

State Application Example

Below is an example of a “model” application submitted for Summer 2023. While each Title V agency application will be unique and the emphasis of each project will vary, you may find it helpful to see what level of detail we are looking for in each application. If you have any questions, please reach out to us at titlevmchinternship@uic.edu.

Please provide the following contact information:

Agency Vermont Agency of Human Services
Division Family and Child Health
Name of individual completing this application
Email
Phone Number
Address

Is this your first application to the Title V MCH Internship Program?

No, please specify which years: -- 2021

Have you been selected previously to be a host site for the Title V MCH Internship Program?

Yes, please specify which years: -- 2021

State/Territory Project Description. Briefly describe the project with which the student team will be involved. Please describe the overall goal of the project, the population served, and any details that will help student applicants to understand your proposed the project. If your agency has a webpage or document that describes the program in which the project will be embedded, please provide a link below.

The student interns will jointly contribute to planning and conducting a formative assessment of family and child health needs in the state of Vermont. This work is designed to inform the larger Title V needs assessment. The interns will assist in scoping community engagement efforts among minority populations in Vermont, specifically New American, African American, and Indigenous populations. The interns will gather publicly available information to map community engagement opportunities to inform outreach and recruitment. Additionally, interns will contribute to focus group and listening session design including outreach materials, discussion questions, and protocol for analyses. If the focus group and listening sessions are conducted during the summer, interns will participate in data cleaning and simple data analysis (e.g., EXCEL), synthesis of results, and contribute to recommendation development. The interns themselves will not be required to conduct any sophisticated analyses. This work is situated to set the groundwork for the larger needs assessment as part of Title V deliverables. This formative evaluation will be made available to all partners and contractors to inform the larger body of work associated with the Title V to center the needs of minority populations in the state.



This section should be an overview of the project and how it is relevant for the agency. This example also is strong because it clearly details the major activities the interns will be working on throughout the summer.

How does this project relate to your Title V agency's priorities?

Vermont finalized our State Health Assessment and State Health Improvement Plan (SHA/SHIP), which helps us prioritize goals and objectives for health, monitor trends, identify gaps and track progress. The SHA/SHIP uses a health equity framework, evaluating Family and Child Health data by key populations that have experienced historical injustice. Vermont's 2020 Title V Needs Assessment identified assessment of the needs of minority populations as a targeted priority for future years. Additionally, health equity is a Department-wide key priority area as identified within SHA/SHIP. It is our intent to highlight the needs of marginalized populations in a more robust and comprehensive manner than in past Title V needs assessments. This work is one of many foundational steps that Vermont Title V/Family and Child Health is embarking on to achieve health equity. This project is aligned with Title V's crosscutting priority area of promoting an approach to work that is integrated, strength-based, and mission-driven. Engaging with communities, particularly those who often do not have a voice, is critical to ensure that resources and policy are supporting those who need them most.

Describe how the proposed project centers equity.

Vermont's Department of Health, and especially Title V/Family and Child Health, has an ongoing commitment to health equity and family engagement. As noted in Vermont's Title V Block Grant Application 2023, health equity and eliminating disparities is a crosscutting priority area. This project is designed to increase capacity for evaluating the needs of marginalized communities and to equitably and comprehensively illustrate the needs of Vermonters who are historically disadvantaged. This work will provide clear direction for our overall Title V needs assessment and strategic planning for Title V in addition to other programmatic areas within Family and Child Health.

What is the preferred work setting for the student interns based on the project's needs and the anticipated summer 2023 work environment? (Note: We will expect both interns to experience the same approach, either in-person or virtual. Additionally, the in-person option means the students will be working on site for a minimum of three days a week).

No Preference

List 2-3 overall project objectives along with the corresponding activities and deliverables for the proposed project above. Please be mindful that, if selected, your Title V agency could be paired with two graduate students OR one graduate student and one undergraduate student. The project objectives, activities, and deliverables should be achievable in 10 weeks and appropriate for either type of team.

Objective 1: Develop a plan for assessing the needs of minority populations in VT.

Activity 1 Interns will review best practice standards for community engaged assessment and consult with relevant Program Managers, partners, and subject matter experts on these practices.

Deliverable 1 Based on the information collected develop a spreadsheet of best-practices for community based needs assessment.

Please provide a timeline for your internship team and how the interns will meet the objectives through smaller activities/tasks. Consider the feasibility of the tasks for the amount of time required.

Activity 2 Interns will develop a plan to conduct a community-based needs assessment to include focus group guides, key informant interview scripts, interview materials, and data collection protocols.

Deliverable 2 Drafts of relevant materials as listed above.

Objective 2: Assist in outreach and facilitation of community-based assessment.

Activity 1 Coordinate meeting details and organize data collection materials.

Deliverable 1 Documentation of conduct of focus groups, key informant interviews, and listening sessions.

Objective 3: Assist in data cleaning and analysis of qualitative information collected.

Activity 1 Organize data into the appropriate format (using software such as EXCEL).

Deliverable 1 Cleaned and “coded”/“organized” dataset ready for analysis.

Activity 3 Analyze the data for themes that reflect community needs to inform priority areas

Deliverable 3 Draft of a report based on the findings from the analyses.

What skills are required for the project? Check all that apply.

- Microsoft Excel
- Literature Review Skills
- Community Assessment
- Qualitative Methods (Implementation) (includes key informant interviews, focus groups, photovoice, etc.)
- Qualitative Methods (Simple Analysis)
- Synthesis of Information
- Communication Skills



Consider what skills interns will need in order to successfully complete each task. Be mindful that the level of skills of undergraduate and graduate students may differ.

Describe any required technology or technical knowledge necessary for the student interns to complete their tasks or project. Examples include: need for agency-specific emails, PC-only requirements, firewalls that they will need to receive approval for, access to agency level folders and networks, competence in Zoom/Microsoft Teams, etc.

Agency-specific emails, competence in Microsoft Teams

Please provide information about the individuals at your agency who will serve as the students' preceptor or preceptors. This individual does not need to be the Title V Director.

Name (primary preceptor)
Title
Email
Name (secondary preceptor)
Title
Email



Identifying more than one preceptor is key as student interns should always have support if a preceptor goes on vacation or is unavailable.

Does your agency require a contractual agreement (e.g., memoranda of understanding, hiring paperwork, etc.) between a student's academic institution and your agency? If yes, please note these requirements below. Prior to answering this question, please consult with your HR department.
No, we have not needed them in the past.



We would advise you reach out to HR as soon as possible as this process can take a while with the interns' home institutions.

You identified a preference for an in-person internship with your agency. Student interns will need to find housing in your locale. Is there affordable temporary housing available for the students near your agency?
There is no readily available affordable housing unless they have a personal connection or network.

What is the typical cost of a furnished short-term rental or sublet near your agency?

\$1100-\$1300/per person

Is your agency easily accessible by public transportation?

Yes

Are services such as Lyft or Uber available near your agency?

Yes

Please include 2-3 sources where students may find temporary housing. Examples include listservs or universities close by that may have sublease websites or dormitory housing available. Note: Since the student interns will be likely unfamiliar with the area, if your state is selected as an internship site, the expectation is that you will provide some information to the students to help them identify housing in the area. Also, it is important to recognize that most students will not have cars. As such, recommended housing should be close to public transportation.

Seven Days, Front Porch Forum, University of VT, word of mouth, realtors. We are in a housing crisis right now so housing might be difficult unless they have pre-established connections or options. All work can be done remotely; however, we are happy to accommodate in-person work.



One of the biggest challenges for interns is securing housing. While it is ultimately the interns' responsibility, we want to ensure that preceptors are willing to provide guidance for options.