



**The Commonwealth of Massachusetts**  
**Executive Office of Health and Human Services**  
**Department of Public Health**  
**Bureau of Health Care Safety and Quality**  
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**CIRCULAR LETTER: DHCQ-08-01-480**

**TO: Nursing Home Administrators**  
**Nursing Home Resident Councils**

**FROM: Paul I. Dreyer, Ph.D., Director**

**DATE: January 10, 2008**

**RE: Resident Empowerment Program VIII – Request for Response**

The Massachusetts Department of Public Health (DPH), Bureau of Health Care Safety and Quality sponsors the Resident Empowerment Program (REP), which is now in its eighth year. The REP uses Civil Monetary Penalties to fund innovative programs that enhance the quality of life for residents of Medicare and Medicaid-certified nursing facilities. The 2008 focus is entirely on improving quality of life through person-centered care.

The enclosed Request for Response (RFR) provides all of the information and instructions that you will need to complete an application. Please read it carefully since it contains new requirements for 2008 including evaluation criteria that differ from those of past years. DPH has defined person-centered care and provided some guidance to help you select a program that offers resident improvements that are aligned with their choices and preferences.

You will find a description of the mandatory elements under Scope of Service in the RFR. The evaluation criteria can be found there as well. For 2008, we have weighted the elements to reflect their relative importance in the selection process. The first step in evaluating applications is to review the completeness of the information. An application must address all sections of the RFR and contain only the documentation requested. Additionally, DPH reviews three content areas: 1) how well the proposal addresses person-centered care; 2) the type of partnerships created for the design and implementation of your application; and 3) that the application is succinct, show creativity and resourcefulness. Additional directions for completing a proposal may be found at the Comm-PASS website, <http://www.comm-pass.com>. The document number for the RFR is 809910.

The maximum amount of each award will be \$30,000. Since DPH reviews applications on the resourcefulness in the planning and implementation of your program, please budget carefully. You may want to investigate what partnerships, fund raising and volunteers can help you to moderate expenses.

In planning your proposal, please note that DPH has changed the schedule of payment and reporting requirements for those receiving a grant. DPH will again require two reports, but will now make payments in two 50% increments. This payment schedule is a significant change for FY '08. It is being implemented to ensure full accountability for expenditures of funds. You will need to adjust your proposed milestones and spending plans to accommodate the new process. Details of the new process are provided in the RFR.

We must receive your application no later than February 7, 2008 at 5:00 p.m. Please note that DPH believes the RFR contains the complete information needed to make an application. Therefore, and to ensure the integrity of the procurement process, DPH will only respond to written inquiries at its discretion and, if it chooses to do so, only through Comm-PASS. DPH cannot respond to phone inquiries about this RFR.

The Selection Committee comprised of representatives from DPH as well as the provider and advocacy communities will meet sometime after the deadline to evaluate proposals. DPH will announce the awards shortly thereafter.

Once grants are announced, DPH will send awardees an award letter, a packet of forms needed to finalize the process, and additional details and templates for reporting.