

American Kidney Fund
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Dear Colleague:

Thank you for your continued interest in the American Kidney Fund's Grants Management System (GMS), and thank you for your patience as we have worked to build and launch a system that will meet the needs of renal professionals, patients and AKF.

I'm writing today to provide you with a GMS status update, as well as to ask your help on six very important matters to ensure the launch goes smoothly:

- 1) Ensuring patient data accuracy, which will require a new application for all patients
- 2) Ensuring all renal professionals have a corporate email address
- 3) Downloading and using new and updated AKF grant applications
- 4) Knowing and using your dialysis center identification number
- 5) Completing GMS on-line training

Status of GMS

AKF has identified a group of renal professionals from large, medium and independent providers who are currently testing GMS. The system is not live-- rather, the testers are going through all aspects of the system to see if there are any major unidentified issues from a user perspective that AKF has not discovered during its internal testing phase.

Based on the current status of this testing, we anticipate the following timeline for launch:

- **May 10:** GMS will open for renal professionals to **register** and to **begin online training**.
- **May 24:** GMS will open to **process all grant types except for HIPP**. Renal professionals will be able to use GMS to apply for Emergency Funds, Safety Net, Part D and Summer Enrichment Grants. We are staggering the launch of the modules-- launching the non-HIPP modules first-- in order to facilitate users learning GMS. Applying for AKF's Safety Net and other grant types will assist users in getting comfortable with the GMS system. In addition, the staggered launch provides enough time to reach out to patients to get the HIPP applications completed for 4th Quarter 2010.
- **July 1:** GMS will open to process HIPP applications. (To ensure uninterrupted payments of HIPP grants, AKF will use our existing Patient Services Online (PSO) system to process all HIPP applications, including 3rd quarter HIPP payments, through June 30.)

We Need Your Help to Ensure Patient Information is Accurate

One of the main reasons we are adopting GMS is so that we can ensure the highest accuracy in our grant-processing data. GMS will allow us to ensure that patients are associated with their correct renal

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professionals in the system, and it will allow us to efficiently verify patients' eligibility for grants. This will ultimately result in a smoother grant-processing system for all involved.

In order to ensure we are entering only current and accurate data into GMS, we are asking for cooperation from everyone in the renal community who applies to AKF for HIPP grants.

To qualify for HIPP coverage, all current and new HIPP patients will need to submit a new and complete HIPP application after July 1, 2010 for 4th Quarter 2010 payments.

We realize that submitting a new application for existing HIPP patients places an administrative burden on renal professionals, and we greatly appreciate your cooperation with this process. This reapplication process will ultimately result in a grant system that contains up to date, complete and accurate data on every patient with whom you work. **In recognition of your efforts to make the system better, we will not require a new application for patients you entered for 4th quarter 2010** until October 2011.

Please begin reaching out to your patients now. Let them know of the re-application process for HIPP. (Existing HIPP patients and new HIPP patients will have their payments made from our current system for 1st, 2nd, and 3rd quarter 2010 payments until 6/30/2010.)

Adhering to the above process will ensure your patients are entered into GMS accurately and that they have maintained program eligibility requirements and it will ensure your patients' HIPP payments are processed accurately for the 4th quarter of 2010 and moving forward.

What Renal Professionals Need to Do to Get Ready for GMS

We would appreciate your help in making sure you have taken the steps to prepare for GMS:

- One of the most important steps that all renal professionals must take is to obtain a corporate email account. GMS will not accept emails from non-corporate email domains like gmail, yahoo, Verizon.net, and Comcast.net. This is to ensure patient information remains secure and confidential. If GMS does not accept an e-mail address, that renal professional will not be able to use GMS.
- ***Question: I use one of those public e-mail providers, so now what?*** First, check to see if your company offers a corporate e-mail account that you may use. If your company does not have corporate e-mail available for your use, then there are several hosted e-mail providers available to choose from. Either your office manager or your company's IT staff should be able to set up one of these hosted e-mail providers for you to use. At the link below is a listing of some e-mail providers, ordered alphabetically: <http://www.microsoft.com/serviceproviders/solutions/catalog.aspx>. This list is just a partial list and AKF does not endorse any specific e-mail provider, but any of the providers on this list would be accepted for use with GMS.

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- Another important step to prepare for GMS is to download and use the most current AKF grant applications. The new forms include:
 - facility number
 - identifiers on the top and bottom of the application that are required to ensure the fax can be scanned by our paperless fax system
 - fields for all the information captured in GMS
- One final note is that renal professionals need to know their dialysis facility number. Many dialysis facilities have these identifying numbers, and our new grant applications require the renal professional to include that number on the application. The facility number is important because it quickly identifies the patient to the facility and expedites grant application processing within GMS.

GMS Registration and Support

We will notify you when GMS is available for you to register. AKF has developed an on-line training course that you will take once you register with GMS. Completion of the training course will be required within 90 days of registration with GMS. This program is approved by the National Association of Social Workers (Approval #886443948) for 2 continuing education contact hours.

As we move closer to the GMS launch we will be in contact with more frequent communications.

Thank you for your continued support of the patients we serve.

Sincerely,

Gwendolyn Dewberry
Senior Director of Patient Services Programs