

## **State-National Technical Assistance & Training Partnership**

### **Application Guidance**

Over the past six years hundreds of school-based and school-connected health centers have reported significant improvement in the quality of their clinical operations and services. This is a direct result of their participation in one, or more, of the National Assembly on School-Based Health Care's (NASBHC) training and technical assistance activities, state conferences, annual convention, and web-based trainings. NASBHC is pleased to announce the second cycle of the **State-National Technical Assistance and Training Partnership** (*The Partnership*) to further build the states' capacity to provide technical assistance and training to their state.

#### **What is *The Partnership*?**

The National Assembly is a repository of school-connected training and technical assistance. This includes tools, resource materials, training modules, faculty, and trainers. With funding from the Maternal and Child Health Bureau and the Bureau of Primary Health Care the National Assembly developed *The Partnership* as a vehicle for transferring the organization's expertise to state / regional state-based technical assistance and training partnerships, and increasing its dissemination. These state / regional partnerships are comprised of

- a state lead agency,
- collaborating state partners,
- school health center sponsoring organizations,
- and interdisciplinary teams comprised of four trainers.

#### **Who is eligible to apply?**

The National Assembly invites:

- state school health associations
- state offices of public health, education, primary care, or human services
- state primary care associations

to apply to participate in this initiative. Up to three state state-based applications will be selected to participate in the second cycle of *The Partnership*. The length of the second cycle is a two year period covering January 1, 2008 – December 31, 2009.

#### **What is required to participate?**

- The lead applicant (state or regional) must demonstrate that they, along with their collaborative partners, have the capacity to administer the state-national training partnership via
  - fiduciary ability,
  - experience with continuing education provisions,
  - scheduling, staffing and facilitating site visits, team meetings/conference calls,
  - progress report completion,

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- meeting management/logistics experience,
- a coordinator for the initiative, and
- four multidisciplinary trainer candidates.
- The lead applicant (state or regional) must provide a chart/diagram of the project showing relationships between lead applicant, collaborating agencies, and trainers.
- The lead applicant (state or regional) must identify one capable individual who will act as the coordinator for the initiative in their state or region (including organizing state-national site visits, scheduling and facilitating monthly conference calls/team meetings, completing quarterly progress reports, and scheduling/logistics for state/regional trainings). This individual must obtain a written commitment from their employer for their participation in the initiative.
- The lead applicant (state or regional) must identify a multidisciplinary team of trainer candidates with a combination of expertise in SBHC administration/management, primary care, mental health, evaluation/quality improvement, and advocacy/policy.
- Trainer candidates must demonstrate presentation/teaching experience along with both their own and their employer's commitment to the project.
- The lead agency's coordinator and trainer candidates **must** be NASBHC members.

### **What is expected of each State/Regional Partnership?**

*In year one, each state will:*

- send team of four trainers (2 funded by NASBHC and 2 funded by the state collaboration) to two, 3-day training of trainers workshops (*spring 2008 and fall 2008*);
- participate in a statewide training and technical assistance need and capacity assessment (*fall 2007*);
- complete a strengths, weaknesses, opportunities, and threats (SWOT) analysis (*winter 2007*);
- complete a 3-5 year improvement plan for state-based technical assistance and training (*winter 2007 – fall 2008*);
- participate in monthly consultation calls (*spring – winter 2008*);
- complete quarterly reports of barriers and accomplishments (*fall 2007 – winter 2008*);
- complete quarterly work-plan projections (*fall 2007 – winter 2008*); and
- conduct one state-based training (*fall 2007 – winter 2008*).

*In year two, each state will:*

- participate in monthly consultation calls (*winter 2009 – fall 2009*);
- complete quarterly reports of barriers and accomplishments (*winter 2009 – fall 2009*);
- complete work-plans for the next quarter (*winter 2009 – fall 2009*);
- conduct three trainings in their state or region (*winter 2009 – fall 2009*); and
- send at least one trainer to the 2009 NASBHC convention who will present on the project (*summer 2009*).

### **What can State/Regional Partnerships expect from NASBHC?**

- On-site SWOT analysis with state/regional team including trainer candidates

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- Two, 3-day training of trainers sessions including meeting costs, logistics, curricula, faculty, and handouts
- Travel and related costs associated with two trainers
- Ongoing technical assistance, coaching and feedback

### **What training topics may be offered through *The Partnership*?**

- Quality Improvement in SBHCs
- Social Marketing
- SBHC Basics, Financing, Marketing, and Operations
- Practice Management Improvement (PMI)
- Coding
- Productivity
- Costing model
- Academic Success
- Mental Health and Primary Care Integration
- Motivational Interviewing and Cognitive Behavioral Therapy
- Family Engagement
- Adult Learning Theory and Techniques
- Using the Internet for Training and Technical Assistance

### **How will State/Regional Partnerships be selected?**

NASBHC staff and the state-national partnerships advisory workgroup will review and rate all applications. States will be selected on the merit and feasibility of their application. Priority will be given to state applications that demonstrate:

- Commitment of the lead applicant and its collaborative partners to the project goals;
- Capacity of the lead applicant and its collaborative partners to coordinate and carry-out the project;
- Letter of commitment to the project from the collaborating partners outlining the type of support that they will contributing to the lead agency;
- Proposed trainers multidisciplinary expertise, capacity to provide training and technical assistance, and trainers employers' commitment to allowing them to participate in all required training activities;
- Results of SBHC training and technical assistance needs assessment; and
- SBHC sponsoring agencies' support for project and commitment to staff participation in trainings.

### **Technical Assistance Conference Call**

NASBHC will host a technical assistance conference call on

- **October 23, 2007 from 3-4 pm ET, 800-791-2345, 41843#**

for all potential applicants. This will be an opportunity to acquire additional information and to participate in a question and answer session.

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Review Criteria	Application (100 points)
Commitment to and need/capacity of the lead applicant to administer the initiative and training (30 points)	<b>Lead Applicant</b> <ol style="list-style-type: none"> <li>1. Description of current training capacity: fiduciary ability; experience in project coordination and management, collaborative partnerships, meeting/conference/workshop planning and logistics; mechanism for awarding continuing education credits; and ability to provide trainer support (team meetings and conference calls).</li> <li>2. Description of additional training capacity needs</li> <li>2. Willingness to cost share the training team (two trainers paid for by NASBHC AND two trainers paid for by the lead agency).</li> <li>3. Name and bio of project coordinator, and letter of commitment from their employer</li> <li>4. Description and chart/diagram outlining how the project will function in their state including relationships/roles of lead agency, collaborating partners, trainers, and NASBHC.</li> </ol>
Commitment to the initiative, relationship to the lead applicant, and role in supporting the initiative (20 points)	<b>Partnering/Collaborating Agencies</b> <ol style="list-style-type: none"> <li>1. Letter of commitment from each collaborating partner stating their commitment to the initiative, relationship to the lead applicant, and how they will support the lead applicant in carrying out the initiative. (This may take the form of in-kind funding to support trainer travel/expenses, actual funding for project, printing, arranging conference sites, awarding continuing education credits, etc.)</li> </ol>
Trainer candidate capacity and commitment, and their employer's commitment to their participation in all required training activities (30 points)	<b>Trainer Candidates</b> <ol style="list-style-type: none"> <li>1. A one-page letter of commitment from each proposed candidate describing: <ul style="list-style-type: none"> <li>• commitment to project goals,</li> <li>• experience in school-based health centers,</li> <li>• rationale/reason for their desire to be a trainer.</li> </ul> </li> <li>2. An abbreviated bio and a listing of the last three years of presentations or teaching experience.</li> <li>2. A letter of commitment from each proposed trainer's employer endorsing their participation in all required activities (site visits, meetings, conference calls, two - three-day training of trainers, and four state-based trainings) over the course of the 2 year initiative.</li> </ol>
The support of the local sponsoring agencies to participate in the state trainings (20 points)	<b>SBHC Sponsoring Agencies</b> <ol style="list-style-type: none"> <li>1. An email letter to sponsoring agencies describing trainer and training opportunities associated with the state-national training initiative.</li> <li>2. List of names and contact person from sponsoring agencies that nominated a trainer candidate.</li> <li>3. In lieu of letters of support from sponsoring agencies, include a listing of sponsoring agencies and contact persons who have committed sending SBHC staff to state/regional training should their state be selected for this initiative.</li> </ol>

**APPLICATION DEADLINE** *November 19, 2007*

**ALL APPLICATIONS AND QUESTIONS MUST BE SENT VIA EMAIL TO:** [tclarke@nasbhc.org](mailto:tclarke@nasbhc.org)

**ALL LETTERS OF SUPPORT MUST BE SENT VIA FAX TO** *Tiffany Clarke at: 202-638-5879*

**NOTIFICATION OF ACCEPTANCE WILL BE MADE** *in Early December 2007*