



# CHASE

Colorado Healthcare Affordability and  
Sustainability Enterprise  
1570 Grant Street  
Denver, CO 80203

# Hospital Transformation Program: Hospital Application and Review Oversight Committee

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*April 2021*

## Overview

On April 1, 2021, implementation of the [Hospital Transformation Program](#) (HTP) began with the beginning of the application period. HTP applications are due by April 30, followed by a process of review and feedback on applications by the Colorado Healthcare Affordability and Sustainability Enterprise (CHASE) Board Application Review Oversight Committee to ensure all hospitals have an approved application that sets them up for success in the program. Applications will be reviewed by the Application Review Oversight Committee between July 1 and July 31 with applications finalized by early August. All applications will be finalized and made public before the implementation process begins.

## Application Review and Oversight Committee Composition

In April 2021, the Department of Health Care Policy & Financing (the Department) reached out to various stakeholders to ask them to sit on the Application Review Oversight Committee. Recommendations of committee members came from the Colorado Healthcare Affordability and CHASE Board and consist of the following make-up:

- A member representing the state executive branch (e.g., the Department).
- A representative from a Regional Accountable Entity (RAE).
- A consumer advocate (e.g. chosen from among the existing CHASE Board or HTP Community Advisory Council).
- A professional trade group representative (e.g. a non-conflicted member of the Colorado Medical Society, Colorado Rural Health Center, Colorado Nurses Association, Colorado Behavioral Health Council).
- A business community representative (e.g. the Colorado Business Group on Health).
- A representative from a public health organization (e.g. CALPHO, DPHE).
- A foundation focused on health improvement (e.g. Live Well Colorado, Colorado Trust, Caring for Colorado).

Recommendations of committee members came from the Colorado Healthcare Affordability and Sustainability Enterprise (CHASE) Board



## Application Review Oversight Committee Expectations and Process

Application Review Oversight Committee members are expected to review all 84 HTP applications and determine if the Department issued fair and equitable response scores based on the review criteria, and to ensure applications are complete and meet all the requirements of the program, and that the Department upheld the review criteria and were fair and equitable in the scoring to approve the applications. Additionally, Committee members will evaluate the completeness of each application, ensuring it includes a response to all required elements, as well as the completeness and accuracy in scoring based on minimum requirements outlined in the scoring criteria.

Prior to committee review, the Department will do a thorough review of all applications and complete a write-back process with applicants to improve the completeness and adequacy of each hospital's response.

Committee members are expected to complete and participate the following:

- Participate in a training call prior to HTP Application review.
- Review each HTP application packet and determine whether they agree with the Department's decision.
- Log their level of agreement on a shared spreadsheet, including concerns or clarifying comments that require committee discussion.
- Attend committee meeting to engage in collaborative and constructive discussion regarding differences in agreement with the Department's decisions.

The Department hopes the HTP Oversight Committee can come to consensus on all recommendations in a two-hour virtual meeting. The meeting will be facilitated by an HTP Application staff member from Myers and Stauffer LC. The Department will review the committee's recommendations and determine how to proceed to address any requested clarifications or concerns.

## Application Review Oversight Committee Recommendation Process

The Department will deem all application decisions "Approved" unless four or more Committee members' recommendation is "disagree with major concerns". The Department can determine which applications meet this threshold in advance of the meeting by reviewing the shared spreadsheet.

The facilitator, HTP Application staff member from Myers and Stauffer LC, will not introduce applications that meet the threshold for "Approved" for open discussion during the Committee meeting. Instead, the facilitator will acknowledge the batch of approved applications, indicate the majority of reviewers approved it thus they did not meet the threshold for further discussion. The facilitator will acknowledge all cited major or minor concerns for these approved applications and assure the Committee that the department will complete a thoughtful review and appropriate follow up.



## Follow-Up Procedures

The Department will include substantiated minor concerns as recommendations for improvement in the hospital's HTP approval letter, ensuring hospitals consider these concerns in the implementation and execution of their programs.

The Department will perform a review of all major concerns and follow-up with hospitals to resolve substantiated concerns if necessary. The Department will present a summary of the resolution of major concerns at the final CHASE board presentation prior to making applications public.

For any application for which there are four or more “disagree with major concern” recommendations:

- The facilitator will elicit brief explanations of the major concerns cited.
- If possible, the facilitator can clarify or address the concern in real time then reassess the collective recommendations.
- If four or more disagree with major concerns” remain, the facilitator will open a brief group discussion to allow other committee members to comment.
- The facilitator will then close the conversation, document the rationale for remaining concerns and flag the application for a departmental review and possible hospital follow-up.

## Questions

Questions about the HTP timeline and application process should be directed to the HTP dedicated inbox at [COHTP@state.co.us](mailto:COHTP@state.co.us).

