

## Request for Proposals

Information for The MA Psychiatric Mental Health Nurse Practitioner (PMHNP) Fellowship  
Program Applicants

Posted on Jul. 19, 2021

**Responses Due:** Aug. 27, 2021

**Program Overview:** The MA PMHNP Fellowship Program

The Massachusetts League of Community Health Centers (MassLeague) is administering a grant from the Massachusetts Department of Public Health (DPH) that establishes a PMHNP Fellowship Program for 10 Fellows at up to five Community Health Centers (CHCs) in MA. Eligible CHCs selected for an award through this competitive process will go through a three-month planning period followed by a six-month Fellowship from Jan. 4, 2022, through Jun. 30, 2022.

The MA PMHNP Fellowship Program is one of four components of a larger statewide initiative to increase Community Health Access to Mental Health Providers (CHAMP). Funding for this Program and the other CHAMP components is through the 2021 Massachusetts budget (Section 4513-2020 of FY 2021 budget) to increase behavioral health services for children, adolescents, adults, and families in MA.

The American Psychiatric Nurses Association (APNA) and the US Department of Health and Human Services (HHS) project a workforce shortage of 250,000 mental health professionals by 2025.<sup>1</sup> In addition, the APNA revealed that 56 million adults suffer from mental health issues and substance use disorders, and only 44% of adults and 20% of children receive needed psychiatric services. Therefore, a realistic and viable solution to improving access is increasing the number of PMHNPs in practice, particularly in underserved areas.

Given the tight timeframe of this Program, the MassLeague will provide additional in-kind support to CHCs during the planning and implementation stages of the funding period. For more information detailing the level of support, see the "The MassLeague-Funded Support for CHCs" section.

### **Program Intent**

The MA PMHNP Fellowship Program aims to recruit, train, and retain more PMHNPs at CHCs. A Fellowship Program will allow CHCs to increase much-needed psychiatric capacity. While a Nurse Practitioner's (NP) education and training prepare them for licensure to practice, in the new healthcare environment, additional structured training can facilitate enhanced transition to practice in community-based settings, accountable care organizations, and new care delivery models. The investment in this Fellowship Program will benefit CHCs and patients by allowing PMHNPs to hone population-specific knowledge and skills faster than without this advanced

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<sup>1</sup> American Psychiatric Nurses Association (2021, May 28). Expanding mental health care services in America: The pivotal role of psychiatric mental health nurses. <https://www.apna.org/m/pages.cfm?pageid=6582>

training.<sup>2</sup> In addition, investing in postgraduate training programs will better enable PMHNPs to provide care for patients with a wide range of complex physical and mental health conditions challenged by co-morbidities and socioeconomic barriers.<sup>3</sup> Finally, structured training post-licensure may, in turn, lead to greater job satisfaction and retention in safety-net settings, such as CHCs.<sup>4</sup>

### **Eligibility**

All MA CHCs are eligible to apply for funding through this RFP with preference given to:

- CHCs with proven success implementing a postgraduate training program for nurse practitioners
- CHCs in rural areas (\*at least one of the awardees will be a CHC in a rural community)

CHC applicants must:

- Demonstrate that they possess an understanding of the postgraduate training needs of PMHNPs entering the field of community health
- Identify internal and/or community partnerships for specialized learning opportunities and psychiatric consultation and support for Fellows
- Hire board-certified, and MA licensed Masters or Doctorally-prepared PMHNPs. If they are not board-certified or licensed at the time of hire, they must be by the Program's start on Jan. 4, 2022.
- Prioritize candidates who reflect the population served (i.e., race/ethnicity, languages spoken, lived experience in urban or rural underserved communities)

CHC applicants may:

- Hire candidates who graduated within 18 months from a PMHNP Program, but other candidates may be considered as well, including:
  - Candidates with clinical experience as a PMHNP but have not worked as a PMHNP at a community health center
  - Experienced board-certified nurse practitioners in a specialty other than psychiatry and mental health (i.e., family nurse practitioners) who completed a postgraduate PMHNP certification program and may have CHC experience but not as a PMHNP
- Extend the Fellowship beyond Jun. 30, 2022, for an additional six months, unfunded and unsupported from this grant opportunity

### **The MassLeague-Funded Support for CHCs**

To assist CHCs in delivering a high-quality PMHNP Program in the proposed timeframe and promote sustainability, the MassLeague will partner with the University of Massachusetts-Worcester Graduate School of Nursing (GSN) and two experienced Nurse Practitioner Consultants (Consultants).

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<sup>2</sup> Farquhar-Snow, M., Bartow, A., and Lucas, C. (2020). Nurse practitioner fellowship. HCPro.

<sup>3</sup> Flintner, M. (2011). From new nurse practitioner to primary care provider: Bridging the transition through FQHC-based fellowship training. OJIN: Online Journal of Issues in Nursing, 17(1), 6.

<sup>4</sup> Bush, C.T., Lowery, B. (2016). Postgraduate nurse education: Impact on job satisfaction. JNP Online Journal for Nurse Practitioners, 12(4), 226-234.

The GSN will provide:

- Didactic content for the six-month Fellowship (relevant content will be available online to Fellows and CHCs for six additional months, Jul. 1 – Dec. 30, 2022) for the PMHNP Fellowship Program, including but not limited to:
  - Psychiatry Grand Rounds
  - Wellness sessions
  - Virtual synchronous sessions twice monthly by GSN faculty and guest lecturers on topics such as addressing implicit bias, burnout prevention, and the art of consultation as the behavioral health expert
  - Virtual simulation – psychotherapy including crisis intervention, mindfulness engagement, motivational interviewing; includes a debriefing session with peer and facilitator feedback
  - Virtual simulation - Opioid safe prescribing training immersion (OSTI)
  - Group supervision/case presentations held twice-monthly and led by two behavioral health Fellows from the UMass Department of Family Medicine and Community Health's Primary Care Psychology and Medical Education Fellowship
  - Online, self-directed courses offered by the UMass Center for Integrated Primary Care
- Preceptor training for CHCs – five 1.5 hour virtual sessions with CEUs

The Consultants will provide administrative and programmatic support services aligned to the individual needs of each CHC, including but not limited to:

- Marketing of the MA PMHNP Fellowship Program to graduate schools in MA offering PMHNP training programs
- Assistance with recruitment efforts and a centralized application process for Fellow applicants
- Coordination of initial credentialing activities performed by a vendor hired by the MassLeague; services (required by HRSA) may include primary source verification for licensure, registration, and certification, query through the National Practitioner Data Bank, DEA and controlled substance registration, and documentation of basic life support training.
- Coordination of IT support performed by a vendor hired by the MassLeague. Support will include an IT needs assessment to ensure Fellows can access the synchronous and asynchronous activities throughout the Fellowship and for six months following the Fellowship.
- Selecting and implementing an online learning management system that enables virtual synchronous and asynchronous learning and a discussion board so that Fellows can interact with each other and CHC Program Faculty. In addition, the online learning management system can be used to track progress in the Fellowship.
- Other support includes but not limited to:
  - Onboarding document for Fellows including course syllabus
  - Assist with specialty site rotation selections for Fellows; draft and coordinate completion of MOA with sites
  - Field questions from CHCs throughout the planning and implementation periods

- Prepare materials that can be used to educate CHC staff on the PMHNP Fellowship Program as part of an overall communication plan

### **Grant Award Amount**

The MassLeague anticipates funding 10 Fellow positions at up to five CHCs. A CHC applicant may apply for more than two Fellows but no less than two. Successful applicants will receive the following:

- \$55,000 per PMHNP Fellow to cover Fellow compensation (salary and fringe) during the 6-month Fellowship period
- \$35,000 per CHC as flexible funding; must cover costs associated with the administration of the Fellowship Program (i.e., EMR licensing fees, Program Director salary costs, etc.)

### **Program Components**

70% Clinical – CHCs will provide precepted-clinics to train PMHNP Fellows in evaluating and treating CHC patients.

10% Didactic – Provided by the GSN. All PMHNP Fellows across the CHCs will participate in synchronous sessions at the same time. There will be opportunities for the PMHNP Fellows to form relationships and learn from each other.

10% Specialty Clinics – Specific sites will be chosen by the CHC. The NP Consultants are available to assist with placements at the request of the CHC.

10% Consultation – The PMHNP Fellows will develop competence in the consultant role advising PCPs within an integrated framework model of care. Consultant training will be addressed partially in the didactic sessions provided by GSN and onsite with the CHC.

### **Guidelines and Priorities**

CHC applicants will be selected for funding based on their demonstrated capacity to provide a PMHNP Fellowship Program that prepares PMHNPs to care for CHC patients with complex physical illnesses, mental illnesses, and substance use disorders while identifying and addressing their social determinants of health. Applications will be evaluated on the following measures:

- A commitment to building culturally diverse psychiatric capacity both by prioritizing hiring qualified PMHNP candidates that reflect the patient population's cultural and linguistic backgrounds and providing services to a diverse and underserved population in the community. (Recommended PMHNP Fellow characteristics are outlined in Attachment A).
- The CHC's experience providing successful training experiences for NPs either in the form of a residency program, extended onboarding program, precepting of NP students, or other means
- Ability to ensure adequate patient panels in terms of size, diversity, and clinical complexity
- Ability to ensure adequate care team support (e.g., medical assistants, registered nurses, community health workers, behavioral health clinicians, psychiatrist or experienced PMHNP for consult support, and support staff) for PMHNPs

- Ability to provide adequate physical space (e.g., exam room) for PMHNP fellows
- Ability to provide coverage and systems to ensure that the clinical needs of patients are met in the PMHNP Fellows absence (e.g., sick day)
- Ability to ensure that PMHNP Fellows work as part of a multi-disciplinary care team
- The plan put forward for the PMHNP Fellows clinical training that consists of 70% of the Program

**Evaluation**

An independent evaluation organization selected by the MassLeague and funded by DPH will conduct an external evaluation of the MA PMHNP Fellowship Program. As a condition of accepting funds, we require CHC grantees to participate in evaluation activities.

Evaluation activities will include, but are not limited to:

- Taking electronic surveys twice over the funded period
- Participating in qualitative interviews 1-2 times over the funded period
- Providing de-identified patient and visit data from electronic health records to the evaluators
- Providing relevant documentation of the Program's design and implementation (e.g., schedules, work plans, recruitment materials, etc.)

Participants in surveys and interviews may include program designers, managers, administrators, Fellows, preceptors, mentors, other stakeholders, clinicians, or support staff.

**Reporting Requirements**

Successful applicants will be required to submit the following reports using templates provided by the MassLeague.

1. Quarterly Expenditure Report: Successful applicants will be required to submit two expenditure reports during the six-month Fellowship Program.
2. Final Report – This report will be due by Sept. 30, 2022. The final report should highlight accomplishments, challenges, self-administered PMHNP pre-post surveys or baseline competency testing, and evaluations that measure Fellow progress. In addition, reports should present qualitative feedback related to the experiences of Fellows and CHC Faculty and indicate whether the Fellow will be maintaining employment at the CHC post-Fellowship. Lastly, the final report must describe plans to sustain the PMHNP Fellowship after the funding period.

**Submission Schedule**

<b>Event</b>	<b>Date/Time</b>
Request for Proposals Released	July 19, 2021
Webinar	July 27, 2021, 12:00 pm
Deadline for Submission of Questions	August 2, 2021, 5:00 pm

Posting of Answers to Questions	August 6, 2021
Applications Due	August 27, 2021, 5:00 pm
Notice of Awards	September 13, 2021
Fellowship Year Starts	January 4, 2022

### **Informational Webinar**

An informational webinar is scheduled for Jul. 27, 2021, at 12:00 PM ET. No pre-registration is necessary. Interested applicants are strongly encouraged to attend.

### **RFP Questions**

Please send all inquiries to Nikki Simpson, Senior Manager, [nsimpson@Massleague.org](mailto:nsimpson@Massleague.org). Questions will be accepted via email until Aug. 2, 2021, at 5:00 PM ET. If you encounter any issues with submission, please call Nikki Simpson at (617) 426-2225.

### **Grant Application Package**

Please refer to Appendix I & II for detailed instructions for completing the application.

#### **Section A: Applicant Information Form**

Please complete the Applicant Information Form and attach a Letter of Commitment from CHC leadership.

#### **Section B: Fellowship Slots Requested**

Please complete the number of Fellowship slots requested (must be at least two).

#### **Section C: Response Narrative**

Please respond to all questions in a separate PDF document. The response narrative must not exceed 20 pages double-spaced with one-inch margins and font size no less than 11.

#### **Section D: Staffing Plan**

Please attach a separate PDF document. The staffing plan must not exceed four pages double-spaced with one-inch margins and font size no less than 11.

#### **Sections E.1 & E.2: Budget and Budget Narrative**

Please provide a budget using the Excel Budget Template Form in Appendix II. As noted above, award components are as follows:

- \$55,000 per PMHNP Fellow to cover Fellow compensation (salary and fringe) during the 6-month Fellowship period
- \$35,000 per CHC as flexible funding; must cover costs associated with the administration of the Fellowship Program (i.e., EMR licensing fees, Program Director salary costs, etc.)

## **Program and Fiscal Monitoring Requirements**

CHCs receiving grant funds must:

- Have the fiscal and Program systems in place to meet all relevant federal and state requirements;
- Meet the terms of the award outlined in the contract with MassLeague; and
- Expend grant funds only for allowable activities.

The MassLeague may request periodic documentation to provide oversight of funds.

## **Compliance Screening**

Submissions will be screened for completeness, conformity to program requirements, and timeliness of response.

## **Review Process and Selection Committee**

All submissions confirmed as complete, delivered on time, and per program requirements will be reviewed. The MassLeague reserves the right to reject all applications, in whole or in part, if deemed to be in the interest of the MassLeague to do so. This RFP does not commit the MassLeague to award any contracts. Upon submission, all applications become the property of the MassLeague. The MassLeague reserves the right to request additional information from any applicant or partner referenced in the proposal to ensure that the review committee has a complete understanding of the proposed Program and qualifications of the applicant.

Applications will be reviewed by a diverse five-person committee that includes representation from the MassLeague and experts in NP Residency or Fellowship Programs. Committee members will consist of nurse practitioners (at least one PMHNP), educators, and health center leaders not currently employed at a MA CHC.

## **Review Criteria**

Review criteria will be used to review and rank applications, as follows:

<b>Scoring Rubric – Review Criteria</b>	<b>Point Value</b>
CHC qualifications, including: <ul style="list-style-type: none"><li>• Demonstrated commitment and involvement of CHC leadership</li><li>• Demonstrated need to increase PMHNP capacity</li><li>• Demonstrated ability to support a PMHNP Fellowship, including consultative support by an experienced PMHNP or Psychiatrist</li><li>• The depth and extent of prior NP training experience and how the organization learns from past experiences to improve</li><li>• A clear description of how this Fellowship will align with a CHC priority to promote racial equity</li></ul>	40
Plan for implementing PMHNP Fellowship training slots, including: <ul style="list-style-type: none"><li>• The proposed strategy, including the work plan and deliverables for supporting and implementing, along with GSN partner</li></ul>	40

<ul style="list-style-type: none"> <li>• The thoughtful plan of how the PMHNP will be utilized and integrated into the behavioral health model of care including one essential component: how the CHC will train the PMHNP as a consultant to Primary Care Providers</li> <li>• A plan to implement the proposed evaluation plan of the Fellowship including but not limited to surveys, evaluations, pre-post competency surveys of Fellows, and feedback from CHC Program Faculty and Fellows and/or staff used to track deliverables or outcomes of the Program</li> <li>• The extent to which the proposed plan is clearly described and reasonable given the resources and capacity of the organization</li> <li>• The proposed strategy for sustaining the PMHNP fellowship at the CHC beyond program funding</li> <li>• Clarity and appropriateness of the budget presented</li> </ul>	
<p>Staffing plan, including:</p> <ul style="list-style-type: none"> <li>• The extent to which the proposed staffing plan meets the expectations outlined in Attachment B</li> <li>• Experience and qualifications of proposed Program Director and CHC mentors and preceptors, other key staff critical to the success of the Fellowship</li> <li>• Expertise and capabilities of any proposed partners, vendors, or consultants</li> </ul>	10
<p>Plan for specialty rotations:</p> <ul style="list-style-type: none"> <li>• The appropriateness of the specialty rotations sites with regards to the behavioral health needs of the patient population</li> <li>• Goals and/or skills for the Fellow to learn at each specialty rotation are clearly described</li> </ul>	10

The MassLeague reserves the right to consider other criteria in making competitive awards among comparably qualified applicants and make the final determination of awards.

**Project Terms and Conditions**

Applicants awarded funding will be required to abide by the MassLeague's Standard Contract Terms and Conditions. Applicants may review these terms and conditions before submitting their application by contacting Nikki Simpson at [nsimpson@MassLeague.org](mailto:nsimpson@MassLeague.org). All final contracts are subject to successful negotiation of a definitive statement of work and budget.

**Appendices**

Appendix I: MA PMHNP Fellowship Application Form

Appendix II: Budget Template

**Attachments**



Attachment A: Recommended PMHP Fellows Eligibility Criteria

Attachment B: Personnel Recommendations

**Appendix I  
MA PMHNP FELLOWSHIP APPLICATION FORM**

***Application Checklist***

- |  |
|--|
| <p>___ 1. <b>Section A: Applicant Information, including Letter of Commitment</b></p> <p>___ 2. <b>Section B: Fellowship Slots Requested</b></p> <p>___ 3. <b>Section C: Response Narrative</b></p> <p>___ 4. <b>Section D: Staffing Plan</b></p> <p>___ 5. <b>Section E.2 &amp; E.2: Budget Template &amp; Budget Narrative</b></p> |
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**Section A: Applicant Information**

Community Health Center (CHC) Name: \_\_\_\_\_

CHC Administrative Office Address: \_\_\_\_\_

Chief Executive Officer (CEO) or Equivalent Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Chief Medical Officer (CMO) or Equivalent Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Lead for PMHNP Fellowship Program Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Contact for Application Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Letter of Commitment signed by the CHC leadership attached

**Section B: Fellowship Slots Requested**

Please indicate the number of Fellowship slots for which funding is requested: \_\_\_\_\_

**Section C: Response Narrative**

Please respond to the following questions in a separate PDF document. The response narrative must not exceed 20 pages double-spaced with one-inch margins and font size no less than 11.

### **C.1 CHC Overview**

Describe your CHC and include:

- A brief history and background of the CHC, including a description of the community in which the CHC is located
- The total number of patients and the total number of annual patient visits
- A description of the CHC's patient population, including poverty levels, socioeconomic, cultural, and linguistic characteristics, and any other distinguishing features
- How this Fellowship will align with one of the CHCs' initiatives to promote racial equity

### **C.2 Rationale for Request**

Describe your rationale for requesting funds to start a PMHNP Fellowship. Please be sure to include the following:

- Brief description of the broader goals you intend to accomplish
- Why is the PMHNP Fellowship a priority for your CHC?
- How does the PMHNP Fellowship tie to broader CHC strategic goals?
- Feel free to provide data on your existing behavioral health capacity, especially regarding prescribing capacity at your CHC and in the community. In addition, you may wish to include data demonstrating the patients' needs.

### **C.3 Model of Care**

Describe your behavioral health model of care and describe how the PMHNP Fellows will integrate with that model.

- For example, do you envision a PMHNP Fellow serving in a consultant role to PCPs or maintaining a panel of patients or a combination?
- Will the PMHNP Fellow work at multiple sites or one anchor site?
- Include any plans to have the PMHNP Fellow engage in therapy, group visits, telehealth, etc.
- Include plans to have the PMHNP Fellow support patients with substance use disorders (plans to have them obtain a DATA-waiver, etc.)

### **C.4 Experience Training Nurse Practitioners**

Describe your CHC's experience training nurse practitioners.

- If you have an NP residency program, please share pertinent evaluation data from past cohorts.
- What have you learned from any previous NP training experiences, and how have you incorporated that learning to improve the Program?
- If you do not have an NP residency program, describe your CHC's experience with training nurse practitioners, including precepting NP students, etc.
- For all applicants, demonstrate your understanding of the postgraduate nurse practitioner role in a Fellowship program.

### **C.5 Fellowship Training Infrastructure**

Describe the infrastructure that will enable your CHC to provide a high-quality training experience for PMHNP Fellows and include:

- Adequate patient panels for Fellows in terms of size, diversity, and clinical complexity
- Adequate physical space for Fellows (e.g., exam rooms, office space)
- Good care team support for Fellows (e.g., experienced PMHNP or psychiatrist for consultative support, medical assistants, registered nurses, behavioral health clinicians, etc.)
- Ability to provide coverage and systems to ensure that the clinical needs of patients are met in the Fellow's absence
- Ability to ensure that Fellows work as part of a multi-disciplinary care team

### **C.6 Clinical Plan**

Please provide your plan for the clinical training. Describe the role of the preceptor and how the PMHNP Fellow will work with other members of the care team. Include your plan to ramp up the PMHNP's caseload over the 6-month Fellowship.

### **C.7 Evaluation of PMHNP Fellows Performance**

Identify clinical competency metrics and describe the CHC strategy for evaluating the learning and performance of PMHNP Fellows to ensure that they are making adequate progress towards meeting the clinical competency requirements

### **C.8 Specialty Rotations**

Provide at least three specialty rotations that will be included in your PMHNP Fellowship Program. They can be external organizations or internal departments within your CHC. Explain how the choice of your specialty sites aligns with your CHC population and patient needs. What are the skills or competencies you want the Fellows to gain by learning at these sites?

### **C.7 Sustainability**

Describe whether the CHC has plans to sustain the Fellowship beyond the six months, unfunded by this grant, or to hire the PMHNP Fellow as permanent staff. Include your plan to maintain the PMHNP Fellowship with a new cohort of Fellows beyond the funding period.

### **C.8 Work Plan and Timeline**

Include a detailed proposed work plan starting when receiving the award and include deliverables and a timeline that ensures that the requested PMHNP Fellowship training slots will be operational by Jan. 4, 2022. Be sure to address the following in your work plan/timeline:

- Plan for recruiting any leaders or staff needed to ensure a high-quality training experience for PMHNP Fellows.
- The work plan should also identify any potential challenges associated with implementing the new PMHNP Fellowship and discuss how such issues will be mitigated.

### **Section D: Staffing Plan**

Please attach a separate PDF document that briefly describes the qualifications of all CHC Faculty (Preceptors and Mentors) and staff members who will play a vital role in the successful implementation of the PMHNP Fellowship Program. Attach resumes for the Program Director, Preceptors, Mentors, and other key staff involved in the Fellowship. Please include who will directly supervise the Fellows and the level of support provided to the Fellows. If the direct supervisor is not a PMHNP or Psychiatrist, please indicate the clinical resource that the Fellow can utilize for consultation support. Please reference Attachment B, which outlines the personnel recommendations for the PMHNP Fellowship. At a minimum, the staffing plan should address the following roles:

- PMHNP Fellowship Program Director
- CHC Faculty including Clinical Preceptors/Mentors

Any external contributors to either the design and/or implementation of the PMHNP Fellowship at your CHC – for example, consultants or partner organizations – should be included in your staffing plan.

## **Section E: Budget Template and Budget Narrative**

### **E.1 Budget Template**

Provide a line-item budget for the \$55,000 per PMHNP Fellow for compensation (salary and fringe) for the funding period. Use the Excel budget template in Appendix II and attach it as a separate document.

### **E.2 Budget Narrative**

Include in the narrative how you will utilize the:

- \$35,000 available in "flexible funding"; this must cover costs associated with the administration of the Fellowship Program (i.e., EMR licensing fees, Program Director salary costs, etc).

Please note the following:

- Budget and budget narratives need not outline all costs associated with the Fellowship; however, they should identify how this Program's funds will be spent.
- Attach the budget narrative as a separate PDF document.

**Please note that successful applicants will be responsible for ensuring that all funds are expended per program requirements.**

**Please email the complete application to the email address below:**

Nicole Simpson  
Senior Manager, Primary Workforce Initiative  
Massachusetts League of Community Health Centers  
Phone: (617) 426-2225  
Email: [nsimpson@massleague.org](mailto:nsimpson@massleague.org)

## Appendix II

### BUDGET TEMPLATE

Appendix II - Budget Template					
Budget Element	Requested Funding	Flexible Funding	In-kind (optional)	Total	Comments (Optional)
<b>CHC-Based Training Costs:</b>					
<b>FELLOW SALARY/BENEFITS</b>					
Fellow salary <i>List separately for each additional Fellow requested.</i>		N/A			
- Fellow 1		N/A		0	
- Fellow 2		N/A			
- Fellow 3 (if applicable)		N/A			
- Fellow 4 (if applicable)		N/A			
		N/A		0	
<b>TOTAL FELLOW SALARY</b>	0	0	0	0	
Fellow benefits <i>List separately for each additional Fellow requested.</i>		N/A			
- Fellow 1		N/A			
- Fellow 2		N/A			
- Fellow 3 (if applicable)		N/A			
- Fellow 4 (if applicable)		N/A			
		N/A		0	
<b>TOTAL FELLOW BENEFITS</b>	0	0	0	0	
<b>TOTAL FELLOW SALARY/BENEFITS</b>	0	0	0	0	
<b>CHC-based Program Design and Implementation Expenses:</b>					
<b>CHC FACULTY EXPENSE (Program Director, Preceptor, Mentor, etc.)</b>					
- Faculty #1				0	
- Faculty #2				0	
- Faculty #3				0	
- Faculty #4				0	
				0	
<b>SUBTOTAL PRECEPTOR/MENTOR EXPENSE</b>	0	0	0	0	
Clinical administrative costs to support Fellowship (clinical/ administrative staff, rent, lease, utilities, supplies, EMR licensing, etc.) <i>List all items separately.</i>					
- Clinical staff				0	
- Administrative staff				0	
- Faculty mentor training costs				0	
- Staff training costs				0	

- Rent				0	
- Lease				0	
- Utilities				0	
- Supplies (please list)				0	
- IT licenses (EMR, other s/w, etc)				0	
- IT equipment (laptop, tablet, etc.)				0	
- Other (please describe)				0	
				0	
<b>SUBTOTAL CLINICAL ADMINISTRATIVE COSTS</b>	0	0	0	0	
Other expenses over \$1,000 <i>List on additional lines.</i>					
				0	
				0	
<b>SUBTOTAL OTHER EXPENSES OVER \$1,000</b>	0	0	0	0	
Other costs <i>List all items separately</i>					
				0	
				0	
<b>Total other costs</b>	0	0	0	0	
<b>Total</b>	0	0	0	0	

**Total  
Funding  
Request not  
to exceed  
\$55,000 per  
Fellow slot**

**Total Flexible  
Funding  
Request not to  
exceed  
\$35,000**

**Total  
requested  
funds not to  
exceed  
\$145,000 (2  
Fellows),  
\$200,000 (3  
Fellows), etc.**

## **ATTACHMENT A**

### **RECOMMENDED PMHNP FELLOWS ELIGIBILITY CRITERIA**

The MassLeague seeks to promote diversity and visibility of People of Color in leadership positions in CHCs. In line with that overarching principle, PMHNP Fellows should represent a diverse cross-section of the population served by the CHCs.

PMHNP Fellow candidates are graduates of an NP program accredited by either the Commission on Collegiate Nursing Education or the Accreditation Commission for Education in Nursing. They may have experience as an Adult or Family Nurse Practitioner and hold a postgraduate certificate as a PMHNP. They have earned either a Master of Science in Nursing or a Doctor of Nursing Practice and hold a current MA registered nursing license in good standing with the Board of Registration in Nursing. PMHNP Fellow candidates must have an Advanced Practice Registered Nurse license in the Commonwealth of Massachusetts before Jan. 4, 2022. PMHNP Fellow candidates have passed the national certification exam by the American Nurses Credentialing Center or the American Association of Nurse Practitioners. PMHNP Fellows will not have previous experience as a PMHNP in a CHC.



## **ATTACHMENT B**

### **PERSONNEL RECOMMENDATIONS**

The MassLeague seeks to promote diversity and visibility of People of Color in leadership positions in CHCs. In line with that overarching principle, personnel participating in the MA PMHNP Fellowship Program should represent a diverse cross-section of the population served by the CHCs.

Program staff must include a designated Program Director, Preceptors, and/or Mentors who can provide sufficient time and effort to fulfill program requirements. The functions of staff may be combined provided the criteria are met, and they can perform the position's responsibilities.

The Program Director must be a Board-certified PMHNP or FNP (doctoral-prepared, preferred) and will be responsible for activities that include, but are not limited to: the overall management of the PMHNP Fellowship, including selecting applicants, collaborating with GSN on the implementation of the didactic curriculum, establishing a Fellow's schedule in alignment with the Program Directors from the other CHC awardees, developing clinical competencies and a plan for evaluation of the Fellow's progress to meet the competency goals, participating in a Learning Collaborative with the MassLeague, NP consultants, and Program Directors from the other CHC awardees, identifying the support needed from the NP consultants and collaborating with them to administer the Program (as outlined in the MassLeague-Funded Support section), and day-to-day operations of the Program.

Preceptors and/or Mentors will be nurse practitioners with a Master of Science in Nursing (MSN) or Doctor of Nursing Practice (DNP), and/or physicians with a Doctor of Medicine (MD) or Doctor of Osteopathic Medicine (DO). They will have practiced greater than 0.5 FTE for at least three years and had precepting experience for at least three years. Preceptors and/or Mentors will assist the Fellows in meeting their learning needs; provide consultation with the Fellow for each new patient and each patient needing new or significantly adjusted prescriptions; consult when appropriate to ensure patient care quality; and provide bi-monthly performance evaluations. Preceptors and/or Mentors with diverse backgrounds are encouraged.