

Northeastern Wisconsin Area Health Education Center Application for Partnership

General Information

Northeastern Wisconsin Area Health Education Center (NEWAHEC) is requesting applications for 2010-2011 funding. We are a non-profit organization that promotes community/educational partnerships to enhance access to quality health care with an emphasis on the needs of underserved communities and populations.

AHEC programming has four areas of focus:

- **Program Area 1: Enhancing the learning experience for all health professions students at community-based sites**, with an emphasis on interdisciplinary programs, developing cultural competence, and technology support.
- **Program Area 2: Supporting health careers recruitment programs**, to assist elementary, middle, high school and college students to prepare for entry into health professions schools and careers, with particular emphasis on under-represented populations and underserved areas.
- **Program Area 3: Supporting health professionals**, especially mentors and preceptors at community-based training sites, with continuing education, technology support and other services to enhance the practice environment and maximize the ability of health professionals in underserved communities to provide high quality health care and excellent clinical supervision for students.
- **Program Area 4: Partnering with academic health professions training programs and local organizations for outreach activities** to improve the health of the community.

This year we are only accepting competitive proposals for program area 1 (or projects that address both program areas 1 and 4 - see next section). If you are interested in developing a project for program areas 2 or 3, please contact NEWAHEC's Executive Director. We would be interested in discussing the development of projects in these program areas outside of the competitive RFP process.

A Note About Program Area Four

The majority of funding available for this grant opportunity is through the WI AHEC Program's federal AHEC grant. The current NEWAHEC objectives in the federal grant for each of the four AHEC program areas are contained on page 7 of these instructions. Because of restrictions in the federal grant, potential projects that target program area four (health outreach) should also contain a significant health professions student training component (program area 1). If your organization is a community-based organization rather than an academic organization and you are considering a project that targets program area four, we strongly encourage you to contact NEWAHEC's Executive Director to discuss your project. We can provide assistance to link you with a health professions training program, or work with you to seek other grant sources to fund your project.

Eligible Applicants

Eligible applicants are non-profit, 501(c)(3) tax exempt organizations, and government organizations, including:

- Health, social service, and other community-based organizations;
- Faith-based organizations;

- State and local governments;
- Scientific or professional associations, universities, schools;
- Voluntary associations, foundations, civic and citizen groups;
- Federally-recognized Indian tribal governments, tribes or tribal organizations.

Current NEWAHEC Programming

Pages 8-12 provide a summary and update of current partnership projects that NEWAHEC funds. Last year NEWAHEC received 11 proposals, of which 7 were funded at a total level of \$46,534.

Contact information:

Address	Service Area – Counties	Contact Person
Northeastern WI AHEC 925 S. 15 th Street Manitowoc, WI 54220	Brown, Calumet, Door, Fond du lac, Kewaunee, Manitowoc, Outagamie, Ozaukee, Sheboygan, Washington, Winnebago	Marty Schaller Executive Director Phone: (920) 652-0238 FAX: (920) 652-0617 email: martys@newahec.org

Funding Cycle

NEWAHEC generally solicits proposals between February and early April of each year and determines projects to be funded for the coming year by the end of May. The project period is October 1 to August 31.

Projects may be considered for up to three years of funding, but a new application must be submitted for each year of funding, due to the variability in the amount of funding available from year-to-year. A project may be considered for continued funding beyond three years if it contains new curricula, a new target population or serves a new geographic area. Previous applicants who have received three years of NEWAHEC funding for a project and are considering a new proposal are encouraged to contact NEWAHEC’s Executive Director.

General Instructions

All proposals will be reviewed on a competitive basis by NEWAHEC’s staff and Board of Directors, and will be scored according to the point value that appears in the application instructions that begin on page 3. Final funding decisions are made by NEWAHEC’s Board of Directors. Funding of approved projects is contingent on the funds available at the time of award. The maximum funding that can be requested is \$10,000.

ELECTRONIC SUBMISSION

Applications must be submitted electronically. The procedure for application follows.

- Applicant completes the electronic application in Microsoft Word format. (Download file from NEWAHEC’s web site: www.newahec.org. File name is “NEWAHEC RFP Application Form 2010-11”
- Applicant emails completed application to NEWAHEC (email to: admin@newahec.org)
- Applicant prints out page 1 of application, obtains appropriate signature with date, and mails hard copy of original to NEWAHEC at 925 S. 15th Street, Manitowoc, WI 54220.
- Along with signature page, applicant also mails hard copies of any other application attachments (e.g. letters of support, other supporting materials). In lieu of mailing

attachments (other than signature page), electronic submission of application attachments is acceptable. Acceptable file formats for attachments are pdf and Microsoft Word.

Proposals must be received by NEWAHEC by 5 p.m. April 9, 2010; postmarks for mailed materials must be no later than April 9, 2010. The timing of receipt of application materials received by NEWAHEC will be based on the date/time stamp of the email for the electronic portion of the application; and by the postmark for mailed portion. Proposals are due in original form (No Faxed Copies).

If you have any questions, please contact Marty Schaller, Executive Director at (920) 652-0238 or martys@newahec.org.

Application Instructions

A. WISCONSIN AHEC PROJECT FUNDING REQUEST SUMMARY

Complete the two page form consists of page 1 and 2 of the application form.

B. PROJECT NARRATIVE (95 points total)

Address the following sections in a maximum of five pages. An outline has been provided for you on the electronic application form, including the four section titles.

Section I. Rationale/Justification of Need: (25 points)

- Describe the community-based need for the project as demonstrated through local, state, and if applicable, national data.
- Include information related to the importance for healthcare student involvement to address access to healthcare for uninsured or underserved populations.
- Describe how this project will promote NEWAHEC's mission of improving access to primary care for underserved populations and areas in Wisconsin.

Section II. Project Development and Methodology: (50 points)

The project narrative should contain the following sections:

Project Development

- Describe the project development planning process with partners.
- Include letters of support, as appropriate in the supporting documents section of proposal.

Project Goals, Objectives and Outcomes

- List the goals, objectives and expected outcomes for the project.
 - Goals should be broad in scope, and should describe the overall aims of the project.
 - Sample Goal: "Increase access to dental services for underserved people in Sheboygan County."
 - Objectives should be measurable, attainable and time-specific – identify when each objective will be met.
 - Sample Objective: "Within 3 months of the project start date, develop a curriculum for dental hygiene students that integrates cultural competency into clinical rotations."
 - Describe the outcomes that will result from this project and how the success of this project will be measured.

- Sample Outcome: “As part of a clinical training experience, 35 dental hygiene students will each receive 8 hours of training in cultural competency.”

Project Methodology

- Describe the project being proposed including the timeline and duration of the project.
- Describe the activities planned.
- Describe the types of educational programs or materials will be developed through this project, if applicable.
- If this is a project that involves training health professions students, describe the type(s) and number of students who will be affected by this project, and the learning experience that the students will gain. The curriculum should contain a component for students to reflect on their experience working with an underserved population.
- List institutions and organizations with whom you will partner in this project. Please also list contact names, mailing and email addresses.

Section III. Evaluation: (10 points)

- Describe the evaluation tools/method to be used to evaluate the effectiveness of the project. Evaluation and measurement should be directly related to the goals and objectives.
- Evaluation should include information related to the project impact for both the underserved community and the student perspective.

Section IV. Sustainability: (10 points)

- Describe how the project will be maintained when NEWAHEC funds are no longer available.

C. BUDGET and BUDGET NARRATIVE (5 points)

Budget Form

Complete the budget form (See page 4 of the electronic application form). A sample budget appears on page 6 of these instructions. The first column should contain an itemized description of budget items using the categories provided. The second column should list the funds requested by the applicant. The third column should contain funds provided in-kind by the applicant, or from other sources. The fourth column should be the sum of columns two and three.

Not all budget categories will necessarily apply to every application. Use those categories that are applicable to your project. Funding for standard office equipment will not be approved. Computer equipment and other high cost equipment items need strong justification of need. Please call to discuss proposed equipment needs prior to submitting application. Personnel fringe benefits are generally not funded. The exception is a new staff position specific to the grant proposal that would not otherwise exist. Student stipends will not be funded; however, student related travel costs are acceptable.

Budget Narrative

Applicants must provide justification for all items in the budget and explain the relevance of each cost to the overall goals of the project. This is accomplished by completing the fifth column of the budget form labeled “Rationale.”

- a) Personnel: Each position should be itemized and compensation shown for each position.

- b) Fringe benefits: describe how fringe benefits are calculated for the proposed personnel.
- c) Consultant costs: Explain the need for all proposed consultants and how they relate to the project.
- d) Contractual costs: Explain the need for all proposed contractual arrangements and how they relate to the project
- d) Equipment: Equipment is defined as durable items that cost over \$500 per unit and have a life expectancy of at least one year. List every item of equipment and describe its purpose in relation to the project.
- e) Supplies: Please itemize and explain the expendable items required for the project.
- f) Travel: Explain the need for all requested travel, including numbers of people involved, duration of trips, destinations, importance to project, etc.
- g) Other: Itemize and explain any other expenses not captured in any other budget category.

A sample budget form appears on the next page.

SAMPLE NEWAHEC BUDGET FORM

	Amount Requested In This Proposal	Partner Cash or In-Kind Support	Total Project Budget	Rationale
Personnel Jane Smith, RN Linda Jones, RN	1,250 4,500	1,250	2,500 4,500	Project manager – 100 hours @ \$25/hour Preceptor – 200 hours @ \$22.50/hour
Fringe Benefits Jane Smith, RN Linda Jones, RN		625 1,125	625 1,125	Organization average of 25% for fringe benefits Organization average of 25% for fringe benefits
Consultant Services Wendy Grant, MD Jim Storm, PhD		2,000 2,000	2,000 2,000	Faculty advisor – curriculum development: 40 hours @ \$50/hour Faculty advisor – curriculum development: 40 hours @ \$50/hour
Other Contractual Costs None				
Equipment None				
Supplies Medical supplies Office supplies Student materials	 1,000	1,500 500	1,500 500 1,000	Estimated cost of medical and pharmaceutical supplies used in training Estimated cost of office supplies \$20 cost per student x 50 students
Travel	600		600	Two trips to Madison for 2 people each to attend workshops relevant to development of curriculum of this project. Cost includes registration fee, mileage, and meals. \$300 per workshop x 2 workshops
Other Rent & Utilities		2,500	2,500	Approximate value of space provided for project
Totals	7,350	11,500	18,850	

2008-11 Northeastern Wisconsin AHEC Objectives For Partnership Funding

Program Area 1

Enhancing the learning experience for all health professions students at community-based sites, with an emphasis on interdisciplinary programs, developing cultural competence, and technology support.

Objectives for Program Area 1

- 1.1 Expand service learning opportunities for allied health professions students, with a focus on nursing, dental hygiene, dental assistant, physical therapy assistant and occupational therapy assistant.
- 1.2 Provide at least 5 interdisciplinary training experiences annually.
- 1.3 Provide service learning opportunities focused on underserved populations, with a special emphasis on oral health, geriatric, and primary medical care access for uninsured/underserved populations.

Program Area 2

Supporting health careers recruitment programs, to assist high school and college students to prepare for entry into health professions schools and careers, with particular emphasis on under-represented populations and underserved areas.

NOTE: NEWAHEC is not soliciting proposals from this program area at this time. If you have a project in this program area for which you would like to partner with NEWAHEC, please contact NEWAHEC's Executive Director .

Objectives for Program Area 2

- 2.1 Provide intensive health careers programs (20+hours) to at least 180 middle and high school students annually.
- 2.2 Provide health careers programs of less than 20 hours to 1,600 middle and high school students annually.

Program Area 3

Supporting health professionals, especially mentors and preceptors at community-based training sites, with continuing education, technology support and other services, thereby enhancing the practice environment and maximizing the ability of health professionals in underserved communities to provide high quality health care and excellent clinical supervision for students.

NOTE: NEWAHEC is not soliciting proposals from this program area at this time. If you have a project in this program area for which you would like to partner with NEWAHEC, please contact NEWAHEC's Executive Director .

Objectives for Program Area 3

- 3.1 Conduct 4 cultural competency continuing education programs annually.

Program Area 4

Partnering with local organizations for outreach activities to improve the health of the community.

Objectives for Program Area 4

- 4.1 See objective 1.3.

Northeastern Wisconsin Area Health Education Center Program Summary for 2009-2010

Program # / Title / Brief Description	2009-2011 Objectives Addressed	Community/ Location	Project Partners	Purpose & Expected Outcomes	# Participants (by discipline if app.)
NE1-10 TeenScreen	1.1, 1.2, 1.8, 4	Fond du Lac County	Fond du Lac School District Marian College – Social Work Program Marian College – Psychology Program Ripon College – Psychology Program Fond du Lac County Health Department Agnesian Health Care Aurora Health Care Doll & Associates Delta Center Fond du Lac County Health Dept. Integnet Solution Center Comprehensive Service Integration TeenScreen Advisory Board	<ol style="list-style-type: none"> 1) A minimum of 12-20 social work and psychology students from Ripon College and Marian University will participate in a Community-School-Based Emotional Health Screening Program, which will expose them to the provision of mental health services to youth. 2) Provide an average of between 40 and 60 hours of clinical experience per student per semester. 3) Provide an average of 14 hours of instruction per student 4) Participating students will be able to demonstrate the technological competency needed to administer the Columbia TeenScreen instrument. 5) Participating students will collaborate with the Ripon College & Marian University faculty and CSI personnel to increase the public's interest in the mental health concerns of teens in the Fond du Lac County. 6) Participating students and Social work and Psychology and Human Service and Career Guidance will collaborate in interdisciplinary work among the four areas of study to understand how adolescent mental health issues impact the various disciplines in the helping fields. 7) Emotional Health Advisory Committee working with School Health Initiative will evaluate Suicide Prevention Program. 8) Undergraduate and graduate social work and psychology students will be knowledgeable about CSI (Comprehensive Service Integration) project. 9) Undergraduate and graduate students will be able to demonstrate understanding of cultural competency in relation to adolescent mental health. 	12-20 social work and psychology students from Marian & Ripon College with junior or senior status

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NE2-10 NWTC Oral Health Outreach Program	1.1, 4	Brown County	Northeastern WI Technical College Head Start Centers, Green Bay Boys & Girls Club of Green Bay Seal Brown County Committee Green Bay Area Public Schools Brown County Health Dept. Brown County Oral Health Partnership	<ol style="list-style-type: none"> 1) This program will provide 2 training sites (Boys and Girls Club and the Head Start Centers) for dental hygiene students to provide preventive outreach, education (dental and disease related) and treatment to under-served and uninsured children. 2) Average of 8 weeks clinical experience per student. 3) Average of 32 hours instruction per student. 4) Provide dental screenings and two fluoride varnish applications for approximately 300 Head Start participants, ages 3 -5, the Fall of 2009. 5) Provide dental screenings and dental sealant applications for approximately 30 Boys and Girls Club participants, ages 7-12, the Fall of 2009. 6) Provide preventive dental services (e.g. cleaning, radiographs, fluoride varnishes and sealants) to 40 individuals as part of the Multicultural Day Clinics, Fall 2009 and Spring 2010. 7) Provide basic oral hygiene education to 300 Head Start participants, ages 3-5, Fall 2009. 8) Provide oral health education to up to 75 Boys and Girls Club participants, ages 7-12, Fall 2009. 9) Under the guidance of a Clinical Dental Hygiene instructor, students will learn to appreciate diversity while providing preventive dental services and education to different age groups and ethnic populations in Brown County, Fall 2009 and Spring 2009. 10) Provide oral hygiene education to approximately 75 teen parents through interactive experiences in the Green Bay Public Schools through the Come Play With Me project in Fall 2009. 	18 Dental Hygiene Associate Degree Students

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NE3-10 Door County Dental Initiative	1.1, 1.6, 1.8, 4	Door County	Northeast Wisconsin Technical College Open Door Dental Clinic Door County Memorial Hospital Door County Memorial Hospital Foundation WIC of Door County Door County Public Health Department	<ol style="list-style-type: none"> 1) Average of 12 weeks of clinical experience per student. 2) Average of 1 hour of other instruction per students. 3) Average of 1 hour of continuing education per participant. 4) Provide primary dental prevention & education services to the uninsured and underinsured people of Door County. 5) Educate families on the importance of proper dental hygiene & diet for youth ages 10 months through 12 years of age. 6) Nursing students will gain professional clinical experience outside the classroom. 7) Students will understand the importance of preventative dental care in children and the impact of it on overall health. 8) Improve the oral health of children in Door County 	8 LPN students and 8 ADN students
NE4-10 Social, Emotional, & Personal Safety Skills for Head Start Children	1.1, 4	Fond du Lac County	ADVOCAP Head Start, Fond du Lac County Marian University School of Nursing	<ol style="list-style-type: none"> 1) Average of 2-3 weeks of clinical experience per student 2) Average of 4 hours of other instruction per students 3) Average of 18 hours of continuing education per participant 4) All Fond du Lac County Head Start children will receive comprehensive personal safety training in the classroom. Head Start families will receive program materials for home use. This training will enable children to: <ul style="list-style-type: none"> • increase their knowledge of and adherence to rules that will keep them safe • learn to identify the differences in safe touch, unsafe touch, and unwanted touch • learn the steps to follow regarding unsafe and unwanted touch This training will enable parents to: <ul style="list-style-type: none"> • learn to respond appropriately to a child's disclosure of abuse • learn skills to prevent child abuse and 	<p>18 Transcultural Senior Nursing Students from Marian University in Head Start Classroom participation</p> <p>12 Transcultural Senior Nursing Students from Marian University that participate in Head Start Family Visits with a Translator</p>

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				neglect 5) All Fond du Lac County Head Start children will receive comprehensive social and emotional skills training in the classroom. Head Start families will receive program materials for home use. This training will: <ul style="list-style-type: none"> • Provide Head Start parents with information on dealing with challenging behaviors and prevention of violence • Decrease the number of children with challenging behaviors in the classrooms as the 2009-2010 school year progresses • Enable teaching staff to be more confident in dealing with children exhibiting challenging behaviors 	
NE5-10 Health Careers Academy	2	Manitowoc, Sheboygan	Lakeshore Technical College	1) Increase access to career exploration and high school employment in a health care setting 2) 80% of enrolled students will successfully complete the program 3) Encourage students from diverse backgrounds to participate in the program <ul style="list-style-type: none"> • Minimum of 20% of participants will represent minority or otherwise disadvantaged backgrounds • Minimum of 35% of participants will represent rural schools 4) All participants will receive counseling on health careers to actively discuss their career potentials in health care <ul style="list-style-type: none"> • Counseling will be interwoven into course content • Students will be encouraged to Job Shadow • Students with volunteer requirements will be encouraged to select a health service 	Up to 60 high school students will participate in the program
NE6-10 Wisconsin GEMS	2.1, 2.3	Fond du Lac, Manitowoc, Sheboygan, Calumet,	St. Agnes Hospital Foundation Agnesian HealthCare University of Wisconsin – Fond du Lac Moraine Park Technical College	1) Participants will interact with and learn from a group of highly educated and accomplished health care professionals 2) Students will receive 6 hours of instruction	500 middle school aged girls will participate in the program at four locations.

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		Outagamie and Winnebago Counties	University of Wisconsin – Manitowoc University of Wisconsin – Sheboygan University of Wisconsin – Fox Valley University of Wisconsin – Waukesha Wisconsin 4H programs Wisconsin Girl Scout programs	<p>Students will receive 10 hours of continuing education</p> <p>3) Participants will learn side by side with others their own age, but from different communities and ethnic backgrounds</p> <p>4) Participants will be involved in mentorship follow-up programming that will keep them connected with the professionals and friends they meet at the event</p> <p>This program will provide encouragement to female students in grades 3-12 to pursue learning and careers in STEM (science, technology, engineering and math) fields, including health care. The program will have three components, each providing hands-on STEM activities and significant interaction with female role models.</p>	
NE7-10 Door County CNA Course	2	Door County	Door Kewaunee Business & Education Partnership Sturgeon Bay School District Gibraltar School District Sevastopol School District Southern Door School District Northeast Wisconsin Technical College Door County Memorial Hospital	<p>1) To help local healthcare facilities secure qualified employees to fill labor needs resulting from business expansion and the pending retirement of their current workers.</p> <p>2) To develop and implement training programs to prepare area youth for available careers in regional business sectors.</p> <p>3) To help offset the projected decline in the prime workforce age cohort, partially caused by the pending retirement of the older skilled worker.</p> <p>4) To expose area high school students to jobs and career opportunities in the community</p>	10 Door and Kewaunee County HS students