



**Qualified Health Information Organization
Application Determination Appeal Form 2023
September 2023**

Instructions

Intent to Appeal. Applicants wishing to appeal the determination regarding their application to serve as a Qualified Health Information Organization (QHIO) in the California Health & Human Service Agency (CalHHS) Data Exchange Framework (DxF) must notify the Center for Data Insights and Innovation (CDII) of their “intent to appeal” **by 5:00PM PT on the third business day following CDII’s communication of its determination** that the applicant was not qualified. This “intent to appeal” must be sent as an email message to cdii@chhs.ca.gov. The email subject should read “QHIO Intent to Appeal” followed by the name or common acronym of the applicant. The “intent to appeal” may be an email sent to CDII which states that your organization intends to appeal.

QHIO Application Determination Appeal Form. Once the “intent to appeal” message has been sent, the appellant must complete this QHIO Application Determination Appeal Form and submit it to CDII for review and consideration. This completed Form must be sent via email to CDII (cdii@chhs.ca.gov) **by 5:00PM PT on the tenth business day following CDII’s communication of its initial determination** (CDII’s Notice of Determination) that the applicant was not qualified. The email subject should read “QHIO Application Determination Appeal” followed by the name or common acronym of the applicant.

1. **Organization Name:** _____

2. **Primary Point of Contact for the Appeal:**

Signature: _____

Name: _____

Email Address: _____

Telephone: _____

3. **Authorized Representative Completing the QHIO Application Attestations:**

Signature: _____

Name: _____

Email Address: _____

Telephone: _____

4. **Date Notified by CDII of Application Determination:** _____
5. **Date of Submission of this Appeal Form:** _____
6. **Appeal:** Provide an explanation for each question identified in CDII's notice of determination describing why CDII's determination should be reconsidered. Please limit the response to 500 words for each question identified in CDII's determination. Keep the explanation directly responsive to the reason(s) for failing to qualify, as provided in CDII's Notice of Determination email.

7. **Validation:** If this application window required applicants to provide subsequent documentation of one or more questions, applicants who appeal their determination will also be required to submit subsequent documentation on those questions as part of their appeal. Not all notice of determinations will include a call for validation. The CDII Notice of Determination email will inform the applicant whether subsequent documentation was required in this application window.

If CDII's Notice of Determination included a validation requirement, appellant must provide documentation for each question identified in CDII's notice of determination as part of appellant's appeal. Attach the requested documentation as a pdf to the email submitted with either your intent to appeal email or your appeal submission email.

If CDII's notice of determination does not include a validation requirement, appellant is not required to submit any additional documentation as part of this appeal.