

Applications due by 11:59 PM EDT on Friday, September 28, 2012

Attachment A: Application

Instructions: Fill out this application in its entirety by typing directly onto this document. Submit the completed application as a **Microsoft Word document** to accredsupport@naccho.org no later than 11:59 PM EDT on **Friday, September 28, 2012**. The subject line of the e-mail should read: **'ASI Application'**. Letters of support¹ may be submitted separately, if needed, but no later than 11:59 PM EDT on October 12, 2012.

AGENCY INFORMATION

Name, title, and full contact information for the individual to be contacted for notification of selection status ² :	Chris Weston, MPH Program Manager II El Dorado County Health and Human Services Agency – Public Health Division 931 Spring Street Placerville, CA 95667 (530) 621-6149 Chris.weston@edcgov.us
Agency name:	El Dorado County Health and Human Services Agency
Agency full address:	931 Spring Street Placerville, CA 95667
Agency EIN/tax ID number:	94-6000511
Agency type (select one):	<input checked="" type="checkbox"/> Local health department <input type="checkbox"/> Tribal health department <input type="checkbox"/> State health agency <input type="checkbox"/> State association of county and city health officials <input type="checkbox"/> Public health institute <input type="checkbox"/> Other (specify):
Approximate population size served by applicant (number):	182,000 individuals OR agencies
Primary type of population served (select one):	<input type="checkbox"/> Frontier <input checked="" type="checkbox"/> Rural <input type="checkbox"/> Suburban <input type="checkbox"/> Urban <input type="checkbox"/> Mixed (frontier / rural) <input type="checkbox"/> Mixed (rural / suburban) <input type="checkbox"/> Mixed (suburban / urban) <input type="checkbox"/> Mixed (rural / suburban / urban) <input type="checkbox"/> Other (specify):

¹ See 'Application Process' section of RFA for details on the letter of support requirement.

²This person does NOT need to be the designated project coordinator (see 'Project Requirements' section of RFA), although it should be someone who will be available to receive the e-mail on or about October 24, 2012. Selected sites will be asked to officially name the project coordinator upon acceptance.

Approximate annual budget:	\$39,200,000
Current number of staff:	89 full-time equivalents (FTEs)
Health departments only:	
Name of health official:	Robert Hartmann, MD
Electronic signature of health official (typed is permissible):	<i>Robert Hartmann MD</i>

ADDITIONAL APPLICATION INFORMATION

Select the category(ies)³ for which the agency is applying for this initiative (select all that apply):

<input checked="" type="checkbox"/>	Category 1, Address unmet PHAB requirements
<input type="checkbox"/>	Category 2, Offset cost of PHAB fees
<input type="checkbox"/>	Category 3, Complete other accreditation readiness/ continuous QI activities
<input type="checkbox"/>	Category 4, Providing technical assistance to health departments

Health departments only:

Does the agency intend to apply to PHAB on or before May 1, 2013? (select one)

<input type="checkbox"/>	Yes (have applied or plan to apply prior to 10/1/2012)
<input type="checkbox"/>	Yes (plan to apply between 10/1/2012 – 5/1/2013)
<input checked="" type="checkbox"/>	No
<input type="checkbox"/>	Not sure

If you selected 'No' or 'Not sure' to the above, does the agency intend to apply to PHAB after May 1, 2013? (select one)

<input checked="" type="checkbox"/>	Yes (provide expected month and year of application): January 2014
<input type="checkbox"/>	No
<input type="checkbox"/>	Not sure

AWARD AMOUNT REQUEST AND PROPOSED BUDGET

NOTE: These awards will be granted as contracts for goods and services, paid in two, equal installments, upon receipt of deliverables. 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.

Requested Award Amount (\$5,000 – \$40,000): \$39,850

³ See 'Eligibility' section of RFA for descriptions and requirements of each category.

Please provide an estimated line item budget that illustrates the funding needed to produce the deliverables outlined in the next table. NOTE: 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.

- Personnel: **See below**
- Travel: **\$2900**
- Supplies: **\$950**
- Contractual costs (include type or name of potential contractor(s)): **\$30,000 – Valley Vision**
- Other direct costs (e.g., PHAB fee): **0**
- Other costs (e.g., agency indirect rate): **\$6000**

Please list any additional in-kind contributions that will be made by the agency to support the work:

Project Administration – staff time to coordinate strategic planning project with consultant : \$14000

Facilities Use – use of facilities for Strategic Planning Committee meetings : \$2000

PROPOSED SCOPE OF WORK

1) Summary: *Based on the category(ies) of activity chosen, provide a general description of the work the agency intends to undertake in the proposed project, including overall goals and objectives and how the work will be sustained beyond the project period, if applicable. Moreover, please describe how this funding and the work you will undertake will result in measurable progress in the accreditation readiness of the agency(ies). This should be a concise summary; details on activities and deliverables will be reported in the table below. (200 words maximum)*

In an effort to achieve Public Health Accreditation, the El Dorado County Health and Human Services Agency – Public Health Division (PHD), seeks \$39,850 to develop a Strategic Plan. The project will result in a stronger public health infrastructure, identification of major areas of focus and delivery, along with a greater capability for serving the residents of El Dorado County, California.

With support from NACCHO, the PHD will engage in the Strategic Planning process to fulfill one of the three pre-requisite requirements of national accreditation. Our goal is to become a fully accredited Public Health entity that performs above national standards and is focused on continuous quality improvement in public health practice. We plan to accomplish this goal with the following approach:

- Establish a multi-disciplinary Accreditation/Strategic Planning working group
- Work with an independent consultant to create an effective Strategic Plan
- Increase our accreditation readiness through the planning, implementation and evaluation of the strategic action activities
- Maintain and sustain the strategic planning efforts with continuous quality improvement

The success of our project will be measured by a Division Strategic Plan, enhanced program delivery, completion of an accreditation pre-requisite and increased accreditation readiness.

2) What area(s) of accreditation readiness will you be addressing through these funds? Check all that apply:

- | | |
|---|---|
| <input type="checkbox"/> PHAB fees | <input type="checkbox"/> Community health improvement plan |
| <input type="checkbox"/> Staff time for Accreditation Coordinator or other performance improvement personnel | <input checked="" type="checkbox"/> Agency strategic plan |
| <input type="checkbox"/> General accreditation process / self-study work (e.g., forming teams, reviewing requirements, collecting documentation, creating a documentation storage process, PHAB training, etc.) | <input type="checkbox"/> Other required documentation (specify): |
| <input checked="" type="checkbox"/> Engaging leadership | <input type="checkbox"/> Performance management system |
| <input type="checkbox"/> Community health assessment | <input checked="" type="checkbox"/> Quality improvement |
| | <input type="checkbox"/> Activities or documentation for a specific PHAB Domain (list Domain(s)): |
| | <input type="checkbox"/> Other (specify): |

3) Detailed Scope of Work: In the table below, detail your proposed work in terms of these categories:

- **Objectives:** Objectives are the specific aims for your work and should be written so that they are “SMART” (specific, measurable, achievable, realistic, and time-based). You might have several different or related objectives, or only one main objective.
- **Activities & Timeframe:** Activities are the specific tasks and work that you will engage in to accomplish your objectives. You will likely have more than one activity per objective. Each activity should include an expected timeframe for completion, such that while the overall objective may not be completed until May 1, 2013, the activities will likely occur throughout the project period.
- **Deliverables:** Deliverables are what you will physically submit to NACCHO to demonstrate achievement of your objectives (e.g., PHAB documentation developed, evidence of processes put in place, completed application to PHAB, etc.). You should have at least one deliverable per objective. In considering your proposed deliverables, think about how the achievement of your objective will result in progress in terms of your (or the organizations you will support) accreditation readiness, and how to measure and demonstrate that to NACCHO and CDC. In addition, if your major deliverable for an objective will not be completed until the end of the project period, consider what interim deliverables for the related activities might be submitted to demonstrate progress.
- **Expected Outcomes:** Expected outcomes are what you anticipate to occur as a result of achieving your objectives, i.e., how your agency or the agencies you will support, will benefit from this work.

Additional Guidance / Information

- Use one row per objective. If you have more than one activity, deliverable, or outcome per objective, please identify them as bullets within the same row so that they are aligned with the objective.
- Add rows to the table below as needed to represent the full scope of your proposed work.
- If you are applying under Category 2 (or applying to Categories 1 or 3 but still intending to apply to PHAB before 5/1/2013), be sure to include this as one of your objectives, with relevant deliverables to NACCHO as appropriate (i.e., copy of statement of intent, evidence of accepted PHAB application, three completed prerequisite documents).
- Please note that all selected sites will have the following additional deliverables added to their contractual scope of work as requirements for this project:
 - Provide information, feedback, evaluations, and suggestions on project activities as requested via questionnaires and/or conversations with NACCHO and CDC staff
 - Complete an interim and/or final report documenting the development of deliverables, improvements gained, work with supported agencies and lessons learned throughout the project, using guidelines and templates provided by NACCHO
 - Submit deliverables for consideration in NACCHO's documentation repository or toolkit.
- In addition, all selected local health departments under Categories 1-3 will have the following additional deliverables added to their contractual scope of work as requirements for this project:
 - Submit PHAB Readiness Checklists at the beginning and end of the project, to document growth and progress
 - Track and submit approximate accreditation preparation costs generally (e.g., staff time, direct costs) using guidelines and templates provided by NACCHO
 - Designate a staff member to apply to NACCHO's Speakers Bureau of Accreditation Champions

Objective 1	Activities & Timeframe	Deliverables	Expected Outcomes
<p>By December 1, 2012, secure contract with consulting firm to conduct Public Health Division (PHD) strategic planning.</p>	<ul style="list-style-type: none"> • Research consultant candidates beginning September 28, 2012 • Bid for project by November 15, 2012 • Review by November 22, 2012 • Draft and sign contract by December 1, 2012 	<p>Produce signed contract with consultant that outlines work plan and deliverables.</p>	<p>Contract signed and work plan established. PHD will be able to move forward with the strategic planning process.</p>
Objective 2	Activities & Timeframe	Deliverables	Expected Outcomes
<p>By December 15, 2012, the Public Health Division will brainstorm ideas with all units in the organization to identify ways they can contribute to the strategic plan.</p> <p>Units in the organization include: Administration, Alcohol and Drug Programs, Animal Services, Communicable Disease, Community Based Nursing, Emergency Medical Services, Epidemiology/Health Information, Finance, Health Promotions, Laboratory, Public Health Preparedness, and Vital Statistics.</p>	<p>Host one hour round table discussions with Administration, Animal Services, Communicable Disease, Community Based Nursing, Emergency Medical Services, Epidemiology/Health Information, Finance, Health Promotions, Public Health Preparedness, and Vital Statistics to introduce plan, gain buy in, and develop inclusive strategies by December 15, 2012.</p>	<ul style="list-style-type: none"> • Meeting agendas and minutes • Draft strategies for organizational participation in the strategic planning process • Summary notes with input and ideas from the 12 units in the Public Health Division 	<p>By including staff in the front end of the project we will gain buy in and develop an all-inclusive approach to moving through the strategic planning process.</p>

Objective 3	Activities & Timeframe	Deliverables	Expected Outcomes
By January 15, 2013, the Public Health Division will conduct a SWOT analysis.	Hold a SWOT Analysis workshop with Strategic Planning Committee to identify the PHD's strengths, weaknesses, opportunities, and threats by January 15, 2013.	Completed SWOT Analysis document that will be used with Division strategic planning.	Assess strengths, weaknesses, opportunities and threats (SWOT) in order to: <ul style="list-style-type: none"> • Identify a common framework • Define possible synergies and shared priorities for the Public Health Division strategic plan.
Objective 4	Activities & Timeframe	Deliverables	Expected Outcomes
By February 15, 2013, the Public Health Division will have updated Mission and Vision statements.	<ul style="list-style-type: none"> • The Strategic Planning Committee will brainstorm and develop multiple mission and vision statement possibilities by February 1, 2013. • An electronic survey will be sent out to all PHD staff to identify and select the new mission and vision statements for our Division. Staff will have two weeks to provide input. • Mission and Vision Statements will be selected for the PHD by February 15, 2013. 	<ul style="list-style-type: none"> • Mission Statement • Vision Statement 	The Public Health Division will have a revised/reworked Mission Statement and Vision Statement that reflects the organization's direction.
Objective 5	Activities & Timeframe	Deliverables	Expected Outcomes
By March 15, 2013, the Public Health Division will establish an action plan to identify and implement performance measures.	The Strategic Planning Committee will develop a comprehensive action plan with specific action steps to implement the strategic plan by March 15, 2013.	Strategic Action Plan	A detailed action plan will be developed that will allow us to identify and implement performance measures.

Objective 6	Activities & Timeframe	Deliverables	Expected Outcomes
By April 15, 2013, the Public Health Division will have a draft copy of the Strategic Plan.	A draft Strategic Plan will be reviewed by the Strategic Planning Committee and be made available for review and input to all organizational units by April 15, 2013.	Draft Strategic Plan	The organization will have a draft copy of the Strategic Plan available to PHD leadership for review and input. Additionally, each employee will receive a copy of the highlights of the Strategic Plan, an electronic copy of the plan, and be encouraged to provide feedback and review input.
Objective 7	Activities & Timeframe	Deliverables	Expected Outcomes
May 15, 2013, the Strategic Plan will be finalized based on input from leadership and line staff.	The PHD Strategic Plan Committee, in collaboration with the consulting firm, will finalize edits on the Strategic Plan document by May 15, 2013.	Completed Strategic Plan based upon institutional review	The organization will have a finalized copy of the Strategic Plan that will be shared with internal staff and external partners reflective of broad-based input.
Objective 8	Activities & Timeframe	Deliverables	Expected Outcomes
By May 31, 2013, the Public Health Division will roll out the strategic plan to the organization.	During May 2013, the Strategic Planning committee will host hour long implementation workshops with all areas of the organization.	Meeting agendas and minutes	The Strategic Planning Committee will work with each organizational unit to implement the Strategic Plan and action activities within the organization.

Objective 9	Activities & Timeframe	Deliverables	Expected Outcomes
<p>By May 2014, the Public Health Division will reassess the Strategic Plan on an annual basis.</p>	<ul style="list-style-type: none"> • The Strategic Planning Committee will meet annually to monitor, evaluate and update the PHD Strategic Plan. • Additionally, the Strategic Planning Committee will conduct quarterly check-in sessions with organizational units to identify modifications to the action activities. Changes in the action activities will be implemented at the beginning of each fiscal year (July 1). 	<ul style="list-style-type: none"> • Plan revisions log • Plan revisions summary sheet 	<p>By meeting annually, the Strategic Planning Committee will be able to assess and review the Strategic Plan to ensure:</p> <ul style="list-style-type: none"> • The organization's activities are consistent with the Division's Mission and Vision; and, are within the parameters of the strategic goals and objectives • The organization is able to achieve the objectives of the strategic plan, in the event of internal or external changes.