

THIS PROCUREMENT CLOSED

PLEASE DO NOT RESPOND

5/20/08

APPLICATION FOR GRANTS AND SUBSIDIES (PP OBJECT CLASS)

Name/Title of Grant: Regional Advisor to the Essential School Health Services (RA-ESHS)

Document File Number: 902719

- 1. Description or Purpose of Grant:** The Massachusetts Department of Public Health (MDPH), Bureau of Community Health Access and Promotion is seeking applicant ESHS school districts to provide consultation to ESHS programs within their general geographical area. These will be known as Regional Advisor School Districts (RA-ESHS). Applicant school districts must have been awarded the Essential School Health Service (ESHS) or Essential School Health Service with Consultation programs (ESHSC) in 1999-2000 and be awarded the FY09 ESHS Infrastructure grant for consideration as an Advisor School (RFR 900419). The Regional Advisor role will not be a new contract but an amendment to the FY09 ESHS contract and contingent on the execution of this contract. The estimated value of the competitive procurement (including anticipated renewal options and pending legislative approval) is approximately \$200,000-\$250,000 annualized. The Department intends to fund approximately 5 Advisor School Districts. Funding will be in addition to their ESHS allocation for FY09.

The general goal of the RA-ESHS grants is to maximize the existing school nursing expertise, leadership and infrastructure to provide additional consultation to ESHS programs (including their mentored school districts and community public schools as appropriate) within a general region. *Please note: The RA-ESHS Programs will be expected to meet the requirements of the basic ESHS program, as well as provide ongoing consultation assistance to the ESHS programs (including their mentored school districts and community public schools as appropriate).*

Applicant Eligibility: Essential School Health Service Programs and Essential School Health Service with Consultation Programs (ESHSC) funded in 1999-2000 and refunded for the ESHS for FY09 are eligible to apply. Factors which will be carefully considered in the selection process include but are not limited to:

- Previous experience in successfully meeting the ESHS or ESHSC grant requirements, including the scoring of the ESHS application;
- Demonstrated commitment to improving standards of school nursing practice, and to implementing the goals of the ESHS grants;
- Geographic location; (The MDPH would like to provide an excellent RA-ESHS Program in approximately five regions.)
- Experience level/past performance of the school nurse leader in meeting grant requirements (including performance improvement projects) and sharing best practices; and

- Administrative support for the program.

2. Contact Information

Contact Person: Anne Sheetz, R.N., M.P.H.

Title: Director of School Health Services

Address: 250 Washington Street, Boston, MA 02108

Telephone #: (617) 624-6018

Fax #: (617) 624-6062

E-mail or Internet Address: anne.sheetz@state.ma.us

3. Anticipated Payment Methodology:



Lump Sum



Periodic Scheduled Installments



Cost Reimbursement



Other (specify):

4. Whether Single Or Multiple Grantees Are Required For Grant(s)



Single Grantee or



Multiple Grantees

5. Expected Duration Of Grant (Initial Duration and Any Options to Renew)

(Subject to appropriation or the availability of sufficient non-appropriated funds under the grant funding authority)

Initial Duration: 5 years ☒ one-time purchase; or: up to ☐ months,

The "Programmatic Definitions" for the years of the grant are equivalent to state fiscal years.

For the purpose of this RFR:

- Year 1: Begins 7/1/08 and Ends 6/30/09;
- Year 2: Begins 7/1/09 and Ends 6/30/10;
- Year 3: Begins 7/1/10 and Ends 6/30/11;
- Year 4: Begins 7/1/11 and Ends 6/30/12;
- Year 5: Begins 7/1/12 and Ends 6/30/13;

Renewal Options: (indicate number) 3 options to renew for up to 2 year(s) each option

6. Anticipated Expenditures, Funding Or Compensation For Expected Duration

The estimated value is approximately \$200,000 to \$250,000 annually. Each program will be funded approximately \$50,000.

Use of Funds: Funds are intended to provide a minimum of two days per week for the Advisor nurse, a baccalaureate, preferably masters, prepared nurse who will oversee the project. Funding may also be used for substitute nurses, travel expenses and professional development programs. *Please note: funds may be used for substitute nurses and travel expenses for community public schools (vocational technical schools, collaboratives and charter schools). The ESHS programs and mentored school districts may pay these expenses from their grant allocations.*

7. DEADLINE FOR RESPONSES

Indicate Deadline Date: Must be received no later than 12:00 Noon on June 6, 2008.

Will a Bidders Conference be offered? ☒ NO ☐ YES

Will opportunity for written questions be offered? ☐ No ☒ YES Please send questions in writing by May 27, 2008 to Anne H. Sheetz, Director of School Health Services, Massachusetts Department of Public Health, 250 Washington Street, Boston, MA 02108 FAX 617 624-6062 e-mail: anne.sheetz@state.ma.us

1. Indicate Grant Scope and Performance Requirements:

A. Background Information

The Essential School Health Service Programs originated in 1993 and were designed to develop high quality school health services in as many school districts and schools as possible throughout the Commonwealth. Enhancement components included (a) strengthening the administrative infrastructure of the school health service program (nursing leadership, staffing requirements, health assessments, policies, emergency care, etc.), (b) implementing tobacco control and cessation programs, as well as supporting efforts to prevent substance abuse, (c) linking the school health service program with local health agencies, health care providers, community-based activities, and public health insurance programs,¹ and (d) developing management information systems. In 1997 the program expanded to provide a consultation model where experienced school districts agreed to provide school health consultation to 6-10 other unfunded districts ("recipient school districts"), thus expanding the impact of the standards and best practices of the ESHS programs. Successful consultation districts demonstrated the

¹ School nurses are uniquely connected to families and providers; therefore they also offer a critical link in implementing the Commonwealth's efforts at health care reform.

positive impact of networking, standard-setting and professional development among their recipient schools.

Feedback from the previously funded ESHS programs indicated that each basic program could extend the consultation process by mentoring two other local districts; hence this requirement was incorporated into the FY09 RFR. However, as school health services and school nursing practice are expanding exponentially, there remains a need for consultation and the sharing of best practices by experienced districts on a regional scale. The vision of the RA-ESHS model is that these programs will be considered both the experts in school health services in the "region" as well as the coordinators of sharing best practices among the granted programs within the region. They will also represent school nursing and school health services at relevant meetings and coalitions addressing the health of children and youth. In addition, the RA-ESHS programs would serve as school nurse representatives to regional initiatives of MDPH, e.g., pandemic planning, and other state agencies.

B. Requirements

Grant applicants will agree to:

1. Assure the commitment of the applicant school district's superintendent, MDOE-licensed nurse leader and other school administrative staff to meet the requirements of this RFR. This should be acknowledged in a "*Memorandum of Agreement Grant Assurances*" (see Attachment) to be signed by appropriate school personnel, including the chairman of the school committee, superintendent, school nurse leader and the school business administrator in the applicant district. *Please note: if any of the signatories change, an updated "Memorandum of Agreement Grant Assurances" will need to be submitted to the Department attesting to ongoing commitment to the grant and its implementation.*
2. Provide consultation to a minimum of 8 ESHS programs (and their mentored school districts, as well as community schools as appropriate) within the "region".
3. Attend all required ESHS meetings, as well as periodic Regional Advisor meetings organized by the Department.
4. Agree to employ an Advisor Nurse position, at a minimum of two days per week, for the consultation role. MDPH recommends that the nursing position for the Advisor role be yearlong (12 months) rather than nine months.

Scope of Service

Scope of Service regarding a minimum of 8 ESHS Programs (and their mentored school districts, as well as community schools as appropriate): The Regional Advisor School shall meet all requirements of the basic ESHS program. In addition:

- A. Appoint an Advisor Nurse (licensed or eligible for MDOE licensure) to a minimum of 2 days per week. (The MDPH recommends that this is a 12 month position, and the Advisor Nurse be at a minimum BSN prepared and masters preferred.)
- B. Identify ESHS programs in its general geographical area (“region”) and form MOAs with them to provide consultation. (This will be done after the grant award, and at that time the MDPH will provide a model agreement.)
- C. Provide technical assistance and consultation to a minimum of 8 funded ESHS school districts (including their mentored districts and local private, charter, educational collaborative and vocational technical schools as requested).
- D. Provide additional consultation to the school districts with **new** ESHS programs. This may include telephone consultation, meetings and site visits. Consultation content areas may include but not be limited to: leadership development, working with mentored school districts, working with private schools, budgeting, etc. *Please note: the MDPH School Health Unit will continue to assume responsibility for consulting on regulatory/legal issues pertaining to school health. The MDPH School Health Advisors will also provide ongoing evaluation of the Regional Advisor Schools.*
- E. Schedule a minimum of four meetings annually with the ESHS programs, and their mentored schools (and the ESHS community vocational technical schools, educational collaboratives and charter schools as appropriate) to provide consultation in areas such as leadership development, policy development, the role of the nurse leader, working with private schools, emergency preparedness planning, data collection, budget, funding opportunities, etc. *Please note: The MDPH School Health Advisor should be invited to these meetings.*
- F. Explore common issues and resources in the region, such as school nursing workforce development.
- G. Collaborate with state agencies serving children in the region, e.g., Department of Mental Health, Department of Social Services, etc.
- H. Represent school health on the regional emergency planning committees and other committees/coalitions as appropriate.
- I. Collaborate with the “regional” primary care providers (PCPs) and other providers to identify issues related to providing and linking care with the schools, including mental health services, mandated programs (with the assistance of the ESHS and Mentored School Nurse Leaders). Begin to address these issues at the regional level.
- J. As appropriate, provide professional development programs (with PDP’s or CEU’s); programs *should not duplicate the role of the School Health Institute.*
- K. Advise the MDPH on issues relating to child health and developing the school health service system across the Commonwealth. This will include serving on statewide committees.
- L. Complete and submit to the MDPH an annual narrative report documenting the progress of schools within the region toward meeting the goals of the grant.
- J. Serve on the ESHS Evaluation Committee.

- K. Agree to join with the other Regional Advisor school districts to develop an article on regional advisor schools for publication in years 2-3 of the contract.
- L. Recommendation: Become a member of the Massachusetts School Nurse Research Network.

Please note: The MDPH reserves the right to evaluate the Advisor School District every two years to determine whether funding for this aspect of the school district ESHS will continue. The evaluation will consider administrative support, nurse leadership changes (including the Regional Advisor Nurse position) and the annual narrative report as to progress.

Performance Requirements/Outcomes

OUTCOME #1 (Advisor Schools)

The Advisor School District provides consultation as defined by the RFR.

Target #1: The Regional Advisor School District records the numbers and types of consultation to ESHS districts, as well as the required four annual programs (and attendance).

Target #2: The Regional Advisor School District represents school health at all regional emergency planning meetings, as well as regional coalitions pertaining to the health of children and youth.

Target #3: The Regional Advisor School District submits an annual narrative report to the MDPH regarding its progress in meeting grant goals, including accomplishments, challenges and plans for the coming year.