year 2019-20 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2019-20, but
  - (b) Not received by the applicant thereafter.
- a. Natural partners for Project ECHO replications are the Hawaii Primary Care Association, John A. Burns School of Medicine, Hawaii Chapter of the American Diabetes Association, the Queen's Medical Center, HMSA, AlohaCare, and Kaiser Foundation, among others. As HLG and these organizations' drive to innovate matures, we will continue to network with them to demonstrate a measurable return on investment and to find a sustainable "home".
  - b. We seek to leverage value-based payments for medical services to include increased per-member-per-month levels for providers who participate fully in Learning Groups and present a minimum number of cases during the tele-clinics.

- c. In other states, ECHO replications have been sustainably funded by the state legislatures.

## Application Submittal Checklist

*The following items are required for submittal of the grant application. Please verify and check off that the items have been included in the application packet.*

- 1) Certificate of Good Standing (If the Applicant is an Organization)
- 2) Declaration Statement
- 3) Verify that grant shall be used for a public purpose
- 4) Background and Summary
- 5) Service Summary and Outcomes
- 6) Budget
  - a) Budget request by source of funds ([Link](#))
  - b) Personnel salaries and wages ([Link](#))
  - c) Equipment and motor vehicles ([Link](#))
  - d) Capital project details ([Link](#))
  - e) Government contracts, grants, and grants in aid ([Link](#))
- 7) Experience and Capability
- 8) Personnel: Project Organization and Staffing



AUTHORIZED SIGNATURE

DANIEL SALTMAN, DIRECTOR

PRINT NAME AND TITLE

17JAN2019

DATE