OUSF Telemedicine Training

www.oklahoma.gov/occ/divisions/public-utility/ousf

OKLAHOMA Corporation Commission

Contents

Double click title link to go directly to that section.

Terminology

Alternative Funding

OUSF Requirements

Competitive Bidding

OUSF Eligible Providers

OUSF Eligible Healthcare Entities

OUSF Funded Services

OUSF Funded Bandwidths

Beneficiary's Role

Beneficiary Document Checklist

Provider's Role

Provider Document Checklist

Terminology Commonly Used

- **Eligible Entity** – The healthcare facility that is eligible to receive OUSF funding.
- **Beneficiary** – Eligible entity.
- **Consortium** – Two or more OUSF Beneficiaries that choose to request support under the Federal Universal Service Support Mechanism, or successor program, or programs as a single entity.
- **Eligible provider** – For purposes of Special Universal Services, providers of telecommunications services which hold a Certificate of Convenience and Necessity, or OneNet.
- **Applicant** – An eligible service provider that applies for OUSF reimbursement.
- **Request for Proposal (RFP)** – Any document that provides more information about requested services than can fit on 461/465.
- **Rural Health Care (RHC)** – Federal funding available under two different programs (Telecommunications or HCF programs). Entities can apply as an individual entity or as a consortium for a discount on eligible broadband connectivity.
- **Telemedicine service** – Practice of health care delivery, diagnosis, consultation and treatment, including but not limited to the transfer of medical data or exchange of medical education information by means of audio, video or data communications. Telemedicine service shall not mean a consultation provided by telephone or facsimile machine.
- **FCC** – Federal Communications Commission.
- **USAC** – Universal Service Administrative Company.

Alternative Funding

- The Healthcare Entity is expected to make every reasonable effort to obtain alternative funding from another state and/or federal fund or grant designed to support Special Universal Services.
- The Healthcare Entity shall provide the OUSF Administrator with:
  - information supporting the recipient's request for funding from government sources, *or*
  - an explanation of why such funding is not available, *or*
  - why the recipient of the Special Universal Services did not request such funding.

See OAC 165:59-7-6(d)(h)

Rural Health Care Program (RHC)

- The most common alternative telemedicine funding source is the Rural Health Care Program (RHC) managed by the Federal Communications Commission (FCC).
- RHC funds two types of services, the Telecommunications program and the Healthcare Connect Fund Program (HCF).
- Detailed RHC Program information can be found at www.usac.org/rural-health-care

Some examples of the FCC forms that will be required by the OUSF Administrator are:

Telecommunications Forms:

465 – Eligibility & Request for Bids
466 – Funding Request
467 – Request for Disbursement

Healthcare Connect Fund Forms:

460 – Eligibility
461 – Request for Bids
462 – Funding Request
463 – Request for Disbursement

OUSF Requirements

- Healthcare entities shall make every reasonable effort to:
  - apply for the alternative funding for which they are eligible, either individually or as a member of a consortium. Failure to apply for alternative funding, or applying in a manner that reduces otherwise eligible funding, may result in decreased funding from the OUSF.
  - provide supporting documentation (e.g., screenshot of urban status from USAC website, ineligibility email from USAC...) if not eligible for alternative funding.
  - follow OUSF bidding requirements*.
- OUSF will fund Internet access and WAN services to eligible healthcare entities for the OUSF-eligible balance, in excess of any federal eligible RHC funding, up to a maximum of 25% more than the Lowest Cost Reasonable Qualifying Bid (LCRQB), less the federal eligible RHC funding.

See 17 O.S. § 139.109.1(B)(5)

Competitive Bidding

- Prior to posting the request for bids, the beneficiary is required to seek OUSF Administrator review for any projects involving or anticipating special construction*. The request, along with the document to be reviewed, should be submitted to OUSF@occ.ok.gov.

- All requests for bids should be made in a manner that:
  - is fair and open to all carriers authorized to receive OUSF funding.
  - requests all costs, including construction (if applicable).
  - requires ineligible services to be priced separately from eligible services (taxes and fees are not eligible).
- Bid requests should not:
  - limit bidders based on technology.
  - be structured to exclude any OUSF-eligible service providers.
  - require the same service provider for Internet and WAN services.
  - require service provider to be from a specific geographic area.
  - require walk-throughs with limited timeframes or preferred access for local carriers. Must allow reasonable scheduling.

**See* OAC 165:59-7-21(c)

OUSF Eligible Providers

An eligible provider, for purposes of Special Universal Services, is a provider of telecommunications services which holds a Certificate of Convenience and Necessity (CCN) in Oklahoma, or OneNet*.

  - ILECs are included.

- You can search for eligible providers on the OCC Website at www.oklahoma.gov/occ.
  - OCC Website ➔ Divisions ➔ Public Utility ➔Telephone ➔ Regulated Telephone Companies.
  - Direct link: Regulated Telecom Companies.
- The spreadsheet has several tabs of eligible service providers. See our search tips in the Schools & Libraries OUSF Workshop located here on slides 19 and 20.
- If you are unable to find the provider you are looking for, contact PUD for confirmation of the Company's OUSF eligibility.

**See* 17 O.S. § 139.102(11), and (17 O.S. § 139.106(M))

OUSF Eligible Healthcare Entities in Oklahoma

1) Not-for-profit hospitals
2) County health departments
3) City-county health departments
4) Not-for-profit mental health and substance abuse facilities (not solely administrative)
5) Federally Qualified Health Centers
6) Also includes telemedicine services provided by certain Department of Corrections (DOC) facilities at facilities identified in Section 509 of Title 57 of the Oklahoma Statutes

See 17 O.S. § 139.102(9) and OAC 165:59-7-6(c)

Eligible Healthcare Entity Definitions:

Not-for-profit hospital is defined as:

- Licensed by Oklahoma Department of Health as a hospital for medical care, surgical care, or obstetrical care, and tax exempt 501(c)(3), *or*
- Licensed by Oklahoma Department of Health as a hospital for medical care, surgical care, or obstetrical care, and owned by municipality, county, state or public trust.

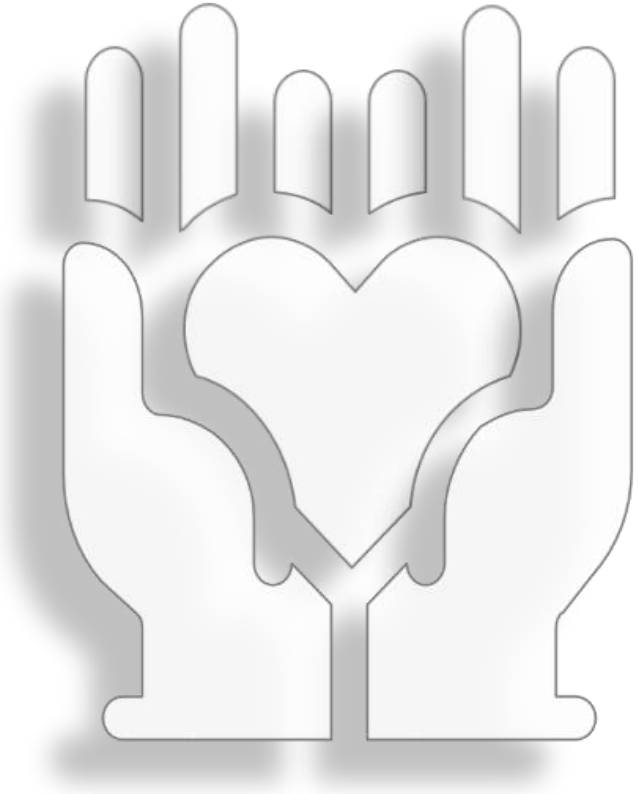
See (17 O.S. § 139.102(20,27))

Eligible Healthcare Entity Definitions

Not-for-profit mental health and substance abuse facility is defined as:

- Operated by the Oklahoma Department of Mental Health and Substance Abuse Services (ODMHSAS), *or*

- A facility certified by the ODMHSAS as a:
  - Community Mental Health Center (CMHC certificate);
  - Community-Based Structured Crisis Center (CBSCC certificate);
  - Community Comprehensive Addiction Recovery Center (CCARC certificate).



See (17 O.S. § 139.102(28))

Eligible Healthcare Entity Definitions:

As defined under 17 O.S. Sec 139.102(16), **Federally Qualified Health Centers (FQHC)** include:

- Facilities eligible for funding under Section 330 of the PHS Act.
- Outpatient health programs or facilities operated by a tribe, tribal organization, or urban Indian organization.

See (17 O.S. § 139.102(16))

OUSF Funded Services

- The OUSF funds provider leased services and equipment including:
  - Telemedicine services, including the telemedicine line
  - Reasonable installation
  - Network termination equipment owned and operated by the eligible provider that is necessary to provide the eligible telemedicine service (e.g., a router)
- Taxes and fees are *not* eligible

OUSF Funded Bandwidth

Part One

also *See* 17 O.S. § 139.109.1(A)(1))

The provision of bandwidth per standards established by the OCC in OAC 165:59-7-6(c)(1):

(A) Department of Corrections shall be eligible for funding up to **100 Mbps**;

(B) Federally Qualified Health Centers shall be eligible for funding as follows:

(a) **Urban** locations up to **500 Mbps**;

(b) **Rural** locations up to **100 Mbps**.

(C) County Health Department shall be eligible for funding as follows:

(a) **Urban** locations up to **500 Mbps**;

(b) **Rural** locations up to **100 Mbps**.

(D) City-County Health Department shall be eligible for funding as follows:

(a) **Urban** locations up to **500 Mbps**;

(b) **Rural** locations up to **100 Mbps**.

(E) Not for Profit Mental Health and Substance Abuse Facilities (certified facilities pursuant to OAC 450, Chapters 17 and 24) that are not staffed 24-hours each day shall be eligible for funding up to **100 Mbps**;

(F) Eligible healthcare entities that are staffed 24-hours each day, including **academic facilities, large medical centers, hospitals, and mental health and substance abuse facilities** (certified facilities pursuant to OAC 450 Chapter 23) shall be eligible to receive bandwidth, based on licensed or certified beds as follows:

(a) **1 to 50 beds** shall be eligible for funding up to **500 Mbps**;

(b) **51 to 100 beds** shall be eligible for funding up to **1 Gbps**:

(c) **101 to 200 beds** shall be eligible for funding up to **3 Gbps**:

(d) **201 or greater beds** shall be eligible for funding up to **10 Gbps**.

OUSF Funded Bandwidth

Part Two

Per OAC 165:59-7-6(c)(2), the OUSF Administrator may fund greater bandwidth with good cause shown.

When determining whether funding for additional bandwidth is appropriate, when an eligible healthcare entity requests funding for a bandwidth that exceeds the amounts listed in section (1), the OUSF Administrator may consider, but not be limited to considering, the following factors:

(A) Number of health care providers and staff at the eligible healthcare entity;

(B) Number of beds at the eligible healthcare entity;

(C) The telemedicine services provided at the eligible healthcare entity;

(D) Support for other telemedicine facilities that require broadband access with consideration for any payments received by the supporting facility; and

(E) Prior bandwidth usage, not including public network usage.

Request for Funding: Beneficiary's Role

- Complete the Affidavit with all required attachments and submit to service provider. See document checklist on the next slide.
- Answer all Data Requests promptly.
  - The analyst has a deadline and may have to proceed with the review and finalize a determination without the information.
  - Lack of timely response may negatively impact funding.
- If a courtesy copy of the Determination and Worksheet are sent to you prior to filing the Determination, please read and understand the documents, as they show the proposed funding. If you disagree, please contact the analyst immediately as the Determination may be filed as stated within 24 hours.
- Review the Determination and Worksheet when they are filed. If you disagree, you have 15 days in which to file a Request for Reconsideration. Otherwise, the Determination will become final on the 16th day.
- If you do not understand a document you receive from PUD, contact us at OUSF@occ.ok.gov.

Beneficiary Document Checklist

Supporting documentation to be submitted directly to **selected service provider** for funding request.

- ❑ **Completed and signed Affidavit.**
- ❑ **Affidavit attachments:**
  - ❑ Copy of Beneficiary's current certificate or license which identifies its qualification as an eligible healthcare entity.
  - ❑ Copy of Healthcare Entity's qualification/verification as part of a consortium.
  - ❑ Copy of current verification of not-for-profit status (i.e., copy of a currently valid IRS tax exemption certificate), if applicable.
  - ❑ Copy of all applicable FCC Forms completed by the Healthcare Entity. These would include but are not limited to:
    - ❑ Telecommunications Program - FCC Forms 465, 466, 467, Funding Commitment Letter and HCP Support Schedule.
    - ❑ HCF - FCC Forms 461, 462, and 463, along with the Funding Commitment Letter, and Network Cost Worksheet for Consortia.
  - ❑ A copy of the USAC verification of ineligibility for federal funding, if applicable.
  - ❑ Copy of Request For Proposal (RFP), if prepared.
  - ❑ Supporting documentation that verifies exemption from duplicative competitive bidding requirements, if applicable. Please note that State Master Service Agreements do not meet OUSF bidding requirements, and therefore, do not qualify for an exemption from competitive bidding,
  - ❑ Copy of all bids received, including bids that were not considered, and all evaluation documents.
  - ❑ Network Diagram.
  - ❑ Location list for Requests with multiple locations, see example here.
  - ❑ Lengthy notes or explanations attached as a separate document. Please provide such attachments in a Microsoft Word, PDF, or Excel compatible format.
  - ❑ Preapproval Funding Letter (if issued).

Request for Funding: Provider's Role

- Complete Request and Notice of Request for Funding, SUSF and Summary Worksheet, and submit all required documents for a complete application to PUD. See document checklist on next slide.
- Answer all Data Requests promptly.
  - The analyst has a deadline and may have to proceed with the review and finalize a determination without the information.
  - Lack of timely response may negatively impact funding.
- If a courtesy copy of the Determination and Worksheet are sent to you prior to filing the Determination, please read and understand the documents, as they show the proposed funding. If you disagree, please contact the analyst immediately as the Determination may be filed as stated within 24 hours.
- Review the Determination and Worksheet when they are filed. If you disagree, you have 15 days in which to file a Request for Reconsideration. Otherwise, the Determination will become final on the 16th day.
- If you do not understand a document you receive from PUD, contact us at OUSF@occ.ok.gov.

Provider Document Checklist

- ❑ **Request:**
  - ❑ Caption completed and reviewed for typos.
  - ❑ Provider name listed as registered with the Oklahoma Corporation Commission.
  - ❑ Provider contact's name, phone number, and email listed.
  - ❑ Beneficiary name and address are correct.
  - ❑ Lump Sum and Monthly Recurring amounts and dates match the dates and amounts on the SUSF summary worksheet.
  - ❑ Request for waiver of the 18-month rule, if applicable, should be included with the request for funding. (*See* OAC 165:59-3-68(m)).
  - ❑ All entries completed and reviewed for typos.

- ❑ **Request, SUSF & summary worksheet (Excel version), and Certificate of Service are filed with the Commission's Court Clerk's office. Please check the Commission's website to confirm whether the Jim Thorpe Building is open; otherwise, the filing may be sent to okcfilings@occ.ok.gov.**

- ❑ **Supporting documentation to be submitted directly to the Administrator (all Beneficiaries):**
  - ❑ Preapproval Funding Letter (if issued).
  - ❑ Completed and signed Affidavit and all required Affidavit attachments.
  - ❑ Contract/Agreement for all funding years in Request.
  - ❑ Invoices and explanation of any credits or adjustments other than E-rate/OUSF credits.

If you have questions regarding the Oklahoma Universal Service Fund (OUSF) funding process, please contact us.

The Email address for OUSF Submissions, On-Site Training, Pre-Approval, or Questions is OUSF@occ.ok.gov.

Thank you!