

# 2019 State and Territory Public Health Systems Improvement Capacity Building and Technical Assistance Opportunity

## Request for Applications

The Association of State and Territorial Health Officials (ASTHO), with support from the Centers for Disease Control and Prevention (CDC), is pleased to announce a call for applications for the 2019 non-monetary capacity building and technical assistance (CBTA) opportunity to build state and territorial health agency capacity around a self-identified need in performance management, quality improvement, and meeting national Public Health Accreditation Board (PHAB) standards. This CBTA opportunity will provide up to nine (9) states and four (4) territorial health agencies (S/THAs) with the opportunity to:

- Receive one-on-one technical assistance from a national subject matter expert on performance management, quality improvement, or PHAB accreditation.
- Learn and apply model practices to strengthen S/THA capacity in performance management, quality improvement, or PHAB accreditation.
- Network with peers across state and territorial health agencies doing similar work.
- Travel to and participate in a national meeting hosted by ASTHO.

### Capacity Building and Technical Assistance Activities and Deliverables

Selected applicants will enter into a letter of agreement with ASTHO to complete all activities and deliverables associated with this CBTA opportunity. Once selected, applications will be expected to participate in:

- **Project kick-off conference call** in which selected sites will introduce themselves to other participating sites, provide an overview of their current work, share expectations for the next seven (7) months, learn about project deliverables, project timelines, and meet project staff/subject matter experts.
- **Monthly one-on-one capacity building and technical assistance** virtual calls facilitated by an ASTHO and/or a subject matter expert. The calls will also address progress on deliverables, successes, and challenges experienced. Additional resources and support will be shared, as needed.
- **Monthly video-based learning community calls** with other sites led by ASTHO and/or a subject matter expert. The teaching and sharing session will use a case-based approach to facilitate discussions that enhance collective learning and lead to improvements and innovations in practice. Each “learning community” will be responsible for contributing to a brief around findings, model practices, and lessons learned from their CBTA.
- **In-Person CBTA conference hosted by ASTHO** in April/March 2019. Each selected state and territorial health agency will participate in an all-day national meeting to engage in peer-to-peer learning and

#### New York Department of Health

The New York State Department of Health spearheaded efforts toward reaccreditation. Through ASTHO’s 2017 - 2018 TA the department developed a [PHAB Reaccreditation Charter and Scope of Work](#), [PHAB Reaccreditation Timeline](#), [Narrative Writing Training](#), and [more!](#)

#### TA recipient from 2017 - 2018:

“The mock site visit questions are very direct as is the feedback. It brought a perspective of what other states do that pointed out to us where we may be unique that we hadn’t previously considered. The mock site visit also provided opportunities for both staff and leadership. I don’t think it would have had the same impact focusing on just one audience or the other.”

#### TA recipient from 2016 – 2017:

“I cannot thank you enough for providing these services. When the accreditation coordinator reported the opportunities for improvements, it was not well received, however, when ASTHO provided feedback on the areas of opportunities for improvements, they were acknowledged and seriously considered!”

receive hands-on support. A travel scholarship will be available for one person from each participating health agency.

- **Two project reports** (mid-year and final) will be developed by each site, providing an update on project deliverables, challenges, and lessons learned. Throughout the project, sites may also be contacted to **participate and share their insights and lessons learned through various ASTHO resources** including promotional videos, podcasts, blogs, newsletters, and case study interviews.
- **Final Evaluation** at the close of the project to evaluate the progress, utility, and impact of the CBTA provided by ASTHO.
- **Final deliverable(s)** (See list of possible deliverables for each track in Table 1) as an outcome of the technical assistance. ASTHO may share agency-specific products with other health departments to use as resources and or with partners and funders as outcomes of this project through ASTHO’s national website, various newsletters, and other communication associated with this project.

**Guam Department of Health and Social Services:**

*“I wanted to say thank you for a very productive four-day meeting/discussion. I think that both the dashboard and OSA discussions went really well.”*

In Guam, ASTHO facilitated an PHAB organizational self-assessment meeting with staff. Domain teams from the division of public health walked through the PHAB Standards and Measures and identified the areas where Guam is excelling and where there are opportunities for improvement. Participation spanned from agency leadership and division heads, to various programmatic staff.

**Republic of the Marshall Islands:**

In efforts to increase the efficiency in with which federal funds are spent, ASTHO worked with the Ministry of Health (MOH) to use performance management and quality improvement to better manage grants, streamline recruitment and procurement processes, and increase collaboration with external partners. As a result, RMI government leaders signed an agreement aimed at improving the flow of funding within government. Click [here](#) to learn more.

**Capacity Building and Technical Assistance Tracks**

The table below lists all the potential tracks available for health departments to apply for as a part of this opportunity:

WHO CAN APPLY?	CAPACITY BUILDING AND TECHNICAL ASSISTANCE CATEGORIES
<p><b>State Health Departments</b></p>	<p><b>Category 1: Accreditation Maintenance and Sustainability</b></p> <p><b>Potential Tracks</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Support for developing an agency-wide PHAB Accreditation Sustainability Plan.           <ul style="list-style-type: none"> <li>- <b>Possible Deliverables:</b> <u>Agency-Wide Accreditation Sustainability Plan</u></li> </ul> </li> <li><input type="checkbox"/> Support for developing an agency-wide plan to prepare for PHAB Reaccreditation.           <ul style="list-style-type: none"> <li>- <b>Possible Deliverables:</b> <u>Agency-Wide Reaccreditation Plan</u></li> </ul> </li> </ul>

	<p><b>Category 2: Agency Performance Management and Quality Improvement</b></p> <p><b>Potential Tracks</b></p> <p><input type="checkbox"/> Support for agency dashboarding and metrics development. This can include dashboards for specific programmatic areas (i.e. opioid dashboard, SHIP implementation dashboard, administrative/financial management dashboard), or an agency-wide performance management system/dashboard.</p> <ul style="list-style-type: none"> <li>- <b>Possible Deliverables:</b> <u>List of Vetted Programmatic/Administrative Dashboard Metrics OR Action Plan to Implement a Dashboard or Performance Management System</u></li> </ul> <p><input type="checkbox"/> Support around developing or implementing an agency-wide Quality Improvement plan. (Implementation can include support around developing a culture of QI, developing an agency-wide QI council)</p> <ul style="list-style-type: none"> <li>- <b>Possible Deliverables:</b> <u>QI Plan OR QI Council Charter OR Targeted Performance Management and Quality Improvement Training for Agency Staff</u></li> </ul>
<p><b>Territorial Health Departments</b></p>	<p><input type="checkbox"/> <b>Category 3: Agency Wide Major Plan Development</b></p> <p><b>Potential Tracks</b> Support around developing or implementing an agency-wide plan, listed below.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Support with agency wide Quality Improvement Plan</li> <li><input type="checkbox"/> Support with agency wide Strategic Plan</li> <li><input type="checkbox"/> Support with agency wide Community Health Assessment</li> <li><input type="checkbox"/> Support with agency wide Community Health Improvement Plan</li> </ul> <p><b>Possible Deliverables</b> for each track in category 3 will be <u>one (1) updated major plan.</u></p>

**Application Process:**

The application package will be scored on the following elements:

1. Organization Capacity (15 points)
2. Letter of Support from State/Territory Health Official or Agency Leadership (15 points)
3. Need for Support (25 points)
4. Proposed Approach (35 points)
5. Sustainability (10 points)

**Submission Information:**

**Application Procedure**

ASTHO must receive applications by 11:59pm ET, Monday, January 21<sup>st</sup>. Please submit an electronic copy of the [application](#) to ASTHO Staff at [accreditation@astho.org](mailto:accreditation@astho.org), with the subject line: *Public Health Systems Improvement Capacity Building and Technical Assistance (CBTA) to Health Departments for [health agency name]*. Incomplete applications or applications received after the deadline will not be considered. Please note that priority for selection will be given based on the specific needs of the CBTA. The application can be found on the website [here](#).



## Timeline

- December 17, 2018: RFA released
- January 21, 2019, 11:59 pm (ET): Deadline for submission of applications
- January 31, 2019: TA awardees announced
- February 4, 2019: Project Period Begins
- March/April: In-Person Meeting in Arlington, Virginia
- April 19, 2019: Mid-project report due
- July 19, 2019: Conclusion of TA
- July 31, 2018: Final report, deliverables and evaluation due

## Applicant Questions and Guidance

ASTHO will support interested applicants by offering guidance and addressing specific questions about the RFA. For any questions, interested parties may contact Joya Coffman, Senior Director, Performance Improvement, [jcoffman@astho.org](mailto:jcoffman@astho.org).

## Disclaimer Notice:

This RFA is not binding on ASTHO, nor does it constitute a contractual offer. Without limiting the foregoing, ASTHO reserves the right, in its sole discretion, to reject any or all proposals; to modify, supplement, or cancel the RFA; to waive any deviation from the RFA; to negotiate regarding any proposal; and to negotiate final terms and conditions that may differ from those stated in the RFA. Under no circumstances shall ASTHO be liable for any costs incurred by any person in connection with the preparation and submission of a response to this RFA.

## Required Disclosures for Federal Awardee Performance and Integrity Information System (FAPIIS):

Consistent with 45 CFR 75.113, applicants and recipients must disclose in a timely manner, in writing to the CDC, with a copy to the HHS Office of Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Sub-recipients must disclose, in a timely manner in writing to the prime recipient (pass through entity) and the HHS OIG, all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award (see prime award for additional information).