Request for Applications (RFA)

ASTHO Accreditation Readiness, Performance Management, and Quality Improvement Technical Assistance (2016-2017)

#### Purpose

ASTHO is dedicated to continually strengthening the public health infrastructure and improving state health agency (SHA) performance. Through funding from CDC, ASTHO will engage with states by providing targeted, customized technical assistance (TA) to select states to help them complete projects relating to one or more of the following topics:

* **Accreditation Readiness:** orientation to the PHAB Standards and Measures and the process for accreditation, development and implementation of Key Documents (State Health Assessment, State Health Improvement Plan, Strategic Plan, Workforce Development Plan, Quality Improvement Plan, Emergency Operations Plan, Organization Branding Strategy, or Performance Management System), and strategies for organizing accreditation teams and documents.
* **Leadership Readiness for Accreditation:** review and enhance leadership knowledge of the accreditation process, address key issues that affect the roles and responsibilities of state health officials during accreditation.
* **Organizational Self-Assessment (OSA) against PHAB Standards and Measures (Gap Analysis):** use of OSA evaluation tool to develop an analysis of gaps and areas for prioritization regarding documentation required for accreditation.
* **Documentation Review:** comprehensive, virtual review of documentation selected for submission to PHAB, and a report providing feedback and scoring guidance indicating strengths and weaknesses of each piece of documentation and its adherence to the PHAB Standards and Measures.
* **Site Visit Preparation:** Using PHAB’s “How to Conduct a Mock PHAB Site Visit” workbook as a framework, conduct in-person or virtual mock site visit including preparation of agency staff and key stakeholders for PHAB interviews and developing site visit schedules and agendas.
* **Performance Management and Quality Improvement:** developing and implementing a performance management system, developing a quality improvement plan, and integrating and sustaining quality improvement activities.
* **Maintenance of Accreditation Status:** assessment of PHAB accreditation report provided to states, action plan response development, sustainability plan and annual report development to ensure accreditation is maintained and proper performance management and quality improvement activities are in place.

This technical assistance will complement ASTHO’s [suite of tools and resources](http://www.astho.org/Programs/Accreditation-and-Performance/Resources-and-Tools/) that support national accreditation, facilitate performance management and quality improvement (QI), increase systems assessments, and enable states to strengthen their ability to deliver the essential public health services. These tools and resources can be accessed on ASTHO’s [Accreditation and Performance Webpage](http://www.astho.org/Programs/Accreditation-and-Performance/Resources-and-Tools/).

**Eligibility**

The TA described in this Request for Applications (RFA) is available to all state health agencies. Due to limited resources, first priority for selection will be given to those who have not received recent (in the prior two years) technical assistance from ASTHO. However, all states are eligible to apply.

#### Benefits and State Deliverables

No funds will pass directly between the ASTHO and the states. ASTHO will work with each state to determine the best mix of on-site, virtual, and/or web-based technical assistance to support the proposed body of work.

Participating states will be provided with:

* Access to ASTHO staff and/or subject matter experts to work on one discrete and short term project to be concluded by June 30, 2017.
* Opportunity to interact with peer states receiving technical assistance in the same or similar topic area.

Participating states will be expected to:

* Establish a feasible scope of work for the project that will be accomplished by June 30, 2017.
* Share products developed from this project with ASTHO to use as resources for other states.
* Report progress on the project’s scope of work and deliverables.
* Complete an evaluation of the technical assistance received, which ASTHO will utilize to improve its technical assistance activities in the future.

**Selection Process and Timelines**

This is a competitive selection process based on the application received in response to this RFA. **Interested states should respond to this RFA by submitting a completed application using the form below to Leah Silva at** [lsilva@astho.org](mailto:lsilva@astho.org). **The deadline to submit a completed application is 5:00 p.m. (EST) on Friday, September 30, 2016. Selections will be made by early October 2016.**

**Technical assistance will be initiated as early as October 2016 and will be completed by June 30, 2017.**

We have attached an application checklist and timeline for your convenience.

#### Additional Information

For additional information please contact Leah Silva at [lsilva@astho.org](mailto:lsilva@astho.org) or by calling 571-318-5488.

Funding for this opportunity is provided through a Cooperative Agreement with CDC Office of State, Tribal, Local and Territorial Support (CDC/OSTLTS). For more information on CDC’s activities in supporting accreditation, go to: <http://www.cdc.gov/stltpublichealth/program/index.html>.

For more information about ASTHO’s accreditation preparation resources, go to [http://www.astho.org/programs/accreditation-and-performance.](http://www.astho.org/programs/accreditation-and-performance/)

**Application**

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| **CONTACT INFORMATION** |
| Health agency name: |
| Health agency contact: |
| Position of Health agency contact: |
| E-mail address: |
| Telephone: |
| **Description of Technical Assistance Request** |
| **The technical assistance requested falls under the following topic areas (please check as many subcategories that apply in one of the seven (7) topic areas):**  **Accreditation Readiness:**  Orientation to the PHAB standards and measures and accreditation process  Development and implementation of Key Documents (State Health Assessment, State Health Improvement Plan, Strategic Plan, Workforce Development Plan, Quality Improvement Plan, Emergency Operations Plan, Organization Branding Strategy, or Performance Management System)  Strategies for organizing accreditation teams and documents  Other (please specify):  **Leadership Readiness for Accreditation:**  Reviewing and enhancing leadership knowledge of the accreditation process  Addressing key issues that affect the roles and responsibilities of state health officials during accreditation  Other (please specify):  **Organizational Self-Assessment against PHAB Standards and Measures (Gap Analysis):**  Use of OSA evaluation tool to develop an analysis of gaps and areas for prioritization regarding documentation required for accreditation  Other (please specify):  **Document Review:**  Comprehensive, virtual review of documentation selected for submission to PHAB  Other (please specify):  **Site Visit Preparation:**  Using PHAB’s “How to Conduct a Mock PHAB Site Visit” workbook as a framework, conduct in-person or virtual mock site visit including preparation of agency staff and key stakeholders for PHAB interviews and developing site visit schedules and agendas.  Other (please specify):  **Performance Management and Quality Improvement:**  Developing and implementing a performance management system  Developing a quality improvement plan  Integrating and sustaining quality improvement activities  Other (please specify):  **Maintenance of Accreditation Status:**  Assessment of PHAB accreditation report provided to states  Action plan response development  Sustainability plan and annual report development to ensure accreditation is maintained  Review of proper performance management and quality improvement activities  Other (please specify:  **Please provide a description of past TA your agency has received from ASTHO, if any, in the areas of accreditation, performance management, and/or quality improvement, including the dates the TA was received. Please note that first priority for selection will be given to those who have not received recent (in the prior two years) technical assistance from ASTHO. (200 word limit): 10%**  **Please provide a description of the current status of the work taking place in your agency around the topic area that you selected (300 word limit): 15%**  **Please describe your agency leadership support for accreditation activities, expected involvement with this particular TA engagement, and any/all discussions about this specific TA opportunity that you have had with your agency leader (200 word limit): 15%**  **Please provide a description of the discrete project that you plan to undertake, and the role of technical assistance in supporting your work. Your description should include your agency needs and goals (500 word limit): 20%**  **Please describe the proposed deliverable/outcome of this work (300 word limit): 20%**  **Please provide a timeline for the proposed project, milestones, and staffing (table below has been provided as a guide): 20%**   |  |  |  | | --- | --- | --- | | **Expected Date:** | **Milestone:** | **Staff Involved:** | | *Eg. January, 2015* | *Eg. Collect 50% of the documentation required by PHAB* | *Eg. Staff Person, Accreditation Coordinator* | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |
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**Application Check List & Timeline**

Contact Information Including: agency name, primary agency contact, email address, and telephone *(Note that the primary agency contact will serve as the point of contact throughout the technical assistance)*

Review of the seven (7) topic areas available for technical assistance and the subcategories within these topic areas

Selection of one or more subcategories within one (1) topic area for which you are requesting technical assistance *(Is your selection narrow enough to allow for focused technical assistance and a completed deliverable by June 30, 2017?)*

Description of past TA received from ASTHO, if any, in the areas of accreditation, performance management, and/or quality improvement (*Does your descrption include the dates of the TA, the topic area, and the outcome of the TA?)*

Description of current state of work taking place in your agency around the selected topic area *(Does this description include information about leadership/staff support, previous funding, or the status of a particular deliverable?)*

Description of the discrete project that you plan to undertake & the role of technical assistance to support this work *(Does this description include your agency needs and goals? Does your description describe the guidance/resources/services that you would like ASTHO to provide?)*

Description of the proposed deliverable/outcome (*Did you describe what you would like to accomplish as a result of the technical assistance? For example, a process for developing a Major Plan, a completed Major Plan, a Site Visit, Documentation Review for some or all Domains, etc.)*

Support from agency leadership to apply for technical assistance *(We encourage all applicants to discuss their intent to apply for technical assistance from ASTHO with their leadership, and determine shared goals, outcomes, and deliverables. A formal letter of support is not required)*

Timeline for the proposed project including milestones and staffing (*Based on your current knowledge and the current status of the work taking place in your agency, does this timeline provide a realistic plan for the eight (8) months of technical assistance?)*

Application submitted to Leah Silva ([lsilva@astho.org](mailto:lsilva@astho.org)) by September 30, 2016 @ 5:00 PM ET

**Important Dates:**

* **September 30, 2016 @ 5:00 PM ET:** Deadline to submit Statement of Interest & Scope of Work
* **Early October, 2016:** States to receive technical assistance selected
* **October, 2016:** Technical assistance initiated
* **June 30, 2017:** Deliverable(s) and technical assistance completed