California Rural Health Technology (CalRHT) Technology and Tools Electronic Health Records (EHR) Modernization Grant Program

Subrecipient Guidance: Technology Readiness Assessment

For Grant Year 2026-2027

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"A healthier California where all receive equitable, affordable, and quality health care."

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Background

The CalRHT EHR Modernization Grant requires that your organization complete the Technology Readiness Assessment as part of grant Milestone 1. This guide will serve as a resource for your organization to understand, complete, and submit the assessment.

Milestones & Payments Schedule for CalRHT EHR Modernization Grants Program

Milestone	Requirements	Date	Payment
Milestone 0 – Signed Grant Agreement	Completed Project Implementation Plan including budget and workplan approved by HCAI and adjusted to final grant amount	**Within 10 business days of contract effective date**[1]	**0%**
Milestone 1 - Procurement and Implementation Launch	• Completed Milestone 0 • Completed Technology Readiness Assessment with demonstrated feasibility • Signed contract with EHR vendor dated post-grant agreement execution • Baseline metrics report[2]	**TBA**	**40%**
Milestone 2 – Interim Report and Compliance	• Completed Interim Report • Completed Required Baseline Training	**TBA**	**0%**

Milestone 3 – Final Report	• Completed Milestone 2
	• Completed Final Report, including confirmed go-live with EHR and percent of health professionals using new system
	• Confirmed Signatory of DSA
	• Metrics requirements
	  ○ Hospitals: Connection to a national network or QHIO
	  ○ Primary care: Reporting data exchange capabilities
	  ○ Completion of standardized security risk assessment
	  ○ Data managed by technology with a sustained cybersecurity certification
	  ○ Patient portal access
		Prior to September 30, 2027	**60%**

	• Completed Technology Readiness Assessment performed ~90 days before go-live[2]		

[1] Date changed after publishing the BP1 EHR Modernization Grant Guide
[2] Reporting requirement added after publishing the BP1 EHR Modernization Grant Guide

1. What is the Technology Readiness Assessment (TRA)?

The TRA is designed to evaluate your organization's implementation readiness and identify gaps. Because the assessment is designed as a self-assessment tool, the results are intended to provide a baseline evaluation to the California Rural Health Transformation (CalRHT) program.

2. Who completes the assessment?

Subrecipients of the CalRHT Electronic Health Records (EHR) Modernization Grant are required to complete this assessment. Potential applicants may also complete this assessment if desired. Assemble a small team, typically three to six people that includes:

- A leader (executive director, medical director, owner, or board chair)
- A clinician (physician, NP, PA, etc.)
- An operations or front-desk lead who knows the day-to-day workflow
- An individual that handles IT, billing, and/or compliance (these may be one person in a small rural organization)

For solo providers and very small organizations, one person may complete the assessment by obtaining input from one or two operational or IT experts within your organization.

3. How does my organization complete the TRA?

The TRA should be downloaded from the CalRHT funding webpage. Your organization should answer the 30 core questions and 10 optional deep dive questions across six domains:

- Domain 1 – Leadership & Strategy
- Domain 2 – Workforce & Training
- Domain 3 – Workflow & Operations
- Domain 4 – Technology Infrastructure
- Domain 5 – Data, Privacy & Interoperability
- Domain 6 – Finance & Sustainability

Each question has a rating scale of 1-5. The team or individual completing the assessment should refer to the scale descriptions and pick the one that most closely matches the current reality of the organization.

Use the following guidance based on your organization size:

- Solo / very small (one to three providers): Complete the 30 core questions only.
- Small clinic (4–15 providers, single-site RHC, small FQHC): Complete the 30 core questions and consider 3–5 Deep Dive questions in your weakest domain.

- Multi-site / Critical Access Hospital / multi-program FQHC: Complete the 30 core questions and all 10 Deep Dive questions. Score by site if that's how decisions are made.

4. What is the anticipated effort for completing the assessment?

The total time to complete the assessment is as follows:

- Small Team completing 30 core questions: about 45 minutes.
- Solo provider completing 30 core questions: about 30 minutes.
- Optional Deep Dive: add 15 minutes.

5. How do I submit the results of the assessment?

The completed assessment should be submitted through the Grant Administration Portal (Submittable) upon completion.

6. What if I need help with the assessment?

The CalRHT Regional Technical Assistance Center (RTAC) is available to assist subrecipients with the Technology Readiness Assessment. Your organization should complete RTAC website registration and schedule the RTAC intake process on the website. Upon completion of both steps, office hours and request for Technical Assistance are available services.

For more information or to access RTAC, visit www.calrht.org, via email at rtac@calrht.org, or by phone at (833) 444-7822.