Alaska SHARP Program
FAQs for SHARP-II

FILLING OUT THE SHARP SITE APPLICATION

1. **Q. Section II – Part B of the Site Application states that one of the required attachments is a twelve-month billing summary. Does this mean the amount received from the payers (insurance payments, Medicaid payments, etc.) or the total amount of what was billed to these payers?**

   A: It is important that the billing summary present billings by payer type. The reason is that the program must be able to ascertain the Site's participation in Medicare and Medicaid program billing. A revenue statement that provides this information will work.

2. **Q. What is the definition of the various staff members listed on the site application?**
   A:

   - Agency Administrator (pg. 1):
     - This could be (and often is) the same as the CEO.
     - However, this could be a mid-manager, such as Hospital Administrator or CFO.
   - Site Manager (pg. 1):
     - This could be (and often is) a Unit, or Facility Supervisor, depending on size of agency.
     - This could be the same role as the person you authorize as "Site Representative."
   - Immediate Supervisor (pg. 2):
     - This one is self-explanatory.
     - If the agency is tiny, it's possible that this role may ALSO be in some of other roles as well.
   - Site Representative (pg. 4):
     - This is the one that the organization (the CEO) must formally endorse, and there's only one per agency.
     - In small agencies that might be the same person as the CEO.
   - Chief Executive Officer (pg. 4):
     - This one is self-explanatory.

3. **Q. Do the clinician applications and the site applications need to be submitted together?**

A: It is ideal to submit the clinician and site applications together, if possible, but it isn't necessary. Clinicians and sites without matches are still encouraged to apply. If there is an existing match, however, it is best if the applications are submitted together. If a clinician has been specified by a site to fill a position, it is alright for the clinician to submit his/her application separately.

4. **Q. Why are employer sites urged to prioritize the applicants for their organizations?**

   A: By statute (HB-78), the state is authorized to select up to 90 individuals for service at any one time under SHARP-II. Those 90 practitioners are spread across 10 eligible occupations, and thus loosely (on average) nine practitioners per occupational type. There are other considerations that need to be addressed by the SHARP-II Advisory Body such as broad distribution across regions of the state, type of organization, and the clinician-occupations themselves. This means that the employer site's leadership will be called on to state in writing its own preferences as to prioritization either between occupation licensure groups or between clinicians within a group. It is possible that the site itself does not have a further prioritization, and that's fine.

5. **Q. For SHARP-II Site Applications what information needs to be provided to show that a position should be designates as very hard-to-fill?**

   A:

   1) The employer must state how long is has taken to fill this position and support this assertion with the following:
      - Has the position been open 12 months or longer?
        - Attach evidence of postings (in any media) for last the 12 months.
      - Has the position been filled by a locum tenens or other short-term practitioner during the last 12 months or more?
        - Attach evidence of prior fill by locum tenens or other short-term practitioner.
   2) Length of time of active recruitment:
      - What are the actual dates of posting?
        - Attach copy of actual posting showing dates.
      - Where did the posting appear in the last 12 months? Journals, newspapers, and/or internet website(s)?
        - Attach evidence of each type of posting that is asserted.
   3) Interviews conducted during most recent 12 months.
      - Name of person interviewed, date, and why not hired.

6. **Q. If multiple clinicians are applying for positions at an employer site, does the site need to submit a separate site application for each clinician?**

   A:

- If the site is requesting more than one identified candidate for the same occupation (i.e. pharmacist), a single application may be used. Note, also, that if the site is trying to fill more than one position in the same occupation but have no identified candidate in mind, only one application is necessary.
- If an employer is trying to fill more than one occupation (e.g. LCSW and RN), a separate application must be submitted for each occupation.

7. Q. What is required for the 12-month billing summary? Is there a good template to use for a 12-month billing summary required by the Site Application?

A:

- The billing summary is just that: summary of billings over a recent 12-month period (e.g. CY'12).
- We are looking for summary (totals) of billings by "payer type" (e.g. Medicaid, Medicare, etc.).
- An example of a simple table, which is highly adequate, is shown below.
- If you have further data to present, e.g. receipts/revenues, and level of bad debt or other non-receivables, that's even better, but not requested for the billing summary report.

Table: Billing-Summary - 12-Month

	Total	1	2	3	4	5	6	7	8	9	10	11	12
Medicaid	0	0	0	0	0	0	0	0	0	0	0	0	0
Medicare	0	0	0	0	0	0	0	0	0	0	0	0	0
Self-Pay: Sliding Fee Scale	0	0	0	0	0	0	0	0	0	0	0	0	0
Self-Pay: Full Fee Scale	0	0	0	0	0	0	0	0	0	0	0	0	0
No Charge or No Payment	0	0	0	0	0	0	0	0	0	0	0	0	0
Private Insurance	0	0	0	0	0	0	0	0	0	0	0	0	0
I.H.S. Payment	0	0	0	0	0	0	0	0	0	0	0	0	0
Other (explain)	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0

8. Q. Some of our providers spend 1-3 days a month providing service at a clinic at another location. Do we need to submit this as a practice site or do the providers need to indicate a second practice site?

A:

- Having more than one practice-site for a given clinician is not a problem.
- For the Clinician: He/she should declare on the clinician application all those sites at which practice is expected; there is the option to list several, within a given application
- For the Site: The site should declare on the site application all those sites at which practice is expected; there is the option to list several, within a given application.

9. **Q. Who is responsible for completing Part 2 of the Quarterly Work Report, Site Information?**

   A: Part 2, Site Information, is typically submitted by the site representative.

10. **Q. Is the site application period only open when the clinician application period is open?**

    A: No. Any site can submit an application at any time on a rolling, or open, basis.