



## HealthySteps – April 2026

### RFA Questions and Answers

1. I see a template in the system that appears to consist primarily of yes/no questions. Is an additional narrative required outlining how we intend to implement the project and utilize the funds?

ANSWER – No. The Proposal Template contains all the required information necessary for application.

2. Is a detailed budget required as part of the submission?

ANSWER – No. A detailed budget is not required as part of the submission for this RFA.

3. Once we enroll in Reach Out and Read, what are the ongoing requirements?

ANSWER – Please be advised that Reach Out and Read is a separate evidence-based program. It is the applicants responsibility to review the information and be informed of the ongoing requirements regarding the Reach Out and Read program. Information can be found at the Reach Out and Read website.

<https://reachoutandread.org/>

4. Is there any guidance about how many children a HealthySteps Specialist can serve in a year, or at any one time?

ANSWER – Yes. Please refer to the RFA Section 1. D. Eligible Applicants. Each applicant must have a minimum panel size (i.e., caseload) of 100 children ages 0-3 years. For small practices that plan to partner, the minimum **combined** panel size of children ages 0-3 years is 100 and the maximum allowable combined panel size is 2,000.

5. Is there any data on the distribution of children served by this program into the three Tiers?

ANSWER – Yes. The HealthySteps National Office does track this information on an annual basis. However, it should be noted that each practice may vary based on the needs of the population served. Tier 1 services are universal at every HealthySteps site and include all families in the practice with children ages 0-3 years. Tier 2 and Tier 3 are a subset of the universal population based on the risk stratified assessment. Refer to: <https://www.healthysteps.org/what-we-do/our-model/tiers-and-core-components/>

6. Can we use the data system award to defray the cost of our IT staff's work on our electronic medical record related to this program?

ANSWER – Yes. IT staff time to modify your electronic medical records can be attributed to the data system funding as long as it supports your HealthySteps program.