

Strong Systems Stronger Communities- Public Health Accreditation Self-Assessment for Tribal Health Departments 2019-2020

Request for Applications (RFA)

#### Funding Opportunity Overview

With funding from the Center for State, Tribal, Local and Territorial Support, Division of Performance Improvement and Field Services, (CSTLTS / DPIFS) within the Centers for Disease Control and Prevention, the National Indian Health Board (NIHB) is offering a funding opportunity for Tribal health departments seeking to complete projects to improve their performance, meet national public health accreditation standards, and/or promote interconnection across the public health system to improve population health. This year’s Strong Systems, Stronger Communities (SSSC) builds off of the former Tribal Accreditation Support Initiative (ASI) funded from FY 2014-FY 2018 and FY 2018-2019 SSSC funding by offering projects options in performance improvement, system improvement (including systems integration), and public health accreditation readiness. The intended outcomes of SSSC include; increased performance improvement practice, increased innovation in response to system integration challenges, and progress toward national public health standards.

NIHB will provide funds to **4 Tribes** in amounts up to **$3,000** each. Tribes will use these funds to conduct a self-assessment of their public health capacities against national public health accreditation standards.

The completed application (Appendix A) is due by 11:59 PM EDT on Friday, September 20, 2019. The project period will run from approximately October 31, 2019 through July 31, 2020.

NIHB and CDC staff will host a

**Pre-Application Webinar**

**Thursday, August 22, 2019 from 2:30pm-3:00pm ET**

[Register for the Pre-Application Webinar](https://nihb.webex.com/nihb/j.php?MTID=ee39d8bbaa2174f8b51e44cfda63b644e) or cut and paste this address into your browser

<https://nihb.webex.com/nihb/j.php?MTID=ee39d8bbaa2174f8b51e44cfda63b644e>

Additional questions about this RFA may be directed to Sarah Price

[sprice@nihb.org](mailto:sprice@nihb.org)

NIHB and CDC staff will not answer any questions or provide any information that may provide an unfair advantage to any applicants.

**Eligibility**

In order to be considered eligible for this funding opportunity, all of the following criteria must be met:

* Applicants must be an official Tribal entity defined as a federally recognized Tribal Government, Tribal organization, or inter-Tribal consortium as defined in the Indian Self-Determination and Education Assistance Act, as amended.
* Applicants must have a strong interest and/or demonstrated commitment to pursuing public health performance and systems improvement projects.
* Applications related to the pursuit of healthcare performance improvement or accreditations such as AAAHC, JCAHO or CARF are not appropriate for this funding opportunity and will be disqualified.
* Applicants are welcome to apply for other NIHB awards, including other SSSC funding opportunities.

#### Funding Categories

The awardee cohort will consist of Tribes who are new to public health accreditation, meaning they have a sincere interest in public health accreditation but have not begun or completed any public health accreditation activities. These Tribes could be described as being in a “Consideration” phase or “Pre-planning” phase as described below.

*Consideration* – Health department staff have begun to talk about public health accreditation, and are actively considering how the Tribe could benefit from accreditation and how they could undertake accreditation activities, but have not committed to begin or started activities to pursue the process. Staff have learned about accreditation through webinars, conference presentations, networking, or non-specific venues.

*Pre-planning* – There is clear recognition that public health accreditation would be beneficial to the Tribe. Either one staff or a group of staff are actively talking about it and seeking buy-in from leadership, administration and front line staff. Staff may have received training specifically on accreditation. An accreditation lead may or may not have been named yet. Efforts are focused on discussion and are not yet detailed.

The awardees will all complete the same work plan. They will receive training, establish an accreditation team, and complete a self-assessment on the 12 domains of public health accreditation, which include:

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| **DOMAIN 1**: Conduct and disseminate assessments focused on population health status and public health issues facing the community | **DOMAIN 2**: Investigate health problems and environmental public health hazards to protect the community |
| **DOMAIN 3**: Inform and educate about public health issues and functions | **DOMAIN 4**: Engage with the community to identify and address health problems |
| **DOMAIN 5**: Develop public health policies and plans | **DOMAIN 6**: Enforce public health laws |
| **DOMAIN 7**: Promote strategies to improve access to health care | **DOMAIN 8**: Maintain a competent public health workforce |
| **DOMAIN 9**: Evaluate and continuously improve processes, programs, and interventions | **DOMAIN 10**: Contribute to and apply the evidence base of public health |
| **DOMAIN 11**: Maintain administrative and management capacity | **DOMAIN 12**: Maintain capacity to engage the public health governing entity |

Refer to the [PHAB’s Standards and Measures Version 1.5](http://www.phaboard.org/wp-content/uploads/PHABSM_WEB_LR1.pdf) for details and definitions of the specific domains. Tribal sites may also be interested in viewing the companion document, “[Supplemental Process and Documentation for Tribal Public Health Accreditation.”](https://www.phaboard.org/wp-content/uploads/2018/11/PHAB-Tribal-Guidance-Final-1.pdf)

#### Project Requirements

Selected Tribal partners must agree to:

* Sign and return a Memorandum of Agreement (MOA) with NIHB that stipulates the amount of funds to be distributed, a schedule of funds distribution, Tribal points of contact, and deliverables. NIHB will furnish the MOA after funding decisions are made and announced.
* Designate one main point of contact to serve as the project coordinator. Even if this person will not be leading all project activities, the Tribal partner must designate one individual with whom NIHB will directly communicate on all matters related to this project. This person will be responsible for submitting all deliverables, participating in conference calls, and completing evaluation activities.
* All awardees must designate at least two health department staff to attend a 1.5-day awardee training coordinated by NIHB.
* Permit NIHB to share project success, lessons learned and deliverables as part of a broader information dissemination strategy.
* Participate in monthly peer learning webinars or awardee conference calls, as well as scheduled individual phone calls with NIHB and possibly CDC staff to discuss progress, barriers, or any technical assistance that may be needed.
* Participate in project evaluation and technical assistance activities.
* Submit the completed self-assessment as a deliverable to NIHB at the end of the project period.

NIHB and CDC will provide selected sites with:

* Specified amount of funds.
* A coordinated 1.5-day in-person public health accreditation planning training.
* Technical assistance from NIHB and/or CDC staff for identified areas of need.
* Hosted webinars/conference calls, as appropriate, to support peer learning among Tribal partners.
* Connection to learning communities, national networks, existing technical assistance resources, and activities to support accreditation activities.
* Structured technical assistance events.

#### Application Process

1. Participate in the optional pre-application conference call on August 22, 2019.
2. Complete the application package (Appendix A). The following will comprise a complete application package:

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| Application, Section A: Tribe and Contact Information |  |
| Application, Section B: Application Narrative and Scope of Work |  |
| Signed letter of support from Tribal official |  |

1. Submit all sections of the project application (as a single Microsoft Word document), the letter of support (as a PDF document), and all other additional materials (as a single PDF document) to Sarah Price, [sprice@nihb.org](mailto:sprice@nihb.org) 11:59 PM EDT, **Friday, September 20, 2019**. The subject line of the e-mail should read: **‘SSSC Self-Assessment Application”.** No applications will be accepted by fax or postal mail. NIHB shall confirm the receipt of all applications.

#### Selection Process

* Incomplete application packages will not be reviewed.
* All complete applications will be reviewed by a team of qualified public health professionals with experience working in Indian Country and/or public health performance improvement.
* Applicants that currently or previously have received accreditation-readiness funding are eligible to receive funds but may not necessarily be prioritized.
* NIHB shall notify all applicants of the status of their application by October 9, 2019.

**Appendix A:**

**Strong Systems Stronger Communities- Public Health Accreditation Assessment 2019-2020**

Application Package

Instructions: Fill out this application in its entirety by typing directly onto this document. Submit all sections of the application package (as a single Microsoft Word document),the letter of support (as a PDF document), and additional materials, such as letter of support from a consultant or outside contractor (as a PDF document) to Sarah Price, [sprice@nihb.org](mailto:sprice@nihb.org) by **11:59 PM EST on Friday, September 20, 2019**. The subject line of the e-mail should read: ‘‘**SSSC Self-Assessment Application’**. No applications will be accepted by fax or postal mail.

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| Name of Tribe(s): |  |
| **CONTACT INFORMATION** | |
| Contact information for the individual to be contacted for notification of application status: | Name: |
| Title: |
| E-mail Address: |
| Phone Number: |
| Mailing Street Address: |
| City, State, Zip Code: |
| Contact information for the Tribal Health official/director | Name: |
| Title: |
| E-mail Address: |
| Phone Number: |
| Tribal health department/organization: | Name: |
| Mailing Street Address: |
| City, State, Zip Code: |
| Total Tribal enrollment: | Resident population |
| Size of reservation (sq. mi.): | Approximate population size served by health department or organization(number):        individuals |
| Name and Address where funding check should be sent should Tribe receive the funding | Pay to the order of: |
| Mailing Street Address: |
| City, State, Zip Code: |
| Electronic signature of health official (typed is permissible): |  |

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| **PROJECT COORDINATOR CONTACT INFORMATION** | |
| Contact information for the individual to serve as Project Coordinator (if the same as above, then leave all fields blank). **This person will be the main point of contact and be responsible for submitting all deliverables, participating in conference calls, and completing evaluation activities.** | Name: |
| Title: |
| E-mail Address: |
| Phone Number: |
| Mailing Street Address: |
| City, State, Zip Code: |

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| If the Tribal Health Department intends to apply for PHAB accreditation, when would that be?  Estimated date of PHAB application:  We do not intend to apply for PHAB accreditation  Unsure if we will apply |
| How many staff members will be working on this project (including teams, work groups, etc. in addition to the project coordinator)? |

**SECTION B: APPLICATION NARRATIVE AND SCOPE OF WORK**

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| **CURRENT AND PAST ACCREDITATION EXPERIENCE (*250 words maximum)*** |
| *Describe the Tribal health entity’s interest in public health performance improvement and public health accreditation. This could range from internal discussions that have taken place, training that has been received, experience using or exposure to the Public Health Accreditation Board Standards and Measures for Public Health Accreditation, etc.* |

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| **PROJECT SUMMARY *(250 words maximum)*** |
| The project will consist of attending the in-person training provided by the National Indian Health Board, forming a performance improvement team and completing a public health accreditation self-assessment, and identifying priorities.  **Please add how the activity of completing the self-assessment will lead to improved performance in your public health system.** |
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| **SUPPORTING DOCUMENTATION** |
| Please select the corresponding box for all supporting materials being submitted with the application package (they can be added as additional pages to this document or as a separate PDF).  Letter of Support from Tribal Health Official/Leader (mandatory, as a separate PDF). The signed letter of support must be from the Tribal health department’s director or CEO, the chair of the Tribal Health committee, Tribal chairperson, or other Tribal official that oversees all or a portion of the public health activities accreditation self-assessment activities at the Tribal level). The letter should include the governing body’s awareness of and/or commitment to public health accreditation, awareness of the project activities, and support for completion of all deliverables. If funds are to be used to support a portion of public health accreditation application fees or salary for an accreditation coordinator, then the letter should also state the Tribe’s intent to support the remaining public health accreditation fees or salary expenses, or otherwise indicate where those funds will come from.  Letter(s) of Support from Other Entities (optional)  If the health department plans to use consultants or outside contractors for the completion of the work plan, a letter of support from that entity is highly encouraged.  Other (please identify:      )  The applicant may submit additional material to demonstrate their commitment to public health accreditation, experience with public health accreditation, existence of external collaborators, etc. However, these are not required for a complete application package. |

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| **PROPOSED SCOPE OF WORK** |
| All awardees will follow the same work plan and timeline. The work plan (in blue) is below and is pre-filled. The column titled Person Responsible needs to be filled out. |
| Please note that selected Tribal awardees will have the following activities added to their MOA as requirements for this project:   * Provide information and feedback on project activities as requested via questionnaires and/or conversations with NIHB and CDC staff. * Participate in the NIHB training * Complete self-assessment and submit as a deliverable for consideration in NIHB’s documentation repository. |
| |  | | --- | | **AWARD BUDGET** | | The requested award amount should be appropriate to the level of effort required to engage in the proposed scope of work and produce the deliverables outlined in the next table.  These funds will be provided as agreements for goods and services, and will paid as follows:   |  | | --- | | Self-Assessment Award based on a total award of $3,000) paid at the beginning of the award cycle to complete the in-person meeting travel and the self-assessment. |   **Awards may not** be used to: provide direct support to external individuals (e.g., delivery of patient care); purchase large equipment; pay for food or beverages; support ongoing general operating expenses or existing deficits, endowment or capital costs; or support lobbying of any kind. Due to the size of the award, funds are not eligible to support indirect costs.  The award is set at $3000 to complete the deliverables outlined in the work plan. Applicants should plan to budget for travel/training funds for at least two staff to attend the 1.5-day NIHB training (estimate airfare, 2-3 nights lodging, per diem, taxi, mileage to airport). |   **Continue to the Work Plan Tables Below** |

**TABLE 1. PROPOSED SCOPE OF WORK for the Self-Assessment Award (pre-filled, only need to fill out Person(s) Responsible column**

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| Objective 1: By November 29, 2019, one public health accreditation planning team will be established. | | | |
| Expected Outcome 1: An established performance improvement planning team will provide structure to the public health accreditation self-assessment process. | | | |
| **Activities** | **Deadlines** | **Deliverables** | **Person(s) Responsible** |
| Activity 1.1: Create team description (purpose, members, schedule of meetings, roles, responsibilities, etc.) | 11/15/2019 | Written team description |  |
| Activity 1.2: Obtain supervisor approval for team members to participate on a regular basis | 11/15/2019 | Written approval from supervisor(s) |  |
| Activity 1.3: Schedule regular team meetings | 11/29/2019 | Recurring appointment, team description |  |

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| Objective 2: At least two staff will complete the mandatory in-person SSSC training by December 20, 2019 | | | |
| Expected Outcome 2: Staff will gain skills, knowledge and tools to complete a Tribal self-assessment, to identify priorities based on the assessment and other factors and to formulate a short-term work plan with SMART objectives. | | | |
| **Activities** | **Deadlines** | **Deliverables** | **Person(s) Responsible** |
| Activity 2.1: Obtain necessary permissions to travel | 11/18/19 |  |  |
| Activity 2.2: Make staff travel arrangements | 11/18/19 |  |  |
| Activity 2.3: Attend the entire mandatory training by December 20, 2019 | 12/20/19 | Completed training |  |

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| Objective 3: A public health accreditation self-assessment using the Self-Assessment Workbook for Tribal Health Departments will be completed by the performance improvement team by May 1, 2020. | | | |
| Expected Outcome 3: Completed self-assessment and prioritized domain will provide data and a foundation from which to set a course for public health accreditation activities. | | | |
| **Activities** | **Deadlines** | **Deliverables** | **Person(s) Responsible** |
| Activity 3.1: Identify participants for the self-assessment | 1/31/2020 | Participant List |  |
| Activity 3.2: Set meeting times and reserve location to complete the assessment | 1/31/20 | Meeting agenda(s) |  |
| Activity 3.3: Invite participants to the self-assessment process | 2/21/20 | Invitation list |  |
| Activity 3.4: Complete the self-assessment | 5/1/2020 | Completed assessment and radar chart |  |
| Activity 3.5: Prioritize accreditation domains based on the results of the self-assessment and consideration of other factors such as climate, leadership and resources per the in-person training | 5/1/2020 | One domain selected as a priority |  |