



## DSA Signatory Grants FAQ

### 1. Who is eligible for a DSA Signatory Grant?

Organizations who have signed the Data Exchange Framework's Data Sharing Agreement and who can demonstrate a Health Information Technology (HIT) need may apply for a DSA Signatory Grant.

<https://signdxf.powerappsportals.com/https://www.cdii.ca.gov/wp-content/uploads/2023/02/Data-Exchange-Framework-FAQ-2023-2-21-005.pdf>.

Most organizations who sign the DSA will be eligible to apply for a DSA Signatory Grant, though some organization types are prioritized. The organization types that are prioritized are the 'required signatories' outlined in the [Application Guidance Document](#). Additional criteria that may prioritize an application over another is demonstration of being an organization that provides services to the underserved.

### 2. Where do I apply for a DSA Signatory Grant?

The grant application portal can be accessed through CDII's DSA Signatories Grant website. The application portal, called GrantsConnect, is hosted by PCG, CDII's third party administrator. Interested applicants are required to create a GrantsConnect account prior to accessing the online application.

Further questions on accessing GrantsConnect or the application can be sent to [DSAGrants@pcgus.com](mailto:DSAGrants@pcgus.com).

### 3. Who is the Public Consulting Group? Who is CAHIE?

The Public Consulting Group (PCG) is a public-sector consulting firm and acts as the Third-Party Administrator (TPA) to CDII for the DSA Signatory Grants program. PCG can be reached at [DSAGrants@pcgus.com](mailto:DSAGrants@pcgus.com).

CAHIE- the California Association of Health Information Exchanges- is providing end-to-end grants support, via a contract with CDII, support for all applications within the QHIO Onboarding Grant Domain (see [Application Guidance document](#)). CAHIE can be reached at [GrantSupport@cahie.org](mailto:GrantSupport@cahie.org).

### 4. What is an 'Instance'?

An Instance represents a *single and unique configuration* for an Electronic Record System product -- electronic health record (EHR) or other similar software or technology -- that may exist within and/or across multiple DSA Signatories who are named as parties to the Applicant's request for funding.

For example, one EHR instance may be used by five hospitals including in a single application; any individual logging into the EHR at one hospital can access records created and maintained across all five hospitals. In this scenario, the application would have one instance.

Or, an application may include DSA Signatories such as a hospital that utilizes EHR-A, a Skilled Nursing Facility that utilizes EHR-B, and a Clinical Lab that uses a Practice Mgt System. In this scenario, the Application would have three instances.

### 5. How do I determine the Primary Signatory for each Instance?

In a situation where multiple Signatories included in the Application are using the same Instance, the Applicant will select a Primary Signatory for that Instance. The Primary Signatory must be the organization serving the largest number of individuals on that Instance over a 12-month period, as measured by patient volume on that Instance. The Primary Signatory's features will determine funding for the Instance.

## 6. How do I determine my recommended grant maximum?

Determining your recommended grant maximum involves considering the Instances and Primary Signatories associated with each Instance. This calculation can be complex, requiring a comprehensive understanding of these factors. To understand how the total maximum funding amounts are determined and calculated, we recommend referring to the Signatory Grants Guidance document section 3, titled "Funding Maximums.". You can access this guidance document here: [DSA Signatory Grants Applicant Guidance Document \(Apr 2023\)](#)

The recommended grant maximum requires understanding the Instances and Primary Signatories on each Instance to calculate.

- a) Determine the Instances in your application.
- b) Determine the Primary Signatory utilizing each Instance.
- c) Determine if the Primary Signatory(ies) is eligible for Enhanced Funding.
- d) Each Instance may request funding based on the Signatory Type of each Primary Signatory, and may request additional funding if the Primary Signatory is eligible for Enhanced Funding.
- e) Total the amount of funding each Instance is eligible for. This is the total recommended funding maximum.

Preference will be given to those organizations capable of showing how their requested funding is the best use of DSA Signatory Grant dollars.

## 7. Who and what are the Qualified Health Information Organizations (QHIOs)? Do I need to choose a QHIO before applying?

QHIOs are organizations that work to assist health providers with information technology and information sharing support and have been qualified by CDII as meeting the requirements of the Data Sharing Agreement. CDII is in the process of qualifying the first cohort of QHIOs. CDII anticipates QHIOs being named in September 2023.

Applicants do not need to specify a QHIO in their application, even if they choose to apply for the QHIO Grant Domain. The application does allow an applicant to

name an HIO if the applicant currently has relationship or a project plan with an HIO prior to the CDII qualification of HIOs. A QHIO may be selected after receiving an award notice, and approved grant applications may be revised after receiving a grant award if an applicant chooses not to proceed with a QHIO named in their application, prior to having submitted a progress report on having met Milestone 1.

## 8. Who should I contact if I still have questions?

PCG is providing technical and application portal support. PCG can be reached at [DSAGrants@pcgus.com](mailto:DSAGrants@pcgus.com).

CAHIE is providing end-to-end grants support for all applications within the QHIO Onboarding Grant Domain (see Application Guidance). CAHIE can be reached at [grantsupport@cahie.org](mailto:grantsupport@cahie.org).

Additionally, CDII is always available to field questions as well. CDII can be reached at [CDII@chhs.ca.gov](mailto:CDII@chhs.ca.gov).