

**City of Carson City
Agenda Report**

Date Submitted: August 6, 2012

Agenda Date Requested: August 16, 2012

Time Requested: Consent

To: Carson City Board of Supervisors

From: Health & Human Services (Marena Works)

Subject Title: For Possible Action: Action to direct staff to apply for a grant from the National Network of Public Health Institutes (NNPHI) for Strengthening the Community of Practice for Public Health Improvement: Quality Improvement Award Program, Cycle Two in the amount of \$5,000.

Staff Summary: NNPHI will provide health departments with \$5,000 awards, coupled with 15 hours of individualized quality improvement (QI) assistance from an experienced QI Coach, to conduct a QI project that results in measureable change. The QI Award Program is being implemented as part of the Strengthening the Community of Practice for Public Health Improvement (COPPHI) program, an initiative funded by the Robert Wood Johnson Foundation and managed by NNPHI that seeks to facilitate the exchange of best practices and build capacity among the nation's public health departments to conduct QI and to become accredited. The purpose of this *QI Award Program* is to support health departments to become more proficient in the adoption and application of QI and to meet the accreditation standards and measures set by the Public Health Accreditation Board (PHAB). Selected health departments will also be provided with additional opportunities, such as educational webinars with QI experts and sponsored attendance at a national accreditation and QI-focused meeting (the "Open Forum" meeting).

Type of Action Requested: (check one)

☐ Resolution

☐ Ordinance

☒ Formal Action/Motion

☐ Other (Specify) Information Only

Does This Action Require A Business Impact Statement: ☐ Yes ☒ No

Recommended Board Action: I move to direct staff to apply for the NNPHI grant titled Strengthening the Community of Practice for Public Health Improvement: Quality Improvement Award Program, Cycle Two in the amount of \$5,000.

Explanation for Recommended Board Action: Quality improvement is part of the mission of CCHHS and is one of the elements required for Public Health Accreditation.

Applicable Statue, Code, Policy, Rule or Regulation: N/A

Fiscal Impact: N/A

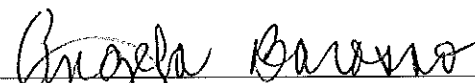
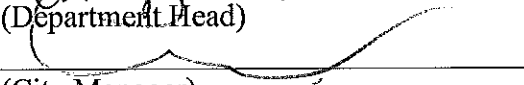
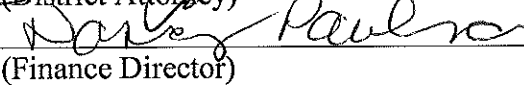
Explanation of Impact: N/A

Funding Source: N/A

Alternatives: Do not approve

Supporting Material: Grant Announcement

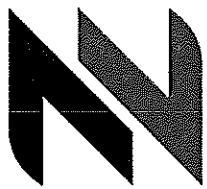
Prepared By: Dustin Boothe, MPH

Reviewed By:  Date: 8/7/12
(Department Head)
 Date: 8/7/12
(City Manager)
 Date: 8/7/12
(District Attorney)
 Date: 8/7/12
(Finance Director)

Board Action Taken:

Motion: _____ 1) _____ Aye/Nay
2) _____

(Vote Recorded By)



National Network
of Public Health Institutes

**Strengthening the Community of Practice for
Public Health Improvement (COPPHI)**

Date of Release: July 16, 2012

**Call for Proposals:
Quality Improvement Award Program (Cycle 2)**

Proposal Deadline: September 10, 2012 at 3 p.m. ET

Strengthening the **Community of Practice for Public Health Improvement (COPPHI)**
is managed by the National Network of Public Health Institutes with support from the
Robert Wood Johnson Foundation

BACKGROUND

Quality improvement in public health is defined as “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.”¹

Strengthening the Community of Practice for Public Health Improvement (COPPHI) is an initiative funded by the Robert Wood Johnson Foundation (RWJF) and managed by NNPHI that facilitates the exchange of best practices and builds capacity among the nation’s public health departments to conduct QI and to become accredited. COPPHI is being implemented as health departments across the country are beginning to submit applications to PHAB, a national accreditation program that provides consistent national standards for health. The overall goal of national accreditation for state, territorial, local, and Tribal health departments is to provide a catalyst for continuous quality improvement and in turn, improve the impact of health departments in protecting and improving health in their communities.

COPPHI responds to the continued need to provide support to public health practitioners and departments interested in using QI tools as a way to improve their health departments as well as to meet PHAB accreditation standards and measures. The QI Award Program described in this Call for Proposals is a key component of the COPPHI initiative. In addition to the QI Award Program, NNPHI is coordinating public health partner organizations to promote the use of the Public Health Quality Improvement Exchange, a searchable online database (under development) that will organize information from the rapidly growing number of public health QI projects and make it easily accessible to practitioners and other stakeholders.

NNPHI also promotes shared learning among a broad range of local, state, territorial and Tribal health department representatives; researchers; public health institutes; universities; national public health organizations; funders; policymakers; government agencies; and boards of health and other governance entities by holding national meetings that focus on QI and accreditation, called the *Open Forum Meeting for Quality Improvement in Public Health*. Health departments selected to participate in the QI Award Program are invited to attend a one-day kick-off training followed by the Open Forum Meeting for Quality Improvement in Public Health scheduled for December 5-7, 2012

TOTAL AWARDS

In this second cycle of the QI Award Program, NNPHI will provide 30 awards of \$5,000 each coupled with 15 hours of individually-tailored QI coaching from an experienced public health QI Coach.

¹ Riley W. Defining quality improvement in public health. *J Public Health Management and Practice*. 2010;16(1):5-7

NNPHI QI Award Program Call for Proposals

Proposal Deadline: September 10, 2012 at 3 p.m. ET

In completing the proposal process, applicants will need to:

- Propose a specific QI project that can be completed within an 8-month timeframe between December 1, 2012-July 31, 2013.
 - The QI project should aim to improve a process, output, or outcome.
 - Successful applications will need to include:
- A brief description of the issue that will be addressed; the information and process used to determine the need to improve this issue; and the significance of the desired improvement to the health department's efficiency and /or effectiveness.
- An aim statement that articulates the goal of the QI project in terms of the measureable improvement sought.

For guidance on writing aim statements, applicants may wish to reference Michigan's Quality Improvement Guidebook.

- The data source(s) that will be utilized to measure improvement.
- The PHAB standard(s) or measure(s) that the QI project could help the health department satisfy.

Note: Performing QI may assist the health department in meeting PHAB Standard 9.2 (Develop and Implement Quality Improvement Processes integrated into organizations practice, programs, processes, and interventions), and your QI project may also be relevant to PHAB standards in other domains. Refer to the PHAB standards and measures Version 1.0 located on the PHAB Website.

- Indicate intent to apply by **3:00 p.m. ET on August 20, 2012**. See the 'how to apply section' on page 6 of this Call for Proposals for additional detail.
- Complete and submit a brief proposal (3-single-spaced pages maximum) by **3:00 p.m. ET on September 10, 2012**. See the 'how to apply section' on page 6 of this Call for Proposals for additional detail.
- Provide a letter signed by the health department director reflecting support for the applicant's participation and completion of contractual obligations.

Note: If an applicant is unable to obtain the letter of support by the proposal deadline of September 10, 2012, a letter may be submitted at a later date, but must be received prior to engaging in a contract with NNPHI.

See a preview of the online proposal template at:

<http://my.rwjf.org/viewApplication.do?cfp=2141>

SELECTION CRITERIA:

Proposals will be reviewed by an external review panel including: NNPHI staff and consultants; representatives from national partner organizations; and RWJF staff. **Sites will be selected based on the following considerations:**

- Completeness and quality of the proposal.
- Evidence that the proposed QI project meets a significant need for improvement.
- Evidence that the QI project addresses broad public health functions or population health issues rather than clinic services or patient care.
- Evidence that the QI project seeks to improve *existing* processes or programs, rather than creating or implementing *new* processes or programs.

NNPHI QI Award Program Call for Proposals

Proposal Deadline: September 10, 2012 at 3 p.m. ET

Note: NNPHI has identified QI Coaches via a competitive application process. All QI Coaches have expertise in providing QI consultation and technical assistance in health departments or similar settings. The majority of the QI Coaching will be distance-based, with an opportunity for health departments and coaches to meet face-to-face at the kick-off training and Open Forum Meeting for Quality Improvement in Public Health in December 2012. NNPHI will provide a teleconference line to enable conferences between a department and their coach.

- 3-5 webinars/teleconferences that will provide an opportunity for additional technical assistance and peer-exchange/learning.
- Connection to learning communities and national networks of public health professionals engaged in QI and accreditation work.
- Travel, lodging, and per diem for one person from the health department to attend the kick-off training and the Open Forum Meeting for Quality Improvement in Public Health hosted by NNPHI December 5-7, 2012.

HOW TO APPLY

Applicants will submit their proposals using the RWJF online system, which can be accessed utilizing the “apply online” link at <http://www.nnphi.org/copphi>. If you have not previously utilized this online system, you will be prompted to register the first time you access the site. The online system will be open on July 16, 2012.

There are two steps to the application process, *both of which must be completed using the online system*, available through the “apply online” link at <http://www.nnphi.org/copphi>:

1. **Intent to Apply:** Applicants should indicate their intent to apply by **3:00 p.m. ET on August 20, 2012**. **If you do not indicate your intent to apply by this deadline, you will not be able to submit a proposal.** Once you indicate your intent to apply, you will be emailed a link that can be utilized to submit your proposal.
2. **Proposal Submission:** A proposal must be submitted by **3:00 p.m. ET on September 10, 2012**. No hard-copy proposals will be accepted.

See a preview of the online proposal template at:

<http://my.rwjf.org/viewApplication.do?cfp=2141>

It is strongly recommended that applicants use the “apply online” link at <http://www.nnphi.org/copphi> to become familiar with the online system and submission requirements *before* beginning to prepare any documents or materials or drafting a proposal. Staff may not be able to assist all applicants in the final 24 hours before the submission deadline. In fairness to all applicants, the program will not accept late submissions.

Please direct inquiries to QIAward@nnphi.org. All inquiries will receive a response within 48 hours.

NNPHI QI Award Program Call for Proposals

Proposal Deadline: September 10, 2012 at 3 p.m. ET

Attachment A NNPHI Standard Contract Language

THIS AGREEMENT made and entered into this ____ day of _____, 2012 by and between the following:

National Network of Public Health Institutes, a private, non-profit Corporation, represented herein by Joseph D. Kimbrell, Chief Executive Officer of the National Network of Public Health Institutes, duly authorized, whose mailing address is 1515 Poydras Street, Suite 1490 New Orleans, LA 70112 (hereinafter referred to as "NNPHI"), and the [NAME OF CONTRACTOR] (hereafter referred to as "Contractor").

During the performance of this agreement, the parties hereby agree to the following terms and conditions:

1. **Term:** This agreement shall be in effect from December 1st 2012 to July 31st, 2013.
2. **Contractor's Scope of Work:** Consistent with the deliverables and deadlines for provision of deliverables articulated in paragraph three (3) below, Contractor's obligations include but are not limited to the following:
 - a. Conduct a quality improvement project as outlined in the proposal submitted to NNPHI in response to Strengthening the Community of Practice for Public Health Improvement (COPPHI): QI Award Program Call for Proposals
 - b. With the assistance of a QI coach, document the results of the QI project and submit it to the Public Health Quality Improvement Exchange.
 - c. Participate in all Project Activities, including:
 - i. 3-5 project webinars/teleconferences
 - ii. 15 hours of distance-based quality improvement technical assistance, provided by a QI Coach
 - d. Submit a brief progress report and final report to NNPHI that documents the improvements gained and lessons learned from the implementation of the QI project.
 - e. Provide information, feedback, evaluations, and suggestions on QI Award Program activities as requested via questionnaires and/or interviews with NNPHI staff.
3. In the completion of the above scope of work, NNPHI reserves the right to require Contractor to make reasonable revisions to any deliverables under this agreement prior to their approval and the provision of any compensation to Contractor. Contractor agrees that all deliverables submitted to NNPHI under this agreement may be utilized by NNPHI and the Robert Wood Johnson Foundation in the furtherance of the goals of the respective organizations and may be presented, disseminated, repackaged, excerpted from, and republished in any format without limitation.
4. **Contractor's Compensation:** In consideration for the services rendered by Contractor in completion of its obligations under the terms of this agreement, including all requirements in paragraph two (2), above, NNPHI agrees to pay Contractor a maximum amount of five-thousand dollars and zero cents {\$5,000.00} to be paid in two installments, with the first installment of three-thousand seven-hundred fifty dollars and zero centers {\$3,750.00} due and payable at the at the signing of this agreement. The final installment of one-thousand two-hundred fifty dollars and zero cents {\$1,250.00} will be due and payable upon NNPHI's receipt, review and approval of a final report due [DATE TO BE DETERMINED]. Invoices must be submitted for final payments. Please include the contract number listed above on the invoice and submit it to the attention of Merilee Jones at mjones@nnphi.org. NNPHI further reserves the right to ensure Contractor's satisfactory completion of the scope of work outlined in paragraph two (2), above, before the

NNPHI QI Award Program Call for Proposals

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- employees, agents and contractors, from any liability or claim for damage because of bodily injury, death, property damage, sickness, disease or loss and expense arising from the Contractor's negligent or willful misconduct in the performance of its obligations under the terms of this agreement. The Contractor is and shall be solely responsible and liable to NNPHI for the actions of its employees, contractors, subcontractors, and any other individuals or entities performing work on behalf of the Contractor in the furtherance of its obligations under the terms and conditions of this agreement.
12. Contractor shall maintain sufficient insurance, to the extent required by law, in the completion of its obligations under the terms and conditions of this agreement.
 13. To the extent allowed by law, this agreement shall be governed by, and construed in accordance with, the laws of the State of Louisiana.
 14. No funds provided herein shall be used to urge any elector to vote for or against any candidate or proposition on an election ballot nor shall such funds be used to lobby for or against any proposition or matter having the effect of law being considered by the legislature or any local governing authority. This provision shall not prevent the normal dissemination of factual information relative to a proposition on any election ballot or a proposition or matter having the effect of law being considered by the legislature or any local governing authority.
 15. Upon completion of this agreement or if terminated earlier, all records, reports, worksheets or any other materials related to this contract shall become the property of NNPHI. NNPHI shall have the right to reproduce, publish, or otherwise use the materials generated by the project.
 16. All records prepared pursuant to this contract shall be retained and safeguarded for a 5-year period following the termination of this contract, and said records shall be made available to either party to this contract, and/or an independent auditor retained by either party.
 17. **Equal Employment Opportunity / Anti-Discrimination – Compliance with Federal Law:** The Contractor shall comply with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor." Neither party to this contract shall discriminate against any person on the basis of race, ancestry, national origin, color, sex, disability, age, or religion and the parties shall conform to the applicable provisions of the federal and state anti-discrimination acts including the federal Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973, and Title VI of the Civil Rights Act of 1964.
 18. Without reference to cause, this agreement may be terminated by either party by giving thirty (30) days written notice to the other party.
 19. **NNPHI's Termination of Contract for Cause, Breach or Conditions beyond Contractor's Control:** If, through any cause or breach of the terms of this agreement, the Contractor shall fail to fulfill in a timely and proper manner its obligations under this contract or if the Contractor shall violate any of the covenants, agreements, or stipulations of this contract, NNPHI shall thereupon have the right to terminate this contract by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least five (5) days before the effective date of such termination. Where circumstances beyond the control of the Contractor make performance of the Contractor's obligations under the terms of the agreement impossible, NNPHI may terminate the agreement by giving written notice within a reasonable time before the effective date of such termination. All finished or unfinished documents or work products prepared by the Contractor under this contract shall, at the option of NNPHI, become NNPHI's property and the Contractor shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder. Notwithstanding the above, the Contractor shall not be relieved of liability to NNPHI for