

**Health Care Project Application Guidelines-2021-2022**

**I. Background**

Living Healthy Washington County (LHWC) is pleased to announce an opportunity to apply for 2021-2022 Health Care Project funding. These funds are made available through the Statewide Health Improvement Partnership (SHIP), which strives to help Minnesotans lead longer, healthier lives by preventing the chronic disease risk factors of tobacco use and exposure, poor nutrition, and physical inactivity.

Project proposals may establish Clinic-Community Linkages for equitable access to health care prevention services to address commercial tobacco cessation, healthy eating, physical activity, breastfeeding support, falls prevention, and mental well-being. Projects may also create systems for medical professionals to connect patients to community-based resources with the intent of assuring access to evidence-based programs to address population-specific needs.

To be eligible for funding, applicants must be a Health Care clinic or system within Washington County. Additional consideration will be given to applications that engage priority populations, i.e., individuals experiencing health inequities, uninsured or underinsured, older adults, racial or ethnic minorities, persons with disabilities, and those in lower income groups.

**II. Funds and Project Timeline**

Funding is competitive and award amounts may vary, however, the total for any project cannot exceed \$20,000. Applicants are required to provide a 10 percent match of the total funding requested. Only one project per agency is allowed. Applications are due by 4:00 p.m. on December 15, 2021. Funds will be available through October 31, 2022. Approved funds are provided on a reimbursement basis. Purchases made prior to signed contract date will not be reimbursed. Details for submitting an application can be found on the application form.

<b>Activity</b>	<b>Due Date</b>
Application Due	4:00 pm, Wednesday December 15, 2021
Funds Awarded	Funds will be made available to partners on the date of the signed & approved agreement with the County.
Final Report Due	October 31, 2022

*Supported by the Statewide Health Improvement Partnership, Minnesota Department of Health*

### III. Project ideas and examples

SHIP funds may support the following ideas and examples. Please note this is not an exhaustive list of approved projects and projects must include policy, system, or environmental changes. Refer to section IV. "Definitions and Examples for further clarification.

- **Trainings**
  - Diversity, Equity, and Inclusion trainings for staff
  - Provide training and policy change to enhance health literacy
  - Baby-Friendly Hospital Initiative (BFHI) trainings to support hospital designation
- **Technology**
  - Investigate the availability and utilization of telehealth technology with your health care partners. How to be more engaged through telehealth, how to provide better care through virtual visits (compassionate care)
  - Improve electronic health literacy by increasing patient understanding of health portal
- **Tobacco**
  - Incorporate COVID-19 and cessation messages into patient education efforts. People who smoke or vape may have an increased risk of developing serious complications from COVID-19
  - Certified Tobacco Treatment Specialist Training, American Lung Association Trainings, or other approved tobacco cessation related trainings
- **Community Resources**
  - Screen for food insecurity and health insecurities related to social determinants, housing, and financial management screening for virtual visits (primary care, nurse line, psychiatry, and any service offered virtually)
  - Support the use of health care extenders (i.e., health education specialists, community paramedics, pharmacists, nutritionists, etc.) and education/navigation extenders (i.e., community health workers, community health representatives, patient navigators, etc.) to improve engagement of disparate populations in evidence-based lifestyle change programs.
  - Develop and promote Baby Café or community breastfeeding support group resources
- **Aging**
  - Support the use of Screening, Brief Intervention, and Referral to Treatment (SBIRT) model in clinical settings for specific populations, i.e., adults over 60 years
  - Promote and increase access to fall prevention programs to reduce the risks and fears of falling and to help stay independent

- **Community Health Needs Assessments**
  - Data analysis and/or plan development to meet community needs related to implementation of Community Health Needs Assessment goals and priorities

#### IV. Definitions and Examples

The following are definitions and examples related to the focus areas.

- **Policy change** refers to standards or guidelines that can be formal or informal.
  - A health care system adopts a diversity, equity and inclusion training policy and ensures staff have access to annual health equity trainings and education opportunities
- **System change** refers to changes that impact multiple processes, locations, or functions of the organization.
  - Provide patient health literacy assessments after each appointment to ensure the health care system technology and care is meeting patient needs and easy to navigate
- **Environmental change** refers to a physical or material change within a building space to improve health.
  - Examine and modify current tobacco signage and handouts to incorporate COVID-19, vaping risks, and cessation messages into patient education efforts

#### V. Funding Requirements

- Health Care System must be located in Washington County.
- Proof of 1.5 million liability insurance is required.
- Projects must be geared toward sustainable policy, systems, or environmental changes (see Section IV. for “Definitions and Examples”)
- Projects must include at least one focus area as described above
- A designated project lead must meet with LHWC staff to finalize the action plan, timelines, budget, evaluation plan, and a county agreement.
- Applicants must provide a 10 percent match of the total funding requested.
- The project lead must be able to carry out general business practices for accounting, record keeping, timely invoicing and reporting. The project lead may assign someone from the organization these duties and responsibilities if necessary.
- Evaluation and reporting is required. Assistance will be provided as needed.
- All communication pieces (print ads, newsletters, websites, blogs, news releases, letters to the editor, public service announcements, news conference materials, promotional items, handouts, signs, sponsorships, etc.) must be reviewed by LHWC staff, include required grant language, and be approved by the Minnesota Department of Health (MDH) before printing, publication or distribution.
- SHIP funds must be spent by October 31<sup>st</sup>, 2021

**EXAMPLES OF ALLOWABLE & UNALLOWABLE USES of SHIP Funds**  
**All items purchased must be identified in the approved action plan**  
**\*Please note this is not an exhaustive list of funding expenses**

Category	Allowable	Unallowable
Advertising/ Promotion	<ul style="list-style-type: none"> <li>• Print, posters, and display materials</li> <li>• Creation and production of promotional materials (Graphic Design)</li> <li>• Reasonable costs for photocopying, postage, and office supplies</li> <li>• Advertising the availability of project specific programs (i.e., smoking cessation)</li> <li>• Signage announcing new policies such as commercial tobacco-free grounds</li> <li>• Translation services</li> </ul>	<ul style="list-style-type: none"> <li>• Advertising and promotion of single/one-time classes or activities</li> <li>• Advertising and promotion not tied to sustainable change</li> </ul>
Trainings	<ul style="list-style-type: none"> <li>• Prior approval is required</li> <li>• Train staff to facilitate approved trainings (i.e., Freedom From Smoking, Tai Ji Quan Moving for Better Balance)</li> <li>• Training materials and startup costs of evidence-based programs (i.e., Certified Tobacco Treatment Specialist Trainings, Baby Café, or Baby-Friendly Hospital Initiative)</li> <li>• Speaker or facilitator fees clearly tied to policies, systems and environmental changes identified in the action plan</li> <li>• Training to become Community Health Workers</li> </ul>	<ul style="list-style-type: none"> <li>• Non-approved training materials and speaker fees</li> <li>• Implementation costs for an on-going training or courses</li> <li>• Instructors for one-on-one classes</li> <li>• Cannot fund health education classes</li> </ul>
Technology	<ul style="list-style-type: none"> <li>• Telehealth: HIPAA compliant virtual platform</li> <li>• Virtual class equipment to support evidence-based programs (i.e., Diabetes Prevention Program)</li> <li>• Software to track behavior changes (prior approval required)</li> </ul>	<ul style="list-style-type: none"> <li>• Telehealth Equipment used by health care organizations to provide billable medical services</li> <li>• Tablets, iPads, electronics</li> </ul>
Staffing	<ul style="list-style-type: none"> <li>• Consultant or designated staff time for assessment, planning, design, coordination, and implementation of approved action plan</li> <li>• Data analysis of CHNA</li> </ul>	<ul style="list-style-type: none"> <li>• On-going staff time for implementation to work on specific project</li> <li>• Travel/mileage</li> </ul>

Other		<ul style="list-style-type: none"><li>• Installation, contractor, or construction fees</li><li>• One-time events such as 5K's will not be funded</li><li>• Payments, gifts, services for individuals, donations, membership fees and related business expenses will not be approved</li><li>• Cannot pay the costs of health fairs</li><li>• Cannot fund health education classes</li></ul>
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**If Questions, contact:**

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