Requests including intervention(s) requiring IS/Epic Application Teams to build new and/or optimize the EMR will be submitted to the HSCC.

Pre-Award Step 1: Initial proposal review
Submit a high-level overview of the proposal to NMISResearchDevTeam@nm.org. Attach the completed SBAR template (see next page) which will be used throughout the process and walks through the problem (situation), background/considerations, assessments, and recommendations. The IS Research and Development (R&D) team will work with you to scope the request.

- Review the proposal and discuss high-level needs with R&D.
- R&D will have a good understanding of what can or cannot be developed in Epic, current NM best practices for EMR builds, etc.
- R&D will provide a high-level estimate of the work required to complete the proposal for the HSCC to consider when reviewing the request.

Pre-Award Step 2: Presenting at HSCC
1. You will receive a meeting invite from the facilitator or forwarded from the IS Business Relationship Manager (BRM)/Informatics for either a HSCC preparation meeting, the HSCC meeting, or sometimes both.
2. You should ensure that yourself, any other subject matter experts, or operations are at the meeting to help present the ticket. (Your BRM/Informatics/Epic application representatives should already be invited)
3. You should provide a brief overview of the ask and allow time for discussions and questions.

Pre-Award Step 3: After presenting
1. Due to the nature of some requests, you may need to present at multiple HSCCs. If this is the case, please reach out to your assigned BRM for more information.
2. Your BRM is your main point of contact, please reach out to them for any questions about next steps or updates.
3. If your request is approved, R&D will conduct detailed scoping to determine the budget that should be included in the grant proposal.

Step 4: Awaiting proposal funding
1. While you wait to find out if the proposal was funded, the request will be on hold. If the project is not funded, please circle back with the R&D team at NMISResearchDevTeam@nm.org to close the request.

Post-Award Step 5: Project setup
1. If your research is funded, reach out to NMISResearchDevTeam@nm.org to set up the infrastructure for successful implementation. The R&D team will facilitate the process of taking the request back to the HSCs to build buy-in from impacted clinicians and prioritize the work.

Please send comments or questions to NMISResearchDevTeam@nm.org
**Request Title and Demand #:** [Project title]

**Presenter(s):** [Presenter names]

**Requestor(s) and or SME:** [Requestor names]

<table>
<thead>
<tr>
<th>Persons Involved in Planning/ Discussions</th>
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<tr>
<td>LFH: [Name(s) of involved person(s)]</td>
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<td>NMH: [Name(s) of involved person(s)]</td>
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<td>CDH: [Name(s) of involved person(s)]</td>
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<td>System: [Name(s) of involved person(s)]</td>
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**Situation (Problem)**

- [Details about situation]

**Background and Considerations**

- [Details about situation]

**Assessment / Options**

- [details about assessment]

**Recommendations**

- [details about recommendations]

**Expected Impact**

**Pilot, Regional, or System Request:**

**Region:** [Impacted Region(s)]

**Business Unit:** [Impacted BU’s]

**Decision**

[To be completed by HSC]