2017 Request for Proposals
MI PHAB Accreditation Readiness Mini-Grant Program
for Michigan Local Health Departments and Tribal Public Health Agencies

Summary

The Michigan Department of Health and Human Services is offering a funding opportunity for local and tribal public health agencies to advance Public Health Accreditation Board (PHAB) accreditation readiness activities.

Three (3) awards of $10,000 each will be provided for public health agencies to improve their readiness to apply for national accreditation by PHAB. Funding may be used to complete PHAB required plans, an accreditation readiness self-assessment, or other accreditation readiness activities. Examples of past funded activities include:

- Developing an agency strategic plan, led by an outside facilitator;
- Building a performance management system and developing staff performance management training;
- Conducting a performance management self-assessment and addressing identified areas of need;
- Conducting a self-study to determine readiness to participate in national accreditation, and beginning implementation of needed activities;
- Develop and provide training on quality improvement to agency staff and members of the local governing entity; and
- Conduct a workforce training needs assessment and develop workforce development plans.

Eligible applicants must demonstrate an area of need for their agency in one of the following listed categories of accreditation readiness activities. Completed applications must be submitted by 5:00 pm EST on January 31, 2017. Additionally, agencies should submit a letter of intent via email to Jessie Jones (jjones@mphi.org) by January 20, 2017. The project period will run from March 1, 2017, to August 31, 2017.

NOTE: Please submit questions pertaining to this request for proposals to Jessie Jones (jjones@mphi.org) by 5:00 pm on January 20, 2017. A list of questions and answers will be emailed on January 24, 2017, to all agencies that submit a letter of intent.
Eligibility

Applicant organizations must:

- Be local or tribal public health agencies within the state of Michigan;
- Seek funding to support their agency’s accreditation readiness activities;
- Apply funds to accreditation readiness activities the agency is planning to carry out, but has not yet completed. These funds are not intended to replace funds already allocated for this work. Funds are intended to cover prospective costs, not costs already incurred by the applicant;
- Have sufficient capacity to complete the planned project activities within the project timeframe; and
- Have all project staff participate in the following accreditation readiness activities:
  o Complete the online training: *Embracing Quality in Public Health: A Practitioner’s Performance Management Primer*, found online at [https://www.mphiaccredandqi.org/PMQITraining/](https://www.mphiaccredandqi.org/PMQITraining/).
  o View *Embracing Quality in Public Health: PHAB Fundamentals for State, Local, and Tribal Public Health Practitioners Video*, found online at: [https://youtu.be/L2tVRbav2Po](https://youtu.be/L2tVRbav2Po)
  o Participate in the quarterly teleconference meetings of the Michigan Network for Accreditation Coordinators (MI-NAC). The project lead identified in submitted proposals will be added to the distribution list for meeting announcements.

Grant Period

Grants will begin on **March 1, 2017**. Funded activities must be completed by **August 31, 2017**.

Funded Activities

Applicants may apply to work on activities from one of the following categories:

**Category 1: Completing PHAB Required Plans**

Projects supported under this category will use funds to develop a community health assessment, community health improvement plan, agency strategic plan, workforce development plan, public health emergency operations plan, quality improvement plan, performance management policy/system, or organizational branding strategy, in conformance with PHAB standards. Appendix A in the RFP contains PHAB definitions and a link to the PHAB standards.

**Category 2: Accreditation Readiness Self-Assessment**

Projects supported under this category will use funds to complete a self-assessment of the agency’s readiness for PHAB accreditation. Awardees will identify gaps in documentation needed to meet PHAB standards.
Category 3: Other Accreditation Readiness Activities

Projects supported under this category will use funds to complete activities to meet PHAB standards. Applicants may develop and/or implement other PHAB requirements or other activities needed for accreditation readiness. This award may also be applied to PHAB reaccreditation activities, and/or to addressing opportunities for improvement identified in the PHAB site visit report.

Project Requirements

Each local or tribal public health agency selected will be required to do the following:

Project Management

I. Identify leadership and staff support;
II. Develop appropriate business processes to carry out project activities; and
III. Develop and submit a project workplan by the beginning of the project period.

Project Activities

- Complete the activities indicated in the project workplan.

Deliverables

- Progress report – due June 1, 2017;
- Proof (copy of certificates) that all project staff in the proposal completed the on-line Performance Management Primer training – Due June 1, 2017;
- A list of project staff who viewed the Embracing Quality in Public Health: PHAB Fundamentals for State, Local, and Tribal Public Health Practitioners Video and participated in the Michigan Network for Accreditation Coordinators quarterly call(s) – September 14, 2017;
- Final report – September 14, 2017; and
- Any other documentation developed through use of grant funds (e.g. community health assessment, community health improvement plan, agency strategic plan, self-assessment results, etc.).

Over the six-month project timeframe, participating agencies will be required to commit to the requirements of the MI PHAB Accreditation Readiness Mini-Grant Program.

Review Criteria

All proposals will be reviewed by a selection committee. Individual critiques of applications will not be provided. Proposals will be rated based on the following criteria:

- Degree to which the proposal meets all RFP requirements;
- Degree to which the proposal demonstrates a need for the funding;
- Feasibility of achieving project objectives within the estimated schedule and budget;
✓ Demonstrated willingness to complete all project activities within the time allotted; and
✓ Demonstrated willingness to share cross-jurisdictionally grant deliverables and lessons learned.

Program Direction and Contact Information

The Michigan Department of Health and Human Services (MDHHS) is the lead agency for this project. The Michigan Public Health Institute (MPHI) Office of Accreditation and Quality Improvement (OAQI) will administer and manage this project.

Contact at MDHHS:
Jennifer Schuette, MPH
Performance Management and Quality Improvement Analyst, OPIM
schuettej@michigan.gov

Contact at MPHI:
Jessie Jones, MPA
Program Coordinator, OAQI
jjones@mphi.org

Timetable

<table>
<thead>
<tr>
<th>RFP Activities</th>
<th>Completion Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release of the Request for Proposals (RFP)</td>
<td>January 5, 2017</td>
</tr>
<tr>
<td>Letter of intent (recommended, but not required) due by email to Jessie Jones (<a href="mailto:jjones@mphi.org">jjones@mphi.org</a>)</td>
<td>January 20, 2017</td>
</tr>
<tr>
<td>Questions due by email to Jessie Jones (<a href="mailto:jjones@mphi.org">jjones@mphi.org</a>)</td>
<td>January 20, 2017</td>
</tr>
<tr>
<td>List of questions and answers sent to all agencies that submitted a letter of intent</td>
<td>January 24, 2017</td>
</tr>
<tr>
<td>Deadline for receipt of proposals. Proposals must be submitted electronically to <a href="mailto:jjones@mphi.org">jjones@mphi.org</a>, by 5:00 pm, EST.</td>
<td>January 31, 2017</td>
</tr>
<tr>
<td>Announcement of awards</td>
<td>February 10, 2017</td>
</tr>
<tr>
<td>Project begins</td>
<td>March 1, 2017</td>
</tr>
<tr>
<td>Progress report due</td>
<td>June 1, 2017</td>
</tr>
<tr>
<td>Project ends</td>
<td>August 31, 2017</td>
</tr>
<tr>
<td>Final Report and deliverables due</td>
<td>September 14, 2017</td>
</tr>
</tbody>
</table>

Available funding

On a competitive basis, three (3) local and/or tribal public health agencies will be awarded $10,000 each to support their efforts to prepare for PHAB accreditation. Funding for this project has been
made available by the CDC’s Preventive Health and Health Services Block Grant program through the Michigan Department of Health and Human Services (MDHHS).

**How to Apply**

The completed proposal must be submitted via email to [jJones@mphi.org](mailto:jJones@mphi.org) on or before **5:00 pm EST on January 31, 2017**. Please indicate in the subject line of your email: Proposal for Accreditation Readiness Mini-Grant from [name of health agency].

The proposal narrative must:

- Not exceed five (5) single spaced pages;
- Use Times New Roman 12 pt font;
- Have 1 inch margins on all sides; and
- Be responsive to this RFP.

The *Cover Page* and *Attachment A: Budget*, must be submitted with the proposal and will not be included in the page limit. **Incomplete proposals will not be reviewed.**

Proposal Sections:

**I. ** *Cover Page*

On the cover page please indicate:

- Agency Name
- Street Address
- Name of health officer or tribal health director
- Official project contact – name, title, email address, and telephone number
- Project lead (if different from project contact) – name, title, email address and telephone number
- Category of activity for which the agency is applying:
  - Category 1: Completing PHAB Required Plans
  - Category 2: Accreditation Readiness Self-Assessment
  - Category 3: Other Accreditation Readiness Activities

**II. ** *Narrative*

Provide a brief description addressing the agency’s:

- Current level of readiness to apply for national accreditation, including any work completed to date. Specifically indicate any PHAB required plans or accreditation readiness activities completed, or in progress
- Target date for PHAB application, if applicable
- Demonstrated need for funding to start or complete the accreditation readiness activity
Brief project workplan describing the proposed project objectives, activities, and timeline. Include project deliverables and name of the person responsible for assuring project completion

- Overview of the community partnerships that will help facilitate this work
- Project staff and qualifications

III. Attachment A: Budget

Agreement with the Michigan Public Health Institute & Use of Grant Funds

To participate in this grant opportunity, the selected agencies will be required to enter into a contractual agreement with the Michigan Public Health Institute. The selected agencies will receive half their award upon submission of their mid-point progress report. The other half will be released after the final report and deliverables have been submitted to MPHI, provided that all project requirements were met.

Grant funds may be used for project staff salaries, supplies, project-related travel, and other direct expenses. Grant funds may not be used to substitute for or replace funds already allocated or spent for the same activity. All deliverables, including documents resulting from grant activities (e.g. PHAB required plans) must be developed during the grant period. Grant funds may not be used for equipment, construction or renovation of facilities, lobbying, travel unrelated to the project, or as a substitute for funds currently being used to support similar activities.

Appendix A: Glossary of Terms

All definitions are taken from the Public Health Accreditation Board Acronyms and Glossary of Terms Version 1.5.


Accreditation

Accreditation for public health departments is defined as:

1. The development and acceptance of a set of national public health department accreditation standards;
2. The development and acceptance of a standardized process to measure health department performance against those standards;
3. The periodic issuance of recognition for health departments that meet a specified set of national accreditation standards; and
4. The periodic review, refining, and updating of the national public health department accreditation standards and the process for measuring and awarding accreditation recognition.

**Branding**

Branding is the marketing practice of creating a name, symbol or design that identifies and differentiates a product from other products.
(http://www.entrepreneur.com/encyclopedia/branding)

**Capacity**

Capacity consists of the resources and relationships necessary to carry out the core functions and essential services of public health; these include human resources, information resources, fiscal and physical resources, and appropriate relationships among the system components.

**Community Health Assessment**

A community health assessment is a systematic examination of the health status indicators for a given population that is used to identify key problems and assets in a community. The ultimate goal of a community health assessment is to develop strategies to address the community's health needs and identified issues. A variety of tools and processes may be used to conduct a community health assessment; the essential ingredients are community engagement and collaborative participation.

**Community Health Improvement Plan**

A community health improvement plan is a long-term, systematic effort to address public health problems on the basis of the results of community health assessment activities and the community health improvement process. A plan is typically updated every three to five years.

This plan is used by health and other governmental education and human service agencies, in collaboration with community partners, to set priorities and coordinate and target resources. A community health improvement plan is critical for developing policies and defining actions to target efforts that promote health. It should define the vision for the health of the community through a collaborative process and should address the gamut of strengths, weaknesses, challenges, and opportunities that exist in the community to improve the health status of that community.

This definition of a community health improvement plan also refers to a Tribal, state, or territorial community health improvement plan.

**Emergency Operations Plan (EOP)**

An emergency operations plan is a document that assigns responsibility to organizations and individuals for carrying out specific actions at projected times and places in an emergency that exceeds the capability or routine responsibility of any one agency; sets forth lines of authority and organizational relationships, and shows how all actions will be coordinated; describes how people
and property will be protected in emergencies and disasters; identifies personnel, equipment, facilities, supplies, and other resources available within the jurisdiction or by agreement with other jurisdictions for use during response and recovery operations; and identifies steps to address mitigation concerns during response and recovery activities. As a public document, an EOP also cites its legal basis, states its objectives, and acknowledges assumptions. (http://www.fema.gov/pdf/plan/slg101.pdf)

**Infrastructure**

Infrastructure denotes the systems, competencies, relationships, and resources that enable performance of public health’s core functions and essential services in every community. Categories include human, organizational, informational, and fiscal resources.

**Performance Management System**

A fully functioning performance management system that is completely integrated into health department daily practice at all levels includes: 1) setting organizational objectives across all levels of the department, 2) identifying indicators to measure progress toward achieving objectives on a regular basis, 3) identifying responsibility for monitoring progress and reporting, and 4) identifying areas where achieving objectives requires focused quality improvement processes.

**Public Health Workforce Development Plan**

A public health workforce development plan sets forth objectives and strategies that are aimed at training or educational programs to bring public health employees up to the date on the skills necessary to do their jobs better or to train the next generation of public health workers and leaders. (Rowitz, L. Public Health Leadership, 3rd Ed. Jones and Bartlett, 2014)

**Quality Improvement (QI)**

Quality improvement in public health is the use of a deliberate and defined improvement process, such as Plan-Do-Check-Act, which is focused on activities that are responsive to community needs and improving population health. It refers to a continuous and ongoing effort to achieve measurable improvements in the efficiency, effectiveness, performance, accountability, outcomes, and other indicators of quality in services or processes which achieve equity and improve the health of the community.

**Strategic Plan**

A strategic plan results from a deliberate decision-making process and defines where an organization is going. The plan sets the direction for the organization and, through a common understanding of the mission, vision, goals, and objectives, provides a template for all employees and stakeholders to make decisions that move the organization forward.
**Workforce Assessment**

Workforce assessment in public health is the process of determining the personnel, training, skills, and competencies needed to implement initiatives contributing to the provision of the Ten Essential Public Health Services. This assessment includes the use of performance measures for identified competencies, identification of needed professional personnel, and formulation of plans to address workforce gaps. It also includes the planning, implementation and evaluation of life-long learning to equip public health workers to develop new skills as needed. (Institute of Medicine. Who Will Keep the Public Healthy? National Academies Press. Washington, DC. 2003)