



H.O.P.E.

Health Occupations Partnering with Education

PROJECT DESCRIPTION

Health Occupations Partnering with Education (HOPE) is an Eastern North Dakota Area Health Education Center (EAHEC) sponsored initiative for Eastern North Dakota's rural hospitals, rural clinics, and/or community health centers and their respective educational systems (K through 12). Funds ranging from \$1,000 - \$2,500 are available for several mini-grants. The purpose of the program is to support the activities of community partnerships to increase the awareness, interest and understanding of health careers of children through 18 years of age. The long range goal of the Eastern AHEC program is, "*Connecting students to careers, professionals to communities and communities to better health.*"

PROJECT GUIDELINES

Each of the Health Facility / School partnerships will receive up to \$2,500 EAHEC funds to use toward an initiative that involves the health care facility and the local school. Funds must be expended by May 28, 2010 and will be reimbursed to the individual health care facility on a cost-reimbursable basis. The applications will be reviewed by the EAHEC Advisory Committee and the North Dakota AHEC directors.

To apply, interested parties should send a proposal detailing the following information (up to 7 pages including the cover page):

Cover Page

Agency / Jurisdiction

This refers to the agency that will hold the contract and be responsible for the fiscal management of the grant. (Example: Union Hospital)

Project Title

Provide the title of the project for which you want funds. Generally, this will be a very straightforward title. (Example: Medical Explorers)

Project Period

Indicate the timeframe in which your project will occur. All contracts must end no later than May 28, 2010. (Example: April 1-April 15, 2010)

Amount Requested

Provide the amount of funding you are requesting from EAHEC for your project.

Brief Description of Proposed Project (50 words or less)

This section will describe what your project proposal is “in a nutshell.” Be brief and to the point. (Example: Health career fair for middle school students of Devils Lake Public Schools)

Overall Objective(s)

In this section, restate the objectives from the body of the proposal. This allows the reader to quickly assess whether the proposal fits within the guidelines of the funding opportunities.

Project Director / Coordinator

This is the individual who will be responsible to assure the project is completed and to complete specified reporting requirements. Please provide the Project Director’s name, title, address, telephone, fax and e-mail information. The Project Director must sign and date this section.

Authorizing Official of Agency Making Application

This is the individual who will be responsible for the grant and fiscal administration. This person has the express authority to sign contracts. It may be the director of a non-profit agency or the administrator of the school or health care facility. Fill in the Authorizing Official’s name title, address, telephone, fax and e-mail information. The Authorizing Official must sign and date this section.

Section I: Introduction

Give general information in this section that would be pertinent to the proposal. Include demographic data, relevant information about the agency, and information about the agency’s responsibilities in health care and the community/surrounding area.

Section II: Objectives

Please detail the objective(s) of the program seeking funding. Objectives are quantifiable products or outcomes that are specific, measurable and time-framed.

Section III: Proposed Activities

Major Activities

List major activities to be completed to achieve the objectives stated in Section II above. Create a list of what will be done, who will do it, when it will start and finish and who will be affected.

Coordination

List the groups and agencies that the administrating agency will coordinate with to complete the project activities. Explain how the agencies will work together. Include letters of support or commitment.

Section IV: Evaluation Plan

Provide information about how you will measure whether you have achieved your objectives. The North Dakota AHEC program will also provide each of the grant recipients with a standardized tool to access health care awareness outcomes and other measures that are required by the federal AHEC program. It is expected that each recipient will collect this data as part of their program.

Section V: Budget and Budget Narrative

Include all costs associated with this project in an itemized line-item budget. Identify how the costs were determined for each item. Identify costs to be paid with grant funds and costs to be paid with other identified funds. Also, include any in-kind donations as part of the overall budget.

Section V: Reporting Process

Minimum Requirements

Each agency that has a project funded by EAHEC must report on the activities of the project. Each contract must have two meetings with EAHEC at least four weeks prior to the event and again two weeks preceding the event, as well as a follow-up meeting two weeks after the event. A final written report is due to Katie Meberg, Education Coordinator, by June 30, 2010.

1. The participating health care facility / school will meet once with the program committee in four weeks prior to and two weeks following the event (over video conference) to share information, provide initiative updates and final outcomes/lessons learned from the varying projects.
2. Individual initiatives will begin once the Eastern AHEC subcommittee has reviewed the individual proposals and notified the health care facility / school of its approval.
3. A standard report form will be provided to grantees by Eastern AHEC.

DIRECT COSTS / UNALLOWABLE COSTS

Direct costs include salary and wages, fringe benefits, materials and supplies, equipment, travel and other direct costs.

- Travel
 - Mileage is reimbursed at the state rate (\$0.45 / mile)
 - Meals and Lodging
 - Meals are reimbursed at the state rate; receipts for meals are not necessary. A lodging receipt from a commercial place of lodging must be provided in order to receive reimbursement for lodging expenses. The reimbursement rate is not to exceed the state rate (\$55.00 / night + tax).
 - Other Travel Expenses
 - These expenses may include items such as taxi fares, parking fees, and other miscellaneous expenses. Receipts must be submitted for any expense exceeding \$10.00.

Unallowable costs include advertising time and space; purchase of office furnishings and fixtures; food; bad debts; contingencies; contributions and donations; entertainment; fines and

penalties; interest and other financial costs; alcoholic beverages; fund raising and investment management costs; lobbying; under-recovery of costs under the grant management; the planning and administrative costs of application, bid or proposal preparation; costs incurred before all parties have signed the contract and costs incurred after the last date covered by the contract.

ANTICIPATED TIMELINE

March 15, 2010	Project descriptions / proposals postmarked (maximum of 7 pages)
April 1, 2010	Awards made and applicants notified in writing
April 5, 2010	Project implementation begins
[Four weeks prior to event]	Health care facility / school meet with AHEC officials via teleconference (preview event, make plans for AHEC visit)
[Two weeks following event]	Health care facility / school meet with AHEC officials via teleconference (reflection of activity)
May 28, 2010	Funds must be expended
June 7, 2010	Reimbursement requests must be received in the EAHEC office
June 30, 2010	Final Report due to EAHEC office

PREVIOUS AWARDS / SUCCESS STORIES

In the most recent round, five Critical Access Hospitals have used funds to develop and/or enhance existing health occupation partnerships with their local schools. Applicants are encouraged to read through these examples for ideas and should feel free to connect with those hospitals for further information. The following are summaries of their initiatives:

**1. First Care Health Center, Ruth Jelinek, Public Relations
115 Vivian Street, Park River, ND Ph: 701-284-7500**

Park River's First Care Health Center implemented a career exploration program titled, "Inspector Wellness and the Case of the Many Medical Careers II." This program welcomed fifth and sixth grade students from three western Walsh County schools. The students spent most of the day listening to speakers, participating in hands-on activities, and touring the medical facility, enjoying a ride in the ambulance, and dressing up like a medical doctor. The students had a fun and engaging experience and left for home with a lot of excitement for medical careers. This program has been done in years prior. With such tremendous success, this program will be offered to students on an annual basis, with or without grant funding.

**2. Ashley Medical Center, Kathy Hoeft, CEO
612 Center Ave. N., Ashley, ND Ph: 701.288.3433**

Ashley Medical Center worked with their local school and held a health fair. Students in grades 6-12 were targeted and 88 students participated. Students had assignments related

to the activities they participated in. Seventeen disciplines were featured. This was a successful initiative fostering collaboration; the school and students later commented on the fact that they had no idea how large and complicated the hospital / health care arena was. The hospital staff commented positively saying, “it was fun to interact with the student, hopefully sparking some interest in health care.”

**3. Southwest Healthcare Services
PO Box C, Bowman, ND Ph 701.523.3214**

Southwest Healthcare Services worked with their local school to offer an EMT class and 18 students participated. The class prepared students to become EMT-Basic certified. They are now extending the educational opportunities by offering a CNA course in the high school, as well.

**4. St. Aloisius Medical Center, Ron Volk, CEO / Beth Huseh, Administration
325 East Brewster, Harvey, ND Ph: 701.324.4651**

St. Aloisius Medical Center and their local school developed and hosted a day camp for 7th and 9th grade students. The camp consisted of a variety of activities to enhance student awareness of career opportunities. The camp was attended by 24 students. The following are examples of the activities:

- a. ER visit – emphasis on Lab Sciences
- b. Healthy snack – emphasis on Dietetics
- c. Acute care unit visit with an activity of viewing a brain model – emphasis on Nursing and Physicians
- d. Recovery room visit with hand washing activity – emphasis on Surgical Tech
- e. Walking activity with pulse taking – emphasis on Wellness and Sports Medicine
- f. Played Health Careers Bingo
- g. Received a take-home booklet from www.careervoyages.gov

**5. St. Andrew’s Health Center, Jodi Atkinson, CEO
316 Ohmer Street, Bottineau, ND Ph: 701.228.9306**

St. Andrew’s Health Center developed a booth for *Market Place for Kids* titled, *We Got the Beat*. A variety of sessions were held with students to increase awareness about careers in the health care field. Thirty students from local schools visited their booth. In addition, they also hosted a variety of health tours at the hospital for middle and high school students. The tours included presentations and videos on a variety of occupations, including a video-taped ultrasound and viewing slides of specimens from the lab. Multiple students participated in the hospital visits through a partnership with the local school.

SUBMISSION OF APPLICATIONS:

Proposals must be postmarked by March 15, 2010 and sent to:

Katie Meberg, Education Coordinator
Eastern North Dakota AHEC
PO Box I
Park River, ND 58270

QUESTIONS

If you have questions regarding the application process, please contact Katie at 701.284.4616 or e-mail keahec@polarcomm.com.