

Primary Care Development Corporation (PCDC) is a community development organization that supports healthy, thriving communities across the country through capital financing, expertise, and advocacy.

PCDC partners with providers and practices – particularly those in low-income communities and communities of color – and investors to identify health care needs, increase primary care capacity, and craft effective, evidence-based solutions. Over the last 30 years, we have leveraged over \$1.5 billion in

capital and investment to develop and improve the primary care field and its infrastructure. Our comprehensive approach makes better, more equitable, and more accessible primary care a reality. For more information and to get involved in the transformation of primary care, please contact PCDC at [info@pcdc.org](mailto:info@pcdc.org) or visit [www.pcdc.org](http://www.pcdc.org).

For the last 13 years, PCDC has supported 1,300 practice sites to achieve and maintain National Committee for Quality Assurance (NCQA) Patient-Centered Medical Home (PCMH) recognition. Our coaches are our strongest asset and provide practices with individually tailored support to ensure they can meaningfully integrate patient-centered practices into their setting and can easily achieve PCMH recognition.

We are seeking independent consultants to help expand our capacity to meet our clients' needs.

Consultants must demonstrate the following capabilities:

**Required:**

1. Maintained active National Committee for Quality Assurance (NCQA) PCMH Certified Content Expert (CCE) **for at least five years.**
2. Demonstrated knowledge of primary care transformation, health care reform, and behavioral health integration across practice types, i.e., Federally Qualified Health Centers, independent providers, hospital-owned/operated, and/or independent clinics.
3. Demonstrated experience – across multiple settings - submitting NCQA PCMH recognition Full and Annual Renewal submissions **for at least five years,** with limited need for PCMH reviewer comments and/or audit.
4. Demonstrated proficiency in using/accessing NCQA Q-PASS platform.
5. Demonstrated skill in using Microsoft Word, Microsoft Excel, Zoom, and Cloud File Storage (i.e., Dropbox, OneDrive, etc.).
  - a. Demonstrated capacity for Microsoft Excel or other analytics tools to summarize practice-provided demographic and patient experience data.
6. Demonstrated capacity to develop, maintain, and closeout a workplan to drive practice coaching.
7. Demonstrated capacity to organize materials and digital files to meet the needs of NCQA recognition and practice's on-going recognition sustainability.
8. Consistent access to a computer and high-speed broadband to support virtual meetings, file sharing, etc.
9. Available via email and phone during normal practice hours of 8AM to 7PM, or as needed by the client and/or PCDC staff.
10. Capacity to use PCDC-provided email address.

11. Capacity to submit accurate and timely invoices (including details on time worked) monthly, for payment via ACH.

**Preferred:**

1. Demonstrated fundamental knowledge of at least three of the following Electronic Health Record platforms:
  - a. eClinicalWorks
  - b. Cerner (Oracle)
  - c. Epic
  - d. Athena
  - e. NextGen
  - f. Office Practicum
  - g. Medent
2. Familiarity with
  - a. NCQA Sexual Orientation and Gender Identity (SOGI) and Race, Ethnicity, and Language (REAL) reporting thresholds
  - b. Federal Quality Reporting Document Architecture (QRDA)
  - c. Federal Electronic Clinical Quality Measures (eCQM)
  - d. Medicare Quality Payment Program (QPP)
  - e. Medicare Merit Based Incentive Payment System (MIPS)
  - f. Medicare Alternative Payment Model (APM)
3. Capacity to work in a fast-paced, dynamic environment and to be responsive to both PCDC and client practices' needs and feedback.

**Consultants interested in participating in PCDC's PCMH practice coaching efforts should email the following to [cqp@pcdc.org](mailto:cqp@pcdc.org) by Friday, February 9, 2024.**

- Resumé / Curriculum Vitae
- Proof of NCQA CCE Credentials, including start and expiration date
- Name and contact details for at least three references for whom you have supported NCQA PCMH recognition within the last two years.
- At least two, redacted examples of submitted NCQA recognition materials, and details on your contribution to their development from the last 12 months.
- Details on typical availability to take on projects per week (i.e., number of hours, hours of accessibility to client and PCDC).
- Brief narrative description of recent consulting / coaching experience.
- Evidence of meeting the Referred and Preferred criteria above.
- Preferred hourly rate.
- Ready access to at least one work plan used for NCQA PCMH recognition – from the last year - for review during a virtual/telephonic interview.

**Criteria for Identifying Consultants:**

Successful candidates will be chosen based on qualifications, hourly rate, and availability, and invited for a virtual/telephonic interview.

**Contracting Process:**

If you are selected to participate in the PCDC PCMH CCE Consultant Pool, PCDC will assign you client projects as they become available. Each client project will require:

1. Execution of a PCDC sub-contract (can be evergreen across client projects)
2. Participation in regular (billable) on-boarding and training sessions with PCDC staff.
3. Use of a PCDC-provided @pcdc.org email address for communication with PCDC and its clients.
4. Regular updating and use of a PCDC-provided workplan template.
5. Archiving of all materials – in a standard format – in a PCDC-provided cloud file storage location.
6. Regular PCDC staff quality assurance and review of generated and QPASS-submitted materials.
7. Regular maintenance of meeting minutes/notes.
8. Monthly submission of invoices, detailing the time spent and details of work with clients.

**Questions should be submitted by February 2, 2024 to [cqp@pcdc.org](mailto:cqp@pcdc.org).**