

COMMUNITY HEALTH WORKER AND PATIENT NAVIGATION PROGRAM SUB-AWARD INFORMATIONAL WEBINAR

CENTER FOR GULF COAST ENVIRONMENTAL
HEALTH RESEARCH, LEADERSHIP AND
STRATEGIC INITIATIVES



EHCLP BACKGROUND

- Tulane awarded funding in 2012 through BP's settlement of class action medical claims ***Gulf Region Health Outreach Program (GRHOP)***.
- Building social capital and engaging Gulf Coast communities in leadership development is the foundation for the GRHOP ***Environmental Health Capacity and Literacy Project (EHCLP)***.
- A major initiative is to strengthen primary care services by deploying CHWs throughout the Gulf Coast.



WHAT DO CHWS DO?

- Provide culturally appropriate health education, information, and outreach in community-based settings
- Provide direct services, such as informal counseling, social support, care coordination, and health screenings
- Advocate for individual and community needs
- Provide cultural mediation between individuals, communities, and health and human service providers
- Build individual and community capacity
- Ensure people have access to needed services



WHAT MAKES CHWS UNIQUE?

- CHWs are distinguished from other health professionals because they:
 - Same cultural/linguistic background
 - Similar lived experiences
 - Holistic/contextual approach
 - Home or community-based work
 - Networking and follow-up in real time and real settings
 - Build social cohesion



HOW CHWS ENHANCE PRIMARY CARE

- Embracing a patient-centered care model
- Providing a bridge between community and medical providers
- Strengthening patient-provider relationships
- Improving health outcomes
- Increasing patient satisfaction
- Reducing costs



TRAINING

- Led by University of South Alabama's Coastal Resource and Resiliency Center
- Two-week, 80-hour course featuring core curriculum (public health, chronic disease) and specialty modules (mental health, disaster preparedness)
- Upcoming training
 - August 2nd-14th in Mobile, AL
 - More information and application materials at www.coastalresourcecenter.org



IMPORTANT DATES

- Deadline to submit scope of work:
June 1st, 2015
- Award decisions announced
July 1st, 2015
- Earliest anticipated start date:
September 1st, 2015



ELIGIBILITY

- FQHCs and other CBOs that operate within:
 - Alabama (Mobile, Baldwin)
 - Florida (Escambia, Santa Rosa, Walton, Okaloosa, Bay)
 - Louisiana (Orleans, Jefferson, St. Bernard, Plaquemines, Lafourche, Terrebonne, Cameron)
 - Mississippi (Hancock, Harrison, Jackson)
- Applicants must have tax-exempt status under IRS code.
- Projects must focus on chronic disease, disaster management, health outreach and education **and/or** linking communities to primary care
- **Applicants will have to agree to hire staff trained through the GRHOP funded University of South Alabama, Community Health Worker Training Project (2013 or 2015 cohorts)**



BACKGROUND AND SIGNIFICANCE

Background and Significance (1 page)

- Describe the need for CHW/PN services in target community/population and how the proposed program will connect communities to primary care.
- Describe the target population and provide evidence of the risk/need within that population.
- Provide statistics specific to the population of focus.



PROGRAM DESCRIPTION AND EVALUATION

Program Description and Evaluation (4 pages)

- Detail the project goals and objectives
- Explain how the project will increase health prevention and promotion outreach and/or assist patients and their families through the management of chronic disease or other conditions.
- Describe in detail how the organization will measure project goals and objectives and how the impact of the project will be assessed.
 - Current evaluation activities
 - CHW program evaluation plan



PROCESS EVALUATION (IMPLEMENTATION)

Did we do what we said we would do?

- Is the program functioning as it was designed to?
- What is working well, what needs improvement?
- Where are the gaps between program design and delivery?



OUTCOME EVALUATION (RESULTS)

What resulted because of this effort?

- What is the difference made by this program?
- What is the impact?
- What changes in attitudes, beliefs, skills, health outcomes occurred among the target audience?



ORGANIZATIONAL CAPACITY

Organizational Capacity (2 pages)

- Describe organizational structure, including staff/roles and other programs
- Statement of qualifications for CHW supervisor and/or program lead
- Organizational chart (excluded from page limits)
- In-house training, new employee orientation, ongoing staff development
- Evidence of prior success
- Internal control and accounting
- Current funding sources
- Program sustainability



FUNDING

- Total costs requested for a single project may not exceed \$56,000 (direct and overhead costs) in the first year, maximum \$112,000 over the total two-year funding period.
- Funding may be requested for 2-year periods.
- This is a competitive RFP and the size of the award may vary.
- The funding grant cycle is 9/1/2015 to 8/31/2017.*

**Contingent upon a no-cost extension*



DIRECT COSTS

1. A maximum of two part-time CHW or patient navigator salaries and benefits or one full-time.
2. CHW or patient navigator salary and benefits. *This covers salaries and benefits only for time directly related to the proposed CHW or patient navigation project and not the general work of the employee on other programs.*
3. Percent effort for direct supervision (not to exceed 10% effort)
4. Meeting costs
5. Health education and outreach expenses
6. Operating Supplies/Equipment (i.e. computers, text books)
7. Local mileage reimbursement
8. Direct costs may not be used for the following purposes:
 - Construction or renovation of facilities
 - Political campaigns or lobbying
 - Endowments
 - Debt reduction



OVERHEAD COSTS

- Each applicant FQHC or nonprofit organization is limited to a 12% overhead rate.
- Overhead costs are those which support “shared” services such as accounting, human resources, utilities, etc.
- The percentage effort/salary of administrative staff (i.e. accounting and human resources) and clerical staff should normally be treated as indirect costs and do not need to be itemized on your budget spreadsheet.
- Items such as office supplies, postage, local telephone costs, and memberships will be treated as overhead.



BUDGET & BUDGET JUSTIFICATION

- Spreadsheet to detail anticipated expenses with justification.
- Descriptive narrative justification of entire budget.



SCOPE OF WORK PREP

- Formatting preference
 - Minimum 11 point font
 - Arial font type
 - 1 inch margins on all sides, double spaced
 - References in APA format
- Title Page
 - Proposal title
 - Director name, title, and affiliation
 - Contact information for Director only (mailing address, phone number and e-mail address).



REQUIRED DOCUMENTS

1. Scope of Work
2. Organizational Chart
3. C.V. for Program Lead and CHW Supervisor
4. Budget Spreadsheet (use required template)
5. Budget Justification
6. CHW Placement Application Form
7. Proof of Tax-Exempt Status



CONTACT INFORMATION

**Program design, evaluation
methodology**

**Budget development and sub-
award contracts**

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